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# PeopleSoft 9.1 PeopleBook: Enterprise Components

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# Enterprise Components Preface

This preface provides an overview of Oracle's PeopleSoft Enterprise Components documentation included in this PeopleBook.

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## Overview of Enterprise Components

This PeopleBook describes features generally available as common objects or components to all product lines, including using datasets, formatting addresses, using the Find Object Navigation utility, working with currencies and market rates, and using Forms and Approval Builder.

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**Note.** Some of the page elements and colors that your product uses may differ from the screen shots presented in this PeopleBook. This book uses a generic style sheet for the purposes of illustration only.

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## PeopleBooks and the PeopleSoft Online Library

A companion PeopleBook called *PeopleBooks and the PeopleSoft Online Library* contains general information, including:

- Understanding the PeopleSoft online library and related documentation.
- How to send PeopleSoft documentation comments and suggestions to Oracle.
- How to access hosted PeopleBooks, downloadable HTML PeopleBooks, and downloadable PDF PeopleBooks as well as documentation updates.
- Understanding PeopleBook structure.
- Typographical conventions and visual cues used in PeopleBooks.
- ISO country codes and currency codes.
- PeopleBooks that are common across multiple applications.
- Common elements used in PeopleBooks.
- Navigating the PeopleBooks interface and searching the PeopleSoft online library.
- Displaying and printing screen shots and graphics in PeopleBooks.
- How to manage the locally installed PeopleSoft online library, including web site folders.
- Understanding documentation integration and how to integrate customized documentation into the library.
- Application abbreviations found in application fields.

You can find *PeopleBooks and the PeopleSoft Online Library* in the online PeopleBooks Library for your PeopleTools release.





## Chapter 1

# Using Datasets

This chapter provides an overview of using datasets with PeopleSoft applications and discusses how to:

- Define dataset rules.
- Define dataset roles.

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## Understanding Datasets

Datasets enable role-based filtering and distribution of data. You can limit the range and quantity of data displayed for a user by associating dataset rules with a user's dataset roles. The resulting dataset rules are a set of data appropriate to the user's dataset roles.

You can also limit the range and quantity of data passed to a mobile device by defining data distribution rules based on datasets. Data distribution rules define the selection of data downloaded to a mobile device. The dataset may differ depending on the mobile device.

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**Note.** If you are using PeopleCode to control data distribution, consider using datasets instead.

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## Defining Dataset Rules

This section provides an overview of dataset rules and discusses how to create dataset rules.

## Understanding Dataset Rules

Dataset rules define datasets for use in conjunction with each dataset role's security rules. Defining dataset rules creates Structured Query Language (SQL) statements that select the dataset displayed for each rule.

To use dataset rules and roles:

1. Define dataset rules, which are based on a synchronized record.

You define a dataset rule to return a subset of rows from the selected synchronized record based on the dataset role to which you will link the rule.

These dataset rules are based on views that can join to any record in your PeopleSoft system.

For each rule condition, the user specifies a field that comes from the search record name defined in the dataset rule. When the specified field has neither a prompt or translate table edit, the following system variables, which are delivered as system data to all applications, can be used to filter the condition:

- %Blank
- %Date
- %EmployeeID
- %PersonID
- %Time
- %UserID

2. Assign the dataset rules to dataset roles, according to role security and data requirements.

Each dataset role can have multiple dataset rules. You can use existing dataset roles, or create new dataset roles by selecting from existing PeopleTools security-based user roles.

See *PeopleTools: Security Administration PeopleBook*, "Setting Up Roles"

3. Ensure that the original user roles on which dataset roles were based are associated with appropriate user IDs.

Each user ID can have multiple user roles.

See *PeopleTools: Security Administration PeopleBook*, "Administering User Profiles," Setting Roles

## Page Used to Define Dataset Rules

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Dataset Rules	EOEC_DATASET	Enterprise Components, Component Configurations, Datasets, Dataset Rules	Define the rules that make up a dataset.

## Creating Dataset Rules

Access the Dataset Rules page (Enterprise Components, Component Configurations, Datasets, Dataset Rules).

### Dataset Rules

Dataset Name: TE\_COUNTRY

\*Description: Country

Dataset Rules

Find | View All

First 1 of 3 Last

\*Rule: TE\_ASIA\_PAC

\*Description: Asia Pacific Countries

\*Search Record Name: COUNTRY\_TBL Countries

\*Status: Active

Rule Conditions									
AND or OR	((...	*Field Name	Operator	*Field Value	))...				
		Country	Equal To	AUS		+	-		
OR		Country	Equal To	IND		+	-		
OR		Country	Equal To	JPN		+	-		

Test SQL

Show SQL

Data distribution rule is valid.

Dataset Rules page

The number of rule conditions in a dataset rule is limited only by your performance requirements. You can set a series of rule conditions that can navigate through as many records as necessary.

Dataset Rules

Search Record Name

Select the name of the search record for this rule. You can create a view specifically for use in the rule.

Status

Select *Active* or *Inactive*.

Rule Conditions

...(( and ))...

If the AND or OR field is left blank, specify the nesting level for this condition. Be sure to match opening and closing parentheses.

Field Name

Select the field name on which this rule operates.

Operator

Specify the operation with which to compare the specified field value. Select from standard conditional operators.

Field Value

Specify the value of the specified field against which to compare.

<b>AND or OR</b>	For second and subsequent rule conditions, specify <i>AND</i> or <i>OR</i> , or leave blank if the rule statements are nested.
<b>Test SQL</b>	Click to test the validity of the rule conditions. The result is returned below the button.
<b>Show SQL</b>	Click to view the SQL statement generated by the rule.

---

## Defining Dataset Roles

This section discusses how to define dataset roles.

Set up user roles by associating dataset rules with user roles.

### Page Used to Define Dataset Roles

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Dataset Roles	EOEC_MP_ROLE	Enterprise Components, Component Configurations, Datasets, Dataset Roles	Define dataset roles that associate existing PeopleTools user roles with dataset rules.

### Defining Dataset Roles

Access the Dataset Roles page (Enterprise Components, Component Configurations, Datasets, Dataset Roles).

Dataset Roles

Role Name:Employee Asia PacificEmployee Asia Pacific

DatasetsFindFirst1-3 of 3Last

Dataset Name:TE\_COUNTRYCountry

RulesCustomizeFindFirst1 of 1Last

*Rule	Description	Laptop	PDA		
TE_ASIA_PAC	Asia Pacific Countries	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Dataset Name:TE\_CURRENCYCurrency

RulesCustomizeFindFirst1 of 1Last

*Rule	Description	Laptop	PDA		
TE_ASIA_PAC	Asia Pacific Currencies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Dataset Name:TE\_LOCATIONLocation

RulesCustomizeFindFirst1 of 1Last

*Rule	Description	Laptop	PDA		
TE_ASIA_PAC	Asia Pacific Locations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Dataset Roles page

Select an existing dataset role for editing, or create a new dataset role by selecting from existing PeopleTools security-based user roles.

See *PeopleTools: Security Administration PeopleBook*, "Setting Up Roles"

<b>Dataset Name</b>	Select the dataset with which the component rule is associated.
<b>Rule</b>	Select the component rule.
<b>Laptop and PDA</b>	Select to display the resulting data on a laptop computer or PDA.
<b>Note.</b> If you do not select Laptop or PDA, no data from this rule is displayed.	

## Defining Mobile Data Distribution

Use datasets to define the data distributed to mobile devices running the PeopleTools Mobile Agent.

**Important!** PeopleSoft Mobile Agent is a deprecated product. The information in this section exists for backward compatibility only.

This section provides an overview of mobile data distribution and discusses how to:

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- Define mobile data distribution rules.
- Use mobile user rules.

## Understanding Mobile Data Distribution

Mobile devices can have limited processing power, storage capacity, and display space. You can limit the range and quantity of data passed to the mobile device by associating dataset rules with synchronizable component interfaces. Mobile data distribution rules define the selection of data from network servers for download to a mobile device. The result of data distribution rules is a set of data appropriate to the user's roles. The set of data may differ depending on the mobile device.

Data distribution for mobile applications implements security and filters the data downloaded to the mobile device. You define data distribution for mobile devices based on datasets by selecting dataset rules assigned to the mobile device user's dataset roles.

### Implementing Mobile Data Distribution

To filter data defined by dataset rules to mobile devices, developers must include the function `DistributeDataByRules()` in the synchronizable component interface's `OnSelect PeopleCode` method.

For example:

```
Declare Function DistributeDataByRules PeopleCode
FUNCLIB_ECMOBIL.EOEC_ONSELECT FieldFormula;
DistributeDataByRules();
```

### See Also

*Enterprise PeopleTools 8.49 PeopleBook: Mobile Agent*

*PeopleTools: PeopleCode Language Reference PeopleBook*

## Pages Used to Define Mobile Data Distribution

Page Name	Definition Name	Navigation	Usage
Mobile Data Distribution	EOEC_MP_RULE	Enterprise Components, Component Configurations, Mobile, Mobile Data Distribution	Define data distribution rules for mobile devices based on datasets.
Mobile User Rules	EOEC_MP_USRRULE	Enterprise Components, Component Configurations, Mobile, Mobile User Rules	Preview the effect of mobile data distribution.

## Defining Mobile Data Distribution Rules

Access the Mobile Data Distribution page (Enterprise Components, Component Configurations, Mobile, Mobile Data Distribution).

Use the Mobile Data Distribution (EOEC\_MP\_RULE) page to define data distribution rules for mobile devices based on datasets.

### Mobile Data Distribution

Component Interface Name: TE\_EXPENSE\_LOCATION
Expense Locations CI

Search Record Name: EX\_LOCATION\_TBL
Location Table

\*Laptop Limit: All Data
Laptop Count: 999999999

\*PDA Limit: All Data
PDA Count: 999999999

Dataset Name: TE\_LOCATION
Location

[Dataset Details](#)

Dataset Rules			
Rule	Description	Status	Search Record Name
TE_ASIA_PAC	Asia Pacific Locations	Active	EX_LOCATION_TBL
TE_EURO_UNION	European Union Locations	Active	EX_LOCATION_TBL
TE_NORTH_AMERICA	North American Locations	Active	EX_LOCATION_TBL

Mobile Data Distribution page

**Note.** Component interfaces selected for mobile data distribution must be synchronizable; only synchronizable component interfaces are available from the prompt.

### Laptop Limit

Select the limiting factor for data instances to be downloaded to a laptop computer during synchronization. Select from:

*All Data:* Select to download all data matching the rule's conditions.

*Limit By Count:* Select to download only data matching the rule's conditions up to the specified count. The count is based on the number of rows returned. Referenced data is also included.

*Referenced Data Only:* Select to download only data only if it is referenced by another component. You would be more likely to select this option for setup data than for transaction data.

For example, if you have 50,000 products, but the leads you download are related to only 2,000 of the products, select *Referenced Data Only* so that you only download the 2,000 products, instead of the entire set.

If *Reference Data Only* is selected for products, downloads do not include products unless other objects such as leads and opportunities that reference products are downloaded.

**PDA Limit**

Select the limiting factor for data instances to be downloaded to a PDA during synchronization. Select from:

*All Data:* All data matching the rule's conditions is downloaded.

*Limit By Count:* Only data matching the rule's conditions up to the specified count is downloaded. Referenced data is also included.

*Referenced Data Only:* Only data referenced by the component interface is downloaded.

**Laptop Count and PDA Count**

If you select *Limit By Count* in the Laptop Limit field or the PDA Limit field, specify the maximum number of data instances to be downloaded.

**Dataset Name**

Select the dataset to apply to this mobile data distribution rule.

**Dataset Details**

Click to access the Dataset Rules page, where you can view and modify the selected dataset definition.

See [Chapter 1, "Using Datasets," Creating Dataset Rules, page 2.](#)

The Dataset Rules grid lists rules for the specified dataset.

## Using Mobile User Rules

Access the Mobile User Rules page (Enterprise Components, Component Configurations, Mobile, Mobile User Rules).

Use the Mobile User Rules (EOEC\_MP\_USRRULE) page to preview the effect of mobile data distribution.

### Mobile User Rules

User ID: VP1

Component Interface Name: TE\_COUNTRY

Dataset Name: TE\_COUNTRY

Customize   Find   First 1 of 1 Last				
Show Rule Count	Rule	Description	Laptop	PDA
Show Rule Count	TE_NORTH_AMERICA	North American Countries	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Show Laptop Count Show PDA Count

[Preview Laptop Results](#) [Preview PDA Results](#)

Mobile User Rules page

A mobile user can specify whether a selected data distribution rule returns data to a selected mobile device. The user must be signed in with a user ID, not as an administrator, to define mobile user rules.

**Show Rule Count**

Click to view the number of results the mobile data distribution rule returns.



**Show Laptop Count and  
Show PDA Count**

Click to view the number of results the mobile data distribution rule returns to a laptop computer or PDA based on any limits set for the mobile device on the Mobile Data Distribution page.

**Laptop and PDA**

Select to display the results of this mobile data distribution rule on a laptop computer or on a PDA, or both.

---

**Note.** If neither Laptop nor PDA is selected, no data from this mobile data distribution rule is displayed.

---

**Preview Laptop Results and  
Preview PDA Results**

Click to preview the data that will be downloaded to a laptop or PDA as a result of this mobile data distribution rule and any limits set for the mobile device on the Mobile Data Distribution page.



## Chapter 2

# Formatting Addresses

This chapter provides an overview of using address formats with PeopleSoft applications and discusses how to specify address formats.

---

## Understanding Address Formats

You can use addresses throughout PeopleSoft applications for customer, vendor, and student locations. The address format pages are used to specify the details and defaults for the way address fields display and how they prompt users.

You can format addresses for any country in the world. You can create country and state descriptions and street, suite, building, and postal zone formats to meet the needs of any country format. For example, the state description can be changed to county, province, district, or other geopolitical designation in use by the country in question. In addition, PeopleSoft applications contain fully populated country code and state code tables that Oracle updates for each major release, according to current changes in national boundaries and designations.

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## Specifying Address Formats

This section discusses how to:

- Describe countries.
- Format addresses.
- Validate addresses.
- Specify state information.

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**Important!** This task, Specifying Address Formats, does not apply to the PeopleSoft Customer Relationship Management application nor the PeopleSoft Financials/Supply Change Management application, because these applications do not use the common address objects.

---

## Pages Used to Specify Address Formats

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Country Description	COUNTRY_DEFN	<ul style="list-style-type: none"> <li>Set Up &lt;Product Line&gt;, Install, Country Table</li> <li>Enterprise Components, Component Configurations, Address - Hidden, Country - Hidden</li> </ul>	Define countries to be used throughout the system. Used mainly for currencies and addresses.
Address Format	ADDR_FORMAT_TABLE	<ul style="list-style-type: none"> <li>Set Up &lt;Product Line&gt;, Install, Country Table, Address Format</li> <li>Enterprise Components, Component Configurations, Address - Hidden, Country - Hidden</li> </ul>	Customize fields and field descriptions, so addresses conform to the customary address format of the specified country. Once set, the format appears everywhere the system uses the address subrecord.
Valid Address	EO_ADDR_VALIDAT	<ul style="list-style-type: none"> <li>Set Up &lt;Product Line&gt;, Install, Country Table, Valid Address</li> <li>Enterprise Components, Component Configurations, Address - Hidden, Country - Hidden</li> </ul>	Add valid combinations of address fields.
State/Province	STATE_DEFN	<ul style="list-style-type: none"> <li>Set Up &lt;Product Line&gt;, Install, State/Province</li> <li>Enterprise Components, Component Configurations, Address - Hidden, State - Hidden</li> </ul>	Add or review a state, province, county, or other geopolitical region within a country.

## Describing Countries

Access the Country Description page (Set Up <Product Line>, Install, Country Table).

Country Description | Address Format | Valid Address

Country: HKG

Country

\*Description: Hong Kong

Short Description: Hong Kong

2-Char Country Code: HK ☐ EU Member State

Country Description page defines the prompts and fields that display throughout the system

**2-Char Country Code** (two-character country code) Enter the Value Added Tax (VAT) registration ID for the country.

**EU Member State** (European Union member state) Select if the country is a member of the European Union. Select to include the country in prompts for intrastate reporting.

## Formatting Addresses

Access the Address Format page (Set Up <Product Line>, Install, Country Table, Address Format).

Country Description | Address Format | Valid Address

Country: JPN Japan

\*Address Edit Page: EO\_ADDR\_JPN\_SEC

☒ Enable Address Search

☐ Enable Address Validation

Search Limit 0

Address Fields										
	Field Name	Edit Label Override	Used in Search?	Include in Display?	Include in Print?	Line Number	Position Number	Use Description?	Pre Separator	Post Separator
1	COUNTRY		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
2	POSTAL		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	1	<input type="checkbox"/>		
3	STATE	Prefecture	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	1	<input checked="" type="checkbox"/>		
4	CITY		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	2	<input type="checkbox"/>		
5	ADDRESS1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3	1	<input type="checkbox"/>		
6	ADDRESS2		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	1	<input type="checkbox"/>		
7	ADDRESS3		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5	1	<input type="checkbox"/>		
8	ADDRESS4		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6	1	<input type="checkbox"/>		

Address Format page

Use this page to set up the three main aspects of the address: editing, displaying, and printing.

<b>Address Edit Page</b>	Displays the secondary page used for editing the address. You can create a new secondary page using Application Designer. On the new address secondary page you create, use page fields from the DERIVED_ADDRESS record definition. You then need to add a secondary page control to ADDRESS_SBP pointing to your new secondary page. Once you complete these steps, the secondary page is accessible in this field.
<b>Enable Address Search</b>	<p>Select to enable users to search for a valid value. Selecting this check box enables the Used in Search column and the Valid Address page.</p> <p>The system default is to leave this check box clear.</p>
<b>Enable Address Validation</b>	<p>Available only when Enable Address Search is selected. Select to ensure validation of all values selected. When selected, users must select a value from the search list. If this check box is clear, users can select from the search list or enter a new value.</p> <p>The system default is to leave this check box clear.</p>
<b>Search Limit</b>	<p>Enter a numeric value to limit the number of search results.</p> <p>This option enables you to limit the search results retrieved during Address Search.</p>
<b>Field Name</b>	Displays the field options available for the address page.
<b>Edit Label Override</b>	<p>(Optional) Enter an alternative label for the field. The new label is used when prompting for the field. You can customize address formats so that they conform to the address requirements of each location. For instance, for a U.S. address, you would change the Postal field to read ZIP Code.</p> <p>Keep in mind the distinctions between county and state:</p> <ul style="list-style-type: none"> <li>• <i>County:</i> The tertiary geopolitical region within a state; the level after country and state. In the UK, the level of state is called a county; you would enter such counties in the State field.</li> <li>• <i>State:</i> The secondary geopolitical region within a country; a state in the U.S., a province in Canada, a county in the UK, and a department in France.</li> </ul>
<b>Used in Search</b>	<p>Available only when you select the Enable Address Search check box. Select the fields you want users to be able to search on.</p>
<b>Include in Display?</b>	Select to have the PeopleSoft system include this field when an address appears in read-only mode. Clear this check box for specific fields if your organization wants to display addresses in a format that is different than the appearance of the address during data entry.
<b>Include in Print</b>	Select to print the field when printing.

**Line Number and Position Number**

Enter the physical location of the fields for displaying and printing. The line number and position number control the field order in the Address Edit page.

The Line Number field specifies the line in which the address field should appear on the page. If there are more than two fields on the same line, then the Position Number field is used to resolve the conflict.

**Use Description**

Select to display the description for the field value. For example, for addresses in Japan, select this option to display the description of the state rather than the state code, since the code is numeric.

**Pre Separator and Post Separator**

Enter characters to be used surrounding the address field. For example, in the United States, a comma generally follows the city name, such as in *San Francisco, CA*. In India, there are parentheses around the postal code, for example *(123)*.

## Validating Addresses

Access the Valid Address page (Set Up <Product Line>, Install, Country Table, Valid Address).

Valid Address page

To enable this page, select the Enable Address Search check box on the Address Format page. This enables the Used in Search column. The fields that you select to be used in the search appear on the Valid Address page as columns. Enter the valid postal code and state combinations that the user can search for and select.

## Specifying State Information

Access the State/Province page (Set Up <Product Line>, Install, State/Province).

State/Province

Country:

HKG Hong Kong

Postal Abbreviation:

H

Numeric Code:

\*Area Code:

Hong Kong Island

State or Province Table page to define a state, province, or other geopolitical region within a country

This table provides states, provinces, and equivalent geopolitical entities for all supported countries, such as Dutch communities and French departments. The codes are based on standard postal codes.

**Numeric Code** Enter a two digit numeric code for statistical and reporting purposes.

**Province** The second enterable field, Province in the preceding example, changes depending on the country.

This field has a maximum limitation of 30 characters. Other examples for this field include:

- State—if the country is USA, the field label appears as State.
- Department—if the country is France, the field label appears as Department.
- Community—if the country is Holland, the field label appears as Community.



## Chapter 3

# Using the Find Object Navigation Utility

This chapter provides an overview of the Find Object Navigation utility and discusses how to specify navigation path search criteria.

---

## Understanding the Find Object Navigation Utility

You can use this utility with any PeopleSoft Pure Internet Architecture page to locate the navigation path for a component, page, content reference, or portal. Select your search criteria and click the Search button. The resulting navigation paths appear with links that enable you to navigate directly to the page that you specified in your search. Frequently, several ways are available to access a page. Reviewing all of the navigation paths may help you find the page in a more intuitive way.

For example, an administrator wants to apply security to all references to Monitor Approvals. This component resides in Enterprise Components, Approvals, Approvals. Some applications can choose to create static reference or links to a page. With this utility, the administrator can find both references and confirm that the appropriate security is applied.

Additionally, when used as an internal tool, this utility can be very helpful during PeopleTools and application upgrades.

---

## Specifying Navigation Path Search Criteria

This section provides an overview of the navigation path search criteria and discusses how to:

- Specify search criteria by component name.
- Specify search criteria by page name.
- Specify search criteria by secondary page name.
- Specify search criteria by content reference (CREF) name and portal name.

## Understanding Navigation Path Search Criteria

This utility uses the object ID and portal tables to locate the target objects, allowing you to enter a component name, page name, or content reference (CREF) name and portal name to locate all of the navigation paths. Select your search criteria to populate and display a grid with the navigation for your search parameters. The full navigation path is given along with URL links that take you to a new browser for the navigation that you specified.

## Page Used to Specify Navigation Path Search Criteria

Page Name	Definition Name	Navigation	Usage
Find Object Navigation	EOEC_FIND_NAV	<ul style="list-style-type: none"> <li>Enterprise Components, Find Object Navigation</li> <li>Set Up &lt;Product Line&gt;, System Administration, Utilities, Find Object Navigation</li> </ul>	Specify navigation path search criteria.

## Specifying Search Criteria by Component Name

Access the File Object Navigation page (Enterprise Components, Find Object Navigation).

### Find Object Navigation

Select Navigation By

- ☒ Component Name
- ☐ Page Name
- ☐ Secondary Page Name
- ☐ Content Reference Name

\*Component Name:  Encryption Algorithm Chain

Page Name:

Secondary Page:

Portal Name:

Content Reference:

Results						
	Portal Name	Component Name	Market	Navigation	Hidden	URL
1	CUSTOMER	ALGORITHM_CHAIN	GBL	Root > Algorithm Chain	<input type="checkbox"/>	<a href="#">Algorithm Chain</a>
2	EMPLOYEE	ALGORITHM_CHAIN	GBL	Root > PeopleTools > Security > Encryption > Algorithm Chain	<input type="checkbox"/>	<a href="#">Algorithm Chain</a>
3	HC_REGISTRY	ALGORITHM_CHAIN	GBL	Root > Algorithm Chain	<input type="checkbox"/>	<a href="#">Algorithm Chain</a>
4	MOBILE	ALGORITHM_CHAIN	GBL	Root > Algorithm Chain	<input type="checkbox"/>	<a href="#">Algorithm Chain</a>
5	PARTNER	ALGORITHM_CHAIN	GBL	Root > Algorithm Chain	<input type="checkbox"/>	<a href="#">Algorithm Chain</a>
6	PORTAL	ALGORITHM_CHAIN	GBL	Root > Algorithm Chain	<input type="checkbox"/>	<a href="#">Algorithm Chain</a>
7	PS_SITETEMPLATE	ALGORITHM_CHAIN	GBL	Root > Algorithm Chain	<input type="checkbox"/>	<a href="#">Algorithm Chain</a>

Find Object Navigation page with navigation grid displaying the path and URL for search parameters of component name

A component is a set of pages that are grouped for a business purpose. Component Interfaces expose components for synchronous access from another application, such as PeopleCode, Java, C/C++, or Component Object Model (COM).

### Component Name

Select to search by component name.

The system default is *Component Name*.

- \*Component Name** This is a required field. Enter the name of the component for the search, or click the prompt to display available component names.
- Search** Click to display a grid that is populated with all of the corresponding navigation paths for your search parameters.
- URL** Click to open a browser window that directly accesses the navigation that you select in the grid.

## Specifying Search Criteria by Page Name

Access the File Object Navigation page (Enterprise Components, Find Object Navigation).

**Find Object Navigation**

Select Navigation By


☐ Component Name

☒ Page Name

☐ Secondary Page Name

☐ Content Reference Name

Component Name:

\*Page Name:  

Secondary Page:

Portal Name:

Content Reference:

Results						
	Portal Name	Component Name	Market	Navigation	Hidden	URL
1	CUSTOMER	ALGORITHM_CHAIN	GBL	Root > Algorithm Chain	<input type="checkbox"/>	<a href="#">Algorithm Chain</a>
2	EMPLOYEE	ALGORITHM_CHAIN	GBL	Root > PeopleTools > Security > Encryption > Algorithm Chain	<input type="checkbox"/>	<a href="#">Algorithm Chain</a>
3	HC_REGISTRY	ALGORITHM_CHAIN	GBL	Root > Algorithm Chain	<input type="checkbox"/>	<a href="#">Algorithm Chain</a>
4	MOBILE	ALGORITHM_CHAIN	GBL	Root > Algorithm Chain	<input type="checkbox"/>	<a href="#">Algorithm Chain</a>
5	PARTNER	ALGORITHM_CHAIN	GBL	Root > Algorithm Chain	<input type="checkbox"/>	<a href="#">Algorithm Chain</a>
6	PORTAL	ALGORITHM_CHAIN	GBL	Root > Algorithm Chain	<input type="checkbox"/>	<a href="#">Algorithm Chain</a>
7	PS_SITETEMPLATE	ALGORITHM_CHAIN	GBL	Root > Algorithm Chain	<input type="checkbox"/>	<a href="#">Algorithm Chain</a>

Find Object Navigation page with navigation grid displaying path and URL for search parameters of page name

- Page Name** Select to search by page name.
- \*Page Name** This is a required field. Enter the name of the page for the search, or click the prompt to display available page names.
- Search** Click to display a grid that is populated with all of the corresponding navigation paths for your search parameters.

URL

Click to open a browser window that directly accesses the navigation that you select in the grid.

Specifying Search Criteria by Secondary Page Name

Access the File Object Navigation page (Enterprise Components, Find Object Navigation).

Find Object Navigation

Select Navigation By

☐ Component Name

☐ Page Name

☒ Secondary Page Name

☐ Content Reference Name

\*Component Name:

Page Name:

\*Secondary Page:

AE\_TEMPLOCK\_SP

Temporary Table Locks

Portal Name:

Content Reference:

Search

Results

Customize | Find |

First 1-7 of 7 Last

	Portal Name	Component Name	Market	Navigation	Hidden	URL
1	CUSTOMER	AE_TEMPTBL_USE	GBL	Root > PeopleTools > Application Engine > Review Temp Table Usage	<input type="checkbox"/>	<a href="#">Review Temp Table Usage</a>
2	EMPLOYEE	AE_TEMPTBL_USE	GBL	Root > PeopleTools > Application Engine > Review Temp Table Usage	<input type="checkbox"/>	<a href="#">Review Temp Table Usage</a>
3	HC_REGISTRY	AE_TEMPTBL_USE	GBL	Root > PeopleTools > Application Engine > Review Temp Table Usage	<input type="checkbox"/>	<a href="#">Review Temp Table Usage</a>
4	MOBILE	AE_TEMPTBL_USE	GBL	Root > PeopleTools > Application Engine > Review Temp Table Usage	<input type="checkbox"/>	<a href="#">Review Temp Table Usage</a>

Find Object Navigation Path page showing search criteria of secondary page name

- Secondary Page Name

Select to search by secondary page name.
- \*Secondary Page Name

This is a required field. Enter the name of the secondary page for the search, or click the prompt to display available secondary page names.
- Search

Click to display a grid that is populated with all of the corresponding navigation paths for your search parameters.
- URL

Click to open a browser window that directly accesses the navigation that you select in the grid.

Specifying Search Criteria by CREF Name and Portal Name

Access the File Object Navigation page (Enterprise Components, Find Object Navigation).

### Find Object Navigation

Select Navigation By

☐ Component Name  
☐ Page Name  
☐ Secondary Page Name  
☒ Content Reference Name

Component Name:

Page Name:

Secondary Page:

\*Portal Name:

\*Content Reference:

Register Operator Sets

Results						Customize	Find		First	1-5 of 5	Last
	Portal Name	Component Name	Market	Navigation	Hidden	URL					
1	CUSTOMER	EOCF_OPERSET_DEFN	GBL	Root > Enterprise Components > Active Analytics Framework > Setup > Register Operator Sets	<input type="checkbox"/>	<a href="#">Register Operator Sets</a>					
2	EMPLOYEE	EOCF_OPERSET_DEFN	GBL	Root > Enterprise Components > Active Analytics Framework > Setup > Register Operator Sets	<input type="checkbox"/>	<a href="#">Register Operator Sets</a>					
3	PARTNER	EOCF_OPERSET_DEFN	GBL	Root > Enterprise Components > Active Analytics Framework > Setup > Register Operator Sets	<input type="checkbox"/>	<a href="#">Register Operator Sets</a>					
4	PS_SITETEMPLATE	EOCF_OPERSET_DEFN	GBL	Root > Enterprise Components > Active Analytics Framework > Setup > Register Operator Sets	<input type="checkbox"/>	<a href="#">Register Operator Sets</a>					
5	SUPPLIER	EOCF_OPERSET_DEFN	GBL	Root > Enterprise Components > Active Analytics Framework > Setup > Register Operator Sets	<input type="checkbox"/>	<a href="#">Register Operator Sets</a>					

Find Object Navigation Path page showing search criteria of CREF name and portal name

CREFs are pointers to content that is registered in the portal registry. These are typically URLs or iScripts. CREFs fall into three categories: target content, templates, and template pagelets.

#### Content Reference Name

Select to search by CREF name for the portal that you specify.

When you select Content Reference Name, the Portal Name field becomes available to search for CREF names within a specific portal.

#### \*Portal Name

This is a required field. Enter the name of the portal for the search, or click the prompt to display available portal names.

The default for this field is *Employee*.

#### \*Content Reference

This is a required field. Enter the name of the CREF for the search, or click the prompt to display available CREF names.

#### Search

Click to display a grid that is populated with all of the corresponding navigation paths for your search parameters.

#### URL

Click to open a browser window that directly accesses the navigation that you select in the grid.



## Chapter 4

# Working With Currencies and Market Rates

This chapter provides an overview of using currencies and market rates with PeopleSoft applications and discusses how to:

- Define currencies.
- Define currency quotation methods.
- Define market rates.
- Calculate cross and reciprocal rates.
- Use the Currency Exchange Calculator.

---

## Understanding Currencies and Market Rates

PeopleSoft applications offer a core set of objects (fields, tables, work records, pages, and PeopleCode functions), as well as a recommended set of standard techniques and formulas to support a common approach to converting currency throughout PeopleSoft applications and to define and store market rates. Market rate is a generic term for a currency exchange rate, an interest rate, or a future rate.

This section provides overviews of:

- Currency and market rate tables.
- Triangulation.
- Conversion factor fields and the visual rate.
- Application-specific requirements for currency conversion.

## Understanding Currency and Market Rate Tables

The following tables store currency and market rate data:

- CURRENCY\_CD\_TBL  
Stores currency code data.

- **CURR\_QUOTE\_PNL**  
Stores currency quotation method data.
- **RT\_INDEX\_TBL**  
Stores market rate index data.
- **RT\_TYPE\_TBL**  
Stores rate type data.
- **RT\_RATE\_TBL**  
Stores market rate data.

## Understanding Triangulation

Triangulation is the process by which a conversion between two currencies takes place by way of a third reference currency. This process may be used in hyperinflationary environments, where all conversions to the local currency are done by way of a stronger, more stable currency. This process may also be used when a country is undergoing a currency revaluation.

To support triangulation, the PeopleSoft system provides a means to define that you want a currency pair to triangulate through a fixed reference currency. The actual conversion process is done in a two-step procedure in which the from-currency amount is first converted to the reference currency and then to the destination currency, using the appropriate exchange rates. Supporting triangulation also affects the user interface, as there are now two or possibly three exchange rates that are relevant to the conversion. When viewing a triangulated conversion at a detailed level, users access three visual rates:

- A rate for converting the from-currency to the reference currency.
- A rate for converting the reference currency to the to-currency.
- A cross rate indicating the rate that would be required to convert the from-currency directly into the to-currency.

The cross rate in a triangulated conversion is not typically maintained directly. The system enables you to maintain those non-triangulated rates that are components of the triangulated rate, then run a process to generate the triangulated exchange rate. However, you can override the cross rate, which causes one of the other exchange rate values to be recalculated to synchronize it with the overridden cross rate.

For example, suppose an implementation was using triangulation to convert from USD to FRF. You would directly maintain the visual rate from the USD to euros (1.25 in the example table) and rate from euros to FRF (6.8 in the example table). You could then run the EOP\_RATECALC application engine process to derive the triangulated rate for converting from USD to FRF. The results are shown in the following table:

<b><i>Currency Pair</i></b>	<b><i>Quote Method</i></b>	<b><i>Quote Units</i></b>	<b><i>Primary Visual Rate</i></b>	<b><i>RATE_MULT</i></b>	<b><i>RATE_DIV</i></b>
USD to Euro	Indirect	1	1.25	1	1.25
Euro to FRF	Direct	1	6.8	6.8	1



<b>Currency Pair</b>	<b>Quote Method</b>	<b>Quote Units</b>	<b>Primary Visual Rate</b>	<b>RATE_MULT</b>	<b>RATE_DIV</b>
USD to FRF	Direct/Triangulate/Euro	1	5.44	6.8	1.25

When performing the actual conversion, applications interpret the visual rates into RATE\_MULT and RATE\_DIV values based on the quotation method for the exchange, then use the RATE\_MULT and RATE\_DIV values stored in the Market Rates Data table in the currency conversion formula, either by accessing the values directly or by calling the ConvertCurrency PeopleCode function.

---

**Note.** For information on how a specific application supports maintenance of triangulated exchange rates, see the documentation for that application.

---

### See Also

[Chapter 4, "Working With Currencies and Market Rates," Calculating Cross, Triangulated, and Reciprocal Rates, page 42](#)

## Understanding Conversion Factor Fields and the Visual Rate

Support for both direct and indirect currency quotations creates a potential for complex currency conversion formulas in applications. To avoid excess conditional logic in the conversion formula, the PeopleSoft system provides two fields to store the conversion factor, RATE\_MULT and RATE\_DIV. The rate that you enter is called the *visual rate*. This visual rate is generally stored in either RATE\_MULT or RATE\_DIV, based on the quote method. The quote units are stored in whichever field does not contain the visual rate. As a result, the formula for currency conversion remains consistent:

$(\text{from-currency} / \text{RATE\_DIV}) \times \text{RATE\_MULT} = \text{to-currency}$

This formula is also used for currency conversion in PeopleCode programs for online processing, as well as in SQR and COBOL processes.

The following table shows a few basic examples of how visual rates are transformed into RATE\_MULT and RATE\_DIV, according to the quote method and quote units for the currency pair:

<b>Currency Pair</b>	<b>Quote Method</b>	<b>Quote Units</b>	<b>Primary Visual Rate</b>	<b>RATE_MULT</b>	<b>RATE_DIV</b>
USD to GBP	Indirect	1	1.6	1	1.6
GBP to USD	Direct	1	1.6	1.6	1
DEM to CHF	Indirect	100	119.335	100	119.335
CHF to DEM	Direct	100	119.335	119.335	100

<i>Currency Pair</i>	<i>Quote Method</i>	<i>Quote Units</i>	<i>Primary Visual Rate</i>	<i>RATE_MULT</i>	<i>RATE_DIV</i>
USD to Euro	Indirect	1	1.25	1	1.25
Euro to FRF	Direct	1	6.8	6.8	1
USD to FRF	Direct/Triangulate/Euro	1	5.44	6.8	1.25
FRF to Euro	Indirect	1	6.8	1	6.8
Euro to USD	Direct	1	1.25	1.25	1
FRF to USD	Indirect/Triangulate/Euro	1	5.44	1.25	6.8

In all cases, the visual rate for a currency pair remains the same, regardless of the direction. This is consistent with business standards. For a direct quoted rate, you multiply by the visual rate; therefore the visual rate goes into RATE\_MULT and 1 (or the quote units) goes into RATE\_DIV. For an indirect quoted rate, you divide by the visual rate; therefore the visual rate goes into RATE\_DIV and 1 (or the quote units) goes into RATE\_MULT.

The following examples show indirect quotation, direct quotation with quote units, and triangulation:

100 USD to GBP (indirect) =  $(100 \text{ USD} / 1.6) \times 1 = 62.50 \text{ GBP}$

1000 CHF to DEM (direct with units) =  $(1000 \text{ CHF} / 100) \times 119.335 = 1193.35 \text{ DEM}$

100 USD to FRF (triangulate) =  $(100 \text{ USD} / 1.25) \times 6.8 = 544 \text{ FRF}$

### **See Also**

[Chapter 4, "Working With Currencies and Market Rates," Defining Currency Quotation Methods, page 29](#)

## **Understanding Application-Specific Requirements for Currency Conversion**

Each application that shows a visual rate on a page must have an application-specific work record to hold the visual rate and the associated PeopleCode; this can be an existing work record. The suggested name for the field is VISUAL\_RATE. The work record should also have a field to store the original rate for purposes of tolerance checking.

The application also typically provides an application-specific table to store RATE\_MULT and RATE\_DIV values that are stored on the database.

Application-specific PeopleCode needs to format work record fields and call the common functions in various circumstances, such as RowInit or FieldChange on the currency or visual rate.

**See Also**

*PeopleTools: Global Technology PeopleBook*

*PeopleTools: PeopleCode Developer's Guide PeopleBook*

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## Defining Currencies

This section discusses how to define currency codes.

### Page Used to Define Currency Codes

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Currency Code	CURRENCY_CD_TABLE	<ul style="list-style-type: none"><li>Set Up &lt;Product Line&gt;, Common Definitions, Currency, Currency Code</li><li>Set Up &lt;Product Line&gt;, Foundation Tables, Currency and Market Rates, Currency Code</li><li>Portal Objects, Navigation Collections, General Ledger Center, Definition and Administration, Currency</li></ul>	Define currency codes.

### Defining Currency Codes

Access the Currency Code page (Set Up <Product Line>, Common Definitions, Currency, Currency Code).

### Currency Code

Currency Code: CAD

Definition

Find | View All | First 1 of 1 Last

\*Effective Date:

01/01/1900

\*Status:

Active

+ -

\*Description:

Canadian Dollar

Short Description:

Dollar

Currency Symbol:

\$

Country:

CAN

Canada

Decimal Positions:

2

Scale Positions:

Currency Code page

**Note.** PeopleTools provides the system data in the currency table, CURRENCY\_CD\_TBL, and Oracle updates this data during major releases. You are also expected to update or adjust the system data in the currency table for your own needs. Enterprise Components maintains the system data in the country table and defines a default currency for each country definition. The currency table has a default country code, but that does not apply in the case of a multi-country currency like the Euro.

Use this page to add and maintain currency codes. These currency codes are used to designate currencies throughout your PeopleSoft system.

Status	<p>Indicate whether the currency code is active or inactive. If you inactivate a currency code that is in use, existing transactions are unaffected. However, the currency code is unavailable for future selections.</p> <p>Some PeopleSoft applications do not allow you to inactivate a currency code that is in use.</p>
Currency Symbol	<p>PeopleSoft applications deliver many currencies with a currency symbol such as \$ for Australian dollar (AUD) or £ for British pound (GBP). You can enter new symbols for delivered currencies or for currencies that you might add.</p>
Country	<p>Select the code for the country from which the currency originates.</p> <p><b>Note.</b> PeopleSoft applications deliver fully populated country, state, and province code tables and update these tables as national boundaries and designations change.</p>

**Decimal Positions**

Enter the number of decimal positions that should appear in the notation for the currency. For example, there are two decimal positions for Australian dollars (500.00 AUD), but no decimal positions for Japanese yen (500 JPY).

**Scale Positions**

Enter the scale positions you want to round for this currency. This controls how many numbers appear to the left of the decimal when displayed. The data is actually stored with full precision in the database itself.

For example, if you want all million-dollar amounts displayed as the number of millions without the zeros, enter 6 as your scale position. In this case, 24,000,000 is displayed as 24, but is stored in the database as 24,000,000.

---

## Defining Currency Quotation Methods

This section discusses how to define currency quotation methods.

### Page Used to Define Currency Quotation Methods

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Currency Quotation Method page	CURR_QUOTE_PNL	Set Up <Product Line>, Foundation Tables, Currency and Market Rates, Currency Quotation Method	Set up and maintain a currency quotation method for each from-currency and to-currency pair.

### Defining Currency Quotation Methods

Access the Currency Quotation Method page (Set Up <Product Line>, Foundation Tables, Currency and Market Rates, Currency Quotation Method).

Currency Quotation Method

## Currency Quotation Method

From Currency Code: CAD Canadian Dollar

To Currency Code: ATS Schilling

Quote Method
Find | View All First 1 of 1 Last

Effective Date: 01/01/1999 Status: Active

### Rate Quotation Basis

☒ Direct
☐ Indirect
\*Quote Units: 1
☒ Auto Reciprocate

### Triangulation Options

☒ Triangulate
Reference Currency: EUR  
euro  
CAD x.xxxx = EUR 1 = ATS y.yyyy

#### Primary Visual Rate

☒ CAD → ATS
☐ CAD → EUR
☐ EUR → ATS

#### Cross-Rate

☒ Allow Override

#### Recalculate

☒ CAD → EUR
☐ EUR → ATS

Currency Quotation Method page to set up and maintain currency quotation methods for each from-currency and to-currency pair

A currency quotation method, defined for an exchange rate, stores data that determines how the application interprets a visual rate entered by a user (or multiple visual rates, in the case of triangulated exchange rates) into the RATE\_MULT and RATE\_DIV values stored on the Market Rate Data table. Conversely, a currency quotation method also determines how the stored RATE\_MULT and RATE\_DIV values are interpreted into the visual rate displayed to the user.

The quotation method can be direct or indirect, and it can be non-triangulated or a triangulated conversion using a third reference currency. The currency quotation method also determines the quotation units of the from-currency.

See [Chapter 4, "Working With Currencies and Market Rates," Understanding Conversion Factor Fields and the Visual Rate, page 25.](#)

It is not necessary to define a currency quotation method for every exchange rate. If, during maintenance of market rates, no quotation method is found for an exchange rate, the page logic assumes the following defaults:

- The exchange rate is direct.
- The quotation units are equal to 1.
- The exchange rate is not triangulated.

---

**Note.** This use of default values supports backward compatibility with previous exchange rate data, including calculated reciprocal rates, if your implementation requires them.

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See [Chapter 4, "Working With Currencies and Market Rates," Understanding Conversion Factor Fields and the Visual Rate, page 25.](#)

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**Note.** You can view the currency quotation method for an exchange rate on the Exchange Rate Detail page while working on the Market Rate page.

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See [Chapter 4, "Working With Currencies and Market Rates," Defining Market Rates, page 32.](#)

### **Direct and Indirect**

In the Rate Quotation Basis section, indicate whether the rates for this currency pair are quoted directly or indirectly. For example, when defining a currency quotation method for USD and FRF:

- Select *Direct* if you want one USD to equal x.xxxx FRF.
- Select *Indirect* if you want x.xxxx USD to equal one FRF.

Even currency quotation methods for currency pairs that triangulate must be classified as either direct or indirect. In this case, the value is used to display the calculated cross rate.

Support for indirect and direct quotation methods allows applications to eliminate use of calculated reciprocal rates by using a single rate by which you either divide or multiply, depending on whether the conversion method is direct or indirect.

### **Quote Units**

Enter a quote unit for the exchange rate, as is common business practice for some currencies. This field can have any value, but is usually a power of 10.

Sometimes called scaling factors, quote units are often used to preserve more decimal precision. For example, the exchange rate between Swiss francs (CHF) and Deutsche marks (DEM) may be stated as 100 CHF = 119.335 DEM instead of 1 CHF = 1.19335 DEM.

### **Auto Reciprocate**

Select to automatically create or update the rate for the reciprocal currency pair on the Market Rate page whenever an exchange rate is added or updated.

For example, if you create a currency quotation method for USD to EUR. The reciprocal currency quotation method for EUR to USD is automatically created, regardless of this setting.

When you create a rate for USD to EUR on the Market Rate page, the EUR to USD reciprocal rate is automatically created if this Auto Reciprocate option is selected for the currency pair.

If the either rate for the currency pair is updated on the Market Rate page, the reciprocal rate is updated as long as the Auto Reciprocate option is selected for one of the currencies in the pair.

### **Triangulate**

Select to triangulate conversions between this currency pair using a reference currency.

<b>Reference Currency</b>	Enter the reference currency for a triangulated conversion.
<b>Primary Visual Rate</b>	<p>With triangulated currency pairs, there are three exchange rates to consider:</p> <ul style="list-style-type: none"> <li>• The rate between the from-currency and the reference currency.</li> <li>• The rate between the reference currency and the to-currency.</li> <li>• The calculated cross rate between the from-currency and the to-currency.</li> </ul> <p>Select which of these three rates you want as the primary visual rate. This is the rate that displays on the primary pages and reports. For online applications, other components of the rate can be viewed and modified on the Exchange Rate Detail page.</p>
<b>Allow Override</b>	For triangulated currency pairs, select to enable users to override the cross rates on the Market Rate page and Exchange Rate Detail page.
<b>Recalculate</b>	If the Allow Override option is selected, select to indicate which of the two other rates should be recalculated to bring the triangle back into balance. Because the triangulated rate is initially a calculated rate, if you allow it to be overridden, the rates that are used to initially calculate this rate must be recalculated.

---

## Defining Market Rates

This section discusses how to:

- Define market rate indexes.
- Define market rate types.
- Create market rate definition.
- Define market rates.
- Access rate definition details.
- Access exchange rate details.

## Pages Used to Define Market Rates

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Market Rate Index	RT_INDEX_TBL	Set Up <Product Line>, Foundation Tables, Currency and Market Rates, Market Rate Index	Create market rate indexes, which provide a means of organizing market rates in the PeopleSoft system.



<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Market Rate Type	RT_TYPE_TBL	<ul style="list-style-type: none"> <li>Set Up &lt;Product Line&gt;, Foundation Tables, Currency and Market Rates, Currency Exchange Rate Type</li> <li>Set Up &lt;Product Line&gt;, Common Definitions, Market Rates, Market Rate Type</li> </ul>	Define rate types that further categorize market rates. Examples of rate types include current, commercial, floating, average, and historical.
Market Rate	RT_RATE_PNL	<ul style="list-style-type: none"> <li>Set Up &lt;Product Line&gt;, Foundation Tables, Currency and Market Rates, Market Rates</li> <li>Set Up &lt;Product Line&gt;, Common Definitions, Market Rates, Market Rates</li> </ul>	Maintain and view market rates. The fields available on the page vary depending on the rate category. This page shows the rate definition for any two currencies.
Market Rate Definition	RT_RATE_DEF_TBL	<ul style="list-style-type: none"> <li>Set Up &lt;Product Line&gt;, Foundation Tables, Currency and Market Rates, Market Rate Definition</li> <li>Set Up &lt;Product Line&gt;, Common Definitions, Market Rates, Market Rate Definition.</li> </ul>	Define tolerance limits for rates and determine what action occurs if a new rate falls outside the tolerance limit. The Market Rate Definition (RT_RATE_DEF_TBL) page shows all of the rate definitions for a rate index.
Rate Definition	RT_RATE_DEF_SEC	Click the Rate Definition link on the Market Rate page.	View market rate definition details, including the maximum variance and error handling definitions specified for the currency pair on the Rate Definition page.
Exchange Rate Detail	EXCH_RT_DTL	Click the Exchange Rate Detail icon on the Market Rate page.	Access exchange rate detail information.
Currency Exchange Calculator	CURRENCY_EXCHNG_PN	Set Up <Product Line>, Foundation Tables, Currency and Market Rates, Currency Exchange Calculator	Calculate currency exchange between currencies. This tool enables you to select a rate type other than the base currency, but does not enable you to override the exchange rate.

## Defining Market Rate Indexes

Access the Market Rate Index page (Set Up <Product Line>, Foundation Tables, Currency and Market Rates, Market Rate Index).

Market Rate Index

Market Rate Index

Index:

MODEL

\*Rate Category:

Exchange Rate

\*Description:

Default

☒ Default Exchange Rate Index

Market Rate Index page to create market rate indexes for organization within the PeopleSoft system

Market rate indexes are stored in the RT\_INDEX\_TBL table.

<b>Index</b>	Displays the key term for the highest level of organization for market rates in the application.
<b>Rate Category</b>	Select a general category for the market rate index, such as <i>Exchange Rate</i> , <i>Commodity Price</i> , or <i>Interest Rate</i> .
<b>Default Exchange Rate Index</b>	Select to indicate that the selected market rate index is the default exchange rate index. This field is available only if: <ul style="list-style-type: none"><li>• The Rate Category field is set to <i>Exchange Rate</i>.</li><li>• No other index is currently defined as the default exchange rate index.</li></ul>

The Market Rates Index page does not ensure that a default market rate index has been defined. However, if no default has been defined, the Market Rate Default view does not return any data.

The Market Rate Definition Default view (RT\_DEF\_DFLT\_VW) selects rows from the Market Rate Definition table that have a term of zero and an index defined as the default exchange rate index.

## Defining Market Rate Types

Access the Market Rate Type page (Set Up <Product Line>, Foundation Tables, Currency and Market Rates, Currency Exchange Rate Type).

### Market Rate Type

Rate Type:

ASK

Description:

Asked Rate

Short Description:

Ask

Market Rate Type page to define rate types for organization within the PeopleSoft system

Rate types are stored in the RT\_TYPE\_TBL edit table. Rate types serve as categories within a market rate index. For example, some common types of exchange rates are official rate, spot rate, and free market rate.

Enter a description and short description to define each market rate type that you use.

Creating Market Rate Definitions

Access the Market Rate Definition page (Set Up <Product Line>, Foundation Tables, Currency and Market Rates, Market Rate Definition).

Rate Definition

### Market Rate Definition

Index:

MODEL

Default

Rate Category:

Exchange Rate

From Currency Code:

Refresh

Rate Definition

Find | View 100 | First | 1-8 of 3938 | Last

Term	From Currency	To Currency	Maximum Variance	*Error Type	
0	ADP	ATS	2.50	Warning	+ -
0	ADP	BEF	2.50	Warning	+ -
0	ADP	CAD	2.50	Warning	+ -
0	ADP	DEM	2.50	Warning	+ -
0	ADP	ESP	2.50	Warning	+ -
0	ADP	FIM	2.50	Warning	+ -
0	ADP	FRF	2.50	Warning	+ -
0	ADP	GBP	2.50	Warning	+ -

Market Rate Definition page to define tolerance limits for rates and determine action if rate falls outside limit

This page shows all of the rate definitions for a rate index.

Market rate definitions specify the valid term, currency, and other appropriate field combinations for market rates. For example, if you have a market rate definition for an exchange rate with a term of 30, a from-currency of CHF, and a to-currency of USD, you can enter a rate using this combination on the Market Rate page.

If you have not created a market rate definition on this page when you create the a market rate on the Market Rate page, the system automatically creates one for you using the default values of 2.5 percent maximum variance and warning message processing.

It is common for applications to support tolerance checking (against user-specified tolerances) in all places where exchange rates can be entered or overridden. With the introduction of indirect quotation methods and quote units, tolerance checking is even more critical to ensure data entry accuracy.

---

**Note.** The information you see on this page depends on the selected market rate index. For example, if you select an index associated with a rate category of *Interest Rate*, fields on this page display interest-related data.

---

<b>From Currency Code</b>	Enter the from-currency code with which you want to populate all From Currency fields on the page.
<b>Refresh</b>	Click to populate the From Currency field with the currency you selected in the From Currency Code field.

### ***Rate Definition***

<b>Term</b>	Enter the desired term expressed in days. A zero term indicates that the spot rate = zero term. Only PeopleSoft Treasury uses non-zero terms; all other applications must use a zero term for spot rate.
<b>From Currency</b>	In addition to using the From Currency Code field to populate all From Currency field on this page, you can also manually enter the appropriate from-currency. This value is used with its associated To Currency field value as part of an exchange rate pair. When you use triangulation, include a definition row for each of the currency pairs involved in the triangulation.
<b>To Currency</b>	Enter the appropriate to-currency. This value is used with its associated From Currency field value as part of an exchange rate pair.
<b>Currency</b>	<p>This field displays when you are working with a rate definition with a rate category set to <i>Interest Rate</i>.</p> <p>Select the currency for which you are creating an interest rate definition.</p> <p>The From Currency and To Currency fields do not display.</p>

**Day Count Basis**

This field displays when you are working with an interest rate definition.

Select an interest basis:

*30/360*

*30E/360*

*Actual/360*

*Actual/365*

*Actual/Actual*

**Maximum Variance**

Enter the percentage of variance that is allowed when a user maintains or overrides a market rate. If the change exceeds the tolerance, an error results. The default value is 2.50 (2.5%).

**Error Type**

Select the type of error that results when the defined maximum variance is exceeded during data entry.

*None:* No error processing occurs and the new rate is used, even if it exceeds the maximum variance.

*Stop:* Processing halts and the system prevents you from saving the new rate.

*Warning:* This is the default value. A warning appears that you can ignore and proceed to save the new rate.

## Defining Market Rates

Access the Market Rate page (Set Up <Product Line>, Foundation Tables, Currency and Market Rates, Market Rates).

Market Rates

## Market Rate

Index:	MODEL	Default	<a href="#">Rate Definition</a>
Rate Category:		Exchange Rate	
Rate Type:	ASK	Asked Rate	
Term:	0		
From Currency Code:	ADP	Andorran Peseta	
To Currency Code:	ADP	Andorran Peseta	

Rate

Find | View All First 1 of 1 Last

Effective Date:

01/01/1999

\*Rate:

1.00000000

+

-

Market Rate page to maintain and view market rate definition details

**Note.** The Market Rate page provides the details about the exchange rate between two currencies. The Exchange Rate Detail page is a secondary page of the Market Rate (RT\_RATE\_PNL) page. After you access the Market Rate page, you must click the Exchange Rate Detail icon beside the Rate field on the Market Rate page to access the Exchange Rate Details page.

The data you enter on this page is stored in the RT\_RATE\_TBL table that is the common repository for all types of market rates including exchange rates and interest rates.

You cannot edit this page if all of the following are true:

- The rate is triangulated.
- The primary visual rate is the cross rate.
- The Allow Override option is clear for the exchange rate's quotation method on the Currency Quotation Method page.

**Note.** When working with interest rates, the From Currency Code and To Currency Code fields may contain the same field value.

### Index

Displays the key term for the highest level of organization for market rates in the application.

<b>Rate Category</b>	Displays the general category for the market rate, such as <i>Exchange Rate</i> , <i>Commodity Price</i> , or <i>Interest Rate</i> .
<b>Rate Type</b>	Displays the selected rate type for this market rate.  Some examples of rate types are commercial, average, floating and historical.
<b>Term</b>	Displays the entered term.
<b>From Currency Code</b>	Displays the selected currency that you are converting from.
<b>To Currency Code</b>	Displays the selected currency that you are converting to.
<b>Rate Definition</b>	Click to access the Rate Definition page and view market rate definition details, including the maximum variance and error handling definitions specified for the currency pair.

## Rate

**Effective Date** Enter the date that you are initiating the currency exchange.

**Rate** Displays the visual rate. If you are working with a triangulated exchange rate, this field displays the primary visual rate, which is typically the cross rate, but can also be one of the other component rates of the triangle.

During online maintenance of market rates, you don't view or change RATE\_MULT and RATE\_DIV values directly, but instead access this visual rate, which is calculated by page logic based on RATE\_MULT, RATE\_DIV, and the currency quotation method defined for the currency pair on the Currency Quotation Method page. The visual rate is stored temporarily on a page work record.



Click the Exchange Rate Detail icon to the right of the Rate field to access the Exchange Rate Detail (EXCH\_RT\_DTL) page, where you can view all three visual rates of a triangulated exchange rate.

If a quotation method has been defined for the currency pair and the Auto Reciprocate option for the currency quotation method is selected, then creating or maintaining a rate for a currency pair on this page automatically creates or updates the rate for the reciprocal currency pair. For example, if you change the USD-to-GBP rate, the GBP-to-USD rate is automatically updated. You can only auto-reciprocate currency pairs for which currency quotation methods have been defined on the Currency Quotation Method page.

See [Chapter 4, "Working With Currencies and Market Rates," Defining Currency Quotation Methods, page 29.](#)

---

**Note.** The results of updating the rate definition do not take effect until you save, close, and reopen the Market Rate page.

---

**Rate Definition Page**

Click the Rate Definition link to view market rate definition details, including the maximum variance and error handling definitions specified for the currency pair on the Rate Definition page:

Rate Definition

Term	From Currency	To Currency	Maximum Variance	*Error Type
0	ADP	CAD	2.50	Warning
<div>OKCancel</div>				

Rate Definition page to view market rate definition details to include maximum variance and error handling

**Accessing Exchange Rate Details**

Access the Exchange Rate Detail page (click the Exchange Rate Detail icon on the Market Rate page).

Exchange Rate Detail

Rate Quotation Basis:Direct

Quote Units:1

Triangulate:N

Reference Currency:

Current Quote

1 ADP = 0.00943592 CAD

Historic Quote

105.978 ADP = 1 CAD

Exchange Rate

From	To	Rate
ADP	CAD	0.00943592

OKCancel

Exchange Rate Detail page to access exchange rate detail information

The primary record for this page is the Exchange Rate work record. For triangulated rates, you can update rate values for all three components of the triangulated rate.



<b>Rate Quotation Basis</b>	Displays the quotation basis for the exchange rate as defined in the Currency Quotation Method page.
<b>Quote Units</b>	Displays the quote units for the exchange rate as defined in the Currency Quotation Method page.
<b>Triangulate</b>	Displays the triangulation setting for the exchange rate as defined in the Currency Quotation Method page.
<b>Reference Currency</b>	For triangulated exchange rates, displays the reference currency used in the triangulated exchange.
<b>Current Quote</b>	<p>Displays the current exchange rate used to convert the from-currency to the to-currency.</p> <p>For a direct, non-triangulated rate, this field displays quote units (or 1) to the left side of the equal sign and the visual rate on the right. For example:</p> $1 \text{ USD} = 1.40000000 \text{ CAD}$ <p>For an indirect, non-triangulated rate, this field displays the visual rate to the left of the equal sign and quote units (or 1) on the right. For example:</p> $1.400000000 \text{ CAD} = 1 \text{ USD}$ <p>For a triangulated rate, this field displays the two component rates of the triangle: the rate for converting the from-currency to the reference currency (USD to EUR) and the rate for converting the reference currency to the to-currency (FRF to EUR). For example:</p> $1.25 \text{ USD} = 1 \text{ EUR} = 6.8 \text{ FRF}$
<b>Historic Quote</b>	<p>If page logic determines that the exchange rate, as stored in the database, is inconsistent with the current quotation method, this field displays a quote based on the current quotation method, instead of the quotation method active on the rate effective date.</p> <p>Data provided in the historic quote field allows you to see how the exchange rate has changed over time, using a consistent quotation method, even if the quotation method has actually changed.</p> <p>For example, if you are viewing a historical rate where FRF was converted to USD directly using a calculated reciprocal rate of <math>1 \text{ FRF} = 0.1470588 \text{ USD}</math> and the current quotation method for this currency pair is indirect, the conversion function recalculates the visual rate based on indirect quotation, that is <math>6.8000001 \text{ FRF} = 1 \text{ USD}</math>.</p> <p>This field also displays a quote if the historic quote method was non-triangulated and the current quote method is triangulated.</p> <p>A historic quote is also displayed if you override a cross rate and bypass triangulation, because the exchange rate being used is inconsistent with the current quotation method.</p> <p>If the system determines that the exchange rate is consistent with the current quotation method, the field displays <i>Not Applicable</i>.</p>

**Exchange Rate**

Displays a single visual rate for non-triangulated exchange rates, or all three component visual rates for triangulated exchange rates. You can edit the cross rate for triangulated exchange rates only if the Allow Override option box is selected for the exchange rate on the Currency Quotation Method page.

---

## Calculating Cross, Triangulated, and Reciprocal Rates

This section discusses how to run the EOP\_RATECALC Application Engine process to calculate cross, triangulated, and reciprocal rates.

### Understanding the EOP\_RATECALC Process

Run the EOP\_RATECALC process to calculate rates and update the market rates table.

The process performs three functions:

- Generates cross rates for non-triangulated currency pairs.

For example, an organization subscribes to a rate service that provides all rates respective to USD. Starting with a USD to Canadian dollar rate and a USD to Mexican peso rate, the system can calculate a new Canadian dollar to Mexican peso cross rate.

- Generates triangulated rates for triangulated currency pairs.

For example, the EUR to an EPC (euro participating currency) fixed rate has been established on the market rate table and a new EUR to USD rate has just been entered. Using this information, the process can create a new USD to EPC triangulated rate. The difference between triangulated rates and cross rates affects how the data is stored in the database. When calculating a cross rate, you actually create a new rate. When calculating a triangulated rate, the individual components of the source rates are stored on the target.

- Generates reciprocal rates for those currency pairs that are not automatically reciprocated.

For example, using a USD to CAD rate as the source, the process calculates the CAD to USD reciprocal. If currency quote methods are in place, the visual rate remains the same and there is a difference in how the data is stored in the database (RATE\_MULT and RATE\_DIV are inverse). If currency quote methods are not used, the process actually calculates an inverse rate, meaning that the visual rates will differ.

## Page Used to Run the EOP\_RATECALC Process

Page Name	Definition Name	Navigation	Usage
Calculate Cross/Reciprocal Rate - Parameters	RUN_EO9030	<ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Common Definitions, Market Rates, Cross/Reciprocal Rate Calc</li> <li>Set Up HRMS, Foundation Tables, Currency and Market Rates, Calculate Cross/Reciprocal Rt</li> <li>Set Up CRM, Common Definitions, Market Rates, Cross/Reciprocal Rate Calc</li> </ul>	Set run control parameters and run the EOP_RATECALC Application Engine process that calculates cross, triangulated, and reciprocal rates.

## Running the EOP\_RATECALC Process

Access the Calculate Cross/Reciprocal Rate - Parameters page (Set Up Financials/Supply Chain, Common Definitions, Market Rates, Cross/Reciprocal Rate Calc).

Parameters

Run Control ID: Calc\_CrossRate
[Report Manager](#)
[Process Monitor](#)
Run

Language: English

Report Request Parameters

Market Rate Index: MODEL
Default

Term: 0

\*From Common Currency:

\*Exchange Rate Type:

\*As of Date: 10/15/2010
☒ Generate Report

☐ Override Existing Rates
☐ Generate Cross Rates

☒ Generate Reciprocal Rate
☐ Rate Triangulate

Cross/Reciprocal Rate - Parameters page to set run control parameters to calculate cross, triangulated and reciprocal rates

Oracle supports the use of Oracle Business Intelligent Publisher (BI Publisher or BIP) to generate the Cross/Reciprocal Rate Calc (EO9030) report.

---

**Important!** This calculation process includes two SQR reports - Cross/Reciprocal Rate Calc (EO9030) and Update History Rates (EO9031). Select to run EO9030 if you do not implement Application Integration Architecture (AIA) in your system. Select to run EO9031 if you are an AIA customer and wish to update history rates via this process.

---

<b>Market Rate Index</b>	Select a market rate index. Applications other than PeopleSoft Treasury should use the default index that you select for the exchange rate.
<b>Term</b>	This value defaults from the value entered on the Market Rate Definition page.
<b>From Common Currency</b>	Select a currency code to calculate a reciprocal rate.
<b>Exchange Rate Type</b>	Select the exchange rate type to use for this calculation.
<b>As of Date</b>	<p>Select the effective date of the newly created exchange rates, which are the output of the process. The as of date also determines the rates used as the basis for the calculations, which are the input of the process.</p> <p>The report uses the most current currency quotation method for the currency pair as the input to the process. If the as of date is the current effective rate on the specified date, it can affect triangulation. For example, a USD to EPC (euro participating currency) triangulated rate effective April 1, 2004 might be comprised of the EUR to USD rate also effective April 1, 2004 and the fixed EUR to an EPC rate effective on the date the newly participating EPC officially becomes a euro participating currency.</p>
<b>Generate Report</b>	Select to generate a report that displays the cross, triangulated, and reciprocal rate calculations performed by the process.
<b>Override Existing Rates</b>	Select to have the calculated rates override rates for the exchange rate type, regardless of the as of date.

**Generate Reciprocal Rate**

Select to calculate reciprocal rates for currency pairs that do not have the Auto Reciprocate option selected on the Currency Quotation Method page.

You can select this option alone, or in combination with the Generate Cross Rates and Rate Triangulate options.

This process does not directly manipulate the exchange rates. The system uses numerator and denominator values instead, such that the following is true:

$$(\text{from-currency} / \text{RATE\_DIV}) \times \text{RATE\_MULT} = \text{to-currency}$$

For example, suppose you want a reciprocal rate between USD and CHF and assume a two-to-one ratio. If the exchange rate for USD to CHF is quoted directly (either using a direct quote method that you selected or using the system default), this rate is stored as  $\text{RATE\_MULT} = 2$  and  $\text{RATE\_DIV} = 1$ . The rate is represented as 1 USD = 2 CHF, with a visual rate of 2.

In turn, the CHF to USD rate must be indirect. The reciprocal is a simple exchange, storing the rate as  $\text{RATE\_MULT} = 1$  and  $\text{RATE\_DIV} = 2$ . The visual rate remains 2.

If quote methods are not being used, the CHF to USD rate must be quoted directly (the default), so the reciprocal rate is actually a calculated inverse. This rate is stored as  $\text{RATE\_MULT} = 0.5$  and  $\text{RATE\_DIV} = 1$ , with a visual rate of 0.5.

In this example between USD and CHF, using a quote method and using a calculated inverse produced the same end result,  $1/2$  equals 0.5. But in actual practice, the manipulation of exchange rates is a major task and is one of the reasons for establishing the currency quote method.

**Generate Cross Rates**

Select to automatically generate cross rates. For example, to generate cross currency rates for USD, CAD, and MXP, you enter USD to CAD = 1.473 and USD to MXP = 9.8793. The system automatically generates CAD to MXP =  $9.8793 / 1.473 = 6.7069246$ .

If you choose to generate cross rates, the From Cur (from-currency) and To Cur (to-currency) fields display and you must select a from-currency and a to-currency. You can enter a wild card of % in either or both fields to indicate from all or to all currencies.

**Rate Triangulate**

Select to convert two currencies through a third currency.

Select to convert two currencies through a third currency. If you select Rate Triangulate, the From Cur (from-currency) and To Cur (to-currency) fields display and you must select a from-currency and a to-currency. You can enter a wild card of % in either or both fields to indicate from all or to all currencies.

**Quote Method Required**

Select to indicate that you want the process to perform selected calculations only if the currency pairs have an existing currency quotation method definition.

## Using the Currency Exchange Calculator

This section discusses how to convert amounts using the Currency Exchange Calculator.

### Page Used to Convert Amounts Using the Currency Exchange Calculator

Page Name	Definition Name	Navigation	Usage
Currency Exchange Calculator	CURRENCY_EXCHNG_PN	<ul style="list-style-type: none"> <li>Set Up &lt;Product Line&gt;, Foundation Tables, Currency and Market Rates, Currency Exchange Calculator</li> <li>Set Up &lt;Product Line&gt;, Common Definitions, Currency, Currency Exchange Calculator</li> </ul>	Calculate currency exchange between currencies. This tool enables you to select a rate type other than the base currency, but does not enable you to override the exchange rate.

### Converting Amounts Using the Currency Exchange Calculator

Access the Currency Exchange Calculator page (Set Up <Product Line>, Foundation Tables, Currency and Market Rates, Currency Exchange Calculator).

### Currency Exchange Calculator

\*From Amount:

1.000

\*From Currency Code:

\*To Currency Code:

USD

\*Exchange Rate Type:

OFFIC

\*Effective Date:

10/14/2010

Converted Amount:

0.00

Calculate

Currency Exchange Calculator page to calculate currency exchange between currencies

<b>From Amount</b>	The currency exchange is based on the from amount that you enter and the current exchange rate set up on the Market Rate page. <u>See Chapter 4, "Working With Currencies and Market Rates," Defining Market Rates, page 32.</u>
<b>From Currency Code</b>	Select the currency code from which to calculate the exchange amount.
<b>To Currency Code</b>	Select the currency code to which to calculate the exchange amount.
<b>Exchange Rate Type</b>	Select the type of exchange rate to use for this calculation.
<b>Converted Amount</b>	Click Save to calculate the amount and display it in this field.





## Chapter 5

# Working With PeopleSoft Forms and Approval Builder

This document provides an overview of PeopleSoft Forms and Approval Builder, describes requirements, and discusses how to:

- Design forms.
- Define prompt records.
- Manage forms.
- Work with forms.
- Integrate forms with PeopleSoft applications.

---

## Understanding PeopleSoft Forms and Approval Builder

The Forms and Approval Builder enables you to design online forms, specify the approval process they require, and deploy them to users within your organization. Use this feature to convert manual procedures within your organization to paperless processes that include workflow-based approvals and an audit trail for tracking progress. No coding is required on your part, and future upgrades to your PeopleSoft system will not require you to update these forms, since the forms you create are not customizations.

Once a form is published, users navigate to the form using the main menu, complete the fields and submit it for approval. Each published form includes three tabs: Form, Instructions, and Attachments. An audit trail of the approval history and comments is automatically generated as the form goes through the approval process. You can review the audit trail to see the history for each step of the approval chain.

### ***Form Design***

To create forms, you use the Design Form Wizard component (FORM\_DESIGN\_WIZARD), which guides you through the following steps of the form creation process:

- Defining the basic information for a form, including the form ID and form owner.
- Providing instructions that describe how to use the form.
- Specifying the fields that appear on the form.
- Attaching files to the form (optional).
- Defining the menu item that is used to access the form.

- Specifying the approval workflow that is required for the form.
- Previewing, testing, and activating the form.

Forms can contain fields arranged into one or two columns. You can specify which fields are required, and define the edits that a field must pass in order for the completed form to be saved. As you design the form, you can use the following field types:

- Numeric
- Text
- Date
- Time
- Yes/No
- Prompt

Enables form users to select values from existing PeopleSoft records to complete the field.

- Code

Enables you to build a list of values that appear in a drop-down list. Form users can select a value from the list to complete the field.

- Section

Enables you to organize the form into multiple sections.

### **Form Status**

It is important to understand the distinction between a form and a form instance. For the purposes of this documentation, when we use the term *form*, we are referring to the "master" form, or template, that form designers create using the Form Design Wizard component. A *form instance* is a deployed form that has been completed by a form user. Each form instance is automatically assigned a unique sequence number, so all completed forms can be tracked and managed independently.

The possible status values for a *form* are:

#### ***In Design***

Indicates a form that is being designed, and is not active.

#### ***Activated***

Indicates a form that is active and available for form users to complete.

Depending on your user role, you can activate a form using the following pages:

- Design Form: Complete page of the Form Design Wizard component.
- Manage Forms page.

---

**Note.** Only the owner of a form or a form administrator can activate/inactivate a form or reassign a form to a new owner.

---

**Inactive** Indicates a form that has been inactivated by either the form's owner or a form administrator. Form administrators or form owners can inactivate forms by using the Manage Forms page. When a form is inactive, form users are not permitted to complete the form.

The possible status values for a *form instance* are:

**Initial** When a form user accesses an activated form and begins to complete it, the status of the form instance is set to *Initial*.

**Pending** When the form user finalizes the form instance and submits it for approval, the status changes to *Pending*.

**On Hold** When an approver or reviewer requests more information about a submitted form, the status changes to *On Hold*.

**Approved, Denied, or Cancelled** As the form instance flows through the required approval chain, the status subsequently updates to approved, denied, or cancelled.

### Security and Delivered Roles

User roles determine who has permission to access, design, and administer forms. The following table lists the delivered roles and associated permission lists for Form and Approval Builder.

<b>Role Name</b>	<b>Description</b>	<b>Permission Lists</b>	<b>Access Rights</b>
FORM_USER	Form user: Can complete and submit forms.	EOFM1000	The form user has add/update/display access to forms that have been created with the Form Design Wizard (form instances).
FORM_DESIGNER	Form designer: Can complete and submit forms, design forms, and manage forms that they are assigned to as the owner.	EOFM1000 EOFM2000	The form designer has add/update/display access to forms that have been created with the Form Design Wizard, <i>and</i> has add/update/display access to the Form Design Wizard component.  Form designers have update/display access to only <i>their</i> forms when using the Manage Forms (FORM_RPT) component.
FORM_ADMIN	Form administrator: Can complete and submit forms, design forms, and manage <i>all</i> forms.	EOFM1000 EOFM2000 EOFM3000 EOSD2000	The form administrator has the same access as the form designer, and additionally, has update/display access to <i>all</i> forms when using the Manage Forms (FORM_RPT) component.

<b>Role Name</b>	<b>Description</b>	<b>Permission Lists</b>	<b>Access Rights</b>
FORM_CI_DEV ELOOPERS	Form to component interface (CI) developer:  Can complete and submit forms, design forms, manage <i>all</i> forms, and map forms to component interfaces (integrate forms).	EOFM1000 EOFM2000 EOFM3000 EOFM4000 EOSD2000	The form to CI developer has the same access as the form administrator, and in addition can set up form integration by mapping forms to component interfaces using the Forms to CI Mapping page.

Row level security is enforced on the completed forms; only the form's owner or approver/reviewer can access the form instance.

---

**Note.** A security administrator will need to update existing User IDs and/or create new User IDs to include the appropriate roles before those users begin working with Form and Approval Builder.

---

See *PeopleTools: Security Administration PeopleBook*, Administering User Profiles.

### **See Also**

*PeopleSoft 9.1 PeopleBook: Approval Framework*, "Approval Framework Preface"

---

## **Requirements**

Form and Approval Builder is available only on the Employee portal.

---

## **Designing Forms**

This section describes designing forms using the Form Design Wizard component (FORM\_DESIGN\_WIZARD) and discusses how to:

- Define basic information.
- Provide user instructions.
- Specify the fields for a form.
- Define field edit details.
- Associate file attachments.
- Specify the menu location.
- Assign approval workflow.

- Preview and activate the form.

---

**Note.** Access to the Form Design Wizard component is limited to form designers and form administrators. In addition, only form owners can modify existing forms.

---

## Pages Used to Design Forms

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Design Form - Step 1: Basic Information	FORM_DSN_WZR_MAIN	Enterprise Components, Forms, Design a Form	Define a form's basic information.
Design Form - Step 2: Instructions	FORM_DSN_WZR_INST	Click Next on the Design Form - Step 1: Basic Information page of the Forms Design Wizard.	Provide instructions for users that describe how to complete and submit a form.
Design Form - Step 3: Form Fields	FORM_DSN_WZR_FLDS	Click Next on the Design Form - Step 2: Instructions page of the Forms Design Wizard.	Define the fields that appear on the form.
Design Form - Step 4: Attachment Templates	FORM_DSN_WZR_ATCH	Click Next on the Design Form - Step 3: Form Fields page of the Forms Design Wizard.	Associate file attachments with a form.
Design Form - Step 5: Publish to Menu	FORM_DSN_WZR_PRTL	Click Next on the Design Form - Step 4: Attachment Templates page of the Forms Design Wizard.	Specify the menu location for a form.
Design Form - Step 6: Approval Process	FORM_DSN_WZR_AW	Click Next on the Design Form - Step 5: Publish to Menu page of the Forms Design Wizard.	Assign the approval workflow required for a form.
Design Form: Complete	FORM_DSN_WZR_DONE	Click OK on the Design Form - Step 6: Approval Process page.	Preview and activate or redesign a form.

## Defining Basic Information

Access the Design Form - Step 1: Basic Information page (Enterprise Components, Forms, Design a Form).

**Design Form**

1 2 3 4 5 6

**Step 1: Basic Information**

Form: VENDOR\_REQ Status: In Design

\*Effective From: 01/01/2010 Effective Until:

\*Label: New Vendor Request Form

\*Description: To create a request for a new vendor  
(254 Characters)

\*Owner Id: VP1

Next > Cancel

Design Form - Step 1: Basic Information page

**Form**

The unique identifier for the form. You specify this ID when you add a new form.

**Status**

Lists the current status of the form. The value for this field is automatically assigned. Values are:

- *In Design:* Indicates the form is being designed and has not yet been published.
- *Activated:* Indicates the form's design is complete, and the form has been published.
- *Inactive:* Indicates a form that has been inactivated by either the form's owner or a form administrator.

Form administrators or form owners can inactivate forms by using the Manage Forms page. When a form is inactive, form users are not permitted to complete the form.

**Effective From**

Enter the date the form is first available for use.

**Effective Until**

Enter the date the form expires. Leave this field blank if you intend to use the form indefinitely.

**Label**

Enter a label for the menu item that users will select to access the form. Names can contain only alphanumeric and underscore characters.

**Description**

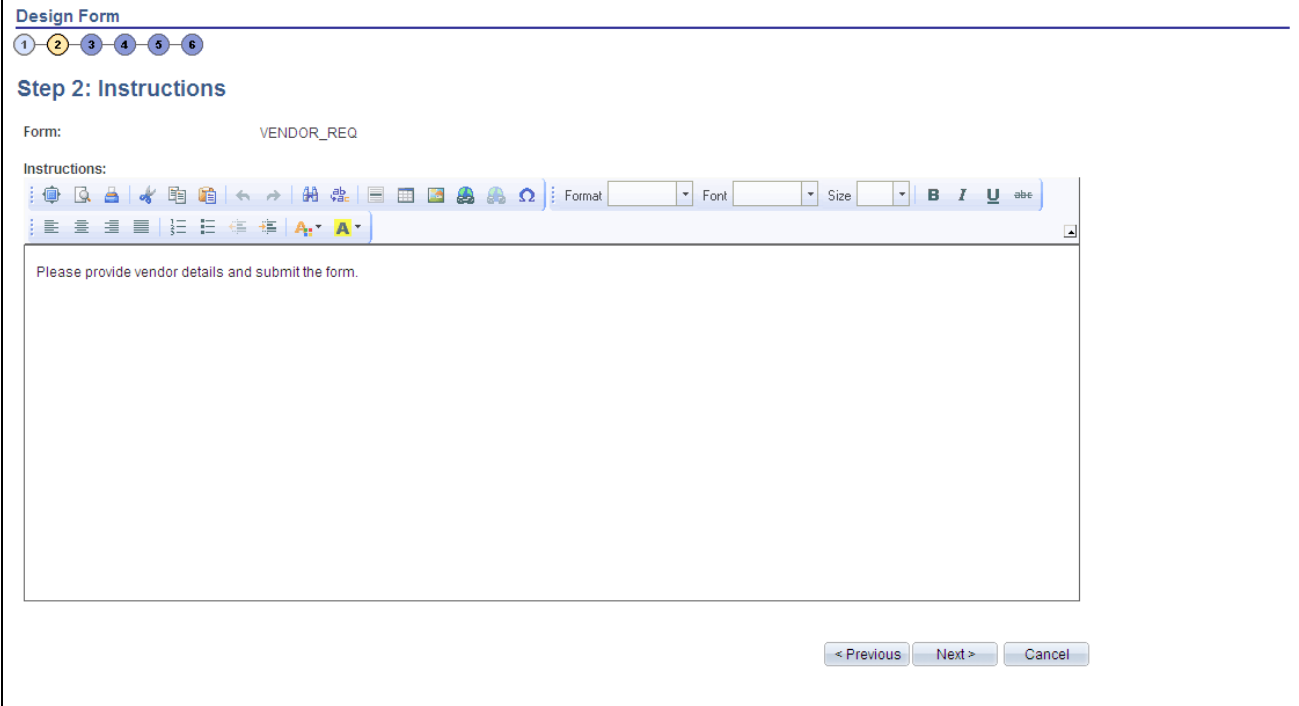
Enter a description for the form. The description appears below the form's label when users access the published form.

**Owner ID**

Enter the User ID of the person who is the responsible for the form. Only this person can modify the form design.

## Providing User Instructions

Access the Design Form - Step 2: Instructions page (click Next on the Design Form - Step 1: Basic Information page).



Design Form - Step 2: Instructions page

Enter instructions for completing the form using the HTML editor. Use the toolbar buttons to copy and paste, format text, and insert graphics or links.

## Specifying the Fields for a Form

Access the Design Form - Step 3: Form Fields page (click Next on the Design Form: Instructions page).

Design Form

123456

Step 3: Form Fields

Form: VENDOR\_REQ

Left Column

Customize | Find | View All | [Grid Icon] | First | 1-8 of 27 | Last

	*Label	*Use Type	*Length	Field Status	Details		
<input type="checkbox"/>	1 Vendor ID	Text	20	Activated	<a href="#">Details</a>		
<input type="checkbox"/>	2 Vendor Persistence	Code	4	Activated	<a href="#">Details</a>		
<input type="checkbox"/>	3 Vendor Name	Text	50	Activated	<a href="#">Details</a>		
<input type="checkbox"/>	4 Vendor Short Name	Text	20	Activated	<a href="#">Details</a>		
<input type="checkbox"/>	5 VendorAddress	Section		Activated	<a href="#">Details</a>		
<input type="checkbox"/>	6 Effective Date	Date	10	Activated	<a href="#">Details</a>		
<input type="checkbox"/>	7 Address Descrpt	Text	50	Activated	<a href="#">Details</a>		
<input type="checkbox"/>	8 Country	Prompt	20	Activated	<a href="#">Details</a>		

Move to Right Column

Move to Left Column

Right Column

Customize | Find | View All | [Grid Icon] | First | 1 of 1 | Last

	*Label	*Use Type	*Length	Field Status	Details		
<input type="checkbox"/>	1 <input type="text"/>	<input type="text"/>		In Design	<a href="#">Details</a>		

☒ Single column style

Fields of right column will be moved under the fields of left column.

< Previous

Next >

Cancel

Design Form - Step 3: Form Fields page

Insert rows within the Left Column and Right Column grids to define the fields that appear on the left and right columns of the form.

For each row, specify values for the following parameters to define the requirements for that field.

**Label**

Enter the label to use for this field.



**Use Type**

Select the field type, and field length, if required (depends on the Use Type). Values are:

*Code:* Use to define a code field that allows the form user to select a response from a list of codes.

*Date:* Use for dates.

*Number:* Use for numeric entries (only positive values are allowed).

*Prompt:* Defines a prompt field that allows the user to select data from existing PeopleSoft database tables.

*Section:* Use to separate a form into sections. The section can include a header with instructive text, and an HTML editor is provided for you to define the section.

*Signed:* Use for signed numeric entries (values can be positive or negative).

*Text:* Use for text entries.

*Time:* Use for time entries.

*Y/N:* Use for yes/no responses.

**Length**

Select the field length. You can modify this field only for Number, Prompt, Signed, and Text fields; the remaining field types use a preset length.

The syntax for numeric fields is *X.Y*, where the value before the decimal (*X*) is the number of integer digits allowed, the value after the decimal (*Y*) is the number of decimal places allowed.

**Field Status**

Indicates the status of the field, either *Activated* or *In Design*.

**Details**

Click to access the Form Fields Details page, where you define additional requirements for the field, including whether the field is required, and edits for the field when a user completes the form.

See [Chapter 5, "Working With PeopleSoft Forms and Approval Builder," Defining Field Edit Details, page 57.](#)



Click the arrow icons to reposition a field.

**Move to Right Column**

Click to move selected fields to the right column.

**Move to Left Column**

Click to move selected fields to the left column.

**Single column style**

Select to create a form that contains a single column. Any fields that are defined in the right column will appear under the left column fields when you view the form.

## Defining Field Edit Details

Access the Form Field Edits page (click the Details link for a field on the Design Form - Step 3: Form Fields page).

Form Field Edits

Form: PROMPT1

Label: Business Unit

☐ Required

☐ Uppercase

Prompt Record: SP\_BU\_PC\_NONVW

SetID:

Long Label:  
(100 characters)

Prompt Control

Customize | Find | View All | First | 1-2 of 2 | Last

	*Record Name	*Field Name		
1	PROJ_ACTIVITY	BUSINESS_UNIT	+	-
2	SP_PROJC_NONVW	BUSINESS_UNIT_PC	+	-

OKCancel

Form Field Edits page example for a prompt field

Form Field Edits

Form:Vendor\_REQ

Label:Vendor Persistence

☒ Required

Long Label:

(100 characters)

CustomizeFindView AllFirst1-4 of 4Last

	*Field Value	*Translate Long Name	Field Status		
1	O	One Time	Activated	+	-
2	P	Permanent	Activated	+	-
3	R	Regular	Activated	+	-
4	S	Single Payment Vendor	Activated	+	-

Prompt ControlCustomizeFindView AllFirst1 of 1Last

	*Record Name	*Field Name		
1			+	-

OKCancel

Form Field Edits page example for a code field

The fields that appear on this page differ depending on the field's Use Type. The examples provided show how the page appears for a Prompt field and a Code field. The following information lists all of the possible fields that can appear on this page.

- Required**

Select to require that a user enter a value in this field in order to save the form.
- Uppercase** (available only when the Use Type is set to Prompt or Text).

Select to have the system convert the field value to uppercase when the form is saved. Available for only Prompt and Text fields. Use this option for code values, such as department ID, for which it does not matter whether the user enters the value in uppercase or lowercase.
- Long Label**

Enter up to 100 characters as an alternate label for this field. If you enter a long label, then it will be appear on the form *instead* of the short label (the value specified in the Label field on the Design Form - Step 3: Form Fields page).

**Prompt Record and SetID**  
(available only when the Use  
Type is set to Prompt)

Select the record that contains the values to use for this field. For SetID based tables, specify the SetID from which to retrieve the values. To complete this field type, a form user can select one of the values from the prompt list, or they can enter a value by typing it into the field.

The records that are available for selection are established by form administrators using the Define Prompt Records page.

See [Chapter 5, "Working With PeopleSoft Forms and Approval Builder," Defining Prompt Records, page 65.](#)

**Prompt Control** (available for  
all Use Types except Section)

To use the value that a form user enters for this field as the key by which to filter the list of available values in one or more prompt fields elsewhere on this form, insert rows in the Prompt Control grid, and select the Record Name and Field Name for each of the form fields that will reference this field.

For example, to limit the Project IDs available in a prompt field to only those that are associated with the business unit that the user has already selected while completing the form, when designing the form you would:

- Add a row to the Business Unit field's Prompt Control grid and specify the record name that equates to the project record, and the field name in that record that equates to business unit.
- Define the Project ID field as a Prompt field, and specify the same record name that was used for the business unit Prompt Control record name as the prompt record for Project ID.

The records that are available for selection are established by form administrators using the Define Prompt Records page.

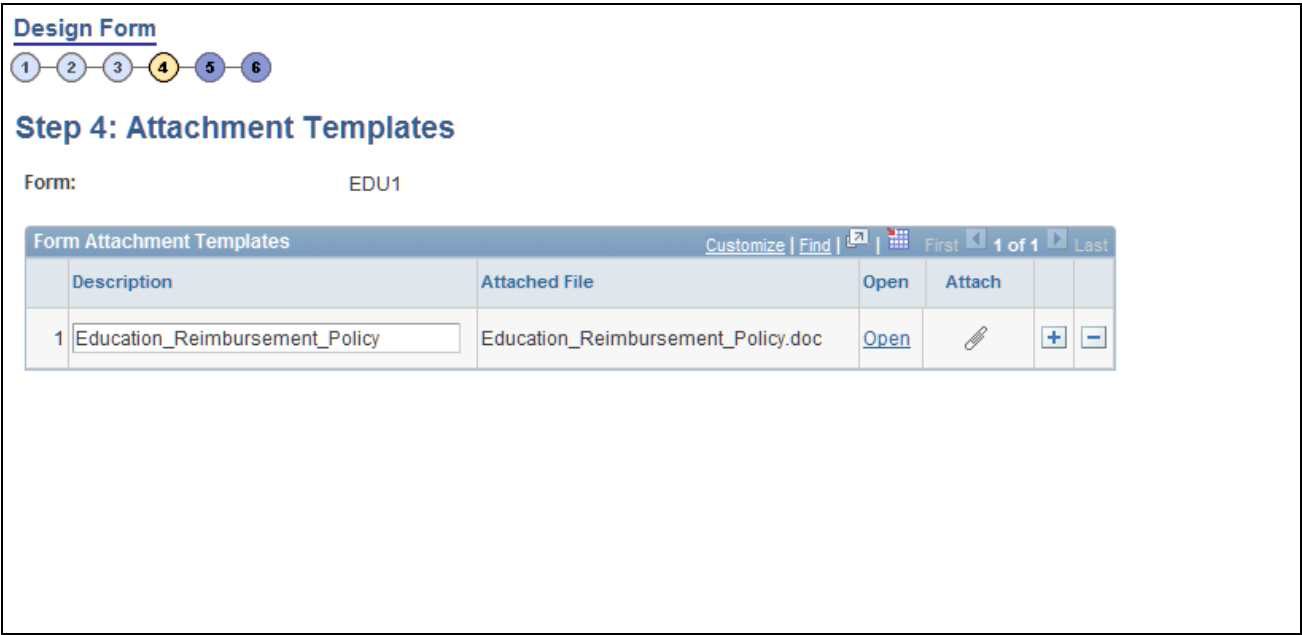
See [Chapter 5, "Working With PeopleSoft Forms and Approval Builder," Defining Prompt Records, page 65.](#)

**Field Value and Translate  
Long Name** (appear only when  
the Use Type is set to Code)

Use to define the codes and their associated translate values that are valid for this field. The translate values appear in the drop-down list when the user completes the field.

## Associating File Attachments with a Form

Access the Design Form - Step 4: Attachment Templates page.



Design Form - Step 4: Attachment Templates page



Click to attach a file. In the window that appears, click Choose File to navigate to and select the file, then click Upload.

- Description** Enter a description for the file. If you leave this blank, the file name is used.
- Attached File** The file name of the attached file.
- Open** Click to open the attached file.


Specifying the Menu Location

Access the Design Form - Step 5: Publish to Menu page.

**Step 5: Publish to Menu**

Form: VENDOR\_REQ

Root > Employee Self-Service

 [Up one level](#)

Sequence number: 300

Folders	Sequence number
<a href="#">Service Request</a>	80
<a href="#">Procurement</a>	800
<a href="#">Assets</a>	2100
<a href="#">Travel and Expenses</a>	2200
<a href="#">Forms</a>	3000

Content References	Sequence number
Open Resource Requests	1
Conference Room Request	6
Higher Education Reimbursement	7
Meeting Space Request	8
Employee Project Center	10
Staffing Apply Online	20
Staffing Apply Online Login	25
TSTC	30
Travel and Expense Center	30
New Account Request Form	100
New Vendor Request Form	300
Vendor Update Request	400
Dept and Account Request Form	500
New Department Request	550
New Statistics Account Request	600

< Previous
Next >
Cancel

### Design Form - Step 5: Publish to Menu page

The menu hierarchy appears near the top of the page, below the form name; the highest level, Root, is equivalent to Main Menu in the menu hierarchy. Click the links to navigate to the level of the menu hierarchy in which you want the form to appear. Then, enter a value in the Sequence number to control the order in which it appears in the menu. In the example shown, the form will appear as the last item under Main Menu, Manager Self-Service, along with Review Forecasted Time and Travel and Expense Center.

#### Sequence number

Enter a value to specify the order within the menu that the form will appear. Items appear in ascending order.

#### Folders

This grid lists the folders at the currently selected menu level, and their associated sequence number. Click a folder to navigate to that folder level of the menu hierarchy.

## Content References

This grid lists the available components at the selected level of the menu hierarchy and their associated sequence number. This is the level at which the form will appear in the menu.

**Note.** Only the components that your assigned role permits you to access appear in the grid.

## Defining Approvers

Access the Design Form - Step 6: Approval Process page.

Design Form

1 2 3 4 5 6

**Step 6: Approval Process**

Form: VENDOR\_REQ

\*Lockdown Options: Do Not Lockdown

Approver User List	
1	Supervisor by UserId

< Previous OK Cancel

Design Form - Step 6: Approval Process page

## Lockdown Options

Specify if a form instance can be modified after it has been submitted, and under what conditions. Values are:

- *Do not lockdown:* Select this option to allow changes to be made to the form instance at any time. This option enables users to update a form even after it has been submitted and approved.
- *Lockdown after submit:* Select this option to prevent any changes to the form instance after it has been submitted (the approval status is *Pending*, or *Approved*.)
- *Lockdown after approval:* Select this option to prevent any changes to the form instance after it has been approved (the approval status is *Approved*). Changes can still be made after it has been submitted, up until the time it is approved.

**Note.** If a form is integrated with PeopleSoft applications, the form cannot be modified after it has been posted to PeopleSoft transactional tables.

**Approver User List**

Insert rows and select the Approver User Lists required for this form.  
Approver paths must be sequential, branching is not supported.

Approver user lists are established using the User List Definition page (Enterprise Components, Approvals, Approvals, User List Setup).

See *PeopleSoft 9.1 PeopleBook: Approval Framework*, "Defining Notification Templates and Users for Approval Framework," Defining Users for Approval Framework.

After you have specified all the required Approver User Lists, click OK. The system automatically creates the approval Process Definition ID using the same name as the form name.

The predefined form approval configuration supports the following notification events: *Route for Approval*, *Route for Review*, *On Final Approval* and *On Final Denial*.

## Previewing and Activating a Form

Access the Design Form: Complete page (click OK on the Design Form - Step 6: Approval Process page).

Form:

VENDOR\_REQ

Label:

New Vendor Request Form

[Preview the form](#)

[Redesign the form](#)

[Activate the form](#)

Design Form: Complete page

This page enables you to preview your form, modify it, if needed, and activate it when you've finalized the design by using the following links:

- Preview the form**

Click to preview the form. A preview of the designed form appears, as the user would see it when they complete the form. Navigate within the form to preview each page, and interact with the form fields to test them.
- Redesign the form**

Click to return to the Form Design Wizard component, where you can continue designing the form.
- Activate the form**

Click to activate and publish the form. A confirmation message appears. The form status updates to *Activated*.



---

## Defining Prompt Records

This section discusses how to specify which PeopleSoft database records can be used as prompt fields in Form and Approval Builder. Access to this page is limited to form administrators.

### Page Used to Specify Prompt Records

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Define Prompt Records	FS_SD_PROMPTREC	Enterprise Components, Forms, Define Prompt Records	Specify records for prompt fields.

### Specifying Records for Prompt Fields

Access the Define Prompt Records page (Enterprise Components, Forms, Define Prompt Records).

Define Prompt Records			
Customize   Find   View All       First 1-15 of 26 Last			
	*Prompt Record▲	Record Description	
1	ACCT_ATTRIBUTES	CF Account Attribute table	
2	ACCT_ATTRIB_VAL	Valid CF Attrib values	
3	ACCT_TYPE_TBL	Account Types	
4	ATTRIBUTE_TBL	CF Attribute table	
5	CF_ATTRIB_VALUE	Valid CF Attrib values	
6	COMPANY_TBL	Companies	
7	COUNTRY_TBL	Countries	
8	CUSTOMER	Customer Header Information	
9	DEPT_ATTRIBUTES	CF Account Attribute table	
10	DEPT_ATTRIB_VAL	Valid CF Attrib values	
11	DEPT_TBL	Departments	
12	GL_ACCT_ALL_VW	View of all Accounts	
13	PC_INT_TMPL	Integration Template	
14	PERSONAL_DATA	EE Personal Data	
15	PROJ_ACTIVITY	Project Activities	

Define Prompt Records page

**Prompt Record**

Insert rows and select a database record. Only the records specified on this page are available for selection as prompt fields and prompt control fields in the form designer.

---

## Managing Forms

This section provides an overview of form management and discusses how to manage forms.

### Understanding Form Management

Form designers and form administrators can review and manage forms using the Form Management component. Use this page to review how many of each form are in the system, see the current approval status, and activate/inactivate forms. This component works like most inquiry pages; first specify the search criteria, then click the Search button to retrieve the forms that meet the criteria. Data is categorized into the following tabs: Action, Counting, and Owner.

Form designers can access only forms that they are assigned to as owner, form administrators can access all forms.

## Page Used to Manage Forms

Page Name	Definition Name	Navigation	Usage
Manage Forms	FORM_RPT	Enterprise Components, Forms, Manage Forms	Manage forms.

## Managing Forms

Access the Manage Forms page (Enterprise Components, Forms, Manage Forms).

**Manage Forms**

Portal Label:

\*Time Period:

Action	Counting	Owner	Form	Portal Label	Portal Folder	Status	Activate	Inactivate
			1 EDU	Education Reimbursement	Manager Self-Service	Activated	<input type="button" value="Activate"/>	<input type="button" value="Inactivate"/>
			2 EDU1	Education Reimbursement	Employee Self-Service	In Design	<input type="button" value="Activate"/>	<input type="button" value="Inactivate"/>

Manage Forms page

### Search Criteria

Enter values in the following fields, then click Search to retrieve form information:

#### Portal Label

Enter the form's label (the menu item name under which it is published) to view only the subset of forms that have been published to that menu. This is equivalent to the field "Label" when you design a form. Leave this blank to review information for all of your forms.

#### Time Period

Select the time period to use for determining form instance count totals.

Values are:

- *Custom Time Period*

Select this option to review forms within a specific date range. Specify the dates by completing the From Date and To Date fields.

- *Last 30 Days*
- *Last 60 Days*
- *Last 90 Days*

## Form Fields

These form fields appear on each tab:

<b>Form</b>	The Form ID that was defined in the Form Design Wizard component when the form was created.
<b>Portal Label</b>	The menu item used for the form. This is the value of the Label field that was specified on the Form Design Wizard: Basic Information page during form design.
<b>Portal Folder</b>	The name of the folder the form is published under.
<b>Status</b>	The form's current activation status, either <i>Activated</i> or <i>In Design</i> .

## Activating/Inactivating Forms

Select the Action tab to activate or inactivate forms.

<b>Activate</b>	Click this button to activate an inactive form. If the form's current status is <i>In Design</i> , the system transfers you to the Form Design Wizard component, where you can complete the form design and then activate it.
<b>Inactivate</b>	Click this button to inactivate an active form.

## Reviewing Form Counts

Select the Counting tab to review form counts for the specified time period.

<b>Total</b>	Lists the total number of form instances (forms that have been completed by form users).
<b>Initial</b>	Lists the number of form instances that have been completed by form users, but have not yet been submitted for approval.
<b>Pending</b>	Lists the number of form instances that have been submitted for approval but have not yet been approved, denied, or cancelled.
<b>Cancelled</b>	Lists the number of form instances that have been cancelled.
<b>Approved</b>	Lists the number of form instances that have been approved.
<b>Denied</b>	Lists the number of form instances that have been denied.

## Reassigning Form Ownership

Select the Ownership tab to reassign a form to a new owner.

<b>Owner ID</b>	Lists the current owner. To change ownership, select a new owner from the prompt list.
<b>Change Ownership</b>	Click to assign the user listed in Owner ID as the new owner of the form.

---

## Working with Forms

This section describes how to:

- Search for forms.
- Complete forms.
- Preview the form approval path.
- Approve or deny forms.

## Pages Used to Work with Forms

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Search/Fill a form	FORM_ADD	<ul style="list-style-type: none"> <li>• The menu navigation to access the form depends on the menu under which it was published. You can access the form by selecting one of these paths:  Enterprise Components, Forms, Search/Fill in a form</li> <li>• &lt;Menu Path&gt;, &lt;Form Label&gt;</li> </ul>	Search for an existing form instance to update, or complete a new form instance.
Form	FORM FORM2	Access the form using the menu under which it was published.	Complete a form instance and submit it for approval.
Form Approval Preview	FORM_APPR_MAP	Click the Preview Approval button on the Form page.	Preview the approval path for a form.
Form Approval	FORM_APPR_ACTION	Enterprise Components, Forms, Approve/Review a form  Approvers can also access pending forms from their worklist.	Approve or deny a form.

## Searching Forms

Access the Search/Fill a Form page (Enterprise Components, Forms, Search/Fill in a form).

**Search/Fill a Form**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Limit the number of results to (up to 300): 300

Sequence Number: =

Subject: begins with

Form: begins with

Document Key String: begins with

Priority: =

Due Date: =

Approval Status: =

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Search/Fill a Form page

To find an existing form instance:

1. Select the Find an Existing Value tab.
2. Enter values in the fields to find the form instances that meet the criteria and click Search.
3. Click the form to view, you will transfer to the Form page where you can review the form.

The Document Key String is a concatenation of a form's key field values separated by the slash character (/).

To add a new form instance, navigate to the Form component pages using the menu under which the form was published.

## Completing Forms

Access the Form component pages, either by using the search page or the menu navigation under which the form was published. Several examples follow.

FormInstructionsAttachments

Education Reimbursement

\* Subject:

Priority:

3-Standard

▼

Due Date:

31

Status:

Initial

Course Name:

Start Date:

31

Description:

End Date:

31

Subject Area:

▼

Amount:

☐ Work Related?

Project:

More Information:

Cancel

Form | Instructions | Attachments

Form page (showing a new form instance that has not been completed)

FormInstructionsAttachments

Seq #: 312

New Project Request

Subject: MyProject1

Priority: 3-Standard

Due Date:

Status: Approved

Preview Approval

\*Setid: SHARE

\*Project ID: MYPROJ\_1

\*Description: MYPROJ\_1

\*Status: Active

\*Start Date: 02/02/2011

\*End Date: 12/31/2015

Integration: EGV01

CF Attribute:

CF Attribute Value:

More Information:

Save & Post Form

Form page (showing an approved integrated form instance that is ready to post)



FormInstructionsAttachments

Seq #:190

New Project Request

Subject:My Project1

Priority:3-Standard

Status:Approved

\*Setid:SHARE

\*Project ID:MYPROJ1

\*Description:MYPROJ1

\*Status:Active

\*Start Date:02/02/2011

\*End Date:12/31/2015

Integration:EGV01

CF Attribute:

CF Attribute Value:

Due Date:

More Information:

Related Documents

CustomizeFindView All121First1 of 1Last

	Link to Related Component	Component Name	Submitted By	Submitted Date/Time
1	<a href="#">SHARE/MYPROJ1</a>	PROJECT	VP1	04/11/11 3:18:00PM

Form page (showing a posted integrated form instance)

Users can complete the fields, review the instructions, and download and upload attachments as required. Each form instance will have the following fields, in addition to the fields defined by the form designer.

<b>Sequence # or Seq. #</b>	The system assigns a unique sequence number to identify each completed form when the form instance is saved.
<b>Subject</b>	Enter a subject. Form users can search for form instances using the subject field.
<b>Priority</b>	Select a priority for the form. This field is for informational purposes only.
<b>Status</b>	Lists the status of the form. This value is automatically assigned.
<b>Due Date</b>	Specify the date the form is required to be approved or denied. This date is for informational purposes only.
<b>More Information</b>	Enter additional information for the form.

The following action buttons appear depending on the form's current status.

<b>Approver Status</b>	Click to view the current approval flow for the form. Available for forms in Pending status.
<b>Submit</b>	Click to submit the form for approval. Available for forms in Initial or Cancelled status.
<b>Cancel Approval</b>	Click to cancel the form. Available for forms in Pending status. Any pending approvals are canceled.
<b>Preview Approval</b>	Click to view the approval workflow. Available for forms in Initial or Cancelled status.
<b>Save &amp; Post Form</b>	<p>Click this button to post the data to the transactional tables of the component the form instance is associated with. A message appears to confirm that the form has been successfully posted to the transactional tables.</p> <p>This button is available only for form instances in <i>Approved</i> status that have a defined component interface mapping, and only to users that have access to the application component that is associated with the component interface to which the form is mapped. For example, if a user has access to the Department component then they will have access to this button if the form instance has been approved and the form is set up to integrate with the Department component interface.</p>
<b>Related Documents</b>	Click the document key string link within this grid to access the data within the related component. Available only for successfully posted forms.

### ***Attachments***

The attachments page enables form users to download any attachments that were defined as part of the form, as well as upload any documents that are required for the form to be approved.

## **Previewing the Approval Path**

Access the Approval Preview page (click the Approval Preview button on the Form page).

Approval Preview page

Click Submit to submit the form for approval, or click OK to return to the form page.



Click to insert additional approvers after the form has been submitted.

---

**Note.** You can only insert ad-hoc approvers.

---

### See Also

For more information about using approvals, see the *Approval Framework PeopleBook*.

## Approving or Denying Forms

Access the Form Approval page (Enterprise Components, Forms, Approve/Review a form. Enter the search criteria and click OK).

The screenshot shows the 'Approval Action' and 'Approval Map' sections of a PeopleSoft form.

**Approval Action:** This section includes a 'Seq #' field with the value '11', a 'Subject' field with the value 'PLUS REVIEWER', and a 'View Form' button. Below these is a 'Comment' text area and two buttons: 'Approve' and 'Deny'.

**Approval Map:** This section displays a flow diagram for the approval process. The diagram is titled 'TEST: PLUS REVIEWER: Pending'. It shows a 'Pending' state with a clock icon and the text 'ADMIN Supervisor by UserID'. An arrow points from this state to a 'Reviewer' state, which is represented by a box containing the name 'Kenneth Schumacher' and the role 'Reviewer'.

### Approving a Form

Enter any comments, then click Approve or Deny to update the form.

### See Also

For more information about using approvals, see the *Approval Framework PeopleBook*.

## Integrating Forms with PeopleSoft Applications

This section provides an overview of form integration and discusses how to:

- Map form fields with component interfaces.
- View integrated form instances.

### Understanding Form Integration

Forms and approval builder includes a framework that enables you to integrate forms with PeopleSoft application components. Using this integration is optional, and involves creating component interfaces for the components you want the form to integrate with, then mapping the form fields to their associated component interface fields. Only those with PeopleTools expertise should be involved with setting up the integration. The integration can be used only to add new records, not to update existing data.

Integration is limited to simple transactions; only one row per component level can be mapped. For example, you can create a new department with only one effective dated row (Level 1) and one chartfield attribute/value pair (Level 2). You cannot insert multiple rows per level using this feature.

---

**Note.** This documentation assumes you have experience with component interfaces, security, and Application Designer. This framework is designed to help implement form integration with the transactional PeopleSoft system; it is not designed for end users. When implementing this feature, care should be taken to follow the standard methodology required for all software development, especially testing the form integration before deploying it to a production environment.

---

For more information, please refer to the following PeopleBooks:

See *PeopleTools: PeopleSoft Application Designer Developer's Guide PeopleBook*

See *PeopleTools: PeopleSoft Component Interfaces PeopleBook*

## **Integration Framework**

The forms integration framework includes the following objects:

**Form to CI Collection Mapping Component (EODC\_CI\_MAP)** (Form to Component Interface Collection Mapping Component)

The pages within this component enable you to:

- Associate a form with one or more PeopleSoft application component interfaces.
- Map form fields to the component interface properties.

These mappings serve as input to the forms integration framework, which is used to post the form data to the PeopleSoft transactional tables, and also provides a link from the form to the transactional components.

See [Chapter 5, "Working With PeopleSoft Forms and Approval Builder," Mapping Form Fields to Component Interfaces, page 79.](#)

**Forms Integration Framework Application Classes**

These application classes use the form to CI mappings to post form instance data to the PeopleSoft application through the component interface.

**Approval Framework**

Used to provide notifications and worklist entries for forms.

**Security**

Once a form is approved, form users with add/update access to the application component that the form is associated with (specified by the component interface it is mapped to) are able to post the form to the PeopleSoft application, using the Save & Post button that is available on the Forms page.

After the form has been successfully submitted to the PeopleSoft application, no additional changes to the form are allowed.

## **Form Integration Implementation Steps**

Integrating forms involves the following steps:

1. Determine the component in the PeopleSoft application that you want the form to integrate with.

2. Create a component interface to use for the integration, following the guidelines provided in the Component Interface Guidelines section that follows.

See [Chapter 5, "Working With PeopleSoft Forms and Approval Builder," Component Interface Guidelines, page 78.](#)

3. Design the form using the Form Design Wizard, following the guidelines provided in Form Design Guidelines section that follows.

Keep in mind the structure of the CI you wish to map to. You must ensure the fields of your form are of the correct data type to map to the CI fields, and that you have all of the fields listed on your form that the CI is going to require.

See [Chapter 5, "Working With PeopleSoft Forms and Approval Builder," Form Design Guidelines, page 78.](#)

4. Map the form to the component interface properties, using the Form to CI Collection Mapping page.

See [Chapter 5, "Working With PeopleSoft Forms and Approval Builder," Mapping Form Fields to Component Interfaces, page 79.](#)

5. Once the Form Design and Form To CI Mappings have been properly tested, copy them to the production database.

You need to copy the required integration objects (for example, new component interfaces that you created for the Form to CI Integration, new prompt records, and so on), the form design, and form to CI mappings. The Form To CI Mappings are located in these records: EODC\_DOC\_HDR, EODC\_DOC\_LN, and EODC\_CI\_MAP.

If the underlying CI or form design changes after being released to the production database, you must review the mappings and ensure that they are still valid.

### **Component Interface Guidelines**

Because forms generally do not contain a large number of fields, to simplify the form to CI collection mapping, we recommend that you create separate component interfaces when you implement the form integration. Consider the following recommendations when creating these component interfaces:

- Make the CI Collection Name for all levels the same as the Component Level Main Record. This should be the default when creating the Component Interface.
- Make sure that the Read Only attribute of the CI Properties is *not* set to Y.

Integration may fail if the CI property is set to Read Only

- Remove all unwanted CI Properties so that you expose only those needed for the integration.
- Update the appropriate permission lists (EOFM2000 and EOFM4000, for example) to grant access to the newly created component interfaces.

Form approvers must have access to the related component interface to be able to post integrated forms.

### **Form Design Guidelines**

Keep the following considerations in mind when designing integrated forms:

- For every form field that will map to a CI property, both the CI property and the corresponding form field must have the same field type and field length.

---

**Note.** If the required field length is not available in the form designer, then choose either a shorter or longer field length. If you choose a longer field length, the value will be truncated before it is posted to its associated transaction table.

---

- For prompt fields, the prompt values must match those in the prompt list of the CI property they map to; this may require you to create a new prompt.
- For code fields, you must ensure that the codes are the same as those of the CI Property being mapped to.
- Set all the required fields according to the base component associated with the CI, otherwise an error message that a required field has not been completed will appear when a form user attempts to save and post the form data.

## Pages Used to Integrate Forms with PeopleSoft Applications

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Form to CI Collection Mapping	EODC_CI_MAP	Enterprise Components, Forms, Form to CI Mapping	Map form fields to component interfaces.
Document Form References	EODC_FORM_XREF	Enterprise Components, Forms, Document Form References	View the form instances that updated a component.

## Mapping Form Fields to Component Interfaces

Access the Form to CI Collection Mapping page (Enterprise Components, Forms, Form to CI Mapping).

Form to CI Collection Mapping

Document Category:Form

\*Description:New Vendor Request Mapping

Document Name:VENDOR\_REQ

Form Type:VENDOR\_REQ

\*Mode:Add

Document Component Interfaces

Component Interface Name:VENDOR\_ADD\_CI

Level0 Record Name:VENDOR

Menu Name:MAINTAIN\_VENDORS

Sequence:

Select All

Clear All

Delete

Get CI Properties

CI Collection Property Mappings

Customize

Find

View All

1-25 of 31

Last

CI Property Mappings

Additional Details

Seq	Form Field Name	CI Scroll Level	CI Key Field	CI Collection	CI Collection Property Name	CI Property Default	Active Flag		
<input type="checkbox"/>	10	<input type="text"/>	<input checked="" type="checkbox"/>	PS_ROOT	SETID	SHARE	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	20	VENDOR ID	<input checked="" type="checkbox"/>	PS_ROOT	VENDOR_ID	NEXT	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	80	VENDOR PERSISTENCE	<input type="checkbox"/>	PS_ROOT	VENDOR_PERSISTENCE	R	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	100	VENDOR NAME	<input type="checkbox"/>	PS_ROOT	NAME1		<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	110	VENDOR SHORT NAME	<input type="checkbox"/>	PS_ROOT	VNDR_NAME_SHRT_US		<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	120	<input type="text"/>	<input type="checkbox"/>	PS_ROOT	VAT_SW	N	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	1120	<input type="text"/>	<input checked="" type="checkbox"/>	VNDR_ADDR_SCROLL	ADDRESS_SEQ_NUM	1	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	1130	ADDRESS DESCR	<input type="checkbox"/>	VNDR_ADDR_SCROLL	DESCR	Main Address	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	1155	<input type="text"/>	<input checked="" type="checkbox"/>	VNDR_CNTCT_SCROLL	CNTCT_SEQ_NUM	1	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	1160	CONTACT	<input type="checkbox"/>	VNDR_CNTCT_SCROLL	DESCR_0	Main Contact	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	1440	VENDOR LOCATION	<input checked="" type="checkbox"/>	VNDR_LOC_SCROLL	VNDR_LOC	Main	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	1445	LOCATION DESCR	<input type="checkbox"/>	VNDR_LOC_SCROLL	DESCR_1	Main Location	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	1500	EFFECTIVE DATE	<input checked="" type="checkbox"/>	VENDOR_CNTCT	EFFDT_7	20100101	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	1505	CONTACT TYPE	<input type="checkbox"/>	VENDOR_CNTCT	CONTACT_TYPE	B	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	1510	CONTACT NAME	<input type="checkbox"/>	VENDOR_CNTCT	CONTACT_NAME	John Doe	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	1550	CONTACT TITLE	<input type="checkbox"/>	VENDOR_CNTCT	CONTACT_TITLE	Manager	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	1600	EFFECTIVE DATE	<input checked="" type="checkbox"/>	VENDOR_LOC	EFFDT_9		<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	1900	EFFECTIVE DATE	<input checked="" type="checkbox"/>	VENDOR_ADDR	EFFDT_5		<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Form to CI Mapping page (1 of 2)

<input type="checkbox"/>	2000	COUNTRY	<input type="text"/>	Level 2	<input type="checkbox"/>	VENDOR_ADDR	<input type="text"/>	COUNTRY_1	<input type="text"/>	USA	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	2260	ADDRESS 1	<input type="text"/>	Level 2	<input type="checkbox"/>	VENDOR_ADDR	<input type="text"/>	ADDRESS1_1	<input type="text"/>	4500 Oracle Lan	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	2270	ADDRESS 2	<input type="text"/>	Level 2	<input type="checkbox"/>	VENDOR_ADDR	<input type="text"/>	ADDRESS2	<input type="text"/>		<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	2350	CITY	<input type="text"/>	Level 2	<input type="checkbox"/>	VENDOR_ADDR	<input type="text"/>	CITY_1	<input type="text"/>	Pleasanton	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	2490	STATE	<input type="text"/>	Level 2	<input type="checkbox"/>	VENDOR_ADDR	<input type="text"/>	STATE_1	<input type="text"/>	CA	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	2495	POSTAL	<input type="text"/>	Level 2	<input type="checkbox"/>	VENDOR_ADDR	<input type="text"/>	POSTAL	<input type="text"/>	94588	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	2500	EFFECTIVE DATE	<input type="text"/>	Level 3	<input checked="" type="checkbox"/>	VENDOR_ADDR_PHN	<input type="text"/>	EFFDT	<input type="text"/>		<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Form to CI Mapping page (2 of 2)

Document Category

Indicates the type of document. Currently, *Form* is the only valid value.

Document Name

Select the form to map.

Description

Enter a description for the mapping.

80

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<b>Form Type</b>	Automatically populates to the same value as Document Name. You cannot edit this field.
<b>Mode</b>	Select the action allowed to the component when a form instance is saved. For this release, <i>Add</i> is the only permitted option.

### ***Document Component Interfaces***

Insert a row for each component interface to associate with the form and complete the following fields:

<b>Component Interface Name</b>	Select the component interface to associate with the form.
<b>Menu Name</b>	<p>Select the name of the registered menu item of the component interface. The value for this field is automatically populated when you specify the component interface name, but if there is more than one menu associated with the CI, then you can select the required one.</p> <p>When a form user completes an instance of the form, the system transfers them to this menu item when they click Link to Related Component on the form instance.</p>
<b>Level0 Record Name</b>	Select the Level0 record of the component interface to associate with the form.
<b>Sequence</b>	Enter a number to specify the order in which to execute the component interface. When mapping multiple component interfaces to a form, this is especially important if there are data dependencies.
<b>Get CI Property Mapping</b>	Click to populate the CI Collection property Mappings grid with the values for the specified component interface. You can then remove or update any fields as required. Alternatively, you can manually add each row within the CI Collection property Mappings grid.

### ***CI Collection Property Mappings***

Define the mapping for each form field in this grid. You can either add rows individually for each form field you want to map (recommended when there are only a few fields to map), or you can click Get CI Property Mapping to populate the grid with all the CI properties, select the form field that maps to each property, specify field defaults, then delete any rows you do not need.

<b>Seq</b>	Enter a number to specify the order in which to process the field mapping. Processing order is important because any data in a form that depends on other data must be processed after the data on which it depends is entered.
<b>Form Field Name</b>	Select the name of the form field to map. Only form fields with <i>Active</i> status appear in the selection list.
<b>CI Scroll Level</b>	Select the CI component buffer level to map the field to. Three levels are supported.

<b>CI Key Field</b>	<p>Select to specify the field is a key field. You must specify all the key fields associated to the Level0 main record. For lower levels, you specify only any additional keys; you do not need to repeat the Level 0 keys.</p> <p>For example, if Level0 keys are SETID and DEPTID, and Level1 keys are SETID, DEPTID, and EFFDT, then select the CI Key Field check box for SETID and DEPTID for Level 0, for level1 select the CIKey Field check box for EFFDT.</p> <p>The CI Key Field check box is selected initially, so you must review and adjust these for each field.</p>
<b>CI Collection</b>	Select the name of the CI Collection to map to this form field.
<b>CI Collection Property Name</b>	Select the name of the CI Collection property to map to this form field.
<b>CI Property Default</b>	<p>Enter a value in this field to define a default value to assign to this field when the form is used. For example, you could map the SETID form field to the CI Property of SETID and set the default value to SHARE. When a form user creates a new form instance, the SETID field on the form will be initially set to SHARE, but the form user can override the default value as needed.</p> <p>Default values are currently limited to number, text, and date. Date values must be entered in YYYYMMDD format.</p>
<b>Active Flag</b>	Select to activate the field mapping, deselect to inactivate the field mapping. Inactive mappings are ignored by the Form to CI Framework when posting data to the transactional tables.
<b>CI Main Level Record</b>	Select the component level main record that is associated with the CI Collection. This information is required since a CI property can potentially be associated with a work record, and the system needs to know the CI Level Main Record information in the mapping so that the framework can identify it.
<b>CI Parent Collection Name</b>	Lists the parent collection associated with the corresponding CI Collection. For example, for a Level 1 CI Collection, the parent collection will always be PS_ROOT. This value is automatically populated.
<b>CI Record Name</b>	Lists the component record name associated with the corresponding CI Property. This value is automatically populated based on the CI Collection and CI Collection Property.
<b>CI Field Name</b>	Lists the component field name associated with the corresponding CI Property. This value is automatically populated based on the CI Collection and CI Collection Property. The system uses both CI Record Name and CI Field Name to perform the default value validation and conversion (the default value currently supports only string values, therefore, it needs to be converted to the appropriate field type (Number or Date)).

## Viewing Form Instances that Update a Component

Access the Document Form References page (Enterprise Components, Forms, Document Form References).

Document Key String is the concatenation of the values of all the form's key fields separated by the slash character (/), for example, SHARE/0000000065.

Document Form References

Component Name

VNDR\_ID

Vendors

Document Key String

SHARE/0000000065

Forms

Customize

Find

View All

First

1 of 1

Last

	Form	Form Instance	Subject	Action	Last Updated By	Last Update Date/Time
1	New Vendor Request Form	309	<a href="#">New Vendor Request for SNJ Manufacturing</a>	Add	VP1	07/04/2011 8:21:47PM

Document Form References page

For each form instance that integrated with the specified component interface, the following information is provided:

<b>Form Name</b>	Lists the name of the form.
<b>Form Instance</b>	Lists the unique form instance.
<b>Subject</b>	Lists the form's subject. Click to access the Form page.
<b>Action</b>	Lists the mode by which the component was modified. Currently, only Add mode is supported.
<b>Last Updated By and Last Update Date/Time</b>	Lists the user that most recently updated the form, and the date and time it was modified.



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   specify address formats 12  
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