**Data Dictionary** **Examples**

***ELEMENT***

Data Element State.Province.Code

Short description Two letter code. For each state/territory of U.S. or

province of Canada.

Type A AN N

Aliases (contexts) C State (B AL) State.code (Sales System)

Sort.state (mail room).

**IF Discrete IF Continuous**

Value Meaning

Range of values

**AK Alaska**

**AL Alabama Typical value**

AR Arkansas Meaning of Values

AS American Samoa

AZ Arizona

Length 2 characters

Total 63 entries

Internal representation

Not yet assigned

Other editing information May be required to match zip code

Other encoding information

Group Information

Related data structures/elements Customer address supplier address

**Specimen form for recording data structures.**

***STRUCTURE***

Data Structure Order

Short description Data structure representing customer order

for 1 or more book.

Order Identification Related data flows/structures

Order Date C-1, 1-3, 1-5/6, 6-D4,

[Customer Order Num] 6-13, 6-7, 13-D8

Customer Details 13-D 10, D8-16, 16-7

Organization Name

[Person Authorizing] Volume Information

Phone

Ship to Address Averaging 100/day in current system

Bill to Address

Book Details \* (1-) New system may rise to 1,000/day.

**Specimen form for recording data flow**

***FLOW***

DATA FLOW Non Shippable Items

Source ref 6 Description Verify inventory available

Destn. Ref 13 Description Create back order or requisition

Expanded description Details of each item for which an acceptable order has

been received, but which cannot be shipped either because

it is out of stock or because it is not carried in inventory.

Included data structures Volume information

Order Out of stock – about 5 per week

Order identification (this is acceptable to management)

Customer details

Book details \* Non inventory items – about 30 per week

Non ship cause

No growth data

Notes: Where the original order is for multiple books, only some of them may

appear in this data flow.

**Specimen for form recording data stores.**

***STORE***

Order History Data Store reference D4

Description All orders accepted for fulfillment – last six months.

Data flows -- in Data flows – out (search arguments)

6-D4 All orders D 4-10 Order details

(customer name, order date)

D 4-11 Sales detail (ISBN, publisher’s name)

D 4-9 Past demand (ISBN)

Contents

Orders Immediate access analysis is to be found

Order identification Functional spec. Section 8.17

Customer details

Book details \* (1-)

Physical organization

Not yet specified

**Specimen form for recording processes.**

***PROCESS***

Verify Credit IS OK Process reference 3

Description Decide whether orders without prepayment can be shipped or whether prepayment should be demanded from customer.

Inputs Logic summary Output

3-C Prepayment request

1-3 Orders Retrieve payment history [Reminder of balance]

If new customer, send pre-

payment request

D3-3 Payment history 3-D3 New balance on order

Date Acct Opened If regular customer

Invoice \* (average of two orders per 3-6 Orders with credit OK

Payment \* month) OK the order unless

Balance on Order balance overdue is more than

two months old.

For previous customers who are

not regular OK the order

unless they have any balance

overdue

Physical reference Part of on-line order entry. OE707

Full details of this logic can be found in Functional specifications Section 7.2