**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