ben balances

Penn Budget Journal Entry Form

Requirements and
General Design Specifications

9/22/00

FINAL

Annotated 7/22/2001 for 11i changes
Changes in 11i were made because of changes in the underlying Oracle form (the JE form) that we have no control over. This document has NOT been modified to reflect toolbar or menu command changes from 10.7 to 11i.

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GENERAL DESIGN NOTES:

As a starting point, the team agreed on the following basic rules for the new form:

1. The new budget journal (BJE) form will be modeled after the GUI version of the "Enter Journals" form. This has the following implications:

    ♦   Budget journals will be created just like a regular journal – that is, the system will not use the "CJE" process to create the budget journal like it does today. With the new form, as soon as the user has entered and saved the data, the batch will exist; no CJE process is required. The batch will then be automatically posted at night unless the user has set up a control total violation to prevent posting (see item 5 below for more regarding funds reservation).

    ♦   Users will only be able to budget a single period within each budget journal batch; budgeting for different periods will require creating a different batch for each different period.

2. The new form will be designed to create a single journal entry per batch; header information on the form will serve for both batch and journal entry header information.

3. The new budget journal form will continue to be a secured form, that is, users will only be able to budget accounts that are consistent with the ORGs specified in their security profile.

    Note: In the context of preparing a budget journal, the RESP ORG on the fund is irrelevant. That is, a user can only budget an account where the ORG in the account is within the user's security profile, regardless of whether or not the user "owns" the fund. This is consistent with the way security is currently enforced for the character budget journal form.

4. As is the case today, the new budget journal form will continue to use standard Oracle "security rules" to restrict usage of selected object codes and funds. The two rules used today for the secured budget journal responsibility are:

    ♦   Carryover Objects: this rule allows users to budget any object code in the range from 1000 thru 9999, EXCEPT object 3000 (note that this rule automatically excludes object 0001 and alpha objects, like PBUD and PBIL, all of which are outside the allowable range).

    ♦   Exclude Capital Fund: this rule allows users to budget any fund EXCEPT the Capital Projects Fund (000010).

5. Notes on Funds Reservation Process:
    Reserving funds is a standard operating procedure that is handled manually by the end user. The new budget journal form will not enforce execution of this procedure – that is, a user may save the batch without reserving funds. The posting process will automatically reserve the funds when it attempts to post the batch (see Note below).

    Some implications if the batch is not reserved prior to posting:

♦ A reserved batch cannot be updated – funds must be unreserved first in order to edit the batch. A batch that has only been saved, but not reserved, can be retrieved and more easily edited.

♦ Since funds have not been reserved, transactions in the batch will not be available to the funds checking procedure, nor will they be "visible" in the funds available inquiry or the revenue/expense inquiry screens.

Note: If you save the batch with a control total to prevent posting and do not reserve funds, the system won't post the batch, but *it will still automatically reserve the funds*. When you bring the batch up, you'll see a Posting Status of "Error4 - Showing journal control total violation". You can still edit the batch (you'll have to unreserve the funds first) and when you remove the control total, the batch should post successfully.

6. Notes on use of the standard journal entry screen to edit budget batches:
The team is not making any changes to the standard journal entry screen. This screen will allow the following for budget entries:

a) If funds have been reserved for the batch, you can't change anything except to either mark the batch for reversal OR unreserve the funds. You may unreserve the funds from the standard journal entry screen for one our new "BJE" batches, but you cannot unreserve funds for a "CJE" budget batch (i.e., a budget batch created from the current character budget entry screen). In other words, you will be able to use the standard journal entry form to do limited editing on a budget batch created by our new GUI form, but not on a batch created by the old form.

b) If funds have not been reserved for the batch, the following table summarizes what actions you can take from the standard manual journal entry form for a BJE batch:

Note: the following is still accurate for 11i. The BJE now works like the GUI JE in that you cannot see lines that violate object/fund security rules. Unlike the GUI JE, the BJE form will prevent you from updating a batch that contains lines that you can't see. In the JE, you can "see" accounts that violate ORG security because the JE is not a secured responsibility, but you cannot "see" accounts that violate object/fund security rules.

ACTION	Character Journal Entry	GUI Journal Entry
Reserve funds (and unreserve)	Yes	Yes
"see" lines in the batch that violate ORG security	Yes	Yes
"see" lines in the batch that violate object/fund security rules attached to the JE responsibility	Yes	No
Delete the batch	Yes	Yes
HEADER DATA:		
Change Batch Name	No	No
Change Period	No	No
Change Journal Category	No	No
Change Journal Description	No	No
Change Control Total	Yes	Yes

ACTION	Character Journal Entry	GUI Journal Entry
LINES:		
Add a new line to the batch	No	No
For an existing line: delete the line	Yes	Yes
For an existing line: change the debit/credit amount regardless of the account number in the line	Yes	Yes
For an existing line: change the line description regardless of the account number in the line	Yes	Yes
For an existing line: change the account number, regardless of the account number in the line	No (even if the ORG in the account is your ORG)	Yes -- you can change the existing account number to any other account number (regardless of ORG) as long as (1) the account does not violate object/fund security rules attached to the JE responsibility, and (2) the account has been previously budgeted at some time since it was created.

It is recommended that users NOT use the standard journal entry form to update budget batches. This should be reinforced during user training.

SCREEN PROCESSING: *(for screen layout, see end of document)*

TOP AREA OF FORM: (header info)

Batch Name: Whatever is entered here becomes both the Batch Name and the Journal Name. When the user saves the batch, the system will automatically append the literals 'BJE: ' to the beginning of the batch name and will append the date and time to the end of the batch name.

For example: If the user enters the following batch name using Penn's standard batch naming convention:
  0301.mkm.09/14/00.01
the system will automatically change the batch name so it looks like this:
  BJE: 0301.mkm.09/14/00.01 14-SEP-00 14:59:58

The system-generated date/time stamp in the batch name reflects the date/time that the header was initially created – not when it was first saved. After a batch has been saved, the batch name cannot be changed.

Batch Name is a required field. If the user does not supply a batch name, the system will automatically assign one using the following convention:
"Budget Journal nnnnnn DD-MON-YY HH:MM:SS"
where 'nnnnnn' is the internal journal header ID, DD-MON-YY is today's date, and HH:MM:SS is the time the batch header was created.

Until the batch is saved, the user can always change the system generated batch name to one that follows Penn's batch naming convention. However, once the batch has been saved, the batch name cannot be changed.

Balance Type: A display only (non-updatable) field that indicates the type of balance, in this case "B" for budget (vs an actual or encumbrance) balance type.

Budget: Identifies the Budget Name. The LOV for Budget name will be different depending on whether this is a secured or unsecured user.

For secured users, the only valid value for Budget name is OPERATING.

For unsecured users, the LOV will contain all non-frozen budgets. Typically, this would include only the OPERATING and SPECIAL budgets, but could occasionally include an "original" budget (uploaded from Pillar), if that budget has not yet been frozen in the GL.

Fiscal Year: This represents the Fiscal Year associated with the **Period** displayed on the same line (see description of **Period** below). This will default to the fiscal year associated with the default **Period** (i.e., the current fiscal year, see note below), but can be modified to any fiscal year listed in the fiscal year LOV. The LOV for fiscal year will be a rolling list of five years comprised of the current fiscal year and the four previous fiscal years. The earliest fiscal year in the LOV will be no earlier than 1997.

If the user changes the Fiscal Year, the system will clear the Period field and re-initialize the Period LOV to be the list of Periods in the Fiscal Year specified by the user.

After the batch has been saved, the Fiscal Year cannot be changed directly.   If the user changes the **Period** to a period in a different fiscal year (using the "Change Period" button described later in this document), the system will automatically change the Fiscal Year to correspond to the displayed **Period**.

Note: the default fiscal year is the fiscal year associated with the current open accounting period. Since the Fiscal Year LOV contains the current year and four previous years, you cannot budget to a future year. This means that you cannot budget an account for the July period until after the new accounting fiscal year has been opened – even though the "Budget Year" is actually opened during June to allow for loading of Pillar budgets.

Period: Defaults to the current open accounting period but never an ADJ-nn period; the LOV for Period should consist of all periods (open, closed, and future) in the displayed **Fiscal Year.**

The Period LOV will include the ADJ-nn period, but this will never be used as the default value.

The Period can be changed at anytime during creation of the budget batch. However, after the batch has been saved, the Period cannot be changed except by using the "Change Period" button at the bottom of the screen.

Note: if the Period is changed to a period in a different fiscal year after lines have been entered at the bottom of the screen, the system will not automatically refresh the totals that appear in the "Total Budget" column at the bottom of the screen. The user must use the "Recalculate" button to refresh these totals.

Category: The LOV includes only those journal categories that begin with '2'.

The LOV for Category will be different depending on the Budget Name:

When Budget Name = 'OPERATING', the Category LOV will contain only the existing 2x categories (20, 21, 22, and 23).

When Budget Name = 'SPECIAL', the Category LOV will contain all of the 2x categories, including the new '27' category. Category '07' will NOT be used for budget entries – a new category ('27') will be used in place of category '07', which is now obsolete for budget entries.

Source: A display only (non-updatable) field that indicates the source of the budget entry – Budget Journal.

Posting Status:	A display only (non-updatable) field that indicates whether or not the batch has been posted.
Funds Status:	A display only (non-updatable) field that indicates the status of the Funds Reservation action, e.g., either "required" (not yet reserved) or "passed" (funds have been reserved). The value initially defaults to "required" and then changes depending on the results of the Funds Reservation action.
	During the Funds Reservation process, this field will briefly display a value of "In Process". When the Funds Reservation process has completed, the system will display a message in a pop-up window and the value of the Funds Status field will change to "Passed". After the "unreserve" process, the value of the Funds Status field will change from "Passed" back to "Required".
(Journal) **Description:**	Required field. Whatever the user enters here becomes the journal entry description and, possibly, the line description as well (see **Line Description Default** below).
Control Total:	Optional field. For budget journals, the system will prevent posting because of a control total violation whenever the batch amount – either the total debit amount OR the total credit amount, whichever is larger – does not equal the control total amount.
Line Description Default:	Radial buttons that allow users to choose what they want for the default journal line description. Choices include:

- ♦ Object code description   (this is the default value)
- ♦ Description (i.e., the journal description entered on the previous line)
- ♦ Both (Object code description followed by journal description)

Note: this value can be changed at any time during creation of the batch and will affect all lines subsequently entered in the batch (i.e., a change to this will not affect any journal lines already entered).

If the line description default has been set to **Description**:
- ▪ The description on the journal line will be automatically populated as soon as the user tabs to or clicks in a new line at the bottom of the screen.

If the line description default has been set to either **Object Code** or **Both**:
- ▪ The description on the journal line is not automatically populated until after the user has specified the account number in the line (because the system needs the object code to set the line description).

- ▪ The line description will automatically change if the user changes the object code in that line.

BOTTOM OF FORM: (journal lines)

Line (number):   For the first line, the line number will default to 10; for each succeeding line, the system will automatically increment the previous line number by 10. The screen has room to display six lines at a time. After these lines are filled, to add a new line, either
- tab to the Line field, or
- use the Edit → New Record from the menu to insert a new line <u>below</u> your current cursor position, or
- use the down arrow [↓].

Line numbers must be unique within the batch. When you insert a line between existing lines, the system will automatically assign a line number by incrementing the previous line number by 1. If duplicate line numbers exist, the system will not let you save the batch until this is corrected.

Account: When the user initially clicks on (or tabs to) this area of the screen, the accounting flexfield (AFF) pop-up window will be displayed. (<u>Note</u>: Once an account has been entered on the line, to re-activate the AFF pop-up for that line, either use the Edit → Edit Field menu option, the Edit → List of Values menu option, or press CTRL-L).

Edits: In addition to all of the normal account validation, security, and ORG-security rules, the account entered here is also validated so that:
- If the fund starts with '65', the NAC value must be either a '0' or a '1'
- For all other funds, the NAC value must be a '0'.

After completing a journal line and tabbing to the next open line, the AFF pop-up will automatically contain the account number from the previous line. The user can then change one or more of the segment values displayed in the AFF pop-up in order to set the correct account to be used for the current line.

The same account number can be entered more than once in the same batch. When this occurs, the system will provide a pop-up message to warn the user that the account specified already exists elsewhere in the batch. Multiple occurrences of the same account number in the batch will affect the Total Budget column for that account. This is explained further under the description for the Total Budget column later in this document. See also item 3 in the **Notes on Processing** section at the end of this document.

Debit/Credit: Columns were made wide enough to display 14 characters: 999,999,999.99. If the user needs to enter a larger number, they can use the Edit → Edit Field menu option.

The Debit/Credit amount must always be a positive number. In addition, the user only needs to enter a whole number and the system will automatically put in a decimal followed by two zeroes. The user is required to enter a decimal only if they need to budget pennies.

(Journal Line) **Description:**   This will default to the description specified by the user in the **Line Description Default** field. The journal line description can also be modified on a line by line basis by the user.

If the <u>line description default</u> has been set to **Description**:
- The description on the journal line will be automatically populated as soon as the user tabs to or clicks in a new line at the bottom of the screen.

If the <u>line description default</u> has been set to either **Object Code** or **Both**:
- The description on the journal line is not automatically populated until after the user has specified the account number in the line (because the system needs the object code to set the line description).

- The line description will automatically change if the user changes the object code in that line.

Total Budget: This represents either the total PJTD or FYTD budgeted amount for the account depending on several variables. If the BC value is '4' or if the FUND = '000010' or if the Budget = SPECIAL, PJTD balances are used; otherwise, FYTD balances are used. The Total Budget for the account is then calculated as the SUM of the following:
- the total budgeted amount (either PJTD or FYTD as determined above) <u>as of the last period in the fiscal year that is displayed at the top of the form</u>
  PLUS
- all "pending" balances (reserved but not yet posted)
  PLUS
- all entered debit or credit amounts for this account in this batch

When the batch contains multiple occurrences of the same account number, the values in the Total Budget column need to be recalculated (via the Recalculate Button). This ensures that the Total Budget amount on each line where the duplicate account exists reflects <u>all</u> debits and credits made to this account in this batch. Once the Recalculate Button has been used to reset the Total Budget column, the Total Budget amount displayed for duplicate accounts will always be the same on every line where that account exists. See also item 3 in the **Notes on Processing** section at the end of this document.

BUTTONS:

There are four buttons at the top of the screen and four at the bottom. None of these buttons will be established as a default so that none of these actions will automatically occur when the user presses the Enter key.

BUTTONS AT TOP OF SCREEN:

Find Accounts   Allows the user to automatically populate lines in the batch with accounts that meet specified criteria. The Find Accounts feature will find all accounts that
   ♦ match the specified search criteria[1] and
   ♦ are within the user's ORG security constraints and
   ♦ were budgeted[2] as of the end of either the current fiscal year[3] or the end of the previous fiscal year in the named budget at the top of the screen. That is, if the named budget is "OPERATING", the system will look for accounts that have budget balances in the OPERATING budget; if the named budget is "SPECIAL", the system will only look for accounts that have budget balances in the SPECIAL budget.

[1]search criteria: Pressing the Find Accounts button will activate the AFF pop-up window. The user MUST enter a fund number (all six digits are required; no wildcard). All other account segment values are optional EXCEPT when the fund number entered begins with a zero. In that case, the ORG segment value is also required. Whenever any segment value is specified, the full value must be entered – no wildcards allowed.

[2]budgeted: This means a non-zero budget balance. In looking for the existence of a non-zero budget balance, the system will look for either the FYTD balance or the PJTD balance depending on the named budget and the fund (i.e., using the same rules as defined for the "Total Budget" column).

[3]current fiscal year: As with the calculation of the "Total Budget" column, for purposes of the Find Accounts function, the "current fiscal year" is defined as whatever fiscal year is displayed at the top of the screen.

The Find Accounts feature WILL NOT return:
   ♦ any accounts that have already been entered on a line in this batch
   ♦ any accounts that violate either the user's ORG security or the object/fund security rules

When the system returns all accounts that matched the search criteria, it will display them in the lines at the bottom of the screen so that the user can enter the appropriate debit/credit amounts. Lines returned from the query will be sorted first by the main 22-digit account string (cnac-org-bc-fund-program-cref) and then by object code within that string.

Once lines have been populated with the Find Accounts feature, the user can also add more lines to the journal if need be by simply clicking (or tabbing to) a blank line and using the AFF pop-up window.

Within the same batch, the user can use the "Find Accounts" feature multiple times. Each time they use it, it will populate lines at the bottom of the screen starting with the first blank line (i.e., it will not overlay any lines that are already there). The user can also simply enter an account in the first blank line at the bottom of the screen, OR use some combination of these techniques – using the Find Accounts function one or more times plus entering some lines manually. Because the Find Accounts button can be used multiple times for the same batch, when it is used, it will not bring back any accounts that are already in the batch.

Note: to delete unwanted lines in the batch that have been populated by the Find Accounts feature, simply save the batch (or reserve funds). The system will automatically delete any lines in the batch that do not have either a debit or credit amount associated with them. The system will provide a pop-up warning message prior to deleting these lines in the batch.

Find Batch

This button is used to retrieve an existing batch based on specified search criteria. Once the batch has been retrieved it may be edited, provided it has not yet been posted and provided it is a "BJE" batch (CJE budget batches can be viewed but can not be changed).AND provided the batch does not contain any "secured" accounts. In this context, "secured" means EITHER:
(a) the account has an ORG outside your ORG security profile OR
(b) the account has an object or fund that violates one of the security rules attached to the BJE responsibility (see item 4 in the **General Design Notes** section of this document for a list of the current object/fund security rules)

See also item 6 in the **Notes on Processing** section for additional information regarding editing an existing batch.

Pressing the Find Batch button will trigger a pop-up window for search criteria. Any one or more of the following fields can be used for search criteria; wildcards may also be used in the search parameters:
♦ Batch Name (required)
♦ Period (the LOV for this Period includes any accounting period in all fiscal years from FY97 to the current year)
♦ Budget (name, i.e., OPERATING or SPECIAL; see Note below)
♦ Category
♦ Posting Status

When the Find Batch function retrieves a budget batch, it will not display any lines in the batch that violate the standard object/fund security rules (see item 4 in the **General Design Notes** section of this document for a list of the current object/fund security rules) NOR will it display any lines in the batch that violate your ORG security profile.

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Note: for secured users, the system will only retrieve budget batches associated with the OPERATING budget and, therefore, the Budget name parameter defaults to a value of OPERATING and cannot be changed. The reason for this is that

♦ Secured users can only update batches associated with the OPERATING budget, so there would be no compelling reason to bring a SPECIAL budget batch into the budget journal form; and

♦ Secured users cannot "see" the accounts in a SPECIAL batch because the object codes used in these batches violate the standard object security rule. So, even if the system retrieved a SPECIAL budget batch, no lines would be displayed.

See also item 6 in the **Notes on Processing** section for additional information regarding editing an existing batch.

Recalculate   This button is used to recalculate the values displayed in the "Total Budget" column either because the Period was changed to a Period in a different fiscal year (after lines were entered in the batch), or because the batch contains multiple occurrences of the same account number.

Note on Recalculating when the period changes: When the user uses the "Change Period" button, the system will automatically recalculate the Total Budget column. The Recalculate button must be used only when the user changes the Period to a period in a different fiscal year after lines have been entered, but prior to saving the batch.

Print Batch   Pressing this button will automatically submit a standard report (159.ORG: Print Journal Batch Report) through the concurrent manager to print the batch.

BUTTONS AT BOTTOM OF SCREEN:

New Batch   After saving a batch, the user can press this button to clear the screen so that they can start a new batch. Once the user has started a batch, they must save that batch first before they can use the New Batch button.

Note: if the user has started a batch and wants to "scrap it" and start over, they cannot use the New Batch button to clear the screen. In this case, the user should position the cursor on the Batch Name and then use the menu option Edit → Clear Record.

Change Period   This button allows the user to change the Period in the batch after the batch has been saved. This button is not active on the screen (i.e., it will be grayed out) until after the batch has been saved. If the Period is changed to a Period in a different fiscal year, the system will automatically change the displayed Fiscal Year at the top of the screen.

Note: the LOV for the Period in the Change Period window consists of all of the periods in all of the valid fiscal years (as defined for the **Fiscal Year** LOV – see description under **Fiscal Year** earlier in this document).

Check Funds   This button allows the user to check funds availability status prior to reserving funds. Pressing this button provides an informational message indicating the funds availability status and does not actually reserve the funds. Pressing the Check Funds button does, however, require saving the batch.

Reserve Funds   This button allows the user to reserve funds in the batch. Performing the Reserve Funds action will automatically save the batch as well. Once funds have been reserved, the batch can no longer be updated. You must first unreserve the funds in order to update the batch. [When funds have been reserved, the "Reserve Funds" button automatically changes to an "Unreserve Funds" button.]

NOTES ON PROCESSING:

1.   After you have entered the first journal line at the bottom of the screen and you go to the second line, the system should automatically:
    ♦ Increment the line number
    ♦ Copy the account from the previous line to the current line and automatically open the AFF pop-up window so that the user can change what they need to change
    ♦ Generate the appropriate default line description
    ♦ Calculate and display the appropriate total budget amount.

2.   When you enter an account in the journal line, the system will take the appropriate actions with respect to dynamic insertion of the CCID into the code combinations table and the budget assignments table:
    (a) If no CCID exists, it should create it AND add the account to the budget assignments table
    (b) If the CCID already exists but the account is not in the budget assignments table, it should add the account to the budget assignments table
    (c) If the CCID already exists AND it is already in the budget assignments table, then no special additional action is required.

3.   Handling duplicate account numbers in the batch:
    (a) When an account number is entered, the system should provide a warning message if this account number already exists in the batch. This is a warning only, as duplicate accounts are ok.

    (b) When duplicate accounts exist, the user will need to use the Recalculate button to recalculate the Total Budget amount. The Total Budget amount should reflect all debits and credits to this account in this batch – therefore, for duplicate accounts the amount displayed in the Total Budget column should always be the same on every line where the account exists.

4.   Use of standard menu options for batch manipulation:

If you want to	First do this	Then use the following menu option
Save a batch	Create the batch ☺	Action → Save
Clear the screen	position the cursor on the Batch name	Edit → Clear Record
Delete a batch	position the cursor on the Batch name	Edit → Delete Record Action → Save
Delete a line	position the cursor on the line you want to delete	Edit → Delete Record Action → Save

5. Warning conditions when saving a batch:
    When the user saves a batch, the system should edit the data and provide warnings when the following conditions occur. Note that these are warnings only and the system should allow the user to proceed with the action after acknowledging the warning.

    Warning conditions:
    (a) control total violation. This occurs when either the total debits or the total credits, whichever is larger, does not equal the control total amount specified at the top of the screen.

    (b) "empty lines" in the batch will be deleted. This can occur when the user has populated lines with the Find Accounts function, but has not budgeted all of the lines. The system will automatically delete any lines that do not have either a debit or credit amount when the batch is saved.

    (c) total batch debits do not equal total batch credits. This warning will be provided only for the OPERATING budget and not for the SPECIAL budget.

6. Editing an existing batch:
    (a) Who can edit a batch:
        ♦ Since security on the BJE is based on the ORG in an account, anybody with the budget journal responsibility will be able to edit any budget batch – not just the batches they created.
        ♦ Note that unposted BJE batches can also be edited from the standard journal entry form.

    (b) To edit an existing batch, the user would press the Find Batch button, which opens a search window allowing the user to specify the appropriate search criteria.

        Note: for secured users, the system will only retrieve budget batches associated with the OPERATING budget and, therefore, the Budget name parameter defaults to a value of OPERATING and cannot be changed. The reason for this is that
        ♦ Secured users can only update batches associated with the OPERATING budget, so there would be no compelling reason to bring a SPECIAL budget batch into the budget journal form; and

♦ Secured users cannot "see" the accounts in a SPECIAL batch because the object codes used in these batches violate the standard object security rule (see c. below). So, even if the system retrieved a SPECIAL budget batch, no lines would be displayed.

(c) If no batches are found, a message will be displayed on the Toolbar. Otherwise, the Find Batch function will present the user with a list of the batch(es) that met the selection criteria. The user can then select the one they want (either by clicking on the batch or by positioning the cursor on the batch and clicking the "Review Batch" button on the list screen) and they will be returned to the budget journal screen to view/edit that batch.

Note: When an existing batch is "brought into" the budget journal screen to view or edit, the system
♦ will not display any lines in the batch that violate the object/fund security rules. See item 4 in the **General Design Notes** section of this document for a list of the current object/fund security rules.
♦ will NOT display lines that contain accounts that are outside the user's security profile.

When it displays an existing batch, the system automatically "filters out" lines in the batch that you are not allowed to update. This means that the batch you are viewing may not be the complete batch. When this happens, the system will provide a warning message indicating that the batch contains lines that are not being displayed AND it will "lock" the batch so that you cannot update it.

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(d) If the batch is a CJE budget batch, it cannot be changed. It may be viewed or printed from the BJE screen, but never changed (it can't be changed from the standard journal entry form either).

(e) If the batch has already been posted, it cannot be changed. If the batch already has funds reserved, funds must first be unreserved before any data in the batch can be changed.

(f) If the batch contains duplicate account numbers, a warning message will be displayed.

(g) The edit function allows users to:
♦ Modify selected "header" fields (see h. below)
♦ Delete the batch
♦ Add new lines
♦ Modify existing lines (see i. below)
♦ Delete existing lines (see i. below)

(h) The following "header" fields can be changed:
♦ Category
♦ Description
♦ Line Description Default (would apply only to any new lines added to the batch)
♦ Control Total
♦ Period (this can only be changed using the "Change Period" button)

(i) On the account lines, the following rules apply:
  ♦ Users can add new lines as well as change or delete existing lines.

  ♦ When changing an existing line, the user can change any information on the line including the account number — even on lines where the account number in that line is not an account to which the user has ORG SECURITY access.

  ♦ ORG SECURITY:
    ♦ The user can change any information in an existing line even if the account is an account that the user does not have access to, but

    ♦ If the user tabs to (or clicks in) the account number field on an existing line and the account number on that line is an account that the user does not have access to, the system will force the user to either
      ♦ change the ORG in the account to an ORG in the user's security profile, OR
      ♦ "cancel" out of any updates made since the last save action.

Note: In 11i, the above no longer applies because the system WILL NOT display lines that contain accounts the user is not authorized to view/update and it will LOCK the batch so that the batch cannot be updated. When this happens, the system will provide a warning message indicating that one or more lines in the batch are not being displayed because they contain accounts the user is not authorized to view or update.

11i changes

OTHER RELATED CHANGES TO SUPPORT NEW BJE:

1. Add a new Journal Category ("27") to be used by the Office of Research Services for any budget entries they make to grants/contracts.

2. Modify the 315.BUD report so that it will support both CJE and BJE batches:
  (a) Remove the CONC ID column but retain the current amount of space between the left most column (POSTED DATE) and the beginning of the ORG DESCRIPTION column.

  (b) Put the Batch Name on the second line, starting from underneath the left most column (POSTED DATE) and extending to the beginning of the ORG DESCRIPTION column.

  (c) Remove the following Flag columns as they are no longer needed:
    ♦ OTHER CAT
    ♦ MINUS

3. Create a new report (159.ORG: Print Journal Batch Report) which will be submitted automatically when the user presses the "Print Batch" button.

DESIGN NOTES FROM TEAM DISCUSSIONS:

1. Batch Name: Penn will continue to use a standard batch naming convention (org.initials.date.sequence#). Currently, the system will automatically add the date and time to the end of the batch name. The group indicated that it would be useful to be able to tell from the batch name that this is a budget journal. Therefore, when the user saves the batch, the system will automatically append the literals 'BJE: ' to the beginning of the batch name (and will also continue to append the date and time to the end of the batch name).

2. The team discussed whether we should add a SAVE button to the form as this would be easier than having to use the menu option Action → Save. The group also discussed whether or not to include the CHECK FUNDS button.   The following summarizes the main points of the discussion:
    (a) While a SAVE button would, indeed, be easier to use than the standard menu option, we need to try to keep the design of this form as close to the standard Oracle forms design as we can in order to avoid confusing users and to reduce unnecessary training issues. The group agreed to leave the form design "as is" without the SAVE button.

    (b) Users have been trained to always CHECK FUNDS before they RESERVE and there is no compelling business reason to change this practice. Therefore, the CHECK FUNDS button should remain on the form.

3. The team discussed how to handle entry of the amount -- should we just allow integers or should we allow pennies? The group decided **AGAINST** trying to modify the edit masks depending on whether it was the OPERATING budget (where pennies are generally not needed, unless you are trying to correct Pillar rounding stuff) or the SPECIAL budget (where pennies are needed). Instead, standard functionality will allow you to enter only whole numbers and the system will automatically put in the decimal for you. You only have to enter the decimal when you have pennies that need to be entered.

    The team did decide, however, that we needed an edit for the debit/credit amount to ensure that this amount must always be a positive number -- the user should not be allowed to enter a negative amount for either the debit or the credit.

4. Find Accounts -- the team debated whether the Find Accounts AFF pop-up should allow the user to search for a high/low range of accounts or just a single account. The team decided that we don't really need to be able to enter a low/high range of accounts for this query functionality. The query window should display the single AFF pop-up and allow the user to enter one or more of the account segment values for the query. Any or all of the segments may be left blank, EXCEPT the FUND segment, which MUST be completed. If the fund is a common fund, i.e., the fund starts with zero, the team agreed that the ORG segment should also be required.

11i Form Layout
- Scroll bars moved to right side
- Color scheme consistent with other Oracle forms, yellow for required fields