Implementation of an Enhanced Version of PAN

Corporate Financial Services and Administrative Information Systems are pleased to announce the implementation of requested enhancements to PAN. Effective November 13, 2006, for all systems using PAN (DDF, EDB, Open Provisions, PTR, Purchasing/PAC, TOF, TVE), the following new features will be available:

General

- Color change of transactions that have been opened.
- Color change of features that have been used.
- Enhanced navigation and navigation guides. When a selection is submitted, the number of responses received is capped, as before, at 200. In order to see all of the records it is necessary to refine the search criteria if the available records exceed 200.
  a. The new feature informs the user what group of records is being displayed on the screen.
  b. The new feature allows the user to select the records to be viewed in groups of 10. For more than 10 groups of 10, click “Next”.
  c. The new feature also allows the user to “Go to” a specific entered page.
- When the sort feature is used after a search is run, after the user looks at a transaction and returns to the search results, the sort that was selected will still be operational.

Inbox

- Addition of a “Delete All Read” button in the Inbox.

Within a PAN accessed from the user’s Inbox – All of these features are always on the screen on a footer that moves up or down as the user scrolls through the PAN

- Addition of a “Delete” button within a PAN accessed from an Inbox. This feature only deletes the PAN from the Inbox, it is still accessible through Notification Selection.
- Addition of a “Return to Inbox” button within a PAN accessed from an Inbox.
- Enhanced navigation includes a “Next” button, a “Go to” button which allows the user to call up a specific PAN, and a “Previous” button, when the user is not at the top of the list.
- Addition of an “Add Comment” button.
Addition of “Forward” and “Send” buttons.

Notification Selection

- The Status column on the Notification Selection Results screen has been eliminated.
- Addition of populated fields in the “From” and “To” date selection section
  a. The “To” date defaults to the current date but it is changeable.
  b. The “From” date defaults to six months prior to the current date but it is changeable.
- Addition of a Subject selection box.
- In the “For Payroll Application Use Only” section, the addition of an “All Employees/Actions selection choice.
- In the “For Payroll Application Use Only” section, the addition of a drop down selection menu to replace the lookup table.

Within a PAN accessed from Notification Selection – All of these features are always on the screen on a footer that moves up or down as you scroll through the PAN.

- Addition of a “Return to Selection Results” button.
- Addition of an “Add Comment” button.
- Addition of “Forward” and “Send” buttons.
- Enhanced navigation includes a “Next” button, a “Go to” button which allows the user to call up a specific PAN, and a “Previous” button, when the user is not at the top of the list.

Audit Review Selection

- Addition of an “Open Type” selection box. The default selection is All read/Unread.
- Addition of a “Days Unread From” and “To” selection criteria option.
- Addition of a “Subject” search criterion.
- Addition of default dates for Audit Review that will generate a six-month report. The default dates are changeable. As a result of this upgrade, the separate Main Menu selection of “Reporting As of Date” has been eliminated.

To see a series of slides highlighting all of the changes described in this newsletter, click this hyperlink: http://www.finance.ucla.edu/communications/index.shtml

As you use the new features, please feel free to email any comments to corpfin@finance.ucla.edu.