

DFAS Corporate Information Infrastructure (DCII)

Oracle Form and Report Development Standards for Designer and WEB Server Generation

Version 1.0

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1 Introduction

This document establishes standards to be used in the DCII environment for the development of Oracle Forms and hard copy Reports. These standards apply to Oracle Form developed using either Oracle Designer or the Oracle WEB Server Generation (WSG) facility. They also apply to the development of hard copy reports. These standards are applicable to any version of Oracle Designer or WSG that may be used in support of the DCII.

1.1 Objective

The purpose of this document is to provide a common basis for the design and development of Oracle Forms and hard copy reports. The standards and conventions included in this document are intended to assist in the development of uniform and user-friendly form and hard copy reports. Forms are used to communicate information to end users as well as collect data to update DFAS informational requirements. Hard copy reports are generally used to fulfill regulatory reporting requirements as well as support the informational needs of DFAS and DoD.

These standards shall be revised under the control of the DCII Standards Work Group of the Infrastructure Services Organization. Send revision requests to DCII Standards Work Group.

1.2 Applicability

This document applies to all DCII development efforts.

1.3 References

This document includes and adopts selected standards that are approved for use in the DCII.

1.4 Authorization

Changes to these standards will go through the following process:

Requests for change(s) must be submitted, in writing, to the DCII Standards Work Group.

The group will review the requested change(s), and either accept or reject them. If the requested change(s) are rejected, the group will inform the requestor and tell them the reasons(s) for rejection.

If the change(s) are accepted, the standards document will be updated, and all of the analysts, designers, and developers will be informed that the standards have changed, and given a brief summary of the change(s). This step can be done on a periodic basis if there are many changes in progress.

Deviation from the standards must be reviewed and approved by the DCII Standards Work Group prior to implementation

1.5 Access

Any system user can access this document on a read-only basis via the Process Asset Library (PAL).

1.6 Document Organization

This document is organized into two distinct sections:

- 1) Form Development: General Information and Rules
- 2) Report Development: General Information and Rule

2 Form Development: General Information and Rules

General:

NOTE: The guidelines for form development applies to Oracle Forms developed with Designer or the WEB Server Generation facility.

Designing forms requires pre-planning by the application developer and should, in most cases be done in coordination with a functional analyst familiar with the data and the purpose of the form. In addition to knowing the functionality of the form, the challenge for developing a good form is the layout of the information on the form.

In most instances, data structures to support these standards are developed during the logical definition phase of system development and are recorded in the DFAS high-level business or logical data model. At the same time, the definition for User Short Names and User Long Names should be recorded in the attribute User Extension properties. Reference the “Column Prompt, User Short Name, and User Long Name Standards”.

Rules:

- S-FORM-01 A form must have a TITLE that conveys its intent or use. The title may be the same as that of the table associated with the form. If the table name(s) do not already indicate the purpose of the form, a name, which conveys that meaning, should be used.
- S-FORM-02 When TABS are necessary, a name must be used that further defines the next level below that of the title. Tabs are usually a name derived from either the table or column name. For example, the title is “Fund Control and Timeless Primary”; four tabs are used for this form. The tabs are as follows: Funds, Budget Activity/SubActivity, DoD Component Budget, and Fund Control. Note: not all forms will have tabs or modules.
- S-FORM-03 The next section on the form is known as a MODULE whether using Designer or the WSG. This section on a form is generally a further breakdown of the table and/or column name. Continuing with the above example, using the tab labeled Funds, label two modules, one module for Departments and another for Basic Symbol.
- S-FORM-04 A MODULE contains specific column names that may be derived from the column prompt property. Continuing with the above example, Department has two prompts; one is for Department, which consists of the BACC A1 (Dept Name) and A2 (Trans from Dept) fields. The other prompt is the Basic Symbol, which consists of the BACC A4 (Basic Symbol Number) field and the corresponding name. It should be noted here that the prompts should not contain just the “code” values such as A1, A2, and A4. The prompt value will either be abbreviated with a standard abbreviation or spelled out in full. In this example, instead of a prompt of A1, the abbreviation Dept for A1 and Trnsf Dept for A2 would be used. Or the full spelling of each could also be used.

In the module for the Basic Symbol, instead of the BACC A4 code, use the Prompt Code and the Prompt Name for Name.

S-FORM-05 The following presents a hierarchical form or example of the above rules:

TITLE: Fund Control and Timeless Primary
TAB: Funds
 MODULE: Departments
 PROMPTS: Dept ←----(Code)
 Trnsf Dept ←----(Transfer from Dept – Code)
 MODULE: Basic Symbol
 PROMPTS: Code ←----(Code)
 Name ←------(Basic Symbol Name)
TAB: Budget Activity/Subactivity
 MODULE:
 PROMPTS:
TAB: DoD Component Budget
 MODULE:
 PROMPTS:
TAB: Fund control
 MODULE:
 PROMPTS:

S-FORM-06 OTHER FORMS: There will be situations when it is not appropriate for forms to have tabs or in some cases even blocks. There may be a variety of reasons for this but close consideration should be given when not using a block. The MODULE title adds further definition to the form title and conveys information to the end user.

For lack of a further breakdown of the form title, it is recommended that consideration be given to use the form title as the block title. For instance, a form title of “DoD Location” could be used as the block title of the same name or shortened to read “Location”. In some cases, this would allow the column prompts to be shortened. Instead of a prompt of “Location Region ID” or “Location Type Code”, use “Region ID” and “Type Code”, respectively.

3 Report Development: General Information and Rules

General:

Reports are used to convey information to a variety of audiences on a variety of topics. Formats for reports are somewhat different than formats for a form. There are similarities in relationship to the title, tabs, blocks, and prompts. Some of the same restrictions on the use of codes, such as the BACC structure apply.

Rules:

- S-RPT-01 Every report will have a title and the title will convey the report meaning to the intended audience. Reports, when appropriate, will have section titles, which would be equivalent to a tab on a form. These section titles would be necessary to “group” like data together such as describing information for a Fund Period that has fields relevant to a Fund Period. This field should be recorded in the attribute/column User Extension property known as the “User Long Name”.
- S-RPT-02 Further break down of information requires equivalent labels such as the column prompt property. This is the same as the column prompt information used on the form. Using the column prompt, which should be recorded in the attribute/column, User Short Name will help propagate a standard available to all developers.
- S-RPT-03 When formatting reports the same restrictions apply that apply to forms on the use of “code” values. Column prompts should not contain just the “code” values such as A1, A2, and A4. The prompt value will either be abbreviated with a standard abbreviation or spelled out in full. Reference **Form Development**; paragraph 2 above for appropriate standards on this topic.