Screen 306 - ADLOC Maintenance Table

This table defines valid ADLOC (Administrative Location) numbers in the B/P/P System, the valid period of time and the name or description associated with that ADLOC (purpose). Various associations to FAMIS reporting levels (attributes) are recorded for some components to facilitate security access to the Active and Prep Budget files, as well as, many batch reports.

The ADLOC is a primary control point for the LeaveTraq System, with flags on this table determining participation and controlling accruals for employees. Be sure that entry is made consistent with the A&M System member’s current LeaveTraq status.

Entries into the “EPA Route Path” field on the ADLOC Table controls routing of EPA documents. During the routing process, when the document first enters the payroll office, the document must select an initial path within that office. If the path code for the current ADLOC is populated on the ADLOC Table, the system will route the document down this path. If the path code is blank on the ADLOC Table, the document will look for a path named MONTHLY or BIWEEKLY - depending on the documents pay cycle (pay indicator). If the EPA path code is not found, the document will route down the default path of the payroll office.

After receiving the screen 306 there are four options available:

1. Return to the B/P/P Table Maintenance Menu
2. Inquire about a particular ADLOC
3. Modify a particular ADLOC’s title data
4. Delete or Restrict a particular ADLOC from the ADLOC table

1. Return to the B/P/P Table Maintenance Menu:
   - Type an E in the Function field or
   - 400 in Screen field and press the Enter key or
   - Use the PF3 function key
   - Return to the B/P/P Main Menu: Use the PF4 function key

2. Inquire about a particular ADLOC:
   a) Function field should be blank.
   b) Type the 2-digit numeric part and the ADLOC number and press Enter.
      *Hint: Hit F1 while in ADLOC field to get a list of all valid codes*

      *NOTE: Some Universities/Agencies use an alpha character at the end of their ADLOC to further define the ADLOC. This alpha character should be used, if necessary, when inquiring, modifying or deleting an ADLOC.

      All ADLOC title information, if any, will be displayed. If the ADLOC is not in the file the user will receive the following message: ADLOC not on database

3. Add or Modify the user Must first Inquire about the particular ADLOC as described above.

   To Add a new ADLOC:
   a) Type M in the Function field.
b) Type an A (add) in the A/C field

c) Type the effective From date (mm dd yy)

d) Tab to the Short Title and enter a max. of 20 characters.

e) Tab to the next line, Long Title and enter a max of 50 characters

f) Once all the desired data has been entered, press the Enter key. The data will be edited, and if no errors are encountered by the system, the database will be updated and the user will see the following message: Table Database Updated.

g) The word Added will also appear in the Action Performed field.

In the event the system detects an error, the incorrect field(s) will be highlighted, and the appropriate error message will be displayed: Invalid ADLOC, ADLOC not on Database etc…

To Modify an ADLOC (the use Must first Inquire):

a) Type M in the Function field.

b) Type C (change) in the A/C field

c) Tab over the From date and enter the effective Thru date on the appropriate short line

d) Once all the desired data has been entered, press the Enter key. The data will be edited, and if no errors are encountered by the system, the database will be updated and the user will see the following message: Table Database Updated.

e) The word Changed will also appear in the Action Performed field

f) Follow the Add a new ADLOC instructions to add the new name.

Note: The old name of the ADLOC should be closed with an effective date that is one day less than the effective date of the new name (new name effective 04 01 1997 - close date would be 03 31 1997). Date ranges may NOT overlap.

4. Delete an ADLOC ( and all the title data associated with it):

It is very rare that an entire ADLOC must be deleted from the BPP-TABLES File # 64. Generally, this need is the result of an ADLOC being entered erroneously.

a) The user should first Inquire about a particular ADLOC code as described above.

b) The ADLOC will still be displayed from the previous Inquiry.

c) Type a D in the Function and press the Enter key. The database will be updated and the following message will be displayed: Recipient deleted from database.
To **Delete** a particular title and/or time period range for an ADLOC:

*Note:* This only deletes the Effective Dates and Titles for the ADLOC. If the last title is deleted, the ADLOC will be deleted as well.

a) The user should first **Inquire** about a particular ADLOC code as described above.

b) The **ADLOC** will still be displayed from the previous **Inquiry**.

c) Type **M** in the **Function**

d) Tab down to the A/C field and type a **D** on the short tile line and press the **Enter** key.

*The database will be updated and the following message will be displayed: Recipient deleted from database*

e) The word **Deleted** will be displayed in the **Action Performed** field.

To **Restrict** the use of an ADLOC to a specific time period:

*Note:* The best way to inactivate an ADLOC is to enter a **Thru** date, while leaving the ADLOC on the BPP-TABLES File # 64. This allows the ADLOC descriptions to be found when processing historical reports, while warning of use of the ADLOC on current payroll processing.

a) The user should first **Inquire** about a particular ADLOC code as described above.

b) The **ADLOC** will still be displayed from the previous **Inquiry**.

c) Type **M** in the **Function**

d) Type **C** (change) in the A/C field

e) Tab over the From date and enter the effective **Thru** date on the appropriate short line

f) The user must enter the Effective Dates (both **From** and **Thru**) for which the ADLOC is valid

g) Once all the desired data has been entered, press the **Enter** key. The data will be edited, and if no errors are encountered by the system, the database will be updated and the user will see the following message: **Table Database Updated**.

h) The word **Changed** will be displayed in the **Action Performed** field.
306 TAMUS B/P/P System - ADLOC Maintenance 03/19/12 16:28
T BPP0002 R003

Screen:  A1  Function:  A2  (Blank=Inquire, D=Delete, M=Modify, E=End)

*-----Leave------*

ADLOC:  A3  Exec  Dvsn  Colg  Dept  Sdept  Status  Accrual  WS
Mail Stop:  B1  B2  B3  B4  B5  B6  B7  B8  B9
Dept Head Levels:  C1  Add Bookkeeper:  C2  Skip Intermediate:  C3

Title Type  A/C  Effective Dates  EPA Route Path  D1  Action Performed
Short  D2  D3  D4  D5  D6
Long
Short
Long
Short
Long
Short
Long
Short
Long
Short
Long

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help  Exit  Main
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A1</strong> Screen</td>
<td>See <a href="#">System Overview</a></td>
</tr>
</tbody>
</table>
| **A2** Function | Blank - Inquiry  
  D - Delete  
  M - Modify  
  E - End |
| **A3** ADLOC | Must be an 8 or 9 character number. The first 2 characters are the part number, the next 6 characters are usually an account number, the suffix is optional and when used, is alphabetic. |
| **B1** Mail Stop | |
| **B2** Exec | Executive: 2-digit field; no edits performed |
| **B3** Dvsn | Division: 2-digit field; no edits performed |
| **B4** Colg | College: 2-digit field; no edits performed |
| **B5** Dept | Department: 5-digit field; no edits performed |
| **B6** Sdept | Sub-department - 5-digit field; no edits performed |
| **B7** Status | Leave Status:  
  0 - Leave System not active  
  1 - Leave Transaction for this ADLOC Recording Mode  
  2 - Leave Docs with manual signature  
  3 - Leave Docs with electronic signature  
  (Defaults to 1 if ADLOC Part is active on LeaveTraq, 0 if not) |
| **B8** Accrual | Leave Accrual:  
  N - No, do not calculate leave accruals at beginning of new month (default)  
  Y - Yes, calculate leave accruals on 1st day of new month |
| **B9** WS | Valid leave Workstation Code |
| **C1** Dept Head Levels | |
| **C2** Add Bookkeeper | |
| **C3** Skip Intermediate | |
| **D1** EPA Route Path | Up to 10 alpha-numeric characters defined as a routing path in FAMIS routing and approvals |
| **D2** A/C | A - Add a new Title  
  C - Correct an existing Title  
  D - Delete a Title |
<p>| <strong>D3</strong> Effective Dates From | Must be a valid date in MM DD YYYY format |
| <strong>D4</strong> Effective Dates Thru | Blank or must be a valid date in MM DD YYYY format |</p>
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>D5</td>
<td>Short Title</td>
</tr>
<tr>
<td>D6</td>
<td>Long Title</td>
</tr>
<tr>
<td>D7</td>
<td>Action Performed</td>
</tr>
</tbody>
</table>