

SCREEN 004 – Prep Comments Maintenance

This screen contains comments relating to the particular PIN and salary recommendation being processed. Comments can be added, changed, and/or deleted via this screen, which can process up to ten lines of comments simultaneously. A second screen of 10 lines becomes available with <F8> (DOWN) when the tenth line on the first page is entered.

```
004 TAMUS B/P/P System - Prep Comments Maintenance          08/12/11  14:37
                                                            D BPP0040  R005

Screen: A1          Inquire
Name: A2
PIN A3          Recommendation A4          Adloc A5

Comments
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A6

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help      Exit  Main  Prev  Next
```

Field Name		Description
A1	Screen	See System Overview
A2	Name	Employee Name, See System Overview
A3	PIN	Valid Work Station immediately followed by a five-digit budget sequence number.
A4	Recommendation	Numeric or blank (default: recommendation 0).
A5	Adloc	Administrative Location. 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.
A6	Comments	Type in comment