SCREEN 301 – Part/Account Maintenance Table

This table defines valid account numbers in the B/P/P System, the valid period of time and the name or description associated with that account (purpose).

After receiving the screen 301 there are four options available:

1. Return to the User Table Maintenance (Menu)
2. Inquire about a particular account
3. Modify a particular account's title data
4. Delete a particular account from the account table

These options are described below:

1. RETURN

To return to the User Table Maintenance Menu screen:

- Type an **E** in the **FUNCTION** field or 300 in the **SCREEN** field and press the **ENTER** key or use the **F3** function key. Press **F4** to return to the main B/P/P Menu.

2. INQUIRE

To inquire about a particular account:

- **FUNCTION** field should be blank.
- Type the 2-digit numeric part number and the account number and press the **ENTER** key.
- All account title information, if any, will be displayed. If the account is not in the file, the user will receive the following message**: PART/ACCOUNT NOT ON DATABASE**

3. MODIFY

Before a new account is added to the file or before any modification is made to an existing account title, the user must first **INQUIRE** about the account as described above. This will 'pull up' any data that already exists for the account in the file.

To **ADD** a new account number to the file, the user should:

- Type **M** in the **FUNCTION** field.
- The Part and Account should still be displayed from the user's previous inquiry.
- TAB to the mail code field and enter the appropriate mail code. The mail code is a REQUIRED field for any entity located in the Bryan/College Station area. This field may be ignored if the account is being set up for a remote location.
- Type an **A** (add) in the **A/C** field on the first short title line, enter the effective **FROM** date (MM DD YYYY format), TAB to the title field and type the short title of the account (maximum of 20 characters). TAB to the next field and type the long title of the account (maximum of 50 characters).
- Once all desired data has been entered, the user should press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the file will be updated and the user will see the following message: **TABLE DATABASE UPDATED**.
- In the event the system detects an error, the incorrect field(s) will be highlighted and the user will see the following message: **HIGHLIGHTED DATA IN ERROR - RE-ENTER**.

- The user should correct the error(s) and press the **ENTER** key. If the error(s) were corrected properly the user will then see the **TABLE DATABASE UPDATED** message.

If the name of the account is being CHANGED, the user should:

- Type **M** in the **FUNCTION** field.
- Type **C** (change) in the **A/C** field and type the closing date in the **THRU** field on the appropriate short title line. The old name of the account 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.
- The user will then type an **A** (add) in the **A/C** field on the next short title line, enter the effective **FROM** date, TAB to the title field and type the new short title of the account (maximum of 20 characters). TAB to the field on the long title line and type the new long title of the account (maximum of 50 characters).
- Once all desired data has been entered press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the file will be updated and the user will see the following message: **TABLE DATABASE UPDATED**.
- In the event the system detects an error, the incorrect field(s) will be highlighted and the user will see the following message: **HIGHLIGHTED DATA IN ERROR - RE-ENTER**.
- The user should correct the error(s) and press the **ENTER** key. If the error(s) were corrected properly the user will then see the **TABLE DATABASE UPDATED** message.

4. DELETE

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

To restrict the use of an account to a specific time period:

- The user must enter the appropriate dates (both **FROM** and **THRU**) for which the account is valid. The best way to inactivate an account is to enter a **THRU** date, while leaving the account on the BPP-TABLES File # 64. This allows the account descriptions to be found when processing historical reports, while warning of use of the account on current payroll processing.

To delete a part and account (and all the title data associated with it):

- The user must type a **D** in the **FUNCTION** field, the part (PT) and account number and press the **ENTER** key. A delete confirmation window will open. Type **DE** to confirm or **NO** to cancel the deletion and press the **ENTER** key. The user will then see one of the following messages: **PART/ACCOUNT HAS BEEN DELETED FROM D.B.** (if deleted) or Delete canceled, record not changed (if canceled).

To delete a particular title and/or time period range for an account:

- Type an **M** in the **FUNCTION** field and an action code of **D** in the **A/C** field. This only deletes the Effective Dates and Titles for the account. If the last title is deleted, the part and account will be deleted as well.

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 301 TAMUS B/P/P System - Part/Account Maintenance                        11:30
                                                               P BPP0040  R024


 Screen: A1_       Function: A2  (Blank=Inquire, D=Delete, M=Modify, E=End)


         Pt  Account    Mail Stop   E-Verify              WTAMU Account
         B1  B2____        B3__        B4                 B5_____

 Title                Effective Dates                                    Action
 Type  A/C        From         Thru              Title                 Performed
 Short  C1        C2           C3                C4                        C6
 Long            C5
 Short
 Long
 Short
 Long
 Short
 Long
 Short
 Long


 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Help        Exit  Main                  Prev  Next
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Field Name		Description
A1	Screen	See System Overview
A2	Function	Blank Inquiry D Delete M Modify E End
B1	Pt	Part Number - Must be a valid 2-digit numeric part number
B2	Account	Account number - Must be a 5 or 6 digit number
B3	Mail Stop	Blank or 4-digit mail code number; required field for Bryan/College Station entities.
B4	E-Verify	Y E-Verified N Has not been E-Verified
B5	WTAMU Account	Alternate account, used by West Texas A&M University
C1	A/C	A Add a new title C Correct an existing title D Delete a title
C2	Effective From Date	Must be a valid date in MM DD YYYY format
C3	Effective Thru Date	Blank or must be a valid date in MM DD YYYY format
C4	Short Title	Abbreviated Account Name from 1 to 20 characters
C5	Long Title	Must be Full Account Name without abbreviations - maximum of 50 characters
C6	Action Performed	Updated, Added, etc.