

## SCREEN 323 – ACCOUNTING ANALYSIS CHANGES

Workstations and fiscal offices now enter their own accounting analysis change into a 'Users Table'. The old method of filling out the Accounting Analysis Change Request form and sending it to BPP Production Control is obsolete.

You will only be able to add and modify accounting analysis changes for the system part that you are authorized for. Inquiry access is allowed across all parts.

If you or anyone in your office needs access to inquire, add or update, have your security officer request the needed access from [bcssupport@tamu.edu](mailto:bcssupport@tamu.edu).

The four available options on Screen 323:

1. Return to the User Table Maintenance (Menu)
2. Inquire about a particular part's accounting analysis changes
3. Add or Modify a specific accounting analysis change
4. Delete an accounting analysis change from the table

These options are described below:

1. **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
  
  - Return to the B/P/P Main Menu: Use the **F4** function key
2. **Inquire** about a particular part's accounting analysis changes:
  - a. **Function** field should be blank.
  - b. Type the 2-digit numeric part number into the **Part** field and press the **Enter** key.  
*If you wish to limit the search by the Pay Type (i.e. Biweekly or Monthly), enter an 'X' in the appropriate Pay Period field.*
  - c. Once the part has been entered, any accounting analysis changes that exist will be displayed.  
*If none exist, the message "No Records found for Part/Pay Period Type" will be displayed.*
3. **Add or Modify** the user **Must first Inquire** about the existing records. This will 'pull up' any data that already exists in the accounting analysis change file.
  - a. Type **M** in the **Function** field.
  - b. The **Part** number should still be displayed from the user's previous **Inquire**
  - c. Type an **A** (add) in the **A/C** field on the first short title line, enter the following data elements:  
**Pay Cycle** (MON, BIW or ALL)  
**Effective From Date** (MM DD YYYY)  
**Effective Thru Date** (MM DD YYYY)  
*The Thru Date can be the same as the From Date if this is only for one pay period. However, date ranges cannot overlap with others that exist.*  
**Account**  
**Support Account**

**Old Accounting Analysis Key** (4 digit)

**Old Accounting Analysis** (characters 5 – 16)

**New Accounting Analysis Key** (4 digits)

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.**

- d. The word **ADDED** will also appear in the **Action** field.

*In the event the system detects an error, the incorrect field(s) will be highlighted and the appropriate error message will be displayed: **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 Accounting Analysis Change is being Modified (the use **MUST first Inquire**):

- a. Type **M** in the **Function** field.
- b. The **Part** number should still be displayed from the user's previous **Inquire**
- c. Type an **C** (Change) in the **A/C** field on the first short title line, enter data elements as listed above.
- d. 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.**
- e. The word **Changed** will also appear in the **Action** field

4. **Delete** an Accounting Analysis Change:

- a. The user must type a **D** in the **Function** field
- b. Enter the **Part** number and press the **ENTER** key.  
*The user will then see the following message: **This Will Delete All Accounting Analysis Changes For This Part From The Table. Be Sure You Want To Do This.***
- c. The word **Delete** will appear in the Action field.

To **delete** an individual accounting analysis change:

- a. The user must enter an **M** in the **Function** field
- b. Enter **D** in the **A/C** field.  
*This only deletes the one line of accounting analysis changes.*

Screen: A1            Function: B1 (Blank=Inquire, D=Delete, M=Modify, E=End)

Part B2            Pay Period: Monthly B3 Biweekly B3 All B3

Effective for Pay Dates				Accounting Analysis				Action
A/C	Cycl	From	Thru	Acct	S-Acct	(1-4)	(5-16)	New
<u>C1</u>	<u>C2</u>	<u>C3</u>	<u>C4</u>	<u>C5</u>	<u>C6</u>	<u>C7</u>	<u>C8</u>	<u>C9</u>

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

Field Name		Description
A1	Screen	See <a href="#">System Overview</a>
B1	Function	Blank – Inquire D – Delete M – Modify E – End
B2	Part	2-digit system member number
B3	Pay Period	Place an ‘X’ in only one of the pay periods to select only that type of change to be displayed.
C1	A/C	A – Add a new record C – Change an existing record D – Deletes an individual Accounting Analysis Change
C2	Cycl	MON – apply to Monthly Payroll Only
C3	Effective for Pay Date From	First Pay Date that accounting analysis change will begin being effective (must be a valid Pay Date.)
C4	Effective for Pay Date Thru	Last Pay Date that accounting analysis change will be effective (must be a valid Pay Date).
C5	Acct	6-digit account number. Wildcards can be entered. Examples: 12**** would apply to all account from 120000-129999. ***** would include all accounts. Wildcards cannot be embedded (i.e. 12**34)
C6	S-Acct	5 digit support account. This field can also contain wildcards as above.
C7	Old Accounting Analysis Key (1-4)	4 digit accounting analysis ‘key’ used in payroll processing. No wildcards.
C8	Accounting Analysis (5-16) User Area	12 digit ‘user’ portion of accounting analysis code. Wildcards can be used here and <u>can</u> be embedded.
C9	New Accounting Analysis key (1-4)	4 digit accounting analysis ‘key’ that you want all payroll records changed to.
C10	Action	Added – record successfully added Changed – record successfully changed Deleted – record successfully deleted