

## SCREEN 401 - PAY PLAN MAINTENANCE TABLE

401 TAMUS B/P/P System - Pay Plan maintenance						07/16/01 15:09					
						P BPP0002 017D					
Screen: <u>  1  </u>											
Function: <u>  2  </u> (Blank=Inquire,D=delete,M=Modify,E=End)											
Fiscal Year: <u>  3  </u>				Salary Range: <u>  4  </u>							
Intermediate Steps											
A	B	C	D	E	F	G	H	I	J	K	L
<u>  5  </u>	<u>  6  </u>	<u>  7  </u>	<u>  8  </u>	<u>  9  </u>	<u> 10  </u>	<u> 11  </u>	<u> 12  </u>	<u> 13  </u>	<u> 14  </u>	<u> 15  </u>	<u> 16  </u>
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---											
Help			EXIT			Main					

### SCREEN 401 - PAY PLAN MAINTENANCE TABLE EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN CODE	3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.
2	FUNCTION	Blank - Inquire D - Delete M - Modify E - End
3	FISCAL YEAR	Must be numeric; YYYY format
4	SALARY RANGE	Must be numeric; 2-digits
5-16	INTERMEDIATE STEPS (A-L)	Must be numeric; can not exceed 327.69 in each step

## SCREEN 402 - PART NAME MAINTENANCE

This table defines all the part names for the TAMU System. It contains effective dates, short and long descriptions for each part number.

After receiving the screen **402** there are four options available:

1. Return to the B/P/P Table Maintenance Menu
2. Inquire about a part number
3. Delete a part number
4. Modify a part number

These options are described below:

### 1. RETURN

To Return to the B/P/P Table Maintenance Menu:

- Type an **E** or **400** in the **FUNCTION** field and press the **ENTER** key or use the PF3 function key or the PF4 to return to the B/P/P Main Menu.

### 2. INQUIRE

To inquire about a part number:

- **FUNCTION** field should be blank.
- Type a numeric part number in the **PART** field and press the **ENTER** key.
- Effective date(s), and short and long title(s) will be displayed.
- If the part number entered is invalid, the following message will be displayed: **INVALID PART NUMBER.**
- If the part number entered is not on the database, the following message will be displayed: **PART NUMBER NOT ON DATABASE.**
- If there is more information on a part number than will fit on one screen, the following message will be displayed: **ENTER "N" TO VIEW NEXT PAGE.**

### 3. **DELETE**

Before a part number is deleted, the user should first **INQUIRE** about the part number as described above.

To delete a particular part number:

- The user must type a **D** in the **FUNCTION** field, a valid part number in the **PART** field, and press **ENTER**. The user will then see the following message: **PART NUMBER DELETED FROM DATABASE**
- If the part number entered is not numeric, the following message will be displayed: **INVALID PART NUMBER.**
- If the part number entered is not on the database, the following message will be displayed: **PART NUMBER NOT ON DATABASE.**

### 4. **MODIFY**

Before a new part number is added to the database, or before any modification is made to an existing part number, the user should first **INQUIRE** about the part number as described above.

To **ADD** a new part number to the database:

- Type **M** in the **FUNCTION** field.
- Type a numeric part number in the **PART** field, an **A** in the **A/C** field, effective date (MM DD YYYY) in the **FROM** field, a short description in the **SHORT TITLE** field (maximum of 20 characters) and a long description in the **LONG TITLE** field (maximum of 50 characters).
- Once all the 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 database will be updated and the user will see the following message: **TABLE DATABASE UPDATED.** Also, the word **ADDED** be displayed 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 PART NUMBER** or **ERROR - invalid date and/or title information.**

If the part number information is being **CHANGED**:

- Type **M** in the **FUNCTION** field. (The part number to be changed should already be displayed.)
- **TAB** to the **SHORT** line that contains the current title information, type a **C** in the **A/C** field and enter a **THRU** date (usually the day before the new title is effective).

- **TAB** down to the next available **SHORT** line, type an **A** in the **A/C** field, effective dates (MM DD YYYY) in the **FROM** and **THRU** fields, a short description in the **SHORT TITLE** field (maximum of 20 characters), and a long description in the **LONG TITLE** field (maximum of 50 characters).
- Once all the 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 database will be updated and the user will see the following message: **TABLE DATABASE UPDATED**. Also, the word **ADDED** will be displayed 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:

**DUPLICATE** - trying to add a begin date that already exist for the part

**ERROR** - invalid date and/or title information

**OVERLAP** - effective begin date must be > effective end date of previous record

To **DELETE** a title record for an existing part number to the database:

- Type **M** in the **FUNCTION** field. (The part number to be changed should already be displayed.)
- **TAB** down to the appropriate **SHORT** line, type a **D** in the **A/C** field, and 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 word **DELETED** in the **ACTION PERFORMED** field. If the last title is deleted, the part number will be deleted as well.
- In the event the system detects an error, the incorrect field(s) will be highlighted, and the appropriate error message will be displayed:

**ERROR** - effective date problems, these fields should be left alone on a delete

**NOT FOUND** - effective begin date can not be changed