

SCREEN 404 - SCHEDULE 500 MAINTENANCE

This table is used to control workstation selection for FORM 500 processing from the Active Budget.

After receiving the screen **404** there are three options available:

1. Return to the B/P/P Table Maintenance Menu
2. Inquire about a particular fiscal year/work station
3. Modify a particular fiscal year/work station

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 particular fiscal year/work station:

- **FUNCTION** field should be blank.
- Type in a numeric year in the **FISCAL YEAR** field or leave blank for the default (current) fiscal year and press **ENTER**.
- All work stations and their corresponding information for the fiscal year entered, or the default (current) fiscal year, will be displayed.
- If the fiscal year entered is not on the database, the following message will be displayed:
INVALID FISCAL YEAR SELECTED

3. **MODIFY**

Before a new fiscal year/work station is added to the database, or before any modification is made to an existing fiscal year/work station, the user should first **INQUIRE** about the fiscal year/work station as described above.

To **ADD** a new fiscal year/workstation to the database:

- Type **M** in the **FUNCTION** field.
- **TAB** to the desired line, type an **A** in the **A/C** field, type a numeric year in the **FY** field, type a valid work station code in the **WKSTN** field, type a **Y** or **N** in the **PROCESS** field, type a valid numeric limit count in the **LIMIT CT** field.

Once all the desired information 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**. The word **ADDED** will also appear in the **ACTION PERFORMED** field.

- In the event the system detects an error, the problem field(s) will be highlighted, and the appropriate error message will be displayed:

INVALID FISCAL YEAR

INVALID WORK STATION CODE

INVALID PROCESS CODE, MUST BE “Y” OR “N”

INVALID LIMIT COUNT

ERROR - displayed in **ACTION PERFORMED** field for data entry errors

DUPLICATE ENTRY ALREADY EXISTS ON DATABASE

DUPLICATE - displayed in **ACTION PERFORMED** field when trying to add a fiscal year/work station that is already on the database.

To **CHANGE** the Process flag and limit count for an existing fiscal year/workstation:

- Type **M** in the **FUNCTION** field.
- **TAB** to the desired line, type a **C** in the **A/C** field, **TAB** over to the field(s) to be changed and type in the desired change(s), following the rules noted above when adding a new record.
- Once all the desired information 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**. The word **CHANGED** will also appear in the **ACTION PERFORMED** field.
- In the event the systems detects an error, the problem fields will be highlighted, and the appropriate error message will be displayed:

INVALID FISCAL YEAR

INVALID WORK STATION CODE

INVALID PROCESS CODE, MUST BE “Y” OR “N”

INVALID LIMIT COUNT

ERROR – displayed in **ACTION PERFORMED** field for data entry errors

NO DATA FOUND ON DATABASE FOR THIS FISCAL YEAR/WR

NOT FOUND – displayed in **ACTION PERFORMED** field when trying to change a fiscal year/work station that is not on the database.

NOTE: The Workstation Change Count and Billing Count fields should never be changed.

To **DELETE** an existing fiscal year/workstation:

- Type **M** in the **FUNCTION** field.
- **TAB** to the desired line, type a **D** in the **A/C** field and press **ENTER**.
- 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**
- The word **DELETED** will also appear in the **ACTION PERFORMED** field.
- In the event the systems detects an error, the problem fields will be highlighted, and the appropriate error message will be displayed:

INVALID FISCAL YEAR

INVALID WORK STATION CODE

ERROR - displayed in **ACTION PERFORMED** field for data entry errors

NO DATA FOUND ON DATABASE FOR THIS FISCAL YEAR/WR

NOT FOUND - displayed in **ACTION PERFORMED** field when trying to delete a fiscal year/work station that is not on the database.

4. **PROCESS NOTES**

The valid work station values are hard coded in the Edit-Titles routine of program UNSF0404.

This table controls the nightly processing of the Form 500s. The workstation will be selected and Form 500s will be processed if the **PROCESS** flag is **Y** or the **CHANGE CT** is greater than the **LIMIT CT**. The **CHANGE CT** is updated as Form 500s are scheduled for processing by workstation personnel. The **LIMIT CT** has been set by each workstation manager based on their need for processing.

SCREEN 404 - FORM 500 PROCESSING TABLE

404 TAMUS B/P/P System - Form 500 Processing Table							09:01 D BPP0002 0015
Screen: <u> 1 </u>							
Function: <u> 2 </u> (Blank=Inquire,M=Modify,E=End)							Fiscal Year: <u> 3 </u>
A/C	FY	Wkstn	Process	Change Count	Limit Count	Billing Count	Action Performed
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<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
9	LIMIT COUNT	Must be numeric (set by the Payroll Office Manager)
10	BILLING COUNT	Must be numeric (System generated)