SCREEN 410 - NON-PAYROLL ITEMS MAINTENANCE TABLE

This table defines non-payroll items and is used to identify various items for which federal tax withholdings are made via payroll processing.

After receiving the screen **410** there are four options available:

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

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 item:

   - **FUNCTION** field should be blank.

   - **TAB** to the **ITEM CODE** field, type in a valid item code, and press the **ENTER** key. If no errors are encountered by the system, all information for the item code entered will be displayed.

   - In the event that there are errors, the problem fields will be highlighted, and the appropriate error messages will be displayed: **ITEM CODE INVALID**; **ITEM NOT FOUND ON DATABASE**; or, **NO SHORT TITLE SEGMENT ON DATABASE**.

3. **DELETE**

   Before deleting a non-payroll item code from the database, the user should **INQUIRE** on it first, as described above.

   To **DELETE** a particular item:

   - The **ITEM CODE** will still be displayed from the previous **INQUIRY**. Enter a **D** in the FUNCTION field and press the **ENTER** key. The following message will be displayed: **ITEM DELETED FROM DATABASE**. The word **DELETED** will also appear in the **ACTION PERFORMED** field.

- In the event that there are errors, the problem fields will be highlighted, and the appropriate error messages will be displayed: **ITEM CODE INVALID** or **ITEM NOT FOUND ON DATABASE**.

4. **MODIFY**

Before adding a new non-payroll item code to the database or modifying an existing item code, the user should **INQUIRE** on it first, as described above.

To **ADD** a new item code to the database:

- Type **M** in the **FUNCTION** field.

- **TAB** to **NON-PAYROLL ITEM** and type in a name for the new item code, **TAB** to the **FIT W/H RATE** field and type in a valid FIT deduction code, and type a valid OASI deduction code in the **OASI W/H** 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 following message will be displayed: **TABLE DATABASE UPDATED**. The word **ADDED** will also be displayed in the **ACTION PERFORMED** field.

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

> **ITEM CODE INVALID**
> **FIT RATE CODE INVALID, MUST BE "F", "W", OR "N"**
> **OASI RATE CODE INVALID, MUST BE "Y" OR "N"**
> **NAME MUST BE ENTERED**

If the item code is being **CHANGED**:

- Type **M** in the **FUNCTION** field.

- **TAB** to the field(s) that require modification, type in the necessary change(s), 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 following message will be displayed: **TABLE DATABASE UPDATED**. The word **CHANGED** will also be displayed in the **ACTION PERFORMED** field.

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

> **ITEM CODE INVALID**
> **FIT RATE CODE INVALID, MUST BE "F", "W", OR "N"**

OASI RATE CODE INVALID, MUST BE "Y" OR "N"
NAME MUST BE ENTERED

SCREEN 410 - NON-PAYROLL ITEMS MAINTENANCE TABLE

```
410 TAMUS B/P/P System - Non-Payroll Items Maintenance        07/17/01  13:55
                                                               P BPP0002  01B8

  Screen:     1

  Function:   2 (Blank=Inquire, D=Delete, M=Modify, E=End)

  Item Code:  3

                                                   FIT      OASI      Action
                          Non-Payroll Item       W/H Rate   W/H      Performed


                   _____4_____      5        6








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

SCREEN 410 - NON-PAYROLL ITEMS MAINTENANCE TABLE EDIT DEFINITIONS

NUMBER	DATA FIELD	EDITS PERFORMED
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 M - Modify D - Delete E - End
3	ITEM CODE	Must be numeric
4	NON-PAYROLL ITEM	Must not be spaces, item name
5	FIT W/H RATE	Must be: F - Fixed Deduction Rate W - W-4 Deduction Rate N - No Deduction Made

6	OASI W/H	Must be:
		Y - Withhold OASI deduction
		N - No deduction made