

SCREEN 411 - PAY PERIOD/VOUCHER MAINTENANCE TABLE

This table defines pay period voucher numbers and is used to obtain the primary voucher numbers and other data pertaining to a particular pay cycle and pay date.

After receiving the screen **411** there are four options available:

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

- **FUNCTION** field should be blank.
- **TAB** to the **PAY CYCLE** field and type in a valid pay cycle code, type a valid pay date or zeroes in the **PAY DATE** field, and press the **ENTER** key. The data will be edited and if no errors are encountered by the system, all information for the entered pay cycle and pay date will be displayed.
- In the event that the system does detect an error, the problem field will be highlighted, and the appropriate error message will be displayed: **INVALID PAY CYCLE, MUST BE "B" OR "M" OR INVALID PAY DATE.**

3. DELETE

Before deleting a pay cycle/voucher number, the user should first **INQUIRE** on it, as described above.

To delete particular pay cycle/voucher number:

- Enter **D** in the **FUNCTION** field and press the **ENTER** key.
- The database will be updated and the following message will displayed: **PAY CYCLE/PAY DATE HAS BEEN DELETED FROM DATABASE.**

4. **MODIFY**

Before adding a new pay cycle/voucher number to the database or modifying an existing one, the user should first **INQUIRE** on it, as described above.

To **ADD** a pay cycle/voucher number:

- **FUNCTION** field should be **M**.
- Type a valid pay date in the **PAY DATE** field, type a valid pay period begin date in the **PERIOD: BEG** field, type a valid pay period end date in the **END** field, type a valid number of hours in the **HRS/DAYS** field, **TAB** to the **WKSTN** field and type in a valid work station code, type a valid numeric voucher number in the **VCHR** field, and type in a valid pay type in the **TYPE** field.
- 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 data base will be updated and the following message will be displayed: **TABLE DATABASE UPDATED**.
- In the event that the system does detect an error, the problem field will be highlighted, and the appropriate error message will be displayed:

INVALID PAY CYCLE, MUST BE “B” OR “M”
INVALID PAY DATE
INVALID PAY PERIOD BEGIN DATE
INVALID PAY PERIOD END DATE
INVALID NUMBER OF HOURS IN PAY PERIOD
INVALID WORK STATION CODE
INVALID PAY TYPE
INVALID VOUCHER NUMBER
DUPLICATE T20 SEGMENT, CONTACT BPP
ERROR – displayed in **ACTION** field for data entry errors
DUPLICATE - displayed in **ACTION** field when trying to add voucher information that already exists

To **CHANGE** a voucher number:

- **FUNCTION** field should be **M**.
- **TAB** to the detail line where modifications are required, type a **C** in the **A/C** field, **TAB** to the appropriate field(s) and make the desired changes.
- Once all the desired changes have been made, the user should press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the data base will be updated and the following message will be displayed: **TABLE DATABASE UPDATED**. The word **CHANGED** will also be displayed in the **ACTION** field.

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

INVALID WORK STATION CODE

INVALID PAY TYPE

INVALID VOUCHER NUMBER

WORK STATION/PAY TYPE NOT ON DATABASE

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

NOT FOUND - displayed in **ACTION** field when trying to change voucher information that does not exist

To **DELETE** a voucher number:

- **FUNCTION** field should be **M**.
- **TAB** to the detail line to be deleted, 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 data base will be updated and the following message will be displayed: **TABLE DATABASE UPDATED**. The word **DELETED** will also be displayed in the **ACTION** field.
- In the event that the system does detect an error, the problem field will be highlighted, and the appropriate error message will be displayed:

INVALID WORK STATION CODE

INVALID PAY TYPE

INVALID VOUCHER NUMBER

WORK STATION/PAY TYPE NOT ON DATABASE

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

NOT FOUND - displayed in **ACTION** field when trying to delete voucher information that does not exist

5. PROCESS NOTES

Valid workstation codes are hard coded in this program.

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411 TAMUS B/P/P System - Pay Period/Voucher Maintenance						09/29/04 11:48			
						D BPP0002 R001			
Screen: <u>1</u>		Function: <u>2</u> (Blank=Inquire, D=Delete, M=Modify, E=End)							
Pay Cycle: <u>3</u>		Pay Date: <u>4</u> <u>5</u> <u>6</u>		Processed: <u>7</u>					
		Period: Beg <u>8</u> <u>9</u> <u>10</u>		End <u>11</u> <u>12</u> <u>13</u>		Hrs/Days: <u>14</u>			
A/C	Wkstn	Vchr	Type	Action	A/C	Wkstn	Vchr	Type	Action
15	16	17	18		15	16	17	18	
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
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-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- Help Exit Main									

SCREEN 411 - PAY PERIOD/VOUCHER 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 M - Modify D - Delete E - End
3	PAY CYCLE	Must be equal to B or M
4, 5, 6	PAY DATE	Must be a valid date in MM DD YYYY format: 4 - MM 5 - DD 6 - YYYY (may also be zeroes on INQUIRE)
7	PROCESSED	N - PAYCALC - has not been run for this Pay Cycle/Date Y - PAYCALC - has been run for this Pay Cycle/Date Blank - Defaults to N
8, 9, 10	PERIOD: BEG	Must be a valid date in MM DD YYYY format: 8 - MM 9 - DD 10 - YYYY

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
11, 12, 13	END	Must be a valid date in MM DD YYYY format and must be at least 2 days beyond BEG date 11 - MM 12 - DD 13 - YYYY
14	HRS/DAYS	Must be numeric: Between 24 and 152 for PAY CYCLE 'B'; between 20 and 30 for PAY CYCLE 'M'
15	ACTION CODE (A/C)	Must be equal to spaces, or: A - Add C - Change D - Delete
16	WKSTN	Must be a valid work station code
17	VCHR	Must be numeric
18	TYPE	Must be H (Hourly) for PAY CYCLE B; must be B (Budget) for PAY CYCLE M