

## SCREEN 413 - FISCAL YEAR MAINTENANCE TABLE

This table defines fiscal years and is used to obtain the number of hours per month of the current and upcoming fiscal years.

After receiving the screen **413** there are three options available:

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

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 fiscal years:

- **FUNCTION** field should be blank.
- Press the **ENTER** key. All available fiscal year information will be displayed.

### 3. MODIFY

Before adding a new fiscal year to the database or modifying an existing fiscal year, the user should **INQUIRE** on it first, as described above.

To **ADD** a fiscal year:

- Type **M** in the **FUNCTION** field.
- **TAB** to first available blank line and type a **A** in the **A/C** field, type a valid numeric year in the **FY** field, type a valid numeric year in the **ACTIVE FY** field, type a valid numeric number of hours in the **BUDGET HRS/MO** field, type a valid numeric year in the **PREP FY** field, type a valid numeric number of hours in the **BUDGET HRS/MO** field, type a valid numeric adjustment code in the **FY ADJUST** 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 **ADDED** is also displayed in the **ACTION PERFORMED** field.

In the event the system detects errors, the problem fields will be highlighted, and the appropriate error messages will be displayed:

**INVALID FISCAL YEAR**  
**INVALID ACTIVE BUDGET YEAR**  
**INVALID ACTIVE BUDGET HOURS**  
**INVALID PREP BUDGET YEAR**  
**INVALID PREP BUDGET HOURS**  
**INVALID FISCAL YEAR ADJUST, MUST BE “0” OR “1”**  
**FISCAL YEAR ALREADY EXISTS ON DATABASE**  
**ERROR** - displayed in **ACTION PERFORMED** field for data entry errors  
**DUPLICATE** - displayed in **ACTION PERFORMED** field when trying to add a fiscal year that already exists

To **CHANGE** a particular fiscal year:

- Type **M** in the **FUNCTION** field.
- **TAB** to the line requiring modification and type a **C** in the **A/C** field, **TAB** over to the field(s) that need to be changed, make the desired change(s), 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 **CHANGED** is also displayed in the **ACTION PERFORMED** field.
- In the event the system detects errors, the problem fields will be highlighted, and the appropriate error messages will be displayed:

**INVALID FISCAL YEAR**  
**INVALID ACTIVE BUDGET YEAR**  
**INVALID ACTIVE BUDGET HOURS**  
**INVALID PREP BUDGET YEAR**  
**INVALID PREP BUDGET HOURS**  
**INVALID FISCAL YEAR ADJUST, MUST BE “0” OR “1”**  
**FISCAL YEAR NOT FOUND ON DATABASE**  
**ERROR** - displayed in **ACTION PERFORMED** field for data entry errors  
**NOT FOUND** - displayed in **ACTION PERFORMED** field when trying to change a fiscal year that does not exist

To **DELETE** a particular fiscal year:

- Type **M** in the **FUNCTION** field.
- **TAB** to the 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** is also displayed in the **ACTION PERFORMED** field.

- In the event the system detects errors, the problem fields will be highlighted, and the appropriate error messages will be displayed:

**INVALID FISCAL YEAR**

**INVALID ACTIVE BUDGET YEAR**

**INVALID ACTIVE BUDGET HOURS**

**INVALID PREP BUDGET YEAR**

**INVALID PREP BUDGET HOURS**

**INVALID FISCAL YEAR ADJUST, MUST BE “0” OR “1”**

**FISCAL YEAR NOT FOUND ON DATABASE**

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

**NOT FOUND** - displayed in **ACTION PERFORMED** field when trying to change a fiscal year that does not exist

#### 4. **PROCESS NOTES**

The fiscal year adjust flag is used to set default fiscal years at the end of a fiscal year to help facilitate processing during this busy time of the year. In August, this flag is set to **1**. Payroll processing is NOT affected by this flag. Active Budget online processing will ‘appear’ to default to the next fiscal year that will start September 1<sup>st</sup>. On September 1<sup>st</sup>, this flag should be returned to **0**.



<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
7	PREP FY	Must be numeric
8	BUDGET HRS/MO	Must be 173.33, 174.00, 174.67
9	RDS/MED-D APPL NBR	Application number assigned by RDS or Medicare Part D processing; blank or numeric with leading zeros
10	FY ADJUST	Must be equal to <b>zero</b> or <b>1</b>
11	LONGEVITY AS OF DATE	MM YYYY format - must be current month plus or minus one month. This date is the month following the last month for which the month-end processing has been completed. The payroll calculation, leave accrual, etc. will use the months of service for the calculation of the longevity for the month. For example, following the October (10) month-end process, this value is set to November (11).
12	AE FLAG	Y - AE Page Open N - AE Page Closed Blank - AE Page Closed