

## SCREEN 414 - WORK DAYS TABLE

This table defines work days and weekends for a specific calendar year by month.

After receiving the screen **414** there are four options available:

1. Return to the B/P/P Table Maintenance Menu
2. Inquire about a specific calendar year
3. Modify a specific calendar year
4. Delete s specific calendar 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 a specific calendar year:

- **FUNCTION** field should be blank.
- **TAB** to **CALENDAR YEAR** field, type in a valid numeric calendar year, and press the **ENTER** key. If no errors are encountered by the system, the work days and weekends for the year entered will be displayed by month.
- In the event that errors are detected, the problem fields will be highlighted and the appropriate error message displayed: **INVALID CALENDAR YEAR** or **CALENDAR YEAR NOT ON DATABASE**.

### 3. MODIFY

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

To **ADD** a calendar year:

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

**TAB** to the first **A/C** field and enter an **A**, type '01' in the **MONTH** field, type the appropriate weekdays and weekends in the **DAYS** field, repeat previous three steps for remaining months in the year, 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 CALENDAR YEAR**  
**INVALID MONTH**  
**INVALID WORK DAY FLAG, MUST BE “Y” OR “N”**  
**CALENDAR YEAR/MONTH 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 calendar year/month that already exists

To **CHANGE** a particular calendar 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 CALENDAR YEAR**  
**INVALID MONTH**  
**INVALID WORK DAY FLAG, MUST BE “Y” OR “N”**  
**CALENDAR YEAR/MONTH 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 calendar year/month that does not exist

To **DELETE** a particular calendar year/month:

- 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 CALENDAR YEAR**  
**INVALID MONTH**  
**INVALID WORK DAY FLAG, MUST BE “Y” OR “N”**

**CALENDAR YEAR/MONTH NOT FOUND ON DATABASE****ERROR** – displayed in **ACTION PERFORMED** field for data entry errors**NOT FOUND** – displayed in **ACTION PERFORMED** field when trying to delete a calendar year/month that does not exist4. **DELETE**

Before deleting a calendar year from the database, the user should **INQUIRE** on it first, as described above.

- Type **D** in the **FUNCTION** 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: **CALENDAR YEAR DELETED FROM DATABASE.**
- In the event that the system does detect errors, the problem fields will be highlighted, and the appropriate error messages will be displayed: **INVALID CALENDAR YEAR** or **CALENDAR YEAR NOT ON DATABASE.**

