

## SCREEN 416 - STATE INCOME TAX MAINTENANCE TABLE

This table defines states that collect state or personal income and is used to maintain information on those states.

After receiving the screen **416** there are four options available:

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

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 state:

- **FUNCTION** field should be blank.
- **TAB** to STATE ABBREV field, type in a valid state abbreviation, and press the **ENTER** key. The data will be edited and if no errors are encountered by the system, all available information about the state entered will be displayed.
- In the event the system detects errors, the problem fields will be highlighted and the appropriate error message displayed: **INVALID STATE ABBREVIATION; STATE NOT FOUND ON DATABASE;** or, **NO SHORT TITLE SEGMENT ON DATABASE.**

### 3. **DELETE**

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

To delete a specific state:

- The STATE ABBREV will still be displayed from the previous **INQUIRY**.
- Enter a **D** in the **FUNCTION** field and press the **ENTER** key. The database will be updated and the following message will be displayed: **STATE HAS BEEN DELETED FROM THE DATABASE.**
- The word **DELETED** will also be displayed in the ACTION PERFORMED field.

#### 4. **MODIFY**

Before adding a new state or modifying an existing one, the user should **INQUIRE** on it first, as described above.

To **CHANGE** a specific state:

- **FUNCTION** field should be **M**
- **STATE ABBREV** field should contain the state to be modified, **TAB** to the field(s) to be modified, 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 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 errors are detected by the system, the problem fields will be highlighted and the appropriate messages will be displayed:

**INVALID STATE ABBREVIATION  
INVALID MAIL CODE  
INVALID STATE NAME  
VENDOR CAT IS INVALID  
VENDOR ID IS INVALID**

To **ADD** a new employee organization code:

- **FUNCTION** field should be **M**
- **TAB** to **STATE ABBREV** field, type in a state abbreviation, type in a state name in the **STATE** field, **TAB** to the **VENDOR ID NO**, type in a valid vendor ID number, **TAB** to **MAIL CODE**, type a valid mail code, 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 **ADDED** will also be displayed in the **ACTION PERFORMED** field.
- In the event errors are detected by the system, the problem fields will be highlighted and the appropriate messages will be displayed:

**INVALID STATE ABBREVIATION  
INVALID MAIL CODE  
INVALID STATE NAME  
VENDOR CAT IS INVALID  
VENDOR ID IS INVALID**

## SCREEN 416 - STATE INCOME TAX MAINTENANCE TABLE

416 TAMUS B/P/P System - State Income Tax Maintenance		07/18/01 08:24
		P BPP0002 0294
Screen: <u>1</u> Function: <u>2</u> (Blank=Inquire,M=Modify,D=Delete,E=End)		
STATE ABBREV <u>  3  </u>		
STATE	VENDOR ID NO	MAIL      ACTION CODE    PERFORMED
<u>  4  </u>	<u>  5  </u> <u>  6  </u>	<u>  7  </u>
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- Help                      Exit    Main		

### SCREEN 416 – STATE INCOME TAX 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 D - Delete M - Modify E - End
3	STATE ABBREV	Must be valid state abbreviation, not numeric
4	STATE	State name, can not be spaces
5	VENDOR ID NO	Must be numeric
6	VENDOR ID NO	Must be numeric
7	MAIL CODE	Must be numeric