

SCREEN 418 - CHARITABLE ORGANIZATION TABLE

This table defines charitable organizations and is used to obtain the name and vendor number of a particular federation or the local campaign manager that represents charitable organizations.

After receiving the screen **418** there are four options available:

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

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 charitable organization:

- **FUNCTION** field should be blank.
- **TAB** to the **CHARITABLE ORGANIZATION CODE** field, type in a valid numeric code, and press the **ENTER** key. All available information for the code entered will be displayed.
- In the event errors are detected, the problem field will be highlighted and the appropriate error message displayed: **INVALID CHARITABLE ORGANIZATION CODE** or **CHARITABLE ORGANIZATION NOT ON DATABASE**.

3. **DELETE**

Before a charitable organization code is deleted from the database, it should be inquired on, as described above.

To delete a charitable organization code from the database:

- The **CHARITABLE ORGANIZATION CODE** 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: **CHARITABLE ORGANIZATION DELETED FROM DATABASE**.

- The word **DELETED** will also be displayed in the **ACTION PERFORMED** field.

4. **MODIFY**

Before a charitable organization code is modified, or a new charitable organization code is added to the database, it should be inquired on, as described above.

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

- Type **M** in the **FUNCTION** field.
- Type the new numeric code in the **CHARITABLE ORGANIZATION CODE** field, **TAB** to the **NAME** field and type in the name of the organization, **TAB** to the **VENDOR ID NO** field and type in a valid numeric vendor id number, **TAB** to the **MAIL CODE** field and type in a valid numeric mail code, **TAB** to the **ADDRESS** fields and type in the appropriate address information, **TAB** to the **CITY** field and type in the city name, **TAB** to the **STATE** field and type in the two digit alpha state code, type in a valid numeric zip code in the **ZIP** field, and **TAB** to the **PHONE** field and type in a valid 10 digit phone number.
- 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 database will be updated and the following message will be displayed: **TABLE DATABASE UPDATED**. The word **ADDED** will also appear in the **ACTION PERFORMED** field.
- In the event that errors are detected, the problem fields will be highlighted and the appropriate error message displayed:

INVALID CHARITABLE ORGANIZATION CODE
INVALID MAIL CODE
INVALID CHARITABLE ORGANIZATION NAME
VENDOR CAT IS INVALID
VENDOR ID IS INVALID
INVALID ZIP CODE
INVALID PHONE NUMBER

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

If a charitable organization code is being **CHANGED**:

- Type **M** in the **FUNCTION** field.
- **TAB** to the field(s) that require modification, type in 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 appear in the **ACTION PERFORMED** field.

- In the event that errors are detected, the problem fields will be highlighted and the appropriate error message displayed:

INVALID CHARITABLE ORGANIZATION CODE

INVALID MAIL CODE

INVALID CHARITABLE ORGANIZATION NAME

VENDOR CAT IS INVALID

VENDOR ID IS INVALID

INVALID ZIP CODE

INVALID PHONE NUMBER

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

```

418,TAMUS B/P/P System - Charitable Organization Table
09/30/05 13:34
P BFP0002 R069

Screen:  1          Function:  2  (Blank=Inquire, D=Delete, M=Modify, E=End)

SECC Payee Code:  3

SECC Payee Name:          Vendor ID NO          Mail Cd
_____4_____          5  _____6_____          7

Address 1:  _____8_____
Address 2:  _____9_____
Address 3:  _____10_____
City:       _____11_____
State:      12
Zip:        13      14
Phone:      15  16  17

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

```

SCREEN 418 - CHARITABLE ORGANIZATION TABLE EDIT

<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	SECC PAYEE CODE	Must be numeric
4	SECC PAYEE NAME	Must not be spaces, organization name
5	VENDOR ID NO	Must be numeric
6	VENDOR ID NO	Must be numeric
7	MAIL CODE	Must be numeric

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
8	ADDRESS 1	Address line 1, not edited
9	ADDRESS 2	Address line 2, not edited
10	ADDRESS 3	Address line 3, not edited
11	CITY	City, not edited
12	STATE	State code, not edited
13	ZIP	First five digits of zip code, must be numeric or spaces
14	ZIP	Zip code extension, not edited
15	PHONE	Area code, must be numeric or spaces
16	PHONE	Prefix, must be numeric or spaces
17	PHONE	Number, must be numeric or spaces