

Screen 419 - Student Loan Recipient Table

This screen is used to maintain the table of student loan recipients. The recipient code from this table is used on [Screen 127](#) to determine where Student Loan deductions are sent.

There are four functions available on this screen.

- [Inquire](#) about a particular student loan recipient
- [Delete](#) a particular student loan recipient
- [Modify](#) a particular student loan recipient
- [End](#) the use of the screen and return to the main menu

Screen Functions

Inquire – This function is used to inquire about a specific student loan recipient.

While the Function field is blank, the user enters a valid value in the Recipient Code field and presses the Enter key. The available information for that Recipient Code will be displayed. (Pressing the F1 key while the cursor is in the Recipient Code field will bring up a list of possible values for this field.)

Delete – This function is used to delete a particular recipient code from the table.

After selecting a Recipient Code for deletion by using the Inquire function, the user enters a **D** in the Function field and presses the Enter key.

A pop-up window will display asking the user to confirm the deletion. Typing **DE** and pressing the Enter key will complete the deletion. The database will be updated and the following message will be displayed, "6281 Recipient deleted from database"

Modify – This function modifies an existing Recipient Code or adds a new Recipient Code.

Adding a new Recipient Code – While the Function field is blank, the user enters a unique Recipient Code and presses the Enter key. If the Recipient Code doesn't exist in the table, the message, "6275 Recipient not on database" will display at the top of the screen. The user proceeds with entering values in the remaining fields. Once each of the necessary fields has a valid value, the user moves the cursor to the Function field and types an **M** and presses the Enter key. The cursor will move to the first field that has an error and an error message will appear at the top of the screen. If the new code is entered correctly, the message '6013 Table database updated' will appear at the top of the screen.

Modifying a Recipient Code - While the Function field is blank, the user enters a unique Recipient Code and presses the Enter key. The available information for that Recipient Code will be displayed. The user proceeds with editing the values in the necessary fields. Once the editing is complete, the user moves the cursor to the Function field and types an **M** and presses the Enter key. The cursor will move to the first field that has an error and an error message will appear at the top of the screen. If the new values are valid, the message '6013 Table database updated' will appear at the top of the screen.

End – This function is used to end the use of the screen and return to the Main Menu for this screen series.

Typing an **E** in the Function field and pressing the Enter key will return the user to Screen 400 Table Maintenance Menu. Pressing the F3 key has the same result.

Screenshot of 419

Clicking on an underlined field code will display the description for that field. (Editable fields are in yellow.)

```
419 TAMUS B/P/P System - Student Loan Recipient Table      03/19/12  16:33
                                                           P BPP0040  R124

Screen: A1          Function: A2 (Blank=Inquire, D=Delete, M=Modify, E=End)

Recipient Code: B1      Vendor ID: B2          Mail Cd: B3

Name 1:      C1
Name 2:      C2
Address:     C3
City:        C4
State:       C5
Zip:         C6
Phone:       C7

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

Field Name / Description Cross Reference

Field	Name	Description/Values
A1	Screen	See System Overview
A2	Function	Blank Inquire D Delete M Modify E End

(Fields in red are required fields and must have a value.)

Field	Name	Description/Values
B1	Recipient Code	Numeric 2 digits
B2	Vendor ID	Numeric 10 digits
B3	Mail Cd	Numeric 3 digits

(Fields in red are required fields and must have a value.)

Field	Name	Description/Values
C1	Name 1	Recipient Name up to 30 characters. To be used when the recipient name will not fit into 'Name 2'.
C2	Name 2	Recipient Name up to 40 characters.
C3	Address	Recipient Street Address up to 40 characters.
C4	City	Recipient Address City up to 16 characters.
C5	State	Recipient Address State must be a 2 letter state abbreviation.
C6	Zip	Recipient Address Zip must be 5 to 9 digits
C7	Phone	Recipient Phone Number must be 10 digits

(Fields in red are required fields and must have a value.)

Function Keys

F1 = Help

This function key can be used on any field that is set up for extended help. After moving the cursor to a field, pressing the F1 key will display a pop-up window showing a list of possible values for that field or extended help about that field.

F3 = Exit

This function key returns the user back to the Main Menu for that particular screen series, the 400 System Tables Maintenance menu in this instance.

F4=Main

This function key returns the user back to the BPP Main Menu, Screen 000 - TAMUS Budget/Payroll/Personnel System Menu