

SCREEN 424 – Deduction Recipient Table

This table defines deduction recipients and is used to obtain the name and vendor number of a particular deduction recipient.

The four available options on Screen 424 :

1. Return to the B/P/P Table Maintenance Menu
2. Inquire about a supplemental pay code
3. Delete a supplemental pay code
4. Modify a supplemental pay code

1. **Return** to the B/P/P Table Maintenance Menu:

- Type an **E** in the **Function** field or
- **400** in Screen field and press the **Enter** key or
- Use the PF3 function key

- Return to the B/P/P Main Menu: Use the **PF4** function key

2. **Inquire** about a particular supplemental payment code:

- a) **Function** field should be blank.
- b) Tab to the **Ded Type and Recipient Code** fields, enter a valid numeric value, and press **Enter**.
Hint: Hit F1 while in Ded Type field to get a list of all valid codes

3. **Delete** a particular supplemental payment code (and the title data associated with it):

Before a supplemental payment code is deleted;

- a) The user should first **Inquire** about the supplemental payment code as described above.
- b) The **Recipient Code** will still be displayed from the previous **Inquiry**.
- c) Enter a **D** in the FUNCTION field and press the **Enter** key.
- d) You will receive a Delete Confirmation to delete enter **DE** and press **Enter**
*The database will be updated and the following message will be displayed: **Recipient deleted from the database.***

4. **Add or Modify** the user **Must first Inquire** about the supplemental payment code as described above.

- a) The user should first **Inquire** about the supplemental payment code as described above.
- b) Type **M** in the **Function** field.
- c) Type a new **Recipient Code**..

- d) Tab to the **Vendor ID** field and enter the appropriate numeric value .
- e) Tab to the **Mail Code** field and the appropriate numeric value .
- f) Tab to the **Name** field and type valid information for the remainder of the fields **Address 1, Address 2, City, State, Zip, and Phone.**
- g) Once all the desired data has been entered, 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 user will see the following message: **Table Database Updated.**

*In the event the system detects an error, the incorrect field(s) will be highlighted, and the appropriate error message will be displayed: **Invalid Recipient Code, Recipient not on Database, Vendor ID is invalid.***

If the recipient code is being **Modified** (the user **Must first Inquire**):

- a) Type **M** in the **Function** field.
- b) The **Recipient Code** should still be displayed from the user's previous **Inquire.**
- c) Tab to the appropriate fields, and make the desired changes.
- d) 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 user will see the following message: **Table Database Updated.**

*In the event the system detects an error, the incorrect field(s) will be highlighted, and the appropriate error message will be displayed: **Invalid Recipient Code, Recipient not on Database, Vendor ID is invalid.***

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

Ded Type: B1

Recipient Code: B2 Vendor ID: B3 Mail Cd: B4

Name: C1
Address 1: C2
Address 2: 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
A1	Screen	See System Overview
A2	Function	Blank Inquire D Delete M Modify E End
B1	Ded Type	Must be a valid Deduction Type. An on-screen help routine is available for this field by pressing F1.
B2	Recipient Code	Must be Numeric. An on-screen help routine is available for this field by pressing F1.
B3	Vendor ID	Must be Numeric.
B4	Mail Cd	Must be Numeric.
C1	Name	Recipients Name. Must not be spaces.
C2	Address 1	Recipient Street Address. Must not be spaces.
C3	Address 2	Recipient Street Address. Must not be spaces.
C4	City	Recipient Address city. Must not be spaces.
C5	State	Recipient Address State. Must not be spaces.
C6	Zip	Recipient Address Zip code. Must not be spaces.
C7	Phone	Recipient Phone Number. Must be numeric or spaces.