

BAAA - ACCOUNT ACTIVITY ANALYSIS SCREEN

PURPOSE: TO DISPLAY TRANSACTION DATA FOR TYPES 1, 2, 3, 4, J, B, AND D.

ENTER: BAAA=YRACCT(25 DIGIT ACCOUNT CODE)MOYR(SELECTS TRANSACTIONS FOR A SPECIFIC MONTH AND YEAR.

ERRORS: ERROR MESSAGES APPEAR IF THE INPUT IS NOT PROPERLY ENTERED OR IF A RECORD IS NOT FOUND.

FIELD DEFINITIONS:

* ACCOUNT NUMBER:	ACCOUNT NUMBER
ACCOUNT BALANCE:	SEE 'BDAD' DOCUMENTATION FOR CALCULATION
CTL/PO:	CONTROL NUMBER OR PURCHASE ORDER NUMBER
LIN:	LINE NUMBER
P:	TRANSACTION TYPE
CTL DAT:	CONTROL DATE
REF/WAR:	REFERENCE OR WARRANT NUMBER
VENDOR:	VENDOR NAME FROM VENDOR FILE
DESCRIPTION:	DESCRIPTION ENTERED WITH TRANSACTION
DEBIT:	AMOUNT OF TRANSACTION IF DEBIT
CREDIT:	AMOUNT OF TRANSACTION IF CREDIT

* IF ACCOUNT IS FROZEN A MESSAGE WILL APPEAR BELOW THE ACCOUNT.

ADDITIONAL NOTES:

DEPRESSING THE ENTER KEY WILL DISPLAY THE STANDARD DATA FIELDS DEFINED BELOW, HOWEVER BY DEPRESSING THE PF9 KEY THE VENDOR NAME AND DESCRIPTION FIELDS BECOME VENDOR NUMBER AND BATCH NUMBER. BE AWARE THAT DEPRESSION OF EITHER KEY CAUSES THE NEXT PAGE OF DATA TO APPEAR IF THERE IS ANY. THUS, IF SEARCHING FOR BATCH DATA YOU SHOULD HIT THE PF9 KEY AFTER ENTERING THE TRANSACTION LINE, AND NOT THE ENTER KEY.

NOTE: IF MONTH AND YEAR WERE ENTERED PREVIOUSLY FOR A TRANSACTION AND ARE NO LONGER DESIRED, ENTER 0000 AFTER THE ACCOUNT NUMBER. THE TRANSACTION LINE WILL APPEND THE DATE LAST REQUESTED OR IF NONE WILL BE BLANK.

THE SCREEN WILL DISPLAY FROM 1 TO 18 TRANSACTIONS. IF THERE ARE MORE THAN 18 TRANSACTIONS, A MESSAGE WILL BE RETURNED TO 'DEPRESS ENTER/PF9 FOR MORE RECORDS'. WHEN ALL RECORDS HAVE BEEN DISPLAYED THE MESSAGE 'NO MORE RECORDS' WILL BE RETURNED. AT THIS POINT, DEPRESSING THE ENTER KEY OR PF9 WILL START THE DISPLAY OVER.

BACS - SELECT AND DISPLAY ACCOUNT DATA BY ACCOUNT SEGMENTS

PURPOSE: TO DISPLAY ACCOUNT BALANCES BY GROUPINGS OF ACCOUNT SEGMENTS. A GRAND TOTAL IS ALSO PROVIDED ON THE LAST SCREEN OF DATA. INCOME ACCOUNTS ARE REVERSED IN THE FINAL TOTALS.

ENTER: BACS=YR WHERE YR = FISCAL YEAR

AFTER SUCCESSFUL ENTRY, A SELECTION SCREEN WILL APPEAR WHICH REQUIRES YOU TO ENTER THE SELECTION CRITERIA FOR THE ACCOUNT RECORDS YOU WISH TO VIEW. ALL SEGMENTS OF THE ACCOUNT CAN BE SELECTED INCLUDING WHETHER TO DISPLAY OR NOT DISPLAY ZERO ACCOUNTS. SEE NOTE BELOW.

THE OBJECT FIELD, IF ENTERED, CAN HAVE FROM 1 TO 4 DIGITS.

ONCE SELECTION IS ACCEPTED, MESSAGE 'PROCESSING IS IN PROGRESS' WILL APPEAR UNTIL THE DATA IS DISPLAYED.

NOTE: YOU SHOULD NEVER SELECT ALL 7 SEGMENTS OF THE ACCOUNT. USE "BDAD" FOR ALL 7 SEGMENTS.

ERRORS: ERROR MESSAGES APPEAR IF THE INPUT IS NOT PROPERLY ENTERED OR IF A RECORD IS NOT FOUND.

FIELD DEFINITIONS:

ACCOUNT NUMBER:	ACCOUNT NUMBER
ADJ BUDGET:	ORIGINAL BUDGET + ADJUSTED BUDGET
FTD AMOUNT:	YTD EXPENDED + CURRENT MONTH EXPENDED
ENC AMOUNT:	YTD ENCUMBERED + CURRENT ENCUMBERED + PAYROLL ENCUMBERED
BALANCE:	ADJ BUDGET - FTD AMOUNT - ENC AMOUNT

BACT - BUDGET ACCOUNT SUMMARY

BACT=070100001110100043002120012 BUDGET ACCOUNT SUMMARY 2006-2007 09/28/06

DESCRIPTION LLHS SUPLIES

DATE ADDED 10/24/00

FUND 01 GENERAL FUND/COUNTY SCH SERV
RESOURCE 0000 UNRESTR
GOAL 1110 REGULAR EDUCATION, K-12
FUNCTION 1000 INSTR FOR OTHER THAN SP ED
OBJECT 4300 MATRLS & SUPPLIES
SCHOOL 212 LAS LOMAS HIGH SCHOOL
PROJECT YR 0 DEFAULT YEAR
DUO 012 PRINCIPAL LLHS

ORIGINAL BUDGET	\$28,300.00	EXPENDED	\$6,436.20
ADJUST/WORK BUDGET	\$28,300.00	ENCUMBERED	\$8,324.81
		BALANCE	\$13,538.99

CLEAR=EXIT

BADD - ACCOUNT UPDATE

PURPOSE:

1. THIS TRANSACTION IS USED TO ADD (ADD), CHANGE (CHG), FREEZE (FRZ) UNFREEZE (UNF), AND DELETE (DEL) ACCOUNTS. EXISTING ACCOUNT DATA CAN ONLY BE UPDATED ON THE FIRST ENTRY LINE.
2. ALSO TO ASSIGN CHAIN ID TO ACCOUNT OBJECTS 4000 THRU 6999 FOR ANY DISTRICTS USING THE REQUISITION SYSTEM.
3. AFTER UPDATE COMPLETED; BY OVERTYPING THE YEAR WITH THE NEXT FISCAL YEAR AND HITTING THE ENTER KEY WILL CAUSE ALL "ADD" LINES TO BE EDITED AND/OR ADDED TO THE FILE.

TRANS-ID:

TO BEGIN THIS TRANSACTION ENTER THE TRANSACTION CODE, AN EQUAL (=) SIGN FOLLOWED BY TWO DIGIT YEAR AND ANY OF THE FOLLOWING TWO OPTIONS:

- 1) THE 25 DIGIT ACCOUNT NUMBER (BADD=YY(25 DIGIT ACCT #); OR
- 2) NOTHING (BADD=YY).

OPTION 1 IS DESIGNED FOR MODIFYING EXISTING ACCOUNTS BUT CAN BE USED FOR ADDING NEW ACCOUNTS. ESPECIALLY USEFUL WHEN MOST OF THE NEW ACCOUNT FIELDS AND/OR DESCRIPTIONS WILL BE THE SAME AS THE ACCOUNT ENTERED WITH THE TRANSACTION. IF THE ACCOUNT IS NON-EXISTENT UNDER OPTION 1, THE SCREEN WILL BE THE SAME AS OPTION 2 WITH THE EXCEPTION THAT THE ACCOUNT ENTERED WITH THE TRANSACTION WILL BE PLACED IN THE APPROPRIATE FIELD OF THE FIRST ADD LINE.

OPTION 2 IS USED FOR ADDING NEW ACCOUNTS AND IS SIMPLY A FILL-IN THE-BLANKS SCREEN FORMAT.

IF AN ACCOUNT IS FROZEN, 'FROZEN' WILL APPEAR IN THE RIGHTHAND MARGIN OF THE FIRST LINE.

STANDARD ERROR MESSAGES WILL APPEAR IF TRANSACTION ENTRY IS INCORRECT.

ERRORS:

FOLLOWING ARE THE ERROR MESSAGES SPECIFIC TO EACH ENTRY LINE. THE CURSOR IS POSITIONED UNDER THE FIELD IN ERROR. IF ERROR IS IN THE ACCOUNT AREA ASTERISKS (**) WILL APPEAR ABOVE THE COLUMN HEADINGS FOR THE FIELDS IN ERROR.

ERROR MESSAGES

EXPLANATION

ACTION IS INVALID	MUST BE ADD/CHG/FRZ/UNF/DEL
ACTION MUST BE 'CHG' OR 'DEL'	ACTION CODE CANNOT BE 'ADD'
ACTION MUST BE 'FRZ' OR 'UNF'	ACTION CODE CANNOT BE 'ADD'
CANNOT CHANGE A FROZEN ACCOUNT	A/C FROZEN AND ASN/DESCRIPTION WAS CHANGED
CANNOT UNFREEZE DEFROSTED ACCT	UNF ENTERED FOR A/C NOT FROZEN
DELETING - CANNOT CHANGE DATA	DEL ENTERED & DESC CHANGED
CANNOT DELETE A FROZEN ACCOUNT	DEL ENTERED FOR FROZEN A/C
CANNOT FRZ OR DEL HOST ACCOUNT	DEL/FRZ ENTERED FOR HOST A/C

CANNOT FRZ OR DEL LINK ACCOUNT	DEL/FRZ ENTERED FOR LINK A/C
CANT DELETE - HAS BUDGET AMOUNT	SELF EXPLANATORY
CANT DELETE - HAS TRANS. AMOUNTS	HAS CURRENT AND YTD AMOUNTS
CANT DELETE - HAS TRANSACTIONS	SELF EXPLANATORY
CHAIN ID NOT PERMITTED	SELF EXPLANATORY
CHAIN ID IS REQUIRED	SELF EXPLANATORY
A/C CODE ERRORS OCCURRED	CODES ARE NOT ON DICTIONARY FILE FOR THE YEAR ENTERED
ACCOUNT ALREADY ASSIGNED	SELF EXPLANATORY
DUPLICATE ACCOUNT ENTRY	SAME ACCOUNT APPEARS ABOVE
DESCRIPTION IS REQUIRED	SELF EXPLANATORY
FUND-OBJECT ERROR	CODE NOT ON FUND OBJECT FILE

WHEN ALL ENTRIES ARE ERROR FREE:
 THE 'UPDATE COMPLETED' MESSAGE WILL APPEAR ON THE SCREEN AND
 IF AN ACCOUNT WAS FROZEN, 'FROZEN' WILL APPEAR IN THE RIGHTHAND
 MARGIN OF THE FIRST LINE; OR
 IF AN ACCOUNT WAS DELETED, 'DELETED' WILL APPEAR IN THE RIGHT-
 HAND MARGIN OF THE FIRST LINE.

FIELD DEFINITIONS:

ACT:	THREE CHARACTER ACTION CODE
FD:	FUND CODE
RESC:	RESOURCE CODE
GOAL:	GOAL
FUNC	FUNCTION
OBJT:	OBJECT CODE
SCH:	SCHOOL
P:	PROJECT YEART RANGE
DUO:	DUO CODE
CHAIN ID:	CHAIN ID FOR APPROVAL PROCESS OF REQUISITIONS
DESCRIPTION:	DESCRIPTION OF ACCOUNT

BAT1 - RE-EMBUMBANCE ENTRY SCREEN

PURPOSE: TO INCREASE OR DECREASE ENCUMBRANCES.

ENTER:

BAT1=YY
YY = FISCAL YEAR

DATA:

TO ADD A RECORD:

THE BATCH NUMBER MUST BE AN ENCUMBRANCE BATCH NUMBER. THE PO NUMBER, ACCOUNT AND THE AMOUNT MUST BE NUMERIC. THE ACCOUNT CANNOT BE FROZEN NOR BE DESIGNATED A HOST

ACCOUNT NUMBER OBJECTS MUST BE BETWEEN 3000 AND 7899.

THE AMOUNT ENTERED MUST BE LESS THAN 1 MILLION DOLLARS. TO RE-ENCUMBER A MILLION OR MORE, YOU MUST MAKE 2 OR MORE ENTRIES

A DUPLICATION FEATURE IS PROVIDED FOR THE FOLLOWING FIELDS:

- 1) PO NUMBER; AND
- 2) ACCOUNT NUMBER;

AND IS ACCOMPLISHED BY KEYING AN EQUAL SIGN (=) IN THE FIRST POSITION OF THE FIELD. NOTE HOWEVER THAT THE FIRST LINE OF EACH SCREEN CANNOT USE THIS FEATURE.

AFTER COMPLETING ENTRIES ON THE SCREEN AND/OR HITTING THE ENTER KEY, ALL THE DATA IS VERIFIED AND EDITTED.

THE MESSAGE 'EDIT COMPLETED: PF1 TO POST & EXIT; PF2 TO POST & CONTINUE; PF12 TO TERMINATE' WILL APPEAR BELOW THE TRANSACTION INPUT LINE.

IF ALL ENTRIES ARE POSTED, DEPENDING ON THE PF KEY HIT; THE SYSTEM WILL RETURN EITHER A MESSAGE 'PREVIOUS ENTRIES WERE POSTED: ENTER NEXT TRANSACTION' OR 'ALL ENTRIES POSTED: CONTINUE WITH ENTRIES'.

ERRORS:

IF ERRORS HAVE OCCURRED, THE FIELDS IN ERROR WILL BE HIGHLIGHTED AND RETURNED AS ENTERED WITH A MESSAGE 'INVALID FIELD'. ERRORS MUST EITHER BE CORRECTED OR DELETED AND AFTER HITTING THE ENTER KEY WILL BE RE-EDITTED. WHENEVER POSTING ERRORS OCCUR THE THE TYPE OF ERROR WILL APPEAR IN THE DESCRIPTION FIELD OF THE LINE IN ERROR. YOU MUST CORRECT, DELETE, TERMINATE OR IF PO AND ACCOUNT WERE DUPLICATED ON THE SCREEN AND DATA ENTERED IS CORRECT HIT ENTER WHICH WILL CAUSE A RE-EDIT OF THAT ENTRY.

NOTE: RE-ENCUMBRANCE RECORDS CAN ONLY BE VIEWED ON THE "BPAA" SCREEN AND APPEAR AS A TYPE '0'. THE ORIGINAL ENCUMBRANCE IS THE FIRST TYPE "0" ON THE SCREEN.

FIELD DEFINITIONS

BATCH:	ENCUMBRANCE BATCH NUMBER
PONUM:	PURCHASE ORDER NUMBER
ACCOUNT NUMBER:	ACCOUNT NUMBER
VENDOR:	ORIGINAL VENDOR NUMBER RETURNED AFTER EDIT
DESCRIPTION:	ORIGINAL DESCRIPTION RETURNED AFTER EDIT
AMOUNT:	ENCUMBRANCE AMOUNT
#:	IF DISPLAYED TO THE RIGHT OF THE AMOUNT, THE VENDOR HAS BEEN TAGGED FOR DELETE.
*	IF DISPLAYED BELOW PONUM AND TO THE LEFT OF CONTRACT, INDICATES AMOUNT WILL CREATE AN OVEREXPENDITURE IN THE ACCOUNT
VENDOR NAME:	VENDOR NAME RETURNED AFTER EDIT

BAT4 - FINANCE SYSTEM WARRANT ENTRY TYPE 4 ONLY

PURPOSE:

THIS TRANSACTION IS USED TO ENTER WARRANT TYPE 4. 'BATW' DOES ADDS ONLY - NO CHANGES, DELETES OR DISPLAYS.

ENTER:

BAT4=YY
YY = FISCAL YEAR

DATA:

TO ADD A RECORD:

A PO NUMBER AND BATCH NUMBER MUST BE ENTERED OR IF RETURNED BY THE SYSTEM SHOULD BE CHECKED FOR ACCURACY AND CHANGED IF NECESSARY.

WHENEVER THE SYSTEM RETURNS THE PO NUMBER, THE LINE NUMBERS GENERATED ARE THE NEXT SEQUENTIAL NUMBERS AFTER THE LAST HIGHEST NUMBER POSTED WHEN 'BAT4' WAS LAST USED BUT IN NO CASE OVER 999.

NOTE: ENTRY LINES WILL ONLY DISPLAY UP TO NUMBER 999. AFTER POSTING LINE # 999 SUCCESSFULLY THE SCREEN RETURNS WITH LINE 001 AND AND THE PO NUMBER IS AUTOMATICALLY INCREMENTED BY 1. THE PO NUMBER MAY NEVER BE 99999.

IF NO PO NUMBER IS RETURNED BY THE SYSTEM, THE LINE NUMBERS GENERATED WILL START WITH 001 AND MUST BE KEYED OVER IF INCORRECT. A TECHNIQUE TO USE HERE IF A DIFFERENT SEQUENTIAL SERIES OF LINE NUMBERS IS REQUIRED WOULD BE TO KEY A SINGLE ENTRY WITH THE LINE NUMBER YOU WISH TO BEGIN WITH (FOR THE NEW PO NUMBER ENTERED), AND AFTER PASSING ALL EDITS AND POSTING (PF2); THE SCREEN WILL RETURN WITH THE PROPER PO NUMBER AND NEXT SERIES OF LINE NUMBERS FOR ENTRY.

THE BATCH NUMBER MUST BE A WARRANT TYPE BATCH NUMBER. THE PO NUMBER LINE NUMBER, CONTRACT AND PY CODE MUST BE NUMERIC. AMOUNTS ENTERED CAN BE NEGATIVE. THE VENDOR NUMBER, ACCOUNT, AND CONTRACT NUMBER MUST EXIST ON THE VENDOR, BUDGET AND CONTRACT FILES; THE ACCOUNT NUMBER CANNOT BE FROZEN NOR BE A HOST ACCOUNT.

THE PY CODE MUST BE ENTERED ONLY IF THE SUB FUND OF THE PRIMARY ACCOUNT IS 98 OR 99 AND MUST BE A VALID SUB FUND CODE ON THE DICTIONARY FILE.

ACCOUNT NUMBER OBJECTS MUST BE BETWEEN 3000 AND 9109 OR 9111 AND 9999.

A DUPLICATION FEATURE IS PROVIDED FOR THE FOLLOWING FIELDS:

- 1) ACCOUNT NUMBER
- 2) INVOICE

3) VENDOR
4) DESCRIPTION;
AND IS ACCOMPLISHED BY KEYING AN EQUAL SIGN (=) IN THE FIRST POSITION OF THE FIELD. NOTE HOWEVER THAT THE FIRST LINE OF EACH SCREEN CANNOT USE THIS FEATURE.

THE PO NUMBER ENTERED ON FIRST ENTRY LINE APPLIES TO ALL ENTRIES ON THE SCREEN. IF DIFFERENT PO APPLIES, YOU MUST START A NEW SCREEN AND KEY OVER THE RETURNED PO NUMBER.

IF NO ENTRY IS MADE IN THE TAX CODE FIELD, THE CURRENT CODE FROM THE VENDOR RECORD WILL BE DISPLAYED. IT CAN BE CHANGED BEFORE POSTING IF DESIRED.

AFTER COMPLETING ENTRIES ON THE SCREEN AND/OR HITTING THE ENTER KEY, ALL THE DATA IS VERIFIED AND EDITTED.
WHENEVER THE AMOUNT ENTERED WILL CAUSE AN OVEREXPENDITURE, A HIGHLIGHTED ASTERISK (*) WILL APPEAR TO THE LEFT OF VENDOR NUMBER.

IF A 'Y' IS ENTERED IN THE PAA COLUMN, THE P.O. NUMBER WILL BE VERIFIED AGAINST THE PURCHASE ORDER FILE, IF NOT FOUND, A HIGHLIGHTED 'X' WILL APPEAR TO THE LEFT OF THE P.O. NUMBER.

IF THE VENDOR ENTERED HAS BEEN FLAGGED FOR DELETE, '#' WILL APPEAR TO THE RIGHT OF THE AMOUNT FIELD.

IF AN ENTRY LINE IS RETURNED COMPLETELY HIGHLIGHTED, IT MEANS THAT THERE IS NO FUND AND/OR SUBFUND FOR ACCOUNT OBJECT 9110 (AUTOMATIC SECONDARY ACCOUNT POSTED).

THE SCREEN DISPLAYS MESSAGE 'EDIT DONE: PF1-POST & EXIT; PF2-POST & CONTINUE; PF12-TERMINATE' BELOW THE TRANSACTION INPUT LINE. YOU MUST HIT PF1 OR PF2 TO START THE POSTING CYCLE; OR PF12 OR THE CLEAR KEY TO TERMINATE THE TRANSACTION WITHOUT POSTING.

IF ALL ENTRIES ARE POSTED DEPENDING ON THE PF KEY HIT, THE SYSTEM WILL RETURN EITHER A MESSAGE 'PREVIOUS ENTRIES WERE POSTED: ENTER NEXT TRANSACTION' OR 'ALL ENTRIES POSTED: CONTINUE WITH ENTRIES'.

IF THE P.O. NUMBER WAS ON THE PURCHASE ORDER FILE AND PAA WAS CODED 'Y' THE AMOUNT WILL BE POSTED TO THE PURCHASE ORDER FILE.

ERRORS:

IF ERRORS HAVE OCCURRED, THE FIELDS IN ERROR WILL BE HIGHLIGHTED AND RETURNED AS ENTERED WITH A MESSAGE 'INVALID FIELD'. ERRORS MUST EITHER BE CORRECTED OR DELETED AND AFTER HITTING THE ENTER KEY WILL BE RE-EDITTED.

WHENEVER POSTING ERRORS OCCUR THE MESSAGE 'POST ERR MSG IN TRANS DESC FIELD / CORRECT AND REKEY DESC FIELD / HIT ENTER' APPEARS BELOW TRANSACTION LINE. YOU MUST CORRECT OR DELETE THE ENTRY; OR TERMINATE THE TRANSACTION (PF12).

NOTE: WHEN CORRECTING A POST ERROR, BE SURE TO REKEY THE CORRECT DESCRIPTION IF AN ERROR MESSAGE HAS REPLACED IT.

FIELD DEFINITIONS

BATCH NO:	WARRANT BATCH NUMBER
'X':	IF DISPLAYED, INDICATES PO# NOT ON PURCHASE ORDER FILE AND WILL NOT BE POSTED TO IT.
PO#:	PO NUMBER
LIN:	LINE NUMBER
P:	TRANSACTION TYPE
ACCOUNT NUMBER:	ACCOUNT NUMBER
INVOICE:	INVOICE NUMBER
CONTRACT:	CONTRACT NUMBER
T:	TAX CODE
AMOUNT:	WARRANT AMOUNT (CAN BE NEGATIVE)
PY:	(FUTURE USE)
*:	IF DISPLAYED, INDICATES AMOUNT WILL CREATE AN OVEREXPENDITURE
VENDOR:	VENDOR NUMBER
VENDOR NAME:	NAME FROM VENDOR FILE
DESCRIPTION:	DESCRIPTION
PAA:	'Y', IF DESIRED ON 'BPAA' SCREEN AND POSTED TO PURCHASE ORDER FILE

BATA - ACCRUAL JOURNAL ENTRY SCREEN

PURPOSE: TO ENTER PAYABLE AND RECEIVABLE ACCRUALS AT FISCAL YEAREND.
TRANSACTION IS DISABLED ONCE THE FINAL MSGF52 IS PROCESSED.

TRANS-ID:

TO BEGIN THIS TRANSACTION ENTER THE TRANSACTION CODE AND AN EQUAL (=) SIGN FOLLOWED BY TWO DIGIT FISCAL YEAR (BATA=YY) OR IF A STARTING LINE NUMBER IS DESIRED, FISCAL YEAR FOLLOWED BY LINE NUMBER (BATA=YYLLL).

STANDARD ERROR MESSAGES WILL APPEAR IF TRANSACTION ENTRY IS INCORRECT.

DISPLAY:

A CONTROL AND BATCH NUMBER MUST BE ENTERED OR IF RETURNED BY THE SYSTEM SHOULD BE CHECKED FOR ACCURACY AND CHANGED IF NECESSARY.

WHENEVER THE SYSTEM RETURNS THE CONTROL NUMBER, THE LINE NUMBERS GENERATED ARE THE NEXT SEQUENTIAL NUMBERS AFTER THE LAST HIGHEST NUMBER POSTED WHEN 'BATA' WAS LAST USED BUT IN NO CASE OVER 999.

NOTE: ENTRY LINES WILL ONLY DISPLAY UP TO NUMBER 999. WHEN SCREEN RETURNS WITH LINE 001, THE CONTROL NUMBER IS AUTOMATICALLY INCREMENTED BY 1. CONTROL NUMBER MAY NEVER BE 99999.

IF NO CONTROL NUMBER IS RETURNED BY THE SYSTEM, THE LINE NUMBERS GENERATED WILL START WITH 001 AND MUST BE KEYED OVER IF INCORRECT.

THE BATCH NUMBER MUST BE THE PAYABLE OR RECEIVABLE BATCH. THE CONTROL NUMBER, ACCRUAL ENTRY NUMBER, AND AMOUNT MUST BE NUMERIC. AMOUNTS ENTERED MUST BE POSITIVE AND ONLY ONE AMOUNT PER LINE. THE ACCOUNT NUMBER MUST EXIST ON THE BUDGET FILE AND THE ACCOUNT NUMBER CANNOT BE FROZEN NOR BE DESIGNATED A HOST. THE ACCOUNT OBJECT CANNOT BE A GENERAL LEDGER ACCOUNT (9000'S). A DESCRIPTION MUST BE ENTERED.

IF A "#" IS ENTERED IN THE DESCRIPTION FIELD OF A PAYROLL OBJECT, A VALID SSN MUST SUCCEED THE "#". THIS WILL POST THE ENTRY TO THE PAY HISTORY BENEFITS FILES. AN INVALID SSN WILL CAUSE THE FIELD TO BE HIGHLIGHTED AND IN ERROR.

A DUPLICATION FEATURE IS PROVIDED FOR THE FOLLOWING FIELDS:

- 1) ACCOUNT NUMBER
- 2) DESCRIPTION;

AND IS ACCOMPLISHED BY KEYING AN EQUAL SIGN (=) IN THE FIRST POSITION OF THE FIELD. NOTE HOWEVER THAT THE FIRST LINE OF EACH SCREEN CANNOT USE THIS FEATURE.

EDITTING:

AFTER COMPLETING ENTRIES ON THE SCREEN AND/OR HITTING THE ENTER KEY, ALL THE DATA IS VERIFIED AND EDITTED.

WHENEVER THE AMOUNT ENTERED WILL CAUSE AN OVEREXPENDITURE, A HIGHLIGHTED ASTERISK (*) WILL APPEAR TO THE LEFT OF THE LINE NUMBER.

IF ERRORS HAVE OCCURRED, THE FIELDS IN ERROR WILL BE HIGHLIGHTED AND RETURNED AS ENTERED WITH A MESSAGE 'INVALID FIELD'. ERRORS MUST EITHER BE CORRECTED OR DELETED AND AFTER HITTING THE ENTER KEY WILL BE RE-EDITED.

IF NO EDIT ERRORS ARE DETECTED, THE SCREEN DISPLAYS MESSAGE 'EDIT COMPLETED: PF1 TO POST & EXIT; PF2 TO POST & CONTINUE; PF12 TO TERMINATE' BELOW THE TRANSACTION INPUT LINE. IF THERE IS AN OVER-EXPENDITURE, IT CAN BE IGNORED AND/OR ANY OTHER ENTRY CAN BE CHANGED OR DELETED AT THIS TIME. DOING SO WILL RESULT IN A RE-EDIT OF THE ENTRY. IF NO CHANGES ARE MADE; YOU MUST HIT PF1 OR PF2 TO START THE POSTING CYCLE; OR PF12 OR THE CLEAR KEY TO TERMINATE THE TRANSACTION WITHOUT POSTING.

IF POSTING ERRORS OCCUR, THE ENTRIES ARE DISPLAYED WITH THE ERROR CONDITION IN THE DESCRIPTION FIELD. ENTRIES POSTED ARE REMOVED FROM THE SCREEN THUS IF ALL ENTRIES ARE POSTED DEPENDING ON THE PF KEY HIT, THE SYSTEM WILL RETURN EITHER A MESSAGE 'PREVIOUS ENTRIES WERE POSTED: ENTER NEXT TRANSACTION' OR 'ALL ENTRIES POSTED: CONTINUE WITH ENTRIES'. WHENEVER POSTING ERRORS OCCUR THE MESSAGE 'POST ERR MSG IN TRANS DESC FIELD / CORRECT AND REKEY DESC FIELD / HIT ENTER' APPEARS BELOW TRANSACTION LINE. YOU MUST CORRECT OR DELETE THE ENTRY; OR TERMINATE THE TRANSACTION (PF12).

NOTE: WHEN CORRECTING A POST ERROR, BE SURE TO REKEY THE CORRECT DESCRIPTION IF AN ERROR MESSAGE HAS REPLACED IT.

FIELD DEFINITIONS:

CONTROL#:	CONTROL NUMBER
B:	ACCRUAL ENTRY BATCH NUMBER
JA#:	ACCRUAL ENTRY NUMBER
*:	IF DISPLAYED, INDICATES AMOUNT WILL CREATE AN OVEREXPENDITURE
LIN:	LINE NUMBER
ACCOUNT NUMBER:	ACCOUNT NUMBER
DESCRIPTION:	DESCRIPTION
DEBIT:	AMOUNT TO BE ADDED
CREDIT:	AMOUNT TO BE SUBTRACTED
DEBIT TOTAL:	INFORMATION ONLY
CREDIT TOTAL:	INFORMATION ONLY

BATD - FINANCE SYSTEM DEPOSIT RECEIPT ENTRY

PURPOSE: FOR PRIOR YEAR ENTRIES USE 'BPTD'.

THIS TRANSACTION IS USED TO ENTER DEPOSIT RECEIPTS ONLY--NO CHANGES OR DELETES OR DISPLAY DATA, JUST ADDS.

ENTER:

BATD=YY

YY = FISCAL YEAR

OR

BATD=YYLL

YY = FISCAL YEAR

LLL = STARTING LINE NUMBER (TO CHANGE THE STARTING LINE PRODUCED BY THE SCREEN)

DATA:

TO ADD A RECORD:

A CONTROL AND BATCH NUMBER MUST BE ENTERED OR IF RETURNED BY THE SYSTEM SHOULD BE CHECKED FOR ACCURACY AND CHANGED IF NECESSARY.

WHENEVER THE SYSTEM RETURNS THE CONTROL NUMBER, THE LINE NUMBERS GENERATED ARE THE NEXT SEQUENTIAL NUMBERS AFTER THE LAST HIGHEST NUMBER POSTED WHEN 'BATD' WAS LAST USED BUT IN NO CASE OVER 999.

NOTE: ENTRY LINES WILL ONLY DISPLAY UP TO NUMBER 999. WHEN SCREEN RETURNS WITH LINE 001, THE CONTROL NUMBER IS AUTOMATICALLY INCREMENTED BY 1. CONTROL NUMBER MAY NEVER BE 99999.

IF NO CONTROL NUMBER IS RETURNED BY THE SYSTEM, THE LINE NUMBERS GENERATED WILL START WITH 001 AND MUST BE KEYED OVER IF INCORRECT. A TECHNIQUE TO USE HERE IF A DIFFERENT SEQUENTIAL SERIES OF LINE NUMBERS IS REQUIRED WOULD BE TO KEY A SINGLE ENTRY WITH THE LINE NUMBER YOU WISH TO BEGIN WITH (FOR NEW CONTROL NUMBER ENTERED), AND AFTER PASSING ALL EDITS AND POSTING (PF2); THE SCREEN WILL RETURN WITH THE PROPER CONTROL NUMBER AND NEXT SERIES OF LINE NUMBERS FOR ENTRY.

THE BATCH NUMBER MUST BE A DEPOSIT RECEIPT BATCH NUMBER. THE CONTROL NUMBER, DEPOSIT TAG NUMBER, AMOUNT AND CONTRACT (IF USED) MUST BE NUMERIC. AMOUNTS ENTERED CAN BE NEGATIVE. THE VENDOR NUMBER, ACCOUNT NUMBER, AND CONTRACT NUMBER MUST EXIST ON THE VENDOR, BUDGET AND CONTRACT FILES; THE ACCOUNT NUMBER CANNOT BE FROZEN NOR BE A HOST ACCOUNT.

A DESCRIPTION MUST BE ENTERED. THE PY CODE MUST BE ENTERED ONLY IF THE SUB FUND OF THE PRIMARY ACCOUNT IS 98 OR 99 AND MUST BE A VALID SUB FUND CODE ON THE DICTIONARY FILE.

ACCOUNT NUMBER OBJECTS MUST BE BETWEEN 1000 AND 9000 OR 9500 AND 9600.

A DUPLICATION FEATURE IS PROVIDED FOR THE FOLLOWING FIELDS:

- 1) ACCOUNT NUMBER
- 2) DESCRIPTION;

AND IS ACCOMPLISHED BY KEYING AN EQUAL SIGN (=) IN THE FIRST POSITION OF THE FIELD. NOTE HOWEVER THAT THE FIRST LINE OF EACH SCREEN CANNOT USE THIS FEATURE.

A TOTAL OF THE AMOUNTS ON THE SCREEN IS DISPLAYED AT THE BOTTOM AND WHENEVER THE AMOUNT ENTERED WILL CAUSE AN OVEREXPENDITURE, A HIGHLIGHTED ASTERISK (*) WILL APPEAR TO THE LEFT OF THE LINE NUMBER.

THE SCREEN DISPLAYS MESSAGE 'EDIT COMPLETED: PF1 TO POST & EXIT; PF2 TO POST & CONTINUE; PF12 TO TERMINATE' BELOW THE TRANSACTION INPUT LINE. YOU MUST HIT PF1 OR PF2 TO START THE POSTING CYCLE; OR PF12 OR THE CLEAR KEY TO TERMINATE THE TRANSACTION WITHOUT POSTING.

IF ALL ENTRIES ARE POSTED DEPENDING ON THE PF KEY HIT, THE SYSTEM WILL RETURN EITHER A MESSAGE 'PREVIOUS ENTRIES WERE POSTED: ENTER NEXT TRANSACTION' OR 'ALL ENTRIES POSTED: CONTINUE WITH ENTRIES'.

ERRORS:

IF ERRORS HAVE OCCURRED, THE FIELDS IN ERROR WILL BE HIGHLIGHTED AND RETURNED AS ENTERED WITH A MESSAGE 'INVALID FIELD'. ERRORS MUST EITHER BE CORRECTED OR DELETED AND AFTER HITTING THE ENTER KEY WILL BE RE-EDITED.

IF AN ENTRY LINE IS RETURNED COMPLETELY HIGHLIGHTED, IT MEANS THAT THERE IS NO FUND AND/OR RESOURCE FOR ACCOUNT OBJECT 9110 (AUTOMATIC SECONDARY ACCOUNT POSTED).

WHENEVER POSTING ERRORS OCCUR THE MESSAGE 'POST ERR MSG IN TRANS DESC FIELD / CORRECT AND REKEY DESC FIELD / HIT ENTER' APPEARS BELOW THE TRANSACTION LINE. YOU MUST CORRECT OR DELETE THE ENTRY; OR TERMINATE THE TRANSACTION (PF12).

FIELD DEFINITIONS

CONTROL#:	CONTROL NUMBER
B:	DEPOSIT BATCH NUMBER
DP#:	DEPOSIT TAG NUMBER
DP DATE:	DEPOSIT DATE
*:	IF DISPLAYED, INDICATES AMOUNT WILL CREATE AN OVEREXPENDITURE
LIN:	LINE NUMBER
ACCOUNT NUMBER:	ACCOUNT NUMBER
DESCRIPTION:	DESCRIPTION
AMOUNT:	DEPOSIT AMOUNT (CAN BE NEGATIVE)
PY:	(FUTURE USE)

BATE - FINANCE SYSTEM ENCUMBRANCE ENTRY

PURPOSE:

THIS TRANSACTION IS USED TO ENTER ENCUMBRANCES ONLY - NO CHANGES, DELETES OR DISPLAYS.

ENTER:

BATE=YY
YY = FISCAL YEAR

DATA:

TO ADD A RECORD:

A LOGICAL ENTRY REQUIRES 2 SCREEN LINES AND AS MANY AS 10 ENTRIES CAN BE MADE ON THE SCREEN.

THE BATCH NUMBER MUST BE AN ENCUMBRANCE BATCH NUMBER. THE PO NUMBER, AMOUNT AND CONTRACT (IF USED) MUST BE NUMERIC. A NEGATIVE AMOUNT IS NOT ALLOWED. THE VENDOR NUMBER, ACCOUNT NUMBER, AND CONTRACT NUMBER MUST EXIST ON THE VENDOR, BUDGET AND CONTRACT FILES; AND THE ACCOUNT CANNOT BE FROZEN NOR BE DESIGNATED A HOST. ALSO, A DESCRIPTION MUST BE ENTERED.

ACCOUNT NUMBER OBJECTS MUST BE BETWEEN 3000 AND 7899.

A DUPLICATION FEATURE IS PROVIDED FOR THE FOLLOWING FIELDS:

- 1) PO NUMBER;
- 2) VENDOR NUMBER;
- 3) ACCOUNT NUMBER;
- 4) DESCRIPTION;

AND IS ACCOMPLISHED BY KEYING AN EQUAL SIGN (=) IN THE FIRST POSITION OF THE FIELD. NOTE HOWEVER THAT THE FIRST LINE OF EACH SCREEN CANNOT USE THIS FEATURE.

AFTER COMPLETING ENTRIES ON THE SCREEN AND/OR HITTING THE ENTER KEY, ALL THE DATA IS VERIFIED AND EDITTED.

THE MESSAGE 'EDIT COMPLETED: PF1 TO POST & EXIT; PF2 TO POST & CONTINUE; PF12 TO TERMINATE' WILL APPEAR BELOW THE TRANSACTION INPUT LINE. YOU MUST HIT PF1 OR PF2 TO START THE POSTING EDIT; OR PF12 OR THE CLEAR KEY TO TERMINATE THE TRANSACTION WITHOUT POSTING.

IF A '#' APPEARS TO THE RIGHT OF THE AMOUNT, THE VENDOR HAS BEEN TAGGED FOR DELETE.

IF ALL ENTRIES ARE POSTED DEPENDING ON THE PF KEY HIT, THE SYSTEM WILL RETURN EITHER A MESSAGE 'PREVIOUS ENTRIES WERE POSTED: ENTER NEXT TRANSACTION' OR 'ALL ENTRIES POSTED: CONTINUE WITH ENTRIES'.

ERRORS:

IF ERRORS HAVE OCCURRED, THE FIELDS IN ERROR WILL BE HIGHLIGHTED AND RETURNED AS ENTERED WITH A MESSAGE 'INVALID FIELD'. ERRORS MUST EITHER BE CORRECTED OR DELETED AND AFTER HITTING THE ENTER KEY WILL BE RE-EDITED.

WHENEVER POSTING ERRORS OCCUR THE MESSAGE 'POST ERR MSG IN TRANS DESC FIELD / CORRECT AND REKEY DESC FIELD / HIT ENTER' APPEARS BELOW TRANSACTION LINE. YOU MUST CORRECT OR DELETE THE ENTRY; OR TERMINATE THE TRANSACTION (PF12).

NOTE: WHEN CORRECTING A POST ERROR, BE SURE TO REKEY THE CORRECT DESCRIPTION IF AN ERROR MESSAGE HAS REPLACED IT.

FIELD DEFINITIONS

BATCH:	ENCUMBRANCE BATCH NUMBER
PONUM:	PURCHASE ORDER NUMBER
VENDOR:	VENDOR NUMBER
ACCOUNT NUMBER:	ACCOUNT NUMBER
DESCRIPTION:	DESCRIPTION
AMOUNT:	ENCUMBRANCE AMOUNT
*:	IF DISPLAYED BELOW PONUM AND TO THE LEFT OF CONTRACT, INDICATES AMOUNT WILL CREATE AN OVEREXPENDITURE
CONTRACT:	CONTRACT NUMBER
VENDOR NAME:	VENDOR NAME FROM VENDOR NUMBER ENTERED

BATI - FINANCE SYSTEM BUDGET INCREASE/DECREASE ENTRY

PURPOSE:

THIS TRANSACTION IS USED TO ENTER BUDGET INCREASES AND DECREASES TO EXPENSE AND REVENUE ACCOUNTS. IE: BOTH EXPENSE AND REVENUE MUST BE INCREASED OR DECREASED EQUALLY. YOU CAN ONLY DO ADDS, NOT CHANGES, DELETES OR DISPLAYS.

ENTER:

BATI=YY

YY = FISCAL YEAR

BATI=YYLLL

YY = FISCAL YEAR

LLL = LINE NUMBER (TO CHANGE THE STARTING LINE #)

DATA:

TO ADD A RECORD:

A CONTROL AND BATCH NUMBER MUST BE ENTERED OR IF RETURNED BY THE SYSTEM SHOULD BE CHECKED FOR ACCURACY AND CHANGED IF NECESSARY.

WHENEVER THE SYSTEM RETURNS THE CONTROL NUMBER, THE LINE NUMBERS GENERATED ARE THE NEXT SEQUENTIAL NUMBERS AFTER THE LAST HIGHEST NUMBER POSTED WHEN 'BATI' WAS LAST USED BUT IN NO CASE OVER 999.

NOTE: ENTRY LINES WILL ONLY DISPLAY UP TO NUMBER 999. WHEN SCREEN RETURNS WITH LINE 001, THE CONTROL NUMBER IS AUTOMATICALLY INCREMENTED BY 1. CONTROL NUMBER MAY NEVER BE 99999.

IF NO CONTROL NUMBER IS RETURNED BY THE SYSTEM, THE LINE NUMBERS GENERATED WILL START WITH 001 AND MUST BE KEYED OVER IF INCORRECT.

THE BATCH NUMBER MUST BE A BUDGET TRANSFER BATCH NUMBER. THE CONTROL NUMBER, BUDGET NUMBER, AND AMOUNT MUST BE NUMERIC. AMOUNTS ENTERED MUST BE POSITIVE AND ONLY ONE AMOUNT PER LINE. THE ACCOUNT NUMBER MUST EXIST ON THE BUDGET FILE AND THE ACCOUNT NUMBER CANNOT BE FROZEN. DESCRIPTION MUST BE ENTERED.

ACCOUNT NUMBER OBJECTS MUST BE FROM 1000 TO 8999.

EFFECTIVE SEPTEMBER 1, 1995, AMOUNTS MUST BE WHOLE DOLLARS. CENTS CANNOT BE ENTERED.

A DUPLICATION FEATURE IS PROVIDED FOR THE FOLLOWING FIELDS:

- 1) ACCOUNT NUMBER;
- 2) DESCRIPTION;

AND IS ACCOMPLISHED BY KEYING AN EQUAL SIGN (=) IN THE FIRST POSITION OF THE FIELD. NOTE HOWEVER THAT THE FIRST LINE OF EACH SCREEN CANNOT USE THIS FEATURE.

AFTER COMPLETING ENTRIES ON THE SCREEN AND/OR HITTING THE ENTER

KEY, ALL THE DATA IS VERIFIED AND EDITTED.

IF REVENUE AND EXPENSE TOTALS ARE NOT EQUAL, AN ENTRY ERROR HAS OCCURRED. THE TOTALS OF EACH WILL APPEAR AT THE BOTTOM OF THE SCREEN.

THE SCREEN DISPLAYS MESSAGE 'EDIT COMPLETED: PF1 TO POST & EXIT; PF2 TO POST & CONTINUE; PF12 TO TERMINATE' BELOW THE TRANSACTION INPUT LINE. YOU MUST HIT PF1 OR PF2 TO START THE POSTING CYCLE; OR PF12 OR THE CLEAR KEY TO TERMINATE THE TRANSACTION WITHOUT POSTING.

IF ALL ENTRIES ARE POSTED DEPENDING ON THE PF KEY HIT, THE SYSTEM WILL RETURN EITHER A MESSAGE 'PREVIOUS ENTRIES WERE POSTED: ENTER NEXT TRANSACTION' OR 'ALL ENTRIES POSTED: CONTINUE WITH ENTRIES'.

ERRORS:

WHENEVER THE AMOUNT ENTERED WILL CAUSE AN OVEREXPENDITURE, A HIGHLIGHTED ASTERISK (*) WILL APPEAR TO THE LEFT OF THE LINE NUMBER.

IF ERRORS HAVE OCCURRED, THE FIELDS IN ERROR WILL BE HIGHLIGHTED AND RETURNED AS ENTERED WITH A MESSAGE 'INVALID FIELD'. ERRORS MUST EITHER BE CORRECTED OR DELETED AND AFTER HITTING THE ENTER KEY WILL BE RE-EDITTED.

WHENEVER POSTING ERRORS OCCUR THE MESSAGE 'POST ERR MSG IN TRANS DESC FIELD / CORRECT AND REKEY DESC FIELD / HIT ENTER' APPEARS BELOW TRANSACTION LINE. YOU MUST CORRECT OR DELETE THE ENTRY; OR TERMINATE THE TRANSACTION (PF12).

NOTE: WHEN CORRECTING A POST ERROR, BE SURE TO REKEY THE CORRECT DESCRIPTION IF AN ERROR MESSAGE HAS REPLACED IT.

FIELD DEFINITIONS

CONTROL#	CONTROL NUMBER
B	BUDGET TRANSFER BATCH NUMBER
BD#	BUDGET NUMBER
*	IF DISPLAYED, INDICATES AMOUNT WILL CREATE AN OVEREXPENDITURE
LIN:	LINE NUMBER
ACCOUNT NUMBER:	ACCOUNT NUMBER
DESCRIPTION:	DESCRIPTION
INCREASE:	AMOUNT TO BE ADDED
DECREASE:	AMOUNT TO BE SUBTRACTED
EXPENSE TOTAL:	MUST EQUAL REVENUE TOTAL
REVENUE TOTAL:	MUST EQUAL EXPENSE TOTAL

BATJ - FINANCE SYSTEM JOURNAL ENTRY SCREEN

PURPOSE: FOR PRIOR YEAR ENTRIES USE 'BPTJ'.

THIS TRANSACTION IS USED TO ENTER JOURNAL ENTRIES ONLY--NO CHANGES, DELETES OR DISPLAYS.

ENTER:

BATJ=YY

YY = FISCAL YEAR

BATJ=YYLLL

YY = FISCAL YEAR

LLL = STARTING LINE NUMBER

DATA:

TO ADD A RECORD:

A CONTROL AND BATCH NUMBER MUST BE ENTERED OR IF RETURNED BY THE SYSTEM SHOULD BE CHECKED FOR ACCURACY AND CHANGED IF NECESSARY.

WHENEVER THE SYSTEM RETURNS THE CONTROL NUMBER, THE LINE NUMBERS GENERATED ARE THE NEXT SEQUENTIAL NUMBERS AFTER THE LAST HIGHEST NUMBER POSTED WHEN 'BATJ' WAS LAST USED BUT IN NO CASE OVER 999.

NOTE: ENTRY LINES WILL ONLY DISPLAY UP TO NUMBER 999. WHEN SCREEN RETURNS WITH LINE 001, THE CONTROL NUMBER IS AUTOMATICALLY INCREMENTED BY 1. CONTROL NUMBER MAY NEVER BE 99999.

IF NO CONTROL NUMBER IS RETURNED BY THE SYSTEM, THE LINE NUMBERS GENERATED WILL START WITH 001 AND MUST BE KEYED OVER IF INCORRECT.

THE BATCH NUMBER MUST BE A JOURNAL ENTRY BATCH NUMBER. THE CONTROL NUMBER, JOURNAL ENTRY NUMBER, AND AMOUNT MUST BE NUMERIC. AMOUNTS ENTERED MUST BE POSITIVE AND ONLY ONE AMOUNT PER LINE. THE ACCOUNT NUMBER MUST EXIST ON THE BUDGET FILE AND THE ACCOUNT NUMBER CANNOT BE FROZEN NOR BE DESIGNATED A HOST. DESCRIPTION MUST BE ENTERED.

IF A "#" IS ENTERED IN THE DESCRIPTION FIELD OF A PAYROLL OBJECT OR DUMP OBJECT (9561 TO 9569), A VALID SSN MUST SUCCEED THE "#". THIS WILL POST THE ENTRY TO THE PAY HISTORY BENEFITS FILES. AN INVALID SSN WILL CAUSE THE FIELD TO BE HIGHLIGHTED AND IN ERROR.

A DUPLICATION FEATURE IS PROVIDED FOR THE FOLLOWING FIELDS:

- 1) ACCOUNT NUMBER;
- 2) DESCRIPTION;

AND IS ACCOMPLISHED BY KEYING AN EQUAL SIGN (=) IN THE FIRST POSITION OF THE FIELD. NOTE HOWEVER THAT THE FIRST LINE OF EACH SCREEN CANNOT USE THIS FEATURE.

AFTER COMPLETING ENTRIES ON THE SCREEN AND/OR HITTING THE ENTER KEY, ALL THE DATA IS VERIFIED AND EDITED.

JOURNALS THAT ARE NOT EQUALLY OFFSET MUST BE ENTERED BY D.B.S.

IF TOTAL DEBITS ARE NOT EQUAL TO TOTAL CREDITS, AN ENTRY ERROR HAS OCCURRED. THE TOTALS OF EACH WILL APPEAR AT THE BOTTOM OF THE SCREEN.

WHENEVER THE AMOUNT ENTERED WILL CAUSE AN OVEREXPENDITURE, A HIGHLIGHTED ASTERISK (*) WILL APPEAR TO THE LEFT OF THE LINE NUMBER.

THE SCREEN DISPLAYS MESSAGE 'EDIT COMPLETED: PF1 TO POST & EXIT; PF2 TO POST & CONTINUE; PF12 TO TERMINATE' BELOW THE TRANSACTION INPUT LINE. YOU MUST HIT PF1 OR PF2 TO START THE POSTING CYCLE; OR PF12 OR THE CLEAR KEY TO TERMINATE THE TRANSACTION WITHOUT POSTING.

IF ALL ENTRIES ARE POSTED DEPENDING ON THE PF KEY HIT, THE SYSTEM WILL RETURN EITHER A MESSAGE 'PREVIOUS ENTRIES WERE POSTED: ENTER NEXT TRANSACTION' OR 'ALL ENTRIES POSTED: CONTINUE WITH ENTRIES'.

ERRORS:

IF ERRORS HAVE OCCURRED, THE FIELDS IN ERROR WILL BE HIGHLIGHTED AND RETURNED AS ENTERED WITH A MESSAGE 'INVALID FIELD'. ERRORS MUST EITHER BE CORRECTED OR DELETED AND AFTER HITTING THE ENTER KEY WILL BE RE-EDITED.

WHENEVER POSTING ERRORS OCCUR THE 'POST ERR MSG IN TRANS DESC FIELD / CORRECT AND REKEY DESC FIELD / HIT ENTER' APPEARS BELOW TRANSACTION LINE. YOU MUST CORRECT OR DELETE THE ENTRY; OR TERMINATE THE TRANSACTION (PF12).

NOTE: WHEN CORRECTING A POST ERROR, BE SURE TO REKEY THE CORRECT DESCRIPTION IF AN ERROR MESSAGE HAS REPLACED IT.

FIELD DEFINITIONS

CONTROL#:	CONTROL NUMBER
B:	JOURNAL ENTRY BATCH NUMBER
JE#:	JOURNAL ENTRY NUMBER
*:	IF DISPLAYED, INDICATES AMOUNT WILL CREATE AN OVEREXPENDITURE
LIN:	LINE NUMBER
ACCOUNT NUMBER:	ACCOUNT NUMBER
DESCRIPTION:	DESCRIPTION
DEBIT:	AMOUNT TO BE ADDED
CREDIT:	AMOUNT TO BE SUBTRACTED
DEBIT TOTAL:	NORMALLY EQUALS CREDIT TOTAL
CREDIT TOTAL:	NORMALLY EQUALS DEBIT TOTAL

BATT - FINANCE SYSTEM BUDGET TRANSFER ENTRY SCREEN

PURPOSE:

THIS TRANSACTION IS USED TO ENTER BUDGET TRANSFERS WITHIN EXPENSE ACCOUNTS OR WITHIN REVENUE ACCOUNTS. IE: EXPENSE TO EXPENSE OR REVENUE TO REVENUE. THIS SCREEN DOES ADDS ONLY - NO CHANGES, DELETES OR DISPLAYS.

ENTER:

BATT = YY

YY = FISCAL YEAR

BATT = YYLLL

YY = FISCAL YEAR

LLL = STARTING LINE NUMBER

DATA:

TO ADD A RECORD:

A CONTROL AND BATCH NUMBER MUST BE ENTERED OR IF RETURNED BY THE SYSTEM SHOULD BE CHECKED FOR ACCURACY AND CHANGED IF NECESSARY.

WHENEVER THE SYSTEM RETURNS THE CONTROL NUMBER, THE LINE NUMBERS GENERATED ARE THE NEXT SEQUENTIAL NUMBERS AFTER THE LAST HIGHEST NUMBER POSTED WHEN 'BATT' WAS LAST USED BUT IN NO CASE OVER 999.

NOTE: ENTRY LINES WILL ONLY DISPLAY UP TO NUMBER 999. WHEN SCREEN RETURNS WITH LINE 001, THE CONTROL NUMBER IS AUTOMATICALLY INCREMENTED BY 1. CONTROL NUMBER MAY NEVER BE 99999.

IF NO CONTROL NUMBER IS RETURNED BY THE SYSTEM, THE LINE NUMBERS GENERATED WILL START WITH 001 AND MUST BE KEYED OVER IF INCORRECT.

THE BATCH NUMBER MUST BE A BUDGET TRANSFER BATCH NUMBER. THE CONTROL NUMBER, BUDGET NUMBER, AND AMOUNT MUST BE NUMERIC. AMOUNTS ENTERED MUST BE POSITIVE AND ONLY ONE AMOUNT PER LINE. THE ACCOUNT NUMBER MUST EXIST ON THE BUDGET FILE AND THE ACCOUNT NUMBER CANNOT BE FROZEN. DESCRIPTION MUST BE ENTERED.

ACCOUNT NUMBER OBJECTS MUST BE FROM 1000 TO 8999.

EFFECTIVE SEPTEMBER 1, 1995, AMOUNTS MUST BE WHOLE DOLLARS. CENTS CANNOT BE ENTERED.

A DUPLICATION FEATURE IS PROVIDED FOR THE FOLLOWING FIELDS:

- 1) ACCOUNT NUMBER;
- 2) DESCRIPTION;

AND IS ACCOMPLISHED BY KEYING AN EQUAL SIGN (=) IN THE FIRST POSITION OF THE FIELD. NOTE HOWEVER THAT THE FIRST LINE OF EACH SCREEN CANNOT USE THIS FEATURE.

AFTER COMPLETING ENTRIES ON THE SCREEN AND/OR HITTING THE ENTER KEY, ALL THE DATA IS VERIFIED AND EDITED. IF REVENUE AND/OR EXPENSE TOTALS ARE NOT ZERO, AN ENTRY ERROR HAS OCCURRED. THE TOTALS OF EACH WILL APPEAR AT THE BOTTOM OF THE SCREEN.

WHENEVER THE AMOUNT ENTERED WILL CAUSE AN OVEREXPENDITURE, A HIGHLIGHTED ASTERISK (*) WILL APPEAR TO THE LEFT OF THE LINE NUMBER.

THE SCREEN DISPLAYS MESSAGE 'EDIT COMPLETED: PF1 TO POST & EXIT; PF2 TO POST & CONTINUE; PF12 TO TERMINATE' BELOW THE TRANSACTION INPUT LINE. YOU MUST HIT PF1 OR PF2 TO START THE POSTING CYCLE; OR PF12 OR THE CLEAR KEY TO TERMINATE THE TRANSACTION WITHOUT POSTING.

IF ALL ENTRIES ARE POSTED DEPENDING ON THE PF KEY HIT, THE SYSTEM WILL RETURN EITHER A MESSAGE 'PREVIOUS ENTRIES WERE POSTED: ENTER NEXT TRANSACTION' OR 'ALL ENTRIES POSTED: CONTINUE WITH ENTRIES'.

ERRORS

IF ERRORS HAVE OCCURRED, THE FIELDS IN ERROR WILL BE HIGHLIGHTED AND RETURNED AS ENTERED WITH A MESSAGE 'INVALID FIELD'. ERRORS MUST EITHER BE CORRECTED OR DELETED AND AFTER HITTING THE ENTER KEY WILL BE RE-EDITED.

WHENEVER POSTING ERRORS OCCUR THE MESSAGE 'POST ERR MSG IN TRANS DESC FIELD / CORRECT AND REKEY DESC FIELD / HIT ENTER' APPEARS BELOW THE TRANSACTION LINE. YOU MUST CORRECT OR DELETE THE ENTRY; OR TERMINATE THE TRANSACTION (PF12).

NOTE: WHEN CORRECTING A POST ERROR, BE SURE TO REKEY THE CORRECT DESCRIPTION IF AN ERROR MESSAGE HAS REPLACED IT.

FIELD DEFINITIONS

CONTROL#:	CONTROL NUMBER
B:	BUDGET TRANSFER BATCH NUMBER
BD#:	BUDGET NUMBER
*:	IF DISPLAYED, INDICATES AMOUNT WILL CREATE AN OVEREXPENDITURE
LIN:	LINE NUMBER
ACCOUNT NUMBER:	ACCOUNT NUMBER
DESCRIPTION:	DESCRIPTION
TO:	AMOUNT TO BE ADDED
FROM:	AMOUNT TO BE SUBTRACTED
EXPENSE TOTAL:	MUST EQUAL ZERO
REVENUE TOTAL:	MUST EQUAL ZERO

BATW - FINANCE SYSTEM WARRANT ENTRY TYPES 2, 3 AND 4

PURPOSE:

THIS TRANSACTION IS USED TO ENTER ABOVE TYPE WARRANTS.
IF ENTERING MOSTLY TYPE 4 WARRANTS, USE TRANSACTION 'BAT4'.
TRANASACTION 'BATW' DOES ONLY ADDS FOR WARRANT ENTRIES - IT
DOES NOT DO CHANGES, DELETES OR DISPLAYS.

ENTER:

BATW=YY
YY = FISCAL YEAR

DATA:

TO ADD A RECORD:

A BATCH NUMBER MUST BE ENTERED OR IF RETURNED BY THE SYSTEM,
SHOULD BE CHECKED FOR ACCURACY AND CHANGED IF NECESSARY. THE
BATCH NUMBER MUST BE A WARRANT TYPE BATCH NUMBER. THE PO NUMBER,
LINE NUMBER, CONTRACT AND PY CODE MUST BE NUMERIC. AMOUNTS ENTERED
CAN BE NEGATIVE. THE VENDOR NUMBER, ACCOUNT NUMBER, AND CONTRACT
NUMBER MUST EXIST ON THE VENDOR, BUDGET AND CONTRACT FILES; THE
ACCOUNT NUMBER CANNOT BE FROZEN NOR BE A HOST ACCOUNT.

ZERO AMOUNTS CANNOT BE ENTERED UNLESS LINE 999, TYPE 3 AND FNL IS 'C'.

ACCOUNT NUMBER OBJECTS MUST BE BETWEEN 3000 AND 9109 OR 9111 AND
9999.

A DUPLICATION FEATURE IS PROVIDED FOR THE FOLLOWING FIELDS:

- 1) PO NUMBER;
- 2) ACCOUNT NUMBER;
- 3) INVOICE;

AND IS ACCOMPLISHED BY KEYING AN EQUAL SIGN (=) IN THE FIRST
POSITION OF THE FIELD. NOTE HOWEVER THAT THE FIRST LINE OF EACH
SCREEN CANNOT USE THIS FEATURE.

ONCE A TYPE 3 HAS BEEN POSTED FOR A SPECIFIC ACCOUNT AND P.O.,
ONLY TYPE 4'S CAN BE ISSUED AGAINST THAT P.O. ENTERING A TYPE 2
OR 3 AGAINST SUCH A P.O. WILL RETURN ERROR MESSAGE 'INVALID FIELD'
WITH HIGHLIGHT IN PO#, LIN, P, AND ACCOUNT NUMBER FIELDS.

VENDOR AND DESCRIPTION NEED NOT BE ENTERED FOR TYPES 2 AND 3 IF
DATA IS THE SAME AS THE ENCUMBERED RECORD (TYPE 1). THE TYPE 1
DATA WILL BE RETURNED FOR REVIEW WHEN ENTRY HAS PASSED THE EDITS.
IF DATA IS NOT THE SAME AS THE ENCUMBERED RECORD, KEY IN THE NEW
DATA FIELD(S). NOTE, ONCE ANY KEY HAS BEEN DEPRESSED IN EITHER OR
BOTH FIELDS, THAT RESPECTIVE DATA WILL NOT BE RETREIVED FROM THE
ENCUMBERED RECORD AND MUST BE ENTERED.

VENDOR AND DESCRIPTION MUST BE ENTERED FOR TYPE 4 ENTRIES.

IF NO ENTRY IS MADE IN THE TAX CODE FIELD, THE CURRENT CODE

FROM THE VENDOR RECORD WILL BE DISPLAYED. IT CAN BE CHANGED BEFORE POSTING IF DESIRED.

AFTER COMPLETING ENTRIES ON THE SCREEN AND/OR HITTING THE ENTER KEY, ALL THE DATA IS VERIFIED AND EDITTED.

IF A PURCHASE ORDER NUMBER IS NOT ON THE PURCHASE ORDER FILE, A HIGHLIGHTED 'X' WILL APPEAR TO THE LEFT OF THE P.O. NUMBER. IT WILL APPLY TO TYPE 4'S ALSO, IF A 'Y' IS ENTERED IN THE PAA COLUMN.

WHENEVER THE AMOUNT ENTERED WILL CAUSE AN OVEREXPENDITURE, A HIGHLIGHTED ASTERISK (*) WILL APPEAR TO THE LEFT OF VENDOR NUMBER.

IF THE AMOUNT ENTERED EXCEEDS THE REMAINING ENCUMBRANCE ON THE PO A "\$' WILL APPEAR TO THE RIGHT OF THE AMOUNT FIELD.

IF THE VENDOR ENTERED HAS BEEN FLAGGED FOR DELETE; A "#" WILL WILL ALSO APPEAR TO THE RIGHT OF THE AMOUNT FIELD.

IF AN ENTRY LINE IS RETURNED COMPLETELY HIGHLIGHTED, IT MEANS THAT THERE IS NO FUND AND/OR SUBFUND FOR ACCOUNT OBJECT 9110 (AUTOMATIC SECONDARY ACCOUNT POSTED).

THE SCREEN DISPLAYS MESSAGE 'EDIT DONE: PF1-POST & EXIT; PF2-POST & CONTINUE; PF12-TERMINATE' BELOW THE TRANSACTION INPUT LINE. YOU MUST HIT PF1 OR PF2 TO START THE POSTING CYCLE; OR PF12 OR THE CLEAR KEY TO TERMINATE THE TRANSACTION WITHOUT POSTING.

IF ALL ENTRIES ARE POSTED DEPENDING ON THE PF KEY HIT, THE SYSTEM WILL RETURN EITHER A MESSAGE 'PREVIOUS ENTRIES WERE POSTED: ENTER NEXT TRANSACTION' OR 'ALL ENTRIES POSTED: CONTINUE WITH ENTRIES'.

ANY ENTRIES THAT FOUND A PURCHASE ORDER RECORD WILL POST THE AMOUNT TO THE PURCHASE ORDER FILE.

ERRORS:

IF ERRORS HAVE OCCURRED, THE FIELDS IN ERROR WILL BE HIGHLIGHTED AND RETURNED AS ENTERED WITH A MESSAGE 'INVALID FIELD'. ERRORS MUST EITHER BE CORRECTED OR DELETED AND AFTER HITTING THE ENTER KEY WILL BE RE-EDITED.

WHENEVER POSTING ERRORS OCCUR THE MESSAGE 'POST ERR MSG IN TRANS DESC FIELD / CORRECT AND REKEY DESC FIELD / HIT ENTER' APPEARS BELOW TRANSACTION LINE. YOU MUST CORRECT OR DELETE THE ENTRY; OR TERMINATE THE TRANSACTION (PF12).

NOTE: WHEN CORRECTING A POST ERROR, BE SURE TO REKEY THE CORRECT DESCRIPTION IF AN ERROR MESSAGE HAS REPLACED IT.

FIELD DEFINITIONS

BATCH NO: WARRANT BATCH NUMBER

'X': IF DISPLAYED, INDICATES PO# NOT ON PURCHASE
ORDER FILE AND WILL NOT BE POSTED TO IT.

PO#: PO NUMBER

LIN: LINE NUMBER

P: TRANSACTION TYPE

ACCOUNT NUMBER: ACCOUNT NUMBER

INVOICE: INVOICE NUMBER

CONTRACT: CONTRACT NUMBER

T: TAX CODE

AMOUNT: WARRANT AMOUNT (CAN BE NEGATIVE)

PY: (FUTURE USE)

*: IF DISPLAYED, INDICATES AMOUNT WILL CREATE AN
OVEREXPENDITURE

VENDOR: VENDOR NUMBER ENTERED OR FROM ENCUMBRANCE
ENTRY

VENDOR NAME: NAME FROM VENDOR FILE

DESCRIPTION: DESCRIPTION ENTERED OR FROM ENCUMBRANCE ENTRY

FNL: IF TYPE '3', A 'C' FOR FINAL PAYMENT

PAA: FOR TYPE '4' ONLY:
MUST BE 'Y' TO APPEAR ON BPAA SCREEN AND
BE POSTED TO PURCHASE ORDER FILE

BBAD - BUDGET MASS UPDATE SCREEN

PURPOSE: TO DO MASS UPDATE OF THE ON-LINE BUDGET. TO DELETE OR CHANGE EXISTING LINE ITEMS USE 'BBUD'.

ENTER: BBAD=YR

DATA: ENTER THE 25 DIGIT ACCOUNT CODE IN THE APPROPRIATE FIELD. THE AUTHORIZATION NUMBER IS PROVIDED BEGINNING WITH 50000. THE AUTHORIZATION NUMBER MAY BE CHANGED BY TYPING THE CORRECT NUMBER OVER THE FIELD. IF MORE THAN ONE PAGE OF DATA IS INPUT, THE AUTHORIZATION NUMBERS CONTINUE SEQUENTIALLY. ENTER THE AMOUNT NEXT. IF THE AMOUNT IS NEGATIVE '-' SIGN MUST BE USED. LAST IS THE DESCRIPTION FIELD. THIS FIELD IS 37 CHARACTERS LONG, BUT IS NOT REQUIRED. IF A 60 CHARACTER DESCRIPTION IS NEEDED, PLEASE USE THE 'BBUD' SCREEN.

ERRORS: STANDARD ERROR MESSAGES WILL APPEAR IF TRANSACTION ENTRY IS INCORRECT.

REPEATS: THE FOLLOWING FIELDS AUTOMATICALLY REPEAT WHEN AN '=' SIGN IS ENTERED IN THE FIRST SPACE OF THE FIELD:

- 1) ACCOUNT NUMBER; AND
- 2) DESCRIPTION;

FIELD DEFINITIONS:

ACCOUNT NUMBER:	ACCOUNT NUMBER
AUTH#:	AUTHORIZATION NUMBER
AMOUNT:	LINE ITEM AMOUNT (CAN BE NEGATIVE)
DESCRIPTION:	LINE ITEM DESCRIPTION

BBUD - LINE ITEM UPDATE AND DISPLAY SCREEN.

PURPOSE: ADD, DELETE OR CHANGE LINE ITEM ENTRIES AND UPDATE ORIGINAL BUDGET AMOUNTS.

ENTER: BBUD=YR(25 DIGIT ACCOUNT CODE) TO DISPLAY LINE ITEM ENTRIES.

DATA:

THE DISPLAY SCREEN WILL DISPLAY UP TO 18 LINE ITEM ENTRIES.
IF THERE ARE MORE TO DISPLAY THE MESSAGE 'DEPRESS ENTER FOR MORE RECORDS' APPEARS ON THE SECOND LINE OF THE SCREEN.
THE LINE ITEM TOTAL WILL ONLY BE DISPLAYED WHEN THE LAST LINE ENTRY HAS APPEARED ON THE SCREEN.

TO UPDATE FROM DISPLAY:

USING ARROWS, MOVE CURSOR TO THE BEGINNING OF LINE DESIRED AND HIT ENTER. THIS WILL BRING UP THE UPDATE SCREEN FOR THAT ITEM.

TO UPDATE DIRECTLY ENTER:

BBUD=YR -- HIT ENTER.

THE NEXT SCREEN WILL REQUIRE THE FOLLOWING:

ACTION TYPE
25 DIGIT ACCOUNT
AUTHORIZATION NUMBER.

AFTER ENTERING THE ABOVE DATA, PRESS THE ENTER KEY. THE COMPUTER EDITS THE INPUT FOR ACCURACY BASED UPON THE ACTION. IF DELETION MADE TO A FROZEN BUDGET RECORD, THE LINE ITEM ENTRY IS DELETED BUT THE BUDGET AMOUNT IS NOT AFFECTED.

FIELD DEFINITIONS:

DISPLAY SCREEN

ACCOUNT:	ACCOUNT NUMBER
BUDGET FILE AMT:	BUDGET AMOUNT
LINE ITEM TOTAL:	BUDGET DESCRIPTION OR STATUS OF ACCOUNT
AUTHS:	TOTAL OF ENTRIES WHEN LAST SCREEN DISPLAYED
DESCRIPTION:	AUTHORIZATION NUMBER
AMOUNT:	DESCRIPTIONS
	LINE ITEM AMOUNT

UPDATE SCREEN

ACTION:	AS ENTERED
ACCOUNT:	AS ENTERED
AUTHORIZATION NUMBER:	AS ENTERED

ACCOUNT#:	ACCOUNT NUMBER FOR CHANGE ONLY
AUTH#:	AUTHORIZATION NUMBER FOR CHANGE ONLY
AMOUNT:	LINE ITEM AMOUNT FOR ADD OR CHANGE

- * SSN: MAY OR MAY NOT BE ENTERED
- * FTE: MAY OR MAY NOT BE ENTERED

DESCRIPTION: LINE ITEM DESCRIPTIONS FOR ADD OR CHANGE
LINE1:
LINE2:

- * THESE FIELDS ONLY AVAILABLE WHEN OBJECT IS 1000-2999

RIGHT SIDE OF UPDATE SCREEN IS CURRENT DATA FROM BUDGET RECORD:

ACCOUNT#:	DISPLAYED
BUDGET DESCRIPTION:	DISPLAYED
BUDGET AMT:	DISPLAYED

BCAA - CONTROL NO. ACTIVITY SCREEN

PURPOSE: DISPLAY ALL TRANSACTIONS FOR THE CONTROL NO. ENTERED.

ENTER: OPTION 1: BCAA=FYPONUM
OPTION 2: BCAA=FYPONUMMMYY (SELECTS DATA BY MONTH AND YEAR)

DATA: DISPLAY OF ALL TRANSACTIONS FOR THE CONTROL NO.
THE SCREEN WILL DISPLAY UP TO 18 TRANSACTIONS. TO PAGE, PRESS
THE ENTER KEY. WHEN ALL RECORDS HAVE BEEN DISPLAYED
THE MESSAGE 'NO MORE RECORDS' WILL APPEAR AT THE TOP OF THE
SCREEN. THE TOTAL AT THE BOTTOM OF THE SCREEN IS CUMULATIVE
THEREFORE THE GRAND TOTAL APPEARS ON THE LAST PAGE.

ERRORS: STANDARD ERROR MESSAGES WILL APPEAR IF TRANSACTION ENTRY IS
INCORRECT.

PRESS THE CLEAR KEY TO EXIT, OR ENTER THE NEXT NUMBER TO CONTINUE.

FIELD DEFINITIONS:

P:	TRANSACTION TYPES 'B', 'D' OR 'J'
ACCOUNT NUMBER:	ACCOUNT NUMBER
DATE:	CONTROL DATE
REFER #:	REFERENCE NUMBER
DESCRIPTION:	TRANSACTION DESCRIPTION
AMOUNT:	AMOUNT OF TRANSACTION
CUMULATIVE TOTAL:	SELF EXPLANATORY

BCHD - FINANCE WARRANT TRANSACTIONS SCREEN

PURPOSE: TO DISPLAY ALL TRANSACTIONS PAID UNDER A SPECIFIC WARRANT.
ALSO IF WARRANT IS STILL ON FILE, WILL INDICATE THE WARRANT'S
STATUS IE. PAID, CANCELLED OR STALEDATED.

ENTER:

BCHD=YYWWWWWW WHERE YY = FISCAL YEAR (SEE NOTE BELOW)
WWWWWW = WARRANT NUMBER

NOTE: FISCAL YEAR IS ONLY ENTERED HERE TO OBTAIN THE ACCOUNT
NUMBER.

ERROR MESSAGES:

IF THE MESSAGE "NO AP01 RECORD OR LAST FISCAL YEAR" APPEARS,
IT MEANS THAT THE WARRANT WAS STALEDATED, PAID OR CANCELLED
PRIOR TO THE CURRENT FISCAL YEAR; OR INCORRECT WARRANT NUMBER.

IF THE MESSAGE "NO TRANSACTIONS ON FILE" APPEARS, IT MEANS
THE TRANSACTIONS ARE LAST FISCAL YEAR AND HAVE BEEN PURGED FROM
THE TRANSACTION FILE.

IMPORTANT NOTES:

AS OF THIS WRITING, ONLY OUTSTANDING WARRANTS ARE CARRIED
FORWARD FROM FISCAL YEAR TO FISCAL YEAR.

IN ADDITION, WHEN PRIOR FISCAL YEAR TRANSACTIONS ARE REMOVED FROM
THE TRANSACTION FILE, NO DATA MAY BE AVAILABLE FOR THE WARRANT.

THE SCREEN WILL DISPLAY FROM 1 TO 19 TRANSACTIONS. IF THERE ARE
MORE THAN 19 TRANSACTIONS, A MESSAGE IS DISPLAYED TO 'DEPRESS
ENTER FOR MORE RECORDS'. WHEN ALL RECORDS HAVE BEEN DISPLAYED
THE MESSAGE 'NO MORE RECORDS' WILL BE DISPLAYED. AT THIS POINT,
DEPRESSING THE ENTER KEY WILL REDISPLAY THE FIRST TRANSACTIONS.

FIELD DEFINITIONS

BATCH NO:	WARRANT BATCH NUMBER
PAYEE:	VENDOR NUMBER OF PAYEE AND PAYEE NAME
STATUS:	STATUS OF WARRANT
AMT:	ISSUED AMOUNT OF WARRANT
DATE:	CLEAR DATE (IF WARRANT IS NOT OUTSTANDING)
(UNLABELED)	RUNNING TOTAL OF DISPLAYED TRANSACTION AMOUNTS
PO#:	PO NUMBER
P:	TRANSACTION TYPE
B #:	BATCH NUMBER
ACCOUNT NUMBER:	ACCOUNT NUMBER
LINE:	LINE NUMBER
A:	ACTION CODE
DESCRIPTION:	ABBREVIATED DESCRIPTION
T:	TAX CODE
AMOUNT:	DETAIL AMOUNT

BCHK - HAND WARRANT ENTRY AND CANCEL WARRANT ENTRY.

THIS TRANSACTION IS USED TO ENTER HAND PREPARED WARRANTS OR TO CANCEL COMPUTER PREPARED WARRANTS ISSUED IN THE FINANCE SYSTEM.

TO BEGIN THIS TRANSACTION ENTER THE TRANSACTION CODE AND AN EQUAL (=) SIGN FOLLOWED BY TWO DIGIT FISCAL YEAR (BCHK=YY).

STANDARD ERROR MESSAGES WILL APPEAR IF TRANSACTION ENTRY IS INCORRECT.

A BATCH NUMBER MUST BE ENTERED EVERY TIME YOU BEGIN. THIS NUMBER MUST BE A VALID BATCH NUMBER FOR THIS TYPE TRANSACTION.

THE VENDOR NUMBER MUST EXIST ON THE VENDOR FILE. THE VALID H/C CODES ARE 'H' FOR HAND PREPARED OR 'C' TO CANCEL AN ISSUED WARRANT THE WARRANT NUMBER MUST NOT HAVE BEEN ISSUED IF CODE 'H'; AND IF CODE 'C', OBVIOUSLY MUST HAVE BEEN ISSUED AND NOT PREVIOUSLY CANCELLED.

ALL DETAIL (TRANSACTIONS) MUST BALANCE TO THE WARRANT AMOUNT.

SPECIAL NOTE: WHENEVER ENTERING WARRANT DATA FOR CODE 'C' THE WARRANT DATE NEED NOT BE ENTERED, HOWEVER THE VENDOR NUMBER AND WARRANT AMOUNT MUST BE EXACTLY AS ORIGINALLY ISSUED.

THE PO NUMBER, LINE NUMBER, CONTRACT AND PY CODE MUST BE NUMERIC. THE AMOUNTS ENTERED CAN BE NEGATIVE. THE VENDOR NUMBER, ACCOUNT AND CONTRACT NUMBER MUST EXIST ON THE VENDOR, BUDGET AND CONTRACT FILES; THE ACCOUNT NUMBER CANNOT BE FROZEN NOR BE A HOST ACCOUNT.

IF A WARRANT IS CANCELLED THAT WAS ISSUED IN THE PRIOR FISCAL YEAR, THE AMOUNT OF THE WARRANT IS REVERSED AND POSTED INTO THE DUMP ACCOUNT (01-0000-0000-0000-9553-000-0-000). THE ERROR MESSAGE 'TR01 DUP REC' CAN APPEAR WHEN POSTING TO THE DUMP ACCOUNT AND IS SIMILAR TO THE F05 DUPLICATE ERROR MESSAGE. YOU MUST MANUALLY JOURNAL THE OFFSET AMOUNT TO THE DUMP ACCOUNT.

ACCOUNT NUMBER OBJECTS MUST BE BETWEEN 3000 AND 9109 OR 9111 AND 9999.

A DUPLICATION FEATURE IS PROVIDED FOR THE FOLLOWING FIELDS:

- 1) PO NUMBER;
- 2) ACCOUNT; AND
- 3) INV/DESCR;

AND IS ACCOMPLISHED BY KEYING AN EQUAL SIGN (=) IN THE FIRST POSITION OF THE FIELD. NOTE HOWEVER THAT THE FIRST LINE OF EACH SCREEN CANNOT USE THIS FEATURE.

WHEN CANCELLING WARRANTS NO ERRORS SHOULD OCCUR AFTER ENTERING THE CORRECT WARRANT DATA UNLESS A TRANSACTION ACCOUNT HAS BEEN FROZEN OR DELETED. IF SO, AN ABEND WILL OCCUR. CHECK THE ACCOUNT ASSOCIATED WITH THE WARRANT AND CORRECT. AFTER CANCELING, CHANGE

BACK. IF UNABLE TO RESOLVE NOTIFY DATA PROCESSING IMMEDIATELY.

AFTER COMPLETING ENTRIES ON THE SCREEN AND HITTING THE ENTER KEY ALL THE DATA IS VERIFIED AND EDITED. WHENEVER THE AMOUNT ENTERED WILL CAUSE AN OVEREXPENDITURE, A HIGHLIGHTED ASTERISK (*) WILL APPEAR TO THE LEFT OF ENTRY IN VIOLATION.

IF ERRORS HAVE OCCURRED, THE FIELDS IN ERROR WILL BE HIGHLIGHTED AND RETURNED AS ENTERED WITH A MESSAGE 'INVALID FIELD'. ERRORS MUST BE CORRECTED OR DELETED AND AFTER HITTING THE ENTER KEY WILL BE RE-EDITED. IF THE AMOUNTS ENTERED EXCEED THE WARRANT AMOUNT, THE TOTAL OF THE ENTRIES (EDIT TOTAL) AND THE PREVIOUSLY POSTED TOTAL, IF ANY, WILL BE DISPLAYED ON THE SCREEN.

IF AN ENTRY LINE IS RETURNED COMPLETELY HIGHLIGHTED, IT MEANS THAT THERE IS NO FUND AND/OR RESOURCE FOR ACCOUNT OBJECT 9110 (AUTOMATIC SECONDARY ACCOUNT POSTED).

IF NO EDIT ERRORS ARE DETECTED, THE SCREEN DISPLAYS MESSAGE 'EDIT DONE: PF1-POST & EXIT; PF2-POST & CONTINUE; PF12-TERMINATE' BELOW THE TRANSACTION INPUT LINE. IF THERE IS AN OVEREXPENDITURE IT CAN BE IGNORED AND/OR ANY OTHER ENTRY CAN BE CHANGED OR DELETED AT THIS TIME. DOING SO WILL RESULT IN A RE-EDIT OF THE CHANGED ENTRY IF NO CHANGES ARE MADE; YOU MUST HIT PF1 OR PF2 TO START THE POSTING CYCLE; OR PF12 OR THE CLEAR KEY TO TERMINATE THE TRANSACTION AND IGNORE ALL ENTRIES ON THE SCREEN BY NOT POSTING THEM.

IN ADDITION, AT THIS POINT THE TOTAL AMOUNT OF THE ENTRIES (EDIT TOTAL) AND THE PREVIOUSLY POSTED TOTAL ARE DISPLAYED ON THE SCREEN FOR REVIEW. THE SUM OF THESE SHOULD EQUAL THE WARRANT AMOUNT.

IF POSTING ERRORS OCCUR, THE ENTRIES ARE DISPLAYED WITH THE ERROR CONDITION IN THE DESCRIPTION FIELD. ENTRIES POSTED ARE REMOVED FROM THE SCREEN THUS IF ALL ENTRIES ARE POSTED DEPENDING ON THE PF KEY HIT, THE SYSTEM WILL RETURN EITHER A MESSAGE 'PREVIOUS ENTRIES WERE POSTED: ENTER NEXT TRANSACTION' OR 'ALL ENTRIES POSTED: CONTINUE WITH ENTRIES'. WHENEVER POSTING ERRORS OCCUR THE MESSAGE 'POST ERR MSG IN TRANS DESC FIELD / CORRECT AND REKEY DESC FIELD / HIT ENTER' APPEARS BELOW TRANSACTION LINE. YOU MUST CORRECT THE ENTRY. IF UNABLE TO CORRECT, RECORD THE DATA AS THIS TRANSACTION WILL HAVE TO BE JOURNALED. NOTIFY DATA PROCESSING PROGRAMMER OF THE ERROR CONDITION.

NOTE: WHEN CORRECTING A POST ERROR, BE SURE TO REKEY THE CORRECT DESCRIPTION IF AN ERROR MESSAGE HAS REPLACED IT.

FIELD DEFINITIONS

BATCH NO:	WARRANT BATCH NUMBER
VENDOR:	VENDOR NUMBER OF PAYEE;
H/C:	'H' = HAND PREPARED WARRANT TO BE ISSUED, OR 'C' = ISSUED WARRANT TO BE CANCELLED;

WT #: WARRANT NUMBER;
DATE: ISSUE DATE OF WARRANT;
AMOUNT: WARRANT AMOUNT;
VENDOR NAME: NAME FROM VENDOR FILE;

EDIT TOTAL- APPEARS WHEN AMOUNTS ARE IN ERROR OR AFTER
POSTED TOTAL: EDITTING IS COMPLETED; FOR CANCELS, THE POSTED
TOTAL WILL EQUAL THE REVERSE OF THE WARRANT
AMOUNT;

PO#: PO NUMBER;
LIN: LINE NUMBER;
P: TRANSACTION TYPE;
ACCOUNT NUMBER: ACCOUNT NUMBER;
INV/DESCR: ABBREVIATED INVOICE OR DESCRIPTION;
CONTRACT: CONTRACT NUMBER;
T: TAX CODE;
AMOUNT: DETAIL AMOUNT (CAN BE NEGATIVE);
PY: (FUTURE USE);
FNL: IF TYPE '3', A 'C' FOR FINAL PAYMENT;
PAA: 'Y' FOR TYPE 4, IF DESIRED ON 'BPAA' SCREEN;
*: IF DISPLAYED, INDICATES AMOUNT WILL CREATE AN
OVER-EXPENDITURE.

BDAD - BUDGET ACCOUNT SUMMARY

PURPOSE: TO DISPLAY ACCOUNT BALANCE OF BUDGET MASTER FILE.

ENTER BDAD=YR(25 DIGIT ACCOUNT CODE)

DATA: THIS SCREEN DISPLAYS THE FISCAL YEAR TO DATE, CURRENT MONTH AND TOTAL AMOUNTS FOR THE FOLLOWING:

ORIGINAL BUDGET +/- ADJUSTMENTS = ADJUSTED BUDGET
DEBITS - CREDITS = TOTAL EXPENSES
ENCUMBERED + PAYROLL ENCUMBERED = TOTAL ENCUMBERED

THE ACCOUNT BALANCE AT THE BOTTOM OF THE SCREEN IS A CALCULATED FIGURE FROM THE ABOVE TOTAL COLUMNS.

RECORD CREATED: MM/DD/YY (DATE ACCOUNT ADDED TO FILE)

ERRORS: STANDARD ERROR MESSAGES WILL APPEAR IF TRANSACTION IS INCORRECT.

PRESS THE CLEAR KEY TO EXIT, OR ENTER THE NEXT 25 DIGIT ACCOUNT CODE TO CONTINUE.

BDEF - DEFROST/UNFREEZE ACCOUNT(S)

PURPOSE:

THIS TRANSACTION IS USED TO DEFROST/UNFREEZE (DEF) ACCOUNTS.

TRANS-ID:

TO BEGIN THIS TRANSACTION ENTER THE TRANSACTION CODE,
AN EQUAL (=) SIGN FOLLOWED BY TWO DIGIT YEAR.

EG. BDEF=YY.

STANDARD ERROR MESSAGES WILL APPEAR IF TRANSACTION ENTRY IS
INCORRECT.

ERRORS:

FOLLOWING ARE THE ERROR MESSAGES SPECIFIC TO EACH ENTRY LINE.
THE CURSOR IS POSITIONED UNDER THE FIELD IN ERROR.

ERROR MESSAGES	EXPLANATION
-----	-----
CAN" T ACT ON HOST ACCOUNT	SELF EXPLANATORY
CAN" T ACT ON LINK ACCOUNT	SELF EXPLANATORY
ALREADY DEFROSTED	SELF EXPLANATORY
ACCOUNT NOT ON FILE	SELF EXPLANATORY
DUPLICATE ACCOUNT ENTRY	SAME ACCOUNT APPEARS ABOVE
ALL A/C FIELDS MUST BE KEYED	ALL SEGMENTS OF A/C REQUIRED

FIELD DEFINITIONS:

ACT:	THREE CHARACTER ACTION CODE
FD:	2 DIGIT FUND
RESC:	4 DIGIT RESOURCE
GOAL:	4 DIGIT GOAL
FUNC:	4 DIGIT FUNCTION
OBJECT:	4 DIGIT OBJECT
OBJ-2:	1 ST 2 DIGITS OF OBJECT
OBJ-1:	1 ST DIGIT OF OBJECT
SCH:	3 DIGIT SCHOOL
PRJYR:	1 DIGIT PROJECT YEAR
DUO	3 DIGIT DUO

ERROR MESSAGE

STATUS STATUS OF ACCOUNT

BDEL - DELETE ACCOUNT(S)

PURPOSE:

THIS TRANSACTION IS USED TO DELETE (DEL) ACCOUNTS.

TRANS-ID:

TO BEGIN THIS TRANSACTION ENTER THE TRANSACTION CODE,
AN EQUAL (=) SIGN FOLLOWED BY TWO DIGIT YEAR.

IE: BDEL=YY.

IF AN ACCOUNT IS FROZEN, 'FROZEN' WILL APPEAR IN THE RIGHTHAND MARGIN. AS LONG AS THERE ARE NO TRANSACTIONS OR BUDGET AMOUNTS THE ACCOUNT CAN BE DELETED BY OVERTYPING THE "DEL" WITH "RID".

STANDARD ERROR MESSAGES WILL APPEAR IF TRANSACTION ENTRY IS INCORRECT.

ERRORS:

FOLLOWING ARE THE ERROR MESSAGES SPECIFIC TO EACH ENTRY LINE.
THE CURSOR IS POSITIONED UNDER THE FIELD IN ERROR.

ERROR MESSAGES	EXPLANATION
-----	-----
ACTION IS INVALID:	MUST BE DEL OR RID
ACTION MUST BE "RID":	A/C FROZEN
CAN'T DELETE A HOST ACCOUNT:	SELF EXPLANATORY
CAN'T DELETE A LINK ACCOUNT:	SELF EXPLANATORY
CAN'T - HAS BUDGET AMOUNT:	SELF EXPLANATORY
ACCOUNT NOT ON FILE:	SELF EXPLANATORY
CAN'T - HAS TRANSACTIONS:	HAS CURRENT AND YTD AMOUNTS
DUPLICATE ACCOUNT ENTRY:	SAME ACCOUNT APPEARS ABOVE
ALL A/C FIELDS MUST BE KEYED:	ALL SEGMENTS OF A/C REQUIRED

WHEN AN ACCOUNT IS DELETED, 'DELETED' WILL APPEAR IN THE RIGHT-HAND MARGIN.

FIELD DEFINITIONS:

ACT:	THREE CHARACTER ACTION CODE
FD:	FUND CODE
RESC:	RESOURCE CODE
GOAL:	GOAL
FUNC:	FUNCTION
OBJECT:	OBJECT CODE
SCH:	SCHOOL
P:	PROJECT YEAR RANGE
DUO:	DUO

ERROR MESSAGE:

STATUS STATUS OF ACCOUNT

BDVD - VENDOR FILE UPDATE

PURPOSE:

THIS TRANSACTION IS USED TO DISPLAY AND UPDATE VENDOR DATA.

TRANS-ID:

TO BEGIN THIS TRANSACTION ENTER THE TRANSACTION CODE,
AN EQUAL (=) SIGN FOLLOWED BY TWO DIGIT YEAR AND VENDOR
NUMBER.

BDVD=87VVVVVV <----- VVVVVV = VENDOR NUMBER

ERRORS:

STANDARD ERROR MESSAGES WILL APPEAR IF ENTRY IS INCORRECT.

IF THE VENDOR NUMBER ENTERED IS NON-EXISTENT, A FILL-IN-THE-
BLANKS SCREEN WILL BE RETURNED.

NOTATIONS: IF ALPHA SORT IS LEFT BLANK, THE FIRST TEN CHARACTERS
OF THE ORDER NAME WILL BE INSERTED.

IF ALL REMIT DATA IS OMITTED, THE ORDER DATA WILL BE
PLACED IN THE CORRESPONDING REMIT FIELDS.

IF PHONE NUMBER IS BLANK, AREA CODE '510' WILL DISPLAY
ON SCREEN. ALSO FOR NEW VENDOR CODES 'CA' APPEARS IN
THE ORDER STATE FIELD. IF THIS DATA IS INCORRECT,
SIMPLY KEY CORRECT DATA OVER THE FIELDS.

FIELD DEFINITIONS:

* NAME:	ORDERED VENDOR NAME
DELETE IND:	DELETE STATUS (D=DELETE OTHERWISE BLANK)
* ORDER ADDR:	ORDER ADDRESS LINE 1 ORDER ADDRESS LINE 2
* CITY:	
* STATE:	
* ZIP CODE:	FIRST 5 DIGITS MUST BE ENTERED LAST FOUR NEED NOT BE ENTERED
PHONE:	IF ENTERED, MUST BE NUMERIC
CONTACT:	NAME OF VENDOR CONTACT
FAX NO:	IF ENTERED, MUST BE NUMERIC
ALPHA SORT:	10 CHARACTER SORT KEY
TAX ID:	TAX IDENTIFICATION OF VENDOR
S.S.A.:	SOCIAL SECURITY NUMBER IF EMPLOYEE
CALIFORNIA USE TAX ID NO	CA TAX ID NUMBER
TAX IND:	TAX INDICATOR (A=1099 OR B=W2 REQUIRED)
NAME:	REMIT TO NAME
REMIT ADDR:	REMIT TO ADDRESS LINE 1 REMIT TO ADDRESS LINE 2
CITY:	REMIT TO CITY
STATE:	REMIT TO STATE
ZIP CODE:	REMIT TO ZIP (5 DIGITS) LAST FOUR NEED NOT BE ENTERED

* DENOTES FIELDS THAT MUST BE ENTERED

CALENDAR YTD AND FISCAL YTD DATA ON FILE

NO. OF TRANSACTIONS
ENCUMBERED AMOUNTS
EXPENDED AMOUNTS
DATE OF LAST TRANSACTION
LAST ACTIVITY DATE

BFIX - TRANSACTION CORRECTION SCREEN.

PURPOSE: CORRECT ERRORS IN TRANSACTION TYPES 1, 2, 3, 4, J, B OR D

ENTER: BFIX-YR

DATA: AFTER ENTERING BFIX=YR, A SCREEN APPEARS WHICH REQUIRES ENTERING THE ACCOUNT CODE, THE CONTROL NUMBER, THE LINE NUMBER AND THE TYPE FOR THE TRANSACTION TO BE CORRECTED. PRESS THE ENTER KEY AND IF THIS TRANSACTION IS ON FILE, THE BOTTOM PORTION OF THE SCREEN IS DISPLAYED. THE LEFT SIDE DISPLAYS THE ACTUAL INFORMATION FROM THE TRANSACTION. THE RIGHT SIDE DISPLAYS HIGHLIGHTED LINES WHERE CORRECTIONS MAY BE MADE. THE FOLLOWING CHART INDICATES BY TYPE, WHICH FIELDS MAY BE CORRECTED. NO CORRECTIONS MAY BE MADE IF A WARRANT HAS BEEN ISSUED OR THE TRANSACTION HAS ALREADY BEEN CANCELLED. A CORRECTIONS BATCH NUMBER WILL BE REQUIRED WHEN CANCELLING A TRANSACTION, CHANGING A VENDOR NUMBER OR CHANGING AN AMOUNT.

AFTER COMPLETING THE CORRECTIONS, PRESS ENTER. IF THE CORRECTIONS DO NOT HAVE ERRORS, THE MESSAGE 'EDIT COMPLETE: PF1 TO POST & EXIT; PF2 TO POST & CONTINUE; PF12 TO TERMINATE' APPEARS AT THE TOP OF THE SCREEN. ONE OF THESE FUNCTIONS MUST BE PERFORMED TO EXIT THIS TRANSACTION.

FIELD	TYPE	'B' 'J' 'D' '1' '2' '4'
CANCEL YES/NO		** ** Y Y Y
BATCH NUMBER		Y Y Y Y Y Y
REFERENCE		Y Y Y Y
DESCRIPTION		Y Y Y Y Y Y
AMOUNT		Y Y Y
VENDOR NUMBER		Y Y
TAX CODE		Y Y
DEPOSIT DATE		Y
CONTRACT NUMBER		Y Y Y
PAA		Y
CORRECTIONS BATCH		* *

* CORRECTIONS BATCH MUST BE ENTERED IF CANCEL = YES OR VENDOR NUMBER OR AMOUNT IS CHANGED FOR THIS TYPE.

** 'B' AND 'J' ENTRIES ARE SIMPLY REVERSED RATHER THAN CANCELLED

ERRORS: THE FOLLOWING ERROR MESSAGES APPEAR IF:

ACCCOUNT INCOMPLETE
ENTERED IS NOT ON FILE
CONTROL/PO MUST BE NUMERIC
LINE NUMBER MUST BE NUMERIC
TRANSACTION TYPE NOT ALLOWED
MOVE CURSOR TO FIELDS REQUIRING CHANGE
CANCEL ACTION MUST BE YES OR NO
CANNOT CANCEL AND MAKE CHANGES
CANNOT CORRECT ACCRUAL JOURNALS
CANNOT USE CORRECTION BATCH WHEN CANCELLING THIS TRANS. TYPE
CANNOT HAVE CORRECTION BATCH AND CHANGE BATCH
BATCH NUMBER IS NOT VALID FOR TYPE
CANNOT CHANGE "#" DESCRIPTION
"#" NOT ALLOWED IN FIRST POSITION (OF DESCRIPTION)
DATE IS INVALID
CONTRACT NUMBER IS INVALID
TAX CODE IS INVALID
PAA FOR THIS TYPE MUST BE "Y" OR "N"
PY CODE MUST BE VALID
VENDOR RECORD NOT ON FILE
AMOUNT MUST BE NUMERIC
CORRECTIONS BATCH NUMBER REQUIRED
CORRECTIONS BATCH NUMBER NOT VALID
CORRECTION BATCH NUMBER NOT ALLOWED
REQUESTED RECORD NOT ON FILE
REQUESTED RECORD NOT CURRENT
REQUESTED RECORD ALREADY PAID
REQUESTED RECORD HAS PAYMENT
REQUESTED RECORD DISENCUMBERED
REQUESTED RECORD PREVIOUSLY CANCELLED.

AFTER ALL ERRORS HAVE BEEN CORRECTED, PRESS ENTER.

IF A POSTING ERROR OCCURS, THE ERROR MESSAGE WILL APPEAR BELOW THE TRANSACTION LINE. RECORD THE MESSAGE, THE ACCOUNT, PO, LINE NUMBER AND TYPE AND NOTIFY THE PROGRAMMING STAFF OF THE ERROR. DEPRESS THE CLEAR KEY AND CONTINUE WITH YOUR NEXT CORRECTION.

BFRZ - FREEZE ACCOUNT(S)

PURPOSE:

THIS TRANSACTION IS USED TO FREEZE (FRZ) ACCOUNTS.

TRANS-ID:

TO BEGIN THIS TRANSACTION ENTER THE TRANSACTION CODE,
AN EQUAL (=) SIGN FOLLOWED BY TWO DIGIT YEAR.

IE: BFRZ=YY.

STANDARD ERROR MESSAGES WILL APPEAR IF TRANSACTION ENTRY IS
INCORRECT.

ERRORS:

FOLLOWING ARE THE ERROR MESSAGES SPECIFIC TO EACH ENTRY LINE.
THE CURSOR IS POSITIONED UNDER THE FIELD IN ERROR.

ERROR MESSAGES	EXPLANATION
-----	-----
CAN'T ACT ON HOST ACCOUNT:	SELF EXPLANATORY
CAN'T ACT ON LINK ACCOUNT:	SELF EXPLANATORY
ALREADY FROZEN:	SELF EXPLANATORY
ACCOUNT NOT ON FILE:	SELF EXPLANATORY
DUPLICATE ACCOUNT ENTRY:	SAME ACCOUNT APPEARS ABOVE
ALL A/C FIELDS MUST BE KEYED:	ALL SEGMENTS OF A/C REQUIRED

FIELD DEFINITIONS:

ACT:	THREE CHARACTER ACTION CODE
FD:	FUND CODE
RESC:	RESOURCE
GOAL:	GOAL
FUNC:	FUNCTION
OBJT:	OBJECT CODE
SCH:	SCHOOL
P:	PROJECT YEAR RANGE
DUO:	DUO

ERROR MESSAGE

STATUS: STATUS OF ACCOUNT

BGLA - GENERAL LEDGER ACTIVITY

PURPOSE: DISPLAY FISCAL YEAR ACTIVITY.

ONLY DISTRICT FINANCIAL SERVICES CAN UPDATE BEGINNING BALANCE AND ADJUSTMENTS FIELDS; AND ADD NEW RECORDS IF THE ACCOUNT IS IN THE DICTIONARY.

ENTER: BGLA=YRFNRESCOBJT

YR = FISCAL YEAR

FNRESCOBJT = GENERAL LEDGER ACCOUNT NUMBER (FUND, RESOURCE, OBJECT)

ERRORS: SELF EXPLANATORY MESSAGES WILL APPEAR IF TRANSACTION ENTRY IS INCORRECT.

IF THE FUND, RESOURCE OR OBJECT ARE NOT IN THE DICTIONARY, AN ERROR MESSAGE WILL DISPLAY. NO UPDATING OR DISPLAY IS ALLOWED UNTIL THE DICTIONARY RECORD IS ADDED.

FIELD DEFINITIONS:

GENERAL LEDGER DESCRIPTION:

FUND / RESOURCE / OBJECT

BEGINNING BALANCE: PRIOR YEAR CARRYOVER

ADJUSTMENTS: ENTERED BY D.F.S.

PERIODS: ACCOUNTING PERIODS (EOFY = END OF FISCAL YEAR)

DEBITS: TOTAL AMOUNT OF DEBITS FOR THE PERIOD

CREDITS: TOTAL AMOUNT OF CREDITS FOR THE PERIOD

ENDING BALANCE: BEGINNING BALANCE + ADJUSTMENTS + DEBITS
- CREDITS

TOTAL: TOTAL OF DEBITS AND CREDITS

BHIS - BUDGET ACCOUNT HISTORY AND PROJECTED EXPENDITURE

PURPOSE:

THIS TRANSACTION IS USED TO DISPLAY AND/OR UPDATE ACCOUNT HISTORY FOR THE PRIOR TWO YEARS AND/OR ENTER A PROJECTED INCOME OR EXPENSE FOR THE CURRENT FISCAL YEAR (SHOULD ONLY BE USED IF MSGB85 IS USED IN YOUR BUDGETING PROCESS).

TRANS-ID:

TO BEGIN THIS TRANSACTION ENTER THE TRANSACTION CODE (BHIS), AN EQUAL (=) SIGN FOLLOWED BY TWO DIGIT FISCAL YEAR AND 25 DIGIT ACCOUNT NUMBER.

BHIS=06(25 DIGIT ACCT #)

THE ONLY FIELDS THAT CAN BE UPDATED ARE ORIGINAL BUDGET, BUDGET ADJUSTMENT AND INCOME/EXPENSE FOR THE LAST TWO YEARS AND THE CURRENT YEAR PROJECTED INCOME/EXPENSE FIELDS. THE BALANCES ARE CALCULATED BY 'MSGACCT'.

THE CURRENT YEAR (THIRD LINE OF DATA) IS REAL-TIME DATA AND IS NOT UPDATEABLE.

AN ACCOUNT STATUS IS DISPLAYED NEXT TO THE ACCOUNT DESCRIPTION IF IT IS 1) FROZEN; 2) DESIGNATED AS A HOST; OR 3) LINKED.

STANDARD ERROR MESSAGES WILL APPEAR IF TRANSACTION IS INCORRECT.

FIELD DEFINITIONS:

FISCAL YEAR:	CURRENT AND LAST TWO FISCAL YEARS
ORIGINAL BUDGET:	SELF EXPLANATORY
BUDGET ADJUSTMENT:	SELF EXPLANATORY
INCOME/EXPENSE:	SELF EXPLANATORY
BALANCE:	= ORIGINAL BUDGET + BUDGET ADJUSTMENT - INCOME OR EXPENSE

NOTE: PROJECTED INCOME/EXPENSE FOR USE BY MSGB85 USERS ONLY
OTHERWISE ENTRY IS INSIGNIFICANT

BMAC - ACCOUNT CHANGES / CORRECTIONS

THIS TRANSACTION IS USED TO ENTER ACCOUNT CHANGES AND CORRECT OR DELETE PREVIOUS ACCOUNT CHANGES. THE ACTUAL CHANGE OF ACCOUNTS TO REAL FILES IS STILL ACCOMPLISHED BY MSGB30. THE PURPOSE OF THIS TRANSACTION IS TO VALIDATE THE ACCOUNT NUMBER AT THE TIME OF ENTRY.

TO BEGIN THIS TRANSACTION ENTER THE TRANSACTION CODE, AN EQUAL (=) SIGN FOLLOWED BY TWO DIGIT YEAR. IF CORRECTING OR DELETING A PREVIOUS ENTRY, YOU MUST ENTER THE 25 DIGIT ACCOUNT NUMBER (BMAC=YY999999999999999999999999).

STANDARD ERROR MESSAGES WILL APPEAR IF TRANSACTION ENTRY IS INCORRECT.

AN AUTOMATIC DUPLICATION FEATURE IS PROVIDED WHICH COPIES THE LAST DATA FIELD TO THE NEXT. TO INVOKE, SIMPLY SKIP THE FIELD TO BE COPIED AND ENTER SOME CHANGE ON THE LINE. THE FIRST SCREEN LINE MUST BE COMPLETELY ENTERED.

WHENEVER ERRORS OCCUR, A MESSAGE WILL APPEAR ON LINE 2 OF THE SCREEN ALONG WITH THE SPECIFIC ERROR FIELDS BEING HIGHLIGHTED. FOLLOWING ARE THE ERRORS THAT CAN APPEAR ON EACH ERROR ENTRY LINE WITH THE CURSOR POSITIONED UNDER THE FIRST FIELD IN ERROR.

ERROR MESSAGES	EXPLANATION
-----	-----
ALL FIELDS REQ'D:	FIRST LINE NOT COMPLETED
ACCT ON FILE:	'CHANGE TO' IS ON FILE
ACCT NOT NUMERIC:	SELF EXPLANATORY
ACCT FROZEN:	'CHANGE FROM' ACCT FROZEN
CHANGE TO REQ'D:	'CHANGE FROM' WAS ENTERED
DUPLICATE ACCT:	ACCT APPEARS MULTIPLE TIMES ON THIS SCREEN
DUPLICATE WRITE:	'CHANGE FROM' ACCOUNT WAS ADDED BY SOMEONE ELSE DURING YOUR SESSION
FUND INVALID:	FUND NO LONGER ON DICTIONARY DELETE OR ENTER NEXT CHANGE
FUND OBJECT ERROR:	FUND OBJECT NOT VALID
INVALID ACTION:	MUST BE CORRECT OR DELETE
INVALID CHANGE:	CANNOT CHANGE THE OBJECT
NO CHANGE FROM:	'CHANGE TO' WAS ENTERED
NOT IN DICTIONARY:	SEGMENT OF ACCOUNT INVALID
NOT ON FILE:	'CHANGE FROM' NOT ON FILE
OBJECT INVALID:	OBJECT NO LONGER ON DICTIONARY DELETE OR ENTER NEXT CHANGE
PREVIOUS CHANGE:	CHANGE WAS PROCESSED EARLIER
RESOURCE INVALID:	RESOURCE NO LONGER ON DICTIONARY DELETE OR ENTER NEXT CHANGE

WHEN ALL ENTRIES ARE ERROR FREE:
THE 'UPDATE COMPLETED' MESSAGE WILL APPEAR ON THE SCREEN OR

IF AN ACCOUNT WAS DELETED, 'DELETED' WILL APPEAR IN THE RIGHT-HAND MARGIN OF THE FIRST LINE.

FIELD	DEFINITIONS
-------	-------------

ACTION:	CHANGE FROM/TO, CORRECT OR DELETE
FD:	FUND CODE
RESC:	RESOURCE CODE
GOAL:	GOAL
FUNC:	FUNCTION
OBJT:	OBJECT CODE
SCH:	SCHOOL CODE
PY:	PROGRAM YEAR CODE
DUO:	DUO CODE
ERROR MESSAGE	

BPAA - PURCHASE ORDER ACTIVITY SCREEN

PURPOSE: DISPLAY ALL PAYMENT TRANSACTIONS FOR THE P.O. ENTERED. TYPE 4' PAYMENTS ARE ONLY DISPLAYED WHEN CODED BPAA AT TIME OF ENTRY.

IF SEVERAL VENDORS ARE USED FOR A P.O.; IT MAY TAKE SEVERAL SCREEN DISPLAYS TO LOCATE A RECORD. P.O. RECORDS ARE NOT KEPT IN VENDOR SEQUENCE THUS SCREENS MAY SHOW VENDOR "A" THEN VENDOR "B" AND BACK TO MORE OF VENDOR "A".

ENTER: BPAA=YRPNUMMMYY(SELECTS DATA BY DATE)

DATA: SCREEN MAY DISPLAY THE VENDOR NUMBER AND NAME AT THE TOP OF THE SCREEN. BELOW THIS INFORMATION IS THE DATA WHICH MAKES UP EACH TRANSACTION AGAINST THIS P.O.

THE SCREEN WILL DISPLAY UP TO 18 TRANSACTIONS. TO PAGE, PRESS THE ENTER KEY. WHEN ALL RECORDS HAVE BEEN DISPLAYED THE MESSAGE 'NO MORE RECORDS' WILL APPEAR AT THE TOP OF THE SCREEN. THE ENCUMBERED AND EXPENDED TOTALS AT THE BOTTOM OF THE SCREEN ARE CUMULATIVE THEREFORE THE GRAND TOTAL APPEARS ON THE LAST PAGE.

ERRORS: STANDARD ERROR MESSAGES WILL APPEAR IF TRANSACTION ENTRY IS INCORRECT.

PRESS THE CLEAR KEY TO EXIT, OR ENTER THE NEXT NUMBER TO CONTINUE.

FIELD DEFINITIONS:

VENDOR:	VENDOR NAME FROM VENDOR FILE
WT#:	WARRANT NUMBER
P:	TRANSACTION TYPE TYPE '1' IS TOTAL ENCUMBRANCE TYPE '0' ARE ORIGINAL ENCUMBRANCES AND ANY RE-ENCUMBRANCES
ACCOUNT NUMBER:	ACCOUNT NUMBER
DATE:	CONTROL DATE
INVOICE/DESCRIPTION:	INVOICE NUMBER IF PRESENT, AND DESCRIPTION OF TRANSACTION
AMOUNT:	AMOUNT OF TRANSACTION
ENCUMBERED:	AMOUNT OF TRANSACTION TYPE 1
EXPENDED:	AMOUNT OF TRANSACTION TYPES 2, 3 (AND 4).

BPTD - PRIOR YEAR FINANCE SYSTEM DEPOSIT RECEIPT ENTRY

PURPOSE:

THIS TRANSACTION IS USED TO ENTER DEPOSIT RECEIPTS ONLY--NO CHANGES OR DELETES OR DISPLAY DATA, JUST ADDS.

ENTER:

BPTD=YY
YY = FISCAL YEAR

DATA:

TO ADD A RECORD:

A CONTROL AND BATCH NUMBER MUST BE ENTERED OR IF RETURNED BY THE SYSTEM SHOULD BE CHECKED FOR ACCURACY AND CHANGED IF NECESSARY.

WHENEVER THE SYSTEM RETURNS THE CONTROL NUMBER, THE LINE NUMBERS GENERATED ARE THE NEXT SEQUENTIAL NUMBERS AFTER THE LAST HIGHEST NUMBER WAS POSTED BY 'BPTD/BATD' BUT IN NO CASE OVER 999.

NOTE: ENTRY LINES WILL ONLY DISPLAY UP TO NUMBER 999. WHEN SCREEN RETURNS WITH LINE 001, THE CONTROL NUMBER IS AUTOMATICALLY INCREMENTED BY 1. CONTROL NUMBER MAY NEVER BE 99999.

IF NO CONTROL NUMBER IS RETURNED BY THE SYSTEM, THE LINE NUMBERS GENERATED WILL START WITH 001 AND MUST BE KEYED OVER IF INCORRECT. A TECHNIQUE TO USE HERE IF A DIFFERENT SEQUENTIAL SERIES OF LINE NUMBERS IS REQUIRED WOULD BE TO KEY A SINGLE ENTRY WITH THE LINE NUMBER YOU WISH TO BEGIN WITH (FOR NEW CONTROL NUMBER ENTERED), AND AFTER PASSING ALL EDITS AND POSTING (PF2); THE SCREEN WILL RETURN WITH THE PROPER CONTROL NUMBER AND NEXT SERIES OF LINE NUMBERS FOR ENTRY.

THE BATCH NUMBER MUST BE A DEPOSIT RECEIPT BATCH NUMBER. THE CONTROL NUMBER, DEPOSIT TAG NUMBER, AMOUNT AND CONTRACT (IF USED) MUST BE NUMERIC. AMOUNTS ENTERED CAN BE NEGATIVE. THE VENDOR NUMBER, ACCOUNT NUMBER, AND CONTRACT NUMBER MUST EXIST ON THE VENDOR, BUDGET AND CONTRACT FILES; THE ACCOUNT NUMBER CANNOT BE FROZEN NOR BE A HOST ACCOUNT. A DESCRIPTION MUST BE ENTERED.

ACCOUNT NUMBER OBJECTS MUST BE BETWEEN 1000 AND 9000 OR 9500 AND 9600.

A DUPLICATION FEATURE IS PROVIDED FOR THE FOLLOWING FIELDS:

- 1) ACCOUNT NUMBER;
- 2) DESCRIPTION;

AND IS ACCOMPLISHED BY KEYING AN EQUAL SIGN (=) IN THE FIRST POSITION OF THE FIELD. NOTE HOWEVER THAT THE FIRST LINE OF EACH SCREEN CANNOT USE THIS FEATURE.

A TOTAL OF THE AMOUNTS ON THE SCREEN IS DISPLAYED AT THE BOTTOM. WHENEVER THE AMOUNT ENTERED WILL CAUSE AN OVEREXPENDITURE, A HIGHLIGHTED ASTERISK (*) WILL APPEAR TO THE LEFT OF THE LINE NUMBER.

THE SCREEN DISPLAYS MESSAGE 'EDIT COMPLETED: PF1 TO POST & EXIT; PF2 TO POST & CONTINUE; PF12 TO TERMINATE' BELOW THE TRANSACTION INPUT LINE. YOU MUST HIT PF1 OR PF2 TO START THE POSTING CYCLE; OR PF12 OR THE CLEAR KEY TO TERMINATE THE TRANSACTION WITHOUT POSTING.

IF ALL ENTRIES ARE POSTED DEPENDING ON THE PF KEY HIT, THE SYSTEM WILL RETURN EITHER A MESSAGE 'PREVIOUS ENTRIES WERE POSTED: ENTER NEXT TRANSACTION' OR 'ALL ENTRIES POSTED: CONTINUE WITH ENTRIES'.

ERRORS:

IF ERRORS HAVE OCCURRED, THE FIELDS IN ERROR WILL BE HIGHLIGHTED AND RETURNED AS ENTERED WITH A MESSAGE 'INVALID FIELD'. ERRORS MUST EITHER BE CORRECTED OR DELETED AND AFTER HITTING THE ENTER KEY WILL BE RE-EDITED.

IF AN ENTRY LINE IS RETURNED COMPLETELY HIGHLIGHTED, IT MEANS THAT THERE IS NO FUND AND/OR RESOURCE FOR ACCOUNT OBJECT 9110 (AUTOMATIC SECONDARY ACCOUNT POSTED).

WHENEVER POSTING ERRORS OCCUR THE MESSAGE 'POST ERR MSG IN TRANS DESC FIELD / CORRECT AND REKEY DESC FIELD / HIT ENTER' APPEARS BELOW TRANSACTION LINE. YOU MUST CORRECT OR DELETE THE ENTRY; OR TERMINATE THE TRANSACTION (PF12).

FIELD DEFINITIONS

CONTROL#:	CONTROL NUMBER
B:	DEPOSIT BATCH NUMBER
DP#:	DEPOSIT TAG NUMBER
DP DATE:	DEPOSIT DATE
*:	IF DISPLAYED, INDICATES AMOUNT WILL CREATE AN OVEREXPENDITURE
LIN:	LINE NUMBER
ACCOUNT NUMBER:	ACCOUNT NUMBER
DESCRIPTION:	DESCRIPTION
AMOUNT:	DEPOSIT AMOUNT (CAN BE NEGATIVE)

BPTI - PRIOR YEAR FINANCE SYSTEM BUDGET INCREASE/DECREASE ENTRY SCREEN

PURPOSE:

THIS TRANSACTION IS USED TO ENTER BUDGET INCREASES AND DECREASES TO EXPENSE AND REVENUE ACCOUNTS. IE: BOTH EXPENSE AND REVENUE MUST BE INCREASED OR DECREASED EQUALLY. YOU CAN ONLY DO ADDS, NOT CHANGES, DELETES OR DISPLAYS.

ENTER:

BPTI=YY
YY = FISCAL YEAR

DATA:

TO ADD A RECORD:

A CONTROL AND BATCH NUMBER MUST BE ENTERED OR IF RETURNED BY THE SYSTEM SHOULD BE CHECKED FOR ACCURACY AND CHANGED IF NECESSARY.

WHENEVER THE SYSTEM RETURNS THE CONTROL NUMBER, THE LINE NUMBERS GENERATED ARE THE NEXT SEQUENTIAL NUMBERS AFTER THE LAST HIGHEST NUMBER WAS POSTED BY 'BPTI/BATI' BUT IN NO CASE OVER 999.

NOTE: ENTRY LINES WILL ONLY DISPLAY UP TO NUMBER 999. WHEN SCREEN RETURNS WITH LINE 001, THE CONTROL NUMBER IS AUTOMATICALLY INCREMENTED BY 1. CONTROL NUMBER MAY NEVER BE 99999.

IF NO CONTROL NUMBER IS RETURNED BY THE SYSTEM, THE LINE NUMBERS GENERATED WILL START WITH 001 AND MUST BE KEYED OVER IF INCORRECT.

THE BATCH NUMBER MUST BE A BUDGET TRANSFER BATCH NUMBER. THE CONTROL NUMBER, BUDGET NUMBER, AND AMOUNT MUST BE NUMERIC. AMOUNTS ENTERED MUST BE POSITIVE AND ONLY ONE AMOUNT PER LINE. THE ACCOUNT NUMBER MUST EXIST ON THE BUDGET FILE AND THE ACCOUNT NUMBER CANNOT BE FROZEN. DESCRIPTION MUST BE ENTERED.

ACCOUNT NUMBER OBJECTS MUST BE FROM 1000 TO 8999.

EFFECTIVE SEPTEMBER 1, 1995, AMOUNTS MUST BE WHOLE DOLLARS. CENTS CANNOT BE ENTERED.

A DUPLICATION FEATURE IS PROVIDED FOR THE FOLLOWING FIELDS:

- 1) ACCOUNT NUMBER;
- 2) DESCRIPTION;

AND IS ACCOMPLISHED BY KEYING AN EQUAL SIGN (=) IN THE FIRST POSITION OF THE FIELD. NOTE HOWEVER THAT THE FIRST LINE OF EACH SCREEN CANNOT USE THIS FEATURE.

AFTER COMPLETING ENTRIES ON THE SCREEN AND/OR HITTING THE ENTER KEY, ALL THE DATA IS VERIFIED AND EDITTED. IF REVENUE AND EXPENSE

TOTALS ARE NOT EQUAL, AN ENTRY ERROR HAS OCCURRED. THE TOTALS OF EACH WILL APPEAR AT THE BOTTOM OF THE SCREEN.

THE SCREEN DISPLAYS MESSAGE 'EDIT COMPLETED: PF1 TO POST & EXIT; PF2 TO POST & CONTINUE; PF12 TO TERMINATE' BELOW THE TRANSACTION INPUT LINE. YOU MUST HIT PF1 OR PF2 TO START POSTING CYCLE; OR PF12 OR THE CLEAR KEY TO TERMINATE THE TRANSACTION WITHOUT POSTING.

IF ALL ENTRIES ARE POSTED DEPENDING ON THE PF KEY HIT, THE SYSTEM WILL RETURN EITHER A MESSAGE 'PREVIOUS ENTRIES WERE POSTED: ENTER NEXT TRANSACTION' OR 'ALL ENTRIES POSTED: CONTINUE WITH ENTRIES'.

ERRORS:

WHENEVER THE AMOUNT ENTERED WILL CAUSE AN OVEREXPENDITURE, A HIGHLIGHTED ASTERISK (*) WILL APPEAR TO THE LEFT OF THE LINE NUMBER.

IF ERRORS HAVE OCCURRED, THE FIELDS IN ERROR WILL BE HIGHLIGHTED AND RETURNED AS ENTERED WITH A MESSAGE 'INVALID FIELD'. ERRORS MUST EITHER BE CORRECTED OR DELETED AND AFTER HITTING THE ENTER KEY WILL BE RE-EDITED.

WHENEVER POSTING ERRORS OCCUR THE MESSAGE 'POST ERR MSG IN TRANS DESC FIELD / CORRECT AND REKEY DESC FIELD / HIT ENTER' APPEARS BELOW THE TRANSACTION LINE. YOU MUST CORRECT OR DELETE THE ENTRY; OR TERMINATE THE TRANSACTION (PF12).

NOTE: WHEN CORRECTING A POST ERROR, BE SURE TO REKEY THE CORRECT DESCRIPTION IF AN ERROR MESSAGE HAS REPLACED IT.

FIELD DEFINITIONS

CONTROL#:	CONTROL NUMBER
B:	BUDGET TRANSFER BATCH NUMBER
BD#:	BUDGET NUMBER
*:	IF DISPLAYED, INDICATES AMOUNT WILL CREATE AN OVEREXPENDITURE
LIN:	LINE NUMBER
ACCOUNT NUMBER:	ACCOUNT NUMBER
DESCRIPTION:	DESCRIPTION
INCREASE:	AMOUNT TO BE ADDED
DECREASE:	AMOUNT TO BE SUBTRACTED
EXPENSE TOTAL:	MUST EQUAL REVENUE TOTAL
REVENUE TOTAL:	MUST EQUAL EXPENSE TOTAL

BPTJ - PRIOR YEAR FINANCE SYSTEM JOURNAL ENTRY SCREEN

PURPOSE:

THIS TRANSACTION IS USED TO ENTER PRIOR YEAR JOURNAL ENTRIES ONLY.

ENTER:

BPTJ=YY

YY = FISCAL YEAR

DATA:

TO ADD A RECORD:

A CONTROL AND BATCH NUMBER MUST BE ENTERED OR IF RETURNED BY THE SYSTEM SHOULD BE CHECKED FOR ACCURACY AND CHANGED IF NECESSARY.

WHENEVER THE SYSTEM RETURNS THE CONTROL NUMBER, THE LINE NUMBERS GENERATED ARE THE NEXT SEQUENTIAL NUMBERS AFTER THE LAST HIGHEST NUMBER WAS POSTED BY 'BATJ/BPTJ' BUT IN NO CASE OVER 999.

NOTE: ENTRY LINES WILL ONLY DISPLAY UP TO NUMBER 999. WHEN SCREEN RETURNS WITH LINE 001, THE CONTROL NUMBER IS AUTOMATICALLY INCREMENTED BY 1. CONTROL NUMBER MAY NEVER BE 99999.

IF NO CONTROL NUMBER IS RETURNED BY THE SYSTEM, THE LINE NUMBERS GENERATED WILL START WITH 001 AND MUST BE KEYED OVER IF INCORRECT.

THE BATCH NUMBER MUST BE A JOURNAL ENTRY BATCH NUMBER. THE CONTROL NUMBER, JOURNAL ENTRY NUMBER, AND AMOUNT MUST BE NUMERIC. AMOUNTS ENTERED MUST BE POSITIVE AND ONLY ONE AMOUNT PER LINE. THE ACCOUNT NUMBER MUST EXIST ON THE BUDGET FILE AND THE ACCOUNT NUMBER CANNOT BE FROZEN NOR BE DESIGNATED A HOST. DESCRIPTION MUST BE ENTERED.

A DUPLICATION FEATURE IS PROVIDED FOR THE FOLLOWING FIELDS:

- 1) ACCOUNT NUMBER;
- 2) DESCRIPTION;

AND IS ACCOMPLISHED BY KEYING AN EQUAL SIGN (=) IN THE FIRST POSITION OF THE FIELD. NOTE HOWEVER THAT THE FIRST LINE OF EACH SCREEN CANNOT USE THIS FEATURE.

AFTER COMPLETING ENTRIES ON THE SCREEN AND/OR HITTING THE ENTER KEY, ALL THE DATA IS VERIFIED AND EDITTED.

JOURNALS THAT ARE NOT EQUALLY OFFSET MUST BE ENTERED BY D.B.S. IF TOTAL DEBITS ARE NOT EQUAL TO TOTAL CREDITS, AN ENTRY ERROR HAS OCCURRED. THE TOTALS OF EACH WILL APPEAR AT THE BOTTOM OF THE SCREEN.

WHENEVER THE AMOUNT ENTERED WILL CAUSE AN OVEREXPENDITURE, A HIGHLIGHTED ASTERISK (*) WILL APPEAR TO THE LEFT OF THE LINE NUMBER.

THE SCREEN DISPLAYS MESSAGE 'EDIT COMPLETED: PF1 TO POST & EXIT; PF2 TO POST & CONTINUE; PF12 TO TERMINATE' BELOW THE TRANSACTION INPUT LINE.

YOU MUST HIT PF1 OR PF2 TO START THE POSTING CYCLE; OR PF12 OR THE CLEAR KEY TO TERMINATE THE TRANSACTION WITHOUT POSTING.

IF ALL ENTRIES ARE POSTED DEPENDING ON THE PF KEY HIT, THE SYSTEM WILL RETURN EITHER A MESSAGE 'PREVIOUS ENTRIES WERE POSTED: ENTER NEXT TRANSACTION' OR 'ALL ENTRIES POSTED: CONTINUE WITH ENTRIES'.

ERRORS:

IF ERRORS HAVE OCCURRED, THE FIELDS IN ERROR WILL BE HIGHLIGHTED AND RETURNED AS ENTERED WITH A MESSAGE 'INVALID FIELD'. ERRORS MUST EITHER BE CORRECTED OR DELETED AND AFTER HITTING THE ENTER KEY WILL BE RE-EDITED.

WHENEVER POSTING ERRORS OCCUR THE MESSAGE 'POST ERR MSG IN TRANS DESC FIELD / CORRECT AND REKEY DESC FIELD / HIT ENTER' APPEARS BELOW THE TRANSACTION LINE. YOU MUST CORRECT OR DELETE THE ENTRY; OR TERMINATE THE TRANSACTION (PF12).

NOTE: WHEN CORRECTING A POST ERROR, BE SURE TO REKEY THE CORRECT DESCRIPTION IF AN ERROR MESSAGE HAS REPLACED IT.

FIELD DEFINITIONS

CONTROL#:	CONTROL NUMBER
B:	JOURNAL ENTRY BATCH NUMBER
JE#:	JOURNAL ENTRY NUMBER
*:	IF DISPLAYED, INDICATES AMOUNT WILL CREATE AN OVEREXPENDITURE
LIN:	LINE NUMBER
ACCOUNT NUMBER:	ACCOUNT NUMBER
DESCRIPTION:	DESCRIPTION
DEBIT:	AMOUNT TO BE ADDED
CREDIT:	AMOUNT TO BE SUBTRACTED
DEBIT TOTAL:	NORMALLY EQUALS CREDIT TOTAL
CREDIT TOTAL:	NORMALLY EQUALS DEBIT TOTAL

BPTT - PRIOR YEAR FINANCE SYSTEM BUDGET TRANSFER ENTRY SCREEN

PURPOSE:

THIS TRANSACTION IS USED TO ENTER PRIOR YEAR BUDGET TRANSFERS WITHIN EXPENSE ACCOUNTS OR WITHIN REVENUE ACCOUNTS IE. EXPENSE TO EXPENSE OR REVENUE TO REVENUE. THIS SCREEN DOES ADDS ONLY - NO CHANGES, DELETES OR DISPLAYS.

ENTER:

BPTT=YY
YY = FISCAL YEAR

DATA:

TO ADD A RECORD:

A CONTROL AND BATCH NUMBER MUST BE ENTERED OR IF RETURNED BY THE SYSTEM SHOULD BE CHECKED FOR ACCURACY AND CHANGED IF NECESSARY. WHENEVER THE SYSTEM RETURNS THE CONTROL NUMBER, THE LINE NUMBERS GENERATED ARE THE NEXT SEQUENTIAL NUMBERS AFTER THE LAST HIGHEST NUMBER WAS POSTED BY 'BPTT/BATT' BUT IN NO CASE OVER 999.

NOTE: ENTRY LINES WILL ONLY DISPLAY UP TO NUMBER 999. WHEN SCREEN RETURNS WITH LINE 001, THE CONTROL NUMBER IS AUTOMATICALLY INCREMENTED BY 1. CONTROL NUMBER MAY NEVER BE 99999.

IF NO CONTROL NUMBER IS RETURNED BY THE SYSTEM, THE LINE NUMBERS GENERATED WILL START WITH 001 AND MUST BE KEYED OVER IF INCORRECT.

THE BATCH NUMBER MUST BE A BUDGET TRANSFER BATCH NUMBER. THE CONTROL NUMBER, BUDGET NUMBER, AND AMOUNT MUST BE NUMERIC. AMOUNTS ENTERED MUST BE POSITIVE AND ONLY ONE AMOUNT PER LINE. THE ACCOUNT NUMBER MUST EXIST ON THE BUDGET FILE AND THE ACCOUNT NUMBER CANNOT BE FROZEN. DESCRIPTION MUST BE ENTERED.

ACCOUNT NUMBER OBJECTS MUST BE FROM 1000 TO 8999.

EFFECTIVE SEPTEMBER 1, 1995, AMOUNTS MUST BE WHOLE DOLLARS. CENTS CANNOT BE ENTERED.

A DUPLICATION FEATURE IS PROVIDED FOR THE FOLLOWING FIELDS:

- 1) ACCOUNT NUMBER;
- 2) DESCRIPTION;

AND IS ACCOMPLISHED BY KEYING AN EQUAL SIGN (=) IN THE FIRST POSITION OF THE FIELD. NOTE HOWEVER THAT THE FIRST LINE OF EACH SCREEN CANNOT USE THIS FEATURE.

AFTER COMPLETING ENTRIES ON THE SCREEN AND/OR HITTING THE ENTER KEY, ALL THE DATA IS VERIFIED AND EDITTED. IF REVENUE AND/OR EXPENSE TOTAL ARE NOT ZERO, AN ENTRY ERROR HAS OCCURRED. THE TOTALS OF EACH WILL APPEAR AT THE BOTTOM OF THE SCREEN.

WHENEVER THE AMOUNT ENTERED WILL CAUSE AN OVEREXPENDITURE, A HIGHLIGHTED ASTERISK (*) WILL APPEAR TO THE LEFT OF THE LINE NUMBER.

THE SCREEN DISPLAYS MESSAGE 'EDIT COMPLETED: PF1 TO POST & EXIT; PF2 TO POST & CONTINUE; PF12 TO TERMINATE' BELOW THE TRANSACTION INPUT LINE.

YOU MUST HIT PF1 OR PF2 TO START THE POSTING CYCLE; OR PF12 OR THE CLEAR KEY TO TERMINATE THE TRANSACTION WITHOUT POSTING.

IF ALL ENTRIES ARE POSTED DEPENDING ON THE PF KEY HIT, THE SYSTEM WILL RETURN EITHER A MESSAGE 'PREVIOUS ENTRIES WERE POSTED: ENTER NEXT TRANSACTION' OR 'ALL ENTRIES POSTED: CONTINUE WITH ENTRIES'.

ERRORS

IF ERRORS HAVE OCCURRED, THE FIELDS IN ERROR WILL BE HIGHLIGHTED AND RETURNED AS ENTERED WITH A MESSAGE 'INVALID FIELD'. ERRORS MUST EITHER BE CORRECTED OR DELETED AND AFTER HITTING THE ENTER KEY WILL BE RE-EDITED.

WHENEVER POSTING ERRORS OCCUR THE MESSAGE 'POST ERR MSG IN TRANS DESC FIELD / CORRECT AND REKEY DESC FIELD / HIT ENTER' APPEARS BELOW TRANSACTION LINE. YOU MUST CORRECT OR DELETE THE ENTRY; OR TERMINATE THE TRANSACTION (PF12).

NOTE: WHEN CORRECTING A POST ERROR, BE SURE TO REKEY THE CORRECT DESCRIPTION IF AN ERROR MESSAGE HAS REPLACED IT.

FIELD DEFINITIONS

CONTROL#:	CONTROL NUMBER
B:	BUDGET TRANSFER BATCH NUMBER
BD#:	BUDGET NUMBER
*:	IF DISPLAYED, INDICATES AMOUNT WILL CREATE AN OVEREXPENDITURE
LIN:	LINE NUMBER
ACCOUNT NUMBER:	ACCOUNT NUMBER
DESCRIPTION:	DESCRIPTION
TO:	AMOUNT TO BE ADDED
FROM:	AMOUNT TO BE SUBTRACTED
EXPENSE TOTAL:	MUST EQUAL ZERO
REVENUE TOTAL:	MUST EQUAL ZERO

BREP - PAYROLL/FRINGE BENEFIT ENCUMBRANCE DISPLAY BY ACCOUNT

PURPOSE:

DISPLAY THE AMOUNTS CURRENTLY ENCUMBERED FOR PAYROLL FOR A GIVEN ACCOUNT, BROKEN DOWN BY PERSON AND TYPE OF EXPENSE.

TRANS-ID:

THE TRANSACTION CODE AND ACCOUNT NUMBER MUST BE ENTERED AT THE BEGINNING OF EACH TRANSACTION. FOR EXAMPLE, THE FOLLOWING IS A CORRECT ENTRY FOR THIS TRANSACTION:

BREP=11222233334444555566667888

IF THERE ARE MORE LINES THAN WILL FIT ON ONE SCREEN, PRESSING ENTER WILL DISPLAY TO THE NEXT SCREENFULL OF INFORMATION.

FUNCTION KEYS:

NONE.

FIELD DESCRIPTIONS:

THE SCREEN IS MODELED ON, AND CLOSELY RESEMBLES, THE BRXP DISPLAY OF PAYROLL EXPENSE HISTORY BY ACCOUNT.

SC: SOURCE: EITHER THE JOB TITLE (FOR PAY ENTRIES) OR THE BENEFIT CODE (FOR BENEFIT ENTRIES).

SSN: SOCIAL SECURITY NUMBER

NAME: THE NAME OF THE PERSON

AMOUNT: THE AMOUNT ENCUMBERED

ACCOUNT

TOTAL: TOTAL OF THE AMOUNT COLUMN - APPEARS ONLY ON THE LAST SCREEN

THE CURRENT DATE, AND THE ACCOUNT NUMBER AND DESCRIPTION ARE IN THE TOP PORTION OF THE SCREEN. IN ADDITION THERE IS A PAGE NUMBER JUST TO THE RIGHT OF THE CURRENT DATE.

BRES - PAYROLL/FRINGE BENEFIT ENCUMBRANCE DISPLAY BY PERSON (SSN)

PURPOSE:

DISPLAY THE AMOUNTS CURRENTLY ENCUMBERED FOR PAYROLL FOR A GIVEN PERSON, BROKEN DOWN BY ACCOUNT AND TYPE OF EXPENSE.

TRANS-ID:

THE TRANSACTION CODE AND SOCIAL SECURITY NUMBER MUST BE ENTERED AT THE BEGINNING OF EACH TRANSACTION. FOR EXAMPLE, THE FOLLOWING IS A CORRECT ENTRY FOR THIS TRANSACTION:

BRES=111223333

IF THERE ARE MORE LINES THAN WILL FIT ON ONE SCREEN, PRESSING ENTER WILL ADVANCE TO THE NEXT SCREENFULL OF INFORMATION.

FUNCTION KEYS:

NONE.

FIELD DESCRIPTIONS:

THE SCREEN IS MODELED ON, AND CLOSELY RESEMBLES, THE BRXS DISPLAY OF PAYROLL EXPENSE HISTORY BY PERSON.

ACCOUNT:	ACCOUNT NUMBER
SC:	SOURCE: EITHER THE JOB TITLE (FOR PAY ENTRIES) OR THE BENEFIT CODE (FOR BENEFIT ENTRIES).
AMOUNT:	THE AMOUNT ENCUMBERED
TOTAL:	A RUNNING TOTAL BY ACCOUNT (DISREGARDING SOURCE)
EMPLOYEE TOTAL:	TOTAL OF THE AMOUNT COLUMN - APPEARS ONLY ON THE LAST SCREEN

THE CURRENT DATE, THE PERSON'S SOCIAL SECURITY NUMBER AND NAME, ARE IN THE TOP PORTION OF THE SCREEN. IN ADDITION THERE IS A PAGE NUMBER JUST TO THE RIGHT OF THE CURRENT DATE.

BRXP - PAYROLL HISTORY SCREEN

PURPOSE:

THIS TRANSACTION WILL DISPLAY THE HISTORY OF THE EMPLOYER PAID BENEFITS ON THE PAYROLL SYSTEM. THIS TRANSACTION WILL FIND THEM BY ACCOUNT NUMBER AND QUALIFIED BY DATE IF DESIRED.

ENTER:

THE TRANSACTION CODE, FISCAL YEAR, ACCOUNT NUMBER, AND OPTIONALLY A DATE.

BRXP=FFCCCCCCCCCCCCCCCCCCCCDDDD
FF = FISCAL YEAR
C(25) = ACCOUNT NUMBER
DDDD = DATE (MMYY) (OPTIONAL)

IF THE ENTRY IS MADE INCORRECTLY AN ERROR MESSAGE WILL APPEAR ON THE SCREEN STATING THE ERROR.

DISPLAY:

THE FIRST EIGHTEEN RECORDS WITH THAT DISTRICT AND FISCAL YEAR AND ACCOUNT NUMBER WILL BE DISPLAYED. IF DATE IS ENTERED, THEN ONLY RECORDS WITH THAT DATE WILL BE DISPLAYED. IF THE SCREEN IS FULL, THEN PRESSING ENTER WILL CAUSE THE NEXT EIGHTEEN RECORDS TO BE DISPLAYED. IF THE SCREEN IS NOT FULL, THE FIRST SCREEN WILL BE REDISPLAYED. THE SCREEN NUMBER IS DISPLAYED IN THE UPPER RIGHT HAND CORNER.

UPDATING:

THIS IS A DISPLAY ONLY TRANSACTION.

FIELD DEFINITIONS

FIELD NAME -----	DESCRIPTION -----
SC:	SOURCE CODE. THE SOURCE OF THIS ENTRY 2Y - PY20 PAYCHECK DISTRIBUTION 2C - PY20 CANCELED CHECK 2A - PY20 ADJUSTMENT 2M - MANUAL CHECK 2S - PERSONAL CHECK 9F - PL09 FRINGE BENEFIT WARRANT DISTR.
JE DATE:	JOURNAL ENTRY DATE
SSN:	SOCIAL SECURITY NUMBER
NAME:	EMPLOYEE NAME
AMOUNT:	AMOUNT OF TRANSACTION

BRXS - PAYROLL HISTORY SCREEN

PURPOSE:

THIS TRANSACTION WILL DISPLAY THE HISTORY OF THE EMPLOYER PAID BENEFITS ON THE PAYROLL SYSTEM. THIS TRANSACTION WILL FIND THEM BY SOCIAL SECURITY NUMBER.

ENTER:

THE TRANSACTION CODE, FISCAL YEAR, SOCIAL SECURITY NUMBER, AND OPTIONALLY A DATE.

BRXS=FFSSSSSSSSYYMMDD

FF = FISCAL YEAR

SSSSSSSS = SOCIAL SECURITY NUMBER

YYMMDD = YEAR, MONTH AND DAY - CAN BE

1 TO 6 DIGITS EG. 95 OR 951 ETC

IF THE ENTRY IS MADE INCORRECTLY AN ERROR MESSAGE WILL APPEAR ON THE SCREEN STATING THE ERROR.

DISPLAY:

THE FIRST EIGHTEEN RECORDS WITH THAT DISTRICT AND FISCAL YEAR AND SOCIAL SECURITY NUMBER WILL BE DISPLAYED. IF DATE IS ENTERED, THEN ONLY RECORDS WITH THAT DATE WILL BE DISPLAYED. IF THE SCREEN IS FULL, THEN PRESSING ENTER WILL CAUSE THE NEXT EIGHTEEN RECORDS TO BE DISPLAYED. IF THE SCREEN IS NOT FULL, THE FIRST SCREEN WILL BE REDISPLAYED. THE SCREEN NUMBER IS DISPLAYED IN THE UPPER RIGHT HAND CORNER.

UPDATING:

THIS IS A DISPLAY ONLY TRANSACTION.

FIELD DEFINITIONS

FIELD NAME

DESCRIPTION

ACCOUNT NUMBER:

ACCOUNT NUMBER

SC:

SOURCE CODE. THE SOURCE OF THIS ENTRY

2Y - PY20 PAYCHECK DISTRIBUTION

2C - PY20 CANCELED CHECK

2A - PY20 ADJUSTMENT

2M - PY20 MANUAL CHECK

2S - PY20 PERSONAL CHECK

9F - PL09 FRINGE BENEFIT WARRANT DISTR.

JE DATE:

JOURNAL ENTRY DATE.

AMOUNT:

AMOUNT OF TRANSACTION.

BVAA - VENDOR ACTIVITY

PURPOSE: DISPLAY TRANSACTION DATA FOR TYPES 1, 2, 3, AND 4.
INFORMATION IS DISPLAYED IN DATE SEQUENCE.

ENTER: BVAA=YRVENDORMMY (SELECTS DATA BY DATE)

DATA: THE SCREEN DISPLAYS THE VENDOR NAME AT THE TOP OF THE SCREEN.
IF VENDOR HAS BEEN FLAGGED FOR DELETE, A MESSAGE APPEARS TO THE
RIGHT. THE SCREEN WILL DISPLAY UP TO 19 TRANSACTIONS. TO PAGE,
PRESS THE ENTER KEY. WHEN ALL RECORDS HAVE BEEN DISPLAYED THE
MESSAGE 'NO MORE RECORDS' APPEARS AT THE TOP OF THE SCREEN.

ERRORS: STANDARD ERROR MESSAGES WILL APPEAR IF TRANSACTION ENTRY IS
INCORRECT.

PRESS THE CLEAR KEY TO EXIT, OR ENTER THE NEXT VENDOR NUMBER TO CONTINUE

FIELD DEFINITIONS:

VENDOR:	VENDOR NAME FROM VENDOR FILE
PO#:	PURCHASE ORDER NUMBER
P:	TRANSACTION TYPE
CTL-DATE:	CONTROL DATE
ACCOUNT NUMBER:	ACCOUNT NUMBER
WT#:	WARRANT NUMBER
DESCRIPTION:	DESCRIPTION OF TRANSACTION
T:	TAX CODE
AMOUNT:	AMOUNT OF TRANSACTION

BVND - DISPLAY VENDOR HISTORY / UPDATE NEW CODES

PURPOSE: TO DISPLAY VENDOR HISTORY DATA, AND TO UPDATE NEW CODES
IN VENDOR RECORDS.

ENTER: BVND=YYVVVVVV
 YY = STARTING FISCAL YEAR
 VVVVVV = VENDOR NUMBER

THE FOLLOWING KEYS WILL PERFORM THE FOLLOWING FUNCTIONS:

PF5: TRANSFER TO BDVD FOR THIS VENDOR

PF7: TRANSFER TO YPVN FOR THIS VENDOR AND FISCAL YEAR

ENTER: UPDATE RECORD

CLEAR: EXIT THIS TRANSACTION

FIELDS:

NAME:	VENDOR NAME
M/W/S/DV:	VENDOR SPECIAL CODES
LOCAL:	VENDOR LOCAL CODE
COMMODITY CODES:	VENDOR COMMODITY CODE NUMBERS
FISCAL:	FISCAL YEAR OF THE FOLLOWING HISTORY DATA
ENCUMBERED:	DOLLAR AMOUNT ENCUMBERED
PAID:	DOLLAR AMOUNT PAID
CALENDAR:	CALENDAR YEAR OF THE FOLLOWING HISTORY DATA
ENCUMBERED:	DOLLAR AMOUNT ENCUMBERED
PAID:	DOLLAR AMOUNT PAID

MESSAGES:

PLEASE ENTER CORRECT YEAR
FISCAL YEAR MUST BE NUMERIC
VENDOR NOT ON FILE
VENDOR NUMBER CANNOT BE FOUND IN THE VENDOR FILE.
LOCAL NOT "Y" OR BLANK
LOCAL CODE MUST BE "Y" OR BLANK ("N" WILL BE CONVERTED TO BLANK)
COMMODITY CODE NOT NUMERIC
COMMODITY CODES MUST BE 01 - 99
NO CHANGE -- NOT UPDATED
THERE IS NOTHING CHANGED IN THE RECORD; THE RECORD IS NOT
UPDATED.
RECORD UPDATED
THE NEW DATA HAS BEEN PLACED IN THE FILE.
ENTER NEXT TRANSACTION
BVND HAS BEEN EXITED AND THE SYSTEM IS READY FOR ANOTHER TASK.

DICT - DICTIONARY UPDATE SCREEN

THE TRANSACTION CODE AND EIGHT CHARACTER KEY MUST BE ENTERED AT THE BEGINNING OF EACH TRANSACTION. FOR EXAMPLE, THE FOLLOWING IS A CORRECT ENTRY FOR THIS TRANSACTION:

DICT=86PDA100

IF THE ENTRY IS MADE INCORRECTLY AN ERROR MESSAGE WILL APPEAR ON THE SCREEN STATING THE ERROR.

YOU CAN DISPLAY ALL THE VALID DICTIONARY CODES BY ENTERING DICT=MENU AND THEN PRESSING ENTER TO PAGE. THE ENTRIES IN THE CODE COLUMN SHOW THE REQUIRED FORMAT FOR THE CODE. FOR EXAMPLE, XX00 MEANS THE CODE CAN BE ANY TWO CHARACTERS OR NUMBERS FOLLOWED BY TWO ZEROS. NNN0 MEANS THE CODE CAN BE ANY THREE NUMBERS FOLLOWED BY ONE ZERO.

FRINGE BENEFIT, JOB TITLE, WARRANT DESTINATION, COUNTY WIDE CALCULATION, STIPEND AND RETIREMENT PENSION CODES ALL HAVE THEIR OWN FORMATTED SCREENS.

ALL OTHER CODES ARE UPDATED ON A GENERAL SCREEN WITH TWENTY CODES PER SCREEN. YOU CAN PAGE THRU THE CODES ON THE GENERAL SCREEN BY ENTERING JUST THE CODE TYPE. FOR EXAMPLE, DICT=PEAT WILL DISPLAY ATTENDANCE CODES BEGINNING WITH THE FIRST ONE ON YOUR DICTIONARY.

YOU MAY RECEIVE THE GENERAL SCREEN FOR THE DICTIONARY ENTRIES THAT HAVE FORMATTED SCREENS BY ENTERING AN "*" AFTER THE USUAL DICTIONARY TRANSACTION (DICT=96PDA100*). THIS IS A VIEW ONLY SCREEN. PRESSING ENTER WILL CAUSE THE NEXT 20 LINES TO BE PRESENTED.

IF THE CODE YOU ENTER IS NOT ON THE DICTIONARY THE FIRST LINE WILL HAVE 'ADD' AS THE ACTION CODE AND THE CURSOR WILL BE POSITIONED AT THE DESCRIPTION. ENTER THE DESCRIPTION AND PRESS THE ENTER KEY. ENTRIES ALREADY ON THE DICTIONARY CAN BE CHANGED SIMPLY BY ENTERING THE NEW INFORMATION AND PRESSING THE ENTER KEY. TO DELETE AN ENTRY, ENTER 'DEL' IN THE ACTION CODE AND PRESS THE ENTER KEY. YOU CAN PAGE THROUGH THE DICTIONARY BY PRESSING THE ENTER KEY WITHOUT MAKING ANY CHANGES ON THE SCREEN.

DESCRIPTIONS ON THE GENERAL SCREEN ARE LIMITED TO THIRTY CHARACTERS. YOU CAN SHIFT THE DESCRIPTION TO THE RIGHT WITHOUT RETYPING BY USING THE 'INS MODE' KEY.

ASSET OBJECT CODES MUST BE IN THE 9000 TO 9499 RANGE.
LIABILITY OBJECT CODES MUST BE IN THE 9500 TO 9599 RANGE.
EQUITY OBJECT CODES MUST BE IN THE 9600 TO 9999 RANGE.
INCOME OBJECT CODES MUST BE IN THE 8000 TO 8999 RANGE.
EXPENSE OBJECT CODES MUST BE IN THE 1000 TO 7999 RANGE.

OBJECT MASKING CODES ARE LIMITED TO FOUR DIGITS. ACCOUNT CODES ARE LIMITED TO 25 DIGITS.

STIPEND CODES MUST HAVE AN AMOUNT IN 999999V99 FORMAT OR A PERCENT IN 99V999999 FORMAT.

RETIREMENT PENSION CODES MUST HAVE EMPLOYEE AND EMPLOYER AMOUNTS IN 999V99 FORMAT OR PERCENTS IN 99V999 FORMAT.

IF ANY OF THE INPUT FIELDS ARE ENTERED INCORRECTLY, AN ERROR MESSAGE WILL APPEAR, IN BRIGHT, AND THE CURSOR WILL BE POSITIONED UNDER THE FIRST FIELD IN ERROR. CORRECT ALL ERRORS AND PRESS THE ENTER KEY.

FRINGE BENEFIT CODES

FRINGE BENEFIT CODES ARE ENTERED ON A FORMATTED SCREEN WITH UP TO SIX RECORDS. THE FIRST RECORD IS THE '00' RECORD. ENTER THE LONG DESCRIPTION AND MAJOR SORT CODE (IF DESIRED).

'PG' AND 'PN' (FOR PERCENTAGES), 'SB' (FOR SAVINGS BOND) AND 'N' ARE VALID IN THE PERCENTAGE INDICATOR FIELD.

THE SECOND RECORD IS THE '09' RECORD. ENTER THE SHORT DESCRIPTION ON THIS RECORD. IF THE VENDOR NUMBER IS ENTERED IT MUST BE ON THE VENDOR FILE. IF THE WARRANT SELECTION IS ENTERED IT MUST BE 'C', 'E' OR 'P'. IF THE FRINGE BENEFIT AMOUNT IS TO BE REPORTED ON A W2, IT MUST HAVE A VALID W2 CODE. THE EMPLOYEE AND EMPLOYER PAID INDICATORS ARE REQUIRED. VALID INDICATORS ARE DISPLAYED ON THE SCREEN.

THE THIRD RECORD IS THE '01' RECORD. ENTER THE AMOUNT OR PERCENT THE EMPLOYEE PAYS ON THIS RECORD IF APPLICABLE.

THE FOURTH RECORD IS THE '02' RECORD. ENTER THE AMOUNT OR PERCENT THE EMPLOYER PAYS ON THIS RECORD IF APPLICABLE. THE CODE MUST BE 'C', 'F', 'G', 'P' OR 'S'. THE RATE BASIS MUST BE 'X', 'C', 'M' OR 'I'. THE TOTAL PREMIUM MUST BE 'C' OR SPACE.

THE FIFTH RECORD IS THE '03' RECORD. ENTER THE PENSION TYPE ON THIS RECORD.

THE SIXTH RECORD IS THE '04' RECORD. ENTER THE DEDUCTION AND GROSS AMOUNT ON THIS RECORD IF APPLICABLE. THE INDICATOR WILL BE SET TO 'M'.

A '00' RECORD MUST EXIST BEFORE ANY OTHER RECORDS CAN BE CREATED. A '09' RECORD MUST EXIST BEFORE A '02' RECORD CAN BE CREATED. THE ACTION CODE WILL BE SET TO 'ADD' IF THE RECORD DOES NOT EXIST AND TO 'CHG' IF THE RECORD DOES EXIST. ENTER 'DEL' TO DELETE A '01', '02', '03', '04' OR '09' RECORD. THIS WILL DELETE ONLY THAT RECORD. ENTER 'DELETE' IN THE '00' RECORD ACTION FIELD TO DELETE ALL RECORDS ON THE SCREEN. YOU CANNOT DELETE A '00' RECORD WITHOUT DELETING ALL OF ITS ASSOCIATED RECORDS.

JOB TITLE CODES

JOB TITLE CODES ARE ENTERED ON A FORMATTED SCREEN WITH UP TO THREE RECORDS. THE FIRST RECORD IS THE '00' RECORD. ENTER THE LONG DESCRIPTION ON THIS RECORD. IF YOU USE THE CODE FIELDS ENTER FOUR VALID STRS CODES FOR STRS EMPLOYEES OR TWO VALID PERS FIELDS FOR PERS EMPLOYEES. VALID CODES ARE LISTED ON THE SCREEN.

THE SECOND RECORD IS THE '09' RECORD. ENTER THE SHORT DESCRIPTION ON THIS RECORD.

THE THIRD RECORD IS THE '01' RECORD. IF THE CLASSIFICATION CODE, EEO CODE, BASIS, PAY CYCLE, CATEGORY OR BARGAINING UNIT IS ENTERED IT MUST BE DEFINED ON THE DICTIONARY. IF THE SALARY SCHEDULE CODE IS ENTERED IT MUST BE ON THE SALARY MATRIX. VALID VALUES FOR THE BASIS, POSITION CONTROL AND CERTIFIED/CLASSIFIED CODE ARE SHOWN ON THE SCREEN.

A '00' RECORD MUST EXIST BEFORE ANY OTHER RECORDS CAN BE CREATED. THE ACTION CODE WILL BE SET TO 'ADD' IF THE RECORD DOES NOT EXIST AND TO 'CHG' IF THE RECORD DOES EXIST. ENTER 'DEL' TO DELETE A '01' OR '09' RECORD. THIS WILL DELETE ONLY THAT RECORD. ENTER 'DELETE' IN THE '00' RECORD ACTION FIELD TO DELETE ALL RECORDS ON THE SCREEN. YOU CANNOT DELETE A '00' RECORD WITHOUT DELETING ALL OF ITS ASSOCIATED RECORDS.

POSITION CONTROLLED RECORDS CANNOT BE DELETED. TRANSACTION 'JCJT' WHICH HAS A SPECIAL SECURITY LEVEL UPDATES THE POSITION CONTROL FIELD. WHEN POSITION CONTROL IS CODED 'Y', THE FOLLOWING FIELDS MUST BE PRESENT

- CLASSIFICATION CODE
- BASIS
- CERT / CLAS CODE
- BARGAINING UNIT

THE CATEGORY FIELD (4 CHARACTER CODE), IF USED, MUST BE SET UP ON THE DICTIONARY UNDER CODE PCCGXXXX WHERE XXXX = THE CODE.

WARRANT DESTINATION CODES

WARRANT DESTINATION CODES ARE ENTERED ON A FORMATTED SCREEN WITH UP TO FOUR RECORDS. YOU CAN USE ANY COMBINATION OF THE FOUR RECORDS.

THE ACTION CODE WILL BE SET TO 'ADD' IF THE RECORD DOES NOT EXIST AND TO 'CHG' IF THE RECORD DOES EXIST. ENTER 'DEL' TO DELETE A RECORD. ENTER 'DEL' IN THE FIRST RECORD ACTION FIELD TO DELETE ALL RECORDS ON THE SCREEN. YOU CANNOT DELETE THE FIRST RECORD WITHOUT DELETING ALL OF ITS ASSOCIATED RECORDS.

COUNTY WIDE CALCULATION CODES

COUNTY WIDE CALCULATION CODES CAN BE ENTERED BY THE DISTRICT OFFICE OR CENTRAL PAYROLL BY ENTERING A '#' IN PLACE OF THE '=' SIGN. FOR EXAMPLE, THE FOLLOWING IS A CORRECT ENTRY FOR THIS TRANSACTION:

DICT#FIMAXC86

IF THE CODE YOU ENTER IS NOT ON THE DICTIONARY THE FIRST LINE WILL HAVE 'ADD' AS THE ACTION CODE AND THE CURSOR WILL BE POSITIONED AT THE DESCRIPTION. ENTER THE DESCRIPTION AND PRESS THE ENTER KEY. ENTRIES ALREADY ON THE DICTIONARY CAN BE CHANGED SIMPLY BY ENTERING THE NEW INFORMATION AND PRESSING THE ENTER KEY. TO DELETE AN ENTRY, ENTER 'DEL' IN THE ACTION CODE AND PRESS THE ENTER KEY. YOU CAN PAGE THROUGH THE DICTIONARY BY PRESSING THE ENTER KEY WITHOUT MAKING ANY CHANGES ON THE SCREEN.

AMOUNT CODES MUST HAVE AN AMOUNT IN COLUMNS 1 THRU 8 AND SPACES IN COLUMNS 9 AND 10.

IF ANY OF THE INPUT FIELDS ARE ENTERED INCORRECTLY, AN ERROR MESSAGE WILL APPEAR, IN BRIGHT, AND THE CURSOR WILL BE POSITIONED UNDER THE FIRST FIELD IN ERROR. CORRECT ALL ERRORS AND PRESS THE ENTER KEY.

DNLD - FINANCE DOWNLOAD SYSTEM

PURPOSE: ALLOWS THE USER TO TRANSFER FILES FROM THE VSE/VSAM DOWNLOAD FILE TO THE HOST TRANSFER FILE. ALSO ALLOWS FOR MAINTENANCE OF THE VSE/VSAM DOWNLOAD FILE. ALSO ALLOWS BROWSING OF FILES IN THE VSE/VSAM DOWNLOAD FILE.

ENTER: DNLD=
THERE ARE NO PARAMETERS ON THIS TRANSACTION.

DATA:

ALL FILES THAT BELONG TO THE INQUIRING DISTRICT WILL BE DISPLAYED ON THE SCREEN PRESENTED.

TO PAGE THRU MULTIPLE SCREENS OF FILES, THE 'PF8' KEY MAY BE USED.

TO RETURN TO THE FIRST SCREEN OF FILES, USE THE 'PF7' KEY. THE FILES MAY BE FLAGGED TO INDICATE THE KIND OF REQUIRED. FILES MAY BE TRANSFERRED TO THE HOST TRANSFER FILE AND/OR PURGED FROM THE VSE/VSAM DOWNLOAD FILE.

TO PROCESS THE FLAGGED FILES AND RETURN TO THE NEXT SCREEN, USE THE 'PF2' KEY.

TO PROCESS THE FLAGGED FILES AND RETURN TO THE FIRST SCREEN, USE THE 'PF1' KEY.

TO DOWNLOAD A FILE:

MARK THE FILE WITH AN 'L' (DOWNLOAD AND PURGE) OR MARK THE FILE WITH AN 'S' (DOWNLOAD AND SAVE). AT THIS POINT, YOU MUST PRESS EITHER THE 'PF1' KEY OR THE 'PF2' KEY. AS MANY FILES AS DESIRED MAY BE MARKED AT ONE TIME.

TO PURGE A FILE:

MARK THE FILE WITH A 'P' AND PRESS THE 'PF1' OR 'PF2' KEY.

TO BROWSE A FILE:

MARK THE FILE WITH A 'B' AND PRESS THE 'PF9' KEY.

SCREEN FIELD DEFINITIONS:

OPT -

ENTER THE CODE FOR THE FUNCTION TO BE PERFORMED ON THIS FILE.

L = DOWNLOAD AND PURGE FILE

S = DOWNLOAD AND SAVE FILE

P = PURGE FILE FROM THE VSE/VSAM DOWNLOAD FILE

B = BROWSE FILE

REQ DIST -

THE DISTRICT THAT REQUESTED THE FILE BE CREATED.

REPT DIST -
THE DISTRICT THAT THE DATA BELONGS TO.

REPORT –

THIS IS USUALLY A COMBINATION OF THE JOBNAME THAT CREATED THE FILE AND OTHER NECESSARY INFORMATION TO MAKE THE NAME UNIQUE AND MEANINGFULL.

DATE –

THIS IS THE DATE THAT THE FILE WAS CREATED.

DOWNLOAD FILE NAME -

THIS IS THE NAME CREATED TO BE USED AS THE NAME OF THE FILE IN THE HOST TRANSFER FILE. THE FIRST CHARACTER IS THE SAME AS THE DISTRICT PRINTER CLASS OF THE REQUESTING DISTRICT. THE SECOND CHARACTER IS THE SAME AS THE DISTRICT PRINTER CLASS OF THE DISTRICT THE DATA BELONGS TO. THE LAST SIX CHARACTERS WILL IDENTIFY SPECIFICALLY WHAT DATA THIS IS.

DOWNLOAD A FILE TO YOUR PERSONAL COMPUTER:

THE FOLLOWING STEPS ARE USED TO DOWNLOAD A FILE FROM THE HOST TRANSFER FILE TO YOUR PC.

- 1.) SIGN TO CICS IN YOUR NORMAL WAY.
- 2.) FROM A CLEAR SCREEN, PRESS THE 'PF3' KEY. THIS WILL GIVE YOU THE CICS LOGO SCREEN.
- 3.) AT THE CICS LOGO SCREEN, SIGN ON WITH YOUR USER ID AND PASSWORD. THIS WILL GIVE YOU THE 'VSE/SP FUNCTION SELECTION' SCREEN.
- 4.) AT THE 'VSE/SP FUNCTION SELECTION' SCREEN, SELECT '4' FOR (PERSONAL COMPUTER MOVE UTILITIES) SCREEN. ON THIS SCREEN YOU WILL FIND ALL THE FACILITIES AVAILABLE FOR MANAGING YOUR HOST TRANSFER FILE AND FOR DOWNLOADING FILES.
- 5.) SELECT '7' (PC FILE TRANSFER). THE SCREEN WILL CLEAR AND A MESSAGE WILL APPEAR TELLING YOU TO SWITCH TO THE 'PC-MODE' TO CONTINUE THE DOWNLOAD PROCESS.
- 6.) SWITCH TO THE PC-MODE (USUALLY BY PRESSING ALT-3). THE 'FTTERM' FILE TRANSFER SCREEN WILL BE PRESENTED.

- 7.) SELECT '2' (RECEIVE) TO DOWNLOAD THE FILE. YOU WILL NOW SEE THE RECEIVE SCREEN. INSTRUCTIONS WILL BE GIVEN FOR COMPLETING THE RECEIVE COMMAND. THE PC FILENAME IS THE COMPLETE PC FILE NAME (INCLUDING DIRECTORIES) THAT YOU WISH TO CALL THE FILE. THE HOST FILENAME IS THE NAME THAT ALLREADY EXISTS FOR THE FILE IN THE HOST TRANSFER FILE. THIS NAME SHOULD BE KNOWN TO YOU PRIOR TO STARTING THIS PROCEDURE.
- 8.) COMPLETE THE FILENAMES AS REQUIRED AND PRESS ENTER. YOU WILL SEE THE CHARACTER COUNT AS THE FILE IS DOWNLOADED. A MESSAGE WILL BE PRESENTED WHEN THE DOWNLOAD IS COMPLETE.
- 9.) AT THIS TIME, RETURN TO THE HOST-MODE BY PRESSING THE ASSIGNED KEYS (USUALLY ALT-1).
- 10.) ON THE HOST SCREEN, THERE WILL BE A MESSAGE THAT THE FILE TRANSFER IS COMPLETED AND TO PRESS 'PF3' TO RETURN TO THE PROVIOUS MENU SCREEN.
- 11.) AT THE 'PERSONAL COMPUTER MOVE UTILITIES' SCREEN, YOU MAY RETURN TO NORMAL CICS PROCESSING BY PRESSING THE 'PF6' KEY.

FRPT - BUDGET REPORT CRITERIA

- PURPOSE: 1) TO PROVIDE CAPABILITY OF PRODUCING EIGHT DIFFERENT REPORT FORMATS (SEE REPORT FORMATS) THAT CAN BE CUSTOMIZED INSOFAR AS ACCOUNT SEGMENT SEQUENCES, TOTALS, PAGE BREAKS, INCLUDE OR EXCLUDE ACCOUNT SEGMENTS, COMPUTER SCHEDULING, REPORT NAMING AND REPORT COPIES AND DESTINATION;
- 2) TO AUTOMATICALLY SCHEDULE THE REPORT PROCESSING TO DATA PROCESSING BY USE OF RUN DATE OR CYCLE FIELDS; AND
- 3) TO PROVIDE BRIEF VIEW OF ALL REPORTS UNDER "FRPT" CONTROL.
- 4) WHEN A REPORT IS PRODUCED, THE SUMMARY DATA MAY BE PUT IN THE DOWNLOAD FILE FOR DOWNLOADING TO A PC.

TO DISPLAY BRIEF VIEW OF ALL REPORTS:

ENTER: FRPT=MENU OR
FRPT AND HIT PF9

TO START VIEW OF REPORTS BEGINNING AT SOME REPORT ID:

ENTER: FRPT=MENURRRRRR HIT ENTER
OR FRPT-RRRRRR HIT PF9

WHERE R = FROM 1 TO 6 CHARACTERS OR
A REPORT ID - IE: 'FB11'
WILL START MENU AT FB11'S
OR 'FB7' WILL START MENU AT FB7'S, ETC.

TO VIEW THE CRITERIA FOR A REPORT - MOVE CURSOR TO THE REPORT ID
AND HIT ENTER.

TO ENTER NEW REPORT CRITERIA

ENTER: FRPT=XXXXNN
XXXX = REPORT ID
NN = TWO CHARACTER ID OF YOUR CHOICE
70 - 99 ARE RESERVED FOR DBS.

FILL IN THE BLANKS (SEE FIELD DEFINITIONS)

OR

TO COPY PARTS OF AN EXISTING REPORT INTO NEW REPORT-ID

TYPE EXISTING REPORT-ID AFTER THE 'ACTION:' FIELD. HIT ENTER.
MAKE ANY CHANGES DESIRED.

TO COPY AN EXISTING REPORT UNDER NEW REPORT-ID

ENTER: FRPT=XXXXXX WHERE XXXXXX = REPORT ID TO BE COPIED

TYPE NEW REPORT-ID AFTER THE 'ACTION:' FIELD. HIT ENTER.
MAKE ANY CHANGES IF DESIRED.

TO CHANGE CRITERIA:

ENTER: FRPT=XXXXXX WHERE XXXXXX = REPORT ID

MAKE CHANGES.

TO DELETE A REPORT-ID:

ENTER: FRPT=XXXXXX WHERE XXXXXX = REPORT ID TO BE DELETED

TYPE 'DELETE' AFTER THE 'ACTION:' FIELD. HIT ENTER.

TO RETURN TO MENU:

HIT PF9

FIELD DEFINITIONS:

DESCRIPTION: 30 CHARACTER DESCRIPTION OF REPORT
FISCAL YEAR: 'P' = PREVIOUS; 'C' = CURRENT; 'S' = SUBSEQUENT
THIS CODE IS BASED ON THE DATE THE REPORT IS
PROCESSED. TO ILLUSTRATE:
PROCESS
DATE 'P' 'C' 'F'

01/15/91 1990 1991 1992
07/01/91 1991 1992 1993

REQUESTED BY: PERSON/DEPARTMENT REPORT WILL BE SENT
DISTRICT: FOR DBS USE (ANY DISTRICT CODE OR 'AZ' FOR ALL)
PRINT AT DISTRICT: 'N' = LASER PRINT; 'Y' = YOUR PRINTER
'D' = DOWNLOAD AND YOUR PRINTER
'L' = DOWNLOAD DETAIL LINES INSTEAD OF TOTALS
RUN DATE: DATE REPORT IS TO BE RUN (ALSO SEE CYCLE)
THIS RUN DATE SHOULD NOT BE A WEEKEND DATE
ACTION: CAN ONLY BE ONE OF THE FOLLOWING:
1) 'DELETE',
2) EXISTING REPORT ID TO BE COPIED,
3) NEW REPORT ID TO BE MADE FROM EXISTING ONE

DETAIL OR SUMMARY: 'D' = DETAIL LIST; 'S' = SUMMARY LIST
LAST RUN DATE: CREATED BY SYSTEM
CYCLE: 2 CHARACTER CODE DEFINED BY DP OPERATIONS
DASHES: APPLIES ONLY TO FB72, FB82 AND FB85 REPORTS:
'N' = NO DASHES; 'Y' = PRINT DASHES
PRINT ZERO AMOUNTS: 'N' = NO ZERO ACCOUNTS, 'Y' = ALL ACCOUNTS
NUMBER OF COPIES: MAXIMUM OF 6 ALLOWED
RETAIN: 'N' = DELETE AFTER REPORT IS RUN, 'Y' = RETAIN
LEDGER TYPE: 'E' = EXPENSE OBJECTS, 'R' = REVENUE OBJECTS,
'B' = BOTH OBJECTS

----- CONTROL SPECIFICATIONS -----

NOTES: TOTALS AND/OR BREAKS BY OBJ-3 OR OBJ-2 OR OBJ-1 MUST BE
SPECIFIED AND SHOULD LOGICALLY PRECEDE 'OBJECT' IF FULL OBJECT
IS REQUIRED.
IF A SUMMARY REPORT IS SELECTED YOU MUST HAVE AT LEAST ONE
'SEQ' FIELD AND 1 TOTAL ('T') INDICATOR AND ANY 'SEQ' FIELDS
WITHOUT A TOTAL ('T') INDICATOR SHOULD BE REMOVED.

SEQ: ENTER THE SEQUENCE OF REPORT FROM FUND TO
DUO ORDER USING ANY OR ALL OF THE BELOW CODES
DEFINED AS FOLLOWS:

CODE	DEFINITION
FUND:	2 DIGIT FUND
RESC:	4 DIGIT RESOURCE
GOAL:	4 DIGIT GOAL
FUNC:	4 DIGIT FUNCTION
OBJECT:	4 DIGIT OBJECT
OBJ-2:	1ST 2 DIGITS OF OBJECT
OBJ-1:	1ST DIGIT OF OBJECT
SCH:	3 DIGIT SCHOOL
PRJYR:	1 DIGIT PROJECT YEAR
DUO:	3 DIGIT DUO

TOTALS: 'T' UNDER THE SEQUENCE CODE FOR TOTALS.
TOTALS WILL OCCUR FOR ALL SEQUENCE CODES FROM
RIGHTMOST 'T' TO LEFTMOST

BREAKS: 'B' UNDER THE SEQUENCE CODE FOR PAGE BREAKS
BREAKS WILL OCCUR FOR ALL SEQUENCE CODES FROM
RIGHTMOST 'B' TO LEFTMOST

----- INCLUDE/EXCLUDE GROUP SPECIFICATIONS -----
21 COLUMNS OF ENTRY AS FOLLOWS:

- COLUMN 1: ANY OF THE ABOVE SEQ CODES CAN BE ENTERED IN ANY ORDER AND ON AS MANY LINES AS REQUIRED. THE CODES DISPLAYED ARE FOR REFERENCE ONLY AND CAN BE KEYED OVER.
- COLUMN 2: MUST BE 'I' OR 'E' IF COLUMNS 3 THRU 21 ARE ENTERED
- COLUMN 3,5: DIGITS REQUIRED FOR THE SPECIFIED SEQ CODE IN COLUMN 1
- COLUMN 4,6: '' IF A RANGE OF NUMBERS ARE NOT REQUIRED OR 'T' IF A RANGE OF NUMBERS IS REQUIRED IN WHICH CASE THE COLUMN PRECEDING THE 'T' MUST BE THE BEGINNING OF THE RANGE AND THE COLUMN SUCCEEDING THE 'T' MUST BE THE END OF THE RANGE EG. TO INCLUDE OBJECTS 1000 THE LINE WOULD READ (OBJECT I 1000 T 1999 OR OBJ-1 I 1).

NOTE: 'I' AND 'E' ARE MUTUALLY EXCLUSIVE FOR A SEGMENT EG. CANNOT INCLUDE AND EXCLUDE AN OBJCT SEGMENT.

MESSAGES / ERRORS:

- TRANSACTION LINE
(MENU): NO REPORTS ON FILE
DEPRESS ENTER FOR MORE RECORDS
NO MORE RECORDS
- (REPORT): CREATING NEW REPORT REQUEST
REPORT AND/OR ID ARE INVALID
UPDATE COMPLETED

FIELDS: DESCRIPTION IS REQUIRED
MUST BE P, C OR S
REQUESTOR IS REQUIRED
FIELD IS INVALID FOR YOUR SIGNED ON DISTRICT
DISTRICT IS INVALID
PRINT LOCATION MUST BE Y OR N
RUN DATE IS IN ERROR
RUN DATE MUST BE NUMERIC
DETAIL OR SUMMARY NOT SPECIFIED
ZERO AMOUNTS NOT SPECIFIED
COPIES IS INCORRECT
RETENTION IS INCORRECT
LEDGER TYPE IS INCORRECT

ACTION: ACTION REPORT IS INVALID
CANNOT DELETE - NON EXISTENT
COPYING OLD-NEW REPORT REQUEST
COPYING TO EXISTING REPORT NOT ALLOWED
MAKING NEW-OLD REPORT REQUEST
SAME REPORT AS REQUESTED
REPORT NOT ON FILE
REPORT HAS BEEN DELETED

CONTROL SPECS CONTROL SEQUENCE IS INCORRECT
TOTAL CODE IS INCORRECT
TOTALS NEED CONTROL SEQUENCE
BREAK CODE IS INCORRECT
BREAKS NEED CONTROL SEQUENCE

INC/EXC SPECS: CANNOT INC/EXC SAME CONTROL
GROUP HAS NO INC/EXC
INC/EXC CONTROL NOT VALID
MUST BE "I" OR "E"
MUST INCLUDE/EXCLUDE SOMETHING
RANGE IS ILLOGICAL
CAN ONLY BE A "T"
REQUIRES ENDING RANGE WITH "T"
"T" CODES CANNOT BE SUCCESSIVE
INCORRECT NUMBER FOR GROUP

REPORT FORMATS:

FB10: ONE FISCAL YEAR REPORT OF
ORIGINAL BUDGET
ADJUSTED BUDGET
ACTUAL CHARGES
ENCUMBERED/UNPOSTED AMOUNTS
BALANCE

FB72: FISCAL YEAR REPORT OF
ORIGINAL BUDGET
ADJUSTED BUDGET

ACTUAL/ENCUMBERED/UNPOSTED AMOUNTS
BALANCE
AND
NEXT FISCAL YEAR REPORT OF
LINE ITEM AMOUNT

- FB74: FISCAL YEAR REPORT OF
CHARGES
AND
NEXT FISCAL YEAR REPORT OF
ADJUSTED BUDGET
ACTUAL/ENCUMBERED/UNPOSTED AMOUNTS
AND
NEXT FISCAL YEAR REPORT OF
ORIGINAL BUDGET
- FB76: FISCAL YEAR REPORT OF
ORIGINAL BUDGET
ADJUSTED BUDGET
ACTUAL/ENCUMBERED/UNPOSTED AMOUNTS
BALANCE
AND
NEXT FISCAL YEAR REPORT OF
ORIGINAL BUDGET
- FB82: FISCAL YEAR REPORT OF
ORIGINAL BUDGET
LINE AMOUNT
- FB85: FISCAL YEAR REPORT OF
ORIGINAL BUDGET
ADJUSTED BUDGET
PROJECTED YEAREND EXPENDITURE
BALANCE
AND
NEXT FISCAL YEAR REPORT OF
ORIGINAL BUDGET
- FB86: FISCAL YEAR REPORT OF
ORIGINAL BUDGET
ADJUSTED BUDGET
ACTUAL/ENCUMBERED/UNPOSTED AMOUNTS
BALANCE
AND
NEXT FISCAL YEAR REPORT OF
ORIGINAL BUDGET
- PL05: ONLY OBJECTS 1000 TO 3999 UNLESS 'I' OR 'E' CRITERIA
FISCAL YEAR REPORT OF
ORIGINAL BUDGET
LINE AMOUNT

JOB - REQUEST FOR COMPUTER CENTER SERVICES

PURPOSE

THIS TRANSACTION IS USED TO REQUEST COMPUTER SERVICES.

WHEN ENTERING THE TRANSACTION CODE 'JOB' A FORMATTED SCREEN WILL DISPLAY THE FORM 'REQUEST FOR COMPUTER CENTER SERVICES'. THERE ARE TWO BLOCKS OF INFORMATION WHICH MUST BE ENTERED.

JOB INFORMATION

ENTER ALL INFORMATION IN THIS BLOCK. ALL FIELDS MUST HAVE INFORMATION ENTERED.

FORM INFORMATION

ENTER ALL INFORMATION IN THIS BLOCK, EXCEPT FOR 'ADDITIONAL INSTRUCTIONS' WHICH IS OPTIONAL. ADDITIONAL INSTRUCTIONS CAN BE USED TO SPECIFY ANY SPECIAL FORMS HANDLING, PRINTOUTS, OR INPUT INSTRUCTIONS.

OPTIONS

THIS FIELD IS OPTIONAL. IF THERE ARE ANY SPECIAL INSTRUCTIONS OR OPTIONS, ENTER THEM HERE.

AFTER YOU HAVE ENTERED ALL NEEDED INFORMATION THE INPUT WILL BE EDITTED. IF A FIELD HAS NOT BEEN ENTERED OR IS INVALID AN EDIT MESSAGE WILL APPEAR AND THE CURSOR WILL BE PLACED AT THE FIELD IN ERROR. ONCE THE INPUT HAS CLEARED ALL EDITS AND YOU HIT THE ENTER KEY, A COPY OF THE REQUEST WILL BE SENT TO DATA PROCESSING, AND A COPY WILL ALSO BE AVAILABLE AT THE TERMINAL IN WHICH IT WAS ENTERED. AT THIS TIME THE TRANSACTION WILL END AND YOU MAY ENTER ANOTHER TRANSACTION CODE.

THE REQUEST IS ENTERED TO THE 'MESSAGE SWITCHING FACILITY FILE'. TO OBTAIN A COPY OF YOUR REQUEST, USE THE TRANSACTION CODE 'RMSG'.

HIT THE 'CLEAR' KEY IF YOU WANT TO GET OUT OF THE TRANSACTION PRIOR TO COMPLETION. NOTHING WILL HAVE BEEN SENT AND YOU WILL BE READY FOR THE NEXT TRANSACTION.

KQUE - POWER QUEUE REPORT EXTRACT

PURPOSE: ALLOWS THE USER TO SELECT A REPORT IN THE POWER LIST QUEUE TO BE PLACED IN THE FILE TRANSFER REPORT FILE SO IT CAN BE DOWNLOADED TO THE PC.

ENTER: KQUE
THERE IS NO ADDITIONAL INPUT

SCREEN FIELD DEFINITIONS:

A FILL IN THE FORM SCREEN WILL APPEAR. THERE ARE TWO REQUIRED FIELDS TO ENTER AND TWO OPTIONAL FIELDS.

THE REQUIRED FIELDS ARE AS FOLLOWS:

1. REPORT NAME - THIS IS THE NAME YOU WILL FIND ON THE REPORT LIST USING THE CEOS TRANSACTION.
2. REPORT DIST - THIS IS THE 2 DIGIT DISTRICT NUMBER OF THE DISTRICT THE REPORT WAS RUN FOR.
E.G. AALANES = 50

NOTE: IF YOU DO NOT ENTER THE OPTIONAL FIELDS, THE ENTIRE REPORT INCLUDING PAGE HEADINGS AND COLUMN HEADINGS ETC. WILL BE MOVED.

IF YOU ENTER THE OPTIONAL FIELDS, YOU CAN ELIMINATE THESE HEADINGS BY SELECTING A CHARACTER/POSITION THAT ONLY APPEARS IN THE DETAIL LINES.

THE TWO OPTIONAL FIELDS ARE AS FOLLOWS:

1. SELECT CHARACTER - THIS CAN BE ANY CHARACTER, THE JOB WILL USE THIS CHARACTER TO SELECT LINES WITH A MATCHING CHARACTER IN THE COLUMN YOU SPECIFY.
2. SELECT COLUMN - THIS IS THE COLUMN OF THE REPORT TO SELECT ON. IT CAN BE 1 THRU 132.

IF OPTIONAL FIELD ONE IS ENTERED THEN OPTIONAL FIELD TWO MUST BE ENTERED, IF OPTIONAL FIELD ONE IS OMITTED THEN OPTIONAL FIELD TWO WILL BE IGNORED.

AFTER YOU ENTER ALL INPUT AND PRESS ENTER, THE TRANSACTION WILL SUBMIT A JOB BASED ON YOUR INPUT, WHICH WILL MOVE THE REPORT FROM THE POWER LIST QUEUE TO THE FILE TRANSFER REPORT FILE. THIS FILE WILL THEN APPEAR ON THE "DNLD" SCREEN FOR DOWNLOADING.

TO MAKE A REPORT AVAILABLE TO THIS TRANSACTION, WHEN USING THE REPT SCREEN TO REQUEST A REPORT TO BE TRANSFERRED TO YOUR PC, YOU MUST REQUEST 6 IN THE NUMBER OF COPIES. THIS WILL CREATE A REPORT DISTRIBUTION OF DOWNLOAD WHICH MAKES THE REPORT AVAILABLE TO THE KQUE TRANSACTION.

MRPT - FRINGE BENEFIT - PAYROLL EXPENSE REPORT CRITERIA

- PURPOSE:
- 1) TO PROVIDE CAPABILITY OF PRODUCING DETAIL REPORT OF FRINGE AND PAYROLL EXPENSES BY EMPLOYEE IN ANY SEQUENCE OF THE ACCOUNT SEGMENTS EXCEPT OBJECT.
 - 2) TO AUTOMATICALLY SCHEDULE THE REPORT PROCESSING TO DATA PROCESSING BY USE OF RUN DATE OR CYCLE FIELDS; AND
 - 3) TO PROVIDE BRIEF VIEW OF ALL REPORTS UNDER "MRPT" CONTROL;

TO DISPLAY BRIEF VIEW OF ALL REPORTS:

ENTER: MRPT=MENU OR
MRPT AND HIT PF9

TO START VIEW OF REPORTS BEGINNING AT SOME REPORT ID:

ENTER: MRPT=MENURRRRRR HIT ENTER
OR MRPT=RRRRRR HIT PF9

WHERE R = FROM 1 TO 6 CHARACTERS OF A REPORT ID. EG: 'PR11'
WILL START MENU AT PR11'S OR 'PR1' WILL START MENU AT
PR1'S, ETC.

TO VIEW THE CRITERIA FOR A REPORT - MOVE CURSOR TO THE REPORT ID
AND HIT ENTER.

TO ENTER NEW REPORT CRITERIA

ENTER: MRPT=XXXXNN WHERE XXXX = REPORT ID
NN = TWO CHARACTER ID OF YOUR CHOICE
NOTE: 70 - 99 ARE RESERVED FOR DBS.

FILL IN THE BLANKS (SEE FIELD DEFINITIONS)

TO COPY AN EXISTING REPORT UNDER NEW REPORT-ID

ENTER: MRPT=XXXXXX WHERE XXXXXX = REPORT ID TO BE COPIED

TYPE NEW REPORT-ID AFTER THE 'ACTION:' FIELD. HIT ENTER.
MAKE ANY CHANGES IF DESIRED.

TO CHANGE CRITERIA:

ENTER: MRPT=XXXXXX WHERE XXXXXX = REPORT ID

MAKE CHANGES.

TO DELETE A REPORT-ID:

ENTER: MRPT=XXXXXX WHERE XXXXXX = REPORT ID TO BE DELETED

TYPE 'DELETE' AFTER THE 'ACTION:' FIELD. HIT ENTER.

TO RETURN TO MENU:

HIT PF9

FIELD DEFINITIONS:

DESCRIPTION 30 CHARACTER DESCRIPTION OF REPORT
 FISCAL YEAR 'P' = PREVIOUS; 'C' = CURRENT; 'S' = SUBSEQUENT

THIS CODE IS BASED ON THE DATE THE REPORT IS PROCESSED. TO ILLUSTRATE:

PROCESS DATE	'P'	'C'	'S'
01/15/91	1990	1991	1992
07/01/91	1991	1992	1993

REQUESTED BY: PERSON/DEPARTMENT REPORT WILL BE SENT
 DISTRICT: FOR DBS USE (ANY DISTRICT CODE OR 'AZ' FOR ALL)
 PRINT AT DISTRICT: 'N' = LASER PRINT; 'Y' = YOUR PRINTER
 'D' = DOWNLOAD AND YOUR PRINTER
 RUN DATE: DATE REPORT IS TO BE RUN (ALSO SEE CYCLE)
 THIS RUN DATE SHOULD NOT BE A WEEKEND DATE
 ACTION: CAN ONLY BE ONE OF THE FOLLOWING:
 1) 'DELETE',
 2) EXISTING REPORT ID TO BE COPIED,
 3) NEW REPORT ID TO BE MADE FROM EXISTING ONE
 FISCAL OR MONTHLY: FISCAL = 'F'; MONTHLY = 'M'
 LAST RUN DATE: CREATED BY SYSTEM
 CYCLE: 2 CHARACTER CODE DEFINED BY DP OPERATIONS
 NUMBER OF COPIES: MAXIMUM OF 6 ALLOWED
 RETAIN: 'N' = DELETE AFTER REPORT IS RUN, 'Y' = RETAIN

----- CONTROL SPECIFICATIONS -----

SEQ: ENTER THE SEQUENCE OF REPORT FROM FUND TO SITE ORDER
 USING ANY OR ALL OF THE BELOW CODES
 DEFINED AS FOLLOWS:

CODE	DEFINITION
FUND:	2 DIGIT FUND
RESC:	4 DIGIT RESOURCE
GOAL:	4 DIGIT GOAL
FUNC:	4 DIGIT FUNCTION
OBJCT:	4 DIGIT OBJECT
OBJ-2:	1 ST 2 DIGITS OF OBJECT
OBJ-1:	1ST DIGIT OF OBJECT
SCH:	3 DIGIT SCHOOL
PRJYR:	1 DIGIT PROJECT YEAR
DUO:	3 DIGIT DUO

TOTALS: 'T' UNDER THE SEQUENCE CODE FOR TOTALS.
 TOTALS WILL OCCUR FOR ALL SEQUENCE CODES FROM
 RIGHTMOST 'T' TO LEFTMOST

BREAKS: 'B' UNDER THE SEQUENCE CODE FOR PAGE BREAKS
 BREAKS WILL OCCUR FOR ALL SEQUENCE CODES FROM

RIGHTMOST 'B' TO LEFTMOST
----- INCLUDE/EXCLUDE GROUP SPECIFICATIONS -----

21 COLUMNS OF ENTRY AS FOLLOWS:

- COLUMN 1: ANY OF THE ABOVE SEQ CODES CAN BE ENTERED IN ANY ORDER AND ON AS MANY LINES AS REQUIRED. THE CODES DISPLAYED ARE FOR REFERENCE ONLY AND CAN BE KEYED OVER.
- COLUMN 2: MUST BE 'I' OR 'E' IF COLUMNS 3 THRU 21 ARE ENTERED
- COLUMN 3,5,,,: DIGITS REQUIRED FOR THE SPECIFIED SEQ CODE IN COLUMN 1
- COLUMN 4,6,,,: '' IF A RANGE OF NUMBERS ARE NOT REQUIRED OR 'T' IF A RANGE OF NUMBERS IS REQUIRED IN WHICH CASE THE COLUMN PRECEDING THE 'T' MUST BE THE BEGINNING OF THE RANGE AND THE COLUMN SUCCEEDING THE 'T' MUST BE THE END OF THE RANGE. IE: TO INCLUDE SITES 10 THRU 22, THE LINE WOULD READ 'SITE: I 10__ T 22__'.

NOTE: 'I' AND 'E' ARE MUTUALLY EXCLUSIVE FOR A SEGMENT EG. CANNOT INCLUDE AND EXCLUDE A SITE SEGMENT.

MESSAGES / ERRORS:

TRANSACTION LINE

- (MENU): NO REPORTS ON FILE
DEPRESS ENTER FOR MORE RECORDS
NO MORE RECORDS
- (REPORT): CREATING NEW REPORT REQUEST
REPORT AND/OR ID ARE INVALID
UPDATE COMPLETED
- FIELDS: DESCRIPTION IS REQUIRED
MUST BE P, C OR S
REQUESTOR IS REQUIRED
FIELD IS INVALID FOR YOUR SIGNED ON DISTRICT
DISTRICT IS INVALID
PRINT LOCATION MUST BE Y OR N
RUN DATE IS IN ERROR
RUN DATE MUST BE NUMERIC
FISCAL OR MONTHLY NOT SPECIFIED
COPIES IS INCORRECT
RETENTION IS INCORRECT
- ACTION: ACTION REPORT IS INVALID
CANNOT DELETE - NON EXISTENT
COPYING OLD-NEW REPORT REQUEST
COPYING TO EXISTING REPORT NOT ALLOWED
MAKING NEW-OLD REPORT REQUEST
SAME REPORT AS REQUESTED
REPORT NOT ON FILE

REPORT HAS BEEN DELETED

CONTROL
SPECS:

CONTROL SEQUENCE IS INCORRECT
TOTAL CODE IS INCORRECT
TOTALS NEED CONTROL SEQUENCE
BREAK CODE IS INCORRECT
BREAKS NEED CONTROL SEQUENCE

INC/EXC
SPECS:

CANNOT INC/EXC SAME CONTROL
GROUP HAS NO INC/EXC
INC/EXC CONTROL NOT VALID
MUST BE "I" OR "E"
MUST INCLUDE/EXCLUDE SOMETHING
RANGE IS ILLOGICAL
CAN ONLY BE A "T"
REQUIRES ENDING RANGE WITH "T"
"T" CODES CANNOT BE SUCCESSIVE
INCORRECT NUMBER FOR GROUP

REPORT FORMAT:

PR11: REQUESTED PERIOD REPORT CONSISTING OF
EMPLOYEE NAME
SOCIAL SECURITY ACCOUNT
EXPENSED ACCOUNT
ACCOUNT DESCRIPTION
TRANSACTION DATE
TRANSACTION TYPE (SOURCE)
TRANSACTION AMOUNT

RAPS - REMOTE ACCESS POWER SUPPORT

GENERAL INFORMATION

THIS TRANSACTION IS USED TO PRINT JOBS FROM THE POWER PRINT QUEUE ON YOUR REMOTE TERMINAL PRINTER(S). YOUR PRINTER MUST BE TURNED ON AND READY BEFORE YOU CAN USE THIS TRANSACTION. YOUR PRINTER WILL BE STARTED FOR RAPS PRINTING WHEN THE SYSTEM COMES UP.

LIST DISPLAY

THIS FUNCTION IS USED TO DISPLAY A LIST OF YOUR PRINT JOBS IN THE POWER LIST QUEUE. FROM THIS SCREEN YOU CAN DO ALL OTHER COMMANDS NECESSARY TO COMPLETE YOUR TASK. TO USE THIS FUNCTION, ENTER THE FOLLOWING:

RAPS DL

WHEN YOU PRESS THE ENTER KEY, THE LIST DISPLAY WILL BE RETURNED TO YOU (SEE EXAMPLE).

NOTE THE JOB HEADINGS:

COMMAND:	ENTER A COMMAND (SEE COMMAND LIST).
JOB NAME:	THE NAME OF THE JOB IN THE LIST QUEUE.
JOB NUMBER:	ONLY IMPORTANT WHEN THERE IS MORE THAN ONE JOB IN THE LIST QUEUE WITH THE SAME NAME.
JOB PRIORITY:	THIS WILL BE THE SAME FOR ALL JOBS IT CAN NOT BE CHANGED.
JOB DISPOSITION:	D = DISK - WILL PRINT AND AUTOMATICALLY BE REMOVED AFTER PRINTING. K = KEEP - WILL PRINT AND RETURN TO A DISPOSITION OF "L". H = HOLD - WILL REMAIN IN LIST QUEUE UNTIL PRINTED OR DELETED. L = LEAVE - WILL REMAIN IN LIST QUEUE UNTIL PRINTED OR DELETED.
CLASS:	THE PRINT CLASS OF THE JOB. THIS CLASS DETERMINES WHICH PRINTER THE JOB WILL PRINT ON.
LINES:	TOTAL LINES OF JOB.
PAGE:	TOTAL PAGES OF JOB.
COPY:	NUMBER OF COPIES TO BE PRINTED. NORMALLY SET TO 1. IF 2 OR MORE ORIGINAL COPIES ARE NEEDED, THIS CAN BE CHANGED TO PRINT X NUMBER OF COPIES.

FORMS:

THIS IS THE FORM NUMBER FOR THE JOB. THE DESCRIPTION OF THE FORM NUMBERS USED BY THE OPERATOR ARE LISTED BELOW:

F080 9 1/2 X 11 PLAIN WHITE 1 PART
F082 9 1/2 X 11 PLAIN WHITE 2 PART
F140 11 X 14 PLAIN WHITE 1 PART
F141 11 X 14 GREEN BAR 1 PART
F142 11 X 14 GREEN BAR 2 PART
F143 11 X 14 GREEN BAR 3 PART
F101 10 5/8 X 11 GREEN BAR 1 PART
F102 10 5/8 X 11 GREEN BAR 2 PART
F103 10 5/8 X 11 GREEN BAR 3 PART

COMMAND LIST

THE FOLLOWING THREE (3) CHARACTER COMMANDS MAY BE ENTERED IN THE COMMAND FIELD OF THE LIST DISPLAY.

- REL: THIS WILL RELEASE THE JOB TO PRINT. IF THE DISPOSITION IS "H" IT WILL BE CHANGED TO "D", IF IT IS "L" IT WILL BE CHANGED TO K.
- DEL: THIS WILL DELETE THE JOB FROM THE LIST QUEUE.
- DSP: THIS WILL ALLOW YOU TO VIEW THE PRINT OUTPUT ON YOUR TERMINAL BEFORE ACTUALLY PRINTING.
- DIX: THIS WILL ALLOW YOU TO CHANGE THE DISPOSITION. THE X IS REPLACED BY THE DISPOSITION YOU WANT.
- CLX: THIS WILL ALLOW YOU TO CHANGE THE PRINT CLASS. THE X IS REPLACED BY THE CLASS YOU WANT.
- CXX: THIS WILL ALLOW YOU TO CHANGE THE COPY COUNT. THE XX IS REPLACED BY THE NUMBER OF COPIES YOU WANT.

ADDITIONAL FUNCTIONS

START FUNCTION

THIS FUNCTION IS USED TO START A RAPS PRINTER. REMEMBER ALL PRINTERS WILL BE STARTED WHEN THE SYSTEM COMES UP. IF YOU HAVE STOPPED A PRINTER AND WISH TO RESTART IT, ENTER THE FOLLOWING

RAPS STARTX

THE X MUST BE REPLACED BY THE CLASS OF THE PRINTER YOU WISH TO START.

STOP FUNCTION

THIS FUNCTION IS USED TO STOP A RAPS PRINTER. IF YOU WISH TO STOP A RAPS PRINTER, ENTER THE FOLLOWING:

RAPS STOPX

THE X MUST BE REPLACED BY THE CLASS OF THE PRINTER YOU WISH TO STOP.

FLUSH FUNCTION

THIS FUNCTION IS USED TO FLUSH A RAPS PRINTER. IF YOU WISH TO FLUSH A JOB THAT IS CURRENTLY PRINTING, ENTER THE FOLLOWING:

RAPS FLUSHX

THE X MUST BE REPLACED BY THE CLASS OF THE PRINTER YOU WISH TO FLUSH.

GO FUNCTION

THIS FUNCTION IS USED TO RESUME PRINTING AFTER THE WAITING FOR FORMS MESSAGE HAS BEEN PRINTED. AFTER YOU HAVE PUT THE PROPER FORM IN THE PRINTER ENTER THE FOLLOWING:

RAPS GOX

THE X MUST BE REPLACED BY THE CLASS OF THE PRINTER YOU WISH TO RESUME PRINTING (SEE APPENDIX 1).

VIEW SUBCOMMANDS

THE VIEW COMMAND PROVIDES THE USER THE ABILITY TO DISPLAY A 22X80 WINDOW OF LIST QUEUE DATA. THE OPERATOR MOVES THIS WINDOW BY ENTERING THE APPROPRIATE SUBCOMMAND ON LINE 2 OF THE DISPLAY. IF THE CLEAR KEY IS PRESSED WHILE VIEWING A JOB, RAPS WILL TEMPORARILY EXIT THE DISPLAY, ALLOWING OTHER TRANSACTIONS TO BE ENTERED AT THE TERMINAL. THE NEXT TIME THE RAPS TRANSACTION IS ENTERED, THE VIEW DATA DISPLAY WILL RESUME AT THE POINT LEFT OFF.

TO COMPLETELY TERMINATE A VIEW DISPLAY SESSION, ENTER THE QUIT, "Q" SUBCOMMAND. IF THE LAST LONG-FORM COMMAND ENTERED WAS A QUEUE DISPLAY COMMAND, THEN IT WILL BE RE-ISSUED.

COMMAND

TOP
BOT
FN NN

FUNCTION

START THE DISPLAY FROM THE FIRST LINE OF DATA.
MOVE THE DISPLAY TO THE FIRST LINE OF LAST PAGE.
MOVE THE DISPLAY FORWARD NNN PAGES.

BNNN	MOVE THE DISPLAY BACKWARD NNN PAGES.
FLNNN	MOVE THE DISPLAY FORWARD NNN LINES.
BLNNN	MOVE THE DISPLAY BACKWARD NNN LINES.
VLNNN	MOVE THE DISPLAY LEFT NNN COLUMNS.
VRNNN	MOVE THE DISPLAY RIGHT NNN COLUMNS.
VNNN	DISPLAY STARTING AT COLUMN NNN.
=	RE-EXECUTE LAST SUBCOMMAND ENTERED.
LSTRING	LOCATE DATA. THE FIRST CHARACTER OF "STRING" IS USED AS A DELIMITER. AN ENDING DELIMITER IS OPTIONAL.
Q	QUIT COMMAND. TERMINATE THE DISPLAY AND RETURN TO THE LAST RAPS DISPLAY SCREEN.

REQS - PERSONNEL/PAYROLL REPORT REQUEST SYSTEM

PURPOSE:

THIS SCREENS ALLOWS THE USER TO FIND, CREATE, AND UPDATE REQUESTS FOR REPORTS.

ENTER:

REQS=XXXXYY

XXXX = MENU: BRING UP MAIN MENU.
IF OMITTED, THIS IS THE DEFAULT

XXXX = (PROCESS) THIS IS THE FOUR CHARACTER ID
SHOWN ON THE LEFT OF EACH CATAGORY ON THE
MAIN MENU.

XXXX = (PROGRAM) THIS IS THE FOUR CHARACTER ID
SHOWN ON THE LEFT OF EACH PROGRAM ON A
PROCESS MENU

YY = TWO CHARACTER REQUEST ID THAT UNIQUELY
IDENTIFIES A SPECIFIC REQUEST FOR THE
INDICATED PROGRAM

YOU MAY GO DIRECTLY TO THE SCREEN DESIRED BY ENTERING THE
REQUIRED TRANSACTION AND PARAMETERS OR YOU MAY JUST ENTER 'REQS'
AND PROCEED THRU THE MENU SCREENS.

MAIN MENU:

THIS SCREEN SHOWS A LIST OF PROCESSES THAT ARE AVAILABLE IN THE
SYSTEM.

TAB TO THE PROCESS DESIRED AND PRESS ENTER TO BRING UP THAT
PROCESS MENU.

PF8 WILL BRING UP THE NEXT PAGE IF THERE IS ONE.

PF7 WILL BRING UP THE PREVIOUS PAGE IF THERE IS ONE.

PROCESS MENU:

THIS MENU SHOWS A LIST OF PROGRAMS THAT ARE AVAILABLE IN THIS
PROCESS

TAB TO THE PROGRAM DESIRED AND PRESS ENTER TO BRING UP THE
REQUESTS THAT EXIST FOR THIS PROGRAM.

PF8 WILL BRING UP THE NEXT PAGE IF THERE IS ONE.

PF7 WILL BRING UP THE PREVIOUS PAGE IF THERE IS ONE.

REQUESTS MENU:

THIS MENU SHOWS A LIST OF EXISTING REQUESTS FOR THIS PROGRAM.
IT SHOWS THE FOLLOWING DATA FOR EACH REQUEST:

LABEL - SIX CHARACTER ID OF THE REQUEST.

REPORT DESCRIPTION - DESCRIPTION ENTERED BY USER.

REQUESTOR - IDENTIFICATION OF THE REQUESTOR.

CYCLE - CYCLE CODE IF JOB TO BE SUBMITTED BY CYCLE
SEE NARD FOR CYCLE DESCRIPTIONS.

LAST RUN - THE LAST DATE THIS REQUEST WAS RUN.

OPID - THE OPERATOR ID OF THE LAST USER TO PROCESS THIS
REQUEST.

TAB TO THE DESIRED REQUEST AND PRESS ENTER TO BRING UP REQUESTED
SCREEN.

TAB TO THE DESIRED REQUEST AND ENTER A TWO CHARACTER CODE TO
BRING UP A REQUEST SCREEN USING THIS REQUEST AS A MODEL.

PF8 WILL BRING UP THE NEXT PAGE IF THERE IS ONE.

PF7 WILL BRING UP THE PREVIOUS PAGE IF THERE IS ONE.

REQUEST SCREEN:

THIS SCREEN SHOWS THE DETAIL OF A SPECIFIC REQUEST. THIS INFORMA-
TION IS PRESENTED IN TWO PARTS.

PART ONE: THIS DATA IS COMMON TO ALL REQUESTS.

REQUESTOR - PERSON/DEPT THE REPORT WILL BE SENT TO.

RUN CYCLE - USE TO CAUSE REPORT TO BE RUN PERIODICALLY
(IE WEEKLY) SEE NARD=CYCLE

REQUEST DESCRIPTION - ENTERED BY THE USER SO THAT THIS
REQUEST CAN BE QUICKLY IDENTIFIED BY THAT USER.

PERMANENT REQUEST - IF 'N' IS ENTERED, THIS REQUEST WILL BE
DELETED AFTER IT HAS BEEN RUN.

RUN DATE - IF YOU DO NOT USE A CYCLE, ENTER THE DATE YOU
DESIRE THE REPORT TO BE RUN.

PRINT AT DISTRICT - N = LASER PRINTER
Y = YOUR PRINTER

OPIID - YOUR OPERATOR ID. ENTERED BY THE SYSTEM.

DELETE - ENTER 'DEL' TO HAVE THIS REQUEST DELETED NOW.

LAST RUN DATE - LAST DATE THAT THIS JOB WAS RUN
(CREATED BY THE SYSTEM)

COPIES - ENTER THE NUMBER OF COPIES OF THE REPORT YOU
REQUIRE.

RUN JOB NOW - IF THIS JOB IS ELEGIBLE TO BE RUN IMMEDIATELY,
THIS FIELD WILL APPEAR. YOU MAY ENTER 'Y' TO RUN IMMEDIATELY
INSTEAD OF AT NIGHT.

PART 2:

THIS PART OF THE SCREEN IS SPECIFIC TO EACH JOB. THESE FIELDS
ARE PARAMETERS USED BY THE SPECIFIC PROGRAM. IF THE FIELD IS
OPTIONAL, AN 'OPT' WILL APPEAR AS THE FIRST THREE CHARACTERS
OF THE DESCRIPTION FIELD.

DESCRIPTION FIELD - THE FIRST 40 CHARACTERS OF THE LINE IS USED
TO DESCRIBE THE PARAMETER. THESE DESCRIPTIONS SHOULD BE
SELF EXPLANATORY.

PARAMETER FIELD - IMMEDIATELY LEFT OF THE DESCRIPTION IS THE
AREA TO ENTER THE PARAMETER.

ALL FIELDS WILL BE EDITED IF POSSIBLE. IF AN ERROR IS DETECTED,
AN ERROR MESSAGE WILL BE PRESENTED ON LINE TWO AND THE CURSOR WILL
BE PLACED AT THE FIELD IN ERROR.

ROLL - FINANCE YEAR END PROCESSING COMPLETION REPORT

PURPOSE: TO DISPLAY WHEN THE YEAR END FINANCE ROLL OVER JOBS
RUN FOR EACH DISTRICT FOR REQUESTED FISCAL YEAR.

ENTER: ROLL=YY
YY = FISCAL YEAR DESIRED

NOTE: THIS TRANSACTION IS AVAILABLE ONLY TO THE DISTRICT OFFICE AND
THE COUNTY OFFICE.

SCREENS:

SHOWS THE LAST DATE THE INDICATED JOB WAS RUN FOR EACH DISTRICT FOR
THE REQUESTED FISCAL YEAR.

DISTRICT: SELF EXPLANATORY

PL01: SALARY AND FRINGE BENEFIT BUDGET DEVELOPMENT

PL03: UPDATE BUDGET FILE WITH SALARY LINE ITEMS

PL20: CREATE NEW YEAR PERSONNEL DICTIONARY RECORDS

PL21: CREATE NEW YEARS SALARY SCHEDULES

B69: ROLL OVER LINE ITEM OBJECTS FOR NEXT FISCAL YEAR

B77: CREAT BUDGET AND DICTIONARY RECORDS FOR NEXT FISCAL YR

FIELDS:

DISTRICT: DISTRICT NAME

DATE: LAST DATE THIS JOB WAS RUN FOR THIS FISCAL YEAR.

SALM - FOR THE SALARY MATRIX SCREEN

PURPOSE:

THIS TRANSACTION IS USED TO CREATE, UPDATE, DELETE OR PAGE THROUGH THE SALARY MATRIX SCREEN(S) FOR A SALARY SCHEDULE.

A SALARY SCHEDULE MAY HAVE A MAXIMUM OF 99 RANGES WITH 99 STEPS PER RANGE. THE SALARY MATRIX SCREEN DISPLAYS FIFTY-FOUR OCCURRENCES OF RANGE, STEP AND AMOUNT AT ONE TIME; WITH EACH NEW RANGE ENCOUNTERED BEGINNING IN THE LEFTMOST POSITION OF A LINE. A MESSAGE IN THE BOTTOM RIGHT CORNER OF THE SCREEN WILL INDICATE WHETHER THE SCREEN CONTAINS ALL OF THE SALARY SCHEDULE OR WHETHER THERE ARE MORE PAGES (END=SALARY MATRIX DISPLAY IS COMPLETE; PAGE=DISPLAY NOT COMPLETE - MORE PAGES).

SALM TRANSACTION INSTRUCTIONS:

TO BEGIN THIS TRANSACTION ENTER THE TRANSACTION CODE 'SALM', EQUAL SIGN (=), THE FISCAL YEAR, AND THE THREE-POSITION SALARY SCHEDULE "NAME." THIS WILL BRING UP THE ENTIRE SCHEDULE (ALL RANGES AND STEPS). IF YOU WANT TO SEE ONLY ONE RANGE, ENTER THE TWO-DIGIT RANGE IMMEDIATELY AFTER THE SCHEDULE "NAME."

SALM=86AFS WILL BRING UP THE ENTIRE SALARY MATRIX FOR SALARY SCHEDULE "AFS" FOR FISCAL YEAR 85-86

SALM=86AFS01 WILL BRING UP RANGE 01 ONLY OF THE SALARY MATRIX FOR SALARY SCHEDULE "AFS" FOR FISCAL YEAR 85-86. (NOTE: WHEN THIS OPTION IS USED, YOU CANNOT ADD STEPS FOR ANY OTHER RANGE)

ONCE THE INITIAL TRANSACTION ID HAS BEEN INPUT, HIT THE <ENTER> KEY. IF THE ORIGINAL ENTRY IS INCORRECT, ONE OF THE FOLLOWING ERROR MESSAGES WILL APPEAR AT THE TOP OF THE SCREEN:

"INVALID TRANSACTION IDENT." THE TRANSACTION ID IS INVALID SHOULD BE "SALM"

"PLEASE ENTER DISTRICT NUMBER" THE CHARACTER ENTERED FOR THE DISTRICT NUMBER IS INCORRECT

"YEAR MUST BE NUMERIC - RE-ENTER" - FISCAL YEAR WAS NOT ENTERED OR WAS ENTERED INCORRECTLY

"MUST ENTER SCHEDULE (XXX)" NO SALARY SCHEDULE "NAME" WAS ENTERED OR IT WAS ENTERED INCORRECTLY.

"RANGE MUST BE NUMERIC - RE-ENTER - RANGE WAS INPUT INCORRECTLY

IF TRANSACTION ID IS CORRECT, THE SCREEN WILL RETURN WITH EITHER A BLANK SCREEN WITH "A" IN THE ACTION FIELD - THIS IS AN "ADD", I.E. THE SALARY SCHEDULE

OR THE SALARY RANGE FOR THE SALARY SCHEDULE IS NOT ON FILE. IF YOU ARE TRYING TO CHANGE AN EXISTING SCHEDULE THIS INDICATES YOU HAVE ENTERED THE WRONG SALARY SCHEDULE.

TERMINAL USERS GUIDE FOR THE SALARY MATRIX SCREEN

A FILLED SCREEN WITH "C" IN THE ACTION FIELD - THIS IS A "CHANGE", I.E., THE SALARY SCHEDULE OR THE SALARY RANGE FOR THE SCHEDULE IS ON FILE. IF YOU ARE TRYING TO ADD A NEW SCHEDULE THIS INDICATES YOU HAVE ENTERED THE WRONG SALARY SCHEDULE.

FILLING IN THE SCREEN:

ADDING A NEW SALARY SCHEDULE OR A NEW RANGE IN AN EXISTING SCHEDULE:

FILL IN ALL THE FIELDS NECESSARY TO ADD THE RANGES AND STEPS YOU DESIRE, VISUALLY CHECK THE SCREEN FOR CORRECTNESS AND HIT THE <ENTER> KEY. THE DATA IS SENT TO THE COMPUTER WHERE IT IS VALIDATED. IF CORRECT, A MESSAGE IS SENT BACK STATING "UPDATE COMPLETE"; IF ANY FIELD IS ENTERED INCORRECTLY, THE CURSOR WILL GO TO THE FIELD AND GIVE AN ERROR MESSAGE. CORRECT THE DATA AND HIT THE ENTER KEY. CONTINUE THIS PROCESS UNTIL "UPDATE COMPLETE" MESSAGE IS RECEIVED. (IF AT ANY TIME PRIOR TO RECEIVING THIS MESSAGE YOU DECIDE YOU WANT OUT OF THE SCREEN, HIT THE <CLEAR> KEY AND NO PROCESSING WILL TAKE PLACE).

NOTE: IT IS NOT NECESSARY THAT RANGE/STEP NUMBERS BE ENTERED IN ORDER; THE PROGRAM WILL SEQUENCE THEM CORRECTLY FOR YOU.

IF YOU HAVE FILLED THE ENTIRE SCREEN, BUT HAVE MORE RANGES/STEPS TO ENTER: AFTER LAST AVAILABLE RANGE/STEP ON FIRST SCREEN IS FILLED HIT THE <ENTER> KEY TO ADD THAT PAGE. ONCE YOUR "UPDATE COMPLETED" MESSAGE IS RECEIVED, YOU MAY ENTER "P" IN THE ACTION CODE TO ADD A NEW PAGE - ACTION CODE WILL BE "A" WHEN BLANK SCREEN IS RECEIVED.

CHANGING AN EXISTING SALARY SCHEDULE:

MODIFY ALL FIELDS WHICH NEED TO BE CHANGED, USING THE NORMAL FIELD KEYS AND/OR THE ARROW KEYS TO POSITION CURSOR IN CORRECT POSITION. WHEN ALL FIELDS HAVE BEEN MODIFIED, HIT THE <ENTER> KEY. THE NEW SCREEN INFORMATION WILL BE VALIDATED. AS IN THE "ADD" PROCESS, IF ANY FIELD IS ENTERED INCORRECTLY, THE CURSOR WILL GO TO THE FIELD AND GIVE AN ERROR MESSAGE. CORRECT THE DATA AND HIT THE ENTER KEY. CONTINUE THIS PROCESS UNTIL "UPDATE COMPLETE" MESSAGE IS RECEIVED. (IF AT ANY TIME PRIOR TO RECEIVING THIS MESSAGE YOU DECIDE YOU WANT OUT OF THE SCREEN, HIT THE <CLEAR> KEY AND NO PROCESSING WILL TAKE PLACE).

NOTE: IT IS NOT NECESSARY THAT RANGE/STEP NUMBERS BE ENTERED IN ORDER; THE PROGRAM WILL SEQUENCE THEM CORRECTLY FOR YOU.

DUE TO THE METHOD BY WHICH THE SALARY MATRIX FILE IS UPDATED, YOU ARE

NOT ALLOWED TO CHANGE EXISTING RANGE/STEP NUMBERS BY OVERLAYING THE NEW INFORMATION IN THE RANGE/STEP FIELDS; TO ACCOMPLISH THIS, YOU MUST DELETE THE RANGE/STEP BY ENTERING "DEL" IN THE AMOUNT FIELD, AND ENTER THE NEW RANGE/STEP NUMBERS AND THE SALARY AMOUNT IN AN OPEN FIELD ON THE SCREEN. IF YOU ARE INPUTTING NEW RANGE/STEP NUMBERS YOU MAY GO BACK AND CHANGE ANY FIELD - BUT ONLY PRIOR TO GETTING "UPDATE COMPLETED" MESSAGE.

TO PAGE THROUGH MULTIPLE SCREENS ON A SALARY SCHEDULE WHICH HAS 'PAGE' IN THE BOTTOM RIGHT CORNER, ENTER 'P' IN THE ACTION CODE AND HIT <ENTER>. AS EACH NEW SCREEN IS DISPLAYED THE ACTION CODE CHANGES TO 'C' AND YOU ARE READY TO CHANGE THE SCREEN. WHEN THE LAST SCREEN HAS BEEN DISPLAYED, 'END' WILL SHOW IN THE BOTTOM RIGHT CORNER OF THE SCREEN. IF YOU HAVE NOT CHANGED ANYTHING IN THE SCHEDULE AND YOU WANT TO RETURN TO THE FIRST PAGE, HIT <ENTER>.

IF YOU HAVE FILLED THE LAST SCREEN FOR AN EXISTING SALARY SCHEDULE, BUT HAVE MORE RANGES/STEPS TO ENTER: AFTER LAST AVAILABLE RANGE/STEP ON SCREEN IS FILLED HIT THE <ENTER> KEY TO PROCESS THAT PAGE. ONCE YOUR "UPDATE COMPLETED" MESSAGE IS RECEIVED, YOU MAY ENTER "P" IN THE ACTION CODE TO GET A NEW BLANK SCREEN - ACTION CODE WILL BE "A" WHEN BLANK SCREEN IS RECEIVED.

TO DELETE A STEP IN EXISTING SALARY SCHEDULE RANGE: YOU MUST ENTER "DEL" IN THE FIRST THREE POSITIONS OF THE AMOUNT FIELD FOR THAT STEP - ENTERING ZEROES IN THE DOLLAR AMOUNT WILL ONLY CHANGE THE STEP AMT TO ZERO, WHICH IS CONSIDERED AN ERROR; ATTEMPTING TO ENTER SPACES IN THE RANGE AND STEP WILL ALSO CAUSE AN ERROR.

EXAMPLE: RNG STP AMOUNT TO DELETE: RNG STP AMOUNT
 01 130 013000.00 01 130 DEL000.00

WHEN AN EXISTING SALARY SCHEDULE IS DISPLAYED FOR UPDATE, EACH NEW RANGE WILL BEGIN IN THE LEFTMOST POSITION OF THE NEXT AVAILABLE LINE; THIS WILL LEAVE SOME 'OPEN' RANGE/STEP/AMOUNT FIELDS THROUGHOUT THE DISPLAY. YOU MAY ENTER NEW STEPS FOR THE SALARY SCHEDULE IN ANY OPEN FIELDS ON THE SCREEN, REGARDLESS OF RANGE/STEP SEQUENCE. WHEN THE UPDATED SCREEN IS RE-DISPLAYED TO YOU, ALL RANGES AND STEPS WILL BE IN PROPER SEQUENCE.

WHEN YOU ARE WORKING WITH A SALARY SCHEDULE DISPLAYED ON MULTIPLE SCREENS AND YOU CHANGE AN ITEM ON THE SECOND (THIRD, FOURTH, ETC.) SCREEN AND HIT <ENTER>, THE PAGE YOU CHANGE WILL BE RE-DISPLAYED TO YOU AS UPDATED. IF YOU THEN WISH TO RETURN TO THE FIRST PAGE, HIT <ENTER>.

DELETING AN ENTIRE SALARY SCHEDULE:

TO DELETE AN ENTIRE SALARY SCHEDULE, ENTER 'SALM', '=', YEAR, AND SALARY SCHEDULE 'NAME' ONLY (NO RANGE). WHEN THE SCREEN IS RETURNED TO YOU WITH THE SCHEDULE, ENTER 'DELETE' IN THE ACTION CODE ("D" WILL NOT WORK - MUST ENTER FULL WORD) AND HIT <ENTER>. THE COMPUTER WILL RETURN A BLANK SCREEN TO YOU WITH THE MESSAGE 'DELETE COMPLETED' AND AN ACTION CODE OF 'A' TO ADD - IF YOU DO NOT WANT TO ADD NEW INFORMATION FOR THIS SCHEDULE, HIT

<CLEAR> OR ENTER THE NEXT SALARY SCHEDULE YOU WANT TO UPDATE IN THE KEY AREA AND HIT <ENTER>.

NOTE: YOU CANNOT DELETE ONE PAGE ONLY OF A SALARY SCHEDULE WHICH IS DISPLAYED ON MULTIPLE SCREENS - IF YOU HAVE PAGED THROUGH PART OF THE SCHEDULE AND ENTER 'DELETE' IN THE ACTION CODE, THE ENTIRE SCHEDULE IS DELETED, NOT THE PAGE YOU HAVE ON YOUR SCREEN.

DELETING ONE RANGE OF A SALARY SCHEDULE:

TO DELETE ONE RANGE OF A SALARY SCHEDULE, ENTER 'SALM', '=', YEAR, SALARY SCHEDULE 'NAME', AND RANGE. WHEN THE SCREEN IS RETURNED TO YOU WITH THE RANGE, ENTER 'DELETE' IN THE ACTION CODE AND (ENTER). THE COMPUTER WILL RETURN A BLANK SCREEN TO YOU WITH THE MESSAGE 'DELETE COMPLETED' AND AN ACTION CODE OF 'A' TO ADD - IF YOU DO NOT WANT TO ADD NEW INFORMATION FOR THIS RANGE, HIT <CLEAR> OR ENTER THE NEXT SALARY SCHEDULE YOU WANT TO UPDATE IN THE KEY AREA AND HIT <ENTER>.

ERROR MESSAGES GENERATED FROM INPUT TO SALM SCREEN:

INVALID ACTION: MUST BE 'A', 'C', 'P', OR 'DELETE':
YOU HAVE ENTERED AN INVALID ACTION CODE. CODES MUST BE EXACTLY AS SHOWN ABOVE. CORRECT AND HIT <ENTER>.

RANGE AND STEP MUST BE NUMERIC:
YOU HAVE SKIPPED OVER A RANGE OR STEP, OR HAVE ENTERED A NON-NUMERIC CHARACTER IN ONE OF THESE FIELDS. CORRECT AND HIT <ENTER>.

SALARY AMOUNT NOT NUMERIC - INVALID:
YOU HAVE ENTERED NON-NUMERICS (OTHER THAN "DEL") IN AN AMOUNT FIELD. CORRECT AND HIT <ENTER>.

SALARY AMOUNT CANNOT BE ZERO - INVALID:
YOU HAVE CHANGED AN AMOUNT ON AN EXISTING RANGE/STEP TO ZERO. CORRECT OR ENTER "DEL" TO DELETE STEP AND HIT <ENTER>.

SALARY RANGE NOT EQUAL TO RANGE SPECIFIED IN KEY - INVALID:
YOU INITIALLY PUT A RANGE IN THE KEY AREA, AND NOW ARE TRYING TO ADD A STEP FOR A DIFFERENT RANGE, OR ENTERED THE RANGE IN ERROR. YOU MUST CORRECT THE RANGE AND HIT <ENTER> TO CLEAR THIS ERROR - THEN, IF YOU DO NOT WANT THE RANGE/STEP ENTER "DEL" IN THE AMOUNT AND HIT <ENTER>.

LAST POSITION OF STEP MUST BE ZERO FOR FULL-STEP OR FIVE FOR HALF-STEP:
LAST, OR THIRD, POSITION OF STEP MUST BE 0 OR 5. IF YOU ARE USING FULL-STEP INCREMENTING, ENTER 0; IF YOU ARE USING HALF-STEP INCREMENTING, ENTER 5.

WARNING MESSAGE GENERATED FROM DISPLAY/INPUT TO SALM SCREEN:

WARNING: STEPS AND/OR AMOUNTS OUT OF SYNC IN RANGE NN :
THIS MESSAGE INDICATES THAT WITHIN RANGE NN (NUMBER WILL DISPLAY) EITHER:

STEPS ARE MISSING - STEP NUMBERS GO FROM 010 TO 030, FOR EXAMPLE;

OR:

AN AMOUNT IN ONE STEP IS LOWER THAN THE AMOUNT IN PREVIOUS STEP - AMT
FOR STEP 010 IS 1500.00 AND AMT FOR STEP 020 IS 1000.00, FOR EXAMPLE.

THIS IS A WARNING ONLY AND CAN BE IGNORED IF YOUR SCHEDULE IS CORRECT
AS SHOWN ON SCREEN. THE PURPOSE OF THIS MESSAGE IS TO DRAW THE USER'S
ATTENTION TO "POSSIBLE" ERRORS.

SCHD - BUDGET UPDATES

PURPOSE:

THIS SCREEN ALLOWS YOU TO SCHEDULE PROGRAMS THAT UPDATE FINANCE FILES AS PART OF THE BUDGETING PROCESS.

ENTER: SCHD=YR

WHERE 'YR' IS THE NEW FISCAL YEAR BUDGET BEING DEVELOPED.

PRIMARY MENU

DATA:

TAB DOWN TO THE NAME OF THE JOB YOU WANT TO RUN AND HIT ENTER.

OPTIONS ARE:

PL01 - CREATE PAYROLL/FRINGE LINE ITEM RECORDS

FB84 - BUDGET LINE ITEM DETAIL REPORT

FRPT - ISSUES TRANSACTION 'FRPT=MENU' SO THAT THE USER
MAY REQUEST 'FB72' AND 'PL05'

PL80 - CREATE FRINGE BENEFIT BUDGETING RECORDS

PL81 - CREATE SALARY BUDGETING RECORDS

FB77 - CREATE NEW FISCAL YEAR BUDGET FILE

FB69 - BRING FORWARD 4000 - 8999 LINE ITEMS TO NEW YEAR

PL20 - CREATE NEW FISCAL YEAR PERSONNEL DICTIONARY

PL21 - CREATE NEW FISCAL YEAR SALARY MATRIX

PL03 - POST PAYROLL/FRINGE LINE ITEMS TO BUDGET FILE

AFTER YOU SELECT A JOB AND HIT ENTER, YOU WILL SEE THE SCREEN FOR THE JOB THAT YOU SELECTED IF THERE ARE NO ERROR MESSAGES CAUSED BY YOUR SELECTION. ANY ERROR MESSAGES WILL APPEAR ON THE SECOND LINE OF THE SCREEN.

SECONDARY MENUS

FILL OUT THE PARAMETERS FOR THE JOB YOU WANT TO RUN

ALL JOBS:

REQUESTED BY : PERSON/DEPT THE REPORT WILL BE SENT TO

RUN DATE : THE DATE THAT YOU WANT TO SCHEDULE THE JOB TO RUN.

PRINT AT DISTRICT: N = LASER PRINTER
Y = YOUR PRINTER

LAST RUN DATE : LAST DATE THAT THIS JOB WAS RUN
(CREATED BY THE SYSTEM)

PL01 -

CREATE LINE ITEMS FOR FISCAL YEAR: SUPPLIED BY SYSTEM FROM THE
YEAR THAT YOU ENTERED WHEN YOU
INITIATED THE TRANSACTION

USE ACCOUNT NUMBERS ON BUDGET FILE FOR FISCAL YEAR: ENTER THE CURRENT FISCAL YEAR
IF YOU HAVE NOT RUN FB77. IF YOU HAVE
RUN FB77, ENTER THE NEW FISCAL YEAR.

USE THE SALARY MATRIX FILE FOR FISCAL YEAR: USE CURRENT FISCAL YEAR UNTIL
YOU HAVE RUN PL21 OR HAVE ENTERED
THE NEW SALARY SCHEDULE, THEN USE
THE NEW FISCAL YEAR

USE BUDGET SALARY MATRIX: USE THE SPECIALLY TAILORED
BUDGETING SALARY MATRIX DATA.

USE THE DICTIONARY FILE FOR FISCAL YEAR: USE CURRENT FISCAL YEAR UNTIL
YOU HAVE RUN PL20, THEN USE NEW
FISCAL YEAR

USE BUDGET FRINGE BENEFITS: USE THE SPECIALLY TAILORED FRINGE
BENEFIT RECORDS IN THE BUDGET
SECTION OF THE DICTIONARY.

FB84 -

THERE IS NO INPUT FOR THIS JOB OTHER THAN THE INPUT THAT IS COMMON
TO ALL JOBS.

FRPT -

NO SECONDARY MENU. THIS OPTION BRINGS UP THE TRANSACTION 'FRPT'.

PL80 -

YEAR TO USE FOR BUDGETING: YEAR OF RECORDS TO COPY TO BUDGET
SECTION OF FILE. THESE RECORDS MAY BE
MODIFIED USING THE DICTIONARY TRANSACTION.

PL81 -

YEAR TO USE FOR BUDGETING: YEAR OF RECORDS TO COPY TO BUDGET
SECTION OF FILE. THESE RECORDS MAY BE
MODIFIED USING THE 'SALM' TRANSACTION.

SCHD: THREE CHARACTER SCHEDULE NAME OR '****' TO COPY ALL NOT OTHER WISE IDENTIFIED SCHEDULES.

?: THE PERCENT TO INCREASE THE IDENTIFIED SCHEDULES BY.

FB77 -

THERE IS NO INPUT FOR THIS JOB OTHER THAN THE INPUT THAT IS COMMON TO ALL JOBS.

FB69 -

STARTING AUTHORIZATION NUMBER: YOU DO NOT HAVE TO ENTER THIS NUMBER IF YOU DO ENTER; THIS CANNOT BE LESS THAN 50000 OR GREATER THAN 95000

PL20 -

THERE IS NO INPUT FOR THIS JOB OTHER THAN THE INPUT THAT IS COMMON TO ALL JOBS.

PL21 -

THERE IS NO INPUT FOR THIS JOB OTHER THAN THE INPUT THAT IS COMMON TO ALL JOBS.

PL03 -

THERE IS NO INPUT FOR THIS JOB OTHER THAN THE INPUT THAT IS COMMON TO ALL JOBS.

ERROR MESSAGES

COMMENTS

PRIMARY MENU

PL03 HAS BEEN ALREADY BEEN RUN FOR FISCAL YEAR:

YOU CANNOT RUN PL01 AFTER PL03 HAS BEEN RUN FOR SAME FISCAL YEAR

PL01 MUST BE RUN AT LEAST ONE TIME FOR THIS FISCAL YEAR:

YOU CANNOT RUN PL03 UNTIL PL01 HAS BEEN RUN AT LEAST ONE TIME

FB77 MUST BE RUN FOR THIS FISCAL YEAR:

YOU CANNOT RUN PL03 UNTIL FB77 HAS BEEN RUN FOR THIS FISCAL YEAR

PL03 HAS ALREADY BEEN RUN FOR FISCAL YEAR:

PL03 CAN ONLY BE RUN ONCE FOR A FISCAL YEAR

PL20 HAS ALREADY BEEN RUN FOR FISCAL YEAR:

PL20 CAN ONLY BE RUN ONCE FOR A FISCAL YEAR

DICTIONARY FOR FISCAL YEAR ENTERED
ALREADY EXISTS....YOU CANNOT RUN
THIS JOB:

A PERSONNEL DICTIONARY FOR THE
FISCAL YEAR ENTERED ALREADY
EXISTS

PL21 HAS ALREADY BEEN RUN FOR
FISCAL YEAR:

PL21 CAN ONLY BE RUN ONCE FOR
A FISCAL YEAR

SALARY SCHEDULES ARE ON SALARY
MATRIX FILE....YOU CANNOT RUN THIS
JOB:

A SALARY SCHEDULE FOR FISCAL
YEAR ENTERED ALREADY EXISTS

FB69 HAS ALREADY BEEN RUN FOR
FISCAL YEAR:

FB69 CAN ONLY BE RUN ONCE FOR
A FISCAL YEAR

BUDGET FILE DOES NOT EXIST FOR
FISCAL YEAR:

A BUDGET FILE FOR FISCAL YEAR
ENTERED HAS NOT BEEN CREATED

YOU CANNOT ENTER FISCAL YEAR
LATER THAN NEXT FISCAL YEAR:

YOU ENTERED FISCAL YEAR THAT
IS GREATER THAN CURRENT YEAR
+ 1 ...IE: CURRENT YEAR 92
FISCAL YEAR 94
THIS WILL CREATE ERROR MSG:
FISCAL YEAR SHOULD BE....93

FB77 HAS ALREADY BEEN RUN FOR
FISCAL YEAR

FB77 CAN ONLY BE RUN ONCE
FOR FISCAL A YEAR

INVALID SELECTION.....PLEASE POSITION
CURSOR:

YOU HAVE POSITIONED THE
CURSOR TO A POSITION THAT
IS NOT ON A VALID SELECTION

SECONDARY SCREENS

WRONG KEY PRESSED...THE ONLY VALID
KEYS ARE CLEAR AND ENTER:

YOU HIT A KEY OTHER THAN THE
"CLEAR" OR "ENTER" KEYS

REQUESTER MUST BE ENTERED:

"REQUESTED BY" FIELD IS BLANK AND
MUST BE ENTERED

A Y OR N MUST BE ENTERED TO PRINT
AT DISTRICT:

"PRINT AT DISTRICT" FIELD WILL
ACCEPT ONLY A 'Y' OR 'N' AS VALID
INPUT

A RUN DATE MUST BE ENTERED TO
PROCESS:

"RUN DATE" FIELD IS BLANK AND MUST
BE ENTERED

INVALID RUN DATE ENTERED...
PLEASE RE-ENTER:

"RUN DATE" FIELD CAN ONLY ACCEPT
NUMERIC DATA

RUN DATE MONTH IS INVALID...
PLEASE RE-ENTER:

RUN DATE MONTH MUST BE A
NUMERIC NUMBER 01 THRU 12

RUN DATE DAY IS INVALID...
PLEASE RE-ENTER:

RUN DATE DAY MUST BE A NUMERIC
NUMBER 01 THRU 31

RUN DATE IS NOT TONIGHT
OR LATER:

YOU ARE TRYING TO SCHEDULE A
RUN DATE THAT HAS PASSED

A BUDGET FILE FISCAL YEAR MUST
BE ENTERED:

A FISCAL YEAR MUST BE ENTERED

BUDGET FILE FISCAL YEAR MUST BE
NUMERIC:

YOU MUST ENTER A NUMERIC FISCAL
YEAR

BUDGET FILE DOES NOT EXIST FOR
FISCAL YEAR:

YOU ARE TRYING TO USE A FISCAL
YEAR THAT HAS NOT BEEN CREATED
YET

A SALARY MATRIX FISCAL YEAR MUST
BE ENTERED:

YOU MUST ENTER A NUMERIC SALARY
MATRIX YEAR

SALARY MATRIX FISCAL YEAR MUST BE
NUMERIC:

YOU MUST ENTER A NUMERIC SALARY
MATRIX YEAR

SALARY MATRIX FILE DOES NOT EXIST
FOR FISCAL YEAR:

YOU ARE TRYING TO USE A FISCAL
YEAR THAT HAS NOT BEEN CREATED
YET

A DICTIONARY FILE FISCAL YEAR MUST
BE ENTERED:

YOU MUST ENTER A NUMERIC
DICTIONARY FILE YEAR

DICTIONARY FILE FISCAL YEAR MUST
BE ENTERED

YOU MUST ENTER A NUMERIC
DICTIONARY FILE YEAR

DICTIONARY FILE DOES NOT EXIST FOR
FISCAL YEAR

YOU ARE TRYING TO ENTER A FISCAL
YEAR THAT HAS NOT BEEN CREATED

STARTING AUTHORIZATION NUMBER NOT
NUMERIC

IF YOU ENTER A 'SAN', IT MUST BE
A NUMERIC NUMBER BETWEEN 50000
AND 95000

STARTING AUTHORIZATION NUMBER
OUT OF RANGE...MUST BE 50000 TO 95000

'SAN' MUST BE FROM 50000 TO 95000

DICTIONARY FILE DOES NOT EXIST
FOR FISCAL YEAR

NO RECORDS IN DICTIONARY FOR
FISCAL YEAR ENTERED

A SCHEDULE OR "****" MUST BE ENTERED

SALARY SCHEDULES TO BE USED MUST
BE ENTERED

SALARY MATRIX FILE DOES NOT EXIST
FOR SCHEDULE

CANNOT FIND THIS SCHEDULE IN
SALARY MATRIX FILE

SALARY MATRIX FILE DOES NOT EXIST
FOR FISCAL YEAR

FISCAL YEAR ENTERED WAS NOT
FOUND IN SALARY MATRIX FILE

SALARY ADJUSTMENT PERCENTAGE
NOT "NN.NN"

PERCENTAGE IS NOT NUMERIC

SCHEDULING:

THIS JOB CAN BE RUN ANY TIME THAT CICS IS UP.
REQUESTED JOBS ARE SCHEDULED TO RUN EACH NIGHT.

UPDATING:

THE REPORT SCHEDULER FILE (RS01) IS UPDATED BY THIS PROGRAM.

PRINTING:

THERE IS NO REPORT PRODUCED FROM THIS TRANSACTION

VNAM - VENDOR FILE ALPHABETIC LIST

PURPOSE:

THE PURPOSE OF THE VENDOR FILE ALPHABETIC LIST IS TO PROVIDE THE USER WITH A LIST OF VENDORS, SEQUENCED BY ALPHA SORT & VENDOR NUMBER AS WELL AS AN ALTERNATIVE ACCESS METHOD OF REACHING THE VENDOR FILE UPDATE (BDVD) OR VENDOR ACTIVITY (BVAA) SCREENS.

TRANS-ID:

TO USE THE VNAM TRANSACTION ENTER:

```
VNAM=XXXXXXXXXX000000  
WHERE  XXXXXXXXXXXX IS THE VENDOR ALPHA SORT  
       000000    IS THE VENDOR NUMBER  
PRESS ENTER.
```

THE SCREEN WILL NOW SHOW THE FIRST VENDOR WHOSE ALPHA SORT MATCHES THE LETTERS INPUT, AND THE NEXT SIX VENDORS ALPHABETICALLY SEQUENCED BY ALPHA SORT. IF THE ALPHA CODE BEING SOUGHT IS NOT IN THE VENDOR FILE THE NEXT VENDOR FOLLOWING WILL BE DISPLAYED ON THE SCREEN.

SCROLLING FORWARDS AND BACKWARDS:

THE OPERATOR MAY SCROLL FORWARD TO THE NEXT SET OF NAMES BY PRESSING THE ENTER KEY OR SCROLL BACKWARD TO THE PRIOR SET OF NAMES BY PRESSING THE F7 KEY.

TRANSFER TO BDVD OR BVAA:

- 1) TAB DOWN TO VENDOR LINE AND HIT F5 FOR TRANSFER TO BDVD SCREEN OR
* TAB DOWN TO VENDOR LINE AND HIT F6 FOR TRANSFER TO BVAA SCREEN.

* NOTE: AFTER TRANSFERRING TO BVAA IF FISCAL YEAR HASN'T BEEN ENTERED TODAY, ENTER IT ON THE BVAA SCREEN.

- 2) KEY IN A '#' OVER THE '=' AND THE LINE NUMBER (THAT APPEARS TO THE LEFT OF THE ALPHA SORT) FOLLOWED BY THE TRANSACTION ID (BDVD OR BVAA)

```
VNAM#05FDVDXXXXXXXX000000
```

IF THIS IS THE FIRST TRANSACTION OF THE DAY THE OPERATOR MUST ALSO KEY IN THE YEAR:

```
VNAM#03FDVD91XXXX000000
```