

SCREEN 304 - COUNTY CODE MAINTENANCE TABLE

This table defines valid county codes used in the B/P/P System as well as the valid effective **FROM** and **THRU** dates associated with each county code.

After receiving the screen **304** there are four options available:

1. Return to the User Table Maintenance (Menu)
2. Inquire about a particular county code
3. Modify a particular county code's title data
4. Delete a particular county code from the county code table

These options are described below:

1. **RETURN**

To return to the User Table Maintenance Menu screen:

- Type an **E** in the **FUNCTION** field or **300** in the **SCREEN** field and press the **ENTER** key or use the **F3** function key. Press **F4** to return to the main B/P/P Menu.

2. **INQUIRE**

To inquire about a particular county code:

- **FUNCTION** field should be blank.
- Type the 3-digit county code in the **COUNTY CODE** field and press the **ENTER** key.
- All county code information, if any, will be displayed. If the county code is not in the file the user will receive the following message: **COUNTY CODE NOT ON DATABASE**

3. **MODIFY**

Before a new county code is added to the file or before any modification is made to an existing county code, the user should first **INQUIRE** about the county code as described above. This will 'pull up' any data that already exists for the county code in the file.

To **ADD** a new county code to the file the user should:

- Type **M** in the **FUNCTION** field.
- The county code should still be displayed from the user's previous inquiry.

- Type an **A** (add) in the **A/C** field on the first short title line, enter the effective **FROM** date (MM DD YYYY format), **TAB** to the title field and type the short title of the county code (maximum of 20 characters). **TAB** to the next field on the long title line and then type the names of the county seat (maximum of 50 characters).
- Once all desired data has been entered, the user should press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the file will be updated and the user will see the following message: **TABLE DATABASE UPDATED.**

In the event the system detects an error, the incorrect field(s) will be highlighted and the user will see the following message: **HIGHLIGHTED DATA IN ERROR - RE-ENTER.**

The user should correct the error(s) and press the **ENTER** key. If the error(s) were corrected properly the user will then see the **TABLE DATABASE UPDATED** message.

If the name of the county is being **CHANGED**, the user should:

- Type **M** in the **FUNCTION** field.
- Type **C** (change) in the **A/C** field and type the closing date in the **THRU** field on the appropriate short title line. The old name of the county code should be closed with an effective date that is one day less than the effective date of the new name (new name effective 04 01 1997 - close date would be 03 31 1997). *Date ranges may NOT overlap.*
- The user will then type an **A** (add) in the **A/C** field on the next short title line, enter the effective **FROM** date, **TAB** to the title field and type the new short title of the county code (maximum of 20 characters). **TAB** to the next field on the long title line and type the new county seat of the county (maximum of 50 characters).
- Once all desired data has been entered press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the file will be updated and the user will see the following message: **TABLE DATABASE UPDATED.**

In the event the system detects an error the incorrect field(s) will be highlighted and the user will see the following message: **HIGHLIGHTED DATA IN ERROR - RE-ENTER.**

The user should correct the error(s) and press the **ENTER** key. If the error(s) were corrected properly the user will then see the **TABLE DATABASE UPDATED** message.

4. **DELETE**

It is very rare that an entire county code must be deleted from the BPP-TABLES File # 64. Generally, this need is the result of a county code being entered erroneously.

To **restrict** the use of a county code to a specific time period:

- The user must enter the appropriate dates (both **FROM** and **THRU**) for which the county code is valid. The best way to inactivate a county code is to enter a **THRU** date, while leaving the county code on the BPP-TABLES File # 64. This allows the county code descriptions to be found when processing historical reports, while warning of use of the county code on current payroll processing.

To **delete** a county code (and all the title data associated with it):

- The user must type a **D** in the **FUNCTION** field, the county code and press the **ENTER** key. The user will then see the following message: **COUNTY CODE HAS BEEN DELETED FROM D.B.**

To **delete** a particular title and/or time period range for a county code:

- The user must enter an **M** in the **FUNCTION** field and an action code of **D** in the **A/C** field. This only deletes the Effective Dates and Titles for the county code. If the last title is deleted, the county code will be deleted as well.

SCREEN 304 - COUNTY CODE MAINTENANCE TABLE

304 TAMUS B/P/P System - County Code Maintenance				09/30/05 13:08
				P BPP0002 R069
Screen: ____		Function: _ (Blank=Inquire, D=Delete, M=Modify, E=End)		
County code: ____		SECC Payee code: ____		
Title		Effective Dates		Action
Type	A/C	From	Thru	Title
Short	-	_ _ _	_ 1 1	_ 1
Long	-	_ _ _	_ 0	_
Short	-	_ _ _	_ _ _	_
Long	-	_ _ _	_ _ _	_
Short	-	_ _ _	_ _ _	_
Long	-	_ _ _	_ _ _	_
Short	-	_ _ _	_ _ _	_
Long	-	_ _ _	_ _ _	_
Short	-	_ _ _	_ _ _	_
Long	-	_ _ _	_ _ _	_
Short	-	_ _ _	_ _ _	_
Long	-	_ _ _	_ _ _	_

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

SCREEN 304 - COUNTY CODE TABLE MAINTENANCE EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN CODE	3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.
2	FUNCTION FIELD	Blank - Inquire D - Delete M - Modify E - End
4	SECC PAYEE CODE	The 3-digit Payee Code of the United Way Local Campaign Area the <u>county</u> is assigned to. ('000' if not assigned)
3	COUNTY CODE	Must be a valid 3-digit county code (refer to BPP-TABLES File # 64 Listing)
5	A/C FIELD	A - Add a new Title C - Correct an existing Title

D - Delete a Title

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
6, 7, 8	EFFECTIVE FROM DATE	Must be a valid date in MM DD YYYY format; 5 - MM 6 - DD 7 - YYYY
9, 10, 11	EFFECTIVE THRU DATE	Must be a valid date in MM DD YYYY format; 8 - MM 9 - DD 10 - YYYY
12	SHORT TITLE	Abbreviated Account Name from 1 to 20 characters
13	LONG TITLE	Must be Full Account Name without abbreviations - maximum of 50 characters