

SCREEN 409 - CHAR CONT EDU CARRIER MAINTENANCE

This table defines charitable contribution education carriers and is used to obtain the name, vendor identification number, and mail code of a particular carrier. The B/P/P Operations Center personnel assign these codes after consulting with the respective fiscal office personnel requesting the changes. In the case of many of the campuses, two codes may be assigned for a department, one going directly to the department and one for a development foundation code associated with the department. Some of the campuses produce their own enrollment forms and do not use those produced for the entire A&M System. Use a current table printout when assigning new codes.

After receiving the screen **409** there are four options available:

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

These options are described below:

1. **RETURN**

To Return to the B/P/P Table Maintenance Menu:

- Type an **E** or **400** in the **FUNCTION** field and press the **ENTER** key or use the PF3 function key or the PF4 to return to the B/P/P Main Menu.

2. **INQUIRE**

To inquire about a particular charitable contribution education carrier:

- **FUNCTION** field should be blank.
- **TAB** to the **CHARITABLE CONTRIBUTION EDUCATION CARRIER** field, type in the desired carrier code, and press the **ENTER** key. If no errors are encountered by the system, all the available information for the carrier code entered will be displayed.
- If errors are found, the problem fields will be highlighted and the appropriate error messages will be displayed: **CHE CARRIER CODE NOT ON DATABASE.**

3. **DELETE**

Before deleting an education carrier from the database, the user should do an **INQUIRE** on it first, as described above.

To delete a particular charitable contribution education carrier:

- The **CHARITABLE CONTRIBUTION EDUCATION CARRIER CODE** will still be displayed from the previous **INQUIRY**.

- Enter **D** in the **FUNCTION** field and press the **ENTER** key. If no errors are encountered by the system, the database will be updated and the following message will be displayed: **CHE CARRIER DELETED FROM DATABASE.**
- The word **DELETED** will also be displayed in the **ACTION PERFORMED** field.
- If errors are found, the problem fields will be highlighted and the appropriate error messages will be displayed: **YOU MUST INQUIRE BEFORE USING MODIFY OR DELETE.**

4. MODIFY

Before adding a new education carrier to the database, or modifying an existing carrier's information, the user should do an **INQUIRE** on it first, as described above.

To **ADD** a new education carrier to the database:

- The **CHARITABLE CONTRIBUTION EDUCATION CARRIER CODE** will still be displayed from the previous **INQUIRY**.
- Enter an **M** in the **FUNCTION** field and **TAB** to the **CHARITABLE CONTRIBUTION EDUCATION CARRIER** field and type in a valid carrier code, type in the carrier name in the **NAME** field, **TAB** to the **VENDOR ID NO** field and type in a numeric vendor id number, **TAB** to the **MAIL CODE** field and type in a valid mail code.
- Once all the desired information has been entered, the user should press the **ENTER** key. If no errors are encountered by the system, the database will be updated and the following message will be displayed: **TABLE DATABASE UPDATED.** The word **ADDED** will also be displayed in the **ACTION PERFORMED** field.
- If errors are found, the problem fields will be highlighted and the appropriate error messages will be displayed:

INVALID CHE CARRIER CODE
INVALID MAIL CODE
INVALID CHE CARRIER NAME
VENDOR CAT IS INVALID
VENDOR ID IS INVALID
ERROR – appears in **ACTION PERFORMED** field when errors are found

To **CHANGE** an existing education carrier:

- **FUNCTION** field should be **M**.
- **TAB** to the field(s) to be modified, make the desired change(s), and press the **ENTER** key. If no errors are encountered by the system, the database will be updated and the following message will be displayed: **TABLE DATABASE UPDATED.** The word **CHANGED** will also be displayed in the **ACTION PERFORMED** field.

- If errors are found, the problem fields will be highlighted and the appropriate error messages will be displayed:

INVALID CHE CARRIER CODE

INVALID MAIL CODE

INVALID CHE CARRIER NAME

VENDOR CAT IS INVALID

VENDOR ID IS INVALID

ERROR - appears in **ACTION PERFORMED** field when errors are found

SCREEN 409 - CHE CARRIER MAINTENANCE TABLE

409 TAMUS BPP CHE CARRIER MAINTENANCE		07/17/01 13:36	
		P BPP0002 01B8	
Screen: <u>1</u> Function: <u>2</u> (Blank=Inquire,M=Modify,D=Delete,E=End)			
CHARITABLE CONTRIBUTION EDUCATION CARRIER <u>3</u>			
NAME	VENDOR ID NO	MAIL CODE	ACTION PERFORMED
_____ <u>4</u> _____	<u>5</u> _____ <u>6</u> _____	_____ <u>7</u> _____	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Exit Main			

SCREEN 409 - CHE CARRIER MAINTENANCE TABLE 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	Blank - Inquire M - Modify D - Delete E - End
3	CHARITABLE CONTRIBUTION EDUCATION CARRIER	Must be numeric (0001 through 0999)
4	NAME	Must not be spaces, carrier name
5	VENDOR ID NO TYPE	Must be 1 or 3
6	VENDOR ID NO	Must be numeric
7	MAIL CODE	Must be numeric