

Hot Off The Press

New User Table for Entering Accounting Analysis Changes

Effective immediately, there is a new 'User Table' that will allow workstations and fiscal offices to enter their own accounting analysis changes. The old method of filling out the Accounting Analysis Change Request form and sending it to BPP Production Control is obsolete.

Screen 323 is where all accounting analysis changes will now be entered. If you or anyone in your office needs access to inquire, add or update accounting analysis changes, have your security officer request the needed access from bpphelp@tamu.edu. You will only be able to add and modify accounting analysis changes for the system part that you are authorized for. Inquiry access is allowed across all parts.

SCREEN 323 – ACCOUNTING ANALYSIS CHANGES

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323 TAMUS B/P/P System - Accounting Analysis Changes                                02/16/07 08:31
                                                                                   D BPP0014 R009

Screen:  _1_      Function:  _2_ (Blank=Inquire, D=Delete, M=Modify, E=End)

Part  _3_      Pay Period:  Monthly  _4_ Biweekly  _4_ All  _4_

Effective for Pay Dates                                     Accounting Analysis   Action
A/C Cycl  From      Thru      Acct      S-Acct (1-4) (5-16)   New
 5  _6_  7_ 7_ 7_      8_ 8_ 8_      _9_      _10_  _11_  _12_  _13_  _14_
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Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help           Exit  Main           Prev  Next
    
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<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	Screen	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 'D' – Delete 'M' – Modify 'E' – End
3	Part	2-digit system member number
4	Pay Period	Place an 'X' in only one of the pay periods to select only that type of change to be displayed.
5	A/C	'A' – Add a new record 'C' – Change an existing record
6	Cycl	'MON' – apply to Monthly payrolls only 'BIW' – apply to Biweekly payrolls only 'ALL' – apply to ALL payrolls
7	Effective From Date	First Pay Date that accounting analysis change will begin being effective (must be a valid Pay Date.)
8	Effective Thru Date	Last Pay Date that accounting analysis change will be effective (must be a valid Pay Date).
9	Acct	6 digit account number. Wildcards can be entered. For example, 12***** would apply to all account from 120000-129999, ***** would include all accounts. Wildcards cannot be embedded (i.e. 12**34)
10	S-Acct	5 digit support account. This field can also contain wildcards as above.
11	Old Acct Analysis Key	4 digit accounting analysis 'key' used in payroll processing. No wildcards.

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
12	Acct Analysis 'User Area'	12 digit 'user' portion of accounting analysis code. Wildcards can be used here and <u>can</u> be embedded.
13	New Acct Analysis Key	4 digit accounting analysis 'key that you want all payroll records changed to.
14	Action	'Added' – record successfully added 'Changed' – record successfully changed 'Deleted' – record successfully deleted

If you have any questions or concerns, please forward them to bpphelp@tamu.edu.