

Hot Off The Press

Comment Utility

Background:

BPP System users have often requested the capability to add comments to various BPP System screens.

BPP:

Lately, there has been an increased need to feed comments from Billing Screen 118 to the monthly reconciliation process. With that need in mind, and the history of previous requests for comments, a comment utility has been developed for use on practically any BPP screen. Like the existing comment line on Screen 106, the comment utility will allow for a single comment line on any screen and have the added utility of multiple summary and detail comment lines on subsequent pop-up screens. Each comment will be date/time stamped, with the latest summary comment appearing on the original BPP screen. Please keep in mind, comments can be viewed and/or updated by other BPP users with the appropriate screen access.

Process:

Effective May 8, 2009, Billing Screen 118 will have the comment utility functionality added. A summary comment line has been added to the bottom of the screen and the PF2 key has been activated to display a pop-up screen of summary comments. See the first screen shot on page 2. The PF2 key will be the standard function key on all screens where the new comment functionality is enabled.

Once the PF2 key has been pressed a pick list of historical comments will be displayed. See the second screen shot on page 2. To access the expanded comment screen type an 's' or 'x' next to the desired summary line and press <Enter>. The expanded comment screen will display the selected summary comment and any detail comments associated with it. See page 3.

Comments can be accessed in both inquiry and correction mode. While in inquiry mode you can only inquire on existing comments. In correction mode, comments may be viewed, added, or modified. See page 4.

The summary comment line is required before detail comments can be entered. Detail lines are not required, but you may enter up to 10 detail lines for each summary line. Both the summary and detail lines will allow up to 70 characters per line. Currently, there is no retention schedule in place for comments. Since we are capturing the date/time comments are entered/modified a purge process could be implemented in the future as needed.

The ability to keep, view, and modify historical comments has been incorporated into the comment utility program. To add a new comment, type 'N' in the Function field and press <Enter>. Now the summary and any associated detail lines can be added. See page 5. After pressing <Enter> and returning to Screen 118, the most recent summary comment will be displayed at the bottom of the screen. See page 6.

To have the comment utility added to additional screens in the BPP System, please have the designated requestor for your workstation submit a BPP System Change Request form, <http://www.tamus.edu/offices/bpp/bpprequest/>.

118 TAMUS B/P/P - Billing Info - Inquiry
Screen: ____

04/21/09 15:00
D BPP0017 R010

UIN: 111001111 Name: SAMPLER TOM
Bill Status Bill Addr Med Carr Den Carr Percent Local
Bank Draft Acct Change Date
Retired From: Wrk Stn ADLOC Emp-Loc Chk-Distr
Employer Retiree Days FYTD Available Total
Amt Due Amt Due Due Past FYTD Paid To Pay Owed
Carrier Carrier Date Due Received Carrier Carrier Carrier

BL 04012009
MED 04012009
DEN 04012009
VIS 04012009
OL 04012009
ADD 04012009
LTD 04012009
DL 04012009
LTCE
LTCS
Total

New PF2 key and
Comment area

ADDL-MED ADDL-DEN

Comment INVOICE #1

PF1=Help, PF2=Comm, PF3=Exit, PF4=Main, PF5=Prev, PF6=Next, PF11=Right

118 TAMUS B/P/P - Billing Info - Inquiry
Screen: ____

04/21/09 15:00
D BPP0017 R010

UIN: 111001111 Name: **After pressing the PF2 key on
Screen 118, a 'pick list' of
comments will pop-up.**
Bill Status Bill Addr Med Carr Den Carr Percent Local
Bank Draft Acct Change Date
Retired From: Wrk Stn ADLOC Emp-Loc Chk-Distr

No More Data
Summary Line Selection

Summary Lines	Date/Time Updated
— INVOICE #1	04/14/2009 09:02:05
— SUMMARY LINE 5	04/03/2009 09:02:26
— SUMMARY LINE 4	04/03/2009 09:02:04
— SUMMARY LINE 1	04/03/2009 08:58:27
— SUMMARY LINE 2	04/02/2009 17:11:12
— SUMMARY LINE 3	04/02/2009 17:10:41

F3=Exit F7=Up F8=Down

118 TAMUS B/P/P - Billing Info - Inquiry
Screen: ____

04/21/09 15:00
D BPP0017 R010

UIN: 111001111 Name: SAMPLER TOM
Bill Status Bill Addr Med Carr Den Carr Percent Local
Acct Change Date
Wrk Stn ADLOC Emp-Loc Chk-Distr

Select a Summary comment
by typing an 'x' or 's' on the
corresponding line.

Summary Line Selection

Summary Lines	Date/Time Updated
<input checked="" type="checkbox"/> INVOICE #1	04/14/2009 09:02:05
<input type="checkbox"/> SUMMARY LINE 5	04/03/2009 09:02:26
<input type="checkbox"/> SUMMARY LINE 4	04/03/2009 09:02:04
<input type="checkbox"/> SUMMARY LINE 1	04/03/2009 08:58:27
<input type="checkbox"/> SUMMARY LINE 2	04/02/2009 17:11:12
<input type="checkbox"/> SUMMARY LINE 3	04/02/2009 17:10:41

F3=Exit F7=Up F8=Down

Screen 118 TAMUS B/P/P - Comment Maintenance

Screen display of Summary
and Detail comments .

Function _ (Blank=Inquire; E=Exit)

UIN: 111001111 Name: SAMPLER TOM

Updated BPP0007 04/14/2009 09:02:05
Added BPP0007 04/03/2009 11:05:30

Summary
INVOICE #1 _____
Detail
DETAIL LINE 1 _____

PF1=Help, PF3=Exit

Getting back into screen 118 comment area through the 100/Correction mode, using four actions:

- a) 100,
- b) 118/c/UIN,
- c) PF2,
- d) x on Invoice #1 will bring you into the correction mode for the comments also.

```
Screen 118          Comment Maintenance          04/21/09 15:06
                  D BPP0017  R010

Enter 'M' for modify,
  type on Summary
and/or Detail lines.

Function _ (Blank=Inquire; N=New,A=Add; M=Modify; E=Exit)

UIN: 111001111    Name: SAMPLER TOM
                  Updated BPP0007    04/14/2009 09:02:05
                  Added BPP0007    04/03/2009 11:05:30
Summary
  INVOICE #1_____
Detail
  DETAIL LINE 1_____
  _____
  _____
  _____
  _____
  _____
  _____

PF1=Help,PF3=Exit
```

```
Screen 118          TAMUS B/P/P - Comment Maintenance          04/21/09 15:07
                  D BPP0017  R010

0200 Database successfully updated

Function _ (Blank=Inquire; N=New,A=Add; M=Modify; E=Exit)

UIN: 111001111    Name: SAMPLER TOM
                  Updated BPP0017    04/21/2009 15:07:55
                  Added BPP0007    04/03/2009 11:05:30
Summary
  INVOICE #1_____
Detail
  DETAIL LINE 1_____
  DETAIL LINE 2 ADDED 4/21_____
  _____
  _____
  _____
  _____
  _____

Example of detail
line 2 modified.

PF1=Help,PF3=Exit
```

Screen 118

TAMUS B/P/P - Comment Maintenance

04/21/09 15:10
D BPP0017 R010

Enter 'N' to add a NEW summary, press ENTER.

Function **N** (Blank=Inquire; N=New,A=Add; M=Modify; E=Exit)

UIN: 111001111 Name: SAMPLER TOM

Updated BPP0017 04/21/2009 15:07:55
Added BPP0007 04/03/2009 11:05:30

Summary

INVOICE #1 _____

Detail

DETAIL LINE 1 _____

DETAIL LINE 2 ADDED 4/21 _____

PF1=Help,PF3=Exit

Screen 118

TAMUS B/P/P - Comment Maintenance

04/21/09 15:11
D BPP0017 R010

'A' for add is filled in automatically.

Function **A** (Blank=Inquire; N=New,A=Add; M=Modify; E=Exit)

UIN: 111001111 Name: SAMPLER TOM

Updated BPP0017 04/21/2009 15:07:55
Added BPP0007 04/03/2009 11:05:30

Summary

Detail

*** ADD NEW SUMMARY/DETAIL LINES ***

PF1=Help,PF3=Exit

118 TAMUS B/P/P - Billing Info - Correction
Screen: ____

04/21/09 15:15
D BPP0017 R010

UIN: 111001111 Name: SAMPLER TOM
Bill Status Bill Addr Med Carr Den Carr
Bank Draft Acct
Retired From: Wrk Stn ADLOC Emp-Loc

Pressing the PF2 key brings us back to the first 'pick-list' screen with new summary group on top.

No More Data

Summary Line Selection

Summary Lines	Date/Time Updated
_ Newest level summary for April business	04/21/2009 15:13:58
_ INVOICE #1	04/21/2009 15:07:55
_ SUMMARY LINE 5	04/03/2009 09:02:26
_ SUMMARY LINE 4	04/03/2009 09:02:04
_ SUMMARY LINE 1	04/03/2009 08:58:27
_ SUMMARY LINE 2	04/02/2009 17:11:12
_ SUMMARY LINE 3	04/02/2009 17:10:41

F3=Exit F7=Up F8=Down