

B/P/P Operations Center

System Manual

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B/P/P Operations Center

System Overview and Navigation Aids

Section 1

INTRODUCTION

The Budget/Payroll/Personnel (B/P/P) System is an integrated data management system through which staff budgets are created and maintained, payrolls are produced and recorded, and personnel data are stored and maintained. The system consists of five major databases or database groups.

The PREPARATION BUDGET (Prep Budget) database is used in the preparation of annual staff (personnel) budgets. It carries the essential data on individual budgeted positions. This data is then passed to the Budget Module in the Financial Accounting Management Information System (FAMIS), which prepares the formal budget document presented to the Board of Regents.

The ACTIVE BUDGET database is very similar to the PREP BUDGET database. After approval of budgets by the Board of Regents, the PREP BUDGET database is converted to the ACTIVE BUDGET database where it is updated as changes occur in positions, occupants, salary rates, sources, and other characteristics throughout the fiscal year. The first "iteration" on the ACTIVE BUDGET database is the status of a particular position as it appears in the approved budget. As changes are made, succeeding iterations are added; as each occurs, the system produces a FORM 500-Budget and Personnel Change, which serves to record administrative approval of such changes.

The PERSONNEL database carries a variety of information on each employee of the A&M System, including benefit deduction information that is required for payrolls, AA/EEO reporting, group insurance and other benefit reporting, and a variety of related purposes.

The PAYROLL databases (Hours, P2PAY and History) are driven by the ACTIVE BUDGET database and the PERSONNEL database to produce reports, vouchers, payroll checks, etc., for monthly and biweekly payrolls, and to record all such payments.

The TABLES database is used to store descriptive information for codes used throughout the other databases. It also contains data which controls various system processing functions on a daily or monthly basis.

The B/P/P system utilizes the mainframe computer system in the Computer Information Service Department of the Texas A&M University. It is in many aspects a table-driven system, operating in an ADABAS data management software. The staff of the B/P/P Operations Center performs maintenance of this system.

Data input to the system occurs through a series of B/P/P "workstations" or payroll offices, each of which is responsible for a segment of the employee population, as follow:

Work Station A: Reports to Director, Texas Agricultural Experiment Station (TAES); is responsible for TAES plus the TAMU College of Agriculture.

Work Station C: Reports to Vice Chancellor for Engineering; is responsible for Texas Transportation Institute (TTI).

Work Station D: Reports to Vice Chancellor for Engineering; is responsible for Texas Engineering Extension Service (TEEX).

Work Station E: Reports to Vice Chancellor for Engineering; is responsible for TAMU College of Engineering and Texas Engineering Experiment Station (TEES).

Work Station F: Reports to Director, Texas Forest Service (TFS); is responsible for that agency only.

Work Station G: Reports to the campus dean, Texas A&M University at Galveston (TAMUG); is responsible for that institution only.

Work Station H: Reports to President, TAMUS Health Science Center; is responsible for that institution only. This institution includes: the Baylor College of Dentistry in Dallas; the College of Medicine in College Station and Temple; and, the Bio-Technology Institute in Houston.

Work Station I: Reports to President, Texas A&M University - Corpus Christi (TAMC); is responsible for that institution only.

Work Station J: Reports to President, Texas A&M University - Kingsville (TAMK); is responsible for that institution only.

Work Station L: Reports to President, Texas A&M International University (TAMI); is responsible for that institution only.

Work Station M: Reports to President, Texas A&M University; is responsible for the Texas A&M University (with exception of Colleges of Agriculture and Engineering), and Texas Veterinary Medical Diagnostic Laboratory (TVMDL).

Work Station N: Reports to President, Texas A&M University - Texarkana (TAMUN); is responsible for that institution only.

Work Station P: Reports to President, Prairie View A&M University (PVAM); is responsible for that institution only.

Work Station R: Reports to President, Texas A&M University - Commerce (TAMUR); is responsible for that institution only.

Work Station S: Reports to the Chancellor, The Texas A&M University System; is responsible for the System Administrative and General Offices (SAGO) only.

Work Station T: Reports to President, Tarleton State University (TARL); is responsible for that institution only.

Work Station W: Reports to President, West Texas A&M University (WTAM); is responsible for that institution only.

Work Station X: Reports to Director, Texas Agricultural Extension Service (TAEX); is responsible for that agency and the Texas Wildlife Damage Management Service (WDMS).

Personnel in the various budget, payroll or human resource (personnel) offices at each institution or agency (part or member) perform actual data input. The particular office responsible for the maintenance of the data elements in each B/P/P System sub-system varies depending on the internal organization of each A&M System member.

System Standard Use Fields and Rules

General fields with their rules, uses, hints and techniques.

SCREEN (Next Screen, Screen Nbr) 3-digit code that identifies the next screen to be viewed; this is used to maneuver through the B/P/P System screens.

UIN (Universal Identification Number) 9 digit number assigned by TAMUS to identify students, staff, faculty, dependents in and between TAMUS systems. Generally the preferred 'key' for finding persons in the system through screens or reports. Pattern is NNN00NNNN where position 4 and 5 are zeros.

SSN (Social Security Number) 9 digit number assigned by Federal agency for US residents. Where possible should be protected data for screens and reports



RULES - -

?Help:	Symbol (?) is used next to field names, like Screen ? , to show that there is a help function related to that data field. After the cursor has been placed in/on the field area, pressing <F1> will display the help information related to that field. In the case of Screen , the multiple values possible for input to the screen number can be viewed or selected. If pressing <F1> gives you the message 'WNMP0101 0253 NAT1148 No help available for this data field.' then there no current help for that field on this screen

Using IBM Mainframe 3270 Type Terminals

The intent of the descriptions contained in the following section is to assist various computer users with the essential information necessary to be able to use 3270 type terminals on the mainframe administrative applications in use throughout The Texas A&M University System. This document contains numerous items that discuss specific edit or screen manipulative features that can be performed. Not only is this section useful to new employees learning to use the system and 3270 terminal architecture, but it can also be helpful to experienced users who may not perform a particular data entry function on a regular basis and may need assistance in specific areas.

3270 EMULATION PROGRAMS

There are several software products that will enable a personal computer (PC) to emulate an IBM 3270 type terminal. This type of terminal architecture has become the industry standard for IBM operating environments, however, this terminal is no longer manufactured and distributed in mass in the market place anymore. The more versatile PC has replaced it. Software operating on the PC emulates many of the 3270 functions, enabling the PC to 'become' a 3270 terminal.

The recommended 3270 emulation program currently being recommended for use in administrative functions around the A&M System is Hummingbird Host-Explorer. It uses the TCP/IP protocol that is becoming the A&M System standard. Older versions of TCP3270 and NET3270 should be replaced with this new product whenever possible. A copy of this software is available through Internet download from: <http://itim.tamu.edu/hostexplorer/download.html>

It is recommended that you download the FAMIS version of this product. Most of the following key definitions are already preset to the recommended below.

3270 EMULATION KEYS

Special keys and key combinations must be used when working with the B/P/P System. These keys are known as 3270 emulation keys and may be defined differently by each 3270 terminal or PC emulation software that you are using. Contact your computer support person if you do not know how to identify the following keys on your computer.

PF Keys When a key is listed as **PF_n**, PF represents Program Function. Many PCs use the function keys labeled **F_n** for these **PF** keys. Others have special key combinations to represent the **PF** keys, for example, a combination of the **ALT** key and the number 1 will represent the **PF1** key.

At the bottom of the B/P/P Screens, there are PF keys listed that can assist in the use of the screen. For example: the **PF1** key is the "HELP" key and the **PF3** key is the "EXIT from this screen" key.

TAB and BACKTAB Use the **TAB** and **BACKTAB** keys on a 3270 terminal to move from field to field. This will position the cursor at the start of each field. Most PCs have

Keys a key labeled **TAB**, while the **BACKTAB** is a combination of the **SHIFT/TAB** keys.

Using the arrow keys, instead of the **TAB** key, to move around the screen may lock the computer keyboard. Use the **RESET** key, then the **TAB** key, to position the cursor and unlock the keyboard.

CLEAR Key The **CLEAR** key on many PC keyboards is the **PAUSE** key. This key is often used to clear, erase, or refresh, the screen before typing.

RESET Key After pressing <**ENTER**> to process data information, note the status bar at the bottom of the screen. When the system is processing information, the symbol "X ()" or ⓧ will appear. You cannot enter additional information until the system is finished processing. If any other symbols appear, press your **RESET** key -- often the **ESCAPE** key on a PC.

ERASE END OF FIELD Key To erase all the information in a field with one stroke, the **ERASE EOF** key on a 3270 keyboard is helpful. On most PCs, the common key to use is the **END** key next to the numeric keypad. If you are using Hummingbird and the **END** key does not work, it can be turned on using the following instructions:

Click on **OPTIONS** on the Tool Bar. Click on **KEYBOARD MAPPING**. In the **FUNCTION GROUP** box, scroll to locate **EDITING KEYS** and click on that function. Move to the **FUNCTION** box and scroll to find **ERASE-EOF**. Click and drag **ERASE-EOF** to the **END** key on the keyboard map displayed on the screen and release the mouse. Check the **Current Key-Escape Section** for what it says next to the word "Normal". If it says **Erase-EOF** then this procedure worked. If it doesn't, then go back to the scroll bar and start over. Once the **Current Key-Escape Section** reads "Normal Erase-EOF", click on the **SAVE** button so that the key function is saved. Exit the **Keyboard Mapping** section.

One of the quickest ways to test the **END** key is to go to an updateable field on any screen and place the cursor at the beginning of the field. Instead of using the **DELETE** key, use the **END** key to delete. The **END** key should erase everything from where the cursor is located to the end of the field.

HOME Key From anywhere on the screen, the most efficient way to take the cursor back to the **Screen:** field. On most PCs, the **HOME** key will work.

NEWLINE Key This key definition moves the cursor to the first updateable field on a new line below where the cursor is currently positioned. If the cursor is already positioned on the last line, the cursor will be positioned at the first updateable field on the screen. To define this function, follow the instructions found in the section for the **ERASE END OF FIELD** key above.

INSERT Key The key with this definition allows for the insertion of characters in a modifiable field. The field must have sufficient “null” characters to allow for the insertion of the additional characters. On most PCs, the **INSERT** key is defined as a toggle insert function key.

DELETE Key The key with this definition allows for the deleting of characters from a modifiable field. On most PCs, the **DELETE** key is defined as a delete function key.

MESSAGE LINE On each screen there is a line reserved to display messages to the user. The print will usually appear in a different color so that it is highlighted for the user to easily see. These messages may be processing messages or error messages. The example that follows is an error message.

```
100 TAMUS B/P/P Personnel Maintenance                                02/28/01 11:30
                                                                    D BPP0002 0063
WNMP0100 0024 NAT1011 Requested function key not allocated.
Screen: _____

Function:          Blank = Inquiry      P = Print benefits summary
SSN: _____    C = Correction      S = Schedule insurance mastercard
                  D = Deletion        T = Transcribe data to correct SSN
                  N = New SSN         V = Vendor file addition request

101 Personal Data          113 Court ordered deductions
102 Tax <OASI/UCI/EIC/FIT/SIT> 108 Employee Org/TX tomorrow fund
104 Retirement <TRS/ORP>      117 Credit union/Charitable cont.
115 Dependent data          114 Charitable Cont. EDU/ENG PROF/EPP
106 Benefit maintenance     112 Federal retirement
130 Benefit totals          103 Federal insurance
109 Annuities & deferred compensation 111 Addresses & phone numbers
110 U.S. savings bond       118 Billing information
                              116 Benefit history

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

SCROLLING THROUGH DATA Depending on the application and how it is written, pressing the **<ENTER>** key will scroll through information listed on a screen. On some screens, there are PF keys to use to scroll forward, backward, or panel one screen to the left or right. The PF keys defined and displayed at the bottom on the screens will identify this functionality.

HELP HELP functions are available for many screen fields in the B/P/P System. Placing the cursor in the desired field and pressing the **<PF1>** key will access a pop-up window with specified field information. Another way is to place a question mark in the desired field and press the **<ENTER>** key.

For the Pop-Up Window: To get out of the HELP function, either select a value and press **<ENTER>** or press the **PF3** key. Which method to use will normally be designated in the pop-up window (EX: **PF3** = Exit).

***ESCAPING
FROM A POP-
UP WINDOW***

When in a pop-up window, pressing the **PF3** key will usually take you back to the original screen. There are a few windows that won't allow this. For those windows pressing the **<ENTER>** key will take you back to the original screen. These windows may not contain the PF key definitions usually seen at the bottom of the screen. If the window contains the definitions, then the PF keys will apply.

There are many additional functions and features that are available through the mainframe software utilized at the TAMU Computing and Information Services (CIS) Department. One of these software products is called the Terminal Productivity Executive (TPX). All access to mainframe applications should go through TPX. The following descriptions will provide you with some of the more useful features of the product and many of these will be demonstrated during the class.

/L<ENTER>
key

This command **locks** your terminal so that no one can access your terminal or sessions without first typing in your password. This command should be used if you need to be away from your desk and you do not wish to logoff completely. This is a great security feature of TPX. All applications you are in will remain logged on and active. Remember to follow the command with the **<ENTER>** key. In order to re-access your session, you must correctly enter the password you used to initially access TPX.

/K<ENTER>
key

This command "kills" your TPX session, but leaves all the applications you are logged into active. This will free your terminal for others to use in your absence. Remember to follow the command with the **<ENTER>** key.

/<PFn> key

This command will enable you to 'jump' to another online session defined by that function key on your TPX menu. This allows a person to be signed on to multiple concurrent sessions and to be able to move freely from one session to another without going through the TPX menu.

/W<PF12> key

This command **returns you to the TPX menu** from any system screen you have active.

MSGID: TEN0025

ICH70001I BPP0002 LAST ACCESS AT 11:30:33 ON WEDNESDAY, FEBRUARY 28, 2001

TO PROCEED, HIT ENTER

==>

Follow the instructions on
this screen.

**TO PROCEED, HIT
ENTER**

```

TPX MENU FOR      BPP0002      Panelid - TEN0041
Cmdkey=PF12      Jump=NONE      Menu=NONE      Terminal - TAMT0043
Print=NONE       Cmdchar=/      Model - 3279-3 System - TAMTPX

  Sessid      Sesskey      Session Description      Status
- CICS        PF 1          PRODUCTION CICS
- CICSNAT     PF 2          CICS FOR NATURAL PROGRAMS
- BPP         PF 3          Budget Payroll Personnel
- WYLBUR     PF 4          OBS WYLBUR
- TESTCICS   PF 5          TEST CICS
- TSO        PF 6          TSO
- IMS        PF 7          PRODUCTION IMS      N/A
- TESTIMS    PF 8          TEST IMS              N/A
- PUBLIC     PF 9          Comptroller Public Transactions
- INFOVIEW   PF 10         Report Viewing System
- BPPTRN     PF 11         BPP - training
- BPPTST     PF 13         BPP - testing
- SOSDA      PF 16         Texas Secretary of State
- CICSTRN    PF 17         CICS FOR TRAINING
- USAS       PF 18         Uniform Statewide Accounting Sys
- WYLBUR2    PF 20         OBS WYLBUR

Command ==>
PF1=Help PF7/19=Up PF8/20=Down PF10/22=Left PF11/23=Right H =Cmd Help

```

TPX NAVIGATION

The TPX Menu should now appear on your screen. This menu details a list of online systems that are available to users in the same class in which you are defined. Navigation to each of these subsystems, regardless of different logon-ids you may have, is available from the TPX session you have established.

The cursor should be positioned at the **Command** ==> prompt. There are several options to select the online system that you desire. The easiest is to use the function keys. For example, if you are wanting to enter BPP, your command would be: <F3>. A second way to enter the session of your choice is to place the cursor on the line in front of the desired session on the menu and press the <ENTER> key. A third option is to key the session name following the prompt, for example: BPP and press the <ENTER> key. A Sign-On screen should appear. Most sessions have additional logon requirements.

```
Signon for CICS/ESA Release 4.1.0          APPLID TAMBPP
WELCOME TO BPP AT TEXAS A&M UNIVERSITY

Type your userid and password, then press ENTER:

                *****
Userid . . . .   THIS COMPUTER SYSTEM AND DATA HEREIN
Password . . .   ARE AVAILABLE ONLY FOR AUTHORIZED
New Password . . PURPOSES AND BY AUTHORIZED USERS.
                  USE FOR ANY OTHER PURPOSE MAY RESULT
                  IN ADMINISTRATIVE OR CRIMINAL ACTION
                  AGAINST THE USER.
                *****

DFHCE3520 Please type your userid.
F3=Exit
```

Choose one of the options above to receive the BPP Sign-On Screen. The cursor should be flashing in the first space available on the **Userid:** line. Type in your Userid. If the cursor does not automatically move to the first space available on the **Password:** line then, you will need to <tab> one time. Type in your password and press the <ENTER> key. This will sign you on to CICS – the terminal communication software.

```
BPP

DFHCE3549 Sign-on is complete (Language ENU).
```

Following a successful sign-on to CICS, you will receive an almost blank screen. The cursor should be flashing in the upper left-hand corner and a message will appear at the bottom telling you of your successful sign-on. Type **BPP** and press the <ENTER> key. This will sign you on to the NATURAL programming language operating environment.

```

000 TAMUS Budget/Payroll/Personnel System                                07/11/01 14:27
                                                                    P BPP0002 0364

Screen: ____

100 Personnel Database                                050 Active Budget Database
601 Estimated Insurance Premiums                       001 Preparation Budget
602 Annual Insurance Enrollment                       010 Preparation Budget--Quick & Dirty
603 Annual Charitable Contribution                    500 Payroll Maintenance
611 I-9 Inquiry                                       605 Net Pay Calculation
612 I-9 Update                                       606 Cash Advance Calculation
613 COBRA Flag Maintenance                          607 Lump Sum Payment Calculation

640 Billing Database                                  609 Research Foundation Inquiry
701 Employment History                              615 PTTs Inquiry
711 Salary History                                  300 User Tables
                                                400 B/P/P Tables

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

```

The screen to the left should appear. It is the B/P/P Main Menu screen. To work with a subsystem or a specific screen, enter the appropriate screen code from the menu listed on this page. Type the corresponding 3-digit number in the **Screen:** ____ field and then press the <ENTER> key.

HELP OPTIONS

There are two types of help that can be provided. The first type is informational only. A pop-up window will appear and the window will generally contain text which describes the field and outlines the options that may be selected.

The second type of help is more “active” and allows for the user to “select” information and return it to the main screen for processing.

Both types of help are available in the BPP System and can be invoked in the same manner. The following section describes how these help features can be initiated.

Perhaps one of the most useful help windows is the alpha look-up window available on the Personnel and Payroll Maintenance screens. The following describes how to implement and use this feature.

FIELD HELP USING THE F1 PROGRAM FUNCTION KEY

On selected fields, additional information can be displayed using the F1 program function key. This HELP information is accessed by moving the cursor to the field in question and pressing the F1 Key.

```
100 TAMUS B/P/P - Personnel Maintenance                                07/11/01 14:37
                                                                    P BPP0002 0364

Screen:  __

Function:  _      Blank = Inquiry      P = Print benefits summary
          SSN:  _____      C = Correction  S = Schedule insurance mastercard
                              D = Deletion    T = Transcribe data to correct SSN
                              N = New SSN     V = Vendor file addition request

101 Personal Data                                113 Court ordered deductions
102 Tax <OASI/UCI/EIC/FIT/SIT>                   108 Employee Org/TX tomorrow fund
104 Retirement <TRS/ORP>                          117 Credit union/Charitable cont.
115 Dependent data                               114 Charitable Cont. EDU/ENG PROF/EPP
106 Benefit maintenance                          112 Federal retirement
130 Benefit totals                               103 Federal insurance
109 Annuities & deferred compensation            111 Addresses & phone numbers
110 U.S. savings bond                            118 Billing information
                                                116 Benefit history

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

Place the cursor in the SSN field by using the **TAB** key. Press the <**F1**> key.

```

100 TAMUS B/P/P - Personnel Maintenance                                07/11/01 14:37
                                                                    P BPP0002 0364

Screen:  _____

Function:  _      Blank = Inquiry      P = Print benefits summary
SSN:      _____ C = Correction    S = Schedule insurance mastercard
-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
B/P/P Employee Number Lookup      SSN      Pin      Adloc
- XXXXXX                          X
101 Personal                      000000267 H90061 19000304
- QQNG PIE                         000000459 H      19000304
102 Tax <OASI                      000002000 A      06113026
- WODRIGUEZ MARIA                 000020001 M21869 02133506
104 Retirement                     000020002 M24293 02137500A
- GIUSTI ERSILIA                  000020003 M00000 02120006
115 Dependent                      000020004 M00000 02120006
- DEADY JOHN A                    000020005 M      02137500A
106 Benefit m                      000020006 M      02137500A
- ZHANG XI LIN                    000020006 M      02137500A
130 Benefit t                      000020006 M      02137500A
- YIM HYONJU                       000020006 M      02137500A
109 Annuities                      000020006 M      02137500A
- QOQO'REGAN MATTHEW A            000020006 M      02137500A
110 U.S. savi                      000020006 M      02137500A
- HARRISON PATRICIA H
F7= Up      F8= Down      F9= S/Nam
-----+-----+-----+-----+-----+-----+-----+-----+
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help      Exit Main

```

A pop-up window should appear. The cursor is positioned in the space in front of the "xxxxxx".

You can change the name to start a search on the name you enter.

Press the <ENTER> key to initiate the search.

The system will return a name list starting with the name you entered. You should also see some basic information next to each name: the SSN; the PIN; and, the ADLOC.

The F8 key will move the page down (ascending) and the F7 key will move the page up (descending). The <ENTER> key may also be used as the default to move the page up. The F9 key will toggle back and forth between searching for a record by name and by SSN. To exit this active help pop-up window, you may make a selection by entering any alpha character in the first column and pressing the <ENTER> key. To exit without making any selection, press the PF3 key.

Names in the BPP System are built in the following convention: Lastname,Suffix Firstname Middleinitial

The following examples are valid with the meanings:

<u>Data Entered</u>	<u>Last Name</u>	<u>Suffix</u>	<u>First Name</u>	<u>Middle Initial</u>
SMITH JOHN	SMITH		JOHN	
SMITH MARY L	SMITH		MARY	L
SMITH,JR LARRY H	SMITH	JR	LARRY	H
JONES,III L HARRY	JONES	III	L	H
JONES DAVID R G	JONES		DAVID	R

FIELD HELP USING THE QUESTION MARK (?)

A second method to invoke help is to move the cursor to the field in question and then to enter a question mark ('?') in the field and then press the <ENTER> key. This method will invoke the same help routines as the PF1 key. For Example:

```

000 TAMUS Budget/Payroll/Personnel System                07/11/01 16:07
                                                         P BPP0002 038F

Screen: ?__

100 Personnel Database                                050 Active Budget Database
601 Estimated Insurance Premiums                      001 Preparation Budget
602 Annual Insurance Enrollment                       010 Preparation Budget--Quick & Dirty
603 Annual Charitable Contribution                    500 Payroll Maintenance
                                                         605 Net Pay Calculation

611 I-9 Inquiry
612 I-9 Update
613 COBRA Flag Maintenance

640 Billing Database                                  609 Research Foundation Inquiry
                                                         615 PTTS Inquiry

701 Employment History
711 Salary History                                  300 User Tables
                                                         400 B/P/P Tables

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

Type a question mark in the SCREEN field and press the ENTER key.

```

000 TAMUS Budget/Payroll/Personnel System                07/11/01 16:07
                                                         P BPP0002 038F

Screen: ?__
+-----+
100 Per | B/P/P Program names | get Database
        | _ 000 Exit to Menu | n Budget
601 Est | _ 000 Exit to menu | n Budget--Quick & Dirty
602 Ann | _ 001 Preparation Budget |
603 Ann | _ 002 Prep Position/Occupant Maint |
        | _ 003 Prep Source Maint |
611 I-9 | _ 004 Prep Comments |
612 I-9 | _ 005 Prep Perquisites |
613 COB | _ 006 |
        | _ 010 Preparation Budget--Quick & Dirty |
640 Bil | _ 050 Active Budget Database | oundation Inquiry
701 Emp | | | ry
711 Sal | | |
        | | | F7= Up F8= Down |
        +-----+ s
                                400 B/P/P Tables

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

A pop-up window should appear with a list of all the screens within the BPP System.

The F7 and the F8 keys will allow you to move through the list.


```

000 TAMUS Budget/Payroll/Personnel System          07/11/01 16:23
                                                    P BPP0002 038F

Screen: 001

100 Personnel Database                050 Active Budget Database
601 Estimated Insurance Premiums      001 Preparation Budget
602 Annual Insurance Enrollment       010 Preparation Budget--Quick & Dirty
603 Annual Charitable Contribution    500 Payroll Maintenance
                                       605 Net Pay Calculation

611 I-9 Inquiry
612 I-9 Update
613 COBRA Flag Maintenance

640 Billing Database                  606 Cash Advance Calculation
                                       607 Lump Sum Payment Calculation

701 Employment History               609 Research Foundation Inquiry
711 Salary History                   615 PTTS Inquiry

                                       300 User Tables
                                       400 B/P/P Tables

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

```

The first time you press the <ENTER> key, you will notice that the system automatically transcribed the Screen Number into the SCREEN field for you.

```

001 TAMUS B/P/P System - Prep Budget Maintenance  07/11/01 16:24
                                                    P BPP0002 038F

Screen: ____

      Function _ Blank = Inquire
                        C = Correction
                        R = New Recommendation
                        N = New PIN
                        D = Delete Recommendation

      PIN _____
Recommendation _ To _
      Screen ____  PO = Position/Occupant/Salary
                        PS = Source
                        PC = Comment
                        PP = Perquisite

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

```

You must now press the <ENTER> key again in order for the system to take you to that screen.

PROGRAM FUNCTION KEYS

The Budget/Payroll/Personnel (B/P/P) System makes use of Program Function (PF) keys for many terminal and screen operations. The follow describes the definitions assigned to the Program Function (PF) keys used by the B/P/P System. Not all of these function keys are available on every screen. Those keys that are active on a screen are defined at the bottom of each screen. These key definitions should be standardized throughout the system and have the same functionality wherever they are available.

1. PF1 - Help - This function will present a pop-up window with additional information about or data selection options for the field indicated by the cursor position.
2. PF2 -
3. PF3 - Exit - This function will return the session back to the sub-menu screen for the portion of the system where you are working, or if you are currently on the sub-menu screen, this function will take you back to the main B/P/P menu. If on the main B/P/P menu, this function will terminate the Natural session.
4. PF4 - Main - This function will return your session to the main B/P/P menu, regardless of where you are.
5. PF5 - Prev - This function will present the previous screen in a predefined screen sequence. (for example, back to the Personnel Data screen (101) from the Tax screen (102) in the personnel maintenance).
6. PF6 - Next - This function will present the next screen in a predefined screen sequence. (for example, move to the Tax screen (102) from the Personnel data screen (101) in Personnel maintenance).
7. PF7 - Up - This function allows for the scrolling backward in a help window of table being displayed (for example, deduction in payroll maintenance) or in an array, such as the payroll deductions table in payroll maintenance.
8. PF8 - Down - This function allows for the forward scrolling in a help window of table being displayed (for example, deduction in payroll maintenance) or in an array, such as the payroll deduction table in payroll maintenance.
9. PF9 -
10. PF10 - Left - This function will move the screen one panel to the left. See the dependent screen in the Personnel File.

11. PF11 - Right - This function will move the screen one panel to the right. See the dependent screen in the Personnel File.
12. PF12 - Stmt - This function allows the user to review and sign the B/P/P Statement of Responsibility. This function is available from the B/P/P main menu.
 - Clear - This function key will zero out values in a payroll maintenance deduction array. See the deductions array in Payroll Maintenance.
13. PF13 -
14. PF14 -
15. PF15 -
16. PF16 - Terminate - This function will terminate the Natural session from any screen.
17. PF17 -
18. PF18 -
19. PF19 -
20. PF20 -
21. PF21 -
22. PF22 -
23. PF23 -
24. PF24 - This function resets the security access codes for the userid. Valid operation from any B/P/P Screen. The function will return the user to the main B/P/P menu screen following the update of the security table by an authorized B/P/P System Security Officer.