

B/P/P Operations Center

**Preparation Budget File**

Section Three

**Revised Edition**  
March 3, 2009

## **ON-LINE PREPARATION BUDGET MAINTENANCE**

The Preparation Budget File is utilized in the development of the official Texas A&M University System operating budget for the upcoming fiscal year. The data developed will be copied to the Active Budget File upon approval of the Board of Regents.

Various screens and transactions provide all update and inquiry capabilities necessary for normal maintenance of the Preparation Budget File. This maintenance includes correcting existing positions (or PINs -- Position Identification Numbers), creating new salary recommendations for existing PINs, creating new PINs, deleting PINs, or deleting a salary recommendation for existing PINs.

There is an alternate method for updating salary information only. This method will only allow the user to make new salary recommendations. The 'Quick and Dirty' screen is described on page 3.27.

The Preparation Budget File is accessed by typing **001** (**010** for the "Quick and Dirty" method) in the Next Screen field and pressing **ENTER**.

## 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




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### RULES - -

?Help:	Symbol ( ? ) is used next to field names, like <b>Screen ?</b> , 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 <b>Screen</b> , 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

## TERMINAL SCREENS

There are five codes used to reference the five terminal screens used in the full screen Preparation Budget Data Base inquire/update procedure. The screens and the codes used to reference them follow:

NEXT SCREEN	GENERAL DESCRIPTION	PAGE
001	Function Select Screen - used to select the desired function and the screen to be used.	3.6
002 (PO)	Position/Occupant/Salary screen - used to view and maintain data pertaining to the position itself, the occupant of the position and the rate of pay of the occupant.	3.10
003 (PS)	Source Screen - used to view and maintain data pertaining to the actual source(s) of funding for a position.	3.17
004 (PC)	Comment Screen - used to view and maintain explanatory comments pertaining to the PIN being processed.	3.22
005 (PQ)	Perquisite Screen - used to view and maintain data pertaining to the actual source(s) of funding for non-cash compensation for the occupant of the PIN being processed.	3.25

The user may traverse the screens in the order listed above (default sequence) or can select the next screen desired by entering the corresponding numeric code in the NEXT SCREEN field of the screen being processed. The corresponding alpha code must be used if using the secondary Next Screen field of the 001 Screen. An invalid or blank secondary Next Screen code will result in the default being taken. A blank NEXT SCREEN code will result in the default being taken.

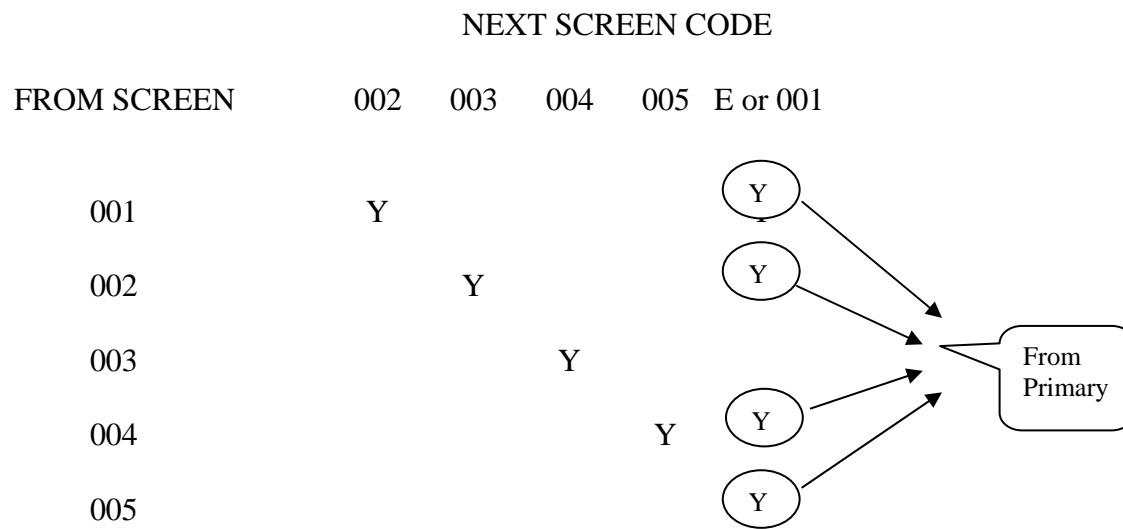
It should be noted that under INQUIRY, NEW PIN or NEW RECOMMENDATION Functions, the screen sequence is limited to a certain series of patterns as indicated below. A Y indicates a valid NEXT SCREEN code.

**FUNCTION INQUIRY / CORRECTION**

FROM SCREEN	NEXT SCREEN CODE				
	002	003	004	005	E or 001
001	Y	Y	Y	Y	Y
002	Y	Y	Y	Y	Y
003	Y	Y	Y	Y	Y
004	Y	Y	Y	Y	Y
005	Y	Y	Y	Y	Y

**FUNCTION NEW RECOMMENDATION**

FROM SCREEN	NEXT SCREEN CODE				
	002	003	004	005	E or 001
001	Y	Y	Y	Y	Y
002		Y			Y
003			Y		
004				Y	
005					Y

**FUNCTION NEW PIN**

## MESSAGES COMMON TO TWO OR MORE SCREENS

Messages are sometimes displayed on the screens to give information and/or indicate the presence of errors detected during processing. These messages are displayed in a brighter intensity than are the other fields on the screen. It should be noted that on all screens except the Function Select, the current function, PIN, from and to recommendations and ADLOC are always highlighted.

The following message may appear on any one of the five screens used to access the Preparation Budget Data Base:

'HIGHLIGHTED FIELD(S) IN ERROR' - Required data was not entered, or invalid data has been entered. The screen will NOT be processed until valid data has been entered.

The following messages may appear on SCREENS 0001, 0002, and 0004.

1. PCT-EFFORT OUT OF BALANCE - The month-by-month sum of all the source percent efforts does not equal the position percent effort for the PIN and recommendation being processed.
2. SRC MONTHLY PAY OUT OF BALANCE - The month-by-month sum of all source monthly pays does not equal the FTE monthly salary for the PIN and recommendation being processed.
3. PCT-EFT & SRC MONTHLY PAY OUT OF BALANCE - BOTH of the aforementioned conditions are present.

## SCREEN 001 – FUNCTION SELECT

This FUNCTION SELECT screen is used to gain initial access to the Preparation Budget Data Base on-line maintenance system. All of the various functions of the system are accessed from this screen.

After proper sign-on has been completed, the user may gain access to this screen by typing **BPP** and pressing the **ENTER** key then by typing **001** and pressing the **ENTER** key.

Any one of the various functions may now be selected.

<u>DESIRED FUNCTION CODE</u>	<u>GENERAL DESCRIPTION</u>
BLANK	INQUIRY - The user may view any or all data on the Preparation Budget Data Base for the specified PIN, and recommendation.
C	CORRECTION - This function is used to correct data which is already on the data base. The user is presented with the data on the Preparation Budget Data Base and is given the opportunity to change the data or add new data items. All data fields are edited prior to allowing the user to proceed to the next requested screen.
R	NEW RECOMMENDATION - This function is used to create a new salary recommendation for a PIN which is already on the data base. The user is presented with the data from the salary recommendation selected and is given the opportunity to input changes to the Preparation Budget Data Base which will be reflected in the new recommendation. All data fields are edited prior to allowing the user to proceed to the next requested screen.
N	NEW PIN - This function is used to create a new position on the data base.  The user is presented with empty screens upon which the data for the new PIN should be entered. All data fields are edited prior to allowing the user to proceed to the next screen.
D	DELETE RECOMMENDATION - This function is used to delete a specific recommendation (except Rec 0) which already exists in the Preparation Budget Data Base for a specific PIN. If the specific recommendation does not exist in the data base, no action is taken.

To return to the function select screen from most screens in the preparation budget system, type **E** or **001** in the next screen code field and press **ENTER** or press the **<F3>** key.

## SCREEN 001 – PREP BUDGET MAINTENANCE

001 TAMUS B/P/P System - Prep Budget Maintenance	01/10/02 09:26 P BPP0002 03D6
Screen: <u>  1  </u>	
Function <u>  2  </u> Blank = Inquire C = Correction R = New Recommendation N = New PIN D = Delete Recommendation	
PIN <u>  3  </u> Recommendation <u>  4  </u> To <u>  5  </u> Screen <u>  6  </u> 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	

## SCREEN 001 – PREP BUDGET MAINTENANCE EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	NEXT SCREEN CODE (PRIMARY)	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	DESIRED FUNCTION	One of the valid codes listed on the screen.
3	PIN (POSITION IDENTIFICATION NUMBER)	Valid Work Station immediately followed by: <ul style="list-style-type: none"> <li>a) A five-digit budget sequence number</li> <li>b) '99999' for adding a new budgeted PIN (when you don't want to specify the new PIN).</li> </ul>
4	FROM RECOMMENDATION	Numeric or blank (default: latest recommendation ). RANGE (0-3)

<b><u>NUMBER</u></b>	<b><u>DATA FIELD</u></b>	<b><u>EDITS PERFORMED</u></b>
5	TO RECOMMENDATION	Numeric or blank. In new recommendation mode, must be numeric and > than From Recommendation. RANGE (1-3)
6	SCREEN (SECONDARY)	One of the valid alpha codes listed on the screen or blank. (See pg. 3.3 for screen definitions). Blank or an invalid value will result in Screen 002.

**SCREEN 001 – FUNCTION SELECTION MESSAGES**

1. DATA BASE UPDATED - A correction has been made to the data base.
2. INQUIRY COMPLETE - All inquiries to the previously selected PIN have been completed.
3. NEW RECOMMENDATION ADDED - The indicated recommendation has been added to the data base.
4. PIN xnnnn ADDED TO DATA BASE - The indicated PIN has been added to the data base.
5. REQUESTED PIN NOT ON DATA BASE - The selected PIN was not on the data base.
6. FROM RECOMMENDATION NOT FOUND - The indicated from recommendation was not found on the data base.
7. TO RECOMMENDATION ALREADY EXISTS - The indicated to recommendation is already on the data base.
8. FUNCTION NOT AUTHORIZED FOR THIS USER ID
9. INVALID FUNCTION, VERIFY AND RE-ENTER
10. INVALID SYSTEM SELECTED, USE PF1 FOR HELP
11. NOT AUTHORIZED TO ACCESS THIS PIN, CHECK ADLOC CODES
12. INVALID PIN NUMBER
13. INVALID ITERATION NUMBER, MUST BE BETWEEN 1 AND 99
14. WORK STATION CODE INVALID
15. INVALID TO RECOMMENDATION
16. INVALID FROM RECOMMENDATION
17. FROM RECOMMENDATION MUST BE LESS THAN TO RECOMMENDATION
18. THIS USER NOT ALLOWED TO DELETE RECOMMENDATION ZERO
19. PIN NUMBER MUST BE LESS THAN LAST PIN
20. PIN NUMBER MUST NOT BE WITHIN THE NEXT 3000 NUMBERS

21. CANNOT DELETE THE ONLY SALARY REC FOR THIS PIN
22. THIS IS NOT THE HIGHEST REC FOR THIS PIN
23. DELETE CANCELLED, RECORD NOT CHANGED
24. REC n DELETED FROM PIN xnnnn
25. PIN xnnnn DELETED FROM DATABASE
26. SOURCE DOES NOT COVER ANNUAL TERM. BRP REC ACCOUNT USED
27. SOURCES DO NOT COVER ANNUAL TERM MONTHS
28. BRP REQUIREMENT ACCOUNT USED
29. PERCENT EFFORT AND SOURCE MONTHLY PAY OUT OF BALANCE
30. PERCENT EFFORT OUT OF BALANCE
31. COUNTY PAY (FIT EXEMPTION AMT) NOT UPDATED ON PERS DB

## SCREEN 002 – POSITION/OCCUPANT/SALARY MAINTENANCE

This screen contains data relating to a particular PIN, the current and/or recommended occupant of that PIN, and the salary recommendation requested for that PIN. There is a great deal of interdependence between various data fields on this screen. As a result data in one field could cause otherwise valid data in another field to be invalid.

In some cases, a particular field must be blank, and any non-blank data will cause an error condition. For example, under the NEW RECOMMENDATION function, if the Recommended Occupant Action (field 24) is 'NH' (new hire), the Recommended From PIN (field 23) must be blank. The interdependence of data can also cause errors to remain undetected until another error is corrected. For example, the Annual Term From Date (field 2) is used in editing Recommended ADLOC (field 1), Current Title Code (field 8) and the Recommended Title Code (field 9). If the Annual Term From Date is invalid, the editing of the ADLOC and Title Codes will be incomplete.

To simplify the operator's task of entering the data, some of the data fields are automatically filled in by the processing program and require no operator input, and other fields are not accessible for input under certain conditions. For example, when correcting recommendation 0 or creating recommendation 0 for a new PIN, only the current occupant line is accessible. When creating or correcting recommendation 1, 2, or 3 the current occupant is inaccessible while the recommended occupant is accessible.

Some of the fields are allowed to contain spaces as valid data. Each of these fields can be made blank by typing all dashes ('--') in the field. The fields (and their corresponding numbers on the screen layout) are:

Annual Term Modifier (5), District (7), County (8),  
 Current Title Code (9), Recommended Title Code (10),  
 Current FLSA (11), New FLSA (12), Position  
 Action (13), Current Occupant Effective Thru Date (25), Current From  
 PIN (26), Current To PIN (27), Current Occupant Action (28),  
 Recommended Occupant Name (19, 20, 21, 22), Recommended Social Security  
 Number (23), Recommended Effective From Date (29), Recommended  
 From PIN (31), Recommended Occupant Action (32), Source  
 Control (35), Pay Range (36), Pay Step (37) and  
 Salary Action 40, 41, 42 (only during CORRECTION function) (32-34).

NOTE: Although all current and recommended occupant data can be made blank, there must always be either a current or recommended occupant present.

**SCREEN 002 – POSITION/OCCUPANT/SALARY MAINTENANCE**

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002 TAMUS B/P/P System - Position/Occupant/Salary Maintenance 07/23/03 10:23
                                                                D BPP0014 000E

Screen:  1      Correction
PIN  ----- Recommendation  --      Adloc  -----

*Position*
      Annual Term Data      Assignment      Cur   New   C   N   Pos
      Adloc      From  Thru  Mod Mnth Dst   Cty   Title Title FLSA Action
C -----
R  2       3   4  -    6  -   -   -   -   -   -
*Occupant*
      Last Name      First Name      MI   Sufx      SSN
C -----
R -----
      Eff From      Eff Thru      Fr PIN  To PIN  Act
C -----
R -----
*Salary*
      Percent      Pay      Src      Range      FTE      FTE      Salary
      Effort      Ind      Ctl      /Step      Mtly/Hr      Annual      Action
C -----
R -----

Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help      Exit  Main  Prev  Next
-----
4-(c)      1      Sess-1      128.194.103.18      4/11
    
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**SCREEN 002 – POSITION/OCCUPANT/SALARY MAINTENANCE EDIT DEFINITIONS**

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	NEXT 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	ADLOC	Must be a valid ADLOC on Tables File
3	ANNUAL TERM FROM DATE	Numeric, MMDD; day must be 01 or 16; month must be from 01 - 12
4	ANNUAL TERM THRU DATE	Numeric, MMDD; day must be 15 or last day of month; month must be from 01-12

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
5	ANNUAL TERM MODIFIER	Blank - No break in term A - 10.5 month term B - 7.5 month term C - 6.0 month term D - Other (must specify annual term months) - Reset to no break in term
6	ANNUAL TERM MONTHS	0.5 < Annual Term Mths < 12.0; computer-generated unless Annual Term Modifier is 'D'
7	DISTRICT	Blank or numeric; on Tables File
8	COUNTY	Blank or numeric; on Tables File (for part 11 ADLOC, must be > 300)
9	CURRENT TITLE CODE	Numeric; must be on Tables File
10	RECOMMENDED TITLE CODE	Numeric; must be on Tables File
11	CURRENT FLSA CODE	A - Administrative (Exempt from Overtime) E - Executive (Exempt from Overtime) P - Professional (Exempt from Overtime) X - Partially Exempt (Sometimes Exempt from Overtime) N - Nonexempt (Not Exempt from Overtime)
12	NEW FLSA CODE	A - Administrative (Exempt from Overtime) E - Executive (Exempt from Overtime) P - Professional (Exempt from Overtime) X - Partially Exempt (Sometimes Exempt from Overtime) N - Nonexempt (Not Exempt from Overtime)

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
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13	POSITION ACTION	CP - Change Period CR - Create (Iter 01 only) CT - Change Title EL - Eliminate OA - Other Action RA - Reassign Administrator RC - Reclassification
14	CURRENT LAST NAME	Last Name
15	CURRENT FIRST NAME	First Name
16	CURRENT MIDDLE INITIAL	Middle Initial
17	CURRENT SUFFIX	Valid Suffix (Jr., I, II, III, etc.)
18	CURRENT SOCIAL SECURITY NUMBER	Numeric, nine digits; if unknown, enter '888888888'; for VACANT PINs, '999999999'
19	RECOMMENDED LAST NAME	Last Name
20	RECOMMENDED FIRST NAME	First Name
21	RECOMMENDED MIDDLE INITIAL	Middle Initial
22	RECOMMENDED SUFFIX	Valid Suffix (Jr., I, II, III, etc.)
23	RECOMMENDED SOCIAL SECURITY NUMBER	Numeric, nine digits; if unknown, enter '888888888'; for VACANT PINs, '999999999'
24	CURRENT OCCUPANT EFFECTIVE FROM DATE	Numeric, MM DD YYYY
25	CURRENT OCCUPANT EFFECTIVE THRU DATE	Blank or Numeric, MM DD YYYY

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
26	CURRENT FROM PIN	Valid Workstation followed by: a) blanks (wage PIN) b) 5-digit budget sequence number c) 99999 (unknown budgeted PIN) NOTE: For a) and b), the PIN must be on the Tables File if Field 16 is within the current fiscal year.
27	CURRENT TO PIN	Same as 26, but Field 25 is edited instead of Field 24.
28	CURRENT OCCUPANT ACTION	CT - Change Title DI - Demote In DO - Demote Out DW - Demote within IP - In-grade Promotion IT - Involuntarily Terminated NH - New Hire PI - Promote In PO - Promote Out PW - Promote Within RC - Reclassification RE - Retire RL - Return Leave SL - Start Leave TI - Transfer In TO - Transfer Out VA - Vacant (Budgeted PINs Only) VT - Voluntarily Terminated
29	RECOMMENDED OCCUPANT EFFECTIVE FROM DATE	Numeric, MM DD YYYY
30	RECOMMENDED OCCUPANT EFFECTIVE THRU DATE	Blank or Numeric, MM DD YYYY
31	RECOMMENDED FROM PIN	Same as 26, but Field 30 is edited instead of Field 24.

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
32	RECOMMENDED OCCUPANT ACTION	CT - Change Title DI - Demote In DO - Demote Out DW - Demote within IP - Ingrade Promotion IT - Involuntarily Terminated NH - New Hire PI - Promote In PO - Promote Out PW - Promote Within RC - Reclassification RE - Retire RL - Return Leave SL - Start Leave TI - Transfer In TO - Transfer Out VA - Vacant (Budgeted PINs Only) VT - Voluntarily Terminated
33	PERCENT EFFORT	Numeric; 0 < PCT EFT < 100.00 ('A' PINs: 0 < PCT EFT < 150.00)
34	PAYROLL INDICATOR	A - Monthly Full Time Budgeted Position B - Monthly Less Than 100% Budgeted Position C - Monthly Student Worker D - Biweekly Full Time Budgeted (overtime paid) E - Biweekly Less Than 100% Budgeted (overtime paid) F - Biweekly Student Worker (overtime paid)  H - Biweekly Less Than 100% Budgeted (overtime not paid) I - Biweekly Student Worker (overtime not paid)
		* A thru F - All Work Stations
		* H and I - A, F, H, J, and S
<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>

35	SOURCE CONTROL	Blank or L
36	PAY RANGE	Computer generated from Tables File for Recommended Title Code (field 10) if available, or from Current Title Code (field 9) if no Recommended Title Code.
37	PAY STEP	<p>A - Thru L (On Step)  W - Within Range But Not on Step  X - Out of Town  Y - Below Range  Z - Above Range</p> <p>must be blank or '-' for non-classified position Title Codes</p>
38	FTE MONTHLY/HOURLY RATE	Numeric; 1.00 < Rate < 99999.99
39	FTE ANNUAL SALARY	Numeric; \$400 < FTE Annual / Annual Term Months < \$50,000. NOTE: This field is in whole dollars, not dollars and cents.
40-42	SALARY ACTION 1-3	<p>CE - Change Effort  CF - Correct File (Valid During Correction)  DE - Decrease  IN - Increase  SC - Status Change  Blank -  AB - Across The Board Increase  AD - Administrative Change  CE - Change Effort  CF - Correct File (Valid During Correction)  DE - Decrease  EQ - Equity Increase  IN - Increase  MA - Mandated Increase  ME - Merit Increase  OA - Other Action  PI - Promotion Increase  PP - Pay Plan Adjustment  SC - Source Change</p>

**SCREEN 002 - POSITION/OCCUPANT/SALARY MAINTENANCE  
SPECIAL FEATURES**

1. The rate of pay may be indicated in one of three ways:
  - a) FTE Monthly/Hourly Rate (Field 38),
  - b) FTE Annual Salary (Field 39), or
  - c) Pay Range and Pay Step (Fields 36 and 37, respectively)  
(only usable for PINs having a classified Title Code (Field 9)).

If more than one of these has been filled in, the actual rate of pay will be determined by the hierarchical order in which the three methods are listed above (i.e., if both FTE Annual Salary and Pay Range/Step are filled in, the rate of pay will be determined by the FTE Annual Salary).

2. Entering 'VA' (VACANT) in the Current Occupant Action (Field 28) for a budgeted PIN automatically results in 'VACANT' in the Name (14), '999999999' in the SSN (18), and spaces in the From PIN (26) and the To PIN (27).
3. Entering 'VA' (VACANT) in the Recommended Occupant Action (Field 32) for a budgeted PIN automatically results in 'VACANT' in the Name (19), '999999999' in the SSN (23), and spaces in the From PIN (31).

### **SCREEN 003 – PREP SOURCE MAINTENANCE**

This screen contains data relating to the source(s) of funding for the PIN and salary recommendation being processed. Sources can be added, changed and/or deleted via this screen, which can process up to ten sources simultaneously.

Once five sources are entered <F7> (UP) and <F8> (DOWN) become active allowing for five additional sources.

It should be noted that during the NEW RECOMMENDATION FUNCTION, the old recommendation's sources are copied to the new recommendation and updated as necessary to reflect any changes in the salary information as input via Screen 002. This occurs automatically, whether or not Screen 003 is ever viewed by the terminal operator.



<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
6	SOURCE EFFECTIVE THRU DATE	Numeric; MMDD; day must be 01 or 16; must be within annual term dates
7	SOURCE PART NUMBER	Numeric; on Tables Data Base
8	SOURCE ACCOUNT NUMBER	Numeric; on Tables Data Base
9	SUPPORT ACCOUNT NUMBER	Numeric or blank; first digit must be zero for Part 06; Part 07 **
10	PROGRAM CODE/PROJECT CODE	2, 3 or 4 character alphabetic for <b>A</b> , <b>G</b> or <b>F</b> PINs with Parts 08, 09 or 12; blank for <b>P</b> or <b>T</b> PINs; 2, 3 or 4 character alphabetic for <b>E</b> , PINs; blank or alphanumeric for all others
11	ACCOUNTING ANALYSIS	First four characters must be numeric and must be on Tables Data Base.
12	OBJECT CLASS	Numeric; in code book
13	BUDGET SEQUENCE NUMBER	Numeric or blank
14	PERCENT EFFORT	Numeric; 0 < PCT-EFT < 100.00 (A Work Station: 0 < PCT-EFT < 150.00); can be zero for eliminated budgeted PINs
15	SOURCE AMOUNT	Numeric; > 1 and < 999999 (can be zero for eliminated budgeted PINs); this amount is in whole dollars.
16	MONTHLY PAY	Computer generated
17	MANAGEMENT STAFF CODE	M, S, or O

\* Accessibility of these two of the fields on this screen depend upon whether or not the source control (SRC CTL) on Screen 001 is locked ('L') or unlocked (blank). If the sources are locked, the Source Amount (field 15) is accessible, and the program calculates the Source Percent Effort (field 14). If the sources are NOT locked, the opposite is true. The program always calculates the Source Monthly Pay (field 16).

\*\* Support Account Number:  
If Part **07** - First digit must be **9** and second digit must be last digit of fiscal year when the first digit of the accounting analysis is **3** or **9**.

First digit must be **2** and second digit must be last digit of fiscal year when the first digit of the accounting analysis is **0** or **8**.

First digit must be **2** or **9** if the first digit of the accounting analysis number is **1**.

Must be **00000**, **60001**, **60299**, or blank if the first digit of the accounting analysis is **2**, **4**, or **5**.

First digit must be **9** if the first digit of the accounting analysis number is **6**.

### **SCREEN 003 - MESSAGES**

1. **MINIMUM OF ONE SOURCE REQUIRED** - Complete processing of the screen would result in no sources at all for the PIN and recommendation being processed. All PINs must have at least one source.
2. **SOURCES DO NOT COVER ANNUAL TERM MONTHS** - Complete processing of the screen would result in a position not being fully funded for the annual term indicated.





<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
4	PERQUISITE EFFECTIVE FROM DATE	Numeric; MMDD; day must be 01 or 16
5	PERQUISITE EFFECTIVE THRU DATE	Numeric; MMDD; day must be 15 or last day of month
6	PERQUISITE PART NUMBER	Numeric; on Tables Data Base
7	PERQUISITE ACCOUNT NUMBER	Numeric; on Tables Data Base
8	PERQUISITE SUPPORT ACCOUNT NUMBER	Numeric or blank
9	PERQUISITE ACCOUNTING ANALYSIS	First four characters must be numeric and at least one of them must be nonzero
10	PERQUISITE DESCRIPTION	Non-Blank
11	PERQUISITE AMOUNT	Numeric; greater than zero, $\leq 9999999$

Once a prerequisite is on the data base, certain fields cannot be changed. If one of these fields needs to be changed, the prerequisite must be deleted and re-added. These fields are:

- Prerequisite Effective From Date (3)
- Prerequisite Part Number (5)
- Prerequisite Account Number (6)
- Prerequisite Support Account (7)
- Prerequisite Accounting Analysis (8)

It should be noted that after deletion and addition of some prerequisites, the Prerequisite Sequence Numbers (field 1) might not be consecutive. This is normal, and the prerequisites will appear on a FORM 900 in the same sequence that they appear on the screen.

## SCREEN 010 – PREP QUICK ENTRY

This 'Quick and Dirty' screen is used to make salary recommendations to the Preparation Budget Data Base on-line maintenance system.

After proper sign-on has been completed, the user must enter **010** IN THE Next Screen Code form the BPP Main Menu to retrieve the screen. Any one of the various actions may now be selected.

## SCREEN 010 – PREP QUICK ENTRY

TAMUS B/P/P System - Prep Quick Entry		01/10/02 16:45	
		BPP0002 000B	
Screen: <u>  1  </u>			
Enter Desired Changes:			
PIN No	<u>  2  </u>	From Rec	<u>  3  </u> TO Rec <u>  4  </u>
Action	<u>  5  </u>		
Amount	<u>  6  </u>	Range/Step	<u>  7  </u> <u>  8  </u>
Resulting Verification:			
PIN No		From Rec	TO Rec
Action			Amount
Name			Range/Step
SSN			ADLOC
Current		Recommend	
FTE Annual Salary		FTE Annual Salary	
FTE Monthly Salary		FTE Monthly Salary	
Hourly Rate		Hourly Rate	
Range/Step		Range/Step	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
Help		Exit Main	

## SCREEN 010 – PREP QUICK ENTRY EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	NEXT 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	PIN (POSITION IDENTIFICATION NUMBER)	Valid Work Station immediately followed by a five-digit budget sequence number.
3	FROM RECOMMENDATION	Numeric or blank (default: recommendation 0).

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
4	TO RECOMMENDATION	Numeric, > From Recommendation and < 4.
5	ACTION	AD - Annual Salary Decrease AI - Annual Salary Increase AS - Annual Salary DR - Delete Recommendation HD - Hourly Rate Decrease HI - Hourly Rate Increase HR - Hourly Rate MD - Monthly Salary Decrease MI - Monthly Salary Increase MS - Monthly Salary NC - No Change PI - Percent Increase RS - Range/Step SC - Standard Change
6	AMOUNT	Numeric or blank; can only be blank for <b>SC</b> action or <b>DR</b> .
7	RANGE	Numeric if action is <b>RS</b> .
8	STEP	$\geq A$ and $\leq L$ , if action is <b>RS</b>