

# Tips for formatting or inserting text via the PF9 (EDesc) in UPAY

UPAY for employee awards (tangible, non-cash such as plaques, trophies, etc.) is basically an invoice attached to a vendor (i.e. Creative Awards). The UPAY transactions must include several items about the award/prize and recipients as well as the business purpose for it in the extended text (**PF9** – EDesc). The following information is provided to assist you in how to format and insert the required text.

## How to change paragraph characteristics:

The paragraph characteristics are defaulted with consolidating and wrapping of the text entered. If you prefer to format your information or to copy and paste from a another document, you'll need to change the paragraph characteristics.

First, press **PF4** (Parag) while in the **PF9** (EDesc) extended text window.

```
ntered: Updated:
nter-PF1---PF2---PF3---PF4---
      Help      Quit  Parag
```

The following box contains the default paragraph characteristics that you'll need to change.

```
Paragraph Options
Select option/change characteristic
Paragraph characteristics:
 Formatted
 Preceding blank line
Indent for first line: 0
Indent for other lines: 0
Right margin: 72

 Change paragraph characteristics
 Start a new paragraph
 Join the following paragraph

PF3=Quit PF10=Do It
```

Remove the **X** in front of **Formatted** and place an **X** in the box in front of **Change paragraph characteristics**. Press **PF10**. This also allows you to copy and paste text from another document. *Please note:* that you can only paste up to 16 lines of text before pressing enter and **PF8** to go forward. If you enter more than 16 lines, the additional lines will overwrite the text at the beginning.

## How to insert (or copy) text from another UPAY document:

Within the **PF9** extended text window, you can insert text that was previously used on another UPAY transaction. Press the **PF11** (Insrt) key to display this *Insert Options* feature. Select the last option - Insert other text entity and press **PF10**.

```

Insert Options
Make desired selection

  Insert 6 blank lines
  Insert from scrap
  Insert other text entity

PF3=Quit      PF10=Do It
    
```

The *Text ID Browse/Select* option is displayed. In the **ID** field (second screen example), type in the UPAY AP id that you would like to copy and press enter. Select the desired text to insert and press **PF10**.

```

Text ID Browse/Select
Enter a starting text key value
Search within Application: UPS
for Record Type: LOG starting from
ID:
-----
Text IDs and sample text
-----
  0 794-C
  problem.
  Vendor 100029 Invoice # SOIL TES
  Extended description vendor 100029 invoi
  100029 794-B
  Text on TACP.
  100029 794-F
  Text on update.
  0
  ETEXT messed up again.
  [X] Include initial paragraph break
PF1=Help  PF8=Forwd Pf10=Use selected text
    
```

```

Text ID Browse/Select
Search within Application: UPS
for Record Type: LOG starting from
ID: 10005689
-----
Text IDs and sample text
-----
  010005687
  The following information must be provid
  010005689
  The following information must be provid
  101
  Nra
  0
  Non-resident Alien
  104
  NRA Common Vendor
  [X] Include initial paragraph break
PF1=Help  PF8=Forwd Pf10=Use selected text
    
```

The following is an example of the inserted text. Press **PF10** to save the extended text.

```

10 line(s) copied to/from the scrap
UANATM 3 TEST          UPS/LOG - 010005689          03/17/17 10:12
-----1-----2-----3-----4-----5-----6-----7-----
P
P The following information must be provided for employee awards:
  * A business purpose for the award
  * An explanation of the criteria used for the award/prize
  * How the recipient is selected (via committee, nominations,
  etc.)
  * Number of awards/prizes to be distributed (include each
  recipient's name, title, employee id, and the description
  and dollar value of each award per person)
  * Date each award will be presented to its recipient
  * How often the award/prize is granted
-----1-----2-----3-----4-----5-----6-----7-----
Mark: 0/0 - 0/0          Scrap YThe foll ... granted"
Entered: Updated: By:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Quit Parag BMark EMark Back Forwd Save Insrt Flip
    
```