

SPEND DOWN MAINTENANCE

SCREEN NAVIGATION

Press Button/Key	System Response
ENTER	Displays new record when new data is entered in a key field.
PF2=UPDATE	Command to save information entered in a create or update screen.
PF3=SEARCH	Displays the Spend Down Search screen.
PF7=BKWD	Command to view the previous page of spend down expenditures for an individual during the displayed budget unit effective dates. If this key is pressed, and there are no more expenditures for the time period, a message will appear.
PF8=FRWD	Command to view the next page of spend down expenditures for an individual during the displayed budget unit effective dates. If this key is pressed, and there are no more expenditures for the time period, a message will appear.
PF12=EXIT	Returns to the Recipient Subsystem Menu.
PF17=PREV ID	Command to view the expenditures of the previous spend down ID within a budget unit time period or to view the expenditures of the spend down ID's previous budget unit. If this key is pressed, and there is no more information, a message will appear. Not applicable if both a specific spend down ID and budget unit were entered.

