

## Procedures to Access the Table Management System (TMGT) Table 113, Agency Contact for Intent to Offset Salary Notice

To access this system, you must:

1. Sign on to the National Finance Center's (NFC) Mainframe. The NFC Mainframe Warning screen is displayed. See Figure 1 below.

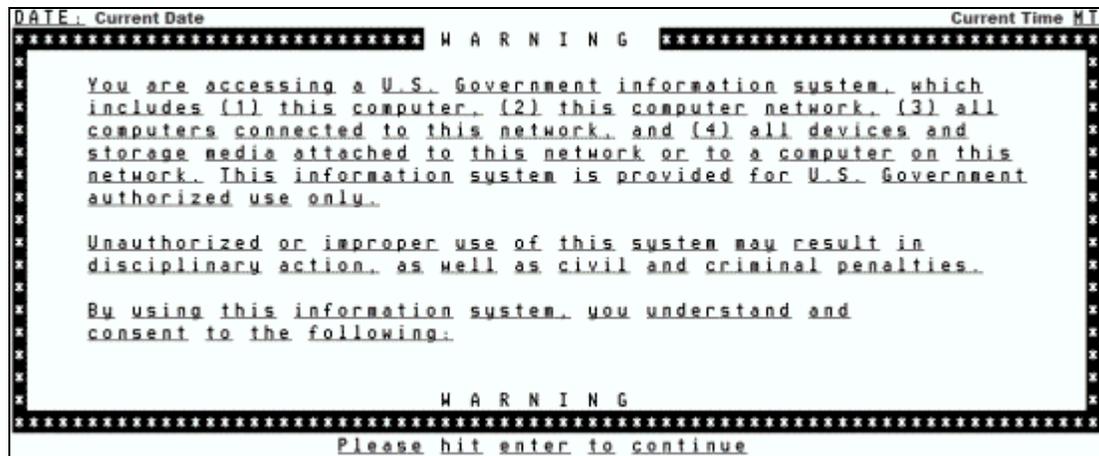


Figure 1: NFC Mainframe Warning Screen

2. Press **Enter** to display the NFC Banner screen. See Figure 2 below.



Figure 2: NFC Banner Screen

3. Complete the fields as described below.

Field	Description/Instruction
Enter User ID	Type your assigned user identification (ID) (e.g., NF0999). Press <b>Tab</b> .

Field	Description/Instruction
<b>Password</b>	Type your password. (Your password is not displayed on the screen.) Press <b>Tab</b> .
<b>New Password</b>	The system generates "N". If you are not changing your password, press <b>Tab</b> . If you are changing your password, complete the steps for changing your password as described under Changing Your Password located in the Table Management System's (TMGT) procedures.
<b>Enter Application Name</b>	Type the application's acronym <b>TMGT</b> and press <b>Enter</b> to go directly to that system.

- Press **PF8** to scroll forward through the TMGT table numbers to locate TMGT Table 113, Agency Contact for Intent to Offset Salary Notice. See Figure 3 below.

TM00010	UNITED STATES DEPARTMENT OF AGRICULTURE OFFICE OF THE CHIEF FINANCIAL OFFICER NATIONAL FINANCE CENTER	Current Date PAGE: 000012
TABLE MANAGEMENT SYSTEM - (I)NQUIRY, (U)PDATE, (R)EPORT, (D)OCUMENTATION		
NUMBER	DESCRIPTION	
-----	-----	
112	PCIP HEALTH BENEFIT CARRIER NAME/ADDRESS AND RATES	
113	AGENCY CONTACT FOR INTENT TO OFFSET SALARY NOTICE	
128	PAY PERIODS AND CORRESPONDING DATES BY YEAR	
ENTER FUNCTION AND TABLE NUMBER AND PRESS ENTER FOR AUTHORIZED USE ONLY NO MORE RECORDS SELECTED		
CLEAR = EXIT PF5 = HELP PF7 = BACKWARD PF8 = FORWARD ENTER = PROCESS		

**Figure 3: Table Management System Main Menu Screen**

- Enter the applicable function listed below to complete the desired task:

Step	Description
<b>Type I113</b>	<b>(I)nquiry</b> of the current contact entries.
<b>Type U113</b>	<b>(U)pdate</b> to the Agency Contact/Address field. <b>Note:</b> Please note that the Agency Contact/Address is limited to 90 characters. See Figure 4 below.
<b>Type R113</b>	<b>(R)eport</b> displaying the current Agency Contact/Address information. See Figure 5 below.

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TM113U0          TABLE MANAGEMENT UPDATE TABLE 113          Current Date
                AGENCY CONTACT FOR INTENT TO OFFSET SALARY  PAGE: 0000001

*ACTION:          (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE      USER-ID:
*DEPT-CODE:          *AGENCY/BUREAU:          DATE-CHANGED:
*BEG-EFF-DATE: MM DD YY          LAST-EFF-DATE: MM DD YY  *POI:
AGENCY CONTACT/ADDRESS:          (ENTER UP TO 90 CHARACTERS)

DEPARTMENT:

                ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT      PF1=MAIN      PF2=113 DOCM      PF3=113 RPTS      PF4=113 INQY
PF5=HELP        PF6=REFRESH      ENTER=PROCESS
    
```

**Figure 4: Table Management Update Table 113 Screen**

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TM113R0          TABLE MANAGEMENT REPORTS TABLE 113          Current Date
                AGENCY CONTACT FOR INTENT TO OFFSET SALARY

ENTER DATA FOR REPORT REQUESTED:

FROM  DEPT-CODE:          AGENCY/BUREAU:          POI:
TO    DEPT-CODE:          AGENCY/BUREAU:          POI:

SELECT TYPE OF REPORT:

        PRINT ACTIVE
        PRINT HISTORY
        PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION: NAME          REMOTE ID

                ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT      PF1=MAIN      PF2=113 DOCM      PF4=113 INQY      PF6=REFRESH
                ENTER=PROCESS
    
```

**Figure 5: Table Management Reports Table 113 Screen**