Selecting an Eligible Deduction

A change to the PTRBCAT form requires a change to the way users select an Eligible Deduction on the PDADEDN form. Users will need to use the Select icon instead of double-clicking to select a deduction code.

1. From PDADEDN enter an ID that you wish to edit.
2. Choose the **Deduction**: drop down list.
3. On the Option List select “**Eligible Deductions (PTRBCAT)**”
4. Select (highlight) the deduction code.
5. Click the “Select” icon on the menu bar
   
   *Third icon from the left, below and between the Edit and Options menus.*

   This will exit PTRBCAT and return to PDADEDN with the selected deduction code

6. On PDADEDN, use Block Next (<CNTL> Page Down) to view deduction details.