DISCLAIMER STATEMENT

The information in the following examples is fictitious and is only used for training purposes. To view your agency's data in AFNS, please use your agency's account coding (fund, agency, organization code, etc) and transaction numbers.

** This manual lists basic AFNS tables. For a complete listing of AFNS tables, please contact the AFNS Hotline.

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SECTION ONE: COURSE OBJECTIVES

- To allow the user to enter, correct and process transactions on-line;
- To enable the user to make updates to system maintained tables using transactions;
- To enable the user to make on-line inquiries (via tables) of transactions processed; and
- To provide the user with methods for correcting common transaction processing errors.

SECTION TWO: INTRODUCTION AND CONCEPTS

I. OVERVIEW

A. THE ROLE OF DOCUMENTS IN ADVANTAGE FINANCIAL STANDARD (AFNS)

- Used to enter financial accounting transactions in AFNS.
- Used to update system tables and ledgers.
- On-line method for entering, editing, and processing accounting transactions.

B. SOME EXAMPLES OF DOCUMENT TRANSACTIONS

- PURCHASE ORDER (PO)
  - Used to order an item from a vendor and to establish an encumbrance against the budget.

- PAYMENT VOUCHER (PV, PVQ, P1)
  - Used to make a payment to a vendor and to record an expenditure against the budget.

- CASH RECEIPT (CR, CRQ, C1)
  - Used to record revenue into a fund.

C. THE RELATIONSHIP BETWEEN DOCUMENTS AND TABLES

- Tables contain valid codes that are used to validate the data on transactions and control processing.

- The results of processed and accepted documents are stored in Open Item tables.

II. TRANSACTION SCREENS

A. TRANSACTION IDENTIFICATION

- A transaction id must be entered before a transaction can begin.

- The transaction id consists of:

  - a transaction code (i.e. PO, PV, CR);

  - the agency code of the agency submitting the transaction;

  - and a transaction identification number (maximum of 11 digits).

- Each transaction must have a unique transaction code and transaction id number.

- The batch id is completed only when batching is used.

- Automatic numbering is available.

B. USER INFORMATION

- A user id must be entered before a transaction can begin.
- Identifies the user who entered and processed the transaction.
- Consists of a user name and a secret password.
- Each user id is linked to security. It limits the transactions a user can access as well as the actions a user can take with a specific transaction.

III. FORMAT OF THE DOCUMENT ENTRY SCREEN

System Information
Status Indicator
Header Data

Line Data

System Messages

```
FUNCTION:                 DOCID: PVQ  AGC  XAGC0000001
  STATUS:                 BATID:                   ORG:          000-000 OF 000
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT:
    VENDOR CODE:                                    SCH PAY DATE:
           NAME:                                   OFF LIAB ACCT:
        ADDRESS:                                  DOCUMENT TOTAL:
                                                  CALC DOC TOTAL:
                                                          FA IND:
    EFT IND:   APPLICATION TYPE:    SINGLE CHECK FLAG:    CHECK CATEGORY:
    LN                       COM
    NO REF CD/NUMBER/LN      LN  VI NUMBER/LN     DESCRIPTION
    -- --------------------- --- ---------------- ---------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- -------------- --- --- ------------ ---
01-
```

A. SYSTEM INFORMATION

- The document id is made up of the type, agency, and number. The id is brought forward to the document entry screen from SUSF if it is keyed on the suspense file.

  Document id numbers may be entered on the transaction input form.

- The document batch type, batch agency code, and six digit batch id number is brought forward to the document if it’s keyed on the suspense file.

  The batch number can also be entered on the transaction input form.

- Function is used to edit and/or finish a transaction session. As an example the transaction can be put on hold or scheduled for processing.

- AFNS displays the current date and time on every transaction and master table.

B. STATUS INDICATORS

- The status field is located in the top left corner of a document.
- This field displays the status of the transaction.
- Valid statuses for transactions are listed below:

ACCPT The transaction has been accepted by the system.

SCHED The transaction has successfully passed edit, but has not been processed and accepted by the system.

REJCT The transaction has been edited, but it was rejected because it contains errors.

HELD The transaction is being held by the system.

DELET The transaction has been deleted.

PEND The transaction is awaiting approvals and has not been processed by the system.

BHELD The batch containing the document has been put on hold. The document will not be processed until the status of the batch has been changed.

BSCHD The batch containing this document has been scheduled for offline processing.

C. HEADER DATA

- Information that pertains to all lines on a transaction.
- Transaction data is entered after each of the formatted field headings.
- Header data must be entered for every transaction.

D. LINE DATA

- Every transaction has line data.

- The lines entered must belong to the data entered in the header section of the transaction.

- Lines are where the accounting data for a transaction is entered.

- Each line identifies a unique accounting distribution for the transaction.

- Up to 99 lines can be entered on most transactions.

E. SYSTEM MESSAGES

- Messages are used to tell the user whether a transaction has processed, if errors exist on a transaction, if the system command (delete line, etc) was properly carried out, if new lines have been added to a transaction, etc.

- There are three types of messages:

ERROR MESSAGES

- Tell the user what errors were encountered during transaction editing and processing.

❖ ERROR MESSAGE FORMAT:

- Every error message contains a location identifier, an error code, and a descriptive text.

- More detail on error messages can be found in the Error Message Explanation table (EMEX) by placing the cursor on the error line and pressing enter. This will bring you to a brief explanation of the error. To return to the existing document type an **'e'** in the action.

Error Message Examples:

01-A622E-EXP AMT > PO DIST AMT

01-A040E-MISSING LINE AMOUNT

H--A007E-INVALID VENDOR CODE

INFORMATIVE MESSAGES

- Tell the user if the transactions have passed edits and been accepted by the system.

Informative Message Example:

01-*L030 ALL LINES ADDED

WARNING MESSAGES

- Tell the user that an additional action may be taken, or may need to be taken, if the intended action is performed.

- Will not prevent the intended action from being performed.

Warning Message Example:

H--A325W-CASH ACCOUNTS ARE NOT EQUAL

IV. WORKING WITH DOCUMENTS

A. THREE WAYS TO CREATE DOCUMENTS

1. FROM SUSF

SUSF Table Example:

```
ACTION: S  SCREEN: SUSF USERID: AFNS
FUNCTION: NEW              ORG:

                     D O C U M E N T   S U S P E N S E

S      BATCH             DOCUMENT                                        PROCESS
E ---------------- ---------------------                LAST    LAST     DATE
L TYPE AGCY NUMBER TYPE AGCY    NUMBER    STAT  APPRV  DATE    USER   (YYMMDD)
- ---- ---- ------ ---- ---- ------------ ----- ----- ------ -------- --------
                   PVQ   AGC  XAGC0000001
```

To create a document from the Suspense File (SUSF) the following information has to be entered:

ACTION	do not change – system allows the action to be ‘s’ or ‘r’
FUNCTION	Type ‘**new**’
DOCUMENT TYPE	Enter transaction code (i.e. pv, pvq, p1, etc.)
DOCUMENT AGCY	Enter your agency’s three digit agency code
DOCUMENT NUMBER	Enter your agency’s document number <u>or</u> use the ‘#’ sign for automatic numbering. Example: **XAGC0000001**

Press ‘**ENTER**’

Creating documents will be demonstrated during the walk through exercises later in this manual.

CREATING DOCUMENTS

2. FROM A TABLE

FUN2 Table Example:

```
ACTION: L SCREEN: pvq   USERID: AFNS

                    F U N D   A G E N C Y   I N D E X

                                                                    JOB/
    FISCAL                  -EXPENSE BUD OPT-   -REVENUE BUD OPT-  PLAN PROJ
    YEAR    FUND  AGENCY  ORG  FUNC  ACTIVITY  ORG      ACTIVITY  FREQ IND
    ======  ====  ======  ---  ----  --------  ---      --------  ---- ----
01-
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
```

To create a document from any table enter:

ACTION — Enter an ‘**L**’

SCREEN — Enter transaction code (i.e. pv, pvq, p1, etc.) and delete the remaining characters in the screen id field.

Press ‘**ENTER**’

FROM A TABLE CONTINUED

PVQ Example:

```
FUNCTION: NEW            DOCID: PVQ  AGC  #
  STATUS:                BATID:                  ORG:          000-000 OF 000
H-                       QUICK PAYMENT VOUCHER INPUT FORM
    DATE:            ACCT PRD:          BFY:       ACT:
    VENDOR CODE:                                  SCH PAY DATE:
           NAME:                                 OFF LIAB ACCT:
        ADDRESS:                                DOCUMENT TOTAL:
                                                CALC DOC TOTAL:
                                                        FA IND:
    EFT IND:   APPLICATION TYPE:    SINGLE CHECK FLAG:    CHECK CATEGORY:
    LN                       COM
    NO REF CD/NUMBER/LN      LN  VI NUMBER/LN     DESCRIPTION
    -- -------------------- --- --------------- ---------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- -------------- --- --- ------------ ---
01-




A--*HD37-TYPE BATID/DOCID & PRESS ENTER
```

The system brings in the FUNCTION of ‘NEW’ and DOCID of ‘PVQ’. Tab to the agency field and enter the following:

DOCUMENT AGCY Enter your agency’s three digit agency code

DOCUMENT NUMBER Enter ‘#’ for automatic numbering <u>or</u> enter your agency’s document number

Press ‘**ENTER**’

<u>IMPORTANT</u>:
To eliminate losing data, never type over ‘NEW’ in the function. Always press ‘ENTER’ whenever ‘NEW’ is in the function, then perform any of the other functions such as edit, run, schedule, and held.

Creating documents will be demonstrated during the walk-through exercises later in this manual.

CREATING DOCUMENTS

3. FROM ANOTHER DOCUMENT

PVQ Example:

```
FUNCTION: NEW             DOCID: PVQ  AGC  #
  STATUS: ACCPT           BATID:                  ORG:          001-001 OF 002
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: M
    VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
           NAME: DEPT OF FINANCE                  OFF LIAB ACCT:
        ADDRESS: P O BOX 300658                  DOCUMENT TOTAL:           0.00
                                                 CALC DOC TOTAL:           0.00
                 MONTGOMERY         AL 36130-0658        FA IND:
    EFT IND:   APPLICATION TYPE:    SINGLE CHECK FLAG:    CHECK CATEGORY: XX
    LN                        COM
    NO REF CD/NUMBER/LN       LN  VI NUMBER/LN     DESCRIPTION
    -- -------------------- --- --------------- ---------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- -------------- --- --- ------------ ---
01- 01                           12/31/xx
    1234 123  1234    123                 0300 09
                       75.00  I


A--*HS60-DOCUMENT MARKED FOR READ ONLY
```

Last, a document can be created from within any document that has had a function performed.

While an existing document is displayed on the screen, enter the following to create a new document:

FUNCTION	Type ‘**new**’
DOCID	Enter transaction code (i.e. pv, pvq, p1, etc.) Different types of documents can be created by entering the transaction code (TC) of the document that needs to be created.
DOCUMENT AGCY	Enter your agency’s three digit agency code
DOCUMENT NUMBER	Enter ‘#’ for automatic numbering <u>or</u> enter your agency’s document number

Press ‘**ENTER**’

Creating documents will be demonstrated during the walk through exercises later in this manual.

B. FUNCTION COMMANDS USED WITH DOCUMENTS

Note: The following commands can be used inside a document and most commands can be used on the SUSF screen.

1. EDITING A TRANSACTION (ED)

- **'ED'** (**Ed**it) or **'EDIT DOC'** is keyed in the function field of the document to check for errors.
- '**EB**' (**Edit B**atch) is keyed in the function field of the batch header to check for batch errors.
- Initiates a full edit of all data entered in a transaction.
- There are no updates made to system tables or ledgers.
- When the '**ed**' command is given the document is saved on the SUSF table.
- Once a transaction passes the edit process, it is scheduled for final system processing that night.
- If the transaction does not pass the edit process, then the document goes to a rejected status.
- The transaction can be rescheduled to process at another time after the errors are corrected.

2. HOLD A TRANSACTION TO PREVENT IT FROM PROCESSING (H+)

- To put a transaction on **H**old, key **'H+'** (held) in the function field of the document.

- **'H+'** can be used on the SUSF by keying **'h+'** in the function, and an **'X'** in the selection field for the document or documents that need to be held.

```
ACTION: R  SCREEN: SUSF USERID: AFNS
FUNCTION: H+              ORG:

                     D O C U M E N T   S U S P E N S E

S      BATCH             DOCUMENT                                      PROCESS
E ---------------- ----------------------             LAST    LAST     DATE
L TYPE AGCY NUMBER TYPE AGCY    NUMBER    STAT  APPRV  DATE    USER   (YYMMDD)
- ---- ---- ------ ---- ---- ------------ ----- ----- ------ -------- --------

X .    .    .      PVQ  AGC  XAGC0000001  SCHED 00000 XX0206 AFNS
```

- Prevents a transaction from processing and holds it in the system awaiting further action.

- The transaction will remain on SUSF in a 'held' status until the user performs another function.

- A user can perform the hold action even if the transaction data entry has not been completed.

3. EDITING AND PROCESSING A TRANSACTION WITH RUN COMMAND(R, RB)

- Performed by keying **'R'** (**R**un), **'RUN DOC'**, or **'RD'** (**R**un **D**ocument) the function field of a document. These functions will perform a full edit and update the tables.

- '**R**' can be used on the SUSF by keying **'R'** in the function, and an '**X**' in the selection field for the document that needs to be processed. Only one document can be selected.

```
ACTION: R  SCREEN: SUSF USERID: AFNS
FUNCTION: R                ORG:

                     D O C U M E N T   S U S P E N S E

S      BATCH             DOCUMENT                                      PROCESS
E ---------------- ----------------------                LAST    LAST     DATE
L TYPE AGCY NUMBER TYPE AGCY    NUMBER    STAT  APPRV  DATE    USER   (YYMMDD)
- ---- ---- ------ ---- ---- ------------ ----- ----- ------ -------- --------

X .    .    .      PVQ  AGC  XAGC0000001  SCHED 00000 XX0206 AFNS
```

- '**RB**' (**R**un **B**atch) is used to perform a full edit and update the tables for all documents in the batch.

- '**RB**' can be used on the SUSF by keying **'RB'** in the function, and an '**X**' in the selection field for the batch that needs to be processed. Only one batch can be selected.

```
ACTION: R  SCREEN: SUSF USERID: AFNS
FUNCTION: RB               ORG:

                     D O C U M E N T   S U S P E N S E

S      BATCH             DOCUMENT                                      PROCESS
E ---------------- ----------------------                LAST    LAST     DATE
L TYPE AGCY NUMBER TYPE AGCY    NUMBER    STAT  APPRV  DATE    USER   (YYMMDD)
- ---- ---- ------ ---- ---- ------------ ----- ----- ------ -------- --------

X PO   AGC  026001 .    .    .            REJCT 00000 XX0126 OFF-
  PO   AGC  026001 PO   AGC  3450587      REJCT 00000 XX0126 OFF-
```

- Once a document has been given a 'run' command and there are no errors, the document will be marked as read-only. A read-only message is displayed at the bottom of the document that has an accepted status.

- The system is held and the user cannot perform other system functions until processing is complete.

- Documents with errors will not update the accounting system and will display the errors in the message section of the screen.

- The user can correct the errors immediately and resubmit the transaction for processing, or put the transaction on hold awaiting further action.

4. SCHEDULING A TRANSACTION FOR OFFLINE PROCESSING WITHOUT EDITING (S)

- To **S**chedule a document for offline processing, key **'S'** in the function field and press '**ENTER**'. This document will not be edited until nightly cycle.

- **'S' S**aves the document to the SUSF table.

- **'S'** can be used on the SUSF by keying **'S'** in the function, and an **'X'** in the selection field for the document or documents that need to be scheduled for offline processing. Again all edits and processing are performed during nightly cycle.

```
ACTION: R  SCREEN: SUSF USERID: AFNS
FUNCTION: S                ORG:

                     D O C U M E N T   S U S P E N S E

S      BATCH             DOCUMENT                                        PROCESS
E ---------------- ----------------------                LAST    LAST     DATE
L TYPE AGCY NUMBER TYPE AGCY    NUMBER    STAT  APPRV  DATE    USER   (YYMMDD)
- ---- ---- ------ ---- ---- ------------ ----- ----- ------ -------- --------

X .    .    .      PVQ  AGC  XAGC0000001  HELD  00000 XX0206 AFNS
```

- Errors will not be displayed until the next working day.

- After the user has completed entering the transaction data, the system is free to perform other functions.

- The user must check the SUSF table the next working day to verify that all transactions are accepted.

- If errors exist, the transaction must be corrected and resubmitted for processing.

5. DELETING/UNDELTING A TRANSACTION FROM THE SYSTEM (D, UD)

- Performed by entering ‘**D**’ (**D**elete) or ‘**DELETE**’ in the function field of a document and pressing ‘**ENTER**’.

- A transaction can also be deleted from SUSF table by keying ‘**D**’ in the function field and entering an ‘**X**’ in the selection field on the same line as the document or documents that need to be deleted. Press ‘**ENTER**’.

```
ACTION: R  SCREEN: SUSF USERID: AFNS
FUNCTION: D               ORG:

                     D O C U M E N T   S U S P E N S E

S      BATCH             DOCUMENT                                      PROCESS
E ---------------- ----------------------              LAST    LAST     DATE
L TYPE AGCY NUMBER TYPE AGCY    NUMBER    STAT  APPRV  DATE    USER   (YYMMDD)
- ---- ---- ------ ---- ---- ------------ ----- ----- ------ -------- --------

X .    .    .      PVQ  AGC  XAGC0000001  HELD  00000 XX0206 AFNS
```

- Can only be used to delete a transaction which has *not been accepted* by the system (i.e. transactions which have not updated tables).

- Transactions that *have been accepted* by the system must be corrected by entering a modifying transaction.

- A transaction can be **U**n**d**eleted from the SUSF table by keying ‘**UD**’ or ‘**UNDELETE**’ in the function field, and entering an ‘**x**’ in the selection field on the same line as the document that needs to be undeleted. Press ‘**ENTER**’.

```
ACTION: R  SCREEN: SUSF USERID: AFNS
FUNCTION: UD              ORG:

                     D O C U M E N T   S U S P E N S E

S      BATCH             DOCUMENT                                      PROCESS
E ---------------- ----------------------              LAST    LAST     DATE
L TYPE AGCY NUMBER TYPE AGCY    NUMBER    STAT  APPRV  DATE    USER   (YYMMDD)
- ---- ---- ------ ---- ---- ------------ ----- ----- ------ -------- --------

X .    .    .      PVQ  AGC  XAGC0000001  DELET  00000 XX0206 AFNS
```

- The document id will stay on the SUSF table with a status of ‘DELET’ until nightly cycle has run. The deleted document number can then be re-used the next working day.

- Once a transaction is deleted from the system, and nightly cycle has run, the undelete command will not work because the transaction is no longer on the SUSF table.

6. PROCESSING A TRANSACTION FOR APPROVAL (A+, A-)

- An **A**pproval can be given by keying **'A+'** (approval) in the function field of a transaction.

- To remove the approval, enter **'A-'** (un-**A**pproval) in the function field.

- An approval can also be given on the SUSF table by entering **'A+'** in the function field and entering an '**X**' in the selection field on the same line as the document that needs to be approved. This can be performed on multiple lines.

```
ACTION: R  SCREEN: SUSF USERID: AFNS
FUNCTION: A+              ORG:

                     D O C U M E N T   S U S P E N S E

S      BATCH            DOCUMENT                                    PROCESS
E ---------------- ----------------------              LAST    LAST     DATE
L TYPE AGCY NUMBER TYPE AGCY    NUMBER    STAT  APPRV  DATE    USER   (YYMMDD)
- ---- ---- ------ ---- ---- ------------ ----- ----- ------ -------- --------

X .    .    .      PVQ  AGC  XAGC0000001  PEND1 A0000 XX0109 AFNS
```

To remove the approval(s) use the function 'A-' on SUSF.

```
ACTION: R  SCREEN: SUSF USERID: AFNS
FUNCTION: A-              ORG:

                     D O C U M E N T   S U S P E N S E

S      BATCH            DOCUMENT                                    PROCESS
E ---------------- ----------------------              LAST    LAST     DATE
L TYPE AGCY NUMBER TYPE AGCY    NUMBER    STAT  APPRV  DATE    USER   (YYMMDD)
- ---- ---- ------ ---- ---- ------------ ----- ----- ------ -------- --------

X .    .    .      PVQ  AGC  XAGC0000001  SCHD Y0000  XX0109 AFNS
```

- Approvals are used to apply user and transaction specific approval rules once a transaction has successfully passed all edits.

- Works in conjunction with the user id and password authority.

- The system allows approvals to be applied to transactions with errors. When this occurs the system will not allow corrections to the transaction until the function of ‘A-’(unapproved document) is given.

- The system allows the user to set up five levels of approvals. Transactions will not complete the final processing (i.e. system tables being updated) until the required levels of approvals are applied.

7. MOVING WITHIN THE DOCUMENT (T, TB, FL, LL, +N, -N, B, BB, ND, PL, PD, ENTER, G, EL)

- **'T'** (**T**op) in the function field of a document will display the first screen of the document.

- **'TB'** (**T**op of **B**atch) in the function field of a document displays the batch form.

- **'FL'** (**F**irst **L**ine) displays the first line of the document.

- **'LL'** (**L**ast **L**ine) displays the last line of a document.

- **'B'** (**B**ottom) also displays the last line of a document.

- **'BB'** (**B**ottom of **B**atch) displays the first screen of the last document in the batch.

- **'ND'** (**N**ext **D**ocument in a Batch) displays the first screen of the next document without viewing all the lines.

- **'PL'** (**P**revious **L**ine) displays the previous line.

- **'PD'** (**P**revious **D**ocument in a Batch) displays the first screen of the previous document.

- To display the next screen of a document or the next document in a batch, press '**ENTER**' while the function is blank.

- **'G'** (**G**et) function allows the system to retrieve a different document from within a document. Enter **'G'** in the function and type the TC, AGCY and Document id of the desired transaction.

- **'EL'** (**E**rror **L**ine) keyed into the function field of a document displays the first account line with an error.

8. SAVE / DISCARD DOCUMENTS (S, X)

- **'S'** (**S**ave) in the function **'SAVES'** the document in the SUSF table but does not perform any edits or updates. The edits and updates are performed during the nightly cycle.

- The discard command of '**X**' or the word '**DISCARD**' clears the document work area. All work since the last time SUSF was updated is lost (i.e. edit document).

- If no function has been entered (document has not been written to SUSF), the '**X**' will cancel the document and allows the number to be used again immediately.

9. ZOOMING FROM A TRANSACTION TO PERFORM ANOTHER TASK (Z)

- Allows the user to view tables or view other documents on the SUSF table while in a document.

- While entering a transaction, you can zoom out of the document by putting a **'Z'** (**Z**oom), a space, and the name of the table you want to view, in the function field. This will take you to the table you want to scan.

```
FUNCTION: Z VEN2          DOCID: PVQ  AGC  XAGC0000001
  STATUS: ACCPT           BATID:                  ORG:         001-001 OF 002
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: M
    VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
           NAME: DEPT OF FINANCE                  OFF LIAB ACCT:
        ADDRESS: P O BOX 300658                  DOCUMENT TOTAL:           0.00
                                                 CALC DOC TOTAL:           0.00
                 MONTGOMERY         AL 36130-0658        FA IND:
    EFT IND:   APPLICATION TYPE:    SINGLE CHECK FLAG:    CHECK CATEGORY: XX
    LN                        COM
    NO REF CD/NUMBER/LN      LN  VI NUMBER/LN     DESCRIPTION
    -- --------------------- --- ---------------- ---------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- -------------- --- --- ------------ ---
01- 01                           12/31/xx
    1234 123  1234    123                0300 09
                       75.00  I


A--*HS60-DOCUMENT MARKED FOR READ ONLY
```

To return to the document, put an **'E'** in the action of the table and press **'ENTER'**.

```
ACTION: E SCREEN: VEN2 USERID: AFNS

                         V E N D O R   ( 1   O F   2 )

     VENDOR= AGCY01000 00          1099 IND: N      LAST UPDATE: KATH 11 04 09
VENDOR TYPE: NP             MISC VENDOR IND: N      LAST ACTION DATE: 08 09 12
  INTERFUND VENDOR
             ------- VENDOR ADDRESS -------     ----- ALTERNATE ADDRESS ------
       NAME: DEPT OF FINANCE                  :
    ADDRESS: P O BOX 300658                   :
           :                                  :
       CITY: MONTGOMERY           STATE: AL   :                           :
        ZIP: 36130-0658                       :

  ADDL ADDR:                                 CUSTOMER ACCT:
    CONTACT:                                    TIN NOTICE:
      PHONE:                             COMMENT:

PYMT HOLD IND: N  SCHD PYMT DAY:     SINGLE CHECK: Y  EFT STATUS/TYPE: N /

CALENDAR YTD AMT:     -14,903.66  PRIOR CALENDAR YEAR AMT:     -20,670.62
  FISCAL YTD AMT:     -20,208.61    PRIOR FISCAL YEAR AMT:     -16,893.50
```

- Zooming can be thought of as opening up another session. The number of sessions that can be accessed by a zoom action is defined on a table.

- In order to return to the document, it is necessary to key an **'E'** in the action.

- The system will not allow the user to sign off of AFNS until all the sessions that were accessed by a 'zoom' have been appropriately exited.

10. END A TRANSACTION (E)

- When the user is finished with a document, enter **'E'** (**E**nd) in the function field and press 'ENTER'. System returns to the last table that was accessed.

- Users can choose the table that will be displayed when exiting a transaction.

  Enter **'E'** followed by one space then the desired screen id.

```
FUNCTION: E SUSF          DOCID: PVQ  AGC  XAGC0000001
  STATUS: ACCPT           BATID:                  ORG:          001-001 OF 002
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: M
    VENDOR CODE: AGCY01000 00                       SCH PAY DATE:
           NAME: DEPT OF FINANCE                   OFF LIAB ACCT:
        ADDRESS: P O BOX 300658                   DOCUMENT TOTAL:           0.00
                                                  CALC DOC TOTAL:           0.00
                 MONTGOMERY         AL 36130-0658        FA IND:
    EFT IND:   APPLICATION TYPE:    SINGLE CHECK FLAG:    CHECK CATEGORY: XX
    LN                       COM
    NO REF CD/NUMBER/LN      LN  VI NUMBER/LN     DESCRIPTION
    -- --------------------- --- ---------------- ---------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- -------------- --- --- ------------ ---
01- 01                           12/31/xx
    1234 123  1234    123                0300 09
                       75.00  I

A--*HS60-DOCUMENT MARKED FOR READ ONLY
```

11. ACCESSING HELP (H)

The **H**elp Screen can be accessed from any document by keying '**H**' in the function and pressing '**ENTER**'. This will bring up the Help screen for the type of document that's being entered.

```
FUNCTION: H                DOCID: PVQ  AGC  XAGC0000001
  STATUS: ACCPT            BATID:                   ORG:          001-001 OF 002
H-                         QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: M
    VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
           NAME: DEPT OF FINANCE                  OFF LIAB ACCT:
        ADDRESS: P O BOX 300658                  DOCUMENT TOTAL:           0.00
                                                 CALC DOC TOTAL:           0.00
                 MONTGOMERY         AL 36130-0658        FA IND:
    EFT IND:   APPLICATION TYPE:    SINGLE CHECK FLAG:    CHECK CATEGORY: XX
    LN                        COM
    NO REF CD/NUMBER/LN       LN  VI NUMBER/LN     DESCRIPTION
    -- --------------------- --- ---------------- ----------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- -------------- --- --- ------------ ---
01- 01                           12/31/xx
    1234 123  1234    123                0300 09
                       75.00  I

A--*HS60-DOCUMENT MARKED FOR READ ONLY
```

- To exit the Help screen an action of '**E**' must be entered, which returns the user to the document being entered.

```
ACTION: e SCREEN: HELP USERID: AFNS

FOR THE INDEX OF THIS CATEGORY :          FOR THE GENERAL INDEX          :

                                              HELP

 CATEGORY: SCREENS        TOPIC: PVQ

 00000005   Quick Payment Voucher (PVQ )
 00000010
 00000015   The Quick Payment Voucher (PVQ) document authorizes the spending
 00000020   of money. You can use it to pay an outside vendor.
 00000025
 00000030   Date of Record:  Default is the date the document is accepted.
 00000035   Enter the date (mm dd yy) that you want to associate with these
 00000040   documents, usually the current date. You cannot enter a future
 00000045   date.
 00000050
 00000055   Accounting Period:  Default is inferred from the Date of Record.
 00000060   If you want these transactions recorded in another accounting
 00000065   period, enter the desired open period, using fiscal month and
 00000070   fiscal year. You cannot enter future periods.
 00000075
```

RETRIEVING DOCUMENTS ON SUSF

- To retrieve a document enter ‘**S**’ in the Action field and place the cursor anywhere on the document’s line. Press ‘**ENTER**’.

```
ACTION: S  SCREEN: SUSF USERID: AFNS
FUNCTION:                 ORG:

                     D O C U M E N T   S U S P E N S E

S      BATCH             DOCUMENT                                        PROCESS
E ---------------- ----------------------              LAST    LAST     DATE
L TYPE AGCY NUMBER TYPE AGCY    NUMBER    STAT  APPRV  DATE    USER   (YYMMDD)
- ---- ---- ------ ---- ---- ------------ ----- ----- ------ -------- --------

  .    .    .     PVQ  AGC  XAGC0000001  ACCPT 00000 XX0202 AFNS
```

- Any document can be retrieved from within another document by entering ‘**G**’ in the Function and the document ID (i.e. PVQ AGC XAGC0000002).

```
FUNCTION: G               DOCID: PVQ  AGC  XAGC0000002
  STATUS: ACCPT           BATID:                  ORG:          001-001 OF 002
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: M
    VENDOR CODE: AGCY01000 00                       SCH PAY DATE:
           NAME: DEPT OF FINANCE                   OFF LIAB ACCT:
        ADDRESS: P O BOX 300658                   DOCUMENT TOTAL:           0.00
                                                  CALC DOC TOTAL:           0.00
                 MONTGOMERY         AL 36130-0658        FA IND:
    EFT IND:   APPLICATION TYPE:    SINGLE CHECK FLAG:    CHECK CATEGORY: XX
    LN                        COM
    NO REF CD/NUMBER/LN      LN  VI NUMBER/LN     DESCRIPTION
    -- --------------------- --- ---------------- ---------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- --------------- --- --- ------------ ---
01- 01                           12/31/xx
    1234 123  1234    123                0300 09
                       75.00  I


A--*HS60-DOCUMENT MARKED FOR READ ONLY
```

- You are not required to retrieve documents from the SUSF table.

SECTION THREE: DATA ENTRY EXAMPLES AND ON-LINE PRACTICE SESSIONS

I. EXAMPLE #1: ORIGINAL ENTRY OF A PAYMENT VOUCHER

Purpose: To enter and process a Payment Voucher (PVQ) document.

Illustrates: Getting into the Document initially

Data entry

Perform a function of edit

Update tables by performing a function of run

Initial Sign-On Screen

```
            STATE OF ALABAMA - FINANCE - INFORMATION SERVICES DIVISION
             YOUR LTERM: TCP02168. YOUR IP ADDRESS: 10.133.58.18
                          *****  WARNING  *****
    This system may contain Government information, which is restricted to
    authorized users ONLY.  Unauthorized access, use, or modification of
    this computer system or of the data contained herein or in transit
    to/from this system may subject the individual to Criminal and Civil
    penalties.  This system and equipment are subject to monitoring to ensure
    proper performance of applicable security features or procedures.  Such
    monitoring may result in the acquisition, recording, and analysis of
    all data being communicated, transmitted, processed, or stored in this
    system by a user.  If monitoring reveals possible evidence of criminal
    activity, such evidence may be provided to Law Enforcement Personnel.
    ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.
    Enter Logon:
```

For production type **‘d2xcics’**.

Press ‘**ENTER**’

The logon screen

```
                        SIGN-ON FOR CICS RELEASE 6.6.0          APPLID: D2XCICS

PRODUCTION CICS 4.1

--------------------------------------------------------------------------------
A valid Mainframe Userid and Password is required to access this CICS system.
If you do not have this information, contact your Security Coordinator or RACF
Administrator.  For additional help, please call (334) 242-2222.  To exit this
screen, press F3 or CLEAR.
--------------------------------------------------------------------------------

Type your Userid and Password, then press ENTER:

         Userid . . . .
         Password . . .

     New Password . . .                 (Only for Password change)





F3/CLEAR: Exit
```

Type in your RACF USER ID and password.

Press ‘**ENTER**’

Getting into AFNS to Enter a Document

```
f?tc
```

Type in ‘**f?tc**’ (where ‘**?**’ is your agency’s AFNS application).

Press ‘**ENTER**’

Note that in each example, data on the screen being entered or referenced in the text is **bold**.

Creating a Document From the Menu Screen

```
ACTION: L SCREEN: pvq  USERID: afns

 AAAAAA  DDDDDD  VV   VV  AAAAAA  NN    NN TTTTTTTT  AAAAAA   GGGGG   EEEEEE
AA    AA DD   DD VV   VV AA    AA NNN   NN    TT    AA    AA GG   GG  EE
AA    AA DD   DD VV   VV AA    AA NNNN  NN    TT    AA    AA GG       EE
AAAAAAAA DD   DD VV   VV AAAAAAAA NN NN NN    TT    AAAAAAAA GG  GGGG EEEEEE
AA    AA DD   DD  VV VV  AA    AA NN  NNNN    TT    AA    AA GG   GG  EE
AA    AA DDDDDD     V    AA    AA NN   NNN    TT    AA    AA  GGGGG   EEEEEE

FFFFFFFF IIIIIIII NN    NN  AAAAAA  NN    NN CCCCCCC IIIIIIII  AAAAAA  LL    TM
FF          II    NNN   NN AA    AA NNN   NN CC         II    AA    AA LL
FFFFFF      II    NNNN  NN AA    AA NNNN  NN CC         II    AA    AA LL
FF          II    NN NN NN AAAAAAAA NN NN NN CC         II    AAAAAAAA LL
FF          II    NN  NNNN AA    AA NN  NNNN CC         II    AA    AA LL
FF       IIIIIIII NN   NNN AA    AA NN   NNN CCCCCCC IIIIIIII AA    AA LLLLLLLL

                           R E L E A S E     2 . 0

                     PLEASE ENTER YOUR USERID ABOVE TO BEGIN.
               TYPE AN X NEXT TO THE OPTION YOU WISH TO PERFORM:
                           (   ) MAIN - MAIN MENU
                           (   ) GMSS - GENERAL MESSAGES
                           (   ) AMSS - AGENCY MESSAGES
```

The ADVANTAGE FINANCIAL screen will appear.

As previously mentioned, documents can be created 3 ways: (1) from SUSF, (2) from any table, and (3) from another document. This demonstration shows how to create a document from a menu table.

Type an ‘**L**’ (**L**eaf) in the action and ‘**pvq**’ in the screen id. Make sure the last position has been cleared.

Key in your AFNS User ID.

Press ‘**ENTER**’

Blank Document Entry Screen

PVQ Example:

```
FUNCTION: NEW             DOCID: PVQ  AGC  XAGC0000001
  STATUS:                 BATID:                  ORG:          000-000 OF 000
 H-                        QUICK PAYMENT VOUCHER INPUT FORM
     DATE:             ACCT PRD:          BFY:       ACT:
     VENDOR CODE:                                   SCH PAY DATE:
            NAME:                                  OFF LIAB ACCT:
         ADDRESS:                                 DOCUMENT TOTAL:
                                                  CALC DOC TOTAL:
                                                          FA IND:
     EFT IND:   APPLICATION TYPE:    SINGLE CHECK FLAG:    CHECK CATEGORY:
     LN                       COM
     NO REF CD/NUMBER/LN      LN  VI NUMBER/LN     DESCRIPTION
     -- -------------------- --- --------------- --------------------------
     FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
     ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
     DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
     --------- -------------- --- --- ------------ ---
 01-




 A--*HD37-TYPE BATID/DOCID & PRESS ENTER
```

The system enters ‘NEW’ in the function.

The ‘**PVQ**’ is brought forward. The agency code and voucher number must be entered before keying in the data.

Enter your agency’s code.

Enter your agency’s voucher number <u>or</u> use the ‘#’ sign for automatic numbering.

Press ‘**ENTER**’

Payment Voucher Input Form

PVQ Example:

```
FUNCTION:                 DOCID: PVQ  AGC  XAGC0000001
  STATUS:                 BATID:                  ORG:          000-000 OF 000
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT:
    VENDOR CODE: AGCY01000 00                       SCH PAY DATE:
           NAME:                                   OFF LIAB ACCT:
        ADDRESS:                                  DOCUMENT TOTAL: 150.00
                                                  CALC DOC TOTAL:
                                                          FA IND:
    EFT IND:   APPLICATION TYPE:    SINGLE CHECK FLAG:    CHECK CATEGORY:
    LN                       COM
    NO REF CD/NUMBER/LN      LN  VI NUMBER/LN     DESCRIPTION
    -- --------------------- --- ---------------- ----------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- -------------- --- --- ------------ ---
01- 01                           XAGC0000001
    1234 123  1234    123                 1000 04
              100.00
```

After entering your agency’s accounting information, press ‘**ENTER**’ to go to the next page and continue entering data on line two (02).

Note: The system will not allow coding to be keyed in the ‘Appr Unit’ (appropriation unit) field. If your agency uses appropriation units, once an edit is performed on the transaction (shown in following pages) the system will automatically bring in the appropriation unit tied to the specific account coding.

Payment Voucher Input Form Continued

PVQ Example:

```
FUNCTION:                 DOCID: PVQ  AGC  XAGC0000001
  STATUS:                 BATID:                   ORG:          000-000 OF 001
 H-                        QUICK PAYMENT VOUCHER INPUT FORM
     DATE:             ACCT PRD:          BFY:       ACT:
     VENDOR CODE: AGCY01000 00                       SCH PAY DATE:
            NAME:                                   OFF LIAB ACCT:
         ADDRESS:                                  DOCUMENT TOTAL: 150.00
                                                   CALC DOC TOTAL:
                                                           FA IND:
     EFT IND:   APPLICATION TYPE:    SINGLE CHECK FLAG:    CHECK CATEGORY:
     LN                        COM
     NO REF CD/NUMBER/LN      LN  VI NUMBER/LN     DESCRIPTION
     -- --------------------- --- ---------------- ---------------------------
     FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
     ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
     DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
     --------- -------------- --- --- ------------ ---
 01- 02                          XAGC0000001
     1234 123  1234    123                 0500 99
               50.00
```

Notice the top right corner of the screen print has **000-000 OF 001** which means the first line has been entered and the user is now ready to start entering the data on line two of the document.

The line number position is always constant on the screen and is a position marker. It is always followed by a dash (-), and the cursor will not move to it (i.e., you cannot type over it).

The Line Number field is a user input data field, which will always be entered by the user and will be used in updating the tables and ledgers when the document is accepted.

The header information is brought forward.

Type the second line’s data – using your agency’s information.

Press ‘**ENTER**’

PVQ Example:

```
FUNCTION: ed              DOCID: PVQ  AGC  XAGC0000001
  STATUS:                BATID:                    ORG:          000-000 OF 002
 H-                        QUICK PAYMENT VOUCHER INPUT FORM
     DATE:             ACCT PRD:          BFY:       ACT:
     VENDOR CODE: AGCY01000 00                       SCH PAY DATE:
            NAME:                                    OFF LIAB ACCT:
         ADDRESS:                                   DOCUMENT TOTAL: 150.00
                                                    CALC DOC TOTAL:
                                                            FA IND:
     EFT IND:   APPLICATION TYPE:    SINGLE CHECK FLAG:    CHECK CATEGORY:
     LN                       COM
     NO REF CD/NUMBER/LN      LN  VI NUMBER/LN     DESCRIPTION
     -- --------------------- --- ---------------- ---------------------------
     FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
     ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
     DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
     --------- -------------- --- --- ------------ ---
 01-
```

Now the PVQ screen has **000-000 OF 002**, which indicates lines one and two have been entered and the system is ready for line three.

Once all information has been entered on the transaction, type ‘**ed**’ in the function field. Remember an **‘ed’** will perform an **Ed**it on the document data and display any errors.

Press ‘**ENTER**’

Processing Document to Update the Tables

PVQ Example:

```
FUNCTION: r               DOCID: PVQ  AGC  XAGC0000001
  STATUS: SCHED           BATID:                  ORG:          001-001 OF 002
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: E
    VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
           NAME: DEPT OF FINANCE                  OFF LIAB ACCT:
        ADDRESS: P O BOX 300658                  DOCUMENT TOTAL:         150.00
                                                 CALC DOC TOTAL:         150.00
                 MONTGOMERY         AL 36130 0658        FA IND:
    EFT IND: N APPLICATION TYPE:    SINGLE CHECK FLAG: N  CHECK CATEGORY:
    LN                        COM
    NO REF CD/NUMBER/LN      LN  VI NUMBER/LN     DESCRIPTION
    -- --------------------- --- ---------------- ---------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- -------------- --- --- ------------ ---
01- 01                           XAGC0000001
    1234 123  1234     123               1000 04
                      100.00


A--*HP00-NO ERRORS DETECTED
```

The user is informed by the informative message at the bottom of the screen that no errors were found.

Notice the status field has **SCHED.** A status of SCHED means the document is **SCHED**uled for OFF-LINE processing.

The system updates the counter in the top right corner every time a new screen is displayed. This allows the user to keep track of the line number. For example, the above screen displays **001-001 OF 002**. This means line one is displayed; however, the document has a total of two lines.

This voucher will be used in the next exercise, which requires an **'r'** (**R**un) to be entered in the function so the system will update the tables.

Press '**ENTER**'

Scheduling for Update

PVQ Example:

```
FUNCTION:                 DOCID: PVQ  AGC  XAGC0000001
  STATUS: ACCPT           BATID:                  ORG:          001-001 OF 002
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: E
    VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
           NAME: DEPT OF FINANCE                  OFF LIAB ACCT:
        ADDRESS: P O BOX 300658                  DOCUMENT TOTAL:         150.00
                                                 CALC DOC TOTAL:         150.00
                 MONTGOMERY         AL 36130 0658        FA IND:
    EFT IND: N APPLICATION TYPE:    SINGLE CHECK FLAG: N  CHECK CATEGORY:
    LN                        COM
    NO REF CD/NUMBER/LN      LN  VI NUMBER/LN     DESCRIPTION
    -- --------------------- --- ---------------- ----------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- -------------- --- --- ------------ ---
01- 01                           XAGC0000001
    1234 123  1234    123                 1000 04
                      100.00


 A--*HP20-DOCUMENT ACCEPTED
```

An **ACCPT** status indicates the document passed all edits and the document has updated the master tables (OPVD, OPVH, & OPVL).

The informative message at the bottom of the screen also informs the user the transaction is accepted.

II. EXAMPLE #2: MODIFYING AN EXISTING PAYMENT VOUCHER

Purpose: To enter and process a payment voucher (PVQ) modification document.

Illustrates: Data entry

Creating a document from SUSF

Perform a function of edit

Viewing warning messages

Ending the Payment Voucher Input Form to Get to SUSF

PVQ Example:

```
FUNCTION: e susf                DOCID: PVQ  AGC  XAGC0000001
  STATUS: ACCPT           BATID:                  ORG:          001-001 OF 002
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: E
    VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
           NAME: DEPT OF FINANCE                  OFF LIAB ACCT:
        ADDRESS: P O BOX 300658                  DOCUMENT TOTAL:         150.00
                                                 CALC DOC TOTAL:         150.00
                 MONTGOMERY         AL 36130 0658        FA IND:
    EFT IND: N APPLICATION TYPE:    SINGLE CHECK FLAG: N  CHECK CATEGORY:
    LN                        COM
    NO REF CD/NUMBER/LN      LN  VI NUMBER/LN     DESCRIPTION
    -- -------------------- --- ---------------- ---------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- -------------- --- --- ------------ ---
01- 01                           XAGC0000001
    1234 123  1234    123                 1000 04
                      100.00


 A--*HP20-DOCUMENT ACCEPTED
```

To create a document from the SUSF table, keying **‘E SUSF’** in the function field.

Press ‘**ENTER**’

When exiting a document with ‘E and a table ID’ the system will display the first record of the table.

Note: This case picks up where the last exercise left off. If not done in sequential order, then the user must sign onto the proper AFNS application and go to a payment voucher transaction.

Create a Document to Modify Original Voucher

SUSF Example:

```
ACTION: R  SCREEN: SUSF USERID: AFNS
FUNCTION: new              ORG:

                      D O C U M E N T   S U S P E N S E

S      BATCH             DOCUMENT                                        PROCESS
E ---------------- ---------------------                LAST    LAST     DATE
L TYPE AGCY NUMBER TYPE AGCY    NUMBER    STAT  APPRV  DATE    USER   (YYMMDD)
- ---- ---- ------ ---- ---- ------------ ----- ----- ------ -------- --------
                    pvq  999  xagc0000001
  .    .    .      PVQ  AGC  XAGC0000001  ACCPT 00000 XX0202 AFNS
  .    .    .      PVQ  AGC  XAGC0000002  ACCPT 00000 XX0130 AFNS
  .    .    .      PVQ  AGC  XAGC0000003  ACCPT 00000 XX0130 AFNS
  .    .    .      PVQ  AGC  XAGC0000004  ACCPT 00000 XX0130 AFNS
  .    .    .      PVQ  AGC  XAGC0000005  ACCPT 00000 XX0130 AFNS
  .    .    .      PVQ  AGC  XAGC0000006  ACCPT 00000 XX0130 AFNS
  .    .    .      PVQ  AGC  XAGC0000007  ACCPT 00000 XX0130 AFNS
  .    .    .      PVQ  AGC  XAGC0000008  ACCPT 00000 XX0130 AFNS
  .    .    .      PVQ  AGC  XAGC0000009  ACCPT 00000 XX0130 AFNS
  .    .    .      PVQ  AGC  XAGC0000010  ACCPT 00000 XX0130 AFNS
  .    .    .      PVQ  AGC  XAGC0000011  ACCPT 00000 XX0130 AFNS
```

The SUSF table is displayed.

To modify a voucher, the document id must have the same voucher number. However, the system will not allow two documents on the SUSF table with identical document ids (PVQ AGC XAGC0000001). In order to create a modification to a voucher and the original entry is still on the SUSF table, the user must make the document id unique by using a dummy agency code (Example 999).

Enter ‘**new**’ in the function.

On the first line enter the following:

Enter **‘pvq’** in the document type

Enter **‘999’** for the agency

Enter your agency’s document number or use the ‘#’ sign for automatic numbering. Example: **‘XAGC0000001’**.

Press ‘**ENTER**’

Modification Document Created

PVQ Example:

```
FUNCTION:                 DOCID: PVQ  999  XAGC0000001
  STATUS:                 BATID:                  ORG:          000-000 OF 000
 H-                        QUICK PAYMENT VOUCHER INPUT FORM
     DATE:             ACCT PRD:          BFY:       ACT: m
     VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
            NAME:                                  OFF LIAB ACCT:
         ADDRESS:                                 DOCUMENT TOTAL: 0.00
                                                  CALC DOC TOTAL:
                                                          FA IND:
     EFT IND:   APPLICATION TYPE:    SINGLE CHECK FLAG:    CHECK CATEGORY:
     LN                       COM
     NO REF CD/NUMBER/LN      LN  VI NUMBER/LN     DESCRIPTION
     -- --------------------- --- ---------------- ---------------------------
     FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
     ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
     DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
     --------- -------------- --- --- ------------ ---
 01- 02                          XAGC0000001
     1234 123  1234    123                 0500 99
               50.00           d
```

Using your agency’s information, enter the line information for the existing line to be decreased on the transaction. If you are unsure of this information, please view the payment voucher on the OPVD, OPVH, & OPVL tables.

Note: The system will not allow coding to be keyed in the ‘Appr Unit’ (appropriation unit) field. If your agency uses appropriation units, once an edit is performed on the transaction (shown in following pages) the system will automatically bring in the appropriation unit tied to the specific account coding.

The quick payment voucher input (PVQ) allows only one accounting line per screen.

Note: The ACTION field in the Header Section has an **‘m’** for **M**odify.

Modifying Transactions

The system requires the ‘I/D’ field to have a ‘d’ when decreasing.

The system defaults to ‘I’ when the ‘I/D’ field is blank.

Press ‘**ENTER**’

PVQ Example:

```
FUNCTION: ed              DOCID: PVQ  999  XAGC0000001
  STATUS:                 BATID:                  ORG:          000-000 OF 001
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: M
    VENDOR CODE: AGCY01000 00                       SCH PAY DATE:
           NAME:                                   OFF LIAB ACCT:
        ADDRESS:                                  DOCUMENT TOTAL: 0.00
                                                  CALC DOC TOTAL:
                                                          FA IND:
    EFT IND:   APPLICATION TYPE:    SINGLE CHECK FLAG:    CHECK CATEGORY:
    LN                       COM
    NO REF CD/NUMBER/LN      LN  VI NUMBER/LN     DESCRIPTION
    -- --------------------- --- ---------------- ---------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- -------------- --- --- ------------ ---
01- 03                           XAGC0000001
    1234 123  1234    123                 0800 06
              50.00
```

Using your agency’s information, enter the new line information – adding a new line to the transaction.

Note: The system will not allow coding to be keyed in the ‘Appr Unit’ (appropriation unit) field. If your agency uses appropriation units, once an edit is performed on the transaction (shown in following pages) the system will automatically bring in the appropriation unit tied to the specific account coding.

Type an **‘ed’** in the function to edit the document.

Press ‘**ENTER**’

PVQ Example:

```
FUNCTION:                 DOCID: PVQ  999  XAGC0000001
  STATUS: SCHED           BATID:                   ORG:          001-001 OF 002
 H-                        QUICK PAYMENT VOUCHER INPUT FORM
     DATE:             ACCT PRD:          BFY:       ACT: M
     VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
            NAME: DEPT OF FINANCE                   OFF LIAB ACCT:
         ADDRESS: P O BOX 300658                  DOCUMENT TOTAL:           0.00
                                                  CALC DOC TOTAL:           0.00
                  MONTOMERY          AL 36130 0658        FA IND:
     EFT IND:   APPLICATION TYPE:    SINGLE CHECK FLAG:    CHECK CATEGORY:
     LN                       COM
     NO REF CD/NUMBER/LN      LN  VI NUMBER/LN     DESCRIPTION
     -- --------------------- --- ---------------- ---------------------------
     FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
     ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
     DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
     --------- -------------- --- --- ------------ ---
 01- 02                           XAGC0000001
     1234 123  1234    123                 0500 99
                        50.00  D


 A--*HP01-WARNING MSGS; PLEASE REVIEW
```

All warning messages should be reviewed.

To view an explanation of the warning messages or error messages, use the arrow key on the keyboard or use the mouse to move the cursor anywhere on the message. In the above example, the cursor was placed under the ‘A’.

Press ‘**ENTER**’

Viewing the Error Message Table (EMEX)

EMEX Example:

```
ACTION: e SCREEN: EMEX USERID: AFNS

              E R R O R   M E S S A G E   E X P L A N A T I O N

ERROR CODE= *HP01                 ERROR MESSAGE: WARNING MSGS; PLEASE REVIEW
         The batch or document has passed all edits but the
         system has issued one or more warnings.  Review the
         batch or document before it is run.
```

The Error Message Explanation (EMEX) table is displayed.

The detail explanation informs the user that the document passed all edits, however the user should review the whole document and decide if the document needs to be changed or can it be accepted with the existing warning message.

To **E**xit EMEX, enter **‘e’** in the function.

Press ‘**ENTER**’

PVQ Example:

```
FUNCTION:                 DOCID: PVQ  999  XAGC0000001
  STATUS: SCHED           BATID:                   ORG:          001-001 OF 002
 H-                        QUICK PAYMENT VOUCHER INPUT FORM
     DATE:             ACCT PRD:          BFY:       ACT: M
     VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
            NAME: DEPT OF FINANCE                   OFF LIAB ACCT:
         ADDRESS: P O BOX 300658                  DOCUMENT TOTAL:           0.00
                                                  CALC DOC TOTAL:           0.00
                  MONTOMERY          AL 36130 0658        FA IND:
     EFT IND:   APPLICATION TYPE:    SINGLE CHECK FLAG:    CHECK CATEGORY:
     LN                       COM
     NO REF CD/NUMBER/LN      LN  VI NUMBER/LN     DESCRIPTION
     -- -------------------- --- --------------- ---------------------------
     FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
     ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
     DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
     --------- -------------- --- --- ------------ ---
 01- 02                           XAGC0000001
     1234 123  1234    123                 0500 99
                        50.00  D


 A--*HP01-WARNING MSGS; PLEASE REVIEW
```

To view the actual warning message, press ‘**ENTER**’.

Document Accepted

PVQ Example:

```
FUNCTION: e                DOCID: PVQ  999  XAGC0000001
  STATUS: SCHED           BATID:                   ORG:          002-002 OF 002
 H-                        QUICK PAYMENT VOUCHER INPUT FORM
     DATE:             ACCT PRD:          BFY:       ACT: M
     VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
            NAME: DEPT OF FINANCE                   OFF LIAB ACCT:
         ADDRESS: P O BOX 300658                  DOCUMENT TOTAL:           0.00
                                                  CALC DOC TOTAL:           0.00
                  MONTOMERY          AL 36130 0658        FA IND:
     EFT IND:   APPLICATION TYPE:    SINGLE CHECK FLAG:    CHECK CATEGORY:
     LN                        COM
     NO REF CD/NUMBER/LN       LN  VI NUMBER/LN     DESCRIPTION
     -- --------------------- --- ---------------- ---------------------------
     FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
     ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
     DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
     --------- -------------- --- --- ------------ ---
 01- 03                            XAGC0000001
     1234 123  1234    123                0800 06
                        50.00


 01-A686W-NEW LINE ADDED TO PV
```

'A686**W**-NEW LINE ADDED TO PV' will appear every time a new line is added to an existing document. Even though there is a warning on the document, it will not prevent the voucher from updating.

The status of the document is SCHED (scheduled for off-line processing).

The next example will be creating a payment voucher from SUSF.

Enter an **'e'** in the function.

Press '**ENTER**' to return to SUSF.

III. EXAMPLE #3: CORRECTING ERRORS ON A PAYMENT VOUCHER

Purpose: To enter a **Payment Voucher** (PVQ) document with errors, correct those errors, and save the document for future use.

Illustrates: Data entry of a Payment Voucher

Placing a document on hold

Viewing errors

Performing an edit function

Creating a Payment Voucher Document from SUSF

SUSF Example:

```
ACTION: R  SCREEN: SUSF USERID: AFNS
FUNCTION: new              ORG:

                     D O C U M E N T   S U S P E N S E

S      BATCH             DOCUMENT                                        PROCESS
E ---------------- ----------------------              LAST    LAST      DATE
L TYPE AGCY NUMBER TYPE AGCY    NUMBER    STAT  APPRV  DATE    USER    (YYMMDD)
- ---- ---- ------ ---- ---- ------------ ----- ----- ------ -------- --------
                   pvq  AGC  xagc0000002
  .    .    .      PVQ  AGC  XAGC0000001  ACCPT 00000 XX0202 AFNS
  .    .    .      PVQ  AGC  XAGC0000002  ACCPT 00000 XX0130 AFNS
  .    .    .      PVQ  AGC  XAGC0000003  ACCPT 00000 XX0130 AFNS
  .    .    .      PVQ  AGC  XAGC0000004  ACCPT 00000 XX0130 AFNS
  .    .    .      PVQ  AGC  XAGC0000005  ACCPT 00000 XX0130 AFNS
  .    .    .      PVQ  AGC  XAGC0000006  ACCPT 00000 XX0130 AFNS
  .    .    .      PVQ  AGC  XAGC0000007  ACCPT 00000 XX0130 AFNS
  .    .    .      PVQ  AGC  XAGC0000008  ACCPT 00000 XX0130 AFNS
  .    .    .      PVQ  AGC  XAGC0000009  ACCPT 00000 XX0130 AFNS
  .    .    .      PVQ  AGC  XAGC0000010  ACCPT 00000 XX0130 AFNS
  .    .    .      PVQ  AGC  XAGC0000011  ACCPT 00000 XX0130 AFNS
```

Enter your agency’s information to create a payment voucher.

Press ‘**ENTER**’

Note: This case picks up where the last exercise left off. If not done in sequential order, then the user must sign onto the proper AFNS application and go to a payment voucher transaction.

Coded Payment Voucher Entry Screen

PVQ Example:

```
 FUNCTION: ed              DOCID: PVQ  AGC  XAGC0000002
   STATUS:                 BATID:                  ORG:
 H-                        QUICK PAYMENT VOUCHER INPUT FORM
     DATE:             ACCT PRD:          BFY:       ACT:
     VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
            NAME:                                  OFF LIAB ACCT:
         ADDRESS:                                 DOCUMENT TOTAL:          60.00
                                                  CALC DOC TOTAL:
                                                          FA IND:
     EFT IND: N APPLICATION TYPE:    SINGLE CHECK FLAG: Y  CHECK CATEGORY:
     LN                        COM
     NO REF CD/NUMBER/LN      LN  VI NUMBER/LN     DESCRIPTION
     -- --------------------- --- ---------------- ---------------------------
     FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
     ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
     DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
     --------- -------------- --- --- ------------ ---
 01- 01 PO 3344567         01     XAGC0000002
     1324 123  1234     123                0500 99
                        50.00
```

Enter your agency's information and edit ('**ed**') the document.

Notes:

- The system will not allow coding to be keyed in the 'Appr Unit' (appropriation unit) field. If your agency uses appropriation units, once an edit is performed on the transaction (shown in following pages) the system will automatically bring in the appropriation unit tied to the specific account coding.
- Only the line number, PO number & line number, invoice (if any), & dollar amount has to be keyed. Once an edit is performed on the transaction (shown in following pages), the system will read the PO table (OPOD, OPOH, & OPOL) and automatically bring in the account coding associated with the PO.

Coded Payment Voucher Entry Screen

PVQ Example:

```
FUNCTION: h+              DOCID: PVQ  AGC  XAGC0000002
  STATUS: REJCT           BATID:                  ORG:          001-001 OF 001
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: E
    VENDOR CODE: AGCY01000 00                       SCH PAY DATE:
           NAME: DEPT OF FINANCE                     OFF LIAB ACCT:
        ADDRESS: P O BOX 300658                  DOCUMENT TOTAL:          60.00
                                                 CALC DOC TOTAL:           0.00
                 MONTGOMERY         AL 36130-0658        FA IND:
    EFT IND: N APPLICATION TYPE:    SINGLE CHECK FLAG: Y  CHECK CATEGORY:
    LN                        COM
    NO REF CD/NUMBER/LN       LN  VI NUMBER/LN     DESCRIPTION
    -- --------------------- --- ---------------- ---------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- -------------- --- --- ------------ ---
01- 01 PO 3344567         01     XAGC0000002
    1324 123  1234    123                 0500 99
                       50.00


A--*HP03-DOCUMENT ERRORS DETECTED       H--C900E-DOC TOTAL NOT = DETAIL
01-A604E-REF PO DOC NOT FOUND           01-C100E-INVALID FUND FOR BUD FY
```

There are errors in the document, but due to an emergency meeting, you are unable to review them now. The document must be put on **H**old.

Enter ‘**h+**’ in the function field. Delete the remaining letters ‘RE’ from the word ‘MORE’ and press ‘**ENTER**’.

Held Document

PVQ Example:

```
FUNCTION:                 DOCID: PVQ  AGC  XAGC0000002
  STATUS: HELD            BATID:                   ORG:          001-001 OF 001
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: E
    VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
           NAME: DEPT OF FINANCE                    OFF LIAB ACCT:
        ADDRESS: P O BOX 300658                  DOCUMENT TOTAL:          60.00
                                                 CALC DOC TOTAL:           0.00
                 MONTGOMERY         AL 36130-0658        FA IND:
    EFT IND: N APPLICATION TYPE:    SINGLE CHECK FLAG: Y  CHECK CATEGORY:
    LN                        COM
    NO REF CD/NUMBER/LN       LN  VI NUMBER/LN     DESCRIPTION
    -- --------------------- --- ---------------- ----------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- -------------- --- --- ------------ ---
01- 01 PO 3344567         01     XAGC0000002
    1324 123  1234    123                 0500 99
                       50.00

                                                                            A--
*HS33-DOCUMENT HELD
```

The status has changed to ‘HELD’ and the informative message also states the document is ‘HELD’.

Performing an Edit

PVQ Example:

```
FUNCTION: ed              DOCID: PVQ  AGC  XAGC0000002
  STATUS: HELD            BATID:                  ORG:          001-001 OF 001
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: E
    VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
           NAME: DEPT OF FINANCE                    OFF LIAB ACCT:
        ADDRESS: P O BOX 300658                  DOCUMENT TOTAL:          60.00
                                                 CALC DOC TOTAL:           0.00
                 MONTGOMERY         AL 36130-0658        FA IND:
    EFT IND: N APPLICATION TYPE:    SINGLE CHECK FLAG: Y  CHECK CATEGORY:
    LN                        COM
    NO REF CD/NUMBER/LN      LN  VI NUMBER/LN     DESCRIPTION
    -- --------------------- --- ---------------- ---------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- -------------- --- --- ------------ ---
01- 01 PO 3344567         01      XAGC0000002
    1324 123  1234    123                0500 99
                       50.00

                                                                            A--
*HS33-DOCUMENT HELD
```

Upon returning from the meeting and going back into the transaction, enter ‘**ed**’ in the function and press ‘**ENTER**’ so that the errors are again displayed.

Error Messages Displayed

PVQ Example:

```
FUNCTION: MORE              DOCID: PVQ  AGC  XAGC0000002
  STATUS: REJCT           BATID:                   ORG:          001-001 OF 001
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: E
    VENDOR CODE: AGCY01000 00                       SCH PAY DATE:
           NAME: DEPT OF FINANCE                     OFF LIAB ACCT:
        ADDRESS: P O BOX 300658                   DOCUMENT TOTAL:          60.00
                                                  CALC DOC TOTAL:          50.00
                 MONTGOMERY         AL 36130-0658        FA IND:
    EFT IND: N APPLICATION TYPE:    SINGLE CHECK FLAG: Y  CHECK CATEGORY:
    LN                        COM
    NO REF CD/NUMBER/LN       LN  VI NUMBER/LN     DESCRIPTION
    -- -------------------- --- --------------- ---------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- ------------- --- --- ------------ ---
01- 01 PO 3344567         01     XAGC0000002
    1324 123  1234    123                0500 99
                       50.00


A--*HP03-DOCUMENT ERRORS DETECTED       H--C900E-DOC TOTAL NOT = DETAIL
01-A604E-REF PO DOC NOT FOUND           01-C100E-INVALID FUND FOR BUD FY
```

Begin reading the error messages from left to right.

The error message that begins with an ‘A’ is an informative message.

The error message that begins with a number and dash, is the line number that pertains to that error.

Error messages that begin with ‘H’ pertain to errors in the header.

Error message codes that end with ‘E’ are hard errors and the system will not process the transaction until the error is corrected.

‘**MORE**’ in the function is telling the user there are additional errors. Press ‘**ENTER**’ to display these additional errors.

Displaying ‘MORE’ Messages

PVQ Example:

```
FUNCTION:                 DOCID: PVQ  AGC  XAGC0000002
  STATUS: REJCT           BATID:                  ORG:          001-001 OF 001
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: E
    VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
           NAME: DEPT OF FINANCE                    OFF LIAB ACCT:
        ADDRESS: P O BOX 300658                  DOCUMENT TOTAL:          60.00
                                                 CALC DOC TOTAL:          50.00
                 MONTGOMERY         AL 36130-0658        FA IND:
    EFT IND: N APPLICATION TYPE:    SINGLE CHECK FLAG: Y  CHECK CATEGORY:
    LN                        COM
    NO REF CD/NUMBER/LN      LN  VI NUMBER/LN     DESCRIPTION
    -- --------------------- --- ---------------- ---------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- -------------- --- --- ------------ ---
01- 01 PO 3344567         01     XAGC0000001
    1324 123  1234    123                 0500 99
                       50.00


01-C068E-LINE PROCESSING BYPASSED
```

The remaining errors are shown after pressing ‘ENTER’.

PVQ Example:

```
FUNCTION: b               DOCID: PVQ  AGC  XAGC0000002
  STATUS: REJCT           BATID:                  ORG:          001-001 OF 001
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: E
    VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
           NAME: DEPT OF FINANCE                    OFF LIAB ACCT:
        ADDRESS: P O BOX 300658                  DOCUMENT TOTAL:          60.00
                                                 CALC DOC TOTAL:          50.00
                 MONTGOMERY         AL 36130-0658        FA IND:
    EFT IND: N APPLICATION TYPE:    SINGLE CHECK FLAG: Y  CHECK CATEGORY:
    LN                        COM
    NO REF CD/NUMBER/LN      LN  VI NUMBER/LN     DESCRIPTION
    -- --------------------- --- ---------------- ---------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- -------------- --- --- ------------ ---
01- 01 PO 3344567         01     XAGC0000002
    1324 123  1234    123                 0500 99
                       50.00


01-C068E-LINE PROCESSING BYPASSED
```

To display the first error again, enter ‘**b**’ in the FUNCTION field to go **B**ack to the beginning, and press ‘**ENTER**’.

PVQ Example:

```
FUNCTION: ed              DOCID: PVQ  AGC  XAGC0000002
  STATUS: REJCT           BATID:                    ORG:          001-001 OF 001
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: E
    VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
           NAME: DEPT OF FINANCE                    OFF LIAB ACCT:
        ADDRESS: P O BOX 300658                  DOCUMENT TOTAL:          50.00
                                                 CALC DOC TOTAL:          50.00
                 MONTGOMERY         AL 36130-0658        FA IND:
    EFT IND: N APPLICATION TYPE:    SINGLE CHECK FLAG: Y  CHECK CATEGORY:
    LN                        COM
    NO REF CD/NUMBER/LN       LN  VI NUMBER/LN     DESCRIPTION
    -- --------------------- --- ---------------- ----------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- -------------- --- --- ------------ ---
01- 01 PO 3344567         01     XAGC0000002
    1234 123  1234    123                0500 99
                       50.00


A--*HP03-DOCUMENT ERRORS DETECTED       H--C900E-DOC TOTAL NOT = DETAIL
01-A604E-REF PO DOC NOT FOUND           01-C100E-INVALID FUND FOR BUD FY
```

Correct your agency’s information

Perform another edit (‘**ed**’).

Press ‘**ENTER**’.

PVQ Example:

```
FUNCTION: h+              DOCID: PVQ  AGC  XAGC0000002
  STATUS: SCHED            BATID:                  ORG:          001-001 OF 001
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: E
    VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
           NAME: DEPT OF FINANCE                    OFF LIAB ACCT:
        ADDRESS: P O BOX 300658                  DOCUMENT TOTAL:          50.00
                                                 CALC DOC TOTAL:          50.00
                 MONTGOMERY         AL 36130-0658        FA IND:
    EFT IND: N APPLICATION TYPE:    SINGLE CHECK FLAG: Y  CHECK CATEGORY:
    LN                       COM
    NO REF CD/NUMBER/LN      LN  VI NUMBER/LN     DESCRIPTION
    -- -------------------- --- --------------- ---------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- -------------- --- --- ------------ ---
01- 01 PO 3344567         01     XAGC0000002
    1234 123  1234    123                0500 99
                       50.00


A--*HP00-NO ERRORS DETECTED
```

Once all information is correct, the informative message of ‘**NO ERRORS DETECTED**’ will appear.

However, you have decided to wait until tomorrow to process this document. You do <u>not</u> need for this voucher to process overnight.

Enter ‘**h+**’ in the function to place the document on hold.

Press ‘**ENTER**’.

Document Held

PVQ Example:

```
FUNCTION:                 DOCID: PVQ  AGC  XAGC0000002
  STATUS: HELD            BATID:                   ORG:          001-001 OF 001
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: E
    VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
           NAME: DEPT OF FINANCE                    OFF LIAB ACCT:
        ADDRESS: P O BOX 300658                  DOCUMENT TOTAL:          50.00
                                                 CALC DOC TOTAL:          50.00
                 MONTGOMERY         AL 36130-0658        FA IND:
    EFT IND: N APPLICATION TYPE:    SINGLE CHECK FLAG: Y  CHECK CATEGORY:
    LN                       COM
    NO REF CD/NUMBER/LN      LN  VI NUMBER/LN     DESCRIPTION
    -- -------------------- --- ---------------- ---------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- -------------- --- --- ------------ ---
01- 01 PO 3344567         01     XAGC0000002
    1234 123  1234    123                0500 99
                       50.00


 A--*HS33-DOCUMENT HELD
```

The status has changed to ‘**HELD**’ and the informative message also states the document is ‘**HELD**’.

The next example will start with this screen, so be sure not to exit the document.

IV. EXAMPLE #4: ADDING AND DELETING LINES FROM AN UNPROCESSED PAYMENT VOUCHER

Purpose: To add and delete detail lines from an existing, but not processed, document.

Illustrates: Create a document from within a document

Inserting lines

Moving to individual screens within a document

Deleting lines

Scheduling for overnight processing

Creating a Document From within a Document

PVQ Example:

```
FUNCTION: new             DOCID: PVQ  AGC  XAGC0000003
  STATUS: HELD            BATID:                  ORG:          001-001 OF 001
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: E
    VENDOR CODE: AGCY01000 00                       SCH PAY DATE:
           NAME: DEPT OF FINANCE                     OFF LIAB ACCT:
        ADDRESS: P O BOX 300658                   DOCUMENT TOTAL:          50.00
                                                  CALC DOC TOTAL:          50.00
                 MONTGOMERY         AL 36130-0658        FA IND:
    EFT IND: N APPLICATION TYPE:    SINGLE CHECK FLAG: Y  CHECK CATEGORY:
    LN                        COM
    NO REF CD/NUMBER/LN       LN  VI NUMBER/LN     DESCRIPTION
    -- -------------------- --- ---------------- ----------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- -------------- --- --- ------------ ---
01- 01 PO 3344567         01     XAGC0000002
    1234 123  1234    123                0500 99
                       50.00


 A--*HS33-DOCUMENT HELD
```

To create a new document, enter the following fields:

Function **'new'**
Document ID – Transaction Type **'pvq'**
- Agency Code is the same – Press '**TAB**' once
- Your Agency's Transaction Number <u>or</u> use the '#' sign for automatic numbering.
  Example: **XAGC0000003**

Press '**ENTER**'

<u>Note</u>: This case picks up where the last exercise left off. If not done in sequential order, then the user must sign onto the proper AFNS application and go to a payment voucher transaction.

Payment Voucher Input Form

PVQ Example:

```
FUNCTION:                 DOCID: PVQ  AGC  XAGC0000003
  STATUS:                 BATID:                  ORG:          001-001 OF 001
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: E
    VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
           NAME:                                    OFF LIAB ACCT:
        ADDRESS:                                 DOCUMENT TOTAL:          10.00
                                                 CALC DOC TOTAL:           0.00
                                                         FA IND:
    EFT IND: N APPLICATION TYPE:    SINGLE CHECK FLAG: Y  CHECK CATEGORY:
    LN                        COM
    NO REF CD/NUMBER/LN      LN  VI NUMBER/LN     DESCRIPTION
    -- --------------------- --- ---------------- ---------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- -------------- --- --- ------------ ---
    01                          XAGC0000003
    1234 123  1234    123                  0800 01
              10.00
```

Enter your agency’s information.

Note: The system will not allow coding to be keyed in the ‘Appr Unit’ (appropriation unit) field. If your agency uses appropriation units, once an edit is performed on the transaction (shown in following pages) the system will automatically bring in the appropriation unit tied to the specific account coding.

Payment Voucher Input for Accounting Lines

PVQ Example:

```
FUNCTION:                 DOCID: PVQ  AGC  XAGC0000003
  STATUS:                 BATID:                    ORG:          001-001 OF 001
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: E
    VENDOR CODE: AGCY01000 00                       SCH PAY DATE:
           NAME:                                     OFF LIAB ACCT:
        ADDRESS:                                  DOCUMENT TOTAL:          10.00
                                                  CALC DOC TOTAL:           0.00
                                                          FA IND:
    EFT IND: N APPLICATION TYPE:    SINGLE CHECK FLAG: Y  CHECK CATEGORY:
    LN                        COM
    NO REF CD/NUMBER/LN       LN  VI NUMBER/LN     DESCRIPTION
    -- --------------------- --- ---------------- ---------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- -------------- --- --- ------------ ---
    01                            XAGC00000003
    1234 123  1234    123                 0800 01
              10.00
```

The fire alarm goes off and the building must be evacuated. To retain the data follow the instructions below.

Enter an **‘h+’** in the function field.

Press **‘ENTER’**

PVQ Example:

```
FUNCTION:                 DOCID: PVQ  AGC  XAGC0000003
  STATUS: HELD            BATID:                  ORG:          001-001 OF 001
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: E
    VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
           NAME:                                    OFF LIAB ACCT:
        ADDRESS:                                 DOCUMENT TOTAL:          10.00
                                                 CALC DOC TOTAL:           0.00
                                                         FA IND:
    EFT IND: N APPLICATION TYPE:    SINGLE CHECK FLAG: Y  CHECK CATEGORY:
    LN                       COM
    NO REF CD/NUMBER/LN      LN  VI NUMBER/LN     DESCRIPTION
    -- --------------------- --- ---------------- ----------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- -------------- --- --- ------------ ---
    01                           XAGC0000003
    1234 123  1234   123                 0800 01
              10.00



A--*HS25-BATCH/DOCUMENT SAVED          A--*HS33-DOCUMENT HELD
```

After returning to your desk and going back into the transaction, it is discovered that additional lines must be inserted to finish entering the payment voucher.

Inserting a Line in an Existing Document

PVQ Example:

```
FUNCTION: IL              DOCID: PVQ  AGC  XAGC0000003
  STATUS: HELD            BATID:                  ORG:          001-001 OF 001
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: E
    VENDOR CODE: AGCY01000 00                       SCH PAY DATE:
           NAME:                                     OFF LIAB ACCT:
        ADDRESS:                                  DOCUMENT TOTAL:          10.00
                                                  CALC DOC TOTAL:           0.00
                                                          FA IND:
    EFT IND: N APPLICATION TYPE:    SINGLE CHECK FLAG: Y  CHECK CATEGORY:
    LN                        COM
    NO REF CD/NUMBER/LN       LN  VI NUMBER/LN     DESCRIPTION
    -- --------------------- --- ---------------- ----------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- -------------- --- --- ------------ ---
    01                          XAGC00000003
    1234 123  1234   123                0800 01
              10.00
```

The document is still displayed even though it is held.

To **I**nsert **L**ines type ‘**IL**’ in FUNCTION.

Move the cursor to the first position of the line number that you want to insert a line after.

For example: Move the cursor to the first position of line 01 to insert a new line after line one.

Move the cursor anywhere in the header to insert a new line before line one.

In this example we want to insert a line after line 01; therefore, move the cursor to the first position of line one.

Press ‘**ENTER**’

Insert a Line

PVQ Example:

```
FUNCTION:                 DOCID: PVQ  AGC  XAGC0000003
  STATUS: HELD            BATID:                ORG:          000-000 OF 002
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: E
    VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
           NAME:                                    OFF LIAB ACCT:
        ADDRESS:                                 DOCUMENT TOTAL:          10.00
                                                 CALC DOC TOTAL:           0.00
                                                         FA IND:
    EFT IND: N APPLICATION TYPE:    SINGLE CHECK FLAG: Y  CHECK CATEGORY:
    LN                        COM
    NO REF CD/NUMBER/LN       LN  VI NUMBER/LN     DESCRIPTION
    -- --------------------- --- ---------------- ----------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- -------------- --- --- ------------ ---
    02                           XAGC00000003
    1234 123  1234    123                0900 01
              10.00
```

System displays a new screen.

The counter at the top right-hand corner displays that one line has previously been entered.

Enter the new line (line 02) with your agency’s information.

Note: The system will not allow coding to be keyed in the ‘Appr Unit’ (appropriation unit) field. If your agency uses appropriation units, once an edit is performed on the transaction (shown in following pages) the system will automatically bring in the appropriation unit tied to the specific account coding.

Press ‘**ENTER**’

Line Inserted

PVQ Example:

```
FUNCTION: PL              DOCID: PVQ  AGC  XAGC0000003
  STATUS: HELD            BATID:                    ORG:          002-002 OF 002
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: E
    VENDOR CODE: AGCY01000 00                       SCH PAY DATE:
           NAME:                                     OFF LIAB ACCT:
        ADDRESS:                                  DOCUMENT TOTAL:          10.00
                                                  CALC DOC TOTAL:           0.00
                                                          FA IND:
    EFT IND: N APPLICATION TYPE:    SINGLE CHECK FLAG: Y  CHECK CATEGORY:
    LN                        COM
    NO REF CD/NUMBER/LN       LN  VI NUMBER/LN     DESCRIPTION
    -- --------------------- --- ---------------- ----------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- -------------- --- --- ------------ ---
    02                              XAGC0000003
    1234 123  1234     123               0900 01
              10.00
```

Notice the line counter changes after pressing ‘**ENTER**’. Line three is displayed and the document has a total of three lines.

To display lines two and three, key ‘**PL**’ (**P**revious **L**ine) in the FUNCTION field and press ‘**ENTER**’.

Line One Displayed

PVQ Example:

```
FUNCTION: LL              DOCID: PVQ  AGC  XAGC0000003
  STATUS: HELD            BATID:                  ORG:          001-001 OF 001
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: E
    VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
           NAME:                                    OFF LIAB ACCT:
        ADDRESS:                                 DOCUMENT TOTAL:          10.00
                                                 CALC DOC TOTAL:           0.00
                                                         FA IND:
    EFT IND: N APPLICATION TYPE:    SINGLE CHECK FLAG: Y  CHECK CATEGORY:
    LN                        COM
    NO REF CD/NUMBER/LN       LN  VI NUMBER/LN     DESCRIPTION
    -- --------------------- --- ---------------- ---------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- -------------- --- --- ------------ ---
    01                              XAGC0000003
    1234 123  1234   123                 0800 01
              10.00
```

The system displays line one as the result of the ‘PL’ function.

Enter ‘**LL**’ in the function to view the **L**ast **L**ine of the document.

Press ‘**ENTER**’

Delete Line

PVQ Example:

```
FUNCTION: DL              DOCID: PVQ  AGC  XAGC0000003
  STATUS: HELD            BATID:                  ORG:          002-002 OF 002
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: E
    VENDOR CODE: AGCY01000 00                       SCH PAY DATE:
           NAME:                                     OFF LIAB ACCT:
        ADDRESS:                                  DOCUMENT TOTAL:          10.00
                                                  CALC DOC TOTAL:           0.00
                                                          FA IND:
    EFT IND: N APPLICATION TYPE:    SINGLE CHECK FLAG: Y  CHECK CATEGORY:
    LN                        COM
    NO REF CD/NUMBER/LN       LN  VI NUMBER/LN     DESCRIPTION
    -- --------------------- --- ---------------- ----------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- -------------- --- --- ------------ ---
    02                              XAGC00000003
    1234 123  1234    123                0900 01
              10.00
```

The next step in this example is to delete line two.

The line must be displayed on the screen before using the delete function.

Only one line can be deleted at a time.

To delete line 02, type a FUNCTION of **‘DL’** (**D**elete **L**ines), move the cursor to the first character of line 02 and press ‘**ENTER**’.

Delete Lines

PVQ Example:

```
FUNCTION: ed              DOCID: PVQ  AGC  XAGC0000003
  STATUS: HELD            BATID:                  ORG:          001-001 OF 001
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: E
    VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
           NAME:                                    OFF LIAB ACCT:
        ADDRESS:                                 DOCUMENT TOTAL:          10.00
                                                 CALC DOC TOTAL:           0.00
                                                         FA IND:
    EFT IND: N APPLICATION TYPE:    SINGLE CHECK FLAG: Y  CHECK CATEGORY:
    LN                        COM
    NO REF CD/NUMBER/LN      LN  VI NUMBER/LN     DESCRIPTION
    -- --------------------- --- ---------------- ---------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- -------------- --- --- ------------ ---
    01                           XAGC0000003
    1234 123  1234    123                 0800 01
              10.00
```

Notice the system displays line 01.

Line 01 is the only remaining line.

Enter ‘**ed**’ in the FUNCTION to check for errors.

Press **‘ENTER’**

No Errors Found

PVQ Example:

```
FUNCTION:                 DOCID: PVQ  AGC  XAGC0000003
  STATUS: SCHED            BATID:                   ORG:          001-001 OF 001
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: E
    VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
           NAME: DEPT OF FINANCE                    OFF LIAB ACCT:
        ADDRESS: P O BOX 300658                  DOCUMENT TOTAL:          10.00
                                                 CALC DOC TOTAL:           0.00
                                                         FA IND:
    EFT IND: N APPLICATION TYPE:    SINGLE CHECK FLAG: Y  CHECK CATEGORY:
    LN                        COM
    NO REF CD/NUMBER/LN      LN  VI NUMBER/LN     DESCRIPTION
    -- --------------------- --- ---------------- ---------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- -------------- --- --- ------------ ---
    01                              XAGC00000003
    1234 123  1234    123                0800 01
              10.00

A--*HP00-NO ERRORS DETECTED
```

The document has been scheduled for Overnight/Off-Line processing. The system allowed the document to pass all edits.

We will create a new document from within this PV for the next example; please do not exit the document.

V. EXAMPLE #5: ORIGINAL ENTRY OF A PAYMENT VOUCHER THAT LIQUIDATES A PURCHASE ORDER

Purpose: To enter a Payment Voucher (PVQ) document with Purchase Order (PO) reference inferring accounting distribution.

Illustrates: Data Entry

Account coding Inferred

Edit Command

Creating a PVQ from PVQ Input Form

PVQ Example:

```
FUNCTION: new                DOCID: PVQ  AGC  XAGC0000004
  STATUS: SCHED            BATID:                  ORG:          001-001 OF 001
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: E
    VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
           NAME: DEPT OF FINANCE                    OFF LIAB ACCT:
        ADDRESS: P O BOX 300658                  DOCUMENT TOTAL:          10.00
                                                 CALC DOC TOTAL:           0.00
                                                         FA IND:
    EFT IND: N APPLICATION TYPE:    SINGLE CHECK FLAG: Y  CHECK CATEGORY:
    LN                        COM
    NO REF CD/NUMBER/LN      LN  VI NUMBER/LN     DESCRIPTION
    -- --------------------- --- ---------------- ---------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- -------------- --- --- ------------ ---
    01                            XAGC0000003
    1234 123  1234    123                 0800 01
              10.00

A--*HP00-NO ERRORS DETECTED
```

Enter the following fields:

FUNCTION **'new'**

Document ID – TYPE **'pvq'**

- Agency Code is the same – Press '**TAB**' once

- Your Agency's Transaction Number <u>or</u> use the '#' sign for automatic numbering.
  Example: **XAGC0000004**

Press '**ENTER**'

<u>Note</u>: This case picks up where the last exercise left off. If not done in sequential order, then the user must sign onto the proper AFNS application and go to a payment voucher transaction.

Coded Document Entry Header and Line Screen

PVQ Example:

```
FUNCTION: ed             DOCID: PVQ  AGC  XAGC0000004
  STATUS:                BATID:                   ORG:          001-001 OF 001
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: E
    VENDOR CODE: AGCY01000 00                       SCH PAY DATE:
           NAME:                                     OFF LIAB ACCT:
        ADDRESS:                                  DOCUMENT TOTAL:          10.00
                                                  CALC DOC TOTAL:           0.00
                                                          FA IND:
    EFT IND: N APPLICATION TYPE:    SINGLE CHECK FLAG: Y  CHECK CATEGORY:
    LN                       COM
    NO REF CD/NUMBER/LN      LN  VI NUMBER/LN     DESCRIPTION
    -- -------------------- --- ---------------- ---------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- -------------- --- --- ------------ ---
    01 PO 3031411         01     XAGC00000004

              10.00

A--*HP00-NO ERRORS DETECTED
```

Enter your agency’s information.

The account coding will be inferred from the open purchase order line table (OPOL) when an edit or run function is performed.

Enter **‘ed’** in the FUNCTION.

Press ‘**ENTER**’

Document Scheduled

PVQ Example:

```
FUNCTION:                  DOCID: PVQ  AGC  XAGC0000004
  STATUS: SCHED            BATID:                   ORG:          001-001 OF 001
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: E
    VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
           NAME: DEPT OF FINANCE                    OFF LIAB ACCT:
        ADDRESS: P O BOX 300658                  DOCUMENT TOTAL:          10.00
                                                 CALC DOC TOTAL:           0.00
                                                         FA IND:
    EFT IND: N APPLICATION TYPE:    SINGLE CHECK FLAG: Y  CHECK CATEGORY:
    LN                       COM
    NO REF CD/NUMBER/LN      LN  VI NUMBER/LN     DESCRIPTION
    -- --------------------- --- ---------------- ----------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- -------------- --- --- ------------ ---
    01 PO 3031411         01     XAGC0000004
  1234 123  1234    123                 0800 01
             10.00

A--*HP00-NO ERRORS DETECTED
```

No errors were detected and the document is scheduled for Off-Line processing.

Notice the system brought the account codes into the document.

Now you are ready to enter the next document.

VI. EXAMPLE #6: ORIGINAL ENTRY OF AN APPROPRIATION AND ALLOTMENT TRANSACTION

Purpose: To enter an Appropriation and Allotment (AA) document.

Illustrates: Data entry

Updating document

Running a document

Zooming to allotment table

Create AA document from within PVQ

PVQ Example:

```
FUNCTION: new              DOCID: aa   AGC  XAGC0000001
  STATUS: SCHED            BATID:                ORG:          001-001 OF 001
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: E
    VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
           NAME: DEPT OF FINANCE                    OFF LIAB ACCT:
        ADDRESS: P O BOX 300658                  DOCUMENT TOTAL:          10.00
                                                 CALC DOC TOTAL:           0.00
                                                         FA IND:
    EFT IND: N APPLICATION TYPE:    SINGLE CHECK FLAG: Y  CHECK CATEGORY:
    LN                      COM
    NO REF CD/NUMBER/LN      LN  VI NUMBER/LN     DESCRIPTION
    -- -------------------- --- ---------------- ---------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- -------------- --- --- ------------ ---
    01 PO 3031411         01     XAGC0000004
   1234 123  1234     123               0800 01
              10.00

A--*HP00-NO ERRORS DETECTED
```

Enter the following information:

FUNCTION **'new'**

Document ID - Transaction Type **'aa'**

- Agency Code is the same – Press '**TAB**' once

- Your Agency's Transaction Number <u>or</u> use the '#' sign for automatic numbering.
  Example: **XAGC0000001**

Press '**ENTER**'

<u>Note</u>: This case picks up where the last exercise left off. If not done in sequential order, then the user must sign onto the proper AFNS application and go to an AA transaction.

Coded Document Entry Header and Line Screen

AA Example:

```
FUNCTION: r               DOCID: AA   AGC  XAGC0000001
  STATUS:                 BATID:                  ORG:          001-004 OF 004
H-                     APPROPRIATION AND ALLOTMENT INPUT FORM

    APP DATE:           ACCTG PRD:         BUDGET FY: xx
    ACTION: a  FUND: 1234  AGENCY: 123     APPR UNIT: 123        ALLOT YR:
    NAME: FINANCE - AFNS                  SHORT NAME: AFNS
    REV APP AMT: 10000        I/D AMT: 10000        TOT ALLOT AMT: 10000
                                          CALCULATED TOT ALLOT AMT:
    REV EST REC:              I/D EST REC:              BUD AUTH OPT:
            INPUT ALLOT PRD     REVISED ALLOT AMT     ALLOT INC/DEC AMT
            ----------------    -----------------     -----------------
01-               01            2500                  2500
02-               02            2500                  2500
03-               03            2500                  2500
04-               04            2500                  2500
05-
06-
07-
08-
09-
```

Valid ACTION codes for budget transactions are:

- **‘A’** for Add
- **‘C’** for Change
- **‘D’** for Deactivate

Enter your agency’s information.

Enter the current budget fiscal year where **‘xx’** is in the BFY field.

Enter the **Name** and **Short Name** related to the Appropriation.

The system does not allow decimals and cents to be entered on Appropriation and Allotment documents. Only enter whole dollar amounts.

Enter **‘r’** in the function to create APP2 (Appropriation) and ALLT (Allotments) tables.

Press ‘**ENTER**’

For Agencies in Generic Applications ‘B’ and ‘G’:
Appropriation codes used in the AFNS Budget Model **MUST** be different from those used in CAS (Comptroller’s Accounting System). All Appropriation codes for these two applications in AFNS should start with the agency’s CICS Charge code.

Document Accepted

AA Example:

```
FUNCTION: Z ALLT          DOCID: AA   AGC  XAGC0000001
  STATUS: ACCPT           BATID:                   ORG:          001-004 OF 004
H-                     APPROPRIATION AND ALLOTMENT INPUT FORM

    APP DATE:           ACCTG PRD:         BUDGET FY: XX
    ACTION: A  FUND: 1234  AGENCY: 123     APPR UNIT: 123        ALLOT YR:
    NAME: FINANCE - AFNS                  SHORT NAME: AFNS
    REV APP AMT:       10,000 I/D AMT:       10,000 TOT ALLOT AMT:       10,000
                                         CALCULATED TOT ALLOT AMT:       10,000
    REV EST REC:            0 I/D EST REC:            0 BUD AUTH OPT:
            INPUT ALLOT PRD     REVISED ALLOT AMT     ALLOT INC/DEC AMT
            ----------------    -----------------     -----------------
01-               01                    2,500                 2,500
02-               02                    2,500                 2,500
03-               03                    2,500                 2,500
04-               04                    2,500                 2,500
05-
06-
07-
08-
09-
A--*HP20-DOCUMENT ACCEPTED
```

The ‘**AA**’ transaction is accepted.

The **Z**oom function allows the user to open another session and view data on tables, and then return to the transaction.

Key **‘Z ALLT’** in the function.

Press ‘**ENTER**’

The Allotment Table Updated (ALLT)

ALLT Table Example:

```
ACTION: S SCREEN: ALLT USERID: AFNS

                      A L L O T M E N T   I N Q U I R Y

    BUDGET FY= XX    APPROPRIATION UNIT= 123

    PERIOD  ALLOTMENT AMT   PRE-ENCUMBERED AMT  ENCUMBERED AMT  EXPENDED AMT
    ======  --------------  ------------------  --------------  --------------
01- XX1          2,500.00           0.00               0.00           0.00
02- XX2          2,500.00           0.00               0.00           0.00
03- XX3          2,500.00           0.00               0.00           0.00
04- XX4          2,500.00           0.00               0.00           0.00
05-
06-
07-
08-
09-
10-
11-
12-
13-
05-*L009 HEADER CHANGE
```

The Zoom feature will always display the first record of the table. Use the ‘**n**’ (next) action to clear the data. If the data is not cleared with the ‘next’ action, remember to key over all key fields or replace the key fields not used with spaces.

To view your appropriation unit:

ACTION	**‘s’**
BUDGET FY	**‘XX’** (current budget fiscal year**)**
APPROPRIATION UNIT	**‘123’** (your agency’s appropriation code)

Press **‘ENTER’**

ALLT Table Example:

```
ACTION: L SCREEN: ALLT USERID: AFNS

                      A L L O T M E N T   I N Q U I R Y

    BUDGET FY= XX    APPROPRIATION UNIT= 123

    PERIOD  ALLOTMENT AMT   PRE-ENCUMBERED AMT  ENCUMBERED AMT  EXPENDED AMT
    ======  --------------  ------------------  --------------  --------------
01- XX1           2,500.00            0.00                0.00            0.00
02- XX2           2,500.00            0.00                0.00            0.00
03- XX3           2,500.00            0.00                0.00            0.00
04- XX4           2,500.00            0.00                0.00            0.00
05-
06-
07-
08-
09-
10-
11-
12-
13-
05-*L009 HEADER CHANGE
```

To display the Appropriation (APP2) Table, which was created by the accepted ‘AA’ transaction, follow the instructions below:

Key **‘L’** in the action.

Press ‘**ENTER**’

The Appropriation Table Updated (APP2)

APP2 Table Example:

```
ACTION: e  SCREEN: APP2 USERID: AFNS

                  A P P R O P R I A T I O N   I N Q U I R Y

           BUDGET FY= XX                       APPROPRIATION UNIT= 123

                NAME: FINANCE - AFNS                   SHORT NAME: AFNS
                FUND: 1234                                 AGENCY: 123
 BUDGET LINE CONTROL:    0   BUDGET AUTHORITY OPT: A   STATUS IND: A

                          CURRENT AMOUNTS   BEGIN DAY AMOUNTS
                          ---------------   -----------------
           APPROVED APPR:      10,000.00
   CURRENT MODIFIED APPR:      10,000.00              0.00
         TOTAL ALLOTMENT:      10,000.00
      ESTIMATED RECEIPTS:           0.00
         ACTUAL RECEIPTS:           0.00
          PRE-ENCUMBERED:           0.00              0.00
              ENCUMBERED:           0.00              0.00
                EXPENDED:           0.00              0.00
             UNOBLIGATED:      10,000.00
             UNCOMMITTED:      10,000.00
```

After viewing the Appropriation table, return to the AA document.

Enter an **‘e’** in the action, which ends the zoom command.

Press **‘ENTER’**

Document Accepted

AA Example:

```
FUNCTION:                 DOCID: AA   AGC  XAGC0000001
  STATUS: ACCPT           BATID:                  ORG:          001-004 OF 004
H-                     APPROPRIATION AND ALLOTMENT INPUT FORM

    APP DATE:           ACCTG PRD:         BUDGET FY: XX
    ACTION: A  FUND: 1234  AGENCY: 123     APPR UNIT: 123        ALLOT YR:
    NAME: FINANCE - AFNS                  SHORT NAME: AFNS
    REV APP AMT:       10,000 I/D AMT:       10,000 TOT ALLOT AMT:       10,000
                                         CALCULATED TOT ALLOT AMT:       10,000
    REV EST REC:            0 I/D EST REC:            0 BUD AUTH OPT:
            INPUT ALLOT PRD     REVISED ALLOT AMT     ALLOT INC/DEC AMT
            ----------------    -----------------     -----------------
01-               01                    2,500                 2,500
02-               02                    2,500                 2,500
03-               03                    2,500                 2,500
04-               04                    2,500                 2,500
05-
06-
07-
08-
09-
A--*HP20-DOCUMENT ACCEPTED
```

The ‘**AA**’ transaction is once again on the screen.

You are now ready to enter your next transaction.

VII. EXAMPLE #7: APPROVING AN EXPENSE BUDGET TRANSACTION

Purpose: To demonstrate how to approve a document requiring approvals.

Illustrates: Giving an approval in a document

Logging off AFNS

Approval Processing Notes

- Permits the system to require various approvals on a transaction before the document is accepted
- Approvals can be specified by the type of document
- Up to 5 approvals per document type can be required
- Approvals should only be given after the document has passed all edits and the document status is pending (PENDx).

EB Transaction

AA Example:

```
FUNCTION: new            DOCID: eb   AGC  XAGC0000001
  STATUS: ACCPT          BATID:                  ORG:          001-004 OF 004
 H-                    APPROPRIATION AND ALLOTMENT INPUT FORM

     APP DATE:           ACCTG PRD:         BUDGET FY: XX
     ACTION: A  FUND: 1234  AGENCY: 123     APPR UNIT: 123        ALLOT YR:
     NAME: FINANCE - AFNS                  SHORT NAME: AFNS
     REV APP AMT:       10,000 I/D AMT:       10,000 TOT ALLOT AMT:       10,000
                                          CALCULATED TOT ALLOT AMT:       10,000
     REV EST REC:            0 I/D EST REC:            0 BUD AUTH OPT:
             INPUT ALLOT PRD     REVISED ALLOT AMT     ALLOT INC/DEC AMT
             ----------------    -----------------     -----------------
 01-               01                    2,500                 2,500
 02-               02                    2,500                 2,500
 03-               03                    2,500                 2,500
 04-               04                    2,500                 2,500
 05-
 06-
 07-
 08-
 09-
```

Enter the following fields:

FUNCTION **‘new’**

Document ID - Transaction Type **‘eb’**

- Agency Code is the same – Press ‘**TAB**’ once

- Your Agency’s Transaction Number <u>or</u> use the ‘#’ sign for automatic numbering.
  Example: **XAGC0000001**

Press ‘**ENTER**’

<u>Note</u>: This case picks up where the last exercise left off. If not <u>done</u> in sequential order, then the user must sign onto the proper AFNS application and go to a EB transaction.

Coded Document Entry Screen

EB Example:

```
FUNCTION: ed              DOCID: EB   AGC  XAGC0000001
  STATUS:                 BATID:                  ORG:          001-001 OF 001
H-                           EXPENSE BUDGET INPUT FORM

    TRANS DATE:                  ACCTG PRD:           BUDGET FY: xx
      FUND: 1234        AGENCY: 123       TOTAL REVISED EXP AMT: 10000
                                     CALCULATED REVISED EXP AMT:
    LIN                               SUB SPD BUDGET
    ACT ORG  APPR UNIT ACTV FUNC OBJ  OPT IND POSTNS REVISED AMT  INC/DEC AMT
    --- ---- --------- ---- ---- ---- --- --- ------ ------------ ------------
                   SERIES  REVENUE SOURCE
                   NUMBER  REF1 REF2 REF3  DESCRIPTION
                   ------  --------------  ------------------------------
01-  a  1234 123                 0100                7500         7500

02-  a  5678 567                 0200                2500         2500

03-

04-
```

Valid ACTION codes for budget transactions are:

- **‘A’** for Add
- **‘C’** for Change
- **‘D’** for Deactivate

Enter your agency’s information.

Replace the ‘**xx**’ with the current budget fiscal year.

The system does not allow decimals and cents to be entered on the Expense Budget documents. Only enter whole dollar amounts.

Enter ‘**ed**’ in the function.

Press ‘**ENTER**’

Document Requiring Approvals

EB Example:

```
FUNCTION: A+              DOCID: EB   AGC  XAGC0000004
  STATUS: PEND1           BATID:                   ORG:          001-002 OF 002
 H-                           EXPENSE BUDGET INPUT FORM

     TRANS DATE:                  ACCTG PRD:           BUDGET FY: XX
       FUND: 1234        AGENCY: 123       TOTAL REVISED EXP AMT:       10,000
                                     CALCULATED REVISED EXP AMT:       10,000
     LIN                              SUB SPD BUDGET
     ACT ORG  APPR UNIT ACTV FUNC OBJ  OPT IND POSTNS REVISED AMT  INC/DEC AMT
     --- ---- --------- ---- ---- ---- --- --- ------ ------------ ------------
                    SERIES  REVENUE SOURCE
                    NUMBER  REF1 REF2 REF3  DESCRIPTION
                    ------  --------------  ------------------------------
 01-  A  1234 123                0100                        7,500        7,500
                                           PERSONNEL COSTS
 02-  A  5678 567                0200                        2,500        2,500
                                           EMPLOYEE BENEFIT
 03-

 04-

 H--*S401-READY FOR APPROVAL 1           H--*S402-READY FOR APPROVAL 2
 H--*S403-READY FOR APPROVAL 3           H--*S404-READY FOR APPROVAL 4
 H--*S405-READY FOR APPROVAL 5
```

The status of ‘PENDx’ informs the user the transaction passed all edits and is waiting for approvals to be given.

Note: only informative messages appear in the message section, informing the user which approvals have or have not been given.

User ID and Password (security) identifies:

Does the user have authority to give approvals?

How many levels of approvals does the user have?

Approvals may be given in a document or on the SUSF Table. SUSF allows multiple documents to be approved with one command.

Type ‘**A+**’ (**A**pproval) in the function field.

Press ‘**ENTER**’

Approval Applied

EB Example:

```
FUNCTION:                 DOCID: EB   AGC  XAGC0000001
  STATUS: PEND2           BATID:                   ORG:          001-002 OF 002
 H-                           EXPENSE BUDGET INPUT FORM

     TRANS DATE:                  ACCTG PRD:           BUDGET FY: XX
       FUND: 1234        AGENCY: 123       TOTAL REVISED EXP AMT:       10,000
                                     CALCULATED REVISED EXP AMT:       10,000
     LIN                              SUB SPD BUDGET
     ACT ORG  APPR UNIT ACTV FUNC OBJ  OPT IND POSTNS REVISED AMT  INC/DEC AMT
     --- ---- --------- ---- ---- ---- --- --- ------ ------------ ------------
                    SERIES  REVENUE SOURCE
                    NUMBER  REF1 REF2 REF3  DESCRIPTION
                    ------  --------------  ------------------------------
 01-  A  1234 123                 0100                        7,500        7,500
                                            PERSONNEL COSTS
 02-  A  5678 567                 0200                        2,500        2,500
                                            EMPLOYEE BENEFIT
 03-

 04-

 A--*S001-APPROVAL 1 APPLIED            A--*HS60-DOCUMENT MARKED FOR READ ONLY
```

Note the messages at the bottom of the screen.

The user id and password has authority to give only level one approval.

The document is still pending. There is not a message stating the document is accepted.

System has marked the document for read only.

Approvals will have to be removed before any changes can be made to the document.

Other Approvals Required

EB Example:

```
FUNCTION: A?              DOCID: EB   AGC  XAGC0000001
  STATUS: PEND2           BATID:                  ORG:          001-002 OF 002
 H-                           EXPENSE BUDGET INPUT FORM

     TRANS DATE:                  ACCTG PRD:           BUDGET FY: XX
       FUND: 1234        AGENCY: 123       TOTAL REVISED EXP AMT:       10,000
                                       CALCULATED REVISED EXP AMT:       10,000
     LIN                                SUB SPD BUDGET
     ACT ORG  APPR UNIT ACTV FUNC OBJ  OPT IND POSTNS REVISED AMT  INC/DEC AMT
     --- ---- --------- ---- ---- ---- --- --- ------ ------------ ------------
                   SERIES  REVENUE SOURCE
                   NUMBER  REF1 REF2 REF3  DESCRIPTION
                   ------  --------------  ------------------------------
 01-  A  1234 123                 0100                        7,500        7,500
                                            PERSONNEL COSTS
 02-  A  5678 567                 0200                        2,500        2,500
                                            EMPLOYEE BENEFIT
 03-

 04-

 A--*S001-APPROVAL 1 APPLIED            A--*HS60-DOCUMENT MARKED FOR READ ONLY
```

The system allows the user to view which approvals have been given and which approvals are required.

Enter **‘A?’** in the FUNCTION field.

Press **‘ENTER’**

Remaining Approvals Required

EB Example:

```
FUNCTION: E SUSF         DOCID: EB   AGC  XAGC0000001
  STATUS: PEND2          BATID:                  ORG:          001-002 OF 002
 H-                          EXPENSE BUDGET INPUT FORM

    TRANS DATE:                  ACCTG PRD:           BUDGET FY: XX
      FUND: 1234        AGENCY: 123       TOTAL REVISED EXP AMT:       10,000
                                     CALCULATED REVISED EXP AMT:       10,000
    LIN                               SUB SPD BUDGET
    ACT ORG  APPR UNIT ACTV FUNC OBJ  OPT IND POSTNS REVISED AMT  INC/DEC AMT
    --- ---- --------- ---- ---- ---- --- --- ------ ------------ ------------
                   SERIES  REVENUE SOURCE
                   NUMBER  REF1 REF2 REF3  DESCRIPTION
                   ------  --------------  ------------------------------
01-  A  1234 123                 0100                        7,500        7,500
                                           PERSONNEL COSTS
02-  A  5678 567                 0200                        2,500        2,500
                                           EMPLOYEE BENEFIT
03-

04-

A--*S001-APPROVAL 1 APPLIED            A--*S102-APPROVAL 2 MUST BE APPLIED
A--*S103-APPROVAL 3 MUST BE APPLIED    A--*S104-APPROVAL 4 MUST BE APPLIED
A--*S105-APPROVAL 5 MUST BE APPLIED
```

The system informs the user that approval levels 2 through 5 are still pending. These levels must be given before the system will allow the document to update the tables and ledgers.

Remaining approvals must be given by another user authorized for those levels; therefore, the user must exit the document by:

Enter ‘**e susf**’ in the function. This will allow you to return to the AFNS SUSF screen.

Press ‘**ENTER**’

SUSF TABLE

SUSF Table Example:

```
ACTION: s  SCREEN: SUSF USERID: AFNS
FUNCTION:                 ORG:

                     D O C U M E N T   S U S P E N S E

S      BATCH             DOCUMENT                                        PROCESS
E ---------------- ---------------------                LAST    LAST      DATE
L TYPE AGCY NUMBER TYPE AGCY    NUMBER    STAT  APPRV  DATE    USER    (YYMMDD)
- ---- ---- ------ ---- ---- ------------ ----- ----- ------ -------- --------
                   eb   AGC  XAGC0000001
  .    .    .      PVQ  AGC  XAGC0000001  ACCPT 00000 XX0202 AFNS
  .    .    .      PVQ  AGC  XAGC0000002  ACCPT 00000 XX0130 AFNS
  .    .    .      PVQ  AGC  XAGC0000003  ACCPT 00000 XX0130 AFNS
  .    .    .      PVQ  AGC  XAGC0000004  ACCPT 00000 XX0130 AFNS
  .    .    .      PVQ  AGC  XAGC0000005  ACCPT 00000 XX0130 AFNS
  .    .    .      PVQ  AGC  XAGC0000006  ACCPT 00000 XX0130 AFNS
  .    .    .      PVQ  AGC  XAGC0000007  ACCPT 00000 XX0130 AFNS
  .    .    .      PVQ  AGC  XAGC0000008  ACCPT 00000 XX0130 AFNS
  .    .    .      PVQ  AGC  XAGC0000009  ACCPT 00000 XX0130 AFNS
  .    .    .      PVQ  AGC  XAGC0000010  ACCPT 00000 XX0130 AFNS
  .    .    .      PVQ  AGC  XAGC0000011  ACCPT 00000 XX0130 AFNS
```

To display the Expense Budget Document follow the instructions below:

ACTION ‘**s**’

Enter the data below on the first line.
DOCUMENT TYPE ‘**eb**’
AGCY Your agency’s number
NUMBER Your Agency’s Transaction Number
Example: **XAGC0000001**

Press ‘**ENTER**’

SUSF Table

SUSF Table Example:

```
ACTION: R  SCREEN: SUSF USERID: AFNS
FUNCTION:                  ORG:

                      D O C U M E N T   S U S P E N S E

S      BATCH             DOCUMENT                                          PROCESS
E ---------------- ----------------------              LAST    LAST     DATE
L TYPE AGCY NUMBER TYPE AGCY    NUMBER    STAT  APPRV  DATE    USER   (YYMMDD)
- ---- ---- ------ ---- ---- ------------ ----- ----- ------ -------- --------
                   EB   AGC  XAGC0000001  PEND2 YAAAA XX0206 AFNS
  .    .    .     PVQ  AGC  XAGC0000001  ACCPT 00000 XX0202 AFNS
  .    .    .     PVQ  AGC  XAGC0000002  ACCPT 00000 XX0130 AFNS
  .    .    .     PVQ  AGC  XAGC0000003  ACCPT 00000 XX0130 AFNS
  .    .    .     PVQ  AGC  XAGC0000004  ACCPT 00000 XX0130 AFNS
  .    .    .     PVQ  AGC  XAGC0000005  ACCPT 00000 XX0130 AFNS
  .    .    .     PVQ  AGC  XAGC0000006  ACCPT 00000 XX0130 AFNS
  .    .    .     PVQ  AGC  XAGC0000007  ACCPT 00000 XX0130 AFNS
  .    .    .     PVQ  AGC  XAGC0000008  ACCPT 00000 XX0130 AFNS
  .    .    .     PVQ  AGC  XAGC0000009  ACCPT 00000 XX0130 AFNS
  .    .    .     PVQ  AGC  XAGC0000010  ACCPT 00000 XX0130 AFNS
  .    .    .     PVQ  AGC  XAGC0000011  ACCPT 00000 XX0130 AFNS
```

A status of PEND2 indicates that the document will not be accepted until an approval level 2 is given. As each approval is given the status will change; for instance after level two approval is given, the status will change to PEND3.

The Approval column has **‘YAAAA’** which means level one approval has been given and four other approvals are required.

If an approval has been accidentally given, remove the approval. Removing an approval can be done within a document or on the SUSF table.

Removing Approval

SUSF Table Example:

```
ACTION: R  SCREEN: SUSF USERID: AFNS
FUNCTION: a-                ORG:

                      D O C U M E N T   S U S P E N S E

S      BATCH             DOCUMENT                                        PROCESS
E ---------------- ----------------------              LAST    LAST      DATE
L TYPE AGCY NUMBER TYPE AGCY    NUMBER    STAT  APPRV  DATE    USER    (YYMMDD)
- ---- ---- ------ ---- ---- ------------ ----- ----- ------ -------- --------
x                  EB   AGC  XAGC0000001  PEND2 YAAAA XX0206 AFNS
  .    .    .      PVQ  AGC  XAGC0000001  ACCPT 00000 XX0202 AFNS
  .    .    .      PVQ  AGC  XAGC0000002  ACCPT 00000 XX0130 AFNS
  .    .    .      PVQ  AGC  XAGC0000003  ACCPT 00000 XX0130 AFNS
  .    .    .      PVQ  AGC  XAGC0000004  ACCPT 00000 XX0130 AFNS
  .    .    .      PVQ  AGC  XAGC0000005  ACCPT 00000 XX0130 AFNS
  .    .    .      PVQ  AGC  XAGC0000006  ACCPT 00000 XX0130 AFNS
  .    .    .      PVQ  AGC  XAGC0000007  ACCPT 00000 XX0130 AFNS
  .    .    .      PVQ  AGC  XAGC0000008  ACCPT 00000 XX0130 AFNS
  .    .    .      PVQ  AGC  XAGC0000009  ACCPT 00000 XX0130 AFNS
  .    .    .      PVQ  AGC  XAGC0000010  ACCPT 00000 XX0130 AFNS
  .    .    .      PVQ  AGC  XAGC0000011  ACCPT 00000 XX0130 AFNS
```

Key **‘A-’** in the FUNCTION

Enter **‘x’** in the Selection column for the document that requires the approval to be removed.

Press ‘**ENTER**’

Approval Removed

SUSF Table Example:

```
ACTION: R  SCREEN: SUSF USERID: AFNS
 FUNCTION:                 ORG:

                      D O C U M E N T   S U S P E N S E

 S      BATCH             DOCUMENT                                        PROCESS
 E ---------------- ----------------------              LAST    LAST      DATE
 L TYPE AGCY NUMBER TYPE AGCY    NUMBER    STAT  APPRV  DATE    USER    (YYMMDD)
 - ---- ---- ------ ---- ---- ------------ ----- ----- ------ -------- --------
                    EB   AGC  XAGC0000001  PEND1 AAAAA XX0206 AFNS
   .    .    .     PVQ  AGC  XAGC0000001  ACCPT 00000 XX0202 AFNS
   .    .    .     PVQ  AGC  XAGC0000002  ACCPT 00000 XX0130 AFNS
   .    .    .     PVQ  AGC  XAGC0000003  ACCPT 00000 XX0130 AFNS
   .    .    .     PVQ  AGC  XAGC0000004  ACCPT 00000 XX0130 AFNS
   .    .    .     PVQ  AGC  XAGC0000005  ACCPT 00000 XX0130 AFNS
   .    .    .     PVQ  AGC  XAGC0000006  ACCPT 00000 XX0130 AFNS
   .    .    .     PVQ  AGC  XAGC0000007  ACCPT 00000 XX0130 AFNS
   .    .    .     PVQ  AGC  XAGC0000008  ACCPT 00000 XX0130 AFNS
   .    .    .     PVQ  AGC  XAGC0000009  ACCPT 00000 XX0130 AFNS
   .    .    .     PVQ  AGC  XAGC0000010  ACCPT 00000 XX0130 AFNS
   .    .    .     PVQ  AGC  XAGC0000011  ACCPT 00000 XX0130 AFNS
 01-*S051 APPROVAL 1 REMOVED
```

The APPRV field was changed to ‘AAAAA’, which states five levels of approvals are required again.

The STAT field was changed to ‘PEND1’, which states the document is waiting on level one approval.

The informative message states level one approval was removed.

A user id with approval authority has the capability to remove approvals for the same level.

Signing Off AFNS

SUSF Table Example:

```
ACTION: e  SCREEN: SUSF USERID: AFNS
 FUNCTION:                  ORG:

                       D O C U M E N T   S U S P E N S E

 S      BATCH             DOCUMENT                                        PROCESS
 E ---------------- ----------------------                LAST    LAST     DATE
 L TYPE AGCY NUMBER TYPE AGCY    NUMBER    STAT  APPRV  DATE    USER   (YYMMDD)
 - ---- ---- ------ ---- ---- ------------ ----- ----- ------ -------- --------
                    EB   AGC  XAGC0000001  PEND1 AAAAA XX0206 AFNS
   .    .    .      PVQ  AGC  XAGC0000001  ACCPT 00000 XX0202 AFNS
   .    .    .      PVQ  AGC  XAGC0000002  ACCPT 00000 XX0130 AFNS
   .    .    .      PVQ  AGC  XAGC0000003  ACCPT 00000 XX0130 AFNS
   .    .    .      PVQ  AGC  XAGC0000004  ACCPT 00000 XX0130 AFNS
   .    .    .      PVQ  AGC  XAGC0000005  ACCPT 00000 XX0130 AFNS
   .    .    .      PVQ  AGC  XAGC0000006  ACCPT 00000 XX0130 AFNS
   .    .    .      PVQ  AGC  XAGC0000007  ACCPT 00000 XX0130 AFNS
   .    .    .      PVQ  AGC  XAGC0000008  ACCPT 00000 XX0130 AFNS
   .    .    .      PVQ  AGC  XAGC0000009  ACCPT 00000 XX0130 AFNS
   .    .    .      PVQ  AGC  XAGC0000010  ACCPT 00000 XX0130 AFNS
   .    .    .      PVQ  AGC  XAGC0000011  ACCPT 00000 XX0130 AFNS

01-*S051 APPROVAL 1 REMOVED
```

Logging off the AFNS accounting system.

Enter ‘**e**’ in the ACTION.

Press ‘**ENTER**’

Sign Off

```
off
```

Enter ‘**off**’

Press ‘**ENTER**’

State of Alabama Screen

```
STATE OF ALABAMA - FINANCE - INFORMATION SERVICES DIVISION
YOUR LTERM: TCP02168. YOUR IP ADDRESS: 10.133.58.18
*****  WARNING  *****
This system may contain Government information, which is restricted to
authorized users ONLY.  Unauthorized access, use, or modification of
this computer system or of the data contained herein or in transit
to/from this system may subject the individual to Criminal and Civil
penalties.  This system and equipment are subject to monitoring to ensure
proper performance of applicable security features or procedures.  Such
monitoring may result in the acquisition, recording, and analysis of
all data being communicated, transmitted, processed, or stored in this
system by a user.  If monitoring reveals possible evidence of criminal
activity, such evidence may be provided to Law Enforcement Personnel.
ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.
Enter Logon:
```

Signing off is complete.