
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 I: COURSE OBJECTIVES AND OVERVIEW

I. COURSE OBJECTIVES

- ◆ To learn how to use AFNS to answer common questions concerning the financial status of your department.
- ◆ To learn some quick methods for checking the status of processed accounting transactions in your department.
- ◆ To obtain a more in-depth understanding of the AFNS system maintained tables, which contain important information about your department's expenditures and revenues.
- ◆ To learn how the "LEAF" action helps the user move between certain AFNS tables.
- ◆ To teach the user how certain AFNS tables are related to each other, and how this relationship helps in answering common accounting and financial questions.

II. COURSE OVERVIEW

- ◆ The course shows the user how to look for accounting and financial information by covering the following topics:

TOTAL EXPENDITURE AND REVENUE INQUIRIES

PURCHASE ORDER INQUIRIES

PAYMENT VOUCHER INQUIRIES

VENDOR INQUIRIES

TRANSACTION INQUIRIES

- ◆ The course consists of ten case study examples.
- ◆ Each case study begins with a set scenario posing a common accounting/financial question.
- ◆ Each case study continues with an explanation of the standard procedure to follow when using AFNS to answer the question.
- ◆ Each case study ends with a walk through example demonstrating how to use AFNS to answer the question.

SECTION TWO: VENDOR INQUIRIES

I. CASE STUDY #1: LOOKING FOR A VENDOR USING VNAM AND VEN2

A. CASE STUDY SCENARIO

John is responsible for paying invoices that the agency receives. He has received an invoice for Seabee Corporation.

In order to pay the invoice, John needs the vendor number for Seabee Corporation.

Is there a way to find a vendor in the Vendor Table, even when you don't know the vendor code?

Yes. Please see the following pages to find out how.

B. STANDARD PROCEDURE

1. Sign on to AFNS and go directly to the Vendor Name Inquiry Table (VNAM).
2. Enter the name of the vendor, for which you are researching, and then use the "SCAN" action to find the vendor code.
3. When the vendor code appears, use the "LEAF" action to go to the Vendor Table (VEN2).
4. This will bring you directly to the Vendor (1 of 2) table, and will automatically show the record for the vendor name used in VNAM.
5. From here, you can find the address for the vendor.

C. WALK THROUGH EXAMPLE AND ON-LINE PRACTICE SESSION

Logging on to AFNS

```
STATE OF ALABAMA - FINANCE - INFORMATION SERVICES DIVISION
YOUR LTERM: TCP00859. 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:
d2xcics
```

To LOGON to AFNS

Type in **d2xcics**.

Press **ENTER**.

NOTE: Logging on will not be covered again in this course.

The CICS Sign-On 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 Userid and Password.

Press **ENTER**.

A blank screen will appear.

Blank Screen Returns

F?TC VNAM

Enter **"f?tc vnam"** (where **"?"** is your agency's AFNS application)

Press **ENTER**.

The Vendor Name Table (VNAM)

```
ACTION: S SCREEN: VNAM USERID: AFNS

          V E N D O R   N A M E   I N Q U I R Y

VENDOR NAME                VENDOR          IF VEND
=====                    =====          -
01- seabee corporation
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
15-
```

Key in your AFNS **User ID & Password**.

Enter in the name of the vendor you are searching for in the VENDOR NAME field.

Example: **seabee corporation**

Press **ENTER**.

Results of the Scan

VNAM Table Example:

```
ACTION: S SCREEN: VNAM USERID: AFNS
```

V E N D O R N A M E I N Q U I R Y		
VENDOR NAME	VENDOR	IF VEND
=====	=====	-----
01- SEABEE CORPORATION	421069017 00	.
02- SEABOARD CHEMICAL CORP	561566452 00	.
03- SEABOARD FARMS OF CANTON INC	581551398 00	.
04- SEABOARD FARMS OF CHATTANOOGA	621189592 00	.
05- SEABOARD FOUNDATIONS INC	751089535 00	.
06- SEABOARD INDUSTRIAL CO INC	630463084 00	.
07- SEABOARD INDUSTRIAL INC	581027109 00	.
08- SEABOARD MARINE LTD	592314805 00	.
09- SEABOARD PETROLEUM LTRD INCORP	570468813 00	.
10- SEABOARD SURETY COMPANY	134015160 00	.
11- SEABOARD SURETY COMPANY	135379820 00	.
12- SEABOARD SURETY COMPANY	470015464 00	.
13- SEABOLT THOMAS	262699409 00	.
14- SEABOLT TRANSPORT INC	581292338 00	.
15- SOUTH CENTRAL BELL	630523698 04	.

The vendor code for Seabee Corporation is 42106901700.

Leafing to the Vendor Table

VNAM Table Example:

```
ACTION: L SCREEN: VNAM USERID: AFNS
```

V E N D O R N A M E I N Q U I R Y		
VENDOR NAME	VENDOR	IF VEND
=====	=====	-----
01- SEABEE CORPORATION	421069017 00	.
02- SEABOARD CHEMICAL CORP	561566452 00	.
03- SEABOARD FARMS OF CANTON INC	581551398 00	.
04- SEABOARD FARMS OF CHATTANOOGA	621189592 00	.
05- SEABOARD FOUNDATIONS INC	751089535 00	.
06- SEABOARD INDUSTRIAL CO INC	630463084 00	.
07- SEABOARD INDUSTRIAL INC	581027109 00	.
08- SEABOARD MARINE LTD	592314805 00	.
09- SEABOARD PETROLEUM LTRD INCORP	570468813 00	.
10- SEABOARD SURETY COMPANY	134015160 00	.
11- SEABOARD SURETY COMPANY	135379820 00	.
12- SEABOARD SURETY COMPANY	470015464 00	.
13- SEABOLT THOMAS	262699409 00	.
14- SEABOLT TRANSPORT INC	581292338 00	.
15- SOUTH CENTRAL BELL	630523698 04	.

Enter an "L" in the ACTION.

Place the cursor anywhere on the line of the selected vendor.

Press **ENTER**.

The Vendor Table (VEN2)

VEN2 Table Example:

```
ACTION: R SCREEN: VEN2 USERID: AFNS

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

VENDOR= 421069017 00          1099 IND: N          LAST UPDATE: AMSX 04 22 XX
VENDOR TYPE: NP              MISC VENDOR IND: N      LAST ACTION DATE:
.....
----- VENDOR ADDRESS -----      ----- ALTERNATE ADDRESS -----
NAME: SEABEE CORPORATION             :
ADDRESS: P O BOX 457                 :
:                                     :
CITY: HAMPTON                        STATE: IA      :
ZIP: 50441                           :

ADDL ADDR:                           CUSTOMER ACCT:
CONTACT:                               A/R CONTACT:
PHONE:                                 COMMENT:

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

CALENDAR YTD AMT:          0.00  PRIOR CALENDAR YEAR AMT:          0.00
FISCAL YTD AMT:           0.00  PRIOR FISCAL YEAR AMT:           0.00
```

The leaf action takes you directly to the Vendor Table (VEN2) and automatically shows the record for Seabee Corporation.

Now John knows the vendor code and the vendor's address.

SECTION THREE: PURCHASE ORDER INQUIRIES

I. CASE STUDY #2: SCANNING FOR A PURCHASE ORDER USING VNAM, OPOH, AND OPOL

A. CASE STUDY SCENARIO

Angela is in charge of purchasing for her department. Two weeks ago, she entered a requisition into SNAP for 100 pieces of hardware from Lowes of Decatur. Her boss needs to know if the purchase order has been issued.

Angela would like to use AFNS to find the information but she only knows the name of the vendor with which the order was placed.

Is there a way in AFNS to find a purchase order when you only know the vendor's name?

Of course there is. Please see the following pages to see how.

B. STANDARD PROCEDURE

1. Sign-on to AFNS and go directly to the Vendor Name Inquiry table (VNAM).
2. Enter the name of the vendor, and then use the "SCAN" action to find the vendor code.
3. After finding the vendor code, use the "LEAF" action to see the purchase order for this vendor by keying **OPOH** in the SCREEN field.
4. This will take you directly to the Open Purchase Order Header Inquiry Table (OPOH) and will automatically show the purchase orders for Lowes of Decatur.
5. Use the "LEAF" action to see the line detail of the purchase order.
6. This will bring you to the Open Purchase Order Line Inquiry Table (OPOL) and will automatically show you the line information for the purchase order to Lowes of Decatur.
7. From the information on OPOH and OPOL, you can obtain the purchase order number and the agency and organization placing the order.
8. After you obtain all the information, you can logoff the system and inform your supervisor the purchase order has been issued.

C. WALK THROUGH EXAMPLE AND ON-LINE PRACTICE SESSION

Moving to the Vendor Name Inquiry Table

VEN2 Table Example:

```
ACTION: n SCREEN: vnam USERID: AFNS

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

VENDOR= 421069017 00          1099 IND: N          LAST UPDATE: AMSX 04 22 XX
VENDOR TYPE: NP              MISC VENDOR IND: N      LAST ACTION DATE:
.....
----- VENDOR ADDRESS -----          ----- ALTERNATE ADDRESS -----
NAME: SEABEE CORPORATION                :
ADDRESS: P O BOX 457                    :
:                                        :
CITY: HAMPTON                          STATE: IA          :
ZIP: 50441                              :

ADDL ADDR:                               CUSTOMER ACCT:
CONTACT:                                 A/R CONTACT:
PHONE:                                   COMMENT:

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

CALENDAR YTD AMT:          0.00  PRIOR CALENDAR YEAR AMT:          0.00
FISCAL YTD AMT:           0.00  PRIOR FISCAL YEAR AMT:           0.00
```

To get to the Vendor Name Inquiry Table enter "n" (next table) in the ACTION and "vnam" in the SCREEN ID.

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 the Vendor Name Inquiry (VNAM) table.

The Vendor Name Inquiry Table (VNAM)

```
ACTION: S SCREEN: VNAM USERID: AFNS

                V E N D O R   N A M E   I N Q U I R Y
VENDOR NAME                VENDOR           IF VEND
=====
01- LOWES OF DECATUR
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
15-
```

Enter **"lowes of decatur"** in the vendor name field.

Press **ENTER**.

Results of the Scan

VNAM Table Example:

```
ACTION: R SCREEN: VNAM USERID: AFNS
```

V E N D O R N A M E I N Q U I R Y		
VENDOR NAME	VENDOR	IF VEND
=====	=====	-----
01- LOWES OF DECATUR	560748358 00	.
02- LOWES OF FLORENCE	560748358 07	.
03- LOWES OF FLORENCE	560748358 08	.
04- LOWES OF FLORENCE	560748358 09	.
05- LOWES OF FLORENCE	560748358 10	.
06- LOWES OF FLORENCE	560748358 11	.
07- LOWES OF HUNTSVILLE	561020630 00	.
08- LOWES OF MONTGOMERY	561020628 03	.
09- LOWES OF MUSCLE SHOALS	560748358 19	.
10- LOWES OF SOUTH MONTGOMERY	561020628 02	.
11- LOWES OKD CARS INC	630815822 00	.
12- LOWES PELLETS & GRAIN INC	351079202 00	.
13- LOWES PHARMACY	630683195 00	.
14- LOWES PHARMACY	630968192 01	.
15- SEABEE CORPORATION	421069017 00	.

The vendor code for Lowes of Decatur is 56074835800.

Leafing to the Vendor Table

VNAM Table Example:

```
ACTION: L SCREEN: VNAM USERID: AFNS

          V E N D O R   N A M E   I N Q U I R Y

VENDOR NAME                VENDOR          IF VEND
=====
01- LOWES OF DECATUR        560748358 00      .
02- LOWES OF FLORENCE      560748358 07      .
03- LOWES OF FLORENCE      560748358 08      .
04- LOWES OF FLORENCE      560748358 09      .
05- LOWES OF FLORENCE      560748358 10      .
06- LOWES OF FLORENCE      560748358 11      .
07- LOWES OF HUNTSVILLE   561020630 00      .
08- LOWES OF MONTGOMERY    561020628 03      .
09- LOWES OF MUSCLE SHOALS 560748358 19      .
10- LOWES OF SOUTH MONTGOMERY 561020628 02      .
11- LOWES OKD CARS INC     630815822 00      .
12- LOWES PELLETS & GRAIN INC 351079202 00      .
13- LOWES PHARMACY         630683195 00      .
14- LOWES PHARMACY         630968192 01      .
15- SEABEE CORPORATION     421069017 00      .
```

Enter "L" in the ACTION.

Press **ENTER**.

Leafing to the Open Purchase Order Header Inquiry Table (OPOH)

VNAM Table Example:

```
ACTION: L SCREEN: opoh USERID: AFNS

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

VENDOR= 560748358 00          1099 IND: N          LAST UPDATE: AMSX 04 22 XX
VENDOR TYPE: NP              MISC VENDOR IND: N      LAST ACTION DATE:
.....
----- VENDOR ADDRESS -----          ----- ALTERNATE ADDRESS -----
NAME: LOWES OF DECATUR           :
ADDRESS: P O BOX 101             :
:                                 :
CITY: DECATUR                   STATE: AL       :
ZIP: 36103-4803                 :

ADDL ADDR:                      CUSTOMER ACCT:
CONTACT:                         A/R CONTACT:
PHONE:                            COMMENT:

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

CALENDAR YTD AMT:          0.00  PRIOR CALENDAR YEAR AMT:          0.00
FISCAL YTD AMT:           0.00  PRIOR FISCAL YEAR AMT:           0.00
```

The leaf action takes you directly to the Vendor Table (VEN2) and automatically shows the record for Lowes of Decatur.

Enter "L" in the ACTION and "opoh" in the SCREEN.

Press ENTER.

The Open Purchase Order Header Inquiry Table (OPOH)

OPOH Table Example:

ACTION: R SCREEN: OPOH USERID: AFNS			
O P E N P U R C H A S E O R D E R H E A D E R I N Q U I R Y			
VENDOR= 560748358		PO NUMBER= 3752333	
NAME: LOWES OF DECATUR			
COMMENTS: HARDWARE		BUDGET FY: XX	
OFFSET RESERVE ACCT: 3005		TYPE:	
PO DATE: 02 21 XX		PO AMOUNT:	3,000.00
CLOSED DATE: 04 04 XX		CLOSED AMOUNT:	3,000.00
OUTSTANDING AMOUNT:			0.00

The LEAF action takes you directly to the Open Purchase Order Header Inquiry Table and it automatically shows the first purchase order for Lowes of Decatur.

Leafing to the Open Purchase Order Line Inquiry Table

OPOH Table Example:

```
ACTION: L SCREEN: OPOH USERID: AFNS  
  
  O P E N   P U R C H A S E   O R D E R   H E A D E R   I N Q U I R Y  
  
      VENDOR= 560748358          PO NUMBER= 3752333  
      NAME: LOWES OF DECATUR  
  
      COMMENTS: HARDWARE          BUDGET FY: XX  
      OFFSET RESERVE ACCT: 3005    TYPE:  
  
      PO DATE: 02 21 XX          PO AMOUNT:          3,000.00  
      CLOSED DATE: 04 04 XX      CLOSED AMOUNT:      3,000.00  
      OUTSTANDING AMOUNT:          0.00
```

Enter "L" in the ACTION.

Press ENTER.

The Open Purchase Order Line Inquiry Table (OPOL)

OPOL Table Examples:

```
ACTION: R SCREEN: OPOL USERID: AFNS

  O P E N   P U R C H A S E   O R D E R   L I N E   I N Q U I R Y

  VENDOR= 560748358          PO NUMBER= 3752333          LINE NO= 01

      FUND: 1234              AGENCY: 123              ORG/SUB-ORG: 1234
  APPR UNIT: 123              ACTIVITY:              FUNCTION:
  OBJ/SUB-OBJ: 0500          REPT CAT:              JOB NUMBER:
  PROJECT:

  LINE AMT:          1,000.00      INTERNAL REF FUND/AGCY:      /
  CLOSED AMT:        1,000.00      LAST REF TRANS NO: PVXAGC0000325
  EXPENDED AMT:      1,000.00      LAST REF TRANS DATE: 04 04 XX
  OUTSTANDING AMT:    0.00          TEXT IND:

  DESCRIPTION: #REQ10543210
```

The LEAF action takes you directly to the Open Purchase Order Line Inquiry Table and automatically shows the first line information for the purchase order to Lowes of Decatur. Press **Enter** to see line two of the purchase order.

```
ACTION: R SCREEN: OPOL USERID: AFNS

  O P E N   P U R C H A S E   O R D E R   L I N E   I N Q U I R Y

  VENDOR= 560748358          PO NUMBER= 3752333          LINE NO= 02

      FUND: 1234              AGENCY: 123              ORG/SUB-ORG: 1234
  APPR UNIT: 123              ACTIVITY:              FUNCTION:
  OBJ/SUB-OBJ: 0900          REPT CAT:              JOB NUMBER:
  PROJECT:

  LINE AMT:          2,000.00      INTERNAL REF FUND/AGCY:      /
  CLOSED AMT:        2,000.00      LAST REF TRANS NO: PVXAGC0000325
  EXPENDED AMT:      2,000.00      LAST REF TRANS DATE: 04 04 XX
  OUTSTANDING AMT:    0.00          TEXT IND:

  DESCRIPTION: #REQ10543210
```

Angela can now inform her supervisor that the purchase order has been issued.

SECTION THREE: PURCHASE ORDER INQUIRIES

II. CASE STUDY #3: LOOKING FOR A PURCHASE ORDER USING OPOD, OPOH, AND OPOL

A. CASE STUDY SCENARIO

Tim receives a call from the manager of Harbin's who has a question about a purchase order to buy push pins. The manager tells Tim that the purchase order number is 3030404 and that he is concerned someone made a mistake on the total dollar amount.

As Tim knows Harbin's is one of his agency's most reliable vendors, he would like to answer the question immediately. Although he does not have a copy of the purchase order nearby, he feels the information is available in AFNS.

Upon attempting to find the purchase order record in AFNS, Tim realizes that the vendor number for Harbin's is necessary to scan the purchase order tables. Since Tim does not know the vendor number, he gets very frustrated with the Agency's financial system, and tells the manager he will have to call back with an answer.

Is there a way Tim could have avoided his frustration and answered the manager's question even though he did not know the vendor code for Harbin's?

Of course there is. To see how, please see the following pages.

B. STANDARD PROCEDURE

1. Logon to AFNS and go directly to the Open Purchase Order by Document Number Inquiry Table (OPOD).
2. Enter the purchase order number and use a "SCAN" action to see the vendor number for the purchase order.
3. Once the vendor number appears, use a "LEAF" action to go to the Open Purchase Order Header Inquiry Table (OPOH).
4. The "LEAF" action takes you directly to OPOH and automatically shows the header data for the purchase order found in OPOD for that vendor.
5. When you are certain you have found the purchase order needed, use the "LEAF" action to go to the Open Purchase Order Line Inquiry Table (OPOL).
6. The "LEAF" action takes you directly to OPOL and it automatically shows the line information for the purchase order reviewed in OPOH.
7. By looking at the line information on-line, you can answer the manager's question while he is on the telephone.
8. Once the question is answered, you can logoff the system with confidence that the vendor has received a quick and accurate reply.

C. WALK THROUGH EXAMPLE AND ON-LINE PRACTICE SESSION

Moving to the Open Purchase Order by Document Number Inquiry Table

OPOL Table Example:

```
ACTION: n SCREEN: opod USERID: AFNS

  O P E N   P U R C H A S E   O R D E R   L I N E   I N Q U I R Y

  VENDOR= 560748358      PO NUMBER= 3752333      LINE NO= 02

      FUND: 1234          AGENCY: 123          ORG/SUB-ORG: 1234
  APPR UNIT: 123        ACTIVITY:          FUNCTION:
  OBJ/SUB-OBJ: 0900     REPT CAT:          JOB NUMBER:
  PROJECT:

  LINE AMT:      2,000.00   INTERNAL REF FUND/AGCY:      /
  CLOSED AMT:    2,000.00   LAST REF TRANS NO: PVXAGC0000325
  EXPENDED AMT:  2,000.00   LAST REF TRANS DATE: 04 04 XX
  OUTSTANDING AMT:      0.00   TEXT IND:

  DESCRIPTION: #REQ10543210
```

Enter "n" in the ACTION and "opod" in the SCREEN ID.

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 the Open PO by Document Number Inquiry (OPOD) table.

The Open Purchase Order by Document Number Inquiry Table (OPOD)

```
ACTION: S SCREEN: OPOD USERID: AFNS

      O P E N   P O   B Y   D O C U M E N T   N U M B E R   I N Q U I R Y

PO NUMBER          VENDOR
=====          =====
01- 3030404
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
15-
```

Enter "3030404" in the PO NUMBER field.

Press **ENTER**.

Results of the Scan

OPOD Table Example:

```
ACTION: R SCREEN: OPOD USERID: AFNS

  O P E N   P O   B Y   D O C U M E N T   N U M B E R   I N Q U I R Y

  PO NUMBER          VENDOR
  =====          =====
01- 3030404          630675395
02- 30314A           630523698
03- 30314B           630523698
04- 30314C           630523698
05- 30314D           630523698
06- 30314E           630523698
07- 30314F           630523698
08- 30314G           630523698
09- 30314H           630523698
10- 30314I           630523698
11- 30314J           630523698
12- 30314K           630523698
13- 30314L           630523698
14- 30314M           630523698
15- 30314N           630523698
```

The vendor number displayed is 630675395.

Leafing to the Open Purchase Order Header Inquiry Table

OPOD Table Example:

```
ACTION: L SCREEN: OPOD USERID: AFNS

      O P E N   P O   B Y   D O C U M E N T   N U M B E R   I N Q U I R Y

      PO NUMBER          VENDOR
      =====          =====
01- 3030404             630675395
02- 30314A              630523698
03- 30314B              630523698
04- 30314C              630523698
05- 30314D              630523698
06- 30314E              630523698
07- 30314F              630523698
08- 30314G              630523698
09- 30314H              630523698
10- 30314I              630523698
11- 30314J              630523698
12- 30314K              630523698
13- 30314L              630523698
14- 30314M              630523698
15- 30314N              630523698
```

Enter "L" in the ACTION and press **ENTER**.

The Open Purchase Order Header Inquiry Table

OPOH Table Example:

ACTION: R SCREEN: OPOH USERID: AFNS			
O P E N P U R C H A S E O R D E R H E A D E R I N Q U I R Y			
VENDOR= 630675395		PO NUMBER= 3030404	
NAME: HARBINS OFFICE PRODUCTS INC			
COMMENTS:		BUDGET FY: XX	
OFFSET RESERVE ACCT: 3005		TYPE:	
PO DATE: 02 21 XX		PO AMOUNT:	500.00
CLOSED DATE:		CLOSED AMOUNT:	500.00
		OUTSTANDING AMOUNT:	0.00

The LEAF action takes you directly to the Open Purchase Order Header Inquiry Table and automatically shows the header information for the purchase order found in OPOD.

Leafing to the Open Purchase Order Line Inquiry Table

OPOH Table Example:

```
ACTION: L SCREEN: OPOH USERID: AFNS

      O P E N   P U R C H A S E   O R D E R   H E A D E R   I N Q U I R Y

      VENDOR= 630675395                PO NUMBER= 3030404
      NAME: HARBINS OFFICE PRODUCTS INC

      COMMENTS:                        BUDGET FY: XX
      OFFSET RESERVE ACCT: 3005        TYPE:

      PO DATE: 02 21 XX                PO AMOUNT:          500.00
      CLOSED DATE:                    CLOSED AMOUNT:        500.00
                                      OUTSTANDING AMOUNT:      0.00
```

Enter "L" in the ACTION.

Press ENTER.

The Open Purchase Order Line Inquiry Table (OPOL)

OPOL Table Example:

ACTION: R SCREEN: OPOL USERID: AFNS		
O P E N P U R C H A S E O R D E R L I N E I N Q U I R Y		
VENDOR= 630675395	PO NUMBER= 3030404	LINE NO= 01
FUND: 1234	AGENCY: 123	ORG/SUB-ORG: 1234
APPR UNIT: 123	ACTIVITY:	FUNCTION:
OBJ/SUB-OBJ: 0900	REPT CAT:	JOB NUMBER:
PROJECT:		
LINE AMT: 500.00	INTERNAL REF FUND/AGCY: /	
CLOSED AMT: 500.00	LAST REF TRANS NO: PVXAGC000326	
EXPENDED AMT: 500.00	LAST REF TRANS DATE: 04 04 XX	
OUTSTANDING AMT: 0.00	TEXT IND:	
DESCRIPTION: #REQ10512345		

Tim can now tell the manager at Harbin's that the push pins were ordered for \$500.00.

SECTION THREE: PURCHASE ORDER INQUIRIES

**III. CASE STUDY #4: LOOKING FOR A PURCHASE ORDER USING THE
PURCHASE ORDER BY ACCOUNT DISTRIBUTION
INQUIRY (POAC) TABLE**

A. CASE STUDY SCENARIO

Denise is responsible for entering payment vouchers for the Department of Finance. Upon entering payment voucher XAGC0000015, it rejected because there was not enough budget available to process the payment voucher. When the budget was reviewed, she discovered a large amount was encumbered. Denise was not aware of that much budget being tied up in purchase orders.

Is there a table that would show what purchase orders are encumbered for this particular budget line?

Yes there is. Please see the following pages.

B. STANDARD PROCEDURE

1. Sign on to AFNS and go to the PO By Account Distribution Inquiry Table (POAC).
2. Enter the account coding in the appropriate fields. Use a "SCAN" action to find the purchase orders that are valid under that account coding.
3. From here, you can tell what POs are issued for that particular account coding. The results include vendor code, PO number, line number, PO line amount, closed amount and expended amount.
4. Once you have all the information, you can logoff the system.

C. WALK-THROUGH EXAMPLE AND ON-LINE PRACTICE SESSION

Moving to the PO by Account Distribution Inquiry Table (POAC)

OPOL Table Example:

```
ACTION: n SCREEN: poac USERID: AFNS

      O P E N   P U R C H A S E   O R D E R   L I N E   I N Q U I R Y
      VENDOR= 630675395          PO NUMBER= 3030404          LINE NO= 01
      FUND: 1234                AGENCY: 123                ORG/SUB-ORG: 1234
      APPR UNIT: 123            ACTIVITY:                FUNCTION:
      OBJ/SUB-OBJ: 0900        REPT CAT:                JOB NUMBER:
      PROJECT:

      LINE AMT:          500.00      INTERNAL REF FUND/AGCY:      /
      CLOSED AMT:       500.00      LAST REF TRANS NO: PVXAGC000326
      EXPENDED AMT:     500.00      LAST REF TRANS DATE: 04 04 XX
      OUTSTANDING AMT:   0.00       TEXT IND:

      DESCRIPTION: #REQ10512345
```

To go to the PO By Account Distribution Inquiry (POAC) Table, enter "n" in the ACTION and "poac" in the SCREEN ID.

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 the PO by Account Distribution Inquiry (POAC) table.

The PO By Account Distribution Inquiry Table (POAC)

```
ACTION: S SCREEN: POAC USERID: AFNS

      P O   B Y   A C C O U N T   D I S T R I B U T I O N   I N Q U I R Y

      FUND= 1234           AGENCY= 123           ORG/SUB-ORG= 1234
      APPR UNIT= 123       ACTIVITY=             FUNCTION=
      OBJ/SUB-OBJ= 1000 04   JOB NUMBER=         REPT CAT=
      PROJECT=

VENDOR      TRANSACTION ID      LI LINE      CLOSED      EXPENDED
=====      =====      ==  -----      -----      -----

```

Enter a "S" in the ACTION and your agency's AFNS coding in the appropriate fields (example fund, agency, org, & obj/sub-obj).

Press ENTER.

Results of Scan

POAC Table Example:

ACTION: R SCREEN: POAC USERID: AFNS						
P O B Y A C C O U N T D I S T R I B U T I O N I N Q U I R Y						
FUND= 1234		AGENCY= 123		ORG/SUB-ORG= 1234		
APPR UNIT= 123		ACTIVITY=		FUNCTION=		
OBJ/SUB-OBJ= 1000 04		JOB NUMBER=		REPT CAT=		
PROJECT=						
VENDOR	TRANSACTION ID	LI LINE	NE AMOUNT	CLOSED	EXPENDED	
=====	=====	==	-----	-----	-----	-----
630523698	PO 303141	01	100.00	0.00	0.00	0.00
630523698	PO 303142	01	100.00	0.00	0.00	0.00
630523698	PO 303143	01	100.00	0.00	0.00	0.00
630523698	PO 303144	01	100.00	0.00	0.00	0.00
630523698	PO 303145	01	100.00	0.00	0.00	0.00
630523698	PO 303146	01	100.00	0.00	0.00	0.00
630523698	PO 303147	01	100.00	0.00	0.00	0.00
630523698	PO 303148	01	100.00	0.00	0.00	0.00
630523698	PO 303149	01	100.00	0.00	0.00	0.00

There are several POs effecting this account coding. If you press **ENTER**, the screen will refill with more POs for the same coding. From here, you can decide if all the POs are necessary or if some of them need to be cancelled.

SECTION FOUR: PAYMENT VOUCHER INQUIRIES

I. CASE STUDY #5: SCANNING FOR A PAYMENT VOUCHER USING OPVV, OPVH, AND OPVL

A. CASE STUDY SCENARIO

Karen is the usual accounts payable clerk who enters approved payment vouchers into AFNS. However, Sue is filling in while Karen is on vacation. She is not very familiar with entering and reviewing payment vouchers in AFNS.

On Sue's first day, the Department Director asked her to find out if a warrant has been issued to Conco, Inc. for a payment voucher processed by Karen last week. The Director would like to know the warrant number, the warrant date, and the total warrant amount.

Is there any way for Sue to find this information when she only knows the name of the vendor being paid?

Yes. To find out how, please see the following pages.

B. STANDARD PROCEDURE

1. Sign on to AFNS and go directly to the Open Payment Voucher by Vendor Name Inquiry Table (OPVV).
2. Enter the vendor name in the vendor name field. Use a "SCAN" action to find the payment voucher entered into AFNS for the vendor.
3. Once you have found the payment voucher for that vendor, use the "LEAF" action to see the results of the payment voucher transaction in the Open Payment Voucher tables.
4. This takes you directly to the Open Payment Voucher Header Inquiry Table (OPVH). It automatically shows the header information for the processed payment voucher.
5. To see the line information for the payment voucher, use the "LEAF" action to take you to the Open Payment Voucher Line Inquiry Table (OPVL).
6. This takes you directly to the OPVL table. It shows the line information for the payment voucher viewed in OPVH. Now you can inform the director of the warrant number, the warrant date, and the warrant amount.
7. Once you have all the information, you can logoff the system.

C. WALK THROUGH EXAMPLE AND ON-LINE PRACTICE SESSION

Moving to the Open Payment Voucher by Vendor Name Inquiry Table

POAC Table Example:

```
ACTION: n SCREEN: opvv USERID: AFNS

      P O B Y A C C O U N T   D I S T R I B U T I O N   I N Q U I R Y

      FUND= 0300                AGENCY= 010                ORG/SUB-ORG= 7200
      APPR UNIT= 123            ACTIVITY=                   FUNCTION=
      OBJ/SUB-OBJ= 1000 04      JOB NUMBER=                   REPT CAT=
      PROJECT=

VENDOR      TRANSACTION ID      LI LINE      CLOSED      EXPENDED
=====      =====      ==  =====  =====
630523698   PO 30314A      01          100.00      0.00        0.00
630523698   PO 30314B      01          100.00      0.00        0.00
630523698   PO 30314C      01          100.00      0.00        0.00
630523698   PO 30314D      01          100.00      0.00        0.00
630523698   PO 30314E      01          100.00      0.00        0.00
630523698   PO 30314F      01          100.00      0.00        0.00
630523698   PO 30314G      01          100.00      0.00        0.00
630523698   PO 30314H      01          100.00      0.00        0.00
630523698   PO 30314I      01          100.00      0.00        0.00
```

Enter "n" in the ACTION and "opvv" in the SCREEN ID.

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 the Open PV by Vendor Name Inquiry (OPVV) table.

The Open Payment Voucher by Vendor Name Inquiry Table (OPVV)

```
ACTION: S SCREEN: OPVV USERID: AFNS

      O P E N   P V   B Y   V E N D O R   N A M E   I N Q U I R Y

VENDOR NAME                                VENDOR      VOUCHER NUMBER
=====                                =====      =====
01- conco inc
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
15-
```

Enter "**conco inc**" in the VENDOR NAME field.

Press **ENTER**.

Results of the Scan

OPVV Table Example:

```
ACTION: R SCREEN: OPVV USERID: AFNS
```

O P E N P V B Y V E N D O R N A M E I N Q U I R Y		
VENDOR NAME	VENDOR	VOUCHER NUMBER
=====	=====	=====
01- CONCO INC	42112911300	XAGC0000385
02- GALLERY FURS INC	63100242500	XAGC0000327
03- HARBIN'S INC	01800080500	XAGC0000326
04- HARBIN'S INC	01800080500	XAGC0000421
05- HARBIN'S INC	01800080500	XAGC0000521
06- HARBIN'S INC	01800080500	XAGC0000523
07- HARBIN'S INC	01800080500	XAGC0000524
08- HARBIN'S INC	01800080500	XAGC0000525
09- HARBIN'S INC	01800080500	XAGC0000526
10- HARBIN'S INC	01800080500	XAGC0000527
11- HARBIN'S INC	01800080500	XAGC0000528
12- HARBIN'S INC	01800080500	XAGC0000529
13- HARBIN'S INC	01800080500	XAGC0000530
14- HARBIN'S INC	01800080500	XAGC0000531
15- HARBIN'S INC	01800080500	XAGC0000532

The SCAN action shows that the vendor number for the voucher is 42112911300 and that the voucher number is XAGC0000385.

Leafing to the Open Payment Voucher Header Inquiry Table

OPVV Table Example:

```
ACTION: L SCREEN: OPVV USERID: AFNS

      O P E N   P V   B Y   V E N D O R   N A M E   I N Q U I R Y

VENDOR NAME                                VENDOR          VOUCHER NUMBER
=====                                =====          =====
01- CONCO INC                               42112911300      XAGC0000385
02- GALLERY FURS INC                       63100242500      XAGC0000327
03- HARBIN'S INC                           01800080500      XAGC0000326
04- HARBIN'S INC                           01800080500      XAGC0000421
05- HARBIN'S INC                           01800080500      XAGC0000521
06- HARBIN'S INC                           01800080500      XAGC0000523
07- HARBIN'S INC                           01800080500      XAGC0000524
08- HARBIN'S INC                           01800080500      XAGC0000525
09- HARBIN'S INC                           01800080500      XAGC0000526
10- HARBIN'S INC                           01800080500      XAGC0000527
11- HARBIN'S INC                           01800080500      XAGC0000528
12- HARBIN'S INC                           01800080500      XAGC0000529
13- HARBIN'S INC                           01800080500      XAGC0000530
14- HARBIN'S INC                           01800080500      XAGC0000531
15- HARBIN'S INC                           01800080500      XAGC0000532
```

Enter **"L"** in the ACTION and place the cursor anywhere on the record that has the payment voucher number desired.

Since the voucher that we are scanning for is the first record, there is no need to move the cursor to that line. The system will automatically leaf to OPVV, when the ENTER key is pressed.

If we wanted to view voucher XAGC0000531, we would move the cursor to tag line number fourteen.

Press **ENTER**.

The Open Payment Voucher Header Inquiry Table (OPVH)

OPVH Table Example:

ACTION: R SCREEN: OPVH USERID: AFNS		
O P E N P A Y M E N T V O U C H E R H E A D E R I N Q U I R Y		
VENDOR= 42112911300	VOUCHER NUMBER= XAGC0000385	
NAME: CONCO INC		
ADDRESS: 2419 E SKELLY DR		
:		
CITY: TULSA	STATE: OK	ZIP: 74105
VOUCHER DATE: 03 22 XX	VOUCHER TYPE: 1	EFT IND/TYPE: N /
SCHED PYMT DATE:	BUDGET FY: XX	HOLD PYMT IND:
OFFSET LIAB ACCT: 2005	ACCTG PRD: 06 XX	FREIGHT IND:
CHECK CATEGORY:	LATEST BATCH NUM:	SINGLE CHECK IND: N
VOUCHER AMOUNT:	1,000.00	TOTAL QUANTITY:
DISCOUNT AMOUNT:	0.00	FREIGHT AMOUNT: 0.00
WITHHELD AMOUNT:	0.00	TAX CODE:
CLOSED AMOUNT:	1,000.00	USE TAX AMOUNT: 0.00
OUTSTANDING AMOUNT:	0.00	CLOSED DATE: 03 22 XX

The LEAF action takes you directly to the Open Payment Voucher Header Table and automatically shows the header information for the payment voucher processed for Conco, Inc.

Leafing to the Open Payment Voucher Line Inquiry Table

OPVH Table Example:

```
ACTION: L SCREEN: OPVH USERID: AFNS

  O P E N   P A Y M E N T   V O U C H E R   H E A D E R   I N Q U I R Y

      VENDOR= 42112911300                VOUCHER NUMBER= XAGC0000385

      NAME: CONCO INC
      ADDRESS: 2419 E SKELLY DR
      :
      CITY: TULSA                STATE: OK    ZIP: 74105

      VOUCHER DATE: 03 22 XX      VOUCHER TYPE: 1          EFT IND/TYPE: N /
      SCHED PYMT DATE:          BUDGET FY: XX          HOLD PYMT IND:
      OFFSET LIAB ACCT: 2005      ACCTG PRD: 06 XX          FREIGHT IND:
      CHECK CATEGORY:            LATEST BATCH NUM:      SINGLE CHECK IND: N

      VOUCHER AMOUNT:            1,000.00      TOTAL QUANTITY:
      DISCOUNT AMOUNT:          0.00          FREIGHT AMOUNT:          0.00
      WITHHELD AMOUNT:           0.00          TAX CODE:
      CLOSED AMOUNT:             1,000.00      USE TAX AMOUNT:          0.00
      OUTSTANDING AMOUNT:         0.00          CLOSED DATE: 03 22 XX
```

Enter "L" in the ACTION and press ENTER.

The Open Payment Voucher Line Inquiry Table (OPVL)

OPVL Table Example:

ACTION: R SCREEN: OPVL USERID: AFNS			
O P E N P V L I N E I N Q U I R Y (1 O F 2)			
VENDOR= 42112911300 VOUCHER NO= XAGC0000385			
VENDOR INVOICE= B-35678		LINE NO: 01	
DESCRIPTION:			
FUND: 1234	AGENCY: 123	ORG/SUB-ORG: 1234	APPR UNIT: 123
ACTIVITY:	FUNCTION:	OBJ/SUB-OBJ: 0500 02	REV SRC:
SUB-REV:	BS ACCOUNT:	REPT-CATEGORY:	JOB NO:
PROJECT:	FED AID NUMBER:		
QUANTITY:	0.000	VOUCHER LINE AMOUNT:	1,000.00
DISCOUNT TYPE:		DISCOUNT AMOUNT:	0.00
P/F IND:		WITHHELD LINE AMOUNT:	0.00
		DISBURSED AMOUNT:	1,000.00
		CLOSED AMOUNT:	1,000.00
LAST CHECK/MW NO: MW00012325681	DATE: 03 22 XX	NO OF CHECKS WRITTEN: 1	
REFERENCE TRANS ID:	LINE:	COMM LINE:	DATE:
REFERENCE VI ID: VI B-35678		COMM LINE:	DATE:

The LEAF action takes you directly to the Open Payment Voucher Line Table. It automatically shows the line information for the payment voucher processed for Conco, Inc.

From this information, Sue can now tell her boss the following:

- ◆ The warrant number is MW00012325681;
- ◆ The warrant was issued on 03/22/XX; and
- ◆ The warrant was issued for \$1,000.

SECTION FOUR: PAYMENT VOUCHER INQUIRIES

II. CASE STUDY #6: SCANNING FOR A PAYMENT VOUCHER USING OPVD, OPVH, AND OPVL

A. CASE STUDY SCENARIO

It is late Wednesday afternoon, and Judy receives a call from an upset manager at Harbin's. He claims that the Department did not include a check with the payment voucher sent to pay for last month's office supplies invoice. In order to settle the issue immediately, Judy would like to look at the payment voucher on-line to see if a warrant has been issued.

Judy knows she needs both the vendor code and the payment voucher number to find the payment voucher in AFNS. Fortunately, the manager has a copy of the payment voucher and is able to provide the voucher number. Unfortunately, Judy does not know the vendor code for Harbin's.

Is there any way that Judy can find the payment voucher line information to see if a warrant was issued when she only knows the voucher number?

Of course there is. To see how, please see the following pages.

B. STANDARD PROCEDURE

1. Sign on to AFNS and go directly to the Open Payment Voucher by Document Number Table Inquiry (OPVD).
2. Enter the payment voucher number and use the "SCAN" action to find the vendor code of the vendor being paid on the voucher.
3. Once you find the vendor code, use the "LEAF" action to go to the Open Payment Voucher Header Inquiry Table (OPVH).
4. The "LEAF" action will take you directly to OPVH. It will automatically show the payment voucher header information for the payment voucher number and vendor code found on OPVD.
5. To see the line information, use the "LEAF" action to go to the Open Payment Voucher Line Inquiry Table (OPVL).
6. The "LEAF" action will take you directly to OPVL. It will automatically show the line information for the payment voucher shown in OPVH.
7. From here, you can obtain the information to see if a warrant has been issued to pay for last month's office supplies invoice.
8. Once you have all the information and you have resolved the problem, you can logoff the system.

C. WALK THROUGH EXAMPLE AND ON-LINE PRACTICE SESSION

Moving to the Open Payment Voucher by Document Number Table (OPVD)

OPVL Table Example:

```
ACTION: n SCREEN: opvd USERID: AFNS

      O P E N   P V   L I N E   I N Q U I R Y   ( 1   O F   2 )

      VENDOR= 42112911300 VOUCHER NO= XAGC0000385
VENDOR INVOICE= B-35678          LINE NO: 01
DESCRIPTION:

      FUND: 1234          AGENCY: 123          ORG/SUB-ORG: 1234          APPR UNIT: 123
ACTIVITY:          FUNCTION:          OBJ/SUB-OBJ: 0500 02          REV SRC:
SUB-REV:          BS ACCOUNT:          REPT-CATEGORY:          JOB NO:
PROJECT:          FED AID NUMBER:

      QUANTITY:          0.000          VOUCHER LINE AMOUNT:          1,000.00
DISCOUNT TYPE:          DISCOUNT AMOUNT:          0.00
P/F IND:          WITHHELD LINE AMOUNT:          0.00
          DISBURSED AMOUNT:          1,000.00
          CLOSED AMOUNT:          1,000.00

      LAST CHECK/MW NO: MW00012325681          DATE: 03 22 XX          NO OF CHECKS WRITTEN: 1
REFERENCE TRANS ID:          LINE:          COMM LINE:          DATE:
REFERENCE VI ID: VI B-35678          COMM LINE:          DATE:
```

To get to the Open Payment Voucher by Document Number Table, enter "n" in the ACTION and "opvd" in the SCREEN ID.

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 the Open PV by Document Number Inquiry (OPVD) table.

The Open PV by Document Number Inquiry Table (OPVD)

```
ACTION: S SCREEN: OPVD USERID: AFNS

      O P E N   P V   B Y   D O C U M E N T   N U M B E R   I N Q U I R Y

VOUCHER NUMBER      VENDOR
=====
01- XAGC0000326
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
15-
```

To find the vendor code, enter "**s**" in the action and "**XAGC0000326**" in the VOUCHER NUMBER field.

Press **ENTER**.

Results of the Scan

OPVD Table Example:

```
ACTION: R SCREEN: OPVD USERID: AFNS

      O P E N   P V   B Y   D O C U M E N T   N U M B E R   I N Q U I R Y

VOUCHER NUMBER      VENDOR
=====
01- XAGC0000326      63067539500
02- XAGC0000327      63100242500
03- XAGC0000385      42112911300
04- XAGC000042N      01800080500
05- XAGC000052A      01800080500
06- XAGC000052B      01800080500
07- XAGC000052C      01800080500
08- XAGC000052D      01800080500
09- XAGC000052E      01800080500
10- XAGC000052F      01800080500
11- XAGC000052G      01800080500
12- XAGC000052H      01800080500
13- XAGC000052I      01800080500
14- XAGC000052J      01800080500
15- XAGC000052N      01800080500
```

The record appears.

Leafing to Open Payment Voucher Inquiry Header (OPVH)

OPVD Table Example:

```
ACTION: L SCREEN: OPVD USERID: AFNS

      O P E N   P V   B Y   D O C U M E N T   N U M B E R   I N Q U I R Y

VOUCHER NUMBER      VENDOR
=====
01- XAGC0000326      63067539500
02- XAGC0000327      63100242500
03- XAGC0000385      42112911300
04- XAGC000042N      01800080500
05- XAGC000052A      01800080500
06- XAGC000052B      01800080500
07- XAGC000052C      01800080500
08- XAGC000052D      01800080500
09- XAGC000052E      01800080500
10- XAGC000052F      01800080500
11- XAGC000052G      01800080500
12- XAGC000052H      01800080500
13- XAGC000052I      01800080500
14- XAGC000052J      01800080500
15- XAGC000052N      01800080500
```

To go to the Open Payment Voucher Header Inquiry Table enter **"L"** in the ACTION.

Press **ENTER**.

The Open Payment Voucher Header Inquiry Table (OPVH)

OPVH Table Example:

ACTION: R SCREEN: OPVH USERID: AFNS		
O P E N P A Y M E N T V O U C H E R H E A D E R I N Q U I R Y		
VENDOR= 63067539500		VOUCHER NUMBER= XAGC0000326
NAME: HARBINS OFFICE PRODUCTS INC		
ADDRESS: P O BOX 1053		
:		
CITY: SELMA		STATE: AL ZIP: 36701
VOUCHER DATE: 04 04 XX	VOUCHER TYPE: 1	EFT IND/TYPE: N /
SCHED PYMT DATE:	BUDGET FY: XX	HOLD PYMT IND:
OFFSET LIAB ACCT: 2005	ACCTG PRD:	FREIGHT IND:
CHECK CATEGORY:	LATEST BATCH NUM:	SINGLE CHECK IND: N
VOUCHER AMOUNT:	500.00	TOTAL QUANTITY: 0.000
DISCOUNT AMOUNT:	0.00	FREIGHT AMOUNT: 0.00
WITHHELD AMOUNT:	0.00	TAX CODE:
CLOSED AMOUNT:	500.00	USE TAX AMOUNT: 0.00
OUTSTANDING AMOUNT:	0.00	CLOSED DATE: 04 04 XX

The LEAF action takes you directly to the Open Payment Voucher Header Table and shows the header information for voucher number XAGC0000326.

Leafing to the Open Payment Voucher Line Inquiry Table (OPVL)

OPVH Table Example:

```
ACTION: L SCREEN: OPVH USERID: AFNS

  O P E N   P A Y M E N T   V O U C H E R   H E A D E R   I N Q U I R Y

  VENDOR= 6306753950          VOUCHER NUMBER= XAGC0000326

  NAME: HARBINS OFFICE PRODUCTS INC
  ADDRESS: P O BOX 1053
  :
  CITY: SELMA                STATE: AL      ZIP: 36701

  VOUCHER DATE: 04 04 XX      VOUCHER TYPE: 1          EFT IND/TYPE: N /
  SCHED PYMT DATE:          BUDGET FY: XX      HOLD PYMT IND:
  OFFSET LIAB ACCT: 2005      ACCTG PRD:          FREIGHT IND:
  CHECK CATEGORY:          LATEST BATCH NUM:    SINGLE CHECK IND: N

  VOUCHER AMOUNT:          500.00          TOTAL QUANTITY:          0.000
  DISCOUNT AMOUNT:          0.00          FREIGHT AMOUNT:          0.00
  WITHHELD AMOUNT:          0.00          TAX CODE:
  CLOSED AMOUNT:          500.00          USE TAX AMOUNT:          0.00
  OUTSTANDING AMOUNT:          0.00          CLOSED DATE: 04 04 XX
```

Enter **"L"** in the ACTION.

Press **ENTER**.

The Open Payment Voucher Line Inquiry Table (OPVL)

OPVL Table Example:

ACTION: R SCREEN: OPVL USERID: AFNS			
O P E N P V L I N E I N Q U I R Y (1 O F 2)			
VENDOR= 63067539500 VOUCHER NO= XAGC0000326			
VENDOR INVOICE= 987654		LINE NO: 01	
DESCRIPTION: PUSH PINS			
FUND: 1234	AGENCY: 123	ORG/SUB-ORG: 1234	APPR UNIT: 123
ACTIVITY:	FUNCTION:	OBJ/SUB-OBJ: 0900 02	REV SRC:
SUB-REV:	BS ACCOUNT:	REPT-CATEGORY:	JOB NO:
PROJECT:	FED AID NUMBER:		
QUANTITY:	0.000	VOUCHER LINE AMOUNT:	500.00
DISCOUNT TYPE:		DISCOUNT AMOUNT:	0.00
P/F IND:		WITHHELD LINE AMOUNT:	0.00
		DISBURSED AMOUNT:	500.00
		CLOSED AMOUNT:	500.00
LAST CHECK/MW NO: MW0008659290	DATE: 04 04 XX	NO OF CHECKS WRITTEN: 1	
REFERENCE TRANS ID: PO 3030404	LINE: 01	COMM LINE:	DATE: 02 21 XX
REFERENCE VI ID: VI 987654		COMM LINE:	DATE:

The LEAF action takes you directly to the line information for voucher number XAGC0000326. Judy can now inform the Harbin's manager that a warrant was issued on 04/04/XX and that it should arrive soon.

SECTION FIVE: TRANSACTION INQUIRIES

I. CASE STUDY #7: FINDING A REFERENCED DOCUMENT USING THE VENDOR DOCUMENT CROSS REFERENCE INQUIRY (VXRF) OR THE DOCUMENT CROSS REFERENCE INQUIRY (DXRF)

A. CASE STUDY SCENARIO

The Department Director has just entered your office in a panic. A legislator is on the telephone wondering why Harbin's keeps calling him regarding a payment not being made by your department. This is the same issue you discussed with the Harbin's manager earlier in the day, so you are confident Harbin's has been paid.

However, just to make sure, you want to check the system once more. Instead of looking at the OPVH and OPVL tables, you would like to use a quicker method that will allow your boss to give the legislator a quick and complete answer.

To answer the question, you want to provide your supervisor with the payment voucher and purchase order that were issued and what warrant was used to make the payment. The problem is that you don't know where to look.

Are there any tables in AFNS to find this information?

Yes. To see how, please see the following pages.

B. STANDARD PROCEDURE

1. Sign on to AFNS.
2. If you know the **vendor code**, you can go to the Vendor Document Cross-Reference Inquiry Table (VXRF).
3. Enter the vendor code used to pay Harbin's (you have the vendor code written down).
4. Use the "SCAN" action to look at the entry for the vendor code.
5. This table gives information by vendor code about all transactions processed for this vendor. The referenced transaction id, acceptance date, closed date and total amount are captured for each transaction. You can look for the amount, dates, voucher number or manual warrant number, depending on what you know.

-or-

6. If you know the **voucher number**, you can go to the Document Cross-Reference Inquiry Table (DXRF).
7. Enter the payment voucher document number used to pay Harbin's.
8. Listed with this record are the reference to the purchase order paid and the reference to the warrant used to make the payment. You can now give your boss the payment information and he can answer the legislator's question.
9. When you are done answering the question, you can logoff the system.

C. WALK THROUGH EXAMPLE AND ON-LINE PRACTICE SESSION

Moving to the Vendor Document Cross Reference Inquiry Table (VXRF)

OPVL Table Example:

```
ACTION: n SCREEN: vxrf USERID: AFNS

      O P E N P V L I N E I N Q U I R Y   ( 1   O F   2 )

      VENDOR= 63067539500 VOUCHER NO= XAGC0000326
VENDOR INVOICE= 987654          LINE NO: 01
DESCRIPTION: PUSH PINS

      FUND: 1234          AGENCY: 123          ORG/SUB-ORG: 1234          APPR UNIT: 123
ACTIVITY:              FUNCTION:              OBJ/SUB-OBJ: 0900 02          REV SRC:
SUB-REV:              BS ACCOUNT:              REPT-CATEGORY:              JOB NO:
PROJECT:              FED AID NUMBER:

      QUANTITY:          0.000          VOUCHER LINE AMOUNT:          500.00
DISCOUNT TYPE:          DISCOUNT AMOUNT:          0.00
P/F IND:              WITHHELD LINE AMOUNT:          0.00
                      DISBURSED AMOUNT:          500.00
                      CLOSED AMOUNT:          500.00

      LAST CHECK/MW NO: MW0008659290          DATE: 04 04 XX          NO OF CHECKS WRITTEN: 1
REFERENCE TRANS ID: PO 3030404          LINE: 01          COMM LINE:          DATE: 02 21 XX
REFERENCE VI ID: VI 987654          COMM LINE:          DATE:
```

To go to the Vendor Document History Inquiry Table enter "n" in the ACTION and "vxrf" in the SCREEN ID.

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 the Vendor Document Cross Reference Inquiry (VXRF) table.

Scanning the Vendor Document Cross Reference Inquiry Table (VXRF)

```
ACTION: S SCREEN: VXRF USERID: AFNS
VENDOR DOCUMENT CROSS REFERENCE INQUIRY

VENDOR/PROVIDER= 630675395

DOCUMENT ID          REFERENCE          ACCEPT
                     DOCUMENT ID          DATE          A AA AMOUNT
=====
REF DOC RELEASED AMT  CLOSED DATE
-----
01-
02-
03-
04-
05-
06-
```

You know that Harbin's vendor code is "630675395" so enter it in the VENDOR/PROVIDER field.

Press **ENTER**.

Results of the Scan

VXRF Table Example:

```
ACTION: S SCREEN: VXRF USERID: AFNS
VENDOR DOCUMENT CROSS REFERENCE INQUIRY

VENDOR/PROVIDER= 630675395

DOCUMENT ID          REFERENCE          ACCEPT
DOCUMENT ID          DOCUMENT ID        DATE      A AA AMOUNT
=====
REF DOC RELEASED AMT  CLOSED DATE
-----
01- MW 008659290      PV XAGC0000326    02 21 XX E          500.00
02-
03-
04-
05-
06-
02-*L008 END OF FILE
```

From the above information, you see the manual warrant, the payment voucher, acceptance date, closed date and the total amount of the voucher and warrant. You can now inform your supervisor that Harbin's was paid with warrant number 008659290 dated 02/21/XX.

Moving to the Document Cross Reference Inquiry Table (DXRF)

VXRF Table Example:

```
ACTION: n SCREEN: dxrf USERID: AFNS
V E N D O R   D O C U M E N T   C R O S S   R E F E R E N C E   I N Q U I R Y

VENDOR/PROVIDER= 630675395

DOCUMENT ID          REFERENCE          ACCEPT
DOCUMENT ID          DOCUMENT ID        DATE      A AA AMOUNT
=====
REF DOC RELEASED AMT  CLOSED DATE
-----
01- MW 008659290      PV XAGC0000326    02 21 XX E           500.00
02-
03-
04-
05-
06-
02-*L008 END OF FILE
```

To go to the Document Cross-Reference Inquiry Table enter **"n"** in the ACTION and **"dxrf"** in the SCREEN ID.

Press **ENTER**.

Scanning the Document Cross Reference Inquiry Table (DXRF)

ACTION: S SCREEN: DXRF USERID: AFNS

DOCUMENT CROSS REFERENCE INQUIRY

DOCUMENT ID= **pv XAGC0000326** SUMMARY TOTAL:

REFERENCE DOCUMENT ID	ACCEPT DATE	ACT AMOUNT	CLOSED DATE	REFERENCE DOC RELEASED AMT
=====	=====	===	-----	-----
				VENDOR/PROV

01-

02-

03-

04-

05-

06-

Enter **"pv"** in DOCUMENT ID **"XAGC0000326"**.

Press **ENTER**.

Results of the Scan

DXRF Table Example:

```
ACTION: S SCREEN: DXRF USERID: AFNS
DOCUMENT CROSS REFERENCE INQUIRY

DOCUMENT ID= PV XAGC0000326 SUMMARY TOTAL: 0.00

REFERENCE ACCEPT CLOSED REFERENCE DOC
DOCUMENT ID DATE ACT AMOUNT DATE RELEASED AMT
-----
01- MW 0008659290 02 21 XX E 500.00 630675395 500.00
02- PO 3030404 02 21 XX E 500.00 630675395 500.00
03- PV XAGC0000326 02 21 XX E 500.00 630675395 500.00
04-
05-
06-
04-*L008 END OF FILE
```

You can now inform your boss that Harbin's was paid with warrant number 0008659290 dated 02/21/XX.

NOTE: The VXRF and DXRF tables provide pertinent information relating to the vendor, voucher and/or warrant. You will have to decide which one will work best for your particular situation.

SECTION FIVE: TRANSACTION INQUIRIES

II. CASE STUDY #8: USING SUSF TO FIND A TRANSACTION AND THEN VIEWING TRANSACTION

A. CASE STUDY SCENARIO

Yesterday, you sent a payment voucher transaction to the appropriate agency personnel for input into AFNS. Today you reviewed the data input form and noticed there is an error that will make the document reject during system processing.

Normally in these situations, you would wait for the AFNS error listing to see what errors were found when the transaction was processed. However, this payment voucher must be processed immediately so you need another way to find the transaction, correct the error, and resubmit it for processing.

Is there a way to do this?

You guessed it. There certainly is. Please see the following pages.

B. STANDARD PROCEDURE

1. Sign on to AFNS and go directly to the Document Suspense screen (SUSF).
2. Enter the document ID for the payment voucher transaction.
3. Use the "SCAN" action to see if the payment voucher has been entered into the system.
4. At this point, the status field will show that you were right about the transaction being rejected.
5. To see exactly what errors occurred, use the "SCAN" action to view the document.
6. Once you know what errors occurred, make the appropriate corrections to the transaction.
7. When all the corrections are made, process the transaction.
8. After the transaction is successfully processed, you can logoff the system.

C. WALK THROUGH EXAMPLE AND ON-LINE PRACTICE SESSION

Moving to the Document Suspense Screen (SUSF)

DXRF Table Example:

```
ACTION: n SCREEN: susf USERID: AFNS
DOCUMENT CROSS REFERENCE INQUIRY
DOCUMENT ID= PV XAGC0000326 SUMMARY TOTAL: 0.00
REFERENCE ACCEPT CLOSED REFERENCE DOC
DOCUMENT ID DATE ACT AMOUNT DATE RELEASED AMT
=====
01- MW 0008659290 02 21 XX E 500.00 630675395 500.00
02- PO 3030404 02 21 XX E 500.00 630675395 500.00
03- PV XAGC0000326 02 21 XX E 500.00 630675395 500.00
04-
05-
06-
04-*L008 END OF FILE
04-*T.009 HEADER CHANGE
```

To go to the Document Suspense screen enter "n" in the ACTION and "susf" in the SCREEN ID.

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 the Document Suspense (SUSF) table.

Scanning the Document Suspense Screen (SUSF)

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)

				P1	AGC	XAGC0041201					

You only want to see voucher number XAGC0041201 so enter the TYPE, AGCY, and NUMBER (under the 'Document' heading).

Press **ENTER**.

Results of the Scan

SUSF Screen 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
E -----
L TYPE AGCY NUMBER  TYPE AGCY   NUMBER   STAT  APPRV  LAST   LAST   PROCESS
  -----  -----  -----  -----  -----  -----  -----  -----  -----
  .      .      .      P1   AGC   XAGC0041201  REJCT 00000  XX0317 AFNS
  .      .      .      P1   AGC   XAGC0041202  REJCT 00000  XX0127 AFNS
  .      .      .      P1   AGC   XAGC0041203  REJCT 00000  XX0127 AFNS
  .      .      .      P1   AGC   XAGC0041204  REJCT 00000  XX0127 AFNS
  .      .      .      P1   AGC   XAGC0041205  REJCT 00000  XX0127 AFNS
  .      .      .      P1   AGC   XAGC0041206  REJCT 00000  XX0127 AFNS
  .      .      .      P1   AGC   XAGC0041207  REJCT 00000  XX0127 AFNS
  .      .      .      P1   AGC   XAGC0041208  REJCT 00000  XX0127 AFNS
  .      .      .      P1   AGC   XAGC0041209  REJCT 00000  XX0127 AFNS
  .      .      .      P1   AGC   XAGC0041210  REJCT 00000  XX0127 AFNS
  .      .      .      P1   AGC   XAGC0041211  REJCT 00000  XX0127 AFNS
```

You were right! Payment Voucher Number XAGC0041201 has rejected.

Moving to the Document

SUSF Screen 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 -----
L TYPE AGCY NUMBER TYPE AGCY  NUMBER  STAT  APPRV  LAST  LAST  DATE
-----
.      .      .      P1  AGC  XAGC0041201  REJCT 00000  XX0317  AFNS
.      .      .      P1  AGC  XAGC0041202  REJCT 00000  XX0127  AFNS
.      .      .      P1  AGC  XAGC0041203  REJCT 00000  XX0127  AFNS
.      .      .      P1  AGC  XAGC0041204  REJCT 00000  XX0127  AFNS
.      .      .      P1  AGC  XAGC0041205  REJCT 00000  XX0127  AFNS
.      .      .      P1  AGC  XAGC0041206  REJCT 00000  XX0127  AFNS
.      .      .      P1  AGC  XAGC0041207  REJCT 00000  XX0127  AFNS
.      .      .      P1  AGC  XAGC0041208  REJCT 00000  XX0127  AFNS
.      .      .      P1  AGC  XAGC0041209  REJCT 00000  XX0127  AFNS
.      .      .      P1  AGC  XAGC0041210  REJCT 00000  XX0127  AFNS
.      .      .      P1  AGC  XAGC0041211  REJCT 00000  XX0127  AFNS
```

To see exactly what errors occurred, enter **"s"** in action to view the document.

Move your cursor to anywhere on the line of the document you want to view.

Press **ENTER**.

The Document Input Form

P1 Transaction Example:

```

FUNCTION:                DOCID: P1   AGC   XAGC0041201
STATUS: REJCT           BATID:                ORG:                001-001 OF 001
VENDOR PAYMENT VOUCHER INPUT FORM
PV DATE:                ACCT PD:            BFY:    ACT: E SINGLE CHECK: Y TC:    FA:
EFT IND/TYPE: N /      CHECK CAT:        OFF LIAB ACCT:        SCHED PAY DATE:
VENDOR: 630004250 00          DOC TOTAL:                110.00
NAME: ALABAMA POWER CO          USE TAX:                0.00
ADDR: P O BOX 1209          CALC DOC TOTAL:        110.00
:
: EUFAULA                AL 36027          FREIGHT IND:
:                        :                        FREIGHT TOT:                I/D:
TOT AMT:                I/D:    CAL AMT:
TOT QTY:                I/D:    CAL QTY:
LN  REFERENCE          COM VENDOR    INV
NO CD NUMBER          LN LN  INVOICE    LN  FUND AGCY ORG/SUB APPR UNIT ACTV
-----
FUNC OBJ/SUB RSRC/SUB JOB/PROJ RCAT BACC DT  DESCRIPTION          QUANTITY  I/D
-----
TAX CD FREIGHT AMOUNT I/D    AMOUNT    I/D    TAX AMOUNT    TOTAL AMOUNT  P/F
-----
01                0700 01                1234 123  1235    123
                110.00                110.00
01-C132E-INVALID ORGANIZATION
    
```

Now you are able to view the errors of the payment voucher input form. Your PV has an invalid ORG code.

The Payment Voucher Transaction

P1 Transaction Example:

FUNCTION: h+	DOCID: P1	AGC	XAGC0041201		
STATUS: REJCT	BATID:		ORG:	001-001	OF 001
VENDOR PAYMENT VOUCHER INPUT FORM					
PV DATE:	ACCT PD:	BFY:	ACT: E	SINGLE CHECK: Y	TC: FA:
EFT IND/TYPE: N /	CHECK CAT:	OFF	LIAB ACCT:	SCHED	PAY DATE:
VENDOR: 630004250 00			DOC TOTAL:	110.00	
NAME: ALABAMA POWER CO			USE TAX:	0.00	
ADDR: P O BOX 1209			CALC DOC TOTAL:	110.00	
:			FREIGHT IND:		
: EUFAULA	AL 36027		FREIGHT TOT:	I/D:	
TOT AMT:	I/D:	CAL	AMT:		
TOT QTY:	I/D:	CAL	QTY:		
LN	REFERENCE	COM	VENDOR	INV	
NO	CD NUMBER	LN	LN	INVOICE	LN FUND AGCY ORG/SUB APPR UNIT ACTV

FUNC	OBJ/SUB	RSRC/SUB	JOB/PROJ	RCAT BACC DT	DESCRIPTION QUANTITY I/D

TAX	CD	FREIGHT	AMOUNT	I/D	TAX AMOUNT TOTAL AMOUNT P/F

01					1234 123 1235 123
	0700	01			
			110.00		110.00
01-C132E-INVALID ORGANIZATION					

You need to go to your supervisor to determine the correct organization code.

Place the payment voucher on hold by entering **"h+"** in the FUNCTION. Note: if you just put an "H" without the "+" you will go to the Help Table section pertaining to this document type.

Press **ENTER**.

P1 Transaction Example:

```

FUNCTION: e          DOCID: P1  AGC  XAGC0041201
STATUS: HELD        BATID:          ORG:          001-001 OF 001
                VENDOR PAYMENT VOUCHER INPUT FORM
PV DATE:          ACCT PD:        BFY:        ACT: E SINGLE CHECK: Y TC:        FA:
EFT IND/TYPE: N / CHECK CAT:      OFF LIAB ACCT:        SCHED PAY DATE:
VENDOR: 630004250 00                DOC TOTAL:          110.00
NAME: ALABAMA POWER CO                USE TAX:            0.00
ADDR: P O BOX 1209                CALC DOC TOTAL:    110.00
:
: EUFAULA                AL 36027        FREIGHT IND:
:                                FREIGHT TOT:          I/D:
TOT AMT:          I/D:        CAL AMT:
TOT QTY:          I/D:        CAL QTY:
LN  REFERENCE      COM VENDOR      INV
NO CD NUMBER      LN LN  INVOICE      LN  FUND AGCY ORG/SUB APPR UNIT ACTV
-----
FUNC OBJ/SUB RSRC/SUB JOB/PROJ RCAT BACC DT  DESCRIPTION          QUANTITY  I/D
-----
TAX CD FREIGHT AMOUNT I/D      AMOUNT      I/D  TAX AMOUNT      TOTAL AMOUNT  P/F
-----
01                                1234 123  1235      123
    0700 01
                                110.00
A--*HS33-DOCUMENT HELD

```

The document is on hold.

Key **"e"** in the FUNCTION field and press ENTER. This will end the document session and go to the SUSF table.

The Document Suspense Screen (SUSF)

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
E -----
L TYPE AGCY NUMBER TYPE AGCY  NUMBER  STAT  APPRV  LAST   LAST   PROCESS
-----
      .   .   .   P1  AGC  XAGC0041201  HELD  00000  XX0317 AFNS
      .   .   .   P1  AGC  XAGC0041202  REJCT 00000  XX0127 AFNS
      .   .   .   P1  AGC  XAGC0041203  REJCT 00000  XX0127 AFNS
      .   .   .   P1  AGC  XAGC0041204  REJCT 00000  XX0127 AFNS
      .   .   .   P1  AGC  XAGC0041205  REJCT 00000  XX0127 AFNS
      .   .   .   P1  AGC  XAGC0041206  REJCT 00000  XX0127 AFNS
      .   .   .   P1  AGC  XAGC0041207  REJCT 00000  XX0127 AFNS
      .   .   .   P1  AGC  XAGC0041208  REJCT 00000  XX0127 AFNS
      .   .   .   P1  AGC  XAGC0041209  REJCT 00000  XX0127 AFNS
      .   .   .   P1  AGC  XAGC0041210  REJCT 00000  XX0127 AFNS
      .   .   .   P1  AGC  XAGC0041211  REJCT 00000  XX0127 AFNS

03-*L008 END OF FILE
```

The "e" command took us back to the SUSF table.

SECTION SIX: TOTAL EXPENDITURE AND TOTAL REVENUE INQUIRIES

I. CASE STUDY #9: FINDING A BUDGET BALANCE USING ESUM, EXP2, AND OLGL

A. CASE STUDY SCENARIO

It is 4:45 on Friday afternoon and your Department Director has decided it might be necessary to make some changes in the department budget. He has come to your office requesting some information concerning your agency's budget. In particular, he wants to know the following:

- How much money is left in your agency's total budget;
- How much money is left in the supplies and materials line;
- How much has been spent against the supplies and materials line;
- How much is still outstanding in purchase orders against the supplies and materials budget;
- The total dollar amount of outstanding requisitions against the supplies and materials budget;
- The difference between the originally adopted budget and the current budget amount for the supplies and materials line; and
- The amount of the most recent payment for Printing and Copying services.

He has told you that he needs an answer before you leave for the day and you are meeting family/friends in one hour.

How do you get quick answers to these questions?

To find out, please see the following pages.

B. STANDARD PROCEDURE

1. Sign-on to AFNS and go directly to the Expense Budget Summary Inquiry Table (ESUM).
2. Scan ESUM for the supplies and materials budget line for your organization.
3. Enter "S" in the ACTION field and "Y" in TOTALS IND field to show the total budget, encumbrances, and expenditures for your organization.
4. At this point, you can inform your supervisor the following:
 - The amount left in your organizations total budget;
 - The amount left in the supplies and materials budget;
 - The amount spent in the supplies and materials budget; and
 - The amount still outstanding in purchase orders against the supplies and materials budget.
5. To answer the remaining questions, it is necessary to go to the Expense Budget Inquiry Table (EXP2) to obtain more detail information about the supplies and materials line. To do this, use the "LEAF" action.
6. The "LEAF" action will automatically bring you to the EXP2 entry for the supplies and materials line. At this point, you can inform your supervisor the following:
 - The total amount of outstanding requisitions against the supplies and materials line; and
 - The difference between the originally adopted budget and the current budgeted amount for the supplies and materials budget.
7. To answer the final question, you must use the "LEAF" action to go to the On-Line General Ledger Inquiry Table (OLGL).

-
8. The "LEAF" action will automatically bring you to a listing of the transactions made against the supplies and materials line. To find the most recent payment, you must scan OLGL for account type 22 transactions. When you find the most recent payment voucher, you can inform your supervisor the amount of the last payment.

 9. At this point, you have answered every question, and your Department Director should have enough information to make his decision. You can logoff the system and still make it to meet your family/friends.

C. WALK THROUGH EXAMPLE AND ON-LINE PRACTICE SECTION

Moving to the Expense Budget Summary Inquiry Table (ESUM)

SUSF Table Example:

```
ACTION: n SCREEN: esum USERID: AFNS
FUNCTION:                ORG:

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

S      BATCH          DOCUMENT
E -----
L TYPE AGCY NUMBER  TYPE AGCY   NUMBER   STAT  APPRV  LAST   LAST   PROCESS
-----
.      .      .      P1   AGC   XAGC0041201  REJCT 00000  XX0317 AFNS
.      .      .      P1   AGC   XAGC0041202  REJCT 00000  XX0127 AFNS
.      .      .      P1   AGC   XAGC0041203  REJCT 00000  XX0127 AFNS
.      .      .      P1   AGC   XAGC0041204  REJCT 00000  XX0127 AFNS
.      .      .      P1   AGC   XAGC0041205  REJCT 00000  XX0127 AFNS
.      .      .      P1   AGC   XAGC0041206  REJCT 00000  XX0127 AFNS
.      .      .      P1   AGC   XAGC0041207  REJCT 00000  XX0127 AFNS
.      .      .      P1   AGC   XAGC0041208  REJCT 00000  XX0127 AFNS
.      .      .      P1   AGC   XAGC0041209  REJCT 00000  XX0127 AFNS
.      .      .      P1   AGC   XAGC0041210  REJCT 00000  XX0127 AFNS
.      .      .      P1   AGC   XAGC0041211  REJCT 00000  XX0127 AFNS
```

To begin answering your director's questions, you must go to the Expense Budget Summary Inquiry Table (ESUM) by entering "n" in the ACTION and "esum" in the SCREEN ID.

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 the Expense Budget Summary Inquiry (ESUM) table.

The Expense Budget Summary Inquiry Table (ESUM)

```
ACTION: S SCREEN: ESUM USERID: AFNS

      E X P E N S E   B U D G E T   S U M M A R Y   I N Q U I R Y

BFY= XX  FUND= 1234  AGCY= 123  ORG= 1234  ACTV=      FUNC=
TOTALS IND:
TOTALS:
OBJ  DESCRIPTION  CURRENT AMT  ENCUMBERED AMT  EXPENDED AMT  AVAILABLE AMT
====  -----  -
```

Enter in your agency's AFNS account coding (example BFY, Fund, Agcy, & Org).

Press **ENTER**. *

*Notice that the system automatically defaulted to a "SCAN" action, so by pressing ENTER, you will begin scanning the table.

Results of the Partial Scan of Expense Budget Summary Inquiry Table

ESUM Table Example:

```
ACTION: R SCREEN: ESUM USERID: AFNS

      E X P E N S E   B U D G E T   S U M M A R Y   I N Q U I R Y

BFY= XX  FUND= 1234  AGCY= 123  ORG= 1234  ACTV=      FUNC=
TOTALS IND:
TOTALS:
OBJ  DESCRIPTION  CURRENT AMT  ENCUMBERED AMT  EXPENDED AMT  AVAILABLE AMT
====  - - - - -  - - - - -  - - - - -  - - - - -  - - - - -
0500 REPAIRS AND      25,000.00         0.00       1,000.00     24,000.00
0700 UTILITIES AN     25,000.00         0.00       8,500.00     16,500.00
0900 SUPPLIES, MA     50,000.00       1,000.00     1,500.00     47,500.00
```

The budget lines for the keyed coding appears.

Scanning for Totals

ESUM Table Example:

```
ACTION: S SCREEN: ESUM USERID: AFNS

      E X P E N S E   B U D G E T   S U M M A R Y   I N Q U I R Y

BFY= XX  FUND= 1234  AGCY= 123  ORG= 1234  ACTV=      FUNC=
TOTALS IND: y
TOTALS:
OBJ  DESCRIPTION  CURRENT AMT      ENCUMBERED AMT  EXPENDED AMT    AVAILABLE AMT
====  -----
0500 REPAIRS AND      25,000.00          0.00          1,000.00        24,000.00
0700 UTILITIES AN     25,000.00          0.00          8,500.00        16,500.00
0900 SUPPLIES, MA     50,000.00          1,000.00       1,500.00        47,500.00
```

Enter "S" in the ACTION and "Y" in the TOTALS IND to get the totals for the keyed coding.

Press **ENTER**.

The Totals Returned

ESUM Table Example:

ACTION: R SCREEN: ESUM USERID: AFNS					
E X P E N S E B U D G E T S U M M A R Y I N Q U I R Y					
BFY= XX		FUND= 1234	AGCY= 123	ORG= 1234	ACTV= FUNC=
TOTALS IND:					
TOTALS:		100,000.00	1,000.00	11,000.00	88,000.00
OBJ	DESCRIPTION	CURRENT AMT	ENCUMBERED AMT	EXPENDED AMT	AVAILABLE AMT
====	-----	-----	-----	-----	-----
0500	REPAIRS AND	25,000.00	0.00	1,000.00	24,000.00
0700	UTILITIES AN	25,000.00	0.00	8,500.00	16,500.00
0900	SUPPLIES, MA	50,000.00	1,000.00	1,500.00	47,500.00

Totals appear for keyed coding for the fiscal year.

You can now inform your supervisor the following:

- ◆ There is \$88,000.00 left in your organization's budget.
- ◆ There is \$47,500.00 left in the Supplies, Materials, and Operating line.
- ◆ \$1,500.00 has been spent on Supplies, Materials, and Operating.
- ◆ There is \$1,000.00 in Purchase Orders for Supplies, Materials, and Operating.

Leafing to Expense Budget Inquiry Table (EXP2)

ESUM Table Example:

```
ACTION: L SCREEN: ESUM USERID: AFNS

      E X P E N S E   B U D G E T   S U M M A R Y   I N Q U I R Y

BFY= XX  FUND= 1234  AGCY= 123  ORG= 1234  ACTV=      FUNC=
TOTALS IND:      100,000.00      1,000.00      11,000.00      88,000.00
TOTALS:

OBJ  DESCRIPTION  CURRENT AMT      ENCUMBERED AMT  EXPENDED AMT      AVAILABLE AMT
====  -----
0500 REPAIRS AND      25,000.00          0.00          1,000.00          24,000.00
0700 UTILITIES AN      25,000.00          0.00          8,500.00          16,500.00
0900 SUPPLIES, MA      50,000.00          1,000.00          1,500.00          47,500.00
```

Enter an action of "L" and place the cursor on the first digit of the object code for supplies and materials.

Press **ENTER**.

The Expense Budget Inquiry Table (EXP2)

EXP2 Table Example:

```
ACTION: R SCREEN: EXP2 USERID: AFNS

      E X P E N S E   B U D G E T   I N Q U I R Y

      BUDGET FY= XX                FUND= 1234                AGENCY= 123
      ORGANIZATION= 1234          ACTIVITY=                FUNCTION=
      OBJECT= 0900
      DESCRIPTION: SUPPLIES, MAT'L, AND OPERATING
      SUB-OBJECT OPTION:          BUDGETED POSITIONS: 0.00    REV SOURCE REF 1:
      STATUS IND: A   SPENDING CONTROL IND:                REV SOURCE REF 2:
      APPROPRIATION UNIT:                REV SOURCE REF 3:
      SERIES NUM:

                                CURRENT AMOUNTS          BEGIN DAY AMOUNTS
                                -----
      APPROVED BUDGET:           50,000.00
      CURRENT MODIFIED BUDGET:   50,000.00          50,000.00
      PRE-ENCUMBERED:            0.00                0.00
      ENCUMBERED:                 1,000.00          1,000.00
      EXPENDED:                   1,500.00          1,500.00

      UNOBLIGATED:               47,500.00
      UNCOMMITTED:               47,500.00
```

The leaf action brings you directly to the Expense Budget Inquiry Table and automatically shows the supplies, materials, and operating budget line.

Now you can inform your supervisor the following:

- ◆ There are no outstanding requisitions for Supplies, Materials, and Operating.
- ◆ The current budgeted amount is the same as the original budget.

Leafing to the On-Line General Inquiry Ledger Table (OLGL)

EXP2 Table Example:

```
ACTION: L SCREEN: olgl USERID: AFNS

      E X P E N S E   B U D G E T   I N Q U I R Y

      BUDGET FY= XX                FUND= 1234                AGENCY= 123
      ORGANIZATION= 1234          ACTIVITY=                FUNCTION=
      OBJECT= 0900
      DESCRIPTION: SUPPLIES, MAT'L, AND OPERATING
      SUB-OBJECT OPTION:          BUDGETED POSITIONS: 0.00    REV SOURCE REF 1:
      STATUS IND: A              SPENDING CONTROL IND:    REV SOURCE REF 2:
      APPROPRIATION UNIT:                REV SOURCE REF 3:
      SERIES NUM:

                                CURRENT AMOUNTS          BEGIN DAY AMOUNTS
                                -----
      APPROVED BUDGET:           50,000.00
      CURRENT MODIFIED BUDGET:    50,000.00          50,000.00
      PRE-ENCUMBERED:             0.00                0.00
      ENCUMBERED:                 1,000.00          1,000.00
      EXPENDED:                   1,500.00          1,500.00

      UNOBLIGATED:               47,500.00
      UNCOMMITTED:               47,500.00
```

Enter an ACTION of "L" and "olgl" in the SCREEN ID.

Press ENTER.

The On-Line General Ledger Inquiry Table (OLGL)

OLGL Table Example:

```
ACTION: R SCREEN: OLGL USERID: AFNS

  O N L I N E   G E N E R A L   L E D G E R   I N Q U I R Y   ( 1   O F   2 )

  FY= XX          FUND= 1234  AGENCY= 123  ORG= 1234   ACTV=
  FUNC=          OBJ/REV= 0900 BS ACCT=          AT= 21  SUB-ORG=
  SUB-OBJ/SUB-REV= 02          JOB NUMBER=          REPT CAT=
-----
  TRANS DATE FM TRANSACTION ID      VENDOR      NAME      DESCR/VI
  =====  ==  =====
                                     -----
                                     AMOUNT
                                     -----
01- XX 01 05    04 3341545          630675395  HARBINS
                                     500.00
02- XX 01 05    04 3341546          630675395  HARBINS
                                     -500.00
03-
04-
05-
03-*L009 HEADER CHANGE
```

The leaf action brings you directly to the On-Line General Ledger Inquiry (OLGL) table and automatically begins showing transactions processed against the Supplies, Material, and Operating budget line. This screen shows Purchase Orders (Account Type 21).

Note: Leaf brings original key information which is common between OLGL & EXP2 tables. If however, there has been no activity against a budget line there will be no OLGL entry for the line.

Scanning for the Most Recent Expenditure

OLGL Table Example:

```
ACTION: S SCREEN: OLGL USERID: AFNS

  O N L I N E   G E N E R A L   L E D G E R   I N Q U I R Y   ( 1   O F   2 )

    FY= XX      FUND= 1234  AGENCY= 123  ORG= 1234   ACTV=
    FUNC=       OBJ/REV= 0900 BS ACCT=       AT= 22   SUB-ORG=
    SUB-OBJ/SUB-REV= 06          JOB NUMBER=          REPT CAT=
-----
TRANS DATE FM TRANSACTION ID      VENDOR      NAME      DESCR/VI
===== == =====
                                -----
                                AMOUNT
                                -----
01- _____ _ _____      630675395  HARBINS
                                500.00
02- _____ _ _____      630675395  HARBINS
                                -500.00
03-
04-
05-
```

Enter **"s"** in the ACTION.

Enter Sub-Object **"06"** (Printing and Copying) and Account Type **"22"** (Expense/Expenditure).

Clear the TRN DATE, FM, and TRANS ID fields. (Noted above with lines)

Press **ENTER**.

The Most Recent Expenditure

OLGL Table Example:

```
ACTION: S SCREEN: OLGL USERID: AFNS

  O N L I N E   G E N E R A L   L E D G E R   I N Q U I R Y   ( 1   O F   2 )

      FY= XX          FUND= 1234  AGENCY= 123  ORG= 1234   ACTV=
      FUNC=          OBJ/REV= 0900 BS ACCT=          AT= 22   SUB-ORG=
      SUB-OBJ/SUB-REV= 06          JOB NUMBER=          REPT CAT=
-----
TRANS DATE FM TRANSACTION ID      VENDOR      NAME      DESCR/VI
===== == =====
                                AMOUNT
                                -----
01- XX 04 04   07 PVXAGC0000325      56074835818 LOWES OF B-35678
                                1,000.00
02-
03-
04-
05-
02-*L009 HEADER CHANGE
```

This is the most recent payment made for Printing and Copying services.

Leafing to On-Line General Ledger Screen Two (OLG2)

OLGL Table Example:

```
ACTION: L SCREEN: OLGL USERID: AFNS

  O N L I N E   G E N E R A L   L E D G E R   I N Q U I R Y   ( 1   O F   2 )

    FY= XX      FUND= 1234  AGENCY= 123  ORG= 1234   ACTV=
  FUNC=        OBJ/REV= 0900 BS ACCT=        AT= 22   SUB-ORG=
    SUB-OBJ/SUB-REV= 06          JOB NUMBER=          REPT CAT=
-----
  TRANS DATE FM TRANSACTION ID      VENDOR      NAME      DESCR/VI
  =====  == =====
                                           AMOUNT
                                           -----
01- XX 04 04   07 PVXAGC0000325      56074835818  LOWES OF  B-35678
                                           1,000.00
02-
03-
04-
05-
02-*L009 HEADER CHANGE
```

Enter an ACTION of "L".

Press **ENTER**.

The On-Line General Ledger Inquiry Table Two (OLG2)

OLG2 Table Example:

```
ACTION: R SCREEN: OLG2 USERID: AFNS

  O N L I N E   G E N E R A L   L E D G E R   I N Q U I R Y   ( 2   O F   2 )

      FY= XX          FUND= 1234          AGCY= 123          ORG= 1234          ACTV=
      FUNC=          OBJ/REV= 0900        BS ACT=          AT= 22          SUB-ORG=
      SUB-OBJ/SUB-REV= 06          JOB NUMBER=          REPT CAT=
-----
TRANS          REFERENCE          INTRNL  BA LINE
DATE          FM TRANSACTION ID    TRANSACTION ID    REF    NK DESCRIPTION
===== == =====
01- XX 04 04 07 PV XAGC0000325    PO 3341545
02-
03-
04-
05-
06-
07-
08-
09-
10-
11- COPIES
```

This gives more information on the most recent payment made for Printing and Copying services.

Purchase Order 3341545 was used to order copies.

SECTION SIX: TOTAL EXPENDITURE AND TOTAL REVENUE INQUIRIES

II. CASE STUDY #10: LOOKING AT REVENUE COLLECTED USING RSUM AND OLGL

A. CASE STUDY SCENARIO

You are responsible for tracking revenues and preparing revenue reports for the Department Director. Unfortunately, the Director has come to you and asked that the following information be provided immediately:

- A summary of Prior Year Refunds (Revenue Source Code 0684) for your agency's AFNS fund during this fiscal year;
- The total of revenue received for your agency's AFNS Fund for this fiscal year;
and
- A detail listing of transactions recording Prior Year Refunds for your agency's AFNS fund including the dates deposited and the amounts.

You usually produce this information in a monthly revenue report. However, the Director cannot wait for the report so you need to obtain this information from the on-line system tables.

To see how, please see the following pages.

B. STANDARD PROCEDURE

1. Sign-on to AFNS and go directly to the Revenue Summary Inquiry Table (RSUM).
2. Scan RSUM for the revenues (revenue source code 0684) for your agency's AFNS fund.
3. When you find the record for Prior Year Refunds in your agency's AFNS fund, enter a "Y" in the totals indicator to see the total amount collected.
4. You can now inform your supervisor how much revenue was received for your agency's AFNS fund.
5. To obtain a listing of transactions used to record Prior Year Refunds, use the "NEXT" action to go to the On-Line General Ledger Inquiry Table (OLGL).
6. This will bring you to the On-Line General Ledger (OLGL). Scan OLGL for the current FY, your agency's AFNS fund, your agency's AFNS agency code, revenue source code 0684 and account type (AT) 31.
7. OLGL will provide a listing of transactions recording all revenues collected.
8. You can now inform your supervisor the date revenue was collected and the amount collected for prior year refunds in your agency's AFNS fund.
9. Once you have all the information, you can log off the system.

C. WALK THROUGH EXAMPLE AND ON-LINE PRACTICE SESSION

Moving to the Revenue Budget Summary Table (RSUM)

OLG2 Table Example:

```
ACTION: n SCREEN: rsum USERID: AFNS

  O N L I N E   G E N E R A L   L E D G E R   I N Q U I R Y   ( 2   O F   2 )

      FY= XX          FUND= 1234          AGCY= 123          ORG= 1234          ACTV=
      FUNC=          OBJ/REV= 0900        BS ACT=          AT= 22          SUB-ORG=
      SUB-OBJ/SUB-REV= 06          JOB NUMBER=          REPT CAT=
-----
TRANS
DATE      FM TRANSACTION ID      REFERENCE          INTRNL  BA LINE
===== == =====
01- XX 04 04 07 PV XAGC0000325    PO 3341545
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
-----
```

Enter "n" in the ACTION and "rsum" in the SCREEN ID.

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 the Revenue Summary Inquiry (RSUM) table.

Partial Scan of Revenue Budget Summary Inquiry Table (RSUM)

```
ACTION: S SCREEN: RSUM USERID: AFNS

      R E V E N U E   B U D G E T   S U M M A R Y   I N Q U I R Y

    BFY= XX  FUND= 1234  AGENCY= 123  ORGANIZATION= 1234  ACTIVITY=
          TOTALS IND:
          TOTALS:
    REV SRCE  DESCRIPTION  CURRENT AMT      RECOGNIZED AMT  AVAILABLE AMT
    =====  -
    01-
    02-
    03-
    04-
    05-
    06-
    07-
    08-
    09-
    10-
    11-
```

Enter in your agency's AFNS coding.

Press **ENTER**.

Results of the Scan

RSUM Table Example:

```
ACTION: R SCREEN: RSUM USERID: AFNS

      R E V E N U E   B U D G E T   S U M M A R Y   I N Q U I R Y

      BFY= XX  FUND= 1234  AGENCY= 123  ORGANIZATION= 1234  ACTIVITY=
      TOTALS IND:
      TOTALS:
      REV SRCE  DESCRIPTION  CURRENT AMT  RECOGNIZED AMT  AVAILABLE AMT
      =====  -
01- 0684      PRIOR YEAR R           0.00          175.00         -175.00
02- 0698      OTHER RESALE           0.00          200.00         -200.00
03- 0699      SALVAGE EQUI           0.00          100.00         -100.00
04-
05-
06-
07-
08-
09-
10-
11-

04-*L009 HEADER CHANGE
```

A summary of the revenue for the fund and agency for this fiscal year appears.

You can now inform your Department Director the following:

- ◆ \$175.00 has been collected from Prior Year Refunds (Revenue Source Code 0684).

Scanning for Totals

RSUM Table Example:

```
ACTION: S SCREEN: RSUM USERID: AFNS

      R E V E N U E   B U D G E T   S U M M A R Y   I N Q U I R Y

      BFY= XX  FUND= 1234  AGENCY= 1234  ORGANIZATION= 1234  ACTIVITY=
            TOTALS IND: y
            TOTALS:
      REV SRCE  DESCRIPTION  CURRENT AMT  RECOGNIZED AMT  AVAILABLE AMT
      =====  -
01- 0684      PRIOR YEAR R           0.00           175.00          -175.00
02- 0698      OTHER RESALE           0.00           200.00          -200.00
03- 0699      SALVAGE EQUI           0.00           100.00          -100.00
04-
05-
06-
07-
08-
09-
10-
11-

04-*L009 HEADER CHANGE
```

Enter "s" in the ACTION and "y" in the TOTALS IND field to get total revenue for the keyed coding.

The Totals Returned

RSUM Table Example:

```
ACTION: R SCREEN: RSUM USERID: AFNS

      R E V E N U E   B U D G E T   S U M M A R Y   I N Q U I R Y

      BFY= XX   FUND= 1234   AGENCY= 123   ORGANIZATION= 1234   ACTIVITY=
      TOTALS IND:
      TOTALS:                0.00                475.00                -475.00
      REV SRCE  DESCRIPTION  CURRENT AMT  RECOGNIZED AMT  AVAILABLE AMT
      =====  -
01- 0684      PRIOR YEAR R           0.00           175.00          -175.00
02- 0698      OTHER RESALE           0.00           200.00          -200.00
03- 0699      SALVAGE EQUI           0.00           100.00          -100.00
04-
05-
06-
07-
08-
09-
10-
11-

04-*L009 HEADER CHANGE
```

Totals appear for the keyed coding for the fiscal year.

You can now inform your Department Director the following:

- ◆ \$475.00 in revenue has been received for your agency's AFNS fund.

Moving to On-Line General Ledger (OLGL)

RSUM Table Example:

```
ACTION: n SCREEN: olgl USERID: AFNS

      R E V E N U E   B U D G E T   S U M M A R Y   I N Q U I R Y
      BFY= XX  FUND= 1234  AGENCY= 123  ORGANIZATION= 1234  ACTIVITY=
      TOTALS IND:
      TOTALS:                0.00                475.00                -475.00
      REV SRCE  DESCRIPTION  CURRENT AMT  RECOGNIZED AMT  AVAILABLE AMT
      =====  -
01- 0684      PRIOR YEAR R           0.00           175.00          -175.00
02- 0698      OTHER RESALE           0.00           200.00          -200.00
03- 0699      SALVAGE EQUI           0.00           100.00          -100.00
04-
05-
06-
07-
08-
09-
10-
11-

04-*L009 HEADER CHANGE
```

Enter an ACTION of "n" and "olgl" in the SCREEN ID.

Press **ENTER**.

The On-Line General Ledger Inquiry Table (OLGL)

```
ACTION: R SCREEN: OLGL USERID: AFNS

  O N L I N E   G E N E R A L   L E D G E R   I N Q U I R Y   ( 1   O F   2 )

    FY= XX      FUND= 1234  AGENCY= 123  ORG=      ACTV=
  FUNC=      OBJ/REV= 0684 BS ACCT=      AT= 31  SUB-ORG=
    SUB-OBJ/SUB-REV=      JOB NUMBER=      REPT CAT=
-----
  TRANS DATE FM TRANSACTION ID      VENDOR      NAME      DESCR/VI
  =====  == =====
                                         AMOUNT
-----
01-
02-
03-
04-
05-
```

Enter the current FY, your agency's AFNS FUND, your agency's AFNS AGCY **code**, OBJ/REV "**0684**" and AT "**31**".

Press **ENTER**.

The On-Line General Ledger (OLGL)

OLGL Table Example:

```
ACTION: E SCREEN: OLGL USERID: AFNS

  O N L I N E   G E N E R A L   L E D G E R   I N Q U I R Y   ( 1   O F   2 )

    FY= XX      FUND= 1234  AGENCY= 123  ORG=          ACTV=
  FUNC=        OBJ/REV= 0684 BS ACCT=          AT= 31  SUB-ORG=
    SUB-OBJ/SUB-REV=                JOB NUMBER=                REPT CAT=
-----
TRANS DATE FM TRANSACTION ID      VENDOR      NAME      DESCR/VI
===== == =====
                                AMOUNT
-----
01- XX 01 05    04 CR XAGC0005495
                                -50.00
02- XX 01 05    04 CR XAGC0005612
                                -50.00
03- XX 01 05    04 CR XAGC0005781
                                -75.00
04-
05-
04-*L009 HEADER CHANGE
```

You can now inform the Department Director the following:

- ◆ There are three transactions recording Prior Year Refunds for your agency's AFNS fund.
- ◆ January 5, XXXX is the date for all three transactions.
- ◆ The amount of each receipt is:

Receipt Number XAGC0005495 for \$50.00,

Receipt Number XAGC0005612 for \$50.00, and

Receipt Number XAGC0005781 for \$75.00.

Enter "e" in the ACTION to exit the session.

Press **ENTER**.

Blank Screen

OFF

Type "off".

Press **ENTER**.

Initial Sign-On Screen

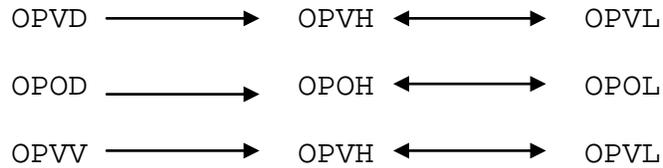
STATE OF ALABAMA - FINANCE - INFORMATION SERVICES DIVISION
YOUR LTERM: TCP00863. YOUR IP ADDRESS: 10.133.58.18
***** WARNING *****

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:

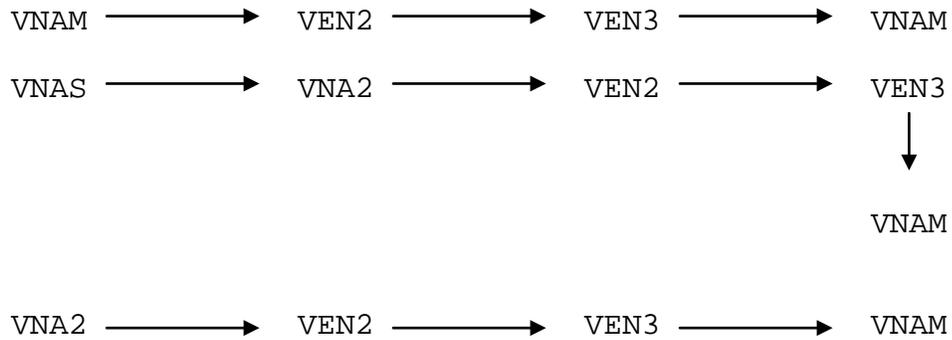
You are completely logged off when the Initial Sign-On Screen appears.

**TABLES WHICH LEAF WITHOUT ENTERING A TABLE ID
IN ADVANTAGE 2.0 CURRENTLY**

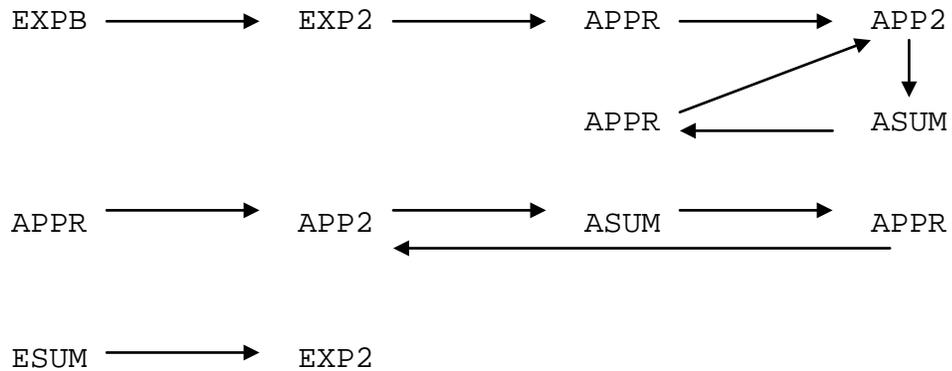
Purchase Order & Payment Voucher Tables:



Vendor Tables:



Budget Tables:



General AFNS Tables:

