

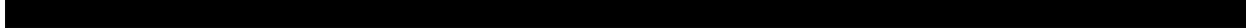
## DISCLAIMER STATEMENT

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 enable the user to update user maintained tables.
- ◆ To show the user how to view system maintained tables.
- ◆ To teach the user how to use action commands to work with both user and system maintained tables.
- ◆ To describe the basic table and show the user how to read a record layout.
- ◆ Demonstrate common actions performed in working with tables using the six examples in this manual.

## SECTION TWO: INTRODUCTION AND OVERVIEW

### I. OVERVIEW

- ◆ For billing and accounts payable offices to review purchase order and payment voucher balances.
- ◆ For budget managers to review spending against budget and remaining budget balances.
- ◆ To give any user **ON-LINE ACCESS** to general financial and accounting data.
- ◆ To explain messages, errors, warnings, and field definitions for all users.

## II. TABLES

- ◆ Used to store the results of accepted transactions.
- ◆ Allow the user to look at the results of a transaction after processing. Example: View the record after a payment voucher is modified.
- ◆ Provide users with information on:
  - Open Purchase Orders
  - Open Payment Vouchers
  - Expenditures against Budget
  - Total Revenue
- ◆ Chart of accounts are stored in the tables.

**III. TABLE LAYOUT**

**Action Field**

ACTION: R SCREEN: ESUM USERID: AFNS

**Screen ID**

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

**Table Records**

BFY= XX FUND= 1234 AGCY= 123 ORG= 1234 ACTV= FUNC=

TOTALS IND:

TOTALS:

**Table Field Values**

OBJ	DESCRIPTION	CURRENT AMT	ENCUMBERED AMT	EXPENDED AMT	AVAILABLE AMT
====	-----	-----	-----	-----	-----
0100	PERSONNEL CO	470,502.00	0.00	364,139.30	106,362.70
0200	EMPLOYEE BEN	150,709.00	0.00	114,711.05	35,997.95
0400	TRAVEL, OUT	4,000.00	0.00	904.02	3,095.98
0800	SERVICES	2,060.00	0.00	1,821.84	238.16
0900	SUPPLIES, MAT	4,315.00	0.00	3,384.96	930.04

**Table Messages**

06-\*L009 HEADER CHANGE

## A. SYSTEM INFORMATION

### ◆ ACTION LINE IS COMPOSED OF FOUR AREAS:

#### ACTION FIELD

- Tells the system what the user wants to do with the table.
- Used to retrieve table data.
- Used to modify existing table data.

#### SCREEN ID

- Identifies the table that the user is working with.
- A four-letter code is associated with each table.
- Used in conjunction with an action code to move from one table to another.

#### USER ID

- Each user has a USER ID for security.
- A USER ID must be present to work with any table.
- A USER ID is composed of a user name and a secret password.
- The user name always shows on the table screen, but the password never shows.
- The USER ID determines what actions a user can perform with tables.
- The USER ID determines what tables can be accessed by a user.

## SYSTEM DATE AND TIME

- AFNS system has the system's date and time on each screen. The system's date and time is only updated when the enter key is pressed.

## B. TABLE INFORMATION

- ◆ Contains the full name of the four-letter code entered in the screen field of the action line.
- ◆ Identifies the key fields of the table being used.
- ◆ Every table record is composed of key and result field values.
- ◆ For user maintained tables, this is the data that the user enters.
- ◆ For system maintained tables, this is the data that the system updates when a transaction is accepted.

### ◆ DEFINITION OF A KEY FIELD

- A field or set of fields that make a record unique within a table.
- Two records within the same table cannot contain the same set of key fields.
- A key field is designated by double dashes ('====') on the screen or an equal sign.

◆ DEFINITION OF A RESULT FIELD

- All fields other than a key field.
- Result fields expand the definition of table records.
- Different records within a table can contain the same result fields.
- A result field is designated by single dashes ( `----` ) on the screen or a colon.

C. TABLE RECORDS

- ◆ Each table screen is composed of a series of records.
- ◆ Some records are identified by a 'tagged' number field. For example, the OBJ2 table has a 'tagged' number field.
- ◆ The tag number field appears when the screen is accessed and does not have to be entered by the user.
- ◆ The tag numbers do not continue sequentially as additional table screens are accessed. They are always the same for every screen.

## D. TABLE MESSAGES

◆ Every table has a section at the bottom of the screen where messages appear.

◆ Three types of messages:

### INFORMATIVE MESSAGES

- Tell the user that a specific action has been successfully executed.

- Informative Message Example:  
01-\*L030 ALL LINES ADDED

### ERROR MESSAGES

- Tell the user that an error has been encountered in the specific action being taken.

- As long as these types of messages appear, the action will not be completed.

- Error Message Example:  
01-A622E-EXP AMT > PO DIST AMT

### 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

- ◆ A message will appear after any action is taken on a table.
- ◆ Each message tells the user:
  - The line to which it pertains;
  - The code of the error; and
  - A brief description of the error.
- ◆ For further explanation, move the cursor to the actual error message on that table and press 'ENTER'. This will give an explanation of the error message. Then enter a 'B' in the action field to return to the original table/transaction.

#### IV. TABLE ACTION CODES

##### A. OVERVIEW

- ◆ Used to perform actions in tables.
- ◆ Must be specified before any work can be completed.
- ◆ Entered in the action field of the action line.
- ◆ Three categories of action codes:

##### ACTIONS TO CONTROL THE SESSION

- These actions tell the system what the user wants to do in a session.

#### ACTIONS FOR DATA RETRIEVAL

- These actions tell the system how the user would like to retrieve data in the tables.

#### ACTIONS FOR MAKING TABLE UPDATES

- These actions tell the system how the user would like to update table data.

### B. **ACTIONS TO CONTROL THE SESSION**

#### **NEXT** (N) table action

Allows the user to move to another table.

The user must specify the four-letter table ID code in the screen field of the action line.

Provides a blank screen for the specified table.

#### View additional error **MESSAGES** (M)

Used when the table message area is filled with messages but additional messages exist.

When the table message area is full, this action automatically appears in the action field of the action line.

To see additional messages, simply press 'ENTER'.

#### **END** (E) the current table session

Allows user to end the current session and begin the procedure for logging off the system.

## **HELP (H)**

There are help screens provided for most table screens.

To see the help screen for a particular table, type 'H' in action field of the action line and press 'ENTER'.

To get out of the Help Screen

'B' will take you back to the previous screen;

'N' plus the screen id will take you to another table;

'E' to end the session and return to the original screen;

'Z' help screen can be held by zooming to another table that needs to be viewed and then 'e' will return to the Help Screen.

## **C. ACTION FOR DATA RETRIEVAL**

**GET (G)** retrieves a specific record

Allows a user to view a specific entry.

The user must supply every key field.

The system will supply the result fields for the specified keys.

**SCAN (S)** allows the user to search for a specific record.

Allows the user to scan the records in a table from a specific point in the table.

The user does not have to enter any key field information for the scan to begin. If

no key data is entered, the scan will begin with the first record in the table.

To perform a 'partial' scan, the user must enter at least part of the key field(s) in the table. This is often done when the entire key is not known.

The system will display any remaining key information as well as all of the result field data.

To perform a 'full' scan, the user must enter the entire key to the table. This is performed when the entire key is known.

**REFILL (R)** the screen with new records

Allows the user to continue the scan action.

After a scan action, the 'R' automatically appears in the action field of the action line.

To use the refill action, press 'ENTER'.

**LEAF (L)** to another table

Allows the user to go directly to a related table.

The scan will begin using the key fields from the original table.

Allows the user to go directly to a non-related table, similar to the 'N' (next) action. When leafing to a non-related table, the system will display the first record in that table. An 'N' will display the table without any data.

Go **BACK** (B) to the previous screen

Works in conjunction with menu tables and related tables.

Allows the user to go back to the previous screen used.

**LESS THAN** (<) sign

Allows the user to go back to a maximum of four screens within the same table.

The screens must have been displayed for this action to work.

**GREATER THAN** (>) sign

Allows the user to go forward to a maximum of four screens within the same table.

The screens must have been displayed for this action to work.

**ZOOM** (Z)

Allows the user to open up another session by keying 'Z' in the action and the screen ID of the table to be inquired upon.

When a Zoom action is performed the user must return to the previous screen by keying an 'E' in the action.

The zoom action is not to be used for leafing ('L') nor used for the action of next ('N').

**D. ACTIONS FOR TABLE UPDATES - only if allowed by security**

**ADDING (A) a record to a table**

Allows the user to add new entries to user-maintained tables.

The user must fill in all the key fields to add an entry.

A record is considered completely added when all the key and result fields are filled in. The message '**All Lines Added**' appears in the message section when successfully added.

**CHANGING (C) an existing record in a table**

Allows the user to change non-key fields of an existing user-maintained table.

It is recommended that the user 'GET' the record before it is changed.

A record can be changed by entering a 'C' in the ACTION field, then typing the correct data over the existing data in the result fields.

A record is considered changed when result fields are filled in and verified. The message '**All Lines Changed**' will appear at the bottom of the screen when successfully changed.

**DELETING (D) an existing record from a table**

Allows the user to delete specific records from a user-maintained table.

The user must 'GET' the record before it can be deleted.

A message of 'All Lines Deleted' will appear after the 'D' action; however, the record is not deleted until the user exits the table or clears the screen with an action of 'N'.

## V. THE DOCUMENT SUSPENSE FILE (SUSF)

### A. USE SUSF FOR:

- ◆ Accessing a specific batch or document without entering the transaction ID.
- ◆ Executing the same command against multiple documents and/or batches at once. For example, running multiple documents with a 'run' document command.
- ◆ Copying the data from an existing document to a new document ID.
- ◆ 'Free'ing a batch or document held by the system.
- ◆ The same commands performed in a document can be given to documents on SUSF.

### B. READING SUSF

- ◆ The Function field is used to give commands on documents.
- ◆ The Selection field (SEL) is used for selecting, retrieving, and copying documents.
- ◆ Batch Type, Batch Agency, and Batch Number are the fields in which batch numbers are/were assigned to a particular document.
- ◆ Document Type, Document Agency, and Document Number are the fields in which a document number is assigned according to the type of document, agency, and identification number.
- ◆ The STAT field determines the status of a document.

- ◆ To determine whether a document requires an approval, refer to the APPRV field. An 'A' anywhere in the approval field indicates that an approval is required.
- ◆ The Last Date field tells the user the last date an edit was performed on the transaction. The Last User field shows the first four digits of the last User ID that performed an edit on the transaction.

### SCANNING FOR DOCUMENTS

- ◆ SUSF allows the user to scan after specifying the ID of the batch or document wanted. A second method of document retrieval is to select from the list displayed on SUSF.
- ◆ To scan a document from the SUSF table, key 'S' in the action and move the cursor to the document ID that you want to scan and press 'ENTER'.

```

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

```

DOCUMENT SUSPENSE											
S E L	BATCH			DOCUMENT			STAT	APPRV	LAST DATE	LAST USER	PROCESS DATE (YYMMDD)
	TYPE	AGCY	NUMBER	TYPE	AGCY	NUMBER					
.	.	.	.	PVQ	AGC	XAGC0000001	ACCPT	00000	XX0806	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000002	ACCPT	00000	XX0809	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000003	ACCPT	00000	XX0806	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000004	ACCPT	00000	XX0807	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000005	ACCPT	00000	XX0809	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000006	ACCPT	00000	XX0808	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000007	ACCPT	00000	XX0808	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000008	ACCPT	00000	XX0808	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000009	ACCPT	00000	XX0806	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000010	ACCPT	00000	XX0806	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000011	ACCPT	00000	XX0806	AFNS	

- ◆ If the exact transaction ID is not known, a partial scan can be done. To do this, key 'S' in action and move the cursor to the selection line on the first line and enter a partial key, like the transaction code and agency. 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 -----
L TYPE AGCY NUMBER TYPE AGCY   NUMBER   STAT  APPRV  DATE    USER    (YYMMDD)
-----
                pvq  agc

```

When the partial key is entered, SUSF will automatically display the first transaction ID matching your key on the next row. To scan the document, key 'S' in the action and move the cursor to that document ID. 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 -----
L TYPE AGCY NUMBER TYPE AGCY   NUMBER   STAT  APPRV  DATE    USER    (YYMMDD)
-----
.      .      .      PVQ  AGC  XAGC0000001  ACCPT 00000  XX0806  AFNS
.      .      .      PVQ  AGC  XAGC0000002  ACCPT 00000  XX0809  AFNS
.      .      .      PVQ  AGC  XAGC0000003  ACCPT 00000  XX0806  AFNS
.      .      .      PVQ  AGC  XAGC0000004  ACCPT 00000  XX0807  AFNS
.      .      .      PVQ  AGC  XAGC0000005  ACCPT 00000  XX0809  AFNS
.      .      .      PVQ  AGC  XAGC0000006  ACCPT 00000  XX0808  AFNS
.      .      .      PVQ  AGC  XAGC0000007  ACCPT 00000  XX0808  AFNS
.      .      .      PVQ  AGC  XAGC0000008  ACCPT 00000  XX0808  AFNS
.      .      .      PVQ  AGC  XAGC0000009  ACCPT 00000  XX0806  AFNS
.      .      .      PVQ  AGC  XAGC0000010  ACCPT 00000  XX0806  AFNS
.      .      .      PVQ  AGC  XAGC0000011  ACCPT 00000  XX0806  AFNS

```

- ◆ If a full key is entered, SUSF will automatically display the transaction referred to in the selection line. To scan the document, key 'S' in the action and move the cursor to that document ID. Press 'ENTER'.

```

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

```

DOCUMENT SUSPENSE											
S E L	BATCH			DOCUMENT			STAT	APPRV	LAST DATE	LAST USER	PROCESS DATE (YYMMDD)
	TYPE	AGCY	NUMBER	TYPE	AGCY	NUMBER					
.	.	.	.	PVQ	AGC	XAGC0000001	ACCPT	0000	XX0806	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000002	ACCPT	0000	XX0809	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000003	ACCPT	0000	XX0806	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000004	ACCPT	0000	XX0807	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000005	ACCPT	0000	XX0809	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000006	ACCPT	0000	XX0808	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000007	ACCPT	0000	XX0808	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000008	ACCPT	0000	XX0808	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000009	ACCPT	0000	XX0806	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000010	ACCPT	0000	XX0806	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000011	ACCPT	0000	XX0806	AFNS	

### C. COPY A DOCUMENT

- ◆ Allows the user to begin data entry on a new document by copying data from an existing document on SUSF.
- ◆ A document can be copied from SUSF regardless of the status of the document (i.e. accepted, scheduled, rejected and held). A document has to be on the Suspense File before it can be copied.
- ◆ To copy an existing document from SUSF, key **S** in the action, key **'copy'** in the function field, and move cursor to the first line. Key in the document type, agency, and document ID number or the # sign for automatic numbering. Next, key an **X** in the selection line field of the document you want to copy and press **'ENTER'**. These actions will allow the user to copy the document that has been selected into a document with the newly specified ID.

```

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

```

DOCUMENT SUSPENSE											
S	BATCH			DOCUMENT					LAST	LAST	PROCESS
E	TYPE	AGCY	NUMBER	TYPE	AGCY	NUMBER	STAT	APPRV	DATE	USER	DATE
L											(YYMMDD)
				<b>pvq</b>	<b>agc</b>	<b>#</b>					
<b>x</b>	.	.	.	PVQ	AGC	XAGC0000001	ACCPT	00000	XX0806	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000002	ACCPT	00000	XX0809	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000003	ACCPT	00000	XX0806	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000004	ACCPT	00000	XX0807	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000005	ACCPT	00000	XX0809	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000006	ACCPT	00000	XX0808	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000007	ACCPT	00000	XX0808	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000008	ACCPT	00000	XX0808	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000009	ACCPT	00000	XX0806	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000010	ACCPT	00000	XX0806	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000011	ACCPT	00000	XX0806	AFNS	

## D. SCHEDULE A DOCUMENT FOR FUTURE PROCESSING

- ◆ To schedule a document to process on a future date, key **S** in the action, **'change'** in the function, and an **X** in the Selection field (SEL) of the document that is to be processed in the future. Next, key in the future processing date in the Process Date (YYMMDD) field and press **'ENTER'**.

```

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

```

DOCUMENT SUSPENSE											
S	BATCH		DOCUMENT						LAST	LAST	PROCESS
E	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	
L	TYPE	AGCY	NUMBER	TYPE	AGCY	NUMBER	STAT	APPRV	DATE	USER	(YYMMDD)
-	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
x	.	.	.	PVQ	AGC	XAGC0000001	SCHED	0000	XX0806	AFNS	XX1003
.	.	.	.	PVQ	AGC	XAGC0000002	ACCPT	0000	XX0809	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000003	ACCPT	0000	XX0806	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000004	ACCPT	0000	XX0807	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000005	ACCPT	0000	XX0809	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000006	ACCPT	0000	XX0808	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000007	ACCPT	0000	XX0808	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000008	ACCPT	0000	XX0808	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000009	ACCPT	0000	XX0806	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000010	ACCPT	0000	XX0806	AFNS	
.	.	.	.	PVQ	AGC	XAGC0000011	ACCPT	0000	XX0806	AFNS	

- ◆ Transactions will be held in suspense until the processing date is reached.
- ◆ Placing the document on hold will override the process date.
- ◆ To remove the future processing date, change the date to the current date.

## E. ALL DOCUMENT ACTIONS CAN BE PERFORMED IN SUSF

- ◆ Users can perform all document actions from SUSF.
- ◆ Commands such as approving a document (A+), placing a document on hold (H+), deleting a document (D), editing (ED) and running (R) a document so that it updates the Master Tables can be performed from SUSF.

F. THE FOLLOWING SUSF COMMANDS ARE VALID FOR AFNS:

SUSF COMMANDS	
SUSF Function Command	Description
[blank]	<p>When the <b>Function</b> field is blank, any of the following actions can be performed:</p> <ul style="list-style-type: none"> <li>• If all <b>Selection</b> (SEL) fields are also blank, and an Action of S (scan) is entered, the first record of the suspense file will be displayed. If an Action of R (refill) is entered, the suspense file display scrolls forward.</li> <li>• If the cursor is moved to the <b>Selection</b> field of a batch or document, and an Action of S (scan) is entered, the selected batch or document will be accessed.</li> <li>• If the selection line contains a partial key, the display changes based on the provided data.</li> </ul>
APPROVE (A+)	Applies approval authority to the selected batches and/or documents.
CHANGE	<u>SUSF Only</u> . Enter a new processing date into the <b>Process Date</b> field of selected batches and documents.
COPY	Allows the user to begin data entry on a new batch or document by copying data from an existing batch or document.
DELETE(D)	Marks selected batches or documents for deletion from the suspense file.
HOLD (H+)	Changes the status of all selected batches and/or documents to HELD.
NEW	Displays a blank data entry screen for a new batch header or document.
OVERRIDE (OV)	Applies your error override authority to all selected batches and documents (access to this command is limited).

<b>SUSF Function Command</b>	<b>Description</b>
RUN (R)	Submits the selected batch or document for foreground processing. If errors are detected, the first screen of the first transaction with errors is displayed.
SCAN	Displays the header for the selected batch or document and read-only access is granted.
SCHEDULE (S)	Changes the status of all selected batches or documents to SCHED.
UNAPPROVE (A-)	Removes the applied approvals from all selected batches and documents, based upon authority.
UNDELETE (UD)	Changes the status of all selected batches and documents that have been previously marked for deletion, and still remain on the suspense file, to HELD.

**SECTION THREE: WALK THROUGH EXAMPLES AND ON-LINE PRACTICE  
SESSION**

**I. EXAMPLE #1: ADDING DATA IN THE OBJECT TABLE**

Purpose: To add a new record to the Object Table (OBJ2)

Illustrates: Adding a new record  
Scanning table records  
Moving from one table to another

## 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:

d2xcics

Type in '**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)
```

Type in your RACF USER ID and password.

Press **'ENTER'**

## Getting to the table

```
f?tc objt
```

Type in `'f?tc'` (one space) `'objt'`

(where `'?'` is your agency's AFNS application)

Press `'ENTER'`

Entering the table ID after `'f?tc'` informs the system to go directly to the table specified.

## The Object Index Table (OBJT)

### OBJT Table Example:

```
ACTION: S SCREEN: OBJT USERID: AFNS

                O B J E C T   I N D E X

                                P/S 1099
FY OBJECT NAME                CLASS CAT TYPE GROUP IND TYPE FASB
== ===== - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
01-
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
```

The table is displayed without data and the ACTION defaulted to 'S'.

The system does not allow adds, changes or deletions from any index table.

Enter your AFNS **USER ID**.

The next page demonstrates one method of displaying the Object table.

## The Object Index Table (OBJT)

### OBJT Table Example:

```
ACTION: n SCREEN: obj2 USERID: AFNS

                O B J E C T   I N D E X

                                P/S 1099
FY OBJECT NAME                CLASS CAT TYPE GROUP IND TYPE FASB
== ===== - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
01-
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
```

Type an **'n'** (next) in the ACTION field and **'obj2'** in the SCREEN field to go to the Object Table.

Press **'ENTER'**

## Adding a Record to the Object Table (OBJ2)

### OBJ2 Table Example:

```
ACTION: a SCREEN: OBJ2 USERID: AFNS

                                O B J E C T

01-
  FISCAL YEAR= XX          OBJECT= 0100
    NAME: PERSONNEL COSTS          SHORT NAME: PERSONNEL CO
    CLASS:          CATEGORY:          TYPE:          GROUP:
      1099 TYPE OF RETURN:          1099 TYPE OF INCOME:
        EL:          PS IND: Y          OPER/NON-OPER IND: O
                                          FASB CLASS:

02-
  FISCAL YEAR=          OBJECT=
    NAME:          SHORT NAME:
    CLASS:          CATEGORY:          TYPE:          GROUP:
      1099 TYPE OF RETURN:          1099 TYPE OF INCOME:
        EL:          PS IND:          OPER/NON-OPER IND:
                                          FASB CLASS:
```

Type in your agency's data on the OBJ2 table.

Type an ACTION of 'a' (Add) to add the new record to the table.

Replace 'xx' in the FY field with the current fiscal year.

Key in OBJECT, NAME and SHORT NAME.

Press 'ENTER'

**New Record Added**

**OBJ2 Table Example:**

```
ACTION: a SCREEN: OBJ2 USERID: AFNS

                                O B J E C T

01-
  FISCAL YEAR= XX          OBJECT= 0100
    NAME: PERSONNEL COSTS          SHORT NAME: PERSONNEL CO
    CLASS:          CATEGORY:          TYPE:          GROUP:
      1099 TYPE OF RETURN:          1099 TYPE OF INCOME:
        EL:          PS IND: Y          OPER/NON-OPER IND: O
                                          FASB CLASS:

02-
  FISCAL YEAR=          OBJECT=
    NAME:          SHORT NAME:
    CLASS:          CATEGORY:          TYPE:          GROUP:
      1099 TYPE OF RETURN:          1099 TYPE OF INCOME:
        EL:          PS IND:          OPER/NON-OPER IND:
                                          FASB CLASS:

01-*L030 ALL LINES ADDED
```

Note the message at the bottom indicating a successful add.

Enter an 's' ACTION to scan the table. \*

**Press 'ENTER'**

\* The first record shown is the record that was just added since its key fields were left on the screen. The system will display the next record with a key field that is greater.

## Scanning the Table

### OBJ2 Table Example:

```
ACTION: L SCREEN: OBJ2 USERID: AFNS

                                O B J E C T

01-
  FISCAL YEAR= XX          OBJECT= 0100
    NAME: PERSONNEL COSTS                SHORT NAME: PERSONNEL CO
    CLASS:          CATEGORY:          TYPE:          GROUP:
      1099 TYPE OF RETURN:          1099 TYPE OF INCOME:
        EL:          PS IND: Y          OPER/NON-OPER IND: O
                                          FASB CLASS:

02-
  FISCAL YEAR=          OBJECT=
    NAME:                SHORT NAME:
    CLASS:          CATEGORY:          TYPE:          GROUP:
      1099 TYPE OF RETURN:          1099 TYPE OF INCOME:
        EL:          PS IND:          OPER/NON-OPER IND:
                                          FASB CLASS:

01-*L030 ALL LINES ADDED
```

Note the order of the records shown.

To display more than two records, leaf to the Object Index table (OBJT).

Enter 'L' in the action field.

Press 'ENTER'

## Scanning the Table

### OBJT Table Example:

```
ACTION: r SCREEN: OBJT USERID: AFNS

                O B J E C T   I N D E X

                P/S 1099
FY OBJECT NAME          CLASS CAT TYPE GROUP IND TYPE FASB
== =====
01- XX 0100  PERSONNEL COSTS                                Y
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
02-*L008 END OF FILE
```

Fourteen records can be displayed on this screen.

**EXAMPLE #2: CHANGING DATA IN THE FUND TABLE**

Purpose: To change a table entry in the Fund Table

Illustrates: Performing a Get action  
Changing an existing record

## Getting into the Fund Table

### OBJT Table Example:

```
ACTION: n SCREEN: fun2 USERID: AFNS

                O B J E C T   I N D E X

                P/S 1099
                IND TYPE FASB
FY OBJECT NAME          CLASS CAT TYPE GROUP -----
== =====
01- XX 0100   PERSONNEL COSTS                      Y
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
02- *L008 END OF FILE
```

Type an 'n' in the action and type 'fun2' in the screen field.

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 FUN2 table.

**Fund Table (FUN2)**

**FUN2 Table Example:**

```
ACTION: S SCREEN: FUN2 USERID: AFNS

                                F U N D

FISCAL YEAR=                    FUND=

    NAME:                        SHORT NAME:
    CLASS:                       CATEGORY:   TYPE:        GROUP:
    STATE/BOND:                   BANK ACCT CODE:

----- CONTROL OPTIONS -----
EXPENSE BUDGET:                  REVENUE BUDGET:                  APPROPRIATION:
BS ACCT BALANCE:                 ALLOTMENT:                       ALLOTMENT FREQUENCY:
    FUND BALANCE:                 CASH EDIT IND:                   CASH EDIT POOL FUND:
    SWEEP IND:                    MEMO DEPRECIATION:               NEGATIVE EQUITY IND:

SUMB OPTIONS -->  ORG:  APPR:  ACTV:  FUNC:  CLASS:  CATEGORY:  TYPE:
SUMR OPTIONS -->  ORG:                ACTV:                CLASS:  CATEGORY:  TYPE:

----- ORDER TO PAYMENT TOLERANCE -----
    AMOUNT:                                IND:                                %:
```

The FUND table is displayed without data.

The majority of the tables have the action default set to 'S' (scan) when the tables are accessed.

## Getting Record

### FUN2 Table Example:

```
ACTION: g SCREEN: FUN2 USERID: AFNS

                                F U N D

FISCAL YEAR= xx                FUND= 1234

    NAME:                        SHORT NAME:
    CLASS:                       CATEGORY:   TYPE:       GROUP:
    STATE/BOND:                   BANK ACCT CODE:

----- CONTROL OPTIONS -----
EXPENSE BUDGET:                 REVENUE BUDGET:                 APPROPRIATION:
BS ACCT BALANCE:               ALLOTMENT:                       ALLOTMENT FREQUENCY:
    FUND BALANCE:              CASH EDIT IND:                   CASH EDIT POOL FUND:
        SWEEP IND:             MEMO DEPRECIATION:               NEGATIVE EQUITY IND:

SUMB OPTIONS -->  ORG:  APPR:  ACTV:  FUNC:  CLASS:  CATEGORY:  TYPE:
SUMR OPTIONS -->  ORG:                ACTV:                CLASS:  CATEGORY:  TYPE:

----- ORDER TO PAYMENT TOLERANCE -----
    AMOUNT:                                IND:                                %:
```

Note that this table only displays one record per screen.

In order to change an entry, it is recommended to **Get ('g')** the record. The system requires all key fields to be entered when retrieving a record with the action of 'g'.

Enter an ACTION of 'g'.

Fiscal Year field has 'xx'; always enter the current fiscal year.

Press '**ENTER**'

Entry Returned from Get

FUN2 Table Example:

```
ACTION: R SCREEN: FUN2 USERID: AFNS

                                F U N D

FISCAL YEAR= XX                FUND= 1234

    NAME: ADMINISTRATION                SHORT NAME: ADMIN
    CLASS:                            CATEGORY:                TYPE: R                GROUP:
    STATE/BOND:                        BANK ACCT CODE: 01

----- CONTROL OPTIONS -----
EXPENSE BUDGET: C                REVENUE BUDGET: N                APPROPRIATION: C
BS ACCT BALANCE: Y                ALLOTMENT: Q                ALLOTMENT FREQUENCY: Q
    FUND BALANCE: N                CASH EDIT IND: N                CASH EDIT POOL FUND: N
    SWEEP IND: N                MEMO DEPRECIATION: Y                NEGATIVE EQUITY IND: N

SUMB OPTIONS -->  ORG: N APPR:    ACTV: N FUNC: N CLASS: N CATEGORY: N TYPE: N
SUMR OPTIONS -->  ORG: N                ACTV: N                CLASS: N CATEGORY: N TYPE: N

----- ORDER TO PAYMENT TOLERANCE -----
    AMOUNT:                0.00                IND:                %: 00
```

Note the system displays data in all result fields.

## Change a Record

### FUN2 Table Example:

```
ACTION: c SCREEN: FUN2 USERID: AFNS

                                F U N D

FISCAL YEAR= xx                FUND= 1234

    NAME: ACCOUNTING ADMINISTRATION      SHORT NAME: ACCT ADMIN
    CLASS:                                CATEGORY:          TYPE: R          GROUP:
    STATE/BOND:                            BANK ACCT CODE: 01

----- CONTROL OPTIONS -----
EXPENSE BUDGET: P          REVENUE BUDGET: N          APPROPRIATION: N
BS ACCT BALANCE: Y          ALLOTMENT: Q          ALLOTMENT FREQUENCY: Q
    FUND BALANCE: N          CASH EDIT IND: N          CASH EDIT POOL FUND: N
        SWEEP IND: N          MEMO DEPRECIATION: Y          NEGATIVE EQUITY IND: N

SUMB OPTIONS -->  ORG:  APPR:  ACTV:  FUNC:  CLASS:  CATEGORY:  TYPE:
SUMR OPTIONS -->  ORG:           ACTV:           CLASS:  CATEGORY:  TYPE:

----- ORDER TO PAYMENT TOLERANCE -----
        AMOUNT:                IND:                %:
```

Enter an ACTION of 'c' to change the record.

Enter 'accounting administration' in the NAME field.

Enter 'acct admin' in the SHORT NAME field.

Press 'ENTER'

**Important Information:** Controls on the AFNS FUN2 table can be lowered at any time during the current BFY. However, controls on the AFNS FUN2 table **cannot** be tightened until the beginning of the next BFY. For assistance with changing the AFNS FUN2 controls, please contact the AFNS Hotline.

**Record Changed**

**FUN2 Table Example:**

```
ACTION: R SCREEN: FUN2 USERID: AFNS

                                F U N D

FISCAL YEAR= XX                FUND= 1234

      NAME: ACCOUNTING ADMINISTRATION      SHORT NAME: ACCT ADMIN
      CLASS:                                CATEGORY:      TYPE: R      GROUP:
STATE/BOND:                                BANK ACCT CODE: 01

----- CONTROL OPTIONS -----
EXPENSE BUDGET: P      REVENUE BUDGET: N      APPROPRIATION: N
BS ACCT BALANCE: Y      ALLOTMENT: P      ALLOTMENT FREQUENCY: Q
FUND BALANCE: N      CASH EDIT IND: N      CASH EDIT POOL FUND: N
SWEEP IND: N      MEMO DEPRECIATION: Y      NEGATIVE EQUITY IND: N

SUMB OPTIONS --> ORG:  APPR:  ACTV:  FUNC:  CLASS:  CATEGORY:  TYPE:
SUMR OPTIONS --> ORG:  ACTV:  CLASS:  CATEGORY:  TYPE:

----- ORDER TO PAYMENT TOLERANCE -----
      AMOUNT:                                IND:                                %:
```

01-\*L031 ALL LINES CHANGED

Note the informative message at the bottom indicating a successful change.



**III. EXAMPLE #3: MOVING BETWEEN TABLES AND INTO DOCUMENTS**

Purpose: To show how to move between tables and documents

Illustrates: Leafing from a table to a document  
Moving from a document to a table

## Getting to the vendor table

### FUN2 Table Example:

```
ACTION: n SCREEN: ven2 USERID: AFNS

                                F U N D

FISCAL YEAR= XX                FUND= 1234

      NAME: ACCOUNTING ADMINISTRATION          SHORT NAME: ACCT ADMIN
      CLASS:                                CATEGORY:          TYPE: R          GROUP:
STATE/BOND:                                BANK ACCT CODE: 01

----- CONTROL OPTIONS -----
EXPENSE BUDGET: P          REVENUE BUDGET: N          APPROPRIATION: N
BS ACCT BALANCE: Y          ALLOTMENT: P          ALLOTMENT FREQUENCY: Q
FUND BALANCE: N          CASH EDIT IND: N          CASH EDIT POOL FUND: N
SWEEP IND: N          MEMO DEPRECIATION: Y          NEGATIVE EQUITY IND: N

SUMB OPTIONS --> ORG:  APPR:  ACTV:  FUNC:  CLASS:  CATEGORY:  TYPE:
SUMR OPTIONS --> ORG:          ACTV:          CLASS:  CATEGORY:  TYPE:

----- ORDER TO PAYMENT TOLERANCE -----
      AMOUNT:                                IND:                                %:

01-*L031 ALL LINES CHANGED
```

Type 'n' in the action and 'ven2' in the screen field.

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 VEN2 table.

## The Vendor Table

### VEN2 Table Example:

```
ACTION: S SCREEN: VEN2 USERID: AFNS

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

VENDOR= AGCY01000 00          1099 IND:          LAST UPDATE:
VENDOR TYPE:                MISC VENDOR IND:      LAST ACTION DATE:

----- VENDOR ADDRESS -----      ----- ALTERNATE ADDRESS -----
NAME:                            :
ADDRESS:                          :
:                                  :
CITY:                             STATE:          :
ZIP:                               :

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

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

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

The Vendor table is displayed without data.

The ACTION defaulted to 'S', therefore, the user does not enter anything in the action field.

Enter 'AGCY01000 00' in the VENDOR field.

Press 'ENTER'

## Leafing to a Document

### VEN2 Table Example:

```
ACTION: L SCREEN: pv  USERID: AFNS

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

VENDOR= AGCY01000 00          1099 IND: N          LAST UPDATE: KATH 11 04 XX
VENDOR TYPE: NP              MISC VENDOR IND: N      LAST ACTION DATE: 01 27 XX
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:              0.00  PRIOR CALENDAR YEAR AMT:          0.00
FISCAL YTD AMT:                0.00  PRIOR FISCAL YEAR AMT:          0.00
```

The vendor data is displayed.

To move from a table to a document:

Enter **'L'** in the ACTION field.

Enter **'pv'** (Payment Voucher) followed by two spaces in the SCREEN field.

Press **'ENTER'**

## The PV Input Screen

### PV Example:

FUNCTION: <b>NEW</b>	DOCID: <b>PV</b>	
STATUS:	BATID:	ORG:
H-	PAYMENT VOUCHER INPUT FORM	
PV DATE:	ACCTG PRD:	BUDGET FY:
ACTION:	PV TYPE:	SCH PAY DATE:
OFF LIAB ACCT:	FA IND:	DOCUMENT TOTAL:
EFT IND:	APPLICATION TYPE:	USE TAX AMT:
		CALC DOC TOTAL:
VENDOR CODE:	CHECK CATEGORY:	SINGLE CHECK FLAG:
VENDOR NAME:		TAX CODE:
ADDR1:		
ADDR2:		
ADDR3:		
FREIGHT IND:	FREIGHT TOT:	FREIGHT I/D:
TOTAL AMT:	TOT AMT I/D:	CALC TOT AMT:
TOTAL QTY:	TOT QTY I/D:	CALC TOT QTY:
SELLER: FUND:	AGCY:	ORG: SUB-ORG:
APPR UNIT:	ACTV: FUNC:	REV SRC: SUB-REV:
JOB NO:	RCAT:	OBJECT: SUB-OBJ:
OFF REC ACCT:	BS ACCT:	
A--*HD37-TYPE BATID/DOCID & PRESS ENTER		

This is the PV input form that can be used to enter payment voucher transactions.

This feature can be performed on any table and any document (i.e. CR, JV, AA or EB).

To Return to VEN2

PV Example:

FUNCTION: e	DOCID: PV			
STATUS:	BATID:	ORG:		
H-	PAYMENT VOUCHER INPUT FORM			
PV DATE:	ACCTG PRD:	BUDGET FY:		
ACTION:	PV TYPE:	SCH PAY DATE:		
OFF LIAB ACCT:	FA IND:	DOCUMENT TOTAL:		
EFT IND:	APPLICATION TYPE:	USE TAX AMT:		
		CALC DOC TOTAL:		
VENDOR CODE:	CHECK CATEGORY:	SINGLE CHECK FLAG:		
VENDOR NAME:		TAX CODE:		
ADDR1:				
ADDR2:				
ADDR3:				
FREIGHT IND:	FREIGHT TOT:	FREIGHT I/D:		
TOTAL AMT:	TOT AMT I/D:	CALC TOT AMT:		
TOTAL QTY:	TOT QTY I/D:	CALC TOT QTY:		
SELLER: FUND:	AGCY:	ORG:	SUB-ORG:	
APPR UNIT:	ACTV:	FUNC:	REV SRC:	SUB-REV:
JOB NO:	RCAT:	OBJECT:	SUB-OBJ:	
OFF REC ACCT:	BS ACCT:			
A--*HD37-TYPE BATID/DOCID & PRESS ENTER				

To return to the VEN2 table, key an 'e' in the FUNCTION field - delete any remaining characters after keying the 'e'.

Press 'ENTER'

Returning to the VEN2 Table

VEN2 Table Example:

```
ACTION: R 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 XX
VENDOR TYPE: NP              MISC VENDOR IND: N      LAST ACTION DATE: 01 27 XX
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:                0.00  PRIOR CALENDAR YEAR AMT:                0.00
FISCAL YTD AMT:                  0.00  PRIOR FISCAL YEAR AMT:                0.00
```

Notice how the function of 'e' takes you back to the same record on the VEN2 table.

**IV. EXAMPLE #4: SCANNING THE OPEN PAYMENT VOUCHER HEADER AND  
LINE TABLES**

Purpose: To show how to leaf between related tables

Illustrates: Getting to the Open Payment Voucher Header  
Table

Leafing between the OPVH and OPVL tables

## Getting into the Open Payment Voucher Header Table

### VEN2 Table Example:

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

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

VENDOR= AGCY01000 00          1099 IND: N          LAST UPDATE: KATH 11 04 XX
VENDOR TYPE: NP              MISC VENDOR IND: N      LAST ACTION DATE: 01 27 XX
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:                0.00  PRIOR CALENDAR YEAR AMT:                0.00
FISCAL YTD AMT:                  0.00  PRIOR FISCAL YEAR AMT:                  0.00
```

Type 'n' in the action and 'opvd' in the screen field.

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 OPVD table.

The Open PV by Document Header Inquiry Table (OPVD)

OPVD Table Example:

```
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- XAGC0000001
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
15-
```

To scan for your agency's voucher, enter your agency's Voucher Number.

Example: **XAGC0000001**

Press **'ENTER'**

Leafing from OPVD to 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- XAGC0000001	AGCY0100000
02- XAGC0000002	AGCY0100000
03- XAGC0000003	AGCY0100000
04- XAGC0000004	AGCY0100000
05- XAGC0000005	AGCY0100000
06- XAGC0000006	AGCY0100000
07- XAGC0000007	AGCY0100000
08- XAGC0000008	AGCY0100000
09- XAGC0000009	AGCY0100000
10- XAGC0000010	AGCY0100000
11- XAGC0000011	AGCY0100000
12- XAGC0000012	AGCY0100000
13- XAGC0000013	AGCY0100000
14- XAGC0000014	AGCY0100000
15- XAGC0000015	AGCY0100000

The voucher vendor number is displayed.

Enter 'L' in the action field to display the header information.

Press 'ENTER'

Leafing from OPVH to 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= AGCY0100000          VOUCHER NUMBER= XAGC0000001

      NAME: DEPT OF FINANCE
      ADDRESS: P O BOX 300658
      :
      CITY: MONTGOMERY          STATE: AL      ZIP: 36130-0658

      VOUCHER DATE: 01 16 XX      VOUCHER TYPE: 1          EFT IND/TYPE: N /
      SCHED PYMT DATE: 01 16 XX      BUDGET FY: XX          HOLD PYMT IND:
      OFFSET LIAB ACCT: 2005          ACCTG PRD: 04 XX      FREIGHT IND:
      CHECK CATEGORY:                LATEST BATCH NUM:      SINGLE CHECK IND: N

      VOUCHER AMOUNT:          50,000.00      TOTAL QUANTITY:          0.000
      DISCOUNT AMOUNT:          0.00          FREIGHT AMOUNT:          0.00
      WITHHELD AMOUNT:          0.00          TAX CODE:
      CLOSED AMOUNT:          50,000.00      USE TAX AMOUNT:          0.00
      OUTSTANDING AMOUNT:          0.00          CLOSED DATE: 01 22 XX
```

The voucher header information is displayed.

Enter 'L' in the action field to display the line information.

Press **'ENTER'**

## The Open Payment Voucher Line 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= AGCY0100000 VOUCHER NO= XAGC0000001			
VENDOR INVOICE= ABC0001		LINE NO: 01	
DESCRIPTION:			
FUND: 1234	AGENCY: 123	ORG/SUB-ORG: 1234	APPR UNIT: 123
ACTIVITY:	FUNCTION:	OBJ/SUB-OBJ: 1000 04	REV SRC:
SUB-REV:	BS ACCOUNT:	REPT-CATEGORY:	JOB NO:
PROJECT:	FED AID NUMBER:		
QUANTITY:	0.000	VOUCHER LINE AMOUNT:	10,000.00
DISCOUNT TYPE:		DISCOUNT AMOUNT:	0.00
P/F IND:		WITHHELD LINE AMOUNT:	0.00
		DISBURSED AMOUNT:	10,000.00
		CLOSED AMOUNT:	10,000.00
LAST CHECK/MW NO: MW00028456	DATE: 01 22 XX	NO OF CHECKS WRITTEN: 1	
REFERENCE TRANS ID:	LINE:	COMM LINE:	DATE:
REFERENCE VI ID: VI ABC0001		COMM LINE:	DATE:

The leaf action allows the system to move between related tables.

The system will display the first record of the payment voucher, which will not always be line 01. Due to the INVOICE NUMBER being displayed before the LINE number, the system sorts by invoice number first.

## The OPVL Master Table

### 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= AGCY0100000 VOUCHER NO= XAGCY0000001
VENDOR INVOICE= ABC0001      LINE NO: 01
      DESCRIPTION:

      FUND: 1234      AGENCY: 123      ORG/SUB-ORG: 1234      APPR UNIT: 123
ACTIVITY:      FUNCTION:      OBJ/SUB-OBJ: 1000 04      REV SRC:
SUB-REV:      BS ACCOUNT:      REPT-CATEGORY:      JOB NO:
PROJECT:      FED AID NUMBER:

      QUANTITY:      0.000      VOUCHER LINE AMOUNT:      10,000.00
DISCOUNT TYPE:      DISCOUNT AMOUNT:      0.00
      P/F IND:      WITHHELD LINE AMOUNT:      0.00
      DISBURSED AMOUNT:      10,000.00
      CLOSED AMOUNT:      10,000.00

      LAST CHECK/MW NO: MW00028456      DATE: 01 22 XX      NO OF CHECKS WRITTEN: 1
REFERENCE TRANS ID:      LINE:      COMM LINE:      DATE:
      REFERENCE VI ID: VI ABC0001      COMM LINE:      DATE:
```

The action will default to 'R' (refill), allowing the user to display additional lines.

Press **'ENTER'**

## The OPVL Master Table

### OPVL Table Example:

```
ACTION: L 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= AGCY010000 VOUCHER NO= XAGC0000001
VENDOR INVOICE= ABC0001          LINE NO: 02
      DESCRIPTION:

      FUND: 1234          AGENCY: 123          ORG/SUB-ORG: 5678          APPR UNIT: 123
ACTIVITY:                FUNCTION:          OBJ/SUB-OBJ: 0500 98          REV SRC:
SUB-REV:                BS ACCOUNT:          REPT-CATEGORY:          JOB NO:
PROJECT:                FED AID NUMBER:

      QUANTITY:          0.000          VOUCHER LINE AMOUNT:          40,000.00
DISCOUNT TYPE:                DISCOUNT AMOUNT:          0.00
      P/F IND:                WITHHELD LINE AMOUNT:          0.00
                                DISBURSED AMOUNT:          40,000.00
                                CLOSED AMOUNT:          40,000.00

      LAST CHECK/MW NO: MW00028456          DATE: 01 22 XX          NO OF CHECKS WRITTEN: 1
REFERENCE TRANS ID:                LINE:          COMM LINE:          DATE:
      REFERENCE VI ID: VI ABC0001          COMM LINE:          DATE:
```

Actions that allow the user to move around in AFNS:

- 1) Use a '**<**' action to go back to the previous line
- 2) Use an '**L**' action to go back to the OPVH table.
- 3) Use an '**n**' action and go to another table.

Make sure you have the above screen display before continuing.

Enter '**L**' in action.

Press '**ENTER**'

## The OPVH Table

### 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= AGCY0100000		VOUCHER NUMBER= XAGC0000001
NAME: DEPT OF FINANCE		
ADDRESS: P O BOX 300658		
:		
CITY: MONTGOMERY		STATE: AL ZIP: 36130-0658
VOUCHER DATE: 01 16 XX	VOUCHER TYPE: 1	EFT IND/TYPE: N /
SCHED PYMT DATE: 01 16 XX	BUDGET FY: XX	HOLD PYMT IND:
OFFSET LIAB ACCT: 2005	ACCTG PRD: 04 XX	FREIGHT IND:
CHECK CATEGORY:	LATEST BATCH NUM:	SINGLE CHECK IND: N
VOUCHER AMOUNT:	50,000.00	TOTAL QUANTITY: 0.000
DISCOUNT AMOUNT:	0.00	FREIGHT AMOUNT: 0.00
WITHHELD AMOUNT:	0.00	TAX CODE:
CLOSED AMOUNT:	50,000.00	USE TAX AMOUNT: 0.00
OUTSTANDING AMOUNT:	0.00	CLOSED DATE: 01 22 XX

The 'Leaf' action takes you back to the Open Payment Voucher Header Table (OPVH).

**V. EXAMPLE #5: DEMONSTRATE HELP BY LOOKING AT FIELD DEFINITIONS FOR EXP2**

Purpose: To show how to use the Help Screen

Illustrates: Getting to EXP2  
Scanning EXP2 Table  
Accessing the Help Screen for EXP2  
Logging off of AFNS

Getting to EXP2

**OPVH Table Example:**

```
ACTION: n SCREEN: exp2 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= AGCY0100000          VOUCHER NUMBER= XAGC0000001

      NAME: DEPT OF FINANCE
      ADDRESS: P O BOX 300658
      :
      CITY: MONTGOMERY          STATE: AL      ZIP: 36130-0658

      VOUCHER DATE: 01 16 XX      VOUCHER TYPE: 1          EFT IND/TYPE: N /
      SCHED PYMT DATE: 01 16 XX      BUDGET FY: XX          HOLD PYMT IND:
      OFFSET LIAB ACCT: 2005          ACCTG PRD: 04 XX      FREIGHT IND:
      CHECK CATEGORY:                LATEST BATCH NUM:      SINGLE CHECK IND: N

      VOUCHER AMOUNT:      50,000.00      TOTAL QUANTITY:      0.000
      DISCOUNT AMOUNT:      0.00          FREIGHT AMOUNT:      0.00
      WITHHELD AMOUNT:      0.00          TAX CODE:
      CLOSED AMOUNT:      50,000.00      USE TAX AMOUNT:      0.00
      OUTSTANDING AMOUNT:      0.00          CLOSED DATE: 01 22 XX
```

Type 'n' in the ACTION and 'exp2' in the SCREEN field.

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 EXP2 table.

## Expense Budget Table (EXP2)

### EXP2 Table Example:

```
ACTION: S 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=                FUND=                AGENCY=
ORGANIZATION=                ACTIVITY=                FUNCTION=
      OBJECT=
      DESCRIPTION:
SUB-OBJECT OPTION:          BUDGETED POSITIONS:          REV SOURCE REF 1:
      STATUS IND:          SPENDING CONTROL IND:          REV SOURCE REF 2:
APPROPRIATION UNIT:          REV SOURCE REF 3:
      SERIES NUM:

                                CURRENT AMOUNTS      BEGIN DAY AMOUNTS
                                -----              -----
      APPROVED BUDGET:
CURRENT MODIFIED BUDGET:
      PRE-ENCUMBERED:
      ENCUMBERED:
      EXPENDED:

      UNOBLIGATED:
      UNCOMMITTED:
```

A blank screen of the EXP2 table appears.

The system defaults to an Action of 'S' when the user uses the next action.

## Accessing the Help Screen on the EXP2 Table

### EXP2 Table Example:

```
ACTION: h 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=                FUND=                AGENCY=
ORGANIZATION=                   ACTIVITY=            FUNCTION=
      OBJECT=
      DESCRIPTION:
SUB-OBJECT OPTION:              BUDGETED POSITIONS:          REV SOURCE REF 1:
      STATUS IND:                SPENDING CONTROL IND:        REV SOURCE REF 2:
APPROPRIATION UNIT:            REV SOURCE REF 3:
      SERIES NUM:

                                CURRENT AMOUNTS      BEGIN DAY AMOUNTS
                                -----              -----
      APPROVED BUDGET:
CURRENT MODIFIED BUDGET:
      PRE-ENCUMBERED:
      ENCUMBERED:
      EXPENDED:

      UNOBLIGATED:
      UNCOMMITTED:
```

The Help screens are available to provide brief explanations of all the fields for a particular table.

To access the Help Screen, type an 'h' in the ACTION field and press 'ENTER'

## Looking at the Help Screen for the EXP2 Table

### Help Table Example:

```
ACTION: R SCREEN: HELP USERID: AFNS

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

                                     HELP

CATEGORY: SCREENS          TOPIC: EXP2

00000005  Expense Budget Inquiry (EXP2)
00000010
00000015  Expense Budget Inquiry (EXP2), for Standard Budgeting users only,
00000020  displays the expense budget entries. Each line contains a
00000025  different fund/agency/organization/activity/object combination.
00000030  Each line includes account distribution data, budgeted amounts,
00000035  and preencumbered and obligated amounts (obligated amount equals
00000040  encumbered amount plus expended amount).
00000045  Lines are added to this window when new Expense Budget (EB)
00000050  documents are accepted by the financial system. Lines are also
00000055  added when expenditure accounting transactions are processed for
00000060  funds whose Expense Budget Control Option is None [N] on Fund
00000065  (FUN2). When the option is None [N], Expense Budget (EB)
00000070  documents are not accepted. However, the system maintains the
00000075  window as a result of accounting transactions, so that
```

The system defaults to an action of **'r'** when the help screen is displayed. The **'r'** refills the screen.

The **TOPIC** gives the name of the table that is being explained.

The EXP2 table has an unobligated and uncommitted field that may be hard to differentiate. Continue scrolling down by pressing **'ENTER'** until the unobligated and uncommitted fields are displayed.

**HELP Table Example:**

```
ACTION: s SCREEN: HELP USERID: AFNS

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

                                         HELP

CATEGORY: SCREENS          TOPIC: EXP2

0000530  Encumbered (Begin Day):  The beginning day total of all
0000535  outstanding obligations submitted against this budget line is
0000540  displayed.
0000545
0000550  Expended:  The total amount spent against this budget line for
0000555  this budget fiscal year is displayed.
0000560
0000565  Expended (Begin Day):  The beginning day total amount spent
0000570  against this budget line for this budget fiscal year is
0000575  displayed.
0000580
0000585  Unobligated:  The unobligated amount is displayed. This is
0000590  computed as:
0000595
0000600
```

Unobligated and Uncommitted fields will be displayed on different screens. The system will allow the user to scan by line number so the two fields will be displayed on the same screen.

ACTION 's'

Type '00000585' over line number '00000530'. The leading zeros must be entered. This will move line '585' to the top.

Press 'ENTER'

## Looking at the Help Screen for the EXP2 Table

### HELP Table Example:

```
ACTION: R SCREEN: HELP USERID: AFNS

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

                                         HELP

CATEGORY: SCREENS          TOPIC: EXP2

00000585  Unobligated: The unobligated amount is displayed. This is
00000590  computed as:
00000595
00000600
00000605  Current Modified Budget Amount - (Encumbered Amount + Expended
00000610  Amount)
00000615
00000620  Uncommitted: The uncommitted amount is displayed. This is
00000625  computed as:
00000630
00000635  Current Modified Amount - Pre-Encumbered Amount - Encumbered
00000640  Amount - Expended Amount
00000645
00000650
00000655
```

Now **Unobligated** and **Uncommitted** field description information is displayed on the help screen at the same time.

## Looking at the Help Screen for the EXP2 Table

### HELP Table Example:

```
ACTION: b SCREEN: HELP USERID: AFNS

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

                                         HELP

CATEGORY: SCREENS          TOPIC: EXP2

00000585  Unobligated: The unobligated amount is displayed. This is
00000590  computed as:
00000595
00000600
00000605  Current Modified Budget Amount - (Encumbered Amount + Expended
00000610  Amount)
00000615
00000620  Uncommitted: The uncommitted amount is displayed. This is
00000625  computed as:
00000630
00000635  Current Modified Amount - Pre-Encumbered Amount - Encumbered
00000640  Amount - Expended Amount
00000645
00000650
00000655
```

Enter 'b' (back) in the action field and press '**ENTER**' to return to EXP2.

Returning to EXP2

EXP2 Table Example:

```
ACTION: e 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=          ACTIVITY=           FUNCTION=
      OBJECT= 0900
      DESCRIPTION:
      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:          0.00
      CURRENT MODIFIED BUDGET:  0.00                0.00
      PRE-ENCUMBERED:           0.00                0.00
      ENCUMBERED:                0.00                0.00
      EXPENDED:                   8,000.00            0.00

      UNOBLIGATED:              -8,000.00
      UNCOMMITTED:              -8,000.00
```

Returning from the Help screens, the system displays the first record in EXP2 table.

The beginning process of logging off AFNS:

Type 'e' in the ACTION field to exit.

Press 'ENTER'

---

## Blank Screen



off

Type `'off'`

Press `'ENTER'`

## 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:

Logging off of AFNS has successfully been completed.

Follow your agency's procedures to sign off the department's network.