COPYING A DOCUMENT ON THE AFNS SUSF SCREEN

1) Scan for the document to be copied.

Example**:**

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

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

S      BATCH             DOCUMENT                                      PROCESS
E ---------------- ----------------------                LAST    LAST     DATE
L TYPE AGCY NUMBER TYPE AGCY    NUMBER    STAT  APPRV  DATE    USER   (YYMMDD)
- ---- ---- ------ ---- ---- ------------ ----- ----- ------ -------- --------
                   PVQ  AGC  XAGC0000148
```

2) Press enter so that the document is listed.

Example:

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

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

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

  .    .    .      PVQ  AGC  XAGC0000148  ACCPT 00000 XX0523 AFNS
  .    .    .      PVQ  AGC  XAGC0001228  REJCT 00000 XX0321 AFNS
  .    .    .      PVQ  AGC  XAGC0001493  REJCT 00000 XX0528 AFNS
  .    .    .      PVQ  AGC  XAGC0001687  ACCPT 00000 XX0523 AFNS
```

3) **Type 'Copy' in FUNCTION field.**
4) **On the blank line, under the DOCUMENT fields, key the transaction TYPE, AGCY, and NUMBER – if automatic numbering is used key # in the NUMBER field.**
    - If needing to create a modification the document number will need to be manually keyed to match the original document number
    - If needing to create a new transaction, the document number can be manually keyed or the # sign can be utilized
5) **Key an 'X' in S E L column beside the document being copied.**

Example:

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

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

S      BATCH             DOCUMENT                                        PROCESS
E ---------------- ----------------------                LAST    LAST     DATE
L TYPE AGCY NUMBER TYPE AGCY    NUMBER    STAT  APPRV  DATE    USER   (YYMMDD)
- ---- ---- ------ ---- ---- ------------ ----- ----- ------ -------- --------
                    PVQ  AGC  #
X .    .    .      PVQ  AGC  XAGC0000148  ACCPT 00000 XX0523 AFNS
  .    .    .      PVQ  AGC  XAGC0001228  REJCT 00000 XX0321 AFNS
  .    .    .      PVQ  AGC  XAGC0001493  REJCT 00000 XX0528 AFNS
  .    .    .      PVQ  AGC  XAGC0001687  ACCPT 00000 XX0523 AFNS
```

6) **Press enter.**

7) **The new document will be displayed and any information that needs to be changed (coding, dollar amounts, etc) can be done at this time.**

Example of modified document:

```
FUNCTION:                 DOCID: PVQ  999  XAGC0000148
  STATUS: SCHED           BATID:                ORG:          001-001 OF 001
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: M
    VENDOR CODE: 237412402 03                     SCH PAY DATE:
           NAME: THE BRIDGE INC                  OFF LIAB ACCT:
        ADDRESS: 3232 LAY SPRINGS RD            DOCUMENT TOTAL:     132,350.00
                                                CALC DOC TOTAL:     132,350.00
                 GADSDEN            AL 35904             FA IND:
    EFT IND: N APPLICATION TYPE:    SINGLE CHECK FLAG: Y  CHECK CATEGORY: G3
    LN                        COM
    NO REF CD/NUMBER/LN       LN  VI NUMBER/LN     DESCRIPTION
    -- --------------------- --- ---------------- ----------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- -------------- --- --- ------------ ---
01- 01
    1234 123  1234    123                 0800 33
                  132,350.00  D
```

Example of new document:

```
FUNCTION:                 DOCID: PVQ  AGC  XAGC0000149
  STATUS: SCHED           BATID:                  ORG:          001-001 OF 001
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: E
    VENDOR CODE: 237412402 03                      SCH PAY DATE:
           NAME: THE BRIDGE INC                   OFF LIAB ACCT:
        ADDRESS: 3232 LAY SPRINGS RD             DOCUMENT TOTAL:     132,350.00
                                                 CALC DOC TOTAL:     132,350.00
                 GADSDEN            AL 35904             FA IND:
    EFT IND: N APPLICATION TYPE:    SINGLE CHECK FLAG: Y  CHECK CATEGORY: G3
    LN                       COM
    NO REF CD/NUMBER/LN      LN  VI NUMBER/LN     DESCRIPTION
    -- --------------------- --- ---------------- ---------------------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- ---- -------
    DISC TYPE  LINE AMOUNT   I/D P/F   QUANTITY   I/D
    --------- -------------- --- --- ------------ ---
01- 01
    1234 123  1234    123                 0800 33
                  132,350.00
```

8) **Edit the document and either manually run the transaction or allow it to process during the nightly cycle**

<u>Note</u>: The copy document feature can be used with various transactions (payment vouchers, journal vouchers, cash receipts, invoices, etc).