Deleting a Document

A document can only be deleted if the status is scheduled, held, pending, or rejected. Accepted documents ***cannot*** be deleted.

A document can be deleted one of two ways.

Option #1:
To delete the document, located the document on the AFNS SUSF screen, please follow the steps listed below:

1. On the AFNS SUSF screen, key "**DELETE**" in the 'Function' field & key an "**X**" in the 'SEL' column (column on the far left side of the AFNS SUSF screen).

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

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

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

X .    .    .      PVQ  AGC  XAGC0000001  SCHED 00000 XX0401 AFNS
  .    .    .      PVQ  AGC  XAGC0000002  ACCPT 00000 XX0425 AFNS
  .    .    .      PVQ  AGC  XAGC0000003  ACCPT 00000 XX0425 AFNS
  .    .    .      PVQ  AGC  XAGC0000004  ACCPT 00000 XX0425 AFNS
  .    .    .      PVQ  AGC  XAGC0000005  ACCPT 00000 XX0425 AFNS
  .    .    .      PVQ  AGC  XAGC0000006  ACCPT 00000 XX0425 AFNS
  .    .    .      PVQ  AGC  XAGC0000007  ACCPT 00000 XX0425 AFNS
  .    .    .      PVQ  AGC  XAGC0000008  ACCPT 00000 XX0425 AFNS
  .    .    .      PVQ  AGC  XAGC0000009  ACCPT 00000 XX0425 AFNS
  .    .    .      PVQ  AGC  XAGC0000010  ACCPT 00000 XX0425 AFNS
  .    .    .      PVQ  AGC  XAGC0000011  ACCPT 00000 XX0425 AFNS
```

2. Press enter. Message at the bottom of the screen should state – 'Batch/Document Deleted'.
3. The deleted document will drop off the AFNS SUSF screen when the next nightly cycle is ran.

Option #2:
To delete the document, located the document on the AFNS SUSF screen, please follow the steps listed below:

1. Go into the document.
2. Once inside the document key a "**D**" (for delete) in the 'Function' field.

```
FUNCTION: D                DOCID: PVQ AGC XAGC0000001
  STATUS: SCHED            BATID:                ORG:          001-001 OF 006
H-                         QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY: XX    ACT: E
    VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
           NAME: DEPT OF FINANCE                  OFF LIAB ACCT:
        ADDRESS: P O BOX 300658                  DOCUMENT TOTAL:          10.00
                                                 CALC DOC TOTAL:          10.00
                 MONTGOMERY         AL 36130-0658       FA IND:
    EFT IND: N APPLICATION TYPE:    SINGLE CHECK FLAG: Y CHECK CATEGORY: B1
    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 AGC 1234    123                 0800 01
                       10.00
```

3. Press enter. Message at the bottom of the screen should state – 'Batch/Document Deleted'.
4. The deleted document will drop off the AFNS SUSF screen when the next nightly cycle is ran.

Note: These steps will work on any type of document (PV, PVQ, CR, CRQ, IN, etc) located on the AFNS SUSF screen with a status of 'SCHED', 'PEND1', 'HELD', or 'REJCT' and the 'Last Date' is in the past.

Undeleting a Document

To undelete the document, located the document on the AFNS SUSF screen, please follow the steps listed below:

1. On the AFNS SUSF screen, key "**UD**" (for undelete) or "**UNDELETE**" in the 'Function' field & key an "**X**" in the 'SEL' column (column on the far left side of the AFNS SUSF screen).

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

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

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

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

2. Press enter. Message at the bottom of the screen should state – 'Batch/Document Undeleted'. Please note that the document status changed from 'DELET' to 'HELD'.
3. The undeleted document is now ready for review & processing.

<u>Note</u>: These steps will work on <u>any</u> type of document (PV, PVQ, CR, CRQ, IN, etc) located on the AFNS SUSF screen with a status of 'DELET'.