

SCHEDULE A DOCUMENT FOR FUTURE PROCESSING

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ACTION: S  SCREEN: SUSF  USERID: AFNS
FUNCTION: CHANGE          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
  -----  -----  -----  -----  -----  -----  -----  -----  -----
  DATE          USER   (YYMMDD)
  -----  -----  -----

X .    .    .      PVQ  AGC   XAGC0000001  SCHED 00000  XX0930 AFNS      xx1002
.    .    .      PVQ  AGC   XAGC0000002  SCHED 00000  XX0930 AFNS
.    .    .      PVQ  AGC   XAGC0000003  SCHED 00000  XX0930 AFNS
.    .    .      PVQ  AGC   XAGC0000004  SCHED 00000  XX0930 AFNS
.    .    .      PVQ  AGC   XAGC0000005  SCHED 00000  XX0930 AFNS
.    .    .      PVQ  AGC   XAGC0000006  SCHED 00000  XX0930 AFNS
.    .    .      PVQ  AGC   XAGC0000007  SCHED 00000  XX0930 AFNS
.    .    .      PVQ  AGC   XAGC0000008  SCHED 00000  XX0930 AFNS
.    .    .      PVQ  AGC   XAGC0000009  SCHED 00000  XX0930 AFNS
.    .    .      PVQ  AGC   XAGC0000010  SCHED 00000  XX0930 AFNS
.    .    .      PVQ  AGC   XAGC0000011  SCHED 00000  XX0930 AFNS
  
```

- ◆ The transaction should be keyed like normal. However, before a document is future dated, please do **not** perform an edit (ED) on the document. Performing an edit will cause the transaction to reject once the process date is reached. Instead, after the document is keyed, enter an "S" in the 'Function' field and press enter. The message 'A--*HS36-DOCUMENT SCHEDULED FOR OFFLINE' will appear at the bottom of the screen and the document will have a status of SCHED.
- ◆ To schedule any type of document to process on a future date, key an "S" in the 'ACTION' field, "CHANGE" in the 'FUNCTION' field, and an "X" in the 'SEL' (selection) field of the document to be processed sometime in the future. Next, key in the future processing date (**example: the 1st working day in October**) in the Process Date (YYMMDD) field and press **ENTER**. The above screen illustrates that the document will be processed on **October 2, 20XX**.
- ◆ **Transactions will be held in suspense until the processing date is reached. Any type of transaction can be future dated.**
- ◆ Putting the document on hold will override the process date. The document will **not** process until it is taken off hold.
- ◆ To remove the future processing date, change the date to the current date.
- ◆ Future processing will only work on documents that have a scheduled status. For example, if a document has a status of held or rejected, the system will **not** process the document due to it being held or rejected with errors. Any errors must be corrected and an edit must be performed before changing the process date field.