

## SCHEDULE A DOCUMENT FOR FUTURE PROCESSING

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 E L	BATCH		DOCUMENT				STAT	APPRV	LAST DATE	LAST USER	PROCESS DATE (YYMMDD)
	TYPE	AGCY NUMBER	TYPE	AGCY	NUMBER						
<b>X</b>	.	.	CRQ	AGC	XAGC0000001	SCHED	0000	XX0930	AFNS	<b>xx1002</b>	
.	.	.	CRQ	AGC	XAGC0000002	SCHED	0000	XX0930	AFNS		
.	.	.	CRQ	AGC	XAGC0000003	SCHED	0000	XX0930	AFNS		
.	.	.	CRQ	AGC	XAGC0000004	SCHED	0000	XX0930	AFNS		
.	.	.	CRQ	AGC	XAGC0000005	SCHED	0000	XX0930	AFNS		
.	.	.	CRQ	AGC	XAGC0000006	SCHED	0000	XX0930	AFNS		
.	.	.	CRQ	AGC	XAGC0000007	SCHED	0000	XX0930	AFNS		
.	.	.	CRQ	AGC	XAGC0000008	SCHED	0000	XX0930	AFNS		
.	.	.	CRQ	AGC	XAGC0000009	SCHED	0000	XX0930	AFNS		
.	.	.	CRQ	AGC	XAGC0000010	SCHED	0000	XX0930	AFNS		
.	.	.	CRQ	AGC	XAGC0000011	SCHED	0000	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 "S" in the 'ACTION', "CHANGE" in the 'FUNCTION', 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 1<sup>st</sup> 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.