Freeing a Document

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

1. Do not go into the document.
2. On the AFNS SUSF screen, key "**FREE**" 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: FREE             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
```

3. Press enter. Message at the bottom of the screen should state – 'Batch/Document Freed'.
4. Once the document is free, please go into the transaction, perform another edit, & exit the document.

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' and the 'Last Date' is in the past.