

## MOVING WITHIN A DOCUMENT

- ◆ **'T'** (Top) or **'TD'** (Top of Document) keyed into the function field of a document will display the first screen of the document.
- ◆ **'TB'** (Top of Batch) keyed into the function field of a document displays the batch form.
- ◆ **'FL'** (First Line) keyed into the function field of a document displays the first line of the document.
- ◆ **'LL'** (Last Line) keyed into the function field of a document displays the last line of a document.
- ◆ **'B'** (Bottom) or **'BD'** (Bottom of Document) keyed into the function field of a document displays the last line of a document.
- ◆ **'BB'** (Bottom of Batch) keyed into the function field of a document displays the first screen of the last document in the batch.
- ◆ **'EL'** (Error Line) keyed into the function field of a document displays the first account line with an error.
- ◆ **'ND'** (Next Document in a Batch) keyed into the function field of a document displays the first screen of the next document without viewing all the lines.
- ◆ **'PL'** (Previous Line) keyed into the function field of a document displays the previous line of the document.
- ◆ **'PD'** (Previous Document in a Batch) keyed into the function field of a document displays the first screen of the previous document.

## FUNCTION COMMANDS WITHIN A DOCUMENT

- ◆ **'ED'** (Edit) or **'EDIT DOC'** is keyed in the function field of a document to check for errors.
- ◆ **'EB'** (Edit Batch) keyed in the function field of a document is used to perform a full edit for all documents in the batch.
- ◆ To put a document on hold, key **'H+'** (Held) in the function field of a document.
- ◆ **'R'** (Run), **'RUN DOC'** or **'RD'** (Run Document) in the function field of a document. These functions will perform a full edit and update the tables.
- ◆ **'RB'** (Run Batch) keyed in the function field of a document is used to perform a full edit and update the tables for all documents in the batch.
- ◆ **'S'** (Save) in the function field of a document **'SAVES'** the document in the SUSF table but does not perform any edits or updates. The edits and updates are performed during the nightly cycle.
- ◆ **'D'** (Delete) or **'DELETE'** keyed in the function field of a document deletes a document that has not been accepted by the system.
- ◆ **'DB'** (Delete Batch) keyed in the function field of a batch deletes the batch that has not been accepted by system.
- ◆ **'DL'** (Delete Line) keyed in the function field of a document along with the cursor placed on a line, deletes the line from the document.
- ◆ The discard command of **'X'** or the word **'DISCARD'** keyed into the function field of a document clears the document work area. All work since the last time SUSF screen was updated will be lost (i.e. edit document).
- ◆ **'IL'** (Insert Line) keyed in the function field of a document along with the cursor placed on a line, inserts a new line into the document.

- ◆ An approval can be given by keying '**A+**' (**A**pproval) in the function field of a document.
- ◆ To remove the approval, enter '**A-**' (un-**A**pproval) in the function field of a document.
- ◆ '**A?**' keyed in the function field of a document allows a user to view which approvals have been given and which approvals are required.
- ◆ '**E**' (**E**nd/**E**xit) keyed into the function field of a document allows a user to exit out of a document.
- ◆ The **H**elp Screen can be accessed from any document by keying '**H**' in the function of a document and pressing '**ENTER**'. This will bring up the Help screen for the type of document that's being entered.

To get out of the Help Screen

- ✓ '**B**' (**B**ack) will take a user back to the previous screen
- ✓ '**N**' (**N**ext) plus the screen id will take a user to another table
- ✓ '**E**' (**E**nd/**E**xit) to end the session or exit out of a transaction
- ✓ '**Z**' (**Z**oom) help screen can be held by zooming to another table that needs to be viewed and then
  - ❖ Once finished with the zoom, '**E**' will return to the Help Screen.
- ◆ '@' keyed into the function field of a document:
  - ✓ Used when information is repeated on several lines within a document.
  - ✓ Allows a user to copy information from one line to another.
  - ✓ Allows a user to copy either an entire line or only that part of a line, which is common to another line.
- ◆ '**CL**' (**C**opy **L**ine) or '**NLC**' (**N**ew **L**ine **C**opy) keyed into the function field of a document allows a user to copy a line of a document to a new line.

- ◆ 'Z' (Zoom) keyed into the function field of a document allows a user to view tables or view other documents on the SUSF screen while in a document.
- ◆ To display the next screen of a document or the next document in a batch, press 'ENTER' while the function is blank.
- ◆ 'G' (Get) or 'GET' keyed into the function field of a document allows the system to retrieve a different document from within a document. Enter 'G' in the function and type the TC, AGCY and Document id of the desired transaction.

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FUNCTION: g          DOCID: PVQ agc xagc0000002
STATUS: ACCPT      BATID:          ORG:          001-001 OF 001
H-                QUICK PAYMENT VOUCHER INPUT FORM
DATE:             ACCT PRD:         BFY:         ACT: M
VENDOR CODE: AGCY01000 00          SCH PAY DATE:
NAME: DEPT OF FINANCE              OFF LIAB ACCT:
ADDRESS: P O BOX 300658             DOCUMENT TOTAL:          50.00
                                     CALC DOC TOTAL:          50.00
MONTGOMERY                AL 36130-0658        FA IND:
EFT IND: APPLICATION TYPE: SINGLE CHECK FLAG: CHECK CATEGORY: IF
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          0900 02
        50.00
A--*HS60-DOCUMENT MARKED FOR READ ONLY

```

## ACTION/FUNCTION COMMANDS WITHIN A TABLE

- ◆ A document can be undeleted from the SUSF table by keying '**UD**' (Undelete) or '**UNDELETE**' in the function field of the table, and entering an '**X**' in the selection field on the same line as the document that needs to be undeleted. Press '**ENTER**'. An undeleted document will have a status of '**HELD**'.

ACTION: R SCREEN: SUSF USERID: AFNS											
FUNCTION: UD					ORG:						
DOCUMENT SUSPENSE											
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	

- ◆ '**N**' (Next) keyed into the action field of a table allows a user to move to another table.
- ◆ '**S**' (Scan/Search) keyed into the action field of a table allows a user to scan/search for a specific record.
- ◆ '**R**' (Refill) keyed into the action field of a table allows a user to continue the scan action, takes a user to the next record.
- ◆ '**L**' (Leaf) keyed into the action field of a table allows a user to go directly to a related table.
- ◆ '**E**' (End/Exit) keyed into the action field of a table allows a user to exit out of the current table or exit the system.
- ◆ '**Z**' (Zoom) keyed into the action field of a table allows a user to view tables or view other documents on the SUSF screen while in a table.
- ◆ '**G**' (Get) or '**GET**' keyed into the action field of a table allows a user to retrieve a specific record.

