

## WAYS TO CREATE TRANSACTIONS/DOCUMENTS

### From the SUSF Screen:

```
ACTION: S  SCREEN: SUSF  USERID: AFNS
FUNCTION: NEW                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  DATE    LAST    LAST    PROCESS
-----
                PVQ   AGC   XAGC0000001

                (YYMMDD)
```

To create a document from the Suspense (SUSF) screen, the following information has to be entered:

ACTION                   do not change - system allows the action to be 's' or 'r'

FUNCTION                 Type '**new**'

DOCUMENT TYPE            Enter transaction code (i.e. pvq, crq, in)

DOCUMENT AGCY            Enter the three digit agency code

DOCUMENT NUMBER         Enter the 11 digit document number or the '#'(pound) sign if using automatic numbering

Press '**ENTER**'

**From A Table:**

```
ACTION: L SCREEN: pvq  USERID: AFNS

                F U N D   A G E N C Y   I N D E X

FISCAL          -EXPENSE BUD OPT-   -REVENUE BUD OPT-   JOB/
YEAR           FUND   AGENCY  ORG  FUNC  ACTIVITY  ORG      ACTIVITY  PLAN PROJ
=====  =====  =====  ---  ----  -
01-
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
```

To create a document from any table, the following information has to be entered:

ACTION                    Enter an 'L'

SCREEN                    Enter transaction code (i.e. pvq, crq, in) and delete any remaining characters in the screen id field.

Press 'ENTER'



**From Another Document:**

```

FUNCTION: NEW          DOCID: PVQ AGC #
STATUS: ACCPT        BATID:          ORG:          001-001 OF 002
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:          0.00
                                   CALC DOC TOTAL:          0.00
                                   MONTGOMERY          AL 36130-0658          FA IND:
EFT IND: APPLICATION TYPE: SINGLE CHECK FLAG: CHECK CATEGORY: XX
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          12/31/xx
1234 123 1234 123          0300 09
      75.00 I
  
```

Last, a document can be created from within any document that has had a function performed ('ed', 'r', etc).

While an existing document is displayed on the screen, enter the following to create a new document:

FUNCTION Type **'new'**

DOCID Enter transaction code (i.e. pvq, crq, in)

Different types of documents can be created by entering the transaction code (TC) of the document that needs to be created.

DOCUMENT AGCY Enter the three digit agency code

DOCUMENT NUMBER Enter the 11 digit document number or the '#'(pound) sign if using automatic numbering

Press **'ENTER'**