3 TRANSACTION PROCESSING

3.1 Transaction Processing Overview

Transaction processing describes specific procedures for batch and document processing in GFS. It includes detailed instructions for entering and correcting document data online using both the Document Suspense Index (SUSF and SUS2) screens and Document Data Maintenance (DDM) screens.

3.1.1 Conventions

The following conventions are used in this section of the manual:

- Batches and documents are sometimes referred to as *transactions*.
- The Document Suspense Index screens, SUSF and SUS2, are referred to repeatedly throughout this section. Unless otherwise stated, all references to SUSF are understood to be references to both SUSF and SUS2.
- The term "*processing*" takes into account any action affecting the status of a batch or document on the Document Suspense File. This includes approving, deleting, holding, overriding, queuing, running, scheduling, unapproving, and undeleting one or more batches or documents.
- New conventions are used in this section to identify field names. Field names are now spelled out, and they are bold with the first letter of the first word of the field capitalized. For example, the ORG field will be referred to as the **Organization** field.
- The terms "suspense file" and "document suspense table (DST)" are used interchangeably.

The following items consist of information that agency users should be aware of when using this section, although these are not necessarily "conventions" used in preparing this section:

- With one exception, all of the SUSF function commands described in this section are dependent upon an action of "**S**" **(Scan)** or "**R**" **(Refill)** being entered in the **Action** field. The only exception is when "**ACCESS**" is used. An action of "**S**" **(Scan)** must be entered in the **Action** field.

In any case, if any actions other than "**S**" or "**R**" are entered in the **Action** field, that action will take precedence and the function command will be ignored.

- The SUSF screen allows the user to select one or more batches or documents for most function commands. Type "**X**" in the **Selection** field next to each batch or document to be viewed.

3.1.2 Terminology

The following terms will be used throughout this section. Definitions are provided for a clear understanding of the GFS terminology being used.

- *Batch*. A group of like documents controlled by a batch header.

- *Batch ID*. This ID uniquely identifies an input batch and is composed of three parts:

Batch Type	(2 Characters)
Agency Code	(3 Characters)
Batch Number	(1-6 Characters)

- *Batch Header*. A special screen identifying and controlling an entire batch. A batch header usually contains the batch number, the number of documents that make up the batch, and the total dollar amount associated with those documents. A batch header usually appears as a separate screen.

- *Document*. A single input form containing a number of related entries.

- *Document Data Maintenance (DDM)*. The facility that enables batch and document data entry, correction, and processing.

- *Document Header*. The section of the input form containing information common to all line entries on the form. The document header appears at the top of the form, and also appears at the top of each subsequent screen.

- *Document ID*. This ID uniquely identifies an input document and is composed of three parts:

Document (TRAN) Type	(2 Characters)
Agency Code	(3 Characters)
Document Number	(1-11 Characters)

- *Document Suspense Table (DST)*. A system table used for storing documents in process, facilitating data entry and correction.

- *Function*. A process executed by entering a command in the **Function** field of the SUSF and DDM screens. The types of functions vary from screen navigation commands to document entry, correction and processing commands.

- *Line Entry*. A single line item entered on an input form. Each entry usually contains a number of data fields (e.g., account number, amount).

- *Master Table Interface (MTI)*. The facility that allows the user to view and modify the contents of application and system control tables.

- *Transaction Code*. Document Type and Batch Type are often referred to by this name. This is the two character definition defining a type of batch or document. For example, the transaction code for a Payment Voucher is "**PV**."

3.2 Basic Concepts

The following sections cover some of the basic concepts behind GFS batch and document processing.

3.2.1 The Processing Cycle

Figure 3-1 presents an overview of the transaction processing cycle. Events in this process are identified with circled numbers and explained below.

1. Data entry can begin as soon as the user signs on to an online GFS session.

2. The data entered through DDM is stored in the Document Suspense (DST) table.

Accepted transactions, and those marked for deletion, remain on SUSF until the next time the Database Archive utility (DBARC) runs. DBARC archives all accepted and deleted records and removes them from the Document Suspense File (SUSF). Rejected transactions remain on the suspense file with associated error messages until they are corrected and accepted, or until they are processed or marked for deletion.

3. Transactions are processed by Document Transaction Programs (DTPs), (either online using the RUN command or offline through the nightly cycle process (NCP)). Transactions are either accepted or rejected.

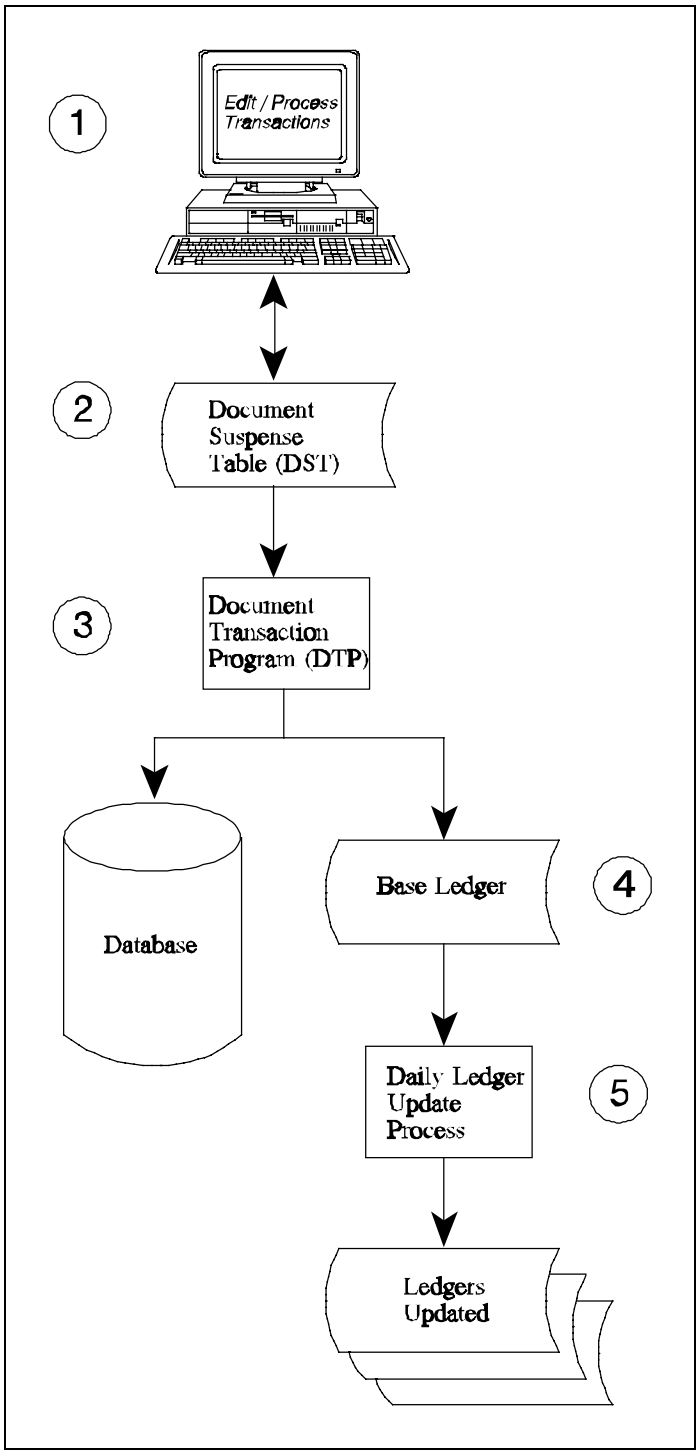
4. Accepted transactions update the database and the Base Ledger. Accepted transactions also remain in the DST for a time period defined by State policy. These transactions can then be accessed but not modified.

5. Accepted transactions are processed by the Daily Ledger Update Process (SPLT or BSPT). This process is more commonly referred to as "Split" or "Base Split."

6. The Daily Ledger Update Process updates the various system ledgers, as appropriate.

Figure 4-1

Batch and Document Processing Cycle



3.2.2 Accessing Batches and Documents

DDM is used to create, correct and process batches and documents. The user can access DDM in the following ways:

·

· *Leaf from MTI*. The user can leaf from any MTI screen directly to the first screen of a new batch or document.

· *Use SUSF*. The Document Suspense File (SUSF) is the interface for the Document Suspense (DST) table. It allows the user to interact with the DST in the following ways:

-- Select batches or documents for editing, copying or processing.
-- Select transactions for processing.
-- Create a new batch or document.

· *Use DDM*. The user can access any existing batch or document from the command area of any DDM screen.

Once DDM is accessed, any existing transaction can be accessed or a new batch or document can be created by entering the appropriate data in the command area. Each of the methods of accessing DDM are described in detail in the following sections.

3.2.2.1 Leaf From MTI

If the user is currently at any screen in MTI, the "**L**" **(Leaf)** action can be used to display a blank batch or document screen in DDM. Once in DDM, the user has the option of creating either a new batch or document.

To use the MTI leaf feature to create either a new unbatched document or a new batch, move the cursor to the **Action** field, type "**L**" **(Leaf)**, type a valid transaction type in the **Screen** field, and press <**Enter**>. DDM will automatically display a blank batch or document header and will place the function command NEW into the **Function** field. For information on creating a new batch or document from the **Function** field of a DDM transaction screen see the "Creating a New Batch or Document Using DDM" section of this manual.

3.2.2.2 Use SUSF

The user can either specify the ID of the batch or document to be changed, or the user can select from the list displayed on SUSF. Both methods are explained below.

To access a batch or document with a known ID, move the cursor to the **Function** field, type **access**, press <**Tab**> to move the cursor to the selection line, type the exact document ID and press <**Enter**>. If a batch is selected, the specified batch header will be displayed. Otherwise, the first screen of the specified document will be displayed.

If unsure of the exact transaction ID, use the **Selection** line to scroll through the transactions listed on the Document Suspense File (SUSF). To do this, move the cursor to the **Selection** line (row 00) and enter either a full or partial key. If a full key is entered, SUSF will automatically display the transaction referred to in the **Selection** line. If a partial key is entered, SUSF will automatically display the first transaction ID matching the key on row "**01**."

After locating a specific document on SUSF, there are two ways to access existing documents for correction:

- Type "**S**" **(Scan)** in the **Action** field, move the cursor to the **Selection** field of the document to be modified and press <**Enter**>. In this case, DDM automatically assumes the "**ACCESS**" command in the **Function** field of SUSF.

- Type "**ACCESS**" in the **Function** field and either type "**X**" in the **Selection** field of the document to be selected, or enter the exact batch ID and/or document ID in the selection line and press <**Enter**>.

In either case, the user will automatically leaf to the document selected on the SUSF screen.

3.2.2.3 Use DDM

Any existing batch or document can be accessed from the command area of a current DDM screen using an "**S**" action and the "**GET**" function command.

To use the "**GET**" function command, move the cursor to the **Function** field and type "**G**" **(Get)**. Specify the ID of the batch or document to be accessed using the following criteria:

- If an unbatched document is being accessed, only enter the document ID.
- If a batched document is being accessed, enter both a batch ID and a document ID.

Getting an unbatched document. After entering the document ID, DDM displays the document header screen of the document entered, ready to edit the existing data.

Getting a batched document. After entering the batch ID and the document ID, DDM displays the document header screen of the document entered, ready to edit the existing data.

In either case, if the document has been accepted (a status of "**ACCPT**"), the header screen of the document will be displayed in "read-only" mode.

NOTE: If a new document is currently being used, DDM will require the user to "**Save**" or "**Discard**" that document before using the "**GET**" command.

3.2.3 Choosing Between SUSF, SUS2, and DDM

SUSF, SUS2 and DDM allow the user to perform a variety of document handling and scheduling actions through the use of the **Function** field displayed on all of these screens. While SUSF and SUS2 access document screens in exactly the same way, there are advantages in choosing between these screens which display slightly different information found on the Document Suspense File (SUSF and SUS2). Use the following list as a guide to choosing between working with SUSF and SUS2:

Use SUSF for:

- Finding the last update date for a specific batch or document.
- Finding the user ID of the last user updating a specific batch or document setting the future processing date of a batch or document.

Use SUS2 for:

- Finding the original entry date for a specific batch or document.
- Finding the last terminal used to update a specific batch or document.

In addition to this, there are features available on SUSF and SUS2 which are not available on DDM, and there are features which can only be used on DDM. Use the following list as a guide to choosing between working with SUSF and DDM:

Use SUSF for:

- Accessing a specific batch or document without entering the ID.
- Executing the same command against multiple documents and/or batches at once.
- Copying the data from an existing document to a new document ID.
- "Freeing" a batch or document held by the system.

Use DDM for:

- Creating a single new batch or document from any DDM screen.

- Modifying a single, existing, document or batch from any DDM screen.

- "Editing" a batch or document.
- Displaying batch approvals.
- Overriding batch approvals.
- Setting verification on batches and documents.
- Copying, deleting and inserting detail lines in a document.
- Adding text to a document.

3.2.4 SUSF Screen Areas

The SUSF and SUS2 screens are organized into five distinct areas:

- the action line area
- the extended action area
- the selection area
- the detail line area
- the message area.

Figure 3-2 indicates where each of these areas appears on the SUSF screen. Descriptions of these areas follow *Figure 3-2.*

Figure 3-2
SUSF Screen Areas

```
ACTION: R  SCREEN: SUSF USERID: ........       DOCUMENT SUSPENSE INDEX 1
 FUNCTION:                                        ORG:

         ----BATCH ID---- -----DOCUMENT ID------             LAST  LAST PROCESS
     SEL TRAN AGCY NUMBER TRAN AGCY    NUMBER    STAT  APPRV  DATE  USER  DATE
      -  ---- ---- ------ ---- ---- ------------ ----- ----- ------ ---- ------
 00-
 01-     .    .    .      PJ   148  6997         ACCPT 00000 950803 OFF-
 02-     .    .    .      PJ   148  7113         ACCPT 00000 950803 OFF-
 03-     .    .    .      PJ   148  9017         ACCPT 00000 950803 OFF-
 04-     .    .    .      PJ   148  9116         ACCPT 00000 950803 OFF-
 05-     .    .    .      PJ   148  9118         ACCPT 00000 950803 OFF-
 06-     .    .    .      PJ   148  9136         ACCPT 00000 950803 OFF-
 07-     .    .    .      PJ   160  9005         ACCPT 00000 950803 OFF-
 08-     .    .    .      PJ   910  7910         ACCPT 00000 950803 OFF-
 09-     .    .    .      PV   108  DEE          SCHED 00000 950807 IS01
 10-     .    .    .      PV   108  TEST-1       SCHED 00000 950807 IS01
 11-     .    .    .      PV   249  00000000041  DELET 00000 950803 TEST
 12-     .    .    .      PV   249  00000000042  DELET 00000 950803 TEST
 13-     .    .    .      QV   249  00000000016  DELET 00000 950803 TEST
 14-
 14-*L008 END OF FILE
```

Action Line Area

The action line area is used to specify MTI actions to be performed. All MTI actions except "**A**" **(Add)**, "**C**" **(Change)**, ""**D (Delete),** and "**G**" **(Get)** are valid. These actions are excluded on SUSF because documents are added, modified and processed using the **Function** field. An MTI action of "**S**" **(Scan)** or "**R**" **(Refill)** must be entered whenever a function command is specified.

A special case exists when the MTI action is "**S**" **(Scan)** and the cursor is placed in the selection field next to a batch or document. In this case, the "**ACCESS**" command is automatically placed into the **Function** field and the selected batch or document will be accessed.

Extended Action Area

The **Function** field is used to specify commands for data entry, correction and processing of batches and documents.

The **Organization** field on SUSF will not be used.

Selection Line Area

The selection line (row "00") is reserved for user input and is always left blank by the system. This row is used to:

- specify a particular batch or document
- specify the starting point for the list of transactions displayed
- restrict the transactions displayed to those with a specific status.

Enter the *full key* (i.e., the entire ID) of a specific batch or document to display a list of specific transactions or to start the list at a particular point. For example, the full key for the transaction listed on line 01 of *Figure 3-2* would be "**PJ 148 6997**."

Enter a *partial key* to start the list at a particular point. For example, partial keys for the transaction on line "01" of *Figure 3-2* include "**PJ**" (which would start the list with the first "**PJ**") and "**PJ 148**" (which would start the list with the first Project Master (PJ) document with an agency of "**148**").

The **Status** (**STAT**) field can be used independently or in combination with any partial key entered to display documents with a common status. For example, all Project Master (PJ) documents with a particular status, such as "**ACCPT**," can be displayed, or all "**ACCPT**" status documents currently on the Document Suspense (DST) table can be displayed.

Detail Line Area

This area is used to display batch and document identification and status information. With the exception of the **Selection** and **Process Date** fields, this information is "display-only" and can be updated only by using SUSF function commands.

When a function command is entered, the batch or document(s) to be selected can be specified by typing "**X**" in the corresponding **Selection** field.

Message Area

The system may display messages at the bottom of the screen. Up to three message lines (i.e., six messages) can be displayed at one time.

3.2.5 DDM Screen Areas

Document Data Maintenance (DDM) screens have a standard format consisting of up to five distinct areas:

- the batch header area
- the command area
- the document header area
- the document line area
- the message area.

Figure 3-3 and *Figure 3-4* indicate where each of these areas appears on a typical DDM screen. Descriptions for each of the five areas follow.

Figure 3-3
DDM Screen Areas: Batch Header Screen

```
FUNCTION:                  DOCID:  ..   ...  ..........
   STATUS:                  BATID: PV   ...  .....    ORG:
B-
                              PAYMENT VOUCHER BATCH FORM

                                BATCH DATE: .. .. ..

           NUMBER OF DOCUMENTS: 2                   NET AMOUNT: 5000.00
            ACTUAL BATCH COUNT: 0002      ACTUAL BATCH AMOUNT: 5000.00
```

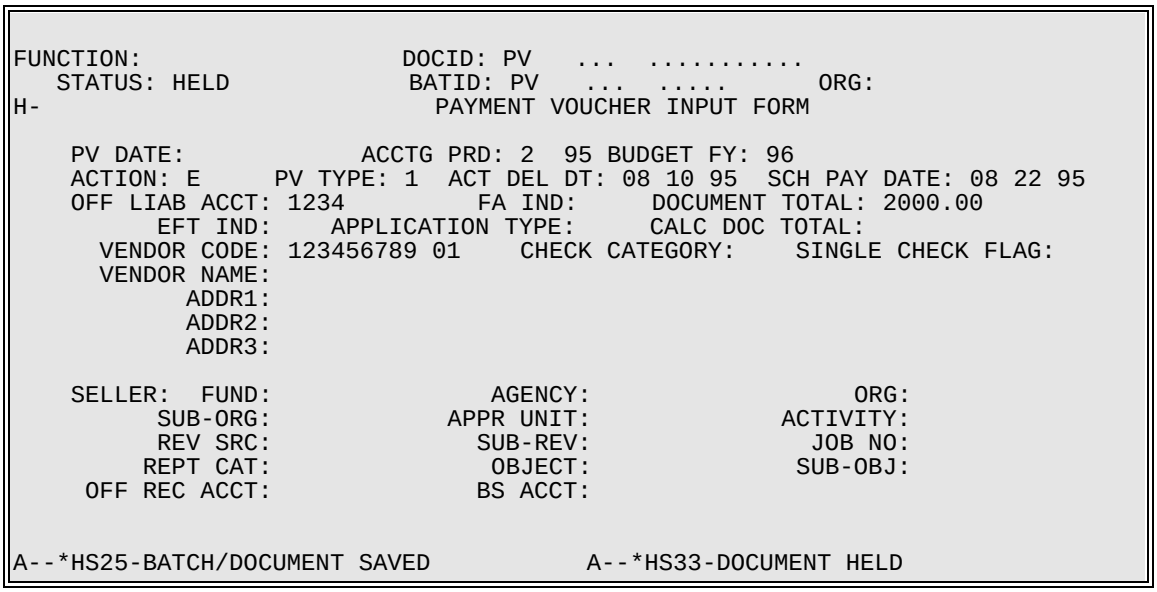
Command Area

The first two lines of any DDM screen are referred to as the "Command Area." These lines are used for accepting user functions and displaying status and control information.

Batch Header Area

The "Batch Header" is a separate screen which stores statistics about a specific batch. These statistics include: batch number, number of documents currently in the batch, and the total amount obligated by those documents.

Figure 3-4
DDM Screen Areas: Document Screen



Document Header Area

The next block of lines on the document screen is the "Document Header." Document header lines display information about the document as a whole. A document usually consists of a document header and one or more detail lines. The number of lines on the screen making up the document header vary from one document screen to another.

When the document displays too many detail lines to fit on one screen, document header data will automatically be carried forward to subsequent screens. If the document header alone occupies the entire screen, the detail lines will appear on separate screens without the header.

Document Lines Area

Each input document can contain space for the entry of detail lines, or accounting line entries, each of which can occupy one or more physical lines on the screen. The size of the detail line area will vary from one document to another, but in all cases this area is considered by DDM to be a separate area from the document header area. If a document requires more lines than are available on a single screen, another blank screen will be displayed so that the user can continue entering data.

The relative position of the line within the current screen is indicated by a number at the left end of the line.

Message Area

After a document has been processed and errors are detected, *or* after <**Enter**> is pressed, the system may display messages on the last three available lines of the screen. There are two types of messages:

-- *Error messages related to the batch or document.* These messages will appear only after a batch or document has been processed. Error messages are explained further in the *GFS Error Message* manual.

-- *Messages relating to actions performed during the online data entry session.* These messages may indicate that the user is trying to do something that is not permitted or that the last action was successfully performed with the given results.

3.3 Field Descriptions for SUSF and DDM Screens

The following sections provide sample screen prints and field descriptions for the Document Suspense Index (SUSF and SUS2) screens and for DDM screens.

3.3.1 Document Suspense File (SUSF and SUS2) Screens

Screen layouts for both SUSF and SUS2 are displayed in *Figure 3-5* and *Figure 3-6* and complete field descriptions for each screen follow.

Figure 3-5
Document Suspense Index 1 (SUSF) Screen

```
ACTION: .  SCREEN: SUSF USERID: ........        DOCUMENT SUSPENSE INDEX 1
FUNCTION: ..............                        ORG: ....

        ----BATCH ID---- -----DOCUMENT ID------              LAST  LAST PROCESS
    SEL TRAN AGCY NUMBER TRAN AGCY    NUMBER    STAT  APPRV  DATE  USER  DATE
     -  ---- ---- ------ ---- ---- ------------ ----- ----- ------ ---- ------
00-  .  ...  ...  ...... ...  ...  ............ .....                   ......
01-  .  ...  ...  ...... ...  ...  ............ ..... ..... ...... .... ......
02-  .  ...  ...  ...... ...  ...  ............ ..... ..... ...... .... ......
03-  .  ...  ...  ...... ...  ...  ............ ..... ..... ...... .... ......
04-  .  ...  ...  ...... ...  ...  ............ ..... ..... ...... .... ......
05-  .  ...  ...  ...... ...  ...  ............ ..... ..... ...... .... ......
06-  .  ...  ...  ...... ...  ...  ............ ..... ..... ...... .... ......
07-  .  ...  ...  ...... ...  ...  ............ ..... ..... ...... .... ......
08-  .  ...  ...  ...... ...  ...  ............ ..... ..... ...... .... ......
09-  .  ...  ...  ...... ...  ...  ............ ..... ..... ...... .... ......
10-  .  ...  ...  ...... ...  ...  ............ ..... ..... ...... .... ......
11-  .  ...  ...  ...... ...  ...  ............ ..... ..... ...... .... ......
12-  .  ...  ...  ...... ...  ...  ............ ..... ..... ...... .... ......
13-  .  ...  ...  ...... ...  ...  ............ ..... ..... ...... .... ......
14-  .  ...  ...  ...... ...  ...  ............ ..... ..... ...... .... ......
```

Figure 3-6
Document Suspense Index 2 (SUS2) Screen

```
ACTION: .  SCREEN: SUS2 USERID: ........        DOCUMENT SUSPENSE INDEX 2
FUNCTION: ..............                        ORG: ....

        ----BATCH ID---- -----DOCUMENT ID------              ENTRY   LAST
    SEL TRAN AGCY NUMBER TRAN AGCY    NUMBER    STAT  APPRV  DATE  TERMINAL
     -  ---- ---- ------ ---- ---- ------------ ----- ----- ------ --------
00-  .  ...  ...  ...... ...  ...  ............ .....
01-  .  ...  ...  ...... ...  ...  ............ ..... ..... ...... .........
02-  .  ...  ...  ...... ...  ...  ............ ..... ..... ...... .........
03-  .  ...  ...  ...... ...  ...  ............ ..... ..... ...... .........
04-  .  ...  ...  ...... ...  ...  ............ ..... ..... ...... .........
05-  .  ...  ...  ...... ...  ...  ............ ..... ..... ...... .........
06-  .  ...  ...  ...... ...  ...  ............ ..... ..... ...... .........
07-  .  ...  ...  ...... ...  ...  ............ ..... ..... ...... .........
08-  .  ...  ...  ...... ...  ...  ............ ..... ..... ...... .........
09-  .  ...  ...  ...... ...  ...  ............ ..... ..... ...... .........
10-  .  ...  ...  ...... ...  ...  ............ ..... ..... ...... .........
11-  .  ...  ...  ...... ...  ...  ............ ..... ..... ...... .........
12-  .  ...  ...  ...... ...  ...  ............ ..... ..... ...... .........
13-  .  ...  ...  ...... ...  ...  ............ ..... ..... ...... .........
14-  .  ...  ...  ...... ...  ...  ............ ..... ..... ...... .........
```

The field descriptions for the Document Suspense File (SUSF and SUS2) screens are as follows.

Field Name	Field Description
ACTION	The **Action** line area is used to specify MTI actions to be performed. All MTI actions except "**A**" (**Add**), "**C**" (**Change**), "**D**" (**Delete**), and "**G**" (**Get**) are valid. These actions on SUSF are excluded because documents are added, modified, and processed using the **Function** field. An MTI action of "**S**" (**Scan**) or "**R**" (**Refill**) must be entered whenever a function command is specified.
USER ID	The **User ID** field displays all eight characters of the User ID. The User ID defines the authority to perform certain online actions on specific transactions or documents. The User ID is used in security validation and corresponds to an entry on the Security (STAB) table.
FUNCTION	The **Function** field is used to enter commands beginning data entry, correction, or processing of batches and documents, or modifying the status of batches and documents. See the "Function Commands" section of this manual for a complete list of valid function commands.
ORGANIZATION	This field on SUSF is not used.
SELECTION	When a function command is entered, specify the batch(es) or document(s) to be selected by typing an "**X**" in the corresponding **Selection** field(s). Multiple batches and documents can be selected by marking more than one Selection field. When a Selection field (SEL) is marked next to a document or batch, that transaction is selected. When a Selection field is marked on a row displaying a batch header, all eligible documents in that batch are selected. **NOTE**: "**GET**," "**COPY**," and "**VIEW**" function commands are available on single documents and batches only.
BATCH ID: BATCH ID TRANSACTION TYPE	The batch ID uniquely identifies each batch of documents. The batch **Transaction Type** is the first part of the batch ID. It identifies one type of batch.
BATCH ID AGENCY	The **Batch Agency** field is the second part of the batch ID. It is used in security validation and corresponds to an entry in the Agency Master Reference (AGCY) table.

Field Name	Field Description
BATCH ID NUMBER	The **Batch ID Number** is the third part of the batch ID. In combination with the transaction type and agency, this number uniquely identifies the batch. This number must be entered.
DOCUMENT ID: DOCUMENT ID TRANSACTION TYPE	The document ID uniquely identifies each document. The document **Transaction Type** is the first part of the document ID. It identifies the type of document.
DOCUMENT ID AGENCY	The **Document ID Agency** field is the second part of the document ID. It is used in security validation and corresponds to an entry in the Agency Master Reference (AGCY) table.
DOCUMENT ID NUMBER	The **Document ID Number** is the third part of the document ID. If the "Automatic Document Numbering" feature is valid for this type of transaction, type "**#**" in this field, and a sequential number will be assigned to this document. Otherwise, a document ID number must be entered to uniquely identify the document.
STATUS	The status of the batch or document is displayed in the **Status** (STAT) field. A specific status can be entered in the selection line to limit the display to batches and documents with a specific status. For example, by entering "ACCPT" in the selection line (with all other data entry fields being left blank), the system will display only batches and documents that have a status of "ACCPT" (Accepted).
APPROVAL	The **Approval** flags are displayed for each transaction listed on the screen. Valid values are: "**Y**" (Yes) or "**N**" (No).
SELECTION LINE: (SUSF ONLY) LAST DATE	The **Last Update Date** is displayed for each transaction listed on the screen.
LAST USER	The first four characters of the **User ID** of the **Last User** to update that batch or document are displayed in this field.
PROCESS DATE	The **Process Date** is used to establish the future processing date of a batch or document by the nightly cycle process (NCP). Updates to this field are only valid when a "Change" ("**C**") command is enteredon the function line. This date is entered and displayed in "**YYMMDD**" format.
SUS2 ONLY: ENTRY DATE	The **Original Entry date** is displayed for each transaction listed on the screen.

Field Name	Field Description
LAST TERMINAL	The **Last Update Terminal** is displayed for each transaction listed on the screen.

3.3.2 Document Data Maintenance (DDM) Screens

All Document Data Maintenance (DDM) screens share a basic layout like the Requisition (RQ) input form screens displayed in *Figure 3-7*. Complete field descriptions for DDM screens follow *Figure 3-7*.

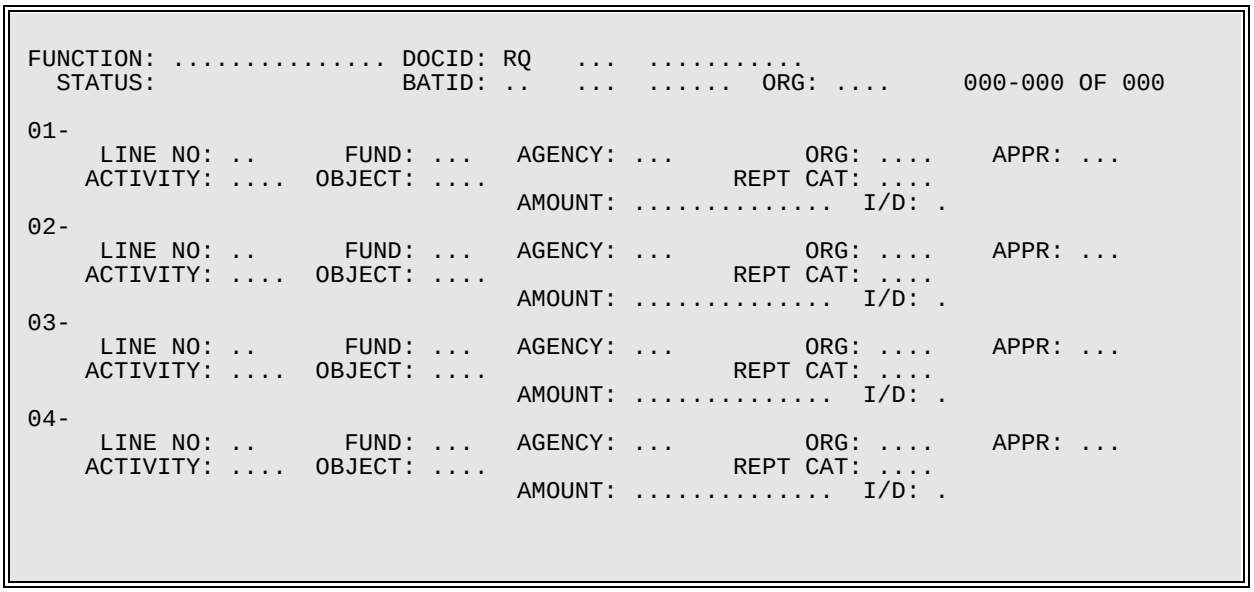
Figure 3-7a
Sample GFS Document Header Screen

```
FUNCTION: ............... DOCID: RQ   ...  ...........
  STATUS:                 BATID: ..   ...  ......  ORG: ....     000-000 OF 000
H-

                          REQUISITION INPUT FORM

    REQ DATE: .. .. .. ACCTG PRD: .. .. BUDGET FY: ..
    ACTION: .  TYPE: .  INTRA-GOVERNMENTAL REF: ... ... COMMENTS: ............
     DOCUMENT TOTAL: ..............   ACTUAL DOCUMENT TOTAL: ..............
```

Figure 3-7b
Sample GFS Document Line Screen



```
FUNCTION: ............... DOCID: RQ   ...  ...........
  STATUS:                 BATID: ..   ...  ......  ORG: ....     000-000 OF 000

01-
     LINE NO: ..      FUND: ...   AGENCY: ...          ORG: ....    APPR: ...
    ACTIVITY: ....  OBJECT: ....                  REPT CAT: ....
                                  AMOUNT: ..............  I/D: .
02-
     LINE NO: ..      FUND: ...   AGENCY: ...          ORG: ....    APPR: ...
    ACTIVITY: ....  OBJECT: ....                  REPT CAT: ....
                                  AMOUNT: ..............  I/D: .
03-
     LINE NO: ..      FUND: ...   AGENCY: ...          ORG: ....    APPR: ...
    ACTIVITY: ....  OBJECT: ....                  REPT CAT: ....
                                  AMOUNT: ..............  I/D: .
04-
     LINE NO: ..      FUND: ...   AGENCY: ...          ORG: ....    APPR: ...
    ACTIVITY: ....  OBJECT: ....                  REPT CAT: ....
                                  AMOUNT: ..............  I/D: .
```

The field descriptions for the Document Data Maintenance (DDM) screens are as follows.

Field Name	Field Description
FUNCTION	The **Function** field is used to enter commands requesting actions against a batch or document. These commands are processed by DDM. See the "Function Commands" section of this manual for a complete list of valid commands.

Field Name	Field Description
DOCUMENT ID	The **Document ID** uniquely identifies each document and is made up of the following sections: - **Transaction Type** - is the first part of the document ID. It identifies the type of the document. - **Document Agency** - is the second part of the document ID. It is used in security validation and corresponds to an entry in the Agency Master Reference (AGCY) table. - **Document Number** - is the third part of the document ID. If the "Automatic Document Numbering" feature is valid for this type of document, type the tran code and "#" in this field, and the next sequential number will be displayed on the new document. Otherwise, a document number must be entered in this field to uniquely identify the document.
DATE/TIME	Protected. This field displays the current system date and the time of day.
STATUS	Protected. This field displays the current status of a batch header or document.
BATCH ID	The **Batch ID** uniquely identifies each batch of documents. It is made up of the following three sections: - **Transaction Type** - is the first part of the batch ID. It identifies the type of batch. - **Batch Agency** - is the second part of the batch ID. It is used in security validation and corresponds to an entry in the Agency Master Reference (AGCY) table. - **Batch ID Number** - is the third part of the batch ID. In combination with the transaction type and agency, this number uniquely identifies the batch. A batch ID number must be entered in this field.
ORGANIZATION	This field will not be used.
DETAIL LINES: DISPLAY STATUS	Protected. The **Display Status** field displays the total number of detail lines in the batch or document and which detail lines are being displayed. For example, if the document has 15 detail lines and the screen can display only 7, the first screen will display "001-007 OF 015" indicating that detail lines 1 through 7 of 15 are being displayed on this screen.

3.4 Using SUSF and DDM

The following topics are covered in this section:

- creating a new batch or document
- completing the first screen
- continuation screens for DDM
- saving and discarding batches and documents
- processing batches and documents
- "read-only" mode.

3.4.1 Creating a New Batch or Document

New batches and documents can be created using the following two methods:

- the "NEW" function command
- the "COPY" function command.

Once either new document entry or new batch header entry is initiated, the procedures for entering transaction data are the same. Both of the methods listed above are described in the following sections.

3.4.1.1 "New" Command

The "NEW" command can be used to create both new batches and new unbatched documents. To use the NEW command, move the cursor to the **Function** field and type "**New**." Specify the ID of the batch or document to be created, using the following criteria:

- If a new unbatched document is being created, only enter a new document ID. (Note: to use the "Automatic Document Numbering" feature, type the tran code "#" in the **Document Number** field.) DDM will display a blank document header screen to begin entering data. *Figure 3-8* shows a completed "SUSF screen" for creating a new unbatched Purchase Order (PO). *Figure 3-9* shows a completed "command area" for creating a new unbatched Purchase Order from a DDM screen.

- If either a new batch is being created, or a new document within a batch is being created, enter both a batch ID and a document ID. After entering both the complete batch ID and the document ID, DDM will display a blank batch header for you to begin entering data.

NOTE: If a new document is currently displayed in DDM, type either "**Save**" or "**Discard**" in the **Function** field before using the "**NEW**" command to create another unique document.

Figure 3-8
Creating a New Document From SUSF

```
ACTION: R  SCREEN: SUSF USERID: ........        DOCUMENT SUSPENSE INDEX 1
FUNCTION: NEW                                   ORG:

        ----BATCH ID---- -----DOCUMENT ID------              LAST  LAST PROCESS
    SEL TRAN AGCY NUMBER TRAN AGCY    NUMBER    STAT  APPRV  DATE  USER  DATE
     -  ---- ---- ------ ---- ---- ------------ ----- ----- ------ ---- ------
00-                      PO   01   9505-01
01-                      PO   01   9501-01      SCHED 00000 950601 BASE 950702
02-                      PO   01   9501-02      HELD  00000 950601 BASE
03-                      PO   01   9503-01      RJ SD YYYYY 950603 BASE
04-                      PO   01   9503-02      RJ SD YYYYY 950603 BASE
05-                      PO   01   9503-03      ACCPT YYYYY 950603 BASE
06-                      PO   01   9503-04      SCHED 00000 950603 BASE 950702
07-                      PO   01   9503-05      HELD  00000 950603 BASE
08-                      PO   01   9503-06      DELET 00000 950603 BASE
09-                      PO   01   9503-81      ACCPT YYYYY 950604 BASE
10-                      PO   01   9503-82      ACCPT YYYYY 950604 BASE
11-                      PO   01   9503-83      SCHED 00000 950604 BASE 950702
12-                      PO   01   9504-09      RJ HD AA000 950604 BASE
13-                      PO   01   9504-11      RJ SD YY000 950605 BASE
14-                      PO   01   9504-55      REJCT AA000 950605 BASE
```

Figure 3-9
Creating a New Document From a DDM Screen

```
FUNCTION: NEW             DOCID: PO   011  PO12600
  STATUS:                 BATID:                  ORG:
                       REQUISITION INPUT FORM
DATE: 07 01 95 BFY:    ACCT PD:       ACT: E TYPE:   REQ BY: FRED
VENDOR CODE: CHEV-01       RESP AGCY/ORG: 011 1001 OFFICE OF THE COMPTR
       NAME: JOHNSON'S CHEVY WORLD            PHONE: 555          TRACK CO:
    ADDRESS: 1515 WILSON BLVD               DEL DATE: 07 05 95     SHIP TO: 000
             GREENVILLE, VA      12342-8254 DEL BLDG/RM: AMS            TC:
                                              RESP PERS: JEAN
    CONTACT:                                  WHSE CODE:            BILL TO: 000
      PHONE:                BS ACCT:       LINK: Y  COMMENTS:
DISC CODE:   FREIGHT IND:   FREIGHT TOT:                  FREIGHT TOTAL I/D:
  TOTAL AMT:                TOT AMT I/D:       CALC TOT AMT:
  TOTAL QTY:                TOT QTY I/D:       CALC TOT QTY:
LN  FUND AGENCY ORG/SUB ACTIVITY OBJ/SUB   JOB #  CAT      TOTAL       I/D
--  ---- ------ ------- -------- ------- -------- ---- --------------  ---
01  100    011  1001      0011   0001                         100.00
```

3.4.1.2 "Copy" Command

The "**COPY**" function command can be used to copy all of the transaction data from a selected document, batched or unbatched, into a blank document on SUSF or SUS2.

To use the COPY function command, move the cursor to the **Function** field and type "**Copy**." Next, enter a unique document ID on the **Selection Line (Row "00")**, type "**X**" in the **Selection (SEL)** field of the document being copied and press <**Enter**>. DDM will display the header screen of the newly copied document. All of the document data will be copied, and the **Document ID** field will be filled with the newly assigned transaction ID.

3.4.2 Completing the First DDM Screen

Once a document screen is displayed in DDM, the user can begin to enter new data. While several documents display both header and line information on the same screen, most documents display the header and line screens separately. On any header screen, regardless of whether all of the lines have been filled, if <**Enter**> is pressed, DDM will display the next logical screen for that document. If all of the

lines on a detail line screen have been filled and <**Enter**> is pressed, DDM will display a new detail line screen for that document. Other useful commands for navigating batches and documents are:

"**BACK**"	Displays the screen immediately preceding the current screen.
"**BOTTOM BAT**"	Displays the last document header in the current batch.
"**BOTTOM DOC**"	Displays the last screen of detail lines in the current document (batched or unbatched).
"**TOP BAT**"	Displays the batch header of the current batch.
"**TOP DOC**"	Displays the document header of the current document.

When the user has completed entering transaction data on the current screen, either a function command can be entered, or the user can leave the **Function** field blank and press <**Enter**>. If a function command is entered, that command will be executed. If the **Function** field is left blank, then the next logical screen is displayed.

DDM stores accepted and corrected documents in a temporary document work area. Each time the <**Enter**> key is pressed, the document work area is updated. The document work area is written to the Document Suspense (DST) table only when a function is entered that specifically causes this action to be taken, such as the "**SAVE**" command.

3.4.3 Continuation Screens

The system recognizes that data is being entered by the user and will display a series of blank data entry screens, or "continuation screens," as long as:

- the last line on the current data entry screen contains data
- no commands other than [**blank**], "**NEW**," and "**SAVE**" are currently entered in the **Function** field.

(**NOTE**: If the current data entry screen is a document header, press <**Enter**> to continue to the next screen.)

The screen displayed to the user is based on a specific transaction type and the following criteria:

- *New batch*. (Assuming both the batch ID and the DOC ID were entered during batch creation.) Only after <**Enter**> is pressed, will the blank document header for the document be displayed.

- *New batch*. (Assuming that only the batch ID was entered during batch creation.) When <**Enter**> is pressed while the batch header is displayed, the system defaults to the "**NEW**" command in the **Function** field. To display the first blank document screen in the batch, enter the DOC ID and press <**Enter**>. The next screen displayed will be a blank document header screen.

- *New document*. (Assuming that the document header resides on a screen without detail lines.) When <**Enter**> is pressed, the system saves the document header in the document work area. If the **Function** field is left blank, a blank screen containing detail lines is displayed.

- *New document*. (Assuming that the document header resides on a screen with detail lines.) When <**Enter**> is pressed, the next screen of detail lines is displayed.

- *Detail lines*. (For all transactions.) When detail lines are being entered (either on a screen with the document header or on a screen by themselves), the system displays another blank screen of the same type if the last detail line contains data.

3.4.4 "Save" and "Discard" Commands

If the user attempts to exit DDM while a new document is displayed, DDM displays a prompt to use either the "**SAVE**" or "**DISCARD**" command before leaving that document.

The "**DISCARD**" function command clears the document work area. All work since the last time the Document Suspense File (SUSF) was updated, is lost. If no command has been entered in the **Function** field causing the document to be written to the Document Suspense File, then this action effectively cancels the document entry. If the document has been previously saved on the DST, then it still exists there in its previous state.

The "**SAVE**" function command updates the document work area and saves the entire document on the Document Suspense File (SUSF).

3.4.5 Processing Batches and Documents

The SUSF processing function commands include: "**APPROVE**," "**UNAPPROVE**," "**DELETE**," "**UNDELETE**," "**HOLD**," "**OVERRIDE**," "**QUEUE**," "**RUN**," and "**SCHEDULE**."

On SUSF, all processing commands are executed by typing "**X**" in the **Selection** field of one or more batches or documents on SUSF, typing the processing command to be used in the **Function** field, and

pressing <**Enter**>. The only exception is the "**RUN**" command, where only one batch or document can be selected at one time.

The DDM processing function commands include: "**APPROVE BAT**," "**APPROVE DOC**," "**UNAPPROVE BAT**," "**UNAPPROVE DOC**," "**DELETE BAT**," "**DELETE DOC**," "**UNDELETE BAT**," "**UNDELETE DOC**," "**HOLD BAT**," "**HOLD DOC**," "**OVERRIDE BAT**," "**OVERRIDE DOC**," "**QUEUE BAT**," "**QUEUE DOC**," "**RUN BAT**," "**RUN DOC**," "**SCHEDULE BAT**," and "**SCHEDULE DOC**."

On DDM, all processing commands are executed by typing the processing command to be used in the **Function** field of the current batch or document and pressing <**Enter**>.

3.4.6 "Read-Only" Mode

"Read-only" mode allows the user to view a batch or document but does not allow any changes to information. There are two ways to view a batch or document using read-only mode: either use the "**SCAN**" function command, or access a document with a status barring updates and receive read-only access automatically.

All users have the option of viewing batch or document data in read-only mode using the "**SCAN**" function command. To use the "**SCAN**" command, move the cursor to the **Function** field on SUSF, type "**S**" **(Scan)**, move the cursor to the **Selection** field of the batch or document to be viewed in read-only mode, type "**X**" and press <**Enter**>. The header screen for the batch or document selected will be displayed.

When the function command "**ACCESS**" or "**GET**" is entered on the SUSF screen, and the transaction being accessed has a status barring updates (for example: "accepted"), or if the user has read-only authority, the system will automatically grant read-only access. If the user attempts to make a change to a document in read-only mode, the system will reject the change and issue the message: "**UPDATES IGNORED/READ ONLY MODE**."

3.5 Function Commands for SUSF and DDM

The following section lists valid function commands for SUSF and DDM. These commands are organized in a table with the following headings:

- function command
- short command
- description

- multiple batches and documents (SUSF only)
- function key (DDM only).

The **Function Command** column lists the actual commands recognized by the system. These function commands are entered in the **Function** field of SUSF and DDM screens. While all of the commands in this column are valid entries in the **Function** field, most users will prefer to use the commands listed in the **Short Command** column.

The **Short Command** column lists all of the short, or abbreviated, commands delivered with GFS for each function command.

The **Description** column lists a short definition of what the function command actually does.

The **Multiple Batches and Documents** column for SUSF indicates whether you can select multiple batches and/or documents for that specific command.

The **Function Key** column for DDM lists the function key assigned to each command.

Short commands and function keys can be assigned to any function command, or combination of function commands. For information on adding or changing these assignments, refer to the description of the Program Function Definition (PFDF) table in the *System Control Tables* manual.

DDM commands affecting an entire batch have the same effect as selecting all eligible documents within that batch. Note that a batch must be edited (to insure a balanced batch) before the individual documents within that batch can be scheduled.

3.5.1 SUSF Function Commands

SUSF Function Command	Short Command	Command Field Description	Multiple Batches & Docs
[BLANK]	**N/A**	When the **Function** field is blank, any of the following actions can be performed: - If all **Selection** (SEL) fields are also blank, and an action of "**S**" (**Scan**) is entered, the first screen of the Document Suspense File will be displayed. If an action of "**R**" (**Refill**) is entered, the Document Suspense File display scrolls forward. - If the cursor is moved to the **Selection** field of a batch of document, and an Action of "**S**" (**Scan**) is entered, DDM automatically infers the "ACCESS" command into the **Function** field and the selected batch or document will be accessed. - If the **Selection** line contains a partial key, the display changes based on the provided data.	
ACCESS	**G**	Displays the header screen of the document selected. If a batch header is accessed, then the batch header will be displayed. If the current status is "**ACCPT**" (accepted), the transaction data can be viewed, but nothing can be changed on the document. If the current status is "**DELET**" (marked for deletion), the batch or document cannot be accessed. Otherwise, full access to update the accessed batch or document is permitted.	
APPROVE	**A+**	Applies approval authority to the selected batch(es) and/or document(s).	X
CHANGE	**DT**	SUSF Only. Enter a new processing date into the **Process Date** field of selected batches and documents. The processing date will change to the date entered.	X

SUSF Function Command	Short Command	Command Field Description	Multiple Batches & Docs
COPY	**C**	Allows data entry to begin on a new batch or document by copying data from an existing batch or document. The **Selection** line must be filled in with the new document ID and the **Selection** field next to the document being copied must be filled to use the "**COPY**" command.	
DELETE	**D**	Marks the selected batches or documents for deletion from the Document Suspense File (SUSF).	X
HOLD	**H+**	Changes the status of all selected batches and/or documents to "**HELD**."	X
NEW	**N**	Displays a blank data entry screen for a new batch header or document. (Either a blank document header screen or a blank batch header can be created, depending on the key specified.) The **Selection** line must be completed for this function and no other selections are allowed.	
OVERRIDE	**OV**	Applies the error override authority to all selected batches and documents.	X
QUEUE	**QU** **U**	Submits all selected batches and documents for background processing. Security will be checked against each of the selected transactions. If errors are posted, the selected transaction(s) posting the errors will not be freed.	X
RUN	**R** **W**	Submits the selected batch or document for foreground processing. If the batch or document is processed without errors, SUSF is redisplayed. If errors are detected, the first screen of the first transaction with errors is displayed.	
SCAN	**V**	Displays the header for the selected batch or document and "read-only" access is granted.	

SUSF Function Command	Short Command	Command Field Description	Multiple Batches & Docs
SCHEDULE	**S**	Changes the status of all selected batches or documents to "**SCHED**." The next time the nightly cycle process (NCP) runs, all batches and documents with a status of "**SCHED**" will be selected for processing.	X
UNAPPROVE	**A-**	Removes the applied approvals from all selected batches and documents, based on the user's assigned authority.	X
UNDELETE	**UD**	Changes the status of all selected batches and documents that have been previously marked for deletion, and still remain on the Document Suspense File (SUSF), to "**HELD**."	X

3.5.2 DDM Function Commands

DDM Function Command	Short Command	Command Field Description	Function Key
N/A	**[Blank]**	DDM will update the document work area and display the next logical screen within the current batch or document depending on the following criteria: - On any header screen, regardless of whether all of the lines have been filled, if <**Enter**> is pressed, DDM advances to the first detail line screen of the current document. - If data has not been keyed into all of the lines of a detail line screen and <**Enter**> is pressed, DDM redisplays the same data entry screen. - If all of the lines on a detail line screen have been filled and <**Enter**> is pressed, DDM will display a new detail line screen for that document.	
APPROVE BAT	**AB+**	Applies the approval authority to the current batch.	24

DDM Function Command	Short Command	Command Field Description	Function Key
APPROVE DOC	**A+** **AD+**	Applies approval authority to the current document.	12
BACK	**<**	Displays the screen immediately preceding the current screen.	
BOTTOM BATCH	**BB**	Displays the last document header in the current batch.	18
BOTTOM DOC	**B** **BD**	Displays the last screen of detail lines in the current document (batched or unbatched).	6
DELETE BAT	**DB**	Changes the status of all documents within the current batch to "**DELET**." Batches marked as "**DELET**" will be removed from the system and archived at a later date.	19
DELETE DOC	**D** **DD**	Changes the status of the current document to "**Delet**." Documents marked as "**DELET**" will be removed from the system and archived at a later date.	7
DELETE LINE	**DL**	Deletes single lines within an existing document. To use this command, place the cursor on the detail line to be deleted and press <**Enter**>. Blank lines cannot be deleted with this command.	
DISCARD	**X**	Clears the document work area. All work since the last time SUSF was updated is lost. If no function has been entered causing the document to be written to SUSF, this action will cancel the document entry. If the document has previously been saved on SUSF, then it must be accessed and deleted to remove it from SUSF.	4
DUP LINE	**CL** **NLC**	Duplicates one detail line of the current document. To use this command, place the cursor on the detail line to be duplicated and press <**Enter**>. The new detail line is inserted immediately after the duplicated line.	

DDM Function Command	Short Command	Command Field Description	Function Key
EDIT	**ES**	Interactive editing is performed on the current batch or document. All screen areas within the batch or document, since the last time that the "**EDIT**" command was used, are edited. If no errors are detected and all detail lines on the screen contain data, the next logical screen is displayed. If errors are detected, the first screen with errors in the current document is displayed. If a detail line on the screen does not contain data, an "**EDIT DOC**" function is performed.	
EDIT BAT	**EB**	Edits all screen areas within the current batch. If no errors are detected, the batch header is displayed with a message indicating a successful edit. If errors are detected, the screen with the first error detected within the batch is displayed.	20
EDIT DOC	**ED** **Q**	Edits all screen areas within the current document. If no errors are detected, the top of the document is displayed and the status is updated. If errors are detected, the screen with the first error detected within the document is displayed.	8
END *Screen ID*	**E**	The system exits DDM and returns to MTI. If DDM is entered from the SUSF screen, the system would return to SUSF. If the "leaf" action was used to access DDM from MTI, the system returns to the MTI screen where the leaf action was entered. If an "**END**" function command is entered and a screen ID is specified in the "**Screen**" field, the system exits DDM and leafs to the MTI screen specified. For example, if an "**E**" is entered in the **Function** field and "**FUND**" is typed in the **Screen** field, the system returns to MTI and displays the Fund Master Reference (FUND) table screen. If the latest changes to the document have not been saved, the system prompts the user to either "**Save**" or "**Discard**" those changes before allowing the "**End**" function command to process.	3

DDM Function Command	Short Command	Command Field Description	Function Key
ERRORS	**EL**	Displays the next screen of detail lines within the current batch or document with error messages.	
FIRST	**FL**	Displays the first screen of detail lines within the current document.	13
FREE		When a batch or document header is accessed, a flag is set on the Document Suspense (DST) table marking it as "**In Use**." The system does not allow other users access to the batch or document while the first user is still working on it. When the user exits the batch or document, the DST is updated to remove the "**In Use**" flag. If a user id disconnected while accessing a batch or document, it could be listed as "in use," even though no other user is accessing it. When this occurs, the "in use" flag on the DST can be reset by using the "**FREE**" command. **NOTE:** The free command will be performed by OSIS system administration.	
GET	**G**	Displays the first screen of the selected document. The document ID must be entered in the **Document ID** field on the screen. (To use the "Automatic Document Numbering" feature, enter "**#**" in the **Document Number** field.) If the current status is "**ACCPT**" (accepted), the transaction data can be viewed, but the document cannot be changed. If the current status is "**DELET**" (marked for deletion), the document or batch cannot be accessed by using a "**GET**" function command. Otherwise, full access to update the accessed batch or document is permitted. If the latest changes to the document have not been saved, the system prompts the user to either "**Save**" or "**Discard**" those changes before allowing the "**GET**" function command to process.	

DDM Function Command	Short Command	Command Field Description	Function Key
HELP	**H**	The system returns to MTI and leafs to the "**HELP**" table for that screen. When an action of "**E**" (**End**) is specified within MTI, the system returns to the document screen where the "**HELP**" command was entered.	1
HOLD BAT	**HB+**	Changes the statuses for all documents within the current batch to "**HELD**."	23
HOLD DOC	**H+** **HD+**	Changes the status for the current batch or document to "**HELD**."	11
IGNORE	**IG**	Interactive editing is performed on the current batch or document. All screen areas within the batch or document, since the last time that the "**IGNORE**" command was used, are edited. DDM will continue in data entry mode whether or not errors have been detected.	
LAST	**LL**	Displays the last screen of the current document	14
MORE		Refills the error message area of the current document screen. This command is only valid when the error message area on the current screen overflows. The system automatically defaults this command into the **Function** field when the overflow condition is detected.	
NEW	**ID** **N**	Displays a blank data entry screen for a new batch header or document. (Either a blank document header screen or a blank batch header can be created and displayed, depending on the key specified.) If the "**NEW**" command is used while scanning or accessing a document, DDM prompts the user to either "**Save**" or "**Discard**" the current document first.	

DDM Function Command	Short Command	Command Field Description	Function Key
NEW LINE	**I** **IL**	Creates new lines, one at a time, within the current document. To use this command, place the cursor on the detail line that the new line should follow and press <**ENTER**>. A blank data entry screen will be displayed. New data can continue to be entered as long as all detail lines on the screen contain data. If the cursor is not placed on a specific detail line, the new line will be inserted before the first detail line on the screen.	
NEXT DOC	**ND**	Displays the first screen of the next document in the current batch.	16
NEXT *n*	**+ *n*** **NL**	The "**NEXT**" command can be used to either display the next line or to move a set number of lines forward where *n* is equal to the number of lines to move. The number entered for *n* must be within the range of 1 to 999. If no value is entered for *n*, the default is equal to 1. If the number entered for *n* follows the last line, then the last line will be displayed. For example, if "**NEXT 5**" is entered, the display will advance forward five lines.	
OVERRIDE BAT	**OVB**	Applies the override authority to the current batch.	
OVERRIDE DOC	**OV** **OVD**	Applies the override authority to the current document.	

DDM Function Command	Short Command	Command Field Description	Function Key
PAUSE *screen ID*	**Z**	When a "**PAUSE**" function command is entered, the system returns to MTI and leafs to a specific screen. The screen paused can be specified either on the EasyDoc Parameters (EZPM) table, OR the four-character screen ID as a destination can be entered. GFS is delivered with SUSF as the destination screen for the "**PAUSE**" command.) For example, if "**Z**" is entered in the **Function** field and "**AGCY**" in the **Screen** field, the system would return to MTI displaying the Agency Master Reference (**AGCY**) table screen. From within MTI, any valid MTI actions such as: scanning data, updating tables, and moving around from one screen to another, can be performed. When an action of "**E**" (**END**) is specified within MTI, the system returns to the document screen where the "**PAUSE**" command was entered.	
PREV DOC	**PD**	Displays the first screen of the previous document header in the current batch. Errors will be issued if this command is executed in an unbatched document or if this command is issued from the batch header.	15
PREV *n*	**-** *n*	The "**PREV**" command can be used to either display the previous line or to move a set number of lines backward where *n* is equal to the number of lines to move. The number entered for *n* must be within the range of 1 to 999. If no value is entered for *n*, the default is equal to 1. If the number entered for *n*, precedes the first line, then the first line will be displayed. For example, if "**PREV 5**" is entered, the display will move back five lines.	
QUEUE BAT	**QUB**	Submits the current batch for background processing. Security will be checked against the current batch. If errors are posted, the current batch will not be freed. The document work area will be saved before the document is queued.	

DDM Function Command	Short Command	Command Field Description	Function Key
QUEUE DOC	**QU** **QUD** **U**	Submits the current document for background processing. Security will be checked against the current document. If errors are posted, the current document will not be freed. The document work area will be saved before the document is queued.	
RUN BAT	**RB**	Submits the current batch for foreground processing. The document work area is saved before the batch runs. If no errors are detected, DDM displays the batch header with a message indicating a successful run. If errors are detected, the screen with the first error detected within the batch is displayed.	21
RUN DOC	**R** **RD**	Submits the current document for foreground processing. The document work area is saved before the document runs. If no errors are detected, DDM displays the top of the document with a message indicating a successful run. If errors are detected, the screen with the first error detected within the document is displayed.	9
SAVE	**US**	DDM updates the Document Suspense File (SUSF). The status of the batch or document is changed to either "**SCHED**" or "**HELD**" depending on how that specific screen is set up on the EasyDoc Parameters (EZPM) table.	2
SCHEDULE BAT	**SB**	Changes the status of the current batch header to "**SCHED**" and the document work area is saved. The next time the nightly cycle process (NCP) runs, all batches with a status of "**SCHED**" will be selected for processing.	22
SCHEDULE DOC	**S** **SD** **O**	Changes the status of the current document to "**SCHED**" and the document work area is saved. The next time the nightly cycle process (NCP) runs, all documents with a status of "**SCHED**" will be selected for processing.	10
SHOW APPROVALS	**A?**	The system determines the approvals that are pending on the transaction and produces error messages indicating the current approval status.	

DDM Function Command	Short Command	Command Field Description	Function Key
TEXT	**TX**	If the "**Text Indicator**" field on the current DDM screen is set to a "**Y**" (Yes), the "**TEXT**" command will reposition the cursor at the Text table associated with that document type. Up to 1000 lines of text pertaining to a specific commodity line can be entered onto the Text table displayed.	
TOP BAT	**TB**	Displays the batch header of the current batch.	17
TOP DOC	**T** **TD** **NL0**	Displays the top of the document header of the current document.	5
UNAPPROVE BAT	**AB-**	Removes the level of approval, as obtained from the Security (STAB) table, from the current batch.	
UNAPPROVE DOC	**A-** **AD-**	Removes the level of approval, as obtained from the Security (STAB) table, from the current document.	
UNDELETE BAT	**UDB**	Changes the status of the current batch to "**HELD**." This command can only be used on batches or documents with a current status of "**DELET**."	
UNDELETE DOC	**UD** **UDD**	Changes the status of the current document to "**HELD**." This command can only be used on batches or documents with a current status of "**DELET**."	
UP		Moves the display "**Up**" from the current screen. If the document header is displayed, "**UP**" moves the display to the batch header. If detail lines are displayed, "**UP**" moves the display to the document header.	
VERIFY	**V**	Sets the "**Verify**" flag on the current document. This flag serves as a confirmation to the user that the document has been reviewed. Documents requiring verification will not be accepted without this flag.	

3.6 Special Features

The following topics are discussed in this section:

- Text tables
- Function key definitions
- Approval system.

3.6.1 Text Tables Overview

Certain GFS documents allow the user to store comments pertaining to individual commodity lines on a "text" table. Entries on text tables are informational only and do not update the database. Only transactions displaying a **Text Indicator** field can use this feature.

```
ACTION: . SCREEN: POTX USERID: ........

                    P U R C H A S E   O R D E R   T E X T

VENDOR= ...........       TRANSACTION ID= .. ...........     LINE NUMBER= ..
  NAME: ............................
                                                                      TEXT
TEXT                                                                  LINE
----------------------------------------------------------------------  ====
......................................................................  ...
......................................................................  ...
......................................................................  ...
......................................................................  ...
......................................................................  ...
......................................................................  ...
......................................................................  ...
......................................................................  ...
......................................................................  ...
......................................................................  ...
......................................................................  ...
```

3.6.1.1 Header Area

The header area stores specific information for the commodity line associated with the current text table entry. This information is filled in by the system and does not have to be maintained by the user.

3.6.1.2 Text Area

Because GFS automatically increments the line numbers, text can be entered without line numbers and one line of future text may be inserted between each line. Additionally, the user may start the counter used for numbering at any value and may change that value at any time by entering a text line number manually.

3.6.2 Associating Text With Documents

```
ACTION: a SCREEN: INTX USERID: ........

                          I N V O I C E   T E X T

INVOICE NUMBER= LEASE-1            PROVIDER= 14567890
   LINE NUMBER= 01                     NAME:
                                                                      TEXT
TEXT                                                                  LINE
----------------------------------------------------------------------  ====
leasing information:                                                  001

This invoice pertains to a lease on lot numbers 105 through 110.
The period of this lease runs from 07/01/94 through 07/01/95.
```

```
ACTION: A SCREEN: INTX USERID: ........

                          I N V O I C E   T E X T

INVOICE NUMBER= LEASE-1            PROVIDER= 14567890
   LINE NUMBER= 01                     NAME: ACME INC.
                                                                      TEXT
TEXT                                                                  LINE
----------------------------------------------------------------------  ====
LEASING INFORMATION:                                                  001
                                                                      003
THIS INVOICE PERTAINS TO A LEASE ON LOT NUMBERS 105 THROUGH 110.      005
THE PERIOD OF THIS LEASE RUNS FROM 07/01/94 THROUGH 07/01/95.         007









12-*L030 ALL LINES ADDED
```

3.6.3 Function Key Definitions

Most computer keyboards will have either ten, twelve, or twenty-four function keys across either the top or one side of the keyboard. Both DDM and SUSF support the use of function key assignments for function commands. This means that any command which can be entered in the **Function** field on SUSF or DDM can be mapped, or assigned, to any function key. Assigning commands to function keys can greatly increase speed and efficiency in document processing.

To view current function key settings, move the cursor to the **Action** field of any MTI screen, type "**N**" **(Next)**, type "**PFDF**" in the **Screen** field, and press <**Enter**>. The Program Function Definition (PFDF) table will be displayed as shown in *Figure 3-13*. The PFDF table stores all of the current short commands assigned to DDM and SUSF commands AND all of the function keys assigned to DDM and SUSF commands.

The **Translation Group** field is used to differentiate between the different groups of definitions stored on PFDF. Valid entries for this screen, as it is delivered are: "**DDM**" (DDM functions and function key assignments), "**SUSF**" (SUSF and SUS2 functions and function key assignments), and "**GEN**" (functions and function key assignments for the document generation screens). Entering SUSF in this field will display all of the definitions for SUSF, whereas entering DDM or GEN will display all of the definitions for DDM and the document generation screens respectively. The "**To Type 1**" field lists the actual command. The "**From Field**" lists the short command *or* function key assigned to a specific command.

Figure 3-13
Program Function Definition (PFDF) Table

```
ACTION: R TABLEID: PFDF USERID: ........
 H-                          PROGRAM FUNCTION DEFINITION

     TRANSLATION GROUP= DDM


     FROM                         TO
     TYPE   FROM FIELD           TYPE   TO TYPE 1          TO TYPE 2
     ====   ===============      ----   ---------------    ---------------
 01- PFK    01                   FUNI   HELP
 02- PFK    02                   FUNI   SAVE
 03- PFK    03                   FUNI   END
 04- PFK    04                   FUNI   DISCARD
 05- PFK    05                   FUNI   TOP DOC
 06- PFK    06                   FUNI   BOTTOM DOC
 07- PFK    07                   FUNI   DELETE DOC
 08- PFK    08                   FUNI   EDIT DOC
 09- PFK    09                   FUNI   RUN DOC
 10- PFK    10                   FUNI   SCHEDULE DOC
 11- PFK    11                   FUNI   HOLD DOC
 12- PFK    12                   FUNI   APPROVE DOC
```

In *Figure 3-13*, function key "**01**" is assigned to the DDM command "**HELP**." This means that while a DDM screen is displayed, if the <**F1**> key on your keyboard is pressed, this will have the same effect as typing "**H**" **(Help)** in the **Function** field and pressing <**Enter**>.

NOTE: The OSIS System Administrator will define the program function definition codes and will maintain the Program Function Definition (PFDF) table.

DDM commands cannot be entered on XBG2, and any settings stored on XBG2 automatically have precedence over any settings on the Program Function Definition (PFDF) table. To properly use the function key assignments established on PFDF, the online control function keys section of XBG2 MUST remain blank.

3.6.4 Approval System

The "approvals" feature enables authorized individuals to approve a document before it is accepted by the system. The entire approval system is optional. Up to five levels of approval are available. The number of approvals required before a transaction is accepted depends on the set-up defined on the State's System Security Administrator and the individual agency security administrators.

To issue approvals on SUSF, type "**A+**" in the **Function** field, mark the **Selection** field next to each batch and document to be approved and press <**Enter**>.

Normally, batches and documents must pass the edit process successfully before they can be approved. The option to allow pre-approvals on batches and documents is available by setting the **Pre-Approval Allowed** flag on the Easydoc Parameters (EZPM) table to "**Y**" (Yes). This option allows batches and documents to be approved, regardless of errors, as long as the user has proper approval authority.

3.7 Abandoned Transactions Overview

With the many state employees who have access to the ISIS/GFS system, there will inevitably be some documents that never reach the nightly processing cycle. The following policies define the steps OSRAP will take to remove documents left on the Document Suspense File (SUSF) too long.

NOTE: OSRAP employees will monitor the Document Suspense File to review unprocessed documents. Generally, documents left on the Document Suspense File will be scheduled for removal after **one month**.

3.7.1 Abandoned Transactions Policies

The following policies apply to abandoned transactions in GFS:

- OSRAP will remove rejected documents from the Document Suspense File when they are left on the file too long (more than 30 days).
- Old, held, or pending approval transactions will also be reviewed by OSRAP with the agency to determine their future need.

3.7.2 Abandoned Transactions Procedures

Responsibility	Action
OSRAP	Notifies the agency, in writing, of documents that do not have recent activity (more than **30 days old** on the Document Suspense File), and attaches a copy of Report _____.
Agency	Corrects the documents and submits them for processing or marks the documents for deletion.
OSRAP	Contacts the agency directly (by telephone or in person), and notifies the agency that documents will be deleted in **five working days** if no action is taken.

3.8 Document Numbering Overview

This section defines document numbering and how it will be used within the State's accounting system (GFS).

Every transaction entered into the State's accounting system (GFS) will be assigned a single document number, which will serve as both the agency and statewide document number. That document number will consist of:

- A two-character transaction type code. This code is automatically assigned when the document is selected.

- A three-character agency code. The agency code will be entered by the individual generating the transaction, using the agency code of the agency originating the transaction.

- An eleven-character sequential number, including an optional "document number prefix," (determined by the type of document being entered). This prefix will be entered by the individual entering the document. Then, if the "Automatic Document Numbering" option is used, GFS will complete the remaining characters of the Document Number with a sequential number.

"Automatic Document Numbering," a GFS option, is a feature that automatically generates the next available document number for the transaction being entered, based on the type of transaction being entered and use of the "document number prefix."

The use of Automatic Document Numbering will be required on **most** GFS documents; therefore, it is strongly recommended that Automatic Document Numbering be used wherever possible to ensure a more consistent and uniform numbering system.

NOTE: Rejected and deleted documents are covered in Section 3.7. This refers to documents that are assigned a document number through ADNT and the document is discarded (x in function field). The discarded document is assigned a number. If another document is generated the number of the discarded document will not be revised. This will create a "skip" in the numbering sequence.

3.8.1 Document Numbering Policies

The following policies apply when using document numbering in GFS:

- Every transaction entered into the State's accounting system (GFS) will be assigned a single document number.

- The Automatic Document Numbering feature is **required** on most transactions entered into the State's accounting system. Manual document numbers will be used for selected transactions where Automatic Document Numbering is not accomplished through the system.

  The following documents will ultimately be filed with OSRAP, the State Treasurer and/or the State Budget Office; therefore, Automatic Document Numbering is required. Agencies are required to input their three-character **agency number**, followed by the two-character **transaction type code** (e.g., "**JV**," "**J1**," "**J2**," "**J3**," "**AP**," etc.).

  Appropriation Adjustments (AP)
  Check Cancellations (CX)
  Journal Vouchers (JV, J1, J2, J3)

  The Manual Check (MW) document will ultimately be filed with the State Treasurer's Office. Automatic Document Numbering is not available on this transaction. Manual checks (MW) must be numbered as identified in the Document Numbering by Transaction Table in this chapter. See Section 3.9.

- The Automatic Document Numbering feature is strongly recommended for transactions entered into the State's accounting system (GFS) which are not filed with OSRAP (that is, filed in the agency).

- The following documents will <u>not</u> be filed with OSRAP, the State Budget Office, or the State Treasurer's Office:

  Cash Receipts (CR)
  Expense Budgets (EB)
  Grants - Federal Aid Master (FM)
  Grants - Federal Aid Charge (FX)
  Payroll Journal Voucher (JV Transaction)*
  Projects - Project Master (PJ)
  Projects - Project Charge (PX)
  Projects - Non-Payable Invoice (NP)
  Purchase Order (PO/PC/PD/PG)
  Revenue Budgets (RB)
  Requisitions (RQ/RX)
  Warrant Voucher (WV)

  * No paper document is generated, therefore, agencies will only be responsible for filing the supporting documentation, i.e., time sheets, etc. This does not preclude anyone from attaching a screen print of the document, if desired or deemed necessary.

Agencies will be responsible for filing and maintaining these documents for safe keeping, audit purposes, and archiving.

- The use of a Document Number Prefix is required. The number of characters available for the Document Number Prefix will be determined by the type of transaction. For further details, refer to the Document Numbering by Transaction Table in this chapter. See Section 3.9.

3.9 Document Numbering By Transaction Table

Transaction Type		Document Prefix	Document ID	Comments
Major Heading	**Document Type**	**Agency Code must be specified on all documents being entered**	**Document Number (See Table Below)**	
General Accounting	(JV) Journal Voucher	Agency XXX	(**JV**)123456789 Auto Doc.	JV restricted use for STO only. Automatic Document Numbering is required.
	(J1) Alternate Journal Voucher	Agency XXX	(**J1**)123456789 Auto Doc.	Data entered at OSRAP/STO - used to clear agency suspense.
	(J2) Fiscal Journal Voucher	Agency XXX	(**J2**)123456789 Auto Doc.	Automatic Document Numbering is required.
	(J3) Special Revenue Journal Voucher	Agency XXX	(**J3**)123456789 Auto Doc.	Automatic Document Numbering is required.
	(J4) Interagency Journal Voucher	Seller Agency XXX	(Buyer Agency XXX)12345678	J4 Document Number contains the three-character buyer agency code and is sequentially numbered manually by the seller agency.
	(J5) Interface Revenue Journal Voucher	Agency XXX	**J5**123456789	The Document Number will be assigned from the interface transaction and will be unique to the system providing the interface.
	(J6) Agency Journal Voucher	Agency XXX	**J6**123456789 Auto Doc.	Automatic Document Numbering is required.
	(PR) Payroll Voucher	Agency XXX	**PR**123456789 Auto Doc.	Automatic Document Numbering is required.

Transaction Type		Document Prefix	Document ID	Comments
	(WV) Warrant Voucher	Agency XXX	**WV**123456789 Auto Doc.	Automatic Document Numbering is required.
GFS Purchasing	(PO) Purchase Order (GFS)	Agency XXX	**PO**123456789 Auto Doc.	Automatic Document Numbering is required.
	(QO) Quick Order	Agency XXX	**QO**123456789 Auto Doc.	Automatic Document Numbering is required.
Expenditure/ Disbursement	(PV) Payment Voucher	Agency XXX	**PV**123456789 Auto Doc.	Automatic Document Numbering is required.
	(P1) Vendor Payment Voucher	Agency XXX	**P1**123456789 Auto Doc.	Automatic Document Numbering is required.
	(QV) Quick Voucher	Agency XXX	**QV**123456789 Auto Doc.	Automatic Document Numbering is required.
	(CX) Check Cancellation	Agency XXX	**CX**123456789 Auto Doc.	Automatic Document Numbering under evaluation. CX transactions are entered by OSRAP/STO only.
	(MW) Manual Warrant (Check)	Agency XXX	Enter Check #XXXXXXXXXX	Data entered by OSRAP and/or STO. The check number is entered for the document number on the MW.
	(QW) Quick Warrant	Agency XXX	**QW**123456789 Auto Doc.	Data entered by OSRAP and/or STO. Automatic Document Numbering is required.
	(P2) Payment Voucher Reversal	Agency XXX	**P2**123456789 Auto Doc.	Automatic Document Numbering is required.
Revenue	(CR) Cash Receipt	Agency XXX	Agency XXX plus 6-digit Deposit Ticket number from ODIT Table	The document number includes the three-character agency code and must match the six-digit bank deposit number. Subsequent classifications will have an alpha character assigned after the deposit number, beginning with "**A**" and continue through the alphabet until "**Z**" is reached. The 27th classification should be "**AA**" followed by "**AB**," etc. until deposit is fully classified.

Transaction Type		Document Prefix	Document ID	Comments
	(QR) Quick Receipt	Agency XXX	Agency XXX plus 6-digit Deposit Ticket number from the ODIT Table	The document must match the bank deposit number. See the Cash Receipt (CR) policy for subsequent classification numbers.
	(DS) Deposit Suspense	DS	**DS** 123456789 Auto Doc	Automatic document numbering is required.
	(C1) Alternate Cash Receipt	Agency XXX	Agency XXX plus 6-digit Deposit Ticket number from ODIT Table	Three-character agency code is repeated in the document number, followed by the 6-digit deposit number.
Grants	(FM) Federal Aid Master	Agency XXX	**FM**123456789 Auto Doc.	Automatic Document Numbering is required.
	(FX) Federal Aid Charge	Agency XXX	**FX**123456789 Auto Doc.	Automatic Document Numbering is required.
Projects	(PJ) Project Master	Agency XXX	**PJ**123456789 Auto Doc.	Automatic Document Numbering is required.
	(PX) Project Charge	Agency XXX	**PX**123456789 Auto Doc.	Automatic Document Numbering is required.
	(NP) Non-Payable Invoice	Agency XXX	**NP**123456789 Auto Doc.	Automatic Document Numbering is required.
Recurring Entries	(PV) Recurring Payment Voucher	Agency XXX	XRMMDDY01PP	Recurring PV transactions are manually numbered as follows: X = Single Digit Agency-Defined. R = Indicates that this transaction is a recurring PV MMDDY = Month/Day/Fiscal Year (last digit) 01 = the sequence within the Day PP = the fiscal period of the payment; system-generated sequence number of the recurring payment.

Transaction Type		Document Prefix	Document ID	Comments
	(JV) Recurring Journal Voucher	Agency XXX	TTTTTTTTT12	Recurring Journal Vouchers are manually entered as follows: The first nine positions (T) are entered on the Recurring Journal Voucher (REJV) table. The last two positions are system-generated, based on the frequency/cycle (monthly, quarterly, annually). It identifies the fiscal period the transaction was created for.
Budgeting	(AL) Allotment	Agency XXX	Not used.	Allotment is not used at this time.
	(AP) Appropriation	Agency XXX	AP123456789 Auto Doc.	Automatic Document Numbering is required.
	(EB) Expense Budget	Agency XXX	EB123456789 Auto Doc.	Automatic Document Numbering is required.
	(RB) Revenue Budget	Agency XXX	RB123456789 Auto Doc.	Automatic Document Numbering is required.
Inventory	(CI) Stock Issue Confirmation	Agency XXX	**CI**123456789 Auto Doc.	Automatic Document Numbering is required.
	(IA) Physical Inventory Adjustment	Agency XXX	**IA**123456789 Auto Doc.	Automatic Document Numbering is required.
	(OC) Over-the-Counter	Agency XXX	**OC**123456789 Auto Doc.	Automatic Document Numbering is required.
	(PI) Pick and Issue	Agency XXX	**PI**123456789 Auto Doc.	Automatic Document Numbering is required.
	(SN) Stock Return	Agency XXX	**SN**123456789 Auto Doc.	Automatic Document Numbering is required.
	(SR) Stock Requisition	Agency XXX	**SR**123456789 Auto Doc.	Automatic Document Numbering is required.
	(TI) Stock Transfer Issue	Agency XXX	**TI**123456789 Auto Doc.	Automatic Document Numbering is required.

3.10 Automatic Document Numbering (ADNT) Table Overview

The Automatic Document Numbering (ADNT) table allows the user to have documents automatically numbered.

3.10.1 Automatic Document Numbering (ADNT) Table Screen Print and Field Descriptions

The screen print of the Automatic Document Numbering (ADNT) table is pictured below, and field descriptions follow.

```
ACTION: S TABLEID: ADNT USERID: ........
AUTOMATIC DOCUMENT NUMBERING TABLE
KEY IS TRAN CODE, AGENCY, DOCUMENT NUMBER PREFIX

                DOCUMENT        LAST
   TRAN  AGCY     NUMBER       DOCUMENT     DATE LAST  TIME LAST
   CODE  CODE     PREFIX     NUMBER USED    NUM USED   NUM USED
   ----  ----  ----------  ------------    ------     ------
01-
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
```

The field descriptions of the Automatic Document Numbering (ADNT) table are as follows.

Field Name	Field Description
TRANSACTION CODE	Required (Key Field). Enter the transaction code for the type of transaction on this line.
AGENCY CODE	Required (Key Field). Enter the three-character agency code for the agency responsible for the type of transaction on this line. One additional space is provided as a "wild card," ("*****"). **NOTE:** Four asterisks ("********") will be displayed in this field.
DOCUMENT NUMBER PREFIX	Required (Key Field). This field displays the transaction type plus the pre-defined prefix for this transaction type and agency on this line.
LAST DOCUMENT NUMBER USED	Required. This field displays the last number used by this document (transaction) type for this agency on this line.
DATE LAST NUMBER USED	Protected. This field displays the last date that the transaction type on this line was used.
TIME LAST NUMBER USED	Protected. This field displays the last time that the number for this transaction type on this line was used.

3.11 Batching Transactions Overview

This section provides information on batching transactions in GFS.

GFS can process batches or individual transactions. Batching transactions provides some control over the data entry process.

3.11.1 Batching Transactions Policies

The following policies apply when batching transactions in GFS:

- Agencies may use batching if this option provides better control of document flow. However, OSRAP does not require agencies to use transaction batching.

- Agencies are required to approve the individual documents in a batch and not the batch as a whole.

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