

BATCH / DOCUMENT COMMANDS

The following commands are used on the Document Input Screens in the **COMMAND** field. This field is in the upper left hand corner of all documents. Each command is executed by typing a **Command Name** or its **Alias** (from the PFDF table) in the **COMMAND** field. The alias commands are listed below on the left, and the full command name is in caps in the description. All commands refer to the document displayed on the screen.

BATCH COMMANDS

ALIAS COMMAND/DESCRIPTION

AB **APPROVE BAT.** The user's approval authority is applied to the current batch.

BB **BOTTOM BAT.** The header screen of the last document of the batch is displayed.

BE **TOP BAT and ERRORS.** Display is repositioned to the batch ticket of the current batch with the error messages associated.

DB **DELETE BAT.** The status of the current batch is changed to 'DELETE':.

HB **HOLD BAT.** The status of the current batch is changed to 'HELD'.

OVB **OVERRIDE BAT.** The user's override authority is applied to the current batch.

QB **EDIT BAT.** An edit (PASS1) is performed on the current batch.

SB **SCHEDULE BAT.** The status of the current batch is changed to 'SCHED' to be selected for offline processing.

TB **TOP BAT.** Display is repositioned to the batch ticket of the current batch.

UAB **UNAPPROVE BAT.** Approval authority is removed from the current batch.

UNB **UNDELETE BAT.** The status of the current batch is changed from 'DELETE' to 'HELD'.

WB **RUN BAT.** The batch is processed through PASS2 to update the FFIS tables.

DOCUMENT COMMANDS

Moving within Documents

ALIAS COMMAND/DESCRIPTION

< **BACK** - Displays the preceding screen within the same document.

B / BD **BOTTOM DOC** - Displays the last screen of the document.

DL **DELETE LINE** - Removes the detail line, where the cursor is located, from the document.

IL **NEW LINE** - Adds a new detail line, where the cursor is located, to the document.

NLC **DUP LINE** - Copies the detail line, where the cursor is located, within the document and inserts it immediately following the duplicated line. If the cursor is not on a specific line field, the new line is copied from the first detail line on the screen.

TD **TOP DOC** - Displays the first screen of the document.

Creating / Retrieving

G **GET** - When the document ID is keyed in the DOCID field, this command displays the requested document.

NEW **NEW** - Creates a new document.

P xxxx **PAUSE** - When a table name is given, as indicated by the xxxx, FFIS pauses out of the document and moves to the table. A table action of **E** will return the user to the document.

UND **UNDELETE DOC** - Changes status of the document from 'DELETE' to 'HELD'.

Document Processing

E **EDIT DOC** - An edit (PASS1) is performed on the current document.

R **RUN DOC** - The document is processed through PASS2 to update the FFIS tables.

SD **SCHEDULE DOC** - Schedules the document for offline processing.

DOCUMENT COMMANDS

Document Approval

ALIAS COMMAND/DESCRIPTION

A / AD **APPROVE DOC** - User's approval authority is applied to the current document.

OVD **OVERRIDE DOC** - The User's override authority is applied to the document.

SA **SHOW APPROVALS** - Displays messages for pending and applied approvals.

UAD **UNAPPROVE** - Removes a user's approval authority from the document.

Document Processing

D / DD **DELETE DOC** - Status of the document is changed to 'DELETE'.

X / DISCARD **DISCARD** - The system discards data entered since the last edit date and exits the document/

F / END / QUIT **EXIT** - Exits a document.

F xxxx **END (to a table)** - When a table name is given, as indicated by xxxx, the system exits the document and enters the specified table.

H / HD / S **HOLD DOC** - The system updates the document input screen and saves the entire document on the SUSF with a status of 'HELD'.

SE **SAVE/END** - Performs the save command as above, and finishes out of the document.

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EM / MORE **MORE** - The error messages for the document are refilled. The system automatically inserts this function on the screen when the current screen's error message has overflowed.

TABLE ACTIONS

The following actions are entered in the ACTION field, found in the upper left hand corner of all FFIS tables. On SUSF, all table actions, except Add (A), Change (C), Delete (D) and Get (G), are valid. These actions are excluded on the SUSF screen because documents are added, changed, and deleted by using the FUNCTION field.

ACTION FUNCTION / DESCRIPTION

- </> Displays the previous/next screen of data within the same table, up to five screens back, when scanning and refilling table entries.
- A ADD a record to the table.
- B BACK to a leafed-from screen.
- C CHANGE a record in the table.
- D DELETE a record from the table.
- E This action is used to accomplish three functions - return to the document you paused from, exit out of Zoom mode, exit or end tables.
- F FORWARD to next leaf screen.
- G GET record(s) based on full key only.
- L LEAF to a specified screen and scan for records based on the data displayed on the current screen or leaf to specified document.
- N NEXT or NEW table screen. Go to the screen specified in the Table ID field. Will clear the screen if no new Table ID is specified.
- R REFILL the table with the next sequential record.
- S SCAN the table starting with the full key or partial key(s) as entered.
- T/T/D TOP takes the user to the top of the table after multiple screen refills have been performed.
- Z ZOOM allows the user to toggle between tables without losing uncommitted data. This allows a user to have additional WTI sessions.

SUSF FUNCTIONS

The following functions are used on the SUSF table. Enter an S in the ACTION field and a function name or its alias in the FUNCTION field. The alias functions are listed below on the left, and the full function name is in caps in the description. Type a X in the SEL column on the line of the document to be selected.

ALIAS FUNCTION / DESCRIPTION

- AP APPROVE - Applies the user's approval to all selected documents. You may select multiple documents.
- AC ACCESS - Takes you into the document or batch that has been selected. The user will be in the correction mode if the document has not been processed PASS2.
- CH CHANGE - Changes the schedule date for offline processing. In addition to the X in the SEL field, you must enter the new date in YYMMDD format in the Process Date field.
- COPY Used to begin a new document by copying the data from an existing document. The user must enter a new document ID number in the Key Specification Area and select the document to copy.
- DELETE Marks the selected document or batch for deletion from SUSF. You may select multiple documents.
- FREE Unlocks a document that is "In Use", making it accessible.
- HO HOLD - Changes the status of all selected documents to "HELD". You may select multiple documents.
- N NEW - Creates a new document. The user must enter a document ID number in the Key Specification Area.
- OVER OVERRIDE - Applies the user's override authority to all selected documents. Multiple documents may be selected.
- R RUN - Processes a document or batch for database updates (PASS2).
- SC SCAN - Allows a user to view a document in "Read Only" mode.
- SCH SCHEDULE - Schedules the selected documents for offline processing during the nightly cycle.

Creating a New Document

From Within Any Document

1. COMMAND = New
2. Type new Document ID/Batch ID over current Doc/BatID
3. Press ENTER
4. Begin document entry

From Any Table, Including SUSF

1. ACTION = L
2. In TABLED field (or SCREEN field on SUSF), type trans code of new document to be created
3. Space through last two characters of TABLED or SCREEN field
4. Press ENTER
5. Tab to the DOCID field, past the trans code
6. Type SEC1 and Document Number/Batch ID
7. Press ENTER to register new document/batch on SUSF
8. Begin document entry

From SUSF

1. ACTION = S
2. FUNCTION = New
3. Type new Document ID/Batch ID on line 00
4. Press ENTER
5. Begin document entry

Beginning a New Document by Copying an Existing Document

1. Go to SUSF
2. ACTION = S
3. FUNCTION = COPY
4. Type new Document ID on line 00
5. Type X in SEL column of document to be copied
6. Press ENTER

NOTE: The COPY function can only be used to copy data between documents of the same trans code.

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MORE indicates there are more error messages than what are listed on the table. This only occurs when a user tries to add, change, or delete a record from a table.

UNDELETE

Changes the status of all selected documents or batches on SUSF from 'DELETE' to 'HELD'. Multiple documents may be selected.

Accessing a Document

From Within Any Document

1. COMMAND = G or GET
2. Type full Document ID/Batch ID to be accessed over current Doc/Bat ID
3. Press ENTER
4. User will be in correction mode if the document has not been processed PASS2.

From SUSF

1. Scan for the Document/Batch to be accessed (ACTION = S)
2. Place cursor on line of Document/Batch to be accessed
3. Press ENTER
4. User will be in correction mode if the document has not been processed PASS2.

To Access a Document In Read-Only/Scan Mode

1. Go to SUSF
2. ACTION = S
3. FUNCTION = SC or SCAN
4. Type X in SEL column of Document/Batch to be accessed in Read-only/Scan mode
5. Press ENTER

FFIS Commands

DOCUMENT COMMANDS:

- NEW
- E (EDIT)
- F (END)
- T (TOP DOC)
- S (SAVE)
- A (APPROVE)
- R (RUN)

Data entry on new document is begun.
Edit is performed on current document.
System exits the documents and returns to table.
Display is repositioned to document header screen.
FFIS updates the document input screen and saves document on SUSF.
Used for documents that require approval.
Use to complete the transaction and update corresponding tables.

TABLE ACTION CODES:

- N
- S
- R
- G
- L
- B
- F
- Z
- E

NEXT - to move to another table

SCAN - to access a record in an inquiry table when a portion of the table keys are known.

REFILL - refills the inquiry table w/next sequential record.

GET - to get a specific record when all the table key fields are entered.

LEAF - from a record on one table to same record on another table. Also can be used from tables to documents.

BACK - leaf back to previous table.

FORWARD - to leaf forward between two tables after Leaf action is used.

ZOOM - to move from table to table.

EXIT - to exit from a table or E used after the Zoom Action exists to previous table shown.
E used to return from table to document after the Zoom Action exists to previous table shown.