

# **Introduction to Advantage**

Revised June 12, 2014

## **Contents**

|   |    |
|---|----|
| Logging In .....                          | 3  |
| The Suspense File .....                   | 7  |
| Organization in Suspense .....            | 8  |
| Document Status Codes .....               | 8  |
| Approval Levels .....                     | 9  |
| Last Document User .....                  | 10 |
| Accessing Documents from Suspense .....   | 10 |
| Searching for documents .....             | 10 |
| Opening a Document .....                  | 12 |
| Correcting Errors on Documents .....      | 13 |
| Reviewing the Error .....                 | 14 |
| Correcting Errors .....                   | 15 |
| Apply Approvals .....                     | 16 |
| Steps to Approve a Document .....         | 16 |
| Run Processing a Document .....           | 17 |
| Removing Approvals .....                  | 18 |
| Deleting a Document .....                 | 19 |
| Delete a Document .....                   | 19 |
| Undelete a Document .....                 | 20 |
| Freeing a Document .....                  | 21 |
| Account Codes .....                       | 22 |
| Agency/Org .....                          | 23 |
| Budget Fiscal Year Codes .....            | 24 |
| Fiscal Year .....                         | 24 |
| Multi-Year .....                          | 25 |
| Looking Up Account Code Information ..... | 25 |
| Agency Table (AGC2) .....                 | 25 |
| Organization Table (ORG2) .....           | 27 |
| Suborganization Table (SORG) .....        | 28 |
| Object Table (OBJT) .....                 | 29 |
| Subobject Table (SOBJ) .....              | 30 |
| Function Table (FUNC) .....               | 30 |

## Logging In

Advantage requires two sets of User IDs and passwords. The first set is called the RACF/CICS User ID and password. These are generated by Computer Accounts. The password must be changed every 90 days. The second set is called the Advantage ID and password. These are assigned by the Advantage Helpline and do not change.

Launching Advantage will open the mainframe login window, also referred to as the Solve screen. Enter your RACF/CICS User ID and password and press Enter.

```
                THIS SYSTEM IS ONLY FOR USE AUTHORIZED BY ASU

                OOOOOOOO      OOOOO      OOOOOOOO OOOOOOO      OOOOOOOO OOOOOOOOOOOOOO
                OOOOOOOOOOOO  OOOOOOOOOO  OOOOOO  OO      OO      OOO      OOOOOOOOOOOO
                OOOO      OO  OOOO      OOOO      OOO      OO      OO      OO      OO      OO
                OOO      O  OOOO      OOOO      OOO      OO      OO      OO      OO      O
                OOO      OO      OO      OO      OO      OO      OO      OO      OO      OO
                OOOO      OOOO      OOOO      OO      OO      OO      OO      OO      OO      O
                OOOOOOOOOO  OOOO      OOOO      OO      OO      OO      OO      OOOOOOOO
                OOOOOOOOOO  OOOO      OOOO      OO      OO      OO      OO      OOOOOOOO
                OOOO  OOOO      OOOO      OO      OO      OO      OO      OO      O
                OOO  OO      OO      OO      OOOOO      OO      OO      OO      O
                O      OO      OOOO      OOOO      OO      O  OOOOO      OO      OO
                OO      OOOO      OOOO      OOOO      OO      OO      OO      OO      OO
                OOOOOOOOOOOO  OOOOOOOOOO  OOOOOOOOOOOO  OO      OOOOOOOOOOOO
                OOOOOOOOOO      OOOO      OOOOOOOOOOOO  O      OOOOOOOOOOOO
```

|                              |              |
|------------------------------|--------------|
| Enter Userid (or LOGOFF) ==> | Password ==> |
|------------------------------|--------------|

(C) 1981,2003 Computer Associates International, Inc., All rights reserved.  
NUM 10:32:07 IBM-3278-2

On the Menu screen, enter 11 in the Command field and press Enter.

```
----- MAI : Primary Menu -----
Command ==>
TUE 20-MAY-2014 10.35
ADMV8
Press PF1 for Help
Press PF2 for System Availability
Press PF3 or PF4 to SIGN OFF

----ID--- Session -----Application----- -Status-
3      <->      Administration TSO                ACTIVE
9      <->      Administrative CICS                INACTIVE
10     <->      Human Resources System          ACTIVE
11     <->      Production Advantage CICS       ACTIVE
17     <->      Administrative Test CICS        INACTIVE
21     <->      Administrative QA CICS          INACTIVE
22     <->      QAD TSO                        NOTAPPL
23     <->      QAD CICSQA                     NOTAPPL
25     <->      Control-D                      ACTIVE
26     <->      QAD CICSFINT                  NOTAPPL
28     <->      Advantage Test CICS          ACTIVE
29     <->      QAD CICSPRD3                 NOTAPPL
30     <->      Control-M                      ACTIVE
35     <->      QAD CICST                     NOTAPPL
41     <->      QAD Control-D                 NOTAPPL
42     <->      QAD Control-M                 NOTAPPL

NUM 10:34:15 IBM-3278-2
```

A confirmation page will open to reenter your CICS password.

```
PROGRAM NAME: ASUGMM          DATE : 05/20/14
LTERM ID : S108              ADVANTAGE CICS    TIME : 10:42:33
```

```
-----
- - - - AAAA- - - - SSSSSS - -UU - -UU - - - - - -
- - - - -A AA A - - - SS SS SS- - UU - UU - - - - - -
- - - - AA- AA - -SS - - - -UU - -UU - - - - - -
- - - - AA - AA - -SS - - - -UU - UU - - - - - -
- - - - -AA - -AA - -SS- - - -UU - -UU - - - - - -
- - - - AA AAAA AA - - - SSS - - UU - -UU - - - - - -
- - - - -AA - -AA - - - - SS - -UU - -UU - - - - - -
- - - - AA - AA - - - - SS - UU - -UU - - - - - -
- - - - -AA - -AA - - - - -SS - -UU - -UU - - - - - -
- - - - AA - AA - - SS SS SS- - UUUUUUUUUU - - - - - -
- - - - -AA - -AA - - SSSSSS- - - UUUUUUUU - - - - - -

=====USER ID==> RMULHOLL
====
=====PASSWORD==>
====
=====NEW PASSWORD==>

PLEASE ENTER PASSWORD

NUM 10:41:17 TRM-3278-2
```

On the Advantage CICS Menu, enter 2 in the Request and press Enter.

```
PROGRAM NAME: ASUGMP2          DATE : 05/20/14
LTERM ID    : S011            ADVANTAGE CICS  TIME : 12:50:02
```

MENU

- 1. TO ENTER OTHER TRANSACTIONS
- 2. ADVANTAGE PRODUCTION DATABASE
- 3. ADVANTAGE TRAINING DATABASE
  
- X. LOGOFF/SIGNOFF

REQUEST SELECT BY NUMBER OR LETTER  
OR CORRESPONDING FUNCTION KEY

NUM 12:48:47 IBM-3278-2

On the Advantage Financial page, enter 1 in the Command field and your Advantage User ID and password. Press Enter.

```
AAAAAA DDDDDD VV VV AAAAAA NN NN TTTTTTTT AAAAAA GGGGG EEEEE
AA AA DD DD VV VV AA AA NNN NN TT AA AA GG GG EE
AA AA DD DD VV VV AA AA NNNN NN TT AA AA GG EE
AAAAAAAA DD DD VV VV AAAAAA NN NN NN TT AAAAAA GG GGGG EEEEE
AA AA DD DD VV VV AA AA NN NNNN TT AA AA GG GG EE
AA AA DDDDD V AA AA NN NNN TT AA AA GGGG EEEEE

FFFFFFF IIIIIIII NN NN AAAAAA NN NN CCCCCC IIIIIIII AAAAAA LL TM
FF II NNN NN AA AA NNN NN CC II AA AA LL
FFFFF II NNNN NN AA AA NNNN NN CC II AA AA LL
FF II NN NN NN AAAAAA NN NN NN CC II AAAAAA LL
FF II NN NNNN AA AA NN NNNN CC II AA AA LL
FF IIIIIIII NN NNN AA AA NN NNN CCCCCC IIIIIIII AA AA LLLLLL
```

R E L E A S E 2 . 0

- 1. MTI
- 2. DDM
- X. EXIT

COMMAND:

USERID:

PASSWORD:

A successful login will open the Advantage Financial launch page. From here you can navigate to any table or document your access allows.

ACTION: H SCREEN: AFS1 USERID: RND1

05/20/14 01:14:56 PM

```

AAAAAA DDDDDD VV VV AAAAAA NN NN TTTTTTTT AAAAAA GGGGG EEEEE
AA AA DD DD VV VV AA AA NNN NN TT AA AA GG GG EE
AA AA DD DD VV VV AA AA NNNN NN TT AA AA GG EE
AAAAAAAA DD DD VV VV AAAAAAAAA NN NN NN TT AAAAAAAAA GG GGGG EEEEE
AA AA DD DD VV VV AA AA NN NNNN TT AA AA GG GG EE
AA AA DDDDDD V AA AA NN NNN TT AA AA GGGGG EEEEE

FFFFFFFF IIIIIIII NN NN AAAAAA NN NN CCCCCC IIIIIIII AAAAAA LL TM
FF II NNN NN AA AA NNN NN CC II AA AA LL
FFFFFF II NNNN NN AA AA NNNN NN CC II AA AA LL
FF II NN NN NN AAAAAAAAA NN NN NN CC II AAAAAAAAA LL
FF II NN NNNN AA AA NN NNNN CC II AA AA LL
FF IIIIIIII NN NNN AA AA NN NNN CCCCCC IIIIIIII AA AA LLLLLLLL

```

R E L E A S E 2 . 0

PLEASE ENTER YOUR USERID ABOVE TO BEGIN.  
 TYPE AN X NEXT TO THE OPTION YOU WISH TO PERFORM:  
 ( ) MAIN - MAIN MENU  
 ( ) GMSS - GENERAL MESSAGES  
 ( ) AMSS - AGENCY MESSAGES

To open a table (i.e. Suspense, Vendor Name), enter L in the Action field and the Table ID in the Screen field. To open the Suspense table, enter L in Action and SUSF in Screen and press Enter.

ACTION: l SCREEN: susf USERID: RND1

05/20/14 01:14:56 PM

```

AAAAAA DDDDDD VV VV AAAAAA NN NN TTTTTTTT AAAAAA GGGGG EEEEE
AA AA DD DD VV VV AA AA NNN NN TT AA AA GG GG EE
AA AA DD DD VV VV AA AA NNNN NN TT AA AA GG EE
AAAAAAAA DD DD VV VV AAAAAAAAA NN NN NN TT AAAAAAAAA GG GGGG EEEEE
AA AA DD DD VV VV AA AA NN NNNN TT AA AA GG GG EE
AA AA DDDDDD V AA AA NN NNN TT AA AA GGGGG EEEEE

FFFFFFFF IIIIIIII NN NN AAAAAA NN NN CCCCCC IIIIIIII AAAAAA LL TM
FF II NNN NN AA AA NNN NN CC II AA AA LL
FFFFFF II NNNN NN AA AA NNNN NN CC II AA AA LL
FF II NN NN NN AAAAAAAAA NN NN NN CC II AAAAAAAAA LL
FF II NN NNNN AA AA NN NNNN CC II AA AA LL
FF IIIIIIII NN NNN AA AA NN NNN CCCCCC IIIIIIII AA AA LLLLLLLL

```

R E L E A S E 2 . 0

PLEASE ENTER YOUR USERID ABOVE TO BEGIN.  
 TYPE AN X NEXT TO THE OPTION YOU WISH TO PERFORM:  
 ( ) MAIN - MAIN MENU  
 ( ) GMSS - GENERAL MESSAGES  
 ( ) AMSS - AGENCY MESSAGES



ACTION: R SCREEN: SUSF USERID: RND1  
FUNCTION: ORG:

05/20/14 01:17:27 PM

DOCUMENT SUSPENSE

| S BATCH |      |      | DOCUMENT |      |      |             |       | PROCESS |        |      |          |
|---------|------|------|----------|------|------|-------------|-------|---------|--------|------|----------|
| E ----- |      |      | -----    |      |      |             |       | LAST    | LAST   | DATE |          |
| L       | TYPE | AGCY | NUMBER   | TYPE | AGCY | NUMBER      | STAT  | APPRV   | DATE   | USER | (YYMMDD) |
| .       | .    | .    | .        | A1   | AG1  | AG102000001 | REJCT | 00000   | 140514 | ART1 |          |
| .       | .    | .    | .        | A1   | AU5  | AU502000027 | REJCT | 00000   | 130816 | TEE2 |          |
| .       | .    | .    | .        | A1   | ANS  | AWS02000003 | REJCT | 00000   | 140520 | DJM2 |          |
| .       | .    | .    | .        | A1   | AW1  | AW102000062 | PEND4 | Y00AA   | 140520 | DJM2 |          |
| .       | .    | .    | .        | A1   | AW1  | AW102000063 | REJCT | 00000   | 140520 | DJM2 |          |
| .       | .    | .    | .        | A1   | BJ1  | BJ102000376 | REJCT | 00000   | 131220 | EXY1 |          |
| .       | .    | .    | .        | A1   | BJ1  | BJ102000385 | PEND1 | A00AA   | 140513 | SXS9 |          |
| .       | .    | .    | .        | A1   | BJ1  | BJ102000386 | PEND4 | Y00AA   | 140514 | EXY1 |          |
| .       | .    | .    | .        | A1   | BJ1  | BJ102000388 | REJCT | 00000   | 140514 | SXS9 |          |
| .       | .    | .    | .        | A1   | BJ1  | BJ102000389 | PEND4 | Y00AA   | 140519 | EXY1 |          |
| .       | .    | .    | .        | A1   | CG1  | CG102000012 | REJCT | 00000   | 131125 | GVN1 |          |

## The Suspense File

The Document Suspense file is the repository where documents are held when they need corrections or further processing. When a document has been accepted into the system, the document will appear in Suspense until nightly processing occurs. This means that on the following business day, you will no longer find that document in Suspense. An accepted document will update open tables and ledgers immediately so information from your document will appear as header, line, and/or commodity information on the appropriate tables.

ACTION: R SCREEN: SUSF USERID: RND1  
FUNCTION: ORG:

05/20/14 01:17:27 PM

DOCUMENT SUSPENSE

| S BATCH |      |      | DOCUMENT |      |      |             |       | PROCESS |        |      |          |
|---------|------|------|----------|------|------|-------------|-------|---------|--------|------|----------|
| E ----- |      |      | -----    |      |      |             |       | LAST    | LAST   | DATE |          |
| L       | TYPE | AGCY | NUMBER   | TYPE | AGCY | NUMBER      | STAT  | APPRV   | DATE   | USER | (YYMMDD) |
| .       | .    | .    | .        | A1   | AG1  | AG102000001 | REJCT | 00000   | 140514 | ART1 |          |
| .       | .    | .    | .        | A1   | AU5  | AU502000027 | REJCT | 00000   | 130816 | TEE2 |          |
| .       | .    | .    | .        | A1   | ANS  | AWS02000003 | REJCT | 00000   | 140520 | DJM2 |          |
| .       | .    | .    | .        | A1   | AW1  | AW102000062 | PEND4 | Y00AA   | 140520 | DJM2 |          |
| .       | .    | .    | .        | A1   | AW1  | AW102000063 | REJCT | 00000   | 140520 | DJM2 |          |
| .       | .    | .    | .        | A1   | BJ1  | BJ102000376 | REJCT | 00000   | 131220 | EXY1 |          |
| .       | .    | .    | .        | A1   | BJ1  | BJ102000385 | PEND1 | A00AA   | 140513 | SXS9 |          |
| .       | .    | .    | .        | A1   | BJ1  | BJ102000386 | PEND4 | Y00AA   | 140514 | EXY1 |          |
| .       | .    | .    | .        | A1   | BJ1  | BJ102000388 | REJCT | 00000   | 140514 | SXS9 |          |
| .       | .    | .    | .        | A1   | BJ1  | BJ102000389 | PEND4 | Y00AA   | 140519 | EXY1 |          |
| .       | .    | .    | .        | A1   | CG1  | CG102000012 | REJCT | 00000   | 131125 | GVN1 |          |

## Organization in Suspense

The Suspense file is sorted by the Document ID consisting of document type, document agency, and document number. Document types are ordered alphabetically with PO documents coming before PV documents and RC documents. Within each document type, documents are sorted alphabetically by agency and document number.

ACTION: R SCREEN: SUSF USERID: RND1 05/20/14 01:17:27 PM  
 FUNCTION: ORG:

D O C U M E N T   S U S P E N S E

| S<br>E<br>L | BATCH |      | DOCUMENT |      |             | STAT  | APPRV | LAST<br>DATE | LAST<br>USER | PROCESS<br>DATE<br>(YYMMDD) |
|-------------|-------|------|----------|------|-------------|-------|-------|--------------|--------------|-----------------------------|
|             | TYPE  | AGCY | NUMBER   | TYPE | AGCY        |       |       |              |              |                             |
| .           | .     | .    | A1       | AG1  | AG102000001 | REJCT | 00000 | 140514       | ART1         |                             |
| .           | .     | .    | A1       | AU5  | AU502000027 | REJCT | 00000 | 130816       | TEE2         |                             |
| .           | .     | .    | A1       | AWS  | AWS02000003 | REJCT | 00000 | 140520       | DJM2         |                             |
| .           | .     | .    | A1       | AW1  | AW102000062 | PEND4 | Y00AA | 140520       | DJM2         |                             |
| .           | .     | .    | A1       | AW1  | AW102000063 | REJCT | 00000 | 140520       | DJM2         |                             |
| .           | .     | .    | A1       | BJ1  | BJ102000376 | REJCT | 00000 | 131220       | EXY1         |                             |
| .           | .     | .    | A1       | BJ1  | BJ102000385 | PEND1 | A00AA | 140513       | SXS9         |                             |
| .           | .     | .    | A1       | BJ1  | BJ102000386 | PEND4 | Y00AA | 140514       | EXY1         |                             |
| .           | .     | .    | A1       | BJ1  | BJ102000388 | REJCT | 00000 | 140514       | SXS9         |                             |
| .           | .     | .    | A1       | BJ1  | BJ102000389 | PEND4 | Y00AA | 140519       | EXY1         |                             |
| .           | .     | .    | A1       | CG1  | CG102000012 | REJCT | 00000 | 131125       | GVN1         |                             |

## Document Status Codes

The document status code indicates where a document is in the approval process.

ACCPT – The document has been successfully processed and was accepted by Advantage. No changes can be made to the document. Information from this document is now on the open tables.

HELD – The document is being held and is not ready for approvals.

DELET – The document is scheduled for deletion.

REJCT – The document contains errors and cannot be approved until corrections are made.

SCHED – The document was approved but has not been fully processed.

PEND# - The document is waiting for approvals at the listed level.

PEND1 indicates that Level 1 approval is required.

PEND4 indicates that Level 4 approval is required.

PEND5 indicates that Level 5 approval is required.





## Last Document User

The Last Date and Last User indicate the date a document was last modified or approved and by what user. The User ID is the Advantage ID of the user who last modified or approved the document.

ACTION: R SCREEN: SUSF USERID: RND1 05/20/14 01:17:27 PM  
 FUNCTION: ORG:

### DOCUMENT SUSPENSE

| S<br>E<br>L | BATCH |      |        | DOCUMENT |      |              | STAT  | APPRV | LAST   | LAST | PROCESS |
|-------------|-------|------|--------|----------|------|--------------|-------|-------|--------|------|---------|
|             | TYPE  | AGCY | NUMBER | TYPE     | AGCY | NUMBER       |       |       | DATE   | USER | DATE    |
| .           | .     | .    | .      | A1       | AG1  | AG102000001  | REJCT | 00000 | 140514 | ART1 |         |
| .           | .     | .    | .      | A1       | AU5  | AU502000027  | REJCT | 00000 | 130816 | TEE2 |         |
| .           | .     | .    | .      | A1       | AWS  | AWS020000003 | REJCT | 00000 | 140520 | DJM2 |         |
| .           | .     | .    | .      | A1       | AW1  | AW102000062  | PEND4 | Y00AA | 140520 | DJM2 |         |
| .           | .     | .    | .      | A1       | AW1  | AW102000063  | REJCT | 00000 | 140520 | DJM2 |         |
| .           | .     | .    | .      | A1       | BJ1  | BJ102000376  | REJCT | 00000 | 131220 | EXY1 |         |
| .           | .     | .    | .      | A1       | BJ1  | BJ102000385  | PEND1 | A00AA | 140513 | SXS9 |         |
| .           | .     | .    | .      | A1       | BJ1  | BJ102000386  | PEND4 | Y00AA | 140514 | EXY1 |         |
| .           | .     | .    | .      | A1       | BJ1  | BJ102000388  | REJCT | 00000 | 140514 | SXS9 |         |
| .           | .     | .    | .      | A1       | BJ1  | BJ102000389  | PEND4 | Y00AA | 140519 | EXY1 |         |
| .           | .     | .    | .      | A1       | CG1  | CG102000012  | REJCT | 00000 | 131125 | GVN1 |         |

## Accessing Documents from Suspense

### Searching for documents

To search for a document in the Suspense file, you will need to know the document type and agency.

In the Action field, enter an "S" for search.

ACTION: s SCREEN: SUSF USERID: RND1 05/21/14 08:48:12 AM  
 FUNCTION: ORG:

### DOCUMENT SUSPENSE

| S<br>E<br>L | BATCH |      |        | DOCUMENT |      |        | STAT | APPRV | LAST | LAST | PROCESS |
|-------------|-------|------|--------|----------|------|--------|------|-------|------|------|---------|
|             | TYPE  | AGCY | NUMBER | TYPE     | AGCY | NUMBER |      |       | DATE | USER | DATE    |

Tab down to the field under Document Type.

ACTION: s SCREEN: SUSF USERID: RND1 05/21/14 08:48:12 AM  
 FUNCTION: ORG:

DOCUMENT SUSPENSE

| S | BATCH |      |        | DOCUMENT |      |              |       |       | LAST   | LAST | PROCESS  |
|---|-------|------|--------|----------|------|--------------|-------|-------|--------|------|----------|
| E | ----- |      |        | -----    |      |              |       |       | DATE   | USER | DATE     |
| L | TYPE  | AGCY | NUMBER | TYPE     | AGCY | NUMBER       | STAT  | APPRV | DATE   | USER | (YYMMDD) |
| . | .     | .    | .      | A1       | AG1  | AG102000001  | REJCT | 00000 | 140514 | ART1 |          |
| . | .     | .    | .      | A1       | AU5  | AU502000027  | REJCT | 00000 | 130816 | TEE2 |          |
| . | .     | .    | .      | A1       | AWS  | AWS020000003 | REJCT | 00000 | 140520 | DJM2 |          |
| . | .     | .    | .      | A1       | AWS  | AWS020000004 | REJCT | 00000 | 140520 | DJM2 |          |
| . | .     | .    | .      | A1       | AW1  | AW1020000062 | PEND4 | Y00AA | 140520 | DJM2 |          |
| . | .     | .    | .      | A1       | AW1  | AW1020000063 | PEND1 | A00AA | 140520 | AML2 |          |
| . | .     | .    | .      | A1       | AW1  | AW1020000064 | PEND1 | A00AA | 140520 | AML2 |          |
| . | .     | .    | .      | A1       | BJ1  | BJ1020000376 | REJCT | 00000 | 131220 | EXY1 |          |
| . | .     | .    | .      | A1       | BJ1  | BJ1020000385 | PEND1 | A00AA | 140513 | SX89 |          |
| . | .     | .    | .      | A1       | BJ1  | BJ1020000388 | REJCT | 00000 | 140514 | SXS9 |          |
| . | .     | .    | .      | A1       | CG1  | CG1020000012 | REJCT | 00000 | 131125 | GVN1 |          |

Enter the document type and tab over to enter the agency. If known, enter the beginning or entire document number. Otherwise, press Enter to search.

ACTION: s SCREEN: SUSF USERID: RND1 05/21/14 08:53:46 AM  
 FUNCTION: ORG:

DOCUMENT SUSPENSE

| S | BATCH |      |        | DOCUMENT |      |              |       |       | LAST   | LAST | PROCESS  |
|---|-------|------|--------|----------|------|--------------|-------|-------|--------|------|----------|
| E | ----- |      |        | -----    |      |              |       |       | DATE   | USER | DATE     |
| L | TYPE  | AGCY | NUMBER | TYPE     | AGCY | NUMBER       | STAT  | APPRV | DATE   | USER | (YYMMDD) |
| . | .     | .    | .      | A1       | AG1  | AG102000001  | REJCT | 00000 | 140514 | ART1 |          |
| . | .     | .    | .      | A1       | AU5  | AU502000027  | REJCT | 00000 | 130816 | TEE2 |          |
| . | .     | .    | .      | A1       | AWS  | AWS020000003 | REJCT | 00000 | 140520 | DJM2 |          |
| . | .     | .    | .      | A1       | AWS  | AWS020000004 | REJCT | 00000 | 140520 | DJM2 |          |
| . | .     | .    | .      | A1       | AW1  | AW1020000062 | PEND4 | Y00AA | 140520 | DJM2 |          |
| . | .     | .    | .      | A1       | AW1  | AW1020000063 | PEND1 | A00AA | 140520 | AML2 |          |
| . | .     | .    | .      | A1       | AW1  | AW1020000064 | PEND1 | A00AA | 140520 | AML2 |          |
| . | .     | .    | .      | A1       | BJ1  | BJ1020000376 | REJCT | 00000 | 131220 | EXY1 |          |
| . | .     | .    | .      | A1       | BJ1  | BJ1020000385 | PEND1 | A00AA | 140513 | SX89 |          |
| . | .     | .    | .      | A1       | BJ1  | BJ1020000388 | REJCT | 00000 | 140514 | SXS9 |          |
| . | .     | .    | .      | A1       | CG1  | CG1020000012 | REJCT | 00000 | 131125 | GVN1 |          |

All documents beginning with that document type, agency, and document number will display.

ACTION: R SCREEN: SUSF USERID: RND1 05/21/14 08:55:47 AM  
 FUNCTION: ORG:

D O C U M E N T   S U S P E N S E

| S | BATCH |      |        | DOCUMENT |      |             |       |       | LAST   | LAST | PROCESS  |
|---|-------|------|--------|----------|------|-------------|-------|-------|--------|------|----------|
| E | ----- |      |        | -----    |      |             |       |       | DATE   | USER | DATE     |
| L | TYPE  | AGCY | NUMBER | TYPE     | AGCY | NUMBER      | STAT  | APPRV | DATE   | USER | (YYMMDD) |
| . | .     | .    | .      | J1       | WV1  | WV102000288 | PEND1 | A00AA | 130816 | LNT2 |          |
| . | .     | .    | .      | J1       | WV1  | WV102000323 | PEND1 | A00A0 | 140401 | SGA3 |          |
| . | .     | .    | .      | J1       | WV1  | WV102000324 | PEND1 | A00AA | 140404 | CAT1 |          |
| . | .     | .    | .      | J1       | WV1  | WV102000334 | REJCT | 00000 | 140501 | SAM4 |          |
| . | .     | .    | .      | J1       | WV1  | WV102000335 | REJCT | 00000 | 140514 | KS01 |          |
| . | .     | .    | .      | J1       | WV5  | WV502000227 | PEND4 | Y00AA | 140520 | RGG1 |          |
| . | .     | .    | .      | J1       | WV5  | WV502000228 | REJCT | 00000 | 140520 | SAM4 |          |
| . | .     | .    | .      | J1       | WV5  | WV502000229 | REJCT | 00000 | 140520 | SAM4 |          |
| . | .     | .    | .      | J1       | WV5  | WV502000230 | REJCT | 00000 | 140520 | SAM4 |          |
| . | .     | .    | .      | J1       | WZ8  | WZ802000017 | PEND4 | Y00AA | 121019 | MMB1 |          |
| . | .     | .    | .      | J1       | WZ8  | WZ802000018 | PEND4 | Y00AA | 121019 | MMB1 |          |

**Opening a Document**

To open a document in Suspense enter "S" in the Action field to search and tab down to the document. There are two ways to select the document: (1) enter an "x" in the SEL column on the document row or (2) tab until the cursor is over the document number. Press Enter after the document is selected.

Method 1:

ACTION: s SCREEN: SUSF USERID: RND1 05/21/14 08:55:47 AM  
 FUNCTION: ORG:

D O C U M E N T   S U S P E N S E

| S | BATCH |      |        | DOCUMENT |      |             |       |       | LAST   | LAST | PROCESS  |
|---|-------|------|--------|----------|------|-------------|-------|-------|--------|------|----------|
| E | ----- |      |        | -----    |      |             |       |       | DATE   | USER | DATE     |
| L | TYPE  | AGCY | NUMBER | TYPE     | AGCY | NUMBER      | STAT  | APPRV | DATE   | USER | (YYMMDD) |
| x | .     | .    | .      | J1       | WV1  | WV102000288 | PEND1 | A00AA | 130816 | LNT2 |          |
| . | .     | .    | .      | J1       | WV1  | WV102000323 | PEND1 | A00A0 | 140401 | SGA3 |          |
| . | .     | .    | .      | J1       | WV1  | WV102000324 | PEND1 | A00AA | 140404 | CAT1 |          |

Method 2:

```
ACTION: s SCREEN: SUSF USERID: RND1 05/21/14 09:38:56 AM
FUNCTION: ORG:

DOCUMENT SUSPENSE

S BATCH DOCUMENT PROCESS
E ----- LAST LAST DATE
L TYPE AGCY NUMBER TYPE AGCY NUMBER STAT APPRV DATE USER (YYMMDD)
-----
. . . J1 WV1 WV102000288 PEND1 A00AA 130816 LNT2
. . . J1 WV1 WV102000323 PEND1 A00AA 140401 SGAS
. . . J1 WV1 WV102000324 PEND1 A00AA 140404 CAT1
. . . J1 WV1 WV102000334 REJCT 00000 140501 SAM4
```

The document will open to the header page.

```
FUNCTION: DOCID: J1 WV1 WV102000288 05/21/14 09:42:38 AM
STATUS: PEND1 BATID: ORG:
H- JOURNAL VOUCHER INPUT FORM
JV DATE: ACCTG PRD: BUDGET FY: REVERSAL DATE:
ACTION: BUDGET OVERRIDE IND: COMMENTS:
DEBIT DOC TOTAL: 0.00 CREDIT DOC TOTAL: 0.00
CALC DEBIT TOTAL: 0.00 CALC CREDIT TOTAL: 0.00
```

```
H--*S401-READY FOR APPROVAL 1
H--*S405-READY FOR APPROVAL 5
```

```
H--*S404-READY FOR APPROVAL 4
```

### Correcting Errors on Documents

Errors may occur when documents are created. Usually the cause of the error is missing, incomplete, or erroneous data found in one or more fields of the document. Advantage checks fields for completeness and adherence to use of predetermined codes that are setup for each document.

A single error may generate several messages, each with a separate code. Error messages are provided to help you determine what is wrong with a document.



Check the following for accuracy, completion, and location within the fields of the document. These are the most common source of document errors.

- Vendor Code
- Dollar Amounts
- Agency/Org
- Object/Subobject Code
- Line Number

### Reviewing the Error

Documents that contain errors will display the error message. More detail for an error message can be accessed by entering "S" in the Function field and placing the cursor over the error message and pressing Enter.

```
FUNCTION: S          DOCID: PO  AG1  AG102000980      04/08/14 02:07:31 PM
STATUS: REJECT      BATID:                ORG:          001-001 OF 001
H-                  PURCHASE ORDER INPUT FORM

PO DATE:           ACCTG PRD:           BUDGET FY:
ACTION: E          ORDER TYPE: 1          COMMENTS: ANNIE 5-2334
VENDOR: RESIDENCE NAME: RESIDENCE LIFE
INT IND: Y         SELLER FUND: 2040        SELLER AGENCY: NM2
CALCULATED DOC TOTAL:           3.00 DOC TOTAL:           300.00
LN  REF RQ          FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB NUMBER
NO  NUMBER
-----
TEXT RPT CAT  UNITS          DESCRIPTION          AMOUNT  I/D
-----
01- 01          1150 AG1  1001  AG11001A          7390 31
          ACCOMMODATIONS FOR INTERVIEWEE          3.00
02-
03-

H--C90E-DOC TOTAL NOT = DETAIL
```

The Error Message Explanation page will open to provide more detail on the error message.

```
ACTION:  SCREEN: EMEX USERID: 2COM          04/08/14 02:16:46 PM

      E R R O R  M E S S A G E  E X P L A N A T I O N

ERROR CODE= C900E          ERROR MESSAGE: DOC TOTAL NOT = DETAIL
The document total entered in the header section must
equal the total of all line amounts on the document as
computed by the system. Correct the document total (it is
the unsigned net amount of all line amounts).
```



To return to the document, enter "E" in the Function field and press Enter or press F3.

### Correcting Errors

Open the document and review any errors at the bottom of the document.

```
FUNCTION:          DOCID: PO  AG1  AG102000980    04/08/14 04:01:57 PM
STATUS: REJECT    BATID:          ORG:          001-001 OF 001
H-                PURCHASE ORDER INPUT FORM

PO DATE:          ACCTG PRD:          BUDGET FY:
ACTION: E         ORDER TYPE: 1        COMMENTS: ANNIE 5-2334
VENDOR: RESIDENCE NAME: RESIDENCE LIFE
INT IND: Y        SELLER FUND: 2040            SELLER AGENCY: NM2
CALCULATED DOC TOTAL:          3.00  DOC TOTAL:          300.00
LN  REF RQ        NO  NUMBER        FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB NUMBER
-----
TEXT RPT CAT  UNITS        DESCRIPTION        AMOUNT  I/D
-----
01- 01        1150 AG1  1001    AG11001A        7390 31
        ACCOMMODATIONS FOR INTERVIEWEE        3.00
02-
03-

A--*HS72-DOCUMENT IN USE          A--*HS60-DOCUMENT MARKED FOR READ ONLY
H--C900E-DOC TOTAL NOT = DETAIL
```

Correct any errors and edit the document (F7).

## Apply Approvals

### Steps to Approve a Document

Edit the document (F7) to move to PEND1 status. The document message should read “Ready for Approval 1.”

```
FUNCTION:          DOCID: PO  AG1  AG102000980      04/09/14 02:14:06 PM
STATUS: PEND1     BATID:                               ORG:          001-001 OF 001
H-                PURCHASE ORDER INPUT FORM
```

```
PO DATE:          ACCTG PRD:          BUDGET FY:
ACTION: E         ORDER TYPE: 1        COMMENTS: ANNIE 5-2334
VENDOR: RESIDENCE NAME: RESIDENCE LIFE
INT IND: Y        SELLER FUND: 2040      SELLER AGENCY: NM2
CALCULATED DOC TOTAL:          300.00  DOC TOTAL:          300.00
```

```
LN  REF RQ      JOB
NO  NUMBER      FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB NUMBER
-----
TEXT RPT CAT  UNITS      DESCRIPTION      AMOUNT      I/D
-----
01- 01          1150 AG1  1001  AG11001A      7390 31
      ACCOMMODATIONS FOR INTERVIEWEE      300.00
02-
03-
```

```
H--*S401-READY FOR APPROVAL 1
```

Approve the document by hitting F12 or entering “A+” in the Function field and pressing Enter.

If the document requires multiple approval levels, the status will update to reflect PEND4 or PEND5. The approval process is repeated for each approval level.

Once final approval is applied, the status will update to SCHED status and is ready to be Run for final processing.

FUNCTION:  
STATUS: SCHED

DOCID: PO AG1 AG102000914 04/07/14 03:47:03 PM  
BATID: ORG: 001-001 OF 001  
PURCHASE ORDER INPUT FORM

H-

PO DATE: ACCTG PRD: BUDGET FY:  
ACTION: E ORDER TYPE: 1 COMMENTS: JFORD/USB101  
VENDOR: GARAGE NAME: GARAGE/MOTOR POOL  
INT IND: Y SELLER FUND: 2140 SELLER AGENCY: HP2  
CALCULATED DOC TOTAL: 500.00 DOC TOTAL: 500.00

LN REF RQ  
NO NUMBER FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB NUMBER

-----  
TEXT RPT CAT UNITS DESCRIPTION AMOUNT I/D  
-----  
01- 01 1150 AG1 1001 AG11001A 7310 58  
(2) 15 PERSON VANS - 5 WKND 500.00

02-

03-

A--\*S001-APPROVAL 1 APPLIED

A--\*HS60-DOCUMENT MARKED FOR READ ONLY

### Run Processing a Document

To complete the approval process for a document, it must be Run. Run a document by hitting F8 or entering "R" in the Function field and pressing Enter.

The Status will update to ACCPT indicating that the document is fully approved.

FUNCTION:  
STATUS: ACCPT

DOCID: PO AG1 AG102000914 04/07/14 03:47:03 PM  
BATID: ORG: 001-001 OF 001  
PURCHASE ORDER INPUT FORM

H-

PO DATE: ACCTG PRD: BUDGET FY:  
ACTION: E ORDER TYPE: 1 COMMENTS: JFORD/USB101  
VENDOR: GARAGE NAME: GARAGE/MOTOR POOL  
INT IND: Y SELLER FUND: 2140 SELLER AGENCY: HP2  
CALCULATED DOC TOTAL: 500.00 DOC TOTAL: 500.00

LN REF RQ  
NO NUMBER FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB NUMBER

-----  
TEXT RPT CAT UNITS DESCRIPTION AMOUNT I/D  
-----  
01- 01 1150 AG1 1001 AG11001A 7310 58  
(2) 15 PERSON VANS - 5 WKND 500.00

02-

03-

A--\*HS60-DOCUMENT MARKED FOR READ ONLY

## Removing Approvals

There are times when it will be necessary to remove an approval from a document that is in Suspense. Since documents cannot be changed or deleted while they are approved, the only way to do either of these on an approved document is to remove the approval. Approvals must be removed at the same levels for which they were applied. If a person has approval authority to approve a document at Level 1, that person will only be able to remove a Level 1 approval. If a person has approval authority at Level 5, they will be able to remove Level 5 approvals and approvals below.

To remove an approval, you must first locate and open the document in Suspense. Verify the document contains the message "Document Marked for Read Only." This means the document is locked and will not allow any input changes.

Remove the approval by entering "A-" in the Function field and Press Enter.

```
FUNCTION: a-          DOCID: PO   BC1  BC102000994      04/09/14 01:53:09 PM
STATUS:  SCHED       BATID:                ORG:                001-001 OF 001
H-                PURCHASE ORDER INPUT FORM

PO DATE:          ACCTG PRD:          BUDGET FY:
ACTION: E         ORDER TYPE: 1              COMMENTS: JFORD/USB101
VENDOR: GARAGE   NAME: GARAGE/MOTOR POOL
INT IND: Y       SELLER FUND: 2140          SELLER AGENCY: HP2
CALCULATED DOC TOTAL:          500.00  DOC TOTAL:          500.00
LN  REF RQ              FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB NUMBER
NO  NUMBER
-----
TEXT RPT CAT  UNITS          DESCRIPTION          AMOUNT  I/D
-----
01- 01              1150 BC1  1002  BC11002A          7310 58
      (2) 15 PERSON VANS - 5 WKND
02-
03-

A--*S001-APPROVAL 1 APPLIED          A--*HS60-DOCUMENT MARKED FOR READ ONLY
```

The document will move back to PEND1 status and display the message "Approval 1 Removed." The document can now be updated for correction, completion, or deletion.

**FUNCTION:** DOCID: PO BC1 BC102000994 04/09/14 01:55:08 PM  
**STATUS: PEND1** BATID: ORG: 001-001 OF 001  
 H- PURCHASE ORDER INPUT FORM

PO DATE: ACCTG PRD: BUDGET FY:  
 ACTION: E ORDER TYPE: 1 COMMENTS: JFORD/USB101  
 VENDOR: GARAGE NAME: GARAGE/MOTOR POOL  
 INT IND: Y SELLER FUND: 2140 SELLER AGENCY: HP2  
 CALCULATED DOC TOTAL: 500.00 DOC TOTAL: 500.00

| LN  | REF RQ | FUND | AGCY | ORG/SUB | APPR | UNIT | ACTV | FUNC | OBJ/SUB | NUMBER |
|-----|--------|------|------|---------|------|------|------|------|---------|--------|
| 01- | 01     | 1150 | BC1  | 1002    |      |      |      |      |         |        |

| TEXT | RPT | CAT | UNITS | DESCRIPTION                 | AMOUNT  | I/D |
|------|-----|-----|-------|-----------------------------|---------|-----|
| 01-  | 01  |     | 1150  | BC1 1002 BC11002A           | 7310 58 |     |
|      |     |     |       | (2) 15 PERSON VANS - 5 WKNS | 500.00  |     |

A--\*S051-APPROVAL 1 REMOVED

### Deleting a Document

A document can be deleted once all approvals are removed. Once deleted, the document will be removed from Suspense during overnight processing. If a document was deleted in error and is still in Suspense, it can be undeleted.

### Delete a Document

To delete a document, press F9 or enter "D" in the Function field and press Enter.

**FUNCTION: d** DOCID: PO BC1 BC102000994 04/09/14 03:40:25 PM  
**STATUS: PEND1** BATID: ORG: 001-001 OF 001  
 H- PURCHASE ORDER INPUT FORM

PO DATE: ACCTG PRD: BUDGET FY:  
 ACTION: E ORDER TYPE: 1 COMMENTS: JFORD/USB101  
 VENDOR: GARAGE NAME: GARAGE/MOTOR POOL  
 INT IND: Y SELLER FUND: 2140 SELLER AGENCY: HP2  
 CALCULATED DOC TOTAL: 500.00 DOC TOTAL: 500.00

| LN  | REF RQ | FUND | AGCY | ORG/SUB | APPR | UNIT | ACTV | FUNC | OBJ/SUB | NUMBER |
|-----|--------|------|------|---------|------|------|------|------|---------|--------|
| 01- | 01     | 1150 | BC1  | 1002    |      |      |      |      |         |        |

| TEXT | RPT | CAT | UNITS | DESCRIPTION                 | AMOUNT  | I/D |
|------|-----|-----|-------|-----------------------------|---------|-----|
| 01-  | 01  |     | 1150  | BC1 1002 BC11002A           | 7310 58 |     |
|      |     |     |       | (2) 15 PERSON VANS - 5 WKNS | 500.00  |     |

The status will move to DELET and the document will display a message "Document Marked for Deletion."

FUNCTION:  
STATUS: DELET

DOCID: PO BC1 BC102000994 04/09/14 03:40:59 PM  
BATID: ORG: 001-001 OF 001  
PURCHASE ORDER INPUT FORM

H-

PO DATE: ACCTG PRD: BUDGET FY:  
ACTION: E ORDER TYPE: 1 COMMENTS: JFORD/USB101  
VENDOR: GARAGE NAME: GARAGE/MOTOR POOL  
INT IND: Y SELLER FUND: 2140 SELLER AGENCY: HP2  
CALCULATED DOC TOTAL: 500.00 DOC TOTAL: 500.00

LN REF RQ  
NO NUMBER FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB NUMBER

| TEXT | RPT | CAT | UNITS | DESCRIPTION |      |                      |         | AMOUNT | I/D |
|------|-----|-----|-------|-------------|------|----------------------|---------|--------|-----|
| 01-  | 01  |     | 1150  | BC1         | 1002 | BC11002A             | 7310 58 |        |     |
|      |     |     |       | (2)         | 15   | PERSON VANS - 5 WKNS | 500.00  |        |     |
| 02-  |     |     |       |             |      |                      |         |        |     |
| 03-  |     |     |       |             |      |                      |         |        |     |

A--\*HS39-DOCUMENT MARKED FOR DELETION

A deleted document will remain in Suspense until it is removed during overnight processing. While it is still in Suspense, a deleted document can be restored by undeleting it.

### Undelete a Document

To undelete a document, locate it in Suspense. Enter "S" in the Action field and "UD" in the Function field. Tab to the document and enter "X" in the SEL field on the line of the document. Press Enter.

ACTION: s SCREEN: SUSF USERID: 2COM 04/09/14 03:46:53 PM  
FUNCTION: ud ORG:

#### DOCUMENT SUSPENSE

| S | BATCH | DOCUMENT |      |        |      | STAT        | APPRV  | LAST DATE | LAST USER | PROCESS DATE (YYMMDD) |
|---|-------|----------|------|--------|------|-------------|--------|-----------|-----------|-----------------------|
| E | L     | TYPE     | AGCY | NUMBER | TYPE | AGCY        | NUMBER | DATE      | USER      |                       |
| x | .     | .        | .    | PO     | BC1  | BC102000994 | DELET  | A0000     | 140409    | 2COM                  |
| . | .     | .        | .    | PO     | BC1  | BC102000996 | PEND1  | A0000     | 130920    | AD03                  |
| . | .     | .        | .    | PO     | BC1  | BC102000999 | REJCT  | 00000     | 130924    | AD03                  |
| . | .     | .        | .    | PO     | BC1  | BC102001000 | REJCT  | 00000     | 130924    | AD03                  |
| . | .     | .        | .    | PO     | BC1  | BC102001031 | PEND1  | A0000     | 140130    | AD01                  |
| . | .     | .        | .    | PO     | BC1  | BC102001047 | PEND1  | A0000     | 140331    | AD01                  |
| . | .     | .        | .    | PO     | BC1  | BC102001053 | PEND1  | A0000     | 140407    | AD12                  |
| . | .     | .        | .    | PO     | BC1  | BC102001054 | PEND1  | A0000     | 140407    | AD12                  |
| . | .     | .        | .    | PO     | BC1  | BC102001055 | REJCT  | 00000     | 140407    | AD12                  |
| . | .     | .        | .    | PO     | BC1  | BC102001056 | REJCT  | 00000     | 140407    | AD12                  |
| . | .     | .        | .    | PO     | BG1  | BG102000981 | PEND1  | A0000     | 130920    | AD03                  |



The document status will update to HELD and a "Document Undeleted" message will display at the bottom of the page.

ACTION: R SCREEN: SUSF USERID: 2COM 04/09/14 03:47:58 PM  
 FUNCTION: ORG:

DOCUMENT SUSPENSE

| S | BATCH |      |      | DOCUMENT |      |             |        | LAST  | LAST  | PROCESS |      |         |
|---|-------|------|------|----------|------|-------------|--------|-------|-------|---------|------|---------|
| E | L     | TYPE | AGCY | NUMBER   | TYPE | AGCY        | NUMBER | STAT  | APPRV | DATE    | USER | DATE    |
|   |       |      |      |          |      |             |        |       |       |         |      | (YMMDD) |
| . | .     | .    | .    | PO       | BC1  | BC102000994 |        | HELD  | A0000 | 140409  | 2COM |         |
| . | .     | .    | .    | PO       | BC1  | BC102000996 |        | PEND1 | A0000 | 130920  | AD03 |         |
| . | .     | .    | .    | PO       | BC1  | BC102000999 |        | REJCT | 00000 | 130924  | AD03 |         |
| . | .     | .    | .    | PO       | BC1  | BC102001000 |        | REJCT | 00000 | 130924  | AD03 |         |
| . | .     | .    | .    | PO       | BC1  | BC102001031 |        | PEND1 | A0000 | 140130  | AD01 |         |
| . | .     | .    | .    | PO       | BC1  | BC102001047 |        | PEND1 | A0000 | 140331  | AD01 |         |
| . | .     | .    | .    | PO       | BC1  | BC102001053 |        | PEND1 | A0000 | 140407  | AD12 |         |
| . | .     | .    | .    | PO       | BC1  | BC102001054 |        | PEND1 | A0000 | 140407  | AD12 |         |
| . | .     | .    | .    | PO       | BC1  | BC102001055 |        | REJCT | 00000 | 140407  | AD12 |         |
| . | .     | .    | .    | PO       | BC1  | BC102001056 |        | REJCT | 00000 | 140407  | AD12 |         |
| . | .     | .    | .    | PO       | BC1  | BG102000981 |        | PEND1 | A0000 | 130920  | AD03 |         |

01-\*HS65 DOCUMENT UNDELETED

**Freeing a Document**

A document that is open by another user or was not closed correctly must be freed from use before changes can be made. To free a document, locate it in Suspense. Enter "S" in the Action field and "FREE" in the Function field. Tab to the document and enter "X" in the SEL field on the line of the document. Press Enter.

ACTION: s SCREEN: SUSF USERID: 2COM 04/10/14 08:56:23 AM  
 FUNCTION: free ORG:

DOCUMENT SUSPENSE

| S | BATCH |      |      | DOCUMENT |      |             |        | LAST  | LAST  | PROCESS |      |         |
|---|-------|------|------|----------|------|-------------|--------|-------|-------|---------|------|---------|
| E | L     | TYPE | AGCY | NUMBER   | TYPE | AGCY        | NUMBER | STAT  | APPRV | DATE    | USER | DATE    |
|   |       |      |      |          |      |             |        |       |       |         |      | (YMMDD) |
| x | .     | .    | .    | PO       | AG1  | AG102000914 |        | PEND1 | A0000 | 140410  | 2COM |         |
| . | .     | .    | .    | PO       | AG1  | AG102000916 |        | PEND1 | A0000 | 130920  | AD03 |         |
| . | .     | .    | .    | PO       | AG1  | AG102000919 |        | REJCT | 00000 | 130924  | AD03 |         |
| . | .     | .    | .    | PO       | AG1  | AG102000920 |        | REJCT | 00000 | 130924  | AD03 |         |
| . | .     | .    | .    | PO       | AG1  | AG102000977 |        | PEND1 | A0000 | 140407  | AD12 |         |
| . | .     | .    | .    | PO       | AG1  | AG102000978 |        | PEND1 | A0000 | 140407  | AD12 |         |
| . | .     | .    | .    | PO       | AG1  | AG102000979 |        | REJCT | 00000 | 140407  | AD12 |         |
| . | .     | .    | .    | PO       | AG1  | AG102000980 |        | REJCT | 00000 | 140409  | 2COM |         |
| . | .     | .    | .    | PO       | BC1  | BC102000994 |        | PEND1 | A0000 | 140409  | 2COM |         |
| . | .     | .    | .    | PO       | BC1  | BC102000996 |        | PEND1 | A0000 | 130920  | AD03 |         |
| . | .     | .    | .    | PO       | BC1  | BC102000999 |        | REJCT | 00000 | 130924  | AD03 |         |

The screen will update with a message "Batch/Document Freed."

ACTION: R SCREEN: SUSF USERID: 2COM  
 FUNCTION: ORG:

04/07/14 04:22:46 PM

DOCUMENT SUSPENSE

| S |      | BATCH |        | DOCUMENT |      |             |       |       | PROCESS |      |          |
|---|------|-------|--------|----------|------|-------------|-------|-------|---------|------|----------|
| E |      | ----- |        | -----    |      |             |       |       | DATE    |      |          |
| L | TYPE | AGCY  | NUMBER | TYPE     | AGCY | NUMBER      | STAT  | APPRV | DATE    | USER | (YYMMDD) |
| . | .    | .     | .      | PO       | AG1  | AG102000914 | PEND1 | A0000 | 140407  | 2COM |          |
| . | .    | .     | .      | PO       | AG1  | AG102000916 | PEND1 | A0000 | 130920  | AD03 |          |
| . | .    | .     | .      | PO       | AG1  | AG102000919 | REJCT | 00000 | 130924  | AD03 |          |
| . | .    | .     | .      | PO       | AG1  | AG102000920 | REJCT | 00000 | 130924  | AD03 |          |
| . | .    | .     | .      | PO       | AG1  | AG102000977 | PEND1 | A0000 | 140407  | AD12 |          |
| . | .    | .     | .      | PO       | AG1  | AG102000978 | PEND1 | A0000 | 140407  | AD12 |          |
| . | .    | .     | .      | PO       | AG1  | AG102000979 | REJCT | 00000 | 140407  | AD12 |          |
| . | .    | .     | .      | PO       | AG1  | AG102000980 | REJCT | 00000 | 140407  | AD12 |          |
| . | .    | .     | .      | PO       | BC1  | BC102000994 | PEND1 | A0000 | 140327  | 2COM |          |
| . | .    | .     | .      | PO       | BC1  | BC102000996 | PEND1 | A0000 | 130920  | AD03 |          |
| . | .    | .     | .      | PO       | BC1  | BC102000999 | REJCT | 00000 | 130924  | AD03 |          |

01-\*HS44 BATCH/DOCUMENT FREED

### Account Codes

The ASU account code structure is designed to allow expense transactions to be applied to budgets for each of the accounting entities: Agency, Org, and Suborg. This structure is based on principals of Fund Accounting, a method used by governmental agencies, colleges, and universities to separate and track financial transactions.

The account code structure is comprised of seven elements: Fund, Agency, Org, Suborg, Object Code, Subobject Code, and Function Code. All documents require input of Agency, Org, Object Code, and Subobject Code. The Suborg and Function Code are optional codes used to aggregate expenses at a lower level.

Each element is established in an Advantage table that is used for validation purposes during transaction processing.

| Element                  | Table ID | Purpose   | Example |
|--------------------------|----------|---|---------|
| Fund                     | FUND     | Identifies/classifies funds by source for reporting purpose                   | 1150    |
| Agency                   | AGC2     | Identifies the department and the source of funding                           | WV1     |
| Organization (Org)       | ORG2     | Uniquely identifies a budgeted entity or special activity (grant or contract) | 1003    |
| Suborganization (Suborg) | SORG     | Further breakdown on an org for detailed analysis of expense/income           | 05      |
| Object Code              | OBJT     | Classifies expenditures for reporting purposes                                | 7310    |
| Subobject Code           | SOBJ     | Further breakdown an object code for more detailed classification             | 22      |
| Function                 | FUNC     | Classifies expenditures at a lower level than Subobject code                  | FINC    |

## **Agency/Org**

An Agency can identify the department and funding source of an account. Agencies ending in letters indicate Sponsored funding (grants). Agencies ending in numbers indicate state or local funding.

| <b>Agency Ending In</b> | <b>Funding Source</b> |
|-------------------------|-----------------------|
| 1                       | State Funds           |
| 2                       | Auxiliary             |
| 4                       | Summer Sessions       |
| 5                       | Local Unrestricted    |
| 6                       | Plant Funds           |
| 7                       | Agency Accounts       |
| 8                       | Endowments            |
| 9                       | Restricted Funds      |

An Org can identify the Campus and purpose of the account.

| <b>Org Beginning With</b> | <b>Type of Account</b> |
|---------------------------|------------------------|
| 0                         | Sponsored              |
| 1                         | Tempe Campus           |
| 2                         | Tempe Campus           |
| 3                         | Tempe Campus           |
| 4                         | Downtown Campus        |
| 5                         | West Campus            |
| 6                         | Reserved Use           |
| 7                         | Polytechnic Campus     |
| 8                         | Capital Replacement    |
| 9                         | Specialized Accounts   |

## Budget Fiscal Year Codes

### Fiscal Year

Fiscal Year (FY) is the financial year that an organization uses to associate transactions with the proper accounting year. At ASU, the fiscal year begins on July 1 and ends on June 30. It is designated by the last two digits of the year in which the period ends.

Fiscal Year 14 = July 1, 2013 – June 30, 2014

Fiscal Year 15 = July 1, 2014 – June 30, 2015

The fiscal year information for an Agency/Org can be found on ORG2:

```
ACTION: R SCREEN: ORG2 USERID: 2COM                04/14/14 10:47:08 AM
                O R G A N I Z A T I O N
FISCAL YEAR= 14      AGENCY= WV1  ORGANIZATION= 1003
NAME: FINANCIAL SERVICES                MANAGER: GXS1 SNYDER-
LEVEL IND: 12  MULTI-YEAR IND: N  GRANT IND: N EXCLUDE BUDGET PREP: N
FUND: 1150      ACTIVITY:          FUNCTION:          PROJECT: 14
STATUS: A      APPROVAL: N        BUYER:          INVENTORY IND: N
JOB NUMBER REQD ON EXPENSE:              SUB-ORG REQD ON EXPENSE:
JOB NUMBER REQD ON REVENUE:              SUB-ORG REQD ON REVENUE:
----- BUDGETING ORGANIZATION LEVELS -----
EXPENSE BUDGET ORG LEVEL: 12              REVENUE BUDGET ORG LEVEL: 12
APPROPRIATION ORG LEVEL: 12              ALLOTMENT BUDGET ORG LEVEL: 12
----- REPORTING ORGANIZATIONS -----
ORG 1: 4AAA      ORG 2: ----      ORG 3: 21B      ORG 4: ----
ORG 5: 6200      ORG 6: D020      ORG 7: 1        ORG 8: *STM
ORG 9: ----      ORG 10: ----     ORG 11: ----    ORG 12: 1003
```

## Multi-Year

Multi-Year (MY) in the Budget Fiscal Year filed indicates accounts that span fiscal years. The Multi-Year indicator is used for sponsored accounts, Summer Sessions, and long-term projects for Planning and Construction.

```
ACTION: R SCREEN: ORG2 USERID: 2COM          04/14/14 10:47:08 AM

                O R G A N I Z A T I O N

FISCAL YEAR= 14          AGENCY= WV1    ORGANIZATION= 1003

      NAME: FINANCIAL SERVICES          MANAGER: GXS1 SNYDER-

LEVEL IND: 12  MULTI-YEAR IND: N    GRANT IND: N EXCLUDE BUDGET PREP: N
  FUND: 1150      ACTIVITY:          FUNCTION:          PROJECT: 14
STATUS: A        APPROVAL: N        BUYER:          INVENTORY IND: N

JOB NUMBER REQD ON EXPENSE:          SUB-ORG REQD ON EXPENSE:
JOB NUMBER REQD ON REVENUE:        SUB-ORG REQD ON REVENUE:

----- BUDGETING ORGANIZATION LEVELS -----
EXPENSE BUDGET ORG LEVEL: 12          REVENUE BUDGET ORG LEVEL: 12
APPROPRIATION ORG LEVEL: 12          ALLOTMENT BUDGET ORG LEVEL: 12

----- REPORTING ORGANIZATIONS -----
ORG  1: 4AAA          ORG  2: ----          ORG  3: 21B          ORG  4: ----
ORG  5: 6200          ORG  6: D020          ORG  7: 1            ORG  8: *STM
ORG  9: ----          ORG 10: ----          ORG 11: ----          ORG 12: 1003
```

## Looking Up Account Code Information

### Agency Table (AGC2)

The Agency table will identify the department or area associated with an Agency and the accountant responsible. To access AGC2, type "L" in the Action field and "AGC2" in the Screen field. Press Enter.

To review an Agency, type "S" in the Action field. Tab to Fiscal Year and enter the two-digit Fiscal Year (i.e. 14). In the Agency field, enter the Agency code (i.e. WV1). Press Enter.

```
ACTION: S SCREEN: AGC2 USERID: 2COM          04/14/14 04:25:00 PM

                A G E N C Y

01-  FISCAL YEAR= 14          AGENCY= wv1
      NAME:          SHORT NAME:
      MANAGER:        APPROVAL:
      CLASS:          CATEGORY:    TYPE:          GROUP:
      REPT CAT REQD ON EXP:    REPT CAT REQD ON REV:
      BUDGET PHASE:          EXCLUDE BUDGET PREP:

02-  FISCAL YEAR=          AGENCY=
      NAME:          SHORT NAME:
      MANAGER:        APPROVAL:
      CLASS:          CATEGORY:    TYPE:          GROUP:
      REPT CAT REQD ON EXP:    REPT CAT REQD ON REV:
      BUDGET PHASE:          EXCLUDE BUDGET PREP:
```

The screen will refresh with the Agency information. The first three characters in the Short Name field will identify the accountant assigned to the Agency.

ACTION: R SCREEN: AGC2 USERID: 2COM 04/14/14 04:26:58 PM

A G E N C Y

01-

FISCAL YEAR= 14 AGENCY= WV1  
NAME: AF : FINANCIAL SERVICES SHORT NAME: 350 LINDA W  
MANAGER: APPROVAL: Y  
CLASS: CATEGORY: TYPE: GROUP:  
REPT CAT REQD ON EXP: REPT CAT REQD ON REV:  
BUDGET PHASE: EXCLUDE BUDGET PREP: N

02-

FISCAL YEAR= 14 AGENCY= WV5  
NAME: AF : FINANCIAL SERVICES SHORT NAME: 350 LINDA W  
MANAGER: APPROVAL: Y  
CLASS: CATEGORY: TYPE: GROUP:  
REPT CAT REQD ON EXP: REPT CAT REQD ON REV:  
BUDGET PHASE: EXCLUDE BUDGET PREP: N

To retrieve the accountant's name, search for the accountant number as an Agency.

ACTION: s SCREEN: AGC2 USERID: 2COM 04/14/14 04:30:33 PM

A G E N C Y

01-

FISCAL YEAR= 14 AGENCY= 350  
NAME: AF : FINANCIAL SERVICES SHORT NAME: 350 LINDA W  
MANAGER: APPROVAL: Y  
CLASS: CATEGORY: TYPE: GROUP:  
REPT CAT REQD ON EXP: REPT CAT REQD ON REV:  
BUDGET PHASE: EXCLUDE BUDGET PREP: N

02-

FISCAL YEAR= 14 AGENCY= WV5  
NAME: AF : FINANCIAL SERVICES SHORT NAME: 350 LINDA W  
MANAGER: APPROVAL: Y  
CLASS: CATEGORY: TYPE: GROUP:  
REPT CAT REQD ON EXP: REPT CAT REQD ON REV:  
BUDGET PHASE: EXCLUDE BUDGET PREP: N



The screen will refresh with the accountant's information.

ACTION: R SCREEN: AGC2 USERID: 2COM 04/14/14 04:32:05 PM

A G E N C Y

01- FISCAL YEAR= 14 AGENCY= 350  
NAME: ADV: LINDA WINKELMAN 7889 CMP SHORT NAME: LINDA W  
MANAGER: ACCT SENIOR/GENL ACCTG APPROVAL: Y  
CLASS: CATEGORY: TYPE: GROUP:  
REPT CAT REQD ON EXP: REPT CAT REQD ON REV:  
BUDGET PHASE: EXCLUDE BUDGET PREP: N

02- FISCAL YEAR= 14 AGENCY= 355  
NAME: ADV: MARTA JOY 0811 CMP SHORT NAME: MARTA J  
MANAGER: ACCOUNTANT SENIOR/SPEC PRJCTS APPROVAL: Y  
CLASS: CATEGORY: TYPE: GROUP:  
REPT CAT REQD ON EXP: REPT CAT REQD ON REV:  
BUDGET PHASE: EXCLUDE BUDGET PREP: N

**Organization Table (ORG2)**

The Organization table will identify Agency/Org information including fund and reporting. To access ORG2, type "L" in the Action field and "ORG2" in the Screen field. Press Enter.

To review an Organization, type "S" in the Action field. Tab to Fiscal Year and enter the two-digit Fiscal Year (i.e. 14). In the Agency field, enter the Agency code (i.e. WV1). In the Organization field, enter the Org code (i.e. 1003). Press Enter.

ACTION: S SCREEN: ORG2 USERID: 2COM 04/15/14 12:25:38 PM

O R G A N I Z A T I O N

FISCAL YEAR= 14 AGENCY= wv1 ORGANIZATION= 1003

NAME: MANAGER:  
LEVEL IND: MULTI-YEAR IND: GRANT IND: EXCLUDE BUDGET PREP:  
FUND: ACTIVITY: FUNCTION: PROJECT:  
STATUS: APPROVAL: BUYER: INVENTORY IND:  
JOB NUMBER REQD ON EXPENSE: SUB-ORG REQD ON EXPENSE:  
JOB NUMBER REQD ON REVENUE: SUB-ORG REQD ON REVENUE:  
----- BUDGETING ORGANIZATION LEVELS -----  
EXPENSE BUDGET ORG LEVEL: REVENUE BUDGET ORG LEVEL:  
APPROPRIATION ORG LEVEL: ALLOTMENT BUDGET ORG LEVEL:  
----- REPORTING ORGANIZATIONS -----  
ORG 1: ORG 2: ORG 3: ORG 4:  
ORG 5: ORG 6: ORG 7: ORG 8:  
ORG 9: ORG 10: ORG 11: ORG 12:

The screen will refresh with the Agency/Org information.

```
ACTION: R SCREEN: ORG2 USERID: 2COM          04/15/14 12:26:23 PM
                                     O R G A N I Z A T I O N
FISCAL YEAR= 14          AGENCY= WV1   ORGANIZATION= 1003
      NAME: FINANCIAL SERVICES          MANAGER: GXS1 SNYDER-
LEVEL IND: 12  MULTI-YEAR IND: N  GRANT IND: N EXCLUDE BUDGET PREP: N
      FUND: 1150      ACTIVITY:      FUNCTION:      PROJECT: 14
      STATUS: A      APPROVAL: N      BUYER:      INVENTORY IND: N
      JOB NUMBER REQD ON EXPENSE:      SUB-ORG REQD ON EXPENSE:
      JOB NUMBER REQD ON REVENUE:      SUB-ORG REQD ON REVENUE:
----- BUDGETING ORGANIZATION LEVELS -----
EXPENSE BUDGET ORG LEVEL: 12          REVENUE BUDGET ORG LEVEL: 12
APPROPRIATION ORG LEVEL: 12          ALLOTMENT BUDGET ORG LEVEL: 12
----- REPORTING ORGANIZATIONS -----
ORG  1: 4AAA          ORG  2: ----          ORG  3: 21B          ORG  4: ----
ORG  5: 6200          ORG  6: D020          ORG  7: 1           ORG  8: *STM
ORG  9: ----          ORG 10: ----          ORG 11: ----          ORG 12: 1003
```

### **Suborganization Table (SORG)**

The Suborganization table will identify available Suborganizations. To access SORG, type "L" in the Action field and "SORG" in the Screen field. Press Enter.

To review a Suborganization, type "S" in the Action field. Tab to Fiscal Year and enter the two-digit Fiscal Year (i.e. 14). In the Agency field, enter the Agency code (i.e. WV1). In the Organization field, enter the Org code (i.e. 1003). Press Enter.

```
ACTION: S SCREEN: SORG USERID: 2COM          04/15/14 01:04:48 PM
                                     S U B - O R G A N I Z A T I O N
      FISCAL
      YEAR  AGENCY  ORG  SUB-ORG  NAME          SHORT NAME
      =====
01- 14    wv1    1003
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
```

The screen will refresh with all available Suborganizations for the Agency/Org, if any.

ACTION: R SCREEN: SORG USERID: 2COM 04/15/14 01:05:51 PM

SUB - ORGANIZATION

| FISCAL YEAR | AGENCY | ORG   | SUB-ORG | NAME                           | SHORT NAME   |
|-------------|--------|-------|---------|--------------------------------|--------------|
| =====       | =====  | ===== | =====   | -----                          | -----        |
| 01- 14      | WV1    | 1003  | BA      | PROJECT'S                      | PROJECT'S    |
| 02- 14      | WV1    | 1003  | CA      | 89/90 CAPITAL REQUESTS         | '90 CAPT REQ |
| 03- 14      | WV1    | 1003  | PR      | PEER REVIEW STUDY              | PEER REVIEW  |
| 04- 14      | WV1    | 1003  | SS      | SUMMER SESSION WORK STUDY      | SS WORK STDY |
| 05- 14      | WV1    | 1003  | 01      | COMPTROLLER CAPTITAL ALLOCATIN | CAPTL ALLOC  |
| 06- 14      | WV1    | 1003  | 02      | CASHIER SYSTEM                 | CASH SYSTEM  |
| 07- 14      | WV1    | 1003  | 03      | POSTAGE - STUDENT FISCAL SVCS  | POST-SFS     |
| 08- 14      | WV1    | 1003  | 04      | POSTAGE - ACCOUNTS RECEIVABLE  | POST-A/R     |
| 09- 14      | WV1    | 1003  | 05      | TRAINING                       | TRAINING     |
| 10- 14      | WV1    | 1003  | 06      | TELEPHONE BILLING - ANALYST    | PHONE BILL   |
| 11- 14      | WV5    | 1002  | SS      | SUMMER WORKSTUDY               | SS WRKSTUDY  |
| 12- 14      | WV5    | 1012  | SS      | SUMMER SESSION WORK STUDY      | SS WORK STY  |
| 13- 14      | WY1    | 1001  | SM      | ASST. V P BUSINESS AFFAIRS     | AVPBA        |
| 14- 14      | WY5    | 1004  | EF      | EMPLOYEE FESTIVAL              | EMPL FESTIVA |
| 01-X022E    |        |       |         |                                |              |

**Object Table (OBJT)**

The Object table will identify available Object codes. To access OBJT, type "L" in the Action field and "OBJT" in the Screen field. Press Enter.

To review an Object code, type "S" in the Action field. Tab to Fiscal Year and enter the two-digit Fiscal Year (i.e. 14). Press Enter.

ACTION: R SCREEN: OBJT USERID: 2COM 04/15/14 01:30:14 PM

OBJECT INDEX

| FY     | OBJECT | NAME                             | CLASS | CAT   | TYPE  | GROUP | IND   | P/S 1099 | FASB  |
|--------|--------|----------------------------------|-------|-------|-------|-------|-------|----------|-------|
| ==     | =====  | -----                            | ----- | ----- | ----- | ----- | ----- | -----    | ----- |
| 01- 14 | 4000   | PLANNING BUDGETS BEING USED      |       |       |       |       |       |          |       |
| 02- 14 | 7010   | DIRECT COST OF SALES             | 701   |       |       | AA    |       |          |       |
| 03- 14 | 7110   | SALARIES                         | 711   | AC    |       | AB    | Y     |          |       |
| 04- 14 | 7120   | WAGES                            | 712   | AC    |       | AB    | Y     |          |       |
| 05- 14 | 7200   | EMPLOYEE RELATED EXP             | 720   | AC    |       | BA    | Y     |          |       |
| 06- 14 | 7310   | SERVICES                         | 730   | AC    |       | CA    | N     |          |       |
| 07- 14 | 7314   | SUBAGRMNTS LT \$25,000 (SP ONLY) | 730   | AC    |       | CA    | N     |          |       |
| 08- 14 | 7315   | SUBAGREEMENTS (SP ONLY)          | 730   | AC    |       | CA    | N     |          |       |
| 09- 14 | 7320   | MATERIALS AND SUPPLIES           | 730   | AC    |       | CA    | N     |          |       |
| 10- 14 | 7325   | NON-CAPITAL EQUIPMENT            | 730   | AC    |       | CA    | N     |          |       |
| 11- 14 | 7330   | COMMUNICATIONS                   | 730   | AC    |       | CA    | N     |          |       |
| 12- 14 | 7340   | RENTALS/LICENSES                 | 730   | AC    |       | CA    | N     |          |       |
| 13- 14 | 7350   | UTILITIES                        | 730   | AC    |       | CA    | N     |          |       |
| 14- 14 | 7390   | MISCELLANEOUS                    | 730   | AC    |       | CA    | N     |          |       |

**Subobject Table (SOBJ)**

The Subobject table will identify available Subobject codes. To access SOBJ, type “L” in the Action field and “SOBJ” in the Screen field. Press Enter.

To review a Subobject code, type “S” in the Action field. Tab to Fiscal Year and enter the two-digit Fiscal Year (i.e. 14). In the Object field, enter the Object code (i.e. 7320). Press Enter.

ACTION: R SCREEN: SOBJ USERID: 2COM 04/15/14 01:35:19 PM

S U B - O B J E C T

| FISCAL YEAR | OBJECT | SUB-OBJECT | NAME                         | SHORT NAME   |
|-------------|--------|------------|------------------------------|--------------|
| =====       | =====  | =====      | -----                        | -----        |
| 01- 14      | 7320   | 01         | OFFICE & CLASSROOM SUPPLIES  | OFC/CLSS SUP |
| 02- 14      | 7320   | 03         | ATHLETIC SUPPLIES            | ATHL SUPPL   |
| 03- 14      | 7320   | 04         | FIELD SUPPLIES               | FIELD SUPPL  |
| 04- 14      | 7320   | 05         | LAB/MEDICAL SUPPLIES         | LAB/MED SUP  |
| 05- 14      | 7320   | 09         | COMPRESSED GASES AND LIQUIDS | COMPRSD LIQD |
| 06- 14      | 7320   | 10         | RADIOACTIVE MATERIAL         | RADIOACTV MT |
| 07- 14      | 7320   | 13         | R/M SUPPLIES-AUDIO VISUAL    | R/M SUP-AUDI |
| 08- 14      | 7320   | 17         | R/M MATERIALS AND SUPPLIES   | R/M SUP-PLMB |
| 09- 14      | 7320   | 41         | R/M SUPPLIES-VEHICLES        | R/M SUP-VEH  |
| 10- 14      | 7320   | 48         | SOFTWARE                     | SOFTWARE     |
| 11- 14      | 7320   | 57         | EDP-OTHER                    | EDP-OTHER    |
| 12- 14      | 7320   | 60         | PAPER                        | PAPER        |
| 13- 14      | 7320   | 61         | PREPRINTED FORMS             | PREPRNT FORM |
| 14- 14      | 7320   | 65         | COPIER/DUP/PRINTING SUPPLIES | CO/DU/PR SUP |

**Function Table (FUNC)**

The Function table will identify available Function codes. To access FUNC, type “L” in the Action field and “FUNC” in the Screen field. Press Enter.

To review a Function code, type “S” in the Action field. Tab to Fiscal Year and enter the two-digit Fiscal Year (i.e. 14). In the Func field, enter the Function code (i.e. FALL). Press Enter.

ACTION: R SCREEN: FUNC USERID: 2COM 04/15/14 01:47:38 PM

F U N C T I O N

| FY     | FUNC  | NAME                         | SHORT NAME   | CLS | CAT | TYPE | GROUP |
|--------|-------|------------------------------|--------------|-----|-----|------|-------|
| ==     | ===== | -----                        | -----        | --- | --- | ---  | ---   |
| 01- 14 | FALL  | FALL SEMESTER                | FALL SEMESTE |     |     |      |       |
| 02- 14 | FARR  | FARRADAY SREDL               | FARRADAY     |     |     |      |       |
| 03- 14 | FAW1  | FOR JV AND TV DOCUMENTS ONLY | FOR JV AND T |     |     |      |       |
| 04- 14 | FAW2  | FOR JV AND TV DOCUMENTS ONLY | FOR JV AND T |     |     |      |       |
| 05- 14 | FAW4  | FOR JV AND TV DOCUMENTS ONLY | FOR JV AND T |     |     |      |       |
| 06- 14 | FAW7  | FOR JV AND TV DOCUMENTS ONLY | FOR JV AND T |     |     |      |       |
| 07- 14 | FAW8  | FOR JV AND TV DOCUMENTS ONLY | FOR JV AND T |     |     |      |       |
| 08- 14 | FAW9  | FOR JV AND TV DOCUMENTS ONLY | FOR JV AND T |     |     |      |       |
| 09- 14 | FAX   | FAX CARTRIDGES               | FAX CARTRIDG |     |     |      |       |
| 10- 14 | FA10  | FOR JV AND TV DOCUMENTS ONLY | FOR JV AND T |     |     |      |       |
| 11- 14 | FA12  | FOR JV AND TV DOCUMENTS ONLY | FOR JV AND T |     |     |      |       |
| 12- 14 | FA13  | FOR JV AND TV DOCUMENTS ONLY | FOR JV AND T |     |     |      |       |