

Advantage Character Based Basics

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Table Function Codes

Enter Key	Browse more data
L	Leaf (to a particular table or screen)
N	New (clears screen)
R	Refill (with next available data)
S	Search (for a particular entry)
B	Back

Document Processing Function Codes

Command	Function Code	Shortcut Key
Edit Document	ED	F7
Approve Document	A+	F12
Run Document	R	F8
Exit Document	E	F3
Unapprove Document	A-	None
Delete Document	D	F9
Undelete Document	UD	None
Insert Line	I	None
Delete Line	DL	None
Zoom	Z	None
Previous Page	<	None

Accessing and Viewing Table Information

To access a table:

- Type **L** in **ACTION**
- Type **Table ID** (i.e. SUSF) in **SCREEN**
- Press Enter

To search for a particular entry on the table:

- Type **S** in **ACTION**
- Enter the required information
- Press Enter

To go to the beginning of the table:

- Type **N** in **ACTION**
- Press Enter

Accessing the Suspense File

Type **L** in **ACTION**
Type **SUSF** in **SCREEN**
Press Enter

Retrieving a Document from Suspense

Type **S** in **ACTION**
Tab to **BATCH TYPE**
Type the Document Transaction Code
Tab to **AGCY**
Type the document's **AGENCY CODE**
Press Enter

To open the document:

Type **S** in **ACTION**
Place the cursor on the document line
Press Enter

Freeing a Document in Use on Suspense

Type **S** in **ACTION**
Tab to **FUNCTION**
Type **FREE** in **FUNCTION**
Type **X** in the **SEL** field on the document line
Press Enter

The message "Document Freed" appears at the bottom of the screen

Creating a Document

Type **L** in **ACTION**
Tab to **FUNCTION**
Type the document type (i.e. PO, RX, PV)
Press Enter

A new document will appear.

Tab to the first field after document type
Type the Agency Code (i.e. AC1)
The cursor will move to the next field automatically
Type your Agency Code again with the # sign (i.e. AC1#)
Press Enter

Editing a Document

Type **ED** in **FUNCTION**

Press Enter

--or--

Press **F7**

The message “Ready for Approval 1” appears at the bottom of the screen when the document is free of errors

Approving a Document

Type **A+** in **FUNCTION**

Press Enter

--or--

Press **F12**

The message “Approval 1 Applied” appears at the bottom of the screen

Removing an Approval

Type **A-** in **FUNCTION**

Press Enter

The message “Approval 1 Removed” appears at the bottom of the screen

Run Processing a Document

Type **R** in **FUNCTION**

Press Enter

--or--

Press **F8**

The message “Document Accepted” appears at the bottom of the screen

Exiting a Document

Type **E** in **FUNCTION**

Press Enter

--or--

Press **F3**

Deleting a Document

Type **D** in **FUNCTION**

Press Enter

--or--

Press **F9**

The message “Document Deleted” appears at the bottom of the screen

Undeleting a Document

Type **UD** in **FUNCTION**

Press Enter

The message “Document Held” appears at the bottom of the screen

Document Transaction Codes

A1	Appropriation Transfer
AD	Automated Disbursement (Check)
C1	Cash Receipt Document
CI	Stock Issue Confirmation (Stores Inventory)
CX	Check Cancellation
EB	Expense Budget Transaction
II	Intra-Institution Vouchers (On-Campus Billing)
IX	Expense Transfer
J1	Journal Voucher
MW	Manual Warrant (Check)
OC	Over the Counter Requisition (Stores Inventory)
PC	Off-Campus Purchase Order (Centralized)
PD	Off-Campus Purchase Order (Decentralized)/ Limited Value PO (LVPO)
PO	On-Campus Servicing Department Purchase Order
PV	Payment Voucher
PVQ	Payment for Interviewee Expenses and Refunds
RB	Revenue Budget Transaction
RC	Receiver Document
RX	Off-Campus Requisition
SC-	Service Contract
SR	Stock Requisition (Stores Inventory)
TV	Transfer Voucher
VE	Vendor Entry
VI	Vendor Invoice

Character Based Field Codes

For Use on All Documents

Field Name:	Type:	For:
Action	E	Original Entry
	M	Modification
	X	Cancellation

On II Documents

Field Name:	Type:	For:
Type	2	Involves different funds
	3	Involves same funds

On PD Documents

Field Name:	Type:	For:
FOB	D	If no freight/shipping charges
	S	With freight/shipping charges
Freight Ind	S	With freight/shipping charges
	Blank	If no freight/shipping charges
Receipt Ind	Y	If goods have already been received
	Blank	If goods have not been received

On PO Documents

Field Name:	Type:	For:
Int Ind (Internal Indicator)	Y	To indicate an internal order

On RC Documents

Field Name:	Type:	For:
Clear All	Y	For full receipt of goods
	Blank	For partial receipt of goods

On RX Documents

Field Name:	Type:	For:
Freight Ind	D	Charges to be applied by line
Text	Y	If adding additional description

Account Type Transaction Codes

For use on Budget Tables, Ledgers, and Transfer Documents

20	Pre-Encumbrance
21	Encumbrance
22	Expenditure
31	Revenue
42	Appropriation

Account Code Information Tables

AGC2	Agency Code Table
FUND	Fund Code Table
OBJT	Object Code Table
ORG2	Organization Table
FUNC	Function Code Table
RSRC	Revenue Source Code Table
SOBJ	Subobject Table
SORG	Suborganization Table
SREV	Sub-Revenue Source Code Table

Budget Status Information Tables

APP2	Appropriation Inquiry (by appropriation unit)
APPR	Appropriation Index
BACC	Balance Sheet Account Index*
BBAL	Balance Sheet Account Balance Table*
ESUM	Expense Budget Summary Inquiry
EXPD	Expense Budget Detail Inquiry
EXP2	Expense Budget Inquiry
EXPB	Expense Budget Index
GSUM	Grant Summary Inquiry
RSUM	Revenue Budget Summary Inquiry
REV2	Revenue Budget Inquiry
REVB	Revenue Budget Index

* Not all users will have access to these tables

Online Ledgers

OLGL	Online General Ledger Inquiry (1 of 2)
OLG2	General Ledger Description Inquiry (2 of 2)
LDGR	Real Time General Ledger Inquiry (1 of 2)
LDG2	Real Time General Ledger Inquiry (2 of 2)

History and Other Tables

DHIS	Document History Table
DXRF	Document Cross Reference Table
GDES	Grant Description Table
GTOR	Grantor Code Table
ORG1	Authorized Signers by Agency/Org
SUSF	Suspense File
USR1	Signature Authority by User ID
VXRF	Vendor Document Cross Reference Table

Vendor Commodity Tables

BUYT	Buyer Table
CODX	Commodity by Alphabetic Listing Table
COMT	Commodity Table
INVI	End User Inventory Lookup Table
UNIT	Unit of Measure Table
VEN2	Vendor Lookup in Numeric Order (1 of 2)
VEN3	Vendor Lookup in Numeric Order (2 of 2)
VEND	Vendor Table (with suffixes)
VNA2	Vendor by Code (shows Do Not Use)
VNAS	Vendor Lookup by Sort Name

Open Order Document Tables

Modification Tables for PC Documents

MPPH	Modification Table
MPPL	Modification Accounting Line
MPPC	Modification Commodity Line

Open PO Tables

OPOD Open PO by Document Inquiry
OPOH Open PO Header Table
OPOL Open PO Line Table

Open PC/PD/SCS Tables (by Document ID)

OPHD Open PC Header by Document Inquiry
OPLD Open PC Account Line by Document Inquiry
OPCD Open PC Commodity Line by Document Inquiry
OPPD Open PC by Document Number

Open PC/PD/SCS Tables (by Vendor ID)

OPPH Open PC Header by Vendor
OPPL Open PC Line Table
OPPC Open PC Commodity Table
OPIV Open PC by Agency/Org and Vendor Inquiry

Open Requisition (RX) Tables

ORQH Open RX Header Table
ORQL Open RX Line Table
ORQC Open RX Commodity Table
RQST Requisition Status Table
RSTA Requisition Codes used on RQST
RXTX Requisition Additional Text Table

Open Receiver (RC) Tables

ORCH Open Receiver Header Table
ORCL Open Receiver Line Table

Open Stock Requisition (SR) Tables

OSRH Open Stock Requisition Header Inquiry
OSRL Open Stock Requisition Account Line Inquiry
OSRC Open Stock Requisition Line Inquiry
OSRI Open Stock Requisition Items Issue Inquiry

Document Transaction Codes

Open Check (AD/MW) Tables

OPCH Open Check Header
OPCL Open Check Line
WREC Warrant Reconciliation

Open Vendor Invoice (VI) Tables

OVIH Open Vendor Invoice Header
OVIL Open Vendor Invoice Line

Open Payment Voucher (PV/PVQ) Tables

OPVD Open Payment Voucher by Document Inquiry
OPVH Open Payment Voucher Header
OPVL Open Payment Voucher Line (1 of 2)
OPV2 Open Payment Voucher Line (2 of 2)