

# **ADVANTAGE**

# **Character Based**

# **Basics**

# **Instructional**

# **Booklet**

**Distributed by**  
**Financial Services**  
**Arizona State University**

### TABLE FUNCTION CODES:

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

### DOCUMENT PROCESSING FUNCTION CODES:

<u>Command</u>	<u>Code</u>	<u>Key</u>
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)

### ACCESSING and VIEWING TABLE INFORMATION:

To access a table:

Type **L** in **ACTION**

Type the **TABLE ID** (e.g., SUSF) in **SCREEN**

Press the **ENTER** key

To search for a particular entry on the table:

Type **S** in **ACTION**

Enter required information

Press the **ENTER** key

To go to the beginning of this table:

Type **N** in **ACTION**

Press the **ENTER** key

### ACCESSING THE SUSPENSE FILE:

Type **L** in **ACTION**

Type **SUSF** in **SCREEN**

Press the **ENTER** key

### 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 the **ENTER** key  
When your entry appears:  
Type **S** in **ACTION**  
Place your cursor on the line you wish to view  
Press the **ENTER** key

### 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 line you wish to free.  
***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, e.g., PO, RX, PV, etc.  
Press the **ENTER** key.  
A new document will appear.  
Tab to the first field after document type.  
Type your agency code, e.g., AC1.  
The cursor will move to the next field automatically.  
Type your agency code again with the # sign, e.g., AC1#.  
Press the **ENTER** key.

### EDITING A DOCUMENT:

Type **ED** in **FUNCTION**  
Press the **ENTER** key  
**--OR--**  
Press **F7**  
***The message "READY FOR APPROVAL 1" appears at the bottom of the screen when all errors are corrected.***

### **APPROVING A DOCUMENT:**

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

Press the **ENTER** key

**--OR--**

Press **F12**

*The message "APPROVAL 1 APPLIED" appears at the bottom of the screen.*

### **REMOVING AN APPROVAL:**

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

Press the **ENTER** key

*The message "APPROVAL 1 REMOVED" appears at the bottom of the screen.*

### **RUN PROCESSING A DOCUMENT:**

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

Press the **ENTER** key

**--OR--**

Press **F8**

*The message "DOCUMENT ACCEPTED" appears at the bottom of the screen.*

### **EXITING A DOCUMENT:**

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

Press the **ENTER** key

**--OR--**

Press **F3**

### **DELETING A DOCUMENT:**

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

Press the **ENTER** key

**--OR--**

Press **F9**

*The message "DOCUMENT DELETED" appears at the bottom of the screen.*

## UNDELETING A DOCUMENT:

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

Press the **ENTER** key

***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)
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
SCS	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:

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

### On PD:

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:

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

### On RC:

Field Name:	Type:	For:
Clear All	Y	For full receipt of goods.
	(blank)	For partial receipt of goods.

### On RX:

Field Name:	Type:	For:
Freight Ind (Indicator)	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 Code Table
FUNC	Function Code Table
RSRC	Revenue Source Code Table
SOBJ	Sub-Object Code Table
SORG	Sub-Organization Code 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 have access to these tables**

## ON-LINE LEDGERS:

OLGL	On Line 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:

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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 Userid
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 Look-up in Numeric Order (1 of 2)
VEN3	Vendor Look-Up in Numeric Order (2 of 2)
VEND	Vendor Table (Shows all Suffixes)
VNA2	Vendor by Code (Shows "Do Not Use" vendors)
VNAS	Vendor Look-up in Alphabetic Order

## OPEN ORDER DOCUMENT TABLES:

### Modification Tables for PC Documents

MPPH	Modification Header
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)