

## Chapter 3

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# Overview of IFMS

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## About this Chapter . . .

This chapter discusses topics you need to know before using the Integrated Financial Management System (IFMS), including:

- # Familiarizing yourself with the display and keyboard of your computer workstation
- # How to logon and logoff of IFMS
- # Capabilities of Master Table Inquiry (MTI) and the actions you can perform on the tables
- # Basic and advanced concepts of the Document Processing environment
- # The purpose and use of the Document Suspense File and its associated inquiry tables, SUSF and SUS2

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## **What is IFMS?**

The Integrated Financial Management System (IFMS), was installed in March of 1989 as a first step in the full integration of EPA's Financial and Administrative Systems. Utilizing multiple interfaces, IFMS accepts information from several EPA systems. These systems are: the EPA Payroll System (EPAYS) which provides contractual labor cost and hour information; the Contract Payment System (CPS) which provides contractual documents and related payments; the Grant Information and Control System (GICS) which records grant documents; the Bankcard Interface which provides payment documents; the Asbestos Receivables Tracking System (ARTS) which loads receivable and payment documents; the Small Purchase Electronic Data Interchange System (SPEDI) which provides obligation documents; the Superfund Layoff Interface (SFLO) which loads adjustment documents for Superfund; and the Working Capital Fund Interfaces which provide customer agreements and journal adjustment documents. Another system interfaces with IFMS as a receiver of information. This system is the Management Accounting and Reporting System (MARS) which is the ad hoc report system for IFMS data. In addition, the Combined Payroll Redistribution and Reporting System (CPARS) extracts data from IFMS and provides IFMS with payroll documents.

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## **IFMS Subsystems**

IFMS is comprised of several subsystems which are designed to carry out the various individual tasks of the financial and accounting system. Comprehensive funds accounting is facilitated by a standard General Ledger which lies at the heart of IFMS. Funds control is provided by an extensive Budget Execution subsystem that defines the status of funds against the budget for any given document. The Budget Preparation Subsystem supports this process by facilitating the entry of funds into IFMS. IFMS has other subsystems to allow data to be processed relating to purchasing, accounts payable and disbursements, travel, accounts receivable, asset management and project cost accounting.

The IFMS Purchasing Subsystem records all accounting events in the procurement process.

The Accounts Payable Subsystem provides a mechanism for authorizing payment to vendors for goods and services rendered as well as reporting on the payments made.

The Automated Disbursements Subsystem is used to disburse expenditures scheduled for payment, and to cancel expenditures when appropriate.

The Travel Subsystem was designed specifically to support Federal Travel tracking and reporting requirements.

The Accounts Receivable Subsystem records the amounts billed and collected by the EPA, including revenue documents for services rendered, vendor refunds, balance sheet transfers, and cash advances received. This subsystem accounts for these billings and collections for financial accounting and reporting purposes.

The Fixed Assets Subsystem supports the accounting and management of physical property items.

The Project Cost Accounting Subsystem covers the on-line establishment of projects and customer agreements, and the off-line distribution and billing of costs to customers.

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## Getting Acquainted with Your Workstation

Before using IFMS, it is important that you are familiar with the computer workstation you'll be using. Most regions use either terminals or personal computers to access IFMS.

A **terminal** is a computer workstation used exclusively to access a remote computer, such as an IBM mainframe. Typically, a terminal will consist of a keyboard and a display screen, known as a CRT (Cathode Ray Tube). To access IFMS, your terminal must be an IBM 3270-type terminal or any other model that is functionally equivalent.

A **Personal Computer**, or PC, is a self-contained workstation that can operate independently of other systems. PCs often consist of a keyboard, display screen, and CPU (Central Processing Unit). Some PC workstations include other devices, such as a printer, external storage device, or mouse. You will need to run 3270 emulation software to access IFMS from your PC. Check with your system administrator for instructions on using the emulation package.

To access IFMS, your workstation — either a terminal or a PC — must be connected to the facilities at the National Data Processing Center (NDPD) at Research Triangle Park, NC.

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## The Display Screen

IFMS uses a display screen with 24 lines and 80 characters across to display data and messages. Commands and data that you type on your keyboard are displayed on the screen.

### IFMS Screens

IFMS displays data on specially formatted screens, or panels. These screens consist of fields and literals. A **field** is an area on the screen where data is displayed or entered. A given screen may contain many fields where you can enter commands or data elements.

**Literals** are characters placed on the screen for display purposes only. Screen names and field labels are examples of literals.

### The Cursor

When typing information at your workstation, it is important that you know where on the screen the letters you type will appear. A **cursor** is a solid box or underscore (often blinking) that shows you "where you are" on the display screen. When you type a character on your keyboard, that character appears where the cursor is located, and the cursor moves to where the next character will be placed. The cursor will automatically move to the next field when the current field is completely filled.

### Status Line

Your terminal may have a status line at the bottom of the screen. The **status line** alerts you to various conditions by displaying specific symbols and words.

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## The Keyboard

Your workstation's keyboard is your primary means of communicating with IFMS. In this section, we'll discuss specific keys and their uses. You should be aware, however, that there are many different keyboard configurations. For example, most PC workstations will not have many of the keys discussed below; instead, they are emulated on the function keys. Talk with your system administrator to determine whether your keyboard has these

standard 3270 keys. If not, you will need a crosswalk that identifies the appropriate key equivalents.

### **Cursor Control Keys**

The cursor control keys move the cursor around the screen. The cursor-up, -down, -left, and -right keys move the cursor one position at a time. These keys allow you to position the cursor anywhere on the screen. When you move the cursor off the screen — i.e., past the top, bottom, left, or right edge of the screen — it "wraps" to the opposite side of the screen. For example, if you move the cursor past the right edge of the screen, it reappears on the left side of the screen. If you move the cursor below the bottom line, it reappears on the top line.

The tab, back tab, home, and new line keys move the cursor from field to field, positioning the cursor at the start of each field.

Exhibit 1 gives a more complete explanation of the cursor control keys and their use in IFMS. Remember that these keys may have different names and locations on your keyboard.

***Cursor Control Keys***

<b>Key</b>	<b>Description</b>
Cursor Up	Moves the cursor up, one line at a time.
Cursor Down	Moves the cursor down, one line at a time.
Cursor Left	Moves the cursor to the left, one character at a time.
Cursor Right	Moves the cursor to the right, one character at a time.
Tab	Moves the cursor to the beginning of the next input field. When the cursor is in the last field on the screen, this key moves the cursor to the beginning of the first input field on the screen.
Back Tab	Moves the cursor back to the first position of an input field. When the cursor is not in an input field or is already in the first character position of a field, this key moves the cursor to the beginning of the preceding field.
Home	Returns the cursor to the beginning of the first field on the screen. In IFMS, this is usually the Action field.
New Line	Moves the cursor to the beginning of the first field on the next line. When the cursor is located on the last line on the screen, this key moves the cursor to the beginning of the first field on the screen.

***Exhibit 1***

You may move the cursor anywhere on an IFMS screen using the cursor control keys. However, you can only enter data when the cursor is located in a field.

If you move the cursor outside a field and attempt to type anything, your keyboard will "lock" temporarily. To unlock your keyboard, press the Reset key, described below.

**Screen Control Keys**

The Insert, Delete, and Erase End-Of-Field (Erase EOF) keys make data entry and correction easier. The Reset key cancels insert mode and unlocks the keyboard.

Exhibit 2 gives a more complete explanation of the screen control keys and their use in IFMS. Remember that these keys may have different names and locations on your keyboard.

***Screen Control Keys***

Key	Description
Insert	Allows you to insert characters in the middle of a field. As characters are inserted, all characters to the right of the cursor are shifted to the right. Note that blanks are characters. When a field is filled with blanks, characters cannot be added to that field. If you try to insert more characters than the field holds, the keyboard locks. The Reset key terminates insert mode.
Delete	Deletes the character at the cursor position. All characters in the field to the right of the cursor shift left one position. If you press the Delete key when the cursor is not located in an input field, the keyboard locks.
Erase EOF	Erases all characters to the right of the cursor, including the character in the current cursor position, in the current field.
Reset	Has two functions: <ul style="list-style-type: none"><li>• Terminates insert mode</li><li>• Unlocks the keyboard</li></ul>

### ***Exhibit 2***

#### **The ENTER Key**

When you press keys on the keyboard, the corresponding characters are displayed on your screen. The data entered, however, is not processed by IFMS until you press <ENTER>. The Enter key tells the system to acknowledge the information typed on the screen and act on it appropriately. Note that the Enter key may be defined differently on each keyboard and the right Control key is often used in its place. Verify your keyboard mappings before accessing IFMS.

You must press <ENTER> after you enter the document ID to register the new document. Once inside the document, you should press <ENTER> only after you have filled in all the applicable fields on a screen.

---

#### **Logging on to IFMS**

To use IFMS, you must first logon to the system. Typically, this is a multi-step process that includes accessing your mainframe,



identifying yourself to the computer, and requesting a specific system.

### ***EPA Menu Screen***

NETMAIN	U.S. Environmental Protection Agency Menu System	Date: 03/18/98 Time: 14:47:15 Terminal: T2311234 Logmode: S3278R2
---------	---	--

Please enter selection or command and then press ENTER.

1. INFORMATION	News Alerts and User Memos
2. SYSTEM MENU	System Selection Menu
3. MAIL	EPA Electronic Mail for 3270
4. APPLICATIONS	EPA Applications Menu
5. INTER-AGENCY	Inter-Agency Applications Menu
6. PUBLIC	Access Applications Menu

WARNING: The use of this computer is for official Government business only.  
Unauthorized use of this computer is a criminal offense under Title 18  
United States Code, Section 641, and may subject violators to a fine of  
up to \$10,000, or imprisonment of up to 10 years, or both.

Command ==>

Optional Quick Logon - USERID ==>  
PASSWORD ==>

F1/F13=Help    F5/F17=Refresh    F12/F24=Cancel

### ***Exhibit 3***

From the U.S. Environmental Protection Agency Telecommunications Menu in Exhibit 3, type **PCICS**, your **NCC User ID**, your **NCC Password**, and press **<ENTER>**. If you have logged into IFMS before and your initial document is set to FFSP, this will take you to the IFMS Front End screen.

If prompted, enter your Account, FIMAS, and Group. Enter **FFSP** as the Initial Transaction. This step only applies during initial IFMS use. After completing this information one time, you will no longer be prompted for it. For assistance, contact your IFMS coordinator, NCC account administrator, or NCC User Support at 1-800-334-2405.

### ***NCC/CICS Screen***

ZZMNMP1	U.S. Environmental Protection Agency	Date: 08/11/98
	Development 410 CICS Menu System	Time: 14:02:17
		Terminal: TCP00076

XX	XX	XXXXXX	XXXXXX	XX	XXXXXX	XXXXX	XXXXXX	XXXXXX
XXX	XX	XXXXXXXXXX	XXXXXXXXXX	XX	XXXXXXXXXX	XXXXX	XXXXXXXXXX	XXXXXXXXXX
XXXX	XX	XXX	XXX	XX	XXX	XXX	XXX	XXX
XX	XX	XX	XXX	XX	XXX	XXX	XXX	XXX
XX	XX	XX	XXX	XX	XXX	XXX	XXX	XXX
XX	XXXX	XXX	XXX	XX	XXX	XXX	XXX	XXX
XX	XXX	XXXXXXXXXX	XXXXXXXXXX	XX	XXXXXXXXXX	XXXXX	XXXXXXXXXX	XXXXXXXXXX
XX	XX	XXXXXX	XXXXXX	XX	XXXXXX	XXXXX	XXXXXX	XXXXXX

Please enter selection or command and then press ENTER.

1. INFORMATION	News Alerts and User Memos
2. SIGN-ON	Change CICS Sign-on Parameters
3. APPLICATIONS	EPA Applications Menu for CICS
4. EXIT	Exit CICS and return to EPA Menu System

Command ==>  
F1/F13=Help F3/F15=Exit F9/F21=Recall F10/F22=Lock F12/F24=CICS <cmd>

#### ***Exhibit 4***

If your initial transaction is not FFSP, the NCC/CICS (Exhibit 4) screen will appear. Type **FFSP** to go to the IFMS Front End screen. Press **<ENTER>**. The IFMS Front-End screen will appear.

Your system user ID is an alphanumeric code that uniquely identifies you to the computer system. Your system password is a secret code, known only by you, which verifies your identity to the system. When you sign on to the system, you'll be asked to provide this password. For security reasons, you will be required to change your password periodically. Memorize your password, but don't write it down!

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## **Accessing IFMS**

### **IFMS Front End Screen**

If IFMS has been initialized for the day, the system displays the IFMS Front End screen. In the Command field, type **1** for the Table Inquiry/Update function, then enter your **IFMS UserID** and **Password** in the appropriate fields.

Option 1, Table Inquiry/Update, accesses Master Table Inquiry (MTI), and is the facility used to access online tables in IFMS. This

option also allows you to access the Document Processing environment, where you may enter, correct, or process documents in IFMS.

Your IFMS UserID is an eight digit alphanumeric code that uniquely identifies you to IFMS. Your IFMS password is a secret code, known only by you, which verifies your identity to IFMS.

As you type your password, you will notice that it does not appear on the screen. This is so no one else can see your password. As before, only you should know your password, so be sure to commit it to memory.

When you have entered the **Command**, **UserID**, and **Password**, press **<ENTER>**.

### **IFMS Flower Screen**

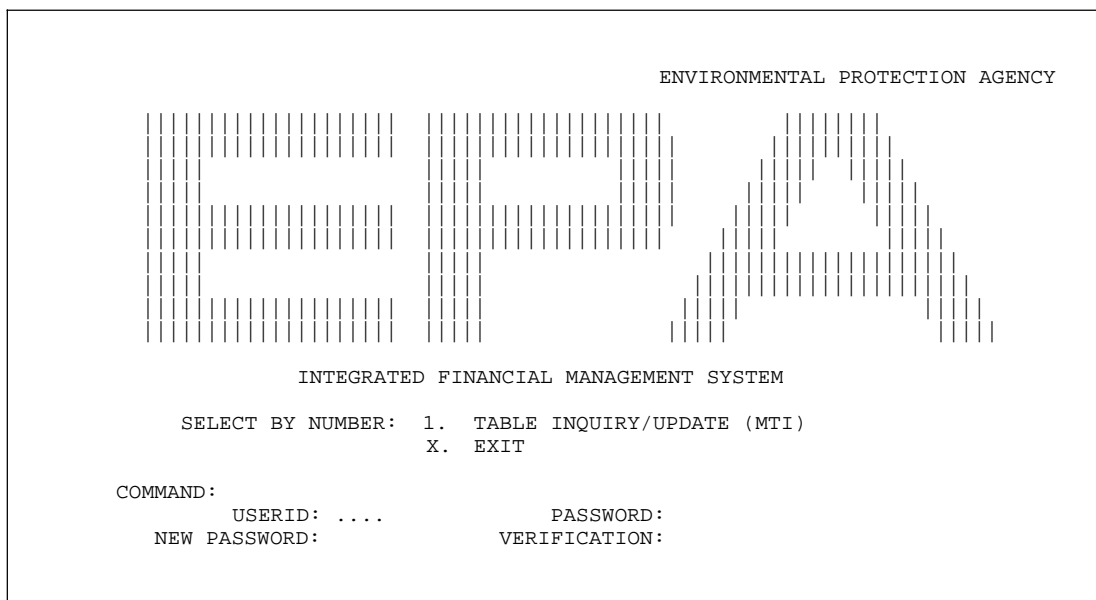
When you select Option 1, Table Inquiry/Update, from the Front End screen, the system displays the IFMS Flower screen. From this point, you may go directly to a table by typing an **N** in the Action field and a four-character **table ID** in the Screen field and pressing **<ENTER>**. You may also go directly into original entry mode by typing an **L** in the Action field and the two character **transaction code** in the Screen field (for example, RQ) and pressing **<ENTER>**.

---

## Signing off from IFMS

When you're finished using IFMS, use the procedures described in the Using Master Table Inquiry and Processing Documents chapters of this book to return to the IFMS Front End screen. Generally, this screen is accessed by entering **E** in the Action field of any table.

### *Front End Screen*



The screenshot shows the IFMS Front End Screen. At the top right, it says "ENVIRONMENTAL PROTECTION AGENCY". In the center, there is a large graphic made of vertical bars that forms the letters "IFMS". Below this, it says "INTEGRATED FINANCIAL MANAGEMENT SYSTEM". Underneath that, there is a menu titled "SELECT BY NUMBER:" with two options: "1. TABLE INQUIRY/UPDATE (MTI)" and "X. EXIT". At the bottom, there are four fields: "COMMAND:", "USERID: ....", "PASSWORD:", and "NEW PASSWORD:". The "COMMAND:" field is currently empty, and the "NEW PASSWORD:" field is also empty. The "VERIFICATION:" field is not visible.

### *Exhibit 5*

On the screen in Exhibit 5, type an **X** in the Command field and press **<ENTER>** to exit.

**NCC/CICS Screen**

```

ZZMNMP1          U.S. Environmental Protection Agency          Date: 03/18/98
                  Development CICS Menu System                Time: 14:47:52
                                                           Terminal: T2311234

XX    XX    XXXXXX    XXXXXX    XX    XXXXXX    XXXXX    XXXXXX    XXXXXX
XXX   XX   XXXXXXXX   XXXXXXXX   XX   XXXXXXXX   XXXXX   XXXXXXXX   XXXXXXXX
XXXX  XX  XXX        XXX        XX  XXX        XXX  XXX        XXX
XX XX XX XXX        XXX        XX  XXX        XXX  XXX        XXX
XX XX XX XXX        XXX        XX  XXX        XXX  XXX        XXX
XX XXXX XXX        XXX        XX  XXX        XXX  XXX        XXX
XX   XXX  XXXXXXXX   XXXXXXXX   XX   XXXXXXXX   XXXXX   XXXXXXXX   XXXXXXXX
XX    XX    XXXXXX    XXXXXX   XX    XXXXXX    XXXXX    XXXXXX    XXXXXX

Please enter selection or command and then press ENTER.

1. INFORMATION   News Alerts and User Memos
2. SIGN-ON       Change CICS Sign-on Parameters
3. APPLICATIONS  EPA Applications Menu for CICS
4. EXIT          Exit CICS and return to EPA Menu System

Command  ==>
F1/F13=Help  F3/F15=Exit  F10/F22=Lock  F12/F24=CICS <cmd>

```

**Exhibit 6**

At the NCC/CICS screen that follows (Exhibit 6), log off by entering **Exit**, or pressing **F3**, **PF3**, or your keyboard end equivalent.

## Using Master Table Inquiry

IFMS is designed to work the way you work in your office. EPA has departments or sections that perform each of the following functions: processing forms or transactions, logging activity from these transactions and tracking any related activity, posting the financial effects of this activity in journals, and reporting on the activity.

In IFMS, financial transactions are recorded on documents. Information entered on the documents is processed and maintained on tables, which are continually updated by related documents. Financial activity entered on the documents is posted to the journals.

Finally, reports are created from the information maintained in the tables and journals.

---

## What is Master Table Inquiry?

**Master Table Inquiry** (MTI) is the facility used to access the online tables in IFMS. It allows you to display and modify table entries directly at your terminal.

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## IFMS Tables

Tables are keyed lists of sequential data that are stored in IFMS for various purposes. Saying that these lists are keyed means that they are sorted, in ascending order, on specific index, or key, fields.

### Example

A list of employee names is usually more helpful when sorted first by last name, then first name. The key fields for this list would be the last name and first name, in that order.

Now suppose two or more people in the list have the same first and last name. To uniquely identify each employee in the list (that is, to guarantee that no two entries have the same key) the key will need to be expanded. For this example, the middle initial could be added.

The **key fields** of a table are those fields that, used together, uniquely identify one specific record in that table.

---

## Types of Tables

There are three kinds of tables in IFMS: reference tables, data entry tables, and inquiry tables.

**Reference tables** are used to maintain reference data and system options in IFMS, that is, lists of valid codes and values used by the system for editing or control purposes. Most reference tables are loaded by the system administrator, usually at implementation or before the start of a new fiscal year.

**Data entry tables** are used to capture certain types of document data. Typically, however, the information entered on a data entry table does not have any accounting significance at the time of entry. For example, the Purchasing Subsystem uses a data entry table to enter recurring obligations. The information added to this table does not directly update the journals. Instead, the system uses this data to build obligation documents at a later date. These documents are the actual accounting transactions. In this case, the data entry table is being used to warehouse information to create documents.

**Inquiry tables** maintain the data entered and processed on IFMS documents for query purposes. Most of the fields on inquiry tables are system-maintained and cannot be changed. When you process a document, the inquiry tables are updated automatically.

All IFMS tables have common elements, which are described in the following sections. Exhibit 7 provides a list of all IFMS tables by subsystem.

***IFMS Tables by Subsystem***

<b>Subsystem</b>	<b>Screen</b>	<b>Table Name</b>
Accounts Payable	DPTX	Default Payment Text Table
	IFHT	Imprest Fund Header Table
	IFLT	Imprest Fund Line Table
	PVCH	Payment Voucher Holdback Table
	PVHT	Voucher Header Table
	PVLT	Voucher Line Table
	REPV	Recurring Payment Voucher Table
	UPVT	Unpaid Voucher Table
	VTXT	Voucher Text Table
	TINT	TIN Number Cross-Referencing Table
	ZDGI	Document Group ID Reference Table
	ZDGH	Document Group Header Table
	ZDGL	Document Group Line Table
	ZDGS	Supervisory Group ID Reference Table
	ZDGT	Document Group Table
Accounts Receivable	APPL	Debt Appeal Table
	ARCL	Accounts Receivable Case History Line Table
	ARDT	Account Referral Destination Table
	AREF	Accounts Receivable Referral Table
	AREP	Accounts Receivable Referral Parameter Table
	ARHT	Receivable Header Table
	ARLT	Receivable Line Table
	AROP	Accounts Receivable Control Options Table
	ARTX	Accounts Receivable Text Table
	CAUS	Cause of Overpayment Table
	CCIT	Cash Receipt Table
	CRHT	Cash Receipt Header Table
	CRLT	Cash Receipt Line Table
	INBT	Installment Billing and Payment Table



Subsystem	Screen	Table Name
	OBDT	Outstanding Billing Documents Table
	OSCT	Overdue Status Code Table
	RECR	Recurring Cash Receipt Table
	SRCE	Source Data Table
	TYOP	Type of Overpayment Table
	WORC	Write-Off Reason Code Table
	WROT	Write-Off Table
Annual Close	YACT	Year End Account Table
	YOPT	Year End Control Options Table
Disbursements	ADOR	Account Point Disbursing Office Reference Table
	CHKH	Check Header Table
	CHKL	Check Detail Table
	CXLT	Check/EFT Cancellation Table
	DISB	Treasury Disbursing Office Table
	DLRC	Discount Lost Reason Code Table
	DOPT	Disbursing Options Table
	EFTH	EFT Header Table
	EFTL	EFT Detail Table
	ERPL	Replace EFT Table
	IRCT	Interest Reason Code Table
	IVCH	Invoice - Payment Voucher - Check/EFT Cross-Reference Table
	PPAY	Prompt Pay Table
	PPDT	Prompt Pay Detail Table
	PPST	Prompt Pay Summary Table
	PPS2	Prompt Pay Summary Table - Screen
	PPS3	Prompt Pay Summary Table - Screen
	REPL	Checks Awaiting Replacement Table
	SCHD	Schedule Number Table
	TSCH	Treasury Schedule Control Header Table
	TSCL	Treasury Schedule Control Line Table
	TSCR	Treasury Schedule Control Rejection Table

Subsystem	Screen	Table Name
	VCHK	Payment Voucher Line - Check Number Cross-Reference Table
	VOID	Voided Checks Table
	VPYA	Vendor Prior Calendar Year Disbursement Amount
	VXDD	Payment Voucher Line - Disbursement Document Cross-Reference Table
Budget Execution	ALFF	FTE Allowance Inquiry Table
	ALLT	Allowance Inquiry Table
	ALL2	Allowance Transaction Inquiry Table
	ALOC	Allocation Inquiry Table
	ALOF	FTE Allocation Inquiry Table
	ALO2	Allocation Transaction Inquiry Table
	ALST	Allowance Status Inquiry Table
	APOF	FTE Apportionment Inquiry Table
	APOR	Apportionment Inquiry Table
	APPF	FTE Appropriation Inquiry Table
	APPR	Appropriation Inquiry Table
	BDFT	Budget Options Reference Table
	BOCT	Budget Object Code Reference Table
	CFRA	Contract Requisition Freeze Action Screen
	CFRI	Frozen Contract Requisition Inquiry Screen
	DVSN	Division Reference Table
	FALC	Fiscal Year Allocation Inquiry Table
	FALT	Fiscal Year Allotment Inquiry Table
	FAPP	Fiscal Year Appropriation Inquiry Table
	FAPR	Fiscal Year Apportionment Inquiry Table
	FCAT	Fund Category Reference Table
	FCLS	Fund Class Reference Table
	FGRP	Fund Group Reference Table
	FSAL	Fiscal Year Suballocation Inquiry Table
	FSYR	Fiscal Year Reference Table
	FTYP	Fund Type Reference Table
	FUND	Fund Type Reference Table

Subsystem	Screen	Table Name
	FUN2	Fund Options Reference Table
	GLDB	General Ledger Detail Balance Inquiry Table
	OCAT	Major Object Class Reference Table
	OCLS	Object Class Reference Table
	ORGN	Organization Reference Table
	PCAT	Selection of Law Reference Table
	PCLS	Subactivity Reference Table
	PGMT	Program Reference Table
	PGRP	Program Group Reference Table
	PTYP	Program Type Reference Table
	RCBT	Responsibility Center Budget Table
	SAFR	Suballowance Forward Reference Inquiry Table
	SAIF	FTE Suballowance Inquiry Table
	SAIN	Suballowance Inquiry Table
	SALC	Suballocation Inquiry Table
	SALF	FTE Suballocation Inquiry Table
	SAL2	Suballocation Transaction Inquiry Table
	SAOP	Suballotment Options Inquiry Table
	SASP	Suballowance Spending Control Inquiry Table
	SAST	Suballotment Structure Inquiry Table
	SOPT	System Control Options Reference Table
	SPDX	Spending Control Transaction Cross-Reference Table
	TSYM	Treasury Symbol Reference Table
	ZACT	Accounting Distribution Table
	ZPAY	Payroll Inquiry Table
Budget Preparation	ADTR	Audit Trail Table
	ALOW	Allowance Holder Table
	APRO	Appropriation Table
	BDT2	Budget Data Table
	BNPM	National Program Manager Table
	BPBE	Budget Element Table

Subsystem	Screen	Table Name
	BPBS	Budget Structure Table
	BPPE	Program Element Sequence Table
	BPTR	Budget Preparation Translation Table
	CHOR	Change Order Table
	DLVL	Data Level Table
	FUNC	Function Table
	MEDA	Media Table
	NSUB	NPM Subset Table
	OBJC	Object Class Table
	OBJG	Object Group Table
	PURP	Purpose Table
	RCST	Responsible Center and State Table
	RPIO	Responsible Planning and Implementation Office Table
	SACT	Subactivity Sequence Table
	STAG	Stage Table
	VERN	NPM Version Table
	VERS	Version Table
General Ledger	ACCT	Account Type Table
	ACED	Accounting Entries Definition Table
	ACE2	General Ledger Control Options Table
	ACEN	Accounting Entries Table
	ACEV	Accounting Event Type Table
	ADOR	Accounting Point/Disbursing Office Table
	APCO	Transaction/Accounting Point Table
	FTCO	Transaction/Fund Type Table
	GCAT	General Ledger Category Table
	GCLS	General Ledger Class Table
	GGRP	General Ledger Group Table
	GLBL	General Ledger Balance Table
	GLDB	General Ledger Detail Balance Table
	GLAC	General Ledger Account Table

Subsystem	Screen	Table Name
	FTCO	Transaction/Fund Type Code Table
	JVLT	Journal Voucher and Standard Voucher Table
	MSGL	Monthly Summary General Ledger Balance Table
	RCCO	Transaction/Reporting Code Category Table
	REJV	Recurring Journal Voucher and Standard Voucher Table
	RVJV	Self-Reversing Journal Voucher Table
	TSCO	Transaction/Treasury Symbol Table
General System	ADOR	Accounting Point/Disbursing Office Table
	AFND	Allotment Options - Fund Table
	AGCY	Agency Table
	AOPT	Allotment Organization, Program Table
	APRD	Accounting Period Table
	BOCT	Budget Object Code Table
	CFRA	Contract Requisition Freeze Action Screen
	CFRI	Frozen Contract Requisition Inquiry Screen
	CLDT	Calendar Date Table
	CLTX	Text Clause Table
	DLRC	Discount Lost Reason Code Table
	DVAL	Default Values Table
	DVOT	Default Values Options Table
	DVSN	Division Table
	DXRF	Document Cross-Reference Table
	ERRG	Error Guide Table
	FCAT	Fund Category Table
	FCLS	Fund Class Table
	FGRP	Fund Group Table
	FSYM	Fund Treasury Symbol Table
	FSYR	Fiscal Year Table
	FTCO	Fund Type Control Options Reference Table
	FTYP	Fund Type Table
	FUND	Fund Table

Subsystem	Screen	Table Name
	FUN2	Fund Options Table
	GLTT	Effective Transaction Type Definition Table
	GRPT	General Reporting Category Table
	GTSM	Guest Treasury Symbol Table
	IRCT	Interest Reason Code Table
	OCAT	Federal Object Class (Object Category) Table
	OCLS	Object Class Table
	ORGN	Organization Table
	PCAT	Program Category Table
	PCLS	Program Class Table
	PGMT	Program Table
	PGRP	Program Group Table
	PPAY	Prompt Pay Table
	PTYP	Program Type Table
	RCCO	Reporting Category Control Options Reference Data Screen
	RLIT	Report Literals Table
	RPTG	Reporting Category Table
	RSRC	Revenue Source Table
	RUNP	Run Parameters Table
	SOPT	System Control Options Table
	STCT	State Code Table
	SUSF	Document Suspense File
	SUS2	Document Suspense File - Screen 2
	TCAT	Transaction Category Table
	TSCO	Treasury Symbol Control Option Reference Data Screen
	TSYF	Treasury Fund Table
	TXTP	Text Type Table
	VEND	Vendor Table
	VEN2	Vendor ACH Reference Table
	VNAM	Vendor Name Table
	VRPT	Vendor Reporting Table

Subsystem	Screen	Table Name
	VTYP	Vendor Type Table
	VXRF	Vendor Document Cross-Reference Table
	ZDAP	Document Approval and Error Review Screen
	ZDOC	Find All Occurrences of Transaction on DSF
	ZDTX	Document Transaction Cross-Reference Table
	ZSFX	Servicing Finance Cross-Reference Table
Project Cost Accounting	CADT	Customer Agreement Distribution Table
	CAHT	Customer Agreement Header Table
	CALT	Customer Agreement Line Table
	CAOT	Customer Agreement Object Table
	CAPT	Customer Agreement Project Table
	CCHT	Cleared Customer Agreement Header Table
	CCLT	Cleared Customer Agreement Line Table
	CCPT	Cleared Customer Agreement Project Table
	CFPJ	Cleared Budget Fiscal Year Project Table
	CHGT	Charge Class Table
	CIPT	Cleared Installation-Wide Project Table
	CPRJ	Cleared Project Table
	FPCA	Budget Fiscal Year Project Customer Agreement Table
	FPCD	Budget Fiscal Year Project Customer Agreement Detail Table
	FPCX	Budget Fiscal Year Project Customer Agreement Excess Table
	FPRJ	Budget Fiscal Year Project Table
	IWPT	Installation-Wide Project Table
	IWPX	Installation-Wide Project/ Project Cross-Reference Table
	PCUS	Project Customer Agreement Table
	PDES	Project Description Table
	PFND	Project Options - Fund Table
	PJCA	Project Category Table
	PJCL	Project Class Table
	PJGR	Project Group Table
	PJTY	Project Type Table

Subsystem	Screen	Table Name
	PRJO	Project Options Table
	PROJ	Project Table
	PSDP	Project Spending By Period Cross-Reference Table
	PSDX	Project Spending Cross-Reference Table
	PSTA	Project Status Table
	SPRJ	Subproject Table
Purchasing	BASI	Blanket Agreement Summary Table
	BASM	Blanket Agreement Table
	CARR	Carrier Reference Table
	CFRA	Contract Requisition Freeze Action Screen
	CFRI	Frozen Contract Requisition Inquiry Screen
	OBLH	Orders Header Table
	OBLL	Purchase Order Accounting Line Table
	POBT	Purchase Order Build Table
	REMO	Recurring Miscellaneous Order Table
	REQH	Requisition Header Table
	REQL	Requisition Accounting Line Table
	ZACT	Accounting Distribution Table
Travel	CMMT	Travel Advance Comment Table
	GTRH	Government Transportation Request (GTR) Header Table
	GTRT	GTR Ticket Table
	IRSC	IRS Category Table
	TADV	Travel Advance Table
	TAHT	Travel Advance Header Table
	TALT	Travel Advance Line Table
	TAXR	Travel Authorization Number Cross-Reference Table
	TAXT	Tax Code Table
	TBHT	Transportation Billing Header Table
	TBLT	Transportation Billing Line Table
	TCKD	Ticket Document Line Table
	TCKT	Ticket Table



Subsystem	Screen	Table Name
	TDES	Travel Description Table
	TDFT	Travel Default Values Table
	TETM	Travel Expense Type Match Table
	TFDL	Federal Reserve Payment Line Table
	TFED	Federal Reserve Payment Table
	TKTR	Ticket Transfer Transaction Table
	TLOC	Location Table
	TMOD	Travel Mode Table
	TNHT	Transportation Invoice Header Table
	TNLT	Transportation Invoice Line Table
	TOHT	Travel Order Header Table
	TOLT	Travel Order Line Table
	TOTX	Travel Order Text Table
	TPDC	Travel Per Diem Table
	TPLT	Travel-Related Voucher Line Table
	TPRP	Travel Purpose Table
	TROL	Travel Role Table
	TSAT	Transfer of Station Authorization Table
	TSPC	Travel Special Options Table
	TSUS	Travel Suspended Payments Table
	TTYP	Travel Type Table
	TVAE	Travel Voucher Conditional Accounting Entries Table
	TVAT	Travel Voucher Accounting Line Table
	TVHT	Travel Voucher Header Table
	TVST	Open Travel Voucher Statistics Line Table
	TVTT	Open Travel Voucher Ticket Line Table
	TXRC	Travel Exception Reason Table
	WTAT	Withholding Tax Allowance Table
	ZSTA	SFO Travel Advance Cross-Reference Table
	ZTAT	Travel Advance Cross-Reference Table

***Exhibit 7***

---

**MTI Action Line**

The first line on any table is the **action line**. The fields on the action line are described below.

***MTI Action Line***

Field	Description
Action	Used to enter MTI commands
Screen	Each table in IFMS has a four-character identifier; this field displays the ID of the current table and is also used to enter a table ID to go to a new table
User ID	Displays the first four characters of your IFMS User ID

***Exhibit 8***

---

**Table Name**

Just below the action line, the full name of the table is displayed. The type of table displayed on the screen is included in the full name of the table; e.g., Organization Reference Table. While the names on reference tables and data entry tables are left-justified, inquiry table names are centered and emphasized by asterisks.

---

**Key Field List**

Below the table name, the key fields of the table are listed, where applicable. Data entry tables often do not have key fields, since these tables are used primarily for capturing data, not for selecting and viewing data.

---

## Data Area

The larger part of a table screen consists of literals and fields for displaying and entering data.

### Moving Around in the Data Area

You use the tab key to move between the fields. On data entry and reference tables, the cursor will only stop at those fields into which you can enter data; it will bypass fields that the system maintains, since you cannot change the data displayed in those fields. Inquiry tables are usually entirely system-maintained, but occasionally they have some user-entered fields.

### Required and Optional Fields

On data entry and reference tables, the fields that are not system-maintained or protected can be used for entering data. These fields can be required or optional, as specified in the *IFMS User's Guide* for each table. If a field is **required**, you must enter something in that field when adding an entry to the table. If a field is **optional**, you can either leave that field blank or let it default.

If you do not fill the required fields of any table entry, the entry will be rejected when the information on the table is processed.

### Header and Line Data

Some tables in IFMS display more than one table entry per screen. For example, screens for inquiry tables often display multiple lines from a document. The key for such a table might be the document ID and the line number. To avoid displaying the key values on every line shown on the screen, many screens are divided into header and line sections. Each table entry is actually comprised of the data in the header plus the data from the line entry.

### Example

On the Requisition Accounting Line Table (REQL), the Transaction Code, Requisition Number, and Line Number are key fields. Rather than repeating the Transaction Code and Requisition Number for each entry, they are displayed in the header section of the screen. The values in these fields apply to each of the entries displayed on the screen. The remaining fields shown contain the line data for each of the table entries.

---

## System and Error Messages

The bottom portion of each IFMS screen is used to display system messages, warnings, and errors. Anywhere from one to three lines may be reserved for these messages on any particular screen. Since each line can display two messages, up to six messages can be displayed at one time on the screen.

### Message Structure

Messages have three parts: a tag, a message code, and message text.

The **tag** relates the message to a particular part of the screen. For example, the tag for a message associated with the third entry displayed on the screen would be 03. Messages associated with the action line or header lines would have **A** or **H** as a tag, respectively.

Each message also includes a 5-digit **message code** that is used by IFMS to identify the message.

The **message text** may be up to 30 characters long. Usually, this text provides a brief explanation of the situation encountered by IFMS.

---

## Types of Messages

Messages have many functions in IFMS. A given message may be informational, a warning, or a notification of errors.

**System messages** tell you what IFMS has done in response to an action you've taken. The first character of the code for a system message is always an asterisk (\*). The following are examples of system messages:

10- \*L030 ALL LINES ADDED

A- \*L034 NO LINES CHANGED

For a complete list of the IFMS system messages, see Enterprise Messages and Codes.

**Warning messages** are used in IFMS to advise you of situations that may need further attention. They do not stop processing. That is, if you receive a warning message while trying to perform a specific action on the system, your request will still be carried out. The last character of the code associated with a warning message is always W. The following are examples of warnings:

01- AD50W # OF CHECKS EXCEEDS # OF PMTS

01- AD67W CONFIRM INDICATOR CHANGED

**Error messages** are used to indicate that something is wrong, e.g., an invalid code was entered, or a required field was left blank. Error messages do stop processing for the entries that contain the error(s). Therefore, if you receive an error message while requesting that IFMS carry out a particular action, that action will not be performed on the entry that contains the error.

An error message can be identified by the last character of its error code, which is always an E.

A complete list of warnings and error messages is maintained online in the Error Guide Table (ERRG). In addition, this table displays an extended explanation for each error, accompanied by suggestions for resolving the problem encountered.

### **Examples**

You attempt to add a new entry to a reference table in IFMS. When you press <**ENTER**> you receive the following messages:

01- CE21E INVALID BOC

02- \*L033 NO LINES ADDED

The first message indicates that the value entered in the BOC field is not a valid object class. The second message tells you that this record was not added to the table.

While attempting to add three new entries to a reference table in IFMS, you receive the following messages:

02- CE18E MISSING BOC

04- \*L030 ALL LINES ADDED

The first message indicates that the BOC field was left blank when it should have been entered. The entry with this error

(the second line on the screen) is not added to the table, however, all the other lines without errors are added.

---

## Accessing a Table through MTI

To access any table in IFMS you must use MTI. Sign on to IFMS. At the IFMS Front End Screen, enter **1** in the Command field to select Table Inquiry/Update (MTI); then enter your **IFMS User ID** and **Password**, and press <**ENTER**>.

The next screen you will see is the IFMS Flower screen. From this screen, you can access any table by typing **N** in the Action field and entering the four-character code for the desired table in the Screen field. When you press <**ENTER**>, IFMS will display the requested table.

---

## MTI Actions

An **action** in MTI is a one-character command that tells IFMS what to do. MTI actions fall into four broad categories: display actions, modify actions, leaving actions, and control actions. The following sections will describe these actions more fully.

---

## Displaying Entries in a Table

**Display actions** show, or display, entries in the current table — that is, the table you're currently viewing — for query purposes. There are six display actions that can be used in IFMS. These are described below.

---

## Displaying Specific Table Entries

To display specific table entries, use the Get action. The Get action finds and displays the entries in a table that have the key value(s) you enter on the screen.

To find a specific table entry, you must know the value(s) of the key field(s) for the entry. Enter **G** in the Action field and values in each of the key fields, then press **<ENTER>**.

If a table can display multiple entries per screen, you may use the Get action to display multiple entries simultaneously.

### **Example**

You would like to see how specific control flags have been set in fiscal years 1997 and 1998 for budget object code 2111. On the Budget Object Code Table (BOCT), you enter an Action of **G**, then enter values of 1997 and 2111 in the BFY and Budget Object Code fields, respectively, on the first display line. On the second line (prefixed with the 02- tag), you enter values of 1998 and 2111 in these fields. To display the entries, you press **<ENTER>**.

---

### **Displaying Successive Table Entries**

It is possible to display the entries in a table by beginning at a certain point in the list of table entries. The Scan action displays successive entries in a table, starting with a given key or partial key value.

To use the Scan action, enter an **S** in the Action field, and enter a search value in the key field(s). You can type over any data currently displayed on the screen. If you enter a partial key value, be sure to blank out the remaining key fields. If you leave all the key fields blank, the system will display the first entry in the table.

#### **• Note**

The key fields in a table are hierarchical. That is, when entering a search value, you must enter a value for the first key if you enter anything for the second key. To illustrate this, review the above

example. If you used the Scan action, you could not leave the BFY field blank and enter just the BOC, expecting to find all occurrences of BOC 2111 in the table. You could, however, search for all BOCs in a specific fiscal year or all BOCs in that year which start with 21.

When you have entered the search value, press **<ENTER>** to display the first entries in the table that match or immediately follow the key values entered.

### **Example**

You want to display all entries in the State Code Table (STCD) that start with the letter M. Type an **S** in the Action field, then type an **M** in the State Code field. Press the space bar once to clear the rest of this field and press **<ENTER>**. The system displays a screen of state codes, starting with the letter M.

---

## **Displaying the First Entry in a Table**

There are two ways to display the very first entry in a table. Using the Scan action, ensure that the key fields are all blank before you press **<ENTER>**. The system finds and displays the first table entry.

Additionally, the Top action scans automatically for the first table entry, regardless of the data entered in the key fields.

To use the Top action, simply enter a **T** in the Action field and press **<ENTER>**.

---

## **Displaying More Table Entries**

After you use the Scan or Top actions in IFMS, the code in the Action field automatically changes to an **R** (Refill). The Refill action displays the next successive table entries that follow the entries currently displayed on the screen.



Since IFMS defaults the action to **R** after the Scan action, you can review the contents of a table simply by Scanning on any table entry and pressing <**ENTER**> repeatedly.

---

### Reviewing a Previous Screen of Table Entries

There are times, when reviewing the contents of a table, that you inadvertently pass the screen that displayed the desired entries. In IFMS, it is not possible to scan backwards; that is, you cannot search for the entries in a table which precede those currently displayed on the screen. However, when you use the Scan and Refill actions, the system maintains a "snapshot" of up to four of the screens you've most recently viewed.

To step back through these screens, you can use the Previous Screen action. Enter the < symbol in the Action field and press <**ENTER**> to see each of the saved screens.

---

### The Next Screen Action

The Next Screen action steps forward through these screens. After reviewing one or more of the previous screens, you may step forward through these screens by entering the > symbol in the Action field and pressing <**ENTER**>.

Each time you use the Previous Screen and Next Screen actions, IFMS resets the default value in the Action field to **S**.

---

### Modifying Entries in a Table

Modify actions change, or modify, the contents of the current table in IFMS. There are three modify actions, which are described in detail below. The modify actions can be used on any data entry or

reference table by authorized users or on inquiry tables that allow modifications.

---

## Adding Entries to a Table

The **Add** action inserts, or adds, new entries in the current table. To add a table entry, type an **A** in the Action field, and enter the required fields for the new table entry (see the subsystem volumes of *IFMS User's Guide* for field descriptions).

If a table can display multiple entries per screen, you may add as many new entries with a single Add action as there are lines on the screen.

Additionally, you may type over any data that is currently displayed on the screen. This can speed the addition of new entries considerably, especially with long entries that contain similar values. To take advantage of this feature, display an entry on the screen using one of the display actions, then change the key fields to identify the new entry, and change the remaining fields appropriately.

When you press **<ENTER>**, the system edits the values entered in the data fields on the screen, and adds the entries that pass these edits. If any lines are added, the system displays the following message at the bottom of the screen:

\*L030 ALL LINES ADDED

If IFMS identifies an error while attempting to add a new entry to the table, an error message is displayed at the bottom of the screen. The line containing the error is not added, though all remaining lines that do not contain errors are added (lines with warning messages are added).

---

## Changing Table Entries

The **Change** action changes data fields on existing table entries. Note that only the values in those fields that are not key fields can be modified with the Change action. The key fields of an entry cannot

be changed with this action. To change key field values of any table entry, you must use the Add and Delete actions. See the section that follows for further information.

To change entries in a table, you must first display the entry or entries to be changed using a display action (Get, Scan, Refill, etc.). You may not simply enter the values of the fields to be changed on a blank screen.

Enter a **C** in the Action field, and type over the data displayed on the screen that needs to be changed. When all the necessary changes have been made, press <**ENTER**>. IFMS edits the values entered in the data fields on the screen and, for each entry without errors, replaces the original data that was displayed on the screen with the new entry. If any lines are changed, the following message appears at the bottom of the screen:

\*L031 ALL LINES CHANGED

If IFMS identifies an error while attempting to change a table entry, an error message is displayed at the bottom of the screen. The line containing the error is not changed, though all remaining lines that do not contain errors are changed.

---

### Deleting Entries from a Table

The **Delete** action removes entries from the current table. To delete entries from a table, you must first display the entry or entries to be deleted using a display action (Get, Scan, Refill, etc.). You may not simply enter the value of the key fields for the entries to be deleted.

If a table can display multiple entries per screen, you may not want to delete every entry shown. To exclude a line from being deleted, move to the first key field in the line and press the space bar once to remove the first character in the field. Those entries with the key field changed will not be deleted.

When the entries you wish to delete are displayed on the screen, enter a **D** in the Action field and press <**ENTER**>. The system displays the following message at the bottom of the screen:

\*L032 ALL LINES DELETED

The screen is refreshed to display only those entries that were deleted.

### **Recovering Deleted Entries**

If you erroneously delete an entry, you have one chance to recover from your error. Since, when you delete entries from a table, the system re-displays all the deleted entries on the screen, you may add the entries back in the table.

To do this, enter an **A** in the Action field, and press **<ENTER>**. If no errors are encountered when editing the entries, they are added to the table and the deleted data is restored.

### **Changing the Key Values on a Table Entry**

IFMS will not allow you to change the value of any key field with the Change action. However, you can accomplish this using the Delete and Add actions.

First, display the entry or entries you wish to change and remove them from the table with the Delete action (remember to blank out the first character of the entries you don't want to change). When the screen displays the entries that have been deleted, change the values of the key fields as needed. Finally, add the entries back to the table with the Add action.

---

## **Displaying Related Entries in Another Table**

The ability to display related table entries in other tables is known as **leafing** in IFMS. When you ask the system to leaf to another table, some of the fields displayed on the current screen are carried to the new table, and the first related entry in the new table is displayed.

---

### **Leafing to Another Table**

While querying data in the system, you may need to find additional information that's related to the data displayed on your screen. In IFMS, there are many tables which show similar or related data. The best examples of this are the header and line inquiry tables,

which often show the summary and detail information from a document, respectively.

The **Leaf** action in IFMS takes you to a new table, then displays the first entry in that table related to the data displayed in the original table. If no relationship exists between the data in the two tables, the first entry in the new table is displayed.

To use the Leaf action, enter an **L** in the Action field, and type the four-character ID of the related table in the Screen field.

If the current screen displays multiple table entries, you must specify which entry contains the data you wish to locate in the new table. Move the cursor down to the line that displays the correct entry (you may skip this step if the proper entry is the first entry displayed on the screen).

When you press **<ENTER>**, the system displays the entries in the new table that are related to the data originally displayed in the first table. You may review additional entries with the Refill action.

### **Example**

You are reviewing the summary information for a particular document shown on the Orders Header Table (OBLH). To see the related entries in the Purchase Order Accounting Line Table (OBLL), you enter an **L** in the Action field, type OBLL in the Screen field, and press **<ENTER>**. The system displays two accounting lines for the document. You are unfamiliar with the Budget Object Code shown in one of the entries, so you leaf to the Budget Object Code Table (BOCT) by typing an action of **L** and BOCT in the Screen field. Since the BOC you wish to research is displayed in the second entry, you move your cursor down to any of the fields in that entry and press **<ENTER>**. The system displays the entry in BOCT for that particular BOC.

If related entries cannot be found in the new table, the following messages are displayed:

01- \*L008 END OF FILE

01- \*L004 LINE NOT FOUND

This may occur if you attempt to leaf between two tables that do not contain related data. When this happens, you may either return to the table you leafed from using the Back action, described below, or

you may Scan to view the entries the system can find, given the key values displayed on the screen.

---

## Returning to the Original Table

When you use the Leaf action, IFMS remembers the table ID of the table you've left. In fact, the system keeps a list of the tables you've leafed between.

The **Back** action returns to the table you left most recently by using the Leaf action. To use the Back action, simply enter a **B** in the Action field and press <**ENTER**>. The system then displays the table and data shown before the Leaf action was executed.

Similarly, the **Forward** action is a shortcut to return to the table you leafed to earlier. To use the Forward action, enter an **F** in the Action field and press <**ENTER**>.

### Example

In the previous example, you used the Leaf action to move from OBLH to OBLI, then again to BOCT. After reviewing the name and indicators associated with the budget object code you're investigating, you return to OBLI by entering a **B** in the Action field, and pressing <**ENTER**>. The system returns to OBLI and displays the entries that were shown earlier on that table. You now decide to investigate the BOC displayed in the first accounting line by entering an **F** in the Action field and pressing <**ENTER**> (you do not need to move the cursor down to the first line since, by default, the system uses the data in the first line displayed on the screen for leafing). The system displays the entry for the new BOC.

Once you create a chain of tables through Leaf actions, you may move back and forward between the tables with the **B** and **F** actions. Each time you leaf to another table, you add another link to the leaf chain.

---

## Starting Additional MTI Sessions

Sometimes, it is necessary to access another table without disturbing the data displayed on the current screen. For example, while adding a new entry to a table, you may need to look up a reference value from another table. In essence, what you need to do is put your current work aside and start another session of MTI.

At first glance, it might seem that the Leaf action could be used to do this. However, some experimenting will reveal that this is not the case. When you use the Leaf action, the system does not "remember" the data displayed on the current screen. Instead, the Stacked Leaf, or Zoom, action freezes your current MTI session and starts another, allowing you to display or modify data in other tables. When you return to the first session, the screen you left is unchanged.

To use the Zoom action, enter a **Z** in the Action field, and enter the table ID for the table you wish to view. When you press **<ENTER>**, your current MTI session freezes, and you are shown the table you requested. You may go to any other table and perform any MTI action. When you are finished, enter an Action of **E** and press **<ENTER>** to End the session and return to your first MTI session. See the next section in this chapter for more information about the End action.

### Example

You are entering a new reference code in the Organization Table (ORGN), and you don't remember what SFO code to associate with the organization you're defining. Type **Z** in the Action field and enter DVSN in the Screen field. When you press **<ENTER>**, the system displays the SFO Code Table (DVSN). You Scan for the appropriate SFO code, remember the code, then return to your first session by typing an action of **E** and pressing **<ENTER>**. The system re-displays the Organization table untouched from when you left it moments earlier. You may now continue with the new entry, including the appropriate SFO code.

It is possible to have up to five MTI sessions active at one time. That is, you may Zoom to a new MTI session, then Zoom to another session, and so on. Each time you leave one of these sessions, you are returned to the session that was active just prior to using the Zoom action.

---

## Using Control and Navigation Actions

Several MTI actions are used to control or navigate through the system. These control actions include actions to clear the fields displayed on the screen, display additional messages, or exit from the system. Each of these actions is described in detail below.

---

### Moving Between Tables

The **Next** action moves to a new table and displays the table screen with the data fields blank.

To use the Next action, enter an **N** in the Action field, type the four-digit table ID in the Screen field, and press <**ENTER**>. The system displays the screen for the new table, but no data in that table is shown.

▼ **Note**

When the new table is shown, the action is **S** (Scan). To display an entry in the table, simply type the key values and press <**ENTER**>.



---

## Pausing From an MTI Session

Occasionally, you may want to temporarily pause from your work in IFMS to access another system or to verify your paperwork. The Pause action allows you to leave your MTI session temporarily. When you later access MTI, the screen you were using earlier is displayed, exactly as you left it.

To use the Pause action, type **P** in the Action field and press **<ENTER>**. To resume your MTI session, enter the command to enter MTI, and press **<ENTER>**. The table displayed before you paused is re-displayed, exactly as you left it.

### • **Note**

The Pause action should only be used if you fully intend to return to your work in MTI within several minutes. Do not log out of the system after pausing. For proper exiting procedures, read Exiting from MTI in this section.

---

## Exiting from MTI

The Exit action is used to end an MTI session.

When you are finished working with IFMS tables, type an **E** in the Action field, and press **<ENTER>**. If your installation uses the IFMS front end, you are returned to the IFMS Front End screen. Otherwise, you are left at a blank screen, where you can continue with your logoff procedures.

---

## Displaying More Messages

IFMS displays up to three lines of messages at the bottom of each screen, or a maximum of six messages at any one time. If an action results in more messages than cannot be displayed on the screen, the system automatically changes the action to **M** (Message). The **Message** action displays the next set of messages on the screen.

When the system has changed the action to **M**, press **<ENTER>** to display the next set of messages. If there are even more messages, they will be displayed when you press **<ENTER>** again. Otherwise, the first set of messages that were initially shown will be re-displayed.

---

## Showing the Leafing Fields

You can see which fields are used for leafing from any table by displaying an entry on the screen and using the Partial Screen Clear action. The Partial Screen Clear action clears all data fields on the screen except for those carried forward when the Leaf action is used.

To use the Partial Screen Clear action, type an **X** in the Action field and press **<ENTER>**. The screen displays only those fields that are carried forward with a Leaf action.

---

## Clearing the Data Fields

When adding or displaying data in an IFMS table, it is often desirable to start with a "clean" screen; i.e., a screen with blank data fields. The Screen Clear action clears every data field on the screen.

To use this action, type a **Y** in the Action field and press **<ENTER>**. Each of the data fields on the screen is cleared. The only fields still containing values are those in the action line.

• **Note**

You may also clear the screen fields using the Next action. When you use the Next action to go to a new table, IFMS displays the new screen, clearing all data from the screen. To use the Next action to clear the current screen, enter an **N** in the Action field, leave the Screen field unchanged, and press **<ENTER>**. IFMS re-displays the current screen, clearing all data.

---

## MTI Summary

Master Table Inquiry (MTI) is the facility used to access online tables in IFMS. Tables are keyed lists of sequential data stored in the system.

There are three types of tables in IFMS. Reference tables are used to maintain reference data and system options. Data entry tables are used to capture certain types of document data. Inquiry tables maintain the data entered and processed on IFMS documents for inquiry purposes.

For most tables in IFMS, the display screen includes an action line, a key field list, and a data area. The bottom portion of each screen is used to display system messages, warnings, and errors.

MTI actions — commands that tell IFMS what you want the system to do — fall into four broad categories: display actions, modify actions, leaving actions, and control actions.

Exhibit 9 serves as a quick reference guide to the MTI actions described in this section.

***MTI Actions Quick Reference***

<b>Action</b>		<b>Description</b>
<b>A</b>	Add	Add record(s)
<b>B</b>	Back	Go back to leafed-from screen (opposite of Forward action)
<b>C</b>	Change	Change existing data
<b>D</b>	Delete	Delete displayed record(s)
<b>E</b>	End	End MTI session
<b>F</b>	Forward	Go forward to the next leaf screen (opposite of Back action)
<b>G</b>	Get	Get record(s) based on the full key
<b>L</b>	Leaf	Leaf to a specified screen and scan for records based on the data displayed on the current screen
<b>M</b>	Message	Display more messages (this action is system-generated)
<b>N</b>	Next	Go to the table specified in the TableID field
<b>P</b>	Pause	Suspend the MTI session, saving the data on the screen for later processing
<b>R</b>	Refill	Refill the screen with more entries (this action is system-generated)
<b>S</b>	Scan	Scan for entries in the table starting with specified key fields
<b>T</b>	Top	Scan from top of table
<b>X</b>	Partial Screen Clear	Clear screen except for leafing data
<b>Y</b>	Full Screen Clear	Clear all data from screen
<b>Z</b>	Zoom	Transfer control to another MTI session
<b>&lt;</b>	Previous Screen	Return to previously scanned screen of data - up to four screens (opposite of Next Screen action)
<b>&gt;</b>	Next Screen	Recall the next screen of data (opposite of Previous Screen action)

***Exhibit 9***

## Introduction to Documents

The key to any financial system is the financial data which is entered and analyzed. In IFMS, financial data is entered on documents, then stored in the tables and journals. The document is the IFMS medium for entering, correcting, and processing data in the system. Each document represents a source document.

At EPA, financial transactions are represented by paper forms. In IFMS, a paper form is represented by a document, which is a series of screens used to enter the batch, summary, and detail data associated with a document or series of documents. This data is processed and stored in the Document Suspense File (SUSF). Master Table Inquiry (MTI) provides the capability to view a list of the documents in the Suspense File. See the last section of this chapter for a detailed discussion of the Document Suspense File. Exhibit 10 provides a list of all the IFMS documents by subsystem.

### ***IFMS Documents by Subsystem***

<b>Subsystem</b>	<b>Transaction Code</b>	<b>Description</b>
Accounts Payable	CD	Contract Disbursement
	DD	Direct Disbursement
	DP	Direct Payment
	GP	Grant Payment
	IF	Imprest Fund Reimbursement
	IG	Interagency Agreement
	PV	Payment Voucher
Accounts Receivable	BD	Billing Document
	CR	Cash Receipt
	WR	Write Off
Automated Disbursements	AD	Automated Disbursement
	CX	Check Cancellation
	VS	Voucher Selection
	XR	Check Cancellation Reconciliation

Subsystem	Transaction Code	Description
Budget Execution	AA	Appropriation and Apportionment
	AC	Allocation
	AL	Allowance
	AS	Suballocation Approval
	CA	Allocation Approval
	LA	Allowance Approval
	PA	Apportionment Approval
	SA	Suballowance
	SL	Suballocation
Fixed Assets	FA	Acquisition
	FB	Betterment
	FD	Disposition
	FM	Manual Depreciation
	FR	Accounting Codes Transfer
	FT	Transfer
General Ledger	AV	Fixed Asset Standard Voucher
	CB	Stockroom Chargeback
	CV	Contract Voucher
	JV	Journal Voucher
	PY	Payroll Interface Document
	SF	Superfund Standard Voucher
	SS	GL by SFO Fix
Project Cost Accounting	SV	Standard Voucher
	CH	Project Charge
	ER	Customer Agreement Estimate Set-Up
Purchasing	RA	Customer Agreement Set-Up
	RQ	Requisition
	CG	Construction Grant
	CO	Contract Order
	GO	Grant Order
	MO	Miscellaneous Order

Subsystem	Transaction Code	Description
Travel	TO	Travel Order
	TN	Travel Invoice
	TB	Transportation Billing
	TP	Transportation Payment
	TV	Travel Voucher

***Exhibit 10***

---

## Document Processing Overview

In an office environment, a form may go through several stages before it is actually processed and filed. Similarly, an IFMS document goes through several stages. To better understand IFMS documents, we'll first expand the forms analogy with the following example.

### Example

1. You are filling out a voucher to submit to your travel office, to reimburse you for travel expenses. First, you fill out the form, entering information as appropriate. Eventually, you send the completed form to the travel office for processing.

In the travel office, they check to ensure that you supplied all the required information, that the information is correct, and that your request is within certain limits or constraints. Your voucher fails to meet all of these criteria; it is returned to you for correction.

2. To correct the rejected form, you change some information you entered previously, and add a new expense line. Again, you submit the form to the travel office.

The office reviews the form and decides it is correct and complete.

3. Your edited form is placed in the work queue to be processed later. In a few days, a voucher examiner pulls your form, and your request for reimbursement is acted upon.

The examiner processes the form, updating the office's accounting records to reflect the changes incurred by your request.

4. The accepted form is filed away for reference. Several days later, a discrepancy in the amount you received in your reimbursement check leads you to believe that the travel office made an error when processing the document. To determine the current status of your account, the travel office checks its accounting records. To verify the specific expense reimbursement you requested, they pull the original form you submitted from their files.



There is an intentional parallel between the life-cycle of a form in an office, and the life-cycle of an IFMS document. If we examine this life-cycle, there are four stages: new, rejected, edited, and accepted.

Between each stage, someone must process the form — editing the information and/or updating the office's records. Similarly, in IFMS, a document steps through the life-cycle as it is processed. When a document is processed, IFMS subjects the document to a series of edits, or validation steps, depending on the type of document and the information entered.

In this section, we'll look at the different stages of the document life cycle in detail. Information about how to process documents can be found later in this chapter.

---

## **New Documents**

The first step in creating a new document is to enter the required data. This is analogous to filling out a form, such as a voucher. When you first go through the form, you enter all the information you can, pausing only to find "missing pieces," such as specific expense amounts.

In IFMS, you enter a new document using a series of screens which capture batch, summary, and detail information. Reference values and account balances can be checked by viewing tables in MTI.

When entering a document, the system only captures the data. IFMS does not automatically check the accuracy or validity of what is entered. To perform these edits, you must schedule the document for processing.

---

## **Scheduling a Document**

Scheduling a document causes the system to act on the document in some way. You may schedule a document to be processed immediately or with the next offline processing cycle. A complete discussion on different ways of scheduling a document is found in Processing a Document, later in this chapter.

If a document fails the system edits when processed, it enters the rejected stage. If a document passes all system edits, the next stage in the document's life-cycle is the edited stage; the rejected stage is skipped.

---

## **Rejected Documents**

A rejected document contains errors found by the system when the document was last processed. For the document to reach the edited stage, you must correct the identified problems. This is analogous to having your voucher returned for correction or for further information. You can change any information you had previously entered on the form and add or remove detail data, as needed.

In IFMS, you can correct a document by changing the value in any field and adding or deleting detail data. As with new documents, the system does not check the accuracy or validity of the data as it is changed. To perform these edits, you must schedule the document for processing.

If a rejected document again fails the system edits when processed, it stays in the rejected stage. If a document passes all system edits, the next stage in the document's life-cycle is the edited stage.

---

## Edited Documents

An edited document is a document that, when last processed, successfully met all edit criteria without errors. You may, if necessary, change the data on the document. Otherwise, it is ready for final processing. Referring again to the previous example, this is analogous to an expense voucher sitting in the work queue in the travel office, waiting to be processed. You may, if absolutely necessary, call the travel office to request a quick change to the form, but otherwise it's ready for final processing.

To complete the IFMS document life-cycle, you must schedule a document for processing one last time. If no errors are found during processing, the document enters the final stage in its life-cycle, the accepted stage. If the document fails the system edits for any reason, the document returns to the rejected stage.

---

## Accepted Documents

The final stage in a document's life-cycle is the accepted stage. An accepted document is a document that has (1) passed all system edits and (2) updated the IFMS tables with document data. When IFMS processes an error-free document, it updates both the financial journals and the tables in the database with the data entered on the document. Accepted documents are retained for auditing purposes only. Once a document is accepted, you may review the associated document data online in the inquiry tables.

In the expense voucher example, once the voucher examiner processes the form, it is filed away as an audit trail. If you should need to modify your reimbursement request in any way, you must file a new form with the travel office.

---

## **General Information About Documents**

Before you learn how to enter and correct documents in IFMS, you should first be familiar with some basic concepts. First, we'll cover the concepts and various screens associated with an IFMS document.

---

### **Document Numbering**

Every document entered in IFMS is assigned a document ID by the user at the time of entry. You can then use this identifier to retrieve previously entered documents and query document information in MTI. Each document ID is made up of three components: transaction code, SFO code, and document number.

The transaction code is a two-character code that identifies the type of document. Often the transaction code is an acronym for the document. For example, a payment voucher document has a transaction code PV.

The transaction code determines which document screens are used and, in turn, what data is captured for a particular document. This code is also used for security purposes, to grant users specific processing privileges for different types of documents.

The SFO code in the document ID identifies the organizational entity where the document originates. This code allows you to easily identify those documents entered by your accounting point, versus those entered at another site or region. It can also be used to grant specific processing privileges to users at different locations.

• **Note**

The SFO code is a component of the document ID in the Document Processing environment and the Document Suspense File only. To query document data in most IFMS inquiry tables, you use only the transaction code and document number.

The document number is an alphanumeric code of up to eleven characters that identifies one document. This code is somewhat descriptive or logical in sequence. For example, obligation documents use EPA's order number as the document number.

The combination of the transaction code and document number must be unique in IFMS. However, you may have duplicate document numbers for different transaction types.

EPA has established procedures on document numbering conventions for IFMS. These numbering conventions can be distinguished by the type of document, i.e., commitment, obligation, expenditure. Document Control Numbers (DCNs) are used to identify EPA Commitments and Travel Obligations, and are coded on the corresponding IFMS RQ and TO documents. Obligating Document Numbers (ODNs) are used to identify all obligations recorded on the IFMS MO document; Grant Numbers are coded on GOs; and Barcodes are used on all expenditure level documents: PVs, TVs, DDs, IGs, IFs, TNs, and DPs. These numbering conventions may vary from region to region to correspond to various filing and document ordering alternatives.

***EPA Document Numbering Conventions***

Transaction Code	Numbering Convention
RQ, TO	Document Control Number (DCN) DCN = Fiscal Year, Allowance Holder, RC Code (RC determined), 4 numerics Example: 9810AA0001
MO	Order Number (ODN) Example: 1B2324NNLX
GO	Grant Number Example: 0081268003
PV, TV, DD, IG, IF, TN, DP	Bar Code Example: 98100002161

### ***Exhibit 11***

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## **Batching**

A batch is a group of similar documents entered in the system together. Many offices batch documents for form tracking and control purposes — batching is helpful for maintaining control totals and document counts. Batching is also used when modifying or canceling accepted documents. For information on entering and processing batches, see Advanced Document Processing.

---

## **Document Structure**

Documents may have up to three different parts: a batch ticket, a header, and one or more detail lines. A batch ticket captures information related to a batch of documents; e.g., total dollar amount and number of documents entered. The batch ticket is only included with batched documents; it precedes all documents in the batch.

The header, or summary, section of a document captures information common to the entire document. The lines of the document capture accounting and other information at the detail level. Document lines are also referred to as detail lines or accounting lines.

**Example**

On a payment document, the vendor name and address, as well as the invoice total and date of payment are all common data points. They are entered on the document header. It is common, however, for the expenses billed on one invoice to be spread across multiple budgets or cost centers within an agency. The accounting data elements that identify each cost center are entered on separate document lines, along with the payment amounts contributed by these entities.

**Note**

Some documents, specifically in the Budget Execution Subsystem, do not include any detail lines. All required information for these documents is captured on the header alone.

Typically, each component of a document is represented in IFMS by a separate screen. The batch ticket, for example, is usually entered on a separate screen, which precedes the first document in a batch. Some documents, however, combine these components on a single screen. A few documents capture both header and line data on the same screen. Many documents capture multiple lines on a single screen.

---

**Components of Data Entry****Mode**

The mode indicates to the system your reason for accessing a particular document or batch of documents. The mode you use determines the processing and editing activities supported by the system. The mode is not displayed on the document, but is inferred from the user's actions.

There are three modes of operation in IFMS: Original Entry, Edit, and Read Only. Original Entry mode is used to create a document or batch. This mode supports entry activities only - the data is not subjected to any edits during this entry process. Edit mode allows you to edit, or correct, the contents of an existing document or batch. The system does not validate the data as you make

corrections. Read only mode allows you to review any document or batch without making changes or corrections. Accepted documents can only be accessed in Read Only mode.

### **Scheduling Action**

The IFMS scheduling action directs the system how to process a document or batch of documents. Documents may be processed while you wait, while you perform other activities in IFMS, or overnight - after the business day. In addition, you can use a scheduling action to instruct the system to validate the data in a document, withhold a document from further processing, mark a for deletion, or pause from a document screen.

Scheduling actions can be performed using commands from within document screens or from the Suspense File. Further information about scheduling actions can be found in the following sections of this chapter.

### **Document ID**

The document ID uniquely identifies a document in IFMS. On the document or batch header screen, or on the Suspense File, you must specify the complete document ID — transaction code, SFO code, and document number — to create or access a document.

### **Batch ID**

To define a batch of documents or to access a document contained within a batch, you must enter a complete batch ID, comprised of a transaction code, SFO code, and batch number on the document screen or the Suspense File.

### **Approval and Override**

Documents requiring approval must be "signed" electronically by an authorized user of the system, typically a supervisor or Certifying Officer. If you are authorized to do so, you can approve specific documents by entering a command within the document or on the Suspense File.

### **Freeing a Document**

The Free command allows you, if authorized, to access a document or batch of documents that is currently in use by another user. This command is used directly from the Suspense File. To use the Free command from SUSF, type **Free** in the Function field, place an **X**



in the SEL field next to the document to be freed, and press **<ENTER>**.

---

## Document Screens

All IFMS documents have common elements, which are described in the following sections.

---

### Document Action Line Area

The first two lines on any document screen are the action lines. These lines are referred to as the action line area. The action line area has the following components: Command Line, DocID, BatID, Org, a date and time stamp, Status indicator, and an indicator of the total number of lines in the document.

#### Command Line

The Command Line in the document action line area is the area located above the Status field. You may enter commands in this area to navigate within and process a document.

A scheduling action can be entered at any time during the document processing session.

Additionally, the Command Line can be used to enter action commands. An action command is a code used to assist in entering or editing a document. For example, action commands insert lines, delete lines, and move from screen to screen.

Each of the valid scheduling actions and action commands in IFMS is discussed in Advanced Document Processing.

#### Document ID and Batch ID

Each document screen displays a document ID field and a batch ID field. This field is used to display document IDs of previously entered documents or to create new documents. The DocID and BatID fields contain specific areas for the Transaction Code, SFO code, and document number.

#### Organization Security Code

The organization security code defines an additional level of security in IFMS, allowing an agency to grant specific document processing permissions at the lowest levels within the organizational structure.

### **Date and Time Stamp**

Located in the upper right-hand corner, this feature indicates the date and time of the most recent action to the document.

### **Status**

The status codes indicate the processing and scheduling results for the batch or document.

### ***Status Codes***

<b>Status</b>	<b>Description</b>
BRJCT REJCT	Result of processing. Document or batch has errors.
BHELD HELD	Indicates that the user has placed the document or batch on Hold. The document will remain on Hold until future action is taken.
BSCHD SCHD	The document has been scheduled for off-line processing.
ACCPT	The document has processed Pass2. Table and journal updates have been completed.
Blank	Indicates that no processing actions have occurred. The user is in Original Entry mode.

## ***Exhibit 12***

### **Line Number Status**

The field identifies the total number of lines in the document and the current line(s) that are showing on screen. Document line numbers help you navigate within a document for editing and review purposes only. They are not used to identify the document accounting lines in the inquiry tables. They should not be confused with the user-assigned line numbers assigned by you to identify separate accounting lines on most documents.

### **Example**

A document has seven lines. The document is represented in IFMS by separate header and line screens, and each line screen can display up to three lines. When the system displays the fourth, fifth, and sixth lines, the value 004-006 or 006 will appear in the Line Number Status field.

The document action line fields are each described in Exhibit 13.

### ***Action Line Fields***

<b>Field</b>	<b>Description</b>
Command Line	Used to enter scheduling actions or document action commands
DocID	Uniquely identifies the current document
BatID	Uniquely identifies the current batch, if applicable
Date and Time Stamp	Identifies date and time of last action performed against the document
Status	Identifies the processing and scheduling results for the current batch or document
Line Number Status	Identifies the total number of lines in the document and the lines displayed
Org	Defines an additional level of security

## ***Exhibit 13***

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## Document Name

Just below the action line area, the full name of the document is displayed. If a document is comprised of separate header and line screens, the document name is generally included only on the header screen.

---

## Data Area

The larger part of a document screen consists of literals and fields for entering and displaying data.

### Moving Around in the Data Area

Use the tab, back tab, and new line keys to move between the fields. The cursor will only stop at those fields in which you can enter data; it will bypass fields that the system maintains, since you cannot change the data displayed in those fields.

### Required and Optional Fields

The fields on a document can be required or optional, as specified in the *IFMS User's Guide* for each document. If a field is required, you must enter something in that field when entering a document. If a field is optional, you can either leave that field blank or let it default.

If you do not fill the required fields of any document, the document will be rejected when you process it.

### Common Document Fields

Some fields are common to most, if not all, IFMS documents. These are the fields that identify the accounts and organizations affected by the financial activity recorded on the document.

The accounting dimensions are the codes that define to IFMS the budget affected by a financial transaction. In addition, the accounting dimension fields capture cost accounting and reporting data for the transaction. The accounting dimensions of any given transaction include codes that identify the appropriation, organization, program element, and object class associated with the transaction.

The transaction type is a code that specifies the accounting event (e.g., commitment, obligation, expenditure) and the related General Ledger postings to be generated by the document. The associated accounting event determines how the system processes the document and defines which inquiry tables IFMS updates with information about the document.

### **Documents with Multiple Screens**

One document may have up to three different screens for capturing document data: the batch ticket, header, and line data. The batch ticket data is usually captured on a separate screen. Header and line data may be captured together on one screen, however, line data fields are typically segregated from the header fields on a separate screen.

#### **Example**

The header screen for the Miscellaneous Order document (MO) is the screen designed to capture the general information for this document. Line screens are used to record the accounting information. Together, these screens comprise the IFMS Miscellaneous Order. Notice that the line screen does not display the document name.

---

## **System and Error Messages**

The bottom portion of each document screen is used to display system messages, warnings, and errors. Anywhere from one to three lines may be reserved for messages on any particular screen. Since each line can display two messages, up to six messages can be displayed at one time on the screen.

A complete list of warnings and error messages is maintained online in the Error Guide Table (ERRG). In addition, this table displays an extended explanation for each error, accompanied by suggestions for resolving the problem encountered.

#### **• Note**

To get more information about an error message from the Error Guide Table (ERRG), place the cursor anywhere on the error message and press **<ENTER>**.

### **Message Structure**

Messages have three parts: a tag, a message code, and message text.

The **tag** relates the message to a particular part of the screen. For example, the tag for a message associated with the third line displayed on a document screen would be 03. Messages associated with the action line, batch ticket, or document header would have A, B, or H as a tag, respectively. Messages indicating a security violation are prefixed with a tag of S.

Each message also includes a 5-digit **message code** that identifies the message.

The **message text** may be up to 30 characters long. Usually, this text provides a brief explanation of the situation encountered by IFMS.

### Types of Messages

Messages have many functions in IFMS. A given message may be informational, a warning, or a notification of errors.

**System messages** tell you what IFMS has done in response to an action you've requested. The first character of the code for a system message is always an asterisk (\*). The following messages are examples of system messages:

A--\*CV13-CONTINUING SAME DOCUMENT

A--\*CR23-NO ERRORS TO CORRECT

For a complete list of the IFMS system messages, see CORE Messages and Codes. These errors are not located on the Error Guide Table (ERRG).

**Warning messages** are used in IFMS to advise you of situations that may need further attention. They do not prevent a document from being accepted. That is, if you receive a warning message when you process a document, your document will still be accepted, provided no additional errors occur. The last character of the code associated with a warning message is always W. The following messages are examples of warnings:

01-CVF7W-VEND ID NOT = REF VEND ID

01-N048W-ADJUSTMENT AMT = 0

**Error messages** are used to indicate that something is wrong, e.g., an invalid code was entered, or a required field was left blank. Error

messages do prevent documents from processing successfully. Therefore, if you receive an error message while processing a document, IFMS will reject the document. An error message can be identified by the last character of its error code, which is always an E. The following messages are examples of error messages:

01-CE06E-INVALID BUDGET ORGN

H--C900E-DOC TOTAL NOT = DETAIL

**Overrideable error messages** are used to advise you of situations requiring special attention. They do prevent documents from processing successfully. However, a supervisor or Certifying Officer with proper IFMS security permissions, may override the errors. This allows the system to accept the document if no further errors are found. The last character of the code associated with an overrideable error message is always O. The following messages are examples of overrideable errors:

01-US18O-EXP AMT > UPPER TOL LIM

01-SC20O-INSUFFICNT APPROPRIATION FUNDS

### **Example**

When processing a document in IFMS, you receive the following messages:

A--\*HP03-DOCUMENT ERRORS DETECTED

H--C900E-DOC TOTAL NOT = DETAIL

The first message simply tells you that the document was not accepted — further messages follow to identify the errors found. The second message indicates that the document total entered on the header does not equal the sum of the dollar amounts entered on each detail line. The document must be corrected and re-scheduled for processing.

### **Reading Messages**

Messages are displayed in a logical sequence. Often, if you correct one problem, many of the other errors will be resolved as well. For this reason, it is important to read the messages in the correct order.

Each document screen can display up to six messages at once. These messages are displayed on three consecutive lines, two per line. When you read the messages, you should read both messages on each line, left to right.

### **Example**

When processing a document, you receive five messages. Two messages are displayed on the first line, two on the second, and one on the left side of the third line. Rather than reading all the messages in the left-hand column first, read both messages on the first line, then the messages on the second line, and so on.

---

### **Accessing a Document from SUSF**

The most efficient way to access a document or batch of documents that already exists in IFMS is from the Document Suspense File Inquiry Table (SUSF) in MTI. SUSF can be used to "jump" to the Document Processing environment to retrieve any rejected, edited, or accepted document.

To access a document from SUSF, first scan for the document or batch ID so that it is displayed on the screen. Next, change the action to **S** (scan), and move the cursor down the screen to the line that displays the correct document ID. When you press **<ENTER>**, IFMS jumps from MTI to the Document Processing environment and displays the document you have selected on the screen. The current mode used depends on the current document status, indicated by the processing status code on SUSF.

---

### **Entering a New Document**

To help understand the document entry process, consider this analogy: As mentioned earlier in the chapter, a document can be thought of as a form. Taken further, each document screen can be thought of as a separate page of the form. To expedite the form-filling process, you work from the first page to the last, entering information on the form one page at a time. Once you turn to the next page, you won't turn back to a previous page until you've completed the entire form.

IFMS streamlines the data entry process by providing a series of screens that capture header and line information. You enter header



data first, then line data. When you've completed a screen, you press **<ENTER>** to display a new screen.

There are three ways to create a new document in IFMS.  
Documents are created from:

- # The Document Suspense File (SUSF)
- # Any IFMS Table Screen, or
- # Any IFMS Document Screen

---

### Creating a New Document from SUSF

To begin a new document from SUSF, type **NEW** in the Function field, enter a unique **document ID** (Type, SFO and Number) on the first available line, and press **<ENTER>**. A new document will be created with the specified document ID and will be ready for data entry and processing.

EPA has specific numbering schemes for each type of document entered in IFMS. You must enter all three parts of the document ID: the transaction code, SFO code, and document number. Type the specific two-digit transaction code that identifies the type of document you're entering (e.g., TO). Press the tab key and enter the SFO code that identifies the source of this document. The cursor will automatically move over one space. At this point, enter the alphanumeric code (up to 11 characters) to uniquely identify this document and press **<ENTER>**.

The Automated Document Numbering feature may be used as well. Simply key in the document number prefix (followed by the # sign) on the first SUSF screen line and press **<ENTER>**. The system will generate the next sequential document ID.

---

### Creating a New Document from an IFMS Table

To access the document screen from any IFMS table, type **L** in the table Action field, the two-character Transaction Code (e.g., **TO**) in the Screen field, and press **<ENTER>**. The proper document screen appears and is ready for data entry. Note that the command of **NEW** appears in the Action field and the Transaction Code of **TO** is displayed in the DocID field.

At this point, you must tab to the DocID field and key in either the full transaction document ID, or the document number prefix and # sign (if you use the Automated Numbering feature), and press **<ENTER>**. You must press **<ENTER>** to register the new document ID on SUSF.

---

### Creating a New Document from an IFMS Document Screen

To create a new document from a document screen, type **NEW** in the Command field (above the Status field), enter a unique **document ID** in the DocID field (Trans Code, SFO and Document Number), and press **<ENTER>**. The new document is now ready for data entry. The Automated Document Numbering feature may also be used with the **NEW** command.

• **Note**

If the previous document had not been processed or discarded, the system will prompt the user to complete the document before allowing a new document to be created.

---

## Entering the Document Header

The first screen captures the header, or summary, portion of the document. Most documents capture the header and line data on separate screens. You may, however, encounter some documents in IFMS that capture both the header and line information on the same screen. In these cases, the header and lines of the document are identified by tags.

When you first access the header screen of a document in Original Entry mode, the cursor is located in the first field that can be entered. Although the screen may include many fields for capturing data, it is often necessary to fill only a few required fields.

To enter the header information required for the specific type of document, refer to the appropriate Document Processing chapter of the *IFMS User's Guide* for specific data entry instructions. Use the tab and new line keys to move quickly between fields. When you have entered all the required information in the header, press **<ENTER>**.

When you press **<ENTER>** in Original Entry mode, the system displays the next screen for capturing data. If detail data is captured on a separate screen, a new line screen is displayed. On screens capturing both header and line data, the cursor moves to the first line to be entered.

### Example

You've been asked to enter a new Miscellaneous Order document (MO) in IFMS to obligate funds for maintenance services. You begin the new document one of three ways: from the Document Suspense File (SUSF); from any IFMS Table Screen; or from any IFMS Document Screen. After entering the document ID and pressing **<ENTER>**, you are in data entry mode for the MO document.

You now enter summary information on the header screen. Although the screen displays over thirty fields, you fill only several fields, as indicated in the instructions provided by EPA: Vendor Code, Trans Type, and Document Total. You press **<ENTER>** when you've finished, and the system displays the line screen for the Miscellaneous Order.

### **Documents without Detail Lines**

Some documents — most notably, several documents used in the Budget Execution subsystem — capture header data only and no line data. In these cases, data entry is complete when you fill the fields on the header screen. If you press <**ENTER**> after completing the header screen, the system displays a screen with a message telling you that the document doesn't require any lines and to schedule the document for processing.

---

### **Entering Document Lines**

Each line screen may capture one or multiple detail lines for the document. On screens that capture multiple detail lines, the lines are separated and identified by tags.

When you first access the line entry portion of a document in Original Entry mode, the cursor is located in the first field that can be entered. In most cases, this field is the Line Number. This number is assigned by you to uniquely identify each detail line of a document. It is stored by IFMS for query and reference purposes. Regardless of whether a document has one or multiple lines, each line must be assigned a unique line number. EPA recommends consistently using three-digit numbers like 001, 002, etc.

As with the header, the document line may include many fields that may be left blank, depending on how EPA is using the particular document.

To enter the first line, use the data entry instructions provided by EPA or documented in the *IFMS User's Guide* for this type of document. Remember to use the tab and new line keys to move quickly between each field.

If the document you're recording has only one detail line, you've finished the data entry process for this document. You must schedule the document for processing.

### **Example**

Continuing the previous example, you enter the detail accounting information for the Miscellaneous Order document. On the line screen, you complete the following fields: Line

(001), Appropriation, Budget Org, Program Element, BOC, and Amount.

### **Documents with Multiple Lines**

Some documents have multiple accounting lines. Each line — usually differentiated by the expense type or referenced document — is entered in IFMS on a separate document line. If the document you're entering requires multiple lines, you can create them by entering them immediately after entering the first line.

When you've entered as many lines as the screen can accommodate, press **<ENTER>** for a new screen. Since some documents capture only one line per screen, you may need to press **<ENTER>** after entering each line. When you've finished entering all lines, you must schedule the document for processing.

After you have scheduled the document for processing, the line numbers displayed in the upper right-hand corner will be updated. For example, the numbers 001-002 of 002 mean that there are two total lines in the document and that both lines are currently displayed.

#### **▼ Note**

Even though a screen may capture multiple lines, you are not required to complete each line on a line screen before continuing to the next screen. If you press **<ENTER>** before entering all the lines on one screen, you can continue on the next screen.

---

### **Fixing Errors in Original Entry Mode**

While Original Entry mode is intended primarily to capture data, not to edit it, there are several mechanisms for correcting data as it is entered. At any time, of course, you may type over anything you've entered on a screen. Use the cursor control keys to insert, delete, and erase characters in any data field. You may also cancel a document before scheduling it to be processed.

### **Discarding a Document**

The Discard Document action in Original Entry mode lets you erase all information entered for an entire document. This is analogous to crumpling up and throwing out a form after you start to fill it out. If

you've made multiple errors, and you feel it would be easier to start over, use this action. This action is only applicable in Original Entry mode.

To discard a document, press the home key to position the cursor at the top of the screen, type **Discard Doc** or **XD** on the Command Line, and press **<ENTER>**. IFMS removes all record of the document from the system, and returns to the startup screen. The startup screen displays the following message:

A--\*HD33-DOCUMENT DISCARDED

You may, if you wish, enter a new document using the same document ID. You will, however, need to add a batch ID in order to re-use the same document ID.

• **Note**

The Discard Document action is not recoverable. That is, you cannot un-discard a document once you have discarded it.

---

## Scheduling a New Document

To complete the document entry process, you must schedule the document for processing. Exhibit 14 lists the scheduling alternatives.

### ***Scheduling Actions***

<b>Document Command</b>	<b>SUSF Command</b>	<b>Command Name</b>
SD	Schedule	Offline
HD	Hold	Hold
WD	Run	Update Wait
QD	Edit	Quick Edit

### ***Exhibit 14***

To schedule the newly entered document from within the document screen, move your cursor to the top of the screen by pressing the

home key. Type the desired command from the above list in the Command Line and press **<ENTER>**. You may also schedule a document from the Suspense File by typing the appropriate commands in the Function field and selecting the document to be scheduled.

If you enter the Offline or Hold action, the system does not immediately process the document. IFMS issues a message to inform the user that the document has been Held or Scheduled for Offline processing.

The Update Wait and Quick Edit actions cause the system to process the document immediately. If the document is error-free, IFMS marks the document as Accepted (Update Wait) or Scheduled (Quick Edit) . However, if the system identifies errors in the document, it displays the errors and marks the document as Rejected until you correct the errors and/or schedule the document again.

The next section of this chapter discusses, in detail, document scheduling and processing.

---

## Processing a Document

Earlier in this chapter we presented the concept of the document life-cycle. As a document is processed, it passes through the four steps, or stages, in this cycle: new, rejected, edited, and accepted. This section discusses how a document gets processed, and the different types of processing that can occur.

---

### Two-Pass Processing

IFMS processes documents in two steps, or passes: an edit pass and an update pass. First, the document goes through an edit pass. In the edit pass, the system subjects the document to a series of edits, or validation steps. The system verifies that:

- # All required fields are entered
- # All codes are valid, as defined in the appropriate reference tables

# The funds requested are available

Additional edits may occur, depending on the type of document and the information entered. In IFMS, the edit pass is often referred to as "PASS1".

If the document meets all the edit criteria, then it goes through an update pass. In the update pass, the system posts the data captured on the document to journal files and inquiry tables. This often includes:

# Adding debit and credit entries to the general journal file

# Updating inquiry tables to reflect the new document data

# Updating inquiry tables to reflect any changes to referenced document data (e.g., liquidations)

Additional updates may occur, depending on the type of document and the information entered. In IFMS, the update pass is often referred to as "PASS2".

Every document must go through both the edit and update passes to complete the document life-cycle. If the edit pass is completed and no errors are found, the document enters the edited stage. If the system identifies errors in the document, it stays in the rejected stage. When the edit and update passes are both completed, the document enters the accepted stage, however, if a document fails the edit pass, it cannot go on to the update pass.

---

### **Scheduling a Document for Processing**

Any document not yet accepted or marked for deletion can be scheduled for processing. Exhibit 15 briefly describes the valid scheduling actions in IFMS. Further explanation of each action follows.

#### ***Scheduling Actions***

<b>Action</b>	<b>Description</b>
Offline	Schedule for overnight processing



Action	Description
Update Wait	Edit and update online and hold the terminal until processing is complete
Quick Edit	Quick edit online and update overnight
Hold	Hold or prevent from being processed
Delete	Mark the document for deletion
Pause	Temporarily return to MTI from the Document Screens

**Exhibit 15**

You can schedule a document for processing in Original Entry or Edit mode (for more information about Edit mode, see the Editing a Document section in this chapter). If a document is marked for Read Only, you must first Free the document from the SUSF screen before you can schedule the document (for more information about Read Only mode, see the Reviewing a Document section in this chapter). Exhibit 16 identifies which of the scheduling actions are valid in each mode.

**Scheduling Actions/Mode Crosswalk**

ACTION	SUSF Command	Document Command	MODE		
			Original Entry	Edit	Read Only
Offline	<b>Schedule</b>	<b>SD</b>	#	#	Q
Update Wait	<b>Run</b>	<b>WD</b>	#	#	Q
Quick Edit	<b>Edit</b>	<b>QD</b>	#	#	Q
Hold	<b>Hold</b>	<b>HD</b>	#	#	Q
Delete	<b>Delete</b>	<b>DD</b>		#	Q
Pause	<b>N/A</b>	<b>P</b>	#	#	Q
			#	Valid	

			<b>Q</b>	To schedule a document, user must first Free document from the SUSF table.
--	--	--	----------	--

**Exhibit 16**

**Scheduling from the Document Screen**

To schedule a document from the document screen, you can enter a scheduling action on the Command Line area on any screen in the document. Move your cursor to the Command Line by pressing the home key, enter the scheduling command, and press <**ENTER**>.

**Scheduling from the Suspense File**

You may also schedule any existing document that is not accepted or marked for deletion from the Suspense File (SUSF).

On the SUSF Screen, first Scan on your document so that you can see the document on the table. Type the desired scheduling action in the Function field, place an **X** in the SEL field by the document or documents to be processed, and press <**ENTER**>.

• **Note**

You may only select one document at a time if you choose the Run function. This constraint exists because when errors are encountered during Pass2 processing from SUSF, the document is automatically displayed so that the user may correct the error(s).

---

**Document  
Scheduling Actions**

Each of the eight scheduling actions is described in detail below. Each of these actions, with the exception of Pause, can be used either on the SUSF screen or from any document screen. The first three actions — Offline, Update Wait, and Quick Edit — cause a document to be processed. The others — Hold, Approve and Override, Delete, and Pause — each have specific functions, but do not process a document or batch.

### Offline Processing

It is often desirable to process a document in the offline processing cycle, after the close of the business day. This frees up more time to enter and correct documents online. In IFMS, you may schedule a document for offline edit and update processing.

To schedule a document for overnight processing from a document screen, type the command **SD** (Schedule Doc) on the Command Line and press <**ENTER**>. The system displays the following message at the bottom of the document screen:

A-\*HS25-BATCH/DOCUMENT SAVED

A--\*HS36-DOCUMENT SCHEDULED FOR OFFLINE

To schedule a document for overnight processing from SUSF, type **Schedule** in the Function field, place an **X** in the SEL field by the document or documents to be processed in the nightly cycle, and press <**ENTER**>. A message at the bottom of the screen will confirm that the document is scheduled for offline processing.

Documents scheduled for overnight processing have a status of **SCHED** on the Document Suspense File Inquiry Table (SUSF) and on the document screens.

### Schedule Change

The Process Date field on SUSF allows the scheduling of one or more documents for overnight processing on a future date.

To change the processing date of documents that are currently scheduled for overnight processing to a future date, type **Change** in the Function field, select the documents to be changed by placing an **X** in the SEL field, enter the new processing date in the Process Date field (YYMMDD) and press <**ENTER**>.

A message appearing at the bottom of the screen will confirm the update, and the Process Date field will be updated with the desired offline processing date. The status of the document remains as Scheduled since the document is still scheduled for offline processing.

### Update Wait Processing

To process a document online through the edit and update passes, you can use the Update Wait scheduling action. This action schedules the document for immediate processing through PASS2. Your terminal is "locked" from further activity until the document is processed.

To use the Update Wait action from the document screens, enter the command **WD** (Run Doc) on the Command Line and press **<ENTER>**. If the document successfully meets all the edit criteria in the edit pass, it enters the update pass. IFMS displays the following message on the document header screen:

A--\*HP20-DOCUMENT ACCEPTED

The accepted document has a status of **ACCPT** on document screens and the Document Suspense File Inquiry table.

To use the Update Wait from the Suspense File, type **Run** in the Function field, place an **X** in the SEL field next to the document to be processed, and press **<ENTER>**. The selected document will be processed Pass2, and a message at the bottom of the screen will confirm the update. The status of the document will also change to **ACCPT**.

In the update pass, the system updates all related tables and journals with the document data on the document, and the document enters the accepted stage in the document life-cycle.

If the document fails the edit criteria in the edit pass, the document enters the rejected stage in its life-cycle, and the update pass is never reached. The system displays, in Edit mode, the first screen in the document with errors (Edit mode is fully explained later in this chapter). For each error identified, IFMS displays an error message in the message area. You may resolve the errors immediately or correct them at a later time. To correct the errors at a later time, use a scheduling action that does not request immediate online editing (e.g., Hold, described below).

### **Quick Edit Processing**

The quickest way to process a document is edit-only processing. Known as Quick Editing, this type of processing subjects a document to an edit pass only, not an update pass. Throughout the document entry and editing process, you may use Quick Edit processing to check and re-check the data you enter.

To Quick Edit a document from the document screen, enter the command **QD** (Edit Doc) on the Command Line and press **<ENTER>**. If the document meets all the edit criteria in the edit pass successfully, the document enters the edited stage in the document life-cycle, and it is scheduled for offline processing. IFMS displays the following message on the document header screen:

A--\*HP00-NO ERRORS DETECTED

The document has a status of SCHED on the Document Suspense File Inquiry table and the document screens.

To use the Quick Edit from the Suspense File, type **Edit** in the Function field, place an **X** in the SEL field next to the document to be processed, and press <**ENTER**>. The selected document will be processed Pass1, and a message at the bottom of the screen will confirm the update. The status of the document will also change to SCHED.

If the document fails the edit criteria in the edit pass, the document enters the rejected stage in its life-cycle. The system displays, in Edit mode, the first screen in the document with errors. For each error identified, IFMS displays an error message in the message area. You may resolve the errors immediately or correct them at a later time. To correct the errors at a later time, use a scheduling action that does not request immediate online editing.

You may find it helpful to first process a document with the Quick Edit action, then use the Wait Update action when the document has entered the edited stage. This allows you to verify that the information entered is correct before the document reaches the accepted stage.

### **Holding a Document from Processing**

Sometimes, you may want to prevent a document from being processed until a later time. For example, you may want to hold back a spending document until sufficient funds are allocated. Or, you may need to do some research before approving a payment. In these cases, you can Hold a document, preventing it from being subject to further processing. You can put a document on hold at any stage in the document life-cycle (except, of course, in the accepted stage).

To Hold a document from within the document screen, type **HD** (Hold Doc) on the Command Line and press <**ENTER**>. The system displays the following message at the bottom of the document screen from which you issued the command:

A--\*HS33-DOCUMENT HELD

To Hold a document from the Suspense File, type **Hold** in the Function field, place an **X** in the SEL field next to the document to be processed, and press <**ENTER**>. A message will be displayed at the bottom of the screen to confirm the update.

In either case, the document remains in the Suspense File with a status of **HELD** until it is re-scheduled at a later time.

• **Note**

You should never leave a document in the Suspense File without re-scheduling it (either for processing or for deletion), since it will remain there indefinitely.

### **Approving Documents and Overriding Errors**

IFMS has special security features that allow an agency to require an "electronic signature," or approval, on specific documents. Similarly, the system allows properly authorized users to override some error messages. If authorized, you can apply or remove an electronic approval or override to a document with the Approve and Override scheduling action.

For more information on overriding errors and applying approving documents see Advanced Document Processing.

Documents awaiting approval have a status of PENDn in the suspense file, where n is the approval level required.

### **Deleting a Document**

IFMS allows you to delete documents or batches. The system does not delete the document immediately. Instead, it marks the document for deletion, which then occurs at a later date. The "age" at which these marked documents are removed from the Suspense File is determined by EPA; most deleted documents are removed after one night. You cannot delete an accepted document.

To delete a document from a document screen, enter **DD** (Delete Doc) on the Command Line and press <**ENTER**>. The system displays the following message on the document screen:

A--\*HS39-DOCUMENT MARKED FOR DELETION

To delete a document or multiple documents from the Suspense File, type **Delete** in the Function field, place an **X** in the SEL field next to the document(s) to be deleted, and press <**ENTER**>. The status of the document will change to **DELET** on SUSF. Unless the status of the document is altered again before the next nightly cycle, the document will be deleted from SUSF.

• **Note**

You may not assign a new document the same batch ID and document ID as a deleted document while the deleted document remains on the Suspense File. However, you may use the same document ID by assigning the new document a new and unique batch ID.

### **Example**

You enter and process a document with the document ID JV AP99 980100001. The document has many errors, so you delete it, planning to start over. When you attempt to enter a new document with the same document ID, the system tells you that the document already exists. To work around this problem, you assign your new document a new batch ID (say, JV AP99 RETRY1) along with the old document ID (JV AP99 980100001).

### **Undeleting a Document**

A document that has been marked for deletion can be undeleted from within the document or from the Suspense File as long as overnight processing has not occurred. Once the document has been deleted from SUSF, the undelete command will not retrieve the document or change its status.

To undelete a document from with a document screen, type **UDD** (Undelete Doc) on the Command Line and press **<ENTER>**. The document will be returned to its original status.

To undelete a document from the Suspense File, type **Undelete** in the Function field, select the document(s) to be undeleted by placing an **X** in the SEL field, and press **<ENTER>**. A message alerts the user that the document is now undeleted and the status of the document is changed from DELET to HELD.

### **Pausing from the Document Processing Environment**

While entering a document, what if you are unsure of the correct code to enter in one of the fields? How can you check the availability of funds? IFMS allows you to temporarily leave a document to access MTI, where you can find the answers to these types of questions.

To pause from either a document screen use the Pause scheduling action, **P**. The Pause action temporarily suspends your document session and returns directly to the screen you left to access the document screen. If you accessed the document processing screens from SUSF, for example, the Pause action returns directly to the

Suspense File. If you accessed the document screen directly from the IFMS Flower screen, the Pause action returns to the Flower screen. You may then access the tables from there.

You can also go directly to the table you wish to view. To pause to a table from the document screen, enter **P** (Pause) on the Command Line, a space, the table ID you wish to review, and press **<ENTER>**. The Pause command can be used to review all IFMS Tables. You can go to any table to verify reference codes or other information.

To return to the document, type **E** in the Action field and press **<ENTER>**. This will exit you from the pause session and return you to the current document.

• **Note**

The Pause action is only intended for temporarily leaving the document. You should always return to the document after pausing.

---

## Scheduling Actions and the Document Life-cycle

Each of the IFMS scheduling actions has a specific effect on a document and its progression through the document life-cycle. The three processing actions (Offline, Update Wait, and Quick Edit) are what move a document between the different life-cycle stages.

A processing action can move a document through one or several stages at a time.

### Example

You are entering a new document and schedule it for processing using the **QD** (Edit Doc) command. IFMS processes the document and displays several error messages. The document has progressed from the new to the rejected stage in the life-cycle.

You correct the errors in the document and schedule it for processing using the **WD** (Run Doc) command. This time, the document completes the edit and update passes without errors.



In this case, the document has progressed from the rejected to the accepted stage.

A document can also regress through the life-cycle. This occurs when an edited document is processed and is found to contain errors.

Exhibit 17 lists the seven IFMS scheduling actions and identifies in which stages of a document's life-cycle each action can be used.

### ***Scheduling Actions/Life-cycle Stage Crosswalk***

		LIFE-CYCLE STAGE			
		N e w	R e j e c t e d	E d i t e d	A c c e p t e d
ACTION					
Offline	<b>SD</b>	#	#	#	
Update Wait	<b>WD</b>	#	#	#	
Quick Edit	<b>QD</b>	#	#	#	
Hold	<b>HD</b>	#	#	#	
Delete	<b>DD</b>		#	#	
Pause	<b>P</b>	#	#	#	#

### ***Exhibit 17***

## **Editing a Document**

Once you have entered a document in Original Entry mode, you may make changes and corrections to that document in Edit mode. You can use Edit mode to add, change, or delete data on any document in the rejected or edited stages of its life-cycle. Once a document reaches the accepted stage it can no longer be edited. To

modify the document data entered on an accepted document, you must submit another document to modify the original. See Amending Accepted Documents under Advanced Document Processing.

Consider again the forms analogy. After filling in a form, you may need to go back and correct parts of the form. This could happen for a variety of reasons. You may have left fields or entire sections blank. You may need to add or remove a line item. You may want to review the form to verify that you did, in fact, enter everything correctly. Or, the office that received your form may have returned it with specific problems that need to be corrected. Whatever your reason, until the appropriate office processes and accepts it, you may make any changes necessary to the original form.

You may correct any document in IFMS that meets the following criteria:

- # The document exists (i.e., it is already entered and scheduled)
- # It is not marked for deletion
- # It is not yet accepted

---

## Accessing a Document for Editing

There are two ways to access a document in Edit mode: from a document screen or from the Document Suspense File Inquiry table.

To edit a document from a document screen, type **G** (Get Doc) on the Command Line, type the **transaction code**, **SFO code**, and document number in the Doc ID field, and press **<ENTER>**.

To correct a document from the Document Suspense File Inquiry Table (SUSF), locate the document that needs to be corrected, change the action to **S** (Scan), move the cursor down to the line displaying the document, and press **<ENTER>**.

If the document is in the rejected stage of its life-cycle (i.e., it has been processed and it has errors), the system displays the first unit of

data that is in error — batch ticket, header, or detail line — and the associated error messages. If the document is in the edited stage, or it is not yet processed, the system displays the first screen of the document.

---

## Navigating in Edit Mode

Moving from screen to screen in Edit mode in a document is as simple as pressing <ENTER>. IFMS also has several action commands to navigate through documents.

As you move between screens in a document, the Line Number Status field in the action line area displays the relative line number of each line in the document. This number is used by the system for sorting purposes and is displayed to help you navigate between and identify different lines in a document.

### Moving Through a Document Using < ENTER >

Pressing <ENTER> displays the next screen in the document. You may go from the header screen to the line screen or from one line screen to another by pressing <ENTER>. To continue screen-by-screen through the document, simply hit <ENTER> until you reach the end of the document. The system will display the following message when you have reached the last line:

A--\*HD30-ALREADY ON LAST COMP

### Viewing Errors

To move from the current screen to the next line with errors, type **ERR** on the Command Line and press <ENTER>. If there are more messages associated with the data than can be displayed on one screen, pressing <ENTER> again displays additional messages. To go to the next line with errors, use the **ERR** command again. When all messages have been displayed, the system displays the message

A--\*HD15-NO MORE ERRORS FOUND

in the message area. This message does not mean that all the errors have been corrected. It simply means that you have reviewed all the errors in the document.

### Moving from Line to Line

To move to a specific line in a document, use the Next Line action. The Next Line action allows you to specify how many lines forward you wish to move, relative to your current position in a document (your current position is defined as the first line currently displayed on your screen). You may use this action from any line screen.

To use the Next Line action, type **NL** on the Command Line, followed by a space and the number of lines to move forward, and press **<ENTER>**. The system skips forward by the proper number of lines to display the requested line. If a document can display multiple lines on one screen, the first line displayed is the requested line, followed by any successive lines in the document.

### Example

You are correcting a document with seven lines, and each screen can display only two lines. To move from the first to the sixth line in the document, you type **NL 5** on the Command Line, and press **<ENTER>**. IFMS displays the sixth and seventh lines on the screen.

#### • Note

The Next Line action moves relative to the actual lines in the document. This movement is not related to the line number displayed in the action line area or the user-defined line number in the document.

### Moving Backward

While IFMS does not allow you to move backward through a document line-by-line, you may return to the previous screen by using the Back action. To move backwards one screen, whether it is to a header or to a line screen, enter **BK** on the Command Line and press **<ENTER>**.

If you would like to return directly to the header, type **NL0** (read "next line zero") or **TD** (Top Doc) on the Command Line, and press **<ENTER>**. The system displays the header of the current document. Proceed forward through the document by pressing **<ENTER>** and/or using the Next Line action.

---

## Correcting Data

The primary purpose of Edit mode is to change, or edit, a document. As you move around in a document in Edit mode, you can make corrections to any screen.

To correct a document screen, type over the existing values in the data fields. You can change or erase existing data and enter new data in blank fields. Remember to use the tab, back tab, and new line keys to move quickly between fields. Of course, your changes won't be acknowledged or edited until you process the document.

---

## Inserting Lines

In Edit mode, IFMS allows you to insert additional detail lines in a document. The Insert Line action adds new lines between existing ones or appends lines to the end of the document.

### • **Note**

Remember that some documents, by definition, do not have any accounting lines (e.g., Budget Execution documents). You cannot insert lines in a document that does not usually have lines.

To use the Insert Line action, you must first display the header or line after which you wish to insert lines. Use the action commands described earlier in this section to locate and display the proper screen.

Once the proper data is displayed on the screen, enter **IL** (Insert Line) on the Command Line and move your cursor into the data area, positioning it at the point in the document after which you wish to insert lines:

- # To insert lines at the end of a document (after all existing lines), move the cursor to the area on the screen displaying the last line in the document.
- # To insert between two existing lines, move the cursor to the area on the screen displaying the line after which you wish to insert the lines.

- # To insert lines at the beginning of a document (before all existing lines), move the cursor to the header area on the screen.

Press **<ENTER>**. The fields in the data area are cleared for you to enter the new line. When you finish, press **<ENTER>** again. IFMS displays the new line in its proper position in the document.

• **Note**

You must use the Insert Line action to add a new line to a document. If you simply type the new line in a blank data area on the screen, it is not added to the document.

---

## Deleting Lines

In addition to letting you insert lines in a document, IFMS also allows you to delete lines. The Delete Line action in Edit mode lets you remove specific lines from a document.

To use the Delete Line action, you must first display the line or lines you wish to remove. Use the action commands described earlier in this section to locate and display the proper line(s).

Once the proper data is displayed on the screen, enter **DL** (Delete Line) on the Command Line. You must "earmark" the lines to be deleted. Move the cursor into the data area. Blank out the first character of the first line you wish to delete using either the space bar or the Erase EOF key. Keep the cursor located on this line, and press **<ENTER>**.

The system removes the requested lines from the document, and "closes the gap" by displaying in their place any lines that follow.

You must use the Delete Line action to remove lines from a document. If you simply "erase" the fields in a line using the space bar or the Erase EOF key, the line is not removed from the document. This is known as a ghost line, a line in a document without any data in its display fields. Even though nothing is displayed in a ghost line, it is still considered part of the document, and it is subject to all edits when the document is processed. All such lines should be deleted.

---

## Scheduling a Corrected Document

To complete the correction process, you must schedule the document for processing. Exhibit 18 lists the scheduling alternatives.

### ***Scheduling Alternatives***

<b>Command</b>	<b>Action Name</b>
SD	Offline
WD	Update Wait
QD	Quick Edit
HD	Hold
DD	Delete Document

### ***Exhibit 18***

To schedule the corrected document, move your cursor to the top of the screen, type the desired command from the above list on the Command Line, and press <**ENTER**>. If you enter the Offline or Hold action, the system does not immediately process the document. IFMS will display a message indicating that the processing command has been executed.

The Update Wait and Quick Edit actions cause the system to process the document immediately. If the document is error-free, IFMS displays a message indicating that no errors have been detected. However, if the system identifies errors in the document, it displays the erroneous document in Edit mode until you correct the errors and/or re-schedule the document.

---

## Reviewing a Document

You may review documents, without making corrections, in Read Only mode. Read Only mode permits you to access a document at any stage in its life-cycle and review the data entered on the document screens. Budget documents can only be scanned. Only

Budget Division and ORD for the RC level budgets have the capability to change budget documents.

Read Only mode is always used to access accepted documents since IFMS does not allow you to make changes to any document that has been processed through PASS2. This is also useful for users who review and approve, but cannot change, financial transactions entered on documents before they are processed.

Why does Read Only mode exist? Once again, let's return to the forms analogy. Offices will often pull a form that has been completed, processed, and filed away to verify the information originally entered on the form. The forms themselves are not changed if an error is found (e.g., if service expenses were posted to the wrong fund, a clerk makes an adjustment to the books, as required, or the originator of the form is contacted and asked to submit a change request). The ability exists, however, to pull and review a document at any time.

---

### Accessing a Document to Review

As in Edit mode, there are two ways to access a document in Read Only mode: from a document screen or from the Document Suspense File Inquiry Table (SUSF).

To review a document from a document screen, enter **G** (Get Doc) in the Command Line, type the transaction code, SFO code, and document number in the DocID field, and press **<ENTER>**.

To review an accepted document from the Document Suspense File Inquiry table, locate the document that you wish to review, change the action to **S** (Scan), move the cursor down to the line displaying the document, and press **<ENTER>**.

In either case, if the document is in the accepted stage of its life-cycle (the document status on SUSF is **ACCPT**), the system displays the first screen in the document — the header screen — in Read Only mode. The bottom of the screen will display the following message:

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

If the document is in any other stage of its life-cycle, the system accesses the document in Edit mode.



---

## Navigating in Read Only Mode

The same action commands available to move around in a document in Edit mode can be used in Read Only mode.

Pressing <**ENTER**> displays the next screen in the document. When you reach the last screen, IFMS displays the following message in the message area:

A--\*HD30-ALREADY ON LAST COMP

To move to a specific line in a document, use the Next Line action. The Next Line action allows you to specify how many lines forward you wish to move, relative to your current position in a document (your current position is defined as the first line currently displayed on your screen). You may use this action from any line screen.

To use the Next Line action, type **NL** on the Command Line, followed by a space and the number of lines to move forward, and press <**ENTER**>. The system skips forward by the proper number of lines to display the requested line. If a document can display multiple lines on one screen, the first line displayed is the requested line, followed by any successive lines in the document.

### • **Note**

The Next Line action moves relative to the actual lines in the document. This movement is not related to the line number displayed in the action line area or the user-defined line number in the document.

As in Edit mode, you can return to the previous screen by using the Back action. To move backward one screen, whether it is to a header or to a line screen, enter **BK** on the Command Line and press <**ENTER**>.

If you would like to return directly to the header, type **NLO** (read "next line zero") or **TD** (Top Doc) on the Command Line, and press <**ENTER**>. The system displays the header of the current document. Proceed forward through the document by pressing <**ENTER**> and/or using the Next Line action.

---

## Locating Errors in a Document

If, in Read Only mode, you wish to locate only those lines with errors, use the Error Line action. The Error Line action displays the next line in the document with errors.

To use the Error Line action, enter **ERR** on the Command Line, and press <**ENTER**>. If there are more messages associated with the data than can be displayed on one screen, pressing <**ENTER**> again displays additional messages. To go to the next line with errors, use the **ERR** command again. When all messages have been displayed, the system displays the message

A--\*HD15-NO MORE ERRORS FOUND

in the message area. This message does not mean that all the errors have been corrected. It simply means that you have reviewed all the errors in the document.

---

## Completing the Review Process

The method used to complete the document review process depends on the document's stage in its life-cycle.

### Finishing

The most common way to leave a document while in Read Only mode is to use the End action. The End action leaves the document and returns to the last table that was accessed. No scheduling occurs. That is, the status of the document is not changed in any way.

To use the End action, move the cursor to the Command Line, enter **F** (End), and press <**ENTER**>. The system displays the last table accessed.

### Re-scheduling the Document

For a document that has not yet reached the accepted stage, you may also complete your review by re-scheduling the document for processing. Exhibit 19 lists the scheduling alternatives.

***Scheduling Alternatives***

Action Code	Action Name
SD	Offline
WD	Update Wait
QD	Quick Edit
HD	Hold

***Exhibit 19***

To re-schedule the document, move your cursor to the top of the screen, type the desired command from the above list on the Command Line, and press <**ENTER**>. If you enter the Offline or Hold action, the system does not immediately process the document. IFMS will display a message indicating that the processing command has been executed.

The Update Wait and Quick Edit actions cause the system to process the document immediately. If the document is error-free, IFMS displays a message indicated that no errors are detected. However, if the system identifies errors in the document, it displays the erroneous document in Edit mode until you correct the errors and/or re-schedule the document.

---

**Document Processing  
Summary**

IFMS represents financial transactions on a series of screens that are used to enter batch, summary, and detail data. This data is then processed and stored in the Document Suspense File. There is an intentional parallel between the life-cycle of a form in an office and the life-cycle of an IFMS document. This life-cycle has four stages: new, rejected, edited, and accepted. By scheduling a document for processing, you move it from stage to stage in its life-cycle.

Each document in IFMS is uniquely identified by a document ID, comprised of a transaction code, SFO code, and document number. The

transaction code identifies the type of document, or transaction. Documents of the same type can be grouped together in batches for control purposes.

Every document has a header, which captures summary document data. Many documents also have detail lines, which capture the line-item detail accounting data associated with a document. A batch is merely a group of documents (headers and lines), tied together with a batch ticket.

There are three ways to create a new document in IFMS: from the Document Suspense File, from any table in IFMS, or from within a document screen.

For most types of documents, the display screen includes an action line area, document name, and a data area. The bottom portion of each screen is used to display system messages, warnings, and errors.

Document actions — commands that tell IFMS what you want the system to do — fall into two broad categories: scheduling actions, which direct the system how to process a document or batch; and action commands, which are used to assist in entering or editing a document. Exhibit 20 lists, by category, the actions discussed in this chapter.

### ***Actions/Mode Quick Reference Chart***

		MODE		
		Original Entry	Edit	Read Only
Scheduling Actions	Offline	SD	#	#
	Update Wait	WD	#	#
	Quick Edit	QD	#	#
	Hold	HD	#	#
	Delete	DD	#	
	Pause	P	#	#

**Action Commands**

Delete Line	<b>DL</b>	<b>#</b>	
Error Line	<b>ERR</b>		<b>#</b>
Finish	<b>F</b>		<b>#</b>
Insert Line	<b>IL</b>	<b>#</b>	
Next Line	<b>NL</b>	<b>#</b>	<b>#</b>
Cancel Document	<b>XD</b>	<b>#</b>	

***Exhibit 20*****Batching Documents**

Many offices group similar documents together in bundles, or batches, to assist with data entry. This is known as batching. An agency may batch all similar documents entered in one day — e.g., all payment vouchers. Or, it may batch smaller groups of documents, organized by the source of the document — e.g., all payment vouchers for the New York office.

**General Batching Concepts**

Batching has a variety of useful purposes. First, it allows EPA to file and retrieve documents in bundles. Also, it provides a check mechanism for the data entry personnel. Typically, someone in a forms processing department will calculate the cumulative sum of the documents in a batch, and attach the resulting adding-machine tape to the bundle of documents. Often, this tape is marked with the number of documents included in the batch. The person responsible for processing this batch then knows the total dollar amount and count of the documents in the batch, which can be used to check his or her own work.

IFMS supports batching and captures the batch count and dollar amount for verification purposes. This batch data is usually optional.

If omitted, the system processes the batch of documents without verifying the count or cumulative dollar amount of those documents. If entered, however, the system rejects the batch until the document count and the sum of the documents matches those values entered.

### **Batch Numbering**

In addition to the document IDs for each document, a batch has its own unique identifier, known as the batch ID. Similar to a document ID, a batch ID has three components: a transaction code, an SFO code, and batch number.

The transaction code and SFO code in the batch ID are defined similarly to their counterparts in the document ID. The documents in a batch must all have the same transaction code. The batch ID, then, must also have the same transaction code as the documents included in the batch. The SFO code may not vary from document to document within a batch.

The **batch number** is an alphanumeric code of up to six characters that uniquely identifies one batch of documents. This code should be meaningful in structure. For example, EPA uses a sequence number to indicate the batch entry date.

The combination of the transaction code, SFO code, and batch number must be unique in IFMS. However, you may have duplicate batch numbers with different document types or SFO codes.

#### • **Note**

Batching is a process used for form tracking and document control purposes only. Therefore, a batch ID is applicable only on the document screens and in the Document Suspense File. The batch ID associated with a document is not maintained with the transaction data recorded in the IFMS inquiry tables. Once a document is processed, it can be queried in MTI by document ID only.

### **The Batch Ticket**

In IFMS, batched documents are preceded by a batch ticket. The batch ticket captures the batch control information related to the documents; e.g., the document count and total dollar amount of the documents. Below is a sample batch ticket screen. As shown in Exhibit 21, the batch ticket is typically represented by a separate screen designed to capture only the batch control information.

***Batch Ticket Screen***

STATUS:	DOCID: RQ	08/13/98	07:55:08 PM
B-	BATID: RQ	ORG:	
REQUISITION DOCUMENT BATCH TICKET			
BATCH DATE:			
NUMBER OF DOCUMENTS:			
NET:			

***Exhibit 21***

---

**Entering a Batch**

Entering a batch in IFMS is very similar to entering individual documents. There are three ways to create a batch: from the Document Suspense File, from any IFMS table, or from within a document screen.

---

**Creating a New  
Batch from the  
Suspense File**

To begin a new document from the Suspense File, type **NEW** in the Function field, enter a unique **batch ID** (Type, SFO and Number) and **document ID** of the first document if you choose (Type, SFO

and Number) on the first available line, and press <**ENTER**>. A new batch will be created with the specified document ID and will be ready for data entry and processing. The system displays the batch ticket screen.

If you do not specify a document ID on the SUSF table, you will need to enter the first document ID once you are on the Batch Ticket Screen and then press <**ENTER**>.

You must enter all three parts of the batch ID: the transaction code, SFO code, and batch number. Type the specific two-digit transaction code that identifies the type of document you're entering (e.g., TO). Press the tab key and enter the SFO code that identifies the source of this document. The cursor will automatically move over one space. At this point, enter an alphanumeric code (up to 6 characters) to uniquely identify this batch.

---

### Creating a New Batch from a Table

To access the document screen from any IFMS table, type **L** in the table Action field, the two-character **transaction code** (e.g., **TO**) in the Screen field, and press <**ENTER**>. The proper document screen appears and is ready for data entry. Note that the command of NEW appears on the Command Line and the Transaction Code of TO is displayed in the DocID field.

At this point, you must tab to the Doc ID field and key in the **transaction code, SFO** and **document number**. Then tab down to the Bat ID field, enter the **transaction code, SFO** and **batch number**, and press <**ENTER**>. You must press <**ENTER**> to register the new document ID on SUSF.

The system displays the batch ticket screen. To create a batch from IFMS table screens, you must enter both the batch ID and the document ID of the first document in the batch.

---

### Creating a New Batch from a Document Screen



To create a new document from a document screen, type **NEW** in the Command field (above the Status field), enter a unique **document ID** in the DocID field (Trans Code, SFO and Document Number), enter a **batch ID** (Trans Code, SFO, and Batch Number), and press <**ENTER**>. The system displays the batch ticket screen.

• **Note**

If the previous document had not been processed or discarded, the system will prompt the user to complete the document before allowing a new document to be created.

To create a batch from a document screen, you must enter both the batch ID and the document ID of the first document in the batch.

**Example**

You have been asked to enter a batch of payment vouchers in IFMS to pay for services received by your agency. First, you access the PV document screen. You enter a document ID (transaction code PV, SFO and document number) and in the BatID field, you enter (1) a transaction code of PV for Payment Voucher, (2) an SFO code of AP10 to identify that the batch of payments is being entered from the Seattle payment processing office, and (3) 098098, the batch control number. When finished, you press <ENTER>.

**Entering the Batch Ticket**

For most documents, the information captured on the batch ticket includes the batch date, the document count, and the cumulative dollar amount of all documents in the batch. The batch ticket information is typically isolated on its own screen. You may, however, encounter some documents that capture both batch and header information on the same screen. In these cases, the batch and header sections on the screen are identified by tags.

When you first access the batch ticket screen in Original Entry mode, the cursor is located on the Command Line. If you choose to enter the batch control information on this screen, IFMS verifies that this information is correct. If the data is incorrect, the batch is rejected. If, however, the batch ticket information is left blank, IFMS processes the batch of documents without checking the cumulative document sum or document count.

If you are entering the batch control information, press the new line key to move the cursor to the first field in the data area. Enter the date that the batch of documents was processed in your office. If you leave this field blank, it defaults to the current system date. Next, enter the total number of documents in the batch. Finally, enter the unsigned sum of all document totals in the batch — i.e., the absolute value of the sum of all documents in the batch. When you finish, press **<ENTER>** to display the header screen for the first document in the batch.

### **Example**

Continuing the Payment Voucher batch from the previous example, on the batch ticket screen you enter the batch control information calculated by the voucher examiner. You leave the Batch Date field blank. The adding machine tape attached to the bundle of documents indicates that there are four documents in this batch, so you enter 4 in the Number of Documents field.

The document amounts for each of the documents in the batch are:

581.45

-14.36

100.00

268.00

giving a batch total of 935.09. You enter this amount in the Net field and press **<ENTER>**. The system displays the header screen for the first Payment Voucher in the batch.

### **Entering the First Document in a Batch**

If you entered a document ID on the SUSF screen, it is displayed in the action line area of the first document header screen. Otherwise, the cursor is located in the action line area, where you must enter the SFO code and document number of the new document.

When you have entered the new document ID and pressed **<ENTER>**, move the cursor to the header data area using the new line key, and enter the first document.

### **Entering Additional Documents in a Batch**

When you finish entering a new document, you usually process it by entering a scheduling action on the Command Line. When you have finished entering a document in a batch, instead press <**ENTER**> until the NEW command is displayed on the Command Line. This action completes the data entry process for the current document and allows you to enter the next document ID. Once you have entered the next document ID in the batch, press <**ENTER**>. The NEW command displays a new entry screen for the next document in the batch.

When you press <**ENTER**>, the system displays a new document header screen and the following messages:

```
A--*HD37-TYPE BATID/DOCID & PRESS ENTER
A--*HS25-BATCH/DOCUMENT SAVED
A--*HS36-DOCUMENT SCHEDULED FOR OFFLINE
```

Enter the ID of the next document in the action line area, and continue with the next document. Repeat this for each document in the batch.

### **Discarding a Document**

The **Discard Document** action in Data Entry mode lets you erase all information entered for an entire document. If you've made multiple errors, and you feel it would be easier to start over for a particular document, you may use this action to remove the document from the batch before it gets processed.

To discard a document, press the home key to position the cursor at the top of the screen, type **XD** (Discard Doc) on the Command Line, and press <**ENTER**>. IFMS removes all record of the document and displays a new document entry screen. The system displays the following message:

```
A--*HD33-DOCUMENT DISCARDED
```

You may, if you wish, enter a new document using the same document ID and a batch ID.

#### **• Note**

You must assign an ID to a document before it can be canceled. If you attempt to cancel a document while entering the first screen of the document, you may get an error. If this occurs, ensure that the document ID has been defined and press <**ENTER**> once without entering an action to ensure that the new ID is acknowledged by the system. You should then try the Discard Document action again.

### **Cancelling an Entire Batch**

The **Discard Batch** action lets you erase all information entered for an entire batch of documents. If you've made multiple errors throughout the batch, use this action to start over. This action is only applicable in Original Entry mode.

To cancel a batch, press the home key to position the cursor at the top of the screen, type **XB** (Discard Bat) on the Command Line, and press **<ENTER>**. IFMS removes all record of the batch from the system and displays the following message:

A--\*HD33-DOCUMENT DISCARDED

All documents within the batch have been discarded. You may, if you wish, enter a new batch using the same batch ID.

• **Note**

As with the Discard Document action, you must assign an ID to the current document before the batch containing that document can be discarded.

### **Scheduling a New Batch**

To complete the batch entry process, you must schedule the batch for processing. Exhibit 22 lists the scheduling alternatives.

#### ***Scheduling Alternatives***

<b>Action Code</b>	<b>Action Name</b>
SB	Offline
WB	Update Wait
QB	Quick Edit
HB	Hold

#### ***Exhibit 22***

To schedule the newly entered batch from within the document screen, move your cursor to the top of the screen by pressing the home key. Type the desired command from the above list in the

Command Line and press <**ENTER**>. You may also schedule a batch from the Suspense File by typing the appropriate commands in the Function field and selecting the batch to be scheduled.

If you enter the Offline or Hold Batch action, the system does not immediately process the batch. IFMS issues a message to inform the user that the batch has been Held or Scheduled for Offline processing.

The Update Wait and Quick Edit actions cause the system to process the batch immediately. If the batch is error-free, IFMS marks the batch as Accepted (Update Wait) or Scheduled (Quick Edit) . However, if the system identifies errors in the batch, it displays the errors and marks the batch as Rejected until you correct the errors and/or schedule the batch again.

### **Storing Documents**

In IFMS, when you enter documents in a batch, they are not stored in the order in which you entered them. Instead, they are sorted by document ID within the batch. When you review a batch on the Document Suspense File Inquiry table, you will notice that all the documents in the batch are sorted, in ascending order, by SFO code and document number.

---

## **Processing a Batch of Documents**

Processing a batch of documents differs slightly from processing an individual document in IFMS. When a document in a batch is rejected, IFMS accepts all those documents in the batch that have processed without error.

To process a batch from with a document screen, enter the desired scheduling action on the Command Line and press <**ENTER**>. To process a batch from the Suspense File, type the scheduling action in the Function field, place an **X** in the SEL field next to the batch number, and press <**ENTER**>. The Batch processing commands process the batch and all its associated documents.

### **Processing Individual Documents in a Batch**

IFMS provides great flexibility for processing batches. You may process an entire batch by using the batch commands or you may process individual documents within a batch.

In IFMS, the second character of the scheduling action indicates the "package" of data being processed. When you schedule a batch for processing, the system assumes the scheduling action applies to the entire batch if this second character is a **B**.

To process an individual document within a batch, enter the document scheduling action on the Command Line. The second character in the command will be a 'D.' This indicates that the scheduling action applies only to that individual document.

You may also process a single batched document from the Suspense File. Enter the scheduling action in the Function field, place an **X** next to the line with both the batch ID and the desired document ID, and press **<ENTER>**.

---

### Accessing a Batch for Correction

Once a batch has been scheduled for processing, you may make changes and corrections to that batch in Edit mode. As with unbatched documents, you may add, change, or delete data on any batched document that is in the rejected or edited stages of its life-cycle. You may also add or delete documents from a batch.

There are two ways to access a batch in Edit mode: from a document screen or from the Document Suspense File Inquiry table.

To edit a batch from a document screen, type **G** (Get Bat) on the Command Line, type the **transaction code**, **SFO code**, and **batch number** in the Bat ID field, and press **<ENTER>**. To correct a particular document with the batch, also type the transaction code, SFO code, and document number of the document to be edited.

To correct a batch from the Document Suspense File Inquiry table, locate the batch that needs to be corrected, change the action to **S** (Scan), move the cursor down to the line displaying the batch ticket ID, and press **<ENTER>**. To correct a particular document within the batch, position the cursor on the line displaying the specific document ID.

If all the documents in the batch are in the edited stage, or are not yet processed, the system displays the batch ticket screen. If any document in the batch is in the rejected stage of its life-cycle (i.e., it has been processed and it has errors), the system displays the first unit of data that is in error — batch ticket, header, or detail line — and the associated error messages.

---

## Navigating in Edit Mode

IFMS has several action commands for navigating through batches. As you move between documents in a batch, the Doc ID field changes to reflect the ID of the document currently being displayed.

As with any unbatched document, you may use the Enter key to move forward through a batch of documents in Edit mode. Pressing <ENTER> in Edit mode displays the next screen in the batch, whether that's the next series of lines in a document, or the header for the next document in the batch. When the last screen is reached, IFMS displays the following message in the message area:

A--\*HD24-NO MORE DOCUMENTS IN BATCH

## Viewing Errors

To move from the current screen to the next line with errors, type **ERR** on the Command Line and press <ENTER>. If there are more messages associated with the data than can be displayed on one screen, pressing <ENTER> again displays additional messages. To go to the next line with errors, use the **ERR** command again. When all messages have been displayed, the system displays the message

A--\*HD15-NO MORE ERRORS FOUND

in the message area. This message does not mean that all the errors have been corrected. It simply means that you have reviewed all the errors in the batch.

## Moving Between Documents in a Batch

The Get command and the Next Document action are two actions that move between documents in a batch. The **Get** command allows you to access a specific document within a batch. The **Next**

**Document** action functions similarly to the Next Line action, moving through a batch document-by-document.

### **Moving to a Specific Document**

Suppose you need to access a specific document within a batch. The Get command directly accesses any document in a batch from within that batch.

To use the Get command, type **G** on the Command Line from any screen in the batch. Type the specific document ID over the current ID, and press <**ENTER**>. The system displays the header screen for the requested document.

### **Moving to the Next Document**

It is also possible to move from one document to the next in Edit mode. The Next Document action moves to the first screen of the next document in any batch.

To use the Next Document action from any screen in the batch, type **ND** on the Command Line and press <**ENTER**>. IFMS displays the header of the next sequential document in the batch. If you've reached the last document in the batch, the system displays the following message:

A--\*HD24-NO MORE DOCUMENTS IN BATCH

#### **• Note**

Remember that once a batch is scheduled for processing, the documents in that batch are ordered alphanumerically by document ID, regardless of the order in which they were entered.

### **Returning to the Batch Ticket**

While IFMS does not allow you to move backward through a batch document-by-document, you may return to a batch ticket from any screen in the batch.

To return to the batch ticket, enter **ND0** or **TB** ( Top Bat) on the Command Line, and press <**ENTER**>. The system displays the batch ticket screen.



---

## Deleting Documents

IFMS allows you to delete batched documents that have not yet reached the accepted stage in the document life-cycle. The **Delete Document** (DD) command lets you remove a specific document from a batch. Use this action as you would normally with an unbatched document.

When you delete a document from a batch, you cannot re-use the deleted document ID within that same batch. You may, however, re-use the ID in another batch.

---

## Deleting a Batch

You may, if necessary, delete an entire batch of documents in IFMS. As with individual documents, the system does not delete the batch immediately, but marks it for deletion, which occurs at a later date. You cannot delete a batch that contains any documents in the accepted stage.

To delete a batch from a document screen, enter **DB** (Delete Bat) on the Command Line and press <**ENTER**>. The system displays the following message on the Batch Ticket screen:

A--\*HS38-BATCH MARKED FOR DELETION

To delete a batch or multiple batches from the Suspense File, type **Delete** in the Function field, place an **X** in the SEL field next to the batch(es) to be deleted, and press <**ENTER**>. The status of the batch will change to **DELET** on SUSF. Unless the status of the batch is altered again before the next nightly cycle, the document will be deleted from SUSF.

Since the deleted batch is not actually removed from the suspense file until later, it appears on the Document Suspense File Inquiry table with a status of DELET.

### • **Note**

You may not assign a new document the same batch ID and document ID as the documents in a deleted batch while the batch remains on the suspense file. However, you may use the same document IDs in a different batch.

---

## Undeleting a Batch

A batch that has been marked for deletion can be undeleted from within the document or from the Suspense File as long as overnight processing has not occurred. Once the batch has been deleted from SUSF, the undelete command will not retrieve the batch or change its status.

To undelete a batch from with a document screen, type **UDB** (Undelete Bat) on the Command Line and press <**ENTER**>. The batch will be returned to its original status.

To undelete a batch from the Suspense File, type **Undelete** in the Function field, select the batch(es) to be undeleted by placing an **X** in the SEL field, and press <**ENTER**>. A message alerts the user that the batch is now undeleted and the status of the batch is changed from DELET to HELD.

---

## Reviewing a Batch of Documents

As with unbatched documents, you may review a batch, without making corrections, in Read Only mode.

### Accessing a Batch to Review

There are two ways to access a batch in Read Only mode: from a document screen or from the Document Suspense File Inquiry Table (SUSF).

To review a document from a document screen, enter **G** (Get Doc) in the Command Line, type the **transaction code**, **SFO code**, and **batch number** in the BatID field, and press <**ENTER**>. If you wish to review a specific document, tab down to the BatID field, enter the transaction code, SFO and Batch number, and press <**ENTER**>.

To review an accepted batch from the Document Suspense File Inquiry table, locate the batch that you wish to review, change the action to **S** (Scan), move the cursor down to the line displaying the batch, and press <**ENTER**>.

In either case, if all the documents in the batch are in the accepted stage in the document life-cycle (the status on SUSF for each document is ACCPT, and the status of the batch ticket is ACCPT), the system displays the batch ticket screen in Read Only mode. If any document in the batch is in any other stage of its life-cycle, the system accesses the batch in Edit mode.

If you wish to review a specific document within the batch from SUSF, Scan on the record with both the Batch ID and the document ID to be reviewed.

### **Navigating through a Batch in Read Only Mode**

The same action commands available to navigate through a batch in Edit mode can be used in Read Only mode.

Pressing <**ENTER**> displays the next screen in the batch, whether that's the next set of lines for a document or the next document header.

To move to a specific document in the batch, use the Get and Next Document actions, as in Edit mode. You can locate lines with errors using the Error Line action. The Error Line action displays the next screen in the batch with errors.

To use the Error Line action, enter **ERR** on the Command Line, and press <**ENTER**>. If there are more messages associated with the data than can be displayed on one screen, pressing <**ENTER**> again displays additional messages. To go to the next line with errors, use the **ERR** command again. When all messages have been displayed, the system displays the message

A--\*HD15-NO MORE ERRORS FOUND

in the message area. This message does not mean that all the errors have been corrected. It simply means that you have reviewed all the errors in the batch.

---

### **Overriding Certain Error Messages**

Occasionally, you may encounter an error message in an IFMS document that can be overridden. That is, even though an error has occurred, an authorized user may override the error and process the document anyway.

**Example**

Some tolerance checks can be overridden. The system generates an overrideable error message when the difference between an obligated amount and the amount being paid exceeds a certain threshold. If you are properly authorized in IFMS, you may override such a message and process the document.

You can identify an overrideable error message by its message code. The last digit of the message code for an overrideable error is always O. The following are examples of overrideable errors:

01-US18O-EXP AMT > UPPER TOL LIM

01-SC20O-INSUFFICIENT APPROPRIATION FUNDS

**• Note**

IFMS only allows you to override those errors with a message code ending with the letter "O". Other messages cannot be overridden.

---

**Applying an Override**

To apply an override, you must use the Override command. This action applies an override code to a document, providing the mechanism for overriding errors.

Typically, all supervisors at EPA are given the authority in IFMS to override these error messages. If you are authorized to override errors, you may do so from a document screen or from the Document Suspense File (SUSF).

To override an error from a document screen, first access the document that contains the overrideable error. Type **OD** (Override Doc) on the Command Line and press **<ENTER>**. The system applies an override to the document and displays the following message at the bottom of the screen:

A--\*HS51-OVERRIDE APPLIED TO DOC

The document must still be processed again to determine if there are any outstanding errors. The restrictions imposed by the system (as identified by the overrideable error message(s)) are not enforced. If

the only errors in the document were overrideable errors, the document can now reach the edited and accepted stages in its life-cycle.

To apply an override from the Suspense File, first Scan on the document. Type **Override** in the Function field, place an **X** in the SEL field next to the document(s) to be overridden, and press **<ENTER>**. A message at the bottom of the screen will indicate that the user's override authority has been applied to the selected document(s). Note that applying an override does not change the status of the document.

---

## Approving Documents

IFMS has the ability to require a supervisor or manager to approve any document before it passes to the accepted stage in the document life-cycle. Up to five approval levels can be required for a document. The number and level of approvals required can be based on the transaction code, SFO code, or document total, or any combination of these elements.

EPA requires at least one level of approval for payment documents. Others may require multiple approvals for documents that exceed a certain dollar threshold.

Approval capabilities are defined in your IFMS security profile. Users who are granted approval privileges often are not permitted to enter or correct the same documents themselves. Your security profile determines which of the five levels of approvals you can apply and the documents you can apply them to.

---

## Processing a Document That Requires Approvals

IFMS will notify you of the approval level(s) required by a specific document when the document passes into the edited stage of its life-cycle (i.e., it successfully passes all edits). A document requiring

an approval cannot reach the accepted stage until the required approvals are applied. A document requiring approval(s) will display the following errors at the bottom of the screen:

A--\*CQ93-DOCUMENT REJECTED

H--\*S401-READY FOR APPROVAL 1

The document may display different messages, depending on the level and number of approvals required. If you do not have the authority to approve the document yourself, put the document on hold for someone else to approve.

The processing status and approval status codes on the Document Suspense File Inquiry Table (SUSF) identify the approval(s) required for each document in IFMS. For more information on these codes, see Using the Document Suspense File.

---

## Approving a Document

If you are authorized to "sign off" on a document requiring approval(s), you can apply the approval from the Suspense File or from a document screen. The latter is recommended, so that you can review the information entered in the document.

### Applying Approvals from the Suspense File

To apply an approval from the Suspense File, type **Approve** in the Function field, place an **X** in the SEL field next to the document to be approved, and press <**ENTER**>. Approvals for multiple documents can be processed at the same time.

Upon processing of the approval, a message at the bottom of the screen will indicate that the user's approval authority has been applied to the selected document. The status of the document will change from PEND1 to SCHED and it will be ready for Pass2 processing. The value in the APPRV column changes from A to Y, indicating that the approval has been applied.

### Applying Approvals from the Document Screen

To apply an approval from within a document, you must first access the document. When you have reviewed the document to your satisfaction, apply your approval(s): type **AD** (Approve Doc) on the

Command Line, and press **<ENTER>**. If you are permitted to apply the approval levels required by the document, the system will display the following message (or similar messages, depending on the approval level(s) required) at the bottom of the screen when you press **<ENTER>**:

A--\*S001-APPROVAL 1 APPLIED

If the document requires additional approvals that you cannot apply, leave the document by placing it on hold. The document cannot be accepted until all the required approvals are applied.

If you have applied the required approval(s) to the document, you may schedule it for processing, before proceeding to the next document.

### **Example**

You have been asked to approve a document for a co-worker. You notice from the Document Suspense File Inquiry table that the document requires a 1st and 2nd level approval. You are authorized to apply 1st, 2nd, and 3rd level approvals, so you can approve this document.

You access the document to verify the accuracy of the vendor information and the dollar amount, then apply your approvals by entering the **AD** command. When you press **<ENTER>**, the approvals are applied to the document. To leave the document, you schedule it for Offline processing by entering an **SD** on the Command Line and pressing **<ENTER>**.

---

## **Working with an Approved Document**

Once a document has been approved, it cannot be accessed in Edit mode. This ensures that the document isn't changed between the time it is approved and the time it gets accepted. If, for any reason, the document must be corrected before it is processed, the applied approvals must be removed.

---

## Removing an Approval

If you are authorized to apply certain approval levels, you can also remove those approvals from the Suspense File or from within the document.

To unapprove a document from SUSF, type **Unapprove** in the Function field, place an **X** in the SEL field next to the documents to be unapproved, and press **<ENTER>**. The message at the bottom of the screen verifies that the approval has been removed. Note that the status of the document is now PEND1 and the approval code has returned to A.

To remove an approval from a document screen, type **UAD** (Unapprove Doc) on the Command Line and press **<ENTER>**. The message at the bottom of the document screen will verify that the approvals have been removed.

Once all the approvals have been removed, the document can be accessed in Edit mode, and the data in the document can be changed.

### • **Note**

If approvals have been removed from a document so that it can be corrected, they must be applied again before the document will be accepted.

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## Showing Document Approvals

Users may need to clarify which approvals are required on a specific document. The Show Approvals command will tell a user if approvals are necessary, or if approvals have been applied. To use the Show Approvals command: access the document, type **SA** (Show Approvals) on the Command Line, and press **<ENTER>**. The approvals applied or pending thus far are displayed.

Using the Show Approvals command does not change the status of the document.



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## Amending Accepted Documents

At EPA, not all documents represent new transactions. Much of the processing that occurs at EPA, in fact, is to adjust prior documents. In IFMS, these prior transactions are represented by accepted documents. IFMS provides a mechanism for modifying and cancelling accepted documents.

To better understand this concept, let's refer to the forms processing analogy. If you complete a form at EPA (say, a purchase order) and send it to the appropriate office for processing (the procurement office), the office acts on the order, makes some entries in the accounting journals, and files the original order away for reference. If you need to adjust or cancel the order after it has been processed, you must submit another form to adjust your original order.

When you enter and process a document in IFMS, it flows through the various stages in the document life-cycle. Once it reaches the accepted stage (i.e., the system has used the data entered on the document to update the inquiry tables and journals), you cannot change the information on the original document entry screens. In fact, you can retrieve the document, but only for query purposes.

To modify or cancel an accepted document in IFMS, you must create a new document, called an **amendment transaction**. An amendment transaction that is specifically created to modify an accepted document is called a **modification transaction**. An amendment transaction created to cancel an accepted document is called a **cancellation transaction**. You may modify or cancel a document that was originally entered individually or as part of a batch. The fact that a document is first entered within a batch does not affect how you go about adjusting that document later.

### • **Note**

It is only necessary to create an amendment transaction to adjust a document if the original document is already accepted. If the original document is still in the rejected or edited stages of the life-cycle, you can make any required adjustments directly on the document entry screen in Edit mode.

When you enter an amendment transaction in IFMS, it must have the same transaction code and document number as the original document that it is modifying or cancelling. You cannot, however, have two documents in the suspense file with the same ID.

If the original document no longer resides in the Suspense File, there is no conflict. You may re-use the original document ID. Depending on how often accepted documents are archived at your installation, though, the original document may still be in the Suspense File. What if the original document still exists? To enter a new document with the same transaction code and document number as the original, you must somehow make the ID for the new document unique, as described below.

---

### **Creating a Unique Document ID**

While an amendment transaction must use the same transaction code and document number as the original document it is adjusting, IFMS requires that each document in the Suspense File be uniquely identified. At first, these requirements seem contradictory. However, it is possible to uniquely identify a new document that uses the same transaction code and document number as an existing document. This is accomplished by assigning the new document to a batch.

To assign the new document to a batch, simply enter a batch ID, along with the document ID, on the document screen or Suspense File when you first enter the document. Common naming conventions for batch IDs include:

- # specifically identifying the batch as a modification and assigning it a sequence number (MOD002)
- # using the modification date (011493)
- # combining the data entry person's initials and a sequence number (RAD01)
- # using some combination of the above (M01140)

You must enter the same SFO code in the ID of the amendment transaction as was used in the original document.

One of the advantages of defining a modification transaction in a batch is that you can bundle several modification transactions in the batch (provided, of course, the original documents all have the same transaction code). Whether the original documents were entered independently or within one or several other batches is irrelevant.

• **Note**

If the original document no longer exists in the Suspense File, you do not need to assign the amendment a batch ID. You can simply re-use the original document ID.

---

## What You Can and Can't Amend

The amendment capabilities in IFMS are quite powerful. You can use an amendment transaction to:

- # change the document total
- # modify information fields in the header and lines
- # add and remove accounting lines
- # increase or decrease the dollar amount on accounting lines
- # cancel the original document.

Amendment transactions do, however, have limitations. You cannot use an amendment transaction to:

- # change the vendor, unless the current vendor code identifies a miscellaneous vendor
- # change the accounting information in the detail lines
- # adjust a budget in the Budget Execution subsystem
- # modify or cancel a payment amount that has already been disbursed.

### • **Note**

There are specific reasons for each of these limitations, and in most cases, the system provides an appropriate adjustment method. For example, you cannot create amendment transactions in the Budget Execution subsystem because budget documents already have a built-in adjustment system. And the proper way to adjust the amount of a disbursed payment to a vendor is to (a) cancel and reissue the check or (b) credit your next payment to that vendor by the amount in question. Later in this section, we'll show you how to change the detail accounting information entered in the original document.

---

## **Defining the Amendment Transaction**

Begin a new document from the table side, SUSF screen, or document screen (refer to the Entering a New Document section in this chapter). Even though you're adjusting an existing document, you enter a new document as an amendment to the original. Tab to position the cursor at the start of the Doc ID field.

The transaction code and document number of the amendment must match the original document. With this in mind, enter a document ID for the new transaction. If the original document still exists in the Suspense File, assign the amendment transaction to a batch by entering a batch ID. The transaction code for the batch must match the transaction code used in the document ID. When you have defined the document and batch IDs, press **<ENTER>**.

If you entered a batch ID, the system displays the batch ticket screen. When entering single, unbatched amendment transactions, you can bypass the batch ticket by pressing **<ENTER>**. If you're entering multiple documents in this batch, however, you may want to enter the requested values to double-check your work.

### **The Document Action Field**

When you enter an amendment transaction in IFMS, you must tell the system whether the new transaction is intended to modify or cancel the original document. The document action field is used specifically for this purpose. The document action field is located in the header area of the document and tells the system whether the document is an original entry or a modification or cancellation of a previously entered document.

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## **Entering a Modification Transaction**

### **Required Fields for Modifications**

To modify a document in IFMS, you must enter one or two fields on the document header. Start by entering a value of **M** (Modify) in the Document Action field.

On the document header, you must also enter any values that are used by IFMS as key fields for inquiry. For example, accepted Payment Voucher documents can be queried in the Voucher Header table. Included in the key to this table is the vendor code. To modify a Payment Voucher then, you must enter the vendor code from the original document.

### **Changing Dollar Amounts**

One of the most common reasons to modify a document is to adjust the dollar amounts of the original document. When you create a document in IFMS to modify the amount of a prior document, the modification transaction should be for the incremental difference in the dollar amounts. That is, the modification transaction represents the adjustment, or change, to the original document.

#### **Example**

You are a procurement officer who has been asked to adjust an order entered yesterday into IFMS. The original document was for \$500.00, but the amount should have been \$600.00. To adjust the order, you create a modification transaction for \$100.00 with the same document ID as the original order. The \$100.00 represents the difference between the current amount and the adjusted amount.

#### **• Note**

While this may first seem counter-intuitive, most agencies already approach amount adjustments similarly. Let's use a travel expense reimbursement case as an example. If, after you already submitted a Travel Voucher for a recent business trip, you were to find some more receipts for expenses, you would submit another Travel Voucher for the additional expenses incurred. The expenses on this voucher would be added to the expenses claimed earlier. If the first voucher was already processed, it is unlikely that you would be required to completely redo the original voucher. The form you would submit would represent the difference between the current document and the new.

On the header of the modification transaction, enter the unsigned difference between the original document amount and the amended amount in the Document Total field. This should equal the absolute value of the sum of all the detail line adjustments.

Once you have entered the document amount, you may continue by entering the detail lines. You must enter one line in the modification transaction for each line you need to adjust in the original document. So, if two out of three lines in a document need to be modified, the modification transaction should have two adjustment lines.

The line number for each adjustment line in the document must match the number of the line being modified in the original document. Therefore, when you assign user-defined line numbers to the lines in your modification transaction, don't just number them sequentially as 001, 002, etc. Refer to the original document to determine which lines need to be adjusted and use those line numbers.

Each line in a modification transaction represents an increase or decrease to an original line amount. You will notice, in fact, that an I/D (read increase/decrease) flag accompanies nearly every line amount field in IFMS for this very purpose. The dollar amount entered on the line, then, should be unsigned. Use the I/D flag to indicate whether the original line should be increased or decreased by this amount.

You must process the modification transaction as you would any document in IFMS. The changes to the original document take affect when the modification transaction reaches the accepted stage in its life-cycle. Once the document is accepted, the changes to the document can be seen in the inquiry tables associated with the particular document. The system shows the net results of the modifications.

While the inquiry tables show only the net results of all amendments to a document, the accounting entries for each adjustment are maintained separately in the journal files. This provides a complete audit trail for all accounting activity affecting a document in IFMS.

### **Adding Lines**

It is possible to add new lines to an accepted document using an amendment transaction. Start by entering a modification transaction, as discussed above. Include the amount of the new line(s) in your calculation of the document total.

Enter the new line(s) as you would have in the original document. When you give a line in a modification transaction a user-assigned line number that is not already used in the original document, the new line is added to the document. If the last line of the original

document is 003, you may want to use 004 for your first additional line.

Process the document so that it is accepted, and review the original document in the inquiry tables. You'll notice that the document total has been increased to include the new lines, and these lines are now part of the document.

### **Example**

You are asked to add an additional \$200.00 line item to a Payment Voucher that hasn't yet been disbursed. You start by entering a new document with the same transaction code and document number as the original voucher. On the header of the document, you enter a document action of M to indicate that this is a modification to a prior document. Since the vendor code is one of the key fields required to query a voucher on the Voucher Header table, you also enter the original vendor code on the header. You type 200.00 in the Document Total field, and press <ENTER> to access the first line screen.

The last line number used in the original document was 001, so you assign the new line the number 002. You enter all the required accounting information for the line (program, object class, etc.), 200.00 for the line amount, and I (increase) for the I/D flag.

When you process the document, IFMS adds the second line to the original document, and increases the document total by \$200.

### **Removing Lines**

You can remove lines from an accepted document by using a modification transaction to reduce the line amounts to zero.

Start by entering a modification transaction, as discussed above. Include the amount of the deleted line(s) in your calculation of the document total. Remember that even though the net result of removing lines from the document may be a decrease in the total document amount, the document total of the modification document should be unsigned (i.e., positive).

Enter one line in your modification transaction for each line to be removed from the original document. The number for each line must match the number of the line being removed from the original document. When you assign user-defined line numbers to the lines in your modification transaction, don't just number them sequentially

as 001, 002, etc. Refer to the original document to determine which lines need to be removed.

When removing a line from a document, the only additional fields you need to enter on the line are the dollar amount and the I/D flag. For the dollar amount, enter the exact amount of the line in the original document. Enter a value of D (decrease) for the I/D flag.

Process the document so that it is accepted, and review the original document in the inquiry tables. You'll notice that the document total has been decreased, and the lines are no longer included in the document.

### **Replacing Accounting Lines**

Earlier we mentioned that you cannot use a modification document to change the accounting information (e.g., organization, program, object class) entered on a document detail line. You may accomplish the same thing, however, by first removing the line, then adding a new line with the new accounting data.

Start by entering a modification transaction, as discussed above. Since the net effect of removing and adding one line with the same dollar amount is zero, enter \$0.00 as the document total.

The first line in your modification document will remove the current line from the original document. Be sure to use the line number of the line that you're replacing. Enter the line amount, and set the I/D flag to D (decrease).

The next line in the modification transaction will add the detail line again, using the new accounting data. Enter the line as you'd like it to be recorded in the document. If you'd like to simply replace the original line, use the same line number as you did before!

Process the document so that it is accepted, and review the original document in the inquiry tables. You'll notice that, while the document total is unchanged, the line that you replaced shows the new accounting data.

### **Modifying Information Fields**

Some fields in IFMS documents are for information purposes only. These include comment and description fields, flags, and some dates, among others. You can modify the value of many of these fields in an accepted document by using a modification transaction.

When creating a modification transaction to change information fields, follow the rules outlined earlier in this section: (1) the



document ID must have the same transaction code and document number as the original document, (2) you must enter a document action of M (modify), and (3) you must enter any key fields used for inquiry on IFMS tables. If you are only changing information fields, set the document total to zero.

For those fields on the header that you wish to change, enter the new values. If you are only modifying values on the header, you do not need to enter any lines for the document.

If you are modifying values on individual lines, for each line that you enter:

- # assign the line the same number as the line in the original document that is being modified
- # enter only those values that you wish to change on the line (remember that you cannot change the accounting data on the line)
- # if you are not modifying the dollar amount of the line, enter an amount of zero.

Process the document so that it becomes accepted, and review the original document in the inquiry tables. You'll notice that, while the dollar amounts are unchanged, the document shows the new information that you entered.

### **Making Multiple Adjustments in One Document**

You do not need to create and process multiple modification transactions to make several changes to one document. These adjustments can all be combined in a single document. For example, you can create one document that modifies information fields in the header of an accepted document, removes one line, and changes the dollar amount of another. Just remember to include all of the dollar adjustments when calculating the net change of all the lines for the Document Total field.

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## Entering a Cancellation Transaction

You can use an amendment transaction to cancel an accepted document in IFMS. The procedure is similar to entering a modification transaction.

### **Required Fields for Cancellations**

To cancel a document in IFMS, you must enter several fields on the document header. Start by entering a value of **X** (Cancel) in the Doc Action field.

On the document header, you must also enter any values that are used by IFMS as key fields for inquiry. For example, accepted Payment Voucher documents can be queried in the Voucher Header table. Included in the key to this table is the vendor code. To cancel a Payment Voucher then, you must enter the vendor code from the original document.

When you have entered these fields, you must process the cancellation transaction as you would any document in IFMS. The cancellation will take affect when the document reaches the accepted stage in its life-cycle. Once the document is accepted, the document will no longer exist in the inquiry tables associated with the particular document. All record of the original document will have been removed.

While the inquiry tables don't show the canceled document, the accounting entries for the original document and the cancellation are maintained separately in the journal files. This provides a complete audit trail for all accounting activity affecting the document.

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## Time-saving Data Entry Tricks

Entering transaction data into IFMS is often a time-consuming operation with many redundant tasks. There are several features in the Document Processing environment to help ease the effort required to enter multiple documents and accounting lines with similar — indeed, often identical — accounting information.

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## Allowing Field Values to Default

The values for many fields in IFMS default automatically when a document is processed. You can save many keystrokes by skipping such fields, when appropriate.

The fields most commonly defaulted by the system are those that are repeated in both the header and line sections of a document. In most cases, if you enter a value for one of these fields in the header section, you may leave the equivalent field blank on each of the lines.

### **Example**

You are entering a Miscellaneous Order document with several lines. You enter the fund code on the header screen. On each of the accounting lines for this document, you leave the APPR field blank, since its value will default from the header.

To identify which fields default for each document, see the Document Processing Chapter in the *IFMS User's Guide*.

---

## Entering Multiple Lines with Similar Data

EPA often needs to record transactions with multiple accounting lines. While each detail line may have a different dollar amount, the remaining information is virtually identical on all lines. In IFMS, there are two ways to duplicate line information when entering new lines in a document. You may either copy the fields from one line to another on the same screen, or you may copy a line from one line screen to the next.

### Copying Lines or Fields on the Same Screen

When entering a document that captures multiple lines on each screen, you can copy the values you enter from one line to the next. You may copy either an entire line or individual fields.

To copy all the data entered in one line to the next line on the screen, enter the **"at"** symbol (@) in the first position of the new line. When you press <ENTER>, the system will use the values entered in each field of the previous line to build the new line, creating two identical lines in the document. You may, if you wish, override the values copied to any of the fields in the new line by entering data in those fields. The fields with specific data in them will not be copied from the previous line.

You may also use the @ symbol to copy the values in individual fields from line to line. This allows you to choose which fields are copied from the previous line, and which fields are unique to the new line.

To copy individual fields from one line to the next line on the screen, enter the @ symbol in the first position of each field you wish to copy. The system will use the values entered in these fields on the previous line to build the new line, creating a line comprised of the data you've specifically entered and the data copied from above.

#### • **Note**

The @ symbol is only valid in original entry or when inserting multiple lines in an amendment transaction.

The @ symbol cannot be used to copy values between screens.

### Example

You are entering a Miscellaneous Order document with two detail lines. The only differences between the two lines are the budget object codes charged for the services and the dollar amounts.

You enter the header information of the new document, then press <ENTER> to access the line entry screen. First, you enter all the information required in the first detail line. Next, you move to the second line and enter the new line number (002), the new budget object code, and the new dollar amount for that line. In every other field required for this document, you type @ at the start of the field.

When finished, you press <ENTER>. Notice that the values copied from the first line are displayed in the appropriate fields of the second line. You can now schedule the document for processing.

Notice in the above example that the @ symbol was not used at the start of the line to copy all fields from the previous line. This is because the first field — namely, the Line Number — was one of the fields that changed between the two lines. If you had used the @ symbol to copy the entire line, changing only the budget object code and the dollar amount, the system would have created two lines with the same line number. When you processed the document, you would have received a message to alert you to this error. At that time, you could have changed the line number in the second line from its copied value (001) to 002.

### Copying Lines to a New Screen

The @ symbol can be used to copy data from one line to the next on the same screen. But what if you need to copy information to the next line screen? IFMS allows you to copy a line from one screen to the next in Data Entry mode with the New Line Copy action. The New Line Copy action takes the last line entered on the current screen and copies it to the next line on the next screen.

To use the New Line Copy action, enter the header of the new document, then enter the detail lines. When you have entered a line that you'd like to copy, move your cursor to the Command Line. Type **NLC** in the Command Line, and press <ENTER>.

IFMS displays a new line screen. The system duplicates the last line entered on the previous screen to next line of the new screen. You can use the line as a skeleton for building the rest of your document.

### Example

You are entering a Travel Order with four accounting lines for an employee at your agency. The information that changes from line to line is the line number, the object class, the description code, and the dollar amount.

First you enter the document header and the first three lines of the new document. After entering the third line, you copy that line to the next screen by typing NLC in the Command Line and pressing <ENTER>.

IFMS displays the next line screen with the copied line. On the last line shown, you change the line number, reference line number, and dollar amount. You schedule the document for processing. When you review the document in Read Only mode, you see that the document consists of four lines — the first three lines you entered and the fourth copied line that you modified.

### Copying a Document

Since many documents that an agency processes are similar, IFMS has the ability to generate a document by copying another existing document. The Copy command can only be used on the SUSF screen. A document can only be copied to one document at a time. The document being copied must exist on SUSF.

To use the Copy command, type **Copy** in the Function field. Enter the new **document ID** on the first blank line. Place an **X** in the SEL field beside the document that you intend to copy and press <ENTER>. The system takes you into the document. As a result, a new document is created with all of the field values of the copied document.

---

### Entering Dollar Amounts

In all IFMS documents, except for those in the Budget Execution Subsystem, the system requires you to enter dollars and cents for all amount fields. If you enter a decimal point in any amount field, the system requires that the amount has two digits after the decimal. In fact, if you leave out the decimal point, the system assumes that the last two digits are the cents. You can save some data entry

keystrokes, then, by leaving out the decimal when entering dollar figures.

• **Note**

When you process a document that includes dollar amounts without decimal points, the system does not change the figures shown on the document entry screen to the "interpreted" values. Once the document is accepted, however, you can see in the inquiry tables the values that were used.

---

## Using EasyDoc

The EasyDoc functionality in IFMS provides the user with time-saving features. Users can move quickly between documents and batches in the Document Processing environment. It allows you to move from one document to another without returning to a table or SUSF.

When you have finished working on the current document, you may schedule it for processing and choose the next document or batch to access.

When you're finished with the current document, press the home key to move the cursor to the Command Line to enter a scheduling action. Enter the EasyDoc command you want to use to access the next document. Enter the ID of the next document and/or batch in the DocID and BatID fields. When you press <ENTER>, the system accesses the document or batch identified in the DocID and BatID fields. If the document you requested cannot be accessed for any reason, IFMS issues an appropriate error message.

Using EasyDoc is helpful in many ways. First, it speeds your data entry time since you don't have to leave the document screen to move between documents. Using EasyDoc can also save keystrokes, since you can type over the current document ID to access another document.

### Examples

1. You finish entering a Miscellaneous Order document. You need to process it and enter another. Using EasyDoc, you enter a scheduling action of **WD** in the Command Line and press <ENTER>. Type **NEW** in the Command Line, type the ID for the new document over the current contents of the DocID

field. When you press <**ENTER**>, the system displays a blank data entry screen for the new document.

2. You wish to hold the current document and review another document. Type **HD** (Hold Doc) in the Command Line and press <**ENTER**>. Type **GET** in the Command Line, the ID of the other document in the DocID field. When you press <**ENTER**>, the system retrieves the other document. Since the mode is inferred, you will either be in edit mode or read only mode depending on the status of the document being retrieved and your security profile. If you are in edit mode, you can make corrections to the document and process it when completed.



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## Advanced Document Processing Summary

IFMS provides many advanced features in the Document Processing Environment. These include the ability to:

- # batch, or group, similar documents
- # override some document errors
- # approve and disapprove documents
- # modify and cancel accepted documents
- # minimize data entry time using some time-saving techniques

In IFMS, you can group similar documents into batches for control and filing purposes. Entering, correcting, and processing a batch is similar to working with unbatched documents.

IFMS allows specific users to override some types of errors in the Document Processing environment. When you override such an error, a document that is otherwise error-free can be processed and accepted.

Some documents in IFMS require an approval, or electronic "signature" before they can be processed and accepted. IFMS allows specific users to apply these approvals and schedule the documents for processing. Often, the person applying an approval is not the same person that enters the document. EPA requires approvals for payment documents.

When a document has reached the accepted stage, it can still be amended. However, the method used to change an accepted document differs from changing a rejected or edited document in Edit mode. You must create a new document to either modify or cancel the original document.

You can save time and keystrokes in the Document Processing environment with some advanced data entry tricks. These include copying lines and fields within a document, copying a document from another document, entering dollar amounts in "shorthand," and moving quickly between documents and processing modes using EasyDoc commands.

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## Document Suspense File

The Document Suspense File stores and maintains all documents entered in IFMS, providing an effective audit trail of all IFMS document-based activity. Similar to a filing system in a forms processing office, the Suspense File maintains documents at all stages of their life-cycle. Unprocessed documents are stored for later processing, rejected documents are maintained for correction or approval, and processed documents are stored for inquiry purposes. Also, deleted documents remain in the Suspense File for a pre-defined amount of time.

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## Viewing the Document Suspense File

The Document Suspense File is comprised of two screens: Document Suspense File Inquiry Table Index 1 (SUSF) and the Document Suspense File Inquiry Table Index 2 (SUS2). You can review the contents of the Document Suspense File on the SUSF and SUS2 tables. These tables can be accessed from any table by entering an action of Next (**N**) and SUSF or SUS2 in the Screen field, and pressing **<ENTER>**.

***SUSF (Index 1)***

ACTION: R			SCREEN: SUSF			USERID: ALFI			08/10/98			05:27:12 PM		
FUNCTION:						ORG:								
D O C U M E N T   S U S P E N S E														
S	BATCH				DOCUMENT							PROCESS		
E	-----				-----							DATE		
L	TYPE	SFO	NUMBER	TYPE	SFO	NUMBER	STAT	APPRV	LAST	LAST	(YYMMDD)			
	-----				-----				-----			-----		
.	.	.		AA	90	DECRE97-T	ACCPT	00000	980805	JESS				
.	.	.		AA	90	INCRE98-T	ACCPT	00000	980805	JESS				
.	.	.		AA	90	LBR89ZSX	HELD	00000	980715	EWGI				
.	.	.		AA	90	PW89RFT565	HELD	00000	980620	POWI				
.	.	.		AA	90	STAGCO.96	HELD	00000	980330	RICH				
.	.	.		AC	90	BR.FT3	HELD	00000	980203	RICH				
.	.	.		AC	90	INCRE98-T	ACCPT	00000	980805	JESS				
.	.	.		AC	90	048BR04067	HELD	00000	980312	JESS				
.	.	.		AC	90	048T040166	HELD	00000	980616	JESS				
.	.	.		AC	90	268CRF478	ACCPT	00000	980807	JESS				
.	.	.		AC	90	9RTR.FTE	HELD	00000	980202	RICH				

***Exhibit 23***

The SUSF (Index 1) screen displays each document and batch stored in the Suspense File, keyed by Batch ID and Document ID. In addition to these key fields, the screen also shows the following information for each document: a processing status code, approval status codes, last access dates, User IDs, and process dates.

Each batch ID is comprised of three elements: a transaction code, SFO code, and batch number. Each document ID is comprised of a transaction code, SFO code, and document number.

For each transaction code, those documents that are not batched (i.e., batch ID is blank) are listed before the batched documents.

**SUSF (Index 2)**

ACTION: R    SCREEN: SUS2    USERID: ALFI						08/11/98		10:27:43 AM	
FUNCTION:									

**Exhibit 24**

The SUSF (Index 2) screen displays each document and batch stored in the Suspense File, keyed by Batch ID and Document ID. In addition to these key fields, the screen also shows the following information for each document: a processing status code, approval status codes, entry date and last terminal used.

## Processing Status Code

The processing status code is a five-character code that indicates the status of a document or batch ticket. This status code helps to identify how the document or batch has been processed or scheduled. Exhibit 25 lists the possible status code values and discusses how a batch or document could acquire each status.

### ***Status Code Values***

Status	Description	Results from...
ACCPT	Accepted through PASS2. The data entered on the document has updated the tables.	Successful Wait Update or Background Update processing
BHELD	Document in held batch. The document is neither deleted nor accepted.	Holding a batch with unprocessed document or unresolved processing errors
BSCHD	Document in batch scheduled for offline processing. The document is neither deleted nor accepted.	Scheduling a batch with unprocessed document or unresolved processing errors for offline processing
DELET	Marked for deletion. The document or batch of documents was deleted before being processed through PASS2; it can no longer be accessed online.	Delete Document or Delete Batch scheduling action
HELD	On hold. The document or batch of documents may not have been processed through PASS1 and will not be processed further until otherwise scheduled.	Hold scheduling action
PENDn	Pending approval - level n. The document or batch has successfully satisfied all PASS1 edits.	Successful Quick Edit processing of a document by a user who is not permitted to apply the required approvals
REJCT	Rejected. The document has errors, and cannot be accepted as is.	Scheduling a document for Offline processing after failed PASS1 processing
SCHED	Scheduled for offline processing. The document may or may not have been processed at all.	Scheduling a document for Offline processing

### ***Exhibit 25***

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## Approval Status Codes

The approval status codes indicate the status of the five possible levels of document approval. Five characters each represent one level of approval status — the first character representing the first approval level, and so on. Each position may have one of four possible values, as outlined in Exhibit 26:

### ***Approval Status Codes***

<b>Value</b>	<b>Meaning</b>
O	No approval required
A	Approval required but not yet applied
N	Approval removed
Y	Approval applied

### ***Exhibit 26***

#### **Example**

A document has an approval status code of YA000. This document required two levels of approval. The first approval has already been applied; the second level is still pending.

---

## Entry and Last Access Dates

SUSF displays, for each document and batch ticket, the original date of entry and last date of access. Both dates are displayed in MMDDYY format.

---

## Last Terminal and User ID

For each document and batch ticket, IFMS maintains and displays on SUS2 the ID of the last terminal used to access the document or batch.

▼ **Note**

This code may not be useful for identifying PC workstations that use dynamically allocated terminal IDs.

Additionally, the system maintains and displays on SUSF the User ID of the person who last accessed each document and batch ticket. Only the first four characters of the User ID are displayed.

---

## Searching for Documents on SUSF

As with all inquiry tables in IFMS, you may search for specific entries on SUSF by entering values in the key fields.

To search for a specific document on SUSF, use an action of **S** and enter as much of the document's batch ID and document ID as you can. As with other tables, it is not necessary to enter the entire key.

### Examples

You can scan for the document MO AP09 9309HF0002 by typing an action of **S**, Transaction Code of MO, Submitting SFO of AP09 and Document Number of 9809HF, and pressing <**ENTER**>. If the document does not appear on the screen, press <**ENTER**> again to refill with the next consecutive documents stored in the Suspense File.

To find the batch of documents identified as PV AP08 039808, you can enter an action of **S**, Batch Transaction Type of PV, Batch Submitting SFO of AP08 and Batch Number of 0398, and press <**ENTER**>.

---

## Using the Batch ID Fields to Search for Documents

To quickly find a collection of documents, you may enter the transaction code and Submitting SFO code in the BatID fields, even if the documents were not part of a batch.

### Examples

To find those PV documents that have a Submitting SFO code of AP99: with an action of **S**, enter PV in the Batch Document Type field and AP99 in the Batch SFO field, and press **<ENTER>**. IFMS displays the first PVs with a Submitting SFO value of AP99, regardless of whether or not the documents are batched.

To find the JV documents stored in the Suspense File, use an action of **S**, enter JV in the Batch Transaction Type field, and press **<ENTER>**. IFMS displays the first JV documents found in the Suspense File.

---

## Searching for Documents with a Specific Status

Even though the document status code is not a key field for SUSF, you may selectively search for documents which have a specific status. By entering a status code value, you can force IFMS to limit its search of the Suspense File to those documents with that status.

To find all documents on the Suspense File with a specific status, first clear all fields by entering an action of **Y** and pressing **<ENTER>**. Then, tab to the Status field, enter the desired value, and press **<ENTER>**. The system will display only those documents that have the requested status. If the screen is completely filled with documents and the Action has changed to **R** (refill), press **<ENTER>** again to view additional documents that meet the requested status.

### • Note

The system may take longer to process this type of query.



Combined with the ability to search for specific types of documents as discussed above, this type of query can be a powerful tool for locating documents.

### **Example**

To find all SV documents that are awaiting first-level approval, follow these steps: first clear all fields by entering an action of **Y** and pressing **<ENTER>**. Then, type **SV** in the Batch Transaction Type field and **PEND1** in the Status field. Press **<ENTER>**. The system will display only SV documents with status PEND1.

---

## **Accessing a Document from SUSF**

We've already discussed that SUSF is an inquiry to the contents of the Document Suspense File. Additionally, SUSF acts as a bridge between the tables and Document Processing environments in IFMS. SUSF can be used to "jump" to the Document Processing environment for any document or batch of documents stored in the Suspense File.

To access a document from SUSF, first scan for the document or batch so that its ID is displayed on the screen. Next, change the action to **S** (scan), and move the cursor down the screen to the line that displays the correct document ID (the cursor may be placed anywhere on the line — it doesn't have to be located on the document ID or at the start of the line). Press **<ENTER>**.

### **▼ Note**

The most common mistake made when accessing a document from SUSF is forgetting to change the action to Scan (S) before moving the cursor down to the desired line. If you forget to do this, the action changes to a question mark (?) to indicate that the action used was incorrect; the SUSF screen is displayed, otherwise unchanged.

When the document is selected, the system transfers control from the tables to the Document Processing environment and displays the

document you have selected on the screen. The mode inferred depends on the current document status, indicated by the processing status code. Budget documents, accepted documents and batches of documents with approvals pending or applied are accessed in Read Only mode. Documents with any other processing status or with approvals removed are accessed in Edit mode.

You may perform any processing action or action command allowed in the selected mode of operation. After you schedule the document, you can either return to the tables by pressing the clear key (or the PC equivalent) or continue working in the Document Processing environment. When you return to the tables, the system will display the SUSF screen. The screen will list the document you have accessed, followed by the next consecutive documents stored in the Suspense File.

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## **Document Archiving**

Periodically, an offline process is run to archive and remove deleted and accepted documents from the Suspense File. Only the documents themselves are removed; i.e., for those documents that were accepted, the document data that was entered on the documents remains in the inquiry tables.

Because the documents are stored uniquely by batch and document ID in the Suspense File, archiving these documents removes some of the naming constraints for new documents. Once deleted documents are removed, their document IDs can be re-used. Similarly, once an accepted document has been removed, modifications and cancellations against that document can be processed without a batch ID.

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## **SUSF Summary**

The Document Suspense File stores and maintains all documents entered in IFMS: processed and unprocessed, accepted and rejected. Each document is stored with all associated errors and messages, status and approval codes, and date and user information.

You can review the contents of the Suspense File on the Document Suspense File Inquiry Table Index 1 (SUSF) and the Document Suspense File Inquiry Table Index 2 (SUS2). In fact, SUSF can be

used to access any document on the Suspense File that has not been deleted. The mode used to access the document is selected automatically by the system and is dependent upon the processing status and approval status of the document itself.