TRANSACTION PROCESSING

Introduction

This chapter describes specific procedures for transaction processing in MFASIS. It includes detailed instructions for the online entry and correction of transaction data.

The next section, *Transaction Operations*, provides general information concerning transaction data. The following few sections provide step-by-step instructions for the major MFASIS online operations:

- Entering transactions
- Correcting transactions
- Processing transactions
- Viewing transactions.

These instructions are focused on providing the information a novice user would need to perform the basic system operations. Additional system capabilities of the system are provided in the final section of this chapter.

The *Reference Guide to Online Features* section explains the function and use of codes for both transaction processing and master table maintenance.

Transaction Operations

The following terms are used throughout this chapter:

- **Document**

  A document is a single input form containing a number of related entries. An example is a journal voucher containing a number of entries to be charged to the same company.

- **Document Header**

  The document header is the section of the input form containing information common to all line entries on the form. The document header appears at the top of the form, and also appears at the top of the formatted screen when you are entering data at the terminal.

- **Line Entry**

  A line entry is a single line item entered on an input form. Each entry usually contains a number of data fields (e.g., account number, amount).

- **Batch**

  A batch is a group of documents entered into the system together.

- **Batch Ticket**

  A batch ticket is a special type of document that identifies and controls an entire batch. If a batch ticket is present, it is the first document in the batch. A batch ticket usually contains the batch number, the number of documents that make up the batch, and the total amount for those documents. A batch ticket usually appears as a separate formatted screen.

- **Document ID**

  This ID uniquely identifies an input document and is composed of three pieces:

Document Type	(3 Characters)
Agency	(3 Characters)
Document Number	(1-11 Characters)

- **Batch ID**

  This ID uniquely identifies an input batch and is composed of three parts:

Batch Type	(3 Characters)
Agency	(3 Characters)
Batch Number	(1-6 Characters)

  Document type and batch type are often referred to as the transaction code.

The Processing Cycle

Data is entered into MFASIS through terminals and personal computers which are linked to the IBM mainframe computer in the data processing center. The data is stored in an MFASIS file called Document Suspense (SUSF). This file accepts data from all input sources as it is being entered. Document Suspense is a temporary storage place for transactions.

MFASIS programs process batches and documents stored on Document Suspense and either accept or reject them. Accepted transactions are then stored in permanent MFASIS tables and ledgers. Accepted transactions also remain in Document Suspense for five days, during which they can be viewed but not changed.

Rejected transactions are stored in Document Suspense with associated error messages. They remain in Document Suspense until they are corrected and accepted, or until you specifically delete them.

Signing on for Transaction Operations

There are four ways to initiate transaction data entry:

1. Using the menu facility
2. From any MFASIS table screen
3. From any MFASIS document input form
4. From the Document Suspense (SUSF) screen

Initiating transaction data entry using the menu facility is described in the *Menu Processing* section of this manual. Initiating transaction data entry from any MFASIS table screen is described at the end of this section. Initiating transaction data entry from the Document Suspense (SUSF) screen and from any MFASIS document input form is described below.

Regardless of the chosen data entry method, the first step will always be to sign on to MFASIS as described in *Your Link to MFASIS*.

The Document Suspense (SUSF) Screen

From the sign-on screen you may choose option ***2*** for Document Data Maintenance (DDM). This option will take you directly to the Document Suspense (SUSF) screen. You may also choose option 1 from the sign-on screen then use the menu facility to get to the Document Suspense (SUSF) screen. Yet another alternative, once past the sign-on screen, is to simply type ***N*** in the **ACTION** field, ***SUSF*** in the **SCREEN** field, and press the **<*Enter*>** key.

The Document Suspense (SUSF) screen will be the primary screen used for MFASIS online transaction processing. On this screen, you identify what transaction processing function you wish to perform and the documents(s) / batch(es) on which to perform those functions. A sample Document Suspense (SUSF) screen is shown below, followed by descriptions of each of the fields on the screen.

Document Suspense (SUSF)

```
ACTION: R  SCREEN: SUSF USERID: ACAM            06/04/98  04:44:59 PM
FUNCTION:                  ORG:

                      D O C U M E N T   S U S P E N S E

S      BATCH             DOCUMENT                                    PROCESS
E ---------------- ----------------------              LAST    LAST     DATE
L TYPE AGCY NUMBER TYPE AGCY    NUMBER    STAT  APPRV  DATE    USER   (YYMMDD)
- ---- ---- ------ ---- ---- ------------ ----- ----- ------ -------- --------

  .    .    .      AL   01A  002066F0001  ACCPT 00000 980529 OFF-
  .    .    .      AL   02A  071830000RA  ACCPT YYY0Y 980529 ACB4
  .    .    .      AL   02E  002129F0011  ACCPT YYY0Y 980529 ACB4
  .    .    .      AL   03B  002066F0002  ACCPT 00000 980529 OFF-
  .    .    .      AL   04A  002066F0003  ACCPT 00000 980529 OFF-
  .    .    .      AL   04A  002149F0001  ACCPT 00000 980601 OFF-
  .    .    .      AL   05A  002066F0004  ACCPT 00000 980529 OFF-
  .    .    .      AL   05A  002066F0005  ACCPT 00000 980529 OFF-
  .    .    .      AL   05A  002066F0006  ACCPT 00000 980529 OFF-
  .    .    .      AL   05A  002066F0007  ACCPT 00000 980529 OFF-
  .    .    .      AL   05A  002151F0002  ACCPT 00000 980601 OFF-
```

Explanation of Document Suspense Fields

FIELD	DESCRIPTION
FUNCTION	Used to indicate what action you wish to perform on the batch(es) or document(s) specified.

ORG — Used for organizational level security. Always leave blank.

SEL — Used to indicate the batch(es) or document(s) on which you wish to perform the specified function.

BATCH ID — The transaction code, agency and batch number of the batch of documents. Will be blank if it is a single document which is not part of a batch.

DOCUMENT ID — The transaction code, agency, and transaction number of the document.

STAT — The status of the batch or document. The values are:

ACCPT — The batch or document has been processed and accepted. The database has been updated.

BHELD — The batch containing this document has been put on hold. The document will not be processed until you change the status of the batch.

BSCHD — The batch containing this document has been scheduled for offline processing.

DELET — This batch or document has been marked for deletion.

HELD — This batch or document has been put on hold. It will not be processed until you change the status.

PEND1
PEND2
PEND3
PEND4
PEND5 — The document has been processed and rejected because the required approval level (1-5) has not been applied.

REJCT — The batch or document has been processed and rejected due to header errors.

SCHED — The batch or document has been scheduled for offline processing.

APPRV — The approvals that have been applied or that are still required on the batch or document. A ***Y*** denotes that the approval level has been applied. A zero (***0***) denotes that the approval level has not been applied and is not required. An ***A*** denotes that the approval level has not been applied and is required.

LAST DATE — The date that the batch or document was last updated.

LAST USER — The user that last updated the batch or document.

PROCESS DATE — The date that the batch or document will be automatically processed by the system.

The Transaction Screens

The document input forms all have the same basic format. An example of a document input form is shown below. The sections that follow explain the different portions of the document input forms.

Sample Document Input Form

```
FUNCTION:                 DOCID: PO   01A  G398106         06/05/98 10:10:15 AM
  STATUS: ACCPT           BATID:                    ORG:          001-001 OF 001
H-                     PURCHASE ORDER INPUT FORM

    PO DATE:           ACCTG PRD:        BUDGET FY:
       ACTION: E      ORDER TYPE:                        COMMENTS:
       VENDOR: E010368319   NAME: ME FEDERATION OF HUMANE SOC
      INT IND:       SELLER FUND:             SELLER AGENCY:
            CALCULATED DOC TOTAL:     150,000.00  DOC TOTAL:     150,000.00
    LN    REF RQ                                                       JOB
    NO    NUMBER       FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB NUMBER
    -- --------------- ---- ---- ------- --------- ---- ---- ------- --------
       TEXT RPT CAT  UNITS           DESCRIPTION               AMOUNT     I/D
       ---- ------- ------- ------------------------------ -------------- ---
01- 01                 014  01A  5500    052                 6401
                                                              150,000.00
02-

03-
```

The Action Lines

The first two lines of each document input form are the same for all MFASIS transactions. When the screen is first displayed to the user some of the fields will already be filled by the system.

Document Header Lines

The document header contains information about the document as a whole. As indicated earlier in this manual, an MFASIS document consists of a document header and one or more detailed lines. The number of lines on the screen which comprise a document header varies among MFASIS transactions. For transactions where the document header and the detail lines appear on the same screen, if there are too many detailed lines to fit on one screen, the document header data appears on subsequent screens as well as the first.

Document Detailed Lines

Each MFASIS document input form provides for entry of detailed lines, each of which consists of one or more physical lines on the screen. The relative position of the line on the screen is most often indicated by a number at the left. If a document contains more lines than can be displayed on a single screen, MFASIS permits you to continue entering or viewing lines on the next screen.

Message Lines

After a transaction has been edited and errors are detected, the system will display messages at the bottom of the screen. There are two types of messages:

- Error messages relating to the transaction. These messages appear only after a transaction has been edited.
- Messages relating to your actions during the online session. These messages may tell you that you are trying to do something that is not permitted or that your last action was successfully performed with the given results.

Ending the Online Session

To exit a document input form type ***E*** in the **FUNCTION** field and press the **<*Enter*>** key. If you have not saved your work the system will prompt you to do so. To exit the MFASIS system entirely type ***E*** in the **ACTION** field, press the **<*Enter*>** key, then follow the instructions given earlier under the heading *Signing Off of the System*.

Notes on Entering Data/Placement of Data

When data is keyed on a screen, one space must always be left between the colon in the field name and the data being entered. If a character is keyed into that blank space, the keyboard will no longer accept any input. Similarly, the keyboard will "lock" if an attempt is made to type over one of the characters displayed on the screen. If this should happen to you, "unlock" the keyboard by pressing the **<*Reset*>** key, move the cursor to a valid data entry field, and continue entering data.

Tabbing Keys

To ensure that you are keying data in a valid place on the screen, use the tabbing keys to advance the cursor instead of the arrow keys that only move the cursor one space at a time. There are three tabbing keys:

- *Forward Tab*
- *Backward Tab*
- *New Line*

When you completely fill a field with data, the system will automatically position the cursor at the beginning of the next field.

Dates

Dates must be zero-filled. For example, July 1, 1998 must be keyed as 070198. Spaces between the month, day, and year are automatically generated on the screen. Our example would appear on the screen as 07 01 98.

Dollars and Cents

Always enter dollar amounts without dollar signs and commas. The decimal point is optional. For example $10,000.00 could be coded as 1000000 without the decimal point or as 10000.00 with the decimal point.

Whether the decimal point is entered or not, the two cents digits on accounting transactions must be entered.

Entering Transactions

Transaction entry in MFASIS refers to the process of inputting new batches or documents. Transactions are keyed into formatted screens which closely resemble the corresponding source transaction document.

Signing On

Sign on to MFASIS. Sign on instructions were provided earlier in *Your Link To MFASIS*. Get to the Document Suspense (SUSF) screen as described earlier.

Beginning the Data Entry Operation

On the Document Suspense screen indicate to MFASIS that you wish to enter new transactions by typing ***N*** or ***NEW*** in the **FUNCTION** field.

Next you must indicate to MFASIS whether you will be entering a single unbatched document, or a batch of documents. If you are entering an unbatched document, enter the document identifier (transaction code, agency and document number) in the fields as marked on the first line under the column headings. Then press the **<*Enter*>** key. MFASIS will display a blank document input form for the type of document you chose.

If you are entering a batch of documents, you must enter the batch identifier in the fields as marked on the first line under the column headings. If you wish, you can enter the document identifier of the first document in the batch on the SUSF screen as well. If you do, it will be carried forward to the first document input form that is displayed after you enter the batch header information and press the **<*Enter*>** key. Otherwise, you can enter the document identifier at the top of the batch form input screen.

The figure below depicts how you would initiate the data entry of a single Purchase Order from the Document Suspense (SUSF) screen.

Initiating Entry of a Purchase Order

```
ACTION: R  SCREEN: SUSF USERID: ACAM            06/04/98  04:44:59 PM
FUNCTION: NEW              ORG:

                      D O C U M E N T   S U S P E N S E

S      BATCH             DOCUMENT                                      PROCESS
E ---------------- ----------------------                LAST    LAST     DATE
L TYPE AGCY NUMBER TYPE AGCY    NUMBER    STAT  APPRV  DATE    USER   (YYMMDD)
- ---- ---- ------ ---- ---- ------------ ----- ----- ------ -------- --------
                    PO   01A  TEST123
  .    .    .      AL   01A  002066F0001  ACCPT 00000 980529 OFF-
  .    .    .      AL   02A  071830000RA  ACCPT YYY0Y 980529 ACB4
  .    .    .      AL   02E  002129F0011  ACCPT YYY0Y 980529 ACB4
  .    .    .      AL   03B  002066F0002  ACCPT 00000 980529 OFF-
  .    .    .      AL   04A  002066F0003  ACCPT 00000 980529 OFF-
  .    .    .      AL   04A  002149F0001  ACCPT 00000 980601 OFF-
  .    .    .      AL   05A  002066F0004  ACCPT 00000 980529 OFF-
  .    .    .      AL   05A  002066F0005  ACCPT 00000 980529 OFF-
  .    .    .      AL   05A  002066F0006  ACCPT 00000 980529 OFF-
  .    .    .      AL   05A  002066F0007  ACCPT 00000 980529 OFF-
  .    .    .      AL   05A  002151F0002  ACCPT 00000 980601 OFF-
```

Entering Transaction Data

At this point the first input form screen is displayed. Most MFASIS transaction screens contain sections for batch ticket, document header data, and individual detail line entries. In addition, the MFASIS action lines (the first two lines on each screen) provide transaction identifiers, status, date, time, line number(s) of the line(s) currently displayed, total number of lines in the document, and fields for entry of processing commands. In this example of unbatched data entry, the cursor will be positioned at the top of the document header (designated by **H-**) ready for entry of individual purchase order data. If a batch was to be entered, the cursor would be positioned at the top of the batch form (designated by **B-**) ready for entry of batch header data.

Completing the First Screen

Complete the fields on the screen which are necessary from the corresponding source document. When you have entered a field, MFASIS will automatically move the cursor to the first position of the next field (unless the data entered only partially fills the field). Use the **<*Tab*>** key to bypass any fields which should remain blank and to proceed to the next field when the current field is only partially filled.

Continuous Screens

If you need to enter more detail lines than fit on a single screen, you should press the **<*Enter*>** key. MFASIS will then display a new screen with blank detail lines. If the document header section appears on the same screen as the document line section then the document header data entered from the first input screen is also displayed.

Discarding Documents and Batches

If you wish to cancel an entire document or batch, type an ***X*** in the **FUNCTION** field and press the **<*Enter*>** key. However, you can only cancel documents and batches prior to choosing an editing or scheduling action or ending the data entry session.

Ending the Data Entry Session

When you have completed entering the batch or the single document, you indicate to MFASIS that you are finished by either scheduling the batch/document for processing, editing the batch/document, or by simply ending the data entry session. You do this by entering the appropriate command in the **FUNCTION** field and pressing the **<*Enter*>** key.

The most common method will be to edit the batch or document. Batches and documents can only be edited from the transaction input form. All other scheduling functions can be performed from the document input form or from the SUSF screen. To exit the transaction input form, type ***E*** in the **FUNCTION** and press the **<*Enter*>** key. Remember, when you enter a scheduling or editing action during data entry, you are telling MFASIS that you are finished with the data entry process for that batch or document.

Data Entry Hints

Using the *CL* Function to Duplicate Information

When the data on the detail lines being entered is similar, it is not necessary to completely key each entry. The ***CL*** function copies the contents of one line to another. Any data that is different on the subsequent line can then be overtyped.

Entering Subsequent Documents in a Batch

If you are entering a batch of documents, you indicate to MFASIS that you are done with the current document and wish to proceed to the next document by typing ***N*** or ***NEW*** in the **FUNCTION** field, typing in the new document identifier at the top of the input form and pressing the **<*Enter*>** key. If, at the end of entering a document, you press the **<*Enter*>** key on a screen where no line data has been entered, the system will respond by saving the document that was being entered and placing ***NEW*** in the **FUNCTION** field. At this point it is only necessary to type the new document identifier at the top of the input form and press the **<*Enter*>** key. MFASIS will then display a blank transaction input form. Continue with document data entry as usual.

Program Function (PF) Keys

The program function (PF) keys one through twelve have been mapped to the most common document data entry commands. The commands that have been assigned to the PF keys are shown below:

PF	Function
1	Edit Document
2	Approve Document
3	Hold Document
4	Go to Next Line
5	End Session
6	Schedule Document

7	Go to Top of Document
8	Go to Next Screen
9	Go to Next Document in Batch
10	Run Document
11	Go to First Screen of Document Lines
12	Unapprove Document

Correcting Transactions

The correction mode allows you to correct data which has been previously entered. You can correct or change batches or documents which have not yet been accepted. These transactions may have been entered but have yet to be processed, or entered and rejected because they contain errors, or entered and edited only. Approved documents can not be modified. Once a document has been approved, the approvals must be removed before the document can be corrected.

The user is placed in correction mode immediately after a batch or document has been edited. The user is also placed in correction mode when an existing unaccepted batch or document is accessed. Any changes made in correction mode must be saved by using the save command (***SE***) or by using one of the editing or scheduling commands.

Correcting Existing Data

The error messages associated with the screen are displayed at the bottom. Each error message is preceded by a ***B-***, ***H-***, or a line number indicating which section of the screen (batch, header, or line) contains the incorrect data. If the screen has more errors than can fit on the lines allocated at the bottom, MFASIS will display ***MORE*** in the **FUNCTION** field. If you press the **<*Enter*>** key, these additional messages will be displayed. To get to the first detail line with error messages use the ***EL*** function.

Moving to a Different Document Line

If you wish to view specific lines of the document, use the **+** and **–** functions. To move forward any number of lines, move the cursor to the **FUNCTION** field and type a plus sign (+) followed by one space and a numeric value. The numeric value is the relative line number of the document from the line that is currently displayed. For example, **FUNCTION: + *5*** would move forward five lines into the document. When you press the **<*Enter*>** key, MFASIS will display the requested line at the top of the screen and fill in the screen with succeeding lines on the document.

Likewise, to move backward any number of lines, move the cursor to the **FUNCTION** field and type a minus sign (-) followed by one space and a numeric value. Again, the numeric value is the relative line number of the document from the line that is currently displayed. For example, **FUNCTION: - *5*** would move backward five lines. The number of lines in the document as well as the number(s) of the current line(s) displayed on the screen are provided in the upper right corner of the screen.

Moving to the Next Document in a Batch

To move to the beginning of the next document in a batch, type ***ND*** in the **FUNCTION** field and press the **<*Enter*>** key. The system will display the first screen of the next document in the batch.

Adding Documents and Lines

MFASIS provides you with the capability to add new documents to an existing batch or new lines to an existing document. You may need to do this if you forgot to complete the batch or document when originally entered.

Adding New Documents to a Batch

To add a new document to an existing batch, simply follow the usual data entry procedures for entering a document. Use the existing batch number when specifying the batch and document identifiers. The new document is positioned in the batch so as to retain the ascending sequence by document number of the documents in the batch.

Adding New Lines to a Document

When necessary, additional detail lines may be added to a document. To add lines, type ***I*** in the **FUNCTION** field, move the cursor to the line on the screen after which you wish to insert lines, and press the **<*Enter*>** key. MFASIS will respond by displaying a screen with blank detail lines. From this point, you can enter as many lines as you need. Each time you fill the screen with data and press the **<*Enter*>** key MFASIS will again respond by displaying a screen with blank detail lines. To end the line insertion process make sure a screen with blank detail lines is being displayed and press the **<*Enter*>** key.

Deleting Documents and Lines

MFASIS provides you with the capability to delete documents or detail lines from a document. Deletions may be necessary as part of the correction process.

Marking Documents for Deletion

Batches and documents can be marked for deletion from either the Document Suspense (SUSF) screen or from the document input form. To mark a batch or document for deletion which is displayed on the SUSF screen, type ***D*** in the **FUNCTION** field, type an ***X*** in the **SEL** column beside the desired batch/document, and press the **<*Enter*>** key. To mark a document for deletion from the input form type ***D*** in the **FUNCTION** field and press the **<*Enter*>** key. To mark a batch for deletion from the input form type ***DB*** in the **FUNCTION** field and press the **<*Enter*>** key.

Batches and documents are not physically deleted from the Document Suspense file until the nightly process which is executed overnight. Therefore, you can not reuse the batch and/or document number until the next day. Also, because batches and documents are not physically deleted from the Document Suspense file until the nightly process, you have the option of undeleting documents and batches.

Again, batches and documents can be undeleted from either the Document Suspense (SUSF) screen or from the document input form. To undelete a batch or document which is displayed on the SUSF screen, type ***UD*** in the **FUNCTION** field, type an ***X*** in the **SEL** column beside the desired batch/document, and press the **<*Enter*>** key. To undelete a document from the input form type ***UD*** in the **FUNCTION** field and press the **<*Enter*>** key. To

undelete a batch from the input form type ***UDB*** in the **FUNCTION** field and press the **<*Enter*>** key.

Deleting Lines

To delete detail lines on the screen, type ***DL*** in the **FUNCTION** field, position the cursor anywhere on the line you wish to delete, and press the **<Enter>** key.

Terminating the Correction Operation

When you are finished making corrections to the batch or document(s), you terminate the operation by either scheduling the batch/document for processing, editing the batch/document, or by simply ending the data entry session. You do this by entering the appropriate command in the **FUNCTION** field and pressing the **<*Enter*>** key.

The most common method will be to edit the batch or document. Batches and documents can only be edited from the transaction input form. All other scheduling functions can be performed from the document input form or from the SUSF screen. To exit the transaction input form, type ***E*** in the **FUNCTION** and press the **<*Enter*>** key.

Viewing Transactions

The view mode allows you to access an existing batch or document without allowing changes to the batch or document. You can access batches and documents that have been entered but not yet processed, processed and rejected, or processed and accepted. Documents are available for viewing for five days after they have been accepted. To view a batch or document type ***V*** in the **FUNCTION** field on the SUSF screen, type an ***X*** in the **SEL** column beside the desired batch/document, and press the **<*Enter*>** key. When an accepted batch or document is accessed the system automatically places the user in view mode.

From the first screen displayed, you can continue to view the batch or document by pressing the **<*Enter*>** key. Each time you press the **<*Enter*>** key, the next screen will be displayed. If in a batch, you can scan through all the documents in the batch in this manner. If viewing an unbatched document, you can scan all the detail lines in the document. Once you reach the end of the batch or document, a system message will indicate that you have no more screens to view.

While in view mode all of the previously discussed navigational commands are available such as moving forward and backward any number of lines, moving to the next document within a batch, and moving to the first detail line with errors.

Processing Transactions

In MFASIS transactions can be processed online and the results seen immediately thereafter or can be scheduled for processing overnight. In general, processing transactions refers to taking action on previously entered data to edit, update, or schedule batches and documents. MFASIS provides a number of actions to process transactions. Each can be applied to batches of documents, unbatched documents, or individual documents that are part of a batch. The actions shown below may only be performed on documents that have not been accepted. Transactions may be processed either from the Document Suspense (SUSF) screen or from any document input form. Some of the actions have program function (PF) keys assigned to them.

Action	Function on SUSF	Function on Input Form	PF
Approve Batch	A+	AB+	
Approve Document	A+	A+	2
Edit Batch		EB	
Edit Document		ED or Q	1
Hold Batch	H+	HB+	
Hold Document	H+	H+	3
Run Batch	R or W	RB	
Run Document	R or W	R or W	10
Schedule Batch	S	SB	
Schedule Document	S	S	6

Processing Transactions from Document Suspense (SUSF)

From the Document Suspense (SUSF) screen, you can process previously entered transactions. To do this type the desired action in the **FUNCTION** field, place an ***X*** in the **SEL** column next to each batch and/or document on which the action should be performed and press the <***Enter***> key. Note that you cannot process a single document within the batch until the entire batch has been processed for batch balancing purposes. Otherwise, an error is issued stating that the batch is not balanced and the document was not processed.

Shown below is an example of a Document Suspense screen which is completed to schedule a batch of payment vouchers for offline processing.

Scheduling From Document Suspense

```
ACTION: R  SCREEN: SUSF USERID: ACAM            06/04/98  04:44:59 PM
FUNCTION: S                ORG:

                      D O C U M E N T   S U S P E N S E

S      BATCH             DOCUMENT                                      PROCESS
E ---------------- ----------------------              LAST    LAST     DATE
L TYPE AGCY NUMBER TYPE AGCY    NUMBER    STAT  APPRV  DATE    USER   (YYMMDD)
- ---- ---- ------ ---- ---- ------------ ----- ----- ------ -------- --------

X PV   05A  060401 .    .    .            HELD  00000 980529 ACAM
  PV   05A  060401 PV   05A  002066F0001  BHELD YY0Y0 980529 ACAM
  PV   05A  060401 PV   05A  002066F0002  BHELD YY0Y0 980529 ACAM
  PV   05A  060401 PV   05A  002066F0003  BHELD YY0Y0 980529 ACAM
  PV   05A  060401 PV   05A  002066F0004  BHELD YY0Y0 980529 ACAM
  PV   05A  060401 PV   05A  002066F0005  BHELD YY0Y0 980529 ACAM
  PV   05A  060401 PV   05A  002066F0006  BHELD YY0Y0 980529 ACAM
  PV   05A  060401 PV   05A  002066F0007  BHELD YY0Y0 980529 ACAM
  PV   05A  060401 PV   05A  002066F0008  BHELD YY0Y0 980529 ACAM
  PV   05A  060401 PV   05A  002066F0009  BHELD YY0Y0 980529 ACAM
```

After pressing the <***Enter***> key, MFASIS responds by updating, as appropriate, the status, approval, last date, last user, and process date. A message is also displayed at the bottom of the screen to indicate the disposition of the requested function. The example shown above would result in a message at the bottom of the screen stating that the batch has been scheduled for offline processing.

Processing Transactions from Document Input Forms

At times, it may be more convenient, to process or schedule transactions from a document input form, rather than Document Suspense. When in data entry mode, performing a scheduling or processing action is one way to end data entry. To perform an action from the document input form, type the desired action in the **FUNCTION** field and press the **<*Enter*>** key. Note that some of the functions are different than those used from Document Suspense. Specifically it is necessary to distinguish whether the action is to be performed on a document or a batch. For example, using the ***A+*** action will result in the current document being approved but, using the ***AB+*** action will result in the entire batch of documents being approved.

The Zooming Feature

At times during a data entry/error correction session you may find that you need to perform another MFASIS function, such as master table inquiry, to verify that you are in fact entering the code you desire. MFASIS provides a mechanism for you to perform this other function and easily return to the data entry screen where you left off by using the zoom feature.

From any document input form, move the cursor to the **FUNCTION** field and type ***Z*** followed by a space followed by the desired screen identifier, and press the **<*Enter*>** key. From any master table screen, type ***Z*** in the ACTION field, type the desired screen identifier in the SCREEN field and press the **<*Enter*>** key. MFASIS responds by displaying the chosen screen filled with records starting at the beginning of the table. At this point a new online session has been established. This means you are able to navigate the system in any way and to perform any MTI or document processing functions. Once you are finished and wish to return to the point where you left off simply exit the session as you would when signing off the system.

You are limited to ten online sessions with the zoom feature. So, after establishing the second session by using the zoom action, a third may be established by "zooming" from the second. A fourth may be established by "zooming" from the third and so on. This feature requires significant system resources so remember to use it conservatively. This means exiting from all sessions that are not necessary. It is easy to lose track the level at which you are operating. So, if unsure, exit sessions until you are back to the first session.

Modifying Accepted Transactions

Once a transaction has been accepted by MFASIS, it is sometimes necessary to make modifications to it. For example, perhaps the line description on a purchase order needs to be changed. A new transaction must be entered and processed. The document identifier of the modifying transaction must be the same as the original document identifier. If the original transaction you want to modify is no longer on the document suspense file simply enter the new transaction using the original document identifier.

If the transaction to be modified is still on Document Suspense enter the new transaction using the original document identifier as well as a unique batch identifier. Since the original transaction is still on the suspense file, you must give the modifying transaction a unique identifier so that it can be stored on the suspense file. In order to affect the original transaction you must reference it by the original transaction identifier, and in order to allow it to be stored on document suspense file you must batch it since the batch identifier is part of the document suspense key.

Copying Documents

The copy document feature provides a means to copy documents, either from a batch or from an individual document, into a new document. Documents can be copied regardless of their current status. The copy document feature can be extremely useful in saving keying time for data entry. For instance, when an error is made in an offline load or in data entry creating duplicate document numbers, the documents in error can be copied into new documents with unique identifiers. The original documents in error can then be deleted without reentry of the original documents. Another use would be if the same document information should need to be created multiple times. The document could be created once and copied into as many different document numbers as necessary.

The copy procedure is performed from the Document Suspense screen. To copy an existing document into a second document with a new identifier type ***C*** in the **FUNCTION** field, type the new document identifier on the first line under the column headings, type an ***X*** in the **SEL** column beside the original document, and press the **<*Enter*>** key. MFASIS then takes you directly into the document input form and displays the first screen of the new document.