

1. The system knocked me out when I was trying to enter and Queue a PV document. What should I do?

Clear the screen and enter PFEN. Sign on as normal. Go to the Suspense File, Type "FREE" in the "Function" Field before going back into it and "X" in the "Select" Field of the document.

2. How do I delete a document?

If the document has not been approved from the Suspense File, place a "S" in the Action Field, tab to the "Function" Field and type the command "D". Tab to the "Select" Field and place a "X" to select the document for deletion, and press Enter. You should receive a message, "Document Marked for Deletion." The document will be removed from the Suspense File (SUSF) during nightly processing.

If the document has been approved then you must Un-approve the document first. From the Suspense File place a "S" in action, tab to the Function Field and type the command "UA". Tab to the "Select" Field and place an "X" next to the document you want to unapprove and press Enter. You should receive a message, "Approval Removed."

3. How do I delete a line in a document?

Within the document, enter the command "DL" in the Function Field and place the cursor on the line number you want to delete. Press Enter. The line should no longer be displayed.

4. How do I delete an AE and AA document that says 'Agency budget already exist'?

Remove approvals. Put a "D" in function from the suspense file and a "X" in the Select Field on the Batch/document line you want deleted. You should receive a message, "marked for deletion" at the bottom of the screen.

5. How do I take a document off hold?

Access the document in held status and Queue it "Q", for quick edits. The document should automatically come off held status.

6. I failed to logout correctly and can't get back into batch/document. What should I do?

From the Suspense File enter the command "S" in Action, enter "FREE" in "Function" Field and "X" in the "Select" Field next to the batch/document you want to access. The message should say "Document Freed." Now you may get back into the batch/document.

7. What is a "Document in use" error?

This usually means the document was exited abnormally or some one else has accessed the document. After making sure that no one else has accessed the document, from the Suspense File enter "S" in action, "FREE" in Function field, and "X" in Select Field. Then press Enter. The document should be freed.

8. Why is my document marked "for read only"?

Your document may be locked if you exited it abnormally. From the Suspense File enter "S" in Action, "FREE" in Function field and "X" in the Select Field on line of the document you want to read, Press Enter. The document should be freed.

If the document has been approved, follow these instructions: From the Suspense File enter "S" in Action, "UA" in Function Field and "X" in the Select Field on line of the document you want to read. Press Enter.