Three Methods to Create Documents

Method 1: Create a Document from the FFS Tables

1. Log into FFS Tables.

2. Enter the document:

   - Key an "L" in the “ACTION:” field.
   - Key transaction code “OF” plus two spaces in the “SCREEN:” field for an undelivered order. You can also create FP, FV, YA, and YR documents from here - just key the appropriate transaction code.
   - Hit “ENTER”.

```
ACTION: l  SCREEN: of   USERID: TRAI

          T H E   F E D E R A L   F I N A N C I A L   S Y S T E M

               |||||||||||||||||   |||||||||||||||||      ||||||||||||
              |||||||||||||||||   |||||||||||||||||    ||||||||||||||||
             |||||||||||||||||   |||||||||||||||||   ||||||||     |||||||
            ||||||||            ||||||||            |||||||       |||||||
           ||||||||            ||||||||            ||||||||
          |||||||||||||||||   |||||||||||||||||      ||||||||||||||
         |||||||||||||||||   |||||||||||||||||        ||||||||||||||
        |||||||||||||||||   |||||||||||||||||            ||||||||||||
       ||||||||            ||||||||             |||||||       |||||||
      ||||||||            ||||||||              |||||||      |||||||
     ||||||||            ||||||||                |||||||||||||||||
    ||||||||            ||||||||                  |||||||||||||||

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   TYPE AN "X"                                   (   )  MAIN MENU
   NEXT TO THE OPTION                            (   )  GENERAL MESSAGES
   YOU WISH TO PERFORM -->                       (   )  DIVISION MESSAGES
```

3. The document will be displayed with "NEW" in the Command Line.

- Tab twice and key your region number.
- Tab and then enter the 11 digit document control number (end with a suffix-except FO documents).
- Hit “ENTER”.

```
NEW                     DOCID: OF   9    973201m813a
STATUS:                 BATID:                  ORG:            000-000 OF 000
H-                          OBLIGATION FIELD INPUT SCREEN

    VENDOR CODE:              TRANS TYPE:    DOCUMENT TOTAL:
           NAME:                                          ACTION:
        ADDRESS:                                       ALT PAYEE:
                                                            BFYS:
                                                        COMMENTS:
                                                   EFFECTIVE DATE:
                                                    NEG PYMT DAYS:

01- LN:      BORG:          /    BFY:           JOB:           BOC:
    AMOUNT:                 I/D:   DESCRIPTION:
    FUND:
02- LN:      BORG:          /    BFY:           JOB:           BOC:
    AMOUNT:                 I/D:   DESCRIPTION:
    FUND:


A--*HD37-TYPE BATID/DOCID & PRESS ENTER
```

Method 2: Create a Document from SUSF

1. Go to the SUSF Table.

2. Type "N" in the Action Field and SUSF in the TABLEID.

3. Hit "ENTER".

```
ACTION: n  SCREEN: SUSF USERID: TRAI       DOI CUSTOM DOCUMENT SUSPENSE INDEX 1
FUNCTION:                                       SEC2:
    S
    E ---BATCH ID--- ----DOCUMENT ID----                INIT     LAST     LAST
    L TC SEC1 NUMBER TC SEC1    NUMBER   STAT  APPRV   USER     DATE     USER
    - -- ---- ------ -- ---- ----------- ----- ----- -------- -------- --------
00-
01-
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
```

4. Key an "S" in the Action Field and an "N" in the Function Field.

5. Tab to line 00.

6. Type the Transaction Code in the “TC” field (under the Document ID section -- not the Batch ID section).

7. Type your Region number in the “SEC1" Field.

8. Type the Document Control number in the “Number” field.

9. Press "ENTER".

```
ACTION: s  SCREEN: SUSF USERID: TRAI       DOI CUSTOM DOCUMENT SUSPENSE INDEX 1
 FUNCTION: n                                     SEC2:
    S
    E ---BATCH ID--- ----DOCUMENT ID----                INIT     LAST     LAST
    L TC SEC1 NUMBER TC SEC1    NUMBER   STAT  APPRV   USER     DATE     USER
    - -- ---- ------ -- ---- ----------- ----- ----- -------- -------- --------
00-                 of 9    973201m813a
01-
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
```

10. The Document screen will be displayed.

Method 3: Create a Document from an Existing Document

1. Once you have entered a document and are in the document screen, press the home key.

2. Key an "N" in the Command Line to establish a new document or a "C" in the Command Line to copy the existing document.

3. Tab once. Key the transaction code of the new document (any trans code is acceptable unless the previous document is being copied in which case the trans codes must be the same).

4. Key your region number.

5. Tab.

6. Key an eleven digit document control number.

7. Press "ENTER".

```
n                        DOCID: fp   9    973201M666A
STATUS: ACCPT            BATID:                   ORG:            001-001 OF 001
H-                           OBLIGATION FIELD INPUT SCREEN

    VENDOR CODE: 3000700887 E TRANS TYPE: 01 DOCUMENT TOTAL: 8000.00
           NAME: PERDUE SPECIALTY FEEDS                    ACTION: E
        ADDRESS: PO BOX 1537                            ALT PAYEE:
                 ***PD BY EFT***                             BFYS:
                                                         COMMENTS:
                 SALISBURY           MD 218021537  EFFECTIVE DATE: 07 26 2000
                                                     NEG PYMT DAYS:

01- LN: 001  BORG: 97320    /    BFY: 2000      JOB: 12610000  BOC: 269A
    AMOUNT: 8000.00         I/D:   DESCRIPTION:
    FUND:
02- LN:      BORG:          /    BFY:           JOB:           BOC:
    AMOUNT:                 I/D:   DESCRIPTION:
    FUND:



01-PAC6W-INSUFFICIENT SPRJ FUNDS        01-PAC8W-INSUFFICIENT PROJ FUNDING
01-PACKW-INSUFFICIENT FPRJ FUNDING
```

8. The Document screen will be displayed.