The “SUSF” Table

The following is a sample of a “SUSF” (SUSPENSE FILE) screen:

```
ACTION: R  SCREEN: SUSF USERID: R402       DOI CUSTOM DOCUMENT SUSPENSE INDEX 1
FUNCTION:                                  SEC2:

       ---BATCH ID--- ----DOCUMENT ID-----                INIT    LAST    LAST
   SEL TC SEC1 NUMBER TC SEC1    NUMBER    STAT  APPRV   USER    DATE    USER
    -  -- ---- ------ -- ---- ------------ ----- ----- -------- ------ --------
00-
01-    .  .    .      FP 4    4013080023   HELD  00000 TRAIN12  971104 R4029DLM
02-    .  .    .      FP 4    401818M001A  PEND1 A0000 TRAIN12  971104 TRAIN12
03-    .  .    .      FP 4    401818M002A  ACCPT Y0000 TRAIN12  971104 TRAIN12
04-    .  .    .      FP 4    40188TEST1   DELET 00000 R4029DLM 971104 R4029DLM
05-    .  .    .      FP 4    4775080011A  REJCT 00000 R4029DLM 971104 R4029DLM
06-    .  .    .      FP 4    4775080012A  SCHED A0000 R4029DLM 971104 R4029DLM
```

The SUSF table is very important because it is the table you use to:

- create a new document
- modify an undelivered order
- scan for a document on hold (reflecting HELD status)
- scan for a document that is rejected (reflecting REJCT status)
- scan to see if a payment document has been approved and accepted (reflecting ACCPT status)
- copy a document.

ACCPT documents only remain displayed in SUSF for a period of 60 days following the accepted date. After 60 days, the document “drops” from SUSF.

It is extremely important to review SUSF each day and scan your payment document to see if it reflects ACCPT. If your payment does not reflect ACCPT three (3) weeks from the date of entry, please contact your Regional Budget and Finance office.

For the reasons above, this table is not to be used to review document data after the document has been accepted. When you are researching the status of a payment, you must go to the relevant DXRF, PVHT, PVLT, and VHST tables. When you are researching an obligation (to deobligate or cancel), you must go to the relevant DXRF, OBLH, and OBLL tables.

How to Navigate to the SUSF Table

This provides an example of how to get to the SUSF (suspense) screen.

Type “N” at “ACTION:” and “SUSF” at “SCREEN:”

Press ENTER.

```
ACTION: N  SCREEN: SUSF   USERID: R400

          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

                     AMERICAN MANAGEMENT SYSTEMS, INC.

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

Your are now at SUSF.

```
ACTION: S  SCREEN: SUSF USERID: R400     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-
```

SUSF Commands

The following commands are used on the SUSF table where the ACTION field is "S". Type the abbreviated command (or full command in BOLD in text) in the FUNCTION field unless noted below. Unless noted within the command, the user must also place an "X" in the SEL column by the document selected. After entering the appropriate data, press ENTER.

COMMAND AND MEANING:

C	COPY an existing document to create a new document when another similar document is to be created. Enter the new document ID in Line "00" under the DOCUMENT ID area, then select ("X") one document to copy from. If using batching, complete the BATCH ID area also.
D	DELETE one or more documents or batches. The SUSF Status will change to "DELET" for overnight processing (removal from SUSF), the “APPRV” column will change to "00000".
FREE	FREE or unlock one document or batch that has the message "In Use" to access that document. The message received is "HS44 BATCH DOCUMENT FREED".
G	GET a document to scan or correct.
N	Create a NEW document by entering the document ID in Line "00" of the DOCUMENT ID area. If using batching, complete the BATCH ID area also.
S	"S" is placed in the ACTION field for Scanning an accepted document or accessing an unaccepted document.

Status Codes in the “SUSF” Table

The following is a sample of a “SUSF” (SUSPENSE FILE) screen:

```
ACTION: R  SCREEN: SUSF USERID: R402       DOI CUSTOM DOCUMENT SUSPENSE INDEX 1
 FUNCTION:                                       SEC2:

        ---BATCH ID--- ----DOCUMENT ID-----                INIT    LAST    LAST
    SEL TC SEC1 NUMBER TC SEC1    NUMBER    STAT  APPRV   USER    DATE    USER
     -  -- ---- ------ -- ---- ------------ ----- ----- -------- ------ --------
 00-
 01-    .  .    .      FP 4    4013080023   HELD  00000 TRAIN12  971104 R4029DLM
 02-    .  .    .      FP 4    401818M001A  PEND1 A0000 TRAIN12  971104 TRAIN12
 03-    .  .    .      FP 4    401818M002A  ACCPT Y0000 TRAIN12  971104 TRAIN12
 04-    .  .    .      FP 4    40188TEST1   DELET 00000 R4029DLM 971104 R4029DLM
 05-    .  .    .      FP 4    4775080011A  REJCT 00000 R4029DLM 971104 R4029DLM
 06-    .  .    .      FP 4    4775080012A  SCHED A0000 R4029DLM 971104 R4029DLM
```

<u>Explanation of “STAT” Codes</u>

Line 01 HELD: Document is being held.

Line 02 PEND1: Document is over $500 and ready for approval. Pending approval by the Regional Office; send document to the Regional Office for payment.

Line 03 ACCPT: Document has been accepted by the system.

Line 04 DELET: Document has been deleted.

Line 05 REJCT: Document is being rejected; there are errors present, you must go back into the document and correct.

Line 06 SCHED: Document scheduled for overnight processing; the next day it should reflect “ACCPT”.

Checking SUSF Transactions

For OF, FP and FV transactions, at the SUSF table:

- “ACTION:” code needs to be “S”
- Tab to the “TC” under “DOCUMENT ID” and type OF, FP or FV
- Key your Region number under “SEC1"
- Tab to “NUMBER” and key in the document control number you are verifying
- Hit “ENTER”

For OF Modifications, at the SUSF table:

- “ACTION:” code needs to be “S”
- Tab to the “TC” under “BATCH ID” and type OF
- Key your Region number under “SEC1"
- Tab to “NUMBER” and key in the batch ID number you are verifying
- Hit “ENTER”

SUSF table will display the following. This screen displays an OF modification document.

```
ACTION: R  SCREEN: SUSF USERID: R402       DOI CUSTOM DOCUMENT SUSPENSE INDEX 1
FUNCTION:                                      SEC2:
       ---BATCH ID--- ----DOCUMENT ID-----                INIT    LAST    LAST
   SEL TC SEC1 NUMBER TC SEC1    NUMBER    STAT  APPRV   USER    DATE    USER
    -  -- ---- ------ -- ---- ------------ ----- ----- -------- ------ --------
00-
01-    OF 4    1113DM OF 4    401818M003   DELET 00000 R4029DLM 971104 R4029DLM
7
02-    .  .    .      OF 5    5321070001A  SCHED 00000 R5037SXS 971104 R5037SXS
03-    .  .    .      OF 6    6018860001A  SCHED 00000 R6055CLZ 971104 R6055CLZ
04-    .  .    .      OF 6    6018860002A  SCHED 00000 R6055CLZ 971104 R6055CLZ
05-    .  .    .      OF 6    6018860003A  SCHED 00000 R6055CLZ 971104 R6055CLZ
06-    .  .    .      OF 6    601888P001A  SCHED 00000 TRAIN05  971104 TRAIN05
07-    .  .    .      OF 9    TESTOF9      ACCPT 00000 R9196SZJ 971104 R9196SZJ
```