AMS Advantage® Financial

Documents User Guide

Release 3.8.0.1

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Document Overview

AMS Advantage Financial uses documents to record financial information and administrative events into the system. Documents collect information into a single form, designed to ease data entry as well as to consolidate pertinent information for approval and query purposes.

The following three level hierarchy of attributes identify the nature of documents in AMS Advantage Financial:

- **Document Category -** highest level, broadly classifies a document into a functional area. Accounts Payable is a typical example of a functional area.
- **Document Type -** the second level in the hierarchy, identifies the functional purpose of the document. For example, the document type of Cash Receipt has the purpose of recording the receipt of money.
- **Document Code** - identifies the exact nature of the document. All documents having the same code are evaluated by the same set of business rules and control options. For example, all Request for Information documents (document code of RFI under the Solicitation document type) are validated using the same business rules.

A document is uniquely identified by the combination of its **Document Code**, **Document Department Code** and its **Document ID**. The **Document Department Code** identifies the organization responsible for the document. The **Document ID** is your own identifier for a particular document. You can assign it yourself, or it can be assigned by the system.

Please refer to the *AMS Advantage Financial - General Accounting User Guide* for information on setting up Document Types, Documents Codes, controls and options for documents.

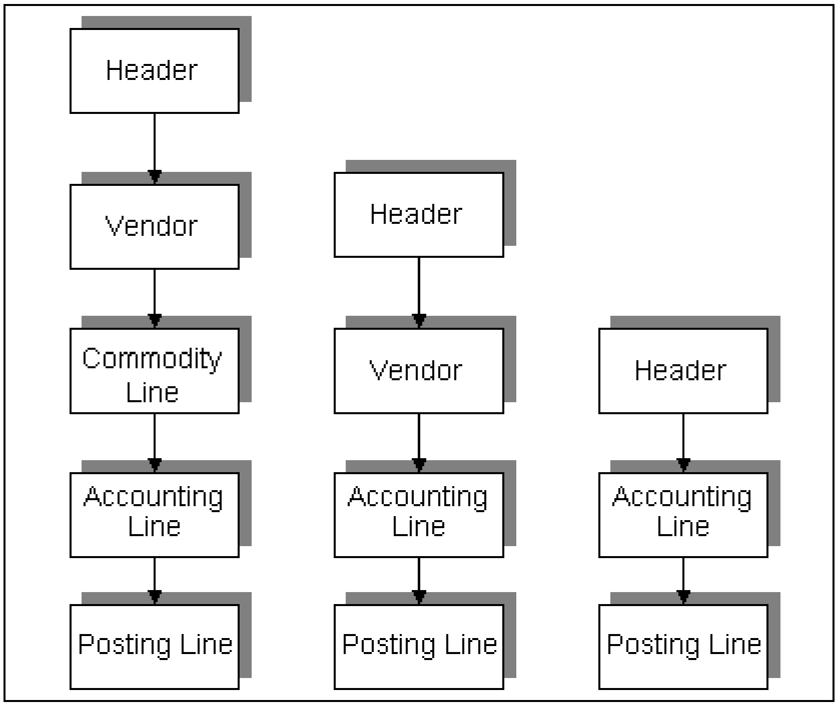
This section of the user guide includes the following areas:

- Document Model
- Document Phases
- Document Versions
- Document Functions

Document Model

The AMS Advantage® document model is a hierarchy of related data components that are processed and accepted together. It is the foundation for processing documents in the system. A document is generally used to capture data from a form and the document components represent the various sections of the form. An example of a document is a Payment Request- Commodity Based (PRC). It consists of the following main sections: Header, Vendor, Commodity, Accounting, and Posting Line. The document model is the hierarchical structure of these document components. The basic document model consists of a document Header and one or more document components (sections). The figure below illustrates the common models within the AMS Advantage Financial application, although, several variations exist.

Typical Document Models



Note that in the figure above, the Vendor, Commodity Line, Accounting Line, and Posting Line document components are the basic building blocks in the document models. In Advantage documents, not all of these components are required (for example, you can use none, some, or all of the components) and other components in addition to those shown can exist anywhere in the model. Each Document Type (for example, PO (purchase order), PR (payment request)) defines which document components are included in the document hierarchy. If you use any of the above components, they follow this fundamental hierarchy: *Header-Vendor-Commodity-Accounting-Posting*.

The document model supports a one-to-many relationship between components as the hierarchy moves downward. Often referred to as a parent – child relationship, the parent (for example, commodity line) can have many children (for example, accounting lines). However, a child (for example, commodity line) can have only one parent (for example, vendor).

A description of the basic components follows:

- **Header** - Specifies general information that relates to the overall document or form. The fields that are presented on the Document Catalog (for example, Document ID, User, Date) are included on the document Header. Other examples of information contained on the Header include Document Description and Document Amount.

- **Vendor/Customer** - Specifies vendor and/or customer information associated with the document. In some cases, multiple vendors or customers are associated with a single document. For example, the Cash Receipt (CR) document records groups of payments received and processed periodically throughout the day from several customers. In other cases, such as when purchasing goods from a vendor, only a single vendor is associated with the Purchase Order (PO) document.

- **Commodity Line** - Specifies information associated with the purchase of a single commodity. Multiple commodity lines are allowed on a document.

- **Accounting Line -** Specifies an individual account to be charged or to receive funds. Accounting lines are included on all documents recording accounting events. As described above, there can be multiple accounting lines for each commodity line.
- **Posting Line -** Specifies the related journal posting(s) for each accounting line. There can be multiple posting lines for a single accounting line. For more details about journal posting, see the Journals and Ledgers section of this chapter.

Document Phases

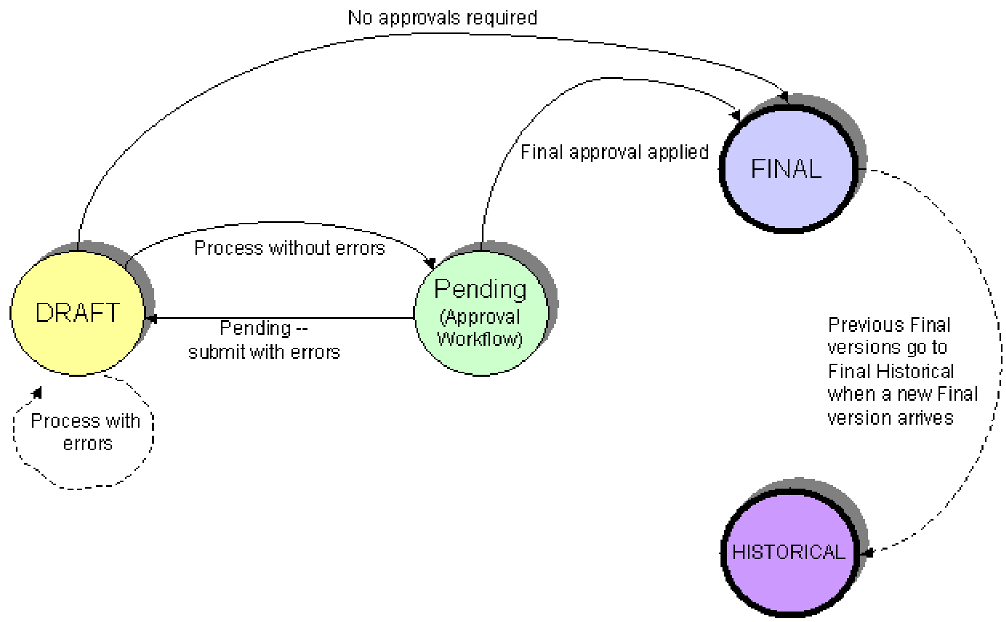
A document's life cycle normally consists of the following phases:

- **Draft** – The document has been entered into the system, but it is not yet affecting system operations. All document versions start in this phase. Drafts can be freely edited and deleted since they make no application updates.
- **Pending** – The document has been tentatively accepted subject to approval rules; funds are reserved to assure final acceptance. Pending application database fields are updated.
- **Final** – The document has been fully accepted into the system. All approvals, when applicable, have been applied, the pending database updates have been reversed and replaced with permanent updates.
- **Historical (Final)** – A Final version of a document that has been superseded by a later version of the same document.

However, the following additional phases are also supported for documents:

- **Conflict Draft** – a draft version set aside to allow creation and processing of a new Draft version (normally by an off-line or background process)
- **Template** – a partial or full version of a document set aside as a template to be used as a data entry shortcut

The diagram below depicts how documents transition from one phase to the next.



- You enter the initial document into the system. It is saved in a Draft phase.
- You submit the document for processing. At this time, the document is validated against the business rules defined for this document code. In the event that the document does not pass all of the business rules, the document remains in a Draft phase, and displays the appropriate error messages. This provides you with an opportunity to correct the information and re-submit the document.
- Once all business rules are met, there are two potential routes that this document can take on a successful submit:

    1. If no approvals are required, as determined by the Document Control (DCTRL) table (or the approval rules), the document transitions into the Final phase. At this time, this is an active document, able to be reported on and referenced by subsequent transactions.
    2. If the document requires additional approvals, it transitions from Draft to a Pending phase and awaits the necessary approval actions. At this time, funds are tentatively encumbered.

       Once all approvals are applied, the document once again invokes the business rules to ensure that no additional impediments to processing have occurred in between the time the document entered into the Pending phase and the time that the last approval was applied. If the document no longer passes the business rules, it returns to a Draft phase to await correction and re-submission. All pending updates are reversed. Otherwise, the document transitions into the Final phase, to be fully accepted into the system.

- At this time, the original document has completed its life cycle. However, due to other circumstances in the system, it may be necessary from time to time to modify the original document to contain additional information. This Final version of the document may need to be superseded by a subsequent version. At that time, this version of the document transitions to Historical to make way for the latest version.

Document Versions

A document can be modified or cancelled even after final acceptance. When an accepted document is modified or cancelled, a new *version* of the document is created to allow the existing version of the document to remain in force while the subsequent version progresses through the *Draft*, *Pending*, and *Final* phases. Version numbers are used to uniquely identify each version of a document.

The version number is a sequential number that is initially set to one and incremented when a new version of the same document is created. After the initial document has been accepted into the system and reaches the *Final* phase, any attempts you make to change it results in the system creating a version two, and so forth. All versions of the document appear in the Document Catalog and in the document's history.

Document Functions

Each document version is classified as having a certain document function. A document version is assigned this function when the version is initially created, and it never changes throughout the life cycle of that version. Valid document functions are 'New', 'Modification' and 'Cancellation'.

The first version of a document (for example, Version #1), and only the first version of a document, has a function of *New.* This introduces the document into the system for the first time.

Once a document reaches a **Phase** of *Final*, it can only be changed through a modification process. When this occurs, a *Draft* version of the document is created whereby the document **Function** for this new draft is set to *Modification*. When submitted, this modified version causes the accounting and other impacts of the document to be updated to reflect the changes in this version.

Final documents can only be cancelled through a cancellation process. When a *Final* version of a document is cancelled (through the **Discard** action), a new *Draft* version is created and the document **Function** for the *Draft* is set to 'Cancellation'. Cancellation of a document causes the accounting and other impacts of the document to be reversed. Once a document is cancelled, the document can never be modified again.

Document Catalog

The **Document Catalog** is similar to a filing cabinet. It serves as a repository for all of the document forms created in Advantage. It is the central location in the system where all of the documents can be queried and processed by selected actions. For more information about document actions, see the Document Actions section of this guide. All document processing is initiated from the Document Catalog. New documents can be entered, and existing documents can be modified or cancelled.

The Document Catalog contains common information from each part of the document that is required for querying. While physically the Document Catalog is composed of multiple catalogs (for example, one for headers, one for accounting lines, and so forth), you are only allowed to initiate actions against a document by way of the main Document Catalog (that is the header Document Catalog). You can directly access the other catalogs for query purposes only.

The Document Catalog will allow you to view the following: Document Phases, Document Versions, and Document Functions. Refer to the appropriate link for more information.

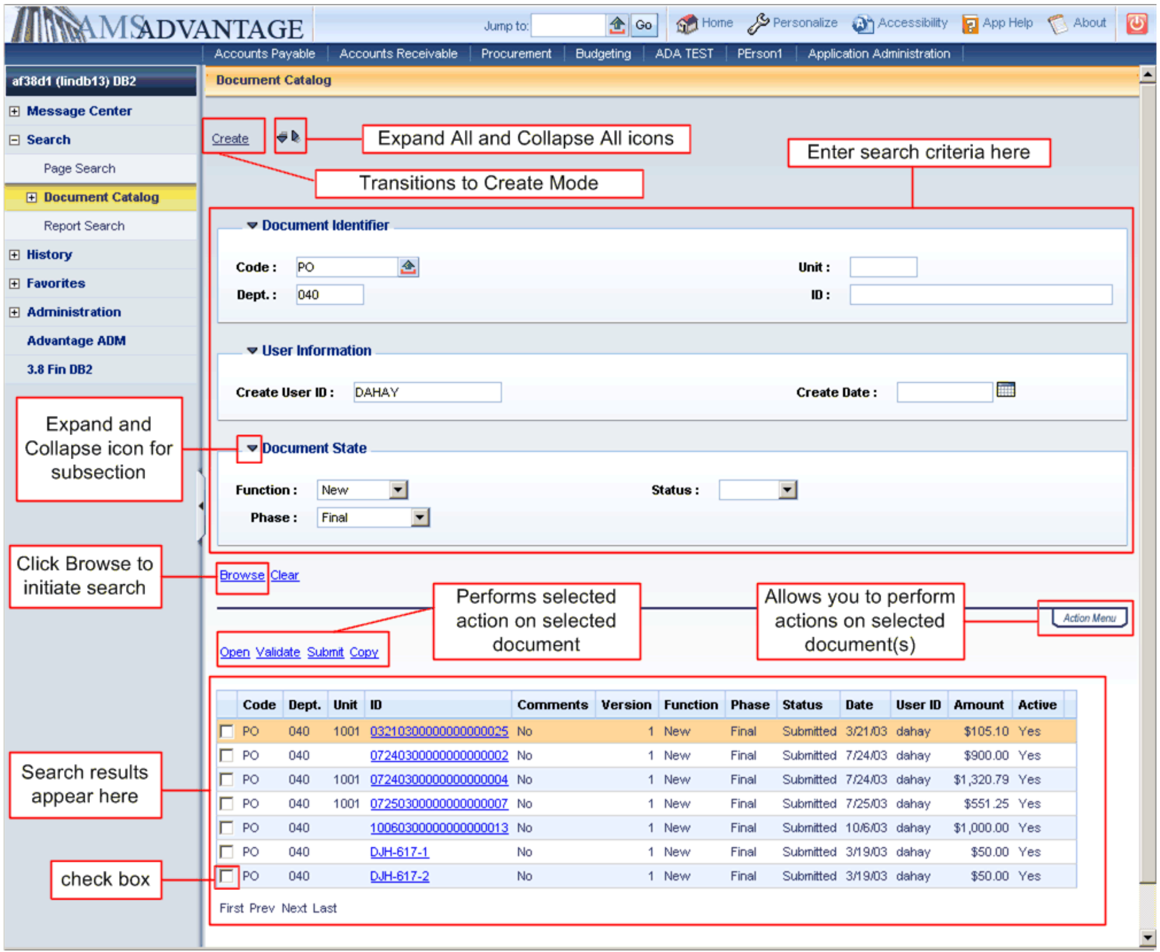
The Document Catalog can be accessed in one of two modes:

- Search Mode
- Create Mode

Document Catalog - Search Mode

Using the Search mode of the Document Catalog, you can search for documents, based on the search criteria you enter. You can access this page by selecting **Search** > **Document Catalog** from the secondary navigation panel. By default, the Document Catalog opens up in Search mode. If you are viewing the Document Catalog in Create Mode, then click **Search** to view the Document Catalog in Search Mode.

To view the search criteria fields in the subsections that are collapsed (for example User Information), click on the subsection expand/collapse icons next to the subsection titles or click on the expand all and collapse all icons.



The Document Catalog page contains several fields in which you enter search criteria or enter document information when creating a new document. All fields are optional, but each field you populate further narrows the search criteria. Below is additional information regarding these fields.

Document Identifier Subsection

The Document Identifier is used to search for specific documents or to create a specific type of document. The following fields are available in this area of the Document Catalog page:

- **Code** – The code associated with the document type selected. Must be a valid code on the Document Control (DCTRL) table, associated with the document type entered above.
- **Department** –The department responsible for the document. Must be a valid code on the Department (DEPT) table.
- **Unit** – The unit responsible for the document. Must be a valid code on the Unit (UNIT) table and be associated with the above Department code.
- **ID** – The unique identification code for the document being searched for or created. Depending on how your specific implementation of AMS Advantage has been set up, this ID may be automatically generated (that is, if the Auto Numbering check box on the Create Document page is checked, the system will generate the number automatically).

User Information Subsection

The User Information area is used for a detailed search based on user-related information. The following fields are available in this area of the Document Catalog page:

- **Create User ID** – Corresponds to the User ID of the user who created the document.
- **Create Date** – Corresponds to the date the document was created.

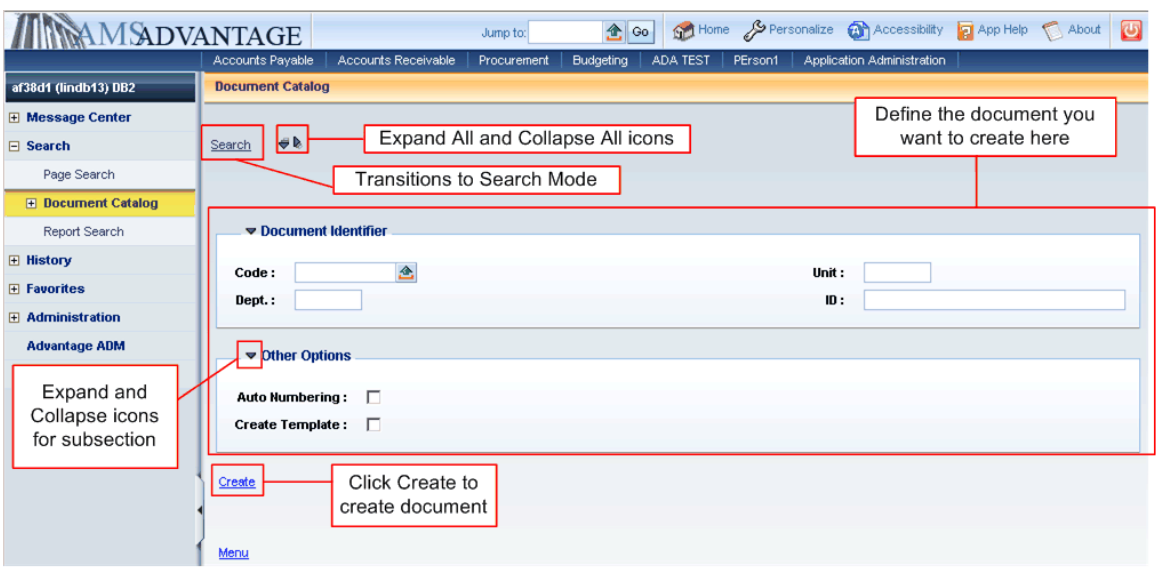
<u>Document State Subsection</u>

The Document State Area is used for a detailed search based on document state. The following fields are available in this area of the Document Catalog page:

- **Function** – Represents the type of updates that you plan to make on the document you are searching for (for example, you can select New to create a new document or Modification to change an existing document.) Refer to the "Document Functions" section for more information.
- **Phase** – The document life-cycle phase of the documents in the packet (for example, Draft or Pending can be selected from the drop-down box). Refer to the "Document Phases" section for more information.
- **Status** --The status of the documents in the packet (for example, Held, Ready and Rejected can be selected from the drop-down box).

Document Catalog - Create Mode

In Create mode, you can use the Document Catalog to create a new document. You can access this page by selecting **Search** > **Document Catalog** from the secondary navigation panel. By default, the Document Catalog opens up in Search mode. To switch to the Create Mode, select **Create** and the following is displayed:



Document Layout

Documents in AMS Advantage can be viewed in different ways. Screen shots have been provided for all of the different views, along with the terminology used for each feature. The terminology indicated in the screen shots is used throughout the Advantage documentation.

- Document Actions
- Document Views
- Scalar Views
- Document Level Actions
- Section Level Actions
- Scalar/Grid Toggle Features

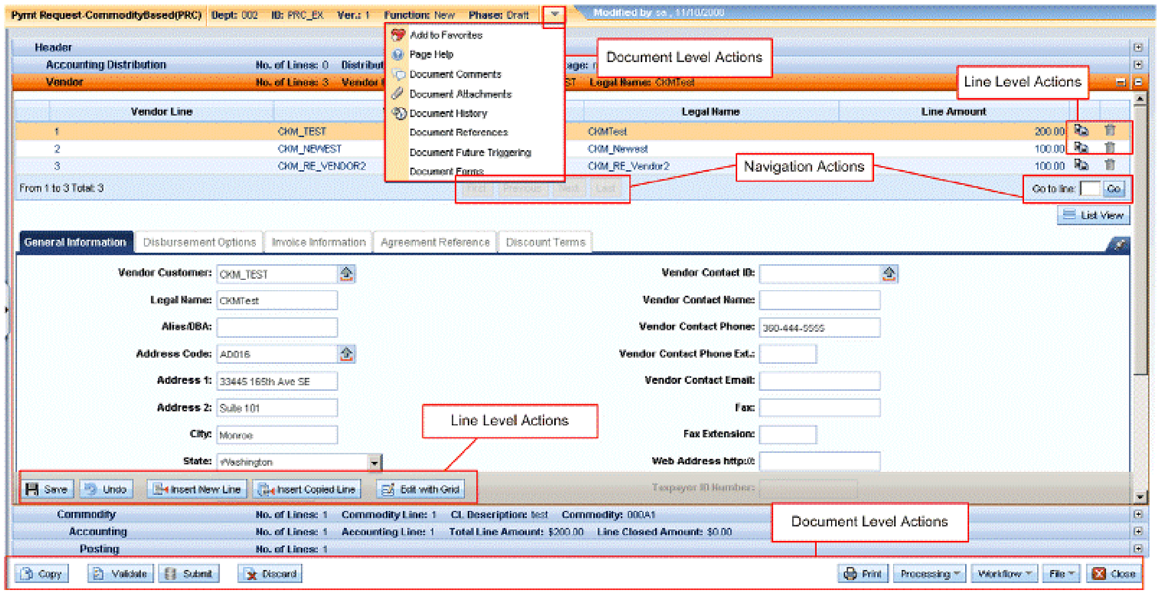
Document Actions

Any event that you perform to view or change the state of an AMS Advantage® document is treated as an 'action'. Document actions can be grouped into the following categories:

- **Navigation Actions** – Actions you perform to move between the various lines within a document component. You perform these actions from within a document.
- **Line Level Actions** –Actions you perform on a single line within a document. These actions are copy, delete, or insert a line. You can only perform line actions during data entry and from within a document.
- **Document Level Actions** – Actions you perform on the entire document. Some of the document level actions can either be performed from within a document, from the workflow list, or from the Document Catalog page. Frequently used actions are displayed on the document action toolbar. Other document actions are grouped by category into various menus that can be displayed by clicking on the **Action Menu** button.

Many of the actions may be limited in the number of lines they can create according to rules established in the Document Component Requirements (DCREQ) table. Please refer to the "Line Number Limitations" section in this guide for more information.

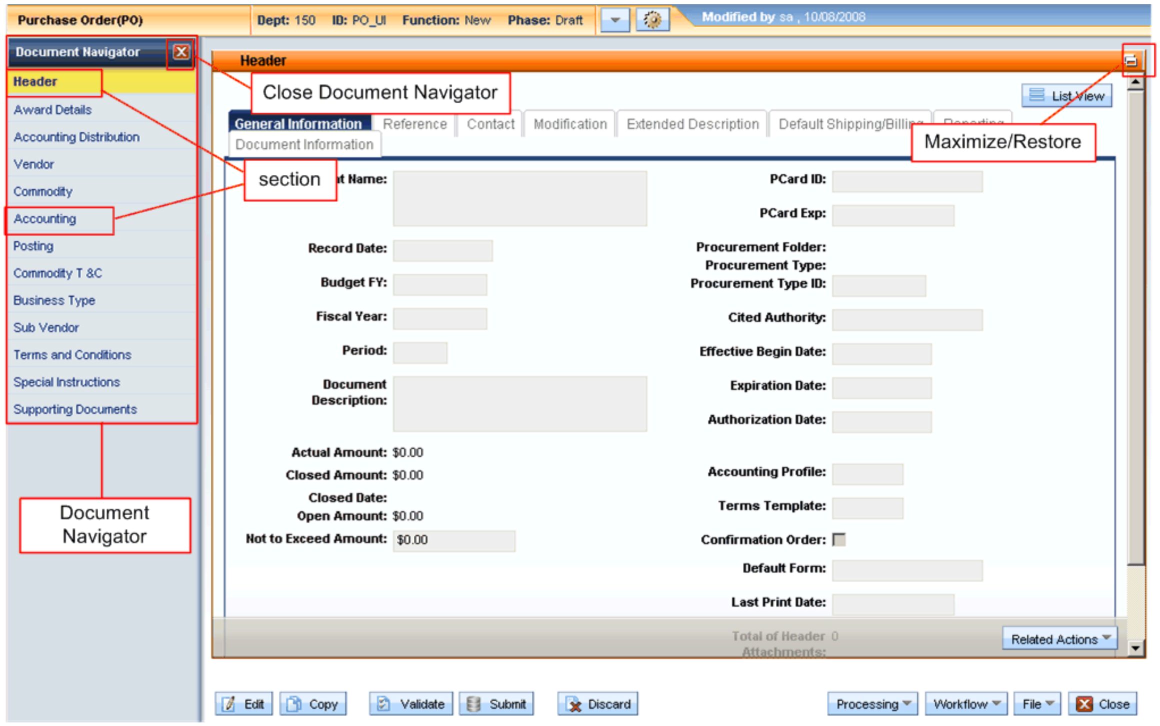
The figure below displays the position of the actions on a document page.



Document Views

Documents in AMS Advantage open in one of two views (with the Document Navigator or without the Document Navigator), based on the setting for the **SecNavThresholdValue** parameter in the ADV30Params.ini file. For example, if the parameter is set to *5* then the Document Navigator will appear for all documents that contain 5 or more sections. Click the following links to learn more about each view.

The following screen shot provides an example of a document that displays the Document Navigator when opened. (Note: Based on the settings for your site, the following document may not display the Document Navigator when opened.)



- Close Document Navigator

Select **Close Document Navigator** to collapse the Document Navigator. Note: You can expand the Document Navigator by clicking **Open Document Navigator**, which is shown on the next screen shot.

- Document Navigator

The Document Navigator is provided on certain documents as a method of navigating through the various sections of a document.

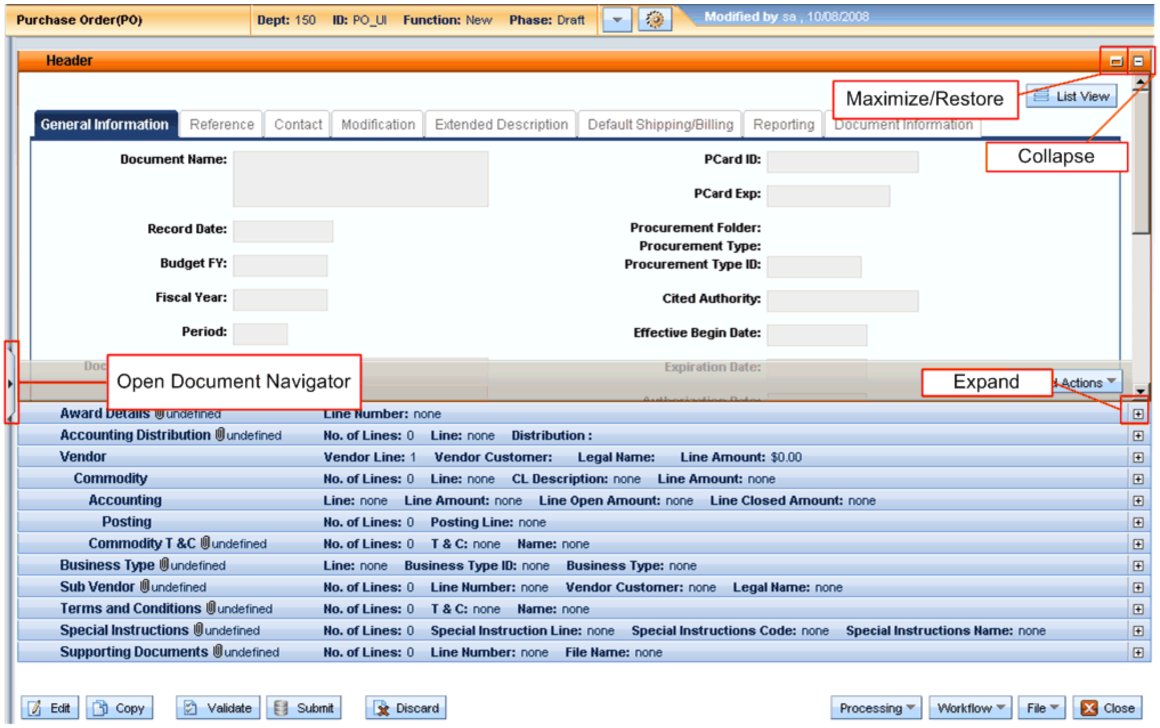
- Maximize/Restore

This icon collapses the selected section. Once collapsed you can expand the same section, or expand a different section.

- Section

Click a section name to view the section in the document window.

The following screen shot provides an example of a Document where the user has closed the Document Navigator.



- Collapse

This icon collapses the selected section. Once collapsed you can expand the same section, or expand a different section.

- Expand

This icon expands the selected section and collapses the section that was expanded.

- Maximize/Restore

This icon maximizes the document window with the selected section (that is, all other sections are hidden.) Click the Maximize/Restore icon again to view all sections.

- Open Document Navigator

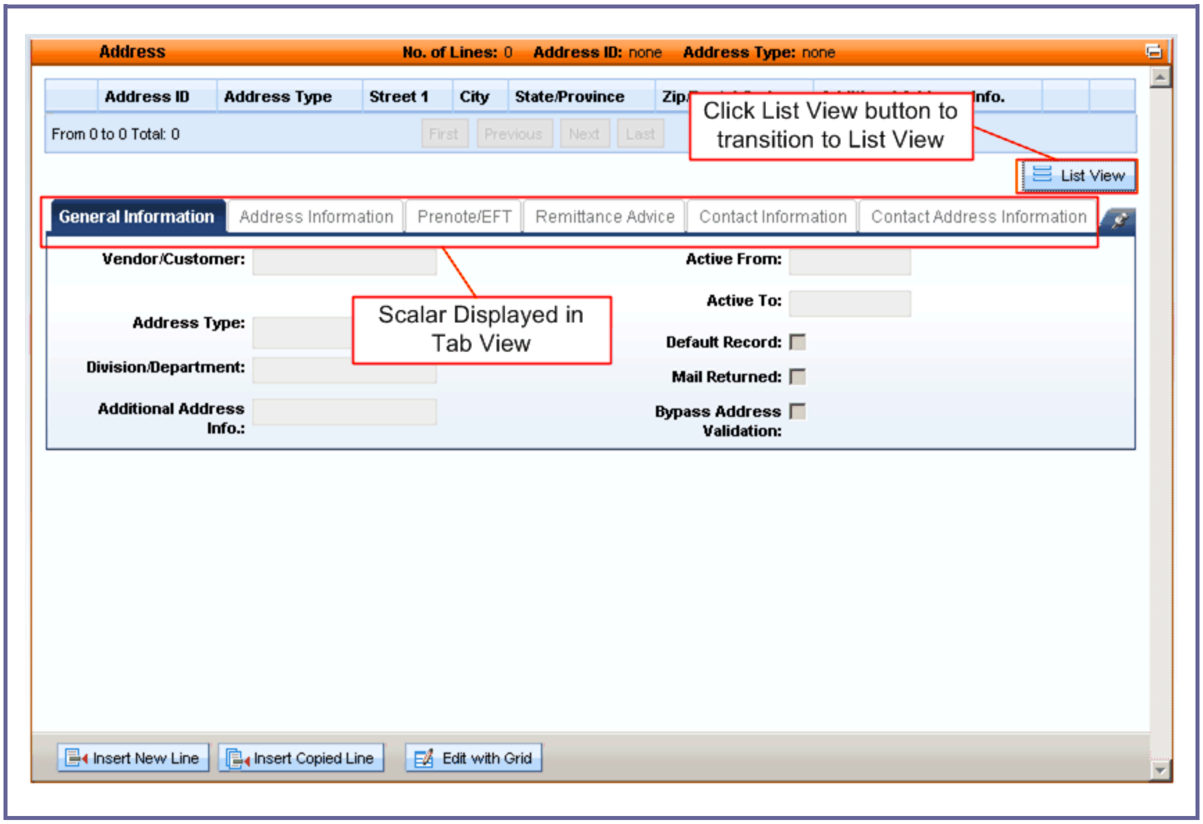
This icon opens the Document Navigator.

For an example of a document that opens without the Document Navigator, refer to the screen shot under "Section Level Actions" in this user guide.

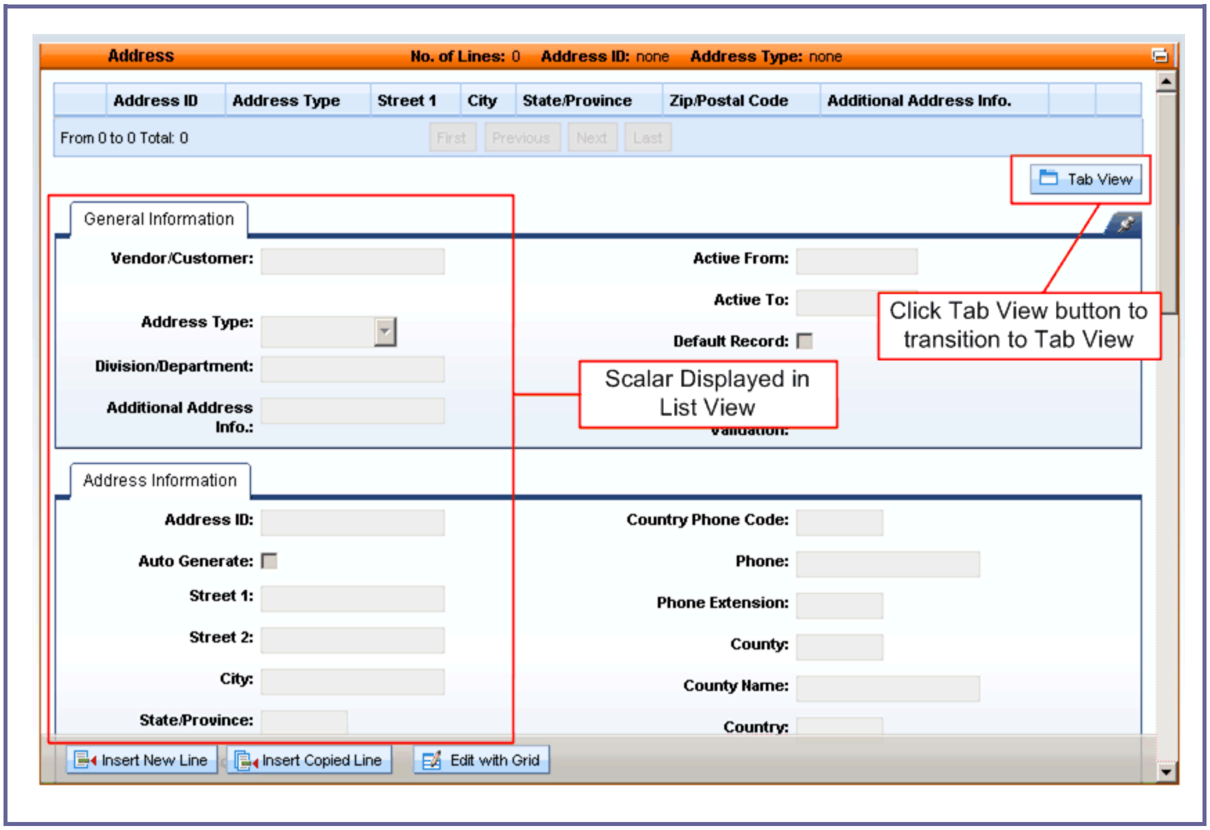
Scalar Views

The scalar part of the document can be viewed in one of two ways:

- Tab View

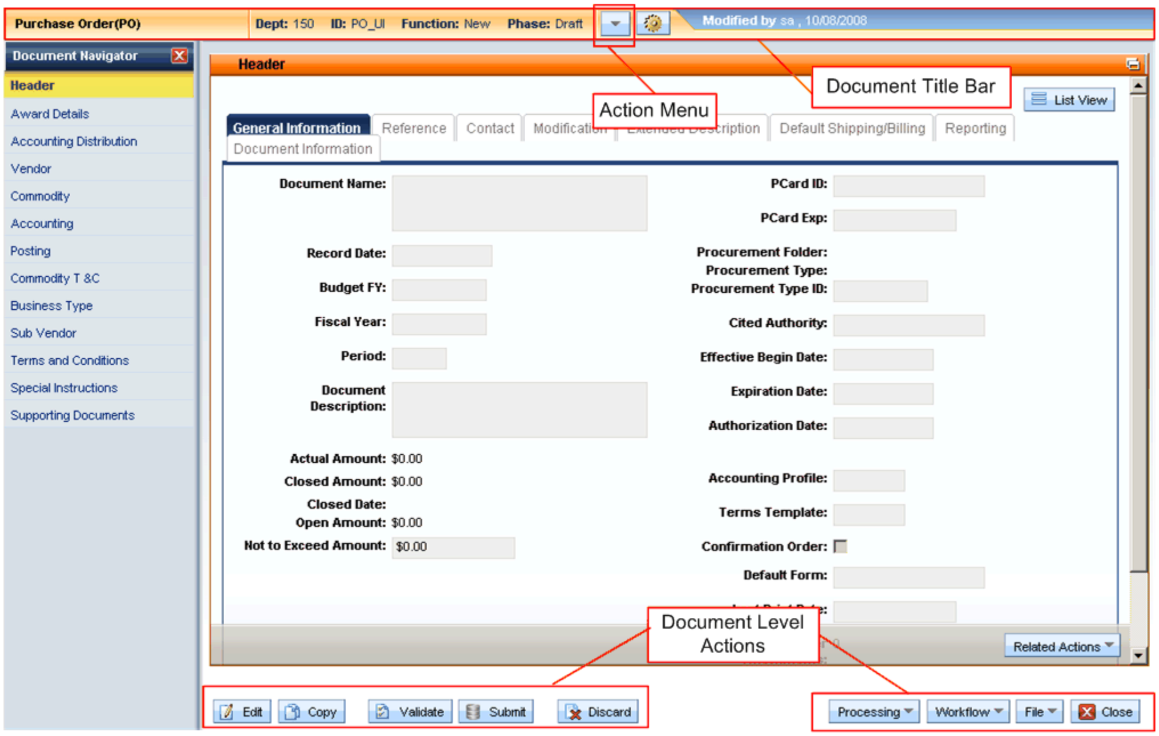


- List View



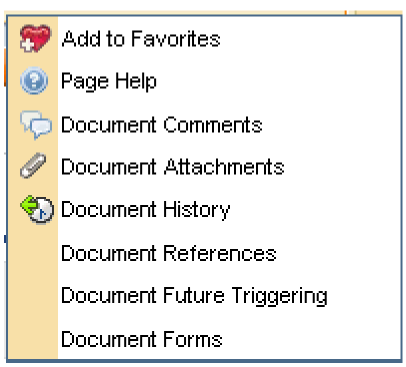
Document Level Actions

Document Level actions are actions that you perform on the entire document. Some of the document level actions can either be performed from within a document, from the workflow list, or from the Document Catalog page. Frequently used actions are displayed as buttons at the bottom of the document. Other document actions are grouped by category into various menus that can be displayed by clicking on the **Action Menu** button.



- **Action Menu**

The Action Menu contains the following options when selected on a document.



- **Add to Favorites -** This action allows you to add the selected document to your Favorites list, so you can easily access the document in the future. Refer to the *AMS Advantage Financial - Getting Started Guide* fore more information on Favorites.

- **Page Help -** This action allows you to access page help for the selected document. Note: You can also access page help by clicking your right mouse button and then choose the **Page Help** option.

- **Document Comments -** Document comments can be added to documents in Advantage regardless of the document's Phase. Users with access to view the document can view the comments, but only users with **Add Comment** access are allowed to insert new comments. Refer to the "Document

Comments section in this user guide for more information.

- **Document Attachments -** AMS Advantage allows you to upload and attach files created in other applications to Advantage documents. Refer to the "Using Attachments" section in this user guide for more information

- **Document History -** The Document History Query (DHIST) allows you to view a list of all versions of processed documents, including archived documents that are in the *Final* or *Historical (Final)* Phase. Refer to the "Document History Query" section in this user guide for more information.

- **Document References** - The Document Reference Query in AMS Advantage Financial is used to track the various document chains that are created as part of the normal business process. Refer to the "Document Reference Query" section in this user guide for more information.

- **Document Future Triggering** - Future Document Triggering allows you to set up, maintain and trigger the creation of documents in the future on a user-defined frequency. Refer to the "Future Document Triggering" section in this user guide for more information.

- **Document Forms** - The View Forms page allows users to easily access system-generated Adobe Central Pro PDF forms from within AMS Advantage.

- Document Level Actions

Many of the document level actions may be limited in the number of lines they can create according to rules established in the Document Component Requirements (DCREQ) table. Please refer to the "Line Number Limitations" section in this user guide for more information. The following list includes all Document Level actions (in alphabetical order), and not just the actions shown in the above screen shot.

- **Copy** - Used to create a new document from an existing document of the same document code. The action can be invoked from the Document Catalog or an open document.

- **Copy Forward** - Allows you to create a new document based on a previous document in the referencing chain that has been finalized. For example, a Solicitation (SO) document can be created from a Requisition document using the ‘Copy Forward’ action. The action can be invoked from the Document Catalog or an open document.

- **Close -** Closes the currently opened document. If any unsaved changes have been made to the document, you are prompted to save the changes before the document is closed.

- **Discard** - Causes a new cancellation document to be created if performed from a Final document, or causes the document to be physically deleted from the database if it is a Draft. The action can be invoked from the Document Catalog, workflow list or an open document. The document being discarded must be the most recent non-Historical version of the document. If a cancellation document is created, all fields from the source document are copied into the cancellation document. If a new cancellation version results from the discard action, you automatically transition to the cancellation version in edit mode.

- **Edit** - Changes the mode of a document in the *Draft* phase from read-only to editable. If the document being edited is in the Final phase and no drafts exist, a new *Modification* document version is created. When Modification documents are created, all components from the source document are copied into the Modification document. If a new Modification version results from the edit action, you automatically transition to the new 'Modification' version that was created in the editable mode. If the document being edited is in the Pending phase, it must first be rejected by its approver. Doing so changes its phase from *Pending* to *Draft*. This action is only available from an open, Draft document.
- **File Menu -** This menu contains the following actions:
- **Archive -** Refer to the "Document Archiving" section for more information.
- **Send Page** - Allows you to email the document page. As you view document pages, you may find information that you'd like to email to other people. When selected, you are presented with a Compose Email Message page. You may use the pick list associated with the To field to retrieve email addresses of users you would like to share the document information with. The action can be invoked from the Document Catalog or within an open document.
- **Download Document -** Allows you to download data from any Advantage document into a user-selected template (for example a Microsoft Excel spreadsheet) which can then be saved as an external file and is available for use outside of Advantage. Refer to the "Document Download" section in this user guide for more information.
- **Attachments** - Allows users to attach one or more files to the currently selected component of an open document. When selected, you are presented with a page presenting options to add, delete or view document attachments. If the document is not opened for update, only viewing of a document's attachments is allowed.
- **Print** - Prints the current version of the document. The action can be invoked from the Document Catalog or an open document.
- **Processing Menu -** This menu contains the following actions:
- **Schedule** - Used to request overnight processing of a document. The action can be invoked from the Document Catalog or an open document.
- **Activate** - Activates a document that was previously deactivated. Two activate options are provided within AMS Advantage. One option allows the document to be reactivated immediately; the other option allows you to schedule the date and time for the document to be reactivated. The action can be invoked from the Document Catalog or an open document through the Processing Menu. You can schedule an activation from within the Document Catalog by selecting the box next to your document and then clicking **Action Menu** > **Scheduling Actions** > **Activate**. You can schedule an activation

from within your Document by clicking **Processing** > **Activate**.

- **Deactivate -** Deactivates a currently actived document. Two deactivate options are provided within AMS Advantage. One option allows the document to be deactivated immediately; the other option allows you to schedule the date and time for the document to be deactivated. Once a document is deactivated, it can no longer be modified until it has been reactivated. The deactivate action can be invoked from the Document Catalog or an open document through the Action Menu. You can schedule a deactivation from within the Document Catalog by selecting the box next to your document and then clicking **Action Menu** > **Scheduling Actions** > **Deactivate**. You can schedule a deactivation from within your Document by clicking **Processing** > **Deactivate**.

- **MarkDocument -** Used to indicate whether or not you want a document to be picked up by batch processing. The options are Ready (ready for processing) or Hold (not ready for processing). The action can be invoked from the Document Catalog or an open document.

- **Submit** - Applies the business rules to the current document version and commits any updates/changes to the database if there are no errors. For modified documents, only lines that have been modified in the new version will be re-processed (for example, business rules re-applied). This action is only available on document drafts or documents pending approval. The action can be invoked from the Document Catalog or an open document.

- **Validate** - Applies the business rules to the current document version to verify whether or not the document will be accepted. It does not result in any updates to the database. In the event that the document does not pass all the business rules, the document remains in a Draft phase, and displays the appropriate error messages. This action is only available on document drafts or documents pending approval. The action can be invoked from the Document Catalog or an open document.

- **Workflow Menu -** This menu contains the following actions:

- **Approve** - Applies a user's electronic approval to a document pending approval. Documents pending approval are usually routed to the appropriate users for approval through workflow. In many cases, multiple levels of approval are required on a document. When you apply approval to a routed document, the level of approval applied to the document is based on the level of approval that has been assigned to you. The Approval action is only available on documents pending approval. The action can be invoked from the Document Catalog, workflow list or an open document.

- **Reject -** Indicates that an authorized user does not want to approve a routed document. When the assigned document is rejected for approval, the rejection is applied at the approval level that has been assigned to the user. The document is then routed back to the user who previously approved the document for reconsideration, if applicable. If the first approver in the workflow routing sequence rejects the document, it is returned to the Draft phase and is routed back to the submitter for corrections. This action is only available on documents pending approval. The action may be invoked from a user's individual Worklist, a Role Manager Worklist, or from the open document (accessed via the Worklist).

- **Reject All** - An administrative action that rejects the document completely out of workflow regardless of which approval level or routing sequence level the document is at when it is applied. The action returns the document to the Draft phase and routes it back to the submitter for corrections. The action may be invoked from an authorized user's individual Worklist, a Role Manager Worklist, or from the open document (accessed via the Worklist).

- **Unapprove** - Removes a previously applied electronic approval from a document. When you apply the 'Unapprove' action to an approved document, all levels of approval applied by that authorized approver are removed. The action can be invoked from the Document Catalog, workflow list or an open document.

- **Bypass Approvals** - Allows authorized users to pre-approve documents requiring approvals before the documents are submitted for processing. With approvals bypassed, documents are accepted by the system once business rules are successfully applied. The action can be invoked from the Document Catalog, workflow list or an open document.

- **Override** - Allows authorized users to finalize (override) documents that contain errors. Users can be granted override levels between 1 and 10. A user that has an override level of 2 can override only 1 and 2 level errors. Once an override level is applied that is greater than or equal to the override level of a given error message (set on the Message (MESG) table), then the severity of that error is changed to warning. This action is only available on Draft versions of documents. The action can be invoked from the Document Catalog, workflow list, in a batch program or an open document.

  The Override Error level of the User is derived as follows: When Use Role's Override Level is not checked on the Access Control record that grants the user the privilege to override, then the system uses the Override Error level from the User Information. If the Use Role's Override Level is checked, the assigned Override Error level for the role will be used. There is one exception: for users in the Admin role, the Override Error level from the User Information table is always used. To arrive at the Access Control record that grants the user the privilege to override, a User's security roles, sorted by Precedence, along with the Resource Group ID are used for lookup.

- **Remove Override** - Allows authorized users to remove override approvals from documents with errors that have been previously approved. This action is only available on document drafts with overrides applied. The action can be invoked from the Document Catalog, workflow list or an open document.

- **Track Work in Progress** – Tracks a work unit's status in workflow. It allows you to review the progress/status of a workflow item. It shows the complete approvals process for a pending document. It lists each approval routing in sequence. Multiple routings with identical sequence numbers indicate parallel routings. It displays the entire approval lifecycle for the document, indicating which approval levels are required, when they are required, and who must grant them. Additionally the TWIP page gives you access to the TWIP Log Page, which displays the approval log for a particular document. The TWIP Log page is a filtered (by the current document) view of the approval log and displays all the approval actions performed on the document. It allows you to have complete status and history information for a workflow item.

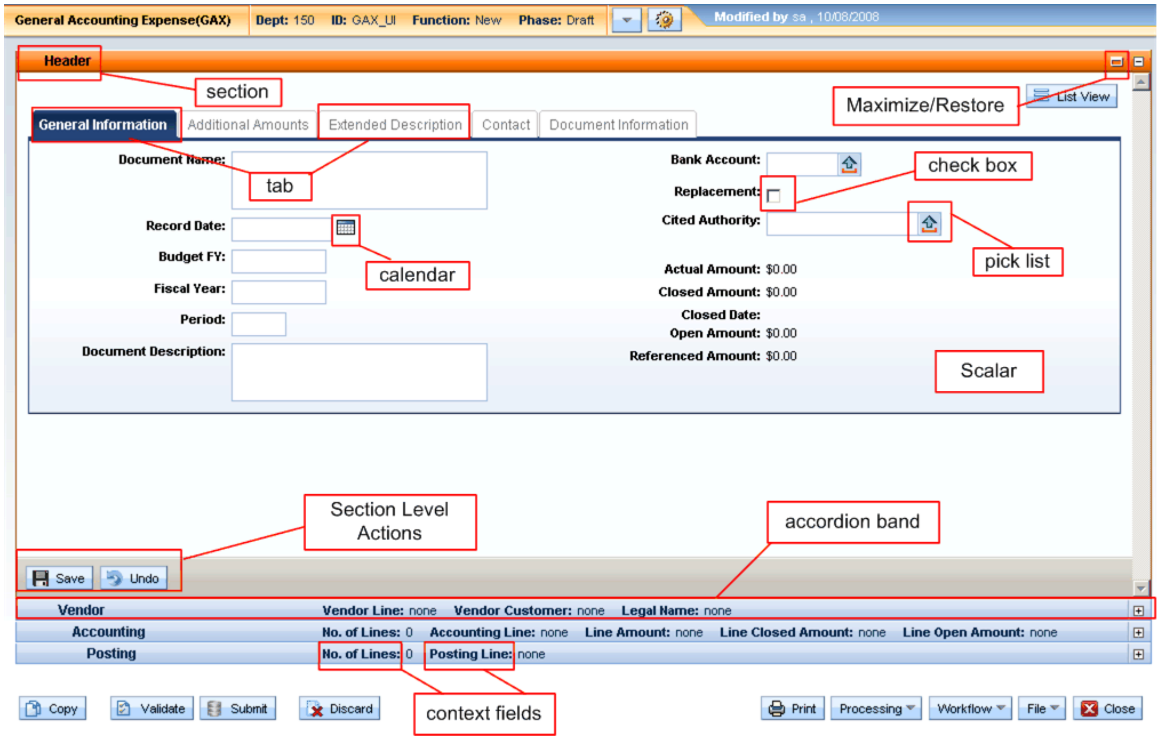
- Document Title Bar

The Document Title Bar contains the following information, in the order that it is provided in the Document Title Bar:

- **Document Name -** The Document Name and Document Code as listed on the Document Control (DCTRL) table, for example, Purchase Order (PO).
- **Dept -** The Department used when creating the document, for example, 150.
- **Id -** The Document ID used when creating the document, for example, PO_UI.
- **Version** – The current version number of the document , for example, all documents with a function to New will be version 1. For more information refer to the 'Document Versions' section in this user guide.
- **Function -** The current Function of the document, for example, New. For more information refer to the "Document Functions" section in this user guide.
- **Phase -** The current Phase of the document, for example, Draft. For more information refer to the "Document Phases" section in this user guide.

Section Level Actions

Section Level or Line Level actions are actions that apply only to the selected section/line. Section Level actions can only be performed during data entry from within a document. The following screen shot includes the terminology for the section level actions and other features that exist within a section.



- Accordion Band

The accordion band contains the name of the section and context fields. You can expand and collapse the accordion bands.

- Calendar

Certain date fields in AMS Advantage provide the Calendar icon. Select the Calendar icon to search for and select a specific date. Based on the date selected, the field is populated in the appropriate format.

- Check Box

Certain fields provide a check box for the field's value.

- Context Fields

The Context Fields provide information on specific fields for a specific section. This allows you to view information for a section without expanding that section. For example, the number of Accounting Lines or the Line Amount.

- Maximize/Restore

Click the Maximize/Restore icon to maximize the selected section in the document window. This will hide all other sections. You can return to the other view by clicking the Maximize/Restore icon again.

- Pick List

Certain fields in AMS Advantage provide a Pick List icon. Select the Pick List icon to transition to a new window that allows you to select from valid values for the field. The Pick List page also lets you enter search criteria. You can return to the document without making any selections.

- Save

Saves a document version that has been updated. Although the Edit action allows information to be changed on a document, it is not yet saved on the database. You are required to explicitly save the changes to the database by selecting the save option on the page. This action is only available from an open, Draft document.

- Scalar

The scalar includes the area of the document where the fields are located. Fields can also be shown in a grid format.

- Section

Click a section name to expand the section in the document window.

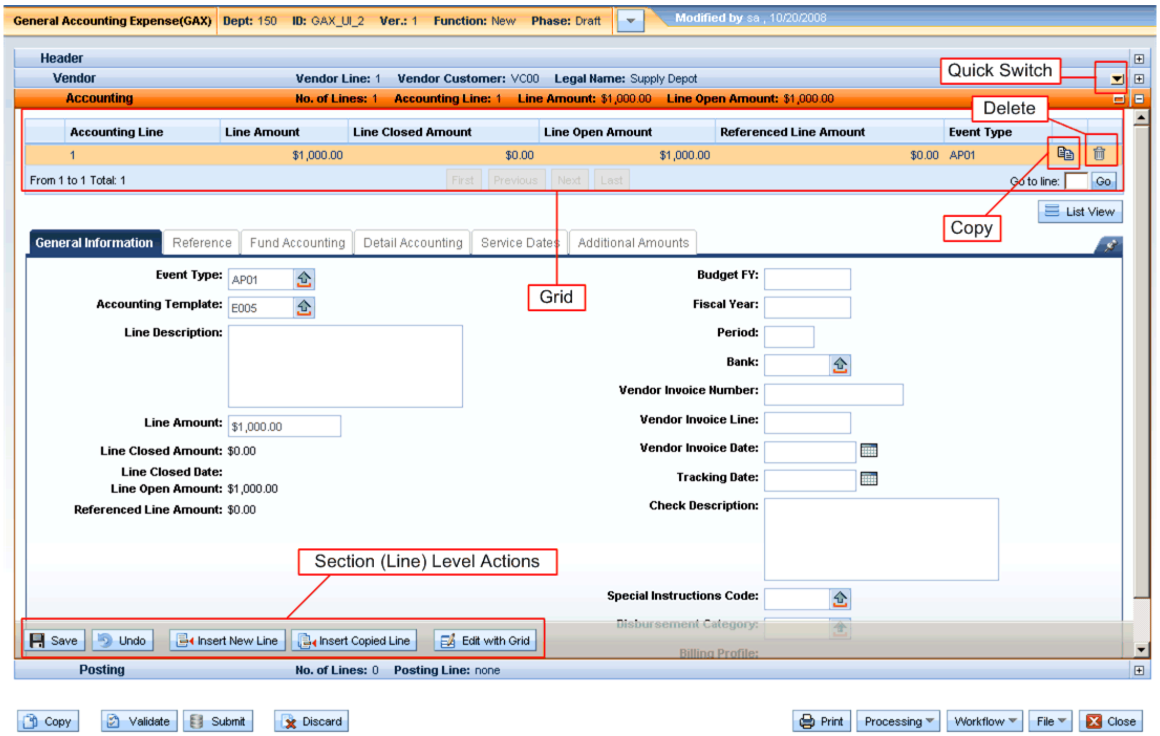
- Tab

Select a tab to view information pertaining to that tab.

- Undo

Restores an existing document to its last saved condition during data entry. This action is only available from an open Draft document.

Some sections can have more than one line (for example, Commodity, Vendor and Accounting). A grid is used to display the lines. If a section contains more than 10 lines then click **First**, **Previous**, **Next** or **Last** to navigate between the lines. The following screen shot provides an example of a section that can have more than one line.



- Copy Icon

Copies a line from the currently selected section of a document. The action can only be invoked from an open document draft.

- Delete Line

Deletes the selected line and all associated components such as attachments, children components, and so forth, from the document. This action is only available from an open document in Draft.

- First

Displays the first row of a given document section. This action is disabled if the first row is currently being displayed in the grid.

- Go to Line

Allows you to navigate directly to a specified line for the selected section.

- Grid

Used on sections that contain more than one line.

- Insert Copied Line

Inserts a new line into the database using a previously copied line as a template. If the insert copied line action is initiated without first performing a copy of an existing line, the action inserts a blank line on the page. This action is only available from an open document in Draft.

- Insert New Line

Inserts a new line of the appropriate type into an open, draft version of a document.

- Last

Displays a page containing the last row of a given document section. This action is disabled if the last row is currently displayed in the grid.

- Next

Displays a page containing the next set of records for a given document section. This action is disabled if there are no more rows to display for the given document section.

- Previous

Displays a page containing the previous set of records for a given document section. This action is disabled if there are no more previous rows to display for the given document section.

- Quick Switch

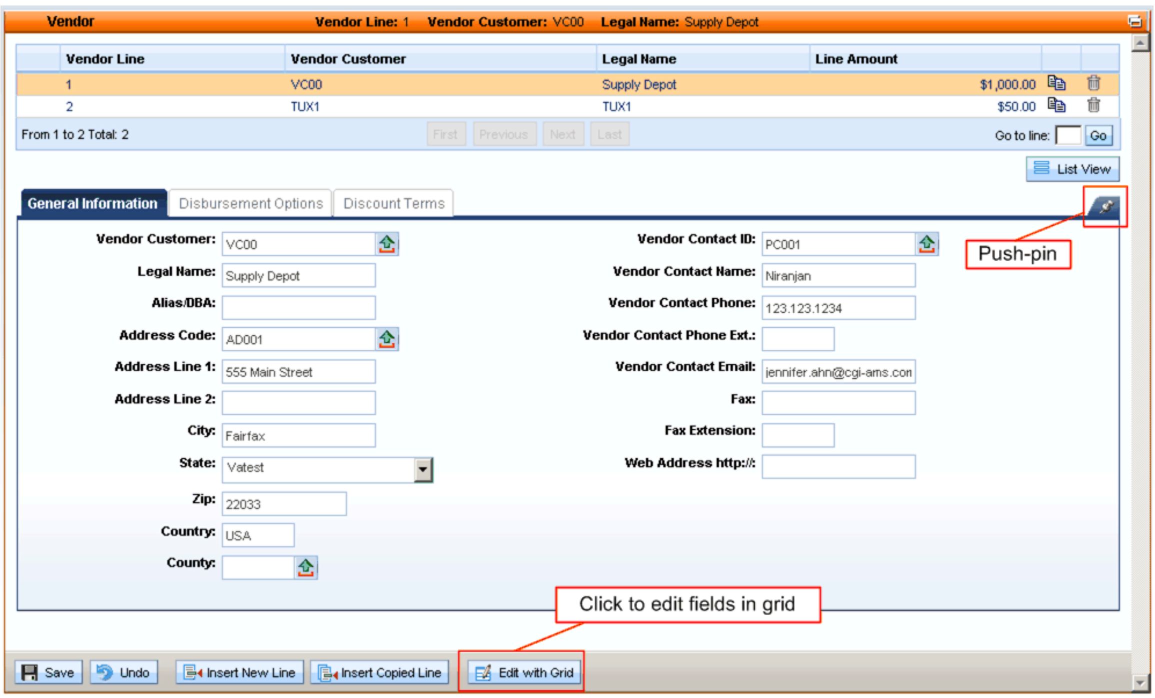
The **Quick Switch** feature appears on parent components when there is more than one line on the parent component and the child component is displayed. In this

example, there are 2 vendor lines (parent), and each vendor line has its own accounting lines (child). You can only view accounting lines for one vendor at a time. To switch between vendor records from the Accounting section, select the **Quick Switch** icon, and then select a different vendor. This displays all accounting lines for the selected vendor.

Refer to the "Scalar/Grid Toggle Features" section for information on editing records in the grid and toggling between the grid and scalar.

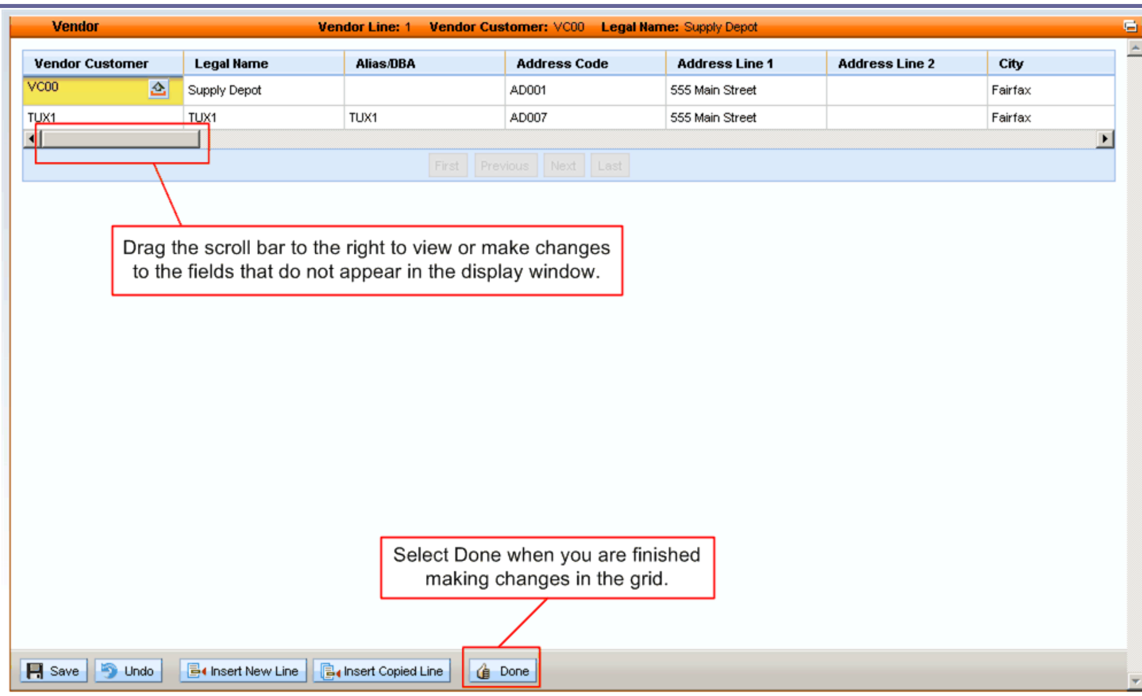
Scalar/Grid Toggle Features

Document sections that can contain more than one line display a scalar section with a grid at the top. You can edit the fields for each line in the scalar area or in the grid. The following screen shot displays what you will see when editing the selected line using the scalar section.



- Edit with Grid

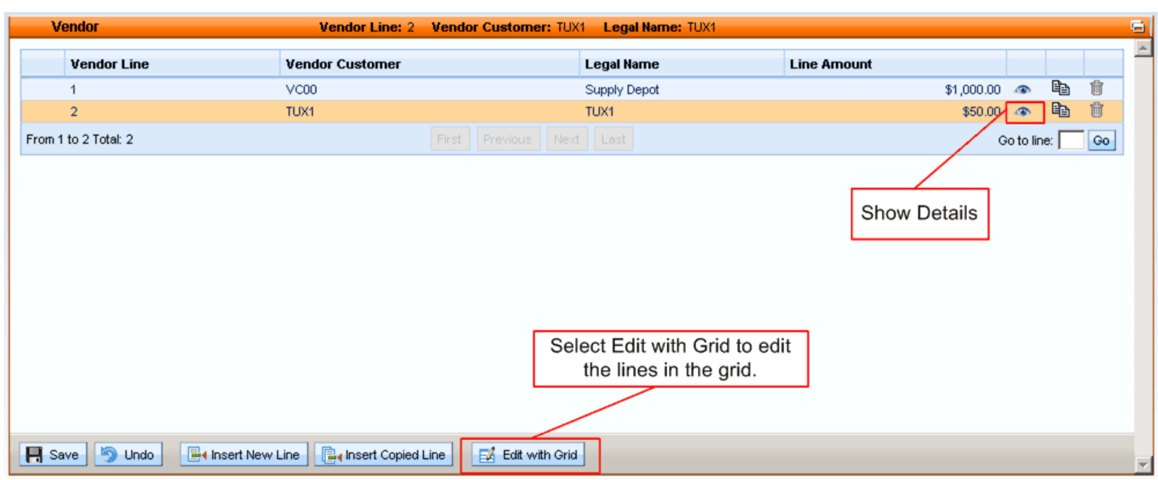
Select **Edit with Grid** to edit the fields in the grid instead of using the scalar. Your screen shot will resemble the following screen shot.



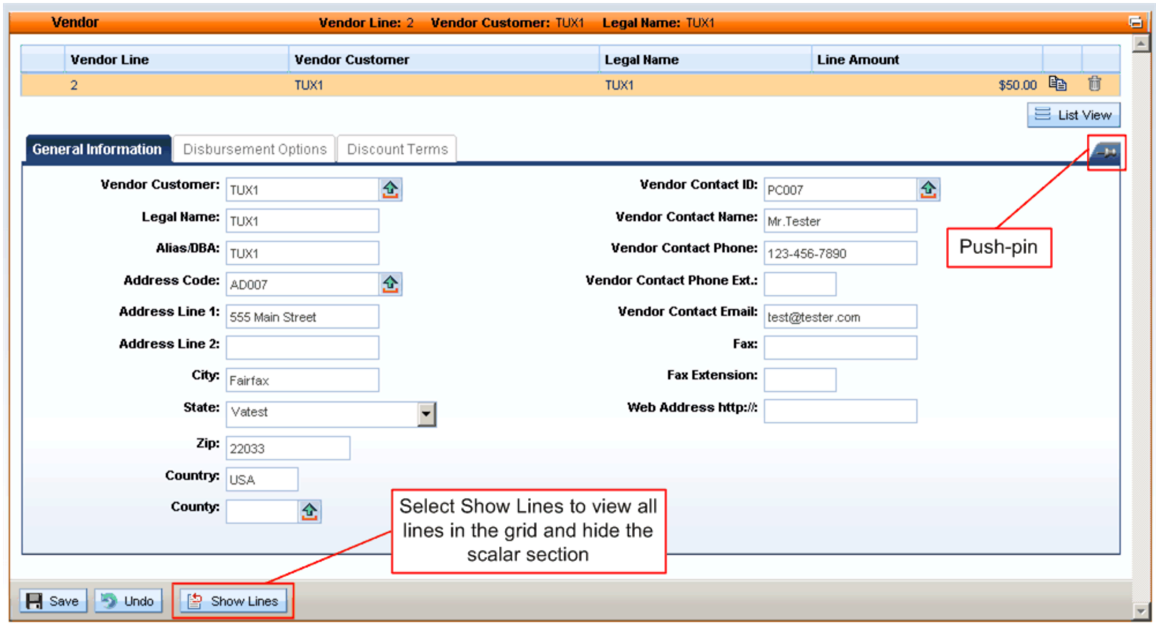
Note: The scalar section will disappear. Click the **Done** button to view the fields in the scalar again.

- Push-pin

The push-pin indicates whether the scalar is 'pinned down' (that is, whether the scalar remains when switching between lines in the grid). In the above screen shot the push-pin is angled in the upright position, which indicates that the scalar will remain when switching between lines in the grid. If you select the angled push-pin icon then your screen will resemble the following screen shot:



The above view allows you to select the row that you want to view or edit. Next, you can edit the selected line in the grid by clicking **Edit with Grid**, or you can edit the row in the scalar section by clicking the **Show Details** icon. If you click the **Show Details** icon, then only the details for the corresponding row will appear in the scalar section. For example, if you click the **Show Details** icon for Vendor Line 2, then the details for Vendor Line 2 will appear in the scalar as shown in the following screen shot.



In the above view you can make changes to the indicated line in the scalar. Then you can select **Show Lines** to view all lines for the selected section, the scalar section will be hidden since the push-pin is horizontal. Or you can select the push-pin; this will allow you view all lines in the grid and will keep the scalar section when switching between rows in the grid.

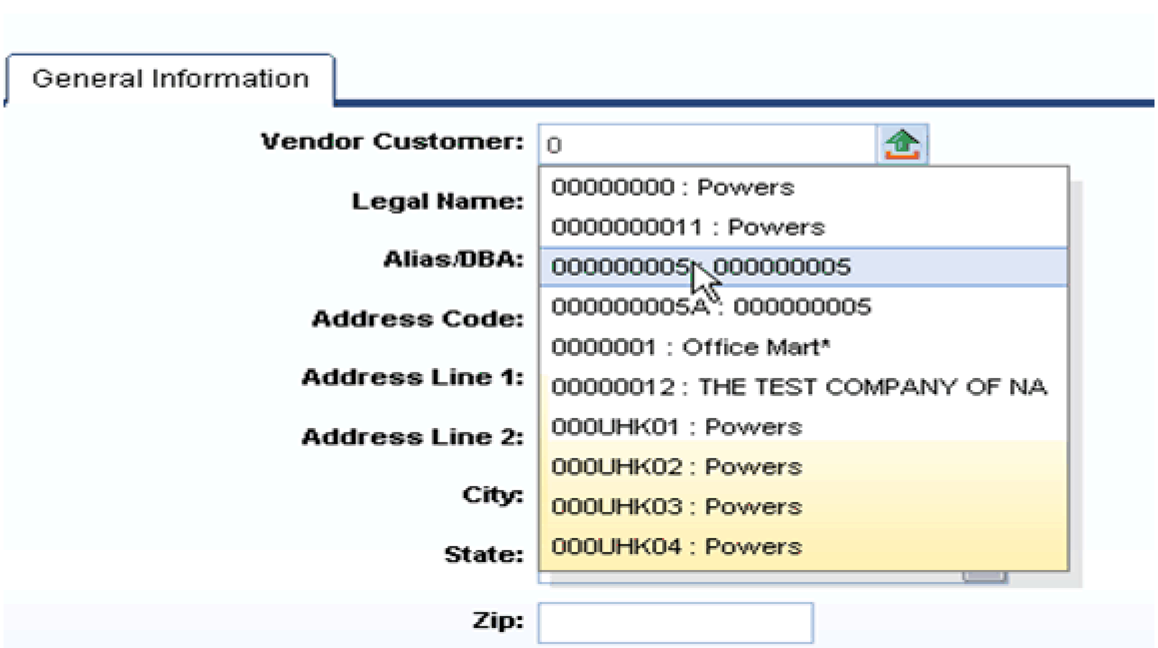
Data Entry Features

The system provides several data entry features whose purpose is to reduce the amount of time it takes to enter information into the system, and to increase the accuracy of the data. Many of the data entry features may be limited in the number of lines they can create according to rules established in the Document Component Requirements (DCREQ) table. Please refer to the "Line Number Limitations" section in the AMS Advantage Getting Started Guide for more information.

- AutoComplete
- Document Templates
- Accounting Templates and Accounting Profiles
- Copy Document
- Copy Forward
- Inferred Values
- Access Keys for Documents
- Accounting Distribution Section
- Future Document Triggering

AutoComplete

Advantage documents include a feature called AutoComplete that keeps track of information that you've recently typed in fields associated with a pick list. As you type new information, AutoComplete tries to anticipate what you are typing and offers possible matches. Using this feature can save time by avoiding navigation to the pick list page and performing a search using wild cards.



Note: Contact your System Administrator if the AutoComplete feature is not working. A system parameter controls this feature.

Document Templates

Most documents (that is, documents that can be created from the Document Catalog)in AMS Advantage can be created as templates to assist in future document creation. Document templates share the same structure and data entry fields as real documents, but no processing of the data is allowed. That is, they always remain in the template phase.

When creating a document template, you enter the data that is relevant for most of the documents that you typically create. Once you have created the template, you use it as the starting point for all documents that you create, thereby eliminating the need to enter the same information repeatedly.

For example, if you are a Purchasing user who is charged with the task of frequently ordering office supplies, then you might create a template that contains all of the vendor and accounting information normally used to purchase these items. When you need to enter a new Purchase Order (PO) document for these items, you simply copy the template into a new document. This reduces the amount of data you need to enter to only the relevant commodity and cost information that is specific to this document.

Document templates are best suited for users or groups of users who repeatedly create documents with the same information, or for those users who infrequently enter documents and need a place to save the information that they will need for future work.

Accounting Templates and Accounting Profiles

Similar to document templates, accounting templates and accounting profiles provide the ability to save frequently used data for use in subsequent document creation. Specifically, accounting profiles provides the ability to centrally store multiple accounting strings with percentage distributions tied to each. However, accounting templates and accounting profiles limit this data to fund and detail accounting information entered on the accounting line of documents.

The application of accounting templates and accounting profiles also differ from document templates. When using document templates, all data stored on the template is copied into the document as it is initially created. On the other hand, accounting templates and accounting profiles are invoked after you create the document. Additionally, any accounting elements that have already been entered on the document are not overlaid with values from the accounting template or accounting profile that is selected. The template or profile only defaults values to blank fields. Likewise, if you change a value inferred from a template or profile, the template or profile does not overlay the manually entered value.

For example, a department creates an accounting template called 'DHS fees' for use with payment request authorizations. The template specifies the fund, department, object of expenditure, and activity. When applying this template on an accounting line with a fund already specified, the accounting template only brings in the department, object of expenditure, and the activity code. The **Fund Code** on the document is not replaced with the **Fund Code** from the template.

Note: If values exist in both the Accounting Profile and Accounting Template fields, the Accounting Profile will take precedence.

Copy Document

The Copy Document feature allows you to create a new document from an existing document with the same document code. Once the source document has been copied into the new document, you have the ability to modify the information. The phase of the source document is not relevant. It can be in any of the possible phases: *Draft, Pending, Final, Historical,* or *Conflict Draft*.

Copy Forward

Copy Forward is a unique feature in AMS Advantage that enables a user to copy pertinent information from a finalized existing document into a new Document Type whose purpose is to reference or liquidate the source document.

For example, an Accounts Payable clerk needs to authorize payment for an existing Purchase Order (PO). By invoking the Copy Forward command from the Purchase Order, the system automatically generates a Payment Request (PR) liquidating the Purchase Order. All of the Purchase Order's pertinent information, from the **Vendor Code** down to the **Outstanding Balance**, is carried forward into the generated Payment Request document.

This function expedites data entry and simplifies document referencing between documents with a large number of lines.

Note that any attachments on the original document are not copied forward to the new document. If you want to use an attachment from the original document, you need to download the attachment, make any necessary changes to it, and then upload the attachment to the new document.

Inferred Values

Documents that reference other documents have the ability to automatically infer accounting information from the referenced document, thus eliminating the need to manually enter these fields or use templates. Controlled by the 'Infer Codes' option set on the Document Control (DCTRL) table, the system allows each site to define whether values should be inferred from the referenced document into the document being created.

Access Keys for Documents

The following Access Keys are available on documents in AMS Advantage for commonly used actions.

Access Key Help

Access Name	Action Key
Goto First Page	CTRL + ALT + 0
Goto Previous Page	CTRL + ALT + 1
Goto Next Page	CTRL + ALT + 2
Goto Last Page	CTRL + ALT + 3
Show All Lines	CTRL + ALT + W
Edit Grid Lines	CTRL + ALT + E
Goto First Page	CTRL + ALT + 0
Goto Previous Page	CTRL + ALT + 1
Goto Next Page	CTRL + ALT + 2
Goto Last Page	CTRL + ALT + 3
Component Save	CTRL + ALT + S
Component Undo	CTRL + ALT + Z
Insert New Line	CTRL + ALT + I
Insert Copied Line	CTRL + ALT + V
Maximize/Minimize Component	CTRL + ALT + Y
Document Edit	CTRL + ALT + E
Document Copy	CTRL + ALT + D
Document Validate	CTRL + ALT + L
Document Copy Forward	CTRL + ALT + F
Print Document	CTRL + ALT + P
Document Submit	CTRL + ALT + U
Document Close	CTRL + ALT + X
Access Key Help	CTRL + ALT + Q

Refer to the "Accessibility" section under the About this Help book in the online help for more information on the accessibility features provided with AMS Advantage.

Accounting Distribution Section

When purchasing commodities, it is often necessary to split the cost across several accounting lines to distribute the charges to the appropriate budgets. When creating documents with several commodity lines, the data entry procedure for entering the accounting lines for each of these commodities can become repetitive. The Accounting Distribution section is designed to ease this process.

As a result of this feature, you have the ability to enter a single set of accounting lines, associating each of them with a cost percentage. Once you have entered the initial set of accounting lines, the system can automatically replicate these accounting lines for each of the commodities. Based on the percentages associated with each of the accounting lines, the system also automatically calculates the correct funding.

For example, a user needs to purchase several types of office supplies, the cost of which is to be split equally between the Accounting Department and the Finance Department. The purchase order is created with the following commodity information:

- 100 reams of Paper for a total cost of $50
- 20 boxes of Pens for a total cost of $20
- 10 boxes of Staples for a total cost of $5

On the Accounting Distribution section, you create an accounting line for the Accounting Department and another accounting line for the Finance Department. The **Distribution Percentage** for each of these lines is set to 50%.

When you invoke the **Distribute Accounting** action, the system automatically generates accounting lines for each of the commodity lines, as follows:

- 100 Reams of Paper for a total cost of $50
- Accounting Department $25.00
- Finance Department $25.00
- 20 boxes of Pens for a total cost of $20
- Accounting Department $10.00
- Finance Department $10.00
- 10 boxes of Staples for a total cost of $5
- Accounting Department $2.50
- Finance Department $2.50

Recalculate Accounting Line Amounts

If you change the price or quantity on the commodity line of a document after accounting lines have been created, then you must click on the **Recalculate Accounting Line Amount** link to redistribute the new commodity line amount to the accounting line(s). This functionality can be used on new and modification draft documents.

Future Document Triggering

Future Document Triggering allows you to set up, maintain and trigger the creation of documents in the future on a user-defined frequency. In most cases, the future document is a copy of the original. However, in the special cases of Journal Vouchers and the Reclassification needs of the Accounts Receivable documents (Cash Receipt, CR, and Receivable, RE), the document created could be a related document designed to take care of special processing requirements related to the original transaction.

Using the Future Document Triggering feature, you can set up a document as a reoccurring event or as a one-time event. As a reoccurring event, they can be designated as Weekly, Monthly by Date (for example, the 15th of every month), or Monthly by Day (for example, the first Monday of every month). To enable Future Document Triggering for a Document Code, the **Recurring Transaction Allowed** flag on the Document Control Table must be checked.

The following types of document triggers are available:

- **Recurring -** Indicates that when this entry is triggered, the original document is copied to create the new document. This trigger type can be set up for any frequency, and is the only type that is valid for all of the recurring frequencies.

- **JV Reversal** - Indicates that this is a one-time future Journal Voucher (JV) document that reverses the original document. When this entry is triggered, the original document is copied but a few special changes are made before it is processed. The original debit lines are switched to credit lines, and the original credit lines are switched to debit lines. Additionally, the action on the Journal Voucher is changed to 'R' (Reversal). Finally, a memo reference to the original Journal Voucher is included. The frequency for this entry is limited to a one-time future document.

- **Reclassification** - Indicates that the document triggered is a modifying document to the original Receivable, changing the event type of the original document from unearned revenue to earned revenue. The frequency for this entry is limited to a one-time future document adding a new line identical to the one being reclassified but changing the event type. The reclassification line is also reduced to zero. The new line is only for the open amount of the reclassification line.

The Document Control (DCTRL) table can control whether or not a document code can be used for Future Document Triggering.

The Future Document Triggering (FDT) table can be accessed by clicking on the **Document Future Triggering** link on the Action Menu within a document. The table can also be accessed through Page Search. The same document can be used to create multiple reoccurring triggers. Options exist to carry forward the amount, create the document on hold, temporarily stop the trigger, and to specify how long to leave records to be researched. All documents created from a trigger are identified in the grid on the Future Document Triggering table. You can go to the created document by clicking on the document link in the **Generated ID** column of the grid.

Common Business Tasks

This section addresses step by step instruction for the common business tasks to:

- Open a Document from Document Catalog
- Create a Document
- Modify an Existing Document
- Discard a Document
- View and Correcting Document Errors
- Print a Document

Open a Document from Document Catalog

Refer to the "Document Catalog" section for additional information. Refer to the "Advantage Search Functionality" section in the *AMS Advantage Getting Started Guide* for additional information on searching.

To open a document from the Document Catalog, perform these steps:

1. Select **Search** > **Document Catalog** from the Secondary Navigation Panel. Result: The Document Catalog page appears in Search Mode.
2. Enter as many search criteria fields as necessary in the various subsections of the page. NOTE: Entering multiple search options yields a more restrictive search. For example, if you enter values in Code and Department, documents are returned that meet both criteria.
3. Select **Browse**. Result: The search results appear in the lower section of the page. If the search results listing is too long to be displayed in its entirety, use the navigational links below the search results (that is, First, Previous, Next, and Last) to navigate through the listing.

To perform a new search:

4. Select **Clear** and repeat the above steps. If you do not select **Clear** and enter new or additional search criteria, Advantage Financial will perform a nested search.

To perform a nested search:

5. Enter new or additional search criteria and select **Browse**.

To open a document:

6. To open a document in the search results area, select the document's row in the grid and select **Open**, or click the document's ID. Result: The page for the selected document appears. The document opens in Read-only mode. If authorized, you can edit the document by selecting the **Edit** button. Select the **Close** button to return to the Document Catalog.

Create a Document

Documents can be created in AMS Advantage in many different ways. This section provides instructions on how to create documents using the following methods:

- Create a Document from Document Catalog - In Create mode, you can use the Document Catalog to create a new document.
- Create a Document Template - Most documents (that is, documents that can be created from the Document Catalog) in AMS Advantage can be created as templates to assist in future document creation. Document templates share the same structure and data entry fields as real documents, but no processing of the data is allowed. That is, they always remain in the template phase.
- Copy an Existing Document - If you need to create a document that contains data similar to an existing document of the same type, you can save time in creating the new document by copying the existing document and then making changes to the copied version.
- Copy Forward from a Document - Allows you to copy pertinent information from an existing document into a new Document Type whose purpose is to reference or liquidate the source document.
- Establish Future Document Triggering - allows you to set up, maintain and trigger the creation of documents in the future on a user-defined frequency.

Related Topic(s):

- Document Catalog
- Document Templates
- Copy Document
- Copy Forward
- Future Document Triggering

Create a Document from Document Catalog

Refer to the "Document Catalog" section for additional information.

To create a document from the Document Catalog, perform these steps:

1. Select **Search** > **Document Catalog** from the Secondary Navigation Panel. Result: The Document Catalog page appears in Search Mode.
2. Select **Create** to switch to the Create Mode.
3. Enter the required information in the Document Identifier section, Code, Dept, and ID. NOTE: ID is required only if **Auto Numbering** (under Other Options) is not checked.
4. Enter any remaining fields; for example, the **Unit** for the document. If you are using automatic document numbering, select the **Auto Numbering** check box to have Advantage automatically generate the Document ID for this document. If you select the **Auto Numbering** check box, do not fill in the **ID** field; otherwise, the **ID** field is required. NOTE: Do not check the **Create Template** check box since that creates a document template and not a document that can be processed.
5. Select **Create**. Result: A new document page appears in Edit mode. NOTE: Because Advantage opens the document in Edit mode, you can start entering information immediately. If you have to exit the document before you submit it and then reopen the document, you will need to switch to Edit mode by selecting the **Edit** button before you can resume entering information.
6. Enter information into the document fields.
7. Save your work by selecting the **Save** button.
8. Validate the document by selecting the **Validate** button.
9. Submit the document for approval by selecting the **Submit** button. Result: A document will be only be submitted successfully if it has been validated successfully and there are no document errors. Different results can happen, depending on the document's status when you submitted it and on whether the document requires approval or not.
10. Select the **Close** button to return to the Document Catalog.

Create a Document Template

Refer to the "Document Catalog" section for additional information on the Document Catalog. Refer to the "Document Layout" section for additional information on documents. Refer to the "Document Templates" section for additional information.

To create a document template from the Document Catalog, perform these steps:

1. Select **Search** > **Document Catalog** from the Secondary Navigation Panel. Result: The Document Catalog page appears in Search Mode.

2. Select **Create** to switch to the Create Mode.

3. Enter the required information in the Document Identifier section, Code, Dept, and ID. NOTE: ID is required only if **Auto Numbering** (under Other Options) is not checked.

4. Enter any remaining fields; for example, the **Unit** for the document. If you are using automatic document numbering, select the **Auto Numbering** check box to have AMS Advantage automatically generate the Document ID for this document. If you select the **Auto Numbering** check box, do not fill in the **ID** field; otherwise, the **ID** field is required.

5. Select the **Create Template** check box.

6. Select **Create**. Result: A new document page appears in Edit mode. NOTE: Because Advantage opens the document in Edit mode, you can start entering information immediately. If you have to exit the document before you submit it and then reopen the document, you will need to switch to Edit mode by selecting the **Edit** button before you can resume entering information.

7. Enter information into the document fields.

8. Save your work by selecting the **Save** button. You will not be able to validate or submit Document Templates.

9. Select the **Close** button to return to the Document Catalog.

Copy an Existing Document

Refer to the "Document Catalog" section for additional information on the Document Catalog. Refer to the "Document Layout" section for additional information on documents. Refer to the "Copy Document" section for additional information on the Copy Document action.

To create a document by using the **Copy** action on the Document Catalog, perform these steps:

1. From the Document Catalog, search for the document or document template that you want to copy to create your new document. Refer to the "Open a Document from Document Catalog" section for more information on searching for documents on the Document Catalog..

2. Select the check box for the document that you want to copy.

3. Click **Action Menu** > **Editing Actions** > **Copy**. Result: The Copy Document page appears.

4. Enter values in the fields in the Target Document section of the page. The Target Document must be a document of the same code as the document being copied. **Document Department Code** and **Document ID** (except when Auto Numbering is checked) are required fields for the Target Document section.

5. Select **Copy Document**. Result: AMS Advantage opens a new Draft document that is the same Document Code as the original document and that has the Document Title

information you entered in step 4.

6. Make your changes to the document.
7. Save your work by selecting the **Save** button.
8. Validate the document by selecting the **Validate** button.
9. Submit the document for approval by selecting the **Submit** button. Result: A document will be only be submitted successfully if it has been validated successfully and there are no document errors. Different results can happen, depending on the document's status when you submitted it and on whether the document requires approval or not.
10. Select the **Close** button to return to the Document Catalog.

Copy Forward from a Document

Refer to the "Document Catalog" section for additional information on the Document Catalog. Refer to the "Document Layout" section for additional information on documents. Refer to the "Copy Forward" section for additional information on the Copy Forward action.

To create a document by using the **Copy Forward** action on a Final document, perform these steps:

1. From the Document Catalog, search for and open the document that you want to reference or liquidate. Refer to the "Open a Document from Document Catalog" section for more information on searching for and opening documents on the Document Catalog..
2. Click **Copy Forward**. (This button only appears on *Final* document versions and for specific document codes.) Result: The Copy Forward page appears. Information from the referenced document appears in the From Document section.
3. Enter values in the fields in the To Document section of the page. The To Document section requires you to enter the **Doc. Department Code** and **Document Id**. **Document Id** is only required if **Auto Numbering** is not checked. Note that below this section is a grid that lists the documents to which you can copy forward. For example, you can copy forward from a Purchase Order (PO) to a Payment Request (PRC). This will copy document specific information from the PO to the PRC. Select the line of the target document in the grid. A checkmark will appear next to your selection and the row will be highlighted.
4. Select **OK**. Result: Advantage opens a new Draft document that contains the valid data from the original document.
5. Make your changes to the document.
6. Save your work by selecting the **Save** button.
7. Validate the document by selecting the **Validate** button.
8. Submit the document for approval by selecting the **Submit** button. Result: A

document will be only be submitted successfully if it has been validated successfully and there are no document errors. Different results can happen, depending on the document's status when you submitted it and on whether the document requires approval or not.

9. Select the **Close** button to return to the Document Catalog.

You can also perform a partial copy forward. Before selecting the **Copy Forward** button on the document, hold the <**CTRL**> key and select all lines in the grid that you want to copy forward to the new document. Then click on the **Copy Forward** button. Uncheck the **Select Entire Document** flag. Continue with Steps 3 through 9 above.

Establish Future Document Triggering

Refer to the "Document Catalog" section for additional information on the Document Catalog. Refer to the "Document Layout" section for additional information on documents. Refer to the "Future Document Triggering" section for additional information.

The Future Document Triggering function allows you to set up, maintain and trigger the creation of documents in the future on a user-defined frequency.

You can access the Future Document Triggering function from inside a document or from the Page Search page:

1. Search for and open the document using the Document Catalog. Select **Future Triggering** from the Action Menu. Result: The Future Document Triggering (FDT) page appears. If the document has a trigger already defined, that record appears on the Future Document Triggering page along with all documents created from that trigger. If the document does not have a trigger already defined, the Future Document Triggering page is empty

OR

1. Using the Page Search function, search for the Future Document Triggering (FDT) page. Result: The Future Document Triggering page appears, listing all data in the Future Document Triggering table. If needed, you can search for a specific document.
2. Select **Insert**. From a document, this action will populate the **Code**, **Dept**, and **ID** fields. From Page Search, you must enter values in these fields.
3. Fill in the fields to set up a future document trigger. See the "Future Document Triggering" section for additional information about the FDT page and the options available for this function.
4. Select **Save**. (If you need to add more than one definition of a future document trigger, repeat steps 2-4.)
5. Select **Back** to return to your document or to return to the Page Search page.

Modify an Existing Document

Refer to the "Document Catalog" section for additional information on the Document Catalog. Refer to the "Document Layout" section for additional information on documents.

To modify a document, perform these steps:

1. Search for and open the document using the Document Catalog. Refer to the "Open a Document from Document Catalog" section for more information.
2. Select the **Edit** button. Result: If the Document's **Phase** was *Draft*, then that version of the document opens in Edit mode. If the Document's **Phase** was *Final* and changes are allowed, then a new *Modification Draft* version of the document is created and opens in Edit mode.
3. Make your changes to the document.
4. Save your work by selecting the **Save** button.
5. Validate the document by selecting the **Validate** button.
6. Submit the document for approval by selecting the **Submit** button. Result: A document will be only be submitted successfully if it has been validated successfully and there are no document errors. Different results can happen, depending on the document's status when you submitted it and on whether the document requires approval or not.
7. Select the **Close** button to return to the Document Catalog.

Discard a Document

Refer to the "Document Catalog" section for additional information on the Document Catalog. Refer to the "Document Layout" section for additional information on documents.

To discard a document, perform these steps:

1. Search for and open the most recent version of a document using the Document Catalog. Refer to the "Open a Document from Document Catalog" section for more information.
2. Select the **Discard** button.
3. Select the **Submit** button.

   NOTE: When you cancel a document that has a version of Final, AMS Advantage creates a cancellation version to provide a trail for that document. You must submit the Cancellation document to Final. This will change the original document to Historical (Final). When you cancel a document that has a version of Draft, AMS Advantage removes the document from the Document Catalog table (that is, it does not create a cancellation version because that document had not been submitted).

4. Select the **Close** button to return to the Document Catalog.

Viewing and Correcting Document Errors

Refer to the "Document Errors" section for additional information.

To view and correct errors on a document, perform these steps:

1. Select the **View All** link that appears in the error message window at the top of the document to view details about the error message(s).
2. If more than one error message appears in the list, select the **Folder** icon under the **Description** column to view a detailed description of the error.
3. Select the **Folder** icon again to collapse the detailed description.
4. To move to the section of the document that is causing the error, click on the hyperlink for the error that appears in the **Line Number** column.
5. Make the necessary updates to your document for all error messages.
6. Select the Save button.
7. Select the Validate button.
8. If errors still exist, repeat steps 1 through 7. Otherwise, continue with Step 9.
9. Select the **Submit** button.
10. Select the **Close** button to return to the Document Catalog.

Print a Document

AMS Advantage has advanced and sophisticated forms printing capabilities. It has the ability to print checks, invoices, purchase orders and much more. You will select various print options before sending the actual print document request. These options include the print job and resource to use, how many copies to print and whether to print on both sides. Your site will determine the print resources and the print jobs available. If your site has set up the printing definitions, you can use the print functions described below.

Refer to the "Document Catalog" section for additional information on the Document Catalog. Refer to the "Document Layout" section for additional information on documents. Refer to the "Printing a Document" section for additional information on printing documents.

To print an open document, perform these steps:

1. **Select** the Print button.
2. **Select** your print settings.
3. **Select Print**. Result: You are returned to the document page.

To print a document from the Document Catalog, perform these steps:

1. From the Document Catalog, search for the document that you want to print. Refer to the "Open a Document from Document Catalog" section for more information on searching for documents on the Document Catalog..
2. Select the check box for the document that you want to print.
3. Click **Action Menu** > **Miscellaneous Actions** > **Print**. Result: The Print page appears.
4. Select your print settings.
5. Select **Print.** Result: You are returned to the document page.

Using Attachments

AMS Advantage allows you to upload and attach files created in other applications (for example, Excel spreadsheets and Word documents), to Advantage documents. These files are known as attachments. These attachments are associated with documents they were 'attached to' and are then treated as an extension of the document. If the document were to be archived, the attachments would be archived as well. Since attachments are treated like an extension of a document, AMS Advantage security applies to these attachments. Thus you will be able to access attachments for only documents which you are authorized to work with.

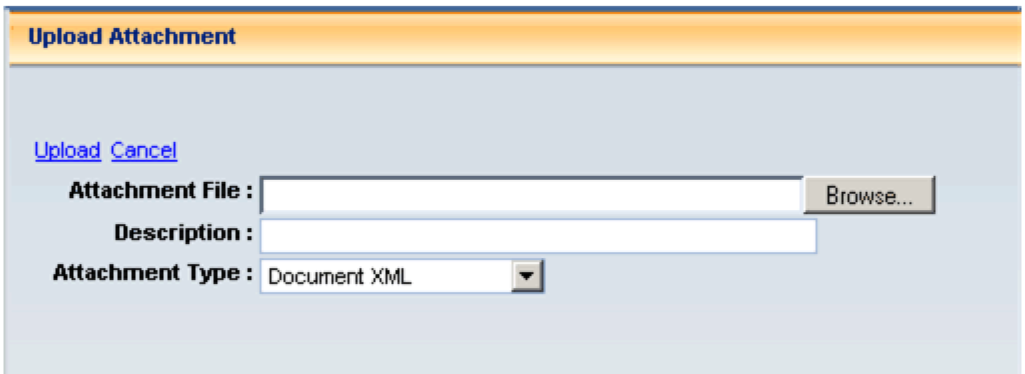
You may add, delete, and restore attachments to a document, as long as a document is in Draft phase. The attachment information may be viewed at any time from the Attachments page, Document Attachments page or the Document Attachments for (Component) page. Once an attachment has been added to a document, AMS Advantage keeps track of the attachment information, in the Attachments Log. The sections below describe further the Attachments functionality.

- Adding an Attachment to a Document
- Viewing a Document’s Attachments
- Deleting a Document’s Attachments
- Restoring a Document’s Attachments
- Viewing a Document’s Attachment History
- Filtered Attachments Listings

Adding an Attachment to a Document

Attachments may be added to documents only in *Draft* phase. Since attachments are considered extensions of a document, and document information can only be modified in Draft phase so attachments can also be added only in the *Draft* phase.

1. Search for and open the document using the Document Catalog.
2. Select the **Edit** button. Result: The document is in edit mode.
3. Navigate to the section of the document where you want to attach a file.
4. Select **File Menu : Attachments**. Result: The Attachments page displays.
5. Select **Upload** to upload a file from your computer or network. Result: The Upload Attachment page appears.



6. Enter the information about the file you want to attach to the document.

- **Attachment File** – Browse for the file that you wish to attach. (Hint: Use the **Browse** button to navigate through your files on your computer or network.)
- **Description** – Enter a description for the file.
- **Attachment Type** – AMS Advantage allows uploading and downloading of two attachment types – Standard and Proprietary. Select the desired type.

7. Select **Upload**. Result: The file you selected to be attached appears in the listing on the Attachment page. A count of the number of attachments for a section and a Paper Clip icon appears next to the section name on the Secondary Navigation Panel. The count reflects the number of attachments that are in a Primary State of 'Active' and 'New', attachments that are "Pending Deletion" are not included in the count. Refer to the 'Document Attachments Link' section for more information.

Viewing a Document's Attachments

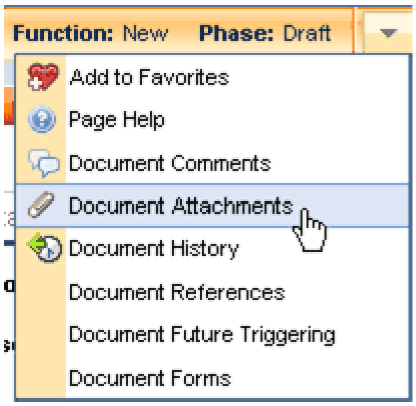
You can easily determine if a document contains attachments in the following ways:

- Open the Document Attachments page by clicking the Document Attachments link on the Action Menu within a document.
- Attachment Count
- Paper Clip icon in the document component line grid that contains an attachment. (Note: Not available on Budget and Vendor Customer Creation documents).

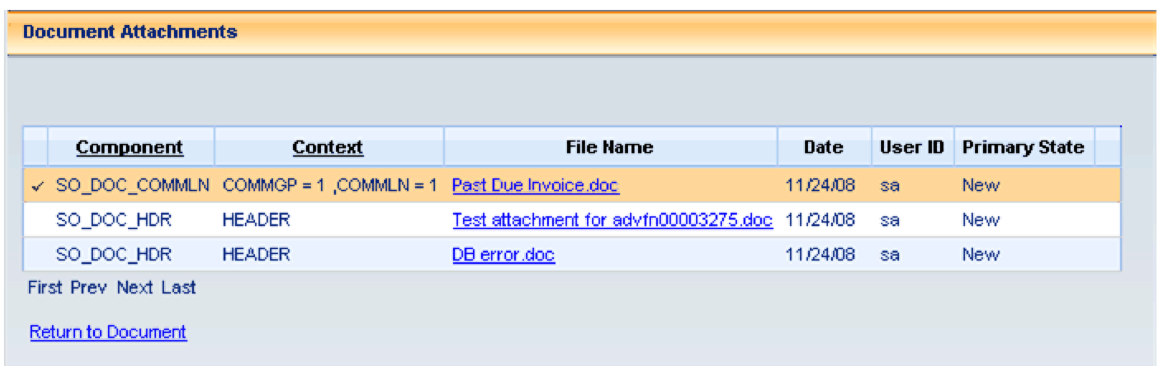
- Access the Attachments page for a specific section by choosing **File** > **Attachments**.

Document Attachments Link

You can click on the **Document Attachments** link on the Action Menu within a document to view all attachments for the document.



The Document Attachments link takes you to the Document Attachments page, which contains a grid that lists all attachments for the document.



The attachments are listed in the grid in alphabetical and alphanumeric order by **Component** (for example, Accounting, Commodity, Header) and Context respectively. You can sort the grid by either the Component column or the Context column. The **Context** is the Component Name along with the line number that contains the attachment.

The **File Name** column provides a hyperlink for each attachment. If you click on the File Name link a file download pop-up window appears with options such as, Open, Save, Cancel, and More Info. The options may vary by browser.

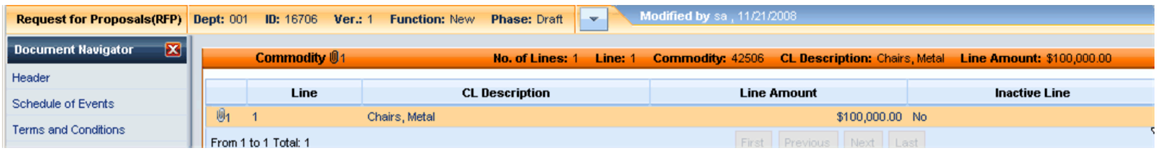
The **Date** column provides the date that file was attached to the document. The **User Id** column provides the User Id of the user that attached the file to the document.

The **Primary State** column provides the state of the attachment. An attachment can be Active, New or Pending Deletion.

You can click on the **Return to Document** link below the grid on the Document Attachments page to return to the section of the document that you were viewing before you clicked on the Document Attachments link.

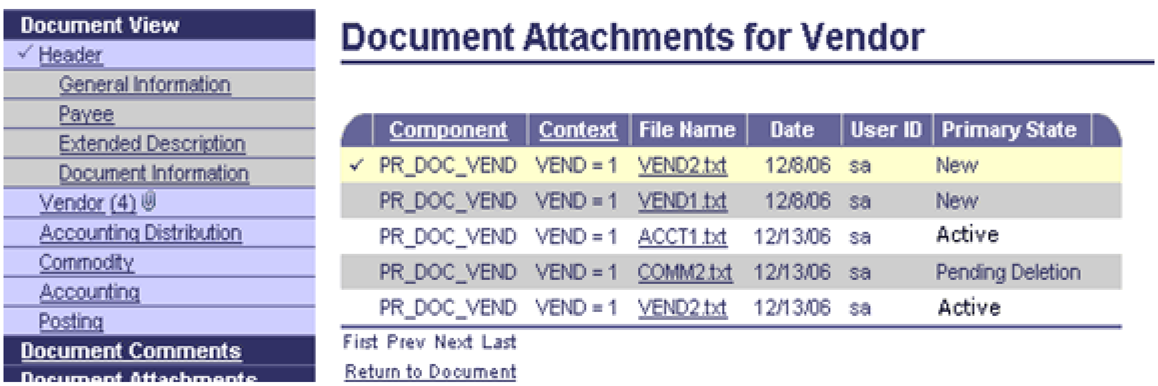
Attachment Count

On the Accordion Band on a document if the section contains attachments that are New or Active, a paper clip and attachment count appears next to the section name. For example, if the Commodity section of the Request for Proposals document contains a total of 1 attachment, then your screen would resemble the following:



The Attachment Count feature can be turned off for all documents within the application by setting the Bypass Document Attachment Counts (BYPASS_DOC_ATT_CNTS) parameter on the Application Parameters (APPCTRL) table to *true*. If the Bypass Document Attachment Counts (BYPASS_DOC_ATT_CNTS) parameter is set to *false*, then the Attachment Count feature can be turned off for individual documents by specifying the document codes in a comma separated list in the Bypass Document Attachment Counts List (BYPASS_DOC_ATT_CNTS_LST) parameter on the APPCTRL table.

Because the count includes only attachments that are in a primary state of 'New' or 'Active' it is possible that the count displayed will be less than the number of attachments displayed on the Attachments page. Attachments that are 'Pending Deletion' are not included in the count but are still displayed on the Attachments page. In the example below the count next to the Vendor Component on the Left Hand Navigator is 4, but the Attachments Page for Vendor lists 5 attachments. One of which is 'Pending Deletion'. *Pending Deletion* will only display if an approval process has been set up.



It is important to note that the attachment counts for the Budget and Control components of the Budget documents will behave differently. These components share common tables and will reflect the total attachment count for all Budget or Control components at each Budget or Control level. This means that if any attachment is associated with a Budget or Control component the count for all Budget and Control components will reflect that attachment.

You can click on the paper clip icon to navigate to the 'Document Attachments for (Component)' page. This page displays all attachments, including those pending deletion, for the specified component in a grid format. The attachments are sorted alphabetically and alphanumerically by Component & Component line number (Context). The **File Name** column provides a hyperlink for each attachment. If you click on the **File Name** link a file download pop-up window appears with options such as, Open, Save, Cancel, and More Info. The options may vary by browser.

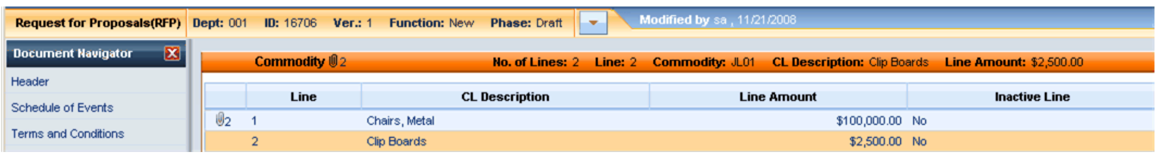
The **Date** column provides the date that file was attached to the document. The **User Id** column provides the User Id of the user that attached the file to the document.

The **Primary State** column provides the state of the attachment. An attachment can be Active, New or Pending Deletion.

You can click on the **Return to Document** link below the grid on the Document Attachments page to return to the section of the document that you were viewing before you clicked on the attachment count link.

Paper Clip Icon on Component Line

Each section of a document that can contain more than one component line contains a grid that allows a user to navigate between the lines of the component. For example, a document can contain more than one Commodity and Accounting line. If a component line contains an attachment, then a Paper Clip icon appears in the grid for that component line. For example, if the Commodity section of the Request for Proposal document contains a total of 2 lines one of which contains attachments, then your screen would resemble the following:

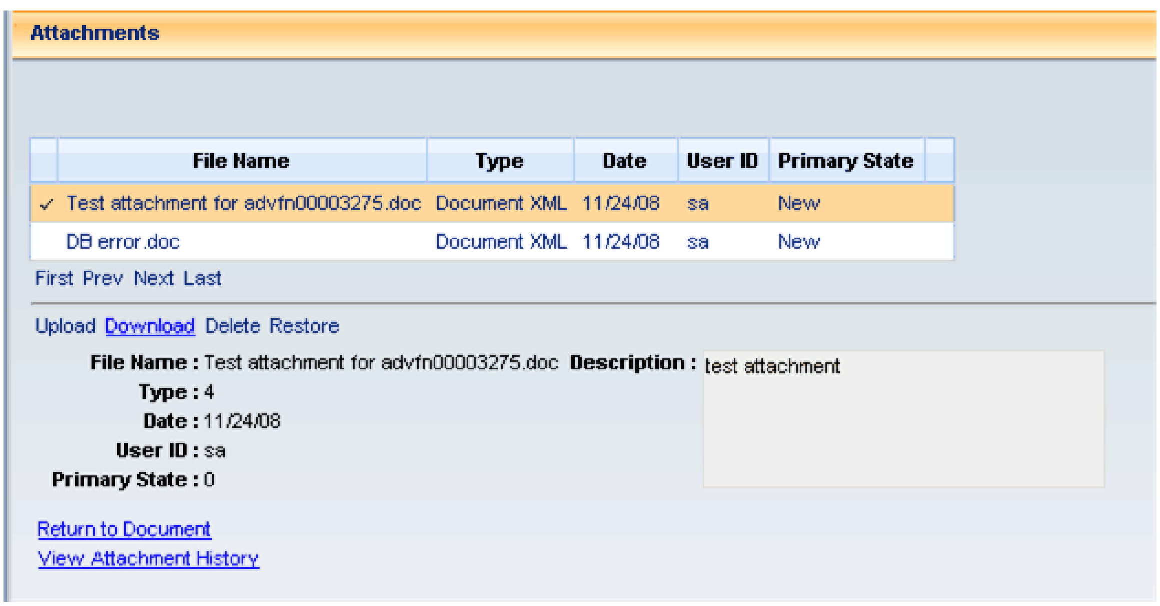


You can click on the Paper Clip icon to open the Attachments page. The Attachments page will only display the attachments associated with the selected component line. Refer to the "Attachments Page" section for information on the Attachments page.

Attachments Page

To view all attachments for a specific section of a document follow these steps:

1. Search for and open a document that has an attachment using the Document Catalog.
2. Navigate to the section of the document where you want to download/view a file.
3. Select **File > Attachments**. Result: The Attachments page displays.



4. Select the attachment you want to view.
5. Select **Download**. Result: Your browser's File Download window appears.

6. If you are using Microsoft Internet Explorer, you may need to select **Open this file from its current location** and then **OK** once before the options on the File download window will function correctly. Result: the File Download window displays again.

7. Select the option you want -- either **Open this file from its current location** or **Save this file to disk**.

8. Select **OK**. Either the attachment will open in its native software tool or you will be prompted to indicate the file location for the attachment.

You can return to the previous location in the document by clicking on the **Return to Document** link. For more information on the Attachments page, refer to the following sections:

- Deleting a Document's Attachments
- Restoring a Document's Attachments
- Viewing a Document's Attachment History

Deleting a Document's Attachment

Attachments may only be deleted from a document that is in *Draft* phase AND that is in *Edit* mode. If a document is in *Final* status, you must modify the transaction to delete the attachment. If the document cannot be modified, because it is closed or is a type that cannot be modified, then there is no way to delete the attachment.

1. Search for and open the document using the Document Catalog.
2. Click on the **Edit** button to switch to the Edit mode.
3. Navigate to the section of the document where you want to delete the attachment.
4. Select **File > Attachments**. Result: The Attachments page displays.
5. Select the attachment you want to delete.
6. Select **Delete**. Result: If the attachment was added to the same version of the document, then it is automatically removed. However, if the attachment was added to a previous version of the document, then the status is changed from active to pending delete.

Restoring a Document's Attachment

Attachments may only be restored for a document that is in Draft phase.

1. Search for and open the document using the Document Catalog.
2. Navigate to the section of the document where you want to restore the attachment.
3. Select **File** > **Attachments**. Result: The Attachments page displays.
4. Select **Restore**. Result: The attachment status will be changed from pending delete to active.

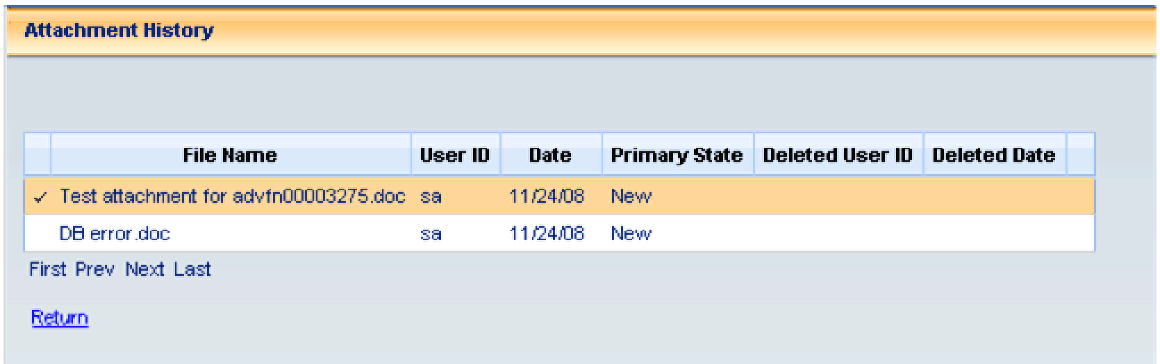
NOTE: The **Restore** link is active only for Draft documents in edit mode.

Viewing a Document's Attachment History

1. Search for and open the document using the Document Catalog.
2. Navigate to the section of the document where you want to view the attachment history.

3. Select **File** > **Attachments**. Result: The Attachments page displays.

4. Select **Attachments History**. Result: The Attachments History page displays showing a complete list of attachments ever associated with that document section. This list is an unfiltered view of the attachments listing showing the attachment file name, the added user id, date, primary state, deleted user id and deleted date (if any).



Attachment History

	File Name	User ID	Date	Primary State	Deleted User ID	Deleted Date
✓	Test attachment for advfn00003275.doc	sa	11/24/08	New		
	DB error.doc	sa	11/24/08	New		

First Prev Next Last

Return

NOTE: The Attachments History page is an informational page. You will not be able to upload, download, or delete attachments.

Filtered Attachments Listings

Attachments are considered extensions of a document. Attachments for a document will not be permanently deleted until the document has been successfully processed. Since document object attachments changes will only be applied when a document processes to final (for example, a deleted attachment will be marked as pending delete until the document moves to final), attachments would be filtered for display. The attachments would be filtered as follows:

- Draft and pending documents will show active, new and pending delete attachments.
- Final documents will show active attachments.

Document Errors

When you select **Save**, **Validate**, or **Submit**, AMS Advantage performs a series of edit checks on your document. If it encounters any errors, it displays a brief error message at the top of the page. If AMS Advantage finds more than one error, the first error message is displayed along with the total number of errors. For example, a “1 of 3” indicates that there are a total of three error messages and the first one is displayed. Select **View All** to view all of the error messages.

Error messages with the following severity levels and meanings can be raised during document processing:

- **Informational -** Informational messages, as the name suggests, are for informational purposes only and do not affect the determination of whether a document will be accepted to the next phase. All informational messages that occur during document processing are accumulated so the user can see all of the informational messages for that document version at one time.
- **Warning -** When warning messages are encountered, they are compared with the warning message from a previous validate or submit action. If there are any new warnings since the last time, the user is given the chance to review these warnings before the document is accepted to the next phase. The next time the document is submitted, the document is accepted to the next phase if there are no new warnings. All

warning messages that occur during document processing are accumulated so the user can see all of the warning messages for that document version at one time.

- **Error** – When error messages are encountered, the document is rejected and any updates or changes made outside of the document are not committed to the database. All error messages that occur during document processing are accumulated so the user can see all of the error messages for that document version at one time. In addition, the phase of the document remains at the Draft phase until the user fixes the document and validates or submits the document again.

- **Severe** - When severe messages are encountered during the processing of a document, the processing is terminated immediately at that point and control is returned back to the user. All updates or changes made to the document and made outside of the document are not committed to the database. Only the messages that occurred before the severe message and the severe message itself are displayed to the user for review.

Override Error Messages

A special type of error message called an Override Error can be raised during document processing (validate or submit). This type of error message has a severity level of Error and an associated override level. Override error messages allow the user to downgrade the message from an error to a warning by applying the Override action to the document version. The user's override level, which is set up in security, needs to be greater than or equal to the override level that is set for the error message in order for the message to be overridden.

The indicator Override Pend Phase Ind is available on the Document Controls page that is used to determine if a document version being submitted from the Draft phase to the Pending phase is allowed to be submitted when override error messages are present. The indicator can have the following values:

- *Allowed only after reaching* – If this indicator is specified, then the override action can be applied only after the document reaches the Pending phase if there are override error messages

- *Required before reaching* – If this indicator is specified, then the override action must be applied before the document reaches the Pending phase if there are override error messages

- *Allowed before or after reaching* – If this indicator is specified, then the override action can be applied before or after the document reaches the Pending phase if there are override error messages

For every document code that can go into the Pending phase, an approval level must be set up that checks whether the document must be routed through workflow for approval.

Related Topic(s):

- Viewing and Correcting Document Errors

Document Approvals

Document approval processing is a system of routing documents through Advantage Workflow to one or more users for review/approval prior to finalizing the document. (Workflow provides the technical means of electronically routing document data to the next resource.) While it is not necessary to require approvals for documents, approval processing provides a powerful, automated means of authorizing document data prior to finalization. In this respect, approval processing is typically implemented for critical, or highly visible, documents.

A document can have up to 15 required approvals. For each approval level, you can define rules for requiring that approval level, a routing destination, a routing sequence, and whether an email notification should be sent at initial routing time.

The Document Control (DCTRL) table establishes whether approval processing is required for a particular document code. To turn approval processing "on", you must set two fields on the Document Control table accordingly:

- Change the **Submit Phase** field to '*Pending'*. This requires all documents of the same document type and code to pass through a Pending phase prior to being finalized.
- Change the **Workflow Process Indicator** to '*Internal', 'External',* or '*Both Internal and External'.* This indicator identifies the type of Workflow engine that is invoked. '*Internal'* points to the AMS Advantage version of workflow, whereas the '*External'* points to a third party vendor's version of workflow.

The Document Control (DCTRL) table determines whether documents are to be automatically submitted from pending to final after the last approval is applied. To let the document stay in pending till processed by the System Maintenance Utility check the Workflow Asynchronous Processing flag. This would disable the auto-submit feature. Once a document has completed approval processing, it will remain in Pending phase but is marked as having completed the approvals process. The default value of this flag is unchecked, which allows a document to be automatically processed to Final once the approval processing has been completed.

After the Document Control (DCTRL) table has been set up to require approvals for a specific document code, several additional workflow administration tables must be set up before documents are routed through internal Advantage workflow. The tables include:

- The Manage Approval Roles (IWF01) table is where you establish and maintain workflow roles such as "Budget Approver".
- The Add Roles to Approvers (IWF11) table is where you assign specific approval roles (e.g., A/P Clerk, Buyer, and System Administrator) specified on the Manage Approval Roles table.
- The Manage Approval Fields (IWF06) table is where you define all specific document fields that might be used in a workflow condition.
- The Manage Approval Conditions (IWF07) table establishes workflow conditions, or the various rules that might be used to determine if a particular document requires a certain level of approval. An example of a workflow condition is: the document total of the Payment Request document is greater than $2000.00. When a PRC document is processed in the system that meets this criterion, approval processing is triggered.
- The Approval Rules (IWF08) table is the driving force behind Advantage workflow. On this table, the workflow administrator can set under which conditions each document code for a specific organization (for example, either entity-wide, or for a specific department) is routed for approval. Up to fifteen levels of approvals can be specified and a different assignee or assignee role can be specified for each level. For each level of approval, the administrator specifies whether there are restrictions against approving and taking task on a document that a user has created and/or submitted. These restrictions are applicable for all users, including managers and administrators. The administrator also sets whether or not the assignees receive an email notification of documents pending their approval on this table. For example, you could establish a rule that states: whenever a purchase order document is processed for Department 'DHS', Sally will be notified and has to approve the document before it is finalized.

- The Approval Hierarchy (APRVHIER) page stores the desired hierarchical precedence of organization codes that the approval engine uses in between the first lookup with all the supplied organization codes to the last lookup of all wildcard values. For example, instead of using the default document hierarchy, an administrator can set the approval hierarchy to be by Section level first and then by Government Branch level if they desire. While there can be as few or as many levels as necessary, it is possible that performance can degrade if many lookups are required. The hierarchical precedence is not specific to any particular document code.

You can view the documents that have been routed both to you and to your approval roles from the worklist page. You access the worklist page by way of the **Message Center** section of the secondary navigation panel in AMS Advantage. From the worklist, you have the capability to assign yourself an approval task and perform actions such as *Approve*, *Unapprove*, *Reject*, and *Bypass Approvals*. Additionally, if you are a manager of an approval role, the worklist of the role gives you access to the Manager Worklist page. The Manager Worklist facilitates the administration of workflow roles. As a role manager you can administer work items assigned to the role, regardless of whether or not the task has been taken by a user. You can also reassign items directly assigned to a user to be acted on if that user is not able to work on the work item.

Refer to the *AMS Advantage System Administration Guide* for details on setting up approvals for documents.

Track Work in Progress

The Track Work in Progress (TWIP) page is an informational page. It enables you to view the approvals process for a pending document. It lists each approval routing in sequence. All currently active routings are displayed as highlighted.

- **Page Title -** Indicates the document being tracked
- **Date Submitted -** Indicates when the document was submitted.
- **Submitter -** Indicates who submitted the document.
- **Approval Rule ID** – Indicates the associated Approval Rule
- **Seq No -** Indicates the routing sequence of the approvals. Multiple routings with identical sequence numbers indicate parallel routings.
- **Approval Level** - The approval level of the action.
- **Assignment Date** – The date the selected approval was assigned.
- **Assignee Name** – The User ID of the originally assigned user or the Approval Role.
- **Approval Status** – Indicates the status of the selected approval.
- **Approval User Name** – The name of the person that applied an approval for the selected approval level.

Access TWIP

To access the TWIP page:

1. Search for and open the document using the Document Catalog.
2. Select **Workflow** > **Track Work in Progress**. Result:

- If the document is in pending, final, or historical final phase, and approval processing is required then the Track Work in Progress page displays.
- If the document is not in Pending, Final, or Historical Final phase, an error message displays.
- If the document does not require approval processing, an error message displays.

Track Work in Progress Log

The TWIP Log page allows you to view the approval log for a given document in reverse chronological order. This page is only accessible from the TWIP page. It shows you the complete approval history of the document.

1. Select the document from the TWIP page.
2. Select **View Log**. Result: The TWIP Log page displays.
3. Select **Return**. Result: You are returned to the TWIP page.

Document Printing with Track Work in Progress Log

The TWIP Log may be printed during Document Printing using a Print Job that is configured to Print Doc Comments and Approvals on the Print Job (IPJB) table.

1. Search for and open the document using the Document Catalog.
2. Select **Print**. Select a Print Job. Result:

- If the print job and the output form can handle TWIP Log printing, the TWIP Log will be printed.

Printing a Document

AMS Advantage has advanced and sophisticated forms printing capabilities. It has the ability to print checks, invoices, purchase orders and much more. You will select various print options before sending the actual print document request. These options include the print job and resource to use, how many copies to print and whether to print on both sides. Your site will determine the print resources and the print jobs available. If your site has set up the printing definitions, you can use the print functions listed below.

- **Print an Open Document** - Allows you to print a document by selecting the Print button on an open document.
- **Print a Document from the Document Catalog** - Allows you to print a document by selecting **Action Menu** > **Miscellaneous Actions** > **Print**.
- **Print Multiple Documents using the Batch Print Process** - The Batch Print Process allows authorized users to print multiple documents of the same document code. If a document can be printed using the Print button within the document, or by choosing the **Print** action from the Action Menu on the Document Catalog, then a document can be printed using the Batch Print Process (and vice versa). The individual Advantage application teams will design selection job(s) that cater to specific needs and applicable selection criteria for their documents that will utilize batch print. This selection job will be the first step in the Batch Print Process. The PO Batch Print chain job allows users to print multiple documents of the PO Document Type at the same time. For more information on this chain job, refer to the AMS Advantage Financial-Procurement Run

Sheet Guide. No other documents can be printed using the Batch Print Process at this time.

Related Topic(s):

- Print a document

Document Comments

Document comments can be added to documents in Advantage regardless of the document's Phase. Users with access to view the document can view the comments, but only users with '**Add Comment'** access are allowed to insert new comments.

Comments are associated with a specific document version, and are archived/unarchived, exported/imported with the document version. Once a comment is created, it cannot be modified or deleted, except through the Comment Management (DCMTM) page. The one exception is when a document is discarded, the comments associated with the document are also deleted. If a version of a document is deleted through archival, only comments associated with that version are deleted. When creating a new document from a template, comments associated with the document template are not copied into the new document.

The Document Comments (DCMT) page can be accessed from the Action Menu. A thumbtack icon will appear by the **Document Comments** link if the document contains comment(s). You can click on the link to view/add comments. An *Information Message* appears within all documents that contain comments.

The Document Comments page only displays comments associated with the version of the document being viewed and those comments affiliated with previous versions. In the document comments page grid, the version link for each comment allows you to access historical versions of the document. Any comments that have the **Suppressed** flag set are not visible on the Document Comments page. To suppress **Comments**, navigate to the DCMTM, select the Inquiry page, search for your document, then select the Management link on the left hand navigation. If the comment is to be suppressed, check the box under the suppressed column.

In the Document Catalog and the Document Worklist a Yes appears in the **Comments** column if a comment is associated with the document. An informational message appears on the Document Comments page if only suppressed comments are associated with the document.

The Document Comments may be printed during Document Printing using a Print Job that is configured to Print Doc Comments and Approvals on the Print Job (IPJB) table. If the print job and the output form can handle Document Comments printing, the Document Comments will be printed during Document Printing.

Document Download

Advantage allows you to download data from any document in Advantage into a user-selected template (for example an Excel spreadsheet), which can then be saved as an external file and is available for use outside of Advantage. Any document is eligible for download, regardless of the document's Phase, Function or Status. The download functionality is limited; however, by the templates that are available for your site. The templates are not part of the AMS Advantage baseline software package. Sites can create their own templates and then reference the **Template File Names** on the Document Download Template (DDTPL) page. For more information about the DDTPL page, please refer to the *AMS Advantage System Administration Guide*.

The download capability is a securable action; therefore, a System Administrator can set up Page level security so that the *Download Document* action is restricted for a user or group of users. Please refer to the *AMS Advantage System Administration Guide* for information on setting up Page level security.

Clicking on *Download Document* from the **Action Menu** within a document transitions you to the Document Templates (DTPL) page. This page allows you to search for and select the template that you want to use. The DTPL page displays all available templates for the given Document Type and Document Code, with an associated **Department** and **Description** to help you choose the most relevant template for your needs. If a System Administrator has set up row-level security, then access to the templates may also be restricted based on your Department. As mentioned previously, template files are not provided with AMS Advantage baseline, so unless your site has established templates, the DTPL page will be empty.

To narrow the list of templates, enter search criteria and then click on the **Browse** link. The search results are displayed in the grid. Select the row of the template that you want to use, and then click on the **Generate File** link. The **Generate File** link initiates the download process. You are then prompted to either **Open** the file to view it immediately, **Save** it to a local location or **Cancel** the download process. It should be noted that you must explicitly save the file to a local location, either by doing an **Open** then **Save** or just by doing a **Save** from the prompt. The file will not otherwise be saved within or outside of Advantage. After saving the generated file, you can attach it to the Advantage document, if you wish to keep it within Advantage. Once a document has been downloaded, the link between Advantage and the external file is not maintained. For example, if you update the data in your external file, it will not update the corresponding AMS Advantage document. Similarly, if the document is modified, the external file is not automatically modified.

Limitations exist for the size of data that can be downloaded. The Document Download functionality supports the download of a document up to a configurable limit of lines, which is the cumulative total of all document component lines. The upper limit is set on the Application Parameters (APPCTRL) page, and can be further limited per Template using the Document Download Template (DDTPL) page. You will receive an error when trying to perform the download if the limit set is exceeded. Please note that row and column limits are also set by Microsoft Excel and other similar products.

Document Referencing

An important feature of documents is their ability to reference other documents within the system. Referencing allows the system to back out, or liquidate, the appropriate accounting entries of the prior document that is being referenced. For example, a Purchase Order (PO) referencing a Requisition relieves the Pre-Encumbrance created by the Requisition and replaces it with an Encumbered Amount.

Referencing can have non-accounting consequences as well. A Receiver (RC) document referencing a Purchase Order records the Receipt of the goods on the Purchase Order. While the Receiver document does not register an accounting event, it does update the status of the Purchase Order to facilitate the Three-Way-Match processes. Finally, document referencing makes your data entry tasks easier and more accurate.

Each AMS Advantage Financial site is able to manage and enforce its own specific policies and procedures by controlling what references are allowed, and the manner in which values are inferred from or validated against the referenced document. Whatever the site's policies, the actions that the system takes when a document is referenced must first be defined.

For information on referencing setup & controls, refer to the following sections in the *AMS Advantage Financial - General Accounting User Guide*:

- Document Allowable References
- Document Control
- Event Type Requirements
- BFY Staging

For referencing inquiries, refer to the following sections in this user guide:

- Lifecycle Inquiry
- Document Reference Query

For the different types of references, refer to the "Referencing" section under 'Accounting Model Delivered Configuration' in the *AMS Advantage Financial - General Accounting User Guide*.

Line Number Limitations

The definition of a large document varies from document type to document type and even within a single document type. There are documents in AMS Advantage Financial that have anywhere from a simple two-component structure to ones with over ten components. Some of these components are the only historical source of information while others update one or more tables within the application besides their own document-specific component tables. Those other updates can include: the posting line catalog, budgets, accounting control tables, generic journals, document-specific journals, redundant data stores for browsing, common document components, referenced document components, and components within the same document for counts and totals of lower levels.

Therefore, not all document components should be restricted on an equal basis. Restrictions should be placed judiciously on those document components that require large amounts of memory or for other reasons such as forms printing. Checking limits will also have a performance impact that should be reserved for those documents that need the limits. The application will always look up each component of a document to determine if there is a limit. If there is, then the application will determine if that limit is exceeded by counting the number of records for that component on that document. If no limit exists, then the counting and subsequent evaluation will not occur. The limit check only occurs when property 'EnforceMaxLineLimit' is set to true on AMSParams.ini file. This property is applicable system-wide and the default provided value is true.

AMS Advantage Financial provides a means to limit the number of lines on any component of any document type. Through the use of the Document Component Requirements (DCREQ) table in the Administration Application, a limit can be placed on the number of lines for a document type and document component combination by creating a record with a **Property Name** of MAX_LINE_LIMIT and a chosen limit in the **Property Value** field. Any inserts/updates/deletes on the Document Component Requirements (DCREQ) table will take into effect only after all application servers (VLSs dedicated to online/offline processing) are brought down and then brought up.

Limits are evaluated in one of two situations. The first is online when an insert of a line is attempted - 'is the insertion of this line exceeding the limit?' The second is offline when an entire document is to be inserted - 'is the insertion of the total number of lines going to exceed the limit?'

The exceeding of a limit online will return the user to where the action was taken that inserted more rows into a component than allowed. A common error will be issued stating the limit that was exceeded. The exceeding of a limit offline will result in that common error in the Job Log.

Putting limits into place or reducing them after documents have been created that are larger than the new limit will cause problems when performing many actions on those larger documents. This situation cannot really be avoided except by putting limits on all components before document processing and never reducing those limits. Such setup is impractical and bad for performance. Limits will be an evolving maintenance issue in Advantage.

When a temporary increase of the limit is often the only solution that can be taken, it should be taken with caution. Once over a limit, a temporary increase will only ensure the current action is possible. When the time comes to perform certain other actions on the document, then the limit will have to be increased again.

When a document first encounters a memory problem, it may have been the largest document to date, or it could have just been the first large document of many to compete for limited resources and cause a memory problem. Such factors have to be considered when setting limits. Most often limits are in a range that allows for normal load processing and not high volume processing as that would require the use of smaller limits. Keep in mind that a component line limit is not a guaranteed solution to prevent all memory problems as many factors other than document size determine memory availability.

The single error of a limit being exceeded causes a rollback; this applies to all situations where a line is being inserted to a document component, including those that allow only one line like the Header component. In certain situations, there is a manual way to handle such a limit, while in other situations the action will not work until that limit is increased. When this latter situation arises, it is recommended that the limit be temporarily raised when there is no other or very little system activity and the action attempted again. If not successful then, the action will not succeed and other remedies will have to be found.

Not all updates to a document invoke limit checking. Those updates that do not create a new version, but rather update non-version fields on a document in the *Final* document **Phase** are exempt. The most common example of this type of update is to fields updated by a referencing document such as Closed Amount, Referenced Amount, Open Amount, and Closed Date. Other examples include dates, flags, and counts updated by batch programs such as the Collection Status and Invoice Print Date on the vendor line of the Receivable document.

Other exceptions are those actions that do not create lines. The following is a list of actions that perform limit checking. Following that is a list of those actions that do not check limits. The common difference between the two groups is that the 1st group creates new lines and the second only updates existing lines.

Actions that perform limit checking:

- Insert new Line
- Insert Copied Line
- Copy Forward
- Cancellation Draft Creation
- Modification Draft Creation
- Copy Document
- Recurring Document Triggers

- Unarchive
- Download Document

Actions that do not check limits:

- Delete Line
- Close
- Save
- Validate
- Submit
- Approve
- Bypass Approvals
- Reject
- Override
- Remove Overrides
- Archive
- Deactivate
- Activate
- Attachment Actions
- Print

The following table lists the document specific actions that will fail and roll back if the maximum line limit is exceeded; a recourse is also provided. Note: The following table is sorted alphabetically by Document Type starting with actions that are common to most Document Types.

Document Type	Action	Description	Result If Max Line Limit is Exceeded and Recourse
Most	Cancellation Draft Creation	When you Discard a document that has a Phase of Final it causes a new cancellation document to be created. The document being discarded must be the most recent	Whether the Action Menu/Editing Actions/*Discard* is chosen from the Document Catalog or the Action Menu/Edit/*Discard* action is selected from within a final document, the new cancellation draft will not be created if a limit is exceeded. The error message will be issued, and the user will remain where they were when the *Discard* action was taken. The limit or

		non-Historical version of the document.	limits exceeded would have to be increased to cancel the document.
Most	Copy Document	Used to create a new document from an existing document of the same document code. The action can be invoked from the Document Catalog or an open document.	Whether the *Copy* action or the Action Menu/Editing Actions/*Copy* is chosen from the Document Catalog or the Action Menu/Edit/*Copy* action is selected from within an open document, a new document will not be created if a limit is exceeded. The error message will be issued, and the user will remain where they were when the *Copy* action was taken. The limit or limits exceeded would have to be increased to copy the document. However, it is recommended that more than one new document be created manually instead using the *Copy Line* and *Insert Copied Line* actions.
Most	Copy Forward	Creates a down-stream document referencing the document copied forward. The information brought forward and default values vary by sub action. All lines on the referenced document will be on the referencing document except in three cases: (1) Manual selection of a subset of lines; (2) Some lines already closed and thus not copied forward; (3) Referencing document may have more or fewer components than referenced document.	Limits can be exceeded and cause the error for both the source and target documents. Because the entire source document is loaded into memory to perform the copy forward, individual line selection will not be possible. If the Copy Forward action is taken from within an open document and adequate information is added to the Copy Forward page, no document will be created, the error message is issued, and the user is returned to the document. Referencing such a large document can only be manually done unless the limit is increased.
Most	Insert Copied Line	Inserts a new line into the database using a previously	*Insert Line* and *Insert Copied Line* actions will cause the limit error to be issued when selected for a

		copied line as a template. If the insert copied line action is initiated without first performing a copy of an existing line, the action inserts a blank line on the page. This action is only available from an open document in Draft Phase.	component that already has a number of lines equal to the DCREQ limit. The limit or limits reached would have to be increased to add more lines to the document or existing lines removed.
Most	Insert New Line	Inserts a new line of the appropriate type into an open, draft version of a document.	*Insert Line* and *Insert Copied Line* actions will cause the limit error to be issued when selected for a component that already has a number of lines equal to the DCREQ limit. The limit or limits reached would have to be increased to add more lines to the document or existing lines removed.
Most	Modification Draft Creation	If the Edit button is selected on a document in the *Final* phase and no drafts exist, a new 'Modification' document version is created. When Modification documents are created, all components from the source document are copied into the Modification document. If a new 'Modification' version results from the edit action, you automatically transition to the new 'Modification' version that was created in the editable mode.	When the *Edit* action is selected from within an open document that is final, the new draft will not be created if a limit is exceeded. The error message will be issued and the user will remain where they were when the *Edit* action was taken. The limit or limits exceeded would have to be increased to modify the document.

Most	Recurring Future Document Trigger	Creates a copy of a source document on an anniversary date established on the Future Document Triggering (FDT) table. All lines for all components will exist on the copy that existed on the copied.	The action of creating a recurring trigger will not invoke any limit editing, but the System Maintenance Utility job that creates the triggered document will perform limit editing. If the trigger fails, the FDT table shows a Return Code value of Successful but no document ID is shown in the Gen Doc ID field. By selecting that record and choosing the View Log action, the user is taken to the job log where the error message is displayed just as if a System Maintenance Utility job had been run (which it has.) That trigger should be discontinued. Future triggers will have to be based off of 2 or more new documents put in place if the limit is not permanently increased.
Most	Unarchive	Recovers an archived document from offline storage. You have the option to unarchive the entire document or just the most recent version. The action can be invoked from the Document Catalog or an open document.	When the *Restore Selected Document(s)* action is taken from the Document Archive Catalog, attempts to restore a document with a component in excess of the limit, the error message will be issued. No part of the document will be un-archived, and the user will remain at the point on the Document Archive Catalog page where they were when the action was taken. The limit or limits exceeded will have to be increased to un-archive the document.
MOST	Download Document	Downloads data from any Advantage document into a user-selected template (for example a Microsoft Excel spreadsheet) which can then be saved as an external file and is available for use outside of	If the action fails an error message will be received and the document will not be downloaded. In order to download the particular document, the user should choose a different template which has a higher Line Limit, or speak with the administrator regarding increasing the limit for that template. Alternatively the user may wish to Export the document instead, using the Systems Maintenance Utility.

		Advantage.	
BG	Load Existing Links	This action goes to the Link table and returns all records for a selected budget line. While this does create lines inside of a budget document, the number will be manageable. Too many lines can result when the action is taken for multiple budget lines within a single document.	If the action fails because of a limit on the number of link lines loaded, the action will roll back with no links being brought into the document. If the link line limit is not raised, the user will have to copy some budget lines at the linked level off to another budget document. Those copied off would then have to be deleted from the 1st document and the 319 action taken again. The user can see if more budget lines should be removed from the 1st document and put on the 2nd.
BG	Budget Rollup	This action takes budget lines at a low level and consolidates them into budget lines at upper levels, creating a variable number of new budget lines. All parent lines will be created as New.	If the action fails because of a limit on the number of budget lines, the action will roll back with no lines being brought into the document at parent levels. If the budget line limit is not raised, the user will have to copy some budget lines at the lowest level populated to another budget document. Those copied off would then have to be deleted from the 1st document and the 302 action taken again. The user can see if more budget lines should be removed from the 1st document and put on the 2nd. Budget Preparation and Budget Rolling are going to be the most likely violators of this limit, and they will only fail to load if the limit was exceeded just at the level populated. Documents loaded from such processes should use a budget line limit parameter that will have no chance of exceeding the limit if rolled up.
BG	Load Constraints	This action will retrieve all budget constraints and	If the action fails because of a limit on the number of constraint lines loaded, the action will roll back with no

		guidelines that could apply to a budget line or allotment line from the Budget Control (BUDCON), Budget Line Control (BUDLCON), Budget Fund Control (BUDFCON) and Budget Line Control tables and create a record for each unique control ID on the line control component of the budget document.	constraints being brought into the document. If the constraint line limit is not raised, the user will have to copy some budget lines at the lowest level populated to another budget document. Those copied off would then have to be deleted from the 1st document and the 301 action taken again. The user can see if more budget lines should be removed from the 1st document and put on the 2nd. Each time lines are removed from 1 budget document, it has to be rolled up again to create correct parent totals. This component can have a large number of lines if the system allows for a large number of budget lines on a document and many budget controls are activated.
BG	Smart Budget Rollup	This action takes budget lines at a low level and consolidates them into budget lines at upper levels, creating a variable number of new budget lines. Parent lines are created as New or Modify as needed because of a lookup to the budget level.	If the action fails because of a limit on the number of budget lines, the action will roll back with no lines being brought into the document at parent levels. If the budget line limit is not raised, the user will have to copy some budget lines at the lowest level populated to another budget document. Those copied off would then have to be deleted from the 1st document and the 302 action taken again. The user can see if more budget lines should be removed from the 1st document and put on the 2nd. Budget Preparation and Budget Rolling are going to be the most likely violators of this limit, and they will only fail to load if the limit was exceeded just at the level populated. Documents loaded from such processes should use a budget line limit parameter that will have no

			chance of exceeding the limit if rolled up.
CI	Automatic Accounting Line Generation from Commodity Lines	This action allows for a reference made at the commodity line level to automatically generate accounting lines that divide the amount of the commodity line on a percentage basis according to the accounting line amounts of the referenced document.	If the action fails because of a limit on the number of accounting lines generated, the action will roll back with no accounting lines being generated. If the accounting line limit is not raised, the user will have to copy some commodity lines from that document into another. Then delete the copied commodity lines from the 1st document. After another validation on the 1st document, the user can see if more commodity lines should be removed from the 1st document and put on the 2nd. Care should be taken not to restrict the accounting line limit on documents down the procurement chain to a number small than documents earlier in the chain or introduce an accounting line limit down the chain without having the same limit on prior documents.
CL	Auto Apply	This action can be taken against several levels of detail (1 - customer account, 2 - referenced document, 3 - referenced document line). Either will result in the creation of multiple accounting lines with the likelihood of too many lines decreasing from #1 to #3. Additionally, there will be the creation of a reserved or unreserved credit	If the action fails because of a limit on the number of accounting lines generated, the action will roll back with no accounting lines being generated. If the accounting line limit is not raised for a Cash Receipt document code, and the user is performing an auto apply at the customer account level, then they will have to reduce the line amount on the vendor line(s) and choose action 304 again. The user can see if the vendor line amount should be reduced further. The amount of reductions will have to be put on a second document and an auto apply invoked there. Another alternative is to perform an auto apply at the customer account and document ID level to generate

		balance line if there is an overpayment.	accounting lines for only 1 document at a time. If the accounting line limit is not raised for a Collection or Write Off document code, and the user is performing an auto apply at the customer account level, then they will have to attempt an auto apply at the customer account and document ID level to generate accounting lines for only 1 document at a time.
CR	Auto Apply	This action can be taken against several levels of detail (1 - customer account, 2 - referenced document, 3 - referenced document line). Either will result in the creation of multiple accounting lines with the likelihood of too many lines decreasing from #1 to #3. Additionally, there will be the creation of a reserved or unreserved credit balance line if there is an overpayment.	If the action fails because of a limit on the number of accounting lines generated, the action will roll back with no accounting lines being generated. If the accounting line limit is not raised for a Cash Receipt document code, and the user is performing an auto apply at the customer account level, then they will have to reduce the line amount on the vendor line(s) and choose action 304 again. The user can see if the vendor line amount should be reduced further. The amount of reductions will have to be put on a second document and an auto apply invoked there. Another alternative is to perform an auto apply at the customer account and document ID level to generate accounting lines for only 1 document at a time. If the accounting line limit is not raised for a Collection or Write Off document code, and the user is performing an auto apply at the customer account level, then they will have to attempt an auto apply at the customer account and document ID level to generate accounting lines for only 1 document at a time.
CR	Reclassification	For the Cash Receipt document type, on an	The action of creating a recurring trigger will not invoke any limit editing, but the System Maintenance Utility job

		anniversary date established on the Future Document Triggering (FDT) table, the unearned revenue line or lines to be reclassified are copied to create new accounting lines on a 1:1 basis.	that creates the triggered document will perform limit editing. All reclassifications can fail if a limit was reduced or put in place when documents to be reclassified already exist that are larger than that limit. In such a case, the creation of the modification will fail. The Cash Receipt can certainly fail as lines are added in the new version. The recourse is to either raise the limit and run System Maintenance Utility for the document with sub action of 403, or to manually modify the unearned lines to zero, and create a new document with the Chart of Accounts from that line, the line amount, and an event type for earned revenue. The FDT table shows a Return Code value of Successful, but no document ID is shown in the Gen Doc ID field. By selecting that record and choosing the View Log action, the user is taken to the job log where the error message is displayed just as if a System Maintenance Utility job had been run (which it has.)
EV	Create Document	Creates Master Agreement, Purchase Order, Receivable documents for the parts of the evaluation that were awarded. Separate documents are created for each vendor awarded from the solicitation. Those documents will have just 1 vendor line then, but will have as	If the action fails because of a limit on any of the components loaded, the action will roll back with no document(s) being created. Use of a second document in this situation is not a desired approach but is possible if a limit is exceeded. Lines would have to be manually entered on that 2nd document.

		many commodity group and commodity line records as awarded in the Evaluation.	
EV	Create EVT Documents	This action is done from the Evaluators component of the Evaluation document. It creates a separate Evaluator document for each record on that Evaluators component. These components are populated on a 1:1 basis from components on the Evaluation: Bid Tabulation, Response Summary, Response Group Summary, Response Line, Solicitation Commodity Line, and Criteria Group.	If the action fails because of a limit on any of the components loaded, the action will roll back with no document(s) being created. Use of a second document is a not an option in this situation as the components loaded do not have the ability to insert lines manually. The limit(s) exceeded would have to be increased. Limits on the Evaluator should not be exceeded if they are not set lower than the limits of the Evaluation.
EV	Load Responses to Evaluation	This action is done from the header of the evaluation document. It populates lines on these components (1 for each vendor that responded with a Solicitation Response to the Solicitation Order referenced on the Evaluation header): Load Statistics Details, Bid Tabulation,	If the action fails because of a limit on any of the components loaded, the action will roll back with no lines at all being loaded into the document. Use of a second document is not an option in this situation if the limit on component lines cannot be increased as many of the components loaded do not have the ability to insert lines manually. Limits on the component sizes of the Requisition and Solicitation documents will have to ensure that the Evaluation will not be too large.

		Award By Total, and Rank By Criteria Group. It populates a record on the Award by Group for each Solicitation Response and commodity group. It populates records on the Award By Line for each Solicitation Response and commodity line.	
FA	FA Component Line Auto Apply	This action will retrieve information from the Fixed Asset Registry Accounting Line table and create accounting lines for component lines entered on a document.	Failure of this action will not occur unless a FA_DOC_ACTG limit has been reduced after documents have processed creating more lines than currently acceptable. Otherwise, the action will not fail because as new lines are added to the Fixed Asset Accounting (FARACTG) tables, line limits will be checked so that a given asset does not accumulate more accounting lines than allowed. If the action does fail, the action will roll back with no accounting lines at all being loaded into the document. If previous processing before a limit allowed for the creation of more lines than currently allowed, the limit will have to be raised to process an FA document with accounting component lines for that asset.
FA	FA Header Auto Apply	This action will retrieve information from the Fixed Asset Registry tables to populate the header, and create component and accounting lines.	Failure of this action will not occur unless the FA_DOC_COMP or FA_DOC_ACTG limit has been reduced after documents have processed creating more lines than currently acceptable. Otherwise, the action will not fail because as new lines are added to the Fixed Asset Component (FARCOMP) and Fixed Asset Accounting (FARACTG) tables, line limits will be checked so that a given asset does not accumulate more component lines or accounting

			lines than allowed. If the action does fail, the action will roll back with no component or accounting lines at all being loaded into the document. If previous processing before a limit allowed for the creation of more lines than currently allowed, the limit will have to be raised to process an FA document with all component lines for that asset.
JV	Reversal	Creates a copy of a journal voucher document on an anniversary date established on the Future Document Triggering (FDT) table. All lines for all components will exist on the copy that existed on the copied.	The action of creating a recurring trigger will not invoke any limit editing, but the System Maintenance Utility job that creates the triggered document will perform limit editing. If the trigger fails, the FDT table shows a Return Code value of Successful, but no document ID is shown in the Gen Doc ID field. By selecting that record and choosing the View Log action, the user is taken to the job log where the error message is displayed just as if a System Maintenance Utility job had been run (which it has.) The only two recourses in this situation is to raise the limit and run a System Maintenance Utility job with the sub action 402 against the Journal Voucher to be reversed, or copy the journal voucher and manually switch the debit and credit amounts.
MA	Load Terms & Conditions from Header	Will populate lines on the terms and conditions component with values defined for a T&C template entered on the header. These T&C's will apply to all commodity lines.	If the action fails because of a limit on the number of T&C lines loaded, the action will roll back with no lines at all being loaded into the document. Use of a second document will not work in this situation. The limit on T&C lines would have to be increased. It is highly unlikely these PO/SO/MA_DOC_TCLIST limits would ever be exceeded as their parent is the header. Any limit for the component should be the same on all documents or only get larger further

			down the chain.
OC	Distribute Accounting	Records setup on the Accounting Distribution section are used to create accounting lines for commodity lines.	If the action fails because of a limit on the number of accounting lines generated, the action will roll back with no accounting lines being generated. If the accounting line limit is not raised, the user will have to copy some commodity lines and all accounting distribution lines from that document into another. Then delete the copied commodity lines from the 1st document. After invoking another sub action of 300, the user can see if more commodity lines should be removed from the 1st document and put on the 2nd.
PE	Load Criteria & Procedures	This action loads procedures from the Document Procedures table that match the procedure type of the document. Criteria are loaded from the Vendor Performance Evaluation Criteria table for ranking.	If the action fails because of a limit on the number of criteria and/or procedure lines loaded, the action will roll back with no lines at all being loaded into the document. The limit on criteria and procedure lines would have to be increased. A second document is not an option. It is highly unlikely these PE_DOC_PROC and PE_DOC_CRIT limits would ever be exceeded as they are only children of the header.
PI	Confirmation Issue Generation	When a pick and issue document is submitted an issue confirmation document is generated. The number of commodity lines on that Stock Issue Confirmation document are a 1:1 match to the stock requisition document referenced. No accounting lines	If this program fails to create a Stock Issue Confirmation because of commodity component limits, an error message should be issued to the PI document and that document should not go to final. Limits between the SRQ and Stock Issue Confirmation document types should be kept at identical amounts. If the creation fails, the limit should be increased. Multiple Stock Issue Confirmation documents can be created for each SRQ. If any one of those Stock Issue Confirmation documents exceeds a limit, none will be created.

		exist until a validation or submit is done and then the number of accounting lines is a 1:1 relationship to stock requisition.	
PO	Automatic Accounting Line Generation from Commodity Lines	This action allows for a reference made at the commodity line level to automatically generate accounting lines that divide the amount of the commodity line on a percentage basis according to the accounting line amounts of the referenced document.	If the action fails because of a limit on the number of accounting lines generated, the action will roll back with no accounting lines being generated. If the accounting line limit is not raised, the user will have to copy some commodity lines from that document into another. Then delete the copied commodity lines from the 1st document. After another validation on the 1st document, the user can see if more commodity lines should be removed from the 1st document and put on the 2nd. Care should be taken not to restrict the accounting line limit on documents down the procurement chain to a number small than documents earlier in the chain or introduce an accounting line limit down the chain without having the same limit on prior documents.
PO	Distribute Accounting	Records setup on the Accounting Distribution section are used to create accounting lines for commodity lines.	If the action fails because of a limit on the number of accounting lines generated, the action will roll back with no accounting lines being generated. If the accounting line limit is not raised, the user will have to copy some commodity lines and all accounting distribution lines from that document into another. Then delete the copied commodity lines from the 1st document. After invoking another sub action of 300, the user can see if

			more commodity lines should be removed from the 1st document and put on the 2nd.
PO	Load Terms & Conditions from Commodity Line	Will populate lines on the commodity terms and conditions component with values defined for an T&C template entered on the commodity line. These T&C's only apply to a single commodity line.	If the action fails because of a limit on the number of Commodity T&C lines loaded, the action will roll back with no lines at all being loaded into the document. Use of a second document is not a desired option in this situation but may be the only option if the limit on commodity T&C lines cannot be increased. It is possible that the MA/PO/SO_DOC_TCCOMM limit may be exceeded if there are many commodity lines on a document. Any limit for the component should be the same on all documents in a chain or only get larger further down the chain..
PO	Load Terms & Conditions from Header	Will populate lines on the terms and conditions component with values defined for a T&C template entered on the header. These T&C's will apply to all commodity lines.	If the action fails because of a limit on the number of T&C lines loaded, the action will roll back with no lines at all being loaded into the document. Use of a second document will not work in this situation. The limit on T&C lines would have to be increased. It is highly unlikely these PO/SO/MA_DOC_TCLIST limits would ever be exceeded as their parent is the header. Any limit for the component should be the same on all documents or only get larger further down the chain.
PR	Automatic Accounting Line Generation from Commodity Lines	This action allows for a reference made at the commodity line level to automatically generate accounting lines that divide the amount of the commodity line on a percentage	If the action fails because of a limit on the number of accounting lines generated, the action will roll back with no accounting lines being generated. If the accounting line limit is not raised, the user will have to copy some commodity lines from that document into another. Then delete

		basis according to the accounting line amounts of the referenced document.	the copied commodity lines from the 1st document. After another validation on the 1st document, the user can see if more commodity lines should be removed from the 1st document and put on the 2nd. Care should be taken not to restrict the accounting line limit on documents down the procurement chain to a number small than documents earlier in the chain or introduce an accounting line limit down the chain without having the same limit on prior documents.
PR	Load Accounting Lines	Records setup on the Accounting Distribution section are used to create accounting lines for commodity lines.	If the action fails because of a limit on the number of accounting lines generated, the action will roll back with no accounting lines being generated. If the accounting line limit is not raised, the user will have to copy some commodity lines and all accounting distribution lines from that document into another. Then delete the copied commodity lines from the 1st document. After invoking another sub action of 300, the user can see if more commodity lines should be removed from the 1st document and put on the 2nd.
PYRL	Reclassification	For the Payroll document type, on an anniversary date established on the Future Document Triggering (FDT) table, the line amounts are modified to zero, thus no increase in the number of lines.	The action of creating a recurring trigger will not invoke any limit editing, but the System Maintenance Utility job that creates the triggered document will perform limit editing. All reclassifications can fail if a limit was reduced or put in place when documents to be reclassified already exist that are larger than that limit. In such a case, the creation of the modification will fail. The Payroll document should not encounter problems unless a limit is put in place where a document from

			the previous payroll run contains more lines. In that case, only an increase in the limit will allow processing. The FDT table shows a Return Code value of Successful, but no document ID is shown in the Gen Doc ID field. By selecting that record and choosing the View Log action, the user is taken to the job log where the error message is displayed just as if a System Maintenance Utility job had been run (which it has.)
RC	Match Orders to Stand Alone Receiver	When a Stand Alone Receiver (RS) is entered when the order to be referenced is not know, a later modification of that Receiver by entering lines on the MatchRS component will generate a new Receiver (RC) document with the same number of lines as the original Receiver, but with references to the Purchase Order.	The only time this program will fail is if the commodity component limit of the Receiver document type is reduced after an Stand Alone Receiver document is entered with more lines than now allowed. In such a case, the modification version of the Receiver should fail to go to final with the limit error and no Receiver is created. That limit will have to be reduced or multiple Receiver documents will have to be entered manually and the Stand Along Receiver document cancelled.
RE	Reclassification	For the Receivable document type, on an anniversary date established on the Future Document Triggering (FDT) table, the unearned revenue line or lines to be reclassified are copied to create new accounting lines on a 1:1 basis.	The action of creating a recurring trigger will not invoke any limit editing, but the System Maintenance Utility job that creates the triggered document will perform limit editing. All reclassifications can fail if a limit was reduced or put in place when documents to be reclassified already exist that are larger than that limit. In such a case, the creation of the modification will fail. The Receivable can certainly fail as lines are added in the new version. The recourse is to either raise the limit and run System Maintenance Utility

			for the document with sub action of 403, or to manually modify the unearned lines to zero, and create a new document with the Chart of Accounts from that line, the line amount, and an event type for earned revenue. The FDT table shows a Return Code value of Successful, but no document ID is shown in the Gen Doc ID field. By selecting that record and choosing the View Log action, the user is taken to the job log where the error message is displayed just as if a System Maintenance Utility job had been run (which it has.)
RN	Load Commodity Lines for Adjustment	This action retrieves all commodity lines from a referenced master agreement and brings them into the renewal document.	If the action fails because of a limit on the number of commodity lines loaded, the action will roll back with no lines being loaded into the document. Use of a second document will not work smoothly in this situation as a user would not be able to use the sub action because it would start over with the 1st commodity line again. The limit on commodity lines would have to be increased or a second renewal created and the remaining commodity lines loaded manually. Limits between Requisition/MA/PO/RN_DOC_COMM should be the same number or at least get larger down the chain.
RN	Load Procedures	This action will bring in all records from the Document Procedures table that matches the procedure type of the document.	If the action fails because of a limit on the number of procedure lines loaded, the action will roll back with no lines being loaded into the document. The limit on procedure lines would have to be increased. A second document is not an option. It is highly unlikely these RN/TM_DOC_PROC limits would ever be exceeded as they are children only to the header.

RN	Load Renewal Periods	This action will create renewal period component lines equal to the number of records on the same component of the master agreement. If there are none there, then a single record is created for the default renewal period set on the Procurement Document Control table.	If the action fails because of a limit on the number of renewal period lines loaded, the action will roll back with no period lines being brought into the document. The limit on renewal period lines would have to be increased. A second document is not an option. It is highly unlikely this RN_DOC_RNEWPER limit would ever be exceeded as it is not a child of the renewal commodity line but just the header.
RQ	Distribute Accounting Lines	Records setup on the Accounting Distribution section are used to create accounting lines for commodity lines.	If the action fails because of a limit on the number of accounting lines generated, the action will roll back with no accounting lines being generated. If the accounting line limit is not raised, the user will have to copy some commodity lines and all accounting distribution lines from that document into another. Then delete the copied commodity lines from the 1st document. After invoking another sub action of 300, the user can see if more commodity lines should be removed from the 1st document and put on the 2nd.
RQ	Load Vendor List	Will populate the vendor component with vendors listed for a selected Vendor List Template entered on the header.	If the action fails because of a limit on the number of vendors loaded, the action will roll back with no lines at all being loaded into the document. Use of a second Requisition document is not a desired option in this situation but may be the only option if the limit on vendor lines cannot be increased. However, for the Solicitation, that is not an option and the limit on vendor list lines would have to be increased. It is highly unlikely these

			Requisition_DOC_SUGVEND and SO_DOC_VENDLIST limits would ever be exceeded as they are children to the header only. Any limit for the component should be the same on all documents in a chain or only get larger further down the chain.
SN	Automatic Accounting Line Generation from Commodity Lines	This action allows for a reference made at the commodity line level to automatically generate accounting lines that divide the amount of the commodity line on a percentage basis according to the accounting line amounts of the referenced document.	If the action fails because of a limit on the number of accounting lines generated, the action will roll back with no accounting lines being generated. If the accounting line limit is not raised, the user will have to copy some commodity lines from that document into another. Then delete the copied commodity lines from the 1st document. After another validation on the 1st document, the user can see if more commodity lines should be removed from the 1st document and put on the 2nd. Care should be taken not to restrict the accounting line limit on documents down the procurement chain to a number small than documents earlier in the chain or introduce an accounting line limit down the chain without having the same limit on prior documents.
SN	Distribute Accounting	Records setup on the Accounting Distribution section are used to create accounting lines for commodity lines.	If the action fails because of a limit on the number of accounting lines generated, the action will roll back with no accounting lines being generated. If the accounting line limit is not raised, the user will have to copy some commodity lines and all accounting distribution lines from that document into another. Then delete the copied commodity lines from the 1st document. After invoking another sub action of 300, the user can see if more commodity lines should be removed from the 1st document and

			put on the 2nd.
SO	Load Evaluation Criteria	Will populate lines on the evaluation criteria line component with values defined for an evaluation template entered on the evaluation criteria group component.	If the action fails because of a limit on the number of criteria loaded, the action will roll back with no lines at all being loaded into the document. Use of a second document will not work in this situation. The limit on evaluation criteria lines would have to be increased. It is highly unlikely these limit would ever be exceeded as it is a child only to the header. Any limit for the component should be the same on all documents in a chain or only get larger further down the chain.
SO	Load Terms & Conditions from Commodity Line	Will populate lines on the commodity terms and conditions component with values defined for an T&C template entered on the commodity line. These T&C's only apply to a single commodity line.	If the action fails because of a limit on the number of Commodity T&C lines loaded, the action will roll back with no lines at all being loaded into the document. Use of a second document is not a desired option in this situation but may be the only option if the limit on commodity T&C lines cannot be increased. It is possible that the MA/PO/SO_DOC_TCCOMM limit may be exceeded if there are many commodity lines on a document. Any limit for the component should be the same on all documents in a chain or only get larger further down the chain..
SO	Load Terms & Conditions from Header	Will populate lines on the terms and conditions component with values defined for a T&C template entered on the header. These T&C's will apply to all commodity lines.	If the action fails because of a limit on the number of T&C lines loaded, the action will roll back with no lines at all being loaded into the document. Use of a second document will not work in this situation. The limit on T&C lines would have to be increased. It is highly unlikely these PO/SO/MA_DOC_TCLIST limits would ever be exceeded as their parent is the header. Any limit for the component should be the same on all

			documents or only get larger further down the chain.
SO	Load Vendor List	Will populate the vendor component with vendors listed for a selected Vendor List Template entered on the header.	If the action fails because of a limit on the number of vendors loaded, the action will roll back with no lines at all being loaded into the document. Use of a second Requisition document is not a desired option in this situation but may be the only option if the limit on vendor lines cannot be increased. However, for the Solicitation, that is not an option and the limit on vendor list lines would have to be increased. It is highly unlikely these Requisition_DOC_SUGVEND and SO_DOC_VENDLIST limits would ever be exceeded as they are children to the header only. Any limit for the component should be the same on all documents in a chain or only get larger further down the chain.
SO	Load Vendor Rotation	This action will load records to the Vendor Rotation component that are registered for the commodity code and match the business type/service area selections.	If the action fails because of a limit on the number of vendors loaded, the action will roll back with no lines at all being loaded into the document. Use of a second document is not a desired option in this situation but may be the only option if the limit on vendor rotation lines cannot be increased. The action would not be able to be used on either document and the vendors would have to be loaded by hand. It is highly unlikely the SO_DOC_VENDROT limit would ever be exceeded as its parent is the header.
SRQ	Distribute Accounting	Records setup on the Accounting Distribution section are used to create accounting lines	If the action fails because of a limit on the number of accounting lines generated, the action will roll back with no accounting lines being generated.

		for commodity lines.	If the accounting line limit is not raised, the user will have to copy some commodity lines and all accounting distribution lines from that document into another. Then delete the copied commodity lines from the 1st document. After invoking another sub action of 300, the user can see if more commodity lines should be removed from the 1st document and put on the 2nd.
TM	Close Open Orders Against a Terminated Master Agreement	When a termination is done against a Master Agreement document with outstanding orders against it, this online batch program does several document creations. 1st is a modification version of the Master Agreement where no new lines are created. The 2nd is a Termination created against each order outstanding against the Master Agreement with no lines other than a header. The 3rd is a modification of each outstanding Delivery Order where no new lines are created.	The only time the award modifications would fail is when limits were reduced or put in place after the initial creation of the Master Agreement and orders referencing it. If so, a user would not see any documents created. They should be issued the message when the submit occurs for the 'trigger' document if the 'subsequent' document cannot be saved because it exceeds a component limit. If the creation fails, the limit should be increased as the only work around. Termination document creation should never fail as they are created with headers only, so it is only the modification of the Master Agreement and Delivery Order that are susceptible. A TM_DOC_HDR limit of 0 would be the only reason for Termination creation to fail.
TM	Load Procedures	This action will bring in all records from the Document Procedures table that matches the procedure type of the document.	If the action fails because of a limit on the number of procedure lines loaded, the action will roll back with no lines being loaded into the document. The limit on procedure lines would have to be increased. A second

			document is not an option. It is highly unlikely these RN/TM_DOC_PROC limits would ever be exceeded as they are children only to the header.
UDOC	Populate From Existing User	This action will bring in information to the header, security rolls, workflow roles, and workgroups for an existing user for modification, removal, or addition.	If the action fails because of a limit on the number of lines for any given component loaded, the action will roll back with no lines being loaded into the document. Use of a second document will not work smoothly in this situation as a user would not be able to use the sub action because it would start over and infer the same lines again. The limit would have to be increased or a second document created and the remaining lines loaded manually. Limits for User document components are not likely.
WO	Auto Apply	This action can be taken against several levels of detail (1 - customer account, 2 - referenced document, 3 - referenced document line). Either will result in the creation of multiple accounting lines with the likelihood of too many lines decreasing from #1 to #3. Additionally, there will be the creation of a reserved or unreserved credit balance line if there is an overpayment.	If the action fails because of a limit on the number of accounting lines generated, the action will roll back with no accounting lines being generated. If the accounting line limit is not raised for a Cash Receipt document code, and the user is performing an auto apply at the customer account level, then they will have to reduce the line amount on the vendor line(s) and choose action 304 again. The user can see if the vendor line amount should be reduced further. The amount of reductions will have to be put on a second document and an auto apply invoked there. Another alternative is to perform an auto apply at the customer account and document ID level to generate accounting lines for only 1 document at a time. If the accounting line limit is not raised for a Collection or Write Off document code, and the user is performing an auto apply at the customer account level, then they will have to attempt an auto apply at the customer account and

			document ID level to generate accounting lines for only 1 document at a time.

Advantage documents can be archived from the Document Catalog, within the actual document, or by submitting the Document Archive chain job. The Document Archive chain job allows you to mass-select documents for archiving based on user-entered parameters. Please refer to the *AMS Advantage Financial - Utilities Run Sheets* user guide for more information on the Document Archive chain job.

- Documents that can always be archived – Documents that have a **Phase** of *Historical (Final)* or *Conflict Draft*.
- Documents that cannot be archived – Documents that have a **Phase** of *Pending*, *Draft*, or *Template*. Documents that are pending Future Document Triggering Processing.
- Documents that have a **Phase** of *Final* and are at the end of a chain, or are not part of a chain and have a **Phase** of *Final*. This rule is followed by all document codes belonging to the following document types: JV, MD, AD, CR, WO, BG, ITA, and IET.
- Documents that have a closing date, and the closing date has been reached. This rule is followed by all document codes belonging to the following document types: ABS, PR, RE, CL, ARE, and ITI.
- A cancellation document that is final can always be archived as long as it doesn't conflict with the following procurement archiving rules.
- Procurement documents that are only part of one procurement folder – All documents within a specific procurement are filed in a virtual procurement folder. All referencing procurement documents are filed in this same procurement folder. Therefore, you cannot archive any documents from a procurement folder until all documents within the procurement folder have been closed. Documents excluded from this rule are RQ and IN documents that reference one of more documents in different procurement folders.
- RQ and IN documents that are part of multiple procurement folders – If a RQ document or an IN document belongs to multiple procurement, you cannot archive the RQ or the IN until all procurement to which the document belongs are ready for archiving. Example, RQ1 commodity line 1 belongs to Procurement Folder A, and RQ1 commodity line 2 belongs to Procurement Folder B. In Procurement Folder A, all award documents have been closed. In Procurement Folder B, the award document is still open. All documents in Procurement Folder A can be archived except RQ1. RQ1 will not be eligible for archiving until all award documents in Procurement Folder B have been closed.

Advantage documents can be unarchived from the Document Archive Catalog (DOCARCH) table or by submitting the Document Unarchive batch job. The Document Unarchive chain job allows you to mass-select documents for unarchiving based on user-entered parameters. Note: If an archived document is associated with a record on a Matching Status table that has been archived, then you must unarchive the table record before you can unarchive the document. Please refer to the *AMS Advantage Financial - Utilities Run Sheets* user guide for more information on the Document Unarchive chain job.

The Document Archive Catalog (DOCARCH) table can be accessed through Page Search, or by clicking on the **Action Menu: Archiving Actions: Unarchive Documents** on the Document Catalog. You can also archive a document by clicking on **File > Archive** from within the document. From the Document Archive Catalog, you can select the check box of the document that you want unarchived and then click on the **Restore Selected Document** link.

Inquiries

This section includes all of the inquiries used in the Document area, listed alphabetically. For more information on each inquiry, refer to the appropriate link in the Page Code column.

Inquiry Name	Page Code	Description
Document History Query	DHIST	This inquiry allows you to view a list of all versions of processed documents, including archived documents that are in the *Final* or *Historical (Final)* Phase. Documents that are still in *Draft*, *Pending*, *Template*, *No Phase*, or *Conflict Draft* Phase are not included in the Document History Query.
Document Reference Query	BWDRF FWDRF	The Document Reference Query in AMS Advantage Financial is used to track the various document chains that are created as part of the normal business process. These chains relate activity performed on one document to the activity performed on a second referencing document. The Document Reference Query provides one central storage location for all document referencing done in the system. The Document Reference Query has two views: Backward Reference and Forward Reference. The Backward Reference (BWDRF) view shows all documents that the indicated document has referenced. The Forward Reference (FWDRF) view shows all documents that have referenced the indicated document.
Lifecycle Document Search	LFDOCSCH	This inquiry allows you to search for documents with a **Phase** of *Final*, *Historical (Final)*, *Draft* or *Pending*. You can then link directly to the Lifecycle Inquiry (LINQ) page.
Lifecycle Inquiry	LINQ	This inquiry allows you to view the complete chain of documents associated with the selected document on a single page.

Document History Query

The Document History Query (DHIST) allows you to view a list of all versions of processed documents, including archived documents that are in the Final or Historical (Final) Phase. Documents that are still in Draft, Pending, Template, No Phase, or Conflict Draft Phase are not included in the Document History Query.

Opening the Document History Query

The Document History Query can be opened in one of the following ways:

- The first way allows you to click the **Document History** link on the Secondary Navigation panel of your document. The Document History Query grid is automatically populated with all document versions for the document you opened. You then have the option of returning to your document by selecting the **Back** link, or you can open one of the unarchived documents in the grid. Archived documents must be unarchived from the Document Archive Catalog.

- The second way allows you to open the Document History Query (DHIST) from Page Search. The Document History Query displays all documents that have been processed, including archived document versions.

Accessing the History of a Document

Once you have opened the Document History Query, you can access the history of a specific document in one of two ways:

- The first way allows you to navigate through the list of documents in the grid provided and then select the line of the document of interest. You can open a document that has not been archived by clicking on the appropriate document link. Archived documents must be unarchived from the Document Archive Catalog.

- The second way allows you to enter the **Document Code**, **Document Department** and **Document ID** into the corresponding fields provided on the Document History Query, and then select the **Browse** link to initiate the search. You may use the pick list provided with the **Document Code** field to select the desired Document Code or directly enter the code. Wildcard searches are also allowed on the Document History Query table. A list of matching documents will be returned and you can open a document that has not been archived by clicking on the appropriate document link. Archived documents must be unarchived from the Document Archive Catalog.

Document Reference Query

The Document Reference Query in AMS Advantage Financial is used to track the various document chains that are created as part of the normal business process. These chains relate activity performed on one document to the activity performed on a second referencing document. Document Reference Query provides one central storage location for all document referencing done in the system.

The Document Reference Query has two views: Backward Reference and Forward Reference. The Backward Reference (BWDRF) view shows all documents that the indicated document has referenced. The Forward Reference (FWDRF) view shows all documents that have referenced the indicated document.

Refer to the "Document Referencing" section in this user guide for additional information on Referencing.

This section of the user guide includes the following areas:

Opening the Document Reference Query

The Document Reference Query can be opened in one of the following ways:

- The first way allows you to click the **Document Reference** link on the secondary navigation panel of your document. This opens the Document Reference Query and places your document identification information in the fields provided. You then have the option of selecting **Backward Reference** or **Forward Reference**.
- The second way allows you to open the Document Reference Query from Page Search. You can either open the Backward Reference Query (BWDRF) or the Forward Reference Query (FWDRF). You can switch between the two views after you have opened one of them

Accessing Referenced or Referencing Documents

Once you have opened the Document Reference Query, you can access referenced documents or referencing documents in one of the following ways:

- The first way allows you to type the Document Code, Document Department and Document ID into the corresponding fields provided on the Query. You can then select either the **Backward Reference** link or the **Forward Reference** link. If you select **Backward Reference** then you will see all documents that your selected document has referenced. If you select **Forward Reference** then you will see all documents that have referenced your selected document. You can select the Back link at any time to return to the prior page.
- The second way allows you to navigate through the list of documents in the grid provided and then select the line of the document of interest. Once you have selected the document line, you need to select the **Next Reference Step** link. This places the selected document's identification information (Document Code, Document Department and Document ID in the fields at the top of the query. Based on your view, Backward Reference or Forward Reference, the grid will be populated with the appropriate documents. For example, if your view was Backward Reference then you will see all documents that your selected document has referenced. If your view was Forward Reference then you will see all documents that have referenced your selected document. You can select the **Back** link at any time to return to the prior page.

Note: Wildcard searches are not allowed on the Document Reference Query tables (BWDRF and FWDRF).

Understanding the Document Reference Query Grid

The Document Reference Query grid displays either the referenced document or the referencing documents for the document identified in the fields on the query. If **Forward Reference** is selected, then the columns can be interpreted as follows:

- **Referencing Document** – This column lists the Document Code, Document Department, Document ID and Document Version Number, separated by commas, of the referencing document(s).
- **Function** – This column lists the current Document Function of the referencing document (for example, New, Modification, or Cancellation).
- **Last User** – This column lists the User Id of the person that submitted the referencing document to Final.

- **Date** – This column lists the date that the document selected in the grid was finalized in the system (that is, the Document Phase was changed to *Final*).

If **Backward Reference** is selected, then the columns can be interpreted as follows:

- **Referenced Document** – This column lists the Document Code, Document Department, Document ID and Document Version Number, separated by commas, of the referenced document(s).
- **Function** – This column lists the current Document Function of the referencing document (for example, New, Modification, or Cancellation).
- **Last User** – This column lists the User Id of the person that submitted the referencing document indicated in the fields on the Query to Final.
- **Date** – This column lists the date that the referencing document indicated in the fields on the Query was finalized (that is, the Document Phase was changed to *Final*).

Lifecycle Document Search

The Lifecycle Document Search (LFDOCSRCH) inquiry allows you to search for documents with a **Phase** of *Final, Historical (Final), Draft or Pending*. You must enter a value in the **Doc Code** field and at least one of the following fields: **Doc Dept, Doc Unit, Doc ID, Document Description, Create User ID** or **Create Date**. The **Doc Code, Doc Unit, Doc Dept, Doc ID, Document Description,** and **Create User ID** fields support wildcard searches, and the **Create Date** field also supports greater than and less than searches.

After entering your search criteria, click on the **Browse** link, records are retrieved and displayed in the grid section of the page. Select the desired record in the grid and then click on the **Lifecycle Inquiry** link to transition to the Lifecycle Inquiry page.

Related Topic(s):

- Lifecycle Inquiry (LINQ)

Lifecycle Inquiry

The Lifecycle Inquiry page can be accessed in the following ways:

- **Page Search -** If accessed from Page Search you must enter a value in the **Document Code, Document Department** and **Document ID** fields and click on either the **Forward** or **Backward** buttons to perform a query. If a query is performed on a document with a **Phase** of *Draft, Pending, Final* or *Historical (Final)*, the system will display all documents associated with the search document. You can click the **Back** link to return to Page Search.
- **Lifecycle Document Search (LFDOCSCH) -** If accessed from LFDOCSCH, then the system will populate the **Document Code, Document Department** and **Document ID** values on LINQ with the values in the **Doc Code, Doc Dept** and **Doc ID** fields from the selected record on LFDOCSCH. When the **Forward** or **Backward** buttons are clicked to perform a query, if the search document entered has a **Phase** of *Final* or *Historical (Final)*, all documents associated with the selected document will appear in the grid on LINQ. You can click the **Back** link to return to LFDOCSCH.
- **Procurement Document (PRCUDOC) -** If accessed from PRCUDOC, then the system will populate the **Document Code, Document Department** and **Document ID** values on LINQ with the values in the **Doc Code, Doc Dept** and **Doc ID** fields from the selected

record on LFDOCSCH. All documents associated with the selected document will appear in the grid on LINQ when the **Forward** or **Backward** buttons are clicked to perform a query. You can click the **Back** link to return to PRCUDOC.

- **My Requests (RQHISTM)** - If accessed from RQHISTM, then the system will populate the **Document Code, Document Department**, and **Document ID** values on LINQ with the values in the **Doc Code, Doc Dept,** and **Doc ID** fields from the selected record on RQHISTM. All forward referencing documents associated with the selected document will appear in the grid on LINQ. You can click on the **Back** link to return to RQHISTM.

The **Backward** search button on the Lifecycle Inquiry page allows you to view all documents that reference the search document and were created on the same date or before the search document. The **Forward** button allows you to view all documents that reference the search document and were created on the same date or after the search document. You can click the **Document ID** link to transition to a document listed in the search results grid. Note: If a document has been archived and no longer exists on the Document Catalog, although a document link will exist for the document on the page, if the link is clicked the message, 'The Specified Document is not Available', will be displayed.

If a record on the grid section is highlighted then the search values on the page will reflect the **Document Code, Document Department** and **Document ID** of the highlighted record. When the **Forward** or **Backward** search button is clicked, initiating a search, the **Document Code, Document Department** and **Document ID** search values are cleared on the page and the system will perform the requested search.

You can download the result of the Backward or Forward Lifecycle search to a Microsoft Excel report. When the **Download to Excel** link is selected after a query has been performed, the system verifies that the number of records from the Inquiry does not exceed 2000 records. If the number of records exceeds 2000, an error is issued. At this point you may need to redefine your **Document Filter** field values to reflect a specific **Document Code** or select records based on dates or date ranges. You must then re-execute the Forward or Backward lifecycle search. Document Filters allow you to limit the values displayed in the grid section for your search. You may limit the Document Code that is visible by entering a value in the Document Code in the filter section of the page. You may also define a **From Date** and a **To Date** in the filter section of the page to define a date range for the documents displayed in the grid. If the number of records does not exceed 2000, a pop-up window is displayed. This pop-up window requires you to specify a path and filename to define where the report will reside once it has been created.

Refer to the "Document Referencing' section in this user guide for additional information on Referencing.