Entering a Utility Copy (UC) Transaction

Utility Copy (UC) Transactions are used to copy single batched or individual transactions into new transactions and/or batch numbers. However, entire batches **cannot** be copied.

```
ACTION: L   SCREEN: uc    USERID: AFNS
FUNCTION:                 ORG:

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

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

  .    .    .      PVQ  AGC  XAGC0000001  ACCPT 00000 XX0320 AFNS
```

Once on the AFNS SUSF table, type an **'L'** (leaf) in the action and **'uc'** in the screen id. Make sure the last positions have been cleared.

Press '**ENTER**'

```
FUNCTION: NEW                DOCID: UC   AGC  XAGC0000001
  STATUS:                    BATID:              ORG:          000-000 OF 000
H-
                  NUMBER OF DOCUMENTS:



             ------------ OLD ------------      ------------ NEW ------------
     TRANS        BATCH          DOCUMENT          BATCH          DOCUMENT
     CODE  AGCY  NUMBER  AGCY    NUMBER       AGCY NUMBER  AGCY    NUMBER
     ----   ---  ------  ---   ----------      ---  ------  ---   ----------

01-

02-

03-

04-

05-

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

The system enters 'NEW' in the function.

The '**UC**' is brought forward. The agency code and UC number must be entered before keying in the data.

Enter your agency's code.

Enter your agency's UC number or use the '**#**' sign for automatic numbering.

Press '**ENTER'**

TB Information:

```
FUNCTION: ed              DOCID: UC   AGC  XAGC0000001
  STATUS:                 BATID:                  ORG:         000-000 OF 000
H-
                  NUMBER OF DOCUMENTS: 01


          ------------ OLD ------------      ------------ NEW ------------
     TRANS       BATCH         DOCUMENT           BATCH         DOCUMENT
     CODE  AGCY  NUMBER  AGCY  NUMBER       AGCY  NUMBER  AGCY  NUMBER
     ----  ---   ------  ---   -----------  ---   ------  ---   -----------
01-  PV                  AGC   XAGC0000001                AGC   XAGC0000002

02-

03-

04-

05-
```

Once all information has been entered on the transaction, type '**ed**' in the function field. Remember an **'ed'** will perform an edit on the transaction data and display any errors.

Press '**ENTER'**

```
FUNCTION:                   DOCID: UC   AGC  XAGC0000001
  STATUS: SCHED             BATID:              ORG:        001-001 OF 001
H-
              NUMBER OF DOCUMENTS: 01



         ------------ OLD ------------        ------------ NEW ------------
    TRANS       BATCH       DOCUMENT            BATCH       DOCUMENT
    CODE  AGCY  NUMBER AGCY  NUMBER       AGCY NUMBER AGCY   NUMBER
    ----  ---   ------  ---  ----------   ---  ------  ---   ----------

01-   PV                AGC  XAGC0000001              AGC  XAGC0000002

02-

03-

04-

05-

A--*HP00-NO ERRORS DETECTED
```

The user is informed by the informative message at the bottom of the screen that no errors were found.

Notice the status field has **SCHED.** A status of SCHED means the transaction is **SCHED**uled for OFF-LINE processing.

The system updates the counter in the top right corner every time a new screen is displayed. This allows the user to keep track of the line number. For example, the above screen displays **001-001 OF 001**. This means line one is displayed and that the transaction has only one line.

```
FUNCTION: r                DOCID: UC   AGC  XAGC0000001
  STATUS: SCHED            BATID:              ORG:         001-001 OF 001
H-
                  NUMBER OF DOCUMENTS: 01



          ------------ OLD ------------        ------------ NEW ------------
    TRANS        BATCH        DOCUMENT              BATCH        DOCUMENT
    CODE  AGCY  NUMBER  AGCY   NUMBER        AGCY  NUMBER  AGCY   NUMBER
    ----  ---   ------  ---  ----------      ---   ------  ---  ----------

01-  PV                 AGC  XAGC0000001                   AGC  XAGC0000002

02-

03-

04-

05-

A--*HP00-NO ERRORS DETECTED
```

To run the transaction, key an '**r**' in the function field.

Press '**ENTER**'

```
FUNCTION:                   DOCID: UC   AGC  XAGC0000001
  STATUS: ACCPT             BATID:              ORG:        001-001 OF 001
H-
                  NUMBER OF DOCUMENTS: 01



          ------------ OLD ------------          ------------ NEW ------------
    TRANS        BATCH        DOCUMENT                  BATCH        DOCUMENT
    CODE   AGCY  NUMBER  AGCY  NUMBER          AGCY NUMBER  AGCY     NUMBER
    ----   ---   ------  ---  ----------        ---  ------  ---   ----------

01-   PV                 AGC  XAGC0000001                   AGC   XAGC0000002

02-

03-

04-

05-

A--*HP20-DOCUMENT ACCEPTED
```

An **ACCPT** status indicates the transaction passed all edits and the transaction has
updated the master tables.

The informative message at the bottom of the screen also informs the user the
transaction is accepted.

Once the UC transaction is accepted, the new transaction (created by the UC) will load
to the AFNS SUSF table with a status of HELD. In order for the new transaction
(created by the UC) to process, please go into the HELD transaction and edit the
transaction (function of ED).
Note: The new transaction (created by the UC) will have 'UCD' (for utility copy
document) listed in the 'Last User' field of the AFNS SUSF screen.

Note: Once a UC transaction has accepted in the AFNS system, if your agency
notices an error, the existing UC transaction **cannot** be changed. Instead the
transaction created by the UC transaction can be corrected – as long as the incorrect
information isn't part of the new transaction header. If the incorrect information is part
of the new transaction header, delete the HELD transaction & create a new transaction
with the correct information.