

For: State and County Offices

**Foundation Financial Information System (FFIS) Suspense File (SUSF) Management**

Approved by: Deputy Administrator, Management



**1 Overview**

**A Background**

FFIS SUSF records all transactions entered by each Agency, including direct entered or interfaced transactions. Each month, the Office of the Chief Financial Officer requires each Agency to manage their documents by deleting any un-needed documents. Since multiple agencies use FFIS, it is crucial that this process be regularly performed.

**B Purpose**

This notice provides instruction to FSA field office users of FFIS on:

- the frequency of SUSF management
- instruction to FSA field office users of FFIS on deleting un-needed documents from SUSF.

**C Contact**

If there are questions about this notice:

- County Offices shall contact State Offices
- State Offices shall contact Lisa L. Randolph by email at [lisa.randolph@kcc.usda.gov](mailto:lisa.randolph@kcc.usda.gov)

<b>Disposal Date</b>	<b>Distribution</b>
February 1, 2006	State Offices; State Offices relay to County Offices

## Notice FI-2681

### 2 State Office Action

#### A SED Action

SED's are to ensure that all FFIS end-users follow detailed guidance in this notice on SUSF management on a regular basis.

#### B SUSF Management - Frequency

Only documents in an "ACCPT" status should remain on the FFIS SUSF table over 30 calendar days. All un-needed MY (original and modifications) and TY documents on the FFIS SUSF table should be deleted from the system no later than the last Friday **of each month.**

This regulation applies to all documents where the status **is:**

- REJCT
- HELD
- SCHED
- PEND1.

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### 2 State Office Action (Continued)

#### C Deleting Documents from the SUSF Table

The following instruction provides guidance on how to delete documents from the SUSF table. Once the document is deleted, the information is no longer accessible.

**Note:** If desired, make a copy of the document header and line entries before deleting.

Step	Action
1	From the FFIS SUSF screen, ENTER "S" in the ACTION field.
2	Tab 8 times to the TRAN DOCUMENT ID field. ENTER "MY" or "TY".
3	Tab 1 time to reach the SEC1 DOCUMENT ID field. ENTER the "SEC1" code. This is your alpha State abbreviation.
4	PRESS "Enter". This will bring selected types of documents for the selected SEC1 to the top of the SUSF table listing.
5	Review the LAST DATE field. If the date shown in that field is older than 30 calendar days, delete the document.
6	PRESS " <b>Home</b> " to navigate to the ACTION field. ENTER "S" in the ACTION field.
7	Tab 3 times to the FUNCTION field. ENTER "DELETE".
8	Tab until you reach the line of the document(s) that needs to be deleted.
9	ENTER "X" in the SEL column for those documents. PRESS "Enter".
10	The status shown in the STAT column for each of those documents should reflect, "DELET".
11	Repeat until all un-needed MY and TY documents that are older than 30 calendar days have been deleted.

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### 2 State Office Action (Continued)

#### C Deleting Documents from the SUSF Table (Continued)

If a document is inadvertently deleted, it may be retrieved only if the following steps are taken **on the same day the document was deleted**. Once the nightly cycle has processed, the deleted documents are **not** retrievable.

Step	Action
1	From the FFIS SUSF screen, ENTER "S" in the ACTION field.
2	Tab 8 times to the TRAN DOCUMENT ID field. ENTER "MY" or "TY".
3	Tab 1 time to reach the SEC1 DOCUMENT ID field. ENTER the "SEC1" code. This is the alpha State abbreviation.
4	PRESS "Enter". This will bring all of the selected types of documents for the selected SEC1 to the top of the SUSF table listing.
5	Review the LAST DATE field. If the date shown in that field is older than 30 calendar days, delete the document.
6	PRESS "Home" to navigate to the ACTION field. Type "S" in the ACTION field.
7	Tab 3 times to the FUNCTION field. Type "UNDELETE".
8	Tab until you reach the line of the document(s) that needs to be un-deleted.
9	ENTER "X" in the SEL column for those documents. PRESS "Enter".
10	The status shown in the STAT column for each of those documents should reflect whatever status was shown before deletion.