

### FFIS Communication Table Screen

ACTION:	TABLEID: COMT	USERID: XXXX
FFIS COMMUNICATION TABLE		
KEY IS REQUEST TYPE, APPLICATION ID, SEQ #		
REQUEST TYPE:	APPLICATION ID:	SEQ #:
REQUESTER:	REQUEST DATE:	REQUEST TIME:
COMMUNICATION TEXT:		
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### Instructions for completing the COMT

- 1) Access the COMT screen.
- 2) Type **A** in the Action field.
- 3) Type **R** in the Request Type field.
- 4) Tab below the dotted line and enter the specific request to be accomplished on the FUND.
- 5) Screen-print a copy of the COMT for your reference files.
- 6) Press **Enter** to submit the request to COD.

### FFIS Communication Response Table Screen

ACTION:	TABLEID: COMR	USERID: XXXX
FFIS COMMUNICATION RESPONSE TABLE		
KEY IS REQUEST TYPE, APPLICATION ID, SEQ #		
REQUEST TYPE:	APPLICATION ID:	SEQ #:
REQUESTER:	REQUEST DATE:	REQUEST TIME:
COMMUNICATION TEXT:		
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RESPONSE TEXT:		
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RESPONDER:	RESPONSE DATE:	RESPONSE TIME:

### Instructions for completing the COMR

- 1) Access the COMR screen.
- 2) Type **S** in the Action field.
- 3) Type **R** in the Request Type field.
- 4) Type your agency's application ID in the Application ID field as FFxx (xx represents your agency's 2-position numeric code).
- 5) Type the sequence number assigned to your COMT request in the SEQ # field.
- 6) Press **Enter** to display your original request and the resolution/action taken by COD.