SERVICES:
NEOMIN Helpdesk :

Click on the link from NEOMIN Homepage
http://www.neomin.org

Enter your Username/Password

1. Click on "Create a new Request" under Request Support.
2. Fill in the following fields:
    - Report by: Your UserName
    - Phone #: enter your phone #
    - Email address: Your email
    - Priority - Leave blank if normal
    - Request Area - For fiscal support
      >NEOMIN.FISCAL .USPS.SUPPORT
      >NEOMIN.FISCAL.USAS.SUPPORT
    - Enter a description of problem
    - Report by: Your User Name
3. Click on Save - The system will respond with a request detail and produce the Request Detail with your ticket number.
4. Click on HOME in top right corner to exit.

"Don't take life too seriously....no one gets out alive"

NEOMIN STAFF
(330) 847-6464

Administration
Executive Director	Tom Garbarz	Ext. 1509
Associate Director	Rob Falatic	Ext. 1507
Administrative Asst	Melanie Reese	Ext. 1501
Consultant	John Jaros	Ext. 1520

Fiscal Services
Business Support Coord.	Brenda Krol	Ext. 1502
Business Support Spec.	Patty Daniels	Ext. 1512

Library Services
Library Support Specialist II	Autumn Roper	Ext. 1504
Library Support Specialist II	Davey Simo	Ext. 1506

Network Services
Network Coordinator	Kevin Homistek	Ext. 1508
Network Analyst	Mitch Bellotta	Ext 1512

Student Services
Student/EMIS Coordinator	Amy Blanford	Ext. 1521
Student/EMIS Support II	Kathy Donley	Ext. 1523
Student/EMIS Support II	Barb Switzer	Ext. 1522

System Services
System Analyst II/Help Desk	Brian Greathouse	Ext. 1510
System Analyst II/Email	Lisa Collins	Ext. 1511
System Analyst II/DBA	Martina Agona	Ext. 1505

Phone: (330) 847-6464
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NorthEast Ohio Management
Information Network
5286 Educational Hwy
Warren, Ohio 44483

NEOMIN

USASWeb

Facts, Tips & Tricks

Https://webapps.neomin.org/usasweb
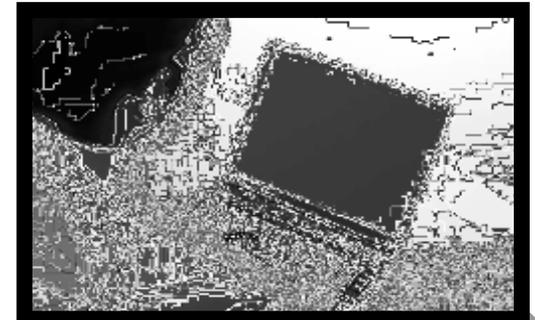
FISCAL SERVICES
330-847-6464 / 866-547-1550

Brenda Krol, CPA, Business Support Coordinator
Patty Daniels, Business Support Specialist

USASWeb FACTS, Tips, & Tricks

September 2006 Obsolete Programs in USAS

VENSCN   APE   RCPROC

OHUSAS

USASWeb Login Procedure

Username: Lastname_S

Password:

User Login

Username

Password

Login   Reset

- Use the same username and password to log into reflections .
- User's Account Setup will determine the level of access to the following programs.
  - * ADD Feature requires User Access Rights

Accounts /Vendors

- Add Budget/Revenue Accounts, Vendors & Query Lookups

Requisitions/PO's

- New (Add), Query existing REQ's/PO's and Load in Drafts/templates .
- Amend PO can only be done in USASCN/POSCN >Modify/Add items to partial paid PO's
- No Scroll (F10– Next) function in Query Mode
- No Lockmode
- Printing Reports/Purchase orders— Reflections USAS Programs

Receipts/Invoices

- New / Query Lookups
- To Print Receipts created on WEB use USAS/ RCFORM from reflections.
- To Print Refunds Checks create on Web use USAS/ ChkSEQ option #2

Tips & Tricks

Short Cuts in USASWeb

- **Shift+Tab** Takes you back to prior field
- **ALT+Left Arrow** Go to Previous Page
- **ALT+Right Arrow** Go to Next Page
- **Home** Cursor is place at the beginning of page
- **End** Cursor is placed at the end of page
- **Ctrl+F** Find on current page
- **Ctrl+R** Refresh current page
- **Crtl+C** Copy Highlighted Text
- **Ctrl+X** Cut Highlighted Text
- **Ctrl+V** Paste highlighted text at cursor position

Inputting Dates in USASWeb

1. Enter "t" in any date field = 02/27/2006 (today's date)
2. Enter 022706 and will be displayed as 02/27/2006
3. 0227 will default to current year = 02/27/2006
4. "dd" (27) will default to current month/year =02/27/2006

Did you know?

- When adding more than one item, bypass the √ and click on the + icon to add additional item. This will save the current item and simultaneously open the next item . With the + highlighted you do not have to continue to click √ just hit enter to add successive items.

- On drop-down menus, type in the 1st letter of the option.

Example. Filling invoice item you can enter a "P" for

Partial instead of clicking the mouse to select the option.

- On– Line Help Assistance is available by clicking the ? Under your district name in top right hand corner.

Release Requests / Updates

- **Release Updates on Ver. 2.0-0**

- Lockmode: Requisitions, Purchase Orders, Receipts & Invoices. Lockmode will not be available. Option to Continue adding without going back to USASWeb HOME .

"NEW" Button will be added to functions so that you can quickly begin next transaction after Posting.

- Incrementing # in Requisition, PO, Receipts

  Fixed by next Major Release

- **Request for Next Release:**

- Invoices:—Received date must be entered for each item when more than one item on the invoice.

  Proposed Solution:

  1st open invoice item will have an icon to copy rec'd date to remaining items.

- Refund of Receipt: Printed form is not wrapping second name correctly.

  Fixed on next release .

- Delete Budget account screen takes you back to Query an get an Error "No Account Found"

  This is will be change on next release to:

  "Account Deleted Successfully"

- Modify/Delete invoices on USASWeb

  TBD Next Release ?

- Preventing Blank Requisition Dates.

  TBD Next Release—

  Force a date to be entered.