

FAS ON-LINE ACCESS QUICK REFERENCE

This Quick Reference Guide explains the following:

- logging on to the mainframe
- accessing the FAS SCREENS
- moving around the FAS SCREENS
- responding to error messages
- using SCREEN 24; the TRANSACTIONS SCREEN
- exiting the FAS SCREENS
- logging off

Refer to the *FAS On-Line Access Training Guide* for more detailed instructions and more information about each SCREEN.

SPECIAL KEYS

KEY	PURPOSE
TAB	To move clockwise from field to field
SHIFT + TAB	To move counter-clockwise from field to field
SPACEBAR	To correct typing errors To erase previous selection criteria
ENTER	To view data after making selections in MENU SCREENS, 01 and 24 To view PAGES within dollar inquiry SCREENS
PF3 OR CLEAR	To exit the TRANSACTION LIST to the FAS TRANSACTIONS MENU. To exit SCREEN 24 and return to SCREEN 01, the FAS MAIN MENU
PF7	To view the previous PAGE of transactions (SCREEN 24)
PF8	To view the next page of transactions (SCREEN 24)

LOG ON TO THE MAINFRAME

Connect to the University's mainframe in whatever manner has been established on your workstation. Type in your USERID and password. Hit ENTER. The TPX MENU SCREEN will appear.

ACCESS THE FAS SCREENS

After you have logged in, you must select the FAS inquiry screens from the TPX MENU SCREEN. Press the TAB key until the cursor is in front of the FAS line. Hit ENTER and the FAS MAIN MENU will appear.

MOVING AROUND

You have access to SCREENS 01 through 07, 14 through 18, and 24. Screen 01 is the menu screen.

SCREENS 02 through 07 contain attribute data: 02 through 04 general ledger (GL) attribute data; and 05 through 07 subsidiary ledger (SL) attribute data. Attribute SCREENS contain only one PAGE of data.

SCREENS 14 through 18, contain dollar data. General ledger (GL) data is found in SCREEN 14. SCREENS 15 through 18 contain subsidiary ledger (SL) data. Dollar Info SCREENS may contain several PAGES of data.

SCREEN 24 lists current month and prior month transactions. This SCREEN operates differently than the other SCREENS and

requires special keys. Please read the section about SCREEN 24, on the next page, before you try to access this SCREEN.

Select the SCREEN you wish to view from the MAIN MENU, SCREEN 01, and type its two-digit number. Type a six-digit* account number in the format LAAAAA. If you insert a dash between the ledger (L) and the account (A) number, you will get an error message. Hit ENTER to view the data you requested.

*SCREEN 16 requires a 10-digit account number in the LAAAAASSSS format. Don't use dashes.

*If you wish to view SCREEN 24 (**see next page**) you may enter no account number, a six-digit account number or a ten-digit account number.

If the message * SUB ACCT TOTAL* appears at the bottom of the SCREEN, hit ENTER to see the next PAGE of information. Keep hitting ENTER to view subsequent PAGES. When you reach the last PAGE of data the message * ACCT TOTAL * will appear at the bottom of the PAGE. If you hit ENTER again, you will return to the first PAGE of data.

To return to the FAS MAIN MENU type 01 in the SCREEN FIELD and hit ENTER.

ERROR MESSAGES

Error messages will appear on the very first line of the all FAS SCREENS, except SCREEN 24, where they appear at the bottom of the SCREEN.

If you get an error message, ask yourself the following questions:

- Do I have access to this SCREEN or account?
- Does this SCREEN or account number exist?
- Have I requested a GL SCREEN for an SL account or an SL SCREEN for a GL account?
- Have I inserted a dash in the account number?
- Have I requested SCREEN 16 but typed a six-digit account number?

To correct the error, type over the incorrect SCREEN or account number and hit ENTER.

SCREEN 24

This SCREEN operates differently than the other SCREENS.

Type an Exec(utive) Level or a Department. Type in all other selection criteria. Remember you can use SHIFT + TAB to jump to the bottom of the SCREEN. Hit ENTER to view the transactions you selected. Use PF8 to PAGE forward, PF7 to PAGE backward. Use PF3 to exit from the transaction listing to the FAS TRANSACTIONS

MENU SCREEN and from there to the FAS MAIN MENU, SCREEN 01.

SCREEN 24 error messages appear at the bottom of the SCREEN. The message will prompt you to correct your error and the CURSOR will jump to the offending FIELD.

Use the CLEAR KEY if the SCREENS freeze. The CLEAR KEY varies from machine to machine and was defined when you received access. Try the ESCAPE KEY, PAUSE KEY, or CONTROL + HOME. Contact your divisional computing staff for assistance.

See Chapter 20, About Screen 24, in the *FAS On-Line Access Training Guide* for more information.

LOGGING OFF

Exit from the transaction menu or list. Use the PF3 key.

From any other SCREEN, type SO (sign-off) in the SCREEN FIELD and hit ENTER **TWICE**.

This will return you to the TPX MENU SCREEN. From here, you may select another application or log off completely. Return to the *ITS* LOGIN SCREEN by hitting the PF3 key (or by typing /F or /K at the command line). Disconnect from the mainframe in whatever manner has been established for your workstation.

The University of Chicago



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FINANCIAL SERVICES

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