

USASWEB Tips

Keyboard Shortcuts:

Dates

- Enter "t" for today's date =
- Enter in mmddyy format =
- mmdd will default to current year =
- dd will default to current month and year =

More Keyboard Shortcuts

- **Shift+Tab** - takes you to prior field or icon
- **Alt+Left Arrow** - Go to previous page
- **Alt+Right Arrow** - Go to next page
- **Home** - go to beginning of page
- **End** - go to end of page
- **Ctrl+F** - Find on this page
- **Ctrl+R** or F5 - Refresh current page
- **Ctrl+C** - Copy highlighted text
- **Ctrl+X** - Cut highlighted text
- **Ctrl+V** - Paste highlighted text at cursor position

MORE HELPFUL TIPS

Configuration Tips

- When using Internet Explorer, at the top of USASWeb page click Tools, the Internet Options, then in the Temporary Internet Files section click Settings. Click 'Automatically', then click OK. This will increase response time in USASWeb.
- To avoid having to scroll down and across on certain USASWeb screens, you can change your browser text size. For internet Explorer, click View, then click Text Size, then click 'Medium' or Smaller' – your screens should now fit better on the page. (Please note that this

change will affect the size of all Internet web pages you view, not just USASWeb.

- Pressing 'F11' on your keyboard will toggle the tool bars on top of your web screens on or off, thereby making your screen slightly bigger or smaller
- After entering the 'Program' you wish to work in, (requisitions, purchase orders, invoices) you can click '-' in the top right corner of the menu box to minimize the menu box.

Processing Tips

- Most entries in USASWEB can be done without using the mouse: **TAB** takes you to next field or icon (i.e. after entering an item, press TAB until you get to "plus" icon. It will highlight the icon – press ENTER to open another line item)
- When adding more than one item, bypass the checkmark and click on the plus icon to add another item. It will save the current item and simultaneously open the next item.
- When using drop-downs, you can type first letter of the option instead of using the mouse (i.e. invoice status drop down menu– enter in "P" for partial instead of using mouse to select "partial")
- For invoice processing, leave the "received date" blank and it will default to the invoice date.
- When you are finished entering your last item, click on the checkmark. It will automatically move your screen to the top of the page so you can validate and/or post the transaction.
- If you do not need to see warnings (such as negative unencumbered balances), bypass VALIDATE altogether and click on POST.
- If the price is a whole amount (no cents), there is no need to add the decimal and cents. (i.e. Enter 10 for 10.00 dollars)
- If the item descriptions are the same throughout the transaction, copy the first item's description using CTRL+C and when entering the subsequent items' description, use CTRL+V to paste the description.
- After you have saved a line item, you can click on the 'double paper' icon to copy the line item to the next line item.
- Keep a USAS (Reflections session) open and a USASWEB session open. For example, after posting receipts in USASWEB, click on your Reflections session to use RCFORM to print out the range of receipts you just entered.
- If you have a requisition, purchase order, or receipt that you do over and over, you can save it as a draft and recall it and just change minimal information. For example: utility bills that are paid monthly.
- If you are entering a number of requisitions, purchase orders, or receipts at the same time that are very similar, mileage and expense

purchase orders, you can use the clone option and just change the vendor.

UTILITIES option

- You can change your LACA password in USASWEB (this will also update your password when using Reflections as well). Under “Utilities” click on Change Password.
- Show Current Users under the “Utilities” menu will show you all the users in your district currently logged into USASWEB.

HELP option

- Under “About”
 - You can click on “**Change History – User**” to view the changes SSDT has made in USASWEB
 - Recommend Browser Versions: (minimum versions)
 - Netscape 7.1
 - Microsoft Internet Explorer 6.0
 - Firefox 0.8
 - Safari 1.3
- Under Documentation
 - Allows you to view or print off the User Guide in HTML or PDF format.

Printing Options

1. You can use USASWEB to print off each transaction individually
2. You can use POFORM to print off purchase orders that were created in USASWEB. POFORM contains the following options:
 - Range of Purchase Orders
 - Range of Future Purchase Orders
 - Non-Consecutive current or future purchase orders

*NOTE: the range of future POs and future non-consecutive POs will allow you print future POs as long as the list-processing logicals are defined to use custom forms.

Some prompting you will receive when running POFORM

Are your forms pre-printed? (Y,N <Y>) N

Invoice To address:

- 1) SAMPLEVILLE SCHOOLS
- 2) TREASURERS OFFICE
- 3) P.O. BOX 123
- 4)
- 5) SAMPLEVILLE, OH 55555

If your multi-part PO forms do not display your district's address in the **“Invoice To:”** section of the form, enter “N” to this prompt.



Are delivery and invoice addresses the same for each PO? (Y,N <Y>): _
(Stored delivery address lines will be used when available)

Is the deliver-to address the same as the invoice-to address for every PO in the range of POs you have entered?

If you select “Y”, it will automatically place “same as invoice address” in the deliver-to address field for every PO that does not already contain a deliver-to address. (NOTE the message under the prompt “stored deliver address lines will be used when available”.) For example, if you enter a range of PO #'s 1 through 3, if POs 1 and 2 do not contain existing deliver-to address information, the deliver-to address fields will display “same as invoice address”. However, if PO #3 does contain existing deliver-to address information, the existing address will print on the PO.

If you select “N”, it will prompt you for the deliver-to vendor/address for any purchase orders that do not contain existing deliver-to address information. In our example, PO#1 and #2 will each be prompted for deliver-to address however, PO#3 will use the existing deliver-to address information.