

EIEIO Cheat Sheet

Revised 4/04

Extended Interface for Enquiry Input and Output
Provides enquiry access to the primary master files of USAS

Account - displays data for a particular account

BARQ - used for retrieving data from ARF

Calculator - on line calculator

Check - displays data for a particular check

Invoice - displays data for a particular invoice

Keys - displays the function of the keys (depends on keyboard using)

OINQ - displays information for expenses, revenues, and open invoices

PO - displays data for a particular purchase order

Receipt - displays data for particular receipts, refunds of receipts,
reduction of expenditures, modifications, corrections, supplies
distribution, and transfers

Requisition - displays data for a particular requisition

Vendor - displays data for a particular vendor

Exit - exits EIEIO

Special Key Definitions

PF1 will cause the next record in the file to be displayed, this allows
“leafing” through a file record by record

PF2 same as [Help]

PF3 same as [Find]

PF4 exit current window back to main EIEI/O menu

Find/Home initiates a search in the area of the screen you are presently
working.

Select/End if a bar menu has been created by using the [Find] key as
described above, this key will allow you to make another choice
from the same menu.

Help enter the EIEI/O Help facility

F10 will take you back to Menu>

F17 will cause the next record in the file to be displayed, this allows
“leafing” through a file record by record

F18 will cause the record in the current window to be copied to the
print file EIEIO.TXT.

If there are more line items than can be displayed on the screen, you can use the up and down arrows or the “**next**” and “**prev**” keys to scroll through the items.

At the Menu>EIEIO

Arrow to the correct inquire option and hit enter

Accounts

This window displays data for a particular account.

TI (transaction indicator) must be entered

- 00 Cash
- 01 Appropriations
- 02 Budgets
- 03 Revenue

If exact account is not known:

1. enter portion and press [find] or [home]
2. arrow down to correct account and [return]

Range of accounts:

1. enter the portion of the account and fill the rest of account with ????
2. arrow down to correct account and [return]

If you know exact account:

1. enter account number and [return]
2. [PF3] (will list every account that comes after account entered)
3. [return] to select account

Press [PF4] to return to EIEIO bar menu

Check

Find exact check:

1. enter check number and [return]
2. press [PF1] to page thru checks

If exact check number is not known:

1. enter number that is close

2. press [find]
3. press [PF1] to page thru checks

Press [PF4] to return to EIEIO bar menu

Invoice

Find specific invoice:

1. enter PO number and [return]
2. enter invoice number and [return] (case sensitive)
3. press [PF1] to page thru invoices

To see all invoices attached to a PO:

1. enter PO number [return]
2. press [PF1] to page thru invoices

Press [PF4] to return to EIEIO bar menu

PO

Find exact PO:

1. enter PO number
2. press [PF1] to page thru PO's

Press [PF4] to return to EIEIO bar menu

Since the amount of data is too large to display on the screen, you can use the left and right arrows to scroll across the screen.

Receipts

(receipts, refunds, reductions, modification, corrections, supplies distribution, transfers)

1. Enter transaction number and [return]
2. Press [PF1] to page thru receipts

Press [PF4] to return to EIEIO bar menu

Requisitions

Find exact requisition:

1. enter requisition number and [return] (case sensitive)
2. press [PF1] to page thru requisitions

If exact requisition number is not known:

1. enter number that is close and press [find]
2. press [PF1] to page thru requisitions

Press [PF4] to return to EIEIO bar menu

Vendor

Find Vendor by vendor number:

1. Enter vendor number and press [return]

Find a Vendor by name:

1. Press [find]
2. Enter vendor name
3. Press [return] a pop up window will appear
4. Highlight vendor (not case sensitive)
5. Press [select] or [return]

Press [PF4] to return to EIEIO bar menu

OINQ

Displays expense transaction data, revenue transaction data, and open invoice data.

Information can be searched by

- Vendor
- Date
- Purchase order number
- Account Code

Only transactions entered *prior* to today are available for display

To end a search before it has completed, [ctrl/x] may be used

Special Keys for OINQ

Return	move to next selection field
Tab	move to next selection area
PF1	execute search
PF2	clear all search parameters
PF3	select program options
PF4	return to the EIEIO menu
F10	exit EIEIO
Do	return to EIEIO menu
Help	enter the OINQ help facility
CTRL/X	abort the search

Specific Vendor

1. enter vendor # press [return]
2. press [PF1] for the po's for this vendor
3. press [PF2] to clear the vendor field
4. enter another vendor # press [return]
5. press [PF1] for the po's for this vendor

Specific Vendor, Specific Amount

1. press [PF2] to clear the entry field
2. enter vendor #
3. press [return] until the cursor is at "amount" field
4. enter amount
5. press [PF1]

Specific Vendor, Specific Amount, Specific Invoice

1. press [PF2] to clear the entry field
2. enter vendor #
3. press [return] until the cursor is at "invoice" field
4. enter invoice #
5. press [return] until the cursor is at "amount" field
6. enter amount
7. press [PF1]

Specific Purchase Order

1. press [PF2] to clear the entry field
2. enter purchase order # [return]
3. press [PF1]

Specific Purchase Order, Specific Account, Specific Dates

1. press [PF2] to clear the entry field
2. enter PO #
3. press [return] to the "Dates" field
4. enter the dates
From: mmddyy To: mmddyy
5. press [return] to the "TI" field
6. enter account #
7. press [PF1]

Specific Vendor, Specific Invoice

1. press [PF2] to clear the entry field
2. enter vendor # and press [return] to "invoice" field
3. enter invoice #
4. press [PF1]

Specific Amount, Specific Dates

1. press [PF2] to clear the entry field
2. press [return] to the "amount" field
3. enter the amount
4. press [return] to the "dates" field
5. enter the dates
from: mmddyy to: mmddyy
6. press [PF1]

Specific Account

1. press [PF2] to clear the entry field
2. press [return] to the "account" field
3. enter the account #
4. press [PF1]

Find Specific Account

1. press [PF2] to clear the entry field
2. put cursor on account code
3. press [find]
4. enter account code or part of code with ???
5. user up/down arrow keys to highlight account code desired
6. press [return]
7. press [F10] to place account in OINQ

Options

Accessed by pressing PF3 while in OINQ.

All options, except PIGate, occur in pairs.

The options that are currently displayed **are not what is currently in effect.**

Range of Accounts

1. press [PF3] to enter "Options" section of OINQ
2. use up/down arrows to highlight "Range_of_Accounts" press [return]
3. use up/down arrows to highlight "Exit_Options" press [return]
4. press [PF2] to clear fields
5. with cursor on "account" field enter accounts
From: and To:
6. press [PF1]

Verify vendor statement (payt. dates, amounts, check numbers) using .txt file

1. press [PF3] for options menu
2. highlight "Print_on" and press [return]
3. highlight "lettersize -6 lines" and press [return]
4. highlight "single_spaced" and press [return]
5. highlight "exit_options" and press [return]
6. enter vendor #
7. press [PF1]
8. Press [PF4] and select exit
9. View OINQ.txt