APPENDIX A

HELPFUL HINTS:

1. ***NEXT SCREEN*** - From any page within BEARS you may navigate to any other page without having to go through a menu by placing the five character screen name in the "NEXT SCREEN" field. The following is a list of the screens available within the Finance system:

   MNFIN - Finance Menu
   FIN02 - View General Ledger Account
   FPACC - Print a General Ledger Account
   FTPAC - Download General Ledger Account Information
   FDSUM - View summary totals of an expenditure type for a cost centre
   ENCBR - View encumbrances of a General Ledger Account
   BHIST - View budget entries only for a General Ledger Account
   BUDDE - Budget Development and Viewing by Cost Centre

2. By ***DOUBLE CLICKING*** on an input field, the field becomes highlighted which will delete the existing information in the field and will put your cursor in the correct position for data entry within the field.

3. ***INFORMATION WHICH APPEARS IN THE COLOUR BLUE AND IS UNDERLINED*** contains a link to another page. You may click on this information and be forwarded to another page with further details.

4. To move between fields on a Finance Web page you may ***point and click***, however you may run into problems with the cursor being in an incorrect position for data entry. It is recommended that you use the ***double click*** when you intend on entering data in a field. Or to move from field to field on any screen you may use the ***TAB KEY.*** The tab key will take you to the next field on the screen. ***SHIFT TAB*** will move you backwards through fields.

5. There is a ***PRINTER ICON*** in the top right hand corner of each page which allows you to print the information displayed (a screen shot) . **REMEMBER ALWAYS PRINT FROM THE BEARS SYSTEM IN LANDSCAPE!!!**