

NCAS Screen Navigational Helps

NEXT FUNCTION field	
Fastpath from screen to screen to screen within a module --- Type the screen identifier and press the Enter key.	
Press the Home key to take you to the NEXT FUNCTION field.	
ACTION field	
.AP	Accounts Payable module
.BC	Budgetary Control module
CF	Requests the system selection screen
CM	Main Menu for current module
.FA	Fixed Assets module
.FC	Financial Controller module
.GL	General Ledger module
HELP/?	Help menu
.IN	Inventory module
.PC	Procurement Card module
.PS	Purchasing module
SO	Signs you off from NCAS
REQUEST field (AP and PS modules where applicable)	
CHANGE (C)	Retrieves stored data and allows modification
DELETE (D)	Marks information for deletion
GET (G)	Gets stored information
RETURN (R)	Goes back one screen
Helpful Keys	
Tab	Moves cursor to next field
Shift + Tab	Moves cursor back one field
Home	Moves cursor to first field on the screen (usually the HOME field)
Enter	Records the information you have typed
Pause	Erases the current screen and allows you to return to the CICS screen
End	Removes any characters to the right of the cursor