



AFS

State of Louisiana
Advantage Financial System

**FINDING DATA & NAVIGATION
QUICK REFERENCE**

Your Name: _____

Your ISIS ID: _____

Internet Address:
<http://www.doa.louisiana.gov/ois>

Help Line: 225/342-ANSR (2677)

DOA Mainframe Help Desk: 225/342-4730
(To reset the password for your userid because it was either revoked or you forgot it)

Training:
Please direct all requests for ongoing training to your Agency ISIS Liaison.

Name: _____

Phone: _____

Navigation:

<u>Functions</u>	<u>PF Keys</u>	<u>Description</u>
blank	---	Next Screen
- #	---	Go back # lines
+ #	---	Go forward # lines
<	---	Previous Screen
A+	F12	Approve Document
A-	---	Unapprove Document
A?	---	Show Approvals
BD	F6	Bottom Document
CL	---	Copy Line
DD	F7	Delete Document
DL	---	Delete Line
E	F3	End
ED	F8	Edit Document
EL	---	Error List
G	---	Get Document
H	F1	Help
HD+	F11	Hold Document
IL	---	Insert Line
N	---	New Document
RD	F9	Run Document
SAVE	F2	Save Document
SD	F10	Schedule Document
TD	F5	Top Document
UD	---	Undelete Document
X	F4	Discard Document

Action
(L) Leaf

Description

Leaf to a specified screen and scan for records.

For automatic leafing type 'L' in <Action> press <Enter>:

OPVD	OPVH
OPVV	OPVH
OPVH	OPVL
OVIH	OPVL
OPOD	OPOH
OPOH	OPOL
OPRQ	OPRL
OPCH	OPCL
VEND	VEN2
VEN2	VNAM
WREC	WRE2
1099	99TX

To leaf to tables with related fields type 'L' in <Action> and table name in <TABLEID>, press <Enter>:

DHIS	OPVH
DHIS	OPOH
PVIX	OPVL
OPVH	SCHD
OPVH	VEN2
STUB	OPVH
STUB	OPVL
STUB	VEN2
VEN2	VZIP
VEN2	VPAR
VEN2	VFED
VEN2	MVEN

(Z)Zoom

The Zoom action can be used to leaf from one master table to another, or from a transaction to a master table.

From a master table type 'Z' in <Action> and table name in <TABLEID> press <Enter>. To return to the original master table type 'E' in <Action> press <Enter>.

From a transaction type 'Z (space) table name' in <Function> press <Enter>. To return to the transaction type 'E' in <Action> press <Enter>.

ZIPR

The ZIPR action can be used to leaf between AFS and AGPS.

From AFS to AGPS - Clear AFS screen, type 'Y' in <Action> press <Enter>, then type 'L' in <Action> and 'ZIPR' in <TABLEID> press <Enter>. The PF3 key will return you to AFS.

From AGPS to AFS - Clear the AGPS screen, type 'ZIPR' in <Function> press <Enter>. The PF3 key will return you to AGPS.



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