

SERVICES: NEOMIN Helpdesk :

Click on the link from NEOMIN Homepage
<http://www.neomin.org>

Enter your
Username/Password

1. Click on "Create a new Request" under Request Support.
2. Fill in the following fields:
 - Report by: Your UserName
 - Phone #: enter your phone #
 - Email address: Your email
 - Priority - Leave blank if normal
 - Request Area - For fiscal support
>NEOMIN.FISCAL .USPS.SUPPORT
>NEOMIN.FISCAL.USAS.SUPPORT
 - Enter a description of problem
 - Report by: Your User Name
3. Click on Save - The system will respond with a request detail and produce the Request Detail with your ticket number.
4. Click on HOME in top right corner to exit.

Requirements to Access SSWAT:

Treasurer submits & completes the signed [SSWAT Access Form](#). Users can be limited to any of the following queries in SSWAT:

Accounts, Transactions, Vendors, Requisitions, and Accounts Receivable.

SSWAT users have access to all Accounts Information. Account Filtering is not available in SSWAT.

SSWAT Access Form should signed and fax to NEOMIN.

Mission: To provide the support and leadership which will enable educational institutions to achieve their objectives and those of the Ohio Education Computer Network



NEOMIN STAFF (330) 847-6464

Administration		
Executive Director	Tom Garbarz	Ext. 1509
Associate Director	Rob Falatic	Ext. 1507
Administrative Asst	Melanie Reese	Ext. 1501
Consultant	John Jaros	Ext. 1520
Fiscal Services		
Business Support Coord.	Brenda Krol	Ext. 1502
Business Support Spec.	Patty Daniels	Ext. 1512
Library Services		
Library Support Specialist II	Autumn Roper	Ext. 1504
Library Support Specialist II	Davey Simo	Ext. 1506
Network Services		
Network Coordinator	Kevin Homistek	Ext. 1508
Network Analyst	Mitch Bellotta	Ext. 1512
Student Services		
Student/EMIS Coordinator	Amy Blanford	Ext. 1521
Student/EMIS Support II	Kathy Donley	Ext. 1523
Student/EMIS Support II	Barb Switzer	Ext. 1522
System Services		
System Analyst II/Help Desk	Brian Greathouse	Ext. 1510
System Analyst II/Email	Lisa Collins	Ext. 1511
System Analyst II/DBA	Martina Agona	Ext. 1505

Network Services

Phone: (330) 847-6464
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NorthEast Ohio Management
Information Network
5286 Educational Hwy
Warren, Ohio 44483

NEOMIN



State Software Webb Access Tools

SSWAT

<https://webapps.neomin.org/sswat>

FISCAL SERVICES

330-847-6464 / 866-547-1550



Brenda Krol, CPA, Business Support Coordinator
Patty Daniels, Business Support Specialist

SSWAT— State Software Web Access Tools

What is SSWAT?

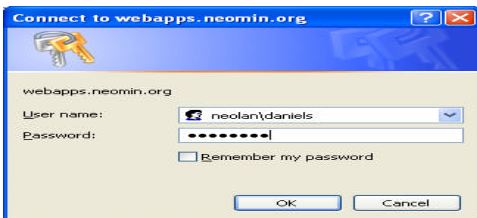
Is a web interface database which contains historical USAS data. The database is updated each night with the current days events. Transactions that are posted during the day will be available for next day query lookups.

- SSWAT is useful to query information for _Vendors, Accounts , which include Cash, Appropriations, Budget and Revenue accounts.
- SSWAT displays detailed information regarding transactions such as Purchase Orders, Receipts and Checks with the ability to create graphs and spreadsheets on almost all screens views.
- SSWAT utilizes the point-and-click approach to search for data. This make it easy to use for all users.

To Access SSWAT: www.neomin.org
Click on [Fiscal Support](#) / Click on [SSWAT Login](#)

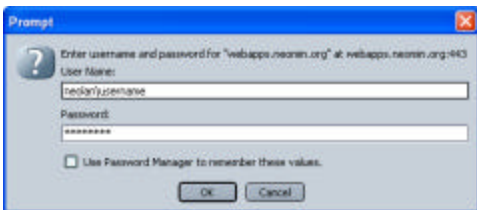
SSWAT Login for IE users:

Username: neolan\Lastname_F
Password:



SSWAT Login for Netscape users:

Username: neolan\Lastname_F
Password:



SSWAT login Main Menu:

Main Menu

[Query USAS Data](#)

[User Access Listing](#)

[Change your password](#)

[User Access Listing:](#)

Displays SSWAT authorized users in your district

[Change your password:](#)

Allows you to reset your password

[Query USAS DATA:](#)

Brings up Query Menu

Query Menu

[Account Query](#)

[Accounts Receivable Query](#)

[Check Query](#)

[Invoice Query](#)

[Purchase Order Query](#)

[Receipt Query](#)

[Requisition Query](#)

[Vendor Query](#)

[Account Query:](#)

*Queries for Cash, Appropriations, Budget & Revenue.

*Use of Wild ex: %title I% will search for account with "title I" in the description./ or type 572 in fund field to find all accounts in 572

[Account Receivable Query:](#)

*Query on invoices, dates, status and vendor. Create spreadsheets with links to Checks & vendors

[Check Query:](#) View Summary or Detail on Checks . Sorts on

check status, check #, check date & Vendor . Links with Detail on PO's, Invoices or Vendor.

[Invoice Query:](#) Use wildcards to search for invoices number. Range of invoices, status, date, or po's, vendor or check #.

Detailed or Summary Views / Links to PO, Vendor & Checks

[Purchase Order:](#) Can be queried by PO number or range, status, date range, vendor number, requisition number, check number or amended status. Links to vendor, invoices and budget accounts. Export information to Excel Spreadsheet.

[Receipt Query:](#) Lookups by receipt number, description date range and status. Summary and detail view. Export summary information to Excel spreadsheet or delimited file.

[Requisition Query:](#) Lookup by Req#, status, date range, vendor number. Export to Excel or a delimited file.

[Vendor Query:](#) Lookups by name, city , state, zip code, phone number, category or vendor range. Detail—can pull check history with links to all transactions, invoices and purchase orders

Short Cuts / Tips & Tricks

- **Shift+Tab** Takes you back to prior field
- **Home** Cursor is place at the beginning of page
- **End** Cursor is placed at the end of page
- **Ctrl+F** Find on current page
- **Ctrl+R** Refresh current page
- **Ctrl+C** Copy Highlighted Text
- **Ctrl+X** Cut Highlighted Text
- **Ctrl+V** Paste highlighted text at cursor position

Did you know?

- *All summary list have the ability to create a spreadsheet. The files can then be download into an Excel or a delimited file.*
- *Revise Query allows you to change the current query without starting over*
- *Clear Query wipes out the current information so you can start over*
- *Bookmark all your favorite queries by using your favorites feature on the menu bar of your web browser.*