

Accessing Reports

1. Log into IFAS (<https://ifasweb.union.edu/ifas7/home>)

Your username and password are the same ones you use for your Union email (be sure to leave off the @union.edu in the username field)

2. If, after logging in, you don't see the following content group on the page:



Then click on Change Content...



Select content groups and check the items to place on your dashboard. Click Save.

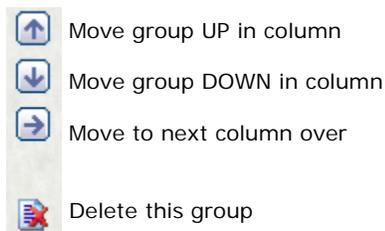
Finance 2 (Wide)

Please note: If you have been provided with additional access such as online purchasing or check requests, you will have the option of selecting additional content groups to be placed on your dashboard.

If desired, click Change Layout to change positioning on the page.



A new screen will appear. Move the content groups to desired position (column) and order on the page. Click Save.



Click Home to return to Home Page.



3. The following list provides a description of the generally available reports:
 - a. **Account Lookup Report**
Listing of accounts for which you have permission to view.
 - b. **Budget to Actual and Encumbrance Report**
Account summarized by object code displaying the budget, actual, encumbrances and balance for each object code. This report is helpful in providing the bottom line balance in an account.
 - c. **Transaction Detail**
Shows all transactions for the account or object code selected for the time frame selected. This report is helpful in reconciling your monthly transactions.
 - d. **Income Statement by Selected Account Codes Report**
Shows actual revenues and expenditures by object code for up to 10 accounts.
 - e. **Income Statement by Month Report**
Shows actual revenues and expenditures by object code broken down by month.
 - f. **Income Statement Account Summary Report**
Shows a summary of revenues and expenditures for all accounts for which you have access.
 - g. **Income Statement Function Summary Report**
Shows revenues and expenditures broken down by function.