

## Union College - ONE SOLUTION Login and Reporting

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**LOGIN INFORMATION:** Log into One Solution (<https://www.union.edu/ifas>)

*Please note: Internet Explorer and Google Chrome are supported*

The log in process requires "union\" in the Login username field as shown below:  
Your **password** is your standard Union password  
(i.e. the password you use to access your Union email)

### AVAILABLE REPORTS:

A number of financial-related reports are available to you with the most frequently used ones being the following:

#### **Account Lookup Report**

*Listing of accounts for which you have permission to view.*

#### **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.*

#### **Transaction Detail**

*Displays all transactions for the account or object code selected for the time frame selected. This report is helpful in reconciling your monthly transactions.*

#### **Income Statement by Month Report**

*Displays actual revenues and expenditures per account and by object code broken down by month.*

#### **Income Statement Account Summary Report**

*Displays a summary of revenues and expenditures for all accounts for which you have access.*

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**STANDARD MENU:**



To run a report, click on the report name and you will be prompted for selection criteria.



The screenshot displays the Union College Finance Web Desktop interface. The browser address bar shows the URL <https://ifas1-app.union.edu/Finance/Desktop/>. The page header includes the text "Finance Web Desktop" and the Union College logo, which reads "UNION COLLEGE" in large letters, "Union College" in smaller text to the right, and "FOUNDED 1795" at the bottom. A "Finance Menu" tab is active, showing a tree view of reports:

- Reports
  - Financial Reports - Standard
    - Account Lookup Report
    - Budget to Actual and Encumbrance Report
    - Income Statement Account Summary Report
    - Income Statement by Month Report
    - Income Statement by Selected Account Codes Report
    - Payroll Summary Report
    - Transaction Detail Report
  - Financial Reports - Advanced
    - AR Transactions Report
    - CY Budget to CY Actual Comparison Report
    - Forecast Report
    - IEF Student Summary
    - Income Statement Function Summary Report
    - Object Code Summary Report
  - Purchasing and Accounts Payable Reports
    - Invoice Detail Report
    - Invoice Listing Report
    - PO Detail Report
    - PO Listing Report
    - PO's In Progress Report
    - Vendor Detail Report
    - Vendor Lookup Report

Below is an example of common criteria you will be prompted to enter:

Account Lookup Report / Default		
<b>Selection Criteria</b>		
<a href="#">No Criteria</a>	Enter the Account Number or leave * for all:	<input type="text" value="*"/>
<a href="#">Default</a> ▶	Enter the Account Description or leave * for all:	<input type="text" value="*"/>
<a href="#">Create Date</a>	Enter the Director's Name or Title or leave * for all:	<input type="text" value="*"/>
	Enter the Division or leave * for all:	<input type="text" value="*"/> ...
	Enter the Account Status (A, C, or I) or leave * for all:	<input type="text" value="*"/>
	Enter the Department or leave * for all:	<input type="text" value="*"/> ...
	Enter the Function or leave * for all:	<input type="text" value="*"/> ...
	Enter the Fund or leave * for all:	<input type="text" value="*"/> ...
	Enter the Responsibility Center or leave * for all:	<input type="text" value="*"/> ...
 <a href="#">Help</a>	<input type="checkbox"/> Open Report in New Window	 <a href="#">Submit</a>