

Union College - IFAS Login and Reporting

LOGIN INFORMATION: Log into IFAS (<http://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)

The screenshot shows a web form for logging into IFAS. At the top, there is a dark red bar with the word "Login" in white. Below this is the Union College logo, consisting of the word "UNION" in a large, serif font, "COLLEGE" in a smaller, spaced-out serif font below it, and "FOUNDED 1795" in a small, sans-serif font below that. The form contains two input fields: "Login:" with the text "union\smithj" and "Password:" with a series of dots. A blue "Login" button is positioned below the password field.

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.

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. At the top, the browser address bar shows the URL <https://ifas1-app.union.edu/Finance/Desktop/>. Below the browser, the page title is "Finance Web Desktop". The main header features the Union College logo, which includes the text "UNION COLLEGE" in a large serif font, "Union College" in a smaller font to the right, and "FOUNDED 1795" below. A "Finance Menu" tab is highlighted. The menu is organized into three main categories, each with a folder icon and a minus sign:

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