

## Union College – ONESolution (IFAS) Login and Reporting

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### LOGIN INFORMATION

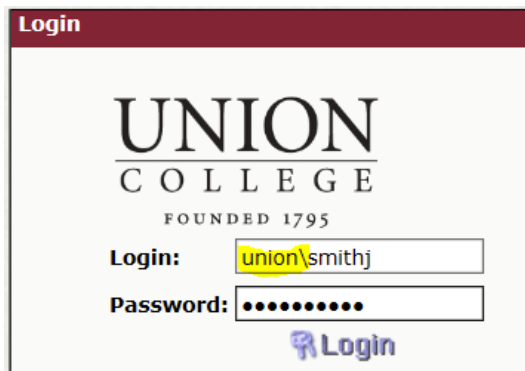
Go to <http://www.union.edu/ifas>

*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)



### IMPORTANT REPORTS

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

#### **Budget to Actual and Encumbrance Report**

*Account totals including the budget, actuals, encumbrances and balance for each object code for a fiscal year. Click on a number to run the Transaction Detail for that data. Helpful in providing the bottom line balance in an account.*

#### **Transaction Detail Report**

*Displays all transactions for the account or object code selected for any timeframe selected. Helpful in reconciling your monthly transactions or reviewing transactions of a particular type over multiple fiscal years.*

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

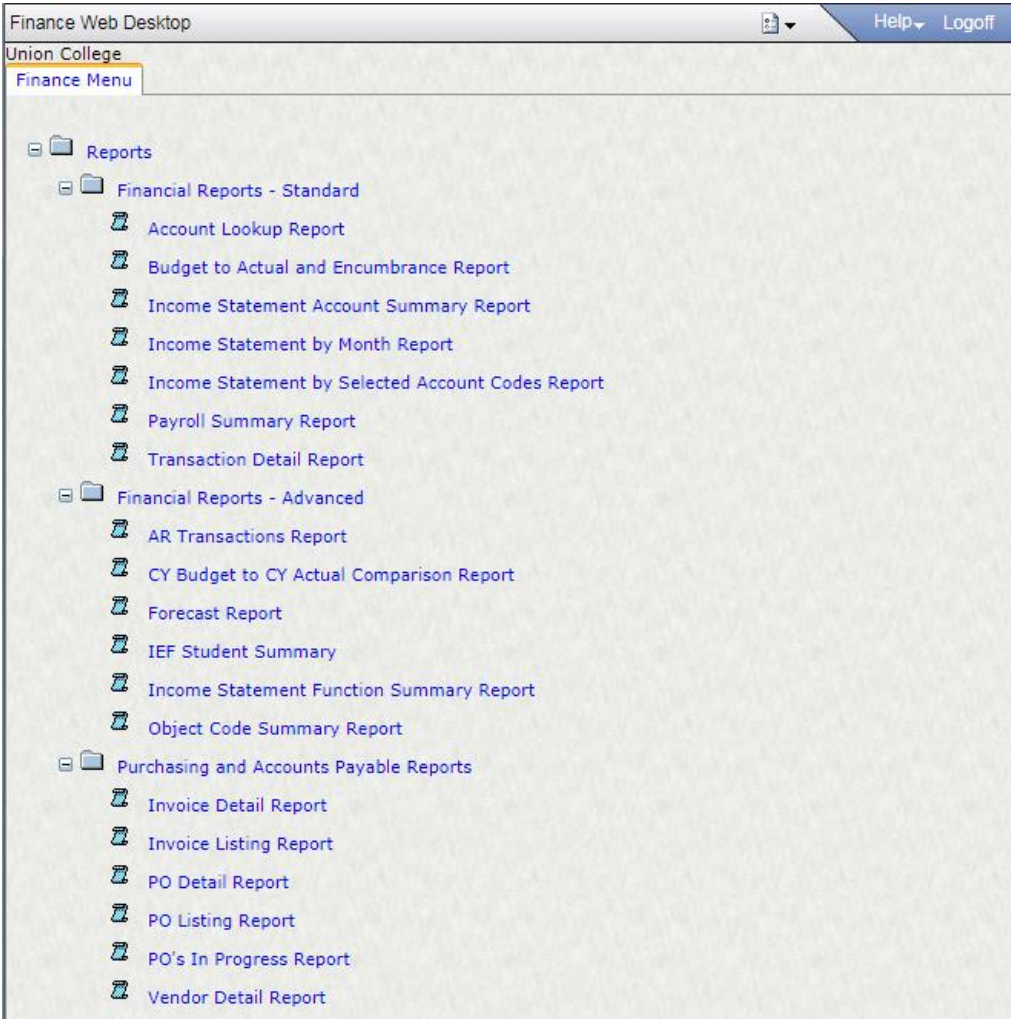
*Displays revenues and expenditures by account and by object code broken down by month. Helpful to view spending over a period of time.*

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

*Displays a summary of total revenues and expenditures for specified accounts. Helpful to quickly see an overview of multiple account balances.*

# STANDARD MENU

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



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

The screenshot shows a form titled "Account Lookup Report / Default" with a "Selection Criteria" section. On the left, there are three options: "No Criteria", "Default" (which is selected with a blue arrow), and "Create Date". On the right, there are eight input fields, each with a "\*" in a small box to its left, indicating a required field. The fields are:

- Enter the Account Number or leave \* for all: \*
- Enter the Account Description or leave \* for all: \*
- 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: \* ...

At the bottom of the form, there is a "Help" icon, a checkbox labeled "Open Report in New Window", and a "Submit" button.

### SELECTION CRITERIA


- You may enter multiple values separated by commas.  
Example:

Enter the Account Code or leave \* for all:

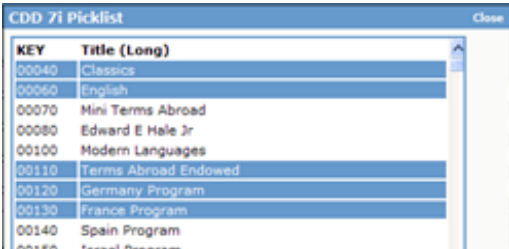
- You may search for specific text in a field, use \*  
Example:

Enter the Account Description or leave \* for all:

- The button next to a selection criteria question will provide a look-up list.  
Example:

Enter or select or enter the Account Code or leave \* for all:  

Hold the Control (Ctrl) key on your keyboard to select multiple entries. Click Close when finished. It will be entered in your selection criteria



- Be sure to not leave any fields blank as this will return no data.
- To determine the valid Account Codes, Budget Types, Departments, Divisions, Functions, and Funds available to you, it is recommended that you generate an Account Lookup Report using no criteria. This report will contain all the Accounts for which you have access along with the specific coding for each. An example of the Account Lookup Report is shown below. Complete listings of valid codes are available by selecting "IFAS Online Access" at <https://www.union.edu/offices/finance/ifas/codes>
- List of Object Codes are found under Purchasing <https://www.union.edu/offices/finance/purchasing/object-codes/>

Account Lookup Report Example:

Entity	Resp Center	Division	Department	Fund	Account	Function
UC	Union College					
	VPMI	Vice Pres Finance & Admin				
		300	VP Finance & Administration			
			30001	VP Finance & Administration		
				10	CURRENT FUND-OPERATING E & G	
				A	10820 Finance	0900 FINANCE

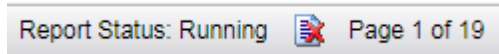
## NAVIGATING

- The top right corner of all reports contains the page number.
- The navigation icons to move to a subsequent page are in the top left corner



## EXPORTING/PRINTING REPORTS

- **Tip:** Make sure reports are complete before exporting or printing (see top right corner)



- **To Print or Save:** Click on PDF icon, then print or save from PDF reader.

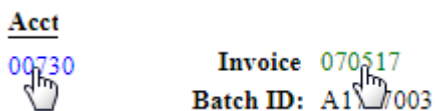


- **Download to Excel:** Some reports have an option to download formatted data to Excel. Click on the paperclip in the upper left corner and select "Excel Output".



## USING DRILL-DOWNS

- To "Drill Down" place cursor over blue/red/green field. Click to follow the link. A new report window or attachment window will open.



- Attachments include
  - PO quotes
  - Check Requests
  - Invoices
- Information not being scanned:
  - Card Program Receipts
  - Reimbursements (Paper or Card Program)
  - Journal Entries
  - Cash Receipts
  - Bookstore Vendor Payments
  - Utility Bills (e.g. National Grid)