

FORT HAYS STATE UNIVERSITY

FIRST TIME IFAS USERS

Log on to Internet Explorer and type in the web address SG1 or sg1.fhsu.edu
 Enter assigned IFAS User ID and IFAS Password.
 You are now on the Home – SunGard Bi-Tech screen.

1. Go to Options, Settings, and click on the Preferences tab.
 - A. In the Enable Auto Tab, select Disable Auto Tab.
 - B. In the Show Attachments field, select Upon Request
 - C. Click on Apply Changes.
2. To open the Purchase Request screen, select the folders PO, UP, PR or type in the Mask "POUPPR".
 - A. Go to Account Number field and click on 3-dot button.
 - B. Click on Show Work Order to remove the check mark.
 - C. Click on Show Ledger to remove the check mark.

The top screenshot shows the 'POUPPR - SunGard Bi-Tech - Test - Microsoft Internet Explorer' window. It displays the 'PR' (Purchase Request) screen with fields for PR, PO, Status, Sec Cd, Aprv, Next, Vendor, ShipTo, BillTo, and a 'By' field with 'Amy Gregg' and a 'Date' of '06/24/201'. A context menu is open over the 'ACCOUNT NUMBER' field, showing options: 'Lookup ORG KEY' (Ctrl+L), 'GL ORG KEY-OBJECT' (Ctrl+K), 'GL Quick' (Ctrl+Q), 'Show Ledger' (checked), 'Show Work Order' (checked), and 'Show Account Splits' (Ctrl+S). The bottom screenshot shows the same screen with the 'Fixed' state, where the 'Show Work Order' option is checked.

3. To open the Receiving screen, select the folders PO, UP, RC or type in the Mask "POUPRC".
 - A. Click on the Options icon and select Restore CUSTOM Grid Settings.
 - B. Move the fields (shown below) to be able to view them without scrolling to the right.

The screenshot shows the 'Receiving' screen in the SunGard Bi-Tech interface. It includes fields for 'PO Number', 'Date Received' (06/18/201), 'Carrier', 'Freight', 'Packing', 'Vendor', 'End Use', and 'Ship To'. A 'Save' button is located below the 'Ship To' field. Below the form is a table with the following columns: 'PO Item', 'Qty Ordered', 'Units', 'Description', 'Qty Accepted', 'Received to Date', 'Location', and 'Qty Rejected'.

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IFAS Bookmark

To bookmark the IFAS login screen, first, create a favorite like normal. Then click on "Favorites" in the top menu bar. Find the favorite just created and RIGHT click on the name. Choose "Properties". On the "Web Document" tab, change the URL to <http://sg1.fhsu.edu/>. Change the name of the favorite on the "General" tab, if preferred, to something more meaningful like "IFAS".

Terminology

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| IFAS | Integrated Financial and Administrative Solution |
| PR (Purchase Requisition) | Used to get approval for purchases/payments. |
| PO (Purchase Order) | Once a PR is approved and printed by FHSU Purchasing, it is turned into a PO. At this point the PO is printed and sent to the vendor, if applicable. |
| State Bid | Purchases for items that have to go out on state bid (>\$5,000). |
| Bank ID | The "checking" account where the funds will be disbursed from. (Ex. Athletics (AT), Activity Accounts (SA), Imprest (IM), State (FH)) |
| ORG Key | Department, Activity, or Athletic Account Number plus the fund |
| Object | (Prefix 4 = Revenue and Prefix 5 = Expenditure). The number used to identify the type of transaction. |
| Account Number | Combination of ORG Key and object |
| Workflow | Approval cycle in IFAS |
| Parent Record | Top half of an IFAS screen – The primary portion of the record. The parent record includes vendor, ship to, etc. There can only be one parent record per PR. |
| Child Record | Bottom half of an IFAS screen – The detailed information associated with the parent record for items to be purchased. There can be multiple child records. |
| PE Database | Vendor database with the vendor name, address, phone, fax, etc. |
| PE ID | Vendor number assigned to each vendor |
| Mask | Codes associated with the subsystems or database in IFAS to obtain a data entry screen. Two character codes assigned to each subsystem or folder that are grouped together to make a mask. (Ex. POUPPR or POUPRC). |
| Seed | System generated number (Ex. PR#) |