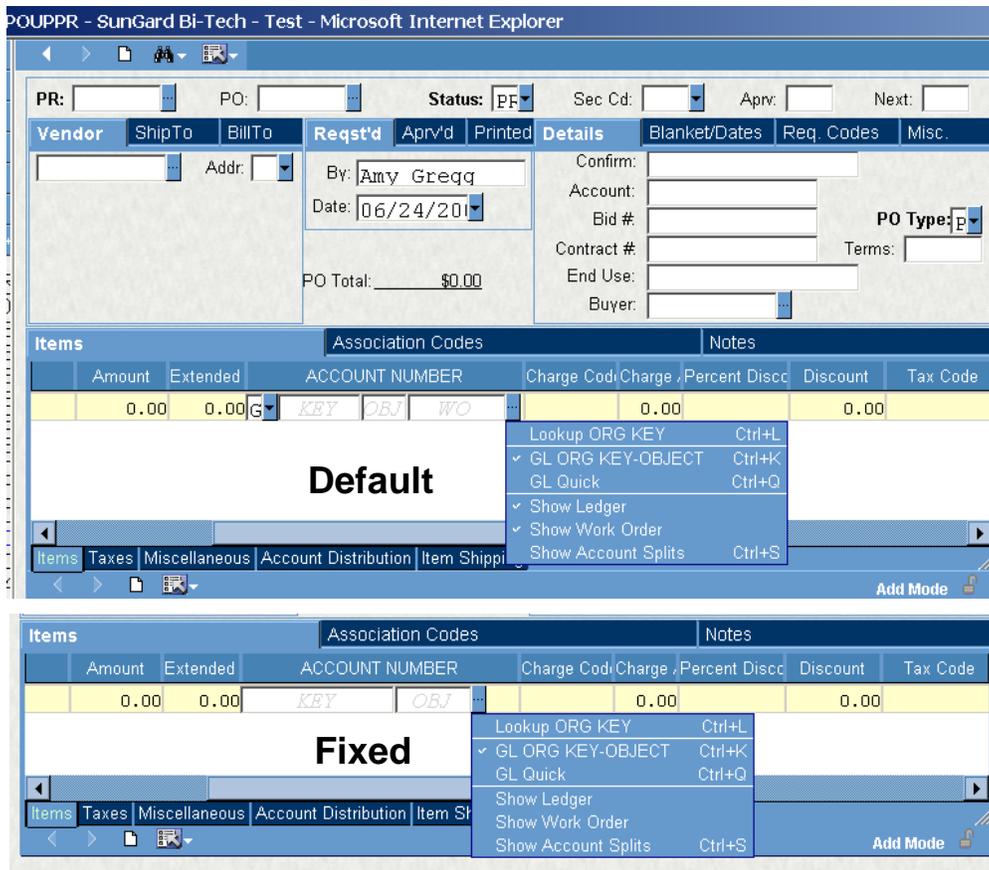


FORT HAYS STATE UNIVERSITY FIRST TIME IFAS USERS

Click on this link to open the IFAS Main Page sg1.fhsu.edu/ifas7
 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.



FORT HAYS STATE UNIVERSITY FIRST TIME IFAS USERS

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

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#)