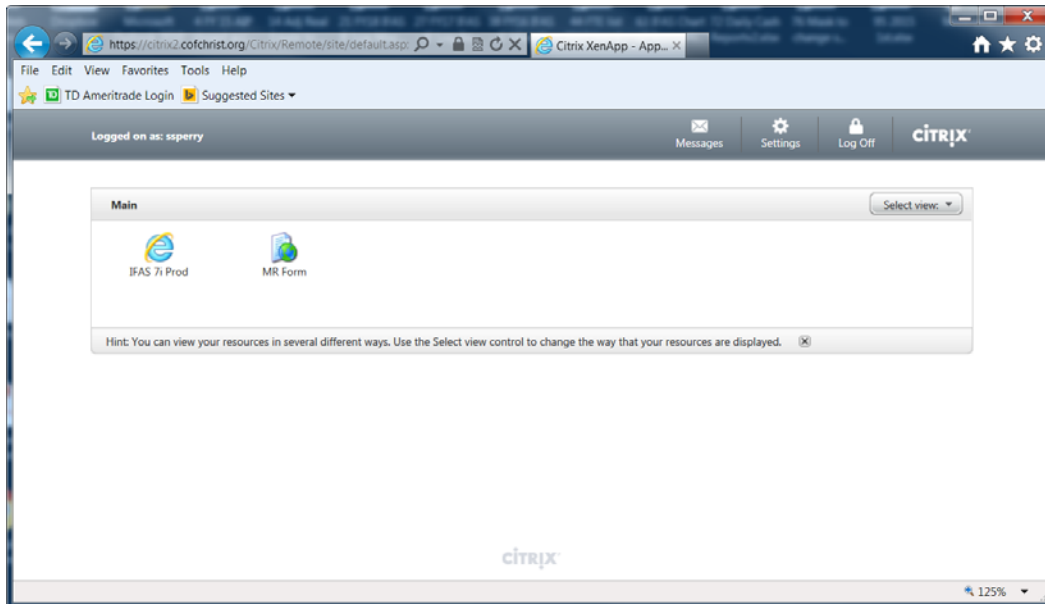
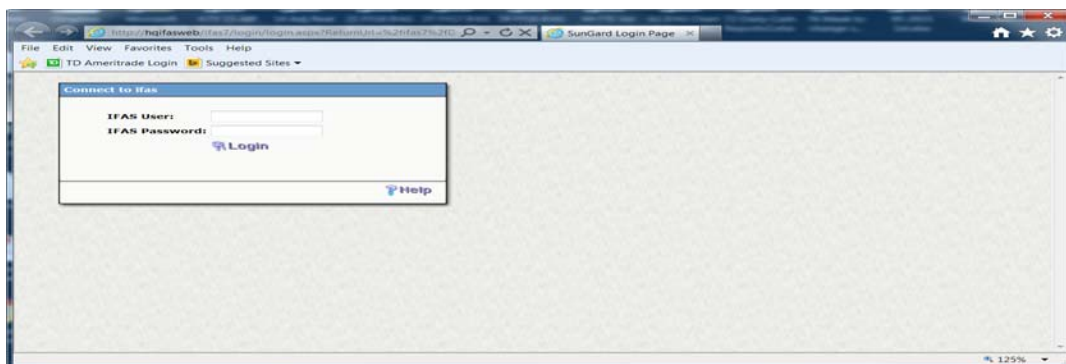


## Opening and Running Reports in IFAS

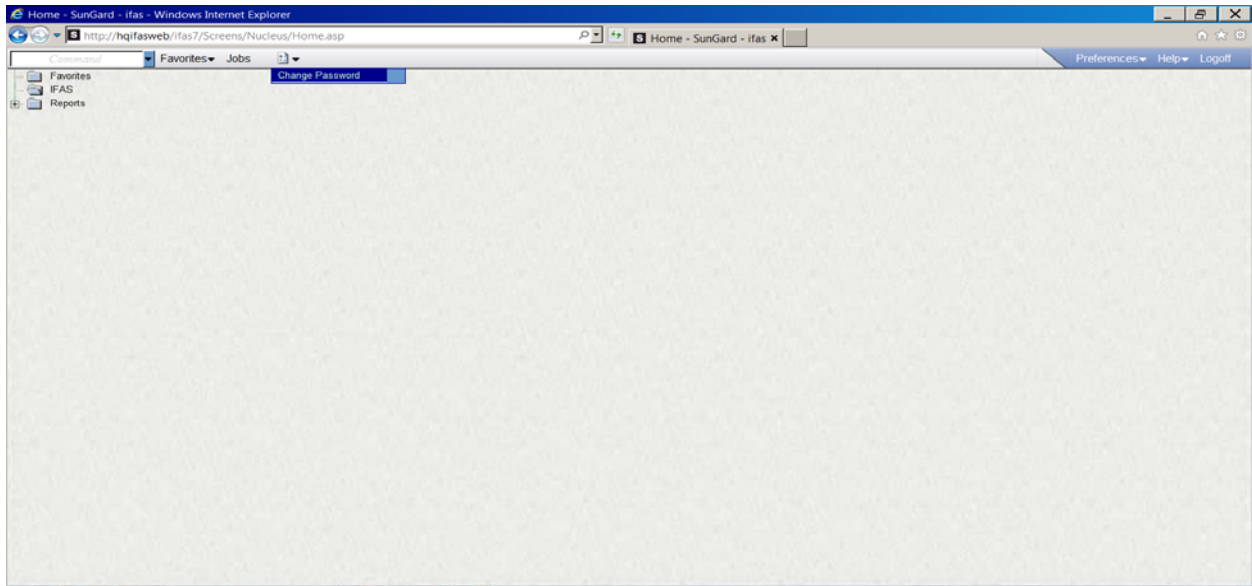
1. From Citrix, click on the IFAS 7i Prod Icon
  - a. IFAS works best through Internet Explorer.
  - b. Internet Explore Security may ask if you want to allow Citrix Systems, Inc. on your computer. Yes "Allow" it on your computer.
  - c. Citrix Receiver – Security Warning, click on Permit use.



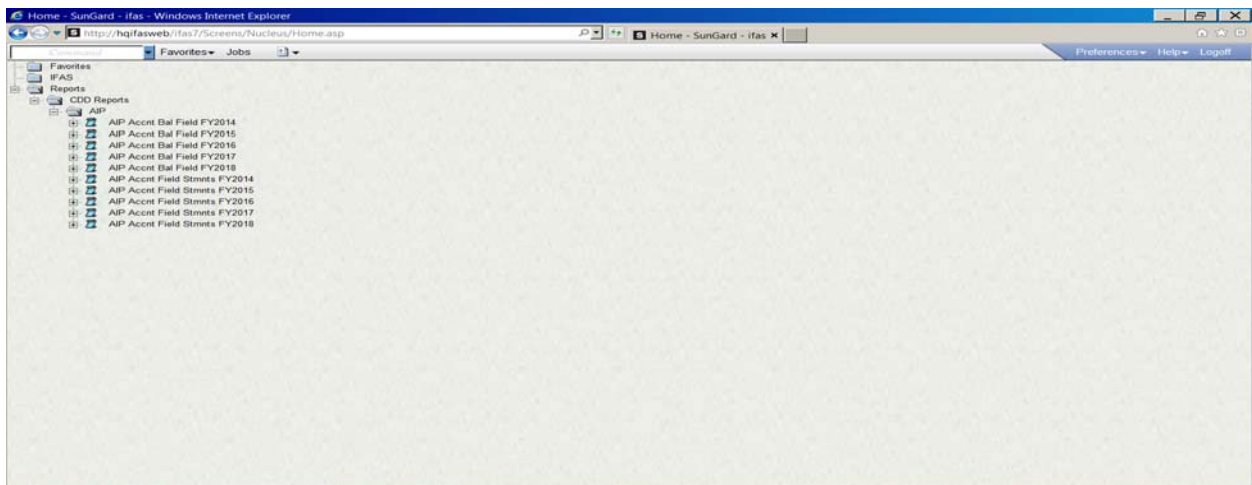
2. Connect to IFAS
  - a. IFAS User = AIP.... That has been provided in an email.
  - b. The IFAS Password should be the one for IFAS. Sometimes this is the same as the Citrix log on, and other times it is different. This should have been provided in the email too.



3. Once you are in IFAS, you can change the password if you would like
  - a. Click on the paper (Options) icon
    - i. Change Password
      - a. Enter your current password and the new password twice.
      - b. OK

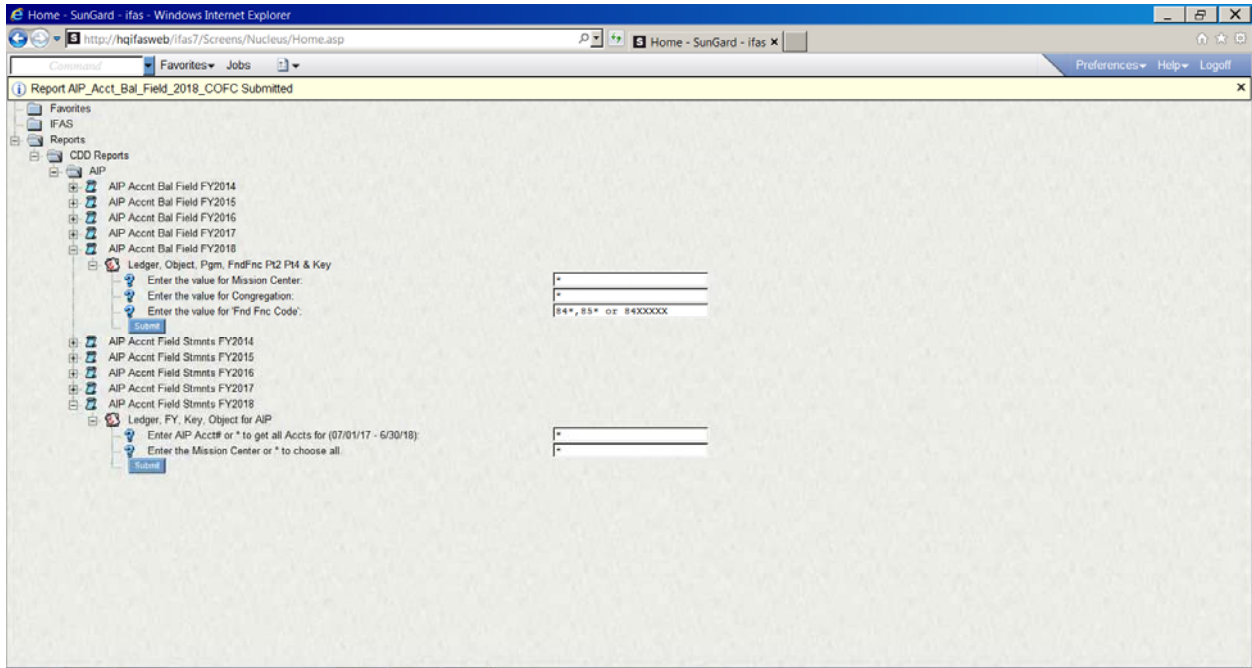


4. To run the AIP reports in IFAS click on Reports/CDD Reports/AIP
  - a. The “AIP Acct Bal Field FYXXXX” is a summary report from July 1, to the current date.
  - b. The “AIP Acct Field Stmtns FYXXX” is a detail report for each account.



5. Additional information about the reports and selection criteria
  - a. The Fiscal Year runs from 7/1/XX to 6/30/XX
  - b. Leaving an \* in the Mission Center line, Congregation line or the Fnd Fnc Code will give you reports for all of the accounts you have been given access too.
  - c. If you want to select by one of these areas, you may do so by putting in the appropriate numbers.
    - i. Mission Centers are 3 digit numbers.
    - ii. Congregations are 4 digit numbers.
    - iii. To pull up a specific AIP account. that would go on the Fnd Fnc Code line such as 84XXXXX (Pool A accounts) or 85XXXXX (Pool B accounts)
  - d. Once the reports are generated the icons on the top left allow it to create a PDF report that can be saved and printed.

- i. Through the Options icon, reports can also be printed or exported.
- ii. Close the report by clicking on the X in the top right or click on "Close".



6. To close IFAS, click on the Logoff on the top, right side.
7. For assistance with AIP reports, you can reach Andra Reynolds at 1-800-825-2806 ext. 1422