

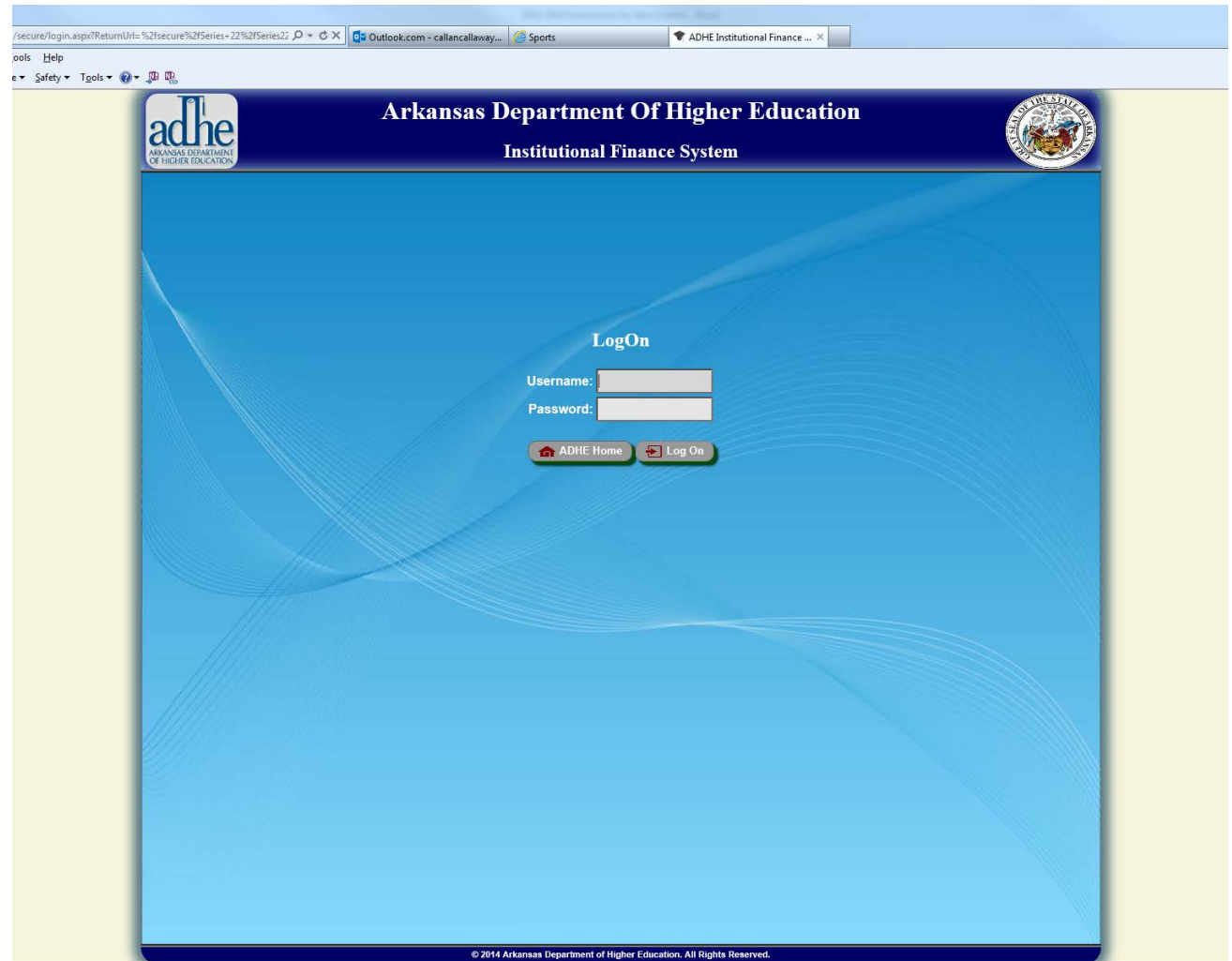
# Institutional Finance System Instructions

Series 30-1 Reporting

Please go to the following link:  
<http://ifs.adhe.edu>. This will allow you to access the Institutional Finance System to input your Series 30 data.

Once you click on the link above you will first be asked to enter a username and password. If you do not remember your login information or if you do not have a login, please contact Sarah Cox at [Sarah.Cox@adhe.edu](mailto:Sarah.Cox@adhe.edu) to receive a username and password.

Enter your username and password and hit Enter or click Log On.



The screenshot shows a web browser window with the URL `/secure/login.aspx?ReturnUrl=%2fsecure%2fSeries+22%2fSeries22`. The browser's address bar also shows `Outlook.com - callanclaway...` and `Sports`. The page title is `ADHE Institutional Finance ...`. The page features the **adhe** logo (Arkansas Department of Higher Education) and the **Arkansas Department Of Higher Education Institutional Finance System** header. The main content area is blue with a wavy pattern and contains a **Log On** section with **Username:** and **Password:** input fields. Below the fields are two buttons: **ADHE Home** and **Log On**. The footer of the page reads `© 2014 Arkansas Department of Higher Education. All Rights Reserved.`

This will take you to the page with tabs at the top for Series 22, Series 30 and Cost Accounting. Please click on the **Series 30 tab**.

After you click the Series 30 tab you will see your institution's name. Below that click on the drop down box for the appropriate year. (2017-2018)

**PLEASE NOTE: DATA FROM PREVIOUS YEARS CANNOT BE CHANGED.**

Click on Series 30-1 Data Entry.

The screenshot shows a web browser window with the URL `/secure/Series%2030/Series30.aspx`. The browser's address bar shows three tabs: "Outlook.com - callanclaway...", "Sports", and "ADHE Institutional Finance ...". The browser's status bar shows "Tools Help", "e Safety Tools", and social media icons. The page header is dark blue with the "adhe" logo on the left, the text "Arkansas Department Of Higher Education Institutional Finance System" in the center, and the Arkansas state seal on the right. The date "Tuesday, August 12, 2014" is displayed in the top right corner. The main content area has a blue background with a white wavy pattern. At the top of this area are three tabs: "Series 22", "Series 30" (which is highlighted with a green border), and "Cost Accounting". Below the tabs is a "Series 30" button. Underneath that are two dropdown menus: "Institution:" with "ANC" selected, and "Fiscal Year:" with "FY 2013 - 14" selected. Below these is a box titled "Series 30" containing two links: "Series 30-1 Data Entry" (highlighted with a green background) and "Series 30-1 Report". At the bottom of the main content area is a "Logout" button. The footer of the page is dark blue and contains the text "© 2014 Arkansas Department of Higher Education. All Rights Reserved."


This takes you to the page where you can add your scholarship data.

To the far left of the page click on **Add New Scholarship**.

Browser tabs: Outlook.com (1) - callanclaw... Sports ADHE Institutional Finance ...


Tools Help

Security Tgols



# Arkansas Department Of Higher Education

## Institutional Finance System



Tuesday, August 12, 2014

[Series 22](#) [Series 30](#) [Cost Accounting](#)

Series 30-1 -- Survey of Unrestricted Educational and General Scholarship Expenditures - FY 2014

[ARKANSAS NORTHEASTERN COLLEGE](#)

[Add New Scholarship](#)

Scholarship Type	Account Number	Account Title	No Of Awards	Expenditure
No Records Found!!				

[Main Menu](#) [Series 30-1 Report](#) [Logout](#)

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Next to Scholarship Type, click on the drop down box to select the scholarship you want to enter the data.

Enter your account number that is associated with that scholarship (**this would be an account number your school or institution assigns. ADHE does not assign an account number**).

Enter the account title to describe the scholarship.

Enter the number of awards for FY2017-2018.

Enter the award expenditure for FY2017-2018.  
**(Note: you must enter commas and decimal places)**

Click Add Scholarship to Save the data.

Arkansas Department Of Higher Education  
Institutional Finance System

Wednesday, August 13, 2014

Series 22 Series 30 Cost Accounting

Series 30-1 -- Survey of Unrestricted Educational and General Scholarship Expenditures - FY 2014

ARKANSAS NORTHEASTERN COLLEGE

New Scholarship

Scholarship Type: --Select--  
Account No:   
Account Title:   
No Of Awards:   
Expenditure:   
Add Scholarship Cancel

Add New Scholarship

	Scholarship Type	Account Number	Account Title	No Of Awards	Expenditure
<input checked="" type="checkbox"/>	Academic Scholarships to Students Who Receive Pell Grants	99999	Pell Grant Students	100	123,456.00
			Total	100	\$123,456.00

Main Menu Series 30-1 Report Logout

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You will now see the screen with your data for the particular scholarship. If you want to edit this data, click on the left hand side where the pencil and paper are shown and make any needed changes.

If you want to delete the data click on the red "X" on the left hand side.

At the bottom of the page you have the option of clicking on the Main Menu, Series 30-1 Report or Logout.

The screenshot shows a web browser window displaying the Arkansas Department of Higher Education Institutional Finance System. The page header includes the ADHE logo, the title "Arkansas Department Of Higher Education Institutional Finance System", and the date "Tuesday, August 12, 2014". Below the header, there are tabs for "Series 22", "Series 30", and "Cost Accounting". The main content area displays "Series 30-1 -- Survey of Unrestricted Educational and General Scholarship Expenditures - FY 2014" for "ARKANSAS NORTHEASTERN COLLEGE". A table lists scholarship data, and a footer contains navigation links: "Main Menu", "Series 30-1 Report", and "Logout".

adhe  
ARKANSAS DEPARTMENT  
OF HIGHER EDUCATION

Arkansas Department Of Higher Education  
Institutional Finance System

Tuesday, August 12, 2014

Series 22 Series 30 Cost Accounting

Series 30-1 -- Survey of Unrestricted Educational and General Scholarship Expenditures - FY 2014

ARKANSAS NORTHEASTERN COLLEGE

Add New Scholarship

	Scholarship Type	Account Number	Account Title	No Of Awards	Expenditure
<input checked="" type="checkbox"/>	Academic Scholarships to Students Who Receive Pell Grants	9999	Pell Grant Students	100	100.00
Total				100	\$100.00

Main Menu Series 30-1 Report Logout

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If you click on the Series 30-1 Report, you will be able to see the data in a report view. The report view will be helpful once you enter all of your scholarship data. At the top of the page is a navigation bar that allows you the options of going to the next page of the report, saving the report to your computer or printing the report (**if you are using any web browser other than Internet Explorer, ex: Google Chrome or Firefox, you will not see the print icon. You must first download/save the report to your computer, then you will be able to print the report**).

At the bottom of the page click on Close Report to close this view.

Series 30-1  
Survey of Unrestricted Educational and General Scholarship Expenditures

Fiscal Year -- 2014 ARKANSAS NORTHEASTERN COLLEGE

Scholarship Type	Account No	Account Title	No Of Awards	Expenditure
Academic Scholarships to Students Who Receive Pell Grants	9999	Pell Grant Students	100	\$100.00
		Sub-Total	100	\$100.00
		Total	100	\$100.00

1 of 1 / Printed on 8/12/2014 12:23:58 PM

Close Report



You will then be taken back to the page where you can add new scholarships by clicking on the Add New Scholarships tab to the far left of the screen.

You will repeat these steps until you have entered all of your institution's scholarship data.

When you have completed entering your data and have reviewed your information in the "Series 30-1 Report" format, please hit the logout button.

The screenshot shows a web browser window displaying the Arkansas Department of Higher Education Institutional Finance System. The browser's address bar shows the URL `/Secure/Series%2030-1/S30-1.aspx`. The browser's tab bar shows several tabs, including "Outlook.com (1) - callanclaw...", "Sports", "Arkansas Department of Finan...", "arkansas.gov", and "ADHE Institutional Finance ...". The browser's status bar shows "Safety", "Tools", and "Help".

The main content area of the web page has a blue background with a light blue wavy pattern. At the top, there is a dark blue header with the "adhe" logo on the left, the text "Arkansas Department Of Higher Education" in the center, and the text "Institutional Finance System" on the right. The date "Tuesday, August 12, 2014" is displayed in the top right corner. Below the header, there are three tabs: "Series 22", "Series 30", and "Cost Accounting". The "Series 30-1" tab is selected, and the text "Series 30-1 -- Survey of Unrestricted Educational and General Scholarship Expenditures - FY 2014" is displayed. Below this, there is a button labeled "Add New Scholarship".

The main content area contains a table with the following data:

Scholarship Type	Account Number	Account Title	No Of Awards	Expenditure
<input checked="" type="checkbox"/> Academic Scholarships to Students Who Receive Pell Grants	9999	Pell Grant Students	100	100.00
Total			100	\$100.00

Below the table, there are three buttons: "Main Menu", "Series 30-1 Report", and "Logout".

At the bottom of the page, there is a footer with the text "© 2014 Arkansas Department of Higher Education. All Rights Reserved."