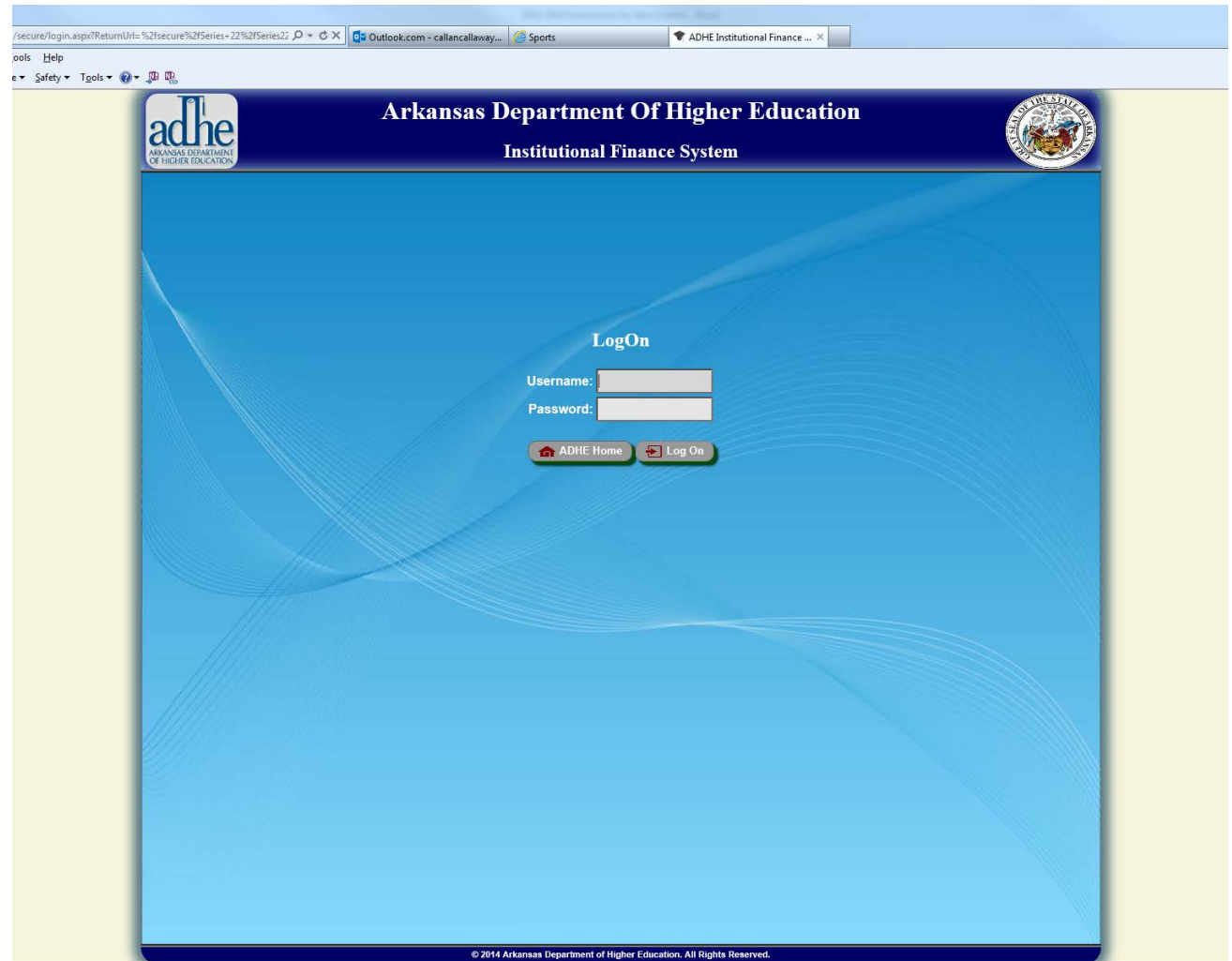# Institutional Finance System Instructions

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 to receive a username and password.

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

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.

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.**

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.

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.

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.

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.