



INFORMATION MARKETING GROUP (IMG)
IMPROVING K-12 EDUCATION THROUGH SOFTWARE

iFips
Exporting/Importing
Warrants to Town

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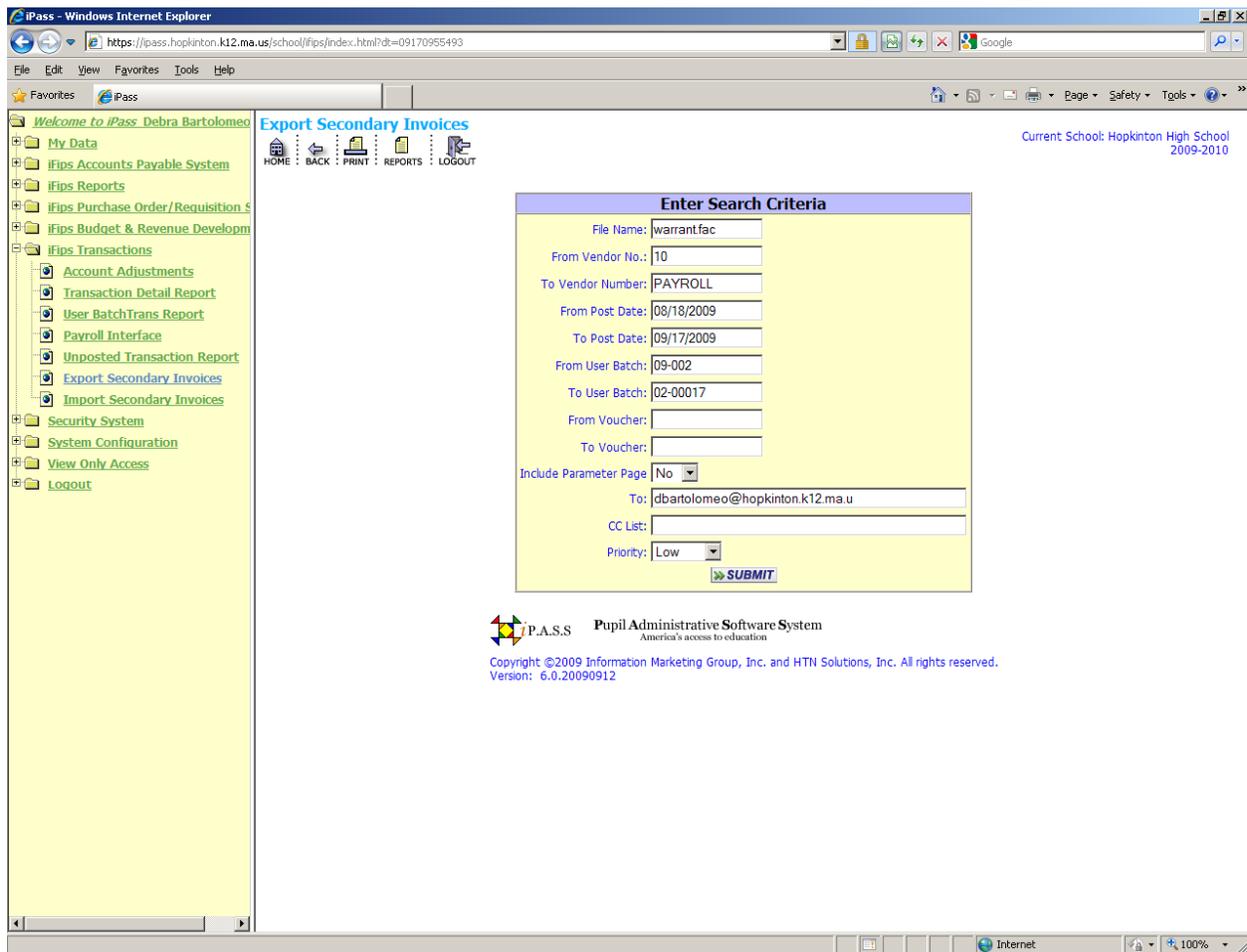
INFORMATION MARKETING GROUP, INC. (09/15/2009) REV 1

PROCEDURES FOR EXPORTING AND IMPORTING WARRANT TO TOWN:

Logon to School Server with your user id and password.

Under the menu option for iFIPS TRANSACTIONS
Choose EXPORT SECONDARY INVOICES

This option will open the following screen:



Enter the user batch number in the from user batch and the to user batch fields and submit.
This action will create a text report of the file.

Click the REPORTS ICON at the top of the screen and you will find a report file titled Warrant Export File under the TEXT column. This is the file that will be sent to the town.

The Warrant Export File under the EXCEL column is a printable version of the file being exported. Open this file and print for your records.

To send the file to the town system you will need to **RIGHT** click the title Warrant Export Report under the TEXT column and choose the option “save target as”

The screenshot shows the iPass web application interface in Internet Explorer. The browser address bar shows the URL: <https://ipass.hopkinton.k12.ma.us/school/ifs/index.html?d=09170956301>. The page title is "My Reports" and the user is identified as "Hopkinton High School 2009-2010".

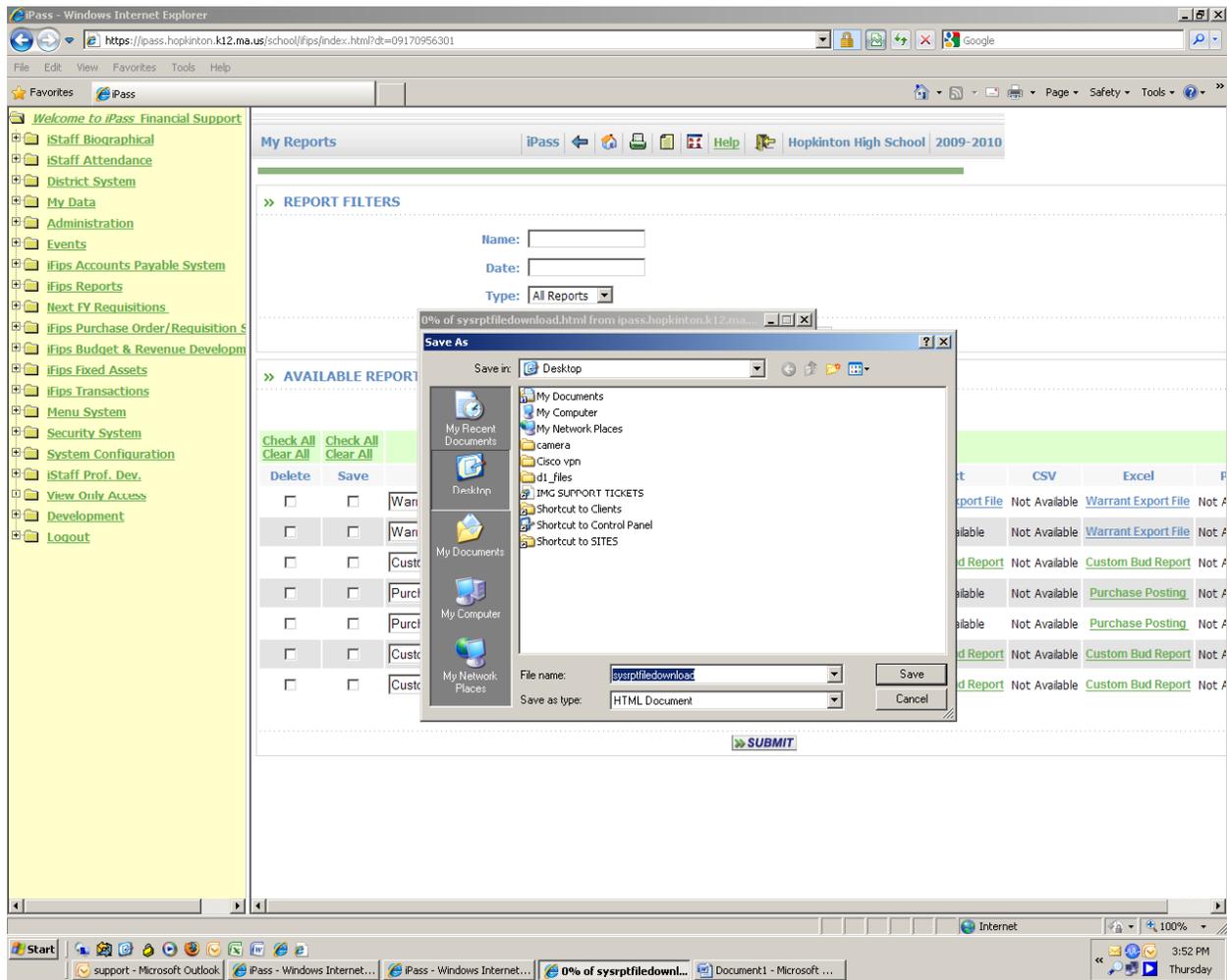
The interface includes a left-hand navigation menu with various system categories such as "Financial Support", "Staff Biographical", "Attendance", "District System", "My Data", "Administration", "Events", "Accounts Payable System", "Reports", "Requisitions", "Purchase Order/Requisition", "Budget & Revenue Development", "Fixed Assets", "Transactions", "Menu System", "Security System", "System Configuration", "Staff Prof. Dev.", "View Only Access", "Development", and "Logout".

The main content area is titled "My Reports" and contains a "REPORT FILTERS" section with input fields for "Name:", "Date:", and a "Type:" dropdown menu set to "All Reports". There are "SEARCH" and "CLEAR" buttons below the filters.

Below the filters is the "AVAILABLE REPORTS" section, which contains a table of reports. The table has columns for "Delete", "Save", "Report Name", "Create Date", "MSWord", "RTF", "HTML", "Text", "CSV", "Excel", and "Print". The "Text" column contains links to report files, and the "Excel" column contains links to report files. A context menu is open over the "Warrant Export File" link in the "Text" column, showing options like "Open", "Open in New Tab", "Open in New Window", "Save Target As...", "Print Target", "Cut", "Copy", "Copy Shortcut", "Paste", "Blog with Windows Live", "E-mail with Windows Live", "Translate with Live Search", "All Accelerators", "Add to Favorites...", and "Properties".

Delete	Save	Report Name	Create Date	MSWord	RTF	HTML	Text	CSV	Excel	Print
<input type="checkbox"/>	<input type="checkbox"/>	Warrant Export File	09/17/09 1:20pm	Not Available	Not Available	Not Available	Warrant Export File	Not Available	Warrant Export File	Not Available
<input type="checkbox"/>	<input type="checkbox"/>	Warrant Export File	09/17/09 12:12pm	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
<input type="checkbox"/>	<input type="checkbox"/>	Custom Bud Report	08/28/09 3:18pm	Not Available	Not Available	Not Available	Custom Bud Re	Not Available	Custom Bud Re	Not Available
<input type="checkbox"/>	<input type="checkbox"/>	Purchase Posting	08/28/09 10:19am	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
<input type="checkbox"/>	<input type="checkbox"/>	Purchase Posting	08/28/09 10:18am	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
<input type="checkbox"/>	<input type="checkbox"/>	Custom Bud Report	08/28/09 8:52am	Not Available	Not Available	Not Available	Custom Bud Re	Not Available	Custom Bud Re	Not Available
<input type="checkbox"/>	<input type="checkbox"/>	Custom Bud Report	08/28/09 8:50am	Not Available	Not Available	Not Available	Custom Bud Re	Not Available	Custom Bud Re	Not Available

This will open a file save screen as below:



Save in should default to “Desktop” . Rename the file to Warrant.fac and change the save as type to “All Files”.

The above procedure has moved the file from the satellite site that you are logged into to your desktop.

You may now logout of the school system.

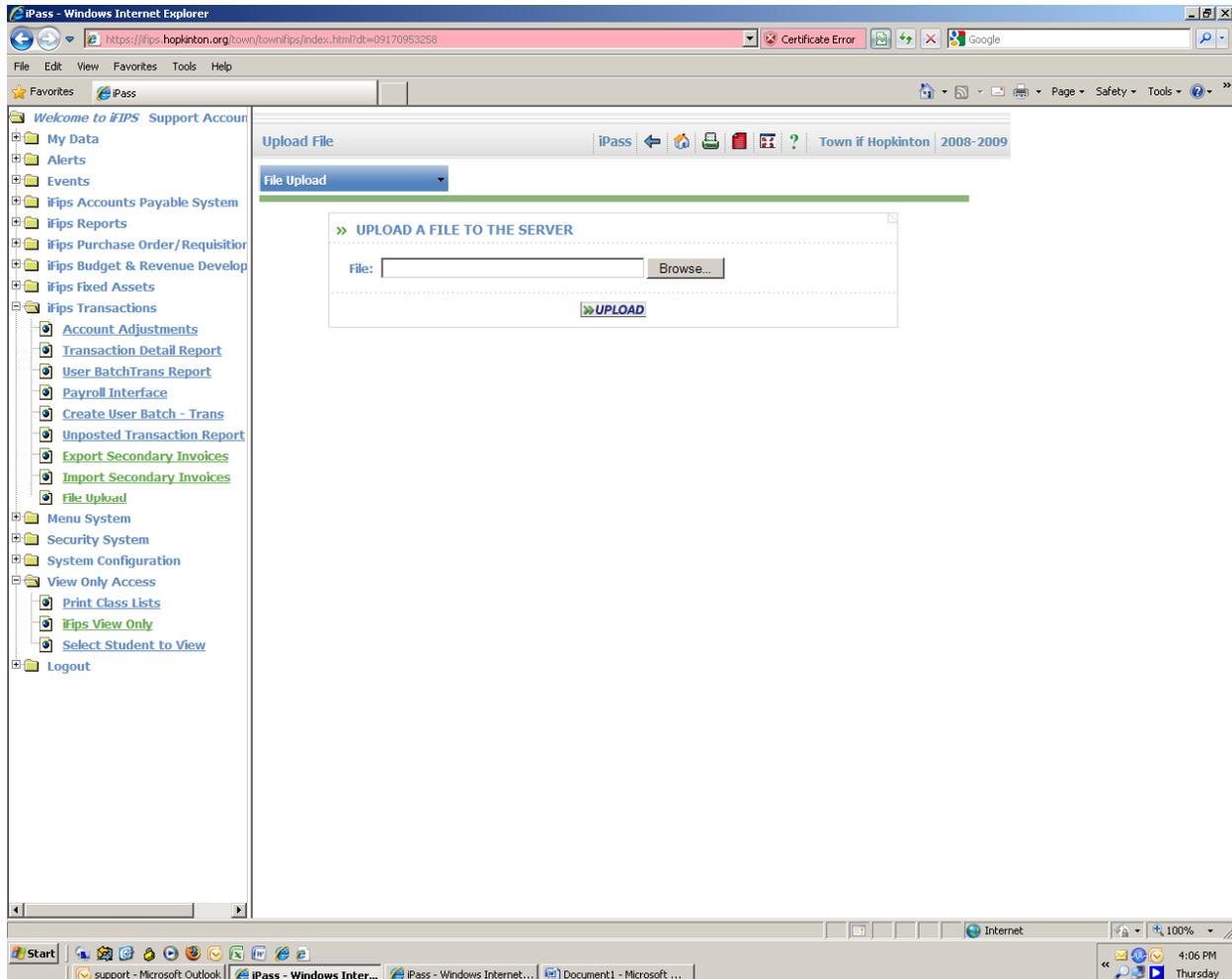
The procedure that follows will now move the file from your desktop to the Town's system:

Logon to TOWN Server with your user id and password.

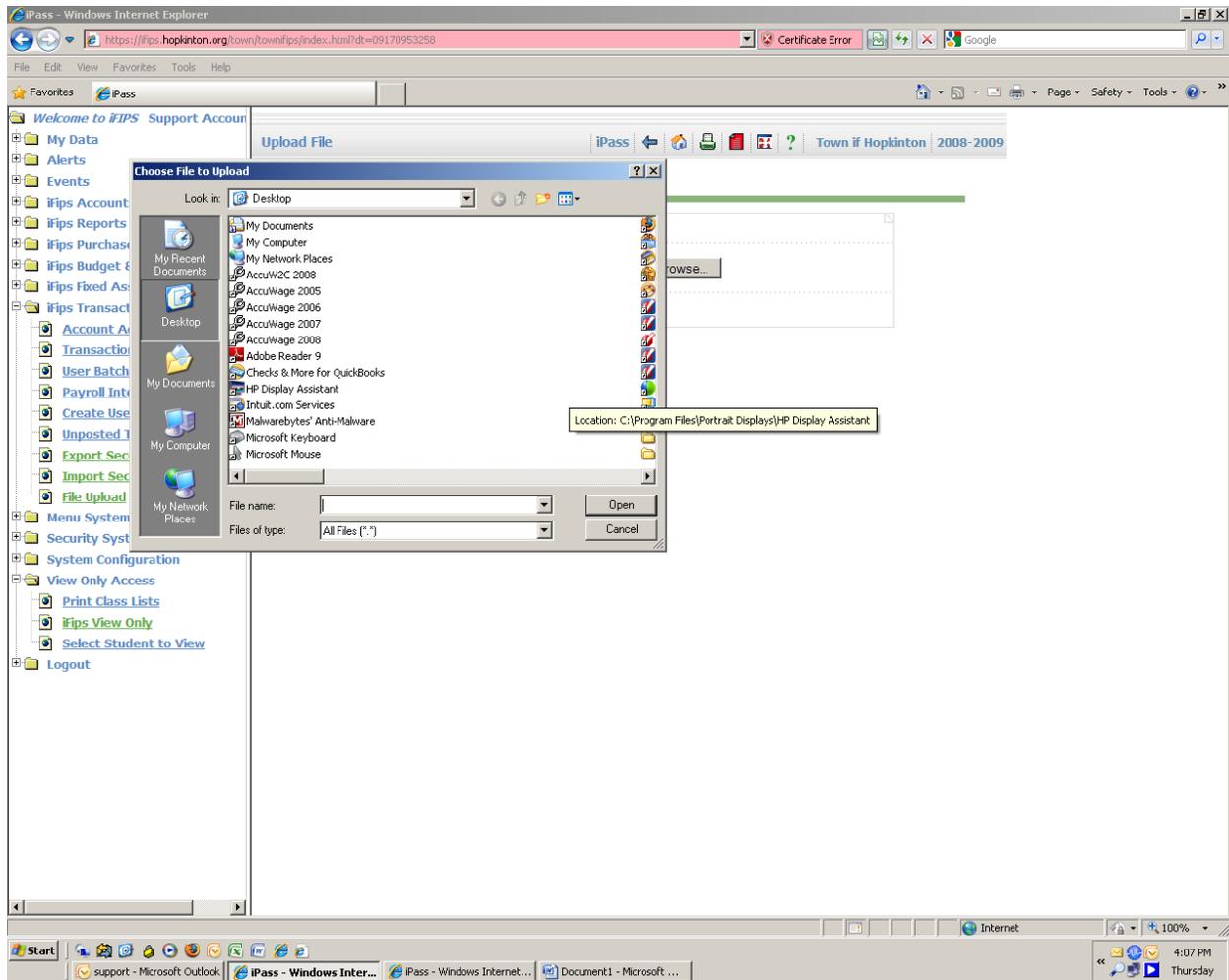
Under the menu option for iFIPS TRANSACTIONS

Choose FILE UPLOAD

This option will open the following screen:



Click on the Browse button and the system will open the following screen:

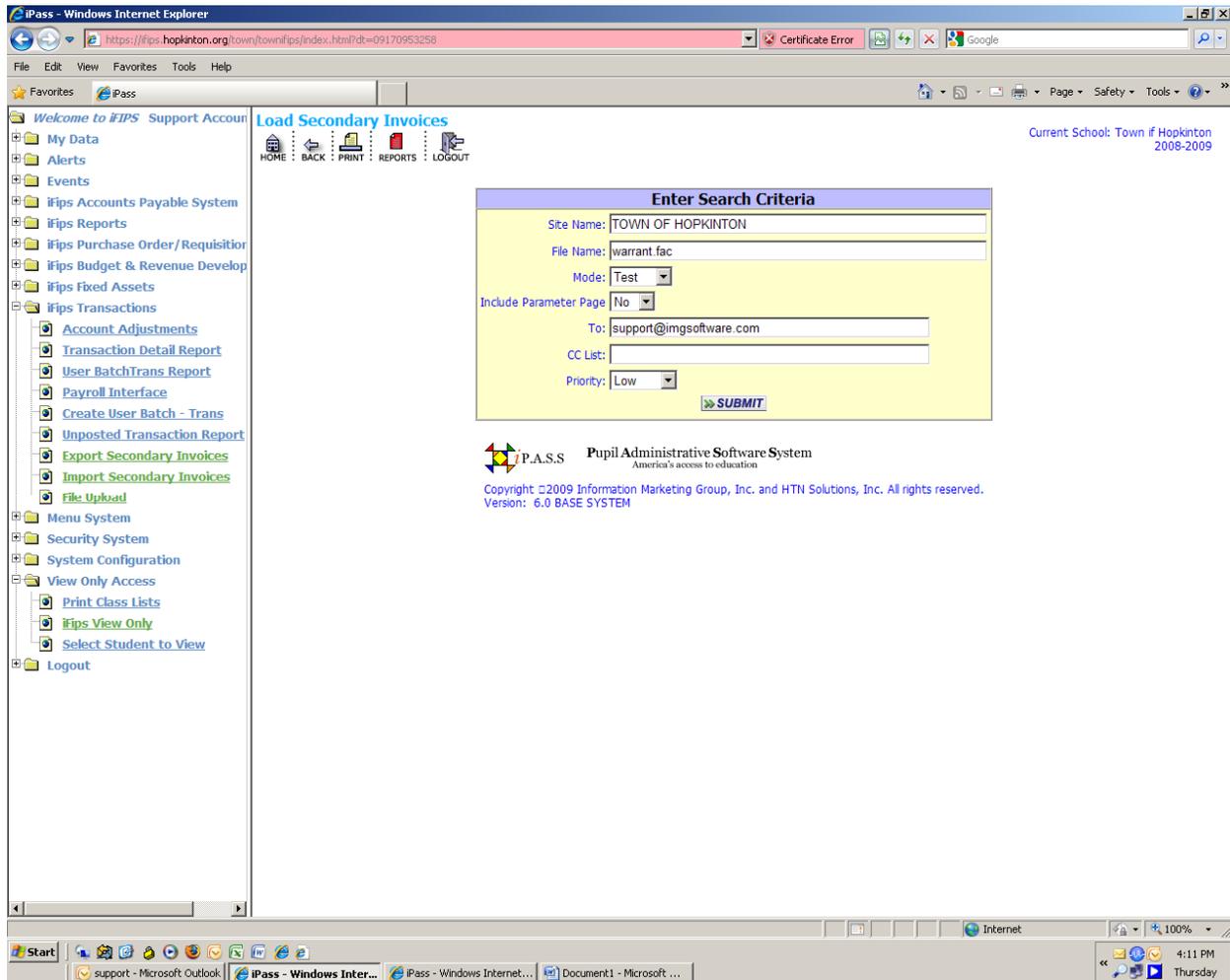


In the field File Name, type Warrant.fac and click open. This will move the file to the Towns System.

To load it into the Town iFIPS you will need to go to:

Under the menu option for iFIPS TRANSACTIONS
Choose IMPORT SECONDARY INVOICES

This option will open the following screen:



You will want to run this function in the test mode as it will create a report that can be reviewed for errors prior to creating the actual payment transactions on the TOWN System.

Following your review repeat the above procedure and change the MODE field to UPDATE.

Unposted invoices should populate the system.