

IFS Year-End Training: Breakout Station Resource Guide

Where to find documentation and demos on the TriMin Customer Portal – Wednesday, October 7, 2026

How to use this guide

Log in to the TriMin Customer Portal at govportal.trimingov.com and choose the IFSpi tab. The resource menu across the top has IFSpi Meetings, IFSpi New Releases, IFSpi Demos, IFSpi Training & Docs, IFSpi FAQs, and IFSpi Enhancements. Each topic below lists the resources and where to find them on the portal. In the electronic copy, each title is a link. You must be logged in to the portal for the links to open.

Older training handouts are under IFSpi Meetings, filed by the meeting date. For example, the 2024 Year-End Training materials are under *Archived IFS Advisory Committee Meetings > 2024 > Sept 20, 2024 IFS Y/E Training*.

Need portal access? See [Instructions – TriMin Customer Portal and IFS Golden](#) (IFSpi Meetings > Notifications) or contact IFS Support at 855.622.0937 / IFSsupport@triminsystems.com.

COFARs and Adding Account Numbers

Resource	Type	Where to find it on the portal
MN County Financial Accounting & Reporting Standards	Document	IFSpi > IFSpi Training & Docs > IFS Mapping
Crosswalk to IFS, COFARS and the OSA Trial Balance package	Document	IFSpi > IFSpi Training & Docs > IFS Mapping
General Mapping Information	Document	IFSpi > IFSpi Training & Docs > IFS Mapping
Mapping Instructions – Guideline for setting up Codes Files	Document	IFSpi > IFSpi Training & Docs > IFS Mapping
Mapping Instructions – Download/Upload Chart of Accounts For Mapping	Document	IFSpi > IFSpi Training & Docs > IFS Mapping
Mapping and Financial Statements – 2024	Presentation	IFSpi > IFSpi Training & Docs > IFS Mapping
File Maintenance (Elements, Chart of Accounts, Vendor)	Document	IFSpi > IFSpi Training & Docs > New User Topics
File Maintenance – Codes File 2024	Document	IFSpi > IFSpi Training & Docs > New User Topics
Change G/L Account Numbers	Document	IFSpi > IFSpi Training & Docs > Other Documentation
Account Linkage – 2024	Document	IFSpi > IFSpi Training & Docs > Other Documentation
IFSpi Account Mapping Training – All User Meeting April 2022	Demo video	IFSpi > IFSpi Demos > Updated Demos
IFSpi Account Mapping Training – June 2015	Demo video	IFSpi > IFSpi Demos > Updated Demos
IFS PI – Maintenance (1 hr 36 min)	Demo video	IFSpi > IFSpi Demos > Original IFSpi Demos
IFS PI – Account Changes, Purging Accounts (35 min)	Demo video	IFSpi > IFSpi Demos > Original IFSpi Demos
IFS Mapping (2024 Y/E Training)	Training handout	IFSpi > IFSpi Meetings > Archived IFS Advisory Committee Meetings > 2024 > Sept 20, 2024 IFS Y/E Training

Journal Entries, M/V/C, and Reversing Receipts

There is no stand-alone document on reversing receipts. The Receipt Processing demo is the closest match.

Resource	Type	Where to find it on the portal
IFS PI – Journal Entries (44 min)	Demo video	IFSpi > IFSpi Demos > Original IFSpi Demos
IFS PI – Receipt Processing (56 min)	Demo video	IFSpi > IFSpi Demos > Original IFSpi Demos
IFS PI – Vouchers and Warrants (1 hr 42 min)	Demo video	IFSpi > IFSpi Demos > Original IFSpi Demos

Resource	Type	Where to find it on the portal
IFS – MVC and Other Warrant Info	Training handout	IFSpi › IFSpi Meetings › Archived IFS Advisory Committee Meetings › 2025 › June 2, 2025 IFS All User & IAC Meeting
Batch Entry (Vouchers, A/P Vouchers, Warrants)	Document	IFSpi › IFSpi Training & Docs › New User Topics
April 2024 Newsletter – Reversing Vouchers, Disbursement Inquiry & Query by Vendor Name	Newsletter	IFSpi › IFSpi Meetings › Training Committee Newsletters
Duplicate Warning on Vouchers and Warrants	FAQ	IFSpi › IFSpi FAQs
How to Separate a Single Warrant Transaction From an SSIS Batch	FAQ	IFSpi › IFSpi FAQs

New User Basics and Shortcuts

Resource	Type	Where to find it on the portal
IFSpi Overview and Resource Guide 2024	Document	IFSpi › IFSpi Training & Docs › Overview Documentation
IFSpi System Menu Options 2024	Document	IFSpi › IFSpi Training & Docs › Overview Documentation
File Maintenance – System Files 2024	Document	IFSpi › IFSpi Training & Docs › New User Topics
File Maintenance – User Maintenance 2024	Document	IFSpi › IFSpi Training & Docs › New User Topics
File Maintenance – Codes File 2024	Document	IFSpi › IFSpi Training & Docs › New User Topics
File Maintenance (Elements, Chart of Accounts, Vendor)	Document	IFSpi › IFSpi Training & Docs › New User Topics
File Maintenance (MA Client, Other Files, Report Models, Account Linkage)	Document	IFSpi › IFSpi Training & Docs › New User Topics
Batch Entry (Vouchers, A/P Vouchers, Warrants)	Document	IFSpi › IFSpi Training & Docs › New User Topics
IFS PI – Overview (1 hr 9 min)	Demo video	IFSpi › IFSpi Demos › Original IFSpi Demos
IFS PI – Security, Part 1	Demo video	IFSpi › IFSpi Demos › Original IFSpi Demos
IFS PI – Security, Part 2	Demo video	IFSpi › IFSpi Demos › Original IFSpi Demos
April 2024 Newsletter – Keyboard Shortcuts and Resources	Newsletter	IFSpi › IFSpi Meetings › Training Committee Newsletters
January 2025 Newsletter – Quick Key for G/L Codes, Uploads/Downloads	Newsletter	IFSpi › IFSpi Meetings › Training Committee Newsletters
IFS/CD Tips and Tricks for New Users	Training handout	IFSpi › IFSpi Meetings › Archived IFS Advisory Committee Meetings › 2019 › April 25, 2019 Training & All User Meeting
How do I run IFSpi and Cash Drawer at the same time?	FAQ	IFSpi › IFSpi FAQs

Closing Month/Year

Resource	Type	Where to find it on the portal
Close Month and Year – 2024	Document	IFSpi › IFSpi Training & Docs › Other Documentation
IFSpi Close Month and Year (2024 Y/E Training)	Training handout	IFSpi › IFSpi Meetings › Archived IFS Advisory Committee Meetings › 2024 › Sept 20, 2024 IFS Y/E Training
Closing the Year (2017)	Training handout	IFSpi › IFSpi Training & Docs › IFSpi 2017 Training and All User Meeting
Purge Process – 2023	Document	IFSpi › IFSpi Training & Docs › Other Documentation
IFS Purge Process (2023 Y/E Training)	Training handout	IFSpi › IFSpi Meetings › Archived IFS Advisory Committee Meetings › 2023 › Oct 24, 2023 IFS Y/E Training

Resource	Type	Where to find it on the portal
Purge in IFS – Aitkin (2023 Y/E Training)	Training handout	IFSpi › IFSpi Meetings › Archived IFS Advisory Committee Meetings › 2023 › Oct 24, 2023 IFS Y/E Training
IFS PI – Account Changes, Purging Accounts (35 min)	Demo video	IFSpi › IFSpi Demos › Original IFSpi Demos
26-06 Prevent Closing Month/Year if there are Unprocessed Batches	Enhancement request	IFSpi › IFSpi Enhancements › Recent Requests

Reports and Report Stacks, Cash vs. Modified Accrual Reports

Resource	Type	Where to find it on the portal
IFS PI – Reports and Inquiries (1 hr 11 min)	Demo video	IFSpi › IFSpi Demos › Original IFSpi Demos
IFS PI – Scorecarding, Executive Reports (1 hr 10 min)	Demo video	IFSpi › IFSpi Demos › Original IFSpi Demos
Accrual vs. Report Codes (2025 Y/E Training)	Training handout	IFSpi › IFSpi Meetings › Archived IFS Advisory Committee Meetings › 2025 › Nov 12, 2025 IFS Y/E Training
Mapping and Financial Statements – 2024	Presentation	IFSpi › IFSpi Training & Docs › IFS Mapping
User Selected Budget Report – 2025	Document	IFSpi › IFSpi Training & Docs › Other Documentation
Report Model – Big Stone County	Presentation	IFSpi › IFSpi Meetings › Archived IFS Advisory Committee Meetings › 2023 › June 5, 2023 Meeting
April 2025 Newsletter – Custom Budget Headers, Finding a Running Report	Newsletter	IFSpi › IFSpi Meetings › Training Committee Newsletters

Sales Tax

This is the only sales-tax resource on the portal.

Resource	Type	Where to find it on the portal
Taxability of Sales & Purchases (2024 Y/E Training)	Training handout	IFSpi › IFSpi Meetings › Archived IFS Advisory Committee Meetings › 2024 › Sept 20, 2024 IFS Y/E Training

ACH Origination

Resource	Type	Where to find it on the portal
IFS PI – ACH Direct Deposit Payments (33 min)	Demo video	IFSpi › IFSpi Demos › Original IFSpi Demos
Getting Started with Emailing ACH Remittance Advice	Document	IFSpi › IFSpi Training & Docs › Other Documentation
Direct Deposit Application Form for Vendors	Form	IFSpi › IFSpi Training & Docs › IFSpi Related Documents
ACH Vendor Payments	Training handout	IFSpi › IFSpi Training & Docs › 2018 Training & Meeting Documents › ACH Roundtable Discussion
ACH Direct Deposit	Training handout	IFSpi › IFSpi Training & Docs › 2018 Training & Meeting Documents › ACH Roundtable Discussion
ACH User Guide – Email	Training handout	IFSpi › IFSpi Training & Docs › 2018 Training & Meeting Documents › ACH Roundtable Discussion
ACH Vendor Payments – DDAF	Training handout	IFSpi › IFSpi Training & Docs › 2018 Training & Meeting Documents › ACH Roundtable Discussion
ACH Direct Deposit with Email (2016)	Training handout	IFSpi › IFSpi Training & Docs › 2016 Training & Meeting Documents
August 2025 Newsletter – Multiple Email Addresses for ACH Payments, Fraud Prevention, ACH Templates	Newsletter	IFSpi › IFSpi Meetings › Training Committee Newsletters

HHS Topics – Report Codes

Resource	Type	Where to find it on the portal
Accrual vs. Report Codes (2025 Y/E Training)	Training handout	IFSpi › IFSpi Meetings › Archived IFS Advisory Committee Meetings › 2025 › Nov 12, 2025 IFS Y/E Training
File Maintenance – Codes File 2024	Document	IFSpi › IFSpi Training & Docs › New User Topics
Mapping Instructions – Guideline for setting up Codes Files	Document	IFSpi › IFSpi Training & Docs › IFS Mapping
Quarterly Reports Presentation – AMSSA 2016 Conference (Goodhue, MN Prairie, DHS)	Presentation	IFSpi › IFSpi Training & Docs › IFSpi Related Documents
AMSSA Quarterly Reports Attachments (DHS-2550, DHS-2556, DHS-2577, PHS-LCTS)	Documents	IFSpi › IFSpi Training & Docs › IFSpi Related Documents
24-11 Expand Report Code to Two Alpha/Num Characters	Enhancement request	IFSpi › IFSpi Enhancements

HHS Topics – MNIT Transportation File

No document on the MNIT transportation file is posted. The resources below cover MA Billing and MN-ITS submissions, which are the closest related material.

Resource	Type	Where to find it on the portal
IFSpi MA Billing Process – Lunch and Learn (May 30, 2024)	Demo video	IFSpi › IFSpi Demos › Updated Demos
IFS PI – MA Billing (61 min)	Demo video	IFSpi › IFSpi Demos › Original IFSpi Demos
MA Billing Process – 2023	Document	IFSpi › IFSpi Training & Docs › Other Documentation
Preparing For and Submitting 5010 Claim BATCH Files into MN-ITS	Document	IFSpi › IFSpi Training & Docs › IFSpi Related Documents
Wrong Service Dates in Medicare batch that was billed to MN-ITS	FAQ	IFSpi › IFSpi FAQs
How to add a new MA Procedure Modifier Code to the Codes File	FAQ	IFSpi › IFSpi FAQs
26-08 Update MA Billing for NEMT changes	Enhancement request	IFSpi › IFSpi Enhancements › Recent Requests

Questions not covered here? Contact IFS Support at 855.622.0937 or IFSupport@triminsystems.com.