**How to Pull FAIM Statements from VistaShare / Outcome Tracker**

Go to the database online at: <http://www1.vistashare.com/>

Agency Login: enter your agency login

Password: enter your agency password

**Monthly Statements**

1. Click on the “*Reports”* tab
2. In the column on the left, click on the + next to “*Standard Reports”* to expand
3. Click on the + next to *“IDA / CSA”* folder to expand
4. Click on “*Participant Summary Info”*
5. On the list to the right, click on “*IDA Statements – IDA Monthly Statements”*
6. A new window will open
7. In the “Query” drop-down box, select “*Monthly Statement”*
8. You will need to highlight several fields:
9. Collaborative Name: click on your agency name to highlight
10. Partner Financial Institution: select “Bremer Bank”
11. Program Type: select “Adult (AFI)”
12. Account Status: “Application, Enrollment, Open” should already be highlighted
13. Statement Begin Date: select the first day of the month
14. Statement End Date: select the last day of the month
15. Click on “*Run Report”*
16. The report will take a few minutes to process
17. Once the report is completed click on “IDA Statement”
18. Click on “Open”
19. Your statements will open - save the statements to your local network.
20. Print the statements, check for any issues with: local coach name/contact information, date of first deposit, asset track, savings or match amounts, client contact information, etc. If there are any corrections, email the state FAIM office to update the database and state client file.
21. If the statements are okay, mail to each client. This should be done monthly but is required to on at least a quarterly basis.

**Account Statement (Transaction History)**

1. Click on the “*Reports”* tab
2. In the column on the left, click on the + next to “*Standard Reports”* to expand
3. Click on the + next to *“IDA / CSA”* folder to expand
4. Click on “*Participant Summary Info”*
5. Click on “*IDA Statement Summary Report”*
6. A new window will open
7. Enter participant’s account number or SSN
8. Statement Begin Date: enter first day of month
9. Statement End Date: enter last day of month
10. Click “*Run Report”*
11. Print or save the file as needed