Finance Reporting & FAP030
WebFOCUS

User guide
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Introduction

Invoice initiators do not always have the necessary visibility on the status of their invoices after submission. This lack of visibility leads to frustration and delay of payment.

Due to this lack of visibility, the reaction of invoice initiators to rectify payment problems occurs only after suppliers send reminders to get paid their invoices. After several consultations with different members, we have identified two features on FAST that can provide effective solutions to remedy this type of situation:

- The financial reporting application is a feature on FAST that includes several tools to execute different queries.
- The FAP030 report contains the list of invoices for the selected month with their status. The report allows the user to easily identify unpaid invoices.

Hyperlink to FAST

Below are the instructions for accessing the financial system:

- Please go to the following webpage
  
  https://fast.uottawa.ca/FASTPORTAL_PROD/Login.aspx

- Enter your username and your password

The username is your email address (xxxxx@uottawa.ca) and the password is the same as your uoAccess account password.

If you have any questions or difficulties accessing FAST, please contact the IT Service at http://www.it.uottawa.ca/service-desk-request or by phone at extension 6555.
Access to FAST off campus

You can access FAST off campus. However, you must be in a secure area and logged on to the VPN Client. For more information, please go to the following webpage

https://it.uottawa.ca/employee-services.

Click on Software and VPN Client in the list of available Software.

Select the appropriate software for your computer.
Access secured resources on the uOttawa network (VPN)

VPN is not required for common applications such as email, Microsoft Teams, OneDrive, Brightspace, Adobe Connect, etc.

The University VPN (AnyConnect) is only required if you need to:
- access one of these applications, [here](http://www.it.uottawa.ca/service-desk-request) to see the list.
- use Virtual Desktop Infrastructure (VDI)
- enable a Personal Desktop connection (PDC)
- access secured resources at Uottawa Employee only
- access applications such as uOBS and Banner FAST, etc.

If MFA has been activated for your account:
- you will need to verify your identity before connecting to the University network through the VPN client
- go to the MFA notification on your smartphone, click Approve or enter the input code displayed on your hardware token to proceed.

Connect to the VPN client using any web browser

Installation and connection to the VPN client for Windows 10

Installation and connection to the VPN client for Windows

Installation and connection to the VPN client for Macintosh

Installation and connection to the VPN client on Android

For assistance, please contact the IT Service Centre at [http://www.it.uottawa.ca/service-desk-request](http://www.it.uottawa.ca/service-desk-request) or by telephone at extension 6555.

NOTE: Instructions for installing the VPN Client differ depending on the computer and Internet browser used. We are unable to include complete instructions in this guide due to their complexity. The expertise of IT resources is required for the proper installation of the VPN Client on your computer.

You can also contact your faculty's IT technical team to help you install the VPN Client on your computer.
The Financial Reporting application is a feature on FAST that includes several tools to run various queries. In our case, the INVOICE QUERY tool is the right solution for performing queries on one or more invoices. The user has several search options to find his invoice. With this tool you will be able to search by vendor, invoice number, document number, FOAP elements (fund, ORGN, account), posting period or invoice amount.

To begin, fill in the **Fund** field and then enter the code of the organization in the **Org** field.

1. On the top menu, click **Operating Statement**.
2. Click **Transaction Details**.
3. Click **Invoice query**.
4. Enter and/or select parameters in the displayed fields.
5. Click the **Run Report** button to generate the report.
Financial Report FAP030

The FAP030 is a report that summarizes the list of unpaid invoices. This report requires access with security by Faculty/Service or by department. This report is dedicated to people whose accesses have been approved by access management and who run it frequently in order to follow up on all unpaid and approved invoices. To run this report, you must first access FAST and run the Webfocus Finance application.
Then select report **FAP030**, and fill in the fields as shown below:

- **Select the fiscal year in the first field.**
- **Choose the report format. By default, the PDF format is selected.**
- **Click on Run button.**

Then, the report is generated containing the list of invoices according to the fields identified with their status:
Access Request

To request access to FAST, you will need to complete and sign the form available at the link below and transfer it by email to mailto:IT-accessmanagement@uottawa.ca.

The form is available at this link: https://it.uottawa.ca/sites/it.uottawa.ca/files/access_form_researchers_2016.pdf

If you have any questions or if you are experiencing difficulties accessing FAST, please contact the IT Service at http://www.it.uottawa.ca/service-desk-request or by phone at extension 6555.