

Finance Reporting & FAP030 WebFOCUS

User guide

Table of contents

Introduction	3
Hyperlink to FAST.....	3
Access to FAST off campus.....	4
Financial Reporting on FAST.....	6
Financial Report FAP030	7
Access Request.....	9

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.

Information Technology | Information Technology / Software

Accounts and passwords | Internet and wireless | **Software** | IT security | Student zone | Professors zone | Employee services

COVID-19: Last Update – May 20, 2020, 3:55 pm

Software

Requesting software for computers with sensitive data

If your work-office computer stores sensitive data and Information Technology removed the access for software installations to be made on it, you will need to follow a different procedure when you require new software.

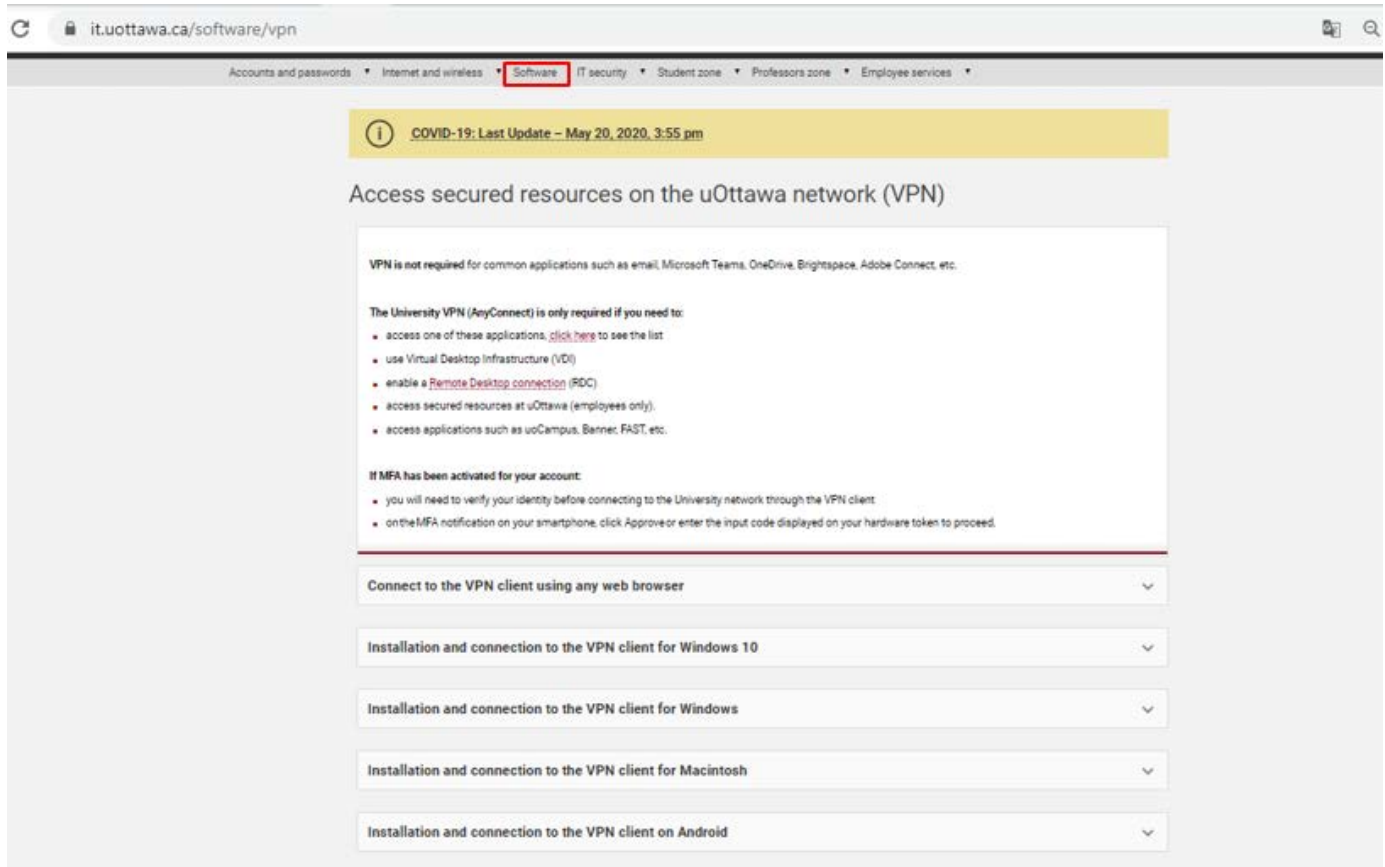
- [Requesting software for computers with sensitive data](#)
- [Approved List of Software for Installation](#) (login required)

Quick Info

- [Policy 116: Use and Security of Information Technology Assets](#)

List of available software

A-F	G-P	Q-Z
<ul style="list-style-type: none">• Acrobat Pro• Antidote 10 bilingua1 (writing tool)• Anti-virus options (Enterprise version)• Anti-virus options (for personal use)• Arc GIS (Mapping software and data)• ChemDraw• Deep Freeze	<ul style="list-style-type: none">• LiquidFiles• Maple• Mathematica• MatLab• Microsoft Office• Microsoft Outlook Calendar - 2020 Holidays• Microsoft Teams• Microsoft Visio Professional• Microsoft Project Professional• NI LabVIEW	<ul style="list-style-type: none">• SAS (Statistical software)• SPSS (Statistical software)• Stata (Data analysis / statistical software)• SSH Client• SurveyMonkey• Tivoli Storage Manager (TSM)• Topaz for Mac• Visual Studio• VPN Client• WS_FTP Client



For assistance, please contact the IT Service Centre at <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.

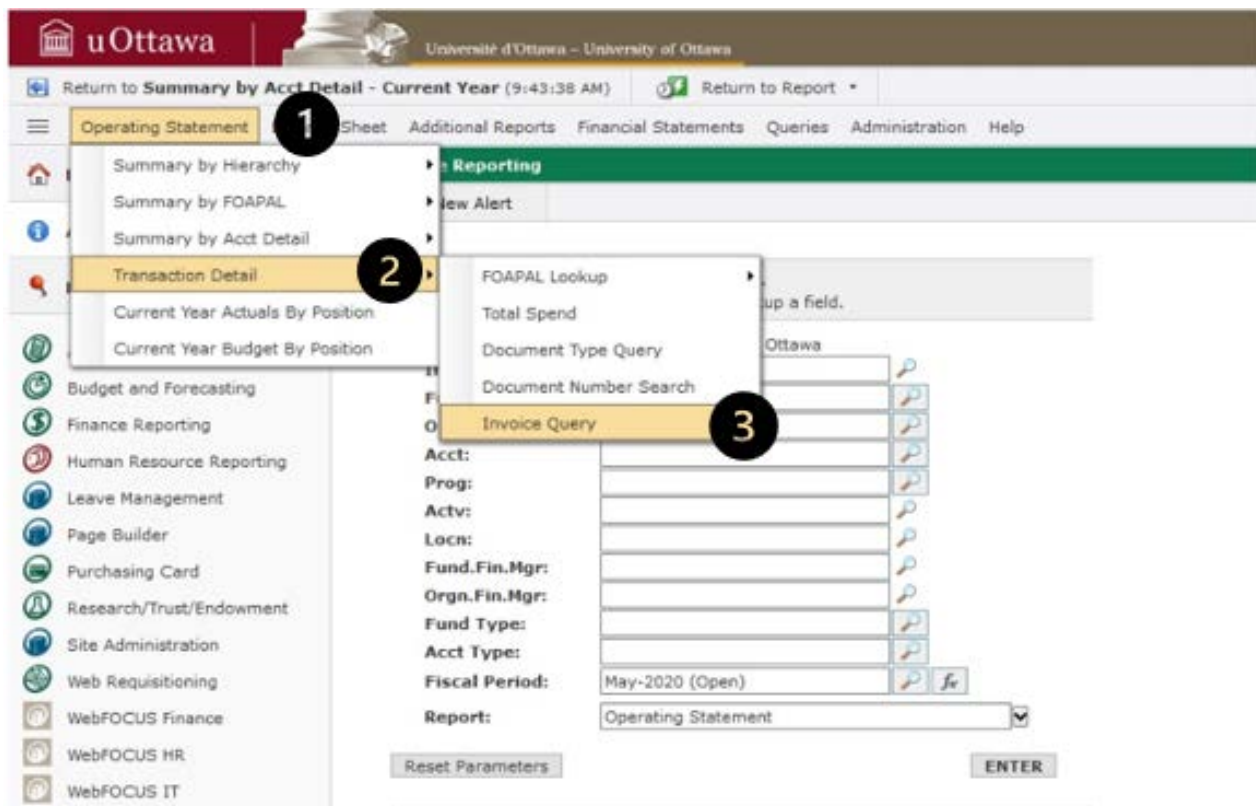
You can also contact your faculty's IT technical team to help you install the VPN Client on your computer.

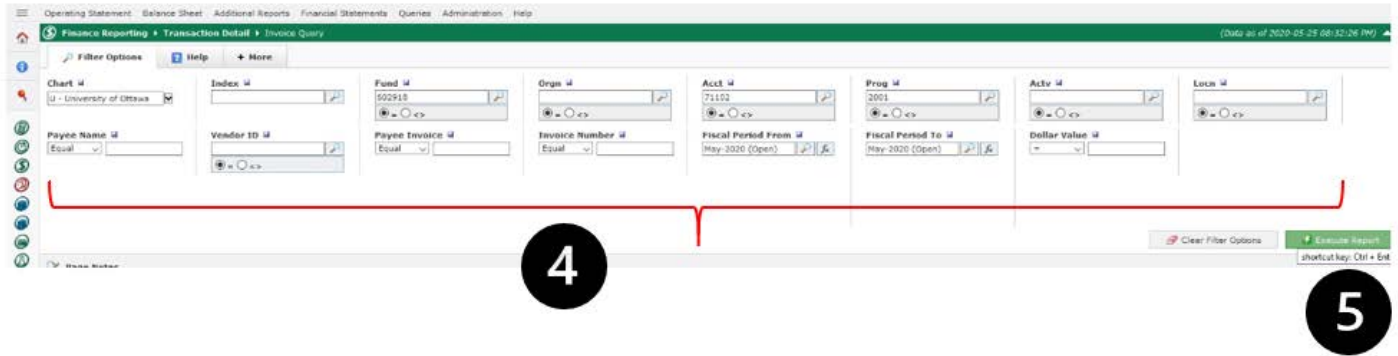
Financial Reporting on FAST

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.

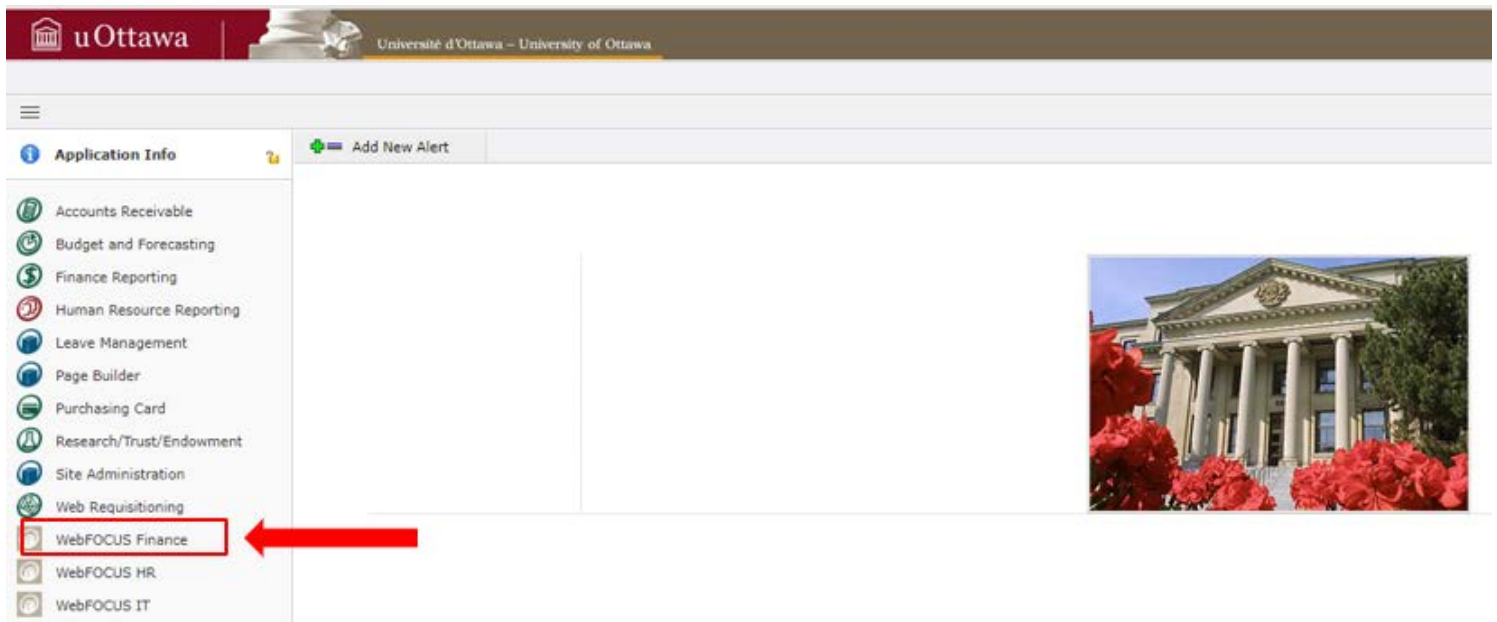
1. On the top menu, click **Operating Statement**.
2. Click **Transaction Details**.
3. Click **Invoice query**.
4. Enter and/or select parameters in the displayed fields.
5. Click the **Run Report** button to generate the report.



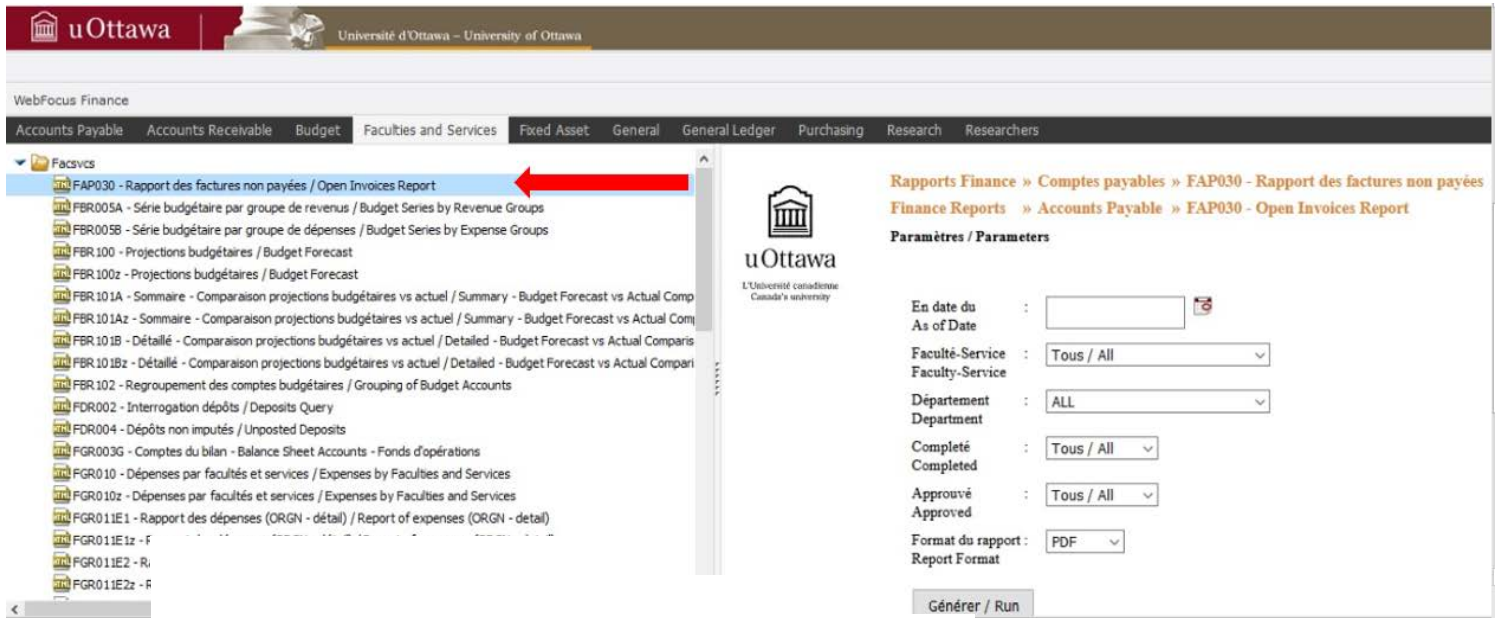


Financial Report FAP030

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.