In November 2014 our FAST system was upgraded to a new version offering enhancements to the FAST AR invoice process. Check it out!

1. Quick Launch Tab

A new tab is located on the FAST AR Home Page which offers quick links for easy access to common FAST AR functions.

This tab offers quick, one click links to the following functions:

- **Create a New Invoice** – start a new invoice by selecting this link
- **Open an existing in progress Invoice** – access an invoice you have already started
- **Query for Invoice Status** – access the Invoice Status Report (Who owes me what)
2. Ability to send invoice attachment(s) by e-mail with the invoice to the customer contact.

When attaching a document to an invoice that you are planning to send to a customer by e-mail directly from the FAST AR system, you can include attachments. To do this, ensure that “Make the attachment confidential” check box remains unchecked.

When ready to batch and e-mail your invoice, go to Invoice - Batch Print menu.

Select the E-mail output icon (Diagram A) and a new check-box (Diagram B) will be populated. *This check-box is checked by default.*

You can uncheck the box if there is no need to include the attachment. Click the Print Batch button to complete the process.

3. Ability to delete Draft (In Progress) invoices that are no longer required.

Invoices that have not been completed can be easily removed centrally upon request. Submit your request to remove an invoice to RCGA by emailing accounts_receivable@umanitoba.ca.

On the Invoice Status Report these invoices can be found under the Draft Cancelled column.