



New Features and Functions in FAST AR!

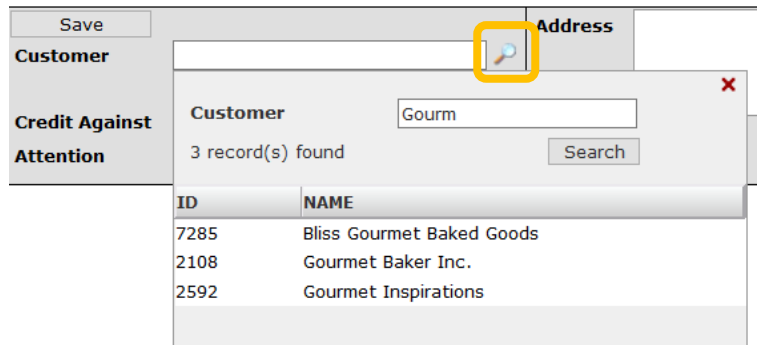
New features and functions that have been added in the latest update to FAST. Some of these include more options for reporting, viewing information, and interacting in the system. Let's take a look at some of the highlights of these changes!

Customer Field

You can now select your customer's information quicker when creating an invoice! The two customer drop-down fields in the invoice header, Name and ID, have been consolidated to one field with a search function.

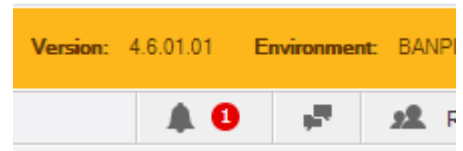


If you know the Customer ID, type it directly in the field or click the magnifying glass icon to the right of the field to type any portion of the customer's name then click Search.



Notifications

Be alerted to any invoices requiring your approval! As an Invoice Approver, the new Notifications function at the top of the page will notify you of invoices that have been marked complete and are ready to be printed/posted.

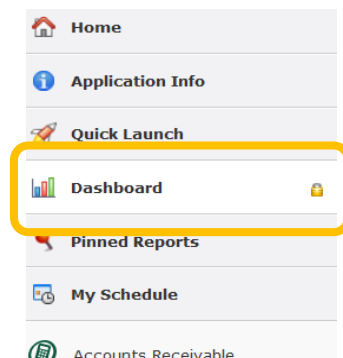


The Notifications block will display throughout your navigation in FAST no matter which module you are working in. This new function will also keep a count of your notifications that you have not yet viewed. Click on the Notifications icon to reveal the details of all alerts.



Dashboard

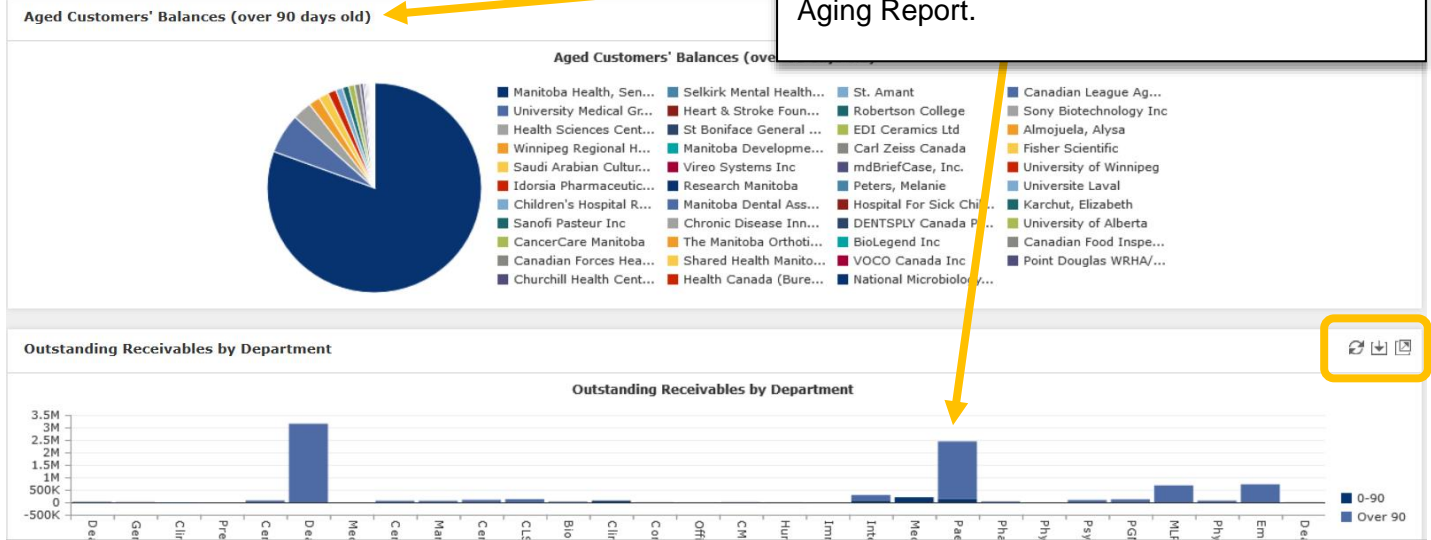
Keep track of outstanding invoices with one click! The Dashboard for Accounts Receivable now has graphs based on a unit's current AR Aging report.



With this new feature you will have a visual of the total dollar amount of outstanding invoices per customer as well as each unit.

My Accounts Receivable Reports

Click on the report name or on a graph segment to be provided details in the AR Aging Report.



Use the icons from the upper right corner of the graphs to refresh data, export to PDF, and switch to a full screen view

Refresh data Export to PDF Full Screen View

New Options in Reporting

A couple new reports have been added to the All Reports menu!

Receipt(s) for Invoice No.

From time to time, we receive requests from customers for a receipt of payment. You can now use the report *Receipt(s) for Invoice No.* to enter the invoice number and obtain a receipt in PDF for a paid invoice:

Report	Description
Aged Analysis by Age Grouping	Includes all posted entries
Department Aged Analysis	Displays aged analysis for a specified Department.
Re-print an Invoice	must have been printed and posted previously
Re-print Invoices for a Customer	Includes all outstanding invoices for a customer, as-at date
Payment by Invoice No.	Enter Invoice Number in box. Includes payment detail for invoice.
Receipt(s) for Invoice No.	Generate receipt(s) for a given Invoice.

Receipt(s) for Invoice No.

Output: PDF Print

Invoice Number

Receipt

Customer: CancerCare Manitoba


Receipt Number	Invoice Number	Deposit ID	Payment Type	Payment Date	Payment Notes	Amount
00049284	EI077071	25-Sep-2019 bank	Direct Deposit	24/09/2019	H0031245	43,472.71
Total						43,472.71


Re-print Invoices for a Customer


Instead of retrieving outstanding invoices for customers one by one under *Re-print an invoice*, you can now use the new *Re-print Invoices for a Customer* option. Enter the Customer ID or use the magnifying glass icon to search for the Customer ID then click on the Print button to obtain copies of all outstanding invoices for the customer (created within your security access).

Report	Description
Aged Analysis by Age Grouping	Includes all posted entries
Department Aged Analysis	Displays aged analysis for a specified Department.
Re-print an Invoice	must have been printed and posted previously
Re-print Invoices for a Customer	Includes all outstanding invoices for a customer, as-at date
Payment by Invoice No.	Enter Invoice Number in box. Includes payment detail for invoice.
Receipt(s) for Invoice No.	Generate receipt(s) for a given Invoice.
Invoices and Payments by Department	Includes all posted entries
Invoices and Payments by Customer	Includes all posted entries
Customer Payment History	Enter Customer Number in box
Report on all Depts. ATB (Posted only)	This is the aged trial balance to be sent to Depts.

Re-print Invoices for a Customer

Output: 

Customer ID
 

"As At" Date
 

For assistance in Accounts Receivable or questions regarding external invoices, contact Revenue, General & Student Accounting at 474-8362 or email Accounts_Receivable@umanitoba.ca.