

FAST Finance Reporting How-To Sheets

How do I log into the Finance Reporting application?

This how-to sheet outlines the steps required to:

- Log into the FAST Finance Reporting application.

What is Finance Reporting used for?

- Viewing financial data for an index (e.g. departmental funding source, award).

How do I get access to the Finance Reporting application?

- Access to Finance Reporting is automatically granted to those with financial access to an index.
- **TIP:** The Financial Access and Authority Management (FAAM) tool is used to request or to remove financial access to an index for yourself or someone else via Carleton Central. Visit carleton.ca/facts/faam for how-to sheets related to this topic.

Definition of index:

- An [index](#) is a short code for the **F**und and **O**rganization (also called org) portions of the FOAPAL accounting string.
- For example,
 - Departmental Index: 100000 498 becomes D498
 - Ancillary Index: 120000 621 becomes A621
 - Research Index: 315774 166 becomes 315774

Last updated March 13, 2025.

STEPS

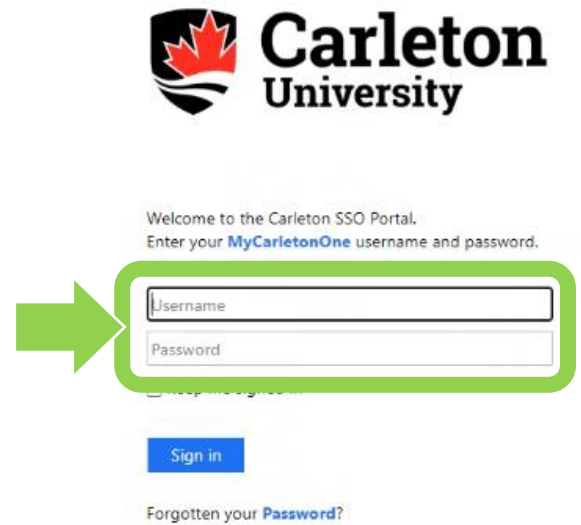
1. Enter this URL into an internet browser.

<http://www.carleton.ca/fast>

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2. Enter MyCarletonOne credentials.

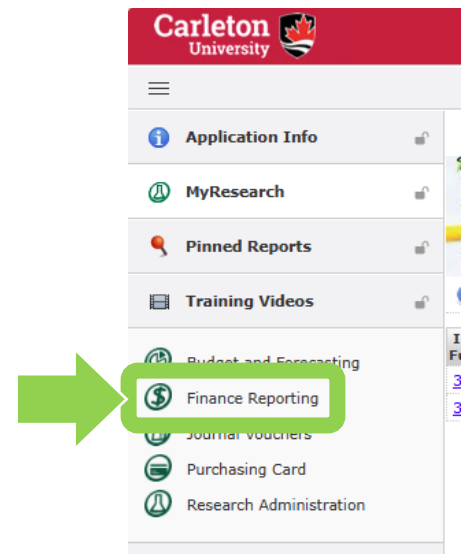
Tip: Your MyCarletonOne credentials are the username and password that you use to sign into your Carleton workstation and many other applications on campus.

Note: This system is DUO enabled (carleton.ca/its/duo).



The image shows the Carleton University SSO Portal login screen. At the top is the Carleton University logo. Below it, the text reads: "Welcome to the Carleton SSO Portal. Enter your MyCarletonOne username and password." There are two input fields: "Username" and "Password". A green arrow points to the "Username" field. Below the input fields is a blue "Sign in" button. At the bottom, there is a link: "Forgotten your Password?"

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3. Click on 'Finance Reporting' in the menu on the left.



4. This is the home screen for the FAST Finance Reporting application.

The screenshot shows the Carleton University FAST Finance Reporting application interface. The top navigation bar includes 'Operating Statement', 'Balance Sheet', 'Additional Reports', and 'Help'. The left sidebar contains a 'Home' button and a list of application modules: 'Application Info', 'Dashboard', 'Pinned Reports', 'Training Videos', 'Schedule', 'Budget and Forecasting', 'Finance Reporting' (highlighted), 'Journal Vouchers', 'Purchasing Card', and 'Research Administration'. The main content area is titled 'Finance Reporting' and contains a form for inputting report parameters. The form includes fields for 'Index', 'Fund', 'Orgn', 'Acct', 'Prog', 'Actv', 'Fund Type', and 'Acct Type', each with a magnifying glass icon for lookup. It also has a 'Fiscal Period' dropdown set to 'Mar-2025 (Open)' and a 'Report' dropdown set to 'Operating Statement'. 'Reset Parameters' and 'ENTER' buttons are at the bottom of the form. A note below the form states: 'If you prefer you can simply leave all the input boxes blank and click the ENTER button. This will produce a report summarizing all of your accounts. Note: You can enter multiple values in any field by separating them with a comma. You can also enter a range in any field by separating the two values with a colon. You can also use the % character as a wildcard.'

5. Click on the logout icon button to exit the application.



What next?

- Visit the [FACTS' FAST Finance Reporting tools and support page](#) to find more how-to sheets.
- Questions about the system? Email financial.systems@carleton.ca