

# FAST PCARD

## How to Reconcile Purchasing Card Transactions

1. Sign onto FAST Portal ([www.carleton.ca/fast](http://www.carleton.ca/fast)) with user name (firstnamelastname) and password
2. Select the Purchasing Card option from the menu:

Home | FAST Single Sign On Suite - Windows Internet Explorer

http://banfas90.cunet.carleton.ca/FASTPORTAL\_TEST/DesktopDefault.aspx?VE1=31cVHzhruQdDplc9qf7T+Q==

Carleton UNIVERSITY Canada's Capital University

Version: 3.6.1.088  
Environment: PPRD

Home Applications Logout

Carleton

Application Info

You have logged in the **Carleton University FAST Portal**, a system that contains confidential and personal information of individuals.

This information should not be accessed or disclosed to anyone other than persons who are authorized to receive such information. When you are in doubt as to whether certain information is confidential or personal, no disclosure should be made without approval from management personnel. This policy of caution and discretion in handling information applies to both internal and external disclosure.

Every person having the ability to access such confidential and personal information, who, without written consent or authorization, knowingly accesses, uses, communicates or allows to be communicated the confidential and personal information (otherwise than as required or authorized by law, or in the course of duties in connection with their position) may be guilty of an offence and will be subject to disciplinary action up to and including immediate dismissal. Access, use or disclosure of such information can result in civil or criminal penalties, both for the individuals involved and Carleton University.

[Click here if you would like to change your password.](#)

For assistance with a particular application, please use the following contact listing.

Application	Department	Contact
Accounts Receivable	Business Office	<a href="mailto:valerie_evans@carleton.ca">valerie_evans@carleton.ca</a>
Budget and Forecasting	Finance	<a href="mailto:angela_marcotte@carleton.ca">angela_marcotte@carleton.ca</a>
Finance Reporting	Finance	<a href="mailto:jeancharles_cote@carleton.ca">jeancharles_cote@carleton.ca</a>
Human Resource Reporting	Human Resources	<a href="mailto:cathy_koebel@carleton.ca">cathy_koebel@carleton.ca</a>
Journal Vouchers	Business Office	<a href="mailto:sandra_nelson@carleton.ca">sandra_nelson@carleton.ca</a>
Research Administration	Research Accounting	<a href="mailto:sandra_nelson@carleton.ca">sandra_nelson@carleton.ca</a>


Applications

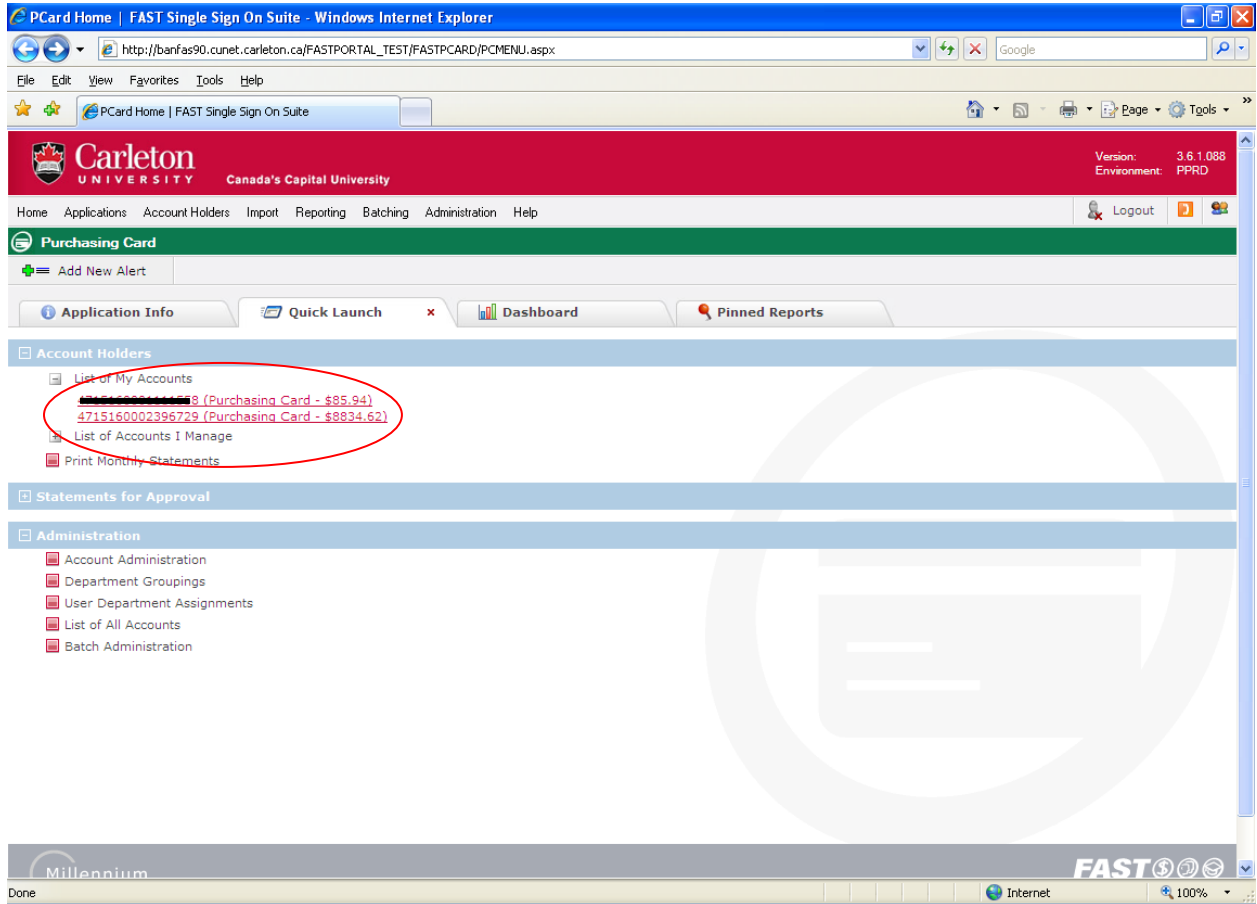
- Finance Reporting
- Purchasing Card**
- Web Requisitioning


Links

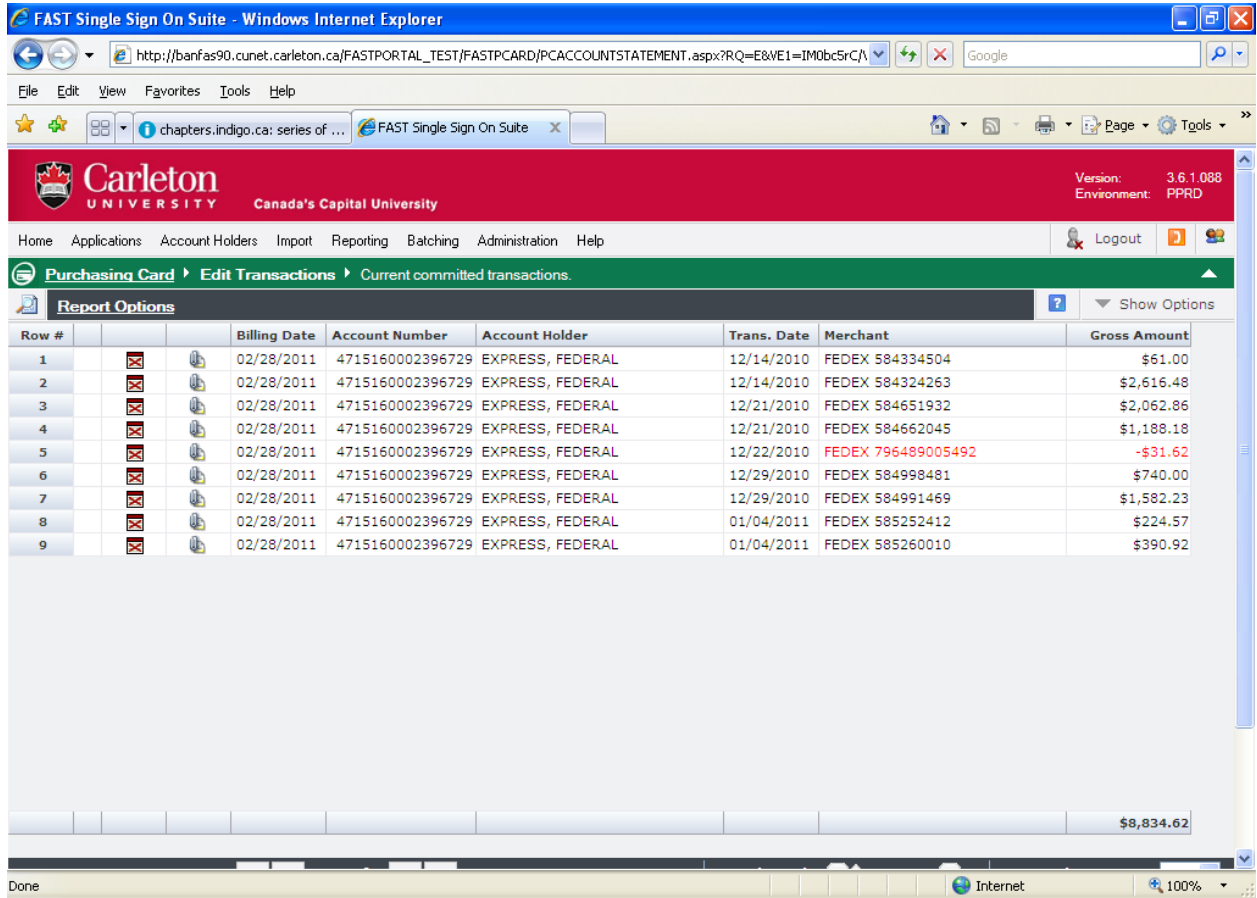
Announcements

Internet 100%



















3. Click on the Quick Launch tab and select the save icon  Click on the link for the card you want to reconcile, either your own, or a card from under Accounts That I Manage




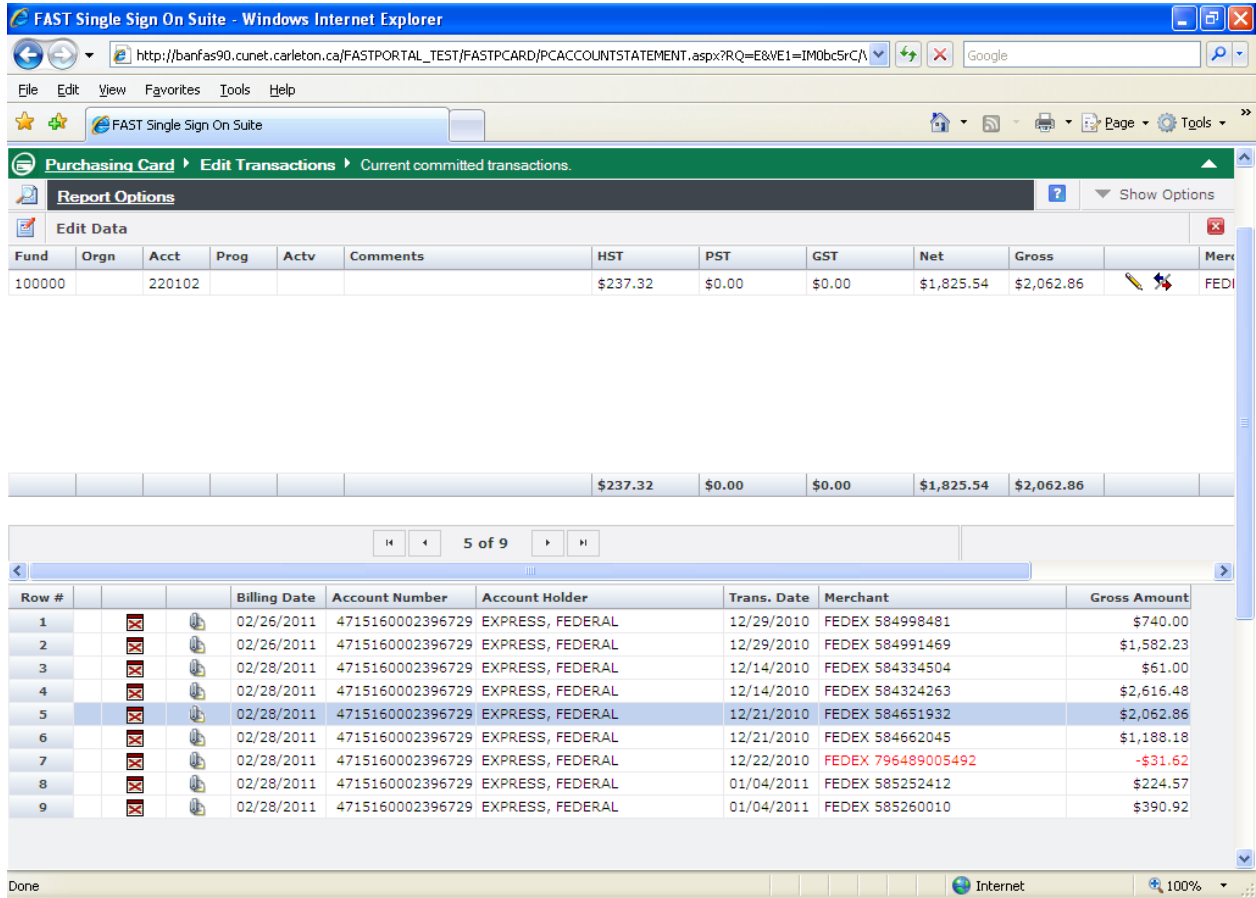
- This will bring you to the transaction editing screen. Click on the  beside the first transaction you want to reconcile.



The screenshot shows a web browser window titled "FAST Single Sign On Suite - Windows Internet Explorer". The address bar shows the URL: [http://banfas90.cunet.carleton.ca/FASTPORTAL\\_TEST/FASTPCARD/PCACCOUNTSTATEMENT.aspx?RQ=E&VE1=IM0bc5rC/\](http://banfas90.cunet.carleton.ca/FASTPORTAL_TEST/FASTPCARD/PCACCOUNTSTATEMENT.aspx?RQ=E&VE1=IM0bc5rC/\). The page header includes the Carleton University logo and navigation links: Home, Applications, Account Holders, Import, Reporting, Batching, Administration, Help. The main content area is titled "Purchasing Card > Edit Transactions > Current committed transactions." and displays a table of transactions.

Row #			Billing Date	Account Number	Account Holder	Trans. Date	Merchant	Gross Amount
1			02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/14/2010	FEDEX 584334504	\$61.00
2			02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/14/2010	FEDEX 584324263	\$2,616.48
3			02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/21/2010	FEDEX 584651932	\$2,062.86
4			02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/21/2010	FEDEX 584662045	\$1,188.18
5			02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/22/2010	FEDEX 796489005492	-\$31.62
6			02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/29/2010	FEDEX 584998481	\$740.00
7			02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/29/2010	FEDEX 584991469	\$1,582.23
8			02/28/2011	4715160002396729	EXPRESS, FEDERAL	01/04/2011	FEDEX 585252412	\$224.57
9			02/28/2011	4715160002396729	EXPRESS, FEDERAL	01/04/2011	FEDEX 585260010	\$390.92
								\$8,834.62

- Your list of transactions appears on the bottom grid of the screen, with the transaction you have clicked on to reconcile appears in the top grid, ready to edit. Click on the pencil icon  to edit.






The screenshot shows the 'FAST Single Sign On Suite' web application in Internet Explorer. The browser address bar shows the URL: [http://banfas90.cunet.carleton.ca/FASTPORTAL\\_TEST/FASTPCARD/PCACCOUNTSTATEMENT.aspx?RQ=E&VE1=IM0bc5rC/\](http://banfas90.cunet.carleton.ca/FASTPORTAL_TEST/FASTPCARD/PCACCOUNTSTATEMENT.aspx?RQ=E&VE1=IM0bc5rC/\). The page title is 'Purchasing Card > Edit Transactions > Current committed transactions.' Below the title, there are 'Report Options' and 'Edit Data' sections. The 'Edit Data' section contains a summary table with the following data:

Fund	Orgn	Acct	Prog	Actv	Comments	HST	PST	GST	Net	Gross	Merc
100000		220102				\$237.32	\$0.00	\$0.00	\$1,825.54	\$2,062.86	FEDI

Below the summary table, there is a navigation bar showing '5 of 9' transactions. The main grid displays a list of transactions with the following columns: Row #, Billing Date, Account Number, Account Holder, Trans. Date, Merchant, and Gross Amount. The transactions are as follows:

Row #	Billing Date	Account Number	Account Holder	Trans. Date	Merchant	Gross Amount
1	02/26/2011	4715160002396729	EXPRESS, FEDERAL	12/29/2010	FEDEX 584998481	\$740.00
2	02/26/2011	4715160002396729	EXPRESS, FEDERAL	12/29/2010	FEDEX 584991469	\$1,582.23
3	02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/14/2010	FEDEX 584334504	\$61.00
4	02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/14/2010	FEDEX 584324263	\$2,616.48
5	02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/21/2010	FEDEX 584651932	\$2,062.86
6	02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/21/2010	FEDEX 584662045	\$1,188.18
7	02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/22/2010	FEDEX 796489005492	-\$31.62
8	02/28/2011	4715160002396729	EXPRESS, FEDERAL	01/04/2011	FEDEX 585252412	\$224.57
9	02/28/2011	4715160002396729	EXPRESS, FEDERAL	01/04/2011	FEDEX 585260010	\$390.92

- You can now change your FOAP (no need to enter anything in the Program box as that will automatically populate), enter any comments in the comments field that are required, and ensure taxes showing on the screen are what is on the receipt for that transaction. Once all changes have been made, click on the save icon . You are then able to click on the middle scroll bar, where it says 1 of \_\_\_ to get to your next transaction and continue the process until all transactions are reconciled. Once you have reconciled a transaction the red X icon  will change to a green checkmark  to indicate that it has been reconciled.

Foreign transactions are indicated by a pale turquoise colour and are converted to Canadian \$ on your statement.

FAST Single Sign On Suite - Windows Internet Explorer

http://banfas90.cunet.carleton.ca/FASTPORTAL\_TEST/FASTPCARD/PCACCOUNTSTATEMENT.aspx?RQ=E&WE1=IM0bc5rC/\

Purchasing Card > Edit Transactions > Current committed transactions.

Report Options Show Options

Edit Data

Fund	Orgn	Acct	Prog	Actv	Comments	HST	PST	GST	Net	Gross	Merx
100000	507	710000	1300		shipment to ABC Company	\$85.13	\$0.00	\$0.00	\$654.87	\$740.00	FEDI

\$85.13 \$0.00 \$0.00 \$654.87 \$740.00



1 of 9

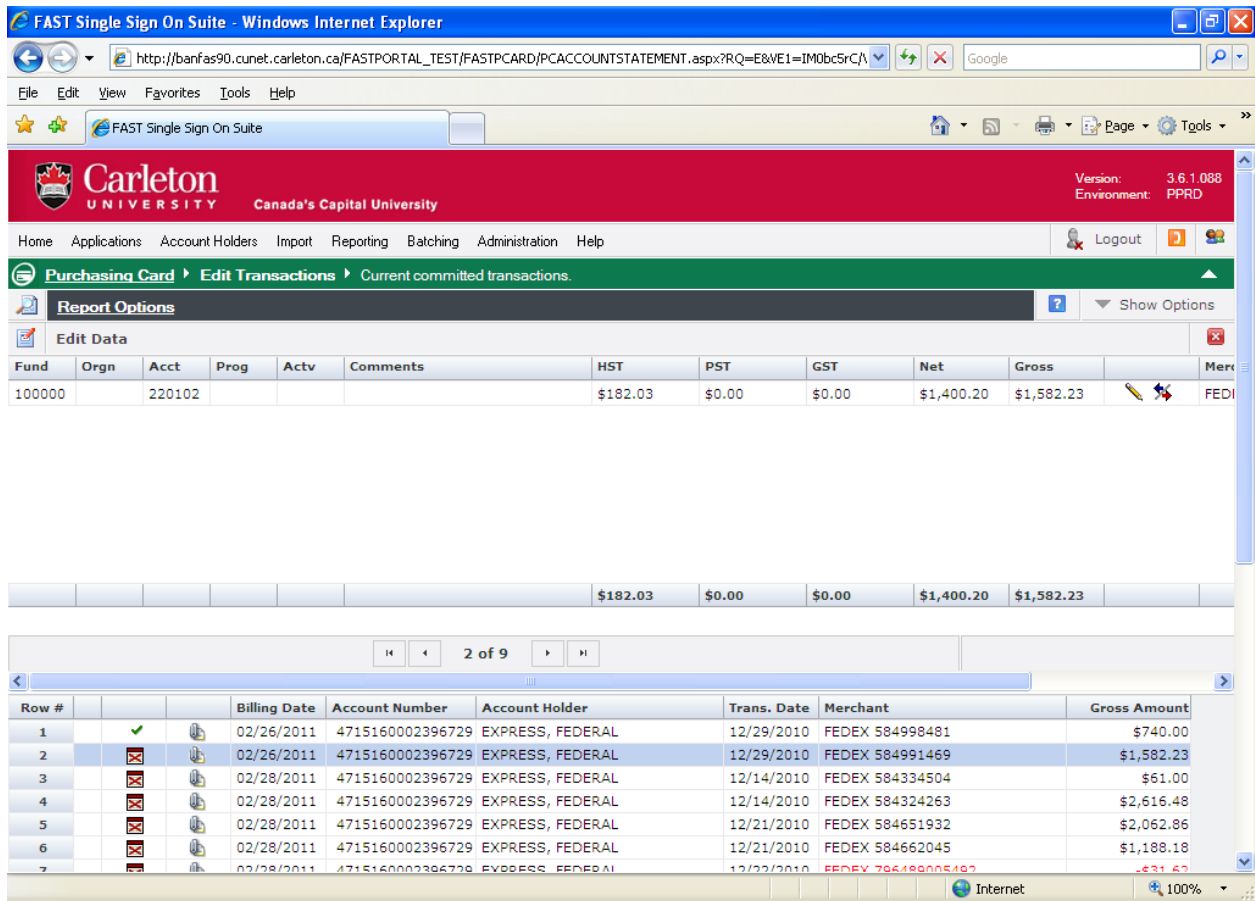
Row #		Billing Date	Account Number	Account Holder	Trans. Date	Merchant	Gross Amount
1	✓	02/26/2011	4715160002396729	EXPRESS, FEDERAL	12/29/2010	FEDEX 584998481	\$740.00
2	✗	02/26/2011	4715160002396729	EXPRESS, FEDERAL	12/29/2010	FEDEX 584991469	\$1,582.23
3	✗	02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/14/2010	FEDEX 584334504	\$61.00
4	✗	02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/14/2010	FEDEX 584324263	\$2,616.48
5	✗	02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/21/2010	FEDEX 584651932	\$2,062.86
6	✗	02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/21/2010	FEDEX 584662045	\$1,188.18
7	✗	02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/22/2010	FEDEX 796489005492	-\$31.62
8	✗	02/28/2011	4715160002396729	EXPRESS, FEDERAL	01/04/2011	FEDEX 585252412	\$224.57
9	✗	02/28/2011	4715160002396729	EXPRESS, FEDERAL	01/04/2011	FEDEX 585260010	\$390.92

Done Internet 100%

If you need to delete the changes you have made to the transaction click on the ✗ and it will return to its original state. You cannot delete a transaction altogether, just any changes you have made to it. You can go in and make as many changes as necessary to any transaction until the deadline given to reconcile in any given month, generally the 2<sup>nd</sup> of the month, or the Friday before if the 2<sup>nd</sup> falls on a weekend.

## 7. Splitting a Transaction:


To split a transaction between different FOAP's , click on the  icon of the transaction you wish to split. This will bring you to the edit data screen, then click on the  icon.



Fund	Orgn	Acct	Prog	Actv	Comments	HST	PST	GST	Net	Gross	Merc
100000		220102				\$182.03	\$0.00	\$0.00	\$1,400.20	\$1,582.23	FEDI

Row #	Billing Date	Account Number	Account Holder	Trans. Date	Merchant	Gross Amount
1	02/26/2011	4715160002396729	EXPRESS, FEDERAL	12/29/2010	FEDEX 584998481	\$740.00
2	02/26/2011	4715160002396729	EXPRESS, FEDERAL	12/29/2010	FEDEX 584991469	\$1,582.23
3	02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/14/2010	FEDEX 584334504	\$61.00
4	02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/14/2010	FEDEX 584324263	\$2,616.48
5	02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/21/2010	FEDEX 584651932	\$2,062.86
6	02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/21/2010	FEDEX 584662045	\$1,188.18
7	02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/22/2010	FEDEX 796489005492	-\$31.67

Once there, you can enter the FOAP information, any comments required, the \$ amount to charge to that FOAP in the "Net" box. The system will calculate the taxes assuming HST is applicable. Please confirm that the taxes total what is showing on the receipt for the transaction. Once all information is entered, click on the save icon .

FAST Single Sign On Suite - Windows Internet Explorer

http://banfas90.cunet.carleton.ca/FASTPORTAL\_TEST/FASTPCARD/PCACCOUNTSTATEMENT.aspx?RQ=E&WE1=IM0bc5rC/\

FAST Single Sign On Suite

Fund	Urgn	ACCT	Prog	ACTV	Comments	HST	PST	GST	NET	Gross	Merc
100000		220102				\$175.53	\$0.00	\$0.00	\$1,350.20	\$1,525.73	FEDI
100000	507	710000	1300			\$6.50	\$0.00	\$0.00	\$50.00	\$56.50	FEDI
						\$182.03	\$0.00	\$0.00	\$1,400.20	\$1,582.23	

2 of 9

Row #			Billing Date	Account Number	Account Holder	Trans. Date	Merchant	Gross Amount
1		✓	02/26/2011	4715160002396729	EXPRESS, FEDERAL	12/29/2010	FEDEX 584998481	\$740.00
2	+	✓	02/26/2011	4715160002396729	EXPRESS, FEDERAL	12/29/2010	FEDEX 584991469	\$1,582.23
3		✗	02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/14/2010	FEDEX 584334504	\$61.00
4		✗	02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/14/2010	FEDEX 584324263	\$2,616.48
5		✗	02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/21/2010	FEDEX 584651932	\$2,062.86
6		✗	02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/21/2010	FEDEX 584662045	\$1,188.18
7		✗	02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/22/2010	FEDEX 796489005492	-\$31.62
8		✗	02/28/2011	4715160002396729	EXPRESS, FEDERAL	01/04/2011	FEDEX 585252412	\$224.57
9		✗	02/28/2011	4715160002396729	EXPRESS, FEDERAL	01/04/2011	FEDEX 585260010	\$390.92

Internet 100%

You can split a transaction as many times as you need to, but always split from the original transaction. If you need to delete the split(s) click on the red ✗. Split transactions are indicated by + on the bottom grid.

8. Adding documents to transactions: (this is an optional feature)

FAST Pcard has the capability to attach documents to any or all transactions. These attachments would then be available to view on FAST Reporting.

**Please ensure you send all original receipts to Accounts Payable. The attaching of copies of the receipts electronically is for yours and your department's records only, not for Accounts Payable.**



When in the edit transaction screen, click on the transaction that you want to include attachments for. This transaction will appear in the upper grid.

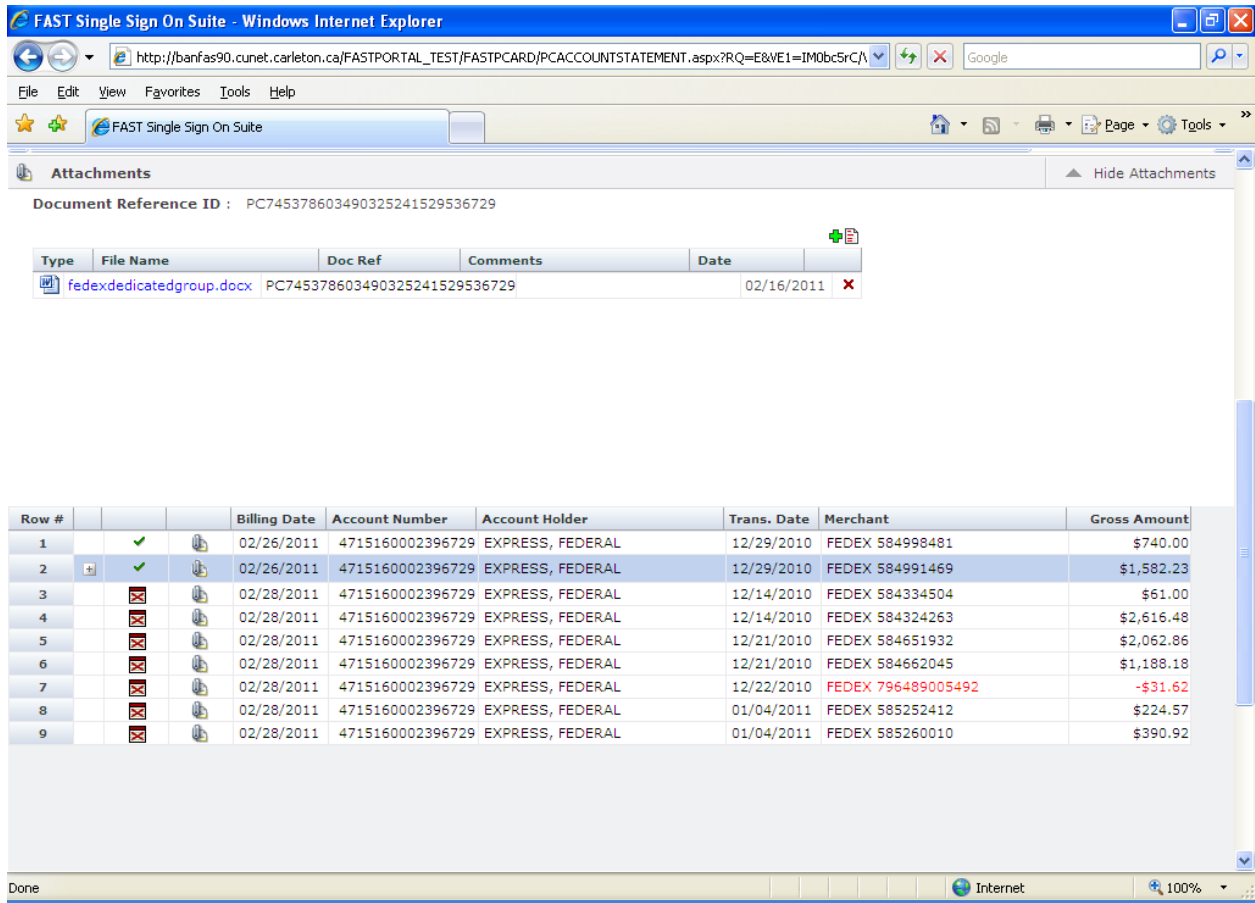
Fund	Urgn	ACCT	Prog	ACTV	Comments	HST	PST	GST	Net	GROSS	MERK
100000		220102				\$175.53	\$0.00	\$0.00	\$1,350.20	\$1,525.73	FEDI
100000	507	710000	1300			\$6.50	\$0.00	\$0.00	\$50.00	\$56.50	FEDI
						\$182.03	\$0.00	\$0.00	\$1,400.20	\$1,582.23	

Row #	Billing Date	Account Number	Account Holder	Trans. Date	Merchant	Gross Amount
1	02/26/2011	4715160002396729	EXPRESS, FEDERAL	12/29/2010	FEDEX 584998481	\$740.00
2	02/26/2011	4715160002396729	EXPRESS, FEDERAL	12/29/2010	FEDEX 584991469	\$1,582.23
3	02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/14/2010	FEDEX 584334504	\$61.00
4	02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/14/2010	FEDEX 584324263	\$2,616.48
5	02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/21/2010	FEDEX 584651932	\$2,062.86
6	02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/21/2010	FEDEX 584662045	\$1,188.18
7	02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/22/2010	FEDEX 796489005492	-\$31.62
8	02/28/2011	4715160002396729	EXPRESS, FEDERAL	01/04/2011	FEDEX 585252412	\$224.57
9	02/28/2011	4715160002396729	EXPRESS, FEDERAL	01/04/2011	FEDEX 585260010	\$390.92





Click on the paper clip icon  and then click on the  and then browse for the document you want to attach, then click Upload. The document is now attached to that transaction.






















**Attachments**

Document Reference ID : PC745378603490325241529536729

Type	File Name	Doc Ref	Comments	Date	
	fedexdedicatedgroup.docx	PC745378603490325241529536729		02/16/2011	

Row #			Billing Date	Account Number	Account Holder	Trans. Date	Merchant	Gross Amount
1			02/26/2011	4715160002396729	EXPRESS, FEDERAL	12/29/2010	FEDEX 584998481	\$740.00
2			02/26/2011	4715160002396729	EXPRESS, FEDERAL	12/29/2010	FEDEX 584991469	\$1,582.23
3			02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/14/2010	FEDEX 584334504	\$61.00
4			02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/14/2010	FEDEX 584324263	\$2,616.48
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6			02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/21/2010	FEDEX 584662045	\$1,188.18
7			02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/22/2010	FEDEX 796489005492	-\$31.62
8			02/28/2011	4715160002396729	EXPRESS, FEDERAL	01/04/2011	FEDEX 585252412	\$224.57
9			02/28/2011	4715160002396729	EXPRESS, FEDERAL	01/04/2011	FEDEX 585260010	\$390.92

If you need to remove the attachment from the transaction click on the  on the right hand side of the attachment information.

- Once you have reviewed all the transactions for accuracy and made any changes necessary, you need to print off the monthly statement. **We are not using the electronic approval option for FAST Pcard.** There are two places to do that from. Under Account Holders, select Print Monthly Statement.

FAST Single Sign On Suite - Windows Internet Explorer

http://banfas90.cunet.carleton.ca/FASTPORTAL\_TEST/FASTPCARD/PCACCOUNTSTATEMENT.aspx?RQ=E&VE1=IM0bc5rC/\

Carleton UNIVERSITY Canada's Capital University

Version: 3.6.1.088 Environment: PPRD

Home Applications Account Holders Import Reporting Batching Administration Help

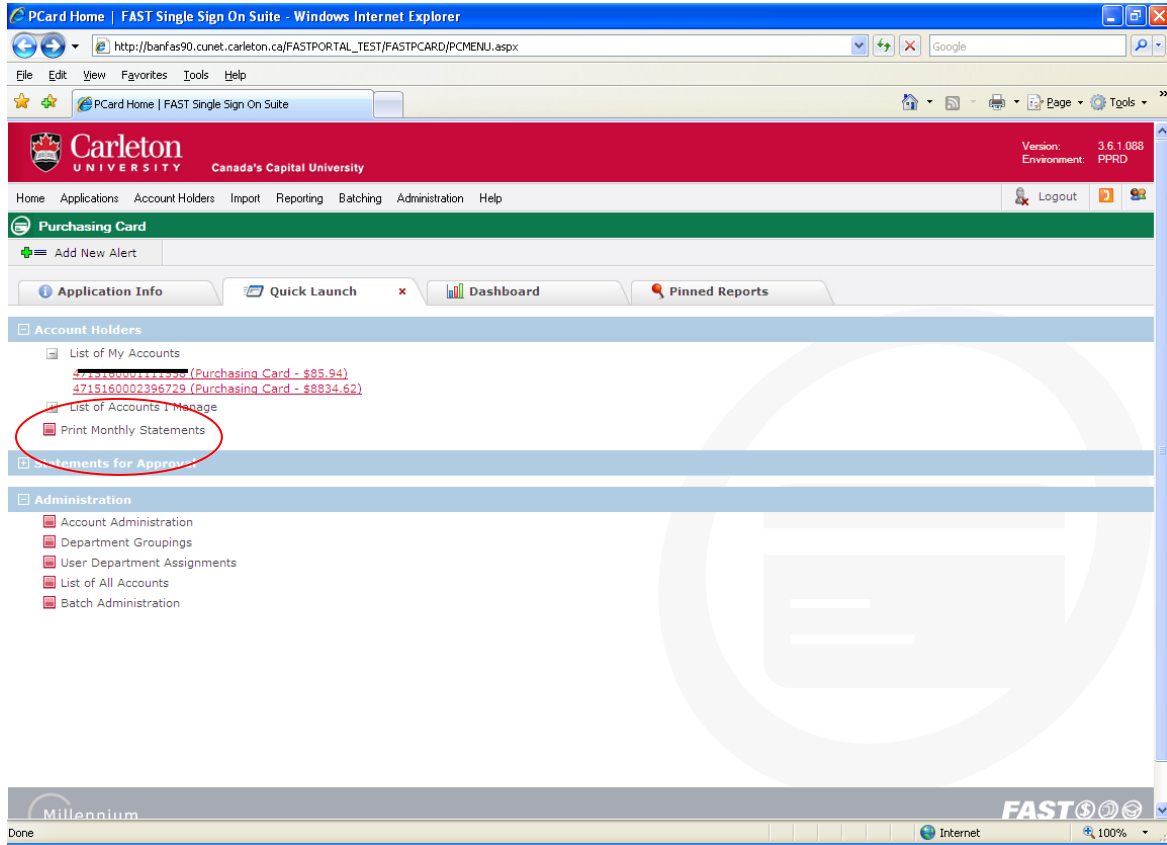
Account Holders menu options: Edit Transactions, Account Overview, **Print Monthly Statement**, Approval Status

Fund	Orgn	Account	Description	HST	PST	GST	Net	Gross
100000	507	710000 1300	shipment to ABC Company	\$85.13	\$0.00	\$0.00	\$654.87	\$740.00
				\$85.13	\$0.00	\$0.00	\$654.87	\$740.00

Row #	Billing Date	Account Number	Account Holder	Trans. Date	Merchant	Gross Amount
1	02/26/2011	4715160002396729	EXPRESS, FEDERAL	12/29/2010	FEDEX 584998481	\$740.00
2	02/26/2011	4715160002396729	EXPRESS, FEDERAL	12/29/2010	FEDEX 584991469	\$1,582.23
3	02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/14/2010	FEDEX 584334504	\$61.00
4	02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/14/2010	FEDEX 584324263	\$2,616.48
5	02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/21/2010	FEDEX 584651932	\$2,062.86
6	02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/21/2010	FEDEX 584662045	\$1,188.18
7	02/28/2011	4715160002396729	EXPRESS, FEDERAL	12/22/2010	FEDEX 796499005492	\$631.62

http://banfas90.cunet.carleton.ca/FASTPORTAL\_TEST/FASTPCARD/StatementSelector.aspx?VE1=+PFdWIGjSmsBlsqAM0svw==

Or from the Quick Launch tab select Print Monthly Statement, then click on link to the card you wish to print the statement of.



Select from the dropdown box which month you need to print the statement of, and then either double click on it, or click on the green checkmark ✓ Then select the cardholder you would like to print the statement for by clicking on the card number in blue.

Purchasing Card - Select a statement to print. - Windows Internet Explorer

http://banfas90.cunet.carleton.ca/FASTPORTAL\_TEST/FASTPCARD/StatementSelector.aspx

elections canada

File Edit View Favorites Tools Help

Purchasing Card - Select ... x Carleton University Newsroo...

Version: 3.6.1.125  
Environment: PPRD

Home Applications Account Holders Reporting Help Logout

Purchasing Card Statement Selector Statement Selector

Select a Billing Source and a Fiscal Period then click on the Account Number column to generate a PDF report.

Source: Purchasing Card Period: Mar-2011 (Current Statement)

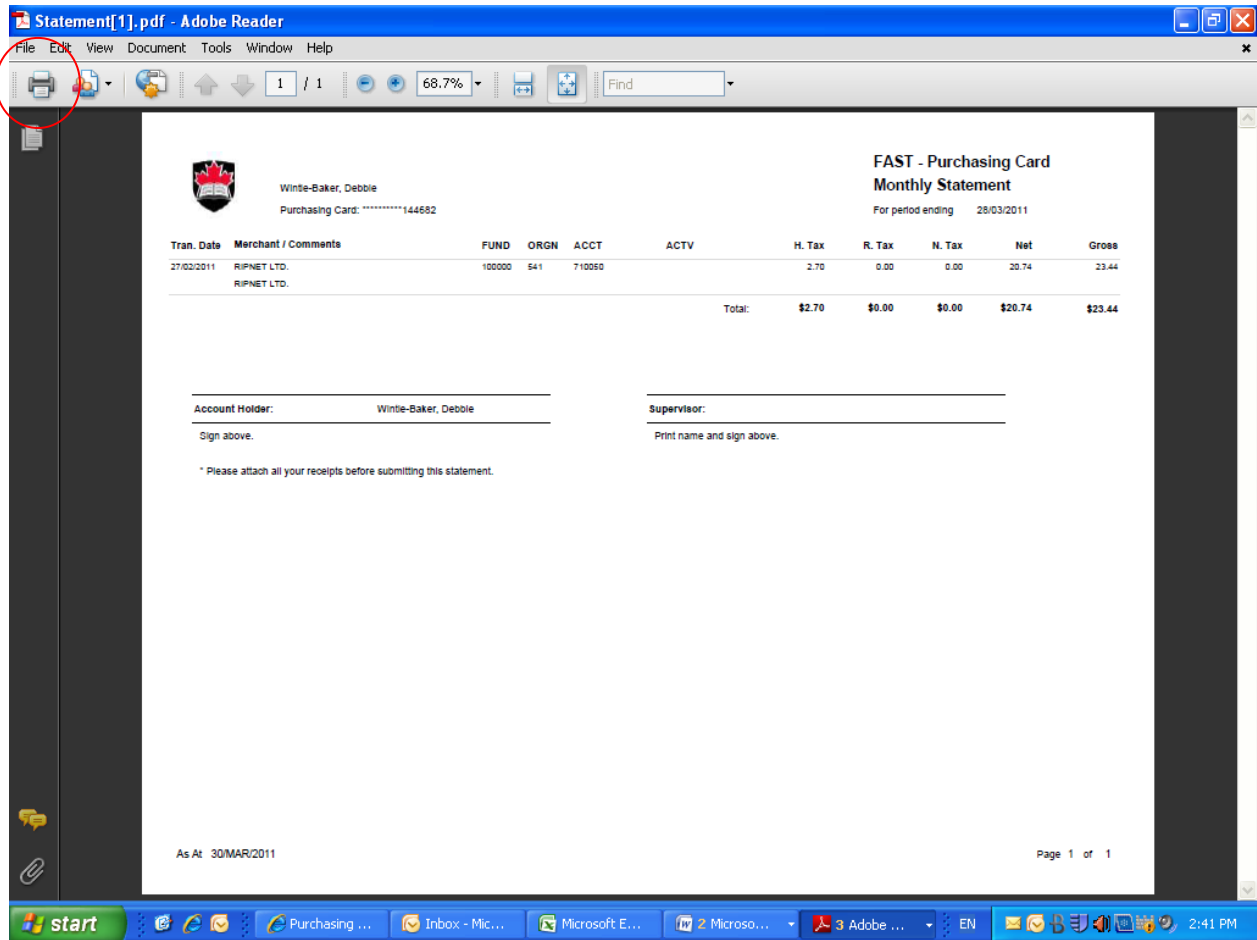
Account Number	Account Holder
4715160001144682	DEBBIEBAKER
4715160001144683	LESLIEHOWARD
4715160001144684	TERRYBATES

Mar-2011 (Current Statement) ✓  
Feb-2011 (Historic)  
Dec-2010 (Historic)  
Oct-2010 (Historic)  
Aug-2010 (Historic)  
Jul-2010 (Historic)  
Dec-2005 (Historic)

Internet 100%

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A PDF prompt box will appear asking you to open or save, choose open and the statement will appear. Click on the printer icon to print the statement.



**Once the statement is printed, sign, attach all receipts, have your supervisor sign and forward to Accounts Payable, 301 Robertson Hall within 10 business day from the reconciliation deadline.**

Who to Contact :

**For any issues relating to being able to login to FAST**

Contact the CCS Service Desk at ext. 3700

**For any issues relating to not having the correct fund/org security:**

If you are an academic department and not a research fund – contact your Dean’s Office for them to send the request to Finance (attn: Angela Marcotte) on your behalf.

If you are an administrative department, not academic related – contact your Department Head for them to send the request to Finance (attn: Angela Marcotte/Tina Dewar) on your behalf.

If you are reconciling on research funds – contact Research Accounting at [accounting@carleton.ca](mailto:accounting@carleton.ca) identifying the fund in question.

**For questions/queries relating to the reconciliation process on FAST Pcard** – contact Irene Fraser-Kealey at [Irene\\_fraserkealey@carleton.ca](mailto:Irene_fraserkealey@carleton.ca) or at ext. 3622 or Donna Pereira at [donna\\_pereira@carleton.ca](mailto:donna_pereira@carleton.ca) or at ext 8674.

**For questions/queries relating to back-up paperwork for your reconciliation** – contact Accounts Payable, ext. 3627.