FAST PCARD

How to Reconcile Purchasing Card Transactions

1. Sign onto FAST Portal (www.carleton.ca/fast) with user name (firstnamelastname) and password

2. Select the Purchasing Card option from the menu:

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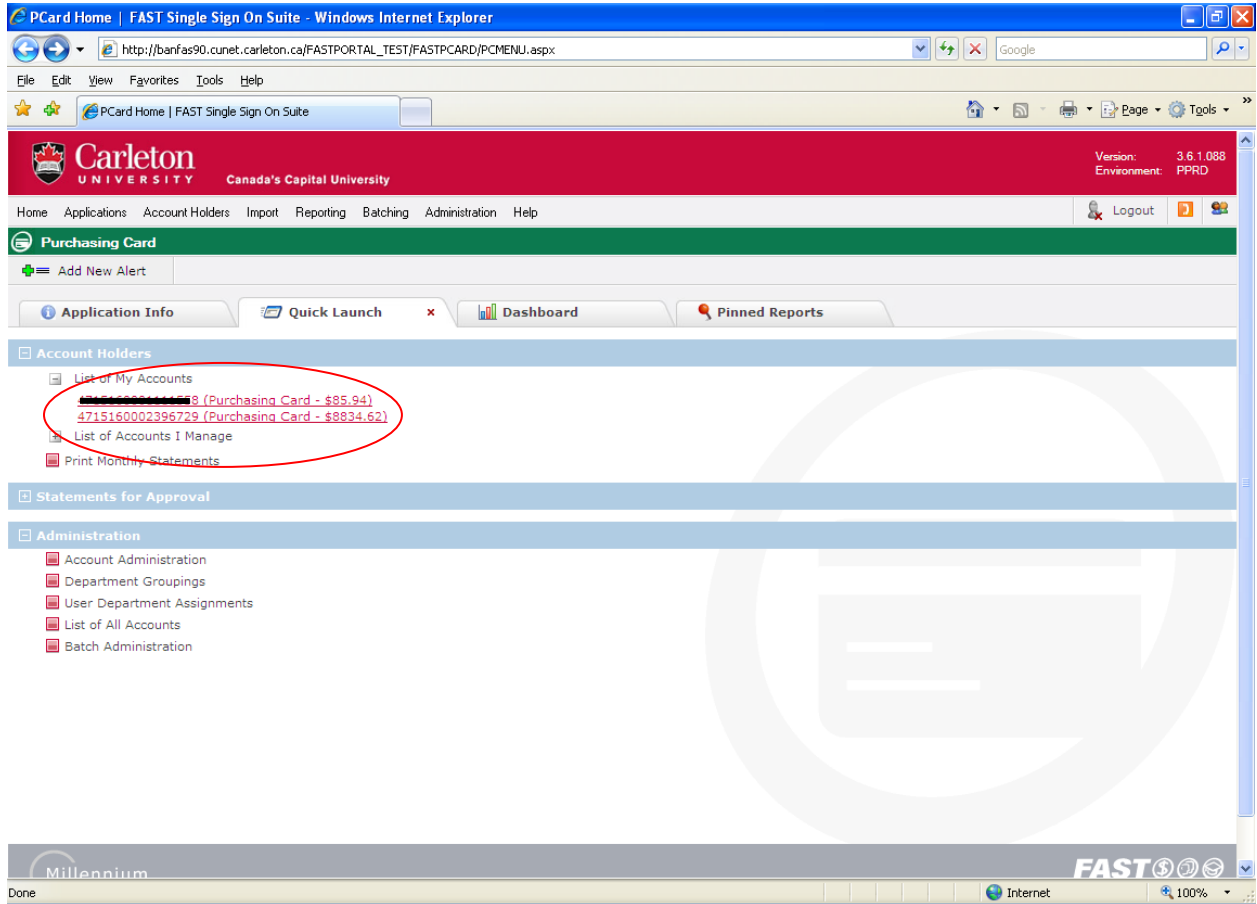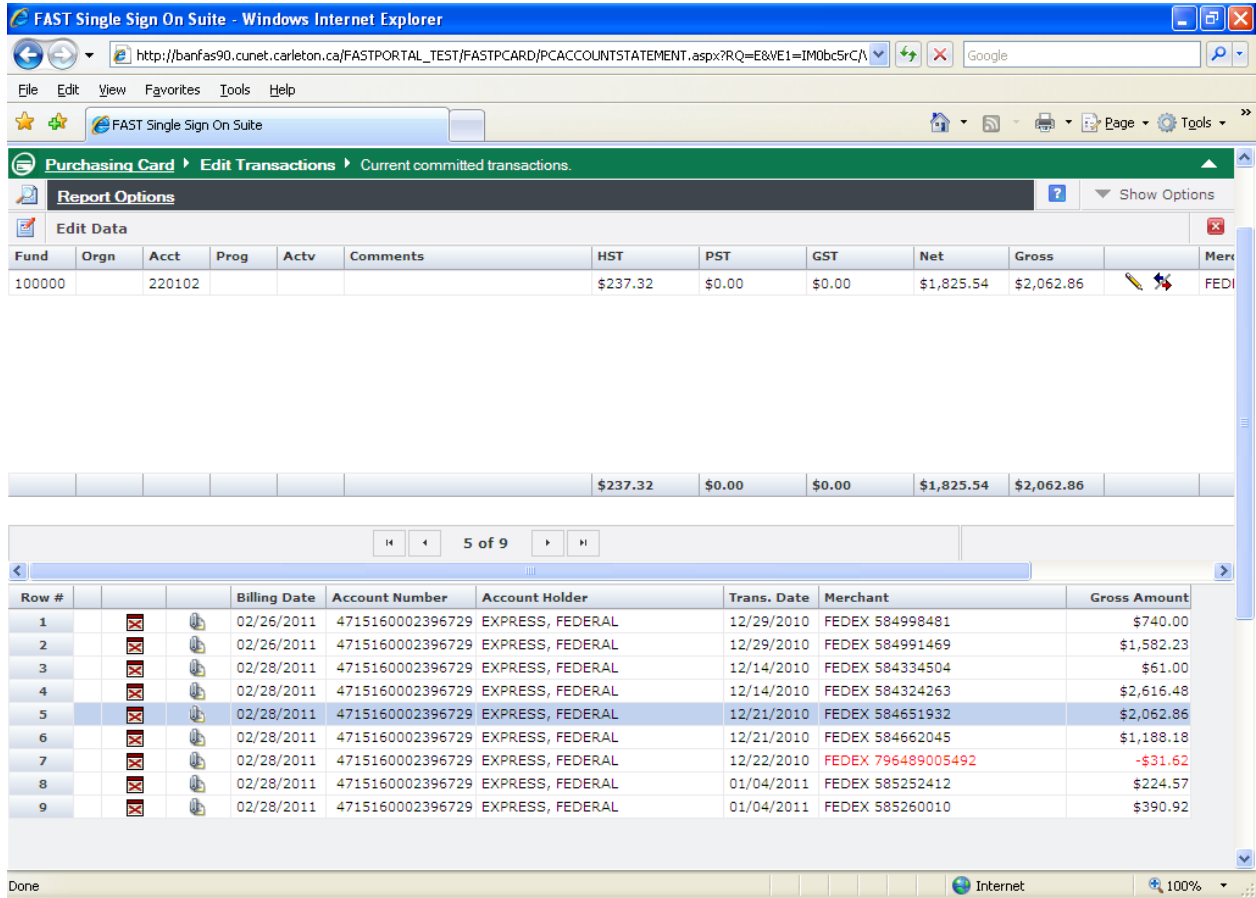
4. This will bring you to the transaction editing screen. Click on the ⊠ beside the first transaction you want to reconcile.

5. 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.

6. 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 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.

			Billing Date	Account Number	Account Holder		Trans. Date	Merchant	Gross Amount
Fund	Orgn	Acct	Prog	Actv	Comments	HST	PST	GST	Net	Gross		Merc
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		

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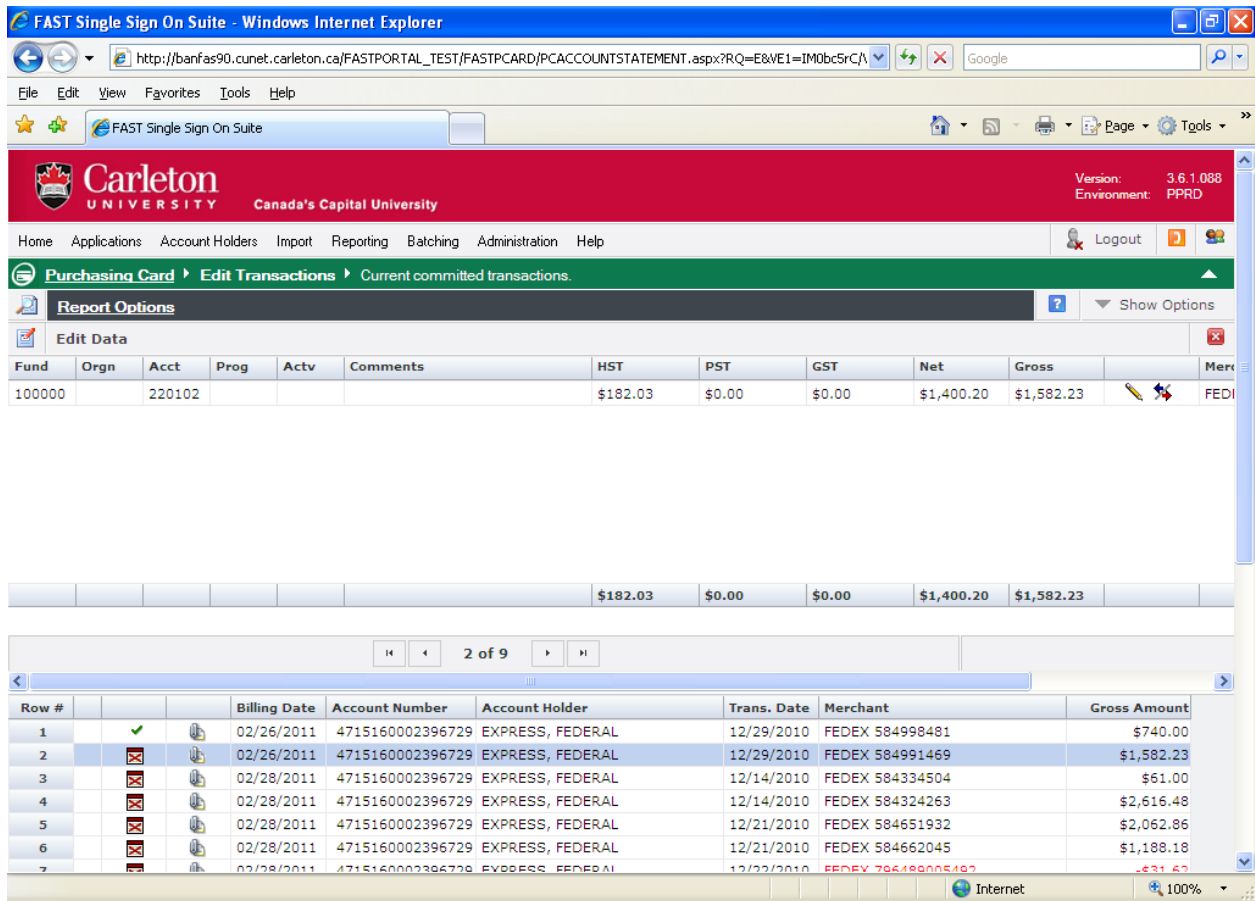
Row #			Billing Date	Account Number	Account Holder	Trans. Date	Merchant	Gross Amount
1	✓		02/26/2011	4715160002396729	EXPRESS, FEDERAL	12/29/2010	FEDEX 584998481	$740.00
2	✗		02/26/2011	4715160002396729	EXPRESS, FEDERAL	12/29/2010	FEDEX 584991469	$1,582.23
3	✗		02/28/2011	4715160002396729	EXPRESS, FEDERAL	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

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 2nd of the month, or the Friday before if the 2nd 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.

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 💾.

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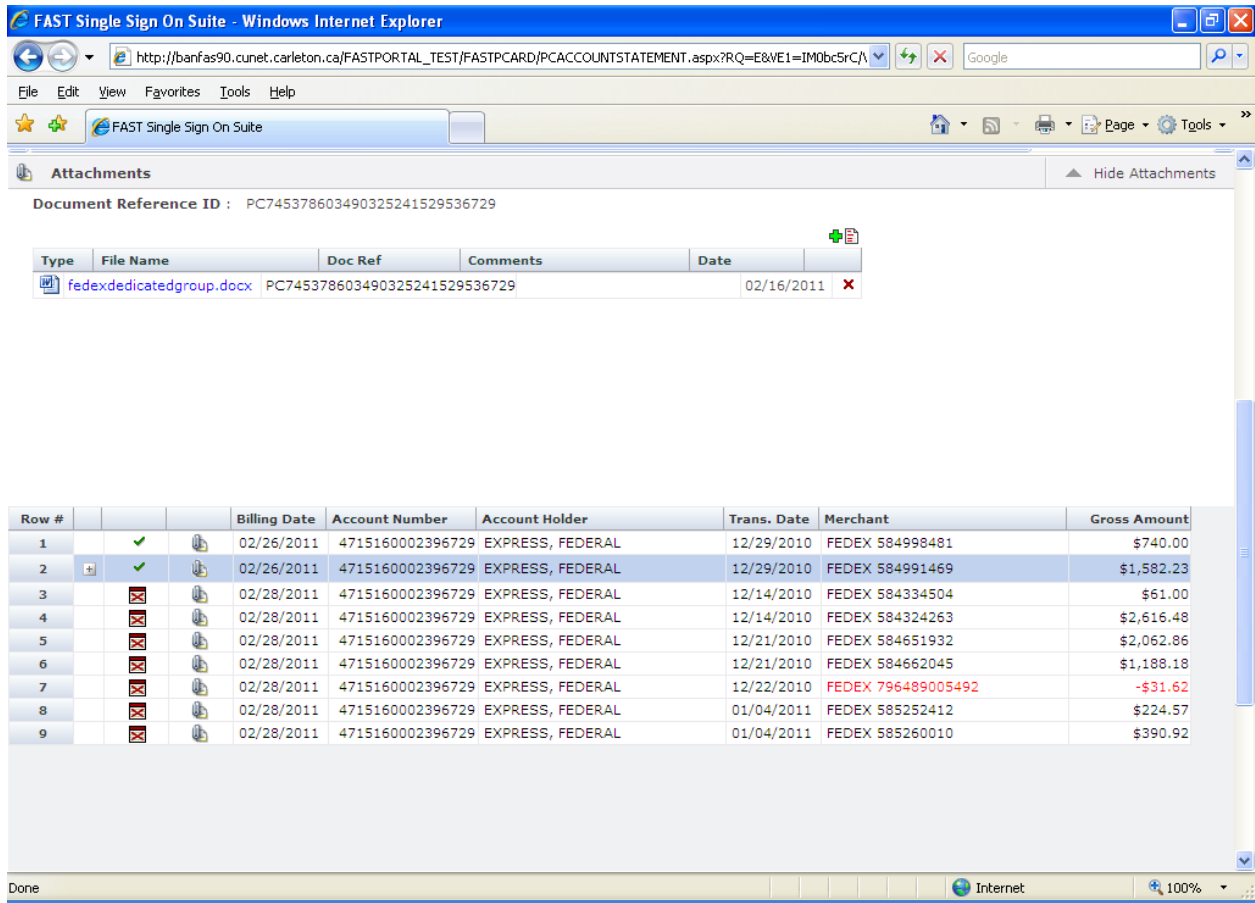
Click on the paper clip icon 📎 and then click on the ➕📄 and then browse for the document you want to attach, then click Upload. The document is now attached to that transaction.

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

9. 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.

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.

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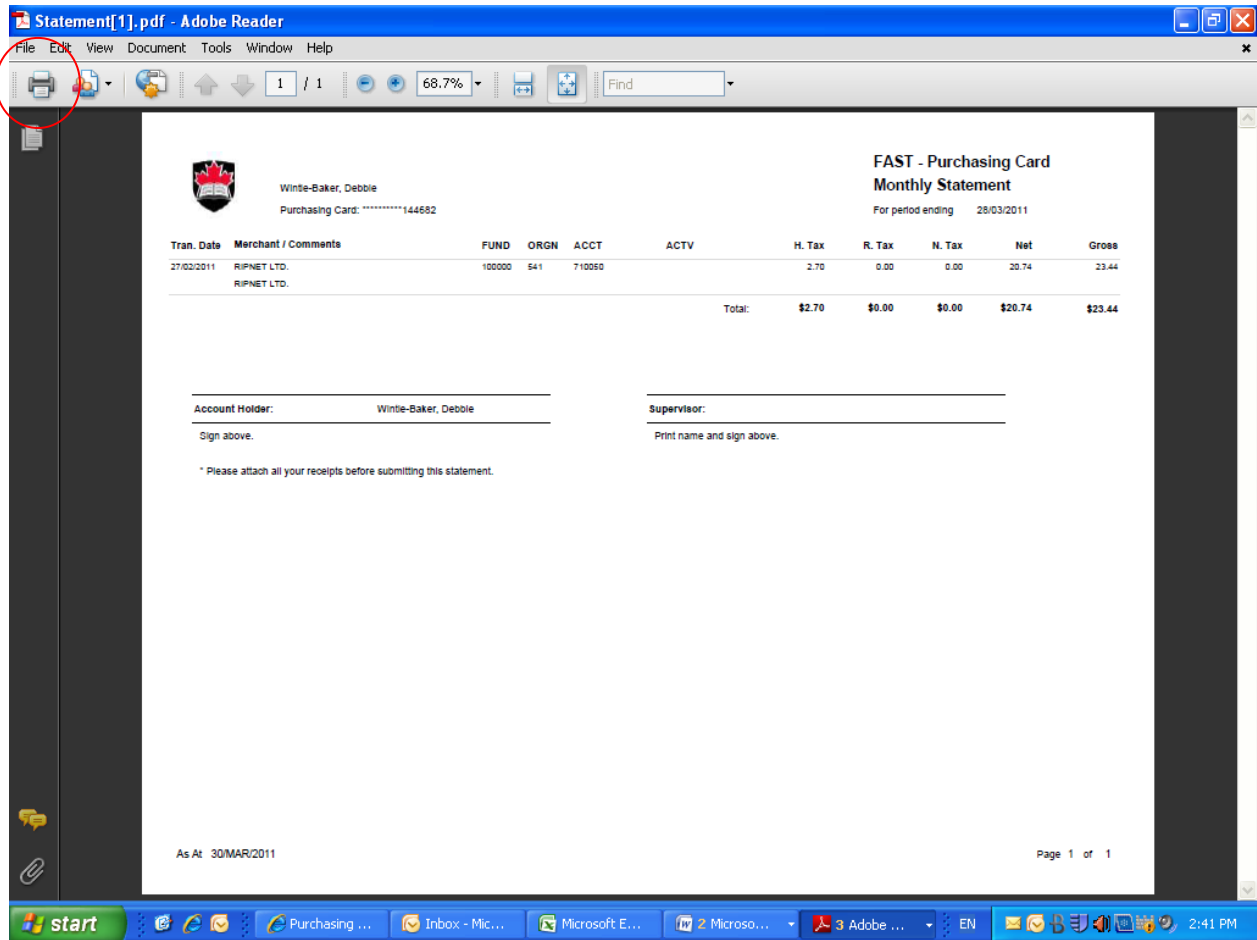
Once the statement is printed, sign, attach all receipts, have your supervisor sign and forward to Accounts Payable, 301 Robertson Hall within 10 business day from the reconciliation deadline.

<u>Who to Contact</u> :

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 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 or at ext. 3622 or Donna Pereira at donna_pereira@carleton.ca or at ext 8674.

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