

Carleton's Financial Information Systems: Quick Reference for New Faculty

We're here to support you! Reach out by email, book a virtual office hour, or visit carleton.ca/facts for instructions on completing financial administrative tasks (e.g. expense reimbursement, procuring goods and services) and navigating policy frameworks.

eShop

- **Purpose.** Purchasing goods and services online using Funds managed by Carleton (e.g. purchasing lab supplies using a research Fund, paying an invoice)
- **Access.** central.carleton.ca (Financial Access and Authority Management (FAAM) tool)
- **Logging in.** eshop.carleton.ca
- **Tools, support & training.** carleton.ca/facts/eshop
- **Questions.** email eshop@carleton.ca
- **Book a virtual office hour.**
outlook.office365.com/owa/calendar/CarletonUniversity6@cmail.carleton.ca/bookings

Travel and Expense Reimbursement System

- **Purpose.** Submitting reimbursement requests for eligible expenses that you have paid out of pocket and requesting travel advances
- **Access.** carleton.ca/travel/account-requests
- **Logging in.** carleton.ca/concur
- **Tools, support & training.** carleton.ca/facts/travel
- **Questions.** Email financial.systems@carleton.ca
- **Book a virtual office hour.**
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MyResearch (also called FAST Research Administration)

- **Purpose.** Accessing information about research grants, contracts, enterprise Funds and Professional Expense Reimbursement (PER), including current balances
- **Access.** automatically granted
- **Logging in.** carleton.ca/fast
- **Tools, support & training.** carleton.ca/facts/fast-tools-support-training/myresearch
- **Questions.** Email financial.systems@carleton.ca
- **Book a virtual office hour.**
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FAST Procurement Card (Pcard)

- **Purpose.** The University administers several different purchasing card programs to acquire goods and services (i.e. Pcard, eCard, and corporate travel cards). The FAST Pcard application is used to reconcile Pcard and eCard transactions each month.
- **Access.** Email procurementservices@carleton.ca
- **Logging in.** carleton.ca/fast
- **Tools, Support & Training.** carleton.ca/facts/fast-tools-support-training/pcard
- **Questions.** email procurementservices@carleton.ca

Financial Access and Authority Management (FAAM) Tool

- **Purpose.** Requesting and granting access to funding sources (e.g. you can grant graduate student authorization to buy supplies through eShop using a research Fund)
- **Access.** automatically granted
- **Logging in.** central.carleton.ca
- **Tools, Support & Training.** carleton.ca/facts/faam
- **Questions.** email financial.systems@carleton.ca

Other Non-System Financial Services Resources

Procurement Services

- Our team oversees the university's procurement of goods and services through **competitive, open, fair, and transparent** processes and ensures compliance with university policies and public sector legislative requirements. We strive to provide best value to our clients across the campus community while facilitating acquisitions in a professional, ethical, and efficient manner.
- **Resources.** carleton.ca/procurement/how-to-buy
- **Questions.** ProcurementServices@carleton.ca

Research Financial Services

- We provide financial services and advice to the university community with respect to sponsored and internally restricted research, entrepreneurial activities, professional service grants and contracts, and professional expense reimbursements.
- **Resources.** carleton.ca/financialservices/research-accounting
- **Questions.** email accounting@carleton.ca

You'd rather click on a hyperlink than type it in? Bookmark this information online at carleton.ca/facts/quick-reference-sheets/faculty/