

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

This quick reference sheet aims to answer the question 'Which financial system do I use to ...?'

Travel and Expense Reimbursement System

- **What is it used for?** Submitting reimbursement requests for eligible expenses that you have paid out of pocket and requesting travel advances
- **Tools, support & training:** carleton.ca/facts/travel
- **Questions about the system?** Email financial.systems@carleton.ca
- **How do I get access?** carleton.ca/travel/account-requests
- **Where do I log into the system?** carleton.ca/concur

eShop

- **What is it used for?** Purchasing goods and services online using Funds managed by Carleton (e.g. purchasing lab supplies using a research Fund, paying an invoice)
- **Tools, support & training:** carleton.ca/facts/eshop
- **Questions about the system?** Email eshop@carleton.ca
- **How do I get access?** central.carleton.ca (Financial Access and Authority Management (FAAM) tool)
- **Where do I log into the system?** eshop.carleton.ca

MyResearch (also called FAST Research Administration)

- **What is it used for?** Accessing information about research grants, contracts, enterprise Funds and Professional Expense Reimbursement (PER), including current balances
- **Tools, support & training:** carleton.ca/facts/fast-tools-support-training/myresearch
- **Questions about the system?** Email financial.systems@carleton.ca
- **How do I get access?** Automatically granted
- **Where do I log into the system?** carleton.ca/fast

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FAST Procurement Card (Pcard)

- **What is it used for?** 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.
- **Tools, Support & Training:** carleton.ca/facts/fast-tools-support-training/pcard
- **Questions about the system?** Email procurementservices@carleton.ca
- **How do I get access?** Email procurementservices@carleton.ca
- **Where do I log into the system?** carleton.ca/fast

Financial Access and Authority Management (FAAM) Tool

- **What is it used for?** Requesting and granting access to funding sources (e.g. you can grant graduate student authorization to buy supplies through eShop using a research fund)
- **Tools, Support & Training?** carleton.ca/facts/faam
- **Questions about the system?** Email financial.systems@carleton.ca
- **How do I get access?** Automatically granted
- **Where do I log into the system?** central.carleton.ca

Other Non-System Financial Services Resources

Risk and Insurance Management

- We are the key contact for the University community with respect to insurance coverage, proof of insurance, field trip and travel risk management, contract review, and other risk and insurance issues.
- **Resources:** carleton.ca/financialservices/risk-management
- **Questions?** Email risk@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

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