



FAST Applications

The Purchasing Card Application User Guide

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Updated March 2024

Signing Into FAST

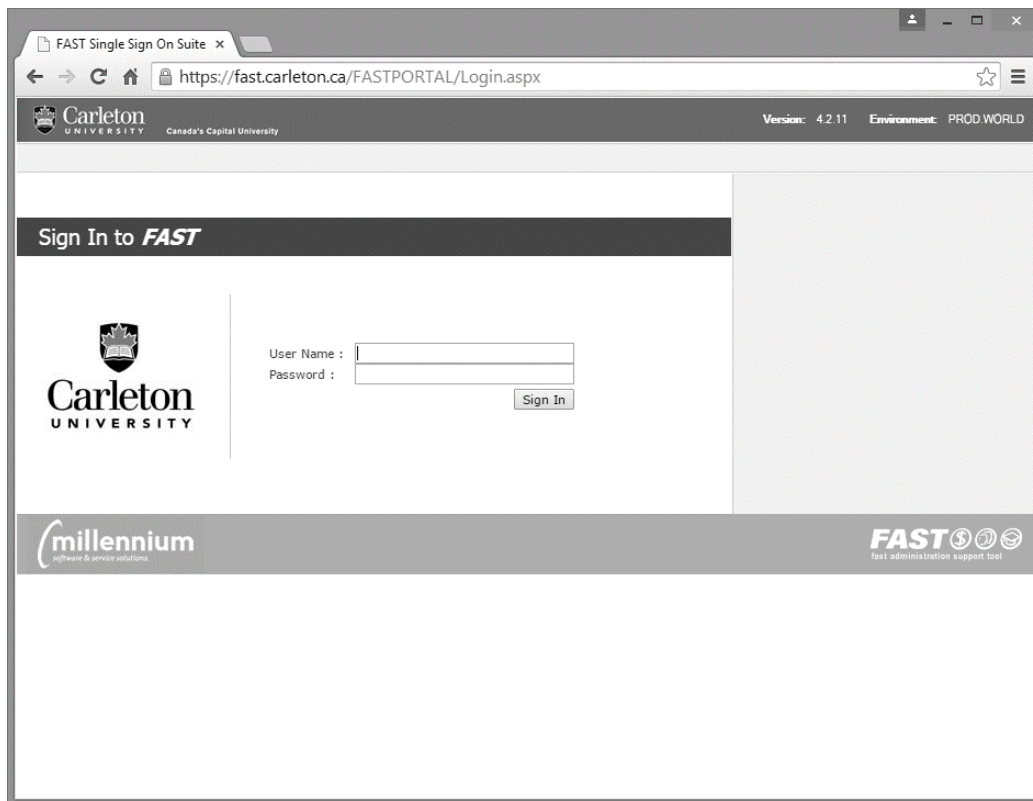
This section will cover:

- ✓ How to sign into the FAST Purchasing Card application

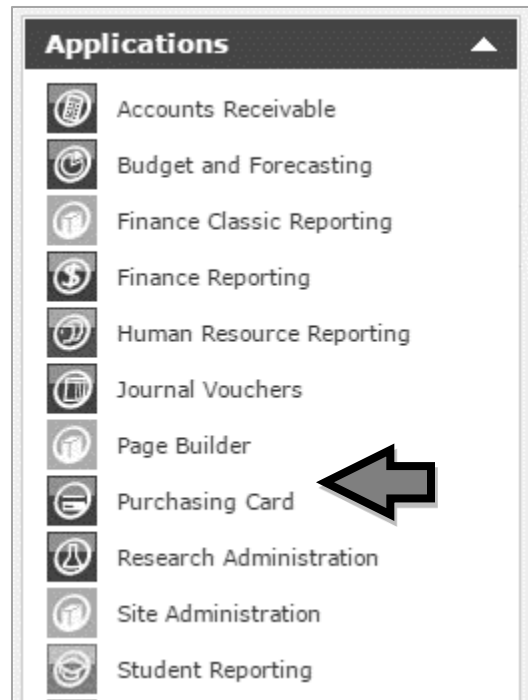
How to Sign into the FAST Purchasing Card Application

The portal for all FAST applications is <https://carleton.ca/fast>. It can be accessed any time, from anywhere, without the use of the Virtual Private Network (VPN).

To log in, you must supply your **MyCarletonOne** credentials (i.e. user name, password) and click the **Sign In** button.



The screenshot shows a web browser window with the address bar displaying <https://fast.carleton.ca/FASTPORTAL/Login.aspx>. The page header includes the Carleton University logo and the text "Canada's Capital University", along with "Version: 4.2.11" and "Environment: PROD.WORLD". The main content area features a "Sign In to FAST" header, the Carleton University logo, and a login form with fields for "User Name" and "Password", and a "Sign In" button. The footer contains the "millennium" logo and the "FAST" logo with the text "fast administration support tool".



Once logged in, you will be directed to the FAST Dashboard. Depending on your role, the FAST Dashboard will show up to three tabs.

The list of the FAST applications that are available to you can be found on the right.

If you do not see the application you want to use listed under **Applications**, you do not yet have access to that module. Please email financial.systems@carleton.ca for access.

If you cannot log in, you may have encountered one of the following issues:

- The MyCarletonOne credentials (i.e. user name, password) you provided are invalid. [Contact the ITS Service Desk for support.](#)
- If you have successfully authenticated your MyCarletonOne account, but you do not have access to the FAST Portal, email financial.systems@carleton.ca for support.



Access to the FAST Purchasing Card application is typically granted to individuals who are cardholders or perform reconciliations for another cardholder.

Procurement Card

This section will cover:

- ✓ The purpose and appropriate use of a procurement card

Purpose and appropriate use of a procurement card

A procurement card, also known as a Pcard, is a university-billed, university-paid corporate credit card that can be used by individuals within the university to make purchases for business purposes without having to incur out-of-pocket costs. Vendors are paid immediately upon purchases, and the university pays the credit card provider on a monthly basis for incurred transactions.

The benefits of a Pcard include:

- A convenient method to order and pay for most low-dollar value purchases, particularly those made online or in-person at store-front locations,
- Reduces the costs and amount of paperwork required to purchase low value goods and services,
- The individual making the purchase is not out of pocket; a reimbursement after the purchase is not required and no claim must be made through the SAP Concur Travel and Expense Reimbursement system,
- Helps the university better manage cash flow as expenses incurred are immediately known,
- The vendor receives their money right away, and
- It facilitates online shopping.

The Procurement Card Policy outlines the appropriate use of a Pcard as well as the eligibility and responsibility of the cardholder. The important points of the policy are:

- Use the Pcard when it is efficient, economical and feasible
- The Pcard must not be used to purchase goods and services for personal use
- Single purchases must be under \$10,000 including sales tax
- All employees and faculty are eligible for a Pcard provided they apply using the appropriate forms and it is approved by the head of the department
- All cardholders must agree to the Cardholder Agreement.

What are some of the restrictions with the card?

- A single transaction cannot exceed \$10,000.
- Travel or hospitality purchases, except for Carleton University Dining Services (Aramark), are not permitted. This includes transportation, hotels, food (restaurants and grocery stores), and alcohol.
- It cannot be used to hire people or contractors, or for buying animals.
- It cannot be used at merchants (a.k.a. vendors) that primarily sell domestic-use products, such as clothing stores or convenience stores.

Under special circumstances, Procurement Services can lift a block on your card, **in advance**, for one-time purchases.

Proper Procedures for Using the Procurement Card

Each cardholder is responsible for following the rules when it comes to appropriately using and reconciling their procurement card transactions. The rules include:

- No transaction splitting to circumvent the transaction threshold, even if the vendor recommends it,
- Reconcile transactions any time after the purchase up to the deadline (provided on a monthly basis, usually the 2nd business day of the following month),
- If you miss the deadline for submitting your paperwork, you will receive a warning from Accounts Payable and your card could be suspended after the second warning.

Ethics and Accountability

Cardholders, like all individuals responsible for Carleton University funds, must use their Pcard wisely and ethically. It is your responsibility to understand the following guidelines:

- Purchases must be economical and for university business.
- The majority of university funding is from public funds, and you must ensure that your purchases adhere to university policies. If you are using research funding, your purchases must also adhere to the sponsoring agency guidelines.
- Report a lost or stolen Pcard immediately.
- Do not share your Pcard (or PIN) with other individuals.
- Purchases made on your Pcard are the property of Carleton University.

- Know the Procurement Card Policy and card agreement (www.carleton.ca/procurement).

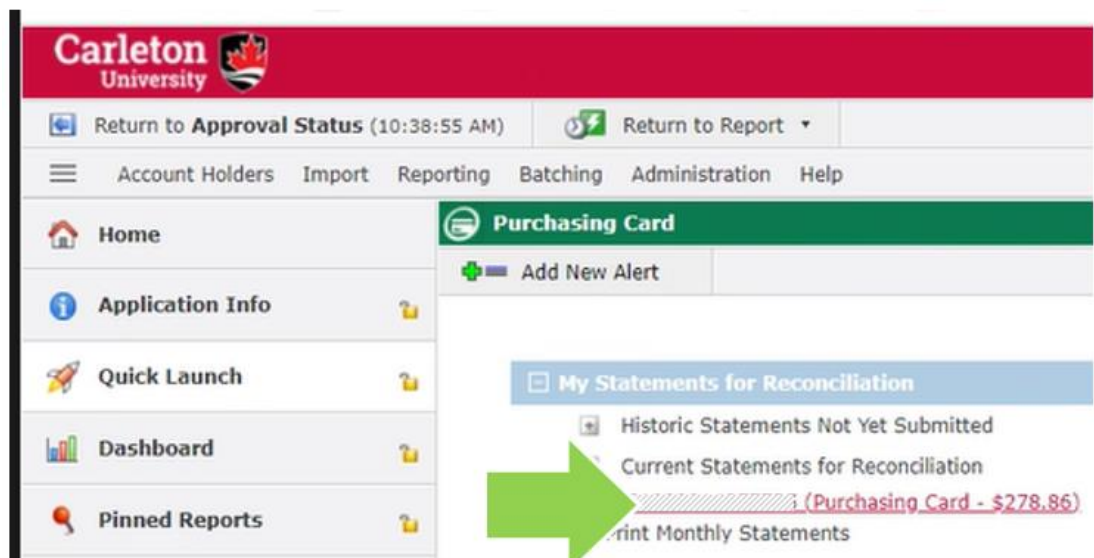
Reconciling Transactions

This section will cover:

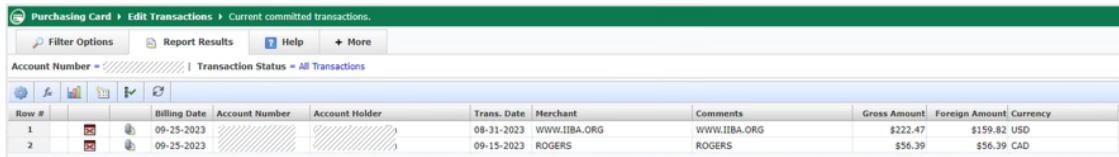
- ✓ Reconciling your monthly transactions
- ✓ Splitting transactions
- ✓ Attaching supporting documentation for each purchase
- ✓ Sending reconciled transactions to your one up supervisor for approval

Reconciling your monthly transactions

To begin reconciling your transactions, find the card you want to reconcile on the FAST Purchasing Card application landing page. The card/s will be listed under "My Statements for Reconciliation" or under "Statements I Manage" depending on whether you are reconciling your own card or another individual's card. Click on a card the reconcile related transactions.



This will bring you to the **Edit Transactions** page containing all of the transactions for the current month.



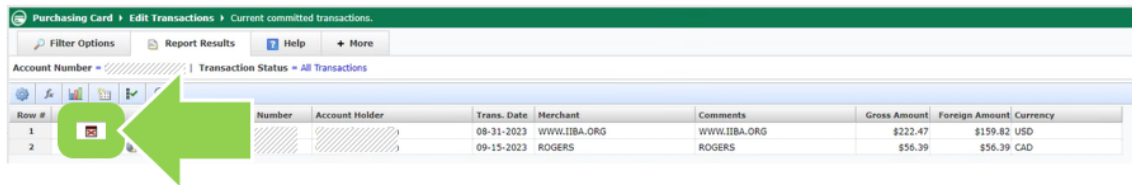
Row #	Billing Date	Account Number	Account Holder	Trans. Date	Merchant	Comments	Gross Amount	Foreign Amount	Currency
1	09-25-2023			08-31-2023	WWW.IIBA.ORG	WWW.IIBA.ORG	\$222.47	\$159.82	USD
2	09-25-2023			09-15-2023	ROGERS	ROGERS	\$56.39	\$56.39	CAD

Each record will contain:

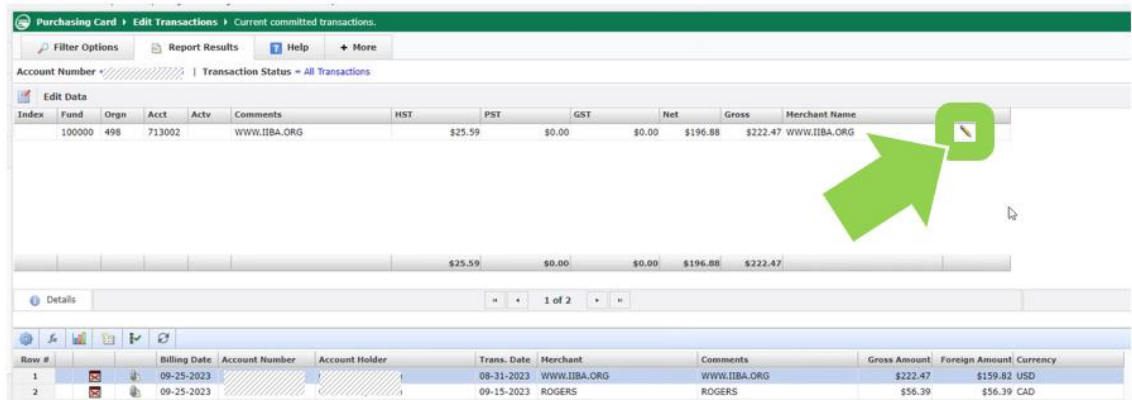
- A **Reconciliation Indicator**. This indicator will be red with an X if you have not reconciled the transaction (✖), or green if you have (☑), making it easier to identify which transactions you have left to reconcile.
- An **Attachment Indicator**. The paperclip symbol represents the ability to attach documentation (e.g. receipt). A red asterisk next to the paperclip indicates that there are attachments.
- The **Billing Date** is typically the 25th of each month. This is also referred to as the monthly cut-off date. Transactions which occur in the same month but occur after this date will appear on the next month's billing statement.
- The **Account Number**. This number is a combination of the cardholder's employee ID and the last 4 digits of their Pcard.
- The Account Holder's name.
- The **Transaction Date**, as posted by the vendor.
- The **Merchant's** name. Please keep in mind the name provided is as the vendor provided to their payment provider, and may not always reflect the operating name.
- The **Gross Amount**. This is the total amount of the purchase, including taxes, in Canadian dollars. Credits (negative amounts) will display in red.
- The **Foreign Amount**. This is the total amount of the purchase in the original currency.
- The **Currency** field, displaying the three character currency code of the transaction. Transactions in a currency other than CAD will be displayed in a light turquoise.

Editing a transaction

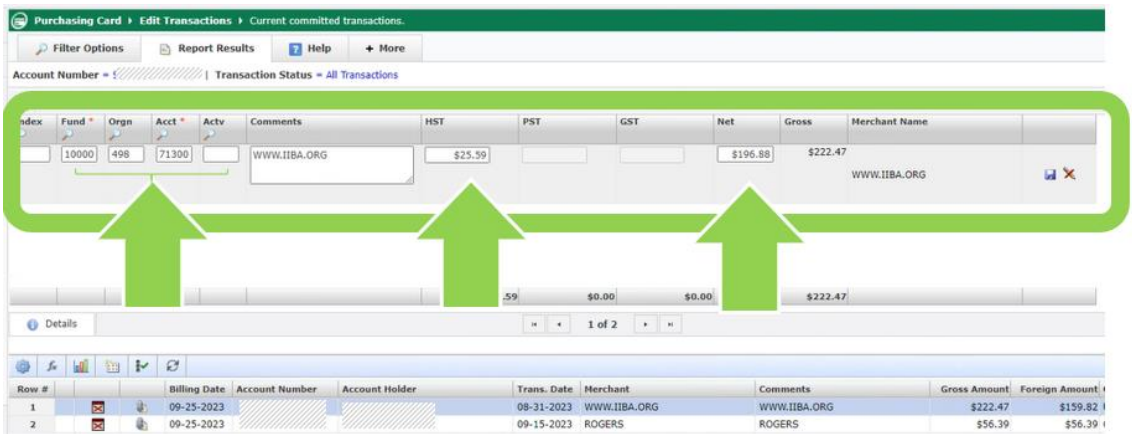
To reconcile a transaction, click on the Reconciliation Indicator . This will open the Edit Data window.



Click on the **Pencil** icon to review transaction details (e.g. taxes).



You may now review and update certain elements of the transactions.





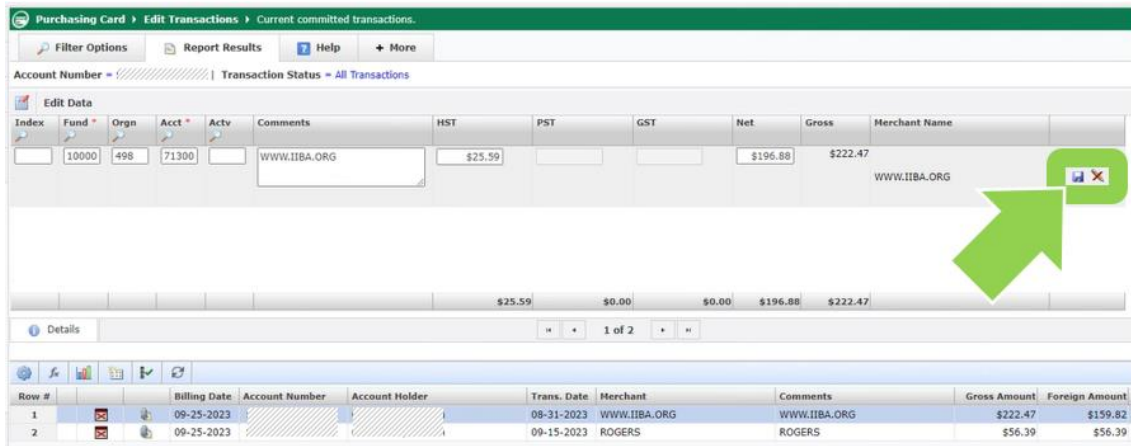
Click on a given field to change the information.

Fund-Orgn-Acct-Actv: The default funding source (FOAPAL) identified when you applied for your card is used when a transaction occurs. You can update the funding source to any other Fund-Orgn to which you have posting access. The account (Acct) code may be changed to a more appropriate account. You may also add an activity (Actv) code if additional details are required. If you are not the financial approval authority for the funding source (e.g. research funds), you will need to include evidence of their authorization to use the funding source with the receipts (e.g. an email from a researcher requesting the purchase).

Comments: This field will automatically populate with the Merchant Name, but you can add additional details here if you need to. These comments will be displayed in the FAST Finance Reporting application.

HST/PST/GST/Net: The FAST Purchasing Card application will estimate the amount of taxes and pre-tax amount (Net) for the transaction based on the location of the merchant. Verify the tax and Net amounts with your receipt, and if there are any discrepancies, update the amounts to match.

Once you have updated the transactions, click on the **Save** icon  or, if you want to discard your changes, click on the **Cancel** icon .

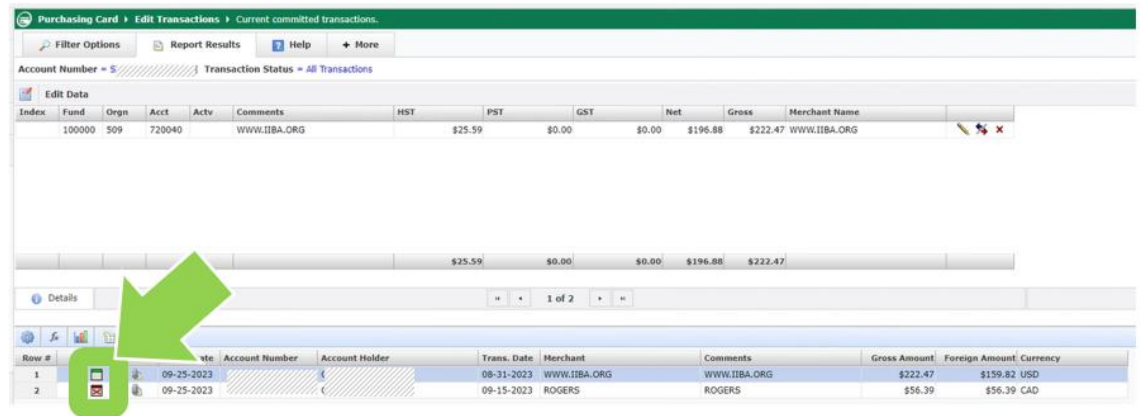


The screenshot shows the 'Purchasing Card' application with the 'Edit Transactions' tab selected. The 'Current committed transactions' section displays a table with columns: Index, Fund, Orgn, Acct, Actv, Comments, HST, PST, GST, Net, Gross, and Merchant Name. A transaction for 'WWW.IIBA.ORG' is shown with a Net amount of \$25.59 and a Gross amount of \$222.47. A green arrow points to the 'Save' icon (a floppy disk) in the top right corner of the transaction entry area.

Below the transaction entry area, there is a 'Details' section showing a summary table with columns: Row #, Billing Date, Account Number, Account Holder, Trans. Date, Merchant, Comments, Gross Amount, and Foreign Amount. The table contains two rows of transaction data.

Row #	Billing Date	Account Number	Account Holder	Trans. Date	Merchant	Comments	Gross Amount	Foreign Amount
1	09-25-2023			08-31-2023	WWW.IIBA.ORG	WWW.IIBA.ORG	\$222.47	\$159.82
2	09-25-2023			09-15-2023	ROGERS	ROGERS	\$56.39	\$56.39

Saving the changes will change the reconciliation indicator to green, while cancelling your changes will leave it as red.



Purchasing Card > Edit Transactions > Current committed transactions.

Filter Options Report Results Help + More

Account Number = 5 Transaction Status = All Transactions

Edit Data

Index	Fund	Orgn	Acct	Activ	Comments	HST	PST	GST	Net	Gross	Merchant Name
	100000	509	720040		WWW.IIBA.ORG		\$25.59	\$0.00	\$0.00	\$196.88	\$222.47 WWW.IIBA.ORG
							\$25.59	\$0.00	\$0.00	\$196.88	\$222.47


Details 1 of 2

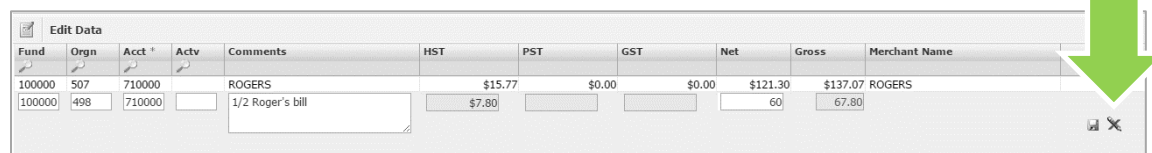
Row #	date	Account Number	Account Holder	Trans. Date	Merchant	Comments	Gross Amount	Foreign Amount	Currency
1	09-25-2023			09-31-2023	WWW.IIBA.ORG	WWW.IIBA.ORG	\$222.47	\$159.82	USD
2	09-25-2023			09-15-2023	ROGERS	ROGERS	\$56.39	\$56.39	CAD

Repeat this process for each transaction in your list. You only have until the close of the reconciliation period to edit your transactions. This period typically ends on the 2nd business day of the following month. After that date, a transaction can no longer be updated and it is posted to the General Ledger as is.

Splitting Transactions

You may split a transaction across more than one funding source.

From the Edit Transactions list, click on the reconciliation indicator. In the Edit Data window that opens, click on the **Split Item** icon . This will add a second line item to your transaction.

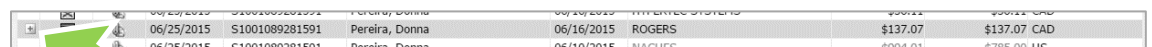


Edit Data

Fund	Orgn	Acct	Activ	Comments	HST	PST	GST	Net	Gross	Merchant Name
100000	507	710000		ROGERS		\$15.77	\$0.00	\$0.00	\$121.30	\$137.07 ROGERS
100000	498	710000		1/2 Roger's bill	\$7.80			60	67.80	


Add the funding source, comments, and portion of the net amount you wish to split to the new funding source, and click **Save** icon. The system will adjust the taxes accordingly.

You can split a transaction as many times as you need to as long as you perform the split from the original transaction. Split transactions are denoted by the + symbol in the transaction listing.



	date	Account Number	Account Holder	Trans. Date	Merchant	Comments	Gross Amount	Foreign Amount	Currency
+	06/25/2015	S1001089281591	Pereira, Donna	06/16/2015	ROGERS		\$137.07	\$137.07	CAD
	06/25/2015	S1001089281591	Pereira, Donna	06/10/2015	NACIES		\$394.01	\$785.00	USD

Undo an edit or reconciled item

To discard the edit changes and revert an item back to the original state, click on the red Delete icon  in the Edit Data window.

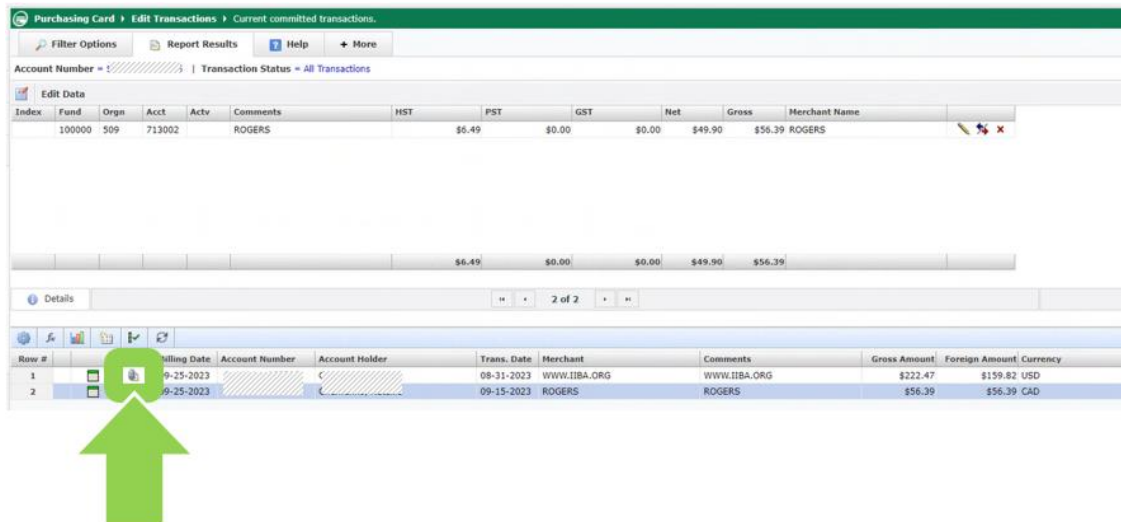


This will not delete the actual transaction. It will only delete your changes. You may edit a transaction as many times as required up until the reconciliation deadline.

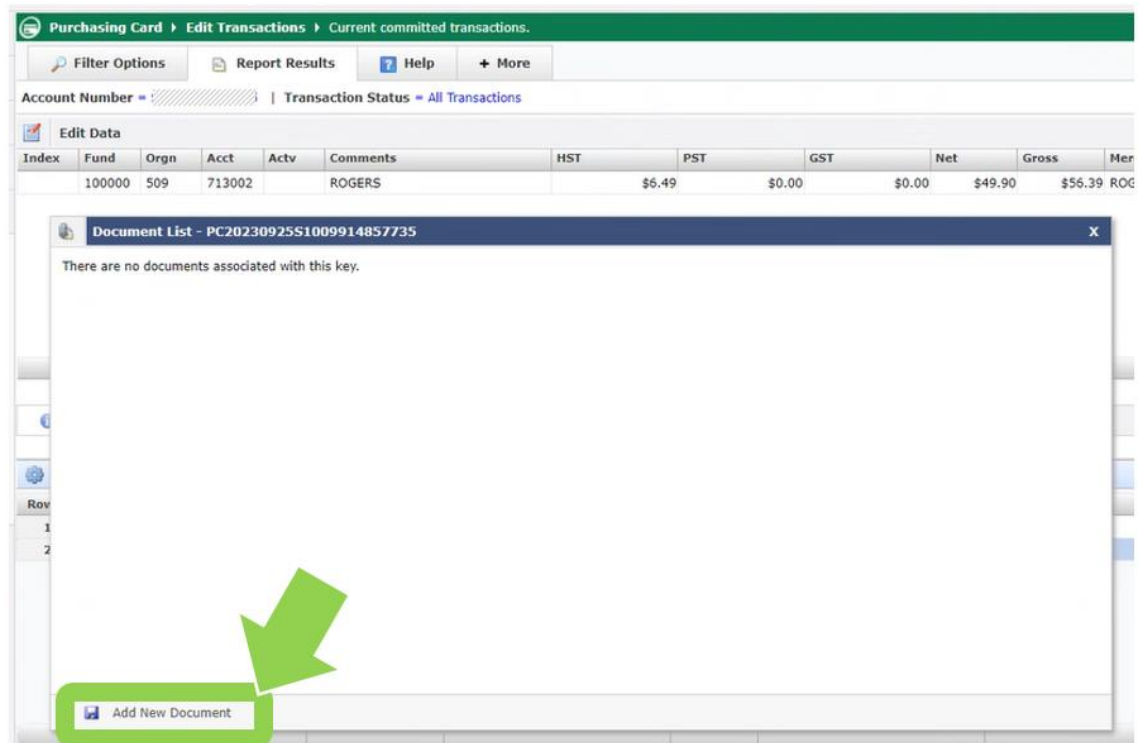
Attaching supporting documentation for each purchase

To complete the reconciliation, you must attach supporting documentation for each purchase (e.g. itemized receipt).

To begin, click on the **Paperclip** icon  for the transaction you want to add an attachment.



This will open the Attachments section. Due to system limitations, you are not able to attach itemized receipts to specific expense lines.

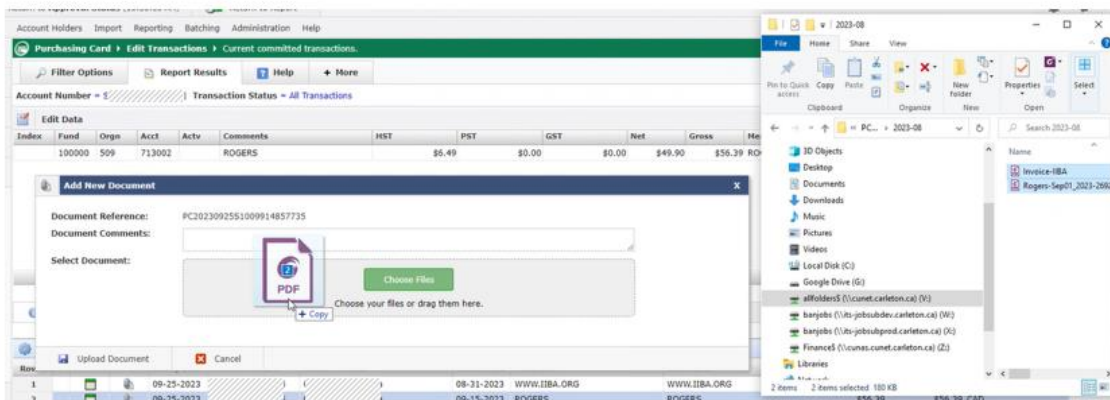
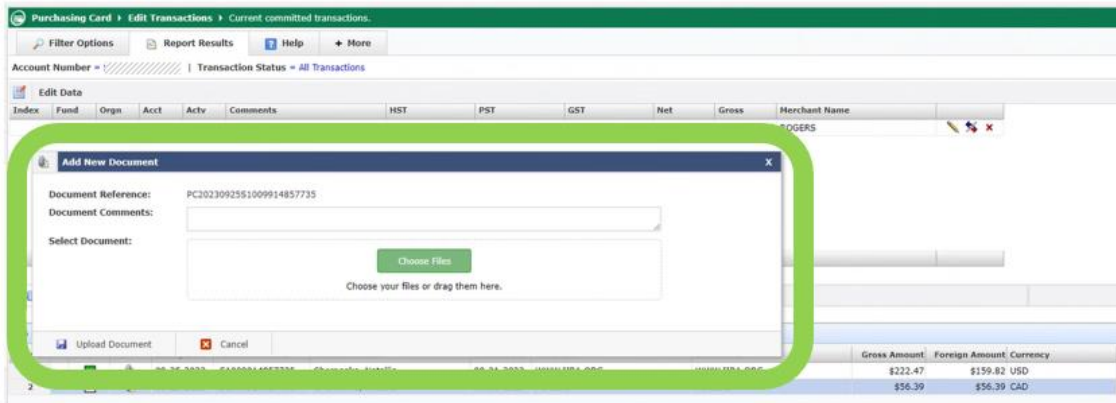


Click on the **Add New Document** button to attach documentation.

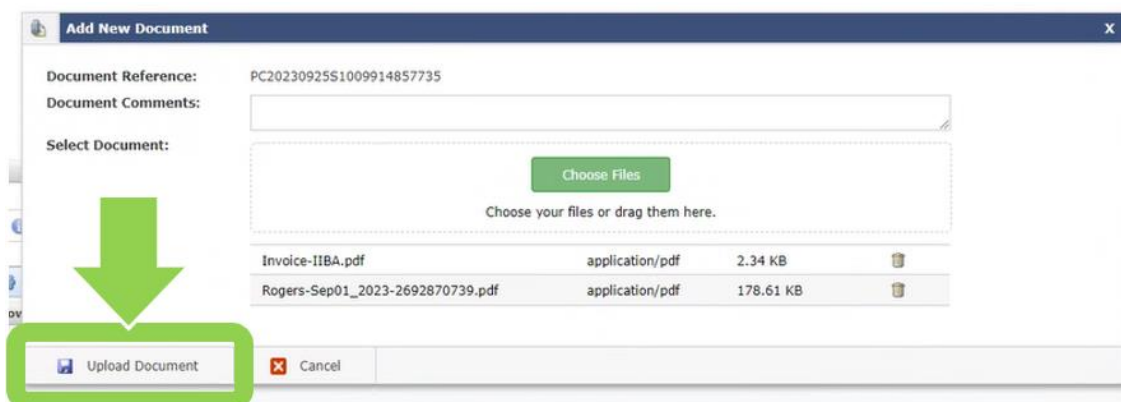
TIP: You can combine all of the supporting documentation (e.g. itemized receipts) into one file (e.g. zip, PDF).


TIP: The FAST Procurement Card application accepts most file formats (e.g. scanned PDFs, photo images). Regardless of the file format, images must be legible.

To complete the attachment, drag and drop your files.

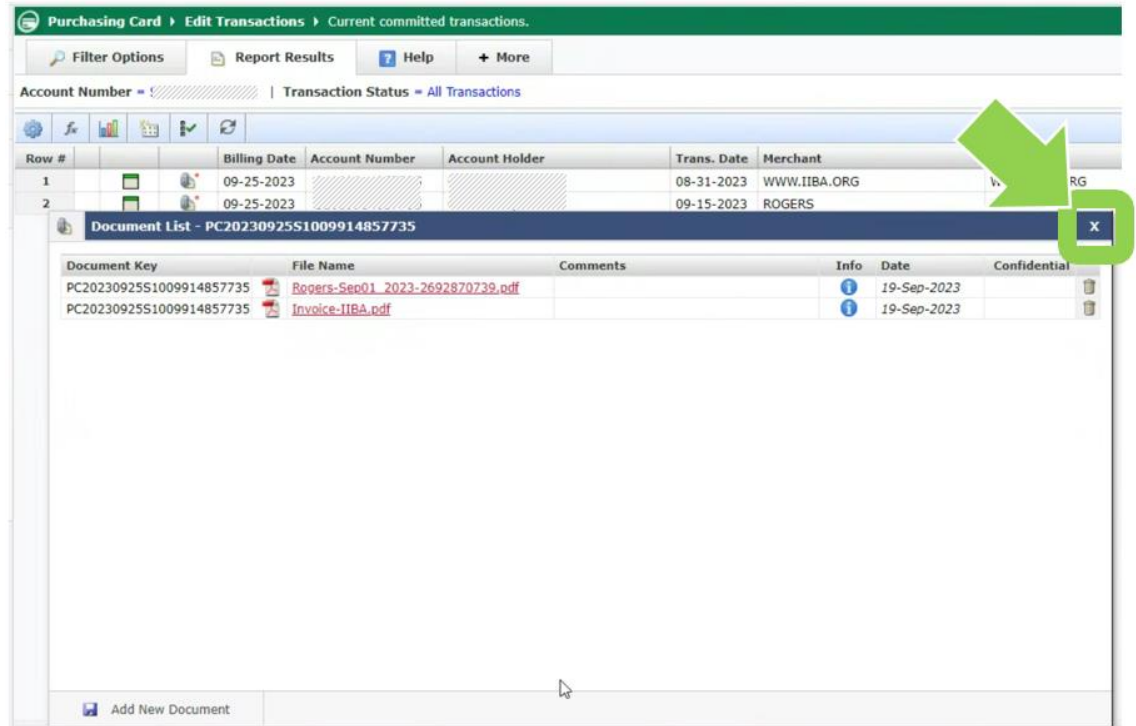


Once you have attached all supporting documentation, click on the **Upload Document** button.



In the Document's List window, you can remove an attachment. To remove an attachment, click on a Garbage can icon  for a given attachment.

Click on the X icon to close the document list.



Sending reconciled transactions to your one up supervisor for approval

Once you have completed the reconciliation and attached all documents, click the grey **Submit for Approval** button in the bottom left-hand corner.



Your approver on file will be listed.

NOTE: Notify Procurement Services by email if your one up supervisor changes (procurementservices@carleton.ca).

Purchasing Card > Approval > Submit for approval or to Account

Source: Purchasing Card

Account Number: (NATALIIACHERNEN)

Billing Date: 09/25/2023

Select a user to send for approval

SANDRANELSON

☒ Search for an Employee to approve
☐ Approve

Enter additional comments here :

Submit

Click on the grey **Submit** button to send the reconciled Pcard transactions to your one up supervisor.

Purchasing Card > Approval > Submit for approval or to Account

Source: Purchasing Card

Account Number: (NATALIIACHERNEN)

Billing Date: 09/25/2023

Select a user to send for approval

SANDRANELSON

☒ Search for an Employee to approve
☐ Approve

Enter additional comments here :

Submit

Approving

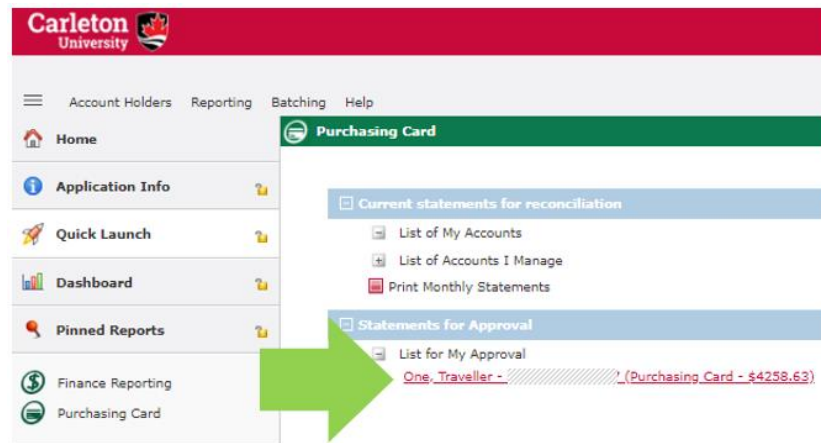
This section will cover:

- ✓ Approving Pcard reconciliation

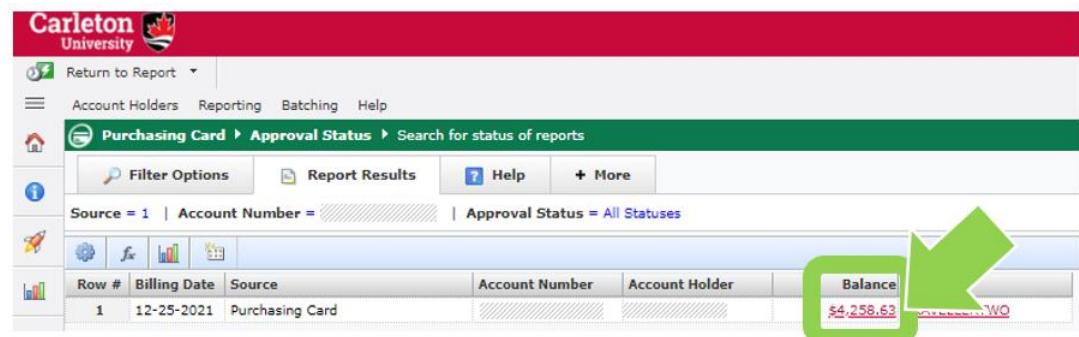
Approving Pcard Reconciliation

From the FAST Purchasing Card application landing page, you will see the complete list of Pcards that you must approve monthly.

Click on the card listed under 'List for My Approval' that you wish to review & approve.



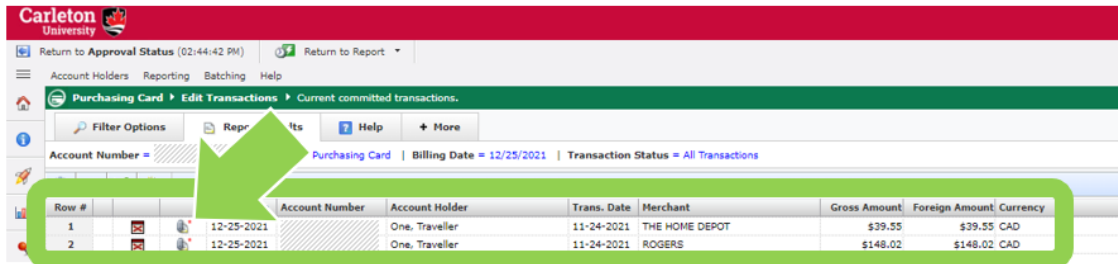
Click on the red total in the **Balance** column.



Review the statement and supporting documentation in accordance with university policies.

NOTE: Due to system limitations, Pcard holders are not able to attach itemized receipts to specific expense lines. As a result, all documentation is grouped together.

Click on any **Paperclip** icon with a red asterisk to view all of the supporting documentation (e.g. itemized receipts) for a given statement.

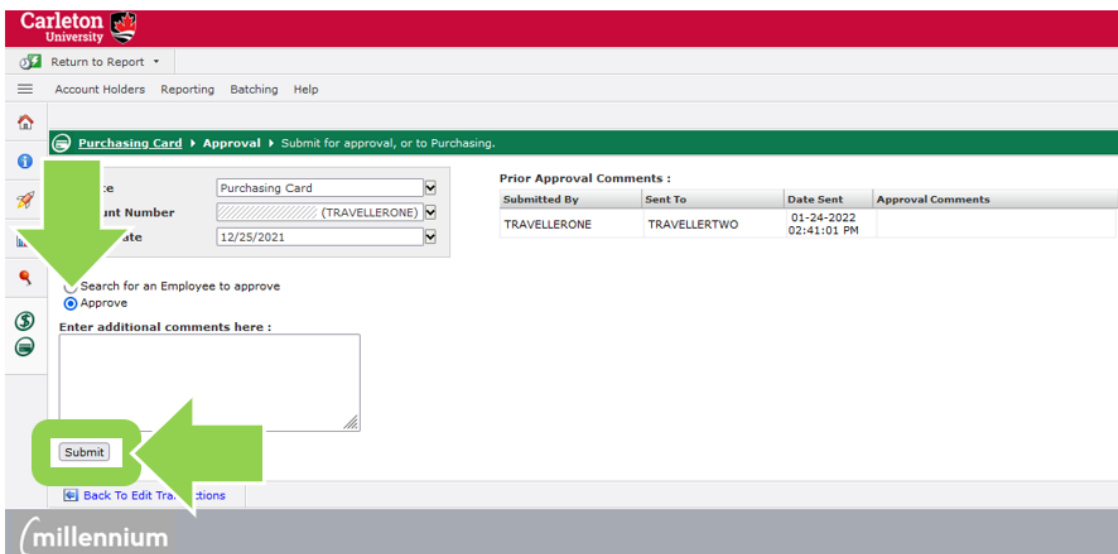


At the bottom of the page, click on the grey **Submit for Approval** button.



In the window that opens, click on the **Radio Button** beside Approve.

Click the grey **Submit** button to approve.



Need Help?



The procurement card process and system is managed by multiple units. For assistance, please use the following contacts:

Technical Issues	financial.systems@carleton.ca
Advanced Features, Card Limits, or General Queries	ProcurementServices@carleton.ca
Access to Funds or Orgns	https://carleton.ca/facts/faam