

FAST Pcard How-To Sheets

How do I reconcile my Pcard transactions?

This how-to sheet outlines the steps required for cardholders to reconcile their monthly Pcard transactions.

The steps involved to:

- reconcile transactions (step 2)
- attach supporting documentation for each purchase (step 3)
- send reconciled transactions to your one up supervisor for approval (steps 4, 5, & 6)

Important:

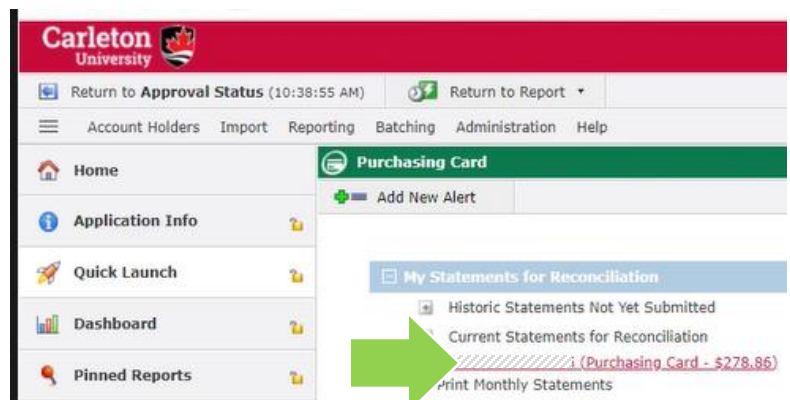
- The deadline for monthly reconciliation is usually the second business day of the following month (e.g. reconcile January's pcard statement by February 2nd).
- Each month cardholders receive a 'Procurement Card Month End' reminder email with the specific reconciliation deadline.

Related policy:

- [The Procurement Card Policy](#) is listed alphabetically on the [University Secretariat's policy page](#).

Last updated March 5, 2024.

1. From the FAST Purchasing Card application landing page, click on a card listed under '**Current Statements for Reconciliation**' that you want to reconcile.



2a. Reconcile transactions

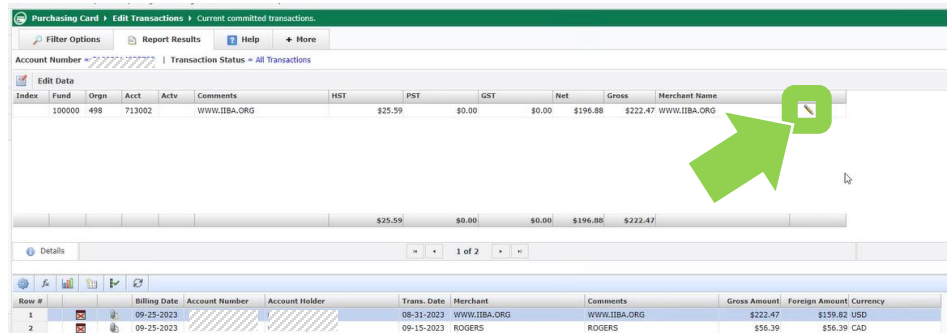
Click on the **'reconciliation indicator'** icon to reconcile the first transaction.



Row #	Index	Fund	Orgn	Acct	Comments	HST	PST	GST	Net	Gross	Merchant Name	Trans. Date	Merchant	Comments	Gross Amount	Foreign Amount	Currency
1												08-31-2023	WWW.IIBA.ORG	WWW.IIBA.ORG	\$222.47	\$159.82	USD
2												09-15-2023	ROGERS	ROGERS	\$56.39	\$56.39	CAD

2b. Reconcile transactions

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



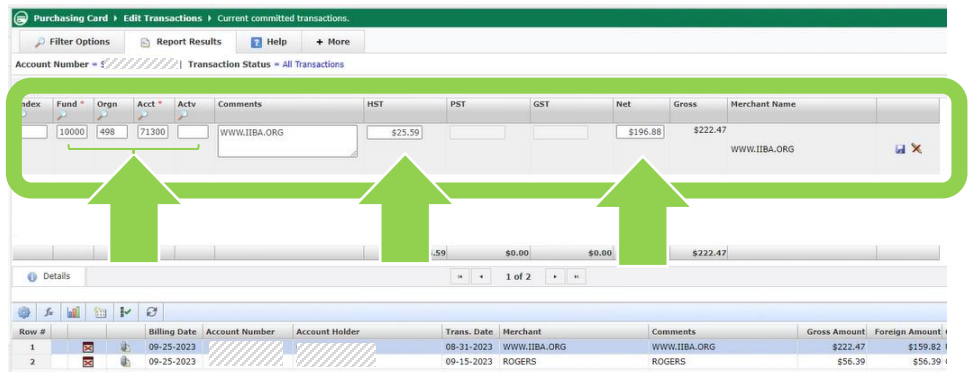
Index	Fund	Orgn	Acct	Comments	HST	PST	GST	Net	Gross	Merchant Name
100000	498	713002		WWW.IIBA.ORG	\$25.59	\$0.00	\$0.00	\$196.88	\$222.47	WWW.IIBA.ORG

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

2c. Reconcile transactions

The purpose of this step is to ensure that ...

- the transaction is being charged to the correct FOAPAL (i.e. **'Fund'**, **'Orgn'**, **'Acct'**)
- taxes match what is on the receipt (i.e. **'HST'**, **'PST'**, OR **'GST'**)
- the total matches what is on the receipt (i.e. **'Net'**, **'Gross'**)



Index	Fund	Orgn	Acct	Comments	HST	PST	GST	Net	Gross	Merchant Name
100000	498	713002		WWW.IIBA.ORG	\$25.59			\$196.88	\$222.47	WWW.IIBA.ORG

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

Click on a given field to change the information.

TIP: The **'Comments'** field can be used for notes (e.g. Registration for Joe Smith, item returned/expecting credit next month).

2d. Reconcile transactions

Click on the 'floppy disk' icon to save the changes.

Purchasing Card > Edit Transactions > Current committed transactions.

Filter Options Report Results Help + More

Account Number = 100000 Transaction Status = All Transactions



Edit Data

Index	Fund	Orgn	Acct	Activ	Comments	HST	PST	GST	Net	Gross	Merchant Name
1	100000	498	71300		WWW.IIBA.ORG	\$25.59			\$196.88	\$222.47	WWW.IIBA.ORG

Details 1 of 2

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

2e. Reconcile transactions

Once you have reviewed/ changed transaction details, the 'reconciliation indicator' icon changes from this  to this .

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
1	100000	509	720040		WWW.IIBA.ORG	\$25.59	\$0.00	\$0.00	\$196.88	\$222.47	WWW.IIBA.ORG

Details 1 of 2

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

2f. Reconcile transactions

Repeat steps 2a through 2e to reconcile the remaining transactions.

Purchasing Card > Edit Transactions > Current committed transactions.

Filter Options Report Results Help + More

Account Number = 100000 Transaction Status = All Transactions

Edit Data

Index	Fund	Orgn	Acct	Activ	Comments	HST	PST	GST	Net	Gross	Merchant Name
1	100000	509	713002		ROGERS	\$6.49	\$0.00	\$0.00	\$49.90	\$56.39	ROGERS

Details 2 of 2

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

3a. Attach supporting documentation

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

To begin, click on 'the paper clip' icon. This will open the 'Attachments' section.

NOTE: Due to system limitations, you are not able to attach itemized receipts to specific expense lines.

Purchasing Card > Edit Transactions > Current committed transactions.

Filter Options Report Results Help + More

Account Number = 100000 Transaction Status = All Transactions

Edit Data

Index	Fund	Orgn	Acct	Activ	Comments	HST	PST	GST	Net	Gross	Merchant Name
1	100000	509	713002		ROGERS	\$6.49	\$0.00	\$0.00	\$49.90	\$56.39	ROGERS

Details 2 of 2

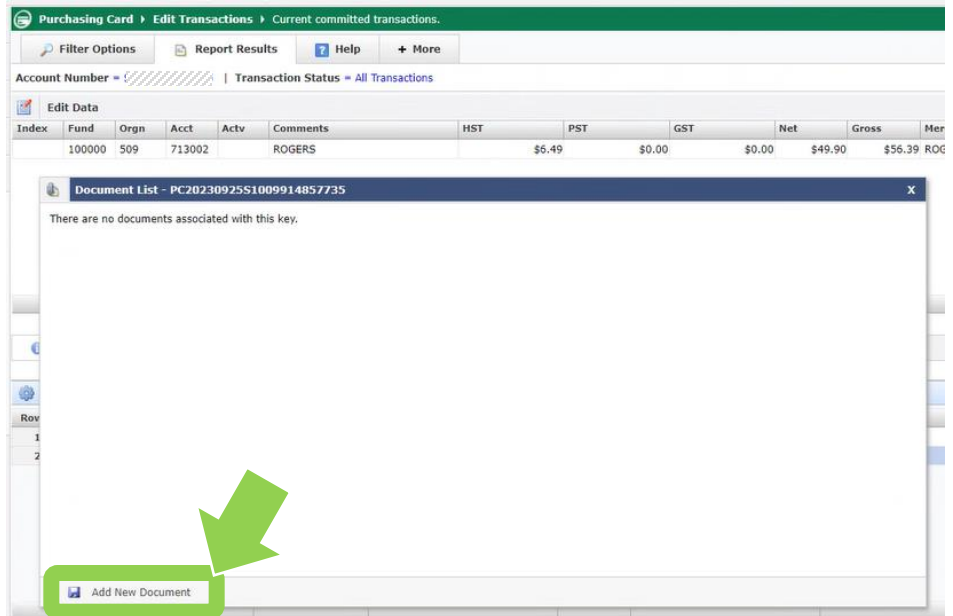
Row #	Billing Date	Account Number	Account Holder	Trans. Date	Merchant	Comments	Gross Amount	Foreign Amount	Currency
1	09-25-2023			08-31-2023	WWW.IIBA.ORG	WWW.IIBA.ORG	\$222.47	\$159.82	USD
2	09-25-2023			09-15-2023	ROGERS	ROGERS	\$56.39	\$56.39	CAD

3b. Attach supporting documentation

In the 'Attachments' section, click on the grey 'Add New Document' button to attach documentation.

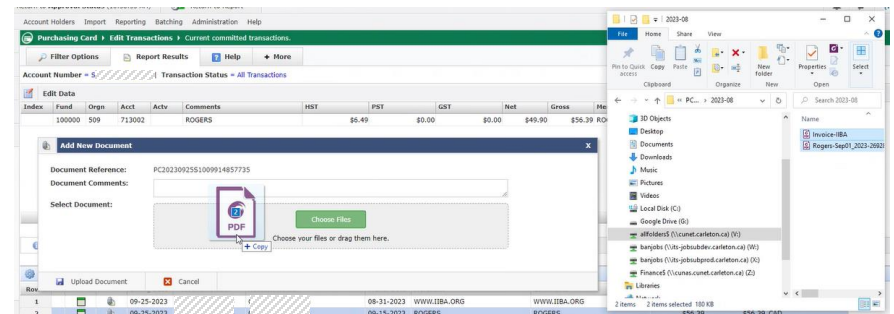
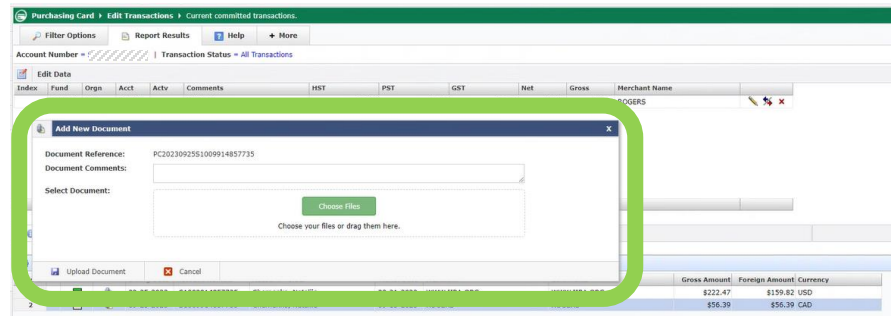
TIP: You can combine all of the supporting documentation (e.g. itemized receipts) into one file (e.g. zip, PDF).

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



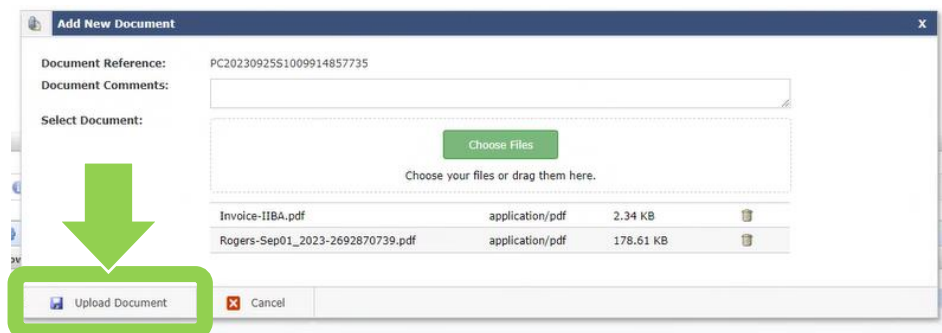
3c. Attach supporting documentation

To complete the attachment, drag and drop your files.



3d. Attach supporting documentation

Once you have attached all documents, click on the grey 'Upload Document' button.



3e. **Attach supporting documentation**

To close this window, click on the 'X' button.

Purchasing Card > Edit Transactions > Current committed transactions.

Filter Options Report Results Help + More

Account Number = / Transaction Status = All Transactions

Row #	Billing Date	Account Number	Account Holder	Trans. Date	Merchant
1	09-25-2023			08-31-2023	WWW.IIBA.ORG
2	09-25-2023			09-15-2023	ROGERS

Document List - PC20230925S1009914857735

Document Key	File Name	Comments	Info	Date	Confidential
PC20230925S1009914857735	Rogers-Sep01_2023-2692870739.pdf			19-Sep-2023	
PC20230925S1009914857735	Invoice-IIBA.pdf			19-Sep-2023	

Add New Document

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

Legends Submit for Approval

5. Your approver will be listed.

TIP: Your approver is preselected for you. If you change positions, email procurementservices@carleton.ca to have your approver updated.

Purchasing Card > Approval > Submit for approval or to Account

Source Purchasing Card

Account Number / (NATALIACHERNEN)

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

-
6. Click on the grey '**Submit**' button to send the reconcilled 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

What next?

- [FACTS' FAST Pcard tools and support page](#).
 - Questions about the system? Email procurementservices@carleton.ca.
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