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.
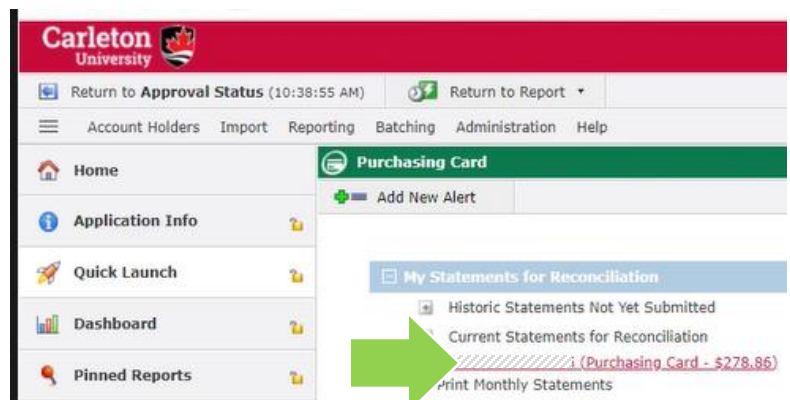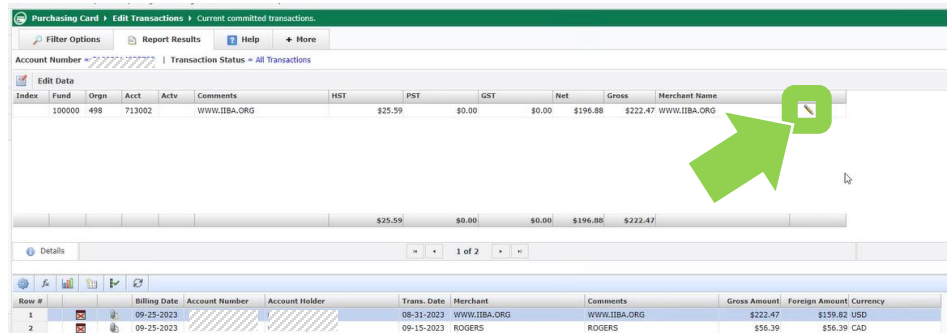
2a. Reconcile transactions

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

2b. Reconcile transactions

Click on the **'pencil'** icon to review transaction details (e.g. taxes).
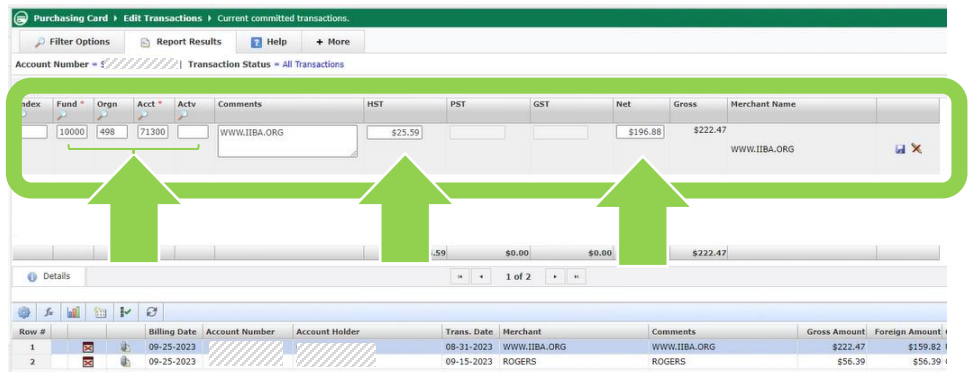
2c. Reconcile transactions

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**')

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.	

2e.	**Reconcile transactions** Once you have reviewed/changed transaction details, the 'reconciliation indicator' icon changes from this [icon] to this [icon].	

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

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.	

3b. **Attach supporting documentation**

In the 'Attachments' section, click on the grey '**Add New Document**' button to attach documentation.
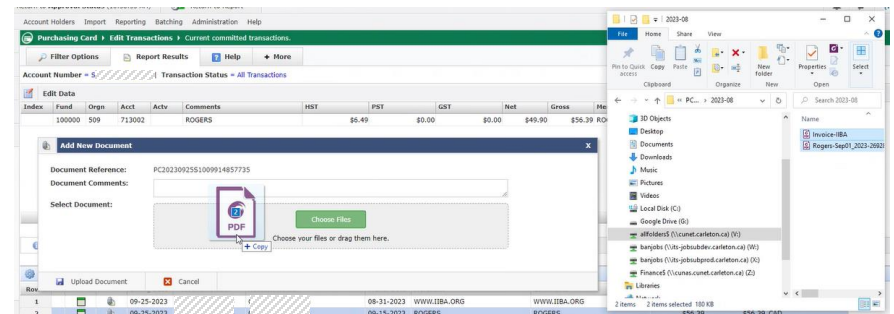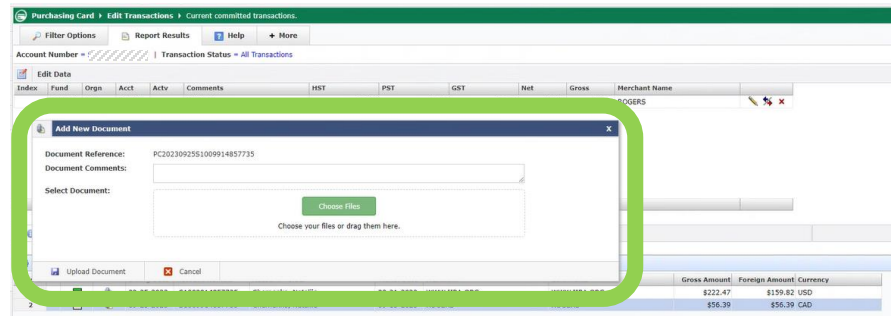
TIP: You can combine all of the supporting documentation (e.g. itemized receipts) into one file (e.g. zip, PDF).

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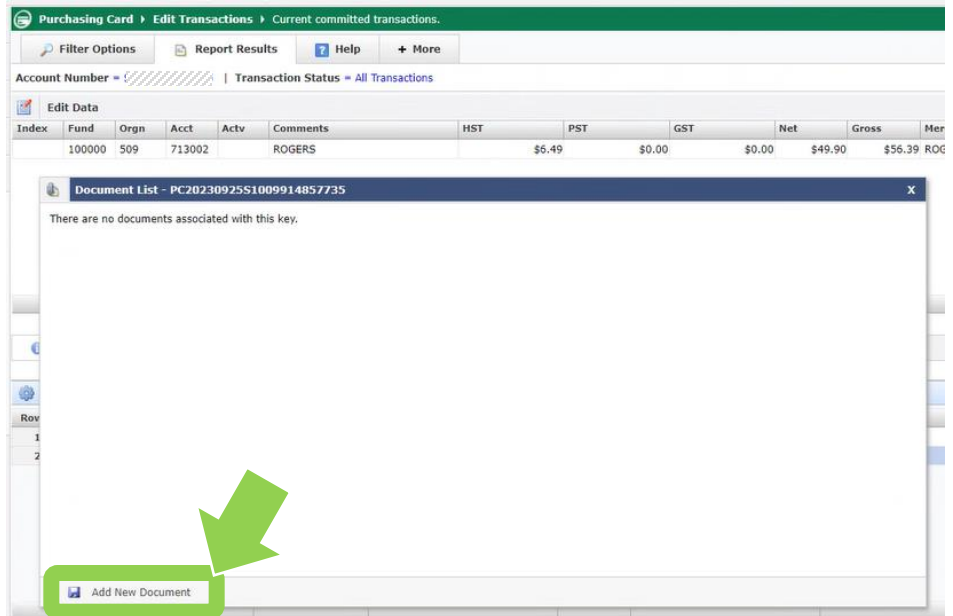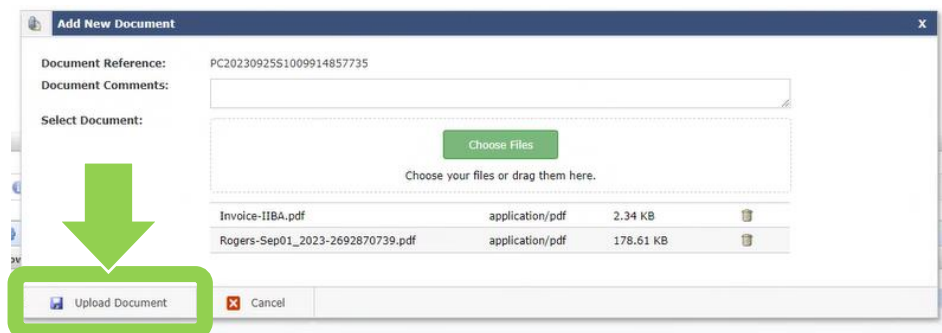

3c. **Attach supporting documentation**

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 wondow, click on the **'x'** button.

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

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.

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

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