

# FAST Pcard How-To Sheets

## Someone reconciles my transactions for me. How do I send the reconciled transactions to my one up supervisor?

Some cardholders have someone who reconciles their Pcard transactions on their behalf. This how-to sheet outlines the steps required for those cardholders to send reconciled transactions to their one up supervisor.

### The steps involved:

- You've received an email from the person who reconciled your transactions prompting you to send the reconciled transactions to your one up supervisor (step 1)
- Log into the FAST Pcard application (step 1)
- Verify the transactions to ensure that they are yours (i.e. not fraudulent) (step 3)
- Send to your one up supervisor (step 5)

### 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 2<sup>nd</sup>).
- Each month cardholders receive a 'Procurement Card Month End' reminder email with the reconciliation deadline.

### Related policy:

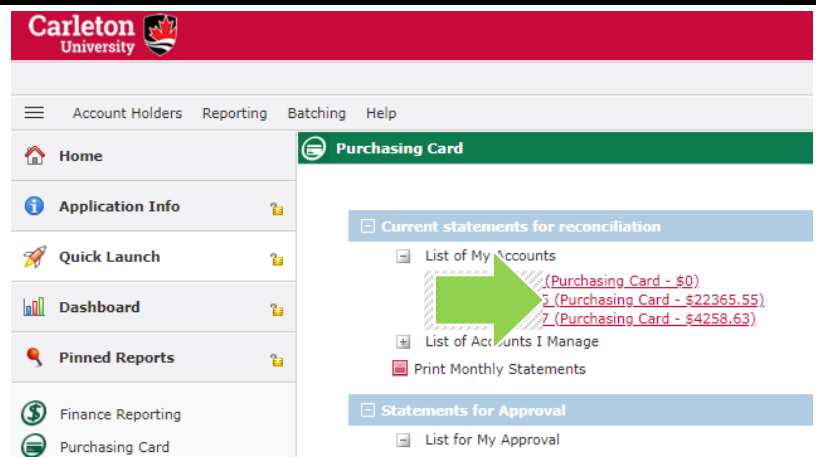
- [The Procurement Card Policy is listed alphabetically on the University Secretariat's policy page.](#)

*Last updated March 5, 2024.*

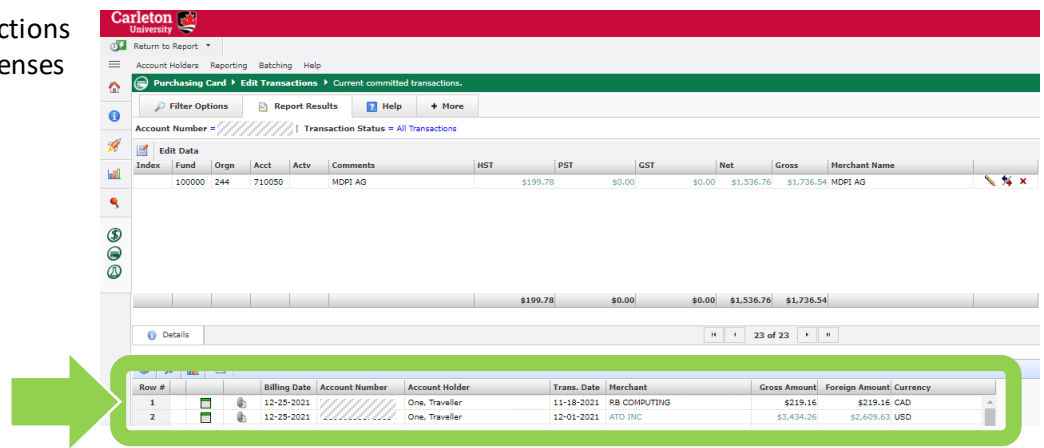
1. You have received an email from the person who reconciled your transactions requesting that you send the reconciled transactions to your one up supervisor.

Log into the FAST Pcard application.

2. From the FAST Pcard application landing page, click on the card listed under '**List of My Accounts**'.

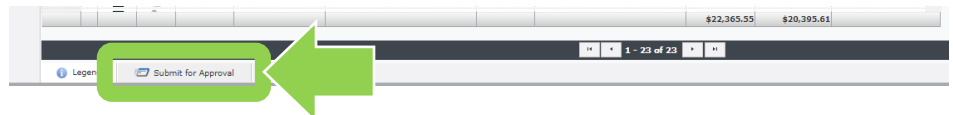


3. Verify that the listed transactions are legitimate business expenses authorized by you (i.e. not fraudulent).



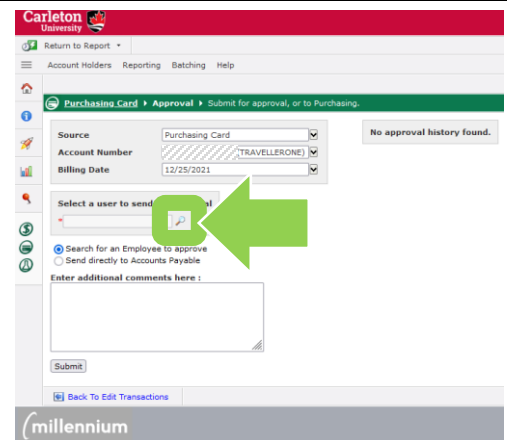
Index	Fund	Orgn	Acct	Activ	Comments	HST	PST	GST	Net	Gross	Merchant Name
1	100000	244	710050		MDPI AG		\$199.78	\$0.00	\$0.00	\$1,536.76	\$1,736.54 MDPI AG
2											
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4. Once you have verified the transactions, click the grey 'Submit for Approval' button in the bottom left hand corner.



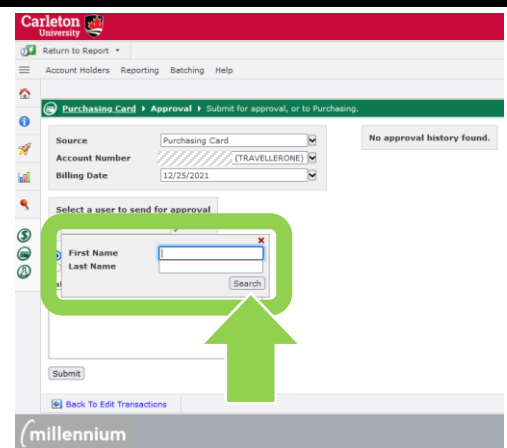
5a. Find your one up supervisor

Click on the magnifying glass icon.



5b. Find your one up supervisor

In the window that opens, click on the grey 'Search' button.



### 5c. Find your one up supervisor

Click on the name of your one up supervisor.

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Return to Report

Account Holders Reporting Batching Help

Purchasing Card Approval Submit for approval, or to Purchasing.

Source Purchasing Card

Account Number (TRAVELLERONE)

Billing Date 12/25/2021

No approval history found.

Select a user to send for approval

First Name

Last Name

1 record(s) found

Search

EMPLOYEEID	NAME
NATALIACHERNENKO	Natalia Chernenko

Back To Edit Transactions

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

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Return to Report

Account Holders Reporting Batching Help

Purchasing Card Approval Submit for approval, or to Purchasing.

Source Purchasing Card

Account Number (TRAVELLERONE)

Billing Date 12/25/2021

No approval history found.

Select a user to send for approval

NATALIACHERNENKO

Search for an Employee to approve

Send directly to Accounts Payable

Enter additional comments here :

Submit

Back To Edit Transactions

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### What next?

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