FAST Pcard How-To Sheets

How do I check approval status?

Most common reasons why you'll check approval status:

- You are a card holder who has submitted your reconciled transactions and you want to know if your one up supervisor has approved them.
- You are an approver and you want a quick way to determine whether cards have been submitted or approved.

Related policy:

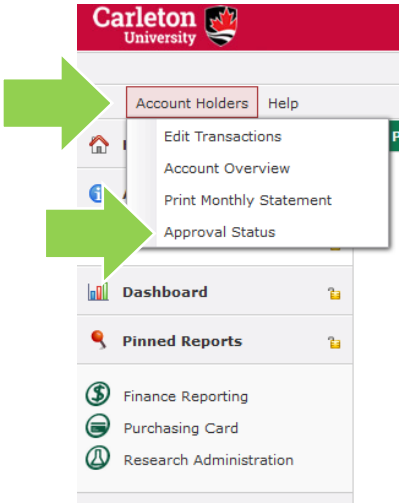
- The Procurement Card Policy is listed alphabetically on the University Secretariat's policy page.

Last updated March 5, 2024.

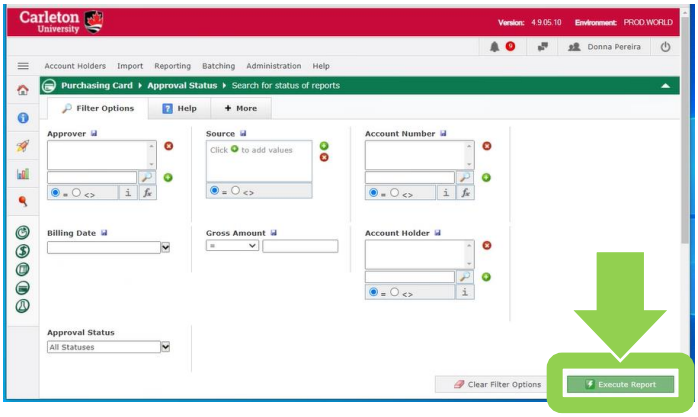
1. Log into the FAST Pcard application.

2. From the FAST Pcard application landing page, click on the '**Account Holders**' text.

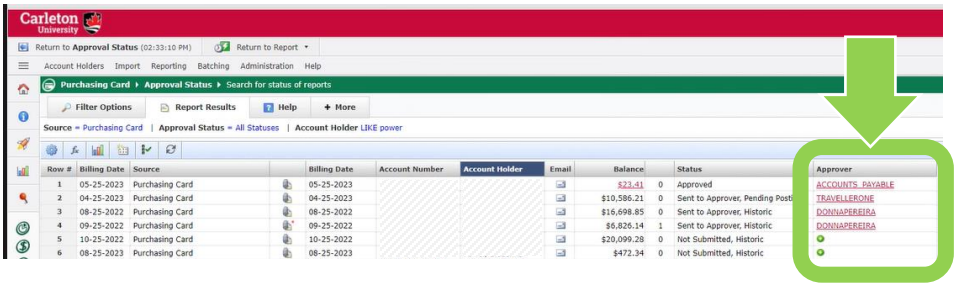
   Choose '**Approval Status**' from the drop-down menu.



3. Click on the green '**Execute Report**' button.



4. All the cards you are responsible for reconciling (i.e. either your own or on behalf of someone else) or approving (i.e. as an approver) will be listed.



The '**Approver**' column lists the status. If the field contains …

- **nothing:** the statement has not been submitted for approval
- **the one up supervisor's name (e.g. TRAVELLERONE):** the statement is pending one up suppervisor's approval
- **'ACCOUNTS PAYABLE':** the statement has been sent to Financial Services

Important Note: This information is available until the reconciliation deadline for a given monthly cycle.

What next?

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