

FAST Pcard How-To Sheets

Submitting Historic (Past Due) Statements

Use this how-to sheet if ...

1. you are a Pcard holder,
2. your Pcard statement has not been submitted on time, and
3. you need to submit it after the reconciliation deadline.

IMPORTANT:

- Make all effort to reconcile transactions by the deadline in indicated in the monthly email reminder. The 'Purchasing Card Application User Guide' can be found here: <https://carleton.ca/facts/fast-tools-support-training/pcard/>.
- As these are historical statements, any accounting changes must be completed in the FAST Journal Voucher application. For example, an accounting change may be required if a transaction was charged to the wrong account code. It may be that something was charged to office supplies (71000), but it should have been charged to equipment (723000).

Related policy:

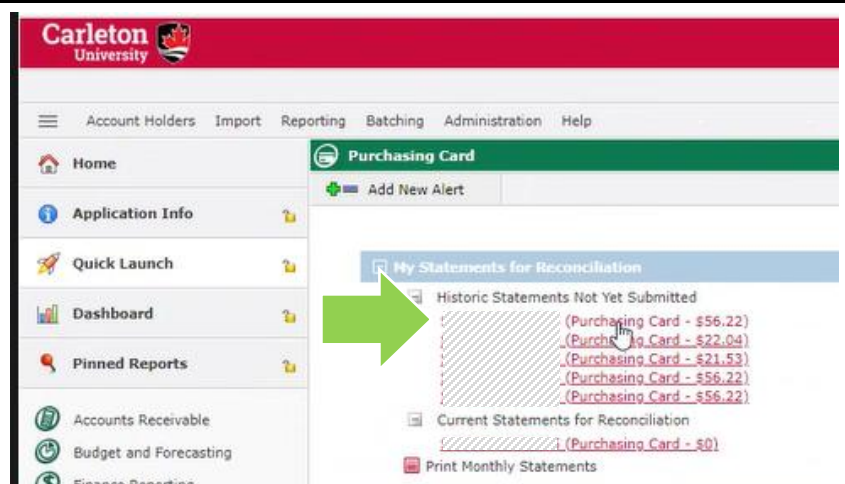
- [The Procurement Card Policy is listed alphabetically on the University Secretariat's policy page.](#)

Last updated March 5, 2023.

1. You need to submit a past due statement.

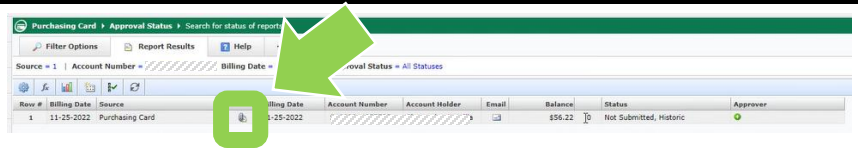
Log into the FAST Pcard application.

2. Click on a historic statement listed under '**Historic Statements Not Yet Submitted**'.



3a. Attach your documentation

Click on the **'paperclip'** icon to attach documentation.



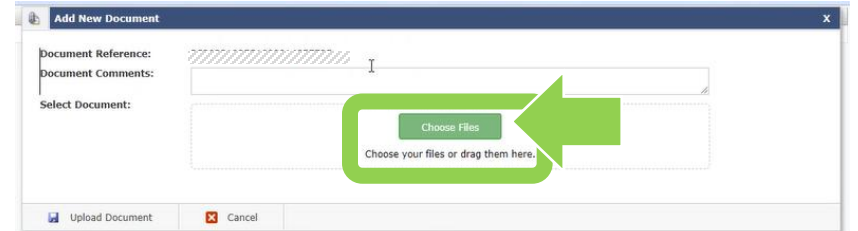
3b. Attach your documentation

Click on the grey **'Add New Document'** button.



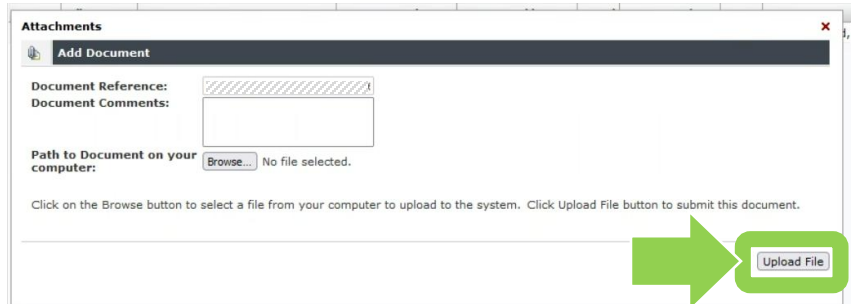
3c. Attach your documentation

In the window that opens, click on the green **'Choose Files'** button and follow the prompts to attach the documentation.

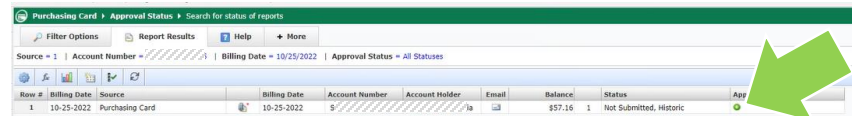


3d. Attach your documentation

Once you've attached the documentation, click on the grey **'Upload File'** button.



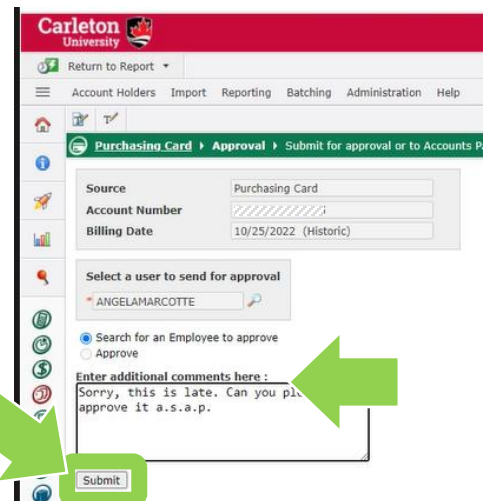
4. To submit a statement, click on the **'green plus sign'** icon in the Approver column.



5. Add comments.

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

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



What next?

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