

FAST Pcard How-To Sheets

Approving Historic (Past Due) Statements

Use this how-to sheet if ...

1. you are an approver, and
2. a Pcard statement has been submitted to you on time, but you are approving it after the deadline.

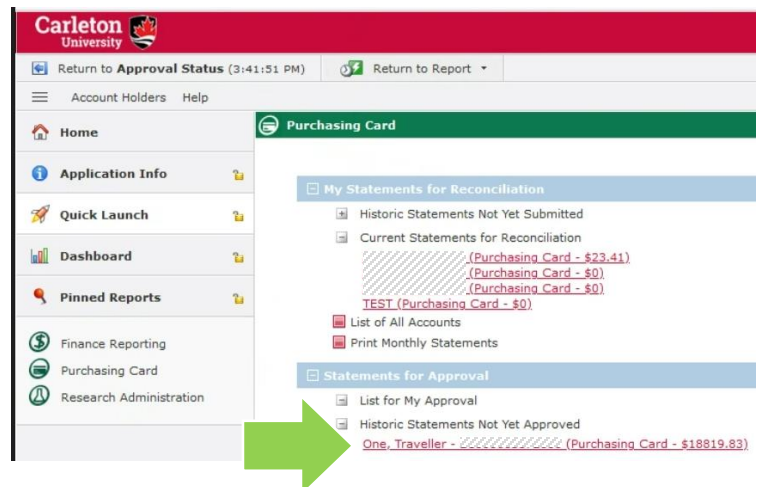
Related policy:

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

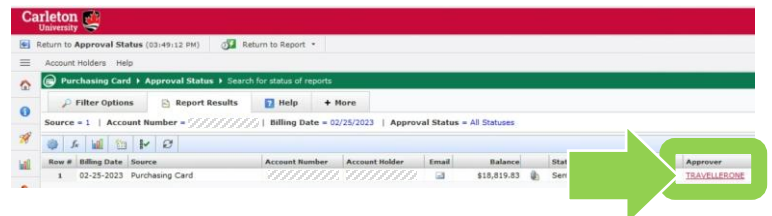
1. You need to approve a past due statement.

Log into the FAST Pcard application.

2. From the FAST Pcard application landing page, click on a card listed under **'Historic Statements Not Yet Approved'**.



3. Click on your name in the **'Approver'** column.



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4. To approve, click on the radio button beside the word **'Approve'**.

NOTE: When approving past due Pcard statements, you cannot see the related information in this screen. More information to come.

Click on the grey **'Submit'** button.

Carleton University

Return to Report

Account Holders Help

Purchasing Card > Approval > Submit for approval or to Account Holders

Source: Purchasing Card

Account Number: [Masked]

Billing Date: 02/25/2023 (Historic)

Select a user to send for approval

DONNAI

Search for an Employee to approve

Approve

Enter additional comments here :

Submit

Back To Approval Status

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What next?

- FACTS' FAST Pcard tools and support page (carleton.ca/facts/fast-tools-support-training/pcard)
 - Questions about the system? Email procurementservices@carleton.ca.
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