

# 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 (e.g. 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.](#)

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**'.

Carleton University  
Return to Approval Status (3:49:53 PM) Return to Report

Account Holders Help

Home

Purchasing Card

My Statements for Reconciliation

Historic Statements Not Yet Submitted

- (Purchasing Card - \$6826.14)
- (Purchasing Card - \$20099.28)
- (Purchasing Card - \$9149.67)
- (Purchasing Card - \$12261.06)
- (Purchasing Card - \$13982.63)
- (Purchasing Card - \$10813.96)
- (Purchasing Card - \$472.34)

Current Statements for Reconciliation

- (Purchasing Card - \$23.41)
- (Purchasing Card - \$0)
- (Purchasing Card - \$0)
- TEST (Purchasing Card - \$0)

List of All Accounts

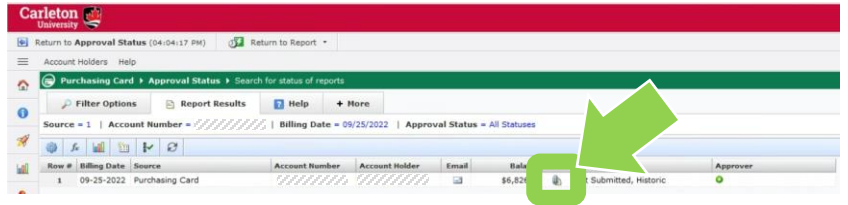
Print Monthly Statements

Statements for Approval

- List for My Approval
- Historic Statements Not Yet Approved
- One\_Traveller - (Purchasing Card - \$18819.83)

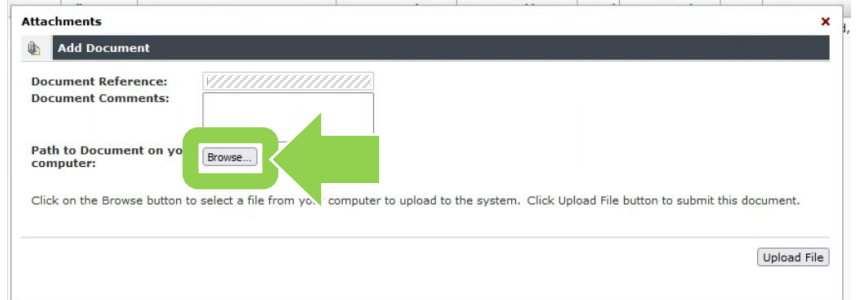
3a. **Attach your documentation:**

Click on the paperclip icon to attach documentation.



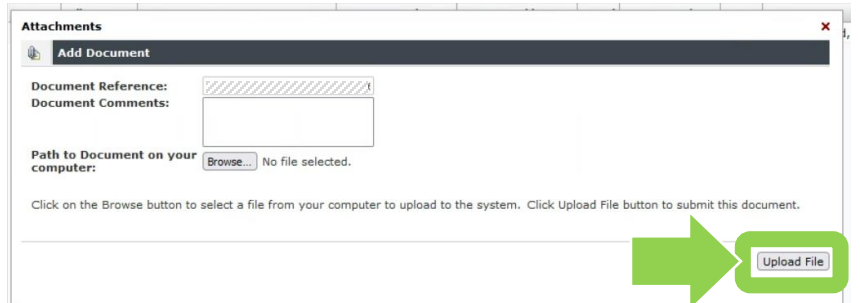
3b. **Attach your documentation:**

In the window that opens, click on the grey 'Browse' button and follow the prompts to attach the documentation.

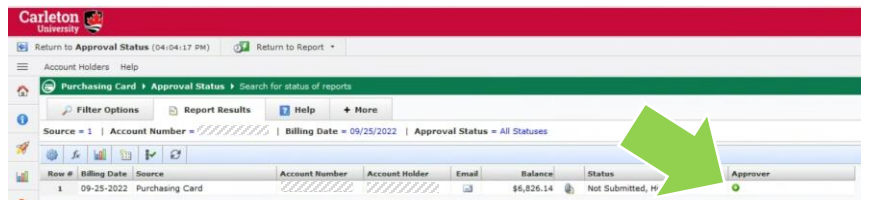


3c. **Attach your documentation:**

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

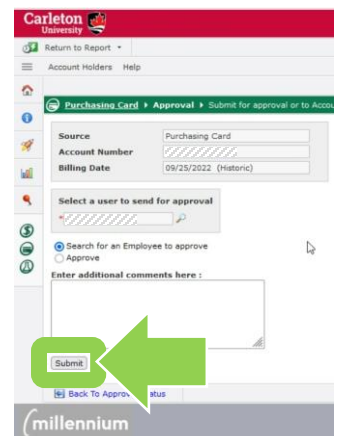


4. To submit a statement, click on the green plus sign icon in the 'Approver' column.



5. 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](mailto:procurementservices@carleton.ca) to have your approver updated.



**What next?**

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