



FAST Applications

User Guide



V1: Updated July 2015

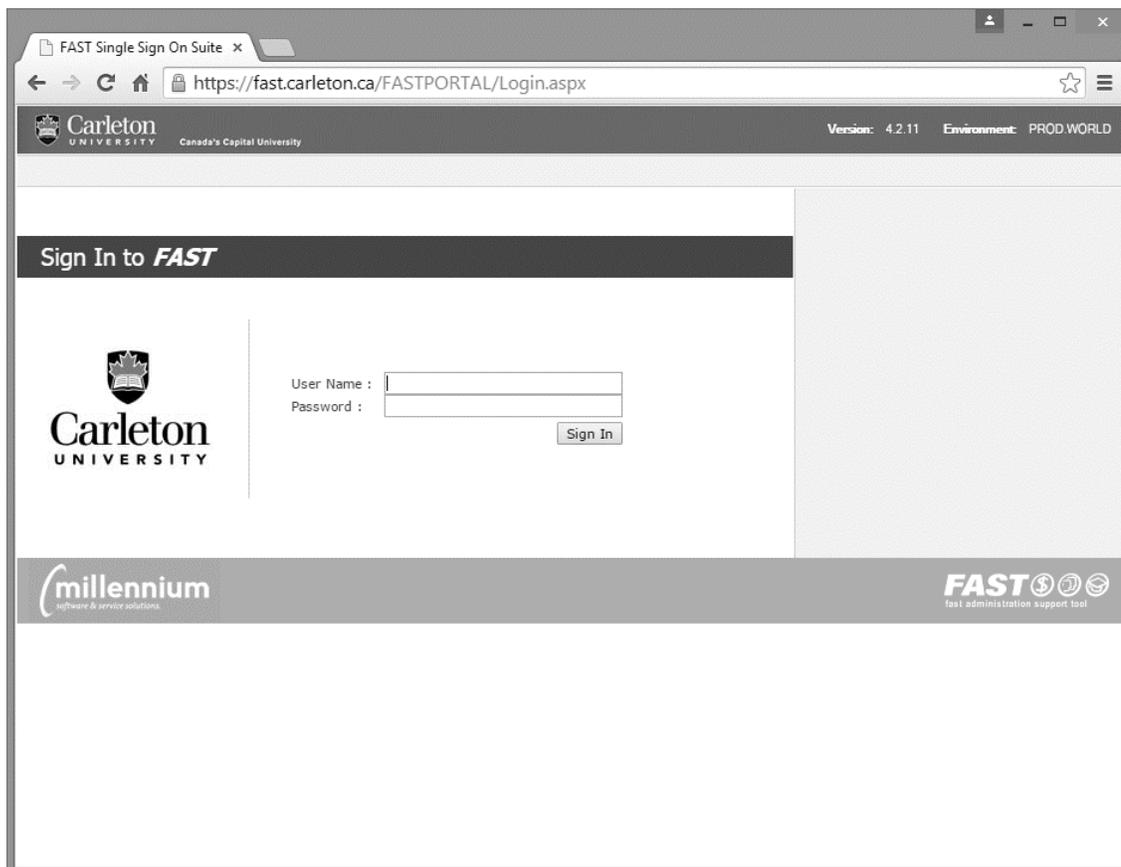
Signing Into FAST

This section will cover:

- ✓ How to get to FAST
- ✓ Your username and password
- ✓ How to request access to the system

How to Sign In to FAST Purchasing Card

The portal for all FAST applications is <http://www.carleton.ca/fast>. It can be accessed at any time, from anywhere, without the use of the Virtual Private Network (VPN).



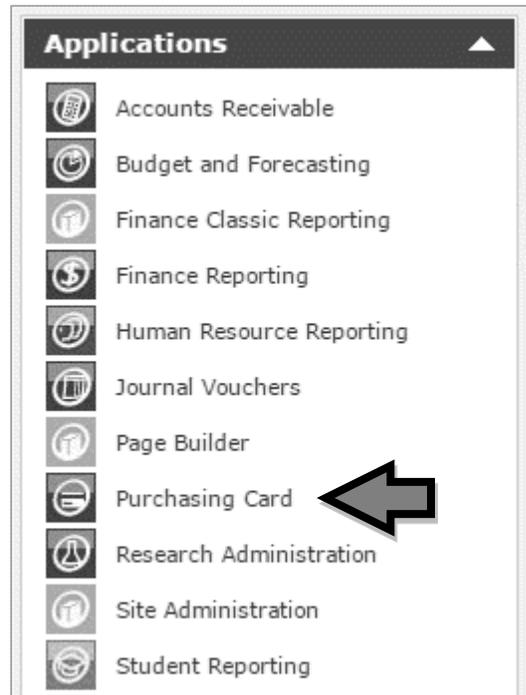
The screenshot shows a web browser window with the following elements:

- Browser tab: FAST Single Sign On Suite
- Address bar: <https://fast.carleton.ca/FASTPORTAL/Login.aspx>
- Page header: Carleton UNIVERSITY Canada's Capital University | Version: 4.2.11 | Environment: PROD.WORLD
- Section header: Sign In to **FAST**
- Carleton University logo
- Form fields: User Name : | Password :
- Sign In button
- Footer: millennium software & service solutions | **FAST** fast administration support tool

Log In

To log in, you must supply your **MyCarletonOne** or Banner credentials:

Enter your **User Name** and **Password**. Click the **Sign In** button.



Once logged in, you will be directed to the **FAST Dashboard**. Depending on your role, the FAST Dashboard will show up to three tabs.

The list of the FAST applications that are available to you can be found on the right.

If you do not see the application you want to use listed under **Applications**, you do not yet have access to that module. Please email financial_systems@carleton.ca for access.

If you cannot log in, you may have encountered one of the following issues:

- The credentials you provided are invalid, either because you entered the wrong user id/password combination, your Banner and MyCarletonOne credentials are not in sync, or you have not signed up for MyCarletonOne. Visit <https://myone.carleton.ca> if you experience this issue.
- You have successfully authenticated to your MyCarletonOne account, but you do not have access to the FAST Portal. Email financial_systems@carleton.ca if this occurs.



Access to FAST Purchasing Card is typically granted to individuals who are cardholders or perform reconciliations for another cardholder. Access is not automatic, and users must receive training from FACTS (facts@carleton.ca).

Purchasing Card

This section will cover:

- ✓ The purpose and appropriate use of a purchasing card
- ✓ How to reconcile your monthly transactions using FAST
- ✓ How to print your monthly statement

Purpose and Appropriate Use of a Purchasing Card

A purchasing card, also known as a pcard or procurement card, is a university-billed, university-paid corporate credit card that can be used by individuals within the university to make purchases for business purposes without having to incur out-of-pocket costs. Vendors are paid immediately upon purchases, and the University pays the credit card provider on a monthly basis for incurred transactions.

The benefits of a purchasing card include:

- A convenient method to order and pay for most low-dollar value purchases, particularly those made online or in-person at store-front locations,
- Reduces the amount of overhead on each purchase (no purchase order, no cheque requisition),
- The individual making the purchase is not out of pocket; a reimbursement after the purchase is not required and no claim must be made through Travel and Expense,
- Helps the university better manage cash flow as expenses incurred are immediately known,
- The vendor receives their money rights away, and
- It facilitates online shopping.

The Purchasing Card Policy outlines the appropriate use of a pcard as well as the eligibility and responsibility of the cardholder. The important points of the policy are:

- Use the purchasing card when it is efficient, economical and feasible
- The card must not be used to purchase goods and services for personal use
- Single purchases must be under the \$10,000 Purchasing Policy threshold (increased from \$5,000 in June 2015)
- All employees and faculty are eligible for a card provided they apply using the appropriate forms and it is approved by the Head of the Department
- All cardholders must agree to the Cardholder Agreement.

What are some of the restrictions with the card?

- A single transactions cannot exceed \$10,000, and the monthly limit of the combined transactions cannot exceed \$20,000
- Travel or hospitality purchases, except for Carleton University Dining Services (Aramark), are not permitted. This includes transportation, hotels, food (restaurants and grocery stores), and alcohol.
- It cannot be used to hire people or contractors, or for buying animals
- It cannot be used at merchants (a.k.a. vendors) that primarily sell domestic-use products, such as clothing stores or convenience stores.

Under special circumstances, Purchasing Services can lift a block on your card, **in advance**, for one-time purchases.

Proper Procedures for Using the Purchasing Card

Each cardholder is responsible for following the rules when it comes to appropriately using and reconciling their purchasing card transactions. The rules include:

- No transaction splitting to circumvent the transaction threshold, even if the vendor recommends it,
- Reconcile any time after the purchase up to the deadline (provided on a monthly basis, usually the 2nd business day of the following month),
- Send the receipts and the FAST card statement with your supervisor's signature within 10 days of the deadline. If you miss the deadline for submitting your paperwork, you will receive a warning from Accounts Payable and your card could be suspended after the second warning.

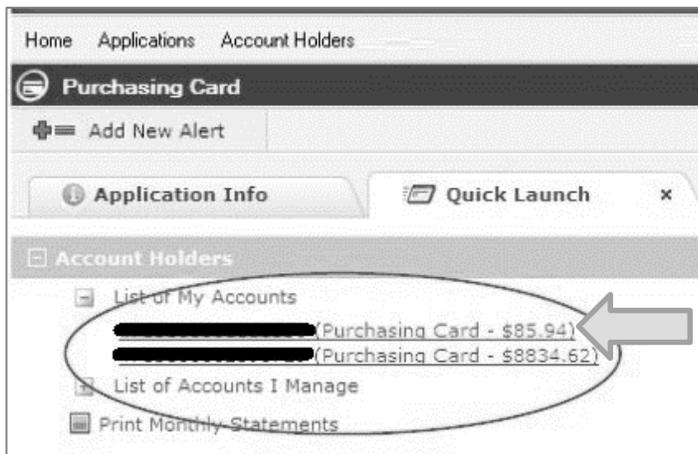
Ethics and Accountability

Cardholders, like all individuals responsible for Carleton University funds, must use their card wisely and ethically. It is your responsibility to understand the following guidelines:

- Purchases must be economical and for university business.
- The majority of university funding is from public funds, and you must ensure that your purchases adhere to university policies. If you are using research funding, your purchases must also adhere to the sponsoring agency guidelines.
- Report a lost or stolen card immediately.
- Do not share your card (or PIN) with other individuals.
- Purchases made on your card are the property of Carleton University.
- Know the policy and card agreement (www.carleton.ca/purchasing)

Reconciling Transactions

To begin reconciling your transactions, click on link for the card you want to reconcile on the Purchasing Card Quick Launch tab. This will either be under the "List of My Accounts" or under the "List of Accounts I Manage" depending on whether you are reconciling your own card or another individual's card.



Note: From this tab, you can also print your monthly statement.

This will bring you to the **Edit Transactions** page containing all of the transactions for the current month.

Purchasing Card > Edit Transactions > Current committed transactions.										
Filter Options		Report Results		Help		+ More				
Account Holder = DONNAPEREIRA Billing Date = 06/25/2015 Transaction Status = All Transactions										
Row #			Billing Date	Account Number	Account Holder	Trans. Date	Merchant	Gross Amount	Foreign Amount	Currency
1	<input checked="" type="checkbox"/>		06/25/2015	S1001089281591	Pereira, Donna	06/22/2015	CARLETON CATERING -	\$6,236.53	\$6,236.53	CAD
2	<input checked="" type="checkbox"/>		06/25/2015	S1001089281591	Pereira, Donna	06/16/2015	HYPERTEC SYSTEMS	\$36.11	\$36.11	CAD
3	<input checked="" type="checkbox"/>		06/25/2015	S1001089281591	Pereira, Donna	06/16/2015	ROGERS	\$137.07	\$137.07	CAD
4	<input checked="" type="checkbox"/>		06/25/2015	S1001089281591	Pereira, Donna	06/10/2015	NACUFS	\$994.01	\$785.00	USD
5	<input checked="" type="checkbox"/>		06/25/2015	S1001089281591	Pereira, Donna	06/08/2015	BKSTR CARLETON U	\$3,239.12	\$3,239.12	CAD
6	<input checked="" type="checkbox"/>		06/25/2015	S1001089281591	Pereira, Donna	06/05/2015	KOODO MOBILE PAC	\$53.11	\$53.11	CAD
7	<input type="checkbox"/>		06/25/2015	S1001089281591	Pereira, Donna	06/04/2015	ROGERS CBL	\$82.48	\$82.48	CAD
8	<input checked="" type="checkbox"/>		06/25/2015	S1001089281591	Pereira, Donna	06/03/2015	CARLETON CATERING -	\$575.00	\$575.00	CAD

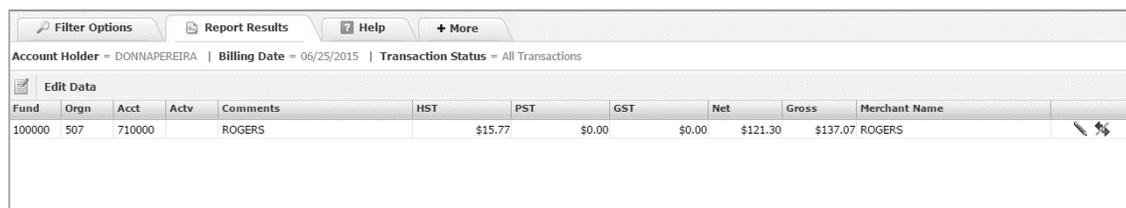
Each record will contain:

- A **Reconciliation Indicator**. This indicator will be red with an X if you have not reconciled the transaction (), or green without an X if you have (), making it easier to identify which transactions you have left to reconcile.

- An **Attachment Indicator**. The paperclip symbol represents the ability to attach an image of a receipt (optional). A red asterisk next to the paperclip will indicate that an attachment already exists.
- The **Billing Date**, typically the 25th of each month. This is also referred to as the monthly cut-off date. Transactions which occur in the same month but occur after this date will appear on the next month's billing statement.
- The **Account Number**. This number is a combination of the cardholder's employee ID and the last 4 digits of their credit card.
- The **Account Holder's** name.
- The **Transaction Date**, as posted by the vendor.
- The **Merchant** name. Please keep in mind the name provided is as the vendor provided to their payment provider, and may not always reflect the operating name.
- The **Gross Amount**. This is the total amount of the purchase, including taxes, in Canadian dollars. Credits (negative amounts) will display in red.
- The **Foreign Amount**. This is the total amount of the purchase in the original currency.
- The **Currency** field, displaying the three character currency code of the transaction. Transactions in a currency other than CAD will be displayed in a light turquoise.

Editing a transaction

To reconcile a transaction, click on the Reconciliation Indicator . This will open the Edit Data window.



Fund	Orgn	Acct	Actv	Comments	HST	PST	GST	Net	Gross	Merchant Name
100000	507	710000		ROGERS	\$15.77	\$0.00	\$0.00	\$121.30	\$137.07	ROGERS

Need more information about FOAPALs? Visit carleton.ca/facts/glossary or our [FOAPAL tips in the FACTS news](#).

To mark a transactions as reconciled, you must click on the edit icon .

Once you have clicked on edit, you may now update certain elements of the transactions:

Fund-Orgn-Acct-Actv: The default funding source (FOAPAL) identified when you applied for your card is used when a transaction occurs. You can now update the funding source to any other Fund-Orgn to which you have posting access. The account (Acct) code may be changed to a more appropriate account. You may also add an

activity (Actv) code if additional details are required. If you are not the financial approval authority for the funding source (i.e. a research fund), you will need to include evidence of their authorization to use the funding source with the receipts (e.g. an email from a researcher requesting the purchase).

Comments: This field will automatically populate with the Merchant name, but you can add additional details here if you need to. *Note: Comments will be displayed in FAST Reporting, in the transaction detail and they print out on the statement.*

HST/PST/GST/Net: The credit card company will estimate the amount of taxes and pre-tax amount (Net) for the transaction based on the location of the merchant. Verify the tax and Net amounts with your receipt, and if there are any discrepancies, update the amounts to match.

Fund	Orgn	Acct *	Actv	Comments	HST	PST	GST	Net	Gross	Merchant Name
100000		710000		ROGERS	\$15.77			\$121.30	\$137.07	ROGERS

Once you have updated the transactions, click on the Save icon  or, if you want to discard your changes, click on the cancel icon . Saving the changes will change the reconciliation indicator to green, while cancelling your changes will leave it as red.

To return back to your list of transactions, click on the close icon .

Repeat this process for each transaction in your list. You only have until the close of the reconciliation period to edit your transactions. This period typically ends on the 2nd business day of the following month. After that date, a transaction can no longer be updated and it is posted to the General Ledger as is.

Splitting Transactions

You may split a transaction across more than one funding source. From the Edit Data window (click on the reconciliation indicator in the Edit Transactions list), click on the Split Item icon . This will add a second line item to your transaction.

Fund	Orgn	Acct *	Actv	Comments	HST	PST	GST	Net	Gross	Merchant Name
100000	507	710000		ROGERS	\$15.77		\$0.00	\$121.30	\$137.07	ROGERS
100000	498	710000		1/2 Roger's bill	\$7.80			60	67.80	

Add the funding source, comments, and portion of the net amount you wish to split to the new funding source, and click save. The system will adjust the taxes accordingly.

You can split a transaction as many times as you need to as long as you perform the split from the original transaction. Split transactions are denoted by the + symbol in the transaction listing.

06/25/2015	S1001089281591	Pereira, Donna	06/16/2015	ROGERS	\$137.07	\$137.07 CAD
06/25/2015	S1001089281591	Pereira, Donna	06/10/2015	MACYS	\$994.01	\$785.00 US

Undo an Edit or Reconciled item

To discard the edit changes and revert an item back to the original state, click on the red 'delete' icon  in the Edit Data window.

Fund	Orgn	Acct	Actv	Comments	HST	PST	GST	Net	Gross	Merchant Name			
100000	507	710000		ROGERS		\$7.97	\$0.00	\$0.00	\$61.30	\$69.27	ROGERS		
100000	498	710000		1/2 Roger's bill		\$7.80	\$0.00	\$0.00	\$60.00	\$67.80	ROGERS		

This will not delete the actual transaction – it will only delete your changes. You may edit a transaction as many times as required up until the reconciliation deadline.

Adding an Attachment to a Transaction (optional)

You have the ability to attach documents to your list of transaction making them available to view in FAST Finance Reporting. This is optional. **All original receipts must be sent to Accounts Payable at the end of the reconciliation period.**

From the Edit Transactions page, click on the attachment icon  for the transaction you want to add an attachment.

Attachments

Add Document

Document Reference:

Document Comments:

Path to Document on your computer: No file chosen

Click on the Browse button to select a file from your computer to upload to the system. Click Upload File button to submit this document.

Make the attachment confidential (so it will not be shared with other systems).

Click on the Add icon  (appears in the next image). Browse for the attachment on your computer, add comments (optional), and select whether you want to make the attachment confidential. Click the confidential indicator will prevent the attachment from being viewable in FAST Finance Reporting. When you are ready, click on Upload File.

Note: The attachment will be attached to your combined monthly transactions.

To remove an attachment, click on the delete icon **x** in the Attachments window.

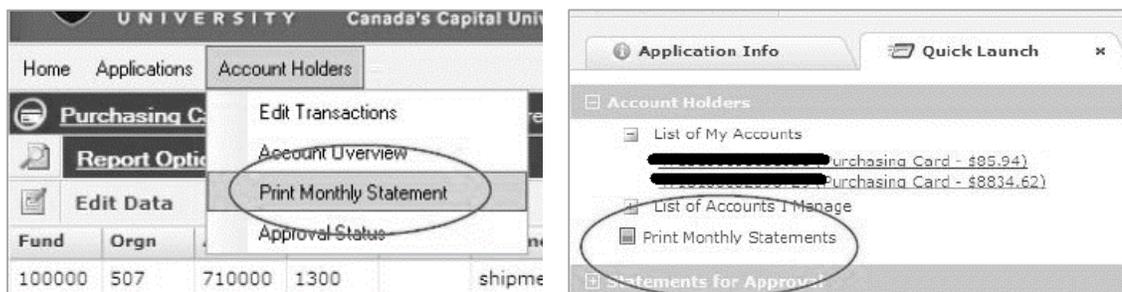
Document Reference ID : PC20150625S1001089281591

Type	File Name	Doc Ref	Comments	Date	Confidential	
	Capture.JPG	PC20150625S10010892		07/05/2015		

Printing a Statement

Once you have reviewed all of the transactions for accuracy and made any necessary changes, you are required to print your monthly statement for your supervisor to sign before submitting it to Accounts Payable.

There are two places to perform a print statement: 1) From the Account Holders menu option, or 2) from the Quick Launch tab.



This action will take you to the Statement Selector. Select the Period for which you need to print your statement. The system will always default to the current period.

The list of accounts to which you have access will appear. Click on the Account Number for which you want to print the statement (blue hyperlink).

Purchasing Card ▶ **Statement Selector** ▶ Statement Selector

Select a Billing Source and a Fiscal Period then click on the Account Number column to generate a PDF report.

Source: Period:

Account Number	Account Holder	Total
S1001089281591	Pereira, Donna	-2,889.85

The statement will be generated in PDF format. Depending on your browser settings, it will either prompt you to open the PDF or download to your Downloads directory.

Print the statement.

Either sign or obtain the cardholder's signature as well as the signature of the cardholder's supervisor. **BOTH** are required.

Once the statement is printed, signed, and all supporting receipts are attached, forward the complete package to Accounts Payable, 301 Robertson Hall within 10 business days from the reconciliation deadline.

About PCard Transactions in Finance Reporting

The university receives a feed of transactions that have occurred on a daily basis. These transactions become available to you within FAST Purchasing Card for reconciliation within 1 business day of the merchant completing and reporting the transaction to their payment provider.

Once available in FAST Purchasing Card, the transaction is also encumbered in the General Ledger on the default FOAPAL. The transaction will remain encumbered against the default or updated FOAPAL until the end of the reconciliation period, at which time the transaction will be converted to an Actual transaction in the General Ledger. This helps to ensure that money you have spent on your PCard is encumbered in your financial statements.

Need Help?



The Purchasing Card process and system is managed by multiple units. For assistance, please use the following contacts:

Technical Issues	financial.systems@carleton.ca
Advanced Features, Card Limits, or general queries	purchasing@carleton.ca
Access to Funds or Orgns	Non-Research: financial.services@carleton.ca Research: accounting@carleton.ca
Reconciliation Paperwork	accounts.payable@carleton.ca



Attend a hands-on training session through the Financial Administration Community Training and Solutions Program (FACTS). Email us at facts@carleton.ca or visit www.carleton.ca/facts/cu-events/ for current course offerings.