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).
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).
This section will cover:

✓ The purpose and appropriate use of an eCard
✓ How to reconcile your monthly transactions using FAST
✓ How to print your monthly statement

Purpose and Appropriate Use of an eCard

The eCard is a new campus card program for in-person business-related purchases at participating vendors on campus when eShop cannot be used. Similar to the Pcard, this new card will allow you to charge your purchases directly to University funding sources, such as your departmental operating fund.

Examples of places on Campus the eCard can be used at are:

• The Bookstore
• Dining Services Locations
• ITS Hardware Services
• Parking Pay & Display
• Bakers
• Science Stores

The eCard Policy outlines the appropriate use of an eCard as well as the eligibility and responsibility of the cardholder. The important points of the policy are:

• Use the eCard at select campus locations when eShop is unavailable
• The eCard limits are set as: $1,500 transaction and monthly for operating and research funds/accounts
• All Funding Source Owners or their approved delegates 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.

Proper Procedures for Using the eCard

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

• Reconcile any time after the purchase up to the deadline (provided on a monthly basis, usually the 2nd business day of the following month)
Where required, 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.

**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.

Each record will contain:

- **A Reconciliation Indicator.** This indicator will be red with an X if you have not reconciled the transaction (严禁), or green without an X if you have (严禁), 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 your eCard number
- The **Account Holder**'s name.
- The **Transaction Date**, as posted by the vendor.
- The **Merchant** name.
- The **Gross Amount**. This is the total amount of the purchase, including taxes, in Canadian dollars. Credits (negative amounts) will display in red.

**Editing a transaction**

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

<table>
<thead>
<tr>
<th>Account Holder</th>
<th>Billing Date</th>
<th>Transaction Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>DONAWERDRA</td>
<td>06/21/2015</td>
<td>All Transactions</td>
</tr>
</tbody>
</table>

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**: Verify the tax and Net amounts with your receipt, and if there are any discrepancies, update the amounts to match the receipt.

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

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.

**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.
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.

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 in the Attachments window.
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).

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

Source: eCard

Period: Aug-2017 (Current Statement)

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, if 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 eCard Transactions in Finance Reporting

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

<table>
<thead>
<tr>
<th></th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Issues</td>
<td><a href="mailto:financial.systems@carleton.ca">financial.systems@carleton.ca</a></td>
</tr>
<tr>
<td>Advanced Features, Card Limits, or general queries</td>
<td><a href="mailto:purchasing@carleton.ca">purchasing@carleton.ca</a></td>
</tr>
</tbody>
</table>
| 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.