



P CARD Module User Manual

FAST P CARD module is the link between what you spend on your purchasing card (P Card) and the Finance account coding where the expense are charged.

Until the monthly statement has been posted into FAST Finance, all purchases for the month will show as commitments in FAST Finance. <http://www.tru.ca/finance/aboutfast.html>

All P Cards are managed by the Purchasing Department and any questions or concerns should be directed to the Account Administrator Susanne Cross (250-828-5385 or scross@tru.ca).

Purchasing P Card Handbook link; http://www.tru.ca/_shared/assets/P_Card_handbook19330.pdf

The card holder is responsible to ensure that all P Card purchases are in accordance with The Purchasing P Card Handbook and the TRU Purchasing Policy. www.tru.ca/policy/allpolicy.html

A breach of TRU P Card policies could result in the suspension of P Card privileges.

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RECONCILIATION PROCESS REQUIREMENTS

CRITICAL DEADLINES:

The following process outlines the month end requirements and time lines for reconciling, approving, and submitting approved statements complete with attached receipts to Procurement Services.

Note: Monthly Transaction Period is defined as 27th of one month to the 26th of the following month.

CARD HOLDER:

- Reconcile monthly transactions within FAST P Card Module between date of the transaction and **2nd business day of the month following the statement date**
- When you applied for your P Card, a default account code was selected – The first 2 elements of the accounting codes represent your Faculty/Department Fund and Org codes. These will be automatically defaulted into the P Card module. The ACCOUNT code will default to unallocated P Card 750020. THIS ACCOUNT CODE MUST BE CHANGED to reflect the nature of the expense.
- Sign the statement, confirming receipts are attached, expenses are not restricted items, split purchases, or personal expenses
- Submit statement and receipts to supervisor for review and approval
- It is important that all the transactions are recorded to the correct account codes
- If you need additional assistance with account codes, please contact Finance Client Services for assistance

APPROVER:

- Review statement and ensure there are no restricted purchases (e.g. Liquor, staff compensation Gift Cards, personal expenses, split purchases, etc.as defined in the P Card Handbook)
- Check that all receipts are appropriate and attached
- Sign the statement as compliant and approved
- Forward the approved statement complete with attached receipts electronically to **Purchasing by the 20th of the month** following the statement date

RECONCILIATION PROCESS QUICK STEPS

RECONCILIATION PROCESS

- ❖ Log into the P Card module through MyTRU – employee (truemploye.tru.ca).
- ❖ Click on the link to FAST suite on the left.
- ❖ Sign in with your Network login
- ❖ Click on **Purchasing Card** under **Applications** on the right side of the screen. If you have difficulty logging in, please contact Purchasing as they can ensure your account is set up correctly.
- ❖ Click on the **Quick Launch** tab.
- ❖ Click on your card number under **List of My Accounts**. A list of your transactions will be displayed.
- ❖ To change the number of records per page, click on the icon of the two people in the upper right corner
 - Click the pencil to edit
 - Click in the drop down box to select the number of records per page

- ❖ Click on a transaction to select.
- ❖ Click on the pencil to edit your transaction.
- ❖ Tab through the boxes to make your entries.
- ❖ If you don't know a code, you can search by name. Click on the magnifying glass to search by name.
- ❖ Check that the GST matches the receipt. It is important to make sure that the GST component of the taxes is correct. TRU (and your department) will receive a rebate for a portion of the GST paid.
- ❖ Press save.
- ❖ To go to the next transaction you can either click on it or use the directional arrows at the bottom.
- ❖ Notice that the icon beside your transaction has now changed to **green**.
- ❖ You can code transactions at any time throughout the month; however, all transactions must be coded with the correct accounting code prior to the 2nd business day of the month following.

RECONCILIATION PROCESS QUICK STEPS (cont'd)

SPLITTING A TRANSACTION

- ❖ Select the transaction.
- ❖ Click on the blue and red arrows.
- ❖ Tab through the boxes to make your entries.
- ❖ Change Financial coding as needed.
- ❖ Change the Gross amount.
- ❖ Check that GST is correct and matches the receipt.
- ❖ Press save.
- ❖ If the GST did not calculate out correctly, click on the pencil to edit and press save.
- ❖ Click on the pencil for the first coding line.
- ❖ Tab through the Accounting boxes to change, make sure the GST is correct and press save.

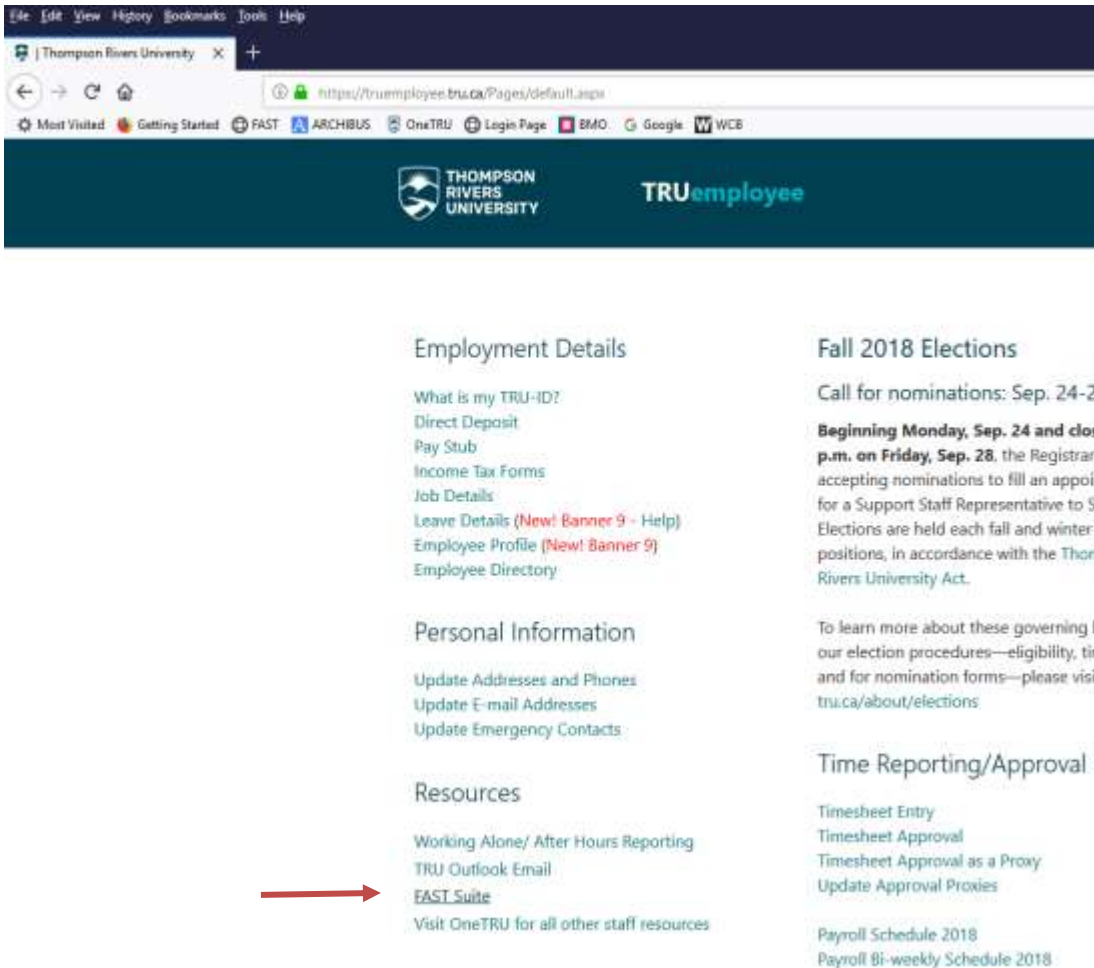
PINNED REPORTS

- ❖ Click on **Account Holders** and then **Edit Transactions** in the drop down menu.
- ❖ Under **Filter Options** tab, add the names of each card holder.
- ❖ Execute Report.
- ❖ Click on **Save as Pinned Report**.
- ❖ Name your report.
- ❖ Press save.
- ❖ To open new report;
 - Click on the **Pinned Reports tab**
 - Execute

RECONCILIATION PROCESS: Step by Step

LOGGING INTO FAST P CARD:



- ❖ Log into the P Card module through MyTRU – employee
- ❖ Click on the link to FAST suite on the left.

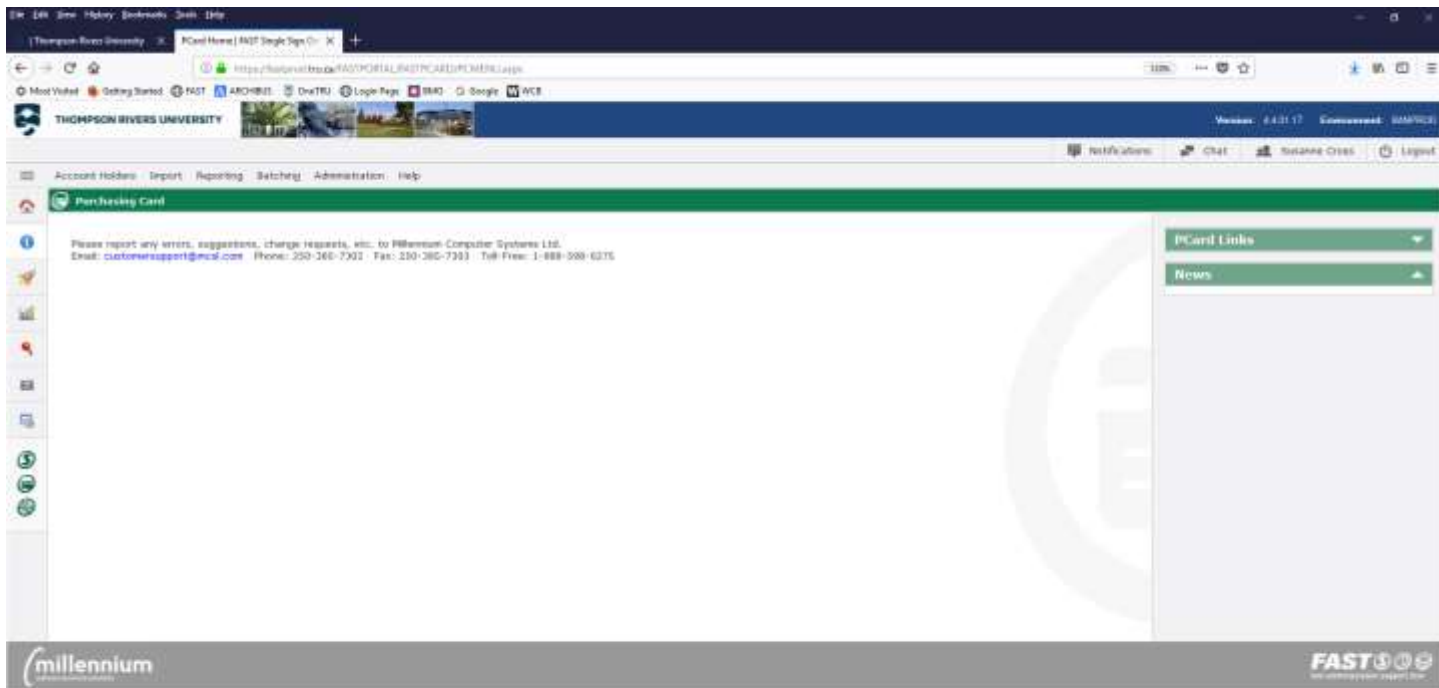


- ❖ Login with your Network/Outlook account credentials

RECONCILIATION PROCESS: Step by Step

OPENING YOUR P CARD ACCOUNT

- ❖ Click on the **Purchasing Card** icon  on the left
- ❖ Click on the **Quick Launch** icon 
- ❖ Click on your card number under **List of My Accounts**.



Note: If you have had more than one card due to compromise, lost or stolen card, they will all be visible.

RECONCILIATION PROCESS: Step by Step (cont'd)

LIST OF TRANSACTIONS

❖ A list of your transactions will be displayed when your account is opened.

Note: Transactions will initially show in **RED**, but once you have reconciled it they will show up **GREEN**.

Row #	Billing Date	Source	Account Number	Account Holder	Transaction Date	Merchant	Gross Amount
1	26/07/2014	Purchasing Card			25/06/2014	MASON LFT	\$294.67
2	26/07/2014	Purchasing Card			26/06/2014	REAL CDW SUPERSTORE #1	\$7.76
3	26/07/2014	Purchasing Card			30/06/2014	STAPLES STORE #140	\$30.92
4	26/07/2014	Purchasing Card			30/06/2014	REAL CDW SUPERSTORE #1	\$10.85
5	26/07/2014	Purchasing Card			30/06/2014	WAL-MART # 3040	\$16.29
6	26/07/2014	Purchasing Card			07/07/2014	AIR CAN 0145260800007	\$587.21
							\$817.26

RECONCILIATION PROCESS: Step by Step (cont'd)

OPENING A TRANSACTION TO EDIT

- ❖ Click on a transaction to select **1**
- ❖ Click on the pencil to edit your transaction **2**

Note: All transactions need to be reviewed and reconciled.

- Ensure the account coding is updated. Before reconciling, the codes will be recorded with the default FUND, and ORG you set up when you signed up for your Purchasing Card. The account code will default to 750020, "Unallocated P Card". If you want to change your default FUND, ORG coding please contact the Purchasing Department.
- Confirm or edit the GST recorded on each transaction, it is not necessary to edit the PST.

The screenshot displays the FAST system interface for managing purchasing card transactions. The main table shows a list of transactions with columns for Fund, Orgs, Acct, Prog, Actv, Comments, Emp. ID, Paid on Behalf of, HST, PST, GST, Net, and Gross. A red circle highlights the edit icon (pencil) in the Gross column of the first transaction, labeled with a red '2'. Below the main table, a detailed view of a transaction is shown, with a red circle highlighting the edit icon (pencil) in the first row, labeled with a red '1'.

Fund	Orgs	Acct	Prog	Actv	Comments	Emp. ID	Paid on Behalf of	HST	PST	GST	Net	Gross
104200	750110	752310	888888		office supplies for Purchasing and Warehouse	Non-Employee	Non-Employee	\$0.00	\$0.00	\$3.52	\$72.46	\$81.33

Item #	Billing Date	Source	Account Number	Account Holder	Transact Date	Merchant	Gross Amount
1	26/02/2019	Purchasing Card			26/02/2019	CORPORATE EXPRESS	\$91.38
2	26/02/2019	Purchasing Card			22/02/2019	CORPORATE EXPRESS	\$96.49
3	26/02/2019	Purchasing Card			22/02/2019	VAN HOUTTE COFFEE SQRS	\$264.33
							\$496.16

Note: **Red** font denotes a credit transaction; **Teal** font denotes a foreign currency converted transaction.

RECONCILIATION PROCESS: Step by Step (cont'd)

CHANGING CODING/CONFIRMING TOTALS

- ❖ Tab through the boxes to make your entries 3
- ❖ If you don't know a code, you can search by name. Click on the magnifying glass to search by name or code 4
- ❖ If a transaction is related to an employee (travel, meals, accommodation, memberships etc), click the magnifying glass under "Emp ID" and search the employee name. The "Paid on Behalf of" will auto populate. If the transaction is not employee related (office supplies etc), click the magnifying glass and type **NON** in any of the three fields. The search will return results of "Non-Employee". 4
- ❖ Check that the GST matches the receipt 5
- ❖ Press save 6
- ❖ To go to the next transaction you can either click on it or use the directional arrows at the bottom. 7

Note: It is important that all the transactions are recorded to the correct account codes. If you need additional assistance with account codes, please contact Finance Client Services for assistance.

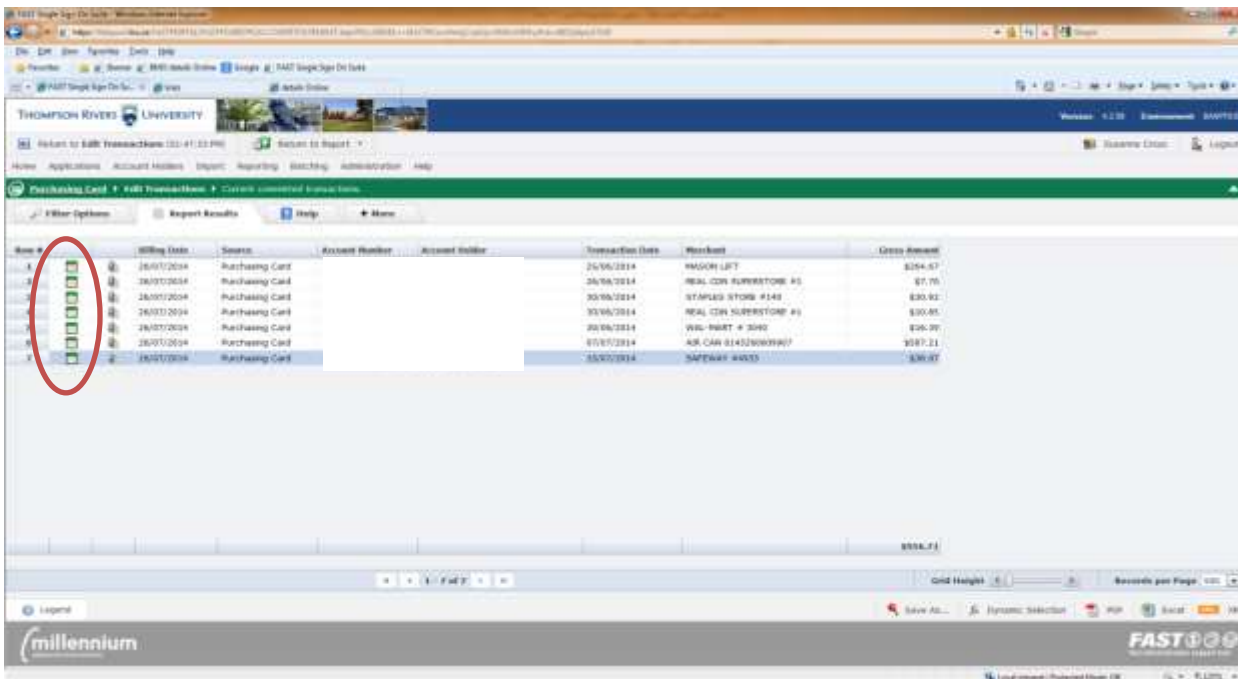
The screenshot shows the 'Purchasing Card - Edit Transactions' interface. The top section displays transaction details with fields for 'Fund', 'Org', 'Acct', 'Prog', 'ATP', 'Comments', 'Emp ID', 'Paid on Behalf of', 'HSR', 'PSE', 'GST', 'Net', and 'Gross'. Red boxes and arrows highlight the 'Acct' field (containing '750020'), the 'Emp ID' field (with a magnifying glass icon), the 'GST' field, and a 'Save' button. A blue box points to the 'Acct' field with the text '750020 - Unallocated P Card Funds'. Another blue box points to the 'Comments' field with the text 'Limited to 52 words or 230 characters including spaces.' The bottom section shows a list of transactions with columns for 'Row #', 'Editing Date', 'Spense', 'Account Number', 'Transaction Date', 'Merchant', and 'Gross Amount'.

Row #	Editing Date	Spense	Account Number	Transaction Date	Merchant	Gross Amount
30	26/02/2019	Purchasing Card		11/02/2019	ROADPOINT CANADA	\$22.95
31	26/02/2019	Purchasing Card		11/02/2019	DRIVER SERVICES CENTRE	\$29.00
32	26/02/2019	Purchasing Card		11/02/2019	CDRP TRAV	\$105.00
33	26/02/2019	Purchasing Card		16/02/2019	GLOBALSTAR	\$162.36

RECONCILIATION PROCESS: Step by Step (cont'd)

VERIFYING TRANSACTION IS COMPLETE

- ❖ Notice that the icon beside your transaction has now changed to **green**.



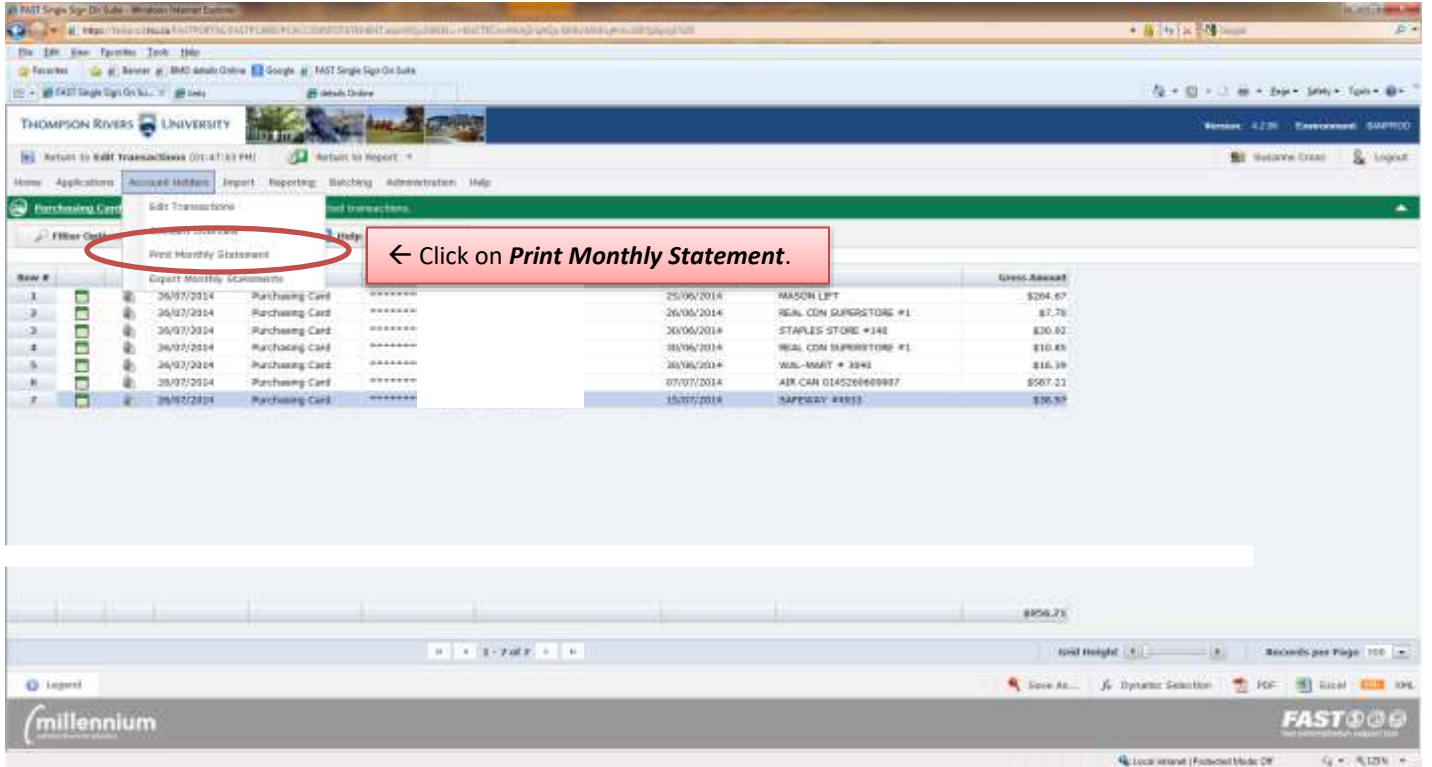
Item #	Posting Date	Source	Account Number	Account Number	Transaction Date	Merchant	Gross Amount
1	26/07/2014	Purchasing Card			26/06/2014	MAGGI LPT	\$294.67
2	26/07/2014	Purchasing Card			26/06/2014	REAL.COM SURRYSTORE #3	\$7.76
3	26/07/2014	Purchasing Card			30/06/2014	STAPLES STORE #148	\$30.82
4	26/07/2014	Purchasing Card			30/06/2014	REAL.COM SURRYSTORE #3	\$30.45
5	26/07/2014	Purchasing Card			30/06/2014	WAL-MART # 3390	\$26.99
6	26/07/2014	Purchasing Card			07/07/2014	AK CAR #1432606967	\$587.21
7	26/07/2014	Purchasing Card			15/07/2014	SAFWAY WAUS	\$36.07

Note: You can code transactions at any time throughout the month; however, **all transactions must be coded with the correct accounting code prior to 4:00pm on the 2nd business day of the following month.** After this point, you will need to submit a “Request to Recode P Card Accounts” (which can be found under “Finance Forms” on the TRU website) to Budgetoffice@tru.ca to have the posted expenses moved to correct Account code.

PRINTING STATEMENTS

ACCESSING MONTHLY STATEMENT

- ❖ Click **Account Holders** tab
- ❖ Click **Print Monthly Statement**



PRINTING STATEMENTS (cont'd)

OPENING/PRINTING A STATEMENT

- ❖ Select the appropriate period **1**
- ❖ Click on your account number. **2**
- ❖ Click OK on pop-up window

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

Source: Purchasing Card

Period: May-2013 (Current Statement)

Account Number	Account Holder	Account
750020	ALFRANCE	6,579.93

Make sure to pick the appropriate period. After the 27th, the current month will be the second one in the list after clicking the down arrow.

COPY OF STATEMENT

- ❖ Print the statement, attach all receipts, sign statement and submit for approval. Keep the originals as per the Records Retention/destruction policy ADM 2-3.
- ❖ Ensure that the account portion of the account string has been updated and is no longer 750020.
- ❖ Signed statements must be sent electronically to Purchasing before the 20th of the following month.

SPLITTING A TRANSACTION

SELECTING A TRANSACTION

- ❖ Select the transaction **1**
- ❖ Click on the blue and red arrows **2**

The screenshot shows the FAST system interface for managing transactions. At the top, there's a navigation bar with 'FAST Single Sign On Gate' and various menu options like 'Account Holders', 'Report', 'Reporting', 'Batching', 'Administration', and 'Help'. Below this is a 'Purchasing Card' section with 'Edit Transactions' and 'Current committed transactions' tabs. A summary table shows transaction details with columns for 'Fund', 'Org', 'Acct', 'Prog', 'Activ', 'Comments', 'Exp. ID', 'Paid on Behalf of', 'HST', 'PST', 'GST', 'Net', and 'Gross'. A red box with the number '2' highlights the blue and red arrows in the 'Gross' column. Below the summary table is a 'Details' section with a table of transactions. A red box with the number '1' highlights the selection icon in the first row of this table. The table has columns for 'Row #', 'Billing Date', 'Source', 'Account Number', 'Account holder', 'Transaction Date', 'Merchant', and 'Gross Amount'. The bottom of the screen features the 'millennium' logo on the left and the 'FAST' logo on the right.

SPLITTING A TRANSACTION (cont'd)

CHANGING CODING/CONFIRMING TOTALS

- ❖ Tab through the boxes to make your entries
- ❖ Change Financial coding as needed **3**
- ❖ Change the Gross amount **4**
- ❖ Press save **5**
- ❖ If the GST did not calculate out correctly, click on the pencil to edit.

The screenshot displays the 'FAST Single Sign On Sales' interface for editing a transaction. The main table shows the following data:

Field	Orgs	Acct	Prog	Actv	Comments	Exp. ID	Field on Behalf of	HST	PST	GST	Net	Gross
104303	700110	750028	999999				Unallocated	\$0.00	\$4.24	\$2.12	\$42.99	\$0.00
								\$1.00	\$0.00	\$2.33	\$0.00	\$0.00
								\$0.00	\$4.24	\$2.12	\$42.99	\$49.32

Below the table is a list of transactions:

Row #	Billing Date	Source	Account Number	Account Holder	Transaction Date	Merchant	Gross Amount
1	26/03/2019	Purchasing Card			06/03/2019	CORPORATE EXPRESS	\$48.82
2	26/03/2019	Purchasing Card			06/03/2019	CORPORATE EXPRESS	\$12.07
3	26/03/2019	Purchasing Card			12/03/2019	VAN HOUTTE COFFEE SOFS	\$25.48
4	26/03/2019	Purchasing Card			12/03/2019	CORPORATE EXPRESS	\$25.73
5	26/03/2019	Purchasing Card			18/03/2019	CORPORATE EXPRESS	\$10.79
							\$716.00

SPLITTING A TRANSACTION (cont'd)

COMPLETING SPLIT

- ❖ Click on the pencil for the first coding line **6**
- ❖ Tab through the Accounting boxes to change, make sure the GST is correct and press save.

Row #	Billing Date	Source	Account Number	Account holder	Transaction Date	Merchant	Gross Amount
1	26/03/2019	Purchasing Card			06/03/2019	CORPORATE EXPRESS	\$48.82
2	26/03/2019	Purchasing Card			06/03/2019	CORPORATE EXPRESS	\$12.07
3	26/03/2019	Purchasing Card			12/03/2019	VAN HOUTTE COFFEE SOFS	\$625.49
4	26/03/2019	Purchasing Card			12/03/2019	CORPORATE EXPRESS	\$25.71
5	26/03/2019	Purchasing Card			18/03/2019	CORPORATE EXPRESS	\$103.79
							\$716.98