



uOttawa

L'Université canadienne  
Canada's university

# **Step-by-Step User Guide**

## **FAST Pcard V3.6.1**

**November 2011**

## Table of contents

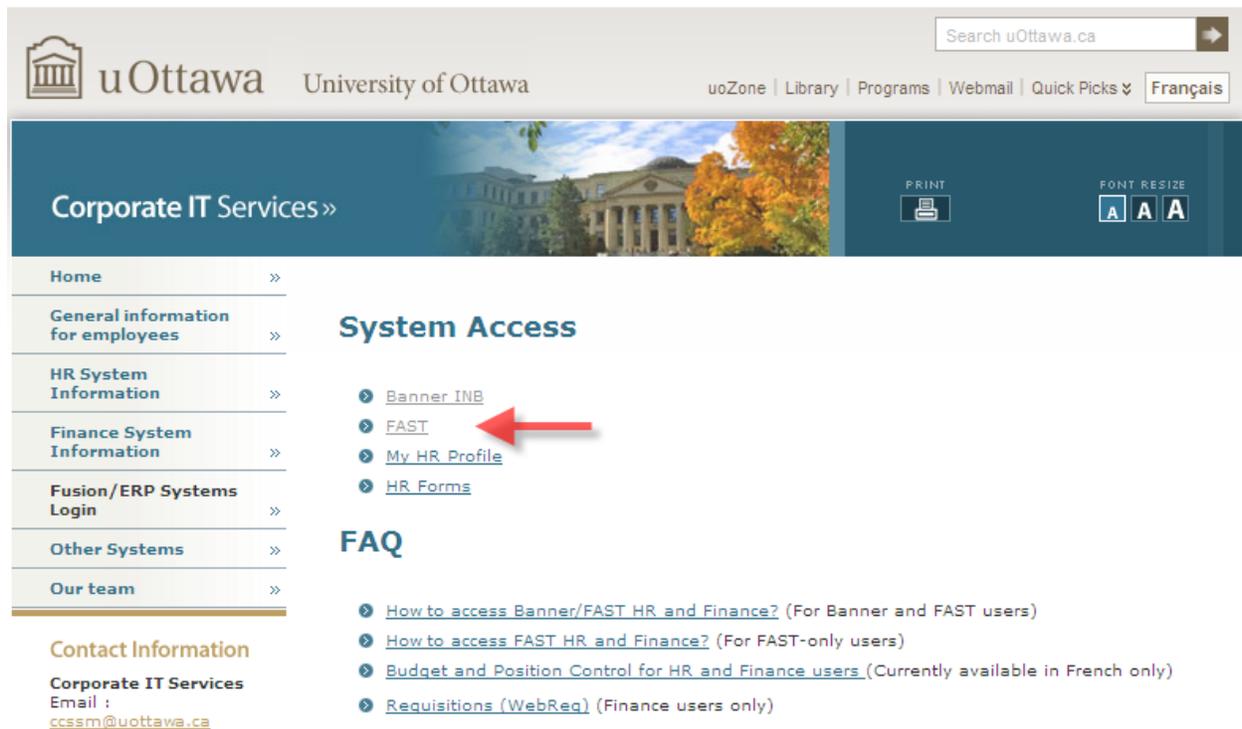
INTRODUCTION – WHAT’S NEW IN VERSION 3.6.....	3
LOG ON .....	3
FAST PCARD HOME PAGE.....	5
ACCOUNT HOLDERS.....	5
VIEW TRANSACTIONS .....	6
EDIT TRANSACTIONS.....	8
CODING .....	9
COMMENTS .....	10
HST, PST, GST AND NET AMOUNT .....	10
SELF ASSESSMENT .....	11
SPLIT TRANSACTIONS.....	13
EXAMPLE 1: <i>CALCULATE TAXES FOR ME BY OPTION SELECTED</i> .....	13
EXAMPLE 2: <i>CALCULATE TAXES FOR ME BY OPTION UNSELECTED</i> .....	15
RESET TRANSACTIONS .....	19
PRINT FAST MONTHLY STATEMENT.....	21
LOG OFF .....	23
NEW PAGING FEATURES .....	24
TIPS AND NOTES .....	26
HOMEPAGE.....	26
RECONCILIATION.....	26
TAXES.....	26
VISUAL FEATURES .....	27
LEGEND .....	28

## Introduction – What’s new in version 3.6

In version 3.6, there are major upgrades and additions to the FAST Purchasing Card module. There are also changes to the FAST User Interface. This user guide is designed to assist cardholders and contains step by step instructions complete with “print screens” to facilitate the use of the module.

## Log on

Use the following link to access FAST Pcard: [www.uottawa.ca/erp/en/system\\_access.html](http://www.uottawa.ca/erp/en/system_access.html). This prompts you to the system access page. Click on the FAST link.



The screenshot shows the uOttawa Corporate IT Services website. The header includes the uOttawa logo, the text "University of Ottawa", a search bar, and navigation links for "uoZone", "Library", "Programs", "Webmail", "Quick Picks", and "Français". The main content area is titled "Corporate IT Services" and features a navigation menu on the left with links to Home, General information for employees, HR System Information, Finance System Information, Fusion/ERP Systems Login, Other Systems, and Our team. The main content area is divided into two sections: "System Access" and "FAQ". The "System Access" section contains a list of links: Banner INB, FAST, My HR Profile, and HR Forms. A red arrow points to the "FAST" link. The "FAQ" section contains a list of links: How to access Banner/FAST HR and Finance?, How to access FAST HR and Finance?, Budget and Position Control for HR and Finance users, and Requisitions (WebReq).

Type in your **User Name** and **Password** and then click on **Sign In**.

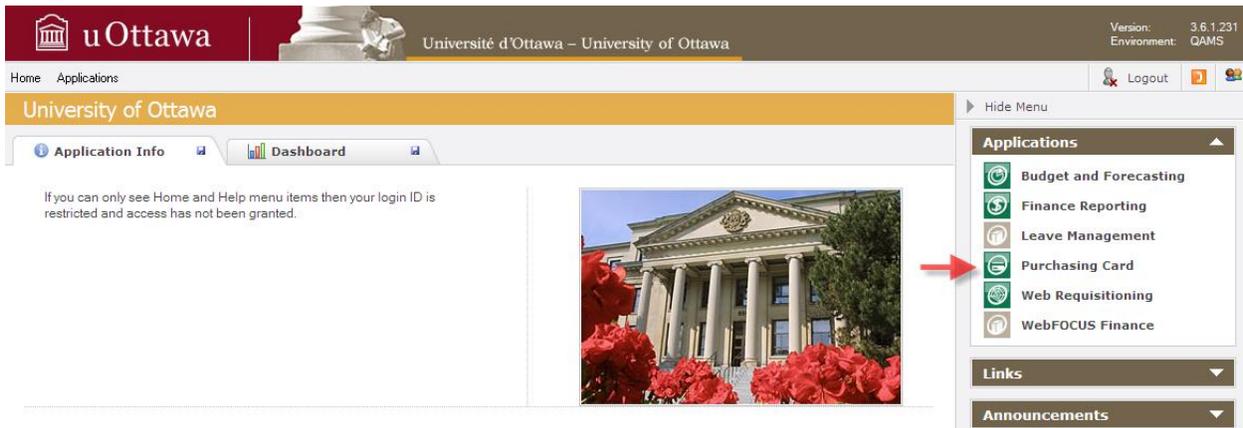


Sign In to / Se connecter à **FAST**



User Name / Nom d'utilisateur :	<input type="text" value="nvigneau"/>
Password / Mot de passe :	<input type="password" value="••••••"/>
	<input type="button" value="Sign In / Se connecter"/>

Click on the **Purchasing Card** application.

The dashboard shows the "University of Ottawa" header and a navigation menu. The "Applications" menu is expanded, showing options like "Budget and Forecasting", "Finance Reporting", "Leave Management", "Purchasing Card", "Web Requisitioning", and "WebFOCUS Finance". A red arrow points to the "Purchasing Card" option. The main content area contains a message about restricted access and a photograph of a building with red flowers.

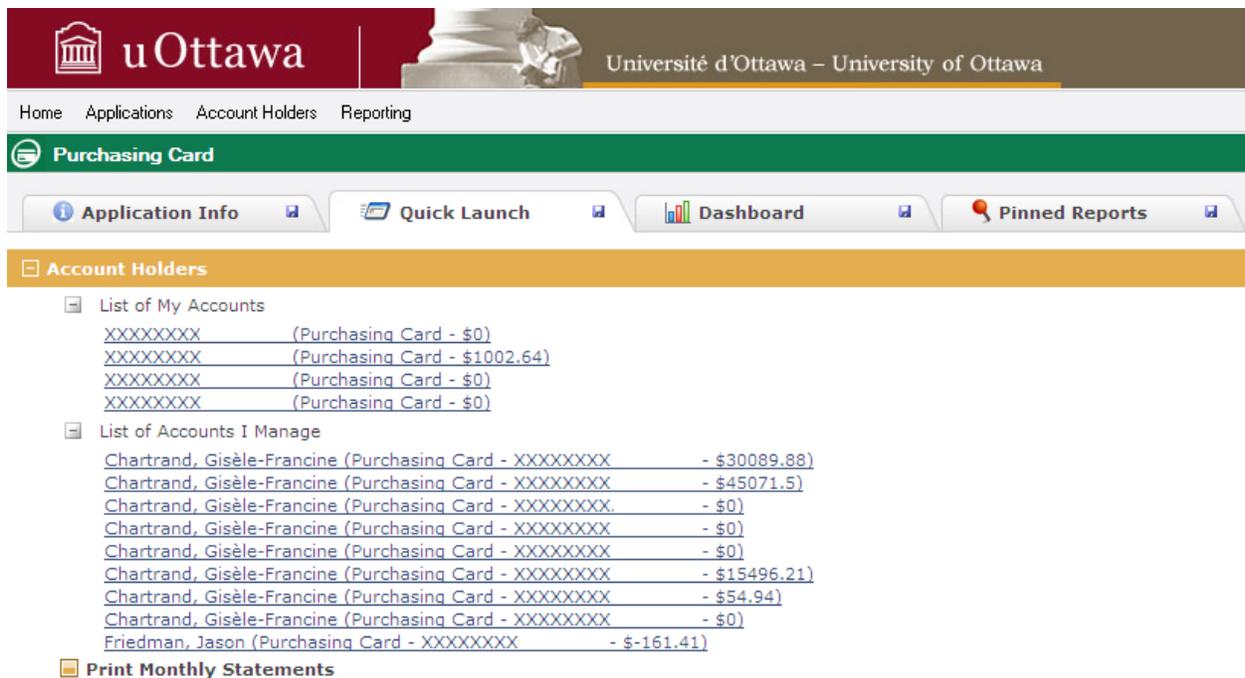
## Fast Pcard Home Page

You are now on the main menu of the Purchasing Card module. We have set **Quick Launch** as the default tab (see the **Tips and Notes** section of this document for other options).

### Account Holders

Here is the information you will find on this page:

- List of My Accounts: List of your cards.
- List of Accounts I Manage: List of other cards you manage.
- Print Monthly Statements: Will redirect you to the Statement Selector.



The screenshot shows the 'Account Holders' page in the FAST Pcard system. The page header includes the uOttawa logo and navigation links: Home, Applications, Account Holders, and Reporting. The main content area is titled 'Account Holders' and contains three sections:

- List of My Accounts:** A list of four purchasing cards, all with a balance of \$0.
 

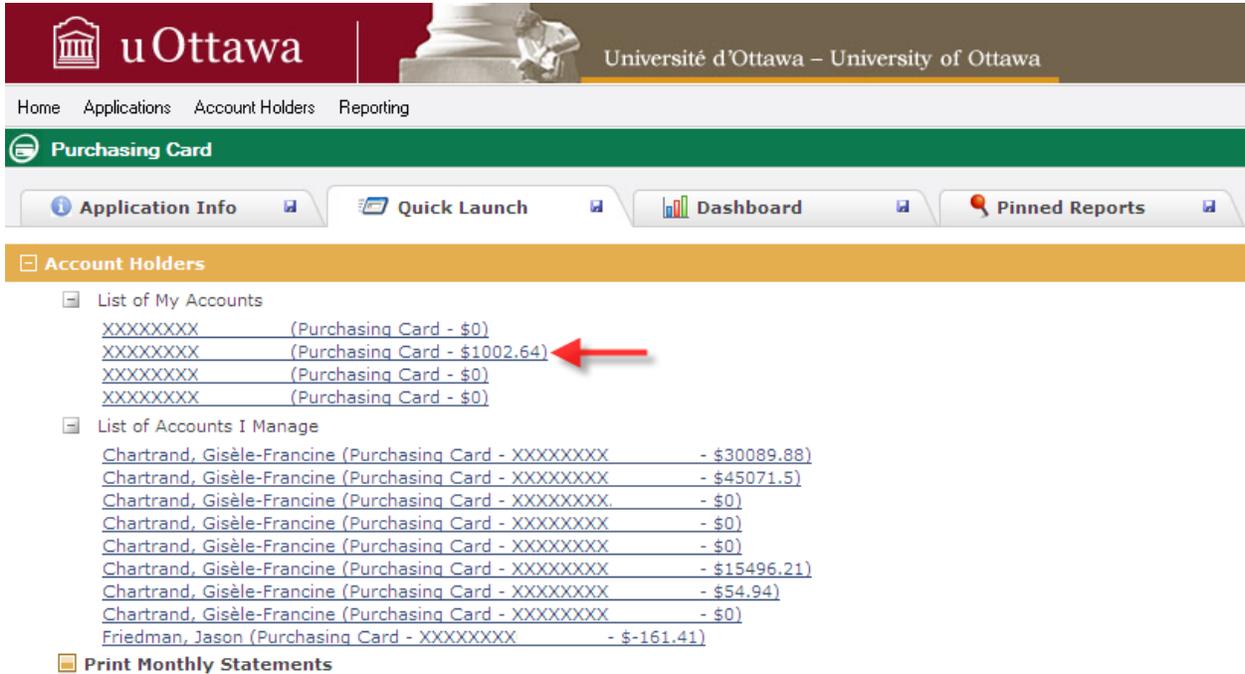
XXXXXXXX	(Purchasing Card - \$0)
XXXXXXXX	(Purchasing Card - \$1002.64)
XXXXXXXX	(Purchasing Card - \$0)
XXXXXXXX	(Purchasing Card - \$0)
- List of Accounts I Manage:** A list of ten purchasing cards managed by others, with various balances.
 

Chartrand, Gisèle-Francine	(Purchasing Card - XXXXXXXX)	- \$30089.88)
Chartrand, Gisèle-Francine	(Purchasing Card - XXXXXXXX)	- \$45071.5)
Chartrand, Gisèle-Francine	(Purchasing Card - XXXXXXXX)	- \$0)
Chartrand, Gisèle-Francine	(Purchasing Card - XXXXXXXX)	- \$0)
Chartrand, Gisèle-Francine	(Purchasing Card - XXXXXXXX)	- \$0)
Chartrand, Gisèle-Francine	(Purchasing Card - XXXXXXXX)	- \$15496.21)
Chartrand, Gisèle-Francine	(Purchasing Card - XXXXXXXX)	- \$54.94)
Chartrand, Gisèle-Francine	(Purchasing Card - XXXXXXXX)	- \$0)
Friedman, Jason	(Purchasing Card - XXXXXXXX)	- \$-161.41)
- Print Monthly Statements:** A button to access the statement selector.

## View Transactions

Transactions are downloaded from Scotiabank on a daily basis into FAST. Before the end of the cycle date, you can view your current transactions, edit them to add more detail or split a transaction into multiple FOAPs.

Click on the Card Number to view your transactions, the system will redirect you to the list of your transactions for the card you have chosen.



The screenshot displays the FAST Pcard web application interface. At the top, there is a navigation bar with the uOttawa logo and the text "uOttawa" and "Université d'Ottawa – University of Ottawa". Below this is a secondary navigation bar with links for "Home", "Applications", "Account Holders", and "Reporting". The main content area is titled "Purchasing Card" and contains several tabs: "Application Info", "Quick Launch", "Dashboard", and "Pinned Reports". Under the "Account Holders" section, there are two main categories: "List of My Accounts" and "List of Accounts I Manage". The "List of My Accounts" category contains four entries, each with a card number (represented by "XXXXXXXX") and a balance in parentheses. A red arrow points to the second entry, which has a balance of "\$1002.64". The "List of Accounts I Manage" category contains eight entries, each with a name (e.g., "Chartrand, Gisèle-Francine") and a balance in parentheses. The "Print Monthly Statements" option is also visible at the bottom of the list.

Account Holder	Balance
XXXXXXXX (Purchasing Card - \$0)	\$0
XXXXXXXX (Purchasing Card - \$1002.64)	\$1002.64
XXXXXXXX (Purchasing Card - \$0)	\$0
XXXXXXXX (Purchasing Card - \$0)	\$0
Chartrand, Gisèle-Francine (Purchasing Card - XXXXXXXX)	-\$30089.88
Chartrand, Gisèle-Francine (Purchasing Card - XXXXXXXX)	-\$45071.5
Chartrand, Gisèle-Francine (Purchasing Card - XXXXXXXX)	-\$0
Chartrand, Gisèle-Francine (Purchasing Card - XXXXXXXX)	-\$0
Chartrand, Gisèle-Francine (Purchasing Card - XXXXXXXX)	-\$0
Chartrand, Gisèle-Francine (Purchasing Card - XXXXXXXX)	-\$15496.21
Chartrand, Gisèle-Francine (Purchasing Card - XXXXXXXX)	-\$54.94
Chartrand, Gisèle-Francine (Purchasing Card - XXXXXXXX)	-\$0
Friedman, Jason (Purchasing Card - XXXXXXXX)	-\$-161.41


Université d'Ottawa – University of Ottawa

[Home](#) [Applications](#) [Account Holders](#) [Help](#)

[Purchasing Card](#) > [Edit Transactions](#) > Current committed transactions.

[Report Options](#)

Row #		Account Number	Account Holder	Transaction Date	Merchant	Gross Amount
1		XXXXXXXX	Hunter, Johanne	2011/08/25	STACORP LP	\$2,490.05
2		XXXXXXXX	Hunter, Johanne	2011/08/26	U N B LIBRARY	\$5.00
3		XXXXXXXX	Hunter, Johanne	2011/08/30	INTERNATIONAL ARTCRAFT	\$78.27
4		XXXXXXXX	Hunter, Johanne	2011/08/31	GRAND AND TOY COMM110YD9X	\$702.96
5		XXXXXXXX	Hunter, Johanne	2011/09/01	LIBRAIRIE UNIV.DOTTAWA	\$1,245.36
6		XXXXXXXX	Hunter, Johanne	2011/09/01	AHEARN & SOPER INC.	\$352.56
7		XXXXXXXX	Hunter, Johanne	2011/09/01	TENAQUIP LIMITED	\$127.97
8		XXXXXXXX	Hunter, Johanne	2011/09/02	CAN MUSEUM OF CIVILISA	\$11.55
9		XXXXXXXX	Hunter, Johanne	2011/09/06	LIBRAIRIE UNIV.DOTTAWA	\$225.55
10		XXXXXXXX	Hunter, Johanne	2011/09/06	GLOBE AWARDS & PROMOTIONS	\$1,964.90
11		XXXXXXXX	Hunter, Johanne	2011/09/06	COPYRIGHT LAWS/ACTEVA.COM	\$141.79
12		XXXXXXXX	Hunter, Johanne	2011/09/07	UNIVERSITY OF TORONTO	\$1,157.31
13		XXXXXXXX	Hunter, Johanne	2011/09/07	TANNERITCHE PUBLISHING	\$3,333.50
14		XXXXXXXX	Hunter, Johanne	2011/09/08	ULINE	\$3,220.57
15		XXXXXXXX	Hunter, Johanne	2011/09/08	SERVICE CAFE VAN HOUTTE	\$176.84

Black # : Domestic Transaction      : Reconciled Transaction

Red # : Domestic Credit                : Original Transaction

Teal # : Foreign Transaction

\$16,280.40

Grid Height

Legend
 Save as Pinned Report

The transactions with are ready to be edited.



At the bottom of the page, move your mouse over the legend button for an explanation of the types of transaction on this page.

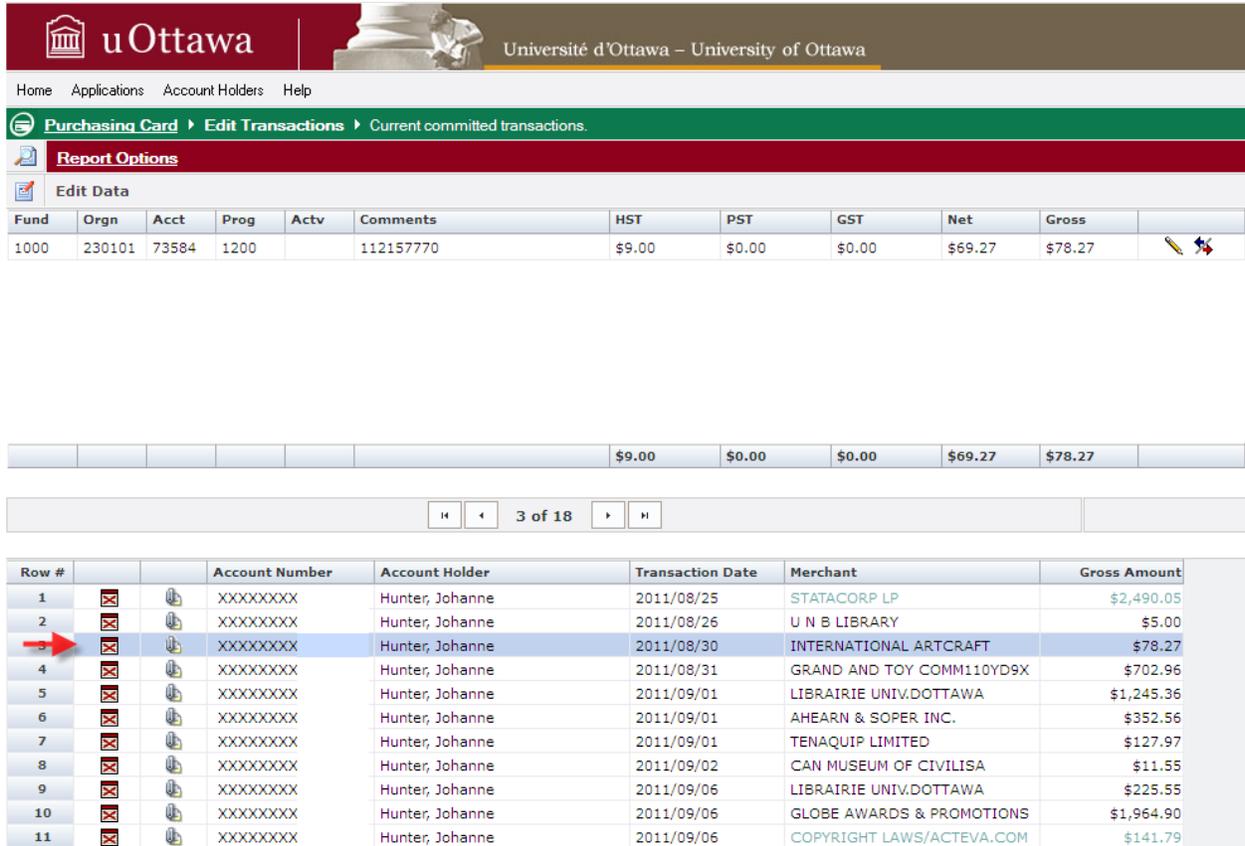
Foreign transactions appear in **teal** and the Gross Amt is in Canadian dollars. In order to reconcile your transaction, refer to your Scotiabank statement to see the transaction with the original currency and conversion rate.

## Edit transactions

Click on the original transaction icon . The editing form opens, listing default coding, comments, taxes, net and gross amounts.



*Note how the transaction line is highlighted, it is a good visual indicator of which transaction you are editing.*



Fund	Orgn	Acct	Prog	Actv	Comments	HST	PST	GST	Net	Gross	
1000	230101	73584	1200		112157770	\$9.00	\$0.00	\$0.00	\$69.27	\$78.27	
						\$9.00	\$0.00	\$0.00	\$69.27	\$78.27	

Row #			Account Number	Account Holder	Transaction Date	Merchant	Gross Amount
1			XXXXXXXX	Hunter, Johanne	2011/08/25	STACORP LP	\$2,490.05
2			XXXXXXXX	Hunter, Johanne	2011/08/26	U N B LIBRARY	\$5.00
3			XXXXXXXX	Hunter, Johanne	2011/08/30	INTERNATIONAL ARTCRAFT	\$78.27
4			XXXXXXXX	Hunter, Johanne	2011/08/31	GRAND AND TOY COMM110YD9X	\$702.96
5			XXXXXXXX	Hunter, Johanne	2011/09/01	LIBRAIRIE UNIV.DOTTAWA	\$1,245.36
6			XXXXXXXX	Hunter, Johanne	2011/09/01	AHEARN & SOPER INC.	\$352.56
7			XXXXXXXX	Hunter, Johanne	2011/09/01	TENAQUIP LIMITED	\$127.97
8			XXXXXXXX	Hunter, Johanne	2011/09/02	CAN MUSEUM OF CIVILISA	\$11.55
9			XXXXXXXX	Hunter, Johanne	2011/09/06	LIBRAIRIE UNIV.DOTTAWA	\$225.55
10			XXXXXXXX	Hunter, Johanne	2011/09/06	GLOBE AWARDS & PROMOTIONS	\$1,964.90
11			XXXXXXXX	Hunter, Johanne	2011/09/06	COPYRIGHT LAWS/ACTEVA.COM	\$141.79

Click  to edit the transaction. We will see the split option  further.



Fund	Orgn	Acct	Prog	Actv	Comments	HST	PST	GST	Net	Gross	
1000	230101	73584	1200		112157770	\$9.00	\$0.00	\$0.00	\$69.27	\$78.27	

## Coding

Your default FOAP is automatically populated. At this point, you can modify any element of your FOAP. Usually, you will need to change your account as the account code is normally set to be 73584 (control account).



*Note that transactions awaiting a credit should be left in the control account. Just make sure that the taxes are changed to \$0.00 and that you adjust the Net Amount accordingly.*

Edit Data												
Fund *	Orgn	Acct *	Prog	Actv	Comments	HST	PST	GST	Net	Gross		
1000	23010	73584	1200		112157770	<input type="checkbox"/>	\$9.00	<input type="checkbox"/>		\$69.27	\$78.27	

There are two ways to edit the coding:

1. You can override the default coding and type in the new coding if you know the information
2. If you don't know the coding, click on the  above the field you wish to change. Type the % symbol to the search field and click on Search. A list of codes will be displayed. Simply scroll down and click on the code you want to select

Edit Data																								
Fund *	Orgn	Acct *	Prog	Actv	Comments	HST	PST	GST	Net	Gross														
1000	<div style="border: 1px solid gray; padding: 2px;">           Orgn % <input type="text"/>             45 record(s) found <input type="button" value="Search"/>   <table border="1"> <thead> <tr> <th>CODE</th> <th>DISPLAY</th> </tr> </thead> <tbody> <tr><td>230101</td><td>Bibliothèque / Library</td></tr> <tr><td>230102</td><td>Cab.bib.en chef-adm./Off.Un.Lib-Adm</td></tr> <tr><td>230103</td><td>Annexe bibliothèque/Library Annex</td></tr> <tr><td>230104</td><td>Division des systèmes/Libr.Syst.Div</td></tr> <tr><td>230105</td><td>Collect.&amp;Res.d'inform./Col.&amp;Inf.Res</td></tr> </tbody> </table> </div>	CODE	DISPLAY	230101	Bibliothèque / Library	230102	Cab.bib.en chef-adm./Off.Un.Lib-Adm	230103	Annexe bibliothèque/Library Annex	230104	Division des systèmes/Libr.Syst.Div	230105	Collect.&Res.d'inform./Col.&Inf.Res					<input type="checkbox"/>	\$9.00	<input type="checkbox"/>		\$69.27	\$78.27	
CODE	DISPLAY																							
230101	Bibliothèque / Library																							
230102	Cab.bib.en chef-adm./Off.Un.Lib-Adm																							
230103	Annexe bibliothèque/Library Annex																							
230104	Division des systèmes/Libr.Syst.Div																							
230105	Collect.&Res.d'inform./Col.&Inf.Res																							
							\$9.00	\$0.00	\$0.00	\$69.27	\$78.27													



*Note that the **Fund, Orgn, Acct, Prog** fields are required. They are often auto-populated, but the system is not able to do it in some cases. Always make sure that all the fields are filled.*

Edit Data											
Fund	Orgn	Acct	Prog	Actv	Comments	HST	PST	GST	Net	Gross	
	230299	70501			Invoice 12345. Prof Fröhlich	\$0.00	\$0.00	\$0.00	\$78.27	\$78.27	

## Comments

- A minimum of 5 alpha-numeric characters is required in this field
- Enter your invoice number, reference number and any additional information in the **Comments** box to make it more meaningful
- The information entered in this field will be printed on your monthly statement and will appear in some financial reports (i.e. Finance Reporting, FTR540)

Edit Data											
Fund *	Orgn	Acct *	Prog	Actv	Comments	HST	PST	GST	Net	Gross	
1000	23010	70501	1200		Invoice 12345. Prof Eröhlich.	<input type="checkbox"/>	\$9.00	<input type="checkbox"/>	\$69.27	\$78.27	 



Note that the Purchase ID from participating merchants will automatically appear in the “Comments” field. Please note that you are able to edit this field and add any relevant information if needed.



**TIP:** Standardize the use of your comments within your Faculty or Department. This will facilitate future document retrieval and provide a better audit trail.

## HST, PST, GST and Net amount

An algorithm is programmed to calculate the HST, PST, GST and Net amounts based on the amount charged and on the province of the purchase.

1. Verify if the HST, PST, GST and Net amounts correspond to the amounts charged on your invoice.
2. Change any amounts as necessary.

*When changing an amount at this point, you will notice that the algorithm does not recalculate the other fields. Make sure that the new amounts entered balance with the gross amount.*

3. Gross amount is not editable as it should always match the amount charged.
4. Once all the required fields are filled, click  to save your changes.

Edit Data											
Fund *	Orgn	Acct *	Prog	Actv	Comments	HST	PST	GST	Net	Gross	
1000	23010	70501	1200		Invoice 12345. Prof Eröhlich.	<input type="checkbox"/>	\$9.00	<input type="checkbox"/>	\$69.27	\$78.27	 

Sum equals the Gross amount

The following happens when you click .

- An **X** is inserted at the end, indicating you can reset the changes to the transaction.
- The line in the data grid is still highlighted and the icon color has changed to green  which means it is reconciled.

*Comments and FOAP will not be refreshed dynamically. Therefore, changes will appear only on you next log in or when navigating from one page to another.*

Edit Data											
Fund	Orgn	Acct	Prog	Actv	Comments	HST	PST	GST	Net	Gross	
1000	230101	70501	1200		Invoice 12345. Prof Fröhlich	\$9.00	\$0.00	\$0.00	\$69.27	\$78.27	  
						\$9.00	\$0.00	\$0.00	\$69.27	\$78.27	
3 of 18											
Row #		Account Number	Account Holder	Transaction Date	Merchant	Gross Amount					
1			XXXXXXXX	Hunter, Johanne	2011/08/25	STACORP LP	\$2,490.05				
2			XXXXXXXX	Hunter, Johanne	2011/08/26	U N B LIBRARY	\$5.00				
3			XXXXXXXX	Hunter, Johanne	2011/08/30	INTERNATIONAL ARTCRAFT	\$78.27				
4			XXXXXXXX	Hunter, Johanne	2011/08/31	GRAND AND TOY COMM110YD9X	\$702.96				
5			XXXXXXXX	Hunter, Johanne	2011/09/01	LIBRAIRIE UNIV.DOTTAWA	\$1,245.36				
6			XXXXXXXX	Hunter, Johanne	2011/09/01	AHEARN & SOPER INC.	\$352.56				
7			XXXXXXXX	Hunter, Johanne	2011/09/01	TENAQUIP LIMITED	\$127.97				
8			XXXXXXXX	Hunter, Johanne	2011/09/02	CAN MUSEUM OF CIVILISA	\$11.55				
9			XXXXXXXX	Hunter, Johanne	2011/09/06	LIBRAIRIE UNIV.DOTTAWA	\$225.55				

## Self Assessment

If you purchase items that are taxable but weren't charged the tax (for example, items from another country) you must self-assess the taxes when you edit your account transactions. To self assess HST, PST or GST for a purchase, click on the blank check box beside the appropriate tax. This action will generate an accounts payable. However, the amount will not appear on this screen.

Edit Data											
Fund*	Orgn	Acct*	Prog	Actv	Comments	HST	PST	GST	Net	Gross	
1000	23010	70501	1200		Invoice 12345. Prof Fröhlich	<input checked="" type="checkbox"/> \$9.00	<input type="checkbox"/>	<input type="checkbox"/>	\$69.27	\$78.27	 
						<b>Do you want to self assess this tax?</b>					

Selecting the self-assess check box removes the HST/PST/GST amounts and disables the fields. You will then need to adjust the Net amount to keep the transaction in balance.

Edit Data												
Fund *	Orgn	Acct *	Prog	Actv	Comments	HST	PST	GST	Net	Gross		
1000	23010	70501	1200		Invoice 12345. Prof Fröhlich	<input checked="" type="checkbox"/>	\$0.00	<input type="checkbox"/>		\$69.27	\$78.27	 

Once you have saved the changes, a  will appear in the column of the self-assessed tax or taxes.

Edit Data											
Fund	Orgn	Acct	Prog	Actv	Comments	HST	PST	GST	Net	Gross	
1000	230101	70501	1200		Invoice 12345. Prof Fröhlich		\$0.00	\$0.00	\$ 78.27	\$ 78.27	  

Again, the following happens when you click .

- An  is inserted at the end, indicating you can reset the changes to the transaction.
- The line in the data grid is still highlighted and the icon color has changed to green  which means it is reconciled.

Click another original  transaction in the data grid to continue the reconciliation process.



**TIP:** To reopen the **Quicklaunch** page, click on **Purchasing Card** in the **Purchasing Card** title bar.

uOttawa											Version: 3.6.1.256 Environment: PPRD	
Universit� d'Ottawa – University of Ottawa											Logout 	
Home Applications Account Holders Reporting												
Purchasing Card Edit Transactions Current committed transactions.												
Report Options											Show Options	
Row #			Billing Date	Account Number	Account Holder	Fund	Orgn	Acct	Prog	Merchant		
1			2011/09/27	XXXXXXXX	Hunter, Johanne	1000	230101	71151	1200	INTERNATI		
2			2011/09/27	XXXXXXXX	Hunter, Johanne	1000	230101	71082	1200	LA GOURM		

## Split transactions

When you split a transaction you are spreading the amount across multiple lines. You can split a transaction as you are reconciling it or after it has been reconciled providing you do it before the end of the cycle date. You can change the FOAP codes, comments, and amount in a split transaction. Transactions can be split an unlimited number of times and show as multiple lines on the Statement View.



**TIP:** Split your transactions when you want to allocate amounts across multiple FOAP paid on one invoice. Entering the amount on a separate line will help trace it and provide a better audit trail.

First, you need to verify and adjust the HST, PST, GST and Net amount fields as they appear on your invoice.

### Example 1: Calculate taxes for me by option selected

This first example explains how to split a transaction when all the tax fields correspond to your invoice.

1. Refer to the **Edit your transactions** section in this guide to change the coding, comments and amounts on your transaction.

Edit Data											
Fund *	Orgn	Acct *	Prog	Actv	Comments	HST	PST	GST	Net	Gross	
1000	23010	71032	1200		Invoice 4567. Split transaction. Opération	<input type="checkbox"/> \$80.87	<input type="checkbox"/>	<input type="checkbox"/>	\$622.09	\$702.96	 

2. Once the transaction you wish to split is reconciled in a proper Coding, that the Comments have been added and that the Tax amounts have been adjusted accordingly, click  to split the transaction.

Edit Data											
Fund	Orgn	Acct	Prog	Actv	Comments	HST	PST	GST	Net	Gross	
1000	230101	71032	1200		Invoice 4567. Split transaction. Opération	\$80.87	\$0.00	\$0.00	\$622.09	\$702.96	 

- Again, refer to the **Edit your transactions** section in this guide to change the coding, comments and amounts on your split transaction.

Edit Data											
Fund *	Orgn	Acct *	Prog	Actv	Comments	HST	PST	GST	Net	Gross	
1000	230101	71032	1200		Invoice 4567. Split transaction. Opération	\$80.87	\$0.00	\$0.00	\$622.09	\$702.96	
<input type="text" value="1000"/>	<input type="text" value="230101"/>	<input type="text" value="73584"/>	<input type="text" value="1200"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> \$0.00	<input type="checkbox"/> \$0.00	<input type="checkbox"/> \$0.00	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	 

- By default, the system selects the **Calculate taxes for me by** option. In the drop down menu, select either **Net Amt** or **Gross Amt**. This will activate the appropriate field you want to change.
- Once you have entered the amount you wish to reallocate, simply tab out the field to calculate the taxes for the split transaction.

Edit Data											
Fund *	Orgn	Acct *	Prog	Actv	Comments	HST	PST	GST	Net	Gross	
1000	230101	71032	1200		Invoice 4567. Split transaction. Opération	\$80.87	\$0.00	\$0.00	\$622.09	\$702.96	
<input type="text" value="1000"/>	<input type="text" value="23029"/>	<input type="text" value="71032"/>	<input type="text" value="1200"/>	<input type="text"/>	Invoice 4567. Split transaction. Research	<input type="checkbox"/> \$19.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="150"/>	<input type="text" value="169.50"/>	 

						\$80.87	\$0.00	\$0.00	\$622.09	\$702.96	
--	--	--	--	--	--	---------	--------	--------	----------	----------	--

  4 of 18  						<input checked="" type="checkbox"/> Calculate taxes for me by <div style="border: 1px solid black; padding: 2px; display: inline-block;">           Net Amt            Net Amt            Gross Amt         </div>	
---	--	--	--	--	--	--	--

- Verify that all fields contain the right amounts. Click  to save your changes.

The taxes and net amount are automatically calculated and changed for the split entries.

Edit Data											
Fund	Orgn	Acct	Prog	Actv	Comments	HST	PST	GST	Net	Gross	
1000	230101	71032	1200		Invoice 4567. Split transaction. Opération	\$61.37	\$0.00	\$0.00	\$472.09	\$533.46	  
230296	120699	71032	2001		Invoice 4567. Split transaction. Research	\$19.50	\$0.00	\$0.00	\$150.00	\$169.50	  

						\$80.87	\$0.00	\$0.00	\$622.09	\$702.96	
--	--	--	--	--	--	---------	--------	--------	----------	----------	--

### Example 2: Calculate taxes for me by option unselected

This example explains how to split a transaction for an invoice that has an inaccurate tax allocation. This often occurs on Rogers invoices.

When this happens, it becomes all the more important to closely examine your invoice.

First, have a look at the **Summary** of your invoice (page 1 of your invoice).



UNIVERSITÉ D'OTTAWA UNIVERSITY V		Account Number:	1-1234-789
In care of: NATASCHA VIGNEAULT		Invoice Number:	1123789A
Account Summary		Invoice Date:	Sep 01, 2011
Total:		Required Payment Date:	Oct 01, 2011
Required Payment Date			
<hr/>			
Your last bill			
Previous balance			617.63
Payment(s)	p.3		-617.63
ⓘ Balance from your last bill	(including taxes):		\$0.00
<small>Any payments we received and processed after September 05, 2011 will show on your next bill.</small>			
<hr/>			
Your current bill			
ⓘ Wireless	p.4		733.56
Your current bill (before taxes):			\$733.56
ⓘ Total taxes:	p.3	→	94.60
For online and other payment options, see page 2.			
Total:			→ \$828.16

Includes partial charges for services that changed on or prior to September 01, 2011

**Savings**  
 You saved \$69.43 on your Rogers services.

Other Rogers services available to you

For more information on the tax allocation, go to the **detailed tax summary** generally found on page 3 of your invoice.



3 of 48

### Your Last Bill

Previous balance	\$617.63
Payment(s)	
Aug 23    Payment Received - Thank You	-617.63
	.....
Payment(s):	-\$617.63
	.....
 Balance from your last bill (including taxes):	\$0.00
	.....

Account Number: 1-1234-789  
 Invoice Number: 11234789A  
 Invoice Date: Sep 01, 2011  
 Required Payment Date: Oct 01, 2011

Contact us  
 Visit [www.rogers.com](http://www.rogers.com)

Call Customer Service at  
 1-866-727-2141

To sign up for new  
 Rogers services  
 Visit [www.rogers.com](http://www.rogers.com)  
 1-888-ROGERS1 (1-888-764-3771)

### Your Current Bill - Detailed Tax Summary

	Subject to input tax credit restrictions*	Not subject to input tax credit restrictions	Total
HST ON	73.79	20.67	94.46
GST	-	0.05	0.05
QST	0.09	0.00	0.09
			.....
		Total taxes:	\$94.60
			.....

\*Businesses that have purchased telecommunication products and services may be eligible for the provincial component of the input tax credits (ITCs), however some restrictions do apply. The Detailed Tax Summary is provided for informational purposes only, any taxes applied to charges or adjustments from your last bill are not reflected in this section.

Have a look at the **Charges by user** section of your invoice (generally page 4 of your invoice) for more indications on how you want to split the transaction.

Charges by user

Department/ User name / Number	Services	Details on Page	Monthly fees	Other Charges and Credits	Voice Airtime Usage	Roaming Airtime Usage	Data/Wifi Usage	Text Messaging/ MMS	GST	PST	Total (including taxes)
			Optional Service Fees	Event Charges	Voice Long Distance Usage	Roaming Long Distance Usage	Roaming Data/Wifi Usage	Roaming Text Messaging/ MMS	HST	QST	
LUC 613-456-7894	C	5	17.42 40.00	-12.05 0.00	0.00 1.60	0.00 0.00	0.00 0.00	0.00 0.00	0.00 6.11	0.00 0.00	53.08
YVES 613-456-7894	C	9	17.42 40.00	-12.05 0.00	0.00 0.60	0.00 0.00	0.00 0.82	4.25 0.00	0.02 6.49	0.00 0.04	57.59
LISE 613-456-7894	C	13	17.42 30.00	2.35 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 6.47	0.00 0.00	56.24
JEAN 613-456-7894	C	17	17.42 30.00	2.35 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 6.47	0.00 0.00	56.24
CAROL 613-456-7894	C	21	17.42 30.00	-3.65 0.00	0.00 2.10	0.00 0.00	0.00 0.00	0.00 0.00	0.00 5.96	0.00 0.00	51.83
NANCY 613-456-7894	C	25	17.42 32.50	-3.65 0.00	0.00 0.30	15.95 0.00	0.00 1.07	14.50 0.00	0.00 9.46	0.00 0.00	87.55
VERO 613-456-7894	C	29	17.42 25.00	-2.65 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 5.17	0.00 0.00	44.94
RON 613-456-7894	C	33	17.42 37.10	172.12 0.00	0.00 4.40	0.00 0.00	0.00 0.00	0.00 0.00	0.00 30.04	0.00 0.00	261.08
JULE 613-456-7894	C	41	17.42 42.00	2.35 0.00	0.00 0.30	0.00 0.00	0.00 0.00	0.00 0.00	0.01 8.05	0.00 0.01	70.14
MAN 613-456-7894	C	45	17.42 40.00	-12.05 0.00	0.00 7.70	0.00 0.00	0.00 0.00	26.10 0.00	0.02 10.24	0.00 0.04	89.47
Grand Total			\$174.20 \$346.60	\$133.07 \$0.00	\$0.00 \$17.00	\$15.95 \$0.00	\$0.00 \$1.89	\$44.85 \$0.00	\$0.05 \$94.46	\$0.00 \$0.09	\$828.16

1. Refer to the **Edit your transactions** section in this guide to change the coding, comments and amounts on your transaction. The sum of your HST and GST (up to \$10,00) should be added to the HST field. \*\*\* The PST portion of your invoice should be included in your Net amount.

Fund *	Orgn	Acct *	Prog	Actv	Comments	HST	PST	GST	Net	Gross
31329	975015	71412	6002		Invoice 111234789A. Luc . Split between multiple FOAPs	\$94.49			\$733.67	\$828.16

2. Once the transaction you wish to split is reconciled with the proper Coding, that the Comments have been added and that the Tax amounts have been adjusted accordingly, click  to split the transaction.

Fund	Orgn	Acct	Prog	Actv	Comments	HST	PST	GST	Net	Gross
31329	975015	71412	6002		Invoice 111234789A. Luc . Split between multiple FOAPs	\$94.49	\$0.00	\$0.00	\$733.67	\$828.16

- Again, refer to the **Edit your transactions** section in this guide to change the coding, comments and amounts on your split transaction.

Edit Data											
Fund *	Orgn	Acct *	Prog	Actv	Comments	HST	PST	GST	Net	Gross	
31329	975015	71412	6002		Invoice 111234789A, Luc Split between multiple FOAPs	\$94.49	\$0.00	\$0.00	\$733.67	\$828.16	
1000	320101	73584	1401			<input type="checkbox"/> \$0.00	<input type="checkbox"/> \$0.00	<input type="checkbox"/> \$0.00	\$0.00	\$0.00	
						\$94.49	\$0.00	\$0.00	\$733.67	\$828.16	

Calculate taxes for me by Net Amt

- By default, the system selects the **Calculate taxes for me by** option. To allocate the taxes according to your invoice, unclick the **Calculate taxes for me by** option.

- Since the system doesn't calculate the taxes for you, you need to enter a value in all the following fields: HST/PST,GST and Net, Gross

Edit Data											
Fund *	Orgn	Acct *	Prog	Actv	Comments	HST	PST	GST	Net	Gross	
31329	975015	71412	6002		Invoice 111234789A, Luc Split between multiple FOAPs	\$94.49	\$0.00	\$0.00	\$733.67	\$828.16	
23013		73584			Invoice 111234789A, Yves Split between multiple FOAPs	<input type="checkbox"/> 6.51	<input type="checkbox"/>	<input type="checkbox"/>	51.08	57.59	
						6.49+0.02=\$6.51			17.42+40.00-12.05+0.60+0.82+0.04=\$51.08	6.51+51.08=\$57.59	

- For more than one split, go back to the first line and click . Repeat the previous steps.

Edit Data											
Fund	Orgn	Acct	Prog	Actv	Comments	HST	PST	GST	Net	Gross	
31329	975015	71412	6002		Invoice 111234789A, Luc Split between multiple FOAPs	\$87.98	\$0.00	\$0.00	\$682.59	\$770.57	
230136	140199	73584	2007		Invoice 111234789A, Yves Split between multiple FOAPs	\$6.51	\$0.00	\$0.00	\$51.08	\$57.59	

- Verify that all fields contain the right amounts. Click  to save your changes.

Edit Data											
Fund	Orgn	Acct	Prog	Actv	Comments	HST	PST	GST	Net	Gross	
31329	975015	71412	6002		Invoice 111234789A, Luc Split between multiple FOAPs	\$6.11	\$0.00	\$0.00	\$46.97	\$53.08	
230136	140199	71412	2007		Invoice 111234789A, Yves Split between multiple FOAPs	\$6.51	\$0.00	\$0.00	\$51.08	\$57.59	
200133	191599	71412	2101		Invoice 111234789A, Lise Split between multiple FOAPs	\$6.47	\$0.00	\$0.00	\$49.77	\$56.24	
1000	320101	71412	1401		Invoice 111234789A, Jean Split between multiple FOAPs	\$6.47	\$0.00	\$0.00	\$49.77	\$56.24	
						\$94.51	\$0.00	\$0.00	\$733.65	\$828.16	

The total taxes and net amount are automatically calculated and changed for the split entries.

## Reset transactions

In the data grid, find the reconciled transaction you wish to reset and click . The Edit Data form opens.

Edit Data 											
Fund	Orgn	Acct	Prog	Actv	Comments	HST	PST	GST	Net	Gross	
1000	230101	71412	1200		Invoice 123456	\$9.00	\$0.00	\$0.00	\$69.27	\$78.27	  
						\$9.00	\$0.00	\$0.00	\$69.27	\$78.27	
  <span style="margin: 0 10px;">3 of 18</span>  											

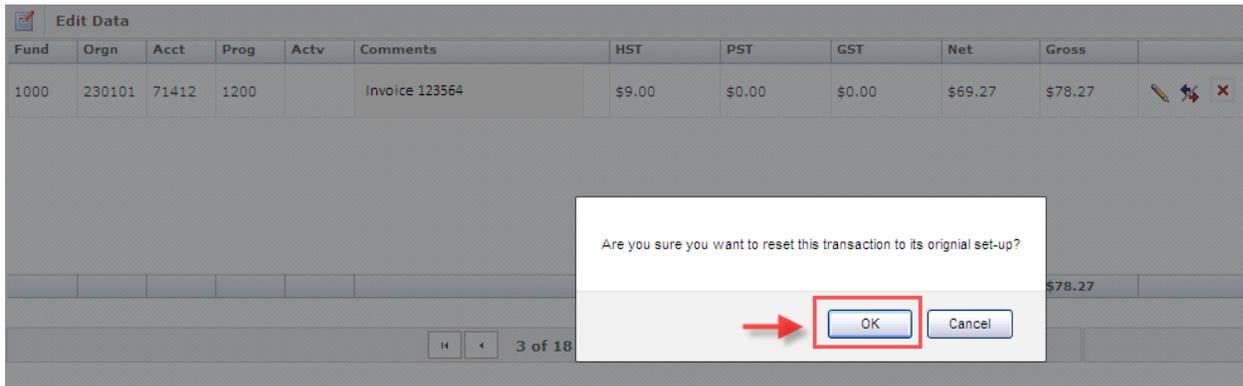
Row #		Account Number	Account Holder	Transaction Date	Merchant	Gross Amount
1		XXXXXXXX50585811	Hunter, Johanne	2011/08/25	STATACORP LP	\$2,490.05
2		XXXXXXXX50585811	Hunter, Johanne	2011/08/26	U N B LIBRARY	\$5.00
3		XXXXXXXX50585811	Hunter, Johanne	2011/08/30	INTERNATIONAL ARTCRAFT	\$78.27
4		XXXXXXXX50585811	Hunter, Johanne	2011/08/31	GRAND AND TOY COMM110YD9X	\$702.96
5		XXXXXXXX50585811	Hunter, Johanne	2011/09/01	LIBRAIRIE UNIV.DOTTAWA	\$1,245.36
6		XXXXXXXX50585811	Hunter, Johanne	2011/09/01	AHEARN & SOPER INC.	\$352.56
7		XXXXXXXX50585811	Hunter, Johanne	2011/09/01	TENAQUIP LIMITED	\$127.97
8		XXXXXXXX50585811	Hunter, Johanne	2011/09/02	CAN MUSEUM OF CIVILISA	\$11.55
9		XXXXXXXX50585811	Hunter, Johanne	2011/09/06	LIBRAIRIE UNIV.DOTTAWA	\$225.55
10		XXXXXXXX50585811	Hunter, Johanne	2011/09/06	GLOBE AWARDS & PROMOTIONS	\$1,964.90
11		XXXXXXXX50585811	Hunter, Johanne	2011/09/06	COPYRIGHT LAWS/ACTEVA.COM	\$141.79
12		XXXXXXXX50585811	Hunter, Johanne	2011/09/07	UNIVERSITY OF TORONTO	\$1,157.31
13		XXXXXXXX50585811	Hunter, Johanne	2011/09/07	TANNERITCHIE PUBLISHING	\$3,333.50
14		XXXXXXXX50585811	Hunter, Johanne	2011/09/08	ULINE	\$3,220.57
15		XXXXXXXX50585811	Hunter, Johanne	2011/09/08	SERVICE CAFE VAN HOUTTE	\$176.84

Click  to reset the transaction.

Edit Data											
Fund	Orgn	Acct	Prog	Actv	Comments	HST	PST	GST	Net	Gross	
1000	230101	71412	1200		Invoice 132564	\$9.00	\$0.00	\$0.00	\$69.27	\$78.27	  

A dialog box opens with the following warning: ***Are you sure you want to reset this transaction to its original set-up?***

Click OK.



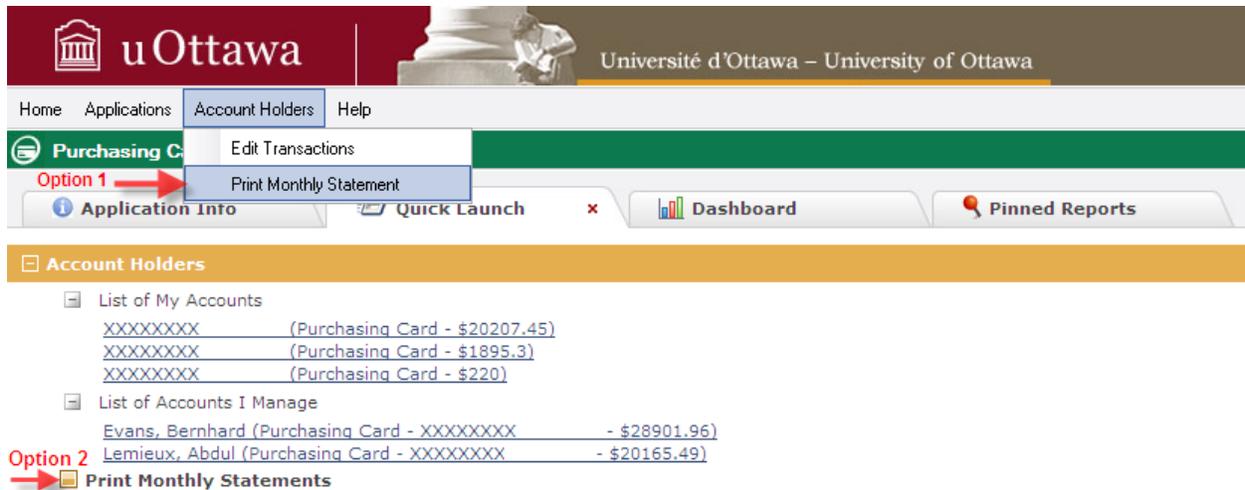
Your transaction will now be reset to its default FOAP, original Comments and Amounts. You can now re-edit it.

Fund	Orgn	Acct	Prog	Actv	Comments	HST	PST	GST	Net	Gross	
1000	230101	73584	1200		112157770	\$9.00	\$0.00	\$0.00	\$69.27	\$78.27	

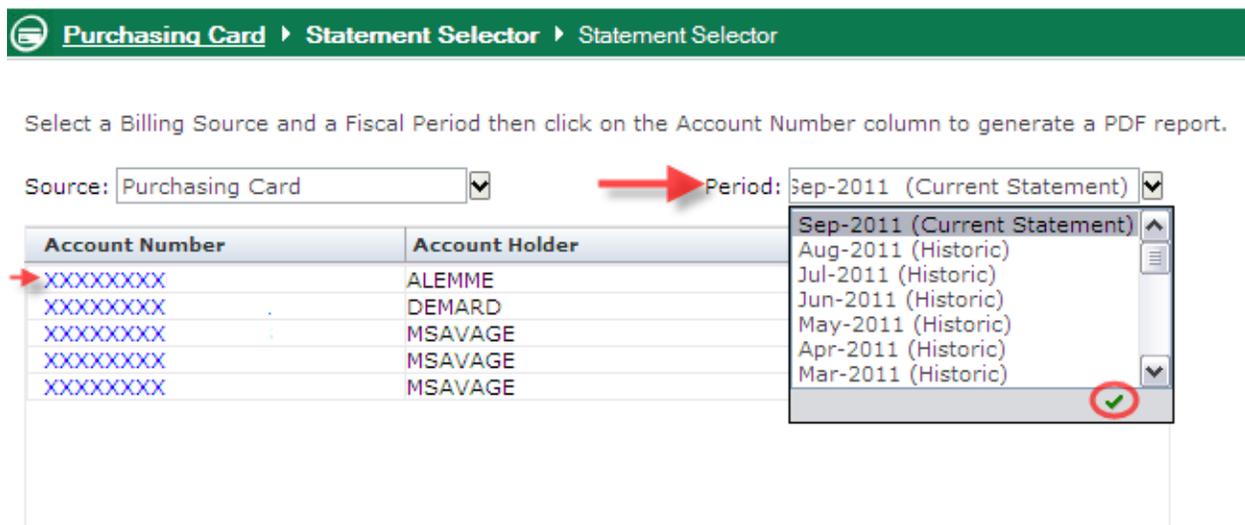
## Print FAST monthly statement

Once you have completed your reconciliation process at the end of each month, you must print your purchasing card monthly statement for approval as required by the Purchasing Card Policy 75.

On the **Account Holders** menu, click **Print Monthly Statement**. You can also click on **Print Monthly Statement** on the **Quick Launch** page.



From the list, select the **Period** and the **Account Number** you want to print the statement for. If you manage other accounts, card numbers will also be listed.



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

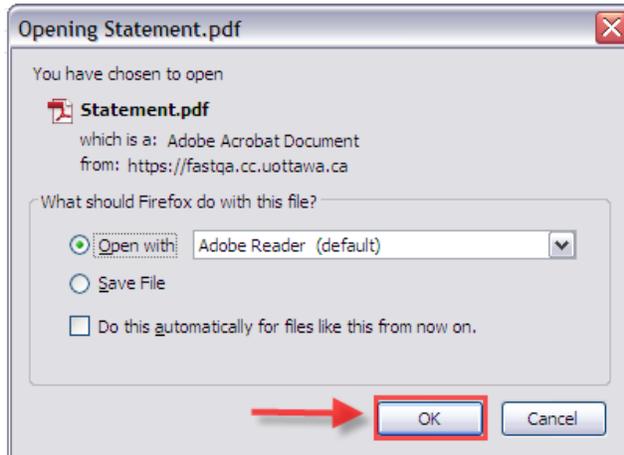
Source:       Period:

Account Number	Account Holder
XXXXXXXXXX	ALEMME
XXXXXXXXXX	DEMARD
XXXXXXXXXX	MSAVAGE
XXXXXXXXXX	MSAVAGE
XXXXXXXXXX	MSAVAGE

In the **Opening Statement** or the **File Download** box, click **OK** or **Open** according to your Web browser.

**Firefox:**

**Explorer:**



The statement opens in PDF format. Click on  to print it.



Savage, Mario  
Purchasing Card: \*\*\*\*\*

**FAST - Purchasing Card  
Monthly Statement**

For period ending 28/09/2011

Tran. Date	Merchant / Comments	FUND	ORGN	ACCT	PROG	ACTV	HST	PST	GST	Net	Gross	Self assessed HST / PST / GST
29/08/2011	PAYPAL GLASSBLOWR 222P6BP28NGS - PO 0701xxx	1000	170108	71032	1001		0.00	0.00	0.00	125.00	125.00	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
01/09/2011	PAYPAL GLASSBLOWR 170010012V, 222P7V7ZE2GS	210158	170569	70871	2001		0.00	0.00	0.00	89.35	89.35	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
01/09/2011	PAYPAL GLASSBLOWR test split indicator	1000	170108	73584	1001		0.65	0.00	0.00	5.00	5.65	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Total:</b>							<b>\$0.65</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$219.35</b>	<b>\$220.00</b>	

Account Holder: \_\_\_\_\_ Savage, Mario

Sign above.

Supervisor: \_\_\_\_\_

Print name and sign above.

\* Please attach all your receipts before submitting this statement.

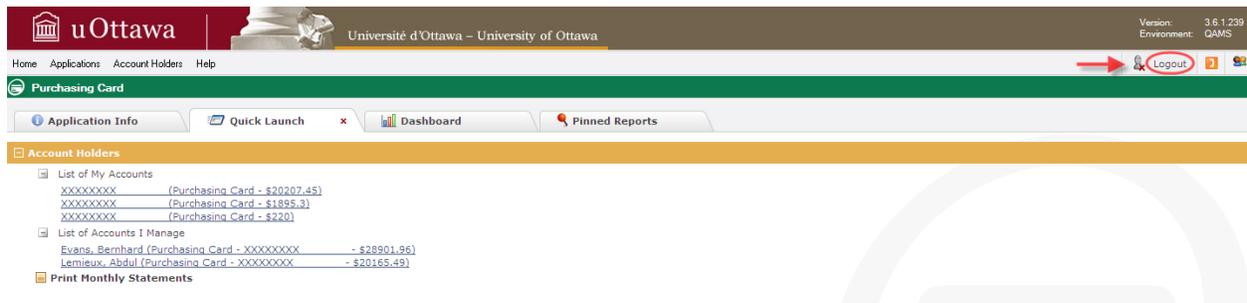
- Please make sure that the statement total is the same total as your Scotiabank official statement. If not, please contact your Pcard Administrator at extension 1587 or at [pcard@uOttawa.ca](mailto:pcard@uOttawa.ca).
- Sign and date the statement as the cardholder.
- Do not forget to have your supervisor approve the statement.

- The *Self assessed* and the Tax columns will help your supervisor know which transaction was self assessed and the Tax allocation. A  will appear on the monthly statement when a transaction was manually self assessed.
- Once it has been signed by both the cardholder and the supervisor, scan a copy by e-mail to [pcard@uOttawa.ca](mailto:pcard@uOttawa.ca).

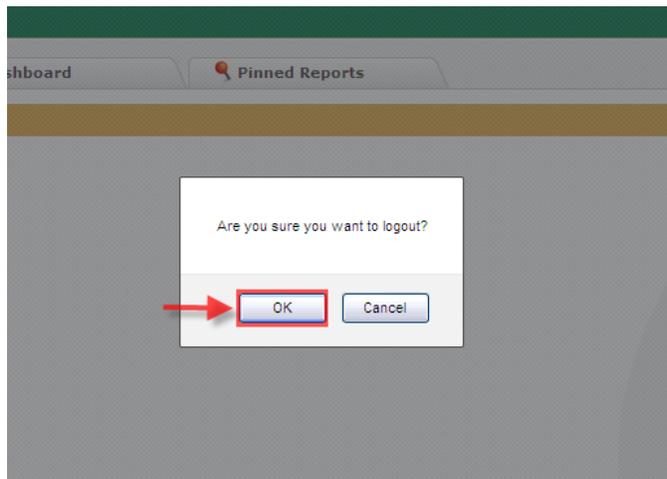
## Log off

The Logout button lets you end your FAST application without closing all other open tabs in your browser. The Logout button is located on the right hand side of the menu bar.

Click the  option to Log off.

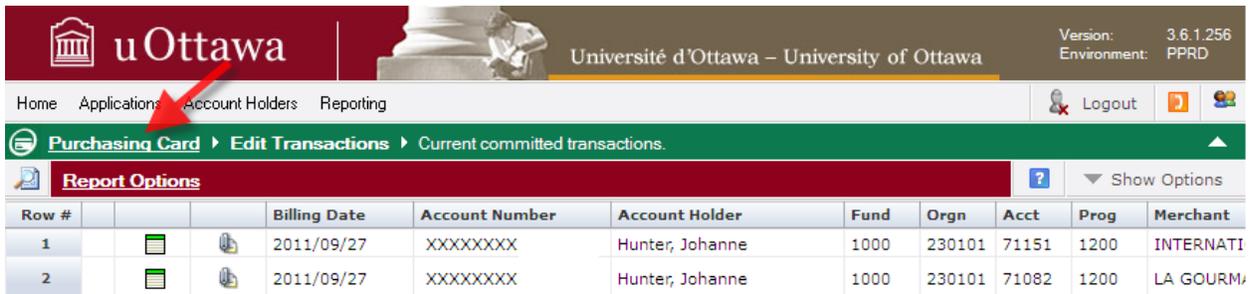


A dialog box opens with the following warning: **Are you sure you want to logout?** Click **OK**.



## New paging features

- ❖ To reopen the **Quicklaunch** page, click on Purchasing Card in the Purchasing Card title bar.



The screenshot shows the top navigation bar of the uOttawa FAST Pcard system. The 'Purchasing Card' link in the breadcrumb trail is highlighted with a red arrow. Below the navigation bar, a table of transactions is visible.

Row #	Billing Date	Account Number	Account Holder	Fund	Orgn	Acct	Prog	Merchant
1	2011/09/27	XXXXXXXX	Hunter, Johanne	1000	230101	71151	1200	INTERNATI
2	2011/09/27	XXXXXXXX	Hunter, Johanne	1000	230101	71082	1200	LA GOURM

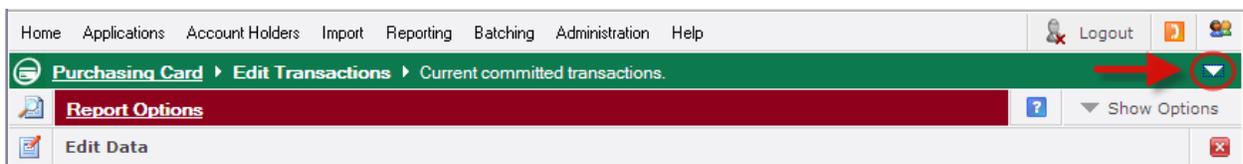
- ❖ You can make more room on the page by clicking the arrow on the right side of the title bar and the FAST header at the top is hidden.



This screenshot shows the interface with the FAST header hidden. A red arrow points to a small upward-pointing arrow icon in the top right corner of the breadcrumb trail, which is used to collapse the header.

Fund	Orgn	Acct	Prog	Actv	Comments	HST	PST	GST	Net

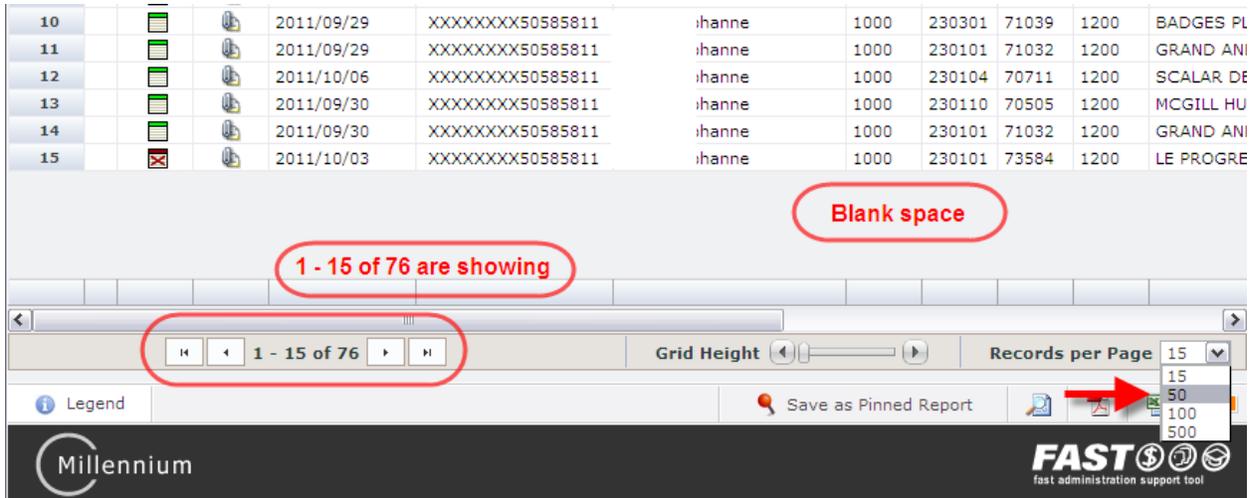
Just click on it again to get the header back.



This screenshot shows the interface with the FAST header restored. A red arrow points to a small downward-pointing arrow icon in the top right corner of the breadcrumb trail, which is used to expand the header.

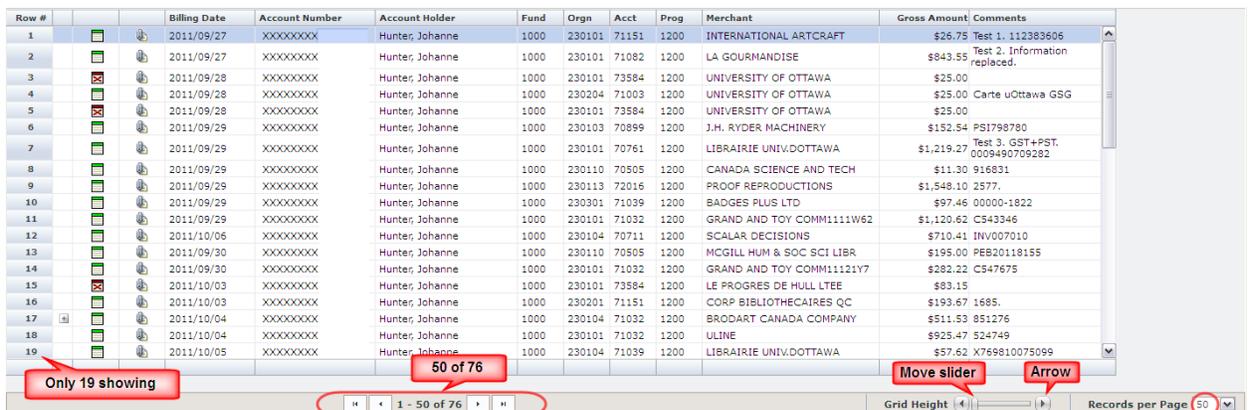
Fund	Orgn	Acct	Prog	Actv	Comments	HST	PST	GST	Net

- ❖ You can change the amount of records you want to show at one time by opening the list of Records per Page and you can change it to the number you wish to see.



Row #	Billing Date	Account Number	Account Holder	Fund	Orgn	Acct	Prog	Merchant	Gross Amount	Comments
10	2011/09/29	XXXXXXXX50585811	Johanne	1000	230301	71039	1200	BADGES PL		
11	2011/09/29	XXXXXXXX50585811	Johanne	1000	230101	71032	1200	GRAND ANI		
12	2011/10/06	XXXXXXXX50585811	Johanne	1000	230104	70711	1200	SCALAR DE		
13	2011/09/30	XXXXXXXX50585811	Johanne	1000	230110	70505	1200	MCGILL HU		
14	2011/09/30	XXXXXXXX50585811	Johanne	1000	230101	71032	1200	GRAND ANI		
15	2011/10/03	XXXXXXXX50585811	Johanne	1000	230101	73584	1200	LE PROGRE		

- ❖ Changing it to 50, 50 of 76 records are listed but only 19 are showing. You can use the Grid Height options and click the arrow and move the slider.



Row #	Billing Date	Account Number	Account Holder	Fund	Orgn	Acct	Prog	Merchant	Gross Amount	Comments
1	2011/09/27	XXXXXXXX	Hunter, Johanne	1000	230101	71151	1200	INTERNATIONAL ARTCRAFT	\$26.75	Test 1. 112383606
2	2011/09/27	XXXXXXXX	Hunter, Johanne	1000	230101	71082	1200	LA GOURMANDISE	\$843.55	Test 2. Information replaced.
3	2011/09/28	XXXXXXXX	Hunter, Johanne	1000	230101	73584	1200	UNIVERSITY OF OTTAWA	\$25.00	
4	2011/09/28	XXXXXXXX	Hunter, Johanne	1000	230204	71003	1200	UNIVERSITY OF OTTAWA	\$25.00	Carte uOttawa GSG
5	2011/09/28	XXXXXXXX	Hunter, Johanne	1000	230101	73584	1200	UNIVERSITY OF OTTAWA	\$25.00	
6	2011/09/29	XXXXXXXX	Hunter, Johanne	1000	230103	70899	1200	J.H. RYDER MACHINERY	\$152.54	PSI798780
7	2011/09/29	XXXXXXXX	Hunter, Johanne	1000	230101	70761	1200	LIBRAIRIE UNIV.DOTTAWA	\$1,219.27	Test 3. GST+PST. 0009490709282
8	2011/09/29	XXXXXXXX	Hunter, Johanne	1000	230110	70505	1200	CANADA SCIENCE AND TECH	\$11.30	916831
9	2011/09/29	XXXXXXXX	Hunter, Johanne	1000	230113	72016	1200	PROOF REPRODUCTIONS	\$1,548.10	2577.
10	2011/09/29	XXXXXXXX	Hunter, Johanne	1000	230301	71039	1200	BADGES PLUS LTD	\$97.46	00000-1822
11	2011/09/29	XXXXXXXX	Hunter, Johanne	1000	230101	71032	1200	GRAND AND TOY COMM1111W62	\$1,120.62	C543346
12	2011/10/06	XXXXXXXX	Hunter, Johanne	1000	230104	70711	1200	SCALAR DECISIONS	\$710.41	INV007010
13	2011/09/30	XXXXXXXX	Hunter, Johanne	1000	230110	70505	1200	MCGILL HUM & SOC SCI LIBR	\$195.00	PEB20118155
14	2011/09/30	XXXXXXXX	Hunter, Johanne	1000	230101	71032	1200	GRAND AND TOY COMM11121Y7	\$282.22	C547675
15	2011/10/03	XXXXXXXX	Hunter, Johanne	1000	230101	73584	1200	LE PROGRES DE HULL LTEE	\$83.15	
16	2011/10/03	XXXXXXXX	Hunter, Johanne	1000	230201	71151	1200	CORP BIBLIOTHECAIRES QC	\$193.67	1685.
17	2011/10/04	XXXXXXXX	Hunter, Johanne	1000	230104	71032	1200	BRODART CANADA COMPANY	\$511.53	851276
18	2011/10/04	XXXXXXXX	Hunter, Johanne	1000	230101	71032	1200	ULINE	\$925.47	524749
19	2011/10/05	XXXXXXXX	Hunter, Johanne	1000	230104	71039	1200	LIBRAIRIE UNIV.DOTTAWA	\$57.62	X769810075099

More records are showing and everything at the bottom of the page has been moved down.

The Grid Height option is handy if you are using a larger monitor, but because every situation is different, you can adjust the grid height and the number of records per page to suit your needs.

## Tips and notes

### Homepage

- ❖ You can make one of the tabs the default when opening the FAST Purchasing Card home page. Just click the save  icon, it changes to a  indicating it is now the default; the save icon is removed from the other tabs. If you no longer want a tab to be the default, click the  and it changes back to the  icon.

### Reconciliation

- ❖ Standardize the use of your comments within your Faculty or Department. This will facilitate future document retrieval and provide a better audit trail.
- ❖ Note that transactions awaiting a credit should be left in the control account. Just make sure that the taxes are changed to \$0.00 and that you adjust the Net Amount accordingly.
- ❖ Note that the **Fund, Orgn, Acct, Prog** fields are required. They are often auto-populated, but the system is not able to do it in some cases. Always make sure that all the fields are filled.
- ❖ Comments and FOAP will not be refreshed dynamically. Therefore, changes will appear only on you next log in or when navigating from one page to another.
- ❖ Split your transactions when you want to allocate amounts across multiple FOAP paid on one invoice. Entering the amount on a separate line will help trace it and provide a better audit trail.
- ❖ If you self-assess taxes for a transaction and then split it, both the original and split transactions must be self-assessed. You can also self-assess a split transaction, even if the original transaction is not.

### Taxes

- ❖ For more information on how to apply taxes correctly, please consult the link below to access the **Guide de taxes à la consommation** (available only in french):  
[http://www.financialresources.uottawa.ca/employee/documents/Guidedetaxesalaconsommation-mai2010\\_000.pdf](http://www.financialresources.uottawa.ca/employee/documents/Guidedetaxesalaconsommation-mai2010_000.pdf)
- ❖ If an item is purchased from a merchant in Quebec, the GST is calculated on the net amount, and then the PST is calculated on the net amount plus the GST.

Example:	Selling price	\$100.00
	GST (\$100 × 5%)	\$5.00
	QST ([\$100 + \$5] × 8.5%)	\$8.93
	<b>Total</b>	<b>\$113.93</b>

### Visual features

- ❖ At the bottom of the page, move your mouse over the legend button for an explanation of the types of transaction on this page.
- ❖ Foreign transactions appear in **teal** and the Gross Amt is in Canadian dollars. In order to reconcile your invoice/voucher, refer to your Scotia bank statement to see the transaction with the original currency and conversion rate.
- ❖ Note how the transaction line is highlighted, it is a good visual indicator of which transaction you are editing.
- ❖ Note that the Purchase ID from participating merchants will automatically appear in the “Comments” field. Please note that you are able to edit this field and add any relevant information if needed.
- ❖ To reopen the **Quicklaunch** page, click on Purchasing Card in the Purchasing Card title bar.

## Legend

The following legend applies to the FAST purchasing card module.

	Reconciled transaction
	Original transaction (non reconciled)
[Black text]	[Domestic transaction]
[Red text]	[Domestic credit]
[Teal text]	[Foreign transaction]
	Edit transaction
	Delete
	Cancel
	Split transaction
	Update / Save transaction
[Previous]	Previous transaction
[Next]	Next transaction
	Help
	Notes
	Self assessed transaction
 Logout	Log off of your session