

## User Guide for FASTPurchasing – Purchasing Card

Learn how to:

- [Edit](#) Purchasing Card transactions as a cardholder, users who manage other cardholder’s accounts or an Approver.
- [Attach](#) receipts and or supporting documents.
- [Submit](#) cardholder’s statements with transactions that are coded from other departments’ budgets.
- [Submit](#) to Approver.
- [Reroute](#) statement to a new Approver.
- [Approver’s process.](#)
- [Return](#) to Originator.
- [Edit](#) transactions after a statement has been sent to an Approver or another user in the system.

### FASTPurchasing explained.

FASTPurchasing is UNBC’s platform where purchasing card account holders, approvers, and members who manage other cardholders accounts conduct the necessary administrative tasks that pertain to having a UNBC purchasing card.

Accounts Payable must receive account holders reconciled PCard statements by the **15<sup>th</sup> day of the month**. As an account holder ensure that your reconciled statement is submitted to your approver in advance of the 15<sup>th</sup>. This provides your approver adequate time for reviewing, approving, and submitting your statement to Accounts Payable.

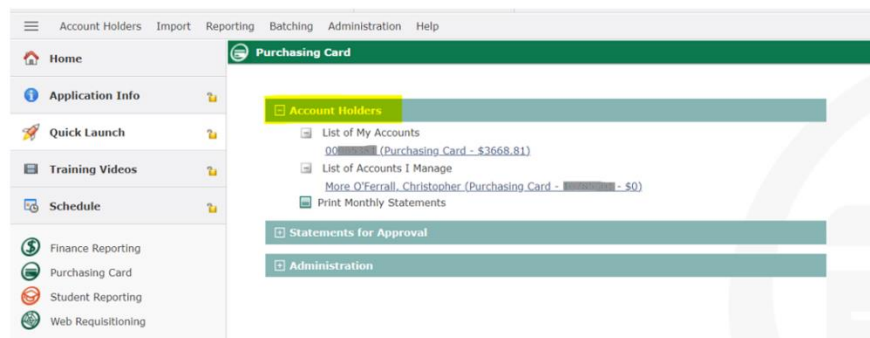
FASTPurchasing is found at <https://fast.unbc.ca>. Login using your UNBC credentials.

### Launch screen

Under Account Holders on the Launch screen, you may see “List of My Accounts”, “List of Accounts I Manage”, and “Print Monthly Statement”.

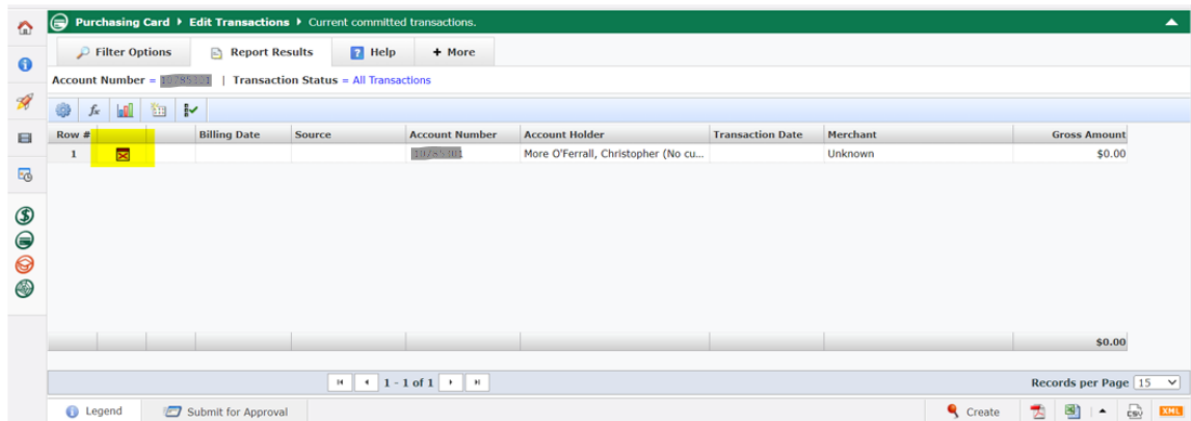
If you manage other cardholder’s accounts, they appear under “List of Accounts I Manage”. If they do not appear, contact Contracts and Supply Chain Management, [purchasing@unbc.ca](mailto:purchasing@unbc.ca), as access to manage other cardholders’ accounts may need to be setup.

Depending on your level of access and user assignment, Statements for Approval, and Administration may or may not be visible.



## Edit Purchasing Card Transactions.

- Click on the Purchasing Card cardholder's account link that you wish to edit transactions.
- For each row, select the Transaction icon to edit transactions. Red with an "X" means Original Transaction; Green means Reconciled Transaction.



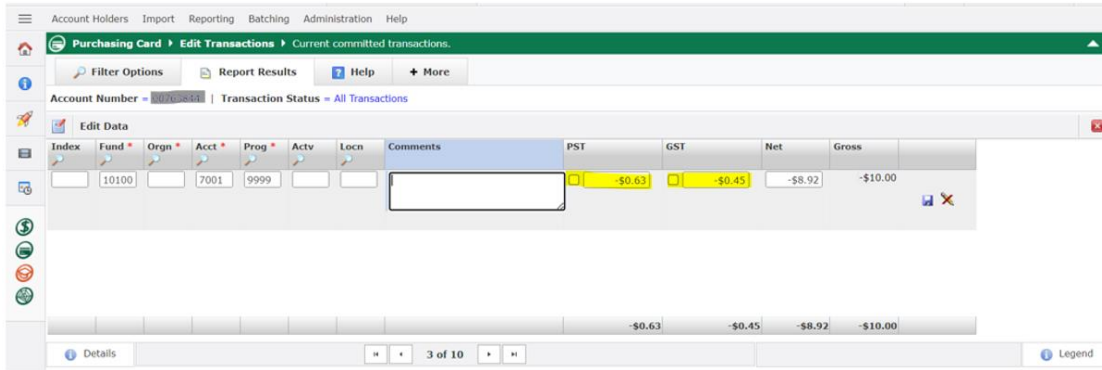
| Row # | Billing Date | Source | Account Number | Account Holder                        | Transaction Date | Merchant | Gross Amount |
|-------|--------------|--------|----------------|---------------------------------------|------------------|----------|--------------|
| 1     |              |        |                | More O'Ferrall, Christopher (No cu... |                  | Unknown  | \$0.00       |

- Edit Fund and Orgn codes.
- Change Account code 7001 to the applicable Account code. For a list of account codes, click on the magnifying glass, click on Search button, then a list of account codes will display.
- The LOCN code must be entered for employees that have a LOCN code for "expenses" as defined:
  - includes travel expenses, memberships, tuition, relocation, vehicle leases, extraordinary hiring expenses, registration fees and similar amounts paid directly to an employee, or to a third party on behalf of the employee, and which has not been included in 'remuneration',
  - is not limited to expenses that are generally perceived as perquisites, or bestowing personal benefit, and may include expenditures required for employees to perform their job functions, and
  - excludes benefits of a general nature applicable to all employees pursuant to an agreement such as medical, dental, counselling, insurance and similar plans
- Include a description of the transaction in the Comments box. The Merchant name may populate in the Comments box, type beside the Merchant name to add the transaction description.
- Enter PST and GST, if applicable, and enter the Net amount.

If GST has not been assessed by the vendor, the University is responsible to self-assess the tax and remit it to Revenue Canada. There is a **checkbox** beside the GST tax block in FAST PCard, when ticked the system will calculate the tax owed automatically during the batch and post process.

If the PST is applicable and has not been charged by the vendor, then it also must be self-assessed. Tick the **checkbox** beside PST tax block in FAST PCard.

For a detailed description of GST and PST self-assessment, please review [GST and PST](#) on the [Finance Forms](#) website under Reference Materials.

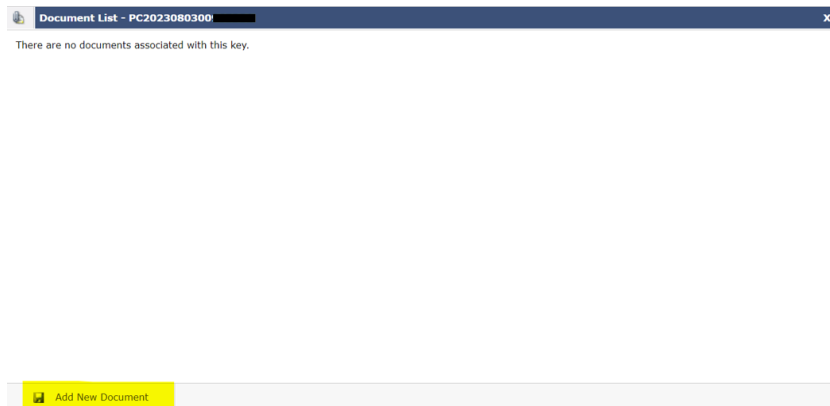


**Attach receipts and supporting documents for each item as necessary.**

- Click any paper clip icon to attach a receipt. A red asterisk \* beside paper clips means there are documents attached for that reporting period.

|   |  |  |            |                 |          |               |            |                        |         |
|---|--|--|------------|-----------------|----------|---------------|------------|------------------------|---------|
| 4 |  |  | 03-08-2023 | Purchasing Card | 00000000 | Teral, Shauna | 07-07-2023 | Internation 0045634396 | \$21.00 |
| 4 |  |  | 03-08-2023 | Purchasing Card | 00000000 | Teral, Shauna | 07-07-2023 | Internation 0045634396 | \$21.00 |

- Click on Add New Document.



- Type a descriptive comment in the Document Comments text box.
  - Please note, there is an option to upload documents in bulk, text that is entered in the Document Comments window associates to all items rather than per-item basis. Either upload only one document at a time, using a naming convention such as Vendor name and dollar amount, or include the Row # to the name of your file and or include the Row # on your receipts. Use a method that will assist Accounts Payable with reconciling each transaction quickly.
- Click on Choose Files. Select your file from your saved documents.
- Click on Upload Document. Upload as many individual files as necessary. Exit the Add New Document window by clicking on “x” close, upper right corner.

**DO NOT** upload image files (jpeg, png) or combine all transaction receipts and supporting documents in one large pdf file. This makes it very difficult for Accounts Payable to process your statement.

**Add New Document**

Document Reference: PC2023100-██████████

Document Comments:

Select Document:

[Choose Files](#)

Choose your files or drag them here.

|   |                 |           |  |
|---|-----------------|-----------|--|
| Row 2. Westjet E-Ticket Receipt 1 - VBVGD - 19... | application/pdf | 111.34 KB |  |
|---|-----------------|-----------|--|

[Upload Document](#) [Cancel](#)

All receipts and supporting documents for that transaction period are listed.

**Please retain your receipts and supporting documents until the next billing cycle, for situations where a scanned receipt isn't readable, or clarification is necessary.**

**Document List - PC2023100-██████████**

| Document Key         | File Name   | Comments                         | Info | Date        | Confidential |
|----------------------|---|----------------------------------|------|-------------|--------------|
| PC2023100-██████████ | Row 2. Westjet E-Ticket Receipt 1 - VBVGD - 19371885.pdf        | Westjet \$21.00                  |      | 17-Nov-2023 |              |
| PC2023100-██████████ | Row 1. Conference Registration.pdf                              | Conference Registration \$539.00 |      | 17-Nov-2023 |              |
| PC2023100-██████████ | Row 3. Westjet Invoice - VBVGD - September 11 2023 19370958.pdf | Westjet fees \$11.55             |      | 17-Nov-2023 |              |
| PC2023100-██████████ | Row 4. E-Ticket Receipt 1 - VBVGD - 19371884.pdf                | Westjet \$504.08                 |      | 17-Nov-2023 |              |

[Add New Document](#)

Once your transactions are reconciled and necessary files attached, Submit for Approval.

Account Holders Import Reporting Batching Administration Help

**Purchasing Card** Edit Transactions Current committed transactions.

Filter Options Report Results Help + More

Account Number = ██████████ Transaction Status = All Transactions

| Row # | Billing Date | Source | Account Number | Account Holder                        | Transaction Date | Merchant | Gross Amount |
|-------|--------------|--------|----------------|---------------------------------------|------------------|----------|--------------|
| 1     |              |        | ██████████     | More O'Ferrall, Christopher (No cu... |                  | Unknown  | \$0.00       |
|       |              |        |                |                                       |                  |          | \$0.00       |

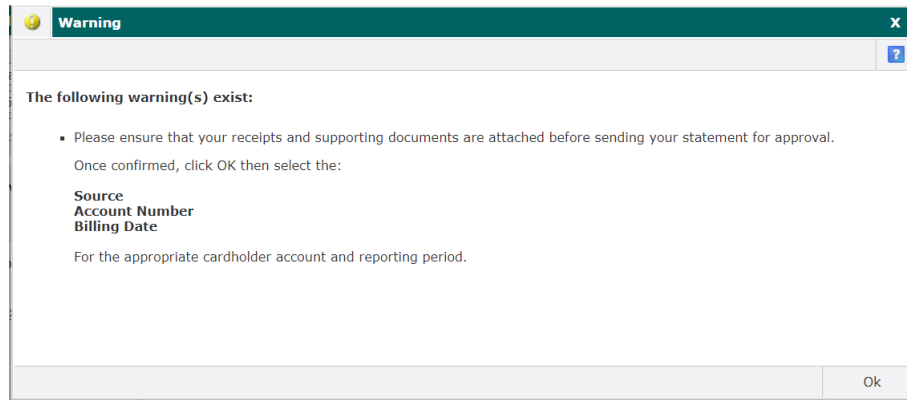
1 - 1 of 1

Records per Page 15

[Submit for Approval](#) [Create](#)

A Warning window displays, “Please ensure that your receipts and supporting documents are attached before sending your statement for approval. Once confirmed, click OK then select the **Source, Account Number, and Billing Date** for the appropriate cardholder account and reporting period.”

Confirm that all receipts and supporting documents are attached. Click Ok.



**Submit cardholder’s statements with transactions that are coded from other departments budgets.**

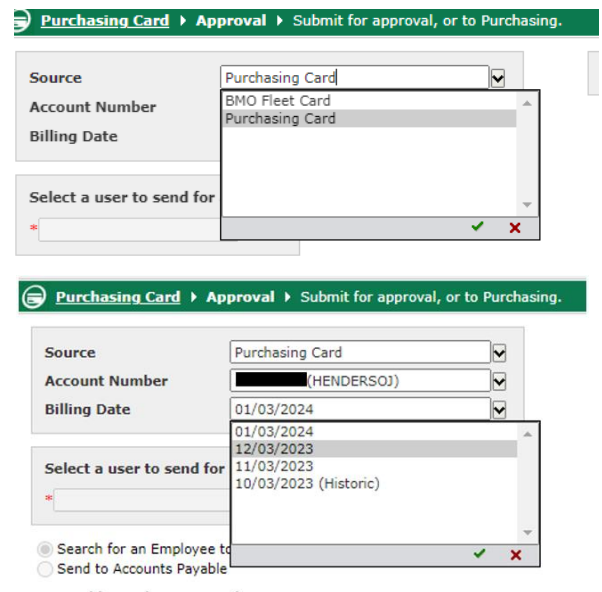
Sometimes cardholders have authorization to purchase items or services using another department’s budget.

- Before purchasing the item or service, obtain preapproval for the expenditure from the Budget Holder. This can be in the form of an email or a travel authorization form for travel.
- Edit transactions as described above.
- Attach your email for the expenditure preapproval or travel authorization form for travel as a supporting document.
- Note in the Comments section the Fund/Org where the transaction should be coded to.
- Continue with the Submit to Approver step.

**Approval screen. Submit to Approver.**

- **Source:** If you reconcile both fleet card and purchasing card, remember to double check that the Source displays the appropriate card.
- **Account Number:** Check that the appropriate Account Number is selected. If you manage other cardholders’ accounts, cards are listed alphabetically.
- **Billing Date:** Be mindful of which reconciling period is selected – the system will always default to the present period.

Exiting and returning to the Approval screen, resets the Source, Account Number, and Billing date fields to their default values. Previous selections are not saved.



Select a user to send for approval.

- Click on the magnifying glass.
- Leave the First and Last name fields blank, then click on Search to view a list of people who you may send to. Approvers and, if applicable, users who manage your card may be listed.

Every Fund excluding Research Funds must submit to an Approver. Research Funds beginning with a “2” may submit directly to Accounts Payable.

- Enter additional comments if necessary.
- Click Submit.

If the Submit button is “greyed out” ensure the Source, Account Number, and Billing Date are set appropriately.

Once submitted, an Approval History and related comments populate, displaying on the Approval screen.

If the statement is approved, an email notification is sent to the submitter.

The transactions for Purchasing Card account ending █████ (10/03/2023) have been approved



Shauna Terai  
To: Shauna Terai

From: [zarrah.holvick@unbc.ca](mailto:zarrah.holvick@unbc.ca) <[zarrah.holvick@unbc.ca](mailto:zarrah.holvick@unbc.ca)>

Sent: Monday, October 30, 2023 4:09 PM

To: Accounts Payable <[accountspayable@unbc.ca](mailto:accountspayable@unbc.ca)>

Subject: The transactions for Purchasing Card account ending █████ (10/03/2023) have been approved

A PCard statement has completed the approval process.

Source: Purchasing Card

Account Number: ████████

Account Holder: Terai, Shauna

Billing Date: 10/03/2023

Comments:

Sent to Accounts Payable

**Rerouting a cardholder's statement once the Submit button has been clicked.**

- Navigate to the Approval screen.
- Select the Source: Purchasing Card, Account Number, and appropriate Billing Date for submission.
  - Check that the Account Number is correct. If you manage other cardholders' accounts, all cards are listed alphabetically.

Re-select a user to send for approval.

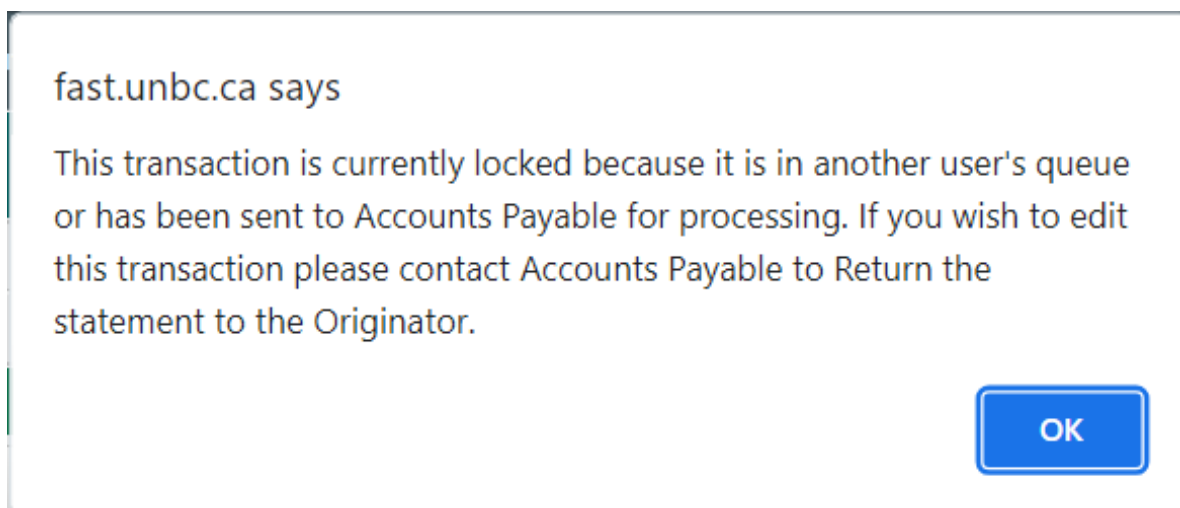
- Click on the magnifying glass.
- Leave the First and Last Name fields blank then click on Search to view a list of people who you may send to. Approvers and, if applicable, users who manage your card may be listed.
- Enter additional comments if necessary.
- Click on Submit.

Once submitted, the cardholder's statement is removed from the first Approver's queue. The re-selected Approver receives an email notification that the cardholder's statement is ready for approval. The Approval History is updated on the Approval screen to reflect who has the purchasing card statement, and time/date stamps the workflow.

**Edit transactions after a statement has been sent to an Approver or another user in the system.**

After a statement has been sent to an Approver or Accounts Payable the system locks transactions. This ensures that two users are not editing the statement at the same time. The edit pencil will not be available, and a message displays: **This transaction is currently locked because it is in another user's queue or has been sent to Accounts Payable for processing. If you wish to edit the transaction please contact Accounts Payable to Return the statement to the Originator.**

The other option is to ask the Approver to return the statement to the Originator if it is in their queue.



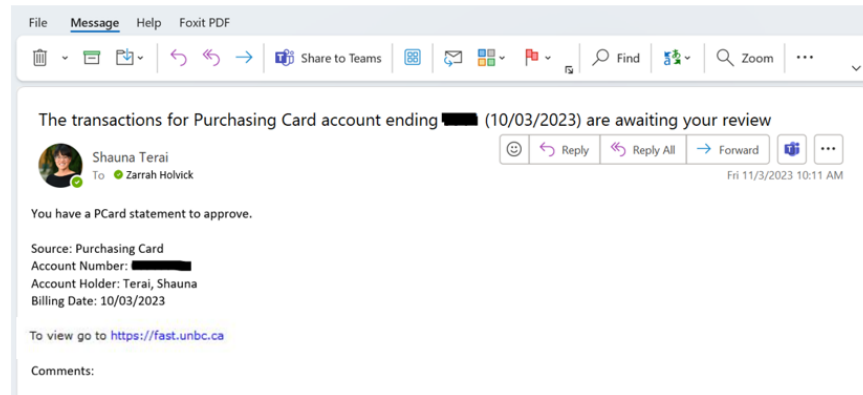


## Approver's process

Once a Purchasing Card statement is submitted, the Approver receives an email notification to their UNBC email address.

**Email title:** The transactions for Purchasing Card account ending ##### (date) are awaiting your review.

**Email content:** You have a PCard statement to review. The Source, Account Number, Account Holder, Billing Date, and link to fast.unbc.ca are included in the email.



The Approver must complete the approval process in <https://fast.unbc.ca>. Login using your UNBC credentials.

At the Approvers Home page, the cardholders' statements that require approval are listed under Statements for Approval.

- Click the link for the cardholder's account you wish to approve.

Print Monthly Statements

### Statements for Approval

List for My Approval

[REDACTED] (Purchasing Card - \$80.59)

Details of the cardholder's submission display.

- To edit transactions or view coding, GST, PST, and totals:
  - Click on the Balance column link.
  - Click on the Green Reconciled Transaction icon for the row you wish to view.
  - If you edit, note the changes for the cardholder on the Submit for Approval screen in the "Enter additional comments here" text box.
- If you wish to view a high-level of a cardholder's transactions:
  - Click on Print Monthly Statements



- Select the Source and Billing date, click on the PDF icon. A PDF version of the card holder's statement is created.
- To approve without editing or viewing transactions, click on the **Approver Username** to select another Approver or send the submission to Accounts Payable.
- Review the Source: Purchasing Card, Account Number, and appropriate Billing Date for submission. It may be necessary to select the Billing Date.
- Select a user to send for approval OR click the radio button for Send to Accounts Payable OR Return to Originator.
  - To select a user to send for approval, click on the magnifying glass.
  - Leave the First and Last Name fields blank then click on Search to view a list of people who you may send to. Approvers and, if applicable, users who manage your card may be listed.
- Enter additional comments if necessary.
- Click on Submit.

If the Submit button is “greyed out” ensure the Source, Account Number, and Billing Date are set appropriately.

### Return to Originator.

- Click the radio button next to Return to Originator.
- Enter additional comments if necessary.
- Click on Submit.

When the Return to Originator radio button is selected. The Originator receives an email notification, and the Approval History log is updated.