PCard Services

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Overview

With the implementation of the FAST Procurement Card function, users are able to view and reconcile PCard charges online within the current FAST system.

Proxies authorized by the department chair, Vice President, Dean, or other

- From the FAST Home page select the PCard Tile or Navigating using the Navigate to the Reconcile Statement page by selecting the PCard Tile or by using the navigation bar > Selecting Purchasing > Procurement Cards > Reconcile > Reconcile Statements.

[redacted] or

- Either enter the 11 digit employee number to see one cardholder or click on the Search button to see all cardholders

[redacted]

- The system will return the transactions for one cardholder or all transactions for all cardholders the Proxy has authorization to review. The system will only show cardholders that have existing charges to approve. If no charges exist, the search will show 'No Transactions Found' and no further action is needed by the Proxy.

- The above screen shows the initial entry in this module. You may click on Search for direct entry to the charges or modify the selection criteria for the available parameters.

¶ The below shows all transactions needing to be reconciled. You can close the naviagtion area by clicking the navigation area slider for a better view of the transaction page.

¶ From this screen you wil

¶ Adding a Traveler Employee ID & Appian TR ID to a transaction. 6 ـسخي I ; ŏ hR IM M tran

¶ Distribution template: To save time you can use this feature to apply the same chart field string to multiple charges. Select the transactions to reconcile to the same chart field or selecting all , click on the Distribution Template

Enter the chart field for all the selected transactions and save.

From the FAS/57Ho/eader/Foh11.04 Tf1 0 0 1 111.38(h)3(e)-3(FA)5(S/57Ho)]TJETQq0.00000912 0 6.92 rewnB60 0 1.04 Tf1 0 0 1 111.