Editing Transactions in FAST PCard

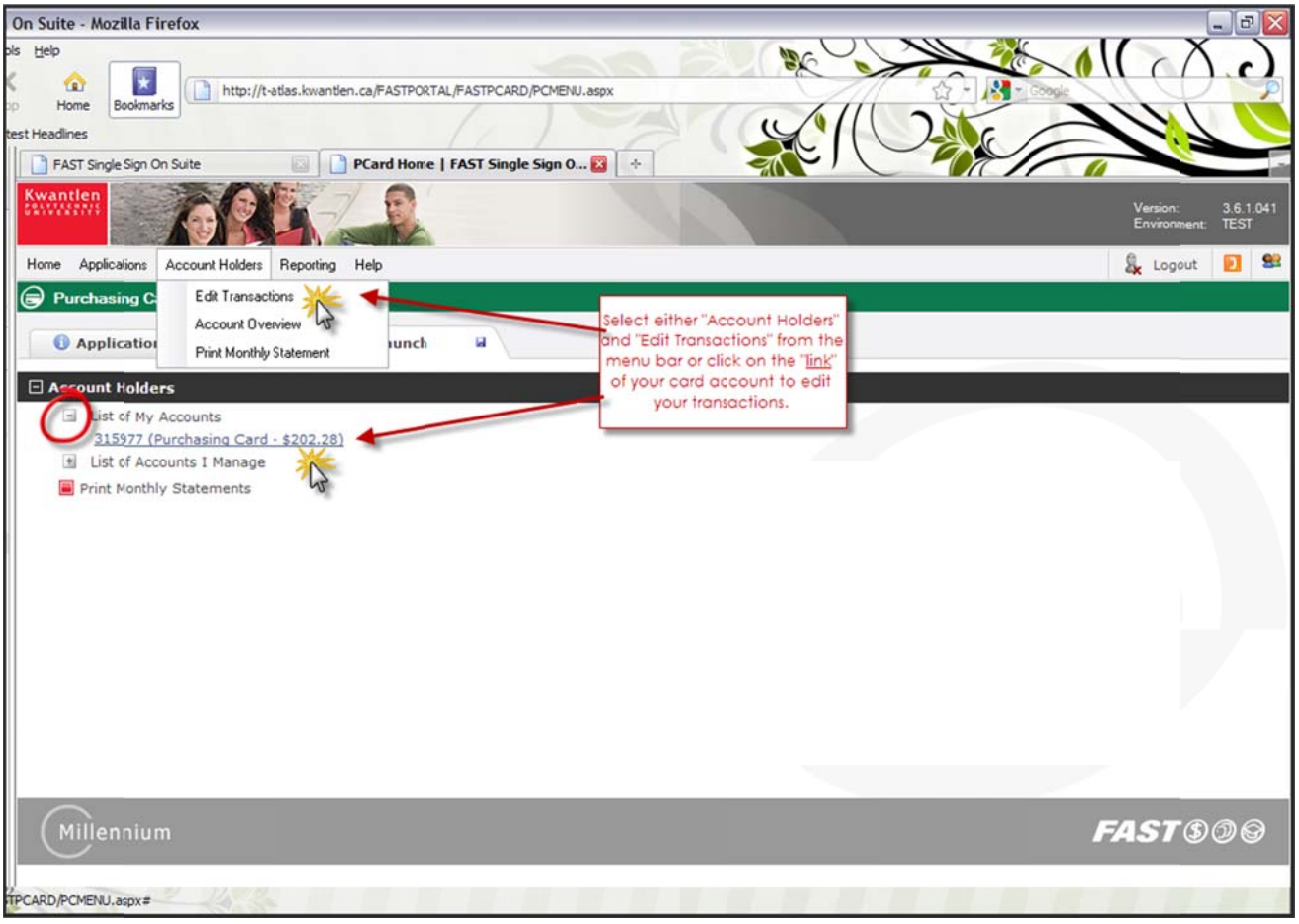
Your transactions will be downloaded into FAST PCard on a nightly basis. You can go in and edit your transactions as often as you like. We recommend that you do this at least 2 – 3 times a month.

There are TWO ways to access the screen to edit your transactions.

1. You can click on "Account Holders" in the menu bar and then click on "Edit Transactions"

~ or ~

2. Simply click on the "link" with your Purchasing Card Account Number and amount listed. This link takes you to your most recent transactions. *Please ensure that you have expanded the box beside the "List of My Accounts" to display all your accounts.*

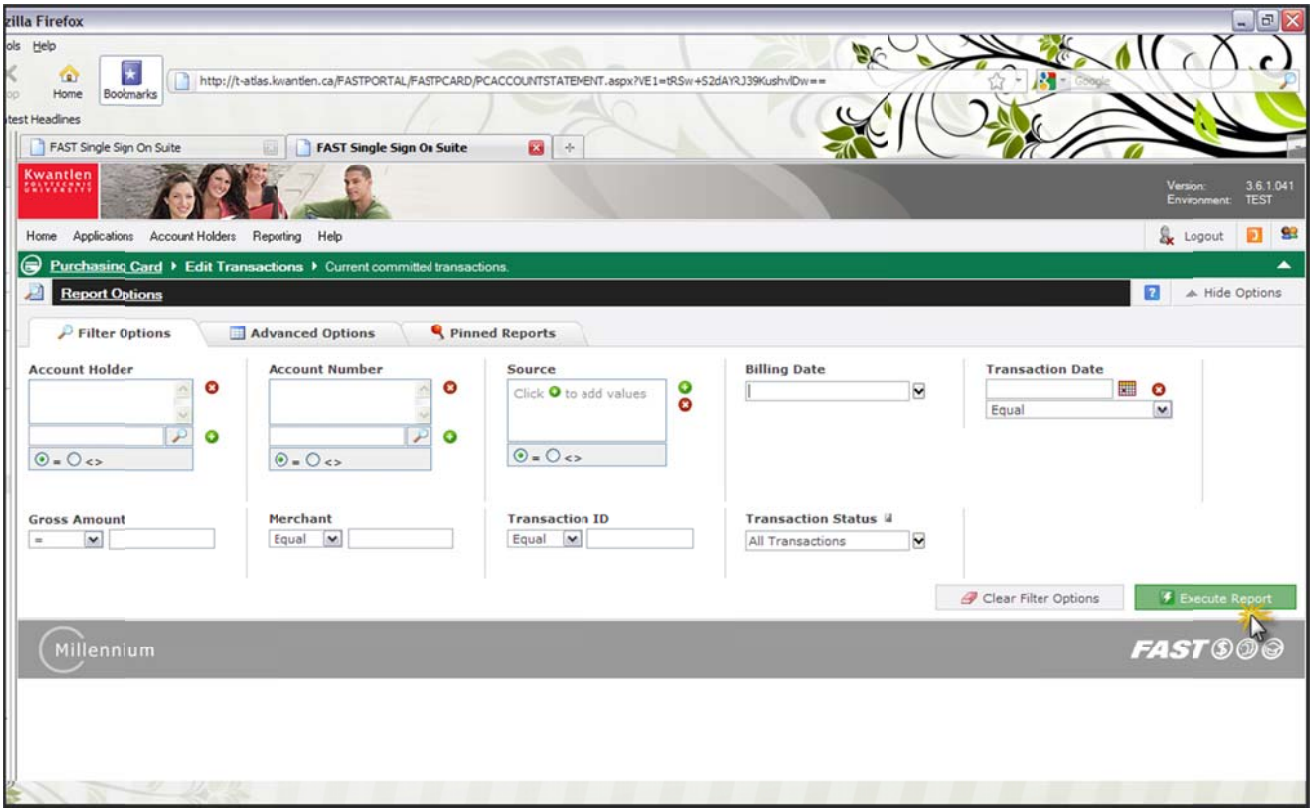


If you choose to use the "link" shortcut to the editing screen, it will take you directly to view your transactions.

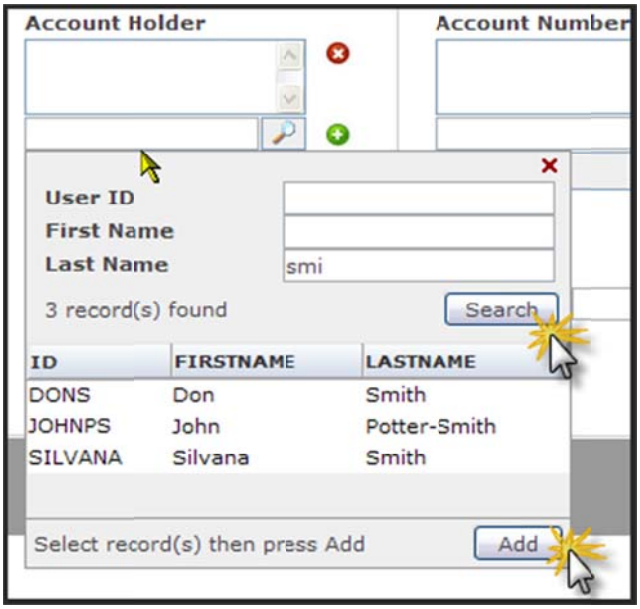
If you choose to use the "menu" fields to access your transactions you will have more options for how you view your transactions.

When you choose "Account Holders" and "Edit Transactions" through the menus you will be taken to a screen that gives you the ability to "filter" some information to provide a more specific query on your transactions.

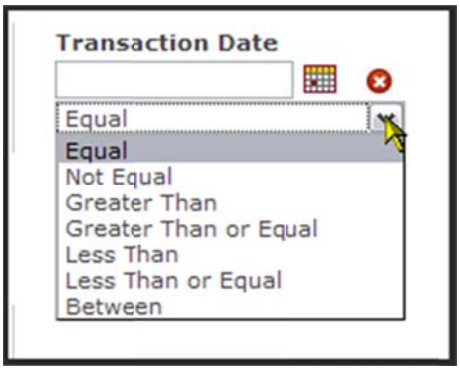
Once you have specified your query you click on the "Execute Report" button. This will take you to any transactions based on your filter selections.



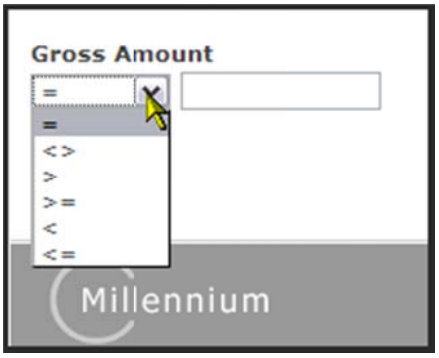
- **Account Holder** – you can search for a particular cardholder by name or user name (if you have access to more than just your own account).



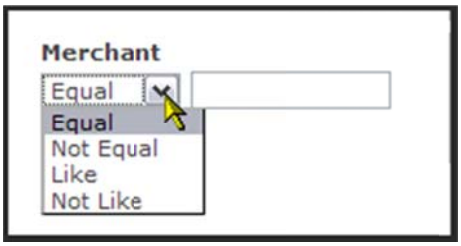
- **Account Number** – you can search for a specific card account number, (if you have access to more than just your own account).
- **Source** – is used to specify the source of the transactions. As KPU only has Purchasing Cards, this is the only item available in the search**.**
- **Billing Date** – if there is more than one cycle date available for viewing/editing you can select the specific one you want to view/edit.
- **Transaction Date** – you can search for transactions based on a specific transaction date(s).



- **Gross Amount** – you can search for transactions for a specific amount, greater than, less than, or between amounts.

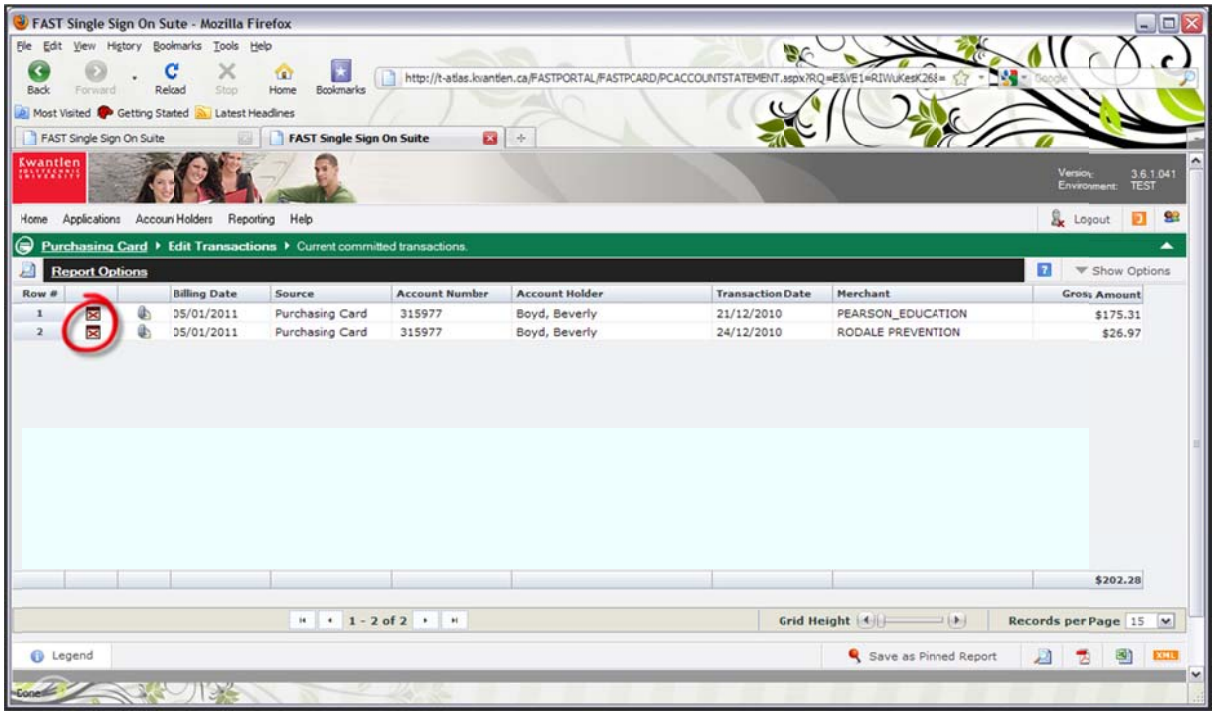


- **Merchant** – you can search for transactions for a specific merchant.



- **Transaction ID** – you can search on a specific transaction ID.
- **Transaction Status** – you can select All, Reconciled or Not Reconciled.

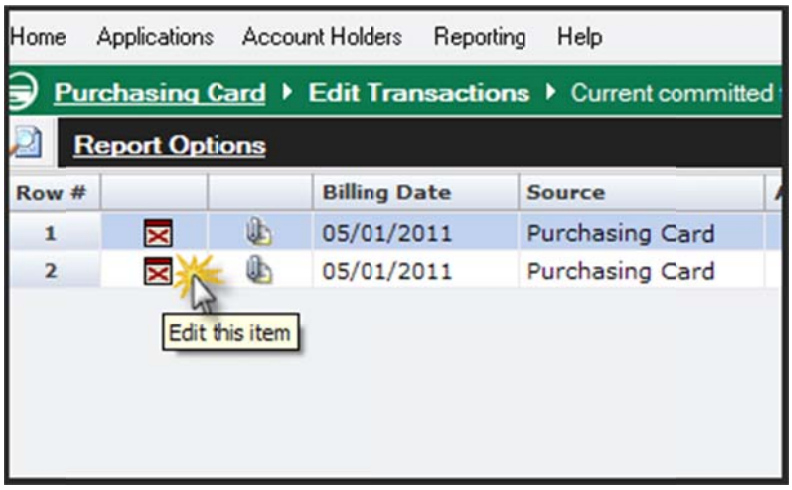
Once you are on the transaction editing screen you can view all of your transactions in a list.



For each transaction you will see the following:

- **Row #** - shows how many actual individual transactions were on your Purchasing card.
- **Box with Red "X"** – identifies any transactions that require your review and edit.
- **Green Box** – identifies any transactions that have been reviewed and edited.
- **Paper Clip Icon** – will enable any attachments to be added (this is not functioning for KPU as we don't need to attach anything to the transactions)
- **Billing Date** – this is the actual "Cycle Date".
- **Source** – will always show Purchasing Card.
- **Account Number** – is the last 6 digits of your actual Purchasing Card number.
- **Account Holder** – name of the Purchasing Card Account holder.
- **Transaction Date** – the date of the actual purchase/charge.
- **Merchant** – name of the merchant the transaction was charged to.
- **Gross Amount** – the amount of the charge including all taxes and any additional charges.

To edit a transaction click on the "Box with the Red X"



This will bring up the transaction showing your default fund/orgn/acct/actv information, all the taxes as downloaded from US Bank and the "Net" and "Gross" amount of the transaction.

The default orgn/acct/actv codes will automatically be populated for you. They will be the codes that were specified on your application form. If these are not the

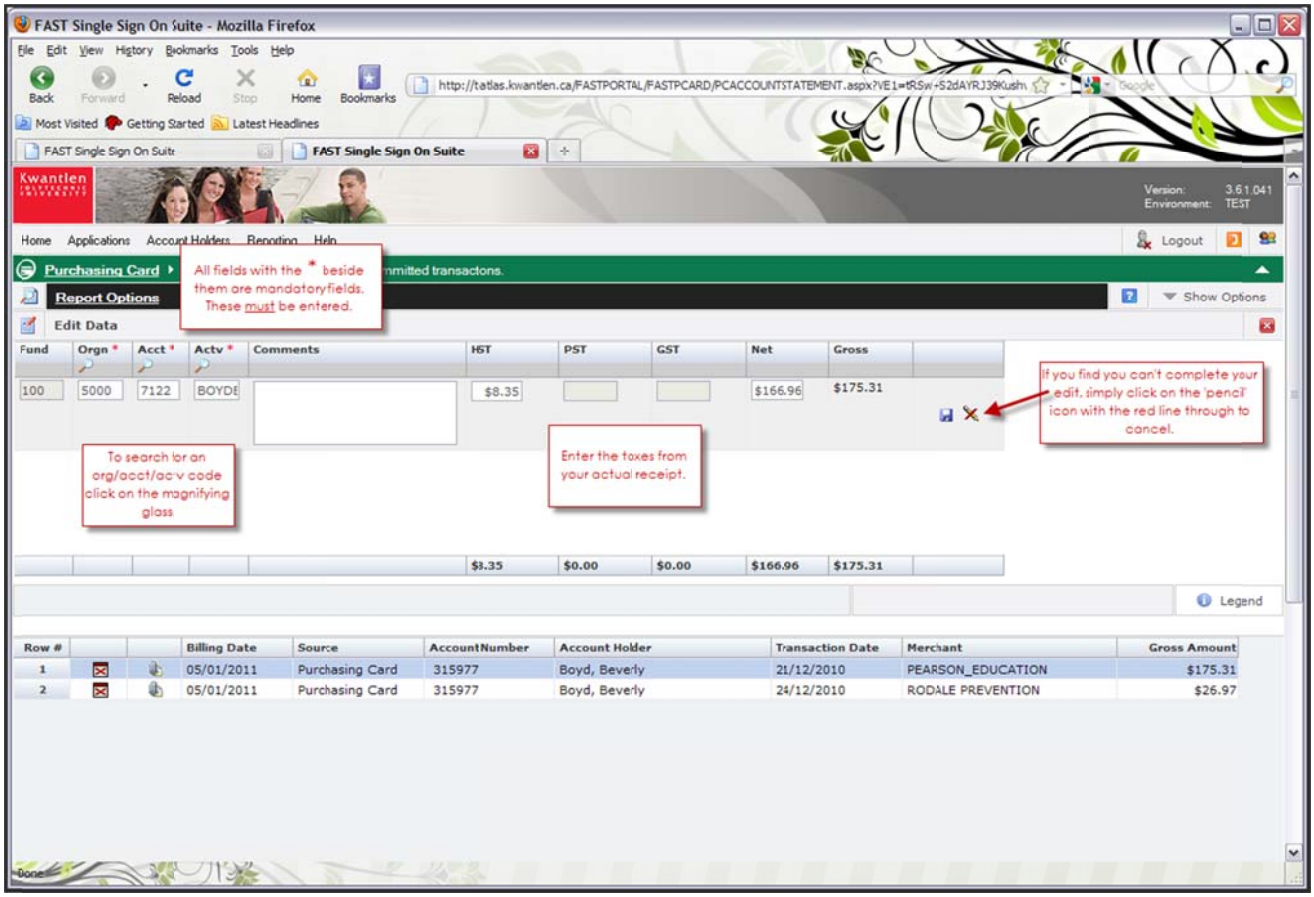
correct codes, please contact Financial Reporting. You will be able to change these as necessary.

To review and edit the information here click on the "Pencil" icon.

*(Note: you may need to scroll your screen over to the **right** using your scroll bar at the bottom of your screen, to see the pencil icon required to edit)*

You now see that the fields can be edited.

Any fields with a grey background cannot be edited/changed.



- **Orgn Code** (Organization Code) – enter the organization code that you want the transaction to be charged to.

  If you know the org code you want to use you can type directly over the default code.

  If you don't know the org code you want to use you can search by using the magnifying glass to bring up a search block.

  You will ONLY be able to enter or search for org codes that you have been approved to view/edit through fund/org security.

  The correct Fund Code will automatically populate for you based on the org code you enter.

- **Acct Code** (Account Code) – change this to an appropriate account that reflects the actual charge. ****This code is defaulted to a Purchasing card suspense account. (You MUST change this code for all transactions).***

  If you know the account code you want to use you can type directly over the default code.

  If you don't know the account code you want to use you can search by using the magnifying glass to bring up a search block.

You will only be able to search for commonly used expense account codes determine by Financial Services. If there is not an appropriate code to use, contact Financial Reporting.

- **Actv Code** (Activity Code) – if your charges are for a different individual other than yourself, you must enter the activity code for that person.

  Activity codes are required for Public Bodies reporting. We must identify for whom the specific transaction pertains to.

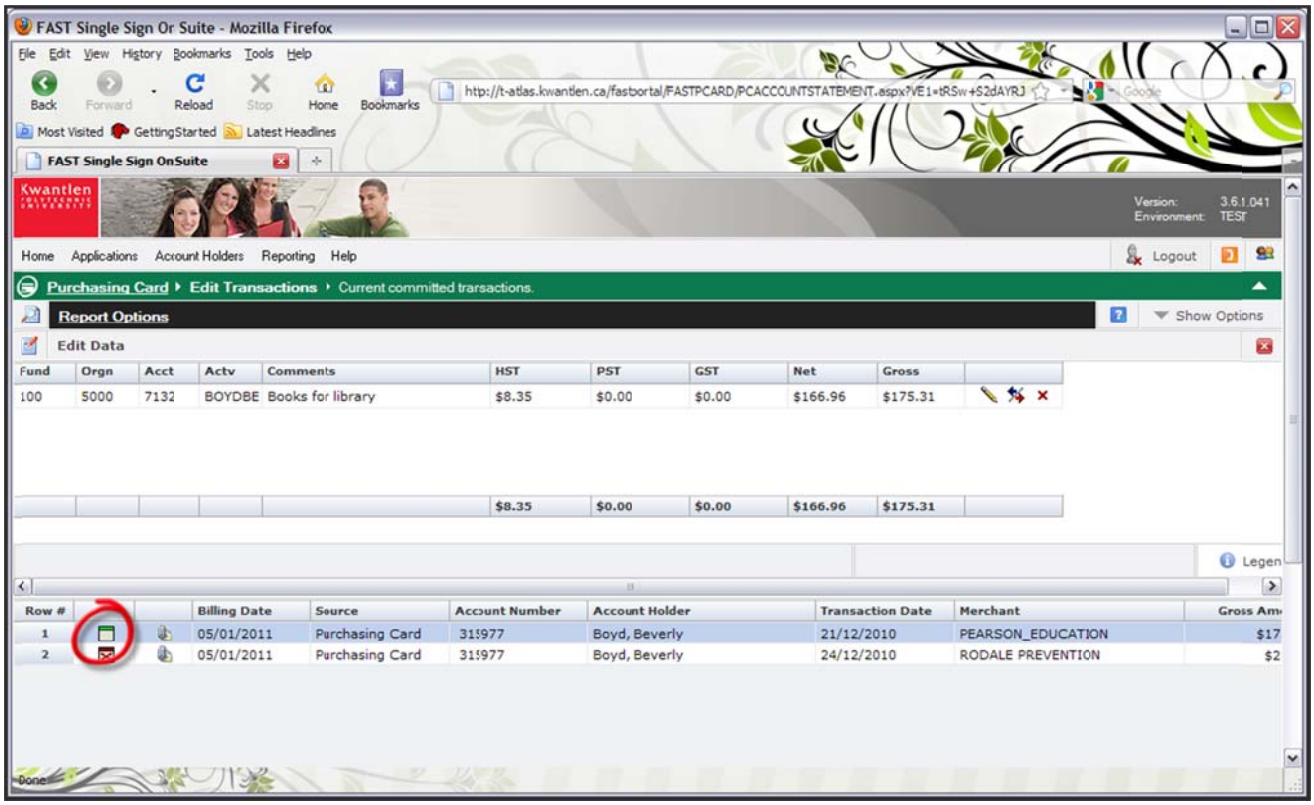
  The activity code is based on the persons' last and first names. The code is alpha only case sensitive. It contains the first 4-digits of the person's last name and the first 2-digits of their first name. *(For example: John Smith's activity code would be SMITJO).*

- **Comments** – you can enter as much information as you like, to add any additional information that pertains to the specific transaction.

  These comments will be seen on your printed statement.

Once you have made all your edits, click on the little "disc" icon to save.

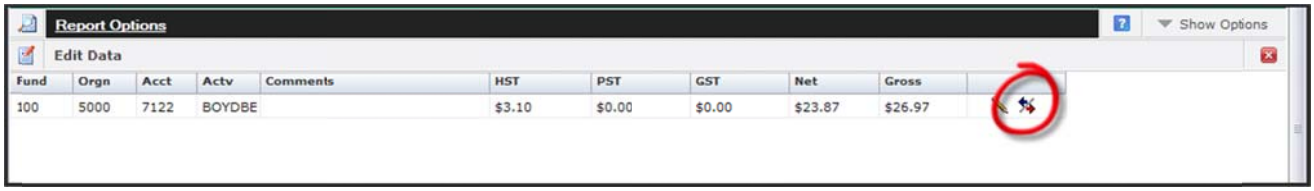
You will see that the transaction icon with the red "X" has now become green, identifying that the record has now been reviewed/edited.



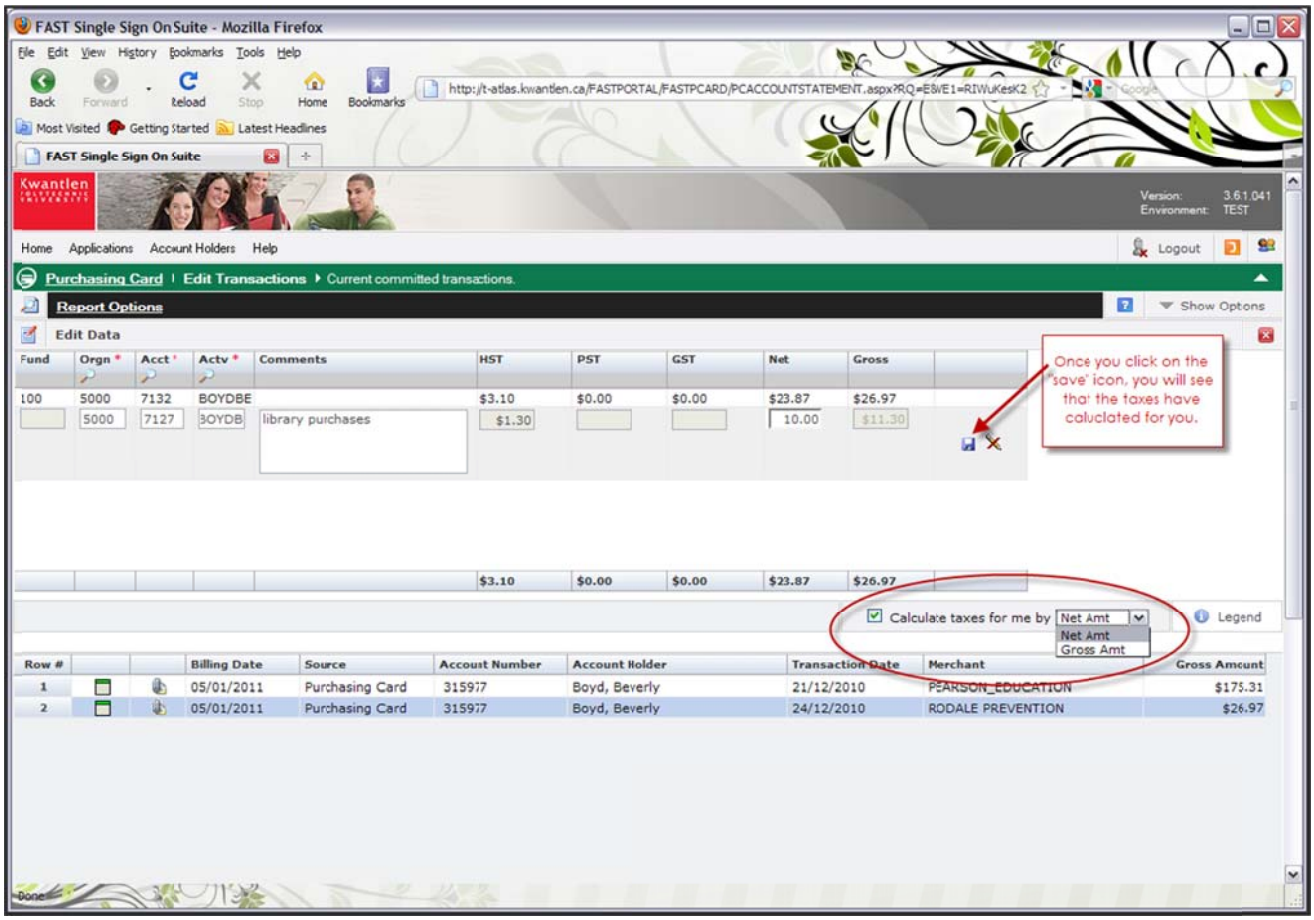
Creating a "Split Transaction"

You can also "Split" transactions between different org/acct codes when required.

When you are on the screen to review and edit your transaction, instead of clicking the "pencil" icon click on the red and blue "arrows" beside it (Split Transaction icon).



You will see that this creates a second line to assign org/acct coding. You must split your transactions based on dollar value.



You may split the transaction using either "Net Amount" or "Gross Amount" by selecting that from the pull-down menu for calculating taxes. FAST Pcard will calculate the taxes for you based on whichever is selected.

- **Net Amount** - enter the dollar amount for the split in the "Net" amount field.
- **Gross Amount** - enter the dollar amount for the split in the "Gross" amount field.

Once you click on the "save" icon, you will see the taxes calculate accordingly in the appropriate columns.

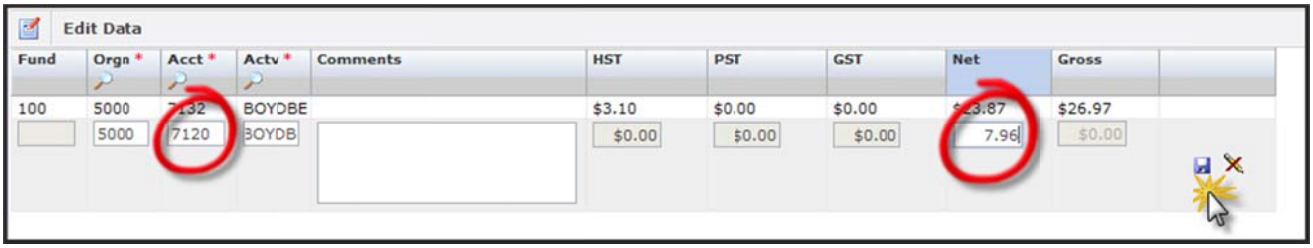
You may also split your transactions multiple times. A multiple split must also be based on dollar value.

For example: if you would like to split the above example into three different account codes you must first determine how much is going to be charged to each account code.

This example will divide the entire charge by three based on the "Net Amount". The results will be $7.96 charged to account 7120, $7.96 charged to account 7127 and $7.95 charged to account 7132.

- Select the transaction to be edited and edit the default org/acct to one of the accounts.

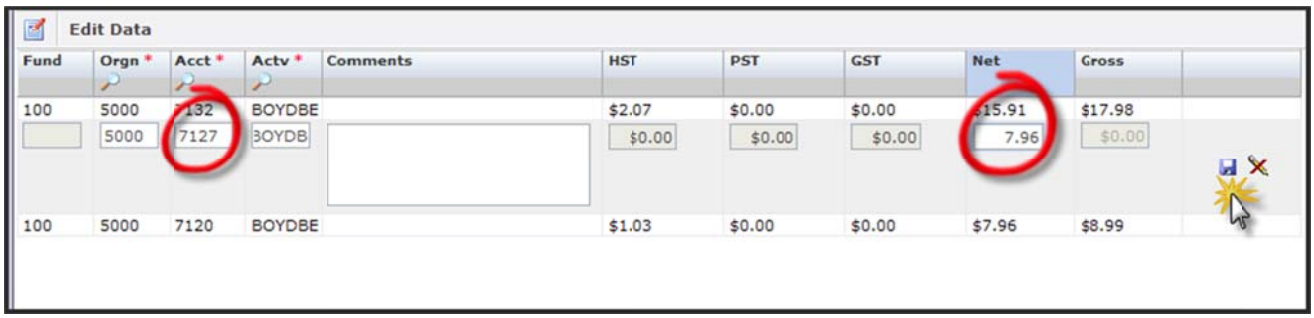
- Click on the "Split Transaction" icon to create the first split.
- Enter the org/account that you want to charge and the "Net" amount and click on the "Save" icon.



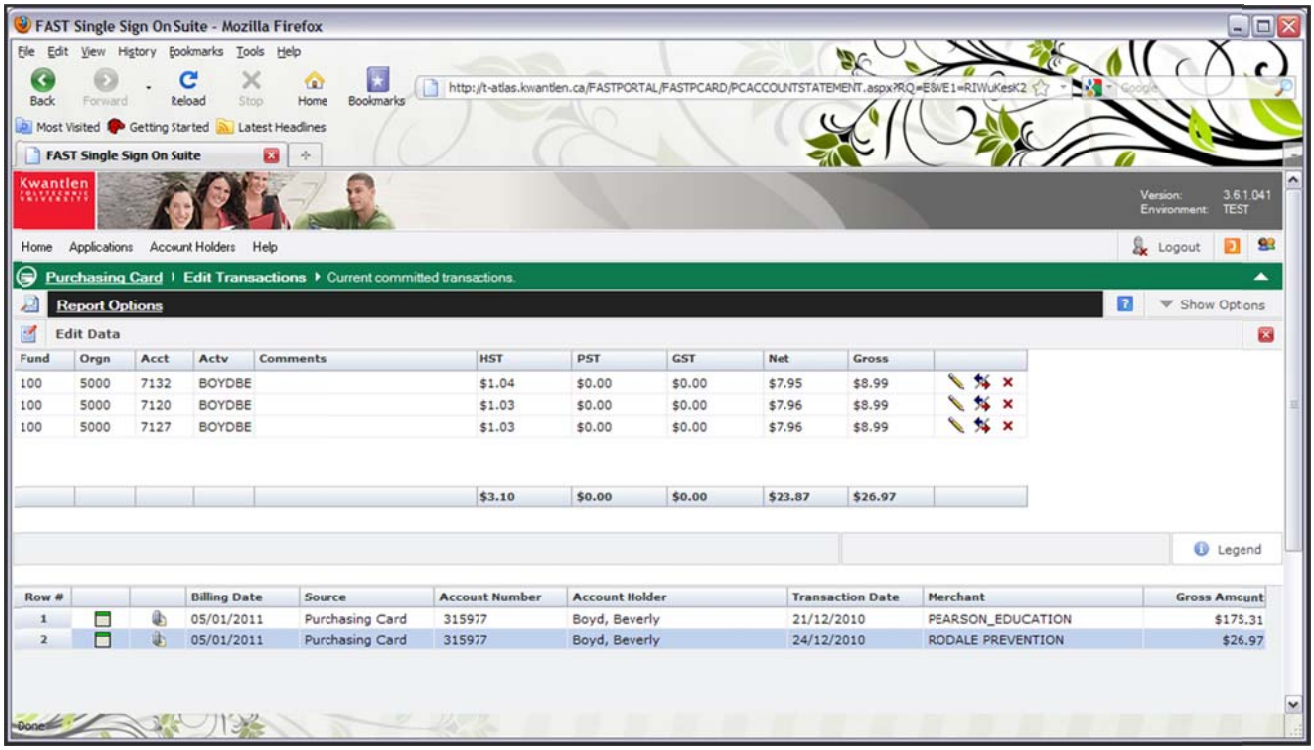
This will charge the amount entered to the org/account specified.

- To create the second split click on the "Split Transaction" icon beside the original transaction again.

- Enter the org/account that you want to charge and the "Net" amount and click on the "Save" icon.



Once you click on "Save" you will see that the splits have all been completed and that the correct amounts (including taxes) have been assigned to the specified accounts codes.



At this point, you can still make changes to any of your transactions including the splits.

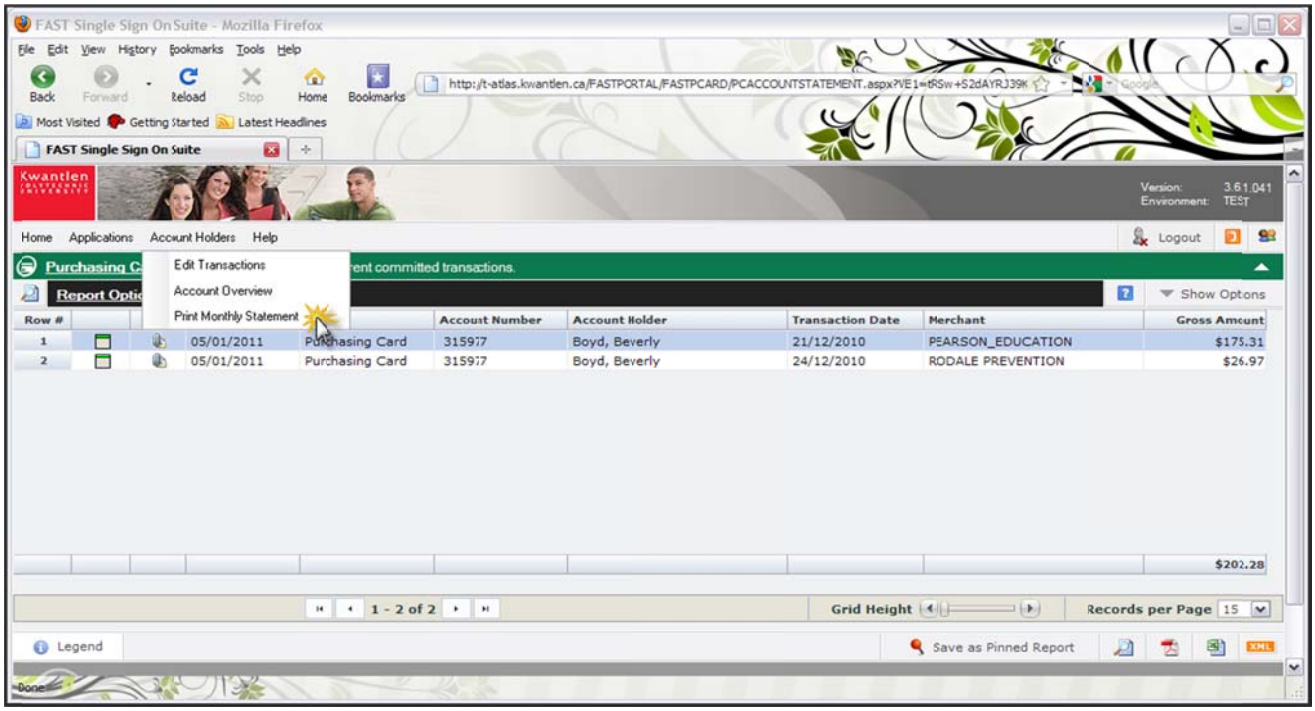
- Click on the "pencil" icon to make any changes to coding, comments or dollar values for taxes or net amounts. ***(If you change any of the amounts please ensure that your splits still equal the total for the entire transaction).***
- Click on the "Split Transaction" icon to create any further splits.
- Click on the red "X" to cancel any transaction or split.

Printing Your Statement

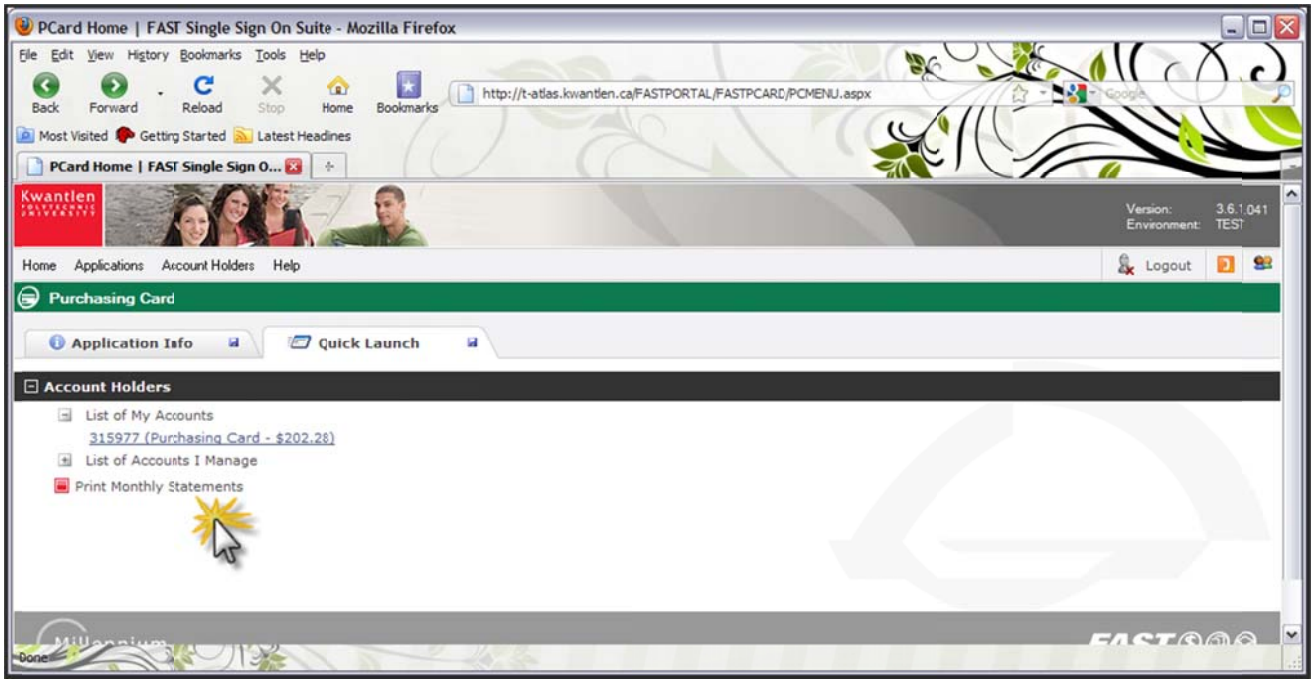
Once you have reviewed and edited all the transactions for the current cycle date you must print out your statement, attach all the receipts, and send it to the appropriate designate for authorization.

There are several ways to "Print" out your statement.

- From "Account Holders" in the menu bar, click on "Print Monthly Statement"

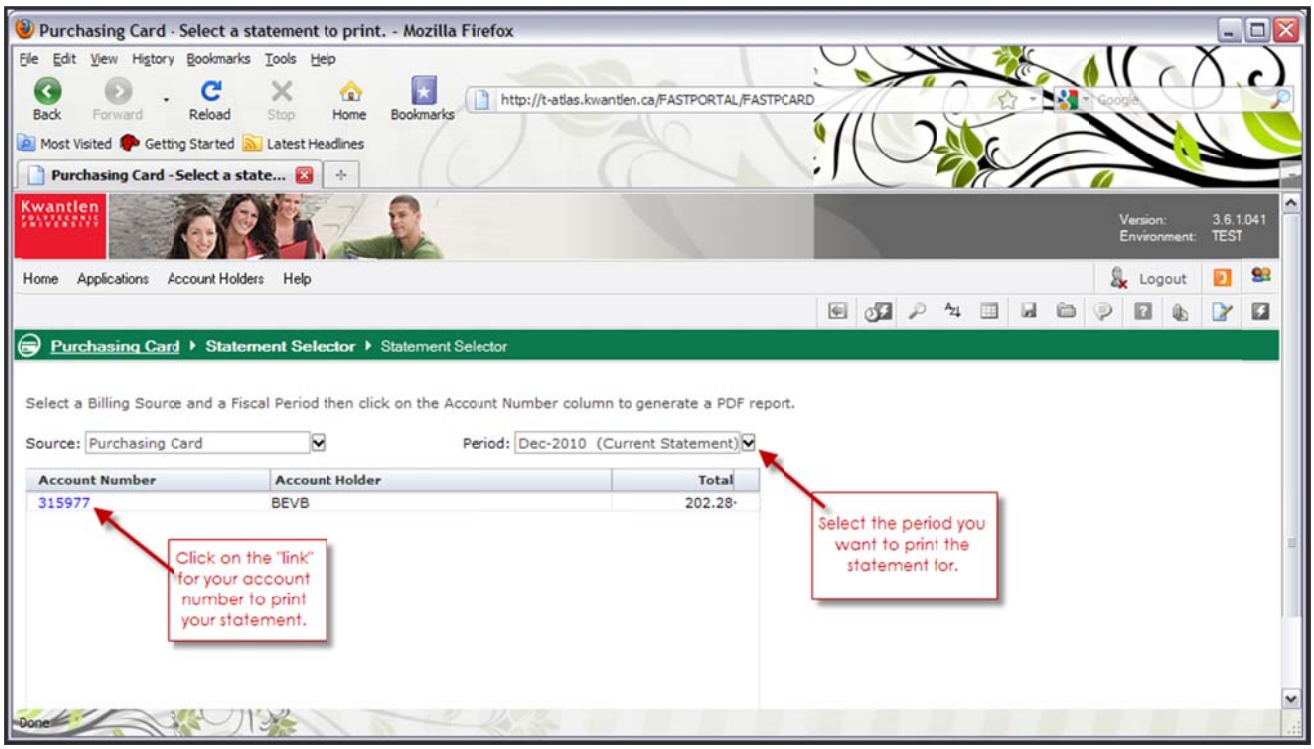


- Or from the "Quick Menu" screen click on the "link" for "Print Monthly Statements".



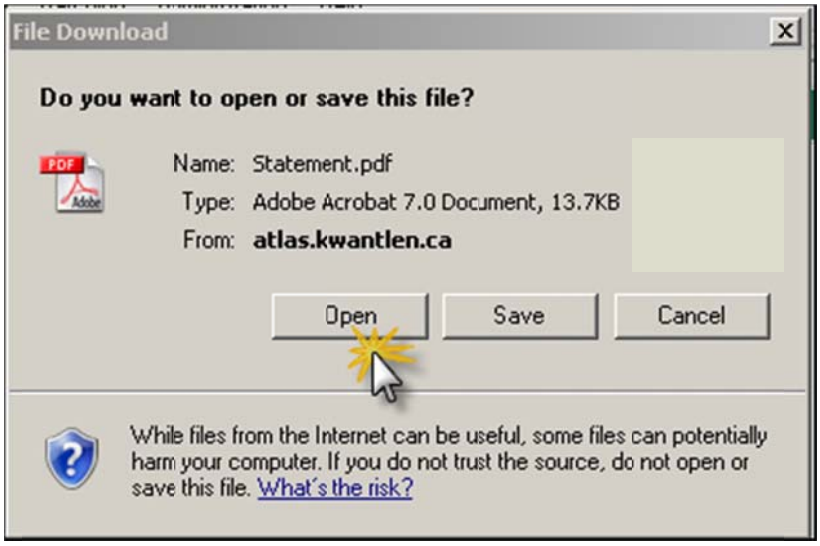
This takes you to the "Statement Selector" screen.

Here you can specify which period you would like to print the statement for by selecting it from the pull-down menu.



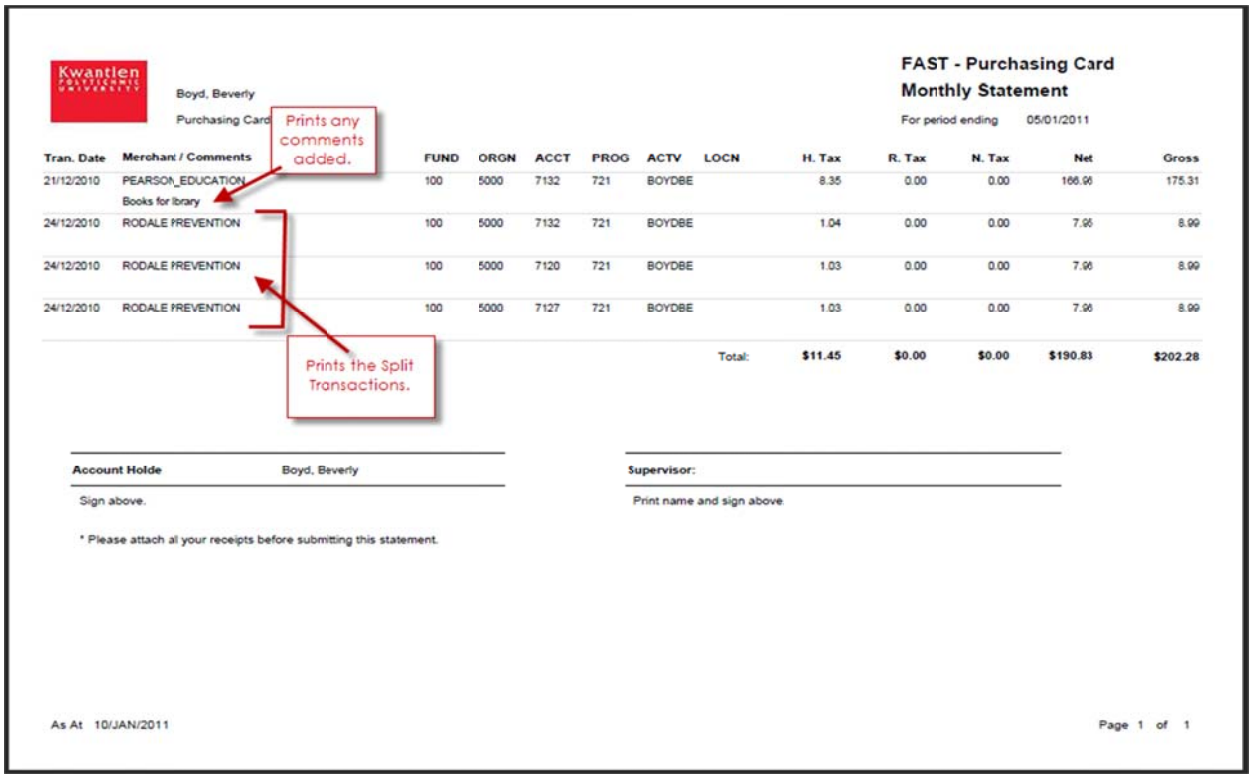
(Note: the period to select is not your "cycle date" or "billing date" but the date the transactions actually occurred).

Click on the link for your account number to print your statement. You will see a screen asking you to open or save your document as a "pdf".



Select open to view your statement.

The statement will open in a PDF window for you to view.



Print out the statement, attach all receipts and give to your designated signing officer for approval. Then forward to Financial Services for audit and filing.