

Quick Steps

To edit and review transactions:

- Logon to <http://atlas.kwantlen.ca/FASTPORTAL>
- Enter your Kwantlen Oracle ID (Banner login)
- Enter your Banner Password
- Click on “Applications” and select “Purchasing Card”
- Click on the link for your PCard account
- Your transactions should be visible
- Click on a transaction to edit
- Check the transaction against the receipt
- Click on the “pencil” icon to edit
- Verify that the “Org” code, Account code, and Activity code are correct, and change if necessary.
- Verify taxes are as per receipt and change if necessary
- Add any appropriate comments
- Click on the “disc” icon to save
- Follow this process until all transactions have been reviewed. (All account codes should be changed from the 7122 default.)

To print your monthly statement

- Click on “Account Holders” and select “Print Monthly Statement”. (The statement will open as a pdf.)
- Print the statement, attach all receipts, sign and send to your designated signatory for approval.
- Once approved, the Statement must be forwarded to FINANCIAL SERVICES for processing.

Reconciling your VISA statement

kwantlen.ca

Line #	Initial Date	Source	Account Number	Account Holder	Transaction Date	Merchant	Gross Amount
1	05/01/2011	Purchasing Card	017234	Penner, Kurt	20/12/2010	FEDEX OFFICE CANADA	\$274.42
2	05/01/2011	Purchasing Card	017234	Penner, Kurt	23/12/2010	FACEBOOK COMPADS	\$15.09
3	05/01/2011	Purchasing Card	017234	Penner, Kurt	24/12/2010	GUNMARK	\$701.51
4	05/01/2011	Purchasing Card	017234	Penner, Kurt	29/12/2010	FACEBOOK COMPADS	\$15.43
5	05/01/2011	Purchasing Card	044750	Richardson, Margo	21/12/2010	NEWLANDS	\$352.24
6	05/01/2011	Purchasing Card	044750	Richardson, Margo	21/12/2010	NEWLANDS	\$20.00
7	05/01/2011	Purchasing Card	054853	SVEN G RONDIE	22/12/2010	SMITH PLYWOODS LTD.	\$162.57
8	05/01/2011	Purchasing Card	054609	Cannon, Roger	30/12/2010	LIQUIDATION WORLD INC# 120	\$9.95
9	05/01/2011	Purchasing Card	057965	MEL ARMSTRONG	21/12/2010	SHELL 15184 56 AVENUE	\$100.00
10	05/01/2011	Purchasing Card	057965	MEL ARMSTRONG	29/12/2010	SHELL 15184 56 AVENUE	\$76.28
11	05/01/2011	Purchasing Card	072932	Doull, N.	20/12/2010	MARKETPLACE USA #73	\$23.47
12	05/01/2011	Purchasing Card	072932	Doull, N.	20/12/2010	SASHINE BUSH	\$13.10
13	05/01/2011	Purchasing Card	078433	Chiu, Bob	14/12/2010	MERLAN SCIENTIFIC LTD	\$442.40
14	05/01/2011	Purchasing Card	079640	Hofdel, Zena	20/12/2010	EARL'S SPRAWBERRY HL	\$171.50
15	05/01/2011	Purchasing Card	079640	JACK KROCK	24/12/2010	THE MORE SERVICE #7500	\$49.06
16	05/01/2011	Purchasing Card	080001	PETER NEMETH	27/12/2010	LONDON DRUGS 44	\$83.99
17	05/01/2011	Purchasing Card	080076	PHILIP, Julian	20/12/2010	THE MID-GREEK	\$157.15
18	05/01/2011	Purchasing Card	080126	Ruth, Aaron	20/12/2010	LAUNDRY & DRY CLEANING	\$14.76
19	05/01/2011	Purchasing Card	080176	Sato, Patricia	30/12/2010	BCAA BURNABY 29	\$94.40
20	05/01/2011	Purchasing Card	080209	Smith, Don	22/12/2010	FRASER VALLEY REFRIGERATS	\$253.12
							\$34,405.10

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When can I view my statement?

All transactions will be uploaded into FAST PCard on a daily basis. Charges or “Transactions” posted one day will be available for review and edit the very next day. It is recommended that you go into your purchasing card on a regular basis to review and edit your transactions.

Access to review and edit your statement will be available until 4:00 P.M. on the 20th of the month for reconciliation.

After that, the information is **locked** and only available to Financial Services for processing.

Where do I access my statement?

All reconciliations are done on-line through the FAST Portal. The website is: <http://atlas.kwantlen.ca/FASTPORTAL>

You will need to enter your Kwantlen Oracle ID (Banner login) and your Banner password.

For information regarding access to the FAST Portal please see the Financial Services Website.
www.kwantlen.ca/finance/FAST.html
or email Financial.Reporting@kwantlen.ca

Why do I have to reconcile and review my statement on a regular basis?

Reviewing and reconciling your statement on a regular basis is part of your responsibility as a holder of a Kwantlen Polytechnic University Purchasing Card.

You need to review your statement regularly for any fraudulent or errant transactions and report these to the bank immediately using the 1-800 number on the back of your PCard. Fraudulent charges must be reported within **60 days** of the transaction date for the bank to take any action.

You are also required to make any coding changes to ensure the transactions are coded to the correct budget and account.

How do I reconcile my statement?

Once logged into FAST PCard, check your receipts against the transactions listed to ensure they are valid, correct, and that they match.

Check the taxes shown on-line against those itemized on the receipts and make all changes necessary to ensure the taxes in FAST PCard represent the actual taxes charged.

Review the default coding and make any changes to the org/acct/actv codes to ensure that the charges are applied to the appropriate budget. *(Please note that all purchasing card default account codes are set to account 7122, which is a purchasing card Suspense account. All transactions will need to be moved from account 7122 and charged to an account that most closely represents the actual expense.)*

Any transactions made by Kwantlen, on behalf of someone other than the cardholder, will have to have the appropriate Activity Code assigned to that transaction. This is required to report for the Financial Information Act.

Once you have completed the reconciliation of your month's transactions, print out the statement, attach all the receipts and forward to your designated signatory for approval. From there, the statement must be forwarded to Financial Services.

Step-by-step instructions and information regarding the FAST PCard Process is located on the Financial Services website.
www.kwantlen.ca/finance.html

What if I miss the cut-off date to reconcile my statement on-line?

If you missed reconciling your statement on-line, contact Financial Services as soon as possible to advise them of the correct coding. You will need to print your statement and manually adjust the coding on the statement before approval and submission to Financial Services.