

Purchasing Cards for Accountholders

Purchasing Card (P-Card) Access

Purchasing cards (P-Cards) may be provided to individuals at the University to purchase supplemental items that are not available through the Banner Finance Purchase Order process or in extreme emergencies.

To request a P-Card, go to the [Office of Contracting & Procurement, How To Purchase Goods or Services, Alternative Procurement](#) link on the Rowan website. Select the [Account Request & Approver Acknowledgement](#) link under the **Bank of America Purchasing Card** section.

According to the information submitted on the form, access to the Bank of America P-Card system will be granted for an Accountholder/Proxy and an Approver/Proxy.

The card will be linked to a primary **Fund, Org** and **Program**. Once the cardholder completes their section, the Approver will sign then forward to the Next Reporting Level Approver for their signature and approval. The completed form will then be submitted to **PURCHASECARD@rowan.edu**.

Once the form has been processed, the Accountholder will receive a **Welcome Email** with a link to the Bank of America web-based application, their Username (**Login Name**), **Email** and directions on how to create a **Password**.

IMPORTANT NOTE

The **Welcome Email** allows one-time access, cannot be shared and expires in 60 days.

Logging In and Landing Page

- For first-time users, log in to the **Bank of America Works** web-based application using the link provided in the **Welcome Email**. Create a secure **Password**.
- For established users, log in using your **Login Name** and **Password**.
- The landing page will display any **Action Items** awaiting the Accountholder's attention, the **Accounts Dashboard** showing the account information for the accounts the Accountholder has access to and any system **Announcements**.

My Announcements

Reminders:

Accountholders & Proxies, please upload all receipts & approval forms, if applicable and complete transaction allocation.

Approvers, please remember that part of the approval process includes verifying receipts and completed allocations as well as determining the appropriateness of the purchase.

The PO process should be used whenever possible.

Posted by your Program Administrator, Karen James, on January 19, 2018.

Action Items

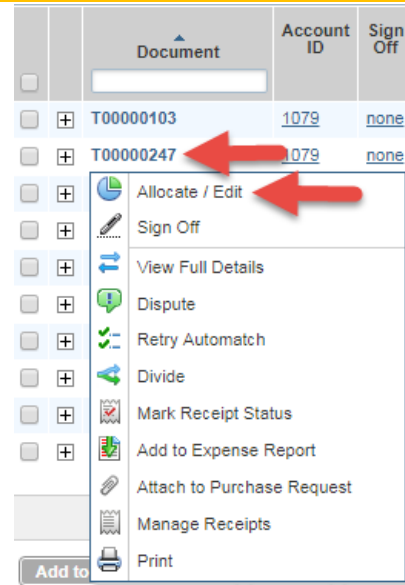
- Accountholders will mainly work in the **Action Items** section.
- The section will display any reports ready to view and all pending transactions for the Accountholder.
- Select the **Pending** indicator in the **Current Status** column.
- A list of transactions will display.

Action Items					Upload Receipts
Action	Acting As	Count	Type	Current Status	
Sign Off	Accountholder	1	Transaction	Pending	
1 item					
Show 10 per page					
Page: 1 of 1					

Reconciling Transactions — Allocating/Editing

Reconciling transactions involves **Allocating/Editing**, or confirming the transaction information is correct, and then **Signing Off** so the workflow can continue.

- Select the **Document** number that you wish to reconcile.
- Select **Allocate/Edit** from the menu.
 - Enter a description.
 - Allow **Fund, Org, Account** and **Program** to auto populate (or select from drop down if applicable).
 - Select **Justification** from one of the eight static choices.



Allocation

Purchase Amount: 25.98 Tax Amount: 0.00 Allocation Total: 25.98 | 100% Variance: 0.00

Comp Val Auth	All Values	Sales Tax	Description	GL01: Fund	GL02: Org	GL03: Account	GL04: Program	GL05: Justification
✓ ✓ ✓	Amount 25.98	0.00	AMZN Mktp US - Purchase	10110	31010	7212	16	00008

0 Selected | 1 item

Remove Add Duplicate Clear GL

- You can split a transaction between multiple **Accounts**.
- Select the **Add** button, then the number of lines to add.
- You can split by **Amount** or **Percent** by selecting from the **All Values** drop down menu.
- Enter the **Amount** or **Percent**, the **Description**, **FOAPAL** and **Justification** for each line.

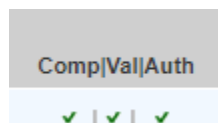
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Purchase Amount: 25.98 Tax Amount: 0.00 Allocation Total: 25.98 | 100% Variance: 0.00

Comp Val Auth	All Values	Sales Tax	Description	GL01: Fund	GL02: Org	GL03: Account	GL04: Program	GL05: Justification
✓ ✓ ✓	Amount 25.98	0.00	AMZN Mktp US - Purchase	10110	31010	7212	16	00008

0 Selected | 2 items

Remove Add Duplicate Clear GL



IMPORTANT NOTE

If you have a problem during the allocation process, do NOT hit the **Save** button. Select **Expenses> Transactions** in the ribbon to start over.

- Select **Save**.
- Once you select save, the **Comp/Val/Auth** column will show three green checks. This indicates you can continue with the reconciliation process.
 - If you have additional transactions, you can select **Allocate Next**.
- Select **Close**.

IMPORTANT NOTE

If more than one transaction will be allocated to the same **Account** and **Justification**, you can select the check box next to each transaction, then select the **Mass Allocate** button.

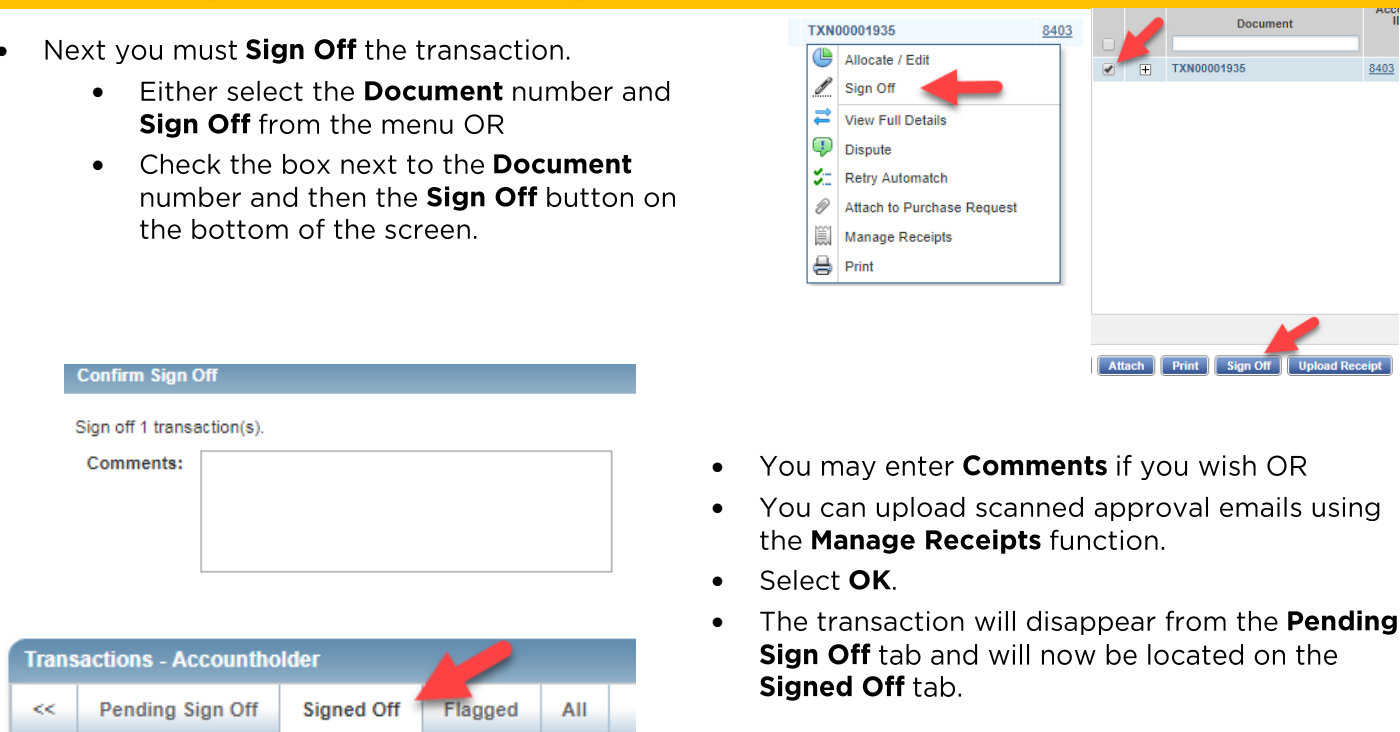
Reconciling Transactions — Uploading Receipts

- Once you select **Save**, you will attach a receipt to the transaction.
 - Select **Upload Receipt** on the **Transactions** page, **Receipts** under the **Expenses** tab menu or **Manage Receipts** from the **Transaction** menu.
 - Select the **Add** button and locate the correct receipt on your computer.
 - Select the **Choose File** button, enter the **Receipt Date** and **Description**.
 - Select **Ok**.



Reconciling Transactions — Sign Off

- Next you must **Sign Off** the transaction.
 - Either select the **Document** number and **Sign Off** from the menu OR
 - Check the box next to the **Document** number and then the **Sign Off** button on the bottom of the screen.



- You may enter **Comments** if you wish OR
- You can upload scanned approval emails using the **Manage Receipts** function.
- Select **OK**.
- The transaction will disappear from the **Pending Sign Off** tab and will now be located on the **Signed Off** tab.

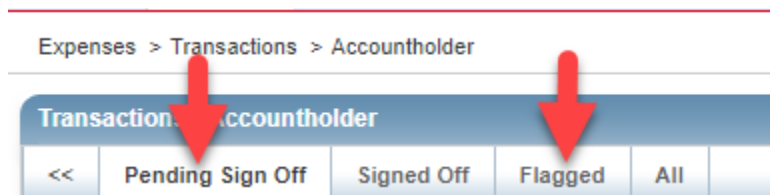
IMPORTANT NOTE

If you would like to sign off on several transactions at one time, you can select the check box next to each transaction, then select the **Sign Off** button.

Flagged Transactions

- The Approver or Accountant may flag a transaction, for issues such as no receipt attached or an incorrect account selected.
 - You will receive an email informing you that the transaction has been flagged and that you need to log back in to **Bank of America Works** site to resolve.
 - The transaction will re-appear in your **Action Items, Pending Sign Off** tab, but instead of “Pending”, the **Current Status** will say “Flagged”.
 - The transaction will also be located in the **Flagged** tab.
 - Once you resolve the issue, the transaction will disappear from **Pending Sign Off** and **Flagged** tabs will be located on the **Signed Off** tab.

Action Items					Upload Receipts
Action	Acting As	Count	Type	Current Status	
Sign Off	Accountholder	1	Transaction	Flagged	
1 item					
Show		10	per page		
			Page: 1 of 1		



Disputing Transactions

- To dispute a transaction, select the document number and then **Dispute** from the drop down menu.
- A pre-populated dispute form will appear.
- Complete the additional information.
- Select **Ok** to submit.

IMPORTANT NOTE

Disputes must be submitted within **60 days** from the billing close date (that is the date of the billing statement in which the transaction appears).

Log Out

- As with any online site, you should log out at the end of your session.
 - Select the **Log Out** link at the top right-hand side of your screen.

