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.

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.

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.

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.

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

- 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.

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

**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.

  ![Sign Off Process]

- 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.

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.