Purchasing Cards for Approvers

Rowan University
INFORMATION RESOURCES & TECHNOLOGY

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 and then forward to the Next Reporting Level Approver for their signature and approval. The completed form will then be submitted to **PURCHASECARD@rowan.edu.**

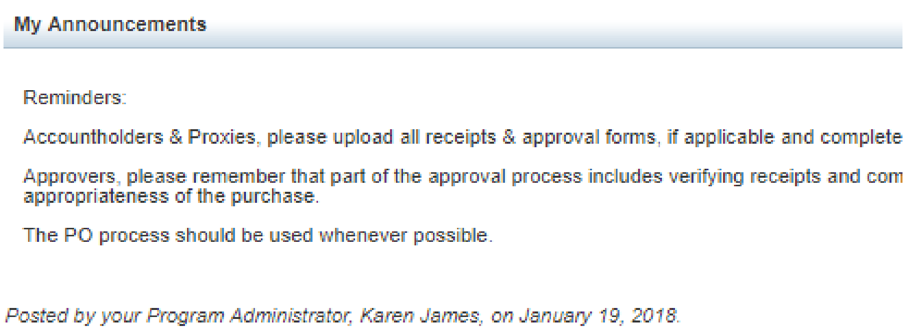
Once the form has been processed, the Approver will receive a **Welcome Email** with a link to the Bank of America web-based application, their Username (**Login Name**), **Email** and directions on how to create a **Password**.

IMPORTANT NOTE

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

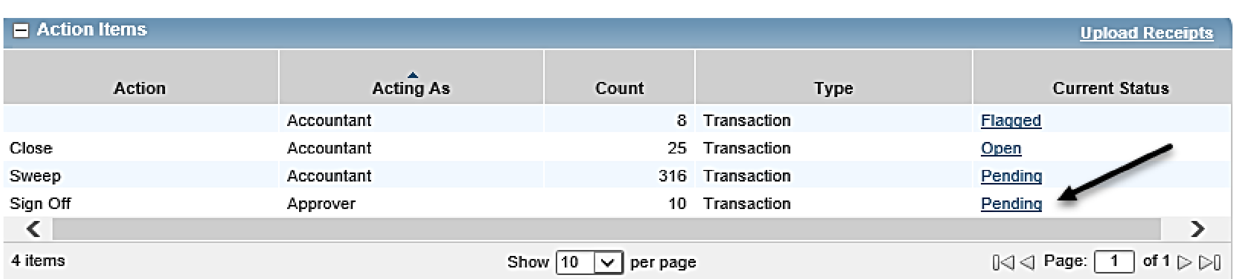
Logging In and Landing Page

- 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 Approver's attention, the **Accounts Dashboard** showing the account information for the accounts the Accountholder has access to and any system **Announcements**.



Action Items

- Approvers will mainly work in the **Expenses** tab, **Transactions, Approver** section.
- The **Pending Sign Off** tab will display any **Pending** transactions waiting to be signed off by the Approver.
- Select the **Pending** indicator in the **Current Status** column.
- A list of transactions will display.



Action Items | Upload Receipts

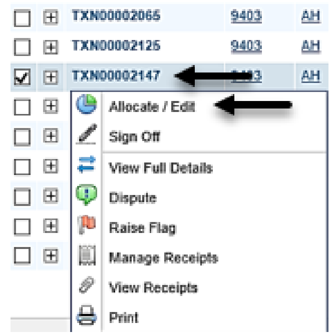
Action	Acting As	Count	Type	Current Status
	Accountant	8	Transaction	Flagged
Close	Accountant	25	Transaction	Open
Sweep	Accountant	316	Transaction	Pending
Sign Off	Approver	10	Transaction	Pending

4 items Show 10 per page Page: 1 of 1

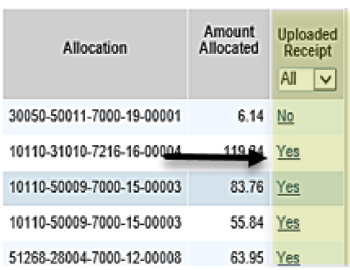
Reconciling Transactions — Confirm Allocation

Approvers will confirm that the transaction has been allocated correctly.

- View the **Comp/Val/Auth** column and ensure there are three green check marks OR
- Select **Allocate/Edit** from the menu and confirm the information is correct or edit if needed.

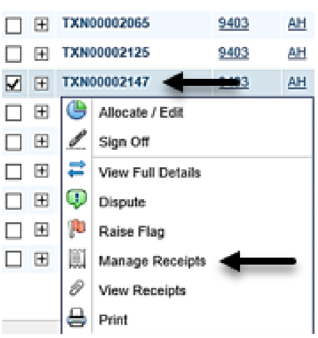


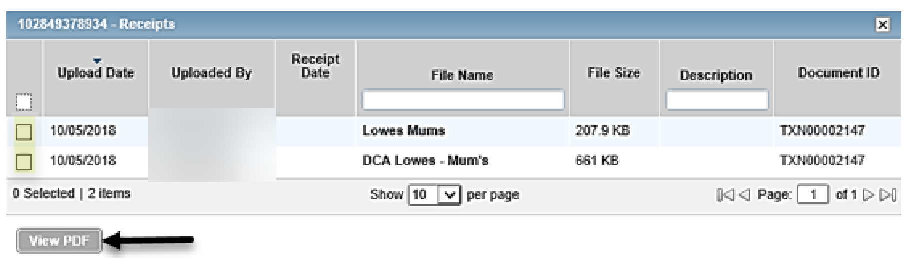
Reconciling Transactions — View Receipts



Once the Approver has confirmed the correct allocation, they need to confirm that receipts have been uploaded into the system.

- Confirm that **Uploaded Receipt** column indicates “Yes” OR
- Select the **Document** number then **Manage Receipts** from the menu.
    - Select the receipt and then **View PDF** to open the receipt.

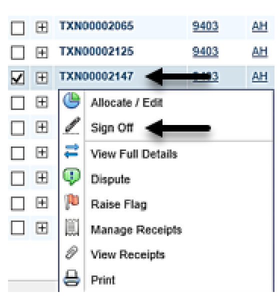


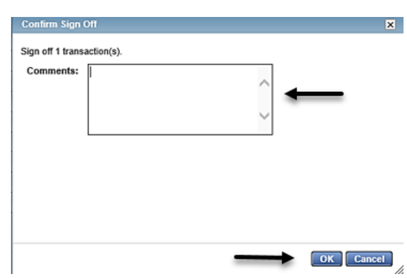


Reconciling Transactions — Sign Off

The final step for Approvers is to Sign Off on the transaction.

- Select the **Document** number then **Sign Off** from the menu.
- The **Confirm Sign Off** screen will open.
- Enter any **Comments** (if wanted) and then select **OK**.

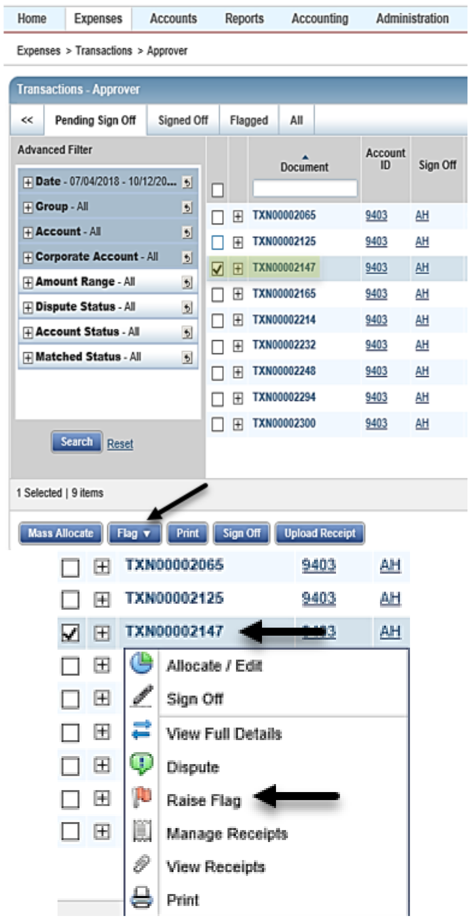


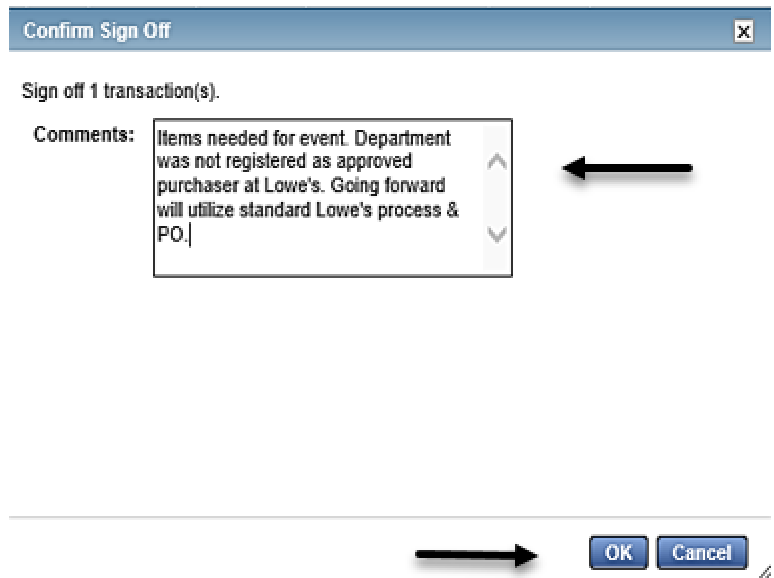


Flagged Transactions

The Approver may flag a transaction for issues such as no receipt attached, the correct purchasing procedure was not followed (for example, for an IRT order) or it was not allocated to the correct FOAPAL.

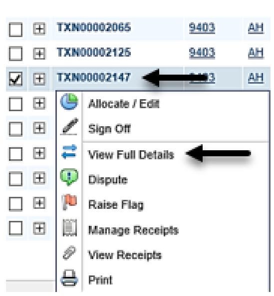
- Select the checkbox next to the **Document** number and then the **Flag** button on the bottom of the screen OR
- Select the **Document** number and then **Raise Flag** from the menu.
- Enter **Comments** as to why the transaction was flagged, then select **OK**.

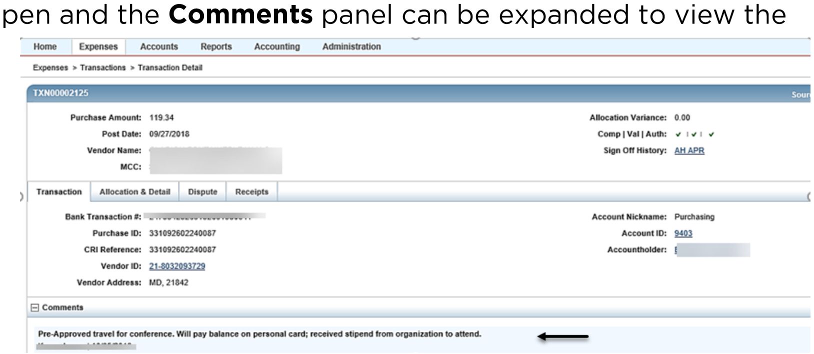




Once the Accountholder resolves the issues, the Approver will receive an email and the transaction will reappear as **Pending** in the Approver's **Action Items**.

- Select the **Document** number and **View Full Details**.
- The **Transaction Detail** screen will open and the **Comments** panel can be expanded to view the Accountholder's comments.





IMPORTANT NOTE

View Details can be used at any point for the Approver to see the entire transaction submitted by the Accountholder, including any comments.