Purchasing Cards for Approvers

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 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.

<table>
<thead>
<tr>
<th>Action Items</th>
<th>Upload Receipts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action</td>
<td>Count</td>
</tr>
<tr>
<td>Accountant</td>
<td>8</td>
</tr>
<tr>
<td>Approver</td>
<td>10</td>
</tr>
</tbody>
</table>

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