

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.

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**.

My Announcements

Reminders:

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

Approvers, please remember that part of the approval process includes verifying receipts and com 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

- 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.

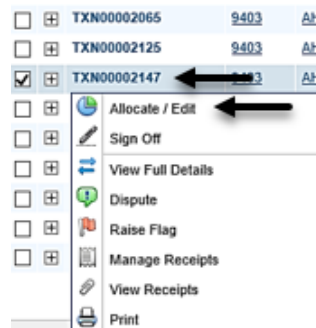
Action Items				Upload Receipts
Action	Acting As	Count	Type	Current Status
	Accountant	8	Transaction	Flagged
Close	Accountant	25	Transaction	Open
Sweep	Accountant	316	Transaction	Pending
Sign Off	Approver	10	Transaction	Pending
<div> < Show 10 per page > </div>				
<div> 4 items Page: 1 of 1 </div>				

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.

Purchase Amount	Vendor	Comp/Val/Auth
6.14	INTERNATIONAL TRANSACTION	✓ ✓ ✓
119.34	CLARION FONTAINEBLEAU H C	✓ ✓ ✓
83.76	LOWES #02402	✓ ✓ ✓

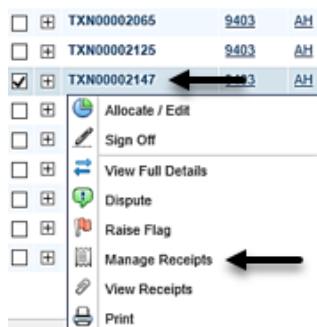


Reconciling Transactions – View Receipts

Allocation	Amount Allocated	Uploaded Receipt
30050-50011-7000-19-00001	6.14	No
10110-31010-7216-16-00004	119.34	Yes
10110-50009-7000-15-00003	83.76	Yes
10110-50009-7000-15-00003	55.84	Yes
51268-28004-7000-12-00008	63.95	Yes

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.

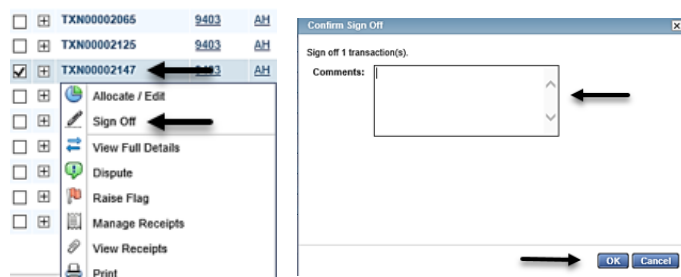


102849378934 - Receipts							
	Upload Date	Uploaded By	Receipt Date	File Name	File Size	Description	Document ID
<input type="checkbox"/>	10/05/2018			Lowes Mums	207.9 KB		TXN00002147
<input type="checkbox"/>	10/05/2018			DCA Lowes - Mum's	661 KB		TXN00002147
0 Selected 2 Items							
				Show	10	per page	Page: 1 of 1
<input type="button" value="View PDF"/>							

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**.

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Approver

Transactions - Approver

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

Date: 07/04/2018 - 10/12/20...
 Group: All
 Account: All
 Corporate Account: All
 Amount Range: All
 Dispute Status: All
 Account Status: All
 Matched Status: All

Search Reset

1 Selected | 9 Items

Mass Allocate Flag Print Sign Off Upload Receipt

	Document	Account ID	Sign Off
<input type="checkbox"/>	TXN00002065	9403	AH
<input type="checkbox"/>	TXN00002125	9403	AH
<input checked="" type="checkbox"/>	TXN00002147	9403	AH
<input type="checkbox"/>	TXN00002165	9403	AH
<input type="checkbox"/>	TXN00002214	9403	AH
<input type="checkbox"/>	TXN00002232	9403	AH
<input type="checkbox"/>	TXN00002248	9403	AH
<input type="checkbox"/>	TXN00002294	9403	AH
<input type="checkbox"/>	TXN00002300	9403	AH

Allocate / Edit
 Sign Off
 View Full Details
 Dispute
 Raise Flag
 Manage Receipts
 View Receipts
 Print

Confirm Sign Off

Sign off 1 transaction(s).

Comments: Items needed for event. Department was not registered as approved purchaser at Lowe's. Going forward will utilize standard Lowe's process & PO.

OK Cancel

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.

TXN00002065 9403 AH
 TXN00002125 9403 AH
 TXN00002147 9403 AH
 Allocate / Edit
 Sign Off
 View Full Details
 Dispute
 Raise Flag
 Manage Receipts
 View Receipts
 Print

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Transaction Detail

TXN00002125

Purchase Amount: 119.34 Allocation Variance: 0.00
 Post Date: 09/27/2018 Comp | Val | Auth: ✓ | ✓ | ✓
 Vendor Name: MCC: Sign Off History: AH, APR

Transaction Allocation & Detail Dispute Receipts

Bank Transaction #: 331092602240087 Account Nickname: Purchasing
 Purchase ID: 331092602240087 Account ID: 9403
 CRI Reference: 331092602240087 Accountholder:
 Vendor ID: 21-8052093729
 Vendor Address: MD, 21042

Comments

Pre-Approved travel for conference. Will pay balance on personal card; received stipend from organization to attend.

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.