DCA
DEPARTMENTAL CHARGE
AUTHORIZATION FORM

TRAINING MANUAL

OCTOBER 2023

CONTACT
Division of Finance
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Introduction to Electronic DCAs

DCA are Departmental Charge Authorization forms. These forms are used to transfer funds from one department’s FOAPAL to another department’s FOAPAL. The funds transferred should be from the same account. So for instance, funds from one 7000 FOAPAL should be transferred to another Department’s FOAPAL 7000 account.

Objectives

By the end of this manual the user will be able to:

1. Initiate an electronic DCA to either credit or debit your FOAPAL.
2. As the Department representative, either approve or deny a DCA request.
3. Approvers will learn how to approve as the initiator’s or department representative’s supervisor.
There are multiple steps in the DCA process. You can see by the diagrams below, the process is similar whether you are requesting to be credited or initiating a reimbursement. Both the credited and debited departments will first review their funds in Banner, and then complete the DCA forms with their FOAPAL information. Additionally, both the debited and credited department supervisors will approve the form and then it will be routed to Accounting Services for final approval before the funds are credited and debited.
REVIEW DCAS

The initiator will be able to follow the progress of their DCA through the 6 step process by selecting Review My DCA Requests from the main menu.

You will see which step in the process each of your requests are located. You can also search for a DCA and select the yellow View button to review it. Additionally, you can filter by status.
Before initiating or approving a DCA, ensure that there are sufficient funds in the FOAPAL (Fund, Organization, Program, Account and Location) that is being debited. If there are not sufficient funds, the request will be rejected by Accounting Services.

You can check your funds in FGIBAVL or FGIBDST in Banner Administrative Forms. FGIBAVL will indicate the funds in your pooled and nonpooled accounts. You can also check your funds in Self-Service My Finance Query.
When either requesting or approving a debit or credit, the person completing the form will need to validate the FOAPALs by selecting the Validate FOAPAL button. This only validates the FOAPAL, not the funds. You must review your budgets before completing the form.

After you select Validate FOAPAL, you will receive one of the messages below.

1. The yellow notice - UNBUDGETED
   You may have entered in the incorrect FOAPAL combination (check your program code!), or you may have no funds in that budget. Please verify your budget balance in Banner Administrative pages form FGIBAVL.

2. The yellow notice - UNBUDGETED, but there are funds indicated in Pooled.
   This indicates that no funds are budgeted in that account, but there are funds in the Pooled account (7Z). Even if the Pooled account is negative, it does not impact your ability to complete this request, since it is a credit request.

3. The green notice will list the available funds in that FOAPAL and the total funds available in your Pooled account (7Z).
   If the account is not pooled (like 7500), and you have sufficient funds to complete the request, you will still receive a green box, but without the pooled amount at the end.

Select OK to close the message.
Initiator Creates the Form

Before requesting reimbursement from another department, inform the person from that department who will be completing the debit side of the form (the department representative).

To initiate the form, open your web browser and go to

go.rowan.edu/dca

Select the button Request Reimbursement (Credit My Department)

The Request Reimbursement form will open.

Click the menu icon at the top left of the form for help and a link to the Accounting Service’s DCA page.
REQUEST REIMBURSEMENT

Credit Details

Select your Fund, Org, Account and Program from the dropdown fields.

- Only the FOAPALs for which you have access will be available to you.
- If your FOAPAL is missing, contact finsecurity@rowan.edu
- Only select accounts at the 7000 Level and Bursar account 2912

Enter the amount you wish to be credited to your FOAPAL.

You may add additional FOAPALs by selecting the Add FOAPAL button.

When you have completed adding the FOAPALs and amount, select the Validate FOAPAL button. This only validates the FOAPAL, not the funds. You must review your budgets before entering the form.

To review the meaning of the FOAPAL validation pop-up messages, see page 6 of this manual.
REQUEST REIMBURSEMENT

Enter a short (35 character) but appropriate description (this will show in the transaction details in Banner).

Debit details

Search for and select the department representative to whom to route the DCA request.

Enter the department name.
REQUEST REIMBURSEMENT

Additional Information

Search for the Request Approver (usually the requestor’s supervisor).

Select the Browse button to search for a file for supporting documentation

- Find the folder in your computer
- Select the file
- Choose Open

Check “I certify that the original charge was charged to the FOAPAL above and is in compliance with all finance policies”.

Select Submit.

You will receive a confirmation message. Select OK to close it.

The request will now be routed to the Initiator’s supervisor.
REQUEST REIMBURSEMENT

✦ Step 1. Initiator’s Supervisor Approves or Denies

The supervisor will receive an email that they have a Departmental Charge Authorization to approve.

Click on the link in the email (go.rowan.edu/dca) and on that page, select Approve DCA Requests.

Select the yellow View button to the right of the status of the DCA you need to approve.
REQUEST REIMBURSEMENT

Review the request (to be credited to your department).

Request Approver (Supervisor) Approval

Enter a comment if applicable (if denying, include the reason).

Select Approve or Deny.

Select Submit.

You will receive a confirmation message. Select OK to close it.

The form will now be routed to the representative of the department who will credit the funds to the requestor's FOAPAL.
REQUEST REIMBURSEMENT

Step 2. Department Rep Approves or Denies Request.
If it is approved, then the FOAPAL to be debited is entered.

The Department Representative will receive an email when there is a DCA to approve.

Hi Gesara Satumtra,
Department Charge Authorization #40 requested by Jason Dean requires your attention.

Status: Step 2 of 6 - Awaiting Routing Department Approval
Please log into the application by visiting go.rowan.edu/dca in an approved web browser and take action.

Thank you!
Rowan University Finance

Click on the link in the email (go.rowan.edu/dca) and on that page, select Approve DCA Requests.

Select the yellow View button to the right of the status of the DCA you need to approve.
**Routing Department Approval**

Before approving a DCA, ensure that there are sufficient funds in the FOAPAL (Fund, Organization, Program, Account and Location) that is being debited. If there are not sufficient funds, the request will be rejected by Accounting Services.

Enter the FOAPAL that will be Debited.

Please ensure that the account codes match the requested department's account codes.

Select your Fund, Org, Account and Program from the dropdown fields. Only FOAPALs for which you have access will be available to you. If your FOAPALs are missing, please send an email to finsecurity@rowan.edu to request access.

Enter the amount you wish to be debited to your FOAPAL. The total of all the FOAPALs must equal the Allocation, or you will receive an error.

You may add additional FOAPALs by selecting the Add FOAPAL button.

When you have completed adding the FOAPALs and amount, select the Validate FOAPAL button. This only validates the FOAPAL, not the funds.

To review the meaning of the FOAPAL validation pop-up messages, see page 6 of this manual.

Confirm the DCA description to ensure it is applicable.

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**Routing Department Approval**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Org</th>
<th>Account</th>
<th>Program</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>(10110) Unrestricted</td>
<td>(60303) 17pdg - Hege...</td>
<td>(7000) Supplies</td>
<td>(12) Research</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

**DCA Description:** (35 Character Limit)

Pencils for event on 3/12/20

(Notice: This description will be posted to Banner. Do not include personal information such as names.)
REQUEST REIMBURSEMENT

Enter a comment if applicable.

Search and select your supervisor for approval.

Select Approve or Deny.

Submit.

You will receive a confirmation message. Select OK to close it.

The DCA will next be routed to the Department representative's Supervisor for approval.
Step 3. Department Rep’s Supervisor Approves or Denies Request.

The department representative’s supervisor will receive an email when they have a DCA to approve.

Click on the link in the email (go.rowan.edu/dca) and on that page, select Approve DCA Requests.

Select the yellow View button to the right of the status of the DCA that needs to be approved.
REQUEST REIMBURSEMENT

Debit Details

Review the request (to be debited) from your department

Routing Department Supervisor Approval

Enter a comment if applicable (especially if it was denied).
Select Approve or Deny.
Select Submit.

You will receive a confirmation message.
Select OK to close it.

The DCA is routed to Accounting Services for approval or denial. (Steps 4 - 5).

When the DCA is Approved and completed, the initiator will receive a confirmation email.

Hi Jason Dear,
Department Charge Authorization #46 has been processed.
Status: Step 6 of 6 - Complete
No further action is required.
Thank you!
Rowan University Finance

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Need Help? Visit support.rowan.edu