

# DCA

## DEPARTMENT CHARGE AUTHORIZATION FORM

### TRAINING MANUAL

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MARCH 2024 V3.0

#### CONTACT

Accounting Services  
[go.rowan.edu/dca](https://go.rowan.edu/dca)  
[dca@rowan.edu](mailto:dca@rowan.edu)

TABLE OF CONTENTS

Introduction to Electronic Departmental Charge Authorization Forms.....3

Objectives .....3

DCA Process.....4

Review DCAs.....5

Check Funds in Banner .....6

Validate FOAPALS.....7

Request Reimbursement - Initiate Form .....8

Request Reimbursement - Step 1 - Initiator’s Supervisor Approval .....12

Request Reimbursement - Step 2 - Department Representative Approval and Enter FOAPAL .....14

Request Reimbursement - Step 3 - Department Representative’s Supervisor Approval .....17

Authorize Reimbursement - Initiate Form .....19

Authorize Reimbursement - Step 1 - Initiator’s Supervisor Approval .....23

Authorize Reimbursement - Step 2 - Department Representative Approval and Enter FOAPAL .....25

Authorize Reimbursement - Step 3 - Department Representative’s Supervisor Approval.....28



## Introduction to Electronic DCAs

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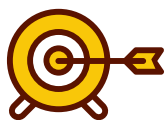
Department Charge Authorization (DCA) forms are used to transfer funds from one department's FOAPAL to another department's FOAPAL for purposes of reimbursement. The funds transferred should be from the same account. So for instance, funds from one 7000 FOAPAL should be transferred to another department's FOAPAL 7000 account. You can use a DCA to transfer funds to and from accounts that begin with a 7 (such as 7000, 7200, 7015, etc..). An exception to this rule is when reimbursing the Bursar account 2912 via 7500.



Throughout the manual, we refer to the supervisors of the Initiator or the Department Representative who will give approvals to the transactions. Sometimes approvals will come from the owner of the FOAPAL instead of the supervisors of the Initiator or Department Representative.

The DCA forms can be accessed at [go.rowan.edu/dca](http://go.rowan.edu/dca) and select **Launch DCA Application**.

Chrome is the preferred web browser.



## Objectives

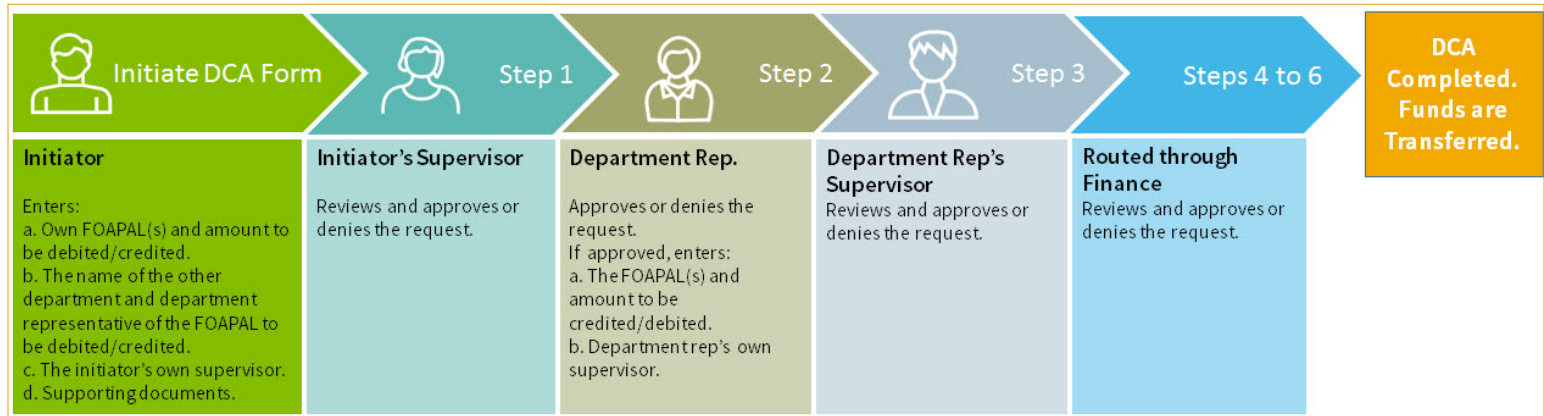
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By the end of this manual the user will be able to:

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.

# DCA PROCESS

There are multiple steps in the DCA process. You can see by the diagram below, the process is similar whether you are requesting a reimbursement or authorizing 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 transferred.



Note: At each step in the process the DCA can be denied. The initiator will then receive an email with the denial information and the process will be terminated.



## RowanUniversity

Hi David Coltri,

Department Charge Authorization #2 has been denied

**Status:** Request Denied By Request Initiator's Supervisor: David Coltri on 03/25/2020, Comments: No Comments Given

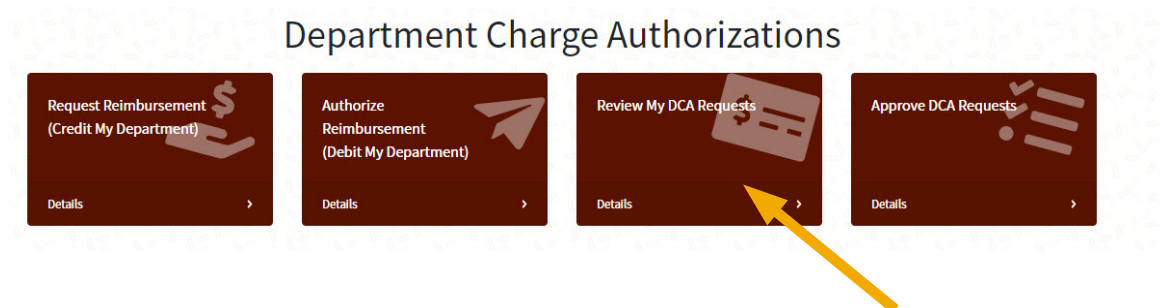
If this request is still required, please submit a new DCA. Log into the application by visiting [go.rowan.edu/dca](http://go.rowan.edu/dca) in an approved web browser.

Thank you!  
Accounting Services

Rowan University  
201 Mullica Hill Road  
Glassboro, NJ 08028  
Need Help? Visit [support.rowan.edu](http://support.rowan.edu).

# REVIEW DCAS

The initiator will be able to follow the progress of their DCA through the six 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**.

### Review My DCA Requests

Filter By Status:

- Select Status -

Show 50 entries

Search:

DCA #	Requestor	Routing Department	Submission Date	Status	
9	Marybeth Hegel	IRT TIS	2020-03-18	Step 6 of 6 - Complete	<a href="#">View</a>
10	Marybeth Hegel	IRT TIS	2020-03-18	Step 1 of 6 - Awaiting Supervisor Approval	<a href="#">View</a>
11	Marybeth Hegel	IRT TIS	2020-03-18	Step 1 of 6 - Awaiting Supervisor Approval	<a href="#">View</a>
12	Marybeth Hegel	IRT TIS	2020-03-18	Step 3 of 6 - Awaiting Routing Department Supervisor Approval	<a href="#">View</a>
20	Marybeth Hegel	IRT TIS	2020-03-25	Step 2 of 6 - Awaiting Routing Department Approval	<a href="#">View</a>
21	Marybeth Hegel	IRT TIS	2020-03-25	Step 3 of 6 - Awaiting Routing Department Supervisor Approval	<a href="#">View</a>

Showing 1 to 6 of 6 entries

Previous 1 Next

# CHECK FUNDS IN BANNER

Before initiating or approving a DCA, ensure that there are sufficient funds in the FOAPAL (Fund, Organization, Account and Program) 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 non-pooled accounts. You can also check your funds in Self-Service Banner Budgets.



BUDGET AVAILABILITY STATUS						
Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	
6000	Salary Pool	1,046,754.00	52,397.09	862,805.09	131,551.82	
6012	Student Salary	10,400.00	0.00	0.00	10,400.00	
7310	Rental Expense	600.00	0.00	23.88	576.12	
7645	Equipment & Software Over \$5000	69,454.00	0.00	0.00	69,454.00	
7Z	Non Salary Pooled Expense	296,846.00	9,514.98	4,647.99	282,683.03	
	<b>Total</b>	<b>1,424,054.00</b>	<b>61,912.07</b>	<b>867,476.96</b>	<b>494,664.97</b>	

Organization Budget Status FGIBDST 9.3.6 (FORTNIGHT)										ADD	RETRIEVE	RELATED	TOOLS		
Chart: R		Rowan University		Fiscal Year: 20	Index:	Query Specific Account: <input type="checkbox"/>	Include Revenue Accounts: <input checked="" type="checkbox"/>	Commit Type: Both							
Organization:				Fund: 10110	Unrestricted General Fund	Program: 16	Institutional Support	Account:	Account Type:	Activity:	Location:	<a href="#">Start Over</a>			
ORGANIZATION BUDGET STATUS										Insert	Delete	Copy	File		
Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance									
6000	L	Salary Full Time	503,429.00		27,897.54	459,379.26	16,152.20								
7000	E	Supplies	2,200.00		0.00	2,854.00	1,600.96								
7005	E	Printing	1,000.00		0.00	1,000.00	0.00								
7015	E	Equipment Under \$5000	12,080.00		1,041.27	570.04	10,468.69								
7212	E	Staff Training & Development	3,100.00		0.00	0.00	3,100.00								
7215	E	Mileage Reimbursement	400.00		0.00	0.00	400.00								
7216	E	Travel	1,500.00		0.00	0.00	1,500.00								
7218	E	Telephone	4,000.00		0.00	0.00	4,000.00								
7230	E	Advertising	500.00		0.00	0.00	500.00								
7232	E	Subscriptions/Memberships	250.00		0.00	0.00	250.00								
7300	E	Repairs	500.00		0.00	0.00	500.00								
7310	E	Rental Expense	400.00		0.00	0.00	400.00								
Net Total			-529,359.00		-28,938.81	462,803.30									
16 of 11 of 11										20		Per Page		Record 1 of 1	

My Finance • My Finance Query • Budget Status by Account									
Budget Status by Account									
Query Results									
Account	Account Title	FY23/PD14 Adopted Budget	FY23/PD14 Budget Adjustment	FY23/PD14 Adjusted Budget	FY23/PD14 Year to Date	FY23/PD14 Encumbrances	FY23/PD14 Reservation	FY23/PD14 Commitments	FY23/PD14 Available Balance
7000	Supplies	\$25,000.00	(\$17,000.00)	\$8,000.00	\$1,576.88	\$0.00	\$0.00	\$0.00	\$6,423.12
7005	Printing	\$500.00	\$0.00	\$500.00	\$315.55	\$0.00	\$0.00	\$0.00	\$184.45
7010	Educational Supplies	\$20,000.00	\$45,037.37	\$65,037.37	\$62,420.71	\$0.00	\$0.00	\$0.00	\$2,616.66
7015	Equipment Under \$5000	\$10,000.00	\$38,912.00	\$48,912.00	\$41,432.00	\$0.00	\$0.00	\$0.00	\$7,480.00
7200	Catering & Official Reception	\$5,000.00	\$3,400.00	\$8,400.00	\$8,206.80	\$0.00	\$0.00	\$0.00	\$193.20
7210	Licenses/Registration Fees	\$113,740.00	\$45,000.00	\$158,740.00	\$41,222.40	\$39,510.00	\$0.00	\$39,510.00	\$78,007.60
7212	Staff Training & Development	\$1,500.00	(\$1,500.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7213	Virtual Conference / Webinars	\$0.00	\$500.00	\$500.00	\$228.00	\$0.00	\$0.00	\$0.00	\$272.00
7215	Mileage Reimbursement	\$0.00	\$0.00	\$0.00	\$47.16	\$0.00	\$0.00	\$0.00	(\$47.16)
7216	Travel	\$7,000.00	(\$2,000.00)	\$5,000.00	\$4,221.29	\$0.00	\$0.00	\$0.00	\$778.71
7218	Telephone	\$7,200.00	\$0.00	\$7,200.00	\$6,517.11	\$0.00	\$0.00	\$0.00	\$682.89
Report Total (of all records)		\$356,656.00	\$3,800.00	\$360,456.00	\$219,466.88	\$39,510.00	\$0.00	\$39,510.00	\$101,479.12

# VALIDATE FOAPAL(S)

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. If applicable, please communicate with the credit department before selecting an account code. Reimbursements should transfer back to the FOAPAL originally charged.

Requested By: 910008725 - Marybeth Hegel

Credit Details Add FOAPAL

Fund	Org	Account	Program	Amount
(10110) Unrestricted ...	(10110) Unrestricted ...	(7000) Supplies	(16) Institutional Supp...	\$ 20.00

Validate FOAPAL(s)

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

## 1. The yellow notice - UNBUDGETED



You may have entered 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.

Validate FOAPAL(s)

The detail provided here is informational only and subject to change based on other pending transactions.

(10110-22026-7000-14) Unrestricted General Fund - Training & Instructional Support - Supplies - Academic Support - UNBUDGETED

OK

## 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). (If the Pooled account is negative for credit requests, it will not impact your ability to complete this request).

Validate FOAPAL(s)

The detail provided here is informational only and subject to change based on other pending transactions.

(10110-22026-7010-16) Unrestricted General Fund - Training & Instructional Support - Educational Supplies - Institutional Support - UNBUDGETED [Pooled: 4963.56]

OK

## 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.

Validate FOAPAL(s)

The detail provided here is informational only and subject to change based on other pending transactions.

(10110-22026-7000-16) Unrestricted General Fund - Training & Instructional Support - Supplies - Institutional Support - FY:20 - Available Funds: 739.12 [Pooled: 4963.56]

OK

## 4. The red notice will say unfinished or inaccurate FOAPAL combination.



Please reenter the correct FOAPAL.

Validate FOAPAL(s)

The detail provided here is informational only and subject to change based on other pending transactions.

Unfinished FOAPAL. Please finish FOAPAL combination.

OK

Select **OK** to close the message.



# REQUEST REIMBURSEMENT

## 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).

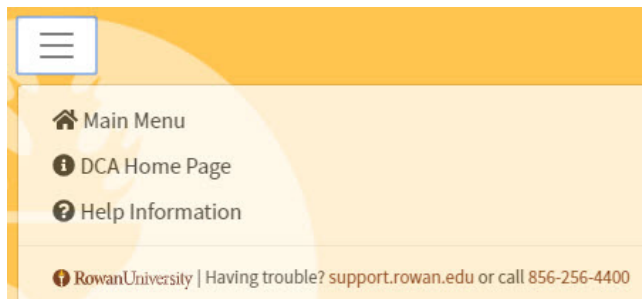
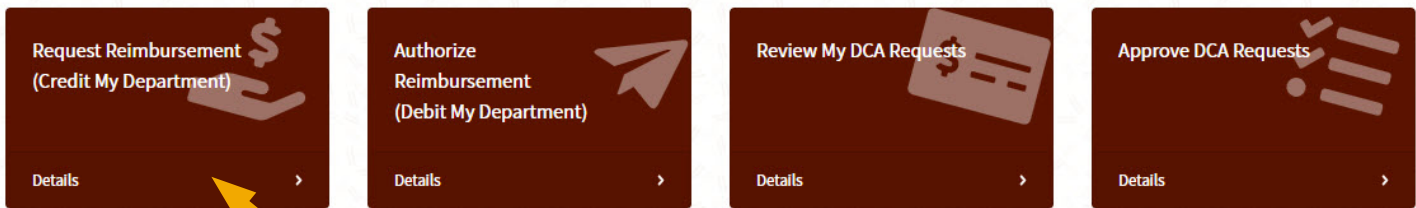


To initiate the form, open your web browser and go to [go.rowan.edu/dca](https://go.rowan.edu/dca) and select **Launch DCA Application**.



Select the button **Request Reimbursement (Credit My Department)**

## Department Charge Authorizations



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 drop-down fields.

- Only the FOAPALs for which you have access will be available to you.
- If your FOAPAL is missing, Double check you are selecting the correct program number. If your FOAPAL is missing, request access through the Banner Access Request Menu in Self-Service Banner.
- Only select 4-digit accounts beginning with a 7 (for example 7200).

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

The screenshot shows the 'Credit Details' form. At the top, it says 'Requested By: 910008725 - Marybeth Hegel'. Below this is a section titled 'Credit Details' with an 'Add FOAPAL' button on the right. The main part of the form is a table with five columns: Fund, Org, Account, Program, and Amount. The first row contains the following values: Fund: (10110) Unrestricted ...; Org: (22026) Training & Inst...; Account: (7000) Supplies; Program: (16) Institutional Supp...; Amount: \$ 20.00. Below the table is a 'Validate FOAPAL(s)' button. A red arrow points to the 'Amount' field.

Fund	Org	Account	Program	Amount
(10110) Unrestricted ...	(22026) Training & Inst...	(7000) Supplies	(16) Institutional Supp...	\$ 20.00

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

The screenshot shows the 'Credit Details' form with two FOAPAL entries. The 'Add FOAPAL' button is highlighted with a red arrow. The table now has two rows. The second row contains: Fund: (10110) Unrestricted G...; Org: (22026) Training & Inst...; Account: (7015) Equipment Un...; Program: (16) Institutional Supp...; Amount: \$ 20.00. There is an 'X' button next to the second row's amount field. Below the table is a 'Validate FOAPAL(s)' button. At the bottom, there is a 'DCA Description: (35 Character Limit)' section with a text input field and a character count of 35. A note below the input field says: 'This description will be posted to Banner. Do not include personal information such as names.'

Fund	Org	Account	Program	Amount
(10110) Unrestricted ...	(22026) Training & Inst...	(7000) Supplies	(16) Institutional Supp...	\$ 20.00
(10110) Unrestricted G...	(22026) Training & Inst...	(7015) Equipment Un...	(16) Institutional Supp...	\$ 20.00 X

When you have completed adding the FOAPALs and amount, select the **Validate FOAPAL(s)** 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). The request may be denied if the description is not clear.

Credit Details Add FOAPAL

Fund	Org	Account	Program	Amount
(10110) Unrestricted G...	(22026) Training & Inst...	(7000) Supplies	(16) Institutional Supp...	\$ 20.00

Validate FOAPAL(s)

DCA Description: (35 Character Limit)

supplies for event on 4/1/20 7

This description will be posted to Banner. Do not include personal information such as names.

## ➤ Debit details

Search for and select the **Department Representative** to whom to route the DCA request.

Debit Details

Department Representative to Route DCA Request To:

Search for a Banner User

savage

- Savage, Caroline (916200722)
- Savage, Daniel (916298031)
- Savage, Dylan (916289227)
- Savage, Jennifer (916194839)**
- Savage, Jesse (916294715)
- Cutsavage, John (916067245)
- Savage, Madison (916263051)

Enter the **Department Name**.

Debit Details

Department Representative to Route DCA Request To:

Savage, Jennifer (916194839)

Department Name to Route DCA Request To:

IRT-TIS

# REQUEST REIMBURSEMENT

## > Additional Information

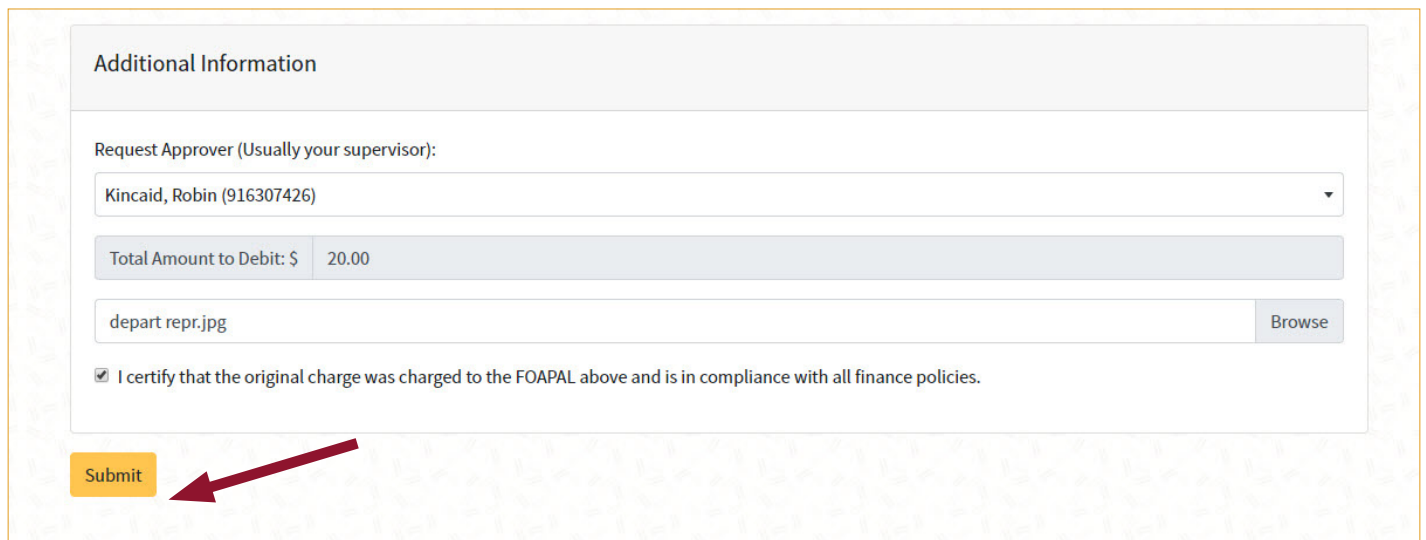
Search for the **Request Approver** (usually the requestor's supervisor or owner of the FOAPAL).

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

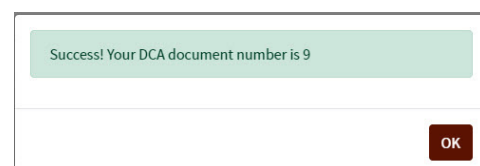
- Find the folder in your computer.
- Select the file.
- Choose **Open**.
- If multiple attachments are needed, the files must be saved in the same location on your computer

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.

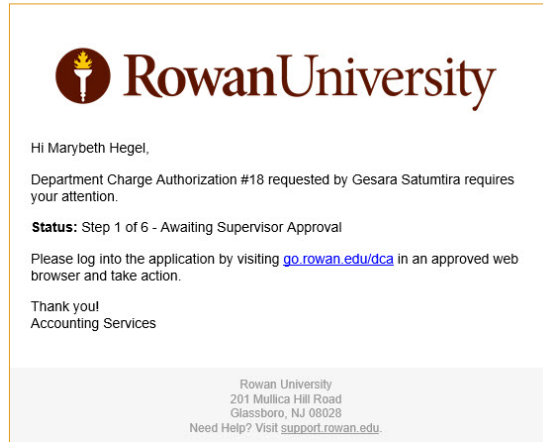


The request will now be routed to the Initiator's Supervisor.

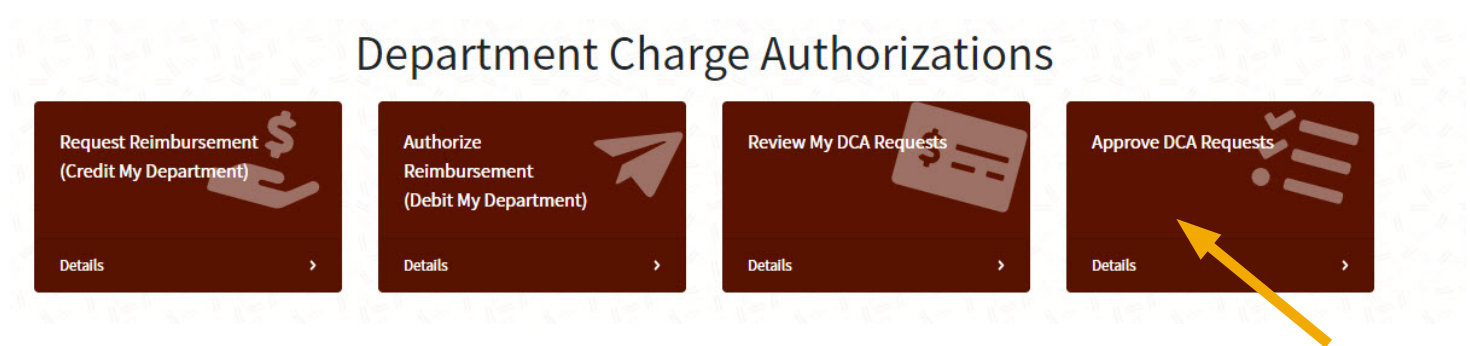
# REQUEST REIMBURSEMENT

## ◆ Step 1. Initiator's Supervisor Approves or Denies

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



The supervisor should click on the link in the email ([go.rowan.edu/dca](http://go.rowan.edu/dca)). Select Launch DCA Application from the DCA home page. When the DCA application opens, 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) and any supporting documentation.

Credit Details

FOAPAL Combinations	Request Amount	Budget Info
(10110-22026-7000-16) Unrestricted General Fund - Training & Instructional Support - Supplies - Institutional Support	\$30.00	FY:20 - Available Funds: 734.12 [ Pooled: -2754.04]

Description for Credit FOAPAL Combinations:

Pencils for event on 3/12/20

## > Request Approver (Supervisor) Approval

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

Select **Approve** or **Deny**.

Select **Submit**.

Request Approver (Supervisor) Approval

Comments:

Place any comments you have here...

☐ Approve

☐ Deny

Submit

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

DCA #9 was updated successfully!

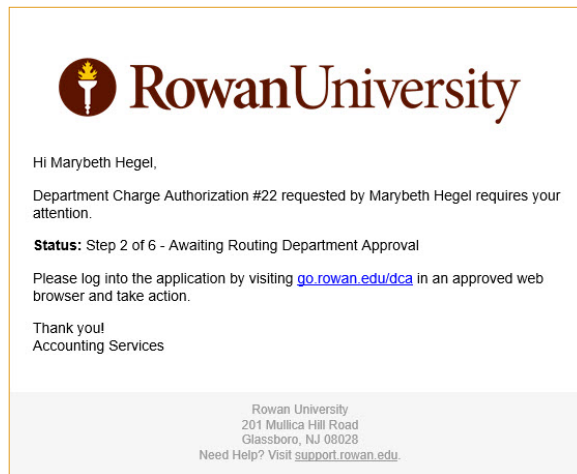
OK

➡ The form will now be routed to the representative of the department who will transfer the funds to the requestor's FOAPAL.

# REQUEST REIMBURSEMENT

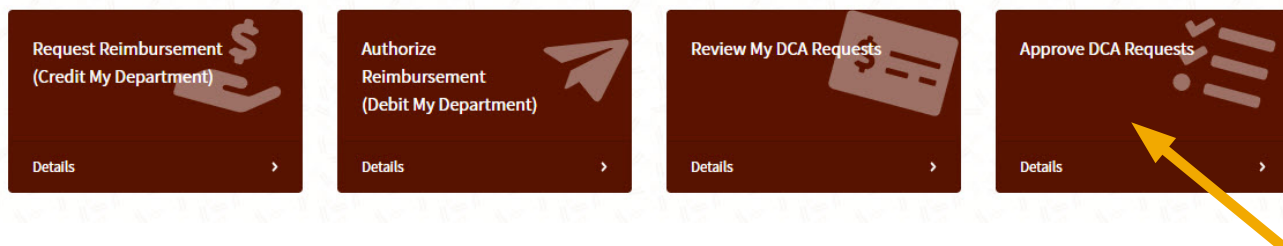
## ◆ Step 2. Department Rep Approves or Denies Request. If it is approved, then the FOAPAL to be debited is entered.

The department representative will receive an email when there is a DCA to approve.

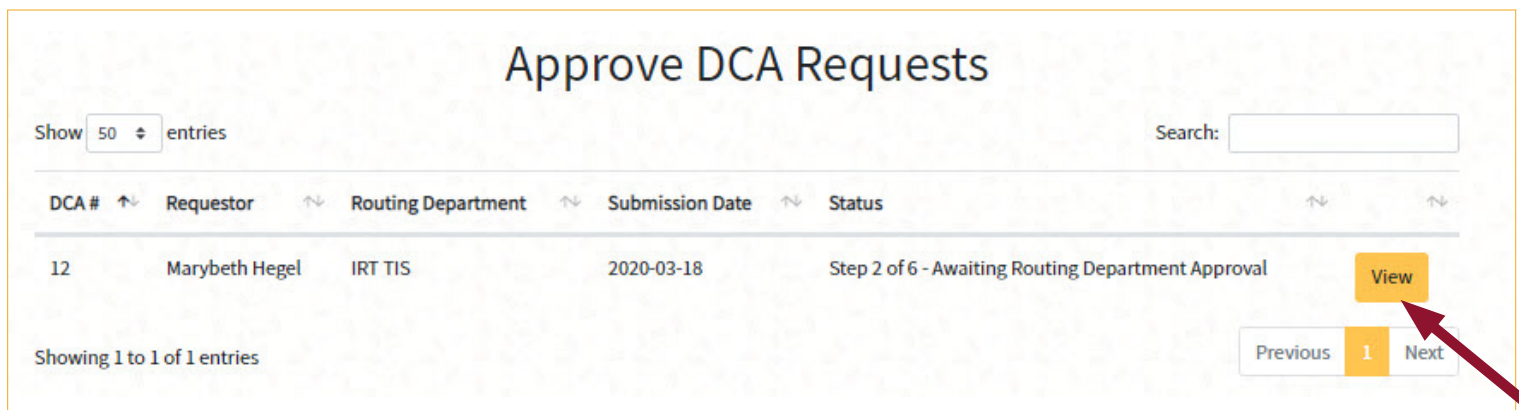


The department representative should click on the link in the email ([go.rowan.edu/dca](http://go.rowan.edu/dca)). Select Launch DCA Application from the DCA home page. When the DCA application opens, select **Approve DCA Requests**.

### Department Charge Authorizations



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





# REQUEST REIMBURSEMENT

## > Routing Department Approval

**!** Before approving a DCA, ensure that there are sufficient funds in the FOAPAL (Fund, Organization, Account and Program) 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 drop-down fields.

Only FOAPALs for which you have access will be available to you.

If your FOAPALs are missing, request access through the **Banner Access Request Menu** in Self-Service Banner.

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(s)** 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.

The screenshot shows the 'Routing Department Approval' form. At the top, there is a field for 'Remaining Allocation' with the value '20.00'. Below this is the 'Debit Details' section, which contains a table with columns for Fund, Org, Account, Program, and Amount. The table has one row with the following values: Fund: (10110) Unrestricted ..., Org: (60303) 17pdg - Hege..., Account: (7000) Supplies, Program: (12) Research, and Amount: \$ 20.00. To the right of the table is an 'Add FOAPAL' button. Below the table is a 'Validate FOAPAL(s)' button. At the bottom, there is a 'DCA Description: (35 Character Limit)' field with the text 'Pencils for event on 3/12/20' and a character count of 7. A note at the bottom states: 'This description will be posted to Banner. Do not include personal information such as names.'

Fund	Org	Account	Program	Amount
(10110) Unrestricted ...	(60303) 17pdg - Hege...	(7000) Supplies	(12) Research	\$ 20.00

# REQUEST REIMBURSEMENT

Enter a comment if applicable.

Search and select your supervisor for **Approval**.

Select **Approve** or **Deny**.

**Submit.**

Routing Department Approval

Remaining Allocation: 0.00

Debit Details Add FOAPAL

Fund	Org	Account	Program	Amount
(10110) Unrestricted ...	(22026) Training & Ins...	(7000) Supplies	(16) Institutional Sup...	\$ 20.00

Validate FOAPAL(s)

DCA Description: (35 Character Limit)

for the event 22

This description will be posted to Banner. Do not include personal information such as names.

Comments:

Place any comments you have here...

Your Supervisor for Approval:

Satumtira, Gesara (916357939)

☒ Approve  
☐ Deny

Submit

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

DCA #9 was updated successfully!

OK

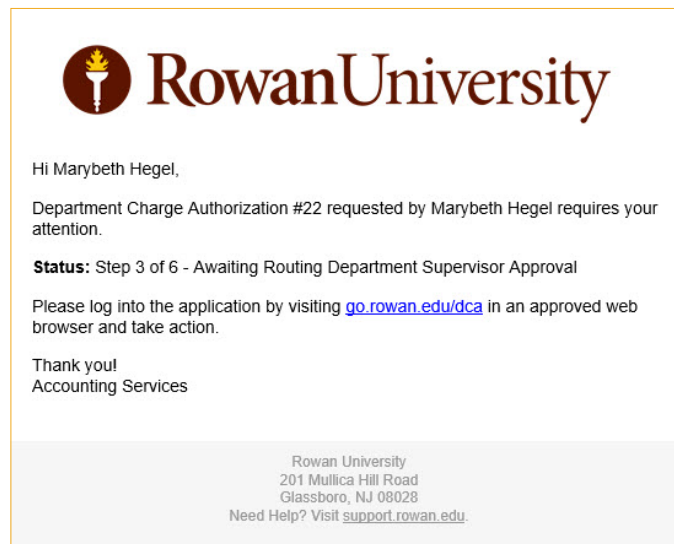


The DCA will next be routed to the Department Representative's Supervisor for approval.

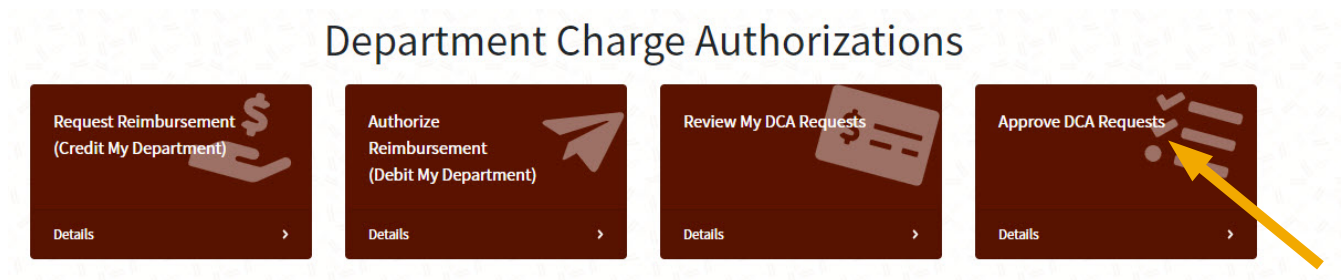
# REQUEST REIMBURSEMENT

## ◆ Step 3. Department Rep's Supervisor Approves or Denies Request.

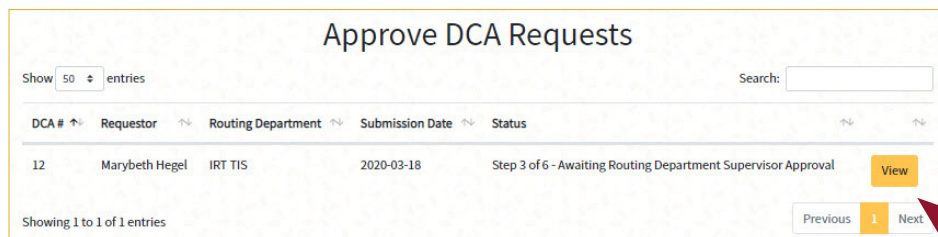
The department representative's supervisor will receive an email notification when they have a DCA to approve.



The supervisor should click on the link in the email ([go.rowan.edu/dca](http://go.rowan.edu/dca)). Select Launch DCA Application from the DCA home page. When the DCA application opens, 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 and any supporting documentation.

Debit Details

FOAPAL Combinations	Request Amount	Budget Info
(10110-60303-7000-12) Unrestricted General Fund - 17pdg - Hegel, Marybeth - Supplies - Research	\$20.00	UNBUDGETED

Description for Debit FOAPAL Combinations: Pencils for event on 3/12/20

## > Routing Department Supervisor Approval

Enter a **Comment** if applicable (especially if it was denied).

Select **Approve** or **Deny**.

Select **Submit**.

Routing Department Supervisor Approval

Comments:

Place any comments you have here...

☒ Approve

☐ Deny

Submit

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

DCA #9 was updated successfully!


OK



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.

 **RowanUniversity**

Hi Mary Ann Nisula,  
Department Charge Authorization #19 has been processed.  
**Status:** Step 6 of 6 - Complete  
No further action is required.  
Thank you!  
Accounting Services

Rowan University  
201 Mullica Hill Road  
Glassboro, NJ 08028  
Need Help? Visit [support.rowan.edu](http://support.rowan.edu)

# AUTHORIZE REIMBURSEMENT

## Initiator Creates the Form

Before authorizing reimbursement from another department, inform the person from that department who will be completing the credit side of the form (the Department Representative).

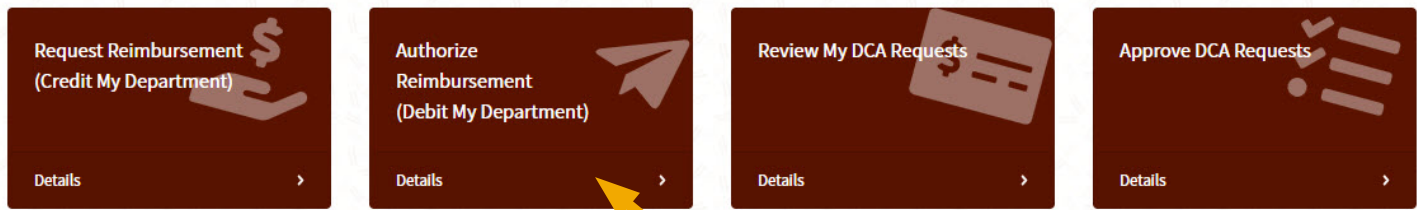


To initiate the form, open your web browser and go to [go.rowan.edu/dca](https://go.rowan.edu/dca) and select **Launch DCA Application**.



Select the button Authorize Reimbursement (Debit My Department)

## Department Charge Authorizations



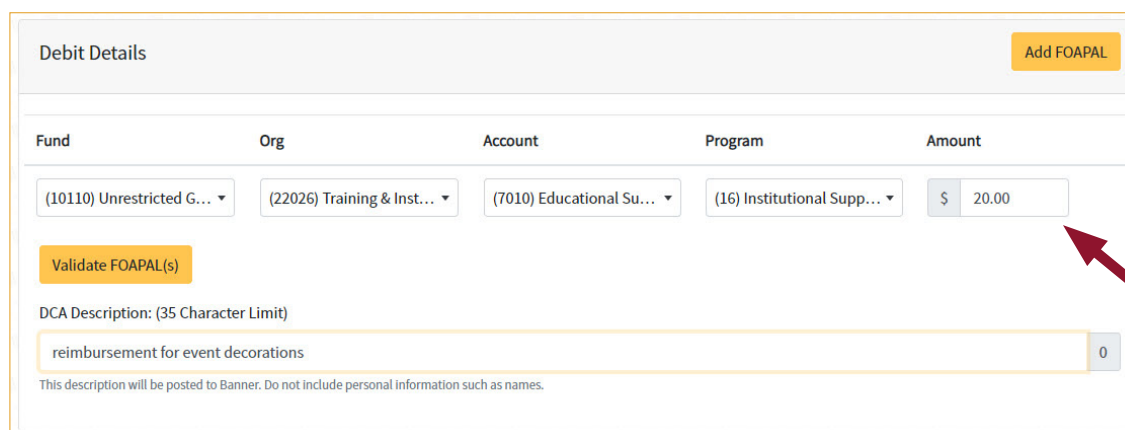
# AUTHORIZE REIMBURSEMENT

## > Debit Details

Select your **Fund**, **Org**, **Account** and **Program** from the drop-down fields.

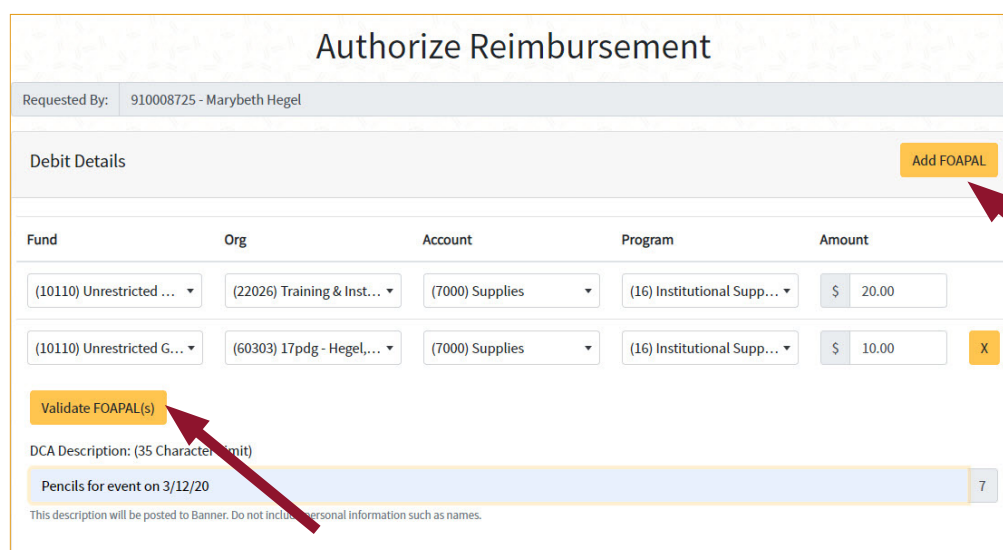
- Only the FOAPALs for which you have access will be available to you.
- If your FOAPAL is missing, request access through the **Banner Access Request Menu** in Self-Service Banner.
- Only select 4-digit accounts beginning with a 7 (for example 7200).

Enter the **Amount** you wish to be debited to your FOAPAL.



The screenshot shows the 'Debit Details' form. At the top right is an 'Add FOAPAL' button. Below it is a table with five columns: Fund, Org, Account, Program, and Amount. The first row contains dropdown menus for (10110) Unrestricted G..., (22026) Training & Inst..., (7010) Educational Su..., and (16) Institutional Supp..., followed by an input field for the Amount set to \$ 20.00. Below the table is a 'Validate FOAPAL(s)' button. Underneath is a 'DCA Description: (35 Character Limit)' field containing 'reimbursement for event decorations' and a character count of 0. A red arrow points to the Amount input field.

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



The screenshot shows the 'Authorize Reimbursement' form. At the top, it says 'Requested By: 910008725 - Marybeth Hegel'. Below is the 'Debit Details' section with an 'Add FOAPAL' button. The table has five columns: Fund, Org, Account, Program, and Amount. It shows two rows of data. The first row has (10110) Unrestricted ..., (22026) Training & Inst..., (7000) Supplies, (16) Institutional Supp..., and \$ 20.00. The second row has (10110) Unrestricted G..., (60303) 17pdg - Hegel,..., (7000) Supplies, (16) Institutional Supp..., and \$ 10.00. Below the table is a 'Validate FOAPAL(s)' button. Underneath is a 'DCA Description: (35 Character Limit)' field containing 'Pencils for event on 3/12/20' and a character count of 7. A red arrow points to the 'Add FOAPAL' button.

When you have completed adding the FOAPALs and amount, select the **Validate FOAPAL(s)** 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.



# AUTHORIZE REIMBURSEMENT

Enter a short (35 character) but appropriate **DCA Description** (this will show in the transaction details in Banner). The request may be denied if the description is not clear.

The screenshot shows the 'Debit Details' form in Banner. At the top right is an 'Add FOAPAL' button. Below the header is a table with columns: Fund, Org, Account, Program, and Amount. The values are: Fund (10110) Unrestricted G..., Org (22026) Training & Inst..., Account (7010) Educational Su..., Program (16) Institutional Supp..., and Amount \$ 20.00. Below the table is a 'Validate FOAPAL(s)' button. Underneath is a 'DCA Description: (35 Character Limit)' field containing the text 'reimbursement for event decorations' and a character count of 0. A note at the bottom states: 'This description will be posted to Banner. Do not include personal information such as names.'

## ➤ Credit details

Search for and select the **Department Representative to Route the DCA Request To**.

The screenshot shows the 'Credit Details' form. The section 'Department Representative to Route DCA Request To:' contains a search box with the text 'Search for a Banner User'. Below the search box is a list of users: Baker, Gary (915028925), Baker, George (910008244), Baker, Jake (916320261), Baker, James (915798143), Baker, Jessica (915820082), and Baker, Jillian (916333972). The user 'Baker, Jessica (915820082)' is highlighted in blue. A red arrow points to the search box.

Enter the **Department Name**.

The screenshot shows the 'Credit Details' form. The section 'Department Representative to Route DCA Request To:' now shows 'Baker, Jessica (915820082)' selected. Below this is the 'Department Name to Route DCA Request To:' field, which contains the text 'IRT'. A red arrow points to this field.

# AUTHORIZE 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 (required).

- Find the folder in your computer.
- Select the file(s).
- 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**.

Additional Information

Request Approver (Usually your supervisor):

Kincaid, Robin (916307426)

Total Amount to Credit: \$ 20.00

Additional information.jpg Browse

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

Submit

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

Success! Your DCA document number is 9

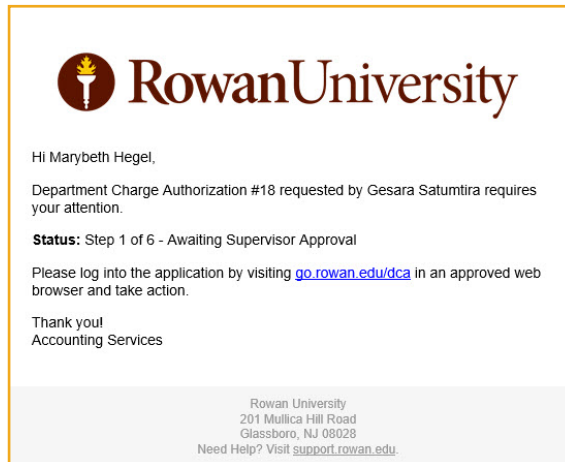
OK

➡ The request will now be routed to the initiator's supervisor.

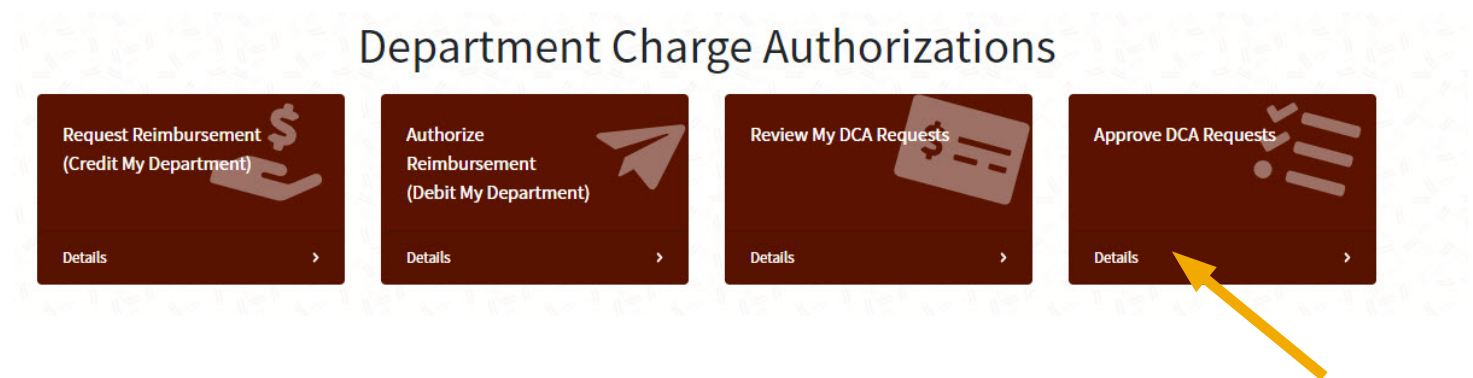
# AUTHORIZE REIMBURSEMENT

## ✦ Step 1. Initiator's Supervisor Approves or Denies

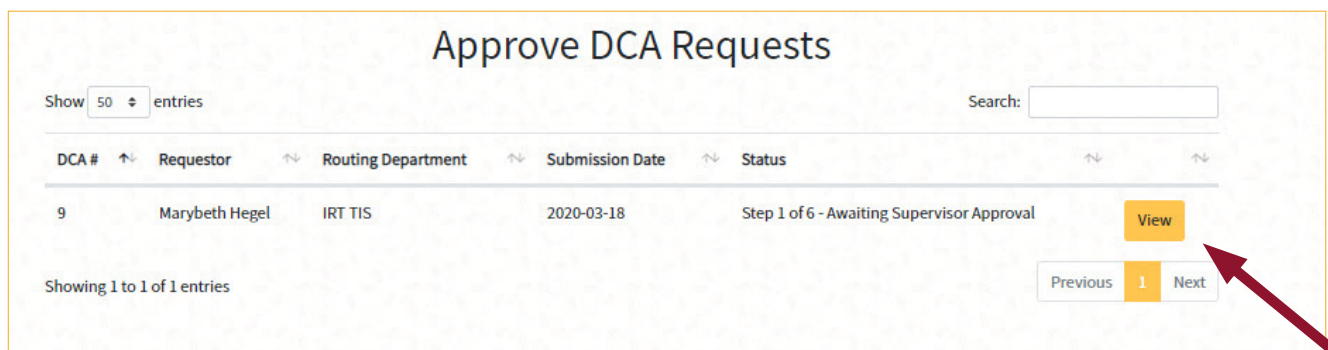
The supervisor will receive an email notifying them that they have a Departmental Charge Authorization to approve.



The supervisor should click on the link in the email ([go.rowan.edu/dca](http://go.rowan.edu/dca)). Select Launch DCA Application from the DCA home page. When the DCA application opens, select **Approve DCA Requests**.



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



# AUTHORIZE REIMBURSEMENT

Review the request (to be debited to your department) and any supporting documentation.

Debit Details		
FOAPAL Combinations	Request Amount	Budget Info
(10110-22026-7000-16) Unrestricted General Fund - Training & Instructional Support - Supplies - Institutional Support	\$20.00	FY:20 - Available Funds: 734.12 [ Pooled: -2754.04]
(10110-60303-7000-16) Unrestricted General Fund - 17pdg - Hegel, Marybeth - Supplies - Institutional Support	\$10.00	UNBUDGETED

Description for Debit FOAPAL Combinations: Pencils for event on 3/12/20

## ➤ Request Approver (Supervisor) Approval

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

Select **Approve** or **Deny**.

Select **Submit**.

Request Approver (Supervisor) Approval	
<b>Comments:</b> <div>Place any comments you have here...</div>	
<input type="radio"/> Approve <input type="radio"/> Deny	<div>Submit</div>

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

DCA #9 was updated successfully!
<div>OK</div>

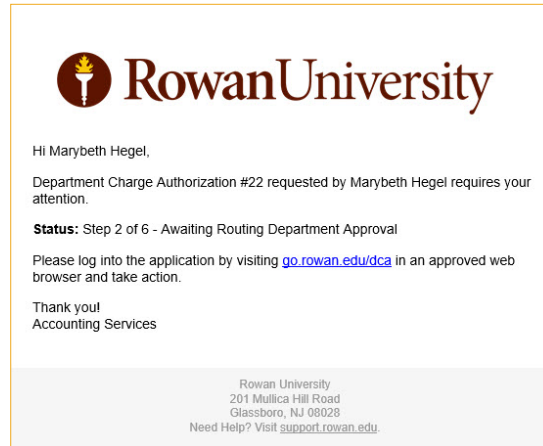


The form will now be routed to the representative of the department who will receive the funds from the requestor's FOAPAL

# AUTHORIZE REIMBURSEMENT

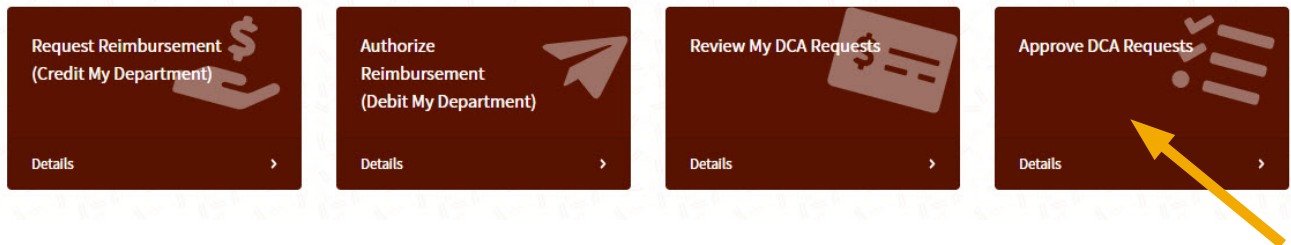
## ◆ Step 2. Department Rep Approves or Denies Request. If it is approved, then the FOAPAL to be credited is entered.

The department representative will receive an email notifying them when there is a DCA to approve.

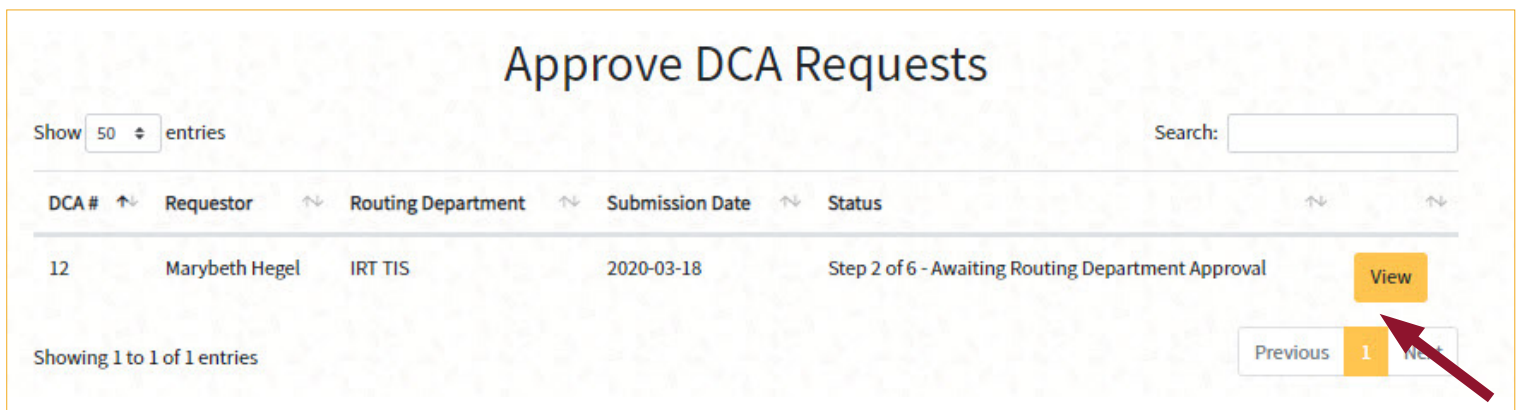


The department representative should click on the link in the email ([go.rowan.edu/dca](http://go.rowan.edu/dca)). Select Launch DCA Application from the DCA home page. When the DCA application opens, select **Approve DCA Requests**.

### Department Charge Authorizations



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



# AUTHORIZE REIMBURSEMENT

## > Routing Department Approval



Please ensure that the account codes from the debit department match your invoice support. If they do, use the matching code. Otherwise, deny the request and comment that the incorrect account codes were selected.

Enter the FOAPAL that will be credited.

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

Select your Fund, Org, Account and Program from the drop-down fields.

Only FOAPALs for which you have access will be available to you.

If your FOAPALs are missing, request access through the **Banner Access Request Menu** in Self-Service Banner.

Enter the amount you wish to be credited 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(s)** 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. You may change the description to suit your department. A description including the University Invoice or Document # (for example, I2019055 or F0022147) is encouraged, as this will help Finance and your department to identify why the reimbursement is justified.

Routing Department Approval

Remaining Allocation: 0.00

Credit Details

Fund	Org	Account	Program	Amount
(10110) Unrestricted ...	(22026) Training & In...	(7000) Supplies	(16) Institutional Sup...	\$ 30.00

Validate FOAPAL(s)

Add FOAPAL

DCA Description: (35 Character Limit)

Pencils for event on 3/12/20

This description will be posted to Banner. Do not include personal information such as names.



# AUTHORIZE REIMBURSEMENT

Enter a **Comment** if applicable (a denial should include the reason).

Search for and select your **Supervisor for Approval**.

Select **Approve** or **Deny**.

**Submit.**

**Credit Details** Add FOAPAL

Fund	Org	Account	Program	Amount
(10110) Unrestricted ...	(22026) Training & In...	(7000) Supplies	(16) Institutional Sup...	\$ 30.00

Validate FOAPAL(s)

DCA Description: (35 Character Limit)

Pencils for event on 3/12/20 7

This description will be posted to Banner. Do not include personal information such as names.

Comments:

Place any comments you have here...

Your Supervisor for Approval:

Hegel, Mary (910008725)

☒ Approve ☐ Deny

Submit

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

DCA #9 was updated successfully!

OK



The DCA will next be routed to the Department Representative's Supervisor for approval.

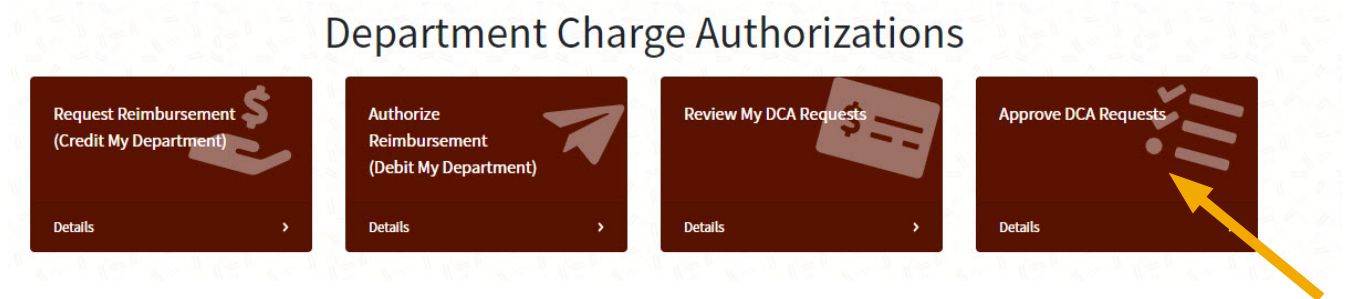
# AUTHORIZE REIMBURSEMENT

## ◆ Step 3. Department Rep's Supervisor Approves or Denies Request.

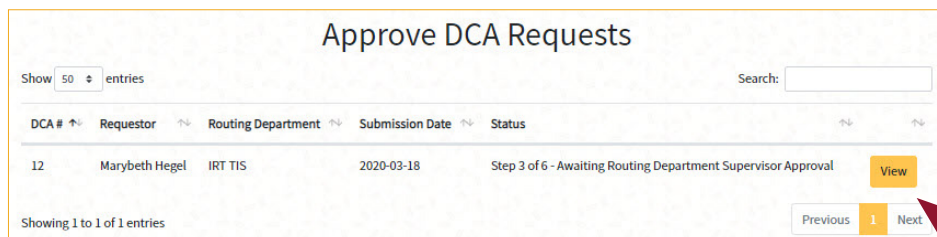
The Department Representative's Supervisor will receive an email notification when they have a DCA to approve.



The supervisor should click on the link in the email ([go.rowan.edu/dca](http://go.rowan.edu/dca)). Select Launch DCA Application from the DCA home page. When the DCA application opens, select **Approve DCA Requests**.



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



# AUTHORIZE REIMBURSEMENT

## ➤ Credit Details

Review the request (to be credited) to your department and any supporting documents.

Credit Details		
FOAPAL Combinations	Request Amount	Budget Info
(10110-22026-7000-16) Unrestricted General Fund - Training & Instructional Support - Supplies - Institutional Support	\$30.00	FY:20 - Available Funds: 734.12 [ Pooled: -2754.04]
Description for Credit FOAPAL Combinations: Pencils for event on 3/12/20		

## ➤ Routing Department Supervisor Approval

Enter a comment if applicable (especially if it was denied).

Select **Approve** or **Deny**.

Select **Submit**.

Routing Department Supervisor Approval	
Comments:	
<input type="text" value="Place any comments you have here..."/>	
<input checked="" type="radio"/> Approve <input type="radio"/> Deny	
<input type="button" value="Submit"/>	

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


DCA #9 was updated successfully!
<input type="button" value="OK"/>



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.

 <b>Rowan University</b>
Hi Mary Ann Nisula,
Department Charge Authorization #19 has been processed.
<b>Status:</b> Step 6 of 6 - Complete
No further action is required.
Thank you! Accounting Services
Rowan University 201 Mullica Hill Road Glassboro, NJ 08028 Need Help? Visit <a href="mailto:support@rowan.edu">support@rowan.edu</a> .

# SUMMARY

At this time, the electronic process excludes:

- Grants (funds beginning with 5 and 6)
- Undergraduate Student Government Association transfers (fund 90000)
- South Jersey Tech Park transfers (fund 99000)
- Athletics transfers
- Revenue transfers (accounts beginning with 5)
- Salary transfers (accounts beginning with 6)
- Foundation transfers
- Barnes & Noble transactions
- Central Receiving/Central Stores orders

## More tips and considerations:

- Consider who the departments are before initiating a request. Check if they're excluded from this process.
- Communicate with the other department about supporting documentation and account details.
- Reimbursements must credit funds back to the original FOAPAL where the invoice charge was made.
- Consider the funding sources used. Are they operating? Special programs? Ensure no grants with funds beginning with 5 or 6.
- To initiate the form, open your web browser and go to [go.rowan.edu/dca](http://go.rowan.edu/dca)
- The 'Debit' FOAPAL is paying the payment; the 'Credit' FOAPAL is receiving the payment; .
- Unless otherwise specified by a finance department, transfers must be between accounts at the 7XXX level.
- Be sure that your FOAPAL has the sufficient budget, that can be checked in banner admin pages in FGIBAVL and FGIBDST.
- Make sure to have the appropriate documentation ready and saved electronically in one location on the computer.