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Introduction to Electronic DCAs

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 and select Launch DCA Application.

Chrome is the preferred web browser.

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 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.
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.
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.
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.

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 FGIBA VL.

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).

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.

4. The red notice will say unfinished or inaccurate FOAPAL combination.
   Please reenter the correct FOAPAL.

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 and select Launch DCA Application.

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 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.

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. 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.
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**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Org</th>
<th>Account</th>
<th>Program</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10110</td>
<td>(22026) Training &amp; Inst.</td>
<td>(7000) Supplies</td>
<td>(16) Institutional Support</td>
<td>$ 20.00</td>
</tr>
</tbody>
</table>

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

supplies for event on 4/1/20

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.

Enter the **Department Name**.
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). 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.

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 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). 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

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.
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 notification when they have a DCA to approve.

The supervisor should click on the link in the email (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.
Debit Details

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

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.
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 and select Launch DCA Application.

Select the button Authorize Reimbursement (Debit My Department)
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.

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. 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.
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.

**Credit details**

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

Enter the **Department Name**.
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.

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

The request will now be routed to the initiator’s supervisor.
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). 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.

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 receive the funds from the requestor’s FOAPAL.
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). 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.
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 though 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.
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.

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 notification when they have a DCA to approve.

The supervisor should click on the link in the email (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.
AUTORIZE REIMBURSEMENT

Credit Details

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

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.
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
- 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.