**Department Admin Functions:**

Department Admin is the P-Card Administrator, who is responsible for logging in to Intersect and reviewing Cardholder transactions and receipts, entering notes and changing departmental FOAP/account codes if needed. The Cardholder must have selected the “Rev” (Review) checkbox before the Department Admin can select the “App1” (Approve) checkbox for each transaction.

After the Department Admin approves each transaction, the Reviewer will be required to log in to Intersect and select the “App2” (Approve 2) checkbox for each transaction to provide final independent review and approval of the Cardholder’s monthly statements.

From the Intersect Homepage, Department Admin can access Cardholder transactions by clicking on Quick Links – Manage Transactions.
Then, go to Transaction Maintenance>Transaction Management and select “search” to view all transactions or enter Search Criteria to only see transactions that were “Reviewed” by the Cardholder. Search criteria can also be entered to search by the Cardholder’s first and/or last name. Below are a few suggested search criteria.

- The below search criteria will only show transactions that have been reviewed by the Cardholder.

If in mid-billing cycle and the Department Admin approved some Cardholder transactions, the following would be a good option for search criteria. This will display transactions that a Cardholder has reviewed, but the Department Admin has not selected the “App1” (Approve) checkbox yet.
Once a Department Admin finds a transaction it will look like this:

The Department Admin can select the Transaction Details button to go to the screen where receipts are attached.

**Viewing Receipts**

Click “Transaction Details,” receipt can be viewed at the bottom of the screen.
To mark a transaction as approved, the Department Admin will click the “App1” (Approved) checkbox in the following areas:

1. In the Transaction Details screen above (see circled in red)
2. On the main transaction page under Transaction Maintenance>Transaction Management

The Department Admin can view Cardholder Statements under Transaction Maintenance > Statements to view and approve monthly statements.