

P-Cards

PERSONA DESCRIPTION



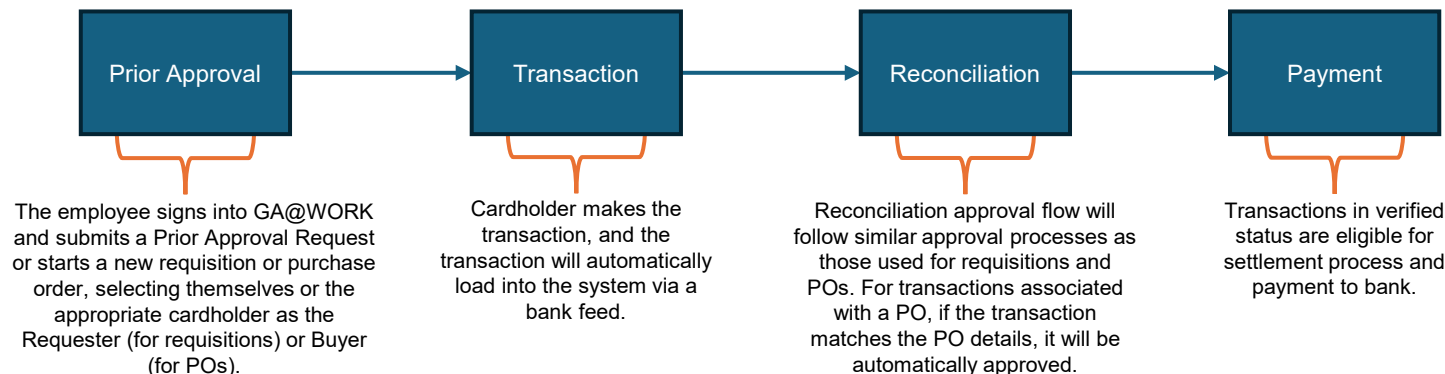
- The change impacts described here are most applicable to Procurement users, Cardholders, P-Card Administrators, Approvers, Requesters, Buyers, Employees, Managers, and SPD P-Card Policy Administrators.
- This information is not exhaustive, and users are reminded to complete applicable training and review Job Aids.

KEY CHANGES

- Agencies should submit a P-Card Prior Approval Request for transactions that do not require a purchase order. Please note, these transactions will not impact the budget until the charges are imported.
- Administrators will have significantly reduced manual system maintenance responsibilities in GA@WORK, including automated cardholder profile management.
- To use a P-Card on a requisition or purchase order, the cardholder must be assigned as the Requester on a requisition or as the Buyer on a purchase order. The Requester or the Buyer creating the requisition or purchase order can assign the cardholder to either role, and the cardholder does not need to hold both security roles themselves.
- Submitting a requisition will obligate funds and have a direct budgetary impact. Individuals are encouraged to submit prior approval requests instead of requisitions when possible.
- Each year, administrative action access must be delegated to permanent reconcilers for a one-year period. Any temporary delegations require approval in the P-Card plan.
- In GA@WORK, prior approval requests will route from the cardholder to their manager. If the manager approver must be a designated prior-approving official, the delegation feature can be used to assign this responsibility for a renewable one-year period.
- Temporary delegates for cardholder and prior approval must be established and approved in the Agency P-Card Plan.
- Only verified transactions will be eligible for payment.

SAMPLE WORKFLOW IN P-CARDS

- This is a basic overview of a workflow in P-Cards.
- Work with your agency and in GA@WORK for any specifics to your agency.



What are benefits of P-Cards in GA@WORK?

- Faster procure-to-pay process due to real-time processing.
- Reduced manual workload for administrators through automation and integration.
- Improved security and compliance with role-based access and approval workflows.
- Greater visibility for cardholders into their own transactions.
- No longer requiring proxy access for users to view transactions.
- Faster P-Card prior approval request process compared to the current requisition process.

What challenges could there be to adopting P-Cards in GA@WORK?

- There is a need for Administrators to ensure accurate assignment of roles.
- It is a requirement for updates to agency P-Card policies and plans due to policy and process changes.
- There is an increased need for training on new workflows and system navigation.
- There may be potential confusion during transition as users adjust to real-time processing and approval routing.

What is not changing?

- P-Cards may still be used for requisitions and purchase orders; however, their use is no longer required for these transactions.
- Overall P-Card functionality remains unchanged.