GA@WORK

Delivered by The NextGen Project

Procurement Huddle

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At-a-Glance: Lifecycle of P-CARD TRANSACTIONS IN GA@WORK

1

PRIOR APPROVAL

Purchases require prior approval to ensure compliance before spending

2

TRANSACTION

The cardholder makes the purchase within their approved limits and policies.

3

VERIFICATION

The cardholder and approver(s) confirm the purchase details, receipts and coding.

4

SETTLEMENT

Accounts Payable finalizes payment to the bank to close out the billing cycle.

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P-Cards Crosswalk

GA@WORK
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- The P-Cards Crosswalk is a tool to help P-Card professionals navigate the change from the legacy system to GA@WORK.
- Refer to training materials for additional instructions and go to the GA@WORK Resource Library for additional resources.

Topic	Initiate/complete in legacy system by:	Initiate/complete in GA@WORK by:	Special notes:
Selecting P-Card on Requisitions	Card information can be automatically populated on requisitions for cardholders.	Requester must manually enter cardholder as requester to select their card when creating requisitions.	Requires user awareness and diligence to select the correct cardholder and card.
P-Card Maintenance	Administrators manually add cardholders, cards, and maintain proxy security.	Cardholder profiles are managed automatically via integration, and new cards are added through system integration.	Administrators must ensure accurate employee IDs in Bank of America.
Cardholder Role Requirements	Requesters can apply a card on behalf of someone else; cardholders do not need to be the requester or buyer.	Cardholders must be specified as the requester on requisitions and as the buyer on purchase orders to use their card. This can be performed by another user with requester or buyer role.	-
Prior Approval Requests	All P-Card transactions require prior approval via requisition, which does not have budgetary impact.	Transactions not requiring a PO can begin with a P-Card Prior Approval Request (no budgetary impact until transaction posts).	• Agencies have flexibility to determine when to use prior approval requests. • Budget impact occurs at the requisition, purchase order, and transaction posting stages.
Verification process	Currently referred to as reconciliations.	Reconciliations are performed through the verification business process.	• The approval flow will follow similar steps as other business processes. • Only transactions in verified status are eligible for settlement and payment.

Stage 1: Prior Approval

Purpose: Purchases reviewed and approved before P-Card use
Framework: Uses the Request framework in GA@WORK (not the Procure-to-Pay process)

Requisitions

Encumber funds

Requests

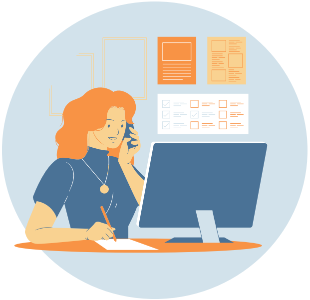
Do not encumber funds
they only secure permission to use the card

Stage 1: Prior Approval

1. Cardholder submits a Request in GA@WORK
2. Request routes for approval
3. Approver issues an approval resolution
4. Cardholder proceeds with the transaction

Cardholder should note the Prior Approval number received in the transaction comments when verifying.

System Demo



Stage 2: Transaction

Purpose: Using the P-Card for an approved purchase

Cardholder makes the purchase.	Transaction data is captured by bank.	A daily feed imports transactions into GA@WORK, where they are available for verification and reconciliation.

Stage 3: Verification (reconciliation)

Purpose: Confirm that all P-Card transactions are accurate, supported, and compliant.

Key Change

- Previously called Reconciliation, now Verification in GA@WORK — same purpose: validating transactions

Responsibilities

- Cardholder: Attach receipts, code correctly, add comments (with Prior Approval if needed).
- Approver: Verify receipts, coding, and compliance before approval.

Stage 3: Verification (reconciliation)

Process

- Transactions feed from Works → GA@WORK daily.
- Cardholder verifies details.
- Approver confirms compliance and approves.
- Verified transactions move to reconciliation and AP settlement.

System Demo

Stage 4: Settlement

Purpose: Final step: Ensures payment to Bank of America for all verified transactions.

RESPONSIBILITIES

- Procurement Spend Specialist (AP) reviews Bank of America statement vs. verified GA@WORK transactions.
- Confirms amount due.
- Initiates payment within required timelines.

PROCESS

- Bank of America statement received.
- Verified GA@WORK transactions ready for settlement.
- Specialist confirms total payment.
- Payment issued to Bank of America, closing the cycle.

KEY CONTROL

Timely settlement ensures compliance and program good standing

System Demo

Key Takeaways

- Lifecycle stages are interconnected.
- Strong oversight ensures compliance.
- GA@WORK supports accountability.

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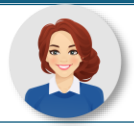
Change Impact View

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.

Prior Approval → Transaction → Reconciliation → Payment

Prior Approval: The employee signs into GA@WORK and submits a Prior Approval Request or starts a new requisition or purchase order, selecting themselves or the appropriate cardholder as the Requester (for requisitions) or Buyer (for POs).

Transaction: Cardholder makes the transaction, and the transaction will automatically load into the system via a bank feed.

Reconciliation: Reconciliation approval flow will follow similar approval processes as those used for requisitions and POs. For transactions associated with a PO, if the transaction matches the PO details, it will be automatically approved.

Payment: Transactions in verified status are eligible for settlement process and payment to bank.

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.

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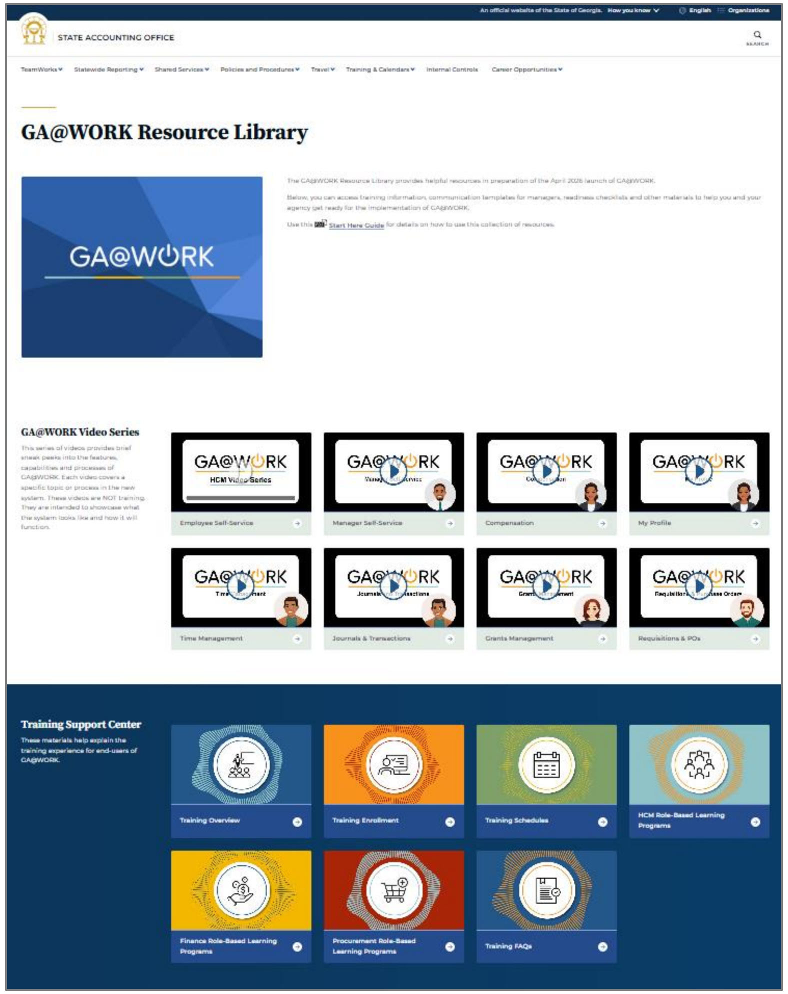
Reminders

GA@WORK Resource Library



Who is the GA@WORK Resource Library for:

- Everyone, this is not behind a firewall!
- https://sao.georgia.gov/gawork-resource-library

What's on the GA@WORK Resource Library:

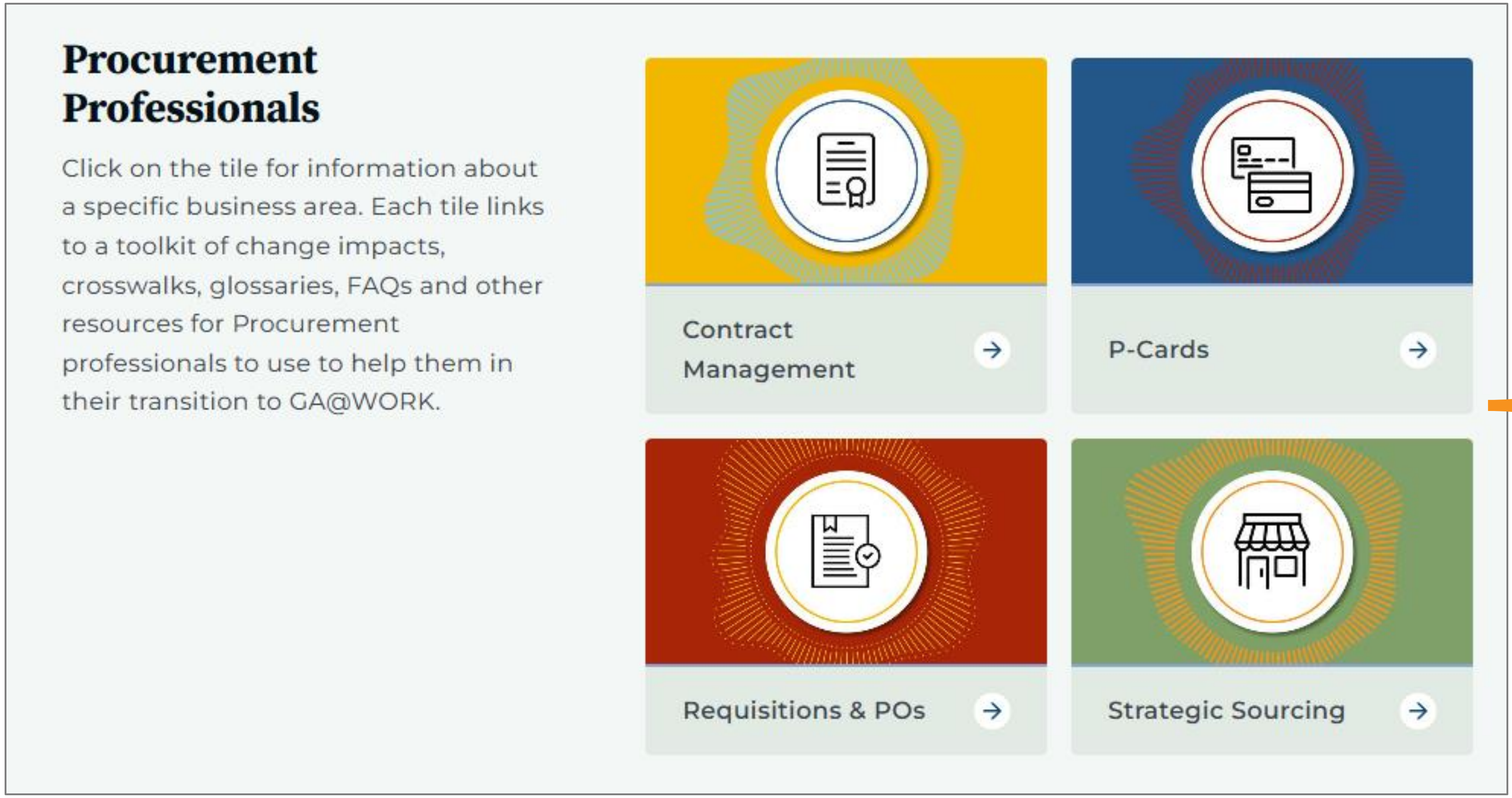
- Videos and demos
- Change impacts
- Crosswalks
- Glossaries

Suggested uses:

- Use the Start Here guide on the homepage to talk about this resource to your agency
- Select and share a video link to expand awareness of GA@WORK to your colleagues
- Review Procurement business area resources with specific agency teams to generate interest and engagement

Procurement Professionals Toolkits

Use these materials as needed and remember to revisit this site periodically as new resources will be added throughout the month.



What's here now:

- Change impacts
- Crosswalks

What's coming soon:

- Glossaries
- Demos of business processes
- *Additional areas!*

Remember: These materials are NOT TRAINING. Instead, they help these users prepare for training and working in GA@WORK.

GA@WORK stay in the know!

Send any questions to Nextgen Support (select General Question) https://service.doas.ga.gov/app/AskNextgenSupport

Check out the NextGen website: sao.georgia.gov/NextGen

Subscribe and read the monthly NextGen Newsletter

Follow us on LinkedIn:
@ **GA State Accounting Office**

@ **Georgia DOAS State Purchasing Division**

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Program/Project	Email	Contact if you…	When you'll hear from us...
NextGen	nextgen@sao.ga.gov	• Have general questions about the NextGen project, or GA@WORK • Need change management support • Have questions about training • Want to submit questions to our FAQ list	• Meeting invitations (Townhalls, NCN) • Project updates • Information requests
NextGen PMO	nextgen_pmo@sao.ga.gov	• Are responding to a meeting invitation	• Meeting invitations (project activities)

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Initiatives	Email	Contact if you…	When you'll hear from us…
NextGen Data Validation	nextgen_datavalidation@sao.ga.gov	• Need to submit data validation resources • Need to submit data validation completion • Need assistance in completing requests • Have questions about the validation process	• Resource requests • Information and updates • Meeting invitations (e.g., kickoff/support)
NextGen FDM	nextgen_fdm@sao.ga.gov	• Need to submit Foundation Data Model (FDM) resources • Need assistance in completing requests • Have questions about FDM	• Information requests and updates
NextGen Sourcing/Procurement	agency.sourcing@doas.ga.gov	• Need to submit procurement resources • Need to submit completed procurement or sourcing requests • Have questions about contracts • Need assistance in completing procurement requests • Have questions about the procurement process	• Resource requests • Information and updates • Meeting invitations (e.g., kickoff/support)
NextGen Security Role Mapping	nextgen_secmap@sao.ga.gov	• Need to submit Security Role Mapping resources • Need to submit completed security role mapping requests • Need assistance in completing requests • Have questions about the security role mapping process	• Resource requests • Information and updates • Meeting invitations (e.g., kickoff/support)

GA@WORK contact us!

Initiatives	Email	Contact if you…	When you'll hear from us...
NextGen Supervisory Organization (Sup_Org)	nextgen_suporg@sao.ga.gov	• Need to submit supervisory organization resources • Need to submit completed supervisory organization data requests • Need assistance in completing requests • Have questions about the supervisory organizations	• Resource requests • Information and updates • Meeting invitations (e.g., kickoff/support)
NextGen Testing	nextgen_testing@sao.ga.gov	• Need to submit SIT or UAT testing resources • Have questions about the testing process	• Resource requests • Information and updates • Testing invitations
NextGen Training	nextgen_training@sao.ga.gov https://service.doas.ga.gov/app/LearningHelp	• Need to submit any pre-go live training related questions • Need to submit any follow up required • Need assistance in completing requests from the training team	• Resource requests • Information and updates • Meeting invitations (e.g., kickoff/support)

SPD stay in the know!

Please use the following mailboxes to submit questions and requests:

procurementhelp@doas.ga.gov	Technical issues with the Georgia Procurement Registry, JAGGAER Sourcing Director or Team Georgia Marketplace™
spdpolicy@doas.ga.gov	Questions regarding the Georgia Procurement Manual, special approvals, etc.
cardprograms@doas.ga.gov	Questions regarding the Statewide Purchasing Card (PCard) program, plan amendments, and special approvals
Georgia.learning@doas.ga.gov	Questions about training, requests for access, issues with Learning Management System (LMS)
Doas.audits@doas.ga.gov	Questions about audits, etc.
Agency.sourcing@doas.ga.gov	Requests for assistance with solicitations, requests to exceed DPA, approval of sole sources more than $500,000, etc.

thank you!