Brian Guilmartin

Noreen Camara

Implementing P-Card will be a big change to your Agency's business process

Questions to ask:

- What do we do today?
- What new options are available?
- How will these fit in with our process?
- Specific Training will be provided in the coming months
- The focus today is on P-Card User Roles
- Any unique questions or concerns Please Email brian.guilmartin@ct.gov

- P-Card Security is handled within the P-Card Module
- Works with regular roles and permissions
- Existing Roles for eProcurement, Purchasing, and Accounts Payable are not changing
- Establish roles through an upload for the initial start
- We will need a spreadsheet with Users and Roles
- Layout TBD

Roles with access to P-Card

Role Name	Description:		
CT_F_A_CC_COORDINATOR	CT Agency P-Card Coordinator		
CT_F_A_CC_APPROVER	CT AGY CC APPROVER		
CT_F_A_CC_RECONCILER	CT AGENCY CC RECONCILER		
CT GENERAL BUYER	General Buyer		
CT PROGRAM BUYER	PROGRAM BUYER		
CT PURCHASING REPORT MAKER	PURCHASING MODULE RPT MAKER		
CT PURCHASING VIEWER	PURCHASING MODULE VIEWER		
CT REQUESTER	REQUESTER		
CTMULTIREQUESTER	MULTI REQUESTER(CORE-10)		
CT_F_TSR_REQUESTER	TSR REQUESTER		
CT VOUCHER PROCESSOR	Voucher Processor		
Voucher Approver	Voucher Approver		

P-Card and Purchasing

General Buyer & Reconciler

- Can enter a PO
- Can mark a PO to be paid by P-Card
- Cannot approve the PO.
- Can reconcile the transaction
- Cannot approve the transaction

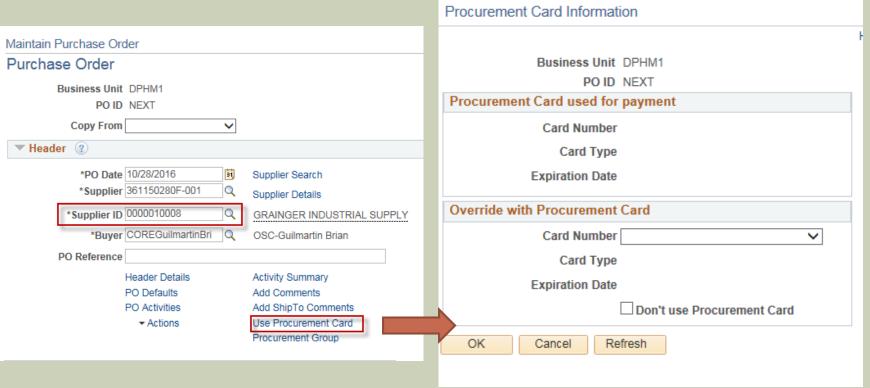
P-Card and AP

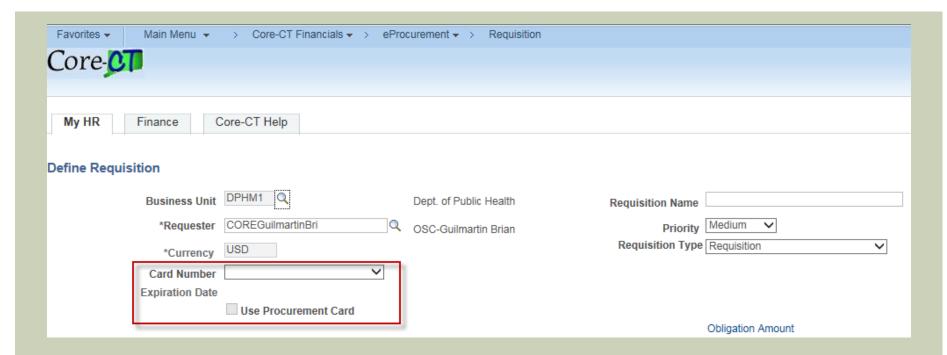
Voucher Processor & CC Approver

- Can have a Buyer role
- Cannot Approve PO
- Cannot Reconcile
- Can approve transactions
- Can adjust a voucher
- Cannot approve a voucher



Use Procurement Card





Requestors will have the same ability to pick a P-Card

Proxy

A user (including the cardholder) must be a proxy to a card they need access to.

Any user can be assigned a Proxy Role however they can only have one role per card.

A card may have multiple proxies

User Given Access to a P-Card

Alice is a Coordinator – She must have a Coordinator role on each card she is responsible for.

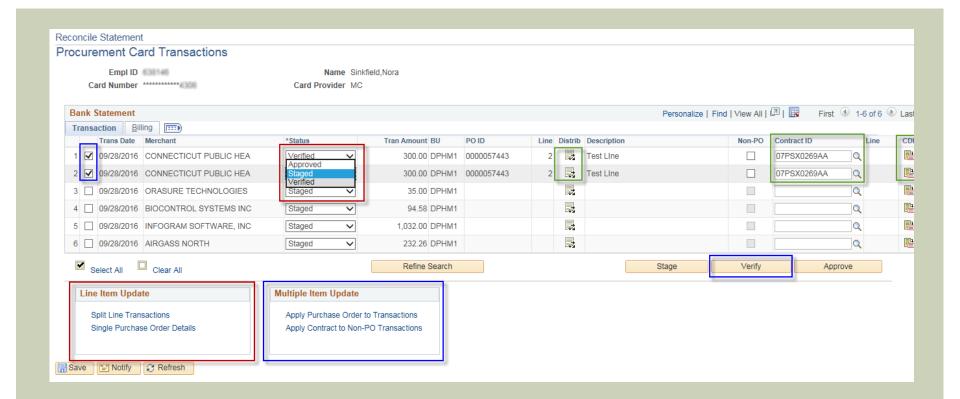
Tom can be a Buyer for Card 1111 and Tom can be a Reconciler for Card 2222 but can have no other roles on either card.

Tom and Mary can both be Reconcilers for Card 2222

New Roles for P-Card

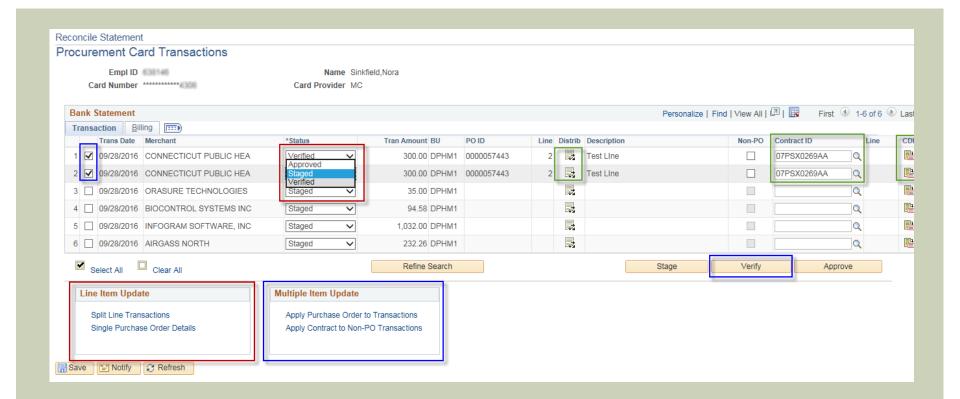
P-Card Reconciler

- Responsible for Reconciling P-Card transactions online for which they are proxies
- Associates Transaction Rows to Purchase Orders
- Updates Contract Information when necessary
- Updating Chartfield information for Credits



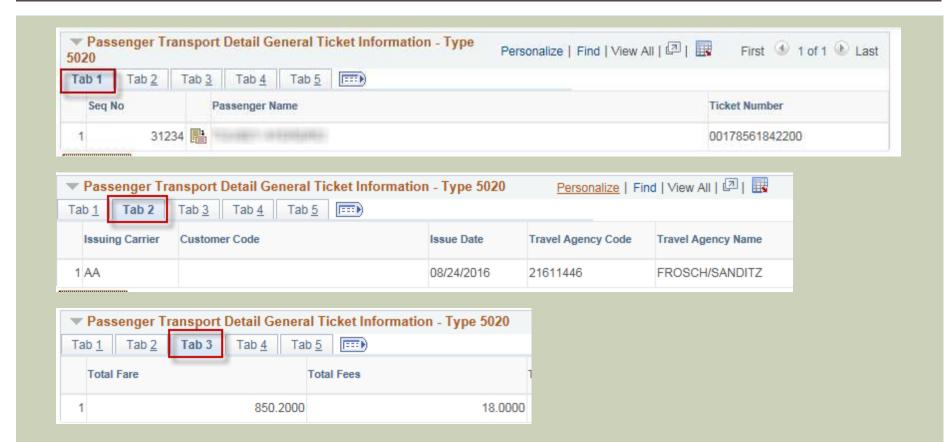
Reconcilers can review Distribution information and CDF Level 3 detail

Transactions can be reconciled individually or in groups



Reconcilers can review Distribution information and CDF Level 3 detail

Transactions can be reconciled individually or in groups

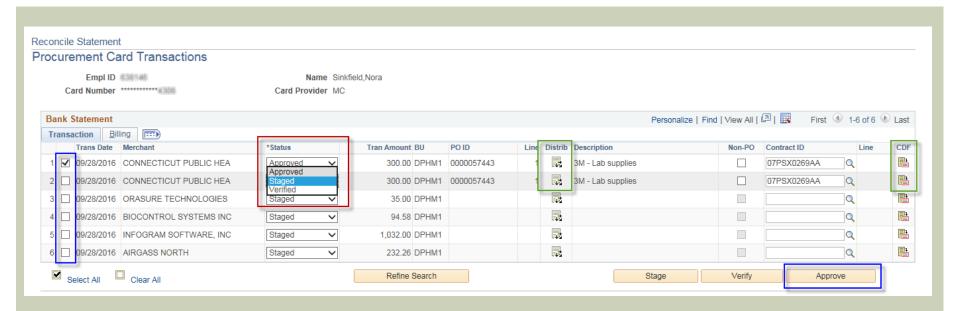


Sample of CDF/Level 3 Data captured for an Airline Ticket

New Roles for P-Card

P-Card Approver

Responsible for Approving P-Card transactions for those users for which they are proxies



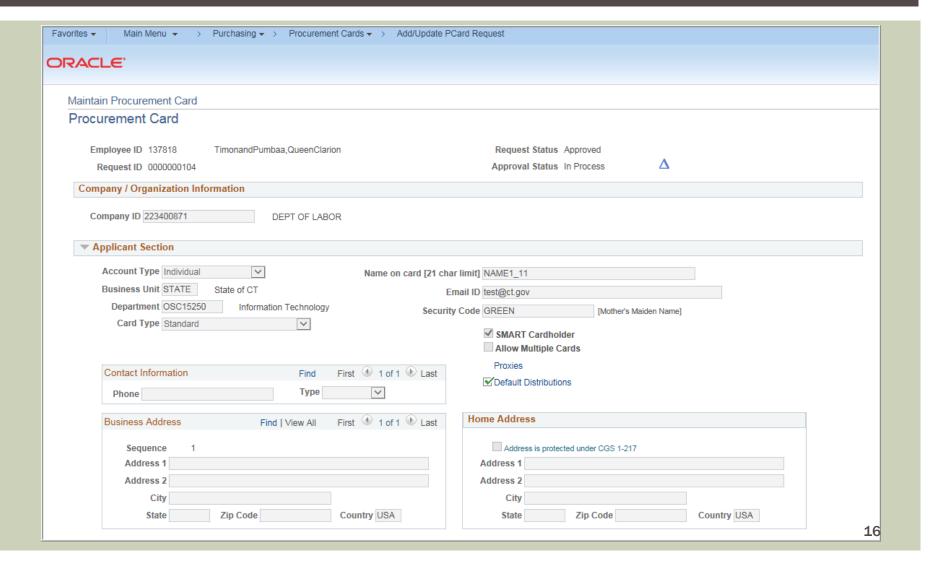
Approvers can review Distribution information and CDF Level 3 detail

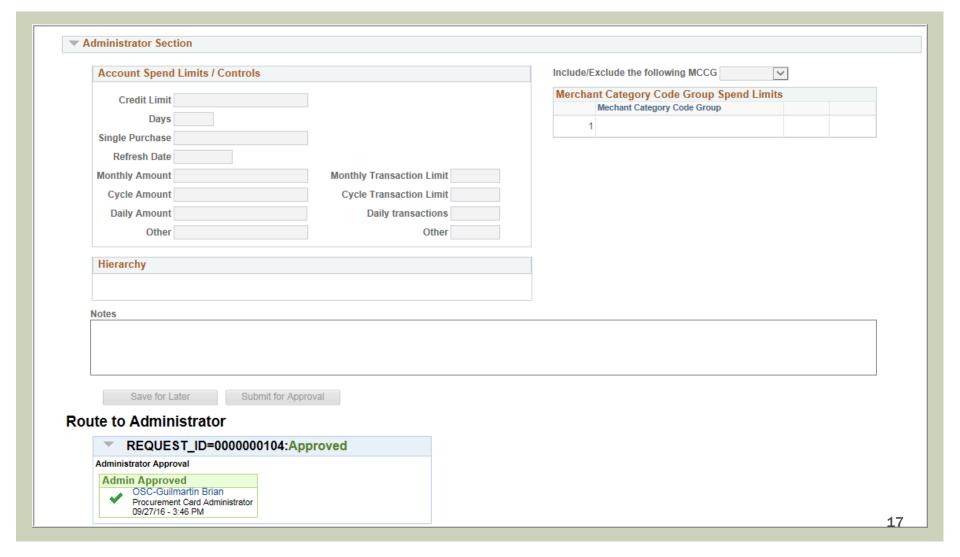
Approvals can be done individually or in groups

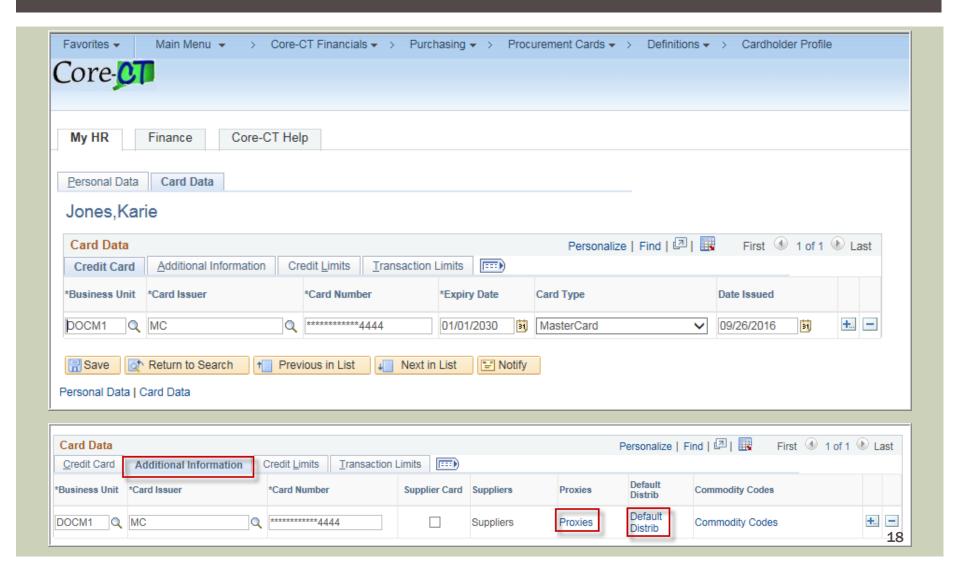
New Roles for P-Card

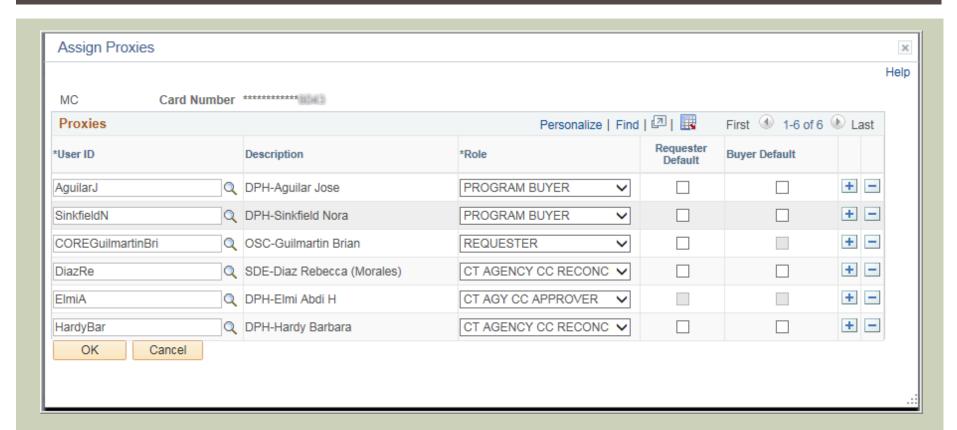
P-Card Coordinator

- Responsible for the Maintenance of the agency P-Card program
- Add/Change/Remove P-Cards for users
- Add/Change/Remove Proxies for P-Cards

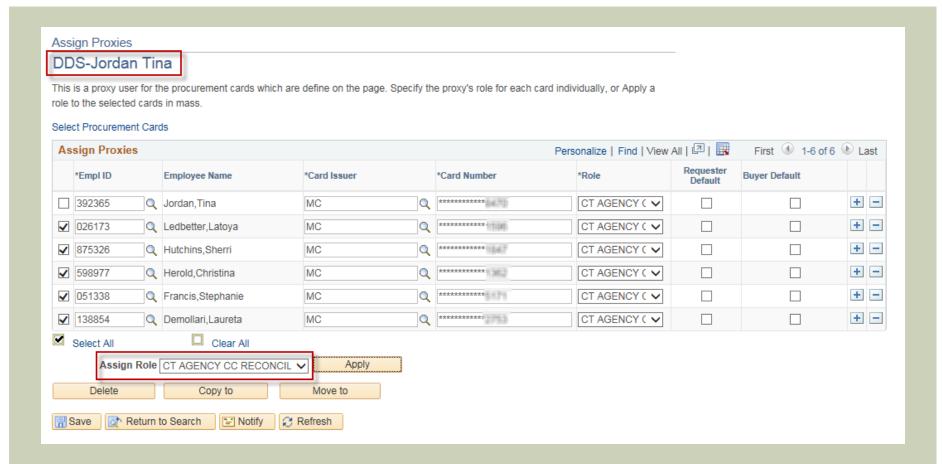




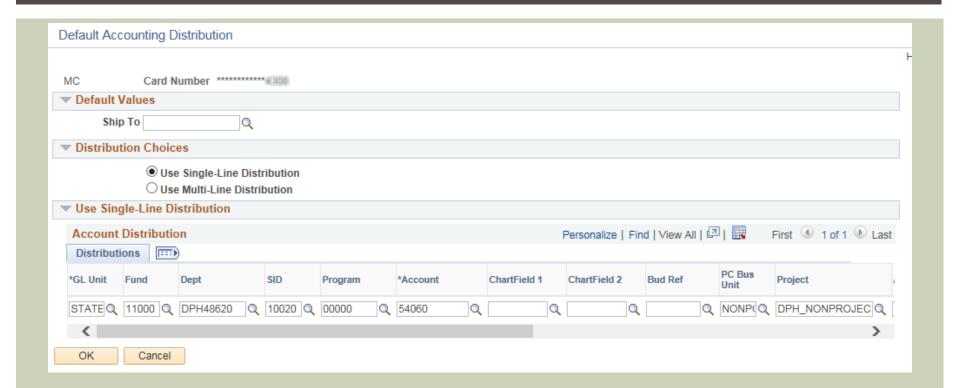




Users and their roles are added in the Proxy Link



There is an option to assign one user to multiple cards



All Cards must have a default distribution setup

Access Rights	CT CNTRL CC ADMINISTRATOR	CT Agency P-Card Coordinator	CT AGY CC APPROVER	CT AGENCY CC RECONCILER
Review Statement	YES	YES	YES	YES
Access Reports	YES	YES	YES	YES
Reconcile - Set Status to Staged	NO	YES	NO	YES
Reconcile - Set Status to Verified	NO	YES	NO	YES
Reconcile - Set Status to Approved	NO	NO	YES	NO
Reconcile - Update Distribution (Restricted)	NO	NO	NO	NO
Reconcile - Update Distribution (Unrestricted)	NO	YES	YES	YES
Reconcile - Modify Staged	NO	YES	NO	YES
Reconcile - Modify Verified Fransactions	NO	YES	YES	YES
Reconcile - Modify Approved	NO	NO	YES	NO
Reconcile - Modify Error Fransactions	NO	YES	YES	YES
Unmask Card Number	YES	NO	NO	NO
Cardholder - Maintain Profile	YES	YES	NO	NO
Cardholder - Maintain Proxy	YES	YES	NO	NO
Cardholder - Maintain Distribution	YES	YES	NO	NO
Usage - Use Procurement Card	NO	YES	NO	YES
Jsage - Use Procurement Card	NO	YES	NO	YES
Jsage - Allow Override of Supplier Card	NO	NO	NO	NO