



State of Georgia
Department of Administrative Services
State Purchasing Division

Official Announcement #19-01

FROM: Lisa Eason, Deputy Commissioner, DOAS

DATE: September 20, 2018

TO: State of Georgia Agency Procurement Professionals (APOs), P-Card Administrators and Chief Financial Officers (Team Georgia Marketplace™ Entities Only)

RE: **PeopleSoft TeamWorks Financials 9.2 Upgrade - P-Card Activities**

As announced previously, the State Accounting Office (SAO) and Department of Administrative Services (DOAS) State Purchasing Division (SPD) have been working diligently to upgrade TeamWorks Financials and Team Georgia Marketplace™ (TGM) to version 9.2. SAO and DOAS issued a [joint communication](#) to provide additional information for the October 2018 upgrade.

Throughout the TeamWorks Financials upgrade process, state entities may continue to use the Purchasing Card (P-Card) for needed goods and services in accordance with the Statewide Purchasing Card Policy. However, to prepare for system downtime, please review the attached guidance for key actions related to P-Card activity to complete prior to, during and post TeamWorks upgrade.

SPD will conduct webinars to review the attached guidance. Please distribute this Official Announcement internally. For any questions related to this Official Announcement, please contact SPD at cardprograms@doas.ga.gov.

For additional information on the TeamWorks Financials and Team Georgia Marketplace™ 9.2 upgrade, please visit SPD's [website](#).



P-Card Transaction Guidelines Related to PeopleSoft 9.2 Upgrade

The following are guidelines for key actions related to P-Card activity to complete prior to, during, and post TeamWorks upgrade. All policy requirements as noted in the [Statewide Purchasing Card Policy](#), including prior approvals, and the state entity's internal policies are still applicable. Please note there will be no major changes to the P-Card Module.

| Key Actions for P-Card Activity | TeamWorks System Status & Time Period | | |
|-------------------------------------|--|--|---|
| | TeamWorks <u>Available</u> Prior to PS 9.2 Upgrade | TeamWorks <u>Downtime/Offline</u> During PS 9.2 Upgrade | TeamWorks <u>Available</u> Post Upgrade |
| | <u>Recommended Deadline</u> : Complete Key Actions by September 28th | October 4th at 3:00pm – October 8th | Beginning October 9th at 7:00am |
| Planned or Routine Purchases | <ol style="list-style-type: none"> 1. If state entities are aware before September 28, of the need to make planned or routine purchases during system downtime, then requisitions should be created and approved in advance. If your state entity's policies and procedures require a requisition to link to a purchase order, then create, link, and dispatch purchase orders to the supplier(s) prior to September 28. 2. State entities should devise a process to document preapproval of any planned or routine purchases that may be made during system downtime (that have not already been preapproved in the system). For instance, state entities may institute internal procedures using paper approval, email approval, etc. | State entities should operate under the preapproval process developed in accordance with these instructions. | Once the system goes live, the purchase and preapproval documentation must be uploaded during reconciliation. |

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| Unplanned, Non-Routine or Urgent Purchases | State entities should devise a process for unplanned, non-routine, or urgent purchases that may be made during system downtime to document preapproval for purchases greater than \$1,000. For instance, state entities may institute internal procedures using paper approval, email approval, etc., to document preapproval prior to completing the purchase. | <ol style="list-style-type: none"> 1. State entities should operate under the preapproval process developed in accordance with these instructions for unplanned, non-routine, or urgent purchases that may be made during system downtime to document preapproval for purchases greater than \$1,000. 2. For unplanned, non-routine, or urgent purchases that are less than \$1,000, state entities should comply with the Statewide Purchasing Card Policy. | Once the system goes live, the purchase and preapproval documentation must be uploaded during reconciliation. |
| Reconciliation | All state entities should conduct monthly reconciliation activities in accordance with their internal deadlines. Please note it is <u>not</u> necessary to reconcile all reported transactions as those transactions will be available in the system once the upgrade activity is complete. | Transactions that occur during downtime will be loaded during the go-live weekend and will be available for reconciliation immediately after go-live. | State entities will conduct reconciliation after the system is available. |

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| New Cards | State entities should enter the card number of any newly issued or reissued cards received into TeamWorks prior to system downtime. If the entity is unable to do so, then the state entity may still use the card. System downtime does not affect a cardholder's ability to use the P-Card at point-of-sale. | Any newly issued or reissued cards received during system downtime may still be used in accordance with Statewide Purchasing Card Policy. System downtime does not affect a cardholder's ability to use the P-Card (including any newly issued or reissued cards) at point-of-sale. | State entities should enter the card number of any newly issued or reissued cards (not previously entered) into TeamWorks. |