



## TeamWorks Financials and TGM 9.2 Upgrade October 9, 2018 Reminder - Countdown to Go-Live

As shared in previous communications, the Financials 9.2 Upgrade is coming in October 2018. There are several items that we need you to do to prepare for go-live.

The following information and more can be found on the [SAO website](#).

### How to prepare prior for go-live?

- [Save the navigation of your current 9.1 Favorites](#) – required to continue using your current favorites after the upgrade.
- [Data Close-out](#) – clean-up all transactions or events that can be closed
  - SAO and OPB have been reaching out to specific agencies that need to pay special attention to closing out old POs. Please take this clean-up effort very seriously, and refer to the [memo](#) sent on September 6<sup>th</sup>.
- [Supported Browsers](#) – verify that the browsers used in your agency are supported by Oracle
- [GL Journal Spreadsheet](#) – review and be prepared to use the new spreadsheet layout
- New 9.2 URL (web page address)
  - With the release of Financials 9.2, the URL will change.
  - Agencies will need to update any references to the old Financials URL with the new URL.
  - Do not be alarmed; temporarily the old URL will go to a redirect page that will list the new URL.
  - On October 1<sup>st</sup>, refer to the TW Financials News and Announcements section, the new URL will be posted there.

### When is Go-Live?

- October 9<sup>th</sup> – System will be up and ready for use by 7 am
- System downtime prior to go-live – October 4<sup>th</sup> at 3 pm until October 9<sup>th</sup> at 7 am

## What are the Post go-live resources?

- Post go-live support:
  - Should be channeled through the CSC for Financials or the DOAS Helpdesk for TGM (details below); however,
  - SAO and TGM will have daily calls during the first week of go-live to assist with any questions or issues that arise. Call details will be shared closer to go-live.
- [Instructions to Clear Browser Cache](#)– this may be necessary immediately after go-live for the application to work properly
- [Instructions to Recreate Favorites in 9.2](#) – using the Favorites that you saved from 9.1, you can recreate them in 9.2

## Other Important Information

- Introductory Videos – [Homepage](#), [WorkCenters](#), [Mobile Approvals](#)
- Training Resources – checkout the materials already posted; also, be on the lookout for a communication regarding training materials next week
- [FAQs from UAT](#) (User Acceptance Testing)

**QUESTIONS:** SAO – TW Financials  
Customer Service Center (CSC)  
404-657-3956  
888-896-7771  
[fscm@sao.ga.gov](mailto:fscm@sao.ga.gov)  
[sao.georgia.gov](http://sao.georgia.gov)

DOAS – TGM  
State Purchasing Procurement Helpdesk  
404-657-6000  
[procurementhelp@doas.ga.gov](mailto:procurementhelp@doas.ga.gov)  
[doas.ga.gov/state-purchasing](http://doas.ga.gov/state-purchasing)

## Upgrade 9.2 Calendar of Events

Sun	Mon	Tue	Wed	Thu	Fri	Sat
9-Sep	10	11	12	13	14	15
Strategic Sourcing events must be awarded or cancelled by September 15th Close open POs that match the specific close-out criteria by September 21st Process AM Transactions in the AP/PO interface AR - Correct pending items in error AR - Post Direct Journals						
} Prior to October 4th						
16	17	18	19	20	21	22
Close open POs that match the specific close-out criteria by September 21st Process AM Transactions in the AP/PO interface AR - Correct pending items in error AR - Post Direct Journals						
} Prior to October 4th						
23	24	25	26	27	28	29
Process AM Transactions in the AP/PO interface AR - Correct pending items in error AR - Post Direct Journals						
} Prior to October 4th						
30	1-Oct	2	3	4	5	6
Oct 1st - check News & Announcements for the new URL Process AM Transactions in the AP/PO interface AR - Correct pending items in error AR - Post Direct Journals				Oct 4th 3p: System down		
} Prior to October 4th						
7	8	9	10	11	12	13
System down until Oct 9th 7a		System up at 7a		Post Go Live Support		

[sao.georgia.gov](http://sao.georgia.gov) | [Forward to a Friend](#)

Copyright © 2018 State Accounting Office of Georgia All rights reserved.

MailChimp

If you have questions or concerns please send an email to [sao\\_communications@sao.ga.gov](mailto:sao_communications@sao.ga.gov).

[unsubscribe from this list](#) | [update subscription preferences](#)