TeamWorks Financials 9.2 Upgrade
October 2018

The State Accounting Office and Department of Administrative Services have been working diligently to upgrade TeamWorks Financials and Team Georgia Marketplace™ to version 9.2.

Who does this benefit?
TeamWorks users will benefit from the delivered enhancements of the upgrade to version 9.2. These enhancements provide for a new look and feel and will allow for more efficiency in daily tasks.

To view the Financials 9.2 Introductory Videos, please visit the TGM website: http://doas.ga.gov/state-purchasing/team-georgia-marketplace/teamworks-financials-upgrade

When is this Happening?
The upgrade from TeamWorks Financials 9.1 to 9.2 is planned for October 2018. The work will begin October 4th at 3 pm and continue until October 9th at 7 am. During this time, the system will be down.

What does my agency need to do?
You can help us minimize system downtime and potential post go-live issues by having your team review and complete the steps below:

Asset Management (AM):
Before October 4th, SAO strongly recommends that all AM transactions in the AP/PO Interface be processed all the way through to AM and not be left in pending status in the Pre-Interface. For any transactions that are not processed, they must be either put on hold or in error.

Any transactions that are in pending status prior to go-live will be marked in error by SAO. The agency will then need to take manual action to Express Add asset entries in the AM module when the system is back up.

Accounts Payable (AP):
Before go-live, SAO strongly recommends that:
   I.   All "QCK" Pay Cycles for express checks, should be completed.
   II. QCK pay cycles will no longer be used in 9.2 (XPC pay cycles will be used for express checks in 9.2). Agencies should ensure that all quick pay cycles are completed to prevent payment processes from being stuck. Users should ensure that the payment process for all vouchers that were paid via express payment are completed and the payment posted. All budget errors are cleared and all vouchers are posted.
   III. Bank reconciliation should be completed in TeamWorks even if this activity is being done in another system.

Recommendations II. and III. have been made by Oracle (PeopleSoft) to avoid data integrity issues when we go-live.

Accounts Receivable (AR):

Before October 4th, to minimize post go-live and data integrity issues, Oracle (PeopleSoft) recommends that before go-live, all Pending Items in error are corrected and posted and Direct Journals are Posted.

General Ledger (GL):
To minimize post go-live and data integrity issues, Oracle (PeopleSoft) recommends that before go-live, all GL Journals in error are corrected and posted.

Commitment Control (KK):
To minimize post go-live and data integrity issues, Oracle (PeopleSoft) recommends that before go-live, all Budget Journals in error are corrected and posted. Please notify SAO of any Budget Journals that are no longer needed.

Purchasing (PO):
Before go-live, SAO and OPB strongly recommend that all open Purchase Orders be reviewed to determine if any appropriate POs can be closed or cancelled. It is recommended for older POs to NOT be carried forward to 9.2 to reduce the risk factor with encumbrance balances. All POs with no activity in the last three years or older with a remaining balance of $10 or less should be closed on 9/15.

TGM - Strategic Sourcing Events:
All strategic sourcing events _must_ be awarded or cancelled by September 15, 2018 in preparation for the go-live as advised in a previous communication from TGM. If there are any questions/concerns related to this requirement, please contact the Procurement Helpdesk by email (**procurementhelp@doas.ga.gov**) or phone (**404-657-6000**).

Why does my agency need to perform such actions?
During system upgrades, the structure of the tables and programs in an older release may be different from the structure of the tables and programs in the new release. As a safeguard to ensure that data processes correctly after an upgrade, it is always advised that current data not be left in an unprocessed status (In error, unposted, etc.). Standard industry practice also says that data cleanup should be conducted in the older release prior to any upgrade.

What to expect before/after the upgrade is complete?

TeamWorks Online Security Form:
The Online Security Form will be unavailable just prior and during go-live. However, any security concerns or issues during this time can be called in to the SAO CSC.

SAO TeamWorks Access Customer Service Center
404-657-3956
888-896-7771
SAO_PS_Access@sao.ga.gov

Private Queries:
After go-live, SAO strongly recommends that users test all of their private queries. There is the potential during upgrades for Oracle to change tables which could result in queries no longer being accessible. Such queries would need to be updated to utilize the correct table(s).

System Performance:
Users may experience slow performance during initial navigation. Once the application cache is built, users will experience normal performance.

A communication with a list of compatible browsers was sent out to all agency CIOs last month. This information can be found on the SAO website: **sao.georgia.gov/92-browsers**

How do I Navigate the New System?

The TeamWorks Financials version 9.2 will have a new look and feel. To ensure that you are comfortable with navigating the system, SAO and TGM will provide training materials. These will be sent in future communications related to the 9.2 go-live.

Summary of Key Dates:

Activity	Key Dates
TGM - Strategic Sourcing events must be awarded or cancelled	By September 15th
Process AM Transactions in the AP/PO interface	Prior to October 4th
AR - Correct pending items in error	Prior to October 4th
AR - Post Direct Journals	Prior to October 4th
System down due to FIN 9.2 Upgrade	October 4th at 3 pm through October 9th at 7 am

QUESTIONS: SAO Customer Service Center (CSC) – Financials

404-657-3956

888-896-7771

FS92Upgrade@sao.ga.gov