

NextGen Procurement Workstream Updates

August 28, 2024



NEXTGEN

sao.ga.gov/NextGen

Agenda

- | | | | |
|---|---------------------------------|---|--------------|
| 1 | Background and Timeline | 5 | Data Cleanup |
| 2 | Procurement Workstream Overview | 6 | Training |
| 3 | System Transition Plan | 7 | Next Steps |
| 4 | Agency Preview Sessions | 8 | Q & A |

Background and Timeline



Georgia's new ERP system!

GA@WORK

What is NextGen?

Enterprise-wide business transformation effort that will change the way Georgia conducts back-office financial and human resources processes

Modernized cloud-based ERP software solution to replace the 20+ year old PeopleSoft TeamWorks system

Single enterprise platform for consistent, streamlined business processes with a more robust reporting model to enable users to make data driven business decisions

Support platform to enhance customer service between agencies and to Georgia residents

NextGen Vision & Mission

VISION

To transform state government processes by leveraging secure, flexible, and intuitive technology that promotes transparency, increases efficiency, and enables excellent customer service

MISSION

Continuously optimize user experience and business processes in human capital management, finance and procurement enabled by a unified platform

NextGen Values



Transparency

We build and maintain trust by ensuring that data will be universally accessible to a variety of stakeholders and easily consumable through simplified reporting and visual dashboards.



Integrity

We maintain data to ensure that it can be relied upon to make decisions and all legal and regulatory requirement are met.



Security

We design and configure systems to protect confidentiality, ensure availability, prevent fraud, enable business continuity and maintain security protocols.



Efficiency

Enabled by technology, we foster user self-sufficiency by continuously improving business processes to maximize productivity and reduce manual input.



Customer-focused

We provide our external customers and internal system users with an intuitive, user-friendly experience and maintain a customer service feedback loop.



Accountability

We earn credibility by fulfilling commitments, establishing standardized processes and ensuring a system of checks and balances.

Why do we need NextGen?



Adaptable to the modern workforce with access from any device



End-user friendly interfaces for quicker views and analysis



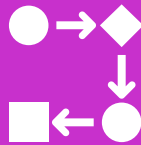
Embedded efficiencies to reduce data entry



Real-time data analytics and dashboard reporting



Streamlined workflow for paperless approvals and controls



Consistent processing of like tasks between agencies

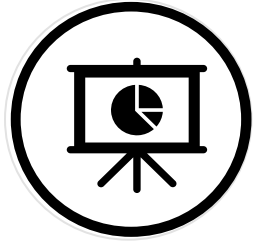


Engaged staff with inherent learning & training tools



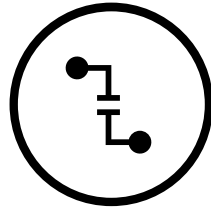
Enhanced recruitment with simplified onboarding

NextGen Guiding Principles



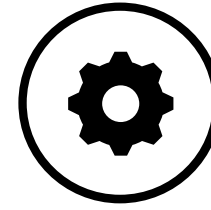
Data and analytics

Create an integrated environment for data sharing to improve the flow of information and access to business operations statewide.



Systemwide processes and procedures

Consistently define and redefine future-state processes, policies and practices across the system to establish and maintain a consistent user experience.



Systemwide software consistency

Streamline the number and type of technology solutions and establish clear, effective governance around third-party and non-core solutions.



Security

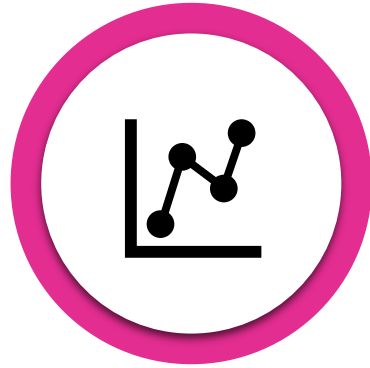
Implement a stable, maintainable, secure, and intuitive suite of applications.

Desired Outcomes



OPTIMIZED WORKFORCE

- Improve employee and organizational efficiency, maximize use of resources and promote collaboration across the enterprise of state government.
- Reduce redundancy of tasks by automating processes to enable employees to increase focus on agency missions.



ENABLED DECISION-MAKING

- Ensure data quality, transparency, and integrity by instituting system-enabled checks and balances and standardizing data elements.
- Provide availability of data for predictive analytics using dashboards available through system-generated reporting as well as ad-hoc capabilities.



MODERN STAKEHOLDER EXPERIENCE

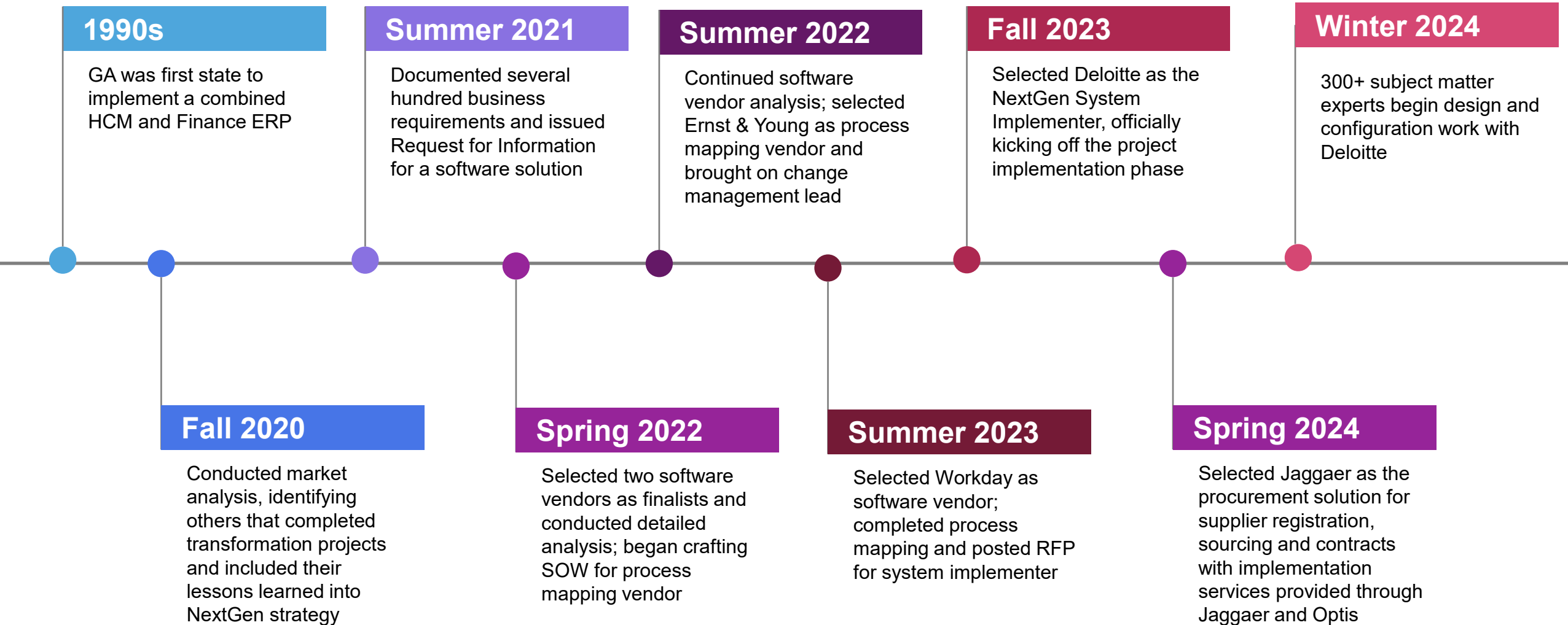
- Enhance user experience through easy-to-use, intuitive technology, accessible training and adoption of standard business processes.
- Ensure stakeholder inclusion in process development and system configuration activities to achieve standardization.



EFFICIENT STEWARDSHIP

- Leverage delivered capabilities to increase transparency of spend and ensure accountability of business operations.

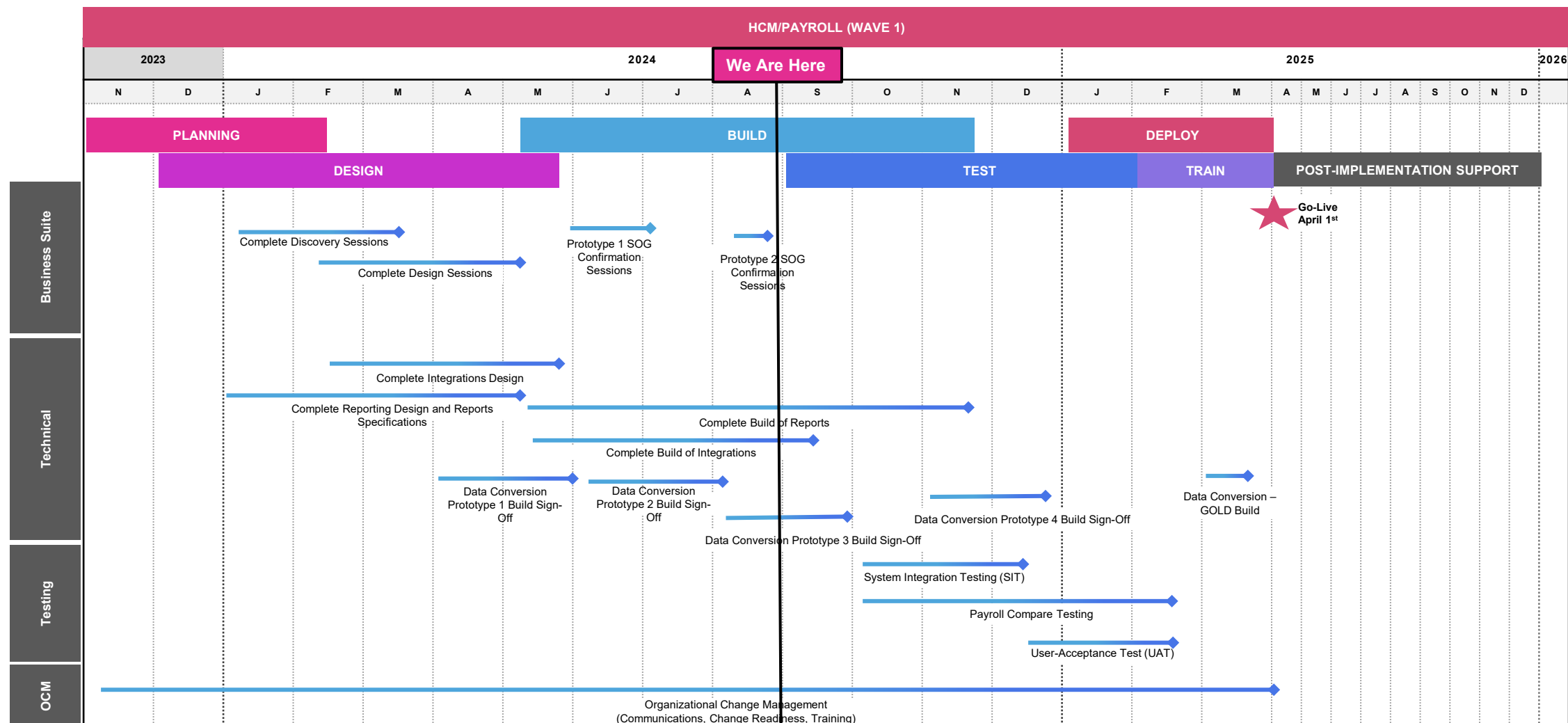
Project History



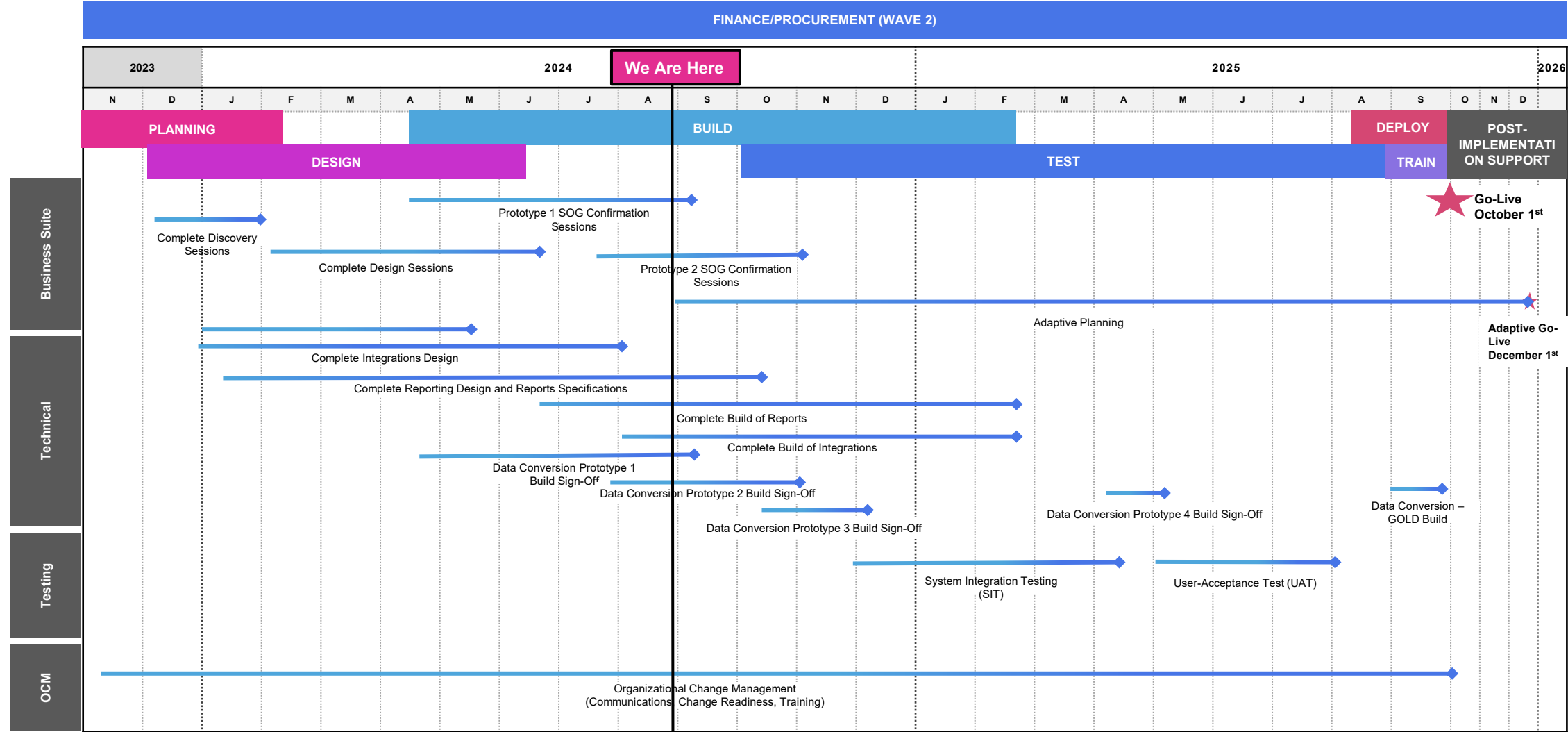
Project Workstream Teams

Procurement			
Role	Deloitte	State	Jaggaer
Procurement Lead	Jay Gottdenker	Marika Bacchus	Julia DalPezzo
Strategic Sourcing	Jay Gottdenker	Alex Stewart	Charles Schroeder
Supplier Mgmt. / Accounts Payable	Will Valazquez	Rebecca Krystopa & Kristi Johnson	Jean Hufford
Contract Mgmt.	Jay Gottdenker	Osborne Johnson	Charles Schroeder
P-Card(s)	Will Valazquez	Becky Alexander	JAGGAER Team Collaboration
Procurement (Reqs & POs)	Jay Gottdenker	Mark Meeks	
Catalog	Will Valazquez	Matt Taylor	
Integrations	Mahantesh Gulannavar	Ed Lucas	Mary Jane Swanson

HCM/Payroll - Estimated Timeline



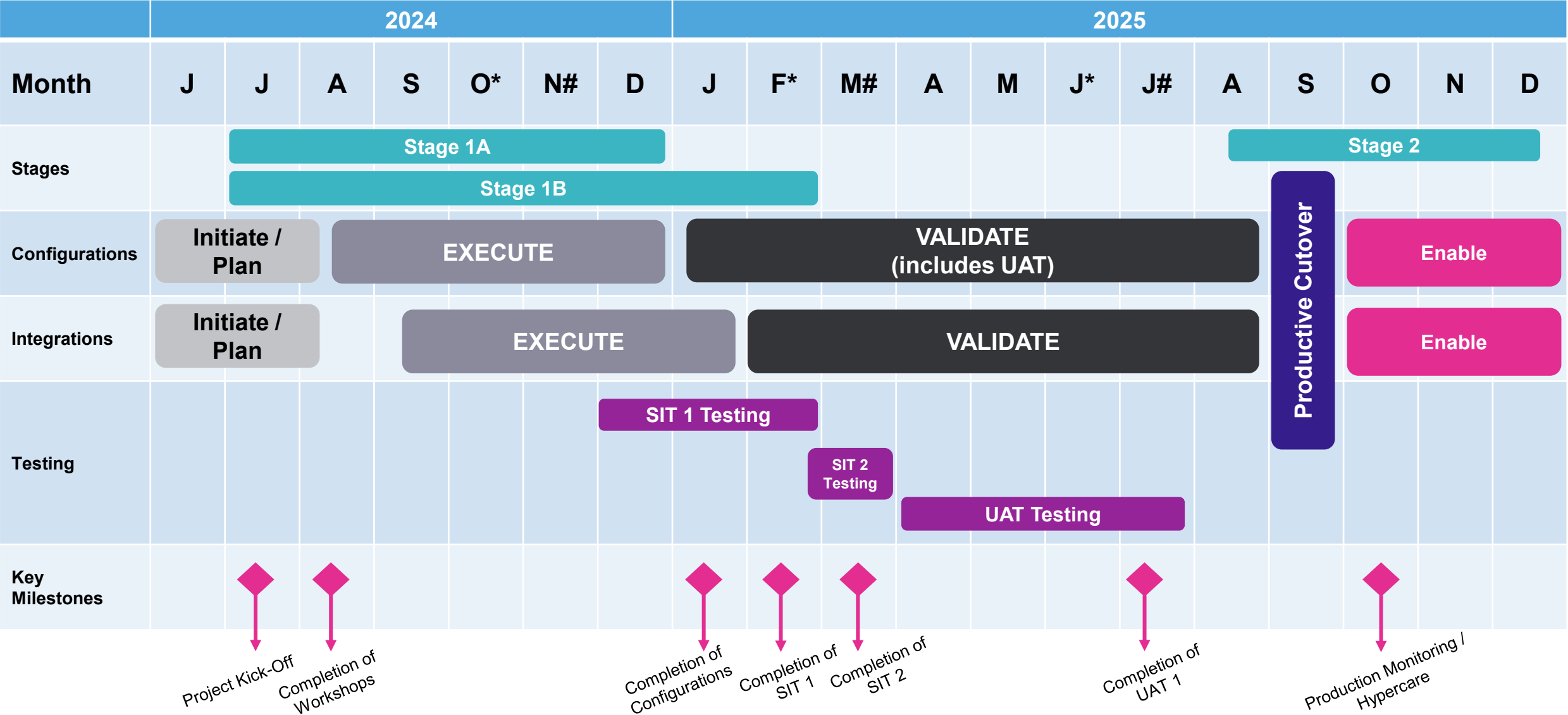
Finance/Procurement- Estimated Timeline



Jaggaer High Level Timeline

* = Release in UIT
= Release in PROD
(Refer to release schedule for dates)

SIT = TUIT
UAT = UIT



Procurement Workstream Overview



GA@WORK



**Human Capital
Management (HCM)**



Financial

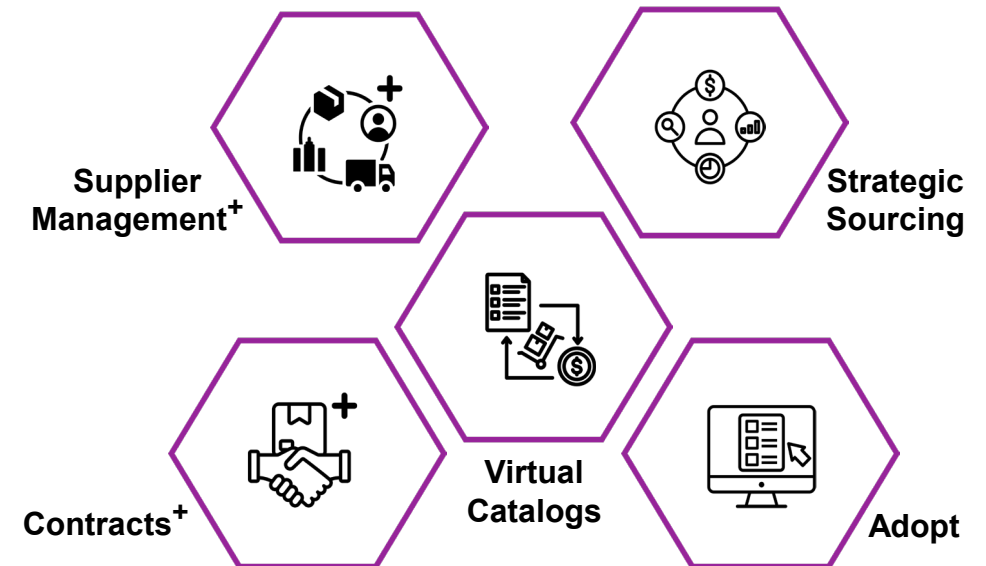
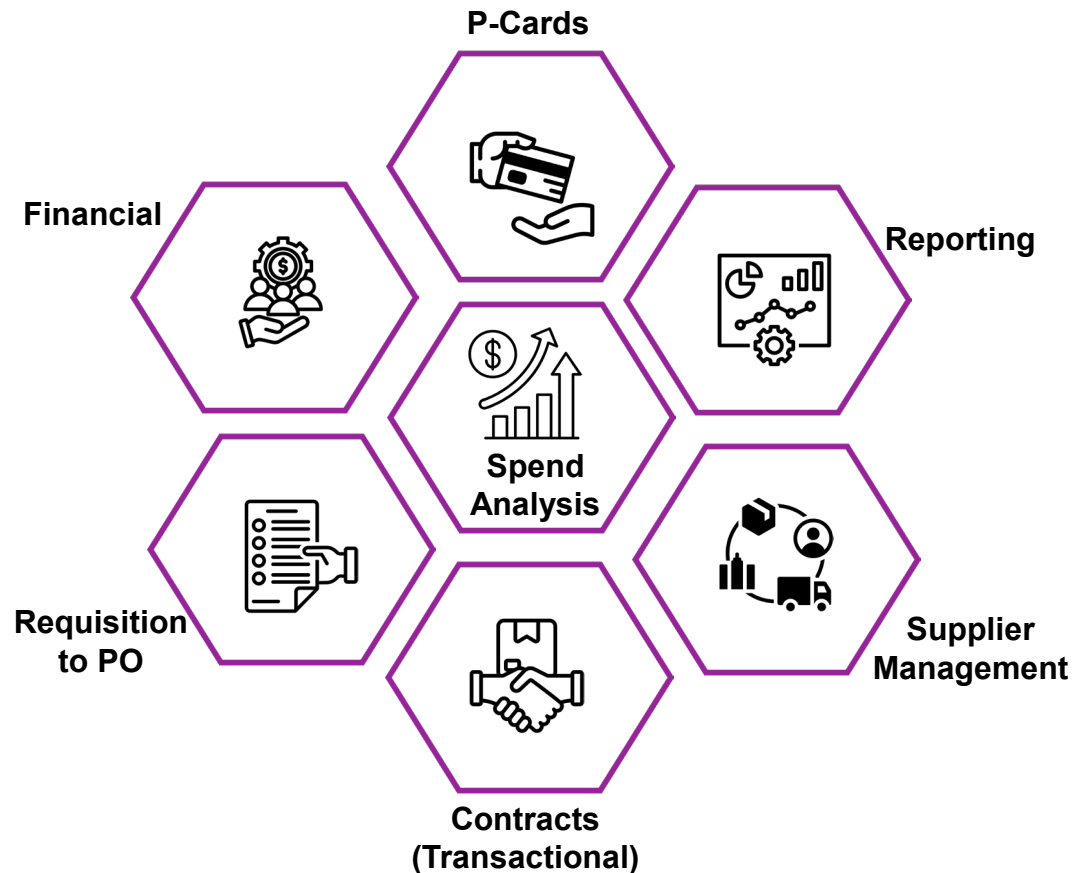


Procurement



Procurement

GA@WORK

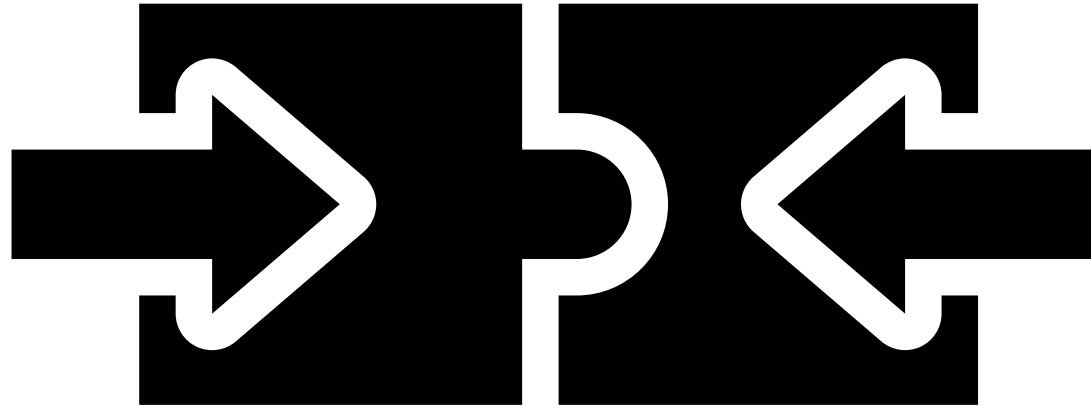


GA@WORK



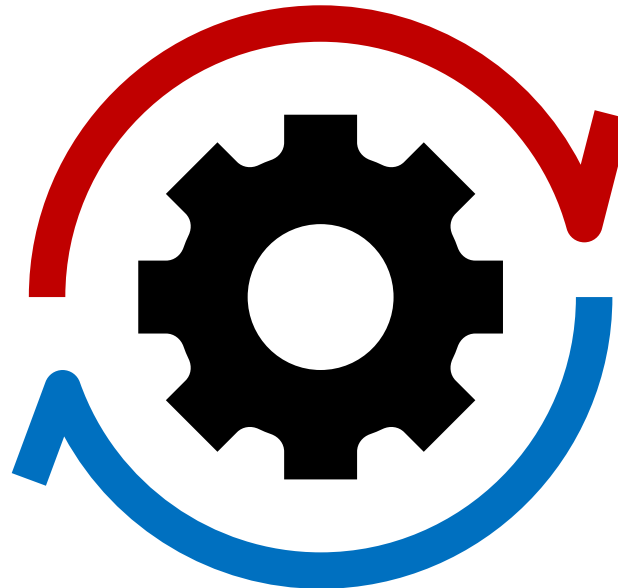
Financials/Procurement

- Financial Suite
- Spend Analysis
- Reporting
- Request to PO
- Supplier Management
- Contracts (transactional)



Procurement

- Strategic Sourcing
- Contracts+
- Supplier Management+
- Virtual Catalogs
- cXML Invoicing
- Adopt

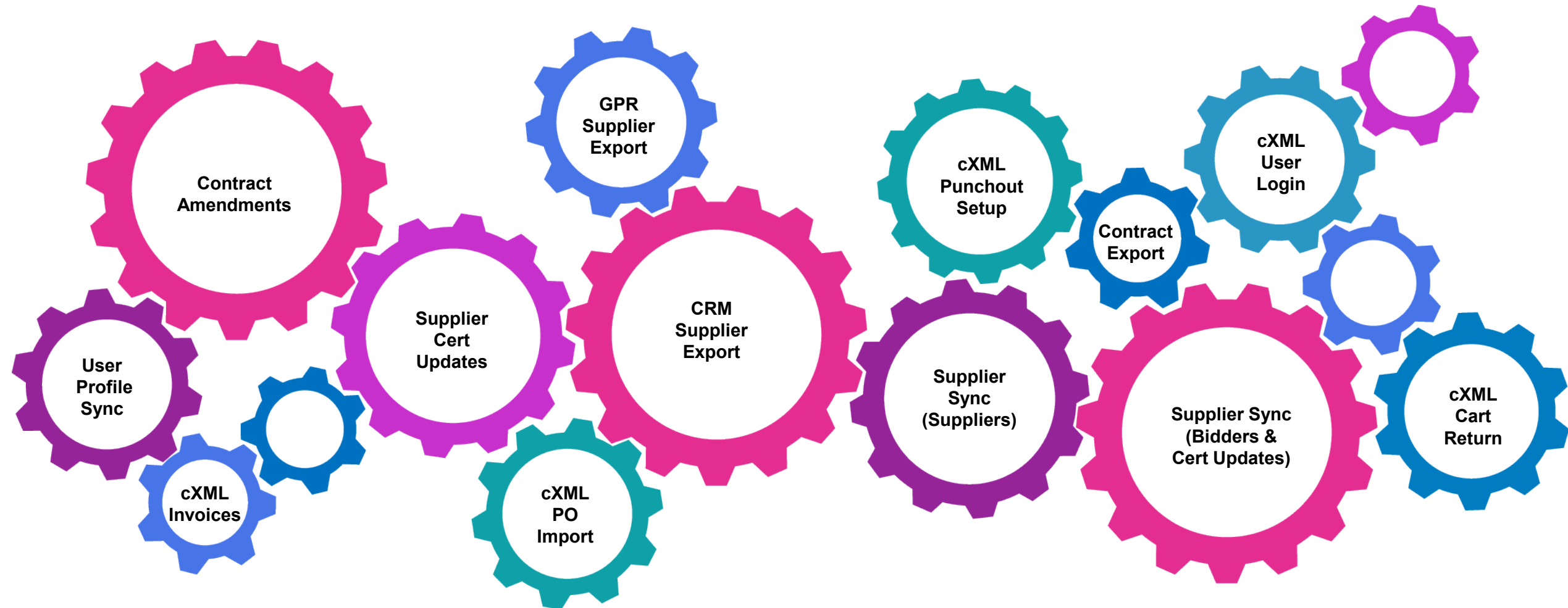


13 Integrations

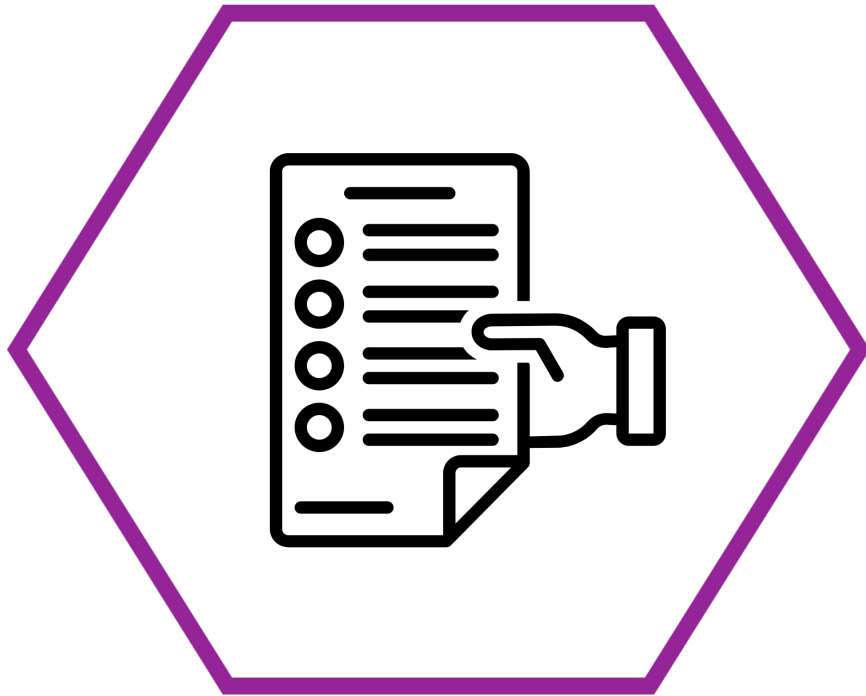
Seamless End-User Experience

Scope Review - Jaggaer Integrations

JAGGAER Connect & JAGGAER Direct

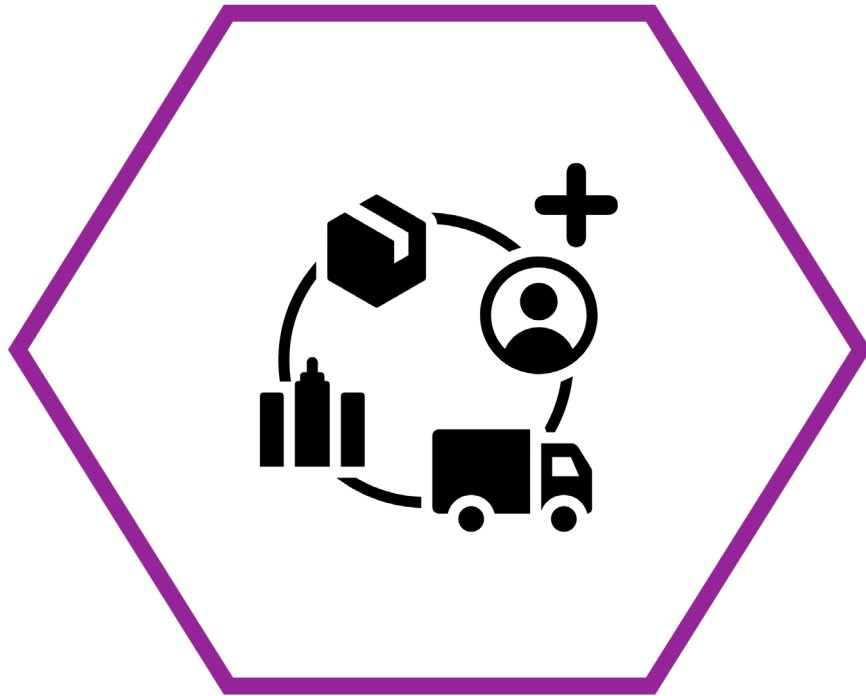


Request to PO



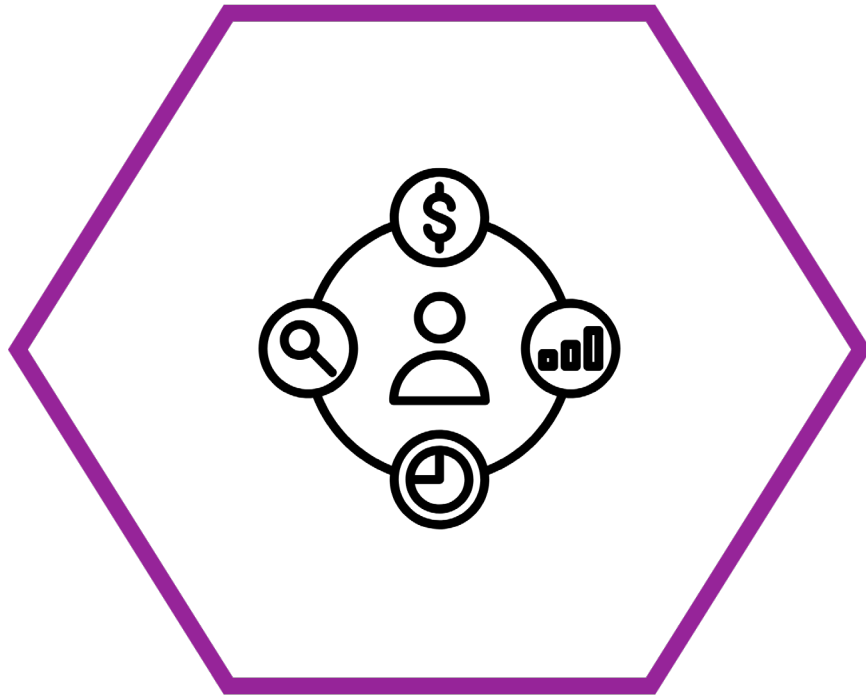
- Simplified requisition creation and routing
- Custom validations on requisitions and purchase orders to support compliance
- Structured purchase order creation with embedded questionnaires to support compliance
- User friendly search options to navigate to task
- Enhanced reporting with dashboards, visuals and notifications
- Guided tours to assist with completing tasks
- Available to all state entities transitioning to GA@WORK Financials October 2025

Supplier Management⁺



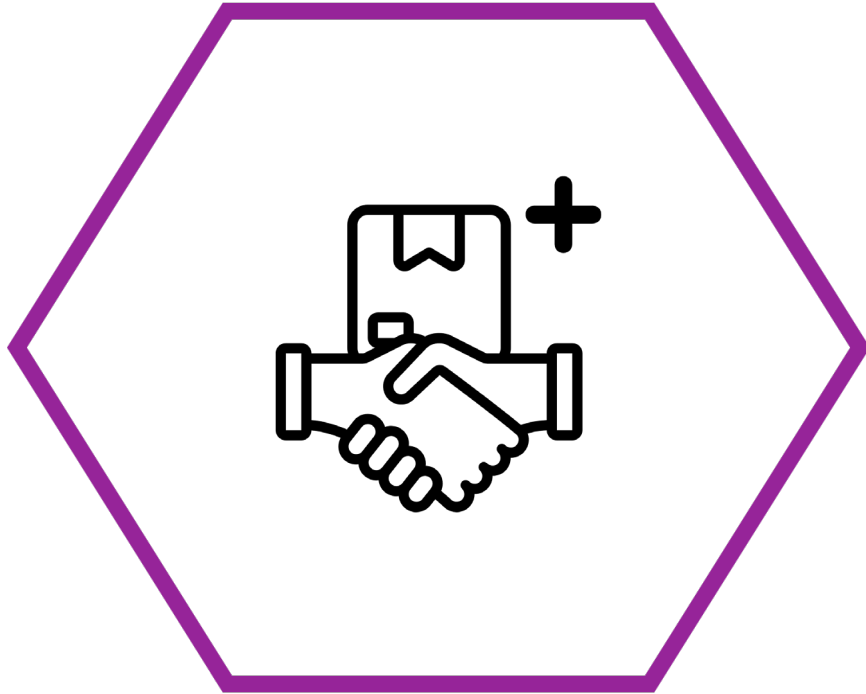
- Public Portal for Online Supplier Registration
- Public Portal for Suppliers to View Solicitations (RFI, RFQ, RFQC, and RFP) created in Jaggaer Sourcing Director
- Stores records for both bidders and suppliers approved for payment in Workday Financials
- Integrates with Workday Financials, Georgia Procurement Registry (Supplier Search, Email Notifications for GPR notices, etc.) and more

Strategic Sourcing



- Single system for competitive solicitations (RFI, RFQ, RFQC and RFP) to provide standard experience for all suppliers
- RFx templates and Georgia library for simplified RFx development
- Q&A Board for each solicitation to receive and respond to supplier questions
- Simplified Buyer view of supplier activity including bid submission progress
- Panel questionnaire for technical evaluation team to perform scoring within system
- Integrates with Georgia Procurement Registry

Contracts⁺



- Contract templates and clause libraries for streamlined contract development
- Contract routing for approvals and execution
- Simplified contract administration, including tracking contract expirations, completing renewals and preparing amendments
- Optional contract request feature
- Single instance available to all state entities and the University System of Georgia
- Integrates with Workday Financials and creates record in Workday Contracts

Virtual Catalogs



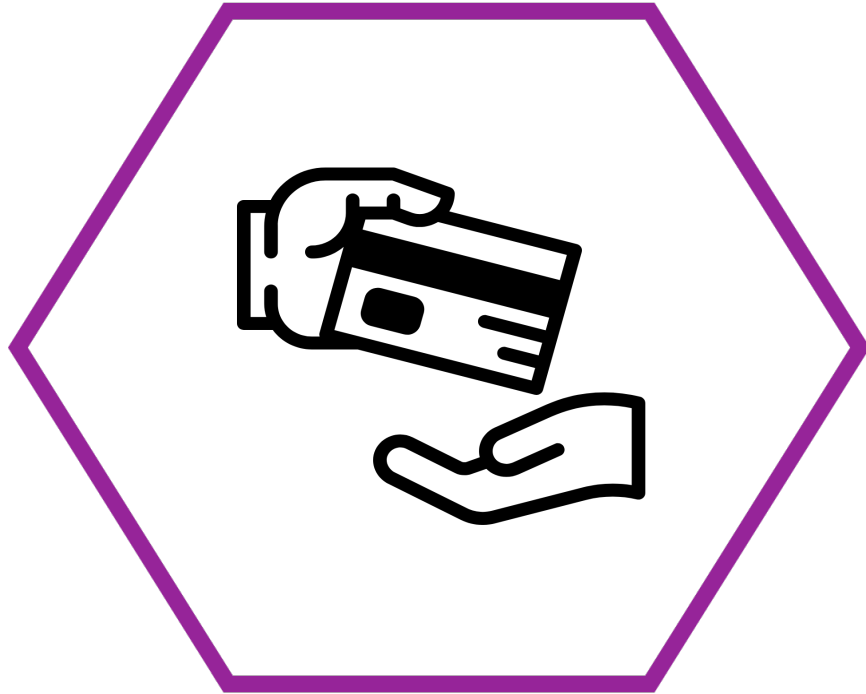
- Continued access to Georgia statewide contract catalogs and Amazon shopping experience (known today as Team Georgia Marketplace™)
- New integration with Workday for all state entities transitioning to Workday Financials October 2025
- DOAS-negotiated pricing and contract terms for USG and colleges/universities to continue separate instances of Jaggaer catalogs for future years

Jaggaer Adopt



- Supports design and delivery of user onboarding, training, video tutorials and just-in-time guidance materials that provide in-context support for new and experienced users
- Track system usage patterns and trends to measure adoption and opportunities for improvement

P-Cards



- Request framework for prior approvals
- Built-in controls to support compliance
- Business process workflows are automated and based on predefined business rules
- Role-based security will replace the role proxy
- Simplified payment process

State Agencies

Integrations data flow

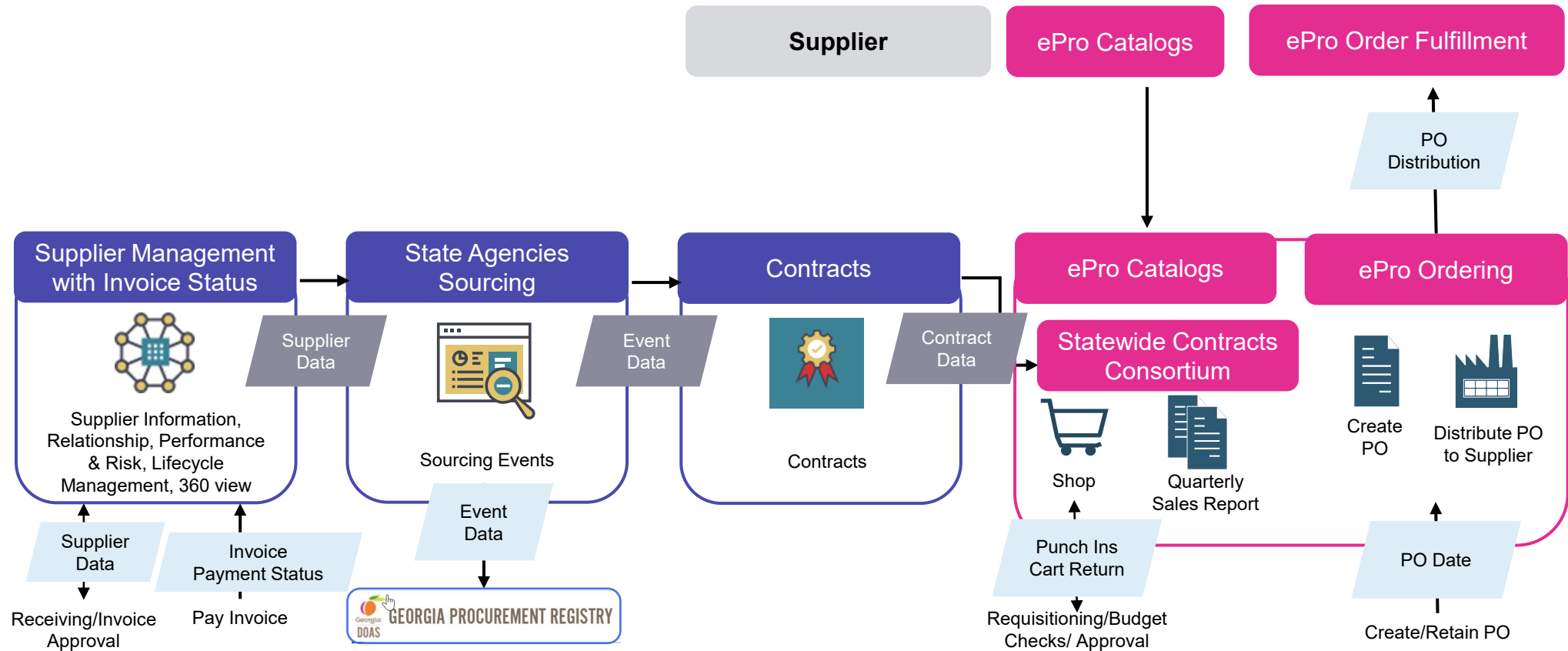
In-app
JAGGAER
data flow

JAGGAER
Existing Solution



New Solution

JAGGAER One SaaS Platform: Unified Strategic Sourcing Experience, SSO Users Authentication, Analytics, AI Training & Adoption innovations (Assist, Adopt, Advise)



Supplier

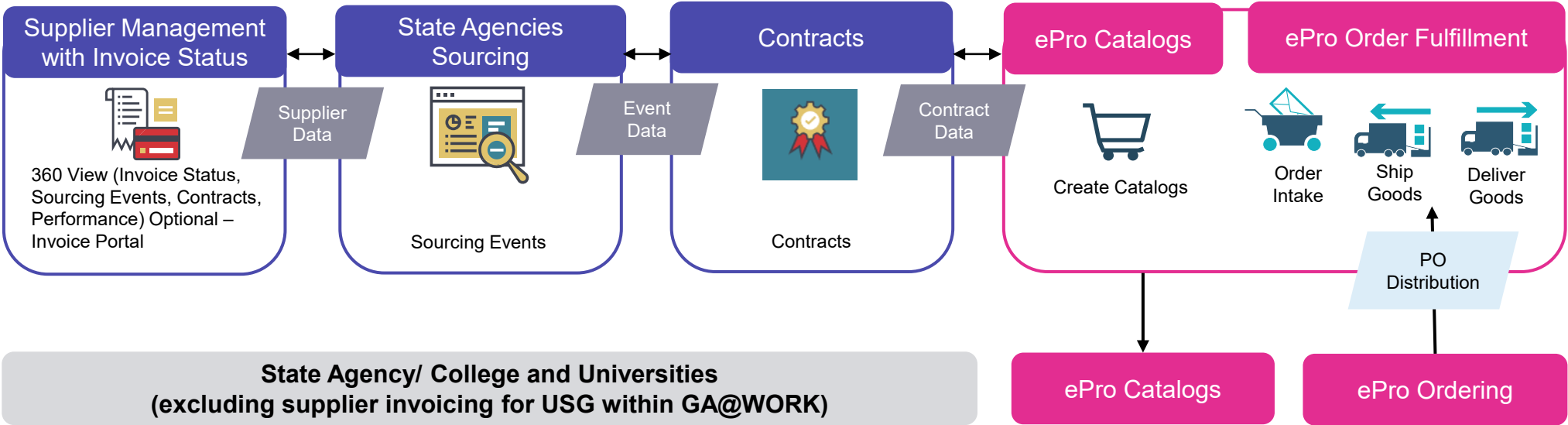
Integrations
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JAGGAER
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JAGGAER
Existing Solution

JAGGAER
New Solution

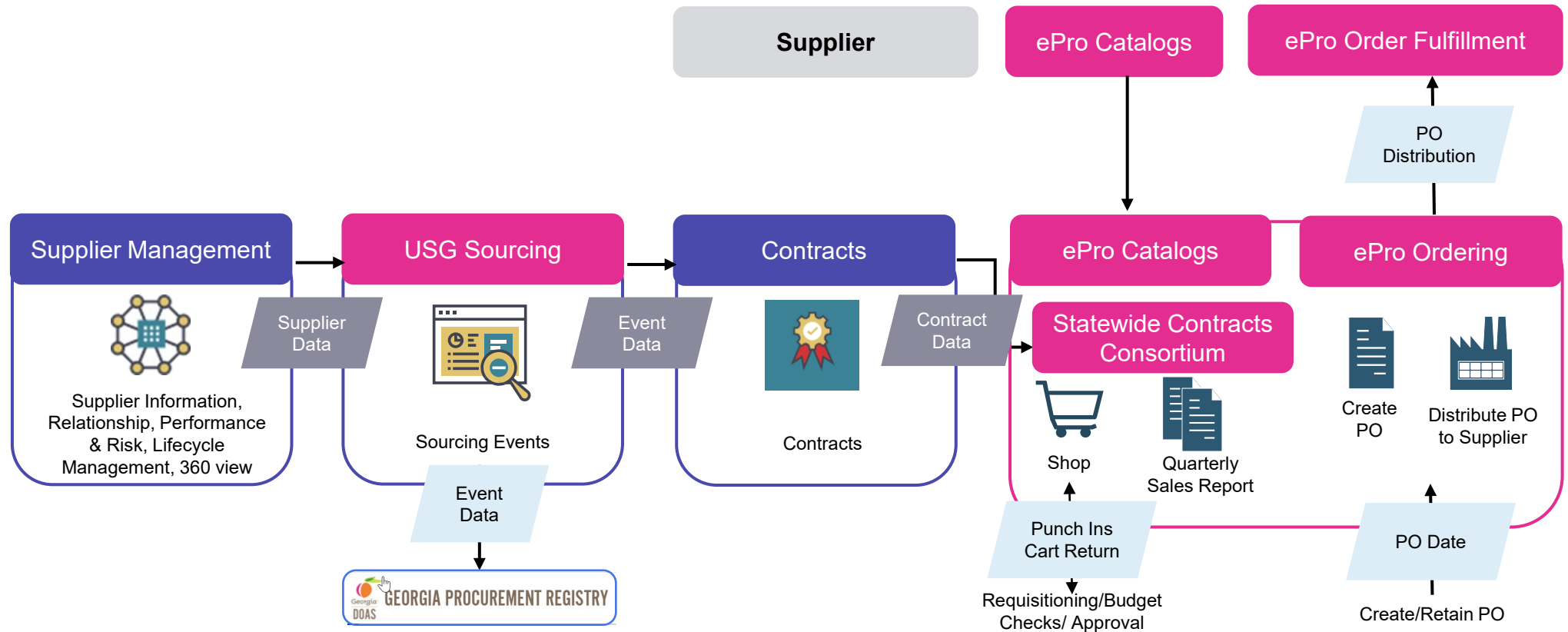
JAGGAER One SaaS Platform: Unified Strategic Sourcing Experience, SSO Users Authentication, Analytics, AI Training & Adoption innovations (Assist, Adopt, Advise)



JAGGAER

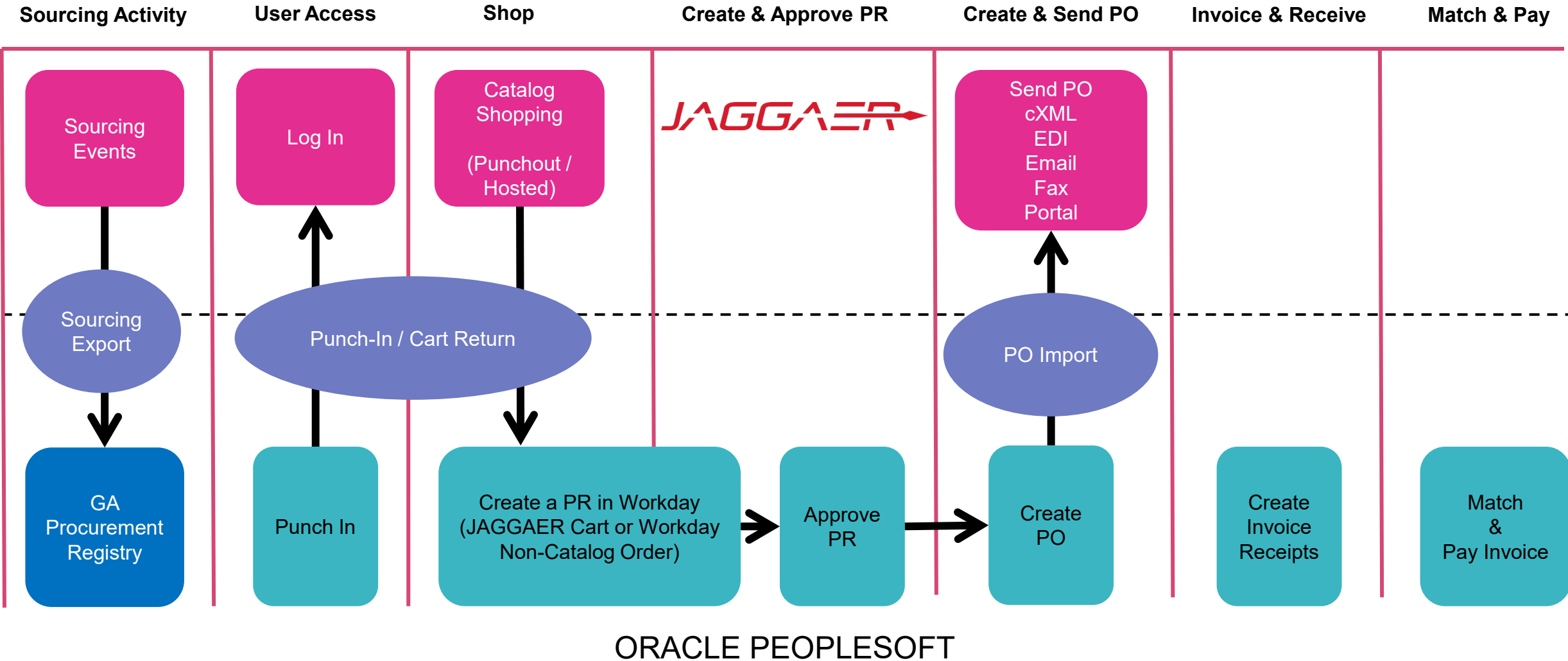
New Solution

JAGGAER One SaaS Platform: Unified Strategic Sourcing Experience, SSO Users Authentication, Analytics, AI Training & Adoption innovations (Assist, Adopt, Advise)



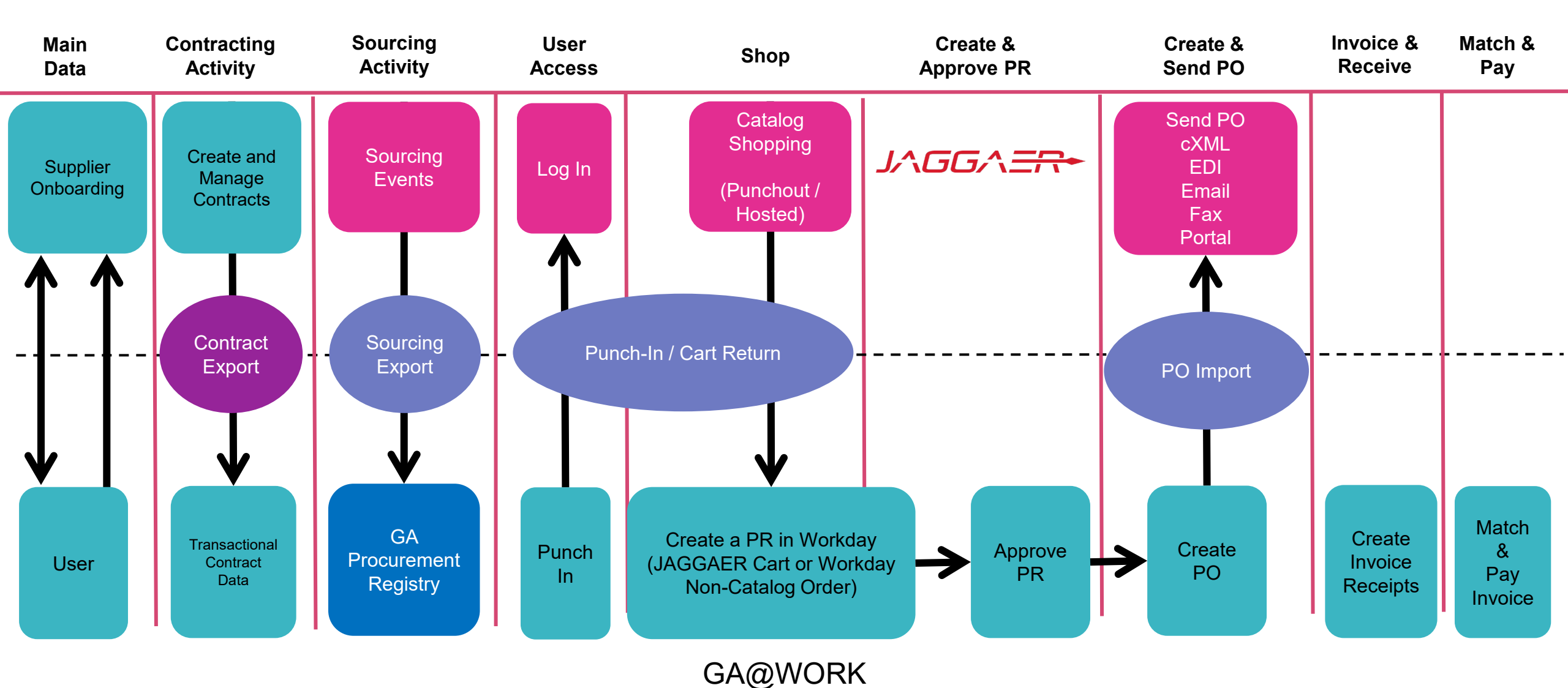
Source-to-Procure (sandwich)

TODAY



Source-to-Contract-to-Procure (sandwich)

FUTURE



Scope Review

Additional aspects of the Project scope

Users



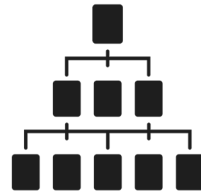
- Approx. 5,000 additional users - access all/some JAGGAER applications
- Users and user access - Workday

117 Entities



- 90 entities integrated
- 27 entities not integrated (USG)

Entity Hierarchy



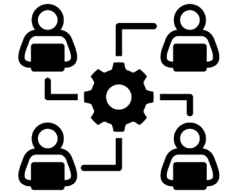
- Parent entity visibility to a child entity's contract documents and sourcing events

Global Workflow



- Workflow rules unique to entity
- JAGGAER to recommend best practices

Enterprise Roles



- Allow access to all entity information

System Transition Plan (Draft Proposal)



System Transition Plan

- Go live for GA@WORK - 10/1/2025
- End-users will have READ ONLY access to TeamWorks on 10/1/2025
- Blackout Dates TBD
- More information to come as we move forward through the implementation

DRAFT

Proposed sourcing event posting cutoff dates

- Cutoff date when you can no longer post a sourcing event in TeamWorks
 - **RFP – 4/1/2025**
 - **RFQ – 7/1/2025**
 - **RFQC – 7/1/2025**
 - **RFI – 7/1/2025**
- All sourcing events need to be in a closed status. (it can be under evaluation since evaluations are done outside of the system)
- DOAS special approval needed beyond these dates
- If you cannot award in TeamWorks before Go-Live, you will need to award your event in Jaggaer as well as make the award announcement via the GPR.

DRAFT

Sourcing Pipeline and Contract Extensions

- Agencies need to submit their sourcing pipeline to DOAS by 12/1/2024 for review.
- Agency Sourcing and Policy meetings with Agencies to discuss pipelines.
- Amended budget in April 2025 – this could affect the pipeline and sourcing event needs. Communication is key.
- Extensions vs. prioritizing sourcing events.

DRAFT

Agency Preview Sessions



Important Reminders

FIN/PRO Agency Preview Sessions

(Locations, dates and times subject to change)

In-Person

Team Huddle – Finance & Procurement

West Tower

October 2, 8 a.m. - 4 p.m.

Fiscal Management Council Conference (FMC)

Jekyll Island, GA

October 27-31, 8 a.m. - 4 p.m.

Agency Preview Session – Finance / Procurement

West Tower

November 12 & 13, 8 a.m. - 4 p.m.

Lanier Technical College

November 15, 8 a.m. - 4 p.m.

Middle Georgia State University

November 19 & 20, 8 a.m. - 4 p.m.

Virtual

Supplier Management

- December 3 @ 9 a.m.
- December 4 @ 9 a.m.

Supplier Contracts

- December 4 @ 9 a.m.
- December 5 @ 9 a.m.

P-Card

- December 5 @ 9 a.m.
- December 9 @ 9 a.m.

Asset Management

- December 9 @ 9 a.m.
- December 10 @ 9 a.m.

Banking & Settlement

- December 11 @ 9 a.m.
- December 12 @ 9 a.m.

Account Receivable

- December 16 @ 9 a.m.
- December 17 @ 9 a.m.

Strategic Sourcing

- December 17 @ 9 a.m.
- December 18 @ 9 a.m.

What to Expect at FIN/PRO Preview Sessions

Will cover:

- Welcome & Introductions
- Jaggaer Implementation
- Foundation Data Model
- Financial Core

Check-In

8:00-9:00 AM

General Sessions

9:00 -11:30 AM

Expense Management (Lunch)

11:30 AM – 1:00 PM

Break out Session #1

1:00 – 1:45 PM

Break out Session #2

2:00 – 2:45 PM

Break out Session #3

3:00 –4:00 PM

Will cover:

- Budget / Adaptive Planning
- Grants / Projects
- Accounts Payable
- Requisitions / Purchase Orders
- P-Card (ATL and Macon Locations Only)

Have the option to register for **one topic** per breakout session

Data Cleanup



Dispatched POs

Review prior fiscal year POs that have been dispatched to determine if they can be canceled or closed.

PO is **dispatched**

- With valid budget header status
- partially received and
- no expectations to receive the remaining quantity

Action: Review the PO to determine if the PO can be closed.

PO is **dispatched**

- valid budget header status
- not been received and
- no expectations to receive any quantity from supplier

Action: Review the PO to determine if the PO can be closed.

PO is **dispatched**

- valid budget header status and
- has been fully received but not yet vouchered

Action: Determine if the PO can be vouchered and paid or closed.

TeamWorks Query: 0PO013KK_OUTSTAND_ENCUMB_BY_BU

Un-dispatched POs

Review any prior fiscal year PO that has **not** been dispatched or closed to determine if the PO needs to be dispatched, canceled, or closed. This includes POs in status of I, O, PA, and/or A.

If the PO is in a status of **open, approved, or pending approval** review the PO to determine if the PO can be dispatched, canceled, or closed.

SAO recommends that all POs be in a dispatched status pre-conversion.

TeamWorks Query:

0PO029_UNDISPATCHED_POS_BY_BU

Inactive PO Buyers

Any open PO, where the Buyer is inactive, should be updated with an active buyer.

SAO recommends that all POs have active buyers' pre-conversion.

TeamWorks Query:
0PO_INACTIVE_PO_BUYER

POs in budget error

If the PO is **approved** or **dispatched** and the budget header status is **error**, please review the budget and resolve any budget errors.

SAO recommends that all POs have a valid budget header status pre-conversion.

TeamWorks Query:
0PO001_BCM_ERRORS

Multiple PO Schedules

GA@Work does not accommodate multiple schedules, therefore any PO that has multiple schedules will need to be changed to only have one schedule or closed pre-conversion.

TeamWorks Query:
0PO_MULTI_SCHEDULES

Mismatched GL Accounts on PO Line

GA@Work does not accommodate different GL accounts on the same PO line, therefore any PO that uses different GL accounts on the same PO line will need to be changed to only have one GL account per line or closed pre-conversion.

TeamWorks Query:
0PO_GL_ACCT_MISMATCH

Inactive PO locations

PO locations that aren't used and not required any more need to be inactivated. Please submit a ticket to SAO support for assistance with location cleanup.

TeamWorks Query:
PO_LOCATIONS_BY_AGENCY

Please direct any questions or concerns to:
FSCM@sao.ga.gov

Supplier Contract

Update Contract Expiration Date:

- Contracts missing expiration date.
- Contracts expire 20 years ago.

Resolution: Enter expiration date. Set contract status to Approved or Closed.

Update Contract Admin Contact:

- Contract Admin no longer with Agency.
- Users no longer with your Agency will not be migrated into GA@Work.

Update Contract Status:

- Contracts in an Open status need to be updated.

Resolution: Set contract status to Approved or Closed.

Contracts should not be set up with supplier profile that is marked as Employee profile.

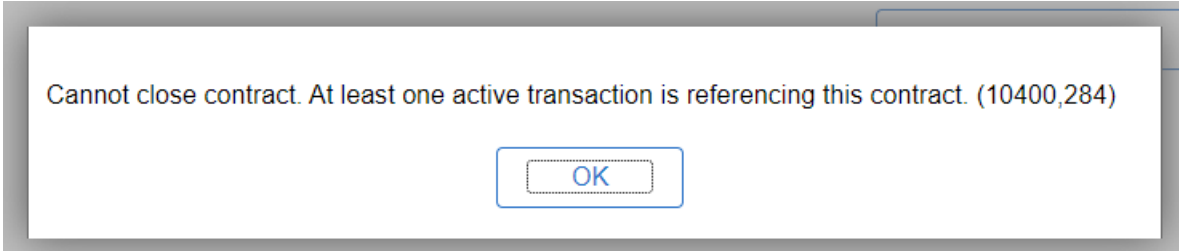
- New Supplier ID to be created.
- Set up with a new contract.
- Check with SAO on what to do with POs for employee suppliers.

Update Valid Buyer:

- Open Purchase Orders with buyers no longer with your Agency.

Supplier Contract

Sometimes when you attempt to Close or Cancel a contract, you may see this message:



This means that there are POs against this contract that have not been completed. To get a list of uncompleted POs, run this query:

OSC048_AGENCY_INFLIGHT_PO - In-Flight POs on Agency Cntrct

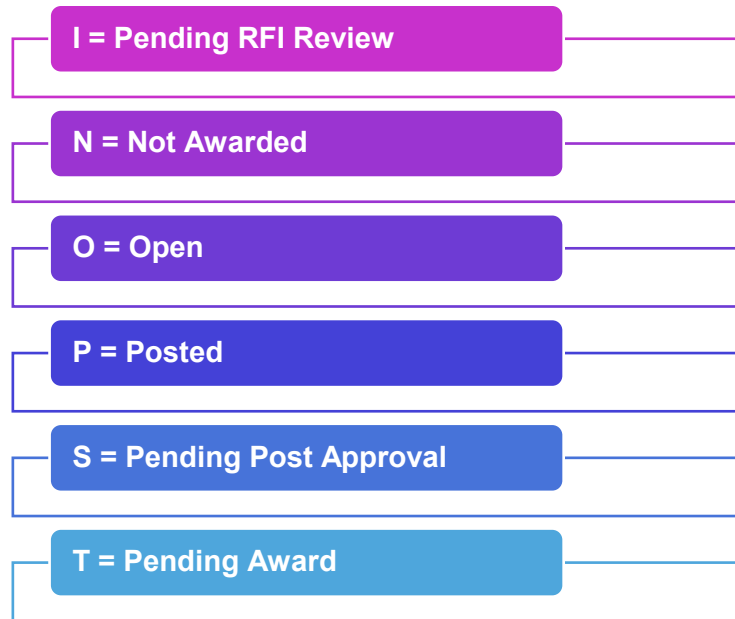
Contract Id

Enter the Contract ID and click View Results. A list of uncompleted POs again the contract will display. Reach out to the buyer to have the PO completed. This query will give you the PO ID and the Buyer.

Unit	PO No.	PO Status	Contract	Buyer	Description
40300	0000008745	Dispatched	40300-401-DAS0000160-0003	AAJOHNSO	Amy Johnson 404-505-4848

Strategic Sourcing Events

- Run query: **0SS006_ACTIVE_EVENTS_BY_BU**
- Query prompt by Business Unit (5 digits Agency Code)
- Query results generate active events with the following statuses:



- Review active events for your agency and take appropriate action.
- Contact <https://service.doas.ga.gov/app/AskNextgenSupport>

P-Card



Support: cardprograms@doas.ga.gov



EMPLOYEE ID

Employee ID must be in BofA Works

- Check your current cardholders' employee ID and **EMAIL US IF THEY ARE NOT CORRECT**. This is very important. We need to correct it with BofA if it is not.
- Remember to always enter the employee ID when adding a cardholder in BofA Works.



MONTHLY STATEMENTS

Statements must be paid in full each month

- Pay each statement in full each month.
- Look at the statement from BofA and verify that the previous balance shown is the amount of your monthly payment. The only exception to this is disputed transactions within a reasonable amount of time.



TRANSACTION RECONCILIATION

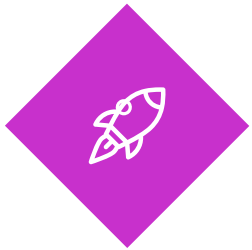
Reconcile p-card transactions in TeamWorks

- 0PO201B_PCARD_CLEANUP – to see unreconciled p-card transactions
- If you have unreconciled transactions and you are unsure how to close them, email us and we will help with that.

P-Card



Support: cardprograms@doas.ga.gov



Close out all active p-card purchase orders with a PO Date of 90 days or greater.



- If for any reason, you cannot close an active p-card PO, please contact the SPD p-card team at cardprograms@doas.ga.gov to discuss.
- Query 0PO204A can help identify any POs with p-card attached.
- We will be contacting agencies with older active p-card POs



Temporary period from July 1, 2025, until go-live, do not put p-card transactions on a PO



- If during this time, you need to create a PO for a p-card transaction, contact SPD p-card team at cardprograms@doas.ga.gov before you create the PO.
- The buyer on the purchase order and the p-card holder must be the same person.

Data Validation – Finance / Procurement

Round 1 (Pilot)

6 agencies
July 22 – August 16

Round 2

All agencies
October 7 – October 25

Round 3

All agencies
December 2 – January 3, 2025

Round 4

All agencies
April 28, 2025 – May 23, 2025

Round 5

All agencies
September 15 – September 26, 2025

Data Set Guidelines

The amount of data being reviewed is based on the overall number of transactions in the validation reports with a 20% sample size being the recommended minimum validation amount. Transaction subsets can be determined by the agency based on key finance and procurement data points to ensure a representative sample is validated.

Recommended 20% Minimum Sample Size of Transactions

Business Assets

Customers

Purchase Orders

Suppliers

Supplier Contracts

Supplier Invoice

Training



Learning Home

MENU

GA@WORK

Search



Learning



Learning Home

My Learning

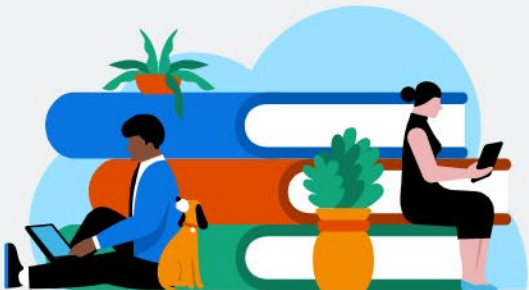
Discover

Links



Learner Schedule Calendar

What will you learn today?



Based on Your Interests

View More



**DOAS - HRA - TGC
Recruiter Training Series...**

Program • 315 minutes



**DOAS - Teams Soft Phone
Handling More Than One...**

Program • 11 minutes



**DOAS - New Hire Teams
Soft Phone Handling Mor...**

Program • 11 minutes



DOAS - Advanc

Program • 4



NEXTGEN

Enroll in Content

DOAS Navigating the Agency Resource Channel (ARC) (DOAS618WBT)

The Navigating the DOAS Intranet course is an introduction to the Agency Resource Channel (ARC), where you will learn how to access internal resources only available to DOAS employees.

Lessons in This Course

Additional Course Details

Lessons in This Course

Completed 0/1

- 1

DOAS - Navigating the Agency Resource Channe...

The Navigating the DOAS Intranet course is an introduction to the Agency Resource Channel (ARC),

Media



Department of Administrative Services
DEPARTMENT of ADMINISTRATIVE SERVICES

Enroll

Duration	Lessons
30 minutes	1

Delivery Mode
Self-Directed

GA@WORK

AASHTO
**TECHNICAL
TRAINING**
SOLUTIONS
AASHTO Technical Training Solutions



Types of Learning Roles



DIGITAL

- Contains only Electronic Content
 - ❖ E-Learning
 - ❖ Media
 - ❖ Video
 - ❖ URL Documents
 - ❖ Etc.



BLENDED

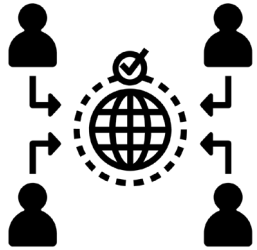
- Contains face-to-face instructor (ILT) or virtual instructor (VILT); digital lessons
- Course Offering: session dates when an ILT is delivered allowing learners to pick the date when they want to attend



PROGRAM

- Allows you to define a group of courses & lessons, then create one assignment for them, for a specific audience
- Example: Creating a program for a certification or New Hire Orientation

Things to Know



- Access for both internal learners (Workday HCM state agencies) and external learners (University System of Georgia and local government) for procurement training



- Up to five (5) years worth of training completions will be migrated to Workday



- All existing SPD Training Courses will be available for enrollment for Workday LMS Go Live April 1, 2025



- New GA@WORK System training for Financials/Procurement will be available through Workday LMS in advance of October 1, 2025, Go Live

Next Steps



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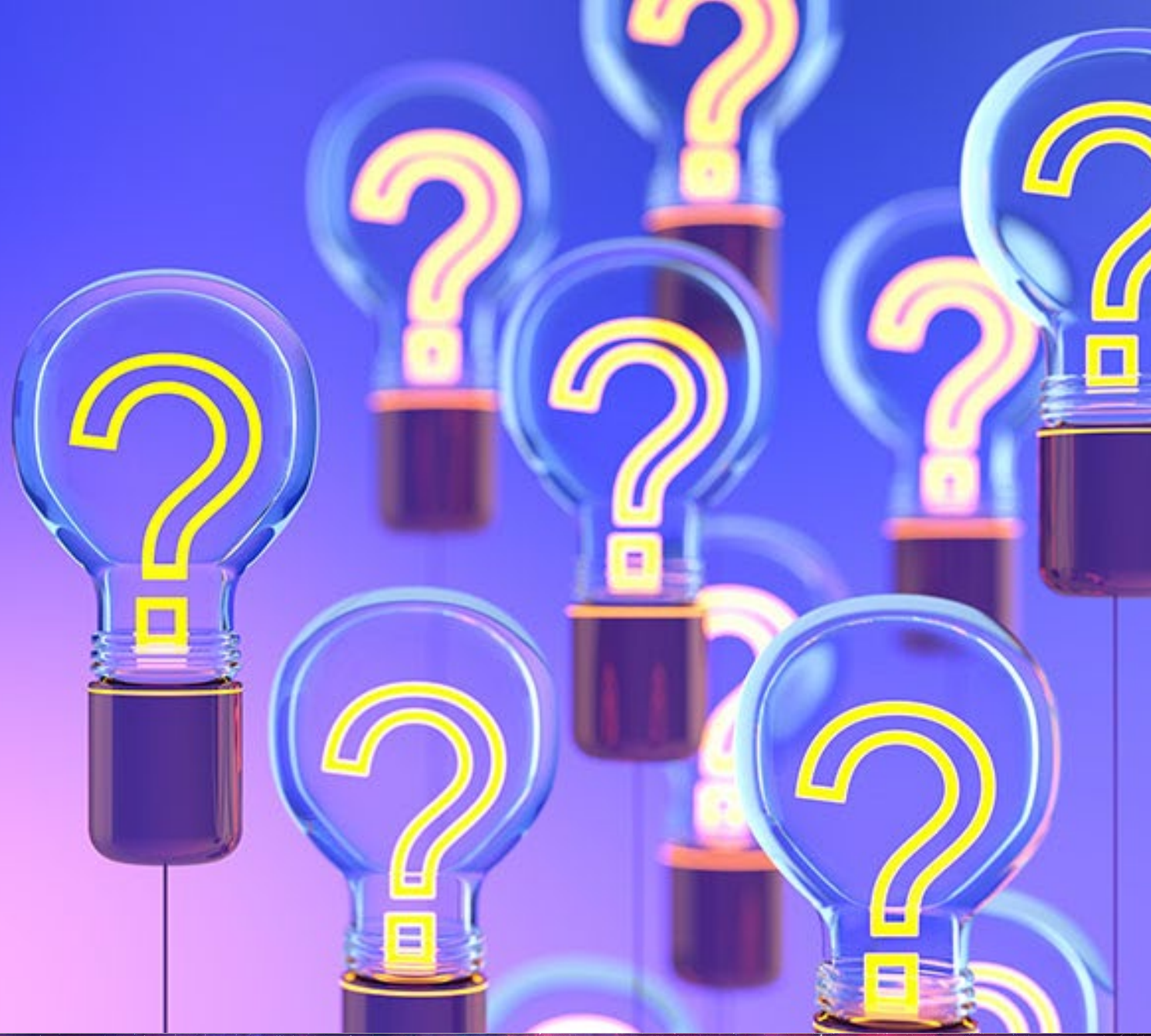


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