GA@WORK

Delivered by The NextGen Project

Procurement Huddle

June 25, 2025

Presenters

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Agenda

- Pre-Encumbrances
- Reporting
- GA@WORK Data Cleansing Prep

Pre-Encumbrances

Improving visibility in operational budget by pre-encumbering requisitions

Pre-Encumbrances

Pre-Encumbrances will be known as "Commitments" in GA@WORK

GA@WORK:
Requisitions will commit funds against budget

Peoplesoft (current):
Requisitions do not pre-encumber

Two different steps in the requisition business process that will reduce available budget.

Reserve
and
Final Budget Check

After "Worktag Reviewer" step, the system will budget check and "Reserve" the amount against the budget

- This reduces available budget immediately without committing the amount against the budget ledgers

Pre-Encumbrances

Pre-Encumbrances will be known as "Commitments" in GA@WORK

After the final approval from the buyer role, the requisition will undergo a final budget checking step where the system will commit the requisition amount against the budget ledger (and will show up in budget balances reports)

- The budget balance / budget to actuals reports also will have a provision to run reports that can include "Reserved" amounts

Reporting

Operational, Month End, and Year End Reports

Reporting

Three main themes of reporting: operational / day-to-day , month-end, and year-end.

Operational Reports

Run it as often as needed (could be multiple times a day too) to ensure latest procurement information is obtained from the system.

Month-End Reports

Could be a combination of day-to-day operational reports, and additional reports that are mainly used during month-end procedures

Year-End Reports

Could be a combination of day-to-day, month-end or specific year-end reports

Reporting Examples

Some report examples:

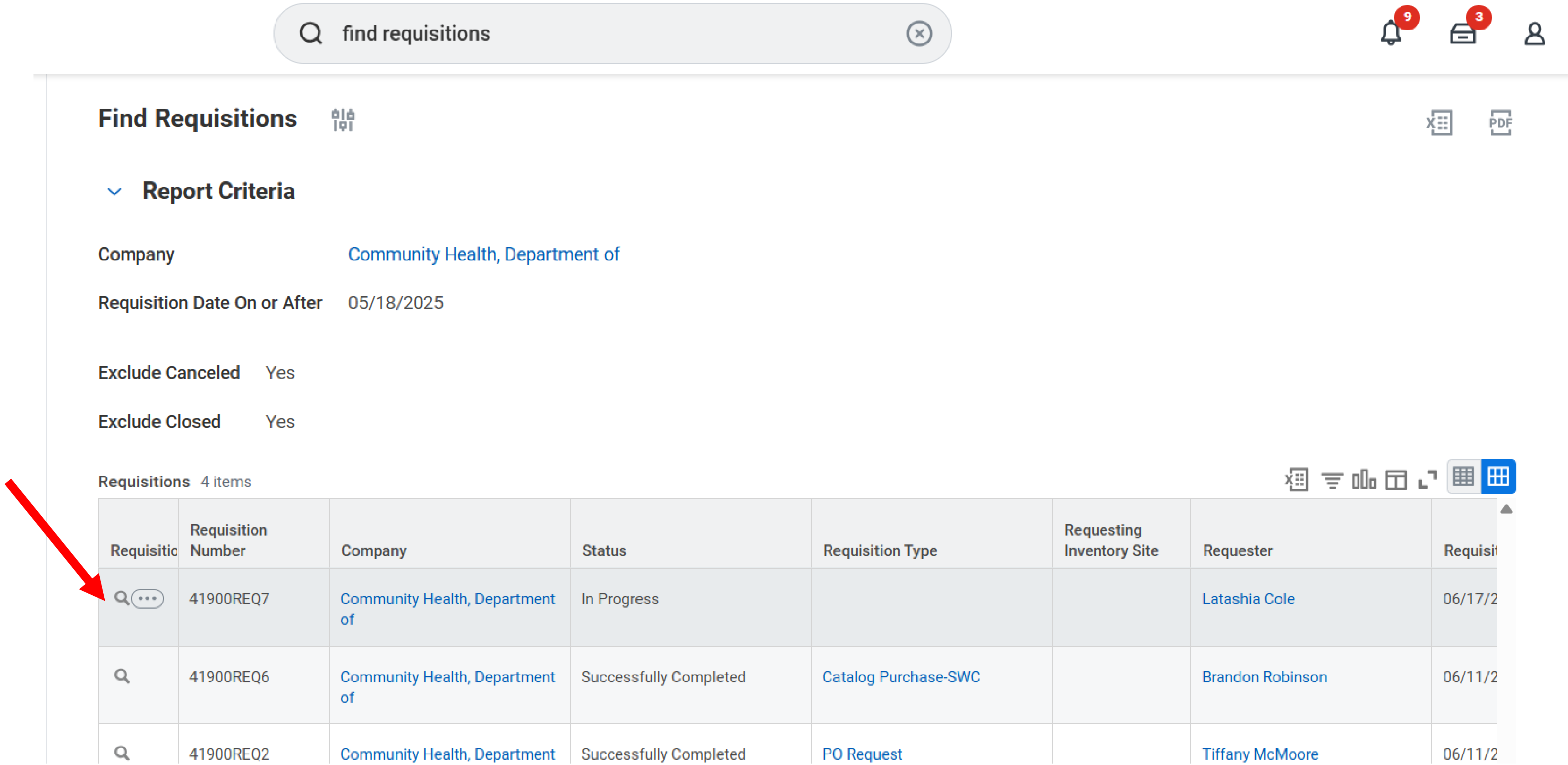
- Requisitions
- Requisition sourcing console
- Purchase orders
- Receipts, etc.

Features:

- Every report is inherently drillable, where it takes only one click from a report to get to the transaction and take actions on it.
- For example, from any PO report, the related action can be performed on the PO to close it (if the PO is eligible for closure)

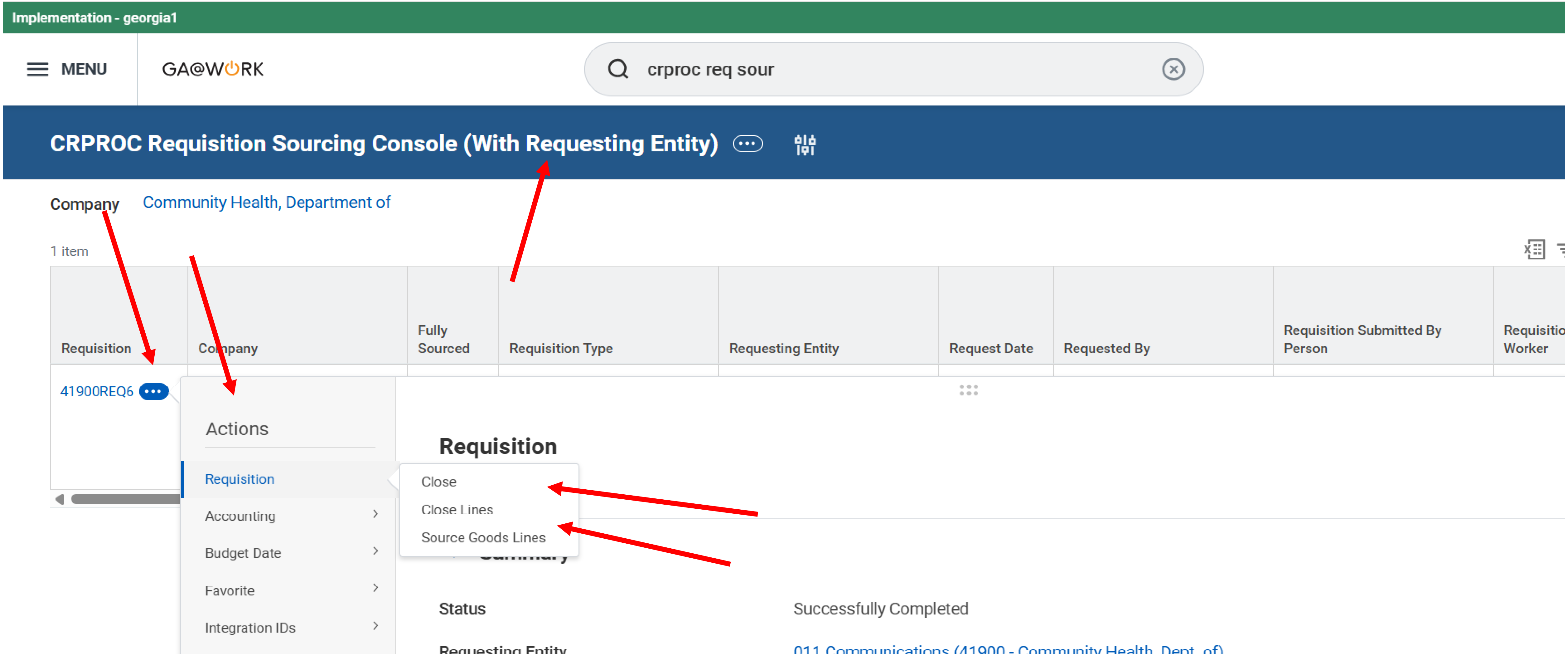
GA@WORK Report Example

Below, the requisition number is not hyperlinked but the "looking glass" to its left can be clicked, and the requisition can be pulled up. The looking glass also has related actions/3 dots next to it to take actions.



Example:

Related Action Capability In Reporting: note that the buyer here can source the requisition from the report itself (if requisition needs a PO) or close it (if requisition not needed). Other related actions such as looking up accounting or adding the requisition as a favorite can be performed.



GA@WORK Procurement Operational Reports

Find Requisitions

A useful report to find all requisitions for your agency and filter by various fields such as date ranges, requester name, created by, requisition type, status, worktags, has any un-sourced lines etc.

CRPROC Find Requisition Lines for Company

Listing of all requisitions and their lines, along with commitment / remaining amounts, filtered by date ranges, status, and worktags

CRPROC PCARD Find Requisitions Lines with Credit Card

Listing of all P-card requisitions and their line information

Find Purchase Orders

Listing of all POs for your agency filtered by supplier, buyer, PO Type, date ranges, statuses, issue method (such as Print, XML etc.), requester, and worktags

Definition Note:
CRPROC = Custom Reports (CR) for Procurement

GA@WORK Procurement Operational Reports

CRPROC Find Purchase Order Lines

Listing of PO lines for your agency based on various filters such as statuses, buyer, supplier, date ranges etc.

Requisition Sourcing Console and CRPROC Requisition Sourcing Console

Provides all requisitions for your agency that have lines available for sourcing to POs (i.e., requisitions fully approved, lines not sourced yet). The CRPROC report here also provides the ability to filter by Requesting Entity (Origin codes) as requested by certain agencies.

Find Receipts and CRPROC Find Receipts for Company/Agency and CRPROC Find Receipts for Purchase Order

Listing of receipts for your agency filtered by date ranges etc. and returning information including PO, Receipt, Supplier Invoice and Payment (**CRPROC Find Receipts For Company/Agency** does all that)

Note:
CRPROC = Custom Reports (CR) for Procurement
Term "Agency" is referred to as "Company" in GA@WORK

GA@WORK Procurement Month-End Procedures

Ensure that old requisitions are handled

- This could involve searching for requisitions (prior months, or requisitions with very little remaining amount), and making appropriate decisions on them (such as to source them, cancel/close them or wait on them to be bid out).
- The "Find Requisitions" and "CRPROC Find Requisition Lines For Company" reports can be run and related actions can be performed on those report results on the relevant requisition.

Run reports listing open POs and their details

The "Find Purchase Orders" and "CRPROC Find Purchase Order Lines For Company" reports can be used for this.

Ensure that pending tasks in your GA@WORK are handled

- Starting from the oldest first
- This could also involve approving requisitions

GA@WORK Procurement Month-End Procedures

Use the Requisition Sourcing Console Reports

(And the CRPROC Requisition Sourcing Console Reports)
Collaborate with your agency buyers to ensure requisitions are sourced as needed

Resolve Match Exceptions On Supplier Invoices & Budget Exceptions on Reqs and POs

Match exceptions would be new in GA@WORK

Month-end procedures in coordination with finance and/or budget team

- This could be running budget balance / budget vs actuals reports (usually finance will perform this)
- Provide support to budget/finance teams as needed from a procurement standpoint

GA@WORK Procurement Year-End Procedures

Ensure that all requisitions are fully sourced to POs, closed, or canceled.
This enables accurate budget information

The "Find Requisitions" and "CRPROC Find Requisition Lines For Company" reports can be run and related actions can be performed on those report results on the relevant requisitions

"Requisition Sourcing Console" and "CRPROC Requisition Sourcing Console" can be run to find out all requisitions available for sourcing

If a requisition is needed for a new year, it still can be closed in the current year, and then copied over to a new requisition with new budget strings / worktags

GA@WORK Procurement Year-End Procedures

Ensure that pending tasks in your GA@WORK inbox are handled completely

Resolve Match Exceptions On Supplier Invoices and budget exceptions on POs

- Match exceptions would be new in GA@WORK

Run reports listing open POs and their open encumbrances. Also ensure that all POs are Issued and valid budget checked

- The "Find Purchase Orders" and "CRPROC Find Purchase Order Lines For Company" reports can be used for this

Other Year-End procedures in coordination with finance and/or budget team

- This could be running budget balance / budget vs actuals reports (usually finance will perform this)
- Provide support to budget/finance teams as needed from a procurement standpoint

GA@WORK Procurement Year-End Procedures

The theme of year-end procedures should always be: Are the procurement transactions such as requisitions, POs, and receipts in their "cleanest" state? This entails the following:

Requisitions cannot be brought forward to new year so these need to be sourced or closed/canceled

POs need to be valid budget checked, and fully approved and issued as of year-end: this enables a smooth PO rollover (which would be a systemic business process in GA@WORK that would be mainly handled by SAO to move the PO to the next accounting year but keep the old budget reference/budget year)

Receipts would need to be recorded in a timely manner in the system

If any match exceptions, handle them immediately

Report / Procedure Listing: Who, What, When

Who (GA@WORK Procurement / Relevant Roles)	When (Day to Day, Monthly, Year-End)?	What (Report or Procedure)
Requesters	As needed	**Procedure**: Requisitions App to check on POs, and receive items
Buyers, Procurement Operation Leads	As Needed, Day to Day, Month-End, Year-End	**Reports**: Find Requisitions, CRPROC Find Requisition Lines For Company, Find Purchase Orders, CRPROC Find Purchase Order Lines, Requisition Sourcing Console, CRPROC Requisition Sourcing Console, Find Receipts, CRPROC Find Receipts For Agency/Company
Buyers, Cost Center Managers, Worktag Reviewers, APO/CUPO Designees, P-Card Approvers, or any other role that will have inbox items	As-Needed, Day to Day, Month-End, Year-End	**Procedure**: Clear outstanding items in GA@WORK Inbox (all roles). Resolve Match Exceptions (Only Buyer, Procurement Operations Lead in collaboration with AP / Requesters as needed).
Cost Center Managers, Budget Managers, Worktag Reviewers	As Needed, Month-End, Year-End	**Reports**: Run Budget to Actuals or Budget Balance Reports for applicable Cost Centers to Obtain Commitment (Pre-Encumbrance) and Obligation (Encumbrance) listing. **Procedure**: Collaborate with Buyers to ensure Requisitions and POs are updated accordingly as needed: including closure if needed, to update available budget.

GA@WORK Data Cleansing Prep

Important to have data exceptions resolved before **09/19/2025**

All open POs need to be valid budget checked and dispatched for successful conversion

- This includes any change orders in progress too

All AP vouchers need to be approved, and valid budget checked

- AP vouchers directly impact PO open encumbrance balance

Ensure that there are no open POs for inactive suppliers or employee suppliers

- During UAT conversion, we encountered a few open POs for inactive or employee vendors
- Since the vendor team did not convert those vendors, the POs couldn't convert either

GA@WORK Data Cleansing Prep

Important to have data exceptions resolved before **09/19/2025**

Ensure that there are no PO lines with multiple schedules. GA@WORK does not recognize schedules (only headers, lines and line splits in GA@WORK)

Ensure that there are no PO lines split by the GL account as this cannot be done in GA@WORK

Ensure that while copy/pasting any descriptions on PO header or line descriptions, funny characters such as upside-down question marks, or any other ASCII characters don't show up

If your agency creates POs for itself as a supplier, GA@WORK will not allow it going forward and would likely need to address them before go-live. We will get in touch closer to August on this

Data Cleanup

As the system transitions to GA@WORK system for Go-Live in October, please be sure your agency's data is up to date.

- Prior Year Open POs (FY 2020 & before)
- Bidders Duplicate Tax IDs (FY 2023 & before)
- Partially Awarded/Unawarded Events (FY 2023 & before)
- Supplier Duplicate Names / Addresses
- Supplier Postal Code
- Accounts Payable Review Unpaid Vouchers FY 2020-2023
- Accounts Receivable Duplicate Names / Addresses

Why Do It Now?

- Intermittent data clean up will help to reduce the workload over time.
- Periodically cleaning up data will help you to identify current issues and be on top of any potential issues.
- Cleaning up data now (and periodically) will eliminate any data issues with each Workday upgrade build.
- Clean data will help pass each test to ensure system is ready for Go-Live.

Data Cleanup Slides

Requisitions and Purchase Order
Go-Live Support / Data Cleanup

Queries provided to agencies

- Prior year POs with open encumbrances: 0PO013KK_OUTSTAND_ENCUMB_BY_BU and filter prior year budget date (col. T)
- POs with inactive buyers: 0PO_INACTIVE_PO_BUYER
- POs with inactive shiptos: 0EPO024_INACTIVE_LOCS_SHIPTOS
- POs with “00” NIGP codes: ad-hoc data extracts provided by Lenesia to agencies. This did not occur in UAT conversion.
- Undispatched POs by business unit: 0PO029_UNDISPATCHED_POS_BY_BU
- In addition, queries provided included 0PO001_BCM_ERRORS (budget errors), 0PO_MULTI_SCHEDULES (multiple schedules), and 0PO_GL_ACCT_MISMATCH (PO lines split by GL accounts)

Requisitions and Purchase Order
Go-Live Support / Data Cleanup

Data transformation/operations and validation performed ad-hoc for UAT conversion:

- Contractor buyers replaced with employee buyers on PO conversion.
- PO Balances obtained from outstanding line/distribution level encumbrances.
- Validated basic data integrity such as price*qty = amount, splits sum up to lines etc.
- Critical to have all POs approved/dispatched and valid budget checked for go-live. Same applies for vouchers too: approved and valid budget check.

Requisitions and Purchase Order
Go-Live Support / Data Cleanup

Data transformation/operations and validation performed ad-hoc for UAT conversion:

- Small value remaining PO line amounts not converted (any values less that $1, and some negative encumbrances). Also converted open PO lines (you might miss some PO lines in converted POs because closed lines, or lines with penny balances, will not convert).
- Provided an extract to SAO comparing UAT PO amounts versus their remaining encumbrance balances and with a few exceptions (for closed POs for PO lines still having open balances), they all track.
- Things not being handled by DOAS; Worktag conversion, GL account/Spend category etc. We are providing existing chartfields on POs to Deloitte to “transform” to new spend categories, worktags, etc.

Reminders

Mark your Calendar!

Learning Cutover Transition
September 15, 2025

Upcoming Procurement Huddles
- July 23, 2025
- August 27, 2025
- September 24, 2025
- October 22, 2025

GA@WORK Go-Live
October 1, 2025

Helpful Links:

- Register for upcoming Huddle Meetings
- Access previous Huddle Meetings
- Access previous APO/CUPO Meetings

GA@WORK Resource Library

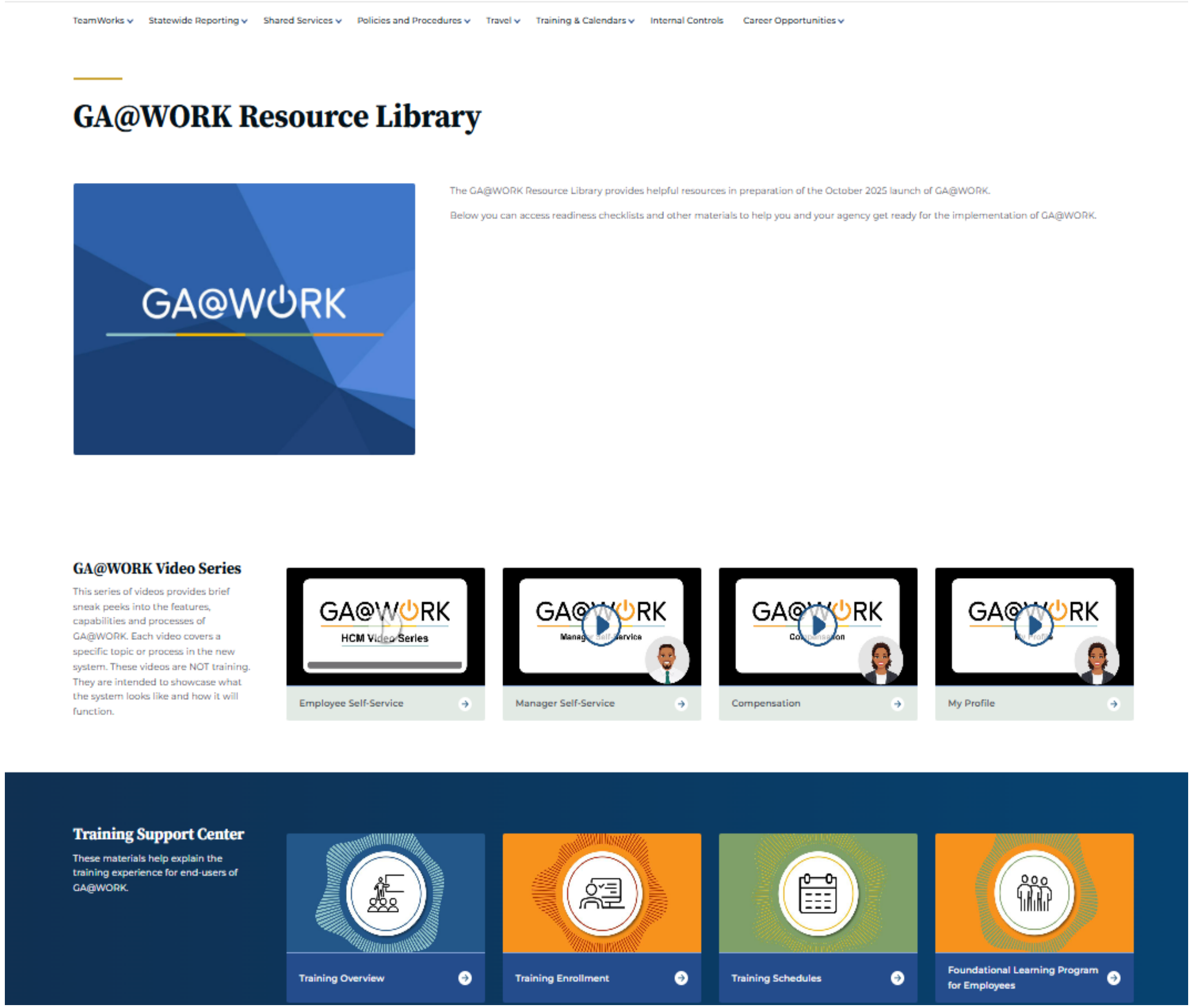
Video Series
Provides brief sneak peeks into the features, capabilities and processes.

Training Support Center
Help explain the training experience for end-users.

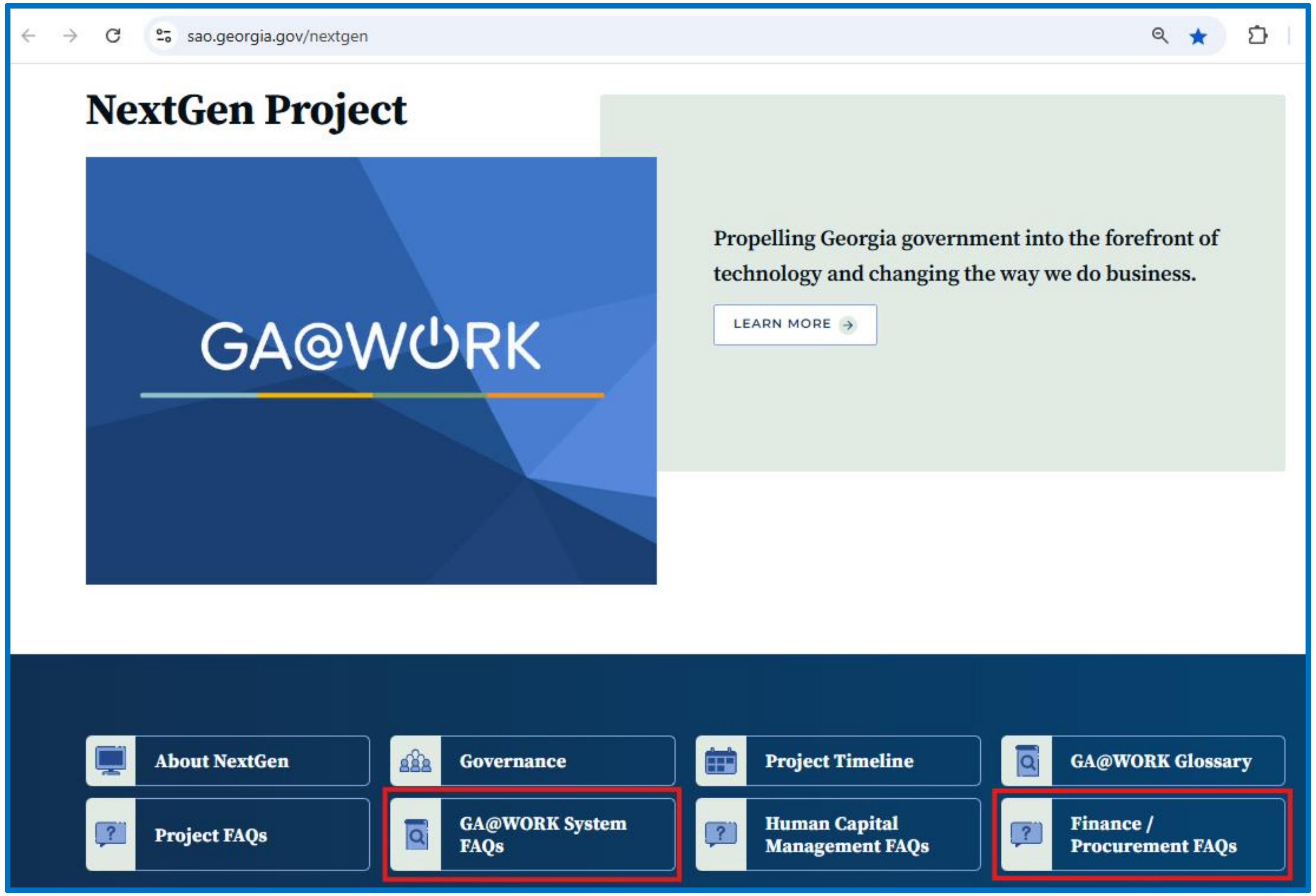
Agency Readiness Checklists
Tool listing tasks for agencies to complete by month.

Coming soon
Helpful toolkits and training preparation materials.

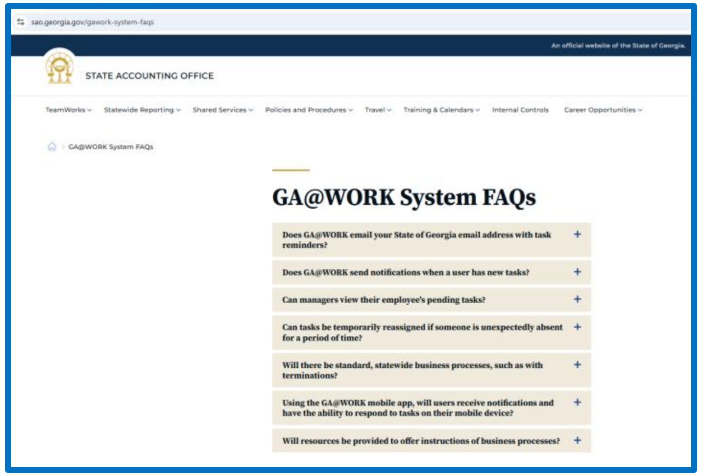
https://sao.georgia.gov/gawork-resource-library



FAQs



SAO Website:
https://sao.georgia.gov/nextgen



GA@WORK FAQs:
https://sao.georgia.gov/nextgen

FIN/PRO FAQs:
https://sao.georgia.gov/finance-procurement-faqs

GA@WORK Stay in the know!

Send any questions to Nextgen Support (select General Question) https://service.doas.ga.gov/app/AskNextgenSupport

Check out the NextGen website: sao.georgia.gov/NextGen

Subscribe and read the monthly NextGen Newsletter

Follow us on LinkedIn:
@ **GA State Accounting Office**

@ **Georgia DOAS State Purchasing Division**

GA@WORK Contact us!

Program/Project	Email	Contact if you…	When you'll hear from us...
NextGen	nextgen@sao.ga.gov	• Have general questions about the NextGen project, or GA@WORK • Need change management support • Have questions about training • Want to submit questions to our FAQ list	• Meeting invitations (Townhalls, NCN) • Project updates • Information requests
NextGen PMO	nextgen_pmo@sao.ga.gov	• Are responding to a meeting invitation	• Meeting invitations (project activities)

GA@WORK Contact us!

Initiatives	Email	Contact if you…	When you'll hear from us...
NextGen Data Validation	nextgen_datavalidation@sao.ga.gov	• Need to submit data validation resources • Need to submit data validation completion • Need assistance in completing requests • Have questions about the validation process	• Resource requests • Information and updates • Meeting invitations (e.g., kickoff/support)
NextGen FDM	nextgen_fdm@sao.ga.gov	• Need to submit Foundation Data Model (FDM) resources • Need assistance in completing requests • Have questions about FDM	• Information requests and updates
NextGen Sourcing/Procurement	agency.sourcing@doas.ga.gov	• Need to submit procurement resources • Need to submit completed procurement or sourcing requests • Have questions about contracts • Need assistance in completing procurement requests • Have questions about the procurement process	• Resource requests • Information and updates • Meeting invitations (e.g., kickoff/support)
NextGen Security Role Mapping	nextgen_secmap@sao.ga.gov	• Need to submit Security Role Mapping resources • Need to submit completed security role mapping requests • Need assistance in completing requests • Have questions about the security role mapping process	• Resource requests • Information and updates • Meeting invitations (e.g., kickoff/support)

GA@WORK Contact us!

Initiatives	Email	Contact if you…	When you'll hear from us...
NextGen Supervisory Organization (Sup_Org)	nextgen_suporg@sao.ga.gov	• Need to submit supervisory organization resources • Need to submit completed supervisory organization data requests • Need assistance in completing requests • Have questions about the supervisory organizations	• Resource requests • Information and updates • Meeting invitations (e.g., kickoff/support)
NextGen Testing	nextgen_testing@sao.ga.gov	• Need to submit SIT or UAT testing resources • Have questions about the testing process	• Resource requests • Information and updates • Testing invitations
NextGen Training	nextgen_training@sao.ga.gov	• Need to submit any pre-go live training related questions • Need to submit any follow up required • Need assistance in completing requests from the training team	• Resource requests • Information and updates • Meeting invitations (e.g., kickoff/support)

SPD Stay in the know!

Please use the following mailboxes to submit questions and requests:

procurementhelp@doas.ga.gov	Technical issues with the Georgia Procurement Registry, JAGGAER Sourcing Director or Team Georgia Marketplace™
spdpolicy@doas.ga.gov	Questions regarding the Georgia Procurement Manual, special approvals, etc.
cardprograms@doas.ga.gov	Questions regarding the Statewide Purchasing Card (PCard) program, plan amendments, and special approvals
Georgia.learning@doas.ga.gov	Questions about training, requests for access, issues with Learning Management System (LMS)
Doas.audits@doas.ga.gov	Questions about audits, etc.
Agency.sourcing@doas.ga.gov	Requests for assistance with solicitations, requests to exceed DPA, approval of sole sources more than $500,000, etc.

thank you!