



GA@WORK

Delivered by The NextGen Project

# Procurement Huddle

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April 22, 2026

# Presenters and Support Team



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Deputy Commissioner, State  
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Lead



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SPD – Agency Sourcing



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SPD - Sourcing

# Presenters



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Sr. TeamWorks TGM  
Consultant IT



**Tinae Jones**

Procurement Tools BA  
Information Technology



**Terrence Crawford**

Project Manager  
Information Technology



**Becky Alexander**

State Purchasing Card Program  
Manager  
SPD - Purchasing Audits



**Rebecca Krystopa**

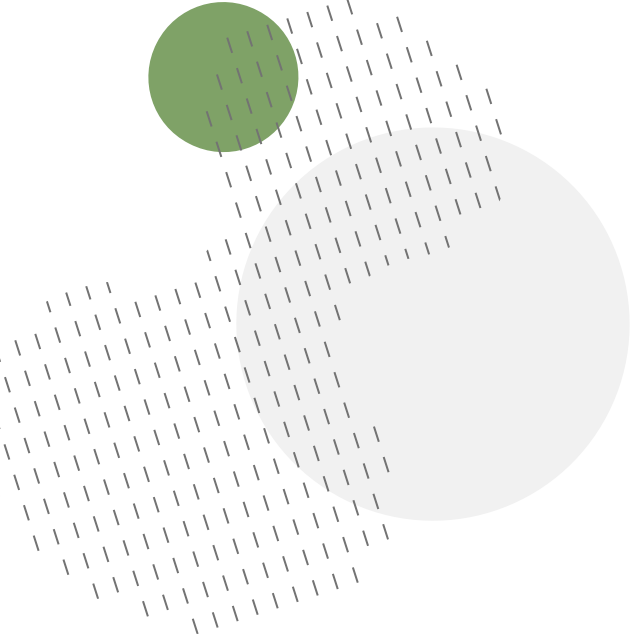
Policy Operations Manager  
SPD - Policy, Training & Supplier  
Outreach

# Agenda

- 1 FY27 Contract Renewals
- 2 End User Training
- 3 Sourcing Events
- 4 TeamWorks Contact Information
- 5 Catalog Freeze Dates
- 6 Requisitions and Purchase Orders

# Agenda

- 7 General Data Cleanup
- 8 P-Card Updates
- 9 Bidder Registration and DOAS Certification
- 10 Reminders



# FY27 Contract Renewals



# FY27 Contract Renewals

 3,200 contracts expiring June 2026 – **ACT NOW!**



## Required Action

- ✓ Complete renewals in TeamWorks by **May 29, 2026**, set expiration date to **7/1/26 or later**.
- ✓ Run query **OSC003\_CONTRACTS\_BY\_AGE NCY** to view all agency contracts



## Conversion Criteria

### Will NOT be converted:

Contracts expiring before **June 5, 2026**, unless linked to an Active PO

### Will be converted:

Contracts expiring after **6/5/2026**  
Contracts linked to an Active PO

\* Expired contracts will be in historical data (PRISM) based on retention policy



# FY27 Contract Renewals

## 1 Set Expiration Date on Contract Header

**Header** ?

**Contract Style** Agency - Services

**Process Option** General Contract

**Supplier** GENEXHOLDI-001

**Supplier ID** 0000650886 GENEX HOLDINGS INC

**Primary Contact**

**Supplier Contract Ref**

**Description** Medicare Secondary Payer RFP

**Master Contract ID**

**Begin Date** 03/25/2022

**Expire Date** 06/30/2027

**Renewal Date** 04/30/2023

**Control Type** Business Unit

Tax Exempt

**Tax Exempt ID**

## 2 Enter Renewal Number on the Renewals Link in TeamWorks

**Contract Entry**

Last modified date 04/03/2025 1:21PM

**Contract Renewals Page** x

Contract Entry [Help](#)

**Contract Renewals**

SetID: STATE Contract Id: 40300-224-0000007427

Renewal Status: Renewal v Renewal #: 3 of: 4

Renewal from: 07/01/2026 To: 06/30/2027

OK Cancel Refresh

pt ID STATEOFGEO Year 2026

Rate Date 04/02/2025 CRRNT

Must Use Contract Rate Date

Allow Multicurrency PO

Multi-Agreement

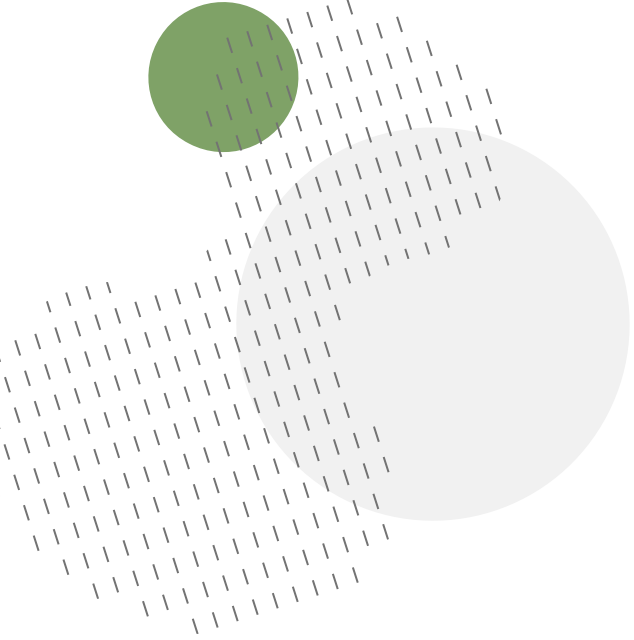
Initial Period

Non-Profit

**Renewals**



Quick Reference Guide for Details



# End User Training

# Explaining GA@WORK Learning Dates

## KEY TRAINING DATES

- ✓ **March** Enrollment began for all GA@WORK Learning Programs.  
Instructor-led training sessions are ongoing for applicable learning programs.
- ✓ **April 6 – June 4** Use the [Learning Help Form](#) for questions and new hire enrollments.  
**Remember to complete required assessment(s) within 3 days** of completing an instructor-led training or eLearning.
- ✓ **May 28** Team Georgia Learning notifications for the **Employee and Manager Foundational Learning Programs show a due date of May 28.**  
Completing the training by this date supports a smoother data conversion and helps learners be prepared for Role-Based Learning Programs, if applicable.
  - 📢 **Learners are strongly encouraged to complete all assigned courses by May 28.**
  - 🕒 **All assigned GA@WORK training must be completed by June 11.**
- ✓ **June 11** Learning Programs must be completed for training data to be available on learner transcripts in GA@WORK.



Access the [Training Support Center](#) to view Learning Programs, Course Descriptions, and other GA@WORK readiness materials.

## IMPORTANT!

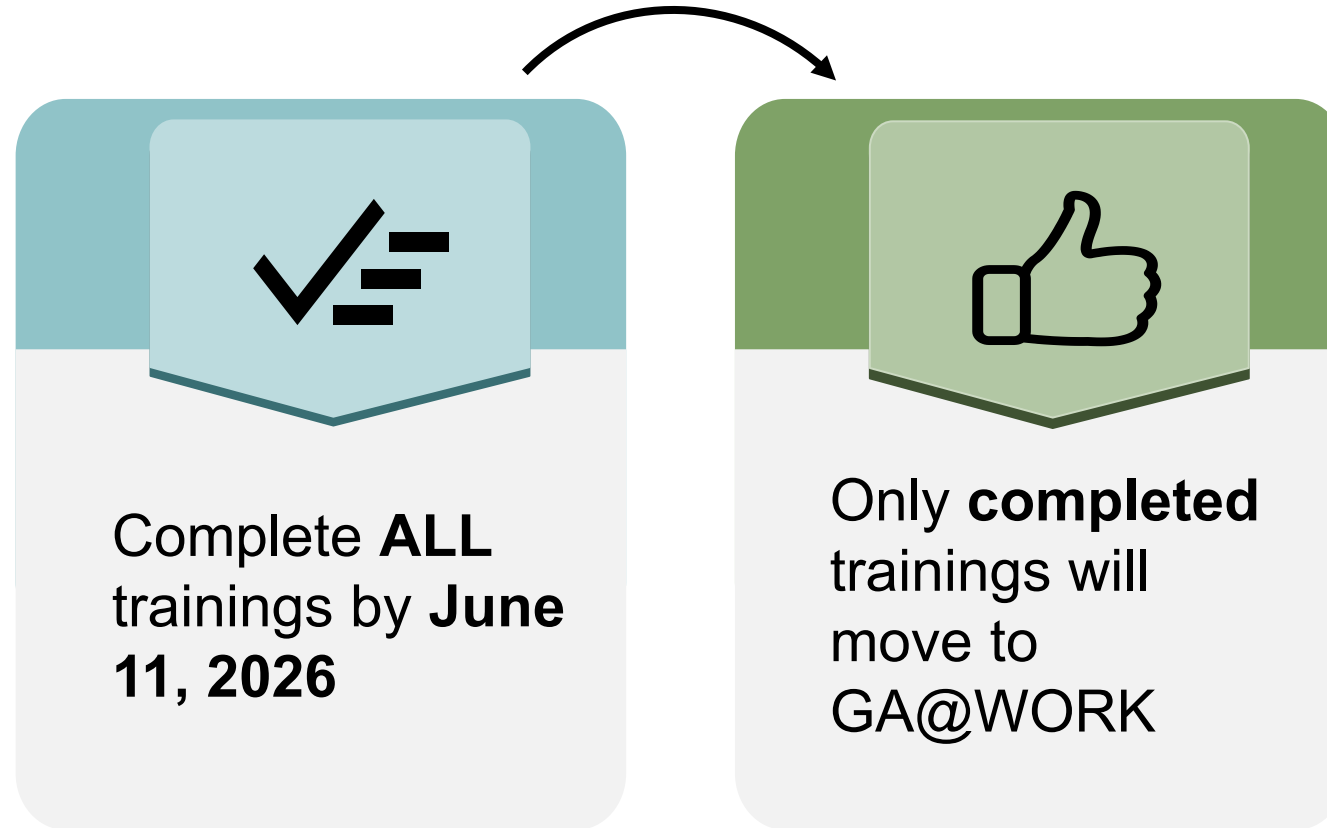
Learners should prioritize completing assigned training as soon as possible – **do not wait to the last day!**

**Incomplete training will NOT be migrated to GA@WORK.**

After Go-Live, learners who did not complete their assigned learning programs will need to self-enroll and retake incomplete training.

# LMS Cutover/Freeze

5-year history will be available in GA@WORK



**Reminder: Go in and print your training transcript NOW!**



# University System of Georgia (USG)

## USG & GTA Webinar: GA@WORK Updates & Key Differences



Date:

May 13



Time:

10 a.m. – 12 p.m.



Scheduled Session

# Get the Most Out of Training



## To be successful in GA@WORK, learners should:

- Follow along and complete exercises in real time
- Stay engaged during demonstrations and discussions
- Ask questions when something is unclear
- Use provided materials (job aids, guides, notes)



### Important to Know

- ✓ Exercises are designed to build on each other
- ✓ Skipping steps may lead to confusion later in the session
- ✓ This training is your opportunity to practice before Go-Live



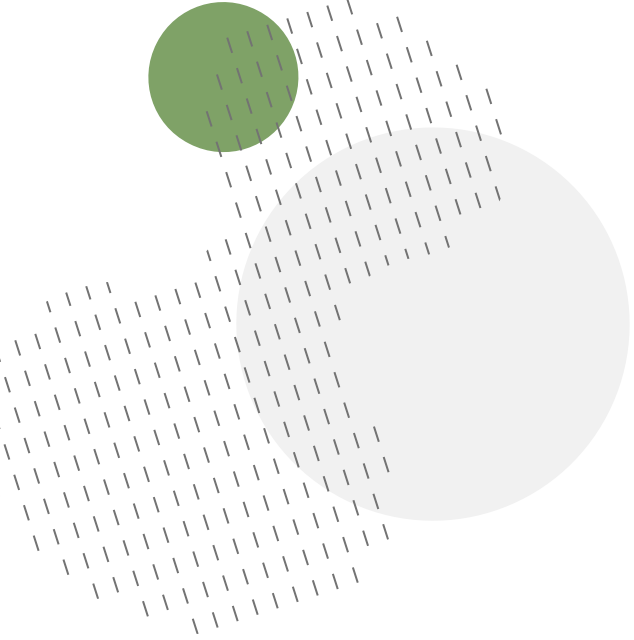
# Procurement Learning Labs



**Who:** Sourcing Event Buyers & Contract Administrators who have completed ILT course

**What:** Opportunity for more hands-on practice

<b>GA@WORK for Strategic Sourcing II</b>	<b>GA@WORK for Supplier Contracts</b>
May 1, 2026 <b>9 -11 am</b>	May 1, 2026 <b>1:30 – 3:30 pm</b>
May 15, 2026 <b>9 -11 am</b>	May 15, 2026 <b>1:30 – 3:30 pm</b>
<b>May 29, 2026</b> <b>9 -11 am</b>	May 29, 2026 <b>1:30 – 3:30 pm</b>

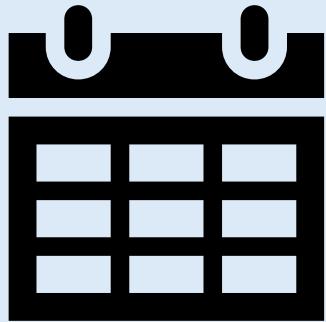


# Sourcing Events



# Cutover Deadlines

May 4, 2026



To support system transition activities, supplier access to the Team Georgia Marketplace™ Supplier Portal for bidding activities will be cut off leading up to Go-Live. The cutoff date has not yet been finalized.

State entities **publishing new or managing existing** electronic solicitations through Team Georgia Marketplace™ (TeamWorks/PeopleSoft) should ensure all events are **under evaluation (no longer open for bidding) by May 4, 2026, including:**

- Requests for Proposals (RFPs)
- Requests for Quotes (RFQs)
- Requests for Qualified Contractors (RFQCs)
- Requests for Information (RFIs)

# Cutover Deadlines - Exceptions

**IMPORTANT:** If there is a need to maintain an open solicitation or post a new solicitation in Team Georgia Marketplace™ (TeamWorks/PeopleSoft) after the **May 4 deadline** has passed, please submit a request.



## What You Need To Do



### Submit a request if you need to:

- ✓ Maintain an open solicitation
- ✓ Post a new solicitation after May 4



### Use the SPD request form:



SPD Agency Sourcing  
Assistance Form



## What SPD Will Do

### SPD will:



- ✓ Work with all impacted state entities to either grant exceptions, as applicable, or
- ✓ Provide an alternative solution

### DOAS will:



- ✓ Provide instructions on how to finalize TeamWorks sourcing events that are not awarded or cancelled prior to Go-Live.



# Important Reminders

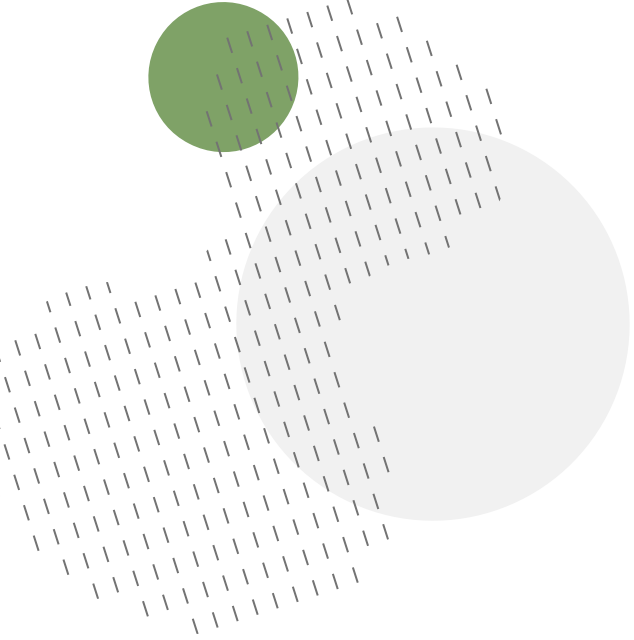


**IMPORTANT: Note that state entities are not being instructed to stop procurement activities.**



Please work with SPD to ensure there are no negative impacts to your entity.

If you have questions, please reach out to: [agency.sourcing@doas.ga.gov](mailto:agency.sourcing@doas.ga.gov).



# TeamWorks Contact Information

# Update HCM Contact Information



Review your contact information to ensure personal email and phone number are **not used as business contacts**

Review your information by logging into HCM and going to:



**Navigator** → **Self Service** → **Personal Information** → **Personal Details**

**Contact Details**



Business email and phone number should be set to **preferred**



Contact information will be imported into **GA@WORK**



## IMPORTANT

It is important that sourcing buyers, contract admins, and PO buyers review to **ensure the correct information is displayed.**

This information will be displayed on POs, contracts, sourcing events and the Georgia Procurement Registry (GPR).



Emails and phone numbers are shared with other State enterprise systems and authorized service providers; including health and flexible benefits, payroll services, learning, recruiting and customer relationship management systems for official state business purposes. The State of Georgia may use your email and/or phone number to communicate with you regarding work-related matters. When entering your phone or email, please select the most appropriate type.

- **Phone Number** – If assigned, your work/office number should be 'Business' type and marked 'Preferred'.
- **Email** – Agency/work email should be designated as 'Business' email type and marked 'Preferred'. If an alternate email is acceptable for office use in your agency, you may also use 'Business Alternate' as email type.

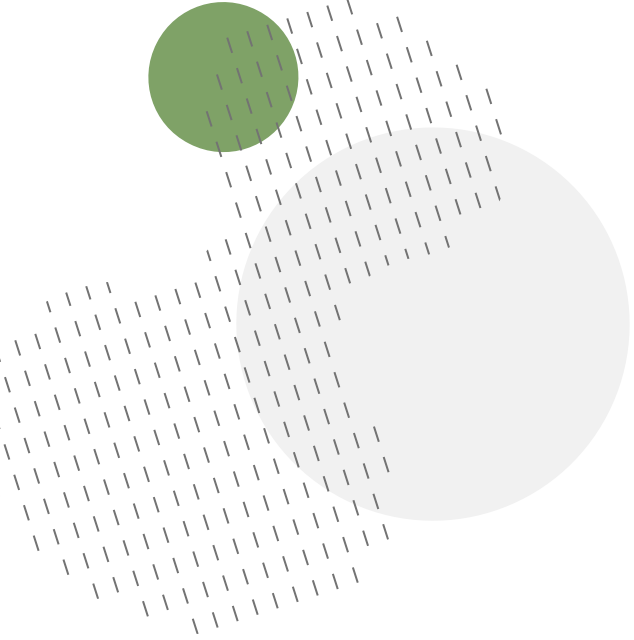
**Phone**

<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">+</div>			
Number	Extension	Type	Preferred
404.656.6000		Business	<input checked="" type="checkbox"/> >
404.656.6001		Home	>

**Email**

<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">+</div>		
Email Address	Type	Preferred
<a href="mailto:Jane.Doe@doas.ga.gov">Jane.Doe@doas.ga.gov</a>	Business	<input checked="" type="checkbox"/> >

# Activity / Break 10 Minutes



# Catalog Freeze Dates

# Key Dates

June 5, 2026, and June 6, 2026



1 In preparation for the transition to GA@WORK Marketplace, all Punchout and Hosted catalogs' orders will need to be dispatched by **close of business on June 5, 2026.**

2 Beginning June 6, 2026, the connection between PeopleSoft and GA Virtual Catalogs will be disconnected. Access to all Punchout and Hosted catalogs will be unavailable at that time until further notice.

3 Instructions regarding how to place orders for items normally found in the GA Virtual Catalogs will be provided in a separate communication from the State's Purchasing Division.



# Requisitions and Purchase Orders

# Requisitions and Purchase Orders: Data / Conversion



## Clean-up Actions

- Follow data clean up communication on TeamWorks queries: run queries and take necessary action on data
- Contact DOAS Req / PO support (Mark and Vinod) on any questions related to data clean up
- Perform as much of data clean up as possible by June 5

## Timeline

- POs will convert only on July 11
- Agencies can, and should, continue data clean up Teamwork's to July 10

## Requisitions

- Requisitions will not be converted into GA@WORK requisitions. Instead, they will be converted into Prism reporting

# Requisitions and Purchase Orders: Receipt Conversion

## RECEIPTS (SILVER / GOLD BUILD)

- New to silver build (and applicable to gold build): Receipts for converted POs, that have not been paid on a voucher, will be converted

## CLEAN UP RECEIPTS

- Please take the opportunity to clean up any receipts (especially old ones) if you don't want them to convert into GA@WORK

## SUPPORT

- Contact DOAS Req / PO support (Mark and Vinod) on any questions on receipt conversion



# Requisitions and Purchase Orders: Data / Conversion (Critical)

## Critically Important

- ✓ Ensure that as of July 10, all open TeamWorks POs are valid budget checked and dispatched.
- ✓ We will be relying on open encumbrances to convert appropriate amounts into GA@WORK
- ✓ Ensure that all open TeamWorks AP vouchers are valid budget checked as of July 10.
- ✓ Valid AP vouchers will ensure that their PO encumbrance liquidations are accurate

# GA@WORK Considerations – Roles

## Worktag Reviewer

Can modify Requisitions, POs, AP Invoices, Expense Reports, and P-cards

## Worktag Reviewer

Ideally this role is only for centralized finance / budget teams.



## Requester Roles

Requester (Jaggaer) role is needed to pull GA@WORK marketplace carts into a requisition.

## Requester Roles

**Recommendation:** assign both roles

## Requester Roles

Requester role is needed to submit requisitions in GA@WORK

# GA@WORK Considerations – Reports

## Extract Locations Report

- Provides ship-to location codes (e.g., 40500-PO) and physical addresses
- Can be used to find the appropriate ship-to code when an exact address is needed

## Extract Cost Center

- Similarly, another useful report, to set requester defaults, could be "Extract Cost Centers"

## Requisitions App

- Requesters can view other agency cost centers when setting requisition defaults
- Helps agency super users provide the correct "CC" cost center ID when multiple values are returned

# GA@WORK Considerations – Reminders



Reminder: requisitions will undergo budget checking and will commit money against budget after approval.

After data builds up in GA@WORK, it is important to periodically clean up old requisitions by closing or canceling them (if no longer needed).

Note to APOs / Buyers: If you see a requisition coming to your approval queue whose budget check status is "Not Required", please confirm from budget team that it is supposed to be so.

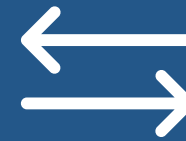
# Requisitions and Purchase Orders: Main Reports

## Requisition Reports



### Find Requisitions

Useful report to find requisitions by agency, buyer, supplier, worktags, statuses, sourced/unsourced, closed/canceled



### CRPROC Find requisition Lines for company

Provides line level requisition information including pre-encumbrances (commitments in GA@WORK)

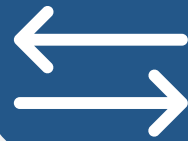
# Requisitions and Purchase Orders: Main Reports

## Purchase Order Reports



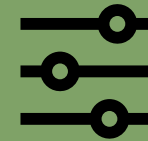
### Find Purchase Orders

Similar to Find Requisitions



### Requisition Sourcing Console / CRPROC Requisition Sourcing Console

Provide requisitions available to be sourced; CRPROC includes additional fields (requesting entity, initiator vs requester, approvals)




### CRPROC Find Purchase Order Lines

Provides line level details including worktags and encumbrances (obligations in GA@WORK)

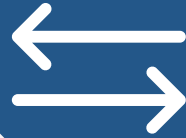
# Requisitions and Purchase Orders: Main Reports

## Receipt Reports



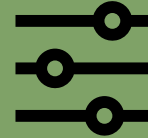
**Find Receipts**

Receipt header information



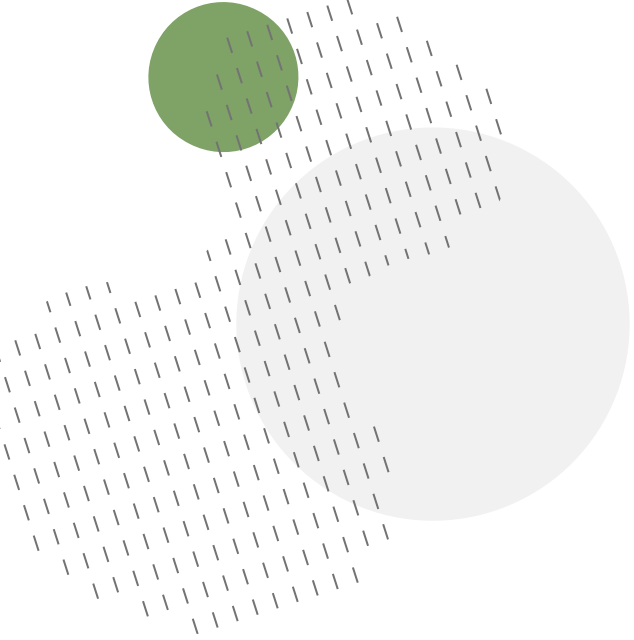
**CRPROC Find Receipts for Company**

Receipt line, corresponding PO line, and AP invoice information by date range



**CRPROC Find Receipts for Purchase Order**

Helps find receipts based on PO IDs



# General Data Cleanup

# Purchase Order



## Prior Year Open POs (FY 2020 & before)

### TeamWorks Query:

0PO013KK\_OUTSTAND\_ENCUMB\_BY\_BU

## Inactive or employee vendor POs

This query returns the list of open POs and lines that have either an inactive vendor or an employee as a vendor. These POs will not be converted. Check with SAO vendor team for available options.

### TeamWorks Query:

0PO013\_OPEN\_PO\_EMPL\_INACTVNDR

## Inquire on open POs (status Dispatched or Approved) where the vendor is your own agency

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.

Please check for POs where the vendor is your own agency. These won't convert

Please direct any questions or concerns to: [nextgen@sao.ga.gov](mailto:nextgen@sao.ga.gov)

# Purchase Order



## Potentially clean up old receipts on active POs, that are not on vouchers.

The query shows a list of receipts, for open POs, that haven't been paid on vouchers yet. Some of the receipts are old and agencies can decide if they want to keep them for conversion or cancel them. Also, PO lines that are less than 1 dollar will not convert and so, their receipts will also not convert.

**TeamWorks Query:**  
0PO046\_RECV\_PO\_NOVCHR

## Inactive PO locations

PO ship to locations that aren't used and not required any more need to be inactivated.

Please submit a ticket to SAO support for assistance with ship to location cleanup.

**TeamWorks Query:**  
PO\_LOCATIONS\_BY\_AGENCY,  
0EPO024\_INACTIVE\_LOCS\_SHIPTOS

## Review buyers on POs to see if any are inactive.

If yes, change the buyer to an active buyer.

**TeamWorks Query:**  
0PO\_INACTIVE\_PO\_BUYER

Please direct any questions or concerns to: [nextgen@sao.ga.gov](mailto:nextgen@sao.ga.gov)

# Purchase Order



**Review Ship to locations on POs and ensure that “9999” type to ship to locations are minimized as they will cause conversion issues.**

Ensure that an active, valid ship to address is used on POs. Replace any inactive ship to with active ones.

**TeamWorks Query:**

0EPO024\_INACTIVE\_LOCS\_SHIPTOS

**POs with budget check errors. Before PO conversion, ensure that POs are dispatched and valid budget checked. If POs are not valid budget checked, then they may not convert at all, or they may convert with incorrect balances.**

POs with budget check errors. Before PO conversion, ensure that POs are dispatched and valid budget checked.

**TeamWorks Query:**

0PO001\_BCM\_ERRORS

**PO lines with multiple schedules. Before conversion, ensure that PO lines returned in this query, if any, have separate lines (instead of one line with separate split schedules). This will ensure accurate GA@WORK conversion**

GA@WORK does not accommodate multiple schedules so this needs to be fixed for accurate PO amount conversion.

**TeamWorks Query:**

0PO\_MULTI\_SCHEDULES

Please direct any questions or concerns to: [nextgen@sao.ga.gov](mailto:nextgen@sao.ga.gov)

# Purchase Order



**PO lines with split GL accounts. Before conversion, ensure that any PO lines that have split GL accounts, have separate lines for each GL account (instead of one line with split GL accounts). This will ensure accurate GA@WORK conversion.**

GA@WORK does not accommodate different GL accounts on the same PO line. IF this is not addressed, then the PO lines will convert without their GL account split and might have incorrect accounting.

**TeamWorks Query:**  
0PO\_GL\_ACCT\_MISMATCH

**Potentially clean up old receipts on active POs, that are not on vouchers.**

The query shows a list of receipts, for open POs, that haven't been paid on vouchers yet. Some of the receipts are old and agencies can decide if they want to keep them for conversion or cancel them. Also, PO lines that are less than 1 dollar will not convert and so, their receipts will also not convert.

**TeamWorks Query:**  
0PO046\_RECV\_PO\_NOVCHR

**Special characters on PO line descriptions:**

Sometimes when copy/pasting from another web page or document, special characters (such as upside-down question mark, or other ASCII characters, etc.) can paste on the description.

Please review PO line descriptions while copy/pasting and ensure that special characters such as upside down question marks etc. don't paste.

Ensure that when you see any of those, you replace it with a "dot" or some other character that you can type.

Please direct any questions or concerns to: [nextgen@sao.ga.gov](mailto:nextgen@sao.ga.gov)

# Purchase Order



**All AP vouchers need to be approved, and valid budget checked before conversion.**

AP vouchers directly impact PO open encumbrance balance that will be converted

SAO BAs can provide the query for AP Vouchers.

Please direct any questions or concerns to: [nextgen@sao.ga.gov](mailto:nextgen@sao.ga.gov)

# Dispatched POs



**PO is dispatched with valid budget header status partially received and no expectations to receive the remaining quantity**

Review the PO to determine if the PO can be closed

**TeamWorks Query:**

0PO013KK\_OUTSTAND\_ENCUMB\_BY\_BU

**PO is dispatched:**

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

Review the PO to determine if the PO can be closed

**TeamWorks Query:**

0PO013KK\_OUTSTAND\_ENCUMB\_BY\_BU

**PO is dispatched:**

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

Determine if the PO can be vouchered and paid or closed

**TeamWorks Query:**

0PO013KK\_OUTSTAND\_ENCUMB\_BY\_BU

Please direct any questions or concerns to: [nextgen@sao.ga.gov](mailto:nextgen@sao.ga.gov)

# Un-Dispatched POs



**Un-dispatched POs. Before PO conversion, ensure that POs are dispatched and valid budget checked.**

Un-dispatched POs. Before PO conversion, ensure that POs are dispatched and valid budget checked.

**TeamWorks Query:**

0PO029\_UNDISPATCHED\_POS\_BY\_BU

Please direct any questions or concerns to: [nextgen@sao.ga.gov](mailto:nextgen@sao.ga.gov)

# Supplier Profile Update



- All Suppliers need to review and update their contact information in TGM Supplier Portal
  - Suppliers who fail to update contact information risk being designated “inactive” and potentially missing payments
- Please contact your supplier base to remind them to update their contact information.
- For more information, please direct suppliers to:  
<https://sao.georgia.gov/supplier-update>

Please direct any questions or concerns to: [nextgen@sao.ga.gov](mailto:nextgen@sao.ga.gov)

# Supplier Contracts



## 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:

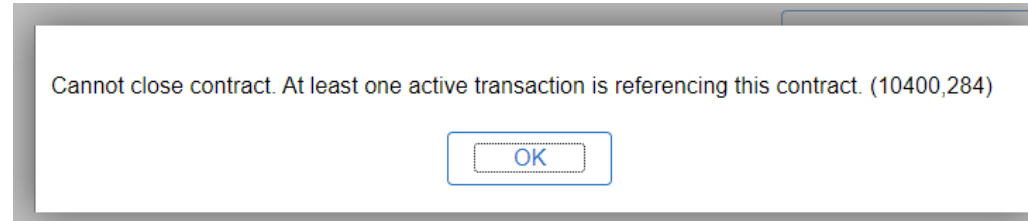
- Open Purchase Orders with buyers no longer with your Agency.

Please direct any questions or concerns to: <https://service.doas.ga.gov/app/AskNextgenSupport>

# Supplier Contracts



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

Please direct any questions or concerns to: <https://service.doas.ga.gov/app/AskNextgenSupport>

# Supplier Contracts



## Update Contract Expiration Date:

We have created three queries that you use in your Supplier Contracts cleanup efforts for the NextGen project.

### OSC310\_CNTRCTS\_BLANK\_EXP\_DATE

There are a lot of contracts that have a blank expiration date.

OSC310\_CNTRCTS\_BLANK\_EXP\_DATE has been written to provide your Agency with a list of those contracts. Select to run the query and enter your Business Unit. Please enter an expiration date and then change the status of the contract to Closed.

BU 40700



View Results

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

Row	Contract ID	Supplier ID	Supplier	Contract Status	Begin Date	Expire Date	Buyer	Description	Email ID
1	40700-001-SAO00000011-001	0000009385	MAXIMUS INC	Approved	01/01/2020		BRYANTJO	Joi Bryant-Jernigan 404/463-09	JOI.BRYANT-JERNIGAN@SAO.GA.GOV
2	40700-001-SAO0000003-0001	0000008166	ERNST & YOUNG LLP	Open	02/20/2012		PAHEAD	Phyllis Head 404/463-4612	phead@sao.ga.gov
3	40700-001-SAO0000008-0001	0000008166	ERNST & YOUNG LLP	Approved	06/29/2018		MGLESLIE	Meinya Leslie 404/463-4612	mleslie@sao.ga.gov

Please direct any questions or concerns to: <https://service.doas.ga.gov/app/AskNextgenSupport>



# Supplier Contracts

## Update Contract Status



### 0SC311\_OPEN\_CNTRCTS\_BY\_AGENCY

There are a lot of contracts in an Open status. 0SC311\_OPEN\_CNTRCTS\_BY\_AGENCY has been written to provide your Agency with a list of those contracts. Select to run the query and enter your Business Unit. Please change the status of these contracts to Closed or Canceled.

\*Unit   

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

Row	Unit	Contract	Supplier	Supplier	Status	Begin Dt	Expire Dt	Buyer	Description	Email ID
1	40300	40300-240-DAS0000141-0001	0000514454	BENALYTICS CONSULTING GROUP LLC	Open	03/14/2022	06/30/2025	GCRAFT	Gary Craft 404/656-2287	GARY.CRAFT@DOAS.GA.GOV
2	40300	40300-DAS-S20090715-0001	0000008276	ALIGHT HOLDING COMPANY LLC (FKA TEMPO	Open	07/15/2009	02/01/2024	GCRAFT	Gary Craft 404/656-2287	GARY.CRAFT@DOAS.GA.GOV
3	40300	40300-222-DAS0000102	0000569000	CORPORATE COST CONTROL INC	Open	10/01/2015	03/30/2023	GCRAFT	Gary Craft 404/656-2287	GARY.CRAFT@DOAS.GA.GOV

Please direct any questions or concerns to: <https://service.doas.ga.gov/app/AskNextgenSupport>



# Supplier Contracts

Contracts with Employee Supplier IDs



## OSC312\_CNTRCTS\_ASSGN\_EMPLOYEE

There are a lot of contracts that have a Supplier ID that is set up with the Classification of Employee. **These contracts will not be converted over into GA@WORK.** Select to run the query and enter your Business Unit.

\*Unit   

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (14 kb)

[View All](#) First 1-

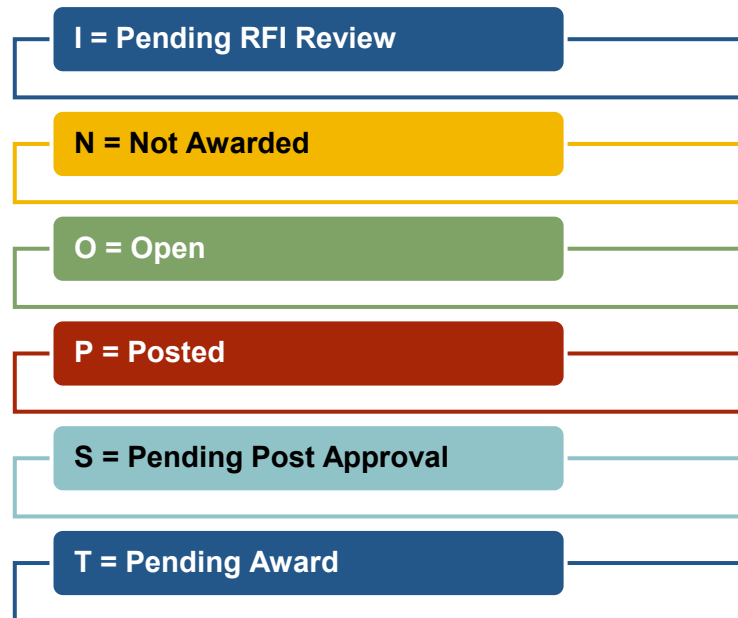
Row	Unit	Contract	Supplier	Supplier	Status	Begin Dt	Expire Dt	Supplier Classification	Buyer	Description	Email ID
1	41400	41400-221-0000009459-0001	0000022768	BEATY,AMANDA	A	02/11/2014	06/30/2014	Employee	MBRODKIN	Miriam Caldwell 404/656-3557	mbrodkin@doe.k12.ga.us
2	41400	41400-025-0000016448	0000023065	O'HARA,NANCY ELLIOTT	O	02/01/2016	09/30/2016	Employee	MBRODKIN	Miriam Caldwell 404/656-3557	mbrodkin@doe.k12.ga.us
3	41400	41400-054-0000007048-0030	0000082762	COUTURE,JENNIE	A	07/01/2013	06/30/2014	Employee	MBRODKIN	Miriam Caldwell 404/656-3557	mbrodkin@doe.k12.ga.us
4	41400	41400-054-0000007048-0079	0000086144	LLOYD,LORI	A	07/01/2013	06/30/2015	Employee	MBRODKIN	Miriam Caldwell 404/656-3557	mbrodkin@doe.k12.ga.us
5	41400	41400-048-0000034432-0013	0000108078	BOCHENKO,MICHAEL	A	02/21/2020	02/28/2020	Employee	MBRODKIN	Miriam Caldwell 404/656-3557	mbrodkin@doe.k12.ga.us
6	41400	41400-048-0000034432-0006	0000206997	DAWSON,JERMAINE	A	02/21/2020	02/28/2020	Employee	MBRODKIN	Miriam Caldwell 404/656-3557	mbrodkin@doe.k12.ga.us

Please direct any questions or concerns to: <https://service.doas.ga.gov/app/AskNextgenSupport>

# Strategic Sourcing Events



- Run query: **OSS006\_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 Data Cleanup — P-Card POs



## WHAT YOU NEED TO KNOW

### What Happened

Open P-Card POs from Teamworks converted to GA@WORK as regular (non-P-Card) POs — payment type defaults to ACH/Check.

### If You Need to Pay with P-Card after go-live

Go into GA@WORK, create a Change Order, change the buyer to the cardholder, and set the override payment method to Credit Card.

### Once Issued

The PO will be available to attach to a P-Card verification during statement reconciliation.

### Contact us

Contact [cardprograms@doas.ga.gov](mailto:cardprograms@doas.ga.gov) with any questions.

## QUERY TO IDENTIFY OPEN POs

```
0PO204A_PCARD_POS_BY_BU
```

Run this query to pull a list of all open POs with P-Cards attached. Review and process each as needed.

## STEPS

1. Run the open POs with P-Cards attached query shown above.
2. For each open PO: determine if it can be closed before go-live
  - If yes, close it.
  - If no, keep this list.
3. Does it need to be paid with p-card after go-live
  - If yes — create a Change Order in GA@WORK to convert it to a Credit Card PO.
  - If no — close or process the PO through normal AP channels.

# P-Card Data Cleanup — Statement Reconciliation



## MONTHLY RECONCILIATION & PAYMENT

### Billing Cycle

30 days (most statements close on the 27th)

### Payment Terms

Due 25 days after statement closing date

### Weekends & Holidays

Affect both cycle close dates and payment due dates — always check the statement for the exact due date

### Compliance

Agencies paying after the due date or with unresolved balances will be contacted

## KEY REQUIREMENT

All transactions must be reconciled and reviewed for accuracy and completeness. Statements must be paid in full each billing cycle.

## TIMELY PAYMENT IS CRITICAL

Review your statement carefully to confirm the amount you are paying is the full amount due before submitting payment.

## YOUR ACTION — Each Month

- Review your P-Card statement in full before making payment.
- Confirm the payment amount matches the total amount due on the statement.
- Pay the statement in full by the due date (25 days after cycle close).
- Do not leave a remaining unresolved balance.

# P-Card Data Cleanup - Transaction Reconciliation (Legacy System)



## WHAT NEEDS TO HAPPEN

### Legacy System (PeopleSoft)

All P-Card transactions that were processed in PeopleSoft must be fully reconciled and closed before the system transition is complete.

### Monthly Requirement

Each month, agencies must ensure all P-Card transactions in PeopleSoft have been reconciled and closed — no open transactions should remain.

### How to Identify Open Transactions

Run the PeopleSoft query to pull a list of all open P-Card transactions that still need to be closed.

## PEOPLESOFT QUERY TO RUN

### 0PO201B\_PCARD\_CLEANUP - OPEN PCARD TRANS

This query will return all open P-Card transactions in PeopleSoft that have not yet been reconciled and closed.

## STEPS

1. Run query 0PO201B\_PCARD\_CLEANUP - OPEN PCARD TRANS in PeopleSoft.
2. Review the results — these are transactions still open.
3. Reconcile and close each transaction before the end of the month.

## YOUR ACTION — Each Month

- Pull query 0PO201B\_PCARD\_CLEANUP - OPEN PCARD TRANS from PeopleSoft.
- Ensure all open P-Card transactions are reconciled and closed.
- No open transactions should remain at month end.

# P-Card Data Cleanup — Summary



Action Required

Three areas require your attention each month to ensure a clean transition to GA@WORK and ongoing compliance.

## 01 Converted P-Card POs

PeopleSoft Query:

**0PO204A\_PCARD\_POS\_BY\_BU**

- Run the open POs with P-Cards query
- Cleanup as many open POs with p-cards as possible, leaving only what must remain open

Action required each month

## 02 Statement Reconciliation

- Review your P-Card statement in full
- Confirm payment amount = full amount due
- Pay statement in full by the due date
- Billing cycle: 30 days (most close 27th)
- Payment due: 25 days after close

Action required each month

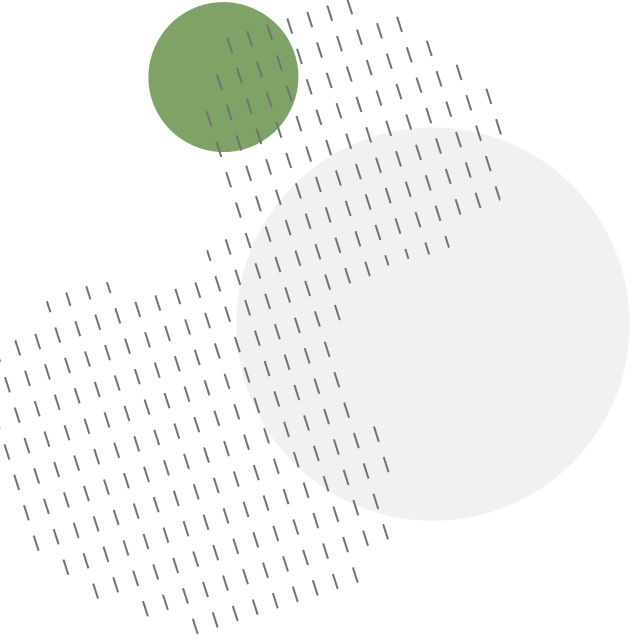
## 03 Transaction Reconciliation (Legacy System)

PeopleSoft Query:

**0PO201B\_PCARD\_CLEANUP  
- OPEN PCARD TRANS**

- Run PeopleSoft query each month
- Review all open P-Card transactions returned
- Reconcile and close each transaction
- No open transactions should remain at month end

Action required each month



# P-Card Updates

# P-Card



Support: [cardprograms@doas.ga.gov](mailto: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.



## REMINDER

- Do not create requisitions for prior approvals, unless the system requires it. Use your internal method until we go-live into GA@WORK
- Temporary period from July 1, 2025, until go-live, do not put p-card transactions on a PO

# The P-Card Transaction Process

Every P-Card purchase follows three core steps. When a Purchase Order is involved, additional steps apply — see the following slides.

## 1 Prior Approval

Complete a P-Card Prior Approval Request in GA@WORK before making the purchase.

- Submit via the Prior Approval form in GA@WORK
- Routes to your manager automatically
- Required before the transaction is made

## 2 Make the Transaction

Use your P-Card to make the approved purchase.

- Transaction loads in GA@WORK from the bank
- Appears as a new transaction for verification
- Keep all receipts and supporting documentation

## 3 Verification

Verify the transaction in GA@WORK, attach documentation, and reference the prior approval.

- Attach receipts and business justification
- Reference the prior approval request
- Submit for manager approval to complete verification

# P-Card and Purchase Orders: 3 Scenarios

When a purchase requires a Purchase Order, how the P-Card is applied depends on the order type. The three scenarios below cover every situation.

## 01 Non-Catalog or Manually Created PO

### P-Card added directly

- P-Card can be selected directly on the Requisition or added directly on the sourced PO
- Applies to: manually created POs and non-catalog (PO Request) requisitions
- Requester security is optional for cardholders — a Requester can create the req on behalf of the cardholder
- Cardholder must be listed as the Contact Buyer on any PO with their card assigned

## 02 Catalog Order — Non-Amazon

### P-Card via Change Order

- P-Card CANNOT be transmitted electronically to catalog suppliers — it must be communicated directly (e.g. by phone)
- If PO has NOT yet issued electronically: Buyer edits the PO to add the P-Card, changes issue method to Print, adds a memo, and issues
- If PO HAS already issued electronically: Buyer creates a Change Order to add the P-Card and change issue method to Print, then issues PO and manually sends to supplier

## 03 Amazon Catalog Order

### P-Card selected on req

- Cardholders MUST create their own Amazon requisitions — a Requester cannot create Amazon reqs on their behalf
- Requester AND Requester (Jaggaer) security roles are REQUIRED for cardholders making Amazon purchases
- P-Card is selected on the Amazon requisition and copies automatically to the resulting PO
- No Change Order needed — card flows through from requisition to PO automatically

# Scenario 2: Catalog Order – Non Amazon

P-Card details cannot transmit electronically to catalog suppliers. The card must be communicated directly to the supplier and applied via Print.

## Path A — PO has NOT yet issued electronically

- 1 Buyer edits the PO directly to add the P-Card
- 2 Change issue method to Print
- 3 Communicate directly with the supplier regarding payment with the card.
- 4 PO routes for approvals (includes the cardholder)
- 5 Once approved, issue the PO via Print and submit manually to the supplier

## Path B — PO HAS already issued electronically

- 1 Buyer creates a Change Order on the issued PO
- 2 Add the P-Card details to the Change Order
- 3 Add a memo instructing the supplier to use the card on file for payment and communicate directly with the supplier to arrange payment via card.
- 4 Change the issue method to Print on the Change Order
- 5 Once approved, issue the Change Order via Print and submit manually to the supplier

# Procurement Roles for Cardholders: What's Required & What's Not

## ✓ Requester role — optional for cardholders

A Requester can create non-catalog and non-Amazon catalog requisitions on behalf of a cardholder. The cardholder does not need the Requester role unless they are making Amazon purchases.

## ! Amazon orders — Requester roles required

Cardholders creating Amazon catalog requisitions MUST have both the Requester and Requester (Jaggaer) security roles assigned. This is the only case where the Requester security roles are mandatory for a cardholder.

## ✓ Buyer role — NOT required for cardholders

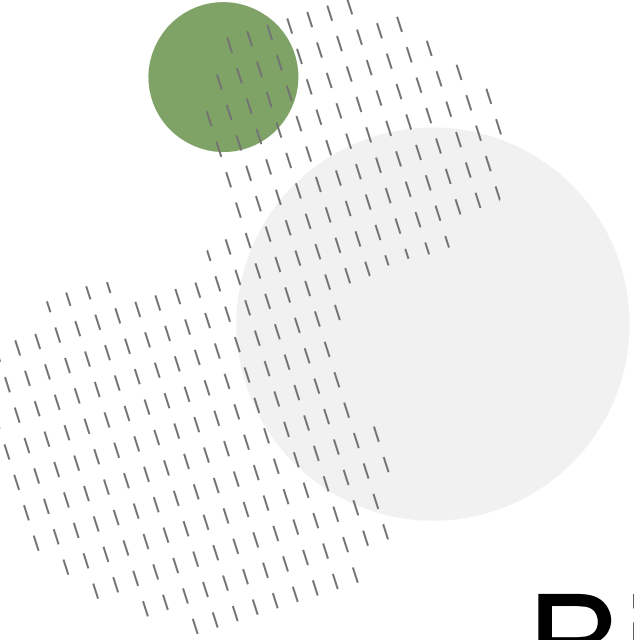
Cardholders are NOT required to complete Buyer training or be assigned either buyer security role. However, the cardholder's name must be listed as the Contact Buyer on any PO that has their card assigned.

## Who is a Requester?

A user authorized to create non-catalog and catalog requisitions — for themselves or on behalf of others (including cardholders). Requesters complete required Requester training and are assigned both the Requester and Requester (Jaggaer) security roles.

## Who is a Buyer?

A user authorized to create, process, and maintain Purchase Orders for an agency. Buyers complete required Buyer training and are assigned both the Buyer and PO Buyer (Jaggaer) security roles. Cardholders are NOT required to be Buyers.



# Bidder Registration and DOAS Certification



# Bidder and Supplier Dates to Know

The deadline to submit businesses to SAO vendor management for approval for payment is **May 19**.

The last day for new bidders to register or make updates in TeamWorks is **May 26**.

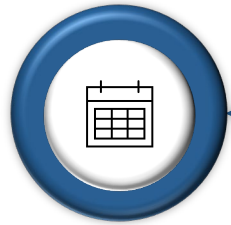
The freeze date for supplier changes and approvals is **June 5**. Any changes after this will require catch-up.





# Georgia Business Certification Program

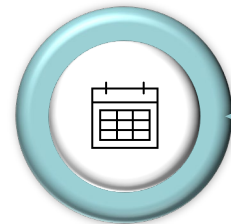
Attention: Small Business Liaisons



## Cut-off Date

May 26, 2026

- Final day suppliers may file new certification or renewal applications
- SPD will pause processing all pending applications

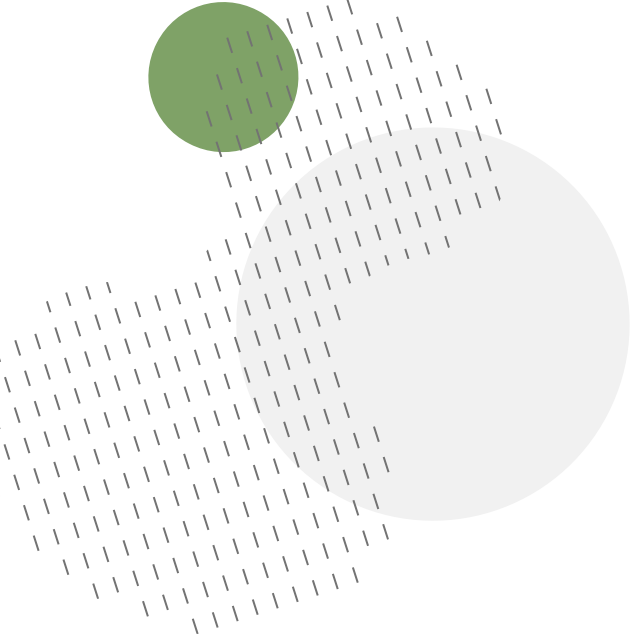


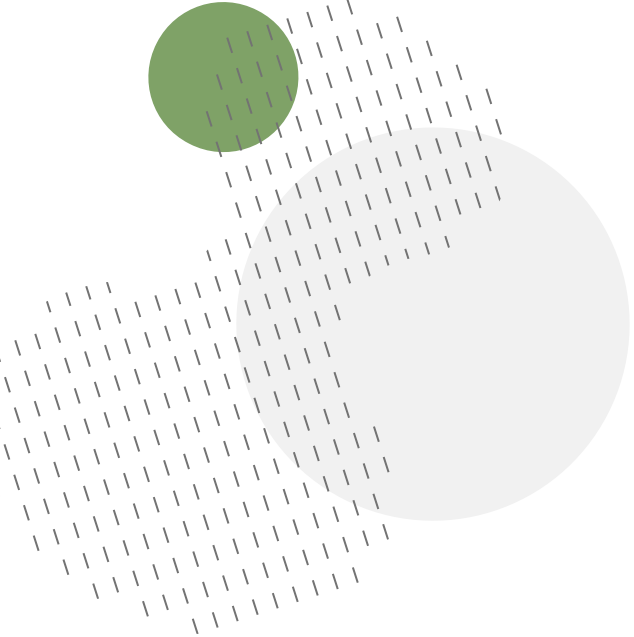
## GA@WORK Go-Live

July 1, 2026

- Suppliers may begin filing new certification or renewal applications in GA@WORK Marketplace for Suppliers
- SPD will resume processing pending applications







# Reminders



Reminder



Important  
Dates



Task

# Continuing Education Units (CEUs)



1

Attend SPD webinars to earn one (1) CEU for every 50 – 60 minutes.

2

Self-report external credits using direct link (Sept. 2025):  
[https://doas.exceedlms.com/student/external\\_credits](https://doas.exceedlms.com/student/external_credits)

3

Questions? Contact us at [georgia.learning@doas.ga.gov](mailto:georgia.learning@doas.ga.gov)



# Mark Your Calendar!

## Upcoming Procurement Huddles

May 27, 2026

## Learning Cutover Transition

June 11, 2026

## Procurement Learning Labs

Strategic Sourcing II

Dates: May 1, May 15 & May 29

Time: 9 -11 a.m.

Supplier Contracts

Dates: May 1, May 15 & May 29

Time: 1:30 -3:30 p.m.

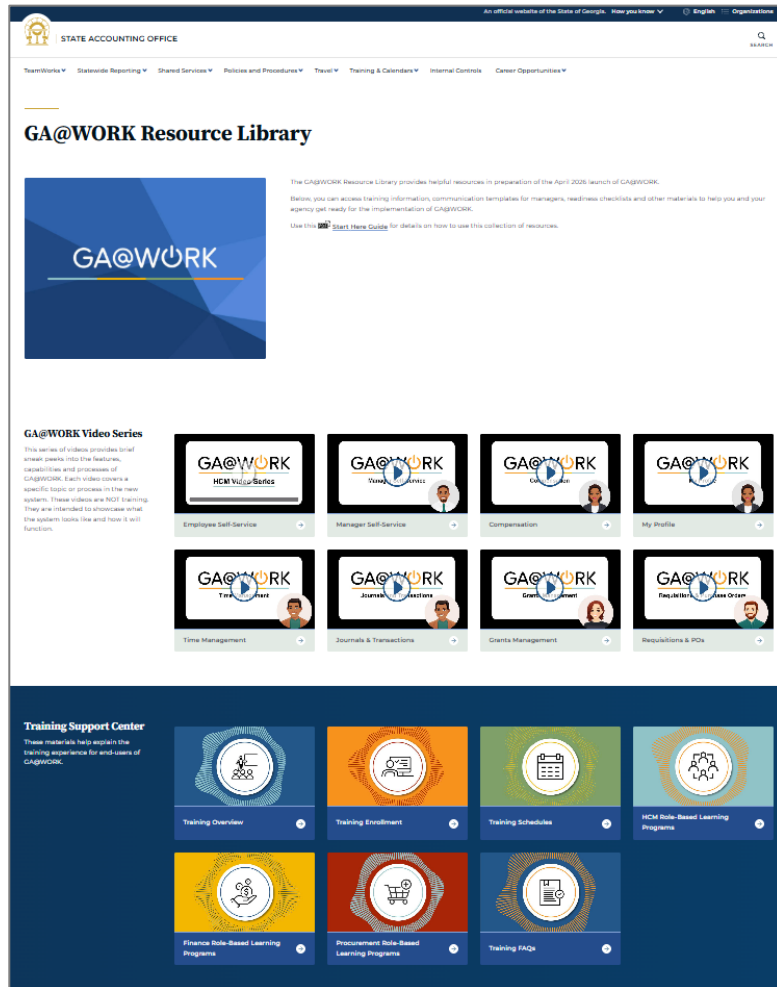


Scan to register for  
upcoming Huddle Meetings



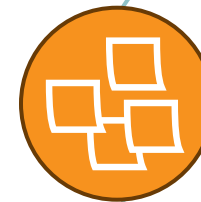
Scan to access previous  
Huddle Meetings

# GA@WORK Resource Library



## Who is the GA@WORK Resource Library for:

- Everyone, this is not behind a firewall!
- <https://sao.georgia.gov/gawork-resource-library>



## What's on the GA@WORK Resource Library:

- Videos and demos
- Change impacts
- Crosswalks
- Glossaries



## Suggested uses:

- Use the Start Here guide on the homepage to talk about this resource to your agency
- Select and share a video link to expand awareness of GA@WORK to your colleagues
- Review Procurement business area resources with specific agency teams to generate interest and engagement

# GA@WORK Resource Library vs. Support Portal

## GA@WORK Resource Library

Who is it for

All employees and managers can access the GA@WORK Resource Library. Business area specific content is being moved to the Support Portal.

How to access

Navigate to: <https://sao.georgia.gov/gawork-resource-library>.

When to access

Available now

Best used for



Use to learn about GA@WORK and get ready for change.

This site does not contain business-area specific information.

Use the Resource Library to learn and prepare.

## Support Portal

GA@WORK system users with functional or administrative roles will receive access.

The link is provided by invitation only. Email [gaatwork@sao.ga.gov](mailto:gaatwork@sao.ga.gov) with questions.

Begin to access in May 2026; this is the source of support for after Go-Live



Use the Support Portal for role-based support.

Use this portal for GA@WORK role-specific support or answers to system questions.

It includes job aids, troubleshooting workflows, and official system forms.



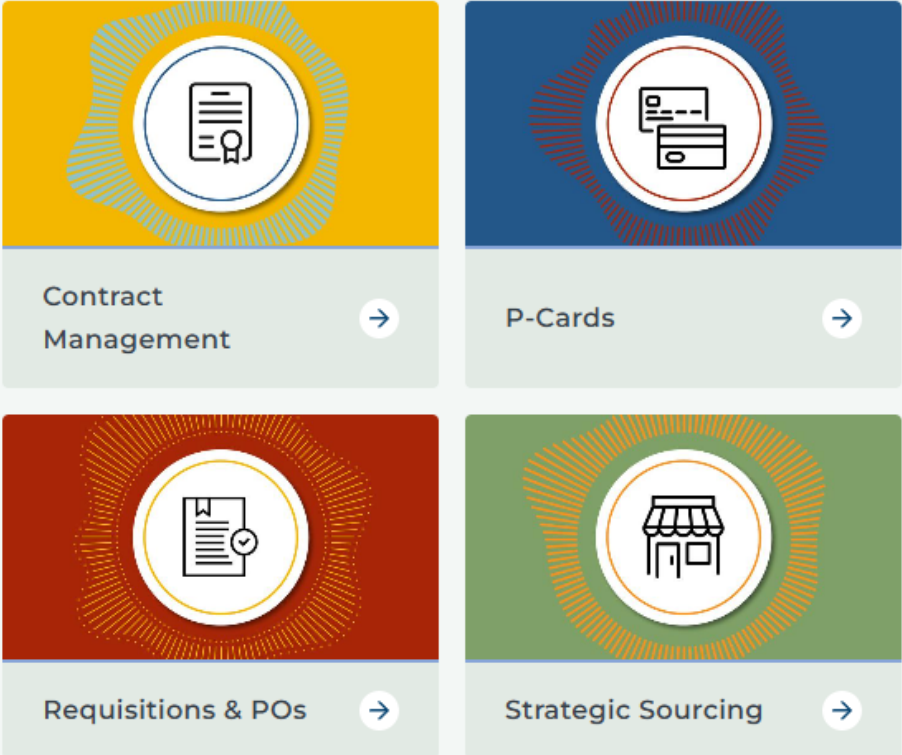
Both resources support GA@WORK readiness, but they serve different needs. **The GA@WORK Resource Library is for general awareness, and the Support Portal is for role-based support.**





# Procurement Professionals Toolkits

Use these materials as needed and remember to revisit this site periodically as new resources will be added throughout the month.

**Procurement Professionals**

Click on the tile for information about a specific business area. Each tile links to a toolkit of change impacts, crosswalks, glossaries, FAQs and other resources for Procurement professionals to use to help them in their transition to GA@WORK.



 Contract Management →	 P-Cards →
 Requisitions & POs →	 Strategic Sourcing →

## What's here now:

- Change impacts
- Crosswalks

## What's coming soon:

- Glossaries
- Demos of business processes
- *Additional areas!*

**Remember:** These materials are NOT TRAINING. Instead, they help these users prepare for training and working in GA@WORK.

# 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](http://sao.georgia.gov/NextGen)



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

**@ Georgia DOAS State Purchasing Division**

# GA@WORK contact us!

Initiatives	Email	Contact if you...	When you'll hear from us...
<b>NextGen Data Validation</b>	<a href="mailto:nextgen_datavalidation@sao.ga.gov">nextgen_datavalidation@sao.ga.gov</a>	<ul style="list-style-type: none"> <li>• Need to submit data validation resources</li> <li>• Need to submit data validation completion</li> <li>• Need assistance in completing requests</li> <li>• Have questions about the validation process</li> </ul>	<ul style="list-style-type: none"> <li>• Resource requests</li> <li>• Information and updates</li> <li>• Meeting invitations (e.g., kickoff/support)</li> </ul>
<b>NextGen FDM</b>	<a href="mailto:nextgen_fdm@sao.ga.gov">nextgen_fdm@sao.ga.gov</a>	<ul style="list-style-type: none"> <li>• Need to submit Foundation Data Model (FDM) resources</li> <li>• Need assistance in completing requests</li> <li>• Have questions about FDM</li> </ul>	<ul style="list-style-type: none"> <li>• Information requests and updates</li> </ul>
<b>NextGen Sourcing/Procurement</b>	<a href="mailto:agency.sourcing@doas.ga.gov">agency.sourcing@doas.ga.gov</a>	<ul style="list-style-type: none"> <li>• Need to submit procurement resources</li> <li>• Need to submit completed procurement or sourcing requests</li> <li>• Have questions about contracts</li> <li>• Need assistance in completing procurement requests</li> <li>• Have questions about the procurement process</li> </ul>	<ul style="list-style-type: none"> <li>• Resource requests</li> <li>• Information and updates</li> <li>• Meeting invitations (e.g., kickoff/support)</li> </ul>
<b>NextGen Security Role Mapping</b>	<a href="mailto:nextgen_secmap@sao.ga.gov">nextgen_secmap@sao.ga.gov</a>	<ul style="list-style-type: none"> <li>• Need to submit Security Role Mapping resources</li> <li>• Need to submit completed security role mapping requests</li> <li>• Need assistance in completing requests</li> <li>• Have questions about the security role mapping process</li> </ul>	<ul style="list-style-type: none"> <li>• Resource requests</li> <li>• Information and updates</li> <li>• Meeting invitations (e.g., kickoff/support)</li> </ul>

# GA@WORK contact us!

Initiatives	Email	Contact if you...	When you'll hear from us...
<b>NextGen Supervisory Organization (Sup_Org)</b>	<a href="mailto:nextgen_suporg@sao.ga.gov">nextgen_suporg@sao.ga.gov</a>	<ul style="list-style-type: none"> <li>• Need to submit supervisory organization resources</li> <li>• Need to submit completed supervisory organization data requests</li> <li>• Need assistance in completing requests</li> <li>• Have questions about the supervisory organizations</li> </ul>	<ul style="list-style-type: none"> <li>• Resource requests</li> <li>• Information and updates</li> <li>• Meeting invitations (e.g., kickoff/support)</li> </ul>
<b>NextGen Testing</b>	<a href="mailto:nextgen_testing@sao.ga.gov">nextgen_testing@sao.ga.gov</a>	<ul style="list-style-type: none"> <li>• Need to submit SIT or UAT testing resources</li> <li>• Have questions about the testing process</li> </ul>	<ul style="list-style-type: none"> <li>• Resource requests</li> <li>• Information and updates</li> <li>• Testing invitations</li> </ul>
<b>NextGen Training</b>	<a href="mailto:nextgen_training@sao.ga.gov">nextgen_training@sao.ga.gov</a> <a href="https://service.doas.ga.gov/app/LearningHelp">https://service.doas.ga.gov/app/LearningHelp</a>	<ul style="list-style-type: none"> <li>• Need to submit any pre-go live training related questions</li> <li>• Need to submit any follow up required</li> <li>• Need assistance in completing requests from the training team</li> </ul>	<ul style="list-style-type: none"> <li>• Resource requests</li> <li>• Information and updates</li> <li>• Meeting invitations (e.g., kickoff/support)</li> </ul>

# GA@WORK contact us!

Program/Project	Email	Contact if you...	When you'll hear from us...
<b>NextGen</b>	<a href="mailto:nextgen@sao.ga.gov">nextgen@sao.ga.gov</a>	<ul style="list-style-type: none"> <li>• Have general questions about the NextGen project, or GA@WORK</li> <li>• Need change management support</li> <li>• Have questions about training</li> <li>• Want to submit questions to our FAQ list</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting invitations (Townhalls, NCN)</li> <li>• Project updates</li> <li>• Information requests</li> </ul>
<b>NextGen PMO</b>	<a href="mailto:nextgen_pmo@sao.ga.gov">nextgen_pmo@sao.ga.gov</a>	<ul style="list-style-type: none"> <li>• Are responding to a meeting invitation</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting invitations (project activities)</li> </ul>

# SPD stay in the know!

Please use the following mailboxes to submit questions and requests:

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



*thank  
you!*