



TeamWorks Financials

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TeamWorks Financial Modules

Asset Management
(AM)

Accounts Payable
(AP)

Accounts Receivable
(AR)


Commitment Control
(KK)

General Ledger
(GL)

Purchasing
(PO)

Project Costing
(PC)
GDOT

TeamWorks Financial Support Facts and Performance Measures

- **Active Agencies in TeamWorks: 85**
 - **Number of Customers Supported: 233,100**
 - **Employees: 6,830**
 - **Suppliers: 226,270**
 - **PeopleSoft Version: 9.2.38**
 - **People Tools Version: 8.58.19**
 - **Number of Tickets: 4,713**
 - **Resolved Within SLA: 95.69%**
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Announcements:

Wells Fargo Payment Manager unavailable Oct. 7 - 9

Wells Fargo Bank indicated that the bank payment manager system will be **unavailable Oct. 7 - 9, 2022**, due to system maintenance. Although Wells Fargo will not be able to process any payments, TeamWorks will continue to send nightly payment files to the bank as normal.

Please read the following bank directives:

What you need to know:

Wells Fargo will not process incoming files for the Payment Manager service from Friday, October 7, 7:00 p.m., to Sunday, October 9, 7:00 p.m., PT

During the maintenance period, you may notice the following:

- Payment transactions received during the outage will not be sent to payment systems (ACH, wires, checks, cards, and Zelle® Disbursements).
- You will not receive file acknowledgments for any sent files.
- Files will not be available for secondary approval review and release.

Once systems resume, Wells Fargo will process all files received during the maintenance period, send file acknowledgements, and make files available for secondary approval.

Questions

If you have questions, contact your client service officer directly or call Global Treasury Management Service at 1-800-AT-WELLS (1-800-289-3557).

What Agencies Need to Do

- Make sure to process any outstanding payment to Wells Fargo prior to Oct. 7
- Share this communication with your agency

Special/Control Character Report Impact

- **Issue:** Transactions are not properly aligned on the Combined Detail Report (PDF and Excel)
- **Cause:** If a control or shift character is entered on a transaction, it will result in a shift in characters on the Combined Detail Report. (The character is not visible during data entry but is visible on the resulting report.)
- **Solution:** Careful data entry will reduce the likelihood of occurrence.

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Reconciliations Resources

- Where: <https://sao.georgia.gov/teamworks/teamworks-financials>
- What:
 - Asset Management: <https://sao.georgia.gov/teamworks/teamworks-financials/asset-management/am-reconciliation-procedures>
 - Accounts Receivable: <https://sao.georgia.gov/accounts-receivable-reconciliation-procedures>
 - Accounts Payable: <https://sao.georgia.gov/accounts-payable/ap-reconciliation-procedures>
 - Commitment Control: <https://sao.georgia.gov/commitment-control-0/kk-reconciliation-procedures>
 - Purchasing: <https://sao.georgia.gov/teamworks/teamworks-financials/purchasing/po-reconciliation-procedures>

New Bank Account Setup

Agencies are the owners of their bank accounts

Important banking points:

1. Prior to contacting SAO about new bank account setup, please ensure written approval is obtained from Treasury.
2. Please ensure you have completed required documentation with your bank for any new bank accounts and/or banking changes.
3. Verify your bank has set up your new bank account and/or processed changes on their side before submitting a ticket to SAO.
4. Once the bank has completed their set up, SAO will test with the bank.
5. Once testing is successful, SAO will complete any additional setup and implement the additions/changes.

New Electronic Forms

• AP Forms:

- New Bank Account Request Form
- Agency Request To Inactivate Bank Account
- Payment Unreconciled Request Form



All forms are located on the SAO website at:
<https://sao.georgia.gov/teamworks/teamworks-financials/ap/accounts-payable-forms>

• Purchasing Forms



- Location Information Form

All forms are located on the SAO website at:
<https://sao.georgia.gov/teamworks/teamworks-financials/purchasing/purchasing-forms>

Accounts Payable Forms

- [New Bank Account Request Form](#)
-  [Bank Signature Request Form](#)
- [Payment Unreconcile Request Form](#)
-  [1099 Rules and Regulations](#)
-  [Manual System Check Ranges Form](#)
- [Agency Request to Inactivate a Bank Account Form](#)

Purchasing Forms

- [Location Information Form](#) (up to 4)
-  [Location Information](#) (more than 4)
-  [PO Signature Form](#)

TeamWorks Financials FY 2023 Close Calendar

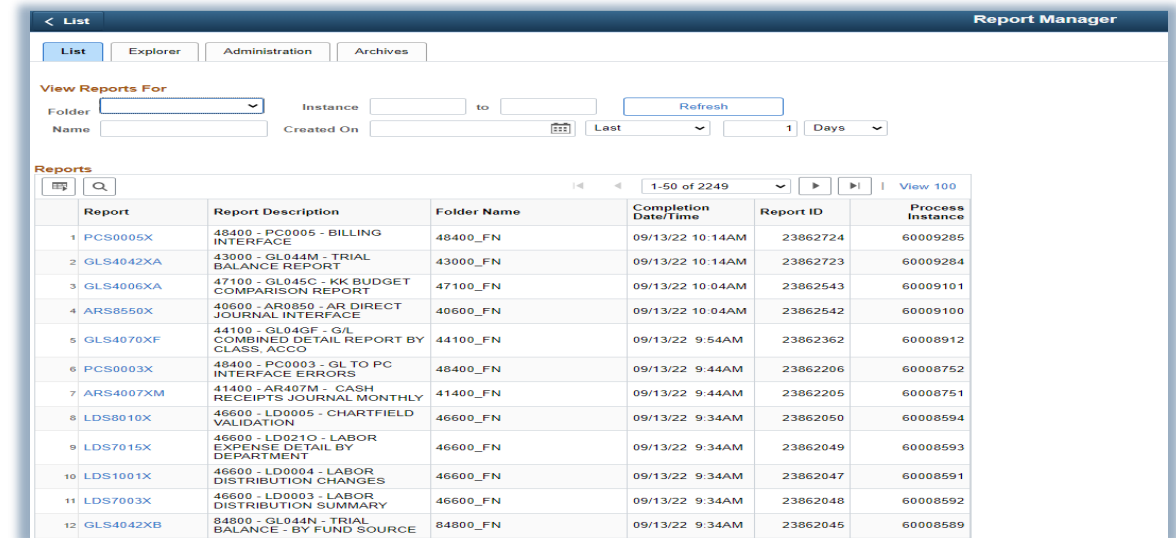
TeamWorks Accounting Period	Month	Close Date
1	July	Friday 08/12/2022 (Periods 1 & 2 will be opened from 08/01 to 08/12)
2	August	Wednesday 08/31/2022
3	September (Federal Year End close) (1st Quarter End)	Friday 10/14/2022 (Periods 3 & 4 will be opened from 10/01 to 10/14)
4	October	Monday 10/31/2022
5	November	Wednesday 11/30/2022
6	December (2nd Quarter End)	Friday 01/13/2023 (Periods 6 & 7 will be opened from 01/01 to 01/13)
7	January	Tuesday 01/31/2023
8	February	Tuesday 02/28/2023
9	March (3rd Quarter End)	Friday 04/14/2023 (Periods 9 & 10 will be opened from 04/01 to 04/14)
10	April	Friday 04/28/2023
11	May	Wednesday 05/31/2023
12	June (State Year End close) (4th Quarter End)	Saturday 07/15/2023 (Periods 12 & 01 will be opened from 07/01 to 07/14) System will be unavailable beginning Friday 7/14/23 (at 7:00 pm) Thru Monday 7/17/2023 (at 7:00 am)
998*	Adjustment Period	Close I - Monday 07/17/2023 (at 7:00 am) thru Friday 07/21/2023 (at 6:59 pm) Close II - Monday 07/17/2023 (at 7:00 am) thru Friday 08/04/2023 (at 6:59 pm) For the following selected agencies DCH, DHS, DBHDD, DPH, GVRA, DOL, DOE, GFPE, SHBP, and SRTA.
999**	Year-End Close Processing	Close I - Friday 07/21/2023 (at 7:00 pm) thru Monday 07/24/2023 (at 6:59 am) Close II - Friday 08/04/2023 (at 7:00pm) thru Monday 08/07/2023 (at 6:59 am) For the following selected agencies DCH, DHS, DBHDD, DPH, GVRA, DOL, DOE, GFPE, SHBP, and SRTA.

* TeamWorks has a period "998" which is used for adjusting entries. After the adjusting entries are made in 998, the year-end close period "999" is processed to create beginning balances for the new fiscal year.

** TeamWorks Financials will be unavailable at 7:00 pm on the date specified within the table.

Report Manager Fact(s)

- How long does it take for a report to populate in Report Manager:
 - 15-20 minutes after successful completion.
- Report retention period:
 - 30 days.
- Retrieving reports after retention period:
 - Save the report to a local drive for later use.
- Is population of server name on the run control page mandatory to generate reports?
 - No - PSUNX is defaulted.
- If I run an ad-hoc report, will others in my agency be able to access it?
 - Yes- all users within your agency may retrieve your report.
- Report Manager job aids:
 - <https://sao.georgia.gov/teamworks-report-manager>



The screenshot shows the 'Report Manager' application interface. At the top, there are tabs for 'List', 'Explorer', 'Administration', and 'Archives'. Below these, there's a 'View Reports For' section with fields for 'Folder', 'Instance', and 'to', along with a 'Refresh' button. A 'Created On' field is also present. The main area displays a table of reports with columns: Report, Report Description, Folder Name, Completion Date/Time, Report ID, and Process Instance. The table lists 12 reports, including PCS0005X, GLS4042XA, GLS4006XA, ARS0550X, GLS4070XF, PCS0003X, ARS4007XM, LDS8010X, LDS7015X, LDS1001X, LDS7003X, and GLS4042XB.

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 PCS0005X	48400 - PC0005 - BILLING INTERFACE	48400_FN	09/13/22 10:14AM	23862724	60009285
2 GLS4042XA	43000 - GL044M - TRIAL BALANCE REPORT	43000_FN	09/13/22 10:14AM	23862723	60009284
3 GLS4006XA	47100 - GL045C - KK BUDGET COMPARISON REPORT	47100_FN	09/13/22 10:04AM	23862543	60009101
4 ARS0550X	40600 - AR0850 - AR DIRECT JOURNAL INTERFACE	40600_FN	09/13/22 10:04AM	23862542	60009100
5 GLS4070XF	44100 - GL04GF - G/L COMBINED DETAIL REPORT BY CLASS, ACCO	44100_FN	09/13/22 9:54AM	23862362	60008912
6 PCS0003X	48400 - PC0003 - GL TO PC INTERFACE ERRORS	48400_FN	09/13/22 9:44AM	23862206	60008752
7 ARS4007XM	41400 - AR407M - CASH RECEIPTS JOURNAL MONTHLY	41400_FN	09/13/22 9:44AM	23862205	60008751
8 LDS8010X	46600 - LD0005 - CHARTFIELD VALIDATION	46600_FN	09/13/22 9:34AM	23862050	60008594
9 LDS7015X	46600 - LD0210 - LABOR EXPENSE DETAIL BY DEPARTMENT	46600_FN	09/13/22 9:34AM	23862049	60008593
10 LDS1001X	46600 - LD0004 - LABOR DISTRIBUTION CHANGES	46600_FN	09/13/22 9:34AM	23862047	60008591
11 LDS7003X	46600 - LD0003 - LABOR DISTRIBUTION SUMMARY	46600_FN	09/13/22 9:34AM	23862048	60008592
12 GLS4042XB	84800 - GL044N - TRIAL BALANCE - BY FUND SOURCE	84800_FN	09/13/22 9:34AM	23862045	60008589

Job Aids

- [PDF Financials: How to convert CSV file to an Excel](#)
- [PDF Financials Reports Retention Period](#)
- [PDF Printing Reports in Report Manager](#)
- [PDF How to Format & Convert CSV/TXT to Excel](#)

DEMO

Questions



Additional questions may be directed to:

FSCM@sao.ga.gov



TeamWorks HCM

(includes Payroll and Base Benefits)

Jason Dunn and Fe'Loy Gibbs



TeamWorks HCM Modules

Payroll (PY)

Human
Resources
(HR)

Time & Labor
(TL)

Base Benefits
(BN)

Commitment
Accounting
(CA)

ePerformance
(EPERF)

Position
Management
(PM)

Manager Self
Service
(MSS)

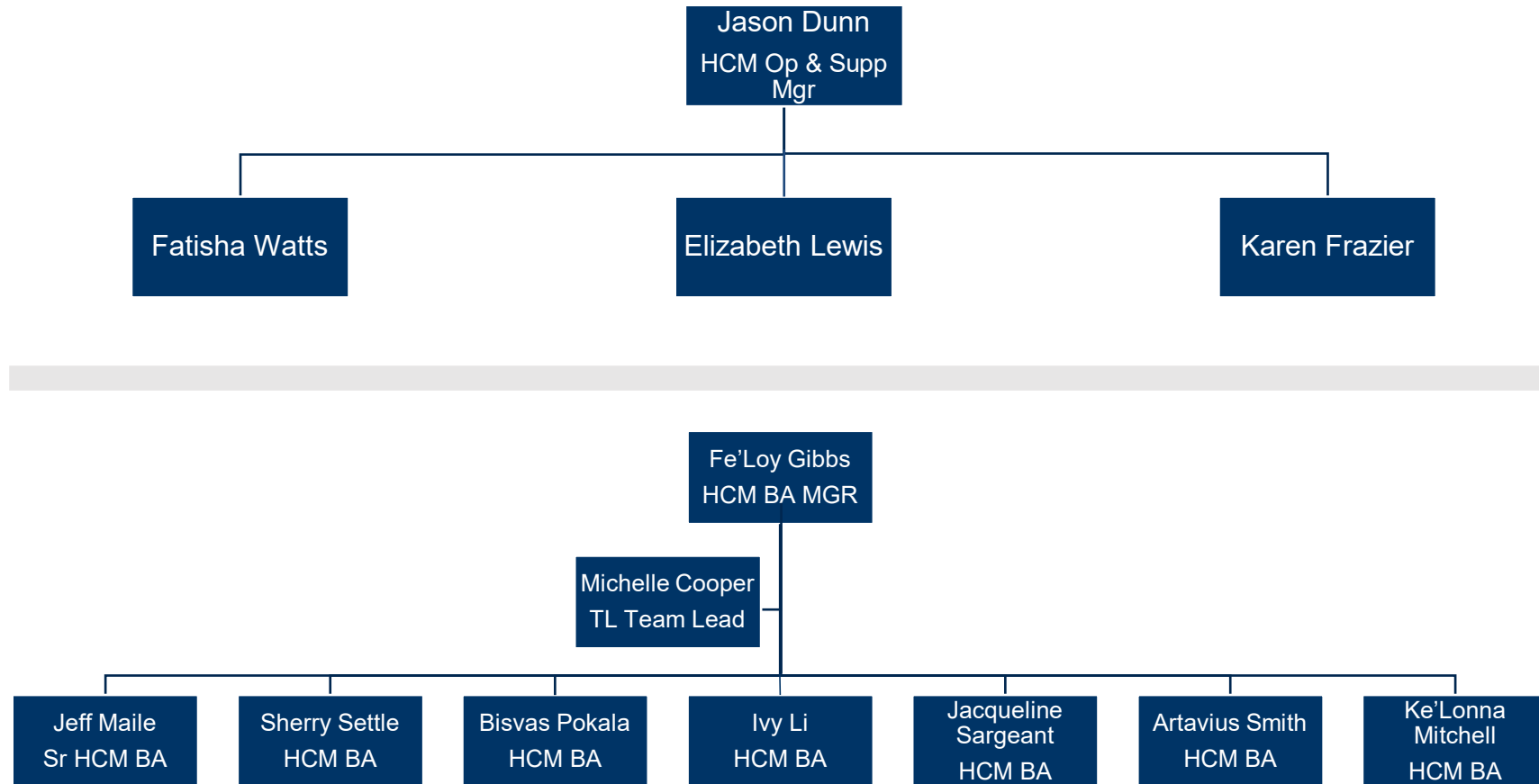
Employee
Self Service
(ESS)

TeamWorks HCM Support Facts and Performance Measures

- **Active Agencies in Teamworks: 103**
- **Self-Service Users: 74,849**
- **PeopleSoft Version: 9.2.38**
- **PeopleTools Version: 8.58.19**
- **Number of Tickets: 13,670**
- **Resolved Within SLA: 97.10%**



HCM Team Org Chart



Major Accomplishments

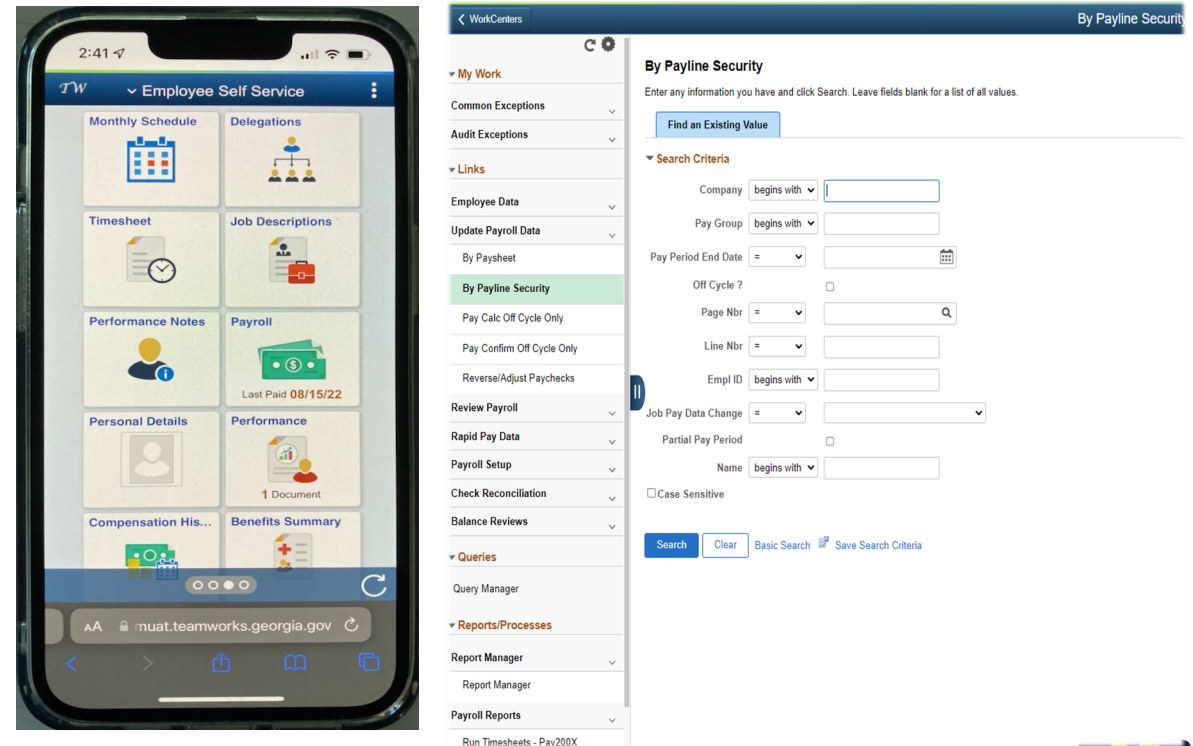
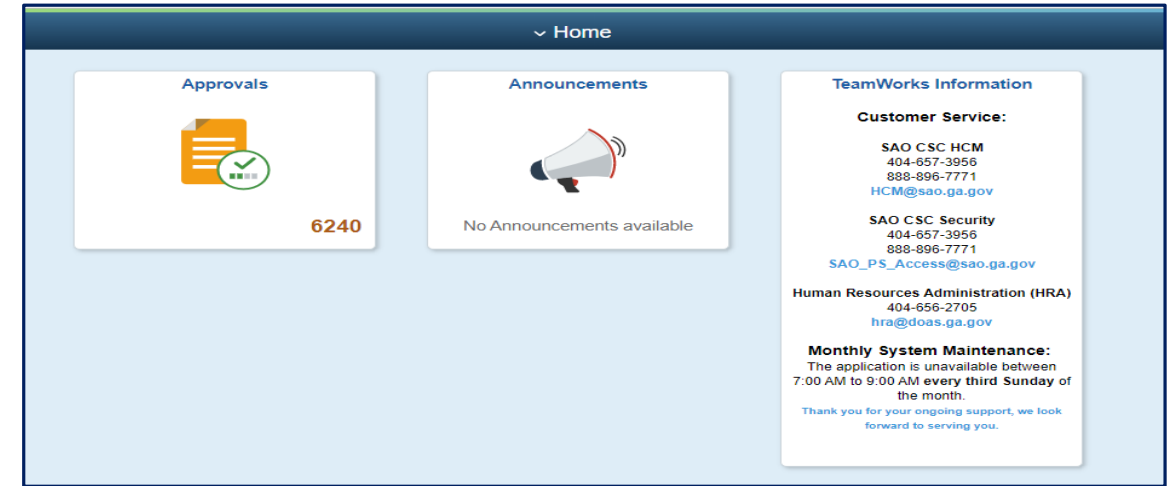
- Implemented **3** Governor initiatives:
 - ERS - GSEPS 401(k) ER Contribution Scheme Change
 - SAO - FY22 \$5K 1-Time Supplement
 - SAO – FY22 COLA
- Other Accomplishments
 - 4 TL Implementations
 - 488 Dept Veteran Services
 - 470 Public Service Commission
 - 418 Prosecuting Attorneys Council
 - 406 Department of Banking & Finance
 - TGM/HRA Projects
 - HRA-Candidate File Data import
 - HRA-Install updated New Hire File TCC scripts
 - HRA-PS HCM/CRM Interface modification
 - HRA-TCC 22A.1 upgrade in SAO server
 - HRA-Install TCC Scripts to post requisition closed date
 - HRA-Purchasing Power RFP
 - Tax Update 22-A

PUM Upgrade

- Currently on PUM 14
- Moving to PUM 36

New ESS/MSS experience

- Improved navigation to streamline access to information and key pages.
- Users will be able to work more efficiently by consolidating tasks, alerts, links, reports, and queries into a single, secure, and role-based “WorkCenter”.
- New mobile features will be available on compatible mobile devices.



Upgrade Videos

PUM Upgrade

System downtime will start at 3:00 p.m. on Friday, October 7th and remain down until 7 a.m. Tuesday, October 11th

Upcoming Efforts

- Year End Processes
 - Military Leave
 - Personal Leave
 - ABBR
 - Annual Enrollment
 - Charitable Contributions
 - W2 Processing

Troubleshooting Tips

- **GSEPS Match**

- SAO updated data on the payroll side to give employees the correct employer contributions
- If any employer contributions are still outstanding from July, please notify hcm@sao.ga.gov
- For questions about how the employer rate is being calculated, employees can log into the ERSGA website to review their GSEPS service

- **TL Approval Hourly Employees**

- Use the following navigation to approve time for your employees

Main Menu ▾ > Manager Self Service ▾ > Time Management ▾ > Approve Time and Exceptions ▾ > Reported Time

Resources

- **Where:** <https://sao.georgia.gov/teamworks/hcm>
- **What:**
 - Human Resources: [Human Resources | State Accounting Office of Georgia](#)
 - Performance Evaluation Rating Processing: [Performance Evaluation Rating Processing | State Accounting Office of Georgia](#)
 - HCM News & Announcements: [HCM News and Announcements | State Accounting Office of Georgia](#)
 - Benefits: [Benefits | State Accounting Office of Georgia](#)
 - Payroll: [Payroll | State Accounting Office of Georgia](#)
 - HCM Forms: [HCM Forms | State Accounting Office of Georgia](#)
 - Time & Labor: [Time and Labor Streamlining | State Accounting Office of Georgia](#)

Questions



Additional questions may be directed to:

HCM@sao.ga.gov