



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)

TeamWorks Financial Support Facts and Performance Measures

- **Active Agencies in Teamworks: 85**
- **Number of Customers Supported: 102,185**
- **Employees: 6,830**
- **Suppliers: 226,270**
- **PeopleSoft Version: 9.2.38**
- **People Tools Version: 8.58.19**
- **Number of Tickets: 48,525**
- **Resolved Within SLA: 96.89%**

Chartfield Setup and Changes

Chartfield set up and changes- Effective Dates:

- Use the **NEXT** available effective date.
(Ex: 01/01/1900, 01/02/1900, 01/03/1900)
- Impact to various Accounting and Budget trees.
- May result in Commitment Control errors.
- Reduce potential Next Gen data inaccuracies.

Department

SetID STATE Department 40700

Effective Date

*Effective Date 01/01/1900

*Status Active

*Description

*Short Description

Manager ID

Company

Save Notify

See It!

i Use the **Effective Date** field to enter the date on which this ChartField value is valid:

- If this is a new value, use the effective date of 01/01/1900.
- If you are modifying an existing value by adding a new row, use an effective date that is one day greater than the previous row. For example, if the previous row has an effective date of 01/01/1900, the new effective date should be 01/02/1900.

Add Update/Display Include History Correct History

Commitment Control

Commitment Control Errors

- For information regarding list of Commitment Control budget errors and resolution please visit SAO website using the following link <https://sao.georgia.gov/budget-exceptions>

Unposted journals:

- Please ensure ALL system generated journals (AP, AR, Payroll, Travel, etc.) are posted prior to month end close, to ensure expenses and revenue transactions are posted within the appropriate accounting period.

Vendor Setup and Printing on Checks/ 1099 Copy B's

Issue: There is some confusion on where vendor information in the Supplier Name, the Additional Name, the Payment Alternate Name 1 and 2 fields and the Withholding Alternate Name 1 and 2 fields print on the checks and 1099 Copy B's.

Explanation:

Checks:

- Only Supplier Name and Address appear on the check.
- The Additional Name does not appear on the check.
- If there is a Payment Alternate Name 1, then it will replace Supplier Name.
- Payment Alternate Name 2 does not appear on the check.

NOTE: If “DBA” is in the first line of the address—it will appear on the check.

1099 Copy B's:

- The Supplier Name and Additional Name display on the 1099M and 1099N Copy B's in addition with the address. ***This is different than the checks.***
- If there is a Withholding Alternate Name 1 or Withholding Alternate Name 1 and 2, then it will replace Supplier Name and Additional Name. ***This is different than the checks.***

NOTE: If “DBA” is in the first line of the address—it will appear on the 1099M and 1099N Copy B's.

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/document/Purchase Order>

New Electronic Forms

• AP Forms:


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

• Purchasing Forms



- Location Information Form

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

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](#)

Questions



Additional questions may be directed to:

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