Accounting System / Financial Concepts

Kris Martins | Deputy State Accounting Officer for Financial Reporting | SAO
Rachael Krizanek | Internal Controls and Policy | SAO
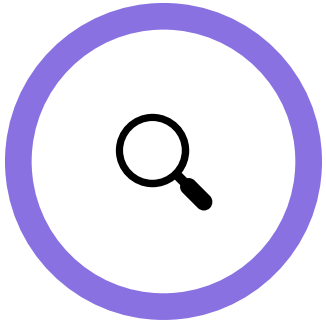**Tonya Kincaid** | Accounting Director, Financial Shared Services | SAO
Jennifer Durrett | NextGen Finance Lead | Deloitte

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Things you should know

Focus

FMC is not training. Today, you will see demos of the GA@WORK system and review new business processes.

- Please refrain from recording due to system changes that my occur in the future.

Data

The data used in today's presentations and demonstrations is not real data. Data is scrambled.

Feedback

Your feedback on what you see and learn today is crucial to the success of the GA@WORK system! To provide your feedback:

- Raise your hand
- Share your perspective in our testimonial booth!

Benefits of an integrated ERP

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Structure and consistency

GA@WORK is an integrated ERP
- No longer will have different user accounts for financials and HCM
- Ability to have HCM/employee activity impact financials automatically, such as:
  - User access to financials automatically updates when an employee changes jobs
  - Time worked recorded by an employee would then record in the financials against a grant

Consistent business processes (including how accounting fields are used) for State Organizations allows for the following:
- Ability to incorporate more internal controls
- Easier comparability of financial data
- Easier transition for employees changing jobs within the State

GA@WORK: New functionality

What's new

More integrated modules
- Assets and General Ledger
- Projects and General Ledger
- Payroll and Financials

Intercompany (between State organizations) easier to record
- When the Receivable side is set up, the Paying organization side will get a step in their workflow to set up their payable invoice
- The Intercompany Affiliate worktag will be used to identify the receiving and paying organization
- Consolidation variance accounts will be used to identify differences in receivable/payable and revenue/expense

Grants functionality
- Record activity with CFDA/ALN.
- Record amounts received and paid out
- No more need for creative use of different TeamWorks fields to record grant activity

More of what's new

No more batches
- More real-time recording of transactions
- Data will be readily available in reports

Attachments
- Ability to include attachments directly on the transaction

Approvals
- Approvals will mainly be in GA@WORK (by cost center, project, grant managers)
- Automatic flow to next approval step within GA@WORK
- More visibility of who edited and approved transactions
- Eliminates need to do manual approvals outside of the ERP

Audit log
- Will be able to see the history of transaction (who initiated, who approved, etc.)

Ledgers and book codes

Ledgers
- Commitment (Requisitions)
- Obligation (Purchase orders)
- Actuals

What are books?
- Represents a particular accounting schema
- Built on a combination of book codes
- Group book codes together into books for financial reporting

Which books will GA@WORK have?
- Blank book - (Default) Modified accrual
- Statutory – (Includes items such as revenues based on encumbrances)
- Full accrual - Assets (similar to GFAAG ledger)

To run reports on a GAAP basis, will need to select appropriate Ledger and Book codes

Financial Statement	Ledger(s)	Book Code(s)
Budgetary (BCR)	• Commitment • Obligation • Actuals	• Blank book • Statutory
Modified Accrual Statements (ACFR - General Fund, Capital Project Fund)	• Actuals	• Blank book (Modified)
Full Accrual Statements (Governmental Activities, Proprietary Funds)	• Actuals	• Blank book (Modified) • Full Accrual

Enhanced internal controls

- Automated data functionality
  - Ability to establish accounting rules within GA@WORK
    - Data validations – clearly worded errors or warnings relating to corrections of entry errors
    - Requiring certain data fields to be entered
    - Defaulting certain fields based on the user
    - Verifying transaction date in correct budget period

  - 3-way matching (PO, invoice, and receipt) in GA@WORK prior to payment

  - Requisitions will hold budget funds to help reduce overspent budgets

  - More budget checking functionality (including checking of grant or project "budget")

  - More efficient bank reconciliation capabilities

GA@WORK: New terminology

Foundation Data Model (FDM)

The goal of the FDM is to architect the key data elements across the platform to establish a foundation for GA@WORK transaction processing and reporting.

The FDM for the State of Georgia includes:

- A framework to support key cross-functional issues, as well as financial and management reporting across the organization

- Dimensions based on reporting needs, not just a chart of accounts

- Consistency in design and configuration across the platform, including different areas of the business

- A scalable, future-proof solution for transaction processing and reporting

One system, one foundation

Terminology differences

TeamWorks Terminology	GA@WORK Terminology
Agency/Business Unit and Name	Company and Company Name
Department	Cost Center
Employee	Employee
Grant Payor	Sponsor
Vendor/Supplier	Supplier
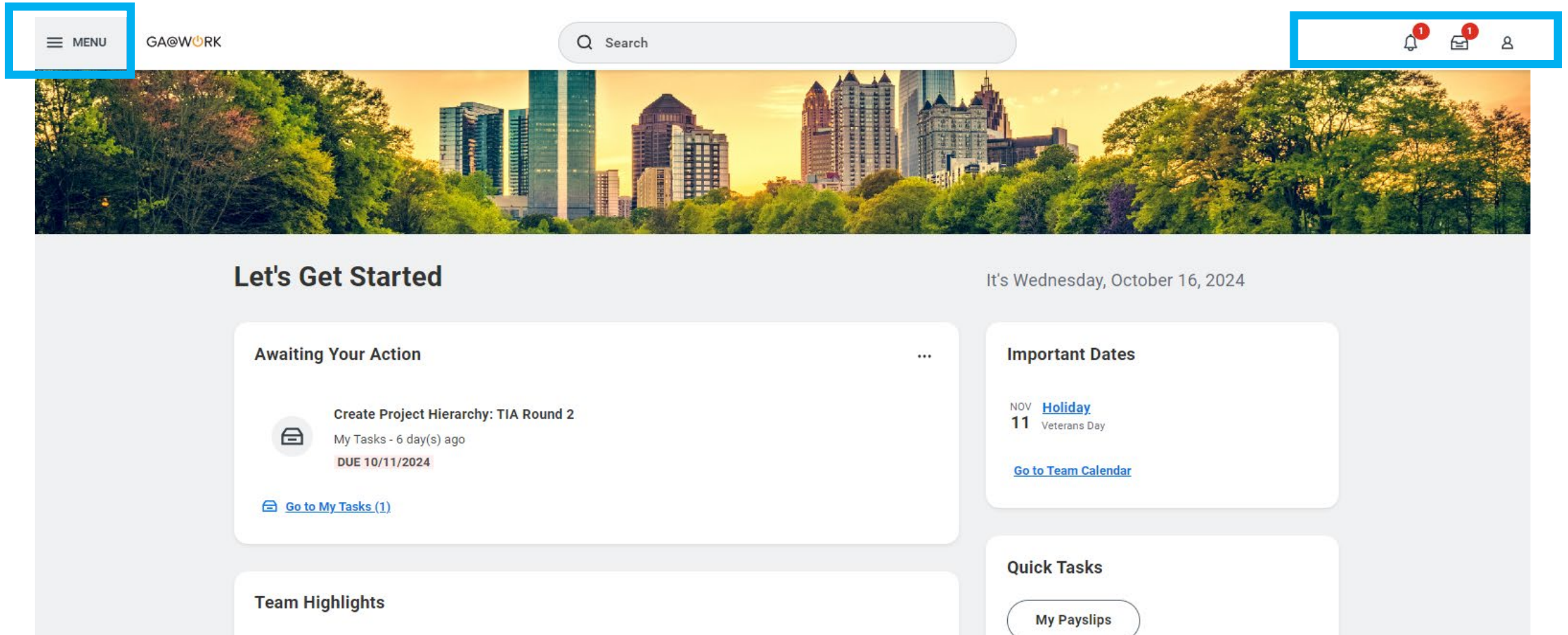
- Some TeamWorks terms will be:
  - Same in GA@WORK
  - A new FDM element
  - Multiple FDM elements

- Note: Some terms have different meanings. Example: "Program" in TeamWorks is not "Program" in GA@WORK FDM

GA@WORK: Navigation

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Navigating in GA@WORK

Home page

Navigating in GA@WORK

Use the search box to navigate through the system

- Don't need to spell out entire word

Navigating in GA@WORK

- Anything in blue text is a link and can be clicked on for additional information

Navigating in GA@WORK

- No need to send emails; all tasks are on user's home page

- Can change the landing page

- Can have multiple browsers open

- For testing environment only, can "proxy" in as someone else to perform tasks, such as approvals

Good Afternoon, Kristin Martins

Awaiting Your Action

Initiate Wire Payment: Ad Hoc Payment: Thomas Edison on 10/09/2024 for $100.00
My Tasks - 2 day(s) ago
DUE 10/13/2024

To Do Description Place Asset in Service/Issue Asset to Worker: Asset Registration: Multiple Business Assets Cargo Trucks on 10/11/2024
My Tasks - 3 day(s) ago
DUE 10/18/2024

Create Accounting Journal for Manually registered asset: Asset Registration: AST00000007 Conversion Expense on 10/08/2024
My Tasks - 3 day(s) ago
DUE 10/13/2024

Multiple browsers

View Assignable Roles - Workd × | Create Supplier Invoice - Workd × | Trial Balance - Workday × | Data Audit - Funds - Workday × +

Navigating in GA@WORK

- Generally, GA@WORK uses words, not numbers for searching and entering transactions
  - More intuitive for users
  - Will be flexible in how certain elements are named
    - No real limitation in number of characters for naming

- There are underlying numbers (reference ID)
  - Data uploads/EIB will use that number

- Most elements and transactions will be auto-numbered

Revenue Category	Reference ID
State Funds	RC4000001
Lottery Funds	RC4000002
Motor Fuel Tax Appropriation	RC4000003
Tobacco Funds	RC4000004
Brain And Spinal Injury Trust Fund	RC4000005

Navigating in GA@WORK

- **Related actions:** The three dots are called "related actions", and they navigate to additional information.
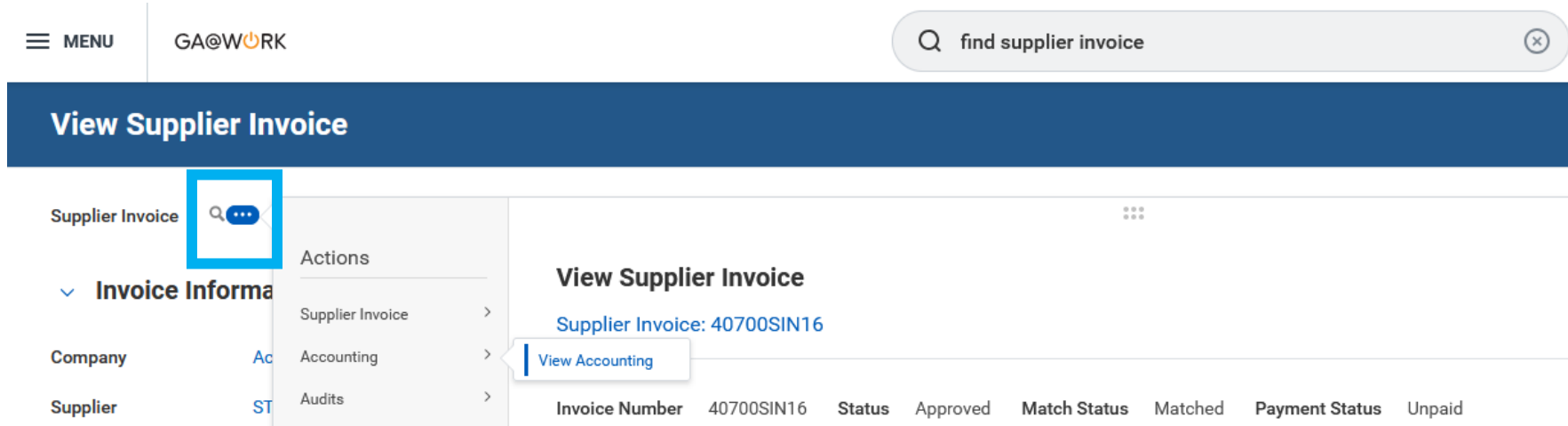
- **Error messages** – system provides "warnings" and "error" messages with details explaining the message.
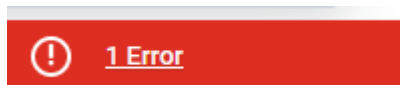
Navigating in GA@WORK

- Navigation will depend on the access that is given to each person
- Each person will be assigned a role / various roles
  - These roles will determine what actions they can perform and what approvals they are required to perform
- Examples of roles for finance:
  - Accountant
  - Accounting Analyst
  - Accounts Payable Analyst
  - Accounts Receivable Operations Lead
  - Budget Analyst
  - Business Asset Accountant

GA@WORK: Fiscal close

Fiscal close

- Monthly, quarterly, and year-end close schedules will still be established.
    - But remember: all transactions will need to be approved before close.

- GA@WORK will no longer have a separate adjustment period 998.
    - GA@WORK will use a unique adjustment journal type in period 12 to create year-end adjusting journals (potentially with different approval routing as well).
    - Will be more important to keep accounting records up to date.

To produce the BCR from GA@WORK, SAO will <u>discontinue</u> post-closing adjustments (PCAs) currently allowed during Statewide Financial Reporting preparation.

GA@WORK: Reporting and data upload

Reporting

- More real-time data in reports
  - No need to remember if a query or report updates daily or weekly
- Equivalent to current queries and reports
- More flexibility to be able to work with reports
  - No more need for custom queries or reports, as you can filter and select your own criteria
  - Can drill into transaction details from the report
- Flexibility to run reports by various fiscal periods
  - Ability to run reports for grants or projects related reports for their time period (not limited to fiscal year)
- Ability to see Budgetary Compliance Report (BCR) report in GA@WORK anytime.
- Prior year data will be viewable in Prism
  - A certain amount of financial history to be brought into GA@WORK at a summarized level
- TeamWorks will shut down shortly after GA@WORK goes live

Report example

- Find Journal Lines
  - Similar to GL076 query
  - Many different criteria can be selected
  - Can save your filters as a favorite
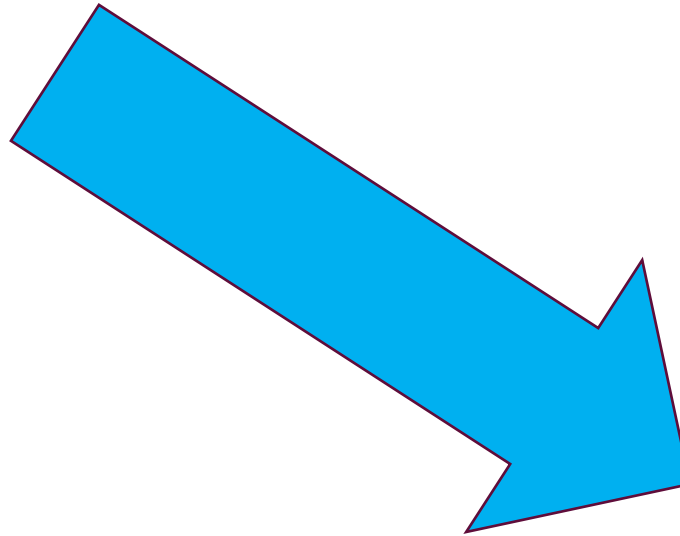
Find Journal Lines - SOG Reporting Team

Accounting Date On or Before   MM/DD/YYYY

Journal Sources

Originated by

Approved by

Ledger Accounts

Adjustment Journal

Reversed Journal

Recurring Journal

Intercompany Journal

Threshold Met

Amount Equal To   0

Amount Greater Than   0

Amount Less Than   0

Filter Name

Manage Filters   Save

0 Saved Filters

Cancel   OK

Sample

Find Journal Lines report

Find Journal Lines

> Details

261 items

Journal	Journal Number	Company	Intercomp Initiating Company	Status	Accounting Date	Source	Ledger	Currency	Ledger Account	Ledger Debit Amount	Ledger Credit Amount	Line Memo	External Reference ID	Worktags
🔍	40700JNL3	Accounting Office, State		Posted	10/04/2024	Manual Journal	Actuals	USD	614000:Supplies and Materials	75.00	0.00	retest JE.		Budget Reference: 2025BY Cost Center: Statewide Cost Center Fund: 10100 Budget Fund Fund Source: State General Funds Spend Category: Office Supplies
🔍	40700JNL3	Accounting Office, State		Posted	10/04/2024	Manual Journal	Actuals	USD	614000:Supplies and Materials	0.00	25.00	retest JE		Budget Reference: 2025BY Cost Center: Statewide Cost Center Fund: 10100 Budget Fund Fund Source: State General Funds Spend Category: Virgin Paper Product Supplies
🔍		Accounting Office, State		Posted	10/03/2024	Customer Invoice	Actuals	USD	125000:Accounts Receivable	500.00	0.00			Customer: Jen Thomas Corporation~ 0 Fund: 10000 General Fund Fund Source: State General Funds

Similar to a GL076

Data Audit reports

Tasks and Reports

Data Audit - Companies
Report

Data Audit - Funds
Report

Data Audit - Grants
Report

Data Audit - Locations
Report

Data Audit - Cost Centers
Report

Data Audit - Fund Source
Report

Data Audit - Revenue Categories
Report

Data Audit - Spend Categories
Report

Data Audit - Grants •••

Grant Hierarchies	Labor, Department of Labor, Department of (DOL)				

9 items

Reference ID	Grant	Grant Manager	Grant Hierarchy Level 5	Grant Hierarchy Level 4	Grant Hierarchy Level 3
GR00000105	2024 TITLE V SENIOR COMMUNITY EMPLOYMENT SERVICE	Roger Hubbard	Workforce Data Quality Initiative (WDQI)	Employment and Training Administration	Labor, Department of (DOL)
GR00000104	2024 Title V (SCSEP)-IT	Roger Hubbard	Senior Community Service Employment Program	Employment and Training Administration	Labor, Department of (DOL)
GR00000103	2023 TITLE V SENIOR COMMUNITY EMPLOYMENT SERVICE	Roger Hubbard	Senior Community Service Employment Program	Employment and Training Administration	Labor, Department of (DOL)
GR00000097	2022 VOCA	Roger Hubbard	Senior Community Service Employment Program	Employment and Training Administration	Labor, Department of (DOL)
GR00000102	2022 TITLE V SENIOR COMMUNITY EMPLOYMENT SERVICE	Roger Hubbard	Senior Community Service Employment Program	Employment and Training Administration	Labor, Department of (DOL)

Similar to GL077

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Find Journal Lines report

Similar to a GL076

Trial Balance report

Similar to GL080

Report drill down in details

Supplier Invoice report

Supplier Invoice	Invoice Number	Company	Status	Supplier	Supplier Reference Number	Invoice Date	Memo	Discount Date	Due Date	Invoice Amount	Balance Due	Currency
🔍	42700SII58	, Department of	Draft	STAPLES		08/26/2024			09/25/2024	0.00	0.00	USD
🔍	42700SII59	Department of	Draft	STAPLES		0../26/202.			09/25/2024	0.00	0.00	USD
🔍	40300SII34	Department of	Draft	STAPLES		8/24/2024			09/23/2024	(10.00)	(10.00)	USD
🔍	40300SII29	Department of	Draft	STAPLES		08/19/2024			09/18/2024	0.00	0.00	USD
🔍	40700SII7	Accounting Office, State	Approved	STAPLES		08/16/2024			09/15/2024	(300.00)	(300.00)	USD
🔍	40700SII5	Accounting Office, State	In Progress	STAPLES	Test	08/15/2024	Addenda		09/14/2024	10.00	10.00	USD
🔍	42700SII49	Department of	Approved	STAPLES	3333334	08/14/2024			09/13/2024	500.00	0.00	USD
🔍	42700SII51	Department	Draft	STAPLES	3333336	08/14/2024			09/13/2024	500.00	500.00	USD

Data uploads

- Data imports into most modules through a file similar to Excel (Enterprise Interface Builders (EIB)
    - Allows for efficient data entry
    - Ability to import multiple journals at one time
    - Ability to import real-time or schedule for import at later date/time
    - Ability to import data in draft (verify file is free of errors) before final data import
    - Transactions go into budget check and business process for review and approval before posting

- No longer will be able to do a journal entry to cash, instead will be ad hoc bank transaction
    - The system will auto-balance transactions between balanced worktag to a specific account (i.e., a JE between two different fund codes will not need to use cash)

Sample EIB

Sponsor - v43.0

Area	All			Sponsor Data (All)						
Restrictions	Required	Optional	Optional	Optional	Optional	Required		Required	Optional	Optional
Format	Text	Y/N	Sponsor_ID	Text	Text	Text		Sponsor_Type_ID	Payment_Terms_ID	Payment_Type_ID
Fields	Spreadsheet Key*	Add Only	Sponsor	Sponsor ID	Sponsor Reference ID	Sponsor Name		Sponsor Type*	Payment Terms	Default Payment Type
	1			SPN000001	SPN000001	US African Development Foundation		Federal_Government	IMMEDIATE	CHECK
	1									
	1									

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Questions about NextGen
sao.ga.gov/NextGen
NextGen@sao.ga.gov