

# GA@WORK BREAKOUT SESSIONS

TUESDAY, SEPT. 30

ASSET MANAGEMENT

**A New Era for Assets**

1:30 - 5 PM | *Oceanside 1&2*

Business Asset Tracking Specialists and Business Asset Accountants can learn how to leverage business asset functionality through an asset's lifecycle. This session will demonstrate how to register assets manually, place assets in-service, make cost adjustments to assets and dispose or retire assets.

GRANTS MANAGEMENT

**Grants Simplified in GA@WORK**

1:30 - 4:30 PM | *Oceanside 4*

This session features various aspects of grant management including award processing, amendments, corrections and related tasks for Award Contract Specialist and Sponsor Program Manager roles.

BANKING & SETTLEMENTS

**Increase Insight into your Accounts**

1:30 - 4:30 PM | *Oceanside 5*

See how to streamline the management of an agency's cash, bank accounts, and payment settlements. Learn about automations in payment processing, bank reconciliations, and cash forecasting, providing real-time visibility into cash positions.

BUDGET MANAGEMENT & ADAPTIVE PLANNING

**Dial in to Planning & Forecasting**

1:30 - 5 PM | *Marshside 7*

Gain insight into the core features and benefits of GA@WORK's Adaptive Planning module with a focus on budget management, planning and forecasting functionalities. Attendees will learn how to submit allotment requests and to efficiently create and import annual operating budgets and budget amendments using Enterprise Interface Builder (EIB).

ACCOUNTS RECEIVABLE

**AR Operations, Customer Billing & Payment Solutions**

1:30 - 4:30 PM | *Marshside 8*

Join in on a deep dive into GA@WORK's accounts receivable functionality. This session is geared toward Customer Payment Specialists and AR Operations Leads and will focus on customer invoices and payments.

LEARNING

**License to Skill**

1:30 - 5 PM | *Marshside 9*

Learn the benefits of GA@WORK Learning and how to manage agency-specific learning programs. This session will provide an overview of new tools and clarify common questions with peer discussion. Also, gain insight into how the new learning management system will impact State Purchasing Division certifications and recertifications.

SUPPLIER MANAGEMENT

**Supplier Liaisons: Starting with the Basics**

1:30 - 4 PM | *Marshside 10*

Supplier Liaisons will learn all things supplier management in GA@WORK in this session that covers how to view suppliers and submit supplier changes.

PAYROLL

**Accuracy & Efficiency**

1:30 - 4 PM | *Atlantic F*

Payroll Liaisons and Payroll Partners will watch and practice how to review payroll, complete on/off cycle payroll processing, process retro payroll, and run payroll reports in GA@WORK.

FOUNDATION DATA MODEL

**The Backbone of GA@WORK**

1:30 - 4:30 PM | *Atlantic ABCD*

It's more than just TeamWorks chartfields! This session will explain how the Foundation Data Model (FDM) and Worktags make up the infrastructure of GA@WORK.

TIME & ABSENCE MANAGEMENT

**Time Tracking Solutions**

1:30 - 5 PM | *Atlantic G*

This session will review how to assign work schedules, enter time, request and correct time off, and manage leave of absence requests and returns.

ACCOUNTS PAYABLE

**Beyond the Basics**

1:30 - 4 PM | *Atlantic H*

Accounts Payable Data Entry Specialists will discover how to receive and process supplier invoices and intra-agency billing and matching.

CHECK OUT THE GA@WORK SUPPORT PORTAL LAB!  
DETAILS ON REVERSE SIDE.

# GA@WORK BREAKOUT SESSIONS

WEDNESDAY, OCT. 1

CONTRACTS

**Will you ... Yes I Do**

8:30 - 11:30 AM | *Marshside 9*

This session will build your knowledge of GA@WORK contracts - covering key terms, navigation, renewals, amendments, and tools for managing reviews, signatures, communication, and reporting with confidence.

REPORTING

**Data Insights: Reporting, Filtering and Pivoting**

8:30 - 11:30 AM | *JICC G*

This session will demonstrate how to find reports in GA@WORK, identify the difference between CRFIN and GA@WORK delivered reports, provide guidance on how to use prompts to retrieve report information and how to view and download reports.

FINANCIAL ACCOUNTING

**Accounting Transformation in GA@WORK**

8:30 - 11:30 AM & 12:30 - 3:30 PM | *JICC ABCD*

Designed to show Accountants and Accounting Operations Leads how to leverage GA@WORK's financial accounting functionality. This session explains the journal process and how to create an accounting journal event.

SOURCING

**Where Them Fans at?**

1 - 3:30 PM | *Marshside 9*

Empower sourcing professionals with hands-on knowledge of GA@WORK Marketplace capabilities, processes, and tools for managing sourcing events.

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See reverse for session description.

GRANTS MANAGEMENT

**Grants Simplified in GA@WORK**

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SUPPLIER MANAGEMENT

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See reverse for session description.

PAYROLL

**Accuracy & Efficiency**

8:30 - 10:30 AM & 1 - 3:30 PM | *JICC F*

See reverse for session description.

TIME & ABSENCE MANAGEMENT

**Time Tracking Solutions**

12:30 - 3:30 PM | *JICC G*

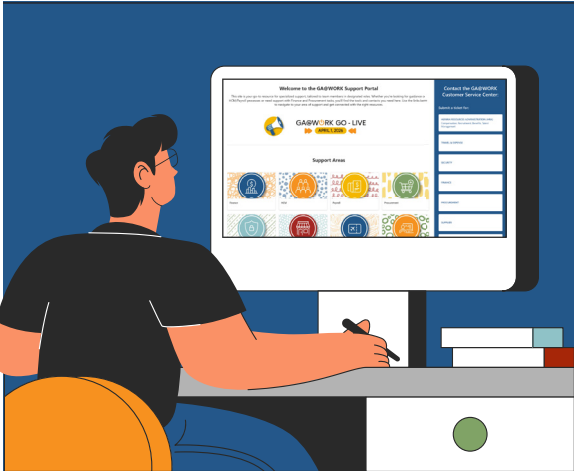
See reverse for session description.

ACCOUNTS PAYABLE

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## GA@WORK SUPPORT PORTAL LAB

Hourly presentations Tues. & Wed. | *Oceanside 3*

Take a tour of the GA@WORK Support Portal — a central resource for GA@WORK inquiries and updates. The portal offers self-service access to GA@WORK system information, forms, guides, training resources and an easy process to submit help tickets. Following a demonstration, participate in hands-on test scenarios and provide feedback on this new support tool. Lab sessions will run hourly Tuesday (1:30 - 5 PM) and Wednesday (8:30 AM - 3:30 PM).