



GA@WORK

Delivered by The NextGen Project

FMC May Meeting

May 28, 2026



Speakers



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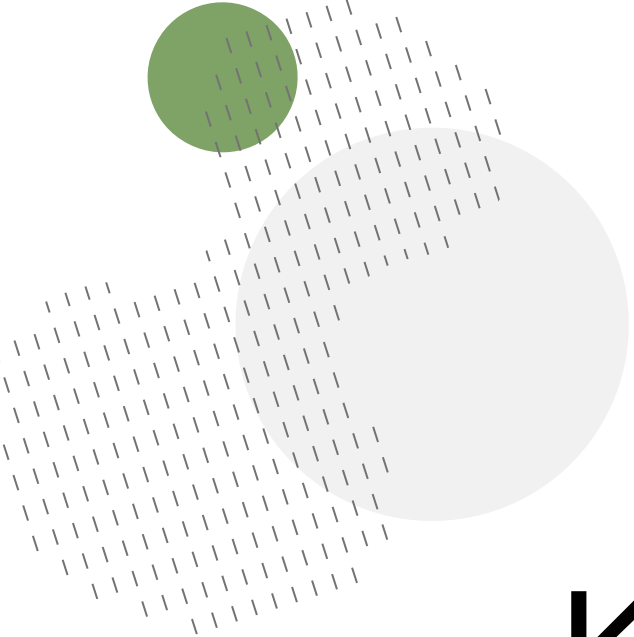


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Agenda

- 1 Welcome
- 2 Key change impacts
- 3 Go-live readiness
- 4 Questions



Key change impacts

Note: These impacts only apply to non-GDOT agencies.

Change impacts: Agency internal business process changes



GA@WORK-related changes that impact agency internal business processes are the agencies' responsibility.



This includes changes such as overall accounting, ARIS, payment of payroll liabilities, payroll costing allocations and grants reporting.



Please make sure to review the upcoming changes and work with your teams to revise and update your processes.

Change impacts: Reports

Not all Worktags are on all **balance sheet** accounts. In general*, these are the only Worktags on asset, liability and fund balance accounts.

Worktags

Ledger Account

Fund

Fund Source

If used on the transaction, these Worktags will be on the balance sheet accounts as well:

Grant

Project

Intercompany Affiliate

Bank Account

Change impacts: Priority of Payroll Costing Allocations

Processing Priority of Costing Instructions



Change impacts: Default Worktags on positions

Default on position (Orgs / Custom Orgs)

- Company
- Fund
- Fund Source
- Cost Center

Optional

- Program
- Special Purpose

Not on a position

- Grants (can be added via a Posting Allocation [PCA])
- Projects (can be added via a PCA)
- Allocation Pool (can be added via PCA)
- Activity (can be added via PCA)
- Budref

Change impacts: Charging time

Worktags that can be entered onto a time sheet:

The screenshot shows a mobile application interface for entering time sheet data. At the top, there is a 'Close' button in the upper right corner. Below it is a text input field labeled 'Hours *' containing the number '0'. A section titled 'Details' contains several rows of data entry fields, each with a list icon on the right:

- Grant: Empty field
- Fund: 'x 10100 Budget Fund' (with a close 'x' icon)
- Cost Center: 'x Digtl Svcs ...' (with a close 'x' icon and a three-dot menu icon)
- Fund Source: 'x Other Intra-State Gov Pay - PL ...' (with a close 'x' icon and a three-dot menu icon)
- Allocation Pool: Empty field
- Activity: Empty field
- Special Purpose Code: Empty field
- Program: Empty field

At the bottom of the form, there are two buttons: a white 'Cancel' button and a blue 'OK' button.

Change impacts: Ledgers and book codes

Different ledgers and book codes can impact your reports.

Book Code	Ledger Code	Comments	Transaction Type				
			Requisitions	Rev Based on Enc (RBE)	PO/Encumbrances	Operational txn (AR/AP)	Capital Assets
Statutory	Committments	Statutory book code includes Modified	Yes	No	No	No	No
Statutory	Obligations		No	Yes	Yes	No	No
Statutory	Actual		No	No	No	Yes	No
Modified (Blank)	Committments		Yes	No	No	No	No
Modified (Blank)	Obligations		No	No	Yes	No	No
Modified (Blank)	Actual		No	No	No	Yes	No
Full Accrual	Committments	Full book code includes modified	Yes	No	No	No	No
Full Accrual	Obligations		No	No	Yes	No	No
Full Accrual	Actual		No	No	No	Yes	Yes

Requisitions will only be in the **Commitment ledger** and will be in all book codes

RBE will only show up in the **Obligation Ledger** and **Statutory Book Code**

Purchase orders (**Encumbrances**) will only be in the the **Obligation ledger** and will be in all book codes

Operational (**AR/AP**) transactions will only show up in the **Actuals ledger** and will be in all book codes

Capital Assets will only show up in the **Actual Ledger** and **Full Accrual Book Code**

* Certain reports, such as the "CRFIN – Trial Balance – All Worktag Columns" may give slightly different results, because these reports contain columns for commitments and obligations.

If you leave the book code blank on a report, it will include the full accrual items.

Change impacts: Period 998

- Period 998 being replaced by a different type of adjusting/man JVs during period 12.
- Reminder: no PCAs either (post-closing adjustment).
- Therefore, agencies should be monitoring their books in a timelier fashion rather than the end of the FY.

MAN JE sources for use during Period 12 Adjustments:

The screenshot shows a software interface for selecting a 'Journal Source'. A dropdown menu is open, displaying a list of options. The 'Journal Source' label is highlighted in yellow. The dropdown menu contains the following options, with three highlighted in yellow:

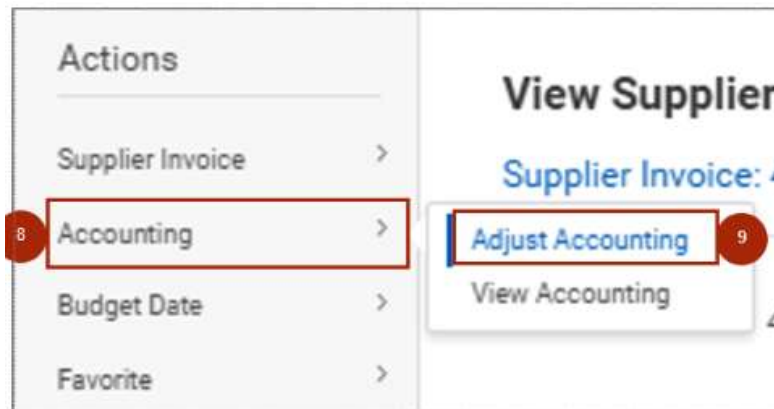
- Grants Conversion with ACP
- Grants Conversion without ACP
- Manual Journal
- Manual Journal with Award Costs
- MFS Conversion (MFS Flip)
- Revenue Based on Encumbrances
- STAR System
- Year End Adjustment
- Year End Adjustment with Award Costs

Change impacts: Journal entries

In GA@WORK, there are other ways to adjust a transaction:

- Fewer manual journal entries will be needed.
- Instead, perform Accounting Adjustments.

For example, to update accounting on a supplier invoice:



Change impacts: Journal entries



Remember, in GA@WORK you will not be able to record a journal entry to cash. Instead, perform an Ad hoc bank transaction.



For example, you can record an increase or decrease to cash:

Ad Hoc Bank Transaction Information

Date * 05 / 27 / 2026

Memo *

Company *

Display Account Set (empty)

Bank Account *

Currency *

Currency Rate Type (empty)

Currency Conversion Rate 0

* Deposit
 Withdrawal

Ad Hoc Bank Transaction Details

Transaction Amount * 0.00

Transaction Line Total 0.00

Difference 0.00

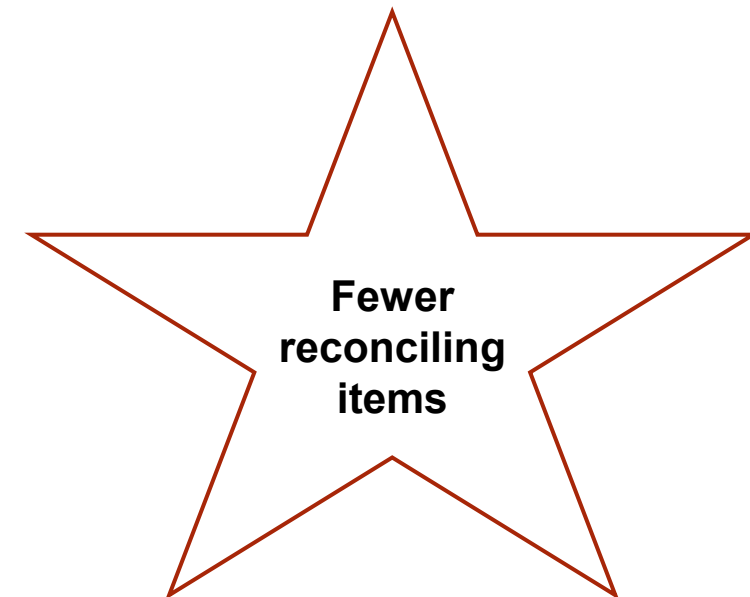
Tax Amount 0.00

Purpose

Reference

External Reference

Journal Source *



Change impacts: Journal entries

- Journal entries are auto numbered.
- You can use the external ref Id for internal tracking purposes.



For example: I entered this:

Create Journal

Fill out the header information and click continue to enter journal lines.

Ledger	* Accounting Office, State : Actuals
Accounting Date	* 05 / 26 / 2026
Period	May-FY2026 Actuals (Accounting Office, State)
Currency	USD
Journal Source	* Manual Journal
Display Account Set	(empty)
Balancing Fund	
Optional Balancing Worktags	(empty)
Currency Rate Type	(empty)
Book Code	

Memo	
External Reference ID	JE12_34_56
Record Quantity	<input type="checkbox"/>
Enable Multicurrency	<input type="checkbox"/>
Include Tax Lines	<input type="checkbox"/>
Disable Optional Worktag Balancing	<input type="checkbox"/>
Adjustment Journal	<input type="checkbox"/>
Create Reversal	<input type="checkbox"/>
Reversal Date	
Control Total Amount	.000

Change impacts: Journal entries

- Journal entry number: auto numbered, and you can use the external ref Id for internal tracking purposes
- *The system assigned a JE number, but my external ref ID also remains.*

Journal Entry View

Journal **Journal Number** 40700JNL364 **Status** In Progress **Event in Progress** Accounting Journal

Journal Entry Information

Originated by Tonya Kincaid
Accounting Date 05/26/2026
Currency USD
Period May-FY2026 Actuals (Accounting Office, State)
Ledger Accounting Office, State : Actuals
Journal Source Manual Journal
Book Code (empty)

Journal Entry Details

Memo demo of external ref id
External Reference ID JE12_34_56
Adjustment Journal No
Create Reversal No
Balanced Yes
Total As-Entered Ledger Debits 999.00
Total As-Entered Ledger Credits 999.00

Change impacts: Delegating tasks

- Delegating tasks: a new concept in GA@WORK.
 - Allows you to delegate for upcoming absences (to appropriate worker)
 - Contains approval flow (including review by agency security partner)
 - Can change delegations as well.
- Find this under “My Delegations”.

My Delegations

For

Current Delegations

Current Task Delegations

Delegation History

Delegated Tasks

Business Processes allowed for Delegation

Change impacts: Nondiscretionary spend

For timely payment of certain types of spend not on a PO

- Approvals will be direct to Non-Discretionary Approver role
- Bypasses Cost Center Managers, Project Manager and Grant Manager

Limited to certain types of spend

- Rent
- Utilities
- Etc.

Note: SAO will monitor for appropriate usage.

Change impacts: Cleanup entries

- We want clean balances coming into GA@WORK for cash, receivables and payables.
 - Better to “clean up” old reconciling items in TeamWorks.
- 199999 is the *junk drawer* for cash conversion, if there are still unreconciled items.
 - Intent is to get this account to zero.
- Equivalent for receivables/payables too.



	Ledger Account 101000:Cash in Bank			199999:Cash Conversion			
	Bank Balance (due 7/3)	Outstanding Checks as of 6/30/26 (due 7/31)	Ledger Balance 101000 (Calc)	G/L Conversion (i.e., 6/30/26 balance in TW)	Reversal of Bank Bal/Outstanding Checks	Ledger Balance 199999 (Calc)	
<i>Bank Account Reference ID</i>							
BK-0000AA	1,000	(50)	950	950	(950)	-	
BK-0000BB	2,000	(100)	1,900	2,400	(1,900)	500	
BK-0000CC	3,000	(150)	2,850	2,850	(2,850)	-	
BK-0000DD	4,000	(200)	3,800	3,500	(3,800)	(300)	
General Ledger Balance	10,000	(500)	9,500	9,700	(9,500)	200	<-- Unreconciled Amounts

Change impacts: Payroll

Payroll Accountant

- Role is intended to bridge accounting and payroll.
- Carefully review all this role can do.
- Has some edit access.

Budget

- Now have a role in Payroll Costing Allocations.
- LD report (may need Payroll Liaison role or obtain report from Payroll Accountant.)
- Remember to look at overall security.
- Some summary related reports will be available in Adaptive Planning.

Change impacts: Company-paid travel

Remember: In GA@WORK, will not flow from Concur.

Record company-paid travel under each employee.

Do not record under 1 employee.

Otherwise, impacts Transparency in Government Act (TIGA) reporting.

Do not want to result in employees with travel reimbursements as large as salaries.

Change impacts: Reports

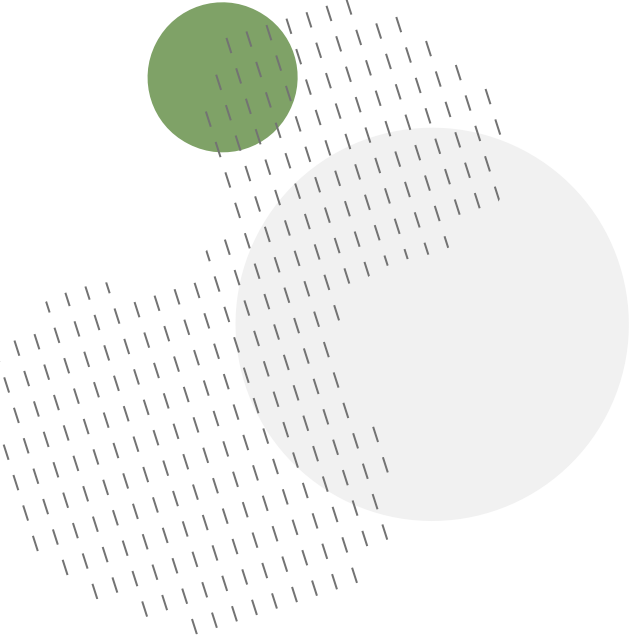
Finance reporting crosswalk file is [here on the SAO website](#).

Report ID	Workday Report Name	Legacy Report ID	Legacy Report Name	Report Description	Workday Functional/Business Area	Workday Delivered or Custom	Report Data Source
RPT2004	CRFIN - AP - Find Payments	0AP009 BANK RECON PYMNT REF	PAYMENT CANCELLATION	Payment_Cancellation. This query is for	FIN:Suppliers	Custom	Workday
RPT2004	CRFIN - AP - Find Payments	0AP051_PAYMENT_CANCELLATION	PAYMENT CANCELLATION	Payment_Cancellation. This query is for	FIN:Suppliers	Custom	Workday
RPT2004	CRFIN - AP - Find Payments	0AP053_VNDRS_RANKED_BY_PYMN	PAYMENT CANCELLATION	Payment_Cancellation. This query is for	FIN:Suppliers	Custom	Workday
RPT2004	CRFIN - AP - Find Payments	APXX0417	Payment Inventory List Report	This advanced report enables settlement	FIN:Accounts Payable	Custom	Workday
RPT2006	CRFIN - AP - Open Purchase Order Balances by PO ID	APXX0414	Open Purchase Order Balance	This is the Open Purchase Order Balances	FIN:Accounts Payable	Custom	Workday
RPT2017	CRPROC - EXP - Find Payments	APXX0419	Travel Expense Report	This report will list all employees that have	FIN:Accounts Payable	Custom	Workday
RPT2019	Find 1099 Payment Details	APXX0412	1099 Summary Report	This is the 1099 Summary Report for 2020 and	FIN:Accounts Payable	Delivered	Workday
RPT2021	Find Bank Statement Lines	FIN3000	Bank Statement Register	N/A	FIN:Accounts Payable	Delivered	Workday
RPT2022	Bank Reconciliation Detail Report, Bank Reconciliation Report, Manage	FIN3001	AutoRecon Exceptions	N/A	FIN:Accounts Payable	Delivered	Workday
RPT2022	Bank Reconciliation Detail Report, Bank Reconciliation Report, Manage	FIN3002	AutoRecon Exceptions	N/A	FIN:Accounts Payable	Delivered	Workday
RPT2023	View Account Register	FIN3004	Account Register	N/A	FIN:Accounts Payable	Delivered	Workday
RPT2024	CRFIN - AR - Customers/AR All data on Journal Lines	0AM_BALGL12_AP_ACCOUNT_PRMP	Accounting Entries	Shows detailed accounting entries information	FIN:Accounts Receiva	Custom	Workday
RPT2024	CRFIN - AR - Customers/AR All data on Journal Lines	0AM_BALGL3_AP_ACCOUNT_PRMP	Accounting Entries	Shows detailed accounting entries information	FIN:Accounts Receiva	Custom	Workday
RPT2024	CRFIN - AR - Customers/AR All data on Journal Lines	0AM_BALGL3_AP_EQP_EX_ALL	Accounting Entries	Shows detailed accounting entries information	FIN:Accounts Receiva	Custom	Workday
RPT2024	CRFIN - AR - Customers/AR All data on Journal Lines	0AM_BALGL4_APFLG_Y_NOT_EQP_E	Accounting Entries	Shows detailed accounting entries information	FIN:Accounts Receiva	Custom	Workday
RPT2024	CRFIN - AR - Customers/AR All data on Journal Lines	0AR008A_VERIFY_REV_CUST	0AR008 Summary_VERIFY_REV	List Sum amount per specified accounts	FIN:Accounts Receiva	Custom	Workday
RPT2024	CRFIN - AR - Customers/AR All data on Journal Lines	0AR025_OPEN_ITEM_AGED_AS_OF	Aging Detail by Business Unit	This report is TIME CRITICAL. Lists aged open	FIN:Accounts Receiva	Custom	Workday
RPT2024	CRFIN - AR - Customers/AR All data on Journal Lines	AR3003X	Aging Detail by Business Unit	This report is TIME CRITICAL. Lists aged open	FIN:Accounts Receiva	Custom	Workday
RPT2024	CRFIN - AR - Customers/AR All data on Journal Lines	ARS4001X	Aging Detail by Business Unit	This report is TIME CRITICAL. Lists aged open	FIN:Accounts Receiva	Custom	Workday
RPT2024	CRFIN - AR - Customers/AR All data on Journal Lines	ARS4004X	Accounting Entries	Shows detailed accounting entries information	FIN:Accounts Receiva	Custom	Workday
RPT2024	CRFIN - AR - Customers/AR All data on Journal Lines	ARS4010X	Aging Detail by Business Unit	This report is TIME CRITICAL. Lists aged open	FIN:Accounts Receiva	Custom	Workday
RPT2024	CRFIN - AR - Customers/AR All data on Journal Lines	ARS4031X	Aging Detail by Business Unit	This report is TIME CRITICAL. Lists aged open	FIN:Accounts Receiva	Custom	Workday
RPT2027	CRFIN - GRN - Grant Expense	GLS4011X	Fund Source Management-Expense	Expenses by Fund Source, including	FIN:Grants Awards	Custom	Workday
RPT2028	CRFIN - GRN - Grants Total Obligation	GLS4012X	Fund Source Management-Total	Fund Management Expenses -Actuals and	FIN:Grants Awards	Custom	Workday
RPT2031	CRFIN - GRN - GLS4050X	GLS4050X	Federal Aid Billing	This report is a financial report designed to	FIN:Grants Awards	Custom	Workday
RPT2034	Cash to Bank Reconciliation - Composite and Book to Bank Report	ARS4007X	Daily Cash Receipts Journal	Shows cash receipts on a daily or monthly	FIN:Accounts Receiva	Delivered	Workday
RPT2041	CRFIN - GRN - Budget vs Actual by Award	PCS4007X	Federal Unbilled Cost Report		FIN:Grants Awards	Custom	Workday
RPT2042	CRFIN - GRN - Budget vs Actual by Grant	0PC014_FED_BILL_SUM	FED BILL SUM	Current Federal Bill P or F_PC federal bill	FIN:Grants Awards	Custom	Workday
RPT2043	CRFIN - GRN - Trial Balance by Organization	0GL027_FUNDING_SOURCE_CFDA	PROJECT_FUND_SRC_CFDA	Trial Balance by Grants, for Audit Purpose	FIN:Grants Awards	Custom	Workday
RPT2043	CRFIN - GRN - Trial Balance by Organization	0GL027A_PROJECT_FUND_SRC_CF	PROJECT_FUND_SRC_CFDA	Trial Balance by Grants, for Audit Purpose	FIN:Grants Awards	Custom	Workday
RPT2044	CRFIN - GRN - Actual by Award Header Total	0PC009_TOTAL_ALLOT	0PC009_TOTAL_ALLOT Allotment		FIN:Grants Awards	Custom	Workday
RPT2048	CRFIN - BIRT - AP Payments to Print	AP Banking Check	AP Banking Check	This report and it's associated BIRT Layout is	FIN:Banking & Settle	Custom	Workday
RPT2052	CRFIN - BA - Find Assets	0AM101	AGENCY ACQ COST - BY ORG	Customized Workday delivered "Find Assets"	FIN:Business Assets	Custom	Workday
RPT2052	CRFIN - BA - Find Assets	0AM102	AGENCY ACQ COST - BY ORG	Customized Workday delivered "Find Assets"	FIN:Business Assets	Custom	Workday
RPT2052	CRFIN - BA - Find Assets	0AM203	AGENCY ACQ COST - BY ORG	Customized Workday delivered "Find Assets"	FIN:Business Assets	Custom	Workday
RPT2052	CRFIN - BA - Find Assets	0AM203A	AGENCY ACQ COST - BY ORG	Customized Workday delivered "Find Assets"	FIN:Business Assets	Custom	Workday
RPT2052	CRFIN - BA - Find Assets	0AM203B	AGENCY ACQ COST - BY ORG	Customized Workday delivered "Find Assets"	FIN:Business Assets	Custom	Workday
RPT2052	CRFIN - BA - Find Assets	0AM203C	AGENCY ACQ COST - BY ORG	Customized Workday delivered "Find Assets"	FIN:Business Assets	Custom	Workday

Change impacts: Budgetary Compliance Report

- CRFIN - BCR Budgetary Compliance Report
- Similar to the BCR that is published by SAO.
- Agencies can run on their own at any time and will reflect any posted transactions.
- Will not include any adjustments for inventory that SAO makes at year-end.

Cost Center	Original Budget	Amended Budget	Final Budget	All 4xxxxx except 492001 and 493001 - Actuals	All 4xxxxx except 492001 and 493001 - Obligations	Actuals and Encumbrances for all 4xxxxx except 492001 & 493001	492001 - Carryover	493001 - Program Transfers and Adjs	Total Funds Available	Variance	All 5xxxxx to 8xxxxx - Actuals	All 5xxxxx to 8xxxxx - Obligation	All 5xxxxx to 8xxxxx - Commitment	Total Actuals and Obligations for 5xxxxx to 8xxxxx
Cost Center - Fund Source	0	0	0	(14,855,628.26)	31,926,943.98	17,071,315.72	(14,050,977.98)	0	(28,906,606.24)	(28,906,606.24)	(28,906,606.24)	31,926,943.98	300.00	3,020,637.74
All 40700 Cost Centers	0	0	0	(14,855,628.26)	31,926,943.98	17,071,315.72	(14,050,977.98)	0	(28,906,606.24)	(28,906,606.24)	(28,906,606.24)	31,926,943.98	300.00	3,020,637.74
40700 - Administration (SAO)	0	0	0	(1,017,120.12)	628,303.70	(388,816.42)	0	0	(1,017,120.12)	(1,017,120.12)	(1,017,120.12)	628,303.70	300.00	-388,516.42
40700 - Financial Systems	0	0	0	(13,639,560.41)	30,409,956.55	16,770,396.14	(13,732,620.78)	0	(27,372,181.19)	(27,372,181.19)	(27,372,181.19)	30,409,956.55	0	3,037,775.36
40700 - Georgia State Board of Accountancy	0	0	0	80,356.21	49,154.39	129,510.60	0	0	80,356.21	80,356.21	80,356.21	49,154.39	0	129,510.60
40700 - Shared Services	0	0	0	(265,475.35)	20,586.78	(244,888.57)	(318,357.20)	0	(583,832.55)	(583,832.55)	(583,832.55)	20,586.78	0	-563,245.77
40700 - State Ethics Commission	0	0	0	(224,799.02)	543,845.25	319,046.23	0	0	(224,799.02)	(224,799.02)	(224,799.02)	543,845.25	0	319,046.23
40700 - Statewide Accounting and Reporting	0	0	0	279,283.96	275,097.31	554,381.27	0	0	279,283.96	279,283.96	279,283.96	275,097.31	0	554,381.27
Other Funds - BCR	0	0	0	223,710.71	209,504.87	433,215.58	0	0	223,710.71	223,710.71	223,710.71	209,504.87	0	433,215.58
State General Funds	0	0	0	55,573.25	65,592.44	121,165.69	0	0	55,573.25	55,573.25	55,573.25	65,592.44	0	121,165.69



Go-live readiness

Note: These only apply to non-GDOT agencies.

Go-live readiness: Soft launch agency access

GA@WORK Soft Launch will take place **June 22-30**. During this window of time, identified agency employees will receive access to the system to complete assigned activities prior to go-live on July 1.

- Soft launch is not intended for exploring the system.
- On the FIN side, intended to be targeted for select functions where it would be detrimental to wait until July 1.
 - Such as transactions that are time-sensitive, a large volume, etc.
- The Sandbox is for exploring and testing.

Finance

Budget Amendments

For agencies that receive approval based on need to access the system early, identified participants will be granted access to GA@WORK to work with the project team to complete FY27 budget amendments before go-live.

Potential Security Role Assignment(s): Budget Analyst, Budget Manager (Cost Center), or Budget Manager (Company)

Warrants/Allotments

For agencies that receive approval, identified participants will be granted access to GA@WORK to work with the project team to complete FY27 warrants/allotments before go-live.

Potential Security Role Assignment(s): Accounts Receivable Operations Lead, Customer Billing Specialist, Warrant Requestor or Budget Manager (Company)

Grants

For agencies that receive approval, identified participants will be granted access to GA@WORK to work with the project team to process FY27 grants before go-live.

Potential Security Role Assignment(s): Award Contract Specialist, Award Billing Specialist, Sponsored Program Manager and Grant Configurator

Cost Allocations

Agencies will need to update and review cost allocations in GA@WORK to validate the data is accurate and available for the first payroll run in GA@WORK.

Potential Security Role Assignment(s): Budget Analyst, Grant Manager or HR Partner in GA@WORK

Go-live readiness: Mobile access



The GA@WORK Mobile App will **NOT** be available on July 1.

- The GA@WORK Mobile App will be available for agencies to opt-in late 2026/early 2027.
- More information for the Mobile App opt-in process will be shared with agencies later this year.
- See [page 22 of the GA@WORK Employee Go-Live Guide](#) for more details on the GA@WORK Mobile App.
- Employees **will be able to access GA@WORK on a smartphone or tablet through a web browser**. Most tasks can be completed through the mobile web interface.

Access GA@WORK via web browser on mobile devices.

- 1** Use their device's browser (Chrome, Safari, Edge) to sign in to GA@WORK.
- 2** Sign in using their standard login process.
Standard login credentials and security prompts will apply to mobile browser sessions. For instance, if your agency uses Native, employees can use face ID or mobile pin for mobile login. If your agency uses SSO, employees will be redirected back to their agency IdP.
- 3** Contact their agency IT team with questions.

Go-live readiness: GA@WORK Support Portal

Beginning the week of **June 15**, role-based and technical resources will be available exclusively in the GA@WORK Support Portal.

What's moving

- Role-based system demos
- Business area content (*FIN, HCM, PRO, etc.*)
- Change impact materials (*Crosswalks, Glossaries, etc.*)
- Role-specific FAQs



What stays the same

- Content for **general employee and manager readiness materials will remain on the GA@WORK Resource Library**
- Support Portal is for **role-specific support material for employees who have access**



Timeline

- May 4:** Support Portal launched to role-based users and Super Users
- Week of June 15:** Content transitions from the GA@WORK Resource Library to the Support Portal
- July 1:** GA@WORK goes live

After the week of June 15, the HR/Payroll Professionals, Finance Professionals, and Procurement Professionals sections will be removed from the Resource Library



Need Support Portal access?

If you are a functional/administrative GA@WORK user and have not received an access invitation and require access for your role, contact gaatwork_support_portal@sao.ga.gov

GA@WORK Finance Readiness Meeting

The last GA@WORK Finance Readiness Meeting before go-live is Thursday, June 18.



Don't forget to attend!

Questions?



*thank
you!*