



Delivered by The NextGen Project

Finance Core / General Ledger

Agenda

- 1 Banking
- 2 Data Conversion: TeamWorks to GA@WORK
- 3 Airplus
- 4 Period Close / Dashboards
- 5 Payroll Accounting Reminders

Speakers



Kris Martins

Kris Martins, Deputy State
Accounting Officer and CFO



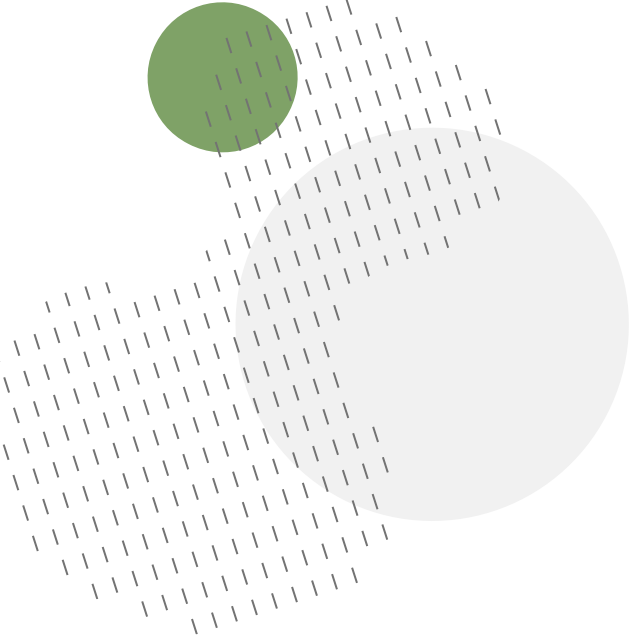
Fredrell Evans

Fredrell Evans, Financial
System BA Manager



Jeannette Rodden

Jeannette Rodden, Deloitte
Finance Lead



Banking

Banking

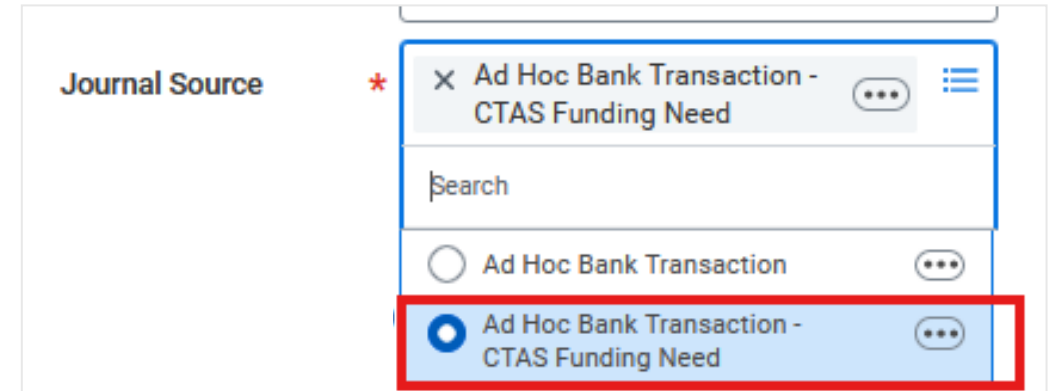
Continue to monitor bank activity and beyond

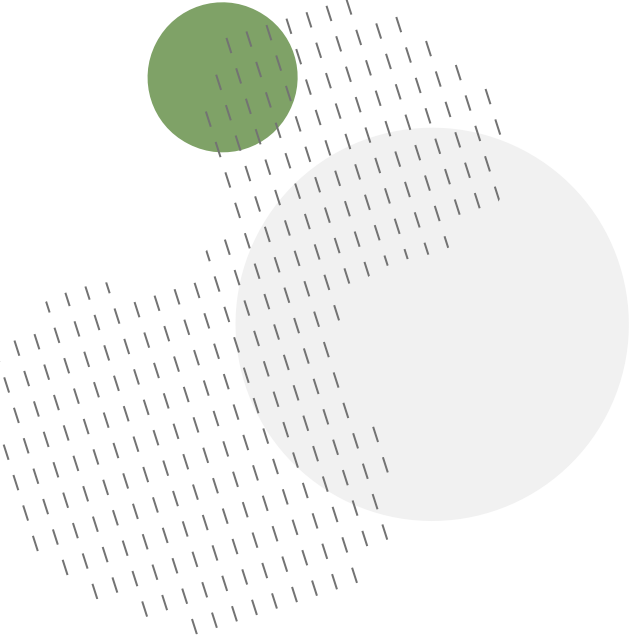
- Important to monitor bank activity routinely to ensure payments are actually clearing bank.
- As a reminder there are certain items causing banking challenges, such as:
 - Each bank has slightly different criteria so may need individual research
 - Limit use of certain special characters
 - Look out for stale dated payments
 - Contact Customer Service Center / Help Desk for any payments that do not clear.
- Agencies must schedule payments (ex: supplier Invoices, 3rd party deduction recipient, Ad Hoc Payments, etc.). to be sent the following day when processing transactions in GA@WORK. Same-day ACH for payments must **not** be used.
- Future ways to have GA@WORK assist in banking
 - Use of bank reconciliation features, including use of first notice rules

Banking

Ad Hoc Bank Transactions (AHBT) – CTAS Agencies

- Agencies on CTAS need to use a different journal source for items requiring CTAS funding
 - Example: **Bank Fees** and **ADP Payroll Taxes**
- This is because the AHBT are not included in the OST funding reports.
- Use this journal source effective immediately when an AHBT is used AND the agency needs OST to fund the CTAS account for this activity.
 - *Ad Hoc Bank Transaction - CTAS Funding Need*





Data Conversion

TeamWorks to GA@WORK

Data Conversion

General Ledger data loaded from TeamWorks to GA@WORK:

- The FY25 beginning balances (i.e. FY24 balances after revenue expense were closed out to fund balance) were loaded to June 2024 in GA@WORK.
- Monthly summary activity for FY25 and FY26 was loaded to each period in GA@WORK.

Open Supplier/Customer Invoices:

- The majority, but not all, Open TeamWorks Customer and Supplier invoices were migrated from TeamWorks to GA@WORK.
- Open TeamWorks supplier / customer invoices not converted include **Intracompany Customer Invoices** and **Supplier Invoices to Employees**
- Open Customer / Supplier Invoices were loaded June 2026 in GA@WORK regardless of original date in TeamWorks
- Reversal journal entries were also done in June 2026, as these balances were part of the general ledger load as well
- The reversal journal entries to the balance sheet accounts were coded based on where the A/R and A/P balances were in TeamWorks (and not where the open Supplier/Customer invoice was posted in GA@WORK).

Data Conversion

Agencies received reconciliations of the TeamWorks to GA@WORK data, as of June 2026, the week of September 1.

Agencies need to review the June 30, 2026, balances in GA@WORK, in particular for these accounts:

121007	State Appropriation Receivable - Accrual
122002	Federal Receivables - Accrual
125005	Accounts Receivable - Accrual
143003	Intra-Agency Receivable – Accrual
200008	Accrued Payables

Data Conversion

If adjustments / cancellations of Customer / Supplier Invoices that were migrated from TeamWorks need to be made, instructions are forthcoming, as there are 2 steps that need to occur:

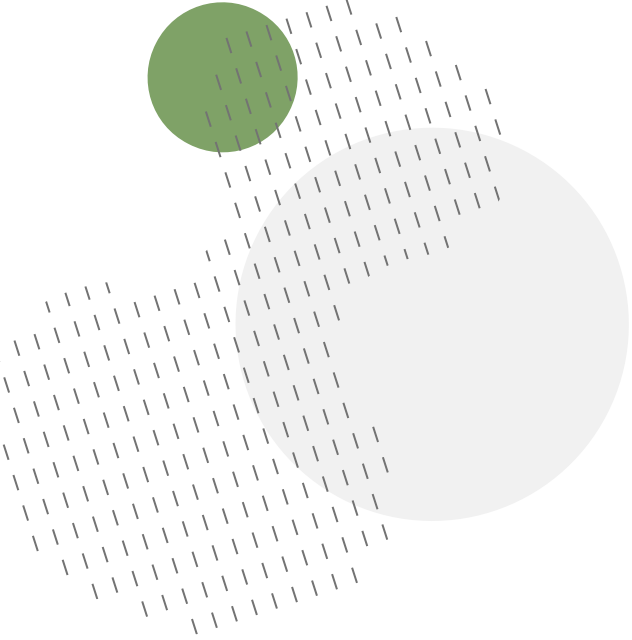
1. Adjust/cancel the Customer/Supplier invoice in GA@WORK
2. Prepare a MANUAL JE to “re-rate” the accounting from account 399998/399999 to the correct revenue/expense account.

Agencies will need to identify the original coding from TeamWorks and translate it to GA@WORK worktags for this manual JE

Data Conversion

Cash Conversion is in progress

- TeamWorks cash accounts (excluding petty cash) were loaded to Ledger Account 199999 - Cash Conversion
- Agencies submitted data in July 2027 for (a) Bank Balances and (b) outstanding payments / deposits in transit made in TeamWorks on/before 6/30/26.
- When these items were loaded it reclassified balances from 199999 to the correct cash account (ex: 101000 – Cash in Banks / 101200 CTAS Cash)
- Note –these items were all loaded to Fund 10100. So additional reclasses may be necessary to move balances to the correct fund(s).
- Any balances currently remaining in 199999 are because the (a) Bank Balance +/- (b) outstanding payments/deposits in transit do not match the (c) TeamWorks G/L balance.
- SAO is preparing reconciliations for each agency and will be in contact with next steps.



Airplus

AirPlus

- AirPlus is the ghost card for travel.
- Each agency is responsible for creating the supplier invoice and settling the payment to AirPlus directly.
 - This is different than how it was handled in TeamWorks (In TeamWorks SAO entered the Supplier Invoice using general coding)
- SAO emails the Agency the AirPlus Statement, along with its associated due date
- Payments are due to AirPlus approximately on the 1st and the 14th of each month.
- Failure of agencies to pay on-time could cause the State's travel card to be suspended, which would prevent anyone in the State from booking travel (primarily airfare).



Period Close Dashboards

Period Close Dashboard

Period Close Dashboard

In-Progress Operational Transactions

Financial Reports

CRFIN Find Miscellaneous Payment Requests

No data found

View More ...

CRFIN Find Procurement Card Transaction Verifications

Procurement Card Transaction Verification	Verification Number	Company	Verification Date	Status	Work
	40700PCT9	Accounting Office, State	08/04/2026	Draft	Erwin

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CRFIN Find Ad Hoc Bank Transactions

Ad Hoc Bank Transaction	Ad Hoc Bank Transaction Number	Company	Status	Bank Account
	48800AHB20	Veterans Service, Department of	In Progress	

View More ...

CRFIN Find Expense Reports

Expense Report	Expense Report Number	Company	Expense Report Status	Pay To
Expense Report: 40700EXP8	40700EXP8	Accounting Office, State	Draft	
Expense Report: 40700EXP7	40700EXP7	Accounting Office, State	Draft	
Expense Report: 40700EXP6	40700EXP6	Accounting Office, State	Draft	
Expense Report: 40700EXP5	40700EXP5	Accounting Office, State	Draft	
Expense Report: 40700EXP4	40700EXP4	Accounting Office, State	Draft	
Expense Report: 40700EXP3	40700EXP3	Accounting Office, State	Draft	
Expense Report: 40700EXP2	40700EXP2	Accounting Office, State	Draft	
Expense Report: 40700EXP19	40700EXP19	Accounting Office, State	Draft	
Expense Report: 40700EXP18	40700EXP18	Accounting Office, State	Draft	
Expense Report: 40700EXP17	40700EXP17	Accounting Office, State	Draft	

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CRFIN Find Supplier Invoices

Supplier Invoice	Invoice Number	Company	Gapless Document Number	Down Payment Invoice	Intercompany	Di In
	40700SIN136	Accounting Office, State				
	40700SIN125	Accounting Office, State				
	40700SIN126	Accounting Office, State				
	40700SIN115	Accounting Office, State				
	40700SIN135	Accounting Office, State				
	40700SIN134	Accounting Office, State				

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CRFIN - AR - Find Customer Invoice Details for Company

Company	Customer	Invoice	Consolidated Invoice
Accounting Office, State	Administrative Office of the Courts	Customer Invoice: 40700~4300 0000~301-70460626~1	

Period Close Dashboard

Period Close Dashboard

In-Progress Operational Transactions

Financial Reports

CRFIN - Find Journal Lines

Journal	Journal Number	Journal Sequence Number	Journal Entry Type	Journal Memo	Company ID	Company
Q			Operational Journal		40700	Accounting Office
Q			Operational Journal		40700	Accounting Office
Q			Operational Journal		40700	Accounting Office
Q			Operational Journal		40700	Accounting Office
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Q			Operational Journal		40700	Accounting Office

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CRFIN - Trial Balance - Various Worktag Columns

Company	Ledger Account	Ledger Account Type	Fund	Cost Center	Cost Center Hierarchy Level 3	Fund
Accounting Office, State	101001:Equity in Pooled Cash	Asset	10000 General Fund	(Blank)		(Blank)
Accounting Office, State	101001:Equity in Pooled Cash	Asset	10000 General Fund	(Blank)		(Blank)
Accounting Office, State	101001:Equity in Pooled Cash	Asset	10000 General Fund	(Blank)		(Blank)
Accounting Office, State	101001:Equity in Pooled Cash	Asset	10000 General Fund	(Blank)		(Blank)
Accounting Office, State	101001:Equity in Pooled Cash	Asset	10000 General Fund	(Blank)		(Blank)
Accounting Office, State	101001:Equity in Pooled Cash	Asset	10000 General Fund	(Blank)		(Blank)
Accounting Office, State	101001:Equity in Pooled Cash	Asset	10000 General Fund	(Blank)		(Blank)
Accounting Office, State	101001:Equity in Pooled Cash	Asset	10000 General Fund	(Blank)		(Blank)
Accounting Office, State	101001:Equity in Pooled Cash	Asset	10100 Budget Fund	(Blank)		Technical Emp. Fund
Accounting Office, State	101001:Equity in Pooled Cash	Asset	10100 Budget Fund	(Blank)		(Blank)

View More ...

CRFIN - BCR Budgetary Compliance Report

Cost Center	Original Budget	Amended Budget	Final Budget	All 4xxxx except 492001 and 493001-Actuals	All 4xxxx except 492001 and 493001-Obligations	Actuals and Encumbrances for all 4xxxx except 492001 & 493001
Cost Center- Fund Source	0	0	0	(76,512.00)	0	(76,512.00)
All 40700 Cost Centers	0	0	0	(76,512.00)	0	(76,512.00)
40700 - Shared Services	0	0	0	(76,512.00)	0	(76,512.00)
Total	0	0	0	(76,512.00)	0	(76,512.00)

View More ...

CRFIN - SOG Business Process Transactions Awaiting Action for X Days

Business Process Transaction	Awaiting Person	Days Since Initiated	Days Past Due	Ad Hoc Approval Count	Ad Hoc Approval Requestors	Ad Hoc Approval Recipients	Business Process Name	Comp
Absence Correction: Angel Richardson	David Newman	28		0			Correct Time Off	A C S
Absence Request: Bianca Moton	LaCara Adams	29		0			Request Time Off	A C S
Absence Request: Bianca Moton	LaCara Adams	29		0			Request Time Off	A C S
Absence Request: Bianca Moton	LaCara Adams	28		0			Request Time Off	A C S
Absence Request: Chelsea Bennett	Renita Coleman	30		0			Request Time Off	A C S

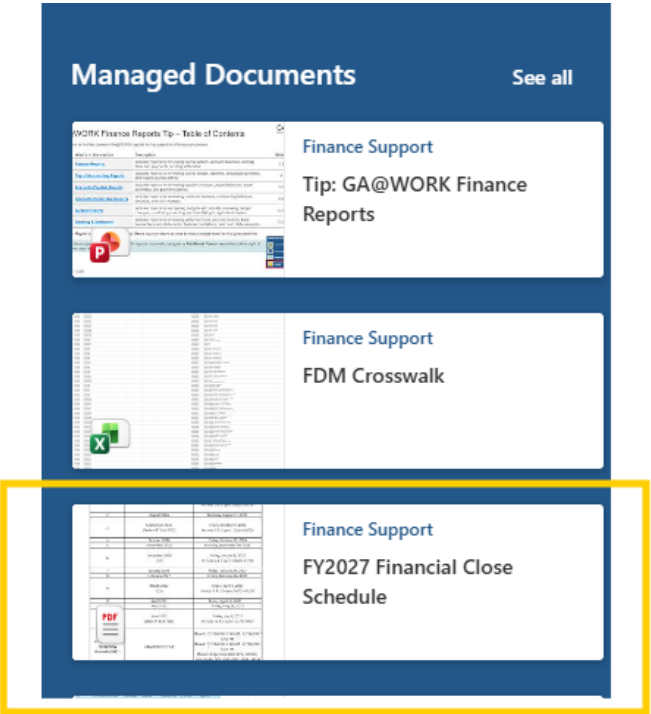
CRFIN Find Ad Hoc Payments

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Month-End Close:

Support Portal Navigation:
Finance > Core Finance

FY2027 Financial Close Schedule can
be found in blue ribbon left of page.



Transactions That Can Prevent Month-End Close	
Transaction Type	Status That Can Block Close
Operational Journal	In Process / In Error
Accounting Journal	In Process / In Error / Reserved
Requisition Journal	In Process / In Error
Purchase Order Change Order Journal	In Process / In Error
Supplier Invoice	In Process / In Error
Supplier Invoice Adjustment	In Process / In Error
Customer Invoice	In Process / In Error
Customer Invoice Adjustment	In Process / In Error
Payroll Results	In Process / In Error
Payroll Forward Accruals	In Process / In Error

Key Takeaway: Transactions do not have to be in error to prevent month-end close. Items that remain In Process—and Accounting Journals that are Reserved—should also be reviewed.

Month-End Close: Agency Action Items

Use the FY2027 Financial Close Schedule	Review pending transactions early	Resolve transactions in blocking statuses	Monitor SAO / GA@WORK communications	Complete GA@WORK month-end tasks	Coordinate internally
Review published close dates and plan agency activity accordingly.	Do not wait until the final close date to begin cleanup.	Review items that remain In Process, In Error, or Reserved. Run the Ledger Period Close Status - Time Period report for the period and review items that are Not Posted or Cancelled.	SAO will contact agencies when pending transactions are preventing month-end close.	Ensure all applicable month-end to-do steps are completed before close.	Finance, Procurement, Payroll, and other functional areas may need to work together to clear outstanding transactions.

Unassigned Roles: Why It Matters

Business Processes Route to Roles

GA@WORK routes approvals based on assigned security roles. The appropriate worker must be assigned to the required role for the business process to continue.

Unassigned Roles Can Stop Processing

If no worker is assigned to the required approval role, the transaction may remain pending until the role is assigned or the task is manually rerouted.

Employee Changes Can Create Routing Gaps

When an employee terminates or transfers, their roles should be reassigned or delegated before the change occurs, otherwise, transactions may remain in that employee's queue.

Check the Approval Step When a Transaction Stops

If a transaction appears to be stuck, review the next approval step to determine whether the required role is currently unassigned.

Unresolved Roles Can Require Manual Intervention

When roles are not maintained, transactions may require manual rerouting or Customer Service / Help Desk assistance, creating unnecessary processing delays.

Unassigned Roles: Agency Action Items

Review role assignments regularly

Confirm required financial approval roles have an active worker assigned.

Work with your Agency Security Partner (ASP)

If a role is unassigned, coordinate with your ASP to assign the appropriate worker.

Plan for employee changes

Reassign or delegate roles before employees terminate or transfer.

Monitor pending approvals

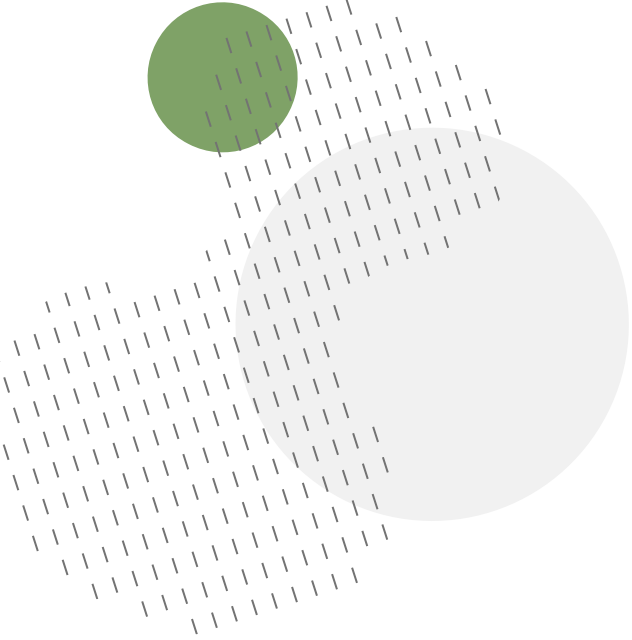
If a transaction appears to have stopped unexpectedly, check whether the next approval step is assigned to an unassigned role.

Correct the role—not just the transaction

Manual rerouting may move the current transaction forward, but assigning the appropriate worker to the role prevents future transactions from stopping for the same reason.

Contact SAO when needed

SAO may be needed when tasks are already sitting with a terminated worker or require manual reassignment. Submit a Service request for this action.



Payroll Accounting Reminders

Payroll Accounting

- Payroll runs and then amounts to be paid will generate as open third-party payables relating to benefits and withholdings
- Finance and payroll need to work together to verify the amounts to be paid agree with amounts per payroll information
 - If there are differences most likely will need to pay the amount per payroll and then reconcile differences later
 - This may require the agency making a payment via AdHocPmt.
 - Certain benefit vendors will not apply contributions to employee accounts until full expected amount is paid

Q&A

Let us know what questions you have.

What do you need help with?

What can we clarify?





*thank
you!*