



Delivered by The NextGen Project

Reporting

Agenda

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- 3 Finance & Payroll Accounting Reporting
- 4 AP, AR & Budget Reporting
- 5 Banking, Settlement & Common Reports

Speakers



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Fredrell Evans, Financial
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Reporting in GA@WORK

Reporting: 3 Things to Remember



ROLE-BASED ACCESS

Your security roles determine which reports and data you can access.



REPORTING IS DIFFERENT

A single TeamWorks report may require more than one GA@WORK report.



USE THE CROSSWALK

Finance, HCM and Payroll report crosswalks are available on the Support Portal.

Reporting: More Robust



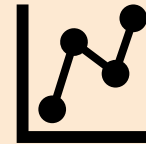
PROMPTS

Allow much more flexibility
in running the report just as you need.
No longer need multiple iterations
of the same report.



ANALYSIS

Ability to filter and pivot report directly
within GA@WORK.



DATA AVAILABILITY

Data is real time and in GA@WORK you
can drill into data directly from report.



Finding the Right Report

GA@WORK Finance Reports Tip – Table of Contents

Use this deck to find the common GA@WORK reports for key payroll and finance processes.

Section	What's in this section	Description	Slide #
01	Finance Reports	Includes reports for reviewing journal activity, account balances, worktag data, and payments pending settlement.	7-8
02	Payroll Accounting Reports	Includes reports for reviewing payroll details, liabilities, deduction payments, and related journal activity.	9
03	Accounts Payable Reports	Includes reports for reviewing supplier invoices, unpaid balances, travel payments, and payment activity.	10-12
04	Accounts Receivable Reports	Includes reports for reviewing customer invoices, outstanding balances, deposits, and cash receipts.	13-14
05	Budget Reports	Includes reports for comparing budgets with actuals, reviewing budget changes, monitoring spending, and identifying budget-check issues.	15-19
06	Banking & Settlement	Includes reports for reviewing settlement runs, payment activity, bank transactions and statements, bank reconciliations, and cash disbursements.	20-23

Reminder: Report availability is role-based. Users may not have access to every report listed in this presentation.

To access the comprehensive GA@WORK FIN reports crosswalk, navigate to **Additional Resources** at the bottom right of any Finance page on the [Support Portal](#).



PRISM reports

- Reports beginning with **PRFIN** are GA@WORK report and query names that have been converted from TeamWorks. In TeamWorks, these reports retain their regular TeamWorks names.
- These reports contain historical TeamWorks data only. The data remains in TeamWorks chartfields and was not converted to GA@WORK worktags.
- **DO NOT** run PRFIN reports expecting current fiscal year GA@WORK transactions. These reports currently contain historical TeamWorks data through FY2025 and are in the process of being updated to include FY2026.
- For prior-year reporting, agencies should continue to use the TeamWorks Read-Only environment.



Finance & Payroll Accounting Reporting

Tip: Finance Reports (1/2)

Use this table to find GA@WORK reports and their TeamWorks equivalents, where available.

GA@WORK Reports	Description	TeamWorks Equivalent
CRFIN - Find Journal Lines	The report provides detailed journal-line information for researching and reconciling financial transactions, including journal status, source, dates, ledger account, debit/credit amounts, net amount, line memo, related operational transactions, related worktags, fund, cost center, fund source, program, grant, program, spend category, supplier, employee, and special-purpose code. The report allows the drill-down into the details of the journal or related transaction. The report is limited as it can only be run for one book code and one ledger at a time. Therefore, it cannot include both Actuals and Encumbrance Data in a single report.	TW GL076 / Godzilla report
CRFIN - Find Journal Lines - EIB Upload	This report returns the same data as the find journal lines, however, it only returns the RefID and is in the same order as the Manual JE EIB upload file. This report can be used if a MANJV is needed to be posted based on data already posted in GA@WORK. The report is limited as it can only be run for one book code and one ledger at a time. Therefore, it cannot include both Actuals and Encumbrance Data in a single report.	No TeamWorks Equivalent

Tip: Finance Reports (2/2)

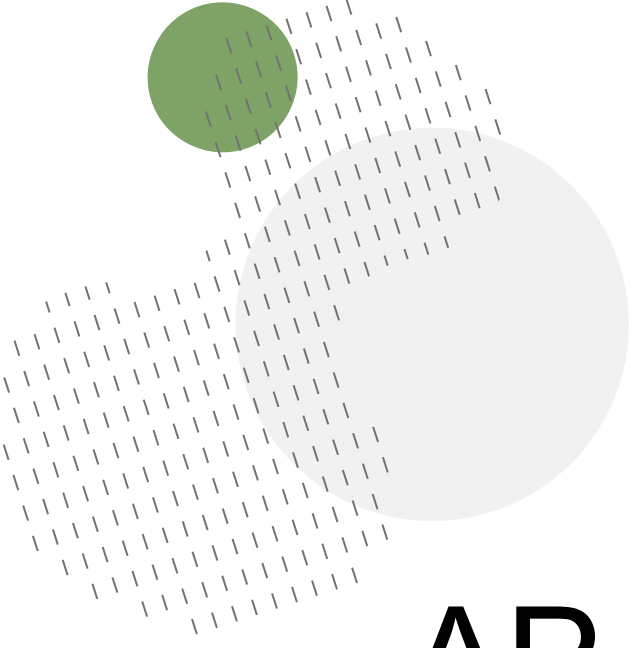
Use this table to find GA@WORK reports and their TeamWorks equivalents, where available.

GA@WORK Reports	Description	TeamWorks Equivalent
CRFIN - Trial Balance - Various Worktag Columns	Users will need to download the report and pivot the output to see data by the various worktags in a summarized version. Note: There are separate columns for the balances for Actuals, Commitments (Requisitions) and Obligations (Encumbrances).	TW GL080 / 44-series reports
Trial Balance	This is the GA@WORK standard Trial Balance report. It is useful if users want to see their trial balance by ledger account only. Additional worktags can be added via the report prompts. The report is limited as it can only be run for one book code and one ledger at a time. Therefore, it cannot include both Actuals and Encumbrance Data in a single report.	No TeamWorks Equivalent
CRFIN - AUD - Data Audit	There is a report for each worktag and shows the available worktags, their hierarchies, and other relevant information.	TW GL077 queries
Period Close Dashboard	This report shows operational transactions that are in progress.	No TeamWorks Equivalent

Tip: Payroll Accounting Reports

Use this table to find GA@WORK reports and their TeamWorks equivalents, where available.

GA@WORK Reports	Description	TeamWorks Equivalent
CRFIN - LD - Payroll Accounting Details with Liability Account	The report will return a row for each journal line generated by payroll results. The report should return a row for each pay component by worker. This report should be the source of truth when identifying your payroll liability amount.	• 0GL021_PAY_PERIOD_FOR_GL_JRNL • GL030_DIR_JRNL_REF • 0LD001_HISTORY_BY_PAY_END_DT
CRFIN - LD - Payroll Demographic Data with Costing Override	This report shows the default coding for all workers, and if a worker has a payroll costing allocation set up, it also includes that coding (which overrides the default coding).	No TeamWorks Equivalent
Payroll Third-Party Payable Open Items	The report will return a row for each deduction recipient and the outstanding amount to be paid to each deduction recipient.	0LD_XREF_JRNL
CRFIN - Due Proof - Payroll Third Party Payments	The report will return a row for each deduction recipient by the balancing worktags (fund, fund source, grant, etc.) and the amount to be paid to each deduction recipient.	0AP030C_PYBL_DUE_PROOF_W_BUDGT
CRFIN - Find Journal Lines	The report provides detailed journal-line information for researching and reconciling financial transactions, including journal status, source, dates, ledger account, debit/credit amounts, net amount, line memo, related operational transactions, related worktags, fund, cost center, fund source, program, grant, program, spend category, supplier, employee, and special-purpose code. The report allows the drill-down into the details of the journal or related transaction.	TW GL076 / Godzilla report



AP, AR & Budget Reporting

Tip: Accounts Payable Reports (1/3)

Use this table to find GA@WORK reports and their TeamWorks equivalents, where available.

GA@WORK Reports	Description	TeamWorks Equivalent
CRFIN - AP - Find Supplier Invoices	The report shows supplier invoice details at the header level.	• 0AMBALGL3 • 0AP012_VCHR_ACCT_LINE • 0AP034_3RD_PRTY_VCHR_W_OPN_ITM • 0AP034B_VOUCHERS_BY_EMPID • 0AP042B_VCHR_PENDING_APPROVAL_WF • 0PO005_VOUCHERS_BY_PO_ID • 0PO027_PO_VCHR_PYMNT_XREF • 0PO046_PO_RECV_VCHR_PYMT_XREF • 0PO078_PRIOR_BY_IN_CURRENT_FY • 0PO078B_PRIOR_BY_VCHR_FINALIZD • 0PO078C_PRIOR_BY_PO_VOUCHER • 0PO078D_PR_BY_IN_CURR_FY_ST • 0PO099_PO_VCHRS_SPD_AUDITORS • 0PO201G_PCARD_VOUCHER

Tip: Accounts Payable Reports (2/3)

Use this table to find GA@WORK reports and their TeamWorks equivalents, where available.

GA@WORK Reports	Description	TeamWorks Equivalent
CRFIN - AP - Find Supplier Invoice Lines and Splits	The report shows supplier invoice line and split details It can be filter to show payment status, due date, and worktag information.	• 0AP010_VOUCHER_EXPPBY_PER • 0AP022_OUTSTND_PY_BY_PER_FY • 0AP023_BALANCING_YEAR_END • 0AP029_OUTSTND_PY_W_0_VCHRS • 0AP029C_OUTSTND_PY_BY_PER_FY • 0AP029D_DETAIL_OUTSTAND_BAL • 0AP029E_DETAIL_OUTSTND_BY_PER • 0AP042C_VCHRS_NOT_POSTED_DISTR • 0AP042D_VOUCHERS_NOT_POSTED • 0AP043_VCHR_NOT_SUBMITTED_WF • 0AP047_VCHR_WITH_SPLIT_PYMT • 0AP060_PRIOR_BY_EXP_IN_CRNT_FY • 0AP080_VOUCHER_REGISTER • 0AP080F_VCHR_REGISTER • APS4003X Outstanding Payables by Program • APS4003X Outstanding Payables by Subclass • APXXX044 Payables Due Proof Report

Tip: Accounts Payable Reports (3/3)

Use this table to find GA@WORK reports and their TeamWorks equivalents, where available.

GA@WORK Reports	Description	TeamWorks Equivalent
CRFIN - EXP - Find Payments	The report shows all payments made from the expense module (and includes the travel account, listed by employee name, spend category, etc.)	APXXX0419
CRFIN - AP - Find Payments	The report shows all payments and contains information such as bank, bank account, and handling code.	• 0AP009_BANK_RECON_PYMNT_REF • 0AP051_PAYMENT_CANCELLATION • 0AP053_VNDRS_RANKED_BY_PYMTS • APXXX0417
CRFIN - AP - Find Suppliers	The report shows all Suppliers in GA@WORK.	No TeamWorks Equivalent

Tip: Accounts Receivable Reports (1/2)

Use this table to find GA@WORK reports and their TeamWorks equivalents, where available.

GA@WORK Reports	Description	TeamWorks Equivalent
• Receivables Aging Detail Standard • Receivables Aging Summary Standard • CRFIN - Receivables Aging Detail Standard	These reports show the AR Aging Details.	Aging Detail By Business Unit (ARS3003X)
CRFIN - AR - Find Customer Invoice Details for Company	This report shows the Customer Invoices with Worktags. Use: • Filter - Invoice Status = Approved • Invoice Amount greater than or equal to = 0.01	Accounting Entry Information Report (ARS4004X)
Find Customer Invoices for a Company	This report shows all Open Customer Invoices which are Approved and with Customer Balances. Use: Filter - Invoice Status = Approved Invoice Amount greater than or equal to = 0.01	Outstanding A/R Detail by B/U (ARS4010X)

Tip: Accounts Receivable Reports (2/2)

Use this table to find GA@WORK reports and their TeamWorks equivalents, where available.

GA@WORK Reports	Description	TeamWorks Equivalent
• Find Customer Deposits • Find Ad Hoc Bank Transaction	The report shows the Cash Deposits for Customer Invoices & Ad Hoc Bank Deposits. Use: Find Customer Deposits with Deposit Status = Approved Find Ad Hoc Bank Transaction with Status = Approved & Deposit = 'Yes'	• Cash Receipts Journal Daily (ARS4007XD) • Cash Receipts Journal Monthly (ARS4007XM)
Find Customers	The report shows all Customers in GA@WORK.	• 0AR023_CUST_LISTING_BY_STATUS • 0AR023A_CUST_LISTING_BY_STATUS

Tip: Budget Reports (1/5)

Use this table to find GA@WORK reports and their TeamWorks equivalents, where available.

GA@WORK/Adaptive Reports	Description	TeamWorks Equivalent
CRFIN - Budget Vs Actuals By Cost Center	The report shows the overall budget of a fund by cost center. It is intended primarily for the central budget team to view all cost centers by agency hierarchy, get an overall picture of the state's budgets, and identify where to drill into details using other reports. It can also be used by agency directors or those responsible for multiple cost centers to view their full hierarchy.	TW - BCR
CRFIN_Budget vs. Actual for Cost Center	The report provides a detailed comparison of budget and financial activity for a selected cost center or hierarchy, organized by ledger account, including original/amended budgets, current-period and YTD actuals, commitments, obligations, actuals, encumbrances, remaining budget, and percentage used. Use the report to monitor revenue/expenditures, evaluate balances, and identify potential overspending at the ledger-account level. Note: Adaptive Expenditure Analysis Reports is an alternative report, shown on slide 12.	TW - BCR
CRFIN_Budget vs. Actual by Cost Center - Hierarchy (Program-Fund Source)	The report provides a hierarchical comparison of budgeted and actual expenditures by cost center, program, and fund source, including original/amended budgets, YTD actuals, commitments, obligations, total actuals/encumbrances, remaining budget, and percentage used. Use it to monitor spending, identify over-budget areas, and analyze balances across organizational and funding levels.	No TeamWorks Equivalent

Tip: Budget Reports (2/5)

Use this table to find GA@WORK reports and their TeamWorks equivalents, where available.

GA@WORK/Adaptive Reports	Description	TeamWorks Equivalent
CRFIN - Budget Vs Actuals For Project	The report shows the detailed budget vs actuals for one project or project hierarchy. For a single project, a user can choose to repeat the columns by either Fund or Cost Center and can then use the other parameters to limit the view further as appropriate. For a project hierarchy, a user can choose to repeat by project and can then use the other parameters to limit the view to funds, cost centers, or other Worktags as appropriate.	TW - BCR
CRFIN - Budget Vs Actuals By Award	The report shows an overview of award budgets. The report is intended primarily for central grant, budget, and finance staff to view the top grant hierarchy, get an overall picture of the state's award budgets, and identify where to drill into details using other reports.	TW - BCR
CRFIN - Budget Vs Actuals For Grant	The report shows the detailed budget vs actuals for one grant.	TW - BCR
CRFIN - Budget Vs Actuals By Special Purpose Code	The report shows the overall budget of a fund by special purpose code. The report is intended primarily for the central budget team to view all special purpose codes by Agency cost center hierarchy and identify where to drill into details using other reports.	TW - BCR

Tip: Budget Reports (3/5)

Use this table to find GA@WORK reports and their TeamWorks equivalents, where available.

GA@WORK/Adaptive Reports	Description	TeamWorks Equivalent
Expenditure Analysis Reports(Adaptive)	The report provides a detailed analysis of expenditures by cost center, ledger account, fund source, etc., including program. It compares actuals, obligations, combined actuals/obligations, annual forecasts, Annual Operating Budget (AOB), amended/current budgets, remaining funds, and AOB-to-forecast variances. Use to monitor spending, evaluate projected expenditures, identify balances, and flag potential shortfalls or overages.	TW - BCR
CRFIN_Budget vs. Actual by Worktags	The report provides a detailed comparison of amended budgets and financial activity by Worktag combination, including cost center, program/subprogram, fund source, ledger account, spend category, grant, activity, allocation pool, project, and special purpose code. It displays YTD actuals, commitments, obligations, total actuals/encumbrances, and remaining budget. Use to analyze budget activity, identify funding issues, and troubleshoot variances at the individual Worktag level. The report is the “best report” for more details on actuals.	TW - BD-10
CRFIN_Budget Entry Lines	The report provides a detailed budget-entry (AOB) and amendment information at the plan-line level, including entry type, amendment type, fiscal period, ledger account, debit/credit amounts, memo, and related Worktags. Use to review budget entries, validate Worktag combinations, reconcile balances, and troubleshoot misclassified plan lines.	No TeamWorks Equivalent

Tip: Budget Reports (4/5)

Use this table to find GA@WORK reports and their TeamWorks equivalents, where available.

GA@WORK/Adaptive Reports	Description	TeamWorks Equivalent
CRFIN - Find Journal Lines	The report provides detailed journal-line information for researching and reconciling financial transactions, including journal status, source, dates, ledger account, debit/credit amounts, net amount, line memo, related operational transactions, related worktags, fund, cost center, fund source, program, grant, program, spend category, supplier, employee, and special-purpose code. The report allows the drill-down into the details of the journal or related transaction. Note: This report can only be run for one ledger and one book code at a time.	TW GL076 / Godzilla report
CRFIN - AUD - Data Audit	There is a report for each worktag and shows the available worktags, their hierarchies, and other relevant information. These reports support financial configuration audits by identifying missing, inactive, duplicate, or incorrectly assigned values and hierarchy relationships.	TW GL077 queries
Find Budget Amendments	The report provides a searchable listing of budget amendments by company, plan, plan structure, fiscal period, amendment type, date, and status. The report includes the amendment ID, description, total debits, total credits, and currency. Use to locate specific amendments, monitor draft, available, or canceled transactions, and reconcile amendment totals within an agency's budget plan	No TeamWorks Equivalent

Tip: Budget Reports (5/5)

Use this table to find GA@WORK reports and their TeamWorks equivalents, where available.

GA@WORK/Adaptive Reports	Description	TeamWorks Equivalent
CRFIN_Budget Check - Supplier Invoices	The report provides supplier invoice details and budget-check results, including invoice and payment status, supplier information, override approval, invoice date, creator or loader, and invoice amount. Use to identify invoices that failed budget checking or may require corrective action before payment.	• APXXX0401 • GLS4016X
CRFIN_Budget Check - Purchase Orders	The report provides purchase order details and budget-check results, including PO status, override approval, purchase order type, buyer, supplier, issuance information, submitter, approvers, and total PO amount. Use to monitor budget availability and exceptions associated with purchasing commitments.	APXXX0401 GLS4016X
CRFIN_Budget Check - Expense Reports	The report provides expense report details and budget-check results, including expense type, report status, override approval, employee or payee, creator, approvers, report date, and total amount. Use to identify employee reimbursements and operational expenses with budget-check issues.	APXXX0401 GLS4016X
CRFIN_Budget Check - Requisitions	The report provides requisition details and budget-check results, including requisition status, override approval, requester, requisition date, and amount. Use to identify budget exceptions at the beginning of the procurement process before a requisition becomes a purchase order.	APXXX0401 GLS4016X
CRFIN - BCR Budgetary Compliance Report	This report is built to mirror the budgetary compliance report that SAO produces: Budgetary Compliance Report.	BCR Budgetary Compliance Report



Banking, Settlement & Common Reports

Tip: Banking & Settlement (1/4)

Use this table to find GA@WORK reports and their TeamWorks equivalents, where available.

GA@WORK/Adaptive Reports	Description	TeamWorks Equivalent
Find Settlement Runs	This report is used to locate and review settlement runs processed, including settlement run status, processing dates, and settlement run history.	No TeamWorks Equivalent
CRFIN - Find Payments	This report is used to locate and review payments processed, including payment status, processing dates, and payment history.	0AR014_ITEM_ACTIVITY_BY_ITEM
CRFIN Find Ad Hoc Payments	This report is used to locate and review ad hoc bank transactions, including status and processing dates.	No TeamWorks Equivalent
Find Miscellaneous Payment Requests	This report is used to locate and review miscellaneous payment requests that meet specified criteria, including company, miscellaneous payee, request number, payment status, due dates, and request history.	No TeamWorks Equivalent
Find Ad Hoc Bank Transactions	This report is used to locate and review ad hoc bank transactions, including memo, bank account, amount, transaction status, reconciliation status, and transaction history.	0AR012_DIR_JRNL_ALL_PGM
CRFIN - Find Ad Hoc Bank Transactions - Advanced	This report is used to locate and review ad hoc bank transactions, including memo, bank account, amount, transaction status, reconciliation status, and transaction history with worktag line details.	No TeamWorks Equivalent
CRFIN - AP - Find Miscellaneous Payment Requests	This report is used to locate and review miscellaneous payment requests that meet specified criteria, including company, miscellaneous payee, request number, due dates, request history with worktag line details.	No TeamWorks Equivalent

Tip: Banking & Settlement (2/4)

Use this table to find GA@WORK reports and their TeamWorks equivalents, where available.

GA@WORK/Adaptive Reports	Description	TeamWorks Equivalent
Cash Disbursement Reports • CRFIN - Miscellaneous Payment • CRFIN - Ad Hoc Payment • CRFIN - Customer Refund Payment • CRFIN - Expense Report Payment • CRFIN - Procurement Card Payment • CRFIN - Supplier Invoice Payment • CRFIN - Ad Hoc Bank Transaction • CRFIN - Payroll Third Party Payments	These reports are used to provide transaction details, payment status, amounts, dates, and history for various transaction types (e.g., miscellaneous, ad hoc, customer refunds, expense, procurement cards, supplier invoices, bank transactions, and payroll third-party payments). This report includes cash ledger accounts.	No TeamWorks Equivalent
CRFIN - Cash Disbursement - Combined Payments	This report is used to provide transaction details, payment status, amounts, dates, and history for various transaction types (e.g., miscellaneous, customer refunds, expense, procurement cards, supplier invoices, bank transaction). The report includes cash ledger accounts. This report does not include ad hoc bank transactions and payroll third-party payments. Refer to CRFIN - Ad Hoc Bank Transaction and CRFIN - Payroll Third Party Payments.	No TeamWorks Equivalent

Tip: Banking & Settlement (3/4)

Use this table to find GA@WORK reports and their TeamWorks equivalents, where available.

GA@WORK/Adaptive Reports	Description	TeamWorks Equivalent
Due Proof reports • CRFIN - Due Proof - Supplier Invoice • CRFIN - Due Proof - Expense Report • CRFIN - Due Proof - Miscellaneous Payment Request • CRFIN - Due Proof - Ad Hoc Payment • CRFIN - Due Proof - Customer Refund • CRFIN - Due Proof - Payroll Third Party Payments	The Due Proof reports show the payments that are pending settlement. There are various Due Proof reports for different types of transactions (e.g., customer refunds, expense reports, supplier invoices).	0AP030C_PYBL_DUE_PROOF_W_BUDGT Note: Several versions of this query existed in TeamWorks. Since TeamWorks used one AP source, this report included all payment types, such as supplier invoices, travel, and other payments.
CRFIN - Due Proof - P Card Transactions	This report is used to report P-card transactions requiring due proof, including cardholder, transaction date, merchant, transaction amount, proof status, and transaction details.	No TeamWorks Equivalent

Tip: Banking & Settlement (4/4)

Use this table to find GA@WORK reports and their TeamWorks equivalents, where available.

GA@WORK/Adaptive Reports	Description	TeamWorks Equivalent
Bank Statement Reconciliation	This report is used to review and reconcile bank statements, including statement dates, cleared deposits and payments, statement ending balances, reconciliation status, and unreconciled transaction.	No TeamWorks Equivalent
Bank Reconciliation Report	This report is used to review bank reconciliation activity, including bank statement details, cleared deposit and payments, pending payments, deposit not yet cleared including future-period items-and reconciliation status with ability to drill into cleared amounts to view an itemized transaction list.	No TeamWorks Equivalent
Manage Bank Reconciliation Exceptions	This report is used to report bank reconciliation exceptions for review and resolution, including exception details, bank account, transaction information, reconciliation status, and outstanding or unreconciled amounts.	No TeamWorks Equivalent
Bank Statement Reconciliation Report	This report is used to report bank statement reconciliation activity, including statement dates, cleared deposits and payments, statement ending balances, unreconciled transaction amounts, bank account, and reconciliation status.	No TeamWorks Equivalent
Find Bank Statements	This report is used to review bank statements, including bank account, statement dates, reconciliation status, cleared deposits and payments, beginning and ending balance, and transaction detail.	FIN3000

Common Reports: Where Do I Start?

What are you trying to do?	Start with
Research accounting activity	CRFIN - Find Journal Lines
Review balances	CRFIN – Trial Balance – Various Worktag Columns or Trial Balance
Research a supplier invoice	CRFIN - AP - Find Supplier Invoices
Research a payment	CRFIN - AP - Find Payments
Review outstanding receivables	Receivables Aging
Review budget vs. spending	CRFIN - Budget vs. Actual
Research detailed actuals	Budget vs. Actual by Worktags
Find payments pending settlement	Due Proof Reports
Review month-end activity	Period Close Dashboard



*thank
you!*