

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: System Description		
Policy Number: 406.01	Effective Date: 7/10/2018	Page Number: 1 of 2
Authority: Commissioner	Originating Division: Administration and Finance Division (Financial Services)	Access Listing: Level I: All Access

I. Introduction and Summary:

To describe the system by which transactions are recorded.

II. Authority:

A. O.C.G.A. §50-5B-3(a)(2);

B. TeamWorks System Customer Service Support Service Level Objective (SLO) <http://sao.georgia.gov/teamworks-service-level-objective>; and

C. ACA Standards: 1-CTA-1B-06, 4-4027, 4-4031, and 4-4032.

III. Definitions:

A. State Accounting Office (SAO) - Office of Planning and Budget (OPB); PeopleSoft Financial Accounting System (TeamWorks) <http://sao.georgia.gov/>

IV. Statement of Policy and Applicable Procedures:

A. **System Description:** The PeopleSoft Financial Accounting System is designed to assist the user agency by expediting the processing of accounting data and by providing comprehensive reporting capabilities. TeamWorks is designed to meet the three (3) primary accounting needs of state departments: Internal management information, OPB, SAO and State Auditor reporting requirements, and reports on funds received from non-State sources.

B. **Internal Management Information (Responsibility Reports):** Internal managers need data that reflect the status of expense and allotment balances. By establishing organization units to reflect areas of responsibility and by recording expense and budget data by organization unit, TeamWorks provides information to management about the performance of responsibility areas.

C. **OPB, SAO and State Auditor Requirements:** TeamWorks provides the necessary reporting requirements for OPB, SAO and the State Auditor.

D. **Reporting Requirements for Funds Received from External Sources:** TeamWorks is designed to provide proper identification of costs related to operations partially or totally funded by non-state funds. As activities may cross lines of authority, federal grants may be of such a nature that they may involve

GEORGIA DEPARTMENT OF CORRECTIONS
Standard Operating Procedures

Policy Name: System Description

Policy Number: 406.01

Effective Date: 7/10/2018

Page Number: 2 of 2

Authority:
Commissioner

Originating Division:
Administration and Finance
Division (Financial
Services)

Access Listing:
Level I: All Access

several activities and organization units within a department. Federal grants may be identified as fund sources, thus producing the capability of recording and reporting the expenditures of non-state funds.

V. Attachments:

None

VI. Record Retention for Forms Relevant to this Policy:

None