

Frequently Asked Questions

GA@WORK Grants Module

Introduction

This Frequently Asked Questions (FAQ) document is designed to answer Grants questions about the GA@WORK implementation.

Best Practice

The use of this FAQ is interactive by selecting “Ctrl” and “F” simultaneously on your keyboard and using the search box for a key-word search.

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Getting Help and Learning More

Question 1: Where do I find Grants Module help?

Answer: For assistance with the Grants Module, you can:

- Connect with or update your Agency’s primary Grants point of contact.
- Confirm your Agency’s status on required submissions for the Grants Module.
- Request one-on-one support.
- Access meeting decks and demonstration materials.

Simply reach out to the team at NextGen_Grants@sao.ga.gov for guidance and resources.

Question 2: Where can I learn the basics and view demos on what the Grants Module is and how it will work?

Answer: To learn more about Grants:

- Find change impacts and a crosswalk for Grants, visit the [GA@WORK Resource Library](#) .
- See a sneak peek here: [Grants Management Sneak Peek | State Accounting Office](#).

Enterprise Interface Builder (EIB)

Question 3: What is an Enterprise Interface Builder (EIB)?

Answer: Enterprise Interface Builder (EIB) is GA@WORK’s tool that provides an easy-to-use way to load data without requiring any programming. EIB is especially useful when you need to load or update large volumes of information directly into GA@WORK.

To streamline the process, GA@WORK provides a pre-built spreadsheet template for common bulk updates. You simply enter your data into this spreadsheet, upload it using EIB, and the system will import and update the necessary records. If there are any errors, GA@WORK will notify you and clearly highlight exactly which cells need correction, making troubleshooting quick and straightforward.

Question 4: My CFO has not received an EIB template. Where can we find it?

Answer: Please contact nextgen_grants@sao.ga.gov for support. The following EIB Types are available:

EIB Type	Contents / Purpose
Grants Related Worktags	Ensures transactions are accurately tagged for grants, enabling proper financial tracking, reporting, and compliance.
Award Groups (if applicable)	Facilitates management and reporting of awards by grouping them for organizational, reporting, or operational purposes.
Award Schedules	Award start/end dates, schedule names, milestones, payment terms, and related contract details.
Submit Awards	Award name, sponsor, funding amount, principal investigator, award type, and status.
Billing Schedules	Billing dates, amounts, frequency, details, and related award/contract references.
Grant LTD Billed Journals	These are “Life-To-Date” (LTD) billed journal entries for grants. They track cumulative billed amounts for grants and support financial reporting and reconciliation. Grant LTD Billed Journals can be categorized as either billed and paid or billed and unpaid.
Grant LTD Unbilled Journals	These are “Life-To-Date” (LTD) unbilled journal entries for grants. They monitor cumulative unbilled expenses for grants, aiding in revenue recognition and future billing.
Sponsor Invoices	Invoice number, sponsor/customer details, invoice date, billed amount, award/contract references, and payment terms. This is needed for conversion purposes.

Question 5: Where can agencies find the latest EIB templates?

Answer: Agencies should always use the most current EIB templates, which are available in your agencies shared project folder in SharePoint.

Question 6: Are EIB templates provided for building grants and conversions?

Answer: Yes, agencies can use EIB templates for both grant and transactional data conversion. In addition, User Interface (UI) tools are also being explored to further support agencies with the data transition process.

Question 7: Is there a cheat sheet or quick reference for EIB requirements?

Answer: Yes, sample EIBs and a Q&A guide are available to help participants quickly understand EIB requirements. Reach out to nextgen_grants@sao.ga.gov for these materials.

Question 8: What fields are not editable in an EIB?

Answer:

When working with an EIB template, do not edit the following:

- Column headers
- Tab names
- Data formats
- Columns themselves (do not hide or delete columns)

Changing any of these elements can prevent a successful upload or cause errors during data processing.

Question 9: Where can I find the error report for my Agency, and if we have an error, how do we resolve the issues?

Answer: After loading the EIB, the Conversion Team will receive an error report for any load values that failed. Each agency has an "Error" folder in their conversion folder, that the conversion team adds the error report to. Your agency and the Deloitte Grants Team will work together to resolve the issues causing the error. Once corrections are made, the Conversations Team will reload the. A file is not considered successfully loaded until it loads without any errors. Please contact NextGen_Grants@sao.ga.gov for help

Question 10: Can we leave the Cost Centers off the Grant Worktag EIB submissions?

Answer: Yes, GA@WORK does accommodate scenarios where Cost Centers are not included in the Grant Worktag EIB submissions. Including a Cost Center is optional in the EIB; however, a Cost Center is required on all transactions. Additionally, the award record can be modified later to add funding or extend end dates as needed.

Question 11: Should only grants active on August 31, 2025 be included in EIBs, or also those starting after?

Answer: Include both current and future awards in conversion EIBs. For transactional reconciliation, limit to transactions up to August 31, 2025.

Question 12: Can agencies manually set up awards instead of using bulk EIBs?

Answer: EIBs are required for the bulk conversion of awards. However, in exceptional cases such as when an agency has only a very small number of grants manual, one-on-one award set-up may be considered

Question 13: Can the format of EIB templates be changed to fit agency needs?

Answer: No, the EIB template format should not be changed. Alterations may cause bulk upload errors.

Question 14: How should award periods be numbered in the EIB?

Answer: Award period row IDs in the EIB should be numbered sequentially (e.g. 1, 2, 3) to reflect the order of the award periods. Additionally, use “award period” as the posting interval name for each row.

Question 15: What fields in the Award Schedule EIB are required versus optional?

Answer: Disregard the “required/optional” labels at the top of the EIB template as they may not always be accurate. Instead, consult the sample EIBs provided to determine which fields must be populated for a successful conversion. These samples reflect the actual requirements based on prior conversions and tested processes.

Question 16: How are attributes like revenue recognition, Facilities & Administration (F&A) rates (also known as Indirects or Overhead) and subrecipient info handled in Award EIBs?

Answer: These details are mapped to specific fields in the Award EIB using sample templates for input and can be reviewed in upcoming demos.

Question 17: If we have an EIB template to build grants, do we need to create each award in GA@WORK individually as well?

Answer: Yes, you will need to ensure that each award is created in GA@WORK for accurate tracking. After conversion loads are complete, your agency will need to validate the loaded data. The conversion team provides post validation custom reports which will be exported and included in your agency folders. This approach has been used for prior builds across workstreams.

Question 18: Why might an Agency need multiple award periods in the Award Schedule EIB?

Answer: Multiple award periods may be needed if the performance or billing of an award spans more than one defined phase or dates.

Grants and Worktags

Question 19: What is the difference between the Grant Worktag accounting detail and the award data?

Answer: Accounting details are “Life-to-Date”, also called LTDs.

Grant LTD Billed Journals These are “Life-To-Date” (LTD) billed journal entries for grants. They track cumulative billed amounts for grants and support financial reporting and reconciliation. Grant LTD Billed Journals can be categorized as either billed and paid or billed and unpaid.

Grant LTD Unbilled Journals	These are “Life-To-Date” (LTD) unbilled journal entries for grants. They monitor cumulative unbilled expenses for grants, aiding in revenue recognition and future billing.
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Award data is the Award Contract data, such as:

Award Schedules	Award start/end dates, schedule names, milestones, payment terms, and related contract details.
Submit Awards	Award name, sponsor, funding amount, principal investigator, award type, and status.
Billing Schedules	Billing dates, amounts, frequency, details, and related award/contract references.
Grants Related Worktags	Ensures transactions are accurately tagged for grants, enabling proper financial tracking, reporting, and compliance.
Award Groups **If applicable**	Facilitates management and reporting of awards by grouping them for organizational, reporting, or operational purposes.

Question 20: Is there a report we can run in the GA1 tenant to see what Grant Worktags and Awards have been loaded in that tenant?

Answer: Yes, it is called CRFIN – AUD – Data Audit – Grants. Type the report name into the search bar in GA@WORK to access the report.

Question 21: If a Cost Center is used during Grant setup, does it become the default for future transactions?

Answer: There are two ways to add a related Worktag (Cost Center, Fund, Fund Source, etc.) to a Grant.

Multiple Worktags can be added as “Allowed Worktags.” This restricts the related Worktags to just those included as allowable Worktags. A single Worktag per related Worktag type can be added as “Default Worktags.” On a transaction that uses the Grant Worktag, these are the related Worktags that auto populate. If additional Allowed Worktags are included in the grant setup, the user may select a Worktag other than the Default Worktag.

Grant
Collects costs

Grant
(Worktag)

Related Worktags	Allowed Worktags (multi-select)	Default Worktags (single select)
Cost Center	42700 - Child Support Services 42700 - Departmental Administration	42700 - Child Support Services
Fund*	10100 Budget Fund	10100 Budget Fund
Fund Source*	Federal Funds Not Specifically Identified	Federal Funds Not Specifically Identified
Budget Ref	optional	optional
Project	optional	optional
Activity	optional	optional

Question 22: Is the Grant Worktag simply the grant number?

Answer: Yes, the Grant Worktag is the grant number used in the accounting string.

Question 23: What are the differences between award lines and Grant Worktags?

Answer: Award lines represent specific billing schedules and attributes; Grant Worktags help tie specific transactions back to their grants for accounting and reporting.

Question 24: Do multiple award lines require multiple Grant Worktags?

Answer: Yes, each award line should have its own Grant Worktag.

Note: If an award or award line is cancelled due to setup errors that cannot be fixed through Award Correction functionality, the associated Grant Worktag might be reused on the corrected entry. However, this process is complex and requires careful coordination with the Grants Configurator to ensure data integrity and compliance.

Question 25: What if a grant has three projects, each with their own award amount?

Answer: Each project should have its own award line and its own Grant Worktag. The specific award amount for each project must be allocated to its corresponding award line and Grant Worktag, ensuring that funding and tracking remain clear and distinct for each project.

Question 26: How do Agencies set up new Worktags and approval processes in GA@WORK?

Answer: There is a defined process, with tasks in the tenant and approval workflows. Specifics are being clarified in follow-up and one-on-one sessions.

Question 27: Who sets up new Worktags, and where does State Wide Report (SWAR) fit in the approval process

Answer: Most Foundation Data Model (FDM) elements, like fund source, are set up and updated by SAO. Agencies can establish Grant Worktags. While agencies will be able to set up their own Grant Worktags, other new Worktags, such as new Cost Centers, Fund Sources, Funds, Ledger Accounts, etc. will need to be approved by SWAR and set up by SAO.

General Grants Functionality

Question 28: Will report templates be available based on current reporting?

Answer: Currently, TeamWorks users use a report called the "GG Combined Detail Report" to prepare federal financial reports. GA@WORK users will use the custom report "CRFIN-Find Journals Lines" report for federal financial reporting.

Question 29: If a transaction uses a Cost Center that is not linked to the grant, will it error out?

Answer: Yes, if specific Cost Centers have been set up as Allowed Worktags on the Grant's related Worktags, then using a Cost Center not included in that allowed list will cause an error. However, if no Cost Centers are designated as Allowed Worktags for the Grant, then any Cost Center in the system can be used for the transaction, and it will not error out.

Question 30: How do formula grants work when there is no contract, just awarded funds based on legislative bills?

Answer: The set up for formula grants is the same as for award with an award contract: Create an award, select Grantor as Sponsor, enter funds, dates, and award line information as needed for reporting.

Question 31: Should Agencies prepare data only as of August 31, 2025, or also include future awards starting after that date?

Answer: Agencies should capture all core grant data as of August 31 for reconciliation but also include future awards for go-live setup. Only transactional data should be limited to activities occurring up to August 31.

Question 32: Are all grants and awards needed for go-live, or only those active as of August 2025 included?

Answer: Both current (active as of August 31) and future awards should be included for go-live. However, only those with activity up to August 31 are needed for transactional reconciliation.

Question 33: How should grants ending after August 31, 2025 be handled?

Answer: Grants ending post-August 31 need to be set up for go-live if they remain relevant, but their transactional data for reconciliation should only cover the period up to August 31.

Question 34: Will inactive grants in the snapshot need to be reset for go-live?

Answer: Agencies can exclude inactive grants during the final pre-go-live conversion. Data collection will be repeated, and only relevant grants should be included.

Question 35: Is foundational data the same as core data?

Answer: Yes, foundational and core data refer to the same set of information. We also refer to the data as "Award Set-Up Data." This data is necessary to set up Award records in GA@WORK.

Question 36: Can I choose my fund source during grant setup?

Answer: Yes, you will create your grant and select your fund source during setup, similar to the current TeamWorks practice.

Question 37: How do I set up a grant that has multiple projects each with their own award amount?

Answer: Your single grant will become an Award Contract in GA@WORK. Each project will be an Award Line, each with its own Grant Worktag and amount.

Question 38: What happens if the grant/award amount changes after setup?

Answer: Use the Award Correction task to update the amount. Be sure to add the required substantiation (Sponsor email, Amendment, etc.) to the Attachment Tab while making the correction.

Grants Billing in GA@WORK

Question 39: Is billing in GA@WORK based on “cash out the door”? Can GA@WORK bill in this way?

Answer: GA@WORK does not bill strictly based on cash out the door. The billing process is typically schedule or milestone-based.

Question 40: How do I put in a billing schedule that accommodates weekly, month-end, and year-end billing for sponsors?

Answer: You can configure billing schedules to accommodate multiple intervals. For more complex needs, please reach out to Nextgen_training@sao.ga.gov.

Question 41: Is a billing schedule required, and what if I want to bill outside of the schedule?

Answer: A billing schedule is recommended for consistency, but if you must bill outside the schedule, options such as “bill on demand” or “immediate” billing are available.

Question 42: In GA@WORK, does billing limit equal Grant Module budget?

Answer: No, the billing limit in GA@WORK does not necessarily equal the grant budget in the Grants Module. The billing limit in GA@WORK caps the amount you are able to bill a Sponsor. It is typically used in converted awards that do not use the LTD conversion process so awards unable to draw in excess of their Award Amounts.

Question 43: What is the process for setting up billing schedules and invoices in GA@WORK? Why do the options for each look similar?

Answer: Billing schedules define frequency and timing for invoice creation. You can pick from similar interval options, but the schedule drives automation, while “bill on demand” allows flexibility.

Question 44: The new process seems restrictive for issuing payments. Are there workarounds for getting invoices paid or transactions processed if grants are not set up with all parameters?

Answer: If you have unique needs, please reach out to Nextgen_training@sao.ga.gov.

Question 45: What if billing methods described don't work for an Agency's case?

Answer: Case-by-case one-on-one meetings will address unique business and billing needs, including customizing the conversion approach.

Question 46: Is a billing schedule required for each award?

Answer: Yes, every award must have a billing schedule. It defines how and when sponsors are billed and can be customized for weekly, monthly, or "as of date" billing.

Question 47: Can billing schedules be set to reflect "as update" rather than fixed periods?

Answer: Yes, billing schedules can be set so that invoices are generated "as of date," allowing more flexibility to match expenses as they're incurred.

Additional Questions

- Please visit additional resources online here: <https://sao.georgia.gov/gawork-resource-library>
- If you have any additional questions that are not covered within this FAQ, contact your manager or reach out to Nextgen_training@sao.ga.gov.