

Journals and Transactions

What is Journals and Transactions in GA@WORK?

Journals and Transactions in GA@WORK is designed to provide employees with a standardized process for initiating, approving, tracking, and auditing journal entries.

Who can access Journals and Transactions in GA@WORK?

Accountants and Accounting Operations Leads will access Journals and Transactions.

Will hard copies of journal entries be needed for approvals?

No; journal entries will be approved in GA@WORK. Depending on the journal entry, additional approvals may be required.

As an employee, what changes will I experience with Journals and Transactions in GA@WORK?

Journal entries will be approved within GA@WORK. Transactions will post in real-time, and reporting will be available immediately after approval. Unique journal sequence IDs will be automatically generated by GA@WORK for tracking and auditing purposes.

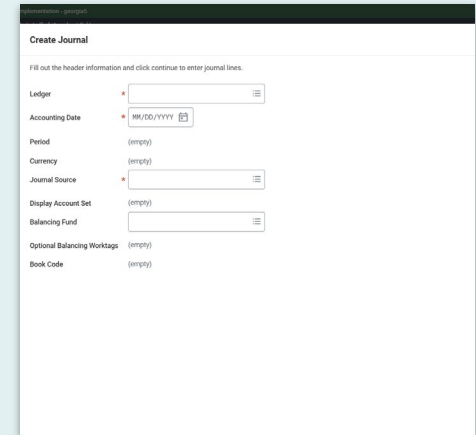
As an employee, what does not change with Journals and Transaction in GA@WORK?

Employees will continue to have access to reporting in GA@WORK.

Agencies can use the “memo” and “external reference ID” fields for their specific journal entry tracking.

What's next?

For employees who will complete journal entries in GA@WORK, training for Journals and Transactions will be available starting in summer 2025.



A CLOSER LOOK

For a closer look, watch the Journals and Transactions video available in the [GA@WORK Resource Library](#)

MORE INFO

<https://sao.georgia.gov/nextgen>