

GeorgiaFIRST Financials V8

Announcement

POSTED: August 21, 2009

SUBJECT: FY2009 Continuous Audit SB300 Data Submission

PURPOSE: To notify users at all institutions using GeorgiaFIRST PeopleSoft Financials Version 8.9 of the availability of the web site for online data submission of SB300 files to the Department of Audits and Accounts (DOAA).

FUNCTIONAL IMPACT: Per instructions provided by Georgia Department of Audits and Accounts (DOAA), the web site for online data submission of the SB300 Vendor Obligation and Payment Data files will be available starting on **Tuesday, August 25, 2009**. Upon completion of the steps outlined in PSFIN Business Process GL.040.012, two flat files will be created that contain the required data. These files will be submitted by each institution directly to DOAA like the other annual Continuous Audit files.

The deadline to submit and confirm data is **October 15, 2009**. Since a decision has not yet been made regarding when OIIT will change the individual 8.9 Production databases to read-only access, institutions are encouraged to complete their FY09 file submissions as soon as possible from their individual databases.

In the event you encounter any problems submitting your files, please contact the **OIIT HELPDESK** for assistance.

SUPPORTING DOCUMENTATION: The following documentation is available to assist you with creating the FY2009 Continuous Audit SB300 Vendor Obligation and Payment Data submission files from your individual databases for submission to the DOAA.

1. The included **DOAA SB300 Data Submission Instructions** email that was posted on August 20, 2009 contains the date the web site will be open for data submission, the deadline to submit and confirm data, and included the following two instructions documents on logging into the web site and submitting data:
 - Log in and Account Creation Instructions FY09
 - SB300 Payment and Obligation submission Help final

The two DOAA instructions documents are posted on the **FY End Information: 2009** page of the GeorgiaFIRST Financials web site at: http://www.usg.edu/gafirst-fin/documentation/fy_end_2009.phtml. In addition, a combined PDF file, **FY2009 Continuous Audit SB300 Data Submission with DOAA Instructions**, that includes this announcement, the **DOAA SB300 Data Submission Instructions** email, and the

two DOAA instructions documents, is posted on the **Announcements** page of the Georgia*FIRST* Financials web site at: <http://www.usg.edu/gafirst-fin/announcements/>.

2. PSFIN Business Process **GL.040.012 – Continuous Audit Vendor Obligation/Payment Report** is located in the **Business Processes** section on the **Documentation** page of the Georgia*FIRST* Financials web site at: <http://www.usg.edu/gafirst-fin/documentation/>.

ADDITIONAL OIIT RESOURCES and SUPPORT: Contact the **OIIT HELPDESK** at http://www.usg.edu/customer_services (support request self-service) or e-mail helpdesk@usg.edu. For emergency, business interruptions, or production down situations, call the **OIIT HELPDESK** immediately (706-583-2001; or toll free within Georgia 1-888-875-3697).

-----Original Message-----

From: Lynn Bolton [mailto:BoltonLn@audits.ga.gov]

Sent: Thursday, August 20, 2009 2:21 PM

To: carol.gibson@business.gatech.edu; taryn.trent@dol.state.ga.us; Tim Carswell;

jlandroche@galottery.org; april.king@gba.ga.gov; gknowles@gsfic.ga.gov;

finbrs@langate.gsu.edu; JJONES@mail.mcg.edu; PNEWMAN@mail.mcg.edu;

clevela@uga.edu; Donna Wooddell; Sharon Logan; Vikki L. Williamson

Cc: Claire Arnold; Steve Geddes; Kristina Turner

Subject: SB300 Data Submission Instructions

Attached are 2 documents with instructions on how to get started on the process of logging into and submitting data for SB300. The first document contains login instructions. Once you login to our system, you will need to request access to the Open GA Data Collection Application. The 2nd document describes how to use the Open GA data collection website. The system will be open to start submitting data on Tuesday August 25th. The deadline to submit and confirm data is October 15th. If you have questions, DOAA's helpdesk number is listed in the Log in instructions or you can contact me directly at the number below.

Lynn Bolton

IT Director

Georgia Department of Audits

270 Washington Street

Suite 5-120

Atlanta, GA 30334

404-657-9978 office

770-274-9147 cell

boltonln@audits.ga.gov

Georgia Audits made the following annotations on Thu Aug 20 2009 14:22:03

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