

GeorgiaFIRST Financials V8

Announcement

POSTED: June 9, 2009

SUBJECT: FY2009 Data Reporting of Salary, Travel, and Professional Services

PURPOSE: To notify users at all institutions using GeorgiaFIRST PeopleSoft Financials Version 8.9 of the format and submission dates for the preparation of the reporting of Salary, Travel, and Professional Services information to the Department of Audits and Accounts (DOAA).

FUNCTIONAL IMPACT: The Department of Audits and Accounts (DOAA) has sent out an updated letter to remind all institutions of the format and submission dates for the preparation of the reporting of Salary, Travel, and Professional Services information.

Institutions will create the FY2009 Continuous Audit reports and files from your individual databases for submission to the DOAA using the attached instructions.

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

1. The included **Data Reporting of Salary, Travel and Professional Services for Fiscal Year Ended 2009 State Colleges and Universities** contains the format and submission dates from DOAA. This document is also available 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.
2. The following PSFIN Business Processes regarding Continuous Audit are located in the **Business Processes** section on the **Documentation** page of the GeorgiaFIRST Financials web site at: <http://www.usg.edu/gafirst-fin/documentation/>.
 - GL.040.005A – Running Employee Travel Continuous Audit Interface
 - GL.040.005B – Running Per Diem Continuous Audit Interface
 - GL.040.005C – Running Continuous Audit Report and Creating Files
 - GL.040.005D – Continuous Audit Combined Salary and Travel Report

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).



DEPARTMENT OF AUDITS AND ACCOUNTS

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June 11, 2009

Re: Data Reporting of Salary, Travel and Professional Services for Fiscal Year Ended 2009
State Colleges and Universities

This is an updated letter to remind you of format and submission dates for the preparation of the reporting of Salary, Travel, and Professional Services information. We are requesting your cooperation in sending us a comma-delimited text file through an online validation process for all data that applies to your organization. Regardless of the method you use to create the file, the record layout for each type of information must be followed (layouts included in this letter with examples). Please note that we will also require a contact(s) for your organization which will be responsible for responding to calls or emails from the public regarding the Salary, Travel or Professional Services information at your organization. This information will need to be populated online once you login to the system.

Attached, you will find specific instructions on how to use the Internet to send us the file(s) in a **secure** method. The method will be the same as last year through an online validation process. If you already have an established account from last year, your log-in will be the same for this year. The data transmitted should be for the period July 1, 2008 through June 30, 2009 after the close of your financial statements.

The system will be available for submission *and* log-in starting on July 13, 2009. All file submissions should be transmitted no later than **August 14, 2009**. **Files are required on an annual basis only.** **Please understand that each file must reconcile to your general ledger. If your data file does not balance or is in the wrong format, it will be returned.** We are available by phone to assist you if required.

For questions you may have, please contact Claire Arnold at (404) 651-8818 or Joan Pittman at (404) 656-0485. This information, as well as the attached pages, is designed to help in creating the data file. We thank you in advance for your prompt cooperation.

Sincerely,

A handwritten signature in cursive script that reads "Lynn Bolton".

Lynn Bolton
Director

Attachment

Salary/Travel and Professional Services Instructions

GENERAL FILE REQUIREMENTS:

All required columns should be included in your file. The order of the columns is very important. On the last name, first name and middle initial there is a maximum field width of 50. Column headings should not be included.

- The system will not allow you to submit data like the following: SMITH,JR in the last name field. The system cannot accept this and it will be rejected. Also no commas or periods in LAST,FIRST,MIDDLE or SUFFIX name field.
- The Last, First, Middle and Suffix information should be in separate columns (Salary and Travel file only). All names are requested in UPPERCASE. Please check the format and spaces in all the files.
- **Monetary amount fields** – include decimal with two positions but no commas or other formatting. Example: 1234.33
- **Negative amounts** should be shown with a leading negative symbol (-) before the first numeral
Example: -4352.22
- **Social Security Number** – must be 9 numbers – **include leading zero** if necessary and do not include dashes or alpha characters within the number. Ex: 091234569
- Some colleges put in a dummy S.S. # beginning with 999 or 888 to get the employee into the system and then go back and change them to the correct S.S. # when it becomes available. **Note: We will no longer be accepting any numbers beginning with a 999 or an 888.** This applies to Salary, Travel and Professional Services. Please correct this problem.
- **Files are required on an annual basis only.** Annual files should have one salary and travel total per employee for the entire fiscal year. This file should be transmitted at year-end after the close of your financial statements (no later than August 14, 2009) and should reconcile to your general ledger.

Note: Additional specific rules are shown below for each type, as applicable.

SALARY and TRAVEL File

Note: Column headings are shown for illustration purposes only and should not be included in your file.

Entity Code	Social Security Number	Last Name	First Name	Middle Initial or Middle Name	Suffix	BCAT Code or Non-Salaried Indicator	Total Salary Amount	Total Travel Amount
404	012345678	COX	BOBBY	A	JR	300X	100000.50	55.00
404	987654321	SMITH	M	WILLIS	IV	400X	45000.50	1250.75
404	654321987	ABBY	JOHN	E		A0048		200.00

Additional Note on Salaries and Travel

1. BCAT Code Description/Non-Salaried Indicator – The BOR standard listing of Job Codes should be used (only BOR approved codes will be used). The Department of Audits will return all records with invalid BCAT Codes. The Non-Salaried Indicator should be populated for cases where you have travel expense for persons with no salary. Please use one of the following codes to identify the situation: Use either an **A0048** for a “Board Member”, **99901** for a “Former Employee”, or **99902** for “Employed by Other State Organization”. Leave blank for regular salaried employee travel. *Exception to leaving blank--If an employee received travel only (job interview, etc.) before being actually employed & then received salary the following year, use the job code that they would be hired as.*
2. Employee Count – We require a total count of employees on the payroll at June 30th. Please include this along with the control totals when you submit your file through the validator.
3. Salary is recorded on a cash basis and should reconcile to the general ledger.
4. All Board members should be identified on the travel report and **should not** be included in the Professional Services report. If amounts were paid to a third party, include such amounts in the totals for the employee(s) for whom it was paid, not to a company, etc.
5. Name preference – In cases where a name for travel does not agree with the supposed same name for salary, the name for salary is the authoritative source.
6. Travel is reported on an accrual basis and ties to the general ledger.

PROFESSIONAL SERVICES

Reports are required on an annual basis only. Also, note there should only be one summary record for each organization (or person) per “Chart of Account” number used. Multiple transactions for a single vendor should be reported on a consolidated basis, as long as the “Chart of Accounts” is the same. If the chart of account number differs, a separate record is required. An example is noted below for the first two “Simpson and Jones” listings. Two entries are shown because there are two different “Chart of Account” numbers (751101 & 751102). **Please do not use 751000 or 752000**, they are only generic numbers and are “roll-up” accounts. If the SCOA numbers had been the same, only one record would have been needed. The third listing for “Simpson and Jones” is a different chart of account number and is an expense amount.

Reports should be submitted to the DOAA no later than August 14, 2009

Additional Notes on Professional Services:

1. Never list both a “Fee Amount “and “Expense Amount” for the same record.
2. Professional Services is reported on an accrual basis and ties to the general ledger.

Entity Code	FEI or Social Security Number	Company Name or Individual	Chart of Accounts	Fee Total	Expense Total
404	000562341	SIMPSON AND JONES	751101	5600.00	
404	000562341	SIMPSON AND JONES	751102	1000.00	
404	000562341	SIMPSON AND JONES	752100		300.00

404	234567890	SMITH,JOHN A	751102	12750.00	
404	432156668	PATTY,SANDI	752100		3400.75

SUBMITTING THE COMMA-DELIMITED TEXT FILE:

Salary/Travel File – use your Entity Code plus “SALTRAV09”. Example: 404SALTRAV09.CSV

Professional Services – use your Entity Code plus “PS09”. Example: 404PS09.CSV

Login and Account Creation Instructions

In order to submit for the FY09 year, there are 3 options:

1. You can login using your existing login name and password.
2. If you know your login name but have forgotten your password, you can use the forgotten password feature which is a question and answer set otherwise known as a challenge response. This will allow you to reset your password.
3. The last option is to “Create a New Account” if you are a new user.

Note: If your organization has had a domain address email change within the last year you need to call to let us know. The helpdesk number is (404-732-9100)

To Start Visit the link: <https://www.audits.state.ga.us/auth/>

Login Screen



The Georgia Department of
Audits and Accounts

Username:

Password:

Login

Forgot Password	If you have forgotten your password, press the Forgotten Password link.
Create New Account	To setup a new account, press the Create New Account link.

If this is your first time visiting our site, you must create an account. (Start by pressing the Create New Account link).

Account Creation Screen 1




The screenshot shows the 'Account Creation Wizard' interface. At the top, there is a header for 'The Georgia Department of Audits and Accounts' with the department's logo on the left and a decorative banner on the right. Below the header, the text 'Welcome to the Account Creation Wizard' is displayed. A list of three instructions follows: 1. Please enter your Email address, 2. Then select your entity's code and name, and 3. Proceed by pressing the next button. The form contains three input fields: 'Email address' (a text box with a yellow background), 'Entity Code' (a dropdown menu with the text 'Please select an entity code...'), and 'Entity name' (a dropdown menu with the text 'Please select an entity name...'). At the bottom of the form are two buttons: 'Cancel' and 'Next'.

Once you select create an account, you will be prompted to fill in three fields with the appropriate information. The first field is your email address that you will be using for the submission process. The second field is your entity's code or id and the third field is your entity's name. Once you have completed these fields you can press next. We are validating that these three fields are correct before we allow you to continue in the process. **Attention:** If your organization has had an email change within the last year you need to call to let us know. (404-732-9100)

Attention: If you are immediately sent back to the login screen, you have either made the wrong selection for the entity code and name or you already have an account. If you already have an account, please put your login name which is your email address and enter your password. If you do not remember your password, press the forgotten password button and follow the instructions. Please call DOAA (404-732-9100) if this continues to happen when trying to create an account.

Account Creation Screen 2



The Georgia Department of
Audits and Accounts

Account Creation Wizard - Step 2

Please fill out the following information to complete the registration process.

First name:	<input type="text"/>	Last name:	<input type="text"/>
Job Title:	<input type="text"/>	Telephone*:	<input type="text"/>

* Please enter the phone number using the following format: 404-732-9100

The entry below should be for an individual in a supervisory position who is responsible for the data you will be uploading.

Manager First Name:	<input type="text"/>	Manager Last Name:	<input type="text"/>
Manager Phone*:	<input type="text"/>	Manager Email:	<input type="text"/>

* Please enter the phone number using the following format: 404-732-9100

Reason for creating account:	<input type="text" value="New Account"/>
Application Access:	<input type="checkbox"/> Federal Expenditures <input type="checkbox"/> Financial Data Submission <input type="checkbox"/> Salary, Travel, and Professional Services

Please select a question:	<input type="text" value="Please select a question."/>	Please enter an answer:	<input type="text"/>
Please select a question:	<input type="text" value="Please select a question."/>	Please enter an answer:	<input type="text"/>
Please enter a question:	<input type="text"/>	Please enter an answer:	<input type="text"/>

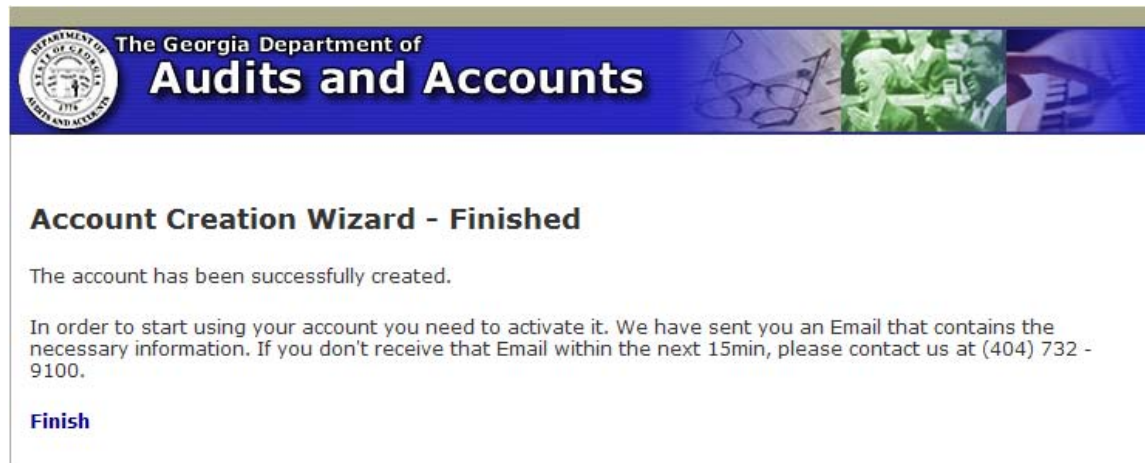
For your account you need to setup a password. Please enter the password below. The password you choose MUST meet the following criteria:

1. At least 1 character
2. At least 1 number
3. At least 1 special character
4. The minimum length of your password must be 8 characters
5. The maximum length of your password is 20 characters

Please enter a Password:	<input type="text"/>
Please re-enter the password:	<input type="text"/>

The second step is to enter in your account information. You will need to fill in all fields to complete the account setup. Please make sure that you put a manager / secondary contact person in the manager fields in case you are not available. This will also allow us a secondary way to send electronic communications to your entity. The last area of step 2 is for the challenge response questions and password to be entered. Please make sure to use something that you can ensure will not be easily guessed and that the password follows our password policy. The password must have at least 1 special character, 1 number, with a minimum length of 8 and a max length of 12. The challenge response questions are used in the forgotten password feature.

Account Creation Screen 3



Once everything is complete you will see the following screen with a message:

The account has been successfully created.

In order to start using your account you need to activate it. We have sent you an email that contains the necessary information. You will receive the email notification within 15 minutes from DOAA which will look like the following email.

FROM: noreply@audits.ga.gov

SUBJECT: Department of Audits and Accounts - Account Verification

MESSAGE:

Dear USERNAME , You have setup an account with the Department of Audits and Accounts. Please activate your account by either clicking on the link below:

<https://www.audits.state.ga.us/auth/accountActivation.html?activationCode=1f03e0a6-7776-4a3e-bc6e-6992da582e25> OR you can manually go to **<https://www.audits.state.ga.us/auth/accountActivation.html>** copy and paste the following code into the text field: **1f03e0a6-7776-4a3e-bc6e-6992da582e25**

Thank you very much!

Once you have activated your account you are ready to access the applications.

Attention: There is an approval process for granting and revoking application access so if you login and don't have any links for the applications that you have requested, please be patient and try back in a few minutes. If within 24 hours you do not have access to the systems, please call DOAA helpline (404-732-9100).