

NPO Contract Data Submission

User Guide

January 7, 2008

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File Definition and Layout

File Naming Convention- you should use the following naming convention so that we can correctly identify the information. The filename should be Entity Code + FY+NPO.CSV. An example of that for the Department of Audits would be 40407NPO.CSV. The file must end in .CSV

The File layout is as follows:

1. Entity Code – the organizations code (for verification purposes)
2. Grant Contract Number
3. Contract Date
4. SCOA
5. Total State Award
6. Total Federal Award
7. NPO FEI Number
8. Purpose of Contract

Validation logic for each of the above fields:

*Entity Code – Required Field, The entity code will be verified against the users account information and permissions within the system. This will enable us to ensure that the user is able to submit information for the given entity.

*Grant Contract Number – Required Field, The grant contract number has no other validation logic at this time. The system will only verify that this field has a value. From our understanding currently there is no structure across each entity for this number (it is used more like a transaction identifier at the agency).

*Contract Date – Required Field, This is the date in which the payment was made to the NPO organization. This date should be within the given fiscal year in which the Agency is submitting. (DD/MM/YYYY, example: 01/01/2007)

*SCOA- Required Field, This is the State Chart of Accounts and must be **6** digits in length

Total State Award – will accommodate up to 999,999,999.99 no formatting like \$ or **comma**, only valid digits. **will not accept a zero value if no value in Federal Awards. There must be a value in either State Award or Federal Award.

Total State Federal Awards – will accommodate up to 999,999,999.99 only valid digits. **will not accept a zero value if no value in State Awards. There must be a value in either State Award or Federal Award.

*NPO FEI – Required Field, The field length will be 9 digits in length. (Dashed formatting will not be allowed). The system will only allow a valid FEI to be submitted. Agencies may add new NPO’s with a corresponding FEI. DOAA review contact will verify and approve that the NPO FEI is a valid number.

*Purpose of Contract – Required Field, The field has a maximum length of 255 characters for the description of the contract.

Example file layout:

Shown here is an example - the actual file should **not** have headers.

Entity Code	Contract Number	Contract Date	SCOA	Total State Award	Total Fed Award	FEI	Purpose
404	12345	06/30/2006	300056	10000.00	100.00	345126895	To feed the children
404	12356	06/30/2006	300045	5000.00	0	526897456	Red cross

** If a new FEI for a NPO is submitted that does not exist in the system, the Entity contract for that NPO will not be accepted until the NPO with FEI is added to the system.

** If a NPO has had an address change please correct the address and contact info on the screen once uploaded to the system.

Once a user has created an account they are ready to proceed with the file submission.

**Please Note: If you are submitting for 2 or more entities, you will need to make sure that your user account is associated with the appropriate entities by using the manage entities area in the account setup menu described in detail below.

The types of items that will create an error condition are:

1. Duplicates within the loaded data. You should not have the same FEI, Contract number and contract date. You should be submitting a total amount during the submission year for each FEI / Contract.
2. Any fields that are less then the required size.
3. Any new FEI that is not currently on file. If you need to add an FEI, please use the Add New NPO selection and proceed.
4. If the FEI has been marked as no longer accepting this FEI#, please delete the record from the system; we are no longer accepting this NPO.
5. Any record that has no State and no Federal amounts.
6. The contract date must fall within the fiscal submission period selected.

Submission Application Users Guide

Things to Remember:

1. In order to submit data, you must first select “Create a New Account”. All users will be required to create a new account for this submission year unless you have already established an account for another DOAA application.
2. The forgotten password feature is a question and answer set otherwise known as a challenge response. This information is entered when a new account is created and will allow you to reset your password.
3. If you work with more then one Entity in the submission process see the section on Manage Entities

Login and Creating an Account with DOAA

> To Start Visit the link: [REDACTED]

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.

Once you see the login screen you will have three options. If this is your first time visiting our site for this submission year, you must create an account. (Start by pressing the Create New Account link). The other 2 options are (1) if you already have an account to login or (2) use the Forgot Password functionality.

Account Creation Screen 1



The Georgia Department of Audits and Accounts

Welcome to the Account Creation Wizard

1. Please enter your Email address
2. Then select your entity's code and name
3. Proceed by pressing the next button

Email address:

Entity Code:

Entity name:

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: For individuals that are submitting for other attached entities, this process is designed for you to create your account with your entity's information and then to follow the link to Manage Entities which is found on page 8. For example if you have attached agencies that you submit on their behalf, you would create the account under your entity code and then you would select Manage Entities to choose the attached entity's code along with the NPO Contract application.

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. 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:

Application Access:

- Federal Expenditures
- Financial Data Submission
- 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"/>

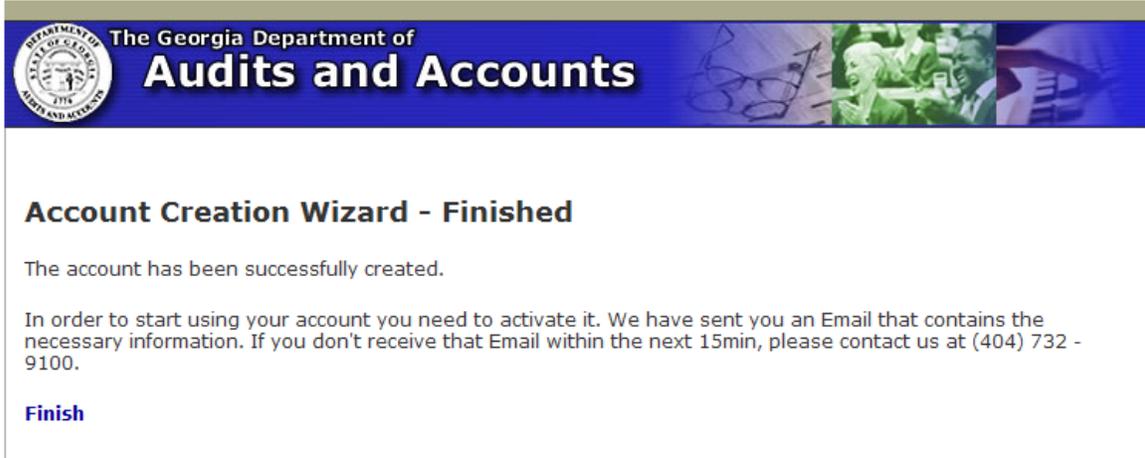
For your account you need to setup a password. Please enter the password below. The password you choose MUST meet the following criteria:

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 a 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



The screenshot shows a blue header with the Georgia Department of Audits and Accounts logo and name. Below the header, the text reads: "Account Creation Wizard - Finished", "The account has been successfully created.", and "In order to start using your account you need to activate it. We have sent you an Email that contains the necessary information. If you don't receive that Email within the next 15min, please contact us at (404) 732 - 9100." A blue "Finish" button is located at the bottom left.

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 the DOAA which will look like the following email.

FROM: webmaster@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 past 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).

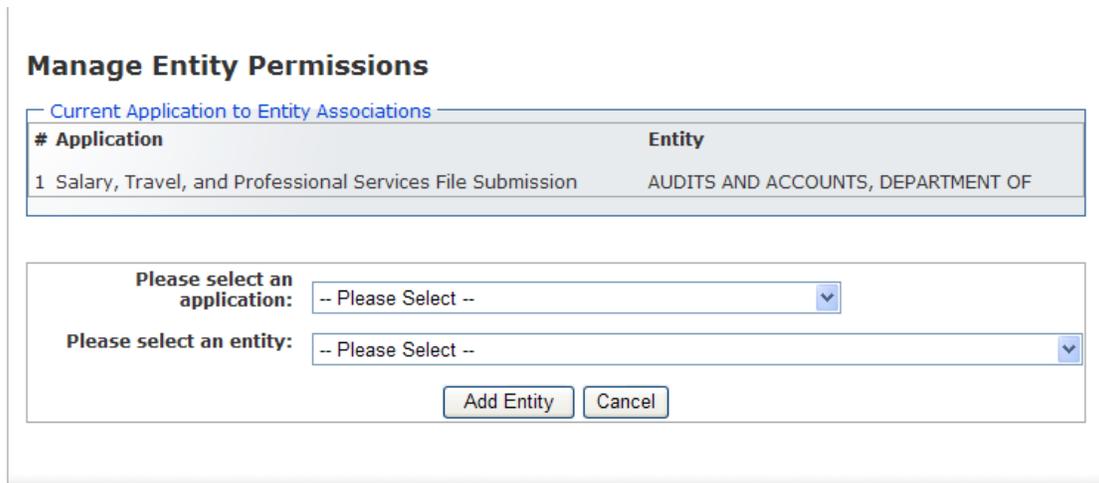
Once you have Created Your Account, you will now be able to Enter the System and begin working with an Application.



Your Menu Options are:

- Home
- Account - update account information
- Manage Entities – users who manage more than one entity
- Password – allows changing of password
- Logout

Manage Entities



You can add additional entities that you are responsible for submission by first selecting which applications you will need to use and then by selecting which entity you will be working with. This will not automatically allow you to work with this entity. This will place a request to the business unit to approve. This may take several hours to process.

NPO Contract Data Submissions

Once you have created an account and you are logged in, you are ready to start the submission process.

Please select the **NPO Contract Data Submissions** application.



The Georgia Department of
Audits and Accounts

Home Account Manage Entities Password Logout

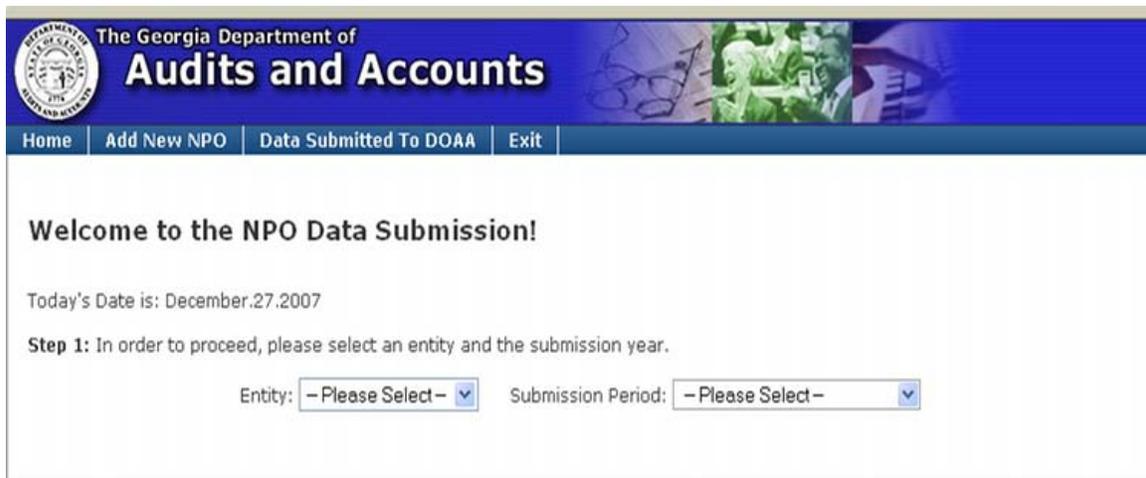
Welcome to the Department of Audits and Accounts!

Below you will find links to all applications you are authorized to use.

Applications

Salary, Travel, and Professional Services File Submission	Salary, Travel, and Professional Services File Submission
Federal Expenditures	Federal Expenditures
NPO Contract Data Submissions	NPO Contract Data Submissions
EAD Financial File Submission	EAD Financial File Upload

Once you have selected the **NPO Contract Data Submissions** link you will be taken to the Main home page.



The Georgia Department of
Audits and Accounts

Home Add New NPO Data Submitted To DOAA Exit

Welcome to the NPO Data Submission!

Today's Date is: December.27.2007

Step 1: In order to proceed, please select an entity and the submission year.

Entity: Submission Period:

At this time you will be presented with verifying the entity you are working with along with the Submission Period. Once you have selected each value you will be automatically redirected to a **status** page.

The screenshot shows the user interface for the Georgia Department of Audits and Accounts. At the top, there is a navigation bar with links: Home, Upload Data, Add Contract, View Data, Add New NPO, Data Submitted To DOAA, and Exit. The main heading is "Welcome to the NPO Data Submission!". Below this, it displays "Today's Date is: December.28.2007". A "Step 1" instruction asks the user to select an entity and submission year. The "Entity" dropdown is set to "902" and the "Submission Period" dropdown is set to "July 1, 2006 - June 30, 2007". A yellow box indicates the current status: "Your current status for Entity 902 and Submission Year 2007 is: **Not Started**". Below this, a blue box titled "What would you like to do?" contains four numbered options: 1. Upload files to working area., 2. Work with contracts in working area., 3. Complete Submission. I am done., and 4. I have no data to submit.

On the status page you will have four main options to choose from.

- 1) Upload files to a working area.
- 2) Work with contracts in the working area.
- 3) Complete Submission.
- 4) Notify management that you have No Data to submit.

Upload a file

The System will detect if you have any data waiting to be worked on and inform you of your present status. If you do need to submit a new file or an additional file, you may click on the **Upload Data** link. You will be then directed to the file upload page where you will need to *browse* to the location of your file and press the **Upload File** button.



The screenshot shows the web interface for the Georgia Department of Audits and Accounts. At the top left is the department's logo, a circular seal with the text 'DEPARTMENT OF STATE AUDIT AND ACCOUNTS' and '1776'. To the right of the logo, the text reads 'The Georgia Department of Audits and Accounts'. Below this is a navigation menu with links: 'Home', 'Upload Data', 'Add Contract', 'View Data', 'Add New NPO', 'Data Submitted To DOAA', and 'Exit'. A yellow notification box contains the text: 'Please note: You have already started the upload process. You may continue to upload more records in your working area or click on View Data to see the records present in your working area.' The main heading is 'File Upload'. Below it, the text says 'Select a file to upload for Entity 111 and Submission Year 2007 :'. There is an empty text input field followed by a 'Browse...' button. Below that is an 'Upload file' button. At the bottom, it says 'OR' followed by a blue link 'Click here for no data'.

Add Contract

This feature allows you to add a contract without having to upload a file. If you have a small number of contracts, less than 10, you may choose to use this option instead of the file upload feature.



The screenshot shows a web application interface for adding a contract. At the top, there is a blue header with the Georgia Department of Audits and Accounts logo and name. Below the header is a navigation menu with buttons for Home, Upload Data, Add Contract, View Data, Data Submitted To DOAA, Add New NPO, Help, and Exit. The main content area is titled 'Add Contract' and contains the following fields and instructions:

- Entity: 404
- Submission period: July 1, 2006 - June 30, 2007
- *Contract Number:
- *Contract Date:  Valid date range: July 1, 2006 - June 30, 2007.
- *SCOA:
- Total State Award:
- Total Federal Award: Please enter only state and federal amounts, no other amounts are allowed.
- *FEI Number:
- *Contract Purpose:

At the bottom of the form are two buttons: 'Add' and 'Cancel'.

Working with or Viewing contracts

Once your file gets loaded into the working area you will be able to see all records uploaded. All of the good records will be color coded in **green**. Any bad records that need to be corrected are color coded in **Red**. You must **edit/fix** or **delete** all the **Red** marked records before they can be submitted to DOAA. . Once you are finished correcting any bad records you can choose Submit to DOAA button. At any time you may choose Submit to DOAA. This will only submit the good records to DOAA.


The Georgia Department of
Audits and Accounts

Home
Upload Data
Add Contract
View Data
Add New NPO
Data Submitted To DOAA
Exit

View Contracts for Entity

Entity Code: 111 Submission Period: July 1, 2006 - June 30, 2007

2 unsubmitted contracts found, displaying all unsubmitted contracts.

	ST	Contract Number	Contract Date	SCOA	Total State Award	Total Federal Award	FEI Number	FEI Name	Contract Purpose
<input type="button" value="Delete"/>	<input type="button" value="Edit"/>	●	1	01/01/2008	1010	10.00	20.00	101010101	Ramu TEST1
<input type="button" value="Delete"/>	<input type="button" value="Edit"/>	●	1	01/01/2007	101010	10.00	20.00	123456789 test	Ramu TEST1
Grand Totals:					<u>20.00</u>	<u>40.00</u>			

Submit To DOAA Pressing this button submits only valid contract records to the Department of Audits. All invalid contracts can be submitted after correcting any issues.

Delete All Contracts Pressing this button deletes any uploaded contracts from the working area (deletes all valid and invalid contracts). This will enable you to clear out any records and re-submit a new file. Please remember contracts already Submitted to DOAA are not deleted. If you have submitted records to Audits in error please notify the DOAA review contact.

Editing Contract Information

If you choose to **edit** an entry you will be taken to the “**Edit Contract Details**” page where you will see the relevant error messages at the top of the screen. These will indicate what needs to be addressed before any record can be submitted to DOAA for review. Once you make the necessary corrections you will be able to save the edited record. **Note that all errors must be corrected in order to proceed further.**



The Georgia Department of
Audits and Accounts

Home | Upload Data | Add Contract | View Data | Add New NPO | Data Submitted To DOAA | Exit

SCOA must be 6 digits in length.
The contract date must be valid for the submission year. This date should be within the State's fiscal year between July 1 and June 30 of the submission year.
The FEI Number does not exist in our system. Please re-check the number and try to resubmit. If you continue to receive this error please review your directions on how to add a new NPO/FEI to the system.

Edit Contract Details

Entity Code	<input type="text" value="111"/>
Contract Number	<input type="text" value="1"/>
Contract Date	<input type="text" value="01/01/2008"/> <input type="button" value="..."/> Valid date range: 07/01/2006 to 06/30/2007.
SCOA	<input type="text" value="1010"/>
Total State Award	<input type="text" value="10.00"/>
Total Federal Award	<input type="text" value="20.00"/>
FEI Number	<input type="text" value="101011101"/>
Contract Purpose	<input type="text" value="Ramu TEST1"/>

Adding a NPO Organization



The screenshot shows the 'Add New NPO' form within the Georgia Department of Audits and Accounts system. The header includes the department's logo and name, along with navigation links: Home, Add New NPO, Data Submitted To DOAA, and Exit. The form itself is titled 'Add New NPO' and contains several required fields, each marked with a red asterisk (*). These fields include: NPO Name, Address 1, Address 2, City, State (a dropdown menu with '- Please Select -'), Zip Code, Contact Name, Contact Phone (with an example format 'xxx-xxx-xxxx'), FEI Number, and Fiscal Month End (another dropdown menu with '- Please Select -'). A checkbox labeled 'This is a Foreign Entity:' is also present. At the bottom of the form, there is a legend for '* Required Fields' and two buttons: 'Save' and 'Cancel'.

After selecting the link to **Add New NPO** you will be taken to a page where you will be able to add a new NPO to the system. **You must fill in all required fields** which have an * beside them. Once you have completed this step you can save the new NPO. The new NPO will be sent to the DOAA review contact to approve. Once the NPO is approved by DOAA, your entry will be a valid contract. You can continue to work on other contracts in the working area until the NPO is approved or you can exit the system and come back at a later date after the NPO is approved. DOAA will make every effort to approve new NPOs in a timely manner. It could take several days for a NPO to be approved.

Once all records have been reviewed and all errors have been corrected you will need to press the **Submit to DOAA** button in order to submit your information.

The Georgia Department of Audits and Accounts

Home | Upload Data | Add Contract | View Data | Add New NPO | Data Submitted To DOAA | Exit

View Contracts for Entity

Entity Code: 111 Submission Period: July 1, 2006 - June 30, 2007

2 unsubmitted contracts found, displaying all unsubmitted contracts.

	ST ▲	Contract Number	Contract Date	SCOA	Total State Award	Total Federal Award	FEI Number	FEI Name	Contract Purpose
Delete	Edit	●	1	01/01/2008	1010	10.00	20.00	101010101	Ramu TEST1
Delete	Edit	●	1	01/01/2007	101010	10.00	20.00	123456789 test	Ramu TEST1
Grand Totals:					<u>20.00</u>	<u>40.00</u>			

Submit To DOAA **Delete All Contracts**

Submit To DOAA Pressing this button submits only valid contract records to the Department of Audits. All invalid contracts can be submitted after correcting any issues.

Delete All Contracts Pressing this button deletes any uploaded contracts from the working area (deletes all valid and invalid contracts). This will enable you to clear out any records and re-submit a new file. Please remember contracts already Submitted to DOAA are not deleted. If you have submitted records to Audits in error please notify the DOAA review contact.

Note that you have the ability to view records previously submitted for a given entity by clicking on the **Data Submitted to DOAA** link.

The Georgia Department of Audits and Accounts

Home | Upload Data | Add Contract | View Data | Add New NPO | Data Submitted To DOAA | Exit

View Submitted Contracts for Entity

Entity Code: 111 Submission Period: July 1, 2006 - June 30, 2007

One Contract found.

Contract Number	Contract Date	SCOA	State Award	Federal Award	FEI Number	FEI Name	Contract Purpose
1	12/27/2006	123234	12.00	123.00	123456789	test	Test1
Grand Totals:			<u>12.00</u>	<u>123.00</u>			

Finish Submission

Completion

After you have submitted all your records for DOAA, your status will be set to [Submitted](#). At this point you have the choice to complete the submission process by clicking on the [Complete Submission. I am done.](#) link.

The screenshot shows the 'NPO Data Submission' page. At the top is the header for 'The Georgia Department of Audits and Accounts' with a navigation menu: Home, Upload Data, Add Contract, View Data, Add New NPO, Data Submitted To DOAA, and Exit. The main content area says 'Welcome to the NPO Data Submission!' and shows the date as December 27, 2007. A 'Step 1' instruction asks to select an entity and submission year. The 'Entity' dropdown is set to '111' and the 'Submission Period' dropdown is set to 'July 1, 2006 - June 30, 2007'. A yellow box displays the current status: 'Submitted'. Below this, a blue box asks 'What would you like to do?' and lists four options: 1. Upload files to working area., 2. Work with contracts in working area., 3. Complete Submission. I am done., and 4. I have no data to submit.

You will then be taken to a screen where you can press on Complete Submission to notify DOAA that you have completed the submission of all contracts and grants for this fiscal year or press cancel if you need to add more contracts.

The screenshot shows the 'CONFIRMATION REQUEST FORM' page. The header is the same as the previous screenshot. The main content area is titled 'CONTRACTS AND/OR GRANTS WITH NONPROFIT ORGANIZATIONS'. Below this is a blue box with the title 'CONFIRMATION REQUEST FORM'. To the right of the title, it says 'For the year ended June 30, 2007'. The form contains the following information: 'State Organization: TEST ENTITY', 'Entity Code Number: 111', and a paragraph stating '6 grant(s) or contract(s) with nonprofit organizations were initiated between July 1, 2006, and June 30, 2007. Information on these grants or contracts is reported as required.' At the bottom of the form are two buttons: 'Complete Submission' and 'Cancel'.

Once the contract information is submitted to DOAA, you will see a status of [Submission Completed](#)

The Georgia Department of
Audits and Accounts

Home | Upload Data | Add Contract | View Data | Add New NPO | Data Submitted To DOAA | Exit

Submission completed successfully.

Welcome to the NPO Data Submission!

Today's Date is: December.28.2007

Step 1: In order to proceed, please select an entity and the submission year.

Entity: Submission Period:

Your current status for Entity **111** and Submission Year **2007** is:
Submission Completed

What would you like to do?

1. Upload files to working area.
2. Work with contracts in working area.
3. Complete Submission. I am done.
4. I have no data to submit.

Once DOAA has your entity's information, DOAA will review and has the ability to accept your information or reject your information based on its review. Please see the following status and their definitions.

Data Status:

- Not Started – no data activity has been started for this submission year
- Started – data has been uploaded into the work area
- Partial Submission – good records have been submitted to DOAA but bad records are still in the work area.
- No Data to Submit – No contract information to submit for this submission year
- Accepted - DOAA has accepted your submission. You are finished for this submission year.
- Rejected – after review the data has been rejected. Please resubmit or contact DOAA review contact.

No Data Submission

If you have no records to submit for the current year, you may select the option **I have no data to submit** link from the Main Home page. Then you will be taken to a screen that you will need to press either Accept or Decline. Press Accept to confirm that you have No Contracts or Grants for this fiscal year.

The Georgia Department of
Audits and Accounts

Home | Upload Data | Add Contract | View Data | Add New NPO | Data Submitted To DOAA | Exit

CONTRACTS AND/OR GRANTS WITH NONPROFIT ORGANIZATIONS

CONFIRMATION REQUEST FORM

For the year ended **June 30, 2006**

State Organization: **TEST ENTITY**

Entity Code Number: **111**

No grants or contracts with nonprofit organizations were initiated between **July 1, 2005**, and **June 30, 2006**.

If you press accept I have No grants or contracts, you will be taken to the following screen that shows your status as having No Data.

The Georgia Department of
Audits and Accounts

Home | Upload Data | Add Contract | View Data | Add New NPO | Data Submitted To DOAA | Exit

Successfully completed no data declaration.

Welcome to the NPO Data Submission!

Today's Date is: December.28.2007

Step 1: In order to proceed, please select an entity and the submission year.

Entity: Submission Period:

Your current status for Entity **902** and Submission Year **2007** is:

No Data

What would you like to do?

1. Upload files to working area.
2. Work with contracts in working area.
3. Complete Submission. I am done.
4. I have no data to submit.

Contact Information

If you are having questions with creating an account or problems submitting your information please call 404-732-9100 or email webmaster@audits.ga.gov

If you have specific contract information or need to speak with the NPO review staff please call 404-651-8890.