

User's Guide for Architectural and Engineering Collection System 2014

This user's guide covers the Department of Audits and Accounts Architectural and Engineering Collection application. This data submission is due monthly by all submitting organizations. This guide will cover all screens and the process to submit, update and manage contract data.

For log in and account creation steps please see the account creation document which will go over this process step by step. (If you already have an account you do not need to create another account)

For more information about this process please see our website at www.audits.ga.gov

Once you have created an account with us and have requested access to the system, you will log in and see the following screen.



The Georgia Department of Audits and Accounts

Home | Account | Request Access | Password | Logout

Welcome to the Department of Audits and Accounts

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

If you do not see the application that you need to access, [Please Click Here](#)

	Name	Description
✘	Immigration and Reform Act Collection System	The Immigration and Reform Act Collection Application
✘	Salary And Travel Submissions	Salary And Travel Submissions
✘	Architectural and Engineering Collection System	The Architectural and Engineering Collection System

Select the appropriate link from above: [Architectural and Engineering Collection System](#).

Home Page:

Architectural and Engineering Collection System

Home | Manage Contracts | Request New Vendor | Reports | Help | Exit

Select Organization: Corrections, Department of | Year: 2013

Your organization has missed reporting for 12 month(s) in year 2013. Please click [Add Contracts](#) to add new contracts, or click the link under month if you have nothing to report for that month.

You have 1 invalid record(s). Please click [here to view](#).

2013											
+ Add Contracts											
January				February				March			
Need Response: No data for this period				Need Response: No data for this period				Need Response: No data for this period			
April				May				June			
Need Response: No data for this period				Need Response: No data for this period				Need Response: No data for this period			
July				August				September			
Need Response: No data for this period				Need Response: No data for this period				Need Response: No data for this period			
October				November				December			
Need Response: No data for this period				Need Response: No data for this period				Need Response: No data for this period			

For Technical Support please call: 404-732-9100 or email webmaster@audits.ga.gov

The above home page has many features which will be explained in detail below. This screen will allow you to navigate in this process for monthly submission. We have added quick links to each month which allows you to easily signal that you had no contracts for a given month. Take note also for each month there is an icon which helps identify visually which months are in need of submission.

Menu Bar:

Home | Manage Contracts | Request New Vendor | Reports | Help | Exit

At the top of the page is the menu navigation. This menu bar has several options which are explained below.

- Home – this link takes you to the home screen
- Manage Contracts – a screen to view and browse contracts
- Request New Vendor – a screen to allow you to request to add a vendor and to see status of requests
- Reports – this link is for future reporting options
- Help – this link takes you to our web site where detailed information about this process will be updated

Selecting and working with Organizations:

Select Organization: Year:

The area after the menu bar is the Organization selection and year selection area. If you are responsible for more than one entity this is the area where you can switch between organizations.

Messages on Home Page:

General Compliance message:

Your organization has missed reporting for 12 month(s) in year 2013. Please click [Add Contracts](#) to add new contracts, or click the link under month if you have nothing to report for that month.













The message above will appear and give you a notice if your organization is behind on their submission. You can click add contracts from here to begin to add contracts at any point in time.

Invalid Contract Messages:

 You have 1 invalid record(s). Please click [here](#) to view.

If you see the above message, then we have marked invalid records and they need to either be removed or fixed within the system. You can click the [here](#) link in the message and it will take you to the contracts browse screen filter on all invalid records.

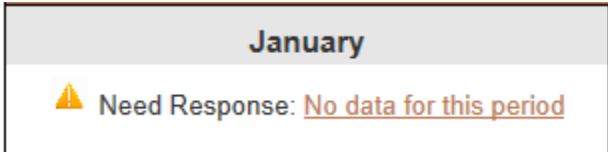
Calendar view / status:

+ Add Contracts 2013		
January	February	March
 Need Response: No data for this period	 Need Response: No data for this period	 Need Response: No data for this period
April	May	June
 Need Response: No data for this period	 Need Response: No data for this period	 Need Response: No data for this period
July	August	September
 Need Response: No data for this period	 Need Response: No data for this period	 Need Response: No data for this period
October	November	December
 Need Response: No data for this period	 Need Response: No data for this period	 Need Response: No data for this period

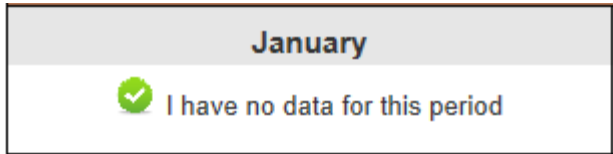
 + Add Contracts

Each month you will have to come into the system and mark either you have no data or submit your contracts. You also have the option to click on the monthly email sent from DOAA to signify that you have no data.

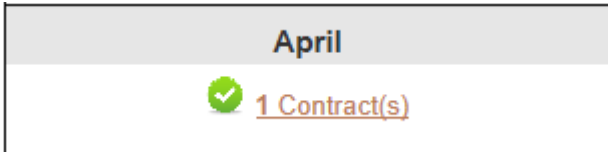
Each month will show your reporting status. Here are some examples below.



When you have complied for a month you will see a green check mark signifying that we have recorded your response.




If you do submit contracts you will see a green check mark and the number of contracts that you submitted.



Every month requires that you respond by either stating no contracts or submitting your contracts.

Add Contracts Options

Add Contracts

Option 1 : Upload a file: 

Please select a file:

OR


Option 2 : Directly Input your data into the system : 


To add contracts, you will have two options:




Select and upload a file which matches the prescribed layout or add the records directly into the system using the web based form.


Add Contract Form:


Create New Contract


Amend Parent Contract 

Contract Number * 

Vendor Name *  Vendor FEI *  
begin typing: 2 characters minimum begin typing: 2 characters minimum

Contract Date * Format(mm/dd/yyyy) 

Contract Amount * 

Project Description 

The add form allows you to add contracts to the system. It is important to note that this system is using a standard vendor listing across the State of Georgia and will invalidate your record if your vendor does not exist. To help in this process the Vendor Name and Vendor FEI are auto look up fields. **The FEI number entered should not contain dashes or spaces.**

Vendor Name *  Vendor FEI *  
begin typing: 2 characters minimum begin typing: 2 characters minimum

If you have to add a new vendor that is not in the system, you can request a vendor from this form by

using the  icon or you can select the menu option at the top:

Amendments to Contracts:


Amend Parent Contract

Amend Parent Contract ⓘ

Enter the existing contract number you would like to amend into the "Contract Number" area below (must be a valid contract).

Contract Number * ⓘ

Vendor Name * ⓘ begin typing: 2 characters minimum

Vendor FEI * ⓘ begin typing: 2 characters minimum 

Amended Date * Format(mm/dd/yyyy) ⓘ

Amended Amount * ⓘ

Project Description ⓘ




In the event that a contract has been amended, you will be able to add the amendment for the amended value. Once the parent contract information is entered into the form, the system will pull the contract information into the form. **Note:** The amended date and amended amount will need to be entered. **The amended amount should only be the additional amount added.** For example, if the contract was originally \$100,000 and the new contract amount is \$150,000, you would need to enter \$50,000 into the amended amount field.

Manage Contracts Screen:

My Contracts **My Vendors**

Year: Month: Vendor: Status:

1 total record(s) for the search criteria: Year: 2014 Status: Valid Only

<input type="checkbox"/>	Vendor Name	FEI	Contract Number	Contract Date	Contract Amount	Project Description	Updated Date
<input type="checkbox"/>	  Kimley-Horn And Associates,...	560885615	444555666	4/24/2014	\$50,000	Project XYZ for...	04/25/2014 

This screen has two supported views of your information: **My Contracts** **My Vendors**. By selecting these tabs you can switch back and forth between views.





Filtering the My Contracts view:

Year: Month: Vendor: Status:




Identifying the records within the view:

1 total record(s) for the search criteria: Year: 2014 Status: Valid Only





Working with the view:


<input type="checkbox"/>	Vendor Name	FEI	Contract Number	Contract Date	Contract Amount	Project Description	Updated Date	
<input type="checkbox"/>	   Kimley-Horn And Associates,...	560885615	444555666	4/24/2014	\$50,000	Project XYZ for...	04/25/2014	


Working with a record:

   Each of these icons represents an action that signifies information about the record and allows you to work with the record. The green flag indicates the record is a valid record. Clicking on the pencil icon allows you to edit the record and the red X allows you to delete the record.

Invalid records flag:

<input type="checkbox"/>	   Turner Industries Group LLC...	25522221	123eDHAsd...	3/25/2014	0	This is a test	03/31/2014	
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 This icon represents an invalid record.

Once you click the pencil icon  to edit a record, at the top of the contract form you will see the reason it was marked invalid in red. In the example below, there is an invalid FEI number.

• FEI number is not valid, please request vendor.

My Vendors Tab:

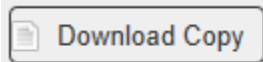
Vendor: FEI Number: Start Date: End Date:

1 total record(s) for the search criteria: Start Date: 04/25/2011 End Date: 04/25/2014

Vendor Name	FEI Number	Number of Contracts	Total Contract Amount
Kimley-Horn And Associates, Inc.	560885615	1	\$50,000

My Vendors tab allows you to see all the vendors you have contracts with and have submitted into our system for your organization. You will only see vendors that are relevant during a 36 month window.

At any time you have the option to download your data from our system using the download button



Request Vendor View:

This view allows you to look for any vendors that you have submitted to be added to the vendor list. If you see the status of **pending** that means the vendor has not been approved yet.

Vendors waiting for approval

Vendor Name: FEI:

0 total record(s)

Vendor Name	FEI	Contact Name	Contact Phone	Contact Email	Status
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Request New Vendor form:

DOAA will be standardizing vendors across this process so all vendors that are not in the system will have to be submitted to be approved. If you have a vendor that you would like to use, please fill out the following form. Note: Vendor name and Vendor FEI number is required.

Add New Vendor

Vendor Name

Vendor FEI

Foreign

Address

City State Zip


Contact Name


Contact Title

Contact Phone


Contact Email

Contact Fax

 Create



 Cancel

 Vendor Name is required.

 Vendor FEI is required.

Once a vendor has been requested DOAA will have to review and approve. You will see the Pending Status by a vendor you have requested.

1 total record(s)

Vendor Name	FEI	Contact Name	Contact Phone	Contact Email	Status
  Dan's Engineering Firm	999999999				Pending

This process does take time and will require an administrator to approve the request. **Note: Once the request is approved the system will automatically revalidate your records and send an email letting you know that the vendor has been added.**

If you have any questions after reading this document, please email AEHelp@audits.ga.gov