

Non-Profit Organization (NPO) Contract Data Submission User's Guide v.1.01:

What's New for 2016:

- A new system has been developed based on the old system, so it operates in the same way but has a new look and feel.
- New Data fields are being collected, so this changes the file upload layout and the form submission.
- New notifications for process submission dates by email.
- Ability to review and export your data any time from prior years.
- New Process web page which has frequently asked questions and other process-related information.

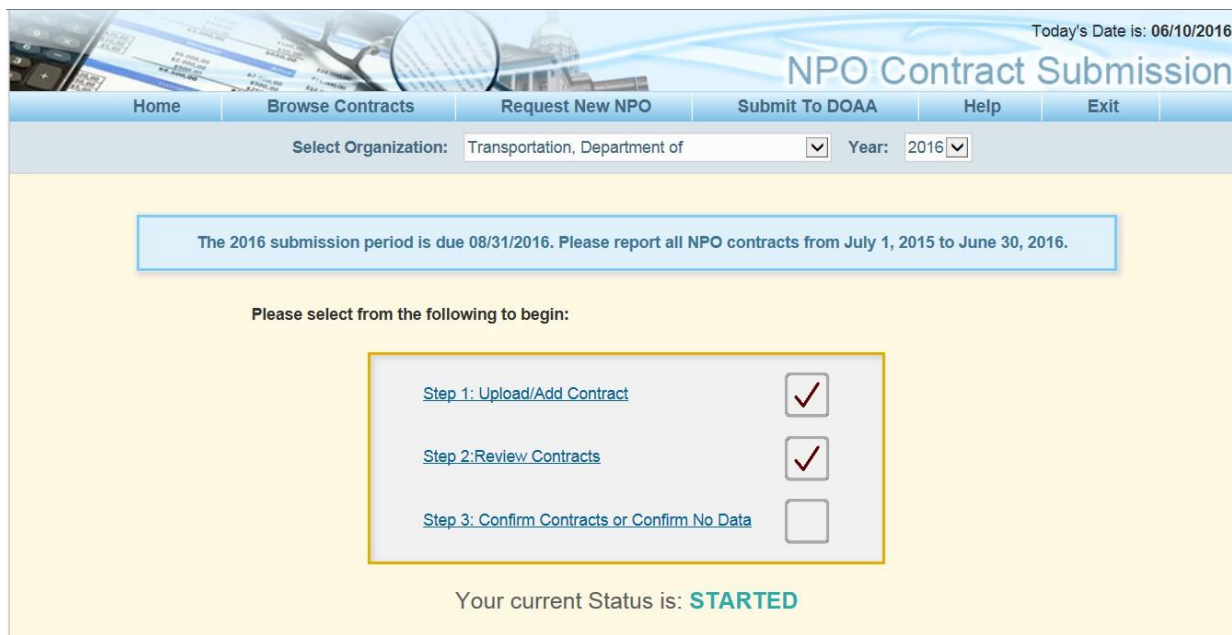
Getting Started:

This guide starts "after" you have created an account and have access to the system. If you do not have an account, please visit our Department of Audits and Accounts Portal. Instructions for creating an account and logging in to the collection system can be found at the following link:

[Department of Audits and Accounts Submissions Page](#)

Once you've logged in, click your designated tile's "Collection System" to enter that application. If the collection system you are trying to access is grayed out, this means you need to request access first. Click on the grayed out tile to make a request.

Home Page:



The screenshot shows the home page of the NPO Contract Submission system. At the top, there is a header with a background image of a calculator and a magnifying glass over a document. The header includes the text "Today's Date is: 06/10/2016" and the title "NPO Contract Submission". Below the header is a navigation bar with links: Home, Browse Contracts, Request New NPO, Submit To DOAA, Help, and Exit. Below the navigation bar is a form for selecting an organization and a year. The "Select Organization:" dropdown is set to "Transportation, Department of" and the "Year:" dropdown is set to "2016". Below the form is a message box stating: "The 2016 submission period is due 08/31/2016. Please report all NPO contracts from July 1, 2015 to June 30, 2016." Below the message box is a section titled "Please select from the following to begin:" which contains three steps: "Step 1: Upload/Add Contract" (checked), "Step 2: Review Contracts" (checked), and "Step 3: Confirm Contracts or Confirm No Data" (unchecked). At the bottom, it says "Your current Status is: STARTED".

Today's Date is: 06/10/2016

NPO Contract Submission

Home Browse Contracts Request New NPO Submit To DOAA Help Exit

Select Organization: Transportation, Department of Year: 2016

The 2016 submission period is due 08/31/2016. Please report all NPO contracts from July 1, 2015 to June 30, 2016.

Please select from the following to begin:

Step 1: Upload/Add Contract	☒
Step 2: Review Contracts	☒
Step 3: Confirm Contracts or Confirm No Data	☐

Your current Status is: **STARTED**

Menu:



Your menu options for navigation are as follows:

- **Home** – returns user to home page of the NPO submission
- **Browse Contracts** – select to view and edit contract records
- **Request New NPO** – select to request and view NPO status of requests
- **Submit to DOAA** – select to submit/confirm the organization is finished uploading data
- **Help** – select to access the submission instructions/videos and frequently asked questions
- **Exit** – returns user to home page of the applications

Process Reminder Dates:

The 2016 submission period is due 08/31/2016. Please report all NPO contracts from July 1, 2015 to June 30, 2016.

The information in this area will be based on the Fiscal Year selected. The system will auto select the most current fiscal submission year.

Organization and Year Selection:

Select Organization: Year:

When you begin, please be sure to verify the organization's name and the submission year in this area. Some users may submit for more than one organization and can change between them using this drop-down box.

Home Page Status:

The Home Page will show the status of the three steps in the process.

Please select from the following to begin:

Step 1: Upload/Add Contract	☐
Step 2: Review Contracts	☐
Step 3: Confirm Contracts or Confirm No Data	☐

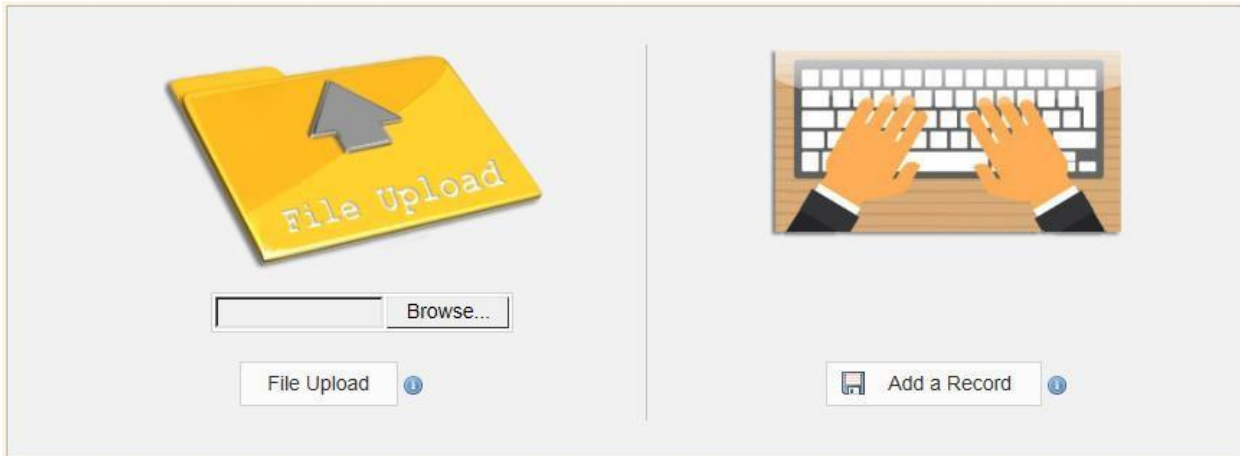
Your current Status is: **NOT STARTED**

The selected organization's status will be displayed, and the following steps will be enabled.

- Step 1: Upload / Add Contract
- Step 2: Review Contracts
- Step 3: Confirm Contracts or Confirm No Data

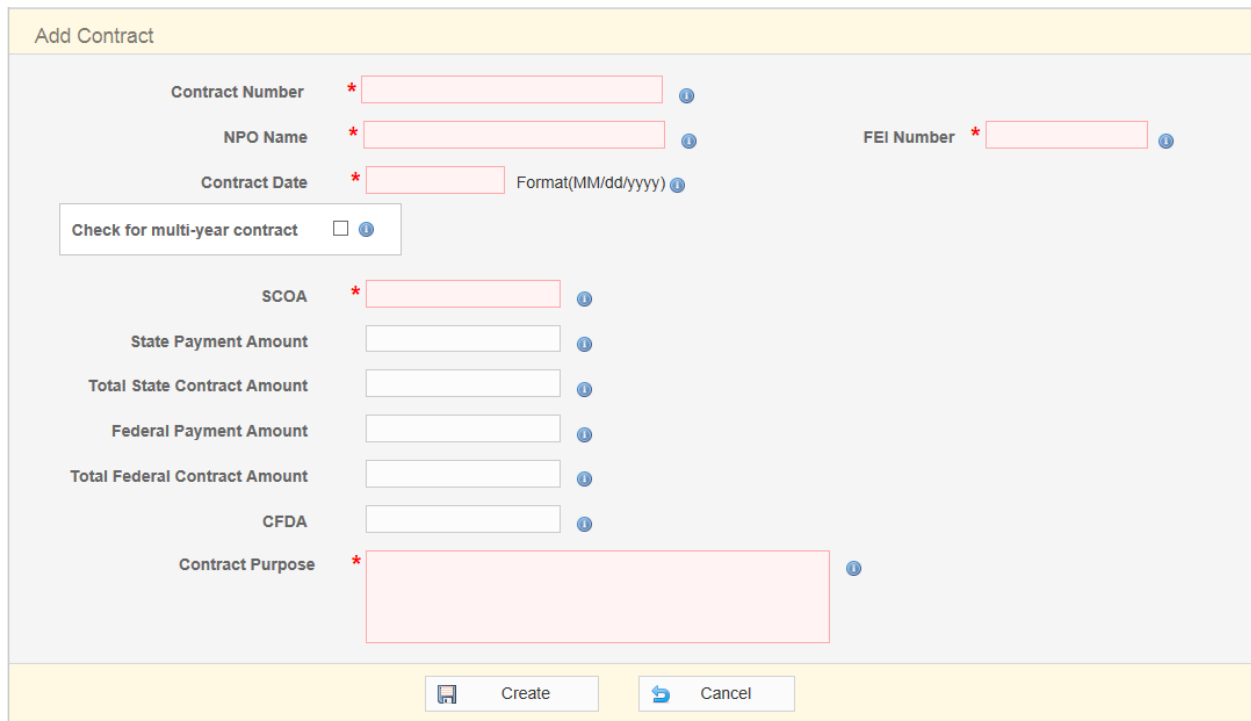
As each step is completed, a check mark will be displayed in the box of that step indicating what you have completed.

Add Contracts:



The screenshot shows a user interface for adding contracts. It is divided into two main sections. The left section, titled 'File Upload', features a large yellow folder icon with a grey arrow pointing upwards and the text 'File Upload'. Below this is a text input field followed by a 'Browse...' button, and a 'File Upload' button with an information icon. The right section, titled 'Add a Record', features an icon of hands typing on a keyboard. Below this is an 'Add a Record' button with a floppy disk icon and an information icon.

When adding contracts, you will be able to choose between uploading a CSV file or manually entering in the data. For technical assistance please visit [Technical Assistance - Non-Profits - DOAA](#).



The screenshot shows a form titled 'Add Contract'. It contains several input fields with red asterisks indicating required fields. The fields are: Contract Number, NPO Name, FEI Number, Contract Date (with a format hint of MM/dd/yyyy), SCOA, State Payment Amount, Total State Contract Amount, Federal Payment Amount, Total Federal Contract Amount, CFDA, and Contract Purpose. There is also a checkbox for 'Check for multi-year contract'. At the bottom, there are 'Create' and 'Cancel' buttons.

For Multi-Year Contracts:

☐ Check for multi-year contract  How many years?

The fields that we are collecting are as follows:

- **Contract Number** – a unique number assigned to the contract award
- **NPO Name** – The NPO name of the organization
- **F E I Number** – The NPO F E I Number
- **Multi-Year Contract Flag** – Check if contract is a multi-year contract
 - How Many Years? – If the contract is a multi-year contract, then enter in the number of years
- **SCOA** – state chart of account code
- **State Payment Amount** – payment amounts made with in the reporting period
- **Total State Contract Amount** - the total contract amount of the contract (state award)
- **Federal Payment Amount** – payment amounts made with in the reporting period for federal
- **Total Federal Contract Amount** – total contract amount for the contract (federal award)
- **CFDA** – Catalog of Federal Domestic Assistance for any federal pass-through assistance
- **Contract Purpose** – a descriptive purpose of what the contract was for

Browse Contracts:

NPO Name FEI Filter Clear									
1 total record(s)									
Contract No.	Contract Date	Multi Year	SCOA	State Payment Amount	Total State Contract Amount	Federal Payment Amount	Total Federal Contract Amount	NPO Name	Purpose
   12345	07/17/2015	N	345671	\$100.00	\$200.00	\$100.00	\$200.00	ABAC Advancement Fo...	to buy ...
+ Add Contract X Delete All Export Data (csv) 									

The browse contracts screen allows the user to view and work with contracts that have been added to the system. You can review all years provided in the system and export data at any time.

Browse Contract Filters:

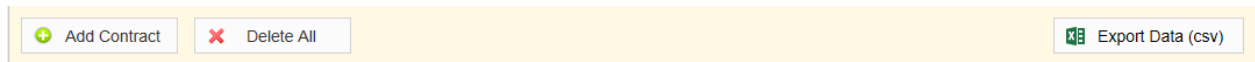
The filter area on the top of the screen allows you to do a quick search by NPO Name or F E I number.

Record Icons:



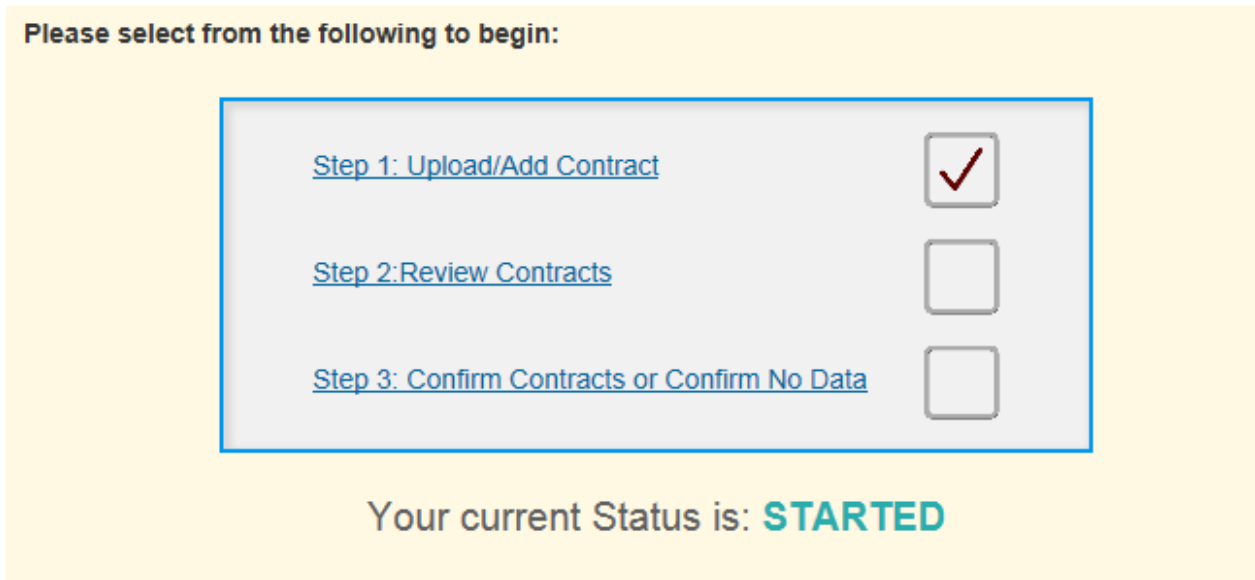
For each record you will be able to **Edit** (pencil icon) or **Delete** (red X icon). When adding contracts, the system will validate the records as a **RED** flag which means the record is not valid and will need to be corrected prior to confirming your data. A **GREEN** flag means that the record has passed validation and is determined to be completed.

Browse Contract Actions Buttons:



- Add Contract
- Delete All
- Export Data as CSV

Home Page Status:

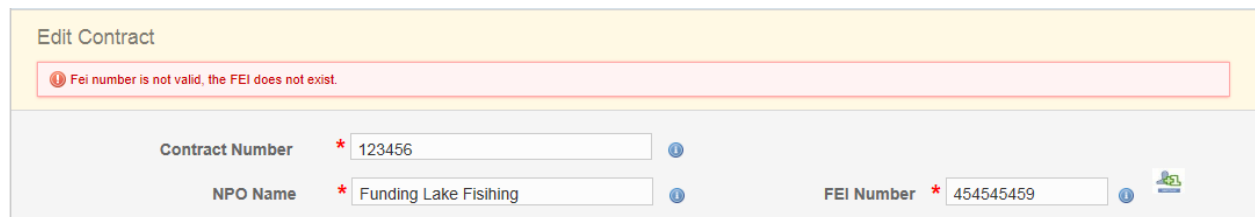


The home page will keep you updated along the entire process to indicate each step that has been completed. Each step “must” be completed in order to finish the process of submission.

Requesting an NPO:

When working with contracts, it is often the case that a new NPO needs to be added to the system. The system allows each organization to submit a new NPO for review. A submitted NPO will be in pending status until it is reviewed and accepted by DOAA staff. An email will be sent notifying you of approval. At this time the system will revalidate any contracts waiting for the NPO to be approved.

Below is the error message you will see if the NPO does not exist in our system.



You can simply use the Add Icon by the F E I number to auto populate the request form.

Request to Add NPO:

Request NPO

Name *

FEI Number *

Foreign Address ☐

Address 1 *

Address 2

City *

State * Please Select...

Zip Code *

Contact Name *

Contact Title *

Contact Phone * (### ### ####)

Contact Email *

Fiscal Month End * Please Select...

All the requested information needs to be filled out and will be reviewed prior to approving an NPO. Take note that the Contact Email is required along with selecting the fiscal month end for the NPO.

Submit Confirmation Page:

Select Organization: Transportation, Department of Year: 2015

1 contract(s) had been uploaded for the Fiscal Year 2015.
There are 1 invalid contracts. In order to submit, please fix the invalid contracts and click the "Confirm" button.
Please make sure to review your contracts prior to submitting to DOAA. Once you press submit you will no longer be able to make changes to the information but will be able to view the records at any time. If you press Confirm by mistake you will need to contact us here: [webmaster](#) and request to open the system for edits.

Once you have completed your contract entries you will be ready to confirm. Please verify the number of contracts and submission year you are confirming in the system which is at the top of the message. Once you are certain this is correct, you are ready to press the Confirm button.

To finalize your submission, each step must be completed and show a check mark.

Step 1: Upload/Add Contract

Step 2: Review Contracts

Step 3: Confirm Contracts or Confirm No Data

Please select from the following to begin:

Step 1: Upload/Add Contract	☒
Step 2: Review Contracts	☒
Step 3: Confirm Contracts or Confirm No Data	☒

You are now **complete** with the submission process at this time!

If at any time you need to open the system back up, you will need to send an email request to npo@audits.ga.gov so that we can review and open your organization's data submission. You can review your records at any time within the system even after all the information is confirmed.

File Layout for Data Upload:

The file upload process will require a comma delimited file with a .csv extension. The following fields are required in the upload process. Please make sure to remove any file/field headings prior to submission.

1. Grant Contract Number
2. Grant Contract Date
3. Multi-Year Contract
4. Number of Years
5. SCOA
6. State Payments
7. Total Contract Amount (State)
8. Federal Payments
9. Total Contract Amount (Federal)
10. CFDA Number (if federal award)
11. NPO F E I
12. NPO NAME
13. Purpose of Contract

The following covers descriptions and validation logic for each of the above fields:

*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 agency for this number (it is used more like a transaction identifier at the agency).

*Grant Contract Date – Required Field, must be in MM-DAY-YEAR in the following format (MM-DD-YYYY, example: 03-01-2007)

*Multi-Year Contract – Required Field, 1 char, (Y = Yes / N = No)

*Number of Years – Required if Multi-Year is Yes (Y). Must be a number. (99)

*SCOA- Required Field, must be 6 digits in length

*State Payments – Required Field, will accommodate up to 999,999,999.99 no formatting like \$ or, only valid digits greater than 1. For multiple-year contracts, only the payments made for the reporting fiscal year should be included. Please note that we are requesting that the information you submit cover contract payments made during the entire State Fiscal Year.

*Total Contract Amount (State) – Required Field, will accommodate up to 999,999,999.99 no formatting like \$ or, only valid digits greater than 1. We should include total of multiple-year contracts.

*Federal Payments – Required Field will accommodate up to 999,999,999.99 only valid digits greater than 1. For multiple-year contracts, only the payments made for the reporting fiscal year should be included. Please note that we are requesting that the information you submit cover contract payments made during the entire fiscal year.

*Total Contract Amount (Federal) – Required Field, will accommodate up to 999,999,999.99 no formatting like \$ or, only valid digits greater than 1. We should include total of multiple-year contracts.

*CFDA Number (If Federal Award) – Identification of any federal pass-through assistance included as part of the contract. Such identification should include the Catalog of Federal Domestic Assistance number; Example program code: 10.032, (Federal Agency Code + Program Code).

*NPO F E I – Required Field, the field length will be 9 digits in length. (Dashed formatting will not be allowed). This will be the only valid F E I allowed. F E I will be checked for valid F E I on NPO table.

*NPO NAME – Required Field, the field length will be 100 characters in length.

*Purpose of Contract – Required Field, Description of Contract, the field length will be max of 255 chars. Contract purposes should be complete and easily readable. Examples of incomplete purposes are renewal of contract/grant, extension of contract/grant, sub award performance, increase funds, and amendment to contract/grant. Also, abbreviations should be properly defined.

**For other process related questions and dates visit our website at: [Technical Assistance - Non-Profits - DOAA](#)