

## 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](http://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                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
|  <a href="#">Immigration and Reform Act Collection System</a>    | The Immigration and Reform Act Collection Application |
|  <a href="#">Salary And Travel Submissions</a>                   | Salary And Travel Submissions                         |
|  <a href="#">Architectural and Engineering Collection System</a> | The Architectural and Engineering Collection System   |

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

## Home Page:

The 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.

**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                                                                       |                                                                             |                                                                              |
|----------------------------------------------------------------------------|-----------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <b>January</b><br>⚠ Need Response: <a href="#">No data for this period</a> | <b>February</b><br>⚠ Need Response: <a href="#">No data for this period</a> | <b>March</b><br>⚠ Need Response: <a href="#">No data for this period</a>     |
| <b>April</b><br>⚠ Need Response: <a href="#">No data for this period</a>   | <b>May</b><br>⚠ Need Response: <a href="#">No data for this period</a>      | <b>June</b><br>⚠ Need Response: <a href="#">No data for this period</a>      |
| <b>July</b><br>⚠ Need Response: <a href="#">No data for this period</a>    | <b>August</b><br>⚠ Need Response: <a href="#">No data for this period</a>   | <b>September</b><br>⚠ Need Response: <a href="#">No data for this period</a> |
| <b>October</b><br>⚠ Need Response: <a href="#">No data for this period</a> | <b>November</b><br>⚠ Need Response: <a href="#">No data for this period</a> | <b>December</b><br>⚠ Need Response: <a href="#">No data for this period</a>  |

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

## Menu Bar:

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

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

- 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:

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.

|                      |                            |       |      |
|----------------------|----------------------------|-------|------|
| Select Organization: | Corrections, Department of | Year: | 2013 |
|----------------------|----------------------------|-------|------|

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 the system has marked invalid records and they need to either be removed or fixed within the system. You can click the link in the message and it will take you to the contracts browse screen filter on all invalid records.

### Calendar view / status:

| 2013                                                                                                                                       |                                                                                                                                            |                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">+ Add Contracts</a>                                                                                                            |                                                                                                                                            |                                                                                                                                              |
| January                                                                                                                                    | February                                                                                                                                   | March                                                                                                                                        |
|  Need Response: <a href="#">No data for this period</a> |  Need Response: <a href="#">No data for this period</a> |  Need Response: <a href="#">No data for this period</a> |
| April                                                                                                                                      | May                                                                                                                                        | June                                                                                                                                         |
|  Need Response: <a href="#">No data for this period</a> |  Need Response: <a href="#">No data for this period</a> |  Need Response: <a href="#">No data for this period</a> |
| July                                                                                                                                       | August                                                                                                                                     | September                                                                                                                                    |
|  Need Response: <a href="#">No data for this period</a> |  Need Response: <a href="#">No data for this period</a> |  Need Response: <a href="#">No data for this period</a> |
| October                                                                                                                                    | November                                                                                                                                   | December                                                                                                                                     |
|  Need Response: <a href="#">No data for this period</a> |  Need Response: <a href="#">No data for this period</a> |  Need Response: <a href="#">No data for this period</a> |

 **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.

| January                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------|
|  <b>Need Response:</b> <u>No data for this period</u> |

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

| January                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------|
|  <b>I have no data for this period</b> |

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

| April                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------|
|  <b><u>1 Contract(s)</u></b> |

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

## Add Contracts Options

**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:

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 F E I are auto look up fields. **The F E I number entered should not contain dashes or spaces.**

Create New Contract

Amend Parent Contract ☐ ⓘ

Contract Number \*  ⓘ

Vendor Name \*  ⓘ  
begin typing: 2 characters minimum

Vendor FEI \*  ⓘ ⓘ  
begin typing: 2 characters minimum

Contract Date \*  Format(mm/dd/yyyy) ⓘ

Contract Amount \*  ⓘ

Project Description  ⓘ

Create

Cancel

To add a new vendor, select the icon or the **request new vendor** menu option at the top.

Vendor Name \*  ⓘ  
begin typing: 2 characters minimum

Vendor FEI \*  ⓘ ⓘ  
begin typing: 2 characters minimum

A&E Collection System

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## Amendments to Contracts:

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.

### 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 \*  

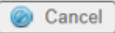
Vendor Name \*    
begin typing: 2 characters minimum

Vendor FEI \*     
begin typing: 2 characters minimum

Amended Date \*  Format(mm/dd/yyyy) 

Amended Amount \*  

Project Description  

**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:

The manage contracts screen has two tabs "My Contracts" and "My Vendors" that can switch back and forth between views.

**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   |  |

### Filtering the My Contracts view:

Year: 2014 Month: --Select Month-- Vendor: Status: Valid Only Filter Clear

### 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   |  |
| <div><input type="button" value="Add Contract"/> <input type="button" value="Delete Selected"/> <input type="button" value="Download Copy"/></div> |                                                                                                                                                                                                                                                                                       |           |                 |               |                 |                     |              |                                                                                     |

### Working with a record:

Each of these icons below 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:

A red flag icon represents an invalid record.

|                          |                                                                                                                                                                                                                                                                                            |          |              |           |   |                |            |                                                                                       |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------|---|----------------|------------|---------------------------------------------------------------------------------------|
| <input type="checkbox"/> |    Turner Industries Group LLC... | 25522221 | 123eDHAsd... | 3/25/2014 | 0 | This is a test | 03/31/2014 |  |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------|---|----------------|------------|---------------------------------------------------------------------------------------|

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 F E I number.

• FEI number is not valid, please request vendor.

### My Vendors Tab:

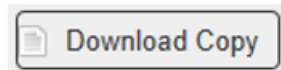
My vendors tab allows you to see all the vendors you have contracts with and have submitted into our system for your organization. You will only see vendors that are relevant during a 36-month window.

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              |

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 |
|-------------|-----|--------------|---------------|---------------|--------|
|-------------|-----|--------------|---------------|---------------|--------|

### 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 F E I number are required.

## Add New Vendor

|               |                          |       |                      |
|---------------|--------------------------|-------|----------------------|
| Vendor Name   | <input type="text"/>     |       |                      |
| Vendor FEI    | <input type="text"/>     |       |                      |
| Foreign       | <input type="checkbox"/> |       |                      |
| Address       | <input type="text"/>     |       |                      |
| City          | <input type="text"/>     | State | <input type="text"/> |
|               |                          | Zip   | <input type="text"/> |
| Contact Name  | <input type="text"/>     |       |                      |
| Contact Title | <input type="text"/>     |       |                      |
| Contact Phone | <input type="text"/>     |       |                      |
| Contact Email | <input type="text"/>     |       |                      |
| Contact Fax   | <input type="text"/>     |       |                      |

 Create  Cancel

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](mailto:AEHelp@audits.ga.gov)