
Audit History Submission for School Districts & RESAs

File Specification

Department of Audits & Accounts

Overview

Under the Transparency in Government Act, School Districts and Regional Educational Service Agencies (RESAs) are required to submit certain information to the Department of Audits and Accounts to be published on a searchable website. The file specification discussed below meets both audit requirements and compliance requirements.

Deadlines and Login Information

- Due Date for School District and RESA Submissions see Department of Audits Website under resources for TIGA
- Submission Site: Contact the Department of Audits Help Line at 404-732-9100 or email webmaster@audits.ga.gov for the submission site address

File Specifications

General Information:

- One comma delimited (.csv) file is to be submitted and named using the following method.
(Note: File must include .csv extension)
 - 2-digit Fiscal Year + "AHIS" + 4-digit entity code Example: 14AHIS6001.csv
- The file layout specification is attached to this document and includes a list of fields, maximum field sizes, and whether null values, alpha characters, or special characters are allowed.
 - **Do not** pad fields with zeros to meet the character max. If the field is not applicable, leave it as a null (blank) field.
 - If a field includes commas, it must be wrapped with double quotes. The amount fields should not include commas.
 - Remove quotation marks from within text fields.
 - Ensure columns are in the correct order.
- The file should not include header information or totals.
- The file should represent all activity on the General Ledger.
 - Records should include detail transactions for balance sheet, revenue, and expense items.
 - Include one record for the beginning balance of each balance sheet account.
 - The sum of all transactions to one account will equal the ending balance of that account on the general ledger.
 - All transactions should be mapped to the appropriate chart fields on the Georgia Department of Education's State Chart of Accounts.
- Validation Tests against the data include:
 - To pass the Initial Submission Tests, the file must:
 - Total to Zero
 - Include Seventeen Columns
 - Include an Entity Code for each record
(must match Uniform State Codes issued by GA State Accounting Office (SAO))
 - Include a Valid Fiscal Year (4 digits)
 - Meet Field Size Limitations (See file specification that follows)
 - Valid Revenue Source for Revenue Transactions, Function for Balance Sheet Transactions, or Function Object Combination for Expenditure transactions.
(Tested against the State Chart of Accounts issued by GDOE.)

- **Failure to pass the initial submission tests results in the file being rejected.**
- Additional Validation
 - Vendor Name Required for Payments
 - Valid Object from GDOE State Chart of Accounts for Expenditure Transactions
 - Valid Fed Flag Identifier/Funding Source (FE or SO)
 - Duplicate Payment Errors
 - Most common error for School Districts
 - Error results from multiple records having the same vendor number, object, and funding source.
 - Expense credit records will likely be flagged as errors in the payment system. To clear these errors, these records should be combined with the appropriate vendor/object/funding source record using the functionality in the payment and obligation system.
- **Failure to pass additional validation requires correction of errors prior to the completion of the submission process.**

Other Items

- Removal of confidential data is the responsibility of the School District.
 - Confidential data can be removed once the file has been submitted and payments records are being reviewed.
 - For reason record is being deleted select “confidentiality reasons.”
- All School Districts must certify that the information submitted is accurate.
 - The School District will receive a series of email messages which include a submission status. The messages will indicate whether additional steps are required or whether the file submission is complete.
 - Email messages will be sent once the data is processed. This may take up to 24 hours; however, the typical wait time is approximately an hour.
- All School Districts must provide a contact for questions related to the data.

FY 2014 File Specification

	Max Characters	Null Allowed	a-z, A-Z Allowed	Spaces or Special Characters Allowed (Except Comma)	Description
State ID (Entity Code)	4 or 7				entity code as defined by the State Accounting Office (School District - 4; Charter School -7)
Fiscal year	4				fiscal year of submission
Vendor	16	✓	✓		FEI# or vendor num - Mandatory for check, invoice, purchase order, receipt, receivable records
Vendor Name	100	✓	✓	✓	vendor name must accompany vendor num or FEI num
Amount	13				amount; should include sign for negative numbers and two decimal places
Object	5	✓			per Dept of Education chart of accounts
Fed Flag	2	✓	✓		identify all federal expense transactions with an "FE" tag and all other transactions with "SO"
Fund	3	✓			per Dept of Education chart of accounts
Program	4	✓			per Dept of Education chart of accounts
Function	4	✓			per DOE chart of accounts; includes Balance Sheet & Expense Functions; do not include Revenue Source
Facility	4	✓			per Dept of Education chart of accounts
Revenue Source	4	✓			per Dept of Education chart of accounts
Document	25	✓	✓		document number (check, invoice, purchase order, receipt, receivable, journal entry, beginning balance)*
Reference	25	✓	✓		document number referencing back to document number above*
Date	8				valid date within fiscal year being reported yyymmdd (mm/dd/yyyy)
Description	100	✓	✓	✓	description of transaction
Local Account	50	✓	✓	✓	account code on the School District's ledger (could be an expansion of the State Account Codes)

* if document number was a check, reference should be invoice number; if invoice then purchase order; if receipt then receivable; if receivable then blank; if journal entry then blank; if beginning balance then blank

Link to GDOE Chart of Accounts -

http://public.doe.k12.ga.us/fbo_financial.aspx?PageReq=FBOFinRevCOAB

Link to SAO Entity Code List -

http://sao.georgia.gov/00/channel_createdate/0,2095,39779022_122258945,00.html