

State Accounting Office

TeamWorks Financials

E-Verify Reporting Questions & Answers

Where do I attach an E-Verify Contractor Affidavit?

Affidavits are attached to the PO Header.

Affidavit attachment steps:

1. Navigate **PO Header Comments** page
2. Click **'Use Standard Comments'**
3. **Enter Comment Type 'PO'**
4. Enter the **Comment ID 'EVFY'**. This step identifies the attachment as an E-Verify attachment.

Note: There is no change to the steps for uploading attachments:

1. Browse for file
2. Click the file to select
3. Click the Upload button

How do I view E-Verify data for closed/cancelled POs?

A hyperlink on the **PO Inquiry** page will display read only E-Verify data for closed/cancelled POs. Users with **Display Only** security access will also have the ability to access the PO Inquiry page to view E-Verify data for all PO statuses. POs that are either closed or cancelled and fall within the next reporting period cannot be modified from PO Inquiry page. Agencies will need to manually account for E-Verify data for these POs.

How do I obtain E-Verify data entered for a Service PO?

To obtain E-Verify Data entered for a Service PO, Agencies must run query **OPO091_EVERIFY**. The query provides the data entered on the custom **E-Verify Details** page. Agencies can use the query results to determine if changes are required prior to submitting results to DOAA. The E-Verify Details page is a tool that provides Agencies with the ability to capture E-Verify data. However, it is up to individual Agencies to decide whether to use the TeamWorks Purchasing module or any other module to collect E-Verify data for reporting purposes.

What will I see when I view my PO?

Maintain Purchase Order
Purchase Order

Business Unit: 40700
PO ID: 0000000373

PO Status: Dispatched
Budget Status: Not Chk'd

Copy From: [Dropdown]

Hold From Further Processing

Header

*PO Date: 03/31/2014 Vendor Search
*Vendor: CANONSOLUS-001 Vendor Details
*Vendor ID: 0000182108 CANON SOLUTIONS AMERICA INC
*Buyer: CLDUGGER Christopher Dugger 404/463-460

PO Reference: [Text Box]

Doc Tol Status: Valid
PO Type: AC Agency Contract and Releases
Receipt Status: Not Recvd
*Dispatch Method: Print [Dispatch]

Amount Summary

Merchandise: 3,415.00
Freight/Tax/Misc.: 0.00 Calculate
Total Amount: 3,415.00 USD
Encumbrance Balance: 815.00 USD

Add Items From
Purchasing Kit Catalog

Select Lines To Display
Line: [] To: [] Retrieve

Line	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	PURCHASE ORDER TRANSFER FROM SOS	1.0000	EA	90903	815.00000	815.00	Active
2	eVerify Testing	1.0000	EA	90903	2,600.00000	2,600.00	Active

Figure 1 – All existing POs (all statuses) will default to 'No'

Maintain Purchase Order
Purchase Order

Business Unit: 40700
PO ID: NEXT

PO Status: Initial
Budget Status: Not Chk'd

Copy From: [Dropdown]

Hold From Further Processing

Header

*PO Date: 02/18/2015 Vendor Search
*Vendor: [] Vendor Details
*Vendor ID: []
*Buyer: []

PO Reference: [Text Box]

Doc Tol Status: Valid
PO Type: []
Receipt Status: Not Recvd
*Dispatch Method: [] Dispatch

Amount Summary

Merchandise: 0.00
Freight/Tax/Misc.: 0.00 Calculate
Total Amount: 0.00 USD

Add Items From
Purchasing Kit Catalog

Line	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	[]	[]	[]	[]	0	0.000	Active

Figure 2 - New PO will default to Service PO = 'No'

What do I need to do for existing POs?

Header

*PO Date: 03/31/2014 Vendor Search
*Vendor: CANONSOLUS-001 Vendor Details
*Vendor ID: 0000182108 CANON SOLUTIONS AMERICA INC
*Buyer: CLDUGGER Christopher Dugger 404/463-460

PO Reference: [Text Box]

Header Details Activity Summary
PO Defaults Document Status
Requisitions Add Comments
PO Activities Add ShipTo Comments

*Service PO: [No] [N/A] [No] [Yes]

Figure 3 - Drop down lists all available Service PO values

▼ Header

*PO Date: 03/31/2014 [B] Vendor Search
 *Vendor: CANONSOLUS-001 Vendor Details
 *Vendor ID: 0000182108 CANON SOLUTIONS AMERICA INC
 *Buyer: CLDUGGER Christopher Dugger 404/463-460
 PO Reference: []

[Header Details](#) [Activity Summary](#)
[PO Defaults](#) [Document Status](#)
[Requisitions](#) [Add Comments](#)
[PO Activities](#) [Add ShipTo Comments](#)

*Service PO Yes [v]
 E-Verify

Figure 4 - Once Service PO value select, click on E-Verify hyperlink

Maintain Purchase Order
 e Verify Details

Business Unit: 40700 PO ID: 0000000373

e Verify Details

Vendor Exempt: [] [Q] Date of Contract: [] [B]
 e Verify Number: [] Contract ID: [] [Q]
 Comments: [] Service Amount: []

OK Cancel Refresh

Figure 5 - E-Verify Details page displays for user to enter E-Verify data

Maintain Purchase Order
 e Verify Details

Business Unit: 40700 P

e Verify Details

Vendor Exempt: [] [Q] [N] [No] [Y] [Yes] [Cancel]
 e Verify Number: []
 Comments: []

OK Cancel Refresh

Figure 6 - Click on look up to obtain Vendor Exempt values or enter 'N' or 'Y'

Maintain Purchase Order
 e Verify Details

Business Unit: 40700 PO ID: 0000000373

e Verify Details

Vendor Exempt: [N] [Q] Date of Contract: [] [B]
 e Verify Number: [] Contract ID: [] [Q]
 Comments: [] Service Amount: []

OK Cancel Refresh

Figure 7 - Clicking on OK before required fields are entered

e Verify No, Contract ID, Date of Contract and Service Amount are required when it is a Service PO. (27999,70)

OK

Figure 8 - Error message displays required fields

Maintain Purchase Order
e Verify Details

Business Unit: 40700 PO ID: 0000000373

e Verify Details

Vendor Exempt: Date of Contract:

e Verify Number: Contract ID:

Comments: Service Amount:

Figure 9 - Required fields entered. Page will save.

How do I attach an E-Verify Contractor Affidavit?

PO Header Comments

Business Unit: 40700 PO ID: 0000000373 Vendor: CANONSOLUS-001 Change Order:

Retrieve Active Comments Only

*Sort Method: *Sort Sequence:

Comments Find | View All First 1 of 1 Last

[Use Standard Comments](#) Comment Status: Active

Send to Vendor Show at Receipt
 Show at Voucher

Associated Document

Attachment: Email

From -> PO 40700-0000000373

Figure 10 - Click on header comments to add attachment and click on 'Use Standard Comments' hyperlink

Standard Comments

Comments

*Action:

Comment Type: Comment ID:

*Effective Date: *Status:

Description:

Short Desc:

Comments:

+	Standard Receiving Comment
0001	PO Receipt
0002	Bobby Dodd
0004	Standard Specifications
0009	Debarment and Suspension
0010	Pharmacy Inventory
0012	Maintenance Manuals
0020	See Hard Copy
0021	Confirmation - Confirming PO
004	DBA
005	Invoice
006	Cpak Shipping
007	Hewlett Packard
008	Ricoh Printers
2101	Instructions to Food Vendor
ACCT	Acct #
C/O	CHANGE ORDER
DDP	COPIER DESC
EVFY	eVerify Affidavit
EXEM	EXEMPT
SCTC	No Friday Deliveries - SCTech

Figure 11 - Comment Type = PO. Enter Comment ID = EVFY or use look up to obtain comment ID code 'EVFY'

Standard Comments

Comments

*Action: Copy Comment

Comment Type: PO Comment ID: EVFY

*Effective Date: 02/17/2015 *Status: Active

Description: eVerify Affidavit

Short Desc: eVerify

Comments:
 O.C.G.A. §13-10-91(b)(1) states, in part, "A public employer shall not enter into a contract..for the physical performance of services unless the contractor registers and participates in the federal work authorization program. Before a bid for any such service is considered by a public employer, the bid shall include a signed, notarized affidavit from the contractor..."

Figure 12 - Comment field will populate with verbiage from O.C.G.A. §13-10-91(7)(A)

PO Header Comments

Business Unit: 40700 PO ID: 000000373 Vendor: CANONSOLUS-001 Change Order: 1

Retrieve Active Comments Only Retrieve

*Sort Method: Comment Time Stamp *Sort Sequence: Ascending Sort

Comments Find | View All First 1 of 1 Last

[Use Standard Comments](#) Comment Status: Active Inactivate

O.C.G.A. §13-10-91(b)(1) states, in part, "A public employer shall not enter into a contract..for the physical performance of services unless the contractor registers and participates in the federal work authorization program. Before a bid for any such service is considered by a public employer, the bid shall include a signed, notarized affidavit from the contractor..."

Send to Vendor Show at Receipt

Show at Voucher

Associated Document

Attachment: Attach View Delete Email

Figure 13 - Click on 'Attach'

PO Header Comments

Business Unit: 40700 PO ID: 000000373 Vendor: CANONSOLUS-001 Change Order: 1

Retrieve Active Comments Only Retrieve

*Sort Method: Comment Time Stamp *Sort Sequence: Ascending Sort

Comments Find | View All First 1 of 1 Last

[Use Standard Comments](#) Comment Status: Active Inactivate

O.C.G.A. §13-10-91(b)(1) states, in part, "A public employer shall not enter into a contract..for the physical performance of services unless the contractor registers and participates in the federal work authorization program. Before a bid for any such service is considered by a public employer, the bid shall include a signed, notarized affidavit from the contractor..."

Send to Vendor Show at Receipt

Attachment: Attach View Delete Email

File Selection Dialog:
 No file selected.
 Browse... Upload Cancel

Figure 14 - Browse for attachment file location and upload file

PO Header Comments

Business Unit: 40700 PO ID: 000000373 Vendor: CANONSOLUS-001 Change Order:

Retrieve Active Comments Retrieve

*Sort Method: Comment Time Stamp *Sort Sequence: Ascending Sort

Comments Find | View All First 1 of 1 Last

[Use Standard Comments](#) Comment Status: Active Inactivate +

O.C.G.A. §13-10-91(b)(1) states, in part, "A public employer shall not enter into a contract...for the physical performance of services unless the contractor registers and participates in the federal work authorization program. Before a bid for any such service is considered by a public employer, the bid shall include a signed, notarized affidavit from the contractor..."

Send to Vendor Show at Receipt
 Show at Voucher

Associated Document

Attachment: EVerify_Affidavits_of_Compliance(1).pdf Attach View Delete Email

Figure 15 - E-Verify attachment is linked to header comments

How do I obtain E-Verify data that was entered for Service PO?

0PO091_EVERIFY

Unit: 40700

Date From: 01/01/2014 B1

Date To: 12/31/2014 B1

OK Cancel

Figure 16 - Search for query 0PO091. Enter BU and date range.

Records Query Expressions Prompts Fields Criteria Having View SQL Run

Unit = 40700, Date From=2014-01-01, Date To=2014-12-31

View All | [Rerun Query](#) | [Download to Excel](#) | [Download to XML](#) First 1-9 of 9 Last

Unit	PO No.	Vendor ID	Legal Name of Contractor	Legal Address 1 of Contractor	Legal Address 2 of Contractor	City	State	Zip Code	eVerify #	Exempt Y/N	Contract Date	Contract ID	Service Amount
1	40700 0000000373	0000182108	CANON SOLUTIONS AMERICA INC	PO BOX 742265		ATLANTA	GA	30374	E123456	N	03/31/2014	0000000373	2600.000
2	40700 0000000424	0000004596	CANON USA INC	C/O CANON FINANCIAL SERV INC	14904 COLLECTIONS CENTER DRIVE	CHICAGO	IL	60693	EVFY000000000000	N	07/21/2014	0000000424	100.000
3	40700 0000000419	0000550355	CAPTRICITY	360 22ND STREET STE 850		OAKLAND	CA	94612	123456	N	07/11/2014	PO#0000000419	24000.000
4	40700 0000000430	0000535664	CHRISTOPHER LAFAY CONSULTING LLC	125 BARRINGTON DRIVE	APT 1	ATHENS	GA	30605	A12324353	N	07/28/2014	WERSGD13343222	431.000
5	40700 0000000429	0000013437	FOCUS OF GEORGIA INC	200 GALLERIA PKWY STE 990		ATLANTA	GA	30339	444555	N	07/28/2014	SWC60748-100	31080.000
6	40700 0000000420	0000526187	JAXIFIED LLC	404 BELLWAY COURT		TYRONE	GA	30290	222222	N	07/14/2014	40700-00-99999	100000.000
7	40700 0000000372	0000208143	LEXISNEXIS COURTLINK INC	P O BOX 7247-6882		PHILADELPHIA	PA	19170-6882	E143433	Y	03/31/2014	0000000372	1.000
8	40700 0000000433	0000122677	SYSTEM AUTOMATION CORPORATION	7110 SAMUEL MORSE DR STE 100		COLUMBIA	MD	21046	660000	N	07/31/2014	40700-01-99999	180000.000
9	40700 0000000369	0000548812	TOPDOWN CONSULTING INC	236 WEST PORTAL AVE #390		SAN FRANCISCO	CA	94127	TEST999999999999	N	03/21/2014	PO#0000000369	84780.000

Figure 17 - Query results will display and sort by vendor name