

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 **0PO091_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?

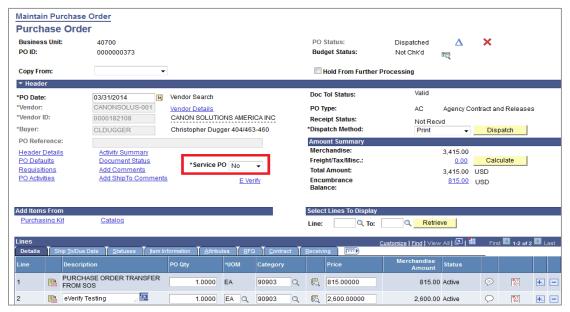


Figure 1 - All existing POs (all statuses) will default to 'No'

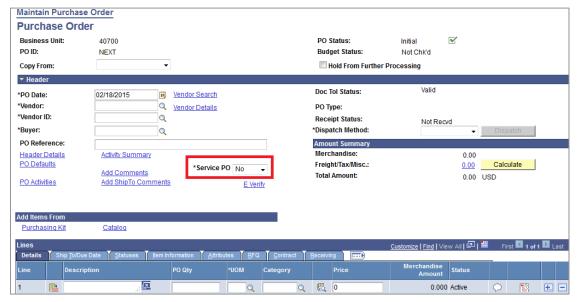


Figure 2 - New PO will default to Service PO = 'No'

What do I need to do for existing POs?



Figure 3 - Drop down lists all available Service PO values



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



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

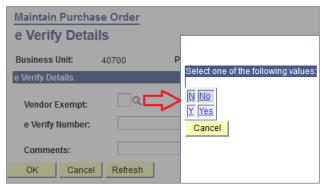


Figure 6 - Click on look up to obtain Vendor Exempt values or enter 'N' or 'Y'



Figure 7 - Clicking on OK before required fields are entered

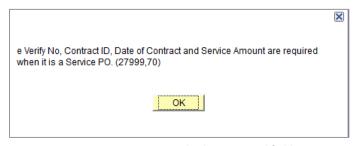


Figure 8 - Error message displays required fields



Figure 9 - Required fields entered. Page will save.

How do I attach an E-Verify Contractor Affidavit?

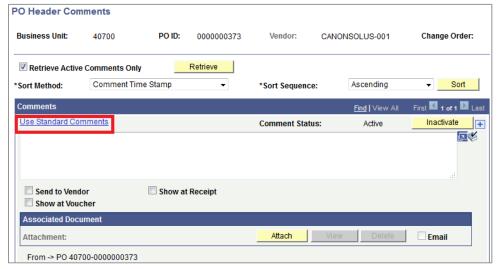


Figure 10 - Click on header comments to add attachment and click on 'Use Standard Comments' hyperlink

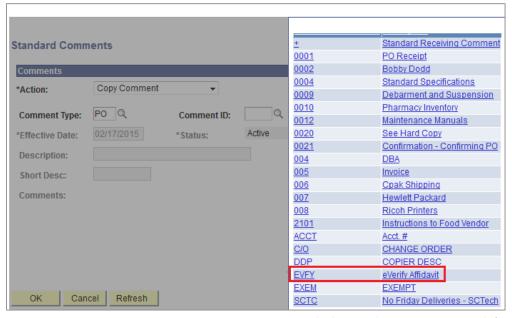


Figure 11 - Comment Type = PO. Enter Comment ID = EVFY or use look up to obtain comment ID code 'EVFY'



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

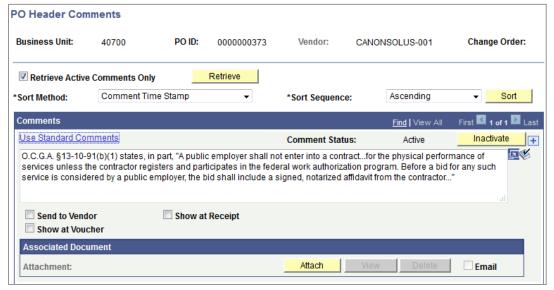


Figure 13 - Click on 'Attach'



Figure 14 - Browse for attachment file location and upload file

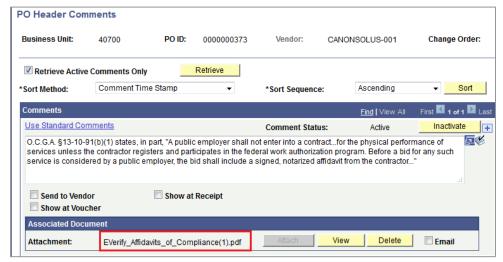


Figure 15 - E-Verify attachment is linked to header comments

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



Figure 16 - Search for query OPO091. Enter BU and date range.



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