Welcome to the Open Georgia Help Screens

The image below displays Open Georgia’s homepage.

**Navigation Bar:**

From the homepage, you can use the navigation bar to visit the following. Salary and Travel Reimbursement Application, Other Expenditure Information, Financial Reports and Other Reports. The navigational bar will be visible on each screen within the Open Georgia website should you need to return to the home page at any time during your visit.

1. **Home:** Will direct you back to Open Georgia’s homepage
2. **Search Applications:**
   - Salaries and Travel Reimbursements
   - Other Expenditure Information
3. **Reports:**
   - Financial Reports
   - Other Reports
4. **Contact:**
• For general Open Georgia questions, or questions about money spent at an entity, please contact 1-800-georgia, or the local number 678-436-7442 and you will be forwarded to that entity’s contact.

• State Financial Reports:
  o For the budget in brief please contact the Office of Planning and Budget at 404-656-3820.
  o For financial reports including: Comprehensive Annual Financial Report, Budgetary Compliance, and Single Audit, please contact the State Accounting Office at 404-651-7802 or by Email at sao_reporting@sao.ga.gov.

• For questions regarding program reviews from the past five years including Performance Audits, Program Evaluations, and Special Examinations please contact the Department of Audits and Accounts at 404-657-5220 or by Email at paoinfo@audits.ga.gov.

• If you are having trouble with the Open Georgia website and need technical assistance please send inquiries to help@open.ga.gov.

5. Help:
• Help/Tips
• Glossary of Terms
• FAQ
• Site Description
• Give Us Your Feedback

Help Menu:

The help menu provides search help/tips, a glossary of terms, frequently asked questions, a site description, and a place for you to provide your feedback about the website and its contents. The help menu will be visible on each screen within the Open Georgia website.
Salaries and Travel Reimbursements

The first time you click on Salaries & Travel Reimbursement you will be taken to a letter from the State Auditor. This letter will be presented to the user once per browser session. This letter is a disclaimer letter to let the user know that this information is unaudited information. To be taken to the application, the user needs to read the letter, scroll to the bottom of the letter and click on I understand: Proceed.

Basic Search:
To begin a basic search, use the drop down box in order to select the fiscal year in which you would like to search.

You have the option to search Salaries & Travel data by the **Person**, **Title**, or **Organization**. Select the category in which you would like to search.

**NOTE:** **Organization** type will be required for each search in order to display any information.

If you choose to search by **Person**, you will be taken to the following screen:
Select the organization type and then start typing the last name of the person you would like to search. A minimum of 1 letter is required. You cannot leave this field blank. In addition, special characters are not accepted except for a comma.

**NOTE:** To receive an exact match, type: last name, first name. Do not use a space between the first and last name.

When searching by **Title**, the following page will display:
Select the organization type and then start typing a minimum of one letter to get a listing for titles. The more letters you type, the closer a match you will receive.

When searching by **Organization**, the following page will display:
Choose Organization type and then use the drop down menu to choose the Organization.

To display the data, please click **Search**.

NOTE: By clicking the Back to Search button you will be directed back to the main search page for Salaries and Travel Reimbursement and all of your search criteria will be cleared.

**Sorting Columns:**
1. Click the title of the column in which you would like to sort the information.
2. Once the arrow is displayed at the top of the column, you can sort from ascending to descending order.
   * You can export your data by CSV (Excel format).

   **NOTE:** If you would like to filter data for a specific job title and name combination within a specific organization, please use the **Advanced Search** feature.
1. To begin in advanced search, use the drop down box to filter the year in which you would like to search.

2. Choose the type of organization in which you want to search data. (This is required to begin search.)

3. Next, the Organization, Title, and Name fields can be used interchangeably to obtain search data related to the specific organization, title, and name that is needed to search.

When searching for a specific Title, enter in the first letter of the name and a drop down box will display a list of valid titles within the organization. The more letters you type the closer match you will receive. NOTE: If you only type one letter it only displays the first 15 matches.

If you know a name, you can also type the first letters of the person you are searching for.
NOTE: To receive an exact match, type: last name, first name. Do not use a space between the last and first name.

Then to display the data, please click Search.

4. The results of all of your search criteria will resemble the following:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Salary</th>
<th>Travel</th>
<th>Organization</th>
<th>Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADAMS, HENRIETTA DUNN</td>
<td>INFORMATION SYS WORKER</td>
<td>$45,000</td>
<td></td>
<td>ACCOUNTING OFFICE, STATE</td>
<td>2017</td>
</tr>
<tr>
<td>ADAMS, KRISTEN</td>
<td>HELP DESK ANALYST 1</td>
<td></td>
<td></td>
<td>ACCOUNTING OFFICE, STATE</td>
<td>2017</td>
</tr>
</tbody>
</table>

**Sorting Columns:**

1. Click the title of the column in which you would like to sort the information.
2. Once the arrow is displayed at the top of the column, you can sort from ascending to descending order.

* You can export your data by CSV (Excel format).

NOTE: By clicking the Back to Search button you will be directed back to the main search page for Salaries and Travel Reimbursement.
Other Expenditure Information

The first time you click on Other Expenditure Information you will be taken to a letter from the State Auditor. This letter will be presented to the user once per browser session. This letter is a disclaimer to let the user know that this information is unaudited information. To be taken into the application, the user needs to read the letter, scroll to the bottom of the letter and click on I understand: Proceed.

Basic Search:
If you want to begin a basic search, first choose either Payment, Obligation or Professional Services. Then you will need to use the drop down box to select the fiscal year in which you would like to search. There is currently 2 years of Payments and Obligations and 3 years of Professional Services data available.

**Payments**

- If you choose to search by **Payments**, you will be taken to the following screen.
Next, you can click search if you want to see all payments. If you want to refine your search, you can first choose an Organization type. At this point you can click search if you want to see all payments across all organization types or you can then either choose an organization or type a letter to start searching for a vendor. Once you start typing a letter in the vendor box, suggestions will start appearing that match the letter or letters you have typed.

**NOTE:** For 2013 data, you will see summary payments with a detail drill down function.
In order to view the individual payments that make up the total Payment Amount,
click the icon or # of the record to get the drill down. All payments made by an
agency to a vendor within the fiscal year 2013 will be displayed on your screen:

To search purchase card information, type “PURCHASE CARD TRANSACTION” in
the vendor field like the following screen.
Click search and you will be taken to the following screen.

### Fiscal Year 2017 Summary Payments

Click "# of Records" to view detailed records

<table>
<thead>
<tr>
<th>Organization</th>
<th>Vendor Name</th>
<th>Payment Amount</th>
<th># of Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNTING OFFICE, STATE</td>
<td>PURCHASE CARD TRANSACTION</td>
<td>$132,332.92</td>
<td>733</td>
</tr>
<tr>
<td>ADMINISTRATIVE SERVICES, DEPARTMENT OF</td>
<td>PURCHASE CARD TRANSACTION</td>
<td>$430,414.07</td>
<td>1,412</td>
</tr>
<tr>
<td>AGRICULTURE, DEPARTMENT OF</td>
<td>PURCHASE CARD TRANSACTION</td>
<td>$345,029.67</td>
<td>1,464</td>
</tr>
<tr>
<td>AGRICULTURE, DEPARTMENT OF</td>
<td>PURCHASE CARD TRANSACTION</td>
<td>$787,849.20</td>
<td>2,993</td>
</tr>
<tr>
<td>AGRICULTURE, DEPARTMENT OF</td>
<td>PURCHASE CARD TRANSACTION</td>
<td>$306,648.51</td>
<td>683</td>
</tr>
<tr>
<td>BANKING AND FINANCE, DEPARTMENT OF</td>
<td>PURCHASE CARD TRANSACTION</td>
<td>$29,905.16</td>
<td>187</td>
</tr>
<tr>
<td>BEHAVIORAL HEALTH AND DEVELOPMENTAL D...</td>
<td>PURCHASE CARD TRANSACTION</td>
<td>$1,681,716.42</td>
<td>7,204</td>
</tr>
<tr>
<td>BUILDING AUTHORITY, GEORGIA</td>
<td>PURCHASE CARD TRANSACTION</td>
<td>$814,283.54</td>
<td>2,719</td>
</tr>
<tr>
<td>COMMUNITY AFFAIRS, DEPARTMENT OF</td>
<td>PURCHASE CARD TRANSACTION</td>
<td>$277,656.76</td>
<td>1,072</td>
</tr>
<tr>
<td>COMMUNITY HEALTH, DEPARTMENT OF</td>
<td>PURCHASE CARD TRANSACTION</td>
<td>$392,428.46</td>
<td>1,292</td>
</tr>
<tr>
<td>COMMUNITY SUPERVISION, DEPARTMENT OF</td>
<td>PURCHASE CARD TRANSACTION</td>
<td>$520,597.41</td>
<td>2,606</td>
</tr>
<tr>
<td>CORRECTIONAL INDUSTRIES ADMINISTRATIO...</td>
<td>PURCHASE CARD TRANSACTION</td>
<td>$129,677.61</td>
<td>498</td>
</tr>
<tr>
<td>CORRECTIONS, DEPARTMENT OF</td>
<td>PURCHASE CARD TRANSACTION</td>
<td>$9,411,084.28</td>
<td>31,969</td>
</tr>
<tr>
<td>COURT OF APPEALS</td>
<td>PURCHASE CARD TRANSACTION</td>
<td>$19,103.58</td>
<td>147</td>
</tr>
<tr>
<td>DRIVER SERVICES, DEPARTMENT OF</td>
<td>PURCHASE CARD TRANSACTION</td>
<td>$416,853.91</td>
<td>2,487</td>
</tr>
<tr>
<td>EARLY CARE AND LEARNING, DEPARTMENT OF</td>
<td>PURCHASE CARD TRANSACTION</td>
<td>$256,974.66</td>
<td>748</td>
</tr>
<tr>
<td>EDUCATION, DEPARTMENT OF</td>
<td>PURCHASE CARD TRANSACTION</td>
<td>$1,132,156.82</td>
<td>4,223</td>
</tr>
<tr>
<td>EMPLOYEES’ RETIREMENT SYSTEM OF GEORGIA</td>
<td>PURCHASE CARD TRANSACTION</td>
<td>$3,751.19</td>
<td>72</td>
</tr>
<tr>
<td>ENVIRONMENTAL FINANCE AUTHORITY, GEORGIA</td>
<td>PURCHASE CARD TRANSACTION</td>
<td>$336,123.23</td>
<td>1,479</td>
</tr>
<tr>
<td>FAMILY &amp; CHILDREN SERVICES, DEPARTMENT...</td>
<td>PURCHASE CARD TRANSACTION</td>
<td>$462,659.69</td>
<td>3,957</td>
</tr>
</tbody>
</table>

Download: CSV

Click on the "# of records" to see the detailed information.
Obligations

If you choose to search by Obligations, you will be taken to the following screen.

The Obligations screen works exactly like the Payments screen.
To search for a particular vendor, you must type a minimum of 1 letter to start your search. The more letters you type, the closer match to that particular vendor will be displayed.
- When searching by **Description**, the following page will display:

If you want to narrow your search, choose an organization type first. The descriptions will then be specific to the organization type that you choose.

You do not have to select an organization type if you want to search across all organizations for a certain description. Under Description, use the drop down box to choose the description that you would like to view. Then press the search button.

- When searching by **Organization**, the following page will display:
Use the drop down box to choose the organization that you would like to view.

3. Click **Search** to display data

**Sorting Columns:**

1. Click any of the column headings to sort the information.
2. Once the arrow is displayed at the top of the column, you can sort from ascending to descending order.

*You can export your data by CSV (Excel format).
NOTE: If you would like to filter data for specific vendor or description within an organization, please use the Advanced Search Feature.

Advanced Search:

1. To begin an advanced search, use the drop down box to select the year in which you would like to search for Professional Services information.

2. You must choose at least one of the categories to start your search.

3. You can choose multiple categories together but please note that Vendor Name and Description are not linked together so if you choose a vendor and then try to choose a description, you have to know what descriptions are tied to that vendor and you may not make a match.

   - When searching for vendors, enter the first letter of the name and a drop down box will display a list of valid vendors for that organization. The more letters you type, the closer match you will receive.

4. To display the data, click Search.
Financial Reports

In the Financial Reports section you can obtain key reports related to the State of Georgia’s budget and finances. The image below displays the Financial Reports main page.

1. Hover over each report for a description of the contents of each document.
2. Click the link to either open or save the document.
NOTE: Some of the financial reports files are large. Depending on your internet connection it could take a substantial amount of time to open or save the documents.
Other Reports

Performance Reviews

The reports in this section include performance audits, program evaluations, and special examinations released by the Department of Audits over the last five years.
Sorting Columns

You can sort columns by release date, category, fiscal year, or title.

Downloading or Saving a File:

Click on the icon in order to download file or save to a PDF document.

Advanced Search:
Use the category drop down, key words to choose which category what you would like to search.

Type in a keyword to find reports based on key word selection.

**Splost**

Search for special local option sales tax reports.

Splost works exactly like the performance review screen.

**AARA**
The American Recovery and Reinvestment Act (2011) website shows where state of Georgia ARRA funds are being spent.