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**GEORGIA DEPARTMENT  
OF REVENUE  
Local Government  
Services Division**

**2024**

**Electronic Digest Submission  
Procedures**

**March 2024**

- **COSS: County Online Self Services**
  - <https://sso.dor.ga.gov>
- **Digest Online Submission process starts here in COSS:**
- COSS application has been enhanced to allow County Vendors and Tax Commissioner Office Support Staff to submit digest using COSS Online System.
  - Authorized County Users can Search/View and Submit County Digests using the COSS System.
- Import PT10A XML File:
- Select Digest Year and County
- Check the Tax Districts to Import
- Click Choose File Button – This will allow you to choose the file you wish to import.
- Click Import Button – This should import the selected files.
- XML files failed to import due to errors within the XML files.
- These errors must be corrected before XML files will import.
- COSS Users will see a message listing the tax districts numbers, those have been imported
- All errors will get highlighted with a red \* against each field under Consolidation Sheets Summary
- COSS is configured to allow Digest online users to save Consolidation Sheets with Errors and resume whenever user is ready to proceed further with Digest Submission.
- Tooltips as highlighted in black color below can be viewed by hovering over the tax districts and the status field's data under Consolidation Sheets
- - “Save Consolidation Sheet” button will remain disabled until the PT10A xml file/Consolidation sheet data is imported, and sheets are ready for user review.
- “Submit Digest” button (next to Import File Section), will remain disabled until all consolidation sheets have been verified and errors are resolved.
- after all the Consolidation Sheets errors have been resolved:
- “Submit Digest” button will get enabled
- Status against each Tax District will get changed to “Successfully Validated”.
  - Hovering over to the message will show a tooltip guiding users to click “Submit” button.
- ‘Save Consolidation Sheet’ button remains enabled, allowing users to make any changes to the consolidation sheet before digest is submitted.
- Users can print the Consolidation Sheet Summary by clicking on the “Print Consolidation Sheet” button

- After the Digest has been submitted:
- Digest/Consolidation Sheet's status is changed from "Being Processed" to **"Submitted"**
- Tooltip to let users know that changes are not allowed
- Save Consolidation Button is disabled
- Import File and "Submit Digest" Button section is no longer visible.
  - This section appears only if digest is in Being Processed Status.
- Consolidation sheets can be accessed by clicking on the Tax District Hyper Link
- Both Digest and Consolidation Sheets Status is now showing up as "Completed"
- "Save Consolidation Sheet" button is disabled.
  - Digest is completed so nothing can be done in COSS
- "Print Consolidation Sheet" button is enabled.
  - COSS Users are permitted to Print Consolidation Sheets Summary irrespective of the Digest/Consolidation Sheet Status.

- **VENDOR INFORMATION:**

- Name
- Address
- Phone Number
- Email
- Employer: Name, Address, Phone Number, FEI#
- County or Counties Represented