GEORGIA DEPARTMENT OF REVENUE

Local Government Services Division

2025

Electronic Digest Submission Procedures

March 2025

- **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