

ELECTRONIC XML FILE IMPORT PROCEDURES

Digest online submission process starts in COSS

COSS – County Online Self Services

<https://sos.dor.ga.gov>

COSS application has been enhanced to allow County Tax Commissioners, Support Staff, and County Vendors to submit digest using the COSS System.

Only authorized county users can access and submit county digest information using the COSS system.

Step 1: Login to the COSS system.

Step 2: Select the Digest Tab.

Step 3: Enter Digest Year and County Name click “Get” Button.

Step 4: Import PT10A XML File:

Select tax districts to import by checking box next to the tax district name.

In the Import Consolidation Sheets Box click “Choose File” button.

Select XML file that you have created on you computer.

Click the “Import” button.

Files will import into COSS system – You will receive a message stating “Forms for ___ tax districts have been imported. Please click Tax District above to view Consolidation Summary and resolve any errors.”

****If the XML files contain any invalid formatting errors the XML will not import, and you must correct these formatting errors prior to importing**.**

Formatting errors include:

Invalid county number - Must be the correct digest county number in the three-digit format.

Invalid tax district number(s) – Must match DOR tax district numbers.

XML files will upload if they contain mathematical error(s), but these must be corrected before consolidation sheets can be submitted.

Once the XML files are uploaded select the tax district verify the information is correct and click “Save Consolidation Sheet” button.

The Status box next to tax district will show “Successfully Validated”

Repeat this process for each tax district imported.

When all tax districts have been “Successfully Validated” click the “Submit Digest” button.

If the XML files have imported with mathematical error(s), These error(s) will be indicated with a red asterisk (*)

All mathematical errors must be corrected for the tax district status to be updated to “Successfully Validated”.

Once all errors are corrected and digest has been submitted DOR can begin the digest approval process.

Authorized county users can reopen a digest after submission by clicking on the “Reopen” button. Once digest submission is completed by DOR county users will no longer be able to reopen the digest submission.

The “Print Consolidation Sheet” button is always available to county user.

The Correspondence tab is always open to the county user.

VENDOR INFORMATION:

DOR must have the following information for each Authorized County Vendor:

Name

Address

Phone Number

Email

Employer: Name, Address, Phone Number, FEI#

County or Counties Represented