



GAO Technical Bulletin

Arizona Department of Administration ♦ General Accounting Office

Subject:	<i>Electronic Distribution of Notifications, Accounting Forms & Policy Documents</i>	Issued:	10/31/01
Manual Section(s):	N/A	Effective:	11/1/01
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TO: Technical Bulletin Administrators
All Agencies

FROM: Robert Rocha
State Comptroller

AUTHORITY

A.R.S. 41-722	Powers and duties relating to finance
A.R.S. 41-732	Powers and duties relating to general accounting activities
A.R.S. 41-763	Powers and duties of the director relating to personnel

DEFINITIONS

Accounting Form: Any official form, identified by a form number, published by the GAO, used to record information relating to the financial administration of the State of Arizona.

ADOA: The Arizona Department of Administration.

GAO: The General Accounting Office, ADOA.

GAO Website: The World Wide Web site maintained by the GAO, the address of which is www.gao.state.az.us.

Notification: Any widely distributed informational writing such as an all-agency memo, a year-end processing schedule, an information packet, etc.

Policy Document: Any writing, issued by the State Comptroller as designee of the Director of the ADOA, establishing or communicating broadly applicable administrative, financial or operating principles, procedures or guidelines. Examples of policy documents include, but are not limited to, the State of Arizona Accounting Manual, the Human Resource Management System Users' Manual, the AFIS Reference Guide, and Technical Bulletins.

Responsible Party: Any person who, in his or her official capacity, is required to be familiar with policy documents or ensure the use of appropriate accounting forms. Examples of responsible parties include, but are not necessarily limited to, agency heads, technical bulletin administrators, accounting managers, payroll managers, human resource managers and those employees who are designated custodians of policy documents for their agency.

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BACKGROUND

To take better advantage of technological advances, notifications, accounting forms and policy documents will be published directly and exclusively to the Website. The production and distribution of paper notifications and policy documents as well as of hard copy accounting forms by the GAO will be largely discontinued. This will result in several benefits to the State of Arizona:

- The dissemination of notifications, policy documents and accounting forms will be accelerated.
- The impact of paper consumption on the environment will be diminished.
- The cost of paper-based publication and distribution will be reduced.
- The most current versions of notifications, policy documents and accounting forms will be readily and consistently available for reference and use.

Policy documents and accounting forms have been and will continue to be an important method of communicating information to State agencies and standardizing State administrative and financial operations. To support electronic distribution, the GAO has developed—and outlines below—an automated method of notifying responsible parties when new or changed accounting forms and policy documents are published.

POLICY

- 1) Future notifications, accounting forms and policy documents will be published electronically, directly to the Website, and will not be printed or distributed in paper form by the GAO. This electronic publication will constitute the official publication of a notification, accounting form or policy document.
- 2) Notifications, accounting forms and policy documents can be downloaded from the Website and reproduced by agencies as needed.
- 3) Paper editions of accounting forms and policy documents will be available, at a reasonable charge, from either the ADOA Print Shop or the Print Shop of Arizona Correctional Industries, approximately one week after their official publication. A policy document may be requested by its publication number (e.g. SAAM Update #38, TB 01-3); an accounting form may be ordered by its form number (e.g. GAO Form # 510).
- 4) Paper editions of notifications can be requested from your GAO liaison.

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- 5) Responsible parties will be required to be familiar with accounting forms and policy documents as of the date of their publication to the Website. To facilitate this familiarization process, the GAO has established an automated method to alert responsible parties of the publication of accounting forms and policy documents. To take advantage of this, responsible parties should follow the steps set forth below:
- a) Visit the GAO Website. (www.gao.state.az.us)
 - b) Left-click to be taken to the Website's home page.
 - c) Under the "Quick Link to Common Services" heading, choose the "Current Online Services" drop down, select "Register for GAO Updates" and click "Go." (GAO may from time to time make cosmetic changes to its Website. A function similar in name and operation, however, will continue to be maintained.)
 - d) Enter the information requested. The "GAO Policies and Procedures" check box has been pre-selected. Click the check boxes relating to any other desired services.
 - e) Press the "Sign me up!" button.

Within a few moments, registrants will receive, by email, confirmation of registration.

From the time of registration forward, registrants will automatically be informed by email upon the publication of any newly published or changed notification, accounting form or policy document.

- 6) If a responsible party has neither an email address nor access to the Web, arrangements should be made with his or her agency head to receive a copy of a new or changed notification, accounting form or policy document upon its publication.
- 7) If an agency has no access to the World Wide Web, the agency head should contact his or her GAO liaison.
- 8) If the email address of a responsible party changes, he or she should return to the Website to provide the GAO with the appropriate information.
- 9) Agency heads should direct newly designated responsible parties to register with the GAO Website, as required.

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10) An agency head is obliged to ensure that his or her agency complies with State policy. This can only be accomplished by making sure that all responsible parties employed by his or her agency are familiar with new or changed accounting forms and policy documents. This, in turn, can only be achieved by requiring all responsible parties employed by his or her agency to appropriately register with the Website.

AREAS IMPACTED

All State agencies.

ON-LINE AVAILABILITY

Copies of this and other Technical Bulletins, including attachments when appropriate, are available from the Publications Section of the General Accounting Office Website located at:

<http://www.gao.state.az.us>

CONTACTS

If you have any questions concerning this Technical Bulletin, please contact your GAO Liaison. You may also email questions or comments concerning State policy and procedure to us at:

gaopolicy@ad.state.az.us