

March 2020 – Topic of the Month – GAO Updates

INTRODUCTION

Topic of the Month provides agencies and employees with resources to assist in understanding the requirements, responsibilities and expectations that come with certain processes, positions, and functions. The goal is to ensure that agencies have the knowledge to consistently comply with State and Federal law, regulations and guidelines, while reducing the risk of fraud, waste and abuse. Each month, GAO will address a new topic that includes specific information such as applicable policies, procedures, forms, best practices, and where this information can be located. This month's topic is signing up for Electronic Distributions of GAO Official Notifications, Forms, and Policy Statements (GAO Updates).

What is GAO's Mission?

To provide State and Federal agencies, the general public, and other interested public or private entities with accurate and timely financial services, management information, and technical assistance while ensuring compliance with related statutes and rules; to maintain and improve the Statewide automated financial system; and to provide for the safeguarding of State assets. Basically, we are here to support all things accounting for over 110 State agencies.

How do we keep agencies up to date when things change?

Since we do not have the resources to call all of the state agencies every time we have a policy update or need to share information with state agencies. We facilitate getting information out to state agencies by using eNewsletters to reach out to agency staff. The eNewsletter is also referred to as a Webstory.

What type of information is shared via eNewsletters?

Here are a few examples of the information we convey to agency staff:

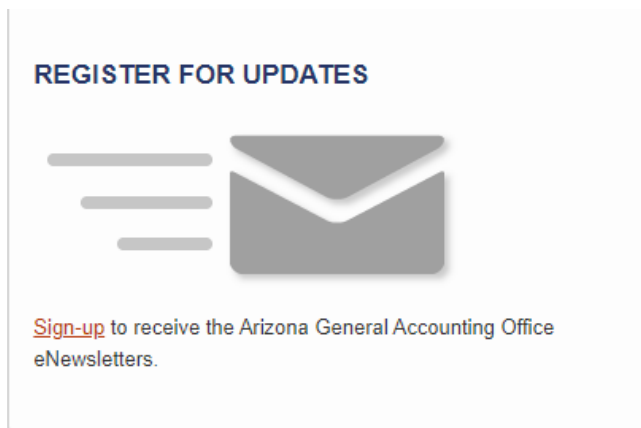
- State of Arizona Accounting Manual (SAAM) additions, updates, and drafts
- Upcoming trainings
 - Required training reminders, e.g. PCI compliance, CFO Meetings
 - Specialized trainings such as grants
 - Opportunities for Continued Professional Education (CPE)
 - Upcoming webinars
 - Topical Question and Answer sessions
 - Year-end pointers and requirements
- Payroll updates
 - Duplicate W2 information
 - New direct deposit self-service availability
- infoAdvantage Statewide report updates
- infoAdvantage User group meetings
- Systems Status- AFIS, APP, etc. (both planned and unplanned)
- New or updated Quick Reference Guides
- Other publications, such as *Did You Know? A Guide for State Travelers, GAO Forms*

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How do I sign up for eNewsletters?

Go to the GAO website, which can be found at gao.az.gov

Scroll down until you see this envelope on the bottom right side of the GAO website:



After you click the envelope another screen will be displayed.

- Please fill in your State of Arizona email address, first name, and last name
- Select your State agency from the drop down list
- Fill in your EIN and Title
- Please include your work phone number (in case we have a problem with your email address)
- If you think you signed up and are not receiving updates, please contact gaowebmr@azdoa.gov

How are eNewsletters sent?

We will send you an email when we have any statewide information to share. The email will include the information topic so that you can quickly delete the email if the topic does not apply to you. We will include a link in the email which will take you to our website and the details on the topic. You will be given the opportunity to unsubscribe to the eNewsletter in a link in the email. However, be warned if you click unsubscribe you will be unsubscribed from all GAO eNewsletters no matter the topic.

Is signing up for eNewsletters required?

Yes, SAAM 0010 requires each State agency to have at least one person signed up for the eNewsletters. Refer to SAAM 0010 for more detailed information on who is required to sign up for updates.

Current statistics

As of mid-February 27 State agencies did not have at least one person signed up for the eNewsletters. We will review this information again in April and will reach out to those State agencies that have still not signed up for the eNewsletter.

If there are any topics that your agency is struggling with and/or would like additional information on, please contact your GAO Liaison. Your agency liaison can be found at the following link:

<https://gao.az.gov/afis/afis-information> GAO is here to help!