

TIGA Reporting User Guide PeopleSoft Financials v9.2

Georgia*FIRST* Financials

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SECTION 1: INTRODUCTION TO DOAA/TIGA REPORTING

The Transparency in Government Act (TIGA) requires the Department of Audits and Accounts to collect information on salaries, certain specific grants and contract payments made, and to make this information available to the public on the [Open Georgia](#) website. Under this act, all branches of state government are required to submit this information to DOAA.

This user's guide provides an overview of processes that produce files to submit to DOAA for the annual Transparency in Government Act (TIGA) Reporting requirement. Previously, this reporting was referred to as Continuous Audit reporting.

Once the TIGA letter and Final Instructions are released by the DOAA, they will be located [here](#).

SECURITY ROLE

The security role BOR_GL_TIGA_PROCESSING provides access to BOR Payroll for TIGA and BOR DOAA Reporting/TIGA menu items. This role is assigned by the institution's Security Administrator.

IMPORTANT DATES

For TIGA reporting due dates, refer to the [DOAA website](#) .

SECTION 2: SALARY DATA FOR TIGA REPORTING

SALARY FILE PROCESS OVERVIEW

The TIGA process follows the same general process utilized in prior Continuous Audit reporting processes, where end users extract payroll data into a temporary table, update temporary tables and produce final salary data.

End users extract payroll data from the PSFIN table, PERS_SERV_BOR and into two temporary tables: BOR_ADP_CA_DTL and BOR_ADP_CA_SRC.

The extract pulls any entries in PERS_SERV_BOR charged to the following account numbers:

- 511000 to 538999;
- 540000 to 541999;
- 561400;
- 561425;
- 561500;
- 566000 to 569999.

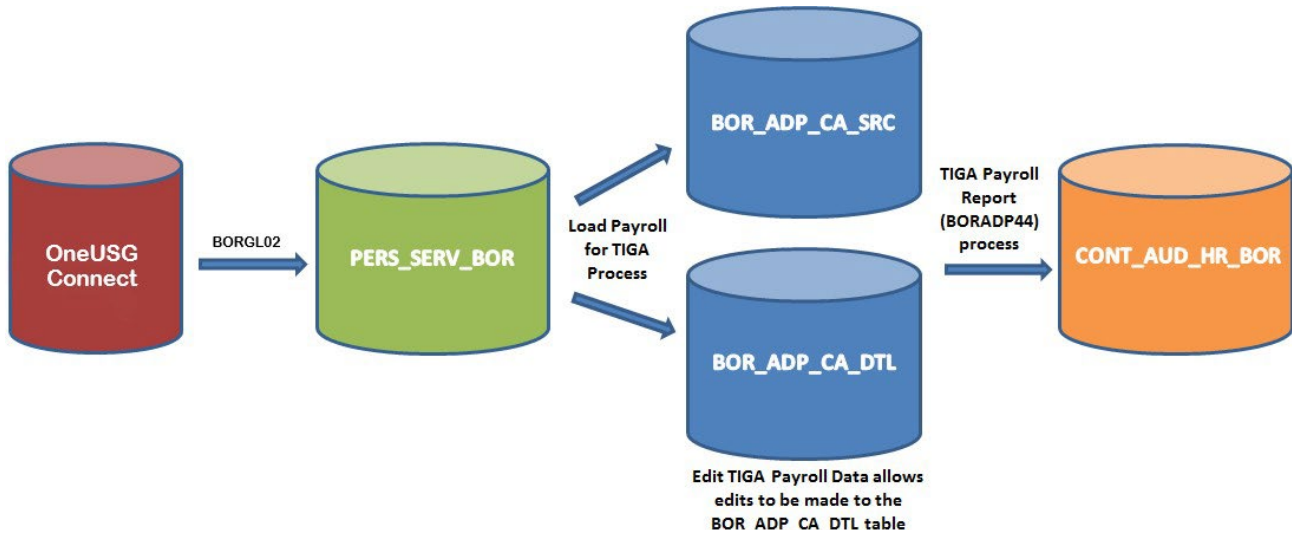
The BOR_CAUDIT_ACCOUNT tree governs accounts used in the Load Payroll for TIGA process. To see this tree, navigate to Tree Manager > Tree Viewer and search for the BOR_CAUDIT_ACCOUNT tree. This should match the account numbers included in the BOR_TIGA_SALARY_RECON query available in PSFIN and include accounts classified as Personal Expenses.

Note: *The College Work Study Program is classified as Operating Expense and any earnings associated with that program are excluded from this report.*

Institutions can run the TIGA process described above as often as they wish to balance salary and travel data. However, submission of the data file to DOAA is only done once at fiscal year-end.

- Users have the ability to functionally update the temporary table. Updates can include modifications to earnings or job codes, adding employees, adding affiliated amounts, or deleting employee earnings entirely to remove them from the temporary table.
- Once all updates are made and salary data is reconciled to the General Ledger (GL), users can select the Final checkbox to send the TIGA Salary data directly to the CONT_AUD_HR_BOR table in PSFIN. Previously a .txt file was created and interfaced into PSFIN.
- Note: Although a .txt file is created through this process, this file is for report retention purposes only and no further action is required to upload the data to PSFIN.
- In the following section, Loading Salary Data, users can complete Steps 1 – 3 as often as necessary until the Salary loaded from Payroll balances with the GL.

TIGA SALARY DATA PROCESS FLOW



LOADING SALARY DATA

This section details how salary data required for TIGA reporting loads for GeorgiaFIRST Financials institutions using PeopleSoft Financials. PeopleSoft Financials automatically creates data for the current fiscal year for TIGA reporting, and this section describes required steps in this process.

Step 1: Load Payroll Data for TIGA

The Load Payroll for TIGA process loads temporary tables (BOR_ADP_CA_DTL and BOR_ADP_CA_SRC) with data from PERS_SERV_BOR that meets the TIGA earnings account number criteria as well as the *Company* and *Begin Date/End Date* range specified on the parameters page.

Key Information:

- Run the Load CA table process for annual reporting after all payrolls run and confirm
- Since the data pulls from PERS_SERV_BOR, verify all payroll General Ledger files were interfaced into PSFIN.
- The system pulls Begin and End dates from the check date/Journal date from PERS_SERV_BOR rather than pay period end date; meaning, enter date parameters accordingly.
- The Tree Name and Tree Node fields that are not editable refer to the tree structure used to determine the appropriate accounts to be included.

Below are step by step instructions on how to load Payroll data for TIGA.

Step	Action
1.	Click the NavBar icon
2.	Click the Menu icon.
3.	Click the BOR Menus link.
4.	Click the BOR Payroll link.
5.	Click the BOR Payroll Processing link.
6.	Click the BOR Payroll for TIGA link.
7.	Click the Load Payroll for TIGA link.
8.	Search for an existing Run Control or add a new Run Control if you do not already have one for this process.

Step	Action
------	--------

12. The system returns users to the Load Payroll for TIGA screen. Verify a Process Instance number appears under the **Process Monitor** link as listed below.

Load Payroll for TIGA

Run Control ID payroll
Report Manager Process Monitor
Run

Process Instance: 18089638

Business Unit

*Begin Date

*End Date

Fiscal Year 2024

SetID SHARE

Tree Name BOR_CAUDIT_ACCOUNT

Tree Node CA_ACCOUNT

Save Notify
Add Update/Display

13. Click the **Process Monitor** link to see the status of a request.

14. Verify the job ran to Success and Posted. Click the **Go back to Build TIGA Reporting Table** link.

Process Monitor

Process List
Server List

View Process Requests

User ID Type Last Days Refresh

Server Name Instance Range Clear

Run Status Distribution Status Save On Refresh Report Manager Reset

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	18089638		payroll	Application Engine	BOR_ADP_CAUD	ITS_BDAVIS1	04/09/2024 3:42:59PM EDT	Processing	N/A	Details	Actions

Go back to Build TIGA Reporting Table

Save Notify

Process List
Server List

Step 2: Edit TIGA Payroll Data

The Edit TIGA Payroll Data page allows users to make online adjustments to data in the temporary table, BOR_ADP_CA_DTL, populated by the Load process detailed in [Step 1: Load Payroll Data for TIGA](#). Details contained in PERS_SERV_BOR should be reconciled with TIGA Payroll Data. Necessary edits should be entered only at fiscal year-end, as the system overwrites edited entries when the Load process is run quarterly.

Below are step by step instructions on how to edit TIGA Payroll Data

Step	Action
1.	Click the NavBar icon
2.	Click the Menu icon.
3.	Click the BOR Menus link.
4.	Click the BOR Payroll link.
5.	Click the BOR Payroll Processing link.
6.	Click the BOR Payroll for TIGA link.
7.	Click the Edit TIGA Payroll Data link.
8.	<p>Enter or search for the employee to edit. An employee can be added by selecting the Add a New Value tab.</p> <div data-bbox="305 1083 1455 1608" data-label="Form"> </div> <p>Note: If the EMPLID of the employee being edited or added does not appear in the search results, please submit a ticket to the Support team.</p>

Step	Action
9.	<p>Users can edit the following fields:</p> <ul style="list-style-type: none"> • Social Security #: The DOAA does not accept SSNs beginning with 999. Users need to correct any invalid SSNs. • Job Family: The job family shown should be the last non-retiree job family from the employee’s Job Data. In the event the job family is incorrect, users can correct this information here. • Affiliated Amt: The Affiliated Amount field can be used to record a portion of salary that was paid by an affiliate, such as a foundation. Hover over the Affiliated Amount field for an example of when/how to enter an affiliated amount. • Earnings: Users can modify earnings or add additional lines for earnings. The Account number and Pay Group values on the rows are for institutional reference and are not sent to DOAA. <div data-bbox="516 789 1247 1276" data-label="Form"> <p>The screenshot shows a web form for editing employee data. At the top, there are input fields for Business Unit, Empl ID, Social Security #, First Name, Fiscal Year, Last Name, Job Family, Middle Name, Name Suffix, and Affiliated Amt. Below these is a table with columns for Account, BOR Entity Code, Pay Group, and Total Salary. The table contains one row with the number '1' in the first column. At the bottom of the form are buttons for Save, Return to Search, Notify, Add, and Update/Display.</p> </div> <p>*Current Fiscal Year displays on this panel.</p> <p>Note: To delete employees from the temporary table so that they are not included in the final reporting, remove all rows of earnings from the Edit TIGA Payroll Data page. This will eliminate them from the final insert into CONT_AUD_HR_BOR.</p>

Step 3: Run TIGA Payroll Queries

These two queries return results from data currently in the temporary table BOR_ADP_CA_DTL. If users make changes to the temporary table, the changes should be reflected on these queries. Compare these two queries with HR/General Ledger Trial Balance accounts for reconciliation.

Users can run [Step 1: Load Payroll Data](#) for TIGA through Step 3: Run TIGA Payroll Queries as often as necessary to balance Salary data with General Ledger data.

Below are step by step instructions on how to run the TIGA Payroll queries.

Step	Action
1.	To run the Payroll Detail Query, click the NavBar icon.
2.	Click the Menu icon.
3.	Click the BOR Menus link.
4.	Click the BOR Payroll link.
5.	Click the BOR Payroll Processing link.
6.	Click the BOR Payroll for TIGA link.
7.	Click the TIGA Payroll Detail link.
8.	Run the TIGA Payroll Detail query. The TIGA Payroll Detail query returns EMPLID, Account, Entity Code, Group, Job Family, SSN, First Name, Last Name, Middle Name, Suffix, Total Salary and Affiliated Amount.
9.	To run the Payroll Summary Query, click the NavBar icon.
10.	Click the Navigator icon.
11.	Click the BOR Menus link.
12.	Click the BOR Payroll link.
13.	Click the BOR Payroll Processing link.
14.	Click the BOR Payroll for TIGA link.
15.	Click the TIGA Payroll Summary link.
16.	Run the TIGA Payroll Summary query. This query returns Account, Sum Total Salary and Sum Affiliated Amount.

Step 4: Run TIGA Payroll Modifications Query

This query compares data in the two temporary tables created during the Load process. The temporary table names and definitions are below:

- BOR_ADP_CA_DTL: contains the data changes made from online adjustments to the temporary table.
- BOR_ADP_CA_SRC: static table that contains only information included in the Load process. This query provides details of each employee whose TIGA information was edited using the temporary table.

For example, if Jane Doe had an additional earnings row added for \$5000.00 using the Edit TIGA Payroll Data page, the query would yield the following results:

Unit	ID	Year	Account	Entity Code	Group	Job Family	SSN	FirstName	LastName	Middle Name	Suffix	Tot Salary	STATUS
42000	2813		511200	542.42F		202X	123456789	Jane	Doe	M.		5000.00	MODIFIED

*The Year displays the current Fiscal Year.

Note: *Affiliated Amounts entered on the Edit TIGA Payroll Data page will NOT appear on the TIGA Payroll Modifications query.*

Below are step by step instructions on how to run the TIGA Payroll Modifications query:

Step	Action
1.	Click the NavBar icon
2.	Click the Menu icon.
3.	Click the BOR Menus link.
4.	Click the BOR Payroll link.
5.	Click the BOR Payroll Processing link.
6.	Click the BOR Payroll for TIGA link.
7.	Click the TIGA Payroll Modifications link.
8.	Run the TIGA Payroll Modifications query.

Step 5: Run TIGA Payroll Report

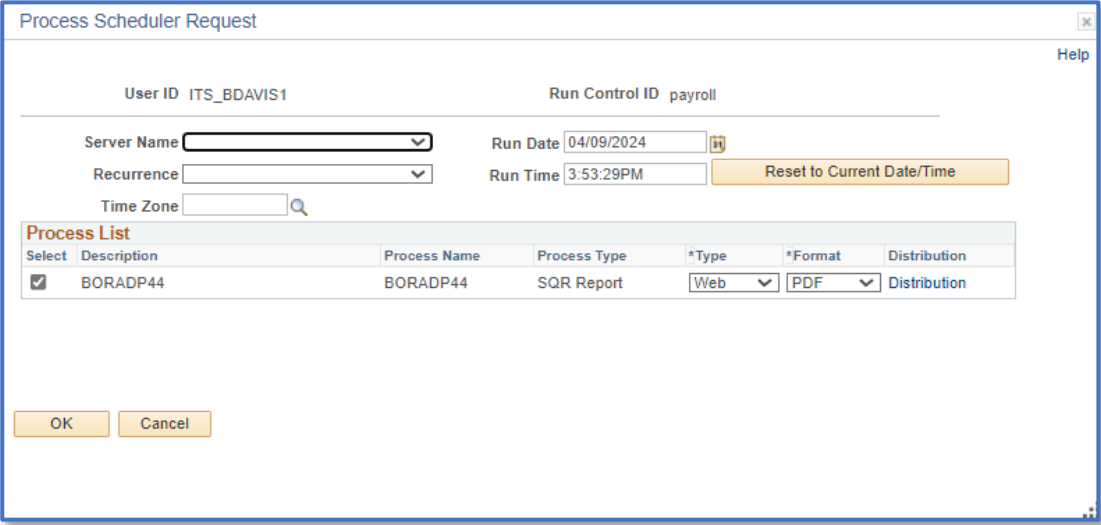
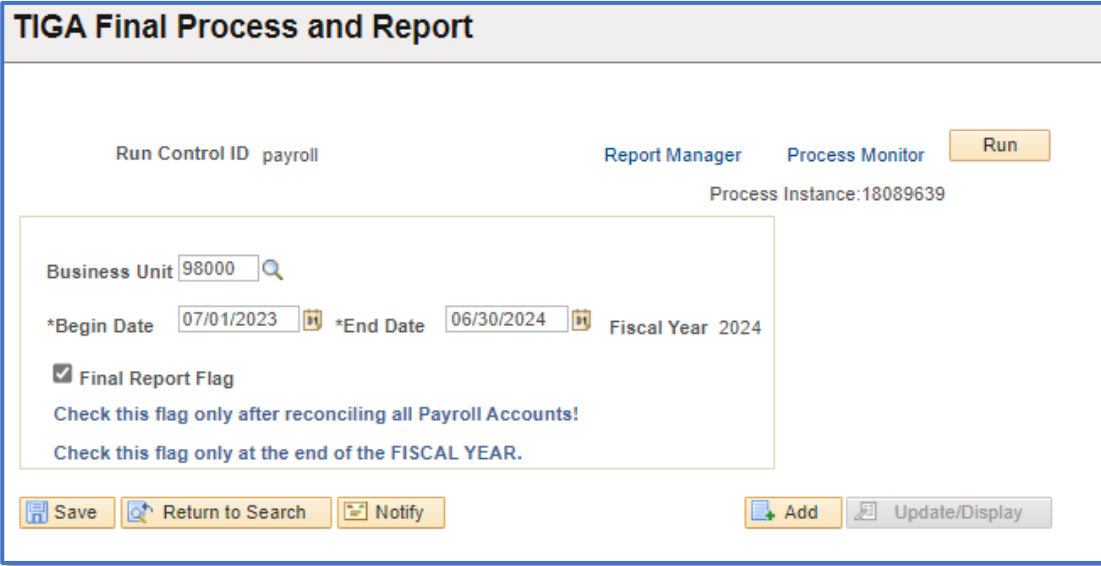
Key Information:

- The Begin Date and End Date fields should match the dates used when running the Load Payroll for TIGA process detailed in [Step 1: Load Payroll Data for TIGA](#). Once the dates are populated, the system will populate the Fiscal Year.
- The TIGA Payroll Report (BORADP44) is produced in 3 formats – .txt, .csv, and .pdf. The PDF report lists a Total Employee Count as of 6/30 at the end of the report. Use this total to populate the Total Employee Count required when submitting TIGA data to DOAA.
- The TIGA Report of Salary and Travel (BORIF01B) can be run after this process runs. Instructions for running this report can be found in the next section.

Below are step-by-step instructions on how to run the TIGA Payroll Report query.

Step	Action
1.	Click the NavBar icon
2.	Click the Menu icon.
3.	Click the BOR Menus link.
4.	Click the BOR Payroll link.
5.	Click the BOR Payroll Processing link.
6.	Click the BOR Payroll for TIGA link.
7.	Click the TIGA Final Process and Report link.
8.	Enter or search for a Run Control ID.

Step	Action
9.	<p>Once users reconcile the annual TIGA salary file to the General Ledger, check the Final Report Flag box as shown in red below.</p> <div data-bbox="289 346 1367 877" style="border: 1px solid #0070C0; padding: 10px;"> <p>TIGA Final Process and Report</p> <p>Run Control ID payroll Report Manager Process Monitor Run</p> <hr/> <p>Business Unit <input type="text" value="98000"/> <input type="button" value="Q"/></p> <p>*Begin Date <input type="text" value="07/01/2023"/> <input type="button" value="D"/> *End Date <input type="text" value="06/30/2024"/> <input type="button" value="D"/> Fiscal Year 2024</p> <p><input checked="" type="checkbox"/> Final Report Flag</p> <p style="font-size: small;">Check this flag only after reconciling all Payroll Accounts!</p> <p style="font-size: small;">Check this flag only at the end of the FISCAL YEAR.</p> <p> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> </p> </div> <p>Checking this box performs several functions:</p> <ul style="list-style-type: none"> Makes the TIGA salary data on the CONT_AUD_HR_BOR table permanent. This allows the information to be used to create the file that will be sent to DOAA. Marks the entries as “final,” meaning users will no longer be able to access the data on the Edit TIGA Payroll Data page. Makes these entries permanent on the BOR_ADP_CA_DTL table. <p>Note: If this box was checked in error, please submit a ticket to the Support team.</p>
10.	Click the Run button. The system navigates to the Process Scheduler page.

Step	Action
11.	<p>Click OK to process this request.</p> 
12.	<p>The system returns users to the TIGA Payroll Report screen where users see a Process Instance Number appear under the Process Monitor link as shown below.</p> 
13.	Click the Process Monitor link to see the status of a request.
14.	Once the Process runs to Success and is Posted, click Details .
15.	Click the View Log/Trace link.

Step	Action																																									
16.	<p>The system produces three file formats – .txt, .csv, and .pdf which can be saved for reconciliation back up documentation.</p> <div data-bbox="289 380 1437 1503" style="border: 1px solid #ccc; padding: 10px;"> <div style="text-align: right; border-bottom: 1px solid #ccc; padding-bottom: 5px;">View Log/Trace ×</div> <div style="text-align: right; padding-right: 10px;">Help</div> <p>Report</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Report ID</td> <td style="width: 33%;">16845816</td> <td style="width: 33%;">Process Instance</td> <td style="width: 33%;">18089639</td> <td style="text-align: right;">Message Log</td> </tr> <tr> <td>Name</td> <td>BORADP44</td> <td>Process Type</td> <td>SQR Report</td> <td></td> </tr> <tr> <td>Run Status</td> <td>Success</td> <td></td> <td></td> <td></td> </tr> </table> <p>BORADP44</p> <p>Distribution Details</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Distribution Node</td> <td style="width: 20%;">DNODE</td> <td style="width: 30%;">Expiration Date</td> <td style="width: 10%; border: 1px solid #ccc;">07/08/2024</td> </tr> </table> <p>File List</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Name</th> <th style="width: 20%;">File Size (bytes)</th> <th style="width: 40%;">Datetime Created</th> </tr> </thead> <tbody> <tr> <td>BORADP44_98000.csv</td> <td>39,699</td> <td>04/09/2024 3:55:04.638467PM EDT</td> </tr> <tr> <td>BORADP44_98000.txt</td> <td>161,130</td> <td>04/09/2024 3:55:04.638467PM EDT</td> </tr> <tr> <td>SQR_BORADP44_18089639.log</td> <td>1,906</td> <td>04/09/2024 3:55:04.638467PM EDT</td> </tr> <tr> <td>boradp44_18089639.PDF</td> <td>40,814</td> <td>04/09/2024 3:55:04.638467PM EDT</td> </tr> <tr> <td>boradp44_18089639.out</td> <td>13,482</td> <td>04/09/2024 3:55:04.638467PM EDT</td> </tr> </tbody> </table> <p>Distribute To</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Distribution ID Type</th> <th style="width: 50%;">Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>ITS_BDAVIS1</td> </tr> </tbody> </table> <div style="text-align: left; margin-top: 10px;"> <input type="button" value="Return"/> </div> </div>	Report ID	16845816	Process Instance	18089639	Message Log	Name	BORADP44	Process Type	SQR Report		Run Status	Success				Distribution Node	DNODE	Expiration Date	07/08/2024	Name	File Size (bytes)	Datetime Created	BORADP44_98000.csv	39,699	04/09/2024 3:55:04.638467PM EDT	BORADP44_98000.txt	161,130	04/09/2024 3:55:04.638467PM EDT	SQR_BORADP44_18089639.log	1,906	04/09/2024 3:55:04.638467PM EDT	boradp44_18089639.PDF	40,814	04/09/2024 3:55:04.638467PM EDT	boradp44_18089639.out	13,482	04/09/2024 3:55:04.638467PM EDT	Distribution ID Type	Distribution ID	User	ITS_BDAVIS1
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Distribution ID Type	Distribution ID																																									
User	ITS_BDAVIS1																																									

SECTION 3: TRAVEL REPORTING

This section covers the three sub-processes of TIGA Travel Reporting:

- BORIF01A.sqr: Compiles temporary table records for Employee Travel
- BORIF01B.sqr: Produces printed reports for Salary and Travel showing transactions and totals
- BORIF01C.sqr: Produces files for DOAA submission

PROCESS SUMMARY FOR SALARIES & TRAVEL

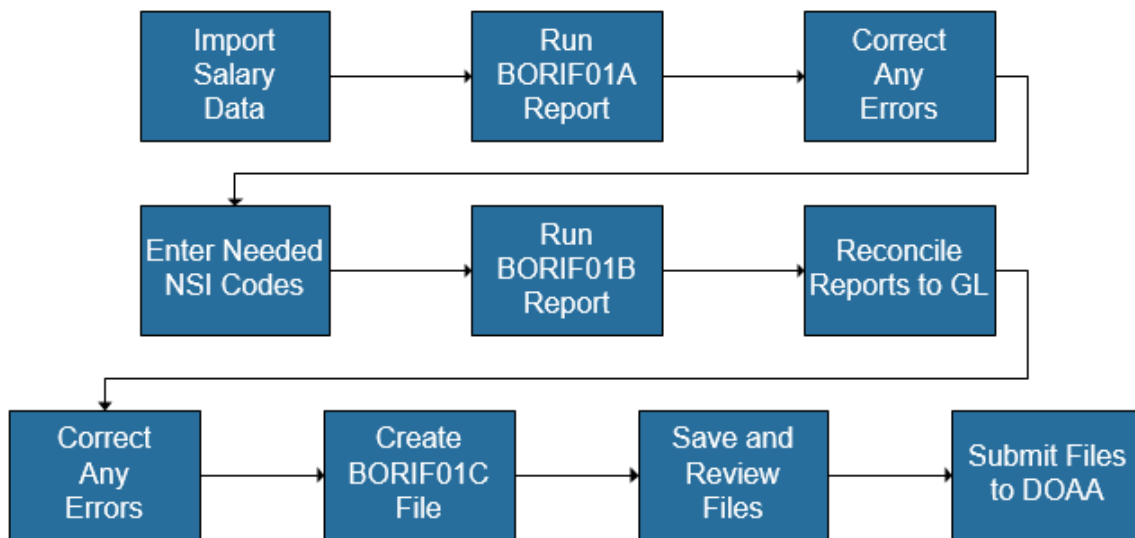


Figure 1 Process Summary for Salaries & Travel

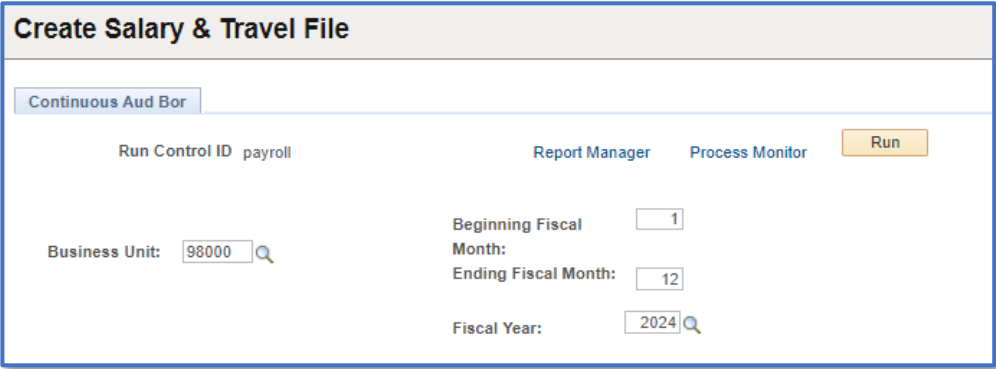
The Salary Data Import step is typically performed at fiscal year-end but can be done quarterly if needed.

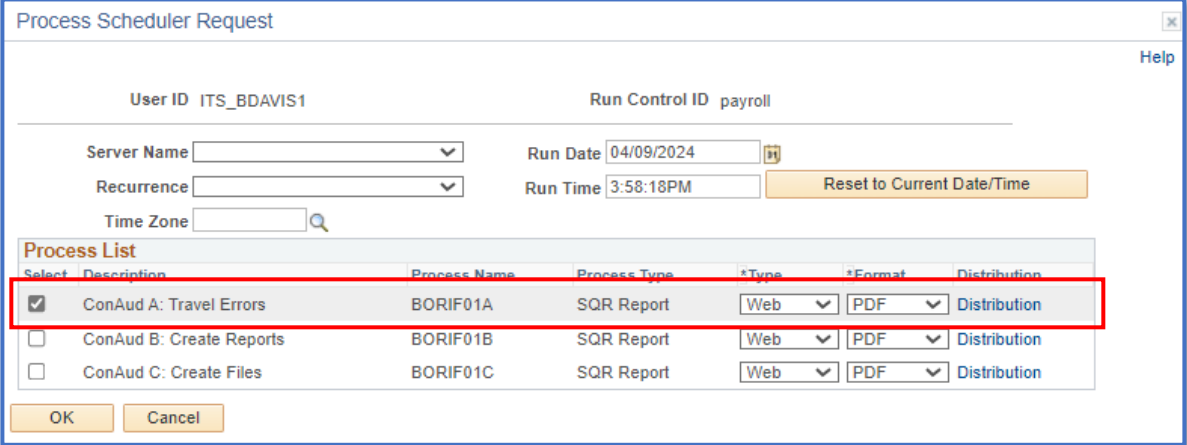
Step 1: Run the TIGA Travel Errors Reports (BORIF01A.sqr)

The University System of Georgia requires each of its units to produce printed reports quarterly and to reconcile each of these reports to the cumulative balances maintained for the respective account codes in the General Ledger of the financial system.

For the quarterly reconciliations and for the annual report, the printed reports should be retained at the institution along with supporting documentation detailing reconciliation to balances contained in the General Ledger. Please refer to the [USG Business Procedures Manual](#) for additional information

Below are step by step instructions on how to run the TIGA Travel Errors Report.

Step	Action
1.	Click the NavBar icon
2.	Click the Menu icon.
3.	Click the BOR Menus link.
4.	Click the BOR General Ledger link.
5.	Click the BOR GL Interfaces link.
6.	Click the BOR DOAA Reporting link.
7.	Click the TIGA Salary & Travel link.
8.	Click the Create Salary & Travel File link.
9.	Search for an existing Run Control or add a new Run Control if you do not already one for this process.
10.	Enter Business Unit , Beginning Fiscal Month and Ending Fiscal Month . Fiscal Year should be the current Fiscal Year. 
11.	Click the Run button.

Step	Action																												
12.	<p>Select ConAud A: Travel Errors on the Process Scheduler and then click OK. The system navigates back to the Run Control Page.</p>  <p>The screenshot shows a 'Process Scheduler Request' dialog box. At the top, it displays 'User ID ITS_BDAVIS1' and 'Run Control ID payroll'. Below this are fields for 'Server Name', 'Run Date' (04/09/2024), 'Recurrence', 'Run Time' (3:58:18PM), and 'Time Zone'. A 'Reset to Current Date/Time' button is next to the Run Time field. The main part of the dialog is a 'Process List' table with the following data:</p> <table border="1" data-bbox="305 611 1377 758"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>ConAud A: Travel Errors</td> <td>BORIF01A</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>ConAud B: Create Reports</td> <td>BORIF01B</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>ConAud C: Create Files</td> <td>BORIF01C</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> <p>At the bottom of the dialog are 'OK' and 'Cancel' buttons.</p>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	ConAud A: Travel Errors	BORIF01A	SQR Report	Web	PDF	Distribution	<input type="checkbox"/>	ConAud B: Create Reports	BORIF01B	SQR Report	Web	PDF	Distribution	<input type="checkbox"/>	ConAud C: Create Files	BORIF01C	SQR Report	Web	PDF	Distribution
Select	Description	Process Name	Process Type	*Type	*Format	Distribution																							
<input checked="" type="checkbox"/>	ConAud A: Travel Errors	BORIF01A	SQR Report	Web	PDF	Distribution																							
<input type="checkbox"/>	ConAud B: Create Reports	BORIF01B	SQR Report	Web	PDF	Distribution																							
<input type="checkbox"/>	ConAud C: Create Files	BORIF01C	SQR Report	Web	PDF	Distribution																							
13.	<p>The system returns users to the run control page. Verify the system generated a Process Instance and then select the Process Monitor link to view the Run Status of this process.</p> <ul style="list-style-type: none"> • Once the process runs to a status of Success and Posted, select the Details link. • Select the View Log/Trace link. • Select the borif01a_#####.PDF link to view the report. 																												

Step	Action																												
14.	<p>Select the borif01a_#####.PDF link to view the report.</p> <div data-bbox="289 331 1425 1327" style="border: 1px solid #ccc; padding: 10px;"> <div style="text-align: right; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> View Log/Trace × </div> <div style="text-align: right; padding-right: 10px;"> Help </div> <p>Report</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Report ID 16845817</td> <td style="width: 33%;">Process Instance 18089640</td> <td style="width: 33%; text-align: right;">Message Log</td> </tr> <tr> <td>Name BORIF01A</td> <td>Process Type SQR Report</td> <td></td> </tr> <tr> <td>Run Status Success</td> <td></td> <td></td> </tr> </table> <p>ConAud A: Travel Errors</p> <p>Distribution Details</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Distribution Node DNODE</td> <td style="width: 20%;">Expiration Date</td> <td style="width: 40%; border: 1px solid #ccc; padding: 2px;">07/08/2024</td> </tr> </table> <p>File List</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left;">Name</th> <th style="text-align: left;">File Size (bytes)</th> <th style="text-align: left;">Datetime Created</th> </tr> </thead> <tbody> <tr> <td>SQR_BORIF01A_18089640.log</td> <td>1,869</td> <td>04/09/2024 4:02:36.000449PM EDT</td> </tr> <tr style="border: 2px dashed #ccc;"> <td>borif01a_18089640.PDF</td> <td>4,340</td> <td>04/09/2024 4:02:36.000449PM EDT</td> </tr> <tr> <td>borif01a_18089640.out</td> <td>280</td> <td>04/09/2024 4:02:36.000449PM EDT</td> </tr> </tbody> </table> <p>Distribute To</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left;">Distribution ID Type</th> <th style="text-align: left;">Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>ITS_BDAVIS1</td> </tr> </tbody> </table> <div style="margin-top: 10px;"> <input type="button" value="Return"/> </div> </div>	Report ID 16845817	Process Instance 18089640	Message Log	Name BORIF01A	Process Type SQR Report		Run Status Success			Distribution Node DNODE	Expiration Date	07/08/2024	Name	File Size (bytes)	Datetime Created	SQR_BORIF01A_18089640.log	1,869	04/09/2024 4:02:36.000449PM EDT	borif01a_18089640.PDF	4,340	04/09/2024 4:02:36.000449PM EDT	borif01a_18089640.out	280	04/09/2024 4:02:36.000449PM EDT	Distribution ID Type	Distribution ID	User	ITS_BDAVIS1
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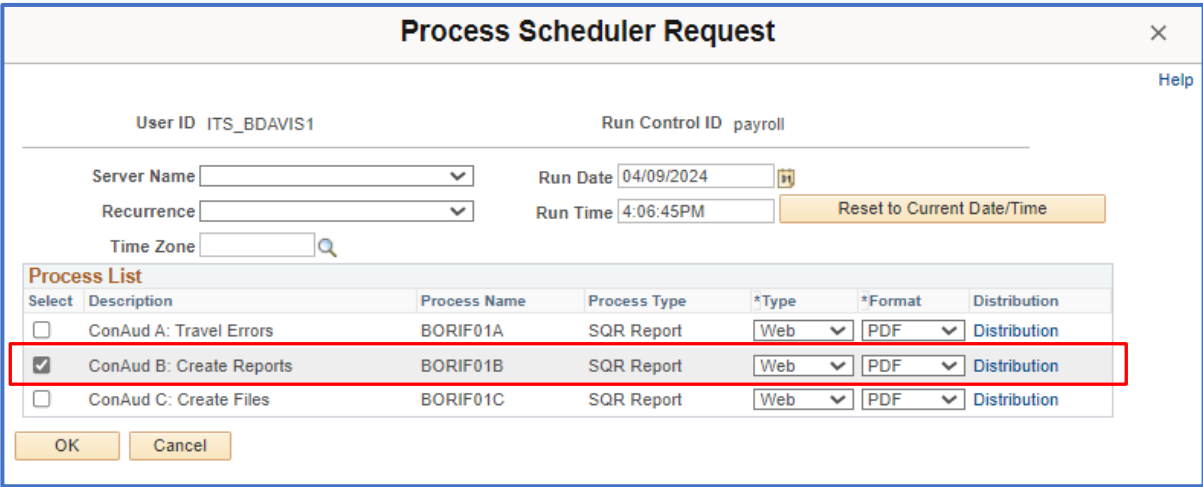
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15.	<p>The resulting PDF Travel Error Report shows journal lines with one of the following conditions:</p> <ul style="list-style-type: none"> • Error Type 1: Open Item Key is missing/blank • Error Type 2: Open Item Key cannot be found in the Employee tables <p>Depending on the cause of the error, journal corrections may be needed. If the error is Type 1 and an Open Item Key is missing, then correct the journal entries. If the error is Type 2 and the Employee ID is not found, then research to see if the employee profile is in Financials. Corrections for both Error Type 1 and 2 may be made using the Open Item Maintenance Page. (Navigation: General Ledger > Open Items > Maintenance)</p> <div data-bbox="284 772 1485 1570" style="border: 1px solid black; padding: 5px;"> <p>Travel Errors - Reportable Transactions where the Open Item Key is not valid because:</p> <p>Error Type 1: Open Item Key missing/blank Error Type 2: Open Item Key cannot be found in the Employee tables</p> <p>Journal lines that appear in this section are not in the correct format for Continuous Audit Reporting. Corrections must be made for the journal to be reported and to reconcile to the general ledger. Fiscal year: 2015 Beginning Period: 1 Ending Period: 12</p> <table border="1"> <thead> <tr> <th>Journal ID</th> <th>Journal Line</th> <th>Journal Line Ref</th> <th>Journal Line Source</th> <th>Account</th> <th>Amount</th> <th>Description</th> <th>Open Item Key</th> <th>Error Type</th> </tr> </thead> <tbody> <tr><td>EXAC098414</td><td>8</td><td>0000510842</td><td>EX</td><td>641510</td><td>94.08</td><td></td><td>0063308_A42</td><td>2</td></tr> <tr><td>EXAC098414</td><td>9</td><td>0000510842</td><td>EX</td><td>641510</td><td>91.84</td><td></td><td>0063308_A42</td><td>2</td></tr> <tr><td>EXAC098414</td><td>10</td><td>0000510842</td><td>EX</td><td>641130</td><td>5.25</td><td></td><td>0063308_A42</td><td>2</td></tr> <tr><td>EXAC136418</td><td>15</td><td>0000519744</td><td>EX</td><td>641510</td><td>92.96</td><td></td><td>0063308_A42</td><td>2</td></tr> <tr><td>EXAC136418</td><td>16</td><td>0000519744</td><td>EX</td><td>641510</td><td>94.64</td><td></td><td>0063308_A42</td><td>2</td></tr> <tr><td>EXAC136418</td><td>17</td><td>0000519744</td><td>EX</td><td>641140</td><td>414.48</td><td></td><td>0063308_A42</td><td>2</td></tr> <tr><td>EXAC136418</td><td>18</td><td>0000519744</td><td>EX</td><td>641130</td><td>20.00</td><td></td><td>0063308_A42</td><td>2</td></tr> <tr><td>EXAC136418</td><td>19</td><td>0000519744</td><td>EX</td><td>641130</td><td>6.75</td><td></td><td>0063308_A42</td><td>2</td></tr> <tr><td>EXAC136418</td><td>20</td><td>0000519744</td><td>EX</td><td>641130</td><td>5.25</td><td></td><td>0063308_A42</td><td>2</td></tr> <tr><td>EXAC136418</td><td>21</td><td>0000519744</td><td>EX</td><td>641170</td><td>34.00</td><td></td><td>0063308_A42</td><td>2</td></tr> <tr><td>EXAC163323</td><td>1</td><td>0000525221</td><td>EX</td><td>641510</td><td>90.85</td><td></td><td>0063308_A42</td><td>2</td></tr> <tr><td>EXAC163323</td><td>2</td><td>0000525221</td><td>EX</td><td>641510</td><td>96.03</td><td></td><td>0063308_A42</td><td>2</td></tr> <tr><td>EXAC163323</td><td>3</td><td>0000525221</td><td>EX</td><td>641130</td><td>15.00</td><td></td><td>0063308_A42</td><td>2</td></tr> <tr><td>EXAC163323</td><td>4</td><td>0000525221</td><td>EX</td><td>641140</td><td>145.80</td><td></td><td>0063308_A42</td><td>2</td></tr> <tr><td>EXAC163323</td><td>5</td><td>0000525221</td><td>EX</td><td>641170</td><td>6.00</td><td></td><td>0063308_A42</td><td>2</td></tr> <tr><td>EXAC163323</td><td>6</td><td>0000525221</td><td>EX</td><td>641170</td><td>14.00</td><td></td><td>0063308_A42</td><td>2</td></tr> <tr><td>EXAC163323</td><td>7</td><td>0000525221</td><td>EX</td><td>641130</td><td>7.00</td><td></td><td>0063308_A42</td><td>2</td></tr> <tr> <td colspan="5">Total Amount:</td> <td>1,233.93</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	Journal ID	Journal Line	Journal Line Ref	Journal Line Source	Account	Amount	Description	Open Item Key	Error Type	EXAC098414	8	0000510842	EX	641510	94.08		0063308_A42	2	EXAC098414	9	0000510842	EX	641510	91.84		0063308_A42	2	EXAC098414	10	0000510842	EX	641130	5.25		0063308_A42	2	EXAC136418	15	0000519744	EX	641510	92.96		0063308_A42	2	EXAC136418	16	0000519744	EX	641510	94.64		0063308_A42	2	EXAC136418	17	0000519744	EX	641140	414.48		0063308_A42	2	EXAC136418	18	0000519744	EX	641130	20.00		0063308_A42	2	EXAC136418	19	0000519744	EX	641130	6.75		0063308_A42	2	EXAC136418	20	0000519744	EX	641130	5.25		0063308_A42	2	EXAC136418	21	0000519744	EX	641170	34.00		0063308_A42	2	EXAC163323	1	0000525221	EX	641510	90.85		0063308_A42	2	EXAC163323	2	0000525221	EX	641510	96.03		0063308_A42	2	EXAC163323	3	0000525221	EX	641130	15.00		0063308_A42	2	EXAC163323	4	0000525221	EX	641140	145.80		0063308_A42	2	EXAC163323	5	0000525221	EX	641170	6.00		0063308_A42	2	EXAC163323	6	0000525221	EX	641170	14.00		0063308_A42	2	EXAC163323	7	0000525221	EX	641130	7.00		0063308_A42	2	Total Amount:					1,233.93			
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Step 2: Run the TIGA Totals Reports (BORIF01B.sqr)

Note: The Salary Portion is not included in this totals report if [Step 5: Run TIGA Payroll Report](#) did not successfully run.

Below are step by step instructions on how to run the TIGA Totals Reports.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the BOR Menus link.
4.	Click the BOR General Ledger link.
5.	Click the BOR GL Interfaces link.
6.	Click the DOAA Reporting link.
7.	Click the TIGA Salary & Travel link.
8.	Click the Create Salary & Travel File link.
9.	Enter the Run Control ID from the previous step. The Business Unit ID, Beginning Fiscal Month and Ending Fiscal Month should already be populated. The Fiscal Year is the Current Fiscal year. <div data-bbox="289 1079 1279 1444" data-label="Image"> </div>
10.	Click the Run button.

Step	Action
11.	<p>Select ConAud B: Create Reports on the Process Scheduler and click OK.</p> 
12.	<p>The system returns users to the run control page. Verify the system generated a Process Instance and then select the Process Monitor link to view the Run Status of this process.</p> <ul style="list-style-type: none"> Once the process runs to a status of Success and Posted, select the Details link. Select the View Log/Trace link. Select the borif01b_#####.PDF link to view the report. <p>Note: This report should be run monthly. Quarterly reconciliation is mandated per the <i>USG Business Procedures Manual</i>.</p>

Step	Action																																																																																																																																																																										
13.	<p>Confirm that only employees appear in the Travel Report. The salary will be \$0 until the BORADP44 process is run. Typically, this prerequisite step is performed at fiscal year-end but can be done on a quarterly basis if needed. Refer to the instructions on transferring salary data into the TIGA reporting tables in Section 2: Salary for TIGA Reporting.</p> <p>If the Salary file loads, confirm NSI codes appear in the BCAT column for any payee with no salary. The following NSI codes should be used:</p> <ul style="list-style-type: none"> ● 99901 = Former employee ● 99902 = Employee of another state agency ● A0048 = Board member <p>To add or correct NSI codes, see Step 3: Enter Continuous Audit NSI Code(s).</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p style="text-align: center;">REPORT OF SALARY AND TRAVEL FOR CONTINUOUS AUDIT</p> <p style="text-align: center;">Begin Date: 01-JUL-2020 End Date: 30-APR-2021 Run Parameters: Fiscal year: 2021 Beginning Period: 1 Ending Period: 10</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Entity Code</th> <th>Employee S.S. 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599		0352457	SARGENT	ELIZABETH	C.		204X	10,000.00 0.00	0.00																																																																																																																																																																		
599		0278265	LAVENDER	KEVIN	ROBERT		634D	7,426.79 0.00	0.00																																																																																																																																																																		
599		2105521	HURLEY	CAITLIN	MARY	WEST	905X	1,550.00 0.00	0.00 *																																																																																																																																																																		
599		4006960	RANSOM	TAILER	GEOFFREY		922W	7,600.00 0.00	0.00																																																																																																																																																																		
599		2121891	WILLIAMS	COOPER	ALLEN		900X	120.00 0.00	0.00 *																																																																																																																																																																		
599		1010928	SAMBO-MAHEKEYA	MICHAELA	NYASHA		900X	127.70 0.00	0.00 *																																																																																																																																																																		
599		0299294	SULLIVAN	KELLY	LYNN		201X	23,464.02 0.00	0.00																																																																																																																																																																		
599		0039717	BAKER	RENAE	MICHELLE		400X	10,663.02 0.00	0.00																																																																																																																																																																		
599		0054928	BOTNARU	DIANA	TUDOR		200X	16,135.70 0.00	0.00																																																																																																																																																																		
599		1002801	BURKE	KIMBERLY			932F	4,880.00 0.00	0.00																																																																																																																																																																		
599		4003868	DUFFY	EMILIE	JOY		410X	7,956.52 0.00	0.00																																																																																																																																																																		
599		0061284	MICHAUD	ANDREW		JR	472X	14,799.00 0.00	0.00																																																																																																																																																																		

Review report totals. The Travel Report must be reconciled to the General Ledger before annual submission to DOAA.

CONTINUOUS AUDIT REPORT	
STATE AUDIT REPORTING - PROOF TOTALS SUMMARY	
Institution Code:	539
Report Period Begin Date:	01-JUL-2020
Report Period End Date:	30-APR-2021
Report of Salary and Travel for Continuous Audit	
Salary Total:	43,896,373.42
Affild Total:	0.00
Travel Total:	0.00

Reconcile the TIGA Salary & Travel Report to the General Ledger by running the following reconciliation queries:

Navigation: Reporting Tools > Query > Query Manager.

- BOR_TIGA_SALARY_RECON – TIGA Salary Recon query
- BOR_TIGA_TRAVEL_RECON – TIGA Ledger Balance Travel query.

If the report does not reconcile to General Ledger, then:

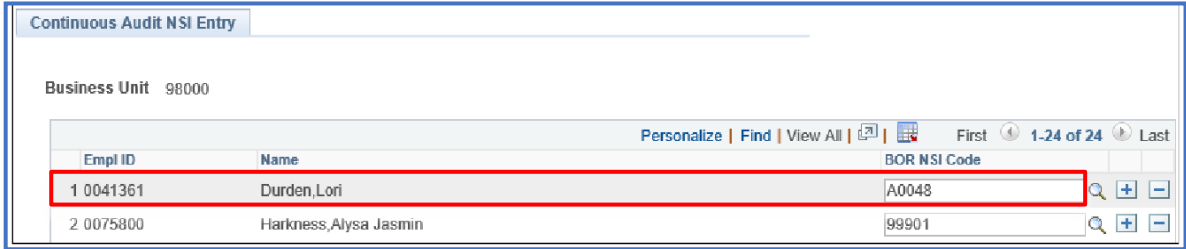
- Review the Travel Error Report and confirm errors which would prevent the transaction from being included in the report were corrected.
- Run the BOR_JE_PENDING query and confirm that all journals were fully processed.

Save and/or print this report as needed for your records.

Step 3: Enter Continuous Audit NSI Code(s)

The DOAA requires any employee with reported travel expenses to have either a reported Salary or a Non-Salary Indicator.

Below are step by step instructions on how to enter NSI codes.

Step	Action
1.	Click the NavBar icon
2.	Click the Menu icon.
3.	Click the BOR Menus link.
4.	Click the BOR General Ledger link.
5.	Click the BOR GL Interfaces link.
6.	Click the DOAA Reporting link.
7.	Click the TIGA Salary & Travel link.
8.	Click the NSI Code Entry link.
9.	Select the Business Unit .
10.	Click Search .
11.	<p>If the Salary file loads, confirm NSI codes appear in the BCAT column for any payee with no salary. The following NSI codes should be used:</p> <ul style="list-style-type: none"> • 99901= Former employee • 99902= Employee of another state agency • A0048= Board member 
12.	Add or edit rows as needed.
13.	Click Save .

Step 4: Rerun the TIGA Continuous Audit Totals Report (BORIF01B.sqr)

After entering NSI codes where needed, rerun the [Continuous Audit Totals Report](#) (BORIF01B.sqr), as this shows updated NSI codes for any payee with no salary.

Confirm a BCAT Code and Salary Amount populated for all employees. If no salary amount populates, the NSI Code should be listed in the BCAT Code column.

Note: “Not found” should not appear in the report because it indicates that an employee does not have a salary or an NSI code.

REPORT OF SALARY AND TRAVEL FOR CONTINUOUS AUDIT										
Begin Date: 01-JUL-2020		End Date: 30-APR-2021		Run Parameters: Fiscal year: 2021 Beginning Period: 1 Ending Period: 10						
Entity Code	Employee S.S. Number	Emplid	Last Name	First Name	Middle Initial or Middle Name	Suffix	BCAT Code	Total Salary Affiliated Am.	Total Travel Amount	
539		0061276	NORTON	WILLIAM		I	201X	46,056.58 0.00	0.00	
539		0345566	TAYLOR	CAROL	MORGAN		992R	216.00 0.00	0.00	
539		0299297	WELLS	PAMELA	CHRISTINE		201X	14,448.22 0.00	0.00	
539		0029713	SKIDMORE-HESS	CATHY			201X	18,716.21 0.00	0.00	
539		0352457	SARGENT	ELIZABETH	C.		204X	10,000.00 0.00	0.00	
539		0278265	LAVENDER	KEVIN	ROBERT		634D	7,436.79 0.00	0.00	
539		2105521	HURLEY	CAITLIN	MARY	WEST	905X	1,550.00 0.00	0.00	*
539		4006960	RANSOM	TAILER	GEOFFREY		922W	7,600.00 0.00	0.00	
539		2121831	WILLIAMS	COOPER	ALLEN		900X	120.00 0.00	0.00	*
539		1010938	SAMBO-MAHEKEYA	MICHAELA	NYASHA		900X	137.70 0.00	0.00	*
539		0299294	SULLIVAN	KELLY	LYNN		201X	23,464.02 0.00	0.00	
539		0039717	BAKER	RENAE	MICHELLE		400X	10,663.02 0.00	0.00	
539		0054328	BOTHARU	DIANA	TUDOR		200X	16,135.70 0.00	0.00	
539		1002801	BURKE	KIMBERLY			992F	4,880.00 0.00	0.00	
539		4003868	DUFFY	EMILEE	JOY		410X	7,956.52 0.00	0.00	
539		0061284	MICHAUD	ANDREW		JR	472X	14,799.00	0.00	

Report ID: BORIF01B Date: 05/19/2021 @ 11:54:13 DB=FPRE Version#: 5.66 Page: 1
* Denotes Student.

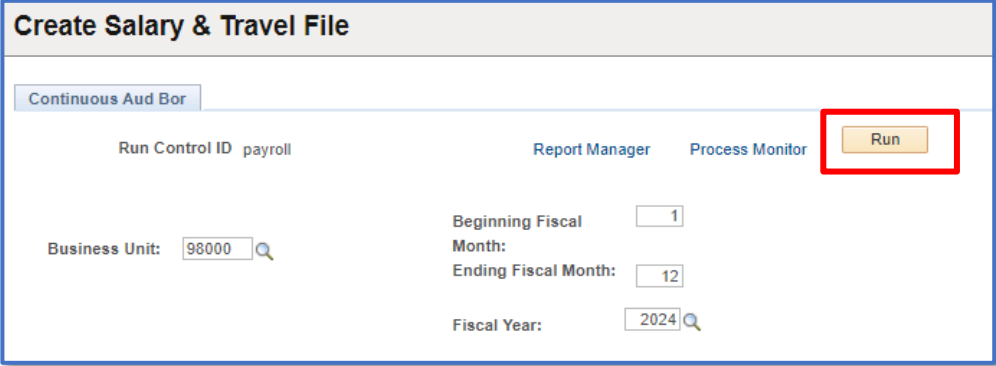
Review reports. Any students on the report are noted with an asterisk.

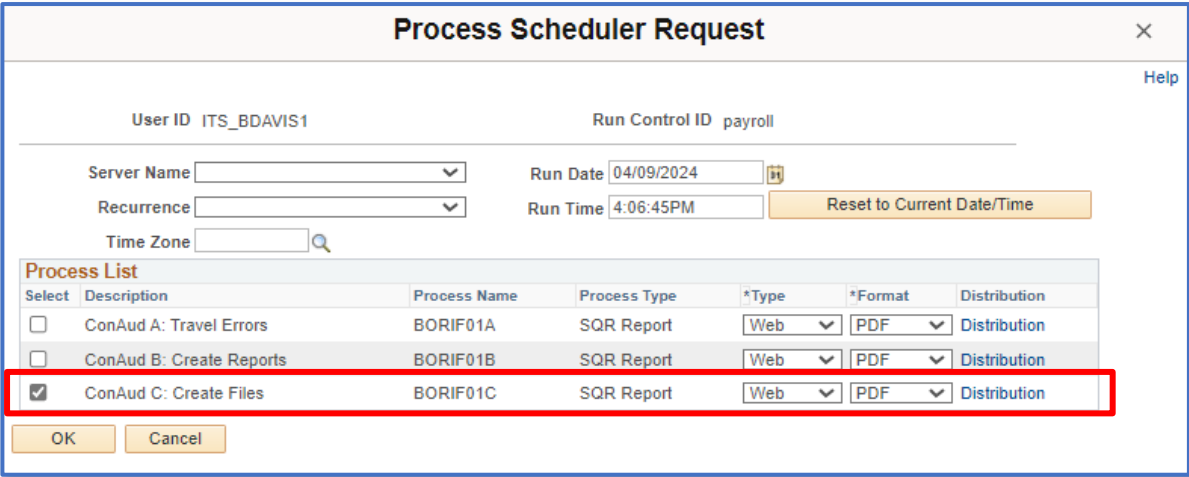
Review Salary and Travel Totals Report and confirm only employees appear (no third-party)

Confirm employee SSNs are valid 9-digit SSNs. Confirm employee names are correct. If users find any issues in either report, make corrections and run related reports again.

Step 5: Create the Continuous Audit File (BORIF01C.sqr)

Below are step by step instructions on how to create the Continuous Audit File.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the BOR Menus link.
4.	Click the BOR General Ledger link.
5.	Click the BOR GL Interfaces link.
6.	Click the DOAA Reporting link.
7.	Click the TIGA Salary & Travel link.
8.	Click the Create Salary & Travel File link.
9.	Enter the same Run Control ID. Verify the Business Unit ID and other parameters populate correctly. Fiscal Year should be the current Fiscal Year.
10.	Click the Run button. 

Step	Action
11.	<p>Select ConAud C: Create Files on the Process Scheduler and click OK.</p> 
12.	<p>The system returns users to the run control page. Verify the system generated a Process Instance and then select the Process Monitor link to view the Run Status of this process.</p> <ul style="list-style-type: none"> Once the process runs to a status of Success and Posted, select the Details link. Select the View Log/Trace link.
13.	<p>Review the file and confirm totals agree with the Continuous Audit Totals Report. Students in the file are shown as “Student, Student” rather than by name.</p>

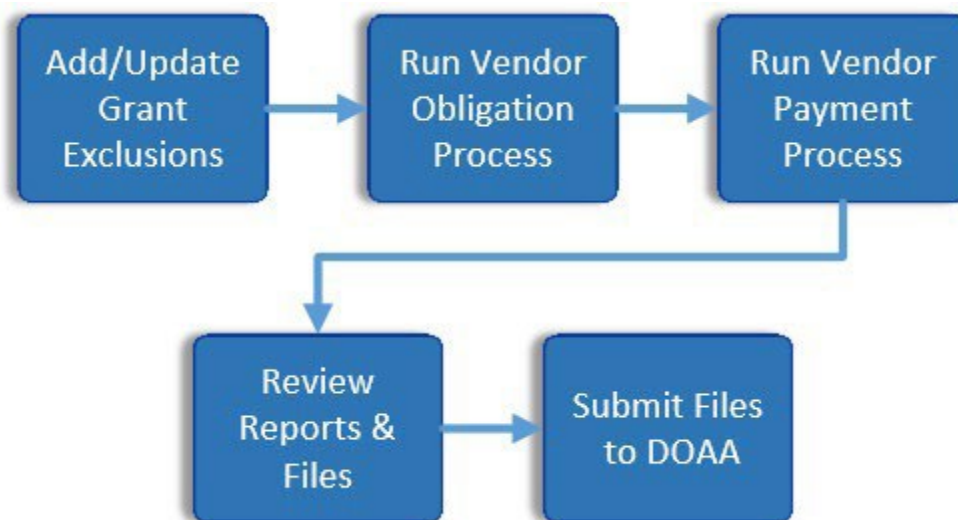
Step	Action
14.	<p>Once users confirm all information and totals are correct, save files for submission to DOAA:</p> <ol style="list-style-type: none"> On the View Log/Trace page, right-click on the Salary and Travel file (5##SALTRAV##.AUD). Choose Save Target As from the popup menu. Select an appropriate location/folder in which to save the file. Change the extension on the file name from '.AUD' to '.CSV.' In the Save as Type field, select All Files. Click the Save button. <p>As noted previously, the file contains an additional middle column for Affiliated Amount.</p> <div data-bbox="318 737 1422 926" style="border: 1px solid black; padding: 5px;"> <pre> 472, , TODD, ROBERT, , , 130D, 28098.18, 0.00, 0.00 472, , WOODDELL, DONNA, J, , 310D, 20000.00, 10000.00, 0.00 472, , TRAVIS, REGINA, STEELE, , 302X, 26250.00, 0.00, 0.00 472, , SMITH, JASON, M, , 462N, 19427.49, 0.00, 0.00 472, , BATTLE, RICHARD, HOLT, , 315N, 4972.16, 0.00, 0.00 </pre> </div> <p>Note: If users wish to review the contents of the .csv file, use Microsoft Notepad or a similar text editor. Do not use Microsoft Excel to open or save the file. Excel changes the formatting of the file, which prevents the file from being accepted by the DOAA website.</p>

SECTION 4: VENDOR PAYMENT/OBLIGATION

This section covers:

- BORIF37A: Vendor Obligation
- BORIF37B: Vendor Payments

PROCESS SUMMARY FOR VENDOR PAYMENT



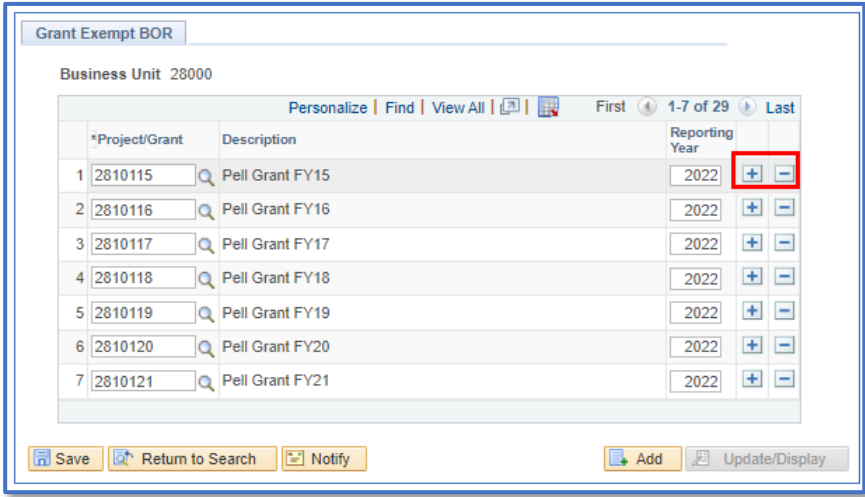
Key Information:

- The Vendor Obligation/Payment Report process creates two text files containing data for records to submit to DOAA using the instructions in Section 5: Submitting Files to the DOAA.
- Certain grants are not subject to Open Records Requests. The Grant Exclusion Page was developed to allow these grants to be excluded from the report.
- The following items are excluded from this reporting:
 - Funds: 13xxx, 3xxxx, 4xxxx and 6xxxx
 - Accounts: 1321xx-1324xx and 139100 (prepaid)
 - Banner student payments
 - FSA
- Salary, Travel, and Per Diem data are included in the Vendor Payment Report.

Step 1: Identify Grants to be Excluded from TIGA Report

Some grants, such as medical-related grants, are typically excluded from TIGA reporting due to HIPAA guidelines. Contact the Grants Manager at the institution to identify grants that should be excluded from the TIGA report before beginning this process. Also, users need to update this page each fiscal year.

Below are step by step instructions on how to identify grants that should be excluded from the TIGA report.

Step	Action
1.	Click the Navigator icon.
2.	Click Menu icon.
3.	Click the BOR Menus link.
4.	Click the BOR General Ledger link.
5.	Click the BOR GL Interfaces link.
6.	Click the DOAA Reporting link.
7.	Click the TIGA Vendor Obligation/Payment link.
8.	Click the Add/Update Grant Exclusion link.
9.	Enter the Business Unit.
10.	Review the list and add or edit as needed. 
11.	Click the Save button.

Step 2: Run the Vendor Obligation Process

Run the Vendor Obligation process to produce a list of open encumbrances for the current reporting budget year, as of June 30.

Step	Action
1.	Click the NavBar icon
2.	Click the Menu icon.
3.	Click the BOR Menus link.
4.	Click the BOR General Ledger link.
5.	Click the BOR GL Interfaces link.
6.	Click the DOAA Reporting link.
7.	Click the TIGA Vendor Obligation/Payment link.
8.	Click the Create Obligation/Payment File link.
9.	Select the existing TIGA Run Control ID .
10.	Verify the Business Unit and Fiscal Year.
11.	Click the Run button.
12.	Select ConAud Vndr A: Vendor Oblig. from the Process List and click OK .

Process Scheduler Request

User ID ITS_KMANDERS Run Control ID TIGA_2023

Server Name Run Date 05/09/2023

Recurrence Run Time 3:32:50PM

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	ConAud Vndr A: Vendor Oblig.	BORIF37A	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	ConAud Vndr B: Vendor Payment	BORIF37B	SQR Report	Web	PDF	Distribution

Step	Action
13.	<p>After the process runs to Success and Posted, return to the Continuous Audit Supplier BOR Run Control page.</p> <p>Note: The <i>BOR_TIGA_VENDOR_OBLIG_TIN</i> and <i>BOR_TIGA_VENDOR_OBLIG_VENDORID</i> queries may be used to validate the data on the Vendor Obligation Report. Navigation: Reporting Tools > Query > Query Viewer.</p>

Step 3: Run the Vendor Payment Process

From the Continuous Audit Supplier BOR Run Control page, click the **Run** button again and run the Vendor Payments process. Fiscal Year is the current Fiscal Year.

Select **ConAud Vndr B: Vendor Payment** from the Process List and click **OK**.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	ConAud Vndr A : Vendor Oblig.	BORIF37A	SQR Report	Web	PDF	Distribution
<input checked="" type="checkbox"/>	ConAud Vndr B: Vendor Payment	BORIF37B	SQR Report	Web	PDF	Distribution

Note: Users can utilize the BOR Supplier Payment History report to assist in validating data on the TIGA Supplier Payment report. Navigate to **BOR Menu > BOR Accounts Payable > BOR AP Reports > Supplier Payment History** to access the BOR Supplier Payment History report.

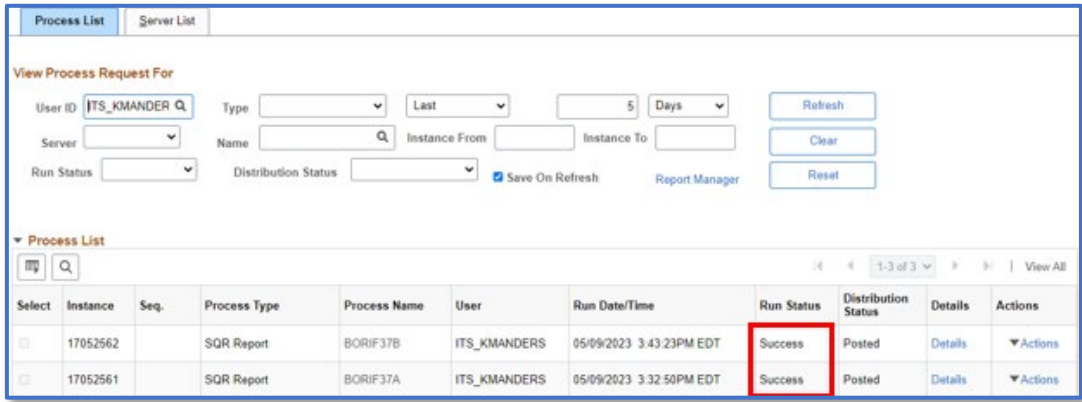
Step 4: Review the Reports and Save the Text Files for BORIF37A and BORIF37B

Make sure the Vendor TIN/ID column contains Supplier TIN and not Supplier ID. These Reports include Vendor TIN if populated in Supplier Record. If the report process does not find a TIN in the Supplier Record, the system uses the Supplier ID instead. In this case, go back to Supplier Record and make sure Supplier TIN is populated correctly, as the DOAA website may reject files containing a Supplier ID instead of a TIN.

Exceptions for the Supplier Payment Report:

- Salary and benefits records have either 111111111 or 222222222 in the **Vendor TIN/ID** field.
- Single payment Suppliers have a unique identifier beginning with “SPV.”

Below are step by step instructions on how to review the Vendor Obligation Report:

Step	Action
1.	<p>Navigate to the Process Monitor page and confirm both reports ran to Success.</p> 
2.	Select the Details link for the BORIF37A report.
3.	Select the View Log/Trace link.
4.	Locate and open the borif37a_XXXXXX.PDF file.

5.	Review the Vendor Obligation Report and confirm grant information that should be excluded from the report is not included.																		
6.	Save the borif37A_xxxxxxx.PDF file for your records.																		
7.	<p>After reviewing and saving the report, save the “.AUD” file as “.CSV” file:</p> <table border="1" data-bbox="293 352 1485 724"> <thead> <tr> <th colspan="3">File List</th> </tr> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>528OBLIG23.AUD</td> <td>27,336</td> <td>05/09/2023 3:39:05.686574PM EDT</td> </tr> <tr> <td>SQR_BORIF37A_17052561.log</td> <td>1,874</td> <td>05/09/2023 3:39:05.686574PM EDT</td> </tr> <tr> <td>borif37a_17052561.PDF</td> <td>11,703</td> <td>05/09/2023 3:39:05.686574PM EDT</td> </tr> <tr> <td>borif37a_17052561.out</td> <td>232</td> <td>05/09/2023 3:39:05.686574PM EDT</td> </tr> </tbody> </table> <ol style="list-style-type: none"> 1. Right-click the “.AUD” file. 2. Select “Save Target As...” (Save Link As...if using Firefox.) 3. Select the appropriate directory. 4. Change the extension from “.AUD” to “.CSV.” 5. In the Save as Type field, select Any Files. 6. Click Save. <p>Note: If users wish to review the contents of the .csv file, use Microsoft Notepad or a similar text editor. Do not use Microsoft Excel to open or save the file. Excel changes the formatting of the file, which prevents the file from being accepted by the DOAA website.</p>	File List			Name	File Size (bytes)	Datetime Created	528OBLIG23.AUD	27,336	05/09/2023 3:39:05.686574PM EDT	SQR_BORIF37A_17052561.log	1,874	05/09/2023 3:39:05.686574PM EDT	borif37a_17052561.PDF	11,703	05/09/2023 3:39:05.686574PM EDT	borif37a_17052561.out	232	05/09/2023 3:39:05.686574PM EDT
File List																			
Name	File Size (bytes)	Datetime Created																	
528OBLIG23.AUD	27,336	05/09/2023 3:39:05.686574PM EDT																	
SQR_BORIF37A_17052561.log	1,874	05/09/2023 3:39:05.686574PM EDT																	
borif37a_17052561.PDF	11,703	05/09/2023 3:39:05.686574PM EDT																	
borif37a_17052561.out	232	05/09/2023 3:39:05.686574PM EDT																	

Below are step by step instructions on how to review the Vendor Payment Report.

Step	Action
1.	Return to the Process List on the Process Monitor page.
2.	Select the Details link for the BORIF37B report.
3.	Select the View Log/Trace link.
4.	Locate and open the borif37b_XXXXXXX.PDF file.
5.	Verify the Vendor Payment Report does not include grants that should be excluded from reporting.
6.	Save the borif37b_XXXXXXX.PDF file for your records.
7.	<p>After reviewing and saving the report, save the “.AUD” file as “.CSV” file:</p> <ol style="list-style-type: none"> 1. Right-click the “.AUD” file. 2. Select “Save Target As...” (Save Link As...if using Firefox.) 3. Select the appropriate directory. 4. Change the extension from “.AUD” to “.CSV.” 5. In the Save as Type field, select Any Files. 6. Click Save. <p>Note: If users wish to review the contents of the .csv file, use Microsoft Notepad or a similar text editor. Do not use Microsoft Excel to open or save the file. Excel changes the formatting of the file, which prevents the file from being accepted by the DOAA website.</p>

SECTION 5: SUBMITTING FILES TO THE DOAA

INSTRUCTIONS FOR SUBMITTING NON-ACCOUNTS PAYABLE PAYMENTS TO DOAA

As part of the SB300/SB389 Transparency in Government Act (TIGA), institutions are required to report expenses paid outside of the Accounts Payable module, such as wires and direct debits, to DOAA. Users add non-Accounts Payable payment information to the DOAA site after uploading the Vendor Payment File.

P-Card Works Open Georgia Report:

All institutions are required to submit a new Works Open Georgia report, designed to increase transparency of Purchase Card (P-Card) purchases, to the Department of Audits and Accounts (DOAA). DOAA provided a P-Card File Creation Guide available on their website [here](#).

Note: To prevent duplicate payment reporting, remove all Bank of America (P-Card) payment information from the “Payments and Obligations” file submission on the DOAA website after the TIGA Payments file is uploaded. Submit P-Card purchases via the DOAA website as a separate file.

Submit payments made outside of Accounts Payable that are not P-Card as follows:

Entity Code	Reporting Fiscal Year	FEI#	Vendor Name	Payment AMT	SCOA Code	Funding Source
404	2025	004567895	Name of Vendor 1	51,000.00	614026	FE
404	2025	123456789	Name of Vendor 2	25.55	614003	
404	2025	345227891	Name of Vendor 3	80,000.00	616001	
404	2025	568925678	Name of Vendor 4	10,102.45	651001	FE

To help compile this information, ITS created the query BOR_TIGA_JRNL5_TO_REPORT to allow users to input up to 12 journal IDs and return information grouped by Account and Funding Source. Users combine this information with Vendor TIN and name for entry into the DOAA website.

Note: This query aggregates only journal amounts entered in the query prompts. Users are not required to use this query to gather this information. However, users do need to remember to exclude appropriate funds and accounts, as well as indicate whether funds are from a Federal Source.

To run the BOR_TIGA_JRNLS_TO_REPORT query:

Step	Action
1.	Navigate to the Query Manager .
2.	Search for BOR_TIGA_JRNLS_TO_REPORT .
3.	Run the query and enter the Business Unit, Fiscal Year , and <u>up to</u> 12 journal IDs. <div data-bbox="636 743 1062 1094" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;">BOR_TIGA_JRNLS_TO_REPORT</p> <p>Business Unit <input type="text" value="28000"/></p> <p>Fiscal Year <input type="text" value="2023"/></p> <p>Journal 1 <input type="text" value="0001055758"/></p> <p>Journal 2 <input type="text" value="0001057313"/></p> <p>Journal 3 <input type="text" value="0001057639"/></p> <p>Journal 4 <input type="text" value="0001059004"/></p> <p>Journal 5 <input type="text" value="0001067583"/></p> </div>
4.	Click View Results .

5. All journal lines included in entered journals are summarized by account number and funding source. The query automatically excludes the P-Card clearing account 139100 as part of standard exclusions, but if an institution uses another account as a clearing account, users need to exclude that account from the input. The funding source should be SO if no funding source is given.

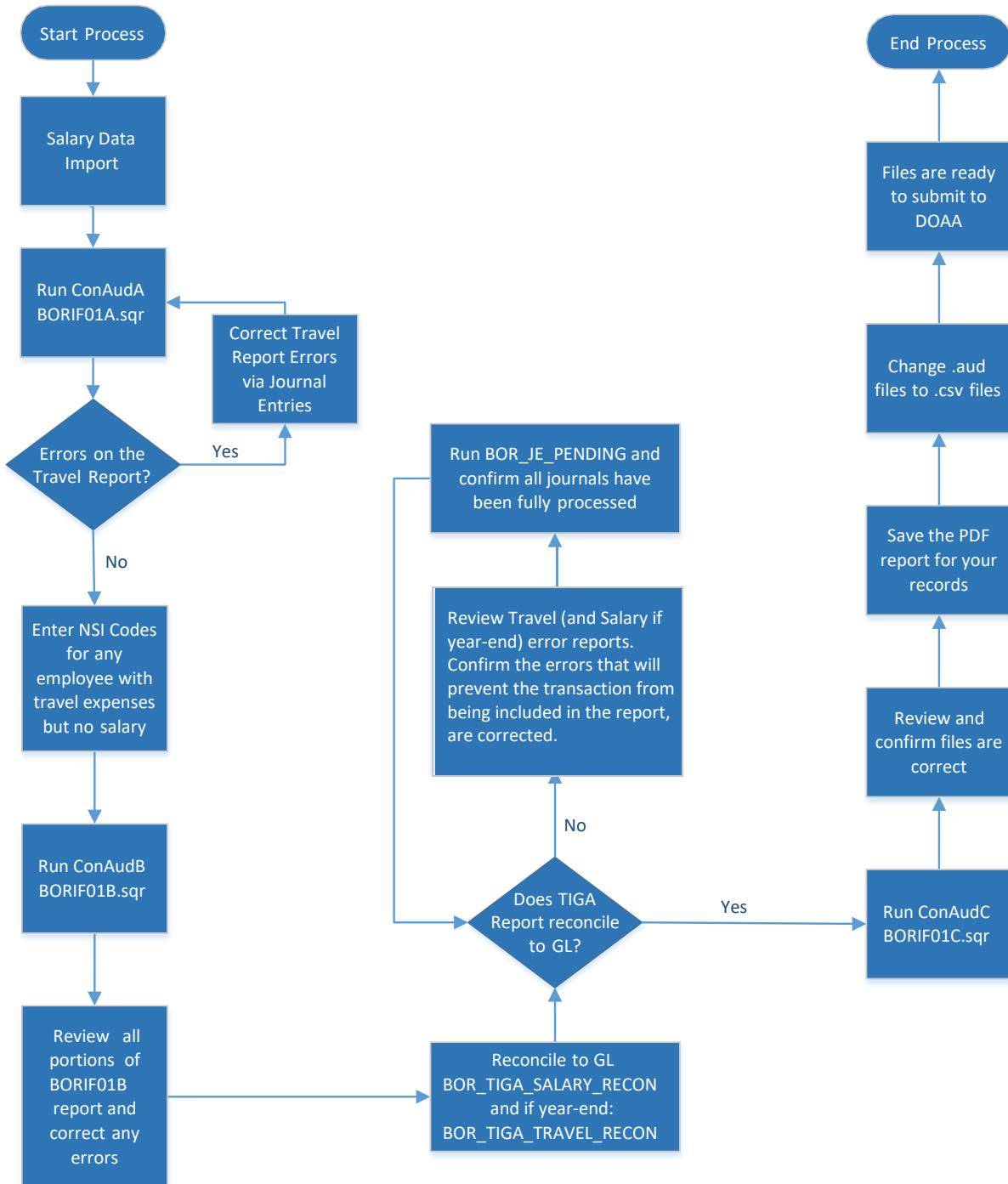
The exclusions already incorporated into the query are as follows:

- a. Funds 13xxx, 3xxxx, 4xxxx and 6xxxx
- b. Accounts 213xxx, 1321xx, 1323xx, 1324xx, 139100

Row	Unit	Year	Sum Amount	Account	Funding Source
1	28000	2023	-544,730.124		
2	28000	2023	-4002,060.125		
3	28000	2023	544,730.127		
4	28000	2023	3583,330.539		
5	28000	2023	418,730.556		
6	28000	2023	0.000.781		FE
7	28000	2023	797183.000.921		
8	28000	2023	-797183.000.921		FE

6. Enter this information along with **Vendor Name** and **TIN** directly into the DOAA site. If users have questions or need assistance, submit a ticket to the [Support team](#) for questions or assistance.

APPENDIX A: TIGA SALARY AND TRAVEL REPORTING PROCESS FLOW



APPENDIX B: TIGA VENDOR OBLIGATION/PAYMENT REPORTING PROCESS FLOW

