Georgia*FIRST* Financials V8

Announcement

POSTED: September 1, 2010

SUBJECT: Additional FY2010 Reporting Requirements for SB300/389 Transparency in Government Act (TIGA) Vendor Payments

PURPOSE: To notify users at all institutions using Georgia*FIRST* PeopleSoft Financials Version 8.9 about additional FY2010 reporting requirements for SB300/389 Transparency in Government Act (TIGA) vendor payments.

FUNCTIONAL IMPACT: The current **Continuous Audit Vendor Payment (BORIF37B)** report and file does not include payments that are not processed thru Accounts Payable. Examples of these payments include Wire Transfers and Direct Debit payments (e.g., to Bank of America, ADP, etc.) that are processed outside a normal AP pay cycle and the expenses are normally recorded as a journal through GL.

Each institution will need to determine what payments that are being processed outside AP and should be reported to DOAA. These amounts will need to be appended on the DOAA site when the Vendor Payment file is uploaded. The requirement is to report the following:

- Vendor TIN
- Vendor Name
- Total Dollar Amount of Payments
- Account
- Federal Funding Source Indicator

ITS has created a new BOR_CONT_AUD_JRNLS_TO_REPORT query to assist you with this manual effort. Instructions on using this query to gather these payments are provided in the **Submitting Non-AP Payments to DOAA for FY2010** instructions document referenced below.

ITS will be working with Vikki Williamson, Assistant Vice Chancellor, Fiscal Affairs/Accounting and Reporting, at the USO to determine a more systematic solution for capturing this information for FY2011 reporting.

SUPPORTING DOCUMENTATION: The following documentation is available to assist you with this process.

1. The included **Submitting Non-AP Payments to DOAA for FY2010** document contains instructions on using the BOR_CONT_AUD_JRNLS_TO_REPORT query to gather the non-AP payments. This document is also posted on the **FY End**

Instructions: 2010 page of the Georgia*FIRST* Financials web site at: http://www.usg.edu/gafirst-fin/documentation/fy_end_2010.phtml.

2. The following documents are also posted on the **FY End Instructions: 2010** page of the Georgia*FIRST* Financials web site at: http://www.usg.edu/gafirst-fin/documentation/fy_end_2010.phtml.
   - SB389 Payment and Obligation Submission Help 2010 09.01.2010
   - TIGA Questions and Clarifications 2010 09.01.2010
   - Login and Account Creation Instructions FY10 07.20.2010
   - SB389 Data Collection Final 05.28.2010

3. PSFIN Business Process **GL.040.012 – Continuous Audit Vendor Obligation and Payment Report** is located in the Business Processes section of the Documentation page of the Georgia*FIRST* Financials web site at: http://www.usg.edu/gafirst-fin/documentation/. Click on the **General Ledger** link to access this Business Process.

MORE INFORMATION and SUPPORT: For a production down, business interrupting (emergency) situation, call the **ITS HELPDESK** immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For anything else, contact the **ITS HELPDESK** at http://www.usg.edu/customer_services (self-service support request requires a user ID and password, contact the **ITS HELPDESK** to obtain self-service login credentials) or e-mail helpdesk@usg.edu.

ADDITIONAL RESOURCES: For more information about ITS maintenance schedules or Service Level Guidelines, please visit http://www.usg.edu/oiit/policies.

SUBMITTING NON-AP PAYMENTS TO DOAA FOR FY2010 in Georgia*FIRST* PeopleSoft Financials Version 8.9

As part of the SB300/SB389 Transparency in Government Act (TIGA) requirements, institutions are required to report expenses paid outside of the AP module, such as wires and direct debits, to DOAA, in addition to payments made thru the AP module, which will be submitted via the Vendor Payment File. Common payments made in this manner are payments to Bank of America for PCard purchases.

Note: Individual PCard purchases are not required to be reported under the name of the vendor where the PCards were used; for example, Office Depot. Instead, they can be reported under the lump sum Bank of America payment.

Users will add this non-AP payment information to the DOAA site after uploading the Vendor Payment File. The record layout is the same as the Vendor Payment file, and is as follows:

Entity Code	Reporting Fiscal Year	FEI #	Vendor Name	Payment Amt	SCOA Code	Funding Source
404	2010	004567895	Name of Vendor1	51,000.00	614026	FE
404	2010	123456789	Name of Vendor2	25.55	614003	
404	2010	345227891	Name of Vendor3	80,000.00	616001	
404	2010	568925678	Name of Vendor3	10,102.45	651001	FE

To assist with the compiling of this information, ITS has created a query in the Reporting Database called ITS_CONT_AUD_JRNLS_TO_REPORT. This query will allow you to input up to 12 Journal IDs and the query will return the information grouped by Account and Funding Source indicator. You will combine this information with the Vendor TIN and Name for entry into the DOAA website. This query will be released as an "official" BOR query, named BOR_CONT_AUD_JRNLS_TO_REPORT, as part of Release 2.15, which is scheduled for September 18, 2010.

Note: It is not required that you use this query if you are able to gather this information via other means, such as the Works program. However, you do need to remember to exclude the appropriate Funds and Accounts, as well as indicate whether the funds are from a Federal Source.

To use the BOR_CONT_AUD_JRNLS_TO_REPORT query, you:

1. Navigate to the Query Manager and search for BOR_CONT_AUD_JRNLS_TO_REPORT.

2. Run the query, entering your Business Unit, the Fiscal year, and **up to** 12 Journal IDs, as shown below:

Business Unit:	50000
Fiscal Year:	2010
Journal 1:	PCARD0709
Journal 2:	PCARD0809
Journal 3:	PCARD0909

3. Click on **View Results**.

	Unit	Year	Sum Amount	Account	Funding Source
1	50000	2010	-126081.730	212212	
2	50000	2010	24849.760	714100	
3	50000	2010	1016.000	714100	FE
4	50000	2010	29.160	714160	
5	50000	2010	391.980	714170	
6	50000	2010	667.000	714190	
7	50000	2010	74052.550	714900	
8	50000	2010	5153.860	727110	
9	50000	2010	1279.000	727125	
10	50000	2010	7194.740	727130	
11	50000	2010	5905.010	742100	
12	50000	2010	1895.000	771900	
13	50000	2010	230.830	843200	
14	50000	2010	367.000	843240	
15	50000	2010	1061.370	843250	

All journal lines included in the entered journals will be summarized by Account number and Funding Source. The query will automatically exclude the PCard clearing account, 139100, as part of the standard exclusions, but if your institution uses another account as a clearing account you will need to exclude that from your input.

Note: The exclusions that are already incorporated into the query are:

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

4. Enter this information along with the Vendor Name and TIN directly into the DOAA site. Please see the **SB389 Payment and Obligation Submission Help 2010** document for instructions. This document is posted on the **FY End Instructions: 2010** page of the Georgia*FIRST* Financials web site at: http://www.usg.edu/gafirst-fin/documentation/fy_end_2010.phtml.

Please submit a ticket to the **ITS HELPDESK** if you have any questions or require assistance with this process.

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