Georgia*FIRST* Financials V8

Announcement

POSTED: September 10, 2009

SUBJECT: FY2009 Continuous Audit SB300 Data Submission – Additional Information

PURPOSE: To provide users at all institutions using Georgia*FIRST* PeopleSoft Financials Version 8.9 with additional information to assist with creating the FY2009 Continuous Audit SB300 Vendor Obligation and Payment Data submission files from your individual databases for submission to the DOAA.

FUNCTIONAL IMPACT: Due to inquiries from institutions that wish to validate the data being reported in the two new Vendor Obligation and Vendor Payment submission files, the following additional information is provided to inform you how the data is being pulled. This information is based on a letter that was provided by Russell Hinton at Department of Audits and Accounts, which provided the specifications for this reporting.

Note: Please keep in mind that this is the first reporting year for this information, so OIIT will probably have to further define the criteria for what should be reported in next year's submission. If you have questions concerning data that you feel is inappropriately included, please let us know and we will work with DOAA for clarification of these items for next year.

<u>Part A – Vendor Obligation</u>
To determine remaining encumbrances for applicable budget year only, the following tables are queried:

- KK_ACTIVITY_LOG
- KK_LIQUIDATION
- KK_SOURCE_HDR
- PO_HDR_VW_BOR
- VENDOR

The following items are excluded:

- Accounts that start with **640xxx**
- Accounts between **751000** and **752999**
- Fund Codes that start with **13xxx**
- Fund Codes between **30000** and **49999**
- Fund Codes that start with **6xxxx**
- Any Project ID entered in the **Exclude** page

The results are grouped by:

- Vendor TIN (if no TIN is present, program uses Vendor ID)
- Vendor Name

You should only see one record per vendor in the final file. If there are multiple records with the same TIN, you will need to combine them. This should only happen with duplicate vendors where the name is slightly different.

Part B – Vendor Payment

To determine payments made within the Fiscal Year, regardless of Budget Year, the following tables are queried:

- VCHR_ACCTG_LINE
- PYMNT_VCHR_XREF
- VENDOR

The following items are excluded:

- Accounts that start with **640xxx**
- Accounts between **751000** and **752999**
- Fund Codes that start with **13xxx**
- Fund Codes between **30000** and **49999**
- Fund Codes that start with **6xxxx**
- Any Project ID entered in the **Exclude** page

The results are grouped by:

- Vendor TIN (if no TIN is present, program uses Vendor ID)
- Vendor Name
- Budget Ref

In this case, it is normal to see more than one record per vendor in the final file, since there will be a record per vendor, per budget year. If you have multiple records for a vendor for the same budget year, you will need to combine them.

SUPPORTING DOCUMENTATION: The following documentation is available to assist you with creating the FY2009 Continuous Audit SB300 Vendor Obligation and Payment Data submission files from your individual databases for submission to the DOAA.

1. The following letter from Russell Hinton at Department of Audits and Accounts provided the specifications for this reporting.

2. The **FY2009 Continuous Audit SB300 Data Submission with DOAA Instructions** announcement that was posted on August 21, 2009, which contains the DOAA **SB300 Data Submission Instructions** email and the two DOAA instructions documents, is posted on the **Announcements** page of the Georgia*FIRST* Financials web site at: http://www.usg.edu/gafirst-fin/announcements/. The two DOAA instructions

documents are also posted on the **FY End Information: 2009** page of the Georgia*FIRST* Financials web site at: http://www.usg.edu/gafirst-fin/documentation/fy_end_2009.phtml.

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

ADDITIONAL OIIT RESOURCES and SUPPORT: To create a new or update an existing production down, business interrupting (emergency) support request, call the **OIIT HELPDESK** immediately (706-583-2001; or toll free within Georgia 1-888-875-3697). For anything else, contact the **OIIT HELPDESK** at http://www.usg.edu/customer_services (support request self-service) or e-mail helpdesk@usg.edu. (Note: Self-service requires login using a user ID and password. Contact the **OIIT HELPDESK** at helpdesk@usg.edu to obtain self-service login credentials.

DEPARTMENT OF AUDITS AND ACCOUNTS
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RUSSELL W. HINTON
STATE AUDITOR

December 31, 2008

Senate Bill 300, the Transparency in Government Act, was passed during the 2008 legislative session and signed by Governor Perdue on May 12, 2008. In accordance with the Act, codified at OCGA 50-6-32, the Department of Audits and Accounts is responsible for collecting certain specific grant and contract payments and making the data available on a searchable website. Organizations are currently submitting data sufficient to comply with the first phase of the project, the presentation of a searchable website for salaries, travel reimbursements and professional services expenditures. The second phase of the project will entail the capture and presentation of all other expenditures, within certain parameters. The purpose of this memorandum is to make you aware of these additional data requirements in order that you may determine the most appropriate means of complying with the provisions of the Transparency in Government Act. Data will be collected annually and will include expenditure data for the previous fiscal year. Collection of the data will begin in August 2009. Further detailed instructions on submission of data will be provided before the end of the current fiscal year.

Data collected for the second phase of the searchable website, scheduled to be online as of January 1, 2010, will cover the fiscal year ended June 30, 2009. This data should not include manual journal entries posted to the General Ledger. Organizations should summarize their data by one record type per vendor for the fiscal year, similar to the manner in which professional services information is currently collected. We are requesting your cooperation in submitting a comma-delimited text file for all data applicable to your organization as described in the data attributes below. Regardless of the method you use to create the file, the record layout for each type of information must be followed (layouts and examples are included in this memorandum).

Data Attributes

1. Entity Code - Organization identifier.
2. Fiscal Year - Fiscal year to which data applies.
3. FEI # - Federal Employer Identification or other IRS assigned unique identifier, e.g. SSN or TIN.
4. Vendor Name - Name the organization has on file for a specific vendor.
5. Obligation Amount - This includes all accounts payable items set up in fiscal year 2009 that are charged to the current year budget 2009. It would NOT include accounts payable items set up in fiscal year 2009 that belong to a prior budget year purchase order (obligation). In addition, the obligation amount includes purchase orders set up in fiscal year 2009 reduced by any associated accounts payable items (open purchase orders). The total accounts payable items plus the total open purchase orders comprise the total Obligation Amount. *Note: "Obligation Amount" under this attribute should only include Budget Year 2009 activity.*
6. Payment Amount - Payments with a transaction date of Fiscal Year 2009.
7. Budget Year - Fiscal year to which payment transactions apply. *Note: “Payment Amount” may include the activity coded with a Budget Year of 2009 or earlier.*
8. Number of Payment Transactions - Count of the number of unique check numbers included in the total Payment Amount.

Data Rules

- Payments should have a transaction date within the fiscal year and should include PCard payments made to Bank of America, not specific vendor.
- Summarize data by Vendor.
- Limit to appropriated funds.
- Colleges and universities should include Auxiliary Funds.
- GSFIC Capital Project Fund should be included.
- Unemployment payments should be excluded.
- Colleges and Universities should exclude student activity fees, scholarship or fellowship payments.

Example obligation: (data file submitted would not include headers)

Entity Code	Fiscal Year	FEI #	Vendor Name	Obligation Amt
404	2009	123456789	Name of Vendor1	51,000.00
404	2009	243456789	Name of Vendor2	250.78
404	2009	912345591	Name of Vendor3	80,000.00
404	2009	640456892	Name of Vendor4	4750.00
404	2009	883458838	Name of Vendor5	1,000.25
404	2009	745883906	Name of Vendor6	65.93

Example Payment file based on Transaction date

Entity Code	Fiscal Year	FEI #	Vendor Name	Payment Amt	Budget Year	Number of Transactions
404	2009	004567895	Name of Vendor1	51,000.00	2008	24
404	2009	123456789	Name of Vendor2	25.55	2009	12
404	2009	345227891	Name of Vendor3	80,000.00	2007	1
404	2009	568925678	Name of Vendor4	102.45	2009	3

We will collect two control totals: **1)** total dollar amount submitted for total obligations and **2)** total dollar amount submitted for payment transactions.

If you should have questions, please email sb300help@audits.ga.gov or call our helpline at 404-732-9100.

Respectfully,

Russell W. Hinton
State Auditor