



TIGA Reporting User's Guide PeopleSoft Financials v9.2

Georgia*FIRST*

(This page is intentionally left blank for printing purposes.)

Table of Contents

Section 1: Introduction to DOAA/TIGA Reporting	4
Summary of Changes for Current Fiscal Year (FY2017)	4
Security Role	5
Important Dates	5
Section 2: Salaries & Travel	6
Process Summary for Salaries & Travel	6
Step 1: Run the TIGA Travel Errors Reports (BORIF01A.sqr)	7
Step 2: Run the TIGA Totals Reports (BORIF01B.sqr)	12
Step 3: Continuous Audit NSI Code Entry	16
Step 4: Rerun the TIGA Continuous Audit Totals Report (BORIF01B.sqr)	18
Step 5: Continuous Audit File Creation (BORIF01C.sqr)	19
Section 3: Vendor Payment/Obligation	23
Process Summary for Vendor Payment	23
Step 1: Grant Exclusion	24
Step 2: Run Vendor Obligation Process	26
Step 3: Run Vendor Payment Process	28
Step 4: Review the Reports and Save the Text Files for BORIF37A and BORIF37B	29
Section 4: Submitting Files to the DOAA	31
Appendix A: TIGA Flowcharts	33



Section 1: Introduction to DOAA/TIGA Reporting

Summary of Changes for Current Fiscal Year (FY2017)

I. New P-Card Works Open Georgia Report - Due October 15, 2017:

All institutions are required to submit a new Works Open Georgia report, designed to increase transparency of P-Card purchases, to the Department of Audits and Accounts (DOAA). DOAA has provided a Purchase Card (P-Card) File Creation Guide that is available on their website: http://www.audits.ga.gov/Resources/tiga_Instructions.html.

Please Note: To prevent the reporting of duplicate payments, all Bank of America (P-Card) payment information should be removed from the "Payments and Obligations" file submission on the DOAA website after the TIGA Payments file is uploaded. For more information, refer to DOAA instructions and the FY2017 Year-End Training Presentation (slides 43-45) located on the GeorgiaFIRST Financials website: http://www.usg.edu/gafirst-fin/documentation/category/fiscal_year_end.

II. The following changes were included in Release 5.13 applied to production May 21, 2017.

1. The BOR_CAUDIT_ACCOUNT tree associated with the Load Payroll for TIGA process has been updated to exclude account 539100 (Joint Employment – Faculty) from the salary range. To see this tree, navigate to **BOR Menus > BOR Payroll > BOR Payroll Processing > BOR Payroll for TIGA > Load Payroll for TIGA**.
2. The Travel Errors report has been updated to exclude account 641539 (Travel – Joint Employment) from this report. Previously this account was being included in the Travel Errors report because it did not have an open item. To see this report, navigate to **BOR Menus > BOR General Ledger > BOR GL Interfaces > DOAA Reporting > TIGA Salary and Travel > Create Salary and Travel File**.
3. As part of the PeopleSoft 9.2 upgrade, a new Vendor Type of SSN was added. The TIGA Vendor Obligation/Payment reports (BORIF37A and BORIF37B) were updated to look for both SSN and TIN Supplier Types. Previously the reports were only looking for the Supplier Type of TIN.

Release notes for Release 5.13 are available at http://www.usg.edu/gafirst-fin/release_docs/Release_Notes_5.13_FINAL.pdf To see the modifications listed here, scroll down to TIGA Reporting Changes (p.6).



III. User Guide Changes not associated with a release:

A new section has been added to this document. Please see **INSTRUCTIONS FOR SUBMITTING NON-AP PAYMENTS TO DOAA FOR FY 2017** for payments other than P-Card payments that are not included on Continuous Audit Vendor Payment (BORIF37B) (pg. 31) but that may need to be reported.

Security Role

The security role for **BOR_GL_TIGA_PROCESSING** should be assigned to users who need to access the BOR DOAA Reporting/TIGA menu items.

Important Dates

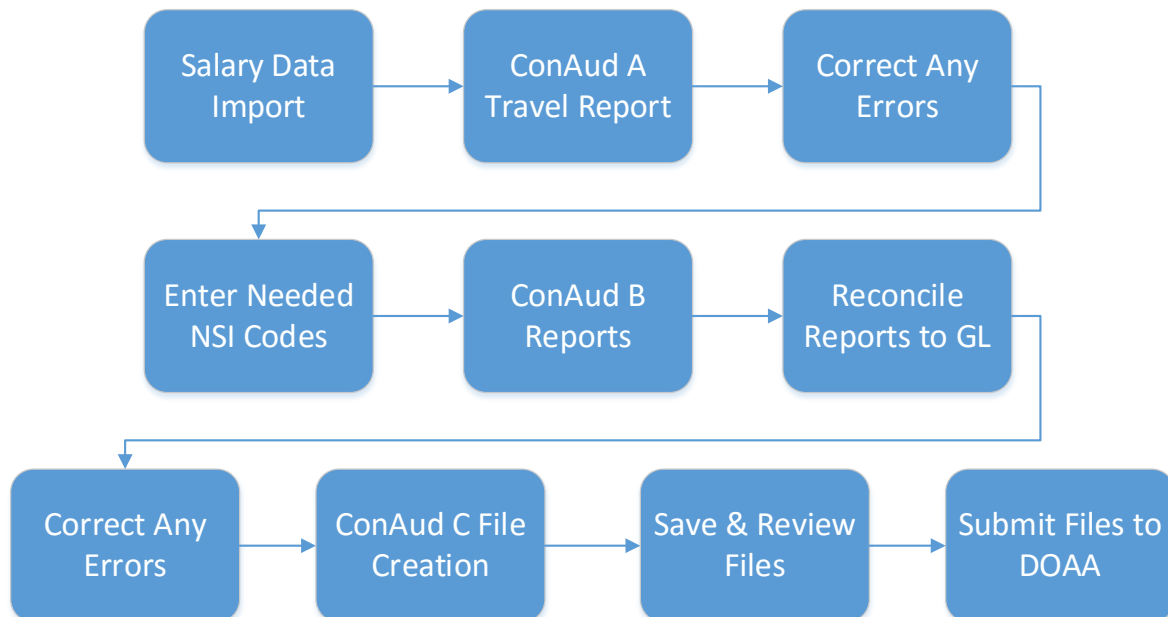
Please check the DOAA website and the GeorgiaFIRST DOAA website (http://www.usg.edu/gafirst-fin/documentation/category/doaa_reporting) for TIGA reporting due dates.

Section 2: Salaries & Travel

This section will cover the 3 Subprocesses of TIGA:

- 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



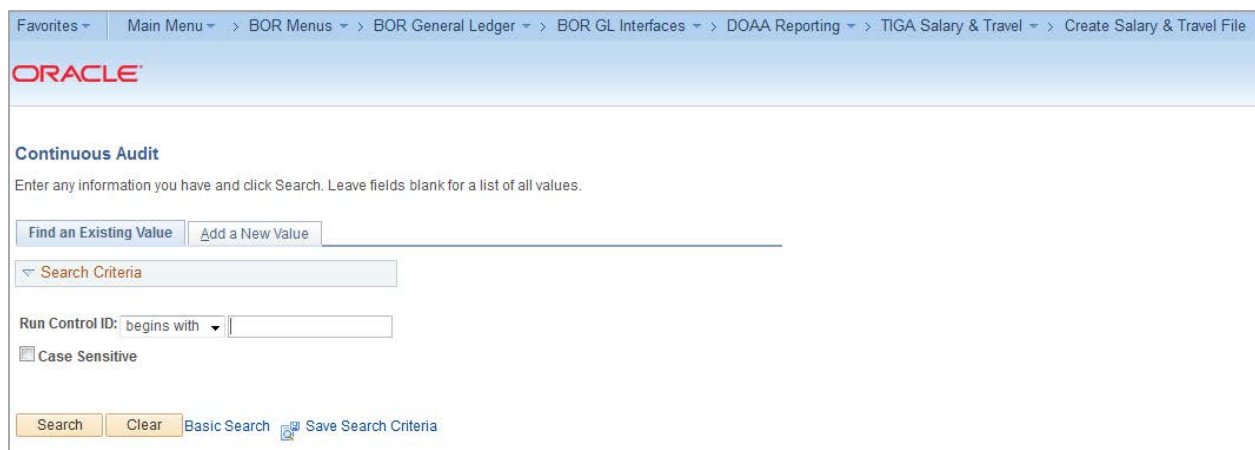
The Salary Data Import step is typically performed at fiscal year-end but can be done quarterly if desired. Please refer to the document *Salary Data for TIGA Reporting* for detailed instructions on transferring salary data into the TIGA reporting tables located here: http://www.usg.edu/gafirst-fin/documentation/category/doaa_reporting

The TIGA letter and Final Instructions are located here: <http://www.audits.ga.gov/Resources/Tiga.html>

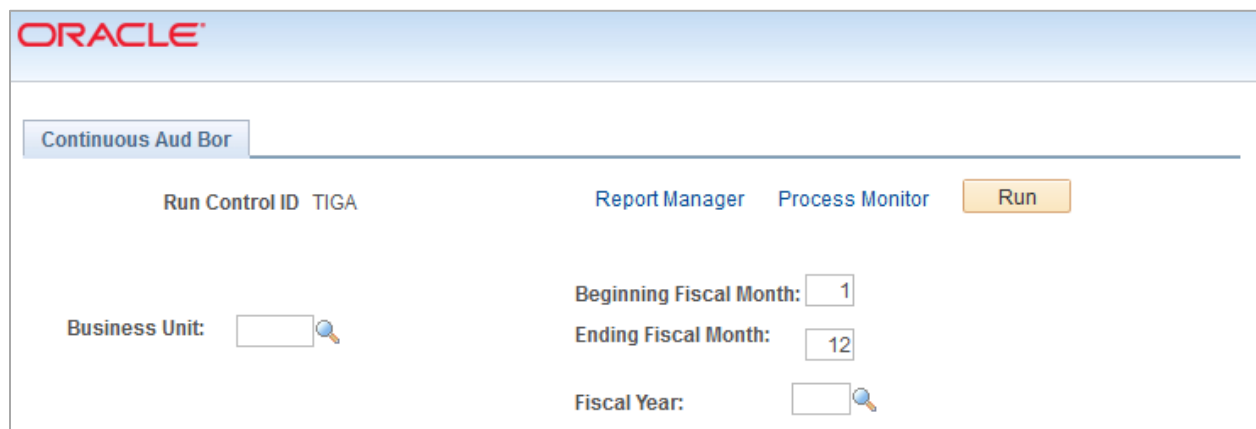
Step 1: Run the TIGA Travel Errors Reports (BORIF01A.sqr)

To run the BORIF01A.sqr report, use the following navigation:

BOR Menu > BOR General Ledger > BOR GL Interfaces > DOAA Reporting > TIGA Salary & Travel > Create Salary and Travel File



Create a new RUN Control ID called TIGA. You will use this RUN Control ID for all steps. Enter your Business Unit ID and fill in the other parameters as shown. Fiscal Year will be the current Fiscal Year. Select **Run**.



Select **ConAud A: Travel Errors** on the Process Scheduler and then select **OK**.

Process Scheduler Request

User ID OIITDUREN Run Control ID TIGA

Server Name Run Date 05/01/2015

Recurrence Run Time 3:52:26PM

Time Zone

Process List

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

OK Cancel

Selecting OK will return you to the run control page. Note the process instance number and then select **Process Monitor** to view the Run Status of this process.

Continuous Aud Bor

Run Control ID TIGA

Report Manager Process Monitor

Process Instance: 7154210

Business Unit: 98000

Beginning Fiscal Month: 1

Ending Fiscal Month: 12

Fiscal Year: 2015

Once the process runs to a status of Success and Posted, select the **Details** link.

[Process List](#) | [Server List](#)

View Process Request For

User ID Type Minutes
 Server Name Instance to
 Run Status Distribution Status ☒ Save On Refresh

Process List										Personalize	Find	View All	First	1 of 1	Last
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details						
<input type="checkbox"/>	7154210		SQR Report	BORIF01A	OIITDUREN	05/01/2015 3:52:26PM EDT	Success	Posted	Details						

Select the **View Log/Trace** link.

Process Detail Help

Process

Instance 7154210 Type SQR Report
 Name BORIF01A Description ConAud A: Travel Errors
 Run Status Success Distribution Status Posted

Run Control ID TIGA
 Location Server
 Server PSUNIX
 Recurrence

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☐ Delete Request
☐ Restart Request

Date/Time

Request Created On 05/01/2015 3:53:56PM EDT
 Run Anytime After 05/01/2015 3:52:26PM EDT
 Began Process At 05/01/2015 3:54:12PM EDT
 Ended Process At 05/01/2015 3:58:11PM EDT

Actions
[Parameters](#) [Transfer](#)
[Message Log](#)
[Batch Timings](#)
[View Log/Trace](#)

Select the borif01a_#####.PDF link to view the report.

View Log/Trace
Help

Report

Report ID: 6434131 Process Instance: 7154210 Message Log
Name: BORIF01A Process Type: SQR Report
Run Status: Success
ConAud A: Travel Errors

Distribution Details

Distribution Node: DNODE Expiration Date: 05/08/2015

File List

Name	File Size (bytes)	Datetime Created
SQR_BORIF01A_7154210.log	1,834	05/01/2015 3:58:11.493742PM EDT
borif01a_7154210.PDF	4,421	05/01/2015 3:58:11.493742PM EDT
borif01a_7154210.out	283	05/01/2015 3:58:11.493742PM EDT

Distribute To

Distribution ID Type *Distribution ID
User OIITDUREN

Return

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 the reconciliation to the balances contained in the General Ledger. Please refer to the USG Business Procedures Manual for additional information.



=====

Travel Errors - Reportable Transactions where the Open Item Key is not valid because:

Error Type 1: Open Item Key missing/blank

Error Type 2: Open Item Key cannot be found in the Employee tables

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

=====

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

The resulting PDF Travel Error Report shows journal lines that have one of the following conditions:

- Error Type 1: Open Item Key is missing/blank
- Error Type 2: Open Item Key cannot be found in the Employee tables

Depending on the cause of the error, correcting the journals may be needed. If the error is a Type 1 and an Open Item Key is missing, then correct the journal entries. If the error is a Type 2 and the Employee ID is not found, then research to see if the employee profile is in Financials. Corrections for both Error 1 and Error 2 may be made using the Open Item Maintenance page.

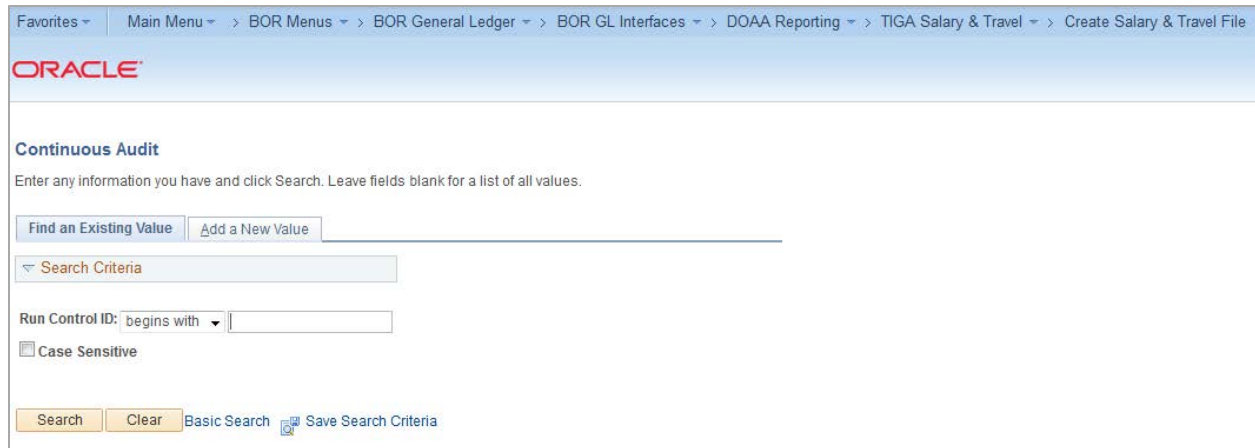
Select Return, OK, Go back to Continuous Audit.

Step 2: Run the TIGA Totals Reports (BORIF01B.sqr)

Note: The Salary Portion will not be included in this totals report if Step 5 of the Salary Data for TIGA Reporting has not been successfully run.

To run the BORIF01B.sqr report, use the following navigation:

BOR Menus > BOR General Ledger > BOR GL Interfaces > DOAA Reporting > TIGA Salary & Travel > Create Salary and Travel File



Use the TIGA RUN Control ID from the previous step. The Business Unit ID and other parameters should already be populated. The Fiscal Year should be the Current Fiscal year. Select **Run**.



Select **ConAud B: Create Reports** on the Process Scheduler and select **OK**.

Process Scheduler Request

User ID OIITDUREN

Run Control ID TIGA

Server Name

Run Date 05/05/2015

Recurrence

Run Time 10:41:32AM

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	ConAud A: Travel Errors	BORIF01A	SQR Report	Web	PDF	Distribution
<input checked="" 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

OK

Cancel

Selecting OK will return you to the run control page. Note the process instance number and then select Process Monitor to view the Run Status of this process.

- 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.

Note: The report should be run monthly. Quarterly reconciliation is mandated per the USG Business Procedures Manual.



REPORT OF SALARY AND TRAVEL FOR CONTINUOUS AUDIT										
Begin Date: 01-JUL-2014			End Date: 30-JUN-2015		Run Parameters: Fiscal year: 2015 Beginning Period: 1 Ending Period: 12					
Entity Code	Employee S.S. Number	Emplid	Last Name	First Name	Middle Initial or Middle Name	Suffix	BCAT Code	Total Salary Amount	Total Travel Amount	
472	001549503	0158204	ABERN	DOUGLAS	C		465X	63,291.60	0.00	
472	006660899	0211629	DINKHELLER	ANN	F		315X	53,287.47	4,519.80	
472	014600644	0272356	FOLEY	MARK	V		623X	42,975.58	0.00	
472	023677213	0275449	JOSEPH UDAYAKUMAR	SUGANTHY			461X	45,071.28	0.00	
472	029383449	0140432	ROGERS	MICHAEL	S.		130D	80,143.38	2,405.99	
472	032668208	0158847	WASKIEWICZ	ANDREW	M		464X	66,383.46	1,054.22	
472	036365645	0272889	TURCOTTE	JOHN	EDWARD		461X	43,837.50	0.00	
472	039544463	0159277	FERLAND	CHRISTOPHER	R.		470X	7,650.00	0.00	
472	040766342	0158600	WALKER	DONALD			464X	59,781.87	87.40	
472	042840569	0158832	GHOYE	AGNES	C		465X	47,870.01	0.00	
472	045785673	0296802	MONDRACKI	LACEY			450X	51,000.03	1,909.19	
472	059849937	0296338	BAKER	GINELLE	INOIRA		900X	4,585.79	0.00	*
472	061609717	0159192	CALHOUN	MAURICE			463X	19,449.97	0.00	
472	067546789	0158212	HOBBS	CHRISTINA			434X	45,443.90	1,139.31	
472	069607283	0159173	SHAW	JENNIFER	Y.		300X	55,620.66	0.00	
472	073544225	0257352	FEDROSO	BELINDA			431X	44,599.50	2,185.81	
472	073629772	0206130	MOOLENAAR	KEYSHA	L		430X	32,036.12	74.18	
472	073702158	0121564	COOK-ROBINSON	TRACEY			130D	122,400.00	2,641.69	
472	078709363	0206462	BEECH	JENNIFER	ALVARINE		461X	51,509.97	1,175.19	
472	078709694	0290489	FORCARO	JESSICA	LYNN		461X	11,286.01	0.00	
472	085665674	0159322	FINNOCK	TRACY			510X	4,077.06	0.00	
472	087640125	0158655	STEPHENS	MARLENE	E		510X	30,208.28	395.80	
472	095549959	0158719	FULTON	DENISE	D		462X	64,979.91	0.00	

Report ID: BORF01C Date: 05/05/2015 @ 10:31:44 DB=FPLAY Version#: 4.00 Page: 1
* Denotes Student.

- Confirm that only employees appear in the Travel report. The salary will be \$0 until the BORADP44 process is run. This prerequisite step is typically performed at fiscal year-end but can be done on a quarterly basis if desired. Please refer to the document *Salary Data for TIGA Reporting, Section 3, Step 5* for detailed instructions on transferring salary data into the TIGA reporting tables located here:

http://www.usg.edu/gafirst-fin/documentation/category/doaa_reporting

- If the Salary file has been loaded, confirm that NSI codes appear in the BCAT column for any payee with no salary. The following NSI codes should be used:
 - 99901 = Former employee
 - 99902 = Employee of another state agency
 - A0048 = Board member

To add or correct NSI codes, see Step 3.

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

CONTINUOUS AUDIT REPORT Georgia Southwestern St Univ	
STATE AUDIT REPORTING - PROOF TOTALS SUMMARY	
Institution Code: 542	
Report Period Begin Date:	01-JUL-2011
Report Period End Date:	30-JUN-2012
Report of Salary and Travel for Continuous Audit	
Salary Total:	0.00
Travel Total:	312,160.94

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

- Run the **BOR_TIGA_SALARY_RECON** query. Refer to PSFIN Business Process GL.075.002.
- Run the **BOR_TIGA_TRAVEL_RECON** query. Refer to PSFIN Business Process GL.075.003. Follow the navigation: **Reporting tools > Query > Query Viewer**.

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

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

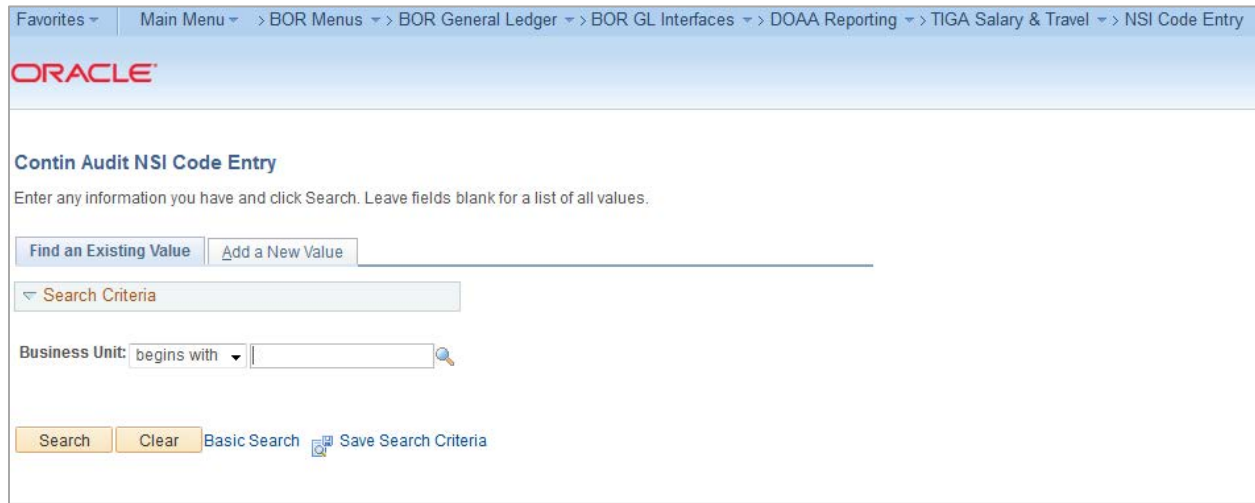
Save and/or print this report as needed for your records.

Step 3: Continuous Audit NSI Code Entry

The DOAA requires that any employee reported to have travel expenses either have a salary reported or a non-salary indicator.

Use the following navigation:

BOR Menus > BOR General Ledger > BOR GL Interfaces > DOAA Reporting > TIGA Salary and Travel > NSI Code Entry



Select the Business Unit and click Search.

Select the Employee ID.

Select the NSI Code.

If the Salary file has been loaded, confirm that NSI codes appear in the BCAT column for any payee with no salary. The following NSI codes should be used:

- 99901= Former employee
- 99902= Employee of another state agency
- A0048= Board member

Add or edit rows as needed. **Save** page.



Continuous Audit NSI Entry

Business Unit

*Empl ID	Name	*BOR NSI Code
1 0006	Palefsky,E	99901
2 0220	Dixon,C	99901

Save Return to Search Notify Add Update/Display

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

After entering NSI codes where needed, you will need to rerun the Continuous Audit Totals Report (BORIF01B.sqr).

This will show updated NSI codes for any payee with no salary.

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

“Not found” should not appear in the report – this indicates that an employee does not have a salary or an NSI code.

REPORT OF SALARY AND TRAVEL FOR CONTINUOUS AUDIT Georgia College & State Univer									
Begin Date: 01-JUL-2009		End Date: 30-JUN-2010		Run Parameters: Fiscal year: 2010 Beginning Period: 1 Ending Period: 12					
Ent Cod	Begin Date: 01-JUL-2011	End Date: 30-JUN-2012	Run Parameters: Fiscal year: 2012 Beginning Period: 1 Ending Period: 12				Salary	Total Travel Amount	
536 2	8	A	M	P		99902	0.00	637.14	
536 2	3	A	D	B		140X	18,566.16	426.69	
536 2	7	O	J	W		200X	13,879.60	152.00	
536 2	2	O	W	D		202X	10,000.00	10.00	
536 2	7	A	A			202X	9,200.00	253.17	
536 2	5	R	L	M		201X	16,000.00	474.00	
536 2	5	O	A	B		202X	15,317.66	732.38	
536 2	6	I	H	L		196X	14,987.00	790.27	
536 2	9	H	G	L		413X	10,783.00	682.52	
536 2	8	Y	J	N		410X	6,953.34	105.00	
536 2	4	T	W	R		A0048	0.00	768.28	
536 2	5	E	S	M		482X	12,490.12	582.00	
536 2	8	A	B	R		200X	12,184.40	922.85	
536 2	3	I	E	L		202X	11,710.00	263.50	
536 2	2	O	E			203R	437.50	111.50	
536 2	9	R	C	J		300X	10,374.10	1,367.49	
536 2	0	A	C	N		945X	1,585.35	427.83	

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

Review the Salary and Travel Totals Report and confirm that only employees appear (no 3rd party Suppliers).

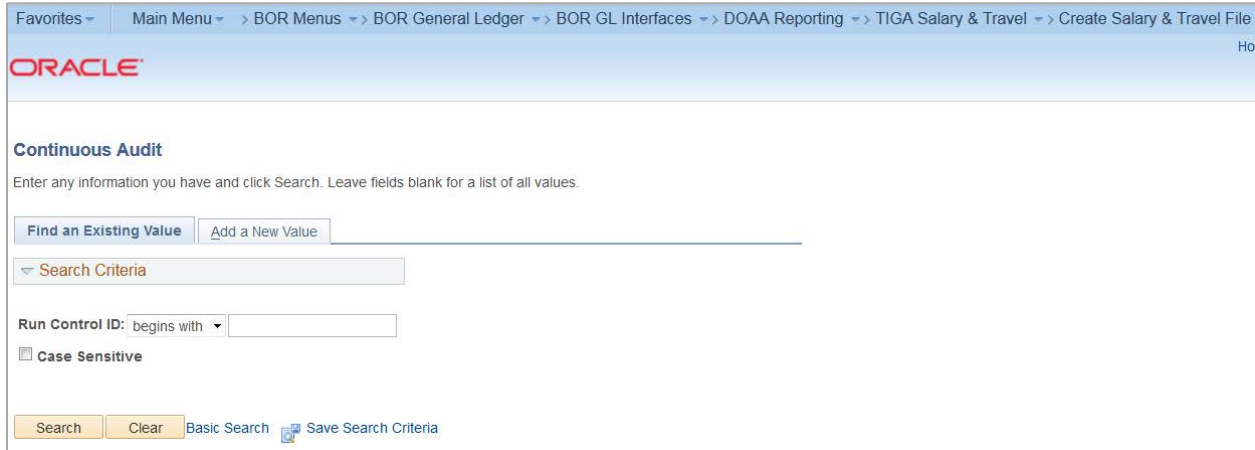
Confirm that employee SSNs are valid 9-digit SSNs. Confirm that employee names are correct.

If you find any issues in either report, make corrections and run the related reports again.

Step 5: Continuous Audit File Creation (BORIF01C.sqr)

Use the following navigation:

BOR Menus > BOR General Ledger > BOR GL Interfaces > DOAA Reporting > TIGA Salary and Travel > Create Salary & Travel File



Favorites ▾ Main Menu ▾ > BOR Menus ▾ > BOR General Ledger ▾ > BOR GL Interfaces ▾ > DOAA Reporting ▾ > TIGA Salary & Travel ▾ > Create Salary & Travel File
 Ho

ORACLE

Continuous Audit

Enter any information you have and click Search. Leave fields blank for a list of all values.

Run Control ID: begins with ▾

☐ Case Sensitive

Use the same TIGA Run Control ID. Verify that the Business Unit ID and other parameters are populated correctly. Fiscal Year should be the current Fiscal Year.

Select **Run**.



ORACLE

Continuous Aud Bor

Run Control ID TIGA

Business Unit:

Beginning Fiscal Month:

Ending Fiscal Month:

Fiscal Year:

Select **ConAud C: Create Files** on the Process Scheduler and select **OK**.



Process Scheduler Request

Help

User ID OIITDURENRun Control ID TIGA

Server Name

Run Date05/05/2015

Recurrence

Run Time10:58:30AM

Time Zone

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input 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 checked="" type="checkbox"/>	ConAud C: Create Files	BORIF01C	SQR Report	Web	PDF	Distribution

OKCancel

You will be returned to the run control page. Note the process instance number and then select **Process Monitor** to view the Run Status of this process.

Once the process runs to a status of Success and Posted, select the

Details link. Select the **View Log/Trace** link.

Locate the combined Salary and Travel file 5##SALTRAV##.AUD.

View Log/Trace
Help

Report

Report ID: 6434449 **Process Instance:** 7154537 [Message Log](#)
Name: BORIF01C **Process Type:** SQR Report
Run Status: Success
 ConAud C: Create Files

Distribution Details

Distribution Node: DNODE **Expiration Date:** 05/12/2015

File List

Name	File Size (bytes)	Datetime Created
598SALTRAV15.AUD	143,920	05/05/2015 11:01:20.573209AM EDT
SQR_BORIF01C_7154537.log	1,866	05/05/2015 11:01:20.573209AM EDT
borif01c_7154537.out	452	05/05/2015 11:01:20.573209AM EDT

Distribute To

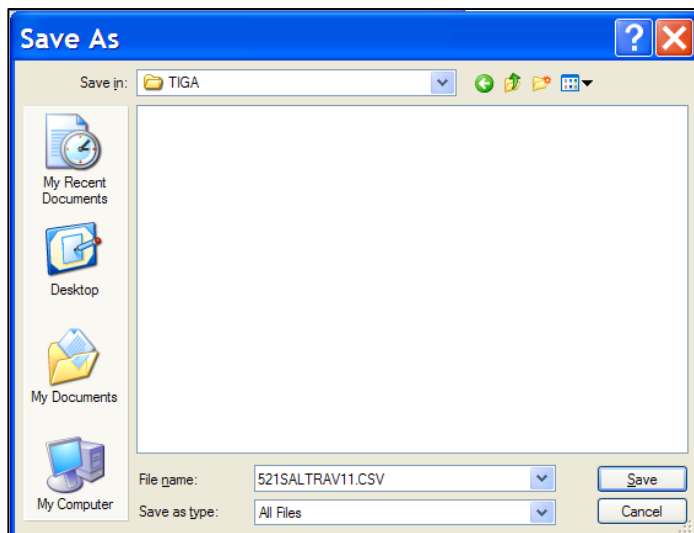
Distribution ID Type	*Distribution ID
User	OIITDUREN

Return

Review the file and confirm that the totals agree with the reports from the Continuous Audit Totals Report. Students in the file are shown as Student_Student rather than by name.

Once you confirm that all the information and totals are correct, save the files for submission to DOAA.

- 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 to save the file in.
- Change the extension on the file name from '.AUD' to '.CSV'.
- In the "Save as Type" field, select "All Files."
- Select the Save button.



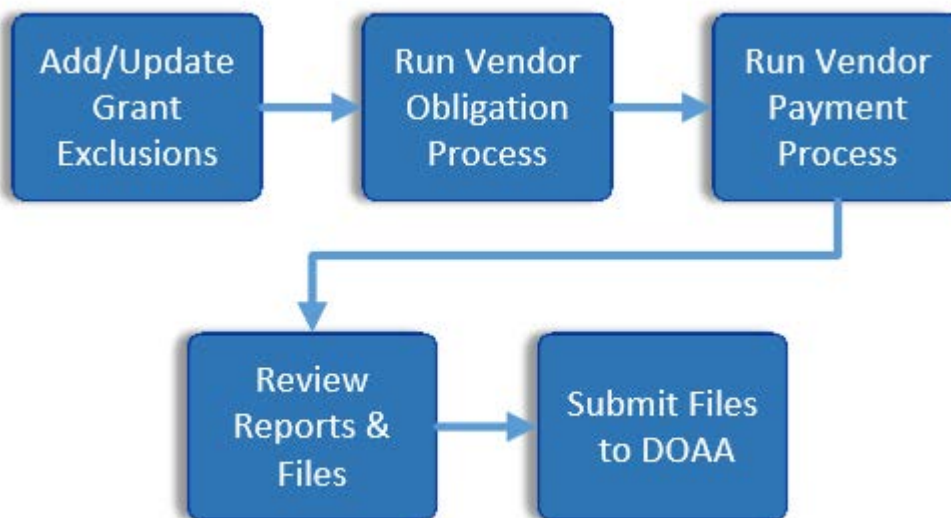
Note: If you wish to review the contents of the .csv file, use Microsoft Notepad or a similar text editor. Do not use Microsoft Excel to open or save the file. Excel will change the formatting of the file, which will prevent the file from being accepted by the DOAA website.

Section 3: Vendor Payment/Obligation

This section will cover:

- BORIF37A: Vendor Obligation
- BORIF37B: Vendor Payments

Process Summary for Vendor Payment



NOTES:

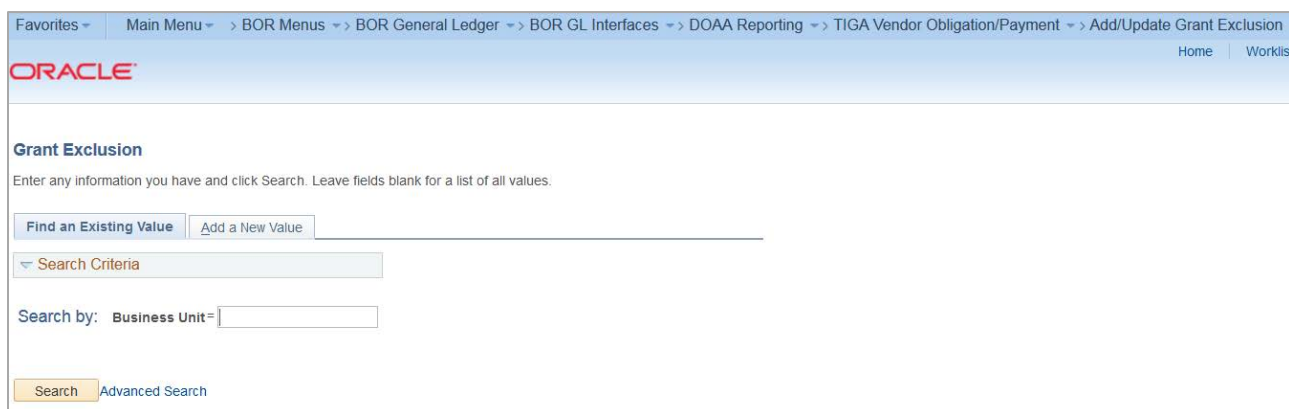
- The Vendor Obligation/Payment Report process will create two text files containing data for your records that you will submit to DOAA using the instructions in Section 4: Submitting Files to the DOAA.
- Certain grants should not be subject to Open Records Requests. The Grant Exclusion Page was developed to allow these grants to be excluded from the report.
- The following have been 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: Grant Exclusion

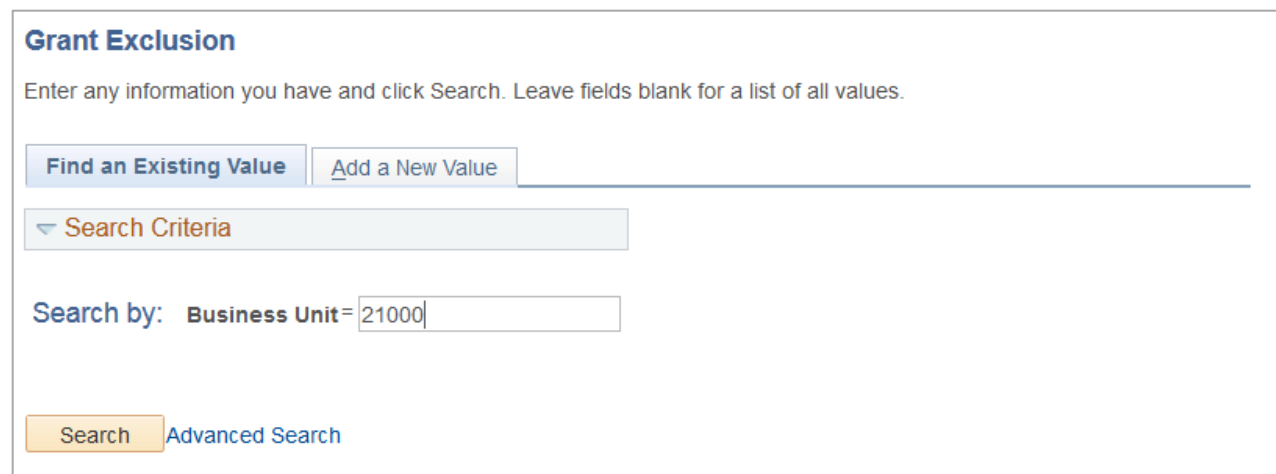
Some grants, such as medical-related grants due to HIPAA guidelines, are typically excluded from TIGA reporting. You should contact the grants manager at your institution to identify grants that should be excluded before you begin this process.

Use the following navigation:

BOR Menus > BOR General Ledger > BOR GL Interfaces > DOAA Reporting > TIGA Vendor Obligation/Payment > Add/Update Grant Exclusion



Enter the **Business Unit**.



Grant Exempt BOR

Business Unit 21000

Personalize | Find | View All |

First 1-7 of 17 Last

	*Project/Grant	Description	Reporting Year	
1	210192	SWSP - S		+ -
2	210193	CWSP - F		+ -
3	210194	SEOG		+ -
4	210195	Federal Pell 2011		+ -
5	211522	SEOG 2012		+ -
6	211523	SEOG 2013		+ -
7	211524	Federal SEOG 2013-14		+ -

Save
Return to Search
Notify

Add
Update/Display

Review the list and add or edit as needed.

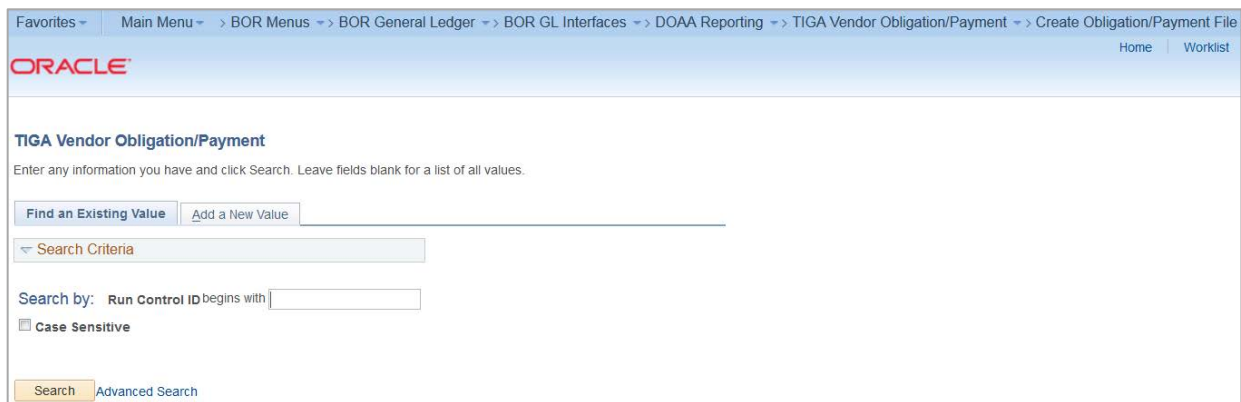
You will need to update this page each fiscal year.

Step 2: Run Vendor Obligation Process

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

Use the following navigation:

BOR Menus > BOR General Ledger > BOR GL Interfaces > DOAA Reporting > TIGA Vendor Obligation/Payment > Create Obligation Payment File



Favorites ▾ Main Menu ▾ > BOR Menus ▾ > BOR General Ledger ▾ > BOR GL Interfaces ▾ > DOAA Reporting ▾ > TIGA Vendor Obligation/Payment ▾ > Create Obligation/Payment File
 ORACLE Home Worklist

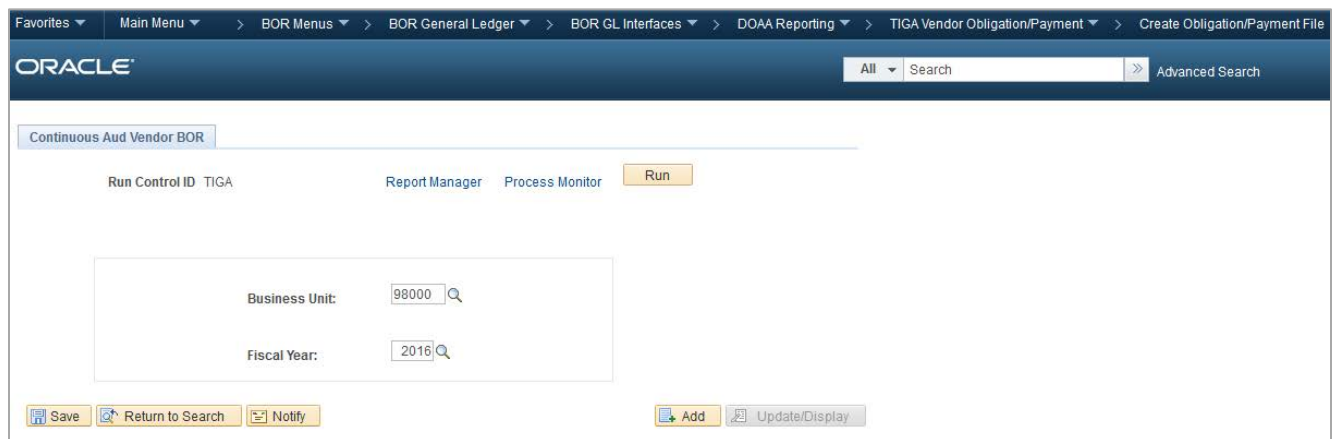
TIGA Vendor Obligation/Payment

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search by: Run Control ID begins with

☐ Case Sensitive

Select the existing TIGA Run Control ID. Verify the Business Unit and Fiscal Year and select **Run**.



Favorites ▾ Main Menu ▾ > BOR Menus ▾ > BOR General Ledger ▾ > BOR GL Interfaces ▾ > DOAA Reporting ▾ > TIGA Vendor Obligation/Payment ▾ > Create Obligation/Payment File
 ORACLE All Search >> Advanced Search

Continuous Aud Vendor BOR

Run Control ID TIGA Report Manager Process Monitor

Business Unit:

Fiscal Year:

Select **ConAud Vndr A: Vendor Oblig.** on the Process Scheduler and select **OK**.

Process Scheduler Request

Help

User ID OIITDUREN

Run Control ID TIGA

Server Name

Run Date

05/05/2015

Recurrence

Run Time

11:44:36AM

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" 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

OK

Cancel

After the process runs to success, return to the Continuous Audit Supplier BOR Run Control page.

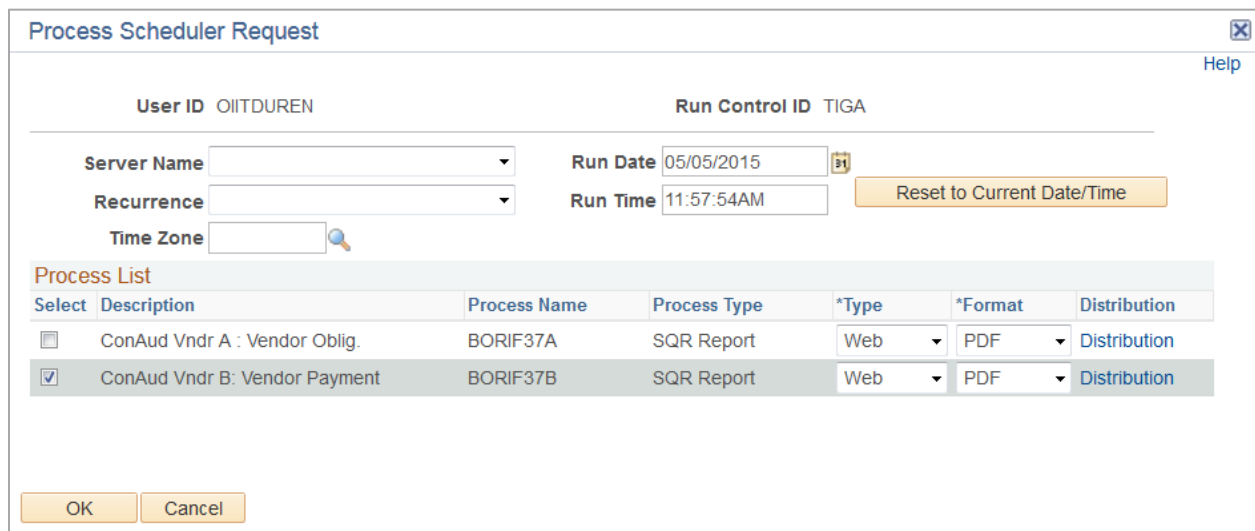
Note: The Queries **BOR_TIGA_VENDOR_OBLIG_TIN** and **BOR_TIGA_VENDOR_OBLIG_VENDORID** can be used to validate the data on the Vendor Obligation Report using the navigation **Reporting Tools > Query > Query Viewer**.

Step 3: Run Vendor Payment Process

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



Select **ConAud Vndr B: Vendor Payment** on the Process Scheduler and select **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: The BOR Supplier Payment History report can be used to assist in validating the data on the TIGA Supplier Payment report. Navigate to **Main Menu > BOR Menus > 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

Go to the Process Monitor and confirm that both reports have run to Success.

Process List | Server List

View Process Request For

User ID: OIITDUREN | Type: | Last: | 1 | Hours: | Refresh

Server: | Name: | Instance: | to: |

Run Status: | Distribution Status: | ☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	7154576		SQR Report	BORIF37B	OIITDUREN	05/05/2015 11:57:54AM EDT	Success	Posted	Details
<input type="checkbox"/>	7154538		SQR Report	BORIF37A	OIITDUREN	05/05/2015 11:44:36AM EDT	Success	Posted	Details

Select the **Details** link for the BORIF37A report. Select the **View Log/Trace** link.

Locate and open the borif37a_xxxxxxx.PDF file.

Review the Vendor Obligation Report and confirm that grant information that should be excluded from the report is not included.

Save the borif37A_xxxxxxx.PDF file for your records.

After reviewing and saving the report, save the “.aud” files as “.csv” files:

- Right-click the “.aud” file.
- Select “Save Target As...” (Save Link As...if using Firefox.)
- Select the appropriate directory.
- Change the extension from “.aud” to “.csv.”
- In the “Save as Type” field, select “Any Files.”
- Select Save.

Note: If you 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 will change the formatting of the file, which will prevent the file from being accepted by the DOAA website.

Return to the Process List in Process Monitor.

Select the **Details** link for the BORIF37B report. Select the **View Log/Trace** link.

Locate and open the borif37b_xxxxxxx.PDF file.

Verify that the Vendor Payment Report does not include grants that should be excluded from reporting.

Save the borif37b_xxxxxxx.PDF file for your records.

After reviewing the reports, save the “.aud” files as “.csv” files:

- Right-click the “.aud” file.
- Select “Save Target As...” (Save Link As...if using Firefox.)
- Select the appropriate directory.
- Change the extension from “.aud” to “.csv.”
- In the “Save as Type” field, select “Any Files.”
- Select Save.

Note: If you 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 will change the formatting of the file, which will prevent the file from being accepted by the DOAA website.

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

Exceptions for the Supplier Payment Report:

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

Section 4: Submitting Files to the DOAA

Refer to the FY2017 TIGA Submission Information document for instructions on submitting your TIGA data files to DOAA.

Access the document on the GeorgiaFIRST Financials website Documentation page:

http://www.usg.edu/gafirst-fin/documentation/category/doaa_reporting

INSTRUCTIONS FOR SUBMITTING NON-AP PAYMENTS TO DOAA FOR FY2017

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

* Please note that beginning by 2017, P-Card purchases are to be submitted via the DOAA website as a separate file. Payments made outside of AP that are not P-Card purchases will still need to be submitted as follows:

Entity Code	Reporting Fiscal Year	FEL#	Vendor Name	Payment AMT	SCOA Code	Funding Source
404	2017	004567895	Name of Vendor 1	51,000.00	614026	FE
404	2017	123456789	Name of Vendor 2	25.55	614003	
404	2017	345227891	Name of Vendor 3	80,000.00	616001	
404	2017	568925678	Name of Vendor 4	10,102.45	651001	FE

To help you compile this information, we have a query called **BOR_TIGA_JRNLS_TO_REPORT**. This query allows users to input up to 12 journal IDs and return information grouped by Account and Funding Source indicator. Users will combine this information with the Vendor TIN and name for entry into the DOAA website.

**Please note that you are not required to 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_TIGA_JRNLS_TO_REPORT** query:

1. Navigate to the Query Manager and search for **BOR_TIGA_JRNLS_TO_REPORT**.
2. Run the query and enter your Business Unit, the Fiscal year, and up to 12 journal IDs.

BOR_TIGA_JRNLS_TO_REPORT

Business Unit

Fiscal Year

Journal 1

Journal 2

Journal 3

Journal 4

3. Click View Results.

	Unit	Year	Sum Amount	Account	Funding Source
1	54000	2016	15363.740	141	
2	54000	2016	22.700	142	
3	54000	2016	-418861.130	212	
4	54000	2016	300.000	470	
5	54000	2016	3598.790	641	
6	54000	2016	14140.540	651	
7	54000	2016	66.360	702	
8	54000	2016	10768.200	712	
9	54000	2016	243976.170	714	
10	54000	2016	12585.050	714	FE
11	54000	2016	28782.160	715	
12	54000	2016	3831.780	719	

4. All journal lines included in the entered journals will be summarized by account number and funding source. The query will automatically exclude the P-Card 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 account from your input. The funding source should be SO if no funding source is given.

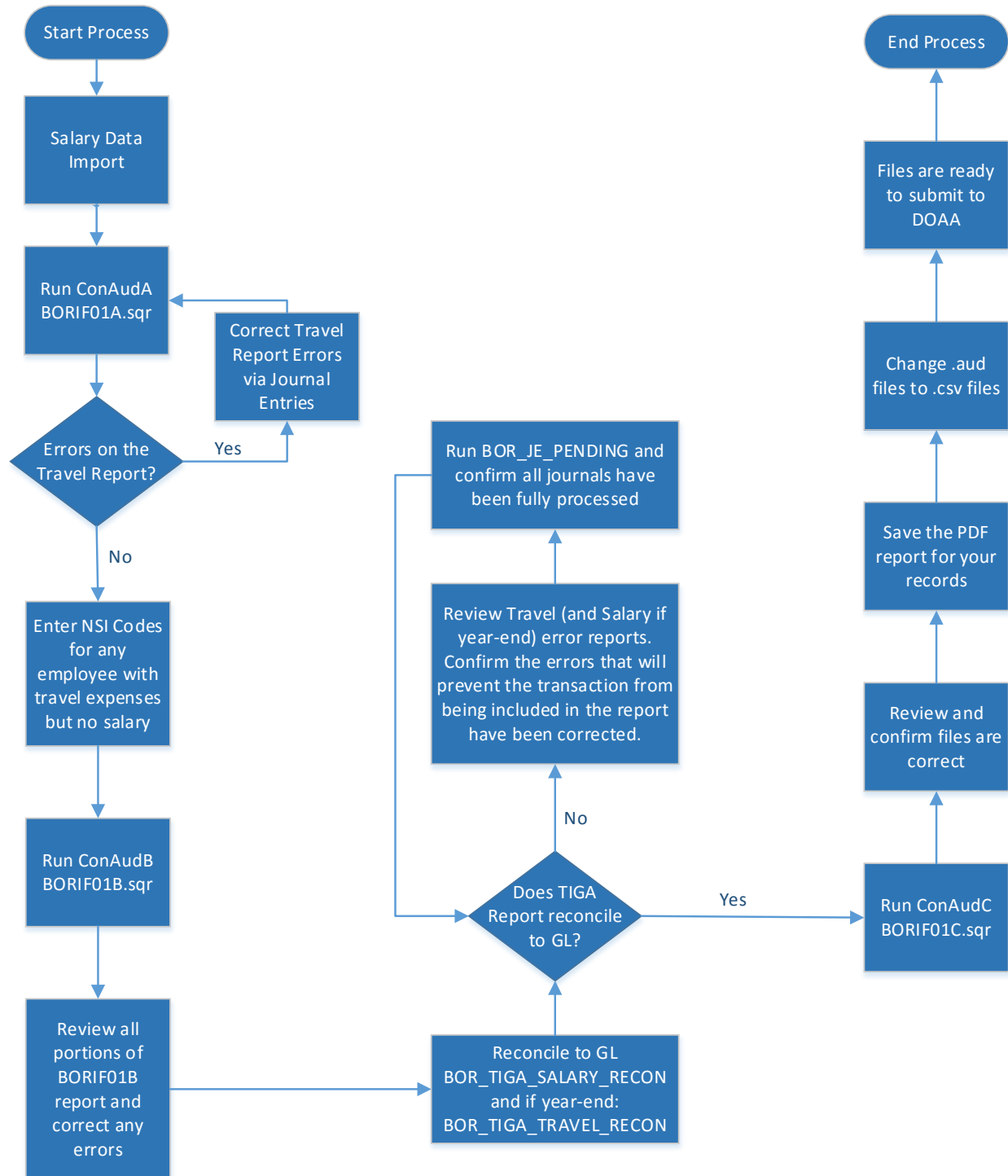
The exclusions that are already incorporated into the query are as follows:

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

5. Enter this information along with the Vendor Name and TIN directly into the DOAA site. Please submit a ticket to the ITS Helpdesk for questions or assistance.

Appendix A: TIGA Flowcharts

TIGA Reporting Process Flow



TIGA Vendor Obligation/Payment Report Process Flow

