

**KI8136:** BOR Vendor Payment Report (BORIF037B) for DOAA / TIGA Reporting

**POSTED:** September 21, 2011

**STATUS:** Active

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**KI8136: BOR VENDOR PAYMENT REPORT (BORIF037B) FOR DOAA / TIGA REPORTING**

**FUNCTIONAL IMPACT**

AP payments made to 5xxxxx accounts are being duplicated on this report.

AP payments made to salary and benefits accounts (5xxxxx) are included in the Vendor Payment rows. These amounts are also included in the salary and benefits summary rows (111111111, 222222222) as these rows summarize all 5xxxxx accounts from the general ledger.

This report will be modified in a future release but it will not be ready before the DOAA submission deadline of October 15, 2011. For fiscal year 2011 submissions, see the Functional Workaround section below.

**FUNCTIONAL WORKAROUND**

For those institutions that have already submitted vendor payment data, DOAA is in the process of resetting those submissions and they will notify you to edit your data.

For those institutions that have not submitted your vendor payment data to DOAA, proceed with uploading your data to DOAA. Then, on the TIGA, Payments and Obligation Submission, Edit/View Payments screen, delete any vendor payment rows that use a 5xxxxx account. See the steps shown below.

**SUPPORTING DOCUMENTATION**

Refer to the [FY2011 TIGA Submission Information](http://www.usg.edu/gafirst-fin/documentation/category/doaa_reporting/) document for instructions on submitting and editing your Vendor Payment data. This document is located here: [http://www.usg.edu/gafirst-fin/documentation/category/doaa\\_reporting/](http://www.usg.edu/gafirst-fin/documentation/category/doaa_reporting/). The last section of the document is titled: 'Transparency in Government Act (TIGA) Payment and Obligation Submission and Confirmation Help'. Page 8 of 17 shows how to delete a row of data.

**MORE INFORMATION AND SUPPORT**

For business impact emergency issues, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For non-urgent issues, contact the ITS Helpdesk via the self-service support website at [http://www.usg.edu/customer\\_services](http://www.usg.edu/customer_services). (This service requires a user ID and password. E-mail [helpdesk@usg.edu](mailto:helpdesk@usg.edu) to obtain self-service login credentials.)

**ADDITIONAL RESOURCES**

For information about ITS maintenance schedules or Service Level Guidelines, please visit <http://www.usg.edu/oiit/policies>. For USG services status, please visit <http://status.usg.edu>.

**STEPS TO FOLLOW:**

1. In PeopleSoft Financials, run the Vendor Payment process.
  - Refer to the TIGA Reporting User's Guide, Step 3, page 25
  - The guide is located here:  
[http://www.usg.edu/gafirst-fin/documentation/category/doaa\\_reporting/](http://www.usg.edu/gafirst-fin/documentation/category/doaa_reporting/)
2. Review the Vendor Payments Report.
  - See the screenshots below for examples.
3. Submit your data to the DOAA website.
  - See the last section of the document 'FY2011 TIGA Submission Information' Section Title: Payment and Obligation Submission and Confirmation Help, page 1 of 17
4. Review and Edit your submitted data
  - See page 8 of 17 for instructions
  - Data rows that have a Vendor TIN/ID of 11111111 or 22222222 and a Salary or Benefits account of 5xxxxx are acceptable.
  - Data rows showing a payment to a vendor where the account is a Salary and Benefits Account (5xxxxx) will need to be deleted.
  - See the screenshots below for examples.

VENDOR PAYMENTS FOR CURRENT BUDGET YEAR

Report ID: BORIF37B  
 Business Unit: 99000  
 Fiscal Year: 2011

Name: Peachtree State University  
 From Accounting Period: 1 To Accounting Period: 12

ENTITY CODE	FISCAL YEAR	VENDOR TIN/ID	VENDOR NAME	PAYMENT AMT	ACCOUNT	FUNDING SRC
5	2011	111111111	Salaries- Part-Time Faculty	271.47	512100	SO
5	2011	111111111	Salaries- Professional/Admin	407.68	521100	FE
5	2011	111111111	Salaries- Professional/Admin	728.84	521100	SO
5	2011	111111111	Salaries- Regular Faculty	616.78	511100	FE
5	2011	111111111	Salaries- Regular Faculty	929.03	511100	SO
5	2011	111111111	Salaries- Staff	399.94	522100	FE
5	2011	111111111	Salaries- Staff	659.53	522100	SO
5	2011	111111111	Salaries- Student Assistants	282.58	524100	FE
5	2011	111111111	Salaries- Student Assistants	000.01	524100	SO
5	2011	111111111	Salaries- Summer Faculty	665.25	513100	FE
5	2011	111111111	Salaries- Summer Faculty	537.88	513100	SO
5	2011	111111111	Subsistence Allowance	400.04	529101	SO
5	2011	111111111	Vacation Payout -Staff	155.69	526101	FE
5	2011	111111111	Vacation Payout -Staff	219.09	526101	SO
5	2011	01	M	071.60	714100	SO
5	2011	35	B	367.44	703100	SO
5	2011	27	P	622.02	714100	SO
5	2011	63	B	834.33	715100	SO
5	2011	09	S	395.00	714100	SO
5	2011	18	N	860.00	727130	SO
5	2011	07	G	9.74	651130	SO
5	2011	07	G	12.03	651230	SO
5	2011	07	G	397.99	651510	SO
5	2011	59	A	420.83	703100	SO
5	2011	99	G	718.98	714100	SO
5	2011	28	S	846.53	751103	SO
5	2011	72	R	000.00	751103	FE
5	2011	19	K	554.42	752100	SO
5	2011	44	F	300.00	751103	SO
5	2011	47	W	649.80	752100	SO
5	2011	05	W	929.15	752100	SO
5	2011	480	E	000.00	715100	SO
5	2011	65	A	615.00	727130	SO
5	2011	20	A	256.62	727130	SO
5	2011	09	B	404.48	727140	SO
5	2011	20	S	235.98	719100	SO
5	2011	85	I	599.50	733100	SO
5	2011	03	S	069.00	843200	SO
5	2011	95	M	075.32	121045	SO
5	2011	95	M	382.64	703100	SO
5	2011	69	S	482.32	121045	SO
5	2011	69	S	485.52	703100	SO
5	2011	20	S	121.00	727130	SO
5	2011	20	S	013.58	727179	SO
5	2011	40	P	499.46	121045	SO

Keep the data rows where the vendor TIN is '111111111' or '222222222' and the account code is 5xxxxx.

VENDOR PAYMENTS FOR CURRENT BUDGET YEAR

Report ID: BORIF37B  
 Business Unit: 99000  
 Fiscal Year: 2011

Name: Peachtree State University  
 From Accounting Period: 1 To Accounting Period: 12

<u>ENTITY CODE</u>	<u>FISCAL YEAR</u>	<u>VENDOR TIN/ID</u>	<u>VENDOR NAME</u>	<u>PAYMENT AMT</u>	<u>ACCOUNT</u>	<u>FUNDING SRC</u>
5	2011	22222222	GRP HLTH INS - HDHP ALT	,282.58	553128	SO
5	2011	22222222	GRP HLTH INS - HDHP CHOICE ALT	,783.84	553125	SO
5	2011	22222222	GRP HLTH INS - PPO ALT	,378.03	553123	SO
5	2011	22222222	GRP HLTH INS-HDHP CONS CHOICE	,657.09	553118	SO
5	2011	22222222	Grp Hlth Ins - BCBS PPO	,785.49	553113	FE
5	2011	22222222	Grp Hlth Ins - BCBS PPO	,555.91	553113	SO
5	2011	22222222	Grp Hlth Ins - BCBS PPO CC	,294.08	553114	SO
5	2011	22222222	Grp Hlth Ins-Rgnts High Deduct	,261.77	553115	FE
5	2011	22222222	Grp Hlth Ins-Rgnts High Deduct	,974.25	553115	SO
5	2011	22222222	Grp Life Ins-Basic Life-Regent	,489.49	553201	FE
5	2011	22222222	Grp Life Ins-Basic Life-Regent	,726.60	553201	SO
5	2011	22222222	Health Savings Acct-Seed Funds	,312.50	553180	SO
5	2011	22222222	Retirement - Employer/Op Pln 1	0.00	552210	SO
5	2011	22222222	Retirement Plans - ORP	,565.59	552200	FE
5	2011	22222222	Retirement Plans - ORP	,313.03	552200	SO
5	2011	22222222	Retirement Plans - TRS	,695.60	552100	FE
5	2011	22222222	Retirement Plans - TRS	,250.65	552100	SO
5	2011	22222222	Retirement System - ERS	,067.78	552300	SO
5	2011	22222222	Unemployment Insurance	,343.69	555100	SO
5	2011	22222222	Workers Compensation	,576.00	556100	SO
5	2011	58	N	,173.00	727130	SO
5	2011	61	F	471.50	714100	SO
5	2011	61	F	,546.44	714180	SO
5	2011	61	F	,495.68	743200	SO
5	2011	05	T	768.00	121045	SO
5	2011	05	T	21.26	703100	SO
5	2011	21	R	,041.74	715100	SO
5	2011	21	R	532.75	719200	SO
5	2011	21	R	,479.80	818100	SO
5	2011	44	W	579.00	715100	SO
5	2011	15	C	199.41	121045	SO
5	2011	15	C	,580.28	703100	SO
5	2011	89	C	,383.97	771300	FE
5	2011	89	C	,302.78	771300	SO
5	2011	89	M	,061.00	843100	SO
5	2011	51	O	297.00	751103	SO
5	2011	86	R	15.00	714100	SO
5	2011	42	M	881.30	752100	SO
5	2011	70	M	125.00	751103	SO
5	2011	87	B	800.00	751103	SO
5	2011	95	C	,100.00	752100	SO
5	2011	00	I	,398.96	714100	SO
5	2011	00	I	,780.00	719200	SO
5	2011	00	I	,796.06	818100	SO
5	2011	05	S	479.98	714100	FE

Keep the data rows where the vendor TIN is '11111111' or '22222222' and the account code is 5xxxxx.

VENDOR PAYMENTS FOR CURRENT BUDGET YEAR

Report ID: BORIF37B  
 Business Unit: 51000 Name: Valdosta State University  
 Fiscal Year: 2011 From Accounting Period: 1 To Accounting Period: 12

ENTITY CODE	FISCAL YEAR	VENDOR TIN/ID	VENDOR NAME	PAYMENT AMT	ACCOUNT	FUNDING SRC
551	2011	58	College of Coastal Georgia	306.00	539100	SO
551	2011	58	C	60.00	714100	SO
551	2011	58	S	0.00	121045	SO
551	2011	58	S	144.94	703100	SO
551	2011	58	S	908.98	703150	SO
551	2011	58	B	623.49	727140	SO
551	2011	58	C	35.00	727130	SO
551	2011	58	Kennesaw State University	269.13	539100	SO
551	2011	58	K	152.78	714100	SO
551	2011	58	R	911.47	720100	SO
551	2011	58	M	75.00	727110	SO
551	2011	58	M	500.00	714100	SO
551	2011	58	M	20.00	727110	SO
551	2011	58	M	50.00	727130	SO
551	2011	58	C	700.00	714100	SO
551	2011	58	C	30.00	727140	SO
551	2011	58	R	18.00	720100	SO
551	2011	58	L	192.77	714100	SO
551	2011	58	L	879.85	714120	SO
551	2011	58	G	152.00	727250	SO
551	2011	58	D	946.30	720100	SO
551	2011	58	D	650.48	753100	SO
551	2011	58	G	25.00	727110	SO
551	2011	58	H	555.00	753100	SO
551	2011	58	F	30.00	720100	SO
551	2011	58	V	046.86	211022	SO
551	2011	58	Doas Risk Management Serv	343.69	555100	SO
551	2011	58	Doas Risk Management Serv	576.00	556100	SO
551	2011	58	D	342.88	720100	SO
551	2011	58	G	080.00	727160	FE
551	2011	58	G	615.00	727179	SO
551	2011	58	G	150.00	727250	SO
551	2011	58	T	366.49	720100	SO
551	2011	58	B	25.00	727130	SO
551	2011	58	C	146.00	753190	FE
551	2011	58	B	920.00	720100	SO
551	2011	58	G	410.55	719100	SO
551	2011	58	V	000.00	753100	SO
551	2011	58	C	056.00	742150	SO
551	2011	58	A	129.32	753100	SO
551	2011	58	A	270.00	753110	SO
551	2011	58	N	183.08	714100	SO
551	2011	58	I	173.70	753100	SO
551	2011	58	I	104.00	753110	SO
551	2011	58	S	650.00	753100	SO

These are examples of rows of data that will need to be deleted using the Edit/View payments screen on the DOAA website.

These amounts are already included in the Salary and Benefits rows shown earlier in the report.