



# 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 (commonly referred to as 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 [www.open.ga.gov](http://www.open.ga.gov) 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, they will be located [here](#).

### SUMMARY OF CHANGES EFFECTIVE FISCAL YEAR 2019

The Continuous Audit file (BORIF01C) includes an additional column for Affiliated Salary. Users can see the column in the file, but not in the *TIGA Report of Salary and Travel* (BORIF01B). The column is intended to report portions of user salaries paid through affiliated organizations (e.g. athletic associations). For FY2019, this column will report zero for all employees since the information is not currently tracked in PeopleSoft. Users need to populate this data directly on the DOAA website after submitting their files.

An update was made for Salary Reporting to include entries in PERS\_SERV\_BOR charged to Account 561425.

### SECURITY ROLE

The security role **BOR\_GL\_TIGA\_PROCESSING** is assigned by the institution's local security administrator to users who need to access BOR Payroll for TIGA and BOR DOAA Reporting/TIGA menu items.

### IMPORTANT DATES

For TIGA reporting due dates, refer to the [DOAA website](#) and the "Committed to Your Success Year-End Training" by Claire Arnold located on GeorgiaFIRST Financials website under Chart of Accounts and Fiscal Year-End.

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## 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.

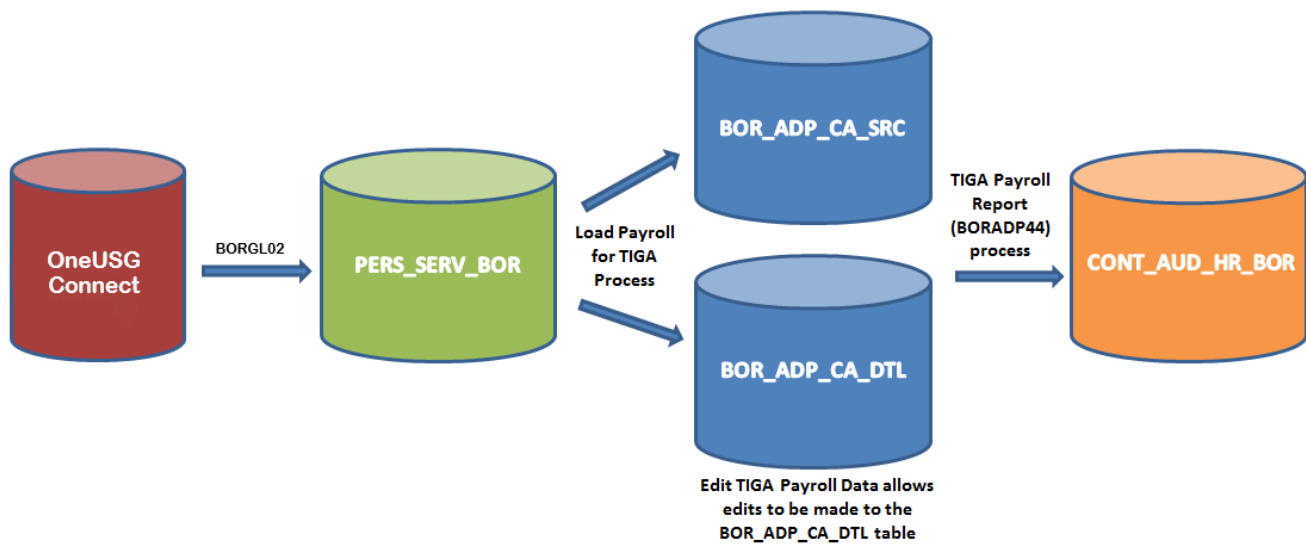
The BOR\_CAUDIT\_ACCOUNT tree governs accounts used in the Load Payroll for TIGA process. To see this tree, navigate to **Tree Manager > Tree Viewer** and search for the BOR\_CAUDIT\_ACCOUNT tree. This should match the account numbers included in the BOR\_TIGA\_SALARY\_RECON query available in PSFIN 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.*

Users can run the TIGA process described above as often as the institution wishes to balance its 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, or deleting employee earnings entirely to remove them from the temporary table.
- Once all updates have been made and Salary data have been reconciled to the 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. ***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 the 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 institutions using PeopleSoft Financials. PeopleSoft Financials automatically creates the data for the current Fiscal Year for TIGA reporting, and this section outlines required steps in this process.

### **Step 1: Access BOR Payroll for TIGA**

**Navigation: *BOR Menus > BOR Payroll > BOR Payroll Processing > BOR Payroll for TIGA > Load Payroll for TIGA***

Search for an existing Run Control or add a new Run Control if you do not already have a run control for this process.

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.

- The system populates the Fiscal Year depending on beginning and end dates.

Run Control ID Load\_Payroll\_TIGA      Report Manager      Process Monitor      Run

Business Unit 98000      SetID SHARE

\*Begin Date 07/01/2014      Tree Name BOR\_CAUDIT\_ACCOUNT

\*End Date 06/30/2015      Tree Node CA\_ACCOUNT

Fiscal Year 2015

Save      Notify      Add      Update/Display

Click **Run**.

The system takes users to the Process Scheduler. Next, click **OK**.

Process Scheduler Request      Help

User ID OIITDUREN      Run Control ID Load\_Payroll\_TIGA

Server Name      Run Date 04/30/2015

Recurrence      Run Time 11:37:38AM      Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	BOR_ADP_CAUD	BOR_ADP_CAUD	Application Engine	Web	TXT	Distribution

OK      Cancel

The system returns users to the Load Payroll for TIGA screen. Users see a Process Instance number appear under the Process Monitor as listed below. Click **Process Monitor** to see the status of a request.



Run Control ID Load\_Payroll\_TIGA      Report Manager      Process Monitor      **Run**

Process Instance: 7153944

Business Unit       SetID SHARE

\*Begin Date       Tree Name BOR\_CAUDIT\_ACCOUNT

\*End Date       Tree Node CA\_ACCOUNT

Fiscal Year 2015

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

Request For

Process List    Server List

View Process Request For

User ID     Type     Last      Days   

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"/>	7153944		Application Engine	BOR_ADP_CAUD	OIITDUREN	04/30/2015 11:37:38AM EDT	Success	Posted	Details

Go back to Build TIGA Reporting Table

## Step 2: Edit TIGA Payroll Data

**Navigation: BOR Menus > BOR Payroll > BOR Payroll Processing > BOR Payroll for TIGA > 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: Access BOR Payroll for TIGA. Details contained in PERS\_SERV\_BOR should be reconciled with TIGA Payroll Data. Necessary edits should be entered at year-end. ITS recommends users edit values only at fiscal year-end, as the system overwrites edited entries when the Load process runs the following quarter.

\*Current Fiscal Year displays on this panel.

Business Unit	Empl ID	Social Security #	<input type="text"/>
First Name		Fiscal Year	
Last Name		Job Family	<input type="text"/>
Middle Name			
Name Suffix			

Account	BOR Entity Code	Pay Group	Total Salary
1 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Buttons: Save, Notify, Add, Update/Display

Users can edit the following fields on the panel above:

- **SSN:** The DOAA does not accept SSNs beginning with 999 or 888. 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.
- **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.

**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.

---

### **Step 3: TIGA Payroll Detail Query and TIGA Payroll Summary Queries**

**Navigation: *BOR Menus > BOR Payroll > BOR Payroll Processing > BOR Payroll for TIGA > TIGA Payroll Detail***

***BOR Menus > BOR Payroll > BOR Payroll Processing > BOR Payroll for TIGA > TIGA Payroll Summary***

These two queries provide the employee/account detail and the account level summary of the 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 Steps 1 - 3 as often as necessary to balance Salary data with General Ledger data.

## **Step 4: TIGA Payroll Modifications Query**

**Navigation: *BOR Menus > BOR Payroll > BOR Payroll Processing > BOR Payroll for TIGA > TIGA Payroll Modifications***

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 the detail 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.

## Step 5: TIGA Payroll Report

**Navigation: *BOR Menus > BOR Payroll > BOR Payroll Processing > BOR Payroll for TIGA > TIGA Final Process and Report***

Run Control ID TIGA\_Payroll\_Report
Report Manager Process Monitor
Run

Business Unit

\*Begin Date  \*End Date  Fiscal Year

Final Report Flag

Check this flag only after reconciling all Payroll Accounts!

Check this flag only at the end of the FISCAL YEAR.

Save
 Notify

Add
 Update/Display

### 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 2. 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.

Once users reconcile the annual TIGA salary file to the General Ledger, check the **Final Report Flag** box as shown in red below. Checking this box performs several functions:

- Makes the TIGA salary data on the CONT\_AUD\_HR\_BOR table permanent so that the information can 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.

**Note: If this box has been checked in error, please submit a ticket to the ITS Helpdesk.**



Run Control ID TIGA\_Payroll\_Report      Report Manager      Process Monitor      Run

Business Unit  

\*Begin Date   \*End Date   Fiscal Year

**Final Report Flag**  
Check this flag only after reconciling all Payroll Accounts!  
Check this flag only at the end of the FISCAL YEAR.

Save      Notify      Add      Update/Display

Click **Run**.

The system will navigate to the Process Scheduler; click **OK** to process this request.

**Process Scheduler Request** Help

---

User ID OIITDUREN Run Control ID TIGA\_Payroll\_Report

---

Server Name  Run Date 04/30/2015  
 Recurrence  Run Time 1:07:26PM Reset to Current Date/Time  
 Time Zone

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	BORADP44	BORADP44	SQR Report	Web	PDF	Distribution

The system returns users to the TIGA Payroll Report screen where users see a Process Instance Number appear under the Process Monitor as shown below.

Run Control ID TIGA\_Payroll\_Report Report Manager Process Monitor

Process Instance:7153982

Business Unit

\*Begin Date  \*End Date  Fiscal Year 2015

Final Report Flag

Check this flag only after reconciling all Payroll Accounts!

Check this flag only at the end of the FISCAL YEAR.

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

Once the Process runs to Success and is Posted, click **Details**.

The screenshot shows the 'Process List' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a search area with fields for 'User ID' (OIITDUREN), 'Type', 'Last', 'Days' (1), and a 'Refresh' button. There are also fields for 'Server', 'Name', 'Instance', and 'Run Status'. A table below lists processes:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	7153982		SQR Report	BORADP44	OIITDUREN	04/30/2015 1:07:26PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	7153944		Application Engine	BOR_ADP_CAUD	OIITDUREN	04/30/2015 11:37:38AM EDT	Success	Posted	<a href="#">Details</a>

Below the table, there is a link 'Go back to Run TIGA Payroll Report' and buttons for 'Save' and 'Notify'.

Click **View Log/Trace**.

The screenshot shows the 'Process Detail' window. It displays the following information:

- Process:** Instance 7153982, Type SQR Report, Name BORADP44, Description BORADP44, Run Status Success, Distribution Status Posted.
- Run:** Run Control ID TIGA\_Payroll\_Report, Location Server, Server PSUNX, Recurrence.
- Update Process:** Hold Request, Queue Request, Cancel Request, Delete Request, Restart Request.
- Date/Time:** Request Created On 04/30/2015 1:11:31PM EDT, Run Anytime After 04/30/2015 1:07:26PM EDT, Began Process At 04/30/2015 1:11:53PM EDT, Ended Process At 04/30/2015 1:12:51PM EDT.
- Actions:** Parameters, Transfer, Message Log, Batch Timings, [View Log/Trace](#) (highlighted in red).

At the bottom, there are 'OK' and 'Cancel' buttons.

The system produces three file formats which can be saved for reconciliation backup documentation.



View Log/Trace
✕

[Help](#)

**Report**

**Report ID:** 6433909      **Process Instance:** 7153982      [Message Log](#)  
**Name:** BORADP44      **Process Type:** SQR Report  
**Run Status:** Success

BORADP44

**Distribution Details**

**Distribution Node:** DNODE      **Expiration Date:** 05/07/2015

**File List**

Name	File Size (bytes)	Datetime Created
BORADP44_98000.csv	31,079	04/30/2015 1:12:51.860313PM EDT
BORADP44_98000.txt	128,205	04/30/2015 1:12:51.860313PM EDT
SQR_BORADP44_7153982.log	1,901	04/30/2015 1:12:51.860313PM EDT
boradp44_7153982.PDF	33,714	04/30/2015 1:12:51.860313PM EDT
boradp44_7153982.out	13,405	04/30/2015 1:12:51.860313PM EDT

**Distribute To**

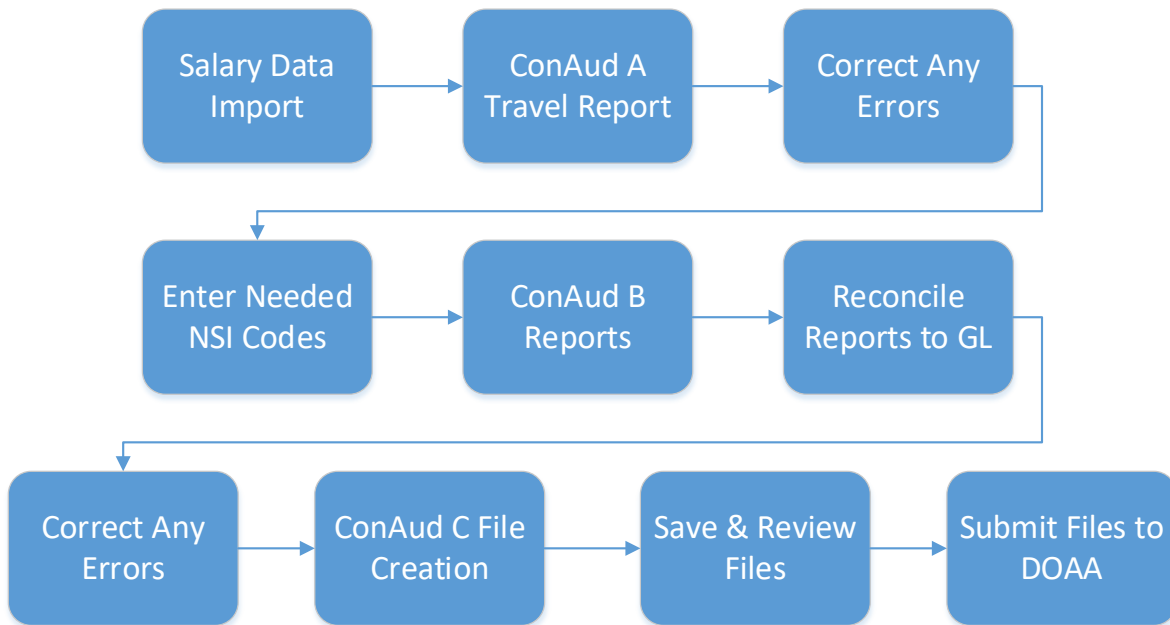
Distribution ID Type	*Distribution ID
User	OITDUREN

## 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



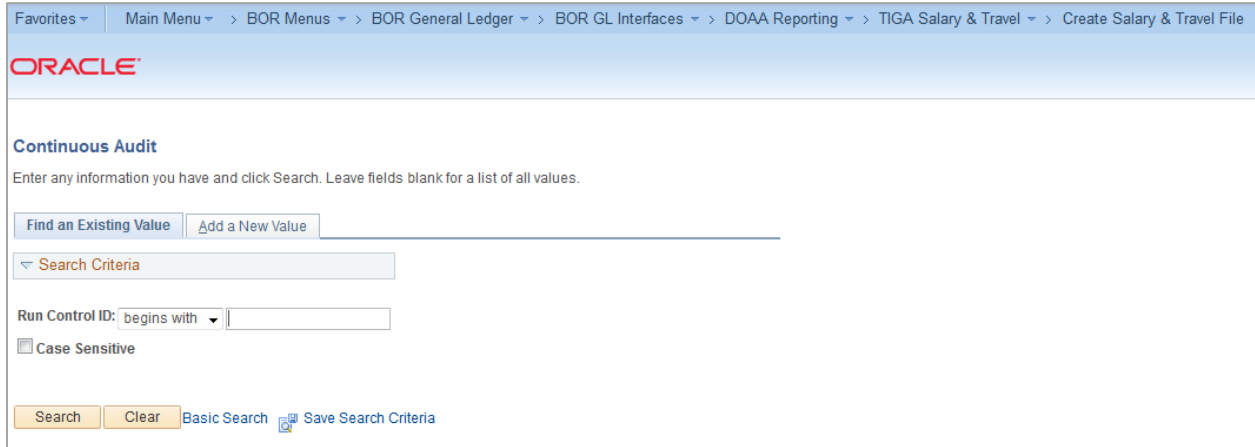
*Figure 1 Process Summary for Salaries & Travel*

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



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

**Navigation: BOR Menus > BOR General Ledger > BOR GL Interfaces > DOAA Reporting > TIGA Salary & 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

**ORACLE**

**Continuous Audit**

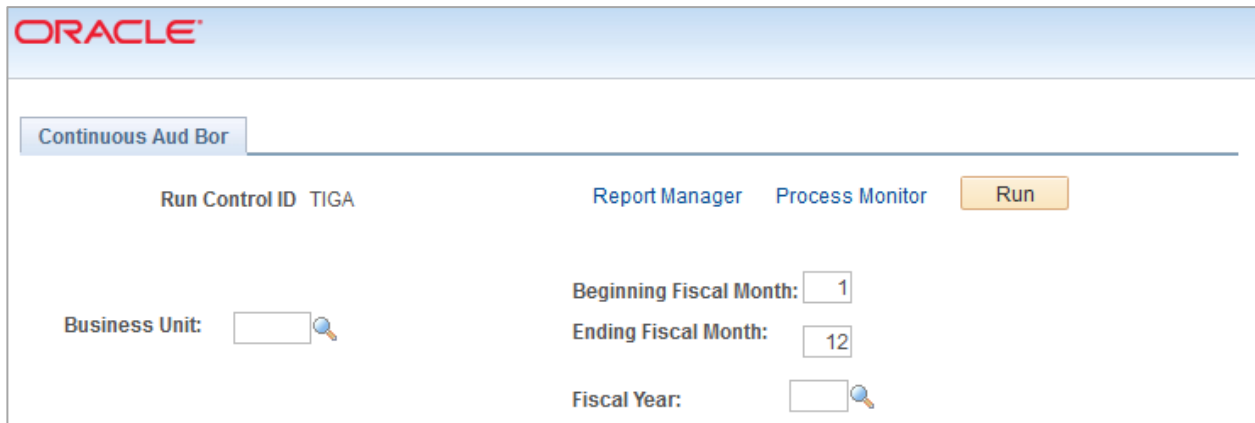
Enter any information you have and click Search. Leave fields blank for a list of all values.

Run Control ID: begins with ▾

Case Sensitive

Search for an existing Run Control or add a new Run Control if you do not already have a run control for this process.

Enter Business Unit ID and fill in the other parameters as shown. Fiscal Year will be the current Fiscal Year. Select **Run**.




**ORACLE**


**Continuous Aud Bor**

Run Control ID TIGA      Report Manager    Process Monitor   

Beginning Fiscal Month:

Business Unit:  

Ending Fiscal Month:

Fiscal Year:  

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

Process Scheduler Request Help

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

Selecting OK returns users 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:

Beginning Fiscal Month:

Ending Fiscal Month:

Fiscal Year:

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: OIITDUREN | Type: [ ] | Last: [ ] | [ ] 1 Minutes | 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"/>	7154210		SQR Report	BORIF01A	OIITDUREN	05/01/2015 3:52:26PM EDT	Success	Posted	<a href="#">Details</a>

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

Process Detail

Process

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

Run | Update Process

Run Control ID: TIGA |  Hold Request  
 Location: Server |  Queue Request  
 Server: PSUNX |  Cancel Request  
 Recurrence: |  Delete Request  
 |  Restart Request

Date/Time | Actions

Request Created On: 05/01/2015 3:53:56PM EDT | Parameters: Transfer  
 Run Anytime After: 05/01/2015 3:52:26PM EDT | Message Log  
 Began Process At: 05/01/2015 3:54:12PM EDT | Batch Timings  
 Ended Process At: 05/01/2015 3:58:11PM EDT | [View Log/Trace](#)

OK | Cancel

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
<a href="#">SQR_BORIF01A_7154210.log</a>	1,834	05/01/2015 3:58:11.493742PM EDT
<b><a href="#">borif01a_7154210.PDF</a></b>	4,421	05/01/2015 3:58:11.493742PM EDT
<a href="#">borif01a_7154210.out</a>	283	05/01/2015 3:58:11.493742PM EDT

---

**Distribute To**

Distribution ID Type	*Distribution ID
User	OIITDUREN

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.

```

=====
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 with 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, 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.

Select Return, OK, Go back to Continuous Audit.



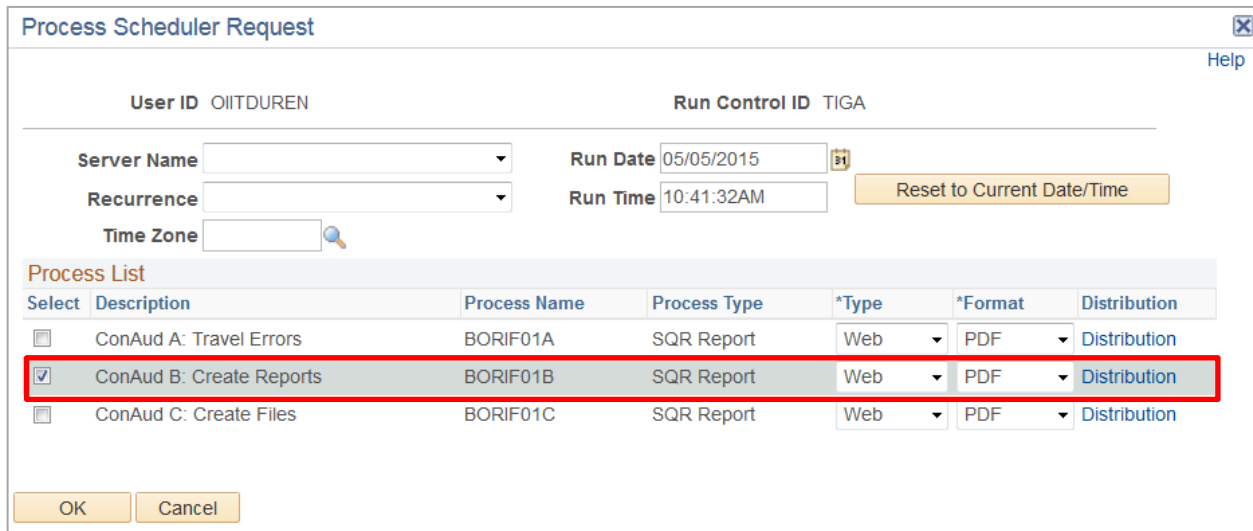
## Step 2: Run the TIGA Totals Reports (BORIF01B.sqr)

**Note:** The Salary Portion is not included in this totals report if Step 5 of the Salary Data for TIGA Reporting did not successfully run.

**Navigation:** *BOR Menus > BOR General Ledger > BOR GL Interfaces > DOAA Reporting > TIGA Salary & Travel > Create Salary & Travel File*

Use the Run Control ID from the previous step. The Business Unit ID and other parameters should already be populated. The Fiscal Year is 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 [dropdown] Run Date 05/05/2015 [calendar icon]

Recurrence [dropdown] Run Time 10:41:32AM [Reset to Current Date/Time button]

Time Zone [dropdown]

**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 returns users 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:** This report should be run monthly. Quarterly reconciliation is mandated per the USG Business Procedures Manual.

REPORT OF SALARY AND TRAVEL FOR CONTINUOUS ADIT

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	Empid	Last Name	First Name	Middle Initial or Middle Name	Suffix	BCAT Code	Total Salary Amount	Total Travel Amount
472		0158204	ASHER	DOUGLAS		C	465X	63,291.60	0.00
472		0211629	DIMSHILLER	ANN		F	315X	53,287.47	4,519.80
472		0272356	FOLEY	MARK		V	623X	42,975.58	0.00
472		0275449	JOSEPH UDAYAKUMAR	SUGANTHY			461X	45,071.28	0.00
472		0140432	ROGERS	MICHAEL		S.	130D	80,143.38	2,405.99
472		0158847	MASKIEWICZ	ANDREW		M	464X	66,383.46	1,054.22
472		0272889	TURCOTTE	JOHN		EDWARD	461X	43,837.50	0.00
472		0159277	FERLAND	CHRISTOPHER		R.	470X	7,650.00	0.00
472		0158600	WALKER	DONALD			464X	59,781.87	87.40
472		0158832	OHYE	AGNES		C	465X	47,870.01	0.00
472		0296802	KONDRACKI	LACEY			450X	51,000.03	1,909.19
472		0296338	BAKER	GINELLE		INOIRA	900X	4,585.79	0.00 *
472		0159192	CALHOUN	MAURICE			463X	19,449.97	0.00
472		0158212	HOBSBS	CHRISTINA			434X	45,443.90	1,139.31
472		0159173	SHAM	JENNIFER		Y.	300X	55,620.66	0.00
472		0257352	FERROSO	BELINDA			431X	44,599.50	2,185.81
472		0206130	MOLENAAR	KEYSHA		L	430X	32,036.12	74.18
472		0121564	COOK-ROBINSON	TRACEY			130D	122,400.00	2,641.69
472		0206462	BEECH	JENNIFER		ALVARINE	461X	51,509.97	1,175.19
472		0290489	FORCARO	JESSICA		LYNN	461X	11,286.01	0.00
472		0159322	PINNOCK	TRACY			510X	4,077.06	0.00
472		0158655	STEPHENS	MARLENE		E	510X	30,208.28	395.80
472		0158719	FULTON	DENISE		D	462X	64,979.91	0.00

Report ID: BORIF01C    Date: 05/05/2015 8 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. Typically, this prerequisite step is performed at fiscal year-end but can be done on a quarterly basis if desired. Please refer to the instructions on transferring salary data into the TIGA reporting tables in **Section 2: Salary for TIGA Reporting**.

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:

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

To add or correct NSI codes, see Step 3 following.

Review report totals. The Travel Report must be reconciled to the General Ledger before 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:

**Navigation: *Reporting Tools > Query > Query Viewer.***

- **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:

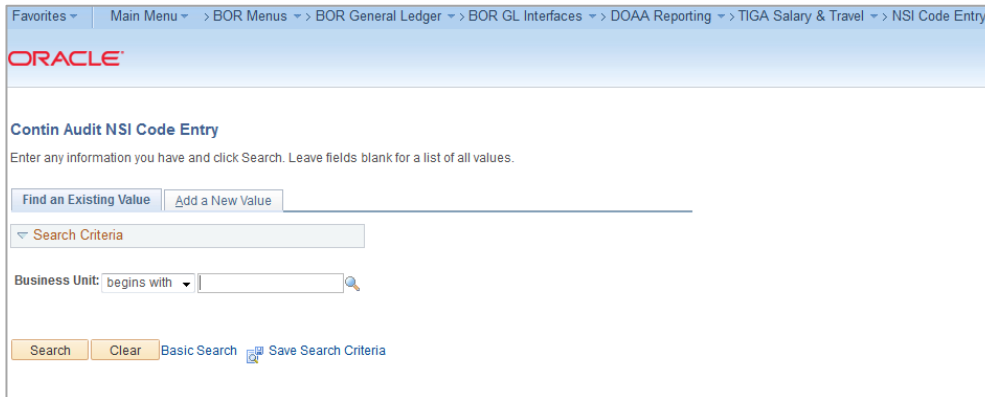
- Review the Travel Error Report and confirm errors which would prevent the transaction from being included in the report were corrected.
- Run the BOR\_JE\_PENDING query and confirm that all journals were fully processed.

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

### Step 3: Continuous Audit NSI Code Entry

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

**Navigation: *BOR Menus > BOR General Ledger > BOR GL Interfaces > DOAA Reporting > TIGA Salary & Travel > NSI Code Entry***



Select the Business Unit and click Search.

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:

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

Continuous Audit NSI Entry		
Business Unit 98000		
Empl ID	Name	BOR NSI Code
1 0041361	Durden,Lori	A0048
2 0075800	Harkness,Alysa Jasmin	99901

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

**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.

***“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 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	F		99902	0.00	637.14	
536	2	3	A	D	B		140X	18,566.16	426.69	
536	2	7	O	J	W		200X	13,979.60	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	1,367.48	
536	2	0	A	C	N		945X	1,585.35	427.83	

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 Suppliers).

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: Continuous Audit File Creation (BORIF01C.sqr)**

**Navigation: BOR Menus > BOR General Ledger > BOR GL Interfaces > DOAA Reporting > TIGA Salary & Travel > Create Salary & Travel File**

Use the same Run Control ID. Verify the Business Unit ID and other parameters populate correctly. Fiscal Year should be the current Fiscal Year.

Select **Run**.

Select **ConAud C: Create Files** 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: 10:58:30AM        
 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	<a href="#">Distribution</a>
<input type="checkbox"/>	ConAud B: Create Reports	BORIF01B	SQR Report	Web	PDF	<a href="#">Distribution</a>
<input checked="" type="checkbox"/>	ConAud C: Create Files	BORIF01C	SQR Report	Web	PDF	<a href="#">Distribution</a>

The system returns users 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 Success and Posted, select the **Details** ink.

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

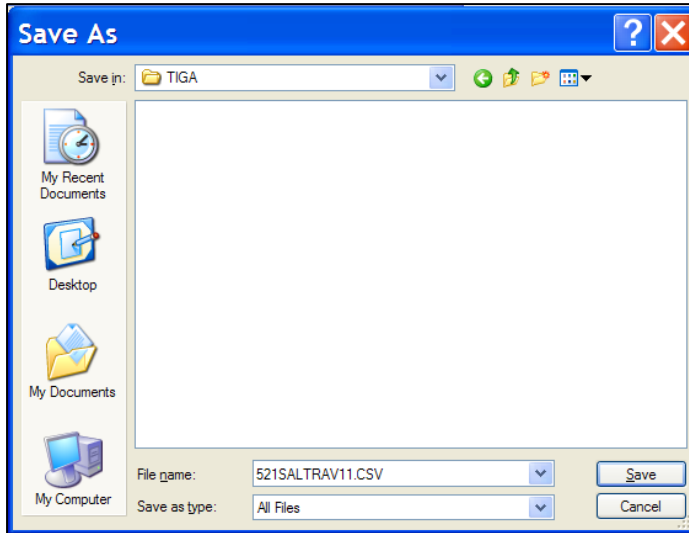
**Distribute To**

Distribution ID Type	*Distribution ID
User	OIITDUREN

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

Once users confirm all information and totals are correct, save files for submission to DOAA:

1. On the View Log/Trace page, right click on the Salary and Travel file (5##SALTRAV##.AUD).
2. Choose Save Target As from the popup menu.
3. Select an appropriate location/folder in which to save the file.
4. Change the extension on the file name from ‘.AUD’ to ‘.CSV’.
5. In the “Save as Type” field, select “All Files.”
6. Select the Save button.



**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.

**As noted previously, for FY2019, the file contains an additional middle column for Affiliated Salary. Since PeopleSoft does not yet track this data, the column contains zeros for all employees. Users will add Affiliated Salary amounts, where applicable, directly to the DOAA website after uploading this file.**

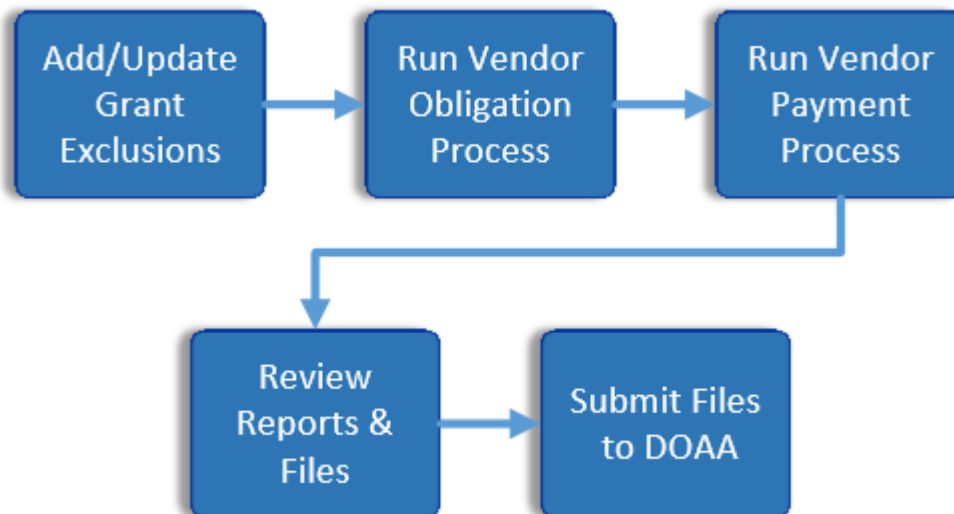
472,		AHERN, DOUGLAS, C, ,460U,49768.68,0.00	1795.80
472,		DINKHELLER, ANN, F, ,315U,39595.50,0.00	1441.55
472,		FOLEY, MARK, V, ,623N,36400.16,0.00,0.00	
472,		JOSEPH UDAYAKUMAR, SUGANTHY, ,465N,32199.24,0.00,0.00	
472,		GALLANT, JEFFREY, WILLIAM, ,315X,34569.36,0.00	2340.82
472,		WASKIEWICZ, ANDREW, M, ,464U,47889.78,0.00	2328.78
472,		WALKER, DONALD, ANDREW, ,464N,42289.98,0.00,0.00	

## SECTION 4: VENDOR PAYMENT/OBLIGATION

This section covers:

- BORIF37A: Vendor Obligation
- BORIF37B: Vendor Payments

### PROCESS SUMMARY FOR VENDOR PAYMENT



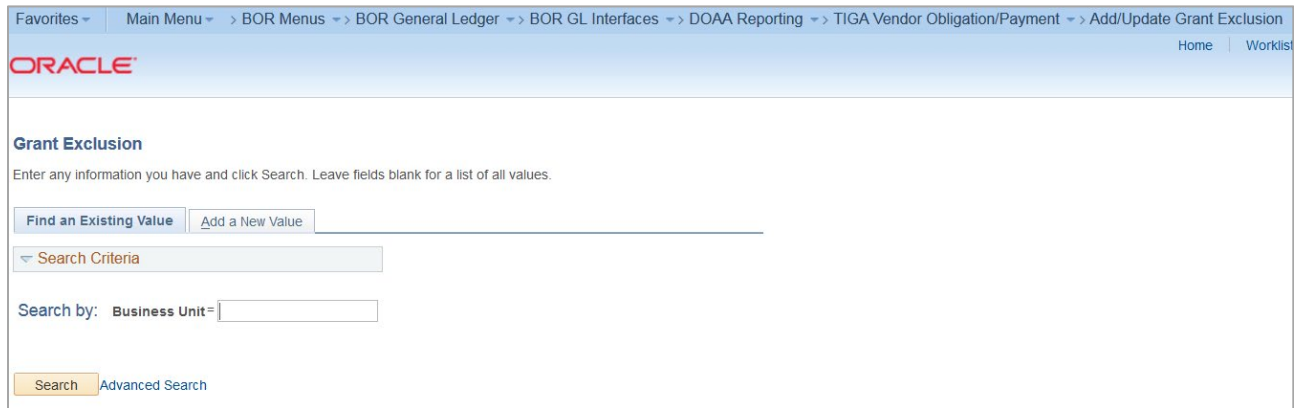
#### Key Information:

- 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.

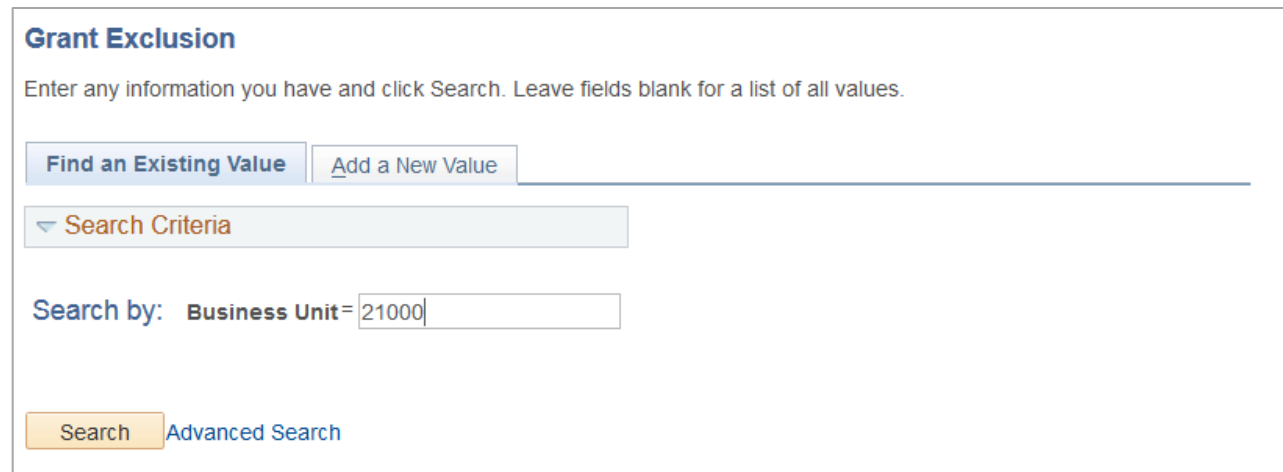
## Step 1: Grant Exclusion

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.

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





Enter the **Business Unit**.


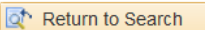
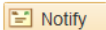




Grant Exempt BOR

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		+ -

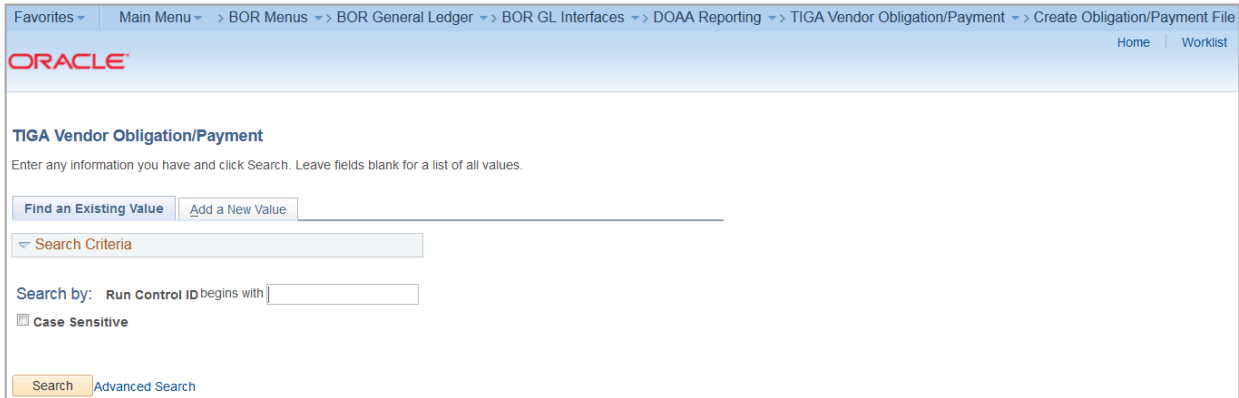
Review the list and add or edit as needed. Save the page.

Users 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 30.

**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

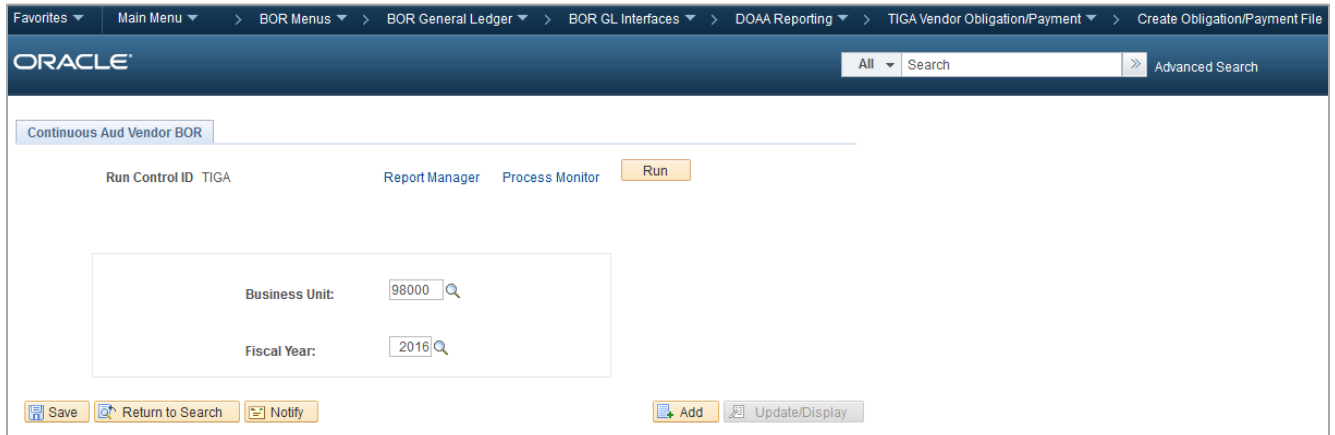
**TIGA Vendor Obligation/Payment**

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 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.** from the Process List 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

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

After the process runs to Success and Posted, return to the Continuous Audit Supplier BOR Run Control page.

**Note:** The **BOR\_TIGA\_VENDOR\_OBLIG\_TIN** and **BOR\_TIGA\_VENDOR\_OBLIG\_VENDORID** queries may be used to validate the data on the Vendor Obligation Report.

**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** from the Process List 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:** Users can utilize the BOR Supplier Payment History report to assist in validating data on the TIGA Supplier Payment report. Navigate to **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 both reports ran to Success.

Process List									
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	<a href="#">Details</a>
<input type="checkbox"/>	7154538		SQR Report	BORIF37A	OIITDUREN	05/05/2015 11:44:36AM EDT	Success	Posted	<a href="#">Details</a>

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 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” file as “.CSV” file:

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. Select Save.

**Note:** If users wish to review 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 file formatting, which prevents 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 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 and saving the report, save the “.AUD” file as “.CSV” file:

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. Select Save.

**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 file formatting, which prevents the file from being accepted by the DOAA website.*

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.”

## SECTION 5: SUBMITTING FILES TO THE DOAA

Refer to the FY2019 TIGA Submission Information document for instructions on submitting TIGA data files to DOAA once this information is distributed and announced. GeorgiaFIRST Financials users will receive an announcement when the document is available. Additionally, once this document is available it can be retrieved via the GeorgiaFIRST Financials website [here](#).

### 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 [is 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	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 compile this information, ITS created the query **BOR\_TIGA\_JRNLN\_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 use the **BOR\_TIGA\_JRNLN\_TO\_REPORT** query:

1. Navigate to the Query Manager and search for **BOR\_TIGA\_JRNLN\_TO\_REPORT**.
2. Run the query and enter your Business Unit, the Fiscal year, and up to 12 journal IDs.

**BOR\_TIGA\_JRNLN\_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	

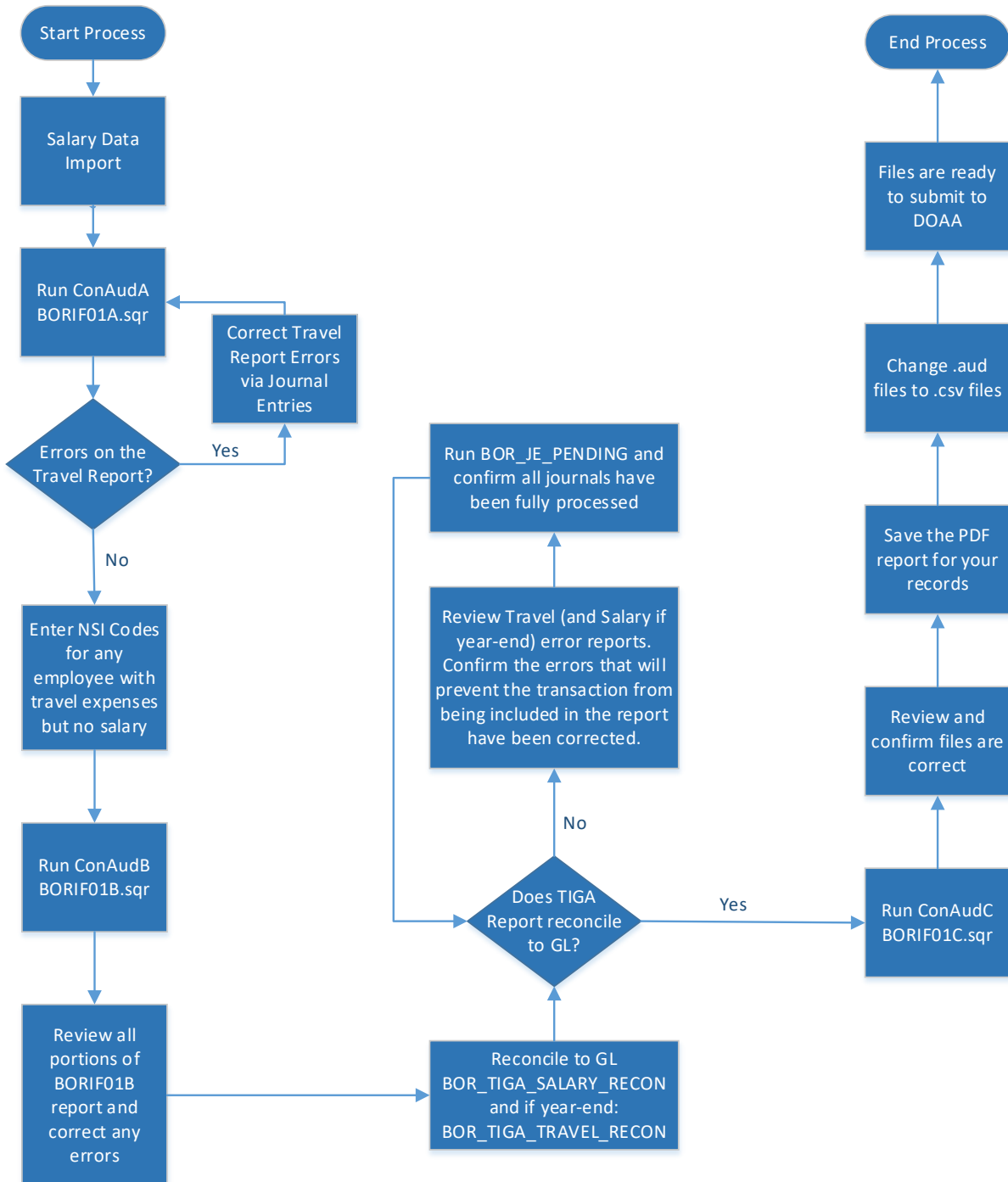
4. All journal lines included in entered journals are summarized by account number and funding source. The query automatically excludes the P-Card clearing account 139100 as part of standard exclusions, but if an institution uses another account as a clearing account, **users** need to exclude that account 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:

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

- 
5. 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 [ITS Helpdesk](#) for questions or assistance.

## APPENDIX A: TIGA SALARY AND TRAVEL REPORTING PROCESS FLOW



## APPENDIX B: TIGA VENDOR OBLIGATION/PAYMENT REPORTING PROCESS FLOW

