UNIVERSITY SYSTEM OF GEORGIA
Information Technology Services

TIGA Reporting User Guide
PeopleSoft Financials v9.2

Georgia*FIRST* Financials

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TABLE OF CONTENTS

SECTION 1: INTRODUCTION TO DOAA/TIGA REPORTING

The Transparency in Government Act (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 Open Georgia 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 by the DOAA, they will be located here.

SECURITY ROLE

The security role BOR_GL_TIGA_PROCESSING provides access to BOR Payroll for TIGA and BOR DOAA Reporting/TIGA menu items. This role is assigned by the institution's Security Administrator.

IMPORTANT DATES

For TIGA reporting due dates, refer to the DOAA website and the Year-End Workshop presentation located on the Georgia*FIRST* Financials website under Chart of Accounts and Fiscal Year-End section.

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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;
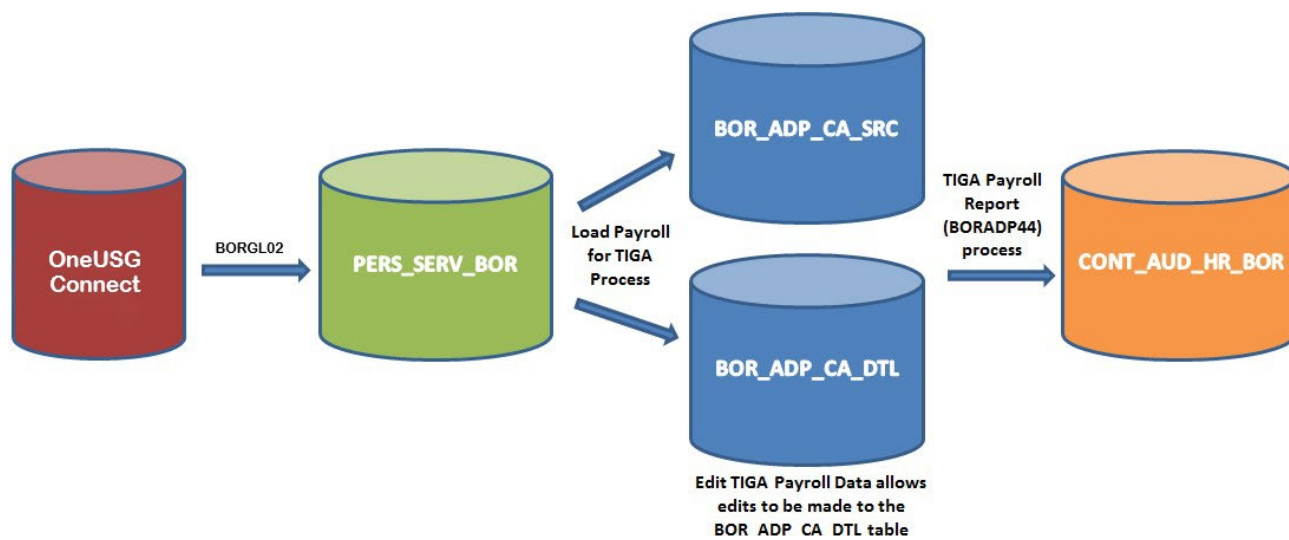- 561400;
- 561425;
- 561500;
- 566000 to 569999.

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.*

Institutions can run the TIGA process described above as often as they wish to balance 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, adding affiliated amounts, or deleting employee earnings entirely to remove them from the temporary table.

- Once all updates are made and salary data is reconciled to the General Ledger (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.

- Note: 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 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

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LOADING SALARY DATA

This section details how salary data required for TIGA reporting loads for Georgia*FIRST* Financials institutions using PeopleSoft Financials. PeopleSoft Financials automatically creates data for the current fiscal year for TIGA reporting, and this section describes required steps in this process.
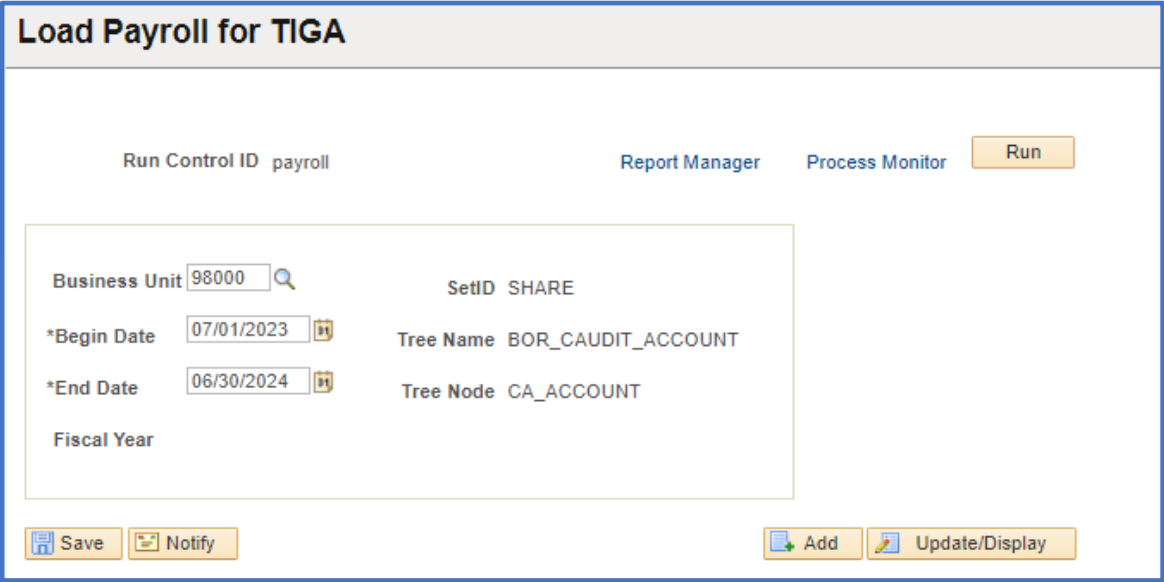
Step 1: Load Payroll Data for TIGA
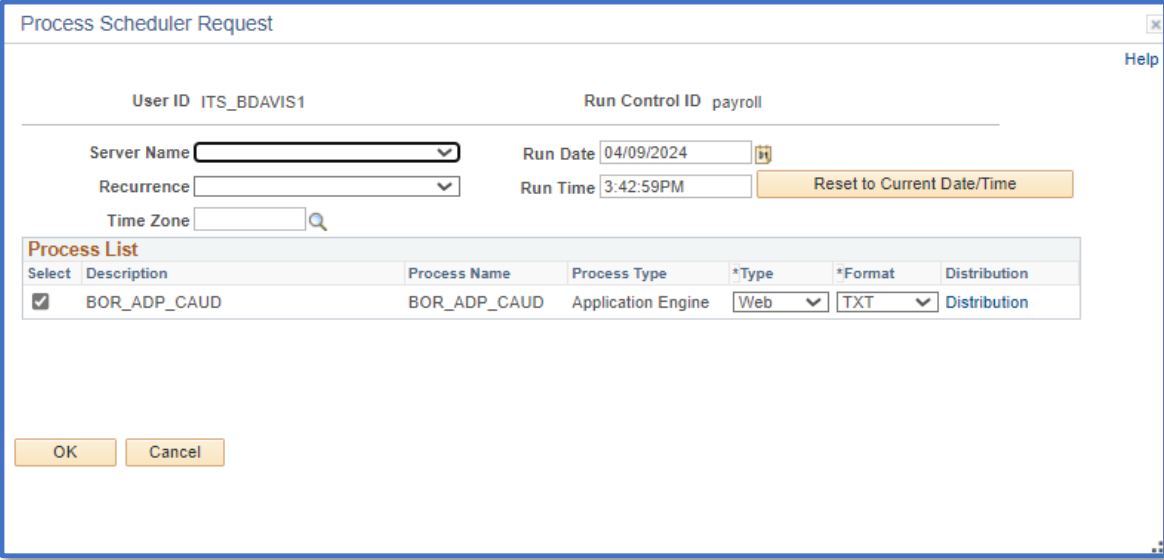
The Load Payroll for TIGA process loads temporary tables (BOR_ADP_CA_DTL and BOR_ADP_CA_SRC) with data from PERS_SERV_BOR that meets the TIGA earnings account number criteria as well as the *Company* and *Begin Date/End Date* range specified on the parameters page.

Key Information:
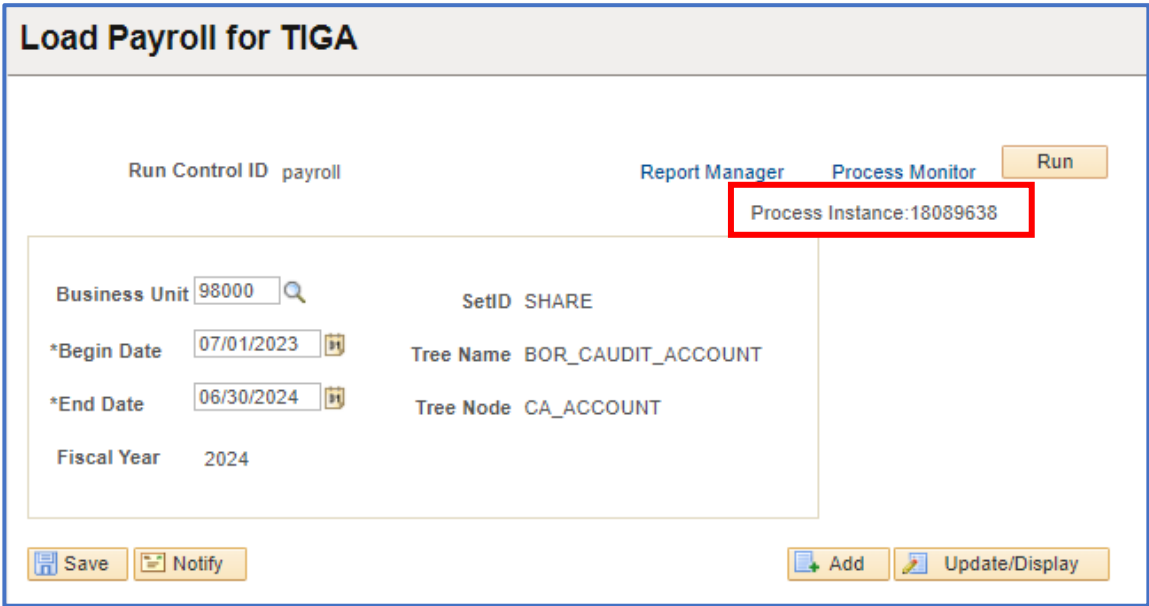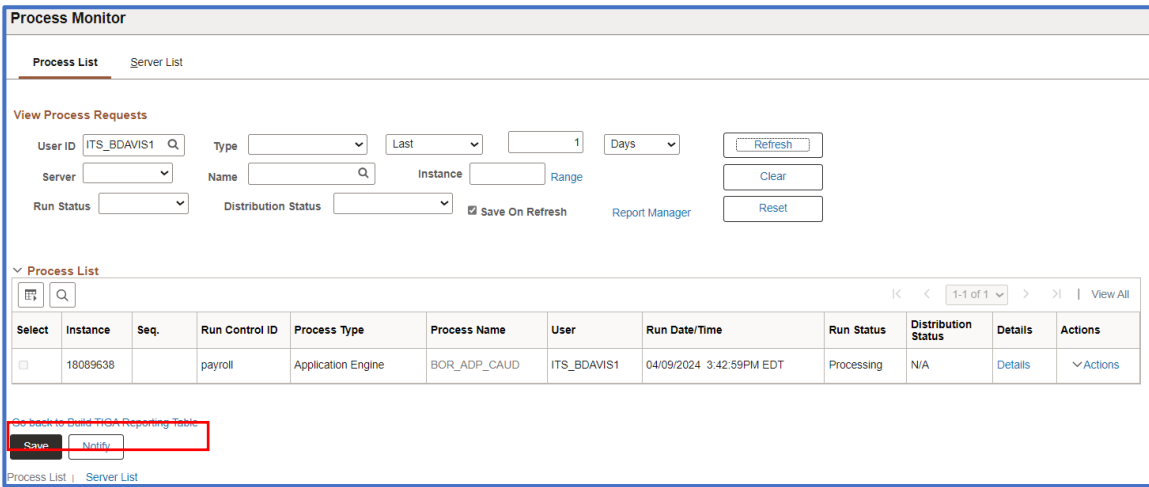
- Run the Load CA table process for annual reporting after all payrolls run and confirm

- 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.

Below are step by step instructions on how to load Payroll data for TIGA.

Step	Action
1.	Click the **NavBar** icon
2.	Click the **Menu** icon.
3.	Click the **BOR Menus** link.
4.	Click the **BOR Payroll** link.
5.	Click the **BOR Payroll Processing** link.
6.	Click the **BOR Payroll for TIGA** link.
7.	Click the **Load Payroll for TIGA** link.
8.	Search for an existing **Run Control** or add a new Run Control if you do not already have one for this process.

Step	Action
9.	Verify the system populates the correct Fiscal Year depending on beginning and end dates. **Load Payroll for TIGA** Run Control ID payroll Report Manager Process Monitor **Run** Business Unit 98000 SetID SHARE *Begin Date 07/01/2023 Tree Name BOR_CAUDIT_ACCOUNT *End Date 06/30/2024 Tree Node CA_ACCOUNT Fiscal Year Save Notify Add Update/Display
10.	Click the **Run** button.
11.	The system takes users to the Process Scheduler. Click **OK**. Process Scheduler Request Help User ID ITS_BDAVIS1 Run Control ID payroll Server Name _____ Run Date 04/09/2024 Recurrence _____ Run Time 3:42:59PM Reset to Current Date/Time Time Zone _____ **Process List** Select Description Process Name Process Type *Type *Format Distribution ☑ BOR_ADP_CAUD BOR_ADP_CAUD Application Engine Web TXT Distribution OK Cancel

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Step	Action
12.	The system returns users to the Load Payroll for TIGA screen. Verify a Process Instance number appears under the **Process Monitor** link as listed below.

13.	Click the **Process Monitor** link to see the status of a request.
14.	Verify the job ran to Success and Posted. Click the **Go back to Build TIGA Reporting Table** link.

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Step 2: 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: Load Payroll Data for TIGA. Details contained in PERS_SERV_BOR should be reconciled with TIGA Payroll Data. Necessary edits should be entered only at fiscal year-end, as the system overwrites edited entries when the Load process is run quarterly.

Below are step by step instructions on how to edit TIGA Payroll Data

Step	Action
1.	Click the **NavBar** icon
2.	Click the **Menu** icon.
3.	Click the **BOR Menus** link.
4.	Click the **BOR Payroll** link.
5.	Click the **BOR Payroll Processing** link.
6.	Click the **BOR Payroll for TIGA** link.
7.	Click the **Edit TIGA Payroll Data** link.
8.	Enter or search for the employee to edit. An employee can be added by selecting the Add a New Value tab. ***Note***: *If the EMPLID of the employee being edited or added does not appear in the search results, please submit a ticket to the Support team.*

Step	Action
9.	Users can edit the following fields: • **Social Security #**: The DOAA does not accept SSNs beginning with 999. 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. • **Affiliated Amt**: The **Affiliated Amount** field can be used to record a portion of salary that was paid by an affiliate, such as a foundation. Hover over the **Affiliated Amount** field for an example of when/how to enter an affiliated amount. • **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. *Current Fiscal Year displays on this panel.* **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: Run TIGA Payroll Queries

These two queries return results from 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 Step 1: Load Payroll Data for TIGA through Step 3: Run TIGA Payroll Queries as often as necessary to balance Salary data with General Ledger data.

Below are step by step instructions on how to run the TIGA Payroll queries.

Step	Action
1.	To run the Payroll Detail Query, click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **BOR Menus** link.
4.	Click the **BOR Payroll** link.
5.	Click the **BOR Payroll Processing** link.
6.	Click the **BOR Payroll for TIGA** link.
7.	Click the **TIGA Payroll Detail** link.
8.	Run the TIGA Payroll Detail query. The TIGA Payroll Detail query returns EMPLID, Account, Entity Code, Group, Job Family, SSN, First Name, Last Name, Middle Name, Suffix, Total Salary and Affiliated Amount.
9.	To run the Payroll Summary Query, click the **NavBar** icon.
10.	Click the **Navigator** icon.
11.	Click the **BOR Menus** link.
12.	Click the **BOR Payroll** link.
13.	Click the **BOR Payroll Processing** link.
14.	Click the **BOR Payroll for TIGA** link.
15.	Click the **TIGA Payroll Summary** link.
16.	Run the TIGA Payroll Summary query. This query returns Account, Sum Total Salary and Sum Affiliated Amount.

Step 4: Run TIGA Payroll Modifications Query

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 details 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.

Note: Affiliated Amounts entered on the Edit TIGA Payroll Data page will NOT appear on the TIGA Payroll Modifications query.

Below are step by step instructions on how to run the TIGA Payroll Modifications query:

Step	Action
1.	Click the **NavBar** icon
2.	Click the **Menu** icon.
3.	Click the **BOR Menus** link.
4.	Click the **BOR Payroll** link.
5.	Click the **BOR Payroll Processing** link.
6.	Click the **BOR Payroll for TIGA** link.
7.	Click the **TIGA Payroll Modifications** link.
8.	Run the TIGA Payroll Modifications query.

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Step 5: Run TIGA Payroll Report
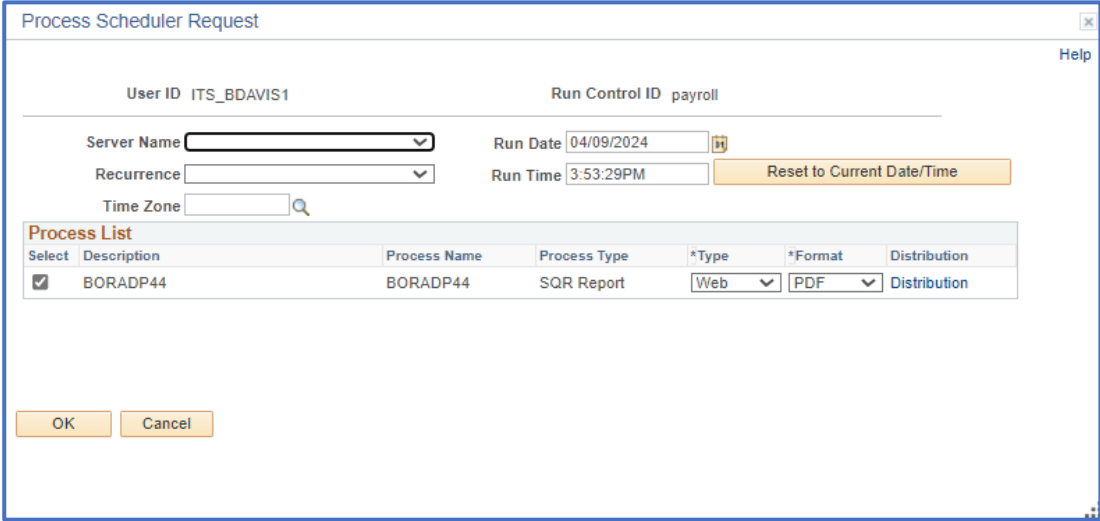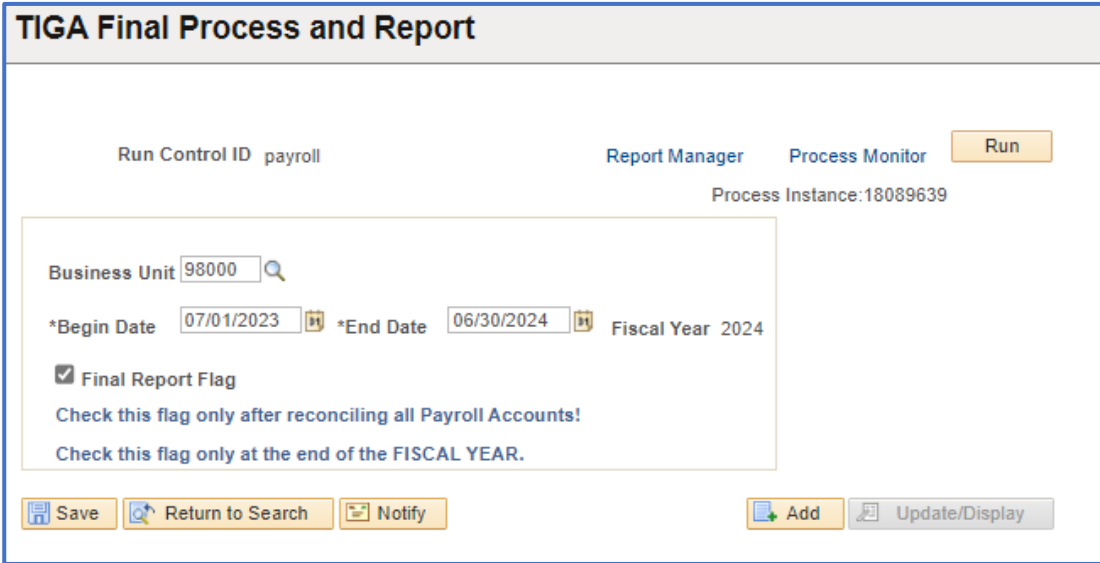
Key Information:

- The Begin Date and End Date fields should match the dates used when running the Load Payroll for TIGA process detailed in Step 1: Load Payroll Data for TIGA. 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.

Below are step by step instructions on how to run the TIGA Payroll Report query.

Step	Action
1.	Click the **NavBar** icon
2.	Click the **Menu** icon.
3.	Click the **BOR Menus** link.
4.	Click the **BOR Payroll** link.
5.	Click the **BOR Payroll Processing** link.
6.	Click the **BOR Payroll for TIGA** link.
7.	Click the **TIGA Final Process and Report** link.
8.	Enter or search for a Run Control ID.

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Step	Action
9.	Once users reconcile the annual TIGA salary file to the General Ledger, check the **Final Report Flag** box as shown in red below.

TIGA Final Process and Report

Run Control ID payroll   Report Manager   Process Monitor   [Run]

Business Unit 98000

*Begin Date 07/01/2023   *End Date 06/30/2024   Fiscal Year 2024

☑ Final Report Flag

Check this flag only after reconciling all Payroll Accounts!

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

[Save]   [Return to Search]   [Notify]   [Add]   [Update/Display]

Checking this box performs several functions:

- Makes the TIGA salary data on the CONT_AUD_HR_BOR table permanent. This allows the information to 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 was checked in error, please submit a ticket to the Support team.

Step	Action
10.	Click the **Run** button. The system navigates to the Process Scheduler page.

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Step	Action
11.	Click **OK** to process this request. **Process Scheduler Request** Help User ID ITS_BDAVIS1 Run Control ID payroll Server Name [▾] Run Date 04/09/2024 Recurrence [▾] Run Time 3:53:29PM [Reset to Current Date/Time] Time Zone [🔍] **Process List** | Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	BORADP44	BORADP44	SQR Report	Web ▾	PDF ▾	Distribution	 [OK] [Cancel]
12.	The system returns users to the TIGA Payroll Report screen where users see a Process Instance Number appear under the Process Monitor link as shown below. **TIGA Final Process and Report** Run Control ID payroll Report Manager Process Monitor [Run] Process Instance:18089639 Business Unit 98000 🔍 *Begin Date 07/01/2023 *End Date 06/30/2024 Fiscal Year 2024 ☑ Final Report Flag Check this flag only after reconciling all Payroll Accounts! Check this flag only at the end of the FISCAL YEAR. [💾 Save] [🔍 Return to Search] [📧 Notify] [➕ Add] [🔁 Update/Display]
13.	Click the **Process Monitor** link to see the status of a request.
14.	Once the Process runs to Success and is Posted, click **Details**.
15.	Click the **View Log/Trace** link.

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Step	Action
16.	The system produces three file formats – .txt, .csv, and .pdf which can be saved for reconciliation back up documentation.

View Log/Trace

Report

Report ID 16845816   Process Instance 18089639   Message Log

Name BORADP44   Process Type SQR Report

Run Status Success

BORADP44

Distribution Details

Distribution Node DNODE   Expiration Date 07/08/2024

File List

Name	File Size (bytes)	Datetime Created
BORADP44_98000.csv	39,699	04/09/2024 3:55:04.638467PM EDT
BORADP44_98000.txt	161,130	04/09/2024 3:55:04.638467PM EDT
SQR_BORADP44_18089639.log	1,906	04/09/2024 3:55:04.638467PM EDT
boradp44_18089639.PDF	40,814	04/09/2024 3:55:04.638467PM EDT
boradp44_18089639.out	13,482	04/09/2024 3:55:04.638467PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	ITS_BDAVIS1

Return

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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
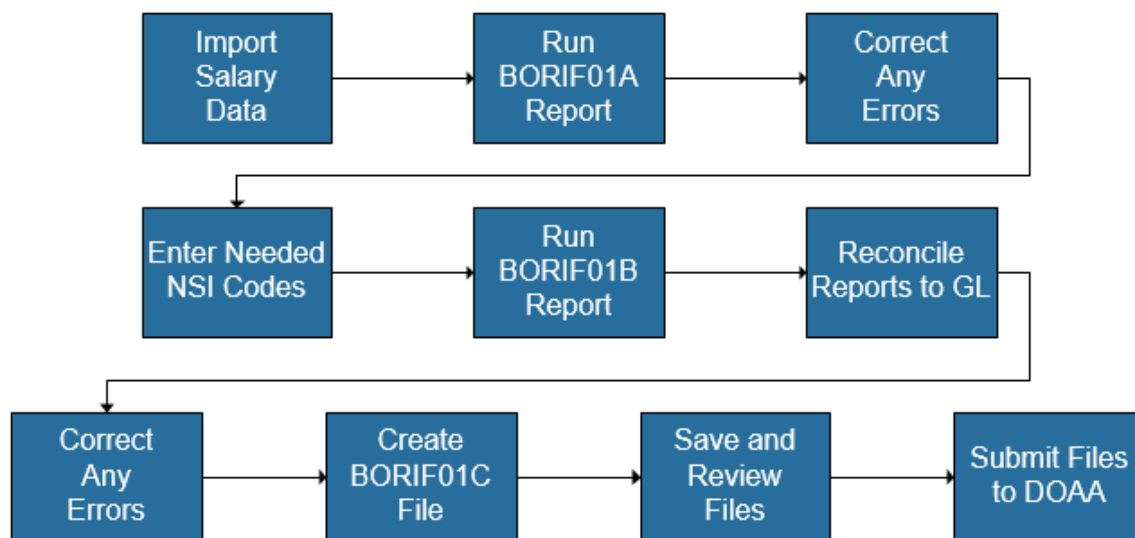
Figure 1 Process Summary for Salaries & Travel

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

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

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
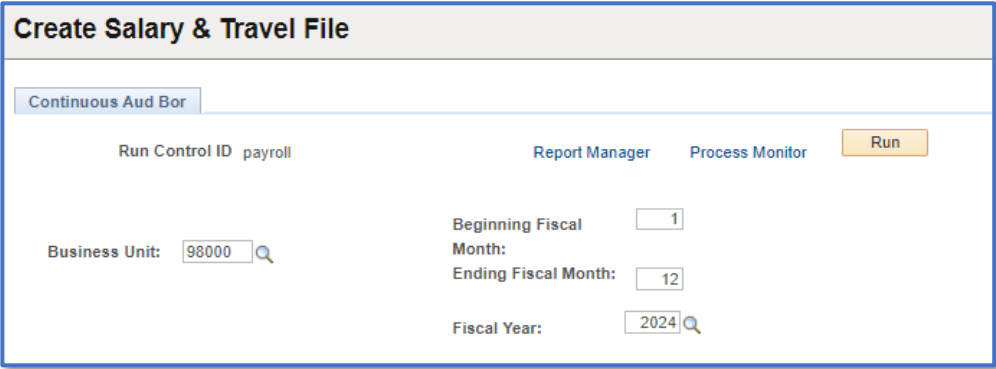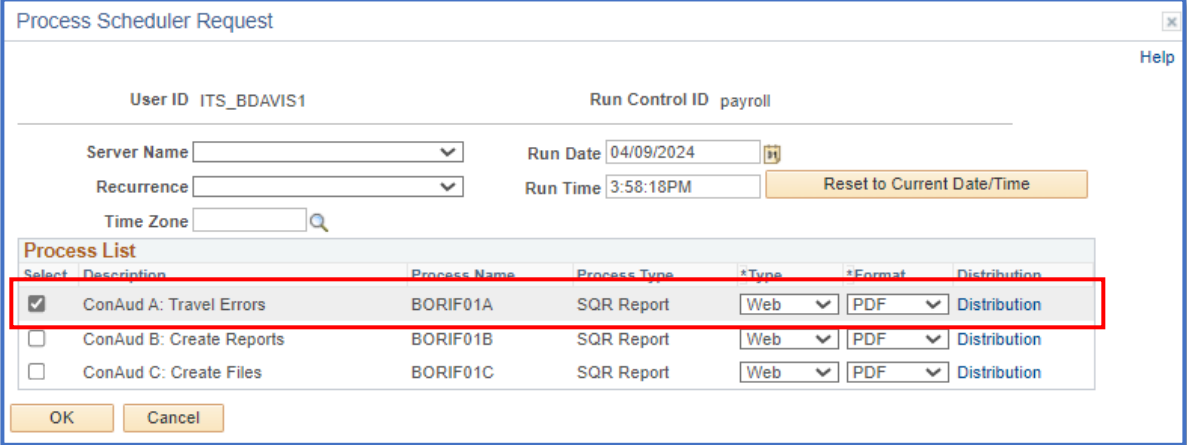
Below are step by step instructions on how to run the TIGA Travel Errors Report.

Step	Action
1.	Click the **NavBar** icon
2.	Click the **Menu** icon.
3.	Click the **BOR Menus** link.
4.	Click the **BOR General Ledger** link.
5.	Click the **BOR GL Interfaces** link.
6.	Click the **BOR DOAA Reporting** link.
7.	Click the **TIGA Salary & Travel** link.
8.	Click the **Create Salary & Travel File** link.
9.	Search for an existing Run Control or add a new Run Control if you do not already one for this process.
10.	Enter **Business Unit**, **Beginning Fiscal Month** and **Ending Fiscal Month**. Fiscal Year should be the current Fiscal Year.
11.	Click the **Run** button.

Step	Action
12.	Select **ConAud A: Travel Errors** on the Process Scheduler and then click **OK**. The system navigates back to the Run Control Page.
13.	The system returns users to the run control page. Verify the system generated a Process Instance and then select the **Process Monitor** link 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 **borif01a_######.PDF** link to view the report.

Step	Action
14.	Select the **borif01a_#######.PDF** link to view the report.

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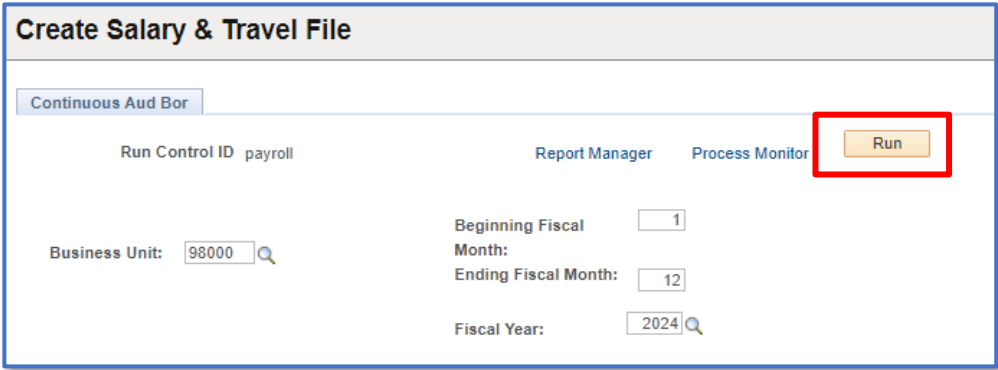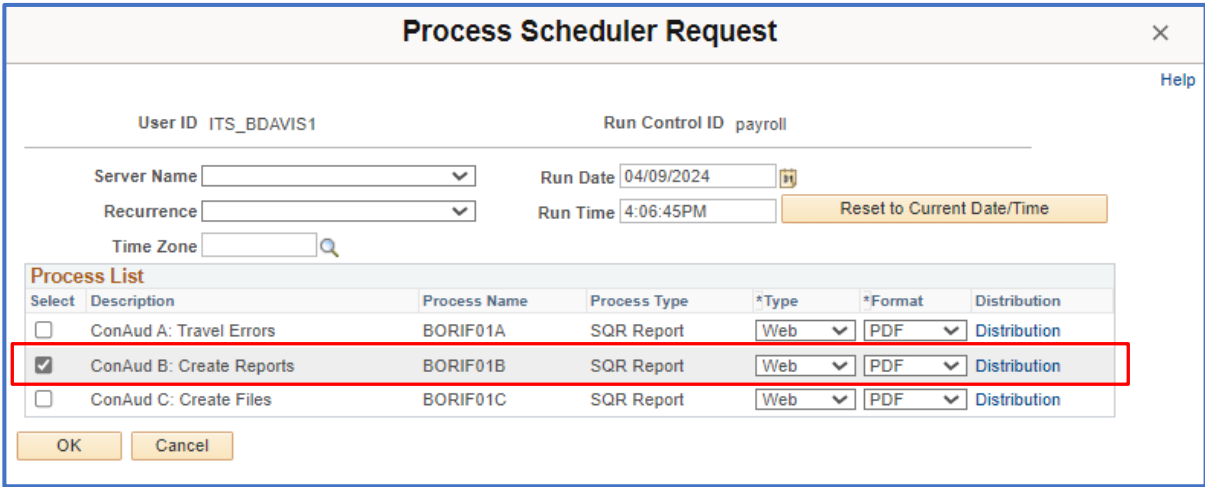| Step	Action
15.	The resulting PDF Travel Error Report shows journal lines with one of the following conditions: • Error Type 1: Open Item Key is missing/blank • Error Type 2: Open Item Key cannot be found in the Employee tables Depending on the cause of the error, journal corrections may be needed. 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 isin Financials. Corrections for both Error Type 1 and 2 may be made using the Open Item Maintenance Page. (Navigation: **General Ledger > Open Items > Maintenance**)

```
======================================================================================
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
```

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

Note: The Salary Portion is not included in this totals report if *Step 5: Run TIGA Payroll Report* did not successfully run.

Below are step by step instructions on how to run the TIGA Totals Reports.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu i**con.
3.	Click the **BOR Menus** link.
4.	Click the **BOR General Ledger** link.
5.	Click the **BOR GL Interfaces** link.
6.	Click the **DOAA Reporting** link.
7.	Click the **TIGA Salary & Travel** link.
8.	Click the **Create Salary & Travel File** link.
9.	Enter the Run Control ID from the previous step. The Business Unit ID, Beginning Fiscal Month and Ending Fiscal Month should already be populated. The Fiscal Year is the Current Fiscal year. **Create Salary & Travel File** Continuous Aud Bor Run Control ID payroll Report Manager Process Monitor [Run] Business Unit: 98000 Beginning Fiscal Month: 1 Ending Fiscal Month: 12 Fiscal Year: 2024
10.	Click the **Run** button.

Step	Action
11.	Select **ConAud B: Create Reports** on the Process Scheduler and click **OK**.
12.	The system returns users to the run control page. Verify the system generated a Process Instance and then select the **Process Monitor** link 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.*

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Step	Action
13.	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-endbut can be done on a quarterly basis if needed. 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: Enter Continuous Audit NSI Code(s).

REPORT OF SALARY AND TRAVEL FOR CONTINUOUS AUDIT

Begin Date: 01-JUL-2020   End Date: 30-APR-2021   Run Parameters: Fiscal year: 2021 Begining Period: 1 Ending Period: 10

Entity Code	Employee S.S. Number	Emplid	Last Name	First Name	Middle Initial or Middle Name	Suffix	BCAT Code	Total Salary Affiliated Amt	Total Travel Amount	
539		0061276	NORTON	WILLIAM	I	JR	201X	46,056.58 0.00	0.00	
539		0345866	TAYLOR	CAROL	MORGAN		932R	216.00 0.00	0.00	
539		0299297	WELLS	PAMELA	CHRISTINE		201X	14,448.22 0.00	0.00	
539		0039713	SKIDMORE-HESS	CATHY			201X	18,716.21 0.00	0.00	
539		0352457	SARGENT	ELIZABETH	C.		204X	10,000.00 0.00	0.00	
539		0278265	LAVENDER	KEVIN	ROBERT		634D	7,436.79 0.00	0.00	
539		2105521	HURLEY	CAITLIN	MARY	WEST	905X	1,550.00 0.00	0.00	*
539		4006960	RANSOM	TAILER	GEOFFREY		922W	7,600.00 0.00	0.00	
539		2121831	WILLIAMS	COOPER	ALLEN		900X	120.00 0.00	0.00	*
539		1010938	SAMBO-MAHEKEYA	MICHAELA	NYASHA		900X	137.70 0.00	0.00	*
539		0299294	SULLIVAN	KELLY	LYNN		201X	23,464.02 0.00	0.00	
539		0039717	BAKER	RENAE	MICHELLE		400X	10,663.02 0.00	0.00	
539		0054328	BOTNARU	DIANA	TUDOR		200X	16,135.70 0.00	0.00	
539		1002801	BURKE	KIMBERLY			932F	4,880.00 0.00	0.00	
539		4003868	DUFFY	EMILEE	JOY		410X	7,956.52 0.00	0.00	
539		0061284	MICHAUD	ANDREW		JR	472X	14,799.00	0.00	

Report ID: BORIF01B Date: 05/19/2021 @ 11:54:13 DB=FPRE   Version#: 5.66   Page: 1
* Denotes Student.

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

```
                                              CONTINUOUS AUDIT REPORT




STATE AUDIT REPORTING - PROOF TOTALS SUMMARY

Institution Code:   539
Report Period Begin Date:    01-JUL-2020
Report Period End Date:      30-APR-2021

Report of Salary and Travel for Continuous Audit
Salary Total:                43,896,373.42
Affild Total:                         0.00
Travel Total:                         0.00
```

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

Navigation: Reporting Tools > Query > Query Manager.

- 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:
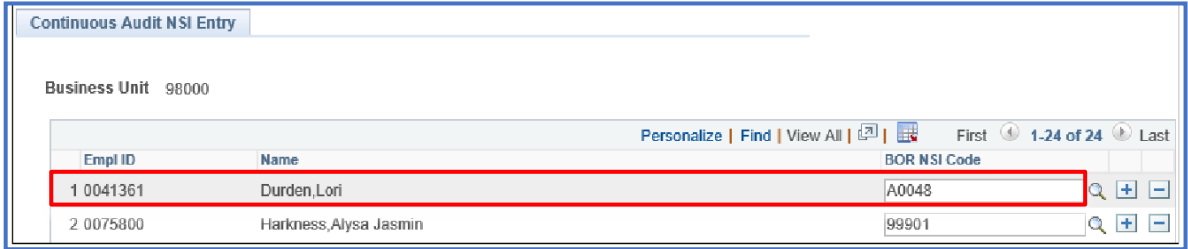
- Review the Travel Error Report and confirm errors which would prevent the transaction from being included in the report were corrected.

- 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: Enter Continuous Audit NSI Code(s)

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

Below are step by step instructions on how to enter NSI codes.

Step	Action
1.	Click the **NavBar** icon
2.	Click the **Menu** icon.
3.	Click the **BOR Menus** link.
4.	Click the **BOR General Ledger** link.
5.	Click the **BOR GL Interfaces** link.
6.	Click the **DOAA Reporting** link.
7.	Click the **TIGA Salary & Travel** link.
8.	Click the **NSI Code Entry** link.
9.	Select the **Business Unit**.
10.	Click **Search**.
11.	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
12.	Add or edit rows as needed.
13.	Click **Save**.

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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.

Note: "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

Begin Date: 01-JUL-2020   End Date: 30-APR-2021   Run Parameters: Fiscal year: 2021 Begining Period: 1 Ending Period: 10

Entity Code	Employee S.S. Number	Emplid	Last Name	First Name	Middle Initial or Middle Name	Suffix	BCAT Code	Total Salary Affiliated Amt	Total Travel Amount	
539		0061276	NORTON	WILLIAM	I	JR	201X	46,056.58	0.00	
								0.00		
539		0345866	TAYLOR	CAROL	MORGAN		932R	216.00	0.00	
								0.00		
539		0299297	WELLS	PAMELA	CHRISTINE		201X	14,448.22	0.00	
								0.00		
539		0039713	SKIDMORE-HESS	CATHY			201X	18,716.21	0.00	
								0.00		
539		0352457	SARGENT	ELIZABETH	C.		204X	10,000.00	0.00	
								0.00		
539		0278265	LAVENDER	KEVIN	ROBERT		634D	7,436.79	0.00	
								0.00		
539		2105521	HURLEY	CAITLIN	MARY	WEST	905X	1,550.00	0.00	*
								0.00		
539		4006960	RANSOM	TAILER	GEOFFREY		922W	7,600.00	0.00	
								0.00		
539		2121831	WILLIAMS	COOPER	ALLEN		900X	120.00	0.00	*
								0.00		
539		1010938	SAMBO-MAHEKEYA	MICHAELA	NYASHA		900X	137.70	0.00	*
								0.00		
539		0299294	SULLIVAN	KELLY	LYNN		201X	23,464.02	0.00	
								0.00		
539		0039717	BAKER	RENAE	MICHELLE		400X	10,663.02	0.00	
								0.00		
539		0054328	BOTNARU	DIANA	TUDOR		200X	16,135.70	0.00	
								0.00		
539		1002801	BURKE	KIMBERLY			932F	4,880.00	0.00	
								0.00		
539		4003868	DUFFY	EMILEE	JOY		410X	7,956.52	0.00	
								0.00		
539		0061284	MICHAUD	ANDREW		JR	472X	14,799.00	0.00	

Report ID: BORIF01B Date: 05/19/2021 @ 11:54:13 DB=FPRE   Version#: 5.66   Page: 1
* Denotes Student.

Review reports. Any students on the report are noted with an asterisk.
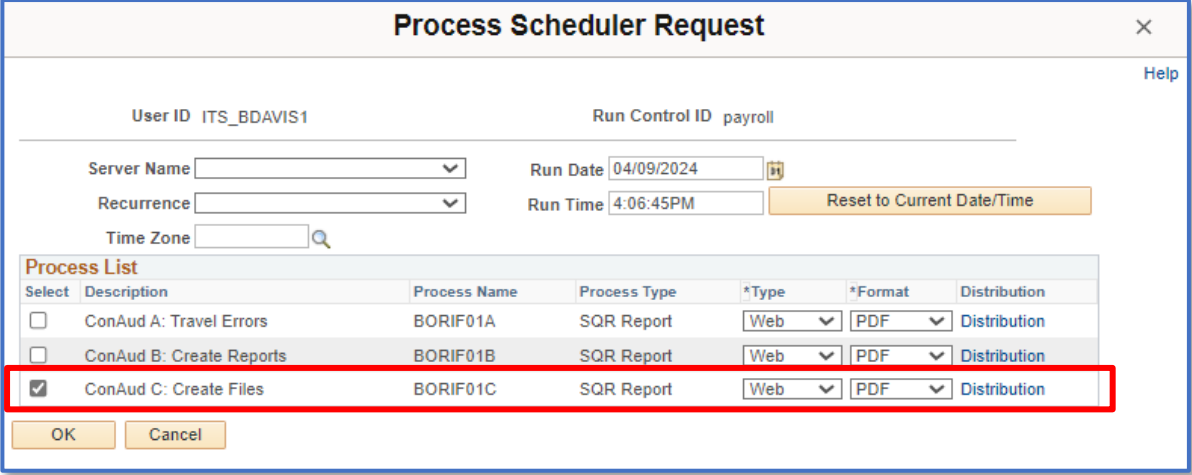
Review Salary and Travel Totals Report and confirm only employees appear (no third party Suppliers).

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.

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Step 5: Create the Continuous Audit File (BORIF01C.sqr)

Below are step by step instructions on how to create the Continuous Audit File.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **BOR Menus** link.
4.	Click the **BOR General Ledger** link.
5.	Click the **BOR GL Interfaces** link.
6.	Click the **DOAA Reporting** link.
7.	Click the **TIGA Salary & Travel** link.
8.	Click the **Create Salary & Travel File** link.
9.	Enter the same Run Control ID. Verify the Business Unit ID and other parameters populate correctly. Fiscal Year should be the current Fiscal Year.
10.	Click the **Run** button.

Create Salary & Travel File

Continuous Aud Bor

Run Control ID payroll   Report Manager   Process Monitor   Run

Business Unit: 98000   Beginning Fiscal   1
                                 Month:
                                 Ending Fiscal Month: 12

                                 Fiscal Year: 2024

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Step	Action
11.	Select **ConAud C: Create Files** on the Process Scheduler and click **OK.** **Process Scheduler Request** ✕ Help User ID ITS_BDAVIS1 Run Control ID payroll Server Name [▼] Run Date 04/09/2024 [📅] Recurrence [▼] Run Time 4:06:45PM [Reset to Current Date/Time] Time Zone [🔍] **Process List** | Select	Description	Process Name	Process Type	*Type	*Format	Distribution
---	---	---	---	---	---	---
☐	ConAud A: Travel Errors	BORIF01A	SQR Report	Web ▼	PDF ▼	Distribution
☐	ConAud B: Create Reports	BORIF01B	SQR Report	Web ▼	PDF ▼	Distribution
☑	ConAud C: Create Files	BORIF01C	SQR Report	Web ▼	PDF ▼	Distribution	 [OK] [Cancel]
12.	The system returns users to the run control page. Verify the system generated a Process Instance and then select the **Process Monitor** link 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.
13.	Review the file and confirm totals agree with the Continuous Audit Totals Report. Students in the file are shown as "Student, Student" rather than by name.

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Step	Action
14.	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.   Click the **Save** button.

As noted previously, the file contains an additional middle column for Affiliated Amount.

```
472,             ,TODD,ROBERT,,,130D,28098.18,0.00,0.00
472,             ,WOODDELL,DONNA,J,,310D,20000.00,10000.00,0.00
472,             ,TRAVIS,REGINA,STEELE,,302X,26250.00,0.00,0.00
472,             ,SMITH,JASON,M,,462N,19427.49,0.00,0.00
472,             ,BATTLE,RICHARD,HOLT,,315N,4972.16,0.00,0.00
```

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.*

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SECTION 4: VENDOR PAYMENT/OBLIGATION

This section covers:

- BORIF37A: Vendor Obligation
- BORIF37B: Vendor Payments

PROCESS SUMMARY FOR VENDOR PAYMENT
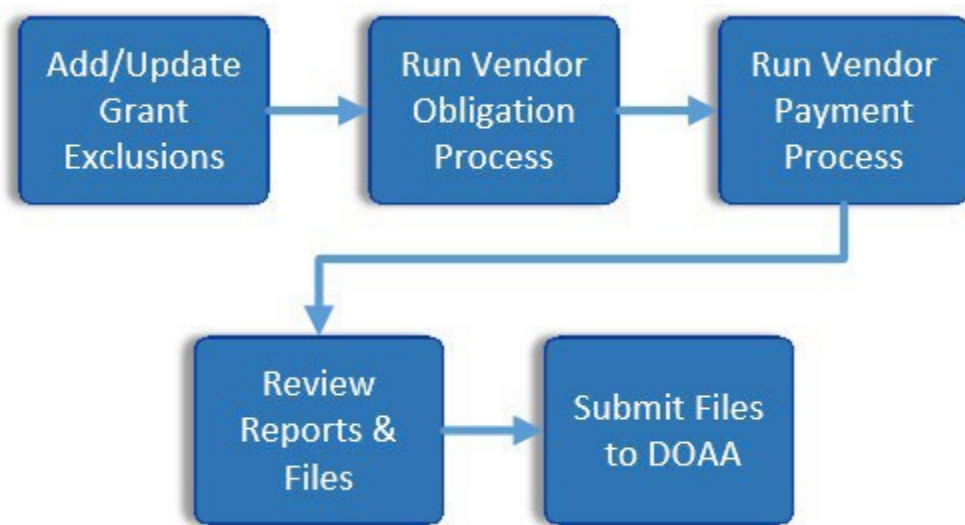
Key Information:
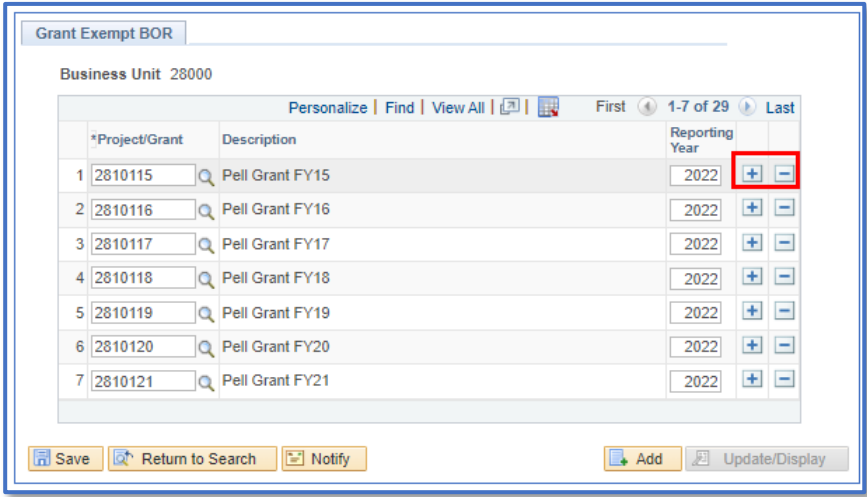
- The Vendor Obligation/Payment Report process creates two text files containing data for records to submit to DOAA using the instructions in Section 5: Submitting Files to the DOAA.

- 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.

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Step 1: Identify Grants to be Excluded from TIGA Report
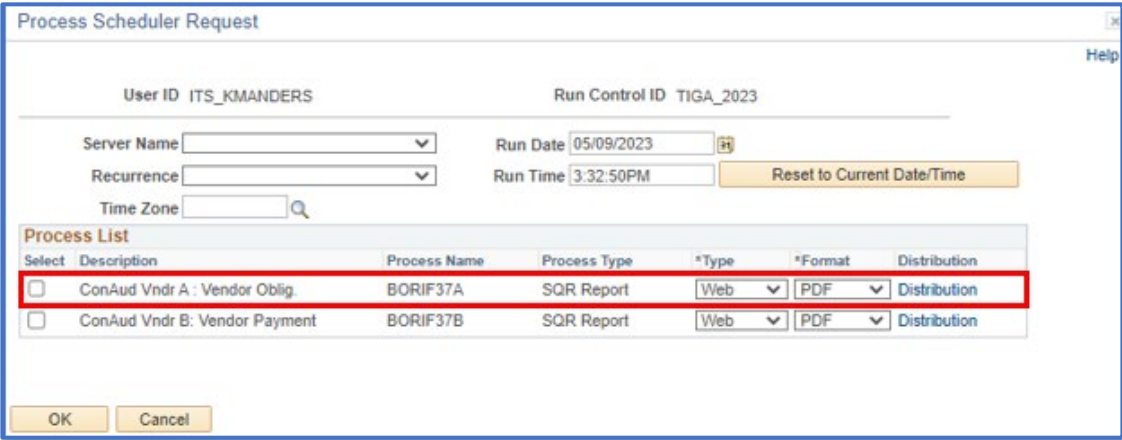
Some grants, such as medical-related grants, are typically excluded from TIGA reporting due to HIPAA guidelines. Contact the Grants Manager at the institution to identify grants that should be excluded from the TIGA report before beginning this process. Also, users need to update this page each fiscal year.

Below are step by step instructions on how to identify grants that should be excluded from the TIGA report.

Step	Action
1.	Click the **Navigator** icon.
2.	Click **Menu** icon**.**
3.	Click the **BOR Menus** link.
4.	Click the **BOR General Ledger** link.
5.	Click the **BOR GL Interfaces** link.
6.	Click the **DOAA Reporting** link.
7.	Click the **TIGA Vendor Obligation/Payment** link.
8.	Click the **Add/Update Grant Exclusion** link.
9.	Enter the Business Unit.
10.	Review the list and add or edit as needed. Grant Exempt BOR Business Unit 28000 Personalize | Find | View All | 🗗 | 🖩 First ◀ 1-7 of 29 ▶ Last *Project/Grant Description Reporting Year 1 2810115 🔍 Pell Grant FY15 2022 ➕ ➖ 2 2810116 🔍 Pell Grant FY16 2022 ➕ ➖ 3 2810117 🔍 Pell Grant FY17 2022 ➕ ➖ 4 2810118 🔍 Pell Grant FY18 2022 ➕ ➖ 5 2810119 🔍 Pell Grant FY19 2022 ➕ ➖ 6 2810120 🔍 Pell Grant FY20 2022 ➕ ➖ 7 2810121 🔍 Pell Grant FY21 2022 ➕ ➖ 💾 Save 🔍 Return to Search 📧 Notify ➕ Add 🗐 Update/Display
11.	Click the **Save** button.

Step 2: Run the Vendor Obligation Process
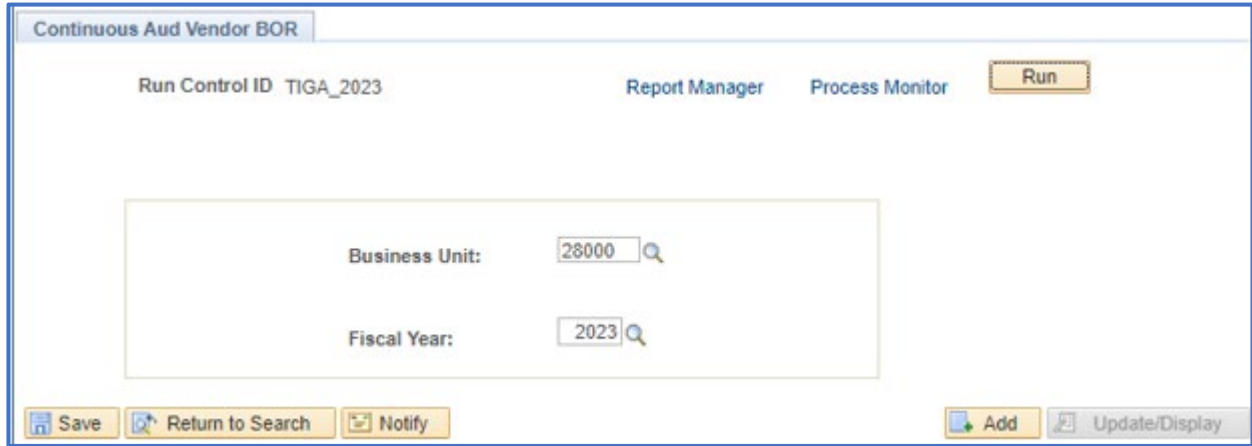
Run the Vendor Obligation process to produce a list of open encumbrances for the current reporting budget year, as of June 30.

Step	Action
1.	Click the **NavBar** icon
2.	Click the **Menu** icon**.**
3.	Click the **BOR Menus** link.
4.	Click the **BOR General Ledger** link.
5.	Click the **BOR GL Interfaces** link.
6.	Click the **DOAA Reporting** link.
7.	Click the **TIGA Vendor Obligation/Payment** link.
8.	Click the **Create Obligation/Payment File** link.
9.	Select the existing **TIGA Run Control ID**.
10.	Verify the Business Unit and Fiscal Year.
11.	Click the **Run** button.
12.	Select **ConAud Vndr A: Vendor Oblig**. from the Process List and click **OK**.

Step	Action
13.	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**.

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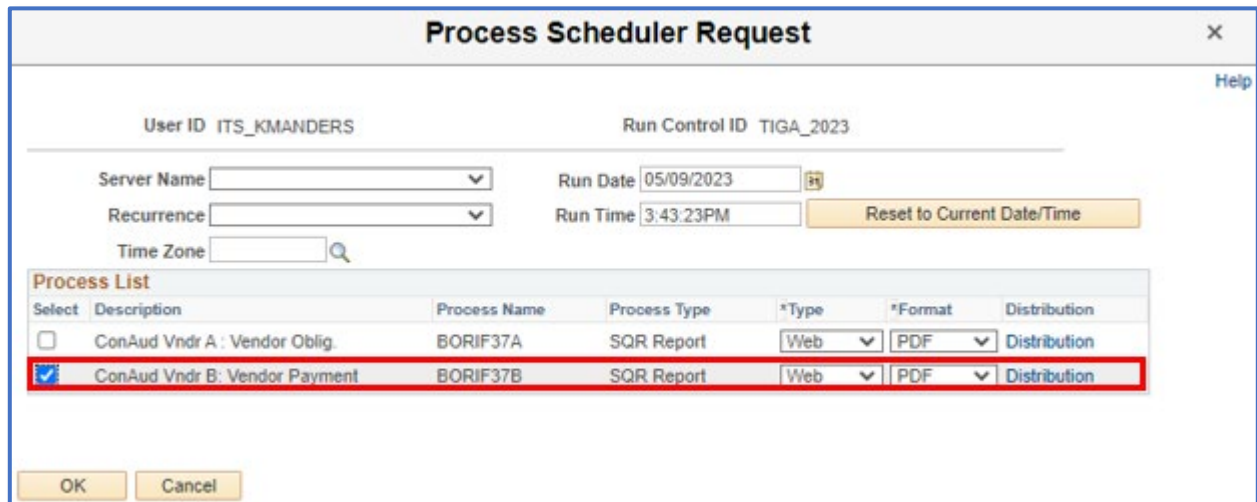
Step 3: Run the Vendor Payment Process

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

Continuous Aud Vendor BOR

Run Control ID TIGA_2023   Report Manager   Process Monitor   [Run]

Business Unit: 28000

Fiscal Year: 2023

[Save] [Return to Search] [Notify]   [Add] [Update/Display]

Select **ConAud Vndr B: Vendor Payment** from the Process List and click **OK**.

Process Scheduler Request   ✕

                                                                      Help

User ID ITS_KMANDERS   Run Control ID TIGA_2023

Server Name [▾]   Run Date 05/09/2023
Recurrence [▾]   Run Time 3:43:23PM   [Reset to Current Date/Time]
Time Zone [   ]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☐	ConAud Vndr A : Vendor Oblig.	BORIF37A	SQR Report	Web ▾	PDF ▾	Distribution
☑	ConAud Vndr B: Vendor Payment	BORIF37B	SQR Report	Web ▾	PDF ▾	Distribution

[OK] [Cancel]

*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.*

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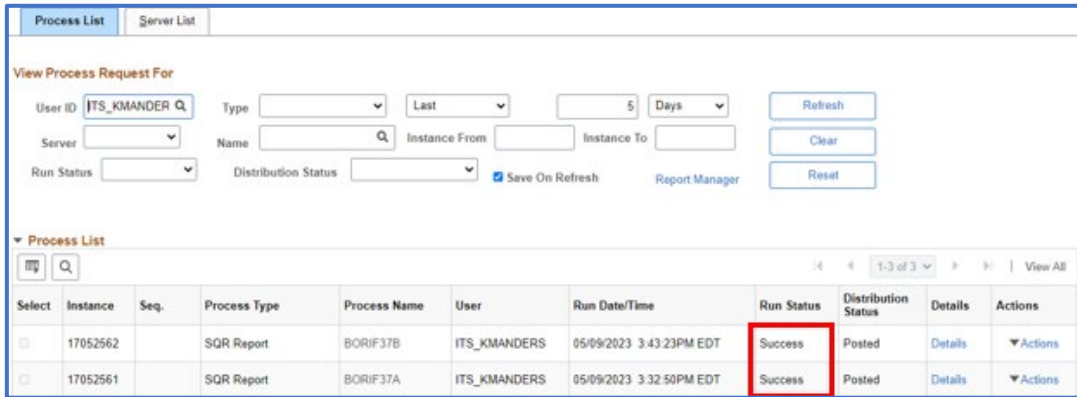
Step 4: Review the Reports and Save the Text Files for BORIF37A and BORIF37B

Make sure the Vendor TIN/ID column contains Supplier TIN and <u>not</u> 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."

Below are step by step instructions on how to review the Vendor Obligation Report:

Step	Action
1.	Navigate to the **Process Monitor** page and confirm both reports ran to Success.
2.	Select the **Details** link for the BORIF37A report.
3.	Select the **View Log/Trace** link.
4.	Locate and open the **borif37a_xxxxxxx.PDF** file.

5.	Review the Vendor Obligation Report and confirm grant information that should be excluded from the report is not included.
6.	Save the **borif37A_xxxxxxx.PDF** file for your records.
7.	After reviewing and saving the report, save the ".AUD" file as ".CSV" file:

File List

Name	File Size (bytes)	Datetime Created
528OBLIG23.AUD	27,336	05/09/2023 3:39:05.686574PM EDT
SQR_BORIF37A_17052561.log	1,874	05/09/2023 3:39:05.686574PM EDT
borif37a_17052561.PDF	11,703	05/09/2023 3:39:05.686574PM EDT
borif37a_17052561.out	232	05/09/2023 3:39:05.686574PM EDT

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

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Below are step by step instructions on how to review the Vendor Payment Report.

Step	Action
1.	Return to the Process List on the **Process Monitor** page.
2.	Select the **Details** link for the BORIF37B report.
3.	Select the **View Log/Trace** link.
4.	Locate and open the **borif37b_xxxxxxx.PDF** file.
5.	Verify the Vendor Payment Report does not include grants that should be excluded from reporting.
6.	Save the **borif37b_xxxxxxx.PDF** file for your records.
7.	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. Click **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 formatting of the file, which prevents the file from being accepted by the DOAA website.*

SECTION 5: SUBMITTING FILES TO THE DOAA

Refer to the FY2023 TIGA Submission Information document for instructions on submitting TIGA data files to DOAA once this information is distributed and announced. Georgia*FIRST* Financials users will receive an announcement when the document is available. Additionally, once this document is available it can be retrieved via the Georgia*FIRST* 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 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	2025	004567895	Name of Vendor 1	51,000.00	614026	FE
404	2025	123456789	Name of Vendor 2	25.55	614003	
404	2025	345227891	Name of Vendor 3	80,000.00	616001	
404	2025	568925678	Name of Vendor 4	10,102.45	651001	FE

To help compile this information, ITS created the query BOR_TIGA_JRNLS_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 run the BOR_TIGA_JRNLS_TO_REPORT query:

Step	Action
1.	Navigate to the **Query Manager**.
2.	Search for **BOR_TIGA_JRNLS_TO_REPORT**.
3.	Run the query and enter the **Business Unit, Fiscal Year**, and <u>up to</u> 12 journal IDs. **BOR_TIGA_JRNLS_TO_REPORT** Business Unit 28000 Fiscal Year 2023 Journal 1 0001055758 Journal 2 0001057313 Journal 3 0001057639 Journal 4 0001059004 Journal 5 0001067583
4.	Click **View Results**.

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5.	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 aclearing 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:

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

Row	Unit	Year	Sum Amount	Account	Funding Source
1	28000	2023	-544.730	124	
2	28000	2023	-4002.060	125	
3	28000	2023	544.730	127	
4	28000	2023	3583.330	539	
5	28000	2023	418.730	558	
6	28000	2023	0.000	781	FE
7	28000	2023	797183.800	921	
8	28000	2023	-797183.800	921	FE

6.	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 Support team for questions or assistance.

GEORGIAFIRST
FINANCIAL INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

APPENDIX A: TIGA SALARY AND TRAVEL REPORTING PROCESS FLOW

Start Process

Salary Data Import

Run ConAudA BORIF01A.sqr

Errors on the Travel Report?
— Yes → **Correct Travel Report Errors via Journal Entries** → (back to Run ConAudA BORIF01A.sqr)
— No ↓

Enter NSI Codes for any employee with travel expenses but no salary

Run ConAudB BORIF01B.sqr

Review all portions of BORIF01B report and correct any errors

Reconcile to GL BOR_TIGA_SALARY_RECON and if year-end: BOR_TIGA_TRAVEL_RECON

Does TIGA Report reconcile to GL?
— No → **Review Travel (and Salary if year-end) error reports. Confirm the errors that will prevent the transaction from being included in the report, are corrected.** → **Run BOR_JE_PENDING and confirm all journals have been fully processed** → (back to Reconcile to GL)
— Yes → **Run ConAudC BORIF01C.sqr**

Review and confirm files are correct

Save the PDF report for your records

Change .aud files to .csv files

Files are ready to submit to DOAA

End Process

APPENDIX B: TIGA VENDOR OBLIGATION/PAYMENT REPORTING PROCESS FLOW

```
                        Start Process
                              |
                              v
                      ┌───────────────┐
                      │  Do you need  │        No
                      │  to exclude   │──────────────┐
                      │ any grants?   │              │
                      └───────────────┘              │
                              │                      │
                             Yes                     │
                              v                      v
                   ┌──────────────────┐    ┌──────────────────┐
                   │  Exclude grants  │    │     BORIF37A     │
                   │   (each FY)      │──> │    Run Vendor    │
                   │  through Add/    │    │ Obligation process│
                   │  Update Grant    │    └──────────────────┘
                   │ Exclusion page   │              │
                   └──────────────────┘              v
                                        ┌──────────────────┐
                                        │     BORIF37B     │
                                        │    Run Vendor    │
                                        │  Payment process │
                                        └──────────────────┘
                                                  │
                                                  v
                                        ┌──────────────────┐
                                        │  Review files and│
                                        │    reports from  │
                                        │   BORIF37A and   │
                                        │     BORIF37B     │
                                        └──────────────────┘
                                                  │
                                                  v
                                        ┌──────────────────┐
                                        │ Save the PDF     │
                                        │ reports for your │
                                        │     records      │
                                        └──────────────────┘
                                                  │
                                                  v
                                        ┌──────────────────┐
                                        │ Change .aud files│
                                        │  to .csv files   │
                                        └──────────────────┘
                                                  │
                                                  v
                                        ┌──────────────────┐
                                        │  Submit Vendor   │
                                        │Obligation/Payment│
                                        │   Report files to│
                                        │  DOAA, along with│
                                        │TIGA Salary & Travel│
                                        └──────────────────┘
                                                  │
                                                  v
                                          End Process
```