



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 (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 GeorgiaFIRST Financials website under [Chart of Accounts and Fiscal Year-End](#) section.

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.*

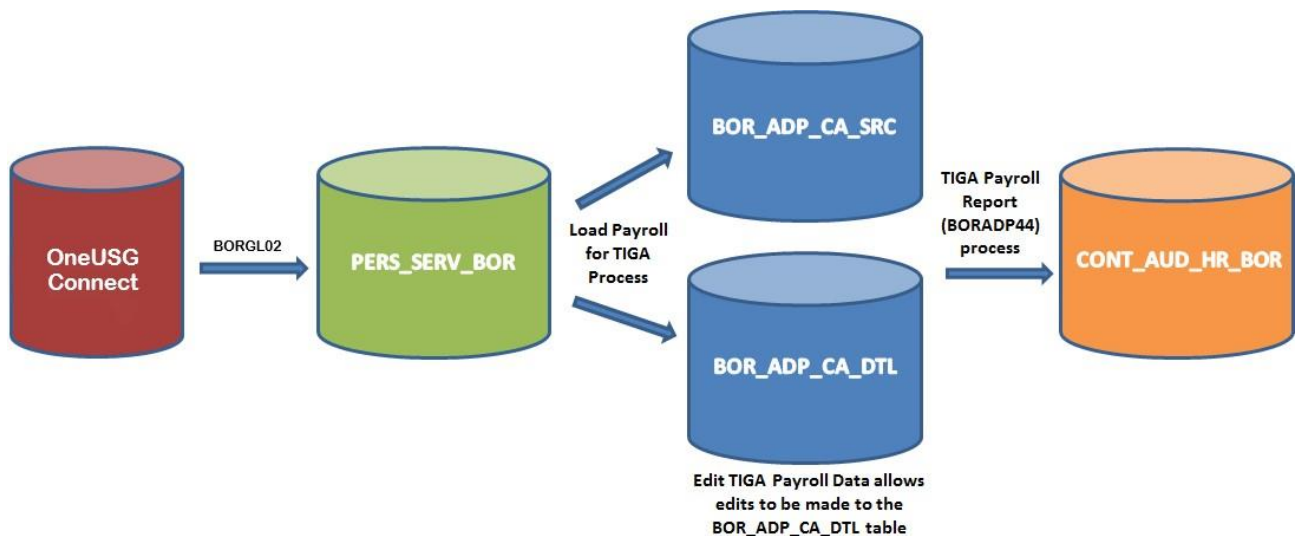
Institutions can run the TIGA process described above as often as they wish to balance salary and travel data. However, submission of the data file to DOAA is only done once at fiscal year-end.

- 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



LOADING SALARY DATA

This section details how salary data required for TIGA reporting loads for GeorgiaFIRST 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 TIGAar

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. <div data-bbox="289 296 1446 873" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <h3 style="margin: 0;">Load Payroll for TIGA</h3> <p style="text-align: center;">Run Control ID payroll Report Manager Process Monitor Run</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Business Unit <input type="text" value="98000"/> SetID SHARE</p> <p>*Begin Date <input type="text" value="07/01/2023"/> Tree Name BOR_CAUDIT_ACCOUNT</p> <p>*End Date <input type="text" value="06/30/2024"/> Tree Node CA_ACCOUNT</p> <p>Fiscal Year</p> </div> <p style="text-align: center;"> Save Notify Add Update/Display </p> </div> | | | | | | | | | | | | | | | | | | | | | |
| 10. | Click the Run button. | | | | | | | | | | | | | | | | | | | | | |
| 11. | The system takes users to the Process Scheduler. Click OK . <div data-bbox="289 1073 1446 1625" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <h3 style="margin: 0;">Process Scheduler Request</h3> <p style="text-align: center;">User ID ITS_BDAVIS1 Run Control ID payroll</p> <hr/> <p>Server Name <input type="text"/> Run Date <input type="text" value="04/09/2024"/></p> <p>Recurrence <input type="text"/> Run Time <input type="text" value="3:42:59PM"/> Reset to Current Date/Time</p> <p>Time Zone <input type="text"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7" style="text-align: left; padding: 2px;">Process List</th> </tr> <tr> <th style="text-align: left; padding: 2px;">Select</th> <th style="text-align: left; padding: 2px;">Description</th> <th style="text-align: left; padding: 2px;">Process Name</th> <th style="text-align: left; padding: 2px;">Process Type</th> <th style="text-align: left; padding: 2px;">*Type</th> <th style="text-align: left; padding: 2px;">*Format</th> <th style="text-align: left; padding: 2px;">Distribution</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 2px;"><input checked="" type="checkbox"/></td> <td style="padding: 2px;">BOR_ADP_CAUD</td> <td style="padding: 2px;">BOR_ADP_CAUD</td> <td style="padding: 2px;">Application Engine</td> <td style="padding: 2px;">Web</td> <td style="padding: 2px;">TXT</td> <td style="padding: 2px;">Distribution</td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;"> OK Cancel </p> </div> | 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 |
| 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 | | | | | | | | | | | | | | | | |

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------|--|--------|----------------|--------------------|----------------|--------------|--------------------------|------------|---------------------|------------|---------------------|---------|---------|--------------------------|----------|--|---------|--------------------|--------------|-------------|--------------------------|------------|-----|---------|---------|
| 12. | <p>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.</p> <div data-bbox="289 331 1429 934" style="border: 1px solid black; padding: 10px;"> <h3 style="text-align: left;">Load Payroll for TIGA</h3> <p style="text-align: right;">Run Control ID payroll Report Manager Process Monitor Run</p> <p style="text-align: right; border: 1px solid red; padding: 2px;">Process Instance: 18089638</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>Business Unit <input type="text" value="98000"/> SetID SHARE</p> <p>*Begin Date <input type="text" value="07/01/2023"/> Tree Name BOR_CAUDIT_ACCOUNT</p> <p>*End Date <input type="text" value="06/30/2024"/> Tree Node CA_ACCOUNT</p> <p>Fiscal Year 2024</p> </div> <p style="text-align: left;"> Save Notify Add Update/Display </p> </div> | | | | | | | | | | | | | | | | | | | | | | | | |
| 13. | Click the Process Monitor link to see the status of a request. | | | | | | | | | | | | | | | | | | | | | | | | |
| 14. | <p>Verify the job ran to Success and Posted. Click the Go back to Build TIGA Reporting Table link.</p> <div data-bbox="289 1134 1481 1633" style="border: 1px solid black; padding: 10px;"> <h4 style="margin-top: 0;">Process Monitor</h4> <p>Process List Server List</p> <p>View Process Requests</p> <p>User ID <input type="text" value="ITS_BDAVIS1"/> Type <input type="text"/> Last <input type="text"/> 1 Days <input type="text"/> Refresh</p> <p>Server <input type="text"/> Name <input type="text"/> Instance <input type="text"/> Range <input type="text"/> Clear</p> <p>Run Status <input type="text"/> Distribution Status <input type="text"/> <input checked="" type="checkbox"/> Save On Refresh Report Manager Reset</p> <p>Process List</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Run Control ID</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>18089638</td> <td></td> <td>payroll</td> <td>Application Engine</td> <td>BOR_ADP_CAUD</td> <td>ITS_BDAVIS1</td> <td>04/09/2024 3:42:59PM EDT</td> <td>Processing</td> <td>N/A</td> <td>Details</td> <td>Actions</td> </tr> </tbody> </table> <p style="background-color: yellow; padding: 2px; margin: 5px 0;">Go back to Build TIGA Reporting Table</p> <p>Save Notify</p> <p>Process List Server List</p> </div> | Select | Instance | Seq. | Run Control ID | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details | Actions | <input type="checkbox"/> | 18089638 | | payroll | Application Engine | BOR_ADP_CAUD | ITS_BDAVIS1 | 04/09/2024 3:42:59PM EDT | Processing | N/A | Details | Actions |
| Select | Instance | Seq. | Run Control ID | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details | Actions | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 18089638 | | payroll | Application Engine | BOR_ADP_CAUD | ITS_BDAVIS1 | 04/09/2024 3:42:59PM EDT | Processing | N/A | Details | Actions | | | | | | | | | | | | | | |

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. | <p>Enter or search for the employee to edit. An employee can be added by selecting the Add a New Value tab.</p> <div data-bbox="305 1083 1455 1608" data-label="Form"> </div> <p>Note: If the EMPLID of the employee being edited or added does not appear in the search results, please submit a ticket to the ITSHelpdesk.</p> |

| Step | Action |
|------|--|
| 9. | <p>Users can edit the following fields:</p> <ul style="list-style-type: none"> • 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. <div data-bbox="516 789 1247 1276" data-label="Form"> <p>The screenshot shows a web form with the following fields: Business Unit, Empl ID, Social Security #, First Name, Fiscal Year, Last Name, Job Family, Middle Name, Name Suffix, and Affiliated Amt. Below these fields is a table with columns: Account, BOR Entity Code, Pay Group, and Total Salary. The table has one row with the number '1' in the first column. At the bottom of the form are buttons for Save, Return to Search, Notify, Add, and Update/Display.</p> </div> <p>*Current Fiscal Year displays on this panel.</p> <p>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.</p> |

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 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.

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. |

Step 5: Run TIGA Payroll Report

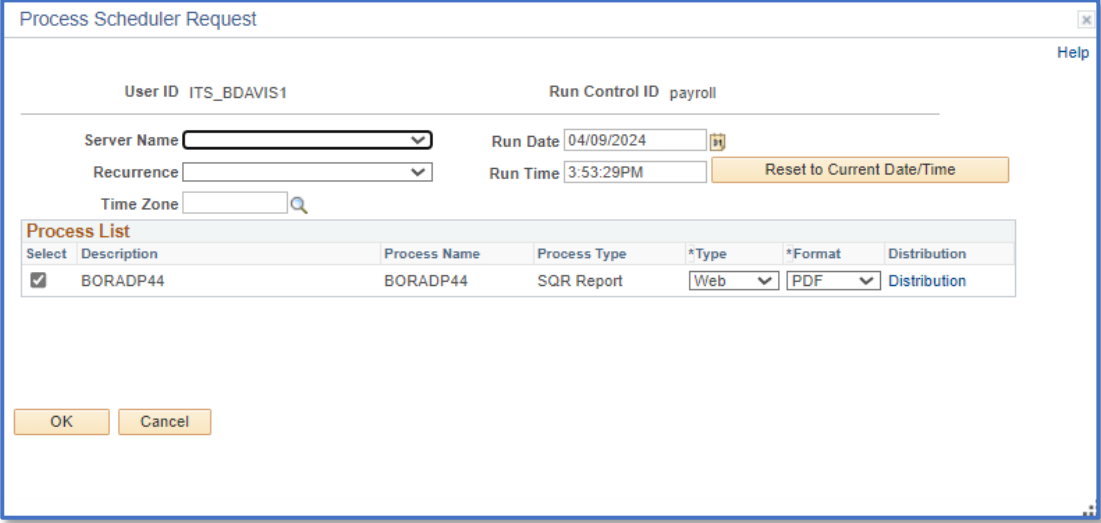
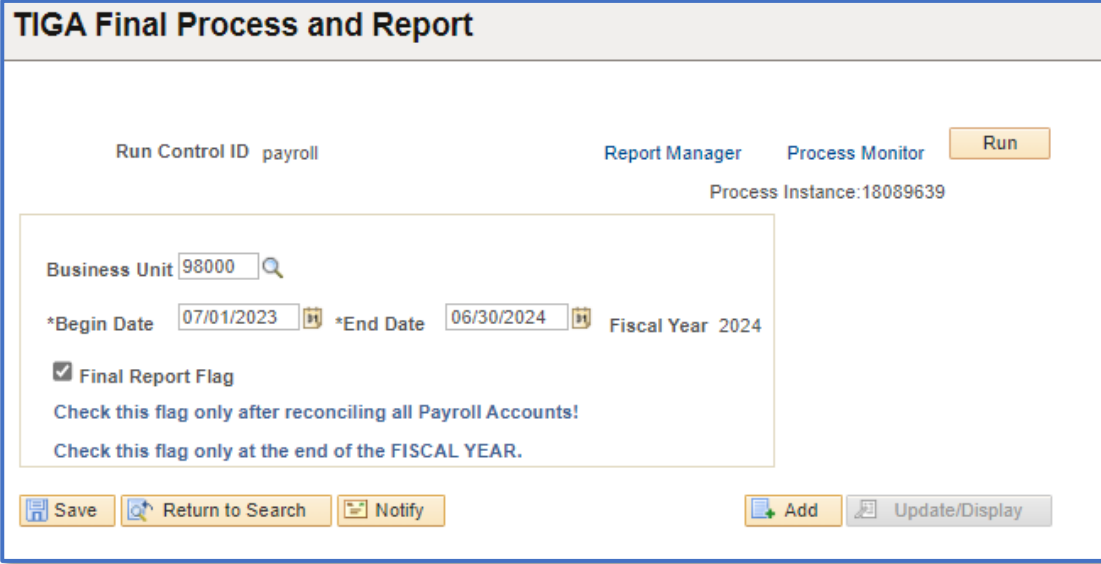
Key Information:

- 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. |

| Step | Action |
|------|--|
| 9. | <p>Once users reconcile the annual TIGA salary file to the General Ledger, check the Final Report Flag box as shown in red below.</p> <div data-bbox="289 346 1367 877" style="border: 1px solid #ccc; padding: 10px;"> <p>TIGA Final Process and Report</p> <p>Run Control ID payroll Report Manager Process Monitor Run</p> <hr/> <p>Business Unit <input type="text" value="98000"/> <input type="button" value="Q"/></p> <p>*Begin Date <input type="text" value="07/01/2023"/> <input type="button" value="D"/> *End Date <input type="text" value="06/30/2024"/> <input type="button" value="D"/> Fiscal Year 2024</p> <p><input checked="" type="checkbox"/> Final Report Flag</p> <p style="font-size: small;">Check this flag only after reconciling all Payroll Accounts!</p> <p style="font-size: small;">Check this flag only at the end of the FISCAL YEAR.</p> <p> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> </p> </div> <p>Checking this box performs several functions:</p> <ul style="list-style-type: none"> 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. <p>Note: If this box was checked in error, please submit a ticket to the ITSHelpdesk.</p> |
| 10. | Click the Run button. The system navigates to the Process Scheduler page. |

| Step | Action |
|------|---|
| 11. | <p>Click OK to process this request.</p>  |
| 12. | <p>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.</p>  |
| 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. |

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------|---|---------------------------------|---|-----------------------------|----------|-----------------------------|------|----------|--------------|------------|--|------------|---------|--|--|--|-------------------|-------|-----------------|---|------|-------------------|------------------|--------------------|--------|---------------------------------|--------------------|---------|---------------------------------|---------------------------|-------|---------------------------------|-----------------------|--------|---------------------------------|-----------------------|--------|---------------------------------|----------------------|-----------------|------|-------------|
| 16. | <p>The system produces three file formats – .txt, .csv, and .pdf which can be saved for reconciliation back up documentation.</p> <div data-bbox="289 380 1437 1507" style="border: 1px solid #ccc; padding: 10px;"> <div style="text-align: right; border-bottom: 1px solid #ccc; padding-bottom: 5px;">View Log/Trace ×</div> <div style="text-align: right; padding-right: 10px;">Help</div> <p>Report</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Report ID</td> <td style="width: 33%;">16845816</td> <td style="width: 33%;">Process Instance</td> <td style="width: 33%;">18089639</td> <td style="text-align: right;">Message Log</td> </tr> <tr> <td>Name</td> <td>BORADP44</td> <td>Process Type</td> <td>SQR Report</td> <td></td> </tr> <tr> <td>Run Status</td> <td>Success</td> <td></td> <td></td> <td></td> </tr> </table> <p>BORADP44</p> <p>Distribution Details</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Distribution Node</td> <td style="width: 20%;">DNODE</td> <td style="width: 30%;">Expiration Date</td> <td style="width: 10%;"><input type="text" value="07/08/2024"/></td> </tr> </table> <p>File List</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Name</th> <th style="width: 20%;">File Size (bytes)</th> <th style="width: 40%;">Datetime Created</th> </tr> </thead> <tbody> <tr> <td>BORADP44_98000.csv</td> <td>39,699</td> <td>04/09/2024 3:55:04.638467PM EDT</td> </tr> <tr> <td>BORADP44_98000.txt</td> <td>161,130</td> <td>04/09/2024 3:55:04.638467PM EDT</td> </tr> <tr> <td>SQR_BORADP44_18089639.log</td> <td>1,906</td> <td>04/09/2024 3:55:04.638467PM EDT</td> </tr> <tr> <td>boradp44_18089639.PDF</td> <td>40,814</td> <td>04/09/2024 3:55:04.638467PM EDT</td> </tr> <tr> <td>boradp44_18089639.out</td> <td>13,482</td> <td>04/09/2024 3:55:04.638467PM EDT</td> </tr> </tbody> </table> <p>Distribute To</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Distribution ID Type</th> <th style="width: 50%;">Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>ITS_BDAVIS1</td> </tr> </tbody> </table> <div style="text-align: left; margin-top: 10px;"><input type="button" value="Return"/></div> </div> | Report ID | 16845816 | Process Instance | 18089639 | Message Log | Name | BORADP44 | Process Type | SQR Report | | Run Status | Success | | | | Distribution Node | DNODE | Expiration Date | <input type="text" value="07/08/2024"/> | 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 | Distribution ID Type | Distribution ID | User | ITS_BDAVIS1 |
| Report ID | 16845816 | Process Instance | 18089639 | Message Log | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name | BORADP44 | Process Type | SQR Report | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Run Status | Success | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Distribution Node | DNODE | Expiration Date | <input type="text" value="07/08/2024"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Distribution ID Type | Distribution ID | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| User | ITS_BDAVIS1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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

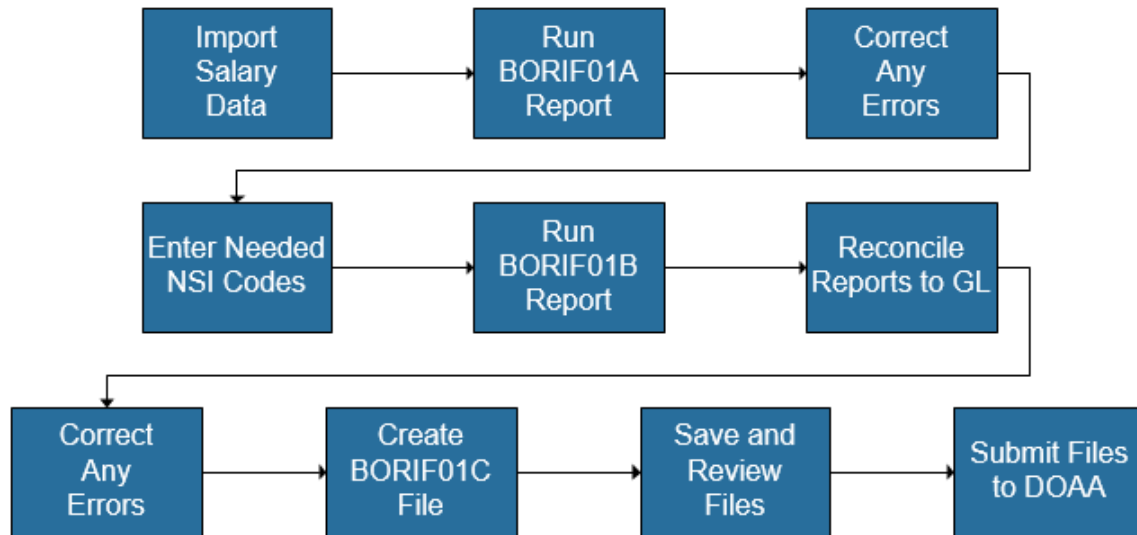


Figure 1 Process Summary for Salaries & Travel

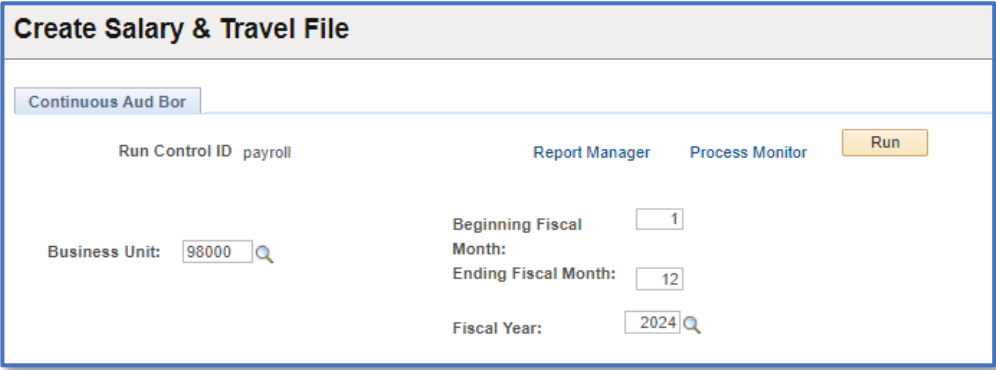
The Salary Data Import step is typically performed at fiscal year-end but can be done quarterly if needed.

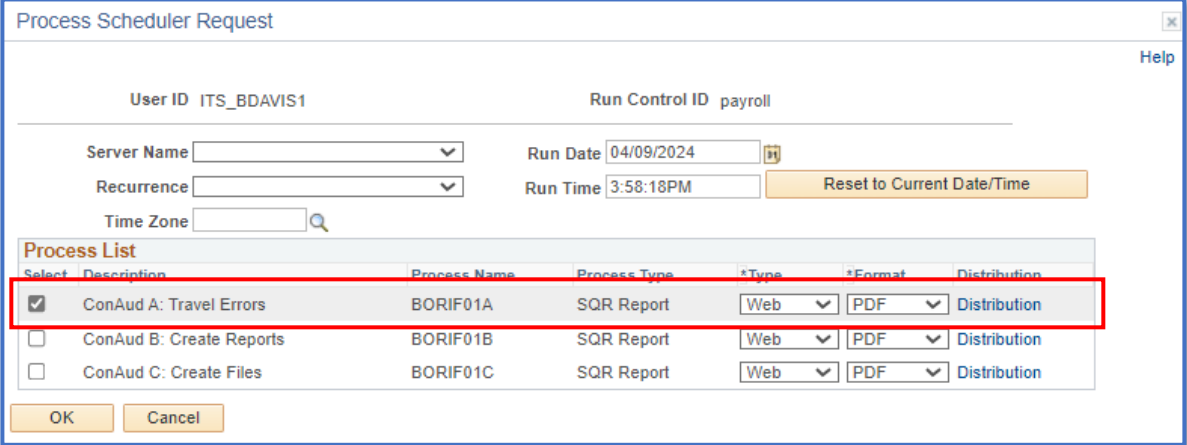
Step 1: Run the TIGA Travel Errors Reports (BORIF01A.sqr)

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. | <p>Select ConAud A: Travel Errors on the Process Scheduler and then click OK. The system navigates back to the Run Control Page.</p>  <p>The screenshot shows a 'Process Scheduler Request' dialog box. At the top, it displays 'User ID ITS_BDAVIS1' and 'Run Control ID payroll'. Below this are fields for 'Server Name', 'Run Date' (04/09/2024), 'Recurrence', 'Run Time' (3:58:18PM), and 'Time Zone'. A 'Process List' table is shown with the following data:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>ConAud A: Travel Errors</td> <td>BORIF01A</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>ConAud B: Create Reports</td> <td>BORIF01B</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>ConAud C: Create Files</td> <td>BORIF01C</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> <p>Buttons for 'OK' and 'Cancel' are at the bottom of the dialog.</p> | 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 |
| 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 | | | | | | | | | | | | | | | | | | | | | | | |
| 13. | <p>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.</p> <ul style="list-style-type: none"> • 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. | <p>Select the borif01a_#####.PDF link to view the report.</p> <div data-bbox="289 331 1425 1327" style="border: 1px solid #ccc; padding: 10px;"> <div style="text-align: right; border-bottom: 1px solid #ccc; padding-bottom: 5px;">View Log/Trace ×</div> <div style="text-align: right; padding-right: 10px;">Help</div> <p>Report</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Report ID 16845817</td> <td style="width: 33%;">Process Instance 18089640</td> <td style="width: 33%; text-align: right;">Message Log</td> </tr> <tr> <td>Name BORIF01A</td> <td>Process Type SQR Report</td> <td></td> </tr> <tr> <td>Run Status Success</td> <td></td> <td></td> </tr> </table> <p>ConAud A: Travel Errors</p> <p>Distribution Details</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Distribution Node DNODE</td> <td style="width: 20%;">Expiration Date</td> <td style="width: 40%; border: 1px solid #ccc; padding: 2px;">07/08/2024</td> </tr> </table> <p>File List</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left;">Name</th> <th style="text-align: left;">File Size (bytes)</th> <th style="text-align: left;">Datetime Created</th> </tr> </thead> <tbody> <tr> <td>SQR_BORIF01A_18089640.log</td> <td>1,869</td> <td>04/09/2024 4:02:36.000449PM EDT</td> </tr> <tr style="border: 2px dashed #ccc;"> <td>borif01a_18089640.PDF</td> <td>4,340</td> <td>04/09/2024 4:02:36.000449PM EDT</td> </tr> <tr> <td>borif01a_18089640.out</td> <td>280</td> <td>04/09/2024 4:02:36.000449PM EDT</td> </tr> </tbody> </table> <p>Distribute To</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left;">Distribution ID Type</th> <th style="text-align: left;">Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>ITS_BDAVIS1</td> </tr> </tbody> </table> <div style="margin-top: 10px;">Return</div> </div> | Report ID 16845817 | Process Instance 18089640 | Message Log | Name BORIF01A | Process Type SQR Report | | Run Status Success | | | Distribution Node DNODE | Expiration Date | 07/08/2024 | Name | File Size (bytes) | Datetime Created | SQR_BORIF01A_18089640.log | 1,869 | 04/09/2024 4:02:36.000449PM EDT | borif01a_18089640.PDF | 4,340 | 04/09/2024 4:02:36.000449PM EDT | borif01a_18089640.out | 280 | 04/09/2024 4:02:36.000449PM EDT | Distribution ID Type | Distribution ID | User | ITS_BDAVIS1 |
| Report ID 16845817 | Process Instance 18089640 | Message Log | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name BORIF01A | Process Type SQR Report | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Run Status Success | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Distribution Node DNODE | Expiration Date | 07/08/2024 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name | File Size (bytes) | Datetime Created | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SQR_BORIF01A_18089640.log | 1,869 | 04/09/2024 4:02:36.000449PM EDT | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| borif01a_18089640.PDF | 4,340 | 04/09/2024 4:02:36.000449PM EDT | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| borif01a_18089640.out | 280 | 04/09/2024 4:02:36.000449PM EDT | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Distribution ID Type | Distribution ID | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| User | ITS_BDAVIS1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

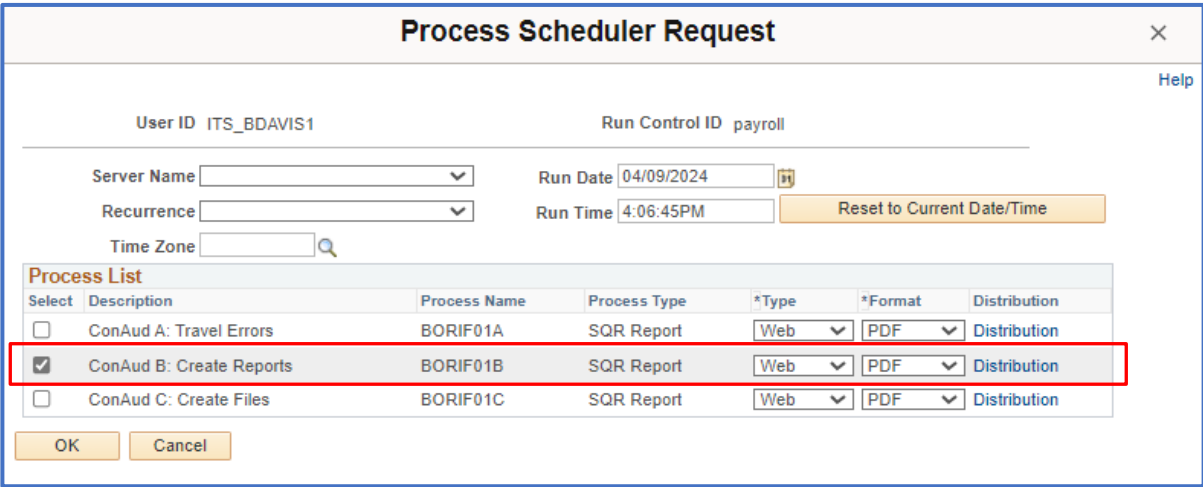
| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------|--|------------------|---------------------|------------------|---------------------|-------------|---------------|-------------|---------------|------------|------------|---|------------|----|--------|-------|--|-------------|---|------------|---|------------|----|--------|-------|--|-------------|---|------------|----|------------|----|--------|------|--|-------------|---|------------|----|------------|----|--------|-------|--|-------------|---|------------|----|------------|----|--------|-------|--|-------------|---|------------|----|------------|----|--------|--------|--|-------------|---|------------|----|------------|----|--------|-------|--|-------------|---|------------|----|------------|----|--------|------|--|-------------|---|------------|----|------------|----|--------|------|--|-------------|---|------------|----|------------|----|--------|-------|--|-------------|---|------------|---|------------|----|--------|-------|--|-------------|---|------------|---|------------|----|--------|-------|--|-------------|---|------------|---|------------|----|--------|-------|--|-------------|---|------------|---|------------|----|--------|--------|--|-------------|---|------------|---|------------|----|--------|------|--|-------------|---|------------|---|------------|----|--------|-------|--|-------------|---|------------|---|------------|----|--------|------|--|-------------|---|---------------|--|--|--|--|----------|--|--|--|
| 15. | <p>The resulting PDF Travel Error Report shows journal lines with one of the following conditions:</p> <ul style="list-style-type: none"> • Error Type 1: Open Item Key is missing/blank • Error Type 2: Open Item Key cannot be found in the Employee tables <p>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. (Navigation: General Ledger > Open Items > Maintenance)</p> <div data-bbox="284 772 1485 1570" style="border: 1px solid black; padding: 5px;"> <p>Travel Errors - Reportable Transactions where the Open Item Key is not valid because:</p> <p>Error Type 1: Open Item Key missing/blank Error Type 2: Open Item Key cannot be found in the Employee tables</p> <p>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</p> <table border="1"> <thead> <tr> <th>Journal ID</th> <th>Journal Line</th> <th>Journal Line Ref</th> <th>Journal Line Source</th> <th>Account</th> <th>Amount</th> <th>Description</th> <th>Open Item Key</th> <th>Error Type</th> </tr> </thead> <tbody> <tr><td>EXAC098414</td><td>8</td><td>0000510842</td><td>EX</td><td>641510</td><td>94.08</td><td></td><td>0063308_A42</td><td>2</td></tr> <tr><td>EXAC098414</td><td>9</td><td>0000510842</td><td>EX</td><td>641510</td><td>91.84</td><td></td><td>0063308_A42</td><td>2</td></tr> <tr><td>EXAC098414</td><td>10</td><td>0000510842</td><td>EX</td><td>641130</td><td>5.25</td><td></td><td>0063308_A42</td><td>2</td></tr> <tr><td>EXAC136418</td><td>15</td><td>0000519744</td><td>EX</td><td>641510</td><td>92.96</td><td></td><td>0063308_A42</td><td>2</td></tr> <tr><td>EXAC136418</td><td>16</td><td>0000519744</td><td>EX</td><td>641510</td><td>94.64</td><td></td><td>0063308_A42</td><td>2</td></tr> <tr><td>EXAC136418</td><td>17</td><td>0000519744</td><td>EX</td><td>641140</td><td>414.48</td><td></td><td>0063308_A42</td><td>2</td></tr> <tr><td>EXAC136418</td><td>18</td><td>0000519744</td><td>EX</td><td>641130</td><td>20.00</td><td></td><td>0063308_A42</td><td>2</td></tr> <tr><td>EXAC136418</td><td>19</td><td>0000519744</td><td>EX</td><td>641130</td><td>6.75</td><td></td><td>0063308_A42</td><td>2</td></tr> <tr><td>EXAC136418</td><td>20</td><td>0000519744</td><td>EX</td><td>641130</td><td>5.25</td><td></td><td>0063308_A42</td><td>2</td></tr> <tr><td>EXAC136418</td><td>21</td><td>0000519744</td><td>EX</td><td>641170</td><td>34.00</td><td></td><td>0063308_A42</td><td>2</td></tr> <tr><td>EXAC163323</td><td>1</td><td>0000525221</td><td>EX</td><td>641510</td><td>90.85</td><td></td><td>0063308_A42</td><td>2</td></tr> <tr><td>EXAC163323</td><td>2</td><td>0000525221</td><td>EX</td><td>641510</td><td>96.03</td><td></td><td>0063308_A42</td><td>2</td></tr> <tr><td>EXAC163323</td><td>3</td><td>0000525221</td><td>EX</td><td>641130</td><td>15.00</td><td></td><td>0063308_A42</td><td>2</td></tr> <tr><td>EXAC163323</td><td>4</td><td>0000525221</td><td>EX</td><td>641140</td><td>145.80</td><td></td><td>0063308_A42</td><td>2</td></tr> <tr><td>EXAC163323</td><td>5</td><td>0000525221</td><td>EX</td><td>641170</td><td>6.00</td><td></td><td>0063308_A42</td><td>2</td></tr> <tr><td>EXAC163323</td><td>6</td><td>0000525221</td><td>EX</td><td>641170</td><td>14.00</td><td></td><td>0063308_A42</td><td>2</td></tr> <tr><td>EXAC163323</td><td>7</td><td>0000525221</td><td>EX</td><td>641130</td><td>7.00</td><td></td><td>0063308_A42</td><td>2</td></tr> <tr> <td colspan="5">Total Amount:</td> <td>1,233.93</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> | 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 | | | |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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 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 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. <div data-bbox="289 1079 1279 1444" data-label="Image"> </div> |
| 10. | Click the Run button. |

| Step | Action |
|------|--|
| 11. | <p>Select ConAud B: Create Reports on the Process Scheduler and click OK.</p>  |
| 12. | <p>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.</p> <ul style="list-style-type: none"> • 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. <p>Note: This report should be run monthly. Quarterly reconciliation is mandated per the <i>USG Business Procedures Manual</i>.</p> |

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------|---|-------------|----------------------|------------|-------------------------------|------------|-------------------------------|----------------------------|---------------------|----------------------------|---------------------|-----|--|---------|--------|---------|---|--|------|-------------------|------|-----|--|---------|--------|-------|--------|--|------|----------------|------|-----|--|---------|-------|--------|-----------|--|------|-------------------|------|-----|--|---------|---------------|-------|--|--|------|-------------------|------|-----|--|---------|---------|-----------|----|--|------|-------------------|------|-----|--|---------|----------|-------|--------|--|------|------------------|------|-----|--|---------|--------|---------|------|------|------|------------------|--------|-----|--|---------|--------|--------|----------|--|------|------------------|------|-----|--|---------|----------|--------|-------|--|------|----------------|--------|-----|--|---------|----------------|----------|--------|--|------|----------------|--------|-----|--|---------|----------|-------|------|--|------|-------------------|------|-----|--|---------|-------|-------|----------|--|------|-------------------|------|-----|--|---------|---------|-------|-------|--|------|-------------------|------|-----|--|---------|-------|----------|--|--|------|------------------|------|-----|--|---------|-------|--------|-----|--|------|------------------|------|-----|--|---------|---------|--------|--|----|------|-------------------|------|
| 13. | <p>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 needed. Refer to the instructions on transferring salary data into the TIGA reporting tables in Section 2: Salary for TIGA Reporting.</p> <p>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:</p> <ul style="list-style-type: none"> ● 99901 = Former employee ● 99902 = Employee of another state agency ● A0048 = Board member <p>To add or correct NSI codes, see Step 3: Enter Continuous Audit NSI Code(s).</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">REPORT OF SALARY AND TRAVEL FOR CONTINUOUS AUDIT</p> <p style="text-align: center;">Begin Date: 01-JUL-2020 End Date: 30-APR-2021 Run Parameters: Fiscal year: 2021 Beginning Period: 1 Ending Period: 10</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Entity Code</th> <th>Employee S.S. Number</th> <th>Emplid</th> <th>Last Name</th> <th>First Name</th> <th>Middle Initial or Middle Name</th> <th>Suffix</th> <th>BCAT Code</th> <th>Total Salary Affiliated Am</th> <th>Total Travel Amount</th> </tr> </thead> <tbody> <tr> <td>599</td> <td></td> <td>0061276</td> <td>NORTON</td> <td>WILLIAM</td> <td>I</td> <td></td> <td>201X</td> <td>46,056.58 0.00</td> <td>0.00</td> </tr> <tr> <td>599</td> <td></td> <td>0345566</td> <td>TAYLOR</td> <td>CAROL</td> <td>MORGAN</td> <td></td> <td>932R</td> <td>216.00 0.00</td> <td>0.00</td> </tr> <tr> <td>599</td> <td></td> <td>0299297</td> <td>WELLS</td> <td>FAMELA</td> <td>CHRISTINE</td> <td></td> <td>201X</td> <td>14,449.22 0.00</td> <td>0.00</td> </tr> <tr> <td>599</td> <td></td> <td>0039713</td> <td>SKIDMORE-HESS</td> <td>CATHY</td> <td></td> <td></td> <td>201X</td> <td>19,716.21 0.00</td> <td>0.00</td> </tr> <tr> <td>599</td> <td></td> <td>0352457</td> <td>SARGENT</td> <td>ELIZABETH</td> <td>C.</td> <td></td> <td>204X</td> <td>10,000.00 0.00</td> <td>0.00</td> </tr> <tr> <td>599</td> <td></td> <td>0278265</td> <td>LAVENDER</td> <td>KEVIN</td> <td>ROBERT</td> <td></td> <td>634D</td> <td>7,426.79 0.00</td> <td>0.00</td> </tr> <tr> <td>599</td> <td></td> <td>2105521</td> <td>HURLEY</td> <td>CAITLIN</td> <td>MARY</td> <td>WEST</td> <td>905X</td> <td>1,550.00 0.00</td> <td>0.00 *</td> </tr> <tr> <td>599</td> <td></td> <td>4006960</td> <td>RANSOM</td> <td>TAILER</td> <td>GEOFFREY</td> <td></td> <td>922W</td> <td>7,600.00 0.00</td> <td>0.00</td> </tr> <tr> <td>599</td> <td></td> <td>2121891</td> <td>WILLIAMS</td> <td>COOPER</td> <td>ALLEN</td> <td></td> <td>900X</td> <td>120.00 0.00</td> <td>0.00 *</td> </tr> <tr> <td>599</td> <td></td> <td>1010928</td> <td>SAMBO-MAHEKEYA</td> <td>MICHAELA</td> <td>NYASHA</td> <td></td> <td>900X</td> <td>127.70 0.00</td> <td>0.00 *</td> </tr> <tr> <td>599</td> <td></td> <td>0299294</td> <td>SULLIVAN</td> <td>KELLY</td> <td>LYNN</td> <td></td> <td>201X</td> <td>23,464.02 0.00</td> <td>0.00</td> </tr> <tr> <td>599</td> <td></td> <td>0039717</td> <td>BAKER</td> <td>RENAE</td> <td>MICHELLE</td> <td></td> <td>400X</td> <td>10,663.02 0.00</td> <td>0.00</td> </tr> <tr> <td>599</td> <td></td> <td>0054928</td> <td>BOTNARU</td> <td>DIANA</td> <td>TUDOR</td> <td></td> <td>200X</td> <td>16,135.70 0.00</td> <td>0.00</td> </tr> <tr> <td>599</td> <td></td> <td>1002801</td> <td>BURKE</td> <td>KIMBERLY</td> <td></td> <td></td> <td>932F</td> <td>4,880.00 0.00</td> <td>0.00</td> </tr> <tr> <td>599</td> <td></td> <td>4003868</td> <td>DUFFY</td> <td>EMILIE</td> <td>JOY</td> <td></td> <td>410X</td> <td>7,956.52 0.00</td> <td>0.00</td> </tr> <tr> <td>599</td> <td></td> <td>0061284</td> <td>MICHAUD</td> <td>ANDREW</td> <td></td> <td>JR</td> <td>472X</td> <td>14,799.00 0.00</td> <td>0.00</td> </tr> </tbody> </table> <p>Report ID: BORIF01B Date: 05/19/2021 @ 11:54:13 DB=FPRE Version#: 5.66 Page: 1 * Denotes Student.</p> </div> | Entity Code | Employee S.S. Number | Emplid | Last Name | First Name | Middle Initial or Middle Name | Suffix | BCAT Code | Total Salary Affiliated Am | Total Travel Amount | 599 | | 0061276 | NORTON | WILLIAM | I | | 201X | 46,056.58 0.00 | 0.00 | 599 | | 0345566 | TAYLOR | CAROL | MORGAN | | 932R | 216.00 0.00 | 0.00 | 599 | | 0299297 | WELLS | FAMELA | CHRISTINE | | 201X | 14,449.22 0.00 | 0.00 | 599 | | 0039713 | SKIDMORE-HESS | CATHY | | | 201X | 19,716.21 0.00 | 0.00 | 599 | | 0352457 | SARGENT | ELIZABETH | C. | | 204X | 10,000.00 0.00 | 0.00 | 599 | | 0278265 | LAVENDER | KEVIN | ROBERT | | 634D | 7,426.79 0.00 | 0.00 | 599 | | 2105521 | HURLEY | CAITLIN | MARY | WEST | 905X | 1,550.00 0.00 | 0.00 * | 599 | | 4006960 | RANSOM | TAILER | GEOFFREY | | 922W | 7,600.00 0.00 | 0.00 | 599 | | 2121891 | WILLIAMS | COOPER | ALLEN | | 900X | 120.00 0.00 | 0.00 * | 599 | | 1010928 | SAMBO-MAHEKEYA | MICHAELA | NYASHA | | 900X | 127.70 0.00 | 0.00 * | 599 | | 0299294 | SULLIVAN | KELLY | LYNN | | 201X | 23,464.02 0.00 | 0.00 | 599 | | 0039717 | BAKER | RENAE | MICHELLE | | 400X | 10,663.02 0.00 | 0.00 | 599 | | 0054928 | BOTNARU | DIANA | TUDOR | | 200X | 16,135.70 0.00 | 0.00 | 599 | | 1002801 | BURKE | KIMBERLY | | | 932F | 4,880.00 0.00 | 0.00 | 599 | | 4003868 | DUFFY | EMILIE | JOY | | 410X | 7,956.52 0.00 | 0.00 | 599 | | 0061284 | MICHAUD | ANDREW | | JR | 472X | 14,799.00 0.00 | 0.00 |
| Entity Code | Employee S.S. Number | Emplid | Last Name | First Name | Middle Initial or Middle Name | Suffix | BCAT Code | Total Salary Affiliated Am | Total Travel Amount | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 599 | | 0061276 | NORTON | WILLIAM | I | | 201X | 46,056.58 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 599 | | 0345566 | TAYLOR | CAROL | MORGAN | | 932R | 216.00 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 599 | | 0299297 | WELLS | FAMELA | CHRISTINE | | 201X | 14,449.22 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 599 | | 0039713 | SKIDMORE-HESS | CATHY | | | 201X | 19,716.21 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 599 | | 0352457 | SARGENT | ELIZABETH | C. | | 204X | 10,000.00 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 599 | | 0278265 | LAVENDER | KEVIN | ROBERT | | 634D | 7,426.79 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 599 | | 2105521 | HURLEY | CAITLIN | MARY | WEST | 905X | 1,550.00 0.00 | 0.00 * | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 599 | | 4006960 | RANSOM | TAILER | GEOFFREY | | 922W | 7,600.00 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 599 | | 2121891 | WILLIAMS | COOPER | ALLEN | | 900X | 120.00 0.00 | 0.00 * | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 599 | | 1010928 | SAMBO-MAHEKEYA | MICHAELA | NYASHA | | 900X | 127.70 0.00 | 0.00 * | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 599 | | 0299294 | SULLIVAN | KELLY | LYNN | | 201X | 23,464.02 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 599 | | 0039717 | BAKER | RENAE | MICHELLE | | 400X | 10,663.02 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 599 | | 0054928 | BOTNARU | DIANA | TUDOR | | 200X | 16,135.70 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 599 | | 1002801 | BURKE | KIMBERLY | | | 932F | 4,880.00 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 599 | | 4003868 | DUFFY | EMILIE | JOY | | 410X | 7,956.52 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 599 | | 0061284 | MICHAUD | ANDREW | | JR | 472X | 14,799.00 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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 |
| Affid 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:

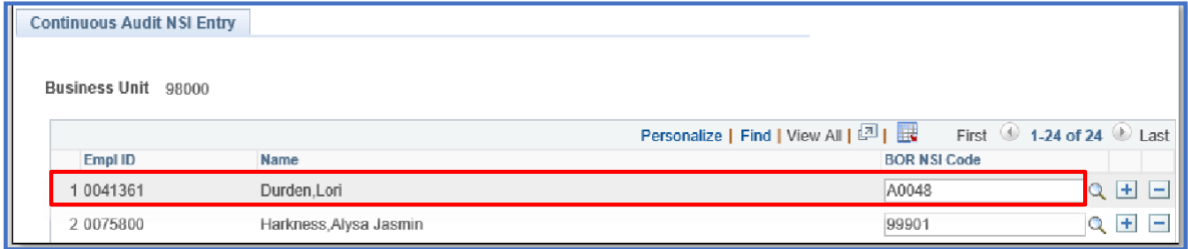
- Review the Travel Error Report and confirm errors which would prevent the transaction from being included in the report were corrected.
- Run the BOR_JE_PENDING query and confirm that all journals were fully processed.

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. | <p>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:</p> <ul style="list-style-type: none"> • 99901= Former employee • 99902= Employee of another state agency • A0048= Board member  |
| 12. | Add or edit rows as needed. |
| 13. | Click Save . |

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 Beginning 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 Am. | Total Travel Amount | |
| 539 | | 0061276 | NORTON | WILLIAM | | I | 201X | 46,086.88 0.00 | 0.00 | |
| 539 | | 0345866 | TAYLOR | CAROL | MORGAN | | 992R | 216.00 0.00 | 0.00 | |
| 539 | | 0299297 | WELLS | PAMELA | CHRISTINE | | 201X | 14,448.22 0.00 | 0.00 | |
| 539 | | 0029713 | 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 | | 684D | 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 | BOTHARU | DIANA | TUDOR | | 200X | 16,135.70 0.00 | 0.00 | |
| 539 | | 1002801 | BURKE | KIMBERLY | | | 992F | 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).

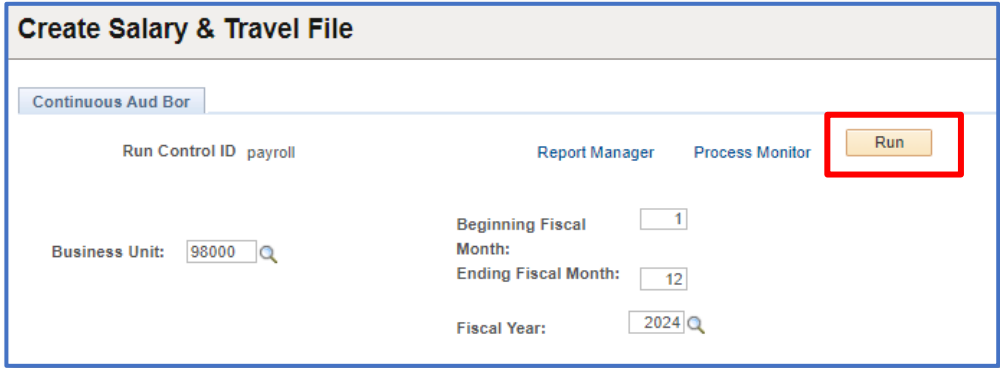
Confirm employee SSNs are valid 9-digit SSNs. Confirm employee names are correct.

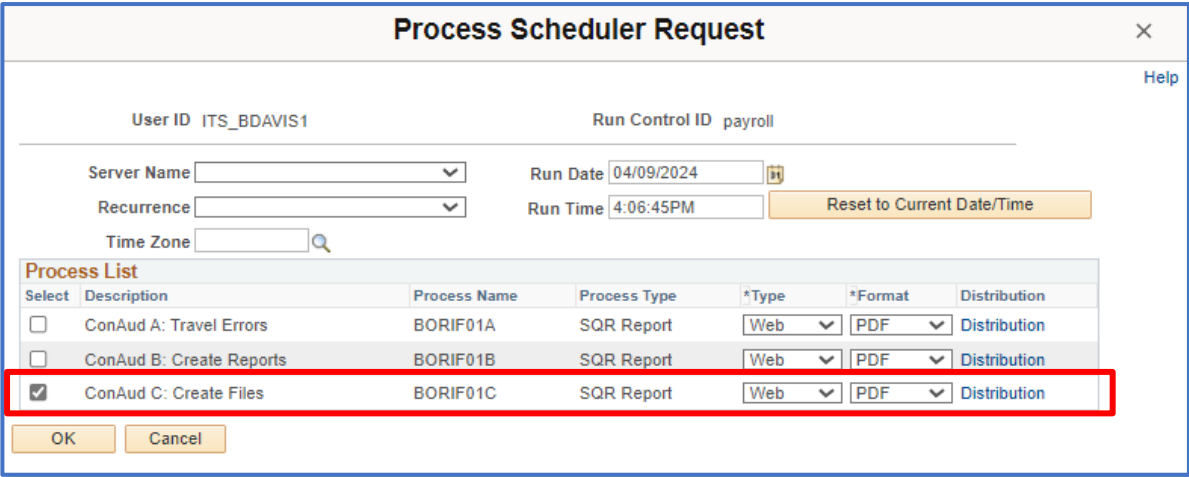
If users find any issues in either report, make corrections and run related reports again.

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. |



| Step | Action |
|------|--|
| 11. | <p>Select ConAud C: Create Files on the Process Scheduler and click OK.</p>  |
| 12. | <p>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.</p> <ul style="list-style-type: none"> • Once the process runs to a status of Success and Posted, select the Details link. • Select the View Log/Trace link. |
| 13. | <p>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.</p> |

| Step | Action |
|------|---|
| 14. | <p>Once users confirm all information and totals are correct, save files for submission to DOAA:</p> <ol style="list-style-type: none"> On the View Log/Trace page, right-click on the Salary and Travel file (5##SALTRAV##.AUD). Choose Save Target As from the popup menu. Select an appropriate location/folder in which to save the file. Change the extension on the file name from '.AUD' to '.CSV.' In the Save as Type field, select All Files. Click the Save button. <p>As noted previously, the file contains an additional middle column for Affiliated Amount.</p> <div data-bbox="318 737 1422 926" style="border: 1px solid black; padding: 5px;"> <pre>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</pre> </div> <p>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.</p> |

SECTION 4: VENDOR PAYMENT/OBLIGATION

This section covers:

- BORIF37A: Vendor Obligation
- BORIF37B: Vendor Payments

PROCESS SUMMARY FOR VENDOR PAYMENT



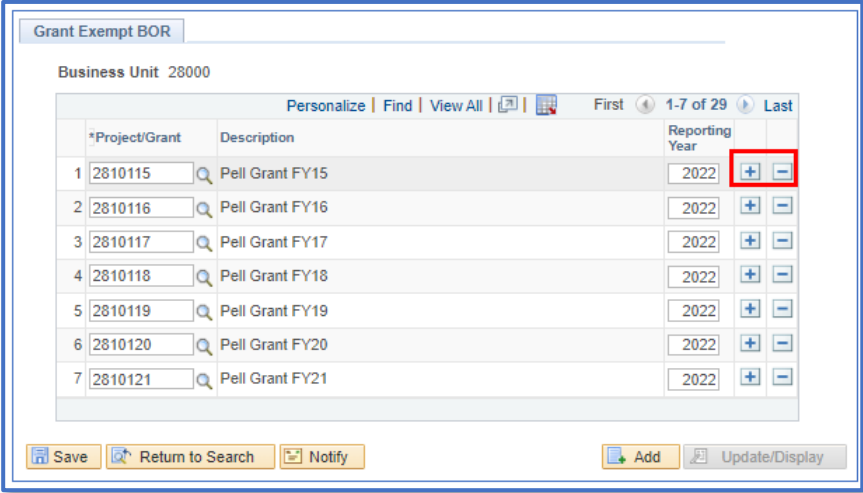
Key Information:

- 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: Identify Grants to be Excluded from TIGA Report

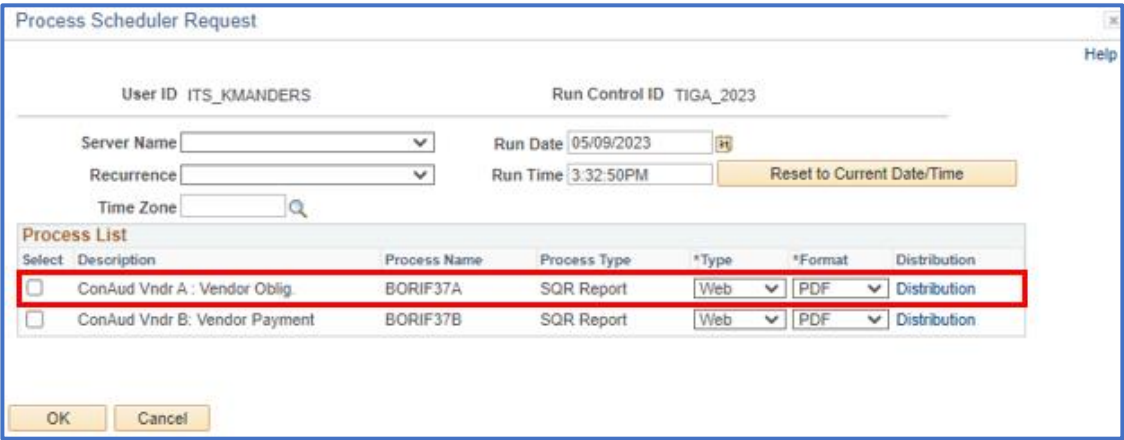
Some grants, such as medical-related grants, are typically excluded from TIGA reporting due to HIPAA guidelines. Contact the Grants Manager at the institution to identify grants that should be excluded from the TIGA report before beginning this process. Also, users need to update this page each fiscal 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.  |
| 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 .  |
| 13. | After the process runs to Success and Posted, return to the Continuous Audit Supplier BOR Run Control page. Note: The <i>BOR_TIGA_VENDOR_OBLIG_TIN</i> and <i>BOR_TIGA_VENDOR_OBLIG_VENDORID</i> queries may be used to validate the data on the Vendor Obligation Report. Navigation: Reporting Tools > Query > Query Viewer . |

Step 3: Run the 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 click **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 Menu > BOR Accounts Payable > BOR AP Reports > Supplier Payment History** to access the BOR Supplier Payment History report.

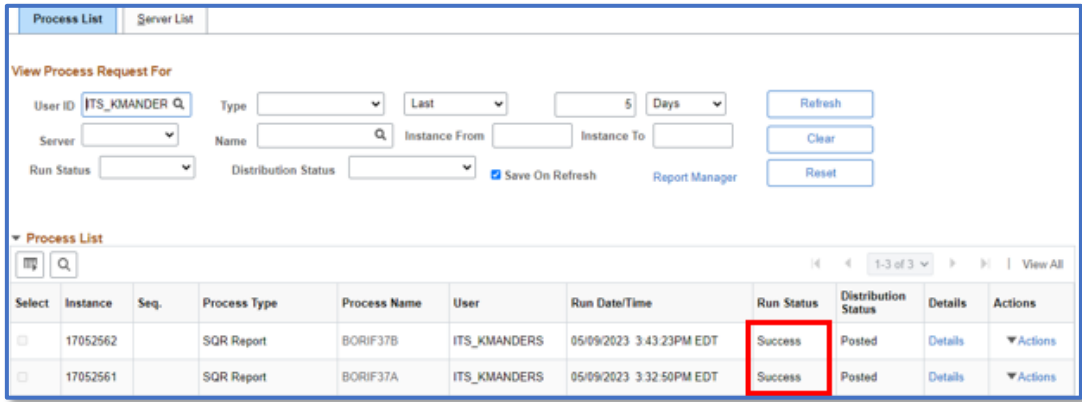
Step 4: Review the Reports and Save the Text Files for BORIF37A and BORIF37B

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.”

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

| Step | Action |
|------|--|
| 1. | <p>Navigate to the Process Monitor page and confirm both reports ran to Success.</p>  |
| 2. | Select the Details link for the BORIF37A report. |
| 3. | Select the View Log/Trace link. |
| 4. | Locate and open the borif37a_XXXXXX.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.

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. | <p>After reviewing and saving the report, save the “.AUD” file as “.CSV” file:</p> <ol style="list-style-type: none"> 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. <p>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.</p> |

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. 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 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.

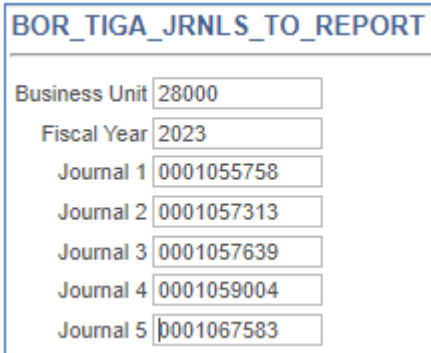
Submit payments made outside of Accounts Payable that are not P-Card as follows:

| Entity Code | Reporting Fiscal Year | FEI# | Vendor Name | Payment AMT | SCOA Code | Funding Source |
|-------------|-----------------------|-----------|------------------|-------------|-----------|----------------|
| 404 | 2023 | 004567895 | Name of Vendor 1 | 51,000.00 | 614026 | FE |
| 404 | 2023 | 123456789 | Name of Vendor 2 | 25.55 | 614003 | |
| 404 | 2023 | 345227891 | Name of Vendor 3 | 80,000.00 | 616001 | |
| 404 | 2023 | 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. <div data-bbox="634 968 1062 1318" data-label="Form">  <p>BOR_TIGA_JRNLS_TO_REPORT</p> <p>Business Unit <input type="text" value="28000"/></p> <p>Fiscal Year <input type="text" value="2023"/></p> <p>Journal 1 <input type="text" value="0001055758"/></p> <p>Journal 2 <input type="text" value="0001057313"/></p> <p>Journal 3 <input type="text" value="0001057639"/></p> <p>Journal 4 <input type="text" value="0001059004"/></p> <p>Journal 5 <input type="text" value="0001067583"/></p> </div> |
| 4. | Click View Results . |

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 a clearing account, users need to exclude that account from the input. The funding source should be SO if no funding source is given.

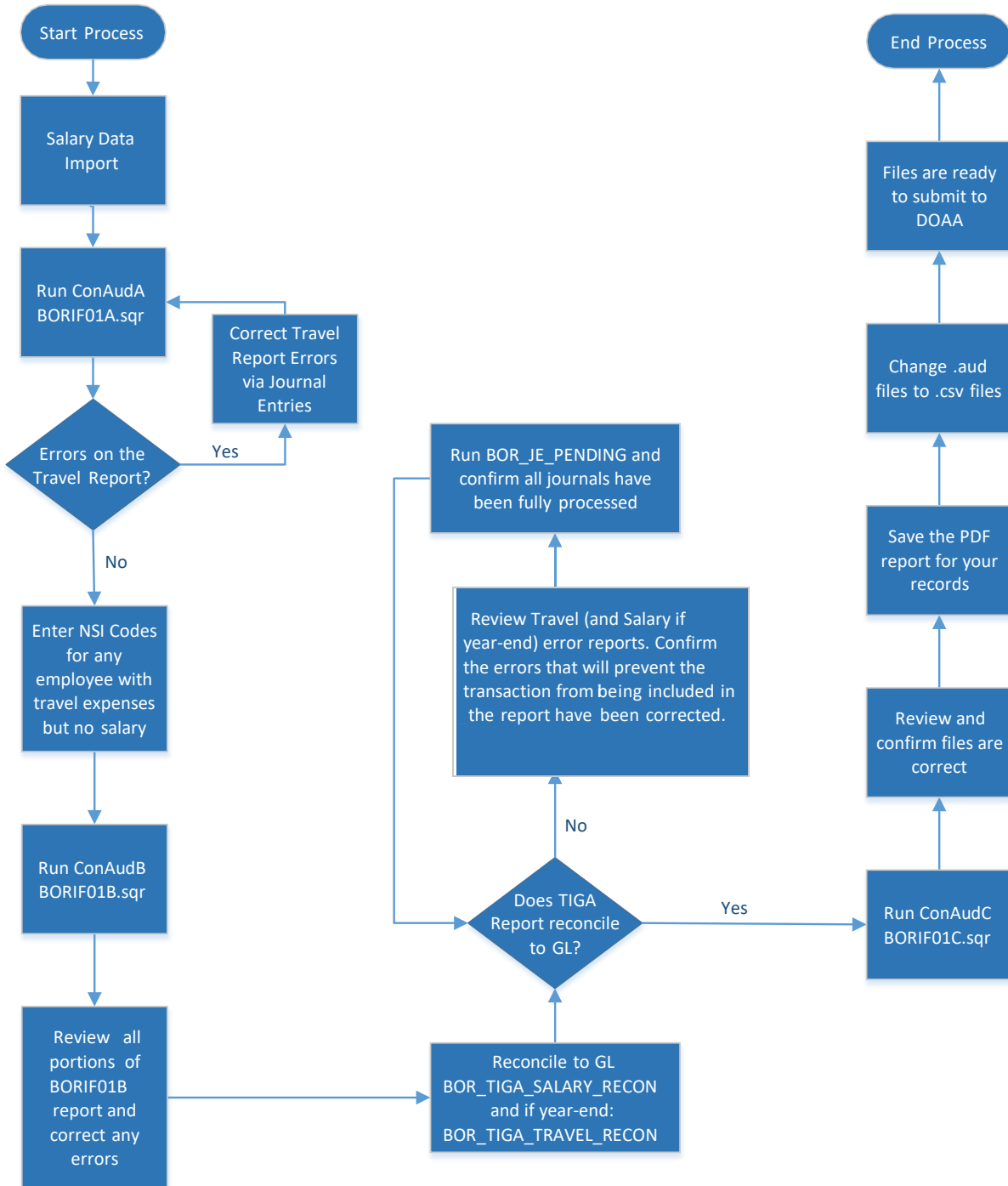
The exclusions already incorporated into the query are as follows:

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

| Row | Unit | Year | Sum Amount | Account | Funding Source |
|-----|-------|------|-----------------|---------|----------------|
| 1 | 20000 | 2023 | -544,730.124 | | |
| 2 | 20000 | 2023 | -4002,060.125 | | |
| 3 | 20000 | 2023 | 544,730.127 | | |
| 4 | 20000 | 2023 | 3583,330.539 | | |
| 5 | 20000 | 2023 | 418,730.556 | | |
| 6 | 20000 | 2023 | 0.000.781 | FE | |
| 7 | 20000 | 2023 | 797183.000.921 | | |
| 8 | 20000 | 2023 | -797183.000.921 | 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 [ITS Helpdesk](#) for questions or assistance.

APPENDIX A: TIGA SALARY AND TRAVEL REPORTING PROCESS FLOW



APPENDIX B: TIGA VENDOR OBLIGATION/PAYMENT REPORTING PROCESS FLOW

