Transparency in Government Act (TIGA) Payments and Obligations Submission & Confirmation Instructions

Login / Account Creation

- Login page: **http://www.audits.ga.gov/auth**
- Account Creation Instructions:
http://www.audits.ga.gov/Resources/External_Account_Creation_and_Login_Instructions.pdf

Home Page

This home page will guide you through the submission process. There are several steps and each step must be completed prior to confirming your data.


The Menu displays the following navigation links:

- **Home** - takes you back to Home page. This is where you can see file information, entity name and number and How to Get Started section.
- **Upload Data** - load data in the web application
- **Payments** – edit /view payments; make changes to invalid records
- **Purchase Cards** - edit /view Purchase Cards; make changes to invalid records
- **Obligations** - edit/view obligations; make changes to invalid records
- **Contacts** - verify contact information of person(s) responsible for answering calls from the public regarding questions that will be displayed on Open.Georgia.gov. Also add contact(s) that should receive correspondence relating to TIGA submission.
- **Confirmation** - confirm your data - certify that it is accurate to be published in Open.Georgia.gov
- **Exit** - logout of the system

Encryption Token

The encryption token is used to encrypt the FEI/Vendor# only. If you need to share this encryption token with others in your organization or if you want them to be able to unencrypt the FEI/Vendor# then you can share this with them at that time. This allows you to control who can see this information and have access to it. The first time you upload data, an encryption token will be automatically created in the background to encrypt your data.
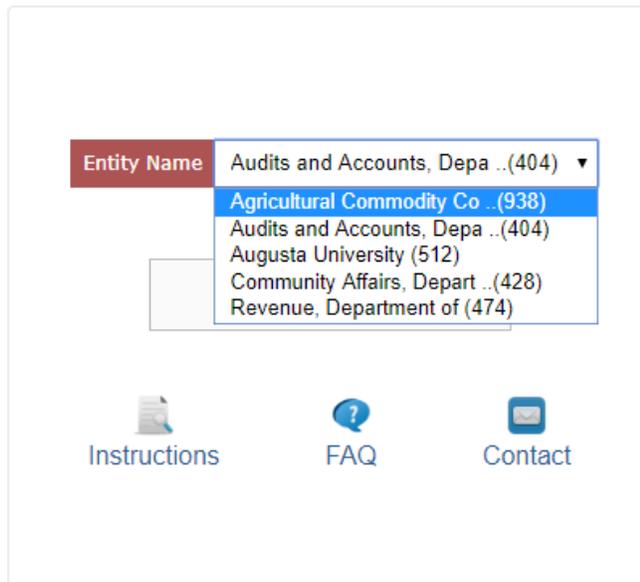
_Note__: If you have already created an encryption token for this submission year in the Salary/Travel Submission, the system will use that encryption token._
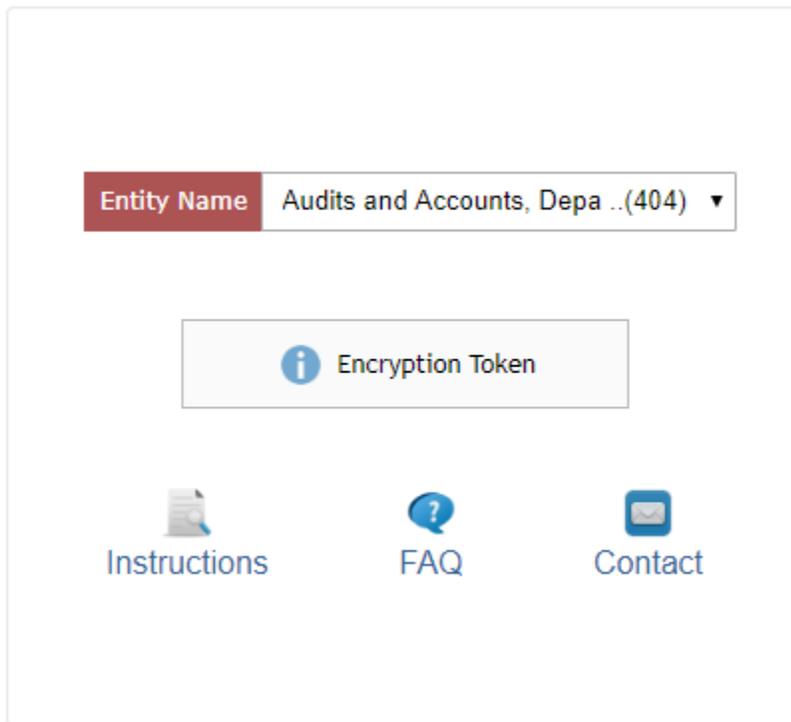
You can click the above button on the home screen to find out which user the token is associated with. If you are the associated user, this button will email you the token.

Multiple Entities

If you will be submitting for multiple or attached entities, you will need to make sure that you choose the correct entity from the drop-down box in the Entity name field.

Uploading Data

When you click the Upload Data tab, you'll be sent to the Select File Type page, and there you'll select the data file type you will work with. Choose either Payments, Purchase Cards or Obligations, then click the Submit button.

Once you enter your encryption token correctly, you'll be sent to the **Upload File** page.

Upload File

To upload files, select a file type then enter in a control total for the file total. Then browse to find your file to submit, select it and then press the **Upload File** button.

* Required Fields

*Upload file: [Choose File] No file chosen

* File Total: [_____]

[Upload File]

Click the browse button to browse and find your data file to submit. Your data file must follow the format below and must be a comma-delimited text file. Please do not submit column headings. Next, you should enter in the control / file total for verification purposes. **You will not need to include the control total for your purchase card file**. <u>NOTE</u>: *If you are not an appropriated entity, you do not have to submit obligations.*

Payments Example: (*header row is for display purposes only*)

Entity Code	Reporting Fiscal Year	FEI #	Vendor Name	Payment Amt	SCOA Code	Funding Source
404	201xx	004567895	Name of Vendor1	51000.00	614026	FE
404	201xx	123456789	Name of Vendor2	25.55	614003	SO
404	201xx	345227891	Name of Vendor3	80000.00	616001	SO
404	201xx	568925678	Name of Vendor3	10102.45	651001	FE

Purchase Cards Example: (*header row is for display purposes only*)

Vendor Name	MCC Description	Purchase Date	Amount	Transaction Number
TAYLOR FARM SUPPLY SVSTR	HARDWARE STORES	7/31/20xx	85.47	A-123456789
TAYLOR FARMY SUPPLY	HARDWARE STORES	7/31/20xx	(91.45)	B-123456789
FEDEX 14270787	COURIER SERVICES	7/31/20xx	682.97	C-123456789
AMAZON MKTPLACE	BOOK STORES	7/31/20xx	123.94	D-123456789
SAFETY MAX	MISCELLANEOUS	7/31/20xx	387.10	E-123456789

Obligations Example: (*header row is for display purposes only*)

Entity Code	Fiscal Year	FEI #	Vendor Name	Obligation Amt
404	20xx	123456789	Name of Vendor1	51000.00
404	20xx	243456789	Name of Vendor2	250.78
404	20xx	912345591	Name of Vendor3	80000.00
404	20xx	640456892	Name of Vendor4	4750.00
404	20xx	883458838	Name of Vendor5	1000.25
404	20xx	745883906	Name of Vendor6	65.93

*__NOTE__: 20xx is the most recent closed Fiscal Year. FEI/TIN #s should be submitted where available. For vendors without a FEI/TIN #, we will accept the vendor number. Once you have browsed to your file, click the **Upload Data** button to upload the data file.*

There are several reasons why we might not accept your file into the system. Some examples include columns out of order, extra columns, or the entity code in the file does not match the entity code you're submitting.

Edit/View Payments

- **Edit** 📝 - edit and/or view the record.
- **Remove record** ✖ - You must state reason for which you are removing the record. Reasons for removal may be because of confidentiality or a duplicate record, for example.
- **Status** 🚩 green flag - means valid record, and 🚩 red flag - means invalid record.
- **History** 𝓗 - view the history of all the changes made.
- **Delete All Payments** 🗑 - removes all data for resubmission.
- **Active / Removed Filter** - Choose **Active** to see all active records. Choose **Removed** to see all payments that have been removed or deleted.

NOTE: You **MUST** fix records marked as invalid (🚩 red flag) before confirming.

Error Category

The system can also quickly show you if you have any errors. Errors show up as red flags. To be able to quickly identify different types of errors, the error category dropdown has been created. The Error Category box will provide several options based on your data to let you know if you have any errors.

The error categories search filter allows you to search for your invalid records. You also have the option to search for your valid records by selecting "All valid records". If this dropdown box is not present, then there are no errors.

Edit Payment

Press the Edit ✎ icon to edit a record. Click Update after you have made your changes.

❌ You must correct the following errors:

- Fiscal Year does not match with the submission year.

Edit Payment

Fiscal Year: *	2015
FEI#: *	111111118
Vendor Name: *	ACCESS DATA
Payment Amount: *	840.00
SCOA: *	SOFTWARE MAINTENANCE & SUPPORT - PERSONAL S ⌄
Funding Source: *	SO

Update **Cancel**

Add Payment

To add a new record, click the Add button. You must first enter your encryption token if the encryption token icon is showing a locked status. This will unencrypt your data for viewing.

➕ Add Single Record   🗑 Delete All Records   🔒 Unlock Confidential Data   ℹ Encryption Token

Delete Payment

Click the red ✖ icon to delete a record. You must choose from the dropdown box, the reason why you are removing the record. Reasons for removal may be because of confidentiality or a duplicate record, for example.

One item found.

	Status	FY			SCOA	Description	Funding	Payment Amt	
✎ ✖	Select Delete Reason:	Confidentiality reasons		Proceed Cancel		RTY ATTOR...	FE	5.00	H
		Duplicate Record							
		Other							
							Grand Total:	5.00	

History

Click the 𝓗 icon to view a history of changes related to the payment. Each change is marked with the date and time of the update and the user who made the change.
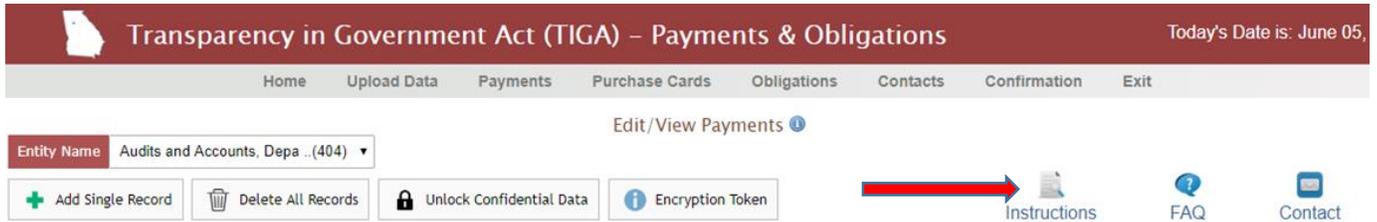
View Payment History

☐ - Current Record.
One item found.

Status	FY	FEI#	Vendor Name	Payment Amt	SCOA	Description	Funding	Active ▾	Updated Date	Updated By
📝	2014	UEFYYc3pyO...	ABACUS SOLUTIONS	3,200.00	815040	I T REPAIRS & MAIN...	SO	YES	08/24/2015 14:59:10	Anita, Edwards
📝	2015	UEFYYc3pyO...	ABACUS SOLUTIONS	3,200.00	815040	I T REPAIRS & M...	SO	YES	08/24/2015 15:00:36	Anita, Edwards

Upload Data - Purchase Cards

You will need to login to your bank's website to create the purchase card file (for most State Agencies this will be Bank of America). Instructions for this process can be found on our website by clicking the blue "Instructions" link at the top middle of the screen.

Select Purchase Cards and click Submit. From there, you'll be sent to the Upload Data page:

Edit/View Purchase Cards
The Edit/View Purchase Cards works the same way that Edit/View Payments does.

Edit/View Obligations

The Edit/View Obligations works the same way that Edit/View Payments does. <u>NOTE</u>: If you do not have an option to submit Obligations that means that you are <u>not</u> required to submit obligations because you are not an appropriated entity.

Edit/View Obligations ⓘ

| Entity Name | Audits and Accounts, Depa ..(404) ▼ | | | | | | | Instructions | FAQ | Contact |

➕ Add Single Record   🗑 Delete All Records   🔒 Unlock Confidential Data   ⓘ Encryption Token

Active/Removed Filter: Active ▼   Vendor Name: [   ]   Apply Filter   Clear

No total record(s)

	Status	Fiscal Year	FEI#	Vendor Name	▼	Obligation Amount
Nothing found to display.						
					Grand Total:	

- **Edit** 📝 - edit and/or view the record.
- **Remove record** ✖ - You must state reason for which you are removing the record. Reasons for removal may be because of confidentiality or a duplicate record, for example.
- **Status** 🚩 green flag - means valid record, and 🚩 red flag - means invalid record.
- **History** 𝓗 - view the history of all the changes made.
- **Delete All Payments** 🗑 Delete All - removes all data for resubmission.
- **Active / Removed filter** - Choose **Active** to see all active records. Choose **Removed** to see all payments that have been removed or deleted.

<u>NOTE</u>: *It is important to understand that you **<u>MUST</u>** fix any records that have been invalid (*🚩 *red flag*) <u>before</u> *confirming.*

Edit and View Contacts

Please add and/or review your contact information listed in this section. The 1st contact section is a list of contacts at your organization that you would like to receive correspondence about this particular process. The 2nd contact section will be used for the general public to contact with any questions regarding your entity's information that will be published on http://Open.Georgia.gov .

This 2nd contact information is only shared with the State of Georgia Call Center and is not published on the internet.

Transparency in Government Act (TIGA) – Payments & Obligations Today's Date is: June 05, 2019

Home   Upload Data   Payments   Purchase Cards   Obligations   Contacts   Confirmation   Exit

Entity Name   Audits and Accounts, Depa ..(404) ▾

List of Contact(s) For Official Correspondence ⓘ

➕ Add New Contact

		Name ▾	Designation /Title	Phone Number	E-Mail	Contact Type
📝	✖	Carol Schwinne	Director of Admin	404-463-2670	schwinne@audits.ga.gov	Payment & Obligation
📝	✖	Michele Nichols	Special Projects	404-463-2672	nicholsm@audits.ga.gov	Payment & Obligation
📝	✖	Shannon Horner	Senior Accountant	404-463-2671	horners@audits.ga.gov	Payment & Obligation

List of Contact(s) to Answer the Public's Questions ⓘ

➕ Add New Contact

		Name ▾	Designation /Title	Phone Number	E-Mail	Contact Type
📝	✖	Carol Schwinne	Director of Admin	404-463-2670	schwinne@audits.ga.gov	Payment & Obligation

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Add Contact

First choose the contact type. You need to have a contact for each data file type. If the same person is responsible for both payments and obligations, you can choose Contact Type of *Payments and Obligations.*

Please check the appropriate box at the bottom. Please note that the same person may be listed for both Public Contact and Official Correspondence if desired.

Add Contact ⓘ

Contact Type: *   Payment   ▾

Full Name: *   [Format : First Name Last Name]

Designation / Title: *   [   ]

Phone Number: *   [Format : XXX-XXX-XXXX]

Email: *   [Format : abc123@sdfas.com]

☐ Public Inquiry Contact(s) should be able to answer questions from the public about the information published on Open GA

☐ Official Correspondence contact(s) will receive communications and updates about the submission process

Save **Cancel**

Data Confirmation

Each organization must confirm each data file type. You can also confirm all file types at one time by pressing the **Confirm All** button. If an organization does not confirm their data, your organization's payment, purchase card, and obligation information will not be included for disclosure on the http://Open.Georgia.gov website, and the organization will be listed on the website as being **non-compliant with the Transparency in Government Act**.

Data Confirmed Status

Once you have finished your data file submission, you will receive the following message:

If you go back to the home page, you will see that all the steps have been completed.

Below are the steps to complete for the submission process

Sections		Status
Review Payments	✔	Confirmed
Review Purchase Card Records	✔	Confirmed
Review Obligations	✔	Confirmed
Review Contact Information	✔	Reviewed
Confirm All Files	✔	All Confirmed