

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

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Login / Account Creation

- Login page: <http://www.audits.ga.gov/auth>
- Account Creation Instructions:
<https://www.audits2.ga.gov/resources/other/tiga/?rpage=submissions>

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.

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

Home Upload Data Payments Purchase Cards Obligations Contacts Confirmation Exit

Welcome To Payment & Obligation Submissions

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

Encryption Token

Instructions FAQ Contact

Review Payments	✓	Reviewed
Review Purchase Card Records	!	Needs Attention
Review Obligations	!	Needs Attention
Review Contact Information	✓	Reviewed
Confirm All Files	!	Needs Attention

Georgia Department of Audits and Accounts

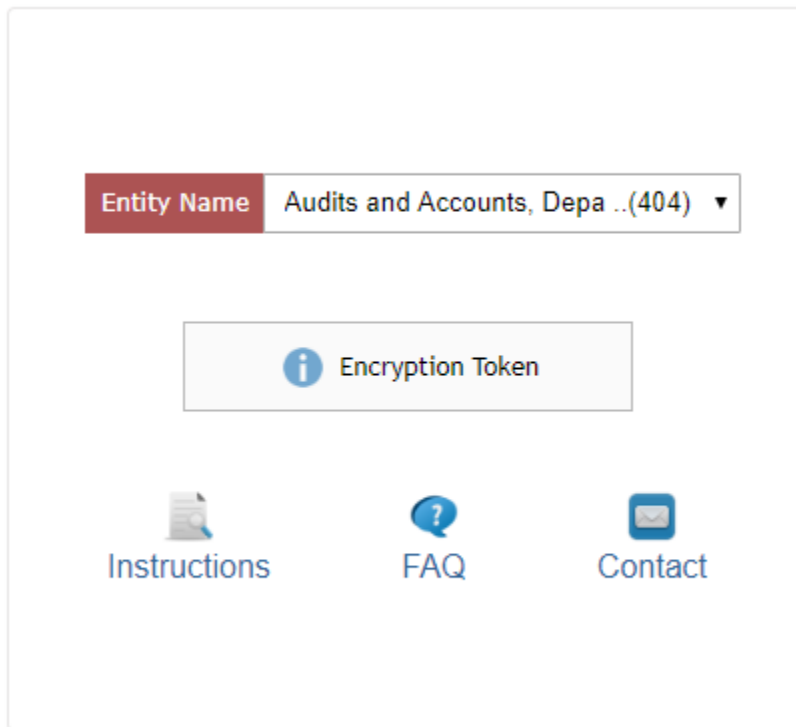
The Menu displays the following navigation links:

- **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.

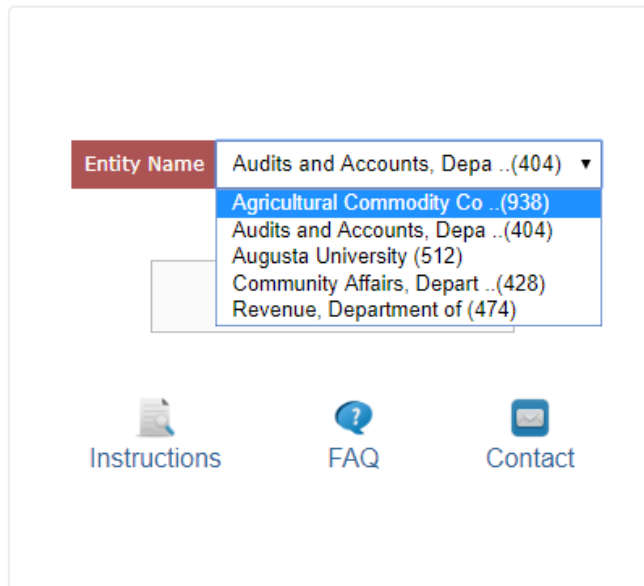
Note: *If you have already created an encryption token for this submission year in the Salary/Travel Submission, the system will use that encryption token.*



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: No file chosen

* File Total:

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.** ***NOTE: 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.

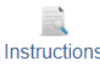


Edit/View Payments





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Edit/View Payments ⓘ

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

 Add Single Record Delete All Records Unlock Confidential Data Encryption Token

[Instructions](#) [FAQ](#) [Contact](#)




Active/Removed: Active ▼







Vendor Name:


SCOA:

[Apply Filter](#) [Clear](#)

One total record(s)

	Status	FY	FEI#	Vendor Name	SCOA	Description	Funding	Payment Amt	
		2018	7FH8/co65r...	Test	651001	ARCHITECT	FE	100.00	
Grand Total:								100.00	

- **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**  - 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.

Error Category: ---- All - ▼

[Apply Filter](#)

[Clear](#)

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: *

FEI#: *

Vendor Name: *

Payment Amount: *


SCOA: *

Funding Source: *



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.


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	FEI#	Confidentiality reasons	SCOA	Description	Funding	Payment Amt	
			Select Delete Reason: Duplicate Record Other		RTY ATTOR...	FE	5.00	
Grand Total:							5.00	



History

Click the  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

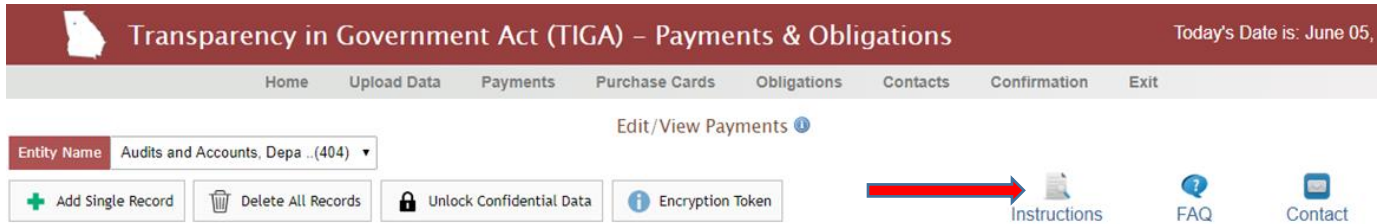
- Current Record.

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	IT REPAIRS & MAIN...	SO	YES	08/24/2015 14:59:10	Anita, Edwards
	2015	UEFYyc3pyO...	ABACUS SOLUTIONS	3,200.00	815040	IT 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.



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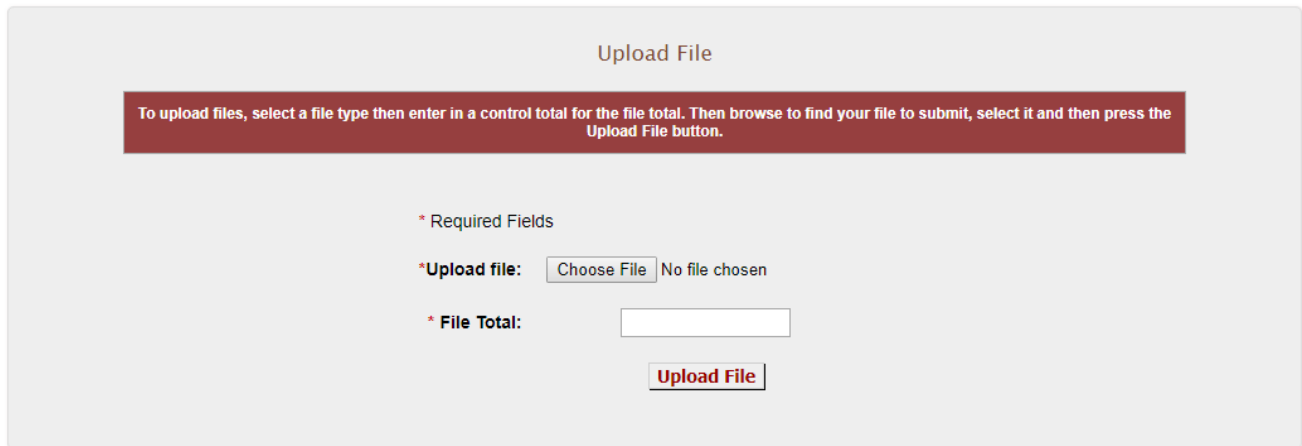
Home Upload Data Payments Purchase Cards Obligations Contacts Confirmation Exit

Entity Name Audits and Accounts, Depa ... (404) Edit/View Payments ⓘ

+ Add Single Record Delete All Records Unlock Confidential Data Encryption Token

Instructions FAQ Contact

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

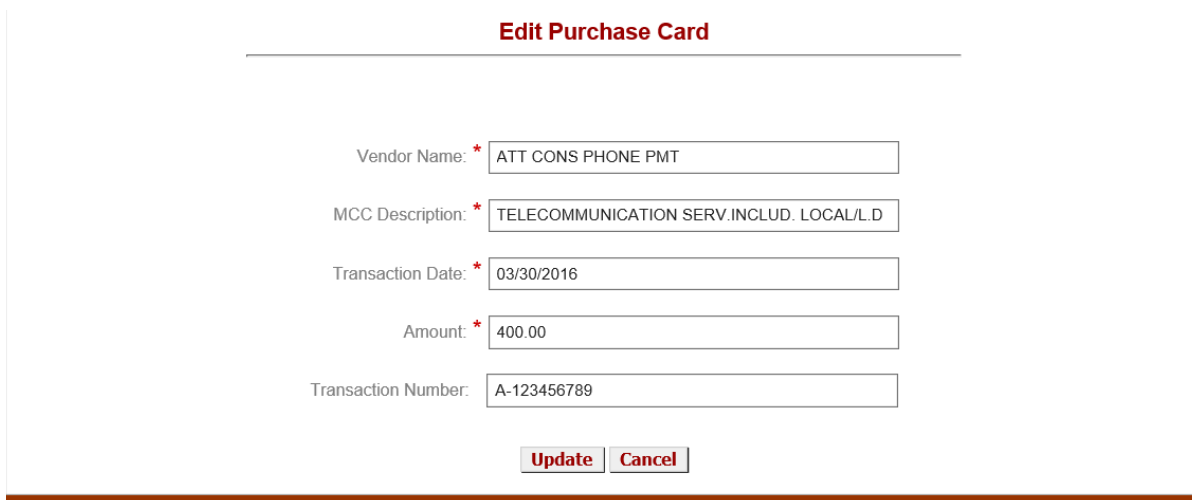
* Upload file: Choose File No file chosen

* File Total:

Upload File

Edit/View Purchase Cards

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



Edit Purchase Card

Vendor Name: * ATT CONS PHONE PMT

MCC Description: * TELECOMMUNICATION SERV.INCLUD. LOCAL/L.D

Transaction Date: * 03/30/2016

Amount: * 400.00

Transaction Number: A-123456789

Update Cancel

Edit/View Obligations

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

Edit/View Obligations ⓘ

Entity Name: Audits and Accounts, Depa...(404) ▼

[+ Add Single Record](#) [Delete All Records](#) [Unlock Confidential Data](#) [Encryption Token](#)

[Instructions](#) [FAQ](#) [Contact](#)

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** 📜 - 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.

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

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

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: *

Full Name: *

Designation / Title: *

Phone Number: *


Email: *

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

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**.

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

Data Confirmation

I hereby certify that this data submission accurately represents the information recorded in my organization's accounting system with regard to the reporting requirements set forth in the Official Code of Georgia Annotated (O.C.G.A.), Section 50-6-32. I further certify that all confidential information has been redacted from this data submission in accordance with O.C.G.A. 50-6-32 (f). I understand that this information excluding the FEI/SS# will be made public on Open.Georgia.gov on January 1st of each year and that my organization is responsible for responding to inquiries from interested parties concerning this information.

File Type	Total Active Records	Total Amount	Status	
Payments	1	100.00	STARTED	<input type="button" value="Confirm"/>
Purchase Cards	1	100.00	STARTED	<input type="button" value="Confirm"/>
Obligations	1	100.00	NOT STARTED	<input type="button" value="Confirm"/>

Data Confirmed Status






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

3 File Types found, displaying all File Types.

File Type	Total Active Records	Total Amount	Status	
Payments	953	30,586,867.13	CONFIRMED	
Purchase Cards	61	43,121.38	STARTED	<input type="button" value="Confirm"/>
Obligations	395	3,931,695.19	STARTED	<input type="button" value="Confirm"/>

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