

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

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To login or to create an account, go to Department of Audits and Accounts portal at <https://www.audits.ga.gov/auth>. Instructions for creating an account and logging in to the collection system can be found at the following link: [Department of Audits and Accounts Submissions Page](#)

## 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                                                                                                                                |             |                                |                |                                                                                                                                                                                                                                                                                                                                                                               |          |              |      |                 |   |          |                              |   |                 |                    |   |                 |                            |   |          |                   |   |                 |
| <div>Entity Name: Audits and Accounts, Depa... (404)</div> <div>Encryption Token</div> <div><a href="#">Instructions</a> <a href="#">FAQ</a> <a href="#">Contact</a></div> |             |                                |                | <table><tr><td>Review Payments</td><td>✓</td><td>Reviewed</td></tr><tr><td>Review Purchase Card Records</td><td>!</td><td>Needs Attention</td></tr><tr><td>Review Obligations</td><td>!</td><td>Needs Attention</td></tr><tr><td>Review Contact Information</td><td>✓</td><td>Reviewed</td></tr><tr><td>Confirm All Files</td><td>!</td><td>Needs Attention</td></tr></table> |          |              |      | Review Payments | ✓ | Reviewed | Review Purchase Card Records | ! | Needs Attention | Review Obligations | ! | Needs Attention | Review Contact Information | ✓ | Reviewed | Confirm All Files | ! | Needs Attention |
| 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                                                                                                                                  |             |                                |                |                                                                                                                                                                                                                                                                                                                                                                               |          |              |      |                 |   |          |                              |   |                 |                    |   |                 |                            |   |          |                   |   |                 |

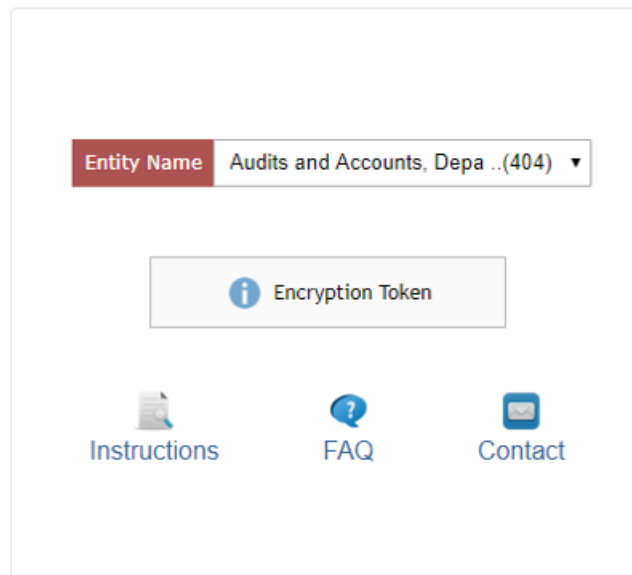
The Menu displays the following navigation links:

- **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 F E I/Vendor number 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 F E I/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.

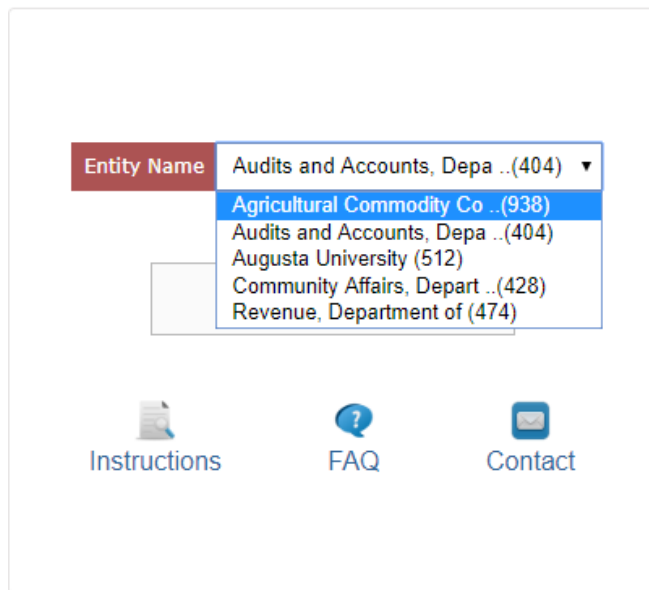
***Note:*** *If you have already created an encryption token for this submission year in the Salary/Travel Submission application, the system will use that encryption token.*

A screenshot of a web application interface. At the top, there is a dropdown menu labeled 'Entity Name' with a red header, showing 'Audits and Accounts, Depa ..(404)' and a downward arrow. Below this is a button with a blue information icon and the text 'Encryption Token'. At the bottom, there are three icons with labels: a document icon for 'Instructions', a question mark icon for 'FAQ', and an envelope icon for 'Contact'.

*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.



A screenshot of a web form showing a dropdown menu for 'Entity Name'. The menu is open, displaying a list of entities with their respective counts in parentheses. The first option, 'Agricultural Commodity Co ..(938)', is highlighted in blue. Below the dropdown, there are three icons with labels: a document icon for 'Instructions', a question mark icon for 'FAQ', and an envelope icon for 'Contact'.

| Entity Name                         |
|-------------------------------------|
| Audits and Accounts, Depa ..(404) ▼ |
| Agricultural Commodity Co ..(938)   |
| Audits and Accounts, Depa ..(404)   |
| Augusta University (512)            |
| Community Affairs, Depart ..(428)   |
| Revenue, Department of (474)        |

 Instructions       FAQ       Contact

## 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.



A screenshot of the 'Transparency in Government Act (TIGA) – Payments & Obligations' web application. The header shows the Georgia state logo and the title. A navigation bar includes links for Home, Upload Data, Payments, Purchase Cards, Obligations, Contacts, Confirmation, and Exit. The 'Upload Data' tab is active. Below the navigation bar, there is a dropdown menu for 'Entity Name' with 'Audits and Accounts, Depa ..(404)' selected. The main content area features a 'Select File Type' section with three radio buttons: 'Payments' (selected), 'Purchase Cards', and 'Obligations'. A 'Submit' button is located below the radio buttons.

Georgia Department of Audits and Accounts

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) ▼

Select File Type

☒ Payments   ☐ Purchase Cards   ☐ Obligations

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.**

**NOTE:** *If you are not an appropriated entity, you do not have to submit obligations.*

### Payments/Purchase Cards/Obligations Examples

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

| Entity Code | Reporting Fiscal Year | F E I #   | Vendor Name     | Payment Amount | SCOA Code | Funding Source |
|-------------|-----------------------|-----------|-----------------|----------------|-----------|----------------|
| 404         | 20xx                  | 004567895 | Name of Vendor1 | 51000.00       | 614026    | FE             |
| 404         | 20xx                  | 123456789 | Name of Vendor2 | 25.55          | 614003    | SO             |
| 404         | 20xx                  | 345227891 | Name of Vendor3 | 80000.00       | 616001    | SO             |

**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        |

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

| Entity Code | Fiscal Year | F E I #   | 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. F E I / T I N numbers should be submitted where available. For vendors without an F E I / T I N number, we will accept the vendor number. Once you browse 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.

## Payments


**Transparency in Government Act (TIGA) – Payments & Obligations**
Today's Date is: June 05, 201

[Home](#)
[Upload Data](#)
[Payments](#)
[Purchase Cards](#)
[Obligations](#)
[Contacts](#)
[Confirmation](#)
[Exit](#)

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: \*

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

Encryption Token

## Delete Payment

Click the red X 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# | SCOA | Description  | Funding | Payment Amt |
|--------------|----|------|------|--------------|---------|-------------|
|              |    |      |      | RTY ATTOR... | FE      | 5.00        |
| Grand Total: |    |      |      |              |         | 5.00        |

Select Delete Reason:

Confidentiality reasons

Duplicate Record

Other

Proceed

Cancel

## History

Click the History 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 |

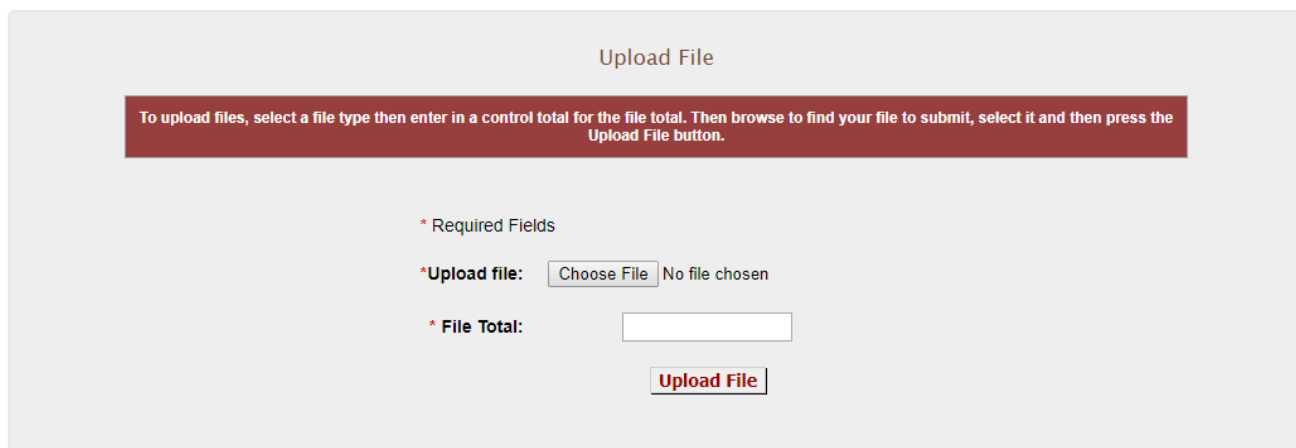


## Purchase Cards

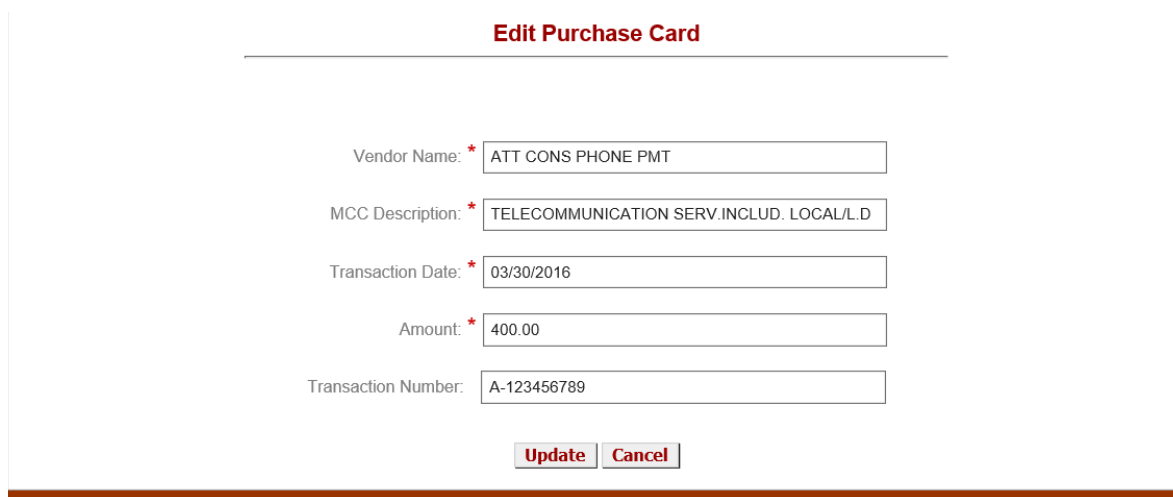
You will need to login to your bank's website to create the purchase card file (for most State Agencies this will be Bank of America). Instructions for this process can be found on our website by clicking the blue "Instructions" link at the top middle of the screen.



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



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



## 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:

No total record(s)

| Status                    | Fiscal Year | FE# | 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.

## Contacts

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

This 2<sup>nd</sup> 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: \* 

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 Open Georgia website at <http://Open.Georgia.gov>, and the organization will be listed on the website as being **non-compliant with the Transparency in Government Act**.

 **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) ▼

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     | <a href="#">Confirm</a> |
| Purchase Cards | 1                    | 100.00       | STARTED     | <a href="#">Confirm</a> |
| Obligations    | 1                    | 100.00       | NOT STARTED | <a href="#">Confirm</a> |

[Confirm All](#)

## 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   | <a href="#">Confirm</a> |
| Obligations    | 395                  | 3,931,695.19  | STARTED   | <a href="#">Confirm</a> |

[Confirm All](#)

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

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**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 |