Overview/Background

In support of the Transparency in Government Act (TIGA) as it pertains to Senate Bill 300/389 (SB 300/389), the State Accounting Office (SAO) will continue to provide a process to allow agencies to extract financial data files from the TeamWorks Financial system. The agencies will in turn review, adjust (if needed), and submit these extract files to the Department of Audits and Accounts (DOAA). This financial data is compiled into two categories:

1. Total Payments (Fiscal Year 2012, all Budget Periods)
   (Two files extracted, control totals and detail data)

2. Total Obligations (Budget Period 2012)
   (Two files extracted, control totals and detail data)

The TeamWorks pages to obtain the files will be available to the agencies by September 17, 2012.

Data Elements relevant to both Payments and Obligations files:

Data contained in the Payments and Obligations extracts will reflect data for the 2012 Reporting Year/Fiscal Year.

SAO was requested by DOAA to provide the data by the nine-digit FEI/TIN associated with the vendor. If the vendor used on a transaction did not have a nine digit number listed in the TIN field, then the vendor number was used to identify the total obligations and total payments data for the vendor. If the Single Pay Vendor was used on a transaction, then a special identifier, 'SPVXXXXXX' (where XXXXXX is an auto-numbered sequence based on the specific vendor identified on the transaction) was created to identify the total obligations and total payments data for the vendor.

If a vendor has a TIN (vendor is established with either an FEI or SSN) and EID (vendor is established with an Employee ID), the EID will be reported on the extract for the FEI# information. The agency should review this information to determine if the payment made should be reported as the FEI/TIN value or the EID value. In making this determination, the agency should consider whether or not at the time the funds were obligated or paid, if the vendor was an employee or contractor. If the vendor is deemed to be an employer, the FEI # should be reported as the EID. If the vendor is deemed to be a contractor, the FEI # should be reported as the appropriate FEI #.

If there is an attached entity associated with a primary business unit identified by Fund, Program or Department, then the attached entity should be submitted separately from the primary business unit (e.g., agency 981 is attached to Business Unit 42800 and should be submitted separately to the DOAA submission website for Payments and Obligations). Specific queries have been created for the total obligations and total payments data to be separated based on the appropriate chartfield identifier. For example, in this case Business unit 42800 will extract a separate file from TeamWorks based on the Program codes associated with entity 981 (e.g., 0971001, etc.) for Payments and Obligations. The files for entity 981 Payments and Obligations should then be uploaded separately from the primary 42800 business unit.

Data Elements relevant to the Payments file:

Payments account criteria will include accounts 150000 through 159999 (prepaid and inventories) and all accounts 500000 and above excluding 705001, 723001, 723004, and 729004 (these exclusions deal with tuitions, right of ways, and easements). "Payment Amounts" to be included in the extract are those with a "Payment Date" in TeamWorks of 7/1/2011 through 6/30/2012. There are no restrictions on Budget Year for payments.

Only the name of the PCard vendor will be reflected in the files as opposed to the originating vendor as maintained by PCard vendor (Bank of America).

Voids and reissues will be included only if the "Cancelled Date" or "Payment Date" per TeamWorks is between 7/1/2011 and 6/30/2012. Activity reflecting negative numbers and zero dollars will be included in the extract. The agencies should determine if zero dollar payments should be excluded from the summarized information that is reported to DOAA. For example, the zero dollar payment is for adjustments related to the account chartfield it would be appropriate to leave both the positive and negative amounts in the file.

The payment information is segregated by federal, state and other funding sources within the payment extract criteria. Transactions funded with a federal funding source will be noted on the extract with an "FE" identifier in the Funding Source field. If the funding source is State or Other the Funding Source field will be the value of "SO".

Salary and Benefit information is included in the Payments extract and is now displayed as the actual account value. FEI # of 111111111 is used for salary accounts and the number 222222222 is used for benefits accounts. Summary totals will be shown for salary accounts (accounts 501000-513999) and benefits accounts (accounts 514000-597999) in the extract file.

Example Payment File based on Payment Date: (data file submitted would not include headers)

Entity Code	Reporting Fiscal Year	FEI #	Vendor Name	Payment Amount	SCOA Code	Funding Source
404	2012	004567895	Name of Vendor1	51,000.00	614026	FE
404	2012	123456789	Name of Vendor2	25.55	614003	SO
404	2012	345227891	Name of Vendor3	80,000.00	616001	SO
404	2012	568925678	Name of Vendor3	10,102.45	651001	FE

Example of a Unique Record
12 payments to GA Power coming from the same funding source and SCOA would be one payment.

Data Elements relevant to the Obligations file:
"Obligation Amounts" to be included in the extract are those with a 2012 "Budget Period" in TeamWorks. The "Budget Period" will be derived using the Budget Date and/or the Budget Ref field on the respective transactions. Obligations account criteria will include all accounts 500000 and above excluding 705001, 723001, 723004, and 729004 (these exclusions deal with tuitions, right of ways, and easements).

New for FY12:
- Added the following accounts to Obligations:
    - 214000 to 214999 (Accrued Payroll)
    - 222000 to 222999 (Benefits Payable)

Examples of the file layouts are noted below. The headings will not appear in the extract files obtained from TeamWorks.

Example Obligation File based on Budget Year: (data file submitted would not include headers)

Entity Code	Fiscal Year	FEI #	Vendor Name	Obligation Amt
404	2012	123456789	Name of Vendor1	51,000.00
404	2012	243456789	Name of Vendor2	250.78
404	2012	912345591	Name of Vendor3	80,000.00
404	2012	640456892	Name of Vendor4	4750.00
404	2012	883458838	Name of Vendor5	1,000.25
404	2012	745883906	Name of Vendor6	65.93

Example of a Unique Record

All obligation activity for a vendor with a unique FEI#/Vendor Name combination would be one line.

Obtaining the Extract Files

The SAO has created custom pages within the TeamWorks Financials system to allow the users to extract data for TIGA reporting directly. These files will produce CSV formatted files which the agencies may review and modify, if needed and upload to the DOAA submission website for Payments and Obligations. A separate page has been created for each of the processes – Payments and Obligations. Both pages are designed to allow a separate file to be created by the Primary Business Unit if they have attached agencies to report on also.

Each process, Payments and Obligations, will produce two CSV formatted files. One file will be for the control total and one will be for the summarized vendor information. **If data in the summarized file is modified which changes the total, then the total on the control total file should be updated to reflect the changes also.** Both the summarized detail and the control total CSV files should be uploaded to the DOAA submission website for Payments and Obligations.

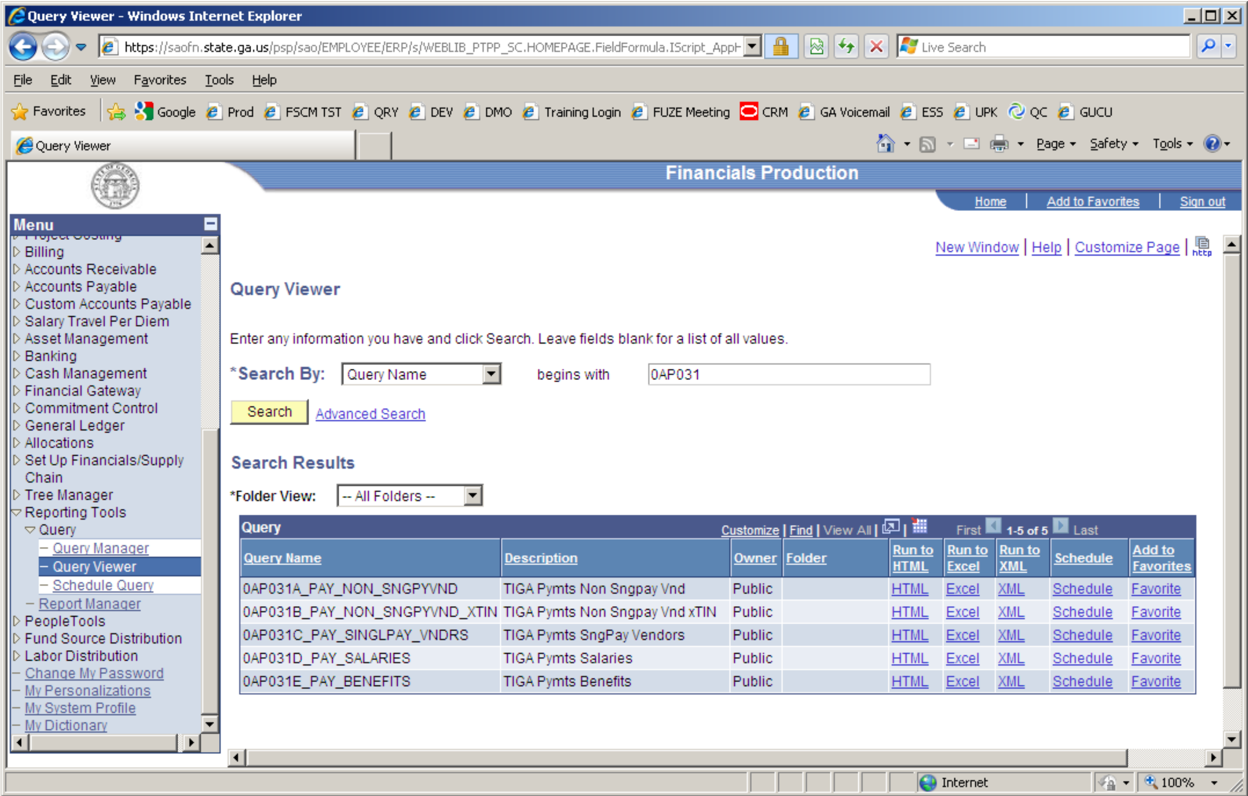
Details are provided below regarding each of the pages. Please be sure the appropriate request for obtaining security access to these pages has been completed before attempting to run the process.

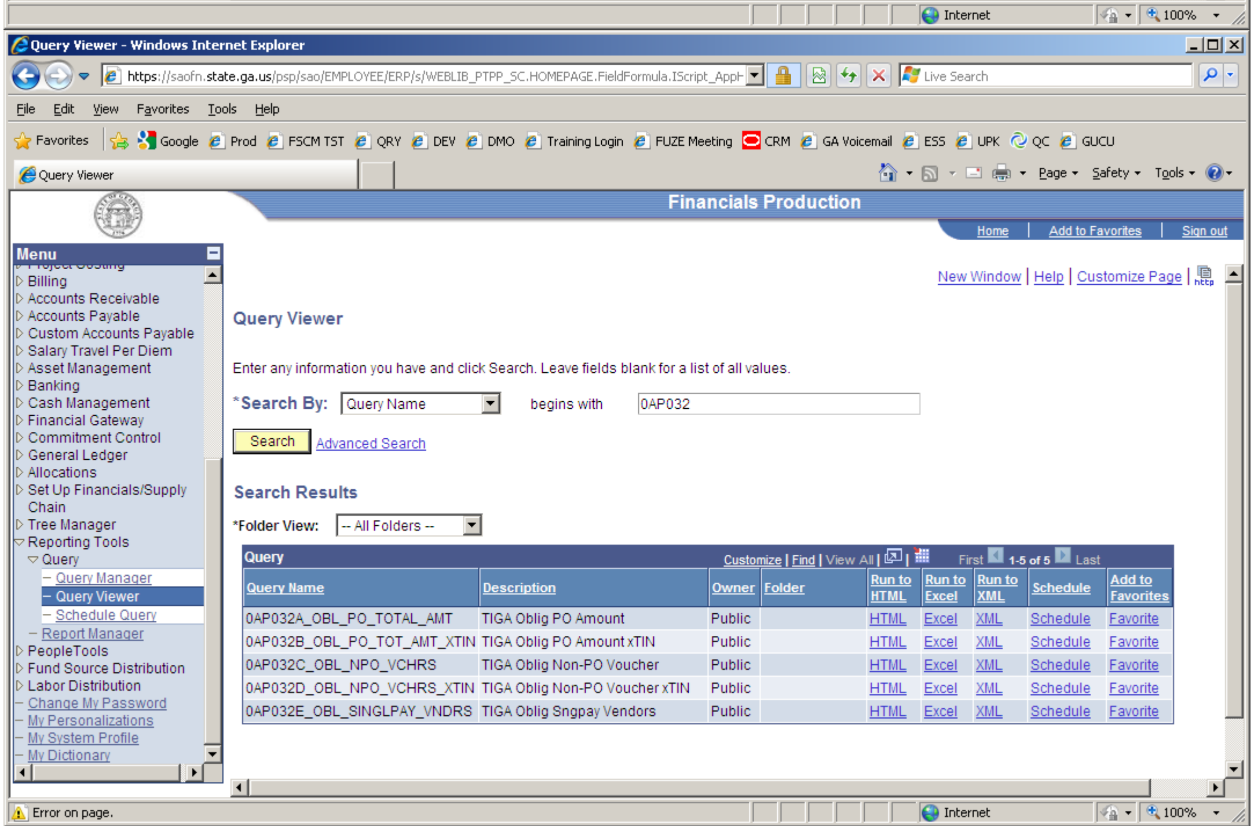
Validation Queries

Queries are available to help facilitate the validation of data files to TeamWorks:

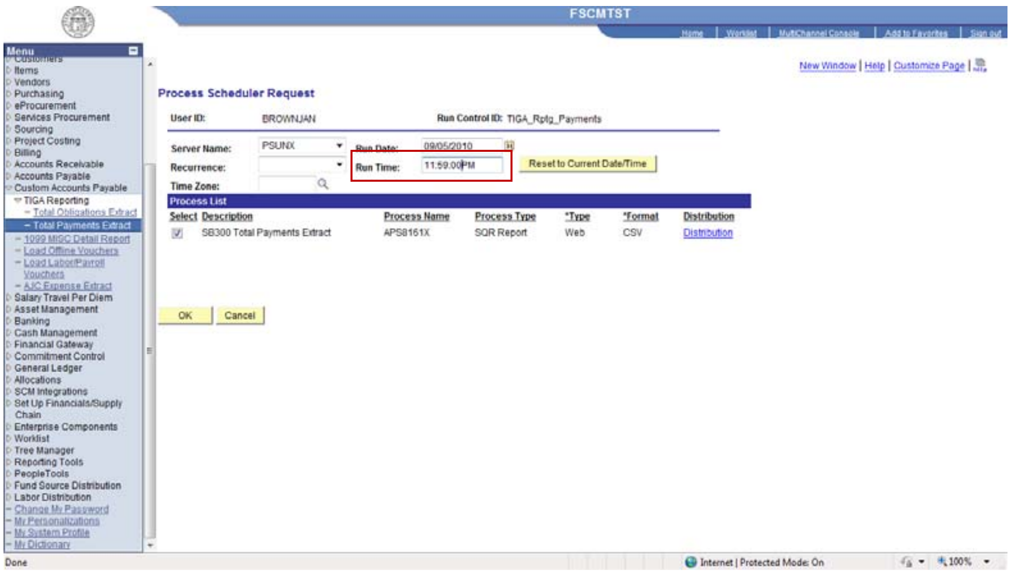
1. The 0AP031 queries allow the user to validate the total dollar amount and individual vendor amounts for the Total Payments data.
2. The 0AP032 queries allow the user to validate the total dollar amount and individual vendor amounts for the Total Obligations data.

The query results from each of these queries may be modified to obtain varying views of the data (i.e., by Federal Employer Identification (FEI) number/Tax Identification Number (TIN) or by Vendor Number). While these queries are provided to help facilitate the verification of the data contained in the extract file, the agency may use other sources (i.e., GG reports, other AP queries, etc.) to verify the totals reflected in the extract file.

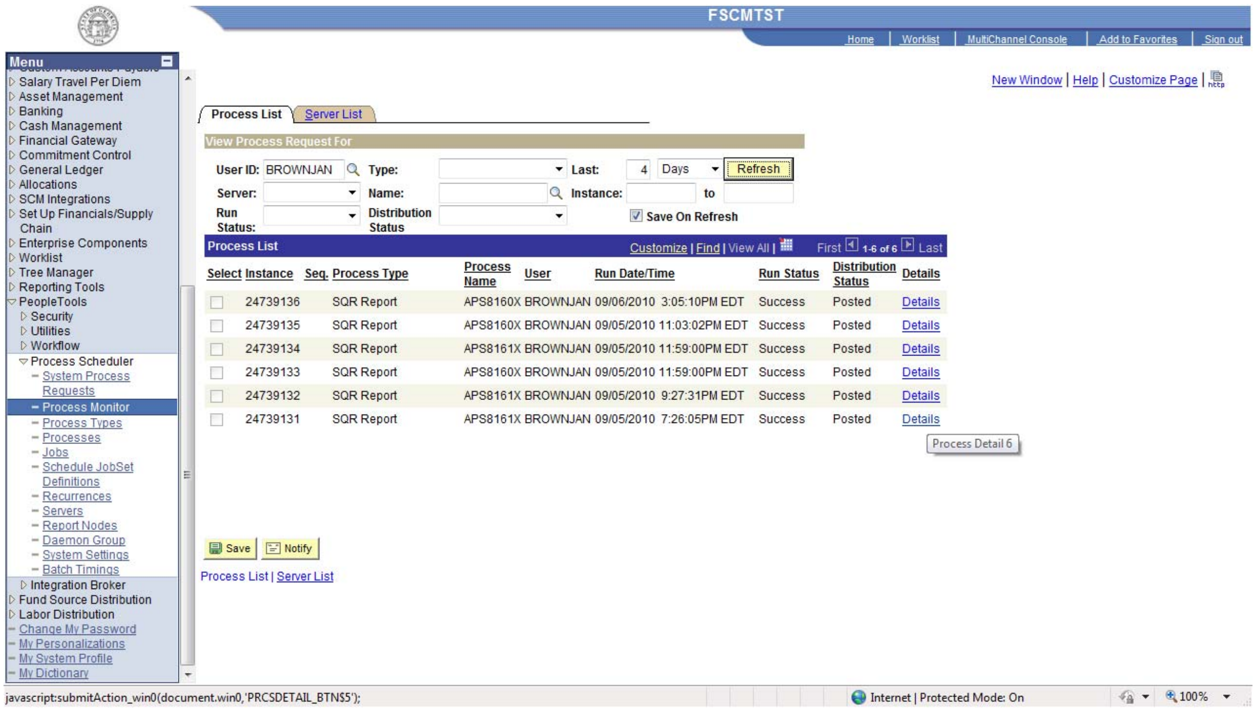

Query Viewer - Windows Internet Explorer
https://saofn.state.ga.us/psp/sao/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppH
Financials Production
Home | Add to Favorites | Sign out
Menu
Billing
Accounts Receivable
Accounts Payable
Custom Accounts Payable
Salary Travel Per Diem
Asset Management
Banking
Cash Management
Financial Gateway
Commitment Control
General Ledger
Allocations
Set Up Financials/Supply Chain
Tree Manager
Reporting Tools
Query
Query Manager
Query Viewer
Schedule Query
Report Manager
PeopleTools
Fund Source Distribution
Labor Distribution
Change My Password
My Personalizations
My System Profile
My Dictionary
New Window | Help | Customize Page
Query Viewer
Enter any information you have and click Search. Leave fields blank for a list of all values.
*Search By: Query Name begins with 0AP031
Search Advanced Search
Search Results
*Folder View: -- All Folders --
Query
Customize | Find | View All | First 1-5 of 5 Last
Query Name | Description | Owner | Folder | Run to HTML | Run to Excel | Run to XML | Schedule | Add to Favorites
0AP031A_PAY_NON_SNGPYVND | TIGA Pymts Non Sngpay Vnd | Public | | HTML | Excel | XML | Schedule | Favorite
0AP031B_PAY_NON_SNGPYVND_XTIN | TIGA Pymts Non Sngpay Vnd xTIN | Public | | HTML | Excel | XML | Schedule | Favorite
0AP031C_PAY_SINGLPAY_VNDRS | TIGA Pymts SngPay Vendors | Public | | HTML | Excel | XML | Schedule | Favorite
0AP031D_PAY_SALARIES | TIGA Pymts Salaries | Public | | HTML | Excel | XML | Schedule | Favorite
0AP031E_PAY_BENEFITS | TIGA Pymts Benefits | Public | | HTML | Excel | XML | Schedule | Favorite
Internet
100%


Query Viewer - Windows Internet Explorer
https://saofn.state.ga.us/psp/sao/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppH
Financials Production
Home | Add to Favorites | Sign out
Menu
Query Viewer
Enter any information you have and click Search. Leave fields blank for a list of all values.
*Search By: Query Name begins with 0AP032
Search Advanced Search
Search Results
*Folder View: -- All Folders --
Query
Customize | Find | View All | First 1-5 of 5 Last
Query Name | Description | Owner | Folder | Run to HTML | Run to Excel | Run to XML | Schedule | Add to Favorites
0AP032A_OBL_PO_TOTAL_AMT | TIGA Oblig PO Amount | Public | | HTML | Excel | XML | Schedule | Favorite
0AP032B_OBL_PO_TOT_AMT_XTIN | TIGA Oblig PO Amount xTIN | Public | | HTML | Excel | XML | Schedule | Favorite
0AP032C_OBL_NPO_VCHRS | TIGA Oblig Non-PO Voucher | Public | | HTML | Excel | XML | Schedule | Favorite
0AP032D_OBL_NPO_VCHRS_XTIN | TIGA Oblig Non-PO Voucher xTIN | Public | | HTML | Excel | XML | Schedule | Favorite
0AP032E_OBL_SINGLPAY_VNDRS | TIGA Oblig Sngpay Vendors | Public | | HTML | Excel | XML | Schedule | Favorite
Error on page.
Internet
100%

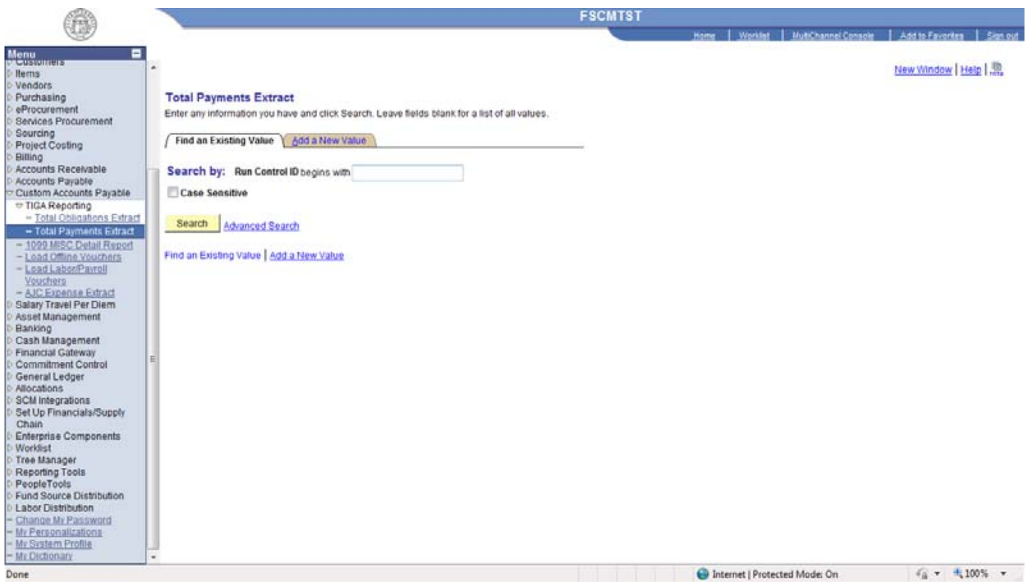
NOTE: Due to the size and volume of data being extracted from the system, it is recommended that the extract file process be scheduled to run during non-peak business hours. The process can be run online after peak hours (7PM to 6AM) or it can be set to run at 11:59PM as is done with the GG report. This is accomplished by updating the "Run Time" on the Process Scheduler Request page at the time the process is run.



If the process is schedule to run at 11:59PM, the files may be reviewed the next day via the navigation: People Tools>Process Scheduler>Process Monitor. Search for processes for the prior day under the User ID under which the process was run. Look for the process run at 11:59PM on the designated date.



The remainder of this document identifies the various steps required to facilitate extraction of data for review and submission to the DOAA for Transparency in Government Act (TIGA) reporting of payments and obligations. You should perform these same steps on all 4 files.



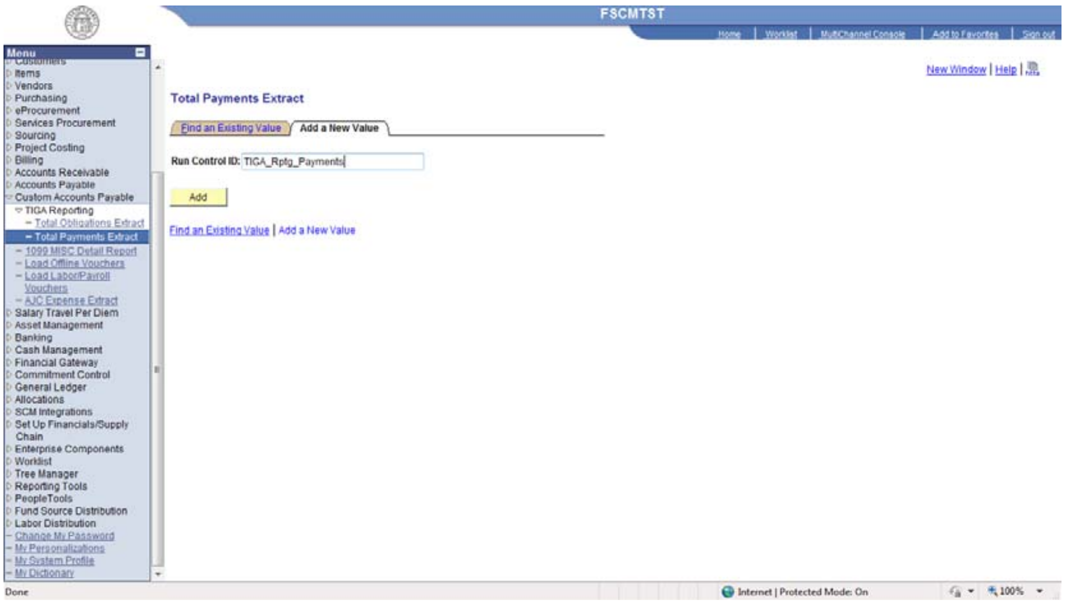
Navigation: Accounts Payable>Custom Accounts Payable>TIGA Reporting>Total Payments Extract

Or

Navigation: Accounts Payable>Custom Accounts Payable>TIGA Reporting>Total Obligations Extract

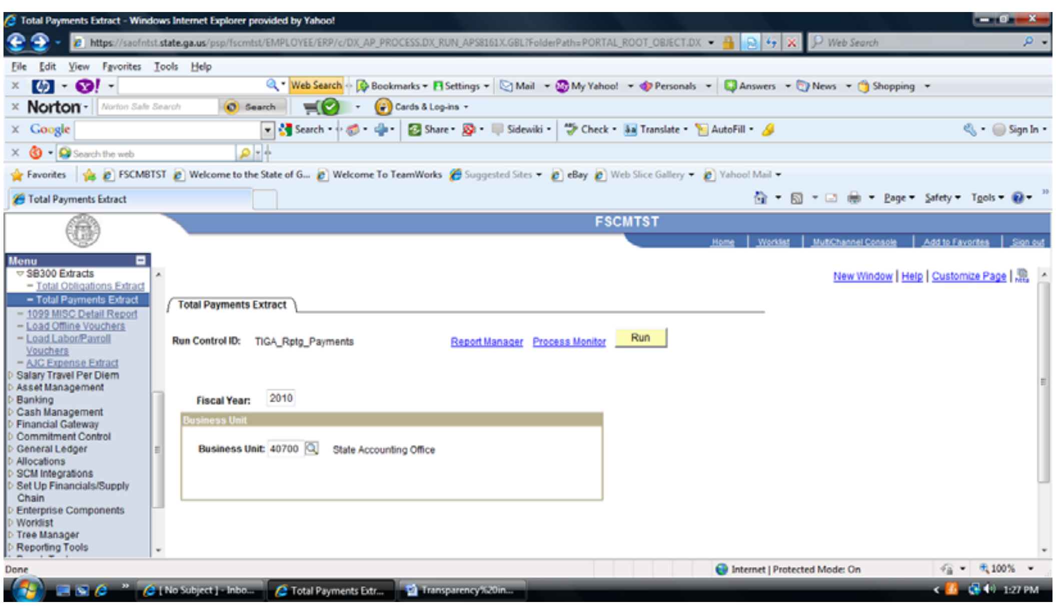
If you do not have access to these paths available, you will need request greater security access through SAO's security administration group.

Add new run control by navigating to the Add a New Value tab. Add Run Control ID and click the Add button.

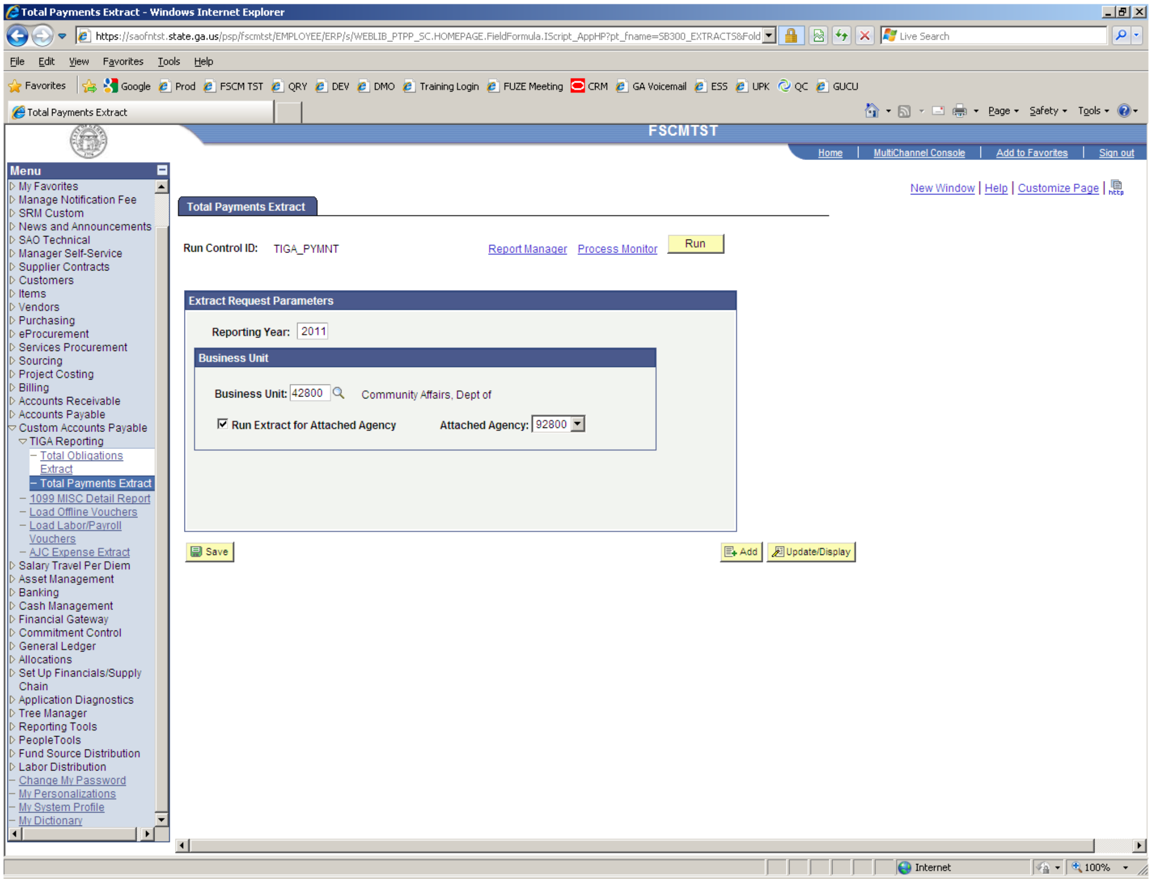


NOTE: Spaces should not be used in creating the Run Control ID or an error message will display when attempting to run the process.

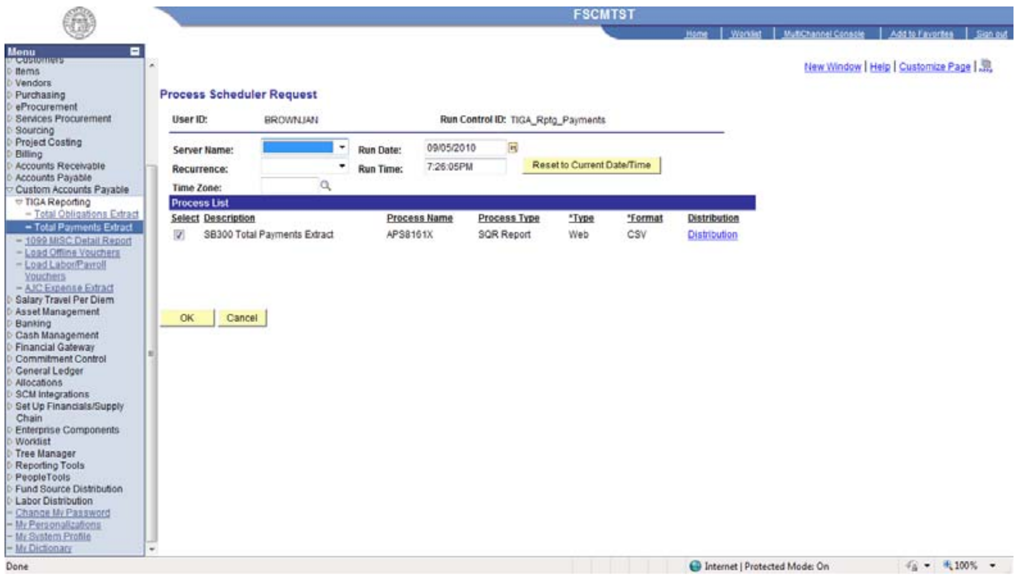
The Total Payments Extract Run Control page appears.



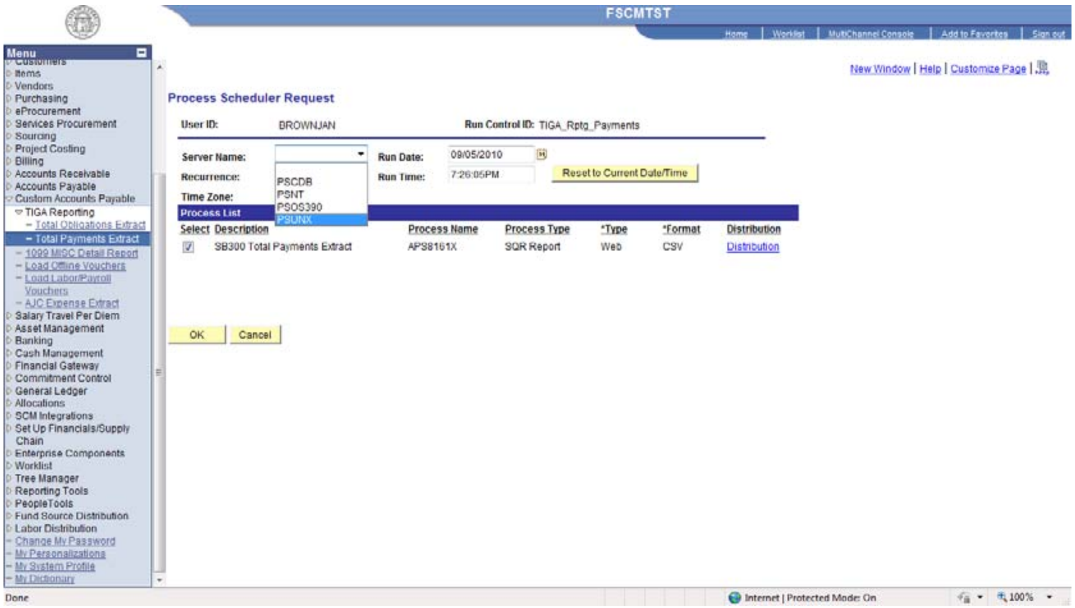
If an agency only has a Primary Business Unit, only the Fiscal Year and Business Unit fields will appear on the page. If an agency also has attached business units, then more fields will be displayed. You will need to run the process separately for each attached business unit as well as the primary business unit.



Once this appropriate data is populated, click the Run button. The Process Scheduler Request Page will appear.

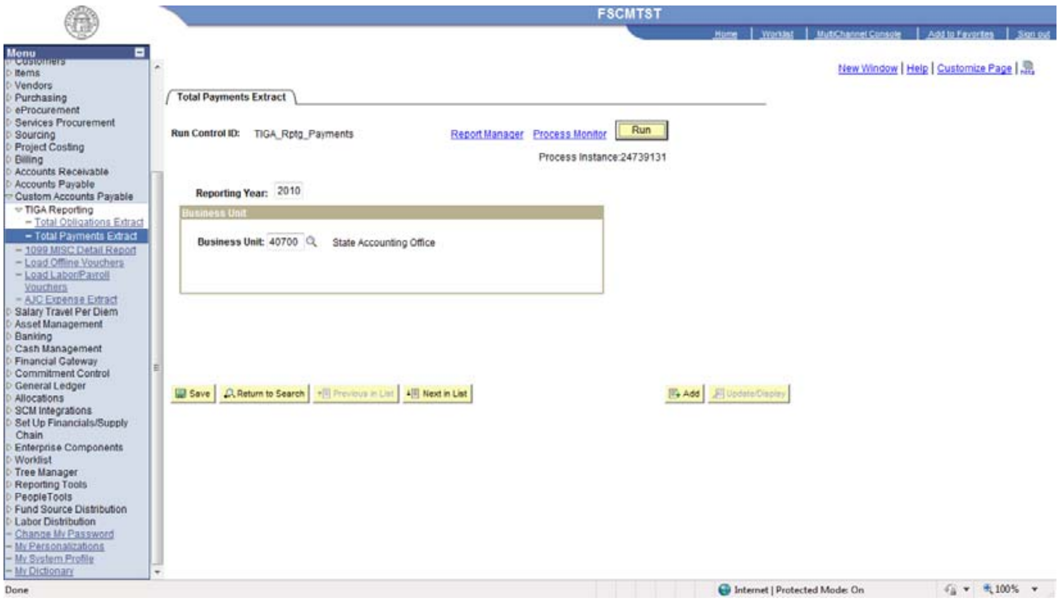


Click the dropdown menu on the Server Name field and select the “PSUNX” server.



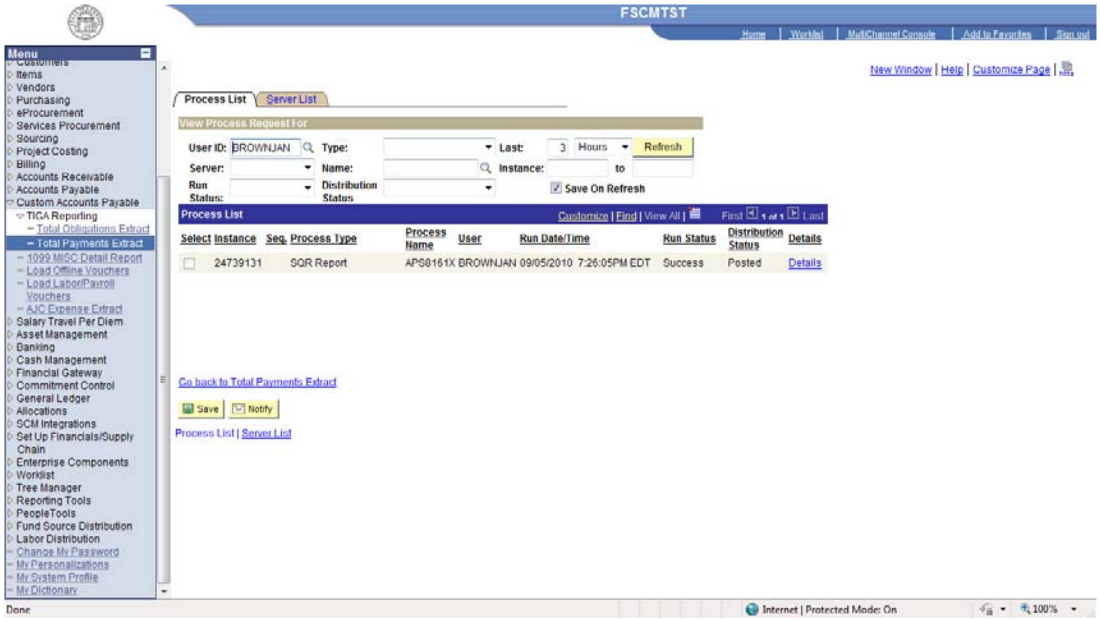
NOTE: Process should be run during non-peak hours or scheduled for 11:59PM. See Page 5 for navigation to retrieve data files the next day.

Once the Server Name is populated, click the OK button.



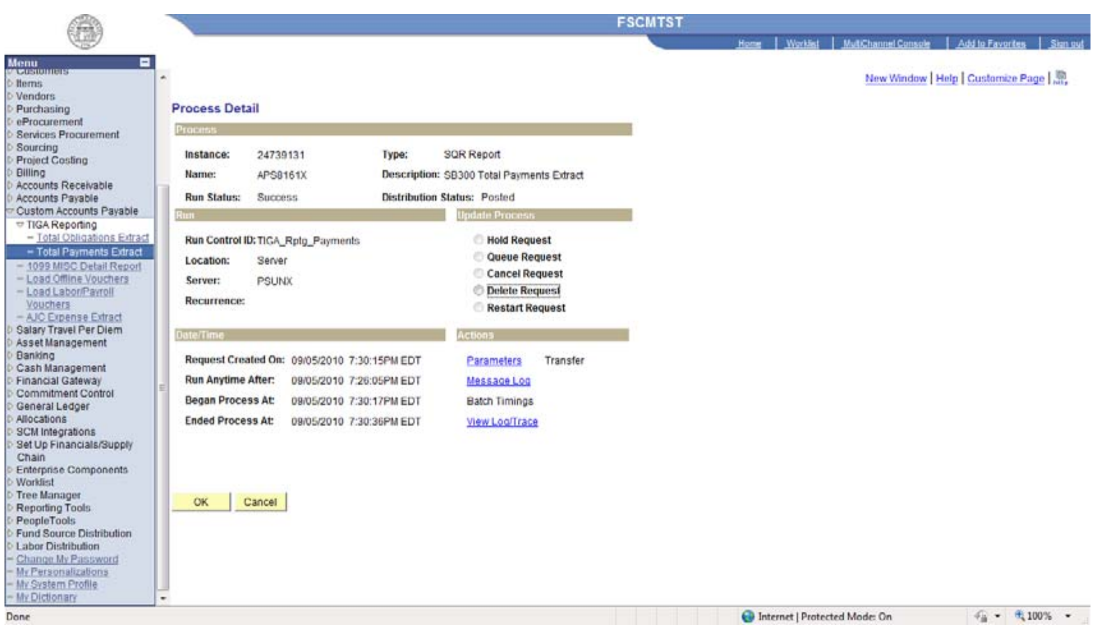
The system will navigate back to the Run Control page and the Process Instance will be displayed.

Click the Process Monitor link to obtain the data file results. The Process List is displayed.

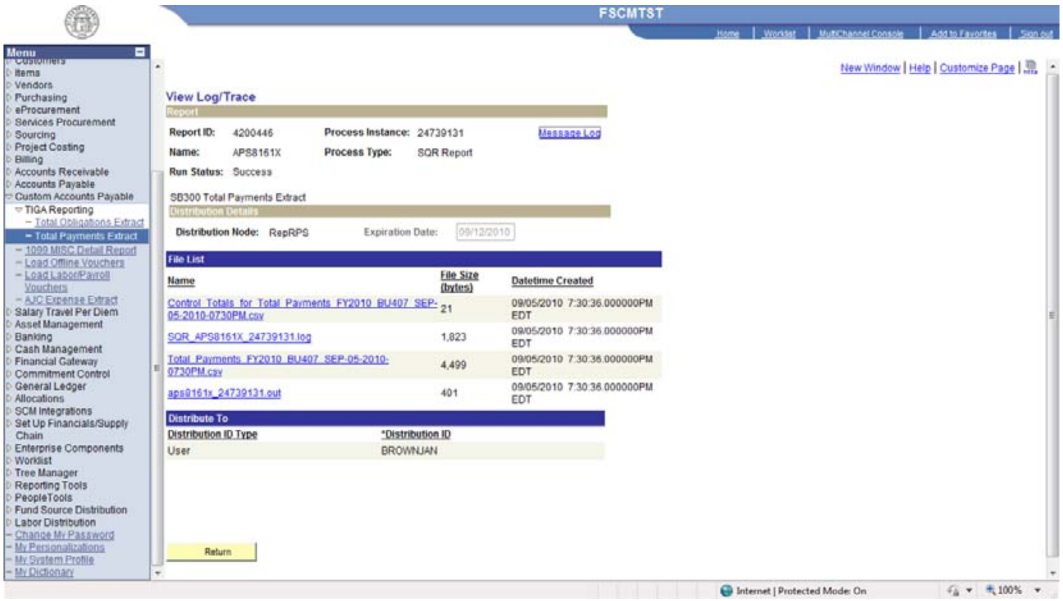


Note: Before attempting to obtain the data file, please insure the Run Status is "Success" and the Distribution Status is "Posted". If both statuses are correct, the Details link should be clicked. Click on the Refresh button to update the statuses, if necessary.

The Process Detail page is displayed. Click on the View Log/Trace link to obtain the data file.

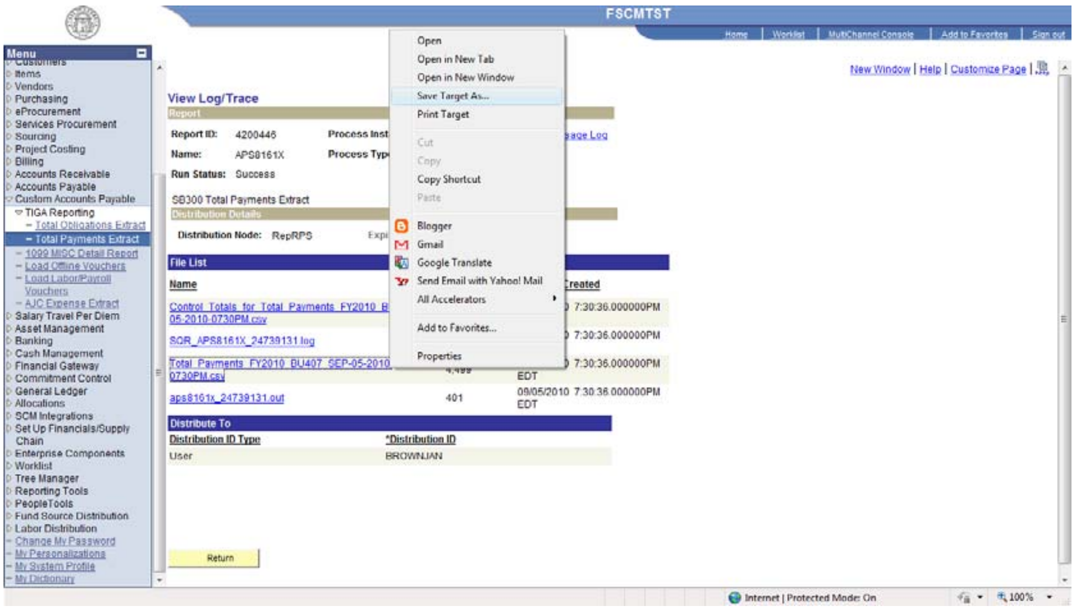


The View Log/Trace page is displayed.

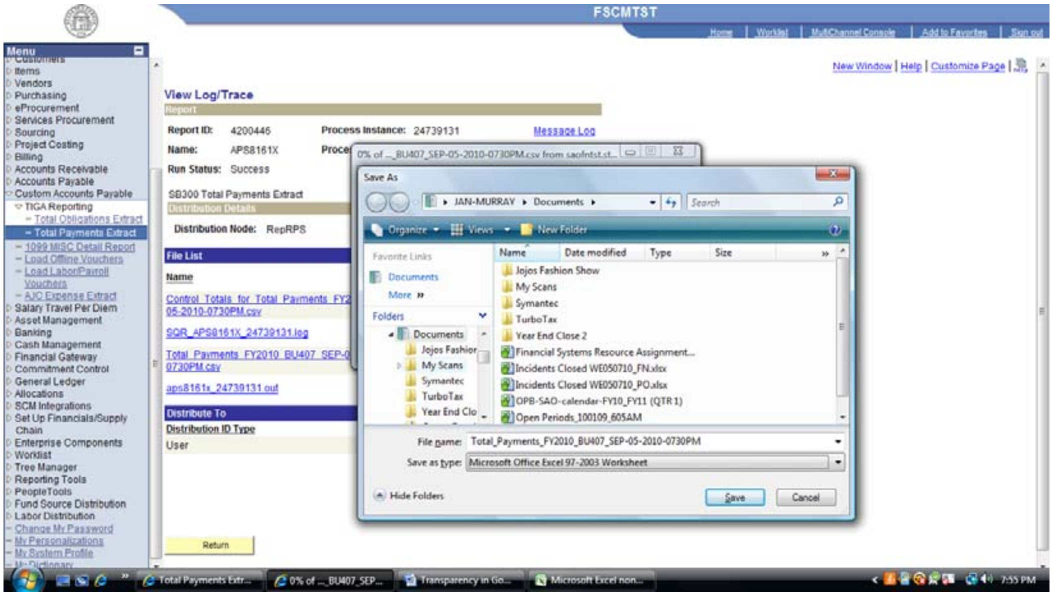


You will notice that there are two CSV files that need to be saved. The Obligations extract process produces two files and the Payments extract produces two files. You will need to save both files.

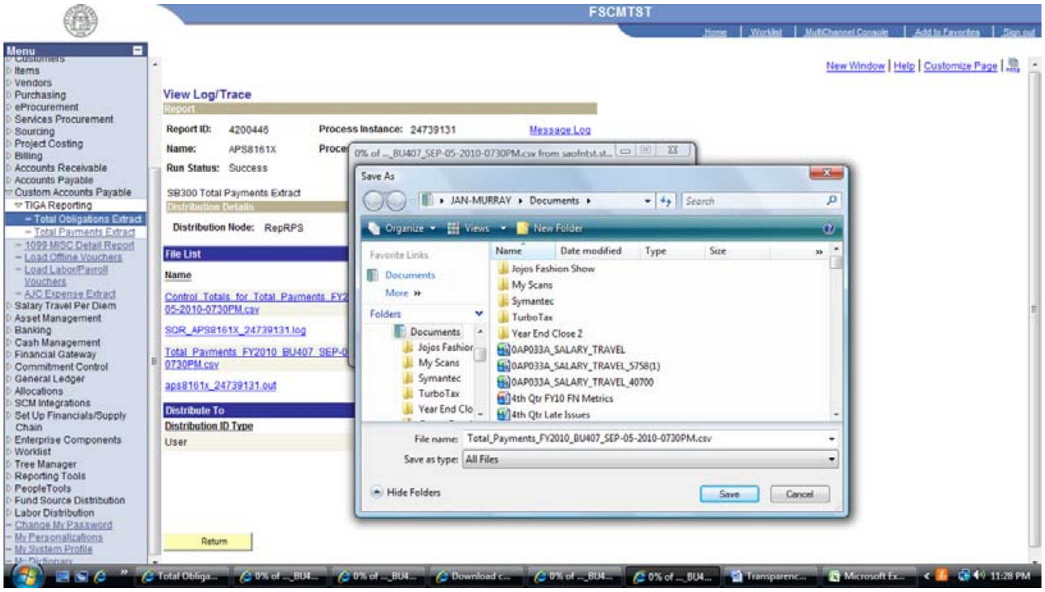
Right click on the file “Total Payments…csv” file and select the “Save Target As” option to save the summarized data by Vendor.



The “Save As” dialog box will appear.

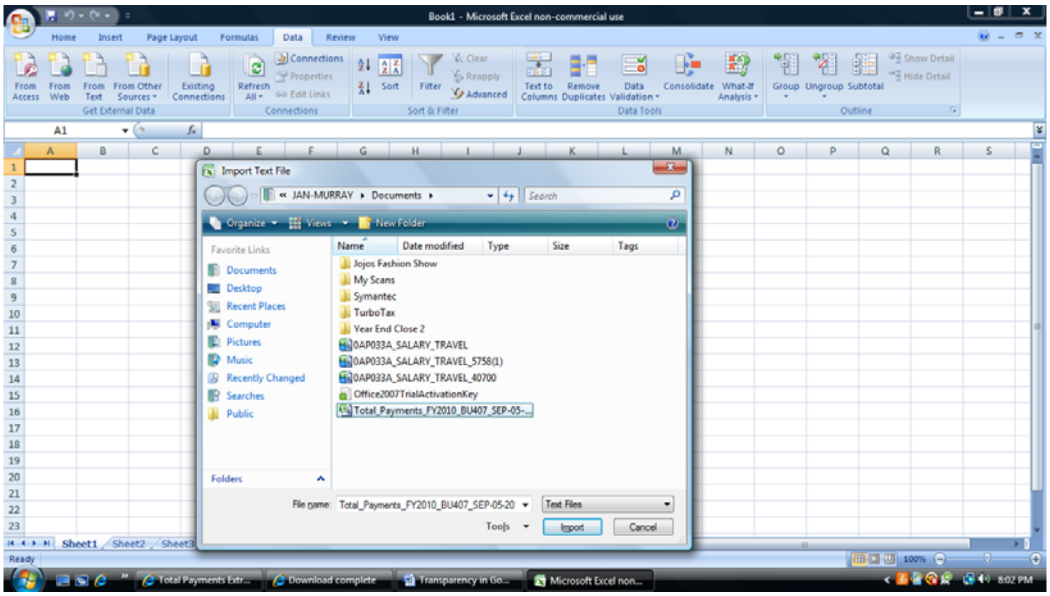


Select the location where the file should be saved, change the “Save as type” to “All Files” and add the csv extension to the file name. Click “Save”.



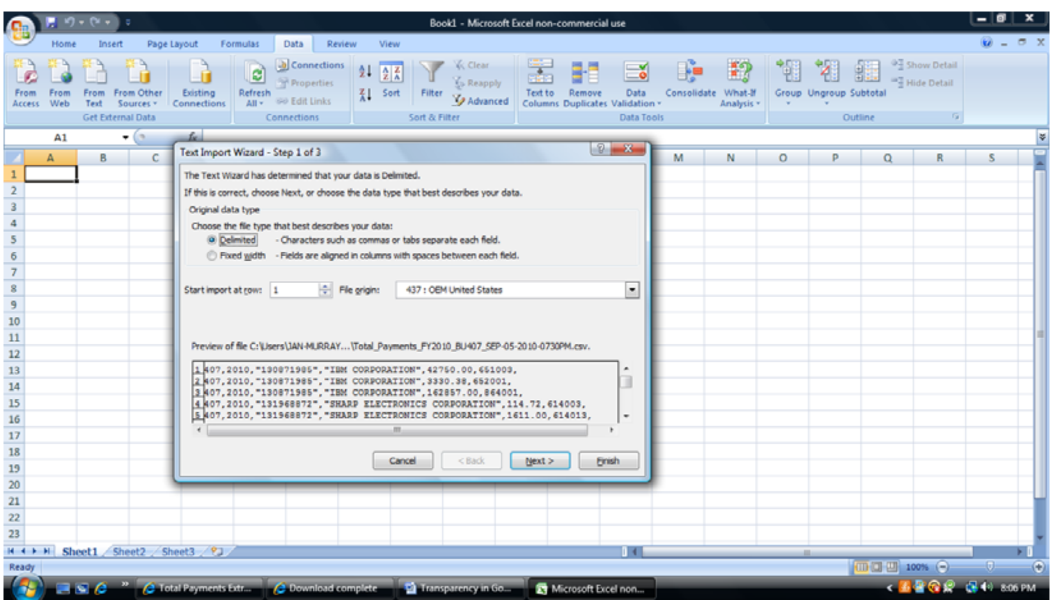
To open the file and keep the leading zeroes in the FEI # field, first open Excel. For Excel 2007, select Data, select From Text and a dialog box will open to allow selection of file. Select the csv file saved above.

NOTE: If you do NOT follow these instructions, you will drop the leading zeros from the employee ID and other values.



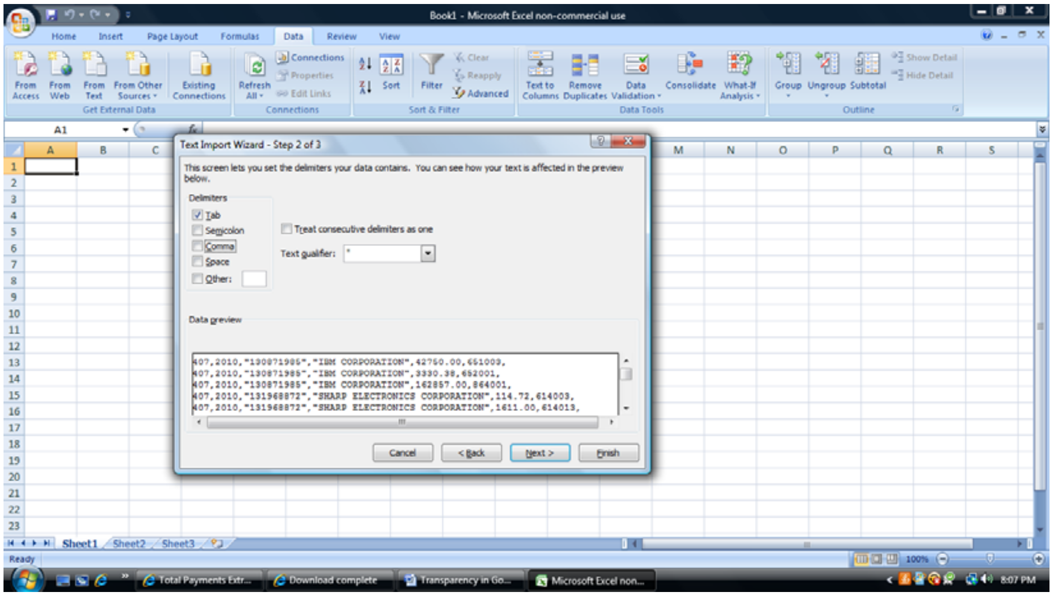
Click the Import option.

The Text Import Wizard will open. Select the defaulted "Delimited" option in Step 1 of 3.

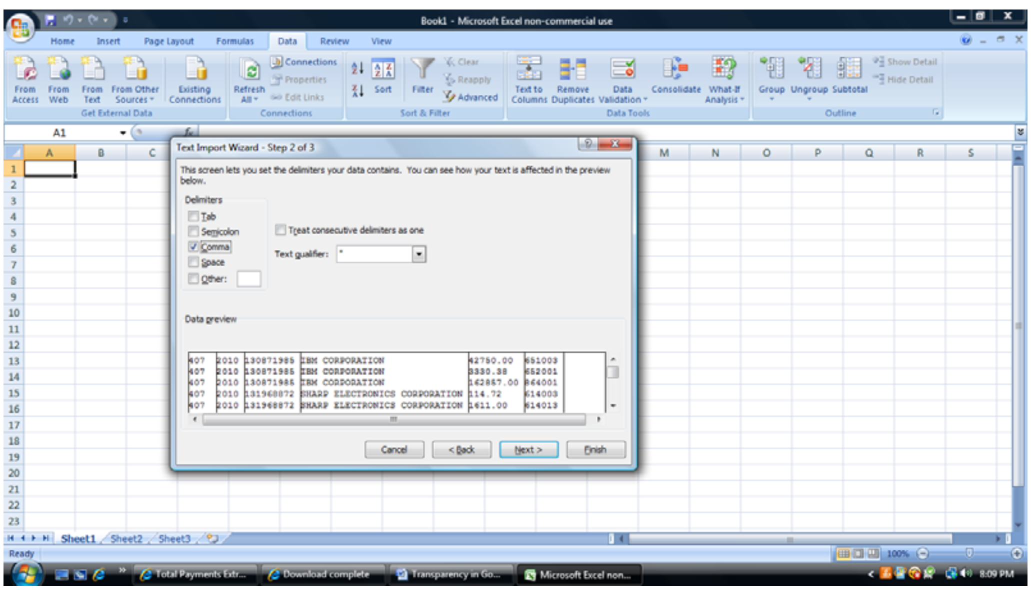


Click “Next”.

Step 2 of 3 of the Text Import Wizard will appear.

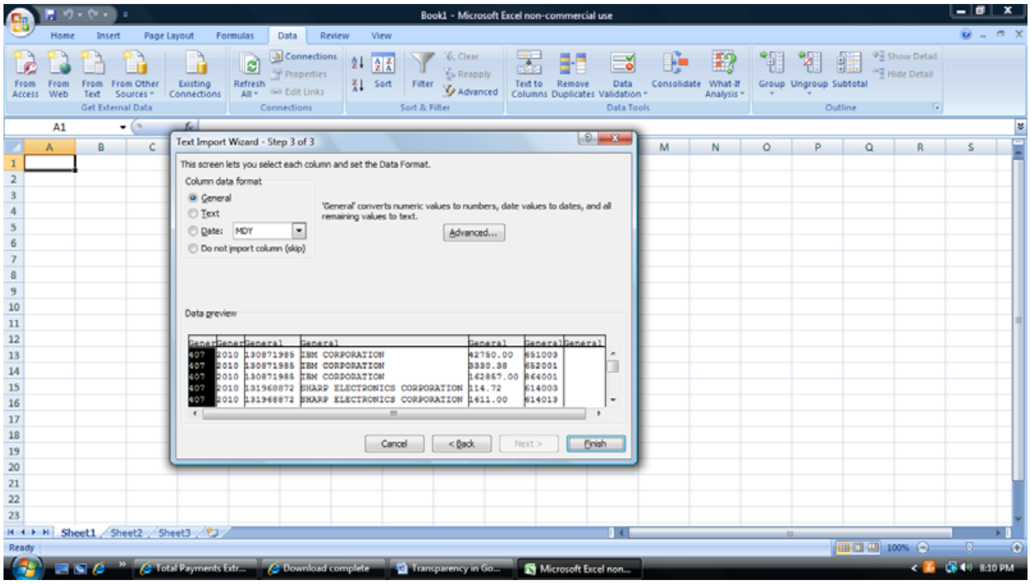


Deselect the “Tab” option and select the “Comma” option.

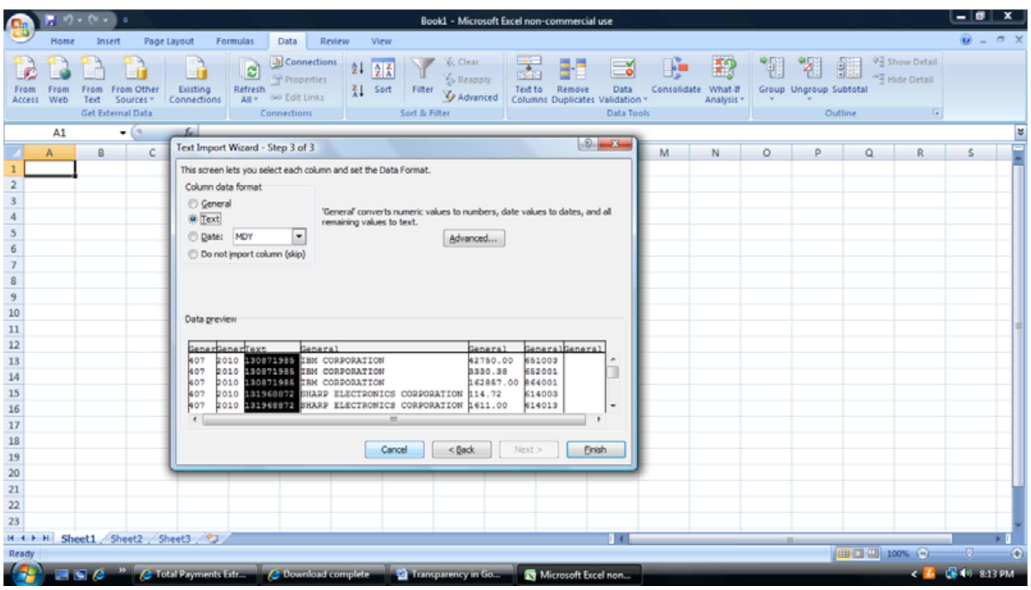


Click “Next”.

Step 3 of 3 of the Text Import Wizard will appear.

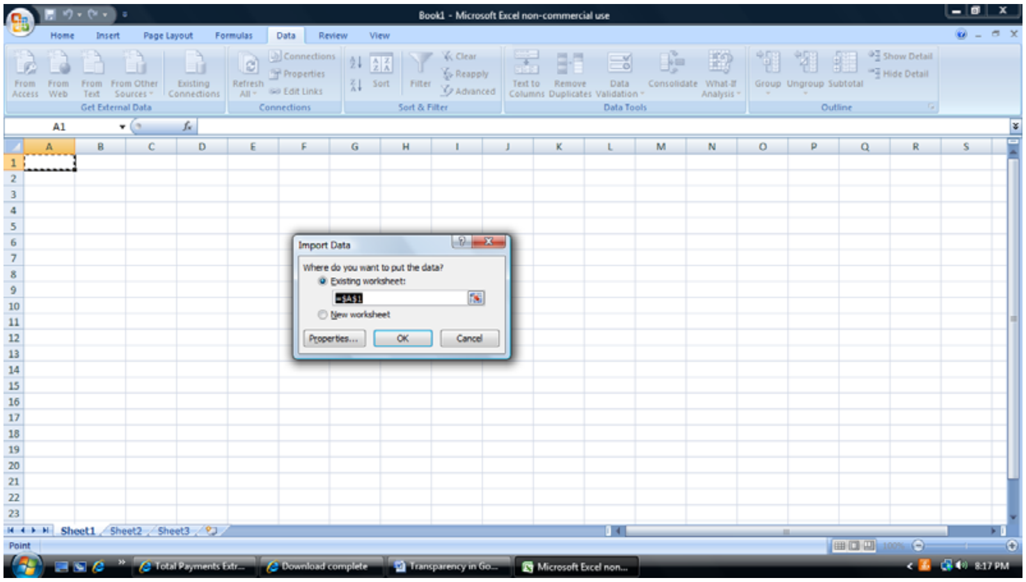


To maintain the leading zeroes on the FEI# field, highlight the third section and change the "Column data format" from "General" to "Text" by selecting the "Text" radial button.



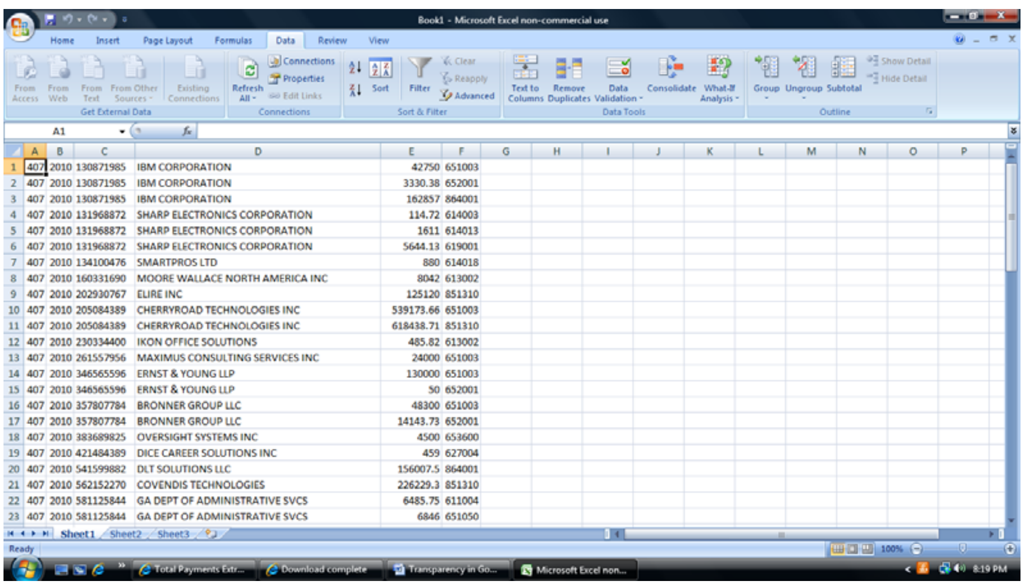
Click the "Finish" button.

The Import Data dialog box will appear.



Click the “OK” button.

The data will be displayed in Excel.

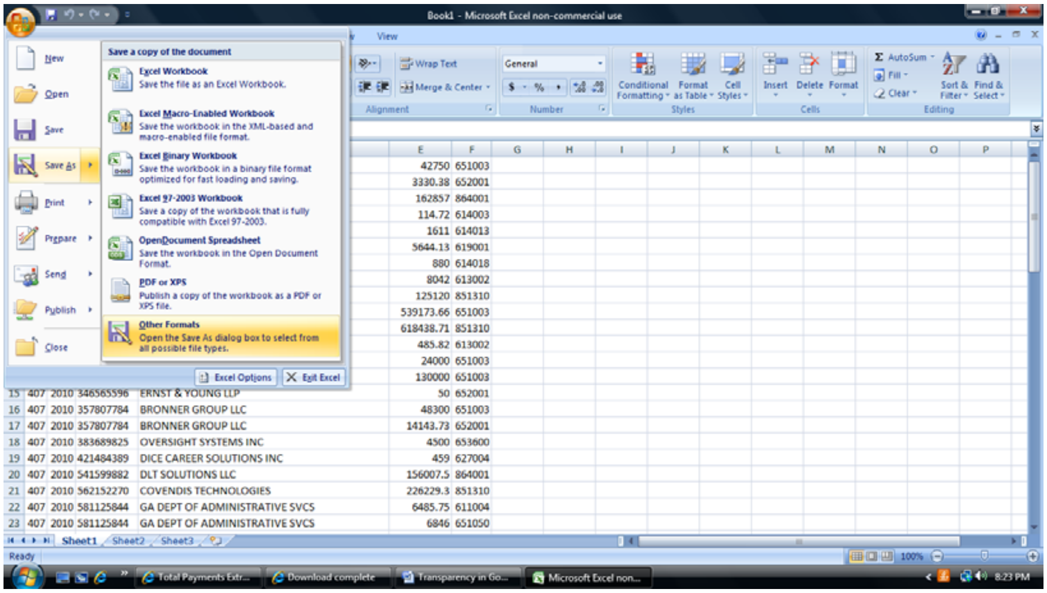


	A	B	C	D	E	F
1	407	2010	130871985	IBM CORPORATION	42750	651003
2	407	2010	130871985	IBM CORPORATION	3330.38	652001
3	407	2010	130871985	IBM CORPORATION	162857	864001
4	407	2010	131968872	SHARP ELECTRONICS CORPORATION	114.72	614003
5	407	2010	131968872	SHARP ELECTRONICS CORPORATION	1611	614013
6	407	2010	131968872	SHARP ELECTRONICS CORPORATION	5644.13	619001
7	407	2010	134100476	SMARTPROS LTD	880	614018
8	407	2010	160331690	MOORE WALLACE NORTH AMERICA INC	8042	613002
9	407	2010	202930767	ELIRE INC	125120	851310
10	407	2010	205084389	CHERRYROAD TECHNOLOGIES INC	539173.66	651003
11	407	2010	205084389	CHERRYROAD TECHNOLOGIES INC	618438.71	851310
12	407	2010	230334400	IKON OFFICE SOLUTIONS	485.82	613002
13	407	2010	261557956	MAXIMUS CONSULTING SERVICES INC	24000	651003
14	407	2010	346565596	ERNST & YOUNG LLP	130000	651003
15	407	2010	346565596	ERNST & YOUNG LLP	50	652001
16	407	2010	357807784	BRONNER GROUP LLC	48300	651003
17	407	2010	357807784	BRONNER GROUP LLC	14143.73	652001
18	407	2010	383689825	OVERSIGHT SYSTEMS INC	4500	653600
19	407	2010	421484389	DICE CAREER SOLUTIONS INC	459	627004
20	407	2010	541599882	DLT SOLUTIONS LLC	156007.5	864001
21	407	2010	562152270	COVENDIS TECHNOLOGIES	226229.3	851310
22	407	2010	581125844	GA DEPT OF ADMINISTRATIVE SVCS	6485.75	611004
23	407	2010	581125844	GA DEPT OF ADMINISTRATIVE SVCS	6846	651050

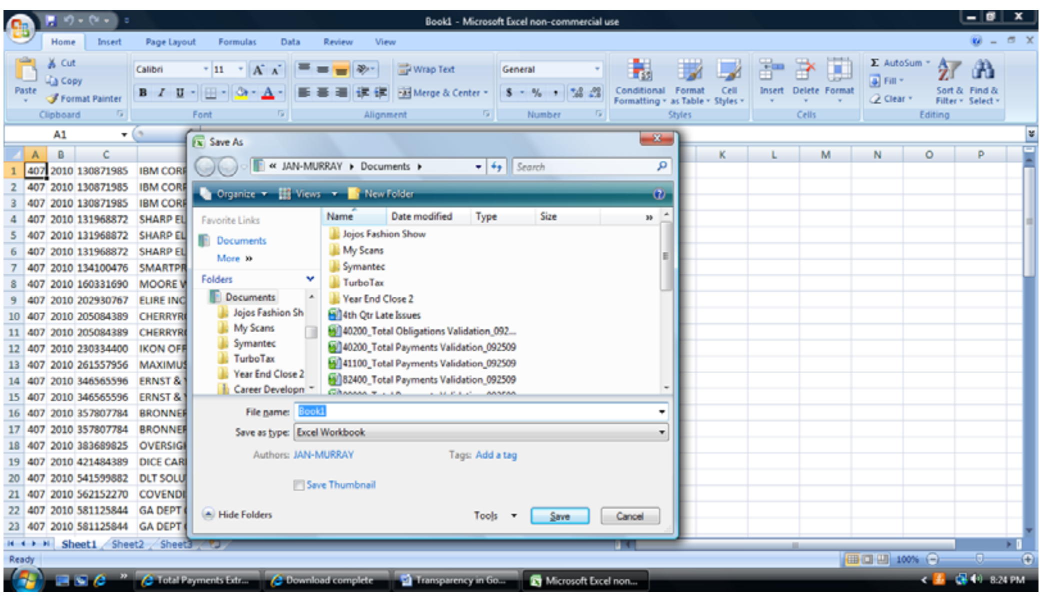
Updates may be made to the data as deemed appropriate by the agency. Once all updates are made, the file should then be saved as a csv file for upload to the DOAA submission website for Payments and Obligations.

NOTE: If any of the vendor information relates to federal funds, a federal identifier “FE” will appear in column G of the file.

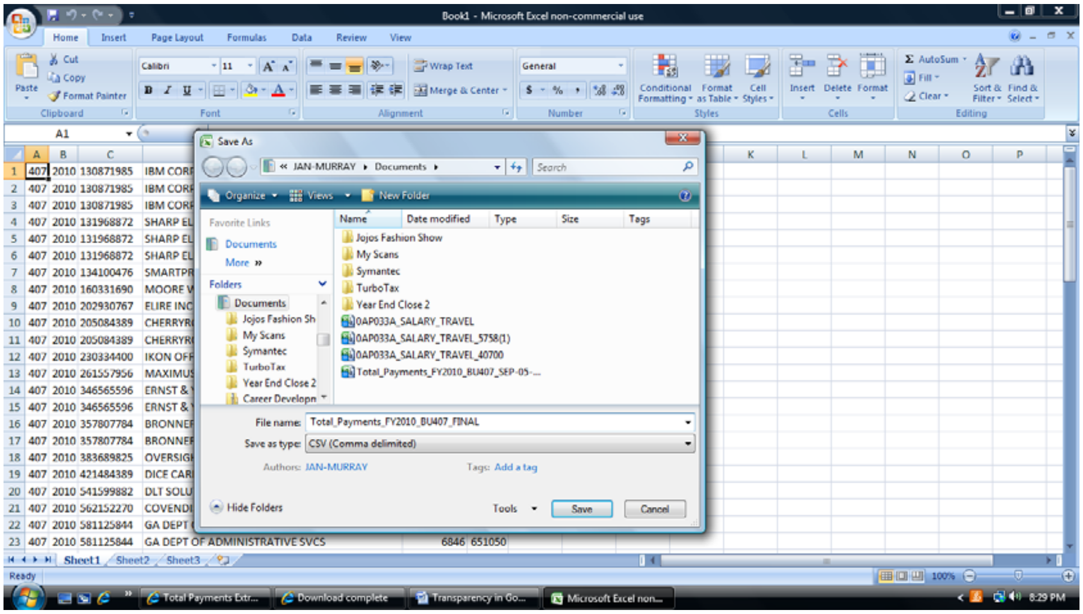
To save the file in csv format and maintain leading zeroes, select the Office Button, the "Save As" option and "Other Formats".



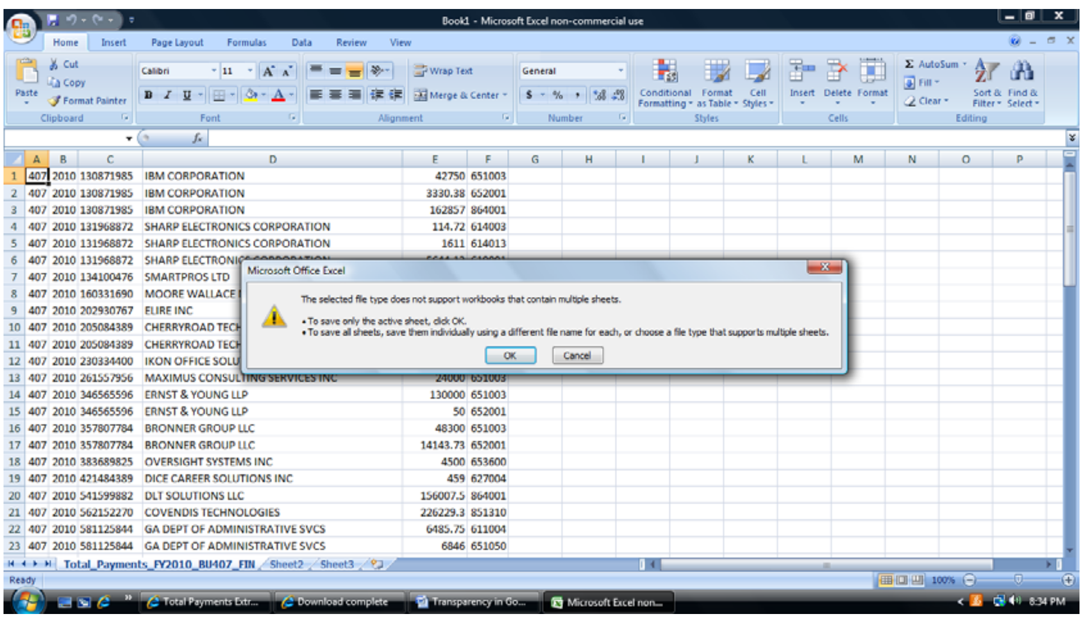
The "Save As" dialog box appears.



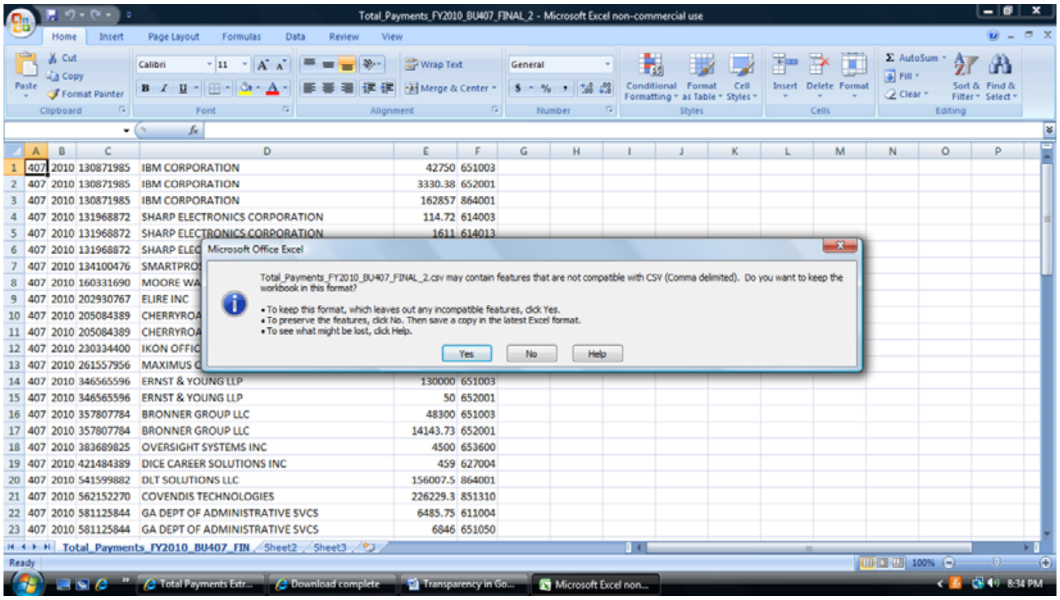
Select the desired location for the file to be saved, give the file a new name and select "CSV (Comma delimited)" as the "Save as type" and click the "Save" button.



If an additional message is received regarding the format of the file, click “OK” to proceed with saving the file.



If an additional message is received about the file format, click “Yes” to proceed with saving the file.



The file is saved and is now ready for upload to the DOAA submission website for Payments and Obligations.

When exiting out of the CSV file after you have saved, you will receive one more message. Click NO.