

Transparency in Government Act Reporting Agency Instructions for Total Payments and Total Obligations Validation

Overview/Background

In support of the Transparency in Government Act (TIGA) as it pertains to Senate Bill 300/389 (SB300/389), 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 2023, all Budget Periods)
(Two files extracted, control totals and detail data)
2. **Total Obligations** (Budget Period 2023)
(Two files extracted, control totals and detail data)

The TeamWorks pages to obtain the files will be available to the agencies by **September 12, 2023**.

Data Elements relevant to both Payments and Obligations files:

Data contained in the Payments and Obligations extracts will reflect data for the 2023 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 employee, 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, 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 7/1/2022 through 6/30/2023. There are no restrictions on Budget Year for payments.

Voids and reissues will be included only if the "Cancelled Date" or "Payment Date" per TeamWorks is between 7/1/2022 and 6/30/2023. 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	2023	XXXXX7895	Name of Vendor1	51,000.00	614026	FE
404	2023	XXXXX6789	Name of Vendor2	25.55	614003	SO
404	2023	XXXXX7891	Name of Vendor3	80,000.00	616001	SO
404	2023	XXXXX5678	Name of Vendor4	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 2023 "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).

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	2023	XXXXXX6789	Name of Vendor1	51,000.00
404	2023	XXXXXX6789	Name of Vendor2	250.78
404	2023	XXXXXX5591	Name of Vendor3	80,000.00
404	2023	XXXXXX6892	Name of Vendor4	4750.00
404	2023	XXXXXX8838	Name of Vendor5	1,000.25
404	2023	XXXXXX3906	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.

0AP031 Queries:

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				Personalize	Find	View All	First	1-16 of 16	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
0AP031A1_PAY_NON_SNGPYVND	TIGA Pymts Non Sngpay Vnd	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
0AP031A1_PAY_NON_SNGPYVND_UM	TIGA Pymts Non Sngpay Vnd_UM	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
0AP031A2_PAY_NON_SNGPYVND	TIGA Pymts Non Sngpay Vnd Canl	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
0AP031A2_PAY_NON_SNGPYVND_UM	TIGA Pymts Non Sngpay Vnd Canc	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
0AP031B1_PAY_NON_SNGPYVND_XTIN	TIGA Pymt NoSngpay xTIN_	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
0AP031B1_PAY_NO_SNGVND_XTIN_UM	TIGA Pymt NoSngpay xTIN_UM PVS	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
0AP031B2_PAY_NON_SNGPYVND_XTIN	TIGA Pymts Vnd xTIN Cancel	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
0AP031B2_PAY_NO_SNGVND_XTIN_UM	TIGA Pymt NoSngpay xTIN_UM V_S	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
0AP031C1_PAY_SINGLPAY_VNDRS	TIGA Pymts SngPay Vendors	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
0AP031C1_PAY_SINGLPAY_VNDR_UM	TIGA Pymts SngPay Vendors_UM	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
0AP031C2_PAY_SINGLPAY_VNDRS	TIGA Pymts SngPay Vendors Canc	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
0AP031C2_PAY_SINGLPAY_VNDR_UM	TIGA Pymt SngPay Vndor Canc_UM	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
0AP031D_PAY_SALARIES	TIGA Pymts Salaries	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
0AP031E_PAY_BENEFITS	TIGA Pymts Benefits	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
0AP031F_ACCRUED_PAYROLL	TIGA Accrued Payroll	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
0AP031F_BENEFITS_PAYABLE	TIGA Benefits Payable	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

0AP032 Queries:

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query	Personalize	Find	View All	First	1-9 of 9	Last			
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
0AP032A_OBL_PO_TOTAL_AMT	TIGA Oblig PO Amount	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
0AP032A_OBL_PO_TOTAL_AMT_UM	TIGA Oblig PO Amount_UM	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
0AP032B_OBL_PO_TOT_AMT_XTIN	TIGA Oblig PO Amount xTIN	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
0AP032B_OBL_PO_TOT_XTIN_UM	TIGA Oblig PO Amount xTIN_UM	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
0AP032C_OBL_NPO_VCHRS	TIGA Oblig Non-PO Voucher	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
0AP032C_OBL_NPO_VCHRS_UM	TIGA Oblig Non-PO Voucher_UM	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
0AP032D_OBL_NPO_VCHRS_XTIN	TIGA Oblig Non-PO Voucher xTIN	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
0AP032D_OBL_NPO_VCHRS_XTIN_UM	TIGA Oblig Non-PO Vchr xTIN_UM	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
0AP032E_OBL_SINGLPAY_VNDRS	TIGA Oblig Sngpay Vendors	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

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: Custom Accounts Payable → TIGA Reporting → Total Payments Extract

Total Payments Extract

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

▼ **Search Criteria**

Search by: Run Control ID begins with

☐ Case Sensitive

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Process Scheduler Request

User ID JRAHMAN Run Control ID Payment_Extract

Server Name PSUNX Run Date 06/01/2020

Recurrence Run Time 10:59:00PM

Time Zone

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	SB300 Total Payments Extract	APS8161X	SQR Report	Web	PDF	Distribution

OK Cancel

OR

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

< Home Total Obligations Extract

Total Obligations Extract

Run Control ID Obligation_Extract Report Manager Process Monitor Run

Reporting Year: 2023

Business Unit

Business Unit: 47000 Public Service Commission

Save Return to Search Previous in List Next in List Add Update/Display

NOTE: If you do not have access to these paths available, you will need to request greater security access by submitting SAO Online Security form.

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

[Total Payments Extract](#)

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

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.

[Home](#) **Total Payments Extract**

Total Payments Extract

Run Control ID: Payment_Extract [Report Manager](#) [Process Monitor](#) [Run](#)

Reporting Year:

Business Unit

Business Unit: [Secretary of State](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Add](#) [Update/Display](#)

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.

< Home
Total Payments Extract

Total Payments Extract

Run Control ID Payment_Extract
Report Manager Process Monitor
Run

Extract Request Parameters

Reporting Year:
2023

Business Unit

Business Unit:
40200
🔍
Agriculture, Dept of

☒ Run Extract for Attached Agency
Attached Agency: 91900

Save
Return to Search
Previous in List
Next in List
Add
Update/Display

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

Process Scheduler Request
Help

User ID JRAHMAN
Run Control ID Payment_Extract

Server Name
▼

Recurrence
▼

Time Zone
🔍

Run Date
06/01/2023
📅

Run Time
1:37:18PM
Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	SB300 Total Payments Extract	APS8161X	SQR Report	Web	PDF	Distribution

OK
Cancel

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

Process Scheduler Request

User ID JRAHMAN Run Control ID Payment_Extract

Server Name **PSUNX** Run Date 06/01/2023

Recurrence Run Time 1:37:18PM Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	SB300 Total Payments Extract	APS8161X	SQR Report	Web	PDF	Distribution

OK Cancel

NOTE: Process should be run during non-peak hours or scheduled for 10:59 PM. See Page 5 for navigation to retrieve data files the next day.

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

< Home **Total Payments Extract**

Total Payments Extract

Run Control ID Payment_Extract Report Manager Process Monitor Run

Process Instance: 62542323

Extract Request Parameters

Reporting Year: 2023

Business Unit

Business Unit: 40200 Agriculture, Dept of

☒ Run Extract for Attached Agency Attached Agency: 91900

Save Return to Search Previous in List Next in List Add Update/Display

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.

Total Payments Extract **Process Monitor**

Process List Server List

View Process Request For

User ID: JRAHMAN Type: Last: 1 Days

Server: Name: Instance From: Instance To:

Run Status: Distribution Status: ☒ Save On Refresh

Process List

1-1 of 1

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	62542323		SQR Report	APS8161X	JRAHMAN	06/01/2023 1:37:18PM EDT	Success	Posted	Details

[Go back to Total Payments Extract](#)

Note: Before attempting to obtain the data file, please ensure 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.

Process Detail x

[Help](#)

Process

Instance: 62542323 Type: SQR Report
Name: APS8161X Description: SB300 Total Payments Extract
Run Status: Success Distribution Status: Posted

Run

Run Control ID: Payment_Extract
Location: Server
Server: PSUNX
Recurrence:

Update Process

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☒ Delete Request
☐ Re-send Content ☐ Restart Request

Date/Time

Request Created On: 06/01/2023 1:39:08PM EDT
Run Anytime After: 06/01/2023 1:37:18PM EDT
Began Process At: 06/01/2023 1:39:15PM EDT
Ended Process At: 06/01/2023 1:43:04PM EDT

Actions

[Parameters](#) Transfer
[Message Log](#)
[Batch Timings](#)
[View Log/Trace](#)

View Log/Trace x

[Help](#)

Report

Report ID	25448419	Process Instance	62542323	Message Log
Name	APS8161X	Process Type	SQR Report	
Run Status	Success			

SB300 Total Payments Extract

Distribution Details

Distribution Node	RepRPS	Expiration Date	07/01/2023
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File List

Name	File Size (bytes)	Datetime Created
Control_Totals_for_Total_Payments_FY2023_BU919_JUN-01-2023-0139PM.csv	19	06/01/2023 1:43:04.681051PM EDT
SQR_APS8161X_62542323.log	2,037	06/01/2023 1:43:04.681051PM EDT
Total_Payments_FY2023_BU919_JUN-01-2023-0139PM.csv	642	06/01/2023 1:43:04.681051PM EDT
aps8161x_62542323.out	1,217	06/01/2023 1:43:04.681051PM EDT

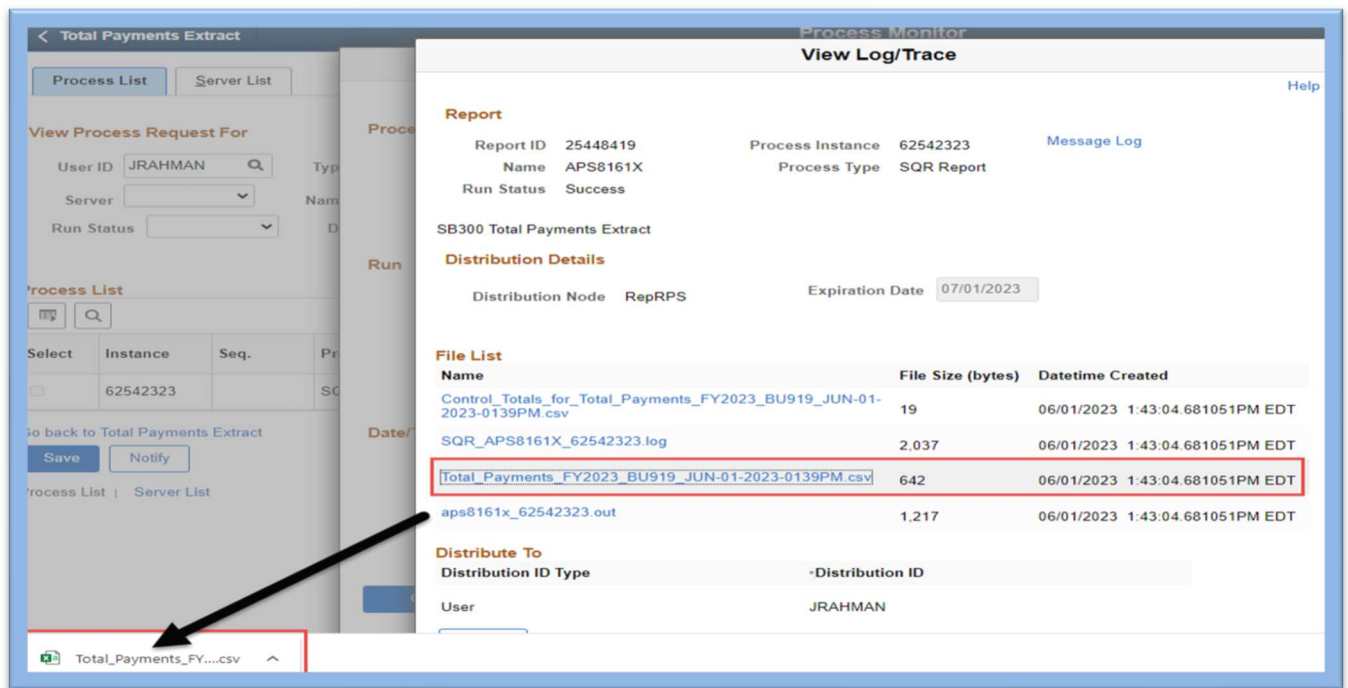
Distribute To

Distribution ID Type	Distribution ID
User	JRAHMAN

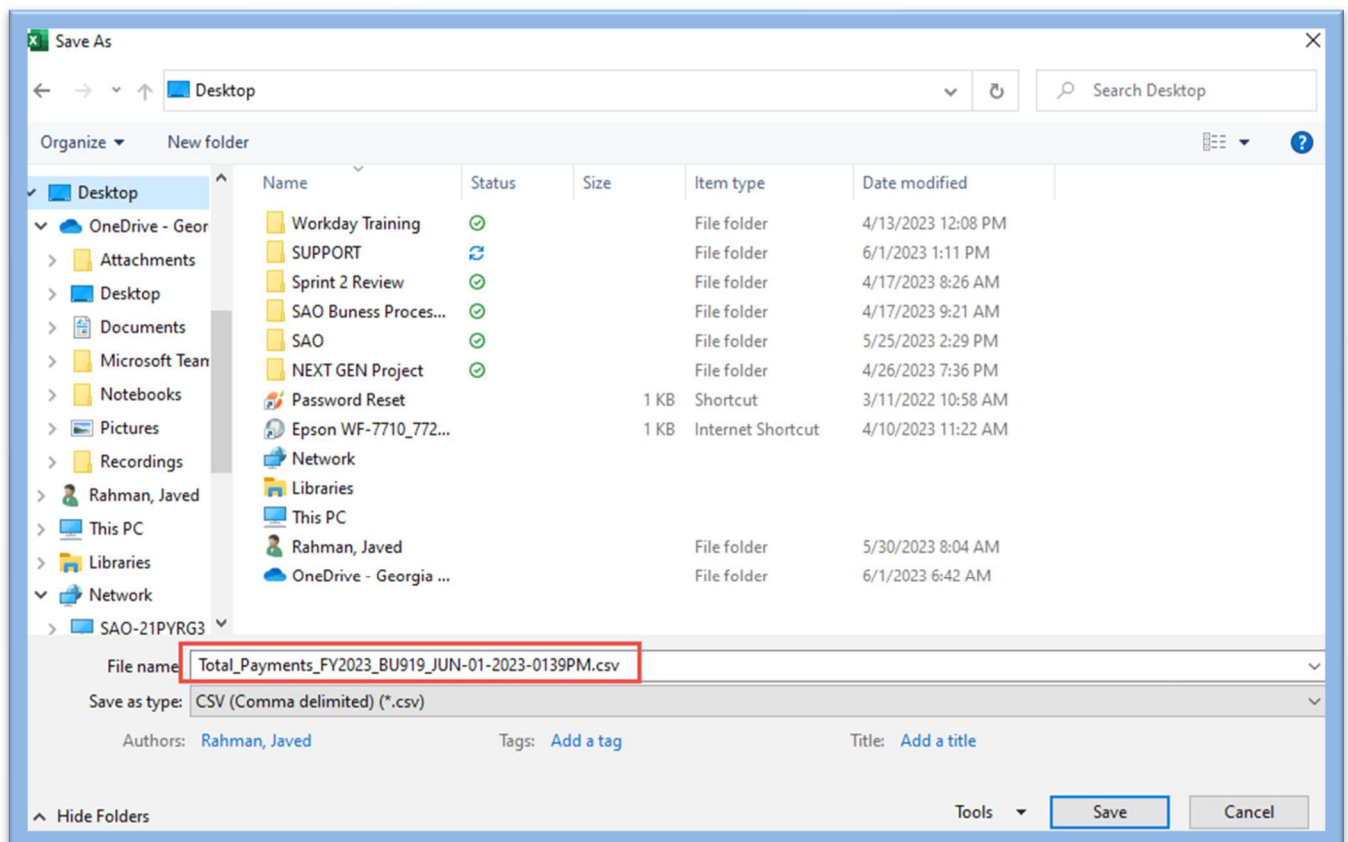
Return

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.

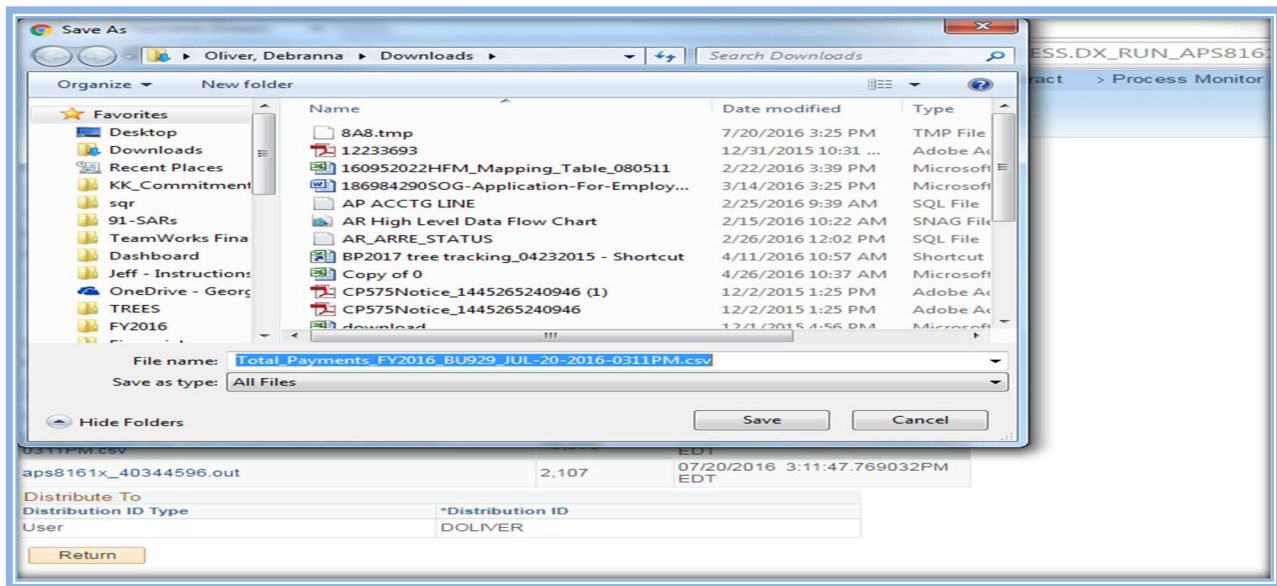
Click on the file "Total Payments...csv" file and the action will automatically download a copy of the excel spreadsheet in lower left corner of the screen.



Once opened, select the “Save As” option to save the summarized data by Vendor.



Select the location where the file should be saved. Click “Save”.

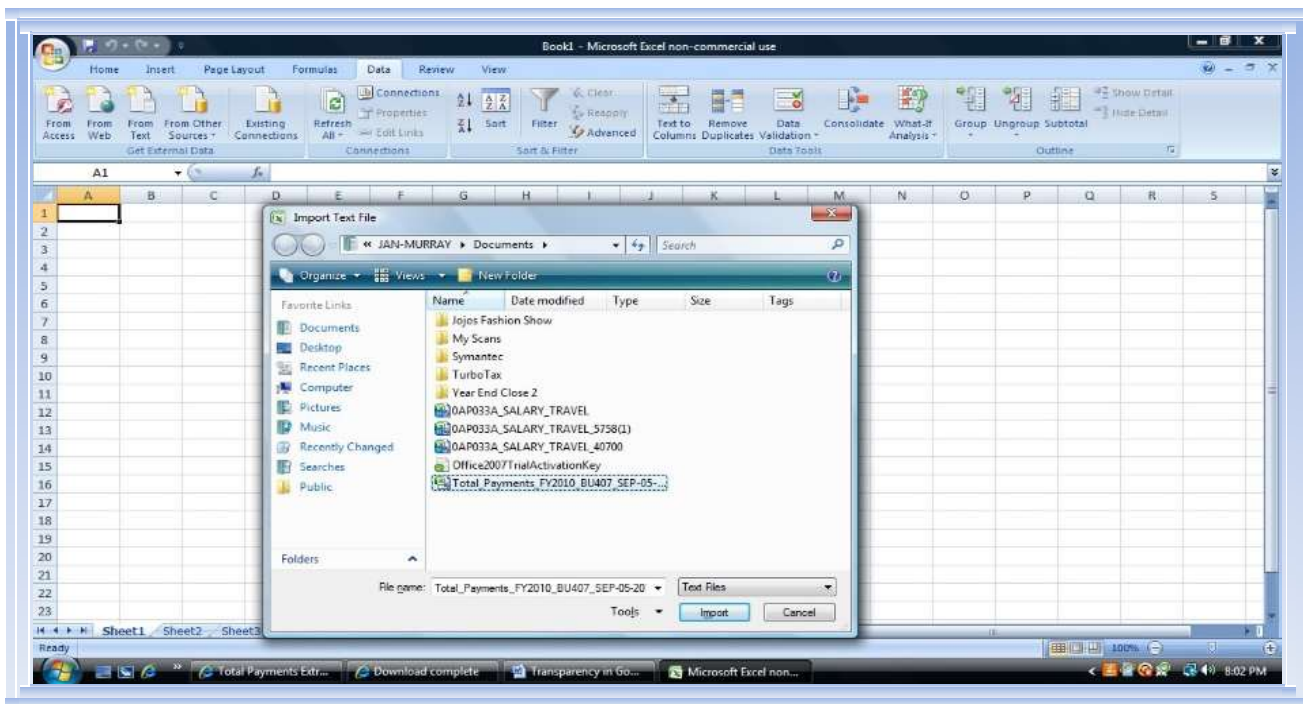


To open the file and keep the leading zeroes in the FEI # field, first open Excel.

For Excel 2007 follow instructions from pages 13-15 and for instructions for Excel 365 follow instructions on pages 16-19.

Select Data, select From Text and a dialog box will open to allow selection of file. Select the csv file saved above.

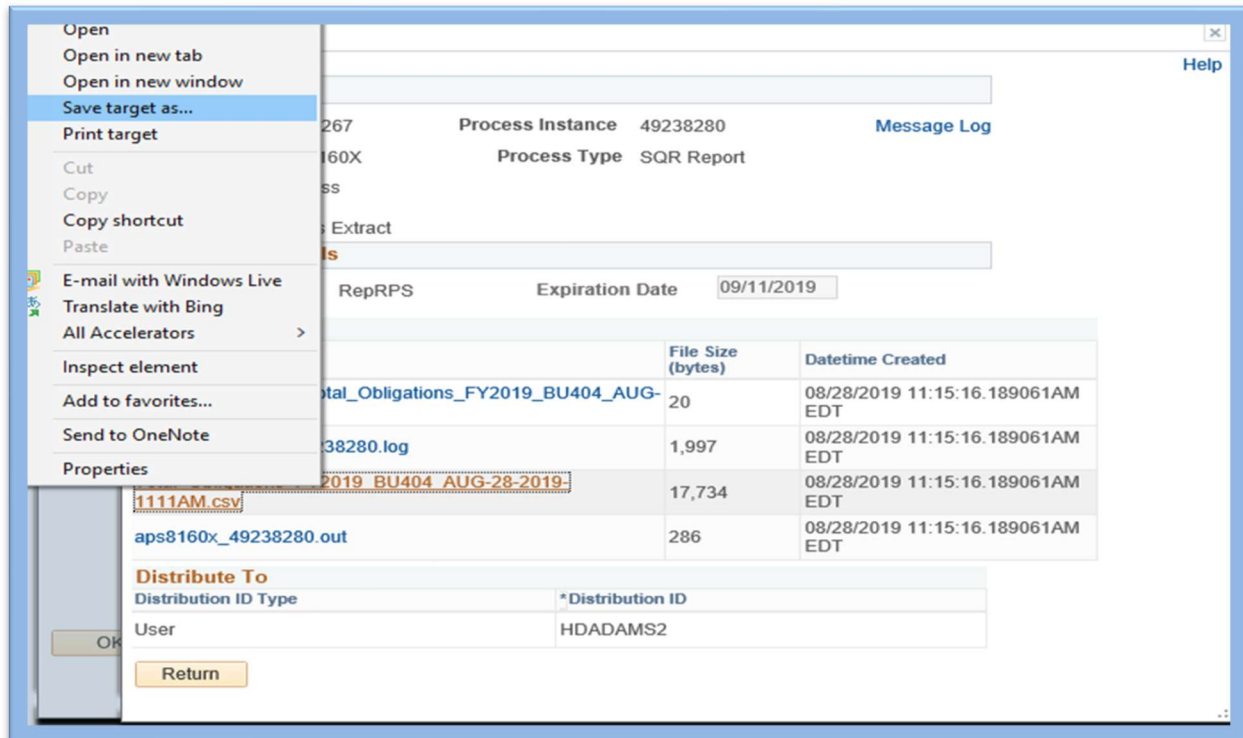
NOTE: If you do NOT follow these instructions, you will drop the leading zeroes from the employee ID and other values.



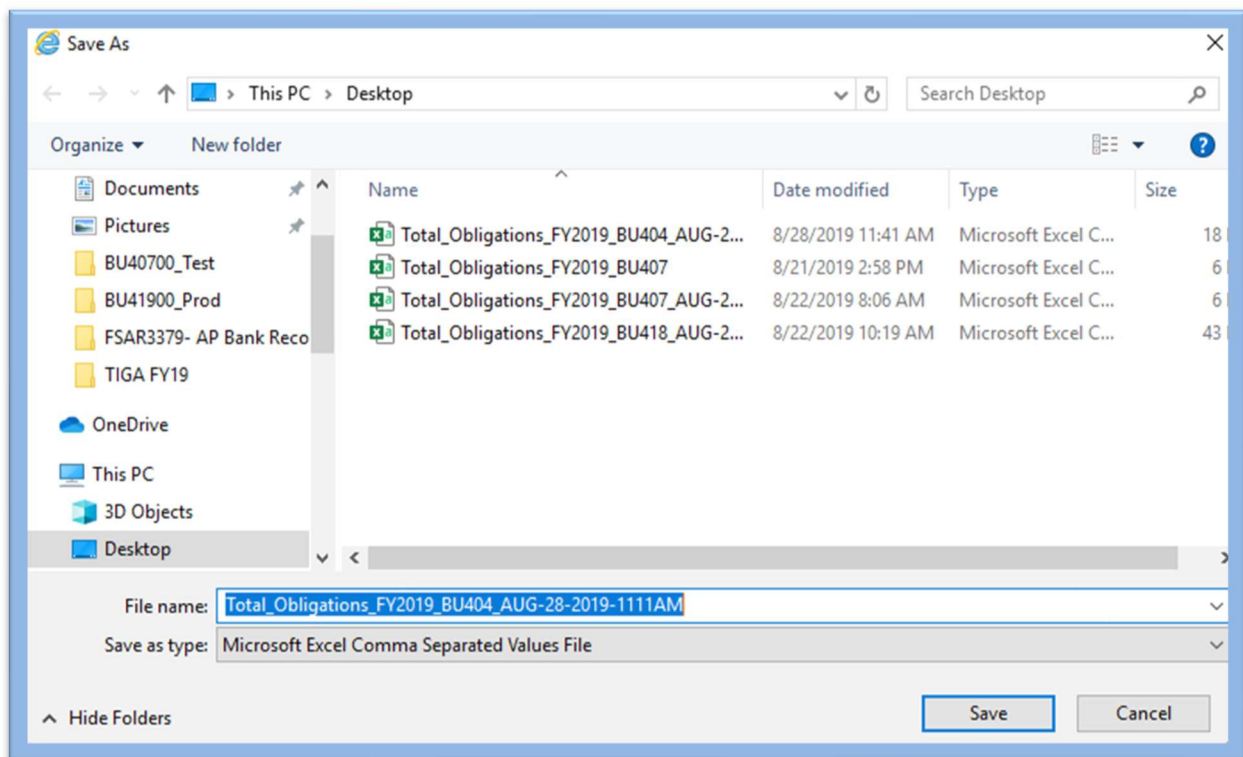
Click the Import option. **Continue instructions on page 19.**

Instructions for Excel 365:

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

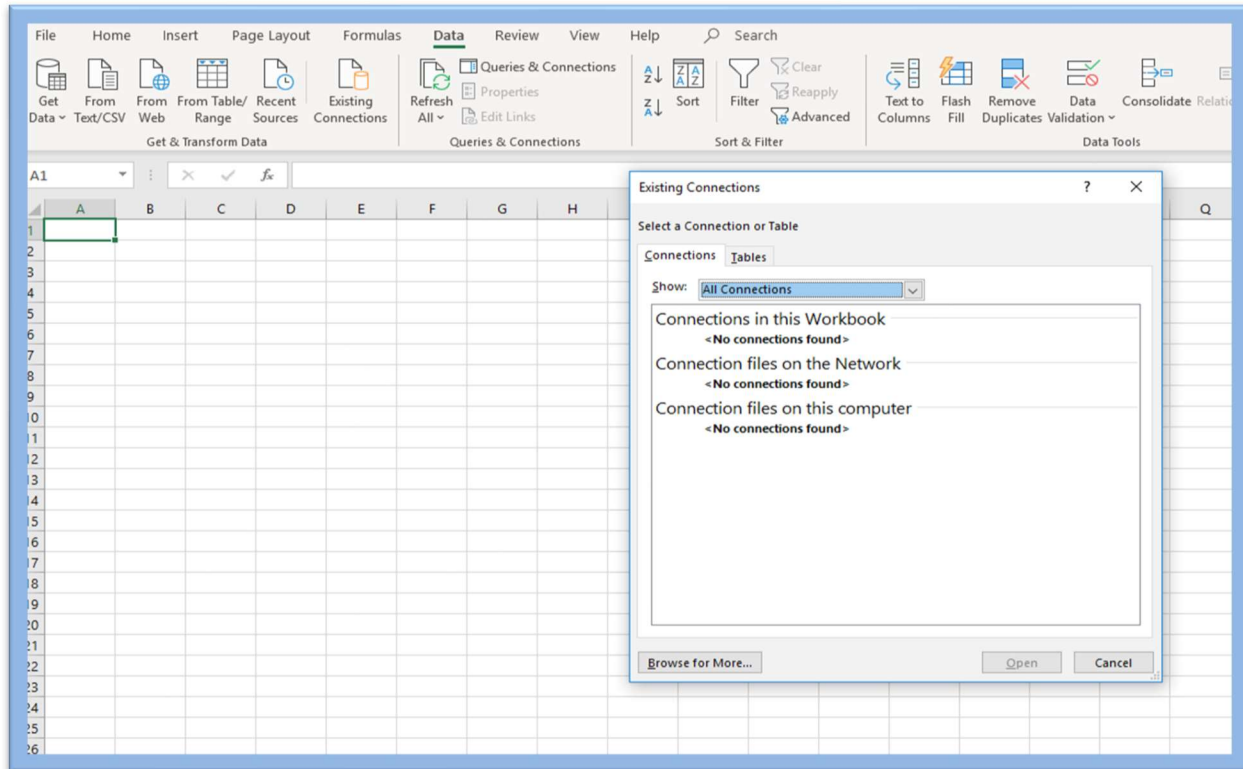


The “Save As” dialog box will appear.

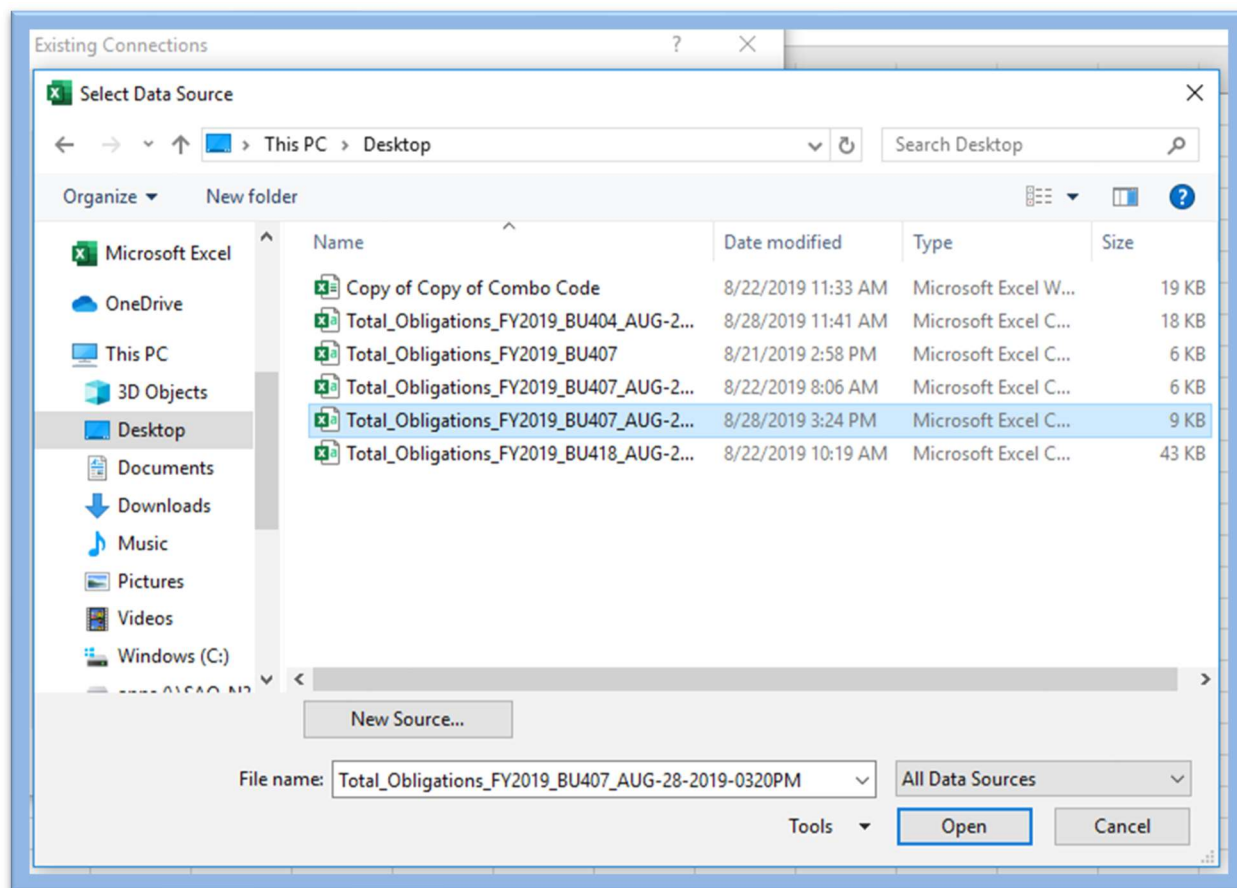


To open the file and keep the leading zeroes in the FEI # field, first open Excel. For Excel 365, select Data, select Existing Connections and a dialog box will open to allow selection of file.

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

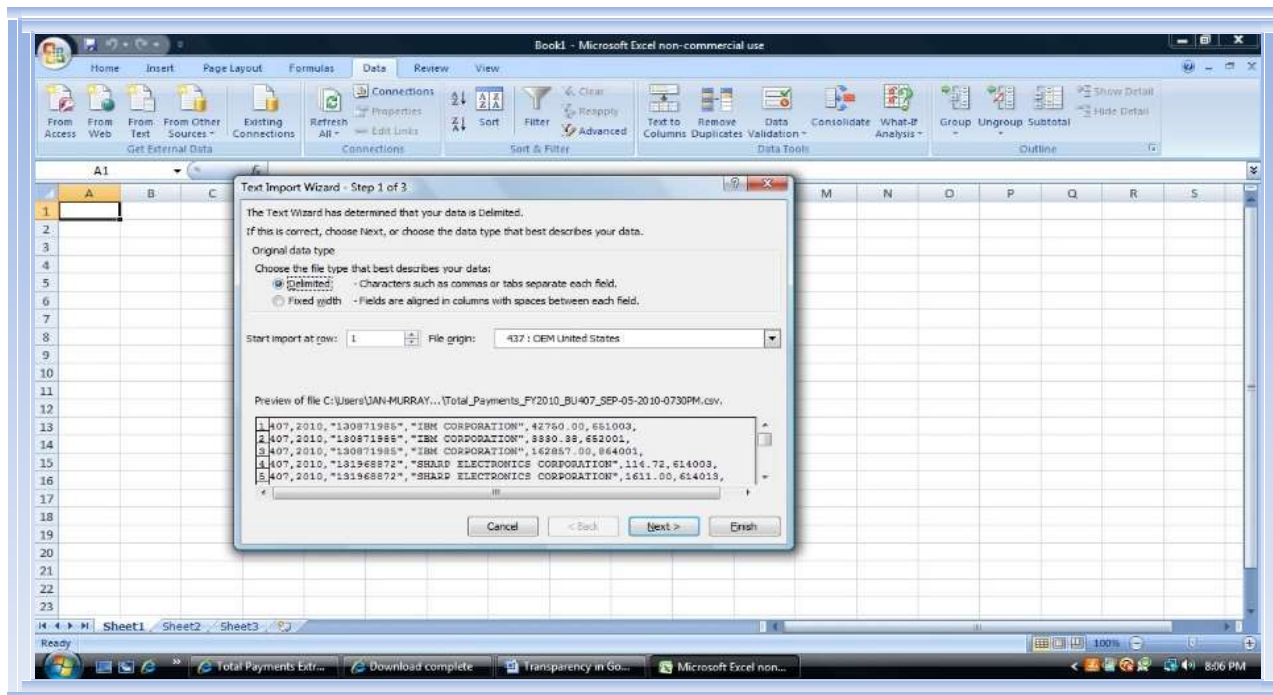


Click Browse for More option



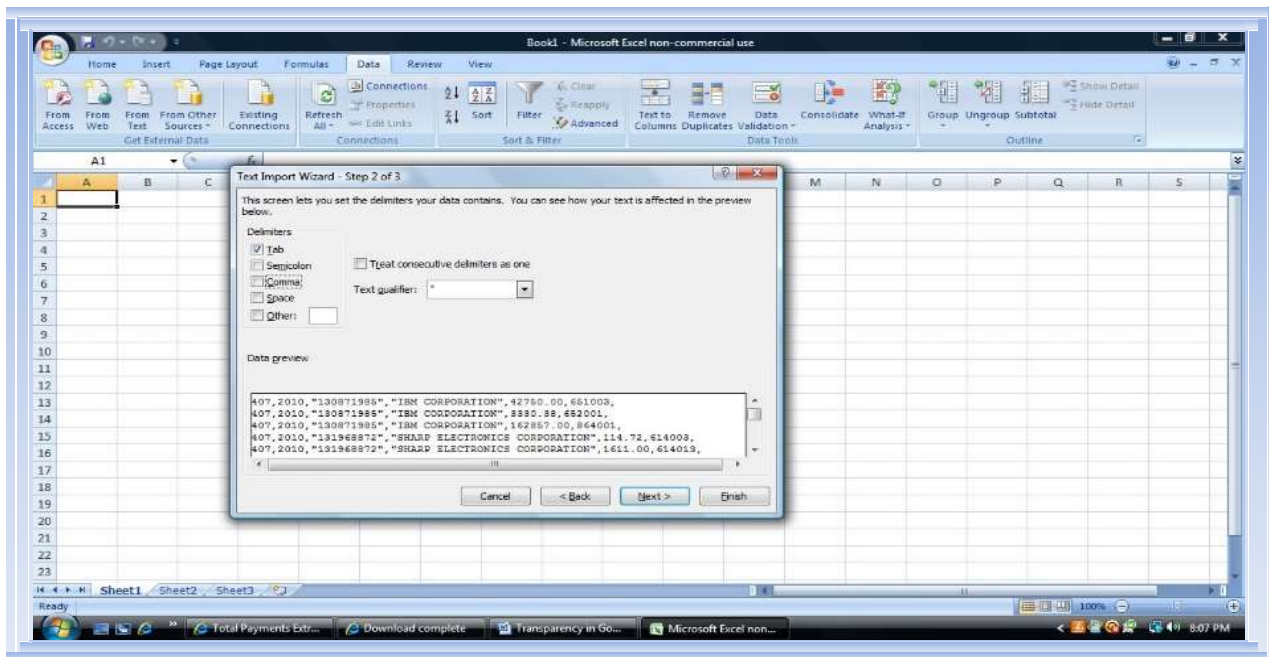
Select the file saved above.
Click the Open option

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

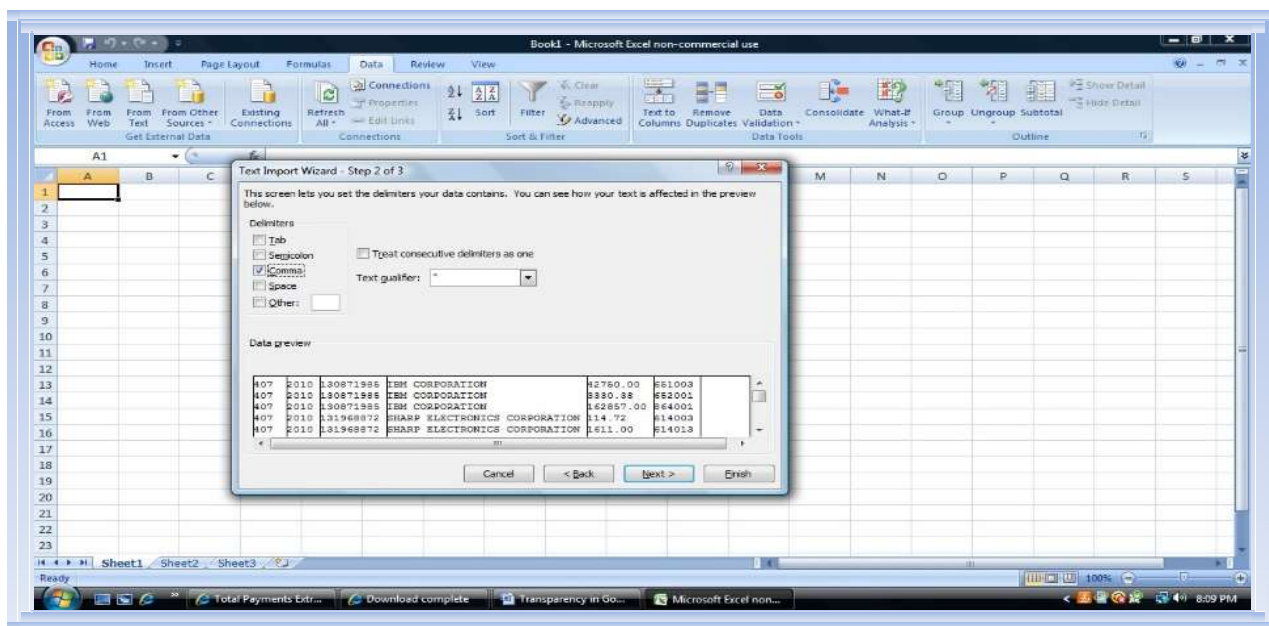


Click “Next”.

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

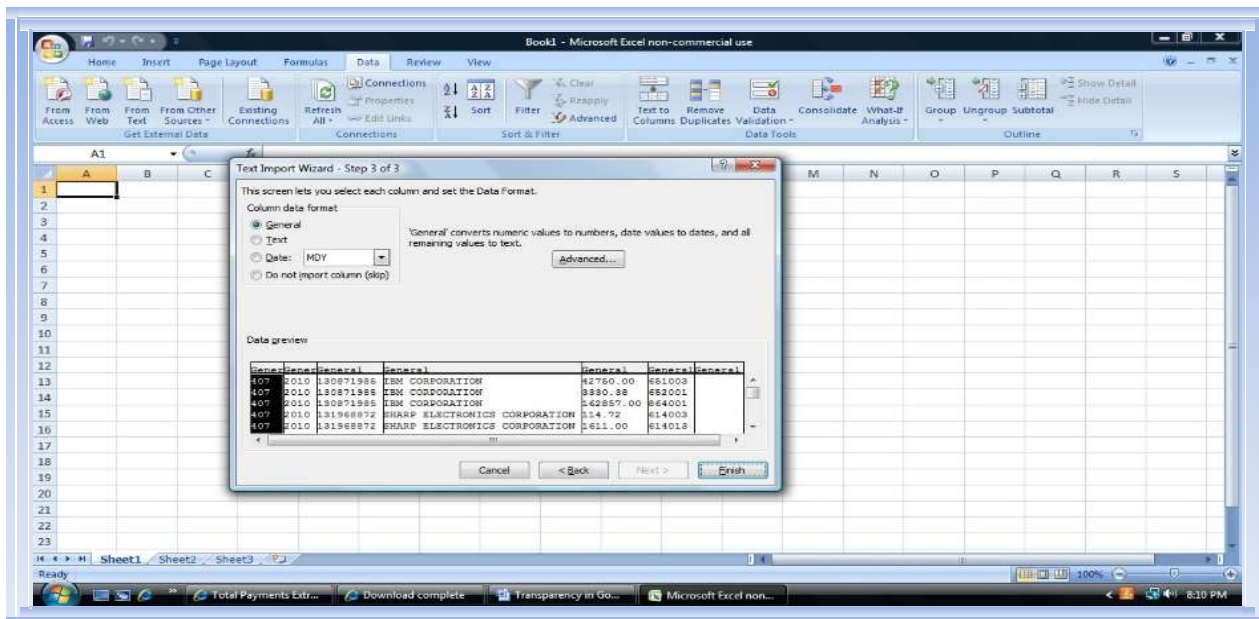


Deselect the "Tab" option and select the "Comma" option.

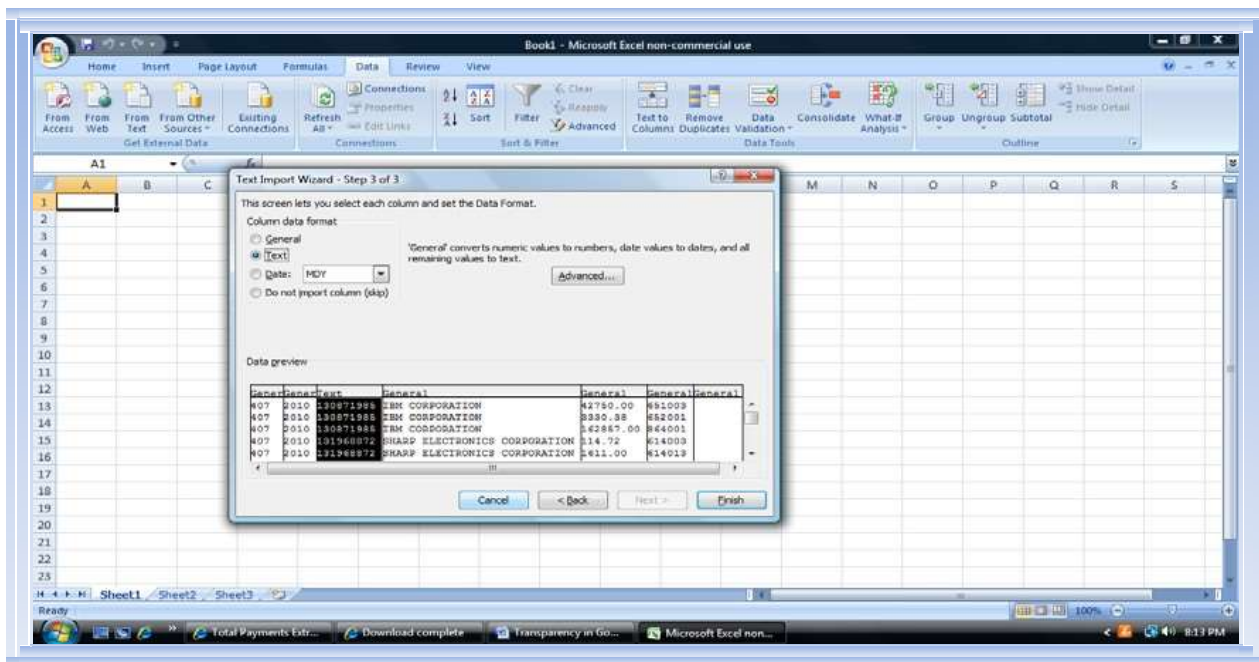


Click "Next".

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

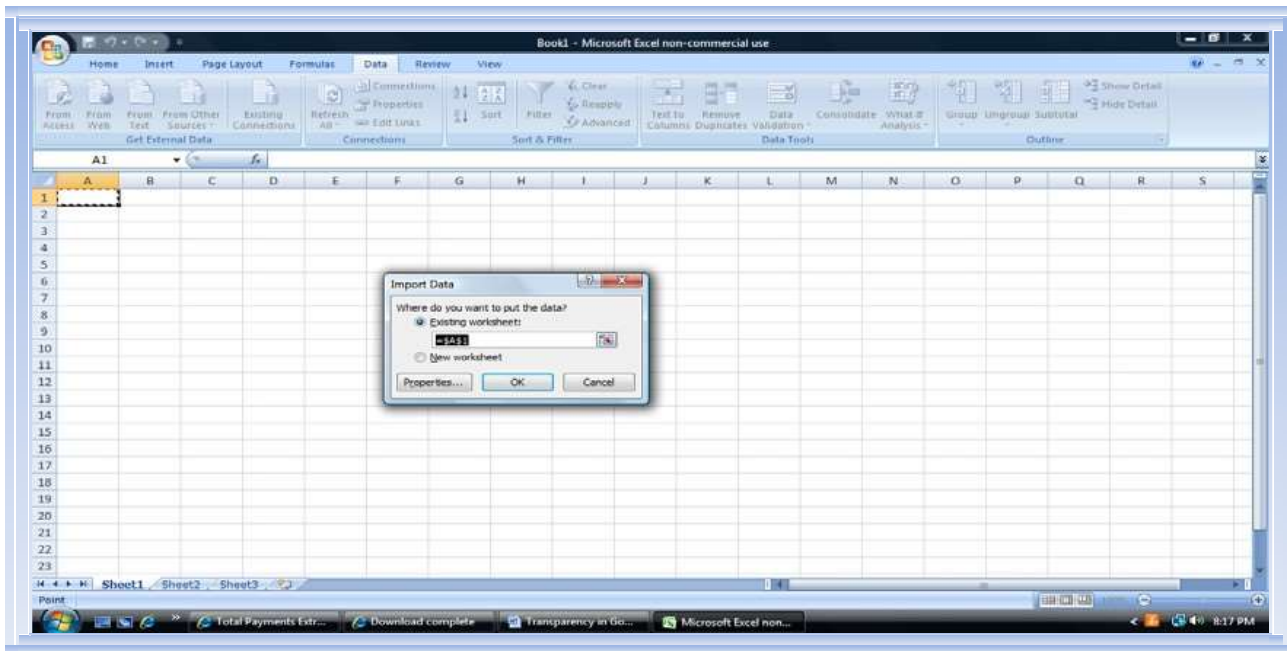


To maintain the leading zeroes on the FEI# field, highlight the third section and change the "Column data format" from "General" to "Text" by selecting the "Text" radial button.



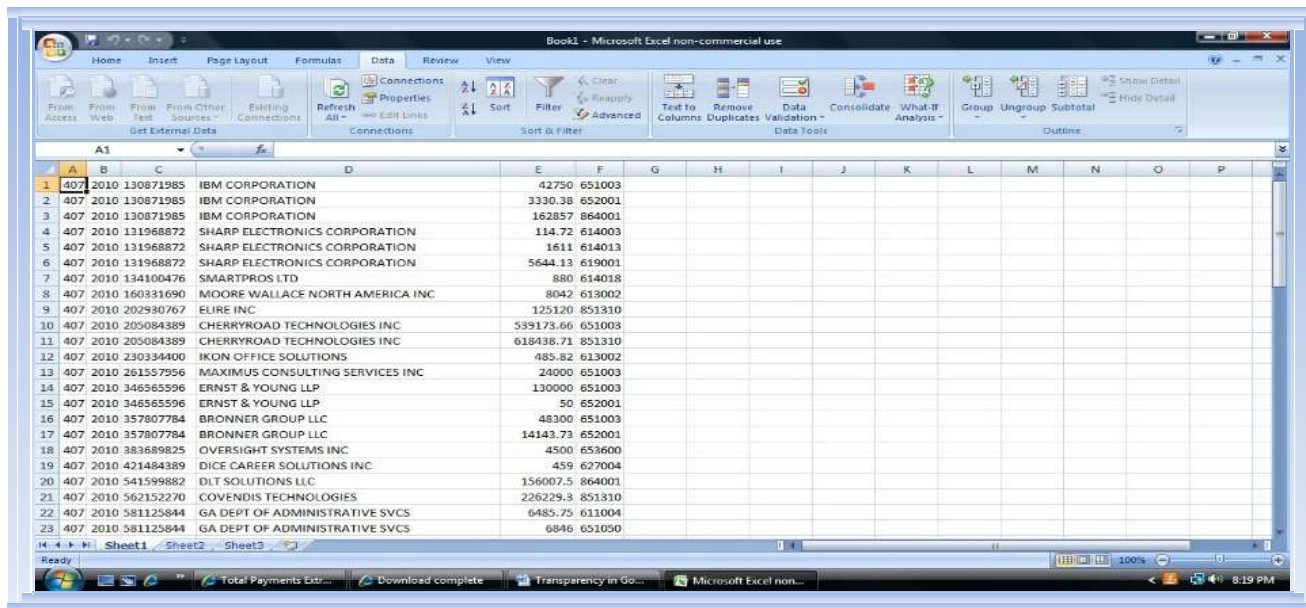
Click the "Finish" button.

The Import Data dialog box will appear.



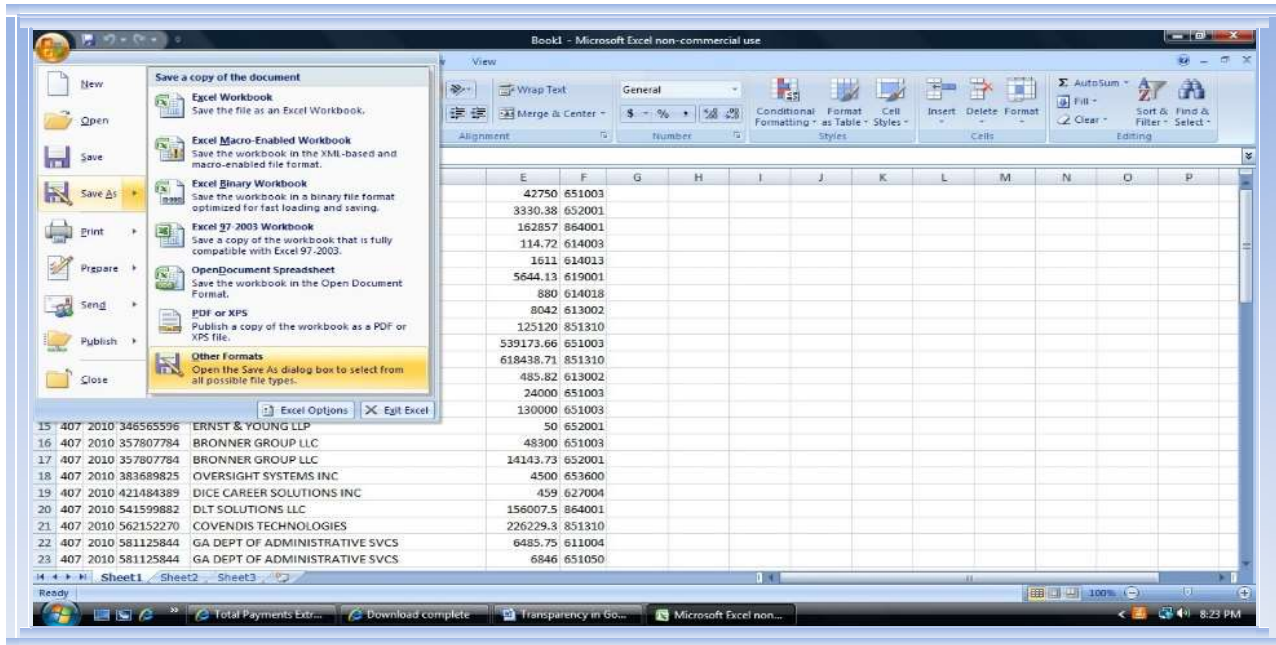
Click the “OK” button.

The data will be displayed in Excel.



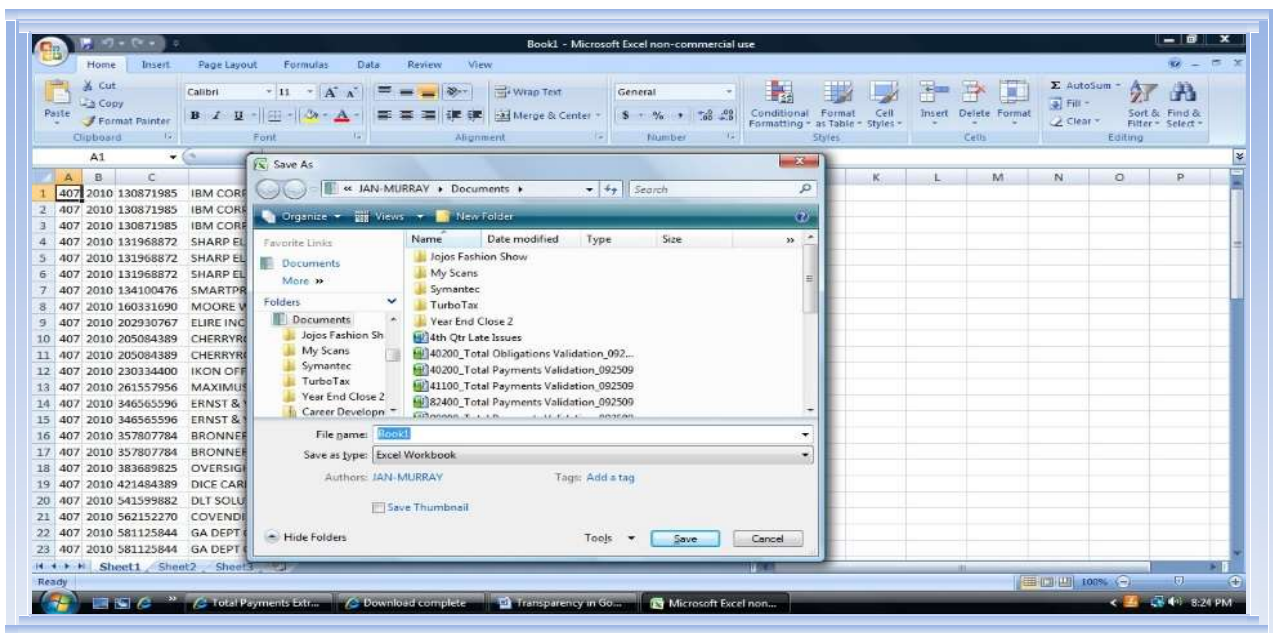
Updates may be made to the data as deemed appropriate by the agency. Once all updates are made, the file should then be saved as a csv file for upload to the DOAA submission website for Payments and Obligations.

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

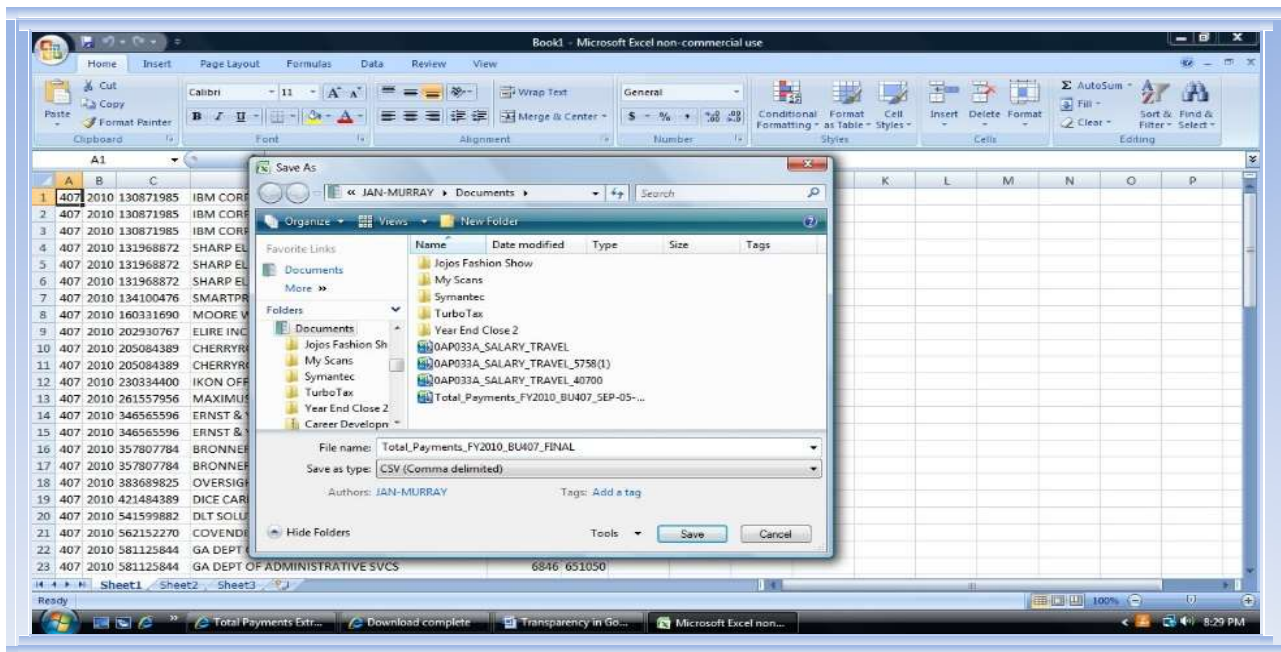


To save the file in csv format and maintain leading zeroes, select the Office Button, the “Save As” option and “Other Formats”.

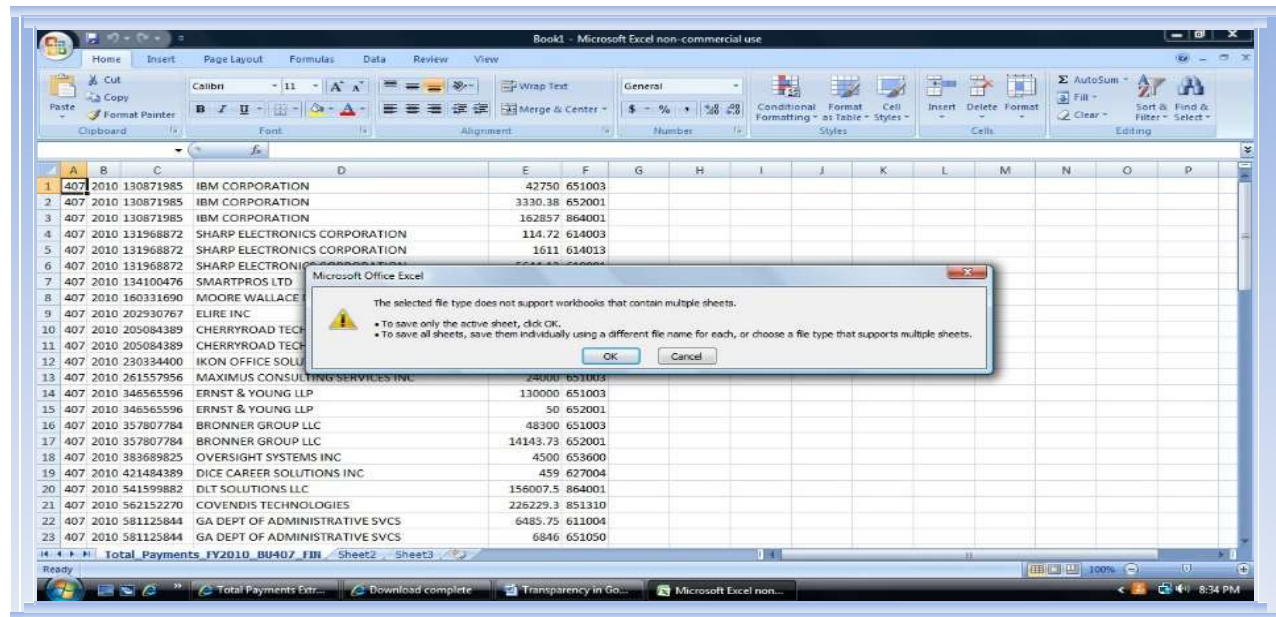
The “Save As” dialog box appears.



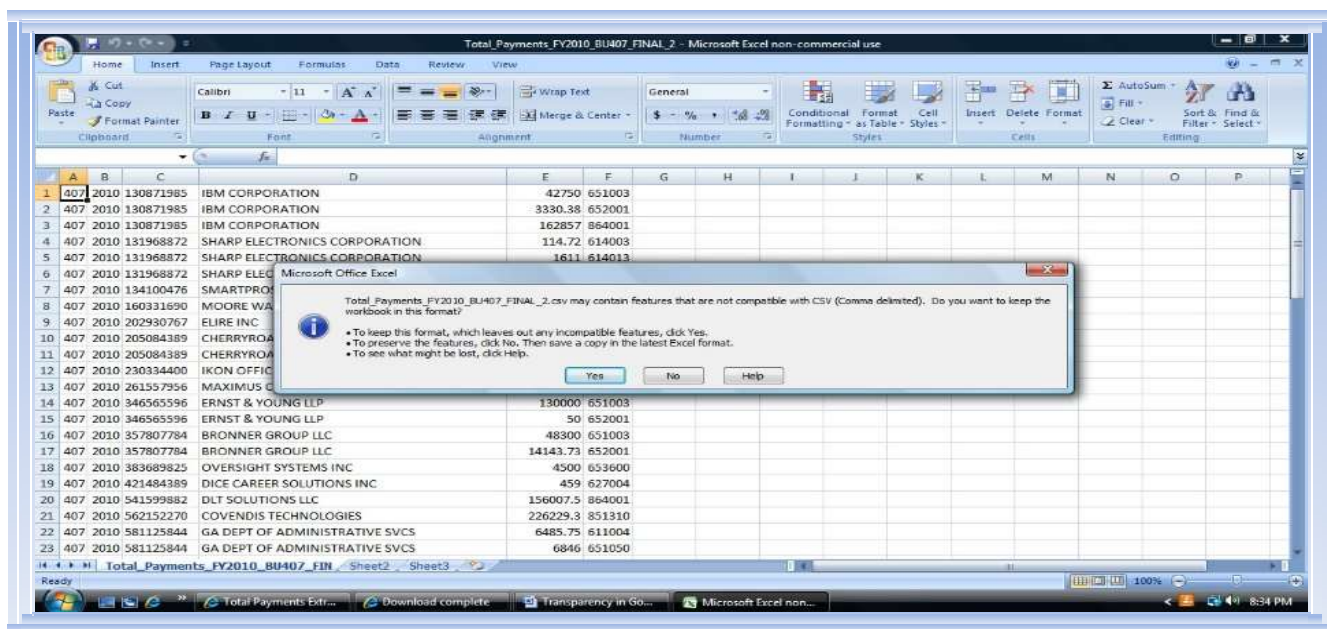
Select the desired location for the file to be saved, give the file a new name and select “CSV (Comma delimited)” as the “Save as type” and click the “Save” button.



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.

