***GWA Tips & Reminders for CARS Reporter Transition***

***Partial Reporter for Collections***

Agency: **XXXXX**

ALC: **XXXXX**

Start Date: **XXXXX**

Contact: **XXXXX**

**CTA/224 Statement of Transactions:**

* As of **November (for the October accounting period)**, be sure to omit your Collection transactions from Sections 1 and 3.
* Continue reporting IPAC and TDO Payment transactions in Sections 1 and 2, until we are able to transition those as well.

**Collection transactions:**

* We will post your Collection transactions to FBWT daily, based on your Classification-keys (C-keys) as they are translated to TAS BETCs via your SAM cash flow profile.
* As such, it is important that you maintain consistency between the C-keys set up in the collection mechanisms (OTCNet, PayGov, etc) and the C-keys set up in your SAM cash flow profiles.
* It’s also important that you maintain up to date TAS in your SAM cash flow profiles. It is recommended that every fiscal year-end that you review your cash flow profiles to replace any expiring or cancelling TAS with the new annual year TAS as necessary.
* Some Collection transactions can potentially default to the F3500 acct, so you will need to monitor it via the Account Statement and reclassify to the appropriate TAS timely. Default scenarios:
  + If a C-key sent from the collection mechanism (OTCNet, PayGov, etc) did not match a C-key set up in your SAM cash flow profile, then it will default and require reclassification. Please also make corrections to your C-keys in the collection mechanism or in your SAM cash flow profile, as needed.
  + If a TAS set up in your cash flow profile was closed (i.e. cancelled, ended, deactivated, discontinued), then the transaction will default and require reclassification. Please also make corrections to your SAM cash flow profile to update the TAS.
  + Some Collection Adjustments, Corrections, Reversals, and Returns will also default because of how the collection source systems implemented the C-Key requirement. The Revenue Collections Area of Fiscal Service is looking to change this in the future, but for now this is expected and you will need to reclassify these transactions to the correct TAS BETC.

**Reclassifications:**

* If there are any errors in TAS BETC classifications, you will have 3 options to reclassify:

**CTA online** (just like old 224 Section 1), at the summary/net level

* + - You will key-enter one (or more) row(s) for reversing the incorrect/original TAS(s) and BETC(s), and you will also key-enter one (or more) row(s) for submitting the correct TAS(s) and BETC(s). Debits must equal Credits, i.e. net zero.
    - This option allows you to post reclassified transactions into the current accounting period, as well as 3 business days into the following accounting period. During those first 3 business days of each month, there will be 2 accounting windows open for you to select from within the drop down.
  + **CTA Bulk file**, at the summary/net level
    - Refer to <https://fiscal.treasury.gov/files/cars/CTA-224-bulkfile-09-26-11.pdf>
  + **Acct Stmt**, at the individual transaction level
    - Once you click on the reclassify arrow of a specific transaction, it will automatically redirect you to the Reclass screen and pre-populates one row for reversing the original TAS and BETC. You will need to key-enter only the correct TAS(s) and BETC(s). Debits must equal Credits, i.e. net zero.
    - Reclassifications can be entered any time of the month, no reporting window restriction.
    - Reclassified transactions are viewable in the Acct Stmt on the same day.
    - There’s a 999 reclassification limitation per each ALC/transaction/accounting month. Each reclass option listed above counts as one reclass.

**Account Statement:**

* The Account Statement will show the daily IPAC, TDO Payment, and Collection transactions for the current month, along with details such as IPAC Doc Num, Schedule Num, Deposit Ticket Num, etc. If these details are needed, you can download at any time.

**Contact:**

* Since your ALC has now been implemented (in live production mode) as a CARS Reporter, please address reporting or system questions to our Production team at the Treasury Support Center on (877) 440-9476.