*GWA Tips & Reminders for CARS Reporter Transition*

*Partial Reporter for TDO Payments*

Agency: **XXXXX**

ALC: **XXXXX**

Start Date: **XXXXX**

Contact: **XXXXX**

**CTA/224 Statement of Transactions:**

* As of March **(for the February accounting period)**, no more 224s are required for this ALC.
* However Section 1 will remain available for Reclassifications and other Expenditure Transactions.
* We will post your IPAC, Payment, and Collection transactions to FBWT daily, based on the TAS BETCs and/or Classification-keys (C-keys) that are submitted through the source systems.

**TDO Payments Transactions**

* For Payments, if you submit bulk files to PAM, please ensure that the TAS BETCs on your bulk file match the TAS BETCs in your SPS certification.
  + If there is a difference and the SPS certification is correct, then no further action is needed for the FBWT. Please correct your PAM bulk file for future transactions.
  + However, if there is a difference and the SPS certification is wrong, then you will need to enter a reclassification transaction on your 224 to correct your FBWT.
* For Returned Payments, the PACER system will assign the same TAS as was assigned on the Original Payment transaction, as well as the related reversing/adjusting BETC.
* For any Reclamation credits (133 and 135 reports), PACER will assign TAS BETC based on the most recent payment issued. You should review and reconcile if assigned TAS is correct, reclassify if needed.
* Some payments can potentially default to the F3500 acct, so you will need to monitor it via the Account Statement and reclassify to appropriate TAS timely. Default scenarios:
  + Any Returned Payments in which the Original Payment was issued PRIOR to go-live date (no TAS BETC on original, so Return won’t have it either);
  + Any payments queued up (initiated and saved) prior to the go-live date

**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.