GWA Supervisor

The GWA Supervisor approval process in ISIM consists of two steps:

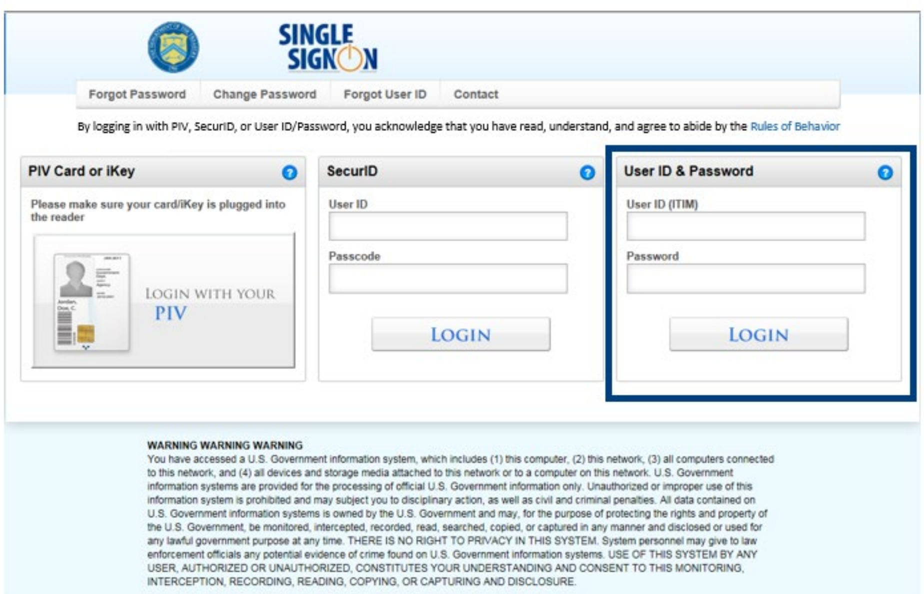
- Review the request for information, in which the supervisor has the ability to change the user access request.
- Approve or reject the user request.

The request for information and approve or reject actions apply to new account requests and also modification account requests.

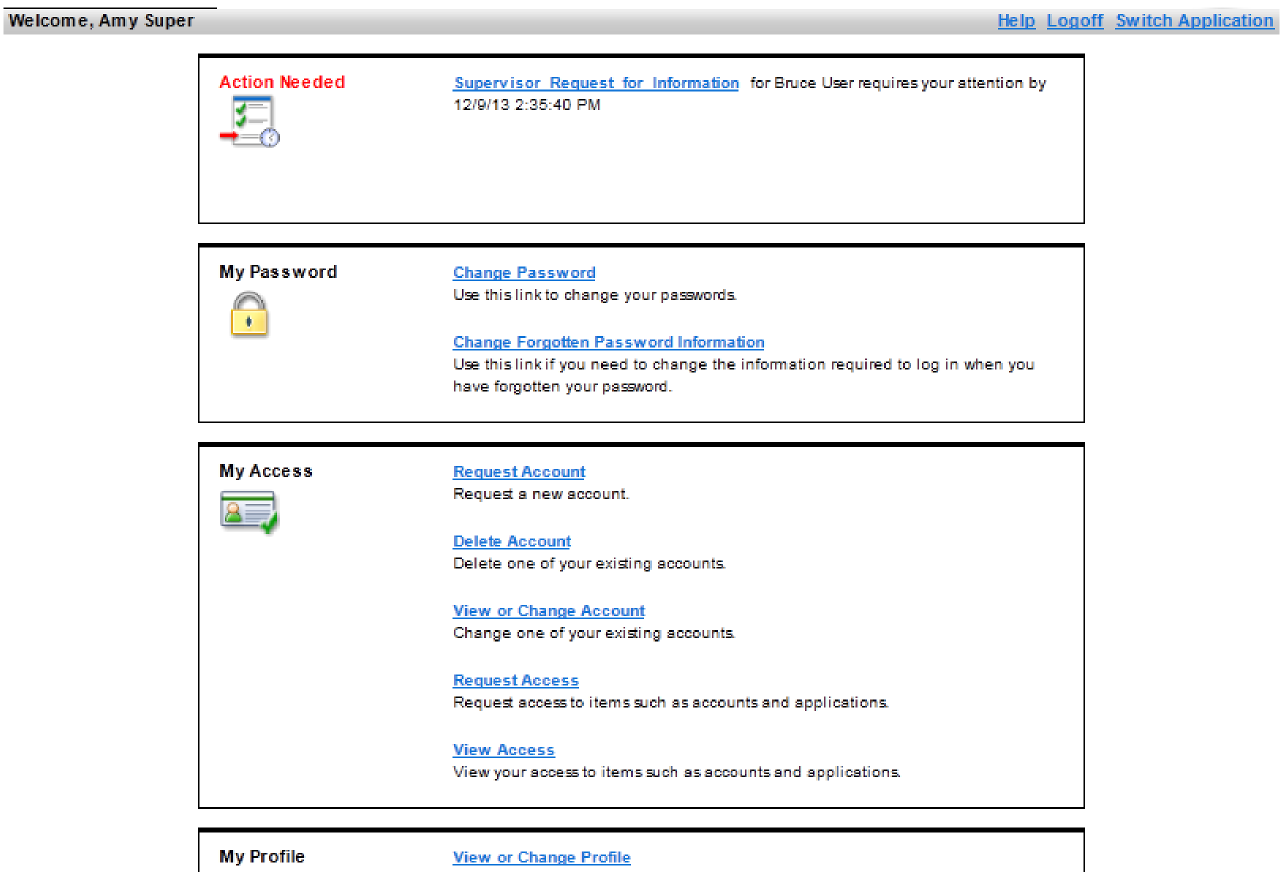
The GWA supervisor will receive an email indicating a user request is pending. “This email was generated by the ISIM system during the processing of one or more requests. The ISIM system can be accessed at https://isim.fiscal.treasury.gov/itim/self”

(The auto-generated emails are marked from *donotreply@fiscal.treasury.gov* . Some email systems may deliver the emails to junk or spam folders.)

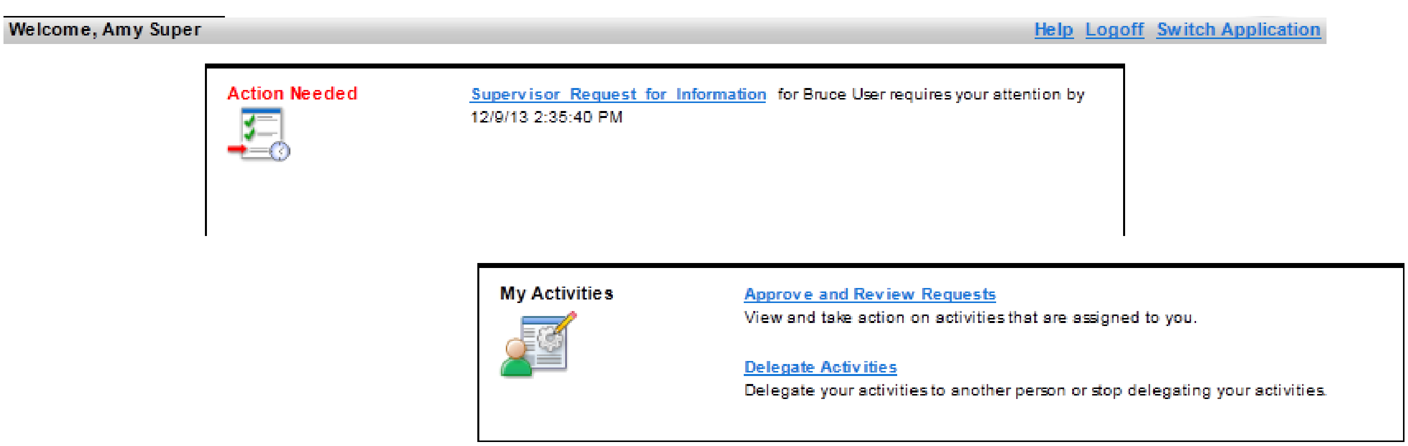
1. Log into the **ISIM Self-Service website** at https://isim.fiscal.treasury.gov/itim/self Enter your user ID and password, and then click **LOGIN**.



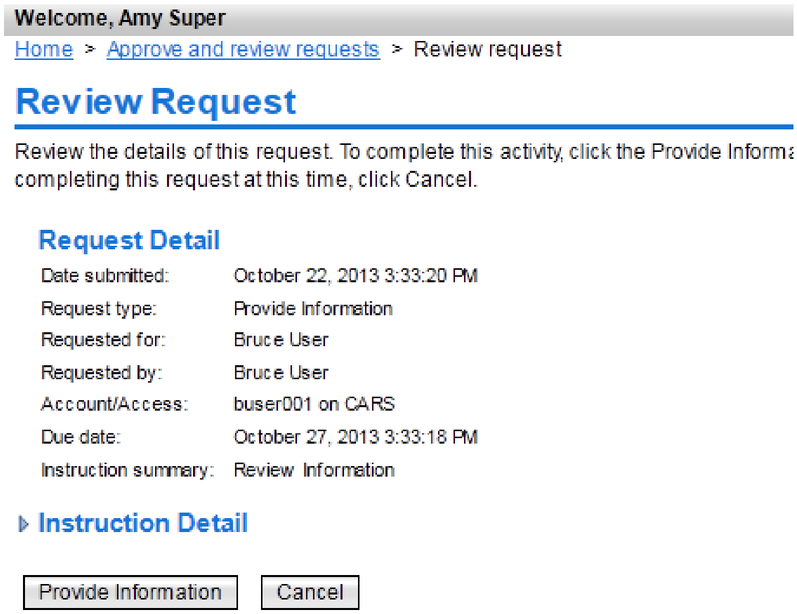
2. The **Self-Service** page will display.



3. Click the **Supervisor Request for Information** link in the **Action Needed** section. (Requests needing action may also be viewed by clicking on the **Approve and View Requests** link at the bottom of the page in the **My Activities** section.)



4. Click **Provide Information.**



5. When the **Provide Information screen** loads, the **View** may be changed from *requested information* to *all information.* After the **View** is selected, click Go. The page will reload, click the **Details** button to see the access the user is requesting.

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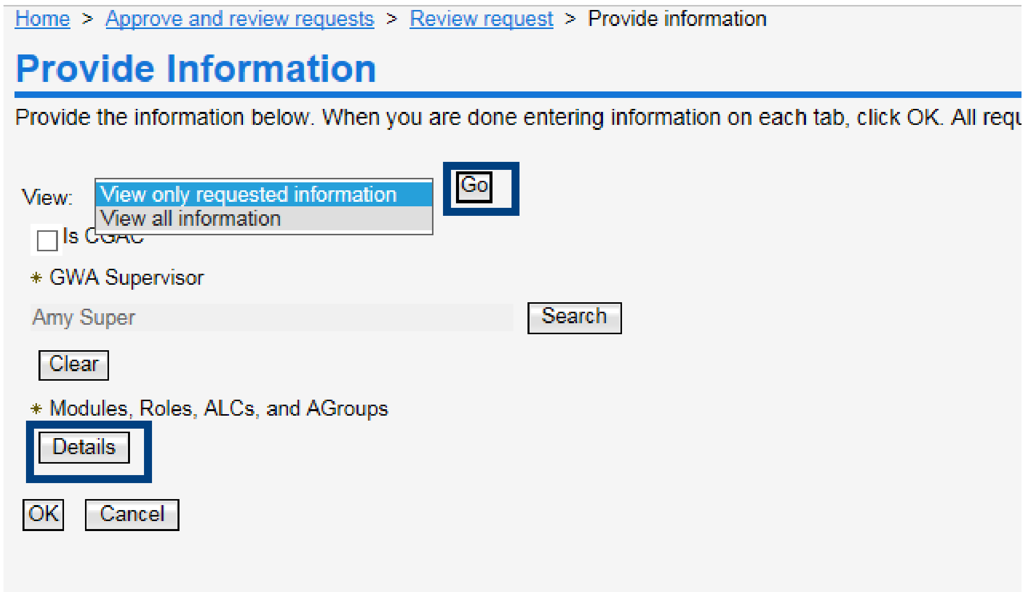
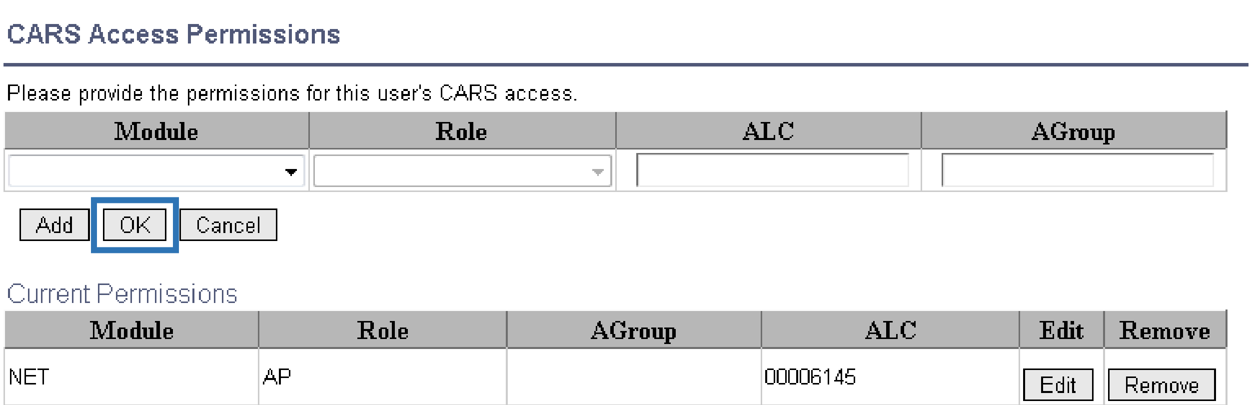


6. When the **CARS Access Permissions** page loads, the module(s), role(s) and ALC(s) requested by the user will appear in the **Current Permissions** table. Once you have verified that the appropriate selections have been made for all modules, click **OK**. See Appendix A for description of Modules and Roles.

   - The ALC field is a free entry field where the user can enter of any of the following information: ALC(s), AGroup name (if known), ID of another user whose access should be mirrored, etc.
   - If information is incorrect, you can change the permission by clicking the **Edit** button in that row.
   - If the entire permission selected is not needed by the user, you can remove the selection by clicking the **Remove** button in that row.
   - The AGroup field is not an editable field in Self-Service. This field will be populated with the assigned AGroup when the Treasury Support Center receives the request.



CARS CENTRAL ACCOUNTING REPORTING SYSTEM
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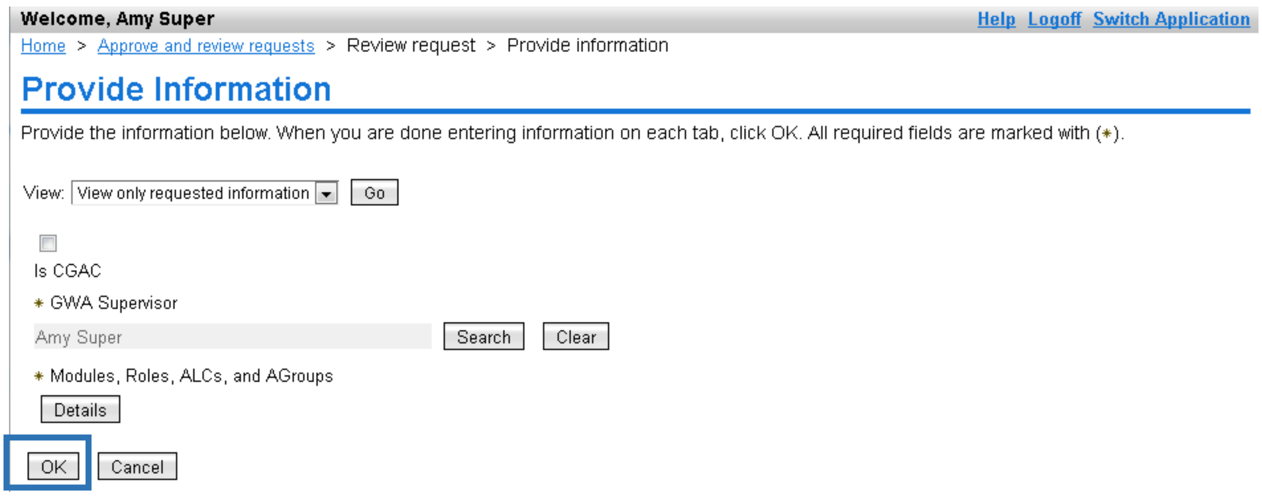
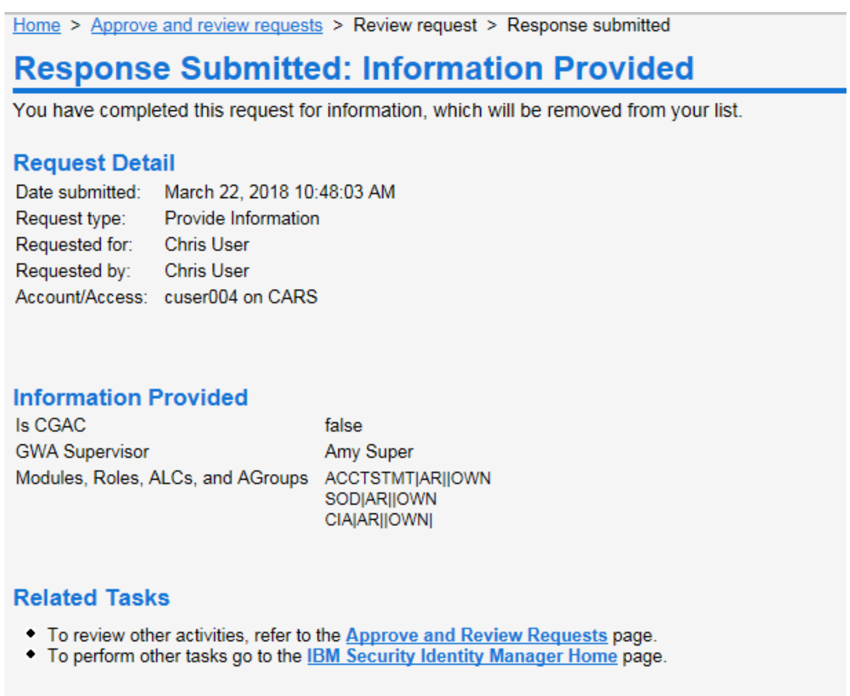
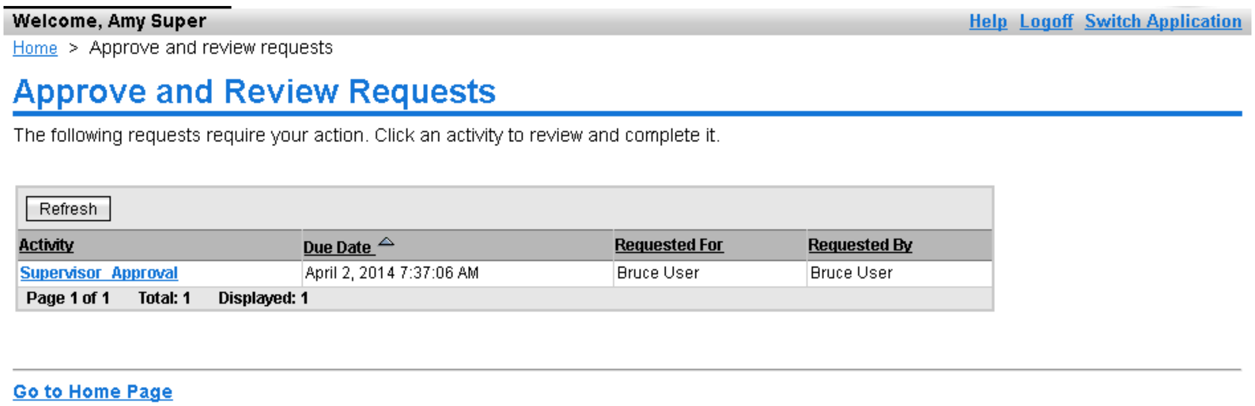
7. When the **Provide Information** page reappears, click **OK**.



8. The **Information Provided** section will show all requested access. Click the **Approve and Review Requests** link under **Related Tasks** to complete the approval.

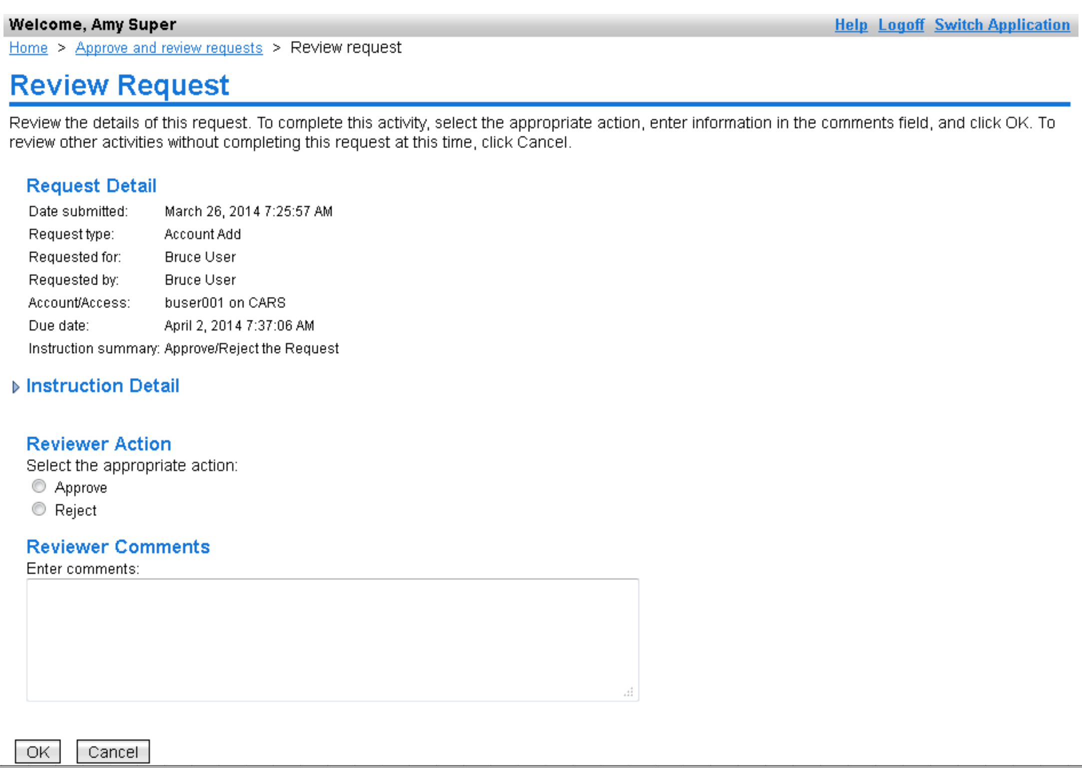


9. On the Approve and Review Request screen, click the **Supervisor Approval** link.



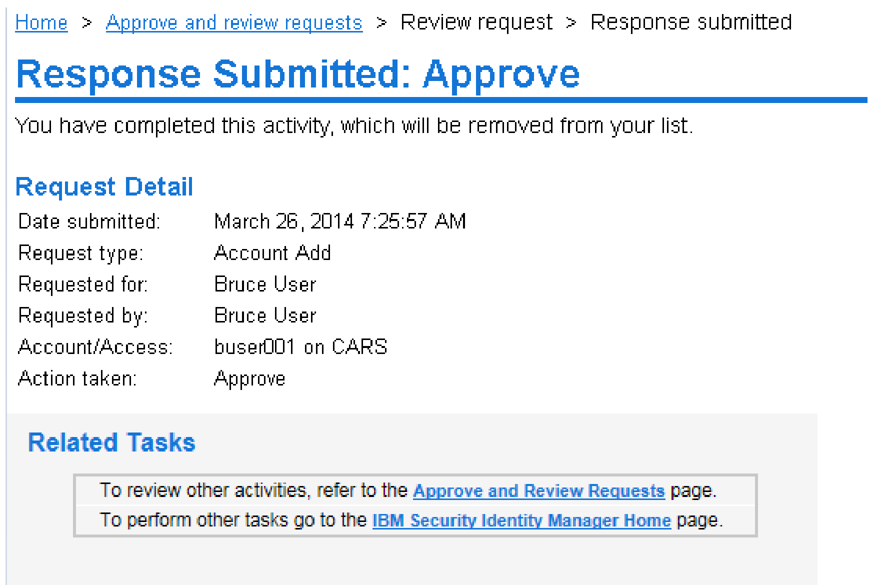
10. Select the **Approve** or **Reject** radio button as appropriate. After you have selected the desired action, click **OK**.

__Note:__ As the approver, you have the option to provide a reason for your action in the Reviewer Comments field that will be sent to the user via email. This is typically used when the access requested is rejected by the approver.



11. After the request is approved, the **Action taken** field shows an entry of “Approve.” If the request is rejected, it will show as “Reject.”

- Click the **Approve and Review Requests** link to verify whether there are other requests that need to be approved.
- To return to the ISIM Self-Service home page, click the **Security Identity Manager Home** link.



Appendix A.

CARS External Modules and Roles

CARS supports the Fical Service strategic goal to produce accurate, accessible, and timely governmentwide financial information and reports while reducing reconciliation burdens on FPAs.

Account Statement-
Account Statement provides federal agencies with a central location for retrieving information to assist with their financial reconciliation processes. Account Statement is designed for agencies that perform their Fund Balance with Treasury (FBWT) reconciliation based on TAS. This module has screens for ALC summary, ALC activity, and ALC transactions.

Roles:
Agency Reviewer- can view all cars posted transition that relate to the users AGroup

Appropriation Warrants-
This component of the Agency Transaction Module provides the capability to electronically create warrant transactions for each Federal Program Agency (FPA) based on a US Code, Statue, or Public Law. FPAs are able to view approved warrants based on their profiles.

Roles:
Agency Reviewer – can view all pending and posted Appropriation for users with the same AGroup

ASR-
Agency Standard Reporting (ASR) provides UI for ASR users to access all of the standard “pre-canned” reports that are available for execution, the capability to schedule reports to be executed and stored in the WebFOCUS Report Library for later retrieval, transparent access to the BI Dashboard, InfoAssist features of the WebFOCUS Managed Reporting (MR) client, and designation of ad-hoc reports generated in InfoAssist as new standard reports

Role:
Agency Reviewer- can view ASR report in CARS for users with the same AGroup
Agency Account Administrator- can view ASR report and Notify Agencies of Account Exceptions in CARS for users with the same AGroup

BORR-

This component of the Agency Transaction Module provides an on-line process for creating, approving and reviewing Borrowings and Repayments transactions from Treasury.

Roles:

Agency Preparer- can create, update, delete and view both pending and posted Borrowing transactions for users with the same AGroup

Agency Certifier- can view pending and posted as well as certify or reject Borrowing transactions for users with the same AGroup

Agency All- can create, update, delete, view pending, view posted, as well as certify or reject Borrowing transactions for users with the same AGroup

AUTHVIEWER - can view pending and posted Borrowing transactions for users with the same AGroup

BORRALL – can view any write off that an internal user role creates that effect the TAS in that Agroup

Checks Issued Audit-

The CIA reports compare Agency checks issued data and Source System checks issued data. Agency checks issued is defined as data reported by Agency users. Source System checks issued is defined as data provided by source system files. The CIA module should only be utilized by disbursing officers, i.e., agencies with the authority to disburse payments.

Role:

Agency Viewer- can view CIA reports for the Agency's ALC(s)

Classification Transaction and Accountability-

This component of the Agency Transaction Module generates the FS 224 Statement of Transactions used to report monthly accounting activity by FPAs who rely upon Treasury to disburse funds. FS 224 monthly reports serve as the basis for Treasury's reporting of federal revenues and expenditures for these FPAs. The FS 224 allows monthly reconciliation of disbursements and collections for each Agency Location Code (ALC). This in turn, enables the Funds Balance with Treasury (FBWT) to be reconciled to the General Ledger by Treasury Account Symbol (TAS). The FS 224 consists of three parts: Section 1 is Fund and Receipt Accounts. This is where appropriated funds are classified and reclassified into FPA accounts. Section 2 is for reporting Payments, and Section 3 is for reporting Collections.

Role:

Agency All- can create, update, delete, view pending, view posted, as well as certify or reject CTA transactions for users with the same AGroup

Agency Certifier- Agency Certifier- can view pending and posted as well as certify or reject CTA transactions for users with the same AGroup

Agency Reviewer- can view pending and posted CTA transactions for users with the same AGroup

Agency Preparer- can create, update, delete and view both pending and posted CTA transactions for users with the same AGroup

Non-Expenditure Transfers-

This component of the Agency Transaction Module provides an on-line process for creating, approving and reviewing the transfer of funds between or within Government Agencies without recording a receipt or an expenditure (outlay) on the books on the Treasury. Non-expenditure Transfer Authority transactions do not appear in Treasury reports or in the budget document as receipts or expenditures because these transactions do not affect the budget surplus or deficit.

Role:

Agency All- can create, update, delete, view pending, view posted, as well as certify or reject Non-Expenditure Transfers for users with the same AGroup

Agency Certifier- Agency Certifier- can view pending and posted as well as certify or reject Non-Expenditure Transfers for users of the same AGroup

Agency Reviewer- can view pending and posted Non-Expenditure Transfers for users with the same AGroup

Agency Preparer- can create, update, delete and view both pending and posted Non-Expenditure Transfers for users of the same AGroup

Statement of Difference-

Agencies must ensure that none of their ALCs have out of balance conditions on their Statement of Difference reports before they can become full reporters. The SOD reports compare the Agency Balance and the Source System Balance. The Agency Balance is defined as data reported by agency users. The Source System Balance is defined as data provided by source system. Access to SOD will provide two separate reports for tickets (Collections Information Repository or CIR) and debit vouchers (Payment Information Repository or PIR)

Role:

Agency Viewer- can view all posted transactions in CARS for users with the same AGroup

TDO Payments-

This component of Account statement provides agencies with Regional financial Center payment information.

Role:

Agency Viewer- can query ALC reports for Treasury Disbursing Office ACH, EFT and check payments

Warrant Journal Vouchers-

This component of the Agency Transaction Module are used to report the estimated amounts of Taxes and Customs duties determined by the Office of Tax Analysis and to report adjustments, as a result of actual amounts that are collected by the Internal Revenue Service and U.S. Customs Service. The Excise Taxes and Customs duties are transferred to the Trust Fund Receipts and invested by the Bureau of the Fiscal Service in Government Securities as legislated.

Role:

Agency Reviewer- can view posted Warrant Journal Vouchers for users with the same AGroup

Year End Closing-

This component of the Agency Transaction Module facilitates the process of the cancellation of the 5th year expired accounts and for the Indefinite, Year End Closing Adjustment currently based on FACTSII FMS Form 2108

Role:

Agency Preparer- can create, update, delete and view both pending and posted Year End Closing Adjustment for users with the same AGroup

Agency Reviewer- can view posted Year End Closing Adjustment for users with the same AGroup