FAQ YEAR-END Module

1. Who will need access to the Year End Module?

   Answer: GTAS reporters who are required to submit an adjusted trial balance.

2. Why is the Year End Module needed?

   Answer: To initiate year end cancellation and adjustment transactions that were previously accomplished in FACTS II on the 2108.

3. What types of transactions can I accomplish in the module?

   Answer: The following transactions:

   - Surplus, Year End Closing Cancellation of Expired Account Balances
   - Surplus, Year End Closing Cancellation of Revolving, Special and Non-Revolving Trust Fund Accounts (with Available Receipts)
   - Surplus, Year End Closing Cancellation of Special and Non-Revolving Trust Fund Accounts (with Unavailable Receipts)
   - Indefinite, Year End Closing Adjustment

4. When can I report my Year End cancellation activity?

   Answer: The reporting window will be from October 7th at 8:00 am thru October 20th at 12 noon.

5. Is there training material available for the Year-End module?

   Answer: Yes and you can access the Year End training material at: CARS Year-End Training

   CARS YEAR-END Training-Part1

   CARS YEAR-END Training-Part2

6. How do I gain access to the Year-End module?

   Answer: Please see the specific instructions below.

- **If you are not currently a CARS user and wish to request access to the new CARS application,** please follow the instructions provided in the attached **CARS Enrollment user guide**. (If you do not currently have a Single Sign On account, you will be required to establish one before requesting access to CARS. If you currently use GTAS and/or IPAC, your Single Sign On account credentials are the user ID and password that you use to access those applications.)

CARS Enrollment.pdf

- **If you currently have access to CARS and wish to add YEC (Year End Closing) access,** please follow the instructions provided in the attached **CARS Account Modification User Guide**. Select the appropriate module and role as follows:

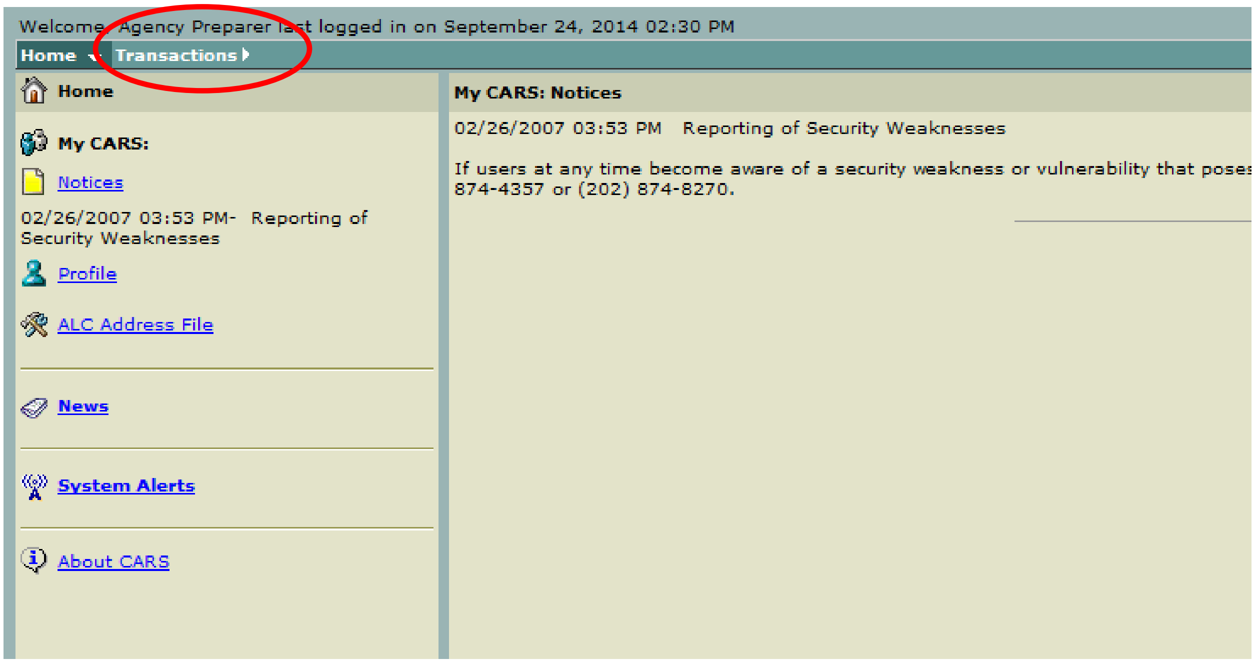
Field	Selection	Function
Module	YEC	*Allows the user to provision access to the following roles*
Roles	Agency Preparer	*Allows the user to create and certify year-end cancellations and adjustments*
	Agency Reviewer	*Allows the user to view year-end cancellations and adjustments*

CARS Account Modification.pdf

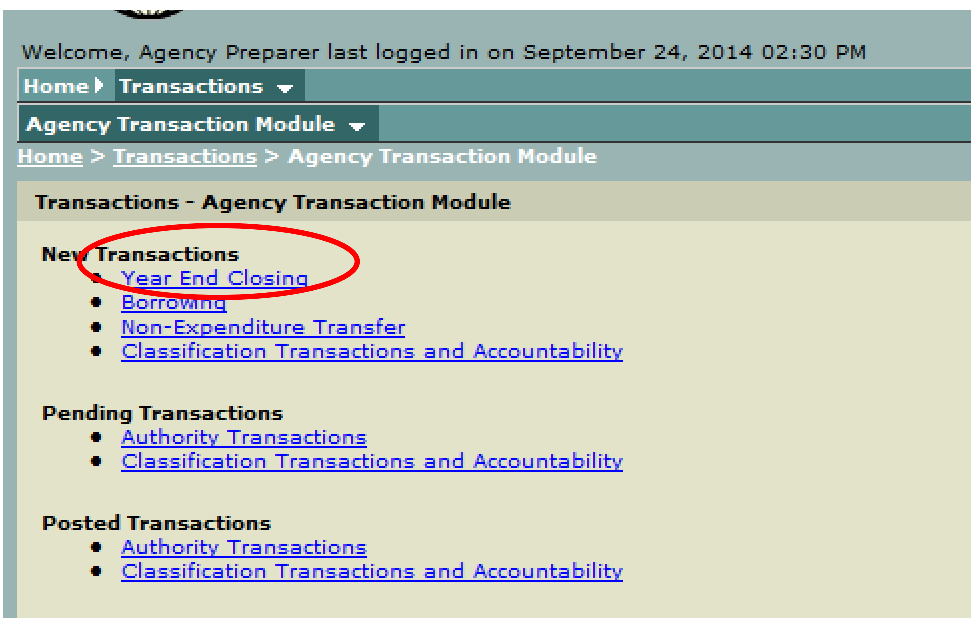
7. I am logged into CARS, how do I get to the Year-End transaction module?

   Answer: Follow the steps below to create a New Year End Closing transaction.

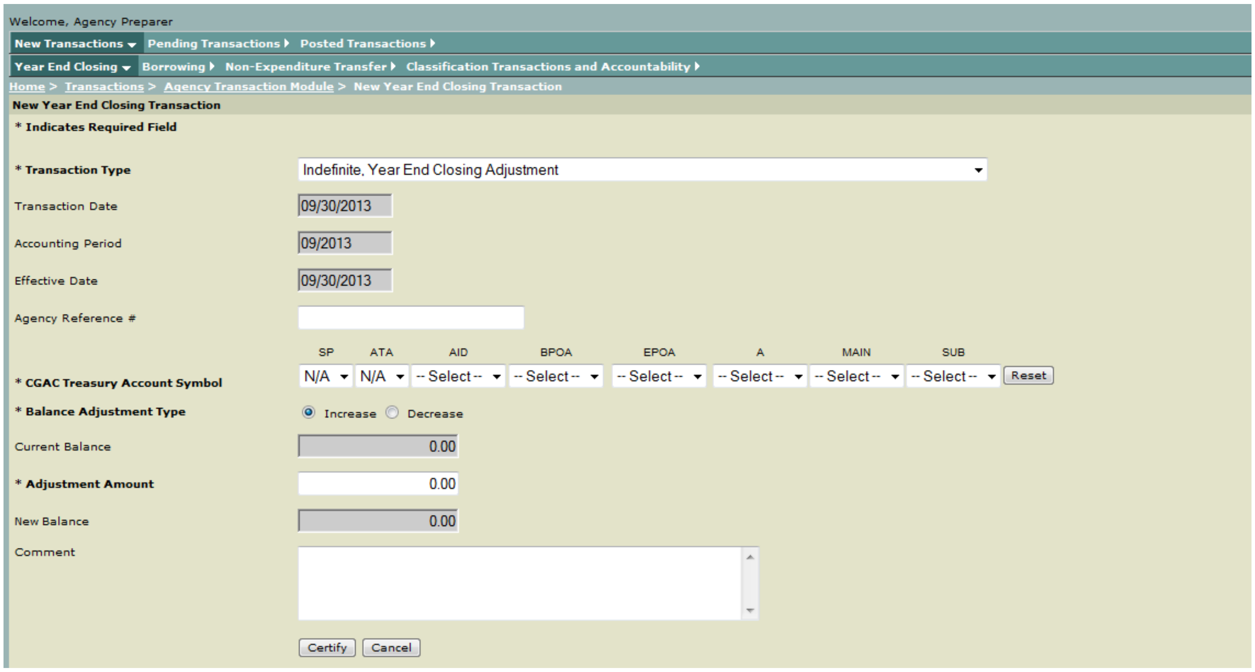
   a. Click the Transactions Tab at the top of the screen



b. Under "New Transactions", click the "Year End Closing" link

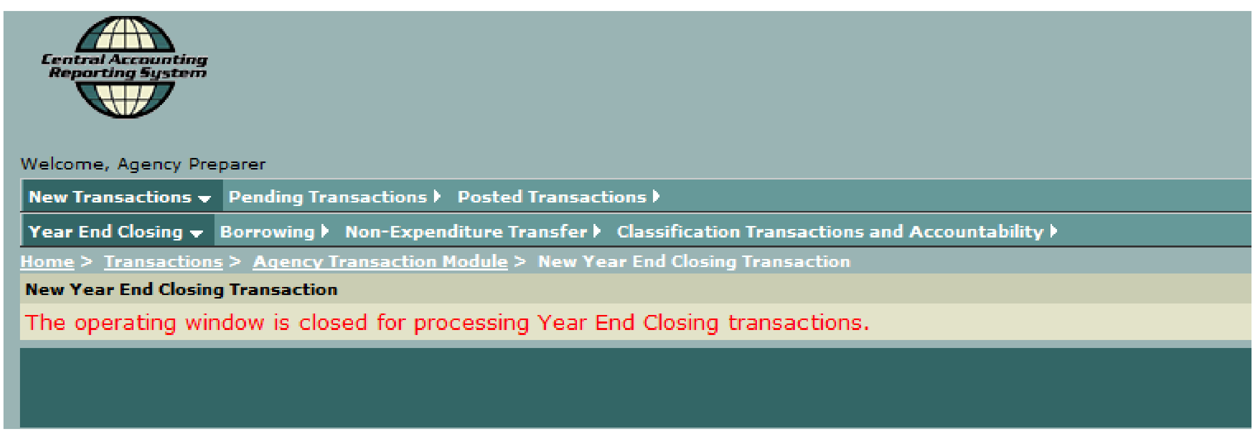


c. You should now be on the New Year-End Closing Transaction screen


Welcome, Agency Preparer
New Transactions Pending Transactions Posted Transactions
Year End Closing Borrowing Non-Expenditure Transfer Classification Transactions and Accountability
Home > Transactions > Agency Transaction Module > New Year End Closing Transaction
New Year End Closing Transaction
* Indicates Required Field
* Transaction Type: Indefinite, Year End Closing Adjustment
Transaction Date: 09/30/2013
Accounting Period: 09/2013
Effective Date: 09/30/2013
Agency Reference #
SP ATA AID BPOA EPOA A MAIN SUB
* CGAC Treasury Account Symbol: N/A N/A -- Select -- -- Select -- -- Select -- -- Select -- -- Select -- -- Select -- Reset
* Balance Adjustment Type: Increase Decrease
Current Balance: 0.00
* Adjustment Amount: 0.00
New Balance: 0.00
Comment
Certify Cancel

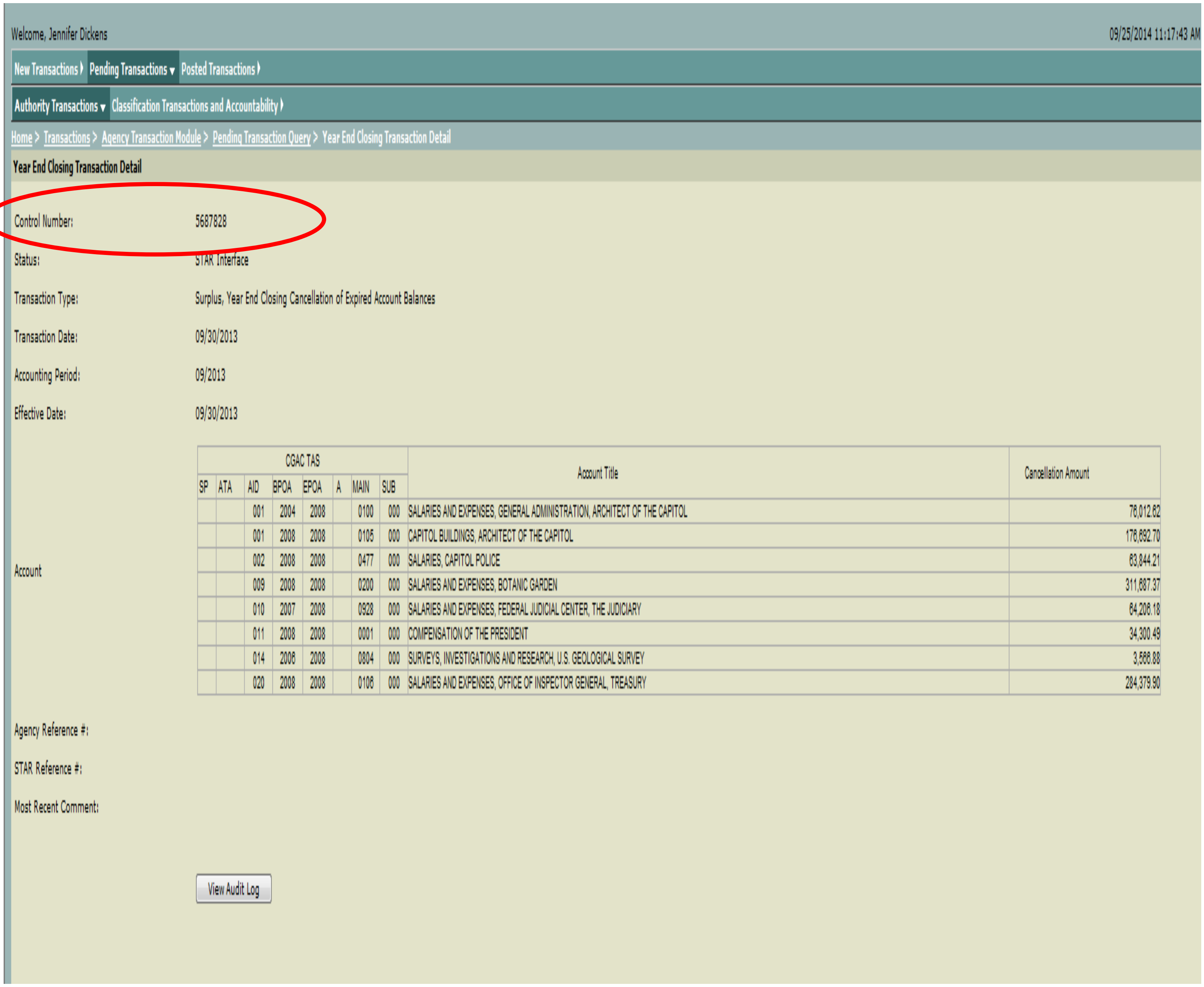
8. When I click the Year-End Closing link, why do I get an error message?

Answer: If you are seeing the error message below, it is because it is before the Year-End window opens on October 7 or the window has closed for all Year-End transactions.


Central Accounting Reporting System
Welcome, Agency Preparer
New Transactions Pending Transactions Posted Transactions
Year End Closing Borrowing Non-Expenditure Transfer Classification Transactions and Accountability
Home > Transactions > Agency Transaction Module > New Year End Closing Transaction
New Year End Closing Transaction
The operating window is closed for processing Year End Closing transactions.

9. What happens once I certify a transaction?

Answer: You will get the detail screen below. Please take note of the control number. You will need this to view your transactions later.



Welcome, Jennifer Dickens 09/25/2014 11:17:43 AM

New Transactions | Pending Transactions | Posted Transactions

Authority Transactions | Classification Transactions and Accountability

Home > Transactions > Agency Transaction Module > Pending Transaction Query > Year End Closing Transaction Detail

Year End Closing Transaction Detail

Control Number: 5687828

Status: STAR Interface

Transaction Type: Surplus, Year End Closing Cancellation of Expired Account Balances

Transaction Date: 09/30/2013

Accounting Period: 09/2013

Effective Date: 09/30/2013

Account

CGAC TAS								Account Title	Cancellation Amount
SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB		
		001	2004	2008		0100	000	SALARIES AND EXPENSES, GENERAL ADMINISTRATION, ARCHITECT OF THE CAPITOL	76,012.62
		001	2008	2008		0105	000	CAPITOL BUILDINGS, ARCHITECT OF THE CAPITOL	176,692.70
		002	2008	2008		0477	000	SALARIES, CAPITOL POLICE	63,844.21
		009	2008	2008		0200	000	SALARIES AND EXPENSES, BOTANIC GARDEN	311,687.37
		010	2007	2008		0928	000	SALARIES AND EXPENSES, FEDERAL JUDICIAL CENTER, THE JUDICIARY	64,206.18
		011	2008	2008		0001	000	COMPENSATION OF THE PRESIDENT	34,300.49
		014	2008	2008		0804	000	SURVEYS, INVESTIGATIONS AND RESEARCH, U.S. GEOLOGICAL SURVEY	3,566.88
		020	2008	2008		0108	000	SALARIES AND EXPENSES, OFFICE OF INSPECTOR GENERAL, TREASURY	284,379.90

Agency Reference #:

STAR Reference #:

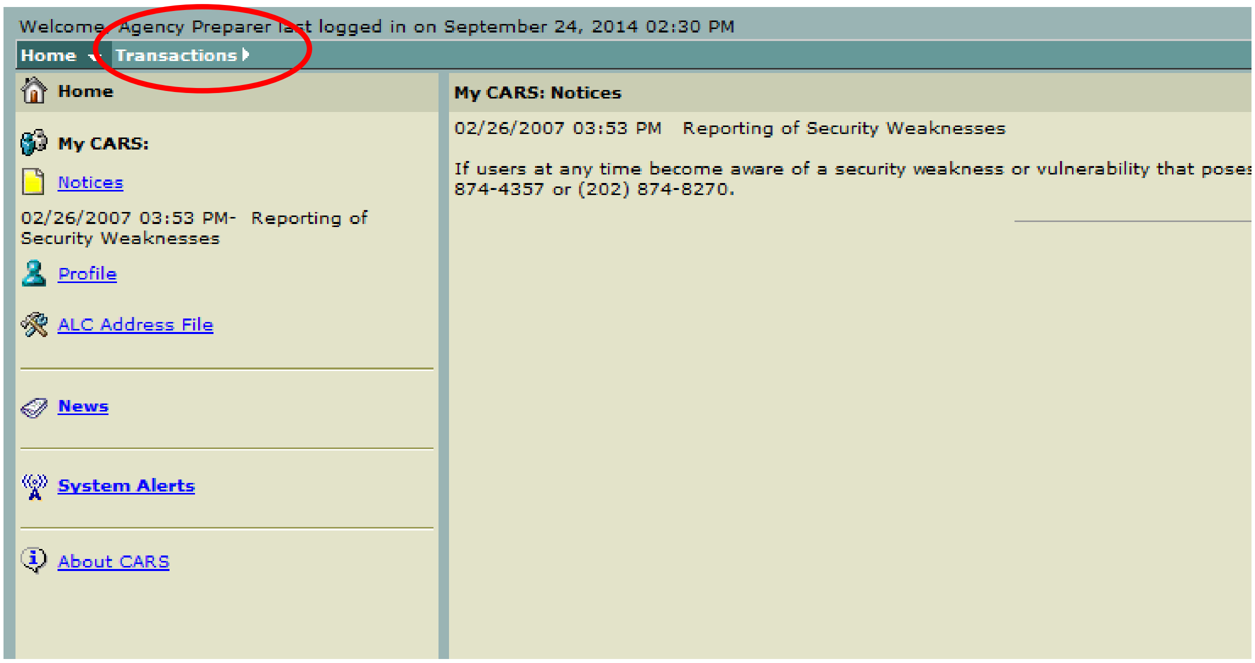
Most Recent Comment:

View Audit Log

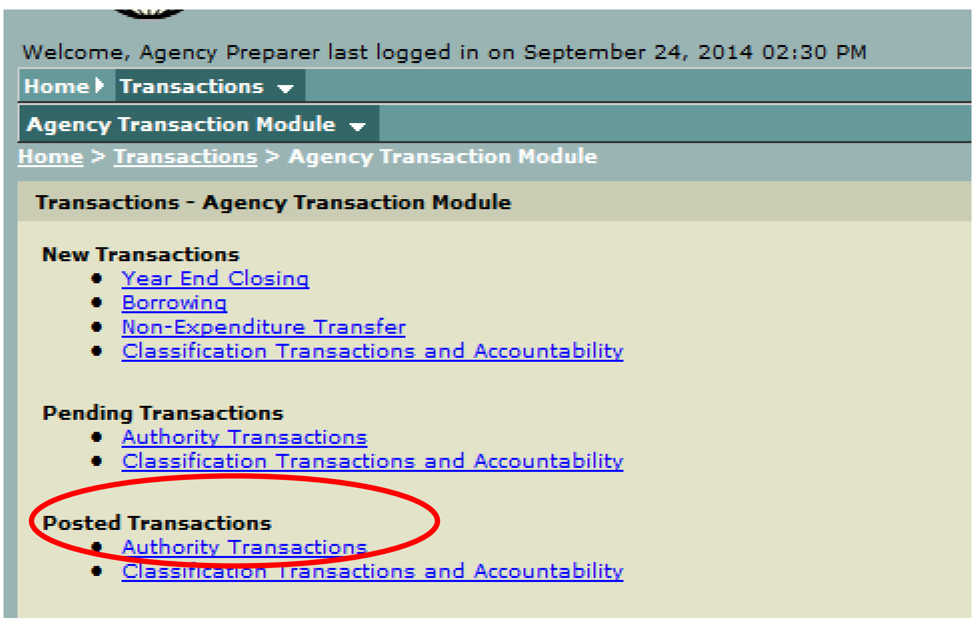
10. Once I certify a transaction, how do I know if it posted to the system?

    Answer: To check the posted status for a specific transaction, follow the steps below.

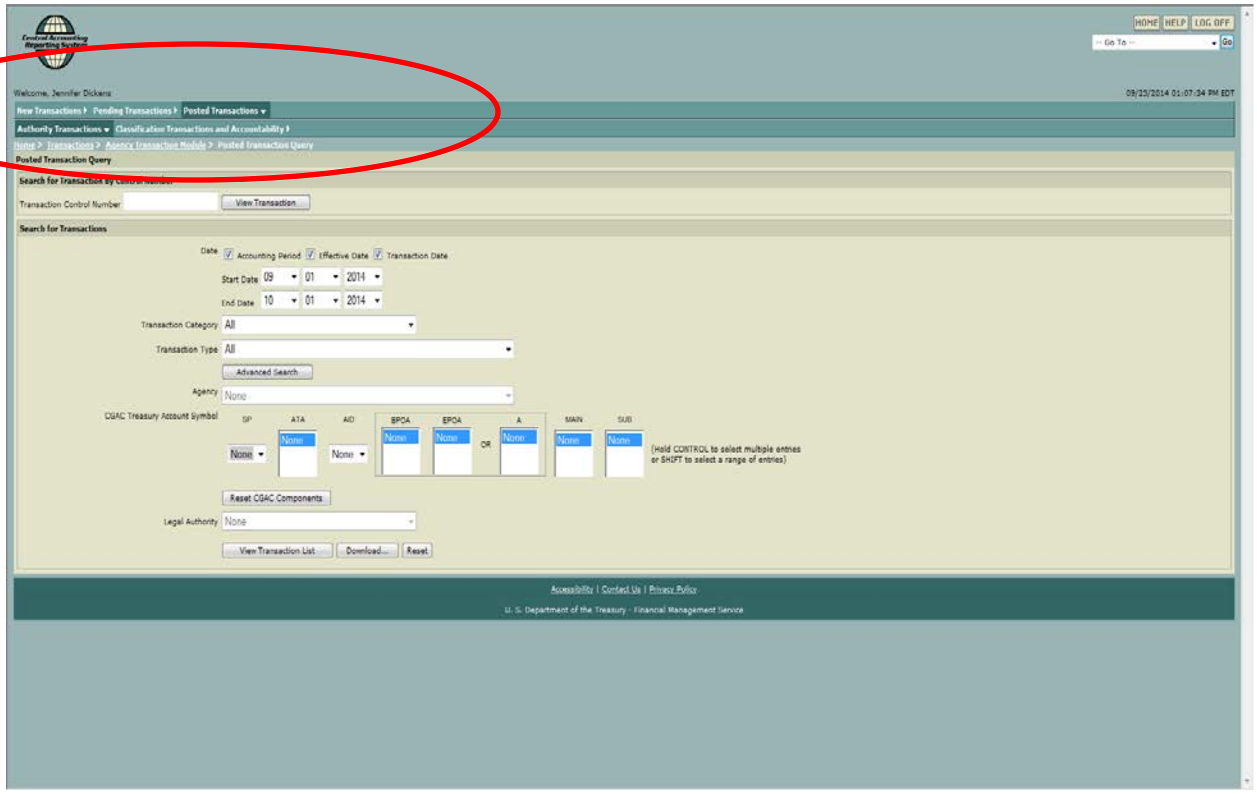
    a. Click the Transactions Tab at the top of the screen



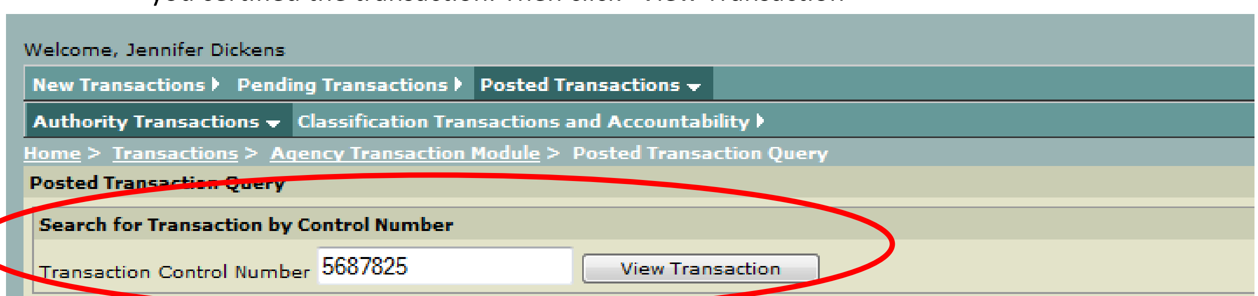
b. Under "Posted Transactions", click the "Authority Transactions" link



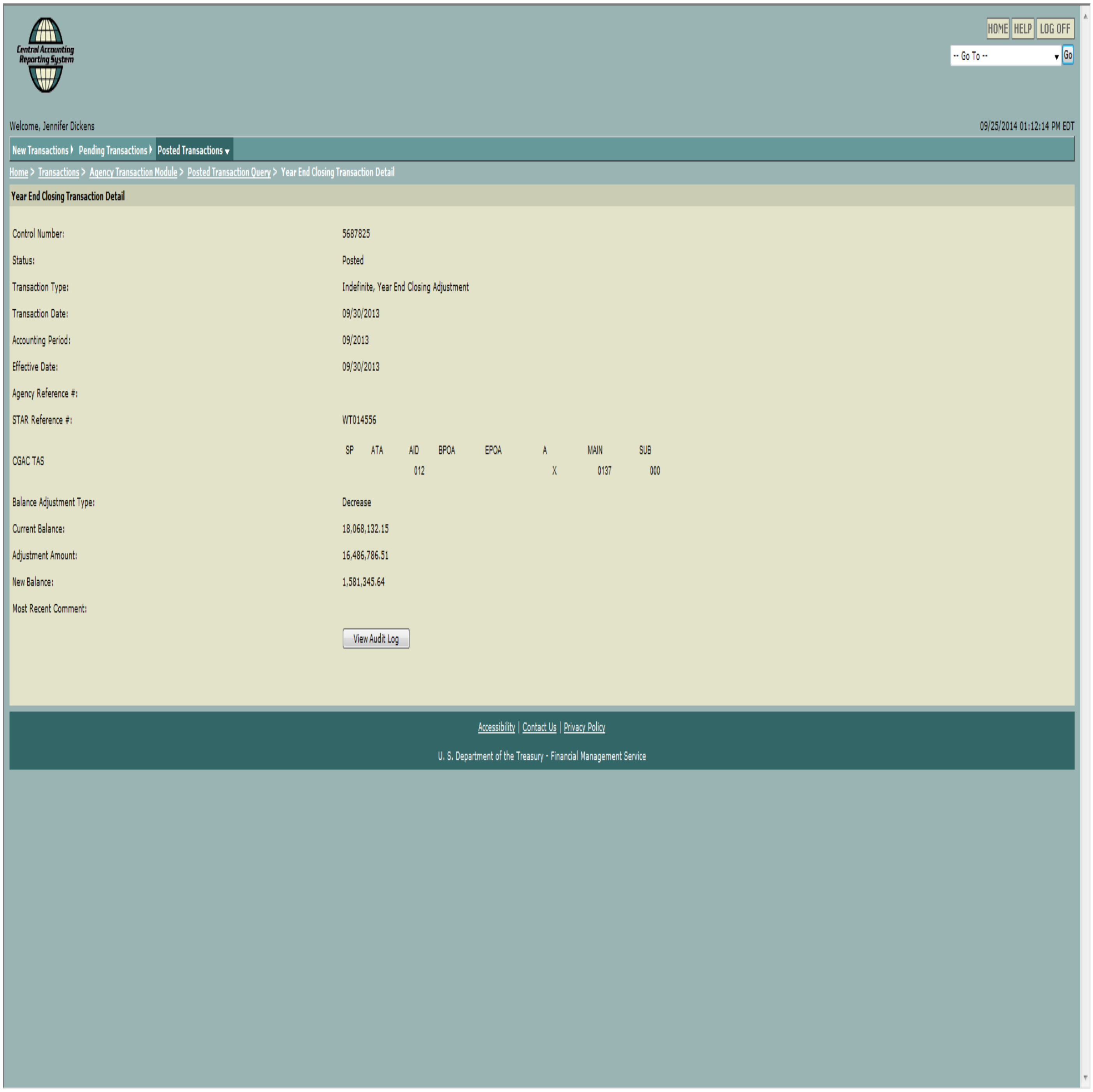
c. You should now be on the Posted Transaction screen.



d. In the top box enter the control number you noted from the detail transaction screen after you certified the transaction. Then click “View Transaction”



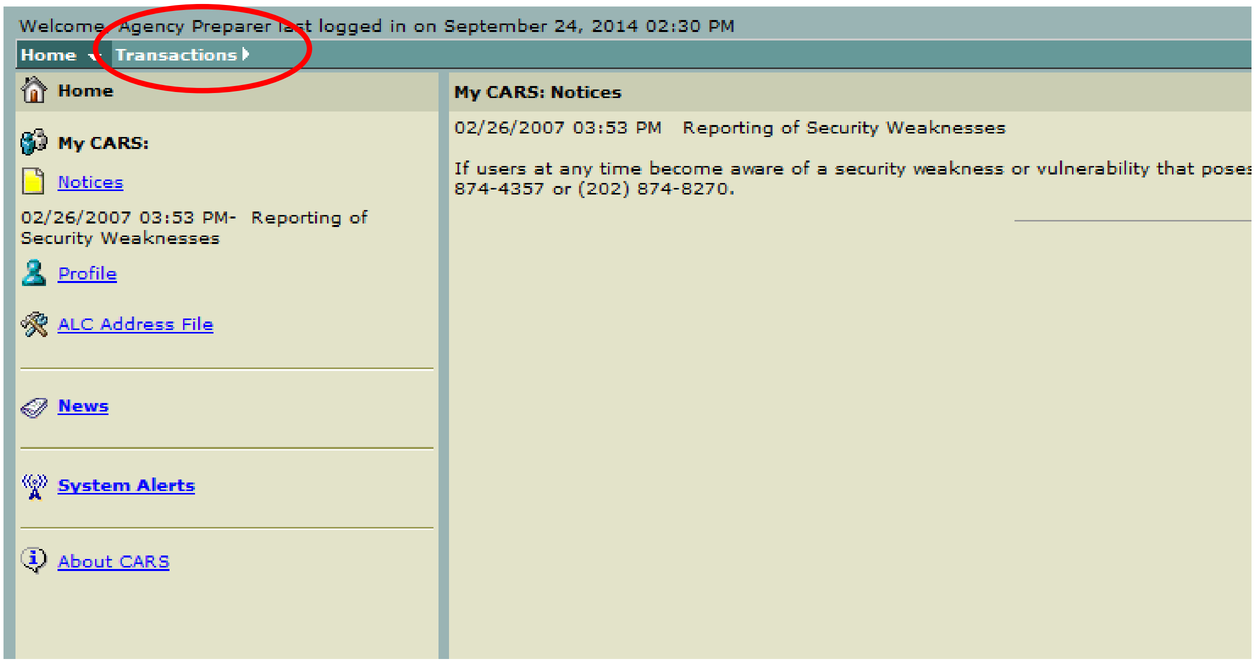
e. If your transaction has posted you should be viewing the detail screen below.



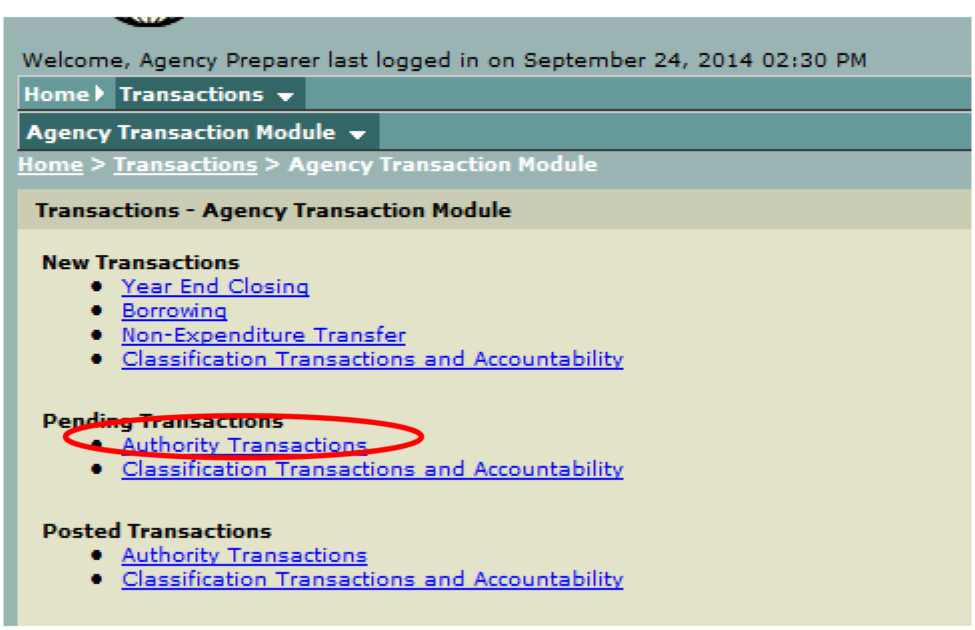
11. Why is my transaction not showing up as posted?

Answer: Your transaction could still be in a pending status, either waiting to be (a) approved by the Bureau of Fiscal Service or (2) posted to our legacy system. To check Pending Transactions for your specific transaction(s), follow the steps below.

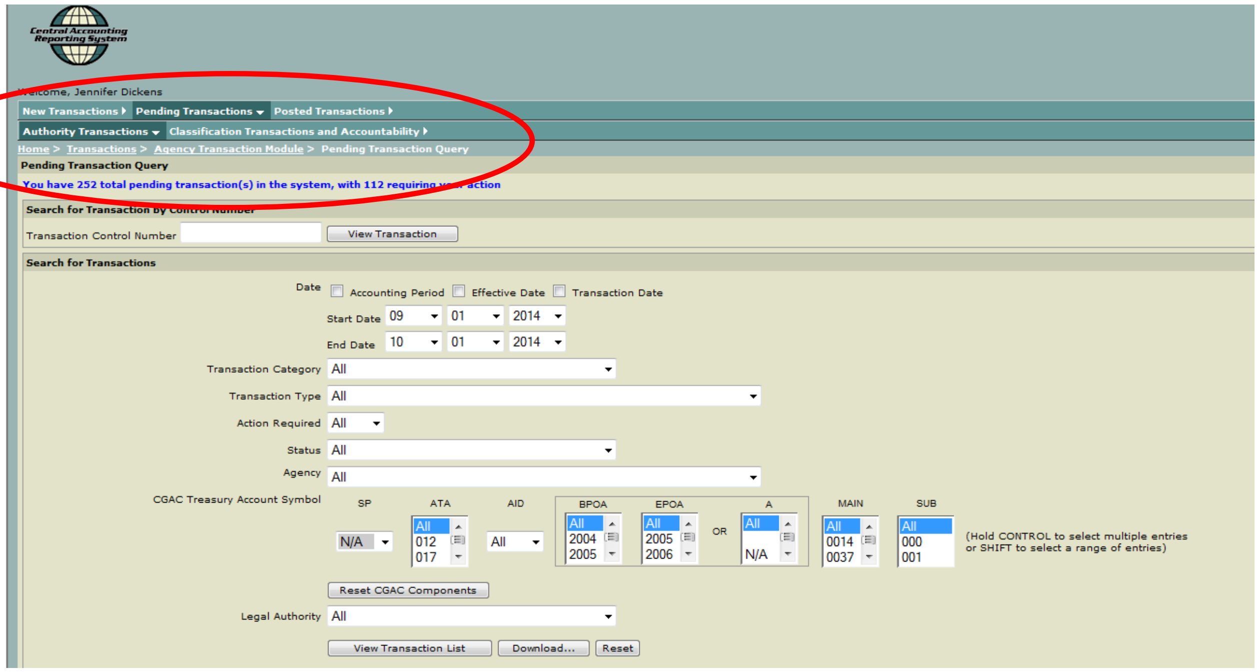
a. Click the Transactions Tab at the top of the screen



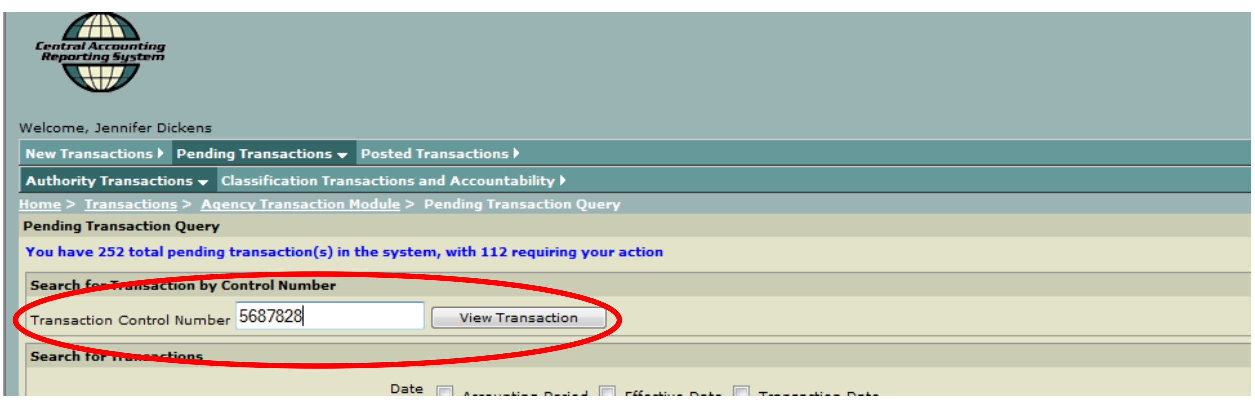
b. Under "Pending Transactions", click the "Authority Transactions" link



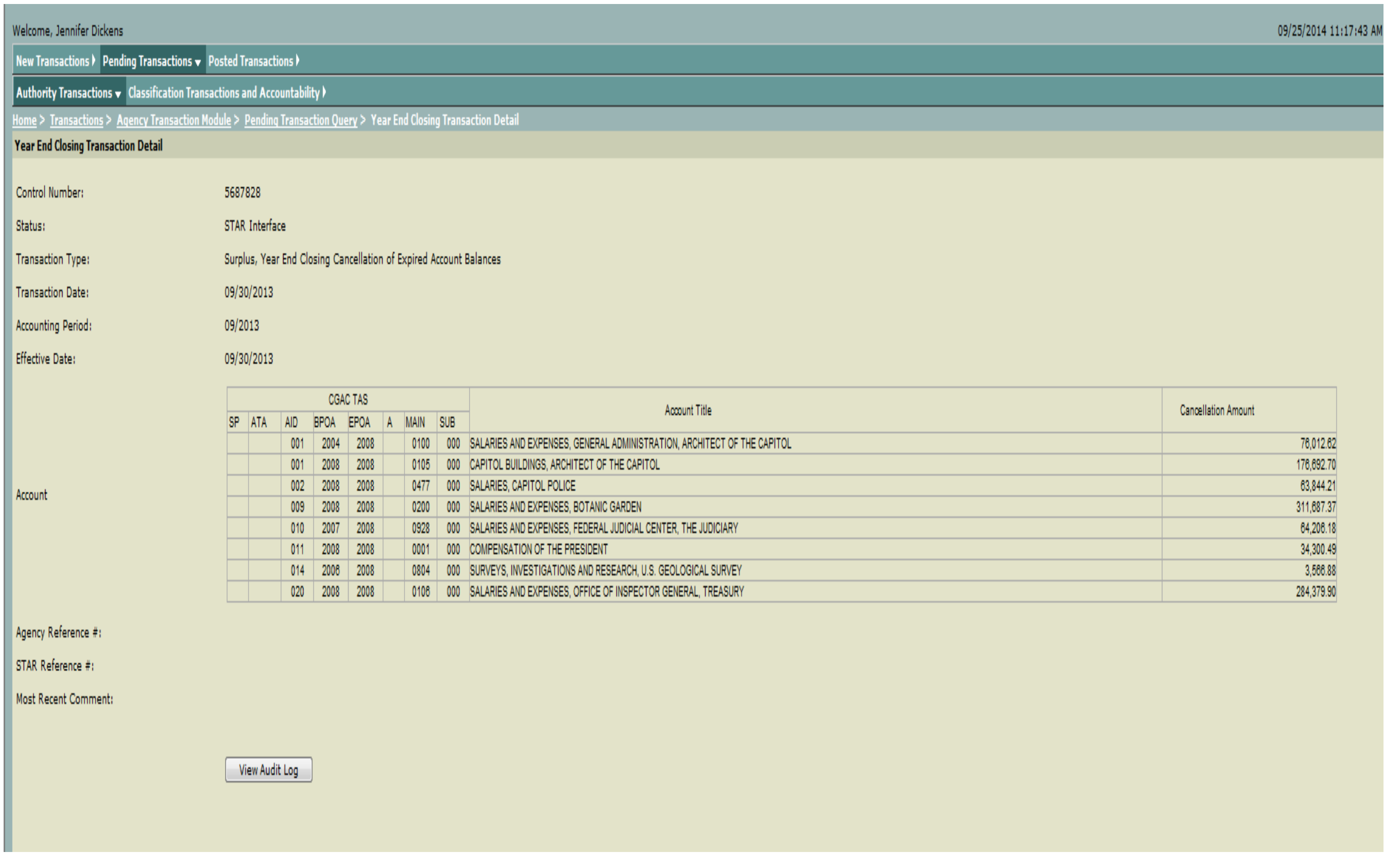
c. You should now be on the Pending Transaction screen.



d. In the top box enter the control number you noted from the detail transaction screen after you certified a transaction. Then click "View Transaction"



e. If your transaction is pending you should be viewing the detail screen.


Welcome, Jennifer Dickens

09/25/2014 11:17:43 AM

New Transactions › Pending Transactions ▾ Posted Transactions ›

Authority Transactions ▾ Classification Transactions and Accountability ›

Home > Transactions > Agency Transaction Module > Pending Transaction Query > Year End Closing Transaction Detail

Year End Closing Transaction Detail

Control Number: 5687828

Status: STAR Interface

Transaction Type: Surplus, Year End Closing Cancellation of Expired Account Balances

Transaction Date: 09/30/2013

Accounting Period: 09/2013

Effective Date: 09/30/2013

Account

CGAC TAS								Account Title	Cancellation Amount
SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB		
		001	2004	2008		0100	000	SALARIES AND EXPENSES, GENERAL ADMINISTRATION, ARCHITECT OF THE CAPITOL	76,012.62
		001	2008	2008		0105	000	CAPITOL BUILDINGS, ARCHITECT OF THE CAPITOL	176,692.70
		002	2008	2008		0477	000	SALARIES, CAPITOL POLICE	63,844.21
		009	2008	2008		0200	000	SALARIES AND EXPENSES, BOTANIC GARDEN	311,687.37
		010	2007	2008		0928	000	SALARIES AND EXPENSES, FEDERAL JUDICIAL CENTER, THE JUDICIARY	64,206.18
		011	2008	2008		0001	000	COMPENSATION OF THE PRESIDENT	34,300.49
		014	2006	2008		0804	000	SURVEYS, INVESTIGATIONS AND RESEARCH, U.S. GEOLOGICAL SURVEY	3,566.88
		020	2008	2008		0106	000	SALARIES AND EXPENSES, OFFICE OF INSPECTOR GENERAL, TREASURY	284,379.90

Agency Reference #:

STAR Reference #:

Most Recent Comment:

View Audit Log

12. Who should I call if I have further questions?
    Answer: Please contact the TSC at 1-877-440-9476.

13. Who should I call if I experience any system Issues?
    Answer: Please Contact the TSC at 1-877-440-9476.