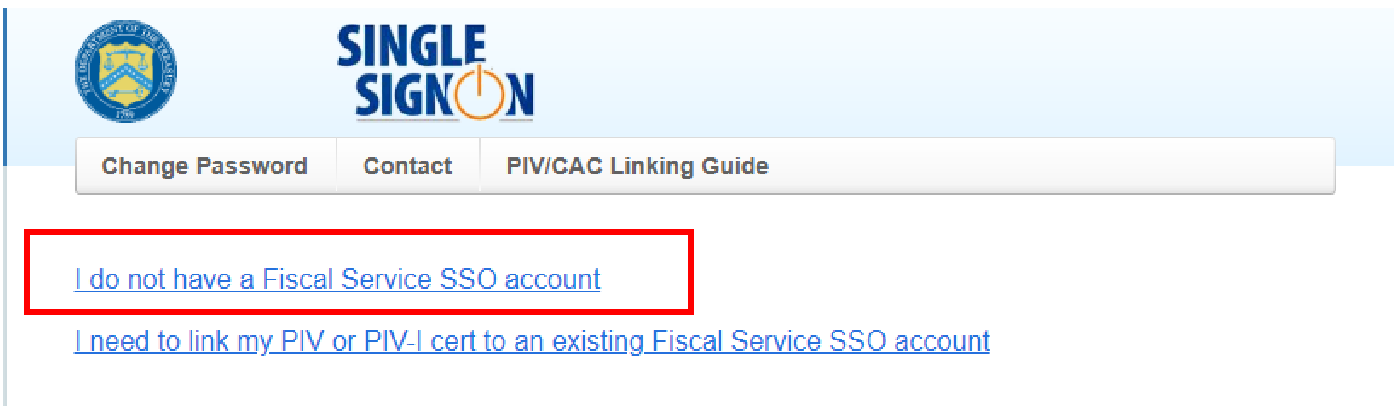
New User Registration

The term "new user" refers to an individual who does not currently have an identity (Single Sign On or SSO - user ID and password) established to access Treasury applications via the ISIM provisioning services.

******If you already have an SSO account with which you access other Treasury applications via ISIM, proceed to the ***User Account Request*** section of this guide.*

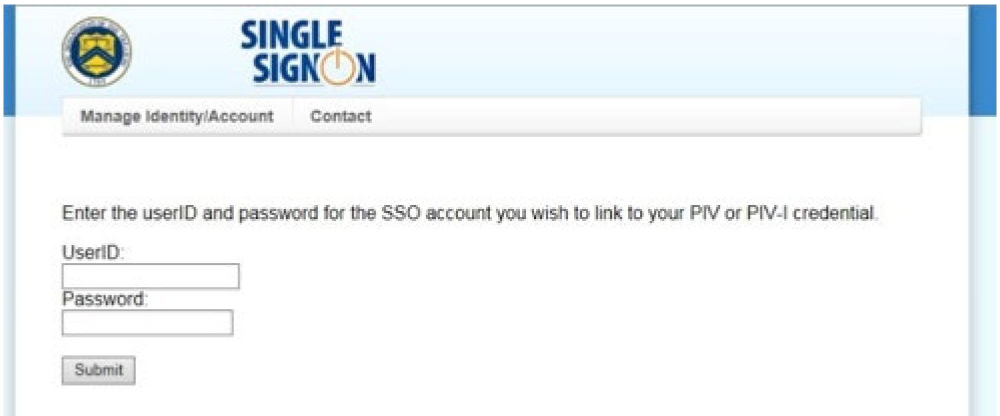
To create an identity (Single Sign On user ID and password), with a PIV/CAC, access the following URL: https://piv.treasury.gov/cass You will be prompted to select your PIV/CAC certificate and enter your PIN.

Choose ***I do not have a Fiscal Service SSO account.***

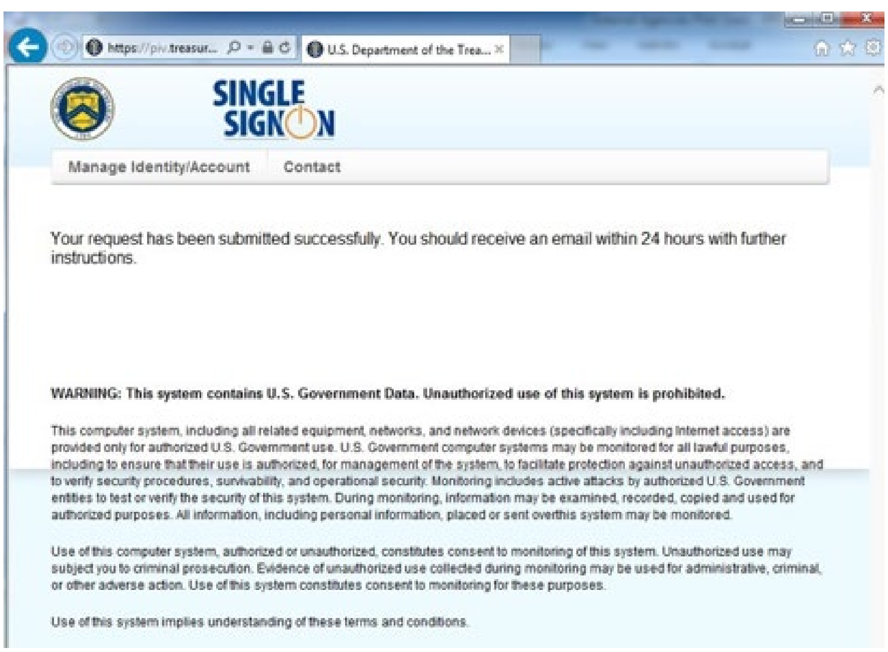


1. For certificates without an email address, CASS will prompt users to enter their email address and name. Enter your name and email address and click **Submit**. You will receive an email with a link to register. Click this link or enter it into your web browser. If your certificate has a mail attribute, CASS will automatically skip to the next step.

2. CASS will prompt for the Fiscal Service Single-SignOn (SSO) UserID and Password used to access Fiscal Service applications. Enter the appropriate credentials and click **Submit**.



3. Once the user has logged into CASS, the "Your request has been submitted successfully" message will display. A subsequent email will be sent to the user's email address that is saved within the Fiscal Service SSO contact profile. The email will contain **"Treasury Fiscal Service SSO Certificate Activation Notification"** in the subject line of the email.



4. Once the email has been received, you may now attempt to log into ISIM/Self and request the CARS account. (Proceed to page 5. ISIM/self logon)

CARS CENTRAL ACCOUNTING REPORTING SYSTEM
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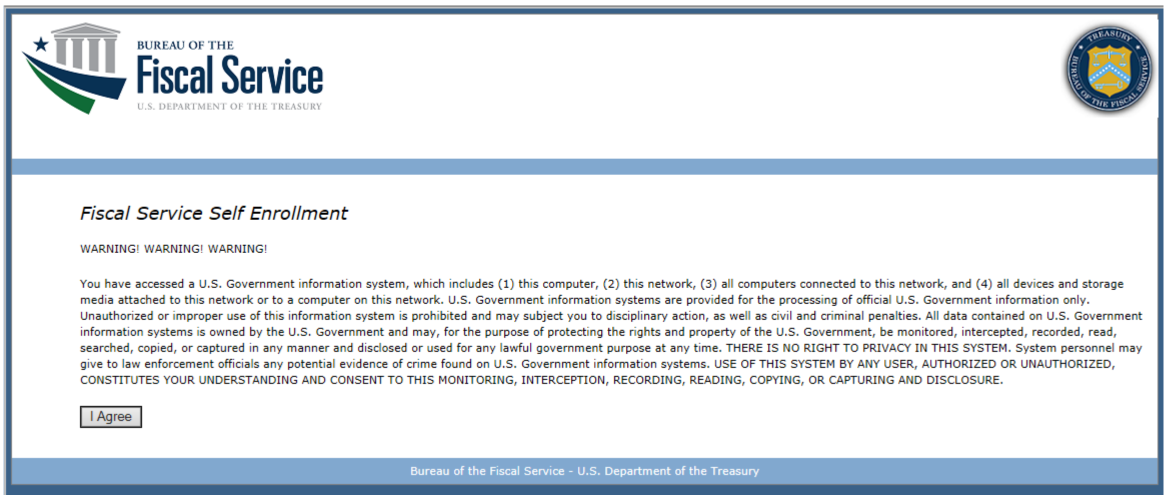
To create an identity (Single Sign On user ID and password) with out a PIV/CAC, access the following URL:
https://isim.fiscal.treasury.gov/selfenroll/register

1. A security notification will display. Review the information and click *I Agree* to continue.


BUREAU OF THE
Fiscal Service
U.S. DEPARTMENT OF THE TREASURY

Fiscal Service Self Enrollment

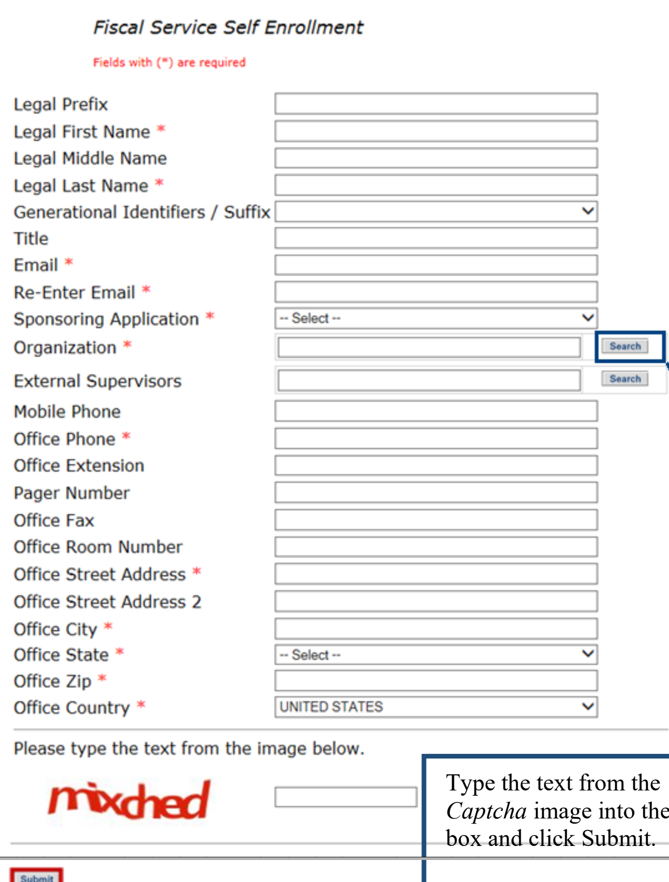
WARNING! WARNING! WARNING!

You have accessed a U.S. Government information system, which includes (1) this computer, (2) this network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. U.S. Government information systems are provided for the processing of official U.S. Government information only. Unauthorized or improper use of this information system is prohibited and may subject you to disciplinary action, as well as civil and criminal penalties. All data contained on U.S. Government information systems is owned by the U.S. Government and may, for the purpose of protecting the rights and property of the U.S. Government, be monitored, intercepted, recorded, read, searched, copied, or captured in any manner and disclosed or used for any lawful government purpose at any time. THERE IS NO RIGHT TO PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on U.S. Government information systems. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES YOUR UNDERSTANDING AND CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING AND DISCLOSURE.

I Agree

Bureau of the Fiscal Service - U.S. Department of the Treasury

2. Enter the self-enrollment information. Fields with (*) are required.


Fiscal Service Self Enrollment

Fields with (*) are required

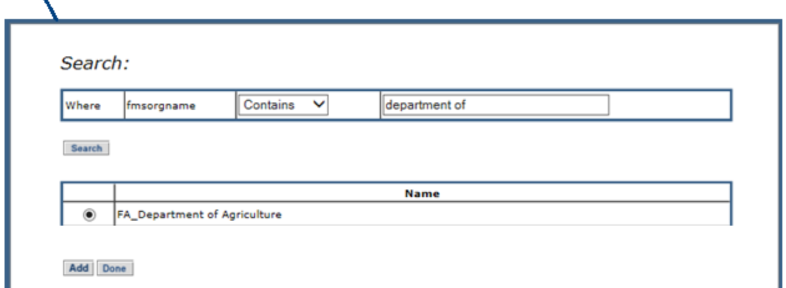
Legal Prefix
Legal First Name *
Legal Middle Name
Legal Last Name *
Generational Identifiers / Suffix
Title
Email *
Re-Enter Email *
Sponsoring Application * -- Select --
Organization * Search
External Supervisors Search
Mobile Phone
Office Phone *
Office Extension
Pager Number
Office Fax
Office Room Number
Office Street Address *
Office Street Address 2
Office City *
Office State * -- Select --
Office Zip *
Office Country * UNITED STATES

Please type the text from the image below.

mixed

Submit

Click the Search button next to Organization. A separate browser window will open. Enter your Agency name. Click the Search button. The Search results will display. Click the radial button next to your Agency, Click Add, then Done. Close the separate browser window if necessary.


Search:

Where	fmsorgname	Contains	department of

Search

	Name
◉	FA_Department of Agriculture

Add Done

Type the text from the *Captcha* image into the box and click Submit.

CARS CENTRAL ACCOUNTING REPORTING SYSTEM
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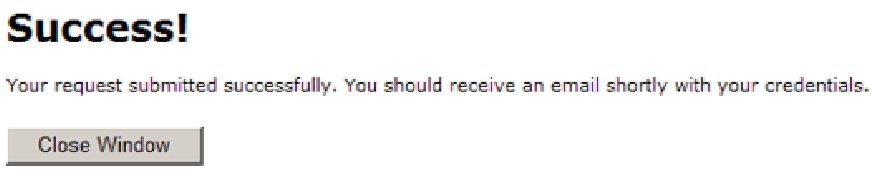
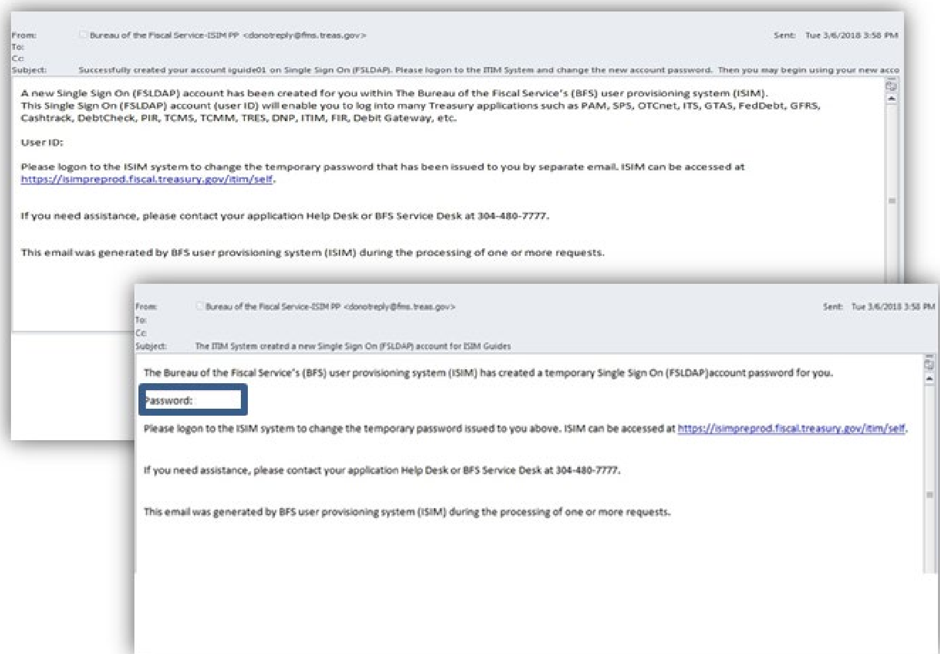
3. A confirmation message will display the identity was established successfully, click Close Window button.



4. Two emails will be received. One email will contain the Single Sign On (SSO) userID, the other will contain a temporary password.

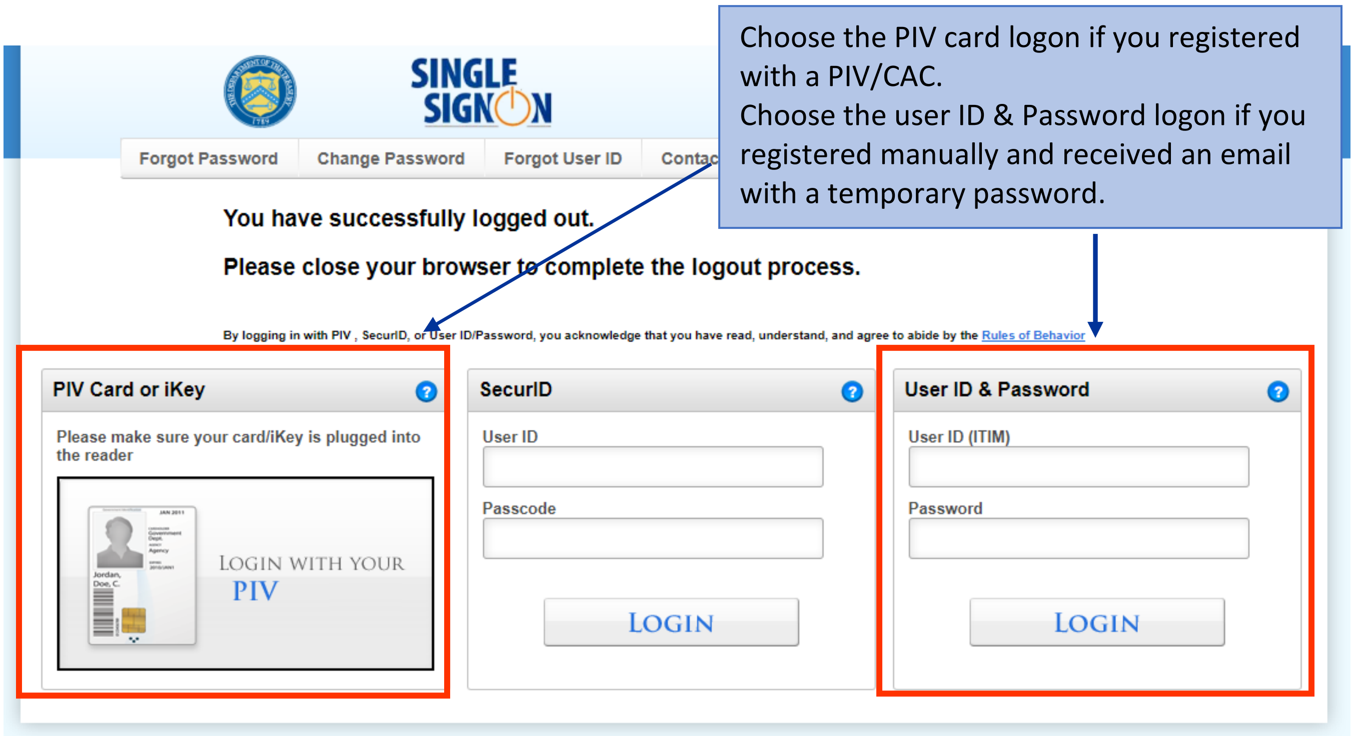
   (The auto-generated emails are marked from *donotreply@fiscal.treasury.gov* or *donotreply@fms.treas.gov*. Some email systems may deliver the emails to junk or spam folders.)

   (Example)

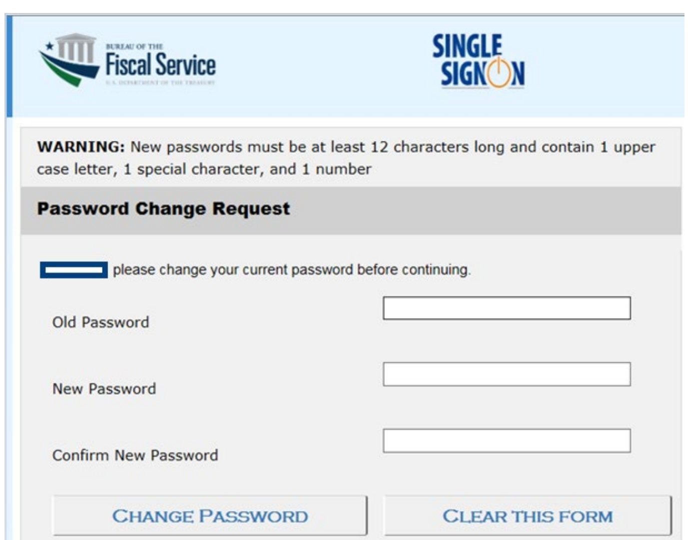


ISIM/self logon:

5. Log into ISIM https://isim.fiscal.treasury.gov/itim/self enter the User ID and temporary password received in the emails and click **LOGIN**.



6. A prompt to change the temporary password will be displayed. Retype the User ID and temporary password in the corresponding fields. Create a New Password using the displayed criteria and retype in the Confirm New Password fields. After completing, click the Change Password button.



CARS CENTRAL ACCOUNTING REPORTING SYSTEM
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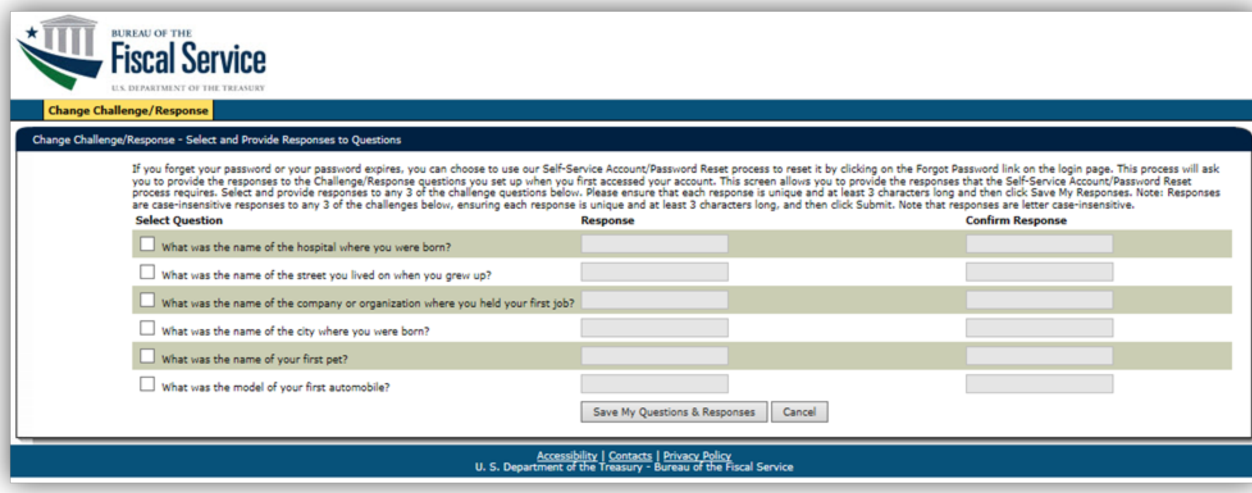
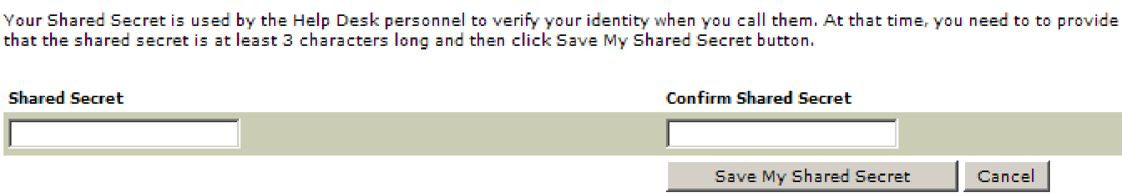
7. A prompt will be displayed to establish 3 security questions and a shared secret to use in the self-service portal for forgot password resets. Choose only 3 security questions and provide answers.

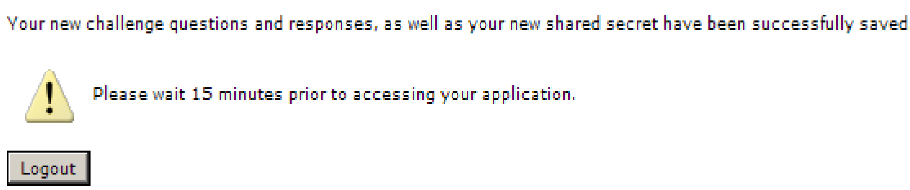


8. A prompt will display to create a **Shared Secret.** Click the **Save My Shared Secret** when completed.



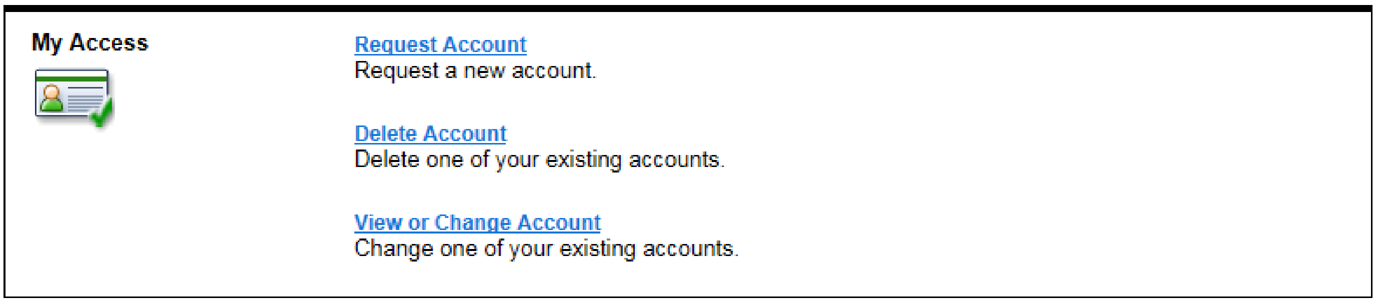
9. Click the Logout button.

Note: You must wait 15 minutes before using your User ID and password to log into ISIM to request access to CARS.

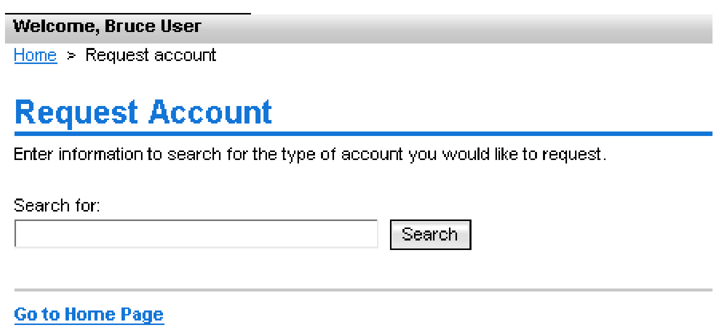


User Account Request

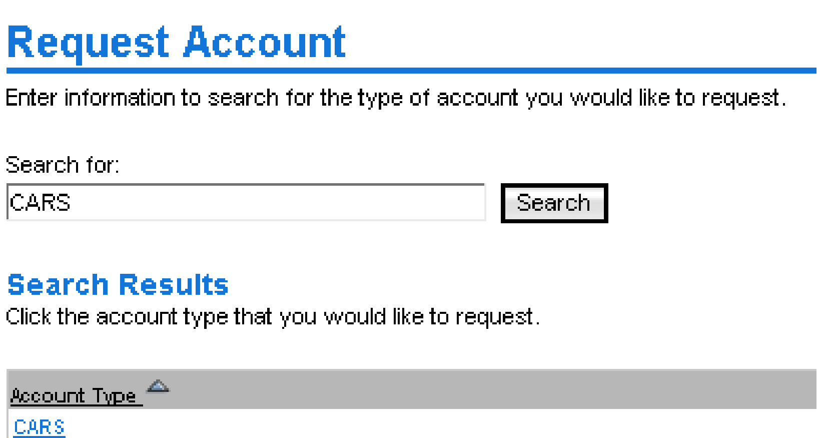
1. Log into ISIM https://isim.fiscal.treasury.gov/itim/self. The Self-Service home page will load. To request access to CARS, click the **Request Account** link in the **My Access** section.



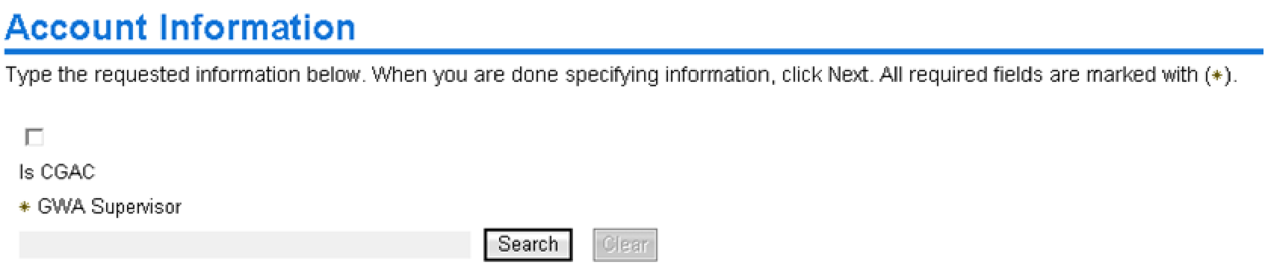
2. When the **Request Account** page loads, enter "CARS" in the **Search for:** field, and then click **Search**.



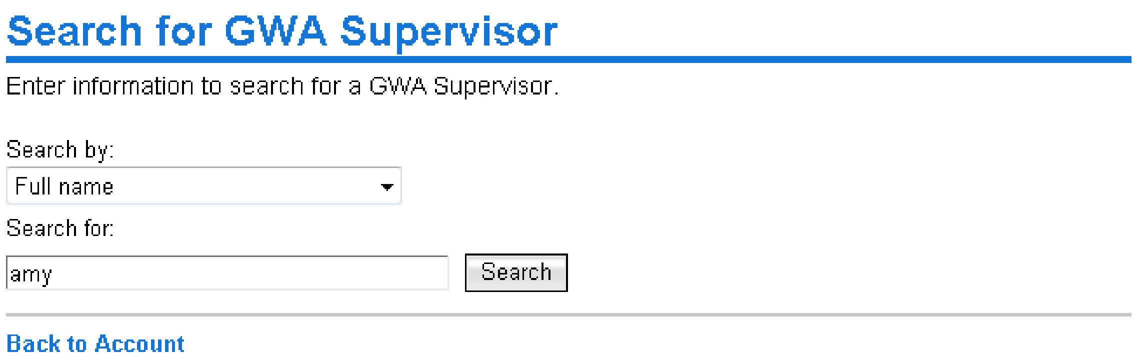
3. When the search results appear, click the **CARS** link in the **Account Type** field.



4. When the **Account Information** page loads, click the **Search** button next to the **GWA Supervisor** field.

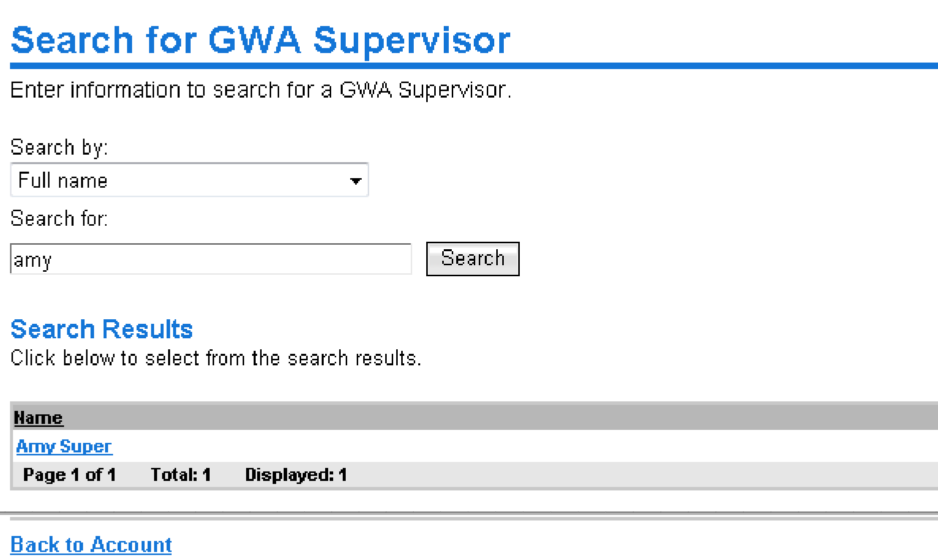


5. Type in the name of the desired supervisor, and then click **Search**.

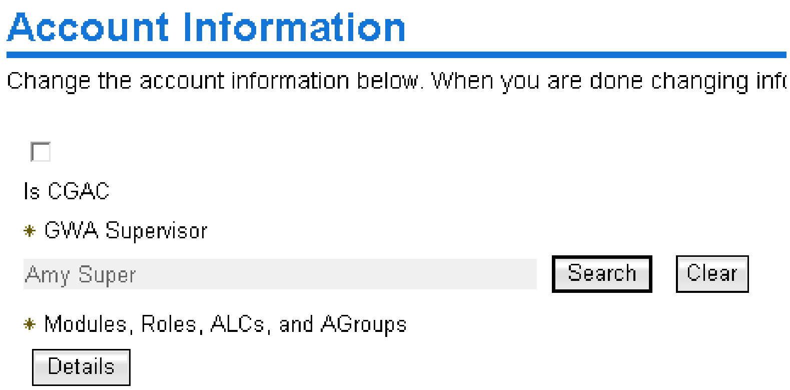


6. When the supervisor's name appears in the search results, click the link to select it.

   Note: *If the correct supervisor name does not appear, you will need to have him/her submit a form in order to be added to ISIM as a GWA Supervisor.*



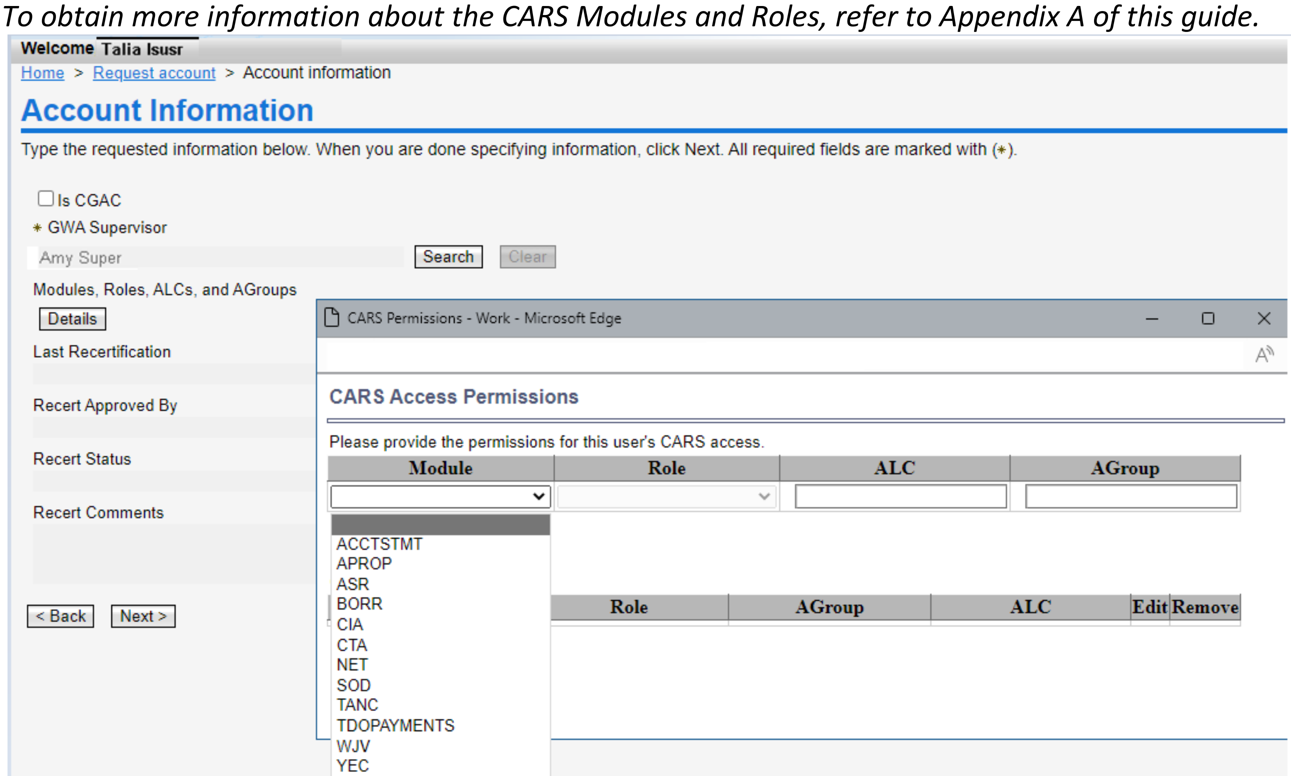
7. The supervisor's name will appear in the **GWA Supervisor** field. To add the necessary modules and roles, click **Details**.



8. When the CARS Access Permissions window appears, click the dropdown menus in the **Module** and **Role** fields to select the appropriate options.

   Note: The Modules and Roles selected below are only examples. You will need to select your desired Modules and Roles to perform your duties.

   To obtain more information about the CARS Modules and Roles, refer to Appendix A of this guide.



CARS CENTRAL ACCOUNTING REPORTING SYSTEM
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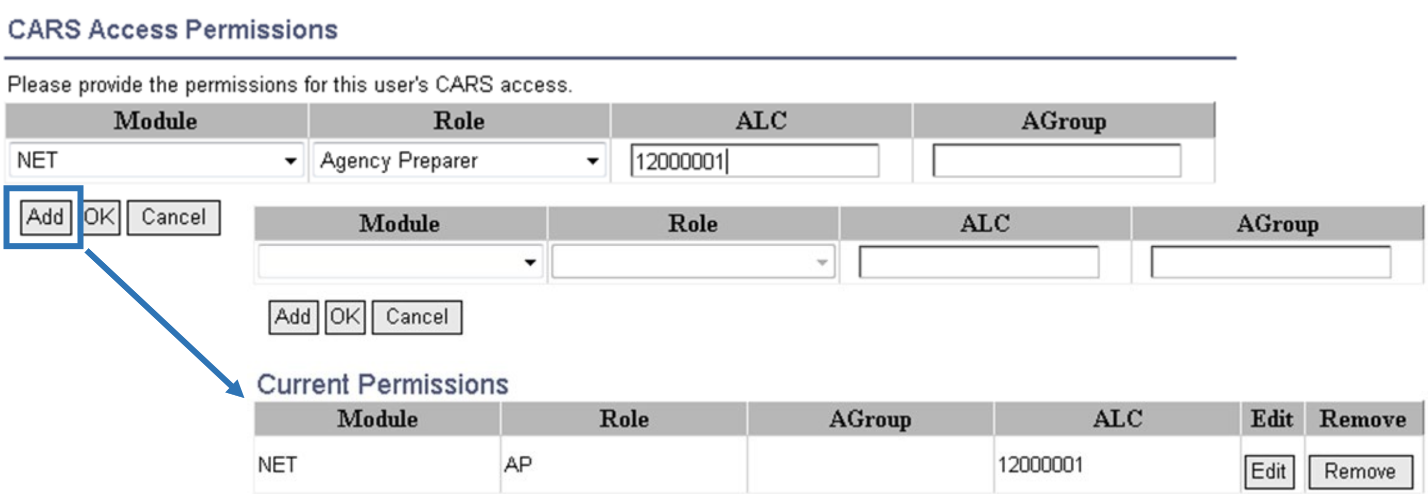
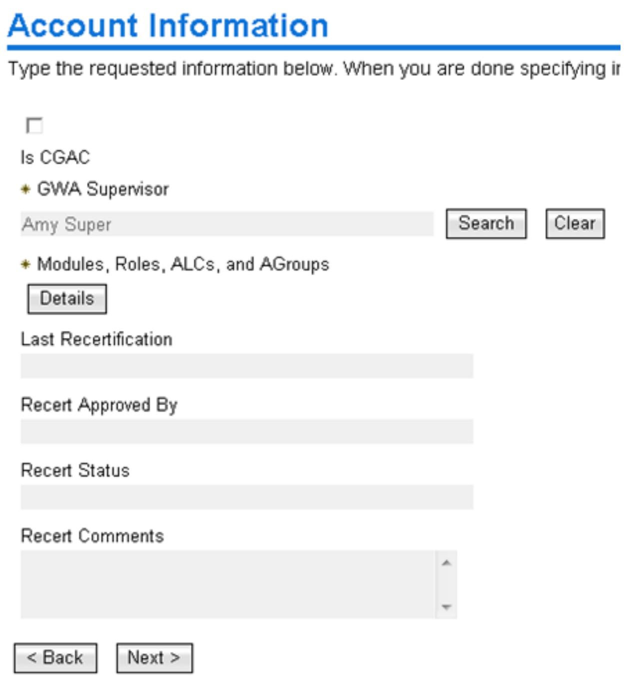
9. In the **ALC** field, enter the information relevant to the necessary Agroup needed for CARS access. This is a free-form entry field allowing entry of any of the following information: ALC(s), AGroup name (if known), ID of another user whose access should be mirrored, etc.

   Note: *The* ***AGroup*** *field is not an editable field in Self-Service. This field will be populated with the correct AGroup based on what is entered in the* ***ALC*** *field when the Treasury Support Center approves the request.*

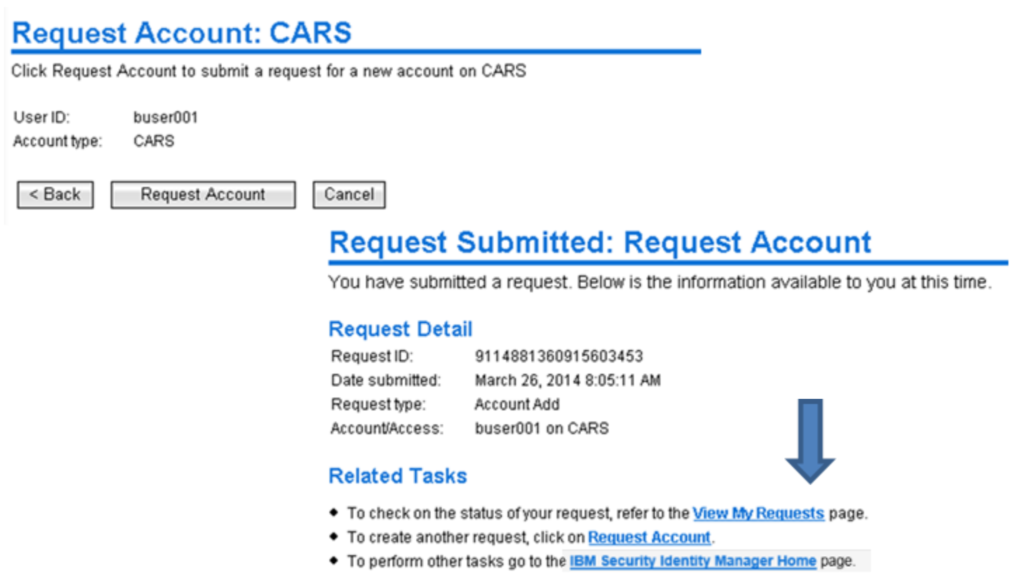
10. After the **Module, Role,** and **ALC** fields have been completed, click **Add**. Entries in the **Module/Role/ALC** fields will populate in the **Current Permissions** table. Repeat the process to add Module/Role/ALC information for all necessary access. When all Module/Role/ALC information appears in the **Current Permissions** table, click the **OK** button.



11. When the **Account Information** page reappears, click **Next**.



12. Click **Request Account** to submit the request. When the **Request Submitted** confirmation page opens, the request ID assigned to the submitted request will appear. To view the status of the request, click the **View My Requests** link.



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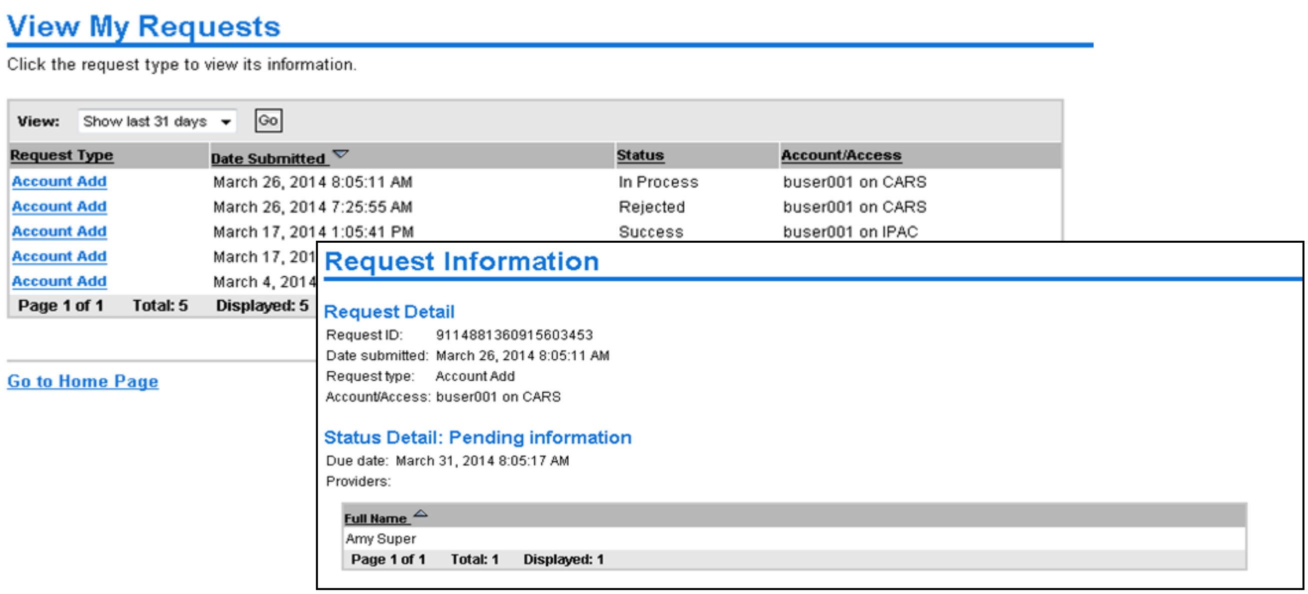
13. When the **View My Requests** page opens, the status of the request should initially be shown as "In Process." To view the Request Detail, including the name of the supervisor who needs to approve the request, click the corresponding **Account Add** link in the **Request Type** column.



View My Requests

Click the request type to view its information.

View: Show last 31 days Go

Request Type	Date Submitted	Status	Account/Access
Account Add	March 26, 2014 8:05:11 AM	In Process	buser001 on CARS
Account Add	March 26, 2014 7:25:55 AM	Rejected	buser001 on CARS
Account Add	March 17, 2014 1:05:41 PM	Success	buser001 on IPAC
Account Add	March 17, 201		
Account Add	March 4, 2014		

Page 1 of 1 Total: 5 Displayed: 5

Go to Home Page

Request Information

Request Detail

Request ID: 9114881360915603453
Date submitted: March 26, 2014 8:05:11 AM
Request type: Account Add
Account/Access: buser001 on CARS

Status Detail: Pending information

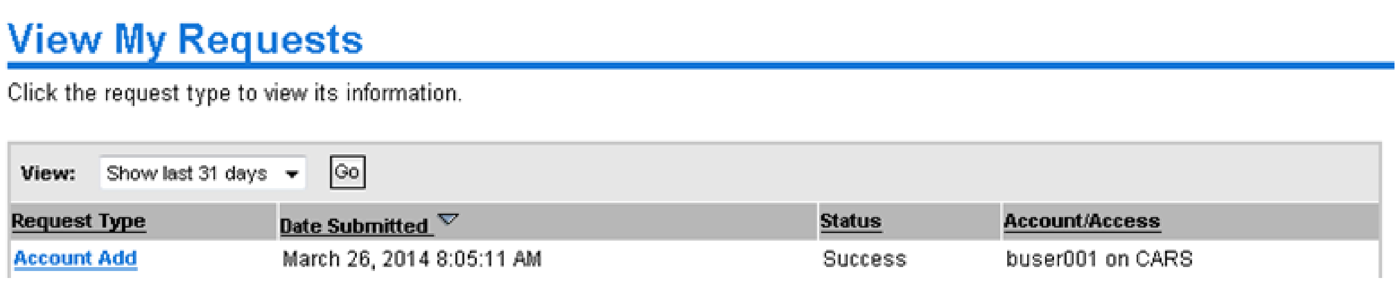
Due date: March 31, 2014 8:05:17 AM
Providers:

Full Name
Amy Super

Page 1 of 1 Total: 1 Displayed: 1

14. The request will remain in a status of "In Process" until it is approved, rejected, or the timeframe for action ends. It will change to "Success" after the request has been approved by both your supervisor and the Treasury Support Center. You will receive an email after the request has been approved or rejected.

__Note:__ This process can take up to 14 days: your supervisor has seven days to approve the request, after which the Treasury Support Center has another seven days to complete its approval. ***If your supervisor does not approve the request within the seven-day timeframe designated for supervisor approval, the request will fail, and you will need to resubmit it.***



View My Requests

Click the request type to view its information.

View: Show last 31 days Go

Request Type	Date Submitted	Status	Account/Access
Account Add	March 26, 2014 8:05:11 AM	Success	buser001 on CARS

Contact the Treasury Support Center at (877) 440-9476 or via email at GWA@stls.frb.org if you have questions concerning the CARS enrollment process.

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 relates to the user's 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 posted Appropriation that relates to the user's 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 that relates to the user's AGroup

Agency Account Administrator- can view ASR report and Notify Agencies of Account Exceptions in CARS that relates to the user's 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, save, edit, delete and view both pending and posted Borrowing transactions that relates to the user's AGroup

Agency Certifier- can view pending and posted as well as certify or reject Borrowing transactions that relates to the user's AGroup

Agency All- can create, update, delete, view pending, view posted, as well as certify or reject Borrowing transactions that relates to the user's AGroup

Agency Reviewer - can view pending and posted Borrowing transactions that relates to the user's 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 that relates to the user's AGroup

Agency Certifier- Agency Certifier- can view pending and posted as well as certify or reject CTA transactions that relates to the user's 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 that relates to the user's AGroup

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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 Preparer- can create, update, delete and view both pending and posted Non-Expenditure Transfers that relates to the user's AGroup
Agency Certifier- Agency Certifier- can view pending and posted as well as certify or reject Non-Expenditure Transfers that relates to the user's AGroup
Agency All- can create, update, delete, view pending, view posted, as well as certify or reject Non-Expenditure Transfers that relates to the user's AGroup
Agency Reviewer- can view pending and posted Non-Expenditure Transfers that relates to the user's 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 that relates to the user's 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

Transfer and Non-Cash:
This component of the Agency Transaction Module should be used for the following:

- IntraALC Transfer: an accounting cash event of transferring funds that are internal to the agency and within the same ALC, that is not associated with a payment or collection. IntraALC transfers are indirectly related to source transactions. These transactions should not be corrections to source system transactions.
- InterALC Transfer: an accounting cash event of transferring funds from one ALC to another ALC, either in the same agency or a different agency, that are not associated with a payment or collection. InterALC transfers are indirectly related to source transactions. These transactions should not be corrections to source system transactions.
- Transfers have 2 parts, (1) transfers to and (2) transfers from.
- Non-Cash: an accounting non-cash event that is not related to cash held in the Treasury General Account (TGA), but is needed for Treasury reporting, i.e. Monthly Treasury Statement (MTS) reporting. For example, Federal Debt's accruals and amortization transactions are reported on the MTS in the current accounting period, but the related cash payment takes place in a future accounting period.
- Subsidy Transfers: when a direct loan or guaranteed loan is disbursed, executes a positive subsidy modification, or has an upward re-estimate, the program account pays a subsidy to the financing account. Examples include: post-1991 direct loans, upward re-estimates and interest on the re-estimates, or modifications of any direct loans.

Role:
Agency Preparer- can create, update, finish, delete, reverse and view pending and posted TaNC transactions that relates to the user's AGroup.
Agency Certifier- can certify, reject and view pending and posted TaNC transactions that relates to the user's Agroup; can act as Agency Recipient Certifier to approve InterALC transactions that relates to the user's Agroup.
Agency All- can create, update, certify, reject, delete, reverse and view pending and posted TaNC transactions that relates to the user's Agroup; can act as Agency Recipient Certifier to approve InterALC transactions that relates to the user's Agroup.
Agency Recipient Certifier- can reject and approve InterALC transactions and view pending and posted TaNC transactions that relates to the user's Agroup.
Agency Viewer- can view pending and posted TaNC transactions that relates to the user's Agroup.

****More information is located: https://www.fiscal.treasury.gov/cars/cars-transactions-accountability.html**

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 that relates to the user's 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, agency certify and view both pending and posted Year End Closing Adjustment that relates to the user's AGroup
Agency Reviewer- can view posted Year End Closing Adjustment that relates to the user's AGroup