

GTAS Agency User Roles

Preparer:

- Uploads bulk files
- Certifies ATB periods 2 through 11
- Enters year end manual adjustments
- Explains material differences periods 3, 6, 9 and 12

Certifier:

- Certifies ATB period 12
- Certifies year end manual adjustments
- Agency CFO or designee certifies material difference report periods 3, 6, 9 and 12

Executive:

- View and print reports for an agency

*Each user can have only one agency role.

*More than one user can be assigned to a TAS.