

GTAS Entity User Roles

GTAS is used by entities to report budget execution information and proprietary financial reporting information to the Department of the Treasury. Each user may have only one entity role.

Preparer

This is an entity role used to upload ATB data and review it for accuracy. Multiple users at each entity should be assigned this role, encouraging cross-verification and separation of duties. This role may also be used by service providers who act on behalf of one or more entities. Preparers must be assigned to an Access Group), granting them access to one or more entities' TAS's or a subset of TAS's. This role is for the users at the various entities who are responsible for all aspects of extracting data from their core accounting systems, loading trial balance data into GTAS, and reviewing the data for accuracy.

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

Certifier

This role is for external entity users who are responsible for certifying the trial balance data and material differences by TAS.

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

Executive

This role is for those users who are running reports only. Users will not have access to upload, update, or delete any data throughout the system. Any user at any entity may request access to this role.