

Bureau of the Fiscal Service, Governmentwide Accounting

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GTAS Testing for Remainder of FY 2014

To help the remaining agencies transition into GTAS, Fiscal Service has opened a web based testing environment for agencies to continue testing throughout FY 2014. The testing region can be found at the following site: <https://qa/gtas.fms.treas.gov/>

If you would like to participate in the testing, please send an email to GTAS@fms.treas.gov containing the current GTAS User ID of the individuals that will test so the proper SMAF will be available in the test region.

The reporting window schedule for the test region will be the following:

1) March through May – Testing Q1 December FY 2014 data

2) June through September – Testing Q2 March FY 2014 data

As a reminder, effective the first reporting window of FY 2015, all Federal Agencies are required to be transitioned to GTAS.

New Edit Override Process in OMB Max

Fiscal Service and the Office of Management and Budget (OMB) would like to introduce a new process for requesting edit overrides and period extensions. This new process will be in effect starting 2nd quarter FY 2014. Previously, the process for requesting overrides and period extensions was very informal and consisted mainly of emails and phone calls from agencies to Fiscal Service Points of Contact (POC). After reviewing the request, the Fiscal Service POC would then bring OMB into the fray to make a final decision as to whether or not to grant the request. This process creates unnecessary delays as bringing all parties together to make a

decision takes time.

The new process cuts out inefficiencies while also formalizing requests so that the reporting agencies, Fiscal Service, and OMB now have a central location to review previous requests and Review, Approve or Deny current requests outstanding.

Instead of submitting requests to Fiscal Service POC's, agencies will now be asked to log into a new area created in OMB MAX and fill out a template as well as provide any supporting documentation. The template as well as the documentation will help OMB and Fiscal Service make informed decisions about whether to approve or deny requests.

The new process has been fully documented and detailed in an email communication sent out by the GTAS Team. If you did not receive that communication, please send your email to GTAS.Team@fiscal.treasury.gov and we will be sure to add you to our communication list for all upcoming announcements.

The override request system can be found using the following link: <https://max.omb.gov/community/display/Budget/GTAS-FACTS+II+Override+Requests>

To register for a MAX User ID use the following link: <https://max.omb.gov/maxportal/registrationForm.action>



Have Technical Questions or Need Help in GTAS? Contact the Treasury Support Center at:

**Phone: 1-877-440-9476
Email: gtas@stls.frb.org**

For GTAS inquiries regarding accounting guidance and/or edit and validation issues, please contact the Fiscal Service Accountant assigned to your agency using the following list:
<http://www.fms.treas.gov/gtas/contacts.html>

For USSGL Guidance, please visit the following web page at:
<http://www.fms.treas.gov/ussgl/index.html>

GTAS Bulk File Guidance

What can I do to best ensure that my ATB file is successfully processed the first time?

First, ensure your Adjusted Trial Balance (ATB) file is in the standard bulk file format. See <http://fms.treas.gov/gtas/bulk-file.html> for additional information.

If you would like to submit a bulk file with a number of TAS's, it is best to group each TAS together by the TAS Components (Allocation Transfer Agency Identifier, Agency Identifier, Beginning Period of Availability, Ending Period of Availability, Availability Type Code, Main Account Code and Sub Account Code) on your file.

How can I tell if my ATB file has been successfully processed?

You can check the *My ATB Status* page to identify whether your file has been processed or not. If your TAS is still processing, it will be on the *Not Submitted* tab. Furthermore, if TAS's from your bulk file are still in processing, the system will display a message in *My ATB Status* outlines in red stating, "One or more of your assigned TAS are being processed." You can then click on the View Details link in order to see the TAS that are still processing. Once the TAS has processed successfully, it will drop off from the "TAS in Progress" area. If the TAS has completed processing, the TAS will land on the *Failed Validations, Failed Edits, or Passed Required Edits* tabs. The Upload Date and User ID fields will be populated with the date the bulk file was uploaded and the User ID of the Preparer. You can also search by TAS to view the Submission Status.

If you do not see your TAS, or if your TAS is still on the *Not Submitted* tab, it is likely that your ATB file is still processing. Check back periodically for an updated upload status, and resubmit the following day if you still do not see your TAS.

What do I need to know about resubmitting my ATB file?

If you are resubmitting your ATB file, resubmit for each TAS. If your TAS is already certified and you resubmit, it will no longer be in a certified status, and you will need to re-certify.

When is the deadline for submitting my ATB files and certifying my TAS?

The window opens on Friday, April 4th at 8am ET and will close on Thursday, April 17th 2014 at 2pm ET. You may also refer to the FY 2014 GTAS Reporting Window Schedule at http://www.fms.treas.gov/gtas/reporting_schedule.html.

Should I submit for all of my TAS's?

You should submit for most of your TAS's. At this time, there is no need to submit C-TAS's. C-TAS's are not required for reporting purposes and the GTAS system has not been enhanced to handle them all properly.

What to keep in mind when running my SF133 report?

Please be aware that currently in GTAS, the SF 133 is a quarterly report (Periods 03, 06, 09, and 12). What this means is that you will only see data on the report for quarterly reporting information. We have discussed the importance in making a change to allow the SF 133 to run on a monthly basis and look forward to making that available in the future.



TFM Updates active in GTAS and will be published on the USSGL website with the next TFM Bulletin.

***Added Authority Type Code Attribute domain values “B” and “C” for Borrowing Authority and Contract Authority to beginning balance USSGL Account 438400 on line 1000 of the SF-133 crosswalk in GTAS. This change is effective for 1st quarter FY14 reporting.**

***Deleted USSGL accounts 419900, 423000, 423200, 423300, 423400, 483100, and 493100 from lines 1020 and 1080 of the SF-133 crosswalk in GTAS. These changes are effective for 2nd quarter FY14 reporting.**

***Added GTAS Fund Type Code Attribute domain value “ET” to USSGL account 414600 on line 1422 of the SF-133 crosswalk in GTAS. This change is effective for 2nd quarter FY14 reporting.**

***Deleted Beginning Ending Indicator Attribute domain value “B” from the attribute table for USSGL account 463000 in GTAS. This change is effective for 2nd quarter FY14 reporting.**

The U.S. Government Standard General Ledger Issues Form

The USSGL Issues Form provides a standard method of presenting the USSGL staff with current issues in need of attention. It allows the USSGL staff to track and monitor resolved and unresolved issues. It also helps

further develop the USSGL Most Frequently Asked Questions web page. It is to be submitted by Federal agency representatives, or persons working with Federal agency representatives, with

an issue or question pertaining to the USSGL. Please find the USSGL Issues Form at the following location: <http://www.fms.treas.gov/ussgl/form-issues.html>.

Trading Partner (TP) Main Account and Validations

Validation number 34 (Federal/Non-Federal Code and Trading Partner Main Account Validation) has reflected a phase-in approach in GTAS.

* FY 2015: The TP Main Account Code is required for TAS with a 2015 beginning period of availability.

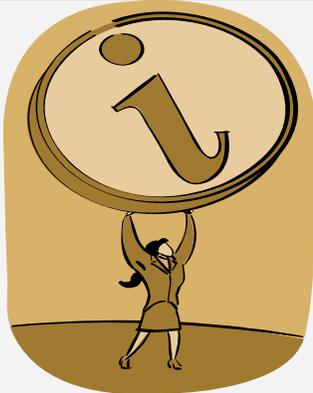
* FY 2016 - 2018: Each year, the TP Main Account will be required for the current FY period of availability.

* FY 2019: The TP Main Account will be required for all TAS including X year.

The Validations Report is now broken out into two separate reports.

There is a Validation Summary Report and a Validation Detail Report.

The Summary Report has the name, number, description, error message, and rule flag for all of the validations. The detail report shows the name, number, description, rule flag, detailed rules and exceptions for all of the special type validations.



Agencies who are reporting fully into GTAS will report complete trial balance data during each reporting period. For agencies transitioning fully into GTAS throughout FY 2014, budgetary reporting can continue via FACTS II. During FY 2014, agencies can split TAS submissions between GTAS and FACTS II. However, please do not submit trial balance data to both GTAS and FACTS II for the same TAS. FY 2014 certified FACTS II trial balance data will be migrated to GTAS after each reporting window closes. GTAS will be the system of record for agency trial balance information and agencies will need to certify that the data in GTAS corresponds with the FACTS II submission.

Stay informed of GTAS web updates by subscribing to our E-Mail Notification Service:
<https://www.fms.treas.gov/fmsweb/EmailSubscribeAction.do>

Parent Child Reporting in GTAS

After the first reporting window of fiscal year 2014, Fiscal Service received several questions from agencies regarding the reporting of Parent/Child activity in GTAS. The guidance in OMB Circular A-136 and I TFM 2-4700 still apply for the financial statement reporting of this activity. GTAS reporting simply

requires the Parent agency and the Child agency come to an agreement on which agency will report the TAS in the bulk file submission. This also applies to agencies not yet reporting to GTAS. For example, if the child is a GTAS reporter but the parent is submitting an intragovernmental file in the legacy IRAS

format during fiscal year 2014, a decision must be made as to which agency will report the balances to Treasury. If both the parent and the child report the balances (one to GTAS and the other via legacy reporting), significant intragovernmental differences may result.

GTAS Reporting Window Analytics

GTAS has been available for three reporting periods:

*January 7-January 24, 2014 for December data (mandatory)

*February 6-February 18, 2014 for January data (optional)

*March 6-March 17, 2014 for February data (mandatory)

Please see the Fiscal 2014 Reporting Window Schedule for the remainder of the year:
<http://www.fms.treas.gov/gtas/reporting/schedule.html>

During the two mandatory reporting periods; January reporting for December data, and March reporting for February data, the success rates were as follows:

* 90% of the total TAS expected during the January period were reported, with 86% passing required edits.

*91% of the total TAS expected during the March period were reported, with 89% passing required edits.

During the two mandatory reporting periods, our Treasury Support Center (TSC) received approximately 311 phone calls relating to items such as:

*TAS assignments
*Running reports
*SMAF issues

During the January reporting period for December data, the TSC received 230 calls for the items listed previous compared to only 81 calls during the March reporting period for February data. This accounted for a 65% decrease in call volume.

The TSC also assisted agencies with loading bulk files. During the January reporting period for December data, the TSC loaded 1,650 bulk files compared to only 504 during the March reporting period for February data. This accounted for a 69% decrease in volume.