

## **GWA Supervisor**

The GWA Supervisor approval process in ISIM consists of two steps:

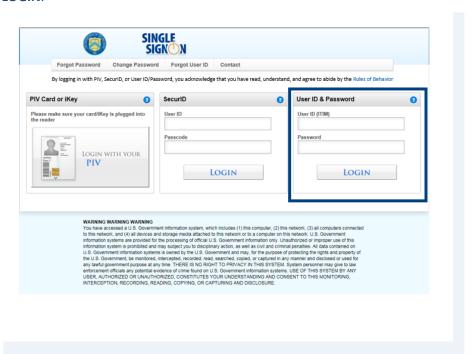
- Review the request for information, in which the supervisor has the ability to change the user access request.
- Approve or reject the user request.

The request for information and approve or reject actions apply to new account requests and also modification account requests.

The GWA supervisor will receive an email indicating a user request is pending. "This email was generated by the ISIM system during the processing of one or more requests. The ISIM system can be accessed at <a href="https://isim.fiscal.treasury.gov/itim/self">https://isim.fiscal.treasury.gov/itim/self</a>"

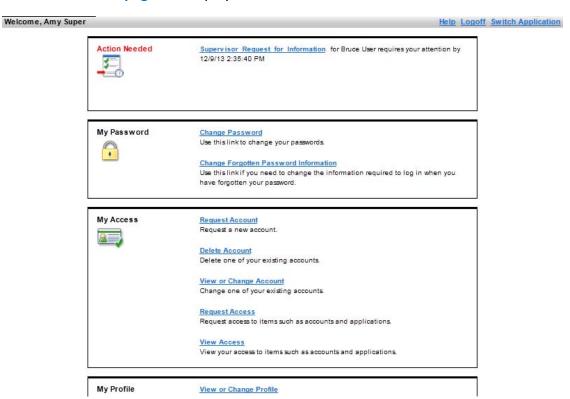
(The auto-generated emails are marked from <u>donotreply@fiscal.treasury.gov</u> or <u>donotreply@fms.treas.gov</u>. Some email systems may deliver the emails to junk or spam folders.)

1. Log into the ISIM Self-Service website at <a href="https://isim.fiscal.treasury/itim/self">https://isim.fiscal.treasury/itim/self</a> Enter your user ID and password, and then click LOGIN.





2. The Self-Service home page will display.

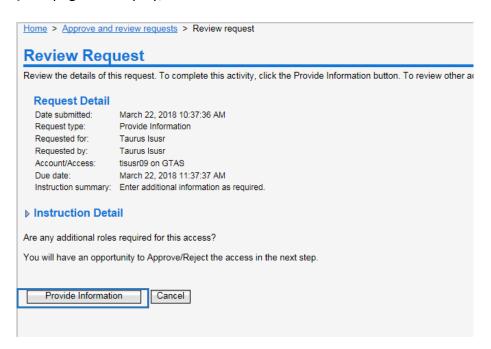


3. Click the **Supervisor Request for Information** link in the **Action Needed** section. (Requests needing action may also be viewed by clicking on the **Approve and View Requests** link at the bottom of the page in the **My Activities** section.)

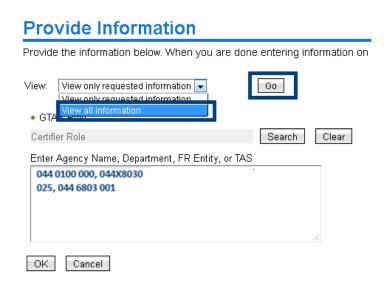




4. The Review Request page will display, click Provide Information.

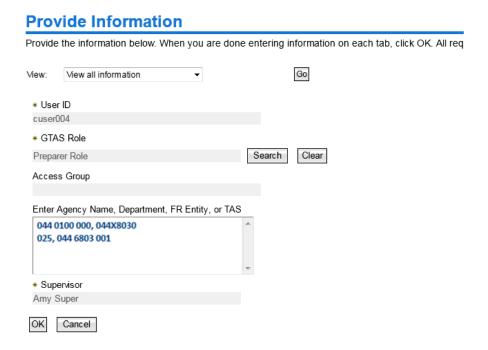


5. The **Provide Information** screen will display. Select the **View all information** in the drop down window, then click **Go** to see more information.



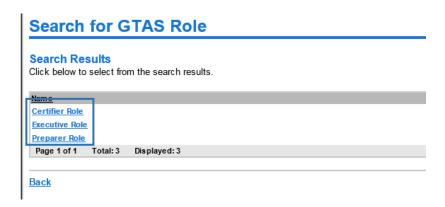


The Provide Information page reloads showing the User ID, Access Group and Supervisor fields. If the
role selected by the user is incorrect, you can change it by clicking the Search button next to the GTAS
Role field.

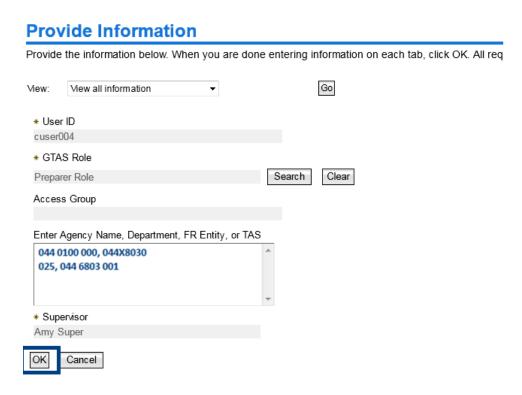




7. The **Search for GTAS role** page is displayed, click the appropriate role.



8. The **Provide Information** page will display, once you have verified the GTAS role and requested access, click **OK**.





9. The Response Submitted: Information Provided section will display the Request Detail. Click the Approve and Review Requests link under Related Tasks to complete the workflow.

# Response Submitted: Information Provided

You have completed this request for information, which will be removed from your list.

### **Request Detail**

Date submitted: August 4, 2015 3:33:48 PM

Request type: Provide Information

Requested for: Abby Users Requested by: Abby Users

Account/Access: auser006 on GTAS

#### Information Provided

Enter Agency Name, Department, FR Entity, or TAS: 044 0100 000, 44x8030 025, 044 6803 001

## **Related Tasks**

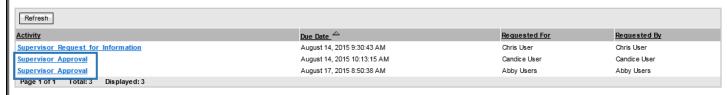
To review other activities, refer to the <u>Approve and Review Requests</u> page.

To perform other tasks go to the <u>IBM Security Identity Manager Home</u> page.

10. The Approve and Review Request screen will display, click the Supervisor Approval link.

# **Approve and Review Requests**

The following requests require your action. Click an activity to review and complete it.



Go to Home Page



11. Select the Approve or Reject radio button as appropriate, click OK.

**Note:** As the approver, you have the option to provide a reason for your action in the Reviewer Comments field that will be sent to the user via email. This is typically used when the access requested is rejected by the approver.

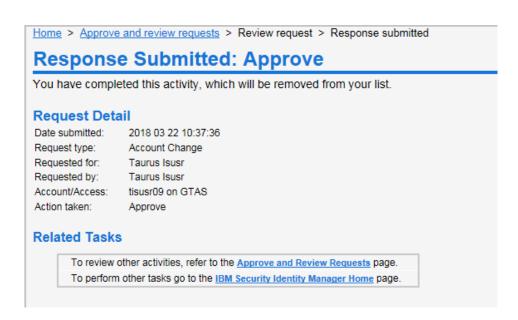
# **Review Request**

Review the details of this request. To complete this activity, select the appropriate action, enter information in the comments field, and click OK. To review other activities without completing this request at this time, click Cancel.

Request Detail		
Date submitted:	August 4, 2015 3:33:48 PM	
Request type:	Account Change	
	Abby Users	
Requested by:	•	
Account/Access:		
Due date:	August 17, 2015 8:50:38 AM	
Instruction summary:	Approve/Reject the Request	
▶ Instruction Deta	ail	
Reviewer Action Select the appropria Approve Reject	•	
Reviewer Comr Enter comments:	nents	
		^
OK Cancel		



- 12. The Response Submitted: will display with the action taken, "Approve" or if the request was rejected, "Reject."
  - Click the Approve and Review Requests link to continue with other Action Needed workflows.
  - Click the IBM Security Identity Manager Home link to return to the ISIM Self-Service home page.



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



# Appendix A.

# **GTAS External 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.