

Agency Audited Financial Statements to GTAS Reclassified Statements – Detail Reconciliation Instructions.

Disclaimer: This instruction document assumes that your agency has completed and certified (signed off) both the GTAS and GFRS data submissions. Each agency should be performing this analysis throughout the concurrent submission of each system. The deliverable that Fiscal Service is expecting will be due the same day submissions are due.

Detailed Instructions:

1. Log into GTAS and Navigate to the reports Module – select Statements under report type, run the NEW GTAS Reconciliation Reports by your FR entity (each Statement will need to be run separately). Please always select “Certified” as the Adjustment Status (see screen shots below).

The screenshot shows the GTAS Web Application interface. At the top, there are navigation tabs: FINANCE MODULES, BULK FILE, INTRAGOVERNMENTAL, REPORTS, REFERENCES, HELP, and LOG OUT. The 'REPORTS' tab is selected. On the left, there is a 'Choose a Report Type' dropdown menu with options: ATB, GFRS Download, Intragovernmental, OMB, References, SMAF, Statements (highlighted), Status, USSGL TFM Download, and Validations/Edits. A callout box points to 'Statements' with the text: 'Please make sure to select "Certified" as the Adjustment Status'. In the center, there is a 'Report Parameters' section with a 'Report Name' dropdown menu. A callout box points to this dropdown with the text: 'In this drop down you will select the Reconciliation report'. Below this is a 'My Reports' table with the following data:

Report Name	Format	Submitted	Status	Delete
SMAF Print Results	XLS PDF	May 18, 2016 07:51:18 PM ET	Complete	✗
SMAF Print Results	XLS PDF	May 18, 2016 07:50:59 PM ET	Complete	✗

U.S. Department of Treasury Bureau of the Fiscal Service				
GTAS				
Reconciliation Report				
Reclassified Balance Sheet				
Fiscal Period:	2015, 12 - September			
Manual Adjustment Status:	Certified			
FR ENTITY: 2000				
		ATB Amount	Manual Adjustment	Adjusted Amount
1	Assets			
2	Non-Federal			
2.1	Cash and Other Monetary Assets	272,365,945,479.57		272,365,945,479.57
2.2	Accounts and Taxes Receivable, Net	42,029,061,515.58		42,029,061,515.58
2.3	Loans Receivable, Net	20,681,836,011.37		20,681,836,011.37
2.5	Inventories and Related Property, Net	756,863,598.15		756,863,598.15
2.6	Property, Plant, and Equipment, Net	2,896,607,460.72		2,896,607,460.72
2.7	Debt and Equity Securities	11,736,702,911.07		11,736,702,911.07
2.8	Investments in GSEs	106,270,000,000.00		106,270,000,000.00
2.9	Other Assets	7,324,885,450.80		7,324,885,450.80
2.10	Total Non-Federal Assets	464,061,902,427.26		464,061,902,427.26
3	Federal			
3.1	Fund Balance With Treasury (RC 40) 1	1,595,018,051,301.15		1,595,018,051,301.15
3.2	Federal Investments (RC 01) 1	34,052,981,074.46		34,052,981,074.46
3.3	Accounts Receivable (RC 22) 1	1,132,798,424.56		1,132,798,424.56
3.5	Interest Receivable (RC 02) 1	357,074,624.44		357,074,624.44
3.6	Loans Receivable (RC 17) 1	1,394,732,840,972.15		1,394,732,840,972.15
3.7	Transfers Receivable (RC 27) 1	9,974,024.31		9,974,024.31
3.9	Advances to Others and Prepayments (RC 23) 1	1,879,936.24		1,879,936.24
3.10	Other Assets (Without Reciprocals) (RC 29) 1	808,618,000.00		808,618,000.00
3.12	Other Assets (RC 30) 1	16,636,834,945,073.90		16,636,834,945,073.90
3.13	Total Federal Assets	19,662,949,163,431.30		19,662,949,163,431.30
4	Total Assets	20,127,011,065,858.50		20,127,011,065,858.50
5	Liabilities:			

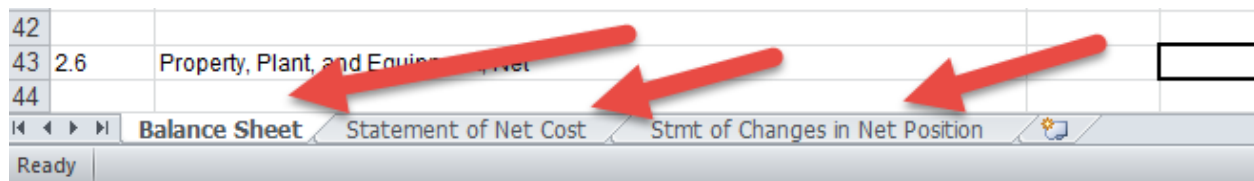
2. Gather your Agency’s Audited Financial Statements – this includes the Balance Sheet, the Statement of Net Cost and the Statement of Changes in Net Position. Other Statements that could be included are the Income Statement or the Statement of Custodial Activity.

3. Open the Fiscal Service produced Reconciliation template – this document has all of the reclassified closing package lines that are available to use (see screen shot below). The template may be found under “Updates” on the following webpage:

- https://fiscal.treasury.gov/fsreports/rpt/finrep/fr/fr_index.htm

Reclassified Balance Sheet Recon to Agency AFR as of September 30, 2016						
GTAS Submission				Agency's Audited Financial Statements		
LineNo	Line Title	Line Type	Adjusted Balance (Calculated Amount) *	Line Description (Please Fill out)**	Amount (Please enter)	
1	Assets	TITLE				
2	Non-Federal	TITLE				
2.1	Cash and Other Monetary Assets		0.00	To be filled out by Agency		
				To be filled out by Agency		
				To be filled out by Agency		
				To be filled out by Agency		
				To be filled out by Agency		0
				Total OK		
				Total Must Tie to Adjusted Balance		
2.2	Accounts and Taxes Receivable, Net		0.00	To be filled out by Agency		
				To be filled out by Agency		
				To be filled out by Agency		
				To be filled out by Agency		
				To be filled out by Agency		0
				Total OK		
				Total Must Tie to Adjusted Balance		
2.3	Loans Receivable, Net		0.00	To be filled out by Agency		
				To be filled out by Agency		
				To be filled out by Agency		
				To be filled out by Agency		
				To be filled out by Agency		0
				Total OK		
				Total Must Tie to Adjusted Balance		

4. Pick the appropriate tab of the Reconciliation template for the Reclassified Statement you are reconciling (see screen shot below).



5. Manually input the amounts that appear on the GTAS Reconciliation report you ran in Step 1 in Column D of the Reconciliation template for the applicable closing package lines (see screen shots below). You will do this for every non calculated closing package line item.

U.S. Department of Treasury Bureau of the Fiscal Service
GTAS
Reconciliation Report
Reclassified Balance Sheet

Fiscal Period: 2015, 12 - September
 Manual Adjustment Status: Certified

ERENTITY: 2000

		ATB Amount	Manual Adjustment	Adjusted Amount
1	Assets			
2	Non-Federal			
2.1	Cash and Other Monetary Assets	272,365,945,479.57		272,365,945,479.57
2.2	Accounts and Taxes Receivable, Net	42,029,061,515.58		42,029,061,515.58
2.3	Loans Receivable, Net	20,681,836,011.37		20,681,836,011.37
2.5	Inventories and Related Property, Net	756,863,598.15		756,863,598.15
2.6	Property, Plant, and Equipment, Net	2,896,607,460.72		2,896,607,460.72
2.7	Debt and Equity Securities	11,736,702,911.07		11,736,702,911.07
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3.5	Interest Receivable (RC 02)/1	357,074,624.44		357,074,624.44
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3.7	Transfers Receivable (RC 27)/1	9,974,024.31		9,974,024.31
3.9	Advances to Others and Prepayments (RC 23)/1	1,879,936.24		1,879,936.24
3.10	Other Assets (Without Reciprocals) (RC 29)/1	808,618,000.00		808,618,000.00
3.12	Other Assets (RC 30)/1	16,636,834,945,073.90		16,636,834,945,073.90
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4	Total Assets	20,127,011,065,858.50		20,127,011,065,858.50
5	Liabilities:			

Reclassified Balance Sheet Recon to Agency AFR as of September 30, 2016					
GTAS Submission			Agency's Audited Financial Statements		
LineNo	Line Title	Line Type	Adjusted Balance (Calculated Amount) *	Line Description (Please Fill out)**	Amount (Please enter)
1	Assets	TITLE			
2	Non-Federal	TITLE			
2.1	Cash and Other Monetary Assets		272,365,945,479.57	To be filled out by Agency To be filled out by Agency To be filled out by Agency To be filled out by Agency To be filled out by Agency	
				Total Error	0
				Total Must Tie to Adjusted Balance	
2.2	Accounts and Taxes Receivable, Net		42,029,061,515.58	To be filled out by Agency To be filled out by Agency To be filled out by Agency To be filled out by Agency To be filled out by Agency	
				Total Error	0
				Total Must Tie to Adjusted Balance	
2.3	Loans Receivable, Net		20,681,836,011.37	To be filled out by Agency To be filled out by Agency To be filled out by Agency To be filled out by Agency To be filled out by Agency	
				Total Error	0
				Total Must Tie to Adjusted Balance	

6. Manually fill out each Audited Financial Statement Line item from your Agency Audited Financial Statements* (see screen shot below).

- Line Title = Column F
- Line Amount = Column E

Reclassified Balance Sheet Recon to Agency AFR as of September 30, 2016					
GTAS Submission			Agency's Audited Financial Statements		
LineNo	Line Title	Line Type	Adjusted Balance (Calculated Amount) *	Line Description (Please Fill out)**	Amount (Please enter)
1	Assets	TITLE			
2	Non-Federal	TITLE			
2.1	Cash and Other Monetary Assets		272,365,945,479.57	Cash To be filled out by Agency To be filled out by Agency To be filled out by Agency To be filled out by Agency	272,365,945,479.57
				Total OK	272,365,945,479.57
				Total Must Tie to Adjusted Balance	
2.2	Accounts and Taxes Receivable, Net		42,029,061,515.58	Accounts Receivable, Net Excise Tax Receivable Sales Tax Receivable To be filled out by Agency To be filled out by Agency	20,000,000,000.00 5,000,000,000.00 17,029,061,515.58
				Total OK	42,029,061,515.58
				Total Must Tie to Adjusted Balance	
2.3	Loans Receivable, Net		20,681,836,011.37	Loans Receivable, Net To be filled out by Agency To be filled out by Agency To be filled out by Agency To be filled out by Agency	20,500,000,000.00
				Total Error	20,500,000,000.00
				Total Must Tie to Adjusted Balance	

7. Totals between each line item must tie (see screen shot below). If the total field displays “Error”, please research the discrepancies and resolve the difference. Below are a couple helpful suggestions in researching and resolving the discrepancy.

- Check to make sure every Treasury Account Symbol and/or Manual Adjustment is certified in GTAS. Data that is not certified will not pull into the Reconciliation report. The Reconciliation report contains both bulk file data and any applicable manual adjustments.
- Utilize the bulk file data tabs on the Reconciliation report to determine exactly how GTAS is calculating each closing package line item.

Reclassified Balance Sheet Recon to Agency AFR as of September 30, 2016					
GTAS Submission			Agency's Audited Financial Statements		
LineNo	Line Title	Line Type	Adjusted Balance (Calculated Amount) *	Line Description (Please Fill out)**	Amount (Please enter)
1	Assets	TITLE			
2	Non-Federal	TITLE			
2.1	Cash and Other Monetary Assets		272,365,945.57	Cash	272,365,945.57
				To be filled out by Agency	
				To be filled out by Agency	
				To be filled out by Agency	
				To be filled out by Agency	
				Total	OK
				Total Must Tie to Adjusted Balance	
2.2	Accounts and Taxes Receivable, Net		42,029,061,515.58	Accounts Receivable, Net	20,000,000,000.00
				Excise Tax Receivable	5,000,000,000.00
				Sales Tax Receivable	17,029,061,515.58
				To be filled out by Agency	
				To be filled out by Agency	
				Total	OK
				Total Must Tie to Adjusted Balance	
2.3	Loans Receivable, Net		20,681,836,011.37	Loans Receivable, Net	20,500,000,000.00
				To be filled out by Agency	
				To be filled out by Agency	
				To be filled out by Agency	
				To be filled out by Agency	
				Total	Error
				Total Must Tie to Adjusted Balance	

Note: When Splitting your Financial Statement lines amongst multiple Reclassified lines please use the format in the following screenshot.

Agency's Audited Financial Statements				
Line Description (Please Fill out)**	Amount (Please enter)		Difference (Calculated Amount)	Agency Comments
Other Assets				Other Assets (1 of 3)
To be filled out by Agency				
To be filled out by Agency				
To be filled out by Agency				
To be filled out by Agency				
Total	\$ -			
Total Must Tie to Adjusted Balance		OK	0.00	
Other Assets				Other Assets (2 of 3)
To be filled out by Agency				
To be filled out by Agency				
To be filled out by Agency				
To be filled out by Agency				
Total	\$ -			

Things to Remember:

- Fiscal Service has provided 5 text lines for each Closing Package Line (this is for instances where there is not a 1 to 1 relationship between the Audited Statements Line and the Reclassified Closing Package Line).
- If you should need more than 5 text lines for a particular closing package line, please email the GTAS Team (GTAS.Team@fiscal.treasury.gov) detailing your needs and we will modify the template for your agency.
- **When splitting amounts the Line Description Names, in column E, need to directly match specific Line Items in an Agency's AFR. Please, do not enter amounts that do not directly match with the face of your Agency's Financial Statements.**
- **Please note that you do not need to adjust out your Custodial Activity when reconciling to your GTAS Statements. Please note the differences attributable to Custodial activity in the comments section of the Reconciliation Template (Section: 4705.20A—Custodial Activity)**
- There is no need to utilize every closing package line provided in the Reconciliation template we have provided. If your agency has no data for that particular line item, please leave it blank.

- **Treasury Financial Manual Volume I, Part 2, Section 4705.15c—Federal Trading Partner Notes** states:

“Federal trading partners and amounts for each federal closing package line item reported based on the reclassified financial statements will be derived from GTAS ATB data. Amounts identified as federal should be net of intradepartmental eliminations with the following exceptions:

- For U.S. Office of Personnel Management only, intradepartmental imputed costs reported with a trading partner code of unknown; and
- Regular expenditure transfers from Trust Fund accounts and Fiduciary Fund accounts to other general appropriated funds.

Identifying the trading partner enables analysis and elimination of federal activity/balances based on reciprocal categories at the governmentwide level. See Appendix 5 for a complete list of agency identifiers and FR entities.

All General Fund activity will be reported to the appropriate reclassified financial statement line within RC 30–RC 48 activities. The General Fund activity based on the USSGL and federal/non-federal attributes will be reported to the appropriate closing package line within RC 30–RC 48 (see Appendices 1, 6, and 7 for the appropriate reclassification of reclassified financial statement lines) using a federal/non-federal attribute domain value of “G.” See Appendix 9 for more details on transactions with the General Fund.”

Therefore, any intradepartmental differences identified during the AFR to Closing Package reconciliation should be noted and will be treated as valid reconciling items.

Additional Instructions

Per the "Closing Package Audit" pdf distributed to the governmentwide community, please follow the below instructions when submitting the Reclassified Reconciliation reports to your auditors.

1. Add in the your FR entity name.

- On Row 9, right next to "FR Entity", type in your FR entity name (use appendix 5 of TFM 2-4700 if you do not know your exact FR entity name. See screenshot.

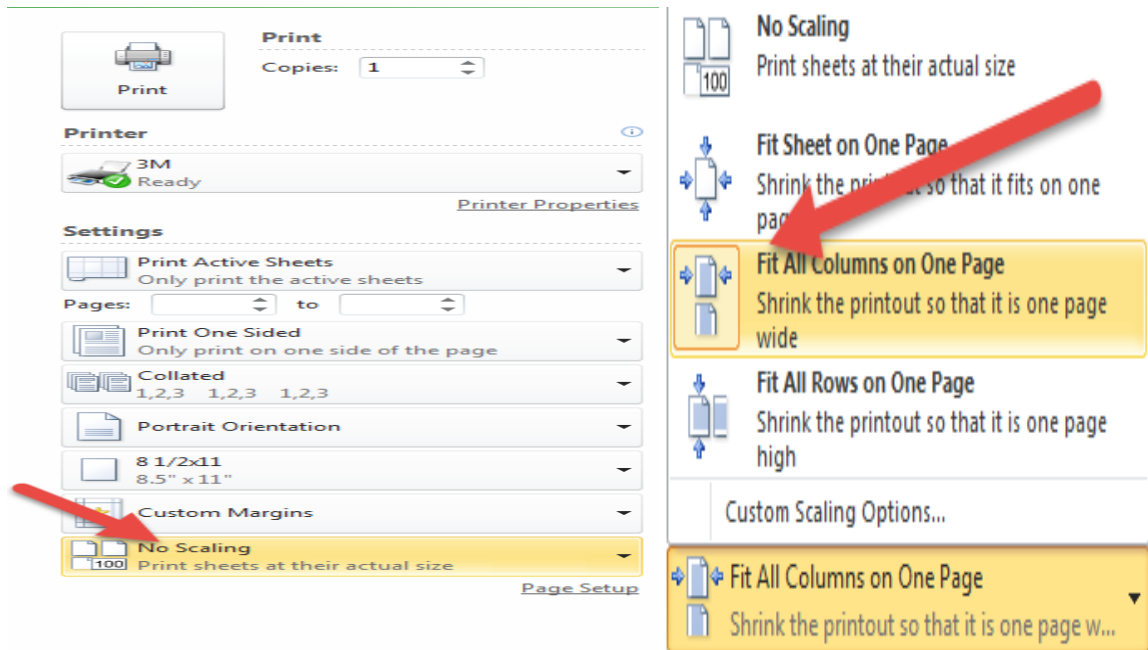
	FR ENTITY: Department of the Treasury - 2000
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2. Hide the ATB amount and Manual Adjustment Columns

#	B	C	D	E	F	G	H
1	U.S. Department of Treasury Bureau of the Fiscal Service						
2	GTAS						
3	Reconciliation Report						
4	Reclassified Balance Sheet						
5							
6	2016, 11 - August						
7	Certified						
8							
9	FR ENTITY: 1137						
10		ATB Amount	Manual Adjustment				
11	Assets						
12	Non-federal						
13	Cash and other monetary assets	20,068,138,406.92				06.92	
14	Accounts and taxes receivable, net	34,035,839.10					
15	Loans receivable, net	424,580,209.96					
16	Other assets	36,756,371,705.11				424,580,209.96	
17	Total non-federal assets	57,283,126,161.09				36,756,371,705.11	
18	Federal						
19	Fund balance with Treasury (RC 40)/1	38,679,674,752.17				57,283,126,161.09	
20	Total federal assets	38,679,674,752.17				38,679,674,752.17	
21	Total assets	95,962,800,913.26				95,962,800,913.26	
22	Liabilities:						
23	Non-federal						
24	Accounts payable	481,877,656.55				481,877,656.55	
25	Federal employee and veteran benefits payable	636,061.00				636,061.00	

3. Print first Tab to PDF – to eliminate the extraneous TABS not needed for submission to the auditors.

- While on the First TAB, and after Columns C and D have been hidden, click the print icon in the top ribbon (will vary depending on your version of Excel)
- Most likely you will need to format the report so that it is print ready, to do this you will need to format so that all columns fit on one page – see screenshots below for example



- Once the report is formatted properly, ensure “Print Active Sheets” is selected under settings (this ensures only the first TAB is printed), then select “Adobe PDF” in the dropdown menu, then click Print - See Screenshot

