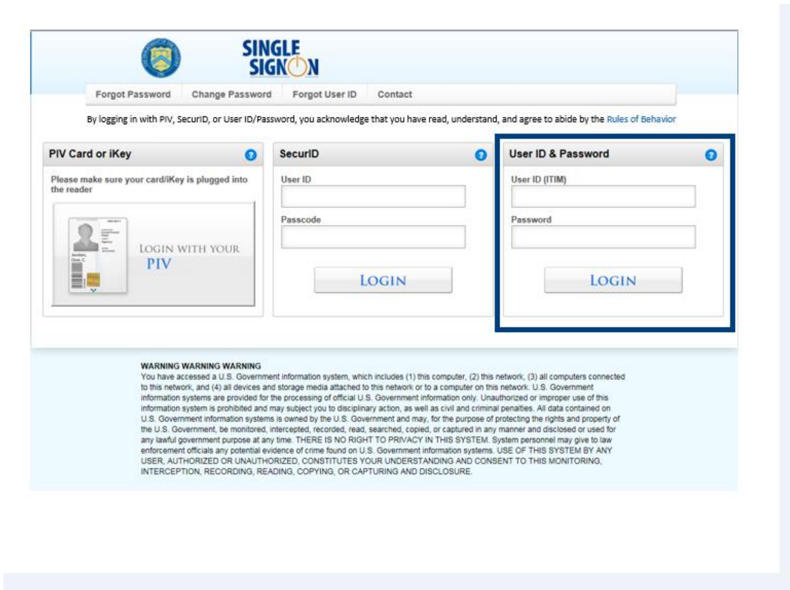
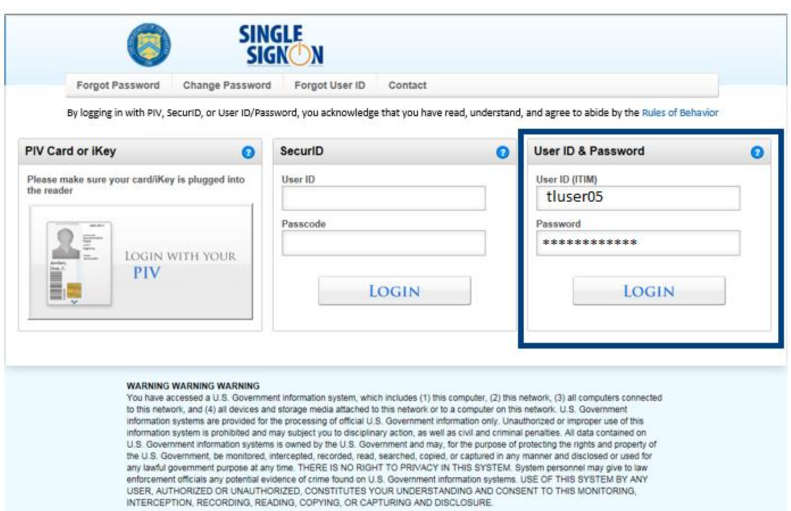
# Follow the steps below to verify/modify your CARS account through the ISIM Self-Service website.

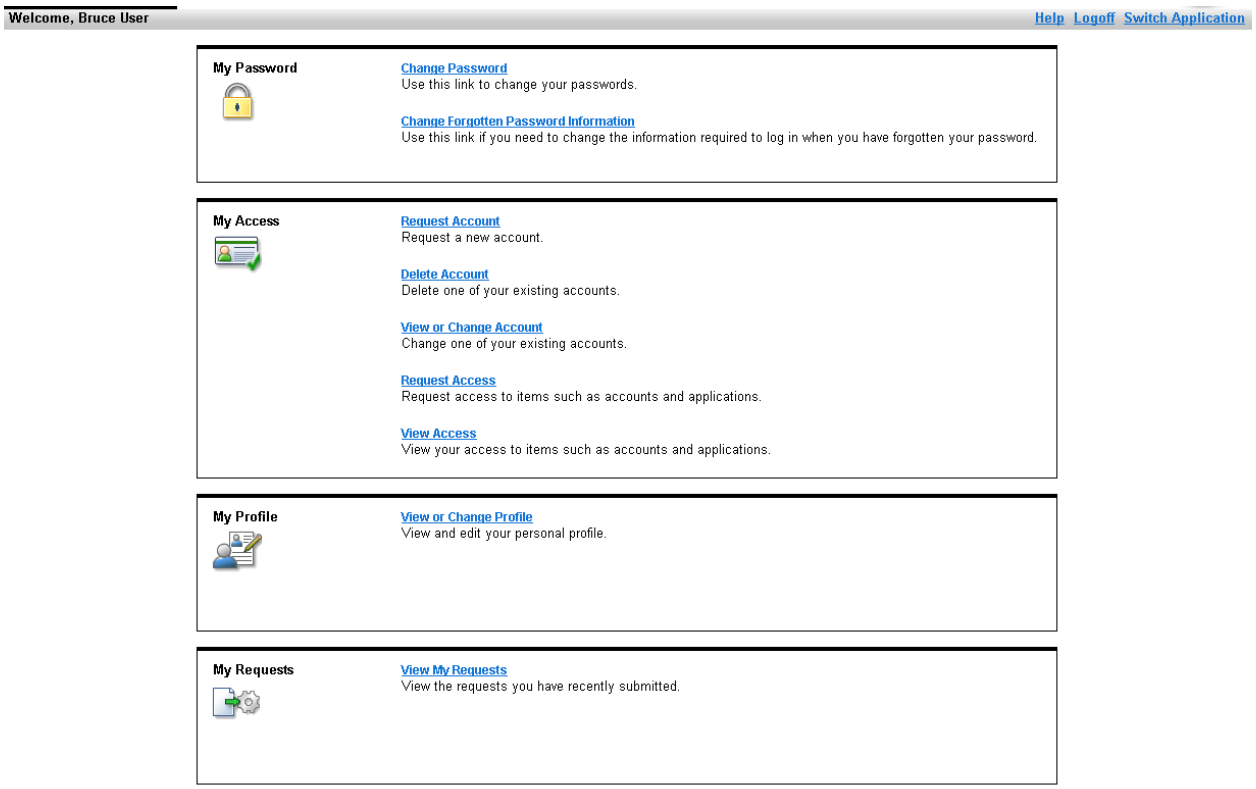
1. Access the ISIM Self-Service website at https://isim.fiscal.treasury.gov/itim/self.



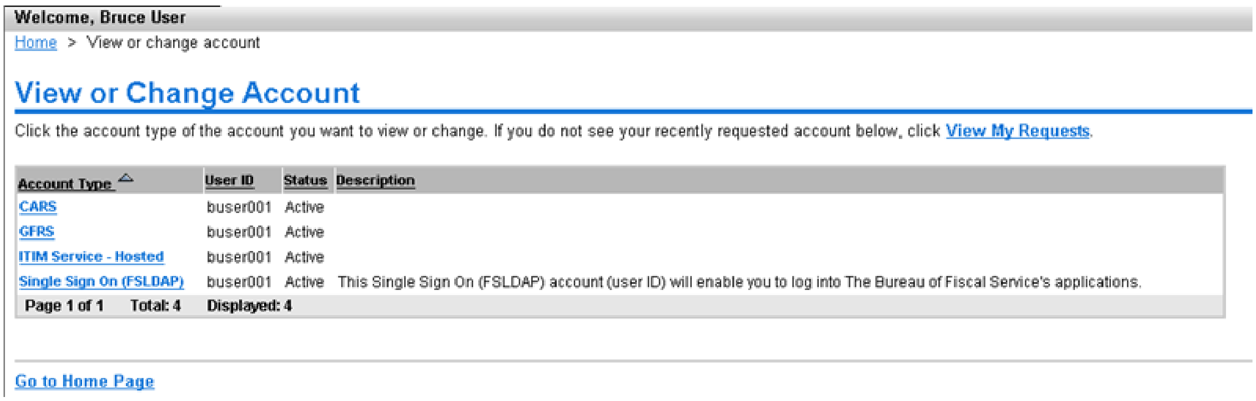

2. Enter your user ID and password, and then click the **LOGIN** button.



3. The Self-Service home page will load. To verify or modify your access to CARS, click the **View or Change Account** link in the **My Access** section**.**



4. When the **View or Change Account** page loads, click the **CARS** link in the **Account Type** column.



**Welcome, Bruce User**

Home > View or change account

## View or Change Account

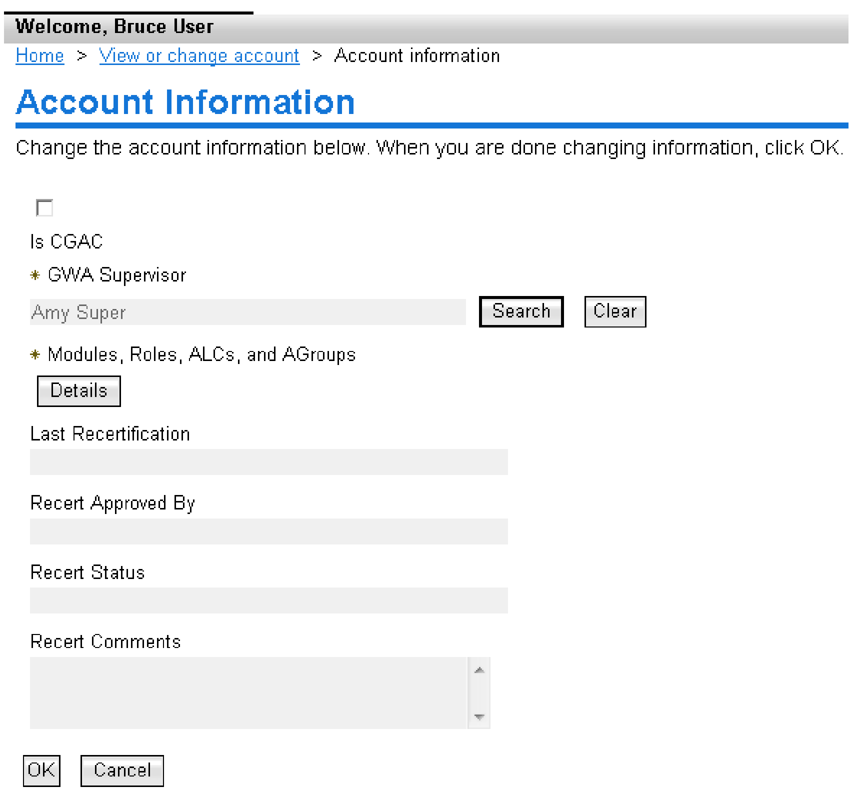
Click the account type of the account you want to view or change. If you do not see your recently requested account below, click **View My Requests**.

| Account Type | User ID | Status | Description |
|---|---|---|---|
| CARS | buser001 | Active | |
| GFRS | buser001 | Active | |
| ITIM Service - Hosted | buser001 | Active | |
| Single Sign On (FSLDAP) | buser001 | Active | This Single Sign On (FSLDAP) account (user ID) will enable you to log into The Bureau of Fiscal Service's applications. |
| Page 1 of 1 Total: 4 | Displayed: 4 | | |

**Go to Home Page**

5. When the **Account Information** page loads, your supervisor's name will be displayed.

   ***Note:*** *If the* ***Supervisor*** *field is blank or shows an incorrect entry, click the* ***Search*** *button next to the field, and then proceed to step 6. If the correct supervisor is listed, skip to step 8.*



**Welcome, Bruce User**

Home > View or change account > Account information

## Account Information

Change the account information below. When you are done changing information, click OK.

Is CGAC

* GWA Supervisor

Amy Super [Search] [Clear]

* Modules, Roles, ALCs, and AGroups

[Details]

Last Recertification

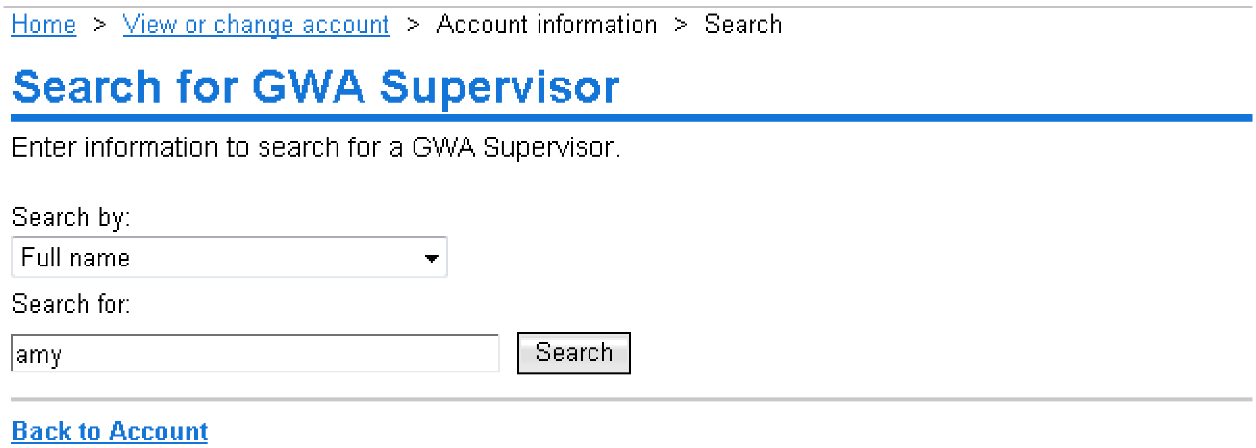
Recert Approved By

Recert Status

Recert Comments

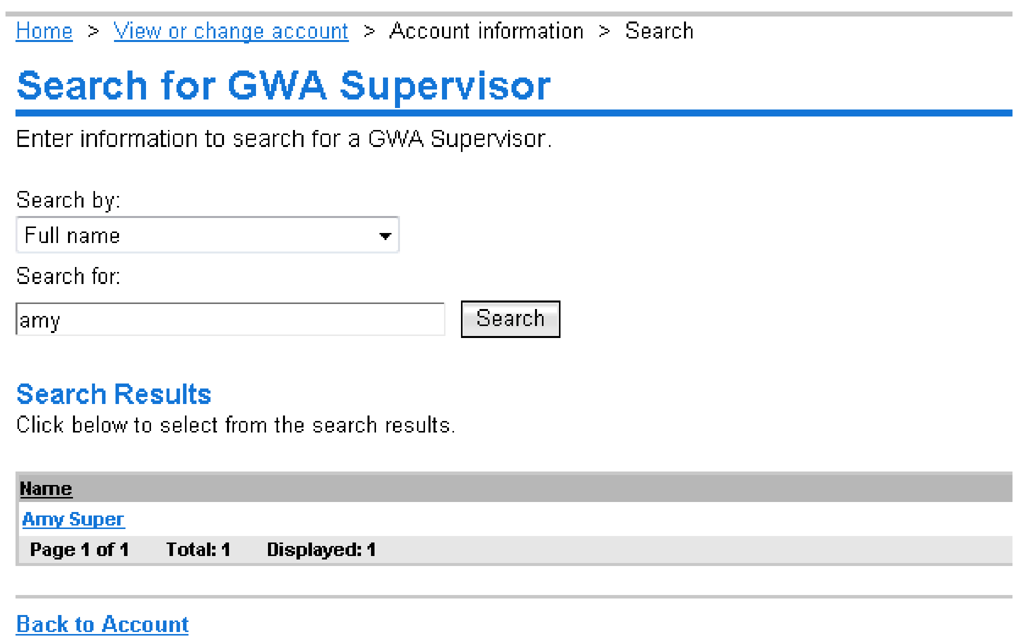
[OK] [Cancel]

6. Type in the name of the correct supervisor, and then click **Search**.

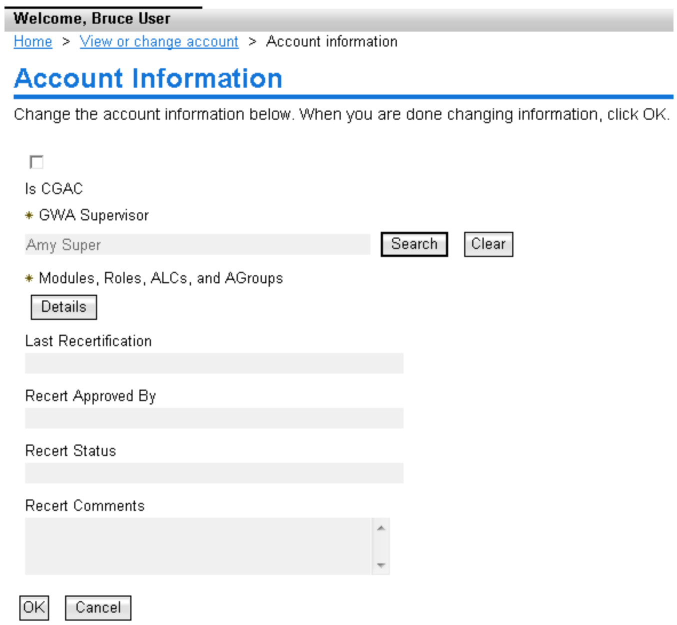



7. When the supervisor's name appears in the search results, click the link to select it.

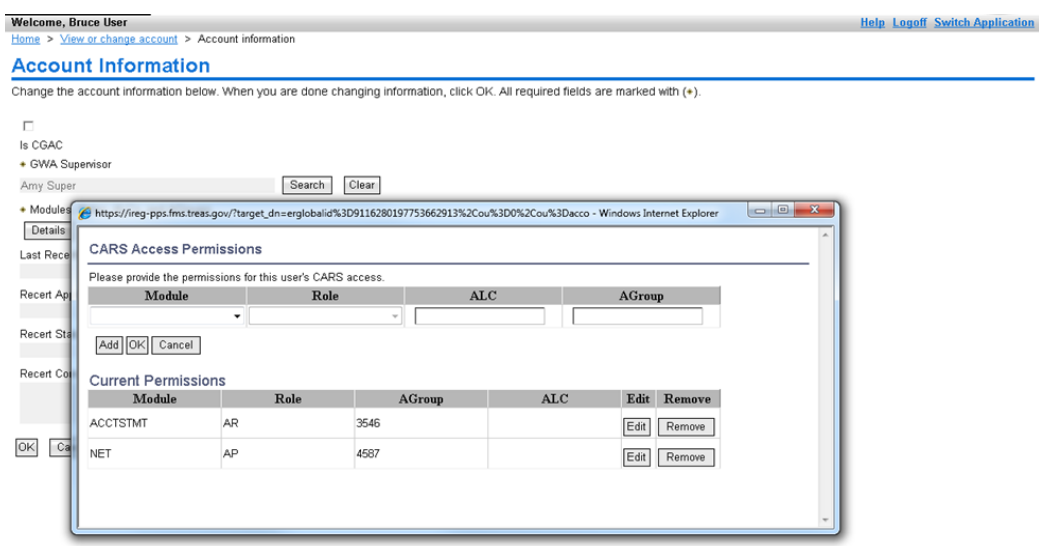
   ***Note:*** *If the correct supervisor's name does not appear, you will need to have him/her submit a form in order to be added to ISIM as a supervisor.*



8. Next, click on **Details** to verify that your access is correct.



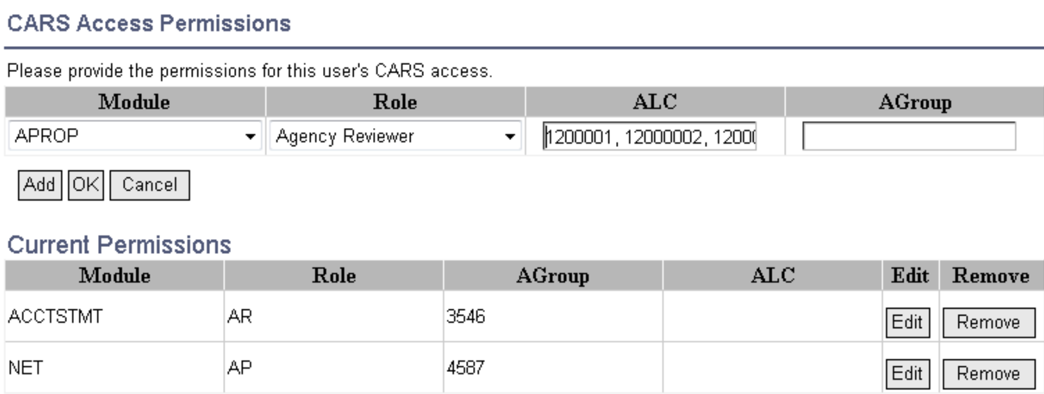

9. The CARS Access Permissions window will appear. The module, role and AGroup selections already assigned to the user will be displayed in the Current Permissions table.



***Note: The Modules and Roles selected below are only examples. You will need to select your desired Modules and Roles to perform your duties.*** *To obtain more information about the CARS Modules and Roles, see Appendix A.*

10. To add a new permission, click the down arrows in the **Module** and **Role** fields to expand the dropdown menus and select the appropriate options. In the **ALC** free-form entry field, specify the AGroup needed for CARS access by entering any of the following information: ALC(s), AGroup name (if known), ID of another user whose access should be mirrored, etc.

    ***Note:*** *The **AGroup** field is not an editable field in Self-Service. This field will be populated with the correct AGroup based on what is entered in the **ALC** field when the Treasury Support Center approves the request.*



CARS Access Permissions

Please provide the permissions for this user's CARS access.

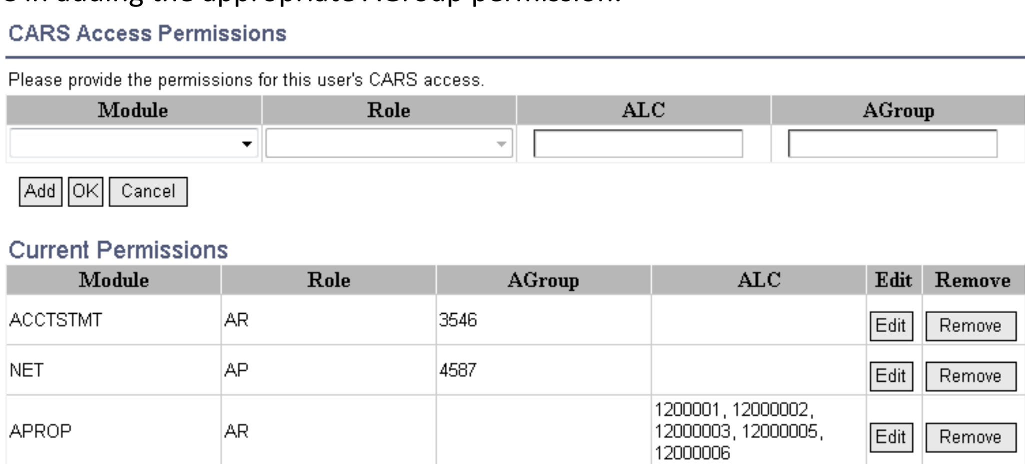
| Module | Role | ALC | AGroup |
|---|---|---|---|
| APROP | Agency Reviewer | 1200001, 12000002, 1200( | |

Add OK Cancel

Current Permissions

| Module | Role | AGroup | ALC | Edit | Remove |
|---|---|---|---|---|---|
| ACCTSTMT | AR | 3546 | | Edit | Remove |
| NET | AP | 4587 | | Edit | Remove |

11. Click **Add** to move the new module, role and ALC information to the Current Permissions table. The information entered in the ALC field will populate in the table in its entirety; this information will assist the TSC in adding the appropriate AGroup permission.



CARS Access Permissions

Please provide the permissions for this user's CARS access.

| Module | Role | ALC | AGroup |
|---|---|---|---|
| | | | |

Add OK Cancel

Current Permissions

| Module | Role | AGroup | ALC | Edit | Remove |
|---|---|---|---|---|---|
| ACCTSTMT | AR | 3546 | | Edit | Remove |
| NET | AP | 4587 | | Edit | Remove |
| APROP | AR | | 1200001, 12000002, 12000003, 12000005, 12000006 | Edit | Remove |

12. If any information in the Current Permissions table is incorrect, click the **Edit** button in the row showing the incorrect data *(in this example, the NET module line was selected).* After clicking **Edit**, the **Module**, **Role, ALC** and **AGroup** field entries will move back to the Access Permissions table and will become modifiable. Once that occurs, make the appropriate changes and/or additions to the **Module, Role,** and/or **ALC** fields. When your updates are completed, click **Add.**

*__Note:__ The __AGroup__ field is not an editable field in Self-Service. If you click an __Edit__ button that corresponds with an entry that previously had an AGroup assigned, the AGroup that was already populated will automatically be removed when changes are made and the __Add__ button is selected. To ensure that the appropriate Agroup is assigned, enter ALC information to the best of your knowledge in the __ALC__ field. Doing so will let the TSC know what AGroup to add, as described in Step 9.*

CARS Access Permissions

Please provide the permissions for this user's CARS access.

| Module | Role | ALC | AGroup |
|---|---|---|---|
| NET | Agency All | 13000004, 13000005 | 4587 |

Add OK Cancel

Current Permissions

| Module | Role | AGroup | ALC | Edit | Remove |
|---|---|---|---|---|---|
| ACCTSTMT | AR | 3546 | | Edit | Remove |
| APROP | AR | | 1200001, 12000002, 12000003, 12000005, 12000006 | Edit | Remove |

13. After clicking **Add**, the new module, role, or ALC entries will populate in the Current Permissions table and the AGroup information will be missing. Once the Current Permissions table reflects correct information, click **OK**.

**_Note: Do not click the OK button until you have completed all your changes._**

CARS Access Permissions

Please provide the permissions for this user's CARS access.

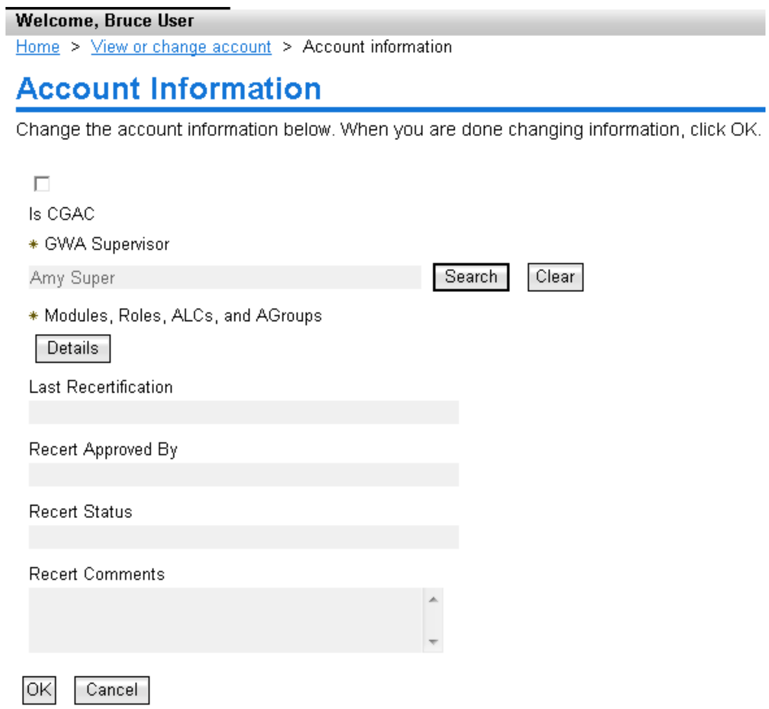
| Module | Role | ALC | AGroup |
|---|---|---|---|
| | | | |

Add OK Cancel

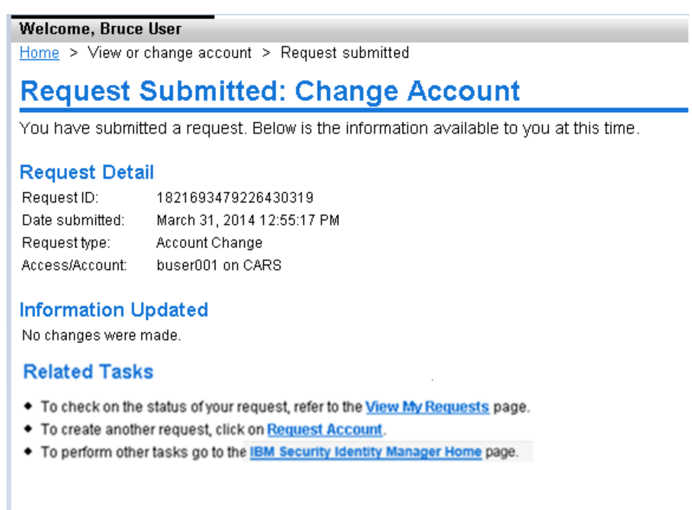
Current Permissions

| Module | Role | AGroup | ALC | Edit | Remove |
|---|---|---|---|---|---|
| ACCTSTMT | AR | 3546 | | Edit | Remove |
| APROP | AR | | 1200001, 12000002, 12000003, 12000005, 12000006 | Edit | Remove |
| NET | AA | | 13000004, 13000005 | Edit | Remove |

14. When the **Account Information** page reappears, click **OK** to submit the request to the supervisor for approval.

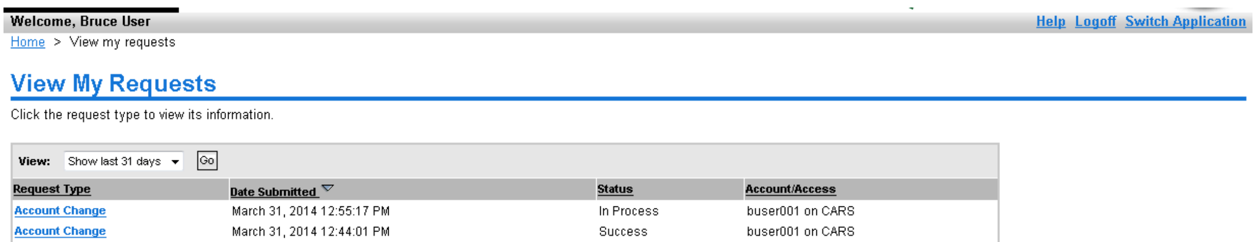



15. When the Request Submitted: Change Account page opens, the **Request Detail** section will show the modified information. To check the status of your request, click the **View My Requests** link under the **Related Tasks** section.



16. The request will be in a status of “In Process” until it is approved, rejected, or the timeframe for action ends. It will change to “Success” after the request has been approved by both your supervisor and the Treasury Support Center. You will receive an email after the request has been approved or rejected.

    ***Note:*** *This process can take up to 14 days: your supervisor has seven days to approve the request, after which the Treasury Support Center has another seven days to complete its approval.* ***If your supervisor does not approve the request within the seven-day timeframe designated for supervisor approval, the request will fail, and you will need to resubmit it.***




*Contact the Treasury Support Center at (877) 440-9476 or via email at GWA@stls.frb.org if you have questions concerning the CARS account modification process.*

Appendix A.

# CARS External Modules and Roles

CARS supports the Fical Service strategic goal to produce accurate, accessible, and timely governmentwide financial information and reports while reducing reconciliation burdens on FPAs.

**Account Statement-**

Account Statement provides federal agencies with a central location for retrieving information to assist with their financial reconciliation processes. Account Statement is designed for agencies that perform their Fund Balance with Treasury (FBWT) reconciliation based on TAS. This module has screens for ALC summary, ALC activity, and ALC transactions.

Roles:

Agency Reviewer- can view all cars post transition that relate to the users AGroup

**Appropriation Warrants-**

This component of the Agency Transaction Module provides the capability to electronically create warrant transactions for each Federal Program Agency (FPA) based on a US Code, Statue, or Public Law. FPAs are able to view approved warrants based on their profiles.

Roles:

Agency Reviewer – can view all pending and posted Appropriation for users with the same AGroup

**ASR-**

Agency Standard Reporting (ASR) provides UI for ASR users to access all of the standard “pre-canned” reports that are available for execution, the capability to schedule reports to be executed and stored in the WebFOCUS Report Library for later retrieval, transparent access to the BI Dashboard, InfoAssist features of the WebFOCUS Managed Reporting (MR) client, and designation of ad-hoc reports generated in InfoAssist as new standard reports

Role:

Agency Reviewer- can view ASR report in CARS for users with the same AGroup

Agency Account Administrator- can view ASR report and Notify Agencies of Account Exceptions in CARS for users with the same AGroup

**BPD-**

This component of the Agency Transaction Module provides an on-line process for creating, approving and reviewing Borrowings and Repayments transactions from Treasury.

Roles:

Agency Preparer- can create, update, delete and view both pending and posted Borrowing transactions for users with the same AGroup

Agency Certifier- can view pending and posted as well as certify or reject Borrowing transactions for users with the same AGroup

Agency Reviewer - can view pending and posted Borrowing transactions for users with the same AGroup

Agency All- can create, update, delete, view pending, view posted, as well as certify or reject Borrowing transactions for users with the same AGroup

**BPDR-**

This component of the Agency Transaction Module provides the capability revise borrowing transactions.

Role:

Agency Preparer- can create, update, delete and view both pending and posted Borrowing transactions for users with the same AGroup

Agency Certifier- can view pending and posted as well as certify or reject Borrowing transactions for users with the same AGroup

Agency Reviewer - can view pending and posted Borrowing transactions for users with the same AGroup

Agency All- can create, update, delete, view pending, view posted, as well as certify or reject Borrowing transactions for users with the same AGroup

**BPDW-**

This component of the Agency Transaction Module provides the capability to view any write off that an internal user role creates that effect the TAS in that AGroup.

Role:

Agency Reviewer- can view pending and posted Borrowing transactions for users with the same AGroup

**Classification Transaction and Accountability-**

This component of the Agency Transaction Module generates the FS 224 Statement of Transactions used to report monthly accounting activity by FPAs who rely upon Treasury to disburse funds. FS 224 monthly reports serve as the basis for Treasury's reporting of federal revenues and expenditures for these FPAs. The FS 224 allows monthly reconciliation of disbursements and collections for each Agency Location Code (ALC). This in turn, enables the Funds Balance with Treasury (FBWT) to be reconciled to the General Ledger by Treasury Account Symbol (TAS). The FS 224 consists of three parts: Section 1 is Fund and Receipt Accounts. This is where appropriated funds are classified and reclassified into FPA accounts. Section 2 is for reporting Payments, and Section 3 is for reporting Collections.

Role:

Agency All- can create, update, delete, view pending, view posted, as well as certify or reject CTA transactions for users with the same AGroup

Agency Certifier- Agency Certifier- can view pending and posted as well as certify or reject CTA transactions for users with the same AGroup

Agency Reviewer- can view pending and posted CTA transactions for users with the same AGroup

Agency Preparer- can create, update, delete and view both pending and posted CTA transactions for users with the same AGroup

**Non-Expenditure Transfers-**

This component of the Agency Transaction Module provides an on-line process for creating, approving and reviewing the transfer of funds between or within Government Agencies without recording a receipt or an expenditure (outlay) on the books on the Treasury. Non-expenditure Transfer Authority transactions do not appear in Treasury reports or in the budget document as receipts or expenditures because these transactions do not affect the budget surplus or deficit.

Role:

Agency All- can create, update, delete, view pending, view posted, as well as certify or reject Non-Expenditure Transfers for users with the same AGroup

Agency Certifier- Agency Certifier- can view pending and posted as well as certify or reject Non-Expenditure Transfers for users of the same AGroup

Agency Reviewer- can view pending and posted Non-Expenditure Transfers for users with the same AGroup

Agency Preparer- can create, update, delete and view both pending and posted Non-Expenditure Transfers for users of the same AGroup

**TDO Payments-**

This component of Account statement provides agencies with Regional financial Center payment information.

Role:

RFC Viewer- can view all posted transactions in CARS for users with the same AGroup

Agency Viewer- can view all posted transactions in CARS for users with the same AGroup

**Warrant Journal Vouchers-**

This component of the Agency Transaction Module are used to report the estimated amounts of Taxes and Customs duties determined by the Office of Tax Analysis and to report adjustments, as a result of actual amounts that are collected by the Internal Revenue Service and U.S. Customs Service. The Excise Taxes and Customs duties are transferred to the Trust Fund Receipts and invested by the Bureau of the Fiscal Service in Government Securities as legislated.

Role:

Agency Reviewer- can view posted Warrant Journal Vouchers for users with the same AGroup

**Warrant Journal Vouchers-**

This component of the Agency Transaction Module are used to report the estimated amounts of Taxes and Customs duties determined by the Office of Tax Analysis and to report adjustments, as a result of actual amounts that are collected by the Internal Revenue Service and U.S. Customs Service. The Excise Taxes and Customs duties are transferred to the Trust Fund Receipts and invested by the Bureau of the Fiscal Service in Government Securities as legislated.

Role:

Agency Reviewer- can view posted Warrant Journal Vouchers for users with the same AGroup

**Year End Closing-**

This component of the Agency Transaction Module facilitates the process of the cancellation of the 5th year expired accounts and for the Indefinite, Year End Closing Adjustment currently based on FATCSII FMS Form 2108

Role:

Agency Preparer- can create, update, delete and view both pending and posted Year End Closing Adjustment for users with the same AGroup

Agency Reviewer- can view posted Year End Closing Adjustment for users with the same AGroup