GWA Supervisor

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

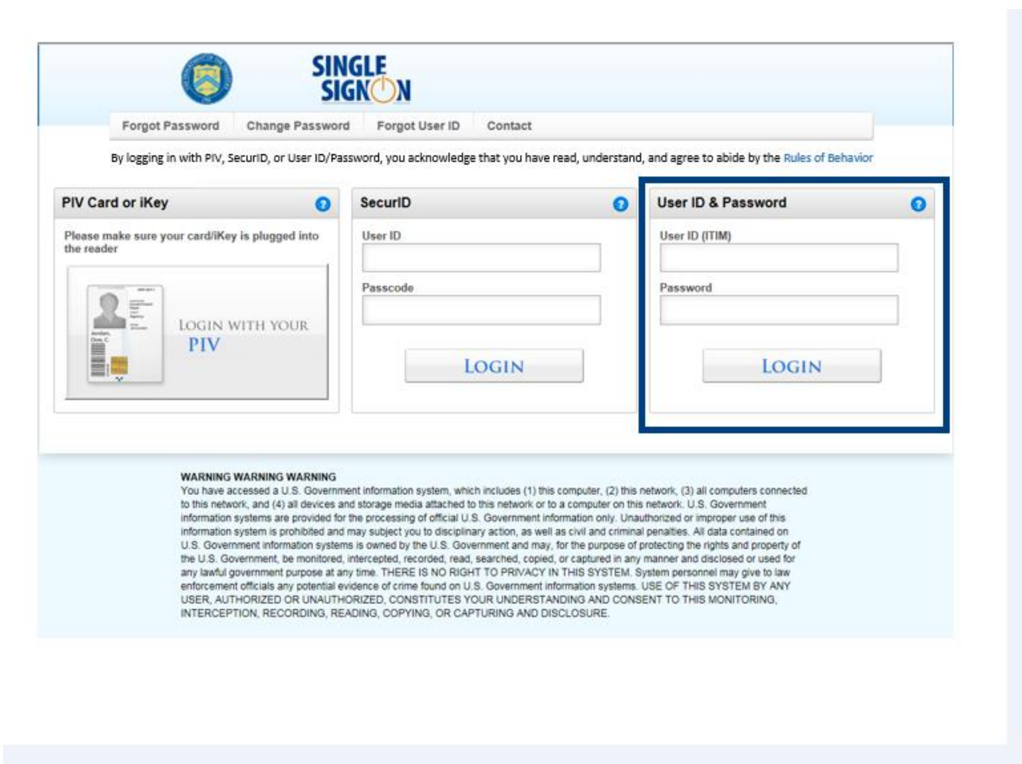
- Review the request for information, in which the supervisor has the ability to change the user access request.
- Approve or reject the user request.

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

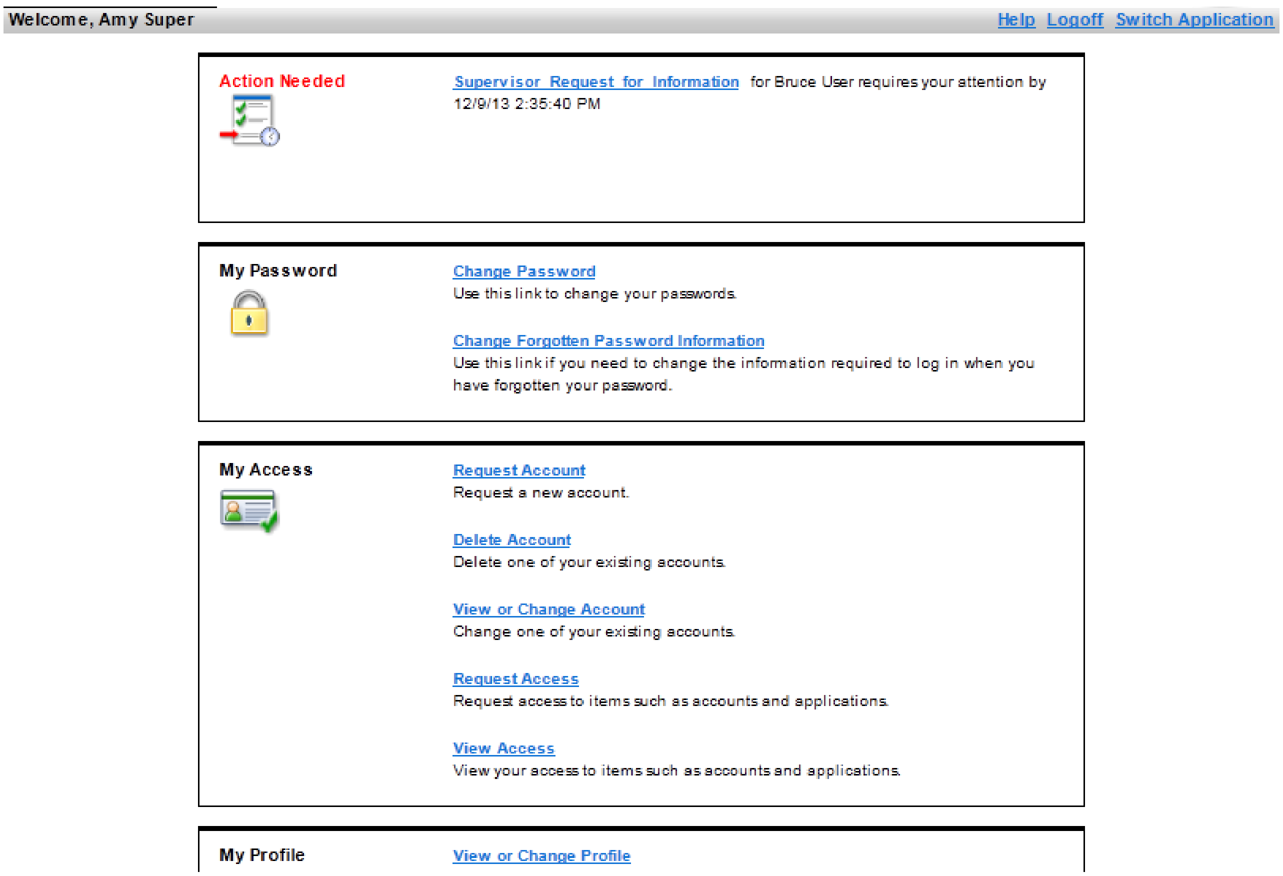
The GWA supervisor will receive an email indicating a user request is pending. "This email was generated by the ISIM system during the processing of one or more requests. The ISIM system can be accessed at https://isim.fiscal.treasury.gov/itim/self"

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

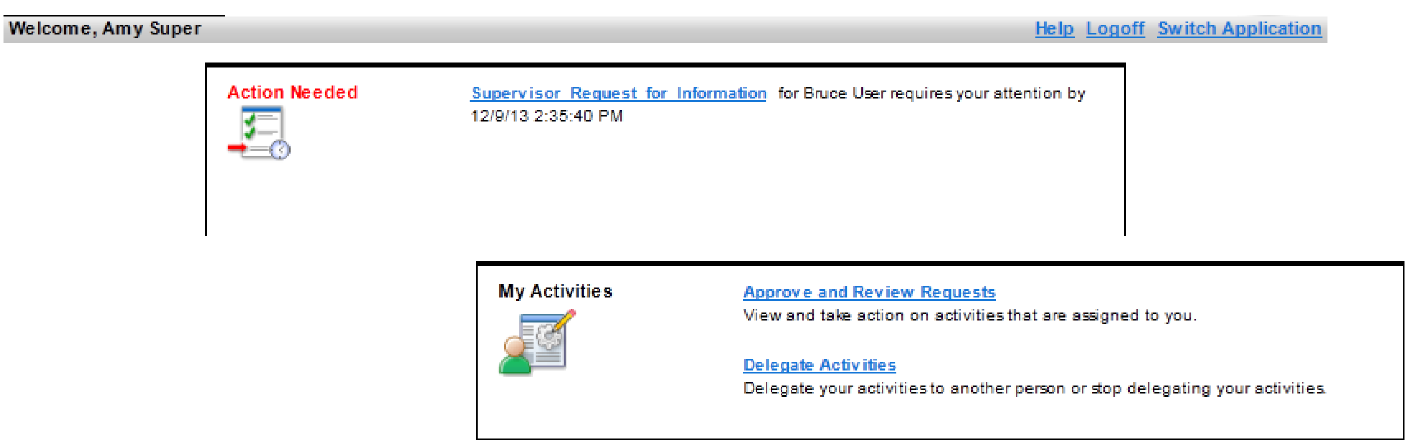
1. Log into the **ISIM Self-Service website** at https://isim.fiscal.treasury.gov/itim/self Enter your user ID and password, and then click **LOGIN**.



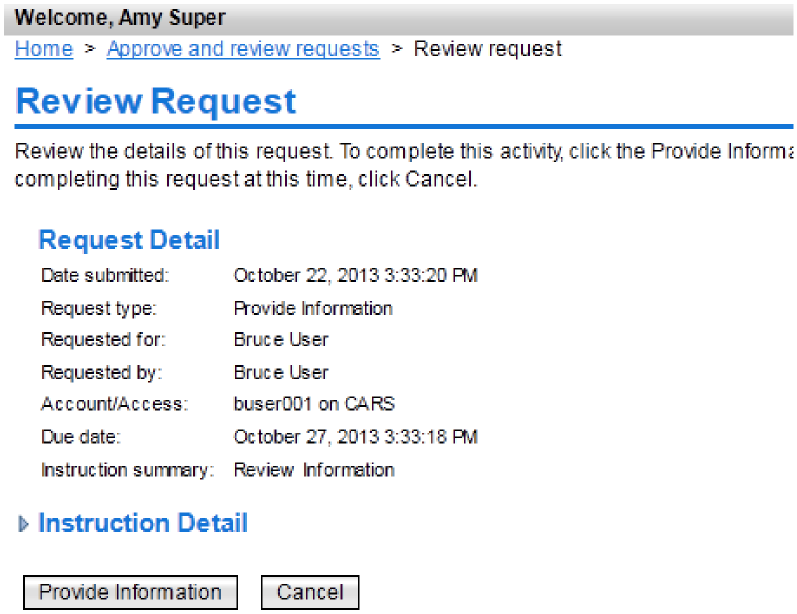
2. The **Self-Service** page will display.



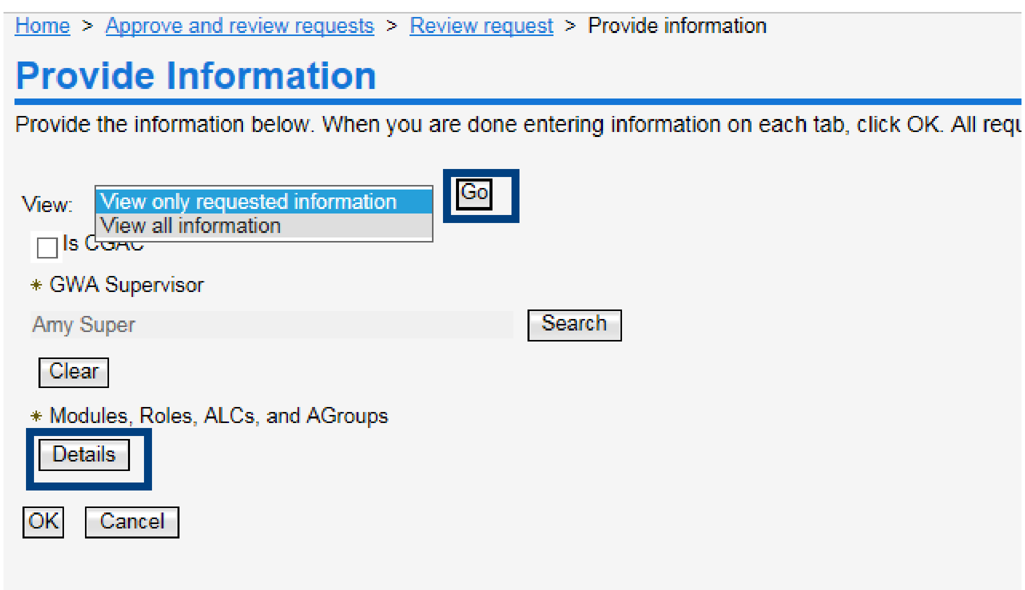
3. Click the **Supervisor Request for Information** link in the **Action Needed** section. (Requests needing action may also be viewed by clicking on the **Approve and View Requests** link at the bottom of the page in the **My Activities** section.)



4. Click **Provide Information.**

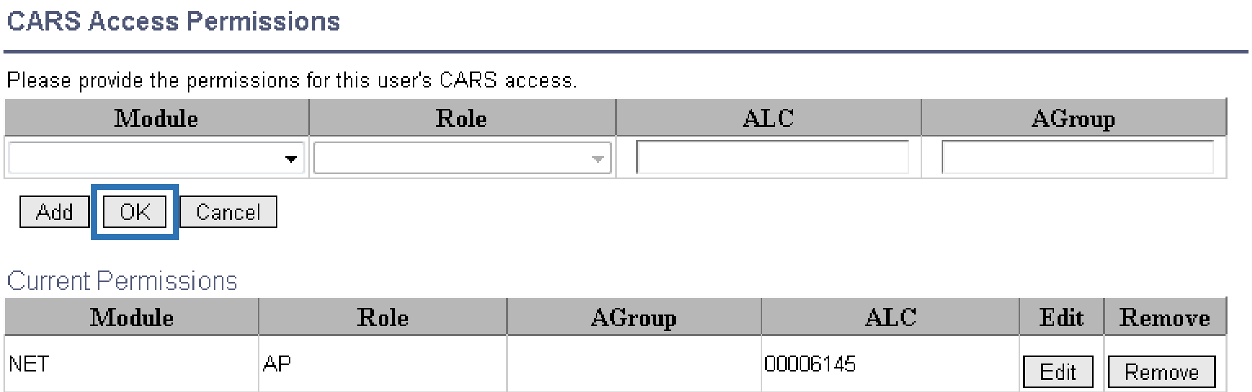


5. When the **Provide Information screen** loads, the **View** may be changed from *requested information* to *all information.* After the **View** is selected, click Go. The page will reload, click the **Details** button to see the access the user is requesting.



6. When the **CARS Access Permissions** page loads, the module(s), role(s) and ALC(s) requested by the user will appear in the **Current Permissions** table. Once you have verified that the appropriate selections have been made for all modules, click **OK**. See Appendix A for description of Modules and Roles.

    - The ALC field is a free entry field where the user can enter of any of the following information: ALC(s), AGroup name (if known), ID of another user whose access should be mirrored, etc.
    - If information is incorrect, you can change the permission by clicking the **Edit** button in that row.
    - If the entire permission selected is not needed by the user, you can remove the selection by clicking the **Remove** button in that row.
    - The AGroup field is not an editable field in Self-Service. This field will be populated with the assigned AGroup when the Treasury Support Center receives the request.


CARS Access Permissions

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

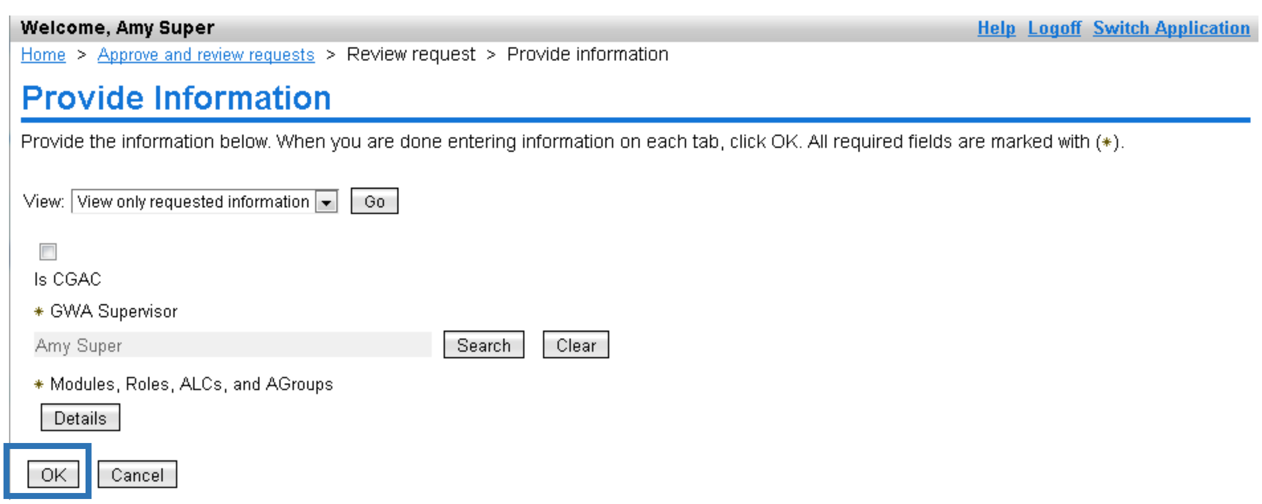
Module	Role	ALC	AGroup

Add OK Cancel

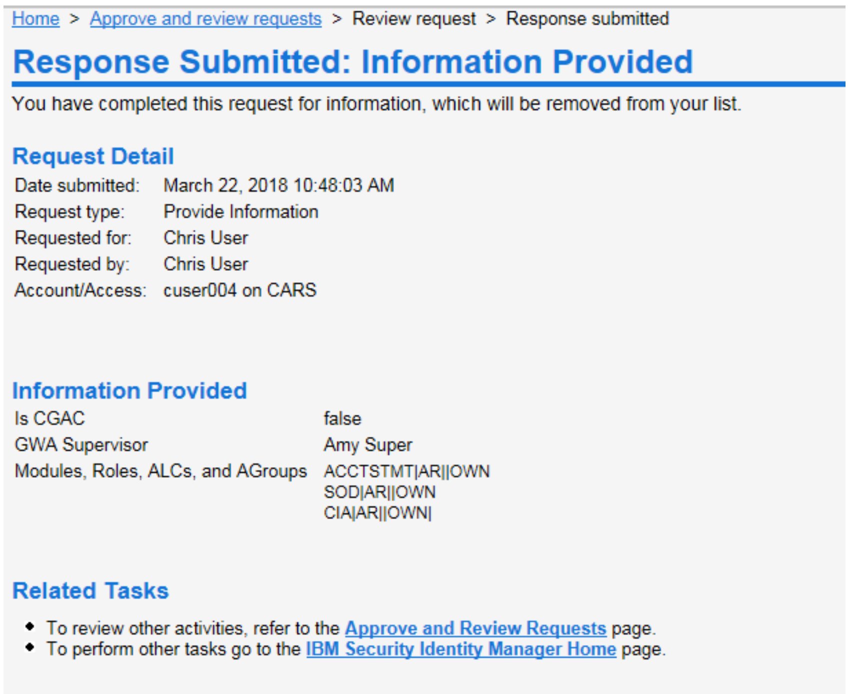
Current Permissions

Module	Role	AGroup	ALC	Edit	Remove
NET	AP		00006145	Edit	Remove

7. When the **Provide Information** page reappears, click **OK**.



8. The **Information Provided** section will show all requested access. Click the **Approve and Review Requests** link under **Related Tasks** to complete the approval.


Home > Approve and review requests > Review request > Response submitted

Response Submitted: Information Provided

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

Request Detail

Date submitted:	March 22, 2018 10:48:03 AM
Request type:	Provide Information
Requested for:	Chris User
Requested by:	Chris User
Account/Access:	cuser004 on CARS

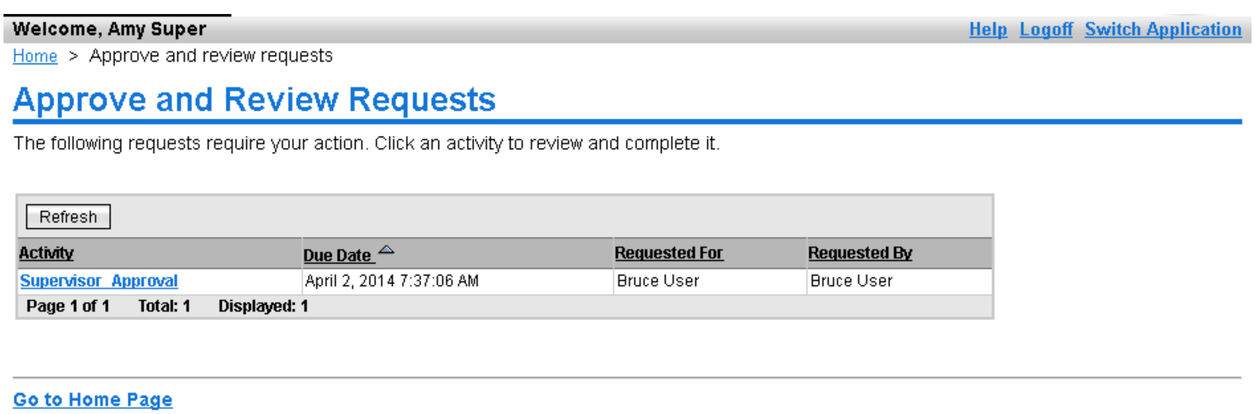
Information Provided

Is CGAC	false
GWA Supervisor	Amy Super
Modules, Roles, ALCs, and AGroups	ACCTSTMT|AR||OWN SOD|AR||OWN CIA|AR||OWN|

Related Tasks

- To review other activities, refer to the Approve and Review Requests page.
- To perform other tasks go to the IBM Security Identity Manager Home page.

9. On the Approve and Review Request screen, click the **Supervisor Approval** link.


Welcome, Amy Super Help Logoff Switch Application

Home > Approve and review requests

Approve and Review Requests

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

Refresh

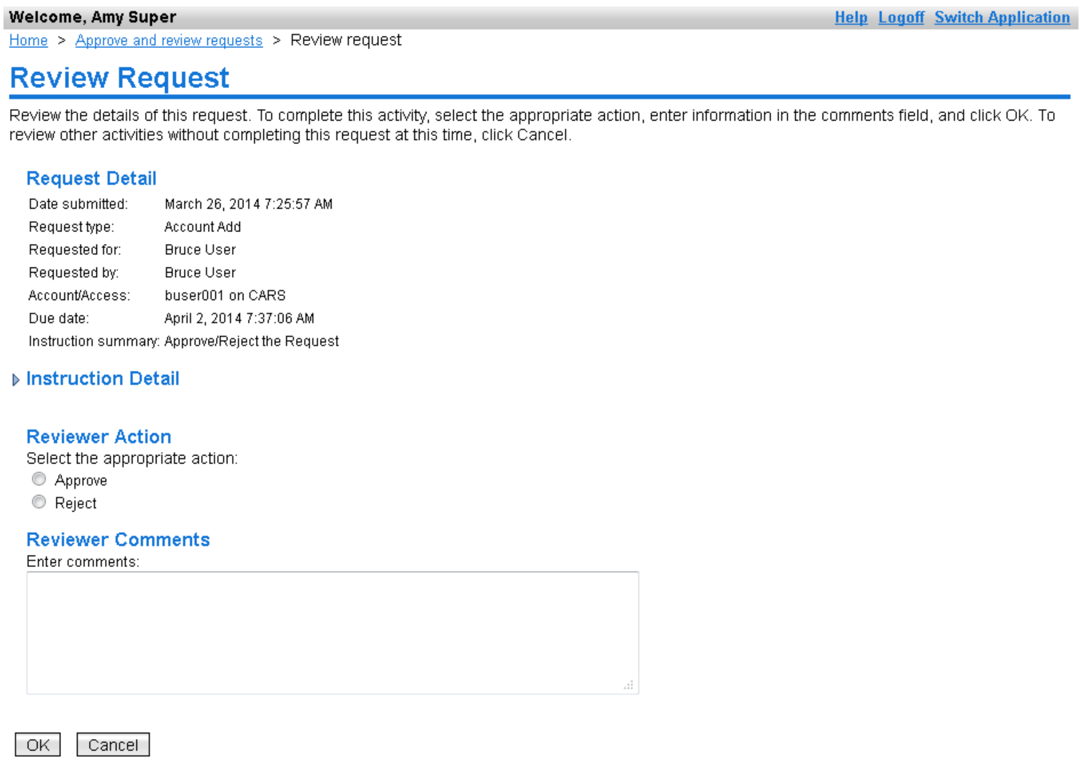
Activity	Due Date	Requested For	Requested By
Supervisor Approval	April 2, 2014 7:37:06 AM	Bruce User	Bruce User

Page 1 of 1 Total: 1 Displayed: 1

Go to Home Page

10. Select the **Approve** or **Reject** radio button as appropriate. After you have selected the desired action, click **OK**.

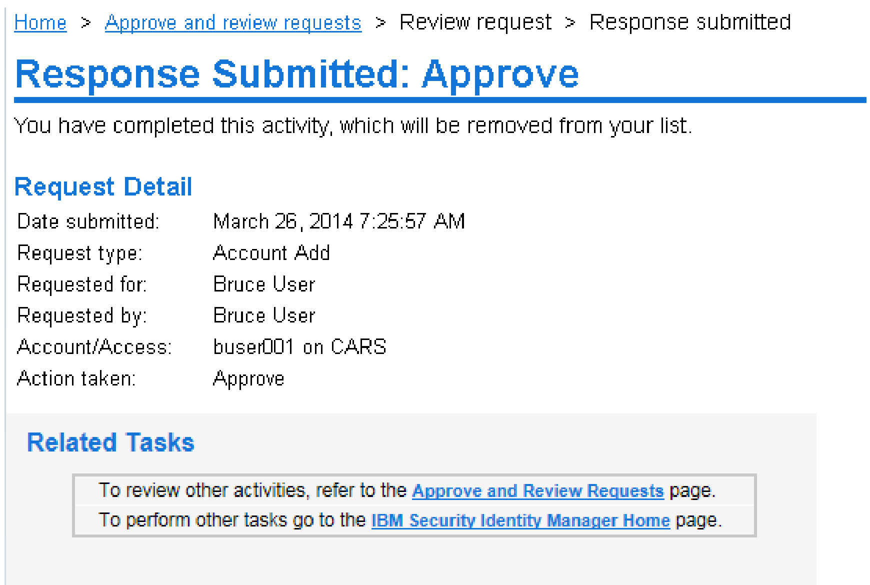
    Note: *As the approver, you have the option to provide a reason for your action in the Reviewer Comments field that will be sent to the user via email. This is typically used when the access requested is rejected by the approver.*



11. After the request is approved, the **Action taken** field shows an entry of "Approve." If the request is rejected, it will show as "Reject."

    - Click the **Approve and Review Requests** link to verify whether there are other requests that need to be approved.

    - To return to the ISIM Self-Service home page, click the **Security Identity Manager Home** link.



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

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