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U.S. DEPARTMENT OF THE TREASURY

Year-end Closing Highlights

Cheryl Dixon
Djuna Strong-Price
Mark Ross
August 11, 2014

Year-end Closing Highlights

Agenda

- ▶ Welcome and Introductions
- ▶ Treasury Financial Manual (TFM) Bulletin Highlights
- ▶ Account Rollover processing
- ▶ Overview of the new Year-end Transaction Module
- ▶ Questions and Answers

Year-end Closing Highlights

Changes for fiscal year 2014

- ▶ FACTSII replaced by GTAS for most agencies
- ▶ FACTSI reporting requirements are eliminated
- ▶ New module for cancellation of expired accounts
- ▶ New requirements for Treasury Account Symbols (TAS) with annual, multi-year or X-year availability

Year-end Closing Highlights

Important items to note

- ▶ Submission of backdated Treasury documents
- ▶ Contact information and addresses
- ▶ Table of required documents and submission dates
- ▶ Strict enforcement by Treasury of deadlines



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Account Rollover

Cheryl Dixon
August 11, 2014

Key Topics for Discussion

- ▶ What is Account Rollover?
- ▶ How does the Account Rollover process work?
- ▶ Example of accounts that roll over
- ▶ Why is the Account Rollover process important?
- ▶ What are the consequences if FPA's don't participate in the rollover process?

What is Account Rollover?

- ▶ Treasury account symbols scheduled to close by the end of the current FY (Sept 30th) to activate/rollover accounts for agency use for the new year---by October 1st
- ▶ System generated list of agency specific Treasury account symbols to be rolled over from the current FY into the next FY
- ▶ **CURRENT FISCAL YEAR** and/or **MULTI-YEAR** accounts already established on the books of Treasury

Why is the rollover process important?

It prepares Treasury's accounting system (CARS) for the fiscal year availability of Treasury account symbols on October 1st

How does the Account Rollover process work?

- ▶ Email to FPA's outlining a list of pending accounts to be rolled over beginning the next FY
- ▶ Respond to Treasury within 2 weeks
- ▶ Complete the form by noting yes or no next to each account listed
- ▶ Accounts marked "yes" will be activated for agency use on Oct 1st; accounts marked "no" will not be rolled over

What type of accounts are rolled over?

Annual Year Accounts

- 20 14 0100
- 020 2014 0100 000

Annual Year Rolled (+1)

- 20 15 0100
- 020 2015 0100 000

Multi-Year Accounts

- 20 13/14 0200
- 020 2013 2014 0200 000

Multi Year Rolled (+1)

- 20 14/15 0200
- 020 2014 2015 0200 000

- ✓ Excludes no year accounts (ex. 20 X 0100 or 020 X 0100)
- ✓ Excludes new accounts not yet established by Public Law

Consequences of not participating in the Account Rollover process

- ✓ Unnecessary accounts are rolled over and established for the new fiscal year
- ✓ Reporting to Treasury will be required on those account symbols rolled over, regardless of a zero balance or no activity
- ✓ **YES** – the GTAS SMAF and/or FACTS II will show the accounts and reporting will be required
- ✓ FPA's will have to submit discontinue letters of request to close account symbols

CONTACT INFORMATION

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The “New” Year-End Transaction Module

Djuna Strong
August 11, 2014

Hot Topics



New Module
Look and Feel

Access

Enrollment

Availability

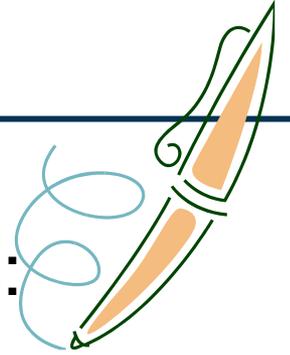


The “New” Year-End Transaction Module

FY 2014

- ▶ GTAS replaced FACTS II in January 2014
- ▶ Cancel and adjust closing balances in the Year-end Module
- ▶ GTAS reporters access the Year-End Transactions Module in ATM
- ▶ Preferred method of reporting is the Component String TAS format
- ▶ The Year-End Transactions Module will be available on October 7, 2014

What's new?



Types of Year-End Cancellation Transactions:

- ▶ Indefinite, Year End Closing Adjustment
- ▶ Surplus, Year End Cancellation Closing of Expired Account Balances
- ▶ Surplus, Year End Closing Cancellation of Revolving, Special and Non-Revolving Trust Fund Accounts with available receipts
- ▶ Surplus, Year End Closing Cancellation of Special and Non-Revolving Trust Fund Accounts with unavailable receipts

CARS/ATM: User ID/Password

Select an authentication method and enter your credentials

Log In using your FMS:

SSO User ID and Password ▾

SecurID Token

PKI Certificate

To log in please enter your FMS Single Sign On User ID and Password.

User ID:

Password:

[Forgot your User Id?](#)

[Forgot your Password?](#)

WARNING
WARNING
WARNING

You have accessed a U.S. Government information system, which includes (1) this computer, (2) this network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. U.S. Government information systems are provided for the processing of official U.S. Government information only. Unauthorized or improper use of this information system is prohibited and may subject you to disciplinary action, as well as civil and criminal penalties. All data contained on U.S. Government information systems is owned by the U.S. Government and may, for the purpose of protecting the rights and property of the U.S. Government, be monitored, intercepted, recorded, read, searched, copied, or captured in any manner and disclosed or used for any lawful government purpose at any time. THERE IS NO RIGHT TO PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on U.S. Government information systems. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES YOUR UNDERSTANDING AND CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING AND DISCLOSURE.

NOTE

This system may contain Sensitive But Unclassified (SBU) data that requires specific data privacy handling requirements as dictated by law, mandate or government agency.

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Note: Mockups are for presentation purposes. All data is not factual and the design is subject to change.

CARS Homepage: Notices

Home ▾ Transactions ▾

Home

My CARS:

Notices

07/11/2014 10:25 AM- CARS New-End Notice

Profile

ALC Address File

News

System Alerts

About CARS

My CARS: Notices

07/11/2014 10:25 AM CARS New-End Notice

Year-End User Access Update

Users requiring access to the new Year-end Module must modify their access in order to report yearend transactions. The link for the new Year-end Transaction Module (under the transactions tab) will be unavailable until scheduled system deployment occurs. Please note that once the link becomes available and users click on the link you will get a message indicating the window is closed. The application will not be available for transaction input until **10/07/2014**. An additional notification/message will be placed on the Homepage when the link becomes available in the new module. Training materials will be available to users shortly. If you need assistance with modifying your access, please contact the Treasury Support Center at 1-877-440-9476.

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Profile Screen: CGAC user

Home ▾ Transactions ▾

Home

My CARS: Profile

My CARS:

Notices

07/11/2014 10:25 AM- CARS New-End Notice

Profile

ALC Address File

News

System Alerts

About CARS

ID: Agency Preparer
Name: Agency Preparer

Application			Role		
ID	Title	Status	ID	Title	
ATM	Agency Transaction Module	Active	AR	Agency Reviewer	
ATM	Agency Transaction Module	Active	AP	Agency Preparer	

CGAC user? Yes No

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New Transaction Selection Screen: *Year-End Closing*

Home > Transactions ▾

Agency Transaction Module ▾

Home > Transactions > Agency Transaction Module

Transactions - Agency Transaction Module

New Transactions

- [Year End Closing](#)
- [Borrowing](#)
- [Non-Expenditure Transfer](#)
- [Classification Transactions and Accountability](#)

Pending Transactions

- [Authority Transactions](#)
- [Classification Transactions and Accountability](#)

Posted Transactions

- [Authority Transactions](#)
- [Classification Transactions and Accountability](#)

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New Transaction Screen: *Indefinite, Year-End Closing Adjustment*

New Transactions ▾ Pending Transactions ▾ Posted Transactions ▾

Year End Closing ▾ Borrowing ▾ Non-Expenditure Transfer ▾ Classification Transactions and Accountability ▾

Home > Transactions > Agency Transaction Module > New Year End Closing Transaction > New Year End Closing Transaction

New Year End Closing Transaction

* Indicates Required Field

* Transaction Type

Transaction Date

Accounting Period

Effective Date

Agency Reference #

SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB
<input type="text" value="N/A"/>	<input type="text" value="N/A"/>	<input type="text" value="073"/>	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>	<input type="text" value="X"/>	<input type="text" value="1152"/>	<input type="text" value="000"/>

* CGAC Treasury Account Symbol

* Balance Adjustment Type Increase Decrease

Current Balance

* Adjustment Amount

New Balance

Comment

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Pending Transactions Results Screen: Pending Transaction Query Results

[New Transactions](#) > [Pending Transactions](#) > [Posted Transactions](#) >
[Authority Transactions](#) > [Classification Transactions and Accountability](#) >
[Home](#) > [Transactions](#) > [Agency Transaction Module](#) > Pending Transaction Query

Pending Transaction Query

Search for Transaction by Control Number

Transaction Control Number

Search for Transactions

Date Accounting Period Effective Date Transaction Date
 Start Date 08 / 01 / 2014
 End Date 09 / 01 / 2014
 Transaction Category Year End Closing
 Transaction Type All
 Action Required All
 Status All
 Agency All
 CGAC Treasury Account Symbol

EPOA	A	MAIN	SUB
All	All	All	000
2012	N/A	0400	
2013	X	1152	

Legal Authority All

(Hold CONTROL to select multiple entries or SHIFT to select a range of entries)

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Pending Transactions Results Screen: Pending Transaction Query Results

New Transactions > Pending Transactions > Posted Transactions >
 Authority Transactions > Classification Transactions and Accountability >
 Home > Transactions > Agency Transaction Module > Pending Transaction Query > Pending Transactions List

Pending Transaction List [▲ Modify Search](#)

Search Criteria

Transaction Category:	Year End Closing	Transaction Type:	All
Status:	All	Action Required:	All
Agency:	All	CGAC TAS:	SP ATA AID BPOA EPOA A MAIN SUB N/AN/A All All All All All 000
Legal Authority:	All		

Download Format: Text Excel XML

1-5 of 5 Transactions « Previous 20 Next 20 » Page **1** »

View	Edit	Copy	Control Number	CGAC TAS				Current Status	Status Date	Effective Date	Transaction Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #				
				SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB									
			6898611			069			X	5422	000	Agency Certified	08/06/2014 07:08 PM	09/30/2013	09/30/2013	09/2013	Surplus, YR End Closing Cancellation Revolving, Special and Non-Revolving Trust fund (Avail Rec)	222.84	31 USC 1552	
			6898610			014	2013	2013		5412	000	Agency Certified	08/06/2014 06:39 PM	09/30/2013	09/30/2013	09/2013	Surplus, Year End Closing Cancellation Special and Non-Revolving Trust fund (Unavailable Receipts)	70.00	31 USC 1555	
			6898609			070			X	0400	000	STAR Interface	08/07/2014 08:00 AM	09/30/2013	09/30/2013	09/2013	Indefinite, Year End Closing Adjustment	500.00	-	
			6898608			073			X	1152	000	STAR Interface	08/07/2014 08:00 AM	09/30/2013	09/30/2013	09/2013	Indefinite, Year End Closing Adjustment	100.00	-	
			6898607			073	2012	2012		1152	000	STAR Interface	08/07/2014 08:00 AM	09/30/2013	09/30/2013	09/2013	Indefinite, Year End Closing Adjustment	100.00	-	

1-5 of 5 Transactions « Previous 20 Next 20 » Page **1** »

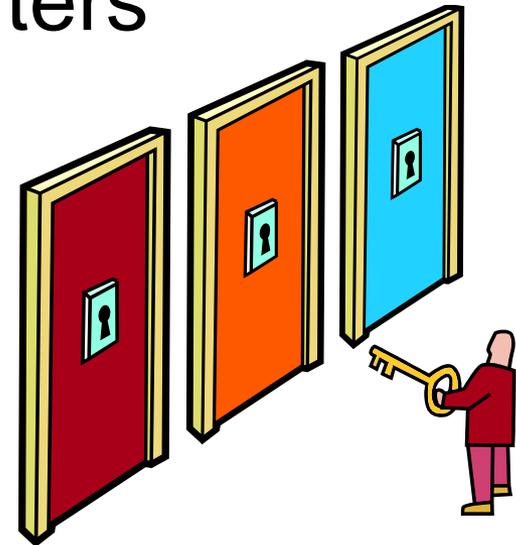
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Access?

“All GTAS reporters”



Enrollment

- ▶ Self-enrollment:

www.fms.treas.gov/cars/forms.html

- ▶ Modifying existing ATM user role:

www.fms.treas.gov/cars/forms.html

- ▶ Enrollment assistance: Treasury Support Center



System Availability



▶ Opens: October 7, 2014



▶ Closes: October 20, 2014

Contact Information



Treasury Support Center

1-877-440-9476

GWA@stls.frb.org