



Treasury Financial Manual

Bulletin No. 2016-06

2016 Year-end Closing

Retention: July 31, 2017

To: Heads of Government Departments, Agencies, and Others Concerned

Subject: 2016 Year-end Closing

1. Purpose

This Treasury Financial Manual (TFM) bulletin provides agencies with guidance for preparing year-end closing reports and other financial reports. It also contains the deadlines by which agencies must submit Fiscal Year (FY) 2016 financial data to the Bureau of the Fiscal Service (Fiscal Service) for timely certification and reporting. [See Attachments 1 and 2.]

2. Rescission

This bulletin rescinds TFM Volume I, Bulletin No. 2015-07: 2015 Year-end Closing.

3. Submitting Budgetary Year-end Closing Data

For fiscal year 2016, the reporting mechanism for agencies to submit year-end closing transaction data is the Governmentwide Treasury Account Symbol Adjusted Trial Balance System (GTAS). Agencies submit pre-closing adjusted trial balance (ATB) data and one set of data in the form of U.S. Standard General Ledger (USSGL) account balances for fiscal year-end 2016 through GTAS. See TFM Volume I, Part 2, Chapter 4200, subsection 4250.20, as well as the Office of Management and Budget (OMB) Circular No. A-11, for data agreement requirements. From the GTAS output, users may print the Standard Form (SF) SF 133: Report on Budget Execution and Budgetary Resources & Schedule P Budget Program and Financing Schedule.

4. Fiscal Year 2016 Final Monthly Treasury Statement (MTS)

To guarantee the accuracy of budgetary results in the final MTS, all Central Accounting Reporting System (CARS) reporters must ensure that all Treasury Account Symbol and Business Event Type Code (TAS/BETC) reporting and reclassifications have been completed in CARS. All reclassifications must be accomplished by using the Classification Transactions and Accountability (CTA) in the Agency Transaction Module (ATM).

In addition, agencies who are not CARS reporters must include all previously unreported receipt and expenditure activity on the applicable Statement of Transactions (SOT) and Statement of Accountability (SOA).

If an agency has no transactions, it must submit a “zero report.” To ensure consistency between the MTS as well as receipt and outlay data furnished to OMB, Treasury will allow agencies to request adjustments for significant amounts. **Agencies must submit all reporting by COB October 5, 2016.**

5. Verifying Agency Location Code (ALC) Information

The ALC information in Treasury’s CARS is the official agency contact data. Maintaining current ALC information is imperative. Agencies with eight-digit ALCs must submit written requests for changes to addresses, telephone numbers, or points of contact by COB September 23, 2016. Agencies must send requests by email from an official government email address to Crystal Madison (crystal.madison@fiscal.treasury.gov) or by mail or fax on agency letterhead and signed by an appropriate agency official to:

Cash Analysis Branch
Cash Accounting Division
Governmentwide Accounting
Bureau of the Fiscal Service
3700 East-West Highway, Room 500E
Hyattsville, MD 20782
Telephone: 202-874-7752
Fax: 202-874-8887

Agencies with three- or four-digit ALCs also must submit written requests for changes to addresses, telephone numbers, or points of contact. Agencies must send requests by email from an official government email address to Bruce Phillips (bruce.phillips@fiscal.treasury.gov) or by mail or fax on agency letterhead and signed by an appropriate agency official to:

Philadelphia Financial Center
Attention: Analysis, Reconciliation and Reporting Section
Bureau of the Fiscal Service
13000 Townsend Road
Philadelphia, PA 19154
Telephone: 215-516-8106
Fax: 215-516-8010

6. Verifying Accounts Monthly

Agencies must verify their records each month by comparing them to Treasury-reported transactions, as shown on their CARS Account Statement (Account Summary, Support Listings, Expenditure Activity, and Transactions) reports. To gain access to the CARS Account Statement, see paragraph 28. Each agency reconciles these reports with the agency’s USSGL account 101000, “Fund Balance with Treasury,” and immediately reports questions or differences to the Treasury Support Center at 877-440-9476.

The short reporting periods require agencies to minimize errors. Failure to compare agency and Treasury recorded amounts may result in the discovery of errors during budget preparation and Treasury year-end certifications. If OMB, Treasury, or agencies find significant errors, Treasury will attempt to contact the agency so the agency can make corrections before publishing the *Combined Statement of Receipts*,

Outlays, and Balances of the United States Government and other publications.

7. Verifying Accounts Daily via the CARS Account Statement

The CARS Account Statement Module provides a balance-type option for all available reports, permitting official CARS reporters to see a daily updated view of their Fund Balance with Treasury (FBWT).

The level of detail presented for accounting transactions is provided for the Accounting and Published Balance views in the CARS Account Statement. Accounting transaction and balance information is based on the daily activity files processed by the CARS Central Accounting Front End (CAFE) component. These files consist of the daily submitted Intra-governmental Payment and Collection (IPAC) System collection and payment transactions submitted by official CARS reporters with Treasury Account Symbols and Business Event Type Codes (TAS/BETCs). Accounting transaction and balance displays are updated on a daily basis to give CARS reporters the latest information available regarding their FBWT position. Using the accounting balance display option permits CARS reporters to see the individual transactions that Fiscal Service will package and submit on their behalf at month-end. This gives CARS reporters an opportunity to perform a daily reconciliation of transactions and balances. The download options permit all CARS Account Statement users to customize the amount of information contained in the output files to suit their individual accounting, reconciliation, and reporting needs. For more information, or to become a CARS reporter, visit the CARS website at https://www.fiscal.treasury.gov/fsservices/gov/acctg/cars/cars_home.htm

8. Agencies with Budget Clearing Accounts and Statements of Difference

Agencies must reconcile budget clearing accounts (for example, F3875, F3880, and F3885) and Statements of Difference by the fiscal year-end. On the September 2016 Statement of Transactions (SOT) submission, agencies must transfer properly identified amounts contained in budget clearing accounts to the proper accounts. The undistributed and deposit reconciliation criterion for large differences for the current month and prior month for the accounting month are now based on percentages. Treasury may request classification of large differences and reclassification of amounts in the budget clearing accounts in advance or through additional reporting.

Suspense Account Policy

Refer to TFM Volume I, Bulletin No. 2016-04 entitled *Reporting Suspense Account Activity Using F3875 and F3885 and Using Default Accounts F3500 and F3502 as a Central Accounting Reporting System (CARS) Reporter*, for special instructions.

Suspense Account Certification Policy

The agency's Chief Financial Officers (CFOs), or the CFOs' designees, must certify the balances of the approved F3875 and F3885 suspense accounts to Fiscal Service annually, at year-end. Fiscal Service sends an email to CFOs or the CFOs' designees of the agencies with suspense accounts to complete an online survey for certification. The due date to submit the certification for the suspense account(s) is October 13, 2016. Agencies' use of the suspense accounts is reviewed on a regular basis.

9. Reporting Collections Credited to Appropriation, Revolving, or Non-revolving Fund Accounts on Statement of Transactions (SOT)

Collections credited to appropriation, revolving, or non-revolving fund accounts are reported on the Statement of Transactions (Section I, column 2). The following types of current fiscal year transactions are

the only exceptions in which collections are to be netted against gross disbursements:

- Refunds of payments made in the current fiscal year,
- Canceled or returned checks originally issued in the current fiscal year, and
- Other corrections of errors made in the current fiscal year.

For instructions on preparing SOTs and/or Statements of Accountability (SOAs), refer to TFM Volume I, Part 2, Chapter 3300 (Statement of Transactions) or Chapter 3100 (Instructions for Disbursing Officers' Reports).

10. Receipts by Department

Treasury's Receipts by Department listings for fiscal year 2016 fourth quarter will be available on the internet to assist agencies with budgetary reconciliation. The listings are inclusive of all budgetary receipts and will be available at <https://www.fiscal.treasury.gov/fsreports/rpt/combStmt/receipts-by-dept.htm> by the following dates:

- Fourth quarter preliminary Receipts by Department – October 14, 2016, close of business
- Fourth quarter final Receipts by Department – November 10, 2016, close of business

Additionally, the *Distributed Offsetting Receipts by Department Report* is available at https://www.fiscal.treasury.gov/fsreports/rpt/mthTreasStmt/receipts_by_dept.htm to assist agencies with completing the Statement of Budgetary Resources, line 4200, Distributed Offsetting Receipts. Distributed offsetting receipts include the following categories: proprietary receipts from the public, intrabudgetary receipts deducted by agencies, and offsetting governmental receipts.

11. Agencies with Investments

Throughout the year, agencies with investment authority should anticipate upcoming expenses and redeem investments accordingly. The balance of "Investments in Treasury Securities," as reported through IPAC and on an agency's CARS Account Statement, must agree with the par value of investments purchased through the Fiscal Service plus additional federal securities it acquired on the open market. For detailed instructions, see TFM Volume I, Part 2, Chapters 3100, 3300, and 4300. All Investment and Redemption requests should be submitted to Fiscal Service by 3:00 p.m. Eastern Time (ET) on September 30, 2016. Any Zero Coupon Bond transactions should be requested no later than 11:00 a.m. ET. Address questions to the Federal Investments and Borrowings Branch at fedinvestor@fiscal.treasury.gov.

12. Reporting Unrealized Discount on Investments

The unrealized discount, BETC UNRLDISC [formerly subclass (75)], provides more accurate disclosure of agency investment holdings when securities are purchased at a discount. CARS Reporters will use the BETC code UNRLDISC for unrealized discount. The balance of the unrealized discount account should be negative. For detailed instructions, see TFM Volume I, Part 2, Chapters 3100, 3300, and 4300.

13. Audit of Unclaimed Moneys

Agencies must review their balances in uninvested trust, deposit, and revolving fund accounts held for more than one year to determine if these balances contain moneys held for unknown owners. Agencies should transfer balances held for unknown owners to the unclaimed moneys account via the SOT and should maintain subsidiary records to support the transfers. Also, agencies must audit the unclaimed

moneys account, which should be included in any internal audit program. For detailed instructions, refer to TFM Volume I, Part 6, Chapter 3000.

14. Allocation Account Closeout Requirement

Agencies with undisbursed funds remaining (whether obligated or unobligated) as of the accounting date of October 1, 2016, in allocation accounts with an ending period of availability of 2011 must transfer the funds back to the parent account from which the delegation of obligation authority and initial transfer was derived. This will allow the parent account to comply with the cancellation procedures set forth in 31 U.S.C. 1552. Agencies should process all transfers using the non-expenditure application within the ATM of CARS. Address questions to the Budget and Appropriation Analysis Section at baasgroup@fiscal.treasury.gov. See paragraph 28 of this bulletin for instructions on gaining access to CARS.

15. Liquidating Accounts–Pre-Credit Reform

Agencies should transfer any excess balance from liquidating accounts to the General Fund of the Treasury using the non-expenditure application within the ATM of CARS. The “Transfer to General Fund Receipt Account” transfer type with the appropriate subtransfer type should be used to execute this transaction. General Fund receipt account 2814 is the account designated to receive transfers from liquidating accounts for this purpose. See TFM Volume I, Part 2, Chapter 4600, for additional information. Address questions to the Budget and Appropriation Analysis Section at baasgroup@fiscal.treasury.gov.

16. Credit Reform–Interest Paid on Uninvested Funds

Federal agencies must electronically submit fiscal year information by processing an IPAC transaction charging TAS 020 X 1880.000 (20X1880), “Credit Reform: Interest Paid on Uninvested Funds.” Agencies must process all payments by September 30, 2016. They must notify the Funds Management Branch in advance via the email address below when the transaction amount is \$100,000 or greater. In addition, all federal agencies must certify that they computed the interest amount per applicable guidance by including a certification statement on the IPAC transaction that states, “I certify that the funds are in accordance with the Federal Credit Reform Act of 1990 and are correct and proper for the fund symbol designated.” Refer to TFM Volume I, Part 2, Chapter 4600, for additional information. Address questions to:

Funds Management Branch
Fiscal Accounting Operations
Bureau of the Fiscal Service
3700 East-West Highway, Room 624D
Hyattsville, MD 20782
Email address: TMAAS@fiscal.treasury.gov
Telephone: 202-874-9145

17. Borrowing from Fiscal Service

Follow the guidelines below when processing either non-credit reform or credit reform transactions at fiscal year-end 2016 and note the cutoff times and dates. As a reminder, agencies must obligate or return all unobligated indefinite borrowing authority by fiscal year-end 2016 closing. Refer to OMB Circular No. A-11, Section 185.32, for additional information regarding the treatment of unobligated indefinite borrowing authority.

CARS Repayment and Borrowing Transactions (Agency Transaction Module)

Normal Borrowings—All Borrowings other than Borrowings to Pay Interest

- Credit Reform Accounts
 - Normal borrowings must be certified in CARS no later than 3:00 p.m. ET on September 30, 2016.
 - Normal borrowings must have CARS Effective Date of October 1, 2015, and the CARS Transaction Date must be no later than September 30, 2016.
- Non-Credit Reform Accounts
 - Normal borrowings must be certified in CARS no later than 3:00 p.m. ET on September 30, 2016.
 - Normal borrowings must have CARS Transaction and Effective Dates no later than September 30, 2016.

Borrowings to Pay Interest

- Credit Reform Accounts
 - Borrowings to pay interest must be certified in CARS no later than 3:00 p.m. ET on September 30, 2016.
 - Borrowings to pay interest must have CARS Transaction and Effective Dates of September 30, 2016. Because CARS provides users with future dating capabilities, these transactions can be entered before September 30, 2016.
- Non-Credit Reform Accounts
 - Capitalized interest borrowings must be certified in CARS no later than 3:00 p.m. ET on September 30, 2016.
 - Capitalized interest borrowings must have CARS Transaction and Effective Dates no later than September 30, 2016.

Repayments of Principal

- Credit Reform and Non-Credit Reform Accounts
 - Repayments of principal must be certified in CARS no later than 3:00 p.m. ET on September 30, 2016.
 - Repayments of principal must have CARS Transaction and Effective Dates no later than September 30, 2016.

IPAC Interest Payment Transactions

Interest Payments

- Credit Reform and Non-Credit Reform Accounts
 - Interest payments must be submitted in the IPAC System no later than 3:00 p.m. ET on September 30, 2016.
 - Interest payments must be submitted to **ALC 20550865** and must include the TAS/BETC for both the sender and receiver. See table below.

TAS/BETC to be Used for Interest Payments on Borrowings from Treasury
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Sender Treasury Account Symbol (TAS)	Borrowing Agency Expenditure Account TAS
Receiver Treasury Account Symbol (TAS)	Treasury assigned Receipt Account TAS
Sender Business Event Type Code (BETC)	DISB
Receiver Business Event Type Code (BETC)	COLUVRCT

Interest Verification

- Credit Reform Accounts-Credit Subsidy Calculator 2 (CSC2) output must be submitted to Fiscal Service no later than 3:00 p.m. ET on September 30, 2016, via email to borrowings@fiscal.treasury.gov.
- Non-Credit Reform Accounts-Agencies must submit documents supporting interest calculations to Fiscal Service no later than 3:00 p.m. ET on September 30, 2016, via email to borrowings@fiscal.treasury.gov.

For additional information regarding borrowings from Treasury, refer to TFM Volume I, Part 2, Chapter 4600, Section 4635, or contact the Federal Investments and Borrowings Branch at:

Fiscal Accounting Operations
Federal Investments and Borrowings Branch, Room 119
Bureau of the Fiscal Service
Parkersburg Warehouse and Operations Center Dock 1
257 Bosley Industrial Park Drive
Parkersburg, WV 26101
Telephone: 304-480-7488
Fax: 304-480-5277
Email: borrowings@fiscal.treasury.gov
Website: <http://www.treasurydirect.gov/govt/apps/tbp/tbp.htm>

18. Reconciliation of Obligations

Before the fiscal year 2016 year-end closing, agencies that have not reviewed their unliquidated obligations during the year must do so. This ensures that agencies properly record transactions meeting the criteria of valid obligations set forth in 31 U.S.C. 1501. Retain work papers and records on verifications to facilitate future audits.

19. Agencies with Consolidated Working Fund Accounts

Agencies use consolidated working fund accounts to receive, and subsequently disburse, advance payments from other agencies or bureaus. They credit advances from more than one appropriation, used to procure goods and services from the performing agency using its own facilities within the same fiscal year, to consolidated working fund accounts. Therefore, an agency must not present an unobligated balance on these accounts. Also, to comply with TFM Volume I, Part 2, Chapter 4200,

agencies should not withdraw or cancel amounts in consolidated working fund accounts.

20. Reporting Requirements for Closing Fiscal Year 2011 Accounts

Per 31 U.S.C. 1552, agencies must close appropriation accounts available for obligation during a definite period on September 30th of the fifth fiscal year after the account's obligation availability ends. Cancel any remaining balances (whether obligated or unobligated) in the account. These balances are unavailable for obligation or expenditure. For fiscal year-end 2016, agencies must cancel amounts representing undisbursed balances in accounts that expired for obligation purposes at the end of fiscal year 2011. **The September 2016 CARS Account Statement must reflect a positive or zero balance for fiscal year 2011 account balances that will be canceled.**

On the fourth quarter GTAS submission, before an account will be closed, agencies must present all unobligated and obligated balances, including receivables and payables, as canceled. Agencies must use the Year-end Transaction Module in CARS to cancel the fifth fiscal year after the account's obligational availability ends. For further accounting guidance, refer to USSGL, Section III, Account Transactions, Section F, Year-end Preclosing and Closing Entries (see the USSGL website at https://www.fiscal.treasury.gov/fsreports/ref/ussgl/ussgl_home.htm).

Note: Cancellation removes budget authority and remaining FBWT; however, many times agencies still need to report financial information associated with a canceled Treasury Appropriation Fund Symbol (TAFS). For example, assets purchased by a TAFS are not relieved from financial reporting simply because a TAFS' budget authority is canceled. Also, agencies may have payables for which funding is canceled, but the liability is still valid and the agency needs to report these payables for financial reporting. Additionally, OMB expects agencies to track balances of canceled authority to ensure that future payments of canceled liabilities do not exceed the budget authority for the canceled TAFS.

If an agency must liquidate obligations after an account has been closed, it may use up to one percent of its current appropriation by reporting a SOT for the current TAFS using the BETC code DISBCA [formerly subclass (46)]. OMB provides guidance in OMB Circular No. A-11, Section 130.14, on liquidating obligations after an account has been closed. Agencies deposit collections received after an account has been closed in miscellaneous receipts account 3200, "Collections of Receivables From Canceled Accounts."

21. Reporting Requirements for Fiscal Year 2011 and Prior Accounts when Balances are Negative

Fiscal year 2011 and prior accounts have been canceled previously except in cases where negative balances existed. These TAFS with negative balances must be brought to zero before they can close in CARS. In instances where it has been determined that a negative balance has resulted from a violation of the Anti-Deficiency Act, the agency should contact the Budget and Appropriation Analysis Section at baasgroup@fiscal.treasury.gov for additional guidance.

22. Reporting Requirements for Extended Authority to Liquidate Obligations

By September 30, 2016, agencies must notify the Budget and Appropriation Analysis Section in writing of the specific legislation for the account to remain on Treasury's books. Refer to TFM Volume I, Part 2, Chapter 4200, Section 4230, for additional guidance.

For fiscal year 2016, the unobligated balance for TAFS with extended disbursing authority will **not** be canceled at the end of the fifth expired year. The unobligated balance remains in the expired phase until the TAFS is closed. Note: Fiscal Service will not restore the canceled balance if the unobligated balance was canceled in a prior fiscal year.

23. Closing TAFS with a Zero Balance

Agencies must submit a written request to the Budget and Appropriation Analysis Section at baasgroup@fiscal.treasury.gov to close a TAFS with a zero balance. See TFM Volume I, Part 2, Chapter 4200, for additional information.

24. Adjustments, Cancellations, Reductions, and Rescissions of TAFS with Annual, Multiyear, or X- Year Periods of Availability

Refer to the USSGL Guide to Cancellations, Partial Adjustments, and Specific Permanent Reductions for information on adjusting, canceling, or rescinding TAFS with annual, multiyear, or X-year periods of availability. The guide, commonly referred to as the “Cancellation Cheat Sheet,” is available on the USSGL website at https://www.fiscal.treasury.gov/fsreports/ref/ussgl/approved_scenarios/approved_scenarios.htm.

When referencing this guide, agencies must be aware of the period of availability as well as the type of TAFS in order to correctly determine the accounting mechanism for processing. Note: When referring to the cancellation cheat sheet, certain scenarios will require agencies to initiate transactions using the Year-end Transaction Module which replaces a formal request for a surplus warrant. Agencies must first perform cancellation transactions in the Year-end Transaction Module within CARS ATM. This step is also required in order to pass GTAS edits. Failure to comply with this guidance could cause problems at year-end. For assistance, contact a member of the Budget and Appropriation Analysis Section at baasgroup@fiscal.treasury.gov. For assistance with GTAS issues, please contact your GTAS point of contact found at <https://fiscal.treasury.gov/fsservices/gov/acctg/gtas/contacts.htm>

25. Classification Adjustments to Closed Accounts

Canceled appropriation account balances are not available for obligation or expenditure [31 U.S.C. 1552(a), 1555]. However, Budget Reports Division (BRD) accepts reporting to:

- Classify payments correctly to close fiscal year 2011 accounts previously reported to suspense/clearing accounts; or
- Correct classification errors between current and closed accounts when submitted by the April 1, 2017 deadline.

The cumulative adjustment reported against the closed account cannot exceed the available balance remaining in the account at the time it closed.

Agencies must submit a written request and a copy of the SOT marked “Supplemental” with the report date of September 30, 2016, to:

Monthly Treasury Statement Team
Governmentwide Accounting
Budget Reports Division, Room 309

Bureau of the Fiscal Service
Parkersburg Warehouse and Operations Center Dock 1
257 Bosley Industrial Park Drive
Parkersburg, WV 26101
Email address: budget.reports@fiscal.treasury.gov

The agency will receive notification of the adjustment via the CARS Account Statement. Treasury will not consider requests pertaining to closed fiscal year 2011 accounts received after April 1, 2017.

26. Adjustments to Year-end Data

BRD will accept requests for adjustments between October 11, 2016, and October 18, 2016, for inclusion in the *Combined Statement of Receipts, Outlays, and Balances of the United States Government*. For detailed instructions, refer to TFM Volume I, Part 2, Chapter 4200, subsection 4250.30.

27. The Sweeping of General Fund Miscellaneous Receipt Accounts

The Fiscal Service credits general fund miscellaneous receipt accounts with all receipts not earmarked by law for a specific purpose. Unless an agency has statutory authority to retain the funds for credit to an appropriation, an agency must deposit the receipts with the General Fund of the Treasury.

To prepare for the 2017 fiscal year, the beginning balances of general fund miscellaneous receipt accounts must be brought to zero. Accordingly, on October 1st all general fund miscellaneous receipt accounts reflecting a balance as of September 30th are automatically "swept" to zero by Treasury's central accounting system, CARS. In GTAS, agencies are required to record the "sweep" as a pre-closing (adjusting) trial balance entry. The "sweep" transaction(s) will appear on the agency's account statement in CARS.

28. Accessing the CARS Account Statement, Agency Transaction Module, CTA Module, Statement of Differences, Checks Issued Audit Applications, and Year-end Transaction Module

To enroll or to modify current access in the CARS Account Statement, ATM module [which includes the Borrowing from Treasury, non-expenditure transfer (NET), Warrant Journal Voucher, and Appropriation Warrant applications], the CTA module, or the Year-end Transaction Module, users should access the website

at <https://www.fiscal.treasury.gov/fsservices/gov/acctg/cars/forms.htm> and click on the "Register" button. **Note: Users will not be able to enroll or make modifications to their access unless their supervisor is already enrolled.** For supervisor enrollment, the supervisor may obtain the required form on the Fiscal Service website at https://www.fiscal.treasury.gov/fsservices/gov/acctg/cars/cars_home.htm by clicking on the enrollment link. Also, users enrolling through this process will complete the steps necessary to establish answers for authentication questions and shared secrets in the event of forgotten passwords. Once these authentication questions and shared secrets are initially established, users may reset their own passwords by clicking on the "Forgot Your Password?" link on the CARS logon page (Fiscal Service Enterprise Single Sign On logon page). For further assistance, contact the Treasury Support Center at 877-440-9476.

29. Accessing GTAS

To obtain system access, users may contact the GTAS Treasury Support Center by phone at 877-440-9476 or by email at GTAS@stls.frb.org.

30. GTAS Year-end Window

The GTAS year-end window opens on October 6, 2016, and closes temporarily on October 18, 2016, at 2 p.m. so that OMB can pull budgetary data. The second part of the GTAS window will then open October 18, 2016, around 5 p.m. ET and will close on November 15, 2016, at 5 p.m. ET.

One of the primary purposes of the second part of the GTAS year-end window (period 12) is to make GTAS data consistent with amounts in the prior-year column of the Budget. With the FR Consolidation project, agencies should use this window to correct errors; they should not view this period as extra time to verify data. Agencies must provide revisions for both material and non-material amounts. Agencies' senior management and auditors will determine whether revisions will require a restatement of the agency Statement of Budgetary Resources (SBR) or will require footnotes to explain the differences in the SBR and GTAS submissions.

Another important function the second part of the year-end window serves is for proprietary reporting. The extended period 12 window is also intended for agencies to submit updated bulk file information. Agencies must ensure that their ATB data is certified, and applicable manual adjustments are entered and also certified. Once all data is certified, agencies also need to ensure their GTAS data matches their agencies audited financial statements. Updated ATBs submitted during this time will be primarily for adjustments to proprietary account balances to ensure intra-governmental trading partner designations are accurate and to account for any audit adjustments occurring after the initial window close.

31. Backdated Treasury Document Submittals

All backdated documents for prior-year transactions are to be submitted via the Backdated Treasury Document Request MAX community page (<https://max.omb.gov/exercises/collect/x/j0xTHp>). [Refer to TFM Volume I, Bulletin No. 2015-08.]

32. Agency Submission of the Treasury Report on Receivables and Debt Collection Activities (TROR)

All agency entities with receivable activity must submit a TROR to Treasury's Bureau of the Fiscal Service on a quarterly basis in order to report accounts and loans receivable, including defaulted guaranteed loans due from the public. Separate reports should be submitted for direct loans, defaulted guaranteed loans, and administrative receivables (receivables generated from activities other than direct or defaulted guaranteed loans). The reports for the first three quarters of the fiscal year are due to Fiscal Service by the 30th day of the month following the close of the quarter. To allow additional time for the year-end reports, the 2016 year-end reports are due to Fiscal Service by COB November 14, 2016.

The TROR is submitted via the Debt Management Information System (DMIS). Contact the DMIS Administrator at 202-874-8933 for information on accessing the system and training. Refer to TFM Volume I, Part 2, Chapter 4100, for instructions on preparing the TROR at the Debt Management Services website at

http://fiscal.treasury.gov/fsservices/gov/debtColl/rsrscsTools/debt_dmrpts_tror.htm

The submitting agency's CFO or equivalent must **verify and certify all** fourth quarter (year-end) reports. The verification and certification of the TROR are due to Fiscal Service by COB December 15, 2016.

Verification of the TROR means that the report has been reconciled to the agency's audited financial statements or, if not to the audited financial statements, to GTAS. The verification should state that the information presented in Part I, Section A, line 7, Ending Balance, of the TROR was reviewed and reconciled to the receivable balances in the agency's Form and Content-Audited Financial Statements, that is, the Balance Sheet or GTAS. If the report is not reconciled to the Balance Sheet or GTAS, the verification should state so, with an explanation as to why verification is not possible. Agencies also should disclose the audit opinion of the financial statements or any issues regarding the pertinent accounts.

Certification means that all information reported on the TROR is correct, and that the debts reported are legally enforceable in the amounts reported.

Fiscal Service will issue additional instructions for the combined verification and certification process to agency CFOs before the fourth quarter reporting. For questions regarding the verification and certification of the TROR, contact:

Data Management Reporting and Analysis Division
Debt Management Service
Bureau of the Fiscal Service
401 14th St. SW, Room 234-A
Washington, DC 20227
Telephone: 202-874-6810

33. Accounting for Treasury Judgment Fund Transactions

The Interpretation of Federal Financial Accounting Standards, Interpretation No. 2, Accounting for Treasury Judgment Fund Transactions: An Interpretation of SFFAS No. 4 and No. 5, requires agencies to recognize liabilities and expenses when unfavorable litigation outcomes are probable and the agencies can estimate the amounts. For payments under non-contract dispute claims, the agency will record an imputed cost and imputed financing source at the time it learns the Judgment Fund will pay the settlement. The entry records both imputed costs and imputed financing sources as federal transactions ("F" for GTAS purposes) and records the Judgment Fund as the trading partner (20). Fiscal Service will record a non-federal expense ("N" for GTAS purposes). Fiscal Service will notify agencies via the Judgment Fund website at https://www.fiscal.treasury.gov/fsservices/gov/pmt/jdgFund/judgementFund_home.htm of claims, at the transaction level, that have been approved as appropriate for payment from the Judgment Fund. Agencies should review the amounts approved for subsequent disbursement from the Judgment Fund monthly and especially at year-end. For information concerning the status of a claim, contact:

Judgment Fund Section
Financial Accounting and Services Branch
Financial Management Division
Management/CFO
Bureau of the Fiscal Service
3700 East-West Highway, Room 6F03

Hyattsville, MD 20782
Telephone: 202-874-6664

For information concerning the accounting for the Judgment Fund, contact:

Funds Management Branch
Fiscal Accounting Operations
Bureau of the Fiscal Service
3700 East-West Highway, Room 624D
Hyattsville, MD 20782
Email address: TMAS@fiscal.treasury.gov
Telephone: 202-874-8257

34. Agency Submission of Governmentwide Financial Report System (GFRS) Data

The Governmentwide Financial Report System (GFRS) application is located on ITIM–(IBM Tivoli Identity Management) and uses a Single Sign On (SSO). The term “new user” refers to an individual who does not currently have an identity (Single Sign On user ID and password, or SSO account) established to access Treasury applications via the ITIM provisioning services. To create an identity (Single Sign On user ID and password), access the Fiscal Service Self-Enrollment page at <https://reg.fms.treas.gov/selfenroll/register>. When the page opens, enter information if all required fields (denoted with an asterisk) and proceed with the instructions. Access to the GTAS application requires a government email address. Email addresses will be reviewed on an ongoing basis. Once application is complete, it could take up to 14 days for your process to complete. 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 submit it. Should you encounter any issues with the request, please contact the Treasury Support Center at 877-440-9476, Option 1, then Option 4, or via email at GTAS@stls.frb.org.

The schedule for agency reporting, via the GFRS application, is presented in Attachment 1.

35. Reconciling with Authoritative Sources

Refer to the PDF version of TFM Volume I, Part 2, Chapter 4700, Appendix 10.

36. Schedule for Finalizing Receipts, Outlays, and Financial Reports for Fiscal Year Ended September 30, 2016

The dates in Attachment 1, unless otherwise indicated, represent the dates reports are due to Treasury. Coordinate reporting to permit agency books to remain open for as long as possible. If reporting by paper copy, allow for sufficient handling or mailing time to meet the prescribed deadlines. Agencies outside the Washington, DC and metropolitan area must use express mail to ensure timely submission. Attachment 2 contains addresses and telephone numbers for indicated offices.

37. Cash Forecasting Requirements

TFM Volume I, Part 6, Chapter 8500 provides the cash forecasting requirements for Federal Program Agencies (FPAs). This chapter includes special instructions for reporting deposits or disbursements of \$50 million or more in a single transaction or multiple transactions of a common

nature for cash forecasting purposes. Non-Treasury Disbursing Officers (NTDOs) should refer to TFM Volume I, Part 4A, Chapter 4000: Requirements for Non-Treasury Disbursing Officers (NTDOs) for special instructions. Fiscal Service requires two business days advance notification for transactions of \$50 million or more and five business days advance notification for transactions of \$500 million or more. When FPAs do not provide Fiscal Service with advance notice, they must notify Fiscal Service's Cash Forecasting Division by telephone as soon as possible but no later than 8:00 a.m. ET on the settlement date of the deposit or disbursement. FPAs should report cash forecasting information to Fiscal Service's Cash Forecasting Division using the following website, email address, telephone number, and/or fax:

Website: <https://cashtrack.fms.treas.gov>

Email address: cash.forecasting@fiscal.treasury.gov

Telephone: 202-874-9789

Fax: 304-480-5176

38. Effective Date

This bulletin is effective immediately.

39. Inquiries

Direct questions concerning this bulletin or requests for account balance confirmations to:

Financial and Budgetary Reports Division
 Governmentwide Accounting
 Budget Reports Division, Room 309
 Bureau of the Fiscal Service
 Parkersburg Warehouse and Operations Center Dock 1
 257 Bosley Industrial Park Drive
 Parkersburg, WV 26101
 Email address: budget.reports@fiscal.treasury.gov
 Fax: 304-480-5176

Attachment 1

Items	Submission and Availability Instructions	Deadlines
Closing Package data submission window opens in GFRS	Access via ITIM	Sept. 12, 2016
Process IPAC transaction requesting interest payment on Credit Reform: Interest on Uninvested Funds	Access via IPAC	Sept. 30, 2016
Sept. 2016 new account symbol requests	Email assigned agency liaison in the Budget and Appropriation Analysis Section	Oct. 3, 2016

Sept. 2016 appropriation requests	Email assigned agency liaison in the Budget and Appropriation Analysis Section	Oct. 3, 2016
Sept. 2016 CARS NET Authorizations	Transmit via the CARS NET application to the Budget and Appropriation Analysis Section	Oct. 3, 2016
Sept. 2016 Statement of Transactions	Transmit via CARS CTA application to the Cash Accounting Division	Oct. 5, 2016
Sept. 2016 Statement of Transactions and Accountability	Transmit via CARS CTA application to the Cash Accounting Division	Oct. 5, 2016
Year-end Transaction Module window opens	Access via CARS/ATM internet	8 a.m. ET Oct. 5, 2016
GTAS reporting window opens	Access via ITIM	8 a.m. ET Oct. 6, 2016
Sept. 2016 CARS Account Statement	Access via CARS internet	Oct. 13, 2016
CFO Certification of Suspense Accounts	Online survey	Oct. 13, 2016
Year-end Transaction Module window closes	Access via CARS/ATM internet	12 p.m. ET Oct. 18, 2016
GTAS reporting window closes	Access via ITIM	2 p.m. ET Oct. 18, 2016
GTAS reporting window re-opens	Access via ITIM	5 p.m. ET Oct. 18, 2016
Annual Report on Unfunded Foreign Currency Reservation Accounts (TFM Volume I, Part 2, Chapter 3200) for Oct. 1, 2015 through Sept. 30, 2016	Express mail to Funds Management Branch, 3700 East-West Highway, Hyattsville, MD 20782	Nov.14, 2016
Report of Estimated Foreign Currency Collections and Expenditures (TFM Volume I, Part 2, Chapter 3200) for Oct. 1, 2015, through Sept. 30, 2016	Express mail to Funds Management Branch	Nov.14, 2016

Currencies Purchased From Sources Outside the U.S. Government Cumulative (TFM Volume I, Part 2, Chapter 3200) for Oct. 1, 2015, through Sept. 30, 2016	Express mail to Funds Management Branch	Nov.14, 2016
Treasury Report on Receivables and Debt Collection Activities	Transmit via internet	Nov.14, 2016
GTAS reporting window closes	Access via ITIM	5 p.m. ET Nov.15, 2016
GFRS Notes and Other FR Data submissions are due for Other Entities (formerly Non-verifying Agencies)	Access via ITIM	No later than 6 p.m. ET Nov. 16, 2016
Inspector General (IG) opinion is due on the Closing Package for Significant Entities (formerly Verifying Agencies), including the Trading Partner Note	Access via ITIM	No later than 6 p.m. ET Nov. 16, 2016
Chapters of the <i>Combined Statement of Receipts, Outlays, and Balances of the United States Government</i>	The Combined Statement team will deliver to OMB and agencies via the Fiscal Service website	No later than Dec.16, 2016
Requests for classification adjustments to closed accounts and supporting statement of transactions	Mail or fax to Budget Reports Division	Apr.1, 2017

Treasury will strictly enforce the above dates to permit timely closing of the books and publication of budget results.

Note: For “no later than” deadlines, agencies should submit data as early as possible.

Attachment 2

Treasury Addresses for Paper Copy Year-end Financial Reports

Agencies in the Washington, DC and metropolitan area should hand carry their reports to Treasury. Agencies outside the Washington, DC and metropolitan area must use express mail. Express mail is a U.S. Postal Service feature offering guaranteed overnight delivery. Specify the “Post Office to Addressee” option.

Deliver the *Annual Report on Unfunded Foreign Currency Reservation Accounts* and the *Report of Estimated Foreign Currency Collections and Expenditures* to:

Funds Management Branch
Fiscal Accounting Operations
Bureau of the Fiscal Service
3700 East-West Highway, Room 6D33
Hyattsville, MD 20782
Email address: Rick.Barnett@fiscal.treasury.gov
Telephone: 202-874-7994

Date: July 22, 2016