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# Treasury Financial Manual

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## Bulletin No. 2018-07

**Retention: July 31, 2019**

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

**Subject: 2018 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 includes required deadlines for agencies to submit Fiscal Year (FY) 2018 financial data to the Department of the Treasury (Treasury), 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. 2017-08: 2017 Year-end Closing.

### 3. Submitting Budgetary Year-end Closing Data

For FY 2018, 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 United States Standard General Ledger (USSGL) account balances in GTAS for the end of FY 2018. See [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 SF 133 Report on Budget Execution and Budgetary Resources & Schedule P Budget Program and Financing Schedule.

### 4. Fiscal Year 2018 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 Symbols and Business Event Type Codes (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 that 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 5:00 p.m. Eastern Time (ET), October 3, 2018.

## **5. Verifying Agency Location Code (ALC) Information**

The Agency Location Code (ALC) information in CARS is the official agency contact data. Maintaining current ALC information is imperative. Agencies with eight-digit ALCs must submit written requests for add, close, re-open or changes to addresses, telephone numbers, or points of contact by 5:00 p.m. ET September 21, 2018. Agencies must send requests by email from an official government email address to [CashAnalysisSection.CARD-FAO@fiscal.treasury.gov](mailto:CashAnalysisSection.CARD-FAO@fiscal.treasury.gov), or by mail on agency letterhead and signed by an appropriate agency official to:

Bureau of the Fiscal Service  
Cash Accounting Branch  
3201 Pennsy Drive, Building E  
Landover, MD 20785  
Telephone: 202-874-7752

Agencies with four-digit ALCs also must submit written requests for add, close, re-open, changes to addresses, telephone numbers, or points of contact. Agencies must send requests by email from an official government email address to Shawn King ([shawn.king@fiscal.treasury.gov](mailto:shawn.king@fiscal.treasury.gov)) and Bruce Phillips ([bruce.phillips@fiscal.treasury.gov](mailto:bruce.phillips@fiscal.treasury.gov)) or by mail on agency letterhead and signed by an appropriate agency official to:

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

## **6. Verifying Accounts Monthly**

Agencies must verify their records each month by comparing them to Treasury-reported transactions shown on their CARS Account Statement (Account Summary, Support Listings, Expenditure Activity, and Transactions) reports. To gain access to the CARS Account Statement, see Section 27. Each agency must reconcile these reports with the agency’s USSGL account 101000, “Fund Balance With Treasury,” and immediately submits 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 in the Accounting and Published Balance views within the CARS Account Statement. Accounting transaction and balance information is based on the daily activity files processed by the CARS Central Accounting Front End (CAFÉ) component. These files consist of the daily-submitted collection and payment transactions within the Intra-governmental Payment and Collection (IPAC) system, submitted by official CARS reporters with Treasury Account Symbols and Business Event Type Codes (TAS/BETC). 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 the Fiscal Service will package and submit on their behalf at month-end. This affords CARS reporters the 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 [CARS](#).

## **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 end of each FY. On the September 2018 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 [Volume I, Bulletin No. 2017-10](#), *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**

Annually, each agency's Chief Financial Officer (CFO), or the CFO's designee, must certify the balances of the approved F3875 and F3885 suspense accounts to Fiscal Service 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 18, 2018. 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 FY transactions are the only exceptions in which collections are to be netted against gross disbursements:

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

For instructions on preparing SOTs and/or SOAs, refer to [Volume I, Part 2, Chapter 3100](#) or [3300](#).

## 10. Receipts by Department

Treasury's [Receipts by Department](#) listings for FY 2018 fourth quarter will be available to assist agencies with budgetary reconciliation. The listings are inclusive of all budgetary receipts and will be available by the following dates:

- Fourth quarter preliminary Receipts by Department—October 12, 2018, close of business, and
- Fourth quarter final Receipts by Department—November 2, 2018, close of business.

Additionally, the [Distributed Offsetting Receipts by Report](#) is available 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, intra-budgetary 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 acquired on the open market. For detailed instructions, see [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. ET on September 28, 2018. 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](mailto:fedinvestor@fiscal.treasury.gov).

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 UNRLDISC for unrealized discount. The balance of the unrealized discount account should be negative. For detailed instructions, see [Volume I, Part 2, Chapters 3100, 3300, and 4300](#).

## 12. 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 [Volume I, Part 6, Chapter 3000](#).

## 13. Allocation Account Closeout Requirement

Agencies with undisbursed funds remaining (whether obligated or unobligated) as of the accounting date of October 1, 2018, in allocation accounts with an ending period of availability of 2013, 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](mailto:baasgroup@fiscal.treasury.gov). See Section 27 of this Bulletin for instructions on gaining access to CARS.

#### 14. 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 [Volume I, Part 2, Chapter 4600](#), for additional information. Address questions to the Budget and Appropriation Analysis Section at [baasgroup@fiscal.treasury.gov](mailto:baasgroup@fiscal.treasury.gov).

#### 15. Credit Reform—Interest Paid on Uninvested Funds

At the end of FY 2018, follow the guidelines below when processing Credit Reform Interest Paid on Uninvested Funds transactions, and note the cutoff times and dates.

##### Interest Verification

Credit Reform Accounts-Credit Subsidy Calculator (CSC) output must be submitted to Fiscal Service no later than 3:00 p.m. ET on September 28, 2018, via email to [borrowings@fiscal.treasury.gov](mailto:borrowings@fiscal.treasury.gov). The total amount of interest earnings on the CSC submissions for an account should equal the amount of interest collected via the IPAC System.

##### IPAC Interest Collections

Interest collections must be submitted via the IPAC System no later than 3:00 p.m. ET on September 28, 2018. Agencies should obtain an IPAC Transaction Report within the IPAC System to confirm the transaction was submitted and processed successfully before the deadline of fiscal year-end processing.

Interest collections must be processed from ALC 20120002 and must include the TAS/BETC for both the sender and receiver. See table below.

<b>TAS/BETC to be Used for Interest Earned Collections from Treasury</b>	
Sender Treasury Account Symbol (TAS)	Agency Expenditure Account TAS
Receiver Treasury Account Symbol (TAS)	020X1880 000
Sender Business Event Type Code (BETC)	COLL
Receiver Business Event Type Code (BETC)	DISB

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 Reform Credit Act of 1990 and are correct and proper for the fund symbol designated."

Refer to [Volume I, Part 2, Chapter 4600](#) for additional information. Address questions to:

Federal Investments and Borrowings Branch  
Fiscal Accounting  
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: 304-480-5206  
Email: [borrowings@fiscal.treasury.gov](mailto:borrowings@fiscal.treasury.gov)  
Website: [Federal Borrowings Program](#)

## **16. Borrowing from Treasury/Fiscal Service**

Follow the guidelines below when processing either non-credit reform or credit reform transactions at the end of FY 2018, and note the cutoff times and dates. As a reminder, agencies must obligate or return all unobligated indefinite borrowing authority by the end of FY 2018 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 28, 2018.
  - Normal borrowings must have a CARS Effective Date of October 1, 2017, and the CARS Transaction Date must be no later than September 28, 2018.
- Non-Credit Reform Accounts
  - Normal borrowings must be certified in CARS no later than 3:00 p.m. ET on September 28, 2018.
  - Normal borrowings must have CARS Transaction and Effective Dates that are no later than September 28, 2018.

#### **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 28, 2018.
  - Borrowings to pay interest must have CARS Transaction and Effective Dates of September 30, 2018. Because CARS provides users with future dating capabilities, these transactions can be entered before September 30, 2018.
- Non-Credit Reform Accounts
  - Capitalized interest borrowings must be certified in CARS no later than 3:00 p.m. ET on September 28, 2018.
  - Capitalized interest borrowings must have CARS Transaction and Effective Dates that are no later than September 28, 2018.

#### **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 28, 2018.

- Repayments of principal must have CARS Transaction and Effective Dates that are no later than September 30, 2018.

## IPAC Interest Payment Transactions

### Interest Verification

- Credit Reform Accounts—Credit Subsidy Calculator (CSC) output must be submitted to Fiscal Service no later than 3:00 p.m. ET on September 28, 2018, via email to [borrowings@fiscal.treasury.gov](mailto:borrowings@fiscal.treasury.gov). The total amount of interest costs on the CSC submissions for an account should equal the amount of interest paid for that account via the IPAC system.
- Non-Credit Reform Accounts—Agencies must submit documents supporting interest calculations to Fiscal Service no later than 3:00 p.m. ET on September 28, 2018, via email to [borrowings@fiscal.treasury.gov](mailto:borrowings@fiscal.treasury.gov).

### IPAC 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 28, 2018. Agencies should obtain an IPAC Transaction Report within the IPAC System to confirm the transaction was submitted and processed successfully before the deadline of fiscal year-end processing.
  - Interest payments must be submitted to ALC 20550865 and must include the TAS/BETC for both the sender and receiver. See table below.

<b>TAS/BETC to be Used for Interest Payments on Borrowings from Treasury</b>	
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

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

Federal Investments and Borrowings Branch  
Fiscal Accounting  
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: 304-480-5206  
Email: [borrowings@fiscal.treasury.gov](mailto:borrowings@fiscal.treasury.gov)  
Website: [Federal Borrowings Program](#)

## 17. Reconciliation of Obligations

Before the end of FY 2018 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. Agencies must retain work papers and records on verifications to facilitate future audits.

## 18. 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 FY, to consolidated working fund accounts. Therefore, an agency must not present an unobligated balance on these accounts. Also, to comply with [Volume I, Part 2, Chapter 4200](#), agencies should not withdraw or cancel amounts in consolidated working fund accounts.

## 19. Reporting Requirements for Closing FY 2013 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 FY after the account's obligation availability ends, and cancel any remaining balances (whether obligated or unobligated) in the account. These balances are unavailable for obligation or expenditure. For the end of FY 2018, agencies must cancel amounts representing undisbursed balances in accounts that expired for obligation purposes at the end of FY 2013. The September 2018 CARS Account Statement must reflect a positive or zero balance for FY 2013 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 FY after the account's obligational availability ends. For further accounting guidance, refer to the USSGL Section III, Account Transactions, Transaction Categories, Transaction Code F, Year-end Preclosing and Closing Entries on the [USSGL](#) website.

**Note:** Cancellation removes budget authority and remaining FBWT; however, frequently 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 an SOT for the current TAFS using the BETC 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."

## 20. Reporting Requirements for FY 2013 and Prior Accounts when Balances are Negative

FY 2013 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](mailto:baasgroup@fiscal.treasury.gov) for additional guidance.

## **21. Reporting Requirements for Extended Authority to Liquidate Obligations**

By October 1, 2018, 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 [Volume I, Part 2, Chapter 4200](#), Section 4230, for additional guidance.

For FY 2018, 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 FY.

## **22. Closing TAFS with a Zero Balance**

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

## **23. Adjustments, Cancellations, Reductions, and Rescissions of TAFS with Annual, Multi-year, 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, multi-year, or X-year periods of availability. The guide, commonly referred to as the "Cancellation Cheat Sheet," is available on [USSGL](#) website.

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](mailto:baasgroup@fiscal.treasury.gov). For assistance with GTAS issues, please contact your [GTAS point of contact](#).

## **24. 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 Reporting Branch (BRB) accepts reporting to:

- Classify payments correctly to close FY 2013 accounts previously reported to suspense/clearing accounts, or
- Correct classification errors between current and closed accounts when submitted by the April 1, 2019 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 28, 2018, to:

Monthly Treasury Statement Team  
Budget Reporting Branch  
Bureau of the Fiscal Service  
Parkersburg Warehouse and Operations Center Dock 1  
257 Bosley Industrial Park Drive  
Parkersburg, WV 26101  
Email: [budget.reports@fiscal.treasury.gov](mailto: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 FY 2013 accounts received after April 1, 2019.

## **25. Adjustments to Year-end Data**

BRB will accept requests for adjustments between October 11, 2018, and October 17, 2018, for inclusion in the *Combined Statement of Receipts, Outlays, and Balances of the United States Government*. For detailed instructions, refer to [Volume I, Part 2, Chapter 4200](#), subsection 4250.30.

## **26. The Sweeping of General Fund Receipt Accounts**

Fiscal Service credits general fund receipt accounts with all receipts which are not classified as dedicated collections. Unless an agency has statutory authority to retain the funds for credit to an appropriation, an agency must deposit the receipts into General Fund of the Treasury.

To prepare for the FY 2019, the beginning balances of general fund receipt accounts must be brought to zero. Accordingly, on October 1st, all general fund receipt accounts reflecting a balance as of September 30th are automatically "swept" to zero by 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.

## **27. Accessing the CARS Account Statement, Agency Transaction Module, Classification Transactions and Accountability 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 [CARS](#) website 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 from the [CARS](#) website 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.

## 28. 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](mailto:GTAS@stls.frb.org).

## 29. GTAS Year-end Window

The GTAS year-end window opens on October 4, 2018, and closes temporarily on October 18, 2018, at 5:00 p.m. ET, so that OMB can pull budgetary data. The Period 12 Revision Window will open shortly thereafter and will close on November 8, 2018, at 2:00 p.m. ET. The Period 12 Extension Window will open on November 9, 2018, and close on November 14, 2018 at 2:00 p.m. ET. Requests to use the Period 12 Extension Window must be submitted by November 12, 2018 at 5:00 p.m. ET.

One of the primary purposes of the Period 12 Revision Window 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 an agency's Statement of Budgetary Resources (SBR) or will require footnotes to explain the differences in the SBR and GTAS submissions.

Another important function the Period 12 Revision Window serves is for proprietary reporting, and is 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.

The purpose of the Period 12 Extension Window is to update ONLY proprietary USSGL account balances after the close of the Period 12 Revision Window. Period 12 Extensions must be requested by Treasury Account Symbol (TAS) and are intended for reporting updates to facilitate intra-governmental eliminations. Changes impacting budgetary data cannot be made during the Period 12 Extension Window.

## 30. Backdated Treasury Document Submittals

All backdated documents for prior-year transactions are to be submitted via OMB's Backdated Treasury Document Request [MAX](#) community page. Refer to [Volume I, Bulletin No. 2017-11](#).

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

All agency entities with receivable activity must submit a TROR to 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 FY 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 2018 year-end reports are due to Fiscal Service by 5:00 p.m. ET, November 16, 2018.

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 [Volume I, Part 2, Chapter 4100](#) for instructions on preparing the [TROR](#) at the Debt Management Services website.

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 5:00 p.m. ET, December 14, 2018.

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:

Bureau of the Fiscal Service  
Data Management Reporting & Analysis Division  
3201 Pennsy Drive, Building E  
Landover, MD 20785  
Telephone: 202-874-6810  
Email: [DMS.TROR@fiscal.treasury.gov](mailto:DMS.TROR@fiscal.treasury.gov)

### **32. 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 at [Judgment Fund](#) 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:

Bureau of the Fiscal Service  
Judgment Fund Branch  
3201 Pennsy Drive, Building E  
Landover, MD 20785  
Telephone: 202-874-6664

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

Bureau of the Fiscal Service  
Funds Management Branch  
3201 Pennsy Drive, Building E  
Landover, MD 20785  
Telephone: 202-874-8257  
Email: [TMAS@fiscal.treasury.gov](mailto:TMAS@fiscal.treasury.gov)

### **33. Agency Submission of Governmentwide Financial Report System (GFRS) Data**

The Governmentwide Financial Report System (GFRS) 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 IBM Tivoli Identity Manager System (ITIM) provisioning services. To create an identity (Single Sign On user ID and password), access Fiscal Service’s [Self-Enrollment](#). When the page opens, enter information for all required fields (denoted with an asterisk) and proceed with the instructions. Access to the GFRS 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 resubmit 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 [GFRS@stls.frb.org](mailto:GFRS@stls.frb.org).

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

### **34. Reconciling with Authoritative Sources**

Refer to the PDF version in [Volume I, Part 2, Chapter 4700](#), Appendix 10.

### **35. Schedule for Finalizing Receipts, Outlays, and Financial Reports for FY Ended September 30, 2018**

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, metropolitan area must use express mail to ensure timely submission. Attachment 2 contains addresses and telephone numbers for indicated offices.

### **36. Cash Forecasting Requirements**

[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 [Volume I, Part 4A, Chapter 4000](#): Requirements for Non-Treasury Disbursing Officers (NTDOs) for special instructions. Fiscal Service requires advance notification of two business days for transactions of \$50 million or more and advance notification of five business days for transactions of \$500 million or more. When FPAs do not provide Fiscal Service with advance notice, they must notify Fiscal Service’s Cash Reporting Branch by telephone as quickly 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 Reporting Branch using the following

telephone number, fax, email address, and/or website:

Telephone: 202-874-9789

Fax: 304-480-5176

Email: [cash.forecasting@fiscal.treasury.gov](mailto:cash.forecasting@fiscal.treasury.gov)

Website: [CASH TRACK](#)

### 37. Effective Date

This Bulletin is effective immediately.

### 38. Inquiries

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

Budget Reporting Branch  
Central Accounting and Reporting Division  
Bureau of the Fiscal Service  
Parkersburg Warehouse and Operations Center Dock 1  
257 Bosley Industrial Park Drive  
Parkersburg, WV 26101  
Fax: 304-480-5176  
Email: [budget.reports@fiscal.treasury.gov](mailto:budget.reports@fiscal.treasury.gov)

### Attachment 1

<b>Items</b>	<b>Submission and Availability Instructions</b>	<b>Deadlines</b>
Closing Package data submission window opens in GFRS	Access via ITIM	Sept. 10, 2018
Sept. 2018 new account symbol requests	Email assigned agency liaison in the Budget and Appropriation Analysis Section	Oct. 1, 2018
Sept. 2018 appropriation requests	Email assigned agency liaison in the Budget and Appropriation Analysis Section	Oct. 1, 2018
Sept. 2018 CARS NET Authorizations	Transmit via the CARS NET application to the Budget and Appropriation Analysis Section	Oct. 1, 2018
Sept. 2018 Statement of	Transmit via CARS	Oct. 3, 2018

Transactions	CTA application to the Cash Accounting Branch	
Sept. 2018 Statement of Transactions and Accountability	Transmit via CARS CTA application to the Cash Accounting Branch	Oct. 3, 2018
Year-end Transaction Module window opens	Access via CARS/ATM internet	8 a.m. ET, Oct. 3, 2018
GTAS reporting window opens	Access via ITIM	8 a.m. ET, Oct. 4, 2018
Sept. 2018 CARS Account Statement	Access via CARS internet	Oct. 11, 2018
CFO Certification of Suspense Accounts	Online survey	Oct. 18, 2018
Year-end Transaction Module window closes	Access via CARS/ATM internet	12:00 p.m. ET, Oct. 18, 2018
GTAS reporting window closes	Access via ITIM	5:00 p.m. ET, Oct. 18, 2018
GTAS revision window opens	Access via ITIM	8:00 p.m. ET, Oct. 18, 2018
GTAS revision window closes	Access via ITIM	2:00 p.m.ET, Nov. 8, 2018
GTAS extension window opens	Access via ITIM	8:00 a.m. ET, Nov 9, 2018
Annual Report on Unfunded Foreign Currency Reservation Accounts ( <a href="#">Volume I, Part 2, Chapter 3200</a> ) for Oct. 1, 2017 through Sept. 30, 2018	Express mail to Funds Management Branch	Nov. 15, 2018
Report of Estimated Foreign Currency Collections and Expenditures ( <a href="#">Volume I, Part 2, Chapter 3200</a> ) for Oct. 1, 2017 through Sept. 30, 2018	Express mail to Funds Management Branch	Nov. 15, 2018
Currencies Purchased From Sources Outside the U.S. Government Cumulative ( <a href="#">Volume I, Part 2, Chapter 3200</a> ) for Oct. 1, 2017 through Sept. 30, 2018	Express mail to Funds Management Branch	Nov. 15, 2018

Treasury Report on Receivables and Debt Collection Activities	Transmit via internet	Nov. 16, 2018
GTAS extension window closes	Access via ITIM	2:00 p.m. ET, Nov. 14, 2018
GFRS Notes and Other FR Data submissions are due for Other Entities (formerly Non-verifying Agencies)	Access via ITIM	No later than 6:00 p.m. ET, Nov. 16, 2018
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 6:00 p.m. ET, Nov. 16, 2018
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. 7, 2018
Requests for classification adjustments to closed accounts and supporting statement of transactions	Mail or fax to Budget Reporting Branch	Apr. 1, 2019

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 outside the Washington, DC, 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.

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

Bureau of the Fiscal Service  
Funds Management Branch  
3201 Pennsy Drive, Building E  
Landover, MD 20785  
Telephone: 202-874-7994



Email: [fcreports@fiscal.treasury.gov](mailto:fcreports@fiscal.treasury.gov)

July 31, 2018