

### Daily Reporting: The Government's Bank Statement Tools for Reconciling FBWT

Maria Davis Governmentwide Accounting Customer Relationship Management Division August 2014

## The Road to a Reconciled FBWT

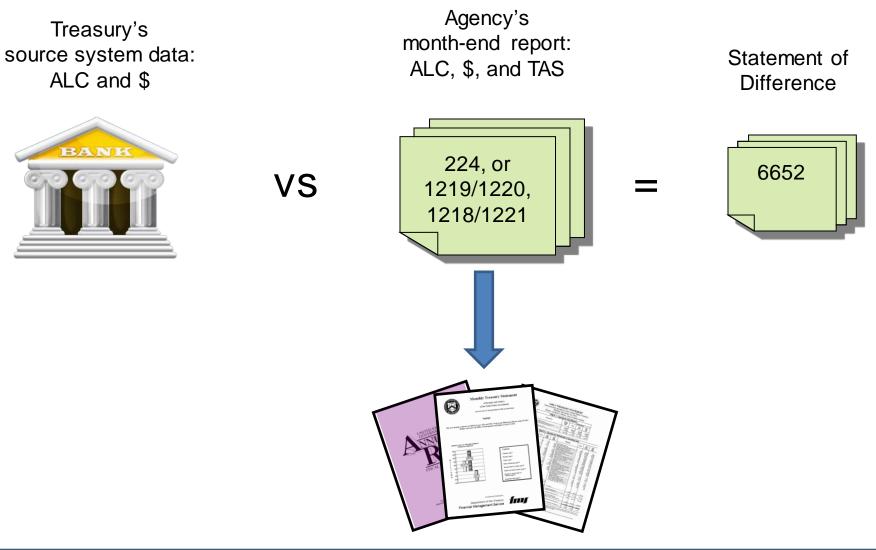
- Review Reconciliation Process
- Discuss Reconciliation tools
- Screenshots of Recon tools



• Tips & Reminders for Reconciling as a CARS Reporter



### Reconciling FBWT for Non or Partial CARS Reporters





### **SCORECARDING!!!**





Performance Standard	Performance Criteria	Score	Justification
Accuracy of Reporting	<i>Green:</i> <b>5% or less</b> over/under reporting to Treasury source systems <i>Yellow:</i> <b>6% - 9%</b> over/under reporting to Treasury source systems <i>Red:</i> <b>10% or more</b> over/under reporting to Treasury source systems	Green	
Statement of Difference Reconciliation	Yellow if the         Red if differences are older than 6 months	*2.16%	(1) As of December 31, 2011, the following ALCs have differences older than 6 months: XX000001, XX000000, XX000003
Suspense/Default Account Reconciliation** "F" 3875 and "F" 3885	<ul> <li>Green: 5% or less of total current month transactions/accountability reported to suspense account</li> <li>Yellow: 6 - 9% of total current month transactions/accountability reported to suspense account</li> <li>Red: 10% or more of total current month transactions/accountability reported to suspense account.</li> </ul>	<b>Yellow</b>	The following ALCs reported 7% of total current month transactions/accountability to a suspense/default account: XX000304, XX000002, XX000004
F3500 and F3502	Default account balances cleared by 3 <sup>rd</sup> workday receive Green. Balances left in default account after 3 <sup>rd</sup> workday receive automatic <mark>Red</mark> score.	Green	
Timeliness of Reporting	<i>Green</i> if original and supplemental reporting completed by the 3 <sup>rd</sup> workday for all ALCs <i>Yellow</i> if original submitted by the 3 <sup>rd</sup> workday and supplemental report submitted on the 4 <sup>th</sup> workday	<mark>Red</mark> *.72%	The following ALC submitted the original report after the 3 <sup>rd</sup> workday: <b>XX000091</b> Total Receipts: <b>\$646,185,847.09</b>
	<i>Red</i> if original submitted after the 3 <sup>rd</sup> workday and/or supplemental submitted after the 4 <sup>th</sup> workday		Total Disbursements: \$11,855,069,775.65



### **CTA Sections**

### Classification Transactions and Accountability

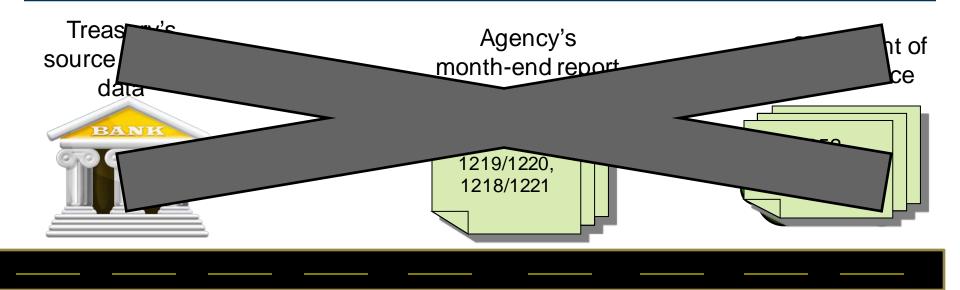
- <u>Classification & Reclassification</u> (224 Section 1, 1220, or 1221)
  - Report dollar amounts of collections, disbursements, and intragovernmental transactions, classified to valid TAS
- <u>Payments & IPAC</u> (224 Section 2, 1218, or 1219)
  - Report disbursement accountability total amounts from IPAC & TDO Payments

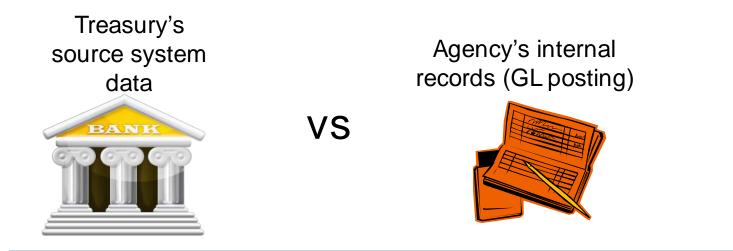
THIS SECTION GOES AWAY ONCE PAYMENTS ARE CLASSIFIED WITH TAS BETC AT INITIATION

- <u>Collections</u> (224 Section 3, 1218, or 1219)
  - Report collection accountability total amounts from CIR *THIS SECTION GOES AWAY ONCE COLLECTIONS ARE CLASSIFIED WITH TAS BETC AT INITIATION*



### **Reconciliation Processes**

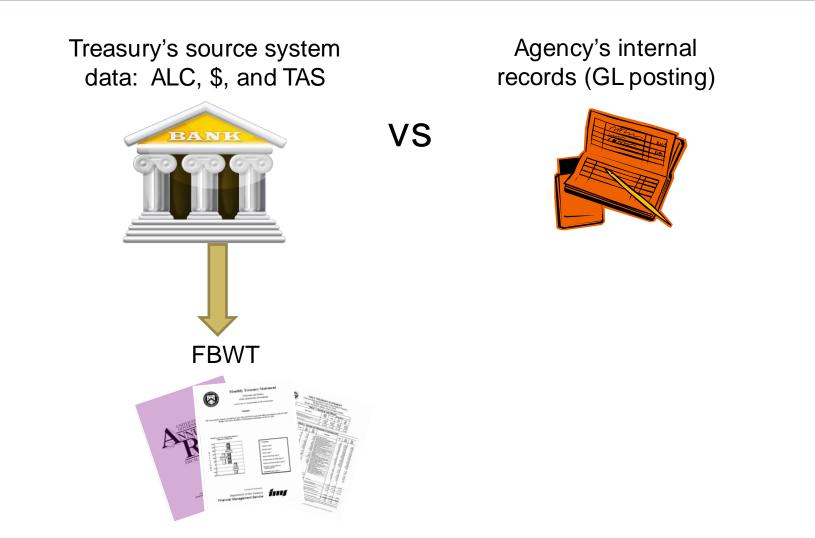






#### Page 7

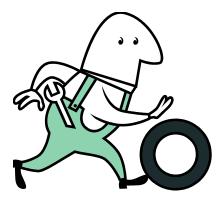
### Reconciling FBWT for CARS (TAS BETC) Reporters





## **Reconciliation Tools**

- Account and/or ALC Statement
  - view TAS BETC even as Non-CARS Reporter
  - view and/or download daily provisional txns
  - additional data elements available
  - customizable formats/layouts
- Reclassification
  - upload bulk file
  - online entry at summary level, using current CTA app
  - online entry at transaction level, using Account Statement transaction details



## **CARS** Homepage

### Read important messages posted here – Notices, News, System Alerts.

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Velcome, Aileen G. Burgman last logged in Home - Transactions > System Controls >		HOME HELP LOG 0 Go To V 02/25/2014 01:30:43 PM
n Home	My CARS: Notices	
My CARS:   Notices   02/24/2014 09:14 AM- CARS HomePage   Profile   ALC Address File   News   System Alerts   About CARS	02/24/2014 09:14 AM CARS HomePage Bookmark URL Attention: CARS Users Effective February 22nd, 2013, Any bookmarks to the CARS application login page (https://www.gwa.fms.treas.gov/gwa.htr To AVOID any issues that you may encounter while logging into the CARS application, please bookmark the URL to the CA Note: If you have previously bookmarked the Single Sign-On login page (https://www.gwa.fms.treas.gov/gwa.html), you w (https://www.gwa.fms.treas.gov/gwa/Home. If you have any questions or experience any problems, please contact Treasu 	IRS Home Page (https://www.gwa.fms.treas.gov/gwa/Home). ill encounter problems logging into the CARS application. Please re-bookmark the URL to the CARS Home Pa
	<u>Accessibility   Contact Us</u>   <u>Privacy Policy</u> U. S. Department of the Treasury - Financial Management S	ervice

Click this link to see User Profile – shows access to applications and assigned roles . Also can change TAS views, to see Component vs String formats.





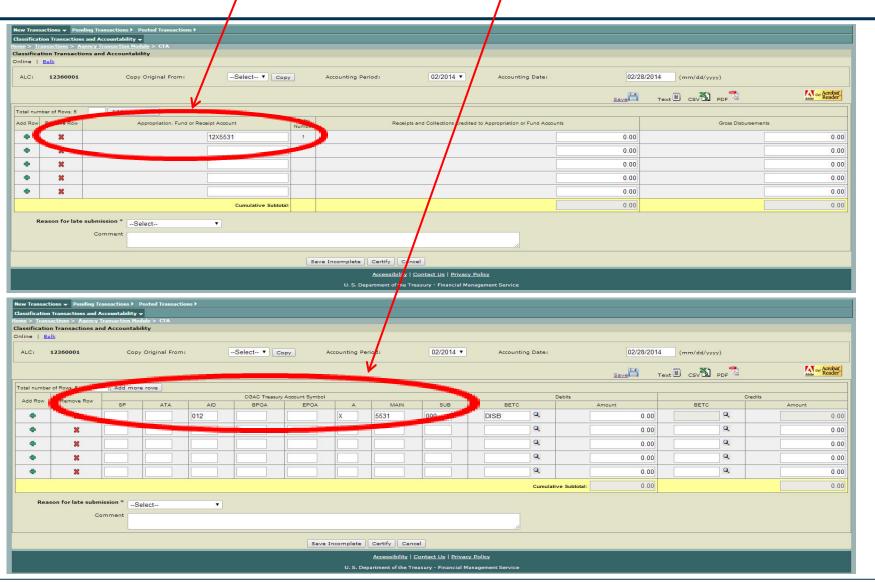
### CARS Profile – CGAC User (TAS Component)

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🚱 My CARS:						
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02/24/2014 09:14 AM- CARS HomePage						
Bookmark URL	ID	Application Title	Status	ID	Role	Title
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Set to "Yes" if you would like to enter transactions using the TAS Component Format and BETCs, or for viewing/downloading reports in the TAS Component Format and BETCs.



### Examples of String Format vs Component – Transaction Entry





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### Examples of String Format vs Component - Report View

count Statement > ALC Statement - Support Listings >			
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2 of 2 Transactions			Previous 20 Next 20 Page
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Gross Disbursement - (DISB)	03/ 014 12X5531	0.00	1,371,572
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### ALC Statement - Provisional Balance Display for a CARS Reporter

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* Balance Display		-	
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	Provisional (includes transactions not yet posted)	period, then "View Transactions."	
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### Each + (plus sign) can be expanded to see further details/breakdowns

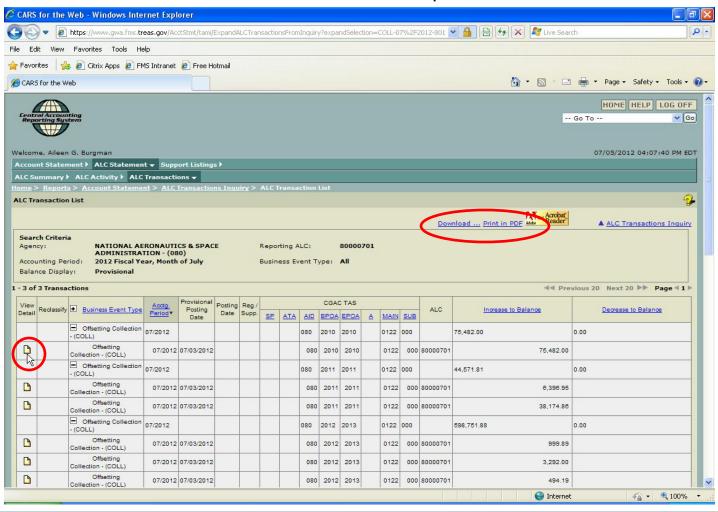
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ALC Transaction List	3
Download Print in PDF And Reader	ALC Transactions Inquiry
Agency:     NATIONAL AERONAUTICS & SPACE ADMINISTRATION - (080)     Reporting ALC:     80000701       Accounting Period:     2012 Fiscal Year, Month of July     Business Event Type:     All       Balance Display:     Provisional	
	s 20 Next 20 ▶▶ Page ◀ 1 ▶
Business Event Type     Acdg.     CGAC TAS     Increase to Balance     Increase to Balance	Decrease to Balance
■ Iffsetting Collection - (COLL)          07/2012         080         2010         0122         000         75,482.00	0.00
• Offsetting Collection - (COLL)          07/2012         080         2011         0122         000         44,571.81	0.00
• Offsetting Collection - (COLL)          07/2012         080         2012         2013         0122         000         598,751.88           Total	0.00
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<sup>v</sup> v	



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### **ALC Transaction Level Report**

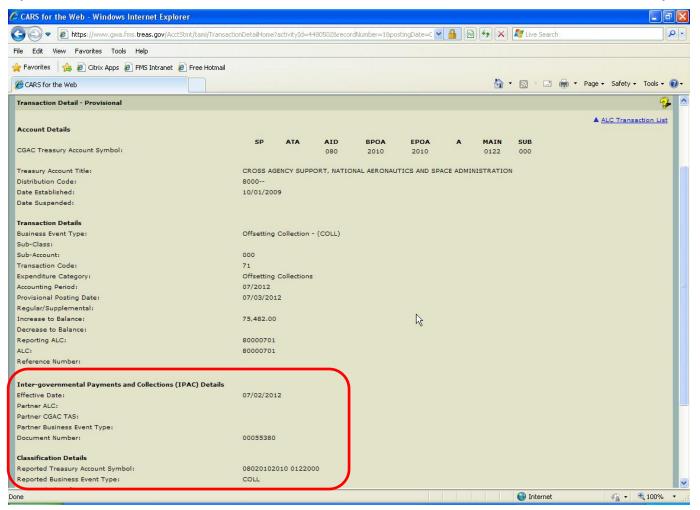
This ALC transaction level is recommended for reconciliation. Note the "Download" or "Print in PDF" options. Click on the "View Detail" icon to see specific details of each transaction.





### **Transaction Detail Report - IPAC**

This is the lowest level of detail you can retrieve from the Acct Stmt. This example shows the additional IPAC details available for a CARS IPAC Reporter.

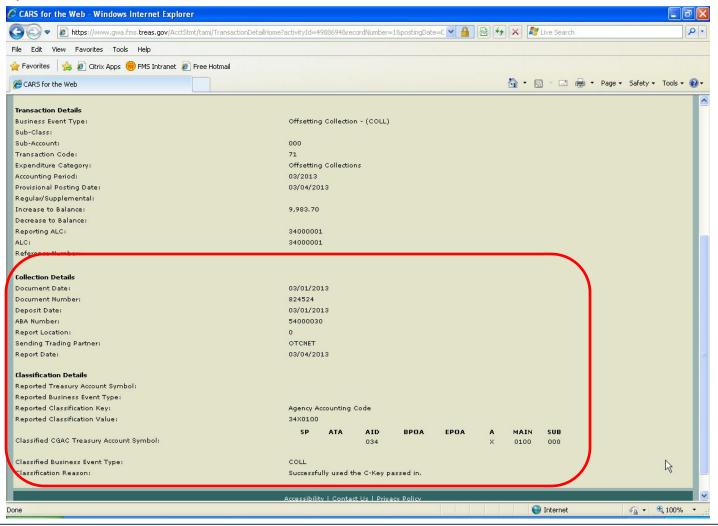




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### **Transaction Detail Report - Collections**

This example shows the additional Collection details available for a CARS Collection Reporter.





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### **Transaction Detail Report - Payment**

#### This example shows the additional Payment details available for a CARS Payment Reporter.

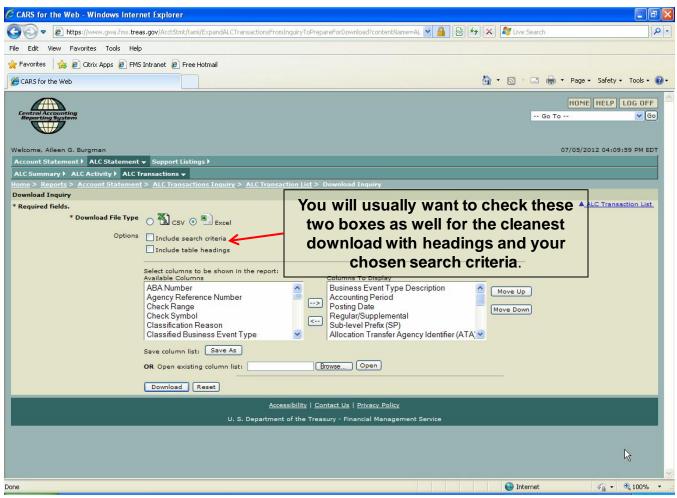
Date Established:	03/15/1999
Date Suspended:	
Transaction Details	
Business Event Type:	Gross Disbursement - (DISB)
Sub-Class:	
Sub-Account:	000
Transaction Code:	61
Expenditure Category:	Gross Disbursements
Accounting Period:	11/2011
Provisional Posting Date:	11/21/2011
Regular/Supplemental:	
Increase to Balance:	
Decrease to Balance:	14,036.40
Reporting ALC:	95670000
ALC:	95570000
Reference Number:	
TDO Payment Details	
Regional Finance Center:	00000303
Schedule Number:	0000012F-BZ1-5
Check Symbol:	0303
Check Range:	00874881 00874882
Document Type Code:	E
Document Type Description:	1166-EFT PYMTS
Confirm Date:	11/21/2011
RFC Posting Date:	11/21/2011
Classification Details	
Reported Treasury Account Symbol:	513 X1200000
Reported Business Event Type:	DISB
Reported Classification Key:	
Reported Classification Value:	
	SP ATA AID BPOA EPOA A MAIN SUB
Classified CGAC Treasury Account Symbol:	513 X 1200 000
Classified Business Event Type:	DISB
Classification Reason:	Successfully used the TAS-BETC passed in.



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## **Transaction Download Inquiry**

If you select "Download", this screen would allow you to choose which data elements to include in your report (in CSV or Excel). There are about 50 available data elements.







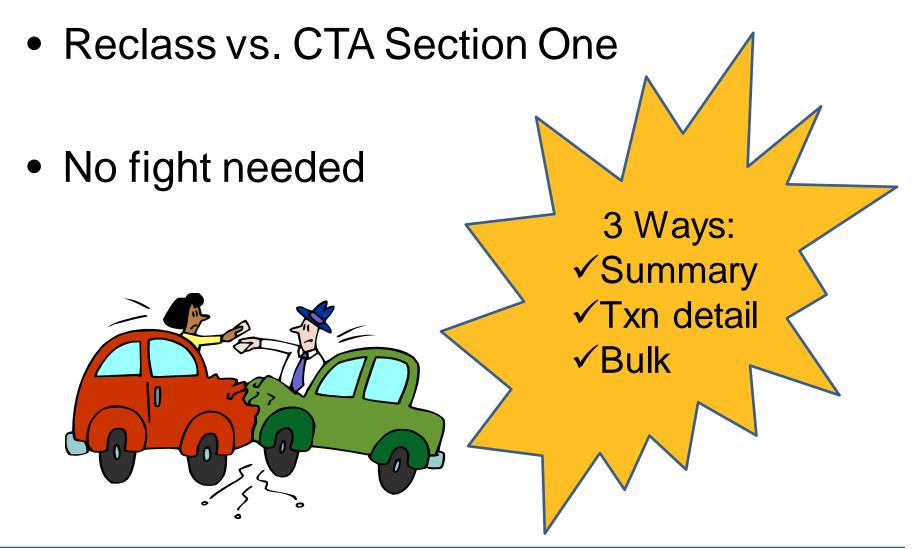
### **Transaction Detail Download - Excel**

### This is the result of a downloaded Excel report using only 15 data elements

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Offset	ting Collection	07/2012			080		2011		0122	000	80000701	38174.86		COLL	07/03/2012
Offset	ting Collection	07/2012			080		2013			000	80000701	999.89		COLL	07/03/2012
Offset	ting Collection	07/2012			080		2013			000	80000701	3292.00		COLL	07/03/2012
Offset	ting Collection	07/2012			080		2013		0122	000	80000701	494.19		COLL	07/03/2012
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		07/2012			080		2013		0122	000	80000701	127809.00		COLL	07/03/2012
		07/2012			080		2013		0122	000	80000701	1256.23		COLL	07/03/2012
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Offset		07/2012			080		2013			000	80000701	42870.04		COLL	07/03/2012
Offset		07/2012			080		2013			000	80000701	16296.00		COLL	07/03/2012
		07/2012			080		2013			000	80000701	20696.00		COLL	07/03/2012
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# The Main Event





## **Reclassifying from Account Statement**

### As a Full CARS Reporter,

Agency users can Reclassify a transaction directly from the Account Statement

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Click this icon to be automatically redirected to the CTA Reclass screen/Section1 CTA



## **Reclassifying from Account Statement**

Negating transaction pre-populates, allowing the user to reclassify the dollar amount to different account(s) as needed

ACCOUNT	NG & REPORTIN	G											Go	To COG OFF	
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### **Bulk Reclassification**



Can continue to use current CTA file layout with old String TAS format (eventually retire this format, but no official date yet)

- OR –

Can switch to using new TAS Component format, refer to:



http://www.fms.treas.gov/cars/CTA-224-bulkfile-09-26-11.pdf



Tips & Reminders for Reconciling as a CARS Reporter

- 1. Download Provisional transactions before end of month, as only the **Current** Accounting Month will be available
  - Provisional details for the last **day** of the month won't be available due to the rollover to the new month, but summary level will be available in official posted view.
  - This limitation will be eliminated once CARS is system of record.
  - For assistance, call Treasury Support Center on (877) 440-9476
- 2. Always view Statement from the **ALC** perspective to see all the various TAS BETCs being reported for/against your ALC
  - This view would show defaulted transactions as well





- 3. Ensure your system default accounts are reconciled and reclassified timely:
  - F3500 for payment and collection transactions
  - F3502 for intragovernmental transactions
  - These accounts are shared across all bureaus within a Dept.
- Reclassifications & CTA Partial 224 (or 1219/1220, 1218/1221) reporting due by 4<sup>th</sup> workday
  - 1 extra day for reporting since Collection and Payment transactions are not available in Acct Stmt's official posted view until morning of 3<sup>rd</sup> workday





## **Reconciliation Assistance**

- GWA Cash Accounting Division's Cash Analysis Branch is here to help...
  - FBWT and SoD Assistance via email, phone, webinar or local travel
  - Contact:
    - Crystal Madison, CAD Cash Analysis Branch Director (Crystal.Madison@fiscal.treasury.gov), 202-874-7752
    - Nancy Dooley, Subject Matter Expert (Nancy.Dooley@fiscal.treasury.gov), 202-874-9866

