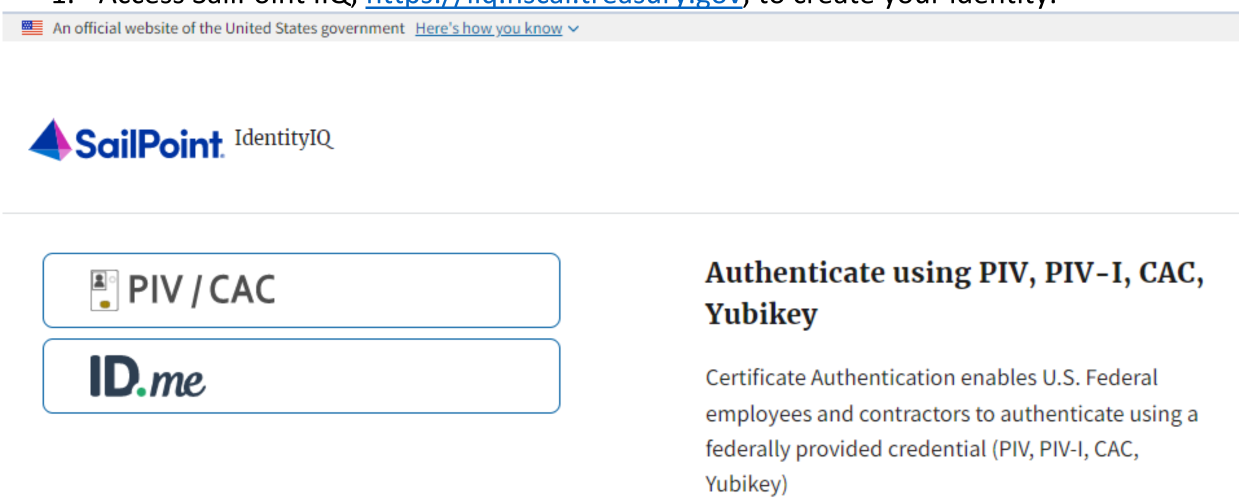
New User Access

The term "new user" refers to an individual who does not currently have access to the Central Accounting Reporting System (CARS) application.

New users are required to logon via their PIV/CAC credentials or choose the 3rd party credential service provider, ID.me

Note: Users choosing 3rd party CSP's who have existing personal accounts with ID.me must access their ID.me account and add their work email address to their profile.

1. Access SailPoint IIQ, https://iiq.fiscal.treasury.gov, to create your identity.



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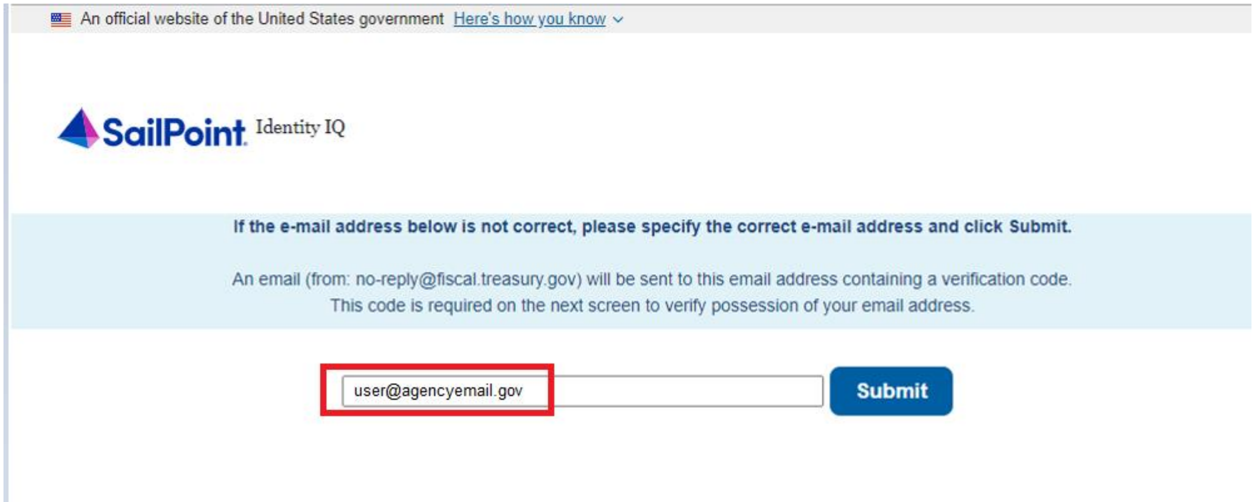
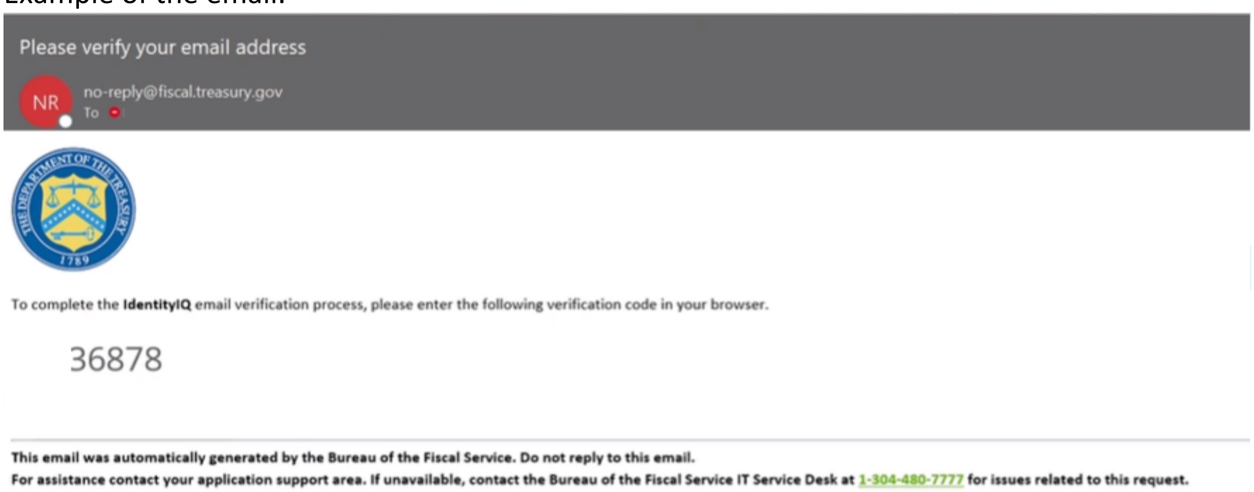
2. You will be prompted to enter your email address. **You must use your work email address. Click Submit**



3. You will be emailed a code to verify your email address. The email will be sent from no-reply@fiscal.treasury.gov

Example of the email:



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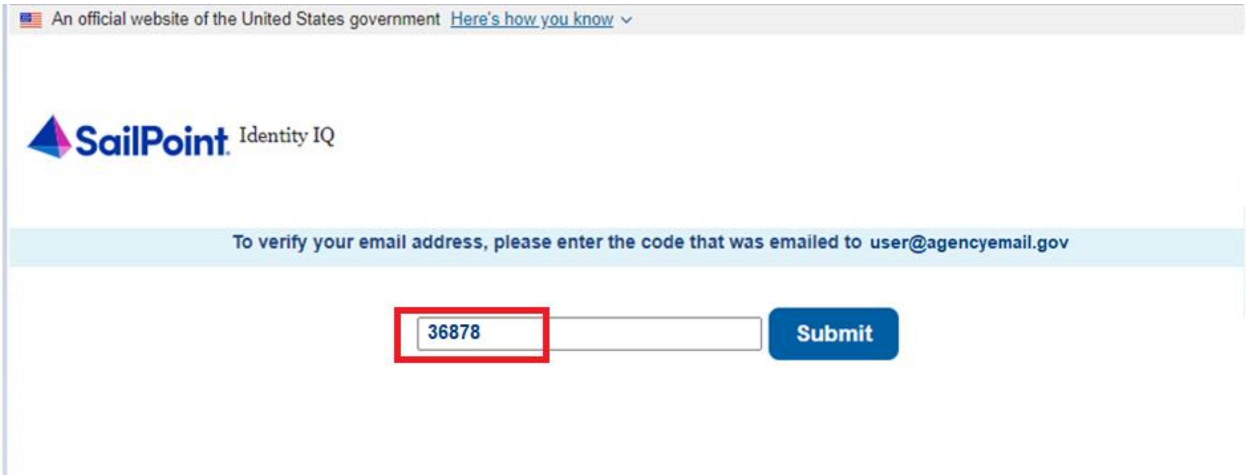
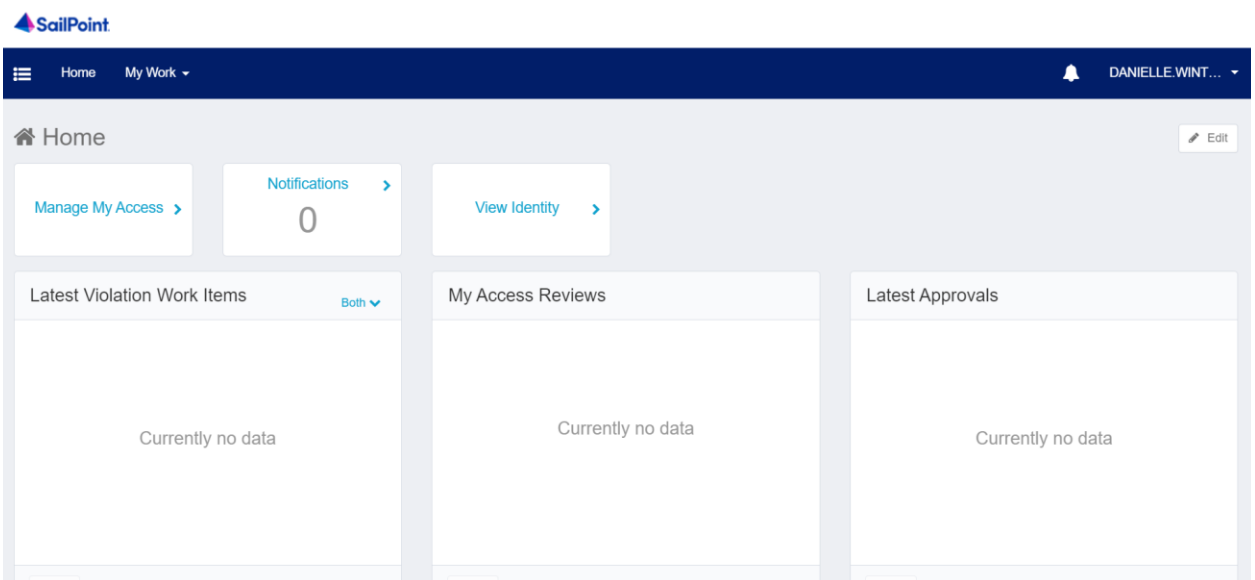
4. Enter the code, then click **Submit**



5. The SailPoint screen will load



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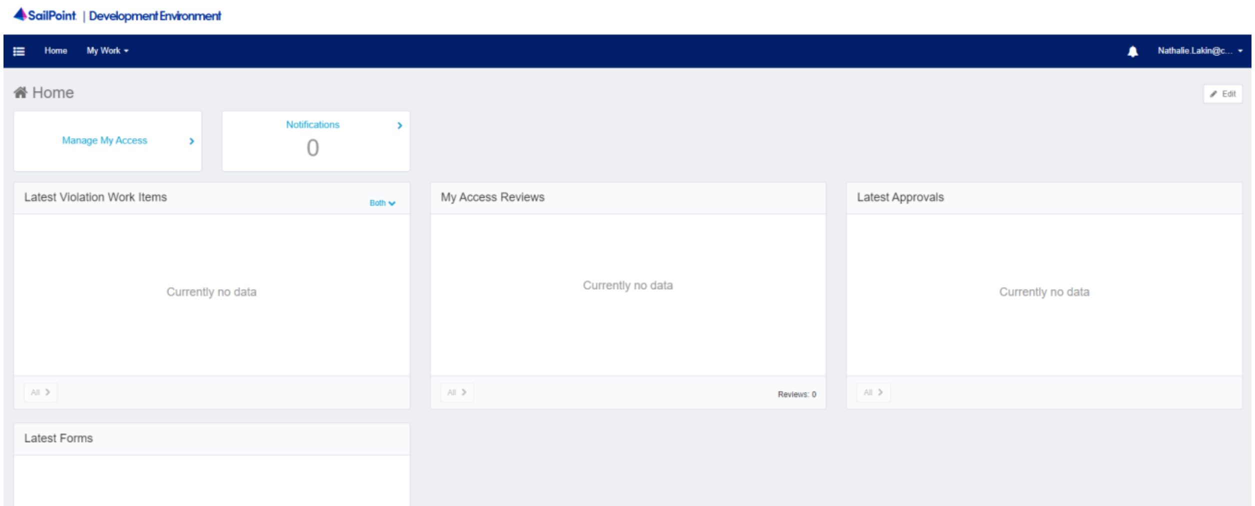
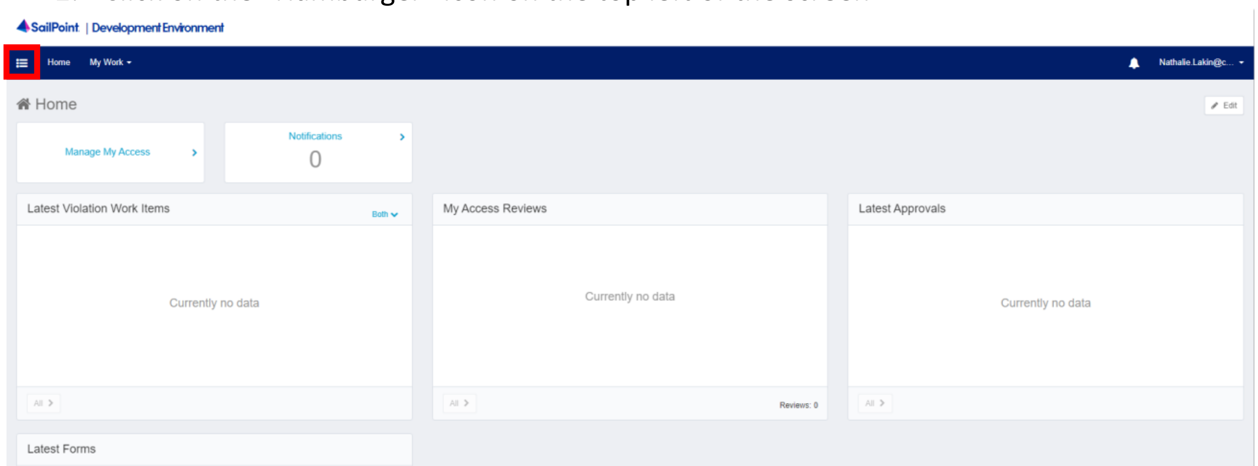
Setting Up A Manager

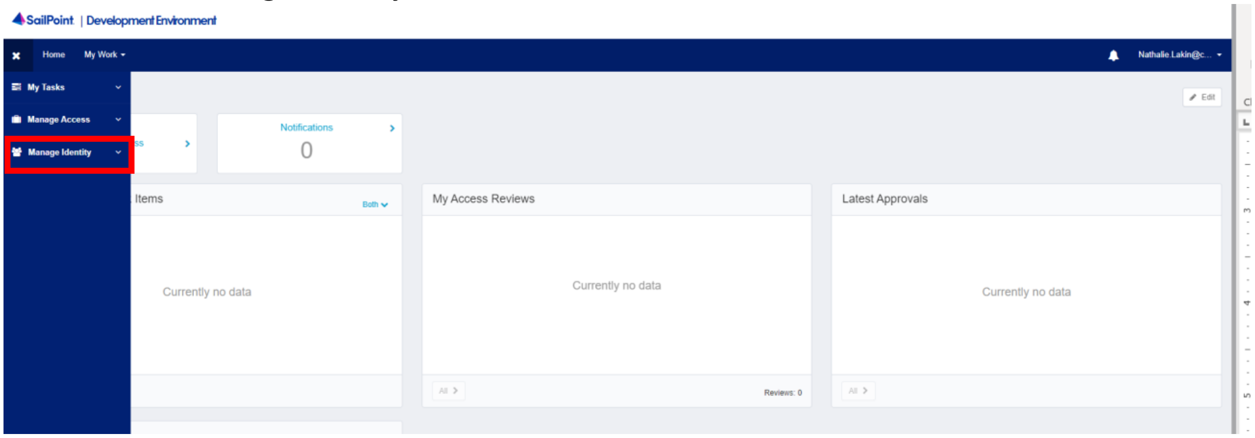
1. Log into SailPoint



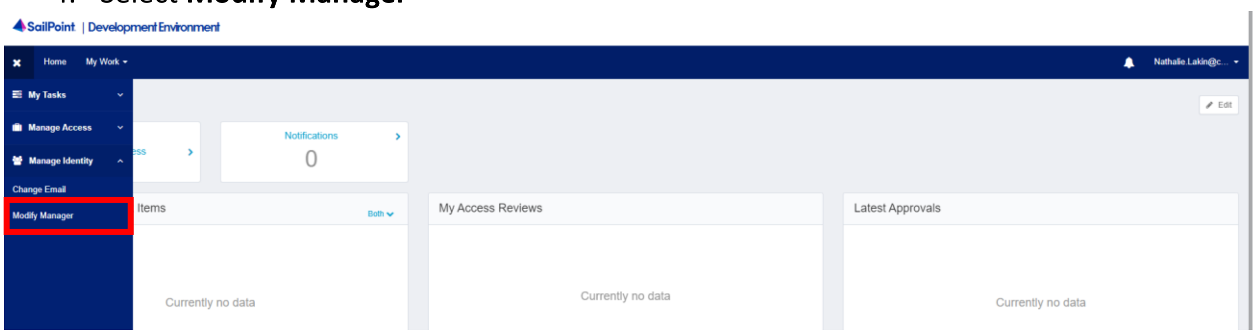
2. Click on the “Hamburger” Icon on the top left of the screen



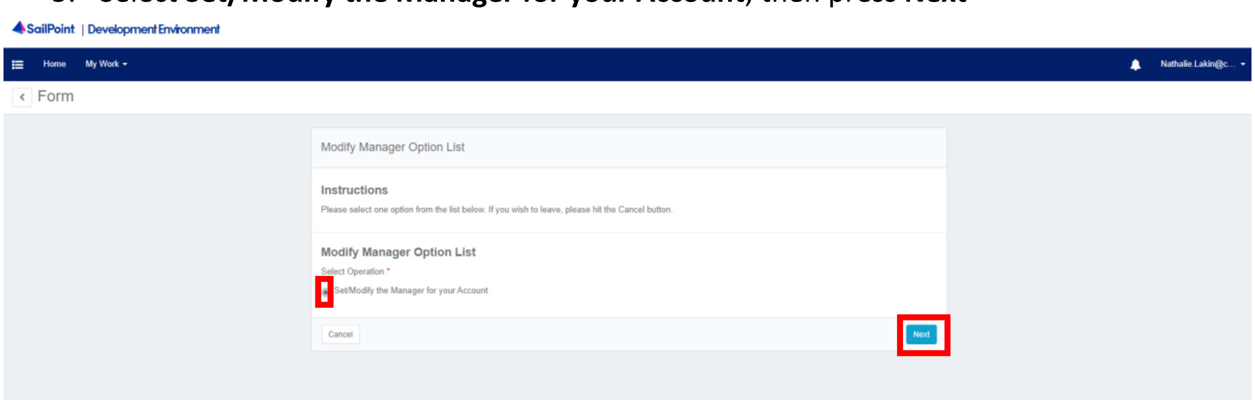
3. Select **Manage Identity**



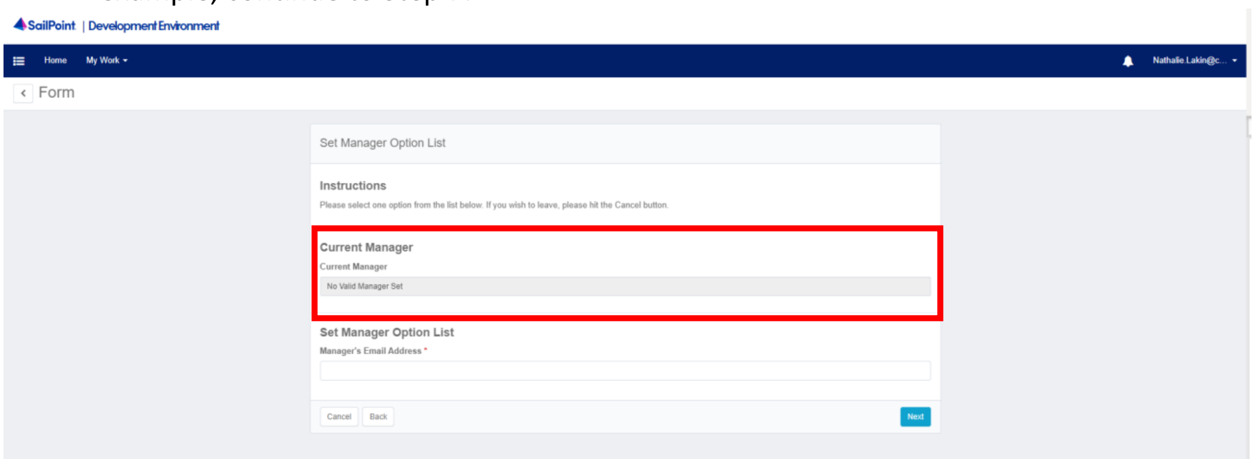
4. Select **Modify Manager**



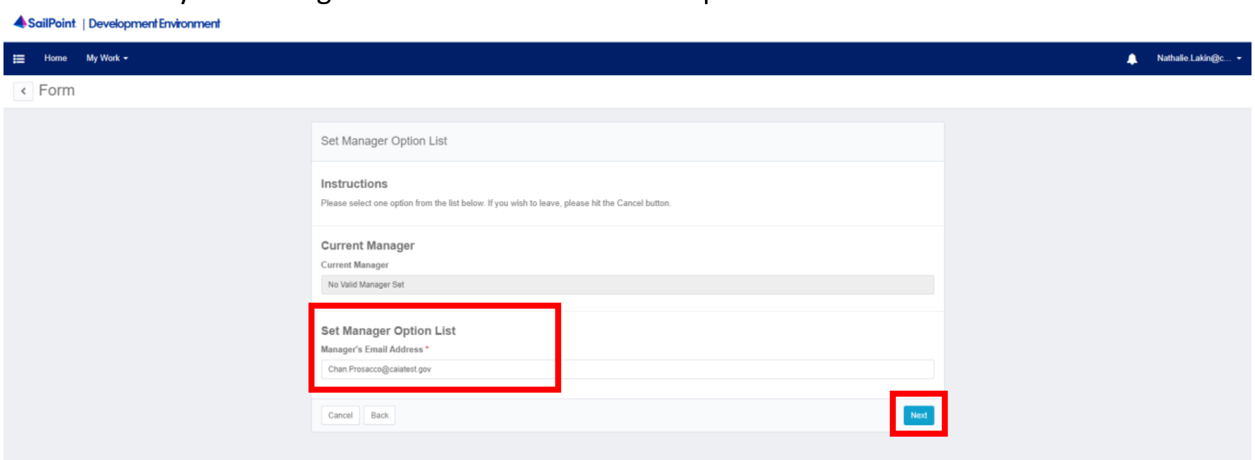
5. Select **Set/Modify the Manager for your Account**, then press **Next**



6. If a name and email of a manager appear, then you already have a manager set in SailPoint. You can proceed to the next selection. If your page looks like the below example, continue to Step 7.



7. Enter your manager's work email address and press **Next**



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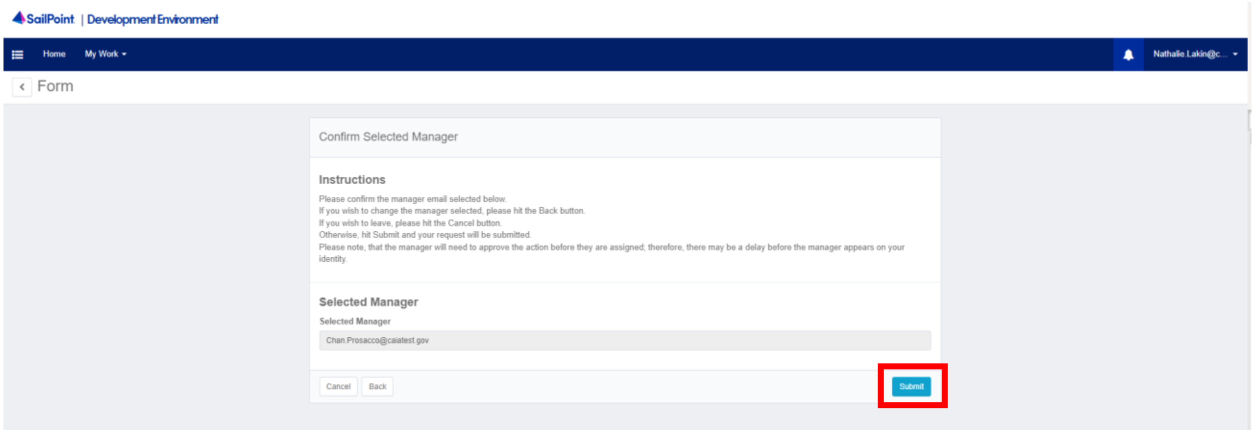
8. Review the information, then **Submit** the request



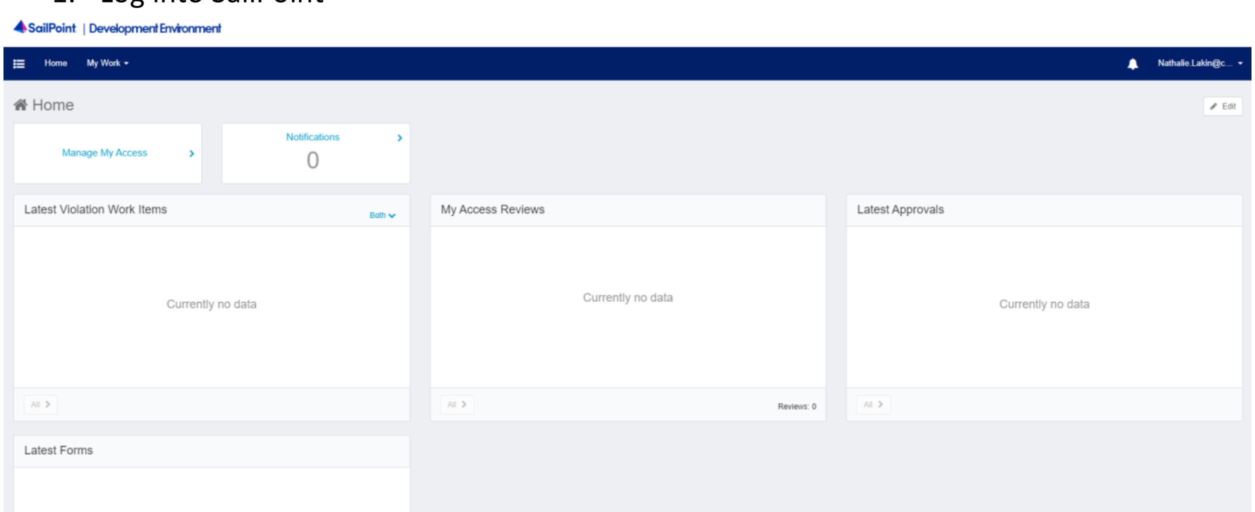
9. Communicate to your manager that you are needing them to approve the relationship in SailPoint

Determining Your Agency's AGroup

In order to find the appropriate AGroup:

A) Ask your manager
B) If you already have access to other modules within CARS, perform the tasks below
C) If you do not have access to CARS modules yet, ask a peer to perform the tasks below
D) If you still do not have access, call TSC for assistance at 1-877-440-9476

1. Log into SailPoint



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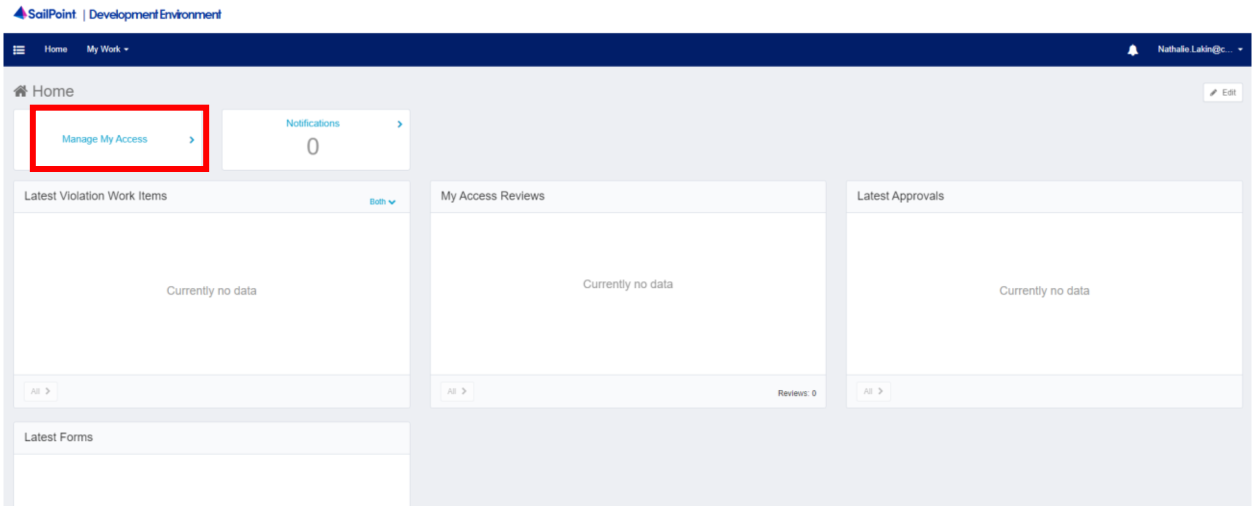
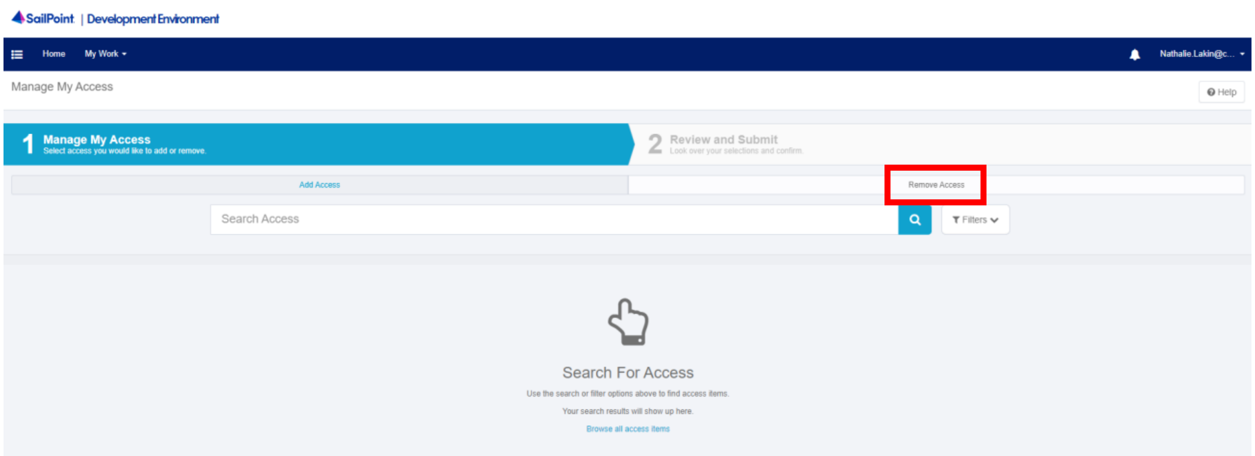
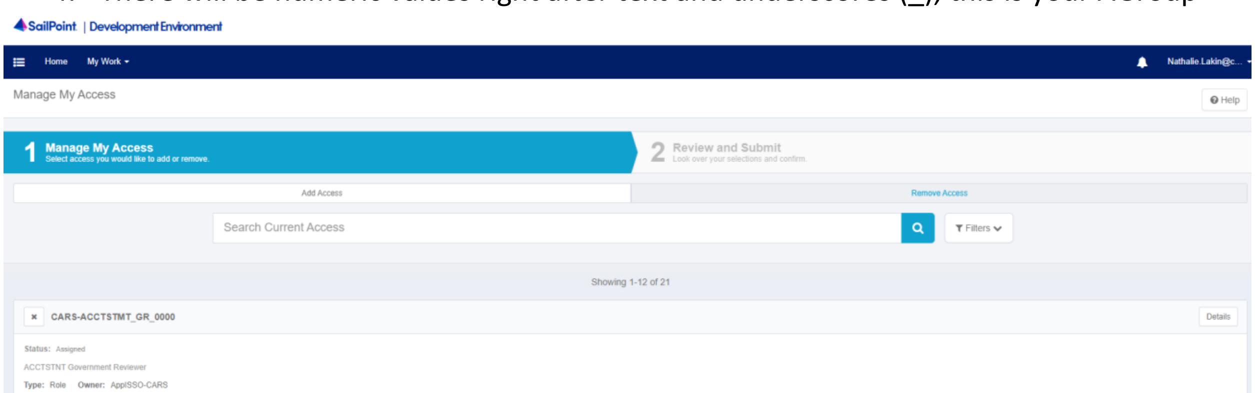
2. Select **Manage My Access**



3. Select **Remove Access**

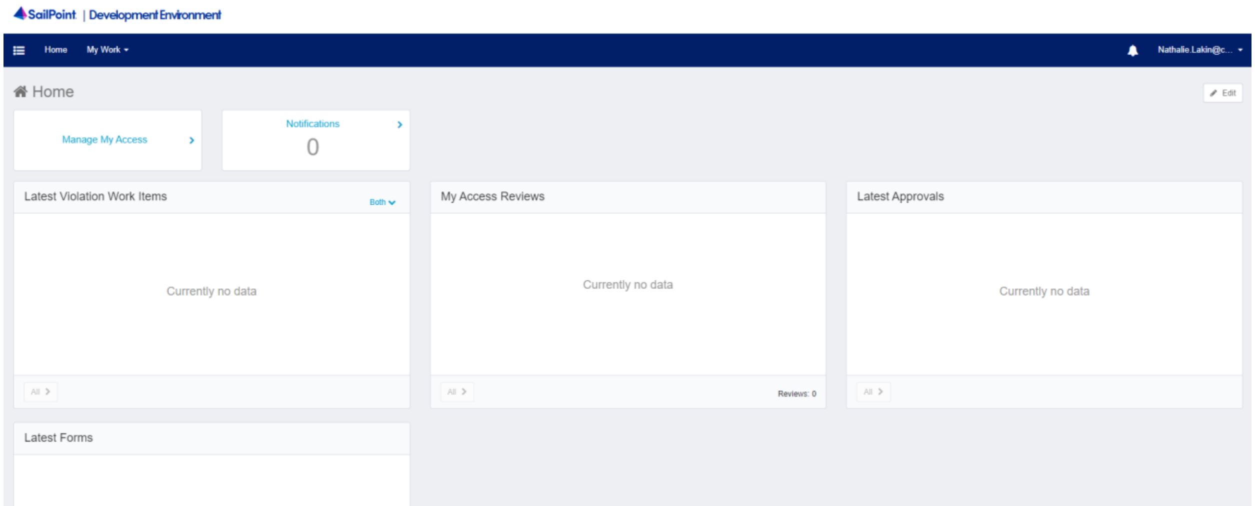


4. There will be numeric values right after text and underscores (_), this is your AGroup

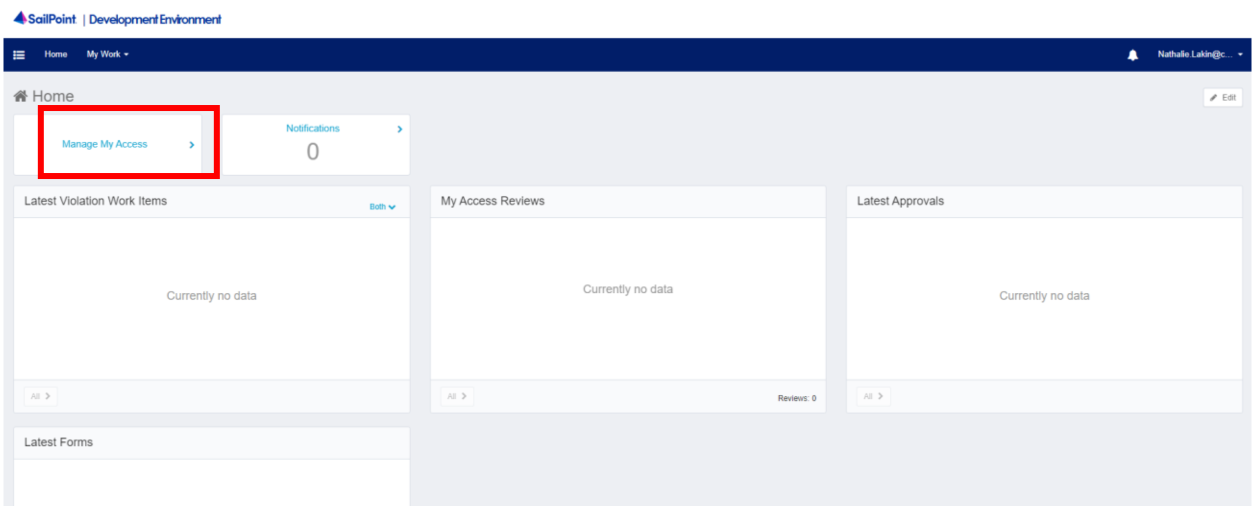


Requesting CARS Access

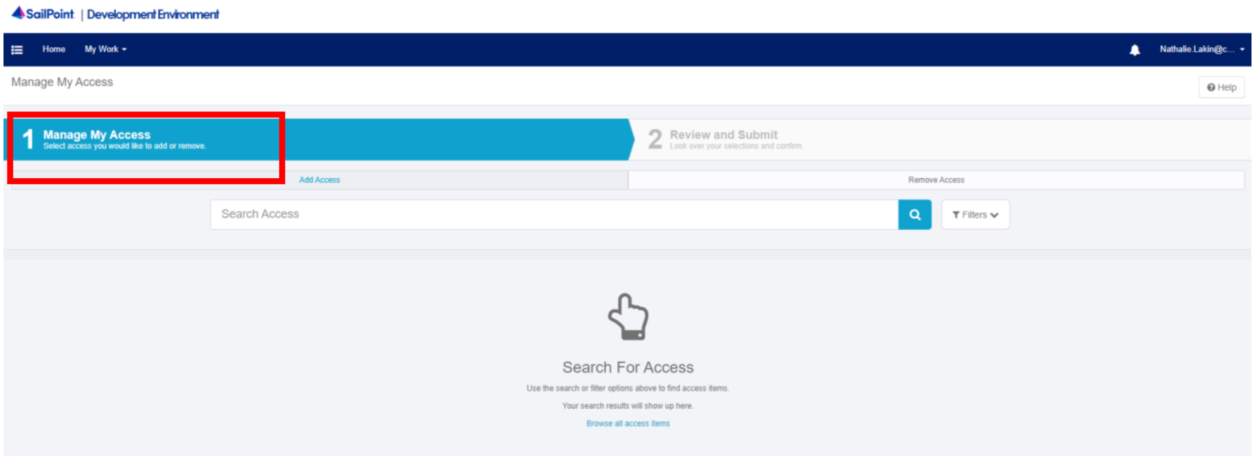
1. Log into SailPoint



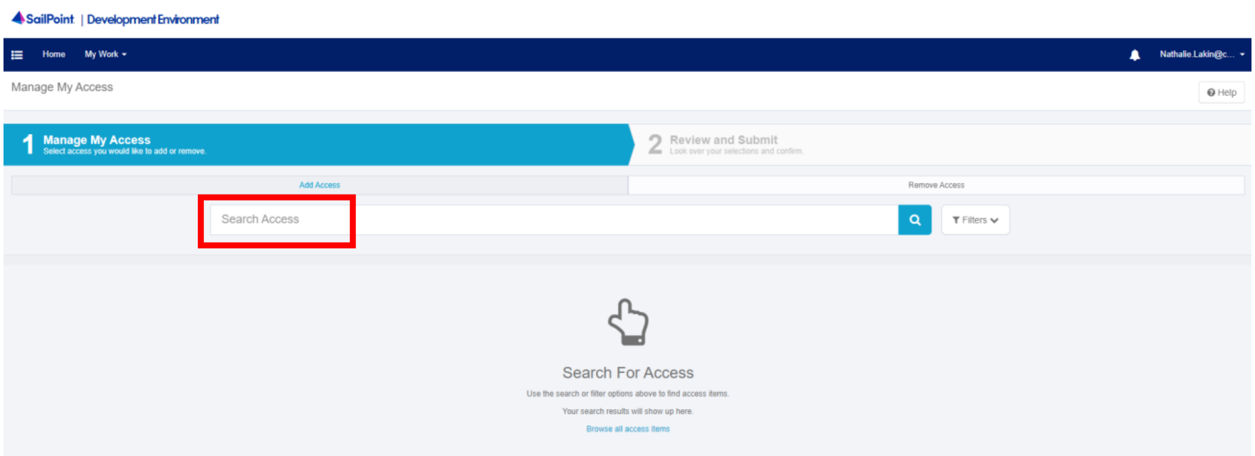
2. Select **Manage My Access**



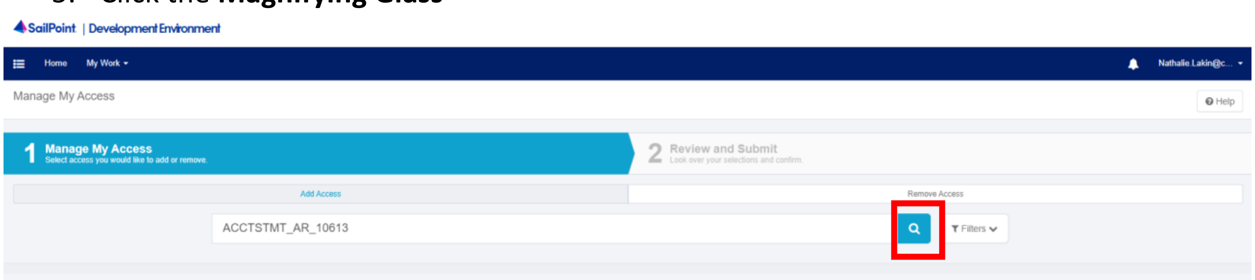
3. Ensure you are under **Add Access**



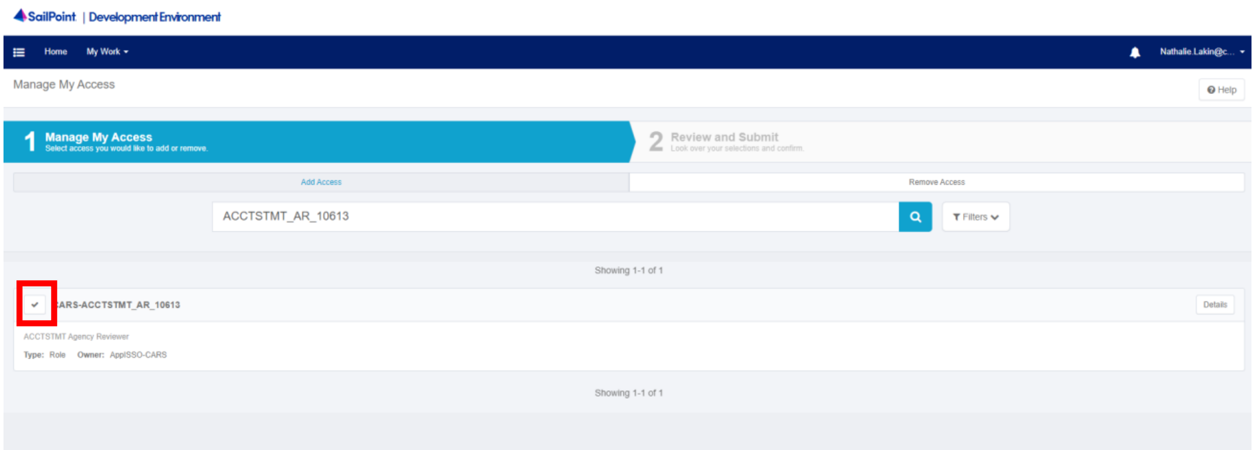
4. Enter the Module, Role, and AGroup that you are requesting in the "Search Access" bar in this format **Module_Role_AGroup** – *acronyms and descriptions are located in Appendix A*



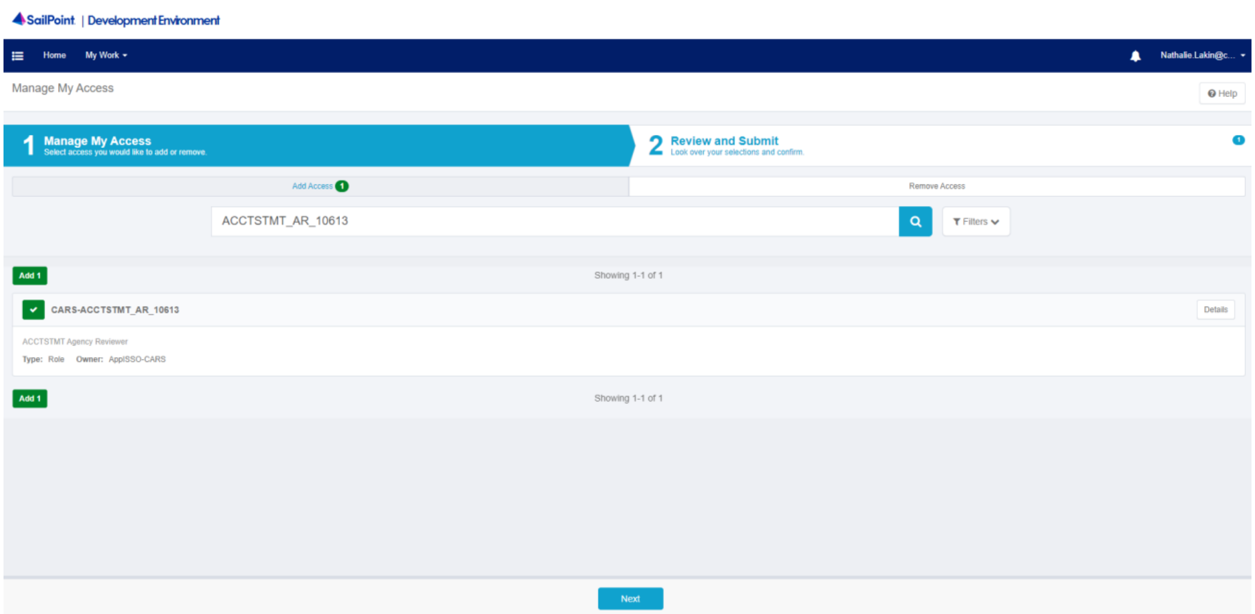
5. Click the **Magnifying Glass**



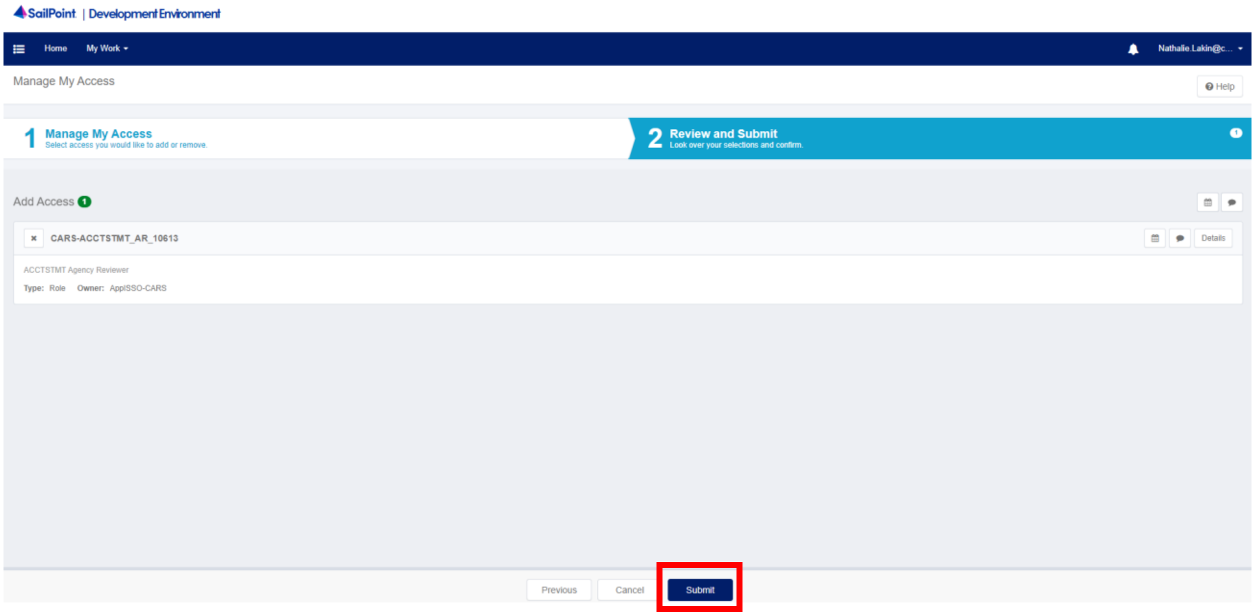
6. Click the **Check Mark** next to the role you are requesting



7. Click **Next**



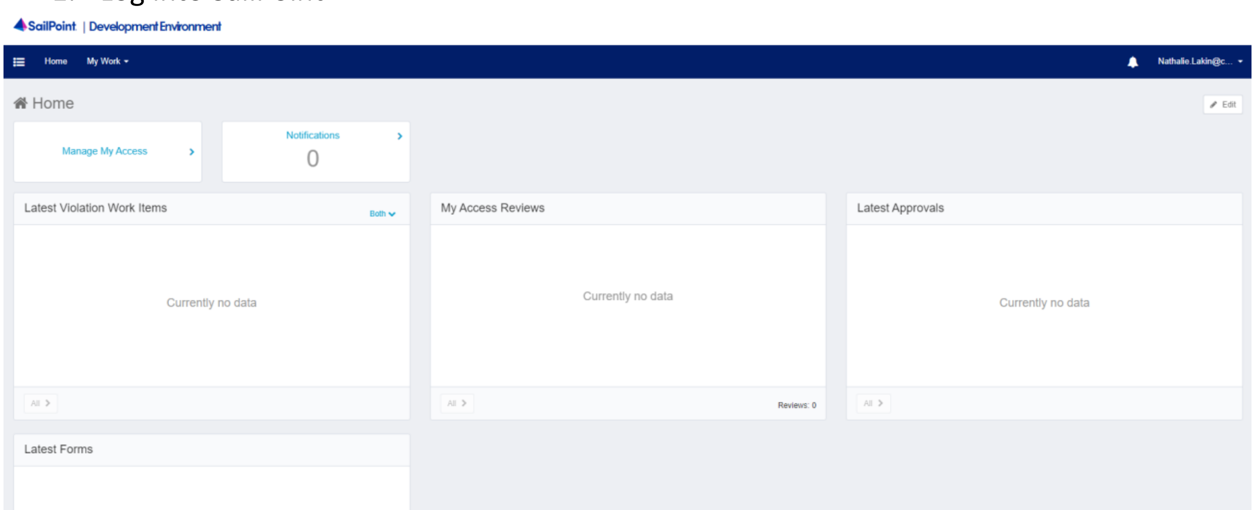
8. Review the request, then press **Submit**



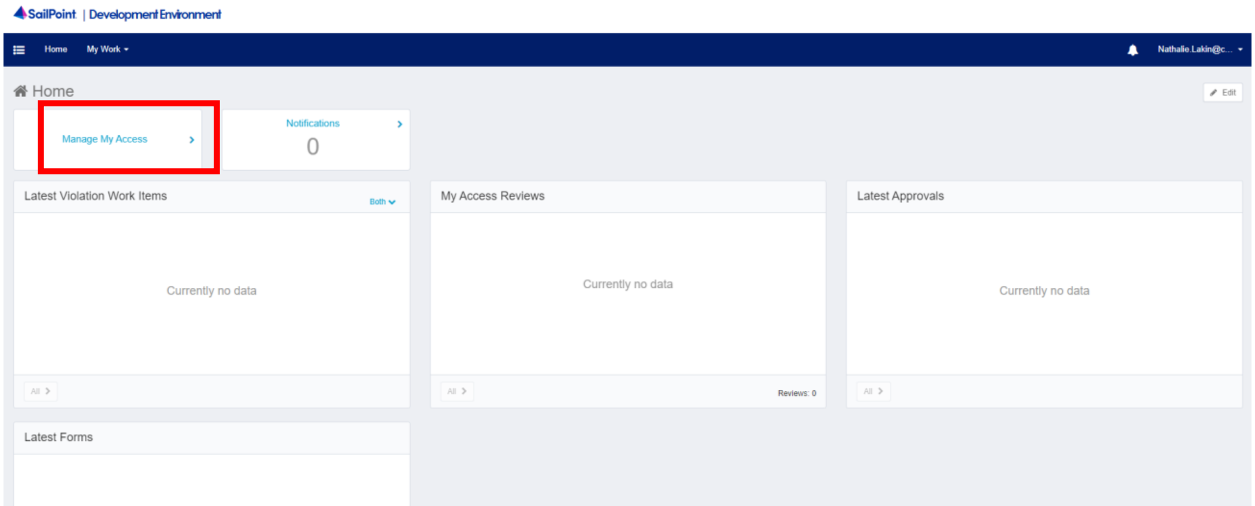
Adding Legacy TAS (String TAS) Format

By performing the following steps, you will have access to view the Legacy "String" view of Treasury Account Symbols (TAS) within CARS.

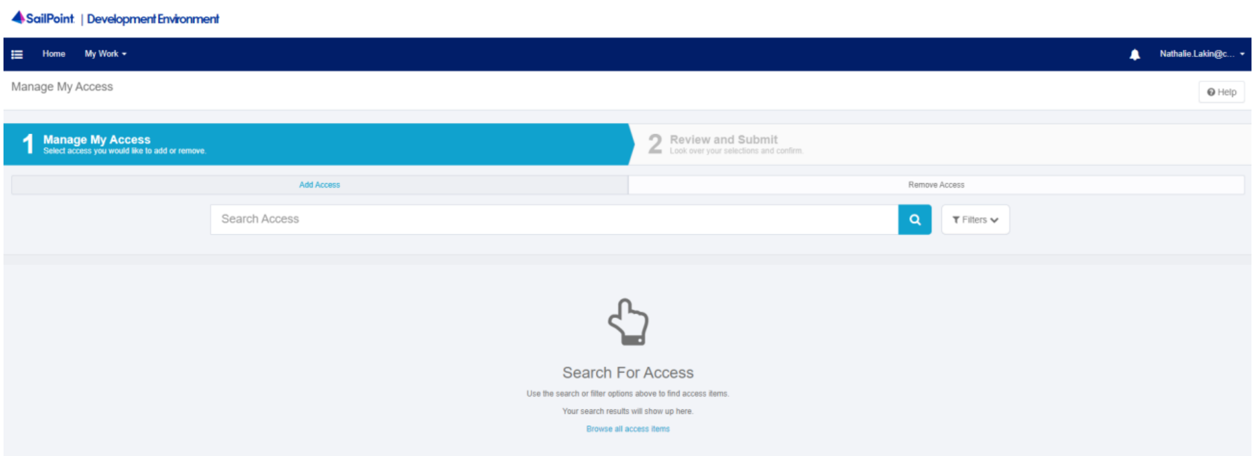
1. Log into SailPoint



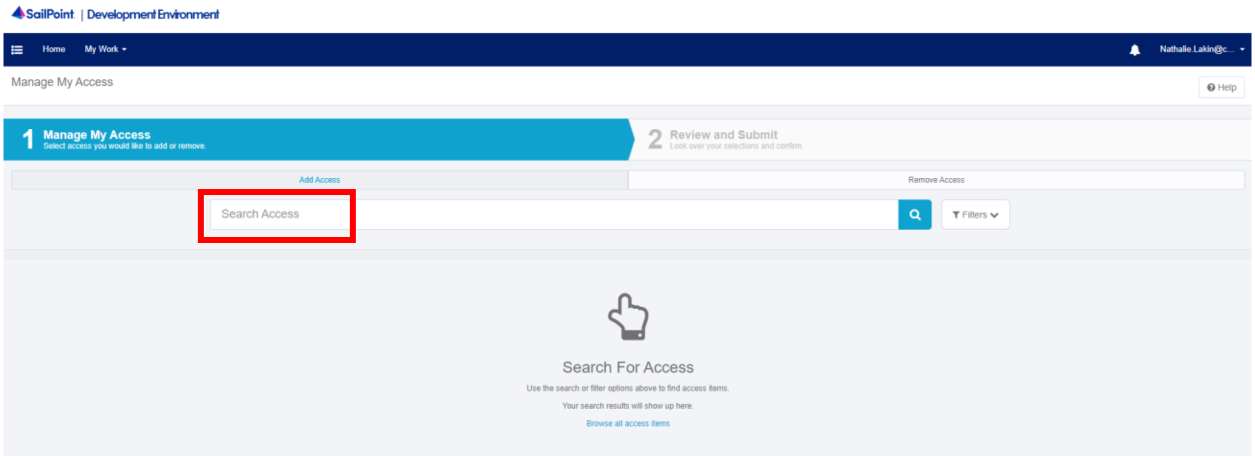
2. Select **Manage My Access**



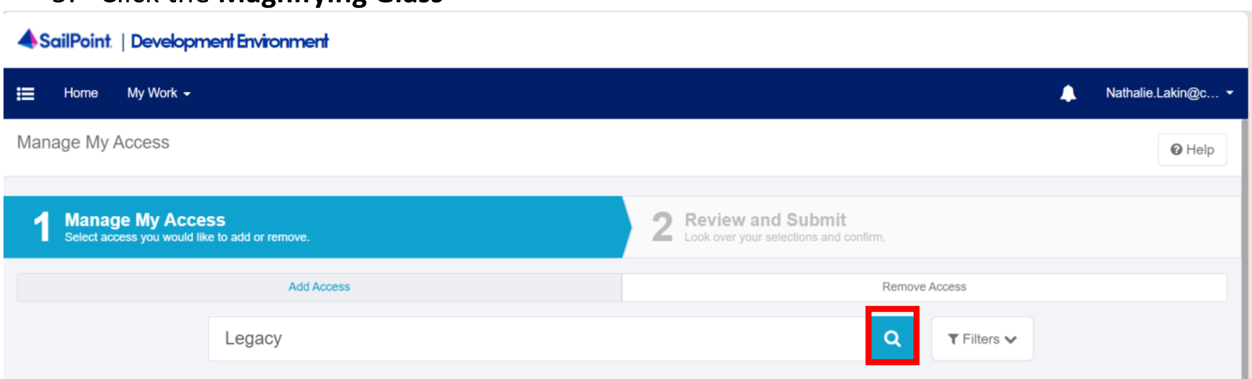
3. Ensure you are under **Add Access**



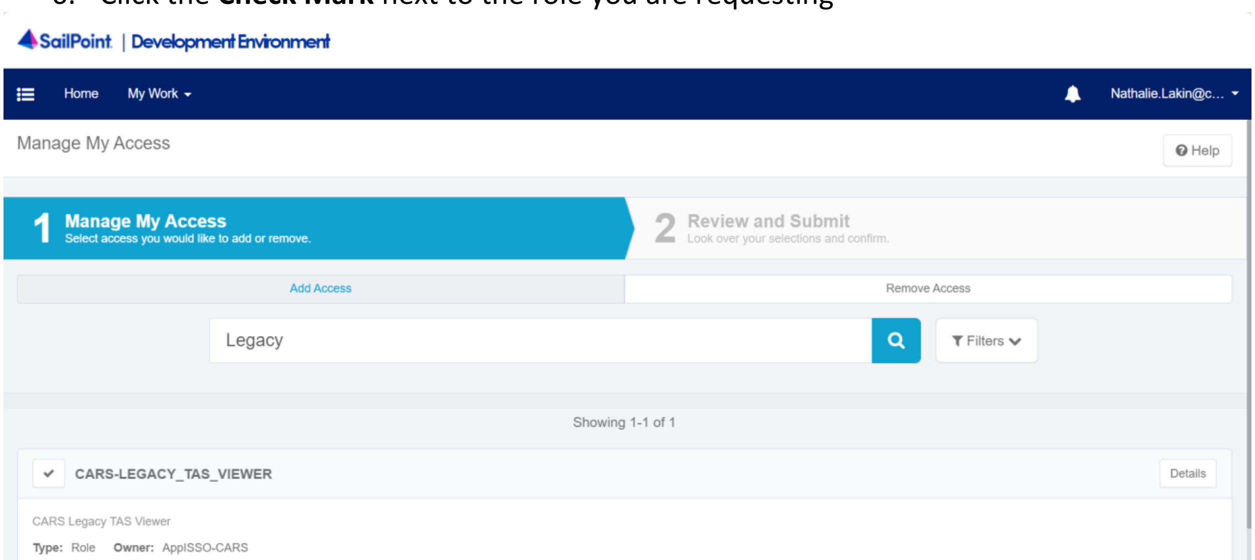
4. Type “Legacy” into the Search Access Bar



5. Click the **Magnifying Glass**



6. Click the **Check Mark** next to the role you are requesting



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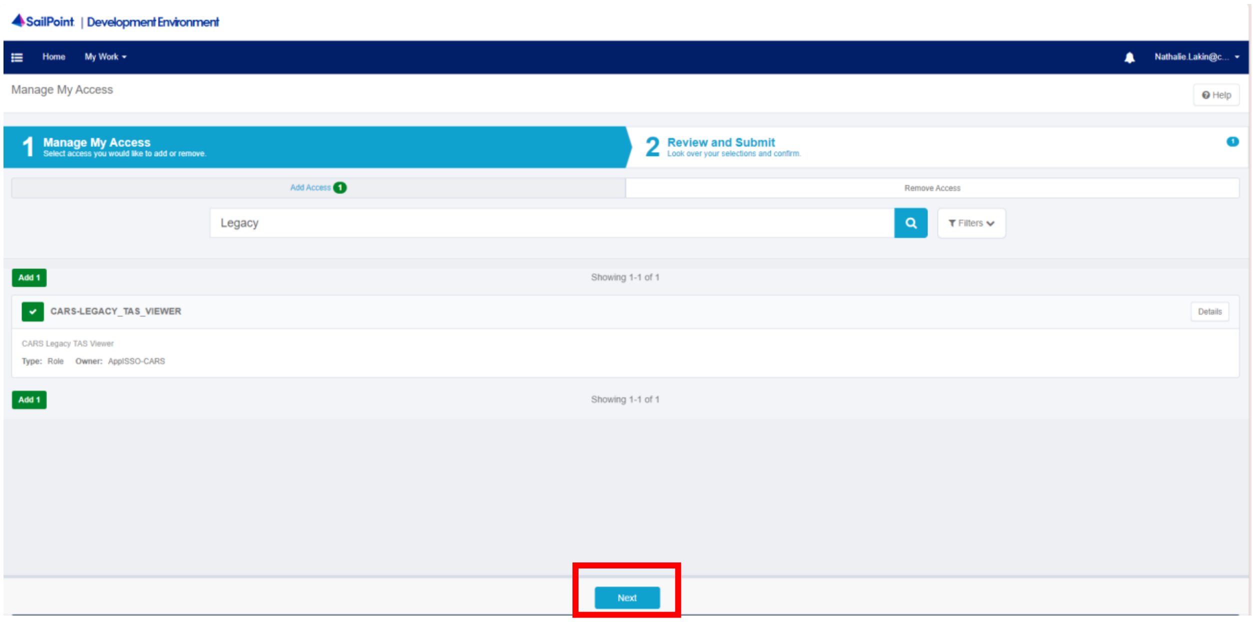
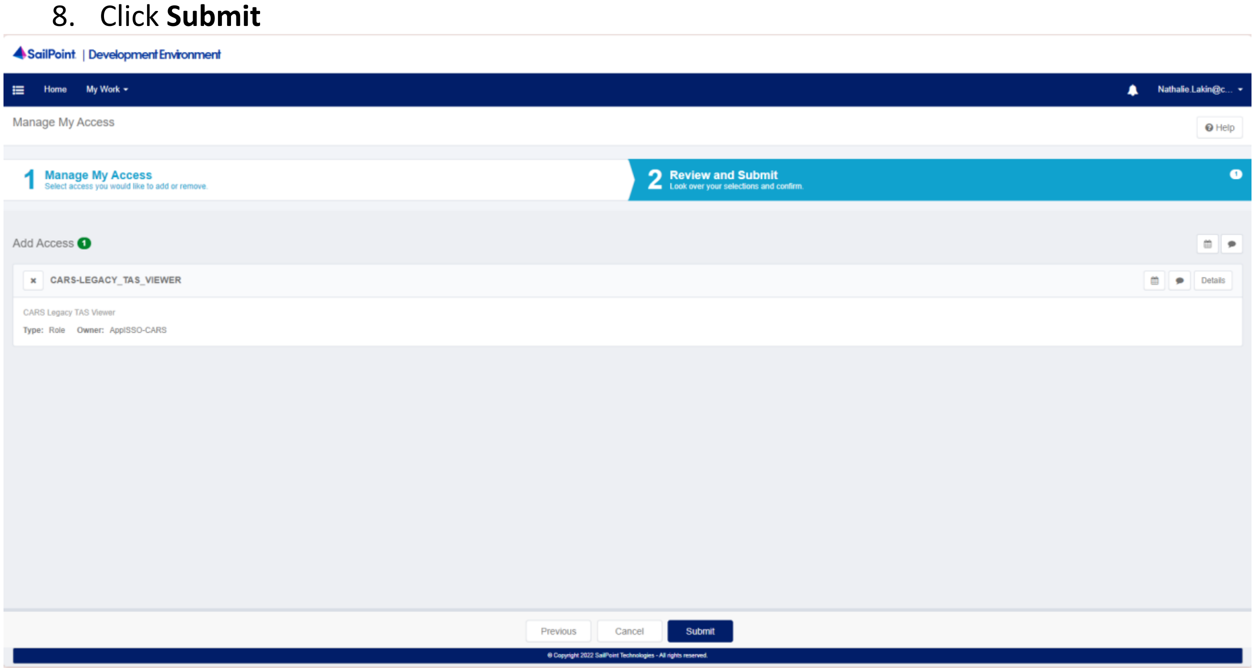
7. Click **Next**

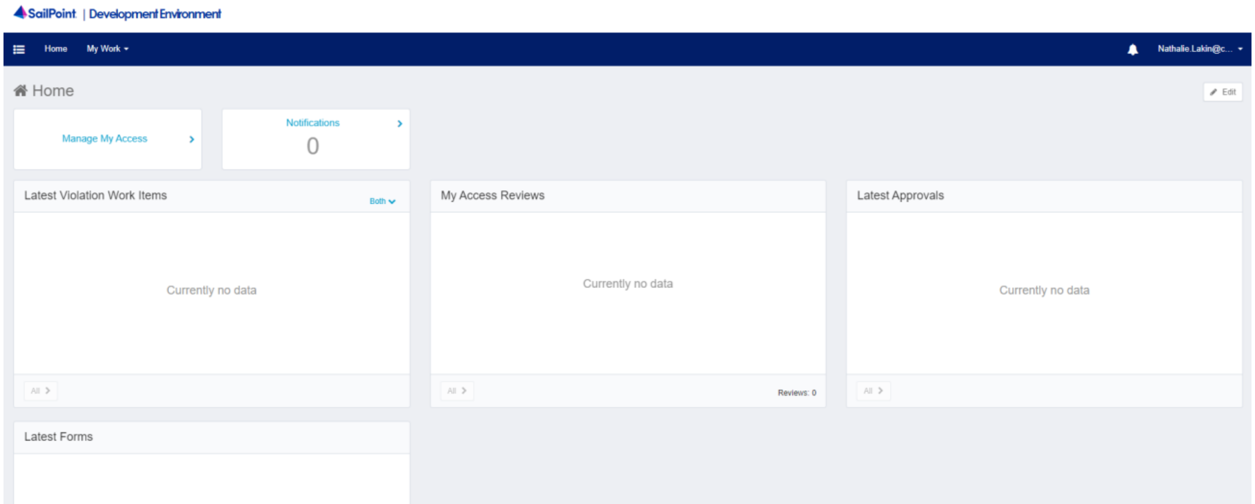


8. Click **Submit**

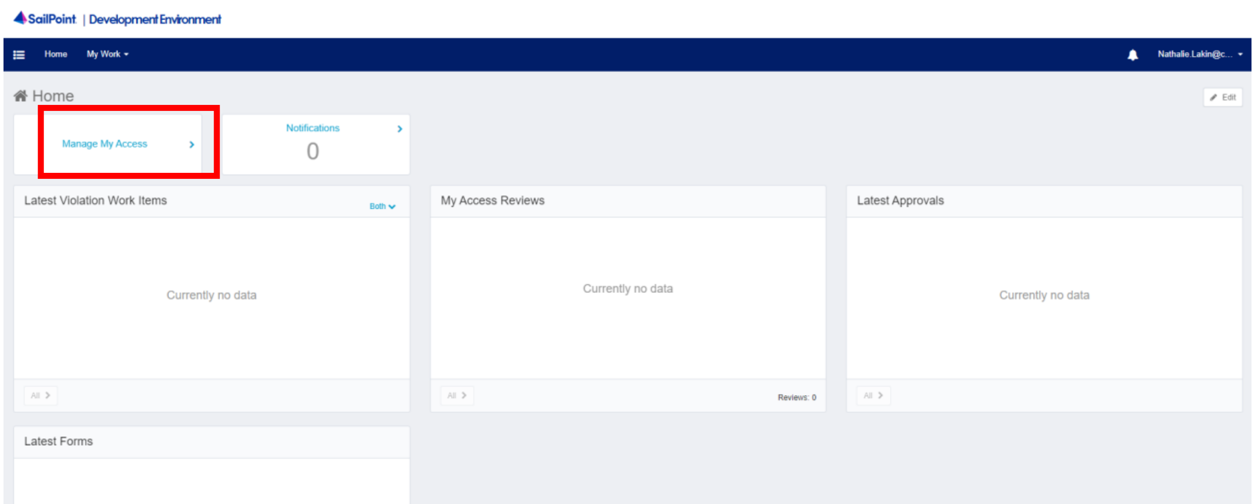


Removing CARS Access

1. Log into SailPoint



2. Select **Manage My Access**



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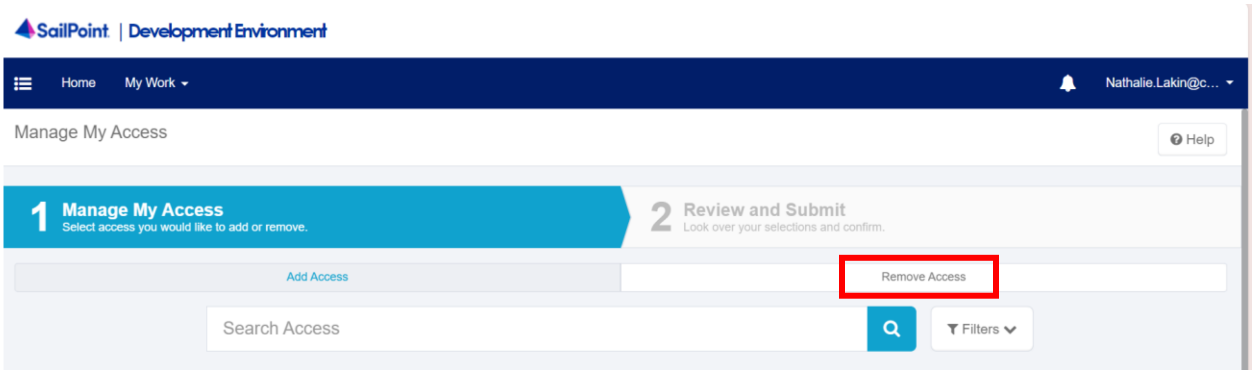
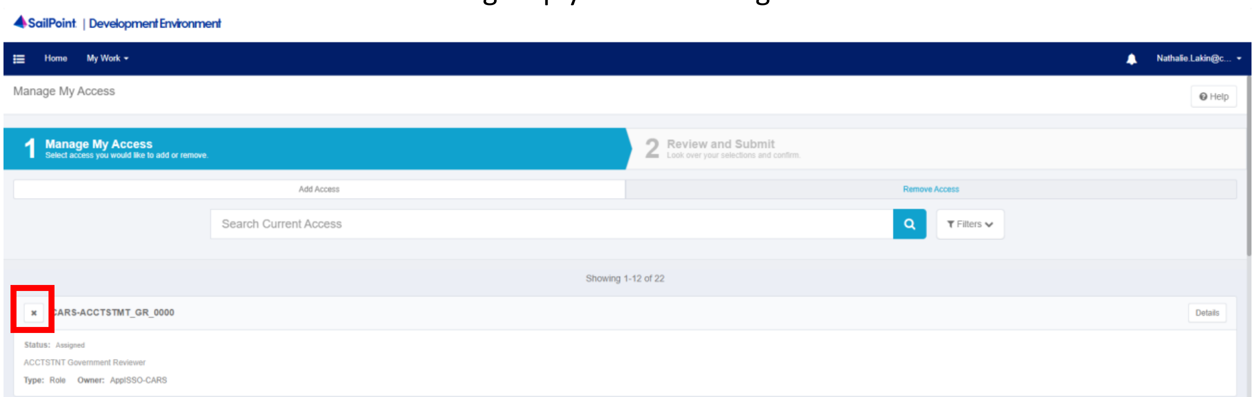
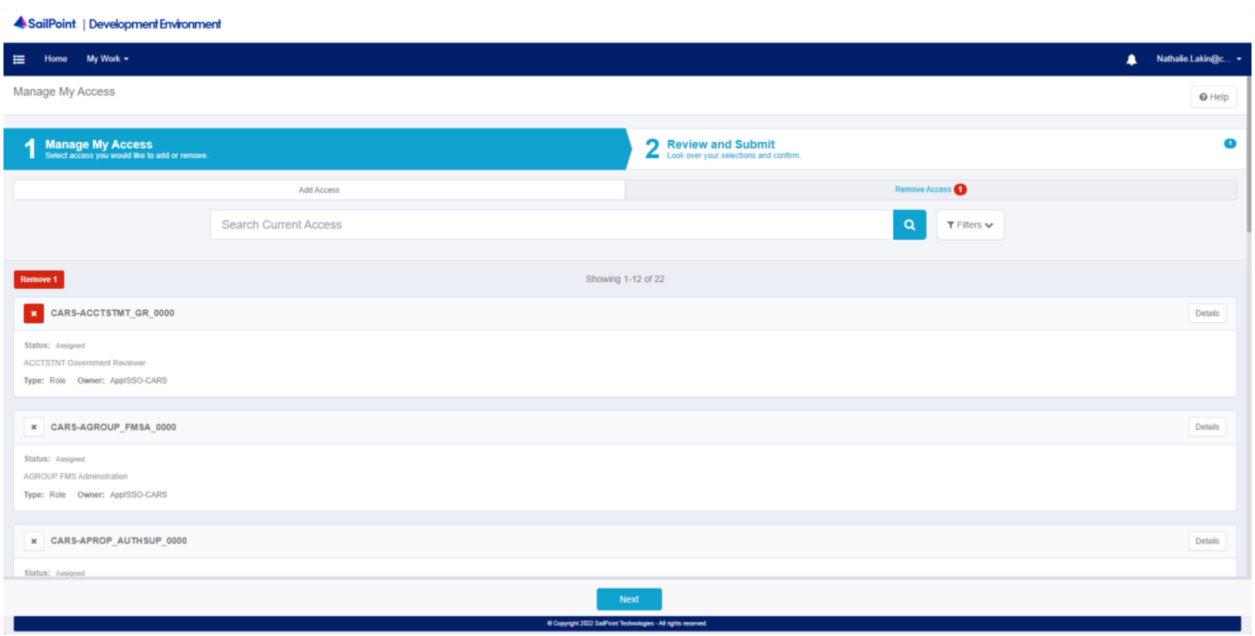
3. Click on **Remove Access**



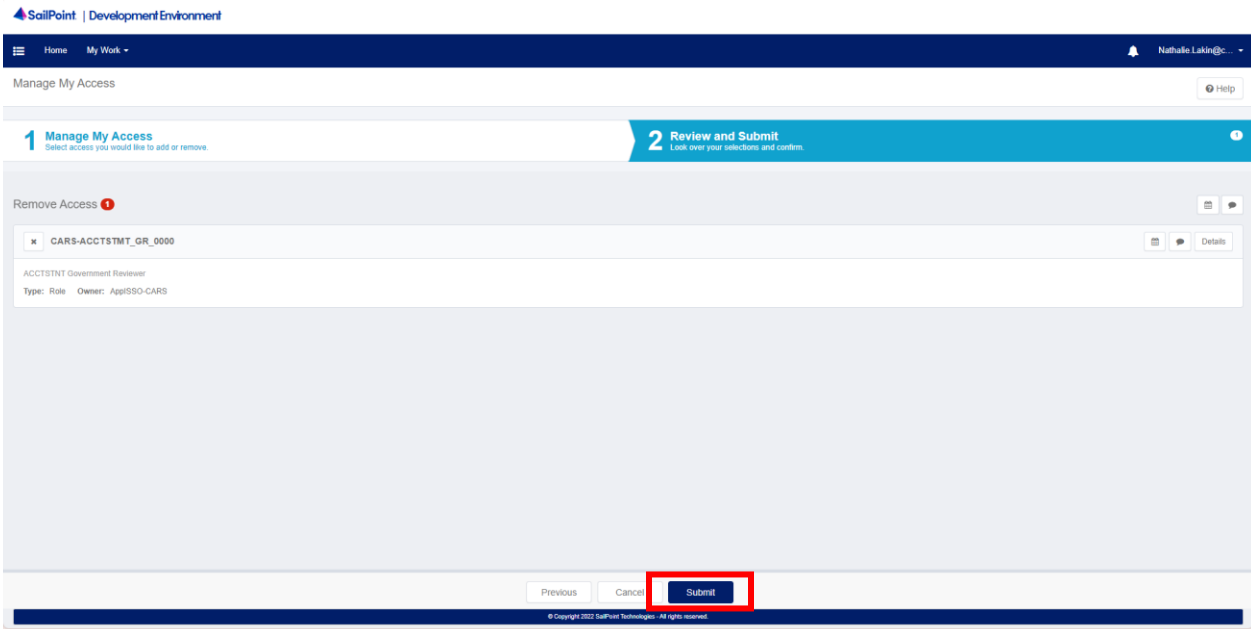
4. Click the **X** next to the access group you are wishing to remove



5. Click **Next**



6. Ensure changes are correct, then click **Submit**



Appendix A.

CARS External Modules and Roles

CARS supports the Fiscal Service strategic goal to produce accurate, accessible, and timely governmentwide financial information and reports while reducing reconciliation burdens on FPAs.

Account Statement (ACCTSTMT):
Account Statement provides federal agencies with a central location for retrieving information to assist with their financial reconciliation processes. Account Statement is designed for agencies that perform their Fund Balance with Treasury (FBWT) reconciliation based on TAS. This module has screens for ALC summary, ALC activity, and ALC transactions.

Role:

- Agency Reviewer (AR) – can view all CARS posted transactions that relate to the user's AGroup

Appropriation Warrants- (APROP):
This component of the Agency Transaction Module provides the capability to electronically create warrant transactions for each Federal Program Agency (FPA) based on a US Code, Statue, or Public Law. FPAs are able to view approved warrants based on their profiles.

Role:

- Agency Reviewer (AR) – can view all posted Appropriation that relates to the user's AGroup

Agency Standard Reporting (ASR):
Agency Standard Reporting (ASR) provides UI for ASR users to access all of the standard "pre-canned" reports that are available for execution, the capability to schedule reports to be executed and stored in the WebFOCUS Report Library for later retrieval, transparent access to the BI Dashboard, InfoAssist features of the WebFOCUS Managed Reporting (MR) client, and designation of ad-hoc reports generated in InfoAssist as new standard reports

Roles:

- Agency Account Administrator (AAA) – can view ASR report and Notify Agencies of Account Exceptions in CARS that relates to the user's AGroup
- Agency Reviewer (AR) – can view ASR report in CARS that relates to the user's AGroup

Borrowing (BORR):
This component of the Agency Transaction Module provides an on-line process for creating, approving and reviewing Borrowings and Repayments transactions from Treasury.

Roles:

- Agency All (AA) – can create, update, delete, view pending, view posted, as well as certify or reject Borrowing transactions that relates to the user's AGroup
- Agency Certifier (AC) – can view pending and posted as well as certify or reject Borrowing transactions that relates to the user's AGroup
- Agency Preparer (AP) – can create, save, edit, delete and view both pending and posted Borrowing transactions that relates to the user's AGroup
- Agency Reviewer (AR) – can view pending and posted Borrowing transactions that relates to the user's AGroup

Checks Issued Audit (CIA):
The CIA reports compare Agency checks issued data and Source System checks issued data. Agency checks issued is defined as data reported by Agency users. Source System checks issued is defined as data provided by source system files. The CIA module should only be utilized by disbursing officers, i.e., agencies with the authority to disburse payments.

Role:

- Agency Viewer (AV) – can view CIA reports for the Agency's ALC(s)

Classification Transaction and Accountability (CTA):
This component of the Agency Transaction Module generates the FS 224 Statement of Transactions used to report monthly accounting activity by FPAs who rely upon Treasury to disburse funds. FS 224 monthly reports serve as the basis for Treasury's reporting of federal revenues and expenditures for these FPAs. The FS 224 allows monthly reconciliation of disbursements and collections for each Agency Location Code (ALC). This in turn, enables the Funds Balance with Treasury (FBWT) to be reconciled to the General Ledger by Treasury Account Symbol (TAS). The FS 224 consists of three parts: Section 1 is Fund and Receipt Accounts. This is where appropriated funds are classified and reclassified into FPA accounts. Section 2 is for reporting Payments, and Section 3 is for reporting Collections.

Roles:

- Agency All (AA) – can create, update, delete, view pending, view posted, as well as certify or reject CTA transactions that relates to the user's AGroup
- Agency Certifier (AC) – can view pending and posted as well as certify or reject CTA transactions that relates to the user's AGroup
- Agency Preparer (AP) – can create, update, delete and view both pending and posted CTA transactions that relates to the user's AGroup

- Agency Reviewer (AR) – can view pending and posted CTA transactions for users with the same AGroup

Non-Expenditure Transfers (NET):
This component of the Agency Transaction Module provides an on-line process for creating, approving and reviewing the transfer of funds between or within Government Agencies without recording a receipt or an expenditure (outlay) on the books on the Treasury. Non-expenditure Transfer Authority transactions do not appear in Treasury reports or in the budget document as receipts or expenditures because these transactions do not affect the budget surplus or deficit.

Roles:

- Agency All (AA) – can create, update, delete, view pending, view posted, as well as certify or reject Non-Expenditure Transfers that relates to the user's AGroup
- Agency Certifier (AC) – can view pending and posted as well as certify or reject Non-Expenditure Transfers that relates to the user's AGroup
- Agency Preparer (AP) – can create, update, delete and view both pending and posted Non-Expenditure Transfers that relates to the user's AGroup
- Agency Reviewer (AR) – can view pending and posted Non-Expenditure Transfers that relates to the user's AGroup

Statement of Difference (SOD):
Agencies must ensure that none of their ALCs have out of balance conditions on their Statement of Difference reports before they can become full reporters. The SOD reports compare the Agency Balance and the Source System Balance. The Agency Balance is defined as data reported by agency users. The Source System Balance is defined as data provided by source system. Access to SOD will provide two separate reports for tickets (Collections Information Repository or CIR) and debit vouchers (Payment Information Repository or PIR)

Role:

- Agency Viewer (AV) – can view all posted transactions in CARS that relates to the user's AGroup

TDO Payments (TDOPAYMENTS):
This component of Account statement provides agencies with Regional Financial Center payment information.

Role:

- Agency Viewer (AV) – can query ALC reports for Treasury Disbursing Office ACH, EFT and check payments

Transfer and Non-Cash (TANC):
This component of the Agency Transaction Module should be used for the following:

• IntraALC Transfer: an accounting cash event of transferring funds that are internal to the agency and within the same ALC, that is not associated with a payment or collection. IntraALC transfers are indirectly related to source transactions. These transactions should not be corrections to source system transactions.
• InterALC Transfer: an accounting cash event of transferring funds from one ALC to another ALC, either in the same agency or a different agency, that are not associated with a payment or collection. InterALC transfers are indirectly related to source transactions. These transactions should not be corrections to source system transactions.
• Transfers have 2 parts, (1) transfers to and (2) transfers from.
• Non-Cash: an accounting non-cash event that is not related to cash held in the Treasury General Account (TGA), but is needed for Treasury reporting, i.e. Monthly Treasury Statement (MTS) reporting. For example, Federal Debt's accruals and amortization transactions are reported on the MTS in the current accounting period, but the related cash payment takes place in a future accounting period.
• Subsidy Transfers: when a direct loan or guaranteed loan is disbursed, executes a positive subsidy modification, or has an upward re-estimate, the program account pays a subsidy to the financing account. Examples include: post-1991 direct loans, upward re-estimates and interest on the re-estimates, or modifications of any direct loans.

Roles:

- Agency All (AA) – can create, update, certify, reject, delete, reverse and view pending and posted TaNC transactions that relates to the user's Agroup; can act as Agency Recipient Certifier to approve InterALC transactions that relates to the user's AGroup.
- Agency Certifier (AC) – can certify, reject and view pending and posted TaNC transactions that relates to the user's AGroup; can act as Agency Recipient Certifier to approve InterALC transactions that relates to the user's AGroup.
- Agency Preparer (AP) – can create, update, finish, delete, reverse and view pending and posted TaNC transactions that relates to the user's AGroup.
- Agency Recipient Certifier (ARC) – can reject and approve InterALC transactions and view pending and posted TaNC transactions that relates to the user's AGroup.
- Agency Reviewer (AR) – can view pending and posted TaNC transactions that relates to the user's AGroup.

****More information is located: https://www.fiscal.treasury.gov/cars/cars-transactions-accountability.html**

Warrant Journal Vouchers (WJV):

This component of the Agency Transaction Module isused to report the estimated amounts of Taxes and Customs duties determined by the Office of Tax Analysis and to report adjustments, as a result of actual amounts that are collected by the Internal Revenue Service and U.S. Customs Service. The Excise Taxes and Customs duties are transferred to the Trust Fund Receipts and invested by the Bureau of the Fiscal Service in Government Securities as legislated.

Role:

- Agency Reviewer (AR) – can view posted Warrant Journal Vouchers that relates to the user's Agroup

Year End Closing (YEC):

This component of the Agency Transaction Module facilitates the process of the cancellation of the 5th year expired accounts and for the Indefinite, Year End Closing Adjustment currently based on FACTSII FMS Form 2108

Roles:

- Agency Preparer (AP) – can create, update, delete, agency certify and view both pending and posted Year End Closing Adjustment that relates to the user's AGroup
- Agency Reviewer (AR) – can view posted Year End Closing Adjustment that relates to the user's AGroup

AGroup Module Triplet Acronym Quick Reference Guide.

Module	Triplet Acronym
Account Statement	ACCTSTMT
Appropriation Warrants	APROP
Agency Standard Reporting	ASR
Borrowing	BORR
Checks Issued Audit	CIA
Classification Transaction and Accountability	CTA
Non-Expenditure Transfers	NET
Statement of Difference	SOD
TDO Payments	TDOPAYMENTS
Transfer and Non-Cash	TANC
Warrant Journal vouchers	WJV
Year End Closing	YEC

AGroup Role Triplet Acronym Quick Reference Guide.

Role	Triplet Acronym
Agency All	AA
Agency Account Administrator	AAA
Agency Certifier	AC
Agency Preparer	AP
Agency Recipient Certifier	ARC
Agency Reviewer	AR
Agency Viewer	Payments: AV ASR: AR

For any questions or concerns, please contact the Treasury Support Center (TSC) at 1-877-440-9476 or email at GWA@stls.frb.org