



BUREAU OF THE  
**Fiscal Service**  
U.S. DEPARTMENT OF THE TREASURY

# GTAS Intragovernmental Module

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# Rules for Webinar

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- **Please do NOT take your phone off mute**
- **If your question is not answered during the Webinar, an Intragovernmental representative will respond to your question via email by the end of the next business day.**

# Agenda Topics

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- **Agency Readiness**
- **Material Difference Window**
- **Intragovernmental Module**
- **Preparer Role**
- **Certifier Role**
- **Executive Role**
- **Reports**
- **Resources**
- **Contact Information**
- **Questions**

# Agency Readiness

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- **User Roles**

- **Preparer**

- Enter Material Difference explanations in the Intragovernmental Module in GTAS.

- **Certifier**

- Certify Material Differences within the Intragovernmental Module of GTAS.
    - CFO or designee will need this role to certify Material Differences.
    - The certifier for ATB files may be different than the certifier of Material Differences.
    - Fiscal Service will be reviewing the certified Material Differences to ensure the CFO or designee provided is the user certifying the differences.

- **Executive**

- View only role.

- **Note:**

- Allow ample time to obtain the correct user roles to ensure both Material Difference explanations are entered and certified in the timeframe allowed.

# Material Difference Window

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- **Bulk File Reporting Window: Open**
  - GTAS bulk file reporting window is open.
  - FY2015 GTAS Reporting Window Schedule  
[http://www.fms.treas.gov/gtas/reporting\\_schedule.html](http://www.fms.treas.gov/gtas/reporting_schedule.html)
  - Agencies will see their own data passed required edits, but will only see certified trading partner data.
  - Material Difference Explanations **can not** be entered while bulk files are being loaded.
- **Material Difference Window: Open**
  - GTAS reporting window is closed (no more bulk files can be loaded).
  - Uncertified bulk files will not be included in the Material Difference calculations or reports.
  - Agencies will see all certified data that was used to calculate Material Differences.
  - Preparers can begin entering explanations and certifiers (CFO or designee) can certify the explanations by the time designated in the Intragovernmental Reporting Window Schedule.  
[http://www.fms.treas.gov/gtas/reporting\\_schedule.html](http://www.fms.treas.gov/gtas/reporting_schedule.html)

# Intragovernmental Tab (GTAS Home Page)

- Both Preparer and Certifier will have the Intragovernmental Tab shown when logging into GTAS



The screenshot displays the GTAS (Governmentwide Treasury Account Symbol Adjusted Trial-Balance System) home page. At the top left, there is a logo featuring an eagle and the text "GTAS". To the right of the logo, the system state is "Reporting", the current period is "Sep 2014", and the current period close is "Jan 30, 2015". Below this information is a navigation menu with the following items: HOME, SMAF (with a dropdown arrow), BULK FILE (with a dropdown arrow), INTRAGOVERNMENTAL (highlighted with a red box), REPORTS (with a dropdown arrow), REFERENCES (with a dropdown arrow), HELP, and LOG OUT. Below the navigation menu, the text "Welcome to the Governmentwide Treasury Account Symbol Adjusted Trial-Balance System" is displayed. At the bottom of the page, there are two buttons: "Important System Messages and Updates" and "My ATB Status Quickview".

# Intragovernmental Module

- Select criteria according to FY, Period, and FR Entity.
- Option to filter by Trading Partner and Reciprocal Category.
- It is **IMPORTANT** to click “Show Results” to get data.

Only certified bulk file data will be available

### Select Criteria

Fiscal Year: 2014

Period: 12-September

FR Entity: 0200-U.S. Capi...

Show Results

There are 432 required explanations that have not been marked as Ready to Certify. Please enter and/or certify the explanations by 12/30/2014.

### Intragovernmental Differences Filter Criteria

FR Entity: 0200-U.S. Capitol Police

Current Threshold Part I: \$100,000,000.00

Current Threshold Part II: \$10,000,000.00

Trading Partner (TP) FR Entity:

All TP FR Entities

Reciprocal Category:

All Reciprocal Categories

Material Differences Threshold:

Part I Differences

Part II Differences

Part III Differences

All

Reset Show Results

### Reports

Comparative Status of Disposition

Material Differences Report - Part I

Material Differences Report - Part II

Material Differences Report - Part III

# Viewing Material Differences

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- Agencies will be able to see their Part I, Part II, or Part III (Z) Differences by selecting the appropriate buttons.
- The “All” button is used as a research tool and replaces the “Raw Data File” that was previously on the Fiscal Service website.

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**Material Differences Threshold:**

Part I Differences

Part II Differences

Part III Differences

All



# Researching Differences

- Agencies will use the Intragovernmental Module to research their differences.

Agency Amount	TP Amount	Difference	Total Difference
\$0.00	\$0.00	\$0.00	\$10,012,128.86
\$(10,012,128.86)	\$0.00	\$10,012,128.86	

- The numbers under “Agency Amount”, “TP Amount” and “Difference” are clickable.
- Clicking on a number under “Agency Amount” or “TP Amount”, will show the amounts reported on the bulk file to obtain that total.

TAS: 020 X0500000												
253000	\$10,013,695.28	C	E					F	001	4296		
TAS: 020 X0550000												
253300	\$4,927.95	C	E					F	001	4296		
253100	\$6,494.37	D	E					F	001	4296		

# Researching Differences continued

- Clicking on an amount in the difference column will give a consolidated bulk file view of the amounts included in the TIGAR/TOLLE combination.

## Agency Perspective

Reciprocal Category: 24 - Buy/Sell Costs/Revenues

Fund Family: RECORDS CENTER REVOLVING FUND, NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

Agency ID	Main Account	Sub Account	Agency TIGAR Amount	USSGL	Fed/Non-Fed	Exch/Non-Exch	Cust/Non-Cust
088	4578	000	\$(175.60)	520000	F	X	
Agency TIGAR Subtotal			\$(175.60)				
Agency TIGAR Total			\$(175.60)				

## Trading Partner Perspective

Reciprocal Category: 24 - Buy/Sell Costs/Revenues


Fund Family: SALARIES AND EXPENSES, OFFICE OF GOVERNMENT ETHICS

Trading Partner ID	Main Account	Sub Account	Trading Partner TOLLE Amount	USSGL	Fed/Non-Fed	Exch/Non-Exch	Cust/Non-Cust
434	1100	000	\$160.97	610000	F		
434	1100	000	\$66.87	610000	F		
Trading Partner TOLLE Subtotal			\$227.84				
Trading Partner TOLLE Total			\$227.84				

# Entering Explanations-Preparer

- After filtering to Part I, Part II, or Part III (Z) Differences, the Preparer can see the differences.
- Explanations can be entered by the preparer once the Material Difference Window is open (GTAS bulk file reporting window is closed)

Agency TIGAR	TP TOLLE	Difference	Total Difference	Ready for Explanation
\$141,761,331.47	\$(139,837,608.03)	\$1,923,723.44	\$105,075,012.02	Enter Required Explanation
\$(92,640,032.56)	\$195,791,321.14	\$103,151,288.58		



Click

- Difference Type will need to be selected for all differences. For Part II, select “Part II” difference and for the Z Amounts, select “Z” Schedule.

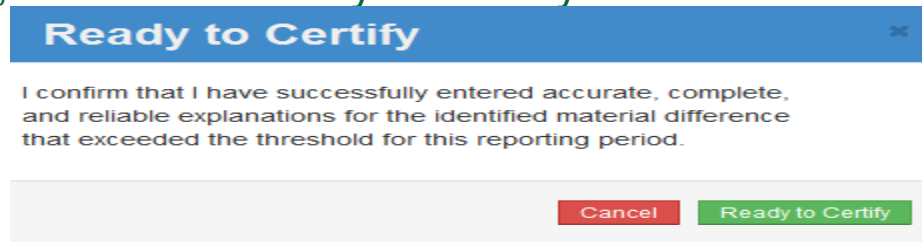
Difference Type:

Difference Explanation:

Ready to Certify

# Entering Explanations-Preparer Continued

- **Complete** the explanation section (maximum of 4,000 characters)
- If the explanation is complete and ready for CFO or Designee certification, **check** the “Ready to Certify” and **save**. It is **important** to save, or it cannot be certified. If the explanation is not ready to certify or the explanation is wrong, **do not** check the “Ready to Certify” box and **select** save.
- A window will open, once the “Ready to Certify” is checked and needs to be saved.



**Ready to Certify**

I confirm that I have successfully entered accurate, complete, and reliable explanations for the identified material difference that exceeded the threshold for this reporting period.

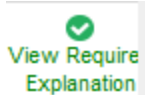
- Preparers have the option to change the “Ready to Certify” back to not being ready by **unchecking** the box and **clicking** save.


Explanation History

Ready to Certify	Difference Type	Methodology	Difference Explanation	User
<input checked="" type="checkbox"/>	Reporting Error		This is a Test	Portia Rgtas^prgtas17 12/15/2014 2:58 PM

# Entering Explanations-Preparer Continued

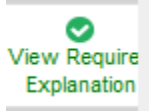
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- Once the “Ready to Certify” has been checked and saved, it is moved to the certifier for certification.
- Only the explanations that are checked with the “Ready to Certify” will be viewable by the certifier for certification.
- The “Ready to Certify” difference will now show  View Require Explanation
- There is a counter that will show how many explanations have not been marked “Ready to Certify” in the Messaging box at the top of the screen. The counter refreshes whenever an action has been taken.

There are 432 required explanations that have not been marked as Ready to Certify. Please enter and/or certify the explanations by 12/30/2014. 

# Certifying Explanations-Certifier

- After explanations have been entered and marked “Ready to Certify”, the CFO or designee can complete the certification of explanations.
- Certifiers would **navigate** to the Intragovernmental Module and select differences that are showing



- **Select** “Certify” and the Certification Statement will open, **select** “Certify”

A dialog box titled "Certify Differences" with a close button (X) in the top right corner. The text inside reads: "I have reviewed the Material Differences Report Form, Parts I, II, III (Z), generated by the Fiscal Service from intragovernmental data submitted by our agency and associated trading partner(s). The data provided by this agency is consistent with its supporting records and is derivative of unaudited financial statement data submitted to OMB." At the bottom right, there are two buttons: "Cancel" (red) and "Certify" (green).

- **Note:** Differences are certified individually not as a blanket certification by FR Entity. Therefore, this process will need to be completed for all differences requiring explanation.

# Reports

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- **The following Intragovernmental Reports are available:**
  - Comparative Status of Disposition
  - Material Differences Report Part I
  - Material Differences Report Part II
  - Material Differences Report Part III (Z)
- **These Reports are found at:**
  - Reports Tab>
  - Intragovernmental Reports>
  - Report Name
- **Reports are available in PDF and Excel formats.**

# Reports continued

U.S. Department of the Treasury  
Bureau of the Fiscal Service  
Material Difference Report - Millennium Challenge Corporation

### Material Differences Report - Part I of III

All Differences equal to or greater than **\$100,000,000.00**

Fiscal Year: 2014 Period: 12 - September

**Trading Partner Information**

Agency Code (FR Entity)/Name: 9563 - Millennium Challenge Corporation  
Trading Partner Code (FR Entity)/Name: 9900 - Treasury General Fund

**Difference Details**

Affected Reciprocal Category: 29 - Non-Reciproating USSGL Accounts  
Amount of Difference: \$1,058,821,038.94  
Corrective Action(s) Made (Please attach back-up when returning this form):  
Expected Corrective Action(s) Completion Date:

Agency (9563 - Millennium Challenge Corporation) Explanation:

Proposed Solution(s) or Corrective Action(s):

Trading Partner (9900 - Treasury General Fund) Explanation:


Proposed Solution(s) or Corrective Action(s):

**Certification**

Certified By:

*I have reviewed the Material Differences Report Form, Parts I, II, III(2) and Summary, generated by the Fiscal Service from intragovernmental data submitted by our agency and associated trading partner(s). The data provided by this agency is consistent with its supporting records and is derivative of unaudited financial statement data submitted to OMB.*

U.S. Department of the Treasury  
Bureau of the Fiscal Service  
Material Difference Report - Architect of the Capitol



### Material Differences Report - Part II of III

Fiscal Year: 2014 Period: 12 - September

Trading Partner Information Record 1 of 7

Agency Code (FR Entity)/Name: 0100 - Architect of the Capitol  
Trading Partner Code (FR Entity)/Name: 0100 - Architect of the Capitol

In accordance with the TFM:

\* Explanations are required for differences equal to or greater than \$10,000,000.00 but less than \$100,000,000.00. Report displays all differences below the Part I threshold.


Amount	Explanation
\$57,676,990.10	RC16 - Financing Sources Transferred In/Out Without Reimbursement
\$707,208.66	RC22 - Accounts Receivable/Accounts Payable, and Other Liabilities
\$979,435.67	RC23 - Advances to Others and Prepayments/Advances From Others and Deferred Credits
\$1,072,933.05	RC24 - Buy/Sell Costs/Revenues
<b>\$90,736,027.48</b>	<b>Total for Trading Partner</b>

**Certification**

Certified By:

*I have reviewed the Material Differences Report Form, Parts I, II, III(2) and Summary, generated by the Fiscal Service from intragovernmental data submitted by our agency and associated trading partner(s). The data provided by this agency is consistent with its supporting records and is derivative of unaudited financial statement data submitted to OMB.*


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# Reports continued

U.S. Department of the Treasury  
Bureau of the Fiscal Service  
Material Difference Report - U.S. Capitol Police



### Material Differences Report - Part III of III

All transactions affecting specific USGL accounts and identified with the Z attribute

Fiscal Year: 2014 Period: 12 - September

Trading Partner Information

Agency Code (FR Entity)/Name: 0200 - U.S. Capitol Police

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Difference Details

Affected USGL: 59000007 - Collections for Others - Statement of Custodial Activity

Net Amount: \$3,030.40


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Certification



Certified By:

I have reviewed the Material Differences Report Form, Parts I, II, (IGT) and Summary, generated by the Fiscal Service from intragovernmental data submitted by our agency and associated trading partners. The data provided by this agency is consistent with its supporting records and is derivative of unaudited financial statement data submitted to OIG.

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U.S. Department of the Treasury  
Bureau of the Fiscal Service  
Comparative Status of Disposition Report  
Q4 Period 12 - September, 2014  
Generated: 12/15/2014 03:28:16 PM

TP Code (FS)	Trading Partner Name	Recip. Cat	Recip. Cat Name	Material Difference	Agency Explanation	Trading Partner Explanation
<b>0100 - Architect of the Capitol</b>						
9000	Treasury General Fund	29	Non-Reciprocity USGL Accounts	\$469,875,512.51		
9000	Treasury General Fund	41	Warrants Issued/ Appropriations Received As Adjusted	\$452,879,645.42		
<b>0200 - U.S. Capitol Police</b>						
9000	Treasury General Fund	29	Non-Reciprocity USGL Accounts	\$329,782,017.58		
9000	Treasury General Fund	41	Warrants Issued/ Appropriations Received As Adjusted	\$332,615,841.64		
<b>1000 - The Judiciary</b>						
2000	Department of the Treasury	01	Federal Investments/Debt	\$2,435,969,301.33		
2400	Office of Personnel Management	26	Benefit Program Coas/Reversals	\$609,779,014.03		
4700	General Services Administration	34	Buy/Sell Coas/Reversals	\$1,169,464,168.04		
9000	Treasury General Fund	29	Non-Reciprocity USGL Accounts	\$6,432,739,904.85		
9000	Treasury General Fund	40	Fund Balance/Liability for EBWT	\$163,822,584.56		
9000	Treasury General Fund	41	Warrants Issued/ Appropriations Received As Adjusted	\$9,486,674,705.16		

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# Resources

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- **GTAS Enrollment Process:**

[http://www.fiscal.treasury.gov/fsservices/gov/acctg/gtas/gtas\\_home.htm](http://www.fiscal.treasury.gov/fsservices/gov/acctg/gtas/gtas_home.htm)

- To add or change access or roles

- **Regulations and guidance:**

<http://www.fms.treas.gov/gtas/regulations.html>

- **FY2015 GTAS Reporting Window**

[http://www.fms.treas.gov/gtas/reporting\\_schedule.html](http://www.fms.treas.gov/gtas/reporting_schedule.html)

# Contact Information

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- **Contact Intragovernmental Reporting Contact:**

<http://www.fiscal.treasury.gov/gtas/contact-list-for-agencies.html>

- **Presenter**

**Kirstie Pottmeyer-Hart**

**304-480-5304**

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# Thank You



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