Follow the steps below to verify/modify your CARS account through the ISIM Self-Service website.
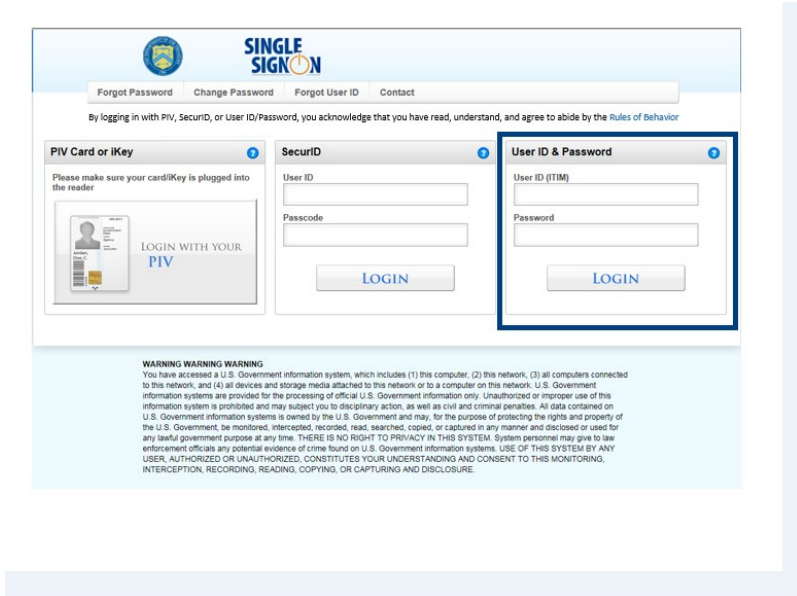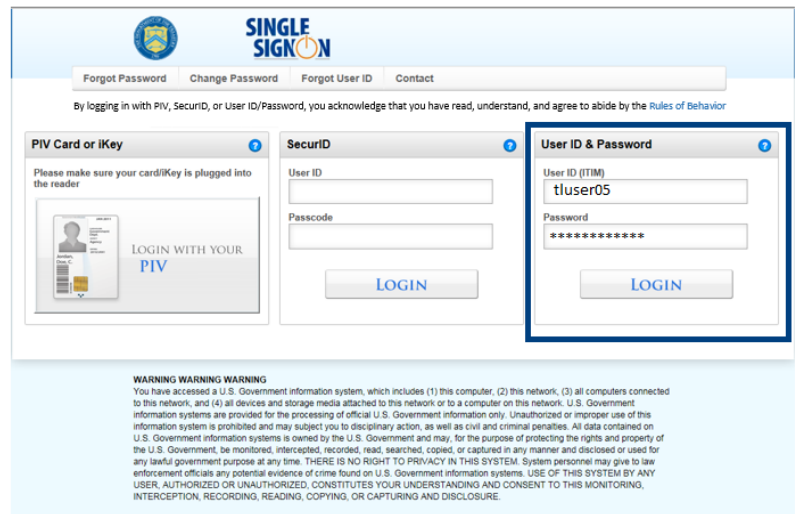
1. Access the ISIM Self-Service website at https://isim.fiscal.treasury.gov/itim/self.

2. Enter your user ID and password, and then click the **LOGIN** button.

3. The Self-Service home page will load. To verify or modify your access to CARS, click the **View or Change Account** link in the My Access section**.**

Welcome, Bruce User   Help   Logoff   Switch Application

My Password

Change Password
Use this link to change your passwords.

Change Forgotten Password Information
Use this link if you need to change the information required to log in when you have forgotten your password.

My Access

Request Account
Request a new account.

Delete Account
Delete one of your existing accounts.

View or Change Account
Change one of your existing accounts.

Request Access
Request access to items such as accounts and applications.

View Access
View your access to items such as accounts and applications.

My Profile

View or Change Profile
View and edit your personal profile.

My Requests

View My Requests
View the requests you have recently submitted.

4. When the **View or Change Account** page loads, click the **CARS** link in the **Account Type** column.

5. When the **Account Information** page loads, your supervisor's name will be displayed.

    *Note: If the **Supervisor** field is blank or shows an incorrect entry, click the **Search** button next to the field, and then proceed to step 6. If the correct supervisor is listed, skip to step 8.*

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6. Type in the name of the correct supervisor, and then click **Search**.

Home > View or change account > Account information > Search

Search for GWA Supervisor

Enter information to search for a GWA Supervisor.

Search by:
Full name ▼

Search for:
amy   [Search]

Back to Account

7. When the supervisor's name appears in the search results, click the link to select it.

> *Note: If the correct supervisor's name does not appear, you will need to have him/her submit a form in order to be added to ISIM as a supervisor.*

Home > View or change account > Account information > Search

Search for GWA Supervisor

Enter information to search for a GWA Supervisor.

Search by:
Full name ▼

Search for:
amy   [Search]

Search Results
Click below to select from the search results.

Name
Amy Super
Page 1 of 1   Total: 1   Displayed: 1

Back to Account

8. Next, click on **Details** to verify that your access is correct.

9. The CARS Access Permissions window will appear. The module, role and AGroup selections already assigned to the user will be displayed in the Current Permissions table.

Note: The Modules and Roles selected below are only examples. You will need to select your desired Modules and Roles to perform your duties. To obtain more information about the CARS Modules and Roles, see Appendix A.

10. To add a new permission, click the down arrows in the **Module** and **Role** fields to expand the dropdown menus and select the appropriate options. In the **ALC** free-form entry field, specify the AGroup needed for CARS access by entering any of the following information: ALC(s), AGroup name (if known), ID of another user whose access should be mirrored, etc.

    *Note: The **AGroup** field is not an editable field in Self-Service. This field will be populated with the correct AGroup based on what is entered in the **ALC** field when the Treasury Support Center approves the request.*

CARS Access Permissions

Please provide the permissions for this user's CARS access.

Module	Role	ALC	AGroup
APROP	Agency Reviewer	1200001, 12000002, 12000	

Add | OK | Cancel

Current Permissions

Module	Role	AGroup	ALC	Edit	Remove
ACCTSTMT	AR	3546		Edit	Remove
NET	AP	4587		Edit	Remove

11. Click **Add** to move the new module, role and ALC information to the Current Permissions table. The information entered in the ALC field will populate in the table in its entirety; this information will assist the TSC in adding the appropriate AGroup permission.

CARS Access Permissions

Please provide the permissions for this user's CARS access.

Module	Role	ALC	AGroup

Add | OK | Cancel

Current Permissions

Module	Role	AGroup	ALC	Edit	Remove
ACCTSTMT	AR	3546		Edit	Remove
NET	AP	4587		Edit	Remove
APROP	AR		1200001, 12000002, 12000003, 12000005, 12000006	Edit	Remove

12. If any information in the Current Permissions table is incorrect, click the **Edit** button in the row showing the incorrect data *(in this example, the NET module line was selected).* After clicking **Edit**, the **Module, Role, ALC** and **AGroup** field entries will move back to the Access Permissions table and will become modifiable. Once that occurs, make the appropriate changes and/or additions to the **Module, Role,** and/or **ALC** fields. When your updates are completed, click **Add.**

    *Note: The **AGroup** field is not an editable field in Self-Service. If you click an **Edit** button that corresponds with an entry that previously had an AGroup assigned, the AGroup that was already populated will automatically be removed when changes are made and the **Add** button is selected. To ensure that the appropriate Agroup is assigned, enter ALC information to the best of your knowledge in the **ALC** field. Doing so will let the TSC know what AGroup to add, as described in Step 9.*

CARS Access Permissions

Please provide the permissions for this user's CARS access.

Module	Role	ALC	AGroup
NET ▼	Agency All ▼	13000004, 13000005	4587

Add OK Cancel

Current Permissions

Module	Role	AGroup	ALC	Edit	Remove
ACCTSTMT	AR	3546		Edit	Remove
APROP	AR		1200001, 12000002, 12000003, 12000005, 12000006	Edit	Remove

13. After clicking **Add**, the new module, role, or ALC entries will populate in the Current Permissions table and the AGroup information will be missing. Once the Current Permissions table reflects correct information, click **OK**.

    *Note: **Do not click the OK button until you have completed all your changes.***

CARS Access Permissions

Please provide the permissions for this user's CARS access.

Module	Role	ALC	AGroup
▼	▼		

Add OK Cancel

Current Permissions

Module	Role	AGroup	ALC	Edit	Remove
ACCTSTMT	AR	3546		Edit	Remove
APROP	AR		1200001, 12000002, 12000003, 12000005, 12000006	Edit	Remove
NET	AA		13000004, 13000005	Edit	Remove

14. When the **Account Information** page reappears, click **OK** to submit the request to the supervisor for approval.

15. When the Request Submitted: Change Account page opens, the **Request Detail** section will show the modified information. To check the status of your request, click the **View My Requests** link under the **Related Tasks** section.

16. The request will be in a status of "In Process" until it is approved, rejected, or the timeframe for action ends. It will change to "Success" after the request has been approved by both your supervisor and the Treasury Support Center. You will receive an email after the request has been approved or rejected.

Note: *This process can take up to 14 days: 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.**

Welcome, Bruce User			Help Logoff Switch Application

Home > View my requests

View My Requests
Click the request type to view its information.

View: Show last 31 days ▾ Go

Request Type	Date Submitted ▽	Status	Account/Access
Account Change	March 31, 2014 12:55:17 PM	In Process	buser001 on CARS
Account Change	March 31, 2014 12:44:01 PM	Success	buser001 on CARS

Contact the Treasury Support Center at (877) 440-9476 or via email at GWA@stls.frb.org *if you have questions concerning the CARS account modification process.*

Appendix A.

CARS External Modules and Roles

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

Account Statement-
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.
>   Roles:
>   Agency Reviewer- can view all cars posted transition that relates to the user's AGroup

Appropriation Warrants-
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.
>   Roles:
>   Agency Reviewer – can view all posted Appropriation that relates to the user's AGroup

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
>   Role:
>   Agency Reviewer- can view ASR report in CARS that relates to the user's AGroup
>   Agency Account Administrator- can view ASR report and Notify Agencies of Account Exceptions in CARS that relates to the user's AGroup

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 Preparer- can create, save, edit, delete and view both pending and posted Borrowing transactions that relates to the user's AGroup

    Agency Certifier- can view pending and posted as well as certify or reject Borrowing transactions that relates to the user's AGroup

    Agency All- can create, update, delete, view pending, view posted, as well as certify or reject Borrowing transactions that relates to the user's AGroup

    Agency Reviewer - can view pending and posted Borrowing transactions that relates to the user's AGroup

Checks Issued Audit-

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

Classification Transaction and Accountability-

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.

    Role:

    Agency All- 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- Agency Certifier- can view pending and posted as well as certify or reject CTA transactions that relates to the user's AGroup

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

    Agency Preparer- can create, update, delete and view both pending and posted CTA transactions that relates to the user's AGroup

Non-Expenditure Transfers-
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.

> Role:
> Agency Preparer- can create, update, delete and view both pending and posted Non-Expenditure Transfers that relates to the user's AGroup
> Agency Certifier- Agency Certifier- can view pending and posted as well as certify or reject Non-Expenditure Transfers that relates to the user's AGroup
> Agency All- 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 Reviewer- can view pending and posted Non-Expenditure Transfers that relates to the user's AGroup

Statement of Difference-
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- can view all posted transactions in CARS that relates to the user's AGroup

TDO Payments-
This component of Account statement provides agencies with Regional financial Center payment information.

> Role:
> Agency Viewer- can query ALC reports for Treasury Disbursing Office ACH, EFT and check payments

Transfer and Non-Cash:

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.

Role:

Agency Preparer- can create, update, finish, delete, reverse and view pending and posted TaNC transactions that relates to the user's AGroup.

Agency Certifier- 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 All- 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 Recipient Certifier- can reject and approve InterALC transactions and view pending and posted TaNC transactions that relates to the user's Agroup.

Agency Viewer- 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-

This component of the Agency Transaction Module are used 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- can view posted Warrant Journal Vouchers that relates to the user's Agroup

Year End Closing-

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

Role:

Agency Preparer- 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- can view posted Year End Closing Adjustment that relates to the user's AGroup