



GWA Supervisor

The GWA Supervisor approval process in ISIM consists of two steps:

- Review the request for information, in which the supervisor has the ability to change the user access request.
- Approve or reject the user request.

The request for information and approve or reject actions apply to new account requests and also modification account requests.

The GWA supervisor will receive an email indicating a user request is pending. “This email was generated by the ISIM system during the processing of one or more requests. The ISIM system can be accessed at <https://isim.fiscal.treasury.gov/itim/self>”

(The auto-generated emails are marked from donotreply@fiscal.treasury.gov or donotreply@fms.treas.gov. Some email systems may deliver the emails to junk or spam folders.)

1. Log into the **ISIM Self-Service website** at <https://isim.fiscal.treasury.gov/itim/self> Enter your user ID and password, and then click **LOGIN**.

The screenshot shows the SINGLE SIGNON login interface. At the top, there are links for 'Forgot Password', 'Change Password', 'Forgot User ID', and 'Contact'. Below these links is a disclaimer: 'By logging in with PIV, SecurID, or User ID/Password, you acknowledge that you have read, understand, and agree to abide by the Rules of Behavior'. The main login area contains three panels: 'PIV Card or iKey' with a card image and 'LOGIN WITH YOUR PIV' text; 'SecurID' with fields for 'User ID' and 'Passcode' and a 'LOGIN' button; and 'User ID & Password' with fields for 'User ID (ITIM)' and 'Password' and a 'LOGIN' button. The 'User ID & Password' panel is highlighted with a blue border. At the bottom, there is a 'WARNING WARNING WARNING' section with a detailed disclaimer about U.S. Government information systems.

- The **Self-Service** page will display.

Welcome, Amy Super [Help](#) [Logoff](#) [Switch Application](#)

Action Needed [Supervisor Request for Information](#) for Bruce User requires your attention by 12/9/13 2:35:40 PM



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](#)

- Click the **Supervisor Request for Information** link in the **Action Needed** section. (Requests needing action may also be viewed by clicking on the **Approve and View Requests** link at the bottom of the page in the **My Activities** section.)

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Action Needed [Supervisor Request for Information](#) for Bruce User requires your attention by 12/9/13 2:35:40 PM



My Activities [Approve and Review Requests](#)

View and take action on activities that are assigned to you.

[Delegate Activities](#)
Delegate your activities to another person or stop delegating your activities.



4. Click **Provide Information**.

Welcome, Amy Super

[Home](#) > [Approve and review requests](#) > Review request

Review Request

Review the details of this request. To complete this activity, click the Provide Information button. If you are not completing this request at this time, click Cancel.

Request Detail

Date submitted: October 22, 2013 3:33:20 PM
 Request type: Provide Information
 Requested for: Bruce User
 Requested by: Bruce User
 Account/Access: buser001 on CARS
 Due date: October 27, 2013 3:33:18 PM
 Instruction summary: Review Information

▶ **Instruction Detail**

5. When the **Provide Information screen** loads, the **View** may be changed from *requested information* to *all information*. After the **View** is selected, click Go. The page will reload, click the **Details** button to see the access the user is requesting.

[Home](#) > [Approve and review requests](#) > [Review request](#) > Provide information

Provide Information

Provide the information below. When you are done entering information on each tab, click OK. All req

View:

Is CoAC

* GWA Supervisor
 Amy Super

* Modules, Roles, ALCs, and AGroups

- When the **CARS Access Permissions** page loads, the module(s), role(s) and ALC(s) requested by the user will appear in the **Current Permissions** table. Once you have verified that the appropriate selections have been made for all modules, click **OK**. See Appendix A for description of Modules and Roles.
 - The ALC field is a free entry field where the user can enter any of the following information: ALC(s), AGroup name (if known), ID of another user whose access should be mirrored, etc.
 - If information is incorrect, you can change the permission by clicking the **Edit** button in that row.
 - If the entire permission selected is not needed by the user, you can remove the selection by clicking the **Remove** button in that row.
 - The AGroup field is not an editable field in Self-Service. This field will be populated with the assigned AGroup when the Treasury Support Center receives the request.

CARS Access Permissions

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

Module	Role	ALC	AGroup
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Current Permissions

Module	Role	AGroup	ALC	Edit	Remove
NET	AP		00006145	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>

- When the **Provide Information** page reappears, click **OK**.

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[Home](#) > [Approve and review requests](#) > Review request > Provide information

Provide Information

Provide the information below. When you are done entering information on each tab, click OK. All required fields are marked with (*).

View:

Is CGAC

* GWA Supervisor

Amy Super

* Modules, Roles, ALCs, and AGroups

8. The **Information Provided** section will show all requested access. Click the **Approve and Review Requests** link under **Related Tasks** to complete the approval.

[Home](#) > [Approve and review requests](#) > Review request > Response submitted

Response Submitted: Information Provided

You have completed this request for information, which will be removed from your list.

Request Detail

Date submitted: March 22, 2018 10:48:03 AM
 Request type: Provide Information
 Requested for: Chris User
 Requested by: Chris User
 Account/Access: cuser004 on CARS

Information Provided

Is CGAC	false
GWA Supervisor	Amy Super
Modules, Roles, ALCs, and AGroups	ACCTSTMT AR OWN SOD AR OWN CIA AR OWN

Related Tasks

- To review other activities, refer to the [Approve and Review Requests](#) page.
- To perform other tasks go to the [IBM Security Identity Manager Home](#) page.

9. On the Approve and Review Request screen, click the **Supervisor Approval** link.

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[Home](#) > Approve and review requests

Approve and Review Requests

The following requests require your action. Click an activity to review and complete it.

Activity	Due Date [^]	Requested For	Requested By
Supervisor Approval	April 2, 2014 7:37:06 AM	Bruce User	Bruce User

Page 1 of 1 Total: 1 Displayed: 1

[Go to Home Page](#)

10. Select the **Approve** or **Reject** radio button as appropriate. After you have selected the desired action, click **OK**.

Note: As the approver, you have the option to provide a reason for your action in the Reviewer Comments field that will be sent to the user via email. This is typically used when the access requested is rejected by the approver.

Welcome, Amy Super

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[Home](#) > [Approve and review requests](#) > Review request

Review Request

Review the details of this request. To complete this activity, select the appropriate action, enter information in the comments field, and click OK. To review other activities without completing this request at this time, click Cancel.

Request Detail

Date submitted: March 26, 2014 7:25:57 AM
Request type: Account Add
Requested for: Bruce User
Requested by: Bruce User
Account/Access: buser001 on CARS
Due date: April 2, 2014 7:37:06 AM
Instruction summary: Approve/Reject the Request

▶ Instruction Detail

Reviewer Action

Select the appropriate action:

- Approve
 Reject

Reviewer Comments

Enter comments:



11. After the request is approved, the **Action taken** field shows an entry of "Approve." If the request is rejected, it will show as "Reject."

- Click the **Approve and Review Requests** link to verify whether there are other requests that need to be approved.
- To return to the ISIM Self-Service home page, click the **Security Identity Manager Home** link.

[Home](#) > [Approve and review requests](#) > Review request > Response submitted

Response Submitted: Approve

You have completed this activity, which will be removed from your list.

Request Detail

Date submitted:	March 26, 2014 7:25:57 AM
Request type:	Account Add
Requested for:	Bruce User
Requested by:	Bruce User
Account/Access:	buser001 on CARS
Action taken:	Approve

Related Tasks

To review other activities, refer to the [Approve and Review Requests](#) page.
To perform other tasks go to the [IBM Security Identity Manager Home](#) page.

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

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-

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 post transition that relate to the users 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 pending and posted Appropriation for users with the same 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 for users with the same AGroup

Agency Account Administrator- can view ASR report and Notify Agencies of Account Exceptions in CARS for users with the same AGroup



BPD-

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, update, delete and view both pending and posted Borrowing transactions for users with the same AGroup

Agency Certifier- can view pending and posted as well as certify or reject Borrowing transactions for users with the same AGroup

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

Agency All- can create, update, delete, view pending, view posted, as well as certify or reject Borrowing transactions for users with the same AGroup

BPDR-

This component of the Agency Transaction Module provides the capability revise borrowing transactions.

Role:

Agency Preparer- can create, update, delete and view both pending and posted Borrowing transactions for users with the same AGroup

Agency Certifier- can view pending and posted as well as certify or reject Borrowing transactions for users with the same AGroup

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

Agency All- can create, update, delete, view pending, view posted, as well as certify or reject Borrowing transactions for users with the same AGroup

BPDW-

This component of the Agency Transaction Module provides the capability to view any write off that an internal user role creates that effect the TAS in that AGroup.

Role:

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



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 for users with the same AGroup

Agency Certifier- Agency Certifier- can view pending and posted as well as certify or reject CTA transactions for users with the same 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 for users with the same 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 All- can create, update, delete, view pending, view posted, as well as certify or reject Non-Expenditure Transfers for users with the same AGroup

Agency Certifier- Agency Certifier- can view pending and posted as well as certify or reject Non-Expenditure Transfers for users of the same AGroup

Agency Reviewer- can view pending and posted Non-Expenditure Transfers for users with the same AGroup

Agency Preparer- can create, update, delete and view both pending and posted Non-Expenditure Transfers for users of the same AGroup

TDO Payments-

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

Role:

RFC Viewer- can view all posted transactions in CARS for users with the same AGroup

Agency Viewer- can view all posted transactions in CARS for users with the same AGroup



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 for users with the same AGroup

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Role:

Agency Reviewer- can view posted Warrant Journal Vouchers for users with the same 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 FATCSII FMS Form 2108

Role:

Agency Preparer- can create, update, delete and view both pending and posted Year End Closing Adjustment for users with the same AGroup

Agency Reviewer- can view posted Year End Closing Adjustment for users with the same AGroup