FAQ YEAR-END Module

1. Who will need access to the Year End Module?
   Answer: GTAS reporters who are required to submit an adjusted trial balance.

2. Why is the Year End Module needed?
   Answer: To initiate year end cancellation and adjustment transactions that were previously accomplished in FACTS II on the 2108.

3. What types of transactions can I accomplish in the module?
   Answer: The following transactions:
   - Surplus, Year End Closing Cancellation of Expired Account Balances
   - Surplus, Year End Closing Cancellation of Revolving, Special and Non-Revolving Trust Fund Accounts (with Available Receipts)
   - Surplus, Year End Closing Cancellation of Special and Non-Revolving Trust Fund Accounts (with Unavailable Receipts)
   - Indefinite, Year End Closing Adjustment

4. When can I report my Year End cancellation activity?
   Answer: The reporting window will be from October 7th at 8:00 am thru October 20th at 12 noon.

5. Is there training material available for the Year-End module?
   Answer: Yes and you can access the Year End training material at: CARS Year-End Training
   CARS YEAR-END Training-Part1
   CARS YEAR-END Training-Part2

6. How do I gain access to the Year-End module?
   Answer: Please see the specific instructions below.
   • If you are not currently a CARS user and wish to request access to the new CARS application, please follow the instructions provided in the attached CARS Enrollment user guide. (If you do
not currently have a Single Sign On account, you will be required to establish one before requesting access to CARS. If you currently use GTAS and/or IPAC, your Single Sign On account credentials are the user ID and password that you use to access those applications.

If you currently have access to CARS and wish to add YEC (Year End Closing) access, please follow the instructions provided in the attached CARS Account Modification User Guide. Select the appropriate module and role as follows:

<table>
<thead>
<tr>
<th>Field</th>
<th>Selection</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module</td>
<td>YEC</td>
<td>Allows the user to provision access to the following roles</td>
</tr>
<tr>
<td>Roles</td>
<td>Agency Preparer</td>
<td>Allows the user to create and certify year-end cancellations and adjustments</td>
</tr>
<tr>
<td></td>
<td>Agency Reviewer</td>
<td>Allows the user to view year-end cancellations and adjustments</td>
</tr>
</tbody>
</table>

7. I am logged into CARS, how do I get to the Year-End transaction module?
   **Answer:** Follow the steps below to create a New Year End Closing transaction.
   a. Click the Transactions Tab at the top of the screen
b. Under “New Transactions”, click the “Year End Closing” link

c. You should now be on the New Year-End Closing Transaction screen
8. When I click the Year-End Closing link, why do I get an error message?
   **Answer:** If you are seeing the error message below, it is because it is before the Year-End window opens on October 7 or the window has closed for all Year-End transactions.

9. What happens once I certify a transaction?
   **Answer:** You will get the detail screen below. Please take note of the control number. You will need this to view your transactions later.
10. Once I certify a transaction, how do I know if it posted to the system?

   **Answer:** To check the posted status for a specific transaction, follow the steps below.

   a. Click the Transactions Tab at the top of the screen
b. Under “Posted Transactions”, click the “Authority Transactions” link

c. You should now be on the Posted Transaction screen.
d. In the top box enter the control number you noted from the detail transaction screen after you certified the transaction. Then click “View Transaction”
If your transaction has posted you should be viewing the detail screen below.

<table>
<thead>
<tr>
<th>Control Number</th>
<th>5607165</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>posted</td>
</tr>
<tr>
<td>Transaction Type</td>
<td>Indefinite Year End Closing Adjustment</td>
</tr>
<tr>
<td>Transaction Date</td>
<td>09/30/2013</td>
</tr>
<tr>
<td>Accounting Period</td>
<td>09/2012</td>
</tr>
<tr>
<td>Effective Date</td>
<td>09/30/2013</td>
</tr>
<tr>
<td>Agency Reference #</td>
<td>NA141565</td>
</tr>
<tr>
<td>OSAC TID</td>
<td>GP31A29D9E</td>
</tr>
<tr>
<td>Balance Adjustment Type</td>
<td>Increases</td>
</tr>
<tr>
<td>Current Balance</td>
<td>16,550,322.15</td>
</tr>
<tr>
<td>Adjustment Amount</td>
<td>14,496,766.51</td>
</tr>
<tr>
<td>New Balance</td>
<td>1,053,645.64</td>
</tr>
<tr>
<td>Root Recent Comment</td>
<td></td>
</tr>
</tbody>
</table>
11. Why is my transaction not showing up as posted?

Answer: Your transaction could still be in a pending status, either waiting to be (a) approved by the Bureau of Fiscal Service or (2) posted to our legacy system. To check Pending Transactions for your specific transaction(s), follow the steps below.

a. Click the Transactions Tab at the top of the screen

   ![Transactions Tab](image1)

b. Under “Pending Transactions”, click the “Authority Transactions” link

   ![Authority Transactions](image2)
c. You should now be on the Pending Transaction screen.

d. In the top box enter the control number you noted from the detail transaction screen after you certified a transaction. Then click “View Transaction”
e. If your transaction is pending you should be viewing the detail screen.

12. Who should I call if I have further questions?
   
   **Answer:** Please contact the TSC at 1-877-440-9476.

13. Who should I call if I experience any system issues?
   
   **Answer:** Please Contact the TSC at 1-877-440-9476.