

Contents

Intro to New Account Statement Interface	
Account Statement Home	2
ALC Statement	6
Searching for Specific TAS or ALC	7
Search by TAS	7
Search by ALC	11
Downloading PDF and CSV Files	16
Download CSV File (Summary Inquiry)	16
Download CSV File (Transaction Inquiry)	17
Download PDF File	18
Use Action Buttons to View Transaction Details	19
Button Changes	21
Changes to Inquiries for Agencies 095 and 048	25



Intro to New Account Statement Interface

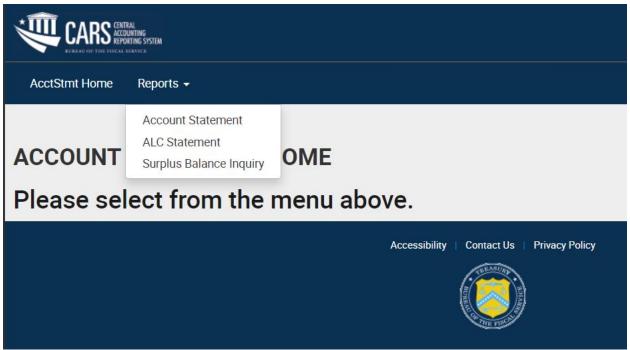
Account Statement has a new user interface. While the functionality of legacy Account Statement is preserved, screens look different, and some functions are performed in a slightly different manner.

Account Statement Home

The Account Statement menu is now a dropdown accessible from the Account Statement home page. Clicking the Reports button allows users to access any screens their role has access to (not pictured below: TDO Payments). Note that the Support Listings screen, which linked to IPAC, is no longer an option.

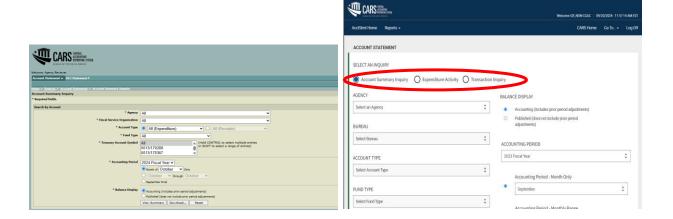




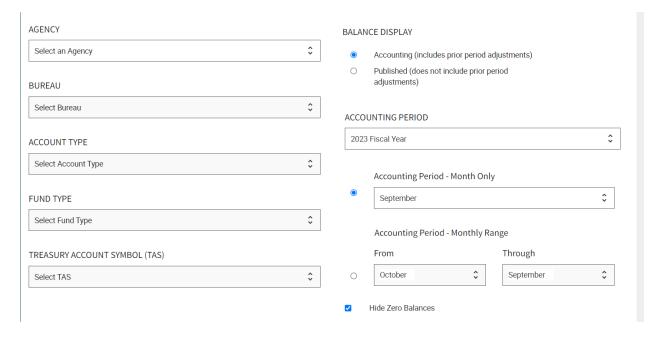




When a user selects a screen (e.g., Account Statement), they can now move between the options in that category by selecting a radio button. Previously, this was done through options on the menu bar.

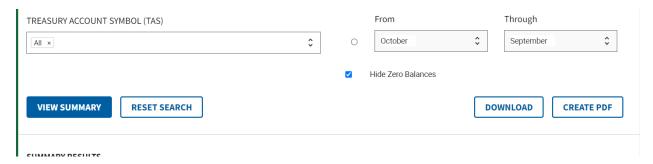


All search filter options, including TAS, are selected through dropdown menus. You must first select an Agency to activate the other dropdowns. For information on searching for specific TAS or ALCs, see the Job Aid on Searching for Specific TAS and ALCs. Note that users must select either "All" or specific TAS in the TAS dropdown to run a search. Also, TAS will appear only in CGAC format, regardless of if the user is a CGAC user or not.



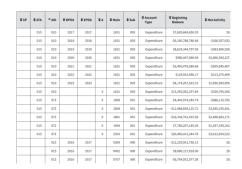


Once search criteria is selected, users can click "View Summary" to run a search, "Download" to view results in CSV format or "Create PDF" to view results in PDF format. Users may also click "Reset Search" to change the search criteria. Previously, users could click "View Summary" or "Download" from the search screen, but had to create PDFs from the search results screen.



Search results will appear in the Summary box below the search criteria. Results will not appear in a new screen as they did in legacy Account Statement.





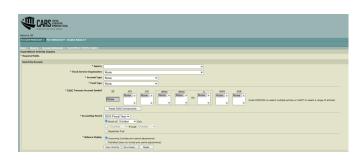
Users can scroll to the bottom of the Summary Results table to navigate to additional pages of results. Note also that, depending on screen resolution, users may need to use the scroll bar to view further information about an account.

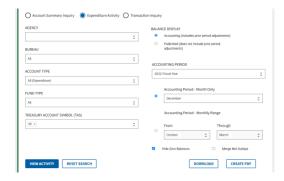


Other options under "Account Statement" have similar changes as the Account Summary Inquiry – i.e., style changes, date options moved to the right side of the screen and options like "Hide Zero Balances" converted to check boxes. For comparison, screenshots of those screens are below.

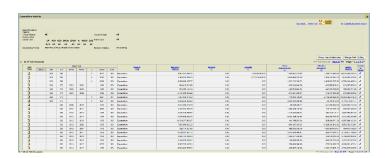
Expenditure Activity (search screen)





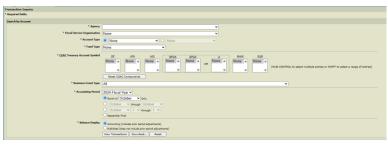


Expenditure Activity (results)



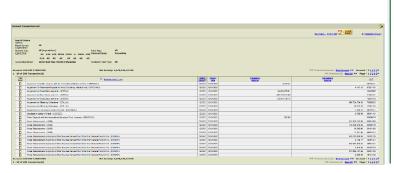
▲ SP	Фата	\$ AID	Ф ВРОА	\$ EPOA	ФA	‡ Main	Ф Sub	Account Type	Beginning Balance	\$ Authority (+)
	020	020			х	0010	000	Expenditure	\$9,867,021,586.14	5
	020	020			x	0259	000	Expenditure	\$1,456,500,259.90	
	020	069			х	8384	009	Expenditure	-\$6,966,668,475.77	:
	020	072	2021	2022		1861	000	Expenditure	-\$640,416,831.66	
	020	072	2022	2023		1861	000	Expenditure	\$523,066,141.34	
	020	075	2021	2024		0368	009	Expenditure	-\$1,147,865,804.99	:
	020	075			х	0297	001	Expenditure	-\$7,801,663,474.23	1
	020	075			х	0297	009	Expenditure	\$9,339,220,962.92	
		020	2008	2019		1878	000	Expenditure	\$6,875,986,279.40	:
		020	2010	2017		0386	000	Expenditure	\$1,037,851,950.35	1
		020	2011	2017		1878	000	Expenditure	\$3,812,249,359.67	
		020	2012	2017		1878	000	Expenditure	-\$3,877,586,613.28	
		020	2012	2018		1878	000	Expenditure	\$11,374,277,583.87	
		020	2012	2020		1878	000	Expenditure	\$7,951,646,503.28	
		020	2012	2021		1878	000	Expenditure	\$522,711,527.98	
		020	2013	2017		1878	000	Expenditure	-\$3,016,051,567.75	
		020	2013	2018		1878	000	Expenditure	-\$4,898,761,913.90	
		020	2013	2019		1878	000	Expenditure	\$1,315,326,245.57	
		020	2014	2017		0272	000	Expenditure	\$5,582,738,447.64	

Transaction Inquiry (search)





Transaction Inquiry (results)



BUSINESS EVENT TYPE	# ACCTING PERIOD	DATE POSTING	Ф ALC	INCREASE TO BALANCE	DECREASE TO BALANCE	ФАСТІ
Adjustment To Dollar Deposits with the International Monetary Fund - (DIMFDCAJ)	12/2021	12/31/2021	69011107	\$3,044.27	\$0.00	0
Adjustment To Receivable/Payable for the US Currency Valuation Adj - (RPCVINAJ)	12/2021	12/31/2021	97201110	\$0.00	\$4,147.18	0
Adjustment to Gross Disbursements - (DISBAJ)	12/2021	12/31/2021	12401502	\$94,264,276.61	\$0.00	0
Adjustment to Gross Disbursements - (DISBAJ)	12/2021	12/31/2021	41001101	\$880,791,318.59	\$0.00	0
Adjustment to Gross Disbursements - (DISBAJ)	12/2021	12/31/2021	72001163	\$703,611,739.75	\$0.00	9
Adjustment to Offsetting Collections - (COLLAJ)	12/2021	12/31/2021	70052612	\$0.00	\$969,724,784.38	٥
Adjustment to Offsetting Collections - (COLLAJ)	12/2021	12/31/2021	12361110	\$0.00	\$15,010.70	٥
Adjustmenty To Increase in Letter of Credit -	12/2021	12/31/2021	69011107	\$n nn	\$1 588 51	a

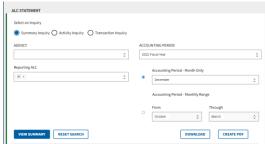


ALC Statement

Summary Inquiry (search)

Note that, like on the Account Statement searches, users must select an agency to make the Reporting ALC dropdown active. You must then select either specific ALCs or All to activate the "View Summary" button.





Summary Inquiry (results)

Like in the Account Statement screens, users should select the Transaction Inquiry radio button to see transactions for an ALC – they are not available as a link in the summary results.



Net Amount	Accounting Period	* Reporting ALC
-\$211,929.	12/2021	02001087
-\$190,537.	12/2021	02001666
-\$387,580.:	12/2021	02002877
\$8,134.	12/2021	20011101
\$16,127,717,320.	12/2021	20011104
-\$213,975.	12/2021	20011106
-\$23,859,877,899,1	12/2021	20011107
-\$41,423.	12/2021	20011110
-\$4,998,714,189.:	12/2021	20011199
-\$307,678.	12/2021	20016018
-\$349,684.	12/2021	20040002
-\$410,512.:	12/2021	20050004
\$8,534.	12/2021	20051107
-\$10,909,581,376.	12/2021	20080002
-\$199,673.	12/2021	20090701
-\$169,472.:	12/2021	20090801
-\$87,146.	12/2021	20090901
-\$12,841,988,229.:	12/2021	20091102
-\$362,679.	12/2021	20091103

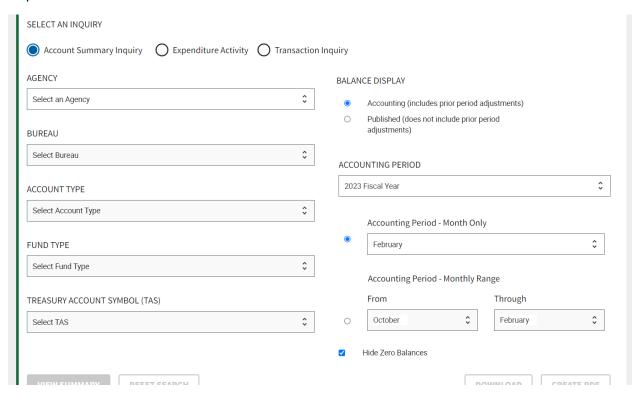


Searching for Specific TAS or ALC

The process of searching for a specific TAS or ALC in Account Statement is slightly different than in the legacy version. Follow the steps below to limit your search to a specific TAS or ALC.

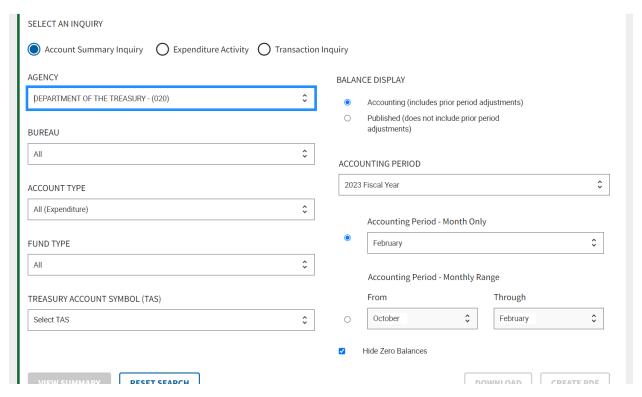
Search by TAS

When a user accesses the Account Statement search screen, all inquiry types allow a user to select a specific TAS

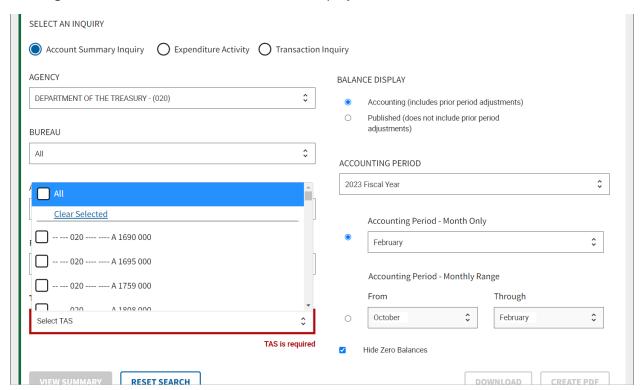


To select a TAS or TAS's to limit your search to, first select an Agency from the dropdown menu.





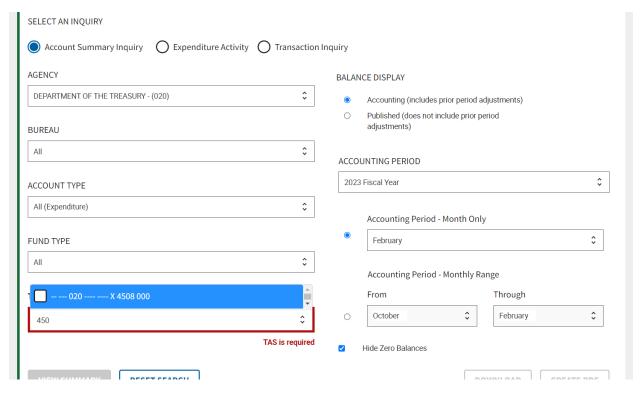
Clicking the arrows in the "Select TAS" box now displays a list of TAS



To search for all of an agency's TAS, click the box next to "All". If the specific TAS you want to search for is immediately visible, check the box next to that TAS to select it.

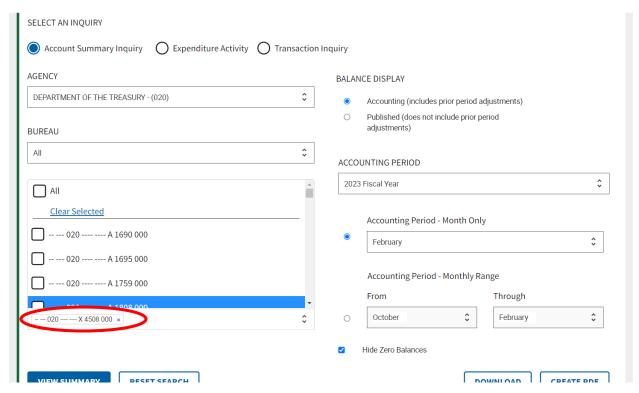


If you do not see your TAS, click on the "Select TAS" box beneath the list of TAS's. Begin typing any portion of the TAS that you know. In this case, the user types the Main Account Code.

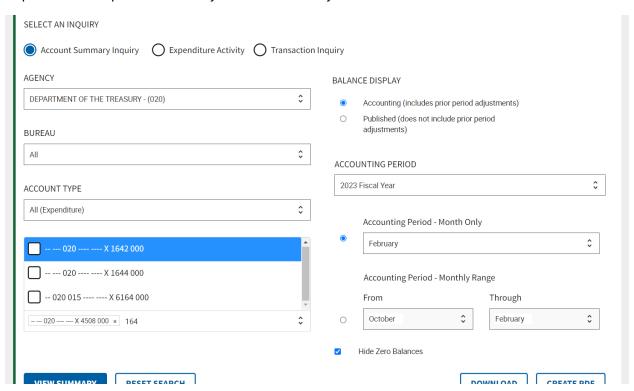


The list narrows as you type. In this example, as soon as the user types "450", the list filters down to one TAS with a main account code of 4508. Click the box next to that TAS. It now appears in the filtering box.

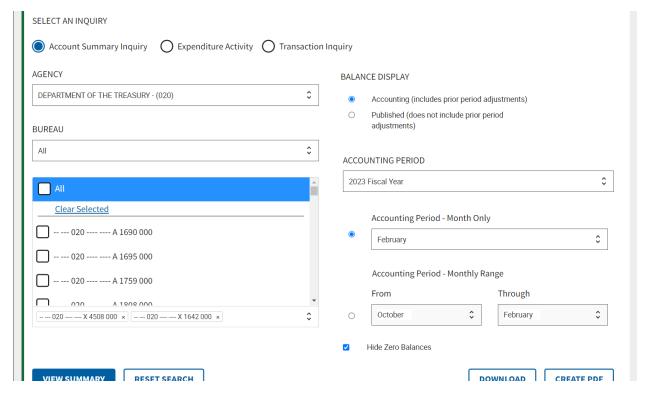




Repeat those steps for each TAS you wish to add to your search.

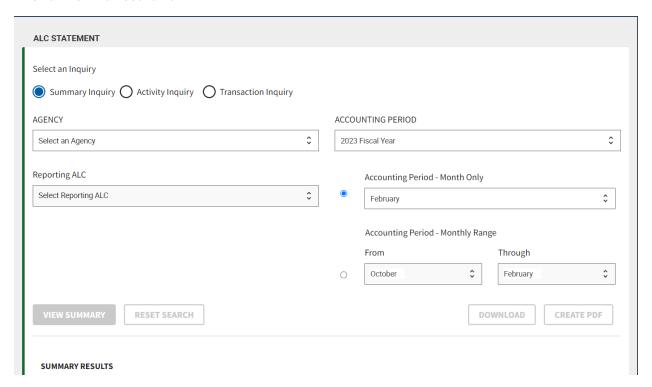






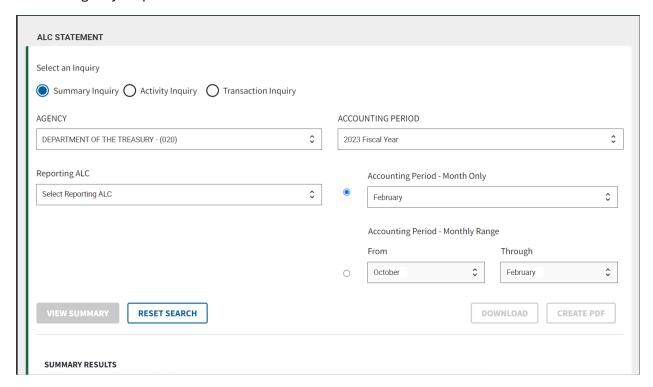
Search by ALC

When a user accesses the ALC Statement screen, all inquiries allow the user to select a specific ALC to filter their search on.

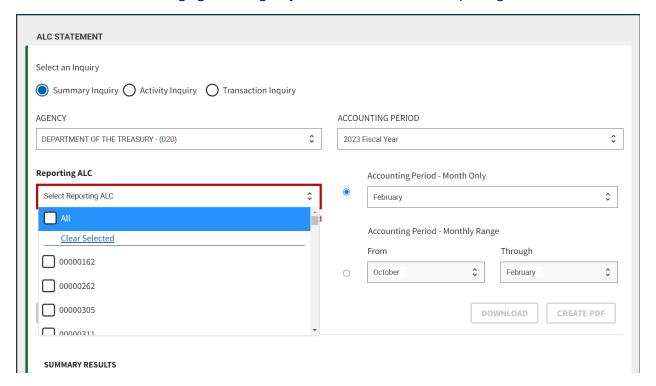




To select an ALC or ALCs to limit the search results to, first select the Agency that owns the ALC from the Agency dropdown menu.

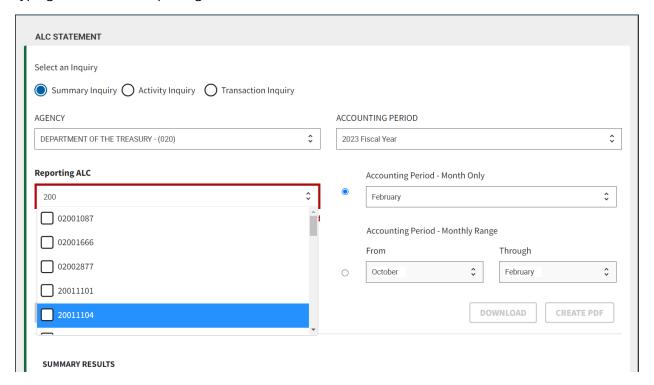


To see a list of ALCs belonging to that agency click the arrows in the 'Reporting ALC' box.





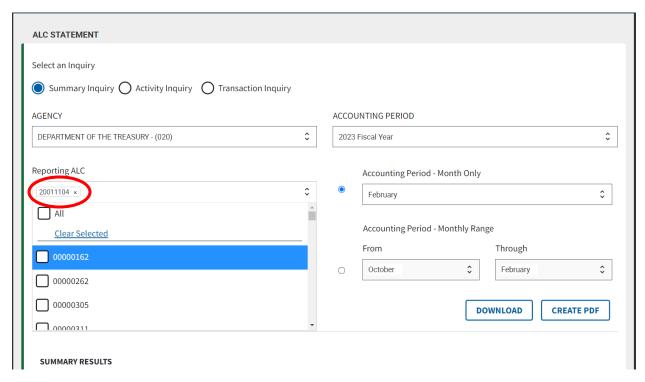
To search for all ALCs belonging to the selected Agency, check the box next to "All". If you see the ALC you want to search for, check the box next to it. To search for an ALC that is not visible, begin typing in the 'Select Reporting ALC' box.



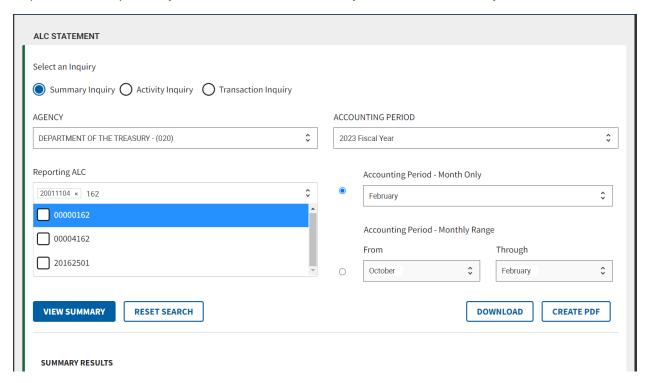
The list will limit to the ALCs that match the numbers you are typing as you go. For example, if you type '200', all ALCs listed will have those numbers in sequential order somewhere in their ALC number.

When you find the ALC you want to include, click the box next to it to add it as a filter. The ALC will appear in the 'Reporting ALC' box.

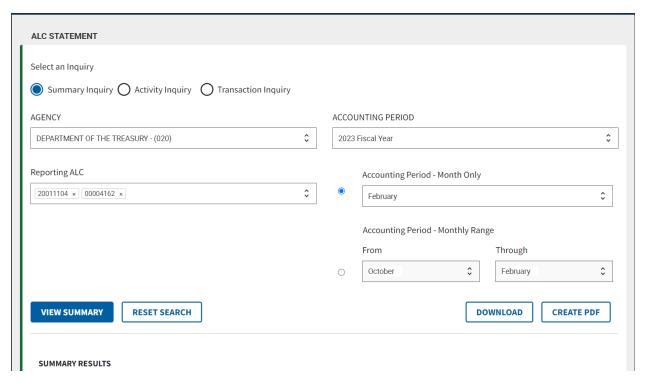




Repeat these steps until you have all ALCs added that you want to include in your search.







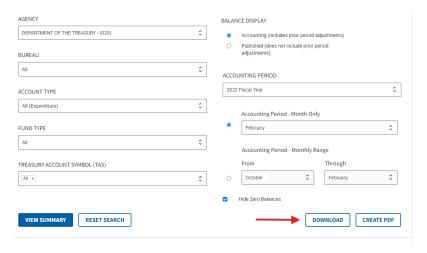


Downloading PDF and CSV Files

Because the search results display on the same page as the search criteria in the new Account Statement UI, the options to download CSV and PDF files are buttons on the same page. To use those options, follow the steps below.

Download CSV File (Summary Inquiry)

Select search criteria – if in the Account Statement screen, you must select at least one TAS. If in the ALC Statement screen, you must select at least one ALC. When search criteria is selected, the Download button activates.

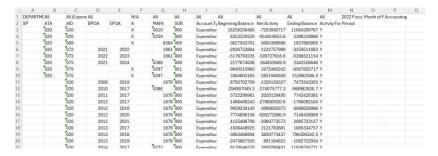


Click the "Download" button to bring up the download modal (Note: You can click the "View Summary" button if you wish to view search results before downloading).



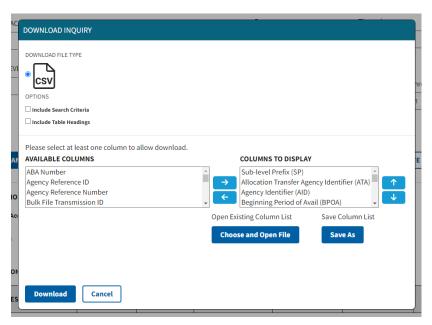
For the summary download, you may select CSV or Excel format. Check the boxes to include the search criteria and/or table headings in the file. Click the "Download" button and the file will be downloaded using your browser.





Download CSV File (Transaction Inquiry)

To download results from a transaction inquiry, follow the same steps as above. When you click the "Download" button, the modal will have more options than the summary download.



To add columns to your CSV file, select the column(s) to add in the "Available Columns" box, then click the arrow pointing to the right to move them to the "Columns to Display" box. Similarly, you can remove columns from the CSV file by selecting them in the "Columns to Display" box and clicking the left arrow.

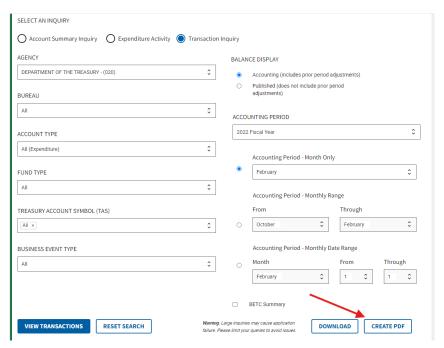
To order the columns in the CSV file, select the column you want to move in the "Columns to Display" box, then click the up or down arrow to put it in the position you want it.

If you have previously saved a file that has columns and the order of their display, you may use the "Choose and Open File" button to select that file. If you want to create such a file, click the "Save As" button when you have the columns you want in the "Columns to Display" box.

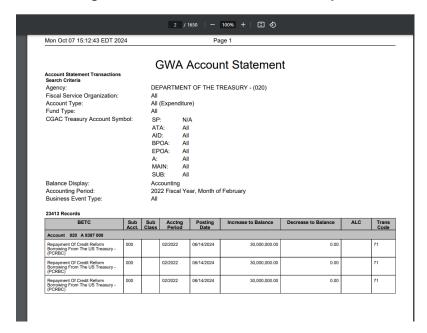


Download PDF File

Like downloading a CSV file, the "Create PDF" button becomes active when proper search criteria (i.e., Accounts or ALCs) are selected.



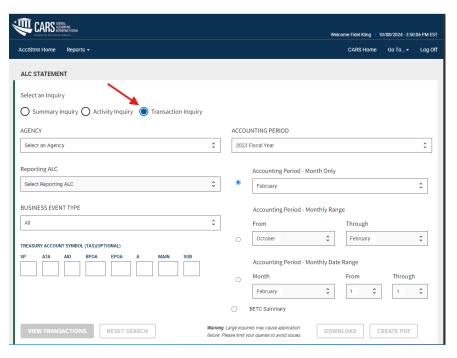
After clicking the button, the PDF will automatically download.





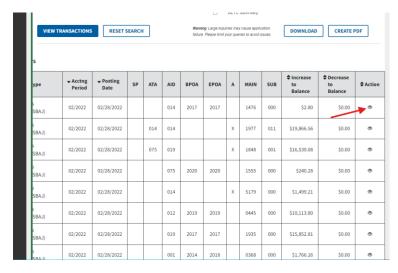
Use Action Buttons to View Transaction Details

To drill down to the transaction level of Account or ALC transactions, you will need to begin your search from the Transaction Inquiry radio button selection.



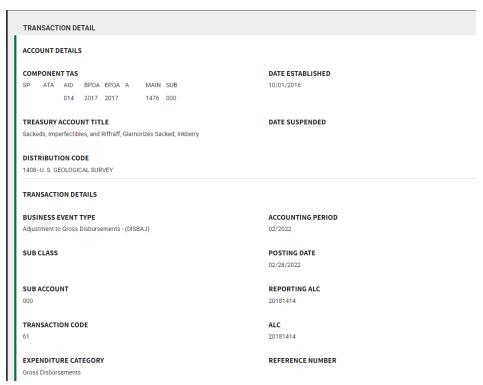
Conduct the search for the account or ALC transactions as normal (if searching by Account, you must choose All or specific accounts; if searching by ALC, you must choose a specific Reporting ALC).

In the results table, an eye icon appears in the last column, "Action". Note, depending on your screen resolution you may need to scroll to the right to see this column.

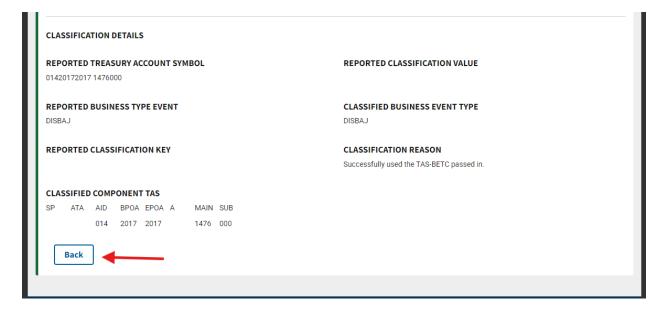


Click the eye icon and the Transaction Detail screen appears.





To return to the search results, click the "Back" button at the bottom of the Transaction Detail screen.



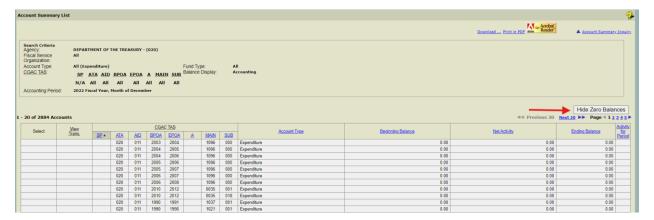


Button Changes

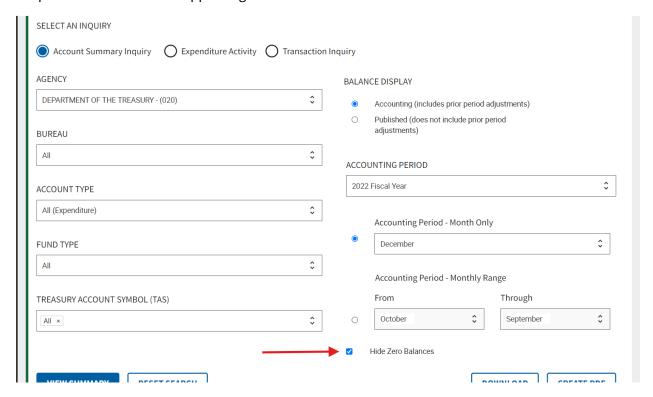
Some actions in the legacy Account Statement UI were triggered by clicking buttons at various points in the interface. This job aid reviews those cases and points out how to accomplish the same tasks in the new Account Statement UI.

Hide Zero Balances

When looking through a long list of account summaries for an agency, users may want to hide those accounts that have a balance of zero. In the legacy Account Statement, this was accomplished by clicking the "Hide Zero Balances" button on the Account Summary List.



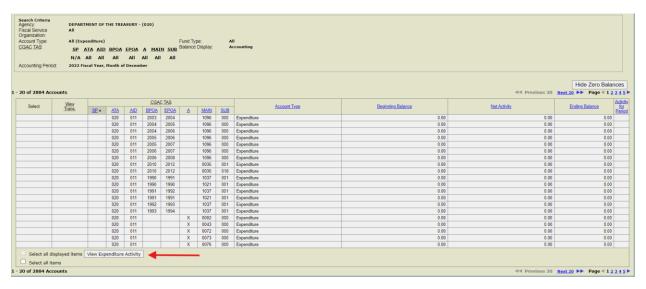
In the new UI, users can check a box next to "Hide Zero Balances" prior to running their search to keep these accounts from appearing in the search results.



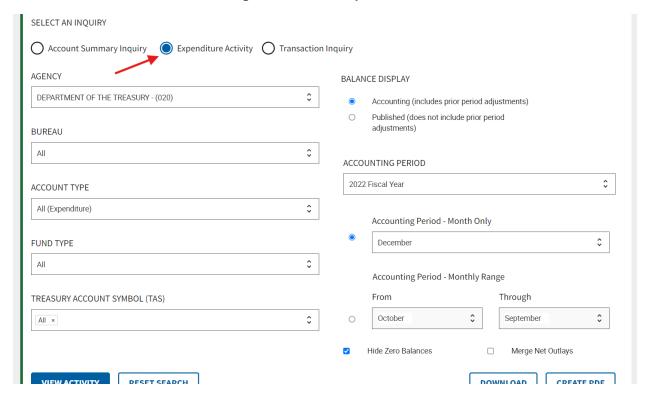


View Expenditure Activity

The legacy Account Summary List also had a "View Expenditure Activity" button at the bottom of the search results. Clicking this button would run a search using the same criteria as if the user had initiated the search from the "Expenditure Activity" screen.



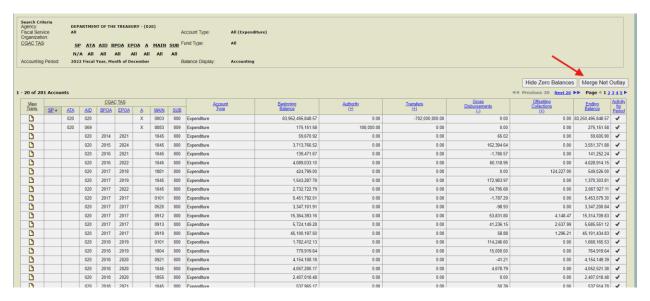
This button does not appear in the new UI. To run the search for Expenditure Activity, users can return to the top of the screen and select the "Expenditure Activity" radio button. There is no need to reset search criteria before clicking the "View Activity" button



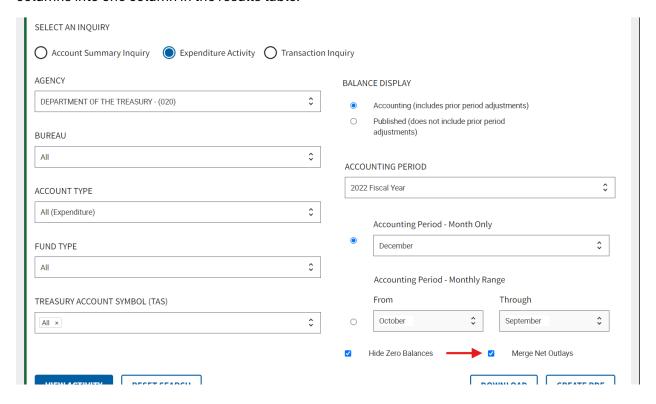


Merge Net Outlays

When viewing Expenditure Activity, users had the option to click the "Merge Net Outlays" button. This would combine the "Gross Disbursements" and "Offsetting Collections" columns into one calculated column called "Net Outlays"



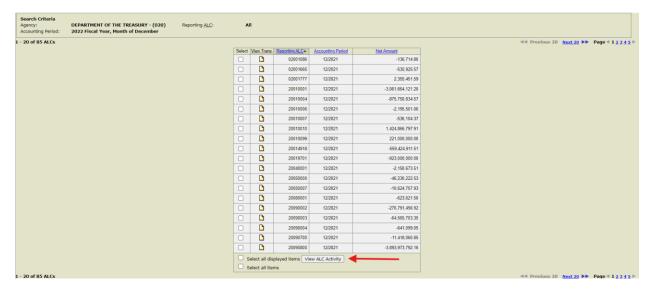
Like the "Hide Zero Balances" option, this is now controlled through a check box at the time of the search. Selecting the check box will combine the Gross Disbursements and Offsetting Collections columns into one column in the results table.



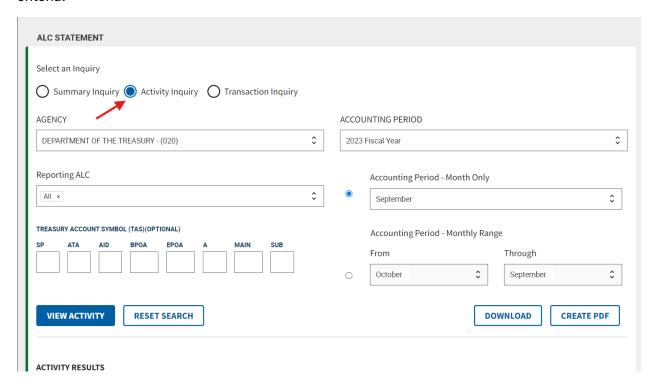


View ALC Activity

When searching for several ALC summaries, users could click the "View ALC Activity" button to send the same search criteria to the "ALC Activity" search, as if they had initiated the search from that page.



This button does not exist in the new UI; to run the same search criteria for ALC Activity, scroll to the top of the page and click the "Activity Inquiry" radio button. There is no need to re-enter search criteria.

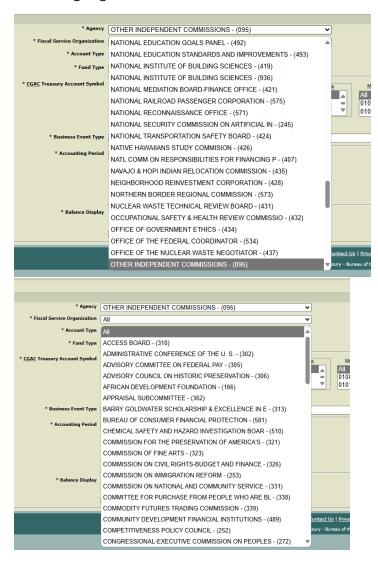




Changes to Inquiries for Agencies 095 and 048

Temporary Commissions (048) and Other Independent Commissions (095) are considered parent agencies used to bucket child agencies with a 3-digit agency ID.

In legacy Account Statement, a user can select agency 095 and 048 in the agency drop down, and then select "all" or a single child 3-digit agency in the Fiscal Service Organization dropdown. The child 3-digit agencies are also available for selection in the agency dropdown.



In the new Account Statement module, 095 and 048 will no longer be available as agency selections. Instead, a user will choose the 3-digit agency in the agency dropdown each time they run a search.



