

Yearly Account Establishment Background Information

This communication provides entities with guidance for the Treasury account symbol establishment process. The account establishment process occurs annually to automatically establish certain account symbols on October 1, 2023 (FY 2024) in Treasury's Central Accounting and Reporting System (CARS). Annual (current fiscal year) and multi-year Treasury account symbols that currently exist in Treasury systems are available to be established. Accounts scheduled to expire by the end of the current fiscal year (September 30, 2023) will require positive confirmation for continued use in fiscal year 2024.

Treasury requires your confirmation to mitigate the following adverse consequences to Entity and Governmentwide Reporting:

- (a) the unnecessary establishment of accounts for the new fiscal year
- (b) required reporting in CARS of account symbols established but not needed, regardless of a "zero balance and/or no activity".
- (c) account symbols not needed will be included on your entity's Governmentwide Treasury Account Symbol Adjusted Trial Balance System (GTAS) file and reporting will be required (increasing your reporting burden).
- (d) additional processing steps by the FPE as well as Treasury to discontinue and close account symbols not needed.
- (e) the timely upload of Cash Flow Profile data in the Shared Accounting Module (SAM) for the 2024 FY.

Note: If you are the correct contact for the account establishment process, please **confirm the receipt of this data call no later than 48 hours after receipt of this email or forward this email request to the appropriate person** and copy the sender of this email. Thank you and feel free to contact budget.reporting.branch@fiscal.treasury.gov with any questions.

1. Treasury is requiring that entities verify the legal authority for the next fiscal year for each Treasury account symbol listed with Federal Program Entities (FPE) who will be directly impacted by the account establishment decision(s). Any questions about the entity's legal authority should be submitted to the entity's Office of General Counsel. After verifying the legal authority, please complete steps 2-5 listed below.
2. Please review and confirm the need for each account listed on the attached spreadsheet by indicating a "Yes" or "No" from the drop down in the column "A" titled "Establish TAS Yes/No".
3. If columns "L" and "M" are both marked with an X and you wish to establish the account, **please provide justification in column "N"** indicating why the account is needed even though it has not had activity for the last two fiscal years.
4. Please don't add accounts other than provided in the list. If you would like to request a new account, request by filling up Treasury account action request form (Form 000109) as usual.
5. Shared service provider can fill out the spreadsheet, but the agency must approve their accounts.
6. Please return the completed spreadsheet via email no later than close of business (COB), **Friday, September 01, 2023** to budget.reporting.branch@fiscal.treasury.gov. If your response is not received by the established due date, Treasury will not automatically establish account symbols in CARS for entity use on October 1, 2023 (FY 2024).

Please note if you had any of the accounts were established with an Inter-Agency Agreement, we may reach out for further clarification and documentation. Treasury requests your collaboration with a response by **COB Friday September 01, 2023**. For background information regarding the account establishment process, please see the attached file.