



BUREAU OF THE  
**Fiscal Service**  
U.S. DEPARTMENT OF THE TREASURY



## Customer Relationship Management TIP OF THE WEEK



### Tips & Reminders for Reconciling as a CARS Reporter

**Download Provisional transactions before the end of month**, as only the Current Accounting Month provisional details will be available after the 30<sup>th</sup>/31<sup>st</sup>. **Provisional details for the last day of the month won't be available** due to the rollover to the new month, **but summary level will be available in official accounting posted view**. You'll see your IPAC transactions on the 2<sup>nd</sup> business day and your Collection (CIR) and Payment transactions (SPS/PAM/ASAP/ITS) on the 3<sup>rd</sup> business day.

Always view Account Statement Reports from the **ALC** perspective to see all the various TAS BETCs being reported for/against your ALC.

Ensure your system default accounts are reconciled and reclassified timely: F3500 for payment and collection transactions, F3502 for intragovernmental transactions.

Reclassifications & CTA Partial 224 (or 1219/1220, 1218/1221) reporting is due by 4<sup>th</sup> workday.

#### Reclassification Options

- ❖ online entry at *summary level*, using current CTA app
- ❖ upload *bulk file*:  
(<http://www.fiscal.treasury.gov/fsservices/gov/acctg/cars/CTA-224-bulkfile-09-26-11.pdf>)

#### **\*New feature for FULL CARS REPORTERS\***

- ❖ online entry at individual *transaction level*, using Account Statement Transaction report reclassification function

### Reminders!!

**The below listed  
Reclassification/Reconciling  
options are only for  
FULL CARS Reporters**

- Reclassifications can be entered any time of the month, no reporting window restriction.
- Reclassified transactions are viewable in the Acct Stmt Provisional View on the same day.
- Limit of 99 supplemental reports to our legacy accounting system. **NEED MORE?** We recommend you net/summarize multiple transactions on one report/submission using summary level or by uploading a bulk file.

#### Reconciliation Assistance?

Treasury Support Center  
1-877-440-9476

### CRM CONTACTS

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