



CARS REPORTING PROCESS – PAYMENTS (Non-IPAC)

Preparation Phase

- Meet with GWA's Customer Relationship Management Division to discuss agency's specific reporting procedures and possible changes.
- Identify all of the Payment systems and key types of payments used by the ALC (all payment systems need to be converted at once) and confirm all systems are ready to handle CARS Reporters.
- Exchange contact information (including back-ups), access IDs, system requirements/changes.
- Obtain access to CARS applications.
- Establish SAM access and default rules/profile.
- Ensure ALC and user information is up-to-date.
- ASAP specific:
 - Must define a TAS/BETCs for every ASAP account.
 - Establish a Return TAS/BETC for every ASAP account.
 - If using the batch interface – code using the specification for the XML Schema.
- SPS specific:
 - Identify TAS/BETCs to be used on all CARS Reporter ALC schedules in SPS (Summary, Summary Prenote, Check, Manual Check, ACH, ACH Prenote, Same Day Payment (Wires)).
 - If agency creates schedule file(s) which DEO imports into SPS for CARS Reporter ALCs, modify the file creation for GWA Reporter ALCs to follow the *Schedule Upload 440 File Format for CARS Reporters Only*.
 - If Agency creates and certify Summary Type payments, please see PAM Specific items
 - Have selected DEO add recurring TAS/BETCs for the FPA to the *Manage Favorite TAS/BETCs List* after the SPS-GWA release is implemented so the recurring TAS/BETCs will populate in future schedules which will have CARS Reporter ALC(s) for that FPAID.
- ITS.gov specific:
 - Identify TAS/BETCs to be used in TDO bulk files containing vendor and salary payments
 - Identify TAS/BETCs to be used in NTDO ad-hoc and bulk files
 - Identify TAS/BETCs to be used with ad-hoc manual payments
- PAM specific:
 - Identify TAS/BETCs to be used in the PAM Standard Payment Request (SPR) format.
 - If Bulk payment files are used to submit payment data to Treasury, build/program to the PAM2/24/2013 SPR.
 - Contact your Servicing RFC to schedule Bulk payment file testing using the SPR.

- Ensure internal agency changes are made to systems/processes in order to provide TAS/BETCs; and applicable users have required equipment, access, PKI/keys (if applicable) and training on how to perform their roles.
- Determine payment production cut-over date.

CARS Reporter Implementation Phase

Agency

- No more SOD!
- If necessary, agencies reclassify payment transactions on CARS CTA (Classifications, Transactions, and Accountability) Module.
- Provide feedback to CARS/Payment Systems on processing.

CARS

- CARS reports payment transactions with TAS/BETC classification for agency.
- Accounting data will be available in the Account Statement, Provisional View.
- Coordinate any follow-up with agencies and systems.

SPS

- Obtain SAM ALC and TAS/BETC file for validation. Require DEO for GWA Reporter ALC to enter TAS/BETC(s) on all schedules and pass information to PAM.

Notes:

- CARS IPAC and Collection reporters will need to go through an additional phase, which is the parallel reporting phase (testing phase).
- PAM Standard Payment Request format using the Standard Entry Class Code "CTX" is planned for November 2012.
- GWA does not plan to address viewing the payment and aftermath transactions at the ALC, schedule #, and TAS/BETC summary level until around mid-2013.
- Ensure ALC is up to date:
 - Ensure Form SF 210 for FMS' Digital Signature Storage and Verification (DSSV) has been requested/updated/closed as applicable for Certifying Officer information.
 - Ensure for Treasury Disbursed payments (ex., through SPS) agency is using an active 8-digit TDO ALC (first 4 positions are not zeroes). See TFM Part I-Chapter 2000, Section 2035, TFM Part 2, Chapter 3300, 3320, and TFM Part 4, Chapter 2000.
- 440 Format info;
 - Please visit: www.fms.treas.gov/sps/Schedule-Upload-440-File-Format.pdf. Non-GWA Reporter ALCs will continue to use the Technical Note 16 file format for the "440" schedule import into SPS.
- TAS/BETC guidance:

- Please visit the SAM Public Website at:
www.sam.fms.treas.gov/sampublic.
- Or the GWA website at: http://fms.treas.gov/gwa/ref_guidance.html for TAS/BETC information.

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