



GOVERNMENTWIDE FINANCIAL REPORT SYSTEM

User Manual

Department of the Treasury
Financial Management Service
Governmentwide Accounting

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GFRS DESKTOP USER MANUAL PREFACE

Objectives

The objective of this manual is to provide a comprehensive understanding of the Governmentwide Financial Report System (GFRS) application. Specifically, users will be able to reference this guide for assistance when processing data in the system, running standard system reports, and troubleshooting when system issues occur.

- ✓ Access and Navigate within GFRS Desktop
- ✓ Create Financial Statement Templates
- ✓ Enter Audited Financial Statement data
- ✓ Reclassify Audited Financial Statement data to Closing Package Line Items
- ✓ Identify Intragovernmental Trading Partners
- ✓ Enter Closing Package Note Data and Other Info Data
- ✓ Approve modules
- ✓ View ATB data in standard report format
- ✓ Generate and Print Reports

Purpose of this Manual

This manual is intended to provide users with guidance on entering data, querying for data, and requesting reports using the GFRS Desktop application. Users are encouraged to refer to this manual at any time they are in contact with the GFRS system.

Section 1: GFRS Overview & Navigation

GFRS Overview

The Governmentwide Financial Report System (GFRS) Desktop User Manual was designed for the Department of Treasury, Financial Management Service (FMS) users and all subsequent agency users across the United States Government. GFRS is a straightforward, easy-to-use, easy-to-train product.

GFRS is an Oracle 9i-based application customized to meet the business needs of FMS to prepare the Financial Report of the United States Government. The user forms, application server, and all relevant components are running on an AIX UNIX-based platform, including Oracle Forms Services, Oracle Reports Services, OC4J, Jserv, and Wireless.

GFRS was built to grant certain permissions to different user roles that will allow each user to navigate to separate locations within in the system. Further, only certain roles have permission to input data, modify data, and approve data. This manual will focus on the Federal Program Agency (FPA) role and all approval roles required for accurate entry and review of Financial Statement Data by the entities. These roles include Federal Program Agency – Verifying, Federal Program Agency – Non Verifying, Chief Financial Officer, Inspector General and Agency Approver.

GFRS Applications

GFRS is an integrated financial consolidation and reporting tool that is composed of the following modules:

GF001: Financial Statement Template Module enables the individual agencies to create financial statement templates for entry of the audited financial statement data. The agency has the flexibility to manually create line item descriptions, assign line attributes, and create a USSGL crosswalk to each relevant line item for access to ATB data in subsequent modules.

GF002: Agency Audited Financial Statement Module enables the user to enter the actual audited financial statement amounts into the system using the template format created in GF001. The user will also assign a reporting method and decimal point location to instruct the system how to translate the amounts from the financial statements to whole dollars in the database.

GF003: Reclassification Module enables the user to reclassify the agency financial statement line items to Closing Package line items (established by FMS).

GF004: Intragovernmental Trading Partner Identification Module enables the agency to identify Trading Partners for each federal line item to which an agency line item was reclassified.

GF005: Non-Verifying Intragovernmental Trading Partner Identification Module enables users from non-verifying agencies to view trading partner information from ATB FACTS I submission in standard GFRS screens.

GF006: Closing Package Notes Module enables the user to enter closing package note data for all notes set up by the System Administrator.

GF007: Other Data Module enables the user to enter Other Data related to the Consolidated Financial Statements in the format created by the System Administrator.

GF008: Completions and Approvals Module enables the user and all roles as designated as such in the module to complete and approve the financial statements by individual module.

GF010: USSGL-Based Financial Statements Module enables all users to view their ATB FACTS I data in standard Closing Package template format.

GFRS Elements

Maintenance Screens contain information the system requires to process transactions, reports, and programs. For example, in order to assign an account type for a line item in GF001, the system administrator must first create account types and all relative attributes in the database administration module. Access to maintenance screens is limited to assigned FMS personnel.

Transaction Screens allow users to process individual transactions or data entry. These are front-end screens that capture the data from the agencies which is later used for standard reporting.

Standard Reports are predefined templates the system uses when processing a report. When a report is selected for processing, the system uses the template to query the database for specific information and create report output. The output can both be viewed on the user's screen and/or printed.

GFRS Design Types

GFRS is a series of modules that contains a main module form and sub-forms within those modules. See below for example:

Main Form

Agency Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD	
Beginning Balances	10,263	5,100	Reclassif...
Prior Period Adjustments	-705	350	Reclassif...
Beginning Net Position, as Adjusted	-9,558	-5,450	Reclassif...
			Reclassif...
Budgetary Financing Resources			Reclassif...
Appropriations Received	72,616	80,000	Reclassif...
Appropriations Transferred In/Out	-19,746	-20,000	Reclassif...
Other Adjustments (rescissions, etc)	-573	-500	Reclassif...
Appropriations Used	22,692	11,000	Reclassif...
Non-Exchange Revenue	1	10	Reclassif...

Sub - Form

GFRS consists of customized screen designs developed through use of Oracle Forms Builder. There are three basic screen designs in the GFRS:

- ✓ Single-Block Screen
- ✓ Multiple-Block Screen
- ✓ Multiple-Tabs Screen

Single-Block Screen

A Single-Block screen is a one-page screen containing and displaying all associated fields which do not associate with any header fields.

Navigation: In the GFRS software, navigation follows a logical order of fields, usually moving from left to right, and up to down. In a single-canvas/single-block screen, the NEXT RECORD <SHIFT + DOWN> or PREVIOUS RECORD <SHIFT + UP> keys move the cursor to the previous record or next record, respectively. Users can navigate through a screen by using the mouse to click from field to field or by pressing NEXT FIELD <TAB>.

Variance Reporting by Entity (GF110)

VARIANCE REPORT

Variance Report

FY Period

Entity

Module

Statement

SGL Data

Multiple-Block Screen

The Multiple-Block screen consists of more than one block of information. This type of screen is used when all associated fields can fit into one window, but a group of data elements may have a one-to-many relationship with another group. Usually, the first block represents a set of controlling data elements and the subsequent blocks contain a lower level of detail associated with the preceding block.

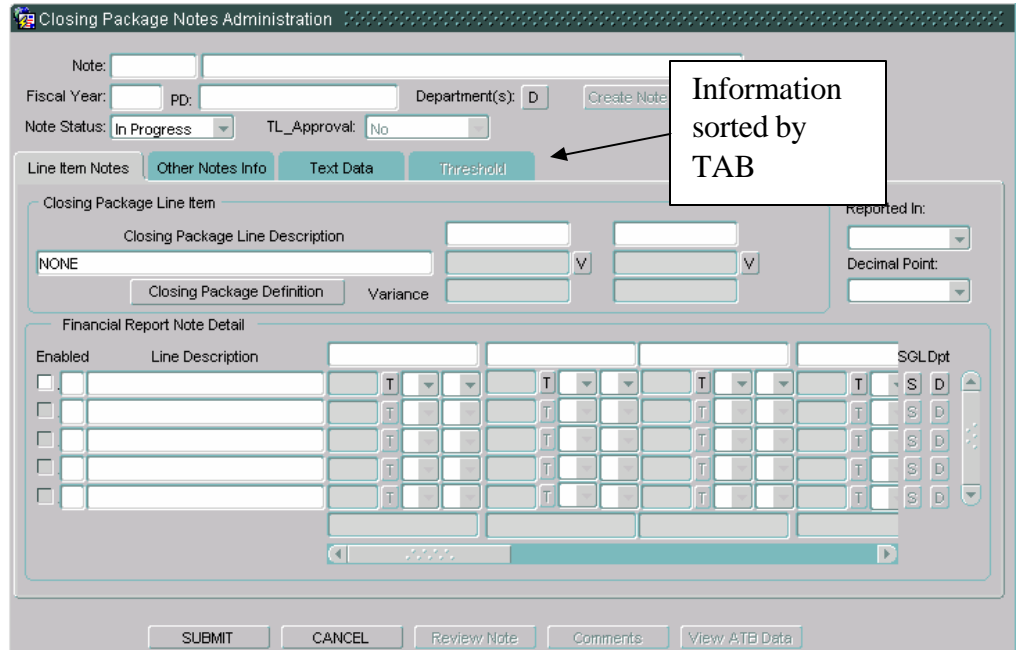
Information recorded in multiple tables can exist in multiple blocks on a screen. This occurs when a one-to-many relationship exists. See the figure below for an example of a Multiple-Block screen.

Navigation: To move from block to block within a tab, use the mouse to click in each block or the PREVIOUS BLOCK <CTRL + PAGE UP> and the NEXT BLOCK <CTRL + PAGE DOWN> key commands.

Multiple-Tab Screens

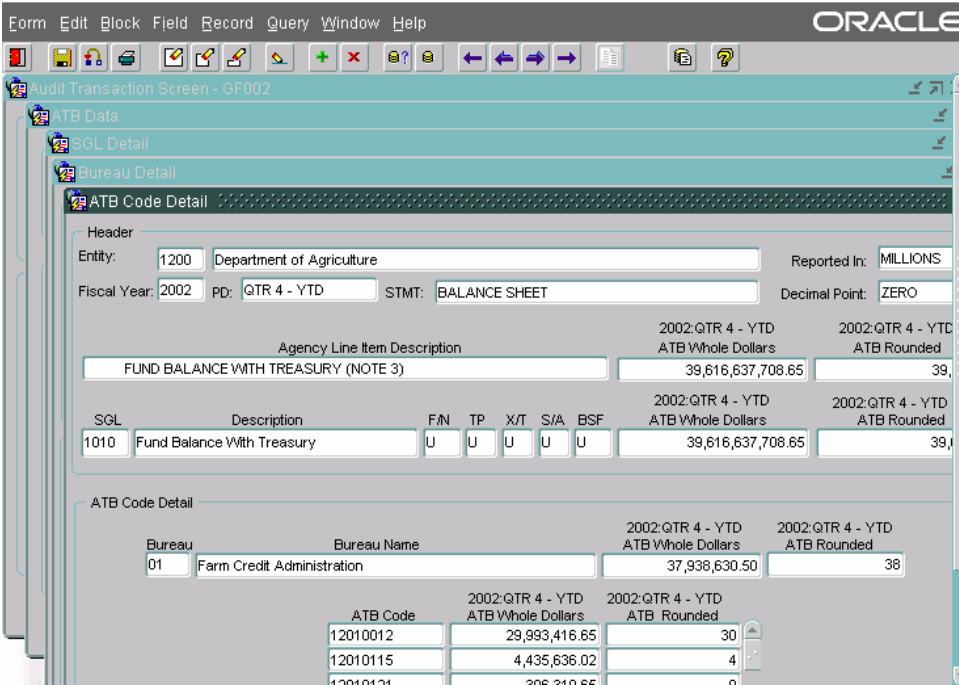
A Multiple-Tab screen contains more than one tab and each tab could contain more than one block. Typically, this type of screen is used for GFRS screens requiring more than one page of data and/or data with multiple functions, i.e., Closing Package Notes.

Navigation: To navigate from tab to tab, simply click on the desired graphical tab. To move from block to block within a tab, use the PREVIOUS BLOCK <CTRL + PAGE UP> and the NEXT BLOCK <CTRL + PAGE DOWN> key commands.



Displaying Multiple GFRS Screens

Users can display all open screens within one module simultaneously by selecting an arrangement method from the Window pull down menu. These methods include Cascade or Tile displays. See the figure below for an example of a cascade display. The active screen is indicated by the highlighted title bar.



GFRS Screen Standards and Conventions

Before getting started, it is important for the user to understand basic Oracle user conventions required for operating in GFRS. Each GFRS screen uses the same classification conventions as Oracle FORMS®:

FORM (SCREEN) - A fill-in-the blank arrangement that facilitates data entry, update, delete, and/or query of the database. The terms **SCREEN** and **FORM** are used interchangeably.

BLOCK - A section of a form that presents information from a single table in the database. A block can contain one or more records from the table.

RECORD - Data from one row in one table in the database.

FIELD - A column in a database table. A field is displayed as a highlighted area on the screen that can either contain an existing value from the database or accept a new value from the user.

TABLE - A table is a logical grouping of related records (e.g., customers, purchase orders). A table is arranged like a spreadsheet with each row corresponding to an individual record and each column corresponding to a particular field. (See Field and Record.)

DATE FIELDS - All date fields use the Oracle default format of DD-MON-YYYY, e.g., 12-JUN-2004.

POP-UPS - Pop-up screens are denoted by a push button on a screen and are accessed by clicking on the push button. The pop-up screen can be an entire screen or a small screen depending on the information recorded/displayed.

DRILL-DOWNS - The drill-down functionality allows users to access a detail source of a transaction they are currently viewing screen and allows the user to view further information

CURSOR MOVEMENT - Cursor movement through a screen is always left to right.

TEXT - All text recorded in any field is in upper case for ease in querying data.

COUNT - The count appears in the lower left hand corner of the screen and indicates the number of records retrieved from executing a query or the number of records displayed on the screen. An "*" next to the count value (e.g., "Count: *1") indicates only record was retrieved.

The screen below displays a block, field, and set of records that all belong to a form.

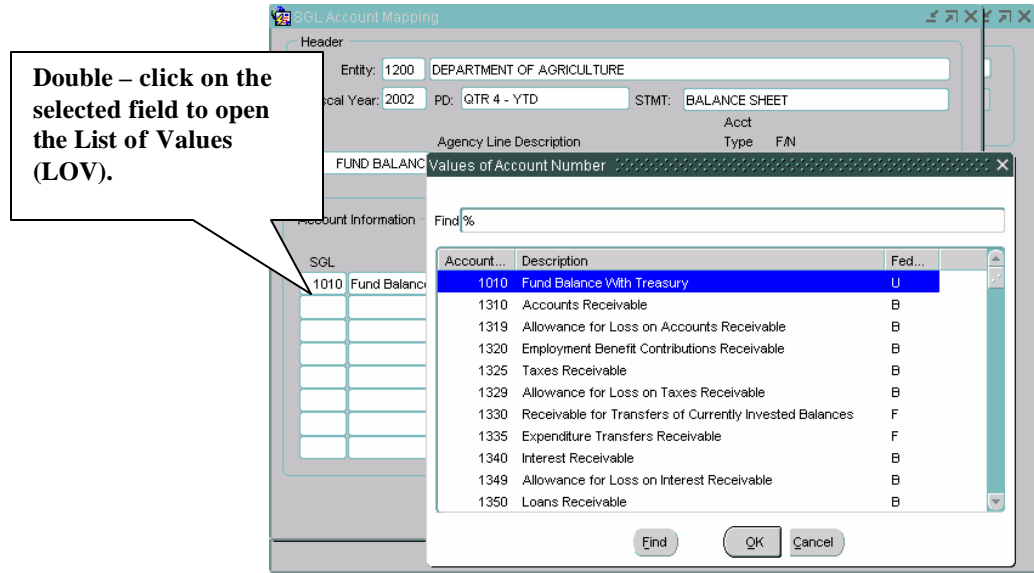
The screenshot shows a software window titled "Closing Package Line Reclassification". It contains several sections: a header with entity and fiscal year information, an "Agency Line Description" table, and a "Closing Package Reclassification" table. Annotations on the left side of the image point to various parts of the form:

- form**: Points to the entire window.
- field**: Points to the "Entity" field (1200 DEPARTMENT OF AGRICULTURE).
- record**: Points to a row in the "Agency Line Description" table.
- block**: Points to the "Closing Package Reclassification" table.

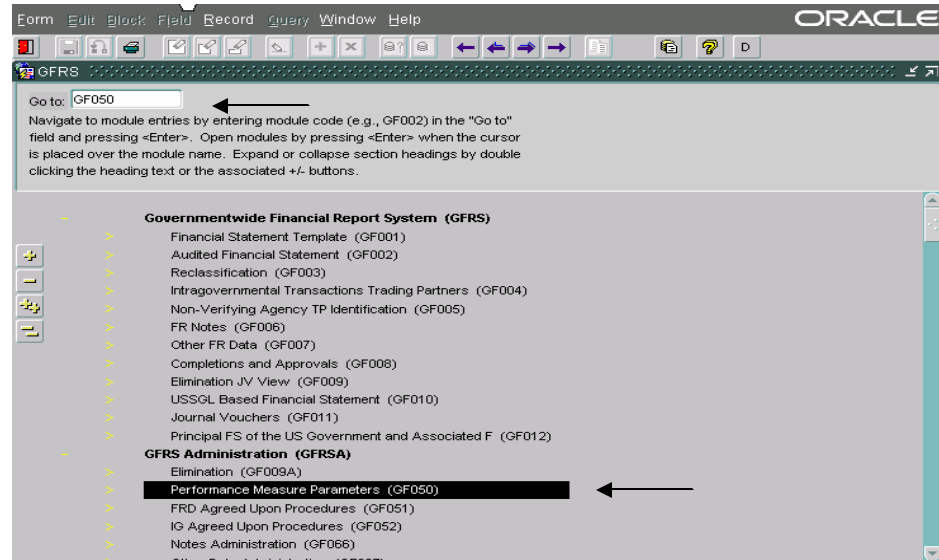
Agency Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD
Fund Balance with Treasury (Note 3)	39,617	0
Variance: 0 0		

Closing Package Line Item	2002:QTR 4 - YTD	2001:QTR 4 - YTD	2001:QTR 4 - YTD Previously Reported	Line Item Changes
Cash and other monetary assets		0		0
Accounts receivable, net	39,617			
Loans receivable				
Taxes receivable				
Inventory and related property				
Property, plant, and equipment				
Total:	39,617	0		0

LIST OF VALUES (LOV) – Certain fields have several options for selection and to view the options, the user should double-click on the field or use the CTRL + L key combination on the keyboard to display the list of values available for selection.



OPTION CODE – The option code follows the screen name and is an alphanumeric means for referencing each screen. For example, GF002 is the option code for the Agency Audited Financial Statement module. Each report also has its own code.

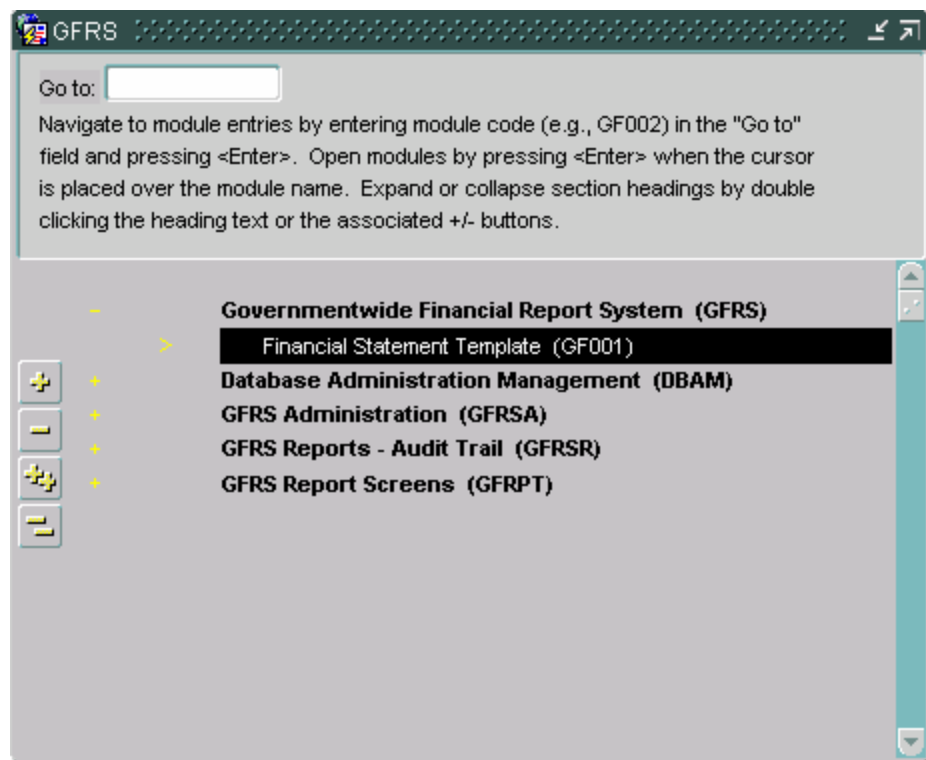


DRILL-DOWNS - The drill-down functionality allows users to access a detail source of a transaction they are currently viewing screen and allows the user to view further information.

GFRS Navigation

GFRS Locator

The GFRS Locator screen is a multi-level menu containing the module names and other options of the GFRS application. The Locator is a GUI screen that allows access to any screen with a click of the mouse. However, if the module number or code is known (i.e. GF001), the Locator also allows the user to directly access the screen by typing it in the “Go To:” field. This administrator-definable Locator screen ensures that users can only access the screens, reports, and programs to which the System Administrator has granted them access.



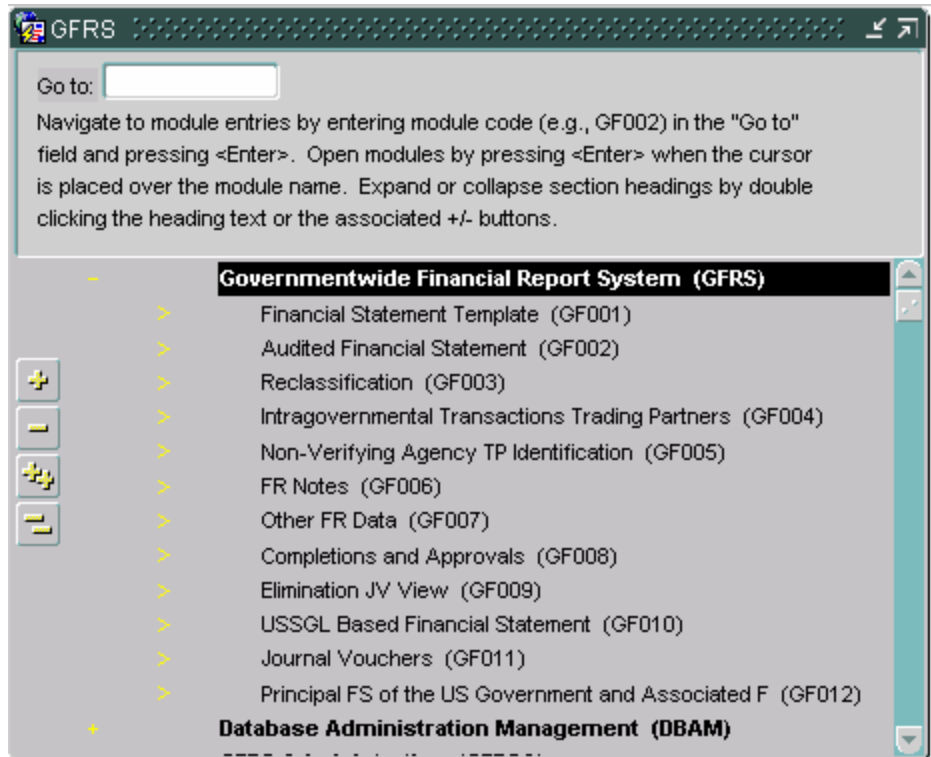
Using the Locator

There are three methods for using the Locator. The first two methods are helpful if the module number or option code of the screen/report is unknown, while the third method is most useful when the user knows the module number or option code. Following is a description of the three methods.

Method 1:

- 1. Scrolling Through the Locator** - From the Locator screen, press DOWN <?> to scroll through the main menu of applications to the desired application group, and press RETURN <ENTER>. Next, scroll through the sub-menu to the desired screen group, highlight it, and press RETURN <ENTER>. Finally, scroll to the desired user screen, highlight it, and press RETURN <ENTER>.

Or, instead of scrolling, double-click on the desired application group, sub-menu, or user screen with the mouse.



Method 2:

2. **Expand** - The Expand/Collapse buttons are located on the left side of the Locator screen and contain icons that allow users to perform functions by simply clicking on the selected icon with the mouse. The Expand Buttons, (+) and (++), allow users to view a more detailed listing of screens within an application. The Collapse Buttons, (-) and (--), allow users to close the detailed lists and return to the higher application list. The following provides a list of the available icons and their functions:



Expand



Collapse



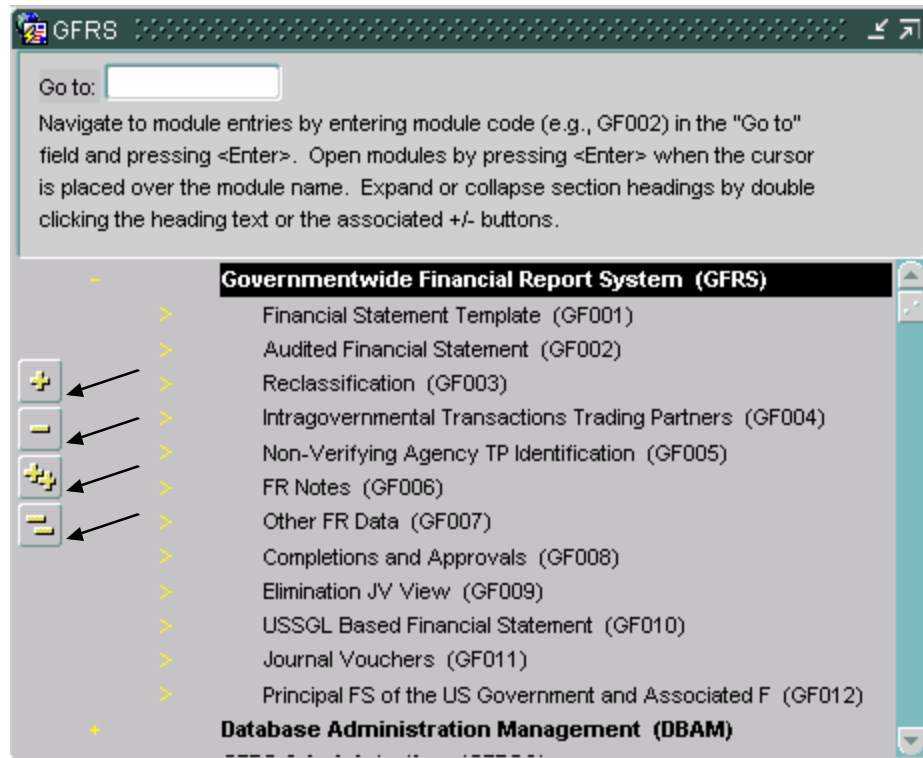
Expand All



Collapse All

To expand the list, highlight the desired application group and click on the (+) Expand button. Next, highlight the desired screen group (for example Lookup Screens) and click the (+) Expand button again to access a more detailed list of Lookup screens. Finally, highlight the desired Lookup screen and press RETURN <**ENTER**>, or double click to open the screen.

To collapse the detailed listing, highlight the screen group Lookup Screens, and click the (-) Collapse button. This returns the user to the main menu. At the lowest level of detailed list on the Locator, the Collapse All (--) button closes all opened detailed lists at once.



Method 3:

3. **The “Go To” Field** - The “Go To” field at the top of the Locator screen provides a short cut for users to locate a desired screen. In the Go To field, simply type the code of the desired screen and press RETURN <ENTER>twice.

From the Locator screen (GFRS) users can access any detail or application menu for which they have privileges.

IMPORTANT! The menus displayed in these example screens are the default menus delivered with GFRS. Each user will see slight modification to this menu based on the role type. Your System Administrator can modify and create menus for you.

Keyboard Commands

The following table lists the default Oracle FORMS® keyboard functions available in the GFRS application. Users can access this information by selecting the Key options from the Help drop-down menu on the main toolbar.


Function	Key	Function	Key
Accept	F10	Left	Left Arrow
Block Menu	F5	List of Values	F9
Cancel	Esc	New Record	F6
Clear Block	Shift + F5	Next Block	Ctrl + Page Down
Clear Field/Item	Ctrl + u	Next Field/Item	Ctrl + Tab
Clear Form	Shift + F7	Next Field/Item	Tab
Clear Record	Shift + F4	Next Primary Key	Shift + F3
Copy Existing Record	F4	Next Record	Shift + Down Arrow
Count Matching Records	Shift + F2	Next Set of Records	Ctrl + >
Delete Backward	Backspace	Previous Block	Ctrl + Page Up
Delete Backward	Delete	Previous Field/Item	Shift + Tab
Delete Record	Shift + F6	Previous Field/Item	Shift + Ctrl + Tab
Display Error	Shift + F1	Previous Menu	Ctrl + Enter
Down	Ctrl + i	Previous Record	Shift + Up Arrow
Down	Down Arrow	Print (Screen)	Shift + F8
Duplicate Field/Item	F3	Return	Enter
Duplicate Record	F4	Right	Right Arrow
Edit	Ctrl + e	Scroll Down	Page Down
Enter Query	F7	Scroll Up	Page Up
Execute Query	F8	Show Keys	Ctrl + F1
Exit	Ctrl + q	Up	Ctrl + p
Help	F1	Up	Up Arrow

Tool Bar

The TOOL BAR menu, located at the top of the GFRS screens, contains icons that allow users to perform functions by simply clicking on the selected icon with the mouse. The following table provides a list of the available icons, their function, and (where applicable) their keyboard equivalent.

Icon	Function	Keyboard Command
	Exit	Ctrl + q
*	Save/Accept	F10
	Rollback	Shift + F7
	Print (Screen)	Shift + F8
	Clear Form	Shift + F7
	Clear Block	Shift + F5
	Clear Record	Shift + F4
	Edit Field	Ctrl + e
	Insert Record	F6
	Delete Record	Shift + F6
	Enter Query	F7
	Execute Query	F8
	Up (Previous Record)	Shift + Up Arrow
	Scroll Up (Previous Record)	Page Up
	Scroll Down (Next Record)	Page Down
	Down (Next Record)	Shift + Down Arrow
	Document Approval	
	Messages	


	Help	F1
---	------	----

*  GFRS automatically saves changes as the user navigates from section to section within one form, and prompts the user to save changes if he attempts to exit a form without saving.


Inserting a Record

Authorized users may create (insert) maintenance or transaction records based on their user profile capabilities assigned by the System Administrator.

To insert a record:

1. Access the screen into which you wish to insert the record.
2. Click on the  (Insert Record) icon or press NEW RECORD <F6>.

Result: The data fields clear and the new information can be entered.

3. Click on the  (Save) icon or press ACCEPT <F10>.

Result: The system responds, "Transaction Completed."

Querying a Record



In GFRS, users can query the system to request previously entered information. There are three methods to query on previously entered records in GFRS. Query capability is applicable for maintenance, transaction, and lookup screens.

Lookup Screens are designed to allow the user to query predefined information for a particular field or form.

Maintenance and Transaction Screens are designed to allow the user to query on most fields in the screen. For example, in the Department Maintenance Screen, users can query all bureaus that roll up to a department.

When a statement or record is retrieved from GFRS, the system displays the latest version of the statement/record. When the system retrieves records matching the search criteria, a "1/?" message at the bottom of the screen indicates there is more than one record to be displayed. For example, when the first of ten records is displayed, the user will see "1/10." Similarly, when the second record is displayed, the user will see "2/10."

The three methods a user can choose from to query a record are:



1. **Query Buttons** - Using the menu bar, click on the  (Enter Query) icon. Enter the search criteria in the appropriate field. Next, click on the  (Execute Query) icon. If the system finds records matching the search criteria, the results are retrieved and displayed. If there are no matching records, the system will remain idle.
2. **Keystrokes** - Using the keyboard, press ENTER QUERY <F7>. Enter the search criteria in the appropriate field, and press EXECUTE QUERY <F8>.
3. **Pull Down Menus** - From the toolbar, click on the **Query** pull down menu, select and click on the **Enter** option. Type the search criteria in the appropriate field. Re-access the **Query** menu, and click on the **Execute** option.

There are also several different types of queries a user can execute. They are:

General Queries - Executing a general query retrieves all records from the database for the particular screen.

To perform a general query:



Access the screen on which you wish to query records.

4. Click on the  (Enter Query) icon or press ENTER QUERY <F7>.
5. Click on the  (Execute Query) icon or press EXECUTE QUERY <F8>.

Result: The system responds, "Working. . ." The result of the query is then displayed. The user may scroll through all record(s).


Specific Queries - Executing a specific query retrieves all records from the database with the specific value(s) entered by the user. By entering a value(s), the user is specifying to the system which record(s) he or she wishes to view.


To perform a specific query:

6. Access the screen on which you wish to query records.
7. Click on the  (Enter Query) icon or press ENTER QUERY <F7>. The system responds "Enter a query; press F8 to execute, Ctrl + q to cancel."
8. Enter a value for the desired field(s).
9. Click on the  (Execute Query) icon or press EXECUTE QUERY <F8>. The system responds, "Working..." The result of the query is then displayed. The user may scroll through the record(s) by pressing UP <?> or DOWN <?>.

Wildcard Queries - Wildcards can be used when a query is performed. They are most often used when the user is unsure of a value for a field. The percent sign (%) is used to execute the wildcard function. The wildcard can be placed before or after the query, e.g., %-May-2003. Placing the wildcard before the value indicates the user wants to view all records that have a transaction date sometime in May 2003.


To perform a wildcard query:

10. Click on the  (Enter Query) icon or press ENTER QUERY <F7>.


Result: The system responds, "Enter a query; press F8 to execute, Ctrl + q to cancel."
11. Position the cursor on the field the user wants to perform a query on and enter a value containing a wildcard.
12. Click on the  (Execute Query) icon or press EXECUTE QUERY <F8>.
13. The use of wildcards tells the database to select and display records matching the values the user has indicated in the fields. The more information the user enters in a query, the more specific the query result is.

Deleting a Record

Detail records on transaction screens may be deleted for an unapproved statement/note. To delete a record from an unapproved statement:

1. Click on the field or line number to delete from the system.
2. Click on the  (Delete Record) icon or press DELETE RECORD <SHIFT + F6>.

Result: The detail record is deleted.


14. Click on the  (Save) icon or press ACCEPT <F10>.

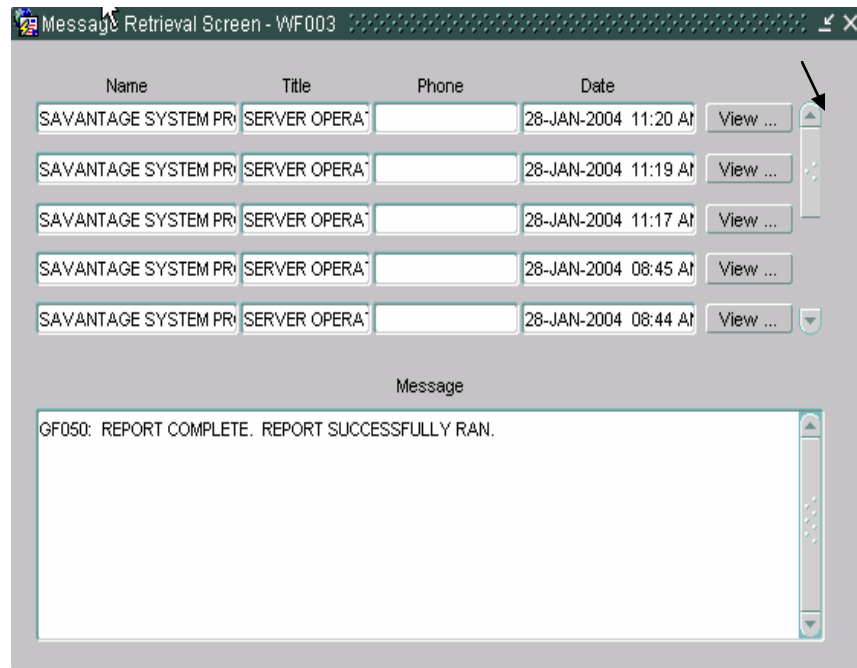
Result: The system responds, "Transaction Completed."

Message and Report

Standard reports are selections of pre-defined information in GFRS that can either be printed or viewed on-line. All reports have a cover page that specifies the time the report is processed, the title of the report, the period covered by the report, and other pertinent parameters.

The system notifies the user that a report process is complete when the user exits any screen by displaying the message, “You have received ___ messages.” at the bottom of the screen. The user can then access the Message Retrieval Screen (WF003) to view and/or print the report.

Access the Message Retrieval Screen (WF003), using the Locator screen or the Message icon  at the top the menu bar, to view, print, or receive messages regarding the report. To view a report, click on the View push button and the application displays the report in Adobe Acrobat® Reader 5.0. A user may retain multiple report requests on the Report Server. The system will automatically purge any reports from the queue that are four days old or more.



Help

Questions Regarding Access or Functionality

All questions and issues regarding GFRS should be addressed to:

FMS Help
(202) 874-HELP
OR

Additional Resources:

- FMS GOALS Customer Support, (202)-874-8270
- FMS Financial Reports Division, (202)-874-9910

Section 2: GFRS Program User Instructions

Module GF001: Financial Statement Template Module

1.1 Module Overview

This module allows verifying agencies to build templates for up to five Financial Statements for use in the closing package of GFRS. It also allows FMS to build the Closing Package statement templates for all non-verifying agencies and for use in the Reclassification module and consolidated reporting. These statements are listed below:

Balance Sheet

Statement of Net Cost

Income statement

Statement of Changes in Net Position

Statement of Custodial Activity

Verifying agencies will use this module to identify the crosswalk of their audited financial statements line item descriptions to the USSGL accounts and to identify the attributes for each line item.

FMS will use this module to identify the crosswalk of the closing package template line items to the USSGL accounts and to identify attributes for each line item.

1.2 Detail Line Feature List

See table on following page.

Line Field Name	Functional Description	Attributes	Setting Options
Description	The description field is used to record financial statement information on a line-by-line basis entered using the verifying agencies audited financial statements.	<ol style="list-style-type: none"> 1. Description is a required field for lines with all account types except type "T" for title lines. 2. The maximum length is 240 characters. 3. User must include spacing and indentations when entering the line description. 	Description will accept any value or combination of values.

Line Field Name	Functional Description	Attributes	Setting Options																																																																								
<p>Account Type</p>	<p>Account type defines each financial line in terms of its classification in the financial statement template.</p> <p>Users should select an account type that best describes the line item on the financial statement template.</p>	<ol style="list-style-type: none"> Account Type is a required field. Account types are selected by the user through a list of values (LOV) or manually by entering the value. The type of financial statement selected in the STMT (Financial Statement) field determines what account types will be displayed in the account type lookup. When an account code is selected, the related normal balance is also selected and automatically populated is into the balance field. The type of account code determines if the “SGL” and /or the “CALC” push buttons are active or inactive. <ul style="list-style-type: none"> When account type “C” is selected, the “CALC” push button is active so calculations can be created for the related line. The selection of any account type other than (T, C, and V) will enable the “SGL” button & disable the “CALC” button. <p>In the case of account type “T” being selected, both the “SGL” and “CALC” push buttons become inactive.</p> 	<p>1.If STMT = Balance Sheet, the LOV will display the following account types:</p> <table border="1"> <thead> <tr> <th><u>Acct Type</u></th> <th><u>Acct Desc.</u></th> <th><u>Balance Flag</u></th> </tr> </thead> <tbody> <tr><td>A</td><td>Assets</td><td>D</td></tr> <tr><td>C</td><td>Calculation</td><td>N</td></tr> <tr><td>CA</td><td>Contra-Asset</td><td>C</td></tr> <tr><td>CL</td><td>Contra-Liability</td><td>D</td></tr> <tr><td>E</td><td>Equity</td><td>C</td></tr> <tr><td>L</td><td>Liability</td><td>C</td></tr> <tr><td>T</td><td>Title</td><td>N</td></tr> </tbody> </table> <p>2.If STMT = Net Cost, the LOV will display the following account types:</p> <table border="1"> <thead> <tr> <th><u>Acct Type</u></th> <th><u>Acct Desc.</u></th> <th><u>Balance Flag</u></th> </tr> </thead> <tbody> <tr><td>C</td><td>Calculation</td><td>N</td></tr> <tr><td>ER</td><td>Total Earned Revenue</td><td>C</td></tr> <tr><td>GC</td><td>Total Gross Cost</td><td>D</td></tr> <tr><td>NC</td><td>Net Cost</td><td>D</td></tr> <tr><td>T</td><td>Title</td><td>N</td></tr> <tr><td>V</td><td>Value – No Reclassification</td><td>N</td></tr> </tbody> </table> <p>3.If STMT = Change in Net Position, the LOV will display the following account types:</p> <table border="1"> <thead> <tr> <th><u>Acct Type</u></th> <th><u>Acct Desc.</u></th> <th><u>Balance Flag</u></th> </tr> </thead> <tbody> <tr><td>BN</td><td>Beginning - Net Position</td><td>C</td></tr> <tr><td>C</td><td>Calculation</td><td>N</td></tr> <tr><td>CF</td><td>Contra-Fin. Source</td><td>D</td></tr> <tr><td>ENP</td><td>Ending Net Position</td><td>C</td></tr> <tr><td>F</td><td>Financing Source</td><td>C</td></tr> <tr><td>NC</td><td>Net Cost</td><td>D</td></tr> <tr><td>P</td><td>Prior Period Adjustment</td><td>C</td></tr> <tr><td>T</td><td>Title</td><td>N</td></tr> </tbody> </table>	<u>Acct Type</u>	<u>Acct Desc.</u>	<u>Balance Flag</u>	A	Assets	D	C	Calculation	N	CA	Contra-Asset	C	CL	Contra-Liability	D	E	Equity	C	L	Liability	C	T	Title	N	<u>Acct Type</u>	<u>Acct Desc.</u>	<u>Balance Flag</u>	C	Calculation	N	ER	Total Earned Revenue	C	GC	Total Gross Cost	D	NC	Net Cost	D	T	Title	N	V	Value – No Reclassification	N	<u>Acct Type</u>	<u>Acct Desc.</u>	<u>Balance Flag</u>	BN	Beginning - Net Position	C	C	Calculation	N	CF	Contra-Fin. Source	D	ENP	Ending Net Position	C	F	Financing Source	C	NC	Net Cost	D	P	Prior Period Adjustment	C	T	Title	N
<u>Acct Type</u>	<u>Acct Desc.</u>	<u>Balance Flag</u>																																																																									
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CL	Contra-Liability	D																																																																									
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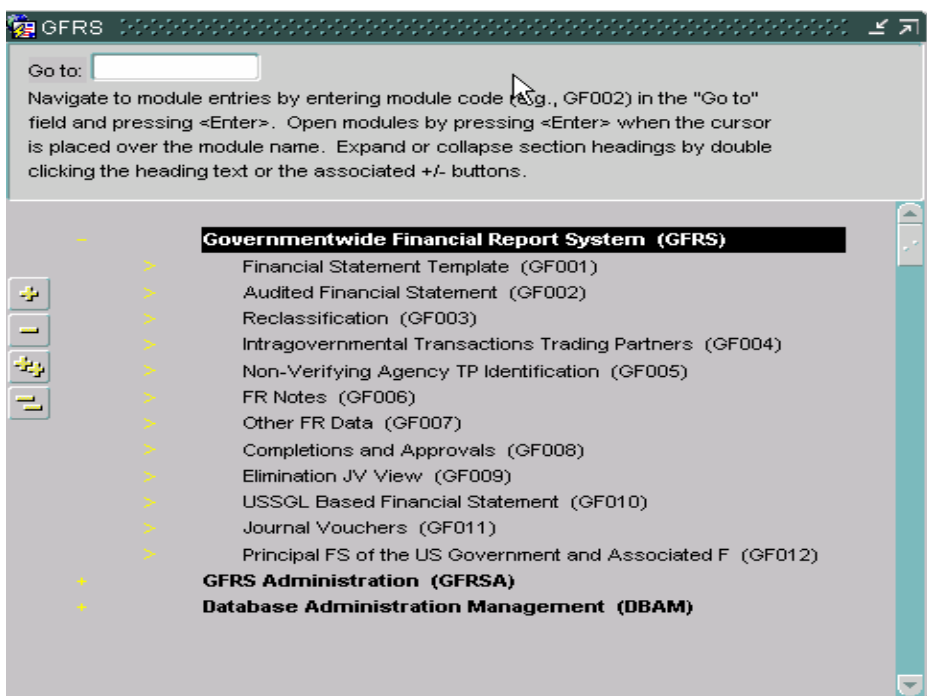
Line Field Name	Functional Description	Attributes	Setting Options																																																			
		<p>When account type “C” is selected, the “CALC” push button is active so calculations can be created for the related line.</p> <p>The selection of any account type other than (T, C, and V) will enable the “SGL” button & disable the “CALC” button.</p> <p>In the case of account type “T” being selected, both the “SGL” and “CALC” push buttons become inactive.</p>	<p>4.If STMT = Income Statement, the LOV will display the following account types:</p> <table border="1"> <thead> <tr> <th><u>Acct Type</u></th> <th><u>Acct Descr.</u></th> <th><u>Balance Flag</u></th> </tr> </thead> <tbody> <tr> <td>BN</td> <td>Beginning Net Position</td> <td>C</td> </tr> <tr> <td>C</td> <td>Calculation</td> <td>N</td> </tr> <tr> <td>NC</td> <td>Net Cost</td> <td>D</td> </tr> <tr> <td>T</td> <td>Title</td> <td>N</td> </tr> <tr> <td>TC</td> <td>Total Cost</td> <td>D</td> </tr> <tr> <td>TR</td> <td>Total Revenue</td> <td>C</td> </tr> <tr> <td>V</td> <td>Value – No Reclassification</td> <td>N</td> </tr> </tbody> </table> <p>5. .If STMT = Statement of Custodial Activity, the LOV will display the following account types:</p> <table border="1"> <thead> <tr> <th><u>Acct Type</u></th> <th><u>Acct Descr.</u></th> <th><u>Balance Flag</u></th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Assets</td> <td>D</td> </tr> <tr> <td>C</td> <td>Calculation</td> <td>C</td> </tr> <tr> <td>CA</td> <td>Contra- Assets</td> <td>C</td> </tr> <tr> <td>CL</td> <td>Contra – Liability</td> <td>D</td> </tr> <tr> <td>F</td> <td>Financing Source</td> <td>C</td> </tr> <tr> <td>L</td> <td>Liability</td> <td>C</td> </tr> <tr> <td>T</td> <td>Title</td> <td>T</td> </tr> <tr> <td>TER</td> <td>Total Earned Revenue</td> <td>C</td> </tr> </tbody> </table>	<u>Acct Type</u>	<u>Acct Descr.</u>	<u>Balance Flag</u>	BN	Beginning Net Position	C	C	Calculation	N	NC	Net Cost	D	T	Title	N	TC	Total Cost	D	TR	Total Revenue	C	V	Value – No Reclassification	N	<u>Acct Type</u>	<u>Acct Descr.</u>	<u>Balance Flag</u>	A	Assets	D	C	Calculation	C	CA	Contra- Assets	C	CL	Contra – Liability	D	F	Financing Source	C	L	Liability	C	T	Title	T	TER	Total Earned Revenue	C
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TER	Total Earned Revenue	C																																																				
Normal Balance	<p>Normal balance is the regular balance of a line item and is either debit or credit. Normal balance is used in later modules to translate manually entered values to appropriate stored balances.</p>	<ol style="list-style-type: none"> The Normal balance field does not accept any data entry. Normal balance is mandatory attribute driven by account type. When an account type is selected, the corresponding Normal Balance is automatically populated into the Normal Balance field. Normal balance is a required field except when the account type is set to “C” or “T.” 	<p>There are three possible settings for the Normal balance field:</p> <p>C = Credit Balance Normal D = Debit Balance Normal N = No Balance Normal</p>																																																			

Line Field Name	Functional Description	Attributes	Setting Options
F/N	Federal /Non Federal "F/N" (Federal/ Non-Federal) defines a template line in terms of being related to federal inter-company balances & Trading Partners.	<ol style="list-style-type: none"> 1. The F/N indicator defines each line item as if it related to Federal (F), not related to Federal (N) or related to both (B). 2. F/N is a required field except when the account type is set to "T." 	The lookup for the field has three possible selections: F = Federal N = Non-Federal B = Both Federal and Non-Federal
Current Period Display Sign	Display sign is an attribute for each line that defines how each line should be displayed on all reports generated from the system.	<ol style="list-style-type: none"> 1. Display sign is a required field except for lines with an account type of "T" & "C." 2. The default setting for display sign is "+" but either "+" or "-." 	The lookup for the Display Sign field are: + Positive - Negative
Prior Period Display Sign	Display sign is an attribute for each line that defines how each line should be displayed on all reports generated from the system.	<ol style="list-style-type: none"> 1. Display sign is a required field except for lines with an account type of "T" & "C." 2. The default setting for display sign is "+" but either "+" or "-." 	The lookup for the Display Sign field are: + Positive - Negative

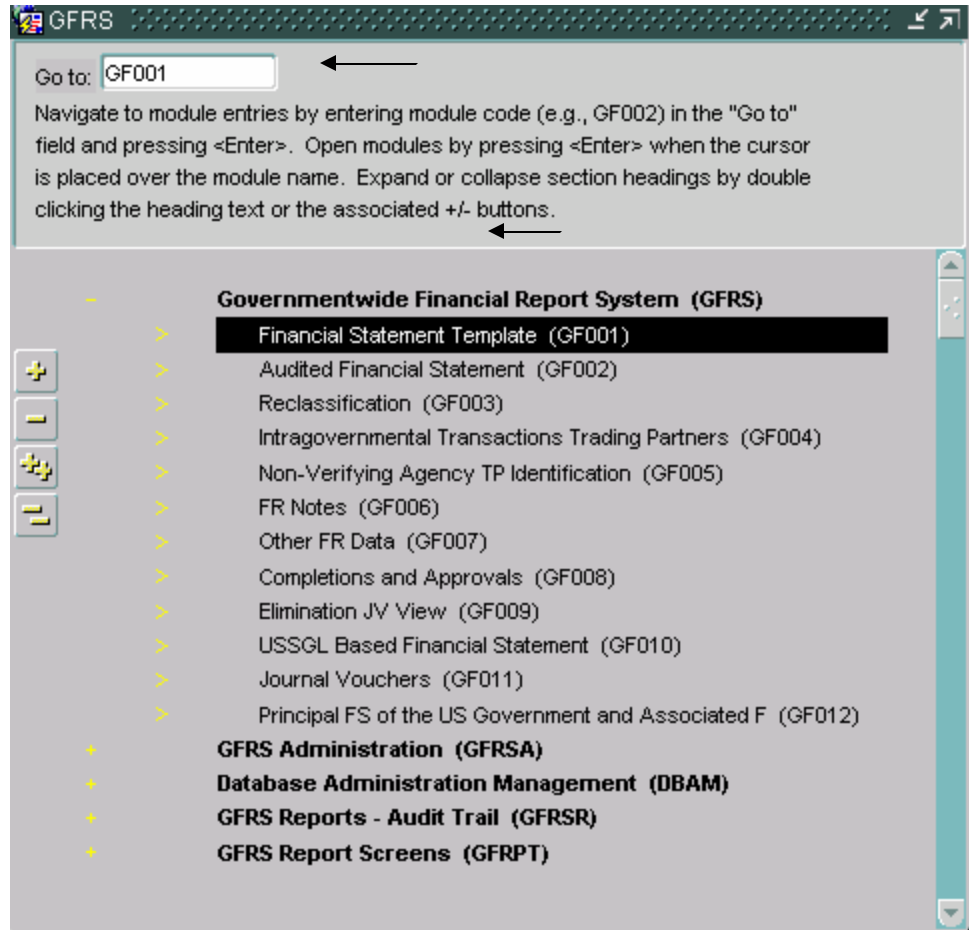
1.3 Opening GF001

1. A module is an independent branch of the system available to users based on their role type.

Double-click on the GFRS (Governmentwide Financial Report System) menu to expand the menu and display the modules from which the user can select.



2. Double-click on the Financial Statement Template Module (GF001). The user can also type 'GF001' in the 'Go To:' field and hit the ENTER key twice.



1.4 Creating a New Financial Statement Template

1. Upon entry into the module, the system will retrieve any statements that have already been created in the system for the entity(s) to which the user has access. Data will be populated in the form. The user will have access to all entities to which the System Administrator has granted him access.

Financial Statement Template Screen - GF001~ SAV 26-APR-04 10:59:21.000 AM

Header

Entity: 1200 DEPARTMENT OF AGRICULTURE

Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET

Final Flag:

Detail


Line	Description	Acct Type	Normal Bal	F/N	Display Sign-CP	Display Sign-PP	SGL	CALC
1	ASSETS	T					SGL	CALC
2	Intragovernmental	T					SGL	CALC
3	Fund Balance with Treasury (Note 3)	A	D	F	+	+	SGL	CALC
4	Investments (Note 5)	A	D	F	+	+	SGL	CALC
5	Accounts Receivable, Net (Note 6)	A	D	F	+	+	SGL	CALC
6	Other (Note 10)	A	D	F	+	+	SGL	CALC
7	Total Intragovernmental	C			+	+	SGL	CALC
8		T					SGL	CALC
9	Non-Federal	T					SGL	CALC
10	Cash and other monetary assets (Note 4)	A	D	N	+	+	SGL	CALC
11	Investments (Note 5)	A	D	N	+	+	SGL	CALC

Preview Template... SGL Variance Report...

Status

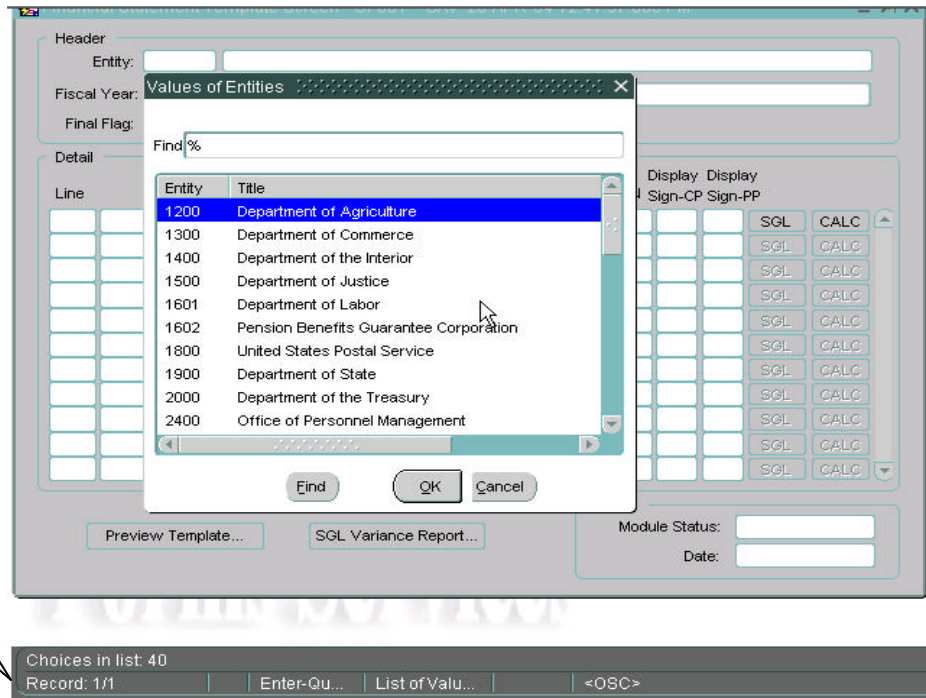
Module Status: APPROVED

Date: 23-APR-2004

2. To create a new financial statement template, place the cursor on the entity field and press “Insert” on the toolbar  or use the Record - Insert function from the menu bar. The form will be blank.

3. Double-click on the entity field. A list of values (LOV) will appear on the screen with entity options to those the user has access. Select one of the entities with a mouse click and press “OK.”

Oracle status bar that provides the user with program information (Info on the Field selected & Data base information)



4. Press the TAB key from the ENTITY field and the cursor will move to the Fiscal Year field. The values displayed in the Fiscal Year and PD fields are defined by the System Administrator. These values cannot be changed by the user.

5. Press the TAB key to move the cursor from the Fiscal Year field to the STMT field. Select one of the financial statements from the STMT field using the LOV. The user will be able select a financial statement based on the statements required for that entity as defined by the System Administrator.

The screenshot shows a software window titled "Financial Statement Template Screen - GF001~ SAV 31-MAY-04 11.08.00.000 AM". The window is divided into two main sections: "Header" and "Detail".

Header Section:

- Entity: 7909 TREASURY
- Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET
- Final Flag:

Detail Section:

Line	Description	Acct Type	Normal Bal	Display F/N	Display Sign-CP	Display Sign-PP	SGL	CALC

Status Section:

- Module Status: OPEN
- Date: 31-MAY-2004

Buttons at the bottom include "Preview Template...", "SGL Variance Report...", and "Status".

6. Press the TAB key after a financial statement selection has been made. The cursor will move to the FINAL FLAG field. The statement cannot be finalized at this time because no line items have been created. Hit the tab key to navigate to the first line of the statement.

1.5 Creating a Line Item with Attributes

1. To create a line item description, click on the line field or press the tab key twice from the statement field and the program will automatically populate the LINE field with line number. Line numbers are unique, sequential system-generated numbers that order the lines of the financial template for display purposes.
2. Enter a financial statement line description. Blank lines may be created by using an account type of “T” (Title). Line titles must be manually indented for display purposes. Refer to section 1.2 for a description of account types.

The screenshot shows a software window titled "Financial Statement Template Screen - GF001 ~ SAV 31-MAY-04 11.08.00.000 AM". It is divided into two main sections: "Header" and "Detail".

Header Section:

- Entity: 7909 TREASURY
- Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET
- Final Flag:

Detail Section:

Line	Description	Acct Type	Normal Bal	Display F/N	Display Sign-CP	Display Sign-PP	SGL	CALC
1		T					SGL	CALC
2	Assets	T					SGL	CALC
3	Fund Balance with Treasury						SGL	CALC
							SGL	CALC
							SGL	CALC
							SGL	CALC
							SGL	CALC
							SGL	CALC
							SGL	CALC
							SGL	CALC

Status Section:

- Module Status: OPEN
- Date: 31-MAY-2004

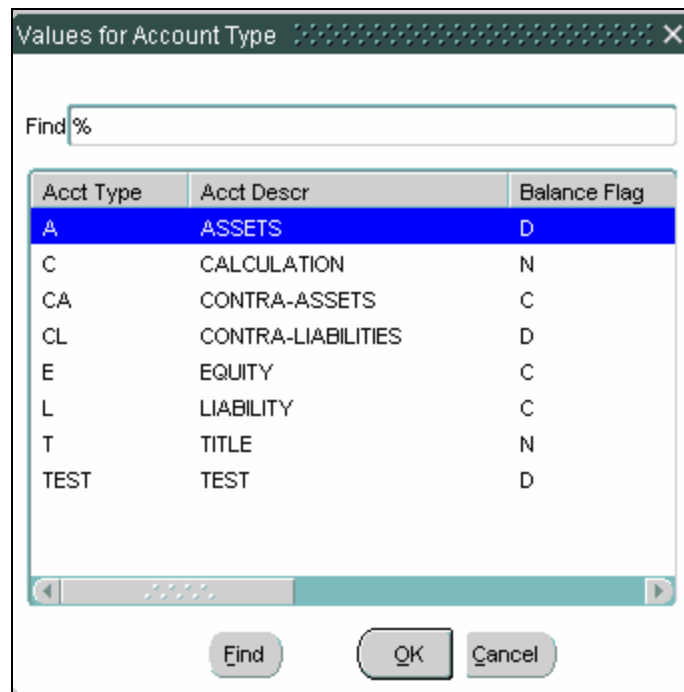
Buttons at the bottom include "Preview Template..." and "SGL Variance Report..."

Tab from the Description field to the Account type field and double click on the field or use (Ctrl + L) to activate the list of values (LOV). Select one of the appropriate account types from the list of values (LOV). The financial statement type selected in the header determines what Account Types are available for selection in the list of values (LOV) (refer to section 1.2 Detail Line Feature List for a list of what Account Codes are populated with each statement type).

Account Type selection determines if the CALC and SGL buttons are enabled or disabled:

- ✓ Selection of account type “T” will disable both the CALC and SGL push buttons.
- ✓ When “C” is selected as an Account Type, the SGL push button is disabled and the CALC push button is enabled.
- ✓ For all other account types selections, the SGL button will be enabled and the CALC button disabled.

The List of Values for Account Types for the Balance Sheet is shown below as an example:



4. Once the Account Type has been selected from the List of values, both the account type and normal balance will be populated with the selected values. Normal Balance has three value possible settings:

“D” (Normal Debit Balance)

“C” (Normal Credit Balance)

“N” (No Normal Balance)

The screenshot shows a software window titled "Financial Statement Template Screen - GF001 ~ SAV 31-MAY-04 11.08.00.000 AM". It is divided into two main sections: "Header" and "Detail".

Header Section:

- Entity: 7909 TREASURY
- Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET
- Final Flag:

Detail Section:

Line	Description	Acct Type	Normal Bal	F/N	Display Sign-CP	Display Sign-PP	SGL	CALC
1		T					SGL	CALC
2	Assets	T					SGL	CALC
3	Fund Balance with Treasury	A	D				SGL	CALC
							SGL	CALC
							SGL	CALC
							SGL	CALC
							SGL	CALC
							SGL	CALC
							SGL	CALC
							SGL	CALC
							SGL	CALC
							SGL	CALC

Status Section:

- Module Status: OPEN
- Date: 31-MAY-2004

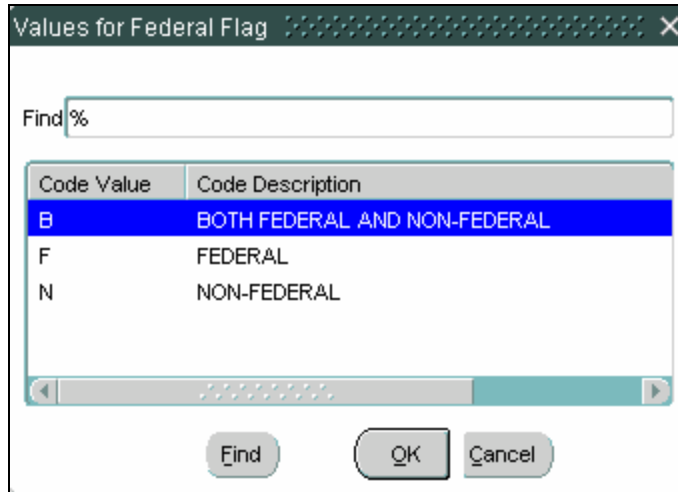
Buttons at the bottom include "Preview Template..." and "SGL Variance Report..."

5. Press the TAB key or use the mouse to navigate to the Federal/Non-Federal attribute field. From the LOV, select an F/N attribute for the template line item. The three possible selections are:

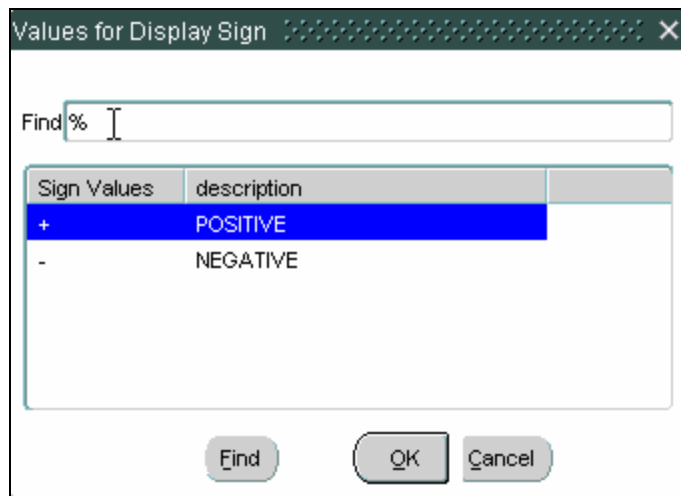
“F” (Federal, associated with intra-governmental balances & trading partners)

“N” (Non-Federal, not associated with intra-governmental balances and trading partners)

“B” (Both, Both Federal and Non-Federal amounts)




6. Press the TAB key to navigate to the Display Sign – CP field. The Display Sign tells the system how the amount should be displayed on REPORTS ONLY for the current period. The display sign has no effect on the way the amounts are displayed in later modules. The DISPLAY SIGN defaults to '+'. The user has the option to display the amount as a credit by changing the display sign to '-'. To change the display sign, double-click on the field to display the list of values and select the appropriate sign:



7. Press the TAB key again to navigate to the Display – Sign PP (Display sign – prior period). Display Sign - PP determines tells the system how the amount should be displayed on REPORTS ONLY for the prior period. As with Display sign – CP, the display sign PP has no effect on the way the amounts are displayed in later modules. The DISPLAY SIGN defaults to '+'. The user has the option to display the amount as a credit by changing the display sign to '-'. To change the display sign, double-click on the field to display the list of values and select the

appropriate sign:

8. Before pressing the SGL or calculation button, press the save icon on the tool bar . The save button should be pressed to update the line numbering.

The system will automatically save a user's work when the user creates a new line item and moves to the next line item.

The user must save any work done within the same line before exiting the system.

1.6 Creating a USSGL Crosswalk for the Financial Statement

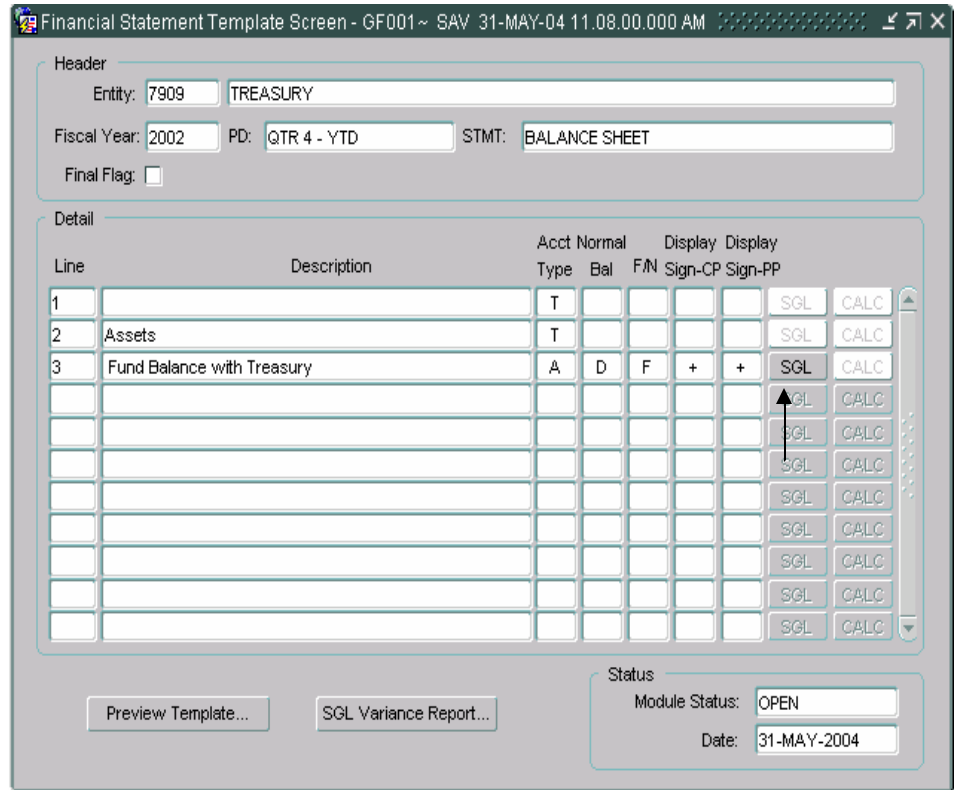
Lines with specific account types created in the Financial Statement must be linked to USSGL accounts by using the SGL Account Mapping Screen. The selection of USSGL accounts for each template line translates the agency financial statement information into a standardized USSGL format for standardized reporting.

USSGL accounts are required for all line items with account types OTHER THAN “T”, “V”, and “C.”

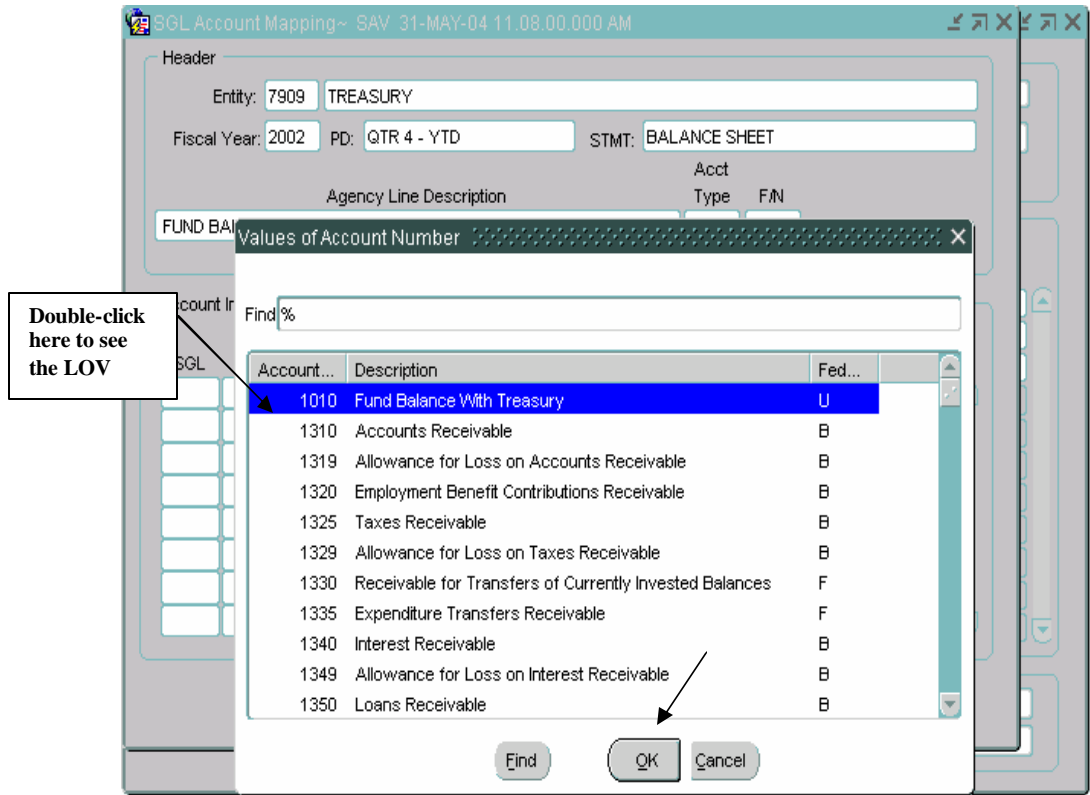
Selection of SGL attributes is based on the SGL reference table created in FACTS I, which automatically interfaces with GFRS. All possible SGL attribute combinations are based on this table.

For Federal Standard General Ledger (SGL) accounts, the Trading Partner field will default to ALL. For Non-Federal SGL accounts, the Trading Partner field will default to NONE. When applicable, all Budget Sub-Function (BSF) and Adjusted Trial Balances Code (ATB CODE) fields will default to ALL. The user has the option to double-click and select a specific Trading Partner, BSF code, or ATB CODE from the list of values when applicable.

1. Press the SGL button on the main GF001 form to open the SGL Account Mapping screen.



2. To select an SGL account, double-click (or press CTRL + L) on the SGL field to open the list of values. SGL accounts can also be selected by manually entering the SGL account number into the SGL field.
 - When “F” (Federal) is selected for the F/N attribute of the line item, the SGL LOV is populated with SGL accounts with F/N attributes of “U” (Undefined), “F” (Federal) and “B” (both Federal and Non-Federal).
 - When “N” (Non-Federal) is selected for the F/N attribute of the line item, the SGL LOV is populated with SGL accounts with F/N attributes of “U” (Undefined), “N” (Non-Federal) and “B” (both Federal and Non-Federal).
 - When “B” (Both Federal and Non-Federal) is selected for the F/N attribute of the line item, the LOV will be populated with SGL accounts with federal flags of “B” (Both Federal and Non-Federal), “N” (Non-Federal), “U” (Undefined) and “F” (Federal).



3. The user should use the mouse or the up/down arrow keys on the keyboard to select an SGL and hit OK to close the LOV screen.
4. Attribute values are automatically populated once the SGL account is selected. Users can navigate to other attribute fields by pressing the tab key or using the mouse. To view the available attributes, a user can double-click on the field to view the LOV or press CTRL + L on the keyboard.

Header

Entity: 7909 TREASURY

Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET

Agency Line Description: FUND BALANCE W/TH TREASURY

Acct Type: A F/N: F

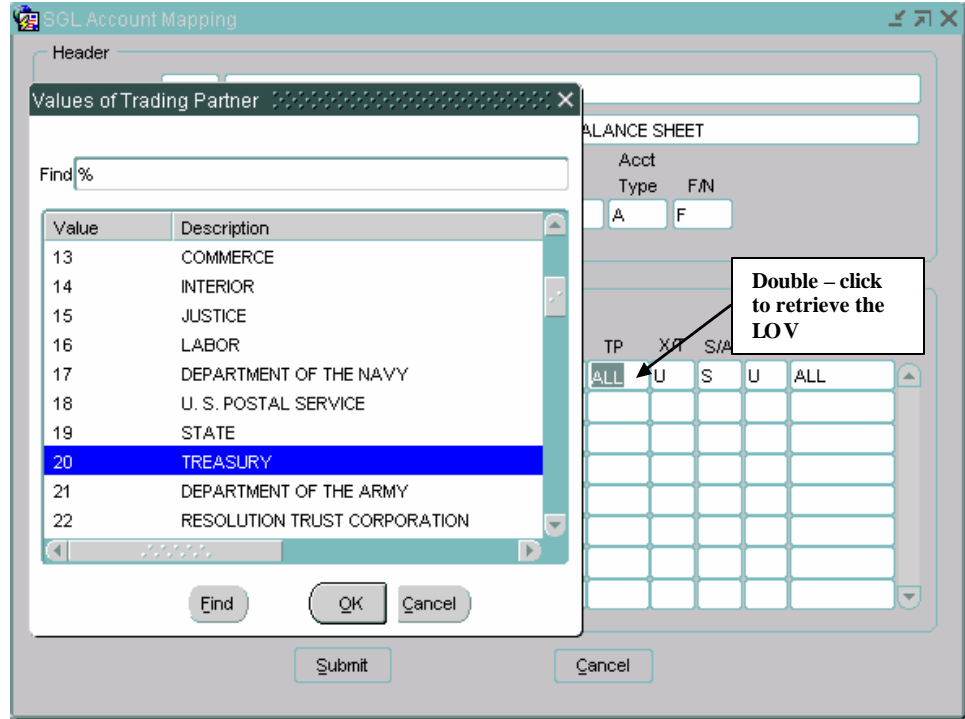
Account Information

SGL	Description	F/N	TP	X/T	S/A	BSF	ATB Code
1010	Fund Balance W/ith Treasury	U	U	U	U	U	ALL

Submit Cancel

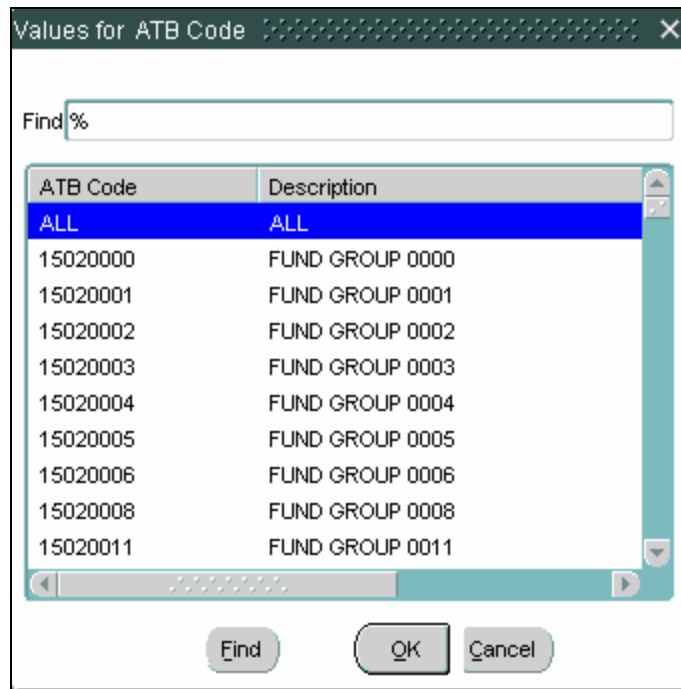
Any attribute that is BLANK requires user input. The user must assign an attribute before assigning another SGL account.

- To change an attribute from ALL (default value) to a specific attribute, the user should double-click on the field to retrieve the list of values. In the example below, the user is changing the Trading Partner from ALL to Entity 20.



6. Values for the Exchange/Non Exchange Revenue field (X/T field) can be selected from the X/T LOV for an SGL account. The X/T LOV has three sections “X” (Exchange Revenue), “T” (Non-Exchange Revenue) and “U” (Undefined).
7. The S/A attribute will default to the attribute assigned in the SGL table. In some cases, the user may need to assign a specific attribute. One of the three values in the lookup must be selected “A” (Non-Custodial), “S” (Custodial) and “U” (Undefined).
8. Individual Budget Sub Function (BSF) codes can be selected for revenue and expense accounts. To select a value other than the default setting, double-click on the Budget Sub Function (BSF) field to open the LOV.
9. The ATB code is populated with a default setting of ALL. Users can select a single ATB codes from the ATB LOV on the ATB Code field.

An example of an ATB LOV is shown below:



10. Once the user has assigned all relevant USSGL accounts and attributes, press the "Submit" push button to save the changes and close the SGL mapping screen. The system will validate that there are no duplicate records and that all necessary attributes have been assigned. If the user does receive an error, he must return to the SGL assignment screen, delete the duplicate record (or assign the missing attribute) and hit SUBMIT again.

Header

Entity: 7909 TREASURY

Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET

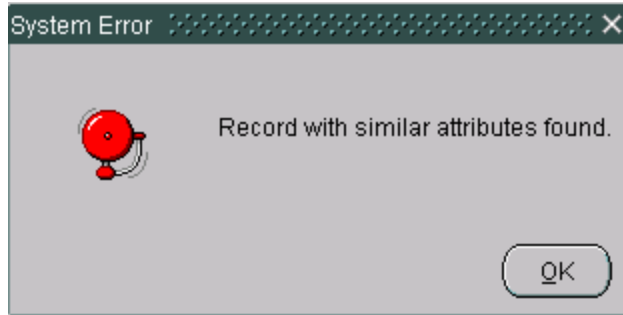
Agency Line Description	Acct Type	F/N
ACCOUNTS RECEIVABLE	A	F


Account Information

SGL	Description	F/N	TP	X/T	S/A	BSF	ATB Code
1310	Accounts Receivable	F	ALL	U	S	U	ALL
1310	Accounts Receivable	F	ALL	U	S	U	ALL

Submit Cancel

An example of a duplicate record error is shown below:



- Once the user returns to the main GF001 screen, click the SAVE icon  and proceed to the next line.

1.7 Defining a Calculation

Calculation lines can be included in a financial statement template to add and/or subtract financial line items. Selection of “C” (calculation) as an account type designates the line to perform a calculation. By pressing the “CALC” push button, the calculation screen is displayed. Financial statement lines that are to be included in the calculations are selected from the LOV and entered as a line in the calculation.

- Calculations are performed using normal balance as the operation. (Debits = Addition, Credits = Subtraction)

An account type of “C” will activate the CALC push button on the main GF001 form;

Financial Statement Template Screen - GF001~ SAV 31-MAY-04 11.36.37.000 AM

Header
 Entity: 7909 TREASURY
 Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET
 Final Flag:

Detail

Line	Description	Acct Type	Normal Bal	F/N	Display Sign-CP	Display Sign-PP	SGL	CALC
1		T					SGL	CALC
2	Assets	T					SGL	CALC
3	Fund Balance with Treasury	A	D	F	+	+	SGL	CALC
4	Accounts Receivable	A	D	F	+	+	SGL	CALC
5	Total Assets	C			+	+	SGL	CALC
							SGL	CALC
							SGL	CALC
							SGL	CALC
							SGL	CALC
							SGL	CALC

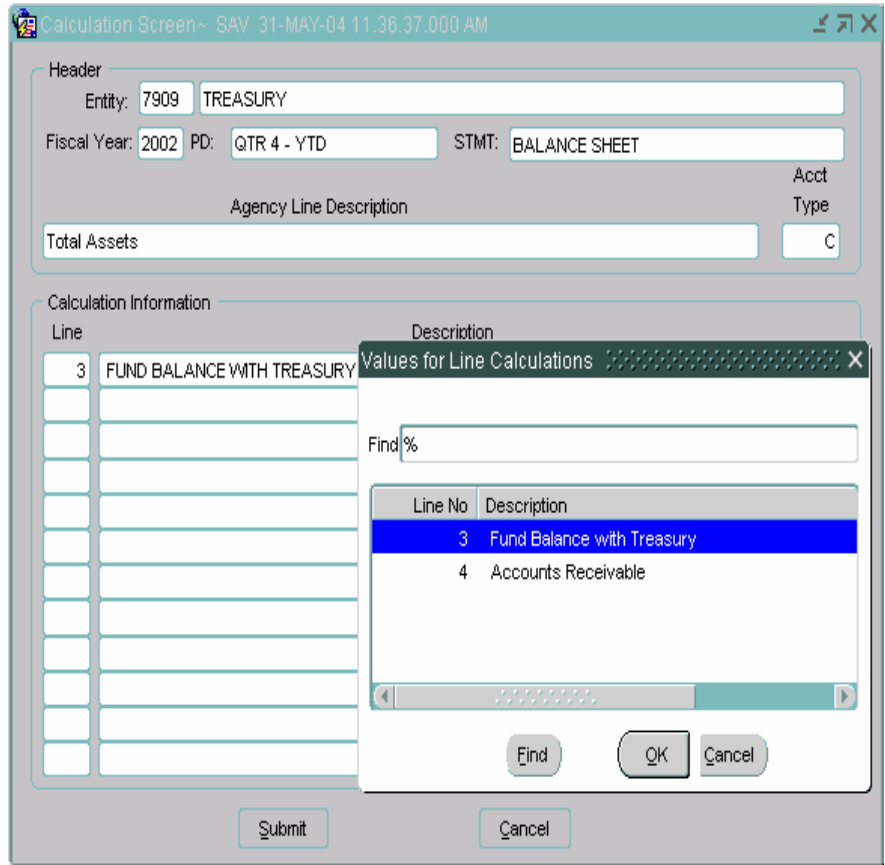
Status
 Module Status: OPEN
 Date: 31-MAY-2004

Buttons: Preview Template..., SGL Variance Report...

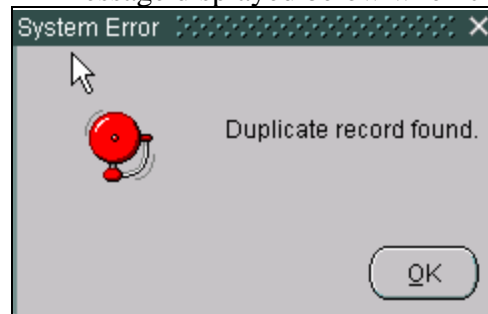
Callout Box: Select “C” for the account type and press the “CALC” button to set up the calculation.

1. Double-click on the Line field in the calculation screen to display the LOV. The LOV will display all of the template lines that can be included in the calculation. Select the line to be included in the calculation by clicking in the line to be included in the calculation and pressing “OK”. Lines must be selected one at a time.

- Users may select other calculation lines from the list of values when selecting template lines to be included in the calculation.



2. The system will only allow the users to select one line at a time. If a user selects a line multiple times for inclusion in the calculation in the calculation, the user will receive the error message displayed below when clicking the SUBMIT button:

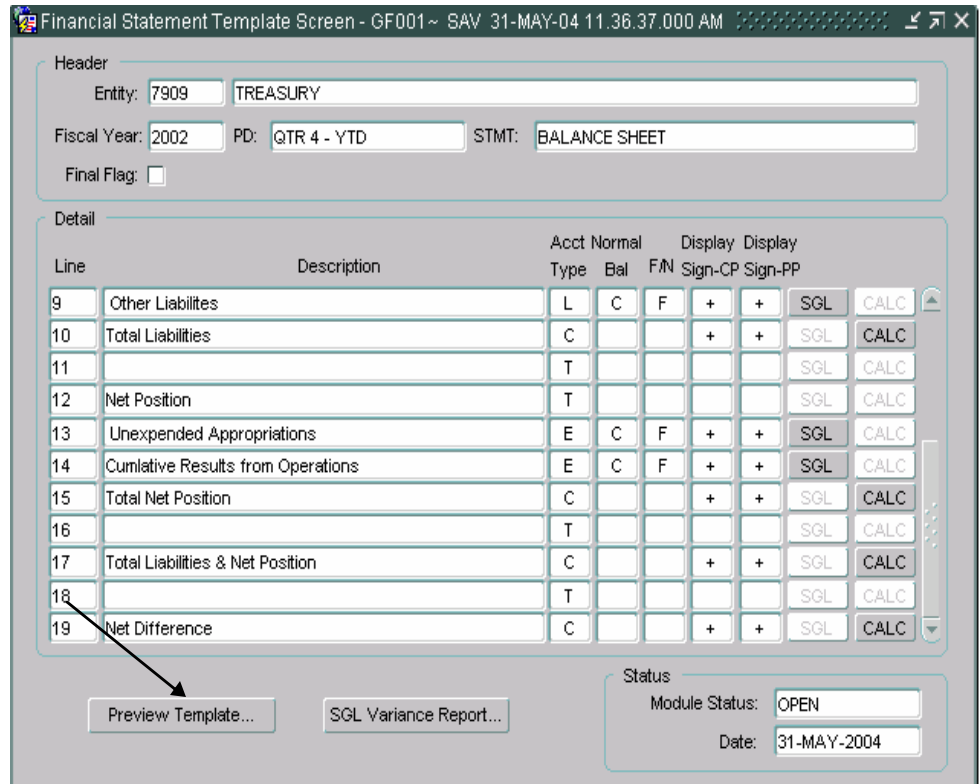


3. Once all of the line items have been selected for the calculation, press "Submit". The program will return the user to the Financial Statement Template form.

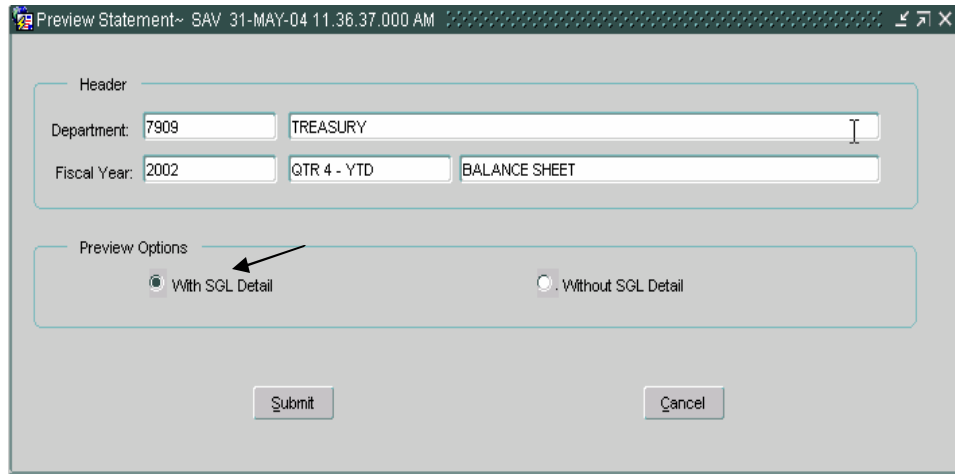
1.8 Preview Template Report

The Preview template is a report that lists all template lines created on a financial statement in the format they were created. The user can run this report at any time during the creation of the statement. Reports may be run with or without SGL detail.

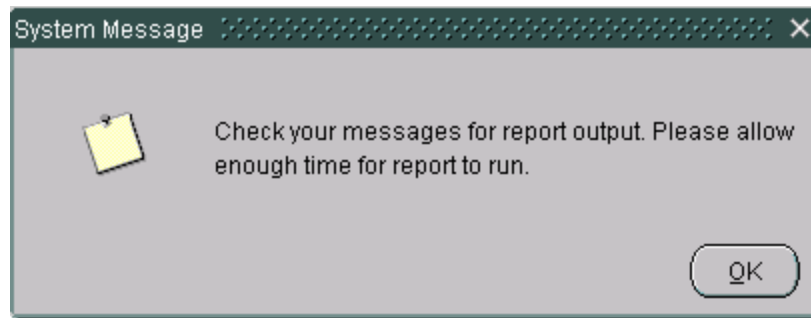
1. The “Preview Template” report can be run by pressing the “Preview Template” push button.




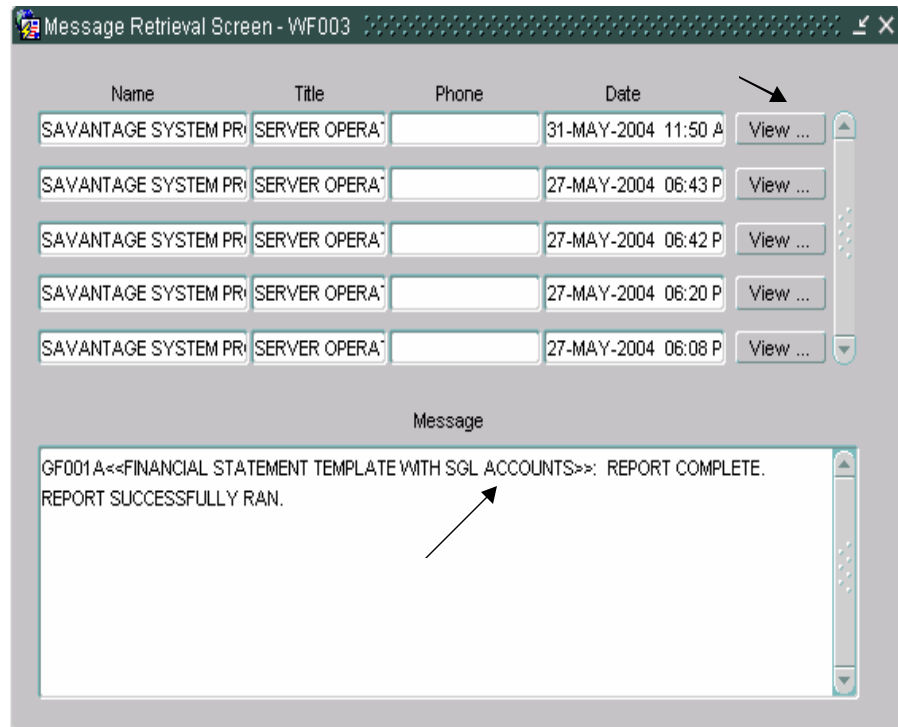
2. After pressing the “Preview Template” push button, a “Preview Template” screen is displayed where parameters are selected for the report. Reports can be selected with or without SGL detail by clicking on the “With SGL Detail” radio button to select reports that include SGL data. To create reports without SGL information, click the “Without SGL Detail.”





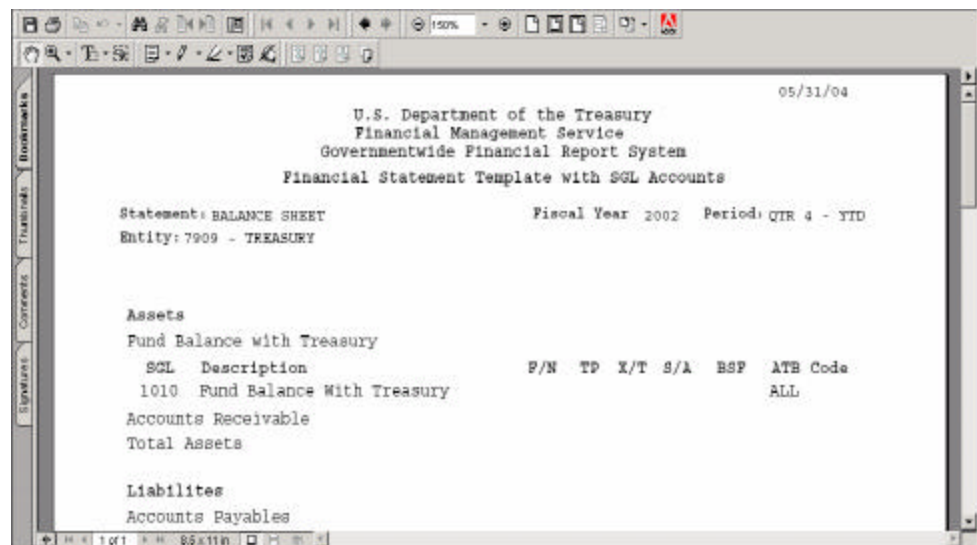
3. Press the “Submit” push button to run the report.
4. A system message will be displayed (shown below) confirming that the report has been created. Press the “OK” button to acknowledge the message.



5. To view the report, click on the Message Retrieval icon in the tool bar .
6. The message retrieval screen will be displayed. Click on the VIEW button next to the report to be viewed. The most recent report will always appear at the top of the list. Each report has a date and time stamp for easy retrieval.



- The "Preview Template" report is displayed below in preview mode. To print the report, press the print button on the toolbar . To save the report to the user's local computer, press the SAVE icon on the toolbar .



1.9 SGL Variance Report

The SGL variance report displays all of the SGL accounts and related attributes that have been used in all of the Financial Statement Templates as well as a list of SGL accounts and attributes that were not used (but were available to the user).

1. On the GF001 Financial Statement Screen, press the “SGL Variance Report” button to run the report.

Financial Statement Template Screen - GF001~ SAV 31-MAY-04 11.36.37.000 AM

Header
 Entity: 7909 TREASURY
 Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET
 Final Flag:

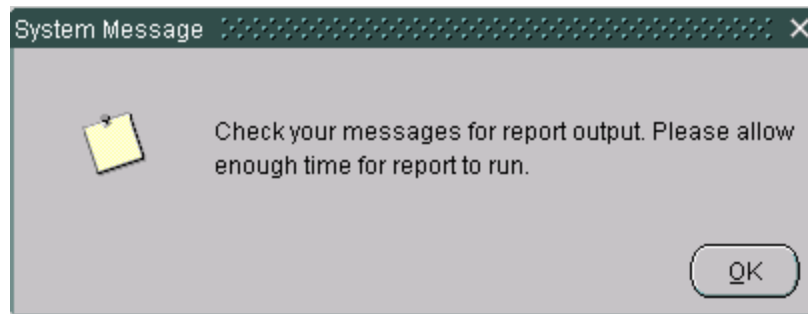
Detail

Line	Description	Acct Type	Normal Bal	F/N	Display Sign-CP	Display Sign-PP	SGL	CALC
5	Total Assets	C			+	+	SGL	CALC
6		T					SGL	CALC
7	Liabilities	T					SGL	CALC
8	Accounts Payables	L	C	F	+	+	SGL	CALC
9	Other Liabilities	L	C	F	+	+	SGL	CALC
10	Total Liabilities	C			+	+	SGL	CALC
11		T					SGL	CALC
12	Net Position	T					SGL	CALC
13	Unexpended Appropriations	E	C	F	+	+	SGL	CALC
14	Cumulative Results from Operations	E	C	F	+	+	SGL	CALC
15	Total Net Position	C			+	+	SGL	CALC

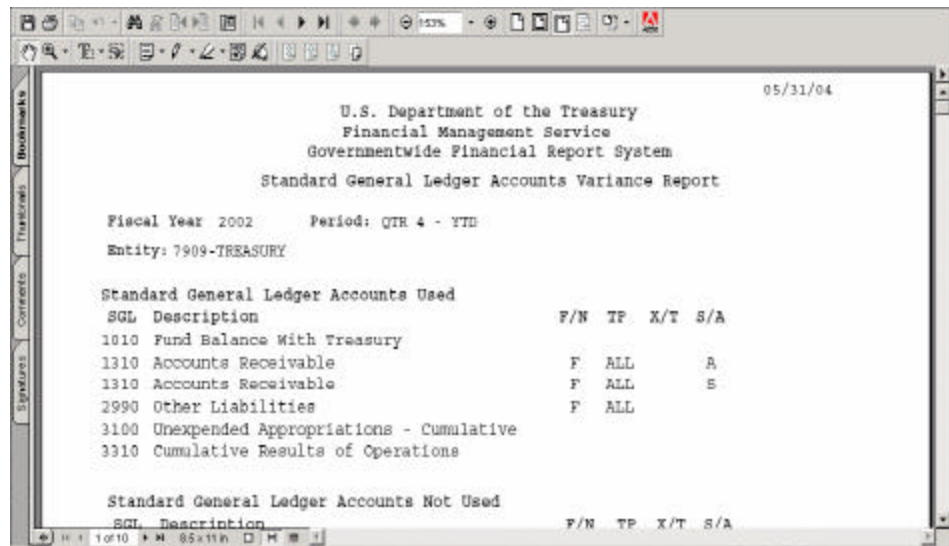
Buttons: Preview Template..., SGL Variance Report...



Status
 Module Status: OPEN
 Date: 31-MAY-2004

2. The program will display a message telling the user to check messages for report output. Click “OK” to close the message.



3. Follow the steps in section 1.5 Preview Template Report to retrieve the report. Once the report is retrieved, the user will view the below form:



4. The user can either print the report by clicking on the PRINT icon , or can save the report to a local computer by clicking on the SAVE icon .

1.10 Flagging a Financial Statement Final

When the user has entered all lines into the financial statement template module (GF001) the Final Flag field must be checked to proceed to GF002: Audited Agency Financial Statement module. Checking the Final Flag field changes the status of the template from “Open” to “Approved.” When a template status is approved, the template can no longer be modified in the GF001 screen as long as the Final Flag is checked. Only approved Financial Statement templates in the GF001 screen are available in the GF002 screen (Audited Financial Statements).

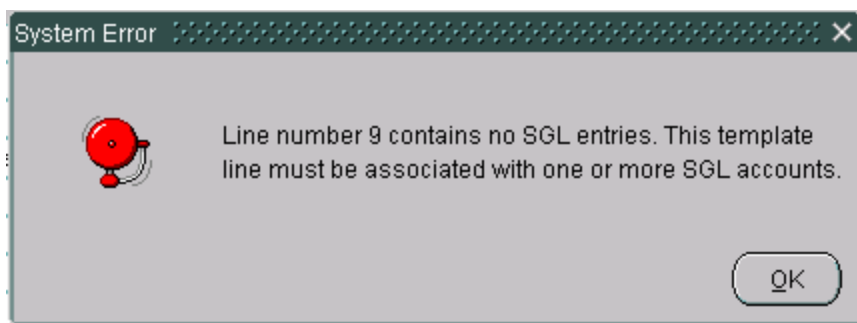
When the user attempts to flag a statement as final, the system will perform several validations that may prevent the user from completing the task. Those validations are:

1. All lines that require SGL accounts must have at least ONE SGL account assigned to the line.
2. All lines that require Calculations to be defined must have at least one line assigned to the calculation.
3. All lines with account types other than “T” must have line descriptions.
4. All line attributes must be defined.

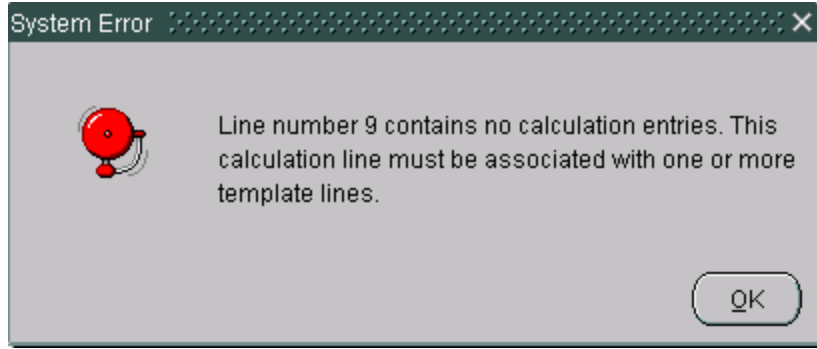
The statement must pass all validations to flag the statement as FINAL.

1. When the user has completed the statement, activate the final flag by clicking on the box.

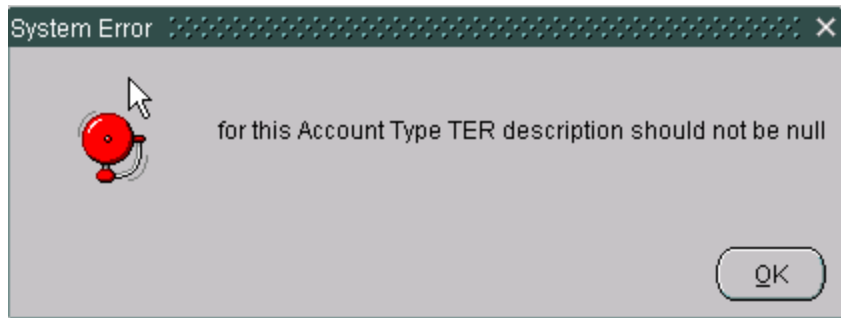
2. If the statement contains a line item with missing SGL accounts, the user will receive the message below. The user must click OK and return to the line stated in the error message to assign SGL accounts as appropriate.



3. If the statement contains a line item with a missing calculation, the user will receive the error message below. The user must click OK and return to the line stated in the error message to assign line items to the calculation as appropriate.



4. If the statement contains a line item with a missing description (for a line item with an account type other than "T") the user will receive the error message below. The user must click OK and return to the line to assign a line description.



5. Once the template passes all validations, the final flag remains checked and the module status field displays a status of "Approved." The user can then access the statement in GF002.

Financial Statement Template Screen - GF001 ~ SAV 31-MAY-04 11.36.37.000 AM

Header

Entity: 7909 TREASURY

Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET

Final Flag:

Detail

Line	Description	Acct Type	Normal Bal	F/N	Display Sign-CP	Display Sign-PP	SGL	CALC
1		T					SGL	CALC
2	Assets	T					SGL	CALC
3	Fund Balance with Treasury	A	D	F	+	+	SGL	CALC
4	Accounts Receivable	A	D	F	+	+	SGL	CALC
5	Total Assets	C			+	+	SGL	CALC
6		T					SGL	CALC
7	Liabilities	T					SGL	CALC
8	Accounts Payables	L	C	F	+	+	SGL	CALC
9	Other Liabilities	L	C	F	+	+	SGL	CALC
10	Total Liabilities	C			+	+	SGL	CALC
11		T					SGL	CALC

Preview Template... SGL Variance Report...

Status

Module Status: APPROVED

Date: 31-MAY-2004

1.11 Inserting A Line into an Approved Statement


Lines can be inserted into existing statements. Once the template status is changed from “APPROVED” to “OPEN” status, a line can be inserted into the template. Once a new line has been inserted and all required fields have been completed, the Final Flag can be checked and all template lines are validated. When validations are passed, the template status is changed back to “APPROVED.”

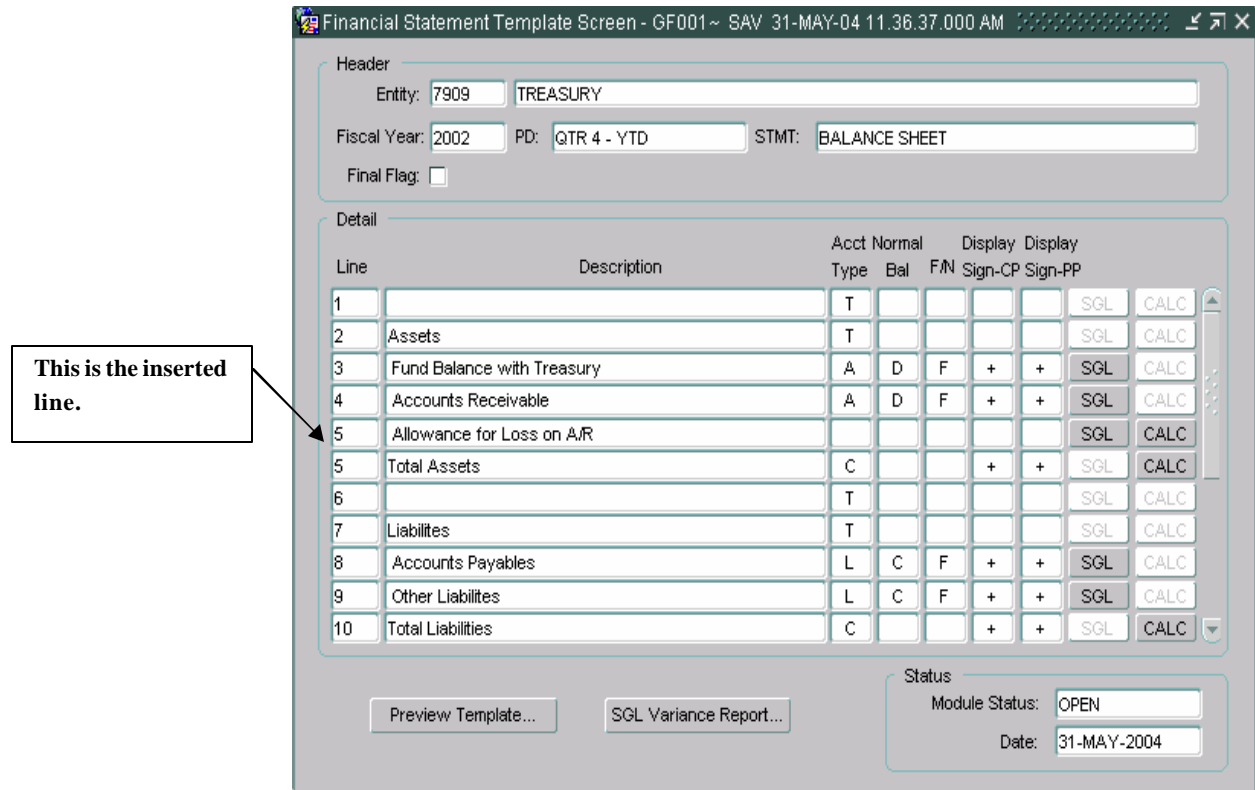
1. Un-check the final flag check box to change the template status from “APPROVED” (un-modifiable) to “OPEN” (modifiable).

The screenshot shows the 'Financial Statement Template Screen' with the following details:

- Header:** Entity: 7909 TREASURY; Fiscal Year: 2002; PD: QTR 4 - YTD; STMT: BALANCE SHEET; Final Flag:
- Detail Table:**

Line	Description	Acct Type	Normal Bal	Display F/N	Display Sign-CP	Display Sign-PP	SGL	CALC
1		T						
2	Assets	T						
3	Fund Balance with Treasury	A	D	F	+	+		
4	Accounts Receivable	A	D	F	+	+		
5	Total Assets	C			+	+		
6		T						
7	Liabilities	T						
8	Accounts Payables	L	C	F	+	+		
9	Other Liabilities	L	C	F	+	+		
10	Total Liabilities	C			+	+		
11		T						
- Status:** Module Status: OPEN; Date: 31-MAY-2004


2. Place the cursor (by using the tab key or mouse-click) on the line directly above the row to be inserted.
3. Click the INSERT  button on the toolbar to insert the line. A new line will be created with a system generated line number. The line will be inserted directly underneath the line where the cursor is located at the time the insert button is pressed. The example below shows a line inserted below the Allowance for Loss on A/R line. Note: the line numbering will not update until the new line is saved to the database by the user.



This is the inserted line.

4. Tab into the description field and enter a description for the line (description is not required if the account type “T” (Title) is selected).
5. Tab into the Account type field and double-click to display the LOV. Select one of the account types from the LOV.
6. Tab into the F/N field and select a value.
7. Tab into the current period display sign CP field and change the value if necessary.
8. Tab to the display sign PP.
9. **Before entering the SGL mapping screen press the save button on the tool bar to save the changes. The save button must be pressed to re-order the line numbers of the financial template.**
10. If the line created is for a calculation, press the “CALC” push button and enter the template lines that are to be included in the calculation. (See section 1.6)


11. For all lines with account types (All account types except “T” & ”C”) that require SGL information, press the “SGL” push button to complete the SGL mapping form.

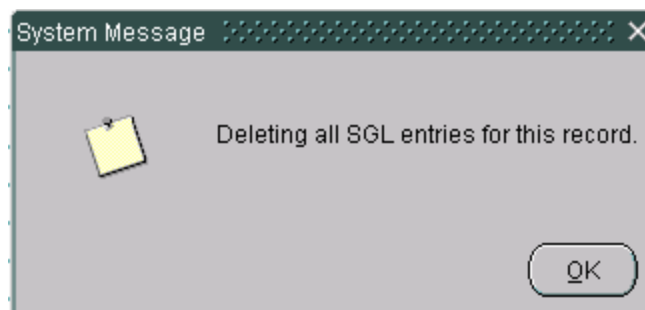
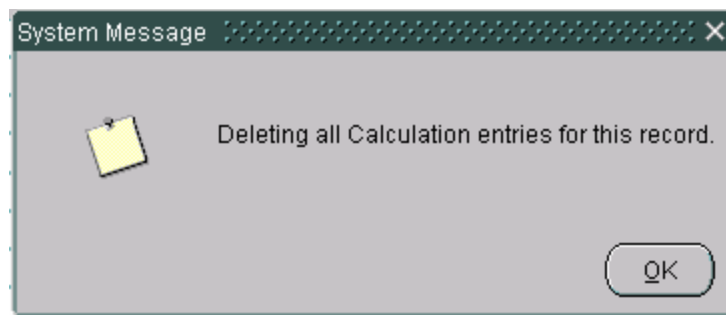
12. Once all of the template line information has been entered, click the Save button  on the tool bar.

13. Click on the Final Flag check box to finalize the revised template. The new lines entered into the template are validated for completeness. If any line is incomplete, the user will not be able to save the template. Once the final flag has been checked for a template, the Module status field will display “APPROVED.”

1.12 Deleting a Line from the Financial Statement

Single or multiple lines can be deleted from existing templates. To delete a line, the Final Flag must be unchecked and the template status changed to “OPEN.”

1. Unclick the final flag for the statement that needs to be modified. The status will return to OPEN.
2. Place the cursor on the line to be deleted.
3. Click the delete button  on the tool bar to delete the line.
4. When the “X” delete button has been pressed, a message will appear on the screen acknowledging that the line has been deleted and that all associated SGL accounts or calculated line items are also being deleted from the system. Click “OK” to acknowledge the message.



5. Once the deletion has been processed, the user will click the final flag field to change the module from “OPEN” (Modifiable) to “APPROVED” (Non-modifiable).

Module GF002: Audited Financial Statement Module

2.1 Module Overview

In this module, agencies will manually enter their audited financial statement data by agency line item for each required financial statement. Agency line item descriptions were identified in the Financial Statement Template Module (GF001).

For current period data, the user has the option to view FACTS 1 trial balance data, but must enter the actual amounts manually. The system has a report available for the user to validate that all SGL's used in the agency's FACTS I submission are also assigned to line items in the template. The report is called the "SGL Report."

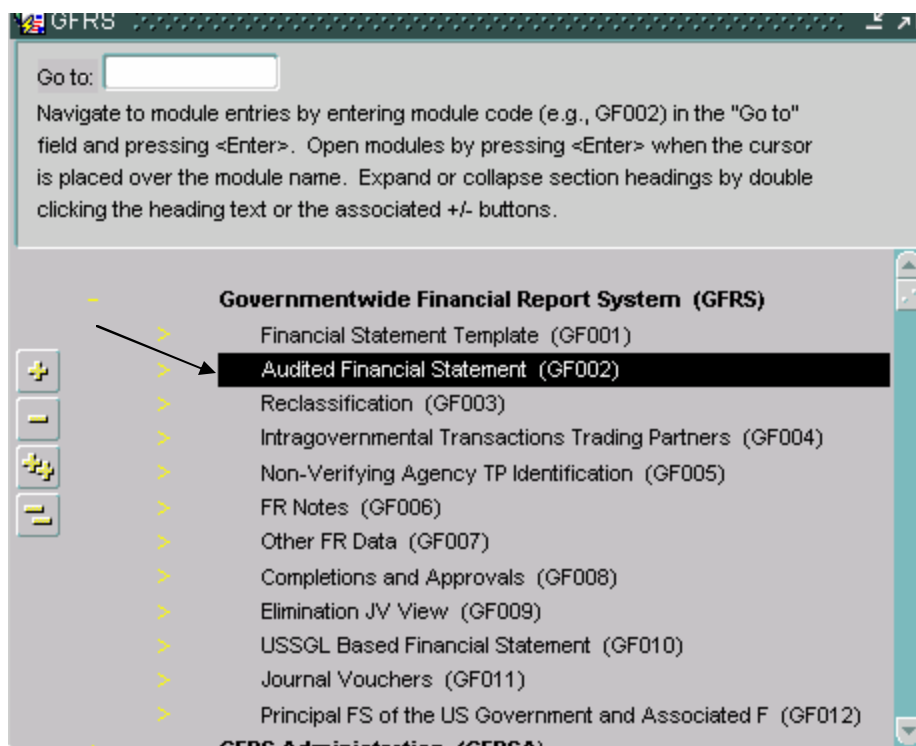
Agencies will also select the entities reporting method and decimal point location in this module. The reporting method and decimal place setting is applied to all statements for that entity. The methods selected will be used in the Agency Audited Financial Statements Module, Reclassification Module, Intragovernmental Trading Partners Module and other modules, as needed. The reporting method and decimal point location assigned by the verifying agencies are based upon the method used for the published agency audited financial statements. The reporting methods from which the user can select are hundreds, thousands, millions, billions, and whole dollars. The user will also select the number of decimal places from the right that the decimal point appears in their reported financial statements. The user can select from three options for decimal point location: one decimal place, two decimal places or zero decimal places.

2.2 Screen Feature

- The Agency Audited Financial Statement module is the module where agency audited data for both current and prior year is entered. The data entered should be retrieved by the agencies from the audited financial statements.
- Agency line descriptions, calculation definitions, department numbers, period, fiscal year, and statement are automatically populated on the screen from the GF001 Financial Statement Template Module. These fields are view only.
- Through parameter selection in the “Reporting Method” screen, the Agency Audited Financial Statement module determines how balances are reported (Hundreds, thousands etc.) and how decimals will be displayed.
- SGL account information in the Agency Audited Financial Statement module is compared to the FACTSI data submitted by the agency via a standard report. Users can run the “SGL Report” to research account discrepancies.
- ATB data from the FACTSI ATB submission can be viewed for the current period by clicking on the “View ATB Data” push button. Agency line information can be drilled down from the Agency Audited Financial statement line to the SGL, bureau, and ATB code detail.
- The GF002 module provides users with the ability to report financial data using the Other Cost Basis of Accounting (OCBOA) method of reporting. Agencies are able to enter financial data into OCBOA financial statements.

2.3 Logging into GF002

1. Navigate to the GFRS menu screen.
2. Type “GF002” into the “Go to” screen and press enter twice or open the screen by expanding the GFRS menu and placing the cursor on the GF002 selection. Double-clicking will open the module.



3. The GF002 screen will open to the first record that the user has permission to view. All records that the user has permission to view will be ordered by entity number (starting from lowest to highest). The user cannot create a new record in this module. The statement must already be flagged as FINAL in GF001 to view the statement in GF002.
 - The Audited Financial Statement Template displays records based on the permission of the current user logged in. User permissions are defined by the SA in the DBA057 (Menu Access) and DBA015 (User Profile) screens.
 - The fiscal year and period automatically default to the current open period flagged as open in the DBA061 screen.

Audit Transaction Screen - GF002~ SAV 28-APR-04 10.21.49.000 AM

Header

Entity: 1200 Department of Agriculture Reported In: MILLIONS
 Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: ZERO
 Final Flag

Reporting Method... View ATB Data... SGL Report... Audited FS Report Refresh...

Audit Information


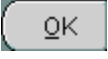
Agency Line Description	Acct Normal		2002: QTR 4 - YTD	2001: QTR 4 - YTD
	Type	Bal		
ASSETS	T			
Intragovernmental	T			
Fund Balance with Treasury (Note 3)	A	D	10	20
Investments (Note 5)	A	D	30	40
Accounts Receivable, Net (Note 6)	A	D	40	50
Other (Note 10)	A	D	50	60
Total Intragovernmental	C		130	170
	T			
Non-Federal	T			
Cash and other monetary assets (Note 4)	A	D	24	17

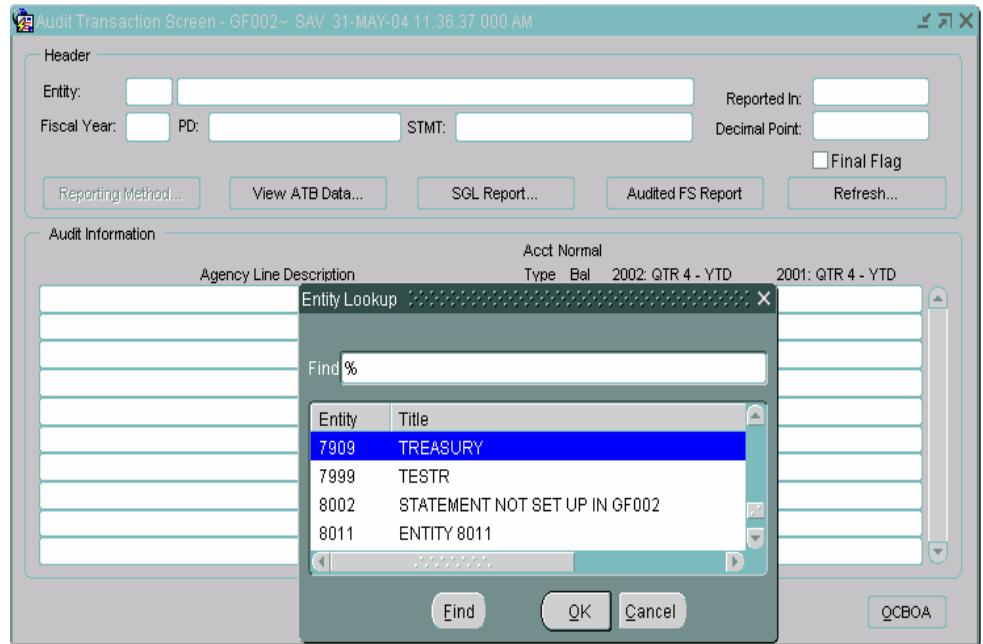
Submit Cancel QCBOA

2.4 Querying a Record

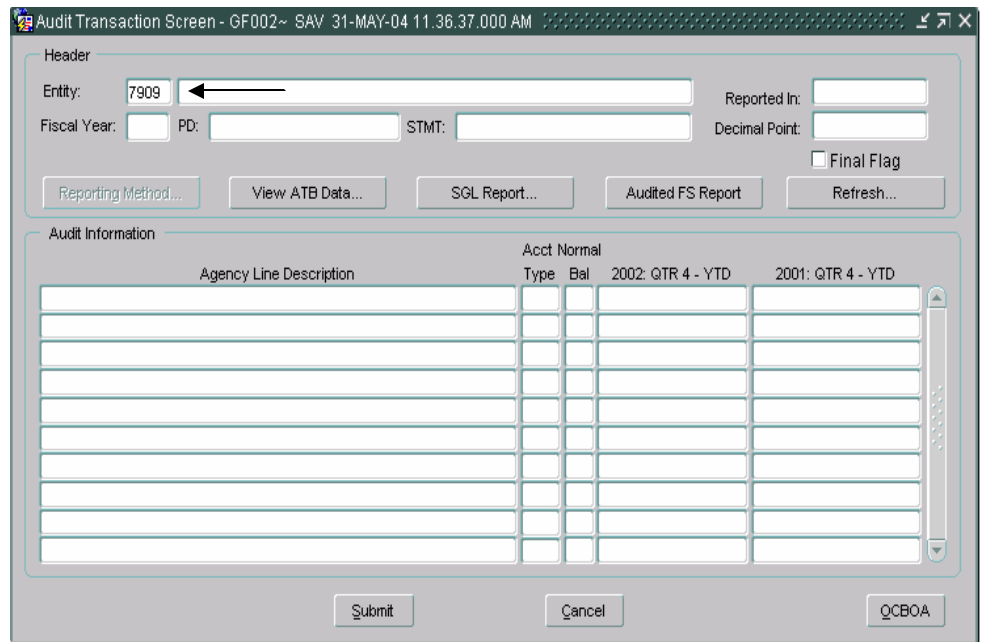
This section describes the steps necessary to query and retrieve a financial statement in GF002. GFRS retrieves financial statements by entity number. To run a query and retrieve a financial statement follow the steps listed below:


1. Place the cursor on the Entity field.

2. Press the ENTER QUERY icon  on the toolbar. If a record was already displayed on the screen before the user enters the query, the screen will be blank.
3. Double-click on the entity field to open the list of values (LOV) for the entity field.
 - Scroll through the entities displayed in the lookup and highlight the appropriate entity.
 - Press the “OK” button  in the LOV to select the highlighted entity.

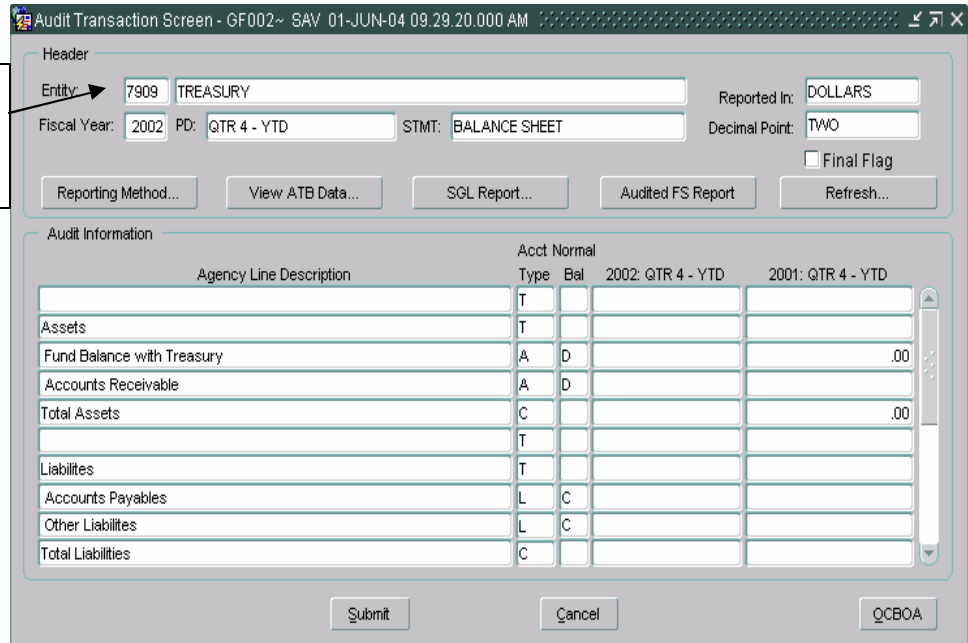


- The entity number may also be manually entered into the ENTITY field after hitting the ENTER QUERY button.



- Press the Execute Query  push button on the toolbar and all agency statements for the selected entity will be returned.

The query will return all records for the selected entity.



Audit Transaction Screen - GF002~ SAW 01-JUN-04 09.29.20.000 AM

Header

Entity: 7909 TREASURY Reported In: DOLLARS

Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO


Final Flag

Reporting Method... View ATB Data... SGL Report... Audited FS Report Refresh...

Audit Information

Agency Line Description	Acct Type	Normal Bal	2002: QTR 4 - YTD		2001: QTR 4 - YTD	
	T					
Assets	T					
Fund Balance with Treasury	A	D				.00
Accounts Receivable	A	D				
Total Assets	C					.00
	T					
Liabilities	T					
Accounts Payables	L	C				
Other Liabilities	L	C				
Total Liabilities	C					

Submit Cancel QCBOA

- To view other statements for the selected entity, press the NEXT RECORD icon  on the tool bar to navigate to the next record. All financial statements that have been flagged as FINAL in GF001 for that entity will be available in GF002.

The user can also navigate through the financial statements by using the UP and DOWN arrow keys on the keyboard.

Form Edit Block Field Record Query Window Help

Audit Transaction Screen - GF002~ SAV 01-JUN-04 09.29.20.000 AM

Header

Entity: 7909 TREASURY Reported In: DOLLARS

Fiscal Year: 2002 PD: QTR 4 - YTD STMT: STATEMENT OF NET COST Decimal Point: TWO


Final Flag

Reporting Method... View ATB Data... SQL Report... Audited FS Report Refresh...

Audit Information

Agency Line Description	Acct Normal		2002: QTR 4 - YTD	2001: QTR 4 - YTD
	Type	Bal		
Program Costs	T			
Program 1 Gross Cost	GC	D		
Less, Earned Revenues	ER	C		
Program Net Cost	NC	D		

Submit Cancel QCBOA

- To scroll to a previous record, press the Previous Record icon  on the toolbar.

2.5 Assigning Reporting Method and Decimal Point Location

The reporting method and decimal point must be assigned for each agency. Both are assigned using the Reporting Method screen in the GF002 module. Reporting method defines how the agency financial data is displayed in the Audit Transaction screen. The data can be displayed in Whole Dollars, Hundreds, Thousands, Millions and Billions. Decimal place determines if decimals are to be displayed and if so, how many places to the right of the decimal point should appear. There are three possible selections: Zero (No decimals), one digit to the right, and two digits to the right.

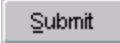
- Users must select a decimal place setting and a reporting method before entering amounts into the Audit Transaction screen for any statement.

The reporting method and decimal point selection made in the GF002 module are valid for all statements in subsequent modules.

1. Press the “Reporting Method” push button on the main GF002 form. The reporting method screen will be displayed.

Agency Line Description	Acct Type	Normal Bal	2002: QTR 4 - YTD	2001: QTR 4 - YTD

2. Select one of the reporting method radio buttons (the default setting is “Whole Dollars”). There are five possible selections: Whole Dollars, Hundreds, Thousands, Millions & Billions.
3. Click one radio button to select a decimal point setting. The default setting is “Zero.” There are three possible settings: Zero, One and Two.

- Only one reporting method and one decimal location can be selected for each entity.
 - The reporting method selected is also used in the Reclassification Module, the Intragovernmental Transaction Trading Partner Module, Closing Package Notes, and Other Data Modules.
4. Press the “Submit” button  to save the radio button settings.
 5. After selections are made for the decimal point and reporting method selections, “Reported In:” and “Decimal Point:” fields in the Audit Transaction Screen will be populated and will display the new settings.
 - ❖ Selections made for Reporting Method and Decimal place are applied to all of the financial statements for a given entity. Should the Reporting Method or Decimal Position be changed in a financial statement, the same changes will be applied to all of the financial statements for the selected entity.
 - ❖ To change the Reporting Method and Decimal Point for a statement for a selected entity that has the final flag set; the final flag must be

unchecked. The final flag must be unchecked for all financial statements for all statements for an entity before changing the reporting method and decimal place location.

- ❖ Once financial statements have been reclassified in the GF003 module, the Reporting Method and Decimal place cannot be changed in the GF002 module.

Header

Entity: 7909 TREASURY Reported In: THOUSANDS

Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO

Final Flag

Reporting Method... View ATB Data... SQL Report... Audited FS Report Refresh...


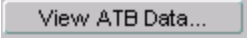



Audit Information

Agency Line Description	Acct Type	Normal Bal	2002: QTR 4 - YTD		2001: QTR 4 - YTD	
Assets	T					
Fund Balance with Treasury	A	D				.00
Accounts Receivable	A	D				
Total Assets	C					.00
Liabilities	T					
Accounts Payables	L	C				
Other Liabilities	L	C				
Total Liabilities	C					

Submit Cancel QCBOA

2.6 Navigating around the GF002 form

The user can use the TAB key to navigate through the GF002 form. After logging into GF002 (following the instructions above) the TAB key will navigate the user through all of the fields on the form in a specific order, as listed below: (NOTE: the user can go directly to the desired field by using the mouse and putting the cursor on the field).

1. Once the user has logged into the form, the directions below will help the use to navigate through the form:
 - I. From the Entity field press the TAB key and the cursor will be placed on the STMT field. The field will display the financial statement type.
 - II. From the “STMT, press the TAB key and the cursor will the Reporting Method push button  .
 - III. Press the TAB key again and the cursor will shift from the “Reporting Method “ button to the View ATB Data push button  .
 - IV. From ”View ATB Data” button in the tab sequence is the “SGL Report...” button  .
 - V. Press the TAB button again and the cursor will set focus on the “Audited FS Report push button  .
 - VI. From the Audited FS Report button, press the TAB key and the cursor will move to the “Refresh” push button  .
 - VII. Press the TAB key again and the cursor will shift to the first Current Period field inside the Audit Information grid. Press tab again and the cursor will move to the first prior period field in the grid.
 - VIII. Press the TAB button again and the cursor focus will shift to the “FINAL FLAG” in the record header.

IX. GF002 TAB SEQUENCE 1

Audit Transaction Screen - GF002~ SAV 28-APR-04 01:48:00 PM

Header

Entity: 1 7097 VERIFYING TEST ENTITY - OCBOA Reported In: THOUSANDS
 Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO
 2 10 Final Flag

Reporting Method... View ATB Data... SGL Report... Audited FS Report Refresh...

Audit Information 3 4 5 6 7

Agency Line Description	Acct Type	Normal Bal	2002: QTR 4 - YTD		2001: QTR 4 - YTD	
			8	9		
Assets	T					
Fund Balance with Treasury	A	D				
Accounts Receivable	A	D				
Total Assets	C					
Liabilities	T					
Accounts Payable	L	C				
Other Liabilities	L	C				
Total Liabilities	C					

Submit Cancel OCBOA

2.7 Entering Current Period Information

1. Current period agency line balances should be entered into the current period field. Column headings are generated from the open period set up by the System Administrator in DBA061.

The first column is for the current open period.

Audit Transaction Screen - GF002-- SAV 01-JUN-04 09.29.20.000 AM

Header

Entity: 7909 TREASURY Reported In: DOLLARS

Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO

Reporting Method... View ATB Data... SGL Report... Audited FS Report Refresh... Final Flag

Audit Information

Agency Line Description	Type	Bal	2002: QTR 4 - YTD	2001: QTR 4 - YTD
Assets	T			
Fund Balance with Treasury	A	D		.00
Accounts Receivable	A	D		
Total Assets	C			.00
Liabilities	T			
Accounts Payables	L	C		
Other Liabilities	L	C		
Total Liabilities	C			

Submit Cancel QCBOA

2. Enter the balance of a line item from the Agency Audited Financial Statement into the corresponding field for the current open period.
 - Balances cannot be entered for lines that have account types of “T” (Title) and “C” (Calculation).

Audit Transaction Screen - GF002~ SAV 01-JUN-04 09.29.20.000 AM

Header


Entity: 7909 TREASURY Reported In: DOLLARS
 Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO
 Final Flag

Reporting Method... View ATB Data... SGL Report... Audited FS Report Refresh...

Audit Information

Agency Line Description	Acct Normal Type	Bal	2002: QTR 4 - YTD	2001: QTR 4 - YTD
Assets	T			
Fund Balance with Treasury	A D		5,000,000.00	.00
Accounts Receivable	A D			
Total Assets	C			.00
Liabilities	T			
Accounts Payables	L C			
Other Liabilities	L C			
Total Liabilities	C			

Submit Cancel QCBOA

- As balances are entered for each line item, the user must refresh the screen to updated calculations. To view updated calculations, the “Refresh”  push button must be pressed.

Audit Transaction Screen - GF002~ SAV 01-JUN-04 09.29.20.000 AM

Header

Entity: 7909 TREASURY Reported In: DOLLARS
 Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO
 Final Flag

Reporting Method... View ATB Data... SGL Report... Audited FS Report Refresh...

Audit Information

Agency Line Description	Acct Normal Type	Bal	2002: QTR 4 - YTD	2001: QTR 4 - YTD
Assets	T			
Fund Balance with Treasury	A D		5,000,000.00	.00
Accounts Receivable	A D			
Total Assets	C		5,000,000.00	.00
Liabilities	T			
Accounts Payables	L C			
Other Liabilities	L C			
Total Liabilities	C			

Submit Cancel QCBOA

2.8 Entering Prior Period Information

1. Press the TAB key (or mouse click) to move the cursor focus to the prior period field.
2. Enter the prior period balance into the prior period field.
 - Users cannot navigate from line to line using the TAB key. The TAB key can be used to move the cursor from the current open period to the prior fields within the same line. The user must use the mouse or the down arrow on the keyboard to move the cursor to a new line.
 - The REFRESH button in the header of the form will also refresh prior period calculations.

Audit Transaction Screen - GF002~ SAV 01-JUN-04 09.29.20.000 AM

Header

Entity: 7909 TREASURY Reported In: DOLLARS

Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO

Final Flag

Reporting Method... View ATB Data... SGL Report... Audited FS Report Refresh...


Audit Information

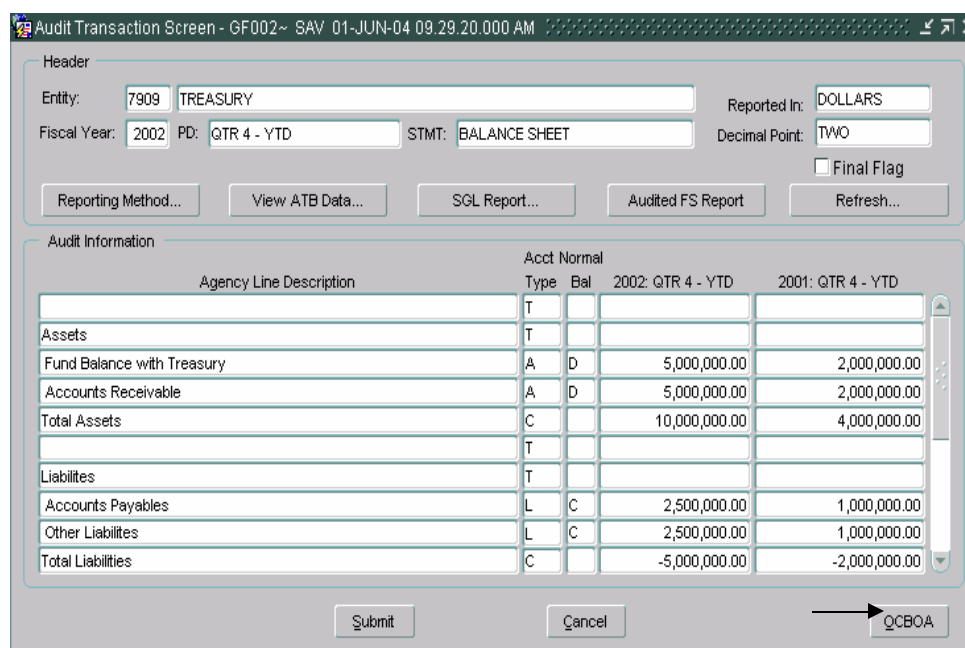
Agency Line Description	Acct Normal		2002: QTR 4 - YTD	2001: QTR 4 - YTD
	Type	Bal		
Assets	T			
Fund Balance with Treasury	A	D	5,000,000.00	2,000,000.00
Accounts Receivable	A	D	5,000,000.00	2,000,000.00
Total Assets	C		10,000,000.00	4,000,000.00
Liabilities	T			
Accounts Payables	L	C		
Other Liabilities	L	C		
Total Liabilities	C			

Submit Cancel QCBOA

2.9 Other Cost Basis of Accounting (OCBOA)

GFRS provides users with the ability to report financial data using the Other Cost Basis of Accounting (OCBOA) method of reporting. By setting the OCBOA flag for an entity in the DBA055 screen, agencies are able to enter financial data into OCBOA specific forms. Only verifying agencies may be flagged for OCBOA reporting.

1. Before data can be populated into the OCBOA data fields, the entity must be both a verifying entity and must have the OCBOA checkbox flagged in the Entity Crosswalk screen (DBA055).
2. Navigate to the GF002 screen. The OCBOA push button will be enabled.
3. Press the “OCBOA”  button to access the OCBOA Adjustment Screen.
 - When the OCBOA button is enabled, users must press the OCBOA screen to populate the OCBOA fields with data from the Audit Transaction screen.



Header

Entity: 7909 TREASURY Reported In: DOLLARS


Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO

Final Flag

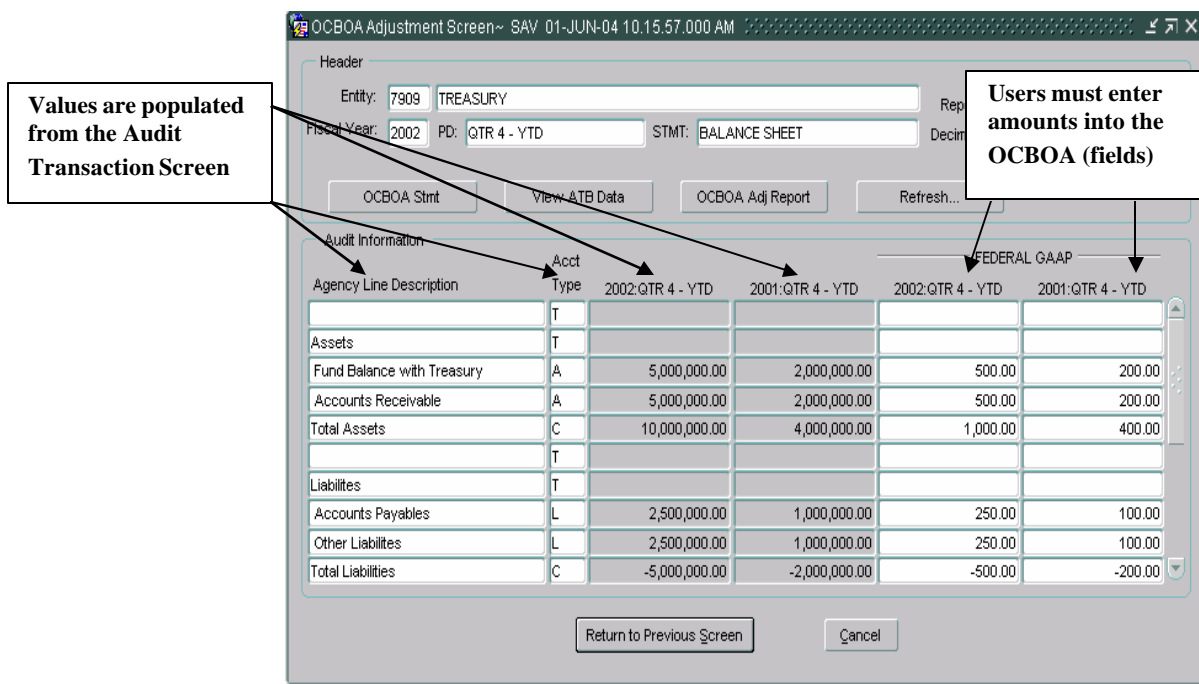
Reporting Method... View ATB Data... SGL Report... Audited FS Report Refresh...

Audit Information


Agency Line Description	Acct Normal		2002: QTR 4 - YTD	2001: QTR 4 - YTD
	Type	Bal		
Assets	T			
Fund Balance with Treasury	A	D	5,000,000.00	2,000,000.00
Accounts Receivable	A	D	5,000,000.00	2,000,000.00
Total Assets	C		10,000,000.00	4,000,000.00
Liabilities	T			
Accounts Payables	L	C	2,500,000.00	1,000,000.00
Other Liabilities	L	C	2,500,000.00	1,000,000.00
Total Liabilities	C		-5,000,000.00	-2,000,000.00

Submit Cancel 

- The OCBOA Adjustments screen will open and the user will be presented with data already entered into the Audit Transaction Screen. The OCBOA fields are automatically populated with data from Audit Transaction screen. Users must enter values to replace the amounts that are automatically populated from the Agency Line amounts.



4. Data entered into the OCBOA fields have the following validations that take place when the FINAL FLAG is checked.
 - All lines with the exception of lines with account type “C” or “T” must have a value entered. “Zero” must be entered into template lines have zero as an amount to report.
 - If the financial statement is a balance sheet, both the OCBOA statement and the Audit Template must be in balance (Debit Lines = Credit Lines).

5. Press the “Refresh” button  to update calculated fields with updated OCBOA amounts.

OCBOA Adjustment Screen~ SAV 01-JUN-04 10.15.57.000 AM

Header

Entity: 7909 TREASURY Reported In: DOLLARS

Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO

OCBOA Stmt View ATB Data OCBOA Adj Report Refresh...

Audit Information

Agency Line Description	Acct Type	FEDERAL GAAP			
		2002:QTR 4 - YTD	2001:QTR 4 - YTD	2002:QTR 4 - YTD	2001:QTR 4 - YTD
Assets	T				
Fund Balance with Treasury	A	5,000,000.00	2,000,000.00	500.00	200.00
Accounts Receivable	A	5,000,000.00	2,000,000.00	500.00	200.00
Total Assets	C	10,000,000.00	4,000,000.00	1,000.00	400.00
Liabilities	T				
Accounts Payables	L	2,500,000.00	1,000,000.00	250.00	100.00
Other Liabilities	L	2,500,000.00	1,000,000.00	250.00	100.00
Total Liabilities	C	-5,000,000.00	-2,000,000.00	-500.00	-200.00

Return to Previous Screen Cancel

- Once the final flag is checked, the Federal GAAP amounts entered in the GF002 module are eligible for reclassification in the GF003. Only Federal GAAP amounts will be displayed in the GF003 module.
- To view the selected OCBOA financial statement press the OCBOA statement push button.

U.S. Department of the Treasury
Financial Management Service
Governmentwide Financial Report System

06/01/2004

GF002B - OCBOA Statement Report

Statement: Balance Sheet Fiscal Year: 2002 Period: QTR 4 - YTD

Entity: 7909-TREASURY Reported in: DOLLARS Decimal: TWO

Agency Line Description	FY 2002-QTR 4	FY 2001-QTR 4
Assets		
Fund Balance with Treasury	500.00	200.00
Accounts Receivable	500.00	200.00
Total Assets	1,000.00	400.00
Liabilities		
Accounts Payables	250.00	100.00
Other Liabilities	250.00	100.00
Total Liabilities	500.00	200.00
Net Position		

2.10 Normal Balance Settings

Understanding Normal Balances

When entering agency financial statement line amounts, users must be cognizant of the normal balance of both the Agency Financial Statement Line Items as it was selected in GF001. The rules for entering amounts is as follows:

1. If the balance of the line item is the same as the normal balance of the line item (as assigned in GF001) then the amount should be entered as a positive number.
 2. If the balance of the line item is the opposite of the normal balance of the line item (as assigned in GF001) then the amount should be entered as a negative number.
- Calculations will be performed in the system using the true balance of the account.
 - All calculations resulting in a debit balance will be displayed as positive numbers. All calculations resulting in a credit balance will be displayed as negative numbers.
 - Debits are treated as positive numbers and credits are treated as negative numbers, for purposes of calculations.

A. Total Debit Calculation

Program adds the debit balances and displays the total as a positive number.

Audit Transaction Screen - GF002~ SAV 28-APR-04 03.19.25.000 PM

Header
 Entity: 7091 NORMAL BALANCE DISPLAY Reported In: DOLLARS
 Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO
 Final Flag
 Reporting Method... View ATB Data... SGL Report... Audited FS Report Refresh...

Audit Information

Agency Line Description	Acct Normal Type	Normal Bal.	2002- QTR 4 - YTD	2001- QTR 4 - YTD
Normal Balance Example - Debit Normal Balance	T			
Normal Balance Line 1 - Debit	A D		1,000.00	
Normal Balance Line 2 - Debit	A D		1,000.00	
Normal Balance Line 3 - Debit	A D		1,000.00	
Normal Balance Line 4 - Debit	A D		1,000.00	
Total Calculated Amount	C		4,000.00	
Normal Balance - Credit Normal Balance	T			
Normal Balance 1 - Credit	L C		1,000.00	
Normal Balance 2 - Credit	L C		1,000.00	

Submit Cancel QCBOA

B. Total Credit Calculation

Audit Transaction Screen - GF002~ SAV 28-APR-04 03.19.25.000 PM

Header

Entity: 7091 NORMAL BALANCE DISPLAY Reported In: DOLLARS
 Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO
 Final Flag

Reporting Method... View ATB Data... SGL Report... Audited FS Report Refresh...

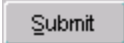
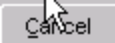

Audit Information

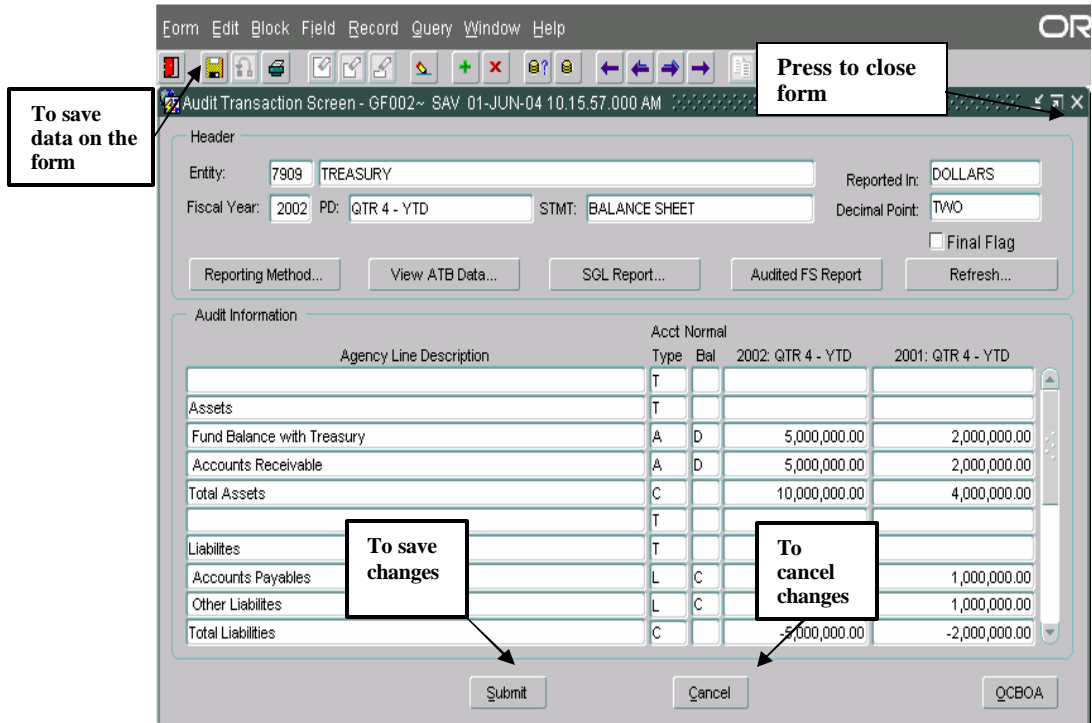
Agency Line Description	Acct Normal Type	Bal	2002: QTR 4 - YTD	2001: QTR 4 - YTD
Normal Balance Line 3 - Debit	A D		1,000.00	
Normal Balance Line 4 - Debit	A D		1,000.00	
Total Calculated Amount	C		4,000.00	
	T			
Normal Balance - Credit Normal Balance	T			
Normal Balance 1 - Credit	L C		1,000.00	
Normal Balance 2 - Credit	L C		1,000.00	
Normal Balance 3 - Credit	L C		1,000.00	
Normal Balance 4 - Credit	L C		1,000.00	
Total Calculated Amount	C		-4,000.00	

Submit Cancel OOBQA

Credits are added together and displayed as a credit balance.

2.11 Saving Changes

1. The template can be saved at any time by pressing the “Submit” button  at the bottom of the form. The changes will be saved and the form will close.
2. “Cancel”  should be pressed to close the form and avoid saving changes.
3. The changes to the template may also be saved by pressing the “Save”  icon in the toolbar or selecting FORM -> FILE.



The screenshot shows the 'Audit Transaction Screen - GF002~ SAV 01-JUN-04 10.15.57.000 AM'. The interface includes a menu bar (Form, Edit, Block, Field, Record, Query, Window, Help) and a toolbar with various icons. The main area is divided into a 'Header' section and an 'Audit Information' section.

Header:

- Entity: 7909 TREASURY
- Reported In: DOLLARS
- Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET
- Decimal Point: TWO
- Final Flag

Audit Information Table:

Agency Line Description	Acct Normal Type	Bal	2002: QTR 4 - YTD		2001: QTR 4 - YTD	
Assets	T					
Fund Balance with Treasury	A D		5,000,000.00		2,000,000.00	
Accounts Receivable	A D		5,000,000.00		2,000,000.00	
Total Assets	C		10,000,000.00		4,000,000.00	
Liabilities	T					
Accounts Payables	L C				1,000,000.00	
Other Liabilities	L C				1,000,000.00	
Total Liabilities	C				-2,000,000.00	

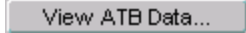
Buttons: Reporting Method..., View ATB Data..., SQL Report..., Audited FS Report, Refresh..., Submit, Cancel, QCBOA.

Callouts:

- To save data on the form:** Points to the Save icon in the toolbar and the Submit button.
- To cancel changes:** Points to the Cancel button.

2.12 Viewing ATB Data

ATB data can be viewed for all template lines using the USSGL crosswalk defined by the agency in GF001. All agency lines with ATB data are displayed in the ATB data screen. Each selected agency line with ATB data can be detailed further by SGL account, Bureau and ATB code levels.

1. To view the ATB data press the “View ATB data”  button in the header of the form. The ATB data screen will open displaying all of the financial statement line items with ATB balances from the FACTS II submission. Only template lines with ATB data will be displayed.
 - All of the ATB data screens are view only.
 - The **ROUNDED** amounts on the form are displayed using the method assigned by the entity on the main GF002 form.

Header

Entity: 7909 TREASURY Reported In: DOLLARS

Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO

Final Flag

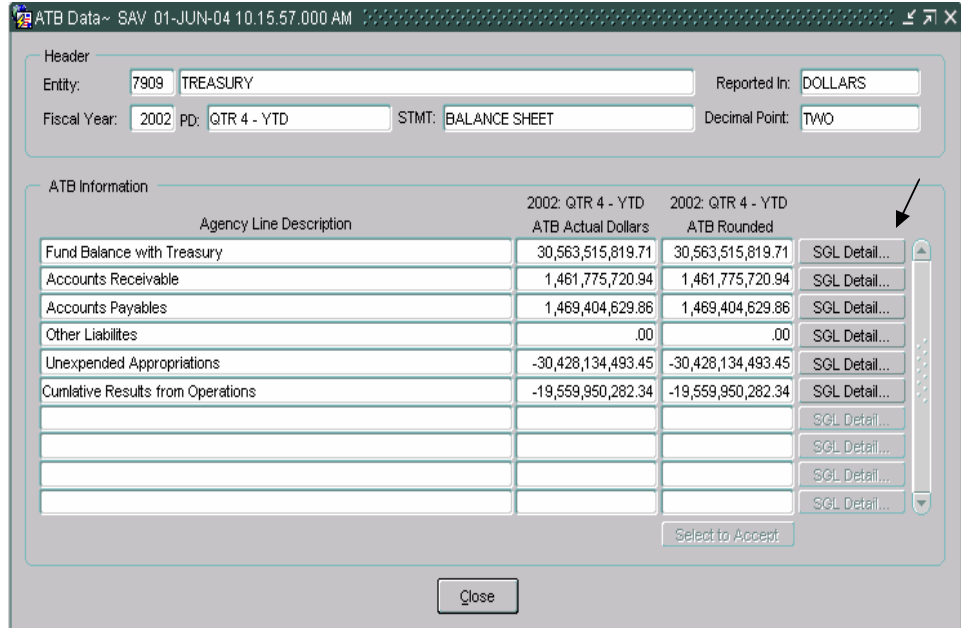
Reporting Method... **View ATB Data...** SGL Report... Audited FS Report Refresh...

Audit Information

Agency Line Description	Acct Normal Type	Bal	2002: QTR 4 - YTD	2001: QTR 4 - YTD
Assets	T			
Fund Balance with Treasury	A D		5,000,000.00	2,000,000.00
Accounts Receivable	A D		5,000,000.00	2,000,000.00
Total Assets	C		10,000,000.00	4,000,000.00
Liabilities	T			
Accounts Payables	L C		2,500,000.00	1,000,000.00
Other Liabilities	L C		2,500,000.00	1,000,000.00
Total Liabilities	C		-5,000,000.00	-2,000,000.00

Submit Cancel QCBOA

- To view the SGL data for any template line, press the SGL Detail button **SGL Detail...**. ATB data is displayed for each line by SGL account number.

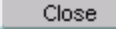
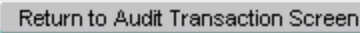


- To view ATB data at the bureau level for a selected SGL account, press the "Bureau" **Bureau...** button to the right of the SGL line. The bureau screen will open and display all of the related bureaus and corresponding ATB balances for the selected SGL account.


The screenshot shows a software window titled "ATB Code Detail~ SAV 01-JUN-04 10.15.57.000 AM". The window is divided into several sections:

- Header:** Contains fields for Entity (7909 TREASURY), Reported In (DOLLARS), Fiscal Year (2002), PD (QTR 4 - YTD), and STMT (BALANCE SHEET). It also includes a Decimal Point field set to TWO.
- Agency Line Item Description:** A table with columns for Agency Line Item Description, 2002:QTR 4 - YTD ATB Actual Dollars, and 2002:QTR 4 - YTD ATB Rounded. The entry is "FUND BALANCE WITH TREASURY" with values 30,563,515,819.71 and 30,563,515,819.71.
- SGL Table:** A table with columns for SGL, Description, F/N, TP, X/T, S/A, BSF, 2002:QTR 4 - YTD ATB Actual Dollars, and 2002:QTR 4 - YTD ATB Rounded. The entry is "1010 Fund Balance With Treasury" with values 30,563,515,819.71 and 30563515819.71.
- ATB Code Detail:** A section for Bureau information. It includes a table for Bureau Name (Federal Financing Bank Activities) with values 576,558,942.84 and 576,558,942.84. Below this is a table for ATB Code (20024521) with values 576,558,942.84 and 576,558,942.84.

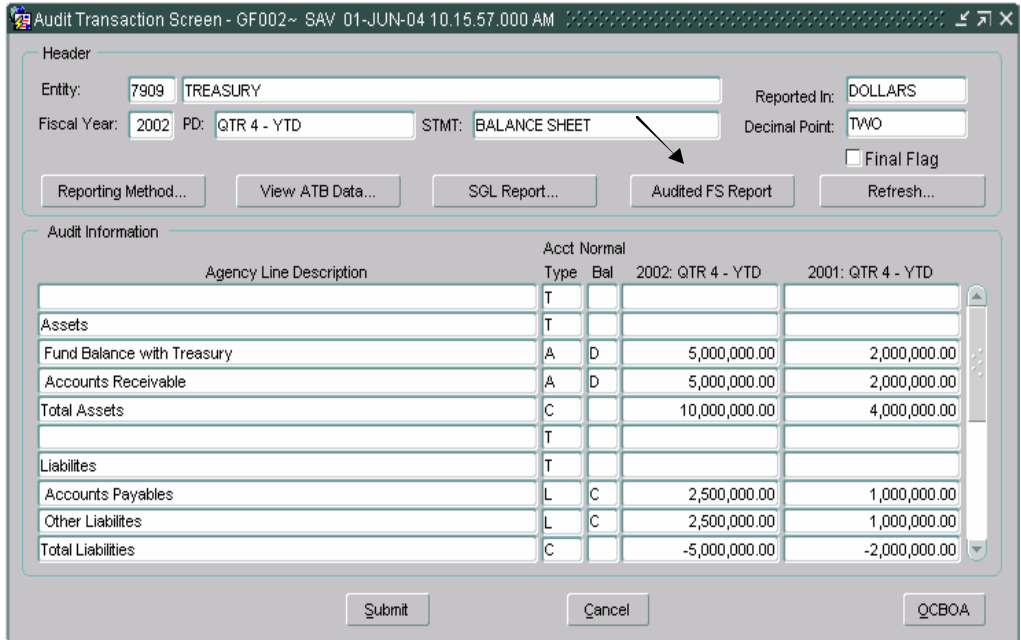
At the bottom of the window, there are two buttons: "Close" and "Return to Audit Transaction Screen".

- Each ATB data screen has two push buttons, "Close" and "Return to Audit Transaction Screen." Pressing the "Close" button  will close the screen and return the user to the previous screen. The "Return to Audit Transaction Screen" button  will return the user to the main form of the module.

2.13 Audited FS Report

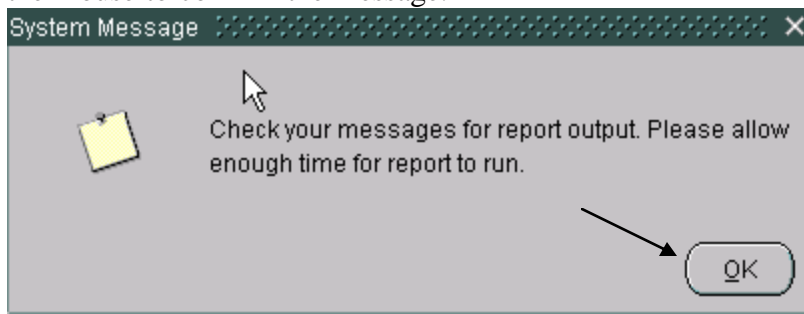
Users may preview and run a report for the audited financial statements entered into in the GF002 Audit Transactions screen. By pressing the “Audited FS Report” button  all of the data entered displayed on the screen is printed or previewed in a PDF format.

1. Press the “Audited FS Report” button to run audited financial statement report.

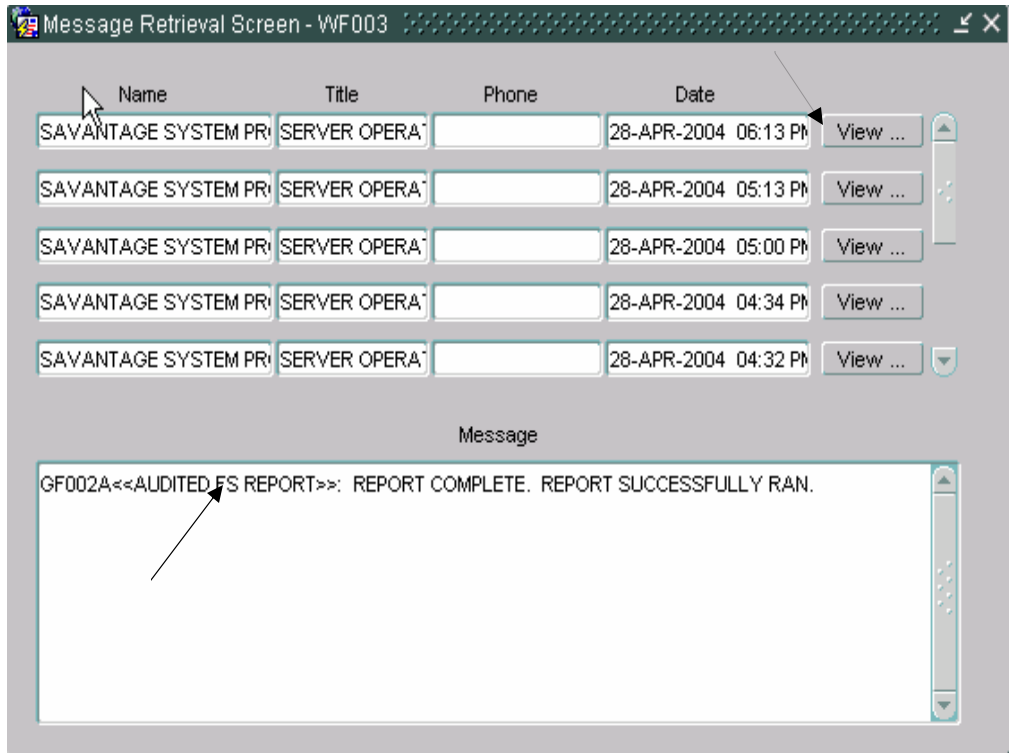


Agency Line Description	Acct Type	Normal Bal	2002: QTR 4 - YTD	2001: QTR 4 - YTD
Assets	T			
Fund Balance with Treasury	A	D	5,000,000.00	2,000,000.00
Accounts Receivable	A	D	5,000,000.00	2,000,000.00
Total Assets	C		10,000,000.00	4,000,000.00
Liabilities	T			
Accounts Payables	L	C	2,500,000.00	1,000,000.00
Other Liabilities	L	C	2,500,000.00	1,000,000.00
Total Liabilities	C		-5,000,000.00	-2,000,000.00

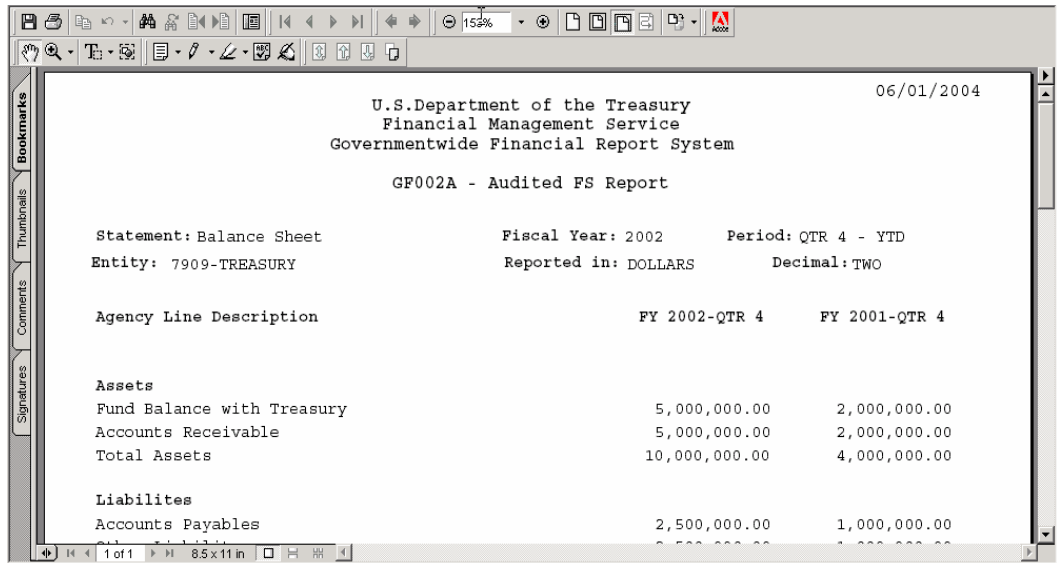
2. A confirmation message will be displayed. Press the “OK” message with the mouse to confirm the message.



3. The WF003 message retrieval screen will be displayed. Select the Audited FS report from the list. Press “View” to preview the report in PDF format.



4. The Audited FS report will be displayed in PDF format. Press the print icon to print the report.



2.14 Flagging the Financial Statement as Final

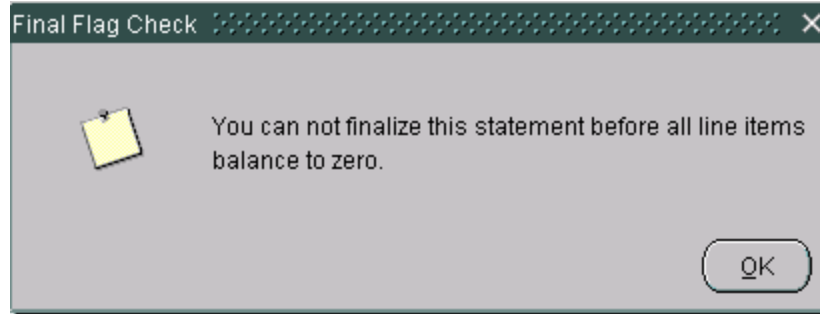
Once all current period data and prior year data has been entered, the final flag must be checked to finalize the agency audited financial statement and to allow the user to proceed to the GF003. The data entered into GF002 cannot be used in other modules until the final flag button is checked.

When the final flag is checked, the system validates that amounts have been entered for all line items that are not “T” or “C.” If a financial statement line is blank, the system will display an error message and the user will be required to enter a numerical value for the affected line. The user must manually key a ‘0’ for line items with no amount. After the final flag is checked and the financial statement is complete, the statement becomes available for reclassification in GF003.

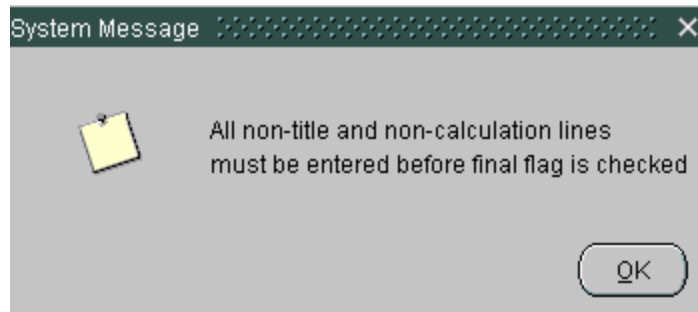
To set the final flag for balance sheets, the debits and credits must be in balance. If the balance sheet is set up for Other Cost Basis of Accounting (OCBOA) reporting, the debits and credits must be in balance in both the Audit Transaction screen and OCBOA Transaction screen.

1. Check the Final Flag check box Final Flag once the GF002 Financial Statement is complete.
 - All template lines except for Line types “T” and “C” must have values entered for the current period and the prior period.
 - Statement lines with zero amounts must have “0” entered.
 - The Final Flag check box must be checked for the Financial Statement to be available for the GF003 Reclassification module.
 - The balance sheet must be in balance for both the Audit Transaction screen and, if applicable, OCBOA transaction screen.
 - Once the final flag for any of the statements for an entity has been set, the reporting method will be un-modifiable. To change the reporting method for all statements of selected entity, all of the statements must have the final flag un-checked.
 - ❖ Once a statement has been reclassified in the GF003 Reclassification module, the Reporting Method and Decimal place cannot be changed in any statement of the selected entity.
2. If the financial statement does not have an amount assigned to a line item that requires an amount, the system will display an error message telling the user that the financial statement is not complete.

3. For the final flag for a balance sheet financial statement, the debits and credits must be in balance for both Audit and the OCBOA Transaction screens. Should either or both statements be out of balance an error message is displayed.

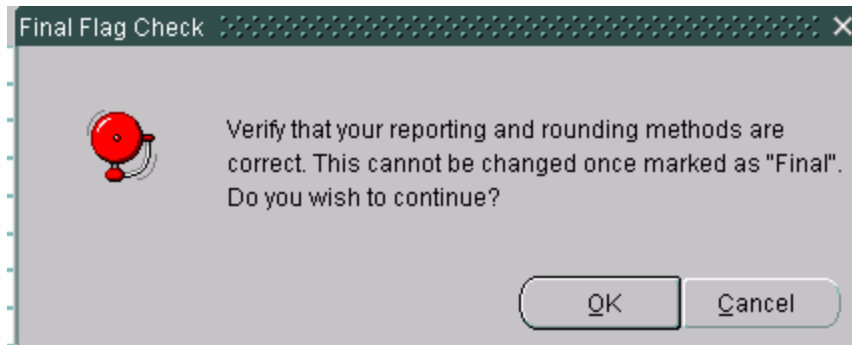


4. All statement lines (Except lines with account types "T" or "C" must have values entered. Statement lines that do not have values should have "0" entered as an amount. Should the final flag be checked for a statement that has an empty line, the following error message is displayed,

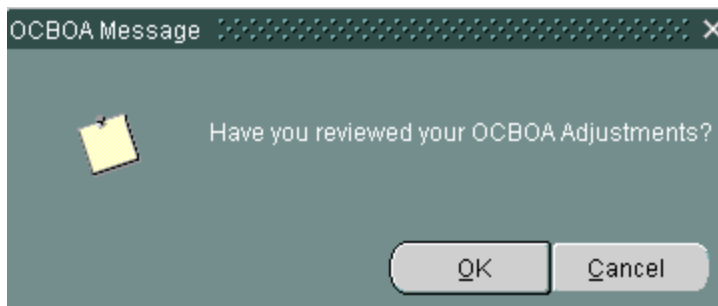



The user should enter an amount for the empty line item before clicking the FINAL FLAG again.

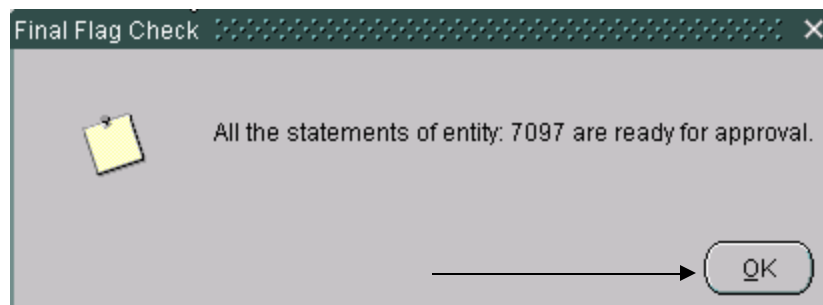
5. Once the final flag is set in GF002, the reporting method cannot be changed. The GF002 will display a warning message telling the user that the Decimal Place and Reporting Method cannot be changed after the final flag is set.



6. The GF002 program will display a warning message asking the user if all of the data has been entered into the OCBOA screen. .



7. Once all amounts have been entered properly, the system will allow the statement to be flagged as FINAL.
8. Once all statements are flagged as final in the module, the user will receive the message below informing him that the module is ready for completion in the GF008 module by FPA. Press "OK"  to acknowledge the message.

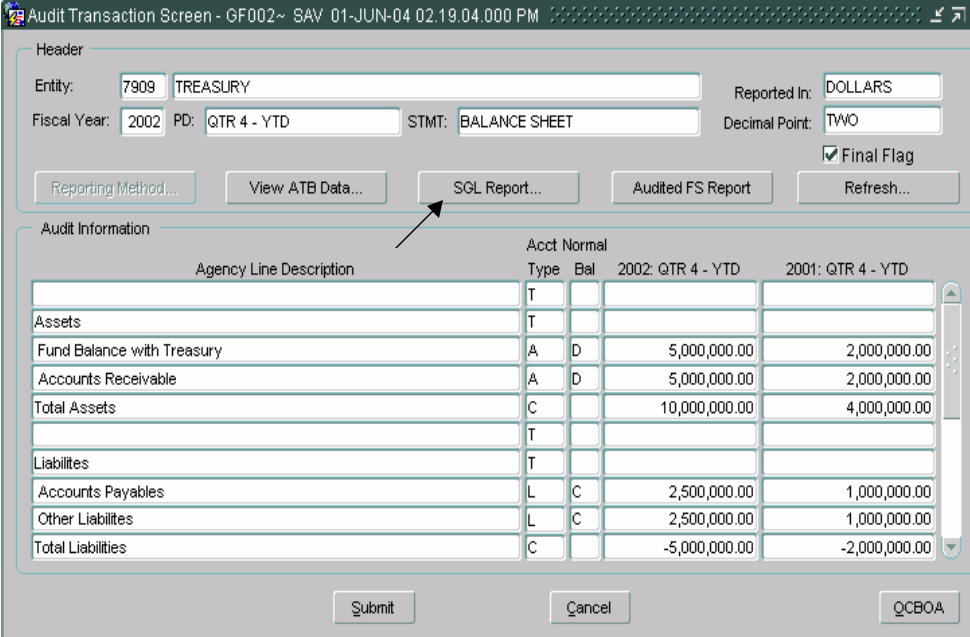


2.15 Running the SGL Report

An SGL report is available to the user to compare the USSGL accounts assigned in the crosswalk to the financial statements in GF001 to the USSGL accounts used in the FACTS I file submission for that entity.

- A. To run the SGL report, press the “SGL Report” push button

 on the Audit Transaction Screen.



Audit Transaction Screen - GF002~ SAV 01-JUN-04 02:19:04.000 PM

Header

Entity: 7909 TREASURY Reported In: DOLLARS
 Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO
 Final Flag


Reporting Method... View ATB Data... **SGL Report...** Audited FS Report Refresh...

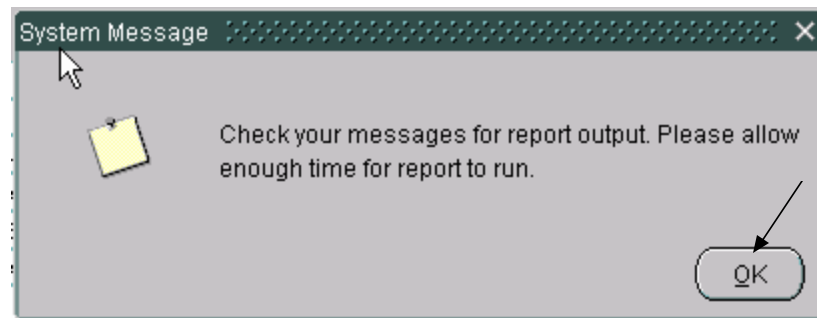
Audit Information


Agency Line Description	Acct Normal		2002: QTR 4 - YTD	2001: QTR 4 - YTD
	Type	Bal		
Assets	T			
Fund Balance with Treasury	A	D	5,000,000.00	2,000,000.00
Accounts Receivable	A	D	5,000,000.00	2,000,000.00
Total Assets	C		10,000,000.00	4,000,000.00
Liabilities	T			
Accounts Payables	L	C	2,500,000.00	1,000,000.00
Other Liabilities	L	C	2,500,000.00	1,000,000.00
Total Liabilities	C		-5,000,000.00	-2,000,000.00


Submit Cancel QCBOA


- B. A confirmation message will be displayed confirming that the report has been run and prompting the user to retrieve the report. Press

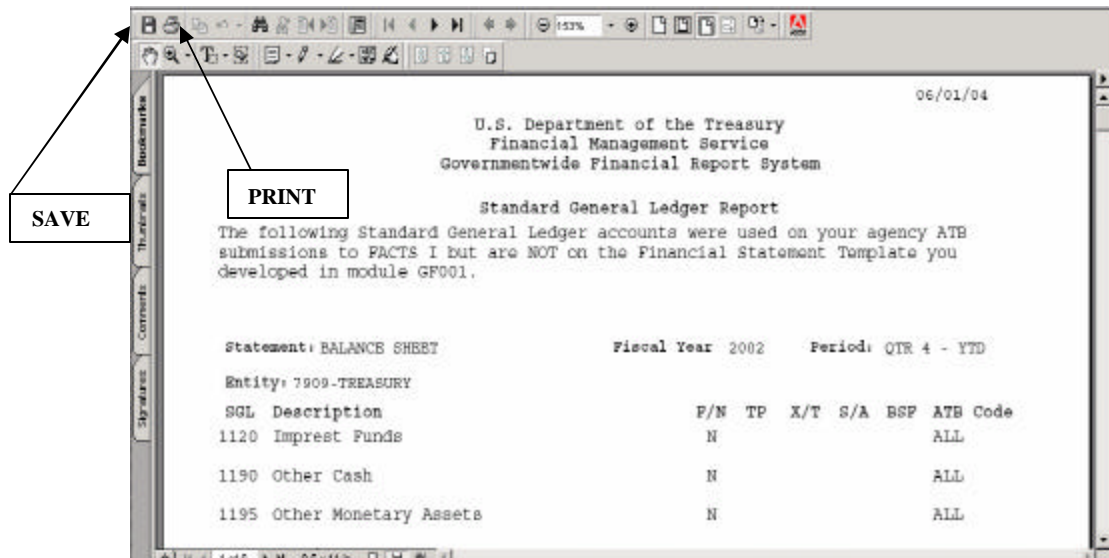
“OK”  to acknowledge the message.






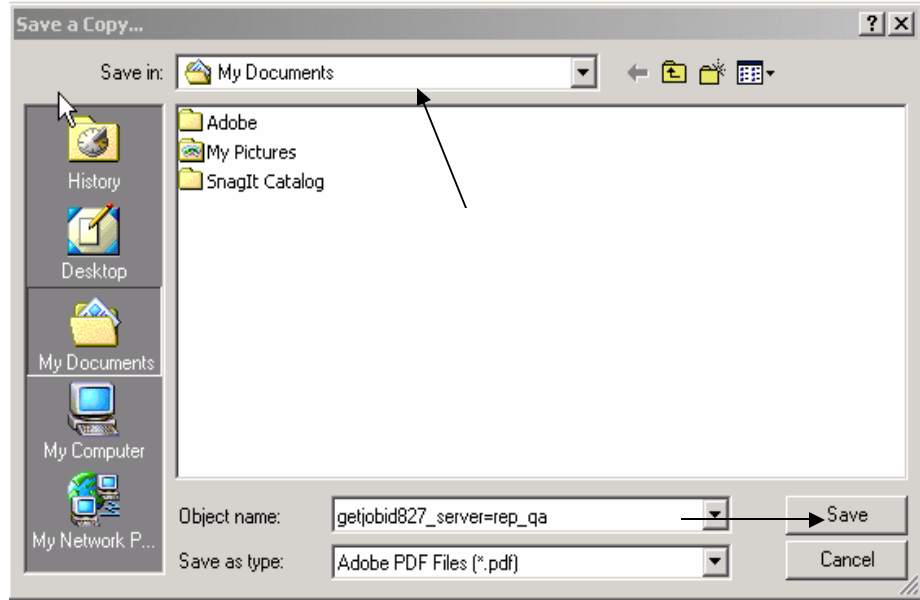
- C. To view the SGL report, press the Message Retrieval  button on the tool bar to display the reports in the queue.

- D. The Message Retrieval screen (WF003) will open and display all of the reports that the user has requested. By default, the most recent report requested by that user will be the first report displayed. The message screen will provide a status of the report. To view the SGL report press the “View”  push button and the report will be displayed.

- E. After pressing the view button, the report will be displayed in preview mode in PDF format. To print the report, press the print button  on the PDF tool bar.



- F. The report can also be saved locally by pressing the save icon  on the tool bar. When the save icon is pressed, the system will prompt the user with a screen to save the report in a designated folder. Select the location to save the report in the “Save in”  field and press the “Save”  button.



2.16 Modification of Existing Records

The ability to edit agency audited financial statements depends on the approval status of the statement. If the module has been approved and locked by the CFO or IG in GF008, the statement will be un-modifiable unless the CFO or IG unlocks the module for editing. (If the module has not been approved in GF008 the current period balances and the prior period balances can be changed). Modifications to the statement line descriptions cannot be made in GF002. The addition and subtraction of lines, the changing of line descriptions, and the changing of calculations must be done in GF001 (refer to section 1.8).

To make changes, the final flag must be unchecked. Once the changes have been made, the final flag must be re-checked and the Agency Financial statement re-validated before the changes can be finalized and approved in the GF008 module.




2.17 Modifying a Statement Marked as Final

1. If the FPA has marked all statements as FINAL **and** marked the entire module as COMPLETE in GF008, the FPA must FIRST reopen the module in GF008 before making any changes within the GF002 module. If the FPA has not flagged all statements as final in GF008, he must only uncheck the final flag in GF002 to make edits.
2. Once the module has been reopened from GF008 (if necessary), the user will uncheck the final flag in the GF002 main screen for the desired statement.

The screenshot shows the 'Audit Transaction Screen - GF002' with the following details:

- Header:** Entity: 7909 TREASURY, Reported In: DOLLARS, Fiscal Year: 2002, PD: QTR 4 - YTD, STMT: BALANCE SHEET, Decimal Point: TWO.
- Buttons:** Reporting Method..., View ATB Data..., SQL Report..., Audited FS Report, Refresh..., and a checkbox for Final Flag.
- Audit Information Table:**

Agency Line Description	Acct Type	Normal Bal	2002: QTR 4 - YTD	2001: QTR 4 - YTD
Assets	T			
Fund Balance with Treasury	A	D	5,000,000.00	2,000,000.00
Accounts Receivable	A	D	5,000,000.00	2,000,000.00
Total Assets	C		10,000,000.00	4,000,000.00
Liabilities	T			
Accounts Payables	L	C	2,500,000.00	1,000,000.00
Other Liabilities	L	C	2,500,000.00	1,000,000.00
Total Liabilities	C		-5,000,000.00	-2,000,000.00
- Bottom Buttons:** Submit, Cancel, and QCBOA.

3. Make the required changes to the statement.
 - Values may be changed in both current and prior period fields.
4. Check the final flag check box to finalize the financial statement and change the statement status to FINAL. By checking the final flag, the Audited Financial Statement is completed and is available in GF003.
 - Click on the “SAVE” icon  to save the changes and leave the screen open or press the “Submit”  button to save and exit.
 - The  button is used to exit the screen without saving changes.

Module GF003: Reclassification

3.1 Module Overview

The reclassification module (GF003) requires that each line item on an agency's financial statement be reclassified to a Closing Package line item. A single agency financial statement line can be mapped to one or more closing package lines. Only agency lines with SGL accounts and balances greater than zero can be reclassified to the Closing Package templates.

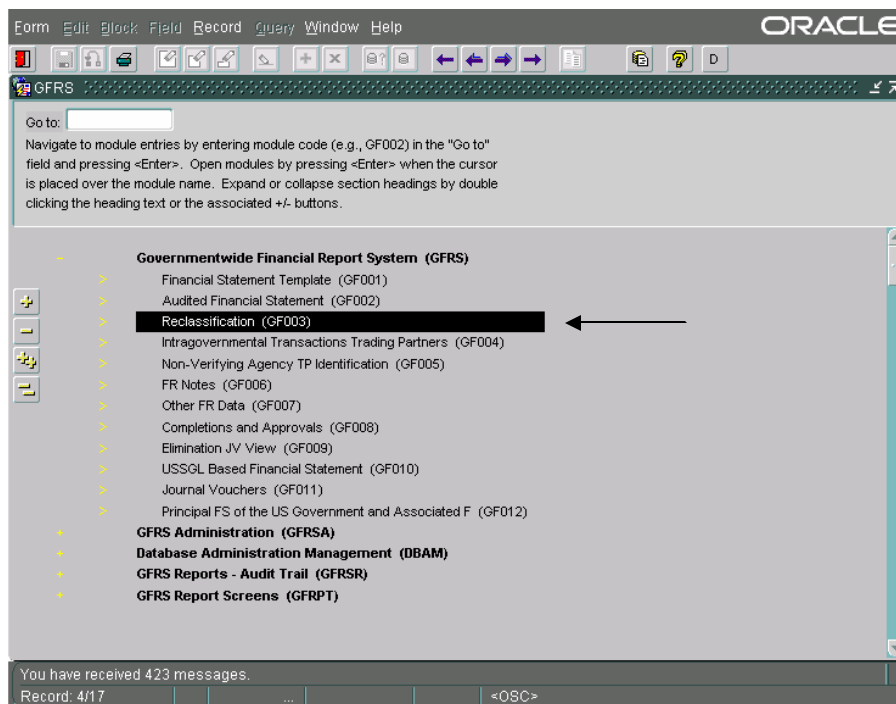
ATB data is available to the user for suggestion purposes on how the agency line item should be reclassified to the Closing Package line items. The ATB data is displayed by Closing Package line item based on the SGL crosswalk created by the system administrator for the FR00 template in GF001. Detail information is provided by SGL, bureau, and ATB Code detail.

As the agency reclassifies each line item to Closing Package line items, journal vouchers are created in the audit transaction table for reporting purposes. These journal vouchers are available on the GF003 audit trail report, GF110.

The amounts reclassified to the Closing Package line items from the reclassification module are also used in the Governmentwide Eliminations Module, Intragovernmental Transaction Trading Partners Module, Closing Package Notes Module and the Principal Financial Statements of the U.S. Government.



3.2 Retrieving Records




1. Double-Click (or type GF003 in the ‘Go To’ field) on the *Reclassification* module (GF003) to open the module.



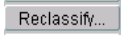
After opening the module, the user will view all statements to which he has access and that have been flagged as final in GF002. User rights are controlled by the system administrator.

Only financial statements that were flagged as final in GF002 will be available.

2. Press the Next Record  button in the toolbar to scroll through available financial statements and press the Previous Record  button to scroll backward through the financial statements. The user can also use the UP and DOWN arrow keys on the keyboard.


3. If the user has access to multiple entities, it may be necessary to retrieve a specific financial statement. While the cursor is in the ENTITY field, Press the “Enter Query”  button in the toolbar, double-click the entity field and select the desired entity from the list of values. Once the entity number is populated, press the “Execute Query”  button. Use the Next Record  icon to navigate to a specific financial statement for the queried entity.

3.3 Re-Classifying Agency Financial Statement Lines

All agency line items with account types other than T, C, or V must be reclassified to one or more of the Federal Closing Package line items. All lines that require reclassification will have active RECLASSIFY buttons  on the main GF003 screen. Only agency line descriptions with enabled RECLASSIFY buttons can be reclassified. All other agency statement lines will have disabled “Reclassify” buttons.

Each required statement must be completely reclassified into a closing package line item. Agency financial statements not included in the closing package (Statement of Custodial Activity and Income Statement) must be reclassified to closing package line items to financial statements included in closing package (Balance Sheet, Statement of Net Cost & Statement of Changes in Net Position).

All fields on the main Reclassification screen, with the exception of FINAL FLAG, are view only. The agency line descriptions are retrieved from GF001 where the financial statement template was originally created. The current and prior period amounts are retrieved from GF002.

1. Click on the “Reclassify”  button of the agency line to be reclassified to the closing package template line items.
2. The Reclassification screen is where the agency financial statement lines are reclassified to Closing Package line items. The agency line description selected on the previous screen is displayed at the top of this screen for reference by the agency.

Reclassification Screen - GF003~ SAV 01-JUN-04 10:15:57.000 AM

Header
 Entity: 7909 TREASURY Reported In: DOLLARS
 Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO
 Final Flag:

Audit Detail

Agency Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD	ACTIVE reclassify button
Assets			Reclassif...
Fund Balance with Treasury	500.00	200.00	Reclassif...
Accounts Receivable	500.00	200.00	Reclassif...
Total Assets	1,000.00	400.00	Reclassif...
Liabilities			Reclassif...
Accounts Payables	250.00	100.00	Reclassif...
Other Liabilities	250.00	100.00	Reclassif...
Total Liabilities	-500.00	-200.00	Reclassif...

Close

Agency line amounts to be Reclassified

Cursor position when the screen is first opened.

Closing Package Line Reclassification~ SAV 01-JUN-04 10:15:57.000 AM

Header
 Entity: 7909 TREASURY Reported In: DOLLARS
 Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO

Agency Line Description

Agency Line Description	Acct Type	NB	F/N	2002:QTR 4 - YTD	2001:QTR 4 - YTD
Fund Balance with Treasury	A	D	F	500.00	200.00
Variance:				500.00	200.00

Closing Package Reclassification


Closing Package Line Item	Acct Type	NB	F/N	2002:QTR 4 - YTD	2001:QTR 4 - YTD	2001:QTR 4 - YTD Previously Reported	Line Item Changes
Cash and Other Monetary Assets	A	D	N				
Accounts Receivable, net	A	D	N				
Taxes Receivable	A	D	N				
Inventory and Related Property	A	D	N				
Loans Receivable	A	D	N				
Property, Plant, and Equipment	A	D	N				
Total							

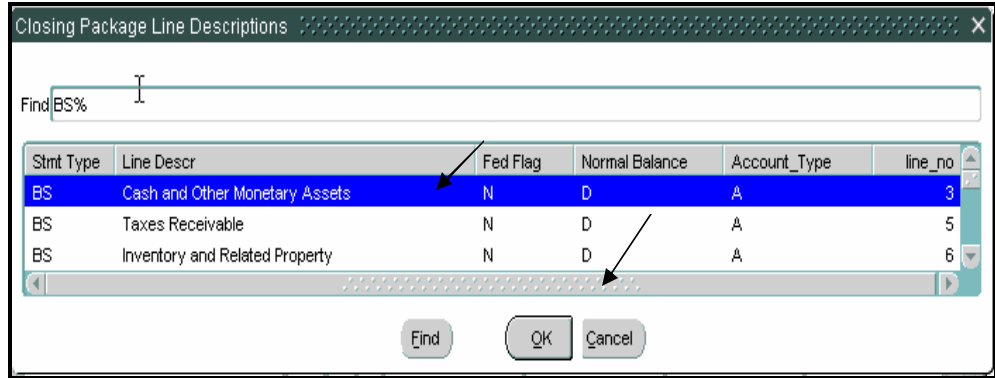
Closing Pkg Line Reclassification Report Closing Package Line Definitions View ATB Data

Submit Close

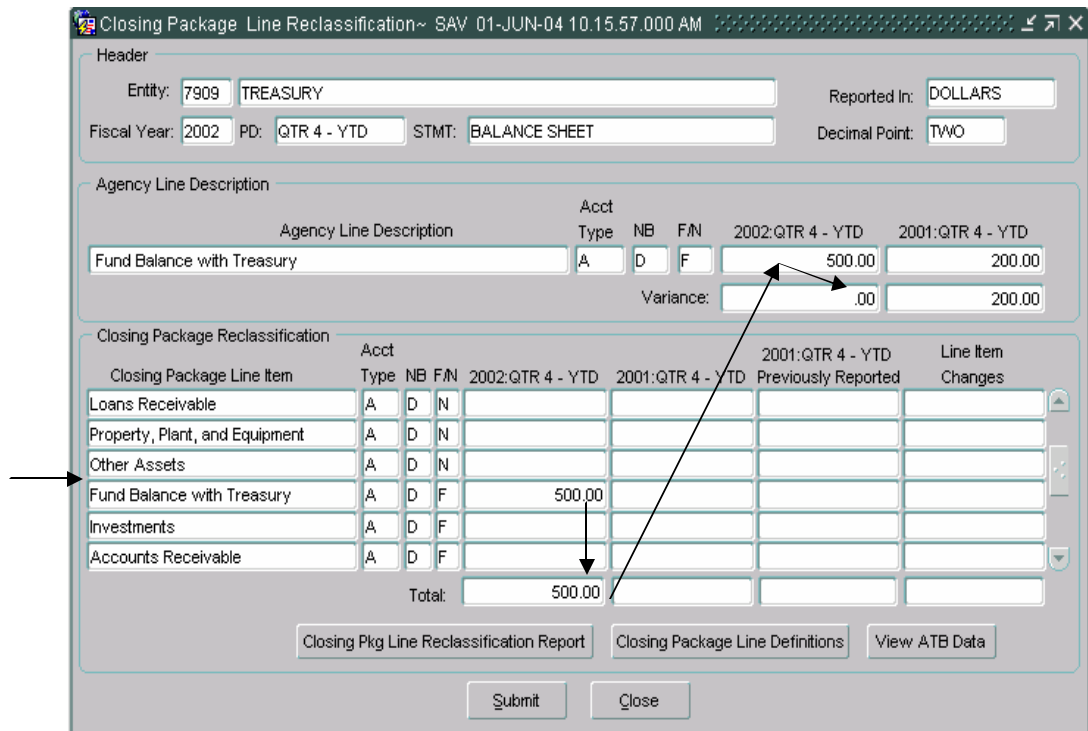
- The Closing Package line items automatically displayed on the screen are line items with the same account type as the agency line item selected. For example, if the agency line item was an ASSET (Account type = A) then all ASSETS from the Closing Package template will automatically appear in the bottom section of the screen.

If the user wishes to select a line item with an account type that is not identical to the account type of the agency line item, the user can double-click on any “Closing Package Line Item” field to open a list of values. The LOV is populated with all of the Closing Package Line items that can be selected for the current financial statement.

Select the line item using the mouse and click the “OK”  button to insert the closing package line description on the screen.



- Press the TAB key to move the cursor to the Current Period field. Enter the value that corresponds to the selected Closing Package line item.



- Press the tab key to navigate from the Current Period field to the Prior Period Field. Enter the amount that corresponds to the prior period from the Agency Financial Statement Description.

Header

Entity: 7909 TREASURY Reported In: DOLLARS

Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO

Agency Line Description

Agency Line Description	Acct Type	NB	F/N	2002:QTR 4 - YTD	2001:QTR 4 - YTD
Fund Balance with Treasury	A	D	F	500.00	200.00
Variance:				.00	.00

Closing Package Reclassification

Closing Package Line Item	Acct Type	NB	F/N	2002:QTR 4 - YTD	2001:QTR 4 - YTD	2001:QTR 4 - YTD Previously Reported	Line Item Changes
Loans Receivable	A	D	N				
Property, Plant, and Equipment	A	D	N				
Other Assets	A	D	N				
Fund Balance with Treasury	A	D	F	500.00	200.00		200.00
Investments	A	D	F				
Accounts Receivable	A	D	F				
Total:				500.00	200.00		200.00

Buttons: Closing Pkg Line Reclassification Report, Closing Package Line Definitions, View ATB Data, Submit, Close

- The value for the Previously Reported field is automatically retrieved from the database. This value is the amount that was reported in the previous period for the same line item. The Previously Reported amount will only be displayed if no changes have been made to the closing package template lines by the system administrator. The user cannot edit this field.

When a value is entered for Prior Period, the Line Item Changes field automatically calculates the difference between the Prior Period amount and the amount that is populated in the Previously Reported field.

Header

Entity: 7909 TREASURY Reported In: DOLLARS

Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO

Agency Line Description

Agency Line Description	Acct Type	QTR 4 - YTD
Fund Balance with Treasury	A	200.00

Closing Package Reclassification

Closing Package Line Item	Acct Type	NB	F/N	2002:QTR 4 - YTD	Item Changes
Loans Receivable	A	D	N		
Property, Plant, and Equipment	A	D	N		
Other Assets	A	D	N		
Fund Balance with Treasury	A	D	F	500.00	200.00
Investments	A	D	F		
Accounts Receivable	A	D	F		
Total:				500.00	200.00

Buttons: Closing Pkg Line Reclassification Report, Closing Package Line Definitions, View ATB Data, Submit, Close

7. An agency line item balance can be allocated across multiple Closing Package line items for both the current and prior periods. In order to complete the statement, the sum of the closing package line balances must equal the agency line balance for both the current open period and the prior period.
 - ❖ When reclassifying lines from statements that are not included in the Closing Package (Statement of Custodial Activity & Income Statement) each statement line should be allocated to a Closing Package line of one the financial statements (Balance Sheet, Statement of Net Cost, Statement of Changes in Net Position) that is included in the closing package.

Header

Entity: 7909 TREASURY In: DOLLARS

Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Print: TWO


Agency Line Description

Agency Line Description	Acct Type	NB	F/N	2002:QTR 4 - YTD	2001:QTR 4 - YTD	Variance
Fund Balance with Treasury	A	D	F	500.00	200.00	.00

Closing Package Reclassification

Closing Package Line Item	Acct Type	NB	F/N	2002:QTR 4 - YTD	2001:QTR 4 - YTD	2001:QTR 4 - YTD Previously Reported	Line Item Changes
Loans Receivable	A	D	N				
Property, Plant, and Equipment	A	D	N				
Other Assets	A	D	N				
Fund Balance with Treasury	A	D	F	500.00	200.00		200.00
Investments	A	D	F				
Accounts Receivable	A	D	F				
Total:				500.00	200.00		200.00

Buttons: Closing Pkg Line Reclassification Report, Closing Package Line Definitions, View ATB Data, Submit, Close

- To view definitions of the Closing Package line items, press the “Closing Package Line Description”  button. The Closing Package description screen will open and will display the definition for the line on which the cursor is blinking. If the user needs to see a definition for a different line, ENTER QUERY, double-click on the line item field; select a line item from the LOV, and ENTER QUERY.

Closing Package Line Reclassification~ SAV 01-JUN-04 10.15.57.000 AM

Header
 Entity: 7909 TREASURY Reported In: DOLLARS
 Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO

Agency Line Description

Agency Line Description	Acct Type	NB	FN	2002:QTR 4 - YTD	2001:QTR 4 - YTD
Fund Balance with Treasury	A	D	F	500.00	200.00
Variance:				.00	.00

Closing Package Reclassification

Closing Package Line Item	Acct Type	NB	FN	2002:QTR 4 - YTD	2001:QTR 4 - YTD	2001:QTR 4 - YTD Previously Reported	Line Item Changes
Cash and Other Monetary Assets	A	D	N				
Accounts Receivable, net	A	D	N				
Taxes Receivable	A	D	N				
Inventory and Related Property	A	D	N				
Loans Receivable	A	D	N				
Total:				500.00	200.00		200.00

Buttons: Closing Pkg Line Reclassification Report, Closing Package Line Definitions, View ATB Data, Submit, Close

Press to view a definition of the Closing Financial line.

Closing Package Line Definitions - DBA062~ GFRSSA01 01-JUN-04 01.43.47.000 PM

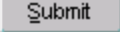
Closing Package Line Description: FUND BALANCE WITH TREASURY Date: 04-MAY-2004

Closing Package Line Definition

The line item, Fund Balance with Treasury, is the entity's account balance for funds with Treasury available to the entity for expenditures and liabilities.

Fund balance with Treasury is the equivalent to USSGL account: 1010, Fund Balance With Treasury.

Close

- Press the "Submit"  button on the Reclassification screen to save changes and return to the list of agency line items.

3.4 Standard Reports in GF003

1. A report is available to document the reclassification of an agency line item balance to a Closing Package line item. To view this report, click on the “Closing Package Line Reclassification Report”

Closing Pkg Line Reclassification Report button at the bottom of the Reclassification Screen.

Header

Entity: 7037 VERIFYING TEST ENTITY - OCBOA Reported In: DOLLARS

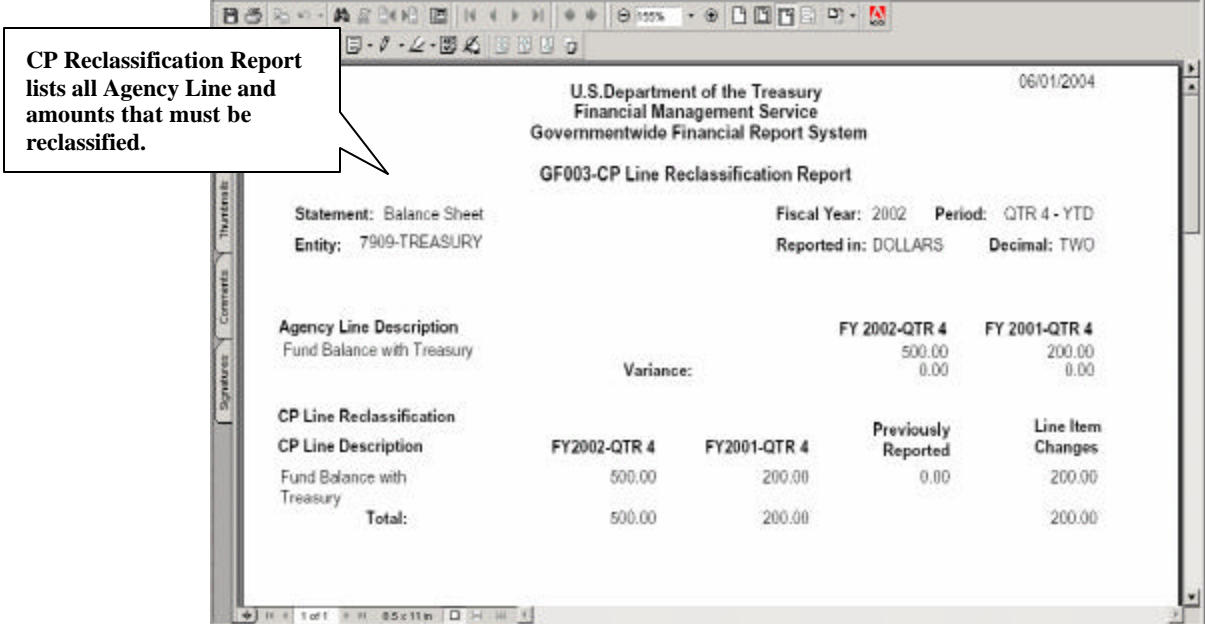
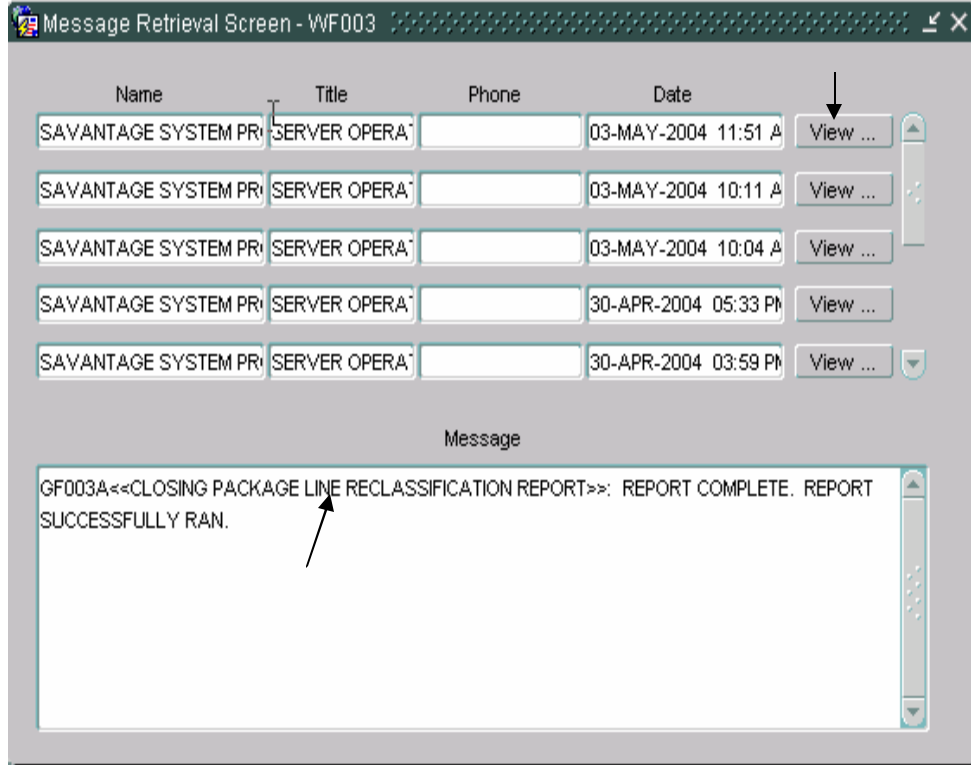
Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: ONE

Agency Line Description	Acct Type	NB	FN	2002:QTR 4 - YTD	2001:QTR 4 - YTD
Fund Balance with Treasury	A	D	F	500.0	125.0
				Variance:	.0

Closing Package Line Item	Acct Type	NB	FN	2002:QTR 4 - YTD	2001:QTR 4 - YTD	Previously Reported	Line Item Changes
Property, Plant, and Equipment	A	D	N				
Other Assets	A	D	N				
Fund Balance with Treasury	A	D	F	500.0	125.0		125.0
Investments	A	D	F				
Accounts Receivable	A	D	F				
Interest Receivable	A	D	F				
Total:				500.0	125.0		125.0


Buttons: Closing Pkg Line Reclassification Report, Closing Package Line Definitions, View ATB Data, Submit, Close

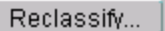
2. To retrieve, view and print the report follow the instructions in the Message and Report Retrieval Screen WF003 section of the manual (Page 24).

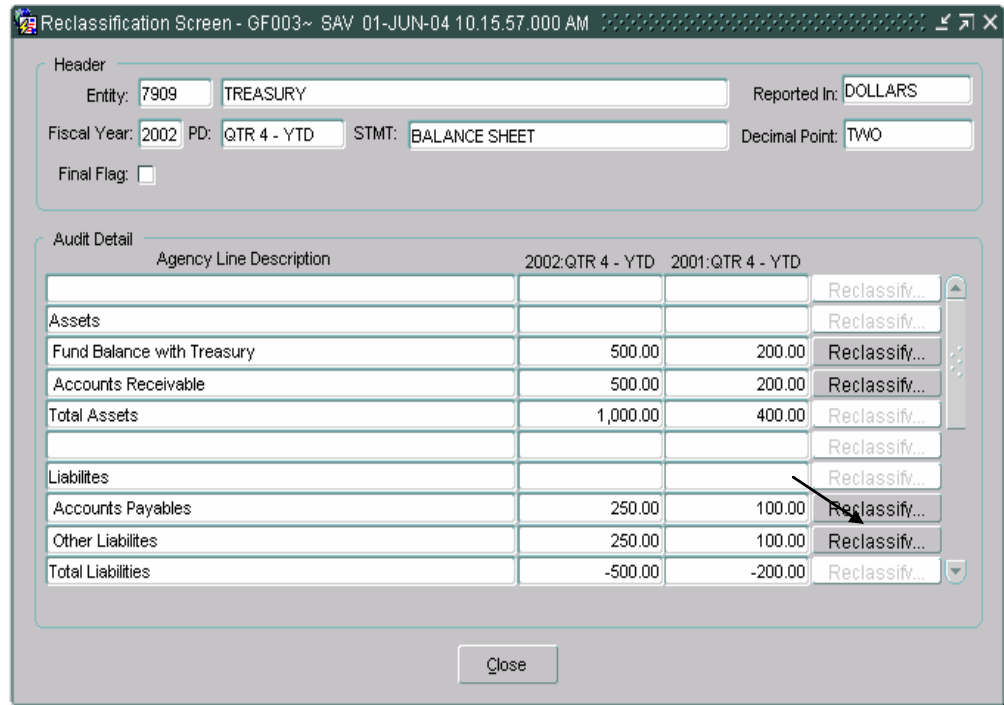



- All reclassifications made are documented as Journal Voucher transfers. To view the Journal Vouchers, navigate to the GFRS Reports section of the main menu. Select the GF003 Journal Voucher report (GF003F).

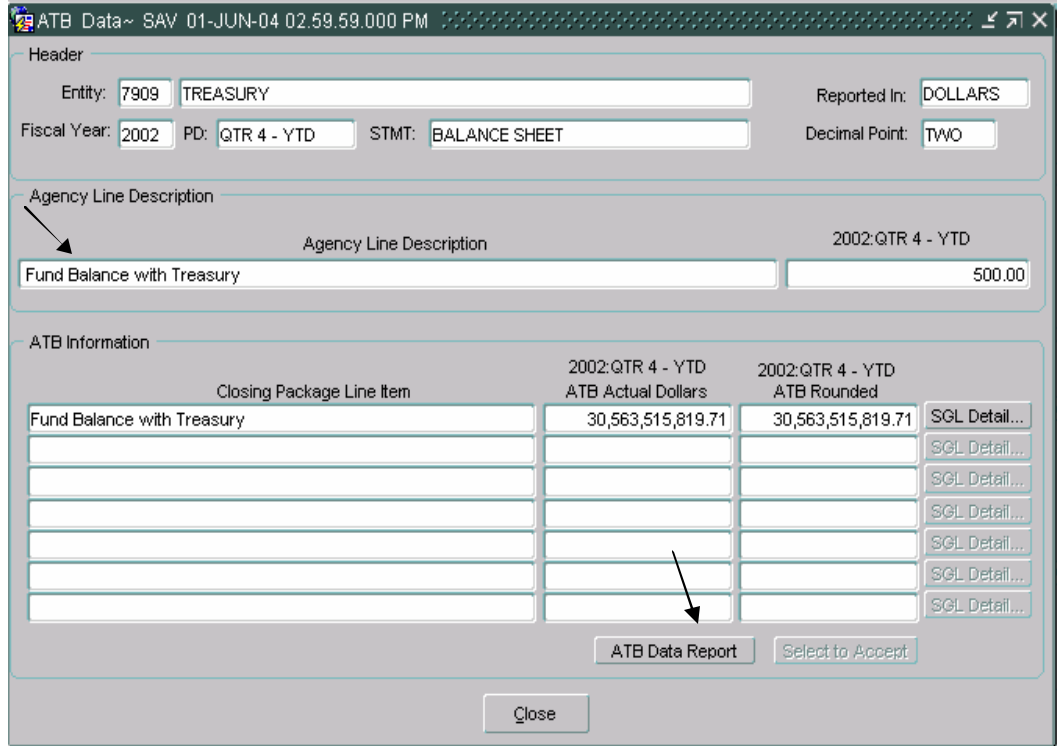
3.5 Viewing ATB data


Adjusted trial balance (ATB) detail can be viewed for each agency line item reclassification by pressing the “View ATB Data”  button on the Reclassification screen. ATB data is displayed by Closing Package line item, SGL account, Bureau Code, and ATB Code. Data displayed for the ATB data is retrieved from the FACTS I ATB file submission made by the agency. The SGL crosswalk created by the System Administrator in GF001 for the Closing Package templates is used to retrieve suggested amounts for reclassifying the agency line items. All of the ATB data displayed is view only.

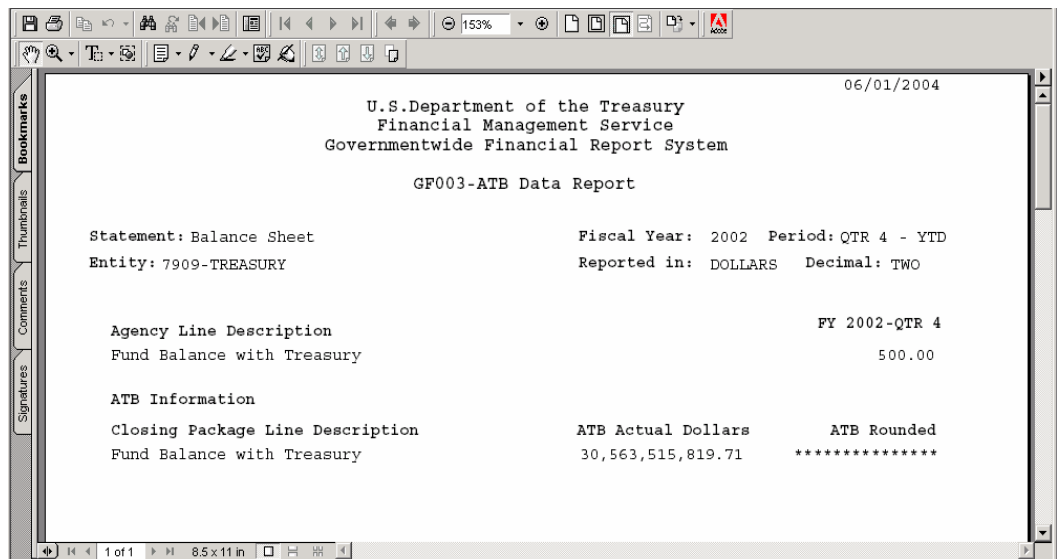
1. To view suggested ATB data for an agency line item, press the “Reclassify”  button of the selected Agency Line Item on the main Reclassification screen.

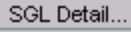


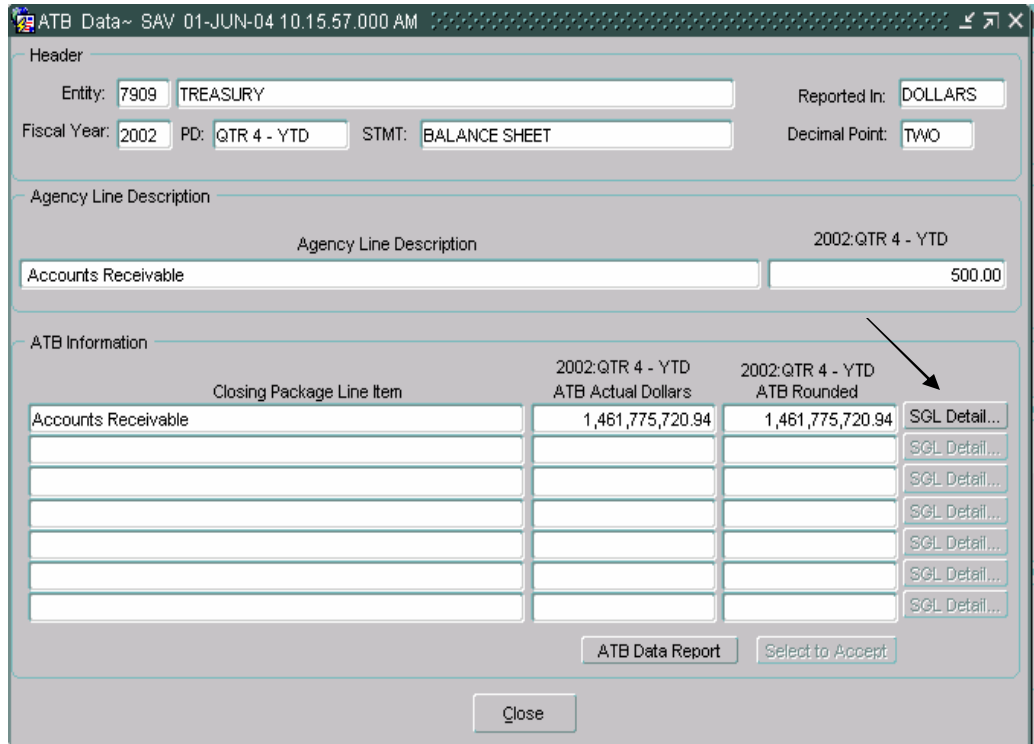
2. The Reclassification screen will open. Press the “View ATB Data” button . The ATB data screen will open displaying amounts for the closing package line items that have totals based on the SGL crosswalks created by the agency and by the System Admin in GF001.



- Press the “ATB Data Report”  button to print a copy of the information displayed on the screen. To retrieve, view and print the report follow the instructions in the Message and Report Retrieval Screen WF003 section of the manual (page 24).



- Press the “SGL Detail”  button to view the ATB data by SGL account for the selected Closing Package line item. The SGL Detail screen will open, displaying the SGL accounts that roll-up into the selected Closing Package line item.



ATB Data~ SAV 01-JUN-04 10.15.57.000 AM

Header

Entity: 7909 TREASURY Reported In: DOLLARS








Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO

Agency Line Description

Agency Line Description 2002:QTR 4 - YTD

Accounts Receivable 500.00

ATB Information

Closing Package Line Item	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded	
Accounts Receivable	1,461,775,720.94	1,461,775,720.94	
			
			
			
			
			
			

ATB Data Report Select to Accept

Close

Header
 Entity: 7909 TREASURY Reported In: DOLLARS
 Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO

Agency Line Description 2002:QTR 4 - YTD
 Accounts Receivable 500.00

Closing Pkg Line Description 2002:QTR 4 - YTD 2002:QTR 4 - YTD
 Accounts Receivable 1,461,775,720.94 1,461,775,720.94

SGL Detail

SGL	Description	F/N	TP	X/T	S/A	BSF	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded	
1310	Accounts Receivable	F	00	U	S	U	513,000.00	513,000.00	Bureau...
1310	Accounts Receivable	F	12	U	S	U	190,069,212.71	190,069,212.71	Bureau...
1310	Accounts Receivable	F	14	U	S	U	148,099,528.77	148,099,528.77	Bureau...
1310	Accounts Receivable	F	15	U	S	U	139,267.19	139,267.19	Bureau...
1310	Accounts Receivable	F	16	U	S	U	40,073.62	40,073.62	Bureau...
1310	Accounts Receivable	F	17	U	S	U	105,842,397.97	105,842,397.97	Bureau...
1310	Accounts Receivable	F	21	U	S	U	75,094,543.34	75,094,543.34	Bureau...
1310	Accounts Receivable	F	24	U	S	U	185,905,621.01	185,905,621.01	Bureau...
1310	Accounts Receivable	F	36	U	S	U	49,924,352.02	49,924,352.02	Bureau...
1310	Accounts Receivable	F	47	U	S	U	174,304,599.90	174,304,599.90	Bureau...

Close Return to Reclassification Screen SGL Detail Report

ATB Data is displayed by SGL Account for the selected Closing Package line items.

- To view and print the ATB information displayed on the screen, press the “SGL Detail Report”  button.

Header

Entity: 7909 TREASURY Reported In: DOLLARS

Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO

ATB Detail

Agency Line Description 2002:QTR 4 - YTD

Accounts Receivable		500.00
---------------------	--	--------

Closing Pkg Line Description

Accounts Receivable	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded
	1,461,775,720.94	1,461,775,720.94

Bureau

Bureau	Description	F/N	TP	X/T	S/A	BSF	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded	ATB Code...
2029	Other						513,000.00	513,000.00	ATB Code...
									ATB Code...
									ATB Code...
									ATB Code...
									ATB Code...
									ATB Code...
									ATB Code...
									ATB Code...

Buttons: Close, Return Reclassification Screen, Bureau SGL Detail Report

- Press the “Bureau SGL Data Report” **Bureau SGL Detail Report** to print a report of the information displayed on the screen.

06/01/2004

U.S. Department of the Treasury
Financial Management Service
Governmentwide Financial Report System

GF003-Bureau Detail Report

Statement: Balance Sheet Fiscal Year: 2002 Period: QTR 4 - YTD
Entity: 7909-TREASURY Reported in: DOLLARS Decimal: TWO

Agency Line Description PY 2002-QTR 4
Fund Balance with Treasury 500.00

CP Line Description ATB Actual Dollars ATB Rounded
Fund Balance with Treasury 30,563,515,819.71 *****

SGL Description F/N TP X/T S/A BSF
1010 Fund Balance With Treasury U U U U U 30,563,515,819.71 *****

- To view ATB data at the ATB Code level, select one of the Bureau lines and click on the “ATB Code” button. The ATB Code Detail screen will open.

Header

Entity: 7909 TREASURY Reported In: DOLLARS

Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO

ATB Detail

Agency Line Description 2002:QTR 4 - YTD

Accounts Receivable 500.00

Closing Pkg Line Description 2002:QTR 4 - YTD 2002:QTR 4 - YTD

Accounts Receivable ATB Actual Dollars ATB Rounded

Accounts Receivable 1,461,775,720.94 1,461,775,720.94

SGL	Description	F/N	TP	X/T	S/A	BSF	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded
1310	Accounts Receivable	F	00	U	S	U	513,000.00	513,000.00

Bureau	Bureau Name	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded	ATB Code...
2029	Other	513,000.00	513,000.00	<input type="button" value="ATB Code..."/>
				<input type="button" value="ATB Code..."/>
				<input type="button" value="ATB Code..."/>
				<input type="button" value="ATB Code..."/>
				<input type="button" value="ATB Code..."/>
				<input type="button" value="ATB Code..."/>
				<input type="button" value="ATB Code..."/>
				<input type="button" value="ATB Code..."/>

Buttons: Close Return Reclassification Screen Bureau SGL Detail Report

ATB Code Detail~ SAV 01-JUN-04 10.15.57.000 AM

Header

Entity: 7909 TREASURY Reported In: DOLLARS

Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO

Agency Line Description 2002:QTR 4 - YTD

Accounts Receivable	500.00
---------------------	--------

Closing Pkg Line Description 2002:QTR 4 - YTD ATB Actual Dollars 2001:QTR 4 - YTD ATB Rounded

Accounts Receivable	1,461,775,720.94	1,461,775,720.94
---------------------	------------------	------------------

SGL Description F/N TP X/T S/A BSF 2002:QTR 4 - YTD ATB Actual Dollars 2002:QTR 4 - YTD ATB Rounded

1310	Accounts Receivable	F	00	U	S	U	513,000.00	513,000.00
------	---------------------	---	----	---	---	---	------------	------------

ATB Code Detail

Bureau 2029 Other Bureau Name 2002:QTR 4 - YTD ATB Actual Dollars 2002:QTR 4 - YTD ATB Rounded

2029	Other	513,000.00	513,000.00
------	-------	------------	------------

ATB Data is displayed by ATB Code for the selected Bureau.

ATB Code	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded
20295000	513,000.00	513,000.00

- Press the “ATB Code SGL Detail Report”  to print a report of the information displayed on the screen.

06/01/2004

U.S Department of the Treasury
Financial Management Service
Governmentwide Financial Report System

GF003-ATB Code Report

Statement: Balance Sheet Fiscal Year: 2002 Period: QTR 4 - YTD

Entity: 7909-TREASURY Reported in: DOLLARS Decimal: TWO

Agency Line Description FY 2002-QTR 4

Fund Balance with Treasury	500.00
----------------------------	--------

CP Line Description ATB Actual Dollars ATB Rounded

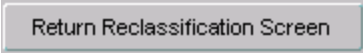

Fund Balance with Treasury	30,563,515,819.71	*****
----------------------------	-------------------	-------

SGL Description F/N TP X/T S/A BSF

1010 Fund Balance With Treasury	U	U	U	U	U	30,563,515,819.71	*****
---------------------------------	---	---	---	---	---	-------------------	-------

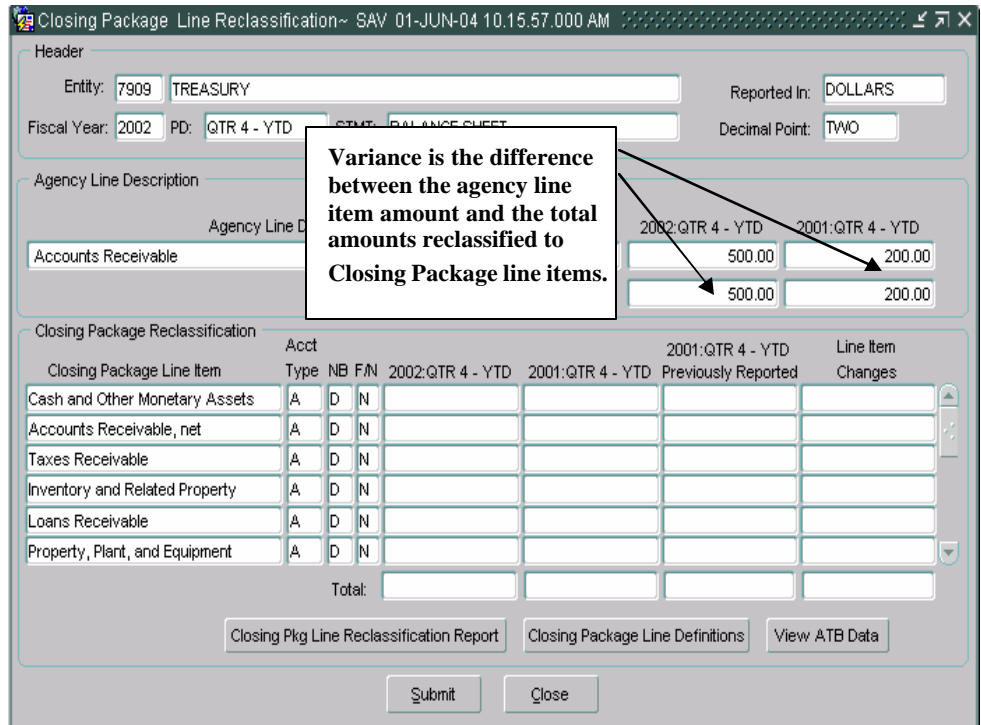
ATB Code Detail

1 of 1 8.5x11 in

- Press “Return to the Reclassification Screen”  button to return to the main screen at any time.
- Press the “Close”  button to return to the main screen.

3.6 Variance Calculations

The variance function in the reclassification module is a process to ensure that all agency line item balances are reclassified to Closing Package line items. As agency line balances are reclassified into Closing Package line item fields, a running total is calculated and displayed in the total fields for the current and prior periods. The total of the balances reclassified to the Closing Package line items is subtracted from the balance of the agency line description. The resulting difference is displayed in the variance fields. As balances are entered into the Closing Package line item fields, the variance amount decreases. For the final flag to be checked and the financial statement to be flagged as completed, the variances for all agency lines must be zero.



1. The variance is calculated by subtracting the total amount allocated to Closing Package line items from the balance displayed for the agency line description. As amounts are entered into the current and prior period fields for closing package line items, the amount of the variance is reduced.

Closing Package Line Reclassification~ SAV 01-JUN-04 10.15.57.000 AM

Header
 Entity: 7909 TREASURY Reported In: DOLLARS
 Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO

Agency Line Description

Agency Line Description	Acct Type	NB	F/N	2002:QTR 4 - YTD	2001:QTR 4 - YTD
Accounts Receivable	A	D	F	500.00	200.00
Variance:				250.00	100.00

Closing Package Reclassification

Closing Package Line Item	Acct Type	NB	F/N	2002:QTR 4 - YTD	2001:QTR 4 - YTD	2001:QTR 4 - YTD Previously Reported	Line Item Changes
Cash and Other Monetary Assets	A	D	N	250.00	100.00		100.00
Accounts Receivable, net	A	D	N				
Taxes Receivable	A	D	N				
Inventory and Related Property	A	D	N				
Loans Receivable	A	D	N				
Property, Plant, and Equipment	A	D	N				
Total:				250.00	100.00		100.00

Buttons: Closing Pkg Line Reclassification Report, Closing Package Line Definitions, View ATB Data, Submit, Close

Closing Package Line Reclassification~ SAV 01-JUN-04 10.15.57.000 AM

Header
 Entity: 7909 TREASURY Reported In: DOLLARS
 Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO

Agency Line Description

Agency Line Description	Acct Type	NB	F/N	2002:QTR 4 - YTD	2001:QTR 4 - YTD
Accounts Receivable	A	D	F	500.00	200.00
Variance:				.00	.00

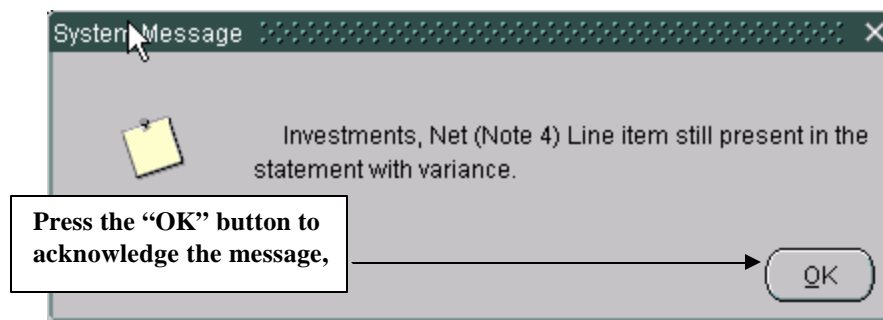
Closing Package Reclassification

Closing Package Line Item	Acct Type	NB	F/N	2002:QTR 4 - YTD	2001:QTR 4 - YTD	2001:QTR 4 - YTD Previously Reported	Line Item Changes
Cash and Other Monetary Assets	A	D	N	250.00	100.00		100.00
Accounts Receivable, net	A	D	N	250.00	100.00		100.00
Taxes Receivable	A	D	N				
Inventory and Related Property	A	D	N				
Loans Receivable	A	D	N				
Property, Plant, and Equipment	A	D	N				
Total:				500.00	200.00		200.00

Buttons: Closing Pkg Line Reclassification Report, Closing Package Line Definitions, View ATB Data, Submit, Close

- Once the full agency amount has been allocated to closing package line items, the variances should be zero. The final flag cannot be set for the financial statement until **ALL** line items have zero variance amounts.

- If the user attempts to check the final flag and one or more of the agency line items has a variance other than zero, a system generated error message will be displayed and the user will not be able to check the final flag.



3.7 Normal Balances

The normal balance concept in GF003 is similar to that in GF002. The user must enter the reclassified amounts per the normal balance of the FR00 line item as assigned by the administrator in GF001. The variance calculates the difference between the agency line item and the amount reclassified to the FR00 line items, taking the normal balance concept into account.

Following are the potential scenarios a user may encounter when reclassifying agency line items:

Scenario 1: Debit agency lines reclassified to a debit FR00 lines,

Agency lines with normal debit balances when reclassified to FR00 lines with normal debit balances decrease the variance between the Agency line amount and the amount reclassified to FR00 Line items.

Header

Entity: 7909 TREASURY Reported In: DOLLARS

Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO

Agency Line Description

Agency Line Description	Acct Type	NB	F/N	2002:QTR 4 - YTD	2001:QTR 4 - YTD
Accounts Receivable	A	D	F	500.00	200.00

Variance: .00

Debit Normal Balance

Closing Package Reclassification

Closing Package Line Item	Acct Type	NB	F/N	2002:QTR 4 - YTD	2001:QTR 4 - YTD	2001:QTR 4 - YTD Previously Reported	Line Item Changes
Cash and Other Monetary Assets	A	D	N	250.00	100.00		100.00
Accounts Receivable, net	A	D	N	250.00	100.00		100.00
Taxes Receivable	A	D	N				
Inventory and Related Property	A	D	N				
Loans Receivable	A	D	N				
Property, Plant, and Equipment	A	D	N				
Total:				500.00	200.00		200.00

Buttons: Closing Pkg Line Reclassification Report, Closing Package Line Definitions, View ATB Data, Submit, Close

Scenario 2: Debit agency lines reclassified to Credit FR00 lines,
 Agency lines with normal debit balances when reclassified to FR00 lines with normal credit balances increase the variance between the Agency line amount and the amount reclassified to FR00 Line items rather than decrease it. In general, when the normal balance of the agency line and the FR00 line item that the amounts are reclassified to are different, the variance will decrease.

Header

Entity: 7097 VERIFYING TEST ENTITY - OCBOA Reported In: DOLLARS
 Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: ONE

Agency Line Description

Agency Line Description	Acct Type	NB	F/N	2002:QTR 4 - YTD	2001:QTR 4 - YTD
Accounts Receivable	A	D	F	500.0	125.0
Variance:				1,000.0	250.0

Closing Package Reclassification

Closing Package Line Item	Acct Type	NB	F/N	2002:QTR 4 - YTD	2001:QTR 4 - YTD	2001:QTR 4 - YTD Previously Reported	Line Item Changes
Accounts Payable	L	C	F	500.0	125.0		125.0
Accounts Receivable, net	A	D	N				
Taxes Receivable	A	D	N				
Inventory and Related Property	A	D	N				
Loans Receivable	A	D	N				
Property, Plant, and Equipment	A	D	N				
Total:				-500.0	-125.0		125.0

Buttons: Closing Pkg Line Reclassification Report, Closing Package Line Definitions, View ATB Data, Submit, Close

Scenario 3: Credit agency line reclassified to a credit FR00,

Agency lines with normal credit balances that are reclassified to FR00 lines with normal credit balances reduce the variance between the agency line and the amount reclassified to FR00 line items. In general, when agency amounts are reclassified to FR00 (Closing Package Line item) with the same normal balance type the variances are reduced.

Closing Package Line Reclassification~ SAV 03-MAY-04 01.43.03.000 PM

Header
 Entity: 7097 VERIFYING TEST ENTITY - OCBOA Reported In: DOLLARS
 Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: ONE

Agency Line Description

Agency Line Description	Acct Type	NB	F/N	2002:QTR 4 - YTD	2001:QTR 4 - YTD
Accounts Payable	L	C	F	300.0	25.0
				Variance:	.0

Closing Package Reclass

Closing Package Line Item	Acct Type	NB	F/N	2002:QTR 4 - YTD	2001:QTR 4 - YTD	2001:QTR 4 - YTD Previously Reported	Line Item Changes
Accounts Payable	L	C	N	300.0	25.0		25.0
Federal Debt securities held by the pu	L	C	N				
Federal employee and veteran benefit	L	C	N				
Environmental and disposal liabilities	L	C	N				
Benefits due and payable	L	C	N				
Loan guarantee liabilities	L	C	N				
Total:				-300.0	-25.0		25.0

Credit Normal balance

Closing Pkg Line Reclassification Report Closing Package Line Definitions View ATB Data

Submit Close

Scenario 4: Credit agency line item reclassified to a debit FR00 line item,
 Agency lines with normal credit balances that are reclassified to FR00 lines with normal debit balances increase the variance between the agency line and the amount reclassified to FR00 line items.

Header

Entity: 7097 VERIFYING TEST ENTITY - OCBOA Reported In: DOLLARS

Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: ONE

Agency Line Description

Agency Line Description	Acct Type	NB	F/N	2002:QTR 4 - YTD	2001:QTR 4 - YTD
Accounts Payable	C	F		300.0	25.0
Variance:				600.0	50.0

Closing Package Reclassification

Closing Package Line Item	Acct Type	NB	F/N	2002:QTR 4 - YTD	2001:QTR 4 - YTD	2001:QTR 4 - YTD Previously Reported	Line Item Changes
Cash and Other Monetary Assets	A	D	N	300.0	25.0		25.0
Federal Debt securities held by the pu	L	C	N				
Federal employee and veteran benefit	L	C	N				
Environmental and disposal liabilities	L	C	N				
Benefits due and payable	L	C	N				
Loan guarantee liabilities	L	C	N				
Total:				300.0	25.0		25.0

Closing Pkg Line Reclassification Report Closing Package Line Definitions View ATB Data

Submit Close

3.8 Final Flag

Once the agency has finished reclassifying all agency line items, the agency should complete the process by flagging the statement as FINAL on the main GF003 screen. When the final flag is checked, a validation takes place to ensure that the agency balances have been reclassified in their entirety and that no variances exist. If the template passes the validation, the reclassified financial statement is complete.

The statement must be flagged as FINAL in GF003 before proceeding to the Intragovernmental Trading Partners Module GF004.

Agency Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD	
Liabilities			Reclassif...
Accounts Payables	250.00	100.00	Reclassif...
Other Liabilities	250.00	100.00	Reclassif...
Total Liabilities	-500.00	-200.00	Reclassif...
			Reclassif...
Net Position			Reclassif...
Unexpended Appropriations	250.00	100.00	Reclassif...
Cumulative Results from Operations	250.00	100.00	Reclassif...
Total Net Position	-500.00	-200.00	Reclassif...
			Reclassif...

- If one or more lines have a variance greater than zero when the Final Flag is checked, the program will display an error message that will notify the user which line holds the variance:
- Once all financial statements for an entity have been flagged as final in GF0003, the module is ready for completion by the FPA in GF008 COMPLETIONS AND APPROVALS.

3.9 Field List and Functionality Screen

All fields on each form in the Reclassification module are detailed below:

Reclassification Screen

The screenshot shows the 'Closing Package Line Reclassification' window. The header section includes fields for Entity (7909 TREASURY), Reported In (DOLLARS), Fiscal Year (2002), PD (QTR 4 - YTD), and STMT (BALANCE SHEET). The Agency Line Description section shows 'Accounts Payables' with a current period amount of 250.00 and a prior period amount of 100.00. The Closing Package Reclassification table lists various liability items with their respective current and prior period amounts. Callouts indicate that the 'Current Open Period Amount' and 'Prior Period Amount' columns are populated from the GF002 module.

Agency Line Description	Acct Type	NB	F/N	2002:QTR 4 - YTD	2001:QTR 4 - YTD
Accounts Payables	L	C	F	250.00	100.00
Accounts Payables				.00	.00

Closing Package Line Item	Acct Type	NB	F/N	2002:QTR 4 - YTD	2001:QTR 4 - YTD	Line
Accounts Payable	L	C	N	.00		
Federal Debt securities held by the pu	L	C	N			
Federal employee and veteran benefit	L	C	N			
Environmental and disposal liabilities	L	C	N			
Benefits due and payable	L	C	N			
Loan guarantee liabilities	L	C	N			
Total:				-250.00	-100.00	100.00

Field Name	Functional Description	Attributes	Setting Options
Entity	Entity is a 4-digit value for an organization that was established in DBA055 screen.	<ol style="list-style-type: none"> Entity is a required field. Values can be selected from an LOV or entered manually. 	None
Fiscal Year	Fiscal Year is the current open fiscal year as defined in DBA061.	<ol style="list-style-type: none"> Fiscal Year is a required field. The value displayed is automatically populated from the DBA061 screen. Only one fiscal year can be open at time. Not modifiable by the user. 	None – automatically populated.
PD (Period)	PD is the current period open for editing as defined in DBA061.	<ol style="list-style-type: none"> Period is a required field. The value displayed is established by the System Administrator in the DBA061 screen. Only one period may be open at a time. Not modifiable 	None – automatically populated.
STMT	STMT is the name of the financial statement that is being reclassified.	<ol style="list-style-type: none"> STMT is a required field. Only those financial statements flagged as FINAL in GF002 are available in GF003. 	<ol style="list-style-type: none"> Income Statement Statement of Custodial Activity Statement of Changes in Net Position. Balance Sheet Statement of Net Cost
Reported In	“Reported in” is the method for how financial data is displayed in the selected financial statement.	<ol style="list-style-type: none"> The value is automatically populated from the assignment made in GF002. Not editable by the user in GF003. 	The settings can be whole number, hundreds, thousands, millions and billions. Must be assigned in GF002.
Decimal Point	Decimal point is the setting for the location of the decimal point in the amounts reported by and reclassified by the agencies.	<ol style="list-style-type: none"> The value is automatically populated from the assignment made in GF002. Not editable by the user in GF003. 	Zero, one, two. Must be assigned in GF002.
Final Flag	Validates that the statement is COMPLETE.	<ol style="list-style-type: none"> Final flag can only be checked in the GF003 module when all lines and related amounts have been reclassified in their entirety. 	There are two settings: Checked = Completed Un-Checked = Open

Field Name	Functional Description	Attributes	Setting Options
Agency Line Description	Agency line description is the financial statement information retrieved from the GF001 template information.	1. Agency Line Description is not modifiable by the user in this module.	None.
Current Period Amount	Current Period Amount is the amount from the Agency Audited Financial Statement that is entered for the current period in the GF002 module.	1. Current Period Amount is un-modifiable. 2. The amount displayed is from the GF002 screen. 3. The period displayed in the column heading defaults to the current open period that is set in the DBA061 screen.	None
Prior Period Amount	Prior Period Amount is the amount from the Agency Audited Financial Statement that is entered for the specified prior period.	1. Prior Period amount is un-modifiable. 2. The amount displayed is from the GF002 screen. 3. The period displayed in the column heading defaults to the current open period that is set in the DBA061 screen.	None
Close	The Close button will close the screen.	None.	None.
Reclassify	The Reclassify button will open the “Closing Package Line Reclassification” screen where Agency Financial Statement lines are reclassified into Closing Package Line Items.	None.	None,

Closing Package Reclassification Screen:

Field Name	Functional Description	Attributes	Setting Options
Agency Line Descriptions	Agency line description is the agency line that was selected on the main form to be reclassified.	Read only	None
Agency Line Description – Current Period Amount	Agency Line Description Current period amount is from the main form to be reclassified as a Closing Package Line Item.	View only.	None
Agency Line Description – Prior Amount	Agency Line Description prior period amount is from the main form to be reclassified as a Closing Package Line Item.	View only.	None

Field Name	Functional Description	Attributes	Setting Options
Current Period Amount	Current Period Amount is the amount from the statement for the current period that is to be reclassified to Closing Package Financial Statement Line Item/s.	<ol style="list-style-type: none"> 1. Current Period Amount is not editable by the user. 2. The amount displayed is from the GF002 screen. 3. The period displayed in the column heading defaults to the current open period that is set in the DBA061 screen. 	None
Prior Period Amount	Prior Period Amount is the amount from the statement for the prior period that is to be reclassified to Closing Package Financial Statement Line Item/s.	<ol style="list-style-type: none"> 1. Prior Period amount is not editable by the user. 2. The amount displayed is from the GF002 screen. 3. The period displayed in the column heading defaults to the current open period that is set in the DBA061 screen. 	None
Close	The Close button will close the screen.	None.	None.
Closing Package Line Item	Closing Package Line Items are Federal Closing Package Line items that users select when reclassifying Agency Line items.	<ol style="list-style-type: none"> 1. Closing Package is a required field 2. Selection of Closing Package Line items is by selection from an LOV that contains all of the Closing Package Line items. 	Values are selected from an LOV.

Field Name	Functional Description	Attributes	Setting Options
Current Open Period Amount	The Current Open Period Amount is where all or part of the Agency Line balance is entered that is related to the Closing Package Line Item.	<ol style="list-style-type: none"> 1. Current Open Period is a required field. 2. The amount of the balance of the Agency Line amount that is related to the selected Closing Package Line Item is entered. As amounts are entered in the Current Open Period field, the Agency Line amounts are reclassified. 3. The column header dates come default to the current open period that is controlled in the DBA061 screen. 	<ol style="list-style-type: none"> 1. The maximum character length 15 characters. 2. Amounts entered can be positive or negative.
Previously Reported	Previously Reported amounts are values that have been previously reported in prior Financial Statement Templates	<ol style="list-style-type: none"> 1. Previously Reported is a non-modifiable field. 2. Values displayed are automatically populated from previous statements. 3. Values will only be displayed if the mapping of the prior period financial statement and the current statement are the same. 	<ol style="list-style-type: none"> 1. The maximum character length 15 characters. 2. Amounts entered can be positive or negative.
Line Item Changes	Line Item Changes is a calculated field that computes the variance between the amount entered in the prior period field and the amount in the previously reported field.	<ol style="list-style-type: none"> 1. Line Item Changes is un-modifiable. 2. The amount is automatically calculated when a value is entered in the Prior Period Amount field. 	None.

Field Name	Functional Description	Attributes	Setting Options
Variance	The variance field tracks the balance of the Agency Line Description that has not been reclassified. Variances are calculated for the both the current open period and the prior period amount fields.	<ol style="list-style-type: none"> 1. Variance is a calculated field. The value displayed is the difference between the Agency Line Amount and the total amount of amounts entered Closing Package Line Items. 2. The final flag cannot be checked until all variance amounts for all financial statements are zero. 	<ol style="list-style-type: none"> 1. The maximum character length 15 characters. 2. Amounts entered can be positive or negative.
Previously Reported	Previously Reported amounts are values that have been previously reported in prior Financial Statement Templates	<ol style="list-style-type: none"> 1. Previously Reported is a non-modifiable field. 2. Values displayed are automatically populated from previous statements. 3. Values will only be displayed if the mapping of the prior period financial statement and the current statement are the same. 	None
Closing Package Line Re-classification Report	The Closing Package Line Re-classification button when pressed runs a report that prints a hard copy of the reclassification information displayed on the screen.	None	None
Closing Package Line Definitions	The Closing Package Line definitions button displays to the user a definition of a selected Closing Package Line item.	<ol style="list-style-type: none"> 1. The description is displayed through an LOV. The user should set the cursor into the Closing Package Line item and press the Closing Package Line Definition button. 2. The FR Line descriptions that populate the LOV are created in and are populated from the DBA064 screen. 	<ol style="list-style-type: none"> 1. The program automatically populates FR Line definition related to the selected financial statement line. 2. The FR definitions for other Closing Package line items through selecting the line with the LOV.
View ATB Data	View ATB data button opens the ATB data screens that display ATB data at closing package Line, SGL, bureau and ATB code levels.	None	None
Submit	The Submit button will save all changes, close the screen and return the user to the main menu.	None	None

Field Name	Functional Description	Attributes	Setting Options
Close	The Close button will close the current screen and return the user to the previous screen.	None	None

Module GF004: Intragovernmental Transactions Trading Partners

4.1 Module Overview

The Intragovernmental Transaction Trading Partners module (GF004) is where agencies identify trading partners for those Closing Package line items that hold Intragovernmental balances.

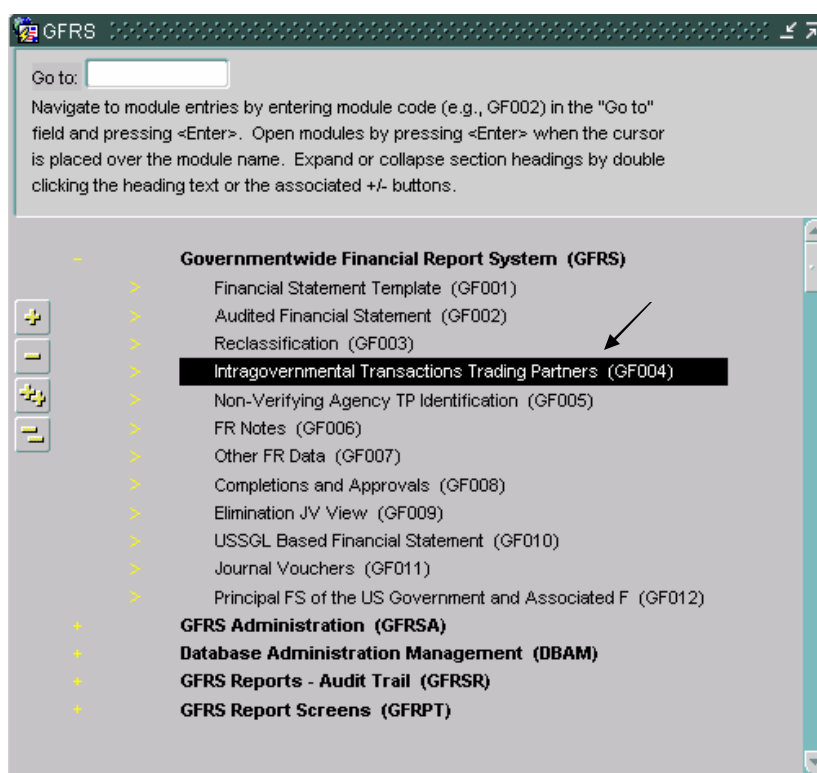
To be displayed in the GF004 module, all of the financial statements in GF003 must have their final flags checked.


Users must select a specific line on the financial statement and manually enter the appropriate amounts for the desired trading partners. Each Closing Package Line Item amount must be allocated in its entirety. Only the FEDERAL closing package line items and amounts are retrieved from the reclassification module (GF003). Because the identification of trading partners and related intragovernmental balances is a federal reporting requirement, GFRS requires that verifying agencies complete the GF004 module for each financial statement. All closing package lines with a F/N (Federal / Non-Federal) indicator of “F” must be allocated to GFRS Trading Partners in their entirety.

Adjusted Trial Balance data can be viewed for each closing package line item. ATB data can be viewed at the SGL Account, Bureau and ATB code level.

4.2 Retrieving a Record

1. Open the main form by entering “GF004” into the “Go to” field. Press <enter> twice or double-click on the GFRS Financial Report System (GFRS) and select Intragovernmental Transaction Trading Partners (GF004) with the mouse.



2. The GF004 screen is opened; all of the financial statements that the user has permission to see are displayed. To retrieve a specific financial statement (record) click on the enter query  button on the tool bar.
 - ❖ To be displayed in the GF004 module, all financial statements of an entity must be flagged as final in the Reclassifications Module (GF003).

Header

Entity: 1200 DEPARTMENT OF AGRICULTURE Reported In: MILLIONS

Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: ZERO

Final Flag: Intragovernmental Closing Package Line Item Report

Closing Package Line - Agency Federal Reclassified

Agency FS	Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD	Partners..
BS	Investments	75	45	Partners..
BS	Accounts Receivable	20	42	Partners..
BS	Loans Receivable	10	0	Partners..
BS	Other Assets (without reciprocals)	50	60	Partners..
BS	Accounts Payable	70	80	Partners..
BS	Debt	50	60	Partners..
BS	Other Liabilities (without reciprocals)	35	27	Partners..
				Partners..
				Partners..

Close

- Place the cursor in the “Entity” field and enter the entity number of the financial statement to be retrieved or double-click on the entity field to open a List of Values (LOV). To select an entity from the LOV, highlight the desired entity and click on OK to select it.

Form Edit Block Field Record Query Window Help

Intragovernmental Trading Partners Screen - GF004~ SAV 03-MAY-04 03.51.48.000 PM

Header

Entity: 1200 DEPARTMENT OF AGRICULTURE Reported In: MILLIONS

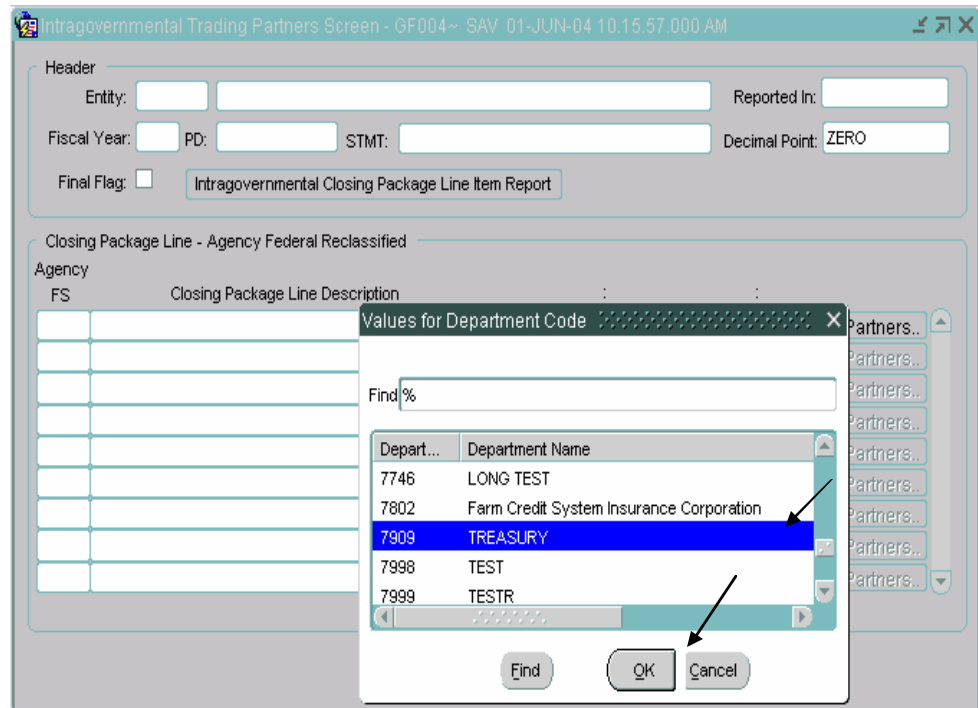
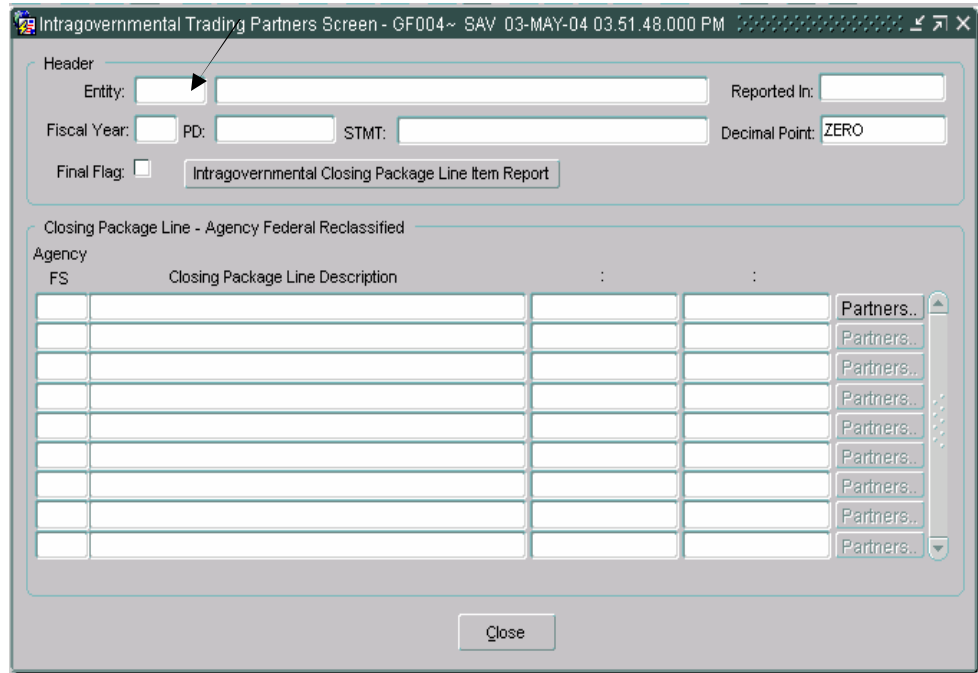
Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: ZERO


Final Flag: Intragovernmental Closing Package Line Item Report

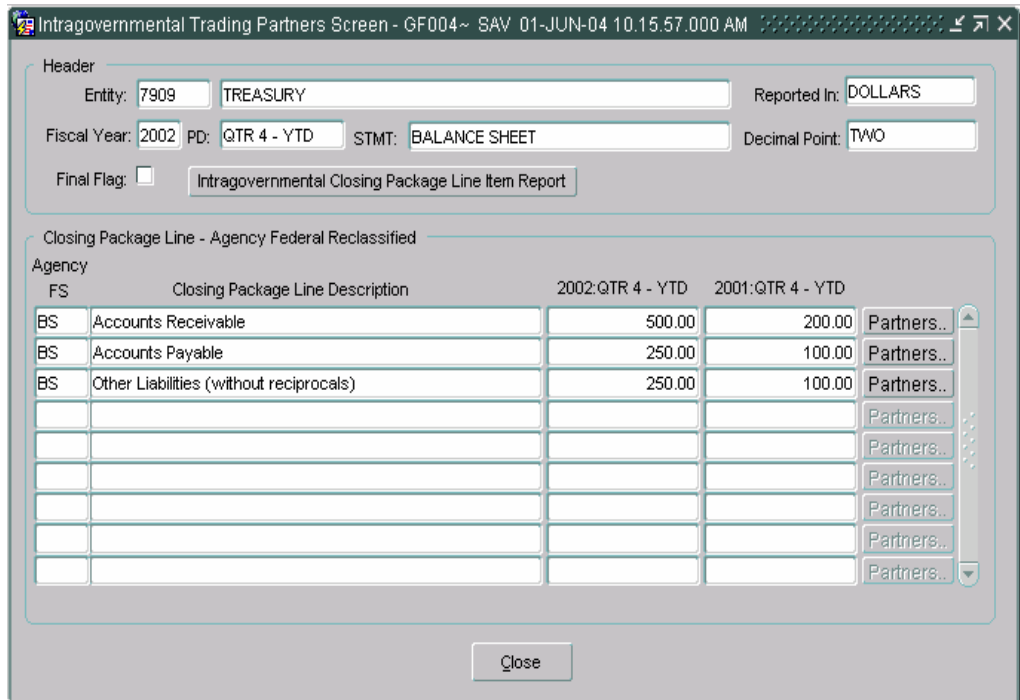
Closing Package Line - Agency Federal Reclassified

Agency FS	Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD	Partners..
BS	Investments	75	45	Partners..
BS	Accounts Receivable	20	42	Partners..
BS	Loans Receivable	10	0	Partners..
BS	Other Assets (without reciprocals)	50	60	Partners..
BS	Accounts Payable	70	80	Partners..
BS	Debt	50	60	Partners..
BS	Other Liabilities (without reciprocals)	35	27	Partners..
				Partners..
				Partners..

Close



4. Click on the “Execute Query”  button to retrieve the financial statements for the selected entity. The query will return all of the financial statements for the selected entity.
5. The values for the “Fiscal Year” and “PD” fields default to the current fiscal year and open period. These values are view only.



The screenshot shows a software window titled "Intragovernmental Trading Partners Screen - GF004~ SAV 01-JUN-04 10.15.57.000 AM". The window contains a header section with the following fields:

- Entity: 7909 TREASURY
- Reported In: DOLLARS
- Fiscal Year: 2002
- PD: QTR 4 - YTD
- STMT: BALANCE SHEET
- Decimal Point: TWO
- Final Flag: Intragovernmental Closing Package Line Item Report

Below the header is a section titled "Closing Package Line - Agency Federal Reclassified". It contains a table with the following columns: Agency FS, Closing Package Line Description, 2002:QTR 4 - YTD, and 2001:QTR 4 - YTD. Each row also has a "Partners.." button on the right side.

Agency FS	Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD	
BS	Accounts Receivable	500.00	200.00	Partners..
BS	Accounts Payable	250.00	100.00	Partners..
BS	Other Liabilities (without reciprocals)	250.00	100.00	Partners..
				Partners..
				Partners..
				Partners..
				Partners..
				Partners..
				Partners..

A "Close" button is located at the bottom center of the window.

Closing Package Line descriptions and amounts come from the GF003 screen.

Header

Entity: 7909 TREASURY Reported In: DOLLARS

Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET

Final Flag: Intragovernmental Closing Package Line Item Report

Closing Package Line - Agency Federal Reclassified

Agency FS	Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD	Partners..
BS	Accounts Receivable	500.00	200.00	Partners..
BS	Accounts Payable	250.00	100.00	Partners..
BS	Other Liabilities (without reciprocals)	250.00	100.00	Partners..
				Partners..
				Partners..
				Partners..
				Partners..
				Partners..
				Partners..

Close

Populated from the GF002 manual


From the GF003 Module

Agency FS displays the financial statement that the Closing Package line item was reclassified from.


4.3 Identifying Trading Partners

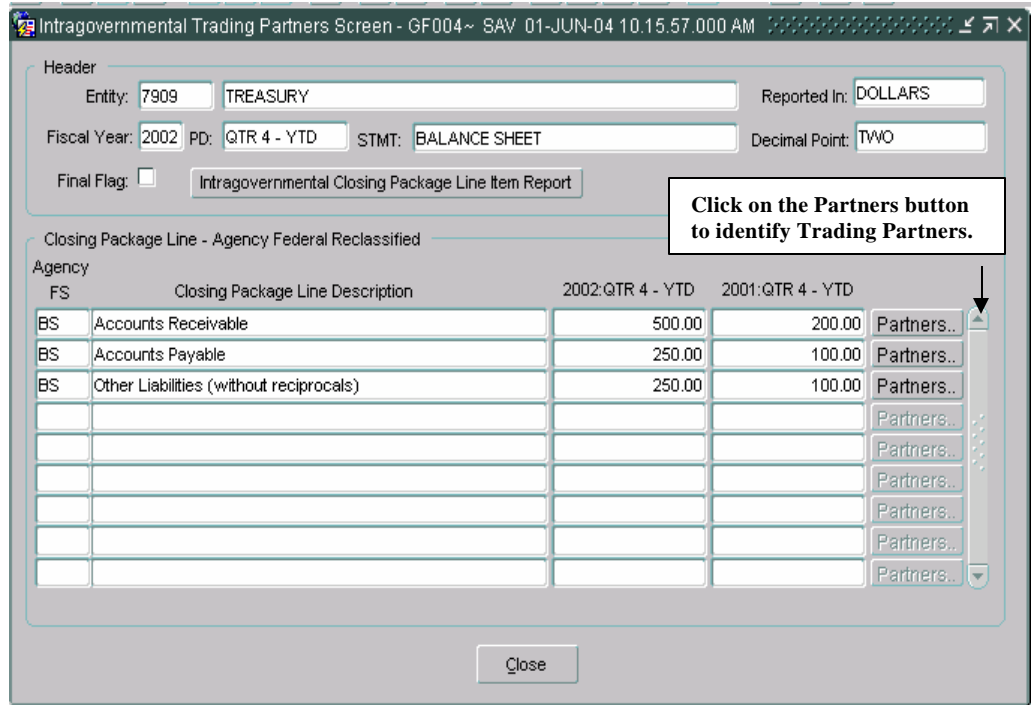
The identification of Trading Partners in the GF004 module is the process of allocating intragovernmental balances reported on the Closing Package line item to GFERS Trading Partners.

The identification of trading partners is a two-step process. First, the user must select a Closing Package line item for which he will identify the trading partners and balances. Once the Closing Package line has been selected, the second step is to allocate the Closing Package line amount to the appropriate Trading Partner/s. Each Closing Package line must be allocated in its entirety and all lines must be allocated.

- The Intragovernmental Trading Partners Screen displays all of the federal closing package lines that were reclassified in the GF003 module.
- Only Closing Package lines that had a “F/N” attribute setting of “F” (Federal) and a reclassified amount greater than zero are displayed with enabled (active) “Partners” buttons .

1. Detailed Instructions:

1. After retrieving the correct agency statement, press the “Partners”  button to select a Closing Package line for identification of Trading Partners and related balances.



2. The Trading Partner Identification screen will open.
 - The Closing Package line description and the current and prior period amounts to be allocated are shown on the screen. These fields cannot be edited by the user.
 - The Trading Partners section of the screen will display all of the GFRS entities created by the system administrator, with the exception of the entity that is performing the allocation.

3. Select a Trading Partner by entering the related portion of the balance into the selected entity's current period field. **The allocation identifies the entity as a trading partner as well as identifies the portion of the balance that is related to the selected Trading Partner.**

Trading Partner Identification~ SAV 01-JUN-04 10.15.57.000 AM

Header
 Entity: 7909 TREASURY Reported In: DOLLARS
 Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO

Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD
Accounts Payable	250.00	100.00
Variance:	250.00	100.00

Trading Partners

Entity	Entity Name	2002:QTR 4 - YTD	2001:QTR 4 - YTD	2001:QTR 4 - YTD Previously Reported	Line Item Changes
1200	Department of Agriculture				
1300	Department of Commerce				
1400	Department of the Interior				
1500	Department of Justice				
1601	Department of Labor				
1602	Pension Benefits Guarantee Corporation				
Total:					

Trading Partner Identification Report Closing Package Line Definitions View ATB Data

Submit Close

Trading Partner Identification~ SAV 01-JUN-04 10.15.57.000 AM

7909 TREASURY
 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET

Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD
Accounts Payable	250.00	100.00
Variance:	150.00	100.00

Trading Partners

Entity	Entity Name	2002:QTR 4 - YTD	2001:QTR 4 - YTD	2001:QTR 4 - YTD Previously Reported	Line Item Changes
1200	Department of Agriculture	100.00			
1300	Department of Commerce				
1400	Department of the Interior				
1500	Department of Justice				
1601	Department of Labor				
1602	Pension Benefits Guarantee Corporation				
Total:		100.00			

Trading Partner Identification Report Closing Package Line Definitions View ATB Data

Submit Close

The Closing Package Intragovernmental balance is allocated to one or more entities in the ENTITY field shown below.

As amounts are allocated from the Closing Package line to Trading Partners, the variance is reduced.

- As amounts are entered into the current period amount field of the identified trading partner, the variance is reduced. The value displayed in the variance field is the amount of the Closing Package line item balance that needs to be identified and allocated to a trading partner/s.
 - ✓ The variance is calculated by subtracting the total amount allocated to Trading Partners from the Closing Package line item amount.
 - ✓ The Final Flag cannot be set until all Closing Package line items have been completely allocated and all variance fields equal zero.
4. From the current period field, press the TAB key to navigate to the prior period and enter the prior period amount for the selected Trading Partner.

Trading Partner Identification~ SAV 01-JUN-04 10.15.57.000 AM

Header

Entity: 7909 TREASURY Reported In: DOLLARS

Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO

Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD
Accounts Payable	250.00	100.00
Variance:	150.00	50.00

Trading Partners

GFRS Entity	Entity Name	2002:QTR 4 - YTD	2001:QTR 4 - YTD	2001:QTR 4 - YTD Previously Reported	Line Item Changes
1200	Department of Agriculture	100.00	50.00		50.00
1300	Department of Commerce				
1400	Department of the Interior				
1500	Department of Justice				
1601	Department of Labor				
1602	Pension Benefits Guarantee Corporation				
Total:		100.00	50.00		50.00

Trading Partner Identification Report Closing Package Line Definitions View ATB Data

Submit Close

5. To select and allocate the remainder of the Closing Package Line Amounts to other Trading Partners, use the mouse to click in the current/prior period columns associated with other trading partners or use the arrow down key to navigate throughout the screen. Enter the portion of the intragovernmental balance that relates to the current and prior periods of the selected Trading Partner/s.

Header

Entity: 7909 TREASURY Reported In: DOLLARS

Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO

Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD
Accounts Payable	250.00	100.00
Variance:	.00	.00

Trading Partners

GFRS Entity	Entity Name	2002:QTR 4 - YTD	2001:QTR 4 - YTD	2001:QTR 4 - YTD Previously Reported	Line Item Changes
1200	Department of Agriculture	100.00	50.00		50.00
1300	Department of Commerce	100.00	25.00		25.00
1400	Department of the Interior	50.00	25.00		25.00
1500	Department of Justice				
1601	Department of Labor				
1602	Pension Benefits Guarantee Corporation				
Total:		250.00	100.00		100.00

Trading Partner Identification Report Closing Package Line Definitions View ATB Data

Submit Close

- The Previously Reported fields are automatically populated with amounts that have been reported for the same period in previous financial statements. Values for the Previously Reported fields will only be displayed if the template lines are the same for both periods.

Trading Partner Identification~ SAV 01-JUN-04 10.15.57.000 AM

Header
 Entity: 7909 TREASURY Reported In: DOLLARS
 Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO

Closing

	2002:QTR 4 - YTD	2001:QTR 4 - YTD
Accounts Payable	250.00	100.00
	.00	.00

Values for Previously Reported are automatically populated from prior period templates that have already been reported.

Trading Partners

Entity	Entity Name	2002:QTR 4 - YTD	2001:QTR 4 - YTD	2001:QTR 4 - YTD Previously Reported	Line Item Changes
1200	Department of Agriculture	100.00	50.00		50.00
1300	Department of Commerce	100.00	25.00		25.00
1400	Department of the Interior	50.00	25.00		25.00
1500	Department of Justice				
1601	Department of Labor				
1602	Pension Benefits Guarantee Corporation				
Total:		250.00	100.00		100.00

Trading Partner Identification Report Closing Package Line Definitions View ATB Data

Submit Close

- The “Line Item Changes” column displays the difference between the amount retrieved in the “Previously Reported” field and the amount entered for prior period field.

Header

Entity: 7909 TREASURY Reported In: DOLLARS

Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO

Closing Package Line Description

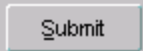

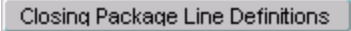
Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD	2001:QTR 4 - YTD Previously Reported	Line Item Changes
Accounts Payable	100.00			100.00
				.00

Trading Partners

GFRS Entity	Entity Name	2002:QTR 4 - YTD	2001:QTR 4 - YTD	2001:QTR 4 - YTD Previously Reported	Line Item Changes
1200	Department of Agriculture	100.00	50.00		50.00
1300	Department of Commerce	100.00	25.00		25.00
1400	Department of the Interior	50.00	25.00		25.00
1500	Department of Justice				
1601	Department of Labor				
1602	Pension Benefits Guarantee Corporation				
Total:		250.00	100.00		100.00

Trading Partner Identification Report Closing Package Line Definitions View ATB Data

Submit Close

7. Click on the “Submit”  button to save changes and return to the main form. Click on the “Close”  button to exit the screen without saving changes.
8. Click on the “Closing Package Line Definitions”  button to view a description of the selected Closing Package Line. The definitions are created by the system administrator for each line item and are maintained in a separate DBA module.

Trading Partner Identification~ SAV 01-JUN-04 10.15.57.000 AM

Header
 Entity: 7909 TREASURY Reported In: DOLLARS
 Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO

Closing Package Line Description 2002:QTR 4 - YTD 2001:QTR 4 - YTD
 Accounts Payable 250.00 100.00
 Variance: .00 .00

Trading Partners

GFRS Entity	Entity Name	2002:QTR 4 - YTD	2001:QTR 4 - YTD	2001:QTR 4 - YTD Previously Reported	Line Item Changes
1200	Department of Agriculture	100.00	50.00		50.00
1300	Department of Commerce	100.00	25.00		25.00
1400	Department of the Interior	50.00	25.00		25.00
1500	Department of Justice				
1601	Department of Labor				
1602	Pension Benefits Guarantee Corporation				
Total:		250.00	100.00		100.00

Trading Partner Identification Report Closing Package Line Definitions View ATB Data

Submit Close

Closing Package Line Definitions - DBA062

Closing Package Line Description Date
 ACCOUNTS PAYABLE 01-OCT-2003

Closing Package Line Definition

The line item, Federal accounts payable, consists of the following:

- Accounts payable.
- Disbursements in transit.
- Other accrued liabilities.
- Custodial liability.
- Other liabilities.
- Estimated cleanup cost liability.

The balance of Federal accounts payable is equivalent to USSGL accounts: 2110F, ¿Accounts Payable¿; 2120F, ¿Disbursements in Transit¿; 2130F, ¿Contract Holdback¿; 2190F, ¿Other Accrued Liabilities¿; and 2990F, ¿Other Liabilities¿.

Submit Cancel

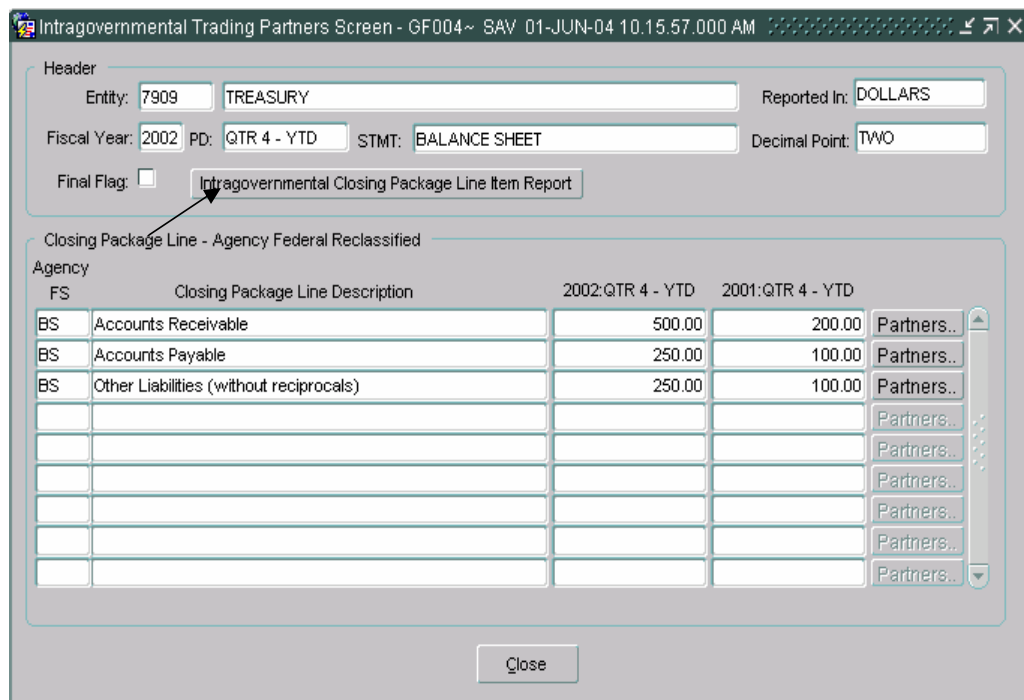
9. Press the “Trading Partner Identification Report”

Trading Partner Identification Report button to run a report of the Trading Partner information displayed on the screen.

- To retrieve, view and print the report follow the instructions in the Message and Report Retrieval Screen WF003 section of the manual (Page 27).

10. To view all of the Closing Package Lines that require Trading Partner identification for the selected entity and financial statement, press the “Intragovernmental Trading Partners Screen Report”

Intragovernmental Trading Partners Screen Report button.



- To retrieve, view and print the report follow the instructions in the Message and Report Retrieval Screen WF003 section of the manual (Page 27).

4.4 Viewing ATB Data

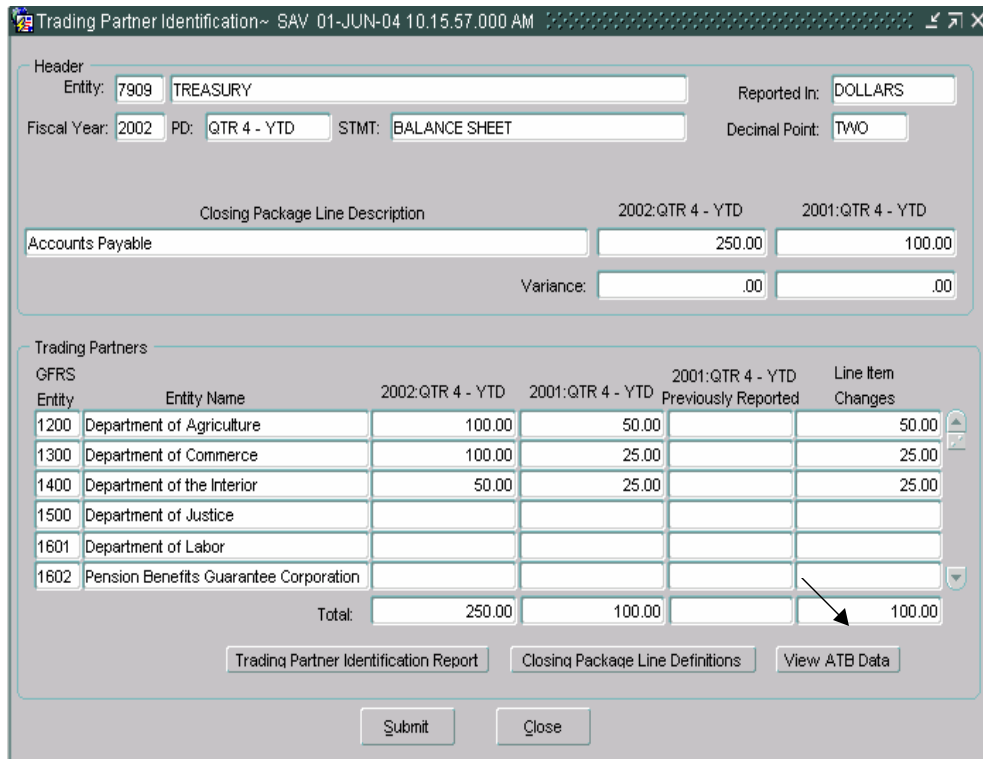
ATB data can be viewed for each Trading Partner by SGL account, Bureau and ATB Code. Each screen can be drilled down to the next level of ATB detail.

The ATB data available in this module is from the Adjusted Trial Balance information that was submitted via FACTS I. Data in these screens cannot be changed and is for informational purposes only.

At each level of ATB data, reports are available to be run that summarize the data displayed on the screen.

Detailed Instructions:

1. Press the “View ATB Data”  button to view the Adjusted Trial Balance Data for the Trading Partners displayed on the screen.



The screenshot shows a window titled "Trading Partner Identification~ SAV 01-JUN-04 10.15.57.000 AM". It contains a header section with fields for Entity (7909 TREASURY), Reported In (DOLLARS), Fiscal Year (2002), PD (QTR 4 - YTD), STMT (BALANCE SHEET), and Decimal Point (TWO). Below this is a table for "Closing Package Line Description" with columns for 2002:QTR 4 - YTD and 2001:QTR 4 - YTD. The "Accounts Payable" row shows 250.00 for 2002 and 100.00 for 2001, with a variance of .00. A "Trading Partners" section follows, with a table listing GFRS entities and their ATB data for 2002 and 2001. A "View ATB Data" button is highlighted with an arrow.

Header		Closing Package Line Description	
Entity:	7909 TREASURY	2002:QTR 4 - YTD	2001:QTR 4 - YTD
Reported In:	DOLLARS	Accounts Payable	250.00
Fiscal Year:	2002	Variance:	.00
PD:	QTR 4 - YTD		
STMT:	BALANCE SHEET		
Decimal Point:	TWO		

Entity	Entity Name	2002:QTR 4 - YTD	2001:QTR 4 - YTD	2001:QTR 4 - YTD Previously Reported	Line Item Changes
1200	Department of Agriculture	100.00	50.00		50.00
1300	Department of Commerce	100.00	25.00		25.00
1400	Department of the Interior	50.00	25.00		25.00
1500	Department of Justice				
1601	Department of Labor				
1602	Pension Benefits Guarantee Corporation				
Total:		250.00	100.00		100.00

- The ATB data screen will open and display all of the ATB data that was submitted in the FACTS I ATB Submission for each Trading Partner (Entity).


- ATB data is displayed by Trading Partner (FACTS I department) as specified in the FACTS I ATB file submission. Trading Partners are displayed in two-digit codes. The ATB Data Report is available to show the user how the ATB data should map to the GFRS four-digit entities.
- All data displayed in the ATB Data screens is view only.
- The ATB amounts displayed are reported in ATB Actual and Rounded amounts. The Rounded amount uses the reporting method and decimal point location specified by the agency in GF002.

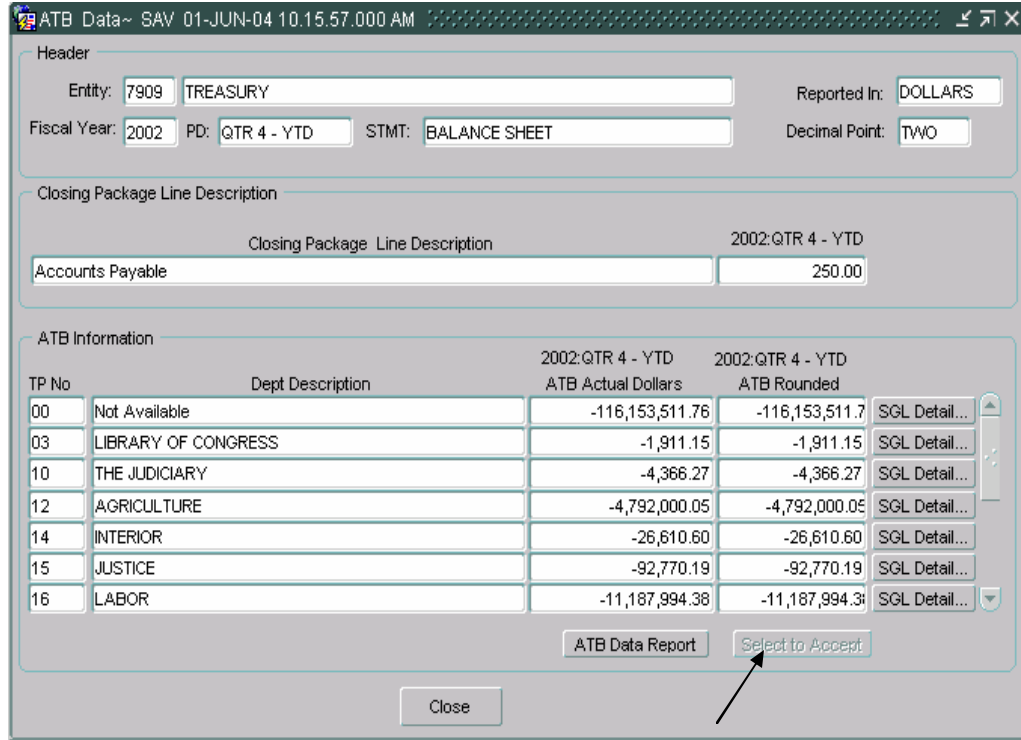
Trading partner is populated from the FACTS I interface and is linked to the appropriate GFRS entity.

The screenshot shows the 'ATB Data' application window with the following details:

- Header:** Entity: 7909 TREASURY, Reported In: DOLLARS, PD: QTR 4 - YTD, STMT: BALANCE SHEET, Decimal Point: TWO.
- Package Line Description:** Closing Package Line Description: payable, 2002:QTR 4 - YTD: 250.00.
- ATB Information Table:**

TP No	Dept Description	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded	
00	Not Available	-116,153,511.76	-116,153,511.7	SGL Detail...
03	LIBRARY OF CONGRESS	-1,911.15	-1,911.15	SGL Detail...
10	THE JUDICIARY	-4,366.27	-4,366.27	SGL Detail...
12	AGRICULTURE	-4,792,000.05	-4,792,000.05	SGL Detail...
14	INTERIOR	-26,610.60	-26,610.60	SGL Detail...
15	JUSTICE	-92,770.19	-92,770.19	SGL Detail...
16	LABOR	-11,187,994.38	-11,187,994.3	SGL Detail...

- Click on the “ATB Data Report”  button to print the ATB information displayed on the screen and determine how the two-digit FACTS I departments should map to the four-digit GFRS entities.



ATB Data~ SAV 01-JUN-04 10.15.57.000 AM

Header

Entity: 7909 TREASURY Reported In: DOLLARS

Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO

Closing Package Line Description

Closing Package Line Description	2002:QTR 4 - YTD
Accounts Payable	250.00



ATB Information

TP No	Dept Description	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded	
00	Not Available	-116,153,511.76	-116,153,511.7	SGL Detail...
03	LIBRARY OF CONGRESS	-1,911.15	-1,911.15	SGL Detail...
10	THE JUDICIARY	-4,366.27	-4,366.27	SGL Detail...
12	AGRICULTURE	-4,792,000.05	-4,792,000.05	SGL Detail...
14	INTERIOR	-26,610.60	-26,610.60	SGL Detail...
15	JUSTICE	-92,770.19	-92,770.19	SGL Detail...
16	LABOR	-11,187,994.38	-11,187,994.3	SGL Detail...

ATB Data Report Select to Accept

Close

- To retrieve, view and print the ATB Data Report follow the instructions in the Message and Report Retrieval Screen WF003 section of the manual (Page 27).

- Press the “Close”  button to exit the screen and return to the previous screen.
- Press the “SGL Detail”  button on the ATB Data screen to view the ATB data of a specific trading partner by SGL account number.

- The SGL Detail screen will open and display Trading Partner data at the SGL level.

ATB Data~ SAV 01-JUN-04 10.15.57.000 AM

Header

Entity: 7909 TREASURY Reported In: DOLLARS

Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO

Closing Package Line Description

Closing Package Line Description	2002:QTR 4 - YTD
Accounts Payable	250.00

ATB Information

TP No	Dept Description	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded	
00	Not Available	-116,153,511.76	-116,153,511.7	SGL Detail...
03	LIBRARY OF CONGRESS	-1,911.15	-1,911.15	SGL Detail...
10	THE JUDICIARY	-4,366.27	-4,366.27	SGL Detail...
12	AGRICULTURE	-4,792,000.05	-4,792,000.05	SGL Detail...
14	INTERIOR	-26,610.60	-26,610.60	SGL Detail...
15	JUSTICE	-92,770.19	-92,770.19	SGL Detail...
16	LABOR	-11,187,994.38	-11,187,994.3	SGL Detail...


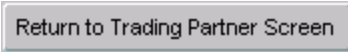
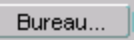
ATB Data Report Select to Accept

Close

SGL Detail Form

6. To print the ATB information displayed on the screen, click on the “SGL Detail Report”  button.

- *To retrieve, view and print the ATB Data Report follow the instructions in the Message and Report Retrieval Screen WF003 section of the manual (Page 27).*

6. Click on the “Close”  button to exit the screen and return to the previous screen. To return to the Trading Partner Identification Screen click on the “Return to Trading Partner Screen”  button.
7. To view the ATB data at the Bureau level for a selected SGL account, click on the “Bureau”  button.

SQL Detail~ SAV 01-JUN-04 10.15.57.000 AM

Header
 Entity: 7909 TREASURY Reported In: DOLLARS
 Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO

Closing Package Line Description
 Accounts Payable 2002:QTR 4 - YTD 250.00

TP No 03 Trading Partner Name LIBRARY OF CONGRESS
 2002:QTR 4 - YTD ATB Actual Dollars -1,911.15
 2002:QTR 4 - YTD ATB Rounded -1,911.15


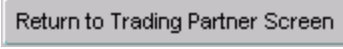
SQL Detail

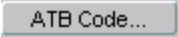
SQL	Description	F/N	TP	X/T	S/A	BSF	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded	Bureau...
2190	Other Accrued Liabilities	F	03	U	U	U	-1,911.15	-1,911.15	Bureau...
									Bureau...
									Bureau...
									Bureau...
									Bureau...
									Bureau...
									Bureau...
									Bureau...
									Bureau...
									Bureau...

Close Return to Trading Partner Screen SQL Detail Report

- The Bureau screen will open and display the ATB data at the Bureau code level:

- To retrieve, view and print the ATB Data Report follow the instructions in the Message and Report Retrieval Screen WF003 section of the manual (Page 27).

9. Click on the “Close”  button to exit the screen and return to the previous screen. To return to the Trading Partner Identification Screen press the “Return to Trading Partner Screen”  button.

10. To view the ATB Data at the ATB code level for a selected bureau, click on the “ATB Code”  button to view the ATB Code screen.

- The ATB Code screen will open and the ATB data will be displayed by ATB code for the selected Bureau.


The screenshot shows a software window titled "Bureau Detail~ SAV 01-JUN-04 10.15.57.000 AM". The interface is divided into several sections:

- Header:** Entity: 7909 TREASURY, Reported In: DOLLARS, Fiscal Year: 2002, PD: QTR 4 - YTD, STMT: BALANCE SHEET, Decimal Point: TWO.
- Closing Package Line Description:** Accounts Payable, 2002:QTR 4 - YTD: 250.00.
- TP No / Trading Partner Name:** 03 LIBRARY OF CONGRESS, 2002:QTR 4 - YTD ATB Actual Dollars: -1,911.15, 2002:QTR 4 - YTD ATB Rounded: -1,911.15.
- SGL / Description:** 2190 Other Accrued Liabilities, F/N: F, TP: 03, X/T: U, S/A: U, BSF: U, 2002:QTR 4 - YTD ATB Actual Dollars: -1,911.15, 2002:QTR 4 - YTD ATB Rounded: -1911.15.
- Bureau Detail Table:**

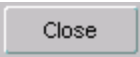
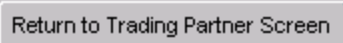
Bureau	Bureau Name	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded	ATB Code...
2009	Internal Revenue Service	-1,911.15	-1,911.15	ATB Code...
				ATB Code...
				ATB Code...
				ATB Code...
				ATB Code...
				ATB Code...
				ATB Code...

Buttons at the bottom include "Close", "Return to Trading Partner Screen", and "Bureau SGL Detail Report". An arrow points from the "ATB Code..." button in the table to the "Bureau SGL Detail Report" button.

11. The ATB Code detail screen will open displaying all ATB data by ATB Code for the selected bureau.

12. To run a report of the ATB information displayed, press the “ATB Code SGL Detail Report” .

- *To retrieve, view and print the ATB Data Report follow the instructions in the Message and Report Retrieval Screen WF003 section of the manual (Page 27).*

13. Click on the “Close”  to exit the screen and return to the previous screen. To return to the Trading Partner Screen click on the “Return to Trading Partner Screen”  button.

4.5 Final Flag Setting

To complete the GF004 module, the final flag must to be checked. When the final flag is checked, the program initiates a validation that confirms that all Closing Package Line item balances have been allocated to Trading Partners in their entirety.

- The final flag cannot be checked if a variance greater than zero exists for any Closing Package Line item in the financial statement.
- When the final flag is checked, the trading partner allocations cannot be modified. Should changes need to be made to a TP allocation in the GF004 module, the final flag button must be un-checked.
 - ✓ If the system will not allow the final flag to be unchecked, the financial statement may be locked in the Completions and Approvals module (GF008). The FPA must un-lock the GF004 module in the GF008 screen for the final flag to be modifiable. See Module GF008 for further explanation.

Detailed Instructions:

1. To complete the statement in GF004, click on the “Final Flag” on the Intragovernmental Transactions Trading Partners Screen.

Header

Entity: 7909 TREASURY Reported In: DOLLARS

Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO

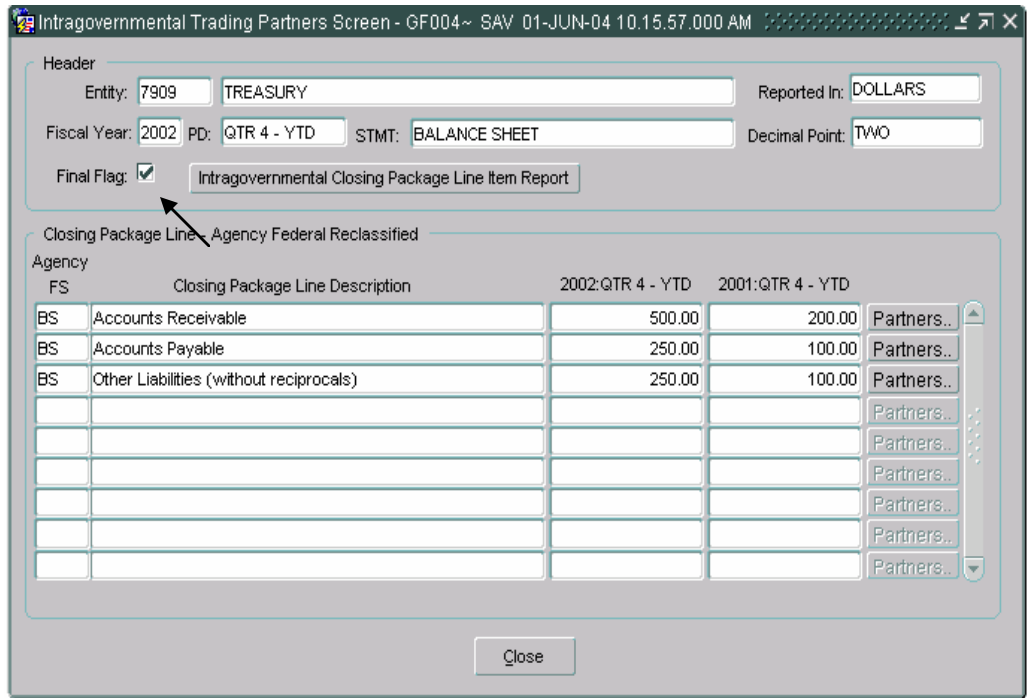
Final Flag: Intragovernmental Closing Package Line Item Report

Closing Package Line - Agency Federal Reclassified

Agency FS	Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD	
BS	Accounts Receivable	500.00	200.00	Partners..
BS	Accounts Payable	250.00	100.00	Partners..
BS	Other Liabilities (without reciprocals)	250.00	100.00	Partners..
				Partners..
				Partners..
				Partners..
				Partners..
				Partners..
				Partners..

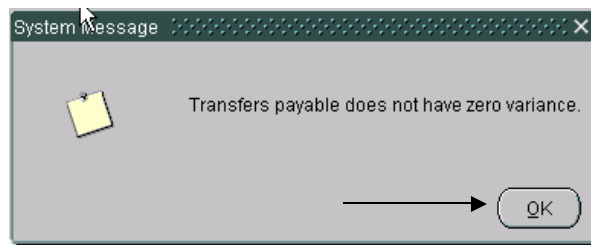
Close

- Once the Final Flag has been checked, a confirmation message will be displayed in the message at the bottom of the screen.



- If the financial statement fails the validation checks, an error message will be displayed. The message will reference the Closing Package Line item balance that has a variance.

- Click on the "OK" button to acknowledge the message and make the necessary changes to the trading partner allocation for the mentioned line item.



4.6 Field Descriptions

All fields on each form in the Intragovernmental trading partners module are detailed below:

Intragovernmental Trading Partners Screen – GF004:

The screenshot shows the 'Intragovernmental Trading Partners Screen - GF004' window. The title bar includes the text 'SAV 01-JUN-04 10.15.57.000 AM'. The main area is divided into a 'Header' section and a 'Closing Package Line - Agency Federal Reclassified' section.

Header Section:

- Entity: 7909 TREASURY
- Reported In: DOLLARS
- Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET
- Decimal Point: TWO
- Final Flag: Intragovernmental Closing Package Line Item Report

Closing Package Line - Agency Federal Reclassified Section:

Agency FS	Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD	Partners..
BS	Accounts Receivable	500.00	200.00	Partners..
BS	Accounts Payable	250.00	100.00	Partners..
BS	Other Liabilities (without reciprocals)	250.00	100.00	Partners..
				Partners..
				Partners..
				Partners..
				Partners..
				Partners..
				Partners..

A 'Close' button is located at the bottom center of the window.

Field Name	Functional Description	Attributes	Setting Options
Entity	Entity is a value for a federal agency that was set up in DBA055 screen.	<ol style="list-style-type: none"> Entity is a required field. Automatically populated based on user permissions. If no statements are FINAL in GF003, this field will remain blank. 	None.
Agency Financial Statement	Agency financial statement is where financial statement that the closing package line was reclassified from.	<ol style="list-style-type: none"> Automatically populated with the record. 	None.
Fiscal Year	Fiscal Year is the current open fiscal year that is assigned by the system administrator in DBA061.	<ol style="list-style-type: none"> Fiscal Year is a required field. The value displayed is automatically populated from the DBA061 screen. Only one fiscal year can be open at time. Not editable by the user. 	None
PD (Period)	PD is the current open period that is assigned by the system administrator in DBA061.	<ol style="list-style-type: none"> PD (Period) is a required field The value displayed is set by the System Administrator in the DBA061 screen Only 1 period may be open at a time Un-modifiable 	None
STMT	STMT is the financial statement type for a selected entity.	<ol style="list-style-type: none"> Un-modifiable Required Field. the GF 	STMT templates are set up in the GF001 module.
Reported In	Reported in is the setting for how financial data is displayed in the selected financial statement.	<ol style="list-style-type: none"> Reported in is not editable by the user. The setting is retrieved from the GF002 module. Reported In is a required field. 	Refer to GF002 to edit this field.
Decimal Place	Decimal Place is the setting for the decimal position placement in the selected financial statement.	<ol style="list-style-type: none"> Decimal Place is not editable by the user Decimal Place is a required field 	Refer to GF002 to edit this field.

Field Name	Functional Description	Attributes	Setting Options
Intragovernmental Trading Partners Screen Report	Intragovernmental Trading Partners Screen Report (push button): Report that shows all Federal Closing Package line items that require Trading Partner identification by the agency.	None	None
Final Flag	Final flag when checked, flags a financial statement as completed.	1. Final flag can only be checked in the GF004 module when all Closing Package Line amounts have been allocated (Identified) to Trading Partners. Variance amounts for all Closing Package Line items must be Zero	There are two settings; Checked = Final and complete Un-Checked = Not Completed
Closing Package Line Description	Closing Package Line Descriptions are retrieved from the GF003 module.	1. View only. 2. Only Closing Package Line Items that have an F/N attribute setting of "F" will be displayed in this module.	None
Current Open Period Amount	Current open period (i.e. 2002-QTR 4 YTD) displays the amount that was reclassified to the selected Closing Package line item in the GF003 Reclassification module.	1. Current Open period is view only.	None
Prior Period Amount	Prior period (i.e. 2001 QTR 4 YTD) displays the amount that was reclassified to the Closing Package line item in the GF003 Reclassification module for the prior period..	1. Prior period amount is view only.	None
Partners	The Partners button will open the Trading Partner Identification screen for the selected Closing Package Line item.	None.	The Partners button can be in one of two states, active or inactive. The button is only active for lines that have a balance greater than zero.

Trading Partner Identification Screen – GF004:

Field Name	Functional Description	Attributes	Setting Options
Closing Package Line Description	Closing Package Line Description was selected in the Intragovernmental Trading Partners screen for the identification of trading partners.	<ol style="list-style-type: none"> 1. The closing package line description is defaulted into the Trading Partner Screen from the main form. 2. The closing package line description was created in the GF003. 3. Un-modifiable. 	None
Current Period Amount (Closing Package Line Description)	The current period amount (i.e. 2002 QTR 4 – YTD) serves as a guide telling the user how the amount of the Closing Package Line Description amount must be allocated to trading partners	<ol style="list-style-type: none"> 1. Un-modifiable 2. Values for current period amount are populated into the field from the Intragovernmental Trading Partner screen. 	None – Informational use only.

Field Name	Functional Description	Attributes	Setting Options
Prior Amount (Closing Package Line Description)	The Prior Period amount (i.e. 2001 QTR 4 – YTD) serves as a guide telling the user how the amount of the Closing Package Line Description amount must be allocated to trading partners	<ol style="list-style-type: none"> 1. Un-modifiable. 2. Prior Period amount is populated into the field from the Intragovernmental Trading Partner screen. 	None – Informational use only.
Variance	The variance field tracks the amount of a Closing Package Line that has not been allocated.	<ol style="list-style-type: none"> 1. Variance is a calculated field. The value displayed is the difference between the Closing Package Line amount and the total amount allocated to Trading Partners. 2. The final flag cannot be checked until all of the Closing Package Line items of a financial statement are zero. 	None
GFRS Entity	Entities are the other Federal agencies that users select and identify as trading partners. Entity is populated with all of the entities set up in the Entity Crosswalk (DBA055) screen for users to select (Identify) Trading Partners.	<ol style="list-style-type: none"> 1. Closing Package is a required field 2. Trading Partners are identified by the user populating the current and prior with the intergovernmental balance for the selected Trading Partner 3. Un-modifiable 	None
Entity Name	Entity name is the name of the entity (Federal Agency) selected in the GFRS Entity field.	<ol style="list-style-type: none"> 2. Un-modifiable 3. The name is automatically populated when the form is opened. 	None
Current Open Period Amount (Trading Partner)	The Current Open Period Amount (i.e. 2002 QTR 4 –YTD) is where all or part of the closing package line item current period amount is allocated to a selected Trading Partner for the corresponding period	<ol style="list-style-type: none"> 1. Current Open Period is a required field. 2. Amounts are allocated from the Closing Package Line amount to a selected Trading Partner in the current period amount field. 3. As amounts are entered in the Trading Partner current open amount field the Trading Partners are identified. 4. The column header dates come default to the current open period that is controlled in the DBA061 	<ol style="list-style-type: none"> 3. The maximum character length 15 numerical characters. 4. Amounts entered can be positive or negative.

Field Name	Functional Description	Attributes	Setting Options
Prior Period Amount (Trading Partner)	The Prior Period amount (i.e. 2001 QTR 4 – YTD) is where all or part of the closing package line item prior period amount is allocated to a selected Trading Partner for the corresponding period	<ol style="list-style-type: none"> 1. Prior Period is a required field. 2. The column header dates come default to the Prior Period that is controlled in the DBA061 screen. 	<ol style="list-style-type: none"> 1. The maximum character length 15 characters. 2. Amounts entered can be positive or negative.
Previously Reported	Previously Reported amounts are values that have been reported in prior Financial Statements.	<ol style="list-style-type: none"> 1. Previously Reported is a non-modifiable field. 2. Values displayed are automatically populated from previous statements. 3. Values will only be displayed if the mapping of the prior period financial statement and the current statement are the same. 	None
Line Item Changes	Line item tracks the difference of the amount reported in the prior period and the amount reported in the previously reported (i.e. 2001-QTR 4 – YTD)	<ol style="list-style-type: none"> 1. The calculation is performed automatically when an amount is entered into the prior period amount (for trading partner) field. 	None
Trading Partner Identification Report	The Trading Partner Identification Report prints out a report of the trading partner allocation information displayed on the screen.	None	Users press the Trading Partner Identification to a report of the identified trading partners and their related intragovernmental balances.
Closing Package Line Definitions	The Closing Package Line definitions button displays the definition of a selected Closing Package Line item.	<ol style="list-style-type: none"> 1. A description of the selected Closing Package Line item is displayed when the button is pushed. 2. The definition comes from the DBA062 screen in the System Administration section of GFRS. 	None
View ATB Data	The View ATB Data button opens the ATB Data screen that displays all of the ATB data submitted in FACTS I for the selected Closing Package Line Items.	None	None
Submit	The Submit button will save all changes, close the screen and return the user to the main menu.	None	None
Close	The Close button will close the current screen and return the user to the previous screen.	None	None

Module GF005: Non-Verifying Agency TP Identification

5.1 Module Overview

The Intragovernmental Transactions Trading Partners module for Non-Verifying Agencies provides FMS and users from non-verifying agencies the ability to view Intragovernmental Trading Partners by federal line items for all non-verifying agencies.

All data displayed in the GF005 module is un-modifiable and is presented for informational purposes only. The module is populated with the financial statements for ***all*** non-verifying agencies. FACTS I adjusted trial balance data is displayed in the format of the Closing Package Financial Statements for each non-verifying entity.

The GF005 module provides the user with the ability to view the Trading Partners associated with each closing package line item using the drill down functionality built into the program. By pressing the Partners button for a selected line, users can view all of the GFRS Trading Partners associated with the selected closing package line. All data in this module is retrieved from the ATB submission to FACTS I. ATB data can be viewed by SGL, Bureau, or ATB Code.

Amounts viewed in this module are used for eliminating Intragovernmental transactions in the Governmentwide eliminations module.

5.2 View Only Non – Verifying Entities

All of the financial statements records displayed in the GF005 module are for non-verifying agencies. In GFRS, all non-verifying agencies are defined as a four digit GFRS entity through a link created by the System Administrator between the two-digit FACTS I department code and the four-digit GFRS entity number. Using this translation, the FACTS I data can be viewed by the GFRS entity in the GF005 screen. Only FACTS I departments that have been cross-walked to GFRS entities will be displayed in GF005.

Entity is populated with the Non-Verifying entity that has been cross-walked to a related FACTS I department.

	YTD	2001:QTR 4 - YTD	
	2,659	0	Partners..
Accounts Receivable	6,303,088	0	Partners..
Interest Receivable	529,019	0	Partners..
Transfers Receivable	600,000	0	Partners..
Advances to Others and Prepayments	5,493,102	0	Partners..
Accounts Payable	-2,541,664	0	Partners..
Transfers Payable	-600,000	0	Partners..
Benefit Program Contributions Payable	-2,863,775	0	Partners..
Advances from Others and Deferred Credits	-25,357,654	0	Partners..
Other Liabilities (without reciprocals)	-3,988	0	Partners..

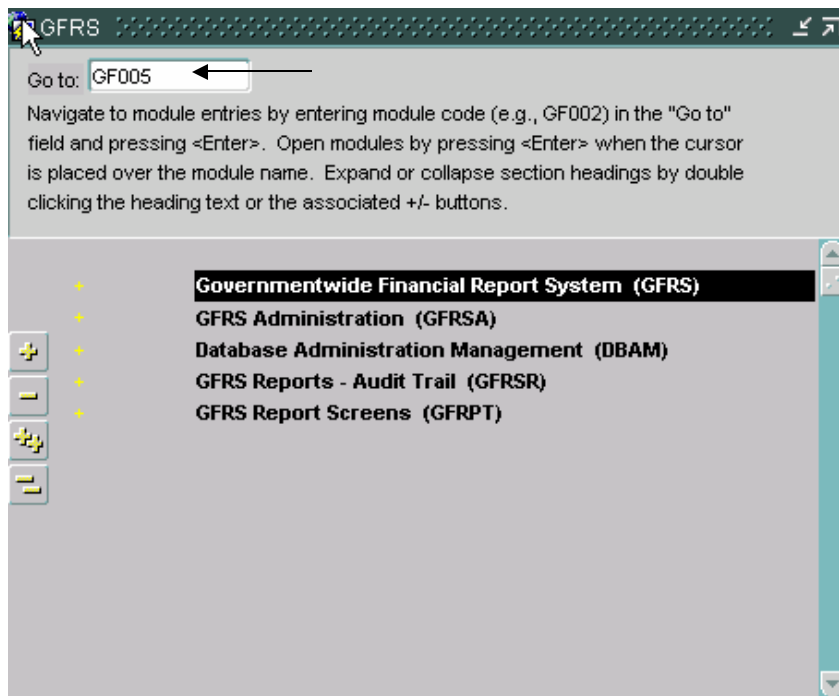
5.3 Retrieving Records

Section 1: Opening the GF005 module

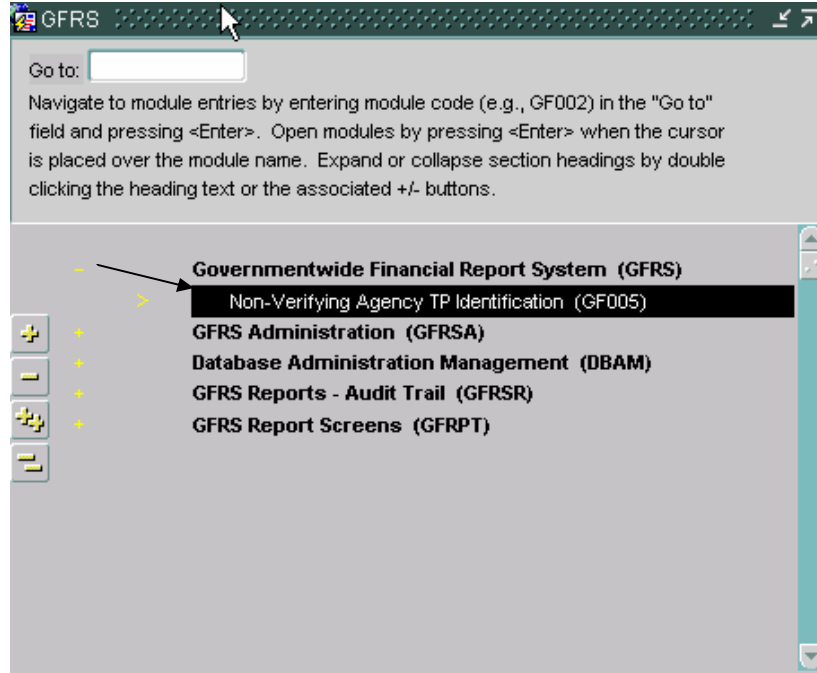
The first step in retrieving financial statement data is to open the GF005 module. There are two methods available to open the screen from the main menu:

Method 1: Opening the program using the “Go To” functionality

1. Enter the option code “GF005” into the “Go to” field.



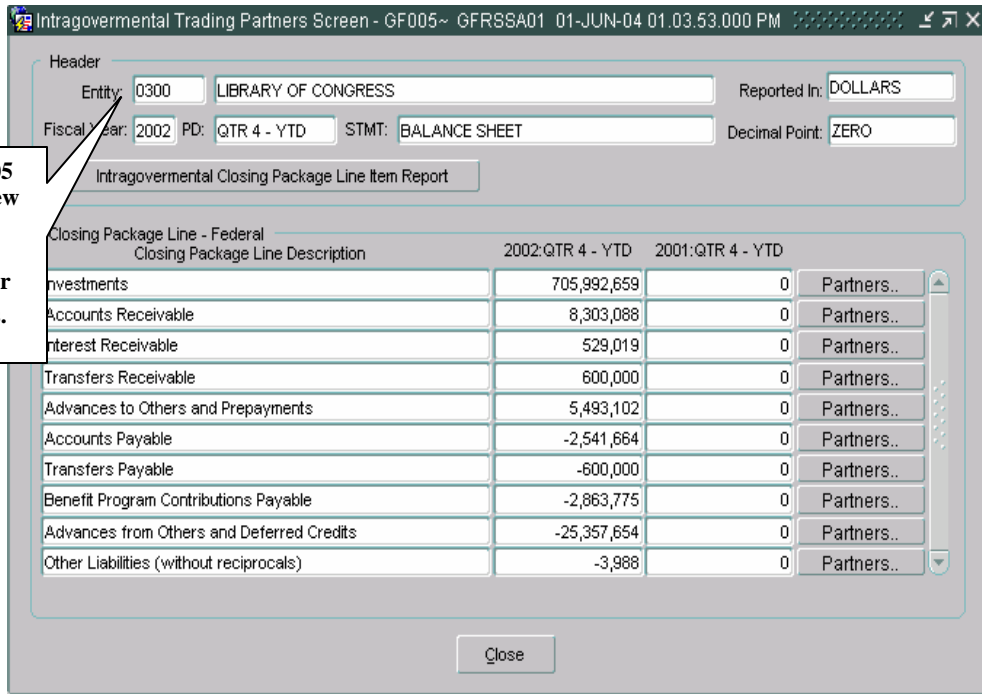
2. Press **<ENTER>** and the GFRS menu will open and place the cursor focus on the GF005 menu selection.



3. Press <ENTER> again to open the GF005 screen.

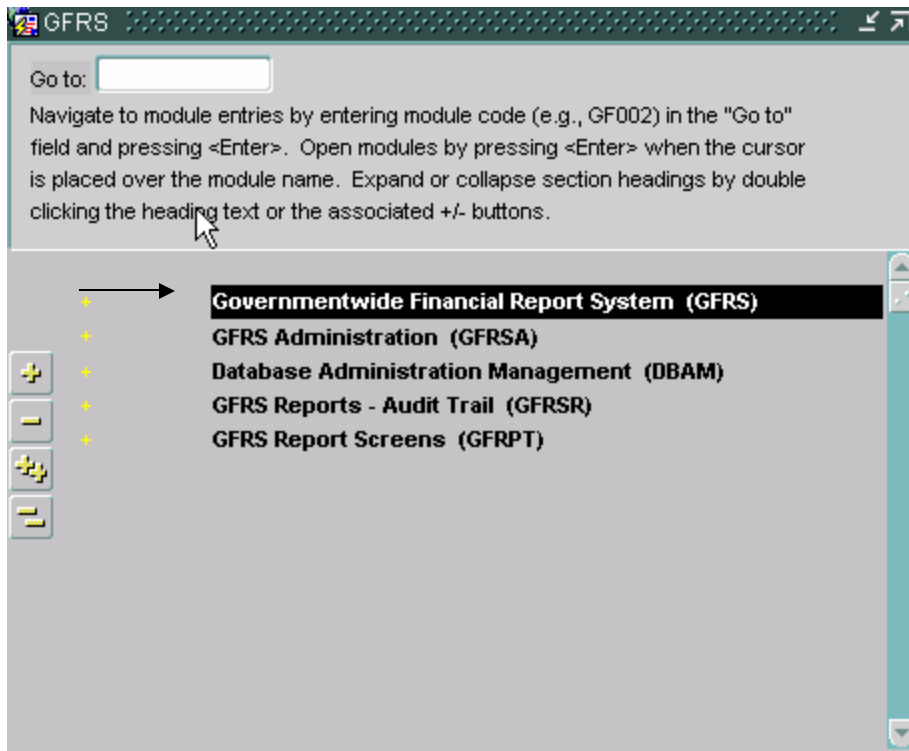
- The GF005 screen will open and display all of the non-verifying agency statements the user has permission to view.

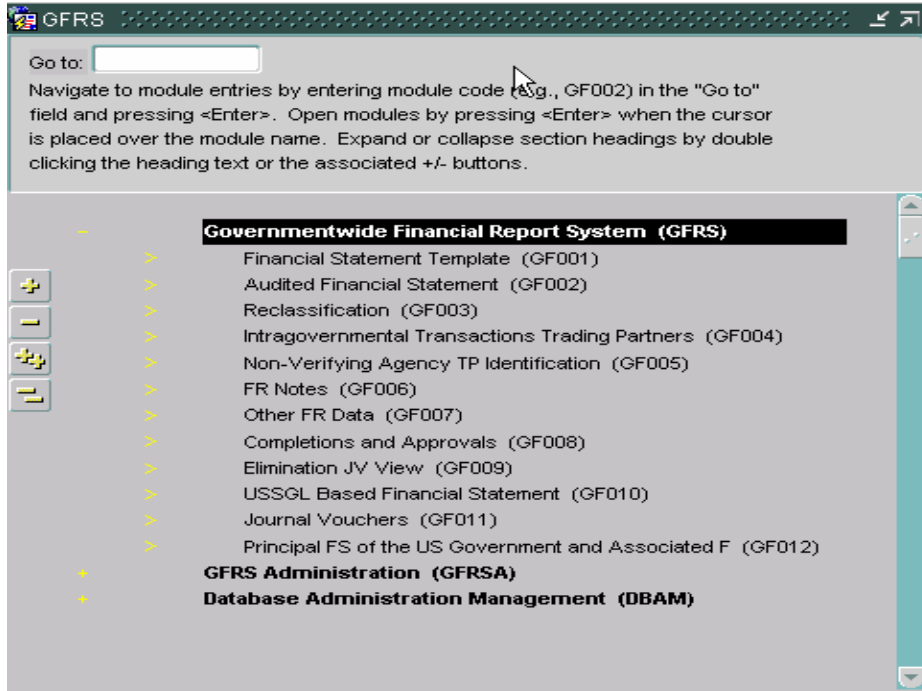
Upon opening the GF005 module, the user will view the financial statements for the non-verifying entities to which the user has been granted access.



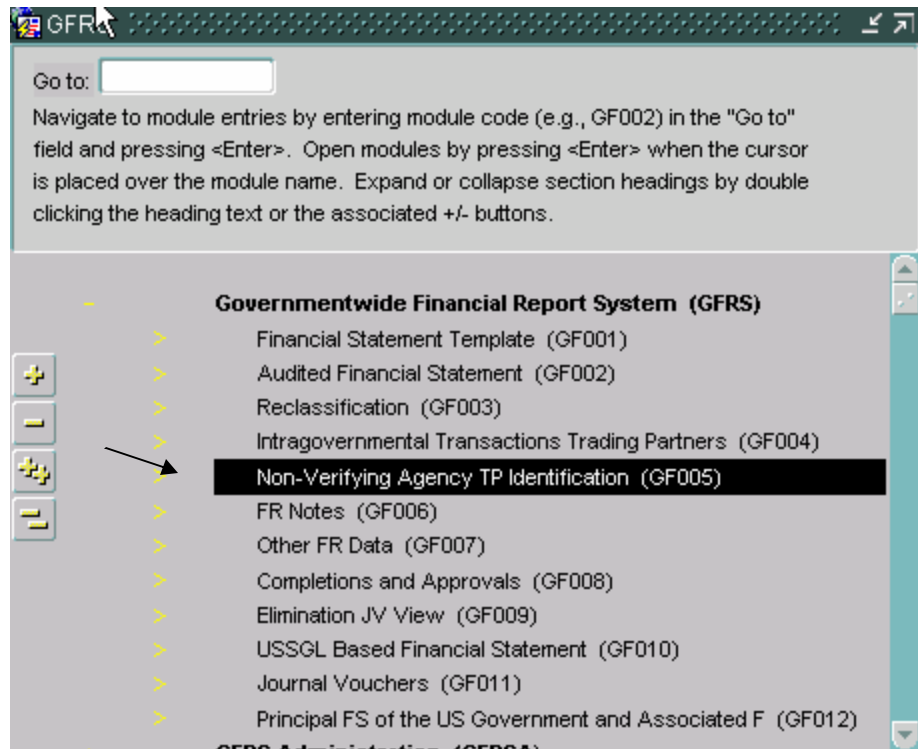
Method 2: Opening the program using menu navigation

1. Double-click on the menu selection “Governmentwide Financial Reporting System (GFRS).” The menu will expand, displaying all module selections for GFRS.





2. Set the cursor focus on the GF005 menu option.



3. Double-click on the (GF005) menu selection to open the screen.

Intragovernmental Trading Partners Screen - GF005~ GFRSSA01 01-JUN-04 01.03.53.000 PM

Header

Entity: 0300 LIBRARY OF CONGRESS Reported In: DOLLARS

Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: ZERO

Intragovernmental Closing Package Line Item Report


Closing Package Line - Federal

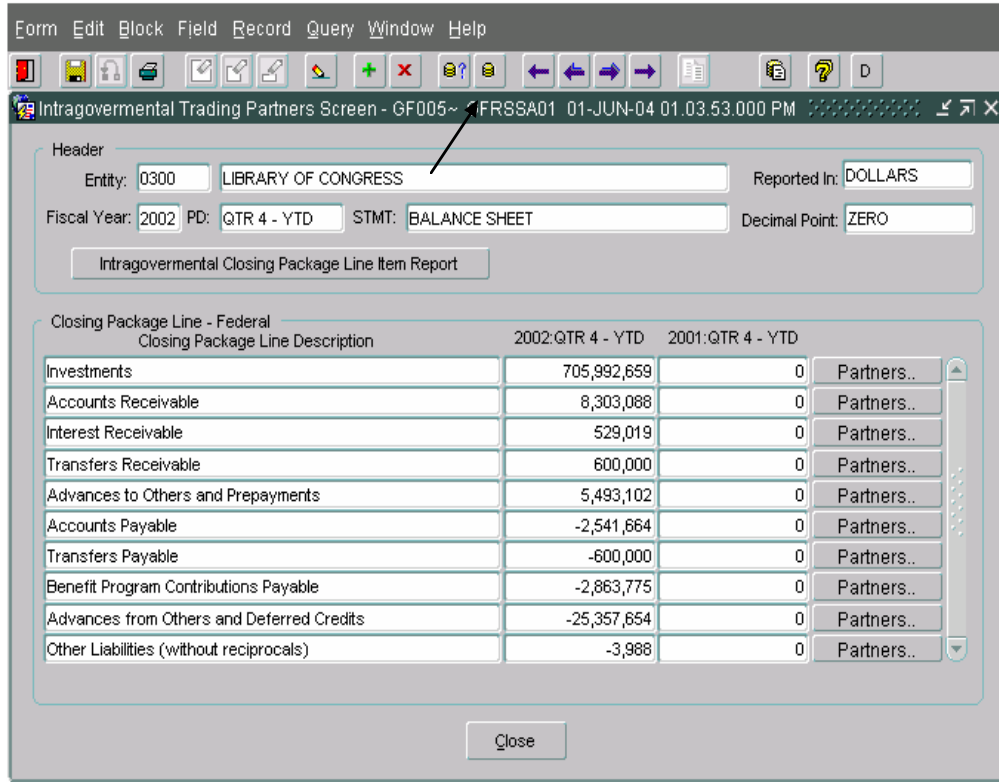
Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD	Partners..
Investments	705,992,659	0	Partners..
Accounts Receivable	8,303,088	0	Partners..
Interest Receivable	529,019	0	Partners..
Transfers Receivable	600,000	0	Partners..
Advances to Others and Prepayments	5,493,102	0	Partners..
Accounts Payable	-2,541,664	0	Partners..
Transfers Payable	-600,000	0	Partners..
Benefit Program Contributions Payable	-2,863,775	0	Partners..
Advances from Others and Deferred Credits	-25,357,654	0	Partners..
Other Liabilities (without reciprocals)	-3,988	0	Partners..

Close

Section 2: Retrieving records for a single entity

Users can find and retrieve financial statements by querying on the entity field and manually entering the GFRS entity number or by selecting the entity from a list of values (LOV). Select an entity by using one of the two methods described below.

1. To retrieve records for a specific entity, press the enter query button  on the toolbar to initiate a query.



2. Enter the entity number by manually typing the entity number into the entity field or by populating the field by selecting from a list of values (LOV). Follow the steps below to query for an entity via manual entry of the entity number:

Method 1: Manual Entry of Entity number

- A. Enter a query using the 'Enter/Query' button on the toolbar. The form will become empty.

Form Edit Block Field Record Query Window Help

Intragovernmental Trading Partners Screen - GF005- SAV 28-JUN-04 10.40.37.000 AM

Header

Entity: 8001 NON-VERIFYING Reported In: DOLLARS

Fiscal Year: 2002 PD: QTR 4 - YTD STMT: STATEMENT OF NET COST Decimal Point: ZERO

Intragovernmental Closing Package Line Item Report

Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD	
Benefit Program Cost	49,661,646	0	Partners..
Imputed Costs	59,802,898	0	Partners..
Buy/Sell Costs	48,373,143	0	Partners..
Buy/Sell Revenues	-71,262,484	0	Partners..
Other Revenues (without reciprocals)	11,121,804	0	Partners..
Interest revenues	-11,181,381	0	Partners..
			Partners..
			Partners..
			Partners..
			Partners..

Close

- B. Enter the entity number into the entity field and execute the query to retrieve the financial statements for the selected entity.

The screenshot shows the 'Intragovernmental Trading Partners Screen' with the following details:

- Header Section:**
 - Entity: 0300
 - Reported In: [Empty]
 - Fiscal Year: [Empty] PD: [Empty] STMT: [Empty]
 - Decimal Point: [Empty]
- Table Section:**

Closing Package Line Description	:QTR 4 - YTD	:QTR 4 - YTD	Partners..
			Partners..
			Partners..
			Partners..
			Partners..
			Partners..
			Partners..
			Partners..
			Partners..
			Partners..
			Partners..
			Partners..


Method 2: Selection of Entity using a list of values

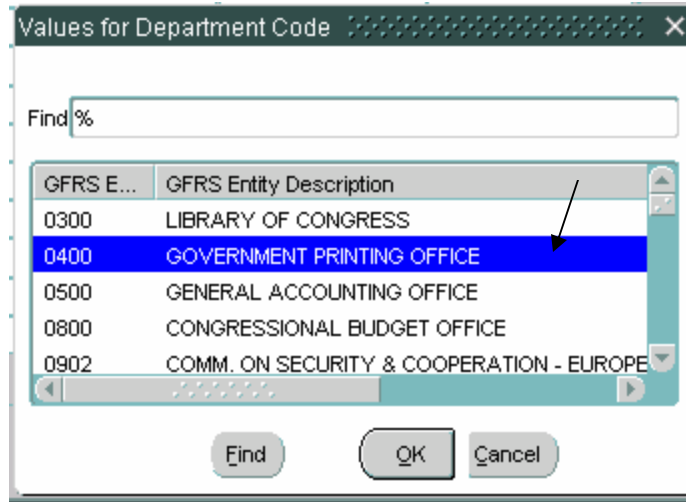
- A. Enter a query using the 'Enter/Query' button on the toolbar. The form will become empty.

The screenshot shows the 'Intragovernmental Trading Partners Screen' with an empty form. An arrow points to the 'Entity' field in the header section.

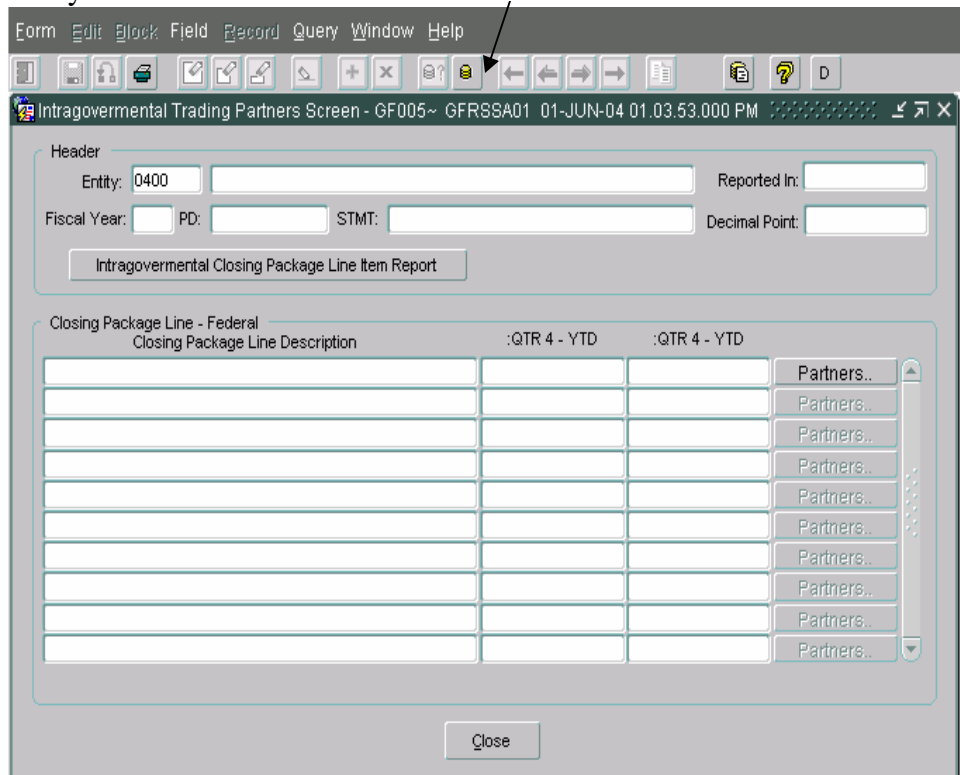
- Header Section:**
 - Entity: [Empty]
 - Reported In: [Empty]
 - Fiscal Year: [Empty] PD: [Empty] STMT: [Empty]
 - Decimal Point: [Empty]
- Table Section:**

Closing Package Line Description	:QTR 4 - YTD	:QTR 4 - YTD	Partners..
			Partners..
			Partners..
			Partners..
			Partners..
			Partners..
			Partners..
			Partners..
			Partners..
			Partners..
			Partners..
			Partners..

- B. Place the cursor focus in the entity field by double-clicking on the entity field. The list of values (LOV) will appear.
- C. Select the entity from the LOV by placing the cursor focus on the Entity (agency) desired and pressing the “OK”  button to select the highlighted department.



- 3. Execute the query. The GF005 screen will be populated with the selected entity.



The query will return all of the financial statements for the selected entity.

Intragovernmental Trading Partners Screen - GF005~ GFRSSA01 01-JUN-04 01.03.53.000 PM

Header



Entity: 0400 GOVERNMENT PRINTING OFFICE Reported In: DOLLARS

Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: ZERO

Intragovernmental Closing Package Line Item Report

Closing Package Line - Federal Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD	
Accounts Receivable	74,957,208	0	Partners..
Advances to Others and Prepayments	245,437	0	Partners..
Other Assets (without reciprocals)	-2,858,435	0	Partners..
Accounts Payable	-69,760,212	0	Partners..
Advances from Others and Deferred Credits	-62,335,016	0	Partners..
			Partners..
			Partners..
			Partners..
			Partners..
			Partners..

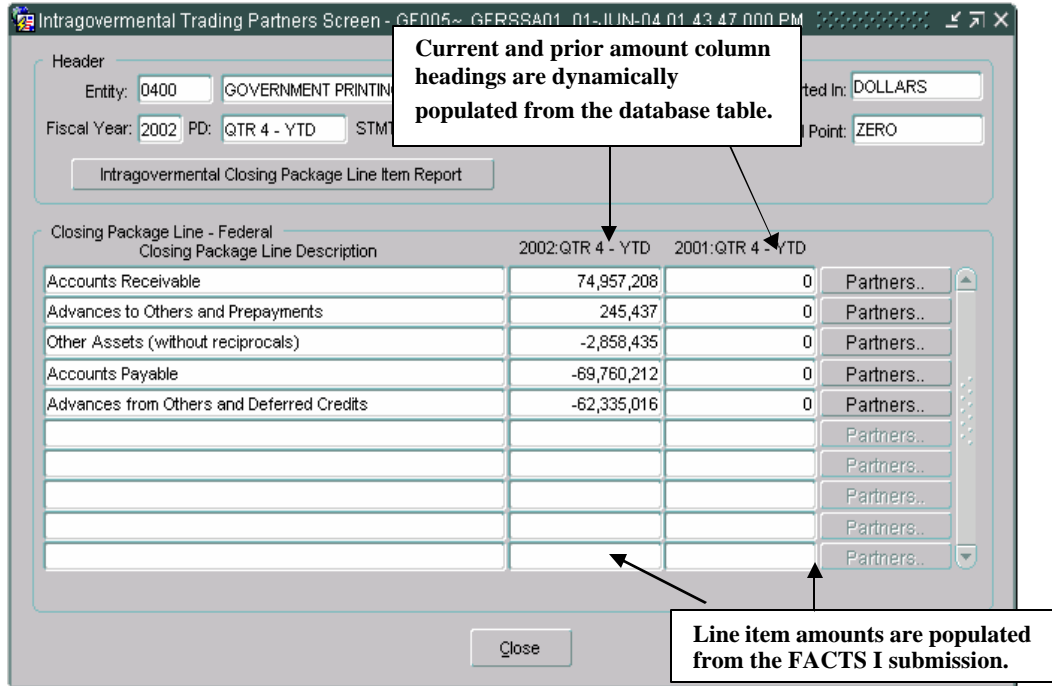
Close

Press the NEXT record  button to navigate to the next record (financial statement) or press the PREVIOUS  button to navigate to the previous record. Refer to the GFRS Navigation section of the manual on page 16 for more information on navigating in GFRS.

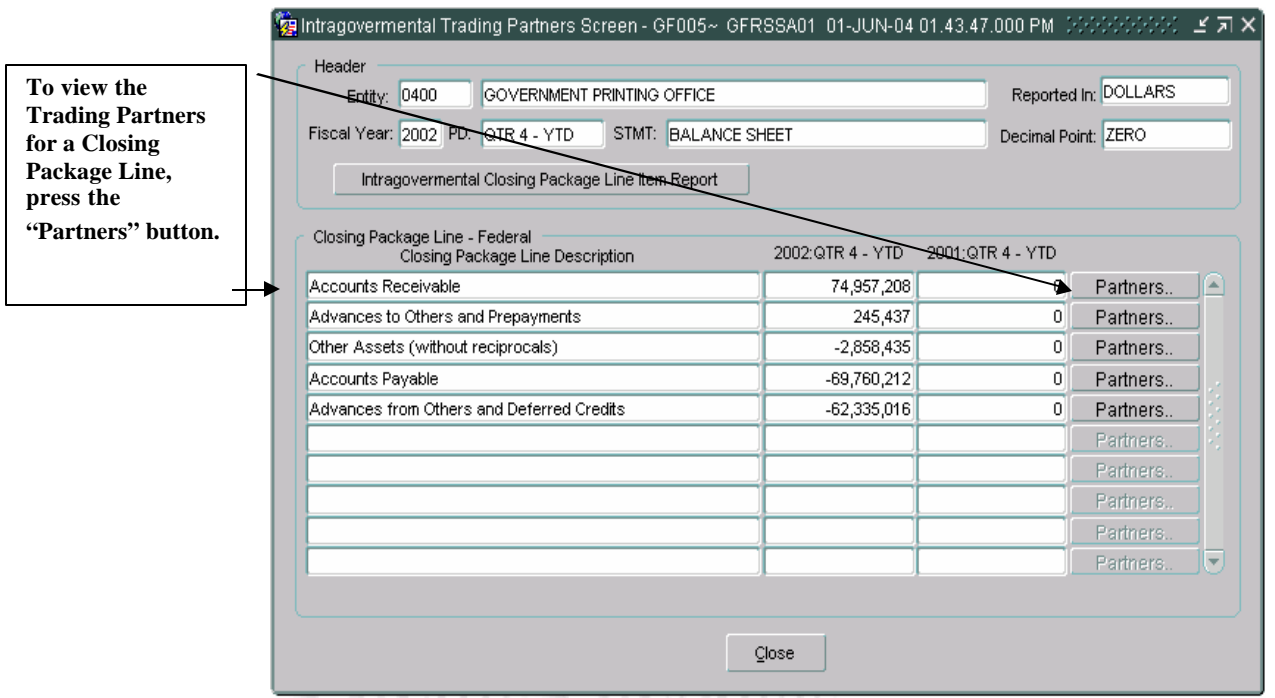
5.4 Data Displayed in the GF005 module.

Data displayed in the GF005 Intragovernmental Trading Partners Module is retrieved from the FACTS I data for the selected entity. All data is view-only. The data displayed is for informational purposes only.

1. The Intragovernmental Trading Partners screen displays the Federal Closing Package line item balances from the FACTS I submission.
 - The Closing Package lines are populated using the SGL crosswalk created by the system administrator for the FR00 templates in GF001.
 - The column headings for the current period amount (i.e. 2002-QTR4 – YTD) and prior period amount (i.e. 2001-QTR4-YTD) are predetermined.
 - Values for Reported In and Decimal point are set by the Database Administrator in the “Reporting Method – Non-Verifying Agencies” module.
 - The amounts displayed for each Closing Package line are the intragovernmental balances reported in the FACTS I submission for the current and prior periods. The line item amounts are calculated based on the crosswalk of the Closing Package line to the SGL accounts.
 - Fiscal Year and Period values default to the current open period.



- Click on the “Partners” button to view the FACTS I trading partner data for a selected Closing Package line item.



3. The Trading Partner Screen will open and display all of the GFRS trading partners associated with the selected Closing Package line.
 - The screen will display the selected Closing Package Line item and related amounts for current and prior periods. Amounts displayed are from the FACTS I submission and calculated based on the mapping of the Closing Package line (FR Line) to SGL accounts.

Header			
Entity:	0400 GOVERNMENT PRINTING OFFICE	Reported In:	DOLLARS
Fiscal Year:	2002	PD:	QTR 4 - YTD
	STMT: BALANCE SHEET	Decimal Point:	ZERO

Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD
Accounts Receivable	74,957,208	0
Variance:	783,240	0

Trading Partners			
TP No.	Trading Partner Name	2002:QTR 4 - YTD	2001:QTR 4 - YTD
1602	Pension Benefits Guarantee Corporation	1,171	0
2000	Department of the Treasury	2,980,327	0
9500	Independent and Other Agencies	63,197,148	0
9900	Treasury General Fund	11,526	0
DE00	Department of Defense	7,983,796	0
	Total:	74,173,968	0

- Inside the Trading Partners block, all Trading Partners with intragovernmental balances related to the Closing Package Line item are displayed. Trading Partners are displayed in terms of GFRS entities (four-digit entity numbers) and not FACTS I departments. The appropriate rollup of FACTS I department to GFRS Entity is determined by the system administrator.

Trading Partner Identification~ GFRSSA01 01-JUN-04 01.43.47.000 PM

Header
 Entity: 0400 GOVERNMENT PRINTING OFFICE Reported In: DOLLARS
 Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: ZERO

Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD
Accounts Receivable	74,957,208	0
Variance:	783,240	0

Trading Partners

TP No.	Trading Partner Name	2002:QTR 4 - YTD	2001:QTR 4 - YTD
1602	Pension Benefits Guarantee Corporation	1,171	0
2000	Department of the Treasury	2,980,327	0
9500	Independent and Other Agencies	63,197,148	0
9900	Treasury General Fund	11,526	0
DE00	Department of Defense	7,983,796	0
Total:		74,173,968	0

Buttons: Closing Package Line Definitions, View ATB Data, Close

- The values in the variance fields are the difference of the total of all Trading Partner balances subtracted from the amount of the Closing Package Line.

Trading Partner Identification~ GFRSSA01 01-JUN-04 01.43.47.000 PM

Header
 Entity: 0400 GOVERNMENT PRINTING OFFICE Reported In: DOLLARS
 Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: ZERO

Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD
Accounts Receivable	74,957,208	0
Variance:	783,240	0

Trading Partners

TP No.	Trading Partner Name	2002:QTR 4 - YTD	2001:QTR 4 - YTD
1602	Pension Benefits Guarantee Corporation	1,171	0
2000	Department of the Treasury	2,980,327	0
9500	Independent and Other Agencies	63,197,148	0
9900	Treasury General Fund	11,526	0
DE00	Department of Defense	7,983,796	0
Total:		74,173,968	0

Buttons: Closing Package Line Definitions, View ATB Data, Close

Note: Arrows in the original image point from the 'Variance' field in the first table to the 'Total' row in the second table.

- To view the definition of the selected Closing Package Line item, click on the “Closing Package Line Definitions”

Closing Package Line Definitions button.

Trading Partner Identification ~ GFRSSA01 01-JUN-04 01.43.47.000 PM

Header
 Entity: 0400 GOVERNMENT PRINTING OFFICE Reported In: DOLLARS
 Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: ZERO

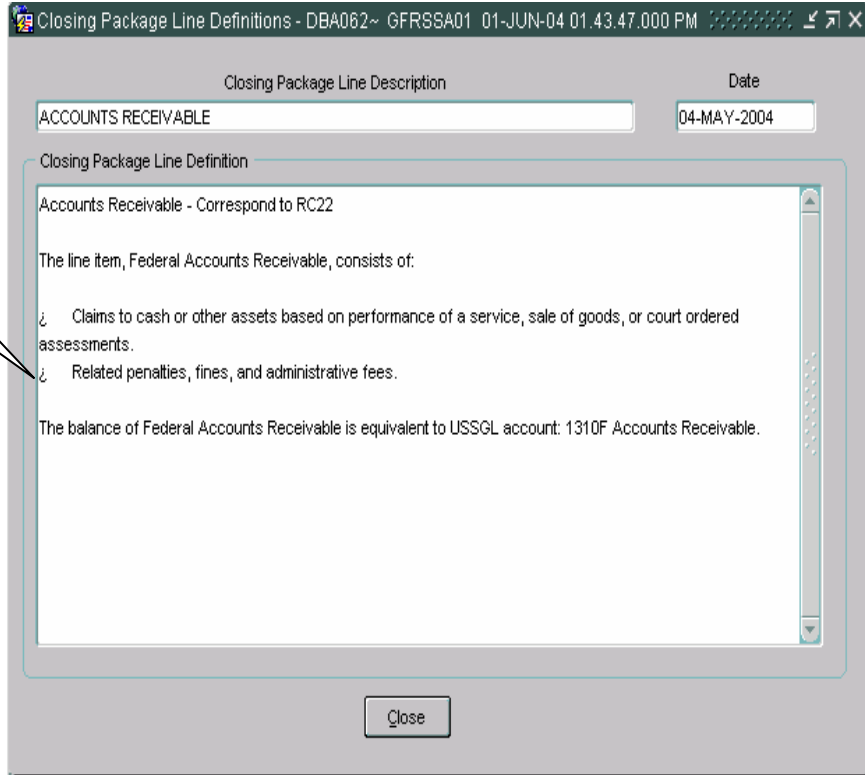
Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD
Accounts Receivable	74,957,208	0
Variance:	783,240	0

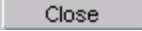
Trading Partners

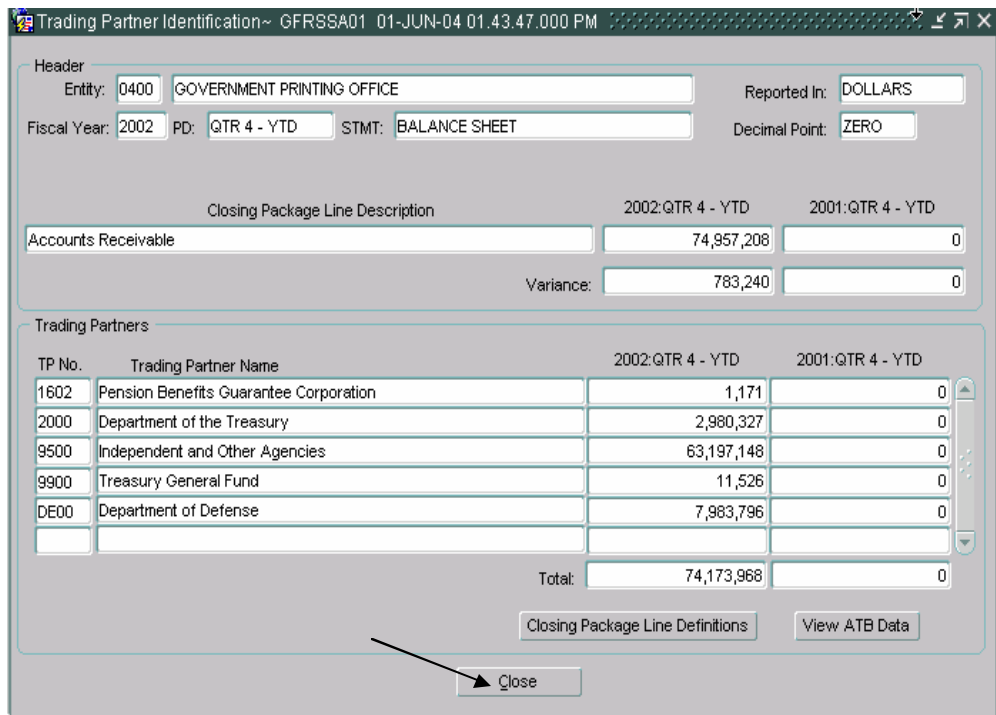
TP No.	Trading Partner Name	2002:QTR 4 - YTD	2001:QTR 4 - YTD
1602	Pension Benefits Guarantee Corporation	1,171	0
2000	Department of the Treasury	2,980,327	0
9500	Independent and Other Agencies	63,197,148	0
9900	Treasury General Fund	11,526	0
DE00	Department of Defense	7,983,796	0
	Total:	74,173,968	0

Buttons: Closing Package Line Definitions, View ATB Data, Close

The Closing Package definitions screen provides users with a definition of a selected closing package line item.



- Click on the “Close”  button to close the screen and return to the main form.

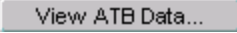


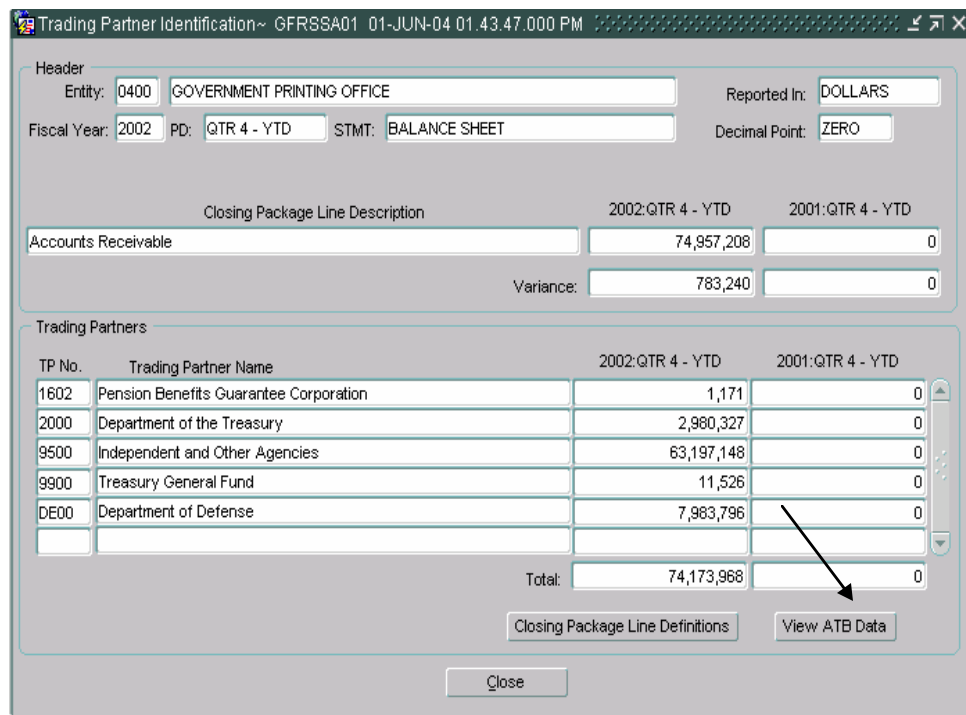
5.5 Viewing Detailed ATB Data

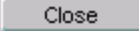
Detailed ATB data can be viewed for each Trading Partner by Standard General Ledger (SGL) account, Bureau and Adjusted Trial Balance (ATB) Code.

The ATB data available in this module is from the Adjusted Trial Balance information that was entered into the FACTS I ATB submission. Data in these screens cannot be changed and is for informational purposes only.

At each level of ATB data, reports are available that summarize the data displayed on the screen.

1. To view ATB FACTS I Trading Partner data for a line item, click on the “View ATB Data”  to open the ATB Data screen.



4. The ATB Data screen will open and display the ATB data for the selected line item.
 - Amounts are displayed rounded and in actual dollars for all trading partners associated with the selected line item.
 - To exit the screen and navigate to the previous screen click the “Close”  button.

ATB data is displayed by Trading Partner.

Trading Partner Identification~ GFRSSA01 01-JUN-04 01.43.47.000 PM

Header
 Entity: 0400 GOVERNMENT PRINTING OFFICE Reported In: DOLLARS
 Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: ZERO

Closing Package Line Description

Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD
Accounts Receivable	74,957,208	0
Variance:	783,240	0

Trading Partners

TP No.	Trading Partner Name	2002:QTR 4 - YTD	2001:QTR 4 - YTD
1602	Pension Benefits Guarantee Corporation	1,171	0
2000	Department of the Treasury	2,980,327	0
9500	Independent and Other Agencies	63,197,148	0
9900	Treasury General Fund	11,526	0
DE00	Department of Defense	7,983,796	0
	Total:	74,173,968	0

Buttons: Closing Package Line Definitions, View ATB Data, Close

- Click on the "SGL Detail" button to view ATB data at the SGL account level for the selected "TP" (Trading Partner).

ATB Data~ GFRSSA01 01-JUN-04 01.43.47.000 PM

Header
 Entity: 0400 GOVERNMENT PRINTING OFFICE Reported In: DOLLARS
 Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: ZERO

Closing Package Line Description

Closing Package Line Description	2002:QTR 4 - YTD
Accounts Receivable	74,957,208


ATB Information

TP No.	Trading Partner Description	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded	SGL Detail...
01	ARCHITECT OF THE CAPITOL	783,240.00	783,240	<input type="button" value="SGL Detail..."/>
04	GOVERNMENT PRINTING OFFICE	57,424,189.36	57,424,189	<input type="button" value="SGL Detail..."/>
08	CONGRESSIONAL BUDGET OFFICE	21,545.00	21,545	<input type="button" value="SGL Detail..."/>
09	OTHER LEGISLATIVE BRANCH AGENCIES	65,299.00	65,299	<input type="button" value="SGL Detail..."/>
10	THE JUDICIARY	574,162.00	574,162	<input type="button" value="SGL Detail..."/>
11	EXECUTIVE OFFICE OF THE PRESIDENT	634,245.00	634,245	<input type="button" value="SGL Detail..."/>
12	AGRICULTURE	136,296.00	136,296	<input type="button" value="SGL Detail..."/>

Buttons: Close

- The SGL detail screen will open displaying the ATB balances at the SGL account level for a selected trading partner.

The screenshot shows the 'SGL Detail' window for 'ARCHITECT OF THE CAPITOL'. The window title is 'SGL Detail~ GFRSSA01 01-JUN-04 01.43.47.000 PM'. The header section includes: Entity: 0400 GOVERNMENT PRINTING OFFICE, Reported In: DOLLARS, Fiscal Year: 2002, PD: QTR 4 - YTD, STMT: BALANCE SHEET, and Decimal Point: ZERO. Below the header, there are two summary rows: 'Accounts Receivable' with a 2002:QTR 4 - YTD balance of 74,957,208, and 'ARCHITECT OF THE CAPITOL' with 2002:QTR 4 - YTD ATB Actual Dollars of 783,240.00 and ATB Rounded of 783,240. The main 'SGL Detail' table has columns for SGL, Description, F/N, TP, X/T, S/A, BSF, 2002:QTR 4 - YTD ATB Actual Dollars, and 2002:QTR 4 - YTD ATB Rounded. The first row shows SGL 1310, Description Accounts Receivable, F/N F, TP 01, X/T U, S/A A, BSF U, ATB Actual Dollars 783,240.00, and ATB Rounded 783,240. A callout box on the left states: 'The ATB balances of the SGL accounts roll-up to the selected Trading partner (TP)'. A purple arrow points from this callout to the 'Accounts Receivable' row in the table. Another arrow points from the '783,240' value in the 'ATB Rounded' column to the '783,240' value in the summary row above. At the bottom, there are 'Close' and 'Return to Trading Partner Screen' buttons.

- To return to the previous screen, click the “Close”  button.

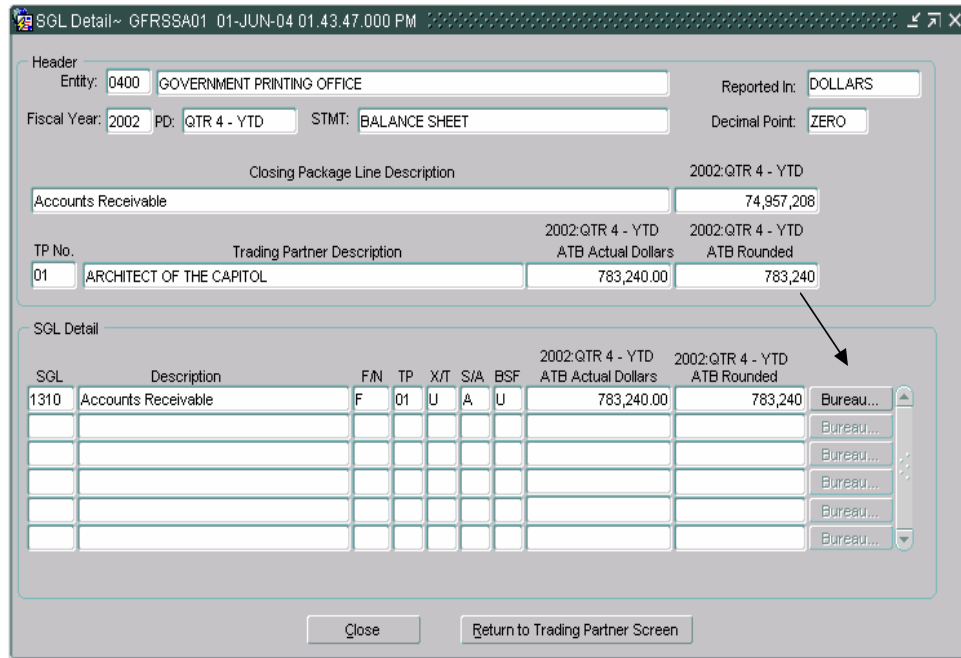
This screenshot is identical to the one above, showing the 'SGL Detail' window for 'ARCHITECT OF THE CAPITOL'. The layout and data are the same. However, a black arrow points from the bottom center of the window to the 'Close' button, which is located at the bottom left of the main content area, next to the 'Return to Trading Partner Screen' button.

- Click on the “Return to Trading Partner”

Return to Trading Partner Screen button to return to the Trading Partner screen.

6. To view the ATB Data at the bureau level click on the “Bureau” button

Bureau... to open the Bureau detail screen.



Header
 Entity: 0400 GOVERNMENT PRINTING OFFICE Reported In: DOLLARS
 Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: ZERO

Closing Line Package Line
 Accounts Receivable 2002:QTR 4 - YTD 74,957,208

TP No. Trading Partner Description 2002:QTR 4 - YTD ATB Actual Dollars 2002:QTR 4 - YTD ATB Rounded
 01 ARCHITECT OF THE CAPITOL 783,240.00 783,240

SGL Description F/N TP X/T S/A BSF 2002:QTR 4 - YTD ATB Actual Dollars 2002:QTR 4 - YTD ATB Rounded
 1310 Accounts Receivable F 01 U A U 783,240.00 783,240

Bureau Detail

Bureau	Name	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded	ATB Code...
0400	Government Printing Office	783,240.00	783,240	ATB Code...
				ATB Code...
				ATB Code...
				ATB Code...
				ATB Code...
				ATB Code...

Buttons: Close, Return to Trading Partner Screen

The bureau detail screen will display the ATB data at the bureau level for the selected SGL account number.

Header
 Entity: 0400 GOVERNMENT PRINTING OFFICE Reported In: DOLLARS
 Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: ZERO

Closing Line Package Line
 Accounts Receivable 2002:QTR 4 - YTD 74,957,208

TP No. Trading Partner Description 2002:QTR 4 - YTD ATB Actual Dollars 2002:QTR 4 - YTD ATB Rounded
 01 ARCHITECT OF THE CAPITOL 783,240.00 783,240

SGL Description F/N TP X/T S/A BSF 2002:QTR 4 - YTD ATB Actual Dollars 2002:QTR 4 - YTD ATB Rounded
 1310 Accounts Receivable F 01 U A U 783,240.00 783,240

Bureau Detail

Bureau	Name	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded	ATB Code...
0400	Government Printing Office	783,240.00	783,240	ATB Code...
				ATB Code...
				ATB Code...
				ATB Code...
				ATB Code...
				ATB Code...

Buttons: Close, Return to Trading Partner Screen

The ATB balances of the bureau codes roll up to the selected SGL account.

- To return to the previous screen, click on the “Close” button. Close

Header

Entity: 0400 GOVERNMENT PRINTING OFFICE Reported In: DOLLARS

Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: ZERO

Closing Line Package Line

Accounts Receivable 2002:QTR 4 - YTD 74,957,208

TP No. Trading Partner Description 2002:QTR 4 - YTD ATB Actual Dollars 2002:QTR 4 - YTD ATB Rounded

01 ARCHITECT OF THE CAPITOL 783,240.00 783,240

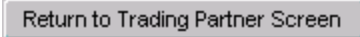

SGL Description F/N TP X/T S/A BSF 2002:QTR 4 - YTD ATB Actual Dollars 2002:QTR 4 - YTD ATB Rounded

1310 Accounts Receivable F 01 U A U 783,240.00 783,240

Bureau Detail

Bureau	Name	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded	ATB Code...
0400	Government Printing Office	783,240.00	783,240	ATB Code...
				ATB Code...
				ATB Code...
				ATB Code...
				ATB Code...
				ATB Code...

Close Return to Trading Partner Screen

- To return to the Trading Partner screen click on the “Return to Trading Partner”  button to return to the Trading Partner screen.
7. Click on the “ATB Code”  to open the ATB Code detail screen to view ATB data at the ATB Code level for the selected bureau.

Bureau Detail~ GFRSSA01 01-JUN-04 05:56:59.000 PM

Header
 Entity: 0400 GOVERNMENT PRINTING OFFICE Reported In: DOLLARS
 Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: ZERO

Closing Line Package Line
 Accounts Receivable 2002:QTR 4 - YTD 74,957,208

TP No. Trading Partner Description 2002:QTR 4 - YTD 2002:QTR 4 - YTD
 ATB Actual Dollars ATB Rounded
 04 GOVERNMENT PRINTING OFFICE 57,424,189.36 57,424,189

SGL Description F/N TP X/T S/A BSF 2002:QTR 4 - YTD 2002:QTR 4 - YTD
 ATB Actual Dollars ATB Rounded
 1310 Accounts Receivable F 04 U A U 57,424,189.36 57,424,189

Bureau Detail

Bureau	Name	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded	ATB Code...
0400	Government Printing Office	57,424,189.36	57,424,189	ATB Code...
				ATB Code...
				ATB Code...
				ATB Code...
				ATB Code...
				ATB Code...

Close Return to Trading Partner Screen

- The ATB Code Detail screen will open which displays the ATB data at the ATB Code level.

ATB Code Detail~ GFRSSA01 01-JUN-04 01:43:47.000 PM

Header
 Entity: 0400 GOVERNMENT PRINTING OFFICE Reported In: DOLLARS
 Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: ZERO

Closing Package Line Description
 Accounts Receivable 2002:QTR 4 - YTD 74,957,208

TP No. Trading Partner Description 2002:QTR 4 - YTD 2002:QTR 4 - YTD
 ATB Actual Dollars ATB Rounded
 01 ARCHITECT OF THE CAPITOL 783,240.00 783,240

SGL Description F/N TP X/T S/A BSF 2002:QTR 4 - YTD 2002:QTR 4 - YTD
 ATB Actual Dollars ATB Rounded
 1310 Accounts Receivable F 01 U A U 783,240.00 783,240

ATB Code Detail

Bureau	Name	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded
0400	Government Printing Office	783,240.00	783,240

ATB Code	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded
04004505	783,240.00	783,240

Close Return to Trading Partner Screen

ATB Code Detail Screen

ATB Code Detail~ GFRSSA01 01-JUN-04 01.43.47.000 PM

Header
 Entity: 0400 GOVERNMENT PRINTING OFFICE Reported In: DOLLARS
 Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: ZERO

Closing Package Line Description
 Accounts Receivable 2002:QTR 4 - YTD 74,957,208

TP No. Trading Partner Description 2002:QTR 4 - YTD 2002:QTR 4 - YTD
 ATB Actual Dollars ATB Rounded
 01 ARCHITECT OF THE CAPITOL 783,240.00 783,240

SGL Description F/N TP X/T S/A BSF 2002:QTR 4 - YTD 2002:QTR 4 - YTD
 ATB Actual Dollars ATB Rounded
 1310 Accounts Receivable F 01 U A U 783,240.00 783,240

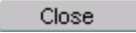
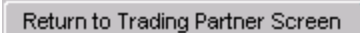
ATB Code Detail

Bureau	Name	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded
0400	Government Printing Office	783,240.00	783,240

ATB Code	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded
04004505	783,240.00	783,240

Buttons: Close, Return to Trading Partner Screen

The ATB Code data displayed rolls up to the bureau that was selected.

- To return to the previous screen, click on the “Close”  button.
- Click on the “Return to Trading Partner”  button to return to the Trading Partner screen

5.6 Field List Screen

All fields on each form in the Intragovernmental Transactions Trading Partners – Non Verifying Agencies module are detailed below:

GF005 Screen 1: Intragovernmental Trading Partners Screen.

Header

Entity: 0300 LIBRARY OF CONGRESS Reported In: DOLLARS

Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: ZERO

Intragovernmental Closing Package Line Item Report

Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD	
Investments	705,992,659	0	Partners..
Accounts Receivable	8,303,088	0	Partners..
Interest Receivable	529,019	0	Partners..
Transfers Receivable	600,000	0	Partners..
Advances to Others and Prepayments	5,493,102	0	Partners..
Accounts Payable	-2,541,664	0	Partners..
Transfers Payable	-600,000	0	Partners..
Benefit Program Contributions Payable	-2,863,775	0	Partners..
Advances from Others and Deferred Credits	-25,357,654	0	Partners..
Other Liabilities (without reciprocals)	-3,988	0	Partners..

Close

Field Name	Functional Description	Attributes	Setting Options
Entity	Entity is the non-verifying federal agency that is linked to the related department in the FACTS I database.	<ol style="list-style-type: none"> Entity is a required field. Entity is view only. <u>Only Non-verifying agencies are displayed in the entity field.</u> Users must have the access to the GFRS entities in order to view records in the GF005 module. <p>The non-verifying GFRS are cross-walked to FACTS I department numbers in the DBA055 module.</p>	<ol style="list-style-type: none"> Users may select entities for queries by double – clicking or pressing <CTRL + L > to open a LOV that displays all of the non-verifying entities in GF005 that a user has rights to view.
Entity Name	Entity name is automatically populated when the dept number is selected	None	None
Fiscal Year	Fiscal Year is the current open fiscal year that is flagged as open in the DBA061 screen.	<ol style="list-style-type: none"> Fiscal Year is a required field. The value displayed is automatically populated from the DBA061 screen. Only one fiscal year can be open at time. Un-modifiable 	None – automatically populated.
PD (Period)	PD is the current fiscal period open.	<ol style="list-style-type: none"> Fiscal Year is a required field The value displayed is set by the System Administrator in the DBA061 screen Only 1 period may be open at a time Un-modifiable 	None – automatically populated.
STMT	STMT is the financial statement for non-verifying departments.	<ol style="list-style-type: none"> Un-modifiable Required field. The type of financial statements displayed in the field is based on the assignment of entities to financial statements by the System Administrator in DBA063. 	<p>Up to three types of Financial Statements may be displayed:</p> <ol style="list-style-type: none"> Balance Sheet Statement of Net Cost Statement of Changes in Net Position

Field Name	Functional Description	Attributes	Setting Options
Reported In	Reported in is the setting for how financial data is displayed in the selected financial statement.	<ol style="list-style-type: none"> 1. Reported in is un-modifiable. The setting is defaulted in from the DBA058 screen. 2. Reported In is a required field. 	The settings can be whole number, hundreds, thousands, millions and billions
Decimal Point	Decimal point is setting of the decimal point location for the financial data displayed.	<ol style="list-style-type: none"> 1. Decimal Point is un-modifiable. The settings are defaulted from the DBA058 screen. 2. Decimal Point is a required field. 3. The settings may be zero, one or two decimal places. 	The settings may be zero, one or two decimal places.
Closing Package Line Description	Closing Package Line are the FR line items from the GF001 module.	<ol style="list-style-type: none"> 1. View only. 2. The line descriptions displayed are created in the GF001 module and is view only in the GF005 module. 3. Only lines with "F" flag setting in the F/N field will be displayed. 	None – view only screen
Close	The Close button will close the screen.	None.	Users should push the CLOSE button to exit the screen.
Current Open Period Amount (Intragovernmental Trading Partners screen)	The amount displayed in the Current Open Period Amount field (i.e. 2002:QTR4- YTD) is intragovernmental balance for the selected closing package line item with other federal agencies (Trading Partners).	<ol style="list-style-type: none"> 1. The amounts displayed are populated from the FACTS I database. 2. The values displayed for the selected Federal Report (FR) line item are based on the FR/SGL crosswalk. 3. Un-modifiable 4. Required field. 	None – view only screen.

Field Name	Functional Description	Attributes	Setting Options
Prior Period Open Amount (Intragovernmental Trading Partners Screen)	The amount displayed in the Current Prior Period Amount field (i.e. 2001:QTR4-YTD) is intragovernmental balance for the selected closing package line item with other federal agencies (Trading Partners).	<ol style="list-style-type: none"> 1. The amounts displayed are populated from the FACTS I database. 2. The values displayed for the selected Federal Report (FR) line item are based on the FR/SGL crosswalk. 3. Un-modifiable 4. Required field. 	None – view only screen.
Partners	The Partners button will open the Trading Partner Identification screen.	None	Users should press the “PARTNERS” button to view the related trading partners for the selected trading partners.
TP No (Trading Partner)	Trading partners field are the other federal agencies associated with the selected Department.	<ol style="list-style-type: none"> 1. Trading Partner is a required field. 2. Values for Trading Partner are automatically populated from the FACTS I database. 3. Trading Partners is a view only field. 	None.

GF005 Screen 2: Trading Partner Identification Screen

Field Name	Functional Description	Attributes	Setting Options
Dept	Provide reference information to users and continuity between the main form and the Trading Partner screen.	Populated into the screen from the main screen.	None – data is defaulted in from the main form.
Fiscal Year	Provide reference information to users and continuity between the main form and the Trading Partner screen	Populated into the screen from the main screen.	None – data is defaulted in from the main form.
PD	Provide reference information to users and continuity between the main form and the Trading Partner screen	Populated into the screen from the main screen.	None – data is defaulted in from the main form.

Field Name	Functional Description	Attributes	Setting Options
STMT	Provide reference information to users and continuity between the main form and the Trading Partner screen	Populated into the screen from the main screen.	None – data is defaulted in from the main form.
Reported In	Provide reference information to users and continuity between the main form and the Trading Partner screen	Populated into the screen from the main screen.	None – data is defaulted in from the main form.
Decimal Point	Provide reference information to users and continuity between the main form and the Trading Partner screen	Populated into the screen from the main screen.	None – data is defaulted in from the main form.
Closing Package Line Description	Provide reference information to users and continuity between the main form and the Trading Partner screen	Populated into the screen from the main screen.	None – data is defaulted in from the main form.
Current Open Period Amount (Intragovernmental Trading Partners screen)	Provide reference information to users and continuity between the main form and the Trading Partner screen	Populated into the screen from the main screen.	None – data is defaulted in from the main form.
Prior Period Open Amount (Intragovernmental Trading Partners Screen)	Provide reference information to users and continuity between the main form and the Trading Partner screen	Populated into the screen from the main screen.	None – data is defaulted in from the main form.
TP No. (Trading Partner number)	All verifying departments (entities/trading partners) associated with the FR Closing Package line are displayed.	<ol style="list-style-type: none"> 1. Trading Partner information is automatically populated from the FACTS I database. 2. Un-modifiable 3. Required field. 	None – data is populated from FACTS I.
Trading Partner Name	Trading Partner name is automatically populated when the TP No. is populated.	<ol style="list-style-type: none"> 1. Un-modifiable 2. Required field. 	None

Field Name	Functional Description	Attributes	Setting Options
Current Open Period Amount (Trading Partner Identification Screen)	The amount displayed in the Current Open Period Amount field (i.e. 2002:QTR4-YTD) is intragovernmental balance for the selected closing package line item with other federal agencies (Trading Partners).	<ol style="list-style-type: none"> 1. The amounts displayed are populated from the FACTS I database. 2. The values displayed for the selected Federal Report (FR) line item are based on the FR/SGL crosswalk. 3. Un-modifiable 4. Required field. 	None – view only screen.
Prior Period Open Amount (Trading Partner Identification screen)	The amount displayed in the Current Prior Period Amount field (i.e. 2001:QTR4-YTD) is intragovernmental balance for the selected closing package line item with other federal agencies (Trading Partners).	<ol style="list-style-type: none"> 1. The amounts displayed are populated from the FACTS I database. 2. The values displayed for the selected Federal Report (FR) line item are based on the FR/SGL crosswalk. 3. Un-modifiable 4. Required field. 	None – view only screen.
Variance	The variance field tracks the amount of a Closing Package Line that has not been allocated.	<ol style="list-style-type: none"> 1. Variance is a calculated field. The value displayed is the difference between the Closing Package Line amount and the total amount allocated to Trading Partners. 2. The variance must be zero. 	None

Field Name	Functional Description	Attributes	Setting Options
Closing Package Line Definitions	The Closing Package Line definitions button displays a definition of a selected Closing Package Line item.	The description is displayed is displayed when the Closing Package Line Description button is clicked.	None

Module GF006: FR Notes

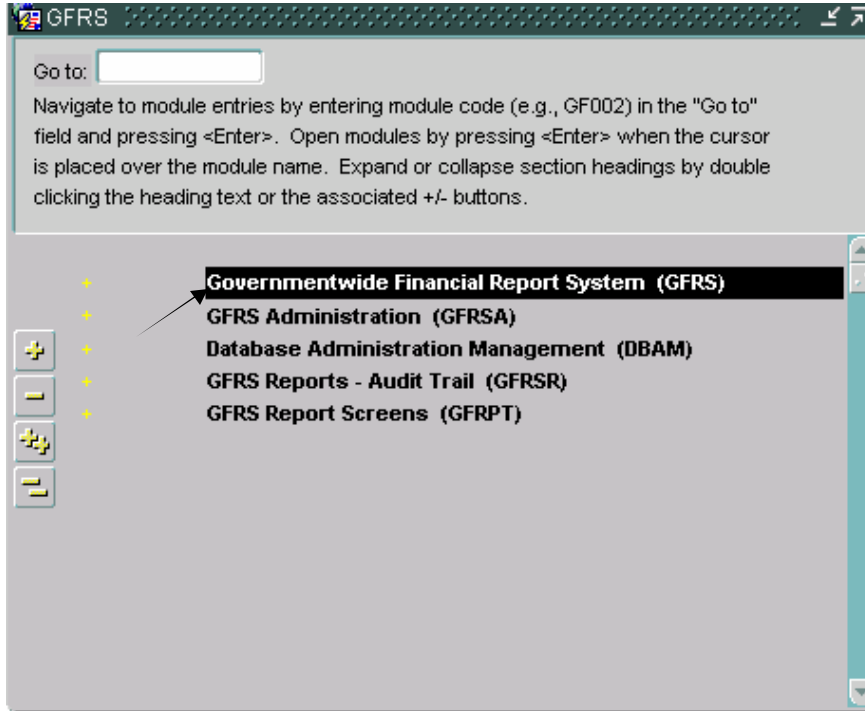
6.1 Module Overview

The FR Notes module is the location where agencies enter Note data for selected balance sheet closing package line items to be included in the Financial Report of the United States. Notes are created and administered by the System Administrator in the FR Notes Administration module (GF066). The System administrator creates Notes in their entirety. This includes the assignment of notes to GFRS entities, the selection of closing package line item assigned to a note, the setting up of the note (columns, questions, thresholds, lines, etc) and changes to the notes after it has been completed.

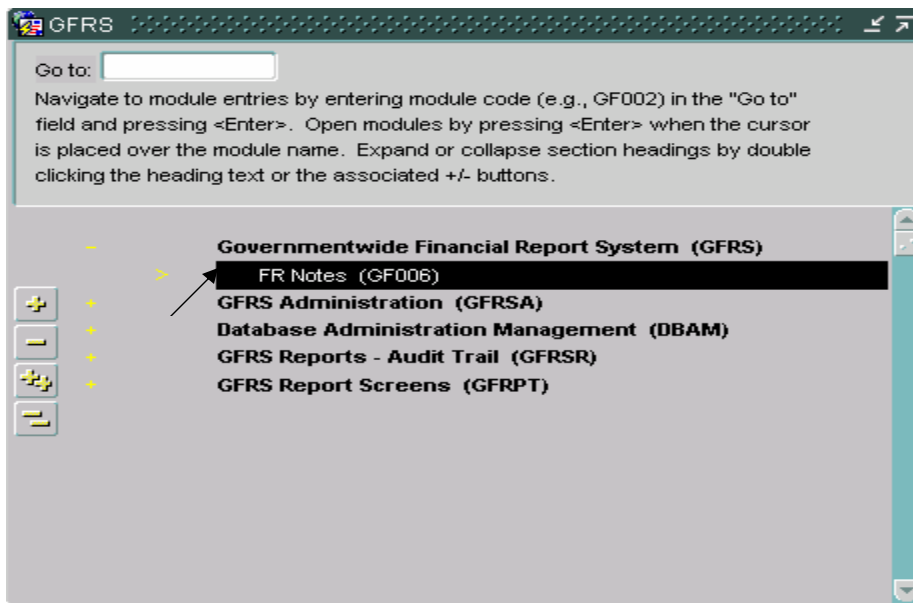
Users must complete the note set up by the System Administrator in order for the note to be completed. To be completed, all of the required fields designated by System Administrator must be completed. Users enter data into three index tabs: Line Item Notes, Other Notes Info, and Text data. Once all of the tabs have been populated, the note is complete.

6.2 Navigating to GF006

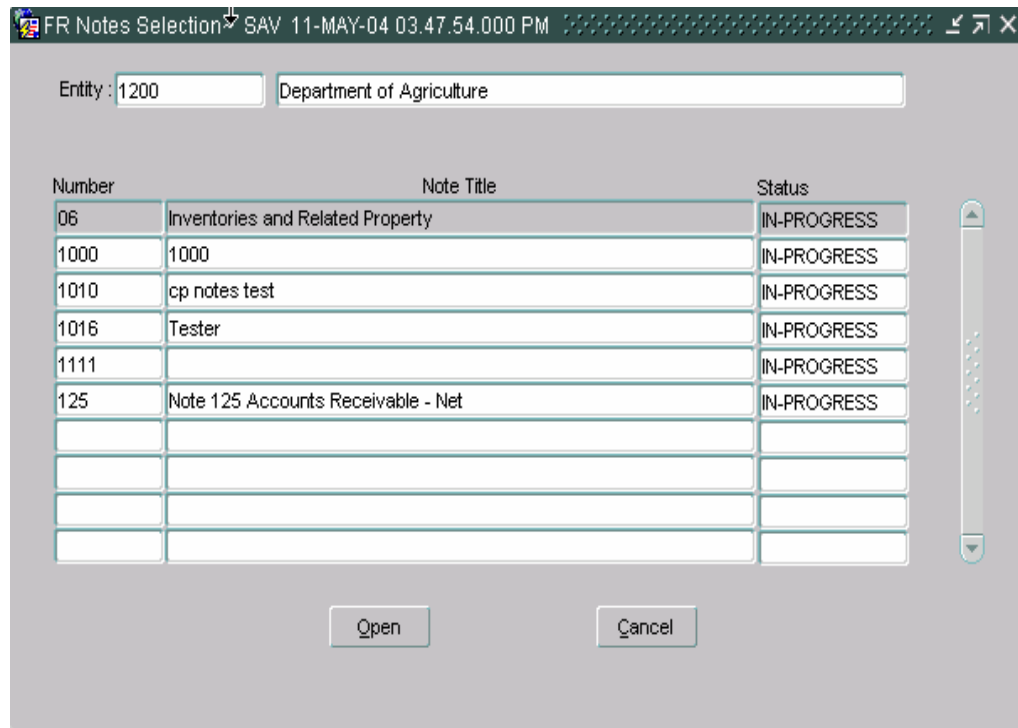
1. To navigate to FR Notes module navigate to the GFRS application menu. Double – click on the “Government Financial Reporting System (GFRS)”



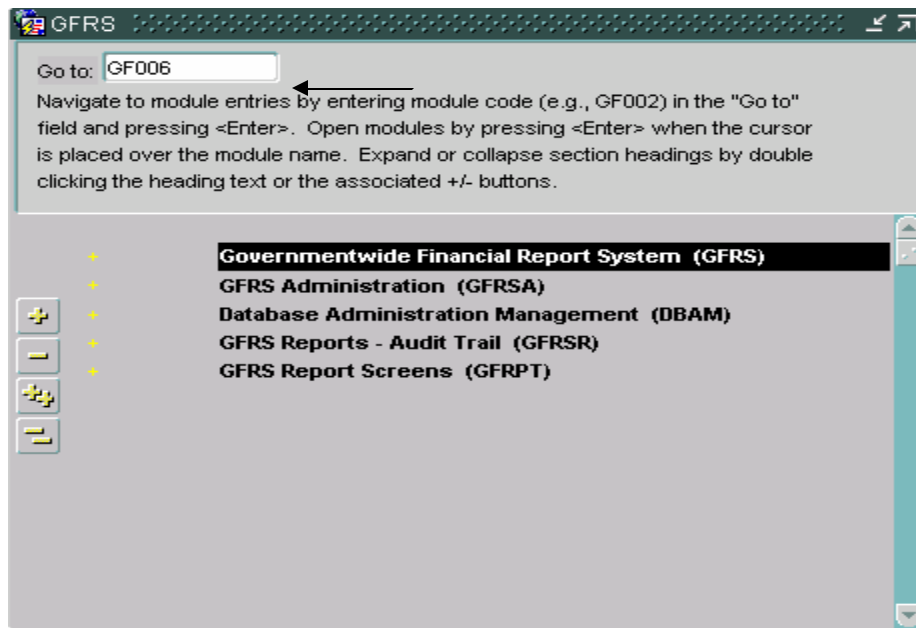
2. Double-click on the “FR Notes (GF006)” selection to open the program.



- The GF006 program will open displaying all the entities that the user has permission to access.



- As an alternative method, the GF006 module may be opened by entering “GF006” in the “Go to” field in the GFRS main menu and press ENTER twice and the program will open.






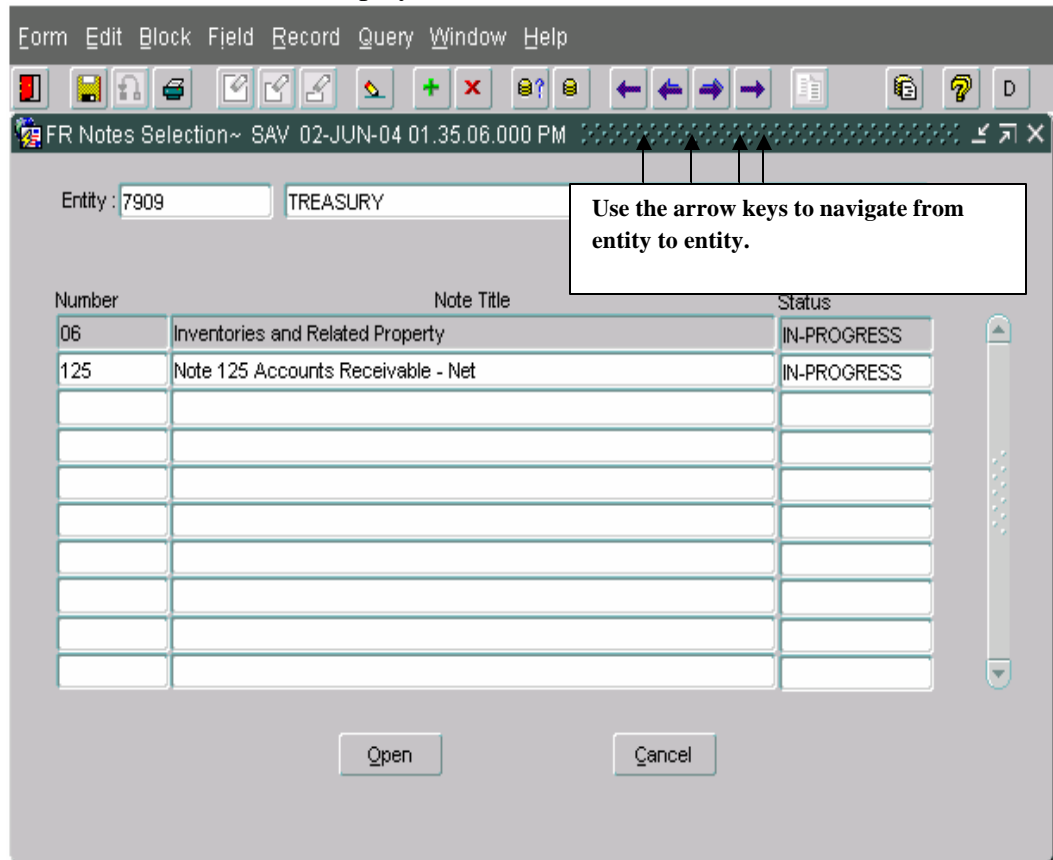
6.3 Selecting Notes for an Entity

FR notes are displayed in the GF006 module by entity number. Users can browse through the Notes module by entity number. Each entity displays all of the notes that have been assigned by the System Administrator.

Users may select and retrieve notes by one of two methods. Notes can be accessed by using the arrow keys on the tool bar to navigate to the appropriate entity or by using a query to select entities.

Method 1

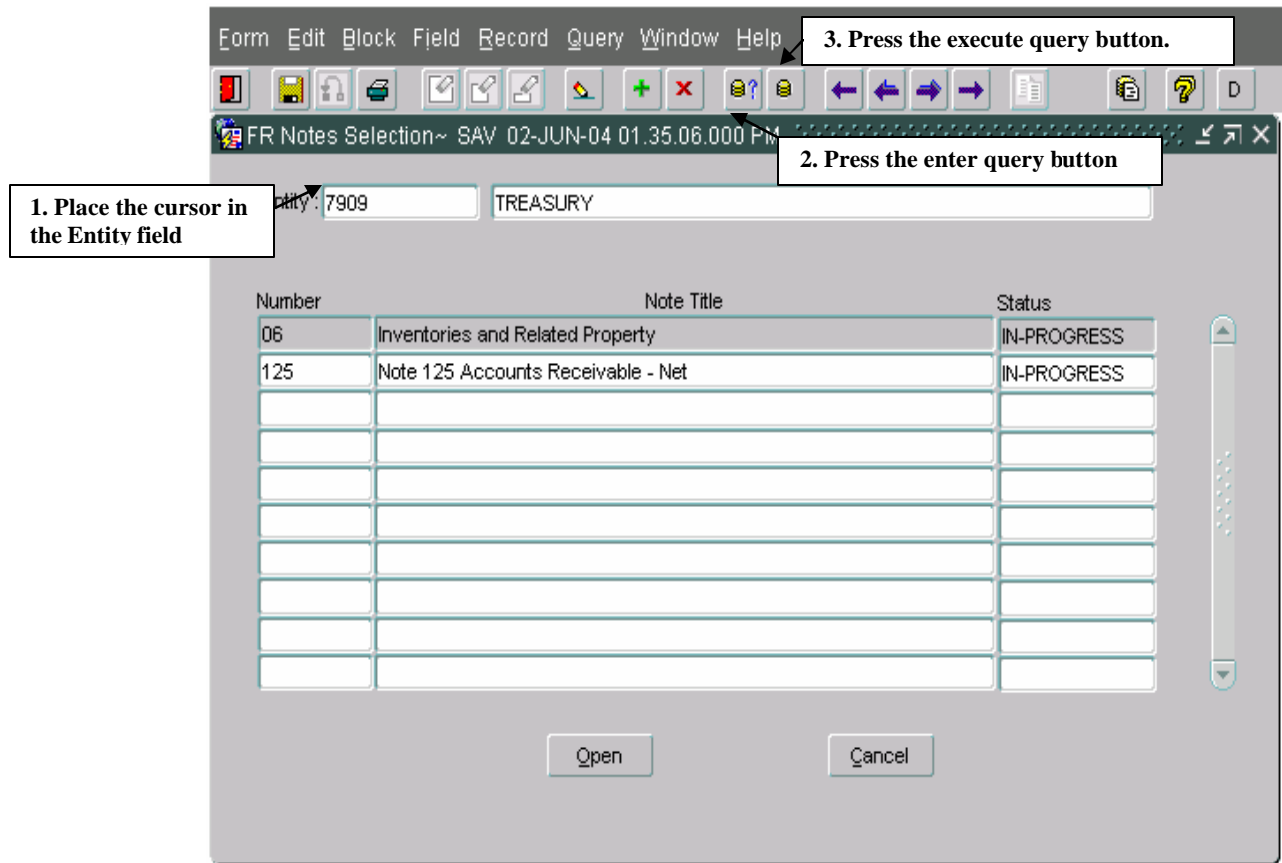
1. To select a note, use the arrow keys  on the tool bar to browse to the selected entity and to all of the notes assigned to it.
 - Users may also select a specific entity by mouse clicking or by **TABBING** into the entity field and pressing the enter query button , select the entity from a list of values (LOV) and press the execute query button . The entity and all of the corresponding assigned notes will be displayed.



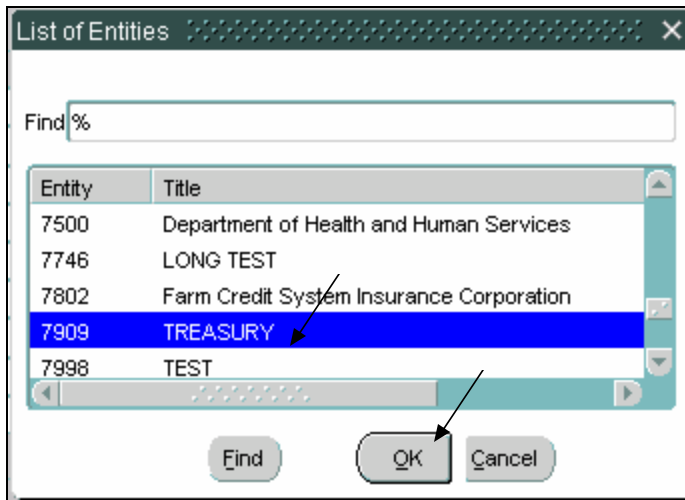
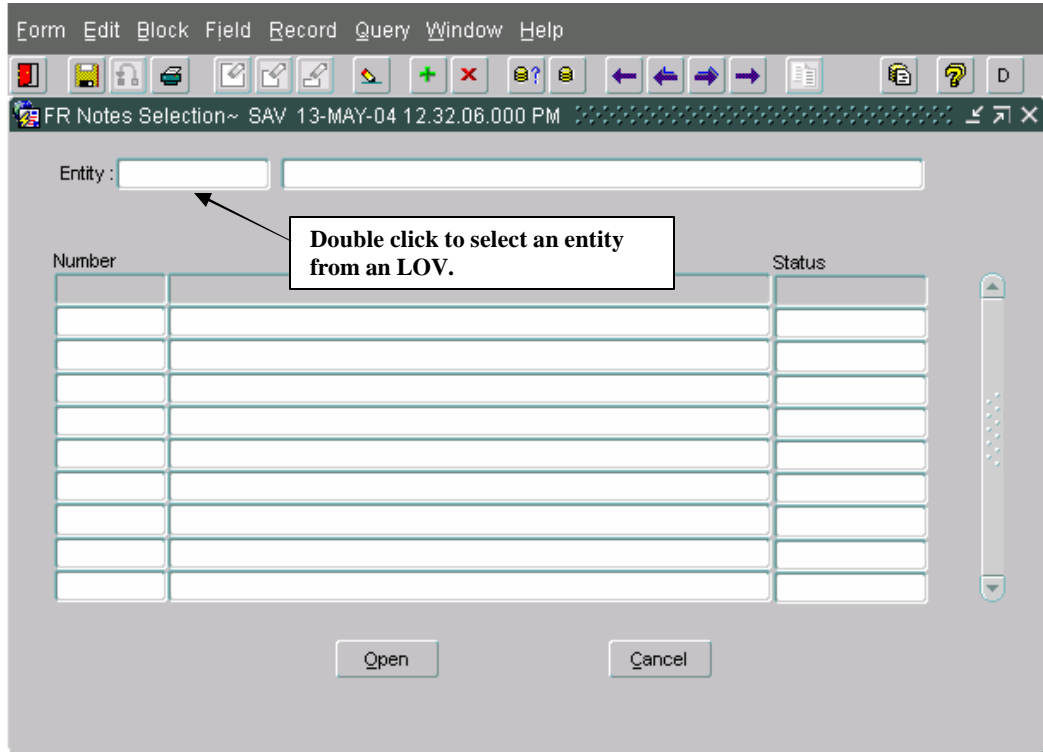
Users may complete a note by selecting it in the FR Notes selection screen and completing the note in the Closing Package Notes screen.

Method 2

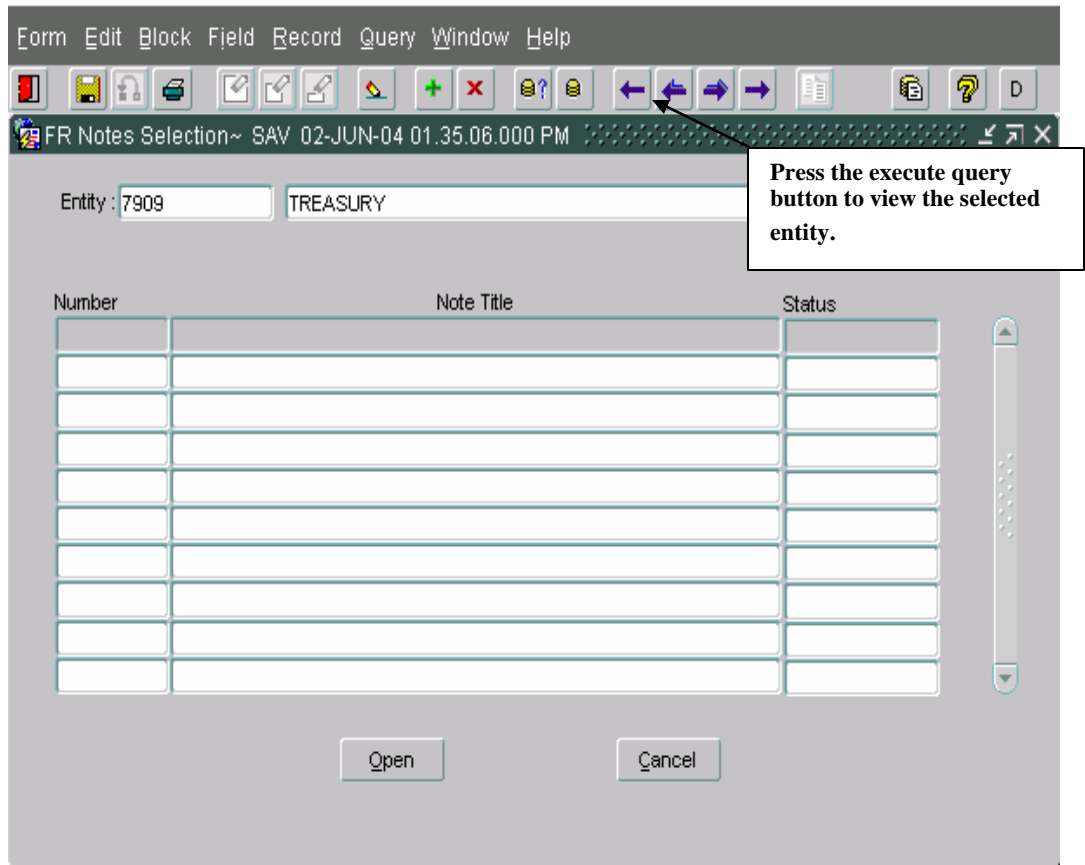
- I. To retrieve notes for a particular entity, place the cursor focus on the entity field and press the enter query button.



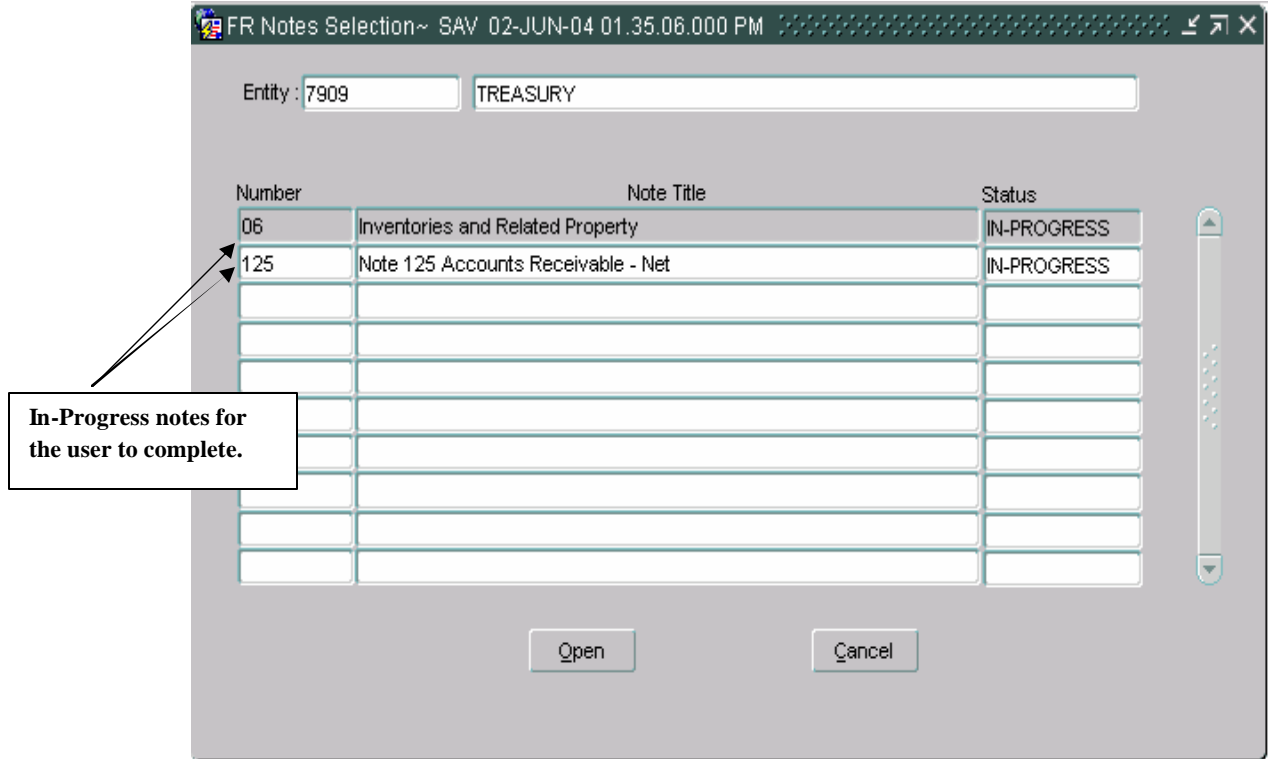
- II. Double – Click on the entity field to open the list of values (LOV). Place the cursor on the appropriate entity and click the OK button



- III. Press the execute query button  to display all the notes for the entity.

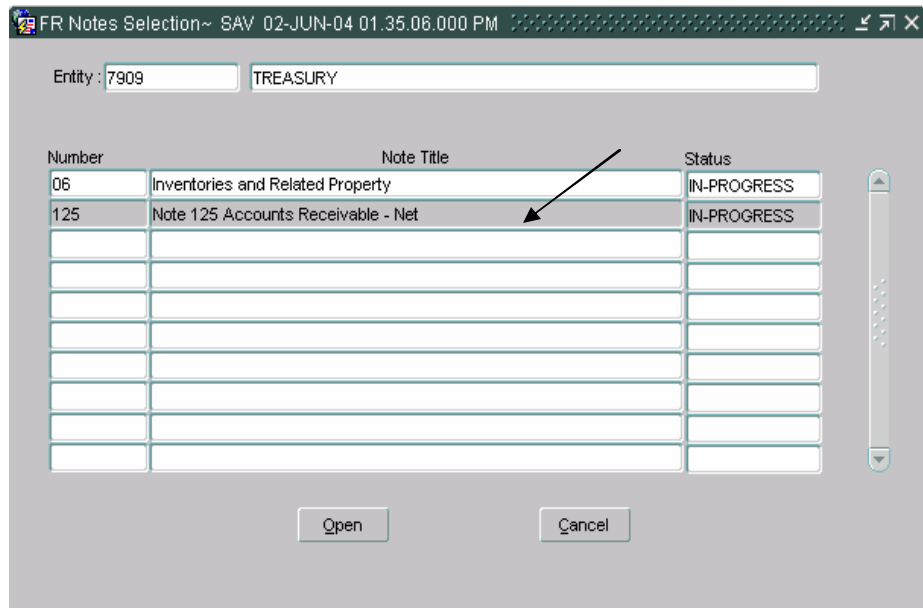


2. When the entity is retrieved, the user will see Status as “In-Progress” and “Submitted” notes for the selected entity will be displayed on the GF006 screen. Initially, all notes have “In-Progress” as the status.



3. Once the GF006 program is displaying the appropriate entity in the FR Notes Selection screen, individual notes for the entity may be navigated to by using one of two possible methods.

Method I, Notes can be selected by highlighting the desired note and double clicking.



Method II, By pressing **SHIFT + PAGE DOWN** from the entity field the cursor focus will be placed in number field of the first note on the form. From inside the note grid, users can navigate from note to note by using the up and down arrows on the keyboard. To select a note use the keystrokes **ALT + O** to open the note.

4. Once the note has been selected in the FR Notes selection screen the Closing Package Notes screen is opened.

Closing Package Notes~ SAV 02-JUN-04 01.35.06.000 PM

Note: 125 Note 125 Accounts Receivable - Ne Fiscal Year: 2002 PD: QTR 4 - YTD
 Entity: 7909 TREASURY Status: In-Progress Delete Data

Line Item Notes Other Notes Info Text Data Threshold

Closing Package Line Description NB Acct Type 2002 - Q4YTD 2001 - Q4YTD Reported in:
 Accounts Receivable D A 500.00 200.00 User-Defined
 Variance: 500.00 200.00 Decimal Point: User-Defined

Financial Report Note Detail

No	Line Description	2002 - Q4YTD	2001 - Q4YTD	Previously Rptd	CP-PP
1	Department of Defense	T	T	T	T
2	Social Security Administration	T	T	T	T
3	Department of Energy	T	T	T	T
4	Department of Health & Human Resources	T	T	T	T
5	Department of Agriculture	T	T	T	T
6		T	T	T	T
		T	T	T	T
		T	T	T	T
TOTALS:					

Closing Package Definition View ATB Data

Submit Cancel Preview Comments

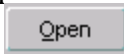
6.4 Form Navigation

The GF006 is a two-form module composed of the FR Note Selection form and the Closing Package Notes form. Users select notes by entity number in the FR Note Selection screen, and then complete the note in the Closing Package Notes screen. Navigation between the two forms may be achieved by mouse clicking or by keystroke.

Tab and keystroke sequence is as follows:

1. FR Notes Screen,

Number	Note Title	Status
06	Inventories and Related Property	IN-PROGRESS
125	Note 125 Accounts Receivable - Net	IN-PROGRESS

- 1) When the screen is opened the cursor focus will be set on the **entity** field.
- 2) Press the TAB key to move the cursor to the **Description** field.
- 3) Use the **SHIFT + PAGE DOWN** keystrokes to place the cursor in the note number field. (The entire note line will be highlighted)
- 4) Press the TAB key and the cursor focus will shift to the **Note Title** field. Press TAB again and the cursor focus returns to the note number field.
- 5) In the Note Number field, use the up and down arrows on the keyboard to navigate to correct note. (The line with the cursor on it will be highlighted)
- 6) Once cursor focus is set on the appropriate note, either double-click on the highlighted line or click on the Open  button. The Closing Package Notes screen will open. Notes may also be opened by using the **ALT + O** keystrokes.

7) To close the form press the Cancel Button



2. Closing Package Notes Screen,

The screenshot shows the 'Closing Package Notes' window. At the top, there are fields for 'Note' (125), 'Note 125 Accounts Receivable - Ne', 'Fiscal Year' (2002), and 'PD' (QTR 4 - YTD). Below these are 'Entity' (7909 TREASURY) and 'Status' (In-Progress) with a 'Delete Data' button. The main area has tabs for 'Line Item Notes', 'Other Notes Info', 'Text Data', and 'Threshold'. A table shows 'Closing Package Line Description' with columns for 'NB', 'Acct Type', '2002 - Q4YTD', '2001 - Q4YTD', and 'Variance'. Below this is a 'Financial Report Note Detail' table with columns for 'No', 'Line Description', '2002 - Q4YTD', '2001 - Q4YTD', 'Previously Rptd', and 'CP-PP'. At the bottom, there are 'Submit', 'Cancel', 'Preview', and 'Comments' buttons.

- 1) Upon opening the Closing Package Notes screen, press TAB and the cursor will be placed in the **Note** field.
- 2) Press the TAB button and the cursor will move to the **Note Description** field.
- 3) From the note description field press the TAB key and the cursor is placed in the **Fiscal Year** field.
- 4) Next in the TAB sequence is the **PD** or period field.
- 5) Press the TAB key again and the cursor focus will shift to the **Entity** field.
- 6) Upon entering the Entity field, press TAB to navigate to the **Entity Description** field.
- 7) Press the TAB key to navigate to shift the cursor focus to the **Status** field.
- 8) Next in the TAB sequence is the **Delete Data** button.
- 9) From the Delete Data the next field in the tab sequence is the **Reported in** field.
- 10) Press the TAB key again and the cursor focus to placed on the **Decimal Point**.
- 11) The next field in the tab sequence is the **View ATB Data**

View ATB Data button.

12) Press the TAB key again to navigate to the **Closing Package**

Definition **Closing Package Definition** button.

- Once the tab sequence is completed, the cursor focus returns to the main first field in the sequence (Note).

13) To Navigate to the **Financial Report Note** section press the **SHIFT + PAGE DOWN**.

Line Item Notes,

1. The cursor will be placed inside the Line **NO** field.
2. Press the TAB key twice and the cursor will be placed in the **Line Description** field.
3. Third in the sequence is the first modifiable field. (Current Period Amount, Prior Period Amount)
4. If enabled, the threshold button **T** will be next in the TAB order.
5. The tab sequence will continue to move to the next editable field until the last editable field is reached. Once the last editable field is reached the cursor will return to the first field (**No**).
6. Use the UP and Down arrow keys on the keyboard to navigate from row to row in the Financial Report section.
7. Press **Shift + Page Up** to return to the main form or press **Shift + Page Down** to navigate to the Other Notes Info index tab.

Other Notes Info,

Closing Package Notes~ SAV 02-JUN-04 01.35.06.000 PM

Note : 125 Note 125 Accounts Receivable - Ne Fiscal Year: 2002 PD: QTR 4 - YTD

Entity : 7909 TREASURY Status In-Progress Delete Data

Line Item Notes Other Notes Info Text Data Threshold

Other Data Info

Section A Interest on Uncollectable Accounts Reported in: Whole Dollars Decimal Point: Two

No	Line Description	2002 - Q4YTD	2001 - Q4YTD
1	Interest on Uncollectable Accounts		
2			

Type Normal Bal.

Dollars Debit

No Data

Submit Cancel Preview Comments

- 1) When the Other Notes Data screen opens, the cursor will be positioned in the **Section** field. Users may navigate to other sections by pressing the up or down arrows on the keyboard when the cursor focus is in the sections field or by pressing the Up and Down arrows for the slider bar next to the section description field.
- 2) Press the TAB key and the cursor will shift to the Section **Description** field.
- 3) From the Description, the next field in the tab sequence is the **Reported in** field. The cursor is only placed here if the Reported in field is set to "User Defined". If Reported is set to any other setting the field is disabled and removed from the TAB sequence and the cursor focus shifts to the first column heading..
- 4) Next in the tab sequence is the **Decimal Point** field. The cursor focus is only placed on Decimal Point field if the field is set to "User Defined". On any other setting the Decimal Point field is disabled and removed from the tab sequence.
- 5) Press the TAB key again and the cursor focus will shift to the first column header. Users can navigate through each column heading by pressing the TAB key.
- 6) From the last column heading the TAB order will put the cursor focus on the **No Data** field.

- 7) Use the keystroke combination **Shift + Page Down** to navigate to the individual lines in Other Data Index tab.
 1. The cursor will be placed in the **Line No** of the first editable field in the first editable column.
 2. Press the TAB key to navigate to other editable fields.
 3. If enabled, the threshold button **T** will be next in the TAB sequence.
 4. When the cursor focus is placed on the last editable field and the TAB key is pressed, the cursor is placed back on the first editable field.
 5. Next in the TAB sequence is the **TYPE** field.
 6. The last field in the TAB sequence is the **Normal Balance (NB)** field. Press the TAB key twice again to return to the **Line No** field.
 7. Use the up and down arrow keys to navigate to other rows.
 8. To navigate to the Text Data index tab use the keyboard strokes **Shift + Page Down**.

Text Data,

- 1) When the Text Data index tab is opened, the cursor will be positioned in the **Line Number Field**. From this field users may navigate to other lines by using the up and down arrow keys.
- 2) Press the TAB key and the cursor focus is shifted to the **Question** field.

- 3) Next in the TAB sequence is the **Answer** text box.
- 4) Press the TAB key twice and the cursor focus will return to the Line Number Field

6.5 Completing a Note.

To complete a note follow the following steps listed below. Users must complete the tab sections Line Item Notes, Other Notes, and Text Data.

1. Navigate to the desired entity and select the appropriate note by following the steps in sections 6.2 and 6.3.
2. When the Closing Package Notes form is open, the cursor focus will be in the Note field. If the Reported In and/or the fields are enabled, select a Reporting Method. Users can select Whole-Dollars, Hundreds, Thousands, Millions and Billions from the drop down box. If the field has a default setting of “User-Defined”, a selection must be made to complete the record.
 - If Reported In and Decimal Place are not to “User-Defined”, the settings from the GF002 module will be displayed.
3. Press the TAB key to navigate to the Decimal Point field. If the Decimal Point is set to “User-Defined”, the user must select one of the settings for the Decimal Point field. Users can select Zero, One or Two decimal places, otherwise, the field will display one of the selections and will be disabled as defined in module 2.
 - When Reported in and Decimal point are set to “User Defined” the systems stores and displays all values as whole dollars with two decimal places . Once the Reporting in method is selected, the amounts entered are divided by Reporting method selected. For example, If the Reporting in method is set to User Defined and 1000 is entered into a field and then the Reported in is changed to hundreds, the value entered will be converted to hundreds or to 10. Since hundreds was selected the amount entered (1000) is divided by 100 with a result of 10.

Line Item Notes Index tab:

4. To navigate to the lines in the Financial Report Note Detail press the **Shift + Page Down** keystrokes. The cursor will be placed in the No field of the first line in the **Line Item Notes** index tab.
 - Users may refer to a definition of the Closing Package Line item by pressing the “Closing Package Definition” **Closing Package Definition** on the Line Item Index tab.
5. Navigate to the first editable field. Enter the appropriate amount for the period.

❖ Note that the variance is decreased as amounts are allocated to the selected line. **The amounts for the current and prior periods must be fully allocated to the line items in the note.**

6. Press the TAB key and the cursor focus will shift to the “T” or threshold button. Thresholds are ceilings set by the System Administrator that when exceeded, require the user to respond to questions in the Threshold index tab.
 - I. Tab to the threshold button. If the threshold button is enabled click on the Threshold button to view the Threshold.

- II. After entering amounts into a line item complete entering values into the line and then press the save button on the toolbar. Any field that has an amount that exceeds the threshold and has cursor focus will be highlighted and the threshold tab will be enabled.

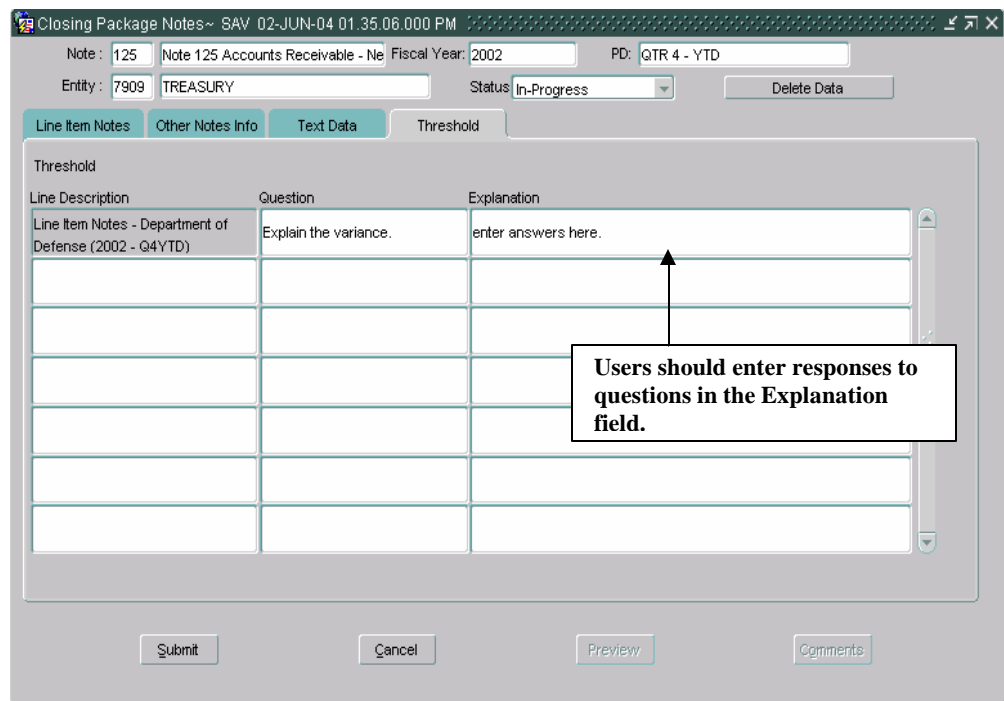
When a threshold has been exceeded, the Threshold index tab is enabled.

Fields with amounts that have exceeded an established threshold are highlighted.

No	Line Description	2002 - Q4YTD	2001 - Q4YTD	Previously Rptd	CP-PP
1	Department of Defense	101.00			101.00
2	Social Security Administration				0.00
3	Department of Energy				0.00
4	Department of Health & Human Resources				0.00
5	Department of Agriculture				0.00
6					0.00
TOTALS:		101.00			101.00

- III. When a threshold is exceeded, users are required to respond to predefined questions set up by the System Administrator in the Threshold tab. **All threshold questions must be answered for the note to be completed.** To navigate to the Threshold index tab, click on the Threshold index tab.

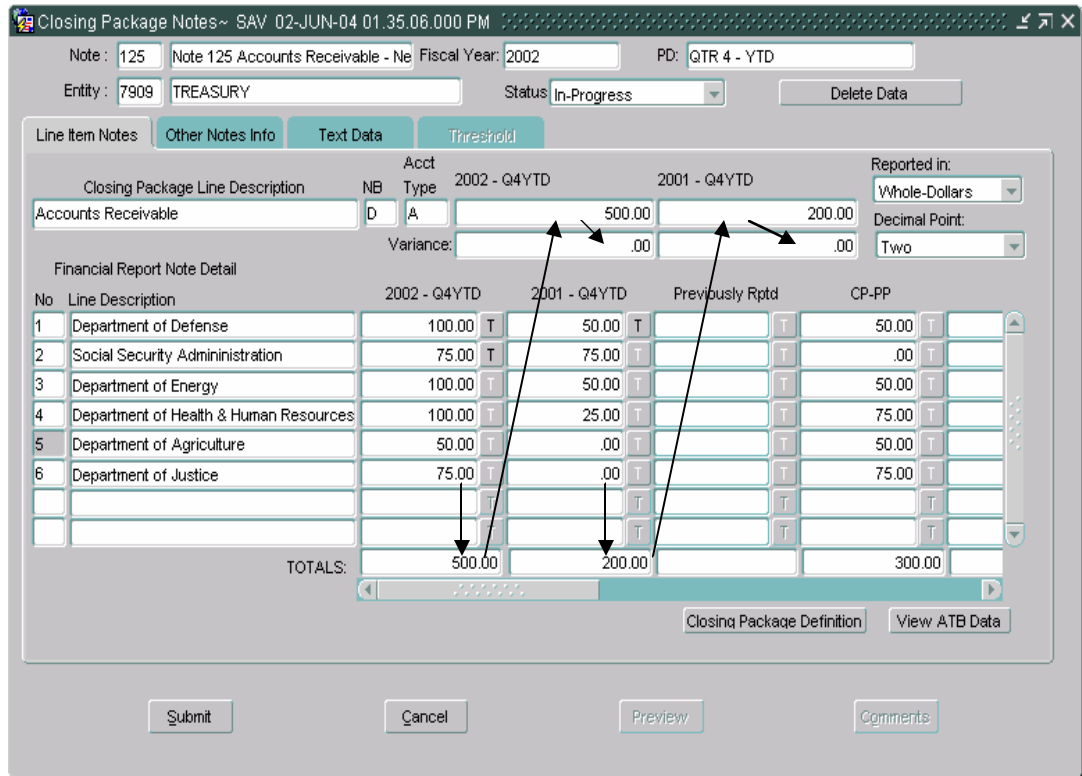
IV. The Threshold Index tab will display the question(s) regarding the Threshold and the fields to respond. Users must provide responses to the questions concerning the exceeded threshold in the Explanation field.



- If a line has multiple fields with exceeded thresholds, users can place the cursor in the last field with a variance, the user will be able to view all of the threshold questions.
- **All** threshold questions must be answered before the Note may be completed.

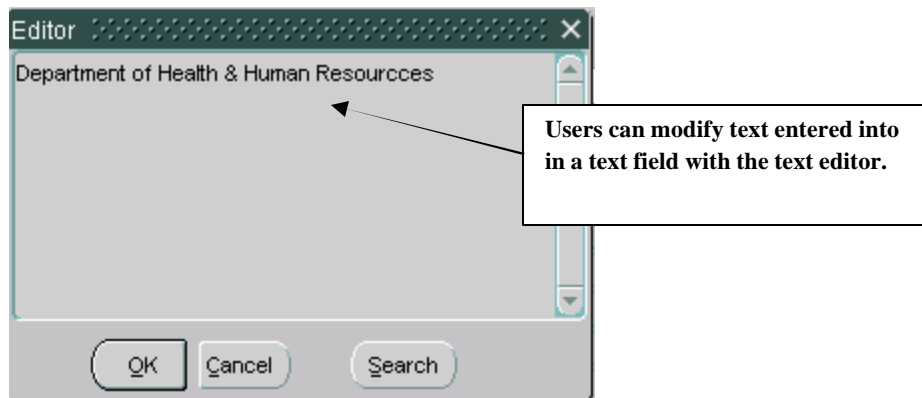
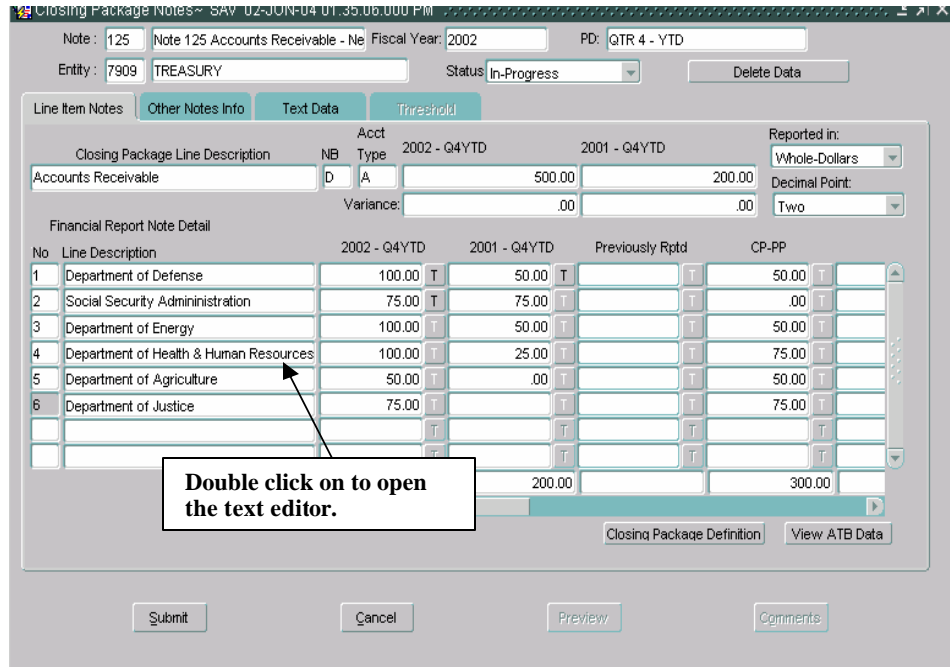
V. There are three types of thresholds that may be placed on a field:

1. **Upper Boundary** – An amount is set up as a fixed amount ceiling. If an amount is entered into the threshold field that is greater than then the Upper Boundary amount, the Threshold will be enabled and the user will be required to provide an explanation in the threshold tab.
2. **% = Percentage Difference** – Percentage difference applies to a fixed percentage ceiling on a field. The threshold is based on the calculation of a ratio by computing difference between the threshold field and the comparison field and then calculating a ratio of the resulting difference of the threshold amount. Should a rate be computed that exceeds the threshold percentage the threshold tab is enabled.



9. If a Line Description is blank, users must populate the field with a line description of the amounts being entered. Empty line descriptions are created by the System Administrator that when set up, require users to enter descriptions of amounts being allocated to from the Closing Package Line item.
- Blank fields are identified by lines that have a line number without a line description.
 - Users are required to populate a line description for all lines that have line numbers without descriptions.

- The Line Description field will allow up to 2000 characters. To view all of the text data for a selected field double-click on the field to open the text editor.
- The editor is available for all text (Line Description, Section Description, etc.) fields. Text may be completed or deleted in the text editor program if the field selected may be modified by users. View only text fields only display text in the Editor and



Note: 125 Note 125 Accounts Receivable - Ne Fiscal Year: 2002 PD: QTR 4 - YTD
 Entity: 7097 VERIFYING TEST ENTITY - OCBOA Status: In-Progress Delete Data

Line Item Notes Other Notes Info **Text Data** Threshold

Closing Package Line Description: Accounts Receivable
 Acct NB Type: D A 2002 - Q4YTD: 500.00 2001 - Q4YTD: 125.00
 Variance: 100.00 .00
 Reported in: User-Defined
 Decimal Point: User-Defined

No	Line Description	2002 - Q4YTD	2001 - Q4YTD	Previously Rptd	CP-PP
1	Department of Defense	100.00 T	25.00 T		75.00 T
2	Social Security Administration	100.00 T	25.00 T		75.00 T
3	Department of Energy	100.00 T	25.00 T		75.00 T
4	Department of Health & Human Resource	50.00 T	10.00 T		40.00 T
5	Department of Agriculture	50.00 T	15.00 T		35.00 T
6					25.00 T
TOTALS:		400.00	125.00		425.00

Submit Cancel Preview Comments

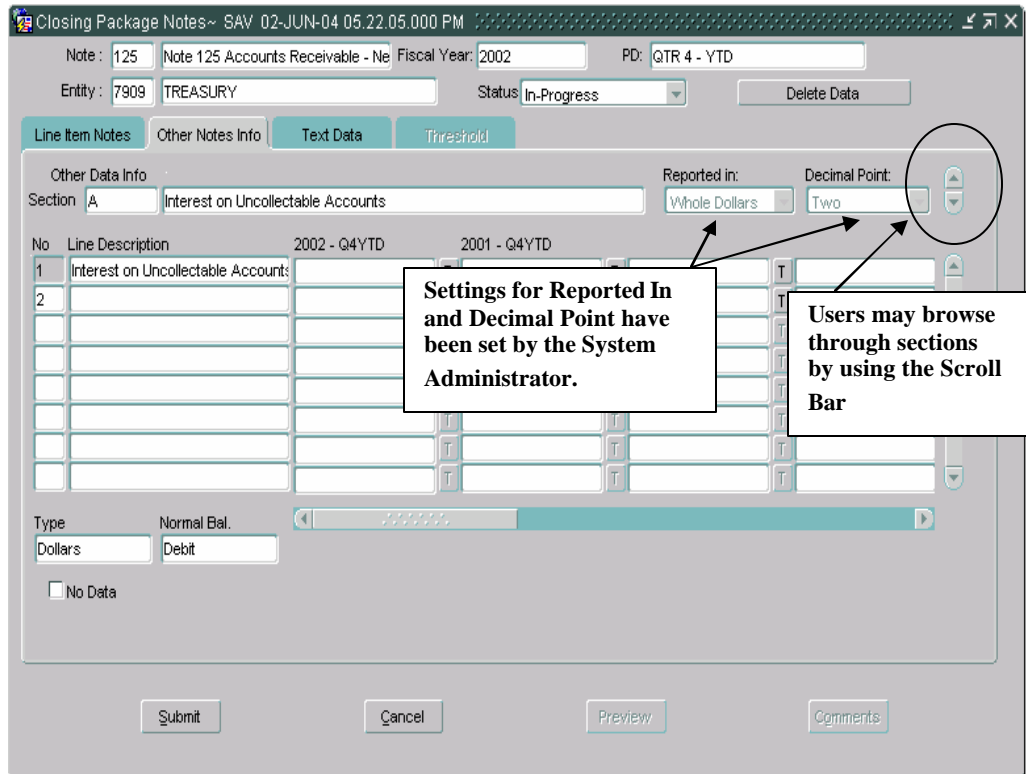
Text fields.

Other Notes Info,

- The Other Notes info provides the ability to breakout Closing Package Line items at second level.

10. Use the keystrokes **Shift + Page Down** to navigate to the Other Notes Info tab. The cursor will default into the section field.

- When the cursor is in the Section field, users can navigate from section to section by using the up and down arrow keys, the keyboard or the scroll bar.
- Sections are created and maintained by the System Administrator.



11. If the “Reported in” and/or “Decimal Point” are set to, “User-Defined” use the TAB key to navigate to the Reported in and Decimal Point field. Click on the down arrows on the Reported In and Decimal Place fields to select a reporting method (Whole Dollars, Hundreds, Thousands, Millions and Billions) and/or a decimal point (Zero, One, Two).

- Values must be selected for the Reported in and/or Decimal Point fields when set to “User-Defined”.
After selecting a value for Reported in and Decimal Point or if Reported in and Decimal Point have settings selected by the System Administrator use the keystrokes **Shift + Page Down**.

12. The cursor will be placed in the No field, press the Tab button twice to navigate to the first editable field. Enter the appropriate amount in the line

Closing Package Notes~ SAV 02-JUN-04 05.22.05.000 PM

Note : 125 Note 125 Accounts Receivable - Ne Fiscal Year: 2002 PD: QTR 4 - YTD
 Entity : 7909 TREASURY Status: In-Progress Delete Data

Line Item Notes Other Notes Info Text Data Threshold

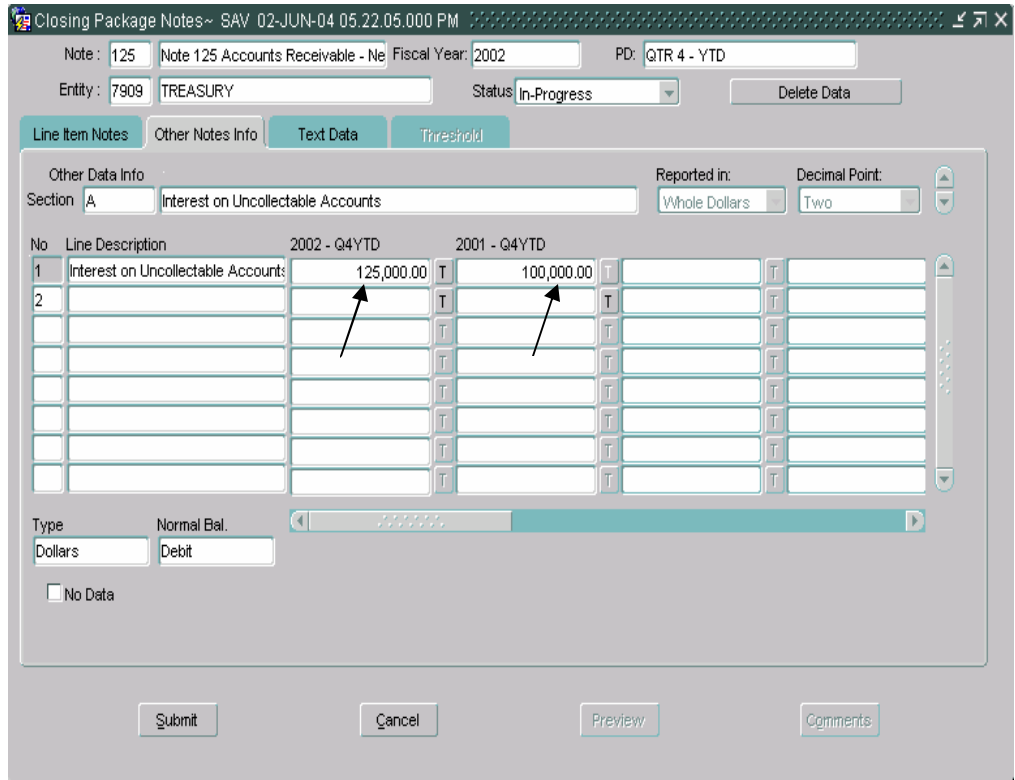
Other Data Info Section A Interest on Uncollectable Accounts Reported in: Whole Dollars Decimal Point: Two

No	Line Description	2002 - Q4YTD	2001 - Q4YTD
1	Interest on Uncollectable Accounts	125,000.00	T
2			T
			T
			T
			T
			T
			T
			T

Type: Normal Bal. Dollars: Debit No Data

Submit Cancel Preview Comments

13. Press the TAB button again and the cursor will shift to the “Threshold” button. If the threshold button is enabled, press the threshold button to view the threshold settings for the field.
14. Press the TAB button again to navigate to the next editable field. Enter the appropriate amount.



15. The Type and Normal Balance of a line are displayed for the line that the cursor is focused on in the Type and Normal Balance field. The default settings are Dollars for Type and Debit for Normal Balance.
- Type can be Dollars, Percentages (entry format ###.####), Units (entry format ###,###,###,###.####) and Years (Entry format YYYY).
 - Normal balance has only three settings; Debit, Credit and N/A. Debit and Credit Normal Balance are applied to the line type Dollars and N/A is applied to all others.
 - These fields are set up and maintained by the System Administrator and are un-modifiable by the user.
 - Each line is assigned it's own Type and Normal settings.

Note : 125 Note 125 Accounts Receivable - Ne Fiscal Year: 2002 PD: QTR 4 - YTD
 Entity : 7909 TREASURY Status In-Progress Delete Data

Line Item Notes Other Notes Info Text Data Threshold

Other Data Info Section A Interest on Uncollectable Accounts Reported in: Whole Dollars Decimal Point: Two

No	Line Description	2002 - Q4YTD	2001 - Q4YTD
1	Interest on Uncollectable Accounts	125,000.00	100,000.00
2			

Type Dollars Normal Bal. Debit
 No Data

Submit Cancel Preview Comments

16. If there is no data to enter click on the No Data field.

Note : 125 Note 125 Accounts Receivable - Ne Fiscal Year: 2002 PD: QTR 4 - YTD
 Entity : 7909 TREASURY Status In-Progress Delete Data

Line Item Notes Other Notes Info Text Data Threshold

Other Data Info Section A Interest on Uncollectable Accounts Reported in: Whole Dollars Decimal Point: Two

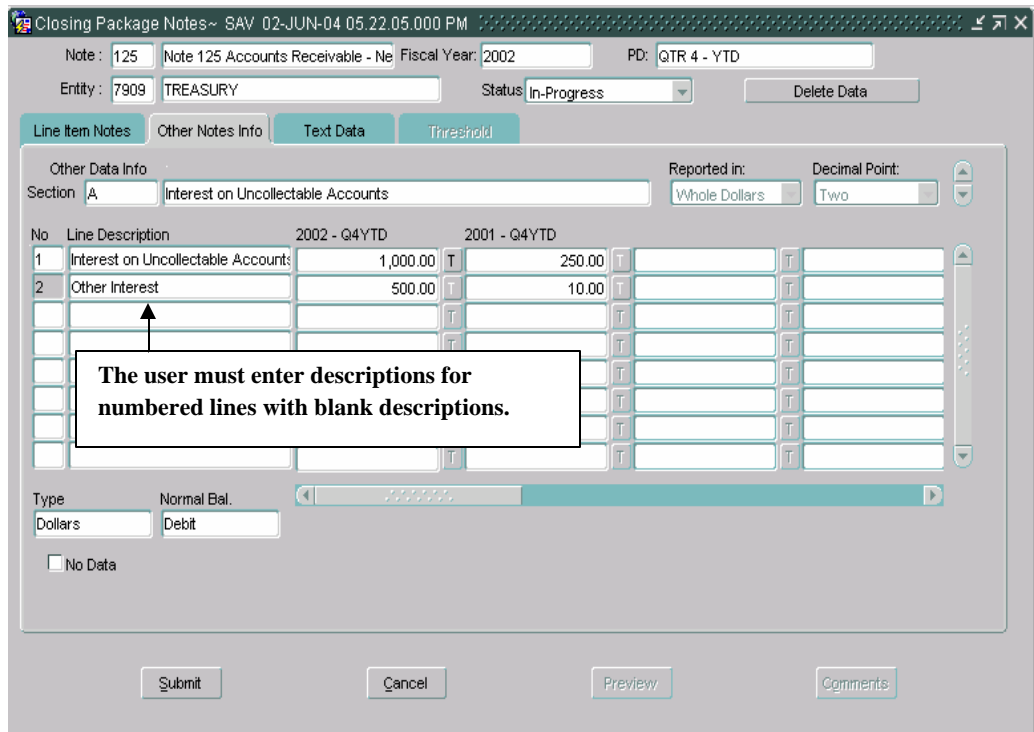
No	Line Description	2002 - Q4YTD	2001 - Q4YTD
1	Interest on Uncollectable Accounts		
2			

Type Dollars Normal Bal. Debit
 No Data

The note is disabled.

Submit Cancel Preview Comments

- As with the Line Item Notes tab, the Other Notes Info tab may have lines with blank descriptions and line numbers assigned to the line. Blank line descriptions require that users enter descriptions into the Line Description field of the amounts being entered. Only lines with line numbers and blank descriptions must have descriptions entered.



18. To Navigate to the next section click on the down arrow of the slider bar or place the cursor in the section box and use the up and down arrow key.

Other Data Info

Section: A Interest on Uncollectable Accounts

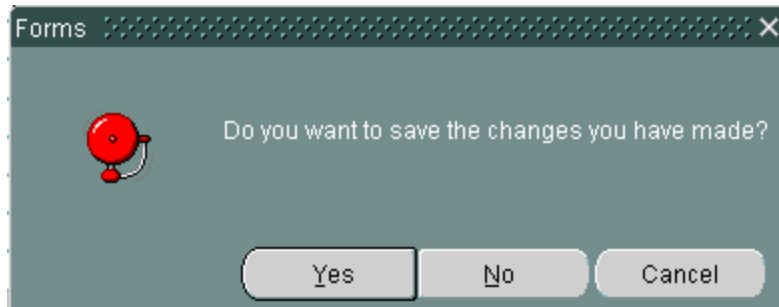
No	Line Description	2002 - Q4YTD	2001 - Q4YTD
1	Interest on Uncollectable Accounts	1,000.00	250.00
2	Other Interest	500.00	10.00

Type: Dollars Normal Bal.: Debit

No Data

Buttons: Submit, Cancel, Preview, Comments

- When navigating from section to section, the system will prompt the user to save changes. Press “Yes” to save changes to a section before navigating to another section.

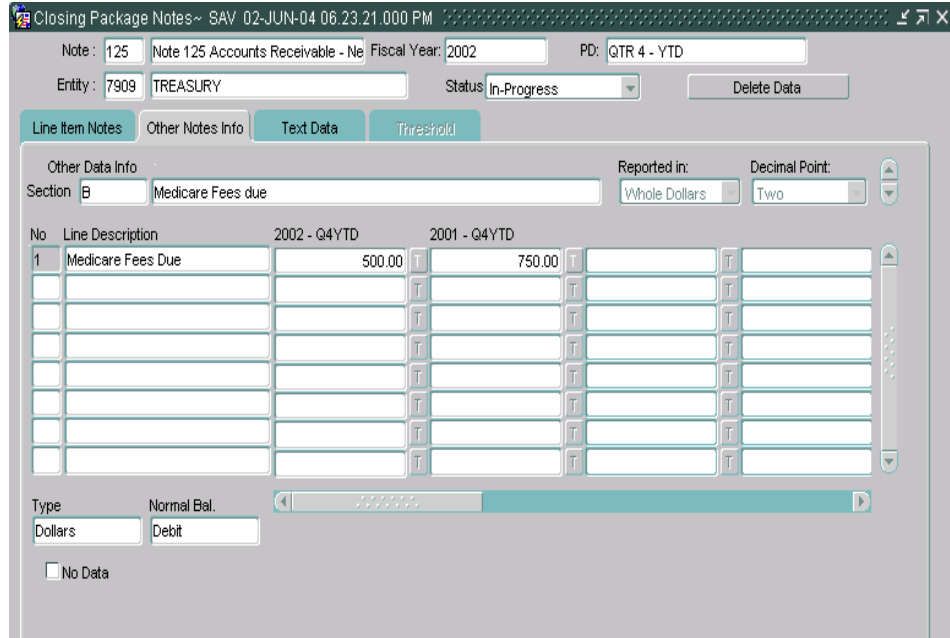


The Other Notes Info section will navigate to the next section.

19. The next section will be displayed with the cursor in the section field.

20. The cursor focus will be set in the section field. Complete the section by populating data in the appropriate sections or clicking the No Data button.

- **All sections of the Other Notes Info tab must be completed either by entering amounts into a least 1 field or by clicking the No Data field.**



Text Data Tab,

21. Use the keystrokes **Shift + Page Down** to navigate to the Text Data index tab. The Text Data screen will open and the cursor will be placed in the Line number field. Users must answer questions that have been set up by the System Administrator.

- Users must answer at least one question or click the No-Data button.
- The Text Data field collects text-based information related to the Selected Closing Package Line item. The text data collected as responses to predefined questions created and maintained by the System Administrator in the index tab.
- **Users must answer at least 1 question or check the No Data field.**

The screenshot shows a window titled "Closing Package Notes ~ SAV 11-MAY-04 05:26:27.000 PM". At the top, there are input fields for "Note: 125", "Note 125 Accounts Receivable - Ne", "Fiscal Year: 2002", and "PD: GTR 4 - YTD". Below these are "Entity: 7097", "VERIFYING TEST ENTITY - OCBOA", and "Status: In-Progress". A "Delete Data" button is on the right. The main area has tabs for "Line Item Notes", "Other Notes Info", "Text Data", and "Threshold". The "Text Data" tab is active, showing a table with two columns: "Text Data" and "Answers".

Text Data	Answers
1 Describe the method used to calculate the allowance for doubtful accounts.	Average of the loss rate for the last three years
2 Disclosures relating to factors affecting collectibility and timing of accounts receivable and the amount	

At the bottom of the window are buttons for "Submit", "Cancel", "Preview", and "Comments".

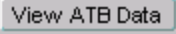
Callout boxes in the image:

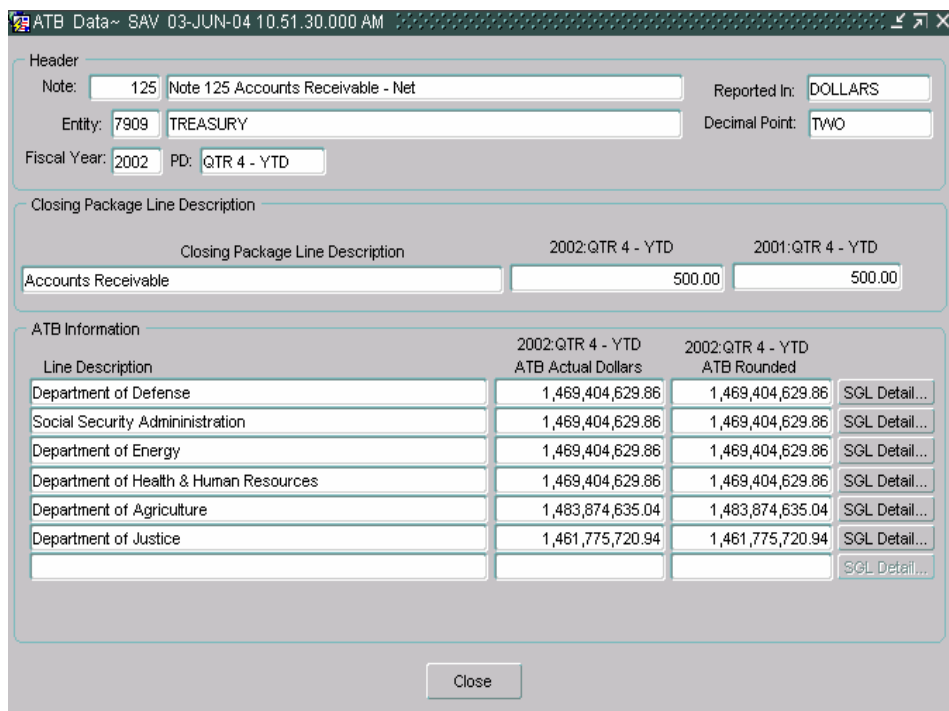
- One box points to the question in row 2: "Question created by the System Administrator."
- Another box points to the empty answer field in row 2: "Answers are entered into this field by the user."

22. Press the TAB key twice to place the cursor into the response field of the Text Data. Enter an answer to the question or click the No Data field.
23. Press the SUBMIT button to save all of the changes or CANCEL to exit the screen without saving changes.

6.6 View ATB Data

Users may view ATB data for informational purposes in the note. ATB data is based on the SGL mappings set up for the selected line in the GF066 screen by the System Administrator.

1. To view ATB data for a Closing Package Line for a selected entity, press the “View ATB Data” button  on the Line Item Notes index tab.
2. The ATB Screen will open and ATB amounts will be displayed for each note line.



ATB Data- SAV 03-JUN-04 10.51.30.000 AM

Header

Note: 125 Note 125 Accounts Receivable - Net Reported In: DOLLARS

Entity: 7909 TREASURY Decimal Point: TWO

Fiscal Year: 2002 PD: QTR 4 - YTD

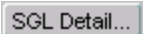
Closing Package Line Description

Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD
Accounts Receivable	500.00	500.00

ATB Information

Line Description	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded	
Department of Defense	1,469,404,629.86	1,469,404,629.86	SGL Detail...
Social Security Administration	1,469,404,629.86	1,469,404,629.86	SGL Detail...
Department of Energy	1,469,404,629.86	1,469,404,629.86	SGL Detail...
Department of Health & Human Resources	1,469,404,629.86	1,469,404,629.86	SGL Detail...
Department of Agriculture	1,483,874,635.04	1,483,874,635.04	SGL Detail...
Department of Justice	1,461,775,720.94	1,461,775,720.94	SGL Detail...
			SGL Detail...

Close

3. To view the ATB data for a selected line press the SGL Detail button .

ATB Data~ SAV 03-JUN-04 10.51.30.000 AM

Header
 Note: 125 Note 125 Accounts Receivable - Net Reported In: DOLLARS
 Entity: 7909 TREASURY Decimal Point: TWO
 Fiscal Year: 2002 PD: QTR 4 - YTD

Closing Package Line Description

Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD
Accounts Receivable	500.00	500.00

ATB Information

Line Description	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded	SGL Detail...
Department of Defense	1,469,404,629.86	1,469,404,629.86	SGL Detail...
Social Security Administration	1,469,404,629.86	1,469,404,629.86	SGL Detail...
Department of Energy	1,469,404,629.86	1,469,404,629.86	SGL Detail...
Department of Health & Human Resources	1,469,404,629.86	1,469,404,629.86	SGL Detail...
Department of Agriculture	1,483,874,635.04	1,483,874,635.04	SGL Detail...
Department of Justice	1,461,775,720.94	1,461,775,720.94	SGL Detail...
			SGL Detail...

Close

- The SGL Detail screen will open and display all of the ATB balances for the Closing Package Line by SGL number.

SGL Detail~ SAV 03-JUN-04 10.51.30.000 AM

Header
 Note: 125 Note 125 Accounts Receivable - Net Reported In: DOLLARS
 Entity: 7909 TREASURY Decimal Point: TWO
 Fiscal Year: 2002 PD: QTR 4 - YTD

Closing Pkg Line Description

Closing Pkg Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD
Accounts Receivable	500.00	500.00

Line Description

SGL	Description	F/N	TP	X/T	S/A	BSF	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded	Bureau...
1310	Accounts Receivable	F	13	U	A	U	.00	.00	Bureau...
1310	Accounts Receivable	F	15	U	A	U	35,046.00	35,046.00	Bureau...
1310	Accounts Receivable	F	16	U	A	U	777,626.31	777,626.31	Bureau...
1310	Accounts Receivable	F	17	U	A	U	3,830.00	3,830.00	Bureau...
1310	Accounts Receivable	F	20	U	A	U	6,044,010.17	6,044,010.17	Bureau...
1310	Accounts Receivable	F	21	U	A	U	2,000.00	2,000.00	Bureau...
1310	Accounts Receivable	F	24	U	A	U	1.00	1.00	Bureau...
1310	Accounts Receivable	F	28	U	A	U	27,690.24	27,690.24	Bureau...
1310	Accounts Receivable	F	51	U	A	U	.00	.00	Bureau...
1310	Accounts Receivable	F	69	U	A	U	568,646.42	568,646.42	Bureau...

Close Return to Note

- To view ATB data at the Bureau level for a selected SGL account number press the Bureau button **Bureau...**.

SGL Detail~ SAV 03-JUN-04 10:51:30.000 AM

Header
 Note: 125 Note 125 Accounts Receivable - Net Reported In: DOLLARS
 Entity: 7909 TREASURY Decimal Point: TWO
 Fiscal Year: 2002 PD: QTR 4 - YTD

Closing Pkg Line Description		2002:QTR 4 - YTD	2001:QTR 4 - YTD
Accounts Receivable		500.00	500.00

Line Description

SGL	Description	F/N	TP	X/T	S/A	BSF	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded	
1310	Accounts Receivable	F	13	U	A	U	.00	.00	Bureau...
1310	Accounts Receivable	F	15	U	A	U	35,046.00	35,046.00	Bureau...
1310	Accounts Receivable	F	16	U	A	U	777,626.31	777,626.31	Bureau...
1310	Accounts Receivable	F	17	U	A	U	3,830.00	3,830.00	Bureau...
1310	Accounts Receivable	F	20	U	A	U	6,044,010.17	6,044,010.17	Bureau...
1310	Accounts Receivable	F	21	U	A	U	2,000.00	2,000.00	Bureau...
1310	Accounts Receivable	F	24	U	A	U	1.00	1.00	Bureau...
1310	Accounts Receivable	F	28	U	A	U	27,690.24	27,690.24	Bureau...
1310	Accounts Receivable	F	51	U	A	U	.00	.00	Bureau...
1310	Accounts Receivable	F	69	U	A	U	568,646.42	568,646.42	Bureau...

Close Return to Note

Bureau Detail~ SAV 03-JUN-04 10:51:30.000 AM

Header
 Note: 125 Note 125 Accounts Receivable - Net Reported In: DOLLARS
 Entity: 7909 TREASURY Decimal Point: TWO
 Fiscal Year: 2002 PD: QTR 4 - YTD

ATB Detail

Closing Pkg Line Description		2002:QTR 4 - YTD	2001:QTR 4 - YTD
Accounts Receivable		500.00	500.00

SGL	Description	F/N	TP	X/T	S/A	BSF	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded
1310	Accounts Receivable	F	15	U	A	U	35,046.00	35,046.00

Bureau	Bureau Name	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded	
2009	Internal Revenue Service	35,046.00	35,046.00	ATB Code...
				ATB Code...
				ATB Code...
				ATB Code...
				ATB Code...
				ATB Code...
				ATB Code...
				ATB Code...

Close Return to Note

- ATB data may be viewed at the ATB Code level by pressing the view ATB Code button .

Bureau Detail~ SAV 03-JUN-04 10.51.30.000 AM

Header
 Note: 125 Note 125 Accounts Receivable - Net Reported In: DOLLARS
 Entity: 7909 TREASURY Decimal Point: TWO
 Fiscal Year: 2002 PD: QTR 4 - YTD

ATB Detail

Closing Pkg Line Description		2002:QTR 4 - YTD	2001:QTR 4 - YTD
Accounts Receivable		500.00	500.00

SGL	Description	F/N	TP	X/T	S/A	BSF	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded
1310	Accounts Receivable	F	15	U	A	U	35,046.00	35,046.00

Bureau	Bureau Name	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded	ATB Code...
2009	Internal Revenue Service	35,046.00	35,046.00	ATB Code...
				ATB Code...
				ATB Code...
				ATB Code...
				ATB Code...
				ATB Code...
				ATB Code...
				ATB Code...

Close Return to Note

ATB Code Detail~ SAV 03-JUN-04 10.51.30.000 AM

Header
 Note: 125 Note 125 Accounts Receivable - Net Reported In: DOLLARS
 Entity: 7909 TREASURY Decimal Point: TWO
 Fiscal Year: 2002 PD: QTR 4 - YTD

Closing Pkg Line Description

Closing Pkg Line Description		2002:QTR 4 - YTD	2001:QTR 4 - YTD
Accounts Receivable		500.00	500.00

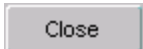
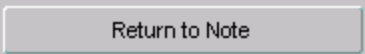
SGL	Description	F/N	TP	X/T	S/A	BSF	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded
1310	Accounts Receivable	F	15	U	A	U	35,046.00	35,046.00

ATB Code Detail


Bureau	Bureau Name	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded
2009	Internal Revenue Service	35,046.00	35,046.00

ATB Code	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded
20090913	35,046.00	35,046.00

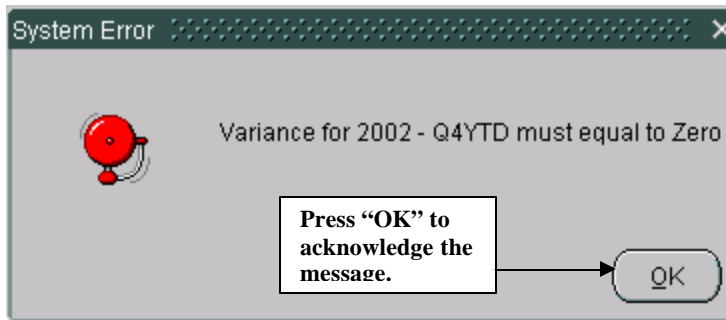
Close Return to Note

- To close the SGL Detail screen and return to the previous screen press the “Close” button .
- To return to the Closing Package Notes screen press the “Return to Note Screen” .

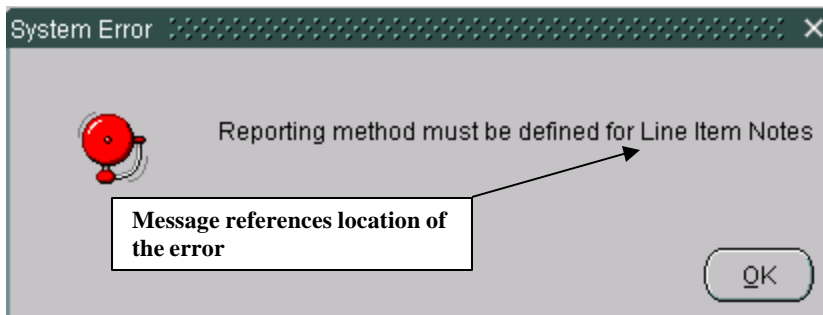
6.7 Flagging a Note as Complete

Once all of the note information has been entered into a note, users may change a note status from “In-Progress” to “Complete” in the status field  on the main form. When the status is changed to “Complete” the program initiates a series of validations of the data entered into the note:

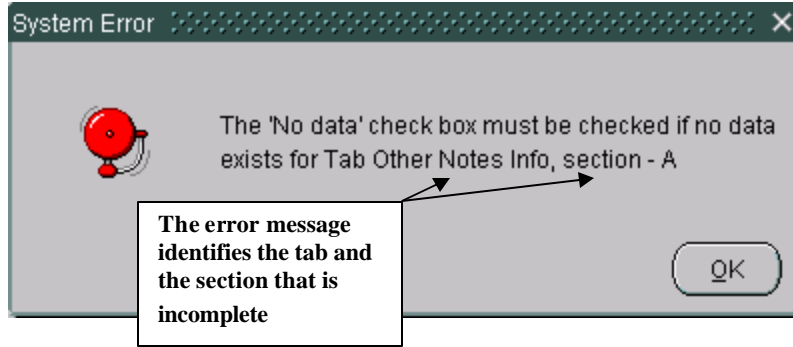
1. The program validates that both variances for the Closing Package Line items are equal to zero. Should a variance exist for one or both amounts the following error message will be displayed.



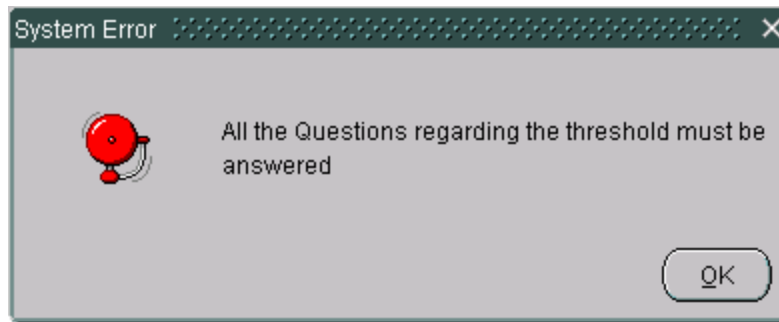
2. The program verifies that selections have been made for the “Reported in” and “Decimal Point” that have been set to “User-Defined” on all of the appropriate index tabs and sections. If a note has variance in the Line Item notes tab the following error message is displayed.



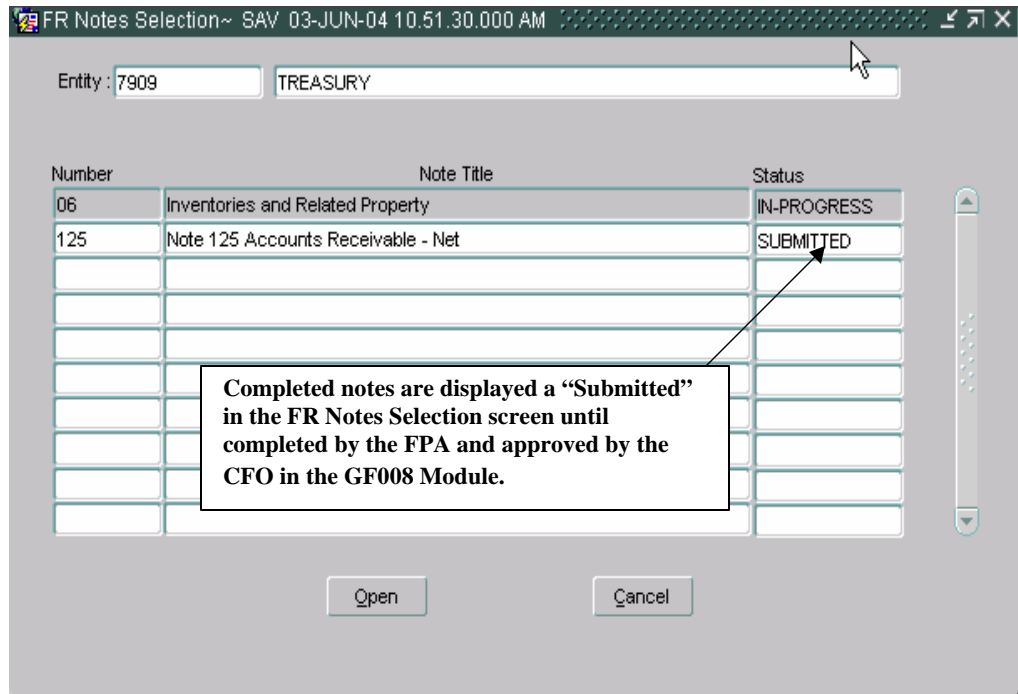
3. The program also verifies that all index tabs have been completed by data entry or by setting the No Data field. All sections of all index tabs must be completed or have the No Data button checked. If the Other Notes Info or Text Data tabs have not been completed or have the final flag checked the program displays the following error message the status is changed to “Complete”.



4. The Notes program also checks to see that all outstanding threshold questions have been answered in the Threshold index tab. If one or more questions are un-answered, the following error message is displayed. If the user changes the status button with any threshold questions un-answered the system displays the following error message.




5. Once the program has passed all validations, the status will be set to complete by the user. . All completed notes have “Submitted” status. Submitted notes are the finalized in the Completions and Approvals module (GF008). In GF008 the note is completed by the FPA and approved by the CFO.
 - When a note is complete, it is no longer modifiable. To modify a completed note change the status note from “Complete” to “In-Progress” to make the necessary changes.
 - If the note has been flagged as “Completed”, the FPA will have to change the status of the note in GF008 from “Completed” to “In-Process”. Once the status is changed the user may change the status of the note to “In-Process.”
 - Once completed, the status of the note is displayed as “Submitted” in the FR Notes Selection Screen.



6. Press the Save button on the tool bar to save changes or press the Submit button to save changes and exit the form. To exit without saving changes press the Cancel button.
7. The status of the note will remain "Submitted" until the FPA flags the note as completed in the GF008 module. Once approved, the note is included in the FR Closing Package.

6.8 Delete Data Button

The GF006 module has the capability of deleting data and updating the form with changes made by the System Administrator by the “Delete Data”

 functionality.

Users may delete all of the data entered into a Note and update the note with changes made by the System Administrator.

- When the Delete data button is pressed **ALL** of the data entered and selections made are deleted.
- If the System Administrator has made changes to the note in the GF066 module, the user must press the delete data button to refresh the screen with the form changes. When the GF006 screen is re-opened, the Note is updated with the changes made.

1. The “Delete Data” button is enabled when the note status is set to “In-Process”. If the note status is set to “Complete” change it to “In-Process”

Closing Package Notes~ SAV 03-JUN-04 10:51:30.000 AM

Note: 125 Note 125 Accounts Receivable - Ne Fiscal Year: 2002 PD: QTR 4 - YTD

Entity: 7909 TREASURY Status: In-Progress

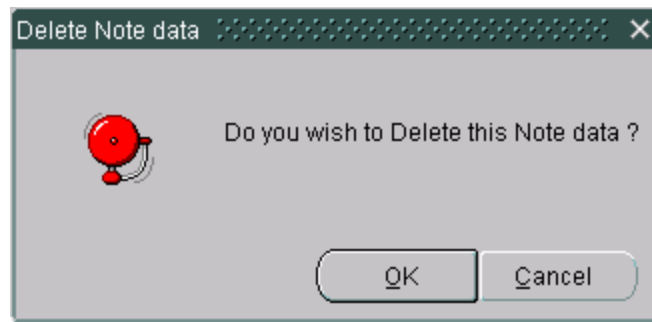
Line Item Notes Other Notes Info Text Data Threshold

Closing Package Line Description	NB	Acct Type	2002 - Q4YTD	2001 - Q4YTD	Variance
Accounts Receivable	D	A	500.00	200.00	.00

Reported in: Whole-Dollars
Decimal Point: Two

No	Line Description	2002 - Q4YTD	2001 - Q4YTD	Previously Rptd	CP-PP
1	Department of Defense	100.00	50.00		50.00
2	Social Security Administration	75.00	75.00		.00
3	Department of Energy	100.00	50.00		50.00
4	Department of Health & Human Resources	100.00	25.00		75.00
5	Department of Agriculture	50.00	.00		50.00
6		75.00	.00		75.00
TOTALS:		500.00	200.00		300.00

2. Press the Delete Data button and the following message will be displayed. Press “OK” to delete the note data.



3. The Note will close and all of the data entered will be deleted.
4. When the note is re-opened all of the data will be deleted and any changes made by the System Administrator will be incorporated into the note.

Closing Package Notes~ SAV 03-JUN-04 10:51:30.000 AM

Note : 125 Note 125 Accounts Receivable - Ne Fiscal Year: 2002 PD: QTR 4 - YTD
 Entity : 7909 TREASURY Status: In-Progress Delete Data

Line Item Notes Other Notes Info Text Data Threshold

Closing Package Line Description	NB	Acct Type	2002 - Q4YTD	2001 - Q4YTD	Reported in:
Accounts Receivable	D	A	500.00	200.00	User-Defined
Variance:			500.00	200.00	User-Defined

Financial Report Note Detail

No	Line Description	2002 - Q4YTD	2001 - Q4YTD	Previously Rptd	CP-PP
1	Department of Defense				
2	Social Security Administration				
3	Department of Energy				
4	Department of Health & Human Resources				
5	Department of Agriculture				
6					
TOTALS:					

Closing Package Definition View ATB Data

Submit Cancel Preview Comments

6.9 Field Descriptions

See tables below

Number	Note Title	Status
06	Inventories and Related Property	IN-PROGRESS
125	Note 125 Accounts Receivable - Net	SUBMITTED

Field Name	Functional Description	Attributes	Setting Options
Entity	The entity field is populated with four-digit GFRS numbers that FR Notes are linked to in the GF006 module.	The entities displayed are based on the users permissions.	Auto-populated
Entity Name	The description of the GFRS entity.	The entities displayed are based on the users permissions	Auto-populated
Number	Number is note number that is assigned by the System Administrator in the GF066 module. Users select notes by number to complete for the FR closing package.	<ol style="list-style-type: none"> Each note number is unique. A note may be assigned to an entity only once but can be assigned to multiple entities. Note numbers may be numbers, letters, special characters or any combination these. Note Numbers are assigned by the System Administrator. 	None – set up and maintained by the system administrator.
Note Title	Note title is the description of the note.	<ol style="list-style-type: none"> A text field un-modifiable to the user. 	None – set up and maintained by the system administrator.

Field Name	Functional Description	Attributes	Setting Options
Status	Status is the status of the note. Notes can be in-progress, submitted or approved.	<ol style="list-style-type: none"> The status displayed in the status field is dependant on the setting of the Status field in the Closing Package Notes screen. When the status is changed to "Completed" in the Closing Package Note the status in the FR Notes selection screen is also changed to "Submitted" The default setting is in process. The status will be set to approved when the FPA approves the record in the GF008 module. 	Users can change the status from "In-Process" to "Submitted"

Closing Package Notes form;

Field Name	Functional Description	Attributes	Setting Options
Note	Note is the number assigned to the note.	<ol style="list-style-type: none"> Note number is assigned to the note by the system administrator in the GF066 screen. Note is a unique value. Note may be composed of numerical, alphabetical, alphanumerical and special characters. Located on the main Closing Package Notes form. 	The Note field is un-modifiable to users.
Description	Description contains the description of the note.	<ol style="list-style-type: none"> Description is assigned and maintained by the System Administrator. The description can contain numerical, alphabetical, alphanumeric, special characters. Located on the main Closing Package Notes form. 	The description field is un-modifiable by users.
Fiscal Year	Fiscal Year is the current open fiscal year in GFRS.	<ol style="list-style-type: none"> The fiscal year is populated from the DBA061 module The format is YYYY Located on the main Closing Package Notes form. 	The Fiscal Year field is un-modifiable to users.
PD (Period)	The period is the current open period set up in GFRS	<ol style="list-style-type: none"> The period is populated from the DBA061 module. Located on the main Closing Package Notes form. 	Period is un-modifiable by users.
Entity	Entity is the four-digit GFRS entity that is related to the note.	<ol style="list-style-type: none"> Entity is a four - digit character field. Entity is populated from the DBA055 screen. Entity can be numeric, alphabetical or alphanumeric. Located on the main Closing Package Notes form. Entity is assigned to the note by the System Administrator in the GF066 screen. 	Entity is not modifiable by users.
Entity Description	Entity description is the text description of the entity.	<ol style="list-style-type: none"> Entity is populated from the DBA055 screen. Located on the main Closing Package Notes form. 	Description is not modifiable by users.

Field Name	Functional Description	Attributes	Setting Options
Status	The status field controls state of the note.	<ol style="list-style-type: none"> Field defaults to “In-Progress”. Selection of “Complete” initiates validations that check, <ol style="list-style-type: none"> All variances = zero. All threshold questions have been answered. All tabs have been completed or the no data field has been clicked. Selections have been made for all Reported in and Decimal Point fields that are set to user defined. Field is a list box. Located on the main Closing Package Notes form. 	Users are able to change the status from “In-Process” to “Completed”
Delete Data	<ol style="list-style-type: none"> The delete data button provides the user the ability delete all of the data entered as well as all of the settings selected by the user. It updates the GF006 with any changes made to the form by the System Administrator in the GF066 screen. 	<ol style="list-style-type: none"> The delete data button is enabled when the status of the note in “In-Process” and disabled when the note is “Complete”. Located on the main Closing Package Notes screen. 	By pressing the Delete Data button users may delete all data, and settings and update the screen with any form changes
Submit	Press Submit to save all changes and exit the Closing Package Notes screen and return to the FR Notes Selection screen.	<ol style="list-style-type: none"> Submit is located on the main Closing Package Notes form 	Not –Applicable
Cancel	Press the Cancel button to exit the Closing Package Notes screen without saving changes.	<ol style="list-style-type: none"> Cancel is located on the main Closing Package Notes form. 	Not –Applicable
Closing Package Line Description	Closing Package Line Description is the Closing Package Line item that Agency Line Descriptions were reclassified to in the GF003 module.	<ol style="list-style-type: none"> Located in the Line Item Notes index tab on the Closing Package Notes screen. Selected for the note by the System Administrator in the GF066 module. 	Un-modifiable to users.
NB (Normal Balance)	Normal balance is an attribute of the selected Closing Package Line Description.	<ol style="list-style-type: none"> Located in the Line Item Notes index tab on the Closing Package Notes screen. Settings can be “D” (Debit), “C” (Credit) and “N/A” 	Un-modifiable to users

Field Name	Functional Description	Attributes	Setting Options
Acct Type	Account is an attribute of the Closing Package Line item.	<ol style="list-style-type: none"> 1. Located in the Line Item Notes index tab on the Closing Package Notes screen. 2. Settings may be, <ol style="list-style-type: none"> I. A = Asset II. CA= Contra-Asset III. L = Liability IV. CL= Contra-Liability V. E = Equity 	Un-modifiable to users
Current Period Amount (Audit Amount)	The Current Period field displays the amount that was reclassified to Closing Package Line item in GF003 for the current open period (Audit Amount).	<ol style="list-style-type: none"> 1. Located in the Line Item Notes index tab on the Closing Package Notes screen. 2. For verifying agencies, the amount displayed is amount that was reclassified to the selected Closing Package Line item in the GF003 module. 3. If the entity is a non-verifying agency, the ATB data is populated based on the crosswalk mapping in the DBA055. 	Un-modifiable to users
Prior Period (Prior Period Audit Amount)	The Prior Period field displays the amount that was reclassified to the Closing Package Line item in GF003 for the prior period (Prior Period Audit Amount)	<ol style="list-style-type: none"> 1. Located in the Line Item Notes index tab on the Closing Package Notes screen. 2. For verifying agencies, the amount displayed is amount that was reclassified to the selected Closing Package Line item in the GF003 module. 3. If the entity is a non-verifying agency, the ATB data is populated based on the crosswalk mapping in the DBA055 screen. 	Un-modifiable to users

Field Name	Functional Description	Attributes	Setting Options
Variance	The variance field tracks the allocation of the Current and prior period amounts of the Closing Package Line amounts to the Financial Report Detail lines.	<ol style="list-style-type: none"> 1. Located in the Line Item Notes Index tab ion the Closing Package Notes screen. 2. The variance is calculated by subtracting the sum of the amounts allocated to Financial Report Note Detail lines from the Closing Package Line amounts. 3. The variance must equal zero for the note to be flagged as complete. 4. Variances calculations are set up for columns by the System Administrator. 5. Variances are set up and maintained by the System Administrator in GF066. 6. Users can view which column the variance is against when the cursor is placed on the variance field. 	Users can reduce the variance by allocating the balances of the Closing Package Line items to Financial Report Detail Lines.
Reported In	The Reported in determines how amounts are displayed in the Line Item Notes index tab.	<ol style="list-style-type: none"> 1. Located in the Line Item Notes Index tab on the Closing Package Notes screen. 2. Set up and maintained by the System Administrator in GF066. 3. Reported in may be set up two ways by the System Administrator, Agency – The value defaults to the Reported In method that was selected in GF002. User Defined – Users must select a reporting method. When user defined, Reported in is a required field. 4. Reported in effects only the amounts displayed on the Line Item Notes index tab. 	If the System Administrator sets the Reported in method to “User – Defined”, users must select one of the following values, Whole – Dollars Hundreds Thousands Billions

Field Name	Functional Description	Attributes	Setting Options
Decimal Point	Decimal point defines the placement of the decimal point for amounts displayed and entered in the Line Item Index tab in the GF006 module	<ol style="list-style-type: none"> 1. Located in the Line Item Notes Index tab on the Closing Package Notes form. 2. Set up and maintained by the System Administrator. 3. Decimal Point may be set up two ways by the System Administrator. Agency – The value defaults to the Decimal point setting selected in the GF002 module. User Defined – Users must select a decimal point selection. When User-Defined, decimal point is a required field. 4. Decimal Point is only applied to amounts on the Line Item Notes index tab. 	If the System Administrator sets the Decimal Point to “User –Defined” users must select one of the following values, Zero One Two
No (Line Number)	Line number is the number that orders the note lines in the Financial Report Note Detail.	<ol style="list-style-type: none"> 1. Located in the Line Item Notes Index tab on the Closing Package Notes screen. 2. Line numbers are unique sequential in ascending order. 3. The System Administrator sets and maintains the lines and controls what lines are displayed. 	Un-modifiable to users.
Line Description	Line descriptions are Financial Report lines that have been set up by the System Administrator in GF066. The description identifies what Closing Package Line are being allocated to.	<ol style="list-style-type: none"> 1. Located in the Line Item Notes Index tab on the Closing Package Notes screen. 2. The description is created by the System Administrator in the GF066 module. 3. If left blank, users may enter a description of the amount being allocated to the line. 	If the Line Description field is empty, users must enter a description.
Current Period Amount (Audit Amount)	Users enter the appropriate amount of the Closing Package Line amount into the Current Period field for the current open period.	<ol style="list-style-type: none"> 1. Located in the Line Item Notes Index tab on the Closing Package Notes screen. 2. The entering of amounts for the current period reduces the variance for the current period. 3. Current Period amount is assigned and maintained by the System Administrator. 	Users allocate amounts of the Closing Package Line items to line items for the current open period.

Field Name	Functional Description	Attributes	Setting Options
Prior Period Amounts	Users enter the appropriate amount of the Closing Package Line amounts for a prior period.	<ol style="list-style-type: none"> 1. Located in the Line Item Notes index tab on the Closing Package Notes screen. 2. The prior period is the same period as the Current open period for the previous year. 3. Users allocate Closing Package Line amounts to the prior period amount field for the appropriate line. 	Users allocate amounts of the Closing Package Line items to line items for the prior period.
T (Threshold)	<p>Press the “T” or Threshold button to view Thresholds set up by the System Administrator.</p> <p>Thresholds are ceiling or limits placed on fields that when exceeded require a user response in the Threshold index tab.</p>	<ol style="list-style-type: none"> 1. Located in the Line Item Notes index tab on the Closing Package Notes screen. 2. Data on the threshold screen is view only. 3. Thresholds can have three possible settings; <ol style="list-style-type: none"> I. Upper Boundary – a fixed dollar limit that if exceeded requires the user to respond to the Threshold question in the Threshold index tab. II. Percentage – a ceiling based on the ratio of the difference of the threshold and the comparison field to the field that the threshold is assigned to. III. Both – Both Upper Boundary and percentage limits are applied. The threshold is activated by the boundary that is exceeded first. 4. Thresholds are set up and maintained by the System Administrator. 	Thresholds are activated by entry of amounts that exceed the ceilings of the threshold. The Data displayed in the threshold screen is view only to users.
View ATB Data	Press the ATB data button to view ATB data for the Closing Package Line Items.	<ol style="list-style-type: none"> 1. Located in the Line Item Notes index tab of the Closing Package Notes screen 2. The ATB data is displayed at the CP Line, SGL, Bureau and ATB Code level. 	Un-modifiable to users.

Field Name	Functional Description	Attributes	Setting Options
Closing Package Line Definition	Press the Closing Package Line Definition button to view a definition of the Closing Package Line.	<ol style="list-style-type: none"> 1. Located in the Line Item Notes index tab of the Closing Package Notes screen. 2. Populated from the DBA062 screen. 	Un-modifiable to users.

Closing Package Notes~ SAV 03-JUN-04 10:51:30.000 AM

Note: 125 Note 125 Accounts Receivable - Ne Fiscal Year: 2002 PD: QTR 4 - YTD
 Entity: 7909 TREASURY Status: In-Progress Delete Data

Line Item Notes Other Notes Info Text Data Threshold

Other Data Info Section: A Interest on Uncollectable Accounts Reported in: Whole Dollars Decimal Point: Two

No	Line Description	2002 - Q4YTD		2001 - Q4YTD	
1	Interest on Uncollectable Accounts		T		T
2			T		T
			T		T
			T		T
			T		T
			T		T
			T		T
			T		T

Type: Dollars Normal Bal.: Debit No Data

Submit Cancel Preview Comments

Field Name	Functional Description	Attributes	Setting Options
Section	Section is Other Notes record that users enter data into as a second level or further breakout of the note information at second level	<ol style="list-style-type: none"> 1. Located in the Other Notes Info index tab on the Closing Package Notes screen. 2. Sections are created, assigned and maintained by the System Administrator in the GF066 screen. 3. Other sections may be navigated by placing the cursor in the section fields and using the UP and DOWN arrow keys on the keyboard or by using the scroll bar to the far right of the form next to the section name. 	Users can navigate from section to section but cannot modify the section characters.
Section Description	Description identifies the section that data is being entered into.	<ol style="list-style-type: none"> 1. Located on the Other Notes Info index tab on the Closing Package Notes screen. 2. Description is created and maintained by the System Administrator in the GF066 screen. 3. If the Section Description line is blank, users must populate a description. 	If the Section Description line is blank, users must populate a description
Reported In	The Reported in determines how amounts are displayed in the Other Notes Info index tab.	<ol style="list-style-type: none"> 1. Located in the Other Notes Info Index tab on the Closing Package Notes screen. 2. Set up and maintained by the System Administrator in GF066. 3. Reported in may be set up two ways by the System Administrator, <ul style="list-style-type: none"> • Agency – The value defaults to the Reported In method that was selected in GF002. • User Defined – Users must select a reporting method. When user defined, Reported in is a required field. 4. Reported in effects only the amounts displayed on the Line Item Notes index tab. 	If the System Administrator sets the Reported in method to “User –Defined”, users must select one of the following values, Whole – Dollars Hundreds Thousands Billions

Field Name	Functional Description	Attributes	Setting Options
Decimal Point	Decimal point defines the placement of the decimal point for amounts displayed and entered in the Other Notes Info index tab in the GF006 module	<ol style="list-style-type: none"> 1. Set up and maintained by the System Administrator. 2. Decimal Point may be set up two ways by the System Administrator. <ul style="list-style-type: none"> • Agency – The value defaults to the Decimal point setting selected in the GF002 module. • User Defined – Users must select a decimal point selection. When User-Defined, decimal point is a required field. 3. Decimal Point is only applied to amounts on the Line Item Notes index tab. 4. Located on the Other Notes Info tab on the Closing Package Notes form. 	If the System Administrator sets the Decimal Point to “User – Defined” users must select one of the following values, Zero One Two
Type	Type defines a line in terms of the type of data to be entered. Each line in a section has it’s own line type.	<ol style="list-style-type: none"> 1. Type is located on the Other Notes Info index tab of the Closing Package Notes screen. 2. The setting for each line is set by the System Administrator in GF066. 3. The settings can be <ol style="list-style-type: none"> I. Dollars II. Units III. Percentage IV. Years. 	Un-modifiable to users.
Normal Balance	Normal balance is the normal balance if the line. The normal balance can be Debit, Credit or N/A.	<ol style="list-style-type: none"> 1. Normal Balance is located on the Other Notes Info index tab on the Closing Package Notes screen. 2. Normal balance is assigned to each line on a line-by-line basis by the System Administrator in GF066. 3. Normal balance is only enabled when the line type is set to dollars. All other line types default to “N/A” 	Un-modifiable to users.
No Data	The No Data check box is a flag setting available to users to click on and check when there is no data to report for an Other Notes Info section.	<ol style="list-style-type: none"> 1. No Data is located on the Other Notes Info index tab on the Closing Package Notes screen. 2. The program validations require that at least 1 line be populated data or the No Data field must be checked. 	Users click on the No-Data field to signify that there is no data to report.

Field Name	Functional Description	Attributes	Setting Options
Text Data No field	The first line is the text question number line.	<ol style="list-style-type: none"> 1. Located on the Text Data Index Tab of Closing Package Notes form. 2. Created and maintained by the System Administrator in the GF066 module. 	Un-modifiable by users.
Text Data Questions	The questions field is populated with questions concerning the Closing Package line item. Users respond to the questions providing additional information concerning the CP line item in a text format.	<ol style="list-style-type: none"> 1. Located on the Text Data index tab of the Closing Package Notes form. 2. Created, applied and maintained by the System Administrator in the GF066 screen. 	Un-modifiable by users.

Closing Package Notes ~ SAV 03-JUN-04 10:51:30.000 AM

Note: 125 Note 125 Accounts Receivable - Ne Fiscal Year: 2002 PD: QTR 4 - YTD
 Entity: 7909 TREASURY Status: In-Progress Delete Data

Line Item Notes Other Notes Info Text Data Threshold

Threshold

Line Description	Question	Explanation
Line Item Notes - Department of Defense (2002 - Q4YTD)	Explain the variance.	

Submit Cancel Preview Comments

Field Name	Functional Description	Attributes	Setting Options
Line Description	Line Description identifies the index tab and field that has a value that has exceeded its threshold.	<ol style="list-style-type: none"> The text displayed is System generated when a threshold has been exceeded. Located on the Threshold Index tab. 	Un-modifiable by users.
Question	The question field is populated with a question concerning why a threshold was exceed.	<ol style="list-style-type: none"> Question is located on the Threshold index tab. Question is created, applied and maintained by the System Administrator in GF066. 	Un-modifiable to users.

Field Name	Functional Description	Attributes	Setting Options
Explanation	Users respond to questions in the corresponding question field in the explanation field.	<ol style="list-style-type: none">1. Explanation is a required field. Users must enter explanations for all threshold questions.2. Any character type is accepted.3. Explanation is located on the threshold index tab.	Users are required to enter explanations for ALL threshold questions.

Module GF007: Other FR Data

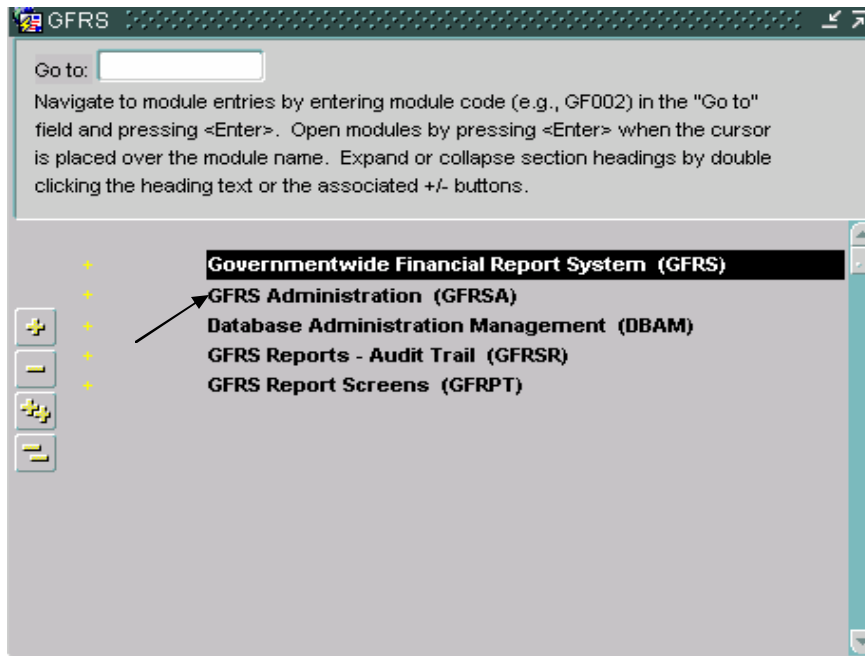
7.1 Module Overview

The Other Data module is the location where agencies enter other data information for the Financial Report of the United States. Other Data records are created and administered by the System Administrator. This includes the assignment of Other Data records to GFRS entities, the setting up of the Other Data records (columns, questions, thresholds, lines, etc) and changes to Other Data records after completion.

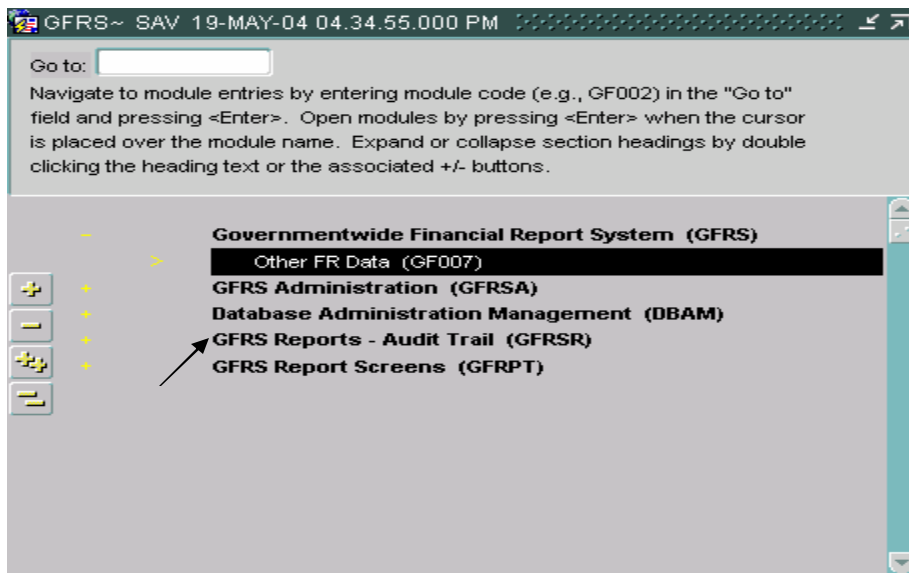
Users must complete the Other Data record set up by the System Administrator in order for the record to be completed. To be completed, all of the required fields designated by System Administrator must be completed. Users enter data into two index tabs Other Data Info and Text data. Each index tab is composed of sections that users enter data into in order to complete the Other Data record.

7.2 Navigating to the Other Data Screen.

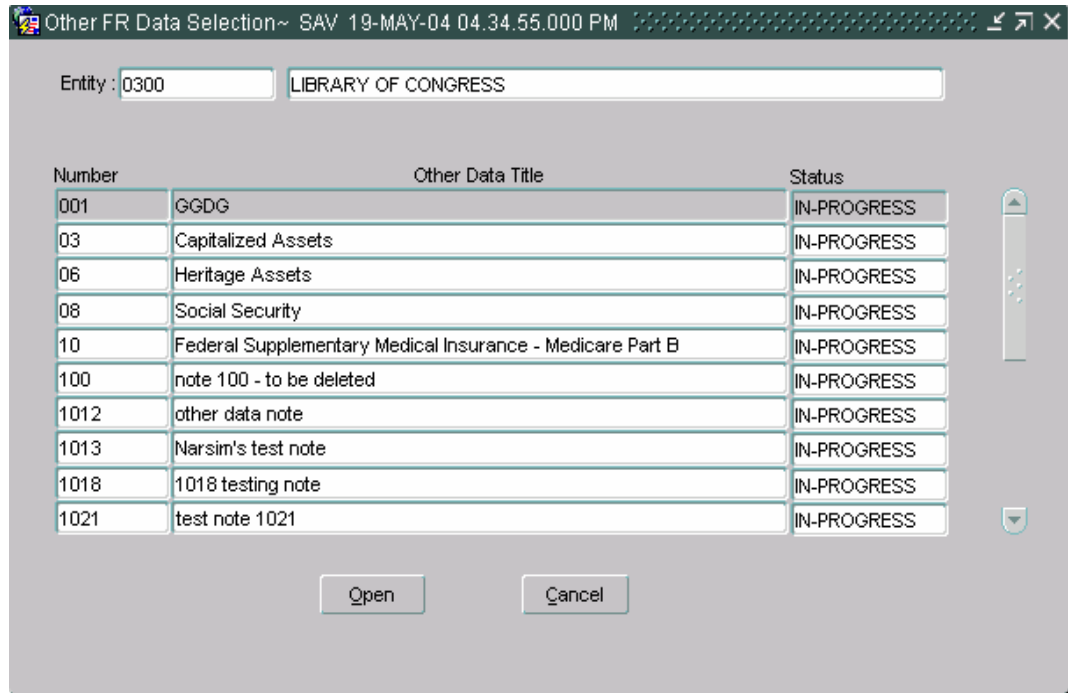
1. To navigate to Other Data module navigate to the GFRS application menu. Double – click on the “Government Financial Reporting System (GFRS)”



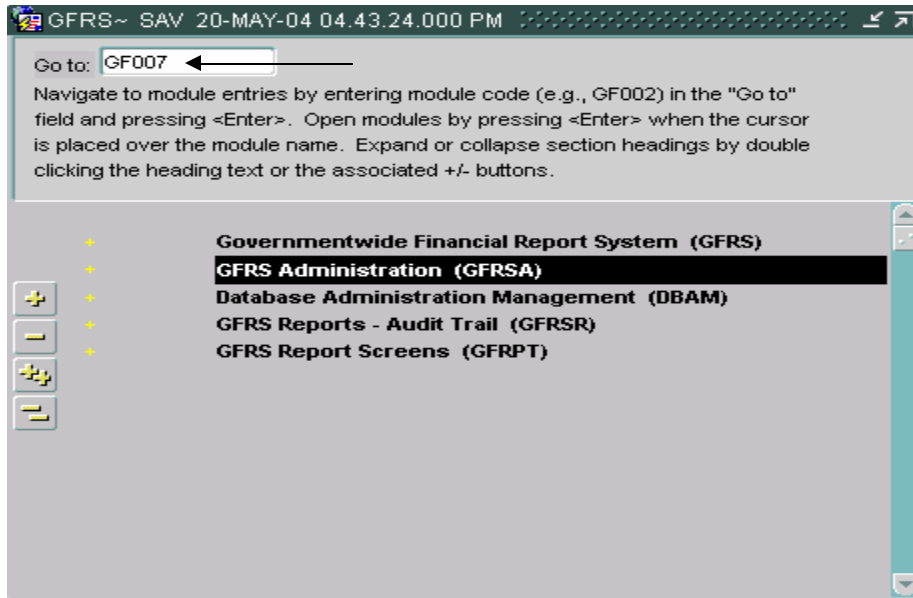
2. Double-click on the “Other FR Data (GF007)” selection to open the program.



3. The GF007 program will open displaying all the entities that the user has permission to access.

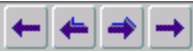




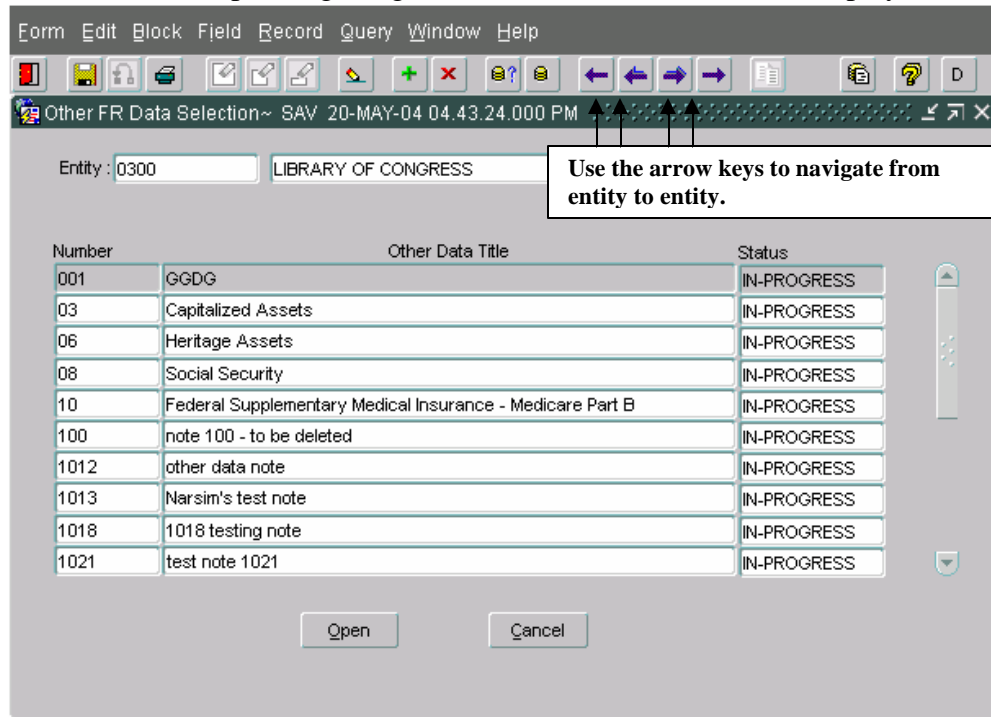
4. As an alternative method, the GF007 module may be opened by entering "GF007" in the "Go to" field in the GFRS main menu and Click ENTER twice and the program will open.



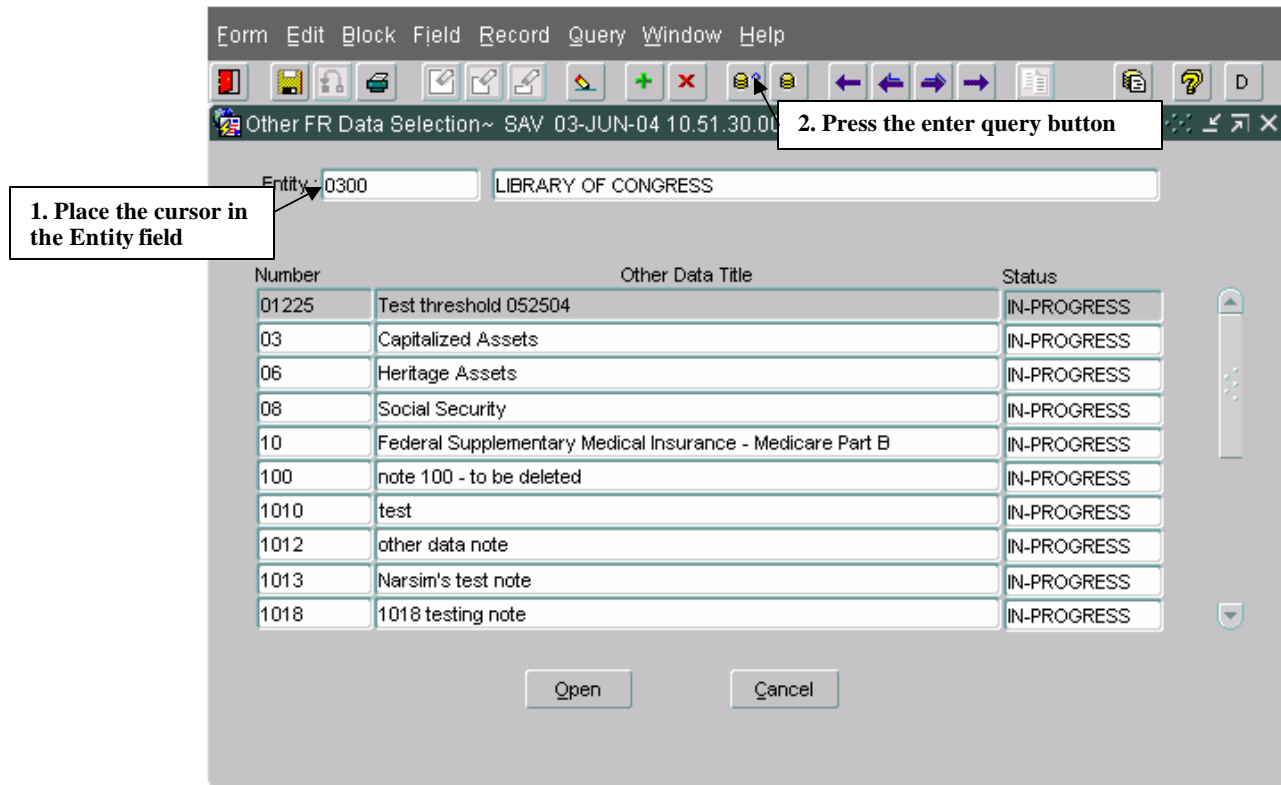
7.3 Selecting other Data Records for an Entity


Other Data records are displayed in the GF007 module by entity number. Users can browse through the Other Data module by entity number. Each entity displays all of the Other Data records that have been assigned by the System Administrator.

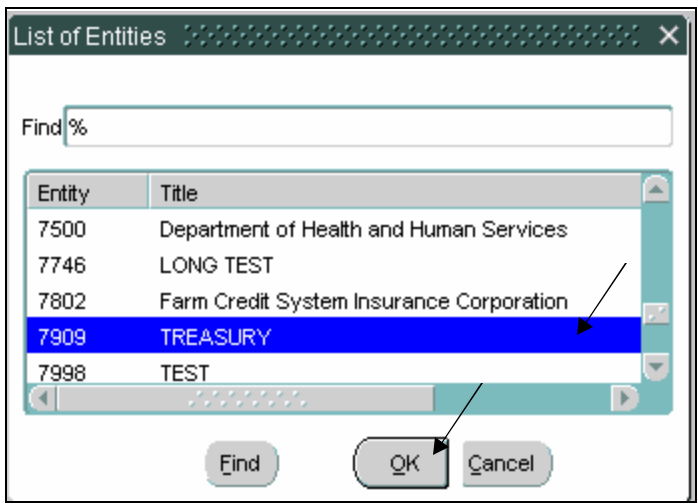
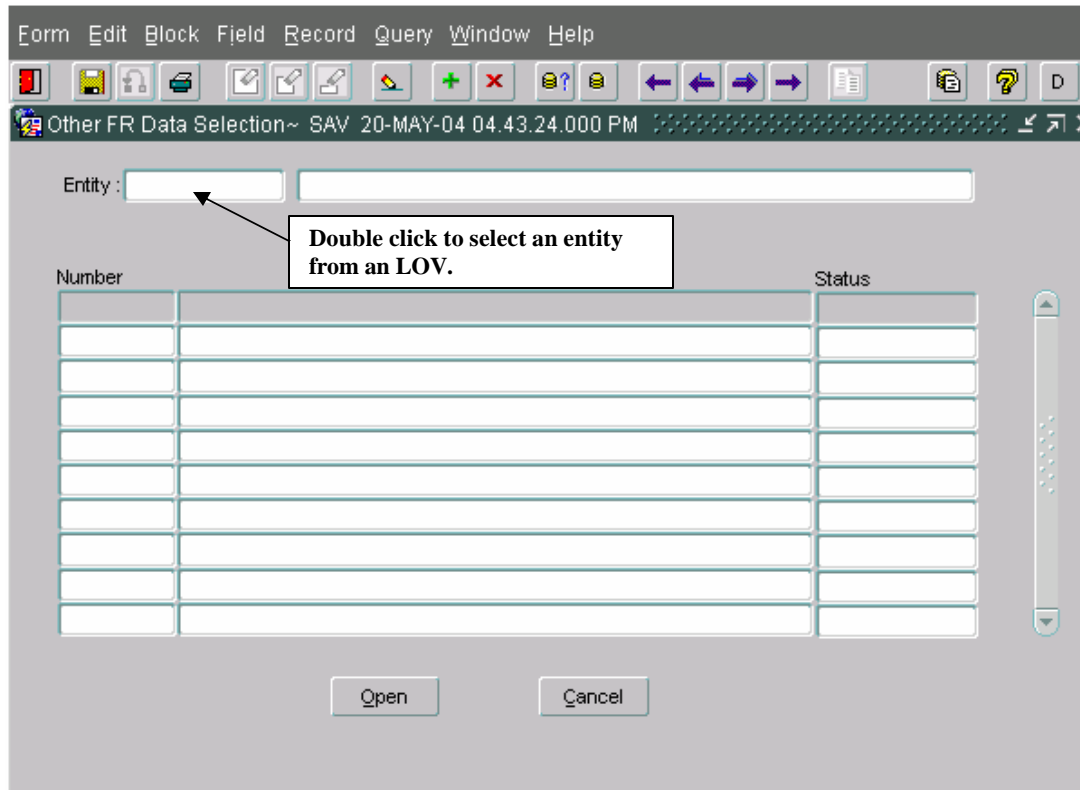
1. To select an Other Data record, use the arrow keys  on the tool bar to browse to the selected entity and to all of the Other Data records that have been assigned to it.
 - Users may also select a specific entity by placing the cursor by mouse clicking or by Tabbing into the entity field and clicking the enter query button , select the entity from a list of values (LOV) and Click the execute query button . The entity and all of the corresponding assigned Other Data records will be displayed.



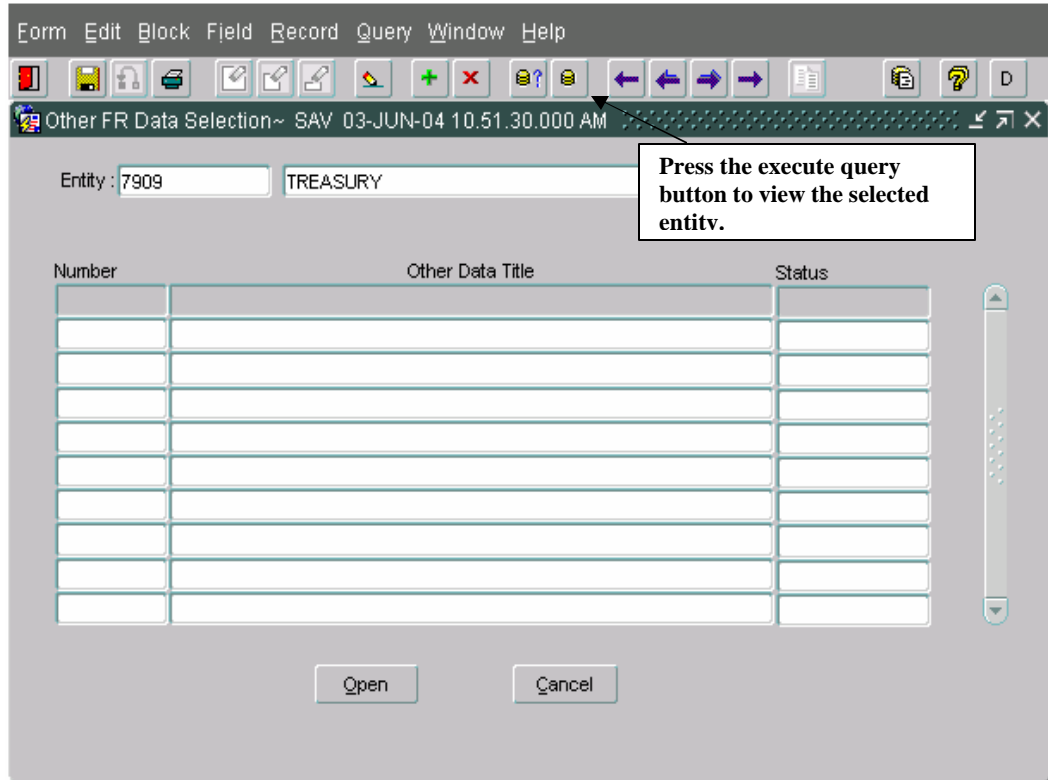
2. To retrieve Other Data records for a particular entity, place the cursor focus on the entity and Click the enter query button.



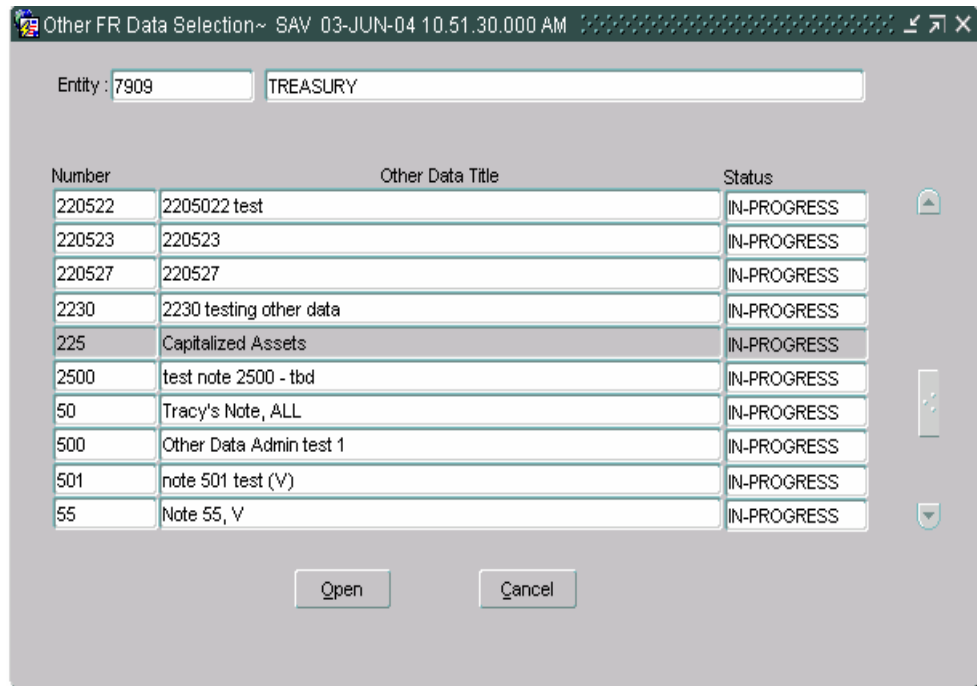
3. Double – Click on the entity field to open the list of values (LOV)
Place the cursor on the appropriate entity and clicking the OKAY button .



4. Click the execute query button  to display all the Other Data records for the selected entity.



- When the entity is retrieved, all of the “In-Process,” “Submitted” and “Approved” Other Data records for the selected entity will be displayed on the GF007 screen.



- Once the GF007 program is displaying the appropriate entity in the Other Data Selection screen, individual Other Data records for the entity may be navigated to by using one of two possible methods.

Method 1 - Other Data record can be selected by setting cursor focus by clicking on the desired Other Data record and double clicking.

In-Progress Other FR Data records for the user to complete.

Other FR Data Selection~ SAV 03-JUN-04 10.51.30.000 AM

Entity : 7909 TREASURY

Number	Other Data Title	Status
220522	2205022 test	IN-PROGRESS
220523	220523	IN-PROGRESS
220527	220527	IN-PROGRESS
2230	2230 testing other data	IN-PROGRESS
225	Capitalized Assets	IN-PROGRESS
2500	test note 2500 - tbd	IN-PROGRESS
50	Tracy's Note, ALL	IN-PROGRESS
500	Other Data Admin test 1	IN-PROGRESS
501	note 501 test (V)	IN-PROGRESS
55	Note 55, V	IN-PROGRESS

Open Cancel

Other User Data screen is opened.

Other User Data~ SAV 03-JUN-04 10.51.30.000 AM

Other Data : 225 Capitalized Assets Fiscal Year: 2002 Delete Data

Entity : 7909 TREASURY Status: IN-PROGRESS Period: QTR 4 - YTD

Other Data Info Other Text Data Threshold

Other Data Info Section: A Capitalized Assets Reported in: User-defined Decimal Point: User-defined

Asset Item	2002 - Q4YTD	2001 - Q4YTD	Previously Rptd	Line Item Cha
1 Assets from Federal Agencies		T	T	
2 Assets from Public		T	T	
3		T	T	
		T	T	
		T	T	
		T	T	
		T	T	
		T	T	

Type Normal Bal. Dollars Debit No Data

Method 2 - By Clicking **SHIFT + PAGE DOWN** from the entity field the cursor focus will be placed in number field of the first Other Data record in the form. From inside the Other Data grid, users can navigate from record to record by using the up and down arrows on the keyboard. To select Other Data use the keystrokes **ALT + O** to open the Other Data.

- Once the Other Data record has been selected in the Other Data selection screen the Other User Data form is opened.

Other FR Data Selection~ SAV 03-JUN-04 10.51.30.000 AM

Entity : 7909 TREASURY

Number	Other Data Title	Status
220522	2205022 test	IN-PROGRESS
220523	220523	IN-PROGRESS
220527	220527	IN-PROGRESS
2230	2230 testing other data	IN-PROGRESS
225	Capitalized Assets	IN-PROGRESS
2500	test note 2500 - tbd	IN-PROGRESS
50	Tracy's Note, ALL	IN-PROGRESS
500	Other Data Admin test 1	IN-PROGRESS
501	note 501 test (V)	IN-PROGRESS
55	Note 55, V	IN-PROGRESS

Open Cancel

Other User Data~ SAV 03-JUN-04 10.51.30.000 AM

Other Data : 225 Capitalized Assets Fiscal Year: 2002 Delete Data

Entity : 7909 TREASURY Status: IN-PROGRESS Period: QTR 4 - YTD

Other Data Info Other Text Data Threshold

Other Data Info Reported in: Decimal Point:

Section A Capitalized Assets User-defined User-defined

Asset Item	2002 - Q4YTD	2001 - Q4YTD	Previously Rptd	Line Item Cha
1 Assets from Federal Agencies		T	T	T
2 Assets from Public		T	T	T
3		T	T	T
		T	T	T
		T	T	T
		T	T	T
		T	T	T
		T	T	T
		T	T	T

Type Normal Bal.

Dollars Debit

No Data

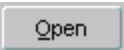
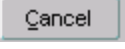
7.4 Form Navigation

The GF007 is a two-form module composed of the FR Other Data Selection form and the Other User Data form. Users select Other Data records by Other Data number in the FR Other Data Selection screen then complete the Other Data in the Other User Data screen. Navigation between the two forms is achieved by mouse clicking or by keystroke.

Tab and keystroke sequence is as follows:

Number	Other Data Title	Status
01225	Test threshold 052504	IN-PROGRESS
03	Capitalized Assets	IN-PROGRESS
06	Heritage Assets	IN-PROGRESS
08	Social Security	IN-PROGRESS
10	Federal Supplementary Medical Insurance - Medicare Part B	IN-PROGRESS
100	note 100 - to be deleted	IN-PROGRESS
1010	test	IN-PROGRESS
1012	other data note	IN-PROGRESS
1013	Narsim's test note	IN-PROGRESS
1018	1018 testing note	IN-PROGRESS

1. Other FR Data Selection Screen

1. When the screen is opened the cursor focus will be set on the **entity** field.
2. Click the TAB key to move the cursor to the **Description** field.
3. Use the **SHIFT + PAGE DOWN** keystrokes to place the cursor in the Other Data **number** field. (The entire Other Data line will be highlighted)
4. Use the UP and DOWN arrows on the keyboard to navigate to correct Other Data record. (The line with the cursor on it will be highlighted)
5. Once cursor focus is set on the appropriate Other Data record, either double-click on the highlighted line or click on the Open  button. The Other User Data screen will open. Other Data records may also be opened by using the **ALT + O** keystrokes.
6. To close the form Click the Cancel Button .

2. Other User Data

- 1) Upon opening the Other Data screen, the cursor will be placed in the **Other Data** field.
- 2) Click the TAB button and the cursor will move to the **Other Data Description** field.
- 3) From the Other Data description field Click the TAB key and the cursor is placed in the **Fiscal Year** field.
- 4) Click the TAB key again and the cursor focus will shift to the **Entity** field.
- 5) Upon entering the Entity field, Click TAB to navigate to the **Entity Description** field.
- 6) Click the TAB key to navigate to shift the cursor focus to the **Status** field.
- 7) Next in the tab sequence is the period (**PD**) field.
- 8) Next in the TAB sequence is the **Delete Data** button.
 - Once the tab sequence is completed, the cursor focus returns to the main first field in the sequence (Other Data).
- 9) To Navigate to the **Other Data Info** tab Click the **SHIFT + PAGE DOWN**.

Other Data Info

- 1) The cursor will be placed inside the **section field in the Other Data Info** field.
- 2) Click the TAB key twice and the cursor will be placed in the **Other Data Info description** field.
- 3) Next in the TAB sequence is the **Reported in**. If the Reported In field has been enabled it will be included in the tab sequence if not it will be omitted.
- 4) Press the TAB key to navigate **Decimal Point** field. Cursor focus will be placed on the Decimal point field if it is enabled.
- 5) Press the TAB key to place the cursor in the column header field. The cursor focus will shift from column heading to column heading each time the TAB key is pressed. By including the column headings in the tab sequence, users are able to navigate from column to column in the grid.
- 6) Once the column has been tabbed through the next field in the tab sequence is the **No Data** field.
- 7) Use the combination of the keystrokes **Shift + Page Down** to navigate to the grid. The cursor focus will shift to the **No** field.
- 8) Click the TAB key and the cursor focus will shift to the **Line Description** field.
- 9) Third in the sequence is the first modifiable field. (Current Period Amount, Prior Period Amount)
- 10) If enabled, the threshold button **T** will be next in the TAB order.
- 11) The tab sequence will continue to move to the next editable field until the last editable field is reached.

- There can be a maximum of 12 columns, each with a threshold button in the Other Data Info index tab.
- 12) Next in the TAB sequence is the **Type** field.
 - 13) Click the TAB key to navigate from the Type key to the **Normal Balance** field.
 - 1) Once the last editable field is reached, the cursor will return to the first field (No).
 - 14) Use the UP and DOWN arrow keys on the keyboard to navigate from row to row in the Text Data info section.
 - 15) Click **Shift + Page Up** to return the main form or Click **Shift + Page Down** to navigate to the Other Text Data index tab.

Other Text Data

- 16) When the Other Text Data screen opens, the cursor will be positioned in the **Section** field.
 - Users may navigate to other sections by Clicking the up or down arrows on the keyboard when the cursor focus is in the section field or by clicking the Up and Down arrows for the slider bar next to the section description field.
- 17) Press the TAB key and navigate the Section **Description** field.
- 18) Use the keystroke combination **Shift + Page Down** to navigate to the individual lines in Other Text Data fields.

- 19) Press the TAB key twice and the cursor will be placed in the number field (No) in the Other Text Data tab.
- 20) Click the TAB key to navigate **Question** field.
- 21) Next in the sequence is the **Answer** field.
- 22) When the cursor focus is placed on the last editable field and the TAB key is clicked twice, the cursor is placed back on the first editable field.
- 23) Other rows may be navigated to when the cursor focus is in the **No** field by using the UP and DOWN arrow keys on the keyboard.
- 24) To navigate to the Text Data index tab use the keyboard strokes **Shift + Page Down**.
- 25) Click the **Alt + D** keys to navigate to the **No Data**.

7.5 Completing an Other Note Record

The steps to complete an Other Data section are listed below. Users must complete the Other Data Info and Other Text Data index tabs. Each tab is composed of sections. Each section in the Other Data Info tab is linked to a corresponding section in the Other Text Data index tab by the same section identifier. Section identifiers are alphabetical values that are assigned sequentially by the system.

The sections in the two index tabs are related. Each section in the Other Data Info tab can have a corresponding text record in the Other Text Data

1. Navigate to the desired entity and select the appropriate Other Data by following the steps in sections 7.2 and 7.3.
2. To navigate from section to section with in the Other Data Info index tab, place the cursor in the Section fields and use the UP and DOWN arrow keys to navigate from section to section or click on the UP and DOWN arrow keys of the scroll bar next to section description field.

Other User Data - SAV 03-JUN-04 10:51:30.000 AM

Other Data : 225 Capitalized Assets Fiscal Year: 2002 Delete Data

Entity : 7909 TREASURY Status: IN-PROGRESS Period: QTR 4 - YTD

Other Data Info Other Text Data Threshold

Other Data Info

Section: A Capitalized Assets Reported in: User-defined Decimal Point: User-defined

Asset Item	TD	2001 - Q4YTD	Previously Rptd	Line Item Changes
1 Assets from Federal Agencies	T	T	T	T
2 Assets from Public	T	T	T	T
3	T	T	T	T
	T	T	T	T
	T	T	T	T
	T	T	T	T
	T	T	T	T
	T	T	T	T
	T	T	T	T

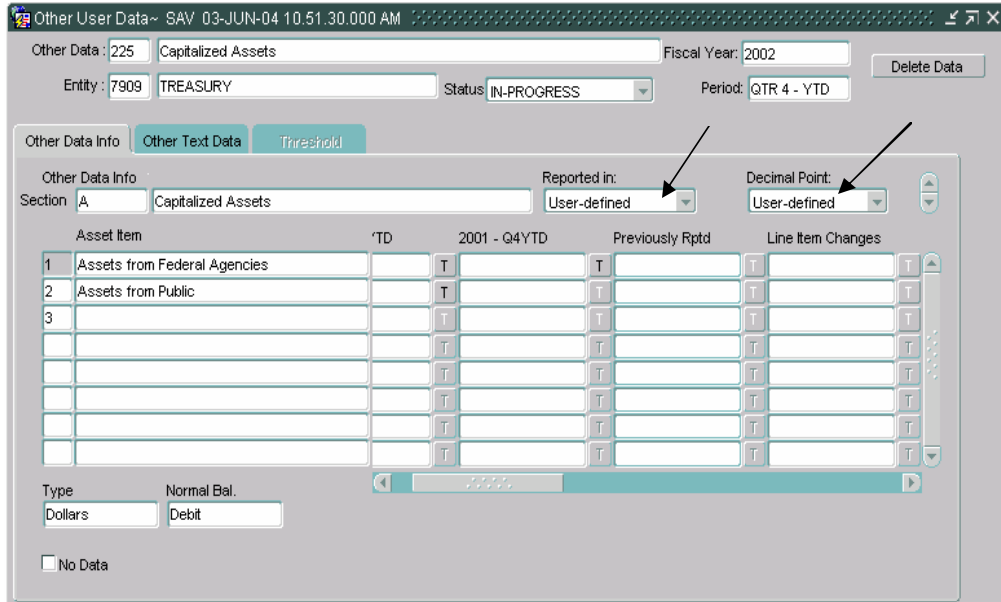
Type: Dollars Normal Bal.: Debit

No Data

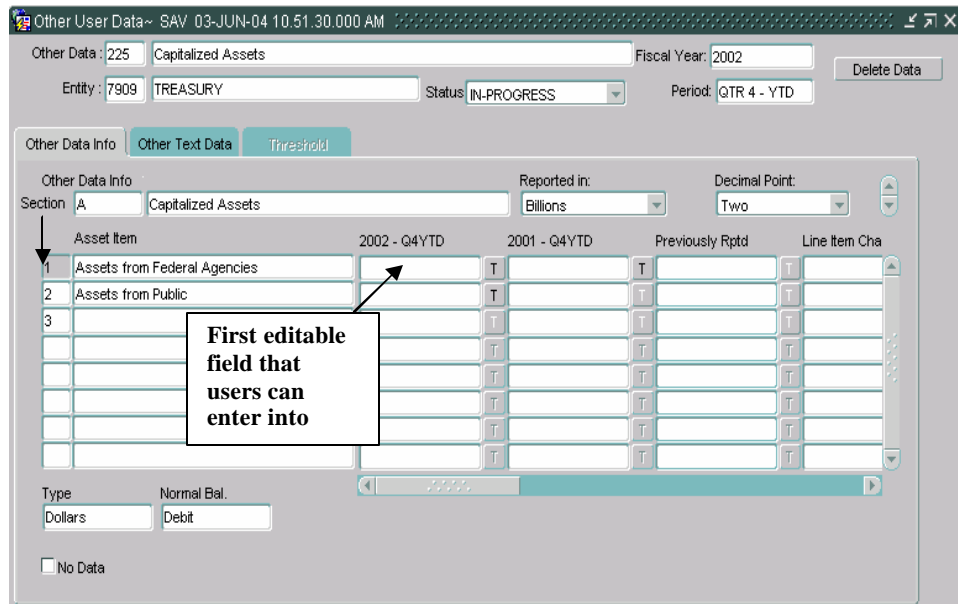
Use the UP and Down buttons on the scroll bar to navigate to other sections.

Next section is displayed

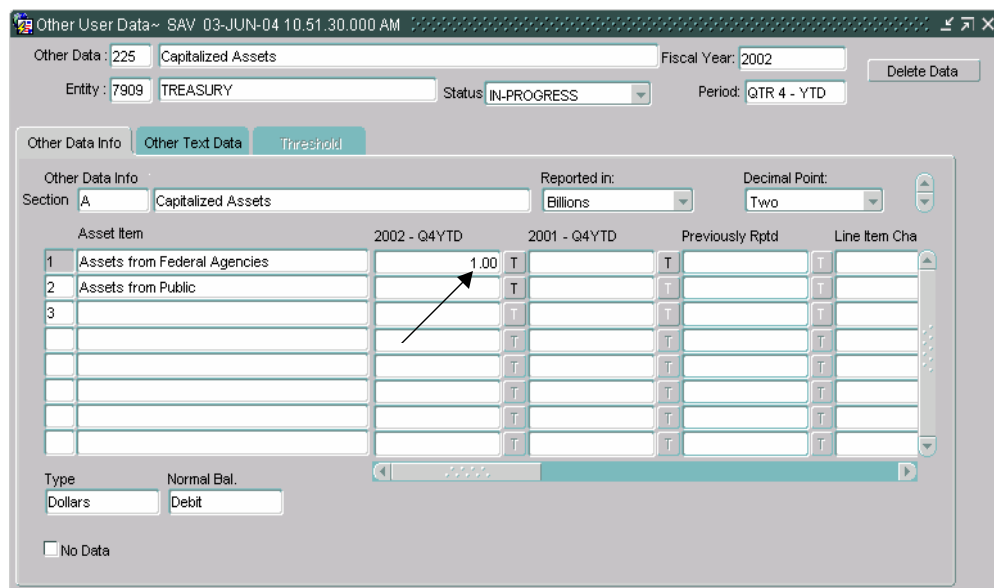
3. When the Other Users Data form is open, the cursor focus will be in the Other Data field.
4. If the Reported In is set to “User Defined”, the user must select a reporting method. To select a reporting method, a user should click on the down arrow and select one of the settings (Whole Dollars, Hundreds, Thousands, Millions, Billions).
 - If Reported In and Decimal Place are not set to “User-Defined”, the settings from the GF002 module will be displayed.
5. Press the TAB key to navigate to the Decimal Point field. If the Decimal Point is set to “User-Defined”, the user must select one of the settings (Zero, One or Two) for the Decimal Point field.



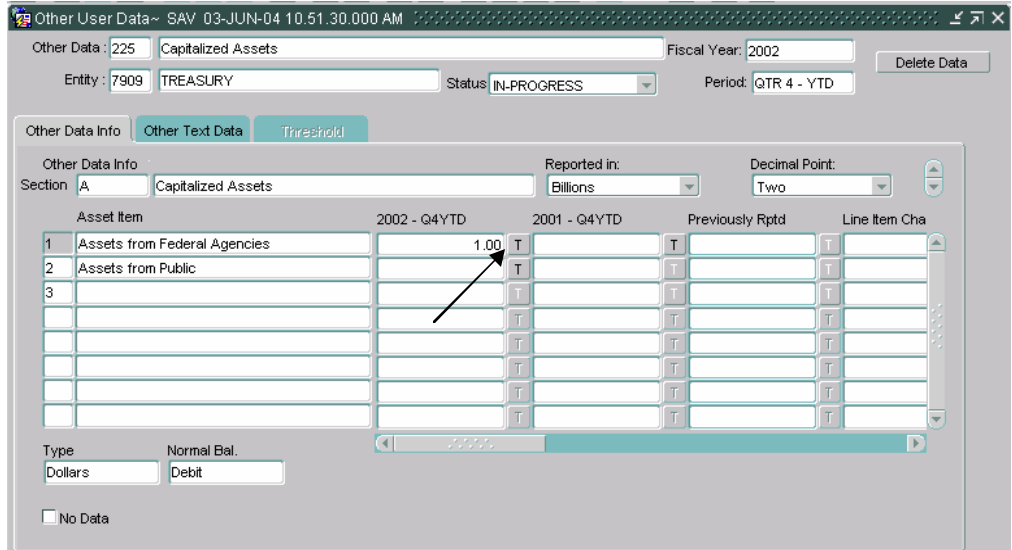
- After selecting a values for Reported in and Decimal Point or if Reported in and Decimal Point have settings selected by the System Administrator use the keystrokes **Shift + Page Down**.
- The cursor will be placed in the No field, press the Tab button twice to navigate to the first editable field. Enter the appropriate amount in the line



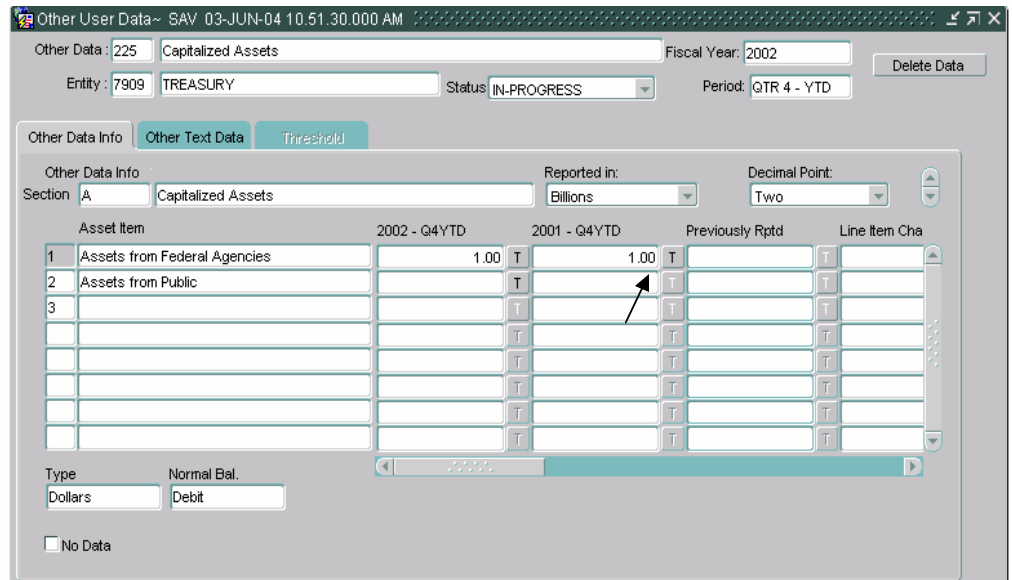
- When entering amounts into the GF007 screen with the Reported In method set to “User-Defined” the program displays the values as Whole Dollars. Once a reporting method is selected, the whole dollar amount is divided by reporting method selected. For example, if the Reporting in is set to user defined and 1,000,000 is entered and then millions is selected, one will be displayed. The 1,000,000 is divided by 1,000,000 (millions) which equals 1. One will be the value displayed.
- Decimal Point when set to “User-Defined” will display two decimal places as a default.



- Press the TAB button again and the cursor will shift to the “Threshold” button. If the threshold is activated, refer back to a previous section explaining the threshold.



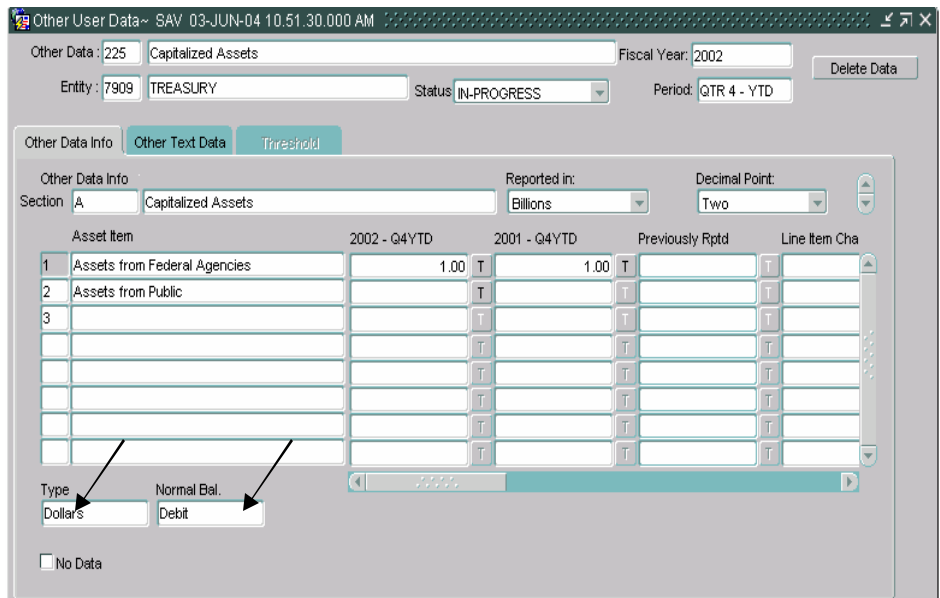
- Press the TAB button again to navigate to the next editable field. Enter the appropriate amount.



- The tab sequence for each line moves the cursor to each modifiable field in a line. When the cursor focus is on the last modifiable field of a line and the TAB key is pressed, the cursor focus is returned to the line number field.

11. The Type and Normal Balance of a line are displayed for the line that the cursor is focused on in the Type and Normal Balance field. The default settings are for Dollars for Type and Debit for Normal Balance.

- Type can be Dollars, Percentages (entry format ###.####), Units (entry format ###,###,###,###.####) and Years (Entry format YYYY).
- Users must input data in the format defined by the line type (applied on a line by line basis) and the decimal point (set for the all of the amounts in the index tab) setting.



Other User Data - SAV 03-JUN-04 01.33.08.000 PM

Other Data: 225 Capitalized Assets Fiscal Year: 2002
 Entity: 7909 TREASURY Status: IN-PROGRESS Period: QTR 4 - YTD

Other Data Info Other Text Data Threshold

Other Data Info Section: A Capitalized Assets Reported in: Billions Decimal Point: One

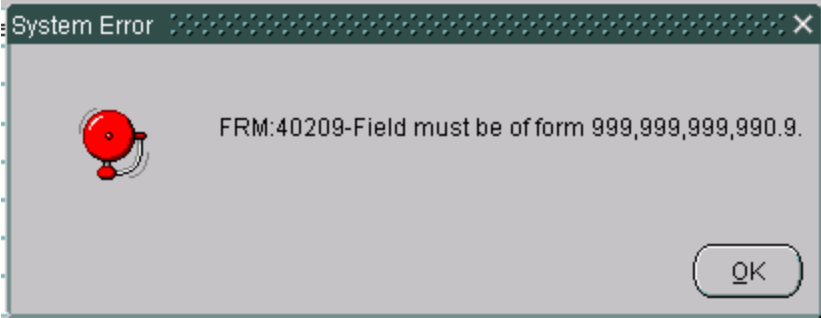
Asset Item	2002 - Q4YTD	2001 - Q4YTD	Previously Rptd	Line Item Cha
1 Assets from Federal Agencies	1.0 T	1.0 T		
2 Assets from Public	1.0 T	2.55 T		
3				

Type: Dollars Normal Bal.: Debit

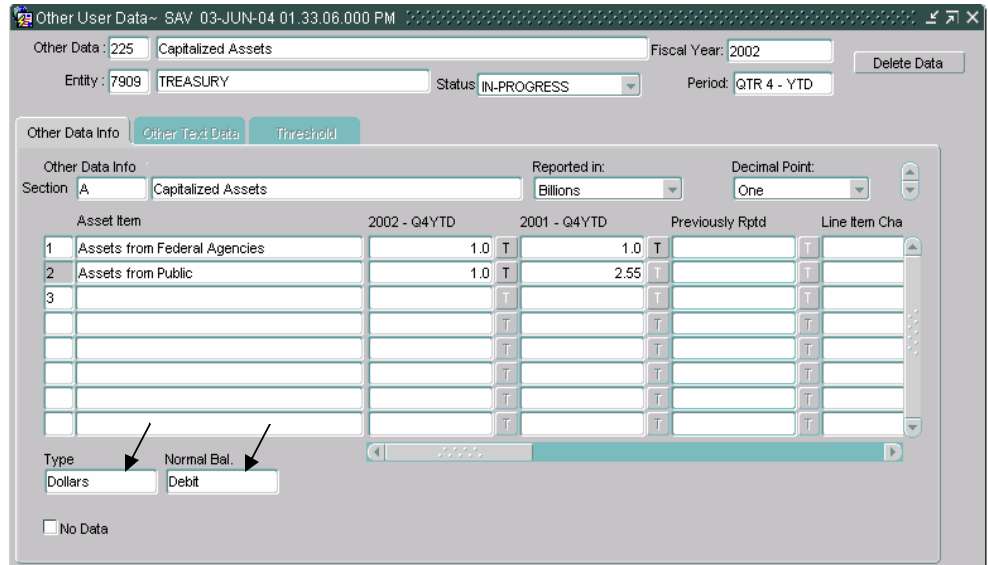
No Data

Invalid format - should only be 1 decimal place

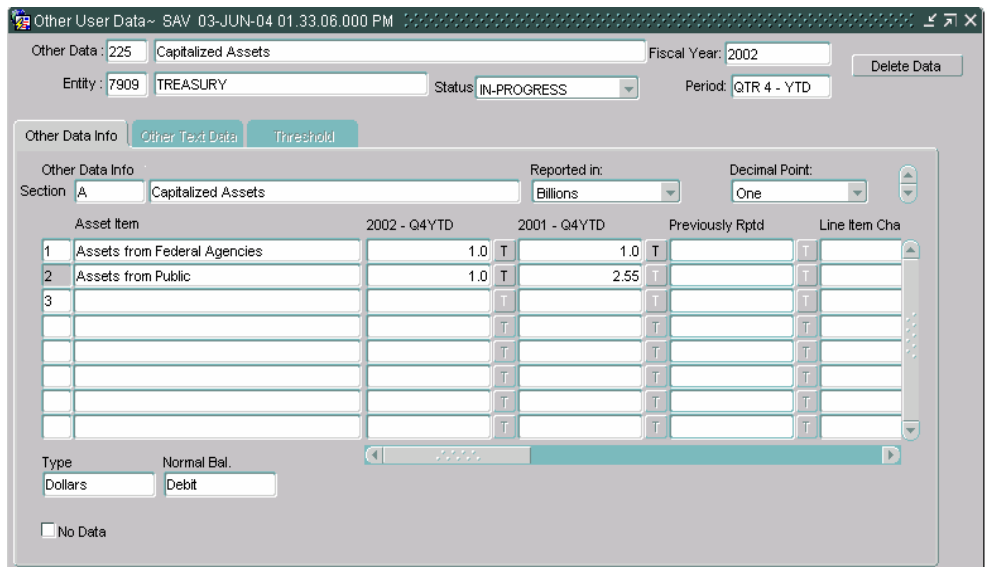
❖ If a value is entered that does not match the format set for a field, the following error message is displayed.



- Normal balance has only three settings; Debit, Credit and N/A. Debit and Credit Normal Balance are applied to the line type Dollars and N/A is applied to all others.
- These fields are set up and maintained by the System Administrator and are un-modifiable by the user.
- Each line is individually assigned its own Type and Normal settings.



12. To navigate to other lines use the UP and Down arrow keys on the keyboard to enter amounts to complete the Other Data Info index tab.



13. Lines that have line numbers and blank descriptions are lines that provide the user the option to enter a description. If a value is such as an amount, unit, year or percentage is entered then a description must be entered. Users may enter any text up to 2000 characters for a line description.

- Line descriptions are created by the System Administrator. When a line is created with a blank description field, enter an appropriate description of the item being entered.

Other User Data~ SAV 03-JUN-04 01.33.06.000 PM

Other Data : 225 Capitalized Assets Fiscal Year: 2002
 Entity : 7909 TREASURY Status: IN-PROGRESS Period: QTR 4 - YTD

Other Data Info Other Text Data Threshold

Other Data Info Section: A Capitalized Assets Reported in: Billions Decimal Point: One

Asset Item	2002 - Q4YTD	2001 - Q4YTD	Previously Rptd	Line Item Cha
1 Assets from Federal Agencies	1.0 T	1.0 T		
2 Assets from Public	1.0 T	2.55 T		
3				

Type: Dollars Normal Bal.: Debit
 No Data

14. Populate the appropriate amounts into the current open period and the prior period.

Other User Data~ SAV 03-JUN-04 01.33.06.000 PM

Other Data : 225 Capitalized Assets Fiscal Year: 2002
 Entity : 7909 TREASURY Status: IN-PROGRESS Period: QTR 4 - YTD

Other Data Info Other Text Data Threshold

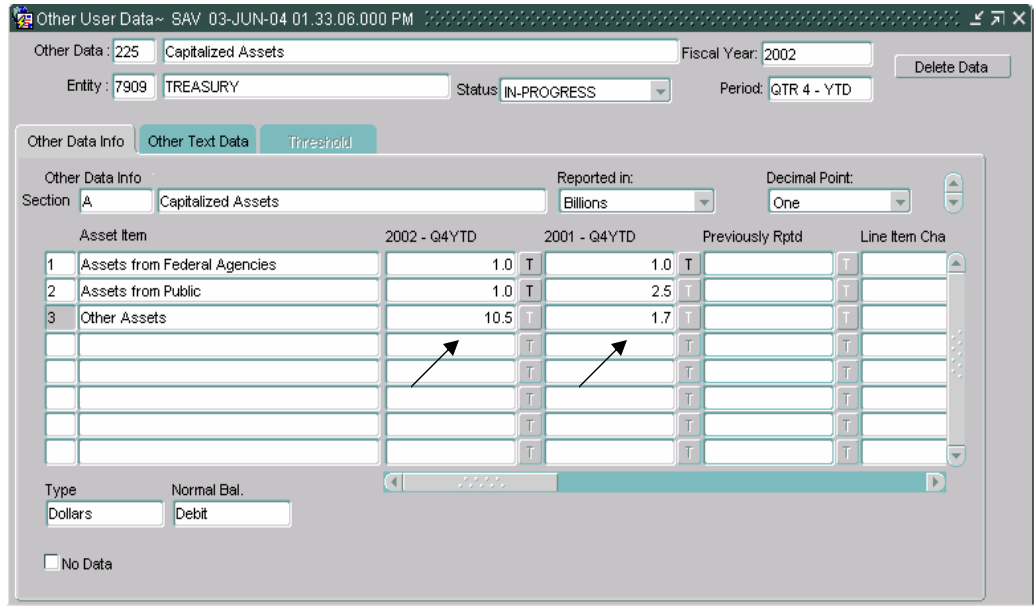
Other Data Info Section: A Capitalized Assets Reported in: Billions Decimal Point: One

Asset Item	2002 - Q4YTD	2001 - Q4YTD	Previously Rptd	Line Item Cha
1 A	1.0 T	1.0 T		
2 A	1.0 T	2.5 T		
3 C				

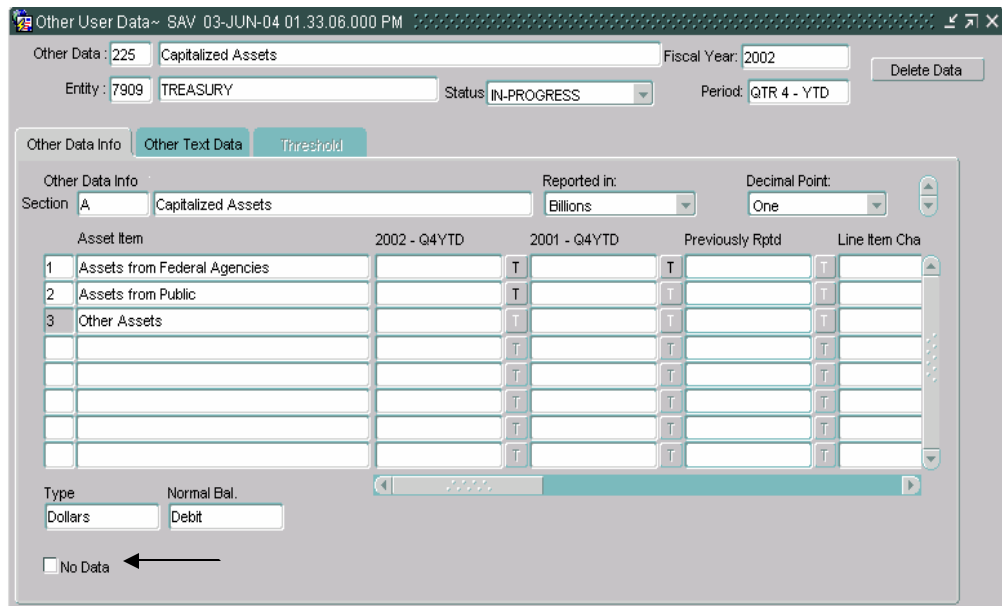
Type: Dollars Normal Bal.: Debit
 No Data

If values are entered in a field then a line description must be entered.

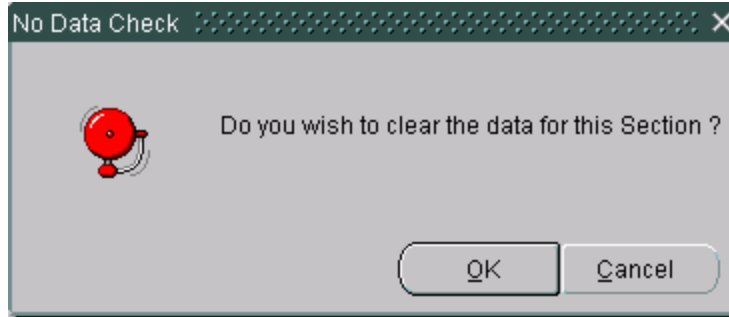
Line description is populated by the user.



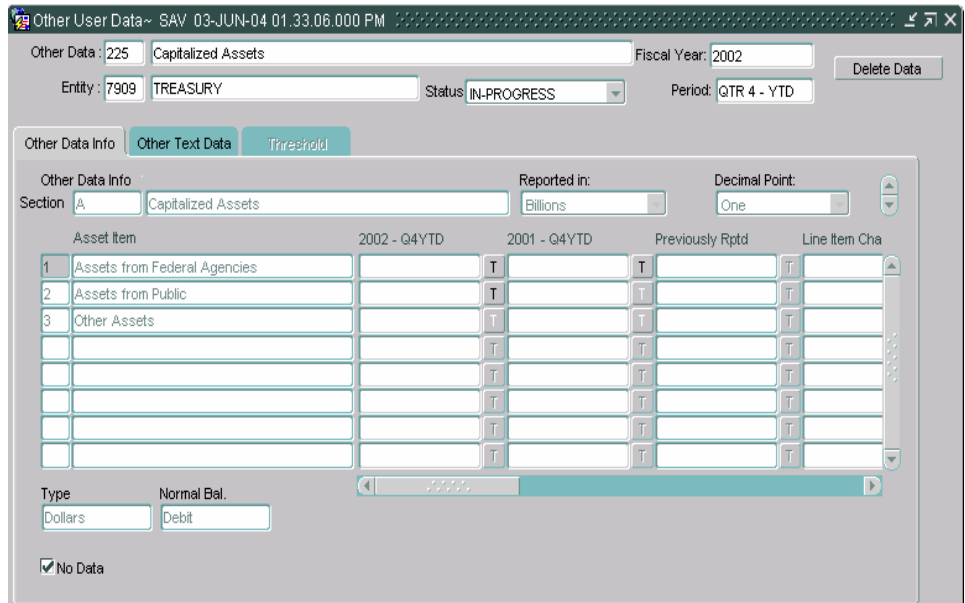
15. If there is no data to enter for a section in the Other Data Info tab the users must click on the No Data field for the appropriate section. The system requires that at least 1 one line item be populated or the No Data field be flagged.



- Click the No Data button and a message will be displayed warning the user that all of the data entered into the Other Data Info tab and all of the settings will be deleted. Click “OK” to delete all of the data or Click “Cancel” to cancel the change.



- Once the No Data field has been checked the Other Data Info index tab that section will be disabled.



SAVING DATA

16. Click the SAVE button on the tool bar to save all changes in the Other Data Info index tab before navigating to the Other Text Data tab.

Form Edit Block Field Record Query Window Help ORACL

Other User Data~ SAV 03-JUN-04 01:33:06.000 PM

Other Data: 225 Capitalized Assets Fiscal Year: 2002 Delete Data

Entity: 7909 TREASURY Status: IN-PROGRESS Period: QTR 4 - YTD

Other Data Info Other Text Data Threshold

Other Data Info Section: A Capitalized Assets Reported in: Billions Decimal Point: One

Asset Item	2002 - Q4YTD	2001 - Q4YTD	Previously Rptd	Line Item Cha
1 Assets from Federal Agencies	1.0 T	1.0 T		
2 Assets from Public	1.0 T	2.5 T		
3 Other Assets	10.5 T	1.7 T		

Type: Dollars Normal Bal.: Debit

No Data

17. Other Users Data records are completed by section. Each section is completed in two parts, the Other Data Info and the Other Text Data Index section. Both are linked together by the same section number.

- The Other Data Info part of a section collects the financial data of an Other User Data record.
- The Other Text Data section collects text information entered by users in response to queries set up by the System Administrator.
- The Other Text Section may or may not be enabled by the System Administrator.

Other User Data - Other Data Info –Section A

Asset Item	2002 - Q4YTD	2001 - Q4YTD	Previously Rptd	Line Item Cha
1 Assets from Federal Agencies	1.0 T	1.0 T		
2 Assets from Public	1.0 T	2.5 T		
3 Other Assets	10.5 T	1.7 T		

Linked by section letter.

Other User Data - Other Text Data –Section A

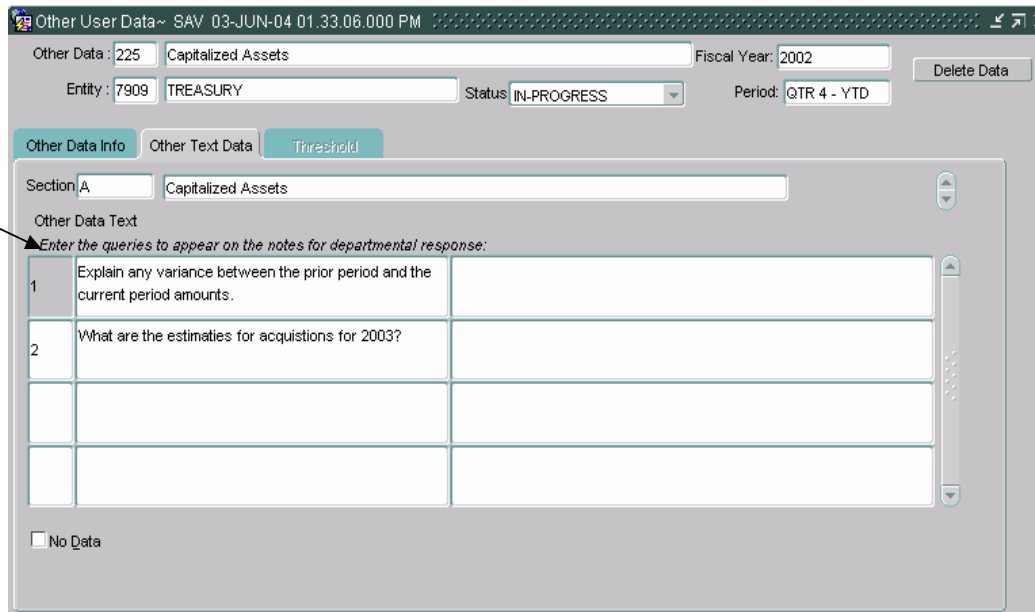
18. To navigate to the Other Text Data index tab from Other Data Info tab use **ALT + Page Down** keystrokes. The Other Text Data index tab will open with the cursor focus on the Section field.

1	Explain any variance between the prior period and the current period amounts.	
2	What are the estimates for acquisitions for 2003?	

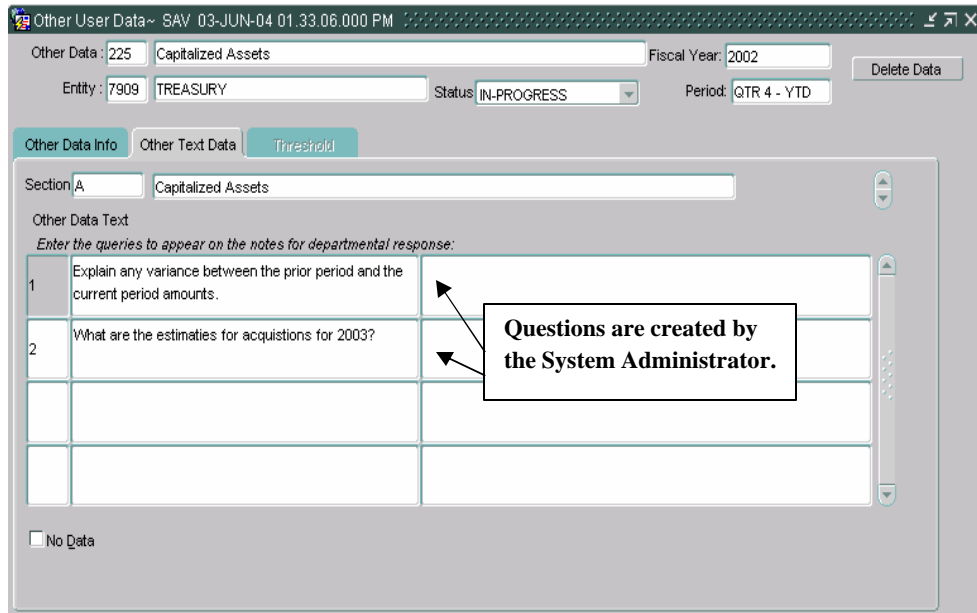
No Data

- Use the UP and DOWN arrow keys or the scroll bar or to navigate to the appropriate section.

- 19. Use the **Shift + Page DOWN** keystrokes to navigate to the Other Data Text Section of the form.
- 20. Press the **TAB** key and the cursor will be placed in the first line of the number field. To navigate to other lines use the **UP** and **DOWN** arrow keys.



- 21. Press the **TAB** key twice to position the cursor in the departmental response field.



22. Enter a response to the question entered on the line into the departmental response field.

- Users must answer at least one of the questions or click the No-Data button.
- Department responses may be up to 2000 characters in length.

The screenshot shows a software window titled 'Other User Data - SAV 03-JUN-04 01.33.06.000 PM'. It contains several input fields: 'Other Data : 225', 'Capitalized Assets', 'Fiscal Year: 2002', 'Entity : 7909', 'TREASURY', 'Status IN-PROGRESS', and 'Period: QTR 4 - YTD'. There is a 'Delete Data' button. Below these are three tabs: 'Other Data Info', 'Other Text Data', and 'Threshold'. The 'Other Text Data' tab is active, showing 'Section A' and 'Capitalized Assets'. Underneath, it says 'Other Data Text' and 'Enter the queries to appear on the notes for departmental response:'. A table with 2 columns and 4 rows is shown. The first row has '1' in the first column, 'Explain any variance between the prior period and the current period amounts.' in the second, and 'Departmental response entered here.' in the third. The second row has '2' in the first column and 'What are the estimates for acquisitions for 2003?' in the second. A callout box labeled 'Departmental Response' has an arrow pointing to the text in the first row's third column. At the bottom left of the table area, there is a checkbox labeled 'No Data'.

23. If there is no data to enter, click the No Data field.

24. Use the combination of the **Shift Page UP/DOWN** keys to navigate to other sections to complete other sections.

- All sections must have at least one line completed or the No Data field to be checked for the Other User Data record to be flagged as complete.
- User can click on “SUBMIT” to accept changes

25. To complete another section click on the Other Data index tab.

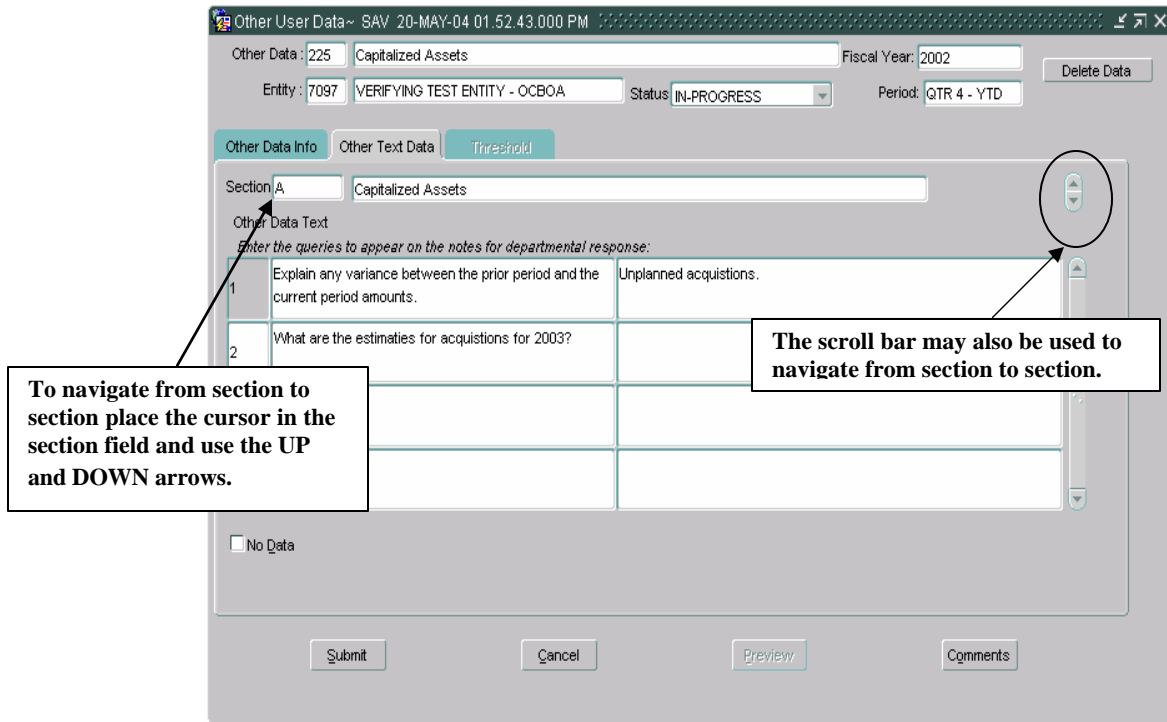
26. Place the cursor in the Section field, use the UP, and Down arrow keys to navigate to the next section to be completed.

- When the navigating from section to section the system prompts the user to save the data entered into the section before moving to the next section. The following warning message is displayed.

- Click OK and the next section will be displayed.

27. Complete the Other Data info index tab and then Click on the Other Text Data index tab.

28. Once the Other Text Data tab is open, navigate to the corresponding Other Text Data section by using UP & DOWN arrow keys or using the scroll bar.



29. When all sections are complete, press the Submit button to save all changes and exit the Other User Data form or press the Cancel button to exit the form WITHOUT saving changes.

7.6 Thresholds

Thresholds are ceilings set on selected fields by the System Administrator that when exceeded require the user to respond to questions concerning the exceeded limit in the Threshold index tab. The ceiling can be based on a fixed amount, a percentage or a combination of both.

There are three types of thresholds that can be set up.

1. Fields with dollar or unit line TYPES can have a variances set up. When a field has an enabled threshold the threshold button will be enabled.

Other User Data~ SAV 03-JUN-04 01.33.06.000 PM

Other Data : 225 Capitalized Assets Fiscal Year: 2002
 Entity : 7909 TREASURY Status: IN-PROGRESS Period: QTR 4 - YTD

Other Data Info: Other Text Data **Threshold**

Other Data Info: Section: A Capitalized Assets Reported in: Billions Decimal Point: One

Asset Item	2002 - Q4YTD	2001 - Q4YTD	Previously Rptd	Line Item Cha
1 Assets from Federal Agencies	T	T	T	T
2 Assets from Public	T	T	T	T
3 Other Assets	T	T	T	T
	T	T	T	T
	T	T	T	T
	T	T	T	T
	T	T	T	T

Type: Dollars Normal Bal.: Debit
 No Data

2. When an amount is entered into a field that exceeds a threshold limit, the field is highlighted and the threshold index tab is enabled.
 - The Threshold index tab is only enabled when cursor focus is set on a field that has an exceeded threshold.

Other User Data~ SAV 03-JUN-04 01.33.06.000 PM

Other Data : 225 Capitalized Assets Fiscal Year: 2002 Delete Data

Entity : 7909 TREASURY Status: IN-PROGRESS Period: QTR 4 - YTD

Other Data Info Other Text Data Threshold

Other Data Info Section: A Capitalized Assets Reported in: Billions Decimal Point: One

Asset Item	2002 - Q4YTD	2001 - Q4YTD	Previously Rptd	Line Item Cha
1 Assets from Federal Agencies	10.5			
2 Assets from Public				
3 Other Assets				

Type: Dollars Normal Bal.: Debit

No Data

- Press the TAB key and the cursor focus will shift to the Threshold button. To view information on the Threshold, press the “T” button. The Threshold screen will be displayed.

Threshold~ SAV 22-MAY-04 01.03.22.000 PM

Threshold

Upper Bound: 1.00

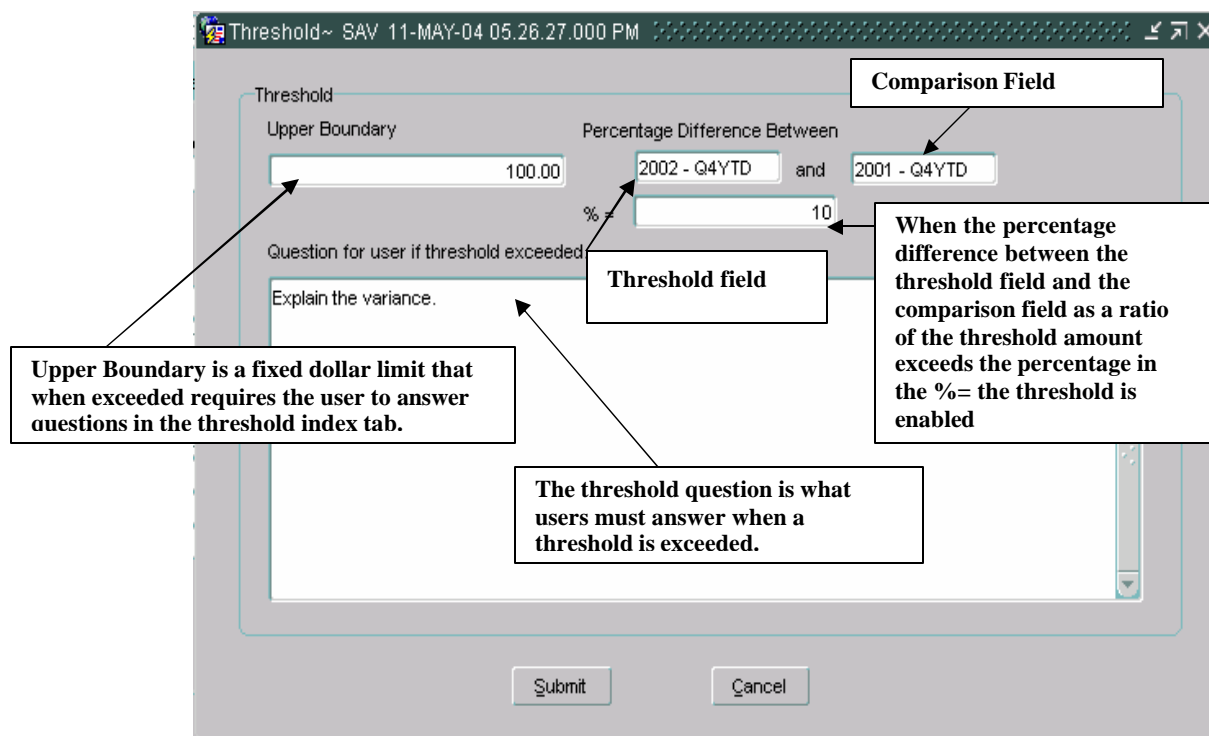
Percentage Difference Between: 2002 - Q4YTD and

% =

Question for user if threshold is exceeded:

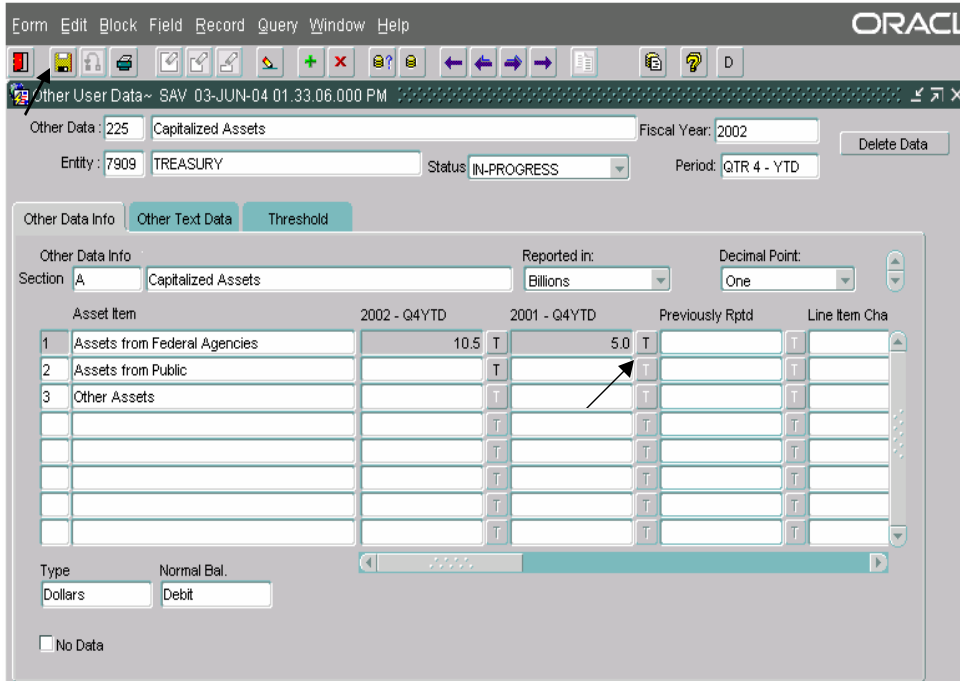
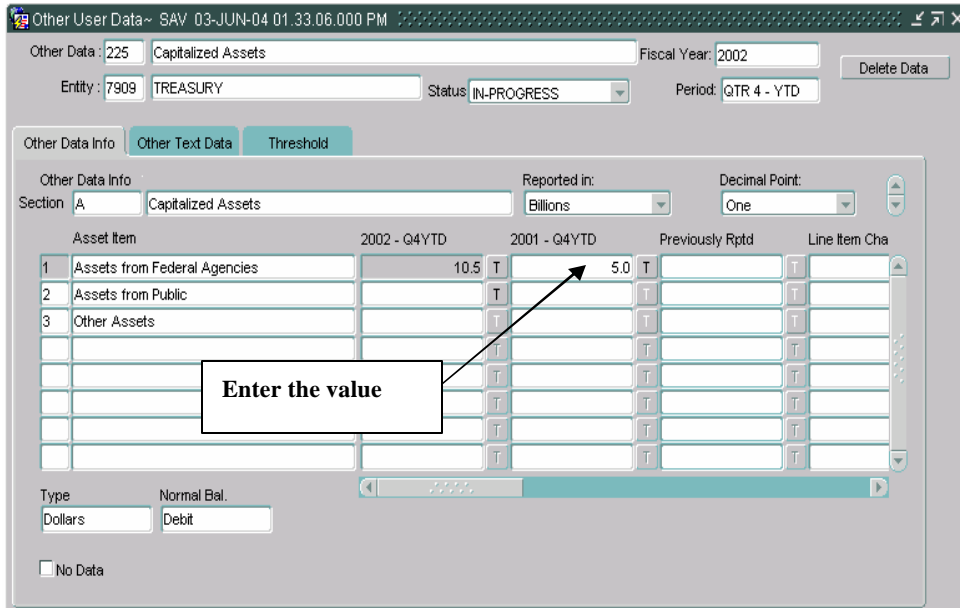
Explain the variance.

Close



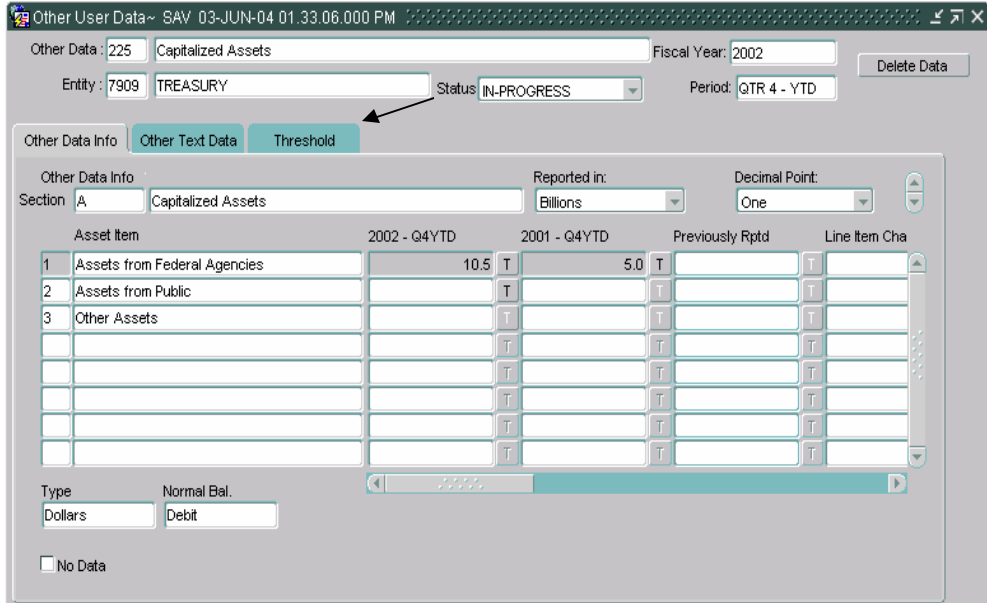
- ❖ **Upper Boundary** – Upper Boundary is set up as a fixed amount ceiling. If amount is entered into a field that exceeds the upper boundary amount, the Threshold will be enabled and the user will be required to provide an explanation for the variance in the Threshold tab for that field.
- ❖ **Percentage Difference** - Percentage Difference applies a fixed percentage ceiling on a field. The threshold is based on the calculation of a ratio by computing the difference between the threshold amount (amount entered into the field) and the comparison field and then calculating a ratio of the difference to the threshold amount. If the calculated ratio exceeds the percentage ceiling, the threshold tab will be enabled.
- ❖ **Upper Boundary & Percentage Difference** – Both Upper Boundary and Percentage Difference are applied as ceiling. The first boundary exceeded first will activate the threshold.

- Enter all of the values into all modifiable fields. Press the SAVE button on the tool bar to save the values and activate the threshold. All fields with exceeded thresholds will be highlighted.

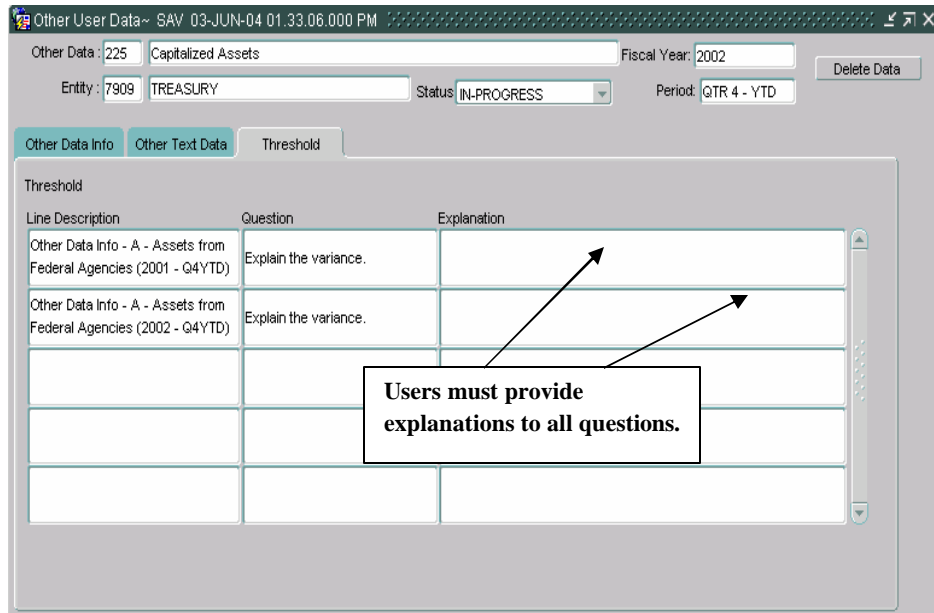


- When fields with exceeded thresholds exist, the threshold index tab is enabled. Click on the Threshold index tab to view the threshold questions.

- The threshold index tab displays the threshold questions for the field where the cursor focus is placed. To view all of the thresholds for a line, place the cursor in the last field on the line with an exceeded threshold.



6. All threshold questions must be answered to complete the record.
7. When the Threshold tab is opened the cursor focus will be set in the Explanation field of the first line. Enter a response to the threshold question.



- If more than 1 threshold line is displayed, user the arrow DOWN keys on the keyboard to navigate other threshold questions. All threshold questions must be answered.

Line Description	Question	Explanation
Other Data Info - A - Assets from Federal Agencies (2001 - Q4YTD)	Explain the variance.	Departments enter responses here.
Other Data Info - A - Assets from Federal Agencies (2002 - Q4YTD)	Explain the variance.	Departments enter responses here.

- Press the save button on the tool bar to save all the data entered.

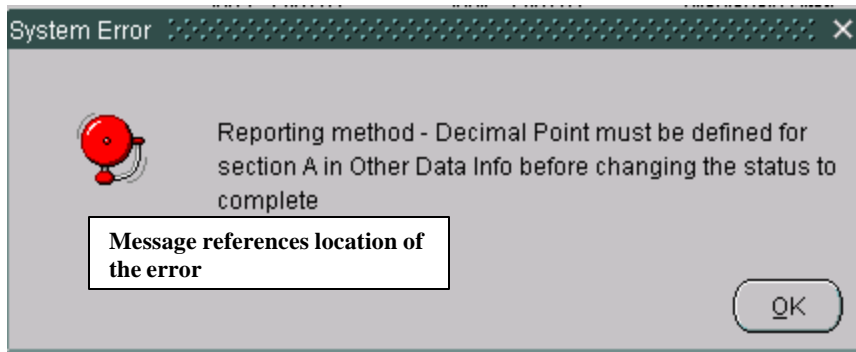
Line Description	Question	Explanation
Other Data Info - A - Assets from Federal Agencies (2001 - Q4YTD)	Explain the variance.	Departments enter responses here.
Other Data Info - A - Assets from Federal Agencies (2002 - Q4YTD)	Explain the variance.	Departments enter responses here.

10. Thresholds should be completed line by line. When all of the fields of a line have been populated, users should save the record and answer the questions on the threshold tabs.

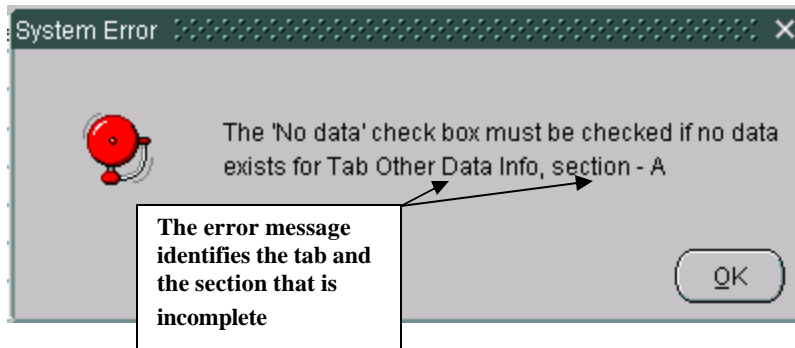
7.7 Flagging Other Data as Complete

Once all of the Other Data information has been entered into an Other Data record, users may change a Other Data record status from “In-Progress” to “Complete” in the status field on the main form. When the status is changed to “Complete” the program initiates a series of validations of the data entered into the Other Data:

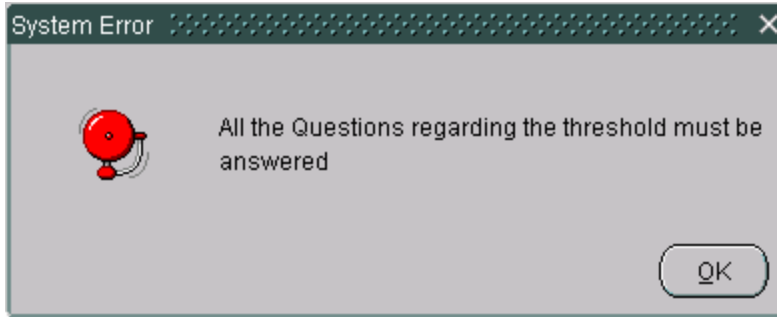
1. The program verifies that selections have been made for the “Reported in” and “Decimal Point” fields on all of the appropriate index tabs and sections.



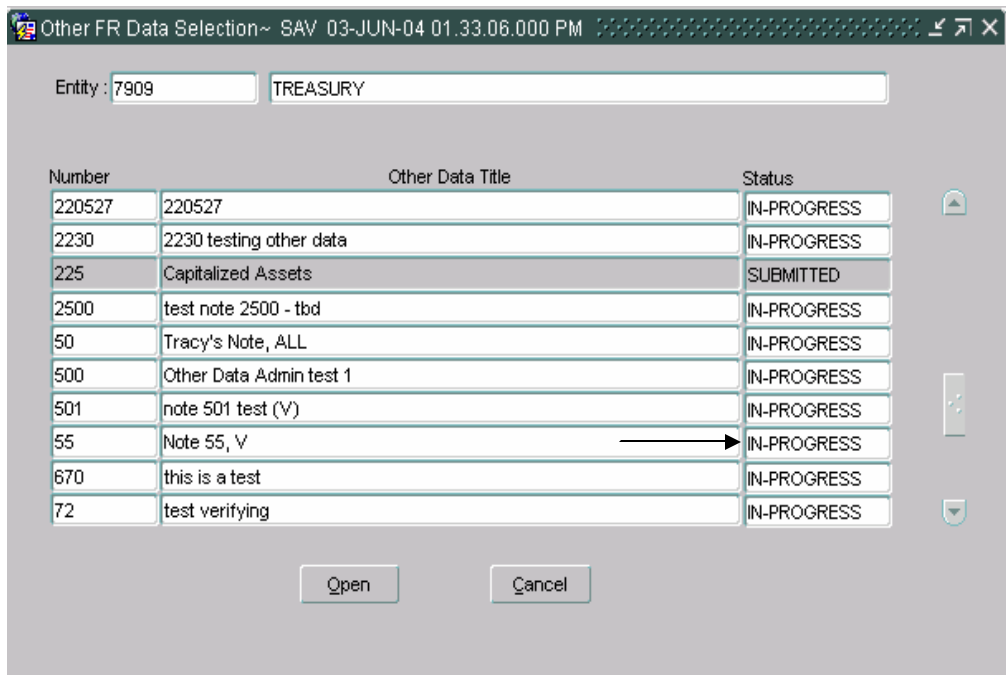
2. The program also verifies that all index tabs have been completed by data entry or by the setting of the No Data field. All sections of all index tabs must be completed or have the No Data button checked.



3. The Other Data program also checks to see that all outstanding threshold questions have been answered in the Threshold index tab. If one or more questions are un-answered, the following error message is displayed.



4. Once the program has passed all validations, the status will be set to complete .
 - When an Other Data record is complete, it is no longer modifiable. To modify a completed Other Data change the status Other Data from “Completed” to “In-Progress” to make the necessary changes.
 - If the Other Data has been flagged as “Completed”, users will not be able to change the status. The FPA must change the status of the Other Data record in GF008 from “Completed” to “In-Progress”. Once the status is changed the user may change the status of the Other Data to “In-Progress”
 - Once completed, the status of the Other Data is displayed as “Submitted” in the Other Data Selection Screen.



5. Click the Save button on the tool bar to save changes or Click the Submit button to save changes and exit the form. To exit without saving changes click the Cancel button.
6. The status of the Other Data will remain “Submitted” until the FPA flags the Other Data as completed GF008 module. Once approved, the Other Data is included in the FR Cbsing Package.

7.8 Delete Data Button

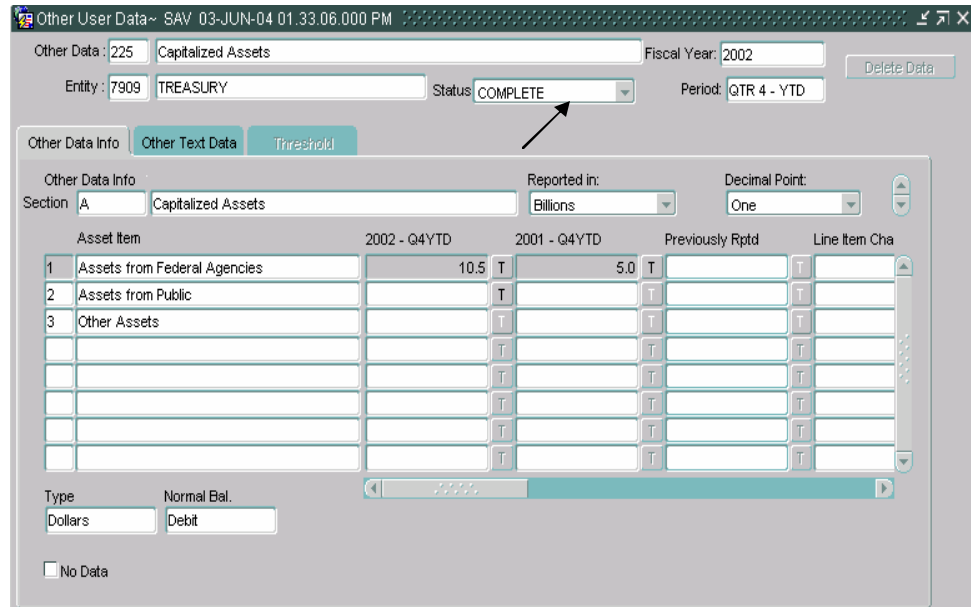
The GF007 module has the capability of deleting data and updating the form with changes made by the System Administrator with the “Delete Data”

 functionality.

Users may delete all of the data entered into the Other Data record and update the form with changes made by the System Administrator by pressing the Delete Data button.

- When the Delete data button is clicked **ALL** of the data entered and selections made are deleted.
- If the System Administrator has made changes to the Other Data in the Administrative module, the user must click the delete data button to refresh the screen with the form changes. When the Other Data screen is re-opened, the Other Data is updated with the changes made.

1. The “Delete Data” button is enabled when the Other Data status is set to “In-Process”.



Other User Data~ SAV 03-JUN-04 01.33.06.000 PM

Other Data: 225 Capitalized Assets Fiscal Year: 2002
 Entity: 7909 TREASURY Status: COMPLETE Period: QTR 4 - YTD Delete Data

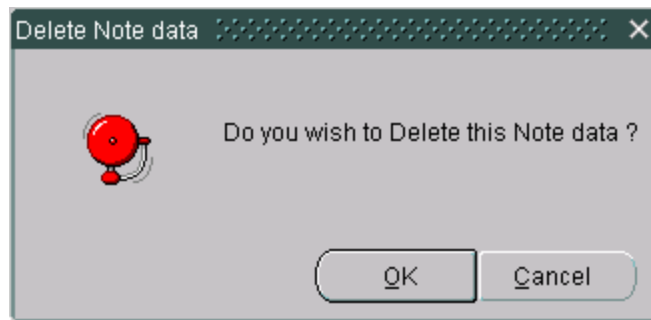
Other Data Info Other Text Data Threshold

Other Data Info Section: A Capitalized Assets Reported in: Billions Decimal Point: One

Asset Item	2002 - Q4YTD	2001 - Q4YTD	Previously Rptd	Line Item Cha
1 Assets from Federal Agencies	10.5 T	5.0 T		
2 Assets from Public				
3 Other Assets				

Type: Dollars Normal Bal.: Debit No Data

2. Click the Delete Data button and the following message will be displayed. Click “OK” to delete the Other Data record data.



3. The Other Data will close and all of the data entered will be deleted.
4. When the Other Data is re-opened all of the data will be deleted and any changes made by the System Administrator will be incorporated into the Other Data form

Other User Data - SAV 03-JUN-04 01:33:06.000 PM

Other Data: 225 Capitalized Assets Fiscal Year: 2002
 Entity: 7909 TREASURY Status: IN-PROGRESS Period: QTR 4 - YTD Delete Data

Other Data Info **Other Text Data** Threshold

Other Data Info Section: A Capitalized Assets Reported in: User-defined Decimal Point: User-defined

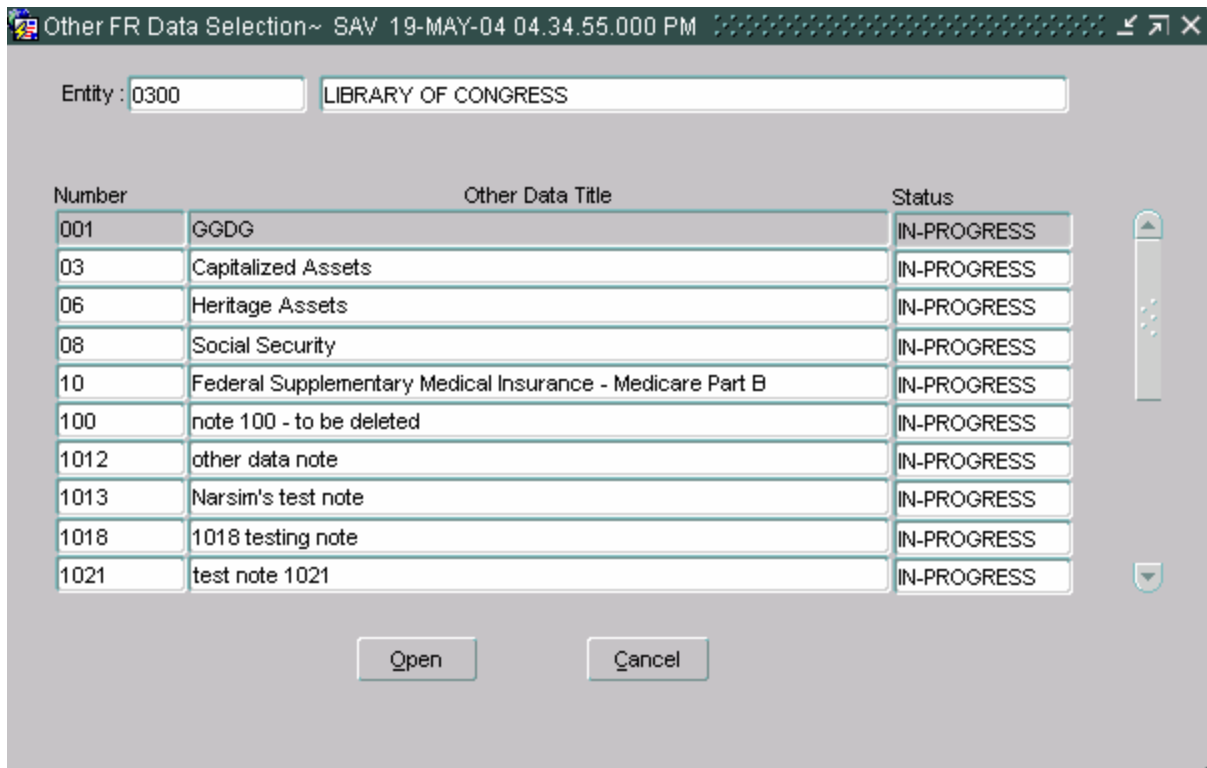
Asset Item	2002 - Q4YTD	2001 - Q4YTD	Previously Rptd	Line Item Cha
1 Assets from Federal Agencies				
2 Assets from Public				
3				

Type: Dollars Normal Bal.: Debit

No Data

7.9 Field Descriptions

(See tables below)



Field Name	Functional Description	Attributes	Setting Options
Entity	The entity field is populated with four-digit GFRS numbers that are linked to the Other Data number in the GF067 module.	The entities displayed are based on the users permissions.	Auto-populated
Entity Name	The description of the GFRS entity.	The entities displayed are based on the users permissions	Auto-populated
Number	Number is Other Data number that is assigned by the System Administrator in the GF067 module. Users select Other Data records by number to complete for the FR closing package.	<ol style="list-style-type: none"> 1. Each Other Data number is unique. An Other Data may be assigned to an entity only once but can be assigned to multiple entities. 2. Other Data numbers may be numbers, letters, special characters or any combination these. 3. Other Data Numbers are assigned by the System Administrator. 	None – set up and maintained by the system administrator.
Other Data Title	Other Data title is the description of the Other Data.	<ol style="list-style-type: none"> 1. A text field un-modifiable to the user. 	None – set up and maintained by the system administrator.
Status	Status is the status of the Other	<ol style="list-style-type: none"> 1. The status displayed in the 	Users can change the status

Field Name	Functional Description	Attributes	Setting Options
	Data. Other Data status can be in-progress, submitted or approved.	<p>status field is dependant on the Other User Data screen When the status is changed to "Completed" in the Other User Data the status in Other FR Data Selection screen status screen is also changed to "Submitted"</p> <ol style="list-style-type: none"> The default setting is in process. The status will be set to approved when the FPA approves the record in the GF008 module. 	from "In-Process" to "Submitted"

Other User Data

Field Name	Functional Description	Attributes	Setting Options
Other Data	Other Data is the record number assigned to the Other Data record.	<ol style="list-style-type: none"> 1. Other Data number is assigned to the Other Data by the system administrator in the GF067 screen. 2. Other Data is a unique value. 3. Other Data may be composed of numerical, alphabetical, alphanumeric and special characters. 4. . 	The Other Data field is un-modifiable to users.
Description	Description contains the description of the Other Data.	<ol style="list-style-type: none"> 1. Description is assigned and maintained by the System Administrator. 2. The description can contain numerical, alphabetical, alphanumeric, special characters. 3. Located on the main Package Other Data User form. 	The description field is un-modifiable by users.
Fiscal Year	Fiscal Year is the current open fiscal year in GFRS.	<ol style="list-style-type: none"> 1. The fiscal year is populated from the DBA061 module 2. The format is YYYY 3. Located on the main Other Data User form. 	The Fiscal Year field is un-modifiable to users.
PD (Period)	The period is the current open period set up in GFRS	<ol style="list-style-type: none"> 1. The period is populated from the DBA061 module. 2. Located on the main Other Data Users form. 	Period is un-modifiable by users.
Entity	Entity is the four-digit GFRS entity that is related to the Other Data.	<ol style="list-style-type: none"> 1. Entity is a four - digit character field. 2. Entity is populated from the DBA055 screen. 3. Entity can be numeric, alphabetical or alphanumeric. 4. Located on the main Other User Data form. 5. Entity is assigned to the Other Data by the System Administrator in the GF067 screen. 	Entity is not modifiable by users.
Entity Description	Entity description is the text description of the entity.	<ol style="list-style-type: none"> 1. Entity is populated from the DBA055 screen. 2. Located on the main Other User Data form. 	Description is not modifiable by users

Field Name	Functional Description	Attributes	Setting Options
Status	The status field controls state of the Other Data.	<ol style="list-style-type: none"> 1. Field defaults to “In-Progress”. 2. Selection of “Complete” initiates validations that check, <ol style="list-style-type: none"> a. All threshold questions have been answered. b. All tabs have been completed or the no data field has been clicked. c. Selections have been made for all Reported in and Decimal Point fields that are set to user defined. 3. Field is a list box. 4. Located on the main Other User Data form. 	Users are able to change the status from “In-Process” to “Completed”
Delete Data	<ol style="list-style-type: none"> 3. The delete data button provides the user the ability delete all of the data entered as well as all of the settings selected by the user. 4. It updates the GF067 with any changes made to the form by the System Administrator in the GF067 screen. 	<ol style="list-style-type: none"> 1. The delete data button is enabled when the status of the Other Data in “In-Process” and disabled when the Other Data is “Complete”. 2. Located on the main Other User Data screen. 	By Clicking the Delete Data button users may delete all data, and settings and update the screen with any form changes
Submit	Click Submit to save all changes, exit the Other User Data screen, and return to the Other FR Data selection screen.	<ol style="list-style-type: none"> 1. Submit is located on the main Other User Data form 	Not –Applicable
Cancel	Click the Cancel button to exit the Other Data User screen without saving changes.	<ol style="list-style-type: none"> 2. Cancel is located on the main Other Data form. 	Not –Applicable
No (Line Number)	Line number is the number that orders the Other Data lines in the Financial Report Other Data Detail.	<ol style="list-style-type: none"> 1. Located in the Other Data Info Index tab on the Other User Data screen. 2. Line numbers are unique sequential in ascending order. 3. The System Administrator sets and maintains the lines and controls what lines are displayed. 	Un-modifiable to users.

Field Name	Functional Description	Attributes	Setting Options
Line Description	Line descriptions are Financial Report lines that have been set up by the System Administrator in GF067. The description identifies what the amounts are being relocated to.	<ol style="list-style-type: none"> 1. Located in the Other Data Info Index tab on the Other User Data screen. 2. The description is created by the System Administrator in the GF067 module. 3. If left blank, users may enter a description of the amount being allocated to the line. 	If the Line Description field is empty, users must enter a description.
Current Period Amount (Audit Amount)	Users enter the appropriate amount into the current period.	<ol style="list-style-type: none"> 1. Located in the Other Data Info Index tab on the Other User Data screen. 2. The entering of amounts for the current period reduces the variance for the current period. 3. Current Period amount is assigned and maintained by the System Administrator. 	Users enter the appropriate value. The values entered can be, Dollars Units Percentage Years
Prior Period Amounts	Users enter the appropriate amounts into Prior Period amount field.	<ol style="list-style-type: none"> 1. Located in the Other Data Info index tab on the Other User Data Info screen. 2. The prior period is the same period as the Current open period for the previous year. 	Users enter the appropriate value. The values entered can be, Dollars Units Percentage Years
T (Threshold)	Click the "T" or Threshold button to view Thresholds set up by the System Administrator. Thresholds are ceiling or limits placed on fields that when exceeded require a user response in the Threshold index tab.	<ol style="list-style-type: none"> 1. Located in the Other Data Info index tab on the Other User Data screen. 2. Data on the threshold screen is view only. 3. Thresholds can have three possible settings; <ul style="list-style-type: none"> • Upper Boundary – a fixed dollar limit that if exceeded requires the user to respond to the Threshold question in the Threshold index tab. • Percentage – a ceiling based on the ratio of the difference of the threshold and the comparison field to the field that the threshold is 	Thresholds are activated by entry of amounts that exceed the ceilings of the threshold. The Data displayed in the threshold screen is view only to users.

Field Name	Functional Description	Attributes	Setting Options
		assigned to. • Both – Both Upper Boundary and percentage limits are applied. The threshold is activated by the boundary that is exceeded first. 4. Thresholds are set up and maintained by the System Administrator.	
Section	Section identifies section of the Other User Data record that users must complete.	1. Located in the Other Data Info index tab on the Other User Data index tab 2. Sections are created, assigned and maintained by the System Administrator in the GF067 screen. 3. Other sections may be navigated by placing the cursor in the section fields and using the UP and DOWN arrow keys on the keyboard or by using the scroll bar to the far right of the form next to the section name.	Users can navigate from section to section but cannot modify the section characters.
Section Description	Description identifies the section that data is being entered into.	1. Located on the Other Data Info index tab on the Other User Data form, 2. Description is created and maintained by the System Administrator in the GF067 screen. 3. If the Section Description line is blank, users must populate a description.	If the Section Description line is blank, users must populate a description
Reported In	The Reported in determines how amounts are displayed in the Other Data Info index tab.	1. Located in Other Data Info Index tab on the Other User Data form. 2. Set up and maintained by the System Administrator in GF067. 3. Reported in may be set up by the System Administrator as User Defined	If the System Administrator sets the Reported in method to “User – Defined”, users must select one of the following values, Whole – Dollars Hundreds Thousands Billions

Field Name	Functional Description	Attributes	Setting Options
		<p>User Defined – Users must select a reporting method. When user defined, Reported in is a required field.</p> <p>4. Reported in effects only the amounts displayed on the Other Data Info.</p>	
Decimal Point	Decimal point defines the placement of the decimal point for amounts displayed and entered in the Other Data Info index tab in the GF007 module	<p>1. Set up and maintained by the System Administrator.</p> <p>2. Decimal Point may be set up by the System Administrator as User Defined.</p> <p>User Defined – Users must select a decimal point selection. When User-Defined, decimal point is a required field.</p> <p>3. Decimal Point is only applied to amounts on the Other Data Info index tab.</p> <p>4. Located on the Other Data Info index tab on the Other User Data Info screen.</p>	If the System Administrator sets the Decimal Point to “User –Defined” users must select one of the following values, Zero One Two
Type	Type defines a line in terms of the type of data to be entered. Each line in a section has it’s own line type.	<p>1. Type is located on the Other Data Info index tab of the Other User Data screen.</p> <p>2. The setting for each line is set by the System Administrator in GF067.</p> <p>3. The settings can be V. Dollars VI. Units VII. Percentage VIII. Years.</p>	Un-modifiable to users.
Normal Balance	Normal balance is the normal balance if the line. The normal balance can be Debit, Credit or N/A.	<p>1. Normal Balance is located on the Other Data Info index tab on Other User Data form</p> <p>2. Normal balance is assigned to each line on a line-by-line basis by the System Administrator in GF067.</p> <p>3. Normal balance is only enabled when the line type is set to dollars. All other line types default to “N/A”</p>	Un-modifiable to users.
No Data	The No Data check box is a flag setting available to users to click check when there is no data to report for an Other Data Info section.	<p>1. No Data is located on the Other Data Info index tab on the Other User Data form</p> <p>2. The program validations</p>	Users click on the No-Data field to signify that there is no data to report.

Field Name	Functional Description	Attributes	Setting Options
		require that at least 1 line be populated data or the No Data field must be checked.	

Field Name	Functional Description	Attributes	Setting Options
Text Data No field	The first line is the text question number line.	<ol style="list-style-type: none"> 1. Located on the Other Text Data of the Other User Data form. 2. Created and maintained by the System Administrator in the GF067 module. 	Un-modifiable by users.
Text Data Questions	The questions field is populated with questions concerning the Closing Package Other User Data. Users respond to the questions providing additional information concerning the CP Other User Data in a text format.	<ol style="list-style-type: none"> 1. Located on the Other Text Data index tab. 2. Created, applied and maintained by the System Administrator in the GF067 screen. 	Un-modifiable by users.

Field Name	Functional Description	Attributes	Setting Options
Explanation	Users enter responses to queries from Other Text Questions field,	<ol style="list-style-type: none"> 1. Field has a 2000 character limit. 2. At least 1 of the questions must be answered to complete the Other User Data record. 	Users may enter any format of text.

Other User Data~ SAV 22-MAY-04 01.03.22.000 PM

Other Data : 225 Capitalized Assets Fiscal Year: 2002 Delete Data

Entity : 0300 LIBRARY OF CONGRESS Status IN-PROGRESS Period: QTR 4 - YTD

Other Data Info Other Text Data Threshold

Threshold

Line Description	Question	Explanation
Other Data Info - A - Assets from Federal Agencies (2002 - Q4YTD)	Explain the variance.	

Submit Cancel Preview Comments

Field Name	Functional Description	Attributes	Setting Options
Line Description	Line Description identifies the index tab and field that has a value that has exceeded its threshold.	<ol style="list-style-type: none"> 1. The text displayed is System generated when a threshold has been exceeded. 2. Located on the Threshold Index tab. 	Un-modifiable by users.
Question	The question field is populated with a question concerning why a threshold was exceed.	<ol style="list-style-type: none"> 1. Question is located on the Threshold index tab. 2. Question is created, applied and maintained by the System Administrator in GF067. 	Un-modifiable to users.
Explanation	Users respond to questions in the corresponding question field in the explanation field.	<ol style="list-style-type: none"> 1. Explanation is a required field. Users must enter explanations for all threshold questions. 2. Any character type is accepted. 3. Explanation is located on the threshold index tab. 	Users are required to enter explanations for ALL threshold questions.

Module GF008: Completions and Approvals

8.1 Module Overview

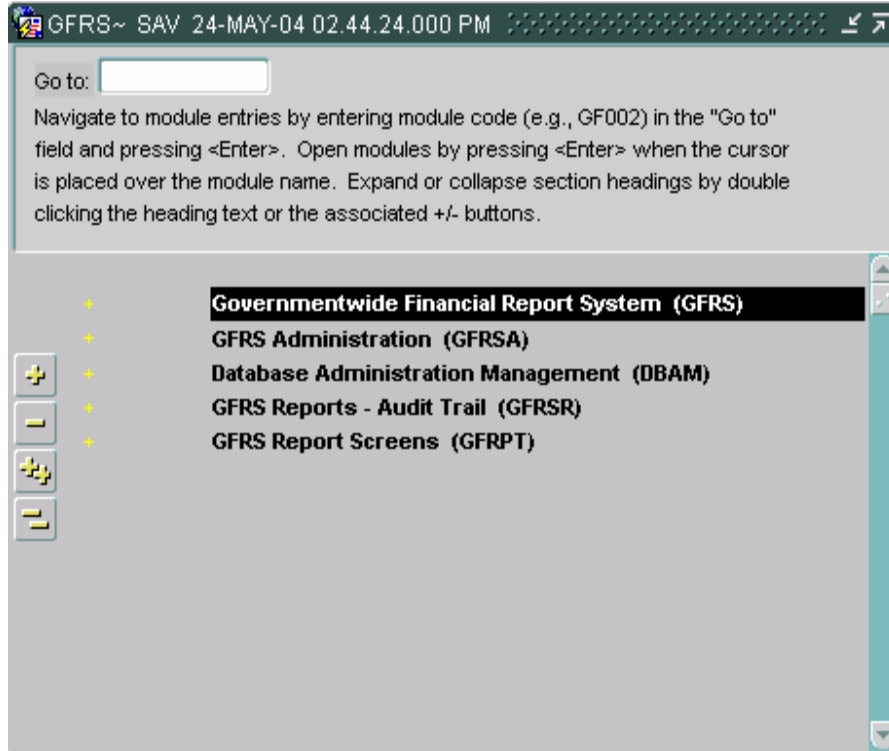
The Completion and Approvals module (GF008) is where data entered into modules GF002 to GF007 is reviewed and approved. Modules GF002 to GF007 for all forms for an entity must be completed and approved.

There are three distinct user roles, FPA who flags each module as complete, the CFO role who approves the completed modules and the IG that reviews and locks the approved modules. The IG role has the final authority to lock the modules. After the IG has approved the module, no further changes may be made.

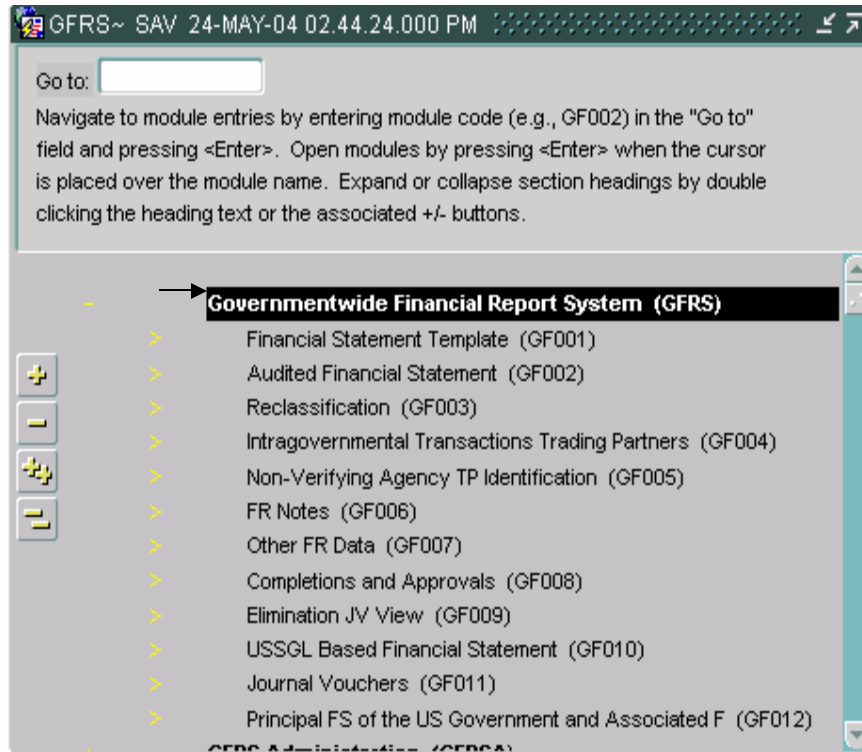
Once all modules are approved by the CFO and finalized by the IG, the data entered is incorporated into the FR Closing Package.

8.2 Navigating to the Completions and Approvals Screen

1. To navigate to the GF008 module, open to the GFRS applications menu.



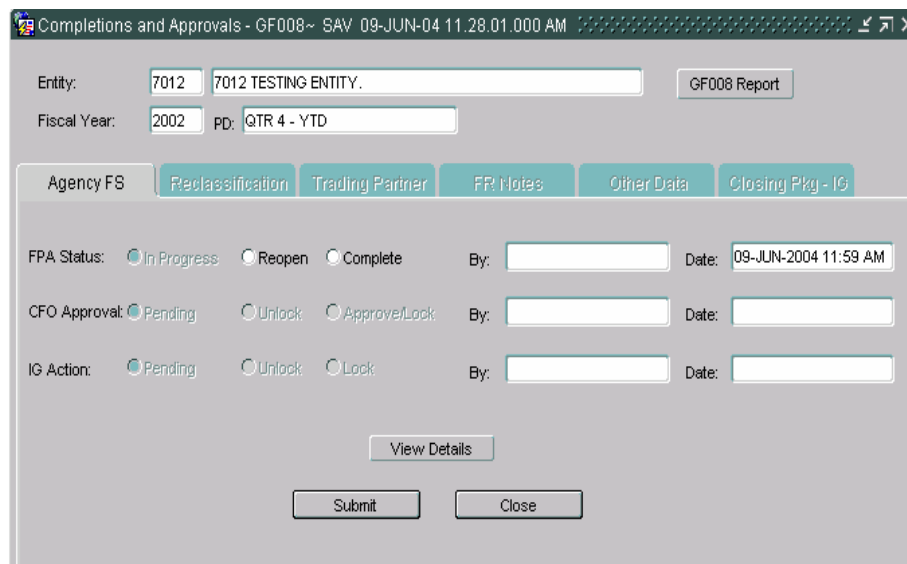
2. Double click on the “Government Financial Report System (GFRS)”.




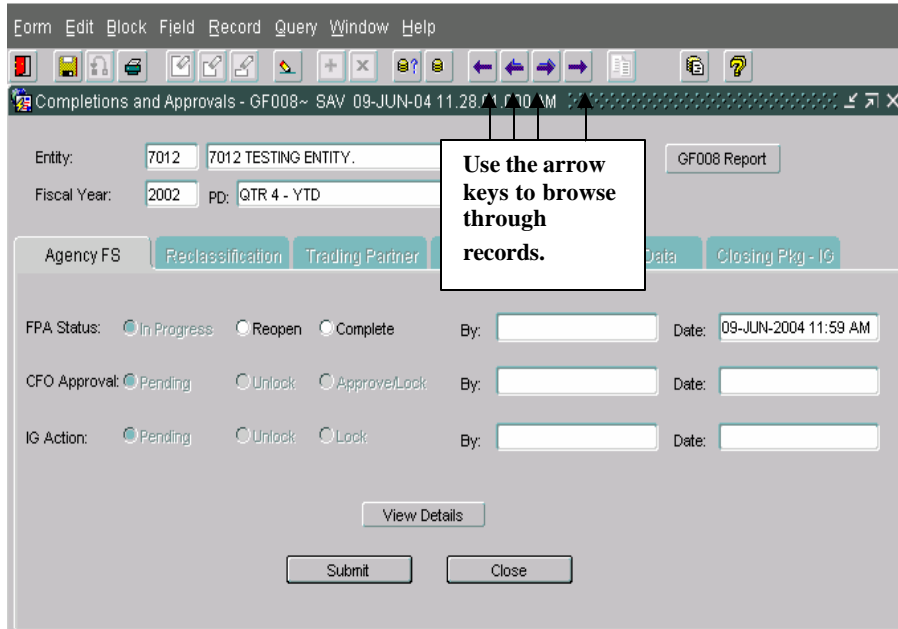
3. Click on the “Completions and Approvals (GF008) link and the GF008 screen will open.

Only entities that have completed ALL of the statements in GF002 will be displayed.

Only entities that the user has rights to see will be displayed. User rights are assigned by the System Administrator.

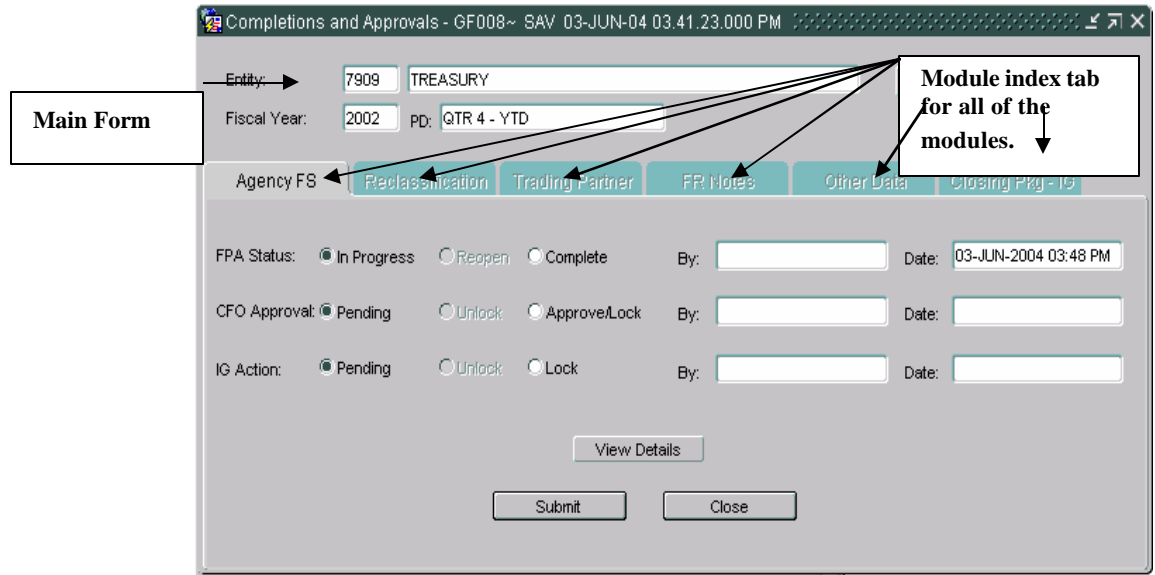


4. To navigate to entities use the arrow buttons  on the tool bar.



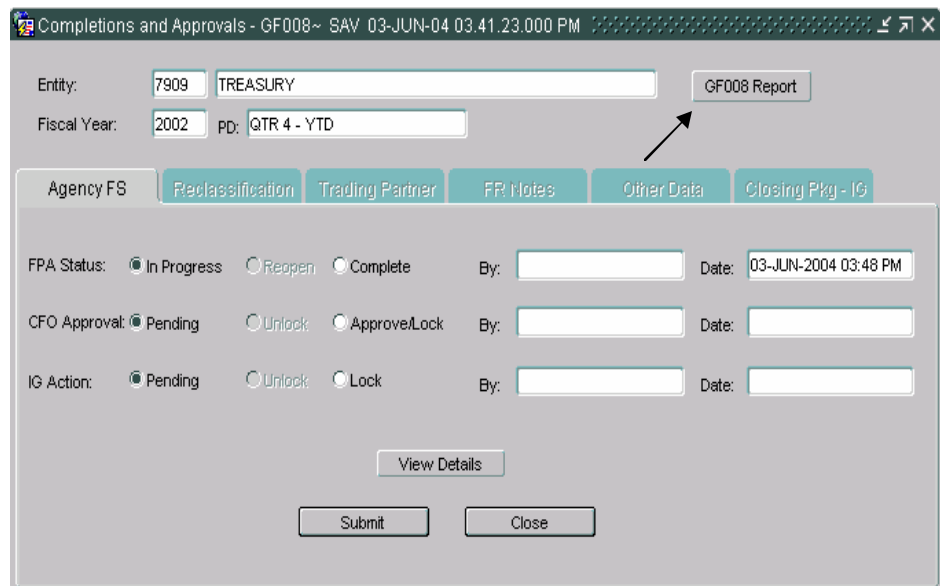
8.3 Form Layout

The GF008 is composed of two parts, the main form (Completions and Approvals) and the six index tabs for each module (Agency Financial Statements, Reclassification, Trading Partner, FR Notes, Other Data and Closing Package IG).



The entity, entity description, Fiscal Year and Period (PD) are automatically populated.

1. Click the GF008 Report button **GF008 Report** to view the approval status of the selected entity. The report displays the status of approval by each role and by each module at the time that the report is run.



U.S. Department of the Treasury/FMS Governmentwide Financial Report System				06/07/2004
GF008 - Completion and Approvals Report				
Entity: 7909 - TREASURY		Year: 2002 QTR 4 - YTD		
GF002 - Agency Audited Financial Statement Module				
FPA Status:	COMPLETE	By: FPA1	Date: 04-JUN-04	
CFO Approval:	LOCK	By: CFO1	Date: 04-JUN-04	
IG Action:	UNLOCK	By: IG1	Date: 04-JUN-04	
GF003 - Reclassification Module				
FPA Status:	COMPLETE	By: FPA1	Date: 04-JUN-04	
CFO Approval:	UNLOCK	By:	Date:	
IG Action:	UNLOCK	By:	Date:	
GF004 - Intragovernmental Trading Partner Module				
FPA Status:	COMPLETE	By: FPA1	Date: 04-JUN-04	
CFO Approval:	UNLOCK	By:	Date:	
IG Action:	UNLOCK	By:	Date:	
GF006 - FR Notes Module				
FPA Status:	COMPLETE	By: FPA1	Date: 04-JUN-04	
CFO Approval:	UNLOCK	By: CFO1	Date: 04-JUN-04	
IG Action:	UNLOCK	By: IG1	Date: 04-JUN-04	
GF007 - Other Data Module				
FPA Status:	COMPLETE	By: FPA1	Date: 04-JUN-04	
CFO Approval:	UNLOCK	By: CFO1	Date: 04-JUN-04	
IG Action:	UNLOCK	By: IG1	Date: 04-JUN-04	

The report displays the approval status for each module by user role.

There are 6 index tabs, 5 tabs for modules (GF002 to GF007) and one for the IG's approval. The first tab 'Agency FS' is explained below.

FPA Status:

FPA Status – controls the flags settings for a module being completed for a selected entity.

In-Progress – is the default setting. In this state, the GFRS forms can be changed.

Re-open - The re-open button will reopen all of the records for an entity for modification. When a module is reopened, all of the records for the module are no longer completed. For example, if the module status is changed from “Completed” to “In-Progress” in the Agency FS tab, all of the final flag settings will be unchecked in the GF002 module. The final flag buttons are unchecked and status fields are changed to In progress in all subsequent modules.

Complete – When the complete radio button is pressed all of the records of a module are flagged as complete. Users will no longer be able to modify any records at the module level (GF001, GF002,GF003,GF004,GF006, or GF007).

By – The by field displays the user ID of the FPA when the module is flagged as completed or unlocked for audit trail purposes.

Date – The data controls displays a date and time stamp of the last time that the module status was changed.

CFO Approval:

CFO Approval – Controls the approval of forms by the CFO for a selected entity.

Pending –default setting. In the Pending state, the module is waiting for approval. The FPA can re-open modules.

Un-lock – The CFO can un-lock the records for a module.

Approve/Lock – The CFO approves the record and at the same time locks the records to the FPA.

By – Displays the user ID of the CFO when the status of the module is flagged as Approved/lock or unlocked.

Date – The date field is populated with the date time stamp of the last time that the module status was changed.

IG Action:

IG Action - controls the locking and un-locking of a module by the IG.

Pending – Default setting. In the pending state, the module is waiting to be locked.

Un-lock - The IG can unlock the module for the FPA to make changes.

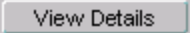
Lock –When Lock is pressed the module the module is flagged as being approved by the IG and the Entity can no longer be modified.

By – Displays the user ID of the IG every time the status of the module is changed.

Date – The date field is populated with the date/time stamp of the last time that the IG changed the module status.

- Each module must be flagged as “Completed” by the FPA before the CFO may approve a module. Each module must be completed sequentially. Agency FS must be completed before the Reclassification module can be enabled.
- When a module is completed (saved), the index tab of the next module is enabled.
- The CFO must approve all of the completed modules before the IG may review the module.
- Each entity is finalized when the IG locks the module.

2.To view the records for a selected module, press the View details

 button. Clicking on “View Details” will take you to the respective module. Click “Cancel” to return to the Completions and Approvals screen.

3. Click the “Submit” button to save changes and exit the form.

4. Click the “Close” button to exit the GF008 module with out saving changes.

8.4 FPA Role, Completing record for an Entity

The first step in the completions and approvals process is completing all of the modules for an entity. Before any approvals and reviews can be made for an entity, the FPA must complete all modules.

Form Edit Block Field Record Query Window Help

Completions and Approvals - GF008~ SAV 03-JUN-04 05:47:57.000 PM

Entity: 7909 TREASURY GF008 Report

Fiscal Year: 2002 PD: QTR 4 - YTD

Agency FS Reclassification Trading Partner FR Notes Other Data Closing Pkg - IG

FPA Status: In Progress Reopen Complete By: _____ Date: 03-JUN-2004 05:50 PM

CFO Approval: Pending Unlock Approve/Lock By: _____ Date: _____

IG Action: Pending Unlock Lock By: _____ Date: _____

View Details

Submit Close

Click the “View Details” button to view the statements for a selected module that is being completed.

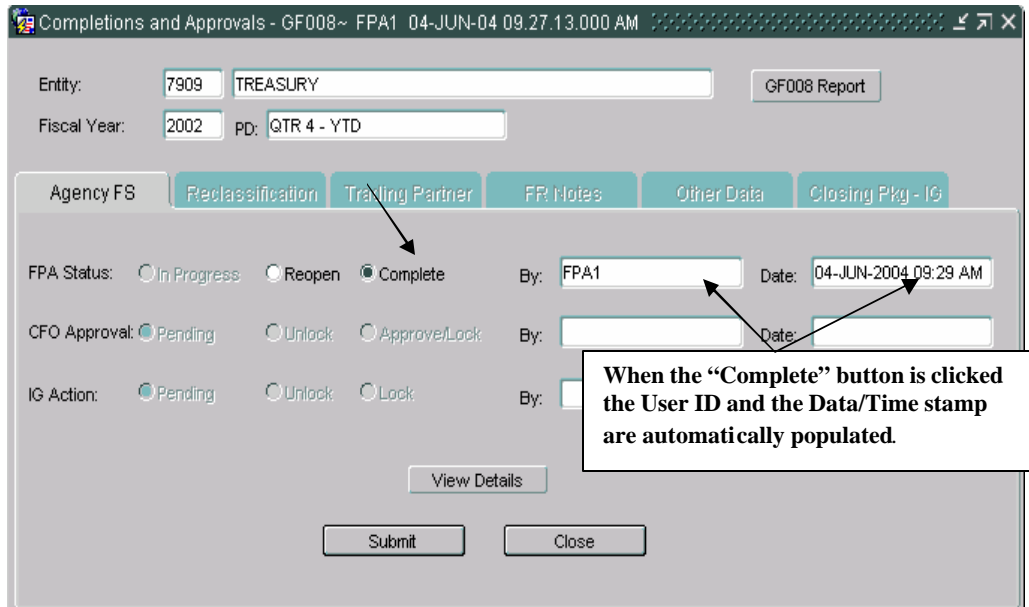
Each module is displayed in a separate index tab in the Completions and Approvals form (GF008).

1. Open the GF008 screen, and navigate to the correct entity by using the navigational arrows on the tool bar.
2. The cursor focus is set on the Entity field when the screen is opened. Press the TAB key and the cursor focus will be placed on the period (PD) field, press the TAB key again and the cursor will be focused on “GF008 Report” button.
3. Press the SHIFT + PAGE DOWN keys on the keyboard and the cursor focus will be placed on the In Progress radio button in the Agency FS index tab.

The default setting of the FPA status is In-Progress.

4. Press the arrow key or click on the “Complete” radio button. The default position of the cursor is shifted to the “Complete.” By clicking “Complete”, the radio button of the module is flagged as completed. When in completed status the records in a module cannot be changed and are view only to users.

Note that the radio button selections for CFO Approval and IG Action are disabled. Only the radio button selections for the FPA Status are approved.



5. To view the GF002 records for the Agency FS module press the “View Details” button. After pressing “View Details” the user is taken to module 2 to view assigned entity statements. Only 1 statement at a time is available for viewing. Users must scroll to see additional statements.

View only is available for all three-user types, FPA, CFO and IG.

Entity: 7909 TREASURY GF008 Report

Fiscal Year: 2002 PD: QTR 4 - YTD

Agency FS Reclassification Trading Partner FR Notes Other Data Closing Pkg - IG

FPA Status: In Progress Reopen Complete By: FPA1 Date: 04-JUN-2004 09:29 AM

CFO Approval: Pending Unlock Approve/Lock By: Date:

Unlock Lock By: Date:

Click the "View Details" button to view the statements for entity.

View Details

Submit Close

GF002 Audit Transaction Screen

Header

Entity: 7909 TREASURY Reported In: DOLLARS
 Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO
 Final Flag

Reporting Method... View ATB Data... SGL Report... Audited FS Report Refresh...

Audit Information

Agency Line Description	Acct Normal Type	Bal	2002: QTR 4 - YTD	2001: QTR 4 - YTD
	T			
	T			
	A	D	5,000,000.00	2,000,000.00
	A	D	5,000,000.00	2,000,000.00
	C		10,000,000.00	4,000,000.00
	T			
	T			
Liabilities				
Accounts Payables	L	C	2,500,000.00	1,000,000.00
Other Liabilities	L	C	2,500,000.00	1,000,000.00
Total Liabilities	C		-5,000,000.00	-2,000,000.00

Submit Cancel QCBOA

6. Press the “Cancel” button on the Agency Transaction screen to return to the GF008 module.

Header

Entity: 7909 TREASURY Reported In: DOLLARS
 Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: TWO
 Final Flag

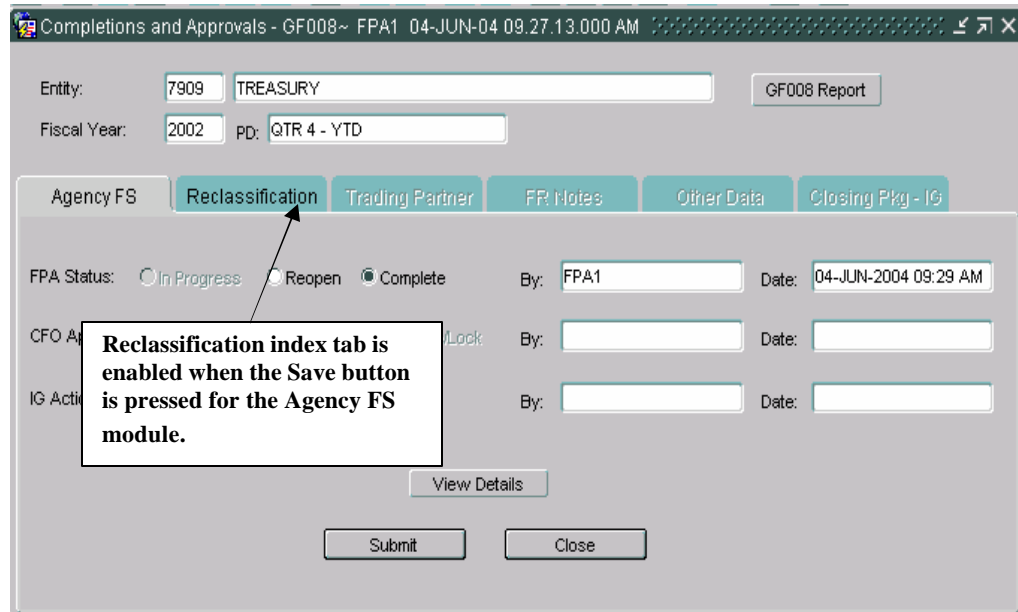
Reporting Method... View ATB Data... SGL Report... Audited FS Report Refresh...

Audit Information

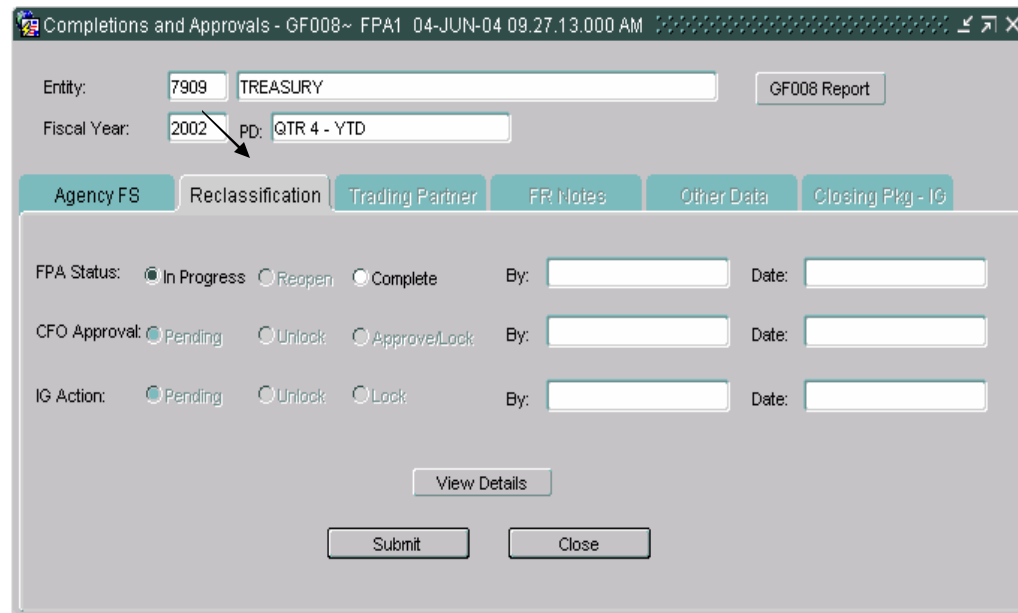
Agency Line Description	Acct Normal Type	Bal	2002: QTR 4 - YTD	2001: QTR 4 - YTD
	T			
Assets	T			
Fund Balance with Treasury	A	D	5,000,000.00	2,000,000.00
Accounts Receivable	A	D	5,000,000.00	2,000,000.00
Total Assets	C		10,000,000.00	4,000,000.00
	T			
Liabilities	T			
Accounts Payables	L	C	2,500,000.00	1,000,000.00
Other Liabilities	L	C	2,500,000.00	1,000,000.00
Total Liabilities	C		-5,000,000.00	-2,000,000.00

Submit Cancel QCBOA

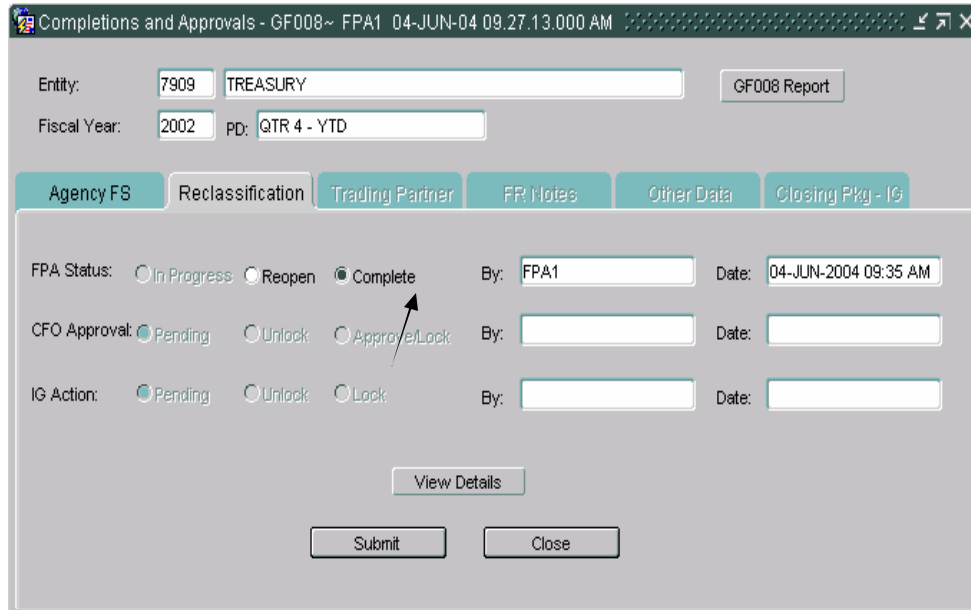
- Click on the SAVE icon in the Oracle tool bar to save all of the changes. Once the record has been saved, the index tab of the next module is enabled.



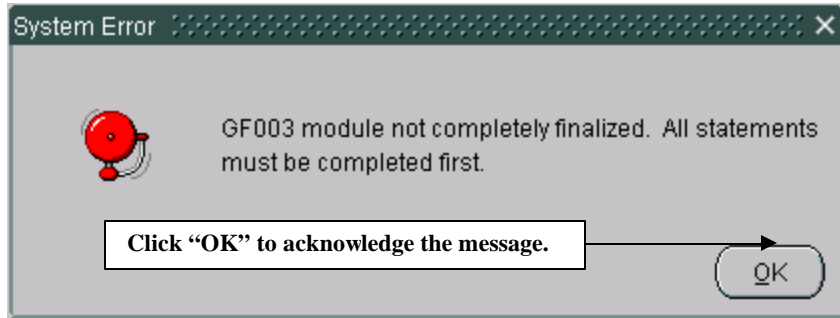
- Click on the Reclassification index tab to complete the Reclassification module.



9. The Reclassification module default setting in FPA Status section is “In-Progress”. Click on the “Complete” radio button to flag the Reclassification module as complete.

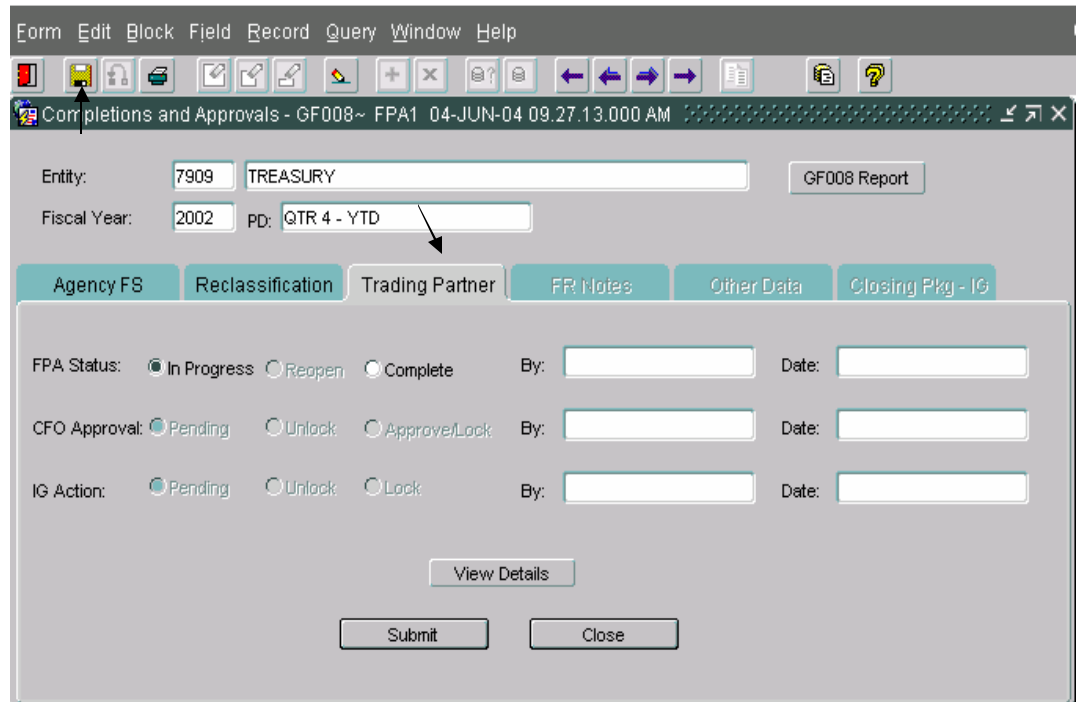


To complete a module, all of the statements must be finalized before the flag can be set to complete in the GF008 module. Should one or more of the records not be set to final when the complete flag is checked, the following error message is displayed.



10. To view the statements, press the “View Details” button. The records displayed are view only. To set the final flags, the FPA must navigate to the statements in the appropriate module to complete the statements. Once all of the statements in the Reclassification module have been flagged as final, click the “Complete” button and the Reclassification module will be flagged as complete.

11. Click the SAVE button on the Oracle tool bar to save changes and enable the next index tab (Trading Partner).



12. Navigate to the next module by clicking on the index tab or by using the keystrokes Shift + Page DOWN.

13. Repeat the steps for Trading Partner, FR Notes and Other Data modules for the selected entity.

1) Trading Partner tab completed

The screenshot shows a web application window titled "Completions and Approvals - GF008~ FPA1 04-JUN-04 10.25.26.000 AM". At the top, there are input fields for "Entity:" (7909 TREASURY) and "Fiscal Year:" (2002). Below this is a tabbed interface with "Trading Partner" selected. The "FPA Status" section has radio buttons for "In Progress", "Reopen", and "Complete" (which is selected). There are also fields for "By:" (FPA1) and "Date:" (04-JUN-2004 10:29 AM). Other sections include "CFO Approval" and "IG Action", each with radio buttons and "By:"/Date:" fields. At the bottom, there are "View Details", "Submit", and "Close" buttons.

2) FR Notes completed

This screenshot is identical to the one above, showing the same "Completions and Approvals" window. However, the "FR Notes" tab is now selected in the tabbed interface. The "FPA Status" remains "Complete", and the "By:" field is still "FPA1". The "Date:" field now shows "04-JUN-2004 10:31 AM". The "CFO Approval" and "IG Action" sections are also visible with their respective radio buttons and input fields.

3) Other Notes completed

Completions and Approvals - GF008~ FPA1 04-JUN-04 10.25.26.000 AM

Entity: 7909 TREASURY GF008 Report

Fiscal Year: 2002 PD: QTR 4 - YTD

Agency FS Reclassification Trading Partner **FR Notes** Other Data Closing Pkg - IG

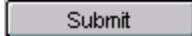
FPA Status: In Progress Reopen Complete By: FPA1 Date: 04-JUN-2004 11:21 AM

CFO Approval: Pending Unlock Approve/Lock By: Date:

IG Action: Pending Unlock Lock By: Date:

View Details

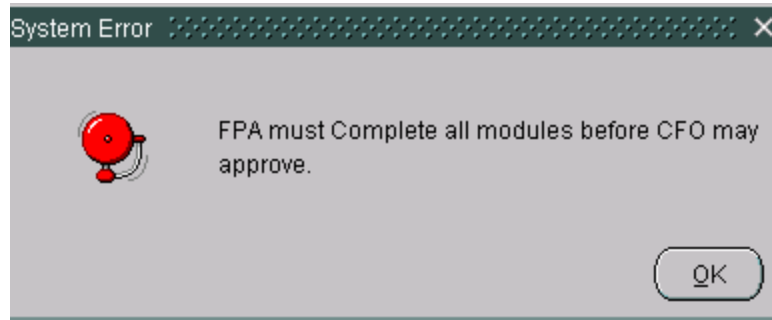
Submit Close

14. Once all of the modules are flagged complete by the FPA, press the “Submit”  button to save changes and exit the form or press “Cancel” to exit the form without saving changes.

15. Once all of the modules on the index tabs are complete for the selected entity they are available for the CFO to review and approve.

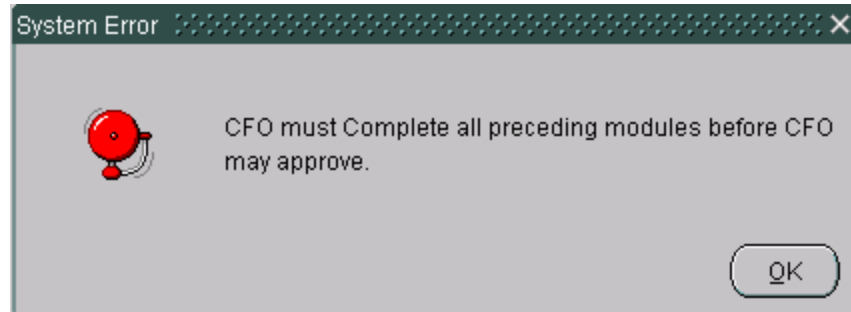
8.5 CFO Role, Module Lock and Approval

The CFO approves modules completed by the FPA. All of the modules must be completed by the FPA before the CFO can approve the modules. If the CFO attempts to approve a module before all of the modules are complete, the following error message is displayed.

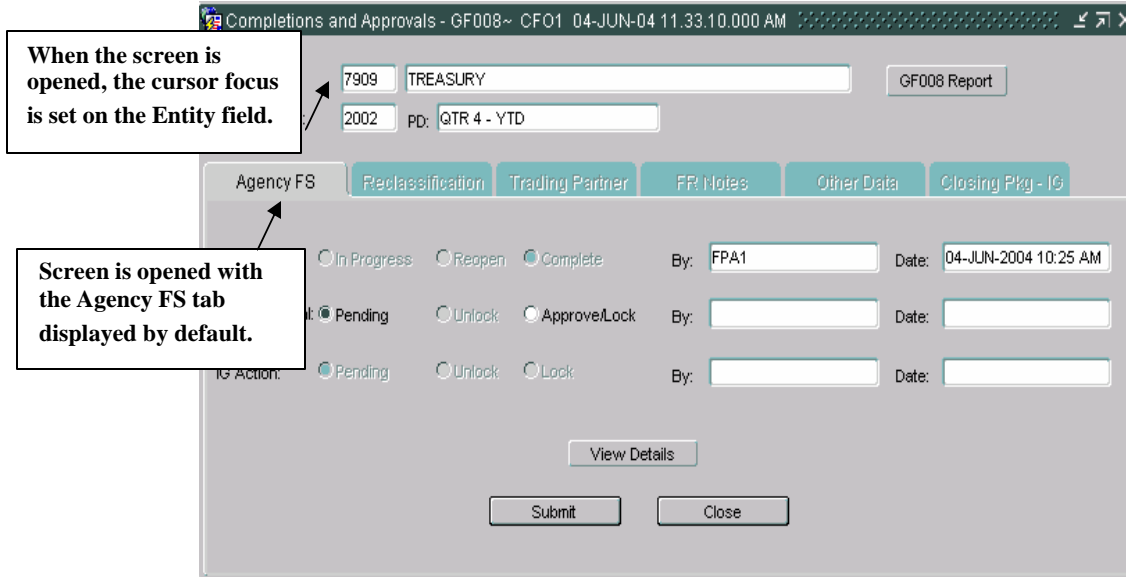



As with the FPA role, the CFO must approve each module sequentially; Agency FS must be approved before the Reclassification module and so on for the rest of the modules.

If the CFO attempts to approve a module out of sequence, the following error message is displayed.

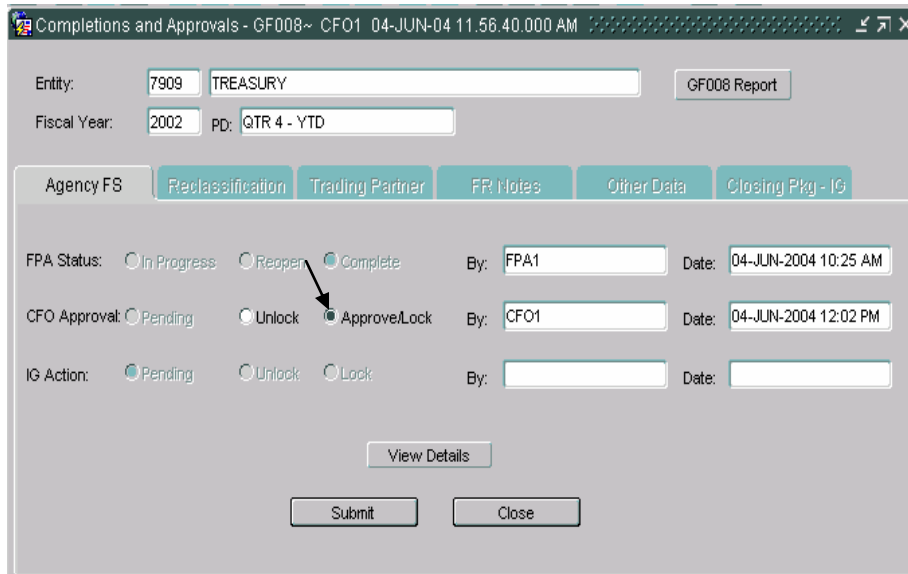


To start the approval process, the CFO should open the Completions and Approvals (GF008) screen. The screen will open by default to the Agency FS tab with the cursor focus on the Entity field.



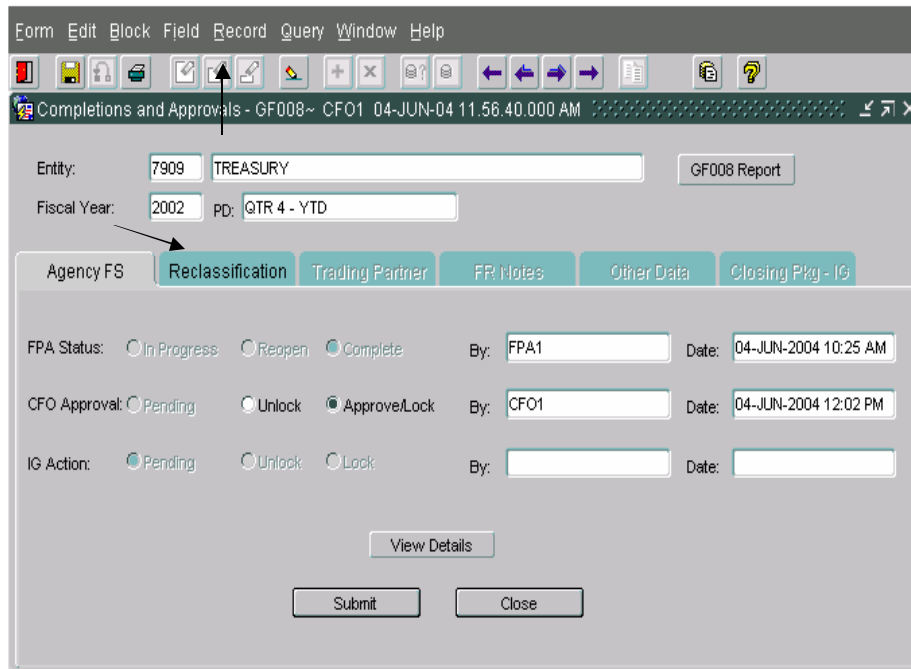
1. With the cursor in the entity field,  press the arrow keys on the tool bar to navigate to the correct entity.
2. The first index tab to be completed is the Agency FS tab. The default setting for the CFO Approval is “Pending”. To approve the module, click on the Approve/Lock radio button in CFO Approval section.

Note that the radio buttons for FPA status and IG Action are disabled. Only the radio for the CFO are enabled and included in the TAB sequence.

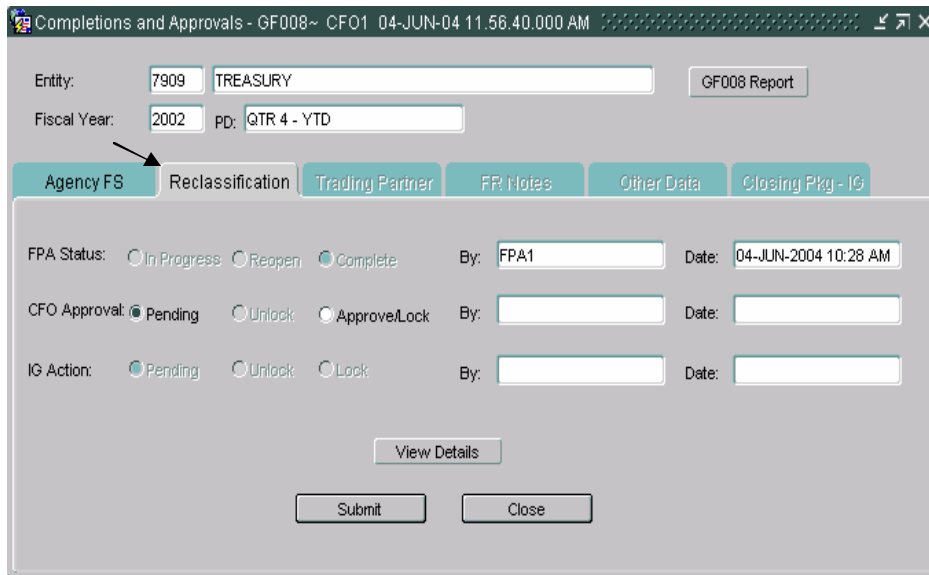


When the Approve/Lock button is selected, the Agency FS is both approved by the CFO and locked. Once the module is locked, the FPA cannot modify the module.

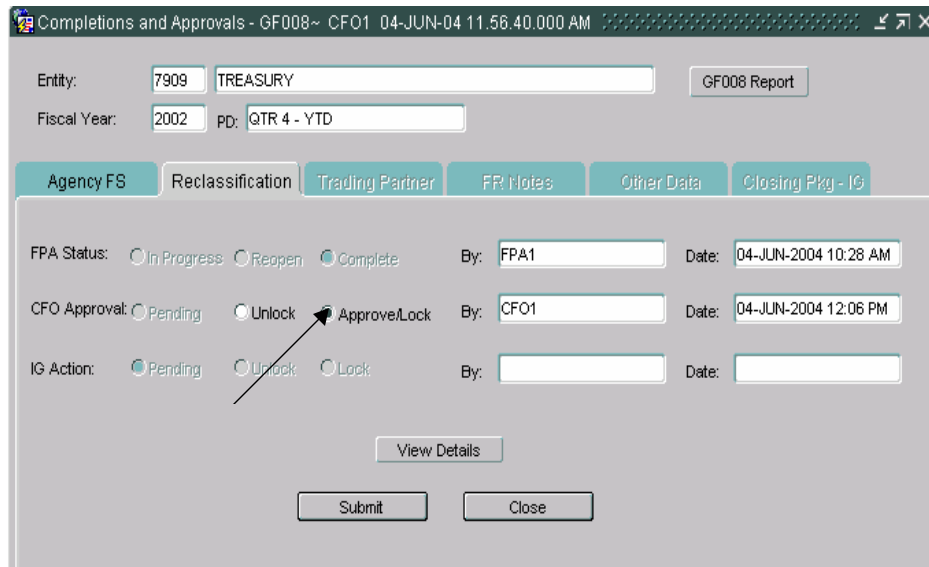
3. Click the “SAVE” button on the tool bar. When Save is pressed the next index tab (Reclassification) is enabled.



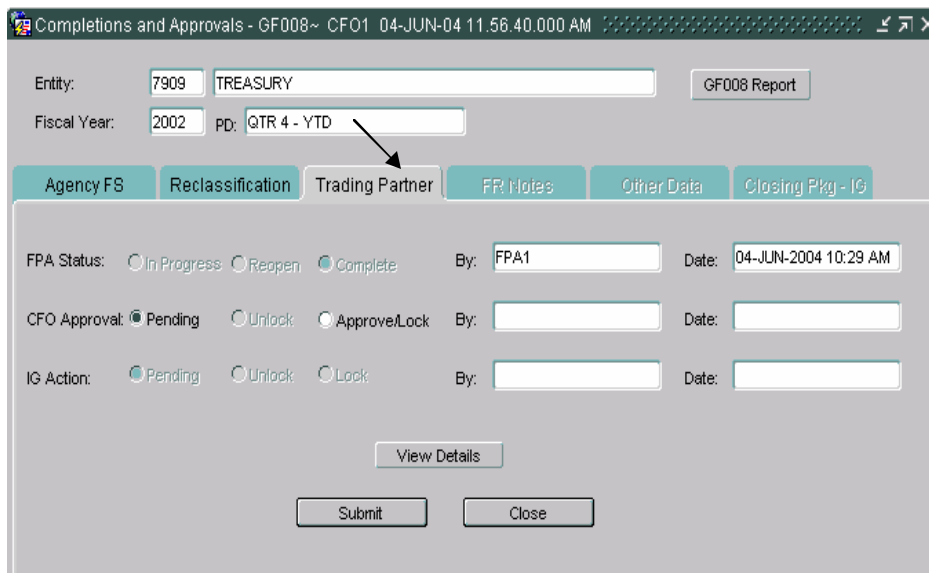
4. Navigate to the next module (Reclassification) by clicking on the Reclassification index tab or by using the keystrokes Shift + Page Down.



5. Click on the Approve/Lock radio button to approve the module.



6. Click the “SAVE” button on the tool bar to save the changes. Once the “SAVE” button is pressed, the next module (Trading Partner) will be enabled.



7. Click on the Trading Partner index tab. Repeat steps 3, 4 and 5 to complete the Trading Partner, FR Notes and Other Data modules.

Once the CFO has approved all of the modules, the entity is available for the IG to review.

Trading Partner Module approve/lock by the CFO.

Entity: 7909 TREASURY GF008 Report
Fiscal Year: 2002 PD: QTR 4 - YTD

Agency FS Reclassification **Trading Partner** FR Notes Other Data Closing Pkg - IG

FPA Status: In Progress Reopen Complete By: FPA1 Date: 04-JUN-2004 10:29 AM
CFO Approval: Pending Unlock Approve/Lock By: CFO1 Date: 04-JUN-2004 12:11 PM
IG Action: Pending Unlock Lock By: Date:

View Details
Submit Close

FR Notes Module approve/lock by the CFO

Entity: 7909 TREASURY GF008 Report
Fiscal Year: 2002 PD: QTR 4 - YTD

Agency FS Reclassification Trading Partner **FR Notes** Other Data Closing Pkg - IG

FPA Status: In Progress Reopen Complete By: FPA1 Date: 04-JUN-2004 10:31 AM
CFO Approval: Pending Unlock Approve/Lock By: CFO1 Date: 04-JUN-2004 12:12 PM
IG Action: Pending Unlock Lock By: Date:

View Details
Submit Close

Other Notes Data approve/lock by the CFO.

Entity: 7909 TREASURY GF008 Report
Fiscal Year: 2002 PD: QTR 4 - YTD

Agency FS Reclassification Trading Partner FR Notes Other Data Closing Pkg - IG

FPA Status: In Progress Reopen Complete By: FPA1 Date: 04-JUN-2004 11:21 AM
CFO Approval: Pending Unlock Approve/Lock By: CFO1 Date: 04-JUN-2004 12:13 PM
IG Action: Pending Unlock Lock By: Date:

View Details
Submit Close

Once all of the modules have been set to “Approve/Lock”, click the “Submit” button to save changes and exit the screen or press the “Close” button to exit the screen without savings changes.

8.6 IG Approval Role

The IG role reviews the data flagged as completed by the FPA and approved by the CFO for all modules. Once the CFO approves all the modules, the IG can review the modules. The IG approval process is similar to the FPA completion process and the CFO approval process. After reviewing the modules, the IG locks the module. When the IG locks the module, it is no longer modifiable by the FPA and CFO.

The steps listed below detail the steps of the IG approval process.

To lock a module/s the user must be logged as a IG and assigned to the entity by the System Administrator.

The IG must navigate to the desired entity and use the navigational techniques described in previous sections.

The GF008 screen will open with the Agency FS index tab open for the selected entity. All of the radio buttons for the FPA and CFO will be grayed out. Only the IG Action buttons will be enabled with cursor focus on the Pending radio button.

Entity: 7909 TREASURY GF008 Report

Fiscal Year: 2002 PD: QTR 4 - YTD

Agency FS | Reclassification | Trading Partner | FR Notes | Other Data | Closing Pkg - IG

FPA Status: In Progress Reopen Complete By: FPA1 Date: 04-JUN-2004 10:25 AM

CFO Approval: Pending Unlock Approve/Lock By: CFO1 Date: 04-JUN-2004 12:02 PM

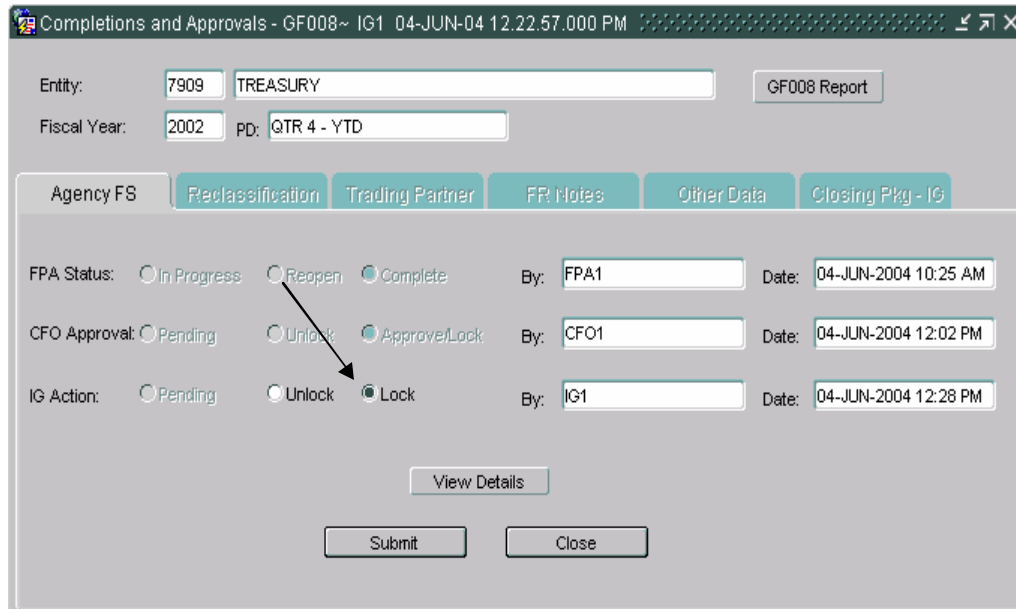
IG Action: Pending Unlock Lock By: Date:

View Details

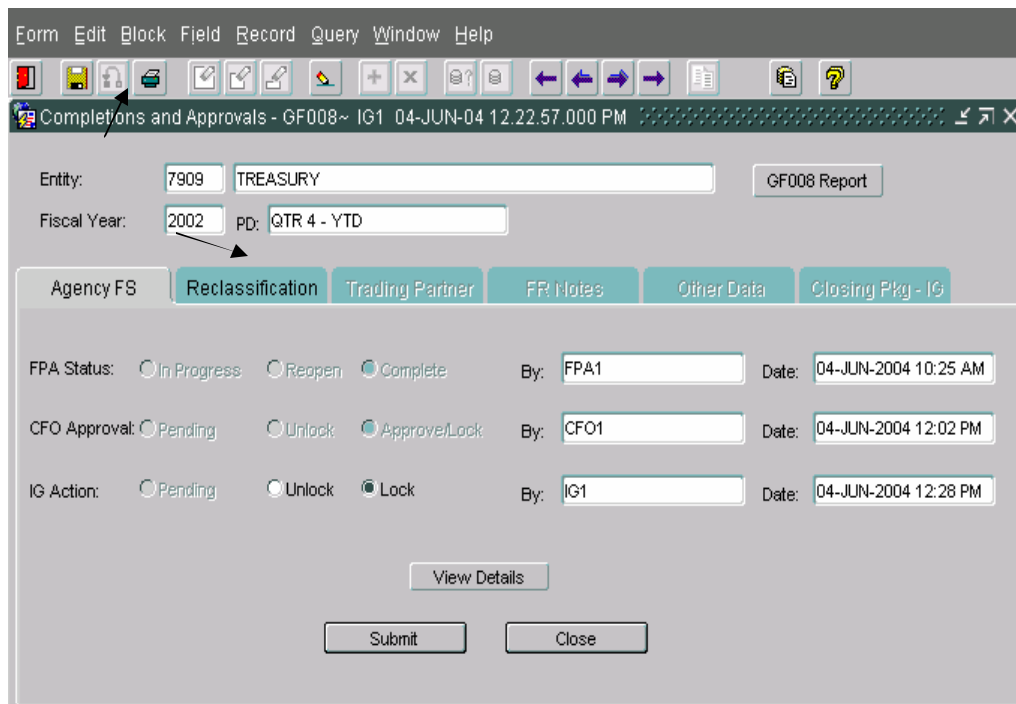
Submit Close

The index tabs for each program must be completed sequentially. For example, Agency FS must be completed before Reclassification and Reclassification must be completed before Trading Partners.

Once the IG has reviewed the module, it can be flagged complete by the IG by checking the Lock button in the IG Action section. Once the lock button is checked, the CFO cannot un-lock the module



1. Click the SAVE button on the Oracle tool bar, the next index tab (Reclassification) will be enabled.



- Once SAVE has been pressed, the index tab of the next module (Reclassification) will be enabled. Click on the Reclassification tab.

Entity: 7909 TREASURY GF008 Report

Fiscal Year: 2002 PD: QTR 4 - YTD

Agency FS Reclassification Trading Partner FR Notes Other Data Closing Pkg - IG

FPA Status: In Progress Reopen Complete By: FPA1 Date: 04-JUN-2004 10:28 AM

CFO Approval: Pending Unlock Approve/Lock By: CFO1 Date: 04-JUN-2004 12:06 PM

IG Action: Pending Unlock Lock By: Date:

View Details

Submit Close

- The Reclassification tab will open. To lock the module, click on the Lock button and save the record.

Entity: 7909 TREASURY GF008 Report

Fiscal Year: 2002 PD: QTR 4 - YTD

Agency FS Reclassification Trading Partner FR Notes Other Data Closing Pkg - IG

FPA Status: In Progress Reopen Complete By: FPA1 Date: 04-JUN-2004 10:28 AM

CFO Approval: Pending Unlock Approve/Lock By: CFO1 Date: 04-JUN-2004 12:06 PM

IG Action: Pending Unlock Lock By: IG1 Date: 04-JUN-2004 12:52 PM

View Details

Submit Close

- Repeat steps 4 and 5 to lock the remaining modules (Trading Partners, FR Notes and Other Data).

1) Trading Partner Module locked by the IG

The screenshot shows a window titled "Completions and Approvals - GF008~ IG1 04-JUN-04 12.22.57.000 PM". At the top, there are input fields for "Entity:" (7909 TREASURY) and "Fiscal Year:" (2002). Below these are tabs for "Agency FS", "Reclassification", "Trading Partner", "FR Notes", "Other Data", and "Closing Pkg - IG". The "Trading Partner" tab is active. It contains three rows of status information: "FPA Status" (Complete), "CFO Approval" (Approve/Lock), and "IG Action" (Lock). Each row includes a "By:" field (FPA1, CFO1, IG1) and a "Date:" field. A "View Details" button is centered below the rows, and "Submit" and "Close" buttons are at the bottom.

2) FR Notes Module locked by the IG

The screenshot shows the same window as above, but with the "FR Notes" tab active. The "FPA Status" (Complete), "CFO Approval" (Approve/Lock), and "IG Action" (Lock) rows remain the same. The "Date:" field for the IG Action row is now "04-JUN-2004 01:02 PM". The "View Details", "Submit", and "Close" buttons are also present.

3) Other Data Module locked by the IG

Entity: 7909 TREASURY GF008 Report

Fiscal Year: 2002 PD: QTR 4 - YTD

Agency FS | Reclassification | Trading Partner | FR Notes | Other Data | Closing Pkg - IG

FPA Status: In Progress Reopen Complete By: FPA1 Date: 04-JUN-2004 11:21 AM

CFO Approval: Pending Unlock Approve/Lock By: CFO1 Date: 04-JUN-2004 12:13 PM

IG Action: Pending Unlock Lock By: IG1 Date: 04-JUN-2004 01:04 PM

View Details

Submit Close

After all of the modules have been locked by the IG, the Closing Pkg-IG index tab is enabled. The IG must complete the Closing Package –IG tab to close the financial statements for an entity.

Entity: 7909 TREASURY GF008 Report

Fiscal Year: 2002 PD: QTR 4 - YTD

Agency FS | Reclassification | Trading Partner | FR Notes | Other Data | Closing Pkg - IG

FPA Status: In Progress Reopen Complete By: FPA1 Date: 04-JUN-2004 11:21 AM

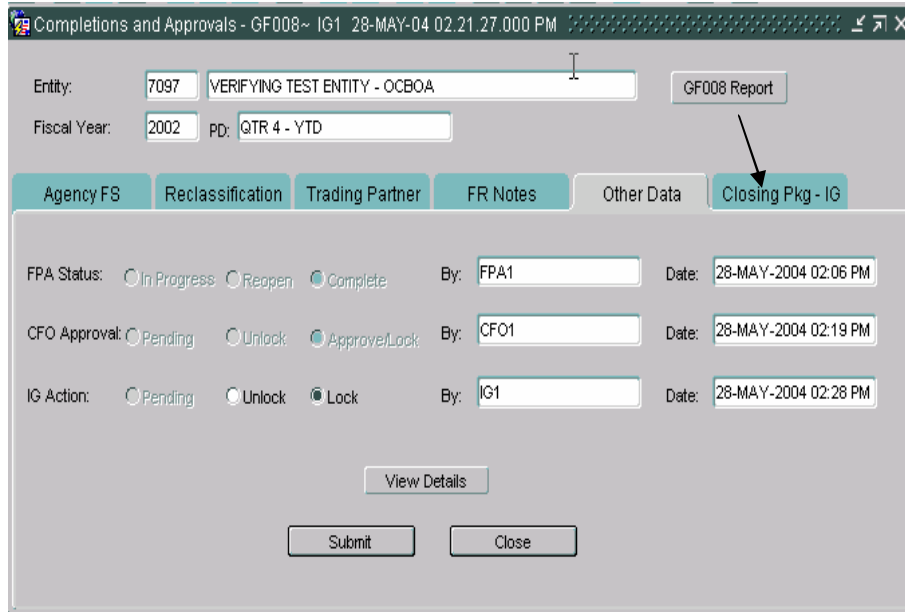
CFO Approval: Pending Unlock Approve/Lock By: CFO1 Date: 04-JUN-2004 12:13 PM

IG Action: Pending Unlock Lock By: IG1 Date: 04-JUN-2004 01:04 PM

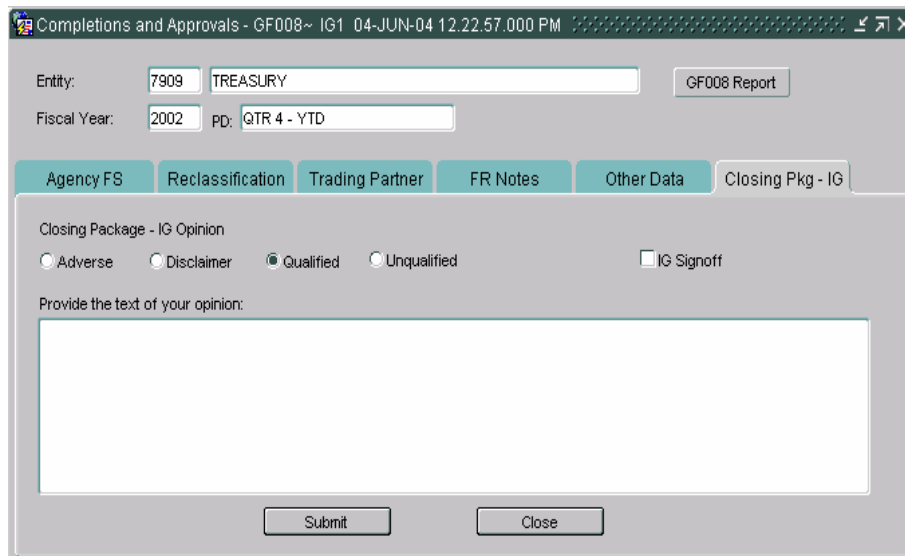
View Details

Submit Close

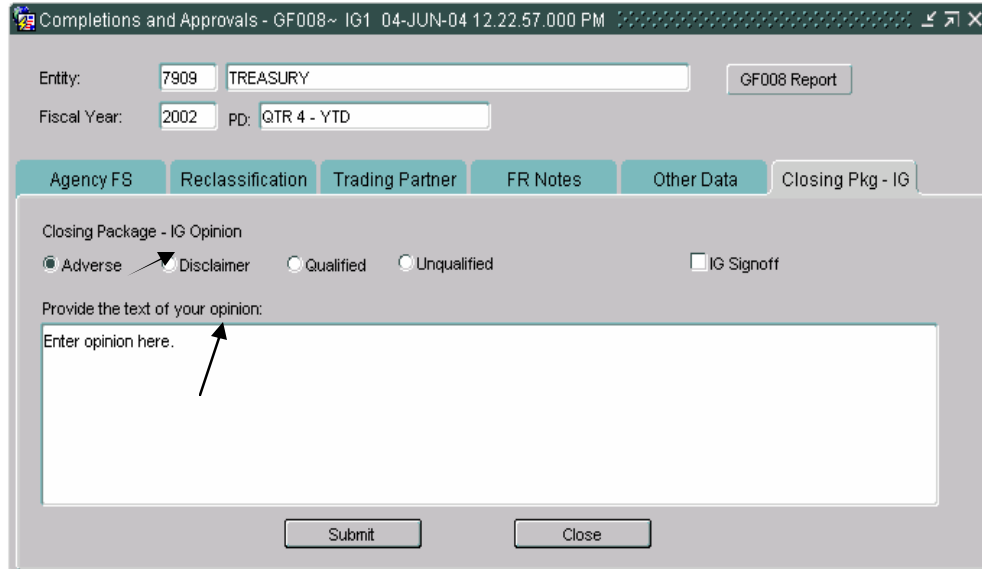
5. Click on the Closing Pkg – IG index tab.



6. The Closing Pkg – IG screen will open where the IG must give an opinion of the Closing Package statements. The IG must select 1 of 4 radio buttons (Adverse, Disclaimer, Qualified, Unqualified) that summarize the IG’s opinion of the closing package.



7. The IG must also enter an opinion of the closing package in a text format in the section “Provide the text of your opinion”

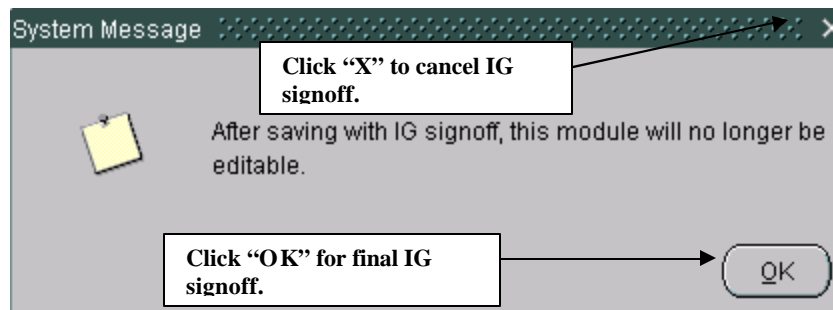


8. The last step in the IG review is finalizing the Closing Package by clicking the IG Signoff field. When the IG Signoff is clicked the Closing Package for the selected entity is complete.

Once the IG Signoff is checked, all of the modules for the entity selected will be locked and CANNOT be un-locked by the IG.

When the IG Signoff flag is checked, the Closing Package is complete and is included in the FR Closing Package.

The system displays a warning message when the IG Signoff field is clicked. Click “OK” to finalize the statement. To cancel final signoff, press the “X” button in the top right corner of the message.



8.7 Making Changes

Completed modules may be changed at any point in the process except after the IG Signoff button is checked. To change a module, the module must be reopened and unlocked if approved by the CFO and/or locked by the IG.

There are three general scenarios of unlocking modules and changing records,

1. The module has been approved and locked by the IG,

- A. The IG must unlock the module to be changed.
- B. The CFO must unlock the module
- C. The FPA must change the status of the module from “Complete” to “In-Progress” to make changes.

2. The module has been approved by the CFO but not locked by the IG,

- A. The CFO must unlock the module.
- B. The FPA must change the module status from “Complete” to “In-Progress” to make changes.

3. The module has NOT been approved by the CFO and the IG.

- A. The FPA must change the module status from “Complete” to “In-Progress” make changes.
- B. Once all of the changes have been, FPA must flag the module as complete, the CFO must re-approve the module and the IG must re-lock the module.

Step by Step Instructions:

1. The IG must unlock the module by clicking the “Un-Lock” radio button in the IG section on the form. After “Un-locking” the record, the IG must press SAVE.

When an IG changes a module from lock to un-lock the module being changed and all the following modules are set to unlock. For example, if the Reclassification is changed by the IG to un-locked, the Trading Partner, FR Notes and Other data are also un-locked.

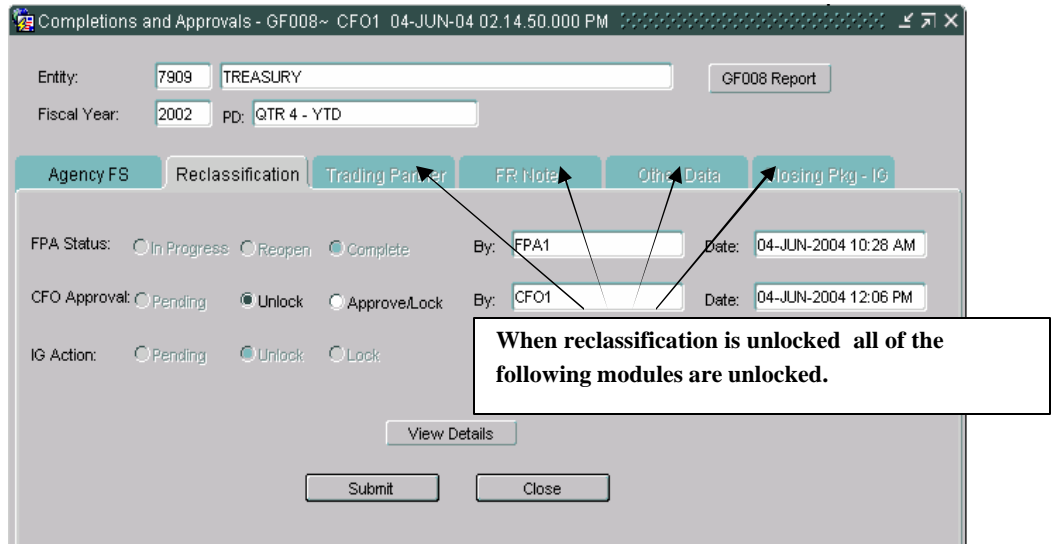
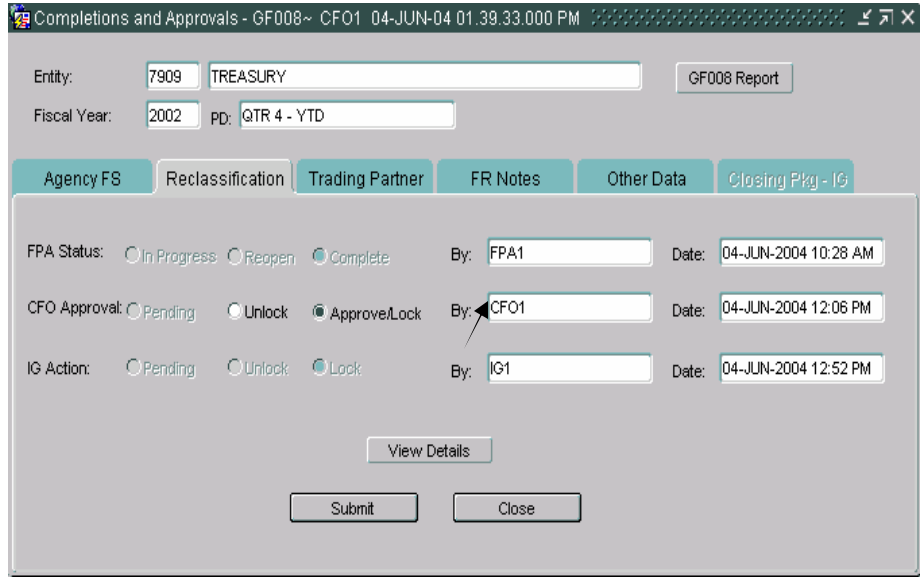
When the modules are unlocked the user id and date time stamp are populated in the “By” and “Date” field that were changed.

The screenshot shows a web application window titled "Completions and Approvals - GF008~ IG1 04-JUN-04 03.43.09.000 PM". The form contains the following elements:

- Entity: 7909 TREASURY (with a "GF008 Report" button)
- Fiscal Year: 2002 PD: QTR 4 - YTD
- Agency FS: Reclassification (selected), Trading Partner, FR Notes, Other Data, Closing Pkg - IG
- FPA Status: In Progress, Reopen, Complete. By: FPA1 Date: 04-JUN-2004 10:25 AM
- CFO Approval: Pending, Unlock, Approve/Lock. By: CFO1 Date: 04-JUN-2004 12:02 PM
- IG Action: Pending, Unlock, Lock. By: IG1 Date: 04-JUN-2004 12:28 PM
- Buttons: View Details, Submit, Close

2. Once the IG has unlocked the module, the CFO must next un-lock the module by clicking on the “Un-lock” radio button in the CFO Approval section.

When a CFO changes a module from lock to un-lock, all of the following modules are set to unlock. For example, if the Reclassification is changed by the CFO to un-locked, the Trading Partner, FR Notes and Other data modules are also un-locked.



3. Once both the IG and CFO have unlocked a module, the FPA may reopen the module for changes. Click on the reopen radio button to reopen the module.

When the FPA status is changed to “Re-open”, all of the following modules are reopened. The final flags for the statements in the module is also changed as well as all of the modules that follow after the module being changed (except GF006 & GF007) are unchecked.

Entity: 7909 TREASURY GF008 Report

Fiscal Year: 2002 PD: QTR 4 - YTD

Agency FS Reclassification Trading Partner FR Notes Other Data Closing Pkg - IG

FPA Status: In Progress Reopen Complete By: FPA1 Date: 04-JUN-2004 10:25 AM

CFO Approval: Pending Unlock Approve/Lock By: CFO1 Date: 04-JUN-2004 12:02 PM

IG Action: Pending Unlock Lock By: IG1 Date: 04-JUN-2004 12:28 PM

View Details

Submit Close

4. Once all the changes have been made to a module, the FPA must complete all of the modules that were re-opened. The CFO needs to click the Approve/Lock and finally the IG must lock the module and sign off.

Module GF010: USSGL-Based Financial Statements

10.1 Module Overview

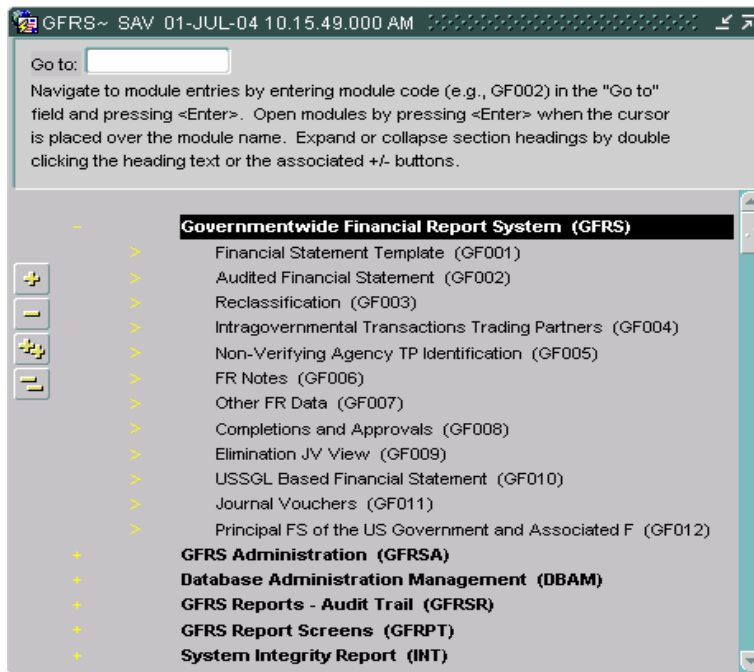
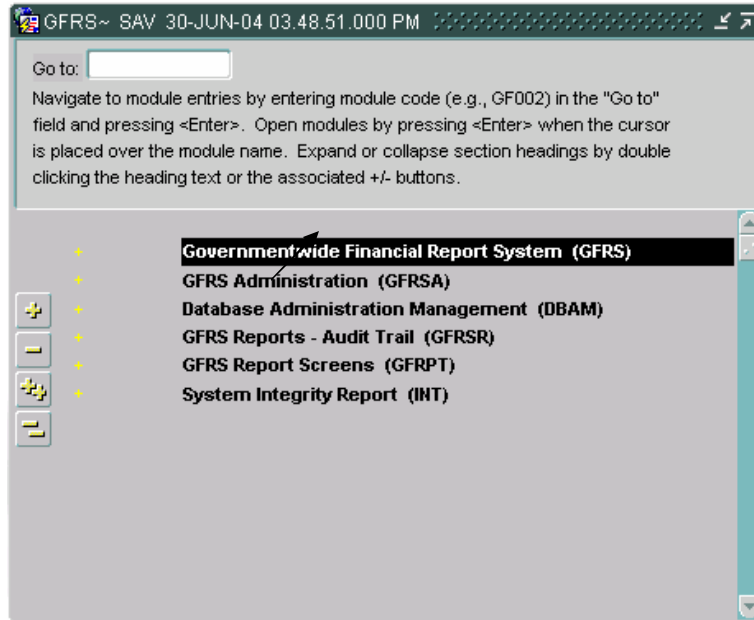
The USSGL Based Financial Statement module (GF010) provides agencies the ability to produce financial statements based on the agency ATB data submitted in the FACTS I submission. Three financial statements types (Balance Sheet, Statement of Net Cost and Statement of Changes in Net Position) may be selected and printed. The statements are created by the SA based on the SGL crosswalk in the Financial Statement Module (GF001). Each USSGL is mapped to financial statement line items in the closing package template for the retrieval of the ATB Data.

Financial Statements may be run for verifying entities, non-verifying entities or for both (ALL). The GF010 report will print financial statements for single or multiple entities. When multiple entities are selected the financial statements of the composite entities are consolidated into one statement.

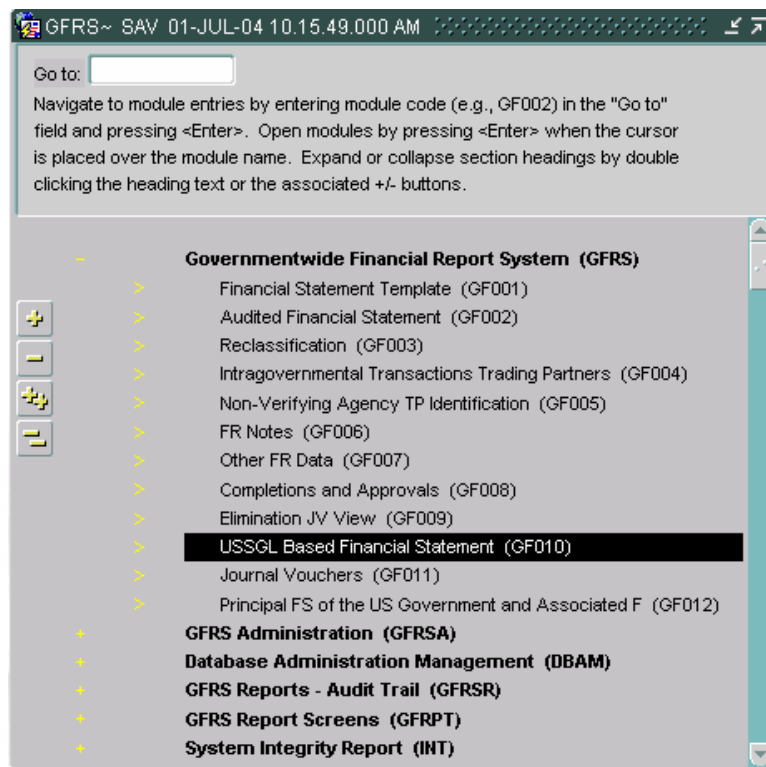
10.2 Navigating to the GF010 Screen

To navigate to the GF010 screen follow the following steps.

Place the cursor focus and double click on the “Governmentwide Financial Reporting System (GFRS)” to expand the menu.



Place the cursor on the menu selection “USSGL Based Financial Statements (GF010)” and double-click to open the GF010 screen.



The GF010 screen will open.

Fiscal Year: 2002 Period: QTR 4 - YTD

Statement Type: BALANCE SHEET

Reported In: WHOLE DOLLARS

Decimal Point: ZERO

Report Type: Single Year Comparative

Entity Type Selection: All Entities

Specific Entity Selection

Entity No.	Entity Name
<input type="checkbox"/> 0295	TEST ENTITY 1 -2
<input type="checkbox"/> 0296	TEST ENTITY 2 TO 3
<input type="checkbox"/> 0297	TEST 2 TO 3 STATEMENTS
<input type="checkbox"/> 0298	TEST ENTITY 2-1 TEST
<input type="checkbox"/> 0299	TEST ENTITY
<input type="checkbox"/> All Entities	

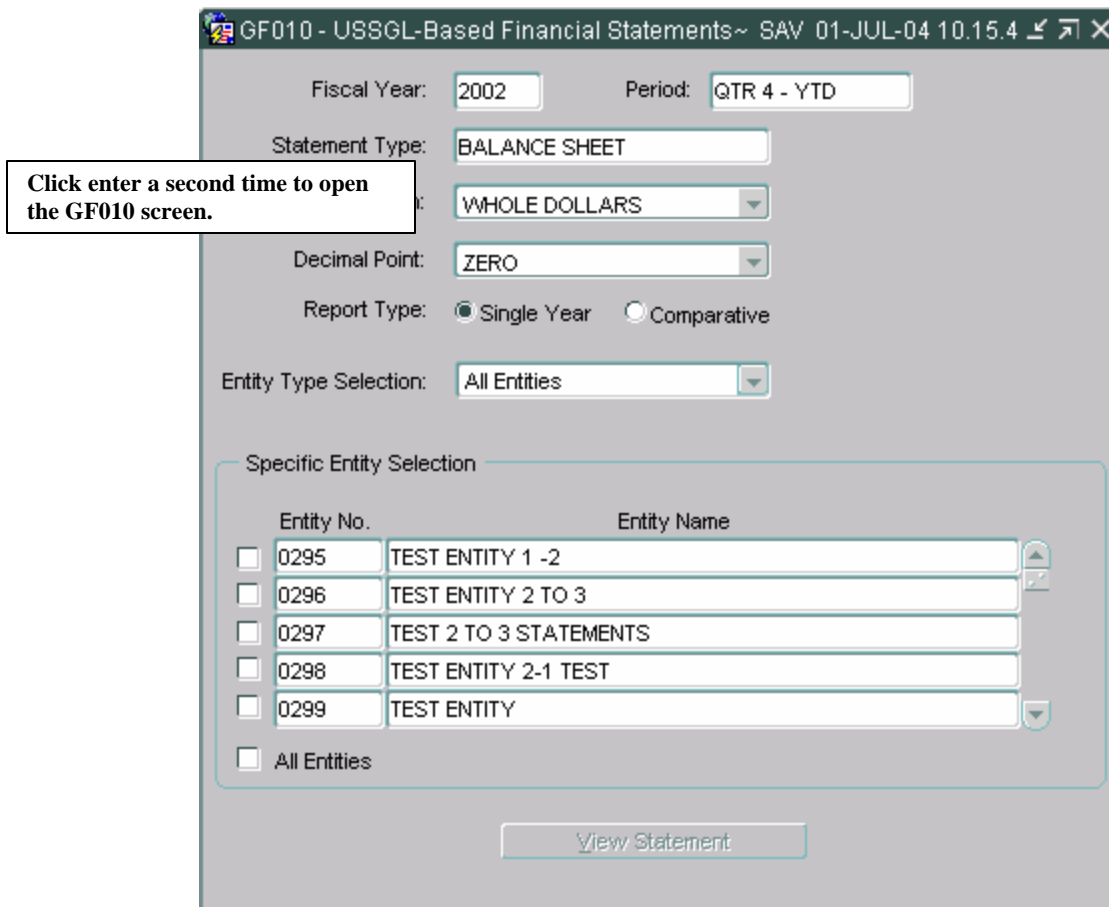
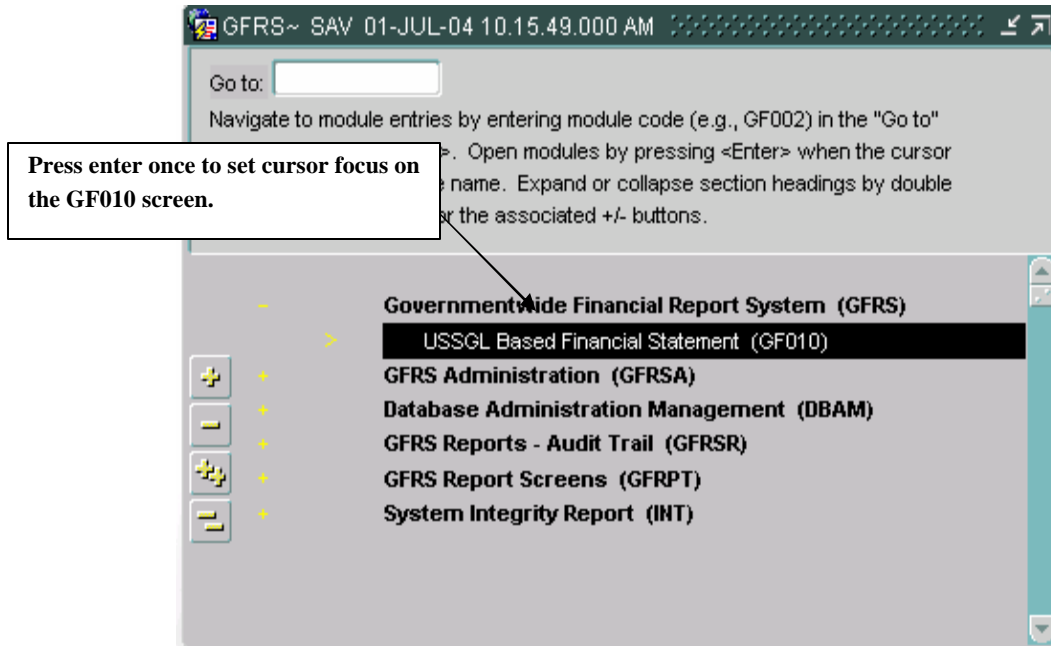
View Statement

GF010 may also be opened by using the “Go to” functionality. Enter “GF010” into the “Go to” field on the main menu. Press enter twice to open the GF010 screen.

Go to: GF010

Navigate to module entries by entering module code (e.g., GF002) in the "Go to" field and pressing <Enter>. Open modules by pressing <Enter> when the cursor is placed over the module name. Expand or collapse section headings by double clicking the heading text or the associated +/- buttons.

- + Governmentwide Financial Report System (GFRS)
- + GFRS Administration (GFRSA)
- + Database Administration Management (DBAM)
- + GFRS Reports - Audit Trail (GFRSR)
- + GFRS Report Screens (GFRPT)
- + **System Integrity Report (INT)**



10.3 Selecting and Printing USSGL Based Financial Statements

Agencies may select and print one of three closing package financial statements (Balance Sheet, Statement of Net Cost & Statement of Changes in Net Position) at a time. The Statements reflect the agencies ATB data in the closing package template format, using the USSGL crosswalk established by FMA

Statements may be run by financial statement type by single entity or by multiple entities. In reports with multiple entities, the financial data for each entity is combined or rolled up into one financial statement.

1. Upon entering GF010, the cursor will be positioned in the Fiscal Year field. The Fiscal Year field will default to the current open fiscal year. Agencies may select another fiscal period by double clicking on the Fiscal Year field to select a fiscal year from the List of Values (LOV).

GF010 - USSGL-Based Financial Statements~ SAV 01-JUL-04 01.34.3

Fiscal Year: 2002 Period: QTR 4 - YTD

Statement Type: BALANCE SHEET

Reported In: WHOLE DOLLARS

Decimal Point: ZERO

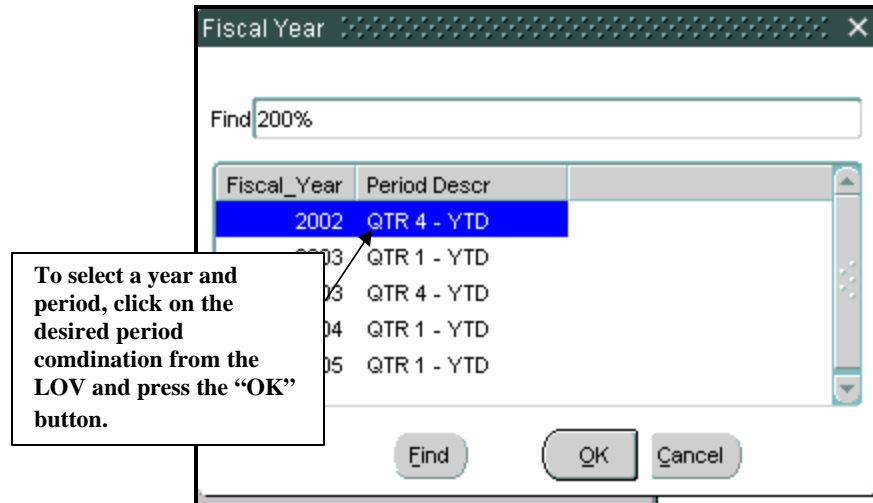
Report Type: Single Year Comparative

Entity Type Selection: All Entities

Specific Entity Selection

Entity No.	Entity Name
<input type="checkbox"/> 0295	TEST ENTITY 1 -2
<input type="checkbox"/> 0296	TEST ENTITY 2 TO 3
<input type="checkbox"/> 0297	TEST 2 TO 3 STATEMENTS
<input type="checkbox"/> 0298	TEST ENTITY 2-1 TEST
<input type="checkbox"/> 0299	TEST ENTITY
<input type="checkbox"/> All Entities	

View Statement



2. Press the <TAB> key to navigate to the Statement Type field. To select a statement double click on the statement type field to activate the LOV.
 - Agencies may select one of the three Closing Package financial statements (Balance Sheet, Statement of Net Cost and Statement of Changes in Net Position).
 - The default setting is the balance sheet.
3. Double click on the Statement Type field and select a financial statement by clicking on the desired statement and pressing the "OK" button.

Fiscal Year: 2002 Period: QTR 4 - YTD

Statement Type: BALANCE SHEET

Reported In: WHOLE DOLLARS

Decimal Point: ZERO

Report Type: Single Year Comparative

Entity Type Selection: All Entities

Specific Entity Selection

Entity No.	Entity Name
<input type="checkbox"/> 0295	TEST ENTITY 1 -2
<input type="checkbox"/> 0296	TEST ENTITY 2 TO 3
<input type="checkbox"/> 0297	TEST 2 TO 3 STATEMENTS
<input type="checkbox"/> 0298	TEST ENTITY 2-1 TEST
<input type="checkbox"/> 0299	TEST ENTITY
<input type="checkbox"/> All Entities	

View Statement

Statement Type

Find %

Stmnt_Descr

BALANCE SHEET

STATEMENT OF CHANGES IN NET POSITION

STATEMENT OF NET COST

Find OK Cancel

To select a statement, click on the desired statement and press the "OK" button.

4. To navigate to the Reported In field press the <TAB> key. Double click on the Reported in field to activate the LOV.
 - The default setting will be “Whole Dollars”.
 - Select a reporting method by clicking on a reporting method down arrow and clicking on the selected reporting method.
 - Agencies may select one of the following: Whole Dollars, Hundreds,

Thousands, Millions and Billions.

- The reporting method selected determines how the data is displayed in the GF010 report.

The default setting is Whole Dollars.

Use the down arrow to select a reporting method from the drop down box.

GF010 - USSGL-Based Financial Statements~ SAV 02-JUL-04 11.00.5

Fiscal Year: 2002 Period: QTR 4 - YTD

Report Type: BALANCE SHEET

In: WHOLE DOLLARS

Decimal Point: ZERO

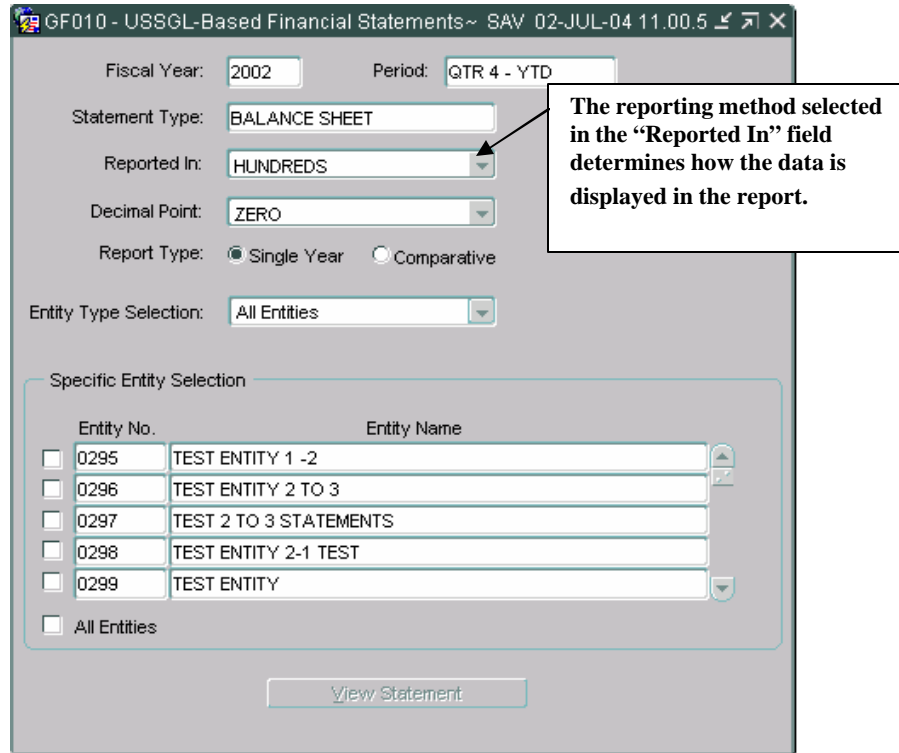
Report Type: Single Year Comparative

Entity Type Selection: All Entities

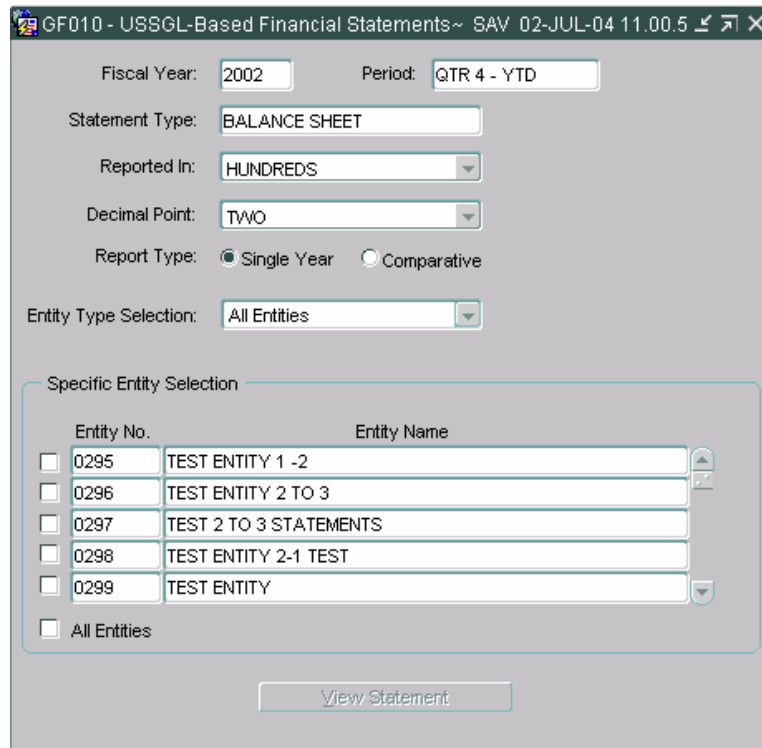
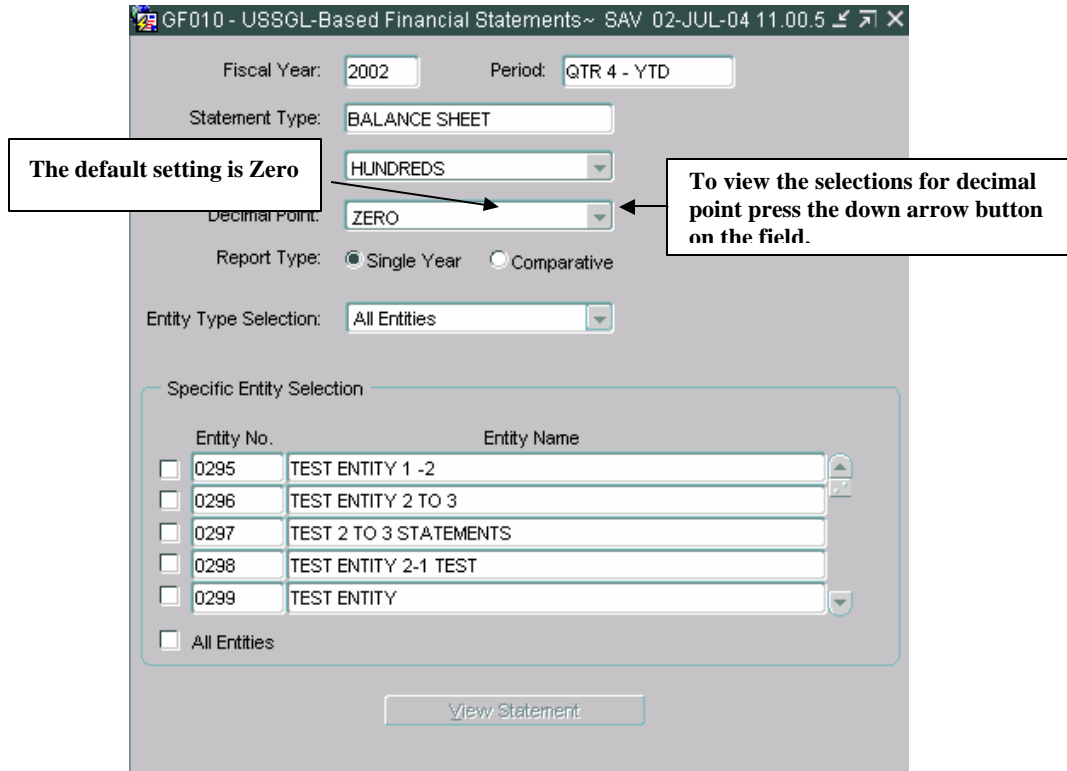
Specific Entity Selection

Entity No.	Entity Name
<input type="checkbox"/> 0295	TEST ENTITY 1 -2
<input type="checkbox"/> 0296	TEST ENTITY 2 TO 3
<input type="checkbox"/> 0297	TEST 2 TO 3 STATEMENTS
<input type="checkbox"/> 0298	TEST ENTITY 2-1 TEST
<input type="checkbox"/> 0299	TEST ENTITY
<input type="checkbox"/> All Entities	

View Statement



5. Press the <TAB> key to navigate to the Decimal Point field. The default setting is zero. The decimal point setting determines how the decimal position is presented in the financial statement.
 - Agencies may select one of three settings: Zero, One, Two. To select a decimal setting click on the down arrow of the drop down box of the Decimal Point field. Use the arrow key to select the intended decimal point setting.



6. Press the tab key to navigate to the Report Type field. The default setting is Single Year. Agencies have the option to include a prior period column in the financial statement. Click or use the arrow key to select a report type.
 - Single Year – The financial data is displayed for the selected Fiscal Year/Period only.
 - Comparative – Displays the financial data for the current period and prior year

The screenshot shows a window titled 'GF010 - USSGL-Based Financial Statements~ SAV 02-JUL-04 11.00.5'. The 'Report Type' field is set to 'Single Year', which is highlighted by a callout box stating 'Single Year is the default setting'. Other fields include Fiscal Year: 2002, Period: QTR 4 - YTD, Statement Type: BALANCE SHEET, Reported In: HUNDREDS, Terminal Point: TWO, and Entity Type Selection: All Entities. A 'View Statement' button is at the bottom.

Specific Entity Selection	
Entity No.	Entity Name
<input type="checkbox"/> 0295	TEST ENTITY 1 -2
<input type="checkbox"/> 0296	TEST ENTITY 2 TO 3
<input type="checkbox"/> 0297	TEST 2 TO 3 STATEMENTS
<input type="checkbox"/> 0298	TEST ENTITY 2-1 TEST
<input type="checkbox"/> 0299	TEST ENTITY
<input type="checkbox"/> All Entities	

7. Press the <TAB> key to navigate to the Entity Type Selection field. The Entity Type selection determines what entities are populated in the Entity no field inside the Specific Entity Selection section.

There are three settings;

All Entities – (default setting) All entities to which, the user has access are displayed in the Specific Entity section. This includes all verifying and non-verifying entities.

Non-Verifying Agencies – When selected, all non-verifying agencies to which the user has rights to are displayed in the Specific entity section.

Verifying Agencies - When selected only verifying agencies to which the user has

access are displayed.

To select an Entity type click on the down arrow of the Entity type and click on the desired report type.

GF010 - USSGL-Based Financial Statements~ SAV 02-JUL-04 11.00.5

Fiscal Year: 2002 Period: QTR 4 - YTD

Statement Type: BALANCE SHEET

Reported In: HUNDREDS

Decimal Point: TWO

Report Type: Single Year Comparative

Entity Type Selection: Verifying Agencies

Press the down arrow to select an entity type.

Specific Entity Selection

Entity No.	Entity Name
<input type="checkbox"/> 0295	TEST ENTITY 1 -2
<input type="checkbox"/> 0296	TEST ENTITY 2 TO 3
<input type="checkbox"/> 0297	TEST 2 TO 3 STATEMENTS
<input type="checkbox"/> 0298	TEST ENTITY 2-1 TEST
<input type="checkbox"/> 0299	TEST ENTITY
<input type="checkbox"/> All Entities	

View Statement

8. Press the <TAB> key and the cursor will shift focus to the first entity inside Specific Entity Selection section. The section will be populated with all of the entities based on the entity type selected in the Selection field. Only entities that the user has access to will be displayed.

Agencies may select specific entities by clicking the check box next to the desired entity.

GF010 - USSGL-Based Financial Statements~ SAV 02-JUL-04 11.00.5

Fiscal Year: 2002 Period: QTR 4 - YTD

Statement Type: BALANCE SHEET

Reported In: HUNDREDS

Decimal Point: TWO

Report Type: Single Year Comparative

Entity Type Selection: Verifying Agencies

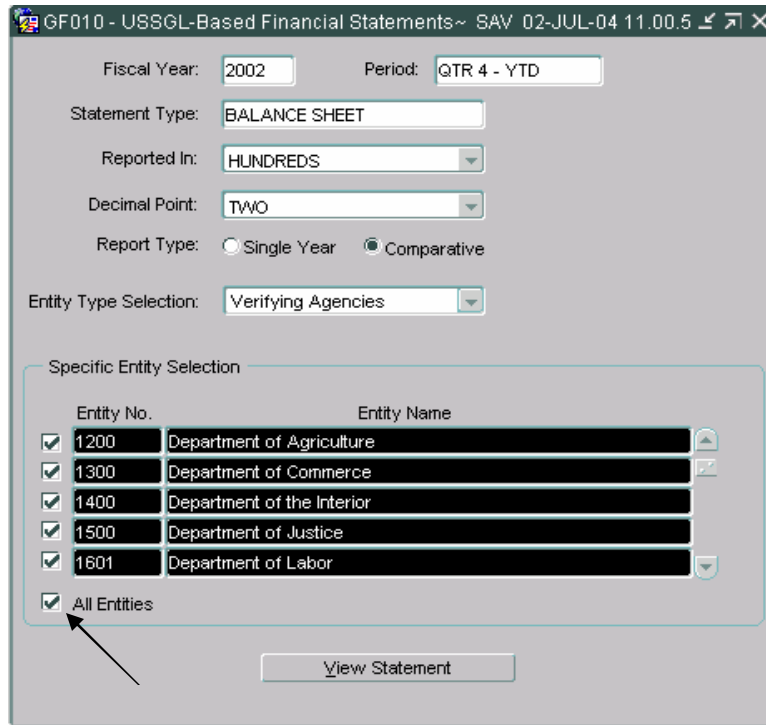
Specific Entity Selection

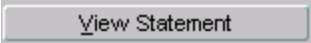
Entity No.	Entity Name
<input checked="" type="checkbox"/> 1200	Department of Agriculture
<input type="checkbox"/> 1300	Department of Commerce
<input type="checkbox"/> 1400	Department of the Interior
<input type="checkbox"/> 1500	Department of Justice
<input type="checkbox"/> 1601	Department of Labor
<input type="checkbox"/> All Entities	

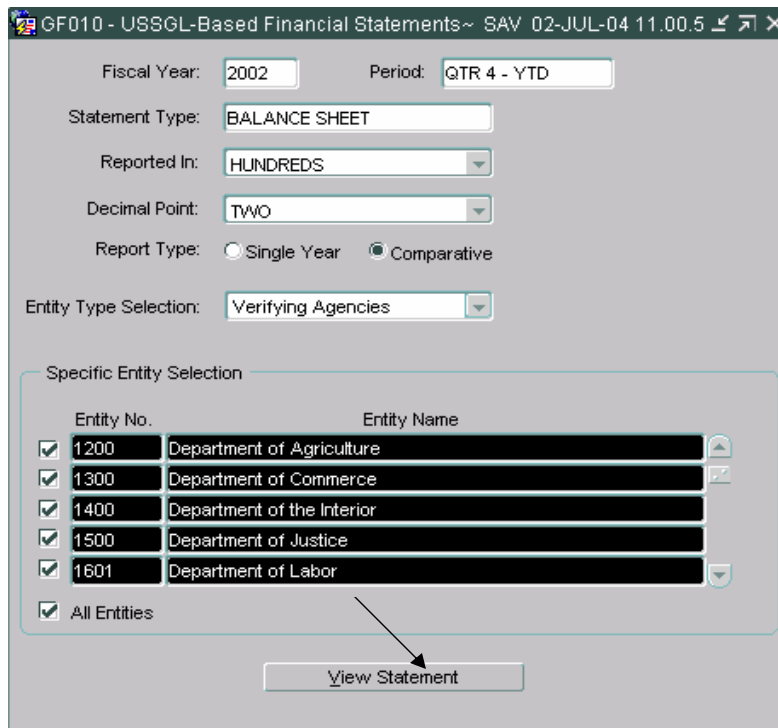
View Statement

The financial statements may be run for a single entity or multiple entities.

- Click the All Entities check box to select all of the Entities that are displayed in the Entity No. fields. When a financial statement has multiple entities, all of the financial statements for each entity are consolidated into one financial statement.



10. To run the report click the View Statement button  the and selected statement will be created.



Fiscal Year: 2002 Period: QTR 4 - YTD

Statement Type: BALANCE SHEET

Reported In: HUNDREDS

Decimal Point: TWO

Report Type: Single Year Comparative

Entity Type Selection: Verifying Agencies

Specific Entity Selection

Entity No.	Entity Name
<input type="checkbox"/> 0295	TEST ENTITY 1 -2
<input type="checkbox"/> 0296	TEST ENTITY 2 TO 3
<input type="checkbox"/> 0297	TEST 2 TO 3 STATEMENTS
<input type="checkbox"/> 0298	TEST ENTITY 2-1 TEST
<input type="checkbox"/> 0299	TEST ENTITY
<input type="checkbox"/> All Entities	

View Statement

Glossary

Acronyms, Terms, and Definitions

There are acronyms and terms specific to the Governmentwide Financial Reporting System (GFRS) that may appear in this guide or on the system windows. These acronyms and terms are described below.

Term or Acronym	Definition
ATB	Adjusted Trial Balance. A group of standard general ledger accounts and related attributes, and balances for a specific fund symbol as of a specific date.
ATB Code	Consists of Department (XX), Bureau (YY), and Fund Group (ZZZZ). This is the unique identifier code for the Master Appropriation File (MAF). You may know this code as an Appropriations Symbol or a MAF Account Code.
BS	Balance Sheet
BSF	This classifies budget resources by OMB function and subfunction, and groups budget authority and outlays of budget and off-budget Federal entities in terms of national needs being addressed. The BSF used to be referred to as the Budget Functional Classification (BFC). The new terminology is an OMB-mandated change.
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	Classification (BFC). The new terminology is an OMB-mandated change.
CFO	Chief Financial Officer
FACTS I	Federal Agencies Centralized Trial Balance System. Submission of financial reporting data via an adjusted trial balance using standard general ledger accounts and other data elements.
FRD	Financial Reports Division
FMS	Financial Management Service
FPA	Federal Program Agency
FS	Financial Statement
GAO	General Accounting Office
GFRS	Governmentwide Financial Report System
GOALS	Government On-Line Accounting Link System
GOALS II	A Unix-based server with a relational database management system (RDBMS), Sybase, that will serve a variety of purposes. GOALS II is developed and maintained by FMS in-house resources.
GWA	Governmentwide Accounting
IG	Inspector General
IS	Income Statement
LOV	List of Values
OCBOA	Other Cost Basis of Accounting
OMB	Office of Management and Budget
SCA	Statement of Custodial Activity
SCNP	Statement of Changes in Net Position
SGL	Standard General Ledger. The definitive listing of standard general ledger accounts.

SNC	Statement of Net Cost
TP	Trading Partner
User Identification ID	A unique code that combines the first initial and the first seven letters of the last name of the GFRS user. It identifies the person responsible for submitting the GFRS data.

Account Types

Governmentwide Financial Accounting System (GFRS)

Account Types

<u>Statement</u>	<u>Account Type</u>	<u>Account Description</u>
BS, SCA	A	Assets
BS, IS, SCNP, SCA, SNC	C	Calculation
BS, SCA	CA	Contra-Asset
BS, SCA	CL	Contra-Liability
BS	E	Equity
BS, SCA	L	Liability
BS, IS, SCNP, SCA, SNC	T	Title
IS, SCNP	BN	Beginning Net Position
IS, SCNP Adjustment	P	Prior-Period
IS	TC	Total Cost
IS	TR	Total Revenue
IS, SCNP, SCA, SNC	V	Value
SCNP Source	CF	Contra-Financing
SCNP, SCA	F	Financing Source
SCA	ER	Total Earned Revenue
SNC	ER	Total Earned Revenue
SNC	GC	Total Gross Cost

** BS – Balance Sheet
 IS – Income Statement
 SCNP – Statement of Changes in Net Position
 SCA – Statement of Custodial Activity
 SNC – Statement of Net Cost

**Department of the Treasury
Financial Management Service
Governmentwide Accounting**

July 2004