

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 subforms within those modules. See below for example:

Entity: 1200 DEPARTMENT OF AGRICULTURE Fiscal Year: 2002 PD: QTR 4 - YTD STMT: STATEM Final Flag: Reclassification Screen Report		cursor in nd click		d In: MILLIONS	
Audit Detail Agency Line Description	2002:QT	IR 4 - YTD 2	001:QTR 4 - 1		
Beginning Balances		10,263	5,100	Reclassify	
Prior Period Adjustments		-705	350	Reclassifv	
Beginning Net Position, as Adjusted		-9,558	-5,450	Reclassify	$\left \cdot \right $
				Reclassify]^
Budgetary Financing Resources				Reclassifv	
Appropriations Received		72,616	80,000	Reclassifv	
Appropriations Transferred In/Out		-19,746	-20,000	Reclassifv	
Other Adjustments (rescissions, etc)		-573	-500	Reclassify	
Appropriations Used		22,692	11,000	Reclassifv	
Non-Exchange Revenue		1	10	Reclassifv	JŪ

Main Form

Sub - Form

Eorm Edit Block Field Record Query W	indow <u>H</u> elp			ORAC
∎ ⊒£4 ∉ ⊄ዸዸ +	× 878 4	-		? D
🙀 Closing Package Line Reclassification 🔅				>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
Header				
Entity: 1200 DEPARTMENT OF AGRICULT	URE		Repo	rted In: MILLIONS
Fiscal Year: 2002 PD: QTR 4 - YTD STM	T: STATEMENT OF C	HANGES IN NET POS	SITIO Decima	al Point: ZERO
Agency Line Description				
Agency Line Descriptio	Π	2002:	QTR 4 - YTD	2001:QTR 4 - YTD
Beginning Balances			10,263	5,100
		Variance:	0	0
Closing Package Reclassification				
Closing Package Line Item	2002:QTR 4 - YTD	2001:QTR 4 - YTD	2001:QTR 4 - Y Previously Repor	TD Line Item ted Changes
Beginning Net Position Balance	10,263	5,100		5,100 🔺
Totat	-10,263	-5,100		5,100
Totai	-10,203	-3,100		
Closing Pkg Line Re	classification Report	Closing Package L	ine Definitions	View ATB Data
	Submit	Close		

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>.

avariance report () ୦୦୦୦୦୦୦୦୦୦୦୦୦୦୦୦୦୦୦୦୦୦୦୦୦୦୦୦୦୦୦୦୦୦୦
Variance Report
FY 2002 Period Q4YTD
Entity
Module
Statement
SGL Data
QK Cancel

Variance Reporting by Entity (GF110)

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.

Header	GF002 0000000000000		************	
Entity: Fiscal Year: PD:		STMT:	Reporte Decimal F	
SGL Report	View ATB Data	Reporting Method	Refresh	🗆 Final Flag
Audit Information	Agency Line Descriptio	n	:	:
				jest
	Submit	Cancel		

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.

Note: scal Year: ote Status: In ine Item Notes		spproval: <u>No</u> Text Data		artment			eate Note		rted	natio by			
-	Closing Package Line Desi Closing Package Defin											nted In: nal Point:	•
Financial Enabled	Report Note Detail	tion Varia	ance									SGLDp	ot
		T T			T	-	▼ _				T	SD SD	ΙŢ
		I I I			T T			T			T T	s d s d	
					T			T			T	s d	
											[Ð	

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.

Eorm Edit Block Field Record Query Window Help	ORACLE
	2
🙀 Audit Transaction Screen - GF002	ビス)
🖌 🙀 ATB Data	۷ ک
🙀 SGL Detail	<u> </u>
🙀 Bureau Detail	<u>×</u>
ATB Code Detail	
Header	
Entity: 1200 Department of Agriculture	Reported In: MILLIONS
Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET	
Fiscal real. 2002 PD. WING THE STWITE DALANCE STEET	Decimal Point: ZERO
2002:QTR	
Agency Line Item Description ATB Whole FUND BALANCE WITH TREASURY (NOTE 3) 39 616	e Dollars ATB Rounded 5,637,708.65 39,
2002:QTR 4 SGL Description F/N TP X/T S/A BSF ATB Whole I	2002.0004-110
	6,637,708.65 39,1
ATB Code Detail	
2002:QTR 4 - Y	TD 2002:QTR 4 - YTD
Bureau Bureau Name ATB Whole Dolla	
01 Farm Credit Administration 37,938,63	30.50 38
2002:QTR 4 - YTD 2002:QTR 4 - YTD	
ATB Code ATB Whole Dollars ATB Rounded	
	30
12010115 4,435,636.02	4

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.

		E Closing Package Line R Header Entity: 1200 DEPART Fiscal Year: 2002 PD: QT	MENT OF AGRICULT				Reported		J X
	field	 Agency Line Description Agency Line Description 	jency Line Descriptio	n		2002:QTR 4 -	YTD	2001:QTR 4 - YTD	
		Fund Balance with Trea	asury (Note 3)				39,617	(0
r	ecord				Variance:		0	(0
form	/	 Closing Package Reclassification Closing Package Line Item 	ation	2002:QTR 4 - YTD	2001:QTR 4	2001:0 - YTD Previou:	QTR 4 - YTD sly Reported	Line Item Changes	
\backslash		Cash and other monetary ass	ets			0		0	
\backslash	/	Accounts receivable, net		39,617]	
\backslash	block	Loans receivable							
\backslash	UIOCK ,	Taxes receivable							
\sim	$\langle \rangle$	Inventory and related property							
	\setminus	Property, plant, and equipmen	t						0
	$\langle \rangle$		Total: Closing Pkg Line Re	39,617 classification Report	Closing Pa	0 ckage Line Defir	nitions Vie	0 ew ATB Data	
				Submit	Close				

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

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.

1 (🙀 S					11 X X	X	×лх
CH	leader						
Double – click on the	Entity: 1200	DEPARTMENT	OF AGRICULTURE				
	cal Year: 2002	PD: QTR 4 -	YTD STM	IT: BALANCE SHEET			
selected field to open				Acct			
the List of Values		Agency Line	Description	Type F/N			
(LOV).	FUND BALANC	Values of Ac	count Number 😳 😳				: × [
	-	Find %					
\sim	SGL	Account	Description		Fed		
	1010 Fund Balance	1010	Fund Balance With Trea	asury	U		×2
		1310	Accounts Receivable		в		
		1319	Allowance for Loss on	Accounts Receivable	в		
		1320	Employment Benefit Cor	tributions Receivable	в		
		1325	Taxes Receivable		в		
		1329	Allowance for Loss on	Taxes Receivable	в		
		1330	Receivable for Transfer	's of Currently Invested Balances	F		
		1335	Expenditure Transfers I	Receivable	F		
		1340	Interest Receivable		в		
		1349	Allowance for Loss on	Interest Receivable	в		
		1350	Loans Receivable		в		-
			Ein	d QK Cancel			

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.

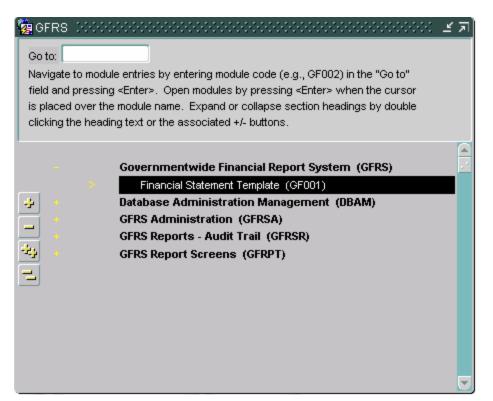
and	ind it	is own code.	
Eorm g	Edit Eloc	sk Fjeld Record Guery Window Help ORACL	LE.
	1 🎧 🖕		
🧞 GFRS	3 20000		শ সা
	05050		_
Go to:		• • • • • • • • • • • • • • • • • • •	
_		le entries by entering module code (e.g., GF002) in the "Go to" g <enter>. Open modules by pressing <enter> when the cursor</enter></enter>	
		g «chiter». Open modules by pressing «chiter» when the cursor e module name. Expand or collapse section headings by double	
		ng text or the associated +/ buttons.	
- Chiokang	nio notici		
		Governmentwide Financial Report System (GFRS)	1.1
		Financial Statement Template (GF001)	
-		Audited Financial Statement (GF002)	
-		Reclassification (GF003)	
-24		Intragovernmental Transactions Trading Partners (GF004)	
		Non-Verifying Agency TP Identification (GF005) FR Notes (GF006)	
-		Other FR Data (GF007)	
		Completions and Approvals (GF008)	
		Elimination JV View (GE009)	
		USSOL Based Financial Statement (GF010)	
		Journal Vouchers (GE011)	
		Principal FS of the US Government and Associated F (GF012)	
_		GFRS Administration (GFRSA)	
		Elimination (GF009A)	
		Performance Measure Parameters (GF050)	
		FRD Agreed Upon Procedures (GF051)	
		IG Agreed Upon Procedures (GF052)	
		Notes Administration (GF066)	-
	S		

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:

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

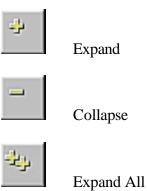
 <ENTER>. Finally, scroll to the desired user screen, highlight it, and press
 RETURN <ENTER>.

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

field an is place	te to module id pressing « ed over the r	entries by entering module code (e.g., GF002) in the "Go to" <enter>. Open modules by pressing <enter> when the cursor module name. Expand or collapse section headings by double g text or the associated +/- buttons.</enter></enter>	<u>د ۲</u>
		Governmentwide Financial Report System (GFRS)	
		Financial Statement Template (GF001)	- <u>*</u> *
		Audited Financial Statement (GF002)	
÷		Reclassification (GF003)	
		Intragovernmental Transactions Trading Partners (GF004)	
		Non-Verifying Agency TP Identification (GF005)	
-23		FR Notes (GF006)	
		Other FR Data (GF007)	
		Completions and Approvals (GF008)	
		Elimination JV View (GF009)	
		USSGL Based Financial Statement (GF010)	
		Journal Vouchers (GF011)	
		Principal FS of the US Government and Associated F (GF012)	
+	I	Database Administration Management (DBAM)	

Method 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:



1

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.

GFRS 000000000000000000000000000000000000
- Governmentwide Financial Report System (GFRS)
Financial Statement Template (GF001)
Audited Financial Statement (GF002)
Reclassification (GF003)
Intragovernmental Transactions Trading Partners (GF004)
Non-Verifying Agency TP Identification (GF005)
FR Notes (GF006)
Conter FR Data (GF007)
Completions and Approvals (GF008)
Elimination JV View (GF009)
 USSGL Based Financial Statement (GF010)
> Journal Vouchers (GF011)
Principal FS of the US Government and Associated F (GF012)
Database Administration Management (DBAM)

Method 3:

3. The "Go To" Field - The "Go To" field Go to: 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	Кеу	Function	Кеу
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

Department of the Treasury Financial Management Service

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
a	Print (Screen)	Shift + F8
2	Clear Form	Shift + F7
ß	Clear Block	Shift + F5
2	Clear Record	Shift + F4
≤	Edit Field	Ctrl + e
+	Insert Record	F6
×	Delete Record	Shift + F6
8?	Enter Query	F7
8	Execute Query	F8
+	Up (Previous Record)	Shift + Up Arrow
4	Scroll Up (Previous Record)	Page Up
→	Scroll Down (Next Record)	Page Down
→	Down (Next Record)	Shift + Down Arrow
Um	Document Approval	
	Messages	

Department of the Treasury Financial Management Service

100000			
The second secon	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.
- 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 $\langle F7 \rangle$.
- 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 \checkmark (Delete Record) icon or press DELETE RECORD \langle SHIFT + F6 \rangle .

Result: The detail record is deleted.

14. Click on the \blacksquare (Save) icon or press ACCEPT $\langle F10 \rangle$.

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.

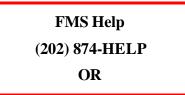
Access the Message Retrieval Screen (WF003), using the Locator screen or the Message icon i at the top the menu bar, to view, print, or receive messages regarding the report. To view a report, click on the View push button and the application displays the report in Adobe Acrobat® Reader 5.0. A user may 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.

Message Retrieval Scre	en - WF003 🔅			00000000 <u>¥</u> 3
Name	Title	Phone	Date	
SAVANTAGE SYSTEM PR	SERVER OPERA		28-JAN-2004 11:20 At	View
SAVANTAGE SYSTEM PR	SERVER OPERA		28-JAN-2004 11:19 Af	View
SAVANTAGE SYSTEM PR	SERVER OPERA		28-JAN-2004 11:17 At	View
SAVANTAGE SYSTEM PR	SERVER OPERA		28-JAN-2004 08:45 At	View
SAVANTAGE SYSTEM PR	SERVER OPERA		28-JAN-2004 08:44 At	View 🕞
		Message		
GF050: REPORT COMPLET	E. REPORT SUCCE	ESSFULLY RAN.		

Help

Questions Regarding Access or Functionality

All questions and issues regarding GFRS should be addressed to:



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 nonverifying 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.

GFRS Desktop User Manual

Line Field NameFunctional DescriptionAttributesSetting OptionsDescriptionThe description field is used to record financial statement information on a line-by-line basis entered using the verifying agencies audited financial1. Description is a required field for lines with all account types except type "T" for title lines.Description will accept any value or combination of values.2. The maximum length is verifying agencies audited financial2. The maximum length is 240 characters.Description will accept any value or combination of values.
used to record financial statement information on a line-by-line basisfield for lines with all account types except type "T" for title lines.combination of values.entered using the verifying agencies2.The maximum length is 240 characters.itel to the top
statements. and indentations when entering the line description.

NameAccount type defines each financial line in terms of its classification in the financial statement template.1. Account Type is a required field.1. If STMT = Balance Sheet will display the following a types:2. Account types are selected by the user through a list of values (LOV) or manually by entering the value.1. If STMT = Balance Sheet will display the following a types:3. The type of financial statement template.3. The type of financial statement selected in the STMT (Financial Statement) field determines what account1. If STMT = Net Cost, the I display the following a to perform a count		Setting Options	tributos	Functional Description	Line Field
Account TypeAccount type defines each financial line in terms of its classification in the financial statement template.1. Account Type is a required field.1. If STMT = Balance Sheet will display the following a types:2. Account types are selected by the user through a list of values (LOV) or manually by entering the value.1. If STMT = Balance Sheet will display the following a types:3. The type of financial statement template.3. The type of financial statement selected in the STMT (Financial Statement) field determines what account1. If STMT = Net Cost, the I display the following a to play the following account			tributes	runcuonal Description A	
financial line in terms of its classification in the financial statement template.required field.will display the following a types:2.Account types are selected by the user through a list of values (LOV) or manually by entering the value.Acct Type Acct Desc. Ba A CAcct Type Acct Desc. Ba A CUsers should select an account type that best describes the line item on the financial statement template.The type of financial statement selected in the STMT (Financial Statement) field determines what accountCL Contra-Liability T T L <th></th> <th></th> <th></th> <th></th> <th></th>					
the account type lookup.CCalculation4.When an account code is selected, the related normal balance is also selected and automatically 	Account Alance Flag D N C y D C C N LOV will unt types: Alance Flag N C D D N C D N N c t Position, ollowing	Acct TypeAcct Desc.BalanceAAssetsDCCalculationNCAContra-AssetCCLContra-LiabilityDEEquityCLLiabilityCTTitleN2.If STMT = Net Cost, the LOV vdisplay the following account typAcct TypeAcct Desc.BalanceCCCalculationNERTotal EarnedCCalculationMCNet CostDCostNCNet CostTTitleNVValue – NoNReclassification3.If STMT = Change in Net Positithe LOV will display the followingaccount types:Acct TypeAcct Desc.BalanceBNBeginning -CCalculationNCFContra-Fin.DSourceENPEnding NetCPositionFFinancingCSourceNCNet CostD	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. • 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	Account type defines each 1. financial line in terms of 1. its classification in the 1. financial statement 2. template. 2. Users should select an 2. account type that best 3. describes the line item on 3. the financial statement 4.	

GFRS Desktop User Manual

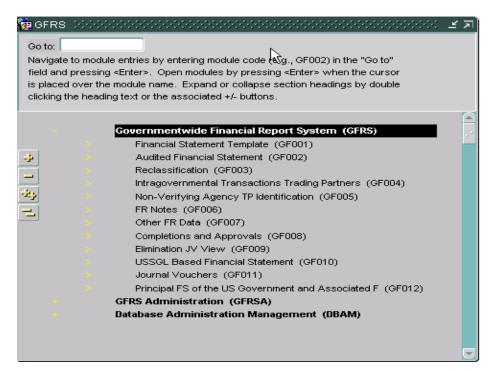
T T. 11	E . d IE . d.		Sulling Outling
Line Field Name	Functional Description	Attributes	Setting Options
		When account type "C" is selected, the "CALC" push button is active so calculations can be created for the related line. The selection of any account type other than (T, C, and V) will enable the "SGL" button & button & disable the "CALC" button. In the case of account type "T" being selected, both the "SGL" and "CALC" push buttons become inactive.	4.If STMT = Income Statement, the LOV will display the following account types: Acct Type Acct Descr. Balance Flag BN BN Beginning Net C Position C Calculation C Calculation N NC Net Cost D T Title N TC Total Cost D TR Total Revenue C V Value – No N Reclassification SIf STMT = Statement of Custodial Activity, the LOV will display the following account types: Acct Type Acct Descr. Balance Flag 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 C Revenue N C
Normal Balance	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.	 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." 	There are three possible settings for the Normal balance field: C = Credit Balance Normal D = Debit Balance Normal N = No Balance Normal

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.	 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). 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.	 Display sign is a required field except for lines with an account type of "T" & "C." 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.	 Display sign is a required field except for lines with an account type of "T" & "C." 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.

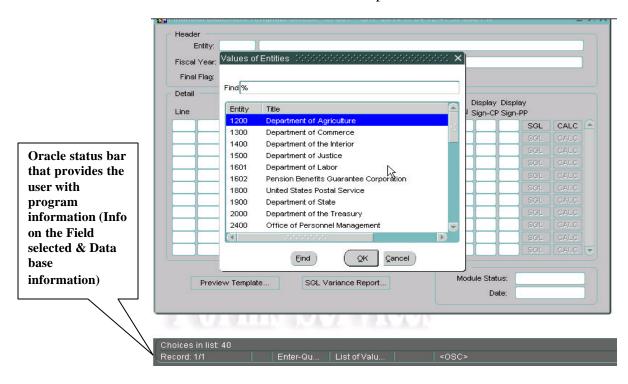
		<enter>. Open modules by pressing <enter> when the cursor module name. Expand or collapse section headings by double</enter></enter>
clicking t	he headin	g text or the associated +/- buttons.
		Governmentwide Financial Report System (GFRS)
		Financial Statement Template (GF001)
4		Audited Financial Statement (GF002)
-		Reclassification (GF003)
-		Intragovernmental Transactions Trading Partners (GF004)
*		Non-Verifying Agency TP Identification (GF005)
		FR Notes (GF006)
		Other FR Data (GF007)
		Completions and Approvals (GF008)
		Elimination JV View (GF009)
		USSGL Based Financial Statement (GF010)
		Journal Vouchers (GF011)
		Principal FS of the US Government and Associated F (GF012)
		GFRS Administration (GFRSA)
		Database Administration Management (DBAM)
		GFRS Reports - Audit Trail (GFRSR)
		GFRS Report Screens (GFRPT)

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.

	al Year: 2002 PD: QTR 4 - YTD \$	STMT: E	IALAN	CE SH	EET]
Detail Line			Acct I Type	Norma Bal		Display Sign-CF				
1	ASSETS		Т					SGL	CALC	JĹ
2	Intragovernmental		T					SGL	CALC	J
3	Fund Balance with Treasury (Note 3)		Α	D	F	+	+	SGL	CALC	J
4	Investments (Note 5)		Α	D	F	+	+	SGL	CALC	
5	Accounts Receivable, Net (Note 6)		Α	D	F	+	+	SGL	CALC	j
6	Other (Note 10)		A	D	F	+	+	SGL	CALC	ŀ
7	Total Intragovernmental		С			+	+	SGL	CALC	j
8			Т					SGL	CALC	j
9	Non-Federal		Т					SGL	CALC]
10	Cash and other monetary assets (Note 4)		Α	D	N	+	+	SGL	CALC]
11	Investments (Note 5)		Α	D	N	+	+	SGL	CALC	J
ſ	Preview Template SGL Variance Repo	t		St	atus Modu	ule Stat		APPROV 23-APR-2		

2. To create a new financial statement template, place the cursor on the entity field and press "Insert" on the toolbar in 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."

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.

Fiscal Year: 2002	PD: QTR 4 - YTD	STMT:	BALANCE	SHEET	V			ļ
Final Flag:	Description		Acct No		Display Dis		`	
	Description		Type E		Sign-CP Sig	SGL	CALC	16
			iti			SGL	CALC	i
						SGL	CALC	
						SGL	CALC	
						SGL	CALC	
						SGL	CALC	
						SGL	CALC	
						SGL	CALC	j.
						SGL	CALC	J
						SGL	CALC	
						SGL	CALC	J
				Status	lule Status:	OPEN		-

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.

Fiscal	Entity: 7909 TREASURY Year: 2002 PD: QTR 4 - YTD IFlag:	STMT:	3ALAN	CE SH	EET			J
Detail Line	Description		Acct Type		l Display (F/N Sign-CP %			
1			Т			SGL	CALC	je
2	Assets		Т			SGL	CALC	J
3	Fund Balance with Treasury					SGL	CALC	J
						SGL	CALC	
						SGL	CALC	
						SGL	CALC	Ŀ
						SGL	CALC	ŀ
						SGL	CALC	
						SGL	CALC	
						SGL	CALC	
						SGL	CALC	jĘ
	Preview Template SGL Variance Re			۲ SI	atus Module Statu:	s: OPEN		

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).

Department of the Treasury Financial Management Service 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:

/alues for Acc	ount Type (1999) (1999)	•••••••••••••••••••••••••••••••••••••••
Find %		
Acct Type	Acct Descr	Balance Flag
A	ASSETS	D
С	CALCULATION	N
CA	CONTRA-ASSETS	С
CL	CONTRA-LIABILITIES	D
E	EQUITY	с
L	LIABILITY	с
т	TITLE	N
TEST	TEST	D
	Eind (QK	Cancel

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)

	iity: 7909		ASURY								J
Fiscal Y	ear: 2002	PD:	QTR 4 - YTD	STMT:	BALAN	CE SH	IEET				
Final Fl	lag: 🗌										
Detail –					0 + 1		d Disul	Diaulau			
Line			Description		Acct I Type			ay Display CP Sign-PP			
1		_			Т				SGL]	CALC	6
2 A	ssets.				Т				SGL]	CALC	j.
3 F	fund Balance v	with Tr	reasury		A	D			SGL]	CALC	J
									GGL	CALC	
									GL	CALC	
									GGL	CALC	
									GGL	CALC	
									GGL	CALC	
									GL	CALC	
									GL	CALC	
									GGL	CALC	JĘ
						 S 	tatus				

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)

Values for Find %	Federal Flag Debberedebberedebberedebber 🗙
Code Val	ue Code Description
в	BOTH FEDERAL AND NON-FEDERAL
F	FEDERAL
N	NON-FEDERAL
(1	
	Eind QK Cancel

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:

Values for Disp Find %	lay Sign (2000)000000000000000000000000000000000
Sign Values + -	description POSITIVE NEGATIVE
ι	Eind QK Cancel

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 **I**. 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.

Fiscal Ye	y: 7909 ar: 2002		ASURY	STM	I: BAL	.ANG	CE SH	IEET					j,
Final Fla	¥. 🗌												
Detail — Line			Description				vorma Bal		Display Sign-Cl				
1						Г					SGL	CALC	ſ
2 As	sets					Г					SGL	CALC	J.
3 Fu	nd Balance w	'ith Tr	reasury			4	D	F	+	+	SGL	CALC	J.
											GL	CALC	
											SGL	CALC	
											SGL	CALC	
											SGL	CALC	
											SGL	CALC	
											SGL	CALC	
											SGL	CALC	
											SGL	CALC	JĘ
							- 04	atus					

- 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).

🔞 SGL Ac	count Mapping	 SAV 31-MAY-04 11.08.00. 	000 AM		_≚ ⊼ X
- Header	·				
	Entity: 7909 Tf	REASURY			
Fisca	I Year: 2002 P	D: QTR 4 - YTD	STMT: BALANCE SH	HEET	
			Acct		
		gency Line Description	Туре	F/N	
FUND E	^{BAI} Values of Ac	count Number (2000-2007)			< × 1
Double-click	t Ir Find %				- 6
here to see	1110/20				
the LOV SGL	Account	Description		Fed	
	1010	Fund Balance With Treasury		U	2
	1310	Accounts Receivable		в	
	1319	Allowance for Loss on Accou	unts Receivable	в	
	1320	Employment Benefit Contributi	ons Receivable	в	
	1325	Taxes Receivable		в	
	1329	Allowance for Loss on Taxes	Receivable	в	
	1330	Receivable for Transfers of C	urrently invested Balan	ices F	
	1335	Expenditure Transfers Receiv	able	F	
	1340	Interest Receivable	,	в	
	1349	Allowance for Loss on Intere	st Receivable	в	
	1350	Loans Receivable		в	
		Eind	QK Cance	0	

- 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.
- 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.

g SGL Account Mappir	ng~ SAV 31-MAY-04 11.08.00.0	OO AMI DOCOCOCO	*********	8888888 <u>¥</u>	' ज X
Entity: 7909	TREASURY				
Fiscal Year: 2002	PD: QTR 4 - YTD	STMT: BALANCE S	HEET		
		Acct			
	Agency Line Description	Туре	F/N		
FUND BALANCE WITH	H TREASURY	A	F		
 Account Information - SGL 	Description	F/N TP)	K/T S/A BSF	- ATB Code	
1010 Fund Balance	•	UUU			
				÷;	-
				(
	Submit	Çancel			

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

5. 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.

ind %	ading Partner (1999) (1999) (1999)		ALANCE SHEET Acct Type F/N
Value 13 14 15 16 17 18 19	Description COMMERCE INTERIOR JUSTICE LABOR DEPARTMENT OF THE NAVY U. S. POSTAL SERVICE STATE		Type F/N A F Double - click to retrieve the LOV
20 21 22 •	TREASURY DEPARTMENT OF THE ARMY RESOLUTION TRUST CORPORATION Eind QK Qancel	D	

- 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.

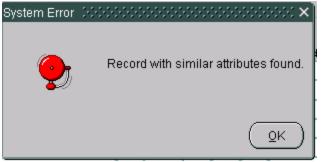
V	alues for <i>A</i>	ATB Code	2000			× ×
	ind %					
'						
	ATB Code		Descri	iption		
	ALL		ALL			
	15020000		FUND	GROUP 0000		
	15020001		FUND	GROUP 0001		
	15020002		FUND	GROUP 0002		
	15020003		FUND	GROUP 0003		
	15020004		FUND	GROUP 0004		
	15020005		FUND	GROUP 0005		
	15020006		FUND	GROUP 0006		
	15020008		FUND	GROUP 0008		
	15020011		FUND	GROUP 0011		
	$\langle \mathbf{q} $		(A)			D.
		Eino	0	<u>ō</u> k	Cancel	

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.

🙀 SGL Acc	ount Map;	oing~ S	AV 31-MAY-04 11.31.	.27.000 AI	M Da		ener:	-1999) 1999			≝ ⊼∶
Header											
E	ntity: 7909	TREA	SURY								
Fiscal	Year: 2002	PD:	QTR 4 - YTD	STM	т: В.	ALANC	E SHEE	ET			
						Ac					
	NTS RECEIN	-	cy Line Description			Ty	pe F	F/N			
ACCOU	NIS RECEIV	ADLE				A					
Account	Information	1									
SGL			Description		F/N	TP	хл	S/A	BSF	ATB Code	
1310	Accounts F	Receivab	le		F	ALL	U	s	U	ALL	
1310	Accounts F	Receivab	ble		F	ALL	U	S	U	ALL	
										ļ	
							_	<u> </u>		<u> </u>	-81
					┝		-	┢	┢		-11
							-	⊨	┢	<u> </u>	-
							1	1		<u> </u>	Ē
			\searrow				1			,	
			Submit			ancel	1				
					-	-					

An example of a duplicate record error is shown below:



11. 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 St	atement Templat	e Screen - GF001~ S	SAV 31-MAY	/-04 1	1.36.	37.00	0 AM				≤ ज ×
	Fiscal Year	· · ·	SURY QTR 4 - YTD	STMT: E		हेंE SH	EET]]
	Final Flag: Detail Line		Description		Acct I Type			Display Sign-Cl				
	1				T					SGL	CALC	
	2 Asse				Т					SGL	CALC	
		d Balance with Tre ounts Receivable	asury		A	D	F	+	+	SGL	CALC	
					A	D	F	+	+	SGL	CALC	
	5 Total	Assets			C	\vdash		+	+	SGL	CALC	
						F	H	⊢	⊢	SGL	CALC	
Select "C" for the account type and press the						H	⊨	H	⊢	SGL	CALC	
"CALC" button to set up					H	H	⊢	H	H	SGL	CALC	
the calculation.					⊢	H	⊨	H	H	SGL	CALC	
					H	H	H	H	H	SGL	CALC	Ŧ
	Prev	iew Template	SGL Variance Re	eport		St	atus Modi	ule Star Di		OPEN 31-MAY-		

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.

Calculation Screen~ SAV 31-MAY-04 11.36.37.000 AM	_ ≚⊼×
Header	
Entity: 7909 TREASURY	
Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET	
	Acct
Agency Line Description	Туре
Total Assets	С
Calculation Information	
Line Description	
3 FUND BALANCE WITH TREASURY Values for Line Calculations 00000000000000	22222 x
Find %	
Line No Description	
3 Fund Balance with Treasury 4 Accounts Receivable	
4 Accounts Receivable	
	D
Find) (OK Cancel)	
Submit	

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:

System Error	$(1,1,2,\dots,n_{n-1}) \in \{1,2,\dots,n_n\}$
ß	
- 🐤	Duplicate record found.
	QK

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.

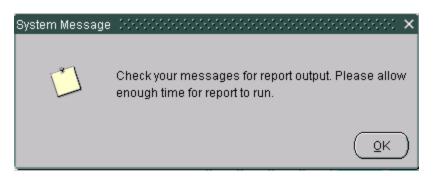
1. The "Preview Template" report can be run by pressing the "Preview Template" push button.

	Entity: 790	9 TRE	ASURY										
Fisca	l Year: 200	2 PD:	QTR 4 - YTD		STMT:	BALAN	CE SH	EET					j
Fina	l Flag: 🗌												
Detail													
Line			Descriptio	n		Acct I Type	Norma Bal			⁷ Displ P Sign-			
9	Other Lia	bilites					С	F	+	+	SGL	CALC]6
10	Total Liabi	lities				С			+	+	SGL	CALC	j
11						Т					SGL	CALC	j
12	Net Positio	n				Т					SGL	CALC	j
13	Unexpen	ded Approp	riations			E	С	F	+	+	SGL	CALC	j_
14	Cumlative	Results fro	m Operations			E	С	F	+	+	SGL	CALC	J
15	Total Net F	Position				С			+	+	SGL	CALC	J,
16						Т					SGL	CALC] ;
17	Total Liabi	lities & Net I	Position			С			+	+	SGL	CALC	J
18						Т					SGL	CALC	J
19	Net Differ	ence				С			+	+	SGL	CALC	JĿ
							r St	atus -					

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."

🦉 Preview State	ment~ SAV 31-MA`	/-04 11.36.37.000 AM 🕻			2000 <u>¥</u>	л×
Header						
Department:	7909	TREASURY			I	
Fiscal Year:	2002	QTR 4 - YTD	BALANCE SHEET			
Preview	Options With SGL Detail 	/	O . Without SC	3L Detail		
	ŝ	ubmit		Çancel		

- 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.



- 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.

Name	Title	Phone	Date	
AVANTAGE SYSTEM PR	SERVER OPERA		31-MAY-2004 11:50	A View]
AVANTAGE SYSTEM PR	SERVER OPERA		27-MAY-2004 06:43	P View
AVANTAGE SYSTEM PR	SERVER OPERA		27-MAY-2004 06:42	P View
AVANTAGE SYSTEM PR	SERVER OPERA		27-MAY-2004 06:20	P View
AVANTAGE SYSTEM PR	SERVER OPERA		27-MAY-2004 06:08	P View
		Message		
9F001A< <financial sta`<br="">ÆPORT SUCCESSFULLY F</financial>		EWITH SGL ACCO	JNTS>>: REPORT COM	PLETE.

7. The 'Preview Template'' report is displayed below in preview mode. To print the report, press the print button on the toolbar

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 .

						05/	31/04
U.S. Departm Financial Man Governmentwide F	agement S	ervi	ce				
Financial Statement	Template 1	with	SGL 1	Accour	nts		
Statement: BALANCE SHEET	Fisc	al Ye	MAT 2	002	Period	QTR	4 - YTD
Entity: 7909 - TREASURY							
Assets							
Fund Balance with Treasury							
SCL Description 1010 Fund Balance With Treasury	P/N	TP	X/T	9/ l	BSF	ATB ALL	Code
Accounts Receivable							
Total Assets							

Department of the Treasury Financial Management Service

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.

C	Entity: 7909		REASUR	(T										
Fiscal	Year: 2002	PC): QTR	4 - YTD		STMT:	BALAN	CE SH	IEET					j,
Final	l Flag: 🗌													
Detail														
Line			C	Description			Acct I Type			Display Sign-C	•			
5	Total Asset	ts								+	+	SGL	CALC	16
6							Т					SGL	CALC	j
7	Liabilites						Т					SGL	CALC	j_
8	Accounts	Payables	s				L	С	F	+	+	SGL	CALC	j
9	Other Liab	ilites						С	F	+	+	SGL	CALC	j.
10	Total Liabili	ties					С			+	+	SGL	CALC	j
11							Т					SGL	CALC	j
12	Net Position	ı					Т					SGL	CALC	J
13	Unexpend	ed Appro	opriation	ns			E	С	F	+	+	SGL	CALC]-
14	Cumlative F	Results fi	rom Ope	erations			E	С	F	+	+	SGL	CALC	j
15	Total Net Po	osition					С			+	+	SGL	CALC	JE
					۱.			<u> </u>	tatus					

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:

Fin	. Department of th ancial Management entwide Financial	Servio				05/31/04
Standard Ger	eral Ledger Accou	nts Va	rianc	e Rep	port	
iscal Year 2002 Period:	QTR 4 - YTD					
Entity: 7909-TREASURY						
tandard General Ledger Acco	unts Used					
SGL Description		F/N	TP	X/T	S/A	
010 Fund Balance With Treas	ury					
310 Accounts Receivable		F	ALL		A	
310 Accounts Receivable		F	ALL		5	
990 Other Liabilities		F	ALL			
100 Unexpended Appropriatio	ns - Cumulative					
310 Cumulative Results of C	perations					

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:

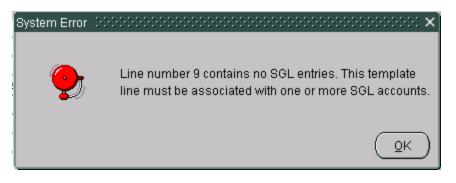
- 1. All lines that require SGL accounts must have at least ONE SGL account assigned to the line.
- 2. All lines that require Calculations to be defined must have at least one line assigned to the calculation.
- 3. All lines with account types other than "T" must have line descriptions.
- 4. All line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

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

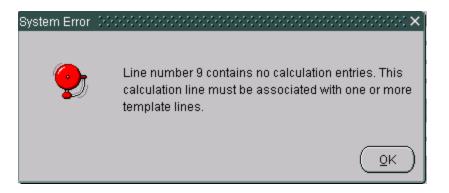
1. When the user has completed the statement, activate the final flag by clicking on the box.

	Entity: 7909 TREASURY								ļ
	al Year: 2002 PD: QTR 4 - YTD STMT:	BALAN	CE SH	EET					
Fina	al Flag:								
Detai	il ————————————————————————————————————	01			S	Direct			
Line	Description	Acct I Type	Norma Bal		Display Sign-CF		•		
1		T					SGL	CALC	E
2	Assets	Т					SGL	CALC	j
3	Fund Balance with Treasury	A	D	F	+	+	SGL	CALC	j _
4	Accounts Receivable	A	D	F	+	+	SGL	CALC]}
5	Total Assets	С			+	+	SGL	CALC	J Í
6		Т					SGL	CALC	j
7	Liabilites	Т					SGL	CALC]_
3	Accounts Payables		С	F	+	+	SGL	CALC	J
9	Other Liabilites	L	С	F	+	+	SGL	CALC	J
10	Total Liabilities	С			+	+	SGL	CALC	j
11		Т					SGL	CALC	Jē
			c St	atus					

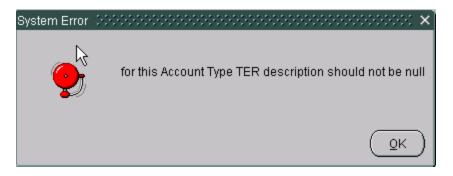
2. If the statement contains a line item with missing SGL accounts, the user will receive the message below. The user must click OK and return to the line stated in the error message to assign SGL accounts as appropriate.



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.

inano Head	rial Statement Template Screen - GF001~ er	SAV 31-M	AY-04 1	1.36.	37.00	0 AM				শ্ৰ ম
	Entity: 7909 TREASURY									1
	I Year: 2002 PD: QTR 4 - YTD	STMT:	BALAN	CE SH	EET]
Fina	al Flag: 🔽									
Detail Line	Description		Acct I Type	Vorma Bal		Display Sign-CF		•		
1			Т					SGL	CALC	JA
2	Assets		Т					SGL	CALC	J
3	Fund Balance with Treasury		A	D	F	+	+	SGL	CALC	
4	Accounts Receivable		A	D	F	+	+	SGL	CALC] j
5	Total Assets		С			+	+	SGL	CALC	<u>ן</u> ו
6			T					SGL	CALC	J
7	Liabilites		T					SGL	CALC]_[
8	Accounts Payables			С	F	+	+	SGL	CALC	J
9	Other Liabilites		L	С	F	+	+	SGL	CALC	
10	Total Liabilities		С			+	+	SGL	CALC	J
11			Т					SGL	CALC	Je
[Preview Template SGL Variance	Report		St	atus Modi	ule Stat	\land	APPROVI 31-MAY-		

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).

	Entity: 7909 TREASURY)
Fisca	I Year: 2002 PD: QTR 4	STMT:	BALANCE SHEET								
Fina	I Flag:										
Detail				0+ 1		. ,		Disul			
Line	۲ De	scription		Acct I Type	Norma Bal	-	Display Sign-CF		· ·		
1				Т					SGL	CALC](
2	Assets			Т					SGL	CALC	j
3	Fund Balance with Treasury		A	D	F	+	+	SGL	CALC	j	
4	Accounts Receivable				D	F	+	+	SGL	CALC	J
5	Total Assets						+	+	SGL	CALC	j
6				Т					SGL	CALC	J
7	Liabilites			Т					SGL	CALC	ľ
8	Accounts Payables			L	С	F	+	+	SGL	CALC	J
9	Other Liabilites				С	F	+	+	SGL	CALC	J
10	Total Liabilities			С			+	+	SGL	CALC	J
11				Т					SGL	CALC	J
					r St	atus			*		
	Preview Template	port			Modu	ule Staf	tus: 🚺	OPEN			

- 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.

		8	Head Fiscal	ial Statement Template Screen - GF001~ SAV 31-M. er Entity: 7909 TREASURY I Year: 2002 PD: QTR 4 - YTD STMT: I Flag:				10 AM	0.000		2596 1	। ।
			Detail Line		Туре	Norma Bal		Display Sign-CF		PP		
			1		Т					SGL	CALC	_
	-		2	Assets	Т					SGL	CALC	
This is the inserted	K		3	Fund Balance with Treasury	Α	D	F	+	+	SGL	CALC	
line.			4	Accounts Receivable	Α	D	F	+	+	SGL	CALC	
		X	5	Allowance for Loss on A/R						SGL	CALC	
			5	Total Assets	С			+	+	SGL	CALC	
			6		Т					SGL	CALC	
			7	Liabilites	Т					SGL	CALC	
			8	Accounts Payables	L	С	F	+	+	SGL	CALC	
			9	Other Liabilites	L	С	F	+	+	SGL	CALC	
			10	Total Liabilities	С			+	+	SGL	CALC	
			[Preview Template SGL Variance Report		S	atus Mod	lule Stat		OPEN 31-MAY-	2004	

- 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. <u>Before entering the SGL mapping screen press the save button on</u> <u>the tool bar to save the changes.</u> 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 \checkmark 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.

System Message	×3666666666666666666666666666666666
	Deleting all Calculation entries for this record.
	QK
System Messag	e initeriteriteriteriteriteriteriteriteri $ imes$
	Deleting all SGL entries for this record.
	<u>O</u> K

 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.

Go to:	9 - 200 - 200 - 200 - 200		
-		entries by entering module code (e.g., GF002) in the "Go to" Ænter>. Open modules by pressing <enter> when the cursor</enter>	
		nodule name. Expand or collapse section headings by double	
•		text or the associated +/- buttons.	
			6
	•	Governmentwide Financial Report System (GFRS)	
``	\searrow	Financial Statement Template (GF001)	
÷		Audited Financial Statement (GF002)	
_	>	Reclassification (GF003)	
_		Intragovernmental Transactions Trading Partners (GF004)	
÷		Non-Verifying Agency TP Identification (GF005)	
-1		FR Notes (GF006)	
_		Other FR Data (GF007)	
		Completions and Approvals (GF008)	
		Elimination JV View (GF009)	
		USSGL Based Financial Statement (GF010)	
		Journal Vouchers (GF011)	
		Principal FS of the US Government and Associated F (GF012)	

- 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.

ntity: 1200 Department of Agriculture					Repo	orted In:	MILLIONS
iscal Year: 2002 PD: QTR 4 - YTD	STMT:	BALANCE	E SHEE	Т		al Point:	ZERO L
							🗹 Final Flag
Reporting Method View ATB Data		SGL Repo	rt		Audited FS Report		Refresh
Audit Information			Acct I	Jormal			
Agency Line Description			Туре		2002: QTR 4 - YTD	2001	: QTR 4 - YTD
ASSETS			T				
Intragovernmental			Т				
Fund Balance with Treasury (Note 3)]	А	D	10		20
Investments (Note 5)			А	D	30		40
Accounts Receivable, Net (Note 6)]	A	D	40		50
Other (Note 10)			А	D	50		60
Total Intragovernmental			С		130		170
			T				
lon-Federal			T				
Cash and other monetary assets (Note 4)			Α	D	24		17

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.

Audit Transaction Screen - GF002~ SAV 28-API Header Entity:	R-04 10.21.49.000 /	AM 😒			orted in:	Ľ
Fiscal Year: PD:	STMT:			Decim	al Point:	
Reporting Method View ATB Data	SGL Repo	ort		Audited FS Report	Final Flag	
Audit Information		Acct N	lorma			
Agency Line Description		Туре	Bal	2002: QTR 4 - YTD	2001: QTR 4 - YTD	
						ł
		┢	H			6
		i	H			÷.
						4
		\vdash	\vdash			-
		H	H			ĺG
Sub	mit		Cance	2	QCBO	A

- 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.

ntity:							Reporte	d In:	
scal Year:	PD:		ST	VIT:			Decimal P		1
								Final Flag	
Reporting Method		View ATB Data.		SGL Repor	t	Audited FS	S Report	Refresh	
Audit Information -									
Audit information					Acct Normal	I			
	Agen	icy Line Description			Type Bal	2002: QTR 4		2001: QTR 4 - YTD	
									14
		Entity L	ookup 🦾				···· · · · · · · · · · · · · · · · · ·		-14
		Entity L	ookup 🔅		······				
							····· ^		
		Find							
			5						
		Find	; / Title						
		Find %	5 / Title TRE	ASURY					
		Find & Entity 7909	5 7 Title 1 TRE 1 TES	ASURY					
		Find %	5 7 Title 7 TRE 1 TES 2 STA	ASURY TR					

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

Audit Transaction Screen - GF002~ SAV 31-MAY-04 11.36.37. Header Entity: 7909	000 AM (2002			orted In:	≚ л ×
Fiscal Year: PD: STMT:				al Point:	
				🗌 Final Flag	
Reporting Method View ATB Data SGL	Report		Audited FS Report	Refresh	
Audit Information	Acct No	ormal			
Agency Line Description	Type i		2002: QTR 4 - YTD	2001: QTR 4 - YTD	
		_			
		-			
		_			
		-			
		T	i		
]		
[
Submit	Q	ance	1	<u>O</u> CBO	A

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

	🙀 Audit Transaction Screen - GF002~ SAV 01-JUN-04 09.29.20.00	00 AM 000000000000000000000000000000000
	Header	
The query will	Entity 7909 TREASURY	Reported In: DOLLARS
return all records	Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALAI	ANCE SHEET Decimal Point: TWO
for the selected		🗆 Final Flag
entity.	Reporting Method View ATB Data SGL Re	Report Audited FS Report Refresh
	Audit Information	Acct Normal
	Agency Line Description	Type Bal 2002: QTR 4 - YTD 2001: QTR 4 - YTD
	Assets	
	Fund Balance with Treasury	A D
	Accounts Receivable	A D
	Total Assets	C00
	Liabilites	
	Accounts Payables	LC
	Other Liabilites	
	Total Liabilities	
	Submit	QCBOA QCBOA

5. To view other statements for the selected entity, press the NEXT

RECORD icon \rightarrow 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.

m Edit Block Field Record Query Window Help						
 4	• •	→		🦻 D		
Audit Transaction Screen - GF002~ SAV 01-JUN-04 09.29.20.000	AM 🗄	*				া শাস
Header	_/	/				
Entity: 7909 TREASURY	/			Reporte	d In: DOLLARS	
Fiscal Year: 2002 PD: QTR 4 - YTD STMT: STATEM	ENT OF	NET (OST	Decimal P		
				Dooman	🗆 Final Flag	1
Reporting Method View ATB Data SGL Rep	ort		Audited FS F	Report	Refresh	
Audit Information	0+	Norma				
Agency Line Description	Асст Туре		2002: QTR 4 -	YTD :	2001: QTR 4 - YTD	
Program Costs] T					
Program 1 Gross Cost	GC	D				
Less, Earned Revenues	ER	С				
Program Net Cost	NC	D				
						_8
						_
						_
	-	\vdash				
1						
Submit		Canc	el		QC	BOA

6. 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 <u>all statements</u> in subsequent modules.

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

ntity:				Repo	orted In:
scal Year: PD:	STMT:			Decim	al Point:
L					🗌 Final Flag
Reporting Method View ATB Data	S	GL Report		Audited FS Report	Refresh
Audit Information		Acc	t Norma	1	
Agency Line Description			e Bal	2002: QTR 4 - YTD	2001: QTR 4 - YTD
			-1-1		
			iHi		

- 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.

🙀 Reporting 1	Method~ S	SAV 01-JUN-04 09.29.20.000 AM Deteroredeteroredeterored	≚ л ×
- Reportir	ng method	1	
Entity:	7909	TREASURY	
Fiscal Year:	2002	QTR 4 - YTD	
Finan	cial Stater	ment Data Reported In:	
O Whol	e Dollars	○ Hundreds ○ Thousands ○ Millions ○ Billions	
Place	s to the Ri	ight of the Decimal:	
O Zero	O One	O Two	
_		Submit Cancel	

- 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 Submit 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

Department of the Treasury Financial Management Service 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			Ren	orted In: THOUSANDS
Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANC	E SHEE	T		nal Point: TWO
				Final Flag
Reporting Method View ATB Data SGL Repo	ort		Audited FS Report	Refresh
Audit Information		Norma		
Agency Line Description	Туре	Bal	2002: QTR 4 - YTD	2001: QTR 4 - YTD
Assets	T	H		
Fund Balance with Treasury	A	D		.00
Accounts Receivable	A	D		
Total Assets	С			.00
	T			
Liabilites	T			
Accounts Payables		С		
Other Liabilites	L	С		
Total Liabilities	С			
Submit		Çanc	el	<u>O</u> CBOA

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 Reporting Method...
 - III. Press the TAB key again and the cursor will shift from the "Reporting Method" button to the View ATB Data push button View ATB Data...
 - IV. From "View ATB Data" button in the tab sequence is the "SGL Report..." button SGL Report...
 - V. Press the TAB button again and the cursor will set focus on the "Audited FS Report push button Audited FS Report."
 - VI. From the Audited FS Report button, press the TAB key and the cursor will move to the "Refresh" push button Refresh...
 - 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-0)4 01.48.48.00))PM 🖂						۲, F
Header									
Entity: 1 7097 VERIF	YING TEST ENTITY - OCBOA	•				Repo	rted In:	THOUSANDS	
Fiscal Year: 2002 PD: 0	QTR 4 - YTD	STMT: BALAN	ICE SHEE	T		Decima	al Point:	TWO	
		2					10	🗆 Final Flag	
Reporting Method	View ATB Data	SGL Rej	oort		Audited FS	S Report	1	Refresh]
Audit Information 3	4		5	-		6			7
			Acct I						
Ag	gency Line Description		Туре	Bal	2002: QTR 4	_	2001	: QTR 4 - YTD	
			T			8		9	
Assets									
Fund Balance with Treasu	ry		A	D					
Accounts Receivable			A	D					
Total Assets			С						
			T						
Liabilities			Т						
Accounts Payable				С					
Other Liabilities				С					
Total Liabilities			С						
	Submit			Canc	el			QCE	IOA

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.

1	Audit Transaction Screen - GF002~ SAV 01-JUN-04 09.29.20.000	
		· · · · · · · · · · · · · · · · · · ·
	Header	
	Entity: 7909 TREASURY	Reported In: DOLLARS
	Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANC	
		🗌 Final Flag
The first column is for the	Reporting Method View ATB Data SGL Rep	
current open period.	Audit Information	Acct Normal
	Agency Line Description	Type Bal 2002: QTR 4 - YTD 2001: QTR 4 - YTD
	Assets	
	Fund Balance with Treasury	A D
	Accounts Receivable	AD
	Total Assets	C00
	Liabilites	
	Accounts Payables	
	Other Liabilites	
	Total Liabilities	
	Submit	Çancel 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).

Header				
Entity: 7909 TREASURY			Repo	orted In: DOLLARS
Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALAN	ICE SHEE	T	Decim	al Point: TWO
				🗆 Final Flag
Reporting Method View ATB Data SGL Rep	oort		Audited FS Report	Refresh
Audit Information	Acct	Norma	si	
Agency Line Description	Туре		" 2002: QTR 4 - YTD	2001: QTR 4 - YTD
	T			
Assets	Т			
Fund Balance with Treasury	A	D	5,000,000.00	.00
Accounts Receivable	Α	D		
Total Assets	С			.00
	T			
Liabilites	T			
Accounts Payables	L	С		
Other Liabilites	L	С		
Total Liabilities	С			

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

Entity: 7909 TREASURY				ted In: DOLLARS	•
			Repor	teu III.	ļ
Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALA	NCE SHEE	T	Decimal	Point: TWO	
				🗌 Final Flag	
Reporting Method View ATB Data SGL Re	eport		Audited FS Report	Refresh	
Audit Information	0 4	Norma		\sim	
Agency Line Description	Асст Туре		2002: QTR 4 - YTD	2001: QTR 4 - YTD	
	T			2001.0111.110	
Assets	Т				
Fund Balance with Treasury	A	D	5,000,000.00	.00	
Accounts Receivable	A	D			
Total Assets —	C		5,000,000.00	.00	
	Т				
Liabilites	Т				
Accounts Payables	L	С			
Other Liabilites		С			
Total Liabilities	С				J

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.

a Audit Transaction Screen - GF002~ SAV 01-JUN-04 09.29.20.000 /	AM 🖂	·		
Header				
Entity: 7909 TREASURY			Rep	oorted In: DOLLARS
Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANC	E SHEE	T	Decin	nal Point: TVVO
				🗆 Final Flag
Reporting Method View ATB Data SGL Repo	rt		Audited FS Report	Refresh
Audit Information	0.oot	Norma	4	
Agency Line Description	Туре		2002: QTR 4 - YTD	2001: QTR 4 - YTD
	Т			
Assets	Т			
Fund Balance with Treasury	А	D	5,000,000.00	2,000,000.00
Accounts Receivable	А	D	5,000,000.00	2,000,000.00
Total Assets	С		10,000,000.00	4,000,000.00
	T			
Liabilites	T			
Accounts Payables	L	С		
Other Liabilites	L	С		
Total Liabilities	С			
Submit		Canc	el	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" QCBOA 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.

Entity: 7909 TREASURY					Rep	orted In:	DOLLARS]
Fiscal Year: 2002 PD: QTR 4 - YTD	STMT:	BALANCI	E SHEE	T		al Point:	TWO]
							🗌 Final Flag	
Reporting Method View ATB Data		SGL Repo	rt		Audited FS Report		Refresh	
Audit Information								
Agency Line Description			Acct I Type		I 2002: QTR 4 - YTD	2004	: QTR 4 - YTD	
Agency Line Description			Т		2002. @III 4 - 110	2001		16
Assets			T	F				ſ
Fund Balance with Treasury			A	D	5,000,000.00		2,000,000.00	Ì.
Accounts Receivable			A	D	5,000,000.00		2,000,000.00	ĺ
Total Assets			С		10,000,000.00		4,000,000.00	1.
			T]
Liabilites			T					
Accounts Payables			L	С	2,500,000.00		1,000,000.00	
Other Liabilites			L	С	2,500,000.00		1,000,000.00	
Total Liabilities			С		-5,000,000.00		-2,000,000.00	ŀŀ

• 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.

Values are populated rom the Audit	Entity: 7909 TREASURY Proceeding: 2002 PD: QTR 4- OCBOA Stint	YTD	STMT: BALA	NCE SHEET A Adj Report	Decim amo	rs must enter ounts into the BOA (fields)
	Audit Information Agency Line Description	Acct	2002:QTR 4 - YTD	2001:QTR 4 - YTD	FEDERA 2002:QTR 4 - YTD	L GAAP
		T]]
	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	С	10,000,000.00	4,000,000.00	1,000.00	400.00
	Liabilites	T				
	Accounts Payables	L	2,500,000.00	1,000,000.00	250.00	100.00
	Other Liabilites	L	2,500,000.00	1,000,000.00	250.00	100.00
	Total Liabilities	С	-5,000,000.00	-2,000,000.00	-500.00	-200.00

- 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 Refresh... to update calculated fields with updated OCBOA amounts.

Entity: 7909 TREASURY				Reported In:	DOLLARS	
iscal Year: 2002 PD: QTR 4 - Y	TD	STMT: BALA	NCE SHEET	Decimal Point:	TWO	
OCBOA Stmt	View AT	B Data OCBO	A Adj Report	Refresh		
Audit Information						
A 11 B 11	Acct T				AL GAAP	
Agency Line Description	Туре	2002:QTR 4 - YTD	2001:QTR 4 - YTD	2002:QTR 4 - YTD	2001:QTR 4 - YTD	0
	T					ŀ
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	ľ
Total Assets	С	10,000,000.00	4,000,000.00	1,000.00	400.00	1
	Т					1-
_iabilites	Т					Í
Accounts Payables	L	2,500,000.00	1,000,000.00	250.00	100.00	ĺ
Other Liabilites		2,500,000.00	1,000,000.00	250.00	100.00	ĺ
Total Liabilities	С	-5,000,000.00	-2,000,000.00	-500.00	-200.00	JĿ

- 6. 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.
- 7. To view the selected OCBOA financial statement press the OCBOA statement OCBOA Stratement push button.

Fi	Department of the Treasury nancial Management Service Sentwide Financial Report System	06/01/20
GPO	02B - OCBOA Statement Report	
Statement: Balance Sheet	Fiscal Year:2002	Period:QTR 4 - Y7D
Entity: 7909-TREASURY	Reported in DOLLARS	Decimal : TWO
Agency Line Description	PT 2002	-QTR 4 FY 2001-QTR 4
Assets		
Fund Balance with Treasury	50	0.00 200.00
Accounts Receivable	50	0.00 200.00
Total Assets	1,00	0.00 400.00
Liabilites		
Accounts Payables	29	0.00 100.00
Other Liabilites	25	0.00 100.00
Total Liabilities	57	0.00 200.00

Department of the Treasury Financial Management Service

- 8. Press the "Return to the Previous Screen" Return to Previous Screen to save all changes and return the Audit Transaction screen. To exit the screen without saving changes press the "Cancel" Cancel button
- 9. Users may also view ATB data that was submitted in the FACTSI submission by pressing the "View ATB Data" View ATB Data... push button.
- 10. Press the press the OCBOA adjustments push button to run the OCBOA Adjustments report. This report displays the differences of the amount reported on the Audit Transaction Screen and on the OCBOA Adjustments screen on a by line.

1	3 1 10 - 14 ≤ 141 3 - 10 - 10 ■ - 1 - 10	È∎∣k∢ ►► ∠-ซ‰ & ® 6		8% • 🖲 🗋				
Signatures Y Comments Y Thumbnails Y Bookmarks			Financi Governmentwi	rtment of the Tr al Management Se de Financial Rep OCBOA Adjusments	rvice ort System		06/01/2004	
Thumbnails	Statement: Balance Sh Entity: 7909-TREASURY All Amounts Shown	t	dits(-).	Fiscal Yea: Reported in		Period:QTR 4 Decimal:TWO	- YTD	_
Comments Y	Agency Line Description	FY 2002-QTR Audit Amt	FY 2002-QTR 4 OCBOA Amt	1 Diff	FY 2001-QTR Audit Amt	FY 2001-QTR OCBOA Amt	Diff	
s	Assets							
gnature	Fund Balance with Treasury	5,000,000.00	500.00	(4,999,500.00)	2,000,000.00	200.00	*****	
S	Accounts Receivable	5,000,000.00	500.00	(4,999,500.00)	2,000,000.00	200.00	*****	L.
	Total Assets	****	1,000.00	(9,999,000.00)	4,000,000.00	400.00	*****	
	Liabilites ♣) H ◀ 1 of 1 ▷ H 11 x	:11 in 🔲 🗄 🛗 📕						•

2.10 Normal Balance Settings

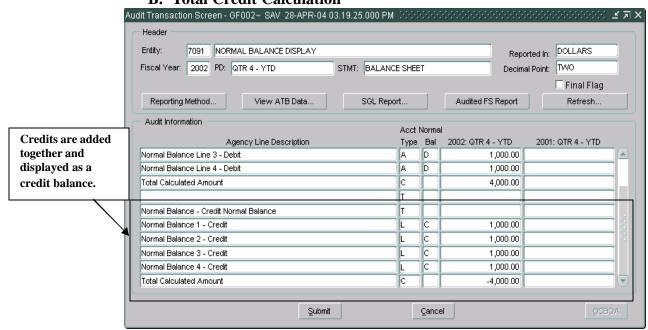
Understanding Normal Balances

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.

Aud	it Transaction Screen - GF002~ SAV 28-APR-04 03.19.25.000 PM Header			
	Entity: 7091 NORMAL BALANCE DISPLAY		Report	ed In: DOLLARS
Program adds the debit	cal Year: 2002 PD: QTR 4 - YTD STMT: BALANC	E SHEET	Decimal F	
balances and displays the total as a positive	Reporting Method View ATB Data SGL Repo	ort	Audited FS Report	Final Flag Refresh
number.	udit Information	Acct Norr	nal	
	Agency Line Description	Type Ba	I 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	[ř]
	Total Calculated Amount	С	4,000.00	
		T		
	Normal Balance - Credit Normal Balance	Т		
	Normal Balance 1 - Credit	LC	1,000.00	
	Normal Balance 2 - Credit	L C	1,000.00	
	Submit	Çar	icel	QCBOA

A. Total Debit Calculation



B. Total Credit Calculation

2.11 Saving Changes

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

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		98 🖌 🕇	• x 878 +	• •	→	Press to c	lose	
To save	🙀 Audit Transaction Screer	n-GF002~ SAV	01-JUN-04 10.15.57.0)00 AM 😳		form	1.1.1.1.1.1.1	≚ র ×
data on the	Header							<u> </u>
form	Entity: 7909 TREA	ASURY				Repo	rted In: DOLLARS	
	Fiscal Year: 2002 PD:	QTR 4 - YTD	STMT: BAL	ANCE SHEE	T		al Point: TVVO	1
							🗌 Final Flag	
	Reporting Method	View ATB D	ata SGL F	Report		Audited FS Report	Refresh	
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					Normal			
	A	gency Line Descrip	tion	Туре	Bal	2002: QTR 4 - YTD	2001: QTR 4 - YTD	
	Assets				\vdash]	
	Fund Balance with Treasu	IFV		A	D	5,000,000.00	2,000,000.00	
	Accounts Receivable	a y		A	D	5,000,000.00	2,000,000.00	
	Total Assets			c	H	10,000,000.00	4,000,000.00	
			1	T	H		1	
	Liabilites	To save		Т		То		
	Accounts Payables	changes		L	С	cancel	1,000,000.00	
	Other Liabilites			L	С	changes	1,000,000.00	
	Total Liabilities		\mathbf{X}	C		-5,000,000.00	-2,000,000.00	
			Submit		Cance	el	<u>O</u> CBO	A

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" 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.

Audit Transaction Screen - GF002~ SAV 01-JUN-04 10.15.57.000) am 🖂			99999999999999999995 <u>¥</u>	<u>کا</u>
Header					
Entity: 7909 TREASURY			Repo	orted In: DOLLARS	
Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALAN	CE SHEE	T	Decim	al Point: TWO	
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Reporting Method View ATB Data SGL Rep	ort		Audited FS Report	Refresh	
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Agency Line Description	Туре		" 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	С		10,000,000.00	4,000,000.00	
	T				
Liabilites	T				
Accounts Payables	L	С	2,500,000.00	1,000,000.00	
Other Liabilites	L	С	2,500,000.00	1,000,000.00	
Total Liabilities	С		-5,000,000.00	-2,000,000.00	
Submit		Cance	el	<u>o</u> cboa	5

 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.

Entity:	7909 TRE	ASURY				Reported In:	DOLLARS	
Fiscal Year:	2002 PD:	QTR 4 - YTD	STMT:	BALANCE SI	IEET	Decimal Point:	TWO	
ATB Informa	ition				2002: QTR 4 - YTD	2002: QTR 4 - YTD		/
	A	Agency Line Descripti	ion		ATB Actual Dollars	ATB Rounded	ļ	•
Fund Balanc	e with Treasu	ury			30,563,515,819.71	30,563,515,819.71	SGL Detail]6
Accounts Re	eceivable				1,461,775,720.94	1,461,775,720.94	SGL Detail	j
Accounts Pa	ayables				1,469,404,629.86	1,469,404,629.86	SGL Detail] [
Other Liabilit	es				.00	.00	SGL Detail].
Unexpended	Appropriatio	ns			-30,428,134,493.45	-30,428,134,493.45	SGL Detail] :
Cumlative Re	sults from Op	erations			-19,559,950,282.34	-19,559,950,282.34	SGL Detail]:
							SGL Detail	
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							SGL Detail	JŪ
						Select to Accept		

3. 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.

Agency Line tem Description ATE Actual Dollars ATE Rounded Fund Balance with Treasury 30,563,515,919.71 30,563,515,919.7	a is listed account All Actual Dollar: ATB Rounded ATB Rounded Sol. Detail Sol. Sol. Sol. Sol. Sol. Sol. Sol. Sol.	Agency Line Item Description ATB Actual Dollars ATB Rounded Sol. Detail Sol. Detail Sol. Detail Sol. Detail Sol. Detail Sol. Detail Cose Return to Audit Transaction Screen	Agency Line tem Description ATE Actual Dolers ATE Rounded Fund Belance with Treasury 30,583,515,819,71				009 TREASURY									Reported	in: DOLLA	ans
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			ATE Code		Fund SGL 1010 Burea 2002 2009 2016 2019	Year: 20 Healance Fund E au Detail Federal Internal United S Office of	109 TREASURY 102 PD: QTR 4 - YTI Agence with Treasury Description Balance With Treasury Bureau I Financing Bank Activit Revenue Service States Mint	10.15.57.0 STM y Line Descu	T: BA	LANC	e shee	т т 	A BSF U 2002: GTR 4 - NTB Actual Dc 576,558 1,645,588 301,087 999	2002:QT ATB Actu 30,5 2002:QTR ATB Actu 30,5 2002:QTR ATB Actu 30,5 2012:QTR 2012:QTR 2012:QTR 2012:QTR 2012:QTR 2012:QT 2012:	R 4 - YTI ual Dollar 63,515,8 4 - YTD al Dollars 563,515,8 2002: QTF ATB Ro 576, 1,645 301, 8	Reported Ir Decimal Point D 2 s 319.71 319.7	 DOLLAR TWO TWO 2002:GTR 4 ATB Rounde 30,563,51 302:GTR 4 - 3 ATB Rounde 3056351 ATB Codd 	 S S
170.0-1	er 2016 United States Mint 301,087,745.25 301,087,745.25 ATB Co 2019 Office of Thrift Supervision 999,585.30 999,585.30 ATB Co		ATE Cod	u data is by	Fiscal Fund SGL 1010 Burea 2002	ter 75 Year: 20 I Balance Fund E au Detail U Federal	109 TREASURY 102 PD: QTR 4 - YTI Agenc with Treasury Description Balance With Treasury Bureau Financing Bank Activi	10.15.57.0 STM y Line Descu	T: BA	LANC	e shee	т т 	A BSF U 2002: QTR 4 - ATB Actual Dc 576,558	2002:QT ATB Actu 30,5 2002:QTR ATB Actu 30,5 YTD 2 Ollars ,942.84	R 4 - YTI al Dollars 563,515,8 4 - YTD al Dollars 563,515,8 2002: QTF ATB Ro 576,	Reported Ir Decimal Point D 2 rs 319.71 319.71 319.71 319.71 319.71 319.71 319.71 319.71	1: DOLLAR 1: TWO 2002:QTR 4 ATB Round 30,563,51 302:QTR 4 - ATB Round 3056357 ATB Cod	d l le
ATE Code				3	Fund SGL 1010 Burea 2002 2009 2016 2019	Year: 20 Healance Fund E au Detail Federal Internal United S Office of	109 TREASURY 102 PD: QTR 4 - YTI Agence with Treasury Description Balance With Treasury Bureau Financing Bank Activit Revenue Service States Mint	10.15.57.0 STM y Line Descu	T: BA	LANC	e shee	т т 	A BSF U 2002: GTR 4 - NTB Actual Dc 576,558 1,645,588 301,087 999	2002:QT ATB Actu 30,5 2002:QTR ATB Actu 30,5 2002:QTR ATB Actu 30,5 2012:QTR 2012:QTR 2012:QTR 2012:QTR 2012:QTR 2012:QT 2012:	R 4 - YTI ual Dollar 63,515,8 4 - YTD al Dollars 563,515,8 2002: QTF ATB Ro 576, 1,645 301, 8	Reported Ir Decimal Point D 2 s 319.71 319.7	 DOLLAR TWO TWO 2002:GTR 4 ATB Rounde 30,563,51 302:GTR 4 - 3 ATB Rounde 3056351 ATB Codd 	 S S 5,81 YTD 581: 6 6 6 6

4. From the Bureau screen ATB data for a selected bureau code can be viewed by pressing the ATB data ATB Code... button. The ATB code detail screen displays the ATB data for a selected bureau.

Department of the Treasury Financial Management Service

2010 2010 2010 2010 2010 2010 2010 2010		00000000000 ≚л×
Header		
Entity: 7909 TREASURY	Rep	orted In: DOLLARS
Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET	Decin	al Point: TWO
Agency Line Item Description	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded
FUND BALANCE WITH TREASURY	30,563,515,819.71	30,563,515,819.71
SGL Description F/N TP X/T S/A BSF	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded
1010 Fund Balance With Treasury UUUUU	30,563,515,819.71	30563515819.71
ATB Code Detail Bureau Bureau Name	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded
2002 Federal Financing Bank Activities	576,558,942.84	576,558,942.84
ATB Code 2002:QTR 4 - YTD ATB Code ATB Actual Dollars 20024521 576,558,942.84	2002:QTR 4 - YTD ATB Rounded 576,558,942.84	
Close Return to Auc	it Transaction Screen	

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

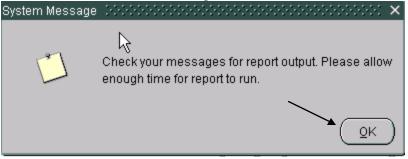
2.13 Audited FS Report

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 Audited FS Report 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.

Entity: 7909 TREASURY			_	_	Bang	orted In: DOLLARS	1
Fiscal Year: 2002 PD: QTR 4 - YTD	STMT:	BALANC		т		al Point: TVVO	Ξ.
	511011.	DALANC		,	Decimi		
				_		🗌 Final Flag	
Reporting Method View ATB Data	·	SGL Repo	rt		Audited FS Report	Refresh	
Audit Information							
			Acct I				
Agency Line Description			Туре	Bal	2002: QTR 4 - YTD	2001: QTR 4 - YTD	
			Ľ				
Assets			T				
Fund Balance with Treasury			A	D	5,000,000.00	2,000,000.00	
Accounts Receivable			А	D	5,000,000.00	2,000,000.00	
Total Assets			С		10,000,000.00	4,000,000.00	
			T				
Liabilites			Т				
Accounts Payables			L	С	2,500,000.00	1,000,000.00	1
Other Liabilites			L	С	2,500,000.00	1,000,000.00	
Total Liabilities			С		-5,000,000.00	-2,000,000.00	1.

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.

Department of the Treasury Financial Management Service

🙀 Message Retrieval Scre	en - WF003 😳					≚ ×
N Name	Title	Phone	Date			
		Phone				
SAVANTAGE SYSTEM PR	SERVER OPERA		28-APR-2004	06:13 Ph	view	1
SAVANTAGE SYSTEM PR	SERVER OPERA		28-APR-2004	05:13 PN	View	
SAVANTAGE SYSTEM PR	SERVER OPERA		28-APR-2004	05:00 PN	View	ſ
SAVANTAGE SYSTEM PR	SERVER OPERAT		28-APR-2004	04:34 PN	View	
			20111112001	0.0111		
SAVANTAGE SYSTEM PR	SERVER OPERA		28-APR-2004	04:32 PN	View 🛛 💌	
		Message				
GF002A< <audited fs="" ref<="" td=""><td>PORT>> REPORT (</td><td></td><td>T SUCCESSEUI</td><td>LY RAN</td><td><u> </u></td><td>1</td></audited>	PORT>> REPORT (T SUCCESSEUI	LY RAN	<u> </u>	1
			. 0000200. 02			
					1	
					1	
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L						J

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

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Bookmarks	Finar Government	epartment of the Treasury icial Management Service wide Financial Report System 2A – Audited FS Report	06/01/2004
Thumbnails	Statement: Balance Sheet	Fiscal Year: 2002 Period:	QTR 4 - YTD
	Entity: 7909-TREASURY	Reported in: DOLLARS Dec	cimal: TWO
Comments	Agency Line Description	FY 2002-QTR 4	FY 2001-QTR 4
fures	Assets		
ignal	Fund Balance with Treasury	5,000,000.00	2,000,000.00
Ľ	Accounts Receivable	5,000,000.00	2,000,000.00
	Total Assets	10,000,000.00	4,000,000.00
	Liabilites		
	Accounts Payables	2,500,000.00	1,000,000.00
•	स ∢ 1 of 1 → ₩ 8.5 x 11 in 🔲 🗄 🔠 🕚		

2.14 Flagging the Financial Statement as Final

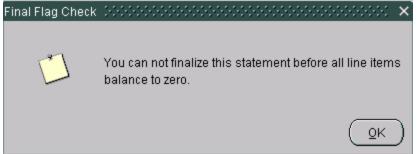
Once all current period data and prior year data has been entered, the final flag must be checked to finalize the agency audited financial statement and to allow the user to proceed to the GF003. The data entered into GF002 cannot be used in other modules until the final flag button is checked.

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.

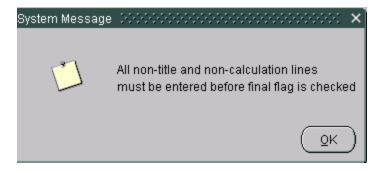
To set the final flag for balance sheets, the debits and credits must be in balance. If the balance sheet is set up for Other Cost Basis of Accounting (OCBOA) reporting, the debits and credits must be in balance in both the Audit Transaction screen and OCBOA Transaction screen.

- 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.

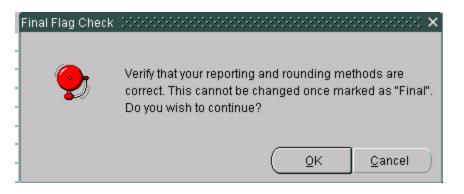


4. All statement lines (Except lines with account types "T" or "C" must have values entered. Statement lines that do not have values should have "0" entered as an amount. Should the final flag be checked for a statement that has an empty line, the following error message is displayed,

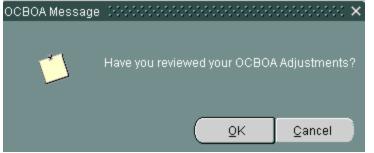


The user should enter an amount for the empty line item before clicking the FINAL FLAG again.

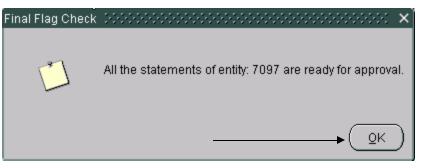
5. Once the final flag is set in GF002, the reporting method cannot be changed. The GF002 will display a warning message telling the user that the Decimal Place and Reporting Method cannot be changed after the final flag is set.



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" 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 SGL Report... on the Audit Transaction Screen.

Entity: 7909 TREASURY					0011400
				· ·	rted In: DOLLARS
fiscal Year: 2002 PD: QTR 4 - YTD	STMT: BALAI	VCE SHEE	T	Decima	al Point: TWO
					🗹 Final Flag
Reporting Method View ATB Data	SGL Re	port		Audited FS Report	Refresh
Audit Information		Acct I	lovno	1	
Agency Line Description	1	Туре		2002: QTR 4 - YTD	2001: QTR 4 - YTD
· .30.00) E D		T			
Assets		Т		i i	
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
Fotal Assets		С		10,000,000.00	4,000,000.00
		T			
labilites		T			
Accounts Payables			С	2,500,000.00	1,000,000.00
Other Liabilites			С	2,500,000.00	1,000,000.00
Fotal Liabilities		С		-5,000,000.00	-2,000,000.00

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



 \bigcirc 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" 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.

	\setminus		06/01/04
		partment of the Treasury cial Management Service	
Ilo		wide Financial Report System	
GANE	PRINT Standa	rd General Ledger Report	
SAVE		edger accounts were used on your age	
Ē	submissions to FACTS I but are N	OT on the Financial Statement Templa	te you
- II	developed in module CE001	사람도 같은 것은 것은 것이 같은 것은 것이 안 것이 있는 것이 없다.	
4	developed in module GF001.		
ornerta	developed in module GF001.		
Connerts	developed in module GF001. Statement: BALANCE SHEET	Fiscal Year 2002 Feriod: Q	TR 4 - Y7D
ures Connerts		Fiscal Year 2002 Period: Q'	TR 4 - YTD
bridures 7 connects 7	Statement: BALANCE SHEET	Fiscal Year 2002 Period: () F/N TP X/T S/A B	
Spatras Connects	Statement: BALANCE SHEET Entity: 7909-TREASURY		
Spatras corrects	Statement: BALANCE SHEET Entity: 7909-TREASURY SGL Description	P/N TP X/T S/A B	SF ATB Code

F. The report can also be saved locally by pressing the save icon in 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"

Save in: My Documents I field and press the "Save" Save

button.

Save a Copy					? X
Save in:	🖄 My Document	s	•	+ 🗈 💣 🎟+	
History Desktop My Documents My Computer	Adobe				
	, Object name:	getjobid827_server=rep	o_qa		Save
My Network P	Save as type:	Adobe PDF Files (*.pdf)	•	Cancel

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

- If the FPA has marked all statements as FINAL <u>and</u> 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.

Entity: 7909 TREASURY				Repo	orted In: DOLLARS	
Fiscal Year: 2002 PD: QTR 4 - YTD	STMT:	BALANCE SHE	ET	Decim	al Point: TWO]
					🔔 🗆 Final Flag	
Reporting Method View A	rB Data	SGL Report		Audited FS Report	Refresh	
Audit Information						
Agency Line De:	ecription	Acct Type	Norma Bal	al 2002: QTR 4 - YTD	2001: QTR 4 - YTD	
Agency Line De	scription	Т		2002. @IX 4 - 11D	2001. @11(4-110	16
Assets		T	Ħ			ſ
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		С		10,000,000.00	4,000,000.00	1.
		Т				
Liabilites		Т				
Accounts Payables		L	С	2,500,000.00	1,000,000.00	
Other Liabilites		L	C	2,500,000.00	1,000,000.00	
Total Liabilities		С		-5,000,000.00	-2,000,000.00	l

- 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 it to save the changes and leave the screen open or press the "Submit" submit button to save and exit.
 - The c_{diven} 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.

Eorm E	Edit Ello	ck Fjald Record Guary Window Help ORACI	Le
1	1 🗛 🖌		
🧑 GFRS	s beeck		<u> </u>
Go to:	to to modu	le entries by entering module code (e.g., GF002) in the "Go to"	
-		g <enters. <enters="" by="" cursor<="" modules="" open="" pressing="" td="" the="" when=""><td></td></enters.>	
		e module name. Expand or collapse section headings by double	
		ing text or the associated +/- buttons.	
		Governmentwide Financial Report System (GFRS)	
		Financial Statement Template (GF001)	
4		Audited Financial Statement (GF002)	
		Reclassification (GF003)	
-		Intragovernmental Transactions Trading Partners (GF004)	
1 \$ 1		Non-Verifying Agency TP Identification (GF005)	
		FR Notes (GF006)	
_		Other FR Data (GF007)	
		Completions and Approvals (GF008)	
		Elimination JV View (GF009)	
		USSGL Based Financial Statement (GF010)	
		Journal Vouchers (GF011)	
		Principal FS of the US Government and Associated F (GF012)	
		GFRS Administration (GFRSA)	
		Database Administration Management (DBAM)	
		GFRS Reports - Audit Trail (GFRSR)	
		GFRS Report Screens (GFRPT)	
You hav	ve receiv	ed 423 messages.	
Record			

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 \implies button in the toolbar to scroll through available

financial statements and press the Previous Record function 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" ¹ 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 Reclassify... 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.

<u>Each</u> required statement must be <u>completely reclassified</u> 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" 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.

Entity: 7909 TREASURY		Reported	d In: DOLLARS	
Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANC	CE SHEET	Decimal Po	pint: TVVO	
Final Flag:				
Audit Detail Agency Line Description	2002:QTR 4 - YTD		CTIVE reclas	sify
			Reclassify	_[_
Assets			Reclassify	
Fund Balance with Treasury	500.00	200.00	Reclassify	
Accounts Receivable	500.00	200.00	Reclassifv] ^
Total Assets	1,000.00	400.00	Reclassify	
			Reclassify	
Liabilites			Reclassify	
Accounts Payables	250.00	100.00	Reclassify	
Other Liabilites	250.00	100.00	Reclassifv	
Total Liabilities	-500.00	-200.00	Reclassify	Je

	🙀 Closing Package Line Reclassification~ SAV 01-JUN-04 10.15.57.000 AM (2005)2005)200502005020052005 🗹 🛪 🗙
Agency line amounts to be	Entity: 7909 TREASURY Reported In: DOLLARS Fiscal Year: 2992 PD: QTR 4 - YFD STMT: BALANCE SHEET Decimal Point: TWO
Reclassified	Agency Line Description Acct Agency Line Description Type NB F/N 2992:0TR 4 - YTD 2001:0TR 4 - YTD
	Fund Balance with Treasury A D F 500.00 200.00 Variance: 500.00 200.00
Cursor	Closing Package Reclassification Acct 2001:QTR 4 - YTD Line Item Closing Package Line Item Type NB F/N 2002:QTR 4 - YTD 2001:QTR 4 - YTD Previously Reported Changes
position when the screen is	Cash and Other Monetary Assets A D N Accounts Receivable, net A D N Taxes Receivable A D N
first opened.	Inventory and Related Property A D N Loans Receivable A D N Loans Re
	Property, Plant, and Equipment A D N Total:
	Closing Pkg Line Reclassification Report Closing Package Line Definitions View ATB Data

3. 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.

🙀 Closing Package Line Rec 🦟 Header	lassificatio	on∼ SA	W 01-JUN-04 1	10.15.57.0	DO AM		0000000000 ≚ л ×
Entity: 7909 TREASUR	1					Report	ted In: DOLLARS
Fiscal Year: 2002 PD: QTR	+ - YTD	STMT	BALANCE SHE	ET		Decimal	Point: TVVO
Agency Line Description				Acct			
Agen	cy Line Des	cription		Type NB	F/N	2002:QTR 4 - YTD	2001:QTR 4 - YTD
Fund Balance with Treasury				A D	F	500.00	200.00
				V	ariance:	500.00	200.00
Closing Package Reclassificatio	Acct	NB F/h	2002:QTR 4 - 1	YTD 2001:	QTR 4 -	2001:QTR 4 - Y YTD Previously Repo	
Cash and Other Monetary Asse		DN					
Accounts Receivable, net	A	DN					
Taxes Receivable	A	DN]				
Inventory and Related Property	A	DN					
Loans Receivable	A	DN]				
Property, Plant, and Equipment	A	DN					
		Total:					
a	osing Pkg Li	ne Recl	assification Repo	ort Closir	ig Packa	ge Line Definitions	View ATB Data
			Submit	Close	•		

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" \bigcirc button to insert the closing package line description on the screen.

ind BS%	Ĺ				
Stmt Type	Line Descr	Fed Flag	Normal Balance	Account_Type	line_no
BS	Cash and Other Monetary Assets	N	D	A	3
BS	Taxes Receivable	N	D /	А	5
BS	Inventory and Related Property	N	D /	А	6
4			tata di kata		\square

4. 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.

Fiscal Year: 2002 PD: QTR 4 - Y	'TD	ST	MT:	BALANCE SHEET			Decimal Po	oint: TVVO
Aussent in Description								
Agency Line Description				Acc	t			
Agency L	ine Des	cript	ion	Туре	e NB F/N	2002:QT	R 4 - YTD	2001:QTR 4 - YTD
Fund Balance with Treasury				A	DF		500.00	200.00
					Variance:		.00	200.00
Closing Package Reclassification - Closing Package Line Item	Acct Type	NB	F/N	2002:QTR 4 - YTD	2001:QTR 4 -)	/	:QTR 4 - YTD ously Reporte	
Loans Receivable	A	D	Ν					
		D	Ν					
Property, Plant, and Equipment	A	2						
Property, Plant, and Equipment Other Assets	A	D	Ν					
		⊨	N F	500.00				
Other Assets	A	D	H	500.00				
Other Assets Fund Balance with Treasury	A A	D	F	500.00				
Other Assets Fund Balance with Treasury Investments	A A A	D D D	F F F	500.00 500.00				

5. 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.

Entity: 7909 TREAS	URY								Development and the	DOLLARS
									Reported In	DOLLARS
Fiscal Year: 2002 PD: Q1	TR 4 - YTD		STN	MT:	BALANCE SHEET			D	ecimal Point	TWO
Agency Line Description										
		Deer			Acc					
	gency Line	Desc	npu	on	Тур		F/N 2	2002:QTR 4 -		001:QTR 4 - YTI
Fund Balance with Treasury	/				A	D			500.00	200
						Varia	ance:		.00	
Closing Backage Reclassifie									/	/
 Closing Package Reclassific 	cation								/	
	,A	Acct		-				2001:QTF		Line Item
Closing Package Line Item	م T	Type I			2002:QTR 4 - YTD	2001:QT	'R 4 - YTI			Line Item Changes
Closing Package Line Item Loans Receivable	م T ر	Type I A	D	N	2002:QTR 4 - YTD	2001:QT	'R 4 - YTI			
Closing Package Line Item Loans Receivable Property, Plant, and Equipmen	م T nt	Type I A A	D D	N N	2002:QTR 4 - YTD	2001:QT	'R 4 - YTI			
Closing Package Line Item Loans Receivable Property, Plant, and Equipmen Other Assets	م T nt ،	Type I A A A	D D D	N N N		2001:QT		D Previously		Changes
Closing Package Line Item Loans Receivable Property, Plant, and Equipmen	م T nt ،	Type I A A A	D D D	N N	2002:QTR 4 - YTD	2001:QT	R 4 - YTI 200.0	D Previously		
Closing Package Line Item Loans Receivable Property, Plant, and Equipmen Other Assets	م T nt ,	Type I A A A A	D D D	N N N		2001:QT		D Previously		Changes
Closing Package Line Item Loans Receivable Property, Plant, and Equipmen Other Assets Fund Balance with Treasury	م ر T (int)(int)(int)(int)(int)(int)(int)(int)	Type I A A A A A	D D D D	N N F		2001:QT		D Previously		Changes
Closing Package Line Item Loans Receivable Property, Plant, and Equipmen Other Assets Fund Balance with Treasury Investments	م ر T (int)(int)(int)(int)(int)(int)(int)(int)	Type T A A A A A	D D D D	NNFFF		2001:QT		D Previously		Changes
Closing Package Line Item Loans Receivable Property, Plant, and Equipmen Other Assets Fund Balance with Treasury Investments	A nt 7	A A A A A A	D D D D Tots	N N F F	500.00		200.0	D Previously		Changes 200

6. 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.

🙀 Closing Package Line Rec 🦟 Header	lassificati	on~	SA	/ 01-JUN-04 10.15.57.0	000 AM (2000)	************	२०२०२०२२ ⊻ ज ×
Entity: 7909 TREASURY						Reported In:	DOLLARS
Fiscal Year: 2002 PD: QTR 4	- YTD	ST	MT:	BALANCE SHEET		Decimal Point:	TVVO
Agency Line Description				Acct			
Agen Fund Balance with Treasury	cy Line De:	script	ion	Type A	The value	in the Line Item	QTR 4 - YTD 200.00
Fund Balance with Treasury					Changes f difference in the Prev	of the amount	.00
Closing Package Reclassification	n Acct				Reported	Column and the	tem
Closing Package Line Item	Туре		F/N	2002:QTR 4 - YTD	amount er	tered in the	inges
Loans Receivable	A	D	Ν			Ju neiu.	
Property, Plant, and Equipment	A	D	Ν				
Other Assets	A	D	Ν				
Fund Balance with Treasury	A	D	E	500.00	200.00		200.00
Investments	A	D	F				
Accounts Receivable	A	D	F				
		Tot	al:	500.00	200.00		200.00
a	osing Pkg L	ine R	ecla	ssification Report Closi	ng Package Lin	e Definitions View	ATB Data
				Submit	e		

- 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.

Closing Package Line Reclas Header Entity: 7909 TREASURY Fiscal Year: 2002 PD: QTR 4 - Agency Line Description				/ 01-JUN-04 10.15 BALANCE SHEET Acct	Ageno must and th both o prior equal	cy line be full ne var curren perioo	items y allocated iance for	000000000 로 키 × In: DOLLARS In: TWO
Agency	line Des	cript	ion	Туре		200	12:1 YTD :	2001:QTR 4 - YTD
Fund Balance with Treasury				A	DF		500.00	200.00
					Variance	: 📝		.00
Closing Package Reclassification	Acct Type	NB	F/N	2002:QTR 4 - YTD	2001:QTR 4		2001:QTR 4 - YTD Previously Reported	Line Item Changes
Loans Receivable	A	D	Ν					
Property, Plant, and Equipment	A	D	Ν		/			
Other Assets	A	D	Ν					
Fund Balance with Treasury	A	D	F	500.00		200.00		200.00 —
Investments	A	D	F					
Accounts Receivable	A	D	F		/	V	/	
		Tot	al:	500.00	-	200.00		200.00
Closi	ig Pkg Li	ne R	ecla	ssification Report	Closing Pack	kage Lin	e Definitions Vie	w ATB Data
				Submit	Close			

8. To view definitions of the Closing Package line items, press the "Closing Package Line Description" Closing Package Line Definitions 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.

Header			V 01-JUN-04 10.15	.37.000 AW				
Entity: 7909 TREASURY								DC.
Entity: 7909 TREASURY			-			Reported	iln: DOLLA	RS
Fiscal Year: 2002 PD: QTR 4	- YTD	STMT:	BALANCE SHEET			Decimal Po	oint: TWO	
Agency Line Description			Acct					
Ageno	y Line Desc	ription	Type	NB F/N	2002:	QTR 4 - YTD	2001:QTR 4	- YTD
Fund Balance with Treasury			A	DF		500.00		200.00
				Variance		.00		.00
Closing Package Reclassification	۱ <u> </u>							
Closing Package Line Item	Acct	NR F/N	2002:QTR 4 - YTD	2001: QTR 4 .)01:QTR 4 - YTD eviquely Reporte		
Cash and Other Monetary Assets		DN	2002. GHT 4 - 112	2001.011(4)			ia chang	300
Accounts Receivable, net		DN					1	
Taxes Receivable	A	DN					1	
Inventory and Related Property	А	D N						
Loans Receivable	A	D N						
iew a definition of	A	DN						
g Financial line.		Total:	500.00	2	00.00			200.00
	oina Dka Lin		assification Report	Clesing Pack	wa Lina I	Vafie#inenal Vi	ew ATB Data	1
	ising Ekg Lin		assincation Report		age Line i		ew AID Data	*
			Submit	Close				
	Closing Pa		U62~ GERSSAU1	01-JUN-(04 01.4		Date	< <u> </u>
FUND BALANCE WITH TREA	Closing Pa \SURY			01-JUN-I)4 01.43			K <u>⊀</u> 7
FUND BALANCE WITH TREA	Closing Pa \SURY tion	ckage	Line Description			04-	Date MAY-2004	
FUND BALANCE WITH TREA Closing Package Line Defini The line item, Fund Balance	Closing Pa ASURY tion with Treas	ckage sury, is	Line Description			04-	Date MAY-2004	
FUND BALANCE WITH TREA	Closing Pa ASURY tion with Treas	ckage sury, is	Line Description			04-	Date MAY-2004	
FUND BALANCE WITH TREA Closing Package Line Defini The line item, Fund Balance	Closing Pa ASURY tion with Treas and liabilitie	ckage sury, is es.	Line Description	nt balance fi	or funds	04-1 with Treasury	Date MAY-2004 ,available to	
FUND BALANCE WITH TREA Closing Package Line Defini The line item, Fund Balance the entity for expenditures a	Closing Pa ASURY tion with Treas and liabilitie	ckage sury, is es.	Line Description	nt balance fi	or funds	04-1 with Treasury	Date MAY-2004 ,available to	
FUND BALANCE WITH TREA Closing Package Line Defini The line item, Fund Balance the entity for expenditures a	Closing Pa ASURY tion with Treas and liabilitie	ckage sury, is es.	Line Description	nt balance fi	or funds	04-1 with Treasury	Date MAY-2004 ,available to	
FUND BALANCE WITH TREA Closing Package Line Defini The line item, Fund Balance the entity for expenditures a	Closing Pa ASURY tion with Treas and liabilitie	ckage sury, is es.	Line Description	nt balance fi	or funds	04-1 with Treasury	Date MAY-2004 ,available to	
FUND BALANCE WITH TREA Closing Package Line Defini The line item, Fund Balance the entity for expenditures a	Closing Pa ASURY tion with Treas and liabilitie	ckage sury, is es.	Line Description	nt balance fi	or funds	04-1 with Treasury	Date MAY-2004 ,available to	
FUND BALANCE WITH TREA Closing Package Line Defini The line item, Fund Balance the entity for expenditures a	Closing Pa ASURY tion with Treas and liabilitie	ckage sury, is es.	Line Description	nt balance fi	or funds	04-1 with Treasury	Date MAY-2004 ,available to	
FUND BALANCE WITH TREA Closing Package Line Defini The line item, Fund Balance the entity for expenditures a	Closing Pa ASURY tion with Treas and liabilitie	ckage sury, is es.	Line Description	nt balance fi	or funds	04-1 with Treasury	Date MAY-2004 ,available to	
FUND BALANCE WITH TREA Closing Package Line Defini The line item, Fund Balance the entity for expenditures a	Closing Pa ASURY tion with Treas and liabilitie	ckage sury, is es.	Line Description	nt balance fi	or funds	04-1 with Treasury	Date MAY-2004 ,available to	
FUND BALANCE WITH TREA Closing Package Line Defini The line item, Fund Balance the entity for expenditures a	Closing Pa ASURY tion with Treas and liabilitie	ckage sury, is es.	Line Description	nt balance fi	or funds	04-1 with Treasury	Date MAY-2004 ,available to	
FUND BALANCE WITH TREA Closing Package Line Defini The line item, Fund Balance the entity for expenditures a	Closing Pa ASURY tion with Treas and liabilitie	ckage sury, is es.	Line Description	nt balance fi	or funds	04-1 with Treasury	Date MAY-2004 ,available to	
FUND BALANCE WITH TREA Closing Package Line Defini The line item, Fund Balance the entity for expenditures a	Closing Pa ASURY tion with Treas and liabilitie	ckage sury, is es.	Line Description	nt balance fi	or funds	04-1 with Treasury	Date MAY-2004 ,available to	
FUND BALANCE WITH TREA Closing Package Line Defini The line item, Fund Balance the entity for expenditures a	Closing Pa ASURY tion with Treas and liabilitie	ckage sury, is es.	Line Description	nt balance fi	or funds	04-1 with Treasury	Date MAY-2004 ,available to	
FUND BALANCE WITH TREA Closing Package Line Defini The line item, Fund Balance the entity for expenditures a	Closing Pa ASURY tion with Treas and liabilitie	ckage sury, is es.	Line Description	nt balance fi	or funds	04-1 with Treasury	Date MAY-2004 ,available to	
FUND BALANCE WITH TREA Closing Package Line Defini The line item, Fund Balance the entity for expenditures a	Closing Pa ASURY tion with Treas and liabilitie	ckage sury, is es.	Line Description	nt balance fi	or funds	04-1 with Treasury	Date MAY-2004 ,available to	
FUND BALANCE WITH TREA Closing Package Line Defini The line item, Fund Balance the entity for expenditures a	Closing Pa ASURY tion with Treas and liabilitie	ckage sury, is es.	Line Description	nt balance fi	or funds	04-1 with Treasury	Date MAY-2004 ,available to	
FUND BALANCE WITH TREA Closing Package Line Defini The line item, Fund Balance the entity for expenditures a	Closing Pa ASURY tion with Treas and liabilitie y is the equ	ckage sury, is ss. uivalen	Line Description The entity is account to USSGL account Qlose	nt balance fi	or funds	04-1 with Treasury	Date MAY-2004 ,available to	
FUND BALANCE WITH TREA Closing Package Line Defini The line item, Fund Balance the entity for expenditures a Fund balance with Treasury	Closing Pa ASURY tion with Treas and liabilitie / is the equ	ckage sury, is es.	Line Description The entity is account to USSGL account Qlose	nt balance f	or funds d Balanc	04-1 with Treasury	Date MAY-2004 ; available to ry.	
FUND BALANCE WITH TREA Closing Package Line Defini The line item, Fund Balance the entity for expenditures a	Closing Pa ASURY tion with Treas and liabilitie y is the equ y is the equ	ckage sury, is ss. uivaleni	Line Description The entity is account to USSGL account Close t button o	nt balance f	or funds d Balanc	oth with Treasury e With Treasur sification	Date MAY-2004 ; available to ry.	

3.4 Standard Reports in GF003

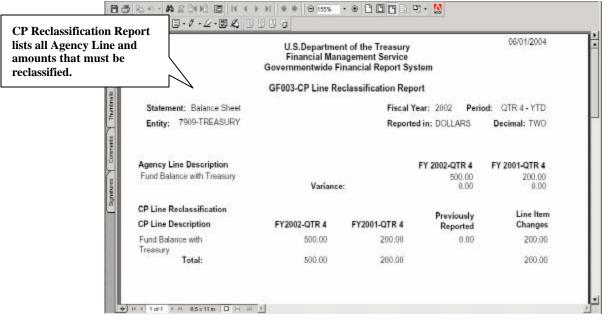
1. A report is available to document the reclassification of an agency line item balance to a Closing Package line item. To view this report, click on the "Closing Package Line Reclassification Report"

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

🤠 Closing Package Line Reclassi	ficatio	on~	SA	/ 03-MAY-04 11.40	3.32.000) AM 🔅			>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
Entity: 7057 VERIFYING TEST	i enti	TY -	OCE	30A				Reported	In: DOLLARS
Fiscal Year: 2002 PD: QTR 4 - YT	D	ST	MT:	BALANCE SHEET				Decimal Po	pint: ONE
Agency Line Description									
	_			Acc					
Agency Lin	ie Des	cript	ion	Тур		F/N	200)2:QTR 4 - YTD	2001:QTR 4 - YTD
Fund Balance with Treasury				A	D	F		500.0	125.0
					Vari	iance:		.0	.0
Closing Package Reclassification -	Acct								L'an Barr
Closing Package Line Item		NB	ΕŇ	2002:QTR 4 - YTD	2004-01	TR A L	/TD	2001:QTR 4 - YTD Previously Reporte	
Property, Plant, and Equipment	A	D	N	2002.@11(4+11)	2001.0	111.4.5		Freviously Reporte	
Other Assets	A	D	N				_		
Fund Balance with Treasury	A	D	F	500.0		1	25.0		125.0
Investments	A	D	F						
Accounts Receivable	A	D	F		<u> </u>		_		
Interest Receivable	A	D	F				_		
	<u> </u>			500.0	_	4.	25.0		125.0
		Tot	ai:	300.0	L	1.	23.0	l	123.0
Closing	Pkg Li	ne R	ecla	ssification Report	Closing	Packag	je Lin	e Definitions Vi	ew 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).

Name	r Title	Phone	Date	
SAVANTAGE SYSTEM PR	SERVER OPERAT		03-MAY-2004 11:5	51 A View
SAVANTAGE SYSTEM PR	SERVER OPERA		03-MAY-2004 10:1	1 A View
SAVANTAGE SYSTEM PR	SERVER OPERA		03-MAY-2004 10:0	04 A View
SAVANTAGE SYSTEM PR	SERVER OPERA		30-APR-2004 05:3	3 Ph View
SAVANTAGE SYSTEM PR	SERVER OPERA		30-APR-2004 03:5	9 PN View



3. 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" 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" Reclassify... button of the selected Agency Line Item on the main Reclassification screen.

Entity: 7909 TREASURY Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALA Final Flag:	Reporter	Decimal Point: TWO			
Audit Detail Agency Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD			
			Reclassifv	JA	
Assets			Reclassify	J	
Fund Balance with Treasury	500.00	200.00	Reclassify] -	
Accounts Receivable	500.00	200.00	Reclassifv	ĵ	
Total Assets	1,000.00	400.00	Reclassify]_	
			Reclassify]	
liabilites			Reclassify]	
Accounts Payables	250.00	100.00	Reclassify]	
Other Liabilites	250.00	100.00	Reclassifv	j	
Total Liabilities	-500.00	-200.00	Reclassifv	Je	

2. The Reclassification screen will open. Press the "View ATB Data" button View ATB Data... 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.

🧱 ATB Data~ SAV 01-JUN-04 02.59.59.000 PM 0000000			2892 ≚ ज ×									
- Header												
Entity: 7909 TREASURY		Reported In:	DOLLARS									
Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHE	Decimal Point: TWO											
Agency Line Description												
Agency Line Description 2002:QTR 4 - YTD												
Fund Balance with Treasury			500.00									
 ATB Information 	2002:QTR 4 - YTD											
Closing Package Line Item	ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded										
Fund Balance with Treasury	30,563,515,819.71	30,563,515,819.71	SGL Detail									
			SGL Detail									
			SGL Detail									
			SGL Detail									
			SGL Detail									
			SGL Detail									
			SGL Detail									
	ATB Data Report	Select to Accept										
Çlos	se l											

• Press the "ATB Data Report" 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).

1	9 35 ° 1 ∽ - 44 % ≧ 1 ≥ 10 14 4 ≥ 11 4 ≄ ≥ 153% - ⊙ 1 □ 1 = 13 - 18 7 9 - 16 - 19 1 = - <i>0</i> - ∠ - 19 ∠ 18 12 1 = 0	
Bookmarks	06/01/2004 U.S.Department of the Treasury Financial Management Service Governmentwide Financial Report System	<u>•</u>
nails	GF003-ATB Data Report	
Thumbnails	Statement: Balance Sheet Fiscal Year: 2002 Period: QTR 4 - YTD	
7	Entity: 7909-TREASURY Reported in: DOLLARS Decimal: TWO	
Comments	Agency Line Description FY 2002-QTR 4	
1	Fund Balance with Treasury 500.00	
Signatures	ATB Information	
Ľ	Closing Package Line Description ATB Actual Dollars ATB Rounded	
	Fund Balance with Treasury 30,563,515,819.71 ************************************	<u>_</u>
	●● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●	Þ

3. Press the "SGL Detail" 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 00000000			2000 골 키 ×									
- Header												
Entity: 7909 TREASURY		Reported In:	DOLLARS									
Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHE	Decimal Point: T/VO											
Agency Line Description												
Agency Line Description		2002:QTR 4	I - 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	SGL Detail									
			SGL Detail									
			SGL Detail									
			SGL Detail									
			SGL Detail									
			SGL Detail									
			SGL Detail									
	ATB Data Report	Select to Accept										
Çlos	e											

	E	ntity: 7909 TREASURY							Reported In: D	OLLARS				
	Fiscal '	Year: 2002 PD: QTR 4 - YTD	STMT:	BALAN	ICE SH	EET			Decimal Point: 👖	NO				
ATB Data is displaye	d	Agen	2002:QTR	2002:QTR 4 - YTD										
y SGL Account for	the	punts Receivable	.,			_	_			500				
elected Closing Package line items.		Closing Pkg Line Des	cription				2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR ATB Rou						
		ounts Receivable				_		1,461,775,720		,461,775,720				
	SGL	Description	₹ F/N	TP	хл	S/A	BSF	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded					
	SGL	Description	F/N	TP	хл	S/A	BSF							
	1 310	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				Accounts Receivable	F	15	U	S	U	139,267.19	139,267.19	9 Bureau
	1310					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				

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

Er	ntity: 7909	TREASURY							Reported In: 🛛	OLLARS
Fiscal N	Year: 2002	PD: QTR 4 - YTD	STMT:	BALA	NCE SH	IEET			Decimal Point: р	NO
		Are	ncy Line	Descript	tion				2002:QTR	4 - YTD
Acco	ounts Receiv		noy Ellio	Desempt						500.00
		Closing Pkg Line De	scription					2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR ATB Rot	
Acco	ounts Receiv	able						1,461,775,720	0.94	,461,775,720.94
SGL D	Detail	Description	F۸	I TP	хл	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	74,304,599.90	Bureau

1		
ls Bookmarks	06/01/2004 U.S Department of the Treasury Financial Management Service Governmentwide Financial Report System GF003-SGL Detail Report	▶
ents Y Thumbnails	Statement: Balance Sheet Fiscal Year: 2002 Period: QTR 4 - YTD Entity: 7909-TREASURY Reported in: DOLLARS Decimal: TWO	
ures Comments	Agency Line Description FY 2002-QTR 4 Fund Balance with Treasury 500.00	
Signatures	CP Line Description ATB Actual Dollars ATB Rounded Fund Balance with Treasury 30,563,515,819.71 ************************************	
	SGL Detail SGL Description F/N TP X/T S/A ESF	
	1010 Fund Balance With UUUU 30,563,515,819.71 ************************************	•

4. To view the ATB data by Bureau, select one of the SGL account lines and click on the "Bureau" Bureau... button on the SGL Detail screen. The Bureau detail screen will open displaying ATB data at the bureau level.

🧓 Bureau C	Detail~ SAV 01-JUN-04 10.15.57.000 AM 1000000		0000000000000000000000 🗹 🗩										
- Header -													
Entity:	7909 TREASURY		Reported In: DOLLARS										
Fiscal Year	2002 PD: QTR 4 - YTD STMT: BALANCE SHEE	r	Decimal Point: TVVO										
- ATB Detai	ATB Detail												
	Agency Line Description		2002:QTR 4 - YTD										
Accounts	Accounts Receivable 2002:QTR 4 - YTD Closing Pkg Line Description ATB Actual Dollars												
ATB Data is displayed by	eceivable		Dollars ATB Rounded 1,775,720.94 1,461,775,720.94										
Bureau for the selected SGL	Description F/N TP X/T	2002:QTR 4 S/A BSF ATB Actual	2002.6004-000										
account number.	ounts Receivable F 00 U	SU	513,000.00 513,000.00										
b vreau	Bureau Name		02:QTR 4 - YTD ATB Rounded										
2029 Oth	er	513,000.00	513,000.00 ATB Code										
			Press the "ATB Code"										
			to view ATB										
			information at the ATB Code level.										
		II											
	Çlose	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.

0:	Pi	inar	ncia	1 M	lanage	the Treasury ment Service tial Report System	06/01/2004
	-	F00)3-B	ure	au De	tail Report	
Statement: Balance Sheet						Fiscal Year: 2002 Per	iod: gTR 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	ATS Rounded
Fund Balance with Treasury						30,563,515,819.71	******
pdL Description	F/H	TP	1/7	<i>E/A</i>	BIF		0
1010 Fund Balance With	υ	U	u	U	υ	30,563,515,819.71	

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

쳝 Burea	au Deta	il~ S	GAV ()1-JUN-(04 10.1	5.57.000	I AM	2002	-0.0-					·	000000000	≚ ⊼ ×
- Header	r		_										_			
En	rtity: 79	09	TRE/	ASURY									Re	ported	In: DOLLARS	
Fiscal Y	′ear: 20	02	PD:	QTR 4 - Y	'TD	STMT:	BAL	ANCE	SHEE	r			Deci	mal Poir	nt: TVVO	
ATBD	etail															
						Agency	Line D	escrip	tion						2002:QTR 4 - YT	D
Accou	ints Rece	eivab	le												50	0.00
												2002:Q	TR 4 - YTD		2002:QTR 4 - YTI	D
				Closir	ng Pkg L	ine Descr	iption						ctual Dollars		ATB Rounded	
Accou	nts Rece	eivabl	le									•	1,461,775,720.9		1,461,775,72	
SGL			D	escription	1		F/N	TP	хл	S/A	BSF	2002:QTR 4 - YTD ATB Actual Dollars			2002:QTR 4 - YTD ATB Rounded	
1310	Accour	nts R	eceiva	able			F	00	U	S	U		513,000.0	0	513,000.00	
Bureau				Bure	au Nam	e						R 4 - YTD ual Dollars	2002:QTR 4 - ATB Round			
2029	Other											513,000.00	513,0	00.00	ATB Code	
															ATB Code	
															ATB Code	
															ATB Code	
															ATB Code	
]			ATB Code	
]	ATB Code	
															ATB Code	
							Clos	e		Return	Reclas	ssification Sci	reen Bure	au SGI	L Detail Report	

	er								
E	Entity: 7909 TRE	ASURY						Reported In	DOLLARS
Fiscal	Year: 2002 PD:	QTR 4 - YTD	STMT: BA	LANCE SHEET				Decimal Point	: TVVO
		А	gency Line De	scription				200	02:QTR 4 - YTD
Acco	ounts Receivable								500.0
		Closing Pkg Line De:	scription				QTR 4 - YTD ctual Dollars		01:QTR 4 - YTD ATB Rounded
Acco	ounts Receivable					· · · ·	,461,775,720	.94	1,461,775,720.9
		Description		TD 1/7 C			TR 4 - YTD		2:QTR 4 - YTD
SGL 1310		Description vable	F/N F	TP X/T S	S/A BSF S U		tual Dollars 513,000		TB Rounded 513,000.0
- ATB	Code Detail								
	Bureau	Bure	eau Name				QTR 4 - YTD .ctual Dollars		QTR 4 - YTD 3 Rounded
	2029 Other						513,000		513,000.
B Data is	s displayed			2002:QTR 4 -		2002:QTR 4 -			
ATB Co	de for the	A1 20295	TB Code 000	ATB Actual D 513.	ollars 000.00	ATB Roun 513.0	bed 000.00		
ected Bu	reau.								
			Close	Beturo to I	Dooloooif	iantian Caynar		do SOL Data	il Donort
•		e "ATB Co		Detail	Repo	ort"	B Code SC		
•	print a r	report of the	e inforn	Detail Dation di	Repo	ort" AT	he scre		
1	print a r	eport of the	e inforn ▶ ∉ ♦ (Detail Dation di	Repo	ort" AT			
1	print a r	report of the	e inforn ▶ ∉ ♦ (Detail Dation di	Repo	ort" AT	he scre	en.	
<u></u>	print a r	eport of the ► ■ I ← ← ← ► ∠ - ♥ ∠ 8 €	U.S De Finan	Detail nation di ∋ 153% • ⊕	Repo	ort" AT	he scree	en.	
Bookmarks	print a r	eport of the ► ■ I = + + + • ∠ • ♥ ∠ 8 €	U.S De Finan Sovernment	Detail nation di ∋ 153% • ⊕	Repo	ort" AT	he scree	en.	
Bookmarks	print a r □ ▷ · / ♣ ஃ û • T • ♡ ∃ - ℓ	eport of the ·∠·₩ & ©	U.S De Finan Sovernment	Detail nation di 153% • @ partment o cial Manag wide Finan	Repo splay	ort" AT	he scree	en. 06/	01/2004
<u></u>	print a r □ ▷ · / ♣ ஃ û • T • ♡ ∃ - ℓ	Balance Sheet	U.S De Finan Sovernment	Detail nation di 153% • @ partment o cial Manag wide Finan	Repo splay f the ement cial R pde Rep	ort" AT	tem	en. 06/	01/2004 4 - YTD
ts Thumbhails Bookmarks	print a r	Balance Sheet	U.S De Finan Sovernment	Detail nation di 153% • @ partment o cial Manag wide Finan	Repo splay f the ement cial R pde Rep	ort" AT	tem	en. 06/	01/2004 4 - YTD
Bookmarks	print a r	Balance Sheet 9-TREASURY	U.S De Finan Gr	Detail nation di 153% • @ partment o cial Manag wide Finan	Repo splay f the ement cial R pde Rep	ort" AT	tem	en. 06/ ciod: QTR - Decimal FY 2002-	01/2004 4 - YTD : TWO -QTR 4
s Comments Thumbrails Bookmarks	print a r	Balance Sheet 9-TREASURY	U.S De Finan Gr	Detail nation di 153% • @ partment o cial Manag wide Finan	Repo splay	ATI yed on t yed on t Treasury Service eport Sys port Piscal Year Reported in	tem	en. 06/ ciod: QTR - Decimal FY 2002-	01/2004 4 - YTD : TWO
s Comments Thumbrails Bookmarks	print a r Ti · A A A A Ti · A A A A Statement: Entity: 790 Agency Lin Fund Balan CP Line De	Balance Sheet 9-TREASURY	U.S De Finan GF	Detail nation di 153% • @ partment o cial Manag wide Finan	Repo splay	ort" AT	tem 2002 Per DOLLARS Dollars	en. 06/ ciod: QTR Decimal FY 2002	01/2004 4 - YTD : TWO -QTR 4 500.00 ounded
ts Thumbhails Bookmarks	print a r Ti · A A A A Ti · A A A A Statement: Entity: 790 Agency Lin Fund Balan CP Line De	Balance Sheet P-C-BC C C C C C C C C C C C C C C C C C	U.S De Finan Sovernment GF	Detail nation di 153% • @ partment o cial Manag wide Finan	Repo splay	ATT ATT ATT ATT ATT ATT ATT ATT	tem 2002 Per DOLLARS Dollars	en. 06/ tiod: QTR - Decimal FY 2002- ATB R	01/2004 4 - YTD : TWO -QTR 4 500.00 ounded
 Comments Thurntenais Bookmarks 23 	print a r	Balance Sheet 9-TREASURY Becription ce with Treasury ption Balance With	U.S De Finan Sovernment GF	Detail nation di De 153% → ⊕ partment o cial Manag wide Finan	Repo splay	ATI ATI ATI ATI ATI ATI ATI ATI	tem 2002 Per DOLLARS Dollars	en. 06/ ciod: QTR - Decimal FY 2002- ATB R	01/2004 4 - YTD : TWO -QTR 4 500.00 ounded ******
 Comments Thurntenais Bookmarks 23 	print a r Statement: Statement: Entity: 790 Agency Lin Fund Balan CP Line De Fund Balan SGL Descrip 1010 Fund 1 Treas ATB Code D	Balance Sheet P-C-EXCISE Balance Sheet P-TREASURY The Description Ince with Treasury ption Balance With ury	U.S De Finan Sovernment GF	Detail nation di Dis3% • ⊕ partment o cial Manag wide Finan 2003-ATB Cc	Repo splay	ATI ATI ATI ATI ATI ATI ATI ATI	he scree	en. 06/ ciod: QTR - Decimal FY 2002- ATB R	01/2004 4 - YTD : TWO -QTR 4 500.00 ounded ******

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

🤠 Closing Package Line Reclass	ificatio	on~	SA	V 01-JUN-04 10.14	5.57.000 AM	1000		11111111111111111 <u>4</u>	ЯX		
- Header											
Entity: 7909 TREASURY							Report	ted In: DOLLARS			
Fiscal Year: 2002 PD: QTR 4 - Y		CT.				1	Decimal	Point: TVVO			
Fiscal Year: 2002 PD: QTR 4 - YTD Decimal Point: TWO Agency Line Description Agency Line D Variance is the difference between the agency line item amount and the total amounts reclassified to Closing Package line items. 2002: QTR 4 - YTD 2001: QTR 4 - YTD Accounts Receivable Closing Package line items. Stop 0.00 200.00 200.00											
Closing Package Reclassification	Acct Type	NB	F/N	2002:QTR 4 - YTD	2001:QTR 4	- YTD	2001:QTR 4 - Y Previously Repo				
Cash and Other Monetary Assets	A	D	Ν								
Accounts Receivable, net	A	D	Ν								
Taxes Receivable	A	D	Ν						<u>j</u> —		
Inventory and Related Property	A	D	Ν]		
Loans Receivable	A	D	Ν						j		
Property, Plant, and Equipment	A	D	Ν								
Closing) Pkg Li	Tot ne R		ssification Report	Closing Pack	(age Lii	ne Definitions	View ATB Data			
				Submit	Close						

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 Reclassifi	ication~	SA	/ 01-JUN-04 10.1	5.57.000 AM 🔅		>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>							
Header													
Entity: 7909 TREASURY					Reported	In: DOLLARS							
Fiscal Year: 2002 PD: QTR 4 - YTD	s.	TMT:	BALANCE SHEET		Decimal Po	int: TWO							
Agency Line Description													
			Acc	- 									
Agency Line	e Descrip	tion	Туре		2002:QTR 4 - YTD	2001:QTR 4 - YTD							
Accounts Receivable			A	DF	500.00	200.00							
				Variance:	250.00	100.00							
Closing Package Reclassification	Acct			/	2001:QTR 4 - TD	Line Item							
		ΕſΝ	2002:QTR 4 - YTD	2001:QTR 4-1									
Cash and Other Monetary Assets	A D	N	250.00	10	0.00	100.00							
Accounts Receivable, net	A D	N											
Taxes Receivable	A D	N											
Inventory and Related Property	A D	N											
Loans Receivable	A D	Ν	•	/									
Property, Plant, and Equipment	A D	N											
	То	tal:	250.00	100	0.00	100.00							
Closing P	kg Line f	Recla	ssification Report	Closing Packag	e Line Definitions	ew ATB Data							
			Submit	Close									

🙀 Closing Package Line R	eclassificati	on~	SA	V 01-JUN-04 10.1	5.57.000 AM			->>>>>>>> ⊻ л ×
Header Entity: 7909 TREASL	RY	_					Reported	In: DOLLARS
Fiscal Year: 2002 PD: QT	R 4 - YTD	S1	MT:	BALANCE SHEET			Decimal Poi	nt: TVVO
Agency Line Description								
A.a.	ency Line De	eerini	ion	Асс Түре	-	200	2:QTR 4 - YTD	2001:QTR 4 - YTD
Accounts Receivable	cricy Line De	senp	lion	А		200	500.00	2001.011(4 - 11)
					Variance:	7	.00	0
 Closing Package Reclassifica 	ation Acct					/	2001:QTR 4 - YTD	Line Item
Closing Package Line Item			ΕſΝ	2002:QTR 4 - YTD	2001:QTR 4		Previously Reported	/
Cash and Other Monetary As	sets A	D	Ν	250.00	10	0.00		100.00
Accounts Receivable, net	A	D	Ν	250.00	10	0.00	/	100.00
Taxes Receivable	A	D	Ν					
Inventory and Related Propert		D	Ν					
Loans Receivable	A	D	Ν		/			
Property, Plant, and Equipmen	t A	D	Ν					
		Tot	al:	500.00	20	0.00		200.00
	Closing Pkg L	ine F	lecla	ssification Report	Closing Packag	ge Line	e Definitions Vie	w ATB Data
				Submit	Close			

2. 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.

🙀 Closing Package Line Reclass	ficatio	on~	SA\	/ 01-JUN-04 10.15	6.57.000 AM 🔆		>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
Header							
Entity: 7909 TREASURY						Rep	orted In: DOLLARS
Fiscal Year: 2002 PD: QTR 4 - YT	D] st	MT:	BALANCE SHEET		Decim	al Point: TWO
Agency Line Description				Acc	t		
Agency Lir	ne Des	cript	ion	Туре	NB F/N	2002:QTR 4 - YTE) 2001:QTR 4 - YTD
Accounts Receivable				A	DF	500.	00 200.00
					Variance:		00 .00
Closing Package Reclassification	Acct				/	2001:QTR 4 -	
Closing Package Line Item		NB	FΛ	2002:QTR 4 - YTD	2001:QTR 4- Y	TD Previously Reg	1/10
Cash and Other Monetary Assets	A	D	Ν	250.00	100	0.00	100.00
Accounts Receivable, net	Α	D	Ν	250.00	100	0.00	100.00
Taxes Receivable	A	D	Ν				
Inventory and Related Property	A	D	Ν				
Loans Receivable	А	D	Ν		/		
Property, Plant, and Equipment	A	D	Ν			♦ /	
		Tot	al:	500.00	200	0.00	200.00
Closing	Pkg Li	ne R	ecla	ssification Report	Closing Packag	e Line Definitions	View ATB Data
				Submit	Close		

• 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.

Systen Message	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	Ē
	Investments, Net (Note 4) Line item still present in the statement with variance.	
Press the "OK" but acknowledge the m		

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.

🙀 Closing Package Line Recla	ssificat	ion~	SA	V 01-JUN-04 10.1	5.57.000 AM			
Header								
Entity: 7909 TREASURY			-			Re	ported Ir	1: DOLLARS
Fiscal Year: 2002 PD: QTR 4 -	YTD	ST	IMT:	BALANCE SHEET		Deci	mal Poin	t: TWO
 Agency Line Description 				Acc	+			
Agency	Line De	script	tion	Тур	- 	2002:QTR 4 - Y1	rD 2	001:QTR 4 - YTD
Accounts Receivable				A	DF	500	0.00	200.00
			.	10.1	Variance:		.00	.00
Closing Package Reclassification			ori	nal Balance		/	_/	
	Acc		*		/	2001:QTR 4		Line Item
Closing Package Line Item		B NB	-		2001:QTR 4 - 1		sported	Changes
Cash and Other Monetary Assets	A	D	N	250.00		0.00		
Accounts Receivable, net	A	D	Ν	250.00		0.00		100.00
Taxes Receivable	A	D	Ν					
Inventory and Related Property	A	D	Ν					
Loans Receivable	A	D	Ν		/			
Property, Plant, and Equipment	A	D	Ν			▼ /		
		Tot	tal:	500.00	20	0.00		200.00
Clos	ing Pkg I	Line R	Recla	assification Report	Closing Packag	ge Line Definitions	Viev	v 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.

	🦉 Closing Package Line Recla	ssificati	on~	SA	V 03-MAY-04 01.43	8.03.000) PM 😳		202020202000 ≚ ⊼ ×
	Header Entity: 7097 VERIFYING T Fiscal Year: 2002 PD: QTR 4 -		-		BOA BALANCE SHEET			Reporte	
	Agency Line Description	/ Line Des	crip	tion	Асс Тура	-	F/N 20	002:QTR 4 - YTD	2001:QTR 4 - YTD
	Accounts Receivable				A	Þ	F	500.0	125.0 250.0
	 Closing Package Reclassification 	Acct				var		2001:QTR 4 - YT	
Debit Normal balance	Closing Package Line Item Accounts Payable	Туре	NB C	F/N	2002:QTR 4 - YTD 500.0	2001:Q	TR 4 - YTD 125.0	Previously Report	
<u> </u>	Accounts Receivable, net	A	D	' N	300.0		123.0		
	Taxes Receivable	A	D D	N N					
Credit Normal balance	Loans Receivable	A	D	N					
Dalance	Property, Plant, and Equipment	A	D	Ν					
	Clos	ing Pkg L	Tot ine R		-500.0	Closing	-125.0 Package Li	,	/iew 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 Re	classifi	catio	n~	SA	V 03-MAY-04	01.43	.03.000)PM :					:≚ ⊼ ×
- Header													
Entity: 7097 VERIFYIN	IG TEST E	ENTIT	Υ-	OCE	BOA					Repo	rted I	n: DOLLARS	
Fiscal Year: 2002 PD: QTR	4 - YTD		ST	MT:	BALANCE SH	FFT				Decima			
	. 4 - 110		0.	mir.	DUCUMOE ON					Decimo			
Agency Line Description													
Ane	ncy Line	Desi	orint	ion		Acct Type		E/N	200)2:QTR 4 - YTD		2001:QTR 4 - Y	TD
Accounts Payable	noy Enio		onipi			L		F	200	300.		2001.00110 4 5 1	25.0
					,	-		iance:			.0		.0
	Credit N	Norn	nal	bal	lance		r run	ianoo.					
Closing Package Reclass	P	NCCI -								2001:QTR 4 - 1	TD	Line Item	
Closing Package Line Item	T	_		_	2002:QTR 4 - 1		2001:Q		_	Previously Rep	orted	Changes	
Accounts Payable			Ĉ	Ν	3	0.00			25.0		_		25.0 📤
Federal Debt securities held by			С	N		_			_		_		
Federal employee and veteran			С	N		_			_		_		
Environmental and disposal liak	oilities L	-	С	Ν		_			_		_		_
Benefits due and payable	L	-	С	N		_			_		_		
Loan guarantee liabilities			С	Ν							_		
			Tot	al:	-3	00.0		-:	25.0	l		L	25.0
	Closing Pl	kg Lir	ne R	ecla	ssification Repo	ort	Closing	Packag	je Lin	e Definitions	Viev	w 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.

	🙀 Closing Package-Line Reclassification~ SAV-03-MAY-04-01.43.03.000 PM - DODODODODODODODODODODODO 🗹 🗩 🗙
	- 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 Acct
	Agency Line Description 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
Credit Normal balance	Closing Package Reclassification Acct 2001:QTR 4 - YTD Line Item
	Closing Package Line Item Type NB F/N 2002:QTR 4 - YTD 2001:QTR 4 - YTD Previously Reported Changes
	Cash and Other Monetary Assets A D N 300.0 25.0 25.0
	Federal Debt securities here if by the pu L C N
Debit Normal	Everal employee and veteran benefit L C N
Balance	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.

Entity: 7909 TREASURY		Reported	In: DOLLARS	
Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE	SHEET	Decimal Po	oint: TVVO	
Final Flag:				
Audit Detail				
Agency Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD		
Liabilites]	Reclassify	JA
Accounts Payables	250.00	100.00	Reclassifv	
Other Liabilites	250.00	100.00	Reclassify]_
Total Liabilities	-500.00	-200.00	Reclassifv].
			Reclassify	J
Net Position			Reclassify	
Unexpended Appropriations	250.00	100.00	Reclassifv	j-
Cumlative Results from Operations	250.00	100.00	Reclassify	1
Total Net Position	-500.00	-200.00	Reclassifv	
			Reclassifv	ĪĿ

- 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

🙀 Closing Package Line R	eclassificati	on~ SA	V 01-JUN-04 10.14	5.57.000 AM 🔅	000000000000000000000000 ≝ л ×
- Header					
Entity: 7909 TREASL	IRY				Reported In: DOLLARS
Fiscal Year: 2002 PD: QT	R 4 - YTD	STMT:	BALANCE SHEET		Irrent Open
Agency Line Description -			.	Per	riod Amount Prior Period Amount
۵a	ency Line De:	scription	Асс Туре		2008 QTR 4 - YTD 2001:QTR 4 - YTD
Accounts Payables		oon phon	L		250.00 100.00
		Г	<u> </u>	Verience: [.00 .00
Closing Package Reclassifica	ation Acct		Current open per amount column	displays	2001:QTR 4 - YTD Line
Closing Package Line Item	Туре	NB FA	amounts from th	e GF002	TD Previousl Prior Period amounts
Accounts Payable	L	CN	module		column is populated from
Federal Debt securities held b	y the pull	CN			the GF002 module.
Federal employee and veteral	n benefit L	CN			
Environmental and disposal lia	abilities L	CN			
Benefits due and payable	L	CN			
Loan guarantee liabilities	L	CN			
		Total:	-250.00	-100	0.00 100.00
	Closing Pkg L	ine Recla	ssification Report	Closing Packag	e Line Definitions View ATB Data
			Submit	Close	

Field Name	Functional Description	Attributes	Setting Options
Entity	Entity is a 4-digit value for an organization that was established in DBA055 screen.	 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.	 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.	 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.	 STMT is a required field. Only those financial statements flagged as FINAL in GF002 are available in GF003. 	 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.	 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.	 The value is automatically populated from the assignment made in GF002. Not editable by the user in GF003. 	Zero, one, two. Must be assigned ir GF002.
Final Flag	Validates that the statement is COMPLETE.	 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.	 Current Period Amount is un- modifiable. The amount displayed is from the GF002 screen. 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.	 Prior Period amount is un- modifiable. The amount displayed is from the GF002 screen. 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,

leader Entity:						Reported	In:	
iscal Year: PD:	ST	MT:				Decimal Po	int:	
Agency Line Description Age	ency Line Amou Perio where amou reclas	ent Open d amount is e agency lines unts are ssified into ng Package	Var	Prior Perio Amount is agency line reclassified closing pac	where s are into		:	
Closing Package Reclassifica	Line	lig Fackage Items.		line items.				
Closing Package Reclassifica Closing Package Line Item	Line			line items.	Previous	: Iy Reported	Line Item Changes	
	Line			line items.	Previous	ily Reported		
	Line			line items.	Previous	sly Reported		

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.	 Current Period Amount is not editable by the user. The amount displayed is from the GF002 screen. 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.	 Prior Period amount is not editable by the user. The amount displayed is from the GF002 screen. 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.	 Closing Package is a required field 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.	 Current Open Period is a required field. 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. The column header dates come default to the current open period that is controlled in the DBA061 screen. 	 The maximum character length 15 characters. Amounts entered can be positive or negative.
Previously Reported	Previously Reported amounts are values that have been previously reported in prior Financial Statement Templates	 Previously Reported is a non- modifiable field. Values displayed are automatically populated from previous statements. Values will only be displayed if the mapping of the prior period financial statement and the current statement are the same. 	 The maximum character length 15 characters. 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.	 Line Item Changes is un- modifiable. 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.	 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. The final flag cannot be checked until all variance amounts for all financial statements are zero. 	 The maximum character length 15 characters. Amounts entered can be positive or negative.
Previously Reported	Previously Reported amounts are values that have been previously reported in prior Financial Statement Templates	 Previously Reported is a non- modifiable field. Values displayed are automatically populated from previous statements. 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.	 The description is displayed though an LOV. The user should set the cursor into the Closing Package Line item and press the Closing Package Line Definition button. The FR Line descriptions that populate the LOV are created in and are populated from the DBA064 screen. 	 The program automatically populates FR Line definition related to the selected financial statement line. 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

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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.

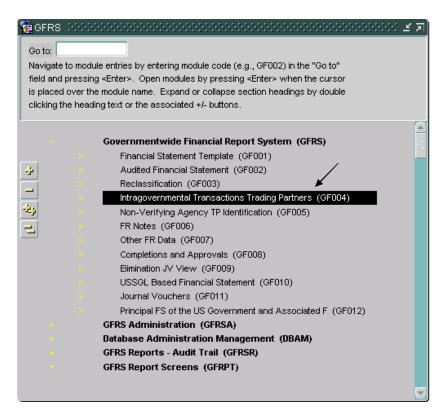
To be displayed in the GF004 module, all of the financial statements in GF003 must have their final flags checked.

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 **e**? 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).

	Entity: 1200 DEPARTMENT OF AGRICULTURE		Reported In: M	
Fisc	al Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHE	ET	Decimal Point: Z	ERO
Fin	al Flag: 🔽 🛛 Intragovernmental Closing Package Line Item	Report		
Closi	ng Package Line - Agency Federal Reclassified			
\genc FS	y Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD	
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.

3. 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.

Eorm Edit Block Field Record Query Window Help								
	1 fi 🖌 🗹 🗹 🖌 🖕 🔺 🖉 😫 🔶		6 7	D				
🙀 Intrag	overnmental Trading Partners Screen - GF004~ SAV 03	-MAY-04 03.51.48.00	ю РМ СКОКСКА	>>>>> ⊻ ⊼ ×				
Header								
Entity: 1200 DEPARTMENT OF AGRICULTURE Reported In: MILLIONS								
Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal Point: ZERO								
Fina	Final Flag. 🔽 Notragovernmental 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	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				
) <u> </u>			Partners				
	J			Partners.				
	Close							
	• • •							

Department of the Treasury Financial Management Service Section 2:

Module GF004 – Intragovernmental Transactions Trading Partners

Intragovernmental Trading Partners Screen - GF004~ SAV 03-MAY-04 (Header Entity: Fiscal Year: PD: STMT: Final Flag: Intragovernmental Closing Package Line Item Report Closing Package Line - Agency Federal Reclassified Agency FS Closing Package Line Description	33.51.48.000 PM 00000000000000000000000000000000
	Partners.
	Partners
	Partners 🔻
Çlose	

Intragovernmental Trading Partners Scre	en - GF004	~ SAV 01-JUN-04 10.15.57.000 AM	≚ ⊼ X
Header			
Entity:		Reported In:	
Fiscal Year: PD: S	ГМТ:	Decimal Point: Z	ERO
Final Flag: Intragovernmental Closin	ng Package L	ine Item Report	
Closing Package Line - Agency Federal Recla	ssified		
Agency			
FS Closing Package Line Desc		: :	
	Values for I	Department Code DOGGOGGOGGOGGOGGOG	<pre> Partners </pre>
			Partners.
	Find %		Partners
		1	Partners.
	Depart	Department Name	Partners.
	7746	LONG TEST	Partners
	7802	Farm Credit System Insurance Corporation	Partners.
	7909	TREASURY	Partners
	7998	TEST	Partners. 💌
	7999	TESTR	
		Eind QK Cancel	

- 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.

	Entity: 7909 TREASURY al Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHE al Flag: Intragovernmental Closing Package Line Item		Reported In: D		
Closii genc FS	ng Package Line - Agency Federal Reclassified y Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD		
IS .	Accounts Receivable	500.00	200.00	Partners	<u>-</u>
IS .	Accounts Payable	250.00	100.00	Partners	
IS .	Other Liabilities (without reciprocals)	250.00	100.00	Partners	
				Partners.	
	- i			Partners	

Head	Entity: 7909 TREASURY	Popu GF0	ulated from th 02 manual	ported In: D	
	al Year: 2002 PD: QTR 4 - YTD STM al Flag: Intragovernmental Closing		ort	From the GF003 Module	
Closir Igenci FS	ng Package Line - Agency Federal Reclass		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
	Agency FS displays the				Partners
	financial statement that				Partners
	the Closing Package line				Partners.
	item was reclassified				
	from.				

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

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 GFRS 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 Partners.

1. Detailed Instructions:

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

Fiscal	Intity: 7909 TREASURY Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEE		Reported In: DOLLARS Decimal Point: TWO	
Closin	Flag: Intragovernmental Closing Package Line Item F	C	lick on the Partn identify Tradin	erb surrom
gency FS	Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD	
es 🛛	Accounts Receivable	500.00	200.00	Partners
es 🛛	Accounts Payable	250.00	100.00	Partners
es 🛛	Other Liabilities (without reciprocals)	250.00	100.00	Partners
				Partners.
				Partners
				Partners.

- 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.

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Section 2: Module GF004 – Intragovernmental Transactions Trading Partners

- 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.

Image: Second								
	Closing Package Line Description 2002;QTR 4 - YTD 2001;QTR 4 - YTD							
Accour	Accounts Payable 250.00 10							
			Variance:		150.00	50.00		
GFRS Entity 1200	Entity Name Department of Agriculture	2002:QTR 4 - YTD 100.00	2001:QTF	2 4 - YTD Pri 51.00	2001:QTR 4 - Y eviously Repor	TD Line Item ted Changes 50.00		
1300 1400	Department of Commerce Department of the Interior							
1500	Department of Justice							
1601	Department of Labor	i i						
1602	Pension Benefits Guarantee Corporation							
	Total:	100.00		50.00		50.00		
	Trading Partner Ide	ntification Report	Closing Pa	ckaqe Line D	efinitions	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.

- Heade		N-04 10.15.57.000 A	M CHERCHERCHERCHERCH	~~~~~~	२०००००० ⊻ ज ×			
Er	ntity: 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							
Accour	nts Payable			250.00	100.00			
	Variance:							
- Tradin	g Partners		/					
GFRS	-			2001:QTR 4 - YTD	Line Item			
Entity	Entity Name	2002:QTR 4 - YTD	2001:QTR 4 - YTD	Previously Reported	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 Ide	ntification Report	Closing Package Line	Definitions	ATB Data			
	Submit Close							

6. 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.

- Heade En	tity: 7909 TREASU			M - Seseseseseseses			OLLARS	< ה
Closing Values for Previously Reported are automatically populated from prior period templates that have already been reported. 2:QTR 4 - YTD 2001:QTR 4 - YTD Accounts Payable 100.00 100.00 .00 .00 Trading Partners 2001:QTR 4 - YTD Line Item								
Entity	Entity Nam	ne	2002:QTR 4 - YTD	2001:Q	Previously Rep		hanges	
1200	Department of Agricul	ture	100.00	1 00	0		50.00	J <u></u>
1300	Department of Comme	rce	100.00	25.0	00		25.00	
1400	Department of the Inte	rior	50.00	25.0	00		25.00	J
1500	Department of Justice	.]						
1601	Department of Labor							J
1602	Pension Benefits Gua	rantee Corporation						
		Total:	250.00	1000	00		100.00]
	[Trading Partner Iden	tification Report	Closing Package Li	ne Definitions	View AT	∃ Data	
			Submit	Çlose				

• 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.

Trading Partner Identification~ SAV 01-JUN-04 10.15.57.000 AM 00000000000000000000000000000000								
Closing Package Line Description Accounts Payable The value displayed in the Line Item Changes field result from the value in the prior - period field being subtracted from the value in the Previously Reported field. .00								
GFRS Entity		2002:QTR 4	I - 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							

- Click on the "Submit" Submit button to save changes and return to the main form. Click on the "Close" Close button to exit the screen without saving changes.
- 8. Click on the "Closing Package Line Definitions"

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.

🧑 Tradii	ng Partner Identifica	ation~ SAV 01-JUN	4-04 10.15.57.000 A	м жеже			०००० ≝ ज ×
- Heade	r						
	itity: 7909 TREASU	JRY			Rep	orted In: DOL	LARS
Fiscal Y	/ear: 2002 PD: QT	R 4 - YTD STM	T: BALANCE SHEET		Decin	nal Point: TVV	0
				/			
	0	ien Deelvene Liee De			2002:QTR 4 - YTD	2001-OT	R4-YTD
Accour	its Payable	sing Package Line Des	scription		250.00		100.00
				Variance:	.00		.00
<u> </u>							
GFRS	g Partners				2001:QTR 4 -	vero Line	eltern
Entity	Entity Na	me	2002:QTR 4 - YTD	2001:QTR 4 -	- YTD Previously Rep	orted Cha	anges
1200	Department of Agricu	ulture	100.00		50.00		50.00 🔺
1300	Department of Comm	erce	100.00		25.00		25.00
1400	Department of the Int	erior	50.00		25.00		25.00
1500	Department of Justic	e					
1601	Department of Labor						
1602	Pension Benefits Gu	arantee Corporation]				
		Total:	250.00	1	100.00	\mathbf{Z}	100.00
		Trading Partner Iden	tification Report	Closing Booko	ge Line Definitions	View ATB I	Data
		Trading Partner iden	uncation Report	Clusing Packa		VIEW ATO I	Data
			Culura 1	cl			
			Submit	Close			

Closing Package Line Description Date	
ACCOUNTS PAYABLE 01-OCT-2003	
losing Package Line Definition	
he 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. he balance of Federal accounts payable is equivalent to USSGL accounts: 2110F, ¿Accounts Payable¿; 120F, ¿Disbursements in Transit¿; 2130F, ¿Contract Holdback¿;, 2190F, ¿Other Accrued Liabilities¿; and 390F, ¿Other Liabilities.¿	(d) 2000000 [b]

- 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.

Head	povernmental Trading Partners Screen - GF004~ SAV 01 er Entity: 7909 TREASURY	-JUN-04 10.15.57.01	DO AM COORCECCO	OLLARS	<u> 또</u> 지
Fina	al Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET	port	Decimal Point: T	WO	
Agenc' FS	ng Package Line - Agency Federal Reclassified y 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	j
BS	Other Liabilities (without reciprocals)	250.00	100.00	Partners	j
				Partners	
				Partners	
][]			Partners	
]			Partners	
				-	
]			Partners	

• 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" View ATB Data button to view the Adjusted Trial Balance Data for the Trading Partners displayed on the screen.

	ntity: 7909 TREASU	JRY R4-YTD STM	T: BALANCE SHEET			Repo Decima	_	DLLARS
	Clos	sing Package Line Des	scription		2002:QTR	4 - YTD	2001:G	TR 4 - YTD
Accour	nts Payable					250.00		100.00
				Variance:		.00		.00
GFRS				2004-OTP	20)01:QTR 4 - Y	/TD Lii	ne Item
GFRS Entity 1200	Entity Na		2002:QTR 4 - YTD 100.00	2001:QTR	4 - YTD Pre 50.00)01:QTR 4 - Y viously Repor	/TD Lii rted Cł	nanges 50.00
GFRS Entity 1200 1300	Entity Na Department of Agricu Department of Comm	utture erce	100.00 100.00	2001:QTR	4 - YTD Pre ⁻ 50.00 25.00	01:QTR 4 - Y viously Repor	/TD Lii rted Cł	50.00 25.00
GFRS Entity 1200 1300 1400	Entity Na Department of Agricu Department of Comm Department of the Int	ulture ierce	100.00	2001:QTR	4 - YTD Pre 50.00	001:QTR 4 - Y viously Repor	/TD Lii Inted CH	nanges 50.00
GFRS Entity 1200 1300 1400 1500	Entity Na Department of Agricu Department of Comm Department of the Int Department of Justic	ulture erce erior e	100.00 100.00	2001:QTR	4 - YTD Pre ⁻ 50.00 25.00	001:QTR 4 - Y viously Repor	/TD Lii hted Cł	50.00 25.00
GFRS Entity 1200 1300 1400 1500 1601	Entity Na Department of Agricu Department of Comm Department of the Int Department of Justic Department of Labor	ulture	100.00 100.00	2001:QTR	4 - YTD Pre ⁻ 50.00 25.00	01:QTR 4 - Y	rtD Lii	1anges 50.00 25.00 25.00
GFRS Entity 1200 1300 1400 1500 1601	Entity Na Department of Agricu Department of Comm Department of the Int Department of Justic	ulture	100.00 100.00	2001:QTR	4 - YTD Pre ⁻ 50.00 25.00	001:QTR 4 - Y	rted Ct	50.00 25.00

• 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.

6	🙀 ATB Da	ta~ SAV (01-JUN-04 10.15.57	.000 AM					≝ ज ×
	- Header -								
	Entity	r: 7909	TREASURY				Reported	in: DOLLAR	s
Trading partner is populated from the	e		PD: QTR 4 - YTD	STMT:	BALANCE SH	IEET	Decimal Poi	nt: TVVO]
FACTS I interface linked to the appro GFRS entity.		-	e Description Closing Packa	ge Line [)escription		2002:QTR 4 - YTD		
·		ayable					250.00		
\backslash						1			
		mation				2002:QTR 4 - YTD	2002:QTR 4 - YTD		
	TP No		Dept Descripti	ion		ATB Actual Dollars	ATB Rounded		
	00 N	ot Available	9			-116,153,511.76	-116,153,511.7	SGL Detail	
	03 L	IBRARY OF	CONGRESS			-1,911.15	-1,911.15	SGL Detail	
	10 T	HE JUDICIAI	RY			-4,366.27	-4,366.27	SGL Detail	.] ^
	12 A	GRICULTUR	RE			-4,792,000.05	-4,792,000.05	SGL Detail]-
	14	ITERIOR				-26,610.60	-26,610.60	SGL Detail	.
	15 J	USTICE				-92,770.19	-92,770.19	SGL Detail	.
	16 L	ABOR				-11,187,994.38	-11,187,994.3	SGL Detail] 🛛 🛛
						ATB Data Report	Select to Accept		
					Close				

2. Click on the "ATB Data Report" 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.

	Data~: SAV 01-JUN-04 10.15.57.000 AM 19999999999			≪ ल र ≝ ज ×
- Heade	ər —			
Er	ntity: 7909 TREASURY		Reported	n: DOLLARS
Fiscal ^v	Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHI	EET	Decimal Poi	nt: TWO
Closin	g Package Line Description			
	Closing Package Line Description		2002:QTR 4 - YTD	
Accou	ints Payable		250.00	
C ATB Ir	nformation			
75.11			2002:QTR 4 - YTD	
TP No	Dept Description	ATB Actual Dollars	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).
- 4. Press the "Close" **Close** button to exit the screen and return to the previous screen.
- 5. Press the "SGL Detail" 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.

현 АТВ	Data~ SAV 01-JUN-04 10.15.57.000 AM 00000000	**********************		२२२२२ ≚ ज ×
- Heade	er			
Er	ntity: 7909 TREASURY		Reported	n: DOLLARS
Fiscal Y	Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHI	EET	Decimal Poi	nt: TVVO
Closin	g Package Line Description			
			2002:QTR 4 - YTD	
	Closing Package Line Description			
Accou	ints Payable		250.00	
C ATB In	nformation	2002:QTR 4 - YTD		<u> </u>
TP No	Dept Description	ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded	
	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
	у р. у			
		ATB Data Report	Select to Accept	
	Close			
	1 Distance 1	///		

SGL Detail Form

🖉 SGL I	Detail~ SAV 01-JUN-04 10.15.57.000	AM 🗄	2002.	÷÷			***********		999999 👱	л×
- Header	,									
Er	tity: 7909 TREASURY							Reported In:	OLLARS	
Fiscal Y	/ear: 2002 PD: QTR 4 - YTD STM	IT: BAL	.ANCE	SHE	ET			Decimal Point: T	WO	
	Closing Pa	ckage L	ine De	escrip	tion			2002:QTR 4 - YTE)	
Accou	nts Payable]	250.0	00	
							2002:QTR 4 - YTD	2002:QTR 4 - YTD		
TP No 03	Trading Partner Na LIBRARY OF CONGRESS	ame					ATB Actual Dollars -1,911.15	ATB Rounded -1,911.1	5	
							1,011.10			
SGL D	etail						2002-075-4 1/75			
SGL	Description	F/N	TP	хл	S/A	BSF	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded		
2190	Other Accrued Liabilities	F	03	U	U	U	-1,911.15	-1,911.15	Bureau	AL
								1,01110	Daroaam	
									Bureau	
				E	E				Bureau Bureau	
									Bureau Bureau Bureau	20.
									Bureau Bureau Bureau Bureau	1000
									Bureau Bureau Bureau	2222
									Bureau Bureau Bureau Bureau Bureau	
									Bureau Bureau Bureau Bureau Bureau	
									Bureau Bureau Bureau Bureau Bureau Bureau	
								GGL Detail Report	Bureau Bureau Bureau Bureau Bureau Bureau Bureau	

- 6. To print the ATB information displayed on the screen, click on the "SGL Detail Report" 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).

	ntity: 7097 VERIFYING TEST ENTITY	- OCBOA						Reported In:	OLLARS	
scal '	Year: 2002 PD: QTR 4 - YTD S	TMT: BAL	.ANCE	SHE	ET			Decimal Point:	NE	
	Closing	Package L	ine De	escrip	tion			2002:QTR 4 - YTI)	
Ассоц	unts Payable							300	1.0	
TP No	Trading Partner	Name					2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded		
03	LIBRARY OF CONGRESS						-14,378.38	-14,378	.4	
440	Description	E	02		0		ATB Actual Dollars	ATB Rounded	Burgary	
110	Accounts Payable	F	03	U	A	U	-14,378.38		Bureau Bureau	
110			03	U	A				Bureau Bureau	
110			03		A				Bureau Bureau Bureau	
110			03		A				Bureau Bureau	
110									Bureau Bureau Bureau Bureau	
110									Bureau Bureau Bureau Bureau Bureau	
110									Bureau Bureau Bureau Bureau Bureau	

- 6. Click on the "Close" 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"
 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" Bureau... button.

🩀 SGL Detail~ SAV 01-JUN-04 10.15.5	7.000 AM 👾						20000 <u>-</u>	′ ज ×
Header Entity: 7909 TREASURY						Reported In:	OLLARS	
Fiscal Year: 2002 PD: QTR 4 - YTD	STMT: BALA	NCE SHE	ET			Decimal Point: р	NO	
	ing Package Lin	e Descrip	tion			2002:QTR 4 - YTE	_	
Accounts Payable					2002:QTR 4 - YTD	250.0 2002:QTR 4 - YTD	00	
TP No Trading Par	ner Name				ATB Actual Dollars	ATB Rounded		
03 LIBRARY OF CONGRESS					-1,911.15	-1,911.1	5	
C SGL Detail						١	`	
SGL Detail	F/N	тр хлт	S/A	BSF	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded		
2190 Other Accrued Liabilities	F)3 U	U	U	-1,911.15	-1,911.15	Bureau	וםנ
							Bureau	
							Bureau	
							Bureau	
							Bureau	
							Bureau	
							Bureau	
							Bureau	
							Bureau	
							Bureau	
	Close	Ret	urn to	Trading	Partner Screen	GL Detail Report		

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

leader Entity: 7909 T	REASURY									Reporte	d In:	DOLLARS	_
		ODUT		105.01					_				
scal Year: 2002 F	PD: QTR 4 - YTD	STMT:	BALAP	NCE SF	HEEI					Decimal P	oint:	TVVO	
		Closing	Packad	ge Line	e Desc	cription					200	2:QTR 4 - YTI	D
Accounts Payable			-	-	-		-				-	250	.00
								2002.0	9TR 4 - Y	(TD	2002	2:QTR 4 - YTE)
No	Trading Partner N	lame						ATB A	ctual Dol	lars	A	TB Rounded	
B LIBRARY OF	CONGRESS								-1	,911.15		-1,911	.15
								2002:0)TR 4 - Y	TD	2002:	:QTR 4 - YTD	
GL	Description		F/N	TP	ХЛ	S/A B	SF	ATB Ac	tual Dolla		A	ATB Rounded	_
90 Other Accrue													
	d Liabilities	1	F	03	U				2	1,911.15		-191	1.15
ureau Detail Ireau	Bureau Nam	e	F	03	U	2002:	QTR 4	I - YTD Dollars	2002:0	TR 4 - YTD Rounded	_		
lureau Detail	Bureau Nam	e	F	03		2002:	QTR 4		2002:0	TR 4 - YTD	_	-191 [.] ATB Code	1.15
ureau Detail Ireau	Bureau Nam	e	F	03		2002:	QTR 4	Dollars	2002:0	TR 4 - YTD Rounded	5		
ureau Detail Ireau	Bureau Nam	e	F	03		2002:	QTR 4	Dollars	2002:0	TR 4 - YTD Rounded	5	ATB Code	
ureau Detail Ireau	Bureau Nam	e	F	03		2002:	QTR 4	Dollars	2002:0	TR 4 - YTD Rounded	5	ATB Code ATB Code	
ureau Detail Ireau	Bureau Nam	e	F	03		2002:	QTR 4	Dollars	2002:0	TR 4 - YTD Rounded	5	ATB Code ATB Code ATB Code ATB Code ATB Code	
ureau Detail Ireau	Bureau Nam	e	F	03		2002:	QTR 4	Dollars	2002:0	TR 4 - YTD Rounded	5	ATB Code ATB Code ATB Code ATB Code ATB Code ATB Code	
ureau Detail Ireau	Bureau Nam	e	F			2002:	QTR 4	Dollars	2002:0	TR 4 - YTD Rounded	5	ATB Code ATB Code ATB Code ATB Code ATB Code	

8. Click on the "Bureau SGL Detail Report" Bureau SGL Detail Report to print a report of the ATB information displayed on the screen.

	AV 01-JUN-04 10.1	5.57.000 A	AM (RE)			-000C					/
Header Entity: 7909	TREASURY								Reported	In: DOLLARS	
iscal Year: 2002	PD: QTR 4 - YTD	STMT: E	BALANC	E SHEE	T				Decimal Poir	nt: TWO	
		Closing F	Package	Line D(escriptio	'n				2002:QTR 4 - YT	D
Accounts Payable										250	.00
P No	Trading Partner N	Name						QTR 4 - YTi .ctual Dollar	-	2002:QTR 4 - YTI ATB Rounded)
I3 LIBRARY OF	CONGRESS							-1,9	911.15	-1,911	.15
							2002-0	ATR 4 - YTU	• •	2002:QTR 4 - YTD	
SGL	Description		F/N	TP XJ	/T S/A	BSF		tual Dollars		ATB Rounded	
SGL 2190 Other Accru				TP X. 03 U	_	BSF U		tual Dollars			
190 Other Accru Bureau Detail ureau	ed Liabilities Bureau Nam	IC			U 20	U 102:QTF	ATB Ad	tual Dollars -1,9	8 911.15 R 4 - YTD punded	ATB Rounded -191	1.15
190 Other Accru Dureau Detail ureau	ed Liabilities Bureau Nam	ne			U 20	U 102:QTF	ATB Ad	tual Dollars -1,9 2002:QT	8 911.15 R 4 - YTD	ATB Rounded -191 ATB Code	
190 Other Accru Dureau Detail ureau	ed Liabilities Bureau Nam	ie			U 20	U 102:QTF	ATB Ad	tual Dollars -1,9 2002:QT	8 911.15 R 4 - YTD punded	ATB Rounded -191 ATB Code ATB Code	1.15
90 Other Accru Iureau Detail Ireau	ed Liabilities Bureau Nam	ie			U 20	U 102:QTF	ATB Ad	tual Dollars -1,9 2002:QT	8 911.15 R 4 - YTD punded	ATB Rounded -191 ATB Code ATB Code ATB Code	1.15
190 Other Accru Dureau Detail ureau	ed Liabilities Bureau Nam	le			U 20	U 102:QTF	ATB Ad	tual Dollars -1,9 2002:QT	8 911.15 R 4 - YTD punded	ATB Rounded -191 ATB Code ATB Code ATB Code ATB Code	1.15
90 Other Accru Iureau Detail Ireau	ed Liabilities Bureau Nam	ie			U 20	U 102:QTF	ATB Ad	tual Dollars -1,9 2002:QT	8 911.15 R 4 - YTD punded	ATB Rounded -191 ATB Code ATB Code ATB Code ATB Code ATB Code	1.15
190 Other Accru Dureau Detail ureau	ed Liabilities Bureau Nam	ie			U 20	U 102:QTF	ATB Ad	tual Dollars -1,9 2002:QT	8 911.15 R 4 - YTD punded	ATB Rounded -191 ATB Code ATB Code ATB Code ATB Code ATB Code ATB Code	1.15
190 Other Accru Bureau Detail ureau	ed Liabilities Bureau Nam	IE			U 20	U 102:QTF	ATB Ad	tual Dollars -1,9 2002:QT	8 911.15 R 4 - YTD punded	ATB Rounded -191 ATB Code ATB Code ATB Code ATB Code ATB Code	1.15

- 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" 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"
 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" 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.

🙀 Bureau Detail~ SAV 01-JUN-04 10.15	.57.000 AM 😳			-00					≝র≻
Header Entity: 7909 TREASURY								DOLLARS	_
Entry: 7909 TREASORT						Repor	ted In:	DOLLARS	
Fiscal Year: 2002 PD: QTR 4 - YTD	STMT: BALAN	ICE SHEET				Decimal	Point:	TWO	
	Ola - in a Da alana						20	002:QTR 4 - YTD	
	Closing Packag	je Line Des	scription				20		_
Accounts Payable								250.	00
						TR 4 - YTD		02:QTR 4 - YTD	
TP No Trading Partner Na	ame			_	ATB Ac	tual Dollars	_	ATB Rounded	
03 LIBRARY OF CONGRESS						-1,911.15		-1,911.	15
						TR 4 - YTD	200	2:QTR 4 - YTD	
SGL Description 2190 Other Accrued Liabilities	F/N	ТР X/Т 03 U		BSF U	ATB Act	ual Dollars -1,911.15	_	ATB Rounded -1911	15
2190 Other Accrued Liabilities		05 0		0	I	-1,911.15	L	-1911	.15
- Bureau Detail								\backslash	
					R 4 - YTD	2002:QTR 4 - YT	D		
Bureau Bureau Name			ATB	Actu	al Dollars	ATB Rounded	45	ATD Orde	ษไ
2009 Internal Revenue Service			<u> </u>		-1,911.15	-1,911	.15	ATB Code	
							_	ATB Code	
								ATB Code	
								ATB Code	
								ATB Code	
								ATB Code	
]						ATB Code	
								ATB Code] 🖸
	Close	Detun	to Tundi	D	rtner Screen	Bureau SG	L Dat	ail Damant	

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

🧙 ATB Code Detail~ SAV 01-JUN-0	4 10.15.57.000 AM						≍ ≚র>
Header Entity: 7909 TREASURY	_				Rep	orted In: DOLL	ARS
Fiscal Year: 2002 PD: QTR 4 - YTD	STMT: BAL	ANCE SHEE	T		Decim	al Point: TWO	
	Closing Package	Line Descrip	tion			2002:QTR 4	- YTD
Accounts Payable							250.00
19140	Partner Name			2002:QTR 4 - YT ATB Actual Dollar	5	2002:QTR 4 ATB Roun	ded
03 LIBRARY OF CONGRESS					911.15		-1,911.15
SGL Description	F/N	тр хл	S/A BSF	2002:QTR 4 - YTE ATB Actual Dollars	3	2002:QTR 4 ATB Rour	
2190 Other Accrued Liabilities	F	03 U	UU	-1,5	911.15		-1911.15
ATB Code Detail				2002:QTR 4 - YTD	2002-02	TR 4 - YTD	
Bureau	Bureau Name			ATB Actual Dollars		Rounded	
2009 Internal Revenue Ser	vice			-1,911.15		-1,911.15	
1	ATB Code	2002:QTR 4 ATB Actual		002:QTR 4 - YTD ATB Rounded			
↓ Į	20090912	-	1,911.15	-1,911.15			
						1	

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

	Entity: 7909 TREASURY al Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SH al Flag: Intragovernmental Closing Package Line Iter		Reported In: D Decimal Point: T		
Closif .genc FS	ng Package Line - Agency Federal Reclassified y Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD		
9S	Accounts Receivable	500.00	200.00	Partners	
9S	Accounts Payable	250.00	100.00	Partners	
9S	Other Liabilities (without reciprocals)	250.00	100.00	Partners	
				Partners.	
				Partners.	
				Partners.	
	1			Partners.	
]			Partners.	

Department of the Treasury Financial Management Service Section 2:

Module GF004 –

Intragovernmental Transactions Trading Partners

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

Entity: 7909 TREASURY				OLLARS	
Fisc	al Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEE	T	Decimal Point:	NVO	
Fin	al Flag: 🔽 Intragovernmental Closing Package Line Item F	Report			
	ng Package Line Agency Federal Reclassified				
genc FS	y Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD		
IS	Accounts Receivable	500.00	200.00	Partners	
IS	Accounts Payable	250.00	100.00	Partners	
IS	Other Liabilities (without reciprocals)	250.00	100.00	Partners	
				Partners.	
				Partners.	
				Partners.	
				Partners	
				Partners	
				Partners.	5

- 3. 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" Cox 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:

	Entity: 7909 TREASURY al Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SH al Flag: Intragovernmental Closing Package Line Ite		Reported In: D Decimal Point: T		
Closir .genc' FS	ng Package Line - Agency Federal Reclassified y Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD		
)S	Accounts Receivable	500.00	200.00	Partners	
)S	Accounts Payable	250.00	100.00	Partners	
)S	Other Liabilities (without reciprocals)	250.00	100.00	Partners	
				Partners	
				Partners.	
				Partners	Ī
		Close			

Field Name	Functional Description		Attributes	Setting Options
Entity	Entity is a value for a federal agency that was set up in DBA055 screen.	1. 2.	Entity is a required field. Automatically populated	None.
			based on user permissions. If no statements are FINAL in GF003, this field will remain blank.	
Agency Financial Statement	Agency financial statement is where financial statement that the closing package line was reclassified from.	1.	Automatically populated with the record.	None.
Fiscal Year	Fiscal Year is the current open fiscal year that is assigned by	1.	Fiscal Year is a required field.	None
	the system administrator in DBA061.	2.	The value displayed is automatically populated from the DBA061 screen.	
		3. 4.	Only one fiscal year can be open at time. Not editable by the user.	
PD (Period)	PD is the current open period that is assigned by the system	1.	PD (Period) is a required field	None
	administrator in DBA061.	2.	The value displayed is set by the System Administrator in the DBA061 screen	
		3. 4.	Only 1 period may be open at a time Un-modifiable	
STMT	STMT is the financial statement type for a selected entity.	1. 2.	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.	1.	Reported in is not editable by the user. The setting is retrieved_from the GF002 module.	Refer to GF002 to edit this field.
		2.	Reported In is a required field.	
Decimal Place	Decimal Place is the setting for the decimal position placement in the selected financial statement.	1. 2.	Decimal Place is not editable by the user Decimal Place is a required field	Refer to GF002 to edit this field.

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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.	 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.	 View only. 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.	 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.

- Heade Er	ntity: 7909 TREASL	JRY	I-04 10.15.57.000 A	M Debeleringen		rted In: DOLLARS al Point: TWO
	Clos	ing Package Line Des	scription	200	2:QTR 4 - YTD	2001:QTR 4 - YTD
Accourt	nts Payable				250.00	100.00
				Variance:	.00	.00
GFRS Entity 1200	g Partners Entity Na Department of Agricu		2002:QTR 4 - YTD 100.00	2001:QTR 4 - YT 50.	2001:QTR 4 - N Previously Repo	TD Line Item rted Changes 50.00
1300	Department of Comm		100.00	25.		25.00
1400	Department of the Int		50.00	25.		25.00
1500	Department of Justic	e				
1601	Department of Labor	j				
1602	Pension Benefits Gu	arantee Corporation				
		Total:	250.00	100.	00	100.00
		Trading Partner Iden	tification Report	Closing Package L	ine Definitions	View ATB Data
			Submit	Close		

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.	 The closing package line description is defaulted into the Trading Partner Screen from the main form. The closing package line description was created in the GF003. 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	 Un-modifiable Values for current period amount are populated into the field from the Intragovernmental Trading Partner screen. 	None – Informational use only.

Section 2:

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	 Un-modifiable. 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.	 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. 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.	 Closing Package is a required field Trading Partners are identified by the user populating the current and prior with the intergovernmental balance for the selected Trading Partner Un-modifiable 	None
Entity Name	Entity name is the name of the entity (Federal Agency) selected in the GFRS Entity field.	 Un-modifiable 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	 Current Open Period is a required field. Amounts are allocated from the Closing Package Line amount to a selected Trading Partner in the current period amount field. As amounts are entered in the Trading Partner current open amount field the Trading Partners are identified. The column header dates come default to the current open period that is controlled in the DBA061 	 The maximum character length 15 numerical characters. Amounts entered can be positive or negative.

Section 2: Module GF004 – Intragovernmental Transactions Trading Partners

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	 Prior Period is a required field. The column header dates come default to the Prior Period that is controlled in the DBA061 screen. 	 The maximum character length 15 characters. Amounts entered can be positive or negative.
Previously Reported	Previously Reported amounts are values that have been reported in prior Financial Statements.	 Previously Reported is a non- modifiable field. Values displayed are automatically populated from previous statements. 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)	 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.	 A description of the selected Closing Package Line item is displayed when the button is pushed. 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 <u>all</u> 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 – Verifing Entitites

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. <u>Only FACTS I departments that have been cross-walked to GFRS entities will be displayed in GF005</u>.

Entity: 0300 LIBRARY OF CONGRESS Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SH	EET			bint: DOLLARS	
Entity is populated with the Non-Verif entity that has been cross-walked to a related FACTS I department.	fying	YTD (2,659	2001:QTR 4 - YTD	Partners	
Accounts Receivable	8,3	03,088	0	Partners	
nterest Receivable	6	529,019	0	Partners	
Transfers Receivable	6	000,000	0	Partners	
Advances to Others and Prepayments	5,4	93,102	0	Partners	
Accounts Payable	-2,5	664	0	Partners	미신
Transfers Payable	-6	000,000	0	Partners	
Benefit Program Contributions Payable	-2,8	63,775	0	Partners	
Advances from Others and Deferred Credits	-25,3	357,654	0	Partners	
Other Liabilities (without reciprocals)		-3,988	0	Partners	15

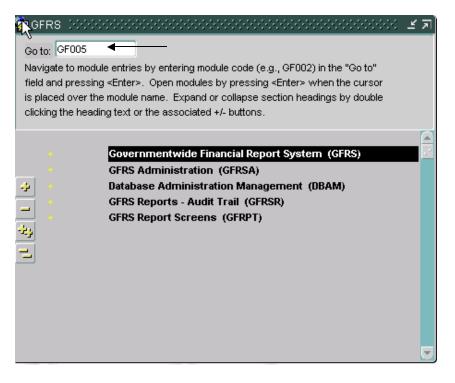
5.3 Retrieving Records

Section 1: Opening the GF005 module

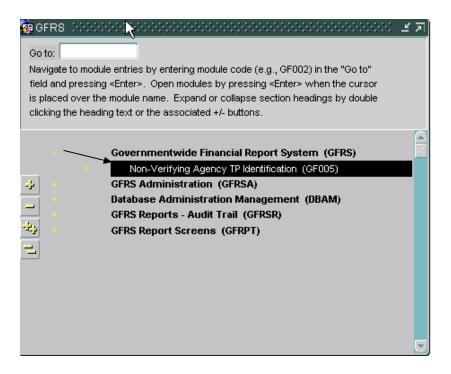
The first step in retrieving financial statement data is to open the GF005 module. There are two methods available to open the screen from the main menu:

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.

	Entity: 0300 LIBRARY OF CONGRESS Fiscal ear: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET			Reported In: DOLLARS Decimal Point: ZERO	
Upon opening the GF005 nodule, the user will view he financial statements for the non-verifying	Closing Package Line - Federal Closing Package Line - Federal Closing Package Line Description 2002:QTR 4 - YTD 2001:QTR 4 - YTD				
ntities to which the user	nvestments	705,992,659	0	Partners	
has been granted access.	Accounts Receivable	8,303,088	0	Partners	īΠ
U	nterest Receivable	529,019	0	Partners	Ī
	Transfers Receivable	600,000	0	Partners	Ī.
	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	JŪ
		Qlose		raimers.	

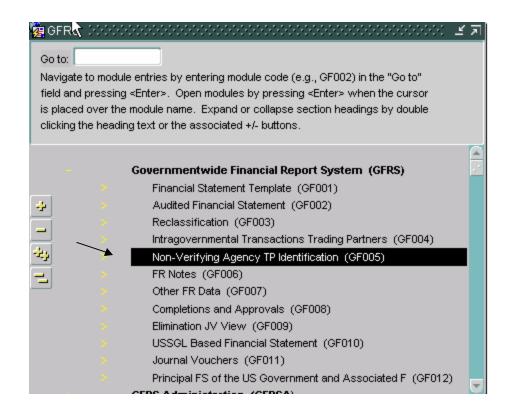
Method 2: Opening the program using menu navigation

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

28 GFRS (000000000000000000000000000000000000	₹ ⊻
Go to:	
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</enter></enter>	
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)	
**	

field and is placed	e to module entries by entering module code (xg., GF002) in the "Go to" d pressing <enter>. Open modules by pressing <enter> when the cursor d over the module name. Expand or collapse section headings by double the heading text or the associated +/- buttons.</enter></enter>	
		F
	Governmentwide Financial Report System (GFRS)	
	Financial Statement Template (GF001)	
÷	 Audited Financial Statement (GF002) 	
_	Reclassification (GF003)	
	Intragovernmental Transactions Trading Partners (GF004)	
÷.	Non-Verifying Agency TP Identification (GF005)	
-	> FR Notes (GF006)	
	> Other FR Data (GF007)	
	Completions and Approvals (GF008)	
	Elimination JV View (GF009)	
	> USSGL Based Financial Statement (GF010)	
	> Journal Vouchers (GF011)	
	Principal FS of the US Government and Associated F (GF012)	
	GFRS Administration (GFRSA)	
	Database Administration Management (DBAM)	
		G

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



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

Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE S Intragovermental Closing Package Line Item Report	HEET	Decimal P	pint: ZERO	
Closing Package Line - Federal Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD		
Investments	705,992,659	0	Partners	J۵
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	12
Accounts Payable	-2,541,664	0	Partners]2
Transfers Payable	-600,000	0	Partners	j –
Benefit Program Contributions Payable	-2,863,775	0	Partners	1
Advances from Others and Deferred Credits	-25,357,654	0	Partners	Ĩ.
Other Liabilities (without reciprocals)	-3,988	0	Partners	je

Section 2: Retrieving records for a single entity

Users can find and retrie ve 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.

ntragovermental Trading Partners Screen - GF005~ 🦸	FRSSA01 01-JUN-04	01.03.53.000 PM 🔅		<u> </u>
Header				
Entity: 0300 LIBRARY OF CONGRESS		Reported	in: Dollars	
Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANC	E SHEET	Decimal Po	oint: ZERO	
Intragovermental Closing Package Line Item Report				
Closing Package Line - Federal Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD		
Investments	705,992,659	0	Partners	16
Accounts Receivable	8,303,088	0	Partners	j
Interest Receivable	529,019	0	Partners	i I
Transfers Receivable	600,000	0	Partners	j .
Advances to Others and Prepayments	5,493,102	0	Partners	j
Accounts Payable	-2,541,664	0	Partners	j
Transfers Payable	-600,000	0	Partners	j
Benefit Program Contributions Payable	-2,863,775	0	Partners	j
Advances from Others and Deferred Credits	-25,357,654	0	Partners	j
Other Liabilities (without reciprocals)	-3,988	0	Partners	JE

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.

			🦻 D	
ntragovernmental Trading Partners Screen - GF0057 S	AV 28-JUN-04 10.40.	37.000 AM 😳 😳		-
Header /				
Entity: 8001 NON-VERIFYING		Reported	In: DOLLARS	
Fiscal Year: 2002 PD: QTR 4 - YTD STMT: STATEMEN	IT OF NET COST	Decimal Po	oint: ZERO	
Intragovernmental Closing Package Line Item Report	1			
Intragovernmental closing Package Line item report	J			
Closing Package Line - Federal				
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	

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

rm Edit Block Field Record Query Window Hel				
	₽ -		🧖 D	
Intragovernmental Trading Partners Screen - GF005-/	BAV 28-JUN-04 10.4	0.37.000 AM		্র সা
- Header				
Entity: 0300		Rep	orted In:	
Fiscal Year: PD: STMT:		Decim	al Point:	_
	1	0000	arronne	
Intragovernmental Closing Package Line Item Report				
Closing Package Line - Federal				
Closing Package Line - Pederal Closing Package Line Description	:QTR 4 - YTD	:QTR 4 - YTD		
			Partners	
]	Partners.	
			Partners	
]	Partners.	
]	Partners	
]	Partners.	
]	Partners.	
	Close			

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.

Fiscal Year: PD: STMT: Intragovermental Closing Package Line Ite		Decimal Poin	= I
Closing Package Line - Federal Closing Package Line Description	:QTR 4 - YTD	:QTR 4 - YTD	
			Partners
			Partners
			Partners
			Partners.
			Partners

Department of the Treasury Financial Management Service

- 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" OK button to select the highlighted department.

Values for D	epartment Code (2000)00000000000000 ×
Find%	
GFRS E	GFRS Entity Description
0300	LIBRARY OF CONGRESS
0400	GOVERNMENT PRINTING OFFICE
0500	GENERAL ACCOUNTING OFFICE
0800	CONGRESSIONAL BUDGET OFFICE
0902	COMM. ON SECURITY & COOPERATION - EUROPE
	Eind QK Cancel

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

	Reported In:	
Fiscal Year: PD: STMT: Di Intragovermental Closing Package Line Item Report	ecimal Point:	
Closing Package Line - Federal Closing Package Line Description :QTR 4 - YTD :QTR 4 - Y	YTD	
	Partners	_[
	Partners.	
	Partners	
	Partners.	
	Partners	
	Partners.	
	Partners.	

Department of the Treasury Financial Management Service

Module GF005 –

Non-Verifying Agency TP Identification

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

Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE S	HEET		in: DOLLARS	
Intragovermental 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	ĪÐ

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.

Entity: 0400 GOVERNMENT PRINTIN	and prior amou are dynamicall I from the data	y base table.	tin: DOLLARS	
Intragovermental 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	<u>18</u>
			Partners	181
			Partners	
			Partners	1
			Partners	
	K		Partners	10
		\sim		
a	ose	Line item an from the FA		

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

To view the Trading Partners for a Closing Package Line, press the	Header Entity: 0400 GOVERNMENT PRINTING OFFICE Fiscal Year: 2002 PD: STR 4 - YTD STMT: BALANC Intragovermental Closing Package Line Teen Report		Reported	Hn: DOLLARS	
"Partners" button.	Closing Package Line - Federal Closing Package Line Description	2002:QTR 4 - YTD 200	1:QTR 4 - YTD		
+	Accounts Receivable	74,957,208		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	
		Çlose			

- 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.

iscal Ye	ty: 0400 GOVERNMENT PRINTING OFFICE Par: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET		orted In: DOLLARS
	Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD
counts	s Receivable	74,957,208	
	Variance:	783,240	
- TP No. 1602	Trading Partner Name Pension Benefits Guarantee Corporation	1,171	2001:QTR 4 - YTD 0
1004		2,980,327	0
2000	Department of the Treasury	2,300,327	
	Department of the Treasury Independent and Other Agencies	63,197,148	0
2000			0
2000 9500	Independent and Other Agencies	63,197,148	
2000 9500 9900	Independent and Other Agencies Treasury General Fund	63,197,148 11,526	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.

Header Ent	g Partner Identification~ GFRSSA01 01-JUN-04 01.43.47.000 PM ty: 0400 GOVERNMENT PRINTING OFFICE ear: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET	Rep	orted In: DOLLARS al Point: ZERO
	Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD
Account	s Receivable	74,957,208	0
	Variance:	783,240	0
TP No.	Partners Trading Partner Name Pension Benefits Guarantee Corporation	2002:QTR 4 - YTD 1,171	2001:QTR 4 - YTD
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
	Closing Pa	ackage Line Definitions	View ATB Data
	Qlose		

• 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.

	ty: 0400 GOVERNMENT PRINTING OFFICE	Repo	rted In: DOLLARS
iscal Ye	ear: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET	Decima	al Point: ZERO
	Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD
Accounts	s Receivable	74,957,208	(
	Variano	ce: 783,240	
Trading	Partners	/	
TP No.	Trading Partner Name	2002:QTR 4 - YTD	2001:QTR 4 - YTD
1602	Pension Benefits Guarantee Corporation	1,171	0
	Department of the Treasury	2,980,327	0
2000		63,197,148	0
2000 9500	Independent and Other Agencies	0011011140	
	Independent and Other Agencies Treasury General Fund	11,526	0
9500			0
9500 9900	Treasury General Fund	11,526	

To view the definition of the selected Closing Package Line item, click on the "Closing Package Line Definitions"
 Closing Package Line Definitions button.

	COVERNMENT PRINT	ING OFFICE	Repo	orted In: DOLLARS
iscal Yea	ar: 2002 PD: QTR 4 - YTD	STMT: BALANCE SHEET	Decima	al Point: ZERO
	Closing Package	Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD
.ccounts	Receivable		74,957,208	
		Variance:	783,240	
Trading P TP No.	artners Trading Partner Name		2002:QTR 4 - YTD	2001:QTR 4 - YTD
1602	Pension Benefits Guarantee Cor	rporation	1,171	0
2000	Department of the Treasury		2,980,327	0
9500	Independent and Other Agencie	s	63,197,148	0
0000	Treasury General Fund		11,526	0
9900	Department of Defense		7,983,796	0
		\\	74,173,968	0
		∖ Total:		

	🙀 Closing Package Line Definitions - DBA062~ GFRSSA01_01-JUN-04 01.43.47.000 PM 🔅	2022년 월 지 🗡
The Closing Package definitions	Closing Package Line Description	Date
screen provides users with a	ACCOUNTS RECEIVABLE 04-MAY	/-2004
definition of a selected closing	Closing Package Line Definition	
package line item.	Accounts Receivable - Correspond to RC22	<u> </u>
	The line item, Federal Accounts Receivable, consists of:	
	¿ Claims to cash or other assets based on performance of a service, sale of goods, or court ordere assessments.	d
	¿ Related penalties, fines, and administrative fees.	
	The balance of Federal Accounts Receivable is equivalent to USSGL account: 1310F Accounts Receive	able.
	Çlose	

• Click on the "Close" Close button to close the screen and return to the main form.

fiscal Ye	ity: 0400 GOVERNMENT PRINTING OFFICE ear: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET		nal Point: ZERO
	Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD
Account	s Receivable	74,957,208) (
	Variance	c 783,240	
maaing	Partners		
TP No.	Trading Partner Name	2002:QTR 4 - YTD	2001:QTR 4 - YTD
1602	Pension Benefits Guarantee Corporation	1,171	0
1602 2000	Pension Benefits Guarantee Corporation Department of the Treasury	1,171 2,980,327	0
1602 2000 9500	Pension Benefits Guarantee Corporation Department of the Treasury Independent and Other Agencies	1,171 2,980,327 63,197,148	0 0 0
1602 2000	Pension Benefits Guarantee Corporation Department of the Treasury	1,171 2,980,327 63,197,148 11,526	0
1602 2000 9500 9900	Pension Benefits Guarantee Corporation Department of the Treasury Independent and Other Agencies Treasury General Fund	1,171 2,980,327 63,197,148	0 0 0
1602 2000 9500 9900	Pension Benefits Guarantee Corporation Department of the Treasury Independent and Other Agencies Treasury General Fund	1,171 2,980,327 63,197,148 11,526	0 0 0 0

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" View ATB Data... to open the ATB Data screen.

- Header Enti	g Partner Identification ~ GFRSSA01 01-JUN-04 01.43.47.000 PM ty: 0400 GOVERNMENT PRINTING OFFICE ar: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET	Rep	orted In: DOLLARS
	Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD
Account	s Receivable	74,957,208	0
	Variance:	783,240	0
Trading	Partners 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	
	Total:	74,173,968	View ATB Data
	Glose		

- 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" Close button.

	- Header Ent	g Partner Identification~ GFRSSA01_01-JUN-04_01.43.47.000 Pt ty: 0400 GOVERNMENT PRINTING OFFICE ear: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET	Repo	orted In: DOLLARS
		Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4 - YTD
ATB data is displayed by Trading Partner.		s Receivable Variance	74,957,208	
	TP No.	Trading Partner Name	2002: QTR 4 - YTD	2001:QTR 4 - YTD
	1602	Pension Benefits Guarantee Corporation	1,171	
	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	
		Totai	74,173,968	0
		Closing P	ackage Line Definitions	View ATB Data
		Çlose		

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

현 АТВ (Data~ GFRSSA01_01-JUN-04-01.43.47.000 PM 🔅			0000002万>
- Header	r			
En	tity: 0400 GOVERNMENT PRINTING OFFICE		Reported In:	DOLLARS
Fiscal Y	/ear: 2002 PD: QTR 4 - YTD STMT: BALANCE S	HEET	Decimal Point:	ZERO
Closing	g Package Line Description			
	Closing Package Line Description		2002:QTR 4 - YTD	
Accoun	ts Receivable		74,957,208	
<u> </u>				
- ATB In	formation	2002:QTR 4 - YTD	2002:QTR 4 - YTD	
TP No.	Trading Partner Description	ATB Actual Dollars	ATB Rounded	
01	ARCHITECT OF THE CAPITOL	783,240.00	783,240	SGL Detail
04	GOVERNMENT PRINTING OFFICE	57,424,189.36	57,424,189	SGL Detail
08	CONGRESSIONAL BUDGET OFFICE	21,545.00	21,545	SGL Detail
09	OTHER LEGISLATIVE BRANCH AGENCIES	65,299.00	65,299	SGL Detail
10	THE JUDICIARY	574,162.00	574,162	SGL Detail
11	EXECUTIVE OFFICE OF THE PRESIDENT	634,245.00	634,245	SGL Detail
12	AGRICULTURE	136,296.00	136,296	SGL Detail
		Close		

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

		ntity: 0400 GOVERNMENT PRINTING C	FFICE	ANCE	SHEE	ET]	Reported In: Decimal Point:	DOLLARS ZERO	
	loop	Closing Pac	kage Line I	Desci	iption				2002:QTR 4 - YTD	_	
	TP No		r Descripti	on				2002:QTR 4 - YTD ATB Actual Dollars	74,957,20 2002:QTR 4 - YTD ATB Rounded		
	01 SGL C	ARCHITECT OF THE CAPITOL						783,240.00 2002:QTR 4 - YTD	783,24 \ 2002:QTR 4 - YTD	0	
The ATB balances of	SGL	Description	F/N	TP	хл	S/A	BSF	ATB Actual Dollars	ATB Rounded		
the SGL accounts	₹1310	Accounts Receivable	F	01	U	A	U	783,240.00	783,240	0	
oll-up to the selected										Bureau	4
Frading partner				<u> </u>			닏			Bureau	- 2
TP).				┢	⊢	⊢	닏			Bureau	-
				┢	⊢	H	H			Bureau Bureau	
		1								and a distance	

• To return to the previous screen, click the "Close" Close button.

	etail~ GFRSSA01_01-JUN-04_01.	43.47.000) PM							(볼 카)
- Header Enti	ity: 0400 GOVERNMENT PRINTING C	FFICE						Reported In:	DOLLARS	
Fiscal Ye	ear: 2002 PD: QTR 4 - YTD S	TMT: BAL	ANCE	SHE	ET			Decimal Point:	ZERO	
	Closing Pac	kage Line I	Descr	iption				2002:QTR 4 - YTD		
Account	its Receivable							74,957,20	8	
TP No.	Trading Partne	r Descripti	on				2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded		
01	ARCHITECT OF THE CAPITOL	, no se					783,240.00	783,24	0	
- SGL Def	tail									
SGL	Description	F/N	TP	хл	S/A	BSF	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded		
	Description Accounts Receivable	F/N	TP 01	хл U	S/A A	BSF U			Bureau	
			_	_	_		ATB Actual Dollars	ATB Rounded	Bureau	
			_	_	_		ATB Actual Dollars	ATB Rounded	-	
			_	_	_		ATB Actual Dollars	ATB Rounded	Bureau	
			_	_	_		ATB Actual Dollars	ATB Rounded	Bureau Bureau	
			_	_	_		ATB Actual Dollars	ATB Rounded	Bureau Bureau Bureau	
			_	_	_		ATB Actual Dollars	ATB Rounded	Bureau Bureau Bureau Bureau	

Department of the Treasury Financial Management Service Section 2: Module GF005 – Non-Verifying Agency TP Identification

- 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 Package Line Description							2002:QTR 4 - YTD			
Accounts	Receivable							74,957,208	3	
FP No.	Trading Partne	r Descriptio	on				2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded		
D1 A	ARCHITECT OF THE CAPITOL						783,240.00	783,240	D	
SGL Deta	a								\backslash	
SOL Dela	m								\ \	
SGL	Description	F/N	ΤР	хл	S/A	BSF	2002:QTR 4 - YTD (ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded	A	
_	Description ccounts Receivable	F/N	TP 01	хл U	S/A A	BSF U			Bureau] ∩
			_	-	_		ATB Actual Dollars	ATB Rounded	Bureau	
			_	-	_		ATB Actual Dollars	ATB Rounded		
			_	-	_		ATB Actual Dollars	ATB Rounded	Bureau	
_			_	-	_		ATB Actual Dollars	ATB Rounded	Bureau Bureau	
SGL 310 A(_	-	_		ATB Actual Dollars	ATB Rounded	Bureau Bureau Bureau	

🙀 Bureau Detail~ GFRSSA01_01-JUN-04-01.43.47.000 PM 🔅					≚ ⊐ ×
Entity: 0400 GOVERNMENT PRINTING OFFICE			Reported	d In: DOLLARS	
Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET	T		Decimal Po	oint: ZERO	
Closing Line Package Line				2002:QTR 4 - YT	D
Accounts Receivable				74,957	,208
TP No. Trading Partner Description			⊋TR 4 - YTD ctual Dollars	2002:QTR 4 - YTI ATB Rounded	D
01 ARCHITECT OF THE CAPITOL			783,240.00	783	,240
SGL Description F/N TP X/I	T S/A BSF		TR 4 - YTD tual Dollars	2002:QTR 4 - YT ATB Rounded	D
1310 Accounts Receivable F 01 U	AU		783,240.00	783	,240
Bureau Detail 🚽 Name	2002:QTF ATB Actu		2002:QTR 4 - YTD ATB Rounded		
0400 Government Printing Office		783,240.00	783,24	0 ATB Code	
				ATB Code	
				ATB Code	
				ATB Code	
				ATB Code	
				ATB Code	
Qlose	Return to Tra	ading Partner	Screen		

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

							In: DOLLARS	
		Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decimal P					int: ZERO	
			Closing Line Package Line				2002:QTR 4 - YT	D
		Accou	ints Receivable				74,957	,208
		TP No.	Trading Partner Description		2002:QTR ATB Actu		2002:QTR 4 - YTI ATB Rounded	D
		01	ARCHITECT OF THE CAPITOL			783,240.00	783	,240
		SGL	Description F/N TP X/T	S/A BSF	2002:QTR ATB Actual		2002:QTR 4 - YT ATB Rounded	D
		1310	Accounts Receivable F 01 U	AU		783,240.00	783	,240
The ATB balances of	7	Bureau Bureau	Name Name	2002:QTF ATB Actu	al Dollars	02:QTR 4 - YTD ATB Rounded	. ↓	- 6
ne bureau codes roll		0400	Government Printing Office		783,240.00	783,240		-14
p to the selected							ATB Code	
GL account.							ATB Code	
	ľ						ATB Code	
							ATB Code	

button.

🩀 Bureau Detail~ GFRSSA01	1 01-JUN-04 01.43.47.000	OPM SSS					≚ ⊼ ×
Header Entity: 0400 GOVERNM	MENT PRINTING OFFICE				Reported	In: DOLLARS	
Fiscal Year: 2002 PD: QTR	4 - YTD STMT: BALAN	ICE SHEET			Decimal Po	int: ZERO	
Clos	sing Line Package Line					2002:QTR 4 - YT	D
Accounts Receivable						74,957,	208
TP No. Tr	ading Partner Description				R 4 - YTD ual Dollars	2002:QTR 4 - YTE ATB Rounded)
01 ARCHITECT OF THE CA	PITOL				783,240.00	783,	240
SGL Descriptio	on F/N	тр хл	S/A BSF	2002:QTF ATB Actu		2002:QTR 4 - YTI ATB Rounded	>
1310 Accounts Receivable	F	01 U	A U		783,240.00	783,	240
Bureau Detail	Name			R 4 - YTD 2 Ial Dollars	2002:QTR 4 - YTD ATB Rounded		
0400 Government Printing Of	fice			783,240.00	783,240	ATB Code	1
						ATB Code	
						ATE Code	
						ATB Code	
						ATB Code	
			\			ATB Code] 🗟 📔
	Çlos	e	Return to Tr	ading Partner S	creen		

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

		Reported	In: DOLLARS	
ET		Decimal Po	int: ZERO	
			2002:QTR 4 - YT	D
			74,957	,208
				D
	ATB A			400
	0000.0			· · ·
UT SIA BSE				D
	HID HO	57,424,189.36		,189
		\sim	、 、	
		2002:QTR 4 - YTD ATB Rounded	\mathbf{A}	
57,43	24,189.36	57,424,189	ATB Code	
			ATB Code	1.
	/T S/A BSF A U 2002:QTR 4 ATB Actual	2002-0 АТВ А 2002:0 Л S/A BSF АТВ Ас	2002:GTR 4 - YTD ATB Actual Dollars 57,424,189.36 2002:QTR 4 - YTD ATB Actual Dollars A U 57,424,189.36 2002:QTR 4 - YTD ATB Actual Dollars A U 57,424,189.36	2002:QTR 4 - YTD ATB Actual Dollars ATB Actual Dollars ATB Actual Dollars ATB Actual Dollars ATB Actual Dollars A U 57,424,189.36 57,424 2002:QTR 4 - YTD ATB Actual Dollars A U 57,424,189.36 57,424 2002:QTR 4 - YTD ATB Actual Dollars A U 57,424,189.36 57,424 ATB Code ATB Code ATB Code ATB Code ATB Code ATB Code ATB Code ATB Code

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

Header Entity: 0400 GOV	VERNMENT PRINTING OFFICE					Rep	orted In: DOLLARS
Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Decim							al Point: ZERO
	Closing Packag	e Line Desc	cription				2002:QTR 4 - YTD
Accounts Receivable							74,957,208
'P No.	Trading Partner Descriptio	n			2002:QTR 4 - Y1 ATB Actual Dolla		2002:QTR 4 - YTD ATB Rounded
ARCHITECT OF TH	HE CAPITOL				783,	240.00	783,240
SGL Des	scription	F/N TP	ХЛТ S/A E	BSF	2002:QTR 4 - YTI ATB Actual Dollar:		2002:QTR 4 - YTD ATB Rounded
310 Accounts Receiv	able	F 01	UA	J [783,	240.00	783,240
Bureau 0400 Govern	Name				2002:QTR 4 - YTD ATB Actual Dollars 783,240.00		Rounded 783,240
			:QTR 4 - YTD Actual Dollars	20	ATB Actual Dollars		Rounded
	ment Printing Office			20	ATB Actual Dollars 783,240.00 002:QTR 4 - YTD		Rounded
	ment Printing Office		Actual Dollars	20	ATB Actual Dollars 783,240.00 002:QTR 4 - YTD ATB Rounded		Rounded

Department of the Treasury Financial Management Service

ATB Code Detail Screen

	福田田 Code Detail~ GFRSSA01_01-JUN-04_01.43.47.000 PM こうひつうつうつうつうつうつうつうつうつうつうつうつうつうつうつうつうつうつうつ	->>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
		ported In: DOLLARS
	Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SHEET Deci	imal Point: ZERO
	Closing Package Line Description	2002:QTR 4 - YTD
	Accounts Receivable	74,957,208
	2002:QTR 4 - YTD TP No. Trading Partner Description ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded
	01 ARCHITECT OF THE CAPITOL 783,240.00	783,240
	2002:QTR 4 - YTD SGL Description F/N TP X/T S/A BSF ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded
	1310 Accounts Receivable F 01 U A U 783,240.00	783,240
The ATB Code data displayed rolls up to the bureau that was selected.		::QTR 4 - YTD B Rounded 783,240
	Close Return to Trading Partner Screen	
	• To return to the previous screen, click on the "Close" button.	" Close

Click on the "Return to Trading Partner"
 Return to Trading Partner Screen 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.

Entity: 0300 LIBRARY OF CONGRESS							
Fiscal Year: 2002 PD: QTR 4 - YTD STMT: BALANCE SI				HEE I	Decimal Po	oint: ZERO	
Intragovermental Closing Package Line Item Report							
Classical Declarate Lines - Fee							
Closing Package Line - Fee Closing Packa	derai ige Line Descrij	ption		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 P	repayments			5,493,102	0	Partners	
Accounts Payable				-2,541,664	0	Partners	
Transfers Payable				-600,000	0	Partners	
Benefit Program Contributio	ons Payable			-2,863,775	0	Partners	
Advances from Others and	d Deferred Cre	dits		-25,357,654	0	Partners	
Other Liabilities (without re	ciprocals)			-3,988	0	Partners	Je

Field Name	Functional Description	Attributes	Setting Options
Field Name Entity	Functional Description Entity is the non-verifying federal agency that is linked to the related department in the FACTS I database	Attributes 1. Entity is a required field. 2. Entity is view only. 3. Only Non-verifying agencies are displayed in the entity field. 4. Users must have the access to the GFRS entities in order to view records in the GF005 module.	Setting Options 1. 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.
		The non-verifying GFRS are cross-walked to FACTS I department numbers in the DBA055 module.	
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.	 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.	 On-modifiable 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.	 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. 	Up to three types of Financial Statements may be displayed: 1. Balance Sheet 2. Statement of Net Cost 3. 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.	1.	Reported in is un- modifiable. The setting is defaulted in from the DBA058 screen. 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.	1. 2. 3.	Decimal Point is un- modifiable. The settings are defaulted from the DBA058 screen. Decimal Point is a required field. 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.	1. 2. 3.	View only. 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	None.	displayed	Users should push the CLOSE
Current Open Period Amount (Intragovernmental Trading Partners screen)	close the 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).	1. 2. 3. 4.	The amounts displayed are populated from the FACTS I database. The values displayed for the selected Federal Report (FR) line item are based on the FR/SGL crosswalk. Un-modifiable Required field.	button to exit the screen. 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).	 The amounts displayed are populated from the FACTS I database. The values displayed for the selected Federal Report (FR) line item are based on the FR/SGL crosswalk. Un-modifiable 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.	 Trading Partner is a required field. Values for Trading Partner are automatically populated from the FACTS I database. Trading Partners is a view only field. 	None.

DeptProvide 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 fr the main form.Fiscal YearProvide 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 fr the main form.Fiscal YearProvide reference information to users and continuity between the main form and the Trading Partner screenPopulated into the screen from the main screen.None – data is defaulted in fr the main form.	Field Name	Functional Description	Attributes	Setting Options
Fiscal YearProvide reference information to users and continuity between the main form and the Trading Partner screenPopulated into the screen from the main screen.None – data is defaulted in fr the main form.PDProvide reference information to users and continuity between the main form and the from the main screen.Populated into the screen from the main screen.None – data is defaulted in fr the main form.PDProvide reference information to users and continuity between the main form and thePopulated into the screen from the main screen.None – data is defaulted in fr the main form.		information to users and continuity between the main form and the		None – data is defaulted in from the main form.
information to users and from the main screen. the main form. continuity between the main form and the	Fiscal Year	Provide reference information to users and continuity between the main form and the		None – data is defaulted in from the main form.
	PD	Provide reference information to users and continuity between the main form and the		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.	 Trading Partner information is automatically populated from the FACTS I database. Un-modifiable Required field. 	None – data is populated from FACTS I.	
Trading Partner Name	Trading Partner name is automatically populated when the TP No. is populated.	 1. Un-modifiable 2. Required field. 	None	

Field Name	Functional Description	Attributes	Setting Options
			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).	 The amounts displayed are populated from the FACTS I database. The values displayed for the selected Federal Report (FR) line item are based on the FR/SGL crosswalk. Un-modifiable 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).	 The amounts displayed are populated from the FACTS I database. The values displayed for the selected Federal Report (FR) line item are based on the FR/SGL crosswalk. Un-modifiable Required field. 	None – view only screen.
Variance	The variance field tracks the amount of a Closing Package Line that has not been allocated.	 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. 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.

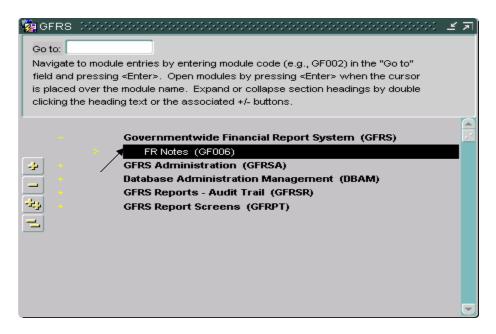
Users must complete the note set up by the System Administrator in order for the note to be completed. To be completed, all of the required fields designated by System Administrator must be completed. Users enter data into three index tabs: Line Item Notes, Other Notes Info, and Text data. Once all of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

GFRS 1000000000000000000000000000000000000	: ন
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</enter></enter>	
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)	
- GFRS Report Screens (GFRP1)	

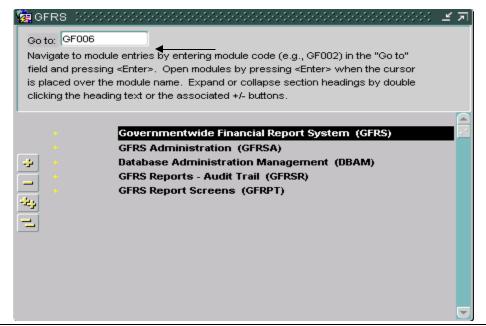
2. Double-click on the "FR Notes (GF006)" selection to open the program.



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

<u>æ</u> 1	R Notes Se	lection∜ SAV 11-MAY-04 03.47.54.000 PM 00000000000000000000000000000000	********	≚ ⊼ ×
	Entity : 1200	Department of Agriculture		
	Number	Note Title	Status	
	06	Inventories and Related Property	IN-PROGRESS	
	1000	1000	IN-PROGRESS	
	1010	cp notes test	IN-PROGRESS	
	1016	Tester	IN-PROGRESS	
	1111		IN-PROGRESS	
	125	Note 125 Accounts Receivable - Net	IN-PROGRESS	
		Qpen Cancel		

4. 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.



Department of the Treasury Financial Management Service Section 2: Module GF006 – FR Notes

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 of by using a query to select entities.

Method 1

- 1. To select a note, use the arrow keys for 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.

Eor	m Edit Blo	ock Field Record Query Window Help	
	1	≤ ፻፻፼ ★ ★ ★ ₩ ₽ ₩ ₩ ₩ ₩	📔 🔞 🛜 D
🭖 I	FR Notes Se	lection~ SAV 02-JUN-04 01.35.06.000 PM	0000000000000 ≝ ⊼ ×
	Entity : <mark>7909</mark>	TREASURY Use the arrow key entity to entity.	ys to navigate from
	Number	Note Title	Status
	06	Inventories and Related Property	IN-PROGRESS
	125	Note 125 Accounts Receivable - Net	IN-PROGRESS
		<u>O</u> pen <u>C</u> ancel	

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.

Eo	Form Edit Block Field Record Query Window Help 3. Press the execute query button.		
) 🔒 🖬 🕯	≝ [] <u>?</u> <u>\</u> + × 8î8 + 4 → →	📔 😰 🛜 D
1	FR Notes Se	lection~ SAV 02-JUN-04 01.35.06.000 PM 2. Press the enter of	onorononon 로 제 × mery hutton
1. Place the cursor in the Entity field	ptity: 7909	TREASURY	
	Number	Note Title	Status
	06	Inventories and Related Property	IN-PROGRESS
	125	Note 125 Accounts Receivable - Net	IN-PROGRESS
		Qpen	

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 \bigcirc

Eorm Edit Blo	ock Field Record Query Window Help	
1 14	≝ ፼ኇ <u>ኇ</u> ★ ★ ★ ≋°® ★ ↓ ⇒ 1	🖻 💡 D
🙀 FR Notes Sel	election~ SAV 13-MAY-0412.32.06.000 PM 00000000000000000000000000000000	~~~~ 프 ㅋ ×
Entity :		
Number	Double click to select an entity from an LOV. Status	
	Qpen Qancel	

List of Entities DECERDENCE DECERDENCE $ imes$			
Find %			
_			
Entity	Title		
7500	Department of Health and Human Services		
7746	LONG TEST		
7802	Farm Credit System Insurance Corporation		
7909	TREASURY		
7998	TEST		
\bullet			
	Eind QK Cancel		

III. Press the execute query button entity.

Eorm Edit Blo	ck Fjeld <u>R</u> ecord Query Window <u>H</u> elp	
1 2 2 4	3 Y Y Z \ + × 818 + + +	→ 📔 😰 🖗 Þ
🙀 FR Notes Sel	lection~ SAV 02-JUN-04 01.35.06.000 PM 00000000000000	eeeeeeeeeeee ≝ ज ×
Entity : <mark>7909</mark>	TREASURY	Press the execute query button to view the selected entity.
Number	Note Title	Status
	<u>O</u> pen <u>Cancel</u>	

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.

1	FR Notes Se	lection~ SAV 02-JUN-04 01.35.06.000 PM 00000000000000000000000000000000		ः ड न ×
_	Entity : 7909	TREASURY		
	Number	Note Title	Status	
_	06	Inventories and Related Property	IN-PROGRESS	
/	125	Note 125 Accounts Receivable - Net	IN-PROGRESS	
In-Progress notes	for			
the user to complet	te.			
		<u>O</u> pen <u>Cancel</u>		

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.

Number	Note Title	Status
06	Inventories and Related Property	IN-PROGRESS
125	Note 125 Accounts Receivable - Net	IN-PROGRESS

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.

	Entity: 7909 Item Notes		t Data			Status In-Progress		00.01	te Data	
	item Notes (Data	Acct	miesna	121			Reported in:	
	Closing Pa	ckage Line Description	NB	Туре	2002 -	Q4YTD	2001 - Q4YTD		User-Defined	-
١cc	ounts Receiva	able	D	A		500.00		200.00	Decimal Point:	
			,	/ariance	:	500.00		200.00	User-Defined	-
F	inancial Repor	rt Note Detail								
lo	Line Descript		2	:002 - Q4		2001 - Q4YTD	Previously Rptd	CF	P-PP	
	Department				T	T	T			
2	Social Secur	rity Admininistration			T	T	T			_
3	Department	of Energy				<u>T</u>	T			
ł.	Department	of Health & Human Resource	s				T			<u>-</u> 3-
5	Department	of Agriculture]]		<u>_</u> 11 _
5]]		_
					T	T	т	J	Т	_
					T	Т	Т		Т	
		TOTALS								
						·.·.				D.
							Closing Package	Definition	View ATB Da	ta

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:

Entity : 790	V 02-JUN-04 01.35.06.	000 FW ,,,,,	2'9'9'9'9'9'9'9'9'9'9'9'	************	
Number	 Note Tit	tle		Status	
06 125	 and Related Property counts Receivable - Net			IN-PROGRESS	
	Qpen		Qancel		

1. FR Notes Screen,

- 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

	sing Package	e Notes~ SAV 02-JUN-04			w beee					×: ⊻ ⊼
	Note : 125	Note 125 Accounts Receive	ble - Ne	Fiscal Ye	ar: 2002		PD: QTR 4 - YTD			
	Entity : 7909	TREASURY			Status	In-Progress	v	Delet	te Data	
_ine	e Item Notes	Other Notes Info Text E	ata	Three						
	-	kage Line Description		pe 2003	2 - Q4YT[2001 - Q4YTD	200.00	Reported in: User-Defined	¥
400	ounts Receivat	ole	DA			500.00		200.00	Decimal Point:	
	inancial Report			ance: - Q4YTD	20	500.00	Previously Rptd	200.00	User-Defined	T
lo	Line Description		2002	- 04110	T	T	FICHIOUSIY TYPE			
2		ty Admininistration			Т	Ī		i —		
}	Department o	f Energy			Т	T				
1	Department o	f Health & Human Resources								
5	Department o	f Agriculture				T				- 1
6					т					-
_					т	т				- -
		TOTALS:								
			(4)				Closing Packac	e Definition	View ATB D	▶ ata
		Submit	Ça	ncel		Pre	view	(Comments	

2. Closing Package Notes Screen,

- 1) Upon opening the Closing Package Notes screen, press TAB and the cursor will be placed in the **Note** field.
- 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,

Clo	sing Packag Note : 125	e Notes~ SAV 02-JUN-04 Note 125 Accounts Receiva		_			00000000000000000000000000000000000000	······		2000 년 지
	Entity: 7909	TREASURY			Status In-Progres			Delet	e Data	
Line	e Item Notes 🛛	Other Notes Info Text D	ata Thre	esho	ici					
	-		ND Type	02 - 1	Q4YTD		2001 - Q4YTD		Reported in Whole-Dol	
Acc	ounts Receiva	ble	DA		500	1.00		200.00	Decimal Po	int:
			Variance:			.00		.00	Two	-
F No	inancial Repor		2002 - Q4YTI)	2001 - Q4YTD		Previously Rptd	CF	р-рр	
1	Department o	of Defense	100.00	T	50.00	Т	T		50.00 T	
2	Social Secur	ity Admininistration	75.00	T	75.00				.00 T	
3	Department o	of Energy	100.00	T	50.00	T	T		50.00 T	
4	Department o	of Health & Human Resources	100.00	T	25.00	Τ	T		75.00 T	
5	Department o	of Agriculture	50.00	T	.00	Τ	T		50.00 T	
6	Department of	of Justice	75.00	T	.00	Τ	T		75.00 T	
				T		Т	Т		Т	
]		T		Т	T		Т	
		TOTALS:	500	1.00	200	.00			300.00	
			a - 22		<u></u>					
							Closing Package	Definition	View A	TB Data
		Şubmit	Cancel			Pre	view	C	Comments	

- 1. The cursor will be placed inside the Line **NO** field.
- 2. Press the TAB key <u>twice</u> 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.

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Other Notes Info,

ُع Closing Package Notes~ SAV 02	UN-04 01.35.06.000 PM (00000000000000000000000000000000	55555555555555555555555555555555555555
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		Reported in: Decimal Point:
Section A Interest on Uncollec	table Accounts	Whole Dollars 🔽 Two
No Line Description	2002 - Q4YTD 2001 - Q4YTD	
1 Interest on Uncollectable Accounts	T T	
2	TT	
Type Normal Bal.		D
Dollars Debit		
No Data		
·		
Submit	Cancel Preview	w 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,

🙀 Closin	ng Packag	age Notes~ SAV-02-JUN-04-01.35.06.000 PM-000000000000000000000000000000000	0000000000000000000 🗹 🛪 🗙
No	ote : 125	Note 125 Accounts Receivable - Ne Fiscal Year: 2002 PD: QTR 4 - YTD	
Ent	tity : 7909	9 TREASURY Status In-Progress	Delete Data
Line Iter	m Notes	Other Notes Info Text Data Threshold	
Text D)ata		
1		the method used to calculate the allowance tfull accounts.	
		res relating to factors affecting collectibility ig of accounts receivable and the amount	
🗆 No E	Data		
		Submit Cancel Preview	Comments

- 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.

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- 3) Next in the TAB sequence is the **Answer**text box.
- 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.

	Note : 125	Note 125 Accounts Receive			2002	PD: QTR 4 - YTD			55 E A
E	Entity : 7909	TREASURY			Status In-Progress	v	Delete	e Data	
Line I	Item Notes	Other Notes Info Text I		Thresho	ki -				/
A		ckage Line Description	Acc NB Type	0000		2001 - Q4YTD	000.00	Reported in: Whole-Dollars	
ACCO	ounts Receiva	ibie	DA		500.00		200.00	Decimal Point:	
Fir	nancial Repor	t Note Detail	Varian	ce:	500.00]	200.00	Two	•
	Line Descripti		2002 -	Q4YTD	2001 - Q4YTD	Previously Rptd	CP	-PP	
1	Department of	of Defense		Т	T	T		0.00 T	
2	Social Secur	ity Admininistration		Т	T	T		0.00 T	
3	Department o	of Energy		T		T		0.00 T	
4	Department of	of Health & Human Resources				T		0.00	
5	Department o	of Agriculture				T		0.00	2
6								0.00 T	
				T	T	Т			
				T		T			
		TOTALS:						.00	
			<u>(</u>		<u>.</u>				Ð
						Closing Package	Definition	View ATB Da	ata
		Submit	Cano	cel	Pre	sview	¢	Comments	
	_								

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.

Acct	Status In-Progres reshold 002 - Q4YTD 001 - Q4YTE	2001 - Q4YTD 0.00	Delete Data Reporte Vvhole- 200.00 200.00 CP-PP 100.00	-Dollars 🚽
Acct Acct Closing Package Line Description NB Type 20 Accounts Receivable D A Variance: Financial Report Note Detail Variance: 100,0 No Line Description 2002 - Q4 Y1 1 Department of Defense 100,0 2 Social Security Admininistration	002 - Q4YTD 40 TD 2001 - Q4YTE 0 T	0.00 0.00 Previously Rptd	200.00 Whole- 200.00 Decimal 200.00 Two CP-PP	-Dollars 🔻
Closing Package Line Description NB Type 20 Accounts Receivable D A Variance: Financial Report Note Detail Variance: Variance: No Line Description 2002 - Q4Y1 1 Department of Defense 100.0 2 Social Security Admininistration Image: Comparison of Defense 3 Department of Energy Image: Comparison of Defense 4 Department of Health & Human Resources Image: Comparison of Defense 5 Department of Agriculture Image: Comparison of Defense	10 10 10 10 10 10 10 10 10 10 10 10 10 1	0.00 0.00 Previously Rptd	200.00 Whole- 200.00 Decimal 200.00 Two CP-PP	-Dollars 🔻
Variance: Variance: Financial Report Note Detail No Line Description Department of Defense 100.0 2 Social Security Admininistration 3 Department of Energy 4 Department of Health & Human Resources 5 Department of Agriculture	40 TD 2001 - Q4YTE	0.00 Previously Rptd	200.00 Two CP-PP	
Financial Report Note Detail No Line Description 1 Department of Defense 2 Social Security Admininistration 3 Department of Energy 4 Department of Health & Human Resources 5 Department of Agriculture	ГD 2001 - Q4YTE) Previously Rptd	CP-PP	•
No Line Description 2002 - Q4Y1 Department of Defense 100.0 Social Security Administration 1 Department of Energy 1 Department of Health & Human Resources 1 Department of Agriculture 1				
2 Social Security Admininistration 3 Department of Energy 4 Department of Health & Human Resources 5 Department of Agriculture		T	100.00	
Department of Energy	Т		100.00	
Department of Health & Human Resources Department of Agriculture			0.00	
Department of Agriculture			0.00	
			0.00	
			0.00	
	1		0.00	
	1			T
TOTALS.	0.00		J	.00
<u>، ا</u>		(
		Closing Packad	e Definition Viev	∧v ATB Data
Submit		Preview	Comments	

- Note that the variance is decreased as amounts are allocated to the selected line. <u>The amounts for the current and prior periods must</u> <u>be fully allocated to the line items in the note.</u>
- 6. Press the TAB key and the cursor focus will shift to the "T" **I** 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.

🧓 Clo	osing Package Notes~ SAV 02-JUN-0				
	Note : 125 Note 125 Accounts Recei	vable - Ne Fiscal Year: 200	2 PD: QTR 4	4 - YTD	
	Entity: 7909 TREASURY	Stat	us In-Progress	Delete Data	
Lin	e Item Notes Other Notes Info Text	t Data Threshold			
	````	Acct	(TD 0004 0.4)	Reported in:	
_	Closing Package Line Description	NB Type 2002-Q4Y		Vvhole-Dollar	rs 🔻
Acc	counts Receivable	DA	500.00	200.00 Decimal Point	
	Financial Report Note Detail	Variance:	400.00	200.00 Two	*
	Line Description	2002 - Q4YTD	2001 - Q4YTD Previou:	sly Rptd CP-PP	
1	Department of Defense	100.00 T	Т	T 100.00 T	
2	Social Security Admininistration	T	T	T 0.00 T	
3	Department of Energy	i E E E	T	T 0.00 T	
4	Department of Health & Human Resource	s I	T	T 0.00 T	
5	Department of Agriculture			T 0.00 T	- 2
6				T 0.00 T	
			T		
	TOTALS	and the second se		.00	
		(1)		q Package Definition View ATE	
	Submit	Çancel	Preview	Comments	
Se Th	Submit reshold~ SAV 11-MAY-04 05.2		*****	Comments rison field	20 <b>±</b> 1
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			*****		N 20
1 <b>1</b> 1	reshold~ SAV 11-MAY-04 05.2	26.27.000 PM (2000)	*****		)( <u>¥</u> )
State Th	reshold~ SAV 11-MAY-04 05.2 Threshold Upper Boundary	26.27.000 PM (2000)	Compa ference Between		X 20
State Th	reshold~ SAV 11-MAY-04 05.2 Threshold Upper Boundary	26.27.000 PM 30000 Percentage Diff 10.00 2002 - G	ference Between	rison field	90 <u>-</u> 20
i i i i i i i i i i i i i i i i i i i	reshold~ SAV 11-MAY-04 05.2 Threshold Upper Boundary 10	26.27.000 PM 2002 Percentage Diff 10.00 2002 - G % =	Compa ference Between	rison field	X 20
i i i i i i i i i i i i i i i i i i i	reshold~ SAV 11-MAY-04 05.2 Threshold Upper Boundary	26.27.000 PM 2002 Percentage Diff 10.00 2002 - G % =	ference Between	rison field	X ¥:
Sig Th	reshold~ SAV 11-MAY-04 05.2 Threshold Upper Boundary 10	26.27.000 PM 2002 - G Percentage Diff 0.00 2002 - G % = ceeded.	Compa ference Between 24YTD and 2007 10	rison field 1 - Q4YTD	
Se Th	reshold~ SAV 11-MAY-04 05.2 Threshold Upper Boundary 10 Question for user if threshold ex	26.27.000 PM 2002 Percentage Diff 10.00 2002 - G % =	Compa ference Between 24YTD and 2007 10	rison field	
2 Th	reshold~ SAV 11-MAY-04 05.2 Threshold Upper Boundary 10 Question for user if threshold ex Explain the variance.	26.27.000 PM 2002 Percentage Diff 0.00 2002 - G % = ceeded. Threshold field	ference Between	rison field 1 - Q4YTD	8 2
	reshold~ SAV 11-MAY-04 05.2 Threshold Upper Boundary Question for user if threshold ex Explain the variance. The th	26.27.000 PM 2002 Percentage Diff 0.00 2002 - G % = ceeded. Threshold field hreshold question	ference Between 04YTD and 200 10 10 10 10 10 10 10 10 10 10 10 10 1	rison field	
rs are required to answ	reshold~ SAV 11-MAY-04 05.2 Threshold Upper Boundary Question for user if threshold ex Explain the variance. The the wer the	26.27.000 PM 2002 Percentage Diff 0.00 2002 - G % = 200	ference Between 04YTD and 200 10 10 10 10 10 10 10 10 10 10 10 10 1	rison field 1 - Q4YTD Vhen the percentage lifference betwee	n
rs are required to ansy shold question on the	reshold~ SAV 11-MAY-04 05.2 Threshold Upper Boundary Question for user if threshold ex Explain the variance. The the when the	Percentage Diff	ference Between A4YTD and 200 10 10 10 10 10 10 10 10 10	rison field 1 - Q4YTD Vhen the bercentage lifference betwee he threshold field	n
rs are required to ansy shold question on the shold index tab when	reshold~ SAV 11-MAY-04 05.2 Threshold Upper Boundary 10 Question for user if threshold ex Explain the variance. Wer the the the the the the the the	Percentage Diff	ference Between 04YTD and 200 10 10 10 10 10 10 10 10 10 10 10 10 1	rison field 1 - Q4YTD Vhen the bercentage lifference betwee he threshold field ind comparison	n
rs are required to answershold question on the eshold index tab when bount exceeds the Upper	reshold~ SAV 11-MAY-04 05.2 Threshold Upper Boundary 10 Question for user if threshold ex Explain the variance. Wer the the the the the the the the	Percentage Diff	ference Between 24YTD and 2007 10 10 10 10 10 10 10 10 10 10 10 10 10	rison field 1 - Q4YTD Vhen the bercentage lifference betwee he threshold field ind comparison ield exceeds the	n 1
rs are required to answershold question on the eshold index tab when pount exceeds the Upper	reshold~ SAV 11-MAY-04 05.2 Threshold Upper Boundary 10 Question for user if threshold ex Explain the variance. Wer the the the the the the the the	Percentage Diff	terence Between 10 10 10 10 10 10 10 10 10 10	rison field 1 - Q4YTD Vhen the vercentage lifference betwee he threshold field ind comparison ield exceeds the vercentage entered	n l
ers are required to answeshold question on the eshold index tab when ount exceeds the Upper	reshold~ SAV 11-MAY-04 05.2 Threshold Upper Boundary 10 Question for user if threshold ex Explain the variance. Wer the the the the the the the the	Percentage Diff	terence Between 10 10 10 10 10 10 10 10 10 10	rison field 1 - Q4YTD Vhen the bercentage lifference betwee he threshold field ind comparison ield exceeds the	n l
ers are required to answeshold question on the eshold index tab when ount exceeds the Upper indary Amount	reshold~ SAV 11-MAY-04 05.2 Threshold Upper Boundary 10 Question for user if threshold ex Explain the variance. Wer the the the the the the the the	Percentage Diff	ference Between 24YTD and 200 10 10 10 10 10 10 10 10 10 10 10 10 1	rison field 1 - Q4YTD Vhen the vercentage lifference betwee he threshold field ind comparison ield exceeds the vercentage entered	n l
ers are required to answeshold question on the eshold index tab when ount exceeds the Upper	reshold~ SAV 11-MAY-04 05.2 Threshold Upper Boundary 10 Question for user if threshold ex Explain the variance. Wer the the the the the the the the	Percentage Diff	ference Between 24YTD and 2007 10 10 10 10 10 10 10 10 10 10 10 10 10	rison field 1 - Q4YTD Vhen the bercentage lifference betwee he threshold field and comparison ield exceeds the bercentage entered n the %= field, th	n l

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.

	🙀 Closing Package Notes~ SAV 02-JUN-04	L01 35 06 000 PM		
		able - Ne Fiscal Year: 2002	PD: QTR 4 - YTD	
	Entity : 7909 TREASURY	Status In-Pro	ogress 🔻 🗌 🖸	Delete Data
1	Line Item Notes Other Notes Info Text I	Data Threshold		
When a		Acct		Reported in:
threshold has	Closing Package Line Description	NB Type 2002 - Q4YTD	2001 - Q4YTD	Whole-Dollars
been	Accounts Receivable	DA	500.00 200.	00 Decimal Point:
exceeded, the		Variance:	399.00 200.	00 Two 🔻
Threshold	Financial Report Note Detail			
index tab is	No Line Description	2002 - Q4YTD 2001 - G	4YTD Previously Rptd	CP-PP
enabled.	1 Department of Defense	101.00 T		101.00 T
	2 Social Security Admininistration	I		0.00
	3 Department of Energy	Ī	T	0.00 T
Fields with	4 Department of Health & Human Resources	I		0.00
amounts that	5 Department of Agriculture		T	0.00
have exceeded	6	ī		0.00 T
an established		T	ПП	T
threshold are		T	Т	T
highlighted.	TOTALS:	101.00		101.00
88	101623.	(1) 222222	,,,	
			Closing Package Defini	ition View ATB Data
	·			
	Submit	Cancel	Preview	Comments

III. When a threshold is exceeded, users are required to respond to predefined questions set up by the System Administrator in the Threshold tab. <u>All threshold questions must be answered for the</u> <u>note to be completed.</u> To navigate to the Threshold index tab, click on the Threshold index tab.

Clo	sing Packag Note : 125	e Notes~ SAV 02-JUN Note 125 Accounts Rec		_		-		00000000000000000000000000000000000000			00000 <u>2</u> 7
	Entity : 7909	TREASURY				s	atatus In-Progress	-	Dele	ete Data	
Line	tern Notes	Other Notes Info	ext Data		Thres	hold	4				
_	Closing Pac	kage Line Description	NB	Acct Type	2002	! - Q	14YTD	2001 - Q4YTD		Reported in: Whole-Dolla	ars 💌
Acc	ounts Receiva	ble	D	Α			500.00		200.00	Decimal Poir	nt:
				Variance	в:		399.00		200.00	Two	-
Fi No	inancial Repor Line Descript			2002 - Q	4YTD		2001 - Q4YTD	Previously Rptd	c	P-PP	
1	Department of	of Defense		10	1.00	Т	T		T .	101.00 T	
2	Social Secur	ity Admininistration				Т			T	0.00 T	
3	Department of	of Energy				I			T	0.00 T	
4	Department of	of Health & Human Resour	ces						Т	0.00 T	
5	Department of	of Agriculture							Т	0.00 T	<u> </u>
6										0.00 T	
						Т	T		Т	T	_
						Т	T		т	T	
		TOTAL			101.0		]			101.00	_
							<i>/</i>				Ð
Closing Package Definition View ATB Data											
	]	Submit		Cance	1		Pre	view		Comments	

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.

2 Closing Packag Note : 125		02-JUN-04 01.35.0 Ints Receivable - Ne			IR 4 - YTD		2001년 <b>제</b> X
Entity : 7909	TREASURY		Status	In-Progress	<b>•</b>	Delete Data	
Line Item Notes	Other Notes Info	Text Data	Threshold				
Threshold							
Line Description		Question	Explana	tion			
Line Item Notes - D Defense (2002 - Q		Explain the variance.		4			
		Set up by t System Administra		questio	nter es to the ns in the ntion field.		
<departr Q4YTD&gt;</departr 	nent of De are identi	Notes>, the fense> and the fied to link the planation.	he column <				
	Submit	Ça	ncel	Preview		Comments	

g Closing Package Note: 125		02-JUN-04 01.35.0 Ints Receivable - Ne						-0000 ≚ ⊼ ×
Entity : 7909	TREASURY	and Receivable - Ne		Status In-Progre	· •	<b>-</b>	Delete Data	
Line Item Notes	Other Notes Info	Text Data	Thresho	ld				)
Threshold Line Description		Question		Explanation				
Line Item Notes - De Defense (2002 - Q4		Explain the variance.		enter answers h	iere.	•		
							enter response he Explanatior	
	Submit	Ça	ncel		Preview		Comments	

- 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.
- <u>All</u> 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.

- 3. Upper Boundary & Percentage Difference Both a percentage rate and an upper boundary are applied as ceilings. The first boundary exceeded (exceed percentage rate or an amount in excess of the upper boundary) will activate the threshold.
- 7. Press the TAB to navigate to the next editable field. Allocate the appropriate amount to the field.
- 8. Use the up and down arrow keys on the keyboard to navigate to other lines to complete the line item section of the notes.

🧑 Clo	osing Pack	age Notes~	SAV 02-JUN-	04 01	.35.06.0	00 PM 🔅						× ⊼ ≚ 2000
	Note : 125	5 Note 125	Accounts Rece	eivable	- Nel Fiso	cal Year:	2002	P	D: QTR 4 - YTD			
	Entity : 790	9 TREASU	RY				Status In-Progress	:	-	Delet	e Data	
Line	e Item Notes	Other Not	es Info Te	xt Data		Thresho	lei					
_	Closing F	ackage Line I	Description	NE	Acct ) Type	2002 -	Q4YTD	20	001 - Q4YTD		Reported in: Whole-Dollar	rs 💌
Acc	counts Recei	vable		D	A		500	.00		200.00	Decimal Point	:
					Varianc	e:	400	.00	ר ]	150.00	Two	*
F	Financial Rep Line Descri	iort Note Deta iption	il		2002 - Q	4YTD	2001 - Q4YTD		Previously Rptd	CF	-рр	
1	Departmer	t of Defense			10	0.00 T	50.00	T		Т	50.00 T	
2	Social Sec	urity Adminini	istration			T		Т		т	0.00 T	
3	Departmer	t of Energy				T		T		т	0.00 T	
4	Departmer	nt of Health &	Human Resourc	es						Т	0.00 T	
5	Departmer	t of Agricultu	re			T		т /		Т	0.00 T	
6						T		T/		т	0.00 T	
						Т				т	Т	
						T		Т		т]	Т	
			TOTAL	s: 🗌		100.00	50.	00			50.00	
							\$\$.					D
20	02 - Q4YTD	- 2001 - Q4Y1	TD						Closing Packa	qe Definition	View ATE	Data
		Submit	]		Cance	!		Previ	ew	6	Comments	

 Both the current period and prior period amounts must be fully allocated to the lines in the Financial Report Note Detail section. <u>The</u> <u>variance must equal zero for both the current period and prior</u> <u>period.</u>

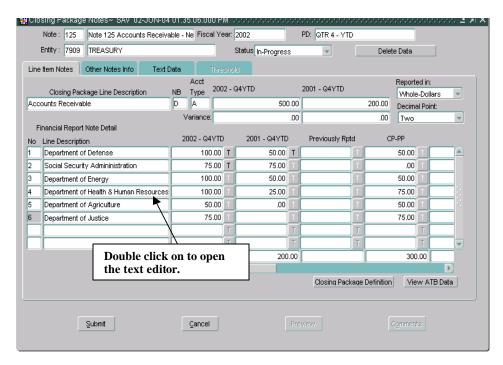
🙀 Clo	sing Package	e Notes~ SAV 02-JUN-04	01.35.06.000 PM					ःः ≝ ज्ञ ×े
	Note: 125	Note 125 Accounts Receiva	ible - Ne Fiscal Year:	2002	PD: QTR 4 -	YTD		
	Entity : 7909	TREASURY		Status In-Progress	s 🔻	D	elete Data	
Line	tem Notes	Other Notes Info Text D		biel				
	Closing Pac	kage Line Description	Acct NB Type 2002 -	Q4YTD	2001 - Q4YT	D	Reported in: Whole-Dollars	-
Acc	ounts Receival	ble	DA	, 500	.00	200.0		
			Variance:	- <b>*</b> *	.00		0 Two	-
F	inancial Report	Note Detail						
No	Line Descriptio	n	2002 - Q4YTD	2001 - Q4YTD	Previously	Rptd	CP-PP	
1	Department o	f Defense	100.00 T	50.00	T		50.00 T	
2	Social Securit	y Admininistration	75.00 T	75.00		T	.00 T	
3	Department o	f Energy	100.00 T	50.00		T	50.00 T	
4	Department o	f Health & Human Resources	100.00 T	25.00			75.00 T	
5	Department or	f Agriculture	50.00 T	.00	T	T	50.00 T	
6	Department o	f Justice	75.00 T	.00	Т	T	75.00 T	
					Т	Т	T	
					Т	Т	Т	
		TOTALS:	500.00	200	.00		300.00	
			(1) 33333					$\mathbf{D}$
					Closing I	Package Definit	ion View ATB I	Data
		Submit	Cancel		Preview		Comments	
							- Enningans	

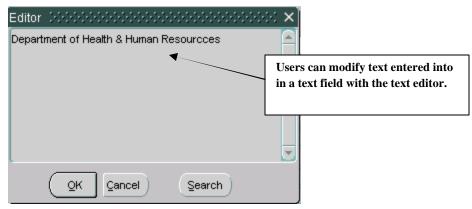
- 9. If a Line Description is blank, users must populate the field with a line description of the amounts being entered. Empty line descriptions are created by the System Administrator that when set up, require users to enter descriptions of amounts being allocated to from the Closing Package Line item.
  - 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.

🙀 Clo	sing Packag	e Notes~ SAV 02-JUN-04	01.35.06.00	0 PM 🕻						883 <b>골 치 X</b> ]
	Note : 125	Note 125 Accounts Receival	ble - Ne Fisc	al Year:	2002		PD: QTR 4 - YTD			
	Entity : 7909	TREASURY			Status In-Progres	s	-	Delet	e Data	
Line	tem Notes	Other Notes Info Text D	ata	Threshol	<u></u>					
	Closing Pac	ckage Line Description	Acct NB Type	2002 - 0	Q4YTD		2001 - Q4Y7D		Reported in: Whole-Dollars	-
Acc	ounts Receiva	ble	DA		500	0.00		200.00	Decimal Point:	
			Variance	:	75	5.00		.00	Two	-
F No	inancial Report Line Descripti		2002 - Q4	YTD	2001 - Q4YTD	)	Previously Rptd	CF	-рр	
1	Department o	of Defense	10	).00 Т	50.00	Т			50.00 T	
2	Social Securi	ity Admininistration	75	5.00 T	75.00	I			.00 T	
3	Department o	of Energy	100	).00 T	50.00	T			50.00 T	
4	Department o	of Health & Human Resources	100	0.00 T	25.00	I			75.00 T	
5	Department o	of Agriculture	50	).00 T	.00	T			50.00 T	
6						I			.00 T	
				T		Т		r	<u></u>	
	Use	ers must enter line		T		Т	[]ī		Т.	
	des	criptions when a lin	e	425.00	200	00.0			300.00	
	des	cription is left blank								
		1					Closing Packad	e Definition	View ATB [	Data
		Submit	Cancel			Pre	view		Comments	

	Note : 125	Note 125 Accounts	Receiva	able - Ne Fiscal Ye	ear:	2002		PD: QTR 4 - YTD			
E	Entity : 7909	TREASURY				Status In-Progres:	s	<b>–</b>	Delet	te Data	
Line	Item Notes	Other Notes Info	Text D	Data Thre	sho	ici					
	Closing Paci	kage Line Description		Acct NB Type 200	2 - 0	Q4YTD		2001 - Q4YTD		Reported in: Whole-Dollars	
Acco	ounts Receival	ble		DA		500	0.00		200.00	Decimal Point:	
				Variance:			.00		.00	Two	<b>v</b>
	nancial Report Line Descriptio			2002 - Q4YTD	)	2001 - Q4YTD	ı	Previously Rptd	CI	P-PP	
1	Department o	f Defense		100.00	T	50.00	T	T.		50.00 T	
2	Social Securit	y Admininistration		75.00	T	75.00	I	T		.00 🔳	
3	Department o	f Energy		100.00	I	50.00	I			50.00 T	
4	Department o	f Health & Human Res	ources	100.00	I	25.00	I			75.00 T	
5	Department o	f Agriculture		50.00	I	.00	I		l	50.00 T	
6	Department o	f Justice		75.00	I		I			75.00 T	
					Т		T	T		T	_
					T		Ţ	T			
		enter a line	ALS:	500		200	.00			300.00	_
de	escription	l.		(4) 335		5.5.				i (	
								Closing Package	Definition	View ATB	Data
. <u> </u>											
		Submit		Çancel			Pre	view	[	Comments	

- 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





Department of the Treasury Financial Management Service

1 mail	Closing	Package	Notes~ SAV 18-	MAY-04	09.21	1.33.000	AM 🗜		99999	••••					िः ≚त्र×े
	Note	e: 125	Note 125 Accounts	Receiva	able - N	Ve Fiscal	Year: 🛛	002		P	D: QTR 4 - YT	D			
	Entity	y: 7097	VERIFYING TEST E	NTITY - (	освол	OCBOA Status In-Progress					-		Delete	e Data	
	Line Item	Notes	Other Notes Info	Text [	Data		reshold								
						Acct				~				Reported in:	
		_	age Line Descriptior	۱	_	Type	002 - G	4YID			001 - Q4YTD			User-Defined	•
	Accounts /	s Receivak	le		D	A			500.0	)0		12	25.00	Decimal Point:	
	<b>F</b> '	i - I D	Note Dates		V	'ariance:			100.0	00			.00	User-Defined	T
Text fields.		: Descriptic	Note Detail		20	)02 - Q4Y	TD	2001 - G	4YTD		Previously Rp	itd	CP	-PP	
1		partment of				100.0	ю т	2	25.00 1	r 1				75.00 T	
2	2 Soc	cial Securit	y Admininistration		(	100.0	)0 T	2	25.00					75.00 T	
3	3 Dep	partment of	f Energy			100.0	)0 T (	2	25.00					75.00 T	
4	1 Dep	partment of	f Health & Human Re	sourcce		50.0	)0 T [	1	10.00					40.00 T	
5	5 Dep	partment of	f Agriculture			50.0		1	15.00					35.00 T	
ε	6													25.00 T	
							Т					T			
							T		]1					T	_ 🛛 📗
			т	DTALS:			00.00		125.0	0				425.00	_
											Closing Pac	kaqe De	finition	View ATB D	Data
				_					_	_		_			
							1								
		_	Submit			Cancel	J		F	revie	BWV		<u> </u>	omments	

### 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.

🙀 Closing Package Notes~ SAV 02-J	UN-04 05.22.05.000 PM 👾	000000000000000000000000000000000000000	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
Note : 125 Note 125 Accounts I	Receivable - Ne Fiscal Year: 2002	PD: QTR 4 - YTD	)
Entity: 7909 TREASURY	Statu	IS In-Progress	Delete Data
Line Item Notes Other Notes Info	Text Data Threshold		$\frown$
Other Data Info Section A Interest on Uncollect	able Accounte	Reported in Whole Do	
	2002 - Q4YTD 2001 - (		
1 Interest on Uncollectable Accounts	Sottings	for Reported In	
2	and Dec been set	imal Point have by the System	Users may browse through sections by using the Scroll
	Adminis	trator.	Bar
		Т	
	T	Т	
Type Normal Bal.	(		
Dollars Debit			
🗌 No Data			
L			
Submit	Gancel	Preview	Comments

- 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 DODOOODOOODOO	00000000000000000000000000000000000000
Note : 125 Note 125 Accounts	Receivable - Ne Fiscal Year: 2002 PD	C QTR 4 - YTD
Entity: 7909 TREASURY	Status In-Progress	✓ Delete Data
Line Item Notes Other Notes Info	Text Data Threshold	,
Other Data Info		Reported in: Decimal Point:
Section A Interest on Uncoller	stable Accounts	Whole Dollars 🔽 Two
No Line Description	2002 - Q4YTD 2001 - Q4YTD	
1 Interest on Uncollectable Account	125,000.00 T	
2	T T	
	T T	
	کان ( کان (	
Type Normal Bal.	(1) 200000	
Dollars Debit		
🗆 No Data		
Submit	<u>Cancel</u> Previe	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.

🙀 Closing Packa	age Notes~ SAV 02-J	UN-04 05.22.05.000	PM 1999					:::::: ≝ ज ×
Note : 125	Note 125 Accounts F	Receivable - Ne Fiscal	Year: 2002		PD:	QTR 4 - YTD		
Entity : 790	9 TREASURY		Status	In-Progress		<b>v</b>	Delete Data	J
Line Item Notes	Other Notes Info	Text Data Th						
Other Data In	ío					Reported in:	Decimal Point:	
Section A	Interest on Uncollect	able Accounts				Whole Dollars	Two	
No Line Descr	iption	2002 - Q4YTD	2001 - G	4YTD				
	Uncollectable Accounts	125,000.00	Т	100,000.00	T		Т	
2			Т		T			
			т		I		T	
		· · · · · · · · · · · · · · · · · · ·	Т		T T		T	-8
			т		T		T	-11
			т		τ		T	_
			т		T	j	Т	
Туре	Normal Bal.	(I)						D
Dollars	Debit							
No Data								
	Submit	Cancel		P	reviev	V	Comments	

- 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.

_	sing Packag Note : 125		UN-04 05.22.05.000 Receivable - Ne Fiscal			F	00000000000000000000000000000000000000	***********	2000년 14 지
E	Entity : 7909	TREASURY			Status In-Progress		<b>v</b>	Delete Data	
Line	Item Notes	Other Notes Info	Text Data Tr	resi	hold				
Ot Sectio	her Data Info Dn 🛛 A	Interest on Uncollect	table Accounts				Reported in: Whole Dollars	Decimal Point:	
	Line Descript		2002 - Q4YTD	-	2001 - Q4YTD				
1	Interest on L	Incollectable Accounts	125,000.00		100,000.00			Т	
2	<u> </u>			Ţ		T			_
H	<u> </u>			T T		Г Г		Т	
H	<u> </u>			÷				7	- 8 -
H				Ť		÷ F		т	
F				τÌ		Ť		Т	_
		, ,		T		T		Т	
Type Dolla		Normal Bal.	(						D
	[	Submit	Çancel	]	F	rev	iew	Comments	

16. If there is no data to enter click on the No Data field.

Entity : 7909	TREASURY		Status In-F	Progress	▼	Delete Data	
ine Item Notes	Other Notes Info	Text Data	Threshold				
Other Data Info	Interest on Uncolled	stable Accounts			Reported in: Whole Dollars	Decimal Point:	
lo Line Descript	ion	2002 - Q4YTD	2001 - Q4YTI	)			
	Incollectable Account	]	Τ	Т		Г	
2				T		г	
				The note			+ k;
		1		disabled			- 8
		j	Т	Т	·		-
				T			
				T		Г	
уре	Normal Bal.	(I)	00000			Þ	]
Dollars	Debit						
🗹 No Data 🗲							

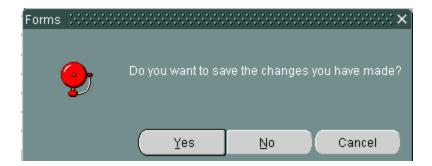
17. As with the Line Item Notes tab, the Other Notes Info tab may have lines with blank descriptions and line numbers assigned to the line. Blank line descriptions require that users enter descriptions into the Line Description field of the amounts being entered. Only lines with line numbers and blank descriptions must have descriptions entered.

🙀 Closing Package Notes~ SAV 02-J	UN-04 05.22.05.000 PM 🔅				()() 날 제 X
Note : 125 Note 125 Accounts F	Receivable - Ne Fiscal Year: 2	002	PD: QTR 4 - YTD		
Entity: 7909 TREASURY	S	tatus In-Progress	<b>•</b>	Delete Data	
Line Item Notes Other Notes Info	Text Data Threshold				
Other Data Info			Reported in:	Decimal Point:	
Section A Interest on Uncollect	able Accounts		Whole Dollars	Two	
No Line Description	2002 - Q4YTD 2001	1 - Q4YTD			
1 Interest on Uncollectable Accounts	1,000.00 T	250.00			
2 Other Interest	500.00 T	10.00			
▲ <u> </u>			T		
	Т				
The user must ente	r descriptions for				
numbered lines wit	h blank description	IS.			_
					-
Type Normal Bal.	( <u></u>				
Dollars					
No Data					
Submit	Çancel	Pre	eview	Comments	

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.

🧱 Closing Package Notes~ SA	/ 02-JUN-04 05.22.05.000 PM (00000000000000000000000000000000	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
Note : 125 Note 125 Acc	counts Receivable - Ne Fiscal Year: 2002 PE	D: QTR 4 - YTD
Entity: 7909 TREASURY	Status In-Progress	Delete Data
Line Item Notes Other Notes In	fo Text Data Threshold	
Other Data Info Section A Interest on U	ncollectable Accounts	Reported in: Decimal Point:
No Line Description	2002 - Q4YTD 2001 - Q4YTD	
1 Interest on Uncollectable Ac	counts 1,000.00 T 250.00 T	
2 Other Interest	<u>500.00</u> TT	
Place the cursor in the Section fie use the UP, and DOWN arrow on keyboard to navigate between sections.	the arrows on	p and down the slider bar to etween sections.
Type Normal Bal. Dollars Debit	Cancel Previe	evy 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.

Note : 125		ts Receivable - Ne	Fiscal Year: 2002	PD: QTR	4 - YTD	
Entity : 790	9 TREASURY		Status	In-Progress	Delete Da	ata
ine Item Notes	Other Notes Info	Text Data	Threshold			
Other Data Inf	0			Re	ported in: Decim	al Point:
ction B	Medicare Fees d	le			/hole Dollars 🔄 Two	al Point:
Line Descri	ption	2002 - Q4YTD	2001 - G	4YTD		
Medicare F	ees Due		T	T	T	
				T		
				T		
_					T	
_		_			T	
_				T		
			T	T	T	
/pe	Normal Bal.	A 🛛 🕹				D
ollars	Debit	]				
No Data						
	Submit		ancel	Preview		ments

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 but ton.
  - 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.

Note :       125       Note 125 Accounts Receivable - Ne       Fiscal Year:       2002       PD:       QTR 4 - YTD         Entity :       7909       TREASURY       Status In-Progress         Deleter	
Entity: 7909 TREASURY Status In-Progress V Delete	
	Data
Line Item Notes Other Notes Info Text Data Threshold	
	cimal Point:
Section B Medicare Fees due T	NO 🔽 🔽
No Line Description 2002 - Q4YTD 2001 - Q4YTD	
1 Medicare Fees Due 500.00 T 750.00 T	
Type Normal Bal.	$\mathbf{D}$
Dollars Debit	
No Data	

## 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.

🦉 Closi	ing Packag	e Notes~ SAV-11	-MAY-04 05.26.27	.000 Pt	M DODR						88. <u>-</u>	র স ×
N	lote : 125	Note 125 Account	s Receivable - Ne	^F iscal Ye	ar: 2002	2	PD: Q1	IR 4 - YTD				
Er	ntity : 7097	VERIFYING TEST I	ENTITY - OCBOA		Statu	IS In-Progress		-	Delete Data			
Line It	em Notes	Other Notes Info	Text Data	Thre	shold							
Text	Data											
1		he method used to c ull accounts.	alculate the allowar	ice A	Verage	of the loss rate	for the las	st three yea	irs			
2		s relating to factors of accounts receiva	-	У			▼					
			/									
			created by t dministrato						wers are ente this field by -			
┣												
No	Data			,								
		Submit	Çar	ncel		F	Preview		Commen	ts		

- 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 View ATB Data on the Line Item Notes index tab.
- 2. The ATB Screen will open and ATB amounts will be displayed for each note line.

Header			
Note: 125 Note 125 Accounts Receivable - Net		Reported In: D	OLLARS
Entity: 7909 TREASURY		Decimal Point: T	wo
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	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded	
Department of Defense	1,469,404,629.86	1,469,404,629.8	6 SGL Detail
Social Security Admininistration	1,469,404,629.86	1,469,404,629.8	6 SGL Detail
Department of Energy	1,469,404,629.86	1,469,404,629.8	6 SGL Detail
Department of Health & Human Resources	1,469,404,629.86	1,469,404,629.8	6 SGL Detail
Department of Agriculture	1,483,874,635.04	1,483,874,635.0	4 SGL Detail
Department of Justice	1,461,775,720.94	1,461,775,720.9	=
			SGL Detail

3. To view the ATB data for a selected line press the SGL Detail button SGL Detail...

ATB Data~         SAV 03-JUN-04 10.51.30.000 AM         COOCOSCO           Header		Reported In: DOI Decimal Point: TV	ILLARS 10
Closing Package Line Description			
Closing Package Line Description	2002:QTR 4 - YTD	2001:QTR 4	- YTD
Accounts Receivable		500.00	500.00
ATB Information	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 Admininistration	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			

4. The SGL Detail screen will open and display all of the ATB balances for the Closing Package Line by SGL number.

Note	125 Note 125 Accounts Receive	/able - Ne	t					Reported In: DOL	LARS	
	ntity: 7909 TREASURY Year: 2002 PD: QTR 4 - YTD							Decimal Point: TVW	0	
	Closing Pkg Line Descrip	ition					2002:QTR 4 - YTD	2001:QTR 4 - YT	rD	
Acco	unts Receivable						500.00	j [	500.00	
Line D SGL	Description Description	F/N	ТР	хл	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	J
1310	Accounts Receivable	F	15	U	A	U	35,046.00	35,046.00	Bureau	.]
310	Accounts Receivable	F	16	U	A	U	777,626.31	777,626.31	Bureau	.]
310	Accounts Receivable	F	17	U	A	U	3,830.00	3,830.00	Bureau	]
310	Accounts Receivable	F	20	U	A	U	6,044,010.17	6,044,010.17	Bureau	]
310	Accounts Receivable	F	21	U	A	U	2,000.00	2,000.00	Bureau	]
310	Accounts Receivable	F	24	U	A	U	1.00	1.00	Bureau	j
310	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	j
	Accounts Receivable	F	69	U	A	U	568,646.42	568,646.42	Bureau	Ĩ

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Note	e: 125 Note 125 Accounts Recei	vable - Ne	t					Reported In: DOL	LARS
Er	ntity: 7909 TREASURY							Decimal Point: TVV	
iscal `	Year: 2002 PD: QTR 4 - YTD								
	Closing Pkg Line Descri	ption					2002:QTR 4 - YTD	2001:QTR 4 - YT	D
Acco	unts Receivable						500.00		500.00
Line D	Description								1
SGL	Description	F/N	TP	хл	S/A	BSF	2002:QTR 4 - YTD ATB Actual Dollars	2002:QTR 4 - YTD ATB Rounded	♦
310	Accounts Receivable	F	13	U	A	U	.00	.00	Bureau
310	Accounts Receivable	F	15	U	A	U	35,046.00	35,046.00	Bureau
310	Accounts Receivable	F	16	U	A	U	777,626.31	777,626.31	Bureau
310	Accounts Receivable	F	17	U	А	U	3,830.00	3,830.00	Bureau
310	Accounts Receivable	F	20	U	А	U	6,044,010.17	6,044,010.17	Bureau
310	Accounts Receivable	F	21	U	A	U	2,000.00	2,000.00	Bureau
310	Accounts Receivable	F	24	U	A	U	1.00	1.00	Bureau
310	Accounts Receivable	F	28	U	A	U	27,690.24	27,690.24	Bureau
310	Accounts Receivable	F	51	U	A	U	.00	.00	Bureau
310	Accounts Receivable	F	69	U	А	U	568,646.42	568,646.42	Bureau

Note:	125 Note 125 Accounts Receivable - Net			Reported Ir	
Entity: scal Year:	7909 TREASURY 2002 PD: QTR 4 - YTD			Decimal Poin	nt: TVVO
ATB Detail —					
	Closing Pkg Line Description		2002:QTR	4 - YTD 🔅	2001:QTR 4 - YTD
ccounts Re	ceivable			500.00	500.0
SGL 310 Acco		X/T S/A BSF U A U 2002:QTF	2002:QTR 4 ATB Actual 1 R 4 - YTD 200		2002:QTR 4 - YTD ATB Rounded 35,046.0
310 Acco ureau		U A U	ATB Actual I R 4 - YTD 200 al Dollars A	Dollars 35,046.00	ATB Rounded 35,046.0
310 Acco ureau	ounts Receivable F 15 F	U A U 2002:QTF	ATB Actual I R 4 - YTD 200	Dollars 35,046.00 12:QTR 4 - YTD ATB Rounded	ATB Rounded
310 Acco ireau	ounts Receivable F 15 F	U A U 2002:QTF	ATB Actual I R 4 - YTD 200 al Dollars A	Dollars 35,046.00 12:QTR 4 - YTD ATB Rounded	ATB Rounded 35,046.0 ATB Code
310 Acco ureau	ounts Receivable F 15 F	U A U 2002:QTF	ATB Actual I R 4 - YTD 200 al Dollars A	Dollars 35,046.00 12:QTR 4 - YTD ATB Rounded	ATB Rounded 35,046.0 ATB Code ATB Code
310 Acco ureau	ounts Receivable F 15 F	U A U 2002:QTF	ATB Actual I R 4 - YTD 200 al Dollars A	Dollars 35,046.00 12:QTR 4 - YTD ATB Rounded	ATB Rounded 35,046.0 ATB Code ATB Code ATB Code
310 Acco ureau	ounts Receivable F 15 F	U A U 2002:QTF	ATB Actual I R 4 - YTD 200 al Dollars A	Dollars 35,046.00 12:QTR 4 - YTD ATB Rounded	ATB Rounded 35,046.0 ATB Code ATB Code ATB Code ATB Code ATB Code ATB Code ATB Code
310 Acco ureau	ounts Receivable F 15 F	U A U 2002:QTF	ATB Actual I R 4 - YTD 200 al Dollars A	Dollars 35,046.00 12:QTR 4 - YTD ATB Rounded	ATB Rounded 35,046.0 ATB Code ATB Code ATB Code ATB Code ATB Code

6. ATB data may be viewed at the ATB Code level by pressing the view ATB Code button ATB Code...

Bureau Detail~ SAV 03-JUN-04 10.51.30.000 AM (0000000)         Header           Note:         125         Note 125 Accounts Receivable - Net			Reporter	d In: DOLLARS	
Entity: 7909 TREASURY			Decimal P	oint: TVVO	
Fiscal Year: 2002 PD: QTR 4 - YTD					
ATB Detail					
Closing Pkg Line Description			TR 4 - YTD	2001:QTR 4 - YTD	
Accounts Receivable			500.00	500.00	
SGL Description F/N TP X/T	S/A BSF		R 4 - YTD ual Dollars	2002:QTR 4 - YTD ATB Rounded	
1310 Accounts Receivable F 15 U	A U		35,046.00	35,046.00	
Bureau Name	2002:QTF ATB Actu		2002:QTR 4 - YTD ATB Rounded		
2009 Internal Revenue Service		35,046.00	35,046.0	0 ATB Code 🔄	
				ATB Code	
				ATB Code	
				ATB Code	
				ATB Code	
	<u> </u>			ATB Code	
				ATB Code	
	I			ATB Code	
Close	Return to N	lote			

🧝 ATB Code Detai - Header	I~ SAV 03-JUN-04 10.51.3	0.000 AM (2000)			×⊼⊻∑
Note: 125	Note 125 Accounts Receival	ole - Net		R	eported In: DOLLARS
Entity: 7909	TREASURY			De	cimal Point: TVVO
Fiscal Year: 2002	PD: QTR 4 - YTD				
	Closing Pkg Line Desc	ription		2002:QTR 4 - YTD	2001:QTR 4 - YTD
Accounts Receivat	ble			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 I	Receivable	F 15 U	AU	35,046.0	35,046.00
ATB Code Detail Bureau 2009 r	Bureau h iternal Revenue Service ATB Code 20090913	2002:QT	AT R 4 - YTD 2002:	B Actual Dollars A 35,046.00 GTR 4 - YTD 3 Rounded 35,046.00	2:QTR 4 - YTD 18 Rounded 35,046.00

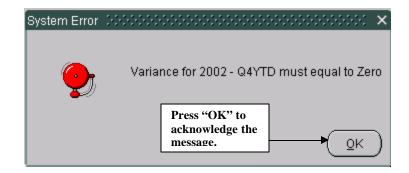
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- To close the SGL Detail screen and return to the previous screen
  - press the "Close" button Close
- To return to the Closing Package Notes screen press the "Return to Note Screen"
   Return to Note

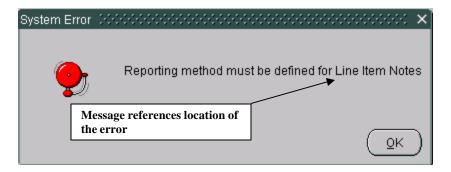
# 6.7 Flagging a Note as Complete

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 Status In-Progress 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:

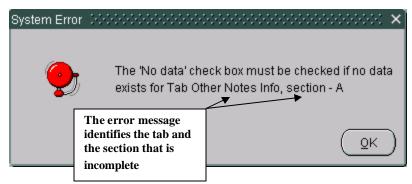
1. The program validates that both variances for the Closing Package Line items are equal to zero. Should a variance exist for one or both amounts the following error message will be displayed.



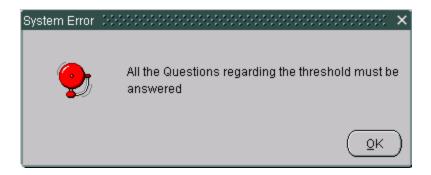
2. The program verifies that selections have been made for the "Reported in" and "Decimal Point" that have been set to "User-Defined" on all of the appropriate index tabs and sections. If a note has variance in the Line Item notes tab the following error message is displayed.



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 unanswered the system displays the following error message.



- Once the program has passed all validations, the status will be set to complete by the user. Status Complete
   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.

FR Notes Se Entity : <mark>7909</mark>	lection~ SAV 03-JUN-04 10.51.30.000 AM DODDODDODDO	००००००००००० ≚ ज × ि
Number	Note Title	Status
06	Inventories and Related Property	
125	Note 125 Accounts Receivable - Net	SUBMITTED
	Completed notes are displayed a "Submitted" in the FR Notes Selection screen until completed by the FPA and approved by the	
	CFO in the GF008 Module.	

- 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"

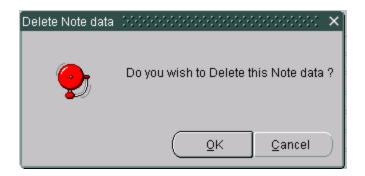
Delete Data functionality.

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 <u>*ALL*</u> 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"

	Entity : 7909	TREASURY			Status In-Progres	5	<b>v</b>	Delet	e Data	
Line	tern Notes	Other Notes Info Text D	ata Thre							
			Acct		Q4YTD 🦯	/	2001 - Q4YTD		Reported in	
	-		по туре	JZ - (			2001 - Q411D		Whole-Dol	lars 💌
Acc	ounts Receiva	ble	DA		500	0.00		200.00	Decimal Poi	nt:
_			Variance:			.00	<u> </u>	.00	Two	•
	inancial Repor Line Descripti		2002 - Q4YTE	)	2001 - Q4YTD		Previously Rptd	CF	P-PP	
1	Department of	of Defense	100.00	Т	50.00	T	Т		50.00 T	
2	Social Secur	ity Admininistration	75.00	Т	75.00	T	Т		.00 T	
3	Department of	of Energy	100.00	Т	50.00	T	Т		50.00 T	
4	Department of	of Health & Human Resources	100.00	Т	25.00	T	Т		75.00 T	
5	Department of	of Agriculture	50.00	Т	.00	T	Т		50.00 T	
6			75.00	Т	.00	T	Т		75.00 T	
				Т		T	Т		Т	
				Т		T	Т		Т	<b>_</b>
		TOTALS:	500	.00	200	.00			300.00	
			(I)	111						D
							Closing Package	Definition	View A	TB Data

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.

	Entity: 7909 TREASURY tem Notes Other Notes Info Text	Data		) Thresho	Status In-Progress		Delet	e Data	
	Closing Package Line Description	NB	Acct Type	2002 -	Q4YTD	2001 - Q4YTD		Reported in: User-Defined	Ŧ
Acci	ounts Receivable	D	A		500.00		200.00	Decimal Point:	
			Variance:		500.00		200.00	User-Defined	-
	inancial Report Note Detail Line Description	:	2002 - Q4	YTD	2001 - Q4YTD	Previously Rptd	CP	-PP	
1	Department of Defense			T	T	T			
2	Social Security Admininistration			T		T			
3	Department of Energy			T	I	T			
4	Department of Health & Human Resources					T			
5	Department of Agriculture								÷.
6				1		T			
_		L		T	Т	Т			
		⊢		<u> </u>	T	Т	<u> </u>		U
	TOTALS:	L A							
		0				Closing Package	Definition	View ATB Data	4
						Closing Package	Dennillion	view ATB Data	

# 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
<u> </u>		
	1	
<u> </u>		
L		

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> <li>Each note number is unique. A note may be assigned to an entity only once but can be assigned to multiple entities.</li> <li>Note numbers may be numbers, letters, special characters or any combination these.</li> <li>Note Numbers are assigned by the System Administrator.</li> </ol>	None – set up and maintained by the system administrator.
Note Title	Note title is the description of the note.	<ol> <li>A text field un-modifiable to the user.</li> </ol>	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.	1. 2. 3.	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	Users can change the status from "In-Process" to "Submitted"

# **Closing Package Notes form;**

CIO	ising Pa	ickage	e Notes~ SAV 03-JUN	J-04 10.	.51.30.00	0 AM 🔅		·····	••••••		신 품지
	Note :	125	Note 125 Accounts Rec	ceivable	- Nel Fisca	al Year:	2002	PD: QTR 4 - YTD			
	Entity :	7909	TREASURY			] :	Status In-Progress	<b>–</b>	Delete	e Data	
Line	e Item Not	tes	Other Notes Info	ext Data		Threshol	el				
	Closin	ng Pac	kage Line Description	NB	Acct Type	2002 - G	Q4YTD	2001 - Q4YTD		Reported in: User-Defined	-
Acc	ounts Re	- ceival	ble	D	A		500.00		200.00	Decimal Point:	
					Variance:		500.00		200.00	User-Defined	-
Fi	inancial F	Report	Note Detail								
٧o	Line De:				2002 - Q4		2001 - Q4YTD	Previously Rptd	CP	-PP	
1			f Defense				T				_
2			y Admininistration			T					- 11
3			f Energy			_			ļ		:
4 5			fHealth & Human Resour	rces		_			ļ		-8
。 3	Departr	nent o	f Agriculture	— -		_					= ``
,				— -							- 11
=	1						T	т	<u> </u>		-
	JI		τοται								=
			TOTAL							JL	Ð
								Closing Package	Definition	View ATB D	ata
			Submit		Cancel		Pre	view	6	Comments	

Field Name	Functional Description	Attributes	Setting Options
Note	Note is the number assigned to the note.	<ol> <li>Note number is assigned to the note by the system administrator in the GF066 screen.</li> <li>Note is a unique value.</li> <li>Note may be composed of numerical, alphabetical, alphanumerical and special characters.</li> <li>Located on the main Closing Package Notes form.</li> </ol>	The Note field is un-modifiable to users.
Descriptio n	Description contains the description of the note.	<ol> <li>Description is assigned and maintained by the System Administrator.</li> <li>The description can contain numerical, alphabetical, alphanumeric, special characters.</li> <li>Located on the main Closing Package Notes form.</li> </ol>	The description field is un- modifiable by users.
Fiscal Year	Fiscal Year is the current open fiscal year in GFRS.	<ol> <li>The fiscal year is populated from the DBA061 module</li> <li>The format is YYYY</li> <li>Located on the main Closing Package Notes form.</li> </ol>	The Fiscal Year field is un- modifiable to users.
PD (Period)	The period is the current open period set up in GFRS	<ol> <li>The period is populated from the DBA061 module.</li> <li>Located on the main Closing Package Notes form.</li> </ol>	Period is un-modifiable by users.
Entity	Entity is the four-digit GFRS entity that is related to the note.	<ol> <li>Entity is a four - digit character field.</li> <li>Entity is populated from the DBA055 screen.</li> <li>Entity can be numeric, alphabetical or alphanumeric.</li> <li>Located on the main Closing Package Notes form.</li> <li>Entity is assigned to the note by the System Administrator in the GF066 screen.</li> </ol>	Entity is not modifiable by users.
Entity Descriptio n	Entity description is the text description of the entity.	<ol> <li>Entity is populated from the DBA055 screen.</li> <li>Located on the main Closing Package Notes form.</li> </ol>	Description is not modifiable by users.

Field Name	Functional Description		Attributes	Setting Options
Status	The status field controls state of the note.	1. 2. 3. 4.	<ul> <li>Field defaults to "In-Progress".</li> <li>Selection of "Complete" initiates validations that check,</li> <li>A. All variances = zero.</li> <li>B. All threshold questions have been answered.</li> <li>C. All tabs have been completed or the no data field has been clicked.</li> <li>D. Selections have been made for all Reported in and Decimal Point fields that are set to user defined.</li> <li>Field is a list box.</li> <li>Located on the main Closing Package Notes form.</li> </ul>	Users are able to change the status from "In-Process" to "Completed"
Delete Data	<ol> <li>The delete data button provides the user t he ability delete all of the data entered as well as all of the settings selected by the user.</li> <li>It updates the GF006 with any changes made to the form by the System Administrator in the GF066 screen.</li> </ol>	1.	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.	1.	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.	1.	Cancel is located on the main Closing Package Notes form.	Not –Applicable
Closing Package Line Descriptio n	Closing Package Line Description is the Closing Package Line item that Agency Line Descriptions were reclassified to in the GF003 module.	1.	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.	1.	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> <li>Located in the Line Item Notes index tab on the Closing Package Notes screen.</li> <li>Settings may be, I. A = Asset II. CA= Contra-Asset III. L = Liability IV. CL= Contra-Liability V. E = Equity</li> </ol>	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> <li>Located in the Line Item Notes index tab on the Closing Package Notes screen.</li> <li>For verifying agencies, the amount displayed is amount that was reclassified to the selected Closing Package Line item in the GF003 module.</li> <li>If the entity is a non- verifying agency, the ATB data is populated based on the crosswalk mapping in the DBA055.</li> </ol>	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> <li>Located in the Line Item Notes index tab on the Closing Package Notes screen.</li> <li>For verifying agencies, the amount displayed is amount that was reclassified to the selected Closing Package Line item in the GF003 module.</li> <li>If the entity is a non- verifying agency, the ATB data is populated based on the crosswalk mapping in the DBA055 screen.</li> </ol>	Un-modifiable to users

Field	Functional Description	Attributes	Setting Options
Name		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> <li>Located in the Line Item Notes Index tab ion the Closing Package Notes screen.</li> <li>The variance is calculated by subtracting the sum of the amounts allocated to Financial Report Note Detail lines from the Closing Package Line amounts.</li> <li>The variance must equal zero for the note to be flagged as complete.</li> <li>Variances calculations are set up for columns by the System Administrator.</li> <li>Variances are set up and maintained by the System Administrator in GF066.</li> <li>Users can view which column the variance is against when the cursor is placed on the variance field.</li> <li>Located in the Line Item Notes Index tab on the Closing Package Notes screen.</li> <li>Set up and maintained by the System Administrator in GF066.</li> <li>Reported in may be set up two ways by the System Administrator,</li> <li>Agency – The value defaults to the Reported In method that was selected in GF002.</li> <li>User Defined – Users must select a reporting method. When user defined, Reported in is a required field.</li> <li>Reported in effects only the amounts displayed on the Line Item Notes index tab.</li> </ol>	Users can reduce the variance by allocating the balances of the Closing Package Line items to Financial Report Detail Lines.

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> <li>Located in the Line Item Notes Index tab on the Closing Package Notes form.</li> <li>Set up and maintained by the System Administrator.</li> <li>Decimal Point may be set up two ways by the System Administrator.</li> <li>Agency – The value defaults to the Decimal point setting selected in the GF002 module.</li> <li>User Defined – Users must select a decimal point selection. When User- Defined, decimal point is a required field.</li> <li>Decimal Point is only applied to amounts on the Line Item Notes index tab.</li> </ol>	If the System Administrator sets the Decimal Point to "User –Defined" users <u>must</u> 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> <li>Located in the Line Item Notes Index tab on the Closing Package Notes screen.</li> <li>Line numbers are unique sequential in ascending order.</li> <li>The System Administrator sets and maintains the lines and controls what lines are displayed.</li> </ol>	Un-modifiable to users.
Line Descriptio n	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> <li>Located in the Line Item Notes Index tab on the Closing Package Notes screen.</li> <li>The description is created by the System Administrator in the GF066 module.</li> <li>If left blank, users may enter a description of the amount being allocated to the line.</li> </ol>	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> <li>Located in the Line Item Notes Index tab on the Closing Package Notes screen.</li> <li>The entering of amounts for the current period reduces the variance for the current period.</li> <li>Current Period amount is assigned and maintained by the System Administrator.</li> </ol>	Users allocate amounts of the Closing Package Line items to line items for the current open period.

Field	Functional Description	Attributes	Setting Options
Name			
Prior Period Amounts	Users enter the appropriate amount of the Closing Package Line amounts for a prior period.	<ol> <li>Located in the Line Item Notes index tab on the Closing Package Notes screen.</li> <li>The prior period is the same period as the Current open period for the previous year.</li> <li>Users allocate Closing Package Line amounts to the prior period amount field for the appropriate line.</li> </ol>	Users allocate amounts of the Closing Package Line items to line items for the prior period.
T (Threshol d)	Press 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> <li>Located in the Line Item Notes index tab on the Closing Package Notes screen.</li> <li>Data on the threshold screen is view only.</li> <li>Thresholds can have three possible settings;         <ol> <li><b>Upper Boundary</b> – a fixed dollar limit that if exceeded requires the user to respond to the Threshold question in the Threshold index tab.</li> <li><b>Percentage</b> – 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.</li> <li><b>Both</b> – Both Upper Boundary and percentage limits are applied. The threshold is activated by the boundary that is exceeded first.</li> </ol> </li> <li>Thresholds are set up and maintained by the System Administrator.</li> </ol>	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> <li>Located in the Line Item Notes index tab of the Closing Package Notes screen</li> <li>The ATB data is displayed at the CP Line, SGL, Bureau and ATB Code level.</li> </ol>	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.	1. 2.	Located in the Line Item Notes index tab of the Closing Package Notes screen. Populated from the DBA062 screen.	Un-modifiable to users.

		UN-04 10.51.30.000					N 19
Note : 125	Note 125 Accounts I	Receivable - Ne Fisca	l Year: 2002	PD:	QTR 4 - YTD		
Entity : 7909	TREASURY		Status	In-Progress	<b>_</b>	Delete Data	
ine Item Notes	Other Notes Info	Text Data T	hreshold				
Other Data Info					Reported in:	Decimal Point:	Α
ection A	Interest on Uncollect	table Accounts			Whole Dollars 💿	Two	
lo Line Descripti	ion	2002 - Q4YTD	2001 - Q4	4YTD			
I Interest on U	Incollectable Accounts		T	T	Т		
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			T		тт		
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ype	Normal Bal.	(C)	55			D	
Dollars	Debit						
🗌 No Data							
			-				
	Submit	Cancel		Preview	V	Comments	

#### GFRS Desktop User Manual

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> <li>Located in the Other Notes Info index tab on the Closing Package Notes screen.</li> <li>Sections are created, assigned and maintained by the System Administrator in the GF066 screen.</li> <li>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.</li> </ol>	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> <li>Located on the Other Notes Info index tab on the Closing Package Notes screen.</li> <li>Description is created and maintained by the System Administrator in the GF066 screen.</li> <li>If the Section Description line is blank, users must populate a description.</li> <li>Located in the Other Notes Info Index tab on the Closing Package Notes screen.</li> <li>Set up and maintained by the System Administrator in GF066.</li> <li>Reported in may be set up two ways by the System Administrator,         <ul> <li>Agency – The value defaults to the Reported In method that was selected in GF002.</li> <li>User Defined – Users must select a reporting method. When user defined, Reported in is a required field.</li> </ul> </li> </ol>	If the Section Description line is blank, users must populate a description If the System Administrator sets the Reported in method to "User –Defined", users <u>must</u> 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> <li>Set up and maintained by the System Administrator.</li> <li>Decimal Point may be set up two ways by the System Administrator.</li> <li>Agency – The value defaults to the Decimal point setting selected in the GF002 module.</li> <li>User Defined – Users must select a decimal point selection. When User- Defined, decimal point is a required field.</li> <li>Decimal Point is only applied to amounts on the Line Item Notes index tab.</li> <li>Located on the Other Notes Info tab on the Closing Package Notes form.</li> </ol>	If the System Administrator sets the Decimal Point to "User – Defined" users <u>must</u> select one of the following values, Zero One Two
Туре	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> <li>Type is located on the Other Notes Info index tab of the Closing Package Notes screen.</li> <li>The setting for each line is set by the System Administrator in GF066.</li> <li>The settings can be         <ol> <li>Dollars</li> <li>Units</li> <li>Units</li> <li>Percentage</li> <li>Years.</li> </ol> </li> </ol>	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> <li>Normal Balance is located on the Other Notes Info index tab on the Closing Package Notes screen.</li> <li>Normal balance is assigned to each line on a line-by- line basis by the System Administrator in GF066.</li> <li>Normal balance is only enabled when the line type is set to dollars. All other line types default to "N/A"</li> </ol>	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> <li>No Data is located on the Other Notes Info index tab on the Closing Package Notes screen.</li> <li>The program validations require that at least 1 line be populated data or the No Data field must be checked.</li> </ol>	Users click on the No-Data field to signify that there is no data to report.

Enti Line Iter	ity : 7909		s Receivable - Ne 🕇	iscal Year: 2002	PD:	QTR 4 - YTD		
Line Iter	ry . 7909	TREASURY		Status In	-Progress	-	Delete Data	J
	m Notes	Other Notes Info	Text Data	Threshold				
Text D	ata							
1		ne method used to c ill accounts.	alculate the allowan	ce				
		s relating to factors of accounts receiva	-	у				
🗆 No D	)ata							
		Submit	Çar	ncel	Preview	11/	Comments	

Field Name	Functional Description	Attributes	Setting Options
Text Data No field	The first line is the text question number line.	<ol> <li>Located on the Text Data Index Tab of Closing Package Notes form.</li> <li>Created and maintained by the System Administrator in the GF066 module.</li> </ol>	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> <li>Located on the Text Data index tab of the Closing Package Notes form.</li> <li>Created, applied and maintained by the System Administrator in the GF066 screen.</li> </ol>	Un-modifiable by users.

🙀 Closing Packag Note : 125		03-JUN-04 10.51.30 unts Receivable - Ne			PD: QTR 4 - YTD		2021 <b>프 제 X</b>
Entity : 7909	TREASURY		-	Status In-Progress	-	Delete Data	
Line Item Notes	Other Notes Info	Text Data	Threshol	d (			
Threshold							
Line Description		Question	E	Explanation			
Line Item Notes - D Defense (2002 - Q		Explain the variance.					
[	Submit	Çar	ncel	Pi	review	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> <li>The text displayed is System generated when a threshold has been exceeded.</li> <li>Located on the Threshold Index tab.</li> </ol>	Un-modifiable by users.
Question	The question field is populated with a question concerning why a threshold was exceed.	<ol> <li>Question is located on the Threshold index tab.</li> <li>Question is created, applied and maintained by the System Administrator in GF066.</li> </ol>	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.	1. 2. 3.	Explanation is a required field. Users must enter explanations for <u>all</u> threshold questions. Any character type is accepted. Explanation is located on the threshold index tab.	Users are required to enter explanations for <b>ALL</b> threshold questions.

# Module GF007: Other FR Data

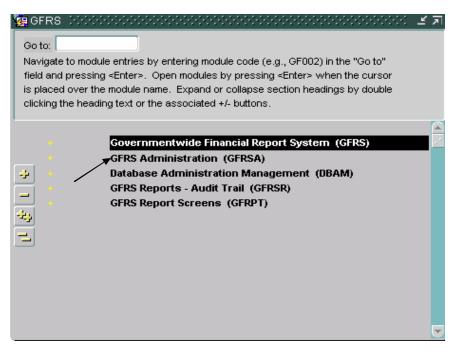
# 7.1 Module Overview

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.

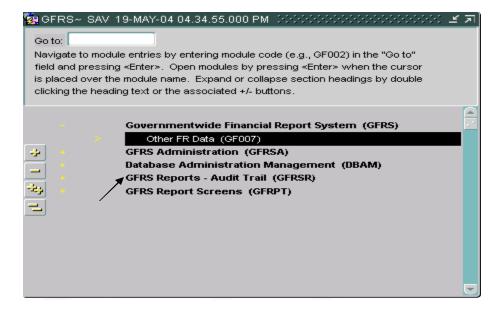
Users must complete the Other Data record set up by the System Administrator in order for the record to be completed. To be completed, all of the required fields designated by System Administrator must be completed. Users enter data into two index tabs Other Data Info and Text data. Each index tab is 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)"



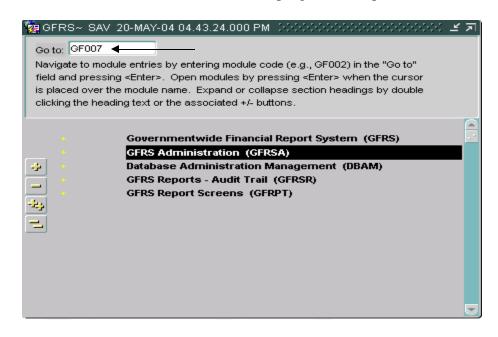
2. Double-click on the "Other FR Data (GF007)" selection to open the program.



3. The GF007 program will open displaying all the entities that the user has permission to access.

g Other FR Dat Entity : 0300	a Selection~ SAV 19-MAY-04 04.34.55.000 PM (2020)		≪ ≝ ज ×
Number	Other Data Title	Status	
001	GGDG	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	_
1012	other data note	IN-PROGRESS	
1013	Narsim's test note	IN-PROGRESS	
1018	1018 testing note	IN-PROGRESS	
1021	test note 1021	IN-PROGRESS	
	Qpen Cancel		

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.

- To select an Other Data record, use the arrow keys for a 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 entity from a list of values (LOV) and

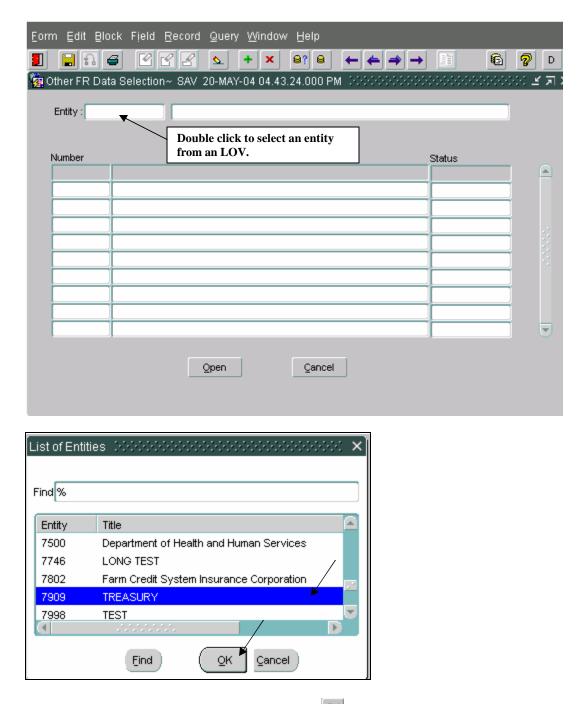
Click the execute query button . The entity and all of the corresponding assigned Other Data records will be displayed.

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Num	ıber			С	)ther Data T	litle			Status			
001	GC	GDG							IN-PROGRI	ESS	L 🖻	
03	Са	apitalized A	ssets						IN-PROGRI	ESS		
06	He	eritage Ass	ets						IN-PROGRI	ESS		
08	So	ocial Securi	ity						IN-PROGRI	ESS		
10	Fe	ederal Supp	olementar	y Medic	al Insuranc	e - Media	are Part	в	IN-PROGRI	ESS		
100	i no	ote 100 - to	be delet	ed					IN-PROGRI	ESS		
101	2 otł	her data no	nte						IN-PROGRI	ESS		
101	3 Na	arsim's test	note						IN-PROGRI	ESS		
101	8 10	018 testing	note						IN-PROGRI	ESS		
102	:1 te:	st note 102	21						IN-PROGRI	ESS		
			Ç	⊇pen		Çanc	el					

2. To retrieve Other Data records for a particular entity, place the cursor focus on the entity and Click the enter query button.

	Eorm Edit B	lock Field Record Query Window Help		
	<u>.</u>		•	🦻 D
	🩀 Other FR Da	ata Selection~ SAV 03-JUN-04 10.51.30.01 2. Press the enter	· query button	<u>ে এ</u> স ×
1. Place the curso	Entity 030	LIBRARY OF CONGRESS		
the Entity field				
	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	1
	10	Federal Supplementary Medical Insurance - Medicare Part B	IN-PROGRESS	
	100	note 100 - to be deleted	IN-PROGRESS	j
	1010	test	IN-PROGRESS	j
	1012	other data note	IN-PROGRESS	]
	1013	Narsim's test note	IN-PROGRESS	
	1018	1018 testing note	IN-PROGRESS	
		Qpen Cancel		

 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 is to display all the Other Data records for the selected entity.

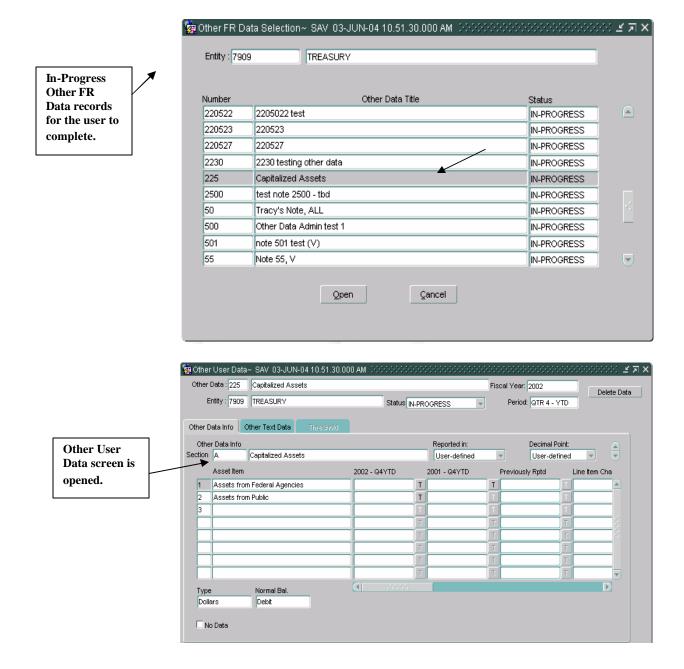
Eorm Edit Blo	ick Field Record Query Window Help	
	5 🗹 🗹 🕿 🖕 🗙 😝 😫	
🙀 Other FR Dat	a Selection~ SAV 03-JUN-04 10.51.30.000	) AM (25000000000000000000000 🗹 🗖 🗙
Entity : 7909	TREASURY	Press the execute query button to view the selected entity.
Number	Other Data Title	Status
	<u>O</u> pen <u>C</u> an	cel

5. 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.

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

6. 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.

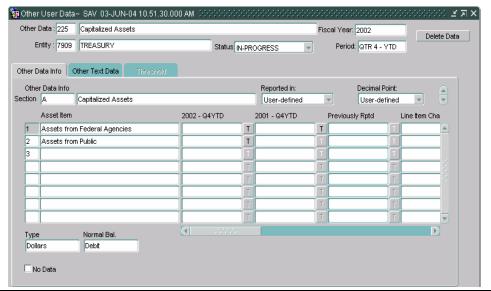
**Method 1** - Other Data record can be selected by setting cursor focus by clicking on the desired Other Data record and double clicking.

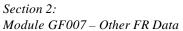


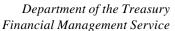
**Method 2** - By Clicking **SHIFT** + **PAGE DOWN** from the entity field the cursor focus will be placed in number field of the first Other Data record in the form. From inside the Other Data grid, users can navigate from record to record by using the up and down arrows on the keyboard. To select Other Data use the keystrokes **ALT** + **O** to open the Other Data.

7. Once the Other Data record has been selected in the Other Data selection screen the Other User Data form is opened.

Number           220522         2205022 test	Other Data Title	Status	
		IN-PROGRESS	
220523 220523		IN-PROGRESS	
220527 220527		IN-PROGRESS	
2230 2230 testing other data	1	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	







#### 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

 $\bigcirc$  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

E	ntity : 0300	LIBRARY OF CONGRESS	Status _{IN-}	PROGRESS	Period: QTR 4 - 1	TD Delete Data
		Other Text Data Threshold			- · · ·	
Othe Section	r Data Info A	Capitalized Assets		Reported in: Billions	Decimal P	
	Asset Item		2002 - Q4YTD	2001 - Q4YTD	Previously Rptd	Line Item Cha
1	Assets from	n Federal Agencies	121.00	Т	T	
2	Assets from	n Public		Т	T	
3				Т	T	
				Т		
	[			т][		
				Т		
				Т		T
				т]	Т	
Type Dolla		Normal Bal. Debit	(1)			D

- 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** 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**.

	Data : 225 ntity : 0300	Capitalized Assets	Statue	PROGRESS	Fiscal Year: 2002 Period: QTR 4 -	Delete Data
		Other Text Data Threshol	_	PROGRESS		
	r Data Info			Reported in:	Decimal	
Section	A Asset Item	Capitalized Assets	2002 - Q4YTD	Dillions 2001 - Q4YTD	User-de	efined 💽 💌
1	Assets from	n Federal Agencies	121.00	Т	Т	
2	Assets from	n Public		T		
3				T		
				Т	Т	
				Т		
				Т	T	
					Т	Т

#### **Other Data Info**

- 1) The cursor will be placed inside the **section field in the** Other Data Info field.
- 2) Click the TAB key <u>twice</u> 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**

🙀 Other User Data	a~ SAV 03-JUN-04 10.51.30.000 AM 🔅			२२२२२ ≝ ज ×
Other Data : 225	Capitalized Assets		Fiscal Year: 2002	Delete Data
Entity : 7909	TREASURY	Status IN-PROGRESS	Period: QTR 4 - YTD	Delete Data
Other Data Info	Other Text Data			
Section A	Capitalized Assets			
Other Data Text				
	to appear on the notes for departmental resp variance between the prior period and the	onse:		
4	iod amounts.			
What are th	ne estimaties for acquistions for 2003?			-
2				
🗆 No 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.

	r User Data Data : <mark>225</mark>	~ SAV 03-JUN-0 Capitalized Asset		0 AM 🔀					Fiscal Yea	69969999999999999999999999999999999999	)))))) 프 지 X
E	intity : 7909	TREASURY			Sta	atus IN-PROGRESS		Ŧ	Perio	od: QTR 4 - YTD	
Other D	Data Info	Other Text Data	Threshold								
	er Data Info					Report				Decimal Point:	
Section	A	Capitalized Assets				User-	defin	ed	<b>T</b>	User-defined	
	Asset Item			'TD	:	2001 - Q4YTD	F	Previo	usly Rptd	Line Item Change	53
1	Assets from	n Federal Agencies			T		Т	_			TA .
2	Assets from	n Public			T		II	·	Use the	UP and	II .
3	]				T		T	· ·	Down b	uttons on the	
	]				T		T		scroll b	ar to navigate	
	]				Т		Т			-	
	]				Т		Т		to other	sections.	
					T		T				
					T		Т			Т	
Туре	9	Normal Bal.									D
Dolla		Debit									
	o Data										

	Other User Data~ SAV 03-JUN-04 10     Other Data : 225 Capitalized Assets	0.51.30.000 AM (00000000000		00000000000000000000000000000000000000	20202020 르 ㅋ Delete Data
	Entity : 7909 TREASURY	Status _{IN-P}	ROGRESS	Period: QTR 4 - YTD	Delete Data
	Other Data Info Other Text Data Th	reshold			
	Other Data Info		Reported in:	Decimal Point:	
	Section B Allocate Federal asset	values to trading partners.	Billions	Two	
	Trading Partner	(TD 2001 - Q4	1YTD		
Next section is	1 Department of State				
displayed	2 Department of Commerce				T
uispiayeu	3 Department of Justice				T
	4 All other Departments.				
	5				
				T	Т
				T	
		T	Т	Т	
	Type Normal Bal. Dollars Debit				
	□ No Data				

- 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.

Other Us Other Data	ser Data~ SAV 03-JUN-04 10. a : 225 Capitalized Assets	51.30.000 AM 🔅	**************		ear: 2002	Delete Data
Entity	7:7909 TREASURY		Status IN-PROGRESS	s 💌 Pe	riod: QTR 4 - YTD	Delete Data
Other Data	Info Other Text Data Thre	shold		/		/
Other Da Section A	ata Info Capitalized Assets			rted in: r-defined	Decimal Point:	
As	set Item	'TD	2001 - Q4YTD	Previously Rptd	Line Item Change	es
1 As	sets from Federal Agencies		Т	T	T	
2 As	sets from Public		Т		T	
3			Т			
			Т		T	
			<u></u>			
			Т			
			Т			T
			Т			
Type Dollars	Normal Bal. Debit		.000			D

- 6. 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.**
- 7. 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

Assets from Federal Agencies Assets from Public First editable field that	32 - Q4YTD 11 1	Reported in: Billions 2001 - Q4YTD	Period: QTR 4 - YTD Decimal Point: Two Previously Rptd T	Line Item Cha
Other Data Info tion A Capitalized Assets Asset Item 200 Assets from Federal Agencies Assets from Public First editable field that	<b>X</b> I	Billions 2001 - Q4YTD	Two	
tion A Capitalized Assets Asset Item 200 Assets from Federal Agencies Assets from Public First editable field that	<b>X</b> I	Billions 2001 - Q4YTD	Two	
Asset Item 200 Assets from Federal Agencies Assets from Public First editable field that	<b>X</b> I	2001 - Q4YTD		
1     Assets from Federal Agencies       2     Assets from Public       3     First editable field that	<b>X</b> I		Previously Rptd	Line Item Cha
2 Assets from Public 3 First editable field that		T	T T	
³ First editable field that		Ţ		
First editable field that		1 T		
field that				
	T	[]т		
users can	T	Т		
enter into	T	Т	T	
	T	T	T	
	Т	Т		
Type Normal Bal. 🔄				
Dollars Debit				
No Data				

- 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.

Whee I	Data Info Other Text Data Threshold		N-PROGRI		Period: QTR 4 - YT	
	er Data Info			eported in: villions	Decimal Poin	
	Asset Item	2002 - Q4YTD	2001	I - Q4YTD P	reviously Rptd	Line Item Cha
1	Assets from Federal Agencies		DT	T		
2	Assets from Public		Т			
3						
			T	T		
		_		T	] ·	r <
		_	Т		]	
			T	T		
			] T [	T		
Typ Dol	e Normal Bal. lars Debit					D

8. 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.

🙀 Other	User Data	~ SAV 03-JUN-04 10.51.30.00	0 AM 0666666666			0000000000000 <b>⊻ ⊼</b> ×
Other	Data : 225	Capitalized Assets			Fiscal Year: 2002	Delete Data
E	ntity : 7909	TREASURY	Status	I-PROGRESS	Period: QTR 4 -	
			_			
Other D	ata Info 🗌 🖸	Other Text Data Threshold				
	r Data Info			Reported in:	Decimal F	Point:
Section	A	Capitalized Assets		Billions	Two	
	Asset Item		2002 - Q4YTD	2001 - Q4YTD	Previously Rptd	Line Item Cha
		n Federal Agencies	1.00	. T		
2	Assets from	n Public		I		
3						
				<u> </u>		
				Т		T C
			·	Т		
				T	T	
Ture		Name of Dat				
Type		Normal Bal. Debit				
D'ON						
□ No	Data					

9. Press the TAB button again to navigate to the next editable field. Enter the appropriate amount.

	Data : 225 ntity : 7909	Capitalized Ass	ets	Status	I-PRO	DGRESS 💌	Fisca	l Year: 2002 Period: QTR 4 - Y	'TD	Delete Data
Other D	ata Info	Other Text Data	Threshold							
Othei ection	r Data Info	Capitalized Asse	to.			Reported in: Billions	-	Decimal P	oint:	
	Asset Item	Capitalized Asse	45	2002 - Q4YTD		2001 - Q4YTD		eviously Rptd	L	ine Item Cha
1	Assets fro	m Federal Agencie	s	1.00		1.00	Т			
2	Assets fro	m Public			Т	<b>A</b>	I			
3					T		T			
					Т		T		T	
					Т		T		T	
					Т		Т		T	
					Т				T	
					Т		T		T	
Type Dolla		Normal Bal. Debit		(						D

10. 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.

r Data : 225 Capitalized Assets Entity : 7909 TREASURY	Ctatue		Fiscal Year: 2002 Period: QTR 4 - V	Delete Dat
	Status	-PROGRESS	Pendu  QIR 4 -	
Data Info Other Text Data Threshold				
ner Data Info		Reported in:	Decimal P	oint: 🕥
n A Capitalized Assets		Billions	- Two	
Asset Item	2002 - Q4YTD	2001 - Q4YTD	Previously Rptd	Line Item Cha
Assets from Federal Agencies	1.00	T 1.00	Т	
Assets from Public		T	T	Ī
		T	T	
		Т	Т	
		Т	т	
		Т	Т	T
		Т	Т	T
		Т	Т	
pe Normal Bal.	(1) 20000			D
ollars Debit				

🙀 Other User Data~ SAV 03-JUN-04 01.33.06.00	0 PM 30000000000000000000000000000000000
Other Data : 225 Capitalized Assets	Fiscal Year: 2002 Delete Data
Entity : 7909 TREASURY	Status N-PROGRESS Period: QTR 4 - YTD
Other Data Info Other Text Data Threshold	
Other Data Info	Reported in: Decimal Point:
Section A Capitalized Assets	Billions Cone
Asset Item	2002 - Q4YTD 2001 - Q4YTD Previously Rptd Line Item Cha
1 Assets from Federal Agencies	
2 Assets from Public	1.0 T 2.55 T T
3	
	Invalid format – should
	only be 1 decimal place
Type Normal Bal.	
Dollars Debit	
No Data	

If a value is entered that does not match the format set for a field, the following error message is displayed.

System Error	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
•	FRM:40209-Field must be of form 999,999,999,990.9.
	<u><u>o</u>k</u>

- 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.

	)ata : 225	Capitalized Assets					cal Year: 2002		Delete Data
Er	ntity : 7909	TREASURY	Status	-PR(	OGRESS 🚽		Period: QTR 4 - Y	/TD	
)ther D	ata Info 🔽	iher Text Data Threshold							
	Data Info				Reported in:		Decimal P	oint:	
ection	A	Capitalized Assets			Billions		One		
	Asset Item		2002 - Q4YTD		2001 - Q4YTD		Previously Rptd		Line Item Cha
1	Assets from	Federal Agencies	1.0	Τ	1.0	Τ			
2	Assets from	Public	1.0	Τ	2.55	T			
3				I		I			
				T		Т		T	
				T		Т		Т	
				T		T		T	
				T		T		Т	
	/	/		T		T		T	
Туре	✓	Normal Bal.	[4] 20000						
Dolla	rs	Debit							
No	Data								

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.

E	ntity : 7909	TREASURY	Status _{IN}	-PRO	OGRESS 💌		Period: QTR 4 - Y	TD	
ther D	ata Info 🚺	ither Text Data Threshold							
	r Data Info				Reported in:		Decimal P	oint:	
ection	Α	Capitalized Assets			Billions		<ul> <li>One</li> </ul>		
	Asset Item		2002 - Q4YTD		2001 - Q4YTD		Previously Rptd	I	Line Item Cha
1	Assets from	Federal Agencies	1.0	Т	1.0	T			
2	Assets from	) Public	1.0	Т	2.55	I			
3				Т		I			
				Т		Т		T	
				Т		Τ		T	
				Т		T		T	
				Т		Т		T	
				Т		T	l.	T	
Туре		Normal Bal.	(4) 355555						D
Dolla	ars	Debit							

- 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.

E	intity : 7909	TREASURY		Status	-PR(	OGRESS 💌		Period: QTR 4 - Y	TD	Delete Data
)ther D	eata Info 🛛	Diher Text Data	Threshold							
Othe	r Data Info					Reported in:		Decimal Po	oint:	
ection	A	Capitalized Asset	8			Billions		- One		
	Asset Item			2002 - Q4YTD		2001 - Q4YTD		Previously Rptd		Line Item Cha
1	Assets from	n Federal Agencie:	5	1.0	T	1.0	T		T	
2	Assets from	n Public		1.0	T	2.55	T		T	
3					T		T		T	
					T		T		T	
					T		Т		T	
	ļ				T		T		T	
					T		T		T	
					T		Т		T	
Туре	•	Normal Bal.		(I						D
Dolla	ars	Debit								

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 F	M 200000000				
Other Data : 225 Capitalized Assets			Fiscal Ye	ear: 2002	Delete Data
Entity: 7909 TREASURY	Status	-PROGRESS	- Pe	riod: QTR 4 - YTD	
Other Data Info Other Text Data Threshold					
Other Data Into		Reported	in:	Decimal Point:	
Section A Capitalized Assets		Billions	<b>v</b>	One	
A If values are entered in a - Q4YTD 2001 - Q4YTD Previously			ously Rptd Lir	ne Item Cha	
<b>1</b> A field then a line description	1.0	Т	1.0 T	T	
² ^A must be entered.	1.0	Т	2.5 T	T	
3 C		T		T	
		Т		T	
	]	Т	T	Т	
Line description is populated	]	Т		Т	
		Т	T	Т	
by the user.		Т	Т		
Type Normal Bal. Dollars Debit	0.5555				D
No Data					

🙀 Other	User Data-	<ul> <li>SAV 03-JUN-04 01.33.06.</li> </ul>	000 PM (2000-2000)	÷÷						०००००००० ≝ ज ×
Other [	Data : 225	Capitalized Assets					Fisc	al Year: 2002		Delete Data
E	ntity : 7909	TREASURY	Status	I-PRO	OGRESS	-		Period: QTR 4 -	YTD	
Other D	ata Info 🚺 🖸	ther Text Data Threshold								
Other	r Data Info				Reported in:			Decimal F	oint:	
Section	A	Capitalized Assets			Billions		-	One		
	Asset Item		2002 - Q4YTD		2001 - Q4YTD		F	Previously Rptd		Line Item Cha
1	Assets from	Federal Agencies	1.0	T		1.0	Т		T	
2	Assets from	Public	1.0	T		2.5			T	
3	Other Asset	s	10.5	T		1.7			T	
				T			Т		Т	
				Т			Т		T	
				T			Т		Т	
				T			Т		Т	
				T			Т		Т	
Туре		Normal Bal.	(1) 20000							D
Dolla	rs	Debit								
□ No	) Data									

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.

E	Entity : 7909 TREASURY	Status	N-PROGRESS	Period: QTR 4 - Y	/TD
ther D	Data Info Other Text Data Threshold				
Othe	er Data Info		Reported in:	Decimal P	oint: 🔄 🔊
ction	A Capitalized Assets		Billions	<ul> <li>One</li> </ul>	
	Asset Item	2002 - Q4YTD	2001 - Q4YTD	Previously Rptd	Line Item Cha
1	Assets from Federal Agencies		T		
2	Assets from Public		Т	T	I
3	Other Assets		T	Ī	
	]		Т	T	
	][		Т	Т	
	]			Т	
			Т	Т	
	<u></u>		Т	Т	
Туре	e Normal Bal.	(T)			D
Doll	lars Debit				

• 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.

	Intity : 7909 TREASURY		N-PROGRESS 🗸	Period: QTR 4 - Y	/TD
	Data Info Other Text Data Thres <del>i</del> er Data Info	nold	Reported in:	Decimal P	oint:
ection	A Capitalized Assets		Billions	One	oint:
	Asset Item	2002 - Q4YTD	2001 - Q4YTD	Previously Rptd	Line Item Cha
1	Assets from Federal Agencies		T	T	
2	Assets from Public		T		
3	Other Assets				T
	]				
			T	T	
Type Dolla		(1)			D

#### 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.

_/	User Data Data : 225	SAV 03-JUN-0-		■? ■ ◆	- <b> </b> <del> </del>			Eisca	D 000000000000000000000000000000000000		20000000 <u>×</u>	ज X
E	ntity : 7909	TREASURY Dther Text Data	Threshold	State	18 IN-P	ROGRESS	T	1 1300	Period: 2002	YTD	Delete Data	
Othe Section	r Data Info A	Capitalized Assets				Reporte Billions		Ŧ	Decimal F One	Point:		
	Asset Item			2002 - Q4YTD		2001 - Q4	YTD	Pr	reviously Rptd		Line Item Cha	
1	Assets from	n Federal Agencies			1.0 1		1.0	T				
2	Assets from	n Public			1.0 1		2.5					
3	Other Asse	ts			10.5		1.7					
								T				
								T			<	
								T				
								T				
					][1			T		Т		
Type Dolla		Normal Bal. Debit	]	<u>( </u>							D	

- 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 Data : 225 Capitalized Assets		Fiscal Year: 2002 Delete Data
	Entity : 7909 TREASURY Other Data Info Other Text Data Threshold	Status IN-PROGRESS	Period: QTR 4 - YTD
	Other Data Info Section A Capitalized Assets	Reported in: Billions	Decimal Point:
	Asset Item	2002 - Q4YTD 2001 - Q4YTD	Previously Rptd Line Item Cha
	1 Assets from Federal Agencies	1.0 T	
inked by	2 Assets from Public	1.0 T	2.5 T
ction letter.	3 Other Assets	10.5 T	1.7 T
	3 Other Assets her User Data - Other Tex Other User Data~ SAV 03-JUN-04 01.33.06. Other Data : 225 Capitalized Assets	t Data – <u>Section A</u>	Fiscal Year: 2002
	her User Data - Other Tex	t Data – <u>Section A</u>	

## Other User Data - Other Data Info -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.

Entity: 7909 TREASURY Status N-PROGRESS Period: QTR 4 - YTD     Other Data Info Other Text Data Threshold   Section A Capitalized Assets   Other Data Text   Enter the queries to appear on the notes for departmental response:   1 Explain any variance between the prior period and the current period amounts.   2 What are the estimaties for acquisitions for 2003?	Data
Section A       Capitalized Assets         Other Data Text         Enter the queries to appear on the notes for departmental response:         1       Explain any variance between the prior period and the current period amounts.         2       What are the estimaties for acquistions for 2003?	
Other Data Text         Enter the queries to appear on the notes for departmental response:         1       Explain any variance between the prior period and the current period amounts.         2       What are the estimaties for acquistions for 2003?         Image: Construction of the constr	
Other Data Text         Enter the queries to appear on the notes for departmental response:         1       Explain any variance between the prior period and the current period amounts.         2       What are the estimaties for acquistions for 2003?         Image: Construction of the constr	
Explain any variance between the prior period and the current period amounts.         What are the estimaties for acquistions for 2003?	
Explain any variance between the prior period and the     current period amounts.     What are the estimaties for acquistions for 2003?	
<b>v</b>	
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.

🙀 Other User Data~ SAV 03-JUN-04 01.33.06.000 PM 😥	***************************************	2000년 <u>-</u> 제 3
Other Data : 225 Capitalized Assets	Fiscal Year: 2002	Delete Data
Entity: 7909 TREASURY	Status N-PROGRESS Period: QTR 4 - YTD	Delete Data
Other Data Info Other Text Data Threshold Section A Capitalized Assets		
Other Data Text	ponse:	
Explain any variance between the prior period and the current period amounts.		
2 What are the estimaties for acquistions for 2003?		
□ No Data		

21. Press the TAB key twice to position the cursor in the departmental response field.

쳝 Othe	r User Data	~ SAV 03-JUN-04 01.33.06.000 PM					eccecce ≝ <b>⊼</b> ×Ì
Other	Data : 225	Capitalized Assets			Fis	cal Year: 2002	Delete Data
E	Entity : 7909	TREASURY	Status	N-PROGRESS	-	Period: QTR 4 - YTD	Dolois Data
Section		Other Text Data Thireshold Capitalized Assets					0
		to appear on the notes for departmental r	esponse:				
2	current peri	variance between the prior period and the od amounts. e estimaties for acquistions for 2003?		Question: the System		reated by ninistrator.	
No	Data						

Department of the Treasury Financial Management Service

- 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.

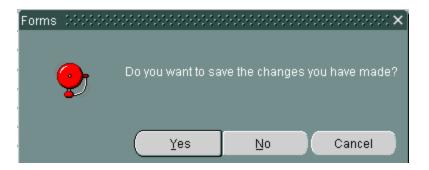
쳝 Othe	r User Data	~ SAV 03-JUN-04 01.33.	06.000 PM 🕃			×000000 ≚ <b>⊼</b> ×
Other	Data : 225	Capitalized Assets			Fiscal Year: 2002	Delete Data
E	Entity : 7909	TREASURY		Status IN-PROGRESS	Period: QTR 4 - YTD	Delete Data
Other [	Data Info	ther Text Data	biel			
Section	A	Capitalized Assets				e l
	Data Text the queries	to appear on the notes for de	epartmental resp	oonse:		
1	Explain any current perio	variance between the prior p od amounts.	period and the	Departmental response enter	ed here.	
2	What are th	e estimaties for acquistions f	or 2003?			
			Departr	nental Response		
						_
No	Data			,		
<u> </u>						

- 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

E	Data : 225 Capitalized Assets Entity : 7909 TREASURY	Status IN-	PROGRESS	Fiscal Year: 2002 Period: QTR 4	- YTD
ther D	Data Info Other Text Data Threshold				
Othe ection	er Data Info A Capitalized Assets		Reported in:	Decima	I Point:
cuon	Asset Item	2002 - Q4YTD	Billions 2001 - Q4YTD	One     One     Previously Rptd	Line Item Cha
1	Assets from Federal Agencies	1.0	т 1	.0 T	
2	Assets from Public	1.0	т 2		I
3	Other Assets	10.5	T 1	.7 T	
			Т	Τ	
	]		Т		
	][		т		T
	]		Т		
	]		т	Т	
Туре		<ul> <li>A 100 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200</li></ul>			D
Doll	lars Debit				

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.

E	ntity : 7909	TREASURY		Status	IN-PROC	RESS	<b>-</b>	Period: QTR 4 - YTD	
Other D	ata Info 🛛 🕻	Other Text Data	Threshold						
	r Data Info					Reported in:		Decimal Point:	
ection	В	Allocate Federal	asset values to tr	ading partners.		Billions	$\nabla$	Two	
	Trading Part	tner		2002 - Q4YTD	20	001 - Q4YTD			
1	Department	of State						T	
2	Department	of Commerce						T	
3	Department	of Justice			T			T	
4	All other De	partments.			T			T	
5	[								
	[				T				
					Т		T	T	
								T	
Туре	,	Normal Bal.		(1) 2000					D
Dolla		Debit							

27. Complete the Other Data info index tab and then Click on the Other Text Data index tab.

Other [	Data : 225 Capitalized Assets	Fiscal Year: 2002	Delete Data
E	ntity : 7909 TREASURY	Status N-PROGRESS Period: QTR 4 - YTD	
Other D	Data Info Other Text Data Threshold		
Section	A Capitalized Assets		<b>₽</b>
	Data Text the queries to appear on the notes for departmental res	sponse:	
4	Explain any variance between the prior period and the current period amounts.	Departmental response entered here.	
2	What are the estimaties for acquistions for 2003?		
		J	

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.

		8av: 20-may-04 01.52.43.000 Pm 🖗		000000000000000000000000000000000000000	०००००००० ≚ ज×
	Other Data : 225 Ca	apitalized Assets	_	Fiscal Year: 2002	Delete Data
	Entity : 7097 V	ERIFYING TEST ENTITY - OCBOA	Status IN-PROGRESS	S Period: QTR 4 - YT	D
	Section A Ca Other Data Text Inter the queries to a	r Text Data Threshold apitalized Assets ppear on the notes for departmental res ance between the prior period and the	oonse: Unplanned acquistions.		
	¹ current period a	mounts.			
/	2 What are the es			The scroll bar may als navigate from section	
To navigate from section place the o section field and u	cursor in the				<u> </u>
and DOWN arrov	vs.				
	⊡No <u>D</u> ata				
	Submit	Çancel	Er	Commer	nts

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 Administer 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.

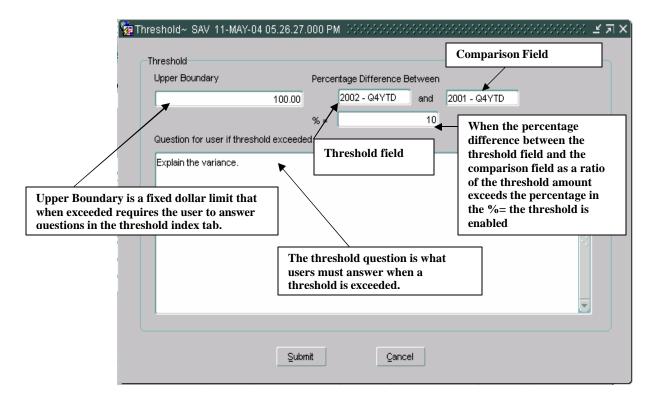
Other User Data~ SAV 03-JUN-04 01.33.06.0     Other Data : 225 Capitalized Assets	00 PM (20000000)		Fiscal Year: 2002	0000000000000 ≚ ⊼ ×					
Entity : 7909 TREASURY	Status	I-PROGRESS -	Period: QTR 4 -	Delete Data					
Other Data Info Other Text Data Threshold									
Other Data Info Section A Capitalized Assets		Reported in: Billions	Decimal F	Point:					
Asset Item	2002 - Q4YTD	2001 - Q4YTD	Previously Rptd	Line Item Cha					
1 Assets from Federal Agencies		T	T						
2 Assets from Public		T							
3 Other Assets Enabled thres button.	ihold								
Type Normal Bal. Dollars Debit			] T						

- 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.

	User Data Data : 225	~ SAV 03-JUN Capitalized Ass		OPM SOCOOSSOC		Fiscal Year: 200		०००००० ≚ त्र>
	ntity : 7909	TREASURY		Status IN.	PROGRESS		TR 4 - YTD	Delete Data
Other D	ata Info 🛛	ther Text Data	Threshold					
	r Data Info				Reported in:		cimal Point:	
Section	·	Capitalized Ass	ets		Billions		ne	
	Asset Item			2002 - Q4YTD	2001 - Q4YTD	Previously R	ptd Line	e Item Cha
1		n Federal Agenci	ies	10.5	Т	T		<u> </u>
2	Assets from	n Public			Т			
3	Other Asse	ts			Т	T	T	
					Т	Т	T	
					Т	Т	Т	
					Т	Т	Т	
					Т	Т	Т	
					Т	Т	Т	
Type Dolla		Normal Bal. Debit		(				
□ No	Data							

3. 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.

Upper Bound	Percentage Difference Between	
	1.00 2002 - Q4YTD and	
	% =	
Question for user if thresh	ld 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.

4. 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.

_	User Data Data : <mark>225</mark>		:3-JUN-	04 01.33.06.00 ts	0 PM 😳			*********		Fiscal Y	(ear: 2002		]	lete Data	ל ה ו
Er	ntity : 7909	TREASU	JRY		Status IN-PROGRESS			Period: QTR 4 - YTD			]	iele Dala			
Other D	ata Info 🚺	Other Text	Data	Threshold											
	r Data Info							Reported in:			Decimal	Point:			
Section	A	Capitalize	ed Asset	8				Billions		•	One		-		
	Asset Item				2002 - Q4	YTD		2001 - Q4YTD		Prev	iously Rptd	L	ine Item C	ha	
1	Assets from	m Federal	Agencie	s		10.5	T	*	5.0	T					
2	Assets from	s from Public					T			T				_	
3	3 Other Assets				T	/		Т				-			
							$\overline{7}$			т		Т		- 3 I.	
					Т			т		Т		<b>-</b> 3  .			
			En	ter the va	lue		Т		Ĩ	т		Т		_	
							T			т		T		_	
							T		Ĩ	т		Т			
Туре		Normal	Bal		বি									R I	
Dolla		Debit	Dai.												
1															
No	Data														

Other	Data : 225	Capitalized Assets	8.000 PM 000000000			-	cal Year: 2002		Delete Data
E	Entity : 7909	TREASURY	Status N.	Period: QTR 4 - YTD					
)ther [	Data Info	Other Text Data Threshold							
Othe	er Data Info				Reported in:		Decimal Po	int:	
Section A Capitalized Assets				Billions		<ul> <li>One</li> </ul>			
	Asset Item		2002 - Q4YTD		2001 - Q4YTD		Previously Rptd	Li	ine Item Cha
1	Assets fro	m Federal Agencies	10.5	Τ	5.0	T		I	<u> </u>
2	Assets fro			Τ		Ľ			
3	Other Asse	ets		Ţ		Ľ			
				T		T		T	
H	<u> </u>			T		T		T	š
				Ť		T		Т	
H				T		1			
				T				Т	

5. 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.

E	Data : [225 ] Capitalized Assets Entity : [7909 ] TREASURY Data Info   Other Text Data   Threshold		PROGRESS	Fiscal Year: 2002 Period: QTR 4 - Y	TD Delete Data
	er Data Info		Reported in: Billions	Decimal P	pint:
	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		Т		I
3	Other Assets		T	T	Ī
			Т		I
			Т		T
	]		Т		T
	]		Т		T
	]		Т		
Type Dolla		<ul> <li></li></ul>			D

- 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.

🩀 Other User Data~ SAV 03-JUN	I-04 01.33.06.000 PN	1 3000000000000000000000000000000000000		eeeee ≚ ज ×
Other Data : 225 Capitalized As	sets	Fiscal Y	'ear: 2002	Delete Data
Entity : 7909 TREASURY		Status N-PROGRESS 🗸 Pe	eriod: QTR 4 - YTD	
Other Data Info Other Text Data	Threshold			
Threshold				
Line Description	Question	Explanation		
Other Data Info - A - Assets from Federal Agencies (2001 - Q4YTD)	Explain the variance.	1		
Other Data Info - A - Assets from Federal Agencies (2002 - Q4YTD)	Explain the variance.			
		Users must provide		
		explanations to all questions	s.	
	9	7		

8. 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.

Eorm Edit Block Field Record	d Query Window Help		ORACL
I I A 6 672	7 + X 818		
🙀 Other User Data~ SAV 03-JUI	N-04 01.33.06.000 PM (1999)	***************************************	×⊼ ≚ 1999999
Other Data : 225 Capitalized As	sets	Fiscal Year: 2002	Delete Data
Entity : 7909 TREASURY	St	atus IN-PROGRESS Period: QTR 4 - YTD	Delete Data
Other Data Info Other Text Data	Threshold		
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.	

9. Press the save button on the tool bar to save all the data entered.

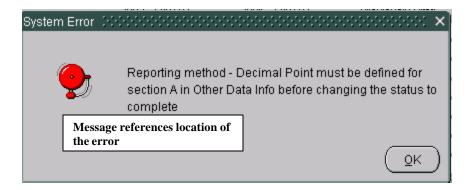
m Edit Block Field Record	d Query <u>W</u> indow <u>H</u> elp		ORAC
<b></b> 4 4 4 4 4	<u> </u>		
Other User Data~ SAV 03-JUN	N-04 01.33.06.000 PM (2000)		
Other Data : 225 Capitalized As	sets	Fiscal Year: 2002	Delete Data
Entity : 7909 TREASURY	Sta	tus IN-PROGRESS Period: QTR 4 - YTD	Doloto Data
ther Data Info Other Text Data	Threshold		j
ine 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.	
			<b>T</b>

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.

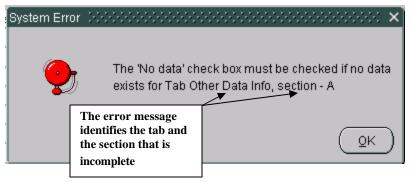
## 7.7 Flagging Other Data as Complete

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 Status In-Progress 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:

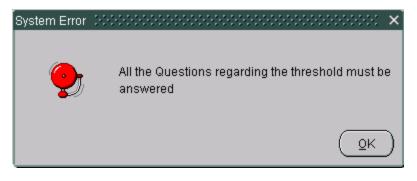
1. The program verifies that selections have been made for the "Reported in" and "Decimal Point" fields on all of the appropriate index tabs and sections.



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 Status 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.

Number	Other Data Title	Status
220527	220527	IN-PROGRESS
2230	2230 testing other data	IN-PROGRESS
225	Capitalized Assets	SUBMITTED
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
670	this is a test	IN-PROGRESS
72	test verifying	IN-PROGRESS

- 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"

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 <u>*ALL*</u> 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 Data Info     Reported in:     Decimal Point:       One     One     One       Asset Item     2002 - Q4YTD     2001 - Q4YTD       1     Assets from Federal Agencies     10.5 T       2     Assets from Public     T       3     Other Assets     T	Em	HELL TOOO TOF A OUDY				Fiscal Ye	ar: 2002	Delete Data
Other Data Info     Reported in:     Decimal Point:       Section     A     Capitalized Assets     Billions     One       Asset Item     2002 - Q4YTD     2001 - Q4YTD     Previously Rptd     Line Item Cha       1     Assets from Pideral Agencies     10.5 T     5.0 T     T       2     Assets from Public     T     T     T       3     Other Assets     T     T     T       4     T     T     T     T       5     T     T     T     T       7     T     T     T     T       7     T     T     T     T		IIIIY . 7909 TREASURY		Status Co	OMPLETE	🚽 Per	iod: QTR 4 - YTD	
Section A Capitalized Assets Billions One Asset Item 2002 - Q4YTD 2001 - Q4YTD Previously Rptd Line Item Cha Assets from Federal Agencies 10.5 T 5.0 T T T Assets from Public T T T T T Other Assets T T T T T T T T T T T T T T T T T T T	ther Da	ata Info Other Text Data	Threshold					
Asset Item       2002 - Q4YTD       2001 - Q4YTD       Previously Rptd       Line Item Cha         1       Assets from Federal Agencies       10.5 T       5.0 T       T       1         2       Assets from Public       T       T       T       T       1         3       Other Assets       T       T       T       T       T       T         4       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       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       T       T       T       T       T       T       T       T       T       T       T       T       T       T       T       T       T       T       T       T       T       T       T       T <td< td=""><td></td><td></td><td></td><td></td><td>Reported in:</td><td></td><td>Decimal Point:</td><td></td></td<>					Reported in:		Decimal Point:	
1         Assets from Federal Agencies         10.5 T         5.0 T         T           2         Assets from Public         T         T         T           3         Other Assets         T         T         T           4         T         T         T         T           5         T         T         T         T           3         Other Assets         T         T         T           4         T         T         T         T           7         T         T         T         T           7         T         T         T         T	ection .	A Capitalized Ass	ets		Billions	•	One	
2       Assets from Public       T       T       T       T         3       Other Assets       T       T       T       T         4       T       T       T       T       T         5       T       T       T       T       T         6       T       T       T       T       T         7       T       T       T       T       T         7       T       T       T       T       T         7       T       T       T       T       T	/	Asset Item		2002 - Q4YTD	2001 - Q4YTD	Previo	usly Rptd	Line Item Cha
3     Other Assets     1     1     1       1     1     1     1     1       1     1     1     1     1       1     1     1     1     1       1     1     1     1     1       1     1     1     1     1       1     1     1     1     1       1     1     1     1     1       1     1     1     1     1       1     1     1     1     1       1     1     1     1     1       1     1     1     1     1       1     1     1     1     1       1     1     1     1     1       1     1     1     1     1       1     1     1     1     1       1     1     1     1     1       1     1     1     1     1       1     1     1     1     1       1     1     1     1     1       1     1     1     1     1       1     1     1     1     1       1     1     1	1	Assets from Federal Agenci	es	10.5	Т	5.0 T	T	
T         T         T         T           T         T         T         T           T         T         T         T           T         T         T         T           T         T         T         T	2 /	Assets from Public			Т			
T         T         T           T         T         T           T         T         T           T         T         T           Type         Normal Bal.         XXXX	3 0	Other Assets			T			
T         T         T           T         T         T           Type         Normal Bal.         XXXX					Т	T	Т	
T         T         T           Type         Normal Bal.         Address         D					_T][		Т	
Type Normal Bal.					Т			
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	Туре	Normal Bal.		(I) 2222				Ð
Dollars Debt	Dollar	rs Debit						

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🙀 Other	r User Data	~ SAV 03-JUN-0	4 01.33.06.00	OPM COCOCCOCC	÷		÷			99999999999 <u>¥</u>	л×
Other	Data : 225	Capitalized Asset	5				Fis	cal Year: 2002		Delete Data	
E	intity : 7909	TREASURY		Status	I-PRO	OGRESS 🔔 👻		Period: QTR 4 - Y	/TD		
Other D	eta Info	Other Text Data	Threshold				-				
	r Data Info					Reported in:		Decimal P	oint:		
Section	A	Capitalized Assets				Billions		One			
	Asset Item			2002 - Q4YTD		2001 - Q4YTD		Previously Rptd		Line Item Cha	
1		n Federal Agencies		10.5		5.0	T				
2	Assets from				I		Ţ		1		
3	Other Asse	rts			Ľ		Ľ				
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	<u> </u>				T T					**	
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					 		LL T		і. 1 т		
Type Dolk		Normal Bal. Debit		(						D	

2. Click the Delete Data button and the following message will be displayed. Click "OK" to delete the Other Data record data.

Delete Note data	$\sim\sim\sim\sim\sim\sim\sim\sim\sim\sim\sim\sim\sim\sim\sim\sim\sim\sim\sim\sim\sim\sim\sim\sim\sim\sim\sim\sim\sim\sim\sim\sim\sim\sim\sim\sim$	۲
<b>9</b>	Do you wish to Delete this Note data ?	
	QK <u>C</u> ancel	

- 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

E	intity : 7909 TREASURY	Status	IN-PROGRESS	Period: QTR 4 - Y	YTD Delete Data
Other D	Data Info Other Text Data Threshold	a da			1
	r Data Info		Reported in:	Decimal P	oint:
ection	A Capitalized Assets		User-defined	User-det	fined 🔻 🔽
	Asset Item	2002 - Q4YTD	2001 - Q4YTD	Previously Rptd	Line Item Cha
1	Assets from Federal Agencies		Т	T	
2	Assets from Public		T	T	
3			T		
			T	T	
			Т	T	
				<u></u>	
				<u></u>	
			Т	Т	
Type Dolla		O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O			D

# 7.9 Field Descriptions

Entity : 03	LIBRARY OF CONGRESS	
lumber	Other Data Title	Status
001	GGDG	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
1012	other data note	IN-PROGRESS
1013	Narsim's test note	IN-PROGRESS
1018	1018 testing note	IN-PROGRESS
1021	test note 1021	IN-PROGRESS

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 disp layed 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> <li>Each Other Data number is unique. An Other Data may be assigned to an entity only once but can be assigned to multiple entities.</li> <li>Other Data numbers may be numbers, letters, special characters or any combination these.</li> <li>Other Data Numbers are assigned by the System Administrator.</li> </ol>	None – set up and maintained by the system administrator.
Other Data Title	Other Data title is the description of the Other Data.	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	1. The status displayed in the	Users can change the status

Department of the Treasury Financial Management Service Section 2: Module GF007 – Other FR Data

Field Name	Functional Description		Attributes	Setting Options
	Data. Other Data status can be in- progress, submitted or approved.	2. 3.	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" 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**

Other I	User Data~ SAV 22-MAY-04 01.03.22.0 Data : 225 Capitalized Assets ntity : 0300 LIBRARY OF CONGRESS	DO PM DODOGOGOGO		Fiscal Year: 2002 Period: QTR 4 - Y	oooooooooooooooooooooooooooooooooooo
Other Section	r Data Info	2002 - Q4YTD	Reported in: User-defined 2001 - Q4YTD	Decimal Po User-defi Previously Rptd	
	Assets from Federal Agencies Assets from Public		T T T T T T T		
Type Dolla		<ul> <li></li></ul>	Г	] T .	
	Submit	ancel	Preview	Comm	ents

Field	Functional Description	Attributes	Setting Options	
Name				
Other Data	Other Data is the record number assigned to the Other Data record.	<ol> <li>Other Data number is assigned to the Other Data by the system administrator in the GF067 screen.</li> <li>Other Data is a unique value.</li> <li>Other Data may be composed of numerical, alphabetical, alphanumerical and special characters.</li> <li>4.</li> </ol>	The Other Data field is un- modifiable to users.	
Description	Description contains the description of the Other Data.	<ol> <li>Description is assigned and maintained by the System Administrator.</li> <li>The description can contain numerical, alphabetical, alphanumeric, special characters.</li> <li>Located on the main Package Other Data User form.</li> </ol>	The description field is un- modifiable by users.	
Fiscal Year	Fiscal Year is the current open fiscal year in GFRS.	<ol> <li>The fiscal year is populated from the DBA061 module</li> <li>The format is YYYY</li> <li>Located on the main Other Data User form.</li> </ol>	The Fiscal Year field is un- modifiable to users.	
PD (Period)	The period is the current open period set up in GFRS	<ol> <li>The period is populated from the DBA061 module.</li> <li>Located on the main Other Data Users form.</li> </ol>	Period is un-modifiable by users.	
Entity	Entity is the four-digit GFRS entity that is related to the Other Data.	<ol> <li>Entity is a four - digit character field.</li> <li>Entity is populated from the DBA055 screen.</li> <li>Entity can be numeric, alphabetical or alphanumeric.</li> <li>Located on the main Other User Data form.</li> <li>Entity is assigned to the Other Data by the System Administrator in the GF067 screen.</li> </ol>	Entity is not modifiable by users.	
Entity       Entity description is the text description         Description       of the entity.		<ol> <li>Entity is populated from the DBA055 screen.</li> <li>Located on the main Other User Data form.</li> </ol>	Description is not modifiable by users	

Department of the Treasury Financial Management Service

Field Name	Functional Description	Attributes	Setting Options
Status	The status field controls state of the Other Data.	<ol> <li>Field defaults to "In- Progress".</li> <li>Selection of "Complete" initiates validations that check,         <ul> <li>All threshold questions have been answered.</li> <li>All tabs have been completed or the no data field has been clicked.</li> <li>Selections have been made for all Reported in and Decimal Point fields that are set to user defined.</li> </ul> </li> <li>Field is a list box.</li> <li>Located on the main Other User Data form.</li> </ol>	Users are able to change the status from "In-Process" to "Completed"
Delete Data	<ol> <li>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.</li> <li>It updates the GF067 with any changes made to the form by the System Administrator in the GF067 screen.</li> </ol>	<ol> <li>The delete data button is enabled when the status of the Other Data in "In- Process" and disabled when the Other Data is "Complete".</li> <li>Located on the main Other User Data screen.</li> </ol>	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.	1. Submit is located on the main Other User Data form	Not –Applicable
Cancel No (Line Number)	Click the Cancel button to exit the Other Data User screen without saving changes. Line number is the number that orders the Other Data lines in the Financial Report Other Data Detail.	<ol> <li>Cancel is located on the main Other Data form.</li> <li>Located in the Other Data Info Index tab on the Other User Data screen.</li> <li>Line numbers are unique sequential in ascending order.</li> <li>The System Administrator sets and maintains the lines and controls what lines are displayed.</li> </ol>	Not –Applicable 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> <li>Located in the Other Data Info Index tab on the Other User Data screen.</li> <li>The description is created by the System Administrator in the GF067 module.</li> <li>If left blank, users may enter a description of the amount being allocated to the line.</li> </ol>	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> <li>Located to the line.</li> <li>Located in the Other Data Info Index tab on the Other User Data screen.</li> <li>The entering of amounts for the current period reduces the variance for the current period.</li> <li>Current Period amount is assigned and maintained by the System Administrator.</li> </ol>	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> <li>Located in the Other Data Info index tab on the Other User Data Info screen.</li> <li>The prior period is the same period as the Current open period for the previous year.</li> </ol>	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> <li>Located in the Other Data Info index tab on the Other User Data screen.</li> <li>Data on the threshold screen is view only.</li> <li>Thresholds can have three possible settings;</li> <li>Upper Boundary – a fixed dollar limit that if exceeded requires the user to respond to the Threshold question in the Threshold index tab.</li> <li>Percentage – a ceiling based on the ratio of the difference of the threshold and the comparison field to the field that the threshold is</li> </ol>	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.

Department of the Treasury Financial Management Service Section 2: Module GF007 – Other FR Data

Field Name	Functional Description	Attributes	Setting Options	
Section	Section identifies section of the Other User Data record that users must complete.	<ul> <li>assigned to.</li> <li>Both – Both Upper Boundary and percentage limits are applied. The threshold is activated by the boundary that is exceeded first.</li> <li>Thresholds are set up and maintained by the System Administrator.</li> <li>Located in the Other Data Info index tab on the Other User Data index tab</li> <li>Sections are created, assigned and maintained by the System Administrator in the GF067 screen.</li> <li>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.</li> </ul>	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> <li>Located on the Other Data Info index tab on the Other User Data form,</li> <li>Description is created and maintained by the System Administrator in the GF067 screen.</li> <li>If the Section Description line is blank, users must populate a description.</li> </ol>	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.	<ol> <li>Located in Other Data Info Index tab on the Other User Data form.</li> <li>Set up and maintained by the System Administrator in GF067.</li> <li>Reported in may be set up by the System Administrator as User Defined</li> </ol>	If the System Administrator sets the Reported in method to "User – Defined", users <u>must</u> select one of the following values, Whole – Dollars Hundreds Thousands Billions	

Field	Functional Description	Attributes	Setting Options
Name			
		<ul> <li>User Defined – Users must select a reporting method. When user defined, Reported in is a required field.</li> <li>4. Reported in effects only the amounts displayed on the Other Data Info.</li> </ul>	
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	<ol> <li>Set up and maintained by the System Administrator.</li> <li>Decimal Point may be set up by the System Administrato as User Defined.</li> <li>User Defined – Users must select a decimal point selection. When User- Defined, decimal point is a required field.</li> <li>Decimal Point is only applied to amounts on the Other Data Info index tab.</li> <li>Located on the Other Data Info index tab on the Other User Data Info screen.</li> </ol>	If the System Administrator sets the Decimal Point to "User –Defined" users <u>must</u> select one of the following values, Zero One Two
Туре	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> <li>Type is located on the Other Data Info index tab of the Other User Data screen.</li> <li>The setting for each line is set by the System Administrator in GF067.</li> <li>The settings can be V. Dollars VI. Units VII. Percentage VIII. Years.</li> </ol>	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> <li>Normal Balance is located on the Other Data Info index tab on Other User Data form</li> <li>Normal balance is assigned to each line on a line-by- line basis by the System Administrator in GF067.</li> <li>Normal balance is only enabled when the line type is set to dollars. All other line types default to "N/A"</li> </ol>	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.	<ol> <li>No Data is located on the Other Data Info index tab on the Other User Data form</li> <li>The program validations</li> </ol>	Users click on the No-Data field to signify that there is no data to report.

Department of the Treasury Financial Management Service Section 2: Module GF007 – Other FR Data

Field Name	Functional Description	Attributes	Setting Options
		require that at least 1 line be populated data or the No Data field must be checked.	

複 Othe	er User Data	a~ SAV 22-MAY-04 (	01.03.22.000 PM 🕃			************	0000000 ≝ <b>⊼</b> ×
Other	r Data : <mark>225</mark>	Capitalized Assets			Fi	scal Year: 2002 J	Delete Data
	Entity : 0300	LIBRARY OF CONGR	RESS	Status IN-PROGRESS	-	Period: QTR 4 - YTD	
Other	Data Info	Other Text Data	hreshold				1
Sectio	A	Capitalized Assets					
	r Data Text	to appear on the notes	· for departmental rec	nonce:			
		variance between the		Numbe.			
1	current per	iod amounts.					
2	What are th	ne estimaties for acquis	tions for 2003?				
	<u> </u>						_
				J			
🗆 No	) <u>D</u> ata						
	Şu	ıbmit	Cancel	Previ	ew/	Comments	

Field Name	Functional Description		Attributes	Setting Options
Text Data No field	The first line is the text question number line.	1. 2.	Located on the Other Text Data of the Other User Data form. 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.	1. 2.	Located on the Other Text Data index tab. Created, applied and maintained by the Sy stem 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,	1. 2.	Field ha a 2000 character limit. 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 Ass	ets		Fiscal Year: 2002	Delete Data
Entity: 0300 LIBRARY OF C	ONGRESS	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> <li>The text displayed is System generated when a threshold has been exceeded.</li> <li>Located on the Threshold Index tab.</li> </ol>	Un-modifiable by users.		
Question	The question field is populated with a question concerning why a threshold was exceed.	<ol> <li>Question is located on the Threshold index tab.</li> <li>Question is created, applied and maintained by the System Administrator in GF067.</li> </ol>	Un-modifiable to users.		
Explanation	Users respond to questions in the corresponding question field in the explanation field.	<ol> <li>Explanation is a required field. Users must enter explanations for <u>all</u> threshold questions.</li> <li>Any character type is accepted.</li> <li>Explanation is located on the threshold index tab.</li> </ol>	Users are required to enter explanations for <b>ALL</b> 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.

🧑 G	FRS~	SAV 24-MAY-04 02.44.24.000 PM 00000000000000000000000000000000	শ্ৰ স
Go	to:		
Nav	/iaate t	to module entries by entering module code (e.g., GF002) in the "Go to"	
		pressing <enter>. Open modules by pressing <enter> when the cursor</enter></enter>	
is p	laced (	over the module name. Expand or collapse section headings by double	
clic	king th	e heading text or the associated +/- buttons.	
·			
		Governmentwide Financial Report System (GFRS)	1
		GFRS Administration (GFRSA)	
4		Database Administration Management (DBAM)	
=		GFRS Reports - Audit Trail (GFRSR)	
님		GFRS Report Screens (GFRPT)	
1			
-			

2. Double click on the "Government Financial Report System (GFRS)".

🦉 GFRS	~ SAV 24	-MAY-04 02.44.24.000 PM (00000000000000000000000000000000	도 꾀
Go to:			
Navigate	e 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</enter>	
is place	d over the r	nodule name. Expand or collapse section headings by double	
clicking	the heading	text or the associated +/- buttons.	
·			
		Governmentwide Financial Report System (GFRS)	1
	>	Financial Statement Template (GF001)	
4		Audited Financial Statement (GF002)	
		Reclassification (GF003)	
		Intragovernmental Transactions Trading Partners (GF004)	
-12g		Non-Verifying Agency TP Identification (GF005)	
-		FR Notes (GF006)	
		Other FR Data (GF007)	
		Completions and Approvals (GF008)	
		Elimination JV View (GF009)	
		USSGL Based Financial Statement (GF010)	
		Journal Vouchers (GF011)	
		Principal FS of the US Government and Associated F (GF012)	-
		OFDE AULILIALIA (OFDEA)	

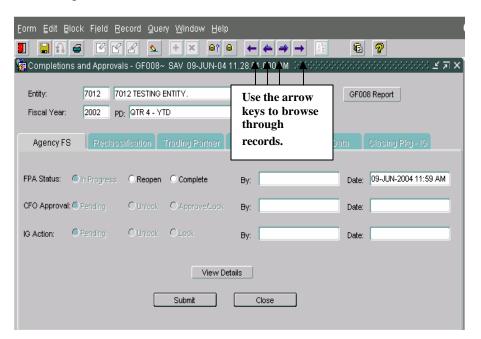
3. Click on the "Completions and Approvals (GF008) link and the GF008 screen will open.

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.

🦉 Completions	and Approva	ls - GF008⁄	~ SAV 09-JUN-04	11.28.01.000 AM		>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
Entity:	7012 70	12 TESTING	ENTITY.	_	GF0	08 Report
Fiscal Year:	2002 PC	): QTR 4 - Y	TD			
Agency FS	Reclass	ification	Trading Partner	FR Notes	Other Data	Closing Pkg - IG
FPA Status:	In Progress	O Reopen	○ Complete	Ву:	Date	09-JUN-2004 11:59 AM
CFO Approval: (	Pending	O Unlock	O Approve/Lock	Ву:	Date	
IG Action:	Pending	O Unlock	Olock	Ву:	Date	
			View De	close	]	

Department of the Treasury Financial Management Service Section 2: Module GF008–Completions and Approvals



4. To navigate to entities use the arrow buttons  $\checkmark$  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).

	🧟 Completions a	and Approval:	s - GF008~	SAV 03-JUN-04	03.41.23.000 PM 🕻	*******************	ंड त्र ×े
			EASURY			Module index for all of the	tab
Main Form	Fiscal Year:	2002 PD:	QTR 4 - Y1			modules. 🗸	
	Agency FS <	Reclass	fication	Trading Partner	FR Notes	Other Data Closing Pkg - IG	و ا
	FPA Status: 🔘	In Progress	OReopen	○ Complete	Ву:	Date: 03-JUN-2004 03:	48 PM
	CFO Approval: 🖲	Pending	O Unlock	O Approve/Lock	Ву:	Date:	
	IG Action:	Pending	O Unlock	O Lock	By:	Date:	
				View De Submit	tails Close		

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.

🧱 Completions :	and Approva	ls - GF008~	SAV 03-JUN-04	03.41.23.000 PM		:::::::::::::::::::::::::::::::::::::	
Entity:	7909 TF	REASURY			GF0	08 Report	
Fiscal Year:	2002 PC	): QTR 4 - Y	ſD				
Agency FS	Reclass	sification	Trading Partner	FR Notes	Other Data	Closing Pkg - IG	
FPA Status:	In Progress	OReopen	Complete	Ву:	Date	: 03-JUN-2004 03:48 PM	
CFO Approval: 🦲	Pending	OUnlock	C Approve/Lock	By:	Date	:	
IG Action:	Pending	O Unlock	OLock	Ву:	Date	:	
View Details							
			Submit	Close	]		

Department of the Treasury Financial Management Service Section 2: Module GF008–Completions and Approvals

		<ol> <li>Department of the Treas rmmentwide Financial Report</li> </ol>	
	GP008	3 - Completion and Approva	1s Report
Entity: 7909 - T	REASURY		Year: 2002 QTR 4 - YTD
GF002 - Agency	Audited Fin	nancial Statement Nodule	
FPA Status:	COMPLETE	By: FDA1	Date: 04-JUN-04
CFO Approval:	FOCK	By: CF01	Date: 04-JUN-04
IG Action:	UNLOCK	By: IG1	Date: 04-JUN-04
GF003 - Reclas	sification 1	Module	
FPA Status:	COMPLETE	By: FDA1	Date: 04-JUN-04
CFO Approval:	UNLOCK	By:	Date:
IG Action:	UNLOCK	By:	Date:
GF004 - Intrag	overnmental	Trading Partner Module	
FPA Status:	COMPLETE	By: FPA1	Date: 04-JUN-04
CFO Approval:	UNLOCK	By:	Date:
IG Action:	UNLOCK	By:	Date:
GF006 - FR Not	es Module		
FPA Status:	COMPLETE	By: FDA1	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 Nodule		
FPA Status:	COMPLETE	By: FDA1	Date: 04-JUN-04
CFO Approval:	UNLOCK	By: CF01	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.

쳝 Completions	and Approva	ls - GF008~	SAV 03-JUN-04	03.41.23.000 PM	0.000.000.000.000.000	
Entity:	7909 TF	EASURY			GFC	108 Report
Fiscal Year:	2002 PC	); QTR 4 - Y	ſD			
Agency FS	Reclass	ification	Trading Partner	FR Notes	Other Data	Closing Pkg - IG
FPA Status: (	In Progress	O Reopen	OComplete	By:	Date	: 03-JUN-2004 03:48 PM
CFO Approval: (	Pending	OUnlock	C Approve/Lock	By:	Date	:
IG Action:	Pending	OUnlock	CLock	Ву:	Date	:
			View De Submit	tails Close	]	

### **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).

 $\mathbf{B}\mathbf{y}$  – 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.

 $\mathbf{By}$  – 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

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.

I	orm Edit Block	Field <u>R</u> ecord Que	ry <u>W</u> indow <u>H</u> elp			~~~~
	1 🔒 fi 🖉	663 💊	+ × 81 8		6 7	
6	🙀 Completions and	Approvals - GF0084	~ SAV 03-JUN-04 0	5.47.57.000 PM (COCC)		अल्ल्ल्ड <b>ब ×</b> Ì
		909 TREASURY 002 PD: QTR 4 - Y	TD	]	GF008 Report	
	Agency FS	Reclassification	Trading Partner	FR Notes Oth	er Data Closing F	°kg - IG
	FPA Status: In f CFO Approval: I Per IG Action: I Per		C Approve/Lock	By:	Date: 03-JUN-2	004 05:50 PM
Click the "View			CLUCK	By:	Date:	
Details" button to view the stateme for a selected module that is being completed	nts		View Deta	ails Close		

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.

🙀 Completions	and Approval	s - GF008~	FPA1 04-JUN-04	4 09.27.13.000 AN	1.2000000000000000000000000000000000000	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
Entity: Fiscal Year:	7909 TR 2002 PD	EASURY : QTR 4 - Y1	ſD	]	GF0	08 Report
Agency FS	Reclass	ification	TraNing Pariner	FR Notes	Other Data	Closing Pkg - IG
FPA Status: C	) in Progress Pending	O Reopen O Unlock	© Complete	By: FPA1 By:	Date: Pate:	04-JUN-2004 09:29 AM
IG Action:	Pending	O Unlock	OLock	By: the	_	te" button is clicked e Data/Time stamp populated.
			View De	Close	]	

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.

🙀 Completions	and Approva	ls - GF008~	· FPA1 04-JUN-0	4 09.27.13.000 AM		>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
Entity: Fiscal Year:		REASURY ): QTR 4 - Y	TD		GFO	08 Report
Agency FS	Reclass	sification	Trading Partner	FR Notes	Other Data	Closing Pkg - IG
FPA Status: C	) In Progress ) Pending	C Reopen		By: FPA1 By:	Date	
Click the " Details" by view the st for entity.	itton to		O Look	By:	Date	
			Submit	Close	]	

## **GF002** Audit Transaction Screen

🧱 Audit Transaction Screen - GF	-002~ SAV 03-JUN-I	04 05.47	.57.000 PM 🔅			 >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
Header						
Entity: 7909 TREASUR	Y				Repo	rted In: DOLLARS
Fiscal Year: 2002 PD: QTR	4 - YTD	BALANCE SHEE	T	Decima	al Point: TWO	
				/		🗹 Final Flag
Reporting Method	View ATB Data		SGL Report		Audited FS Report	Refresh
Audit Information		/	Acct	Norma	,	
Agency	/ Line Description		Туре		1 2002: QTR 4 - YTD	2001: QTR 4 - YTD
			Т			
Place the cursor in the Entity or			T			
STMT field and use the UP and			A	D	5,000,000.00	2,000,000.00
DOWN arrow keys to navigate			A	D	5,000,000.00	2,000,000.00
from statement to statement.			c		10,000,000.00	4,000,000.00
nom statement to statement.			T			
Liapintes	J		Т			
Accounts Payables				С	2,500,000.00	1,000,000.00
Other Liabilites			L	С	2,500,000.00	1,000,000.00
Total Liabilities			С		-5,000,000.00	-2,000,000.00
	Submit			Canc	el	QCBOA

6.Press the "Cancel" button on the Agency Transaction screen to return to the GF008 module.

Entity: 7909	TREAS	URY					Repo	orted In:	DOLLARS	
Fiscal Year: 2002	PD: Q	rr 4 - ytd	STMT:	BALANC	E SHEE	Т	Decim	al Point:	TWO	
									🗹 Final Flag	
Reporting Method	í	View ATB Data		SGL Repo	rt		Audited FS Report		Refresh	
Audit Information					0 a at 1	hlauma	1			
	Ade	ncy Line Description			Acct I Type		2002: QTR 4 - YTD	2001	: QTR 4 - YTD	
		,			T					E
Assets					T					
Fund Balance with	Treasury				А	D	5,000,000.00		2,000,000.00	].
Accounts Receival	ole				А	D	5,000,000.00		2,000,000.00	] [
Total Assets					С		10,000,000.00		4,000,000.00	
					T				]	
Liabilites					T				]	
Accounts Payables	3				L	С	2,500,000.00		1,000,000.00	
Other Liabilites						С	2,500,000.00		1,000,000.00	
Total Liabilities					С		-5,000,000.00		-2,000,000.00	ŀ

7. 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.

🭓 Completions :	and Approvals - GF008~ FPA1_04-J	IUN-04 09.27	.13.000 AM 🔅	********	
Entity: Fiscal Year:	7909         TREASURY           2002         PD:         QTR 4 - YTD			GFOC	18 Report
Agency FS	Reclassification Trading Par	tner FR	Notes	Other Data	Closing Pkg - IG
CFO A Recla enab	led when the Save button essed for the Agency FS	e By: /Lock By: By:	FPA1	Date: Date: Date:	04-JUN-2004 09:29 AM
	V	/iew Details			
	Submit		Close		

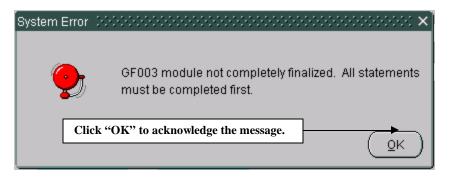
8. Click on the Reclassification index tab to complete the Reclassification module.

🧟 Completions	s and Approv	als - GF008	~ FPA1 04-JUN-0	4 09.27.13.000 AM	1.2000000000000000000000000000000000000	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
Entity: Fiscal Year:		REASURY D: QTR 4 - 1	/TD		GFO	08 Report
Agency FS	Reclas	sification (	Trading Partner	FR Notes	Other Data	Closing Pkg - IG
FPA Status: CFO Approval:	In Progress			By:	Date:	
	Pending     Pending	O Unlock O Unlock	O Approve/Look O Look	By:	Date:	
			View D	Close	]	

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.

🧑 Completion	s and Approv	als - GF008	°∼ FPA1 04-JUN-0	4 09.27.13.000 AM		000000000000000 ⊻ ज ×
Entity: Fiscal Year:		REASURY	YTD		GFC	108 Report
Agency FS	Reclas	sification	Trading Pariner	FR Notes	Other Data	Closing Pkg - IG
FPA Status:	O in Progress	OReopen	Complete	By: FPA1	Date:	04-JUN-2004 09:35 AM
CFO Approval	Pending	O Unlock	O Approve/Lock	Ву:	Date:	
IG Action:	Pending	OUnlock	Ollock	Ву:	Date:	
			View D	Close	]	

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).

Eorm Edit B	lock Field <u>F</u>	Record Qu	ery <u>W</u> indow <u>H</u> el	p		
🔳 📮 🖬	<b>a</b> 19 1	12 💊	+ × 8?	8 + + +	→ 👔 🔒	7
🧟 Completion	s and Approv	als - GF008	~ FPA1_04-JUN-(	04 09.27.13.000 AM		200000000000 ≚ <b>⊼</b> ×
Entity: Fiscal Year:		REASURY			GFO	08 Report
Agency FS	Reclas	sification	Trading Partner	FR Notes	Other Data	Closing Pkg - IG
FPA Status:	In Progress			By:	Date:	
CFO Approval	: • Pending	O Unlock	O Approve/Lock	By:	Date:	
IG Action:	Pending	O Unlock	Ollock	By:	Date:	
		C	View D	Details Close	]	

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

쳝 Completion	s and Approv	vals - GF008	}∼ FPA1_04-JUN-(	D4 10.	25.26.000 AM		
<b>F-13</b>	7000						
Entity:	7909	TREASURY				GFC	008 Report
Fiscal Year:	2002	PD: QTR 4 - `	YTD				
Agency FS	Recla	ssification	Trading Partner		FR Notes	Other Data	Closing Pkg - IG
FPA Status:	O in Progress	© Reopen	Complete	By:	FPA1	Date:	04-JUN-2004 10:29 AM
CFO Approval	Pending	O Unlock	O Approve/Lock	By:		Date:	
IG Action:	Pending	O Unlock	O Lock	By:		Date:	
		[	View [	)etails	Close	]	

## 2) FR Notes completed

🙀 Completions	and Approv	als - GF008	~ FPA1 04-JUN-0	4 10.25.26.000 AM		eeeeeeeeee ≚ <b>⊼</b> ×]				
Entity: Fiscal Year:		REASURY	YTD		GFC	108 Report				
Agency FS	Reclas	sification	Trading Partner	FR Notes	Other Data	Closing Pkg - IG				
FPA Status: C	) In Progress ) Pending	O Reopen	Complete     Approve/Lock	By: FPA1	Date:	04-JUN-2004 10:31 AM				
IG Action: 🤇	Pending	OUnlock	OLock	Ву:	Date:					
View Details										
			Submit	Close	]					

### 3) Other Notes completed

🧟 Completions :	and Approv	als - GF008	~ FPA1_04-JUN-0	04 10	.25.26.000 AM					
Entity:	7909 T	REASURY					GFC	008 Report		
Fiscal Year:	2002 P	D: QTR 4 - `	YTD							
Agency FS	Reclas	sification	Trading Partner		FR Notes	Other Da	ta	Closing Pkg - IG		
FPA Status: C	) In Progress	OReopen	Complete	By:	FPA1		Date:	04-JUN-2004 11:21 AM		
CFO Approval: 🦲	Pending	Olunlock	O Approve/Lock	Ву:			Date:			
IG Action:	Pending	OUnlock	Ollock	By:			Date:			
View Details Submit Close										

14.Once all of the modules are flagged complete by the FPA, press the "Submit" 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.

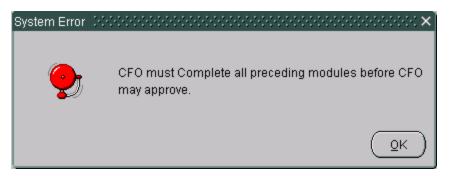
## 8.5 CFO Role, Module Lock and Approval

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.

🧖 Completio	ons and Approval	s - GF008	⊷ CFO1 04-JUN-0	4 11.33.10.000 AM		000000000000000 ≝ <b>⊼</b> ×
When the screen is opened, the cursor focus	▼ 7909 TRE	EASURY			GF0	08 Report
is set on the Entity field.	:/ 2002 PD:	QTR 4 - `	YTD			
Agency F	S Reclassi	fication	Trading Partner	FR Notes	Other Data	Closing Pkg - IG
1	1.0	<u> </u>	<b>6</b>			
Screen is opened with	O in Progress	OReoper	n 🔍 Complete	By: FPA1	Date:	04-JUN-2004 10:25 AM
the Agency FS tab displayed by default.	il: 🖲 Pending	O Unlock	C Approve/Lock	Ву:	Date:	
IG ACTION:	Pending	OUnlock	Ollock	Ву:	Date:	
		[	View De Submit	tails Close		

- 1. With the cursor in the entity field, 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.

쳝 Completions	and Approva	ls - GF008^	- CF01 04-JUN-0	4 11.56	6.40.000 AN			>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
Entity:	7909 TF	REASURY					GF00	08 Report
Fiscal Year:	2002 PC	); QTR 4 - Y	TD					
Agency FS	Reclass	ification	Trading Pariner	FR	Notes	Other Da	ata	Closing Pkg - IG
FPA Status: (	) In Progress	OReoper	Complete	By:	FPA1	]	Date:	04-JUN-2004 10:25 AM
CFO Approval: 🤇	Pending	OUnlock	Approve/Lock	By:	CF01		Date:	04-JUN-2004 12:02 PM
IG Action:	Pending	OUnlock	OLock	By:			Date:	
			View De	tails	Close	]		

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.

Section 2: Module GF008–Completions and Approvals

3.Click the "SAVE" button on the tool bar. When Save is pressed the next index tab (Reclassification) is enabled.

Eorm Edit B	∃lock Field I	⊰ecord Que	ry Window <u>H</u> elp			
1 LA	6 0	42 뇌	+ × 8? 6		🗕 📔 🔒	7
쳝 Completio	ns and Approv	als - GF008^	CF01 04-JUN-04	4 11.56.40.000 AM		2000-2000
Entity:		IREASURY		_	GF00	08 Report
Fiscal Year:	2002	PD: QTR 4 - Y	TD			
Agency F	S Reclas	sification	Trading Partner	FR Notes	Other Data	Closing Pkg - IG
FPA Status:	O in Progress	OReopen	Complete	By: FPA1	Date:	04-JUN-2004 10:25 AM
CFO Approva	al: O Pending	OUnlock	Approve/Lock	By: CF01	Date:	04-JUN-2004 12:02 PM
IG Action:	C Pending	OUnlock	Ollock	Ву:	Date:	
			View De	tails		
			Submit	Close	]	

4.Navigate to the next module (Reclassification) by clicking on the Reclassification index tab or by using the keystrokes Shift + Page Down.

🦉 Completion	s and Approv	als - GF008	~ CF01 04-JUN-I	D4 11.9	56.40.000 AN	1 222222		->>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
Entity:			(75)	_			GF0	108 Report
Fiscal Year:	2002 P	D: QTR 4 - Y	טוז					
Agency FS	Reclas	sification	Trading Partner	F	R Notes	Other Da	ta	Closing Pkg - IG
FPA Status:	O In Progress	OReopen	Complete	By:	FPA1		Date:	04-JUN-2004 10:28 AM
CFO Approval:	e Pending	O Unlock	O Approve/Lock	By:			Date:	
IG Action:	Pending	O Unlock	OLock	By:			Date:	
		[	View D	etails	Close	]		

5. Click on the Approve/Lock radio button to approve the module.

🩀 Completions and Ap	oprovals - GF008~ CFO1_04-JUN	N-04 11.56.40.000 AN	1 00000000000000	२०२०२०२०२०२ ≚ ज ×]
Entity: 7909 Fiscal Year: 2002		_	GFC	108 Report
Agency FS Re	eclassification Trading Parine	r FR Notes	Other Data	Closing Pkg - IG
FPA Status: Oin Prog	gress () Reopen () Complete ng () <b>Unlock () Approve/Lock</b>	By: FPA1	Date:	04-JUN-2004 10:28 AM
IG Action: OPendir	ng Ollprock Ollock	Ву:	Date:	
	View	/ Details		
	Submit	Close	]	

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.

🙀 Completions	and Approva	als - GF008	~ CF01 04-JUN-	D4 11	.56.40.000 AM		×≂× ≥ 200000000 ≤ x			
Entity:         7909         TREASURY         GF008 Report           Fiscal Year:         2002         pD:         QTR 4 - YTD										
Agency FS	Reclas	sification	Trading Partner	i	FR Notes	Other Data	Closing Pkg - IG			
	) in Progress			By:	FPA1	Date:	04-JUN-2004 10:29 AM			
CFO Approval: (	Pending	O Unlock	O Approve/Lock	By:	l	Date:				
IG Action:	Pending	O Unlock	Ollock	By:		Date:				
		C	View D	etails	Close	]				

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.

🤹 Completi	ons and Approv	/als - GF008	3~ CF01 04-JUN-	04 11	.56.40.000 AN	A 00000000000	२०००००००००
Entity:	7909	TREASURY				GFC	008 Report
Fiscal Yea	r: 2002	PD: QTR 4 -	YTD				
Agency I	FS Reclas	ssification	Trading Partner		FR Notes	Oiher Daia	Closing Pkg - IG
FPA Status:	O In Progress	s O Reopen	Complete	By:	FPA1	Date:	04-JUN-2004 10:29 AM
CFO Approv	val: O Pending	O Unlock	Approve/Lock	By:	CF01	Date:	04-JUN-2004 12:11 PM
IG Action:	Pending	O Unlock	Ollock	By:		Date:	
			View [	Details			
		(	Submit		Close	]	

Trading Partner Module approve/lock by the CFO.

## FR Notes Module approve/lock by the CFO

🦉 Completions a	and Approv	als - GF008	~ CFO1 04-JUN-0	)4 11.56.40.000 AM		>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>				
Entity:         7909         TREASURY         GF008 Report           Fiscal Year:         2002         PD:         QTR 4 - YTD										
Agency FS	Reclas	sification	Trading Partner	FR Notes	Other Data	Closing Pkg - IG				
FPA Status: 🔿	in Progress	OReopen	Complete	By: FPA1	Date:	04-JUN-2004 10:31 AM				
CFO Approval: 🔿	Pending	OUnlock	Approve/Lock	By: CFO1	Date:	04-JUN-2004 12:12 PM				
IG Action:	Pending	OUnlock	Ollock	Ву:	Date:					
			View De Submit	close	]					

#### Other Notes Data approve/lock by the CFO.

🦉 Completions a	and Approva	als - GF008	~ CFO1 04-JUN-	04 11	.56.40.000 AM			२०००००००० ≚ <b>л</b> ×े		
Entity:         7909         TREASURY         GF008 Report           Fiscal Year:         2002         pD;         QTR 4 - YTD										
Agency FS	Reclas	sification	Trading Partner		FR Notes	Other D	ata	Clasing Pkg - IG		
FPA Status: O		O Reopen	Complete	By: By:	FPA1 CFO1		Date: Date:	04-JUN-2004 11:21 AM 04-JUN-2004 12:13 PM		
IG Action:	Pending	O Unlock	Ollock	By:			Date:			
		C	View D	etails	Close					

Once all of the modules have been set to "Approve/Lock", click the "Submit" Submit button to save changes and exit the screen or press the "Close" button Close 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.

🦉 Completions a	and Approval	s - GF008~	IG1 04-JUN-04 1	2.22.57.000 F	м сконсконског		->>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
Entity: Fiscal Year:		EASURY	īD	]		GF0	D8 Report
Agency FS	Reclass	ification	Trading Partner	FR Notes	Other Da	itai	Closing Pkg - IG
FPA Status: 🔿	In Progress	OReopen	Complete	By: FPA1	]	Date:	04-JUN-2004 10:25 AM
CFO Approval: ()	Pending	O Unlock	Approve/Lock	By: CFO1		Date:	04-JUN-2004 12:02 PM
IG Action:	Pending	O Unlock	O Lock	Ву:		Date:	
			View De	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

🙀 Completions	and Approval	s - GF008~	IG1_04-JUN-04-12	2.22.5	7.000 PM 🖹			eeeeeeeeee ≚ ज ×
Entity: Fiscal Year:		EASURY ; QTR 4 - Y1	ſD	J			GF00	18 Report
Agency FS	Reclass	ification	Trading Partner	FR	Notes	Other Da	ita	Closing Pkg - IG
CFO Approval: 🤇		O Reopen O Unio k	Complete	By: By:	FPA1 CFO1		Date: Date:	04-JUN-2004 12:02 PM
IG Action:	Pending	OUnlock	Lock	By:	IG1		Date:	04-JUN-2004 12:28 PM
			View Deta Submit	ails ]	Close			

1. Click the SAVE button on the Oracle tool bar, the next index tab (Reclassification) will be enabled.

Eorm Edit B	lock Field <u>R</u> e	ecord <u>Q</u> uer	ry <u>W</u> indow <u>H</u> elp					
<b>I R</b>	5 66	2	+ × 8? 6		⇒ → 🛅	G	7	
🦉 Completion	ns and Approva	ls - GF008~	· IG1 04-JUN-04 1	2.22.57.000	PM CONCORP.			≚ ⊼ ×
Entity: Fiscal Year:		EASURY	ſD	]		GF00	18 Report	
Agency FS	6 Reclass	ification	Trading Partner	FR Notes	s Other E	Daita	Closing Pkg - IG	
FPA Status:	O in Progress	OReopen		By: FPA1		Date:	04-JUN-2004 10:25	
CFO Approval	I: O Pending	OUnlock	Approve/Lock	By: CFO	1	Date:	04-JUN-2004 12:02	PM
IG Action:	C Pending	O Unlock	C Lock	By: IG1		Date:	04-JUN-2004 12:28	PM
		_	View De	tails				
			Submit	Close				

Department of the Treasury Financial Management Service Section 2: Module GF008–Completions and Approvals 2. Once SAVE has been pressed, the index tab of the next module (Reclassification) will be enabled. Click on the Reclassification tab.

🙀 Completions	and Approv	als - GF008	~ IG1 04-JUN-04	12.22	.57.000 PM			>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
Entity: Fiscal Year:		REASURY D: QTR 4 - Y	ΎTD		_		GFO	08 Report
Agency FS	Reclas	sification	Trading Partner	F	R Notes	Other D	vata	Clasing Pkg - IG
FPA Status: C	) In Progress ) Pending	O Reopen O Unlock	Complete	By: By:	FPA1 CFO1		Date: Date:	04-JUN-2004 10:28 AM 04-JUN-2004 12:06 PM
IG Action:	Pending	O Unlock	CLock	By:			Date:	
			View D	etails	Close	]		

3. The Reclassification tab will open. To lock the module, click on the Lock button and save the record.

🙀 Completior	ns and Approv	als - GF008	~ IG1 04-JUN-04	12.22	.57.000 PM			200000000000 ≚ ज ×
Entity: Fiscal Year:		REASURY D: QTR 4 - Y	YTD				GF0	108 Report
Agency FS	B Reclas	sification (	Trading Partner	F	R Notes	Other I	Data	Closing Pkg - IG
FPA Status: CFO Approva	O In Progress	O Reopen O Unlock	Complete Approve/Lock	By: By:	FPA1 CFO1		Date: Date:	04-JUN-2004 10:28 AM 04-JUN-2004 12:06 PM
IG Action:	O Pending	O Unlock	C Lock	By:	IG1		Date:	04-JUN-2004 12:52 PM
			View D	etails	Close	]		

4.Repeat steps 4 and 5 to lock the remaining modules (Trading Partners, FR Notes and Other Data).

🧟 Completions :	and Approva	als - GF008	~ IG1_04-JUN-04	12.22	2.57.000 PM			eeeeeeeeee ≝ <b>ज</b> ×`
Entity: Fiscal Year:		REASURY D: QTR 4 - 1	/TD				GF	008 Report
Agency FS	Reclas	sification	Trading Partner		FR Notes	Other Dai	ia)	Closing Pkg - IG
FPA Status:	) In Progress	OReopen	Complete	Ву:	FPA1	C	)ate:	04-JUN-2004 10:29 AM
CFO Approval: 🤇	Pending	O Unlock		By:	CFO1	C	ate:	04-JUN-2004 12:11 PM
IG Action:	Pending	OUnlock	C Lock	By:	IG1	C	ate:	04-JUN-2004 12:56 PM
			View D	etails	Close	]		

2) FR Notes Module locked by the IG

🙀 Completions	s and Appro	vals - GF008	3∼ IG1 04-JUN-04	12.22	2.57.000 PM 🗜		
Entity: Fiscal Year:		TREASURY PD: QTR 4 - `	YTD			G	F008 Report
Agency FS	Recla	ssification	Trading Partner	F	RNotes	Other Data	Closing Pkg - IG
			Complete	By:	FPA1	Date	
CFO Approval: (	O Pending	O Unlock	Approve/Lock	By:	CFO1	Date	204-JUN-2004 12:12 PM
IG Action:	C Pending	O Unlock	Lock	Ву:	IG1	Date	: 04-JUN-2004 01:02 PM
		[	View D	etails	Close		

3) Other Data Module locked by the IG

🧱 Completions a	and Approva	als - GF008	~ IG1 04-JUN-04	12.22	2.57.000 PM 🔅		२००००००००० ≤ <b>न</b> ×े
Entity: Fiscal Year:		REASURY D: QTR 4 - Y	'TD			GFC	08 Report
Agency FS	Reclase	sification	Trading Partner	I	R Notes	Other Data	Closing Pkg - IG
FPA Status: C	) In Progress ) Pending	O Reopen O Unlock	Complete	By:	FPA1 CFO1	Date:	04-JUN-2004 11:21 AM 04-JUN-2004 12:13 PM
IG Action:	Pending	OUnlock	Cock	A By:	IG1	Date:	04-JUN-2004 01:04 PM
		C	View D	etails	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.

🙀 Completions	and Approv	als - GF008	}~ IG1_04-JUN-04	12.2	2.57.000 PM 🗄		000000000000 ≚ <b>⊼</b> ×
Entity: Fiscal Year:		REASURY GF008 Report D: QTR 4 - YTD					
Agency FS	Reclas	sification	Trading Partner		FR Notes	Other Data	Closing Pkg - IG
FPA Status: (		O Reopen O Unlock	Complete	By: By:	FPA1 CFO1	Date:	04-JUN-2004 11:21 AM 04-JUN-2004 12:13 PM
IG Action: (	OPending	OUnlock	Cock	By:	IG1	Date:	04-JUN-2004 01:04 PM
		C	View D	)etails	Close	]	

5.Click on the Closing Pkg – IG index tab.

🧱 Completions	and Approva	als - GF008	~ IG1 28-MAY-04	02.21	1.27.000 PM 🔅	******	000000000000 <b>⊻</b> ⊼ ×
Entity: Fiscal Year:		ERIFYING TE D: QTR 4 - Y	ST ENTITY - OCBOA	\ 	]	GF	008 Report
Agency FS	Reclass	sification	Trading Partner		FR Notes	Other Data	Closing Pkg - IG
	) In Progress	O Reopen	○ Complete	By:	FPA1	Date:	28-MAY-2004 02:06 PM
CFO Approval: (	O Pending	O Unlock	Approve/Lock	By:	CF01	Date:	28-MAY-2004 02:19 PM
IG Action:	O Pending	OUnlock	Lock	By:	IG1	Date:	28-MAY-2004 02:28 PM
		C	View D	etails	Close	]	

6.The Closing Pkg – IG screen will open were 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.

🤠 Completions a	ind Approvals - GF00	3~ IG1 04-JUN-04	12.22.57.000 PM		>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
Entity: Fiscal Year:	7909 TREASURY 2002 PD: QTR 4 -	YTD		GFO	08 Report
Agency FS	Reclassification	Trading Partner	FR Notes	Other Data	Closing Pkg - IG
Closing Package O Adverse Provide the text	O Disclaimer 🔍 Qu	ualified OUnqualif	ïed	C IG Signo	ff
		Submit	Close		

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"

Department of the Treasury Financial Management Service

🧟 Completions a	and Approvals - GF00	3~ IG1 04-JUN-04	12.22.57.000 PM		9999999999999999 🗹 🗲 🗲	א ה
Entity: Fiscal Year:	7909 TREASURY 2002 PD: QTR 4 -	YTD		GFO	08 Report	
Agency FS	Reclassification	Trading Partner	FR Notes	Other Data	Closing Pkg - IG	
Closing Package Closing Package Adverse Provide the text		ualified O'Unqualif	ïed	🗌 IG Signo	ff	
Enter opinion he						
		Submit	Close			

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.

System Messa	age Colorido Colorido Colorido Colorido	<u></u>
	Click "X" to cancel IC signoff.	7
	After saving with IG signoff, editable.	this module will no longer be
	Click "OK" for final IG signoff.	<u></u> бк

## 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.

Entity: Fiscal Year:	7909 TR	IS - GF008~ EASURY : QTR 4 - YI	0G1 04-JUN-040	)3.43.0	1.000 PM 🕻		GF0	6999969999999 <b>또 지 X</b> 18 Report
Agency FS	Reclass	ification	Trading Partner	FR	Notes	Other Da	ta	Closing Pkg - IG
FPA Status: C	) In Progress ) Pending	O Reopen O Unlock	Complete     Approve/Lock	By: By:	FPA1 CFO1		Date: Date:	04-JUN-2004 10:25 AM
IG Action: C	Pending	🖲 Unlock	O Lock	By:	IG1		Date:	04-JUN-2004 12:28 PM
			View De 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.

🦉 Completions a	and Approv	/als - GF008	~ CFO1 04-JUN-I	04 01.39.33.000 PM	1.0000000000	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
Entity:	7909	TREASURY			GF	008 Report
Fiscal Year:	2002	PD: QTR 4 - 1	YTD			
Agency FS	Recla	ssification	Trading Partner	FR Notes	Other Data	Closing Pkg - IG
FPA Status: C	In Progres:	s O Reopen	Complete	By: FPA1	Date:	04-JUN-2004 10:28 AM
CFO Approval: 🔿	Pending	OUnlock	Approve/Lock	By:	Date:	04-JUN-2004 12:06 PM
IG Action:	Pending	O Unlock	C Lock	By: IG1	Date:	04-JUN-2004 12:52 PM
		_	View D		1	
		L	Submit	Close	J	

🔞 Completions and Approvals - GF008~ CF01_04-JUN-04 02.14.50.000 PM しかひかかかかかかかかかかかかかか ビ 🛪 🗙
Entity:         7909         TREASURY         GF008 Report           Fiscal Year:         2002         pD: QTR 4 - YTD         GF008 Report
Agency FS Reclassification Trading Parker FR Note Other Data Mosing Pkg - IG
FPA Status: C In Progress C Reoper C Complete By: FPA1 Date: 04-JUN-2004 10:28 AM
CFO Approval: O Pending @ Unlock O Approve/Lock By: CFO1 Date: 04-JUN-2004 12:06 PM
IG Action:       O Pending       O Unlock       O Lock         When reclassification is unlocked all of the following modules are unlocked.
View Details
Submit Close

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.

🧝 Completions and Approvals - GF008~ FPA1_04-JUN-04 03.49.38.000 PM したかたかたかたかたかたかたかかかかか 🗹 🛪 🗙								
Entity: Fiscal Year:	7909         TREASURY         GF008 Report           iear:         2002         pD;         QTR 4 - YTD							08 Report
Agency FS	Reclass	ification	Trading Partner	FR	Notes	Other Dat	a	Closing Pkg - IG
FPA Status: (	O In Progress	C Reopen	Complete	By:	FPA1		Date:	04-JUN-2004 10:25 AM
CFO Approval: (	O Pending	OUnlock	Approve/Lock	By:	CFO1		Date:	04-JUN-2004 12:02 PM
IG Action:	O Pending	O Unlock	Ollock	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**

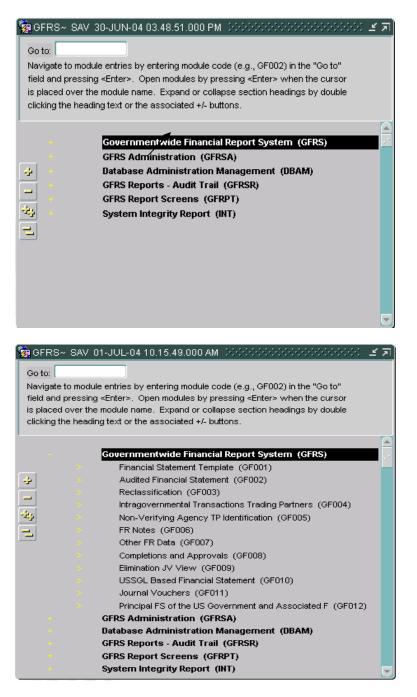
The USSGL Based Financial Statement module (GF010) provides agencies the ability to produce financial statements based on the agency ATB data submitted in the FACTS I submission. Three financial statements types (Balance Sheet, Statement of Net Cost and Statement of Changes in Net Position) may be selected 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.

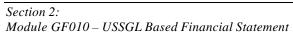
Financial Statements may by run for verifying entities, non-verifying entities or for both (ALL). The GF010 report will print financial statements for single or multiple entities. When multiple entities are selected the financial statements of the composite entities are consolidated into one statement.

#### 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.

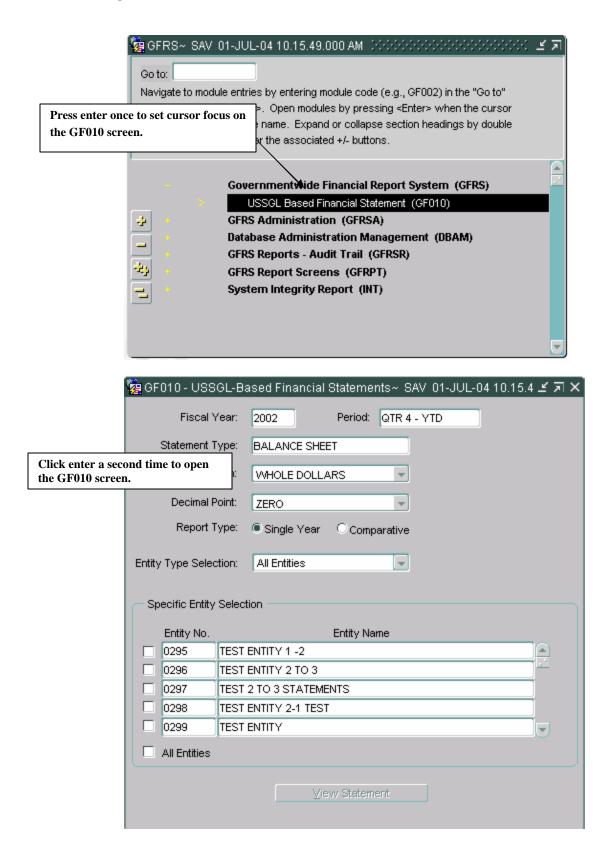
Go to: Navigate field and is placed	✓ SAV 01-JUL-04 10.15.49.000 AM DODODODODODODODODODOCOCO ≤  It o module entries by entering module code (e.g., GF002) in the "Go to" I pressing <enter>. Open modules by pressing <enter> when the cursor I over the module name. Expand or collapse section headings by double he heading text or the associated +/- buttons.</enter></enter>
-	Governmentwide Financial Report System (GFRS) Financial Statement Template (GF001)
*	<ul> <li>Audited Financial Statement (GF002)</li> <li>Reclassification (GF003)</li> </ul>
1 * 1	<ul> <li>Intragovernmental Transactions Trading Partners (GF004)</li> <li>Non-Verifying Agency TP Identification (GF005)</li> </ul>
-	<ul> <li>FR Notes (GF006)</li> <li>Other FR Data (GF007)</li> </ul>
	Completions and Approvals (GF008)     Elimination JV View (GF009)
	USSGL Based Financial Statement (GF010)     Journal Vouchers (GF011)
•	<ul> <li>Principal FS of the US Government and Associated F (GF012)</li> <li>GFRS Administration (GFRSA)</li> </ul>
+	Database Administration Management (DBAM) GFRS Reports - Audit Trail (GFRSR)
*	GFRS Report Screens (GFRPT) System Integrity Report (INT)

The GF010 screen will open.

🦉 GF01	10 - USS	GL-Based Financial Statements∼ SAV_01-JUL-04 10.15.4 🗹 🗖 🗙
	Fiscal Y	/ear: 2002 Period: QTR 4 - YTD
St	tatement T	ype: BALANCE SHEET
	Reporte	d In: WHOLE DOLLARS
	Decimal P	oint: ZERO
	Report T	ype:
Entity T	ype Selec	tion: All Entities
- Spec	cific Entity	Selection
E	Entity No.	Entity Name
	295	TEST ENTITY 1 -2
	296	TEST ENTITY 2 TO 3
	297	TEST 2 TO 3 STATEMENTS
	298	TEST ENTITY 2-1 TEST
	299	TEST ENTITY
	II 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.

🧟 GI	FRS~ SAV 01-JUL-04 10.15.49.000 AM 0000000000000000000000	র্থ স
Nav field is p	to: GF010 igate to module entries by entering module code (e.g., GF002) in the "Go to" if and pressing <enter>. Open modules by pressing <enter> when the cursor laced over the module name. Expand or collapse section headings by double king the heading text or the associated +/- buttons.</enter></enter>	
· 1 · 1	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 🗹 져 🗙
Fiscal Yea	r: 2002 🗨 Period: QTR 4 - YTD
Statement Type	BALANCE SHEET
Reported In	XWHOLE DOLLARS
Decimal Point	t: ZERO 👻
Report Type	e: 🖲 Single Year 🔿 Comparative
Entity Type Selection	n: All Entities
- Specific Entity Se	lection
Entity No.	Entity Name
0296 TEST ENTITY 2 TO 3	
	ST 2 TO 3 STATEMENTS
	ST ENTITY 2-1 TEST
0299 TE	IST ENTITY
All Entities	
	View Statement

	scal Year 👉 nd 200%			
	Fiscal_Year	Period Descr		
	2002	QTR 4 - YTD		
To select a year and period, click on the desired period	e 1/3 )4	QTR 1 - YTD QTR 4 - YTD QTR 1 - YTD		
comdination from LOV and press the		QTR 1 - YTD		
button.		Eind	QK Cancel	

- 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.

🧱 GF010 - USS	GL-Based Financial Statements~ SAV-01-JUL-04-01.34.3 🗹 🗖 🤅	
Fiscal Y	ear: 2002 Period: QTR 4 - YTD	
Statement T	ype: BALANCE SHEET	
Reporté	d In: WHOLE DOLLARS	
Decimal P		
Report T	ype:	
Entity Type Selec	tion: All Entities	
Specific Entity	Selection	
Entity No.	Entity Name	
0295	TEST ENTITY 1 -2	
0296	TEST ENTITY 2 TO 3	
0297	TEST 2 TO 3 STATEMENTS	
0298	TEST ENTITY 2-1 TEST	
0299	TEST ENTITY	
🗆 All Entities		
	⊻iew Statement	
Statement Typ		
	To select a statement, click on the desired	
Ti- dor	statement and press the	
Find % statement and press the "OK" button.		
Stmt_Descr		
BALANCE SH	IFET	
	OF CHANGES IN NET POSITION	
STATEMENT	OF NET COST	

 To navigate to the Reported In field press the <TAB> key. Double click on the Reported in field to activate the LOV.

Cancel

• The default setting will be "Whole Dollars".

Eind

QК

- 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.

	🙀 GF010 - USS(	GL-Based Financial Statements~ SAV 02-JUL-04 11.00.5 🗹 🛪 🗙
	Fiscal Y	ear: 2002 Period: QTR 4 - YTD
The default settin Dollars.	ng is Whole	De: BALANCE SHEET Use the down arrow to select a reporting method from the drop down box.
	Report Ty	
	Entity Type Select	
	- Specific Entity	Selection
	Entity No.	Entity Name
	0295	TEST ENTITY 1 -2
		TEST ENTITY 2 TO 3
		TEST 2 TO 3 STATEMENTS
		TEST ENTITY 2-1 TEST
	All Entities	
		View Statement

🦉 GF010 - USSG	L-Based Financial Statements~ SAV 02-JUL-04 11.00.5 🗹 河 🗙
Fiscal Ye	ear: 2002 Period: QTR 4 - YTD
Statement Ty	pe: BALANCE SHEET The reporting method selected in the "Reported In" field
Reported	
Decimal Po	int: ZERO displayed in the report.
Report Ty	pe:
Entity Type Selecti	on: All Entities
Specific Entity S	Selection
Entity No.	Entity Name
0295 1	EST ENTITY 1 -2
0296 1	TEST ENTITY 2 TO 3
0297 1	EST 2 TO 3 STATEMENTS
0298 1	EST ENTITY 2-1 TEST
0299 1	EST ENTITY
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 down arrow of the drop down box of the Decimal Point field. Use the arrow key to select the intended decimal point setting.

	🧟 GF010 - USSGL-I	Based Financial Statements~ SAV-02-JUL-04 11.00.5 🗹 저 🗙
	Fiscal Year:	2002 Period: QTR 4 - YTD
	Statement Type:	BALANCE SHEET
The defau	lt setting is Zero	HUNDREDS To view the selections for decimal
	Decimai Point:	noint magg the down among button
	Report Type:	
	Entity Type Selection:	All Entities
	- Specific Entity Sele	ction
	Entity No.	Entity Name
	0295 TES	ST ENTITY 1 -2
	0296 TES	ST ENTITY 2 TO 3
	0297 TES	T 2 TO 3 STATEMENTS
	0298 TES	IT ENTITY 2-1 TEST
	0299 TES	
	All Entities	
		⊻iew Statement

🦉 GFI	010 - USS	GL-Based Financial Statements~ SAV 02-JUL-04 11.00.5 🗹 🗷 🗙
	Fiscal \	Year: 2002 Period: QTR 4 - YTD
:	Statement T	Type: BALANCE SHEET
	Reporte	ed In: HUNDREDS
	Decimal P	Point: TVVO
	Report T	Type:
Entity	Type Selec	ction: All Entities
- Sp	ecific Entity	Selection
	Entity No.	Entity Name
	0295	TEST ENTITY 1 -2
	0296	TEST ENTITY 2 TO 3
	0297	TEST 2 TO 3 STATEMENTS
	0298	TEST ENTITY 2-1 TEST
	0299	TEST ENTITY
	All Entities	
		⊻rew Statement

Department of the Treasury Financial Management Service

- 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

	<u>**</u>
	🧝 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
Single Year is the setting	default mal Point: TWO
	Entity Type Selection: All Entities
	Specific Entity Selection
	Entity No. Entity Name
	0295 TEST ENTITY 1 -2
	0296 TEST ENTITY 2 TO 3
	0297 TEST 2 TO 3 STATEMENTS
	0298 TEST ENTITY 2-1 TEST
	0299 TEST ENTITY
	All Entities
	⊻iew Statement

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 🗹 져 🗙				
Fiscal '	Year: 2002 Period: QTR 4 - YTD			
Statement 1	Type: BALANCE SHEET			
Reporte	ed In: HUNDREDS			
Decimal F	Point: TWO Press the down arrow			
Report 1	Type: O Single Year Comparative to select an entity type.			
Entity Type Sele	ction: Verifying Agencies			
Specific Entity	Selection Entity Name			
	TEST ENTITY 1 -2			
0296	TEST ENTITY 2 TO 3			
0297	TEST 2 TO 3 STATEMENTS			
0298	TEST ENTITY 2-1 TEST			
0299	TEST ENTITY			
All Entities				
	⊻iew 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-B	ased 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:	C Single Year Comparative
Entity Type Selection:	Verifying Agencies
Specific Entity Selec	/
Entity No.	Entity Name
	rtment of Agriculture
	rtment of Commerce
	rtment of the Interior
🗌 1500 Depa	rtment of Justice
🗌 🗌 1601 🔹 Depa	rtment of Labor
All Entities	
	⊻iew Statement

The financial statements may be run for a single entity or multiple entities.

9. Click the All Entities check box to select all of the Entities that <u>are displayed</u> 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.

🧝 GF010 - USSGL-B	ased Financial Statements~ SAV 02-JUL-04 11.00.5 ビ ㅋ 🗙
Fiscal Year:	2002 Period: QTR 4 - YTD
Statement Type:	BALANCE SHEET
Reported In:	HUNDREDS
Decimal Point:	TWO
Report Type:	◯ Single Year
Entity Type Selection:	Verifying Agencies
Specific Entity Selec	lion
Entity No.	Entity Name
🔽 1200 Depa	tment of Agriculture
☑ 1300 Department of Commerce	
🔽 1400 🛛 Depa	tment of the Interior
✓ 1500 Department of Justice	
✓ 1601 Department of Labor	
All Entities	
	⊻iew Statement

10. To run the report click the View Statement button and selected statement will be created. ⊻iew Statement _____ the

sed Financial Statements~ SAV-02-JUL-04 11.00.5 🗹 🗷 🗙
2002 Period: QTR 4 - YTD
BALANCE SHEET
HUNDREDS
TWO
◯ Single Year
Verifying Agencies
ion
Entity Name
tment of Agriculture
tment of Commerce
tment of the Interior
tment of Justice
tment of Labor
View Statement

Department of the Treasury Financial Management Service



GF010 Report	Financia	rtment of the Treasury I Management Service ide Financial Report System	07/02/2004
	GF010-USSGL	Based Financial Statement	
	Statement: BALANCE SHEET	Fiscal Year: 2002	Period: QTR 4 - YTD
	Type: Comparative	Reported In: HUNDREDS	Decimal: TWO
	Entity: ALL Verifying Entities		
	Amounts presented as debits and credits(-)		
		FY 2002-QTR 4	FY 2001-QTR 4
	Assets		0
	Non-Federal		0
	Cash and Other Monetary Assets	20,505,800,160.03	0.00
	Accounts Receivable, net	255,749,598.85	0.00
	Taxes Receivable	413,886,588.95	0.00
	Inventory and Related Property	486,852,325.84	0.00
	Loans Receivable	2,181,931,520.76	0.00
	Property, Plant, and Equipment	3,079,339,317.28	0.00
	Other Assets	615,856,190.31	0.00
	Total non-Federal Assets	27,539,415,702.01	0.00
	Federal		0
	Fund Balance with Treasury	9,062,497,299.30	0.00
	Investments	25,446,381,950.17	0.00
	Accounts Receivable	415,786,595.63	0.00
	Interest Receivable	413,335,834.25	0.00
	Loans Receivable Transfers Receivable	2,930,033,313.91	0.00
		35,601,409.48	0.00
	Benefit Program Contributions Receivable Advances to Others and Prepayments	10,833,952.76 268,403,602.55	0.00
	Other Assets (without reciprocals)	62,952,824,373,56	0.00
	Total Federal Assets	62,952,824,373.56 101,535,698,331.60	0.00
	Total Assets	129.075.114.033.61	0.00
	I Utal Proseto	129,075,114,055.61	0.00
	Liabilities:		0

After the View Statement button has been clicked and the report has been created, the form will clear all entity selections but leave all other report selection settings intact on the form to be used for other reports.

🤹 GF010 - USSGL-Based Financial Statements~ SAV 02-JUL-04 11.00.5 🗉 🛪 🗙			
Fiscal ³	Year: 2002 Period: QTR 4 - YTD		
Statement 1	Type: BALANCE SHEET		
Report	ed In: HUNDREDS		
Decimal	Point: Tvvo		
Report			
Entity Type Sele	Entity Type Selection: Verifying Agencies		
- Specific Entity	/ Selection		
Entity No.	Entity Name		
0295	TEST ENTITY 1 -2		
0296	TEST ENTITY 2 TO 3		
0297	TEST 2 TO 3 STATEMENTS		
0298	TEST ENTITY 2-1 TEST		
0299	TEST ENTITY		
All Entities			
	View Statement		
	Tiew 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 ATB	Definition 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.
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.
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 GOALS	Governmentwide Financial Report System 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	
GWA IG	serve a variety of purposes. GOALS II is developed and maintained by FMS in-house resources.
	serve a variety of purposes. GOALS II is developed and maintained by FMS in-house resources. Governmentwide Accounting
IG	serve a variety of purposes. GOALS II is developed and maintained by FMS in-house resources. Governmentwide Accounting Inspector General
IG IS	serve a variety of purposes. GOALS II is developed and maintained by FMS in-house resources. Governmentwide Accounting Inspector General Income Statement
IG IS LOV	serve a variety of purposes. GOALS II is developed and maintained by FMS in-house resources. Governmentwide Accounting Inspector General Income Statement List of Values
IG IS LOV OCBOA	serve a variety of purposes. GOALS II is developed and maintained by FMS in-house resources. Governmentwide Accounting Inspector General Income Statement List of Values Other Cost Basis of Accounting

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

Statement	Account Type	Account Description
BS, SCA	А	Assets
BS, IS, SCNP, SCA, SNC	С	Calculation
BS, SCA	CA	Contra-Asset
BS, SCA	CL	Contra-Liability
BS	E	Equity
BS, SCA	L	Liability
BS, IS, SCNP, SCA, SNC	Т	Title
IS, SCNP	BN	<b>Beginning Net Position</b>
IS, SCNP	Р	Prior-Period
Adjustment		
IS	TC	Total Cost
IS	TR	Total Revenue
IS, SCNP, SCA, SNC	V	Value
SCNP	CF	Contra-Financing
Source		-
SCNP, SCA	F	Financing Source
SCA	ER	Total Earned Revenue
SNC	ER	Total Earned Revenue
SNC	GC	Total Gross Cost

Governmentwide Financial Accounting System (GFRS)

### Account Types

** 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

# Department of the Treasury Financial Management Service Governmentwide Accounting

July 2004