

GWA Training

Borrowing From Treasury

Introduction

- **Name**
- **Agency Affiliation**
- **Job Responsibility**

Course Materials

- **Name Card**
- **Student Training Guide**
- **Course Evaluation**

The following materials are included with your kit:

Name Card – Write your name on the name card.

GWA Training Guide – The GWA Training Guide contains the materials covered in class

Course Evaluation – At the end of this course, please complete the course evaluation to provide feedback on the course. Your comments will help us improve future courses.

To provide additional comments on course materials, send an email to GWAProject@fms.treas.gov. Be sure to reference this course in your email.

Course Outline

The following is the list of topics that will be presented in this training course:

Getting Started

Navigation

Concept of Role/Job Based Access

Concept of Transaction States

Logging Into The GWA System

Credit Reform Borrowing Transaction Entry

Credit Reform Repayment Transaction Entry

Non-Credit Reform Borrowing Transaction Entry

Non-Credit Reform Repayment Transaction Entry

Pending Transactions

Posted Transactions

Transaction Reversal

Getting Started

The Governmentwide Accounting and Reporting (GWA) System currently consists of Borrowing from Treasury applications. GWA will be adding Warrant and Non-Expenditure Transfer (NET) and other new applications in the future.

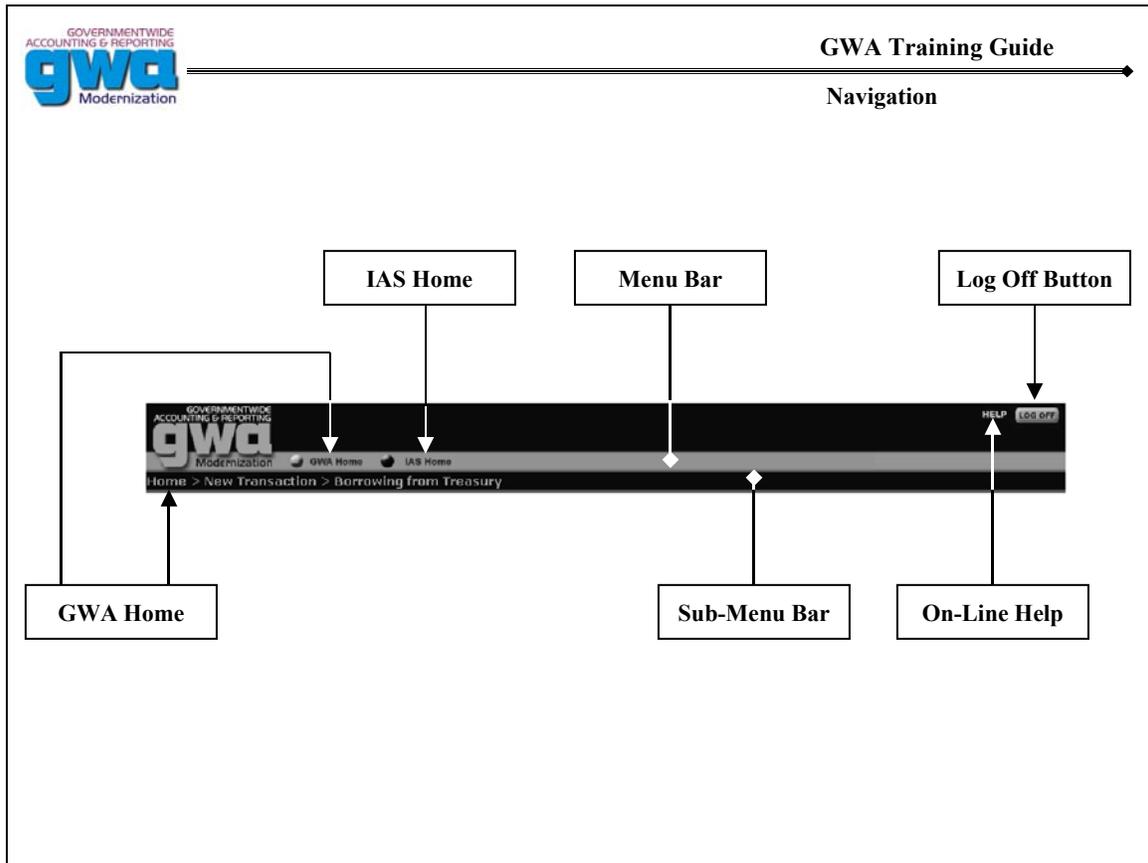
The GWA System is a Financial Management Service Web-based enterprise system that will allow users to input transactions and view vital accounting information using a standard Web browser. GWA will support the following Web browsers:

Netscape (Version 4.75 or 4.76 Only) or

Microsoft Internet Explorer (Version 5.5 or above)

Navigation

Moving through the Governmentwide Accounting & Reporting System (GWA) System is like any other website, and specific methods may depend on the browser you are using. For example you can click on any button or on any underlined word or phrase, to open a window, access information, or find out more. In addition, you can tell when more information is available when your mouse pointer turns into a pointing hand as shown below.



GWA System Menu Screen

Menu selections will always be available at the top portion of the screen in the **Menu Bar**.

When a selection is made from the **Sub-Menu Bar**, additional menu items will appear on the **Sub-Menu Bar** until you reach the appropriate screen. In some cases, additional **Sub-Menu Bars** will be displayed with more selections available to the user.

Note: To return to a specific place in the system, you can click on the **Sub-Menu Bar**, e.g., click on New Transaction to go to the new transaction page.

To return to the GWA System's home page from any where in the application, just select **GWA Home** from the menu bar or **Home** on the Sub-Menu Bar.

The Menu Bar allows the user to return to IAS by clicking on the **IAS Home** link.

To view the on-line help facility, click on **Help**.

To log off of the GWA System, click on the **Log Off** button.

Role/Job Based Access

The next few pages presents the concept of Role/Job Based Access

User Roles

- Agency All
- Agency Preparer
- Agency Certifier
- Agency Reviewer
- BPD Preparer
- BPD Approver
- BPD Reviewer
- Publications Supervisor
- FMS Analyst
- FMS Supervisor
- FMS Reviewer

The GWA System uses Role/Job Based Access. This concept enables the GWA System to control the access to screens and functions a user can perform.

Example: Using the roles listed below, an Agency Certifier does not have the permission to enter a transaction, he or she can only certify the transaction.

Below is a description of the Roles used in the GWA System:

Agency All – This user role has been defined for those agencies that have limited resources available to separate the duties of both entering and certifying a Non-Expenditure Transfer SF-1151 request. Approval of the request for this role for the GWA BPD NET and GWA BPD Reverse NET applications is contingent upon the requestor having a current signature card on file at the Bureau of the Public Debt. Approval of this role for an individual will preclude approval of all subsequent Agency Preparer and Agency Certifier roles for the same application.

Agency Preparer – This user role allows the participant to enter a new Non-Expenditure Transfer SF-1151 request specific to the requested application(s), edit a request that has not been submitted to their certifying officer, reverse a previously posted Borrowing from

Treasury, monitor the status of requests that they have completed and to respond to rejections of submitted requests.

Agency Certifier – This user role allows the participant to certify a Non-Expenditure Transfer SF-1151 request that has been completed by an Agency Preparer within their organization, and to monitor the status of requests that they have certified. Approval of the request for this role for the GWA BPD NET and GWA BPD Reverse NET applications is contingent upon the requestor having a current signature card on file at the Bureau of the Public Debt for credit reform borrowing.

Agency Reviewer – This user role allows the participant to monitor the status or view a Non-Expenditure Transfer SF-1151 request after certification by an Agency Certifier within their organization.

BPD Preparer – This user role is available only to internal staff of the Bureau of the Public Debt and is specific to the GWA BPD NET, GWA BPD Reverse NET, and GWA BPD Writeoff NET applications. The participant will be able to enter a new request on behalf of a Federal agency, to respond to rejections of requests that they have submitted, to reverse posted Borrowing requests and to monitor the status of requests that they have completed.

BPD Approver – This user role is available only to internal staff of the Bureau of the Public Debt and is specific to the GWA BPD NET, GWA BPD Reverse NET, and GWA BPD Writeoff NET applications. The participant will approve (or reject) borrowing transactions submitted by a Federal agency or by a BPD Preparer and to be able to monitor the status of requests that they have approved.

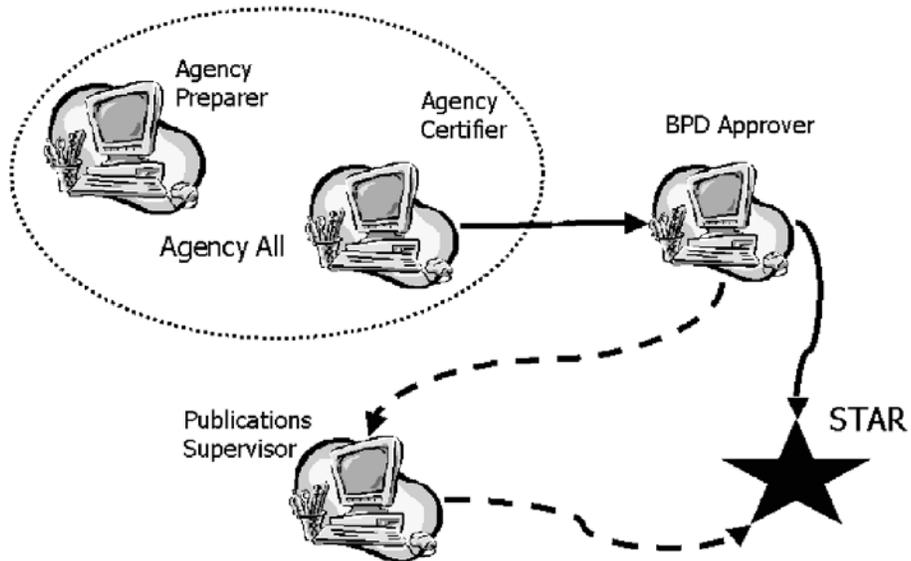
BPD Reviewer – This user role is available only to internal staff of the Bureau of the Public Debt and is specific to the GWA BPD NET, GWA BPD Reverse NET, and GWA BPD Writeoff NET applications. The participant will be able to monitor the status or view a Non-Expenditure Transfer SF-1151 request after certification by an Agency Certifier.

Publications Supervisor – This user role is available only to internal staff of Financial Management Service (FMS) – specifically Budget Reports Division. The participant will approve or reject transactions based upon the impact to the publications of FMS.

FMS Analyst – This user role is available only to internal staff of FMS – specifically Budget Reports Division and is specific to the GWA NET and GWA Warrants applications. The participant will be able to enter a new GWA NET request including Authority Transfer, Balance Transfer, Capital Transfer, Borrowing from Federal Finance Bank, Repayment of Borrowing from Federal Finance Bank and Reappropriation request on behalf of a Federal agency, to enter all types of Warrants, to respond to rejections of requests that they have submitted, modify the type of non-expenditure transfer request submitted by a Federal agency, to certify (or reject) a non-expenditure transfer request, and to monitor the status of requests that they have completed.

FMS Supervisor – This role is available only to internal staff of FMS – specifically Budget Reports Division. The participant will be able to enter a new Authority Transfer, Balance Transfer, Capital Transfer, Borrowing from Federal Finance Bank, Repayment of Borrowing from Federal Finance Bank and Reappropriation request on behalf of a Federal agency, to respond to rejections of requests that they have submitted, modify the type of non-expenditure transfer request submitted by a Federal agency, to approve (or reject) a non-expenditure transfer request, and to monitor the status of requests that they have completed.

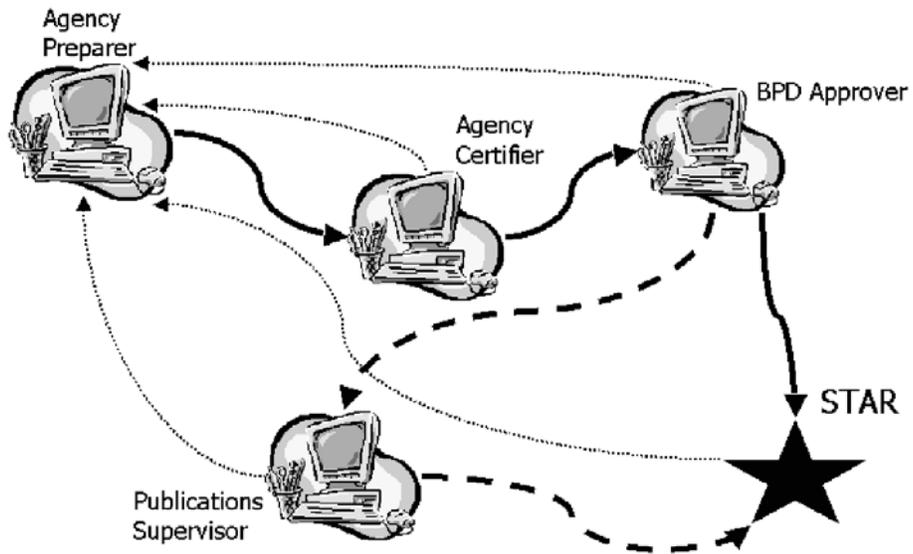
FMS Reviewer – This user role is available only to internal staff of FMS. The participant will be able to monitor and view a transaction after certification by the Federal agency (for GWA NET) or after approval by the Bureau of the Public Debt.



User Role/Job Based Access

The GWA System Role/Job based access concept is presented on the next two pages.

The above example demonstrates the flow of a request to Borrow from Treasury using the User Role/Job Based Access concept.



User Role/Job Based Access

The above example demonstrates the flow of a rejected request to Borrow from Treasury using the User Role/Job Based Access concept.

Transaction Status

As transactions go through their life cycle, from initial entry to their ultimate posting to Treasury's Central Accounting System (STAR), they will progress through various "transaction status." The Transaction Status will allow the users to know where in the process a transaction is. Below is a description of the Transaction Status for all types of transactions:

Agency Certified – A transaction was 1) entered by an agency preparer and has been certified by an agency certifier or 2) entered by a user defined as Agency All. The transaction is awaiting action by the Bureau of Public Debt (if the transaction is a Borrowing transaction) or the Financial Management Service (if the transaction is a regular SF 1151 transaction)

Agency Rejected - The transaction was entered by an agency preparer and has been rejected by an agency certifier and is awaiting action by the agency preparer

BPD Approved – The transaction was entered by an agency preparer or agency all and has been approved by the Bureau of Public Debt. The transaction requires FMS action prior to being posted if it is posted to a closed accounting period.

BPD Certified - The transaction was entered by the Bureau of Public Debt on behalf of an agency and has been approved by a Bureau of Public Debt approver.

BPD Rejected - The transaction was entered by an agency preparer, agency all or BPD preparer and has been rejected by a Bureau of Public Debt approver and is awaiting action by the agency preparer, agency all or BPD preparer

Finished - The transaction has been completed by a preparer and is awaiting action by the agency certifier.

FMS Approved – The transaction has been approved by FMS but must be approved by FMS publications prior to posting.

FMS Certified – The transaction has been certified by the FMS analyst and is awaiting action by the FMS supervisor.

FMS Rejected – The transaction has been rejected by the FMS analyst or the FMS supervisor and has been returned to the preparer for action.

New - The transaction is in the process of being created

Pending Reversal – The transaction is in the process of being reversed.

Posted – The transaction has been posted to Treasury’s Central Accounting System (STAR)

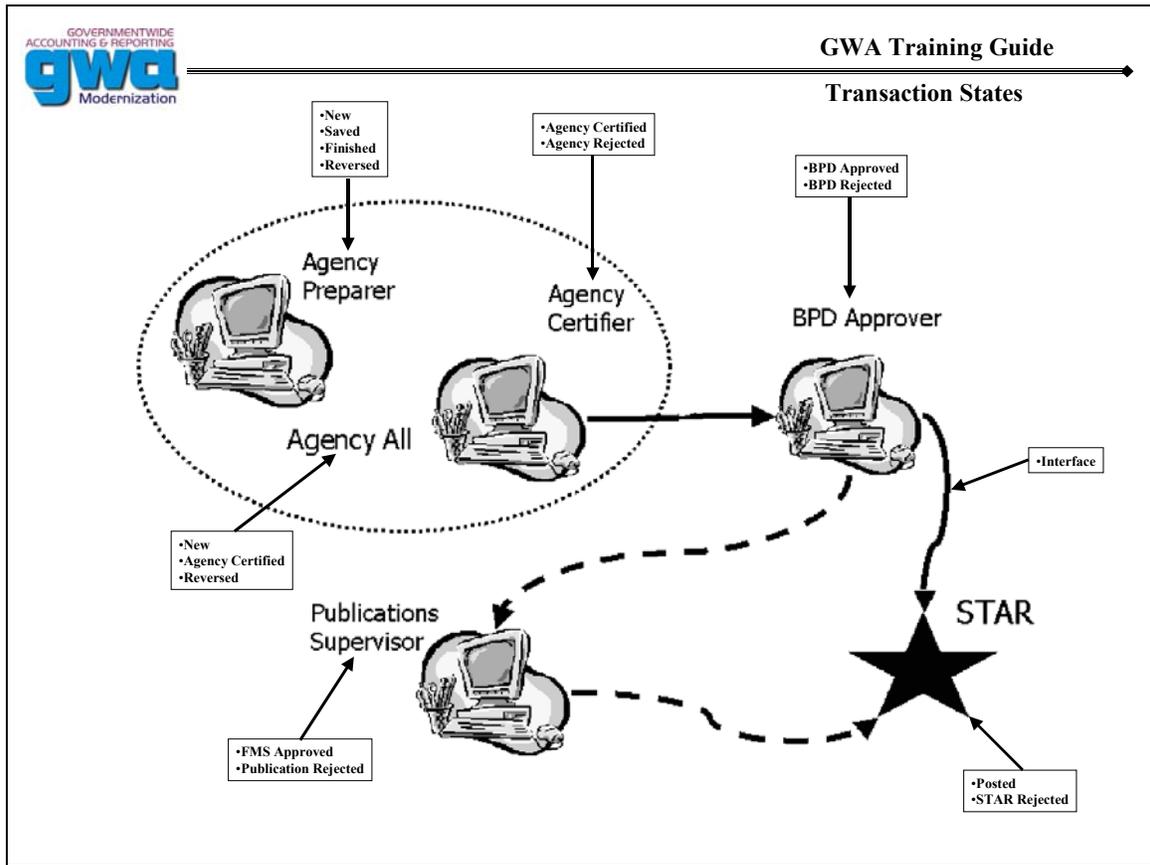
Publications Rejected – The transaction has been rejected by the FMS publication supervisor and has been returned to the preparer for action.

Reversed – The transaction has been reversed

Saved - The transaction has been entered and saved by the user for completion at a later time

STAR Interface - The transaction has been approved for transmission to STAR

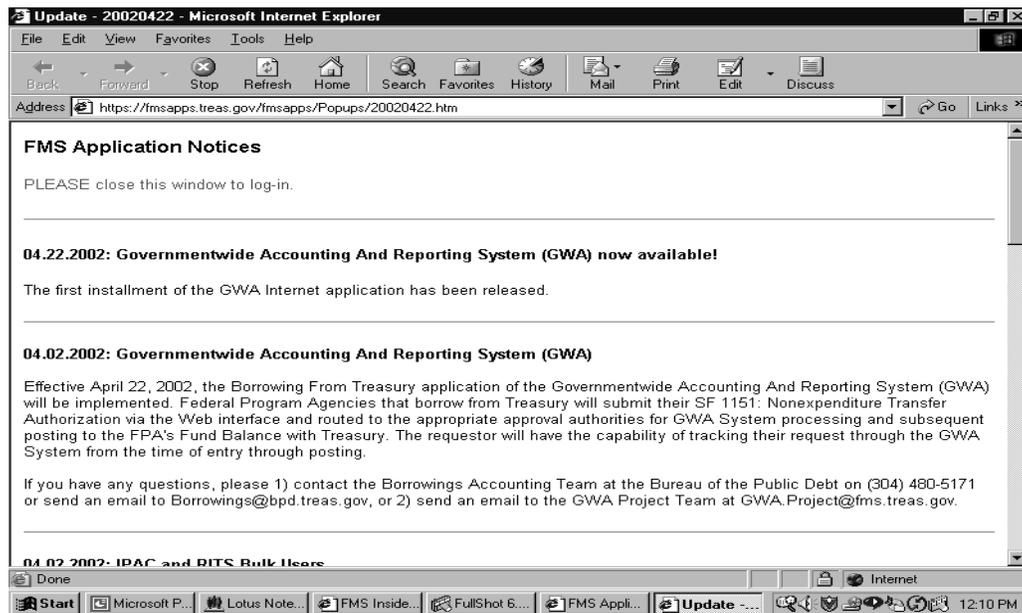
STAR Rejected - The transaction has been rejected by STAR and is awaiting action of the preparer



The above example demonstrates how the concepts of Role/Job Based Access and Transactions States are used together by GWA in the processing of transactions.

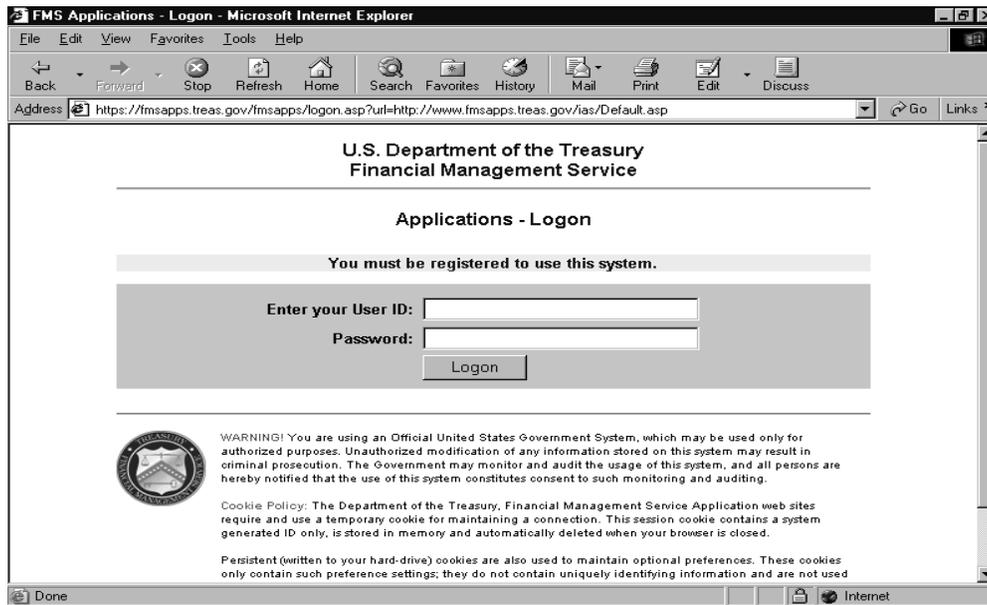
Logging Into GWA

The next few pages describe the procedures for logging into the GWA System.



The GWA System is an internet based application and will be accessed through the GOALS II IAS System, I.e., you will log into the IAS System and link to the GWA system.

To begin, enter the IAS System URL (<http://fmsapps.treas.gov/ias>) and press enter.

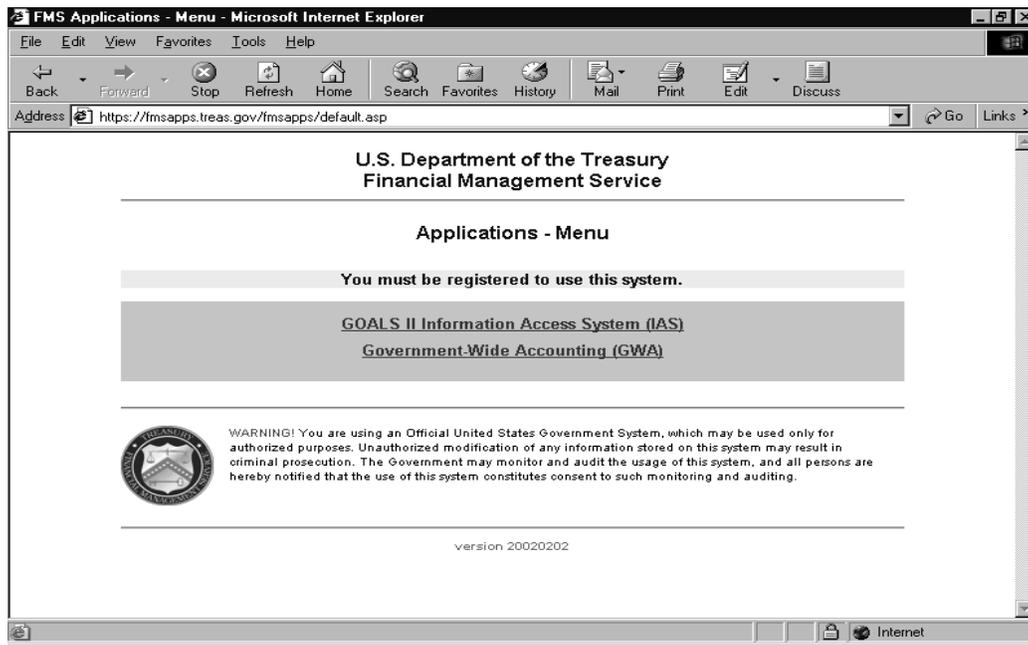


You will be presented with a **FMS Applications - Logon** screen similar to the one above.

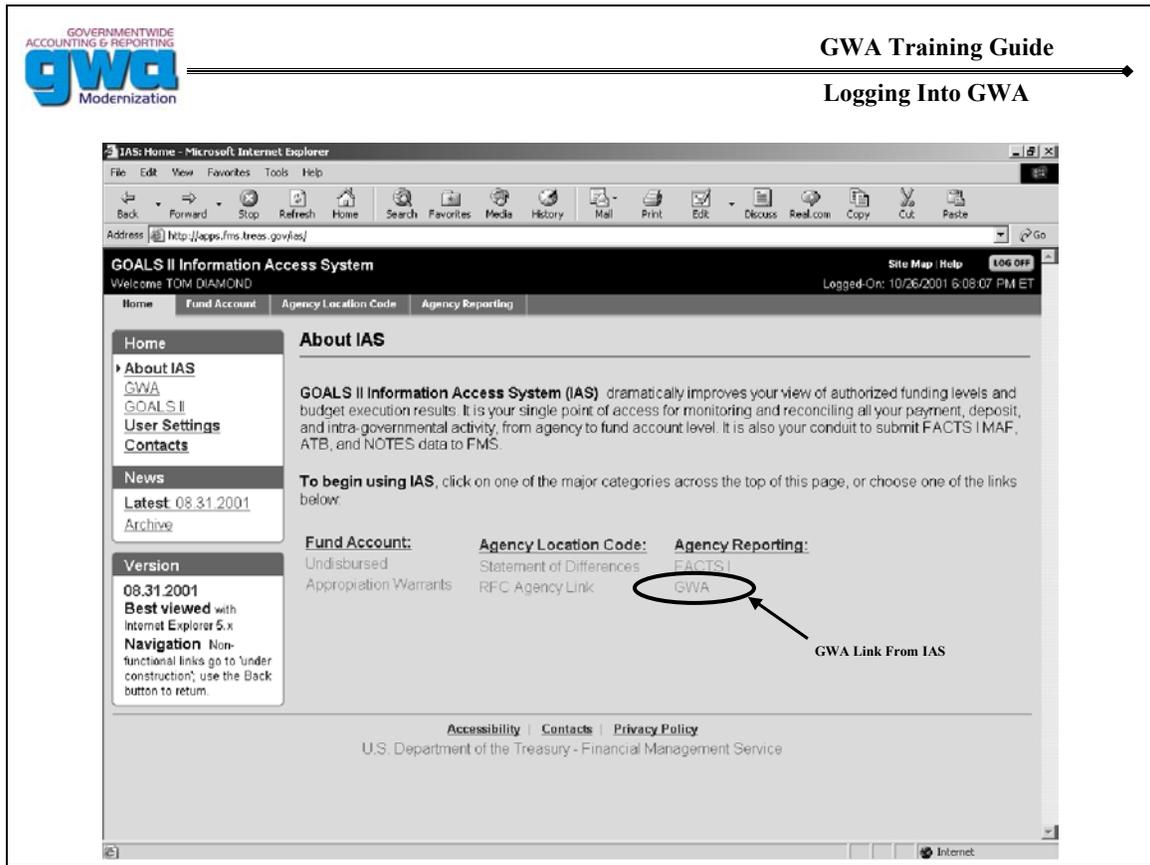
Enter your **User ID**

Enter your **Password**

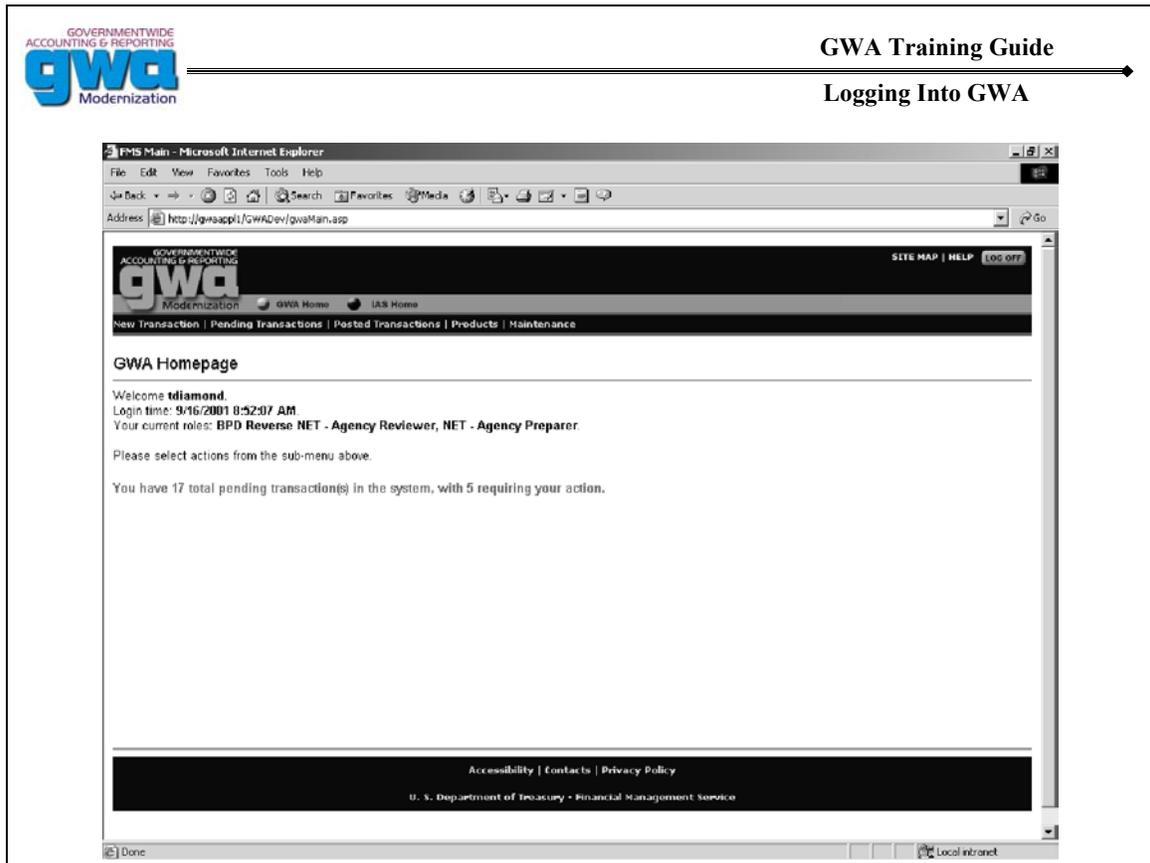
Click Logon.



Click on **GOALS II Information Access System (IAS)**.



Click on the **GWA** link



This is the first screen, GWA Home Page, that you will see after you log in to the GWA System. This screen provides you with important information such as your user name, your current role(s) or your access authority, and the number of pending transactions and/or transactions that require your attention.

It is important to note that the GWA System has a security feature that logs a user off of the system after twenty (20) minutes of inactivity.