

**New Transactions
Borrowing From Treasury
Non-Credit Reform Borrowing**

Borrowing From Treasury transactions have been separated from the other Non-Expenditure transactions due their uniqueness and specific audience.

The Borrowing From Treasury application automates all of the tasks required of agencies and FMS, including providing online retrieval of the forms that are generated by the system. The application eliminates the manual processing and approval of SF-1151 documents and provides users with the ability to transmit Borrowing and Repayment transactions across the Internet from any location worldwide. Users are provided the ability to track and view their transactions while they are being processed, i.e., from the time of initial entry until the transaction is posted to Treasury's Central Accounting System (STAR). When the transaction is posted to STAR, the Fund Balance with Treasury will be updated to reflect the transaction.

Section III - Application(s) Requested:

FACTS I (Proprietary SGL) Online Bulk NOTES Business Lines: _____
 FACTS II (Extraordinary Budgetary SGL) Online Bulk
 FMS 224 Online STATEMENT OF DIFFERENCE Online
 FMS 1219/0220 Online UNDESBURSED Online
 RFL/AL Online WARRANTEES Online
 GWA BFD NET Online GWA BFD Reverse NET Online
 GWA BFD Writedoff NET Online GWA NET Online
 GWA Warrants Online GWA Appropriations Online

Operating System Used: Win 3.1 Win 95 Win 98 Win NT Win 2000 Win ME OS/90
 MS/ESA VM AIX Unix OS/400

Section IV - GOALS Marketing Processing Information:

Production
 QA (Pilot)

APPLICATION		ROLE			
FACTS I	PREPARED <input type="checkbox"/>	PREPARED/NOTES	SUPERVISOR <input type="checkbox"/>	CFO <input type="checkbox"/>	
Backup and then re-upload via msk) Primary Prep <input type="checkbox"/>		CFO <input type="checkbox"/>		SUPERVISOR & CFO <input type="checkbox"/>	IS <input type="checkbox"/>
Backup Prep <input type="checkbox"/>					
FACTS II	PREPARED <input type="checkbox"/>	CERTIFIER <input type="checkbox"/>	REVIEWER <input type="checkbox"/>		
FMS 224	PREPARED <input type="checkbox"/>				
FMS 1219/0220	PREPARED <input type="checkbox"/>				
RFL/AL	EPA <input type="checkbox"/>	RFC <input type="checkbox"/>			
SOD	EPA <input type="checkbox"/>				
WTD	EPA <input type="checkbox"/>				
WARRANTS	EPA <input type="checkbox"/>				
GWA BFD NET	PREPARED <input checked="" type="checkbox"/>	CERTIFIER <input type="checkbox"/>	AGENCY ALL <input checked="" type="checkbox"/>	REVIEWER <input type="checkbox"/>	
GWA BFD Reverse NET	PREPARED <input type="checkbox"/>	CERTIFIER <input type="checkbox"/>	AGENCY ALL <input type="checkbox"/>	REVIEWER <input type="checkbox"/>	
GWA BFD Writedoff NET	REVIEWER <input type="checkbox"/>				
GWA NET	PREPARED <input type="checkbox"/>	CERTIFIER <input type="checkbox"/>	AGENCY ALL <input type="checkbox"/>	REVIEWER <input type="checkbox"/>	
GWA Warrants	REVIEWER <input type="checkbox"/>				
GWA Appropriations	REVIEWER <input type="checkbox"/>				

Section V - EMS Authorization:

COTR Name: _____ Date: ___/___/___

Application Sponsor: _____ Date: ___/___/___

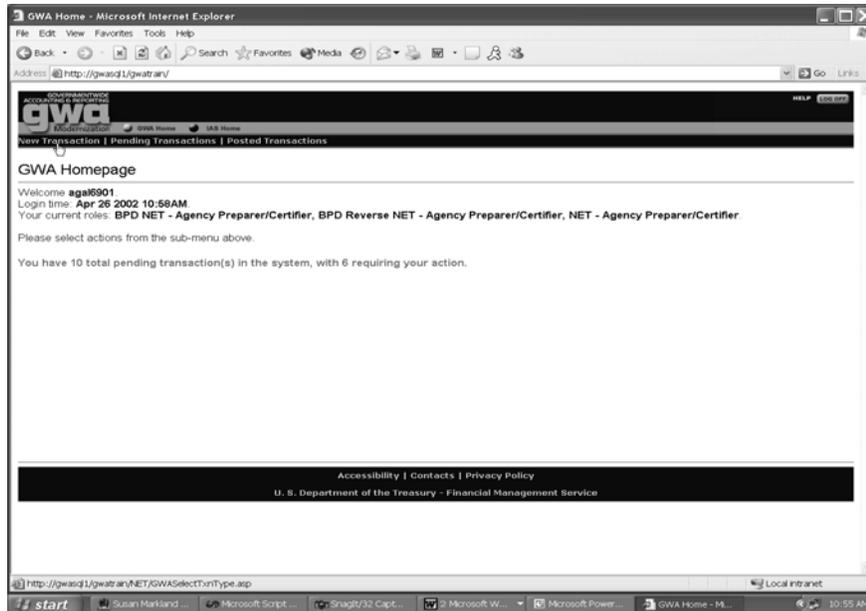
Send to: GOALS Marketing Staff
 Financial Management Service
 3700 East West Highway, Room 6902
 Hyattsville, MD 20781
 Fax Number: 202-874-6176

Prior to entering a Non-Credit Reform Borrowing transaction, you must complete the FMS ESSAS form that is available for download from the GWA Website (<http://fms.treas.gov/goals/aboutgoalsii.html>). The roles that can be selected are described below:

Agency Preparer – This role allows the user 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, monitor the status of requests that they have completed and to respond to rejections of submitted requests.

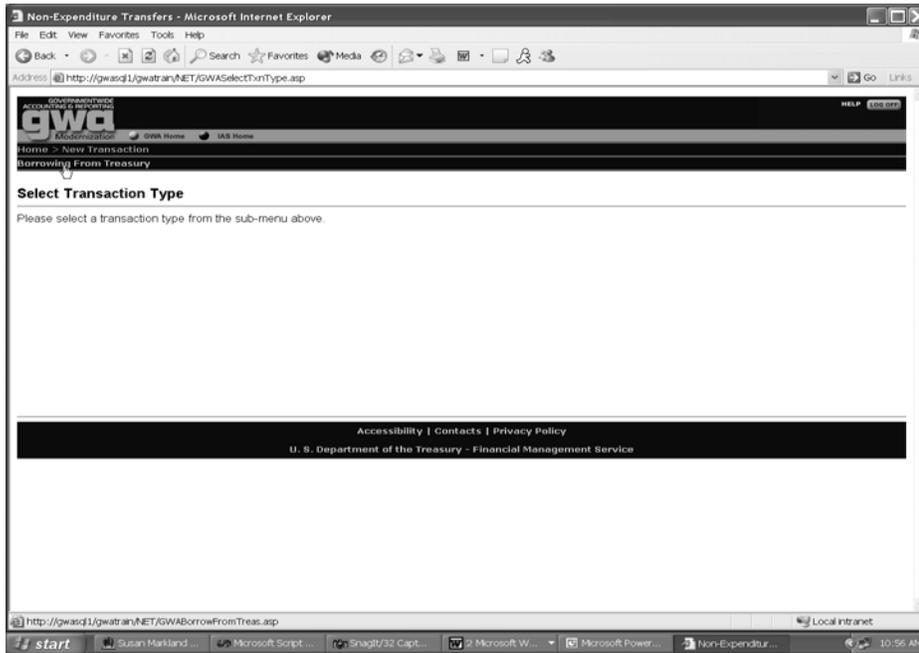
Agency All – This user role has been defined for those agencies that have limited resources available to separate the duties of both entering and certifying a Non-Expenditure Transfer SF-1151 request.

Note: A user can only be assigned to one role per application.

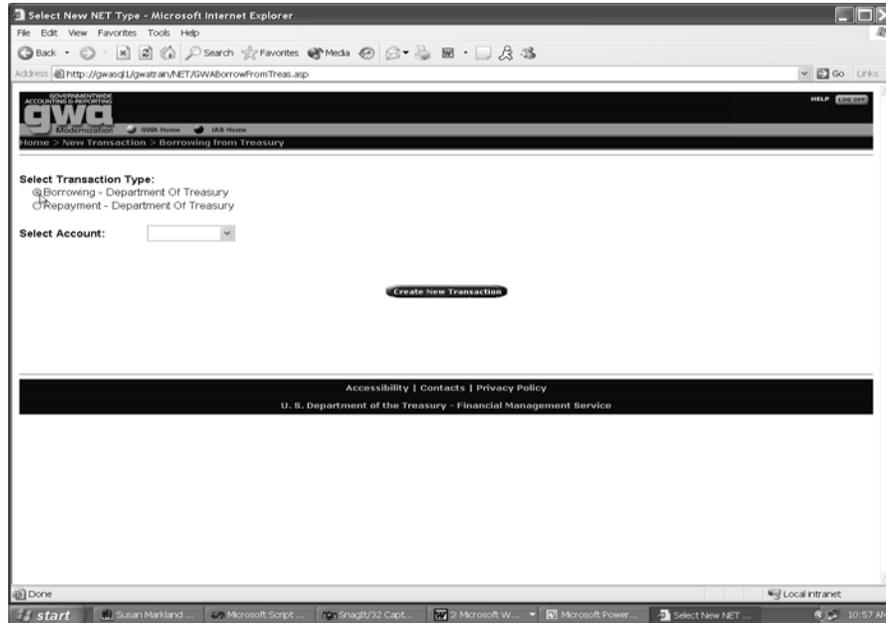


To enter a new Non-Credit Reform Borrowing transaction,

- Click on **New Transaction** with the left mouse button.



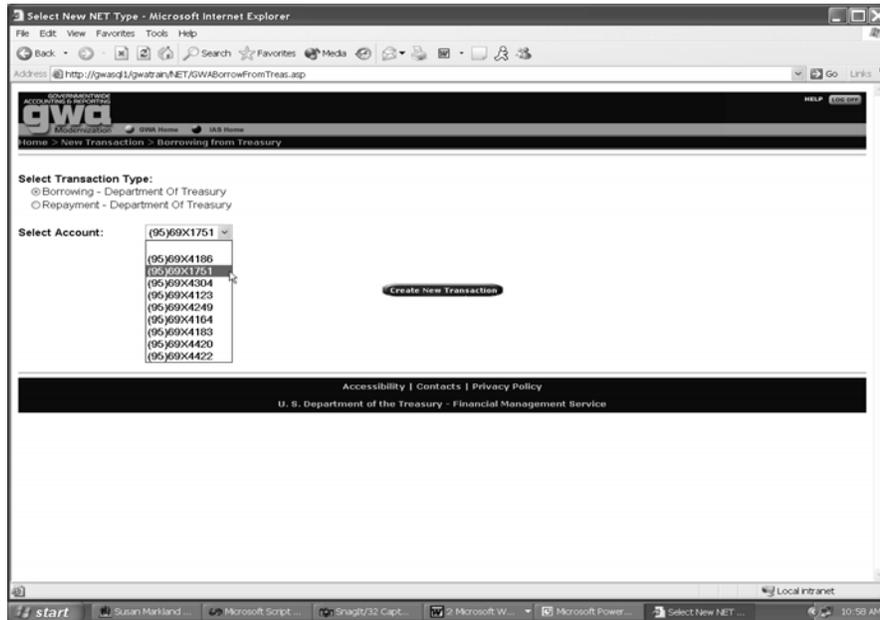
- Next, click on **Borrowing from Treasury** with the left mouse button.



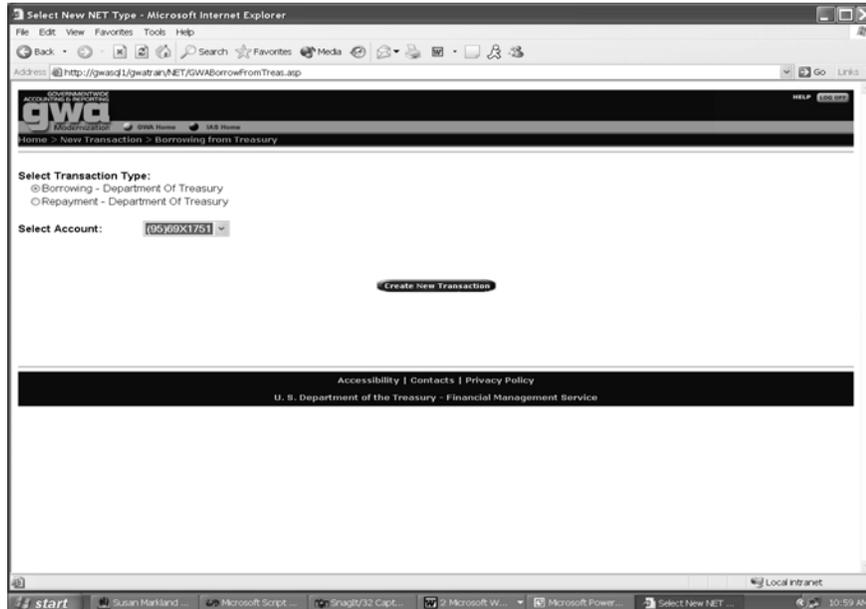
- Select **Borrowing – Department of Treasury** by clicking on the radio button with the left mouse button. A black dot will appear in the radio button to indicate your selection.

Hint: The menu bar can be used to navigate to other areas of the system.

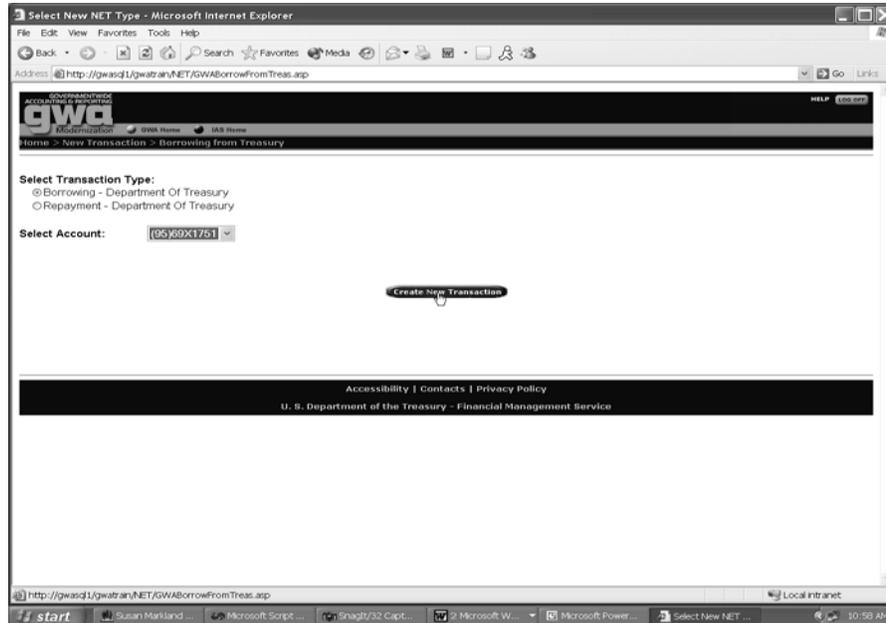
- To go back to the GWA Homepage, click on **Home** with the left mouse button.
- To go back to the New Transaction page, click on **New Transaction** with the left mouse button.



- The next step is to select a Treasury Account Symbol. To do this, click on the drop down Arrow to the right of the Select Account box with the left mouse button.

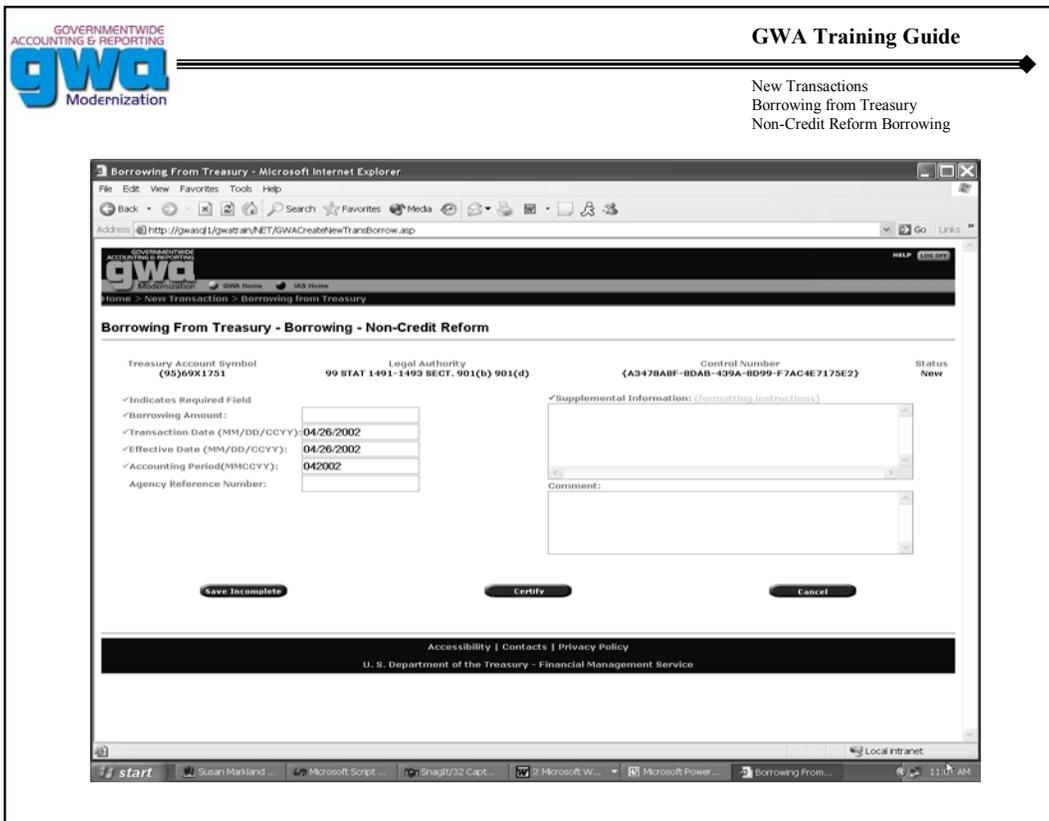


- Next, click on the desired Treasury Account Symbol within the drop down list with the left mouse button.



- Click on the **Create New Transaction** button with the left mouse button to navigate to the Borrowing from Treasury – Borrowing – Non-Credit Reform entry screen.

Note: Depending on the Treasury Account Symbol selected, the page for Non-Credit Reform or Non-Credit Reform entry will be displayed when Create New Transaction is clicked.

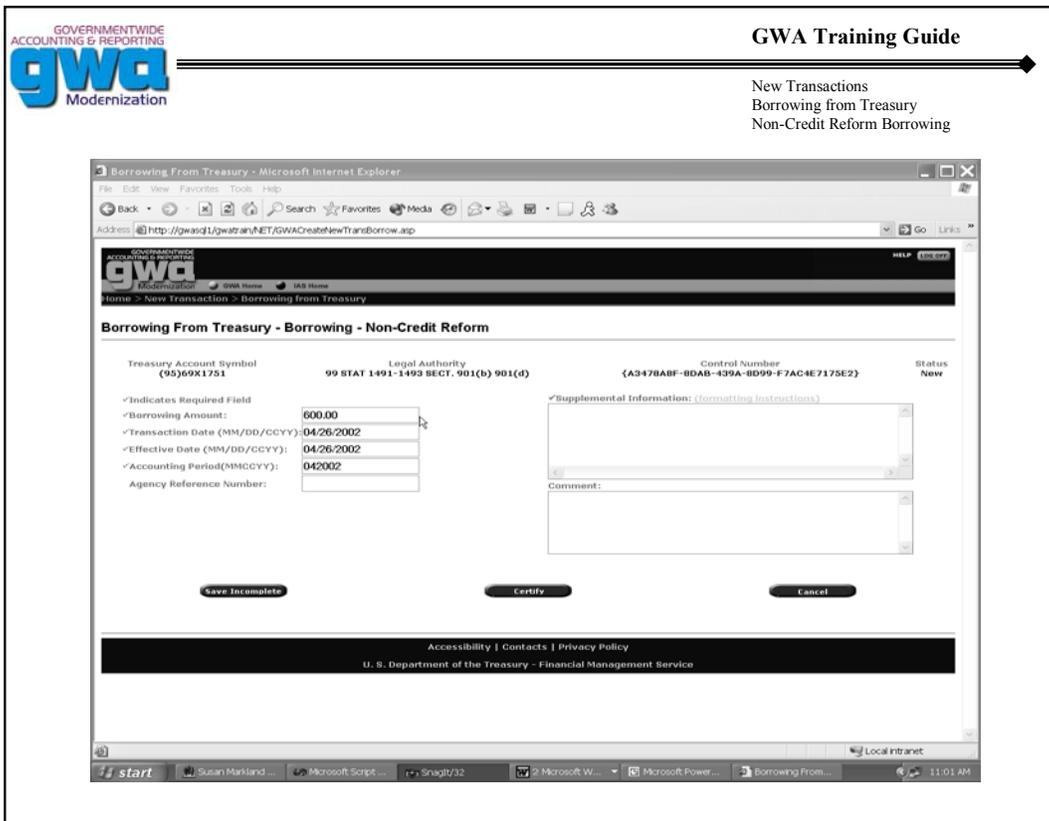


The Borrowing From Treasury - Borrowing – Non-Credit Reform Page will be displayed with a few fields already populated:

- The **Treasury Account Symbol** field will display the Account Symbol that was selected on the previous page
- The **Legal Authority** field will display the legal authority that enables the Treasury Account Symbol to Borrow From Treasury
- The **Control Number** will be assigned by the system
- The **Status** field will display New (if the transaction is new)
- The **Transaction Date** will default to the current date
- The **Effective Date** will default to the current date
- The **Accounting Period** will be derived from the Transaction Date and cannot be changed directly. The **Accounting Period** can be changed by changing the **Transaction Date**.

At the bottom of the entry screen, three buttons will appear; **Save Incomplete**, **Finished** (if the user is defined as an Agency Preparer) or **Certify** (if the user is defined as an Agency All), and **Cancel**. Below is a description for each of the buttons:

- **Save Incomplete** - A transaction can be saved and completed at a later time by clicking the **Save Incomplete** button. The saved transaction can be accessed through the Pending Transaction area.
- **Finished** or **Certify** - Once all of the required fields are completed, the transaction can be completed by clicking on the **Finished** button (if the user is defined as an Agency Preparer) or the **Certify** button (if the user is defined as an Agency All). Once the transaction is **Finished** or **Certified**, it can be Viewed, Rejected or Certified/Approved by an authorized user.
- **Cancel** - The transaction can be cancelled by clicking the **Cancel** button - no database updates will be made. If the **Cancel** Button is clicked inadvertently, you may use the Back feature of the web browser to return to the entry screen that will contain all the information you had entered.



Entering A New Transaction

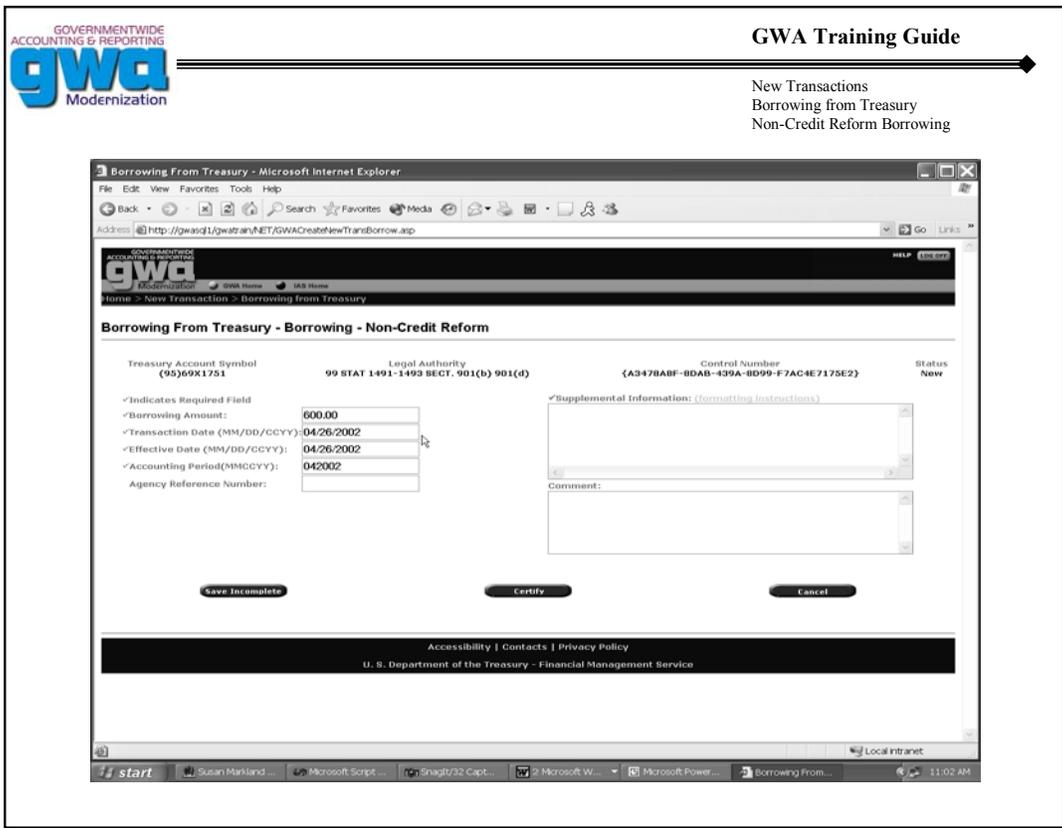
To enter a new Borrowing From Treasury - Borrowing – Non-Credit Reform transaction, begin by filling out the required fields. Required fields are designated with a red check mark (when using Internet Explorer) or a red lowercase letter “a” (when using Netscape) and must be filled out before the transaction can be successfully finished. The next several pages describe the entry processes along with the field edits that will be applied to the entry fields.

Borrowing Amount

- Begin by moving the cursor over the **Borrowing Amount** field and click the left mouse button. Next, enter the Dollar Amount to borrow.

Validations:

- Required field
- Must be valid format (Length 17, 2 decimal places)
- Must be greater than or less than zero (not equal to zero)
Note: There will be an edit in the future to prevent amounts less than zero.

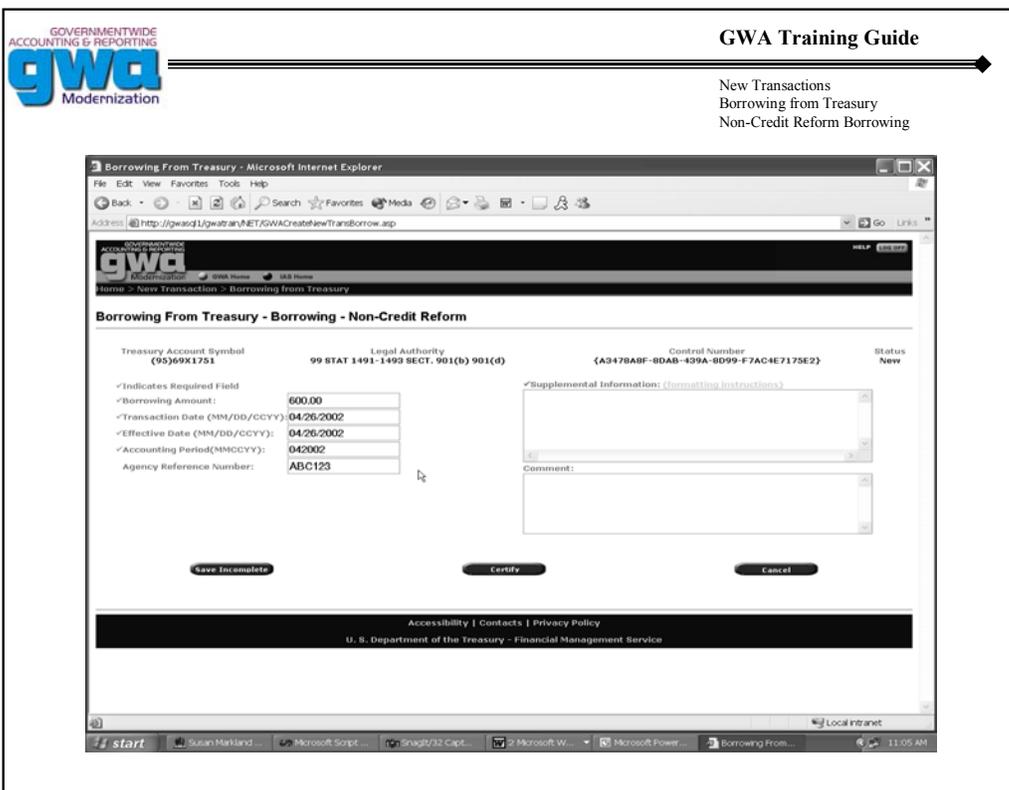


Transaction Date

- The **Transaction Date** will default to the current date. If it is necessary to change the **Transaction Date**, move the mouse over the **Transaction Date** field and click the left mouse button. Change the date by entering a new date in the proper format (MM/DD/CCYY). The **Transaction Date** can be backdated.
Note: A future enhancement will allow for using a future date in the Transaction Date field. If future dated, the transaction(s) will not post to STAR until the transaction date equals the STAR posting date.

Validations:

- Required field
- Must be equal to or less than current date.
- Must be MM/DD/CCYY. Will default to current date but can be backdated.
- Month and year of transaction date must be equal to or greater than the date the Treasury Account Symbol was established.
- Month and year of transaction date must be less than 48 months ago
Example: If this is October 2001, the Transaction Date may be no earlier than October 1997.



Effective Date

- The **Effective Date** will default to the current date. To change the **Effective Date**, move the mouse over the **Effective Date** field and click the left mouse button. Change the date by entering a new date in the proper format (MM/DD/CCYY). The **Effective Date** must be equal to or less than the Transaction Date.

Validations:

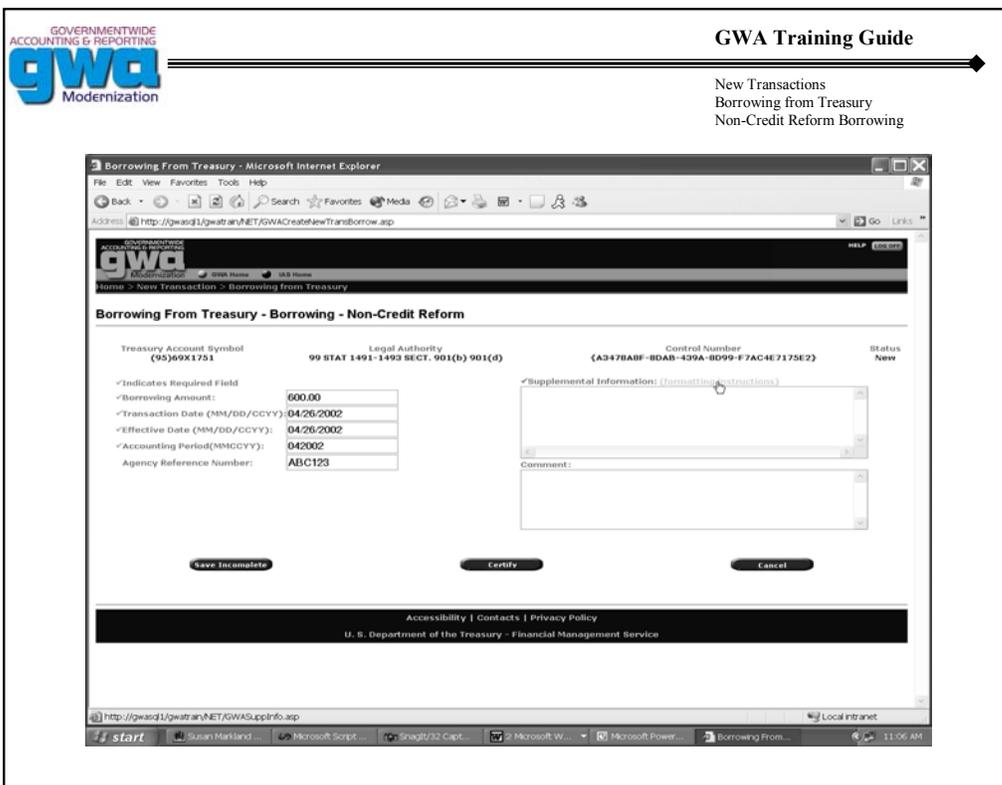
- Required field
- Must be valid date
- Must be MM/DD/CCYY
- Must be equal to or less than transaction date

Agency Reference Number

- Enter an **Agency Reference Number** if your agency uses this option. This field allows the user to provide information for their agency's own tracking purposes.

Validations:

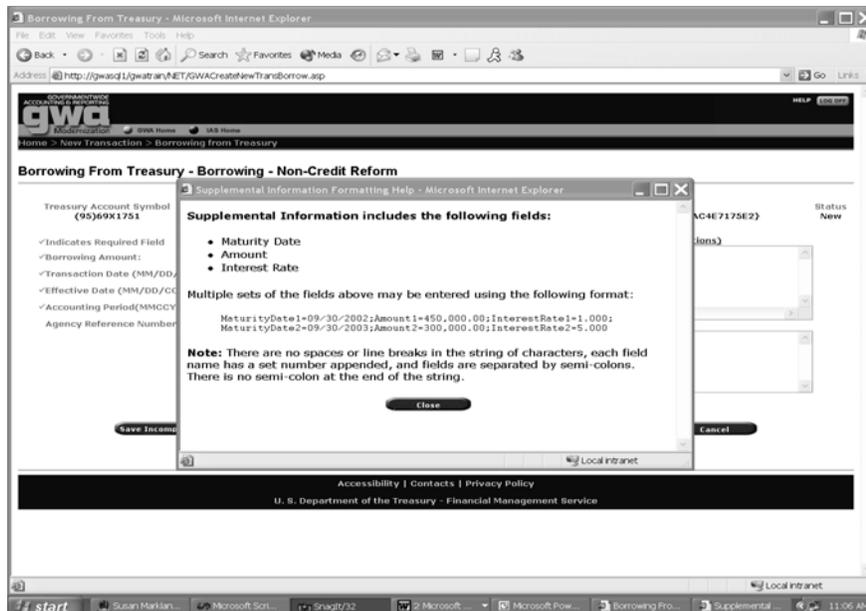
- Optional field



Entering information in the **Supplemental Information** and **Comment** boxes will be covered in the next few pages of the training guide.

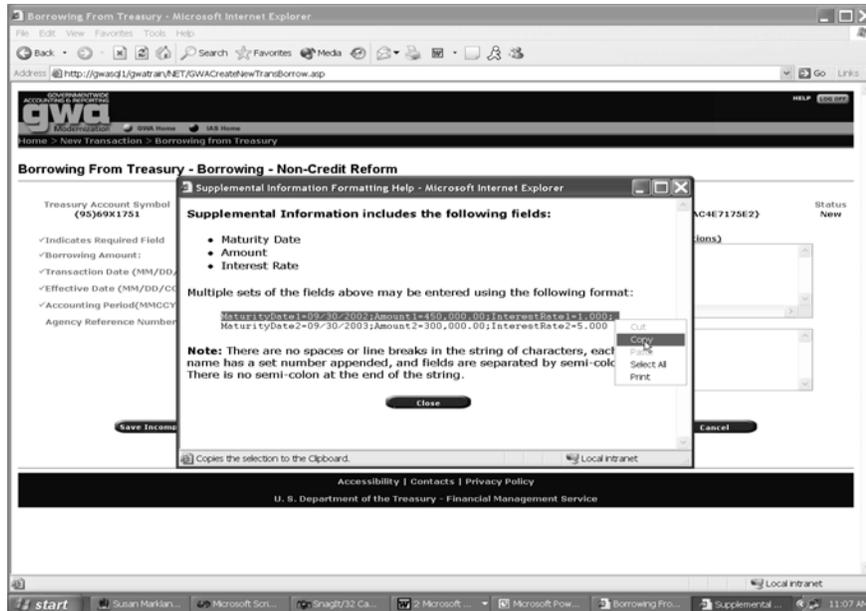
To enter information in the **Supplemental Information** box:

- Click in the **Supplemental Information** box with the left mouse button.
- Enter the Maturity Date(s), Amount(s) and Interest Rate(s).
Note: This information must be entered in the format indicated in the formatting instructions.
- To view the **formatting instructions**, click **formatting instructions** appearing above the **Supplemental Information** box with the left mouse button.

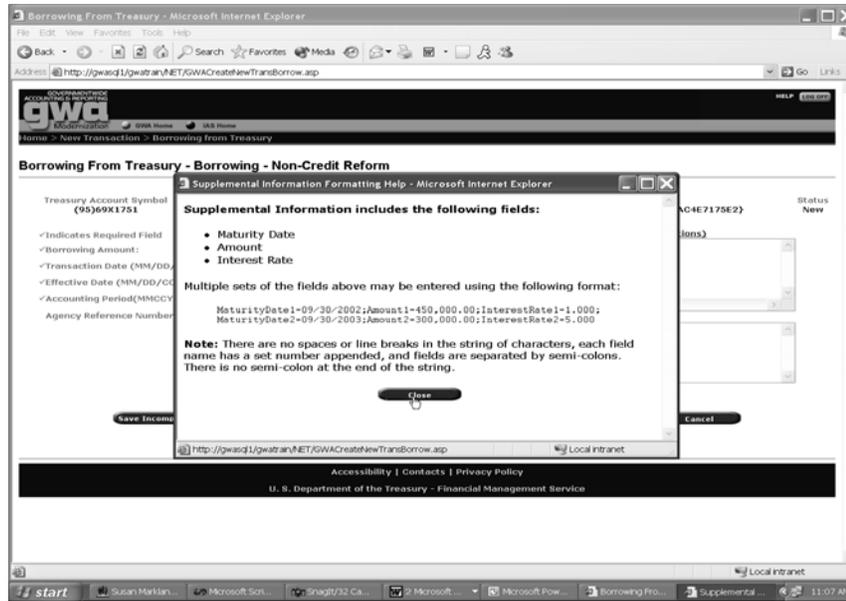


- Maturity Date(s), Amount(s) and Interest Rate(s) must be entered in the **Supplemental Information** box in the format indicated above.

Hint: To help ensure the accuracy of the information entered, you can copy and paste the above format into the **Supplemental Information** box and edit the fields as required. The next few pages will show you how to do this.



- To begin copying, drag the cursor over the area to be copied. Start at the top left and drag the cursor over the area to be copied while holding down the left mouse button.
- Next, press the right mouse button and select **copy**.



- Close the Supplemental Information window by clicking the **Close** button.

Borrowing From Treasury - Borrowing - Non-Credit Reform

Treasury Account Symbol (95)69X1751	Legal Authority 99 STAT 1491-1499 SECT. 901(b) 901(d)	Control Number (A3478ABF-8DAB-439A-BD99-F7AC4E7175E2)	Status New
<p>*Indicates Required Field</p> <p>*Borrowing Amount: <input type="text" value="600.00"/></p> <p>*Transaction Date (MM/DD/CCYY): <input type="text" value="04/26/2002"/></p> <p>*Effective Date (MM/DD/CCYY): <input type="text" value="04/26/2002"/></p> <p>*Accounting Period(MMCCYY): <input type="text" value="04/2002"/></p> <p>Agency Reference Number: <input type="text" value="ABC123"/></p>			
<p>*Supplemental Information: (formatting instructions)</p> <p>Undo</p> <p>Cut</p> <p>Copy</p> <p>Paste</p> <p>Delete</p> <p>Select All</p>			
<p>Save Incomplete Certify Cancel</p>			

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To paste the entry format in the **Supplemental Information** box,

- Click in the **Supplemental Information** box.
- Press the right mouse button and select **Paste**.

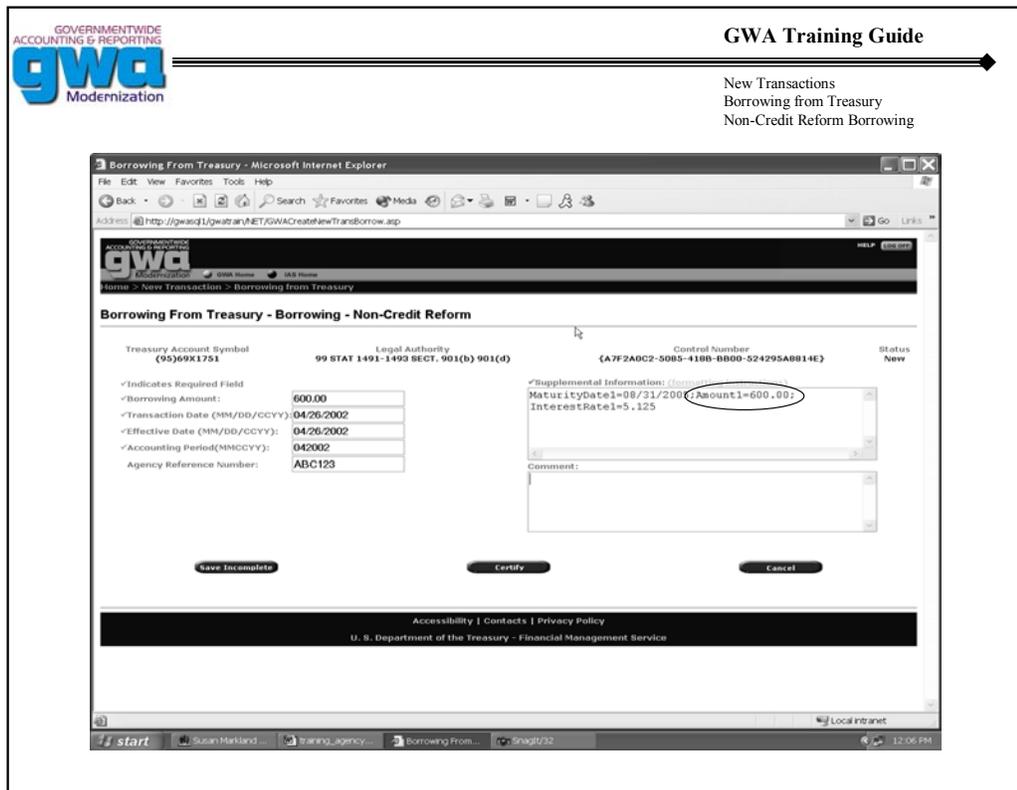
The format in which the **Supplemental Information** must be entered is now pasted into the box. You now can add additional multiples of information, delete multiples of information that are not needed and modify information as required. The next several pages describe the edits that will be applied to the fields for the **Supplemental Information**.

Maturity Date(s)

Validations:

- Required field
 - Must be valid date
 - Must be MM/DD/CCYY
 - CCYY must be equal to or greater than Cohort Year
- Note: Only when Cohort Year is required.

Please refer to the Entering A New Transaction section from Treasury Credit Reform Borrowing, for a detailed description on entering Cohort Year.



The valid amount format (containing only 2 decimal places) should be entered in the **Amount Field**.

Amount(s)

Validations:

- Required field
- Must be in a valid format (Length 17,2 decimal places)
- The sum total of the **Amount(s)** that are entered must equal the amount entered in the **Borrowing Amount** field.

Interest Rate(s)

Validations:

- Required field
- Must be a valid format (length 8, up to 5 decimal places)
- Must be equal to or greater than zero.

Comment

- To enter a comment, move the cursor into the **Comment** box and press the left mouse button. You can now enter a comment. The comment will be saved with the transaction, but will not appear when the SF1151 format is printed.

Validations:

- Optional field

Borrowing From Treasury - Borrowing - Non-Credit Reform

Treasury Account Symbol (95)69X1751	Legal Authority 99 STAT 1491-1493 SECT. 901(b) 901(d)	Control Number (A7F2ADC2-50B5-418B-8B6B-524295A8B14E)	Status New
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Indicates Required Field
 Borrowing Amount: 600.00
 Transaction Date (MM/DD/CCYY): 04/26/2002
 Effective Date (MM/DD/CCYY): 04/26/2002
 Accounting Period(MMCCYY): 042002
 Agency Reference Number: ABC123

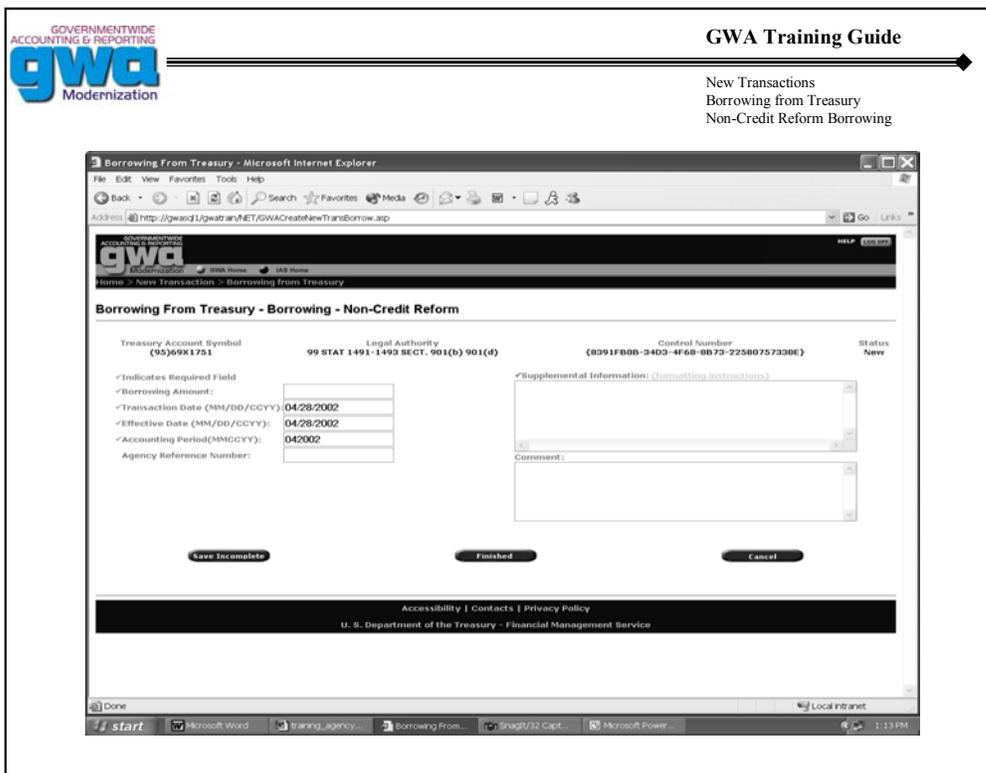
Supplemental Information: (formatting instructions)
 MaturityDate1=08/31/2005;Amount1=600.00;
 InterestRate1=5.125

Comment:
 This should be approved

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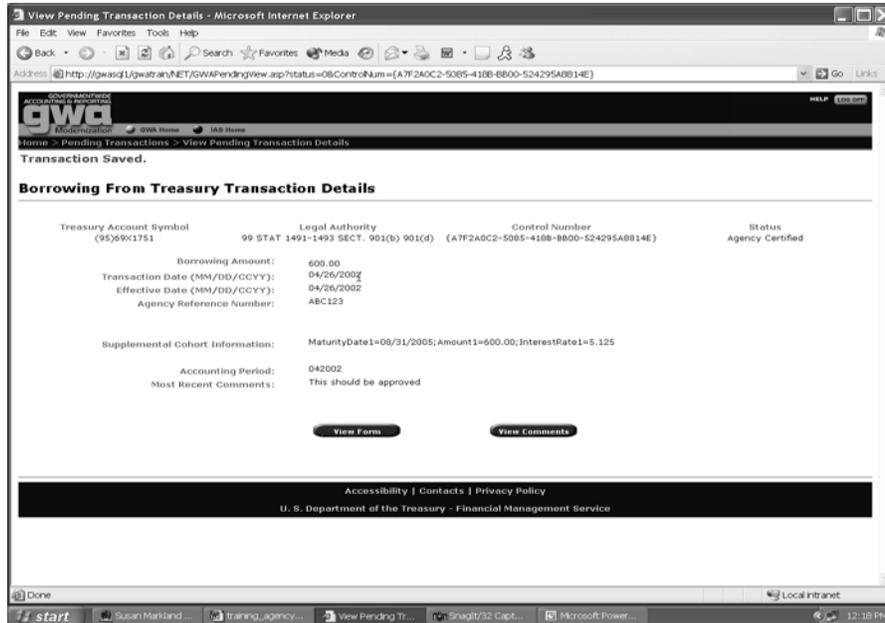
After the Borrowing From Treasury - Borrowing – Non-Credit Reform page is completed, the following actions may be taken by clicking on the buttons on the bottom of the page:

- A transaction can be saved and completed at a later time by clicking the **Save Incomplete** button. The saved transaction can be accessed through the Pending Transaction area.
- Once all of the required fields are completed, the transaction can be completed by clicking on the **Certify** button (if the user is defined as an Agency All) or the **Finished** button (if the user is defined as an Agency Preparer). Once the transaction is finished or certified, it can be Viewed, Rejected or Certified/Approved by an authorized user.



The above screen is an example of the Borrowing From Treasury - Borrowing – Non-Credit Reform entry screen that an **Agency Preparer** user would see. The only difference between the entry screens for an **Agency Preparer** and **Agency All** are the buttons at the bottom of the screen.

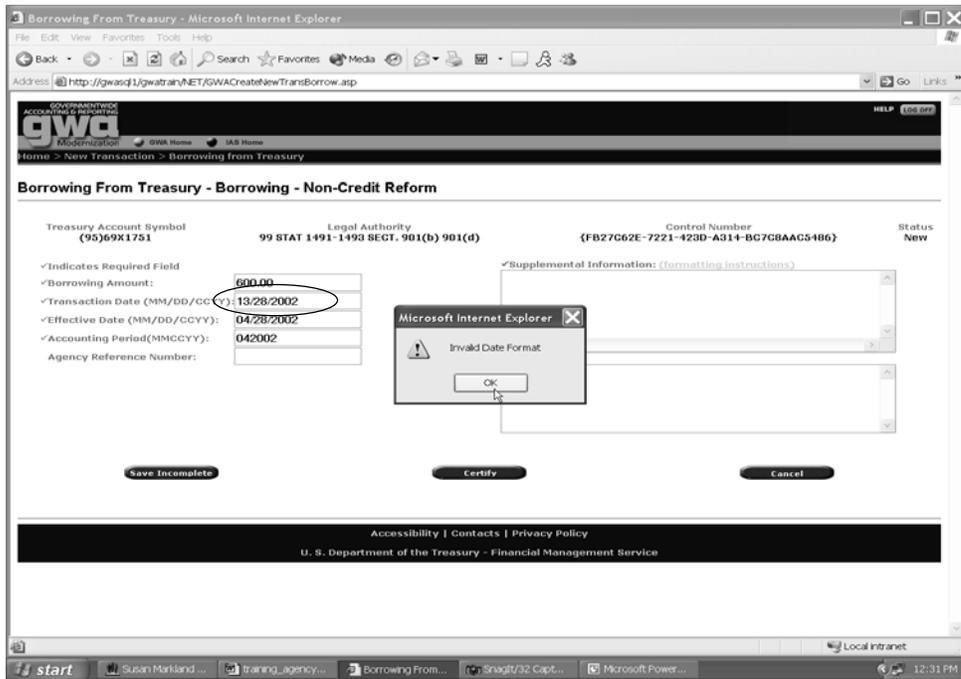
- An **Agency Preparer** would see the **Finish** button along with the Save Incomplete and Cancel buttons.
- An **Agency All** would see the **Certify** button along with the Save Incomplete and Cancel buttons.



Upon executing **Save Incomplete**, **Certify** or **Finish** the above screen will be displayed if the transaction passed all validations. If the Finish or Certify is executed, the status will change from New to Certified or Finished, respectively. If Save Incomplete was executed, the status will change to Saved.

Corrective Actions:

1. Click **OK** in the pop-up box
2. Correct the Borrowing Amount
3. Execute **Save Incomplete, Finished or Certify** again

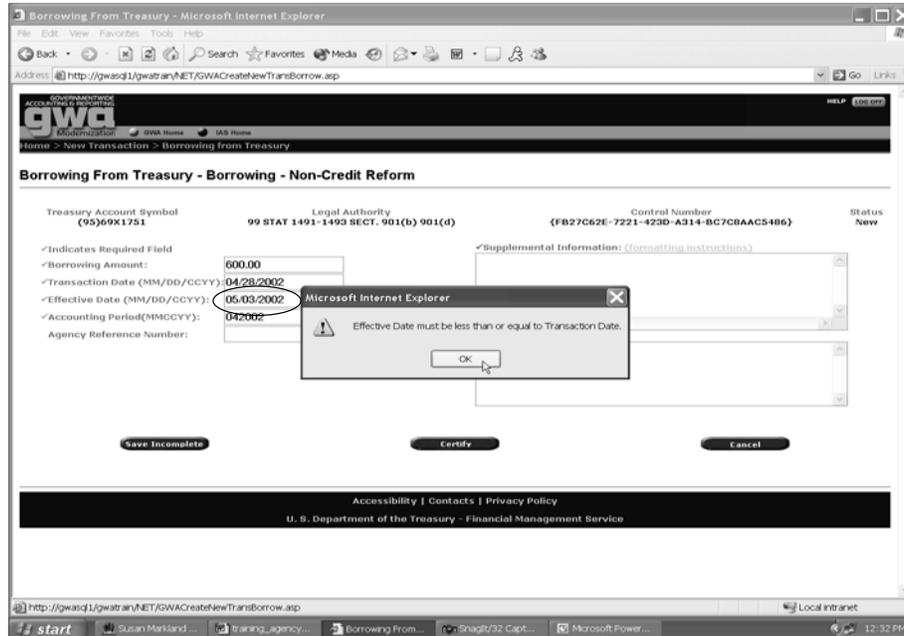


Transaction Date

Error: Invalid Date Format

Corrective Actions:

1. Click **OK** in the pop-up box
2. Correct the Transaction Date
3. Execute **Save Incomplete, Finished or Certify** again

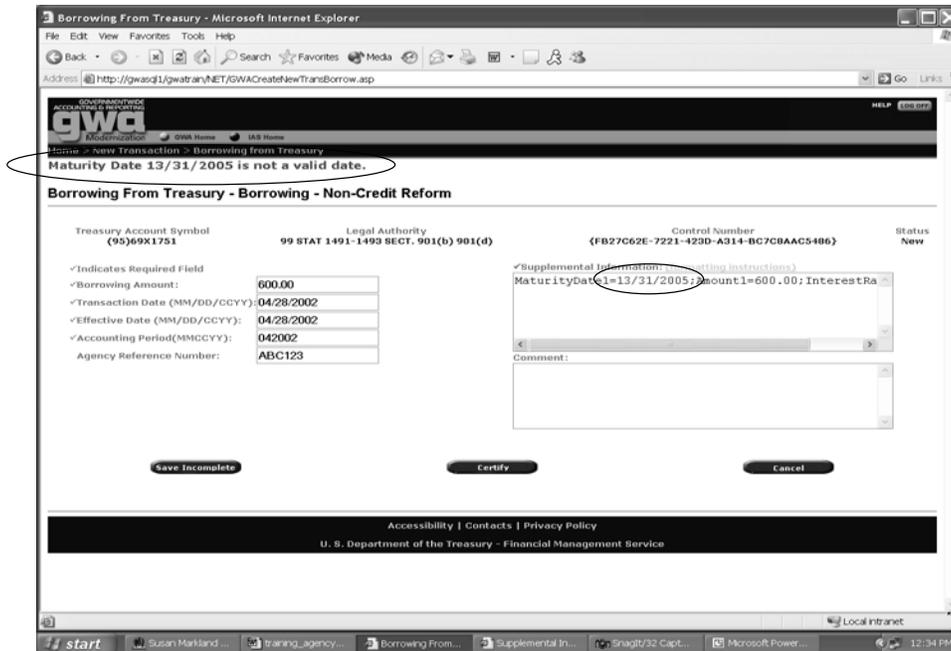


Effective Date

Error: Effective Date must be less than or equal to the Transaction Date

Corrective Actions:

1. Click **OK** in the pop-up box
2. Correct the Effective Date or the Transaction Date
3. Execute **Save Incomplete, Finished or Certify** again



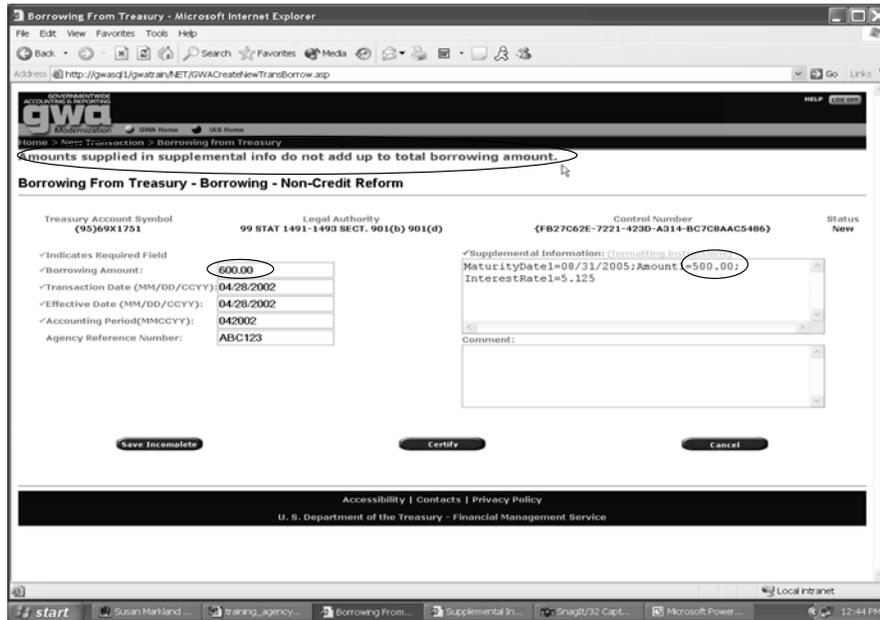
Supplemental Information

Maturity Date

Error: The Maturity Date entered in the Supplemental Information box is not a valid date

Corrective Actions:

1. Correct the Maturity Date
2. Execute **Save Incomplete**, **Finished** or **Certify** again



Supplemental Information

Amount

Error: Amounts supplied in supplemental info do not add up to total borrowing amount.

Corrective Actions:

1. Correct either the Amount(s) entered in Supplemental Information box or the Borrowing Amount
2. Execute **Save Incomplete, Finished or Certify** again

Borrowing From Treasury - Microsoft Internet Explorer

Address: http://gwasd1.gwa.gov/NET/GWA/CreateNewTransBorrow.asp

Home > New Transaction > Borrowing from Treasury

Interest rate is required for each Amount, cannot be less than zero, and can have at most three digits to the left of the decimal and 5 digits to the right.

Borrowing From Treasury - Borrowing - Non-Credit Reform

Treasury Account Symbol (95)69X1751	Legal Authority 99 STAT 1491-1493 SECT. 901(b) 901(d)	Control Number (FB27C62E-7221-423D-A314-BC7C8AAC5486)	Status New
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Indicates Required Field
 Borrowing Amount: 600.00
 Transaction Date (MM/DD/CCYY): 04/28/2002
 Effective Date (MM/DD/CCYY): 04/28/2002
 Accounting Period(MMCCYY): 042002
 Agency Reference Number: ABC123

Supplemental Information: (formatting instructions)
 InterestRate=551051.000; Amount1=600.00;

Comment:

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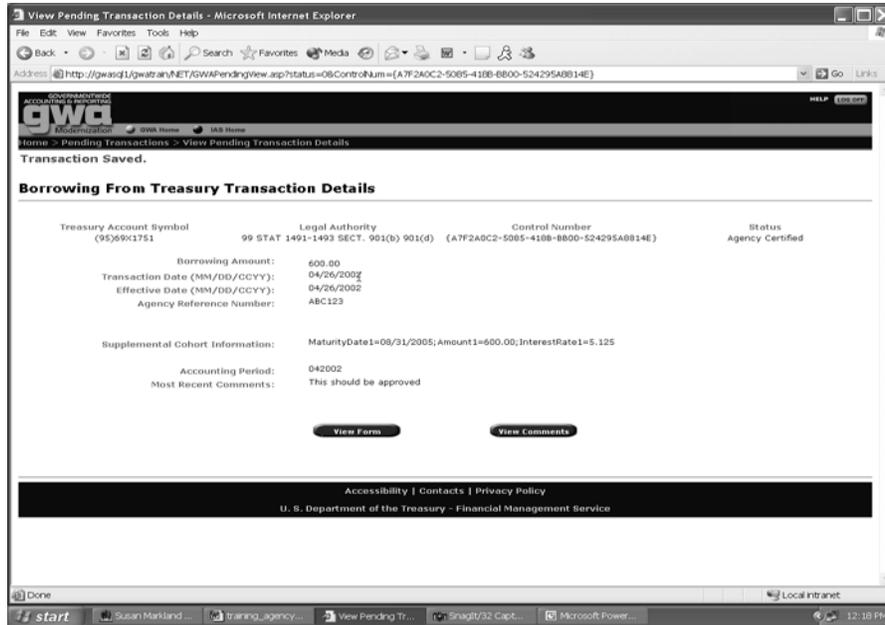
Supplemental Information

Interest Rate

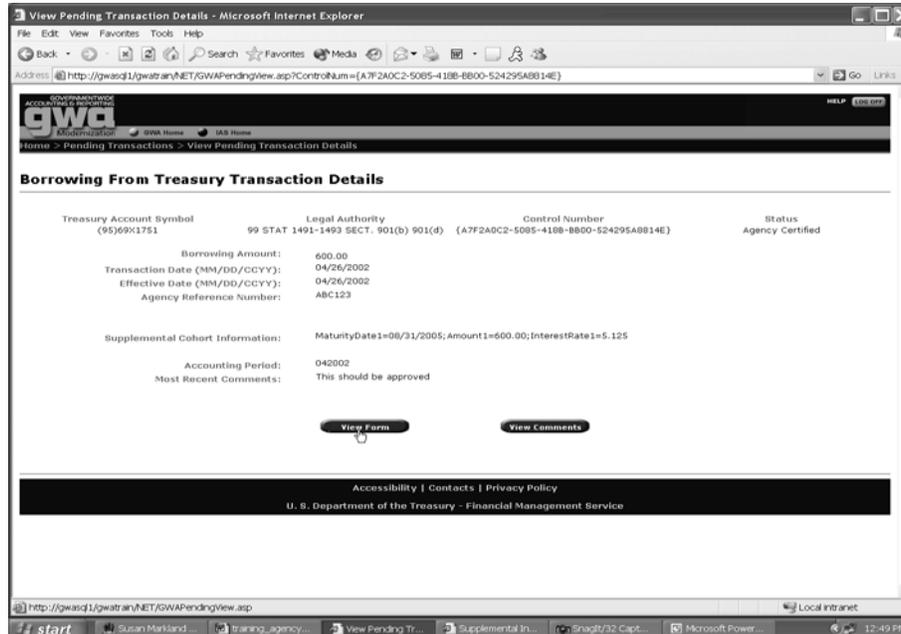
Error: Interest rate is required for each Amount, cannot be less than zero, and can have at most three digits to the left of the decimal and 5 digits to the right.

Corrective Actions:

1. Correct the Interest Rate entered in the Supplemental Information box
2. Execute **Save Incomplete**, **Finished** or **Certify** again



Once all invalid conditions are corrected, you can continue saving, certifying, or finishing the transaction by clicking the **Save Incomplete**, **Finish** or **Certify** buttons.



Upon executing **Save Incomplete**, **Finish** or **Certify** the above screen will be displayed if the transaction passed all validations. If the Finish or Certify is executed, the status will change from New to Finished or Certified, respectively. If Save Incomplete is executed, the status will change to Saved.

- From this screen, the transaction can be viewed in the 1151 format by clicking on the **View Form** button.

Non-Expenditure Transfer Authorization - Microsoft Internet Explorer

NONEXPENDITURE TRANSFER AUTHORIZATION

Transfer From:		Transfer To:	
Dept:		Dept:	
Bureau:		Bureau:	

Account Symbol:	Amount:	Account Symbol:	Amount:
20A8085	\$600.00	(95)69x1751	\$600.00

Transaction Date:	04/26/2002	Transfer FROM Total:	600.00
Effective Date:	04/26/2002	Transfer TO Total:	600.00
Amount 1:	600.00		
Maturity Date 1:	08/31/2005		
Interest Rate 1:	5.125		

Transaction Initiator: agal6901
Agency Certifying Officer: agal6901
Agency Approving Officer:

AUTHORITY

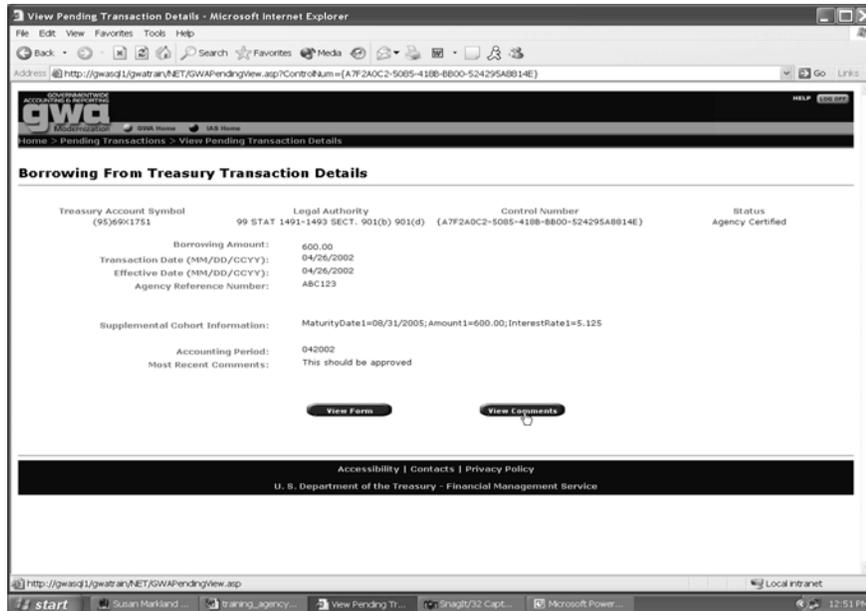
99 STAT 1491-1493 SECT. 901(b) 901(d)

The above transfer is proper under the authority cited

After the View Form button is clicked, a new window showing the Non-Expenditure Transfer Authorization will be displayed.

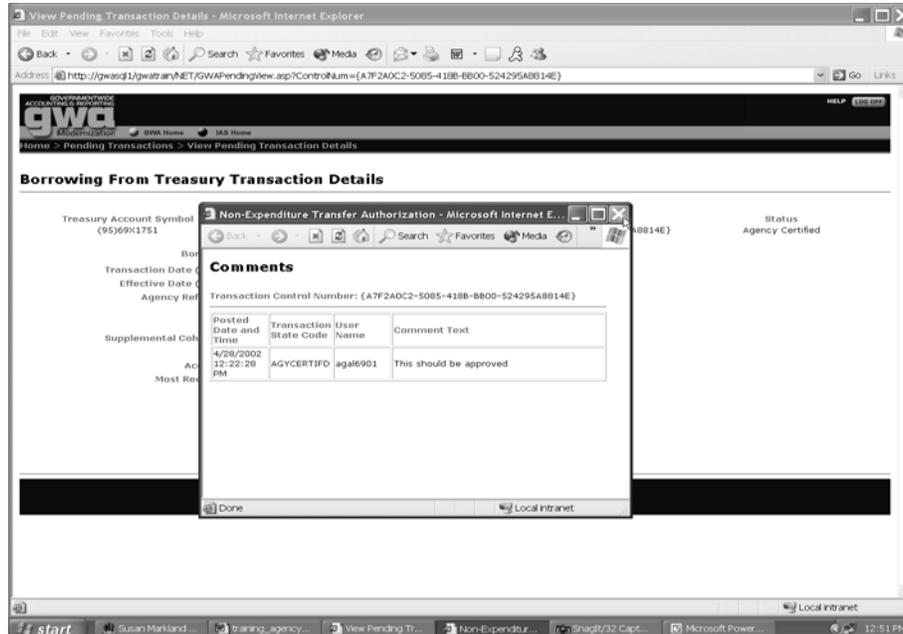
From this screen,

- The 1151 can be printing using your web browser's print facility.
- To close the window, click on the **X** at the top right corner of the screen.



After Save Incomplete, Finished or Certify is executed, the View Pending Transaction Details screen will be displayed.

- From this screen, comments can be viewed by clicking on the **View Comments** button.

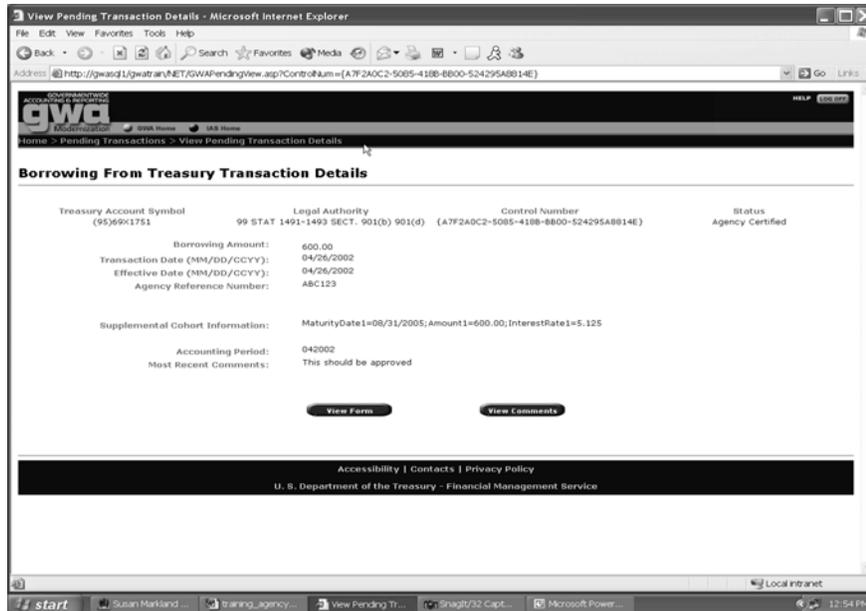


After the View Comments button is clicked, a new window showing the comments will be displayed. The **Transaction Control Number, Posted Date and Time, Transaction State Code, User Name and Comment Text** will be populated with information associated with the transaction.

Note: Every time a user initiates an action (Save Incomplete, Finished, etc) for a transaction, the contents of the comment box on the entry screen will be associated with the transaction and saved. If no comment was entered on the entry screen, the Comment Text area of the pop-up window will be blank. The above screen shows an example of this.

From this screen,

- The comments can be printed using your web browser's print facility.
- To close the window, click on the **X** at the top right corner of the screen.



The menu bar can be used to navigate to other area of the system.

- To go back to the GWA Homepage, click on **Home** with the left mouse button.
- To enter a new transaction, click on **New Transaction** with the left mouse button. This will take the user to the New Transaction page.
- To log off the GWA system, click on the **LOG OFF** button that appears in the top right corner of the screen.

FMS Applications - Logon - Microsoft Internet Explorer

Address: http://gwa01/fmsapps/logon.asp

**U.S. Department of the Treasury
Financial Management Service**

Applications - Logon

You must be registered to use this system.

Enter your User ID:

Password:

 **WARNING!** You are using an Official United States Government System, which may be used only for authorized purposes. Unauthorized modification of any information stored on this system may result in criminal prosecution. The Government may monitor and audit the usage of this system, and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing.

Cookie Policy: The Department of the Treasury, Financial Management Service Application web sites require and use a temporary cookie for maintaining a connection. This session cookie contains a system generated ID only, is stored in memory and automatically deleted when your browser is closed.

Persistent (written to your hard-drive) cookies are also used to maintain optional preferences. These cookies only contain such preference settings; they do not contain uniquely identifying information and are not used for tracking purposes.

Development region: use blank id and password for superuser (please do not change).
version 20010805

Done Local intranet

start Susan Marka... Gidget's Cust... FMS Applicab... training_agen... Microsoft Po... Snagit/32 Ca... Netscape 4:00 PM