

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

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 (Dispository SGL)  Online  Bulk NOTES Business Lines: \_\_\_\_\_  
 FACTS II (Primarily Dispository SGL)  Online  Bulk  
 FMS 224  Online STATEMENT OF DIFFERENCE  Online  
 FMS 1219.0220  Online UNDISBURSED  Online  
 RFC/AL  Online WARRANTS  Online  
 GWA BPD NET  Online GWA BPD Reverse NET  Online  
 GWA BPD Whitestoff 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/690  
 MVS/ESA VM AIX Unix Other

Section IV - GOALS Marketing Processing Information:

Production  
 QA (Dist)

APPLICATION	PREPARE	ROLES	REVIEWER	AGENCY
FACTS I (Sub/Ether Primary or Backup and then to only use sub) Primary Prop <input type="checkbox"/> Backup Prop <input type="checkbox"/>	PREPARE <input type="checkbox"/> PREPARE/S <input type="checkbox"/> CFO <input type="checkbox"/>	PREPARE-NOTES Only <input type="checkbox"/>	SUPERVISOR <input type="checkbox"/> SUPERVISOR & CFO <input type="checkbox"/>	CFO <input type="checkbox"/> AG <input type="checkbox"/>
FACTS II	PREPARE <input type="checkbox"/>	CERTIFIER <input type="checkbox"/>	REQ REVIEWER <input type="checkbox"/>	
FMS 224	PREPARE <input type="checkbox"/>			
FMS 1219.0220	PREPARE <input type="checkbox"/>			
RFC/AL	EPA <input type="checkbox"/>	RFC <input type="checkbox"/>		
SOD	EPA <input type="checkbox"/>			
WARRANTS	EPA <input type="checkbox"/>			
GWA BPD NET	PREPARE <input checked="" type="checkbox"/>	CERTIFIER <input type="checkbox"/>	AGENCY ALL <input checked="" type="checkbox"/>	REVIEWER <input type="checkbox"/>
GWA BPD Reverse NET	PREPARE <input type="checkbox"/>	CERTIFIER <input type="checkbox"/>	AGENCY ALL <input type="checkbox"/>	REVIEWER <input type="checkbox"/>
GWA BPD Whitestoff NET	REVIEWER <input type="checkbox"/>			
GWA NET	PREPARE <input type="checkbox"/>	CERTIFIER <input type="checkbox"/>	AGENCY ALL <input type="checkbox"/>	REVIEWER <input type="checkbox"/>
GWA Warrants	REVIEWER <input type="checkbox"/>			
GWA Appropriations	VIEWER <input type="checkbox"/>			

Section V - EMS Authorization:

COTR Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Application Sponsor: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

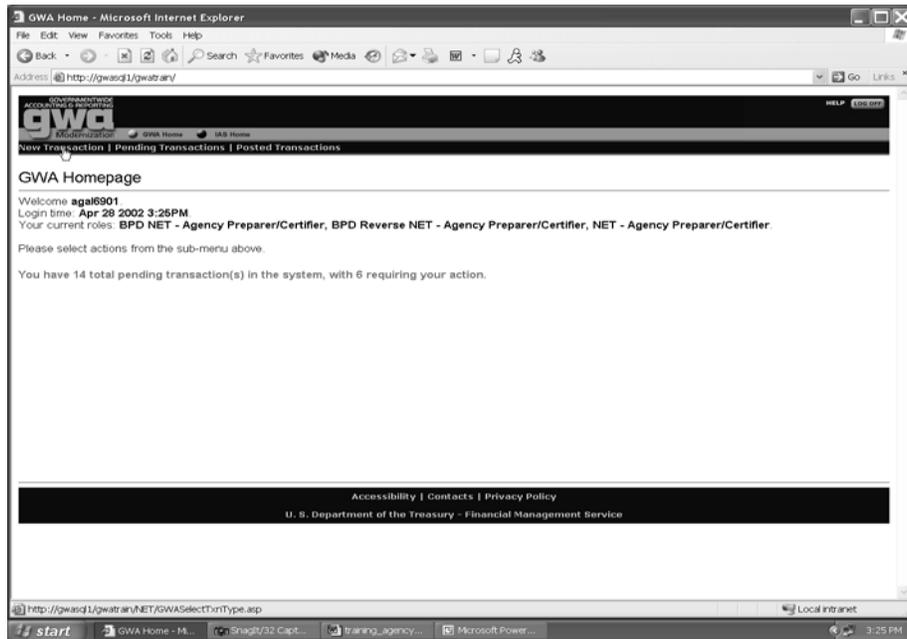
Send to: GOALS Marketing Staff  
 Fiscal Management Services  
 370 East West Highway, Room 800B  
 Hagerstown, MD 21740  
 Fax Number: 202-874-4170

Prior to entering a Non-Credit Reform Repayment transaction, you must complete the FMS ESSAS form that is available for download from the GOALS II 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.

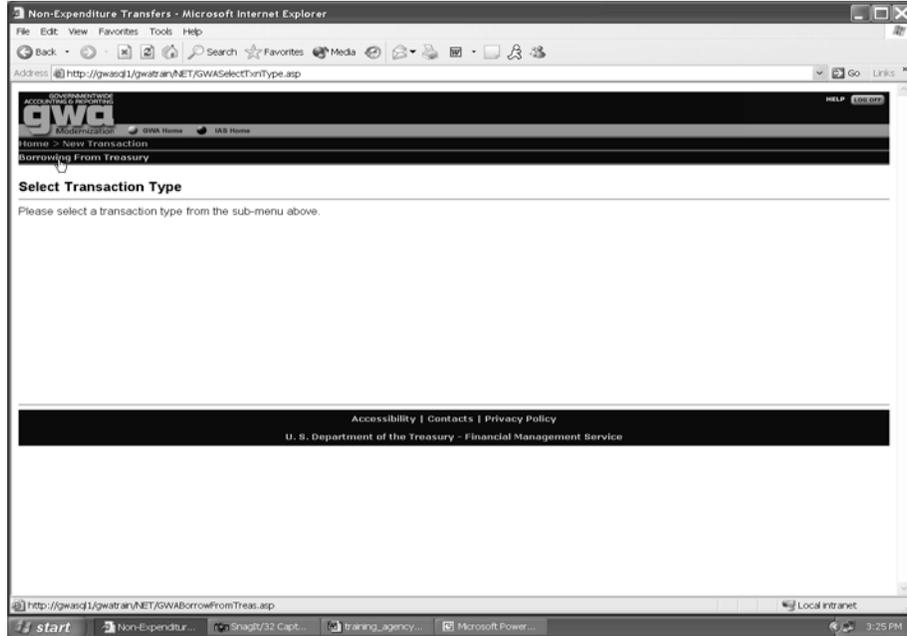
**Agency All** – This user role has been defined for those agencies that have limited resources available to separate the duties of both entering and certifying a Non-Expenditure Transfer SF-1151 request. Approval of the request for this role for the GWA BPD NET application is contingent upon the requestor having a current signature card on file at the Bureau of the Public Debt.

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

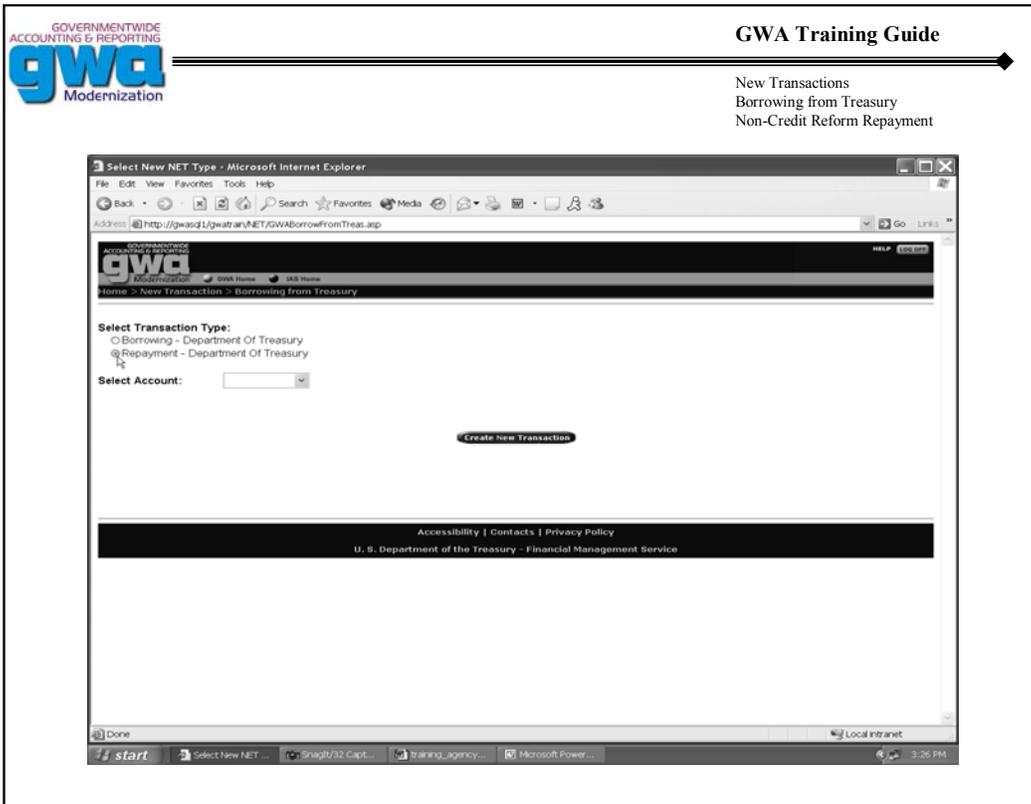


To enter a new Non-Credit Reform Repayment transaction,

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



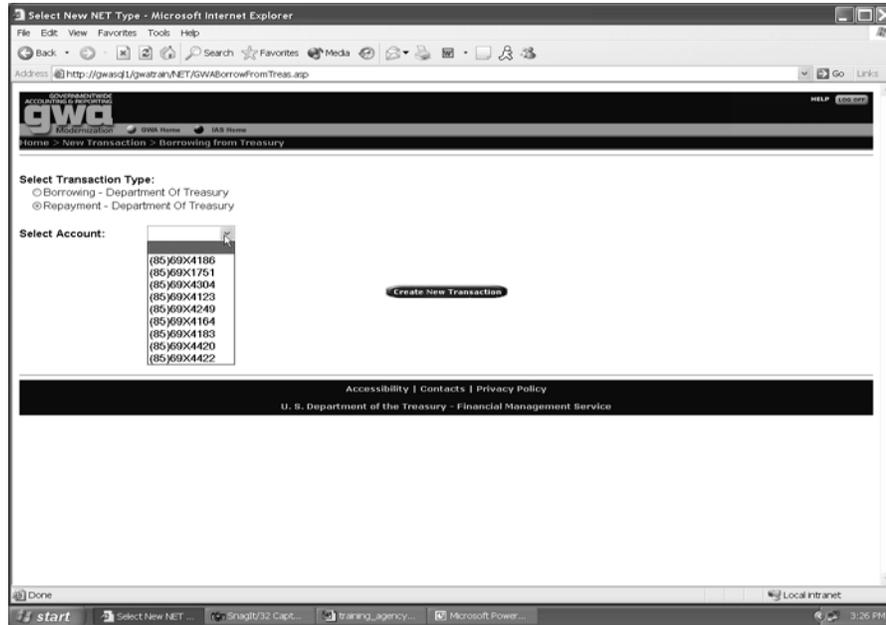
- Next, click on **Borrowing from Treasury** with the left mouse button.



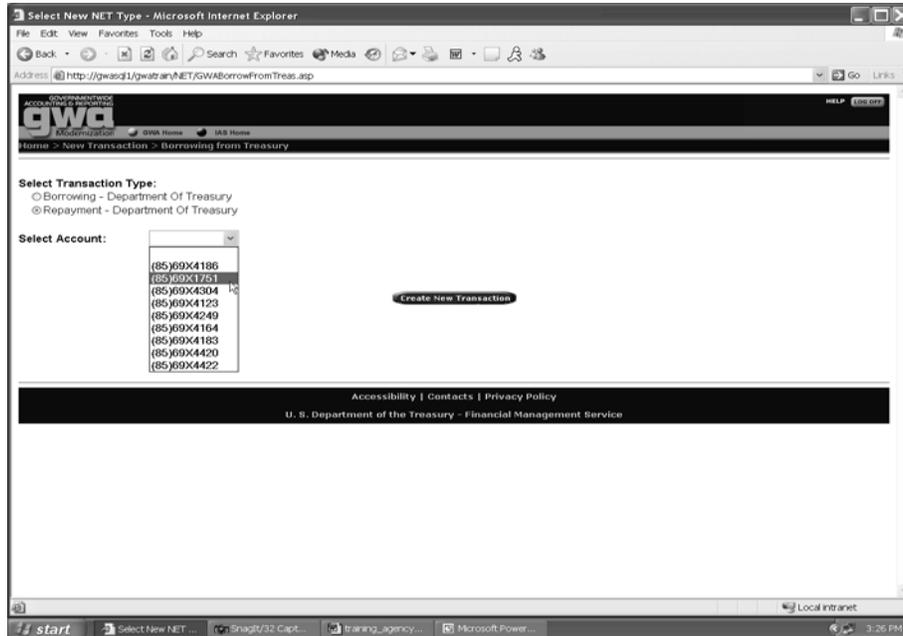
- Select **Repayment – Department of Treasury** by clicking on the radio button with the left mouse button. A black dot will appear in the radio button to indicate your selection.

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

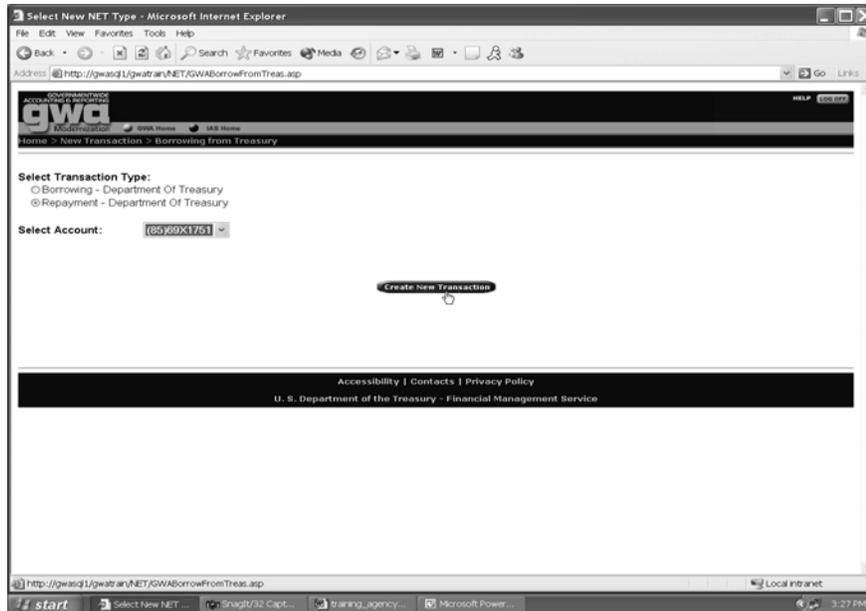
- To go back to the GWA Homepage, click on **Home** with the left mouse button.
- To go back to the New Transaction page, click on **New Transaction** with the left mouse button.



- 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.

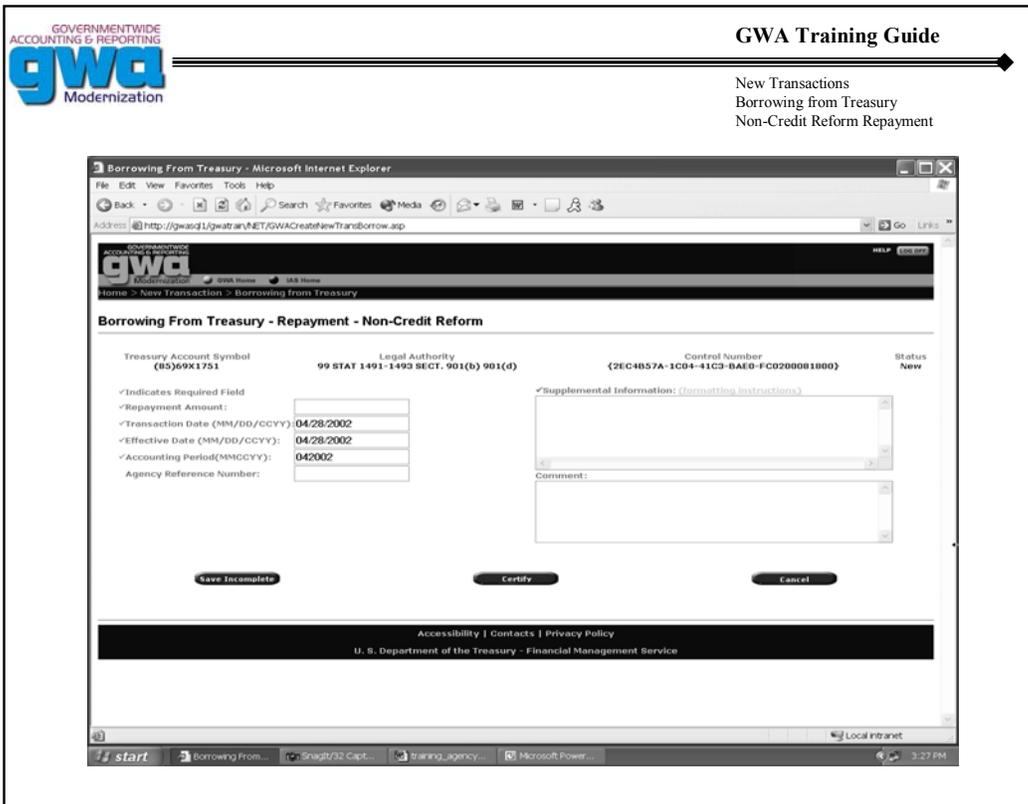


- Next, click on the desired Treasury Account Symbol within the drop down list with the left mouse button.



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

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



The Borrowing From Treasury - Repayment – 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.

**Borrowing From Treasury - Repayment - Non-Credit Reform**

Treasury Account Symbol (85J69K1751)      Legal Authority (99 STAT 1491-1493 SECT. 901(b) 901(d))      Control Number (2EC4857A-1CD4-41C3-BAE0-FC0200081800)      Status New

✓Indicates Required Field

✓Repayment Amount: 500.00

✓Transaction Date (MM/DD/CCYY): 04/28/2002

✓Effective Date (MM/DD/CCYY): 04/28/2002

✓Accounting Period(MMCCYY): 042002

Agency Reference Number:

Supplemental Information: (formatting instructions)

Comment:

Save Incomplete      Certify      Cancel

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## Entering A New Transaction

To enter a new Borrowing From Treasury - Repayment – 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.

### Repayment Amount

- Begin by moving the cursor over the **Repayment Amount** field and click the left mouse button. Next, enter the 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, however it cannot be future dated.

### 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.

**Borrowing From Treasury - Repayment - Non-Credit Reform**

Treasury Account Symbol: (03)69X1731      Legal Authority: 99 STAT 1491-1493 SECT. 901(b) 901(d)      Control Number: (2FC4B57A-1CD4-41C3-BAE0-FC0200081000)      Status: New

✓Indicates Required Field

✓Repayment Amount: 500.00

✓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)

Comment:

Save Incomplete      Certify      Cancel

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## 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). Validations:

- Required field
- Must be valid date
- Must be MM/DD/CCYY
- Must be equal to or less than transaction date
- Must be in the same fiscal year as the 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



**Borrowing From Treasury - Repayment - Non-Credit Reform**

Treasury Account Symbol: (85369K1791)      Legal Authority: 99 STAT 1491-1493 SECT. 901(b) 901(d)      Control Number: (2EC4B57A-1CD4-41C3-BAE0-FC0200081800)      Status: New

Indicates Required Field

Repayment Amount: 500.00

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](#)

Comment:

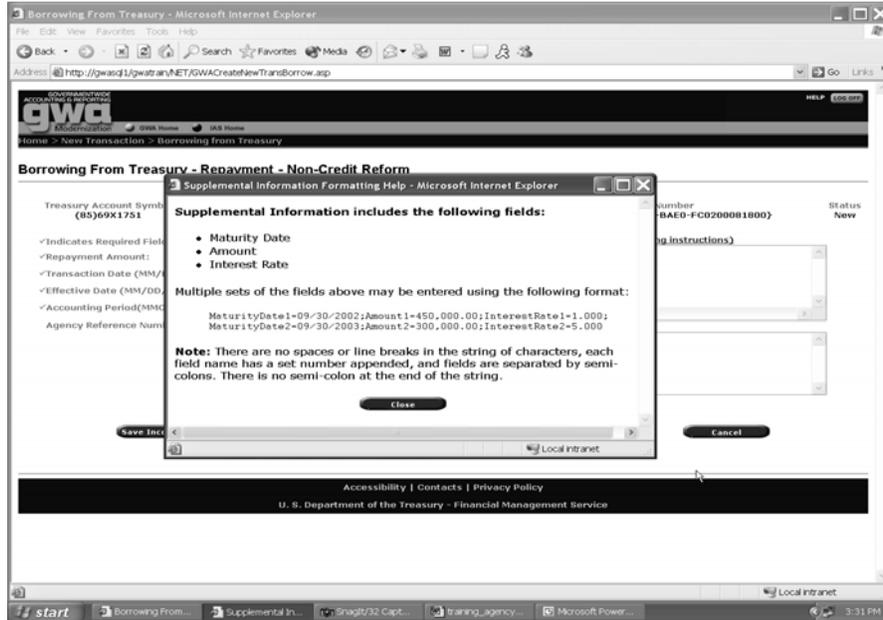
          

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Entering information in the **Supplemental Information** and **Comment** boxes will be covered in the next few pages of the training guide.

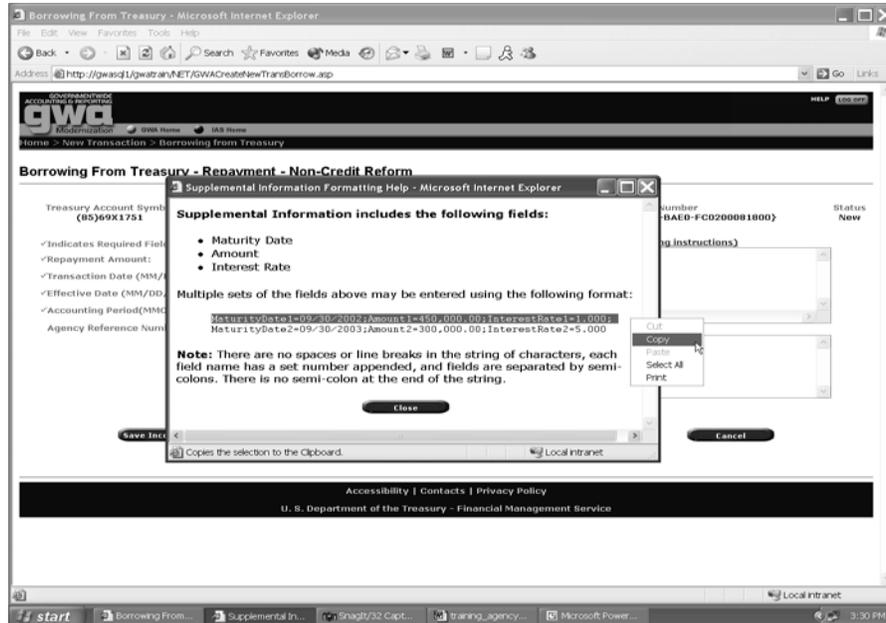
To enter information in the **Supplemental Information** box:

- Click in the **Supplemental Information** box with the left mouse button.
- Enter the Maturity Date(s), Amount(s), Interest Rate(s) and Sub Cohort(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.

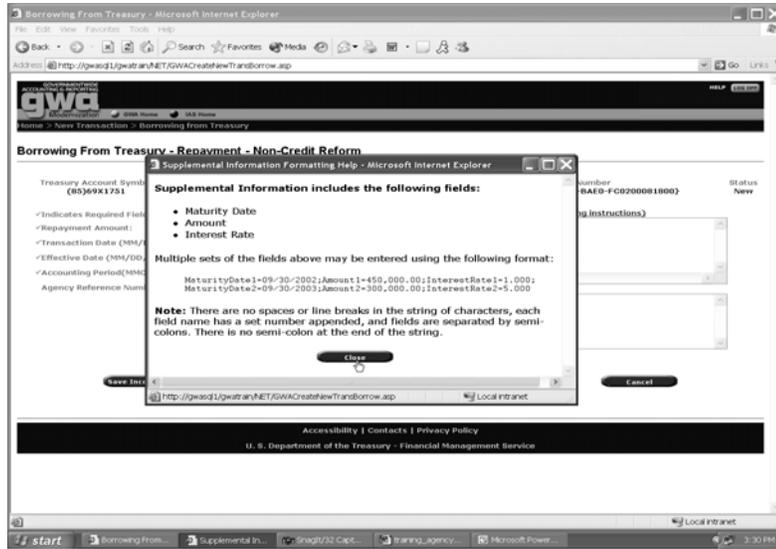


- Maturity Date(s), Amount(s), Interests Rate(s) must be entered in the **Supplemental Information** box in the format indicated above.

**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.

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

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

**Borrowing From Treasury - Repayment - Non-Credit Reform**

Treasury Account Symbol (05)69X1751      Legal Authority 99 STAT 1491-1493 SECT. 901(b) 901(d)      Control Number (2EC4B57A-1C04-41C3-BAE0-FC0200081800)      Status New

\*Indicates Required Field

\*Repayment Amount: 500.00

\*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 (Optional Instructions)  
MaturityDate=08/31/2005; amount=500.00; InterestRate=6.5

Comment:

Save Incomplete      Certify      Cancel

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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 Entering A New Transaction section for a detailed description on entering Cohort Year.**

**Borrowing From Treasury - Repayment - Non-Credit Reform**

Treasury Account Symbol: (83)99K1751      Legal Authority: 99 STAT 1491-1493 SECT. 901(b) 901(d)      Control Number: (2EC4B57A-1CD4-41C3-BAE0-FCD200081800)      Status: New

Indicates Required Field

Repayment Amount: 500.00

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: (Optional)  
MaturityDate1=08/31/2002      Amount1=500.00  
InterestRate1=6.5%

Comment:

Buttons: Save Incomplete, Certify, Cancel

Footer: Accessibility | Contacts | Privacy Policy  
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The valid amount format (containing only 2 decimal places) should be entered in the **Amount Field**.

### Amount(s)

Validations:

- Required field
- The sum total of the **Amount(s)** that are entered must equal the amount entered in the **Repayment Amount** field.

**Borrowing From Treasury - Repayment - Non-Credit Reform**

Treasury Account Symbol (05)69X1751	Legal Authority 99 STAT 1491-1493 SECT. 901(b) 901(d)	Control Number (2EC4B57A-1C04-41C3-BAE0-FC0200081800)	Status New
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\*Indicates Required Field

\*Repayment Amount: 500.00

\*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=6.5  
 InterestRate=6.5

Buttons: Save Incomplete, Certify, Cancel

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## Interest Rate(s)

### Validations

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

**Borrowing From Treasury - Repayment - Non-Credit Reform**

Treasury Account Symbol (05)69X1751	Legal Authority 99 STAT 1491-1493 SECT. 901(b) 901(d)	Control Number (2EC4B57A-1C04-41C3-BAE0-FC0200081800)	Status New
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\*Indicates Required Field

\*Repayment Amount: 500.00

\*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: [Format/line instructions](#)  
MaturityDate1=08/31/2005;Amount1=500.00;  
InterestRate1=6.5

Comment:  
This should be approved

Save Incomplete      Certify      Cancel

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## 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 - Repayment - Non-Credit Reform**

Treasury Account Symbol (05)69X1751      Legal Authority 99 STAT 1491-1493 SECT. 901(b) 901(d)      Control Number (2EC4B57A-1C04-41C3-BAE0-FC0200081800)      Status New

\*Indicates Required Field

\*Repayment Amount: 500.00

\*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: (Consult the Instructions)  
MaturityDate=08/31/2005; Amount=500.00;  
InterestRate=6.5

Comment:  
This should be approved

Save Incomplete      Certify      Cancel

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After the Borrowing From Treasury - Repayment – 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 **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.

**Borrowing From Treasury - Repayment - Non-Credit Reform**

Treasury Account Symbol: (00)69X1731      Legal Authority: 99 STAT 1491-1493 SECT. 901(b) 901(d)      Control Number: (73363956-F135-4CCE-BF6C-2533EC458D79)      Status: New

✓Indicates Required Field

✓Repayment Amount:

✓Transaction Date (MM/DD/CCYY): 04/29/2002

✓Effective Date (MM/DD/CCYY): 04/29/2002

✓Accounting Period(MMCCYY): 042002

Agency Reference Number:

✓Supplemental Information: (Formatting Instructions)

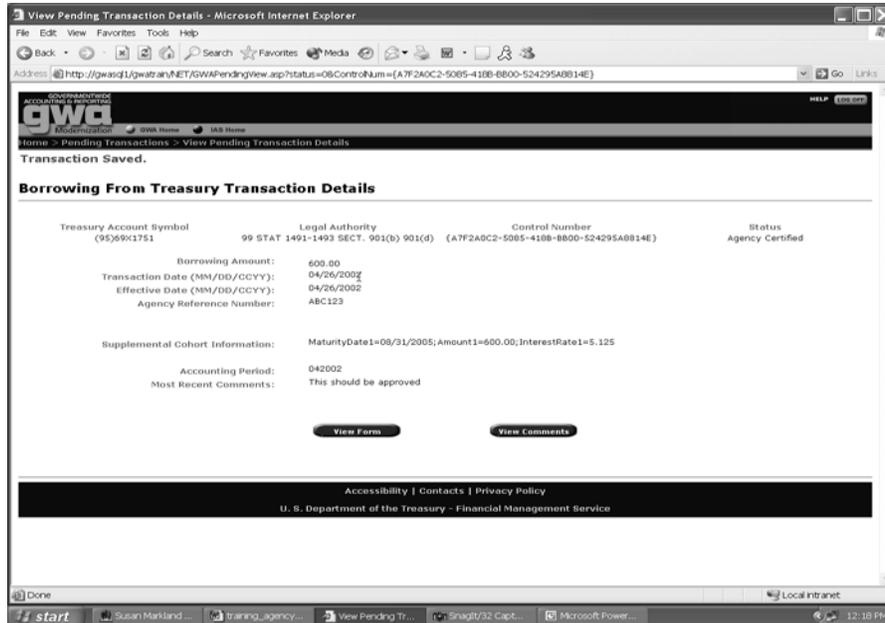
Comment:

Buttons: Save Incomplete, Finished, Cancel

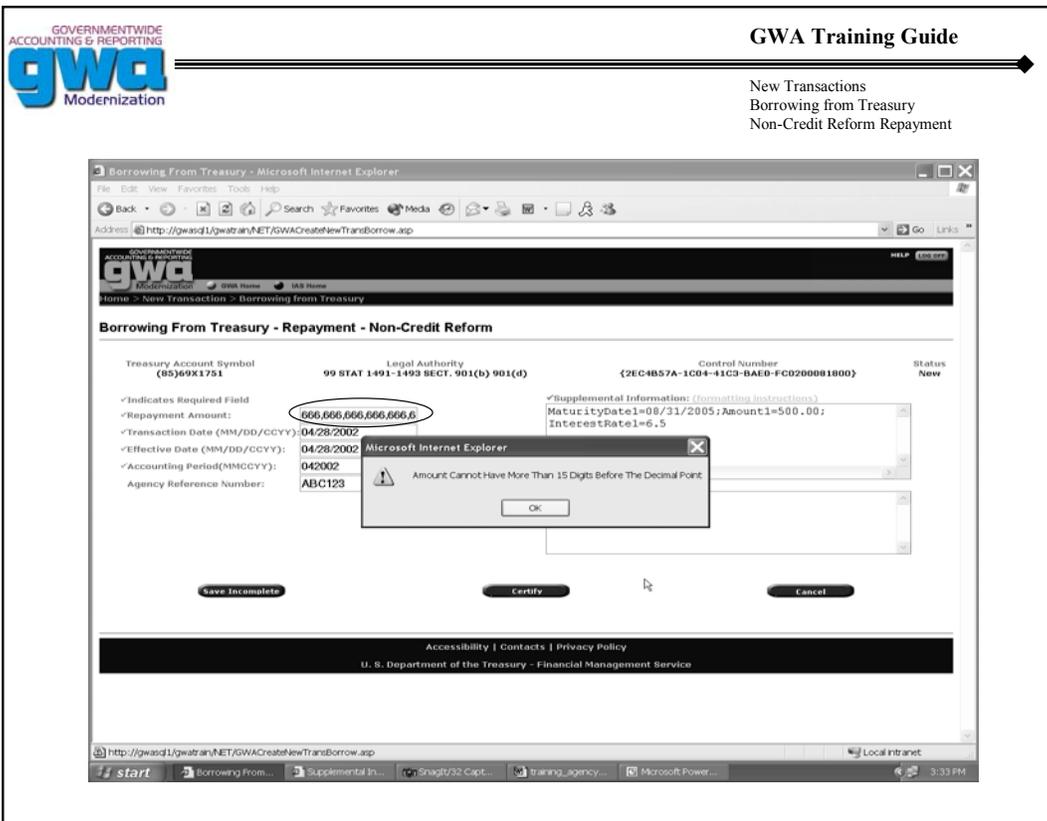
Footer: Accessibility | Contacts | Privacy Policy  
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The above screen is an example of the Borrowing From Treasury - Repayment – Non-Credit Reform entry screen that an **Agency Preparer** user would see. The only difference between the entry screens 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**, **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 was executed, the status will change to Saved.



## Error Conditions

Upon executing **Save Incomplete**, **Finished** or **Certify**, the information entered by the user will be validated. If invalid conditions are found, error messages will be displayed. The information in error must be corrected before continuing. In some instances, warning messages will be displayed to alert the user of an exception. The next several pages describe some of the errors a user might encounter and corrective actions they should take.

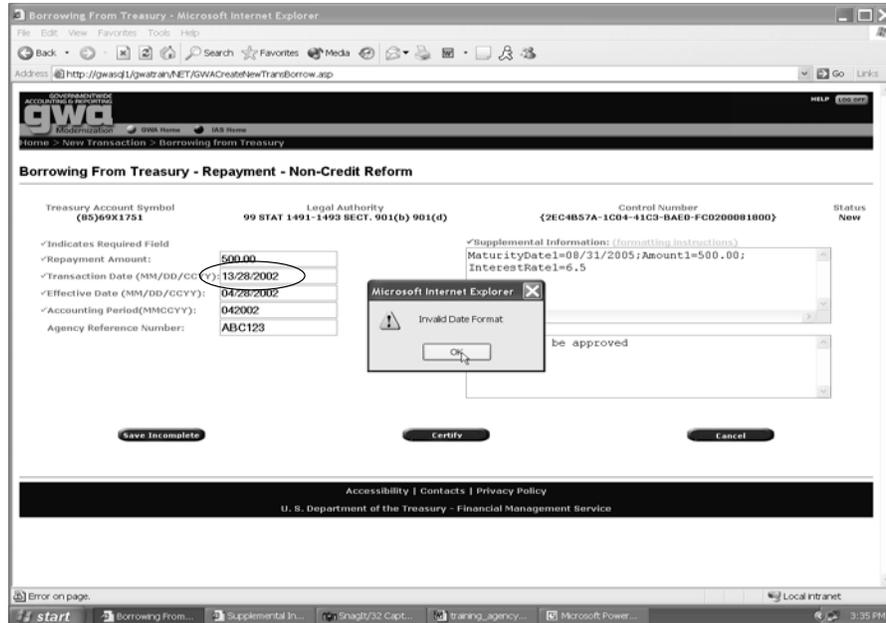
**Please refer to the Entering A New Transaction section for a detailed description of the edits.**

## Repayment Amount

**Error:** Amount cannot have more than 15 digits before the decimal point

### Corrective Actions:

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

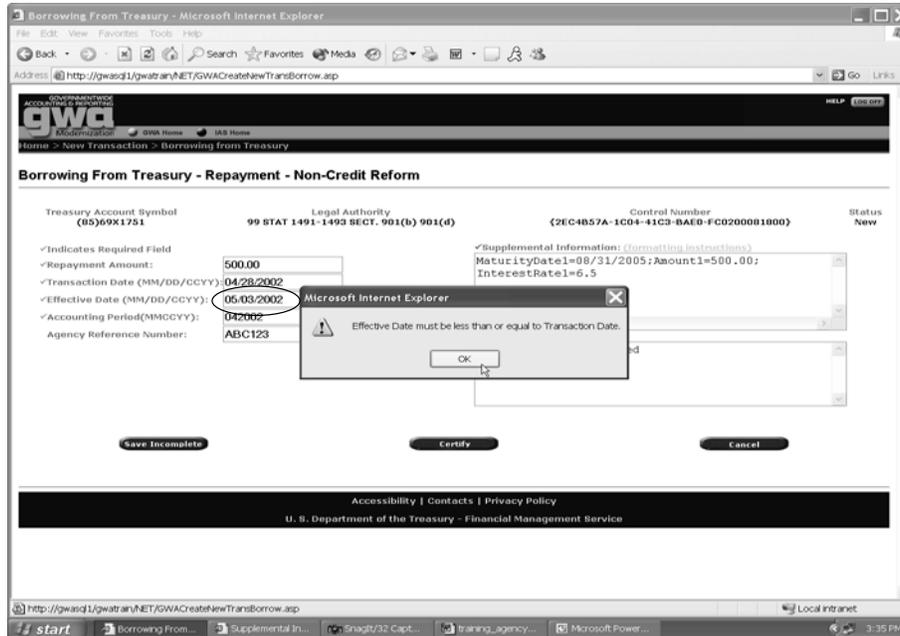


## Transaction Date

**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

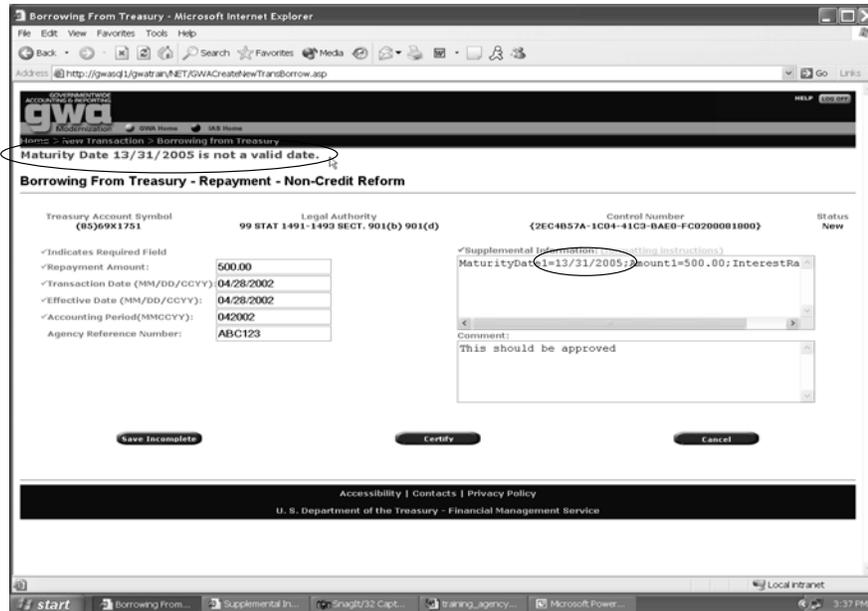


## Effective Date

**Error:** The 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 Transaction Date
3. Execute **Save Incomplete, Finished or Certify** again



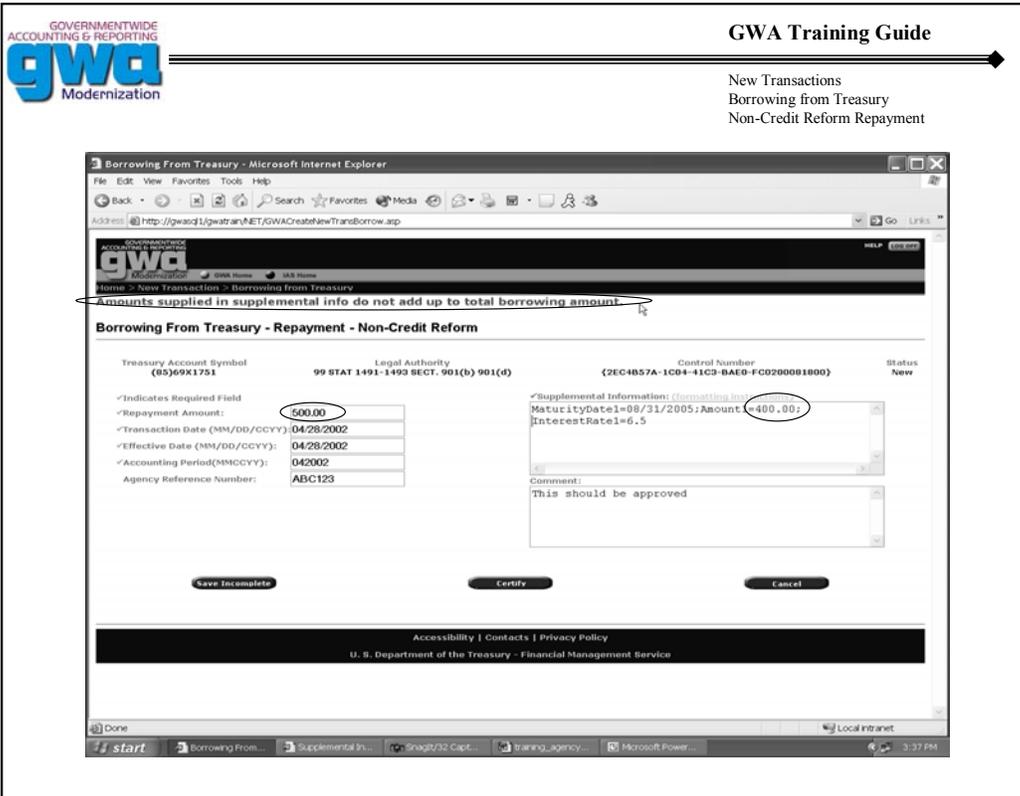
## Supplemental Information

### Maturity Date

**Error:** The Maturity Date recorded in the Supplemental Information box is not valid.

#### Corrective Actions:

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



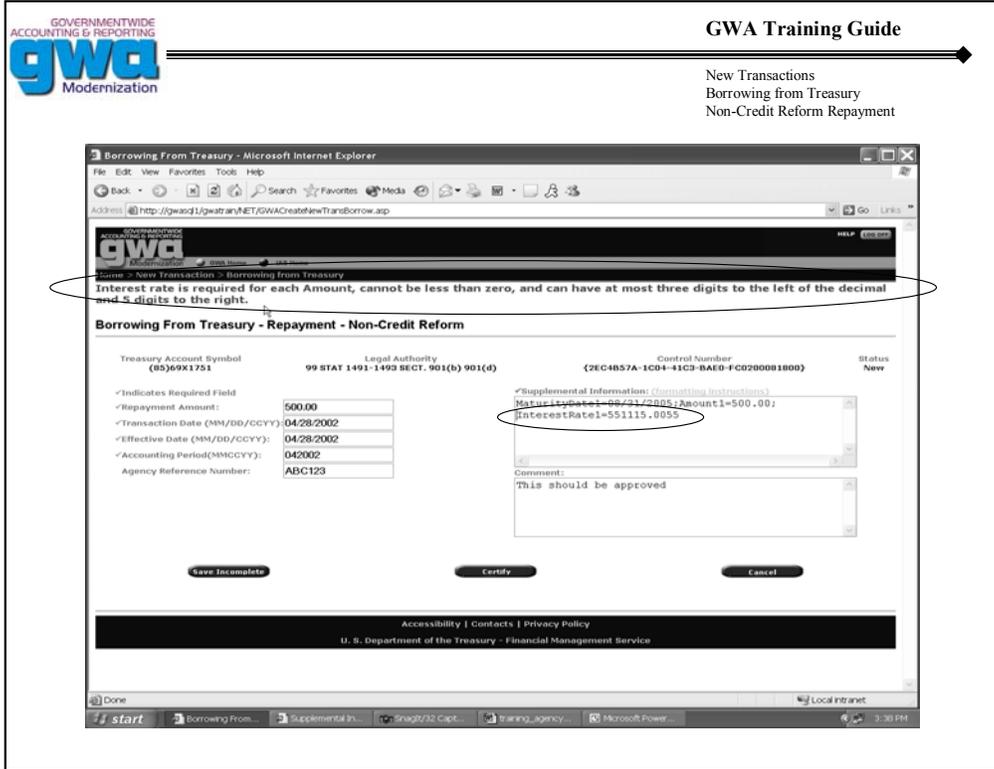
## Supplemental Information

### Amount

**Error:** Amounts supplied in Supplemental info do not add up to the total borrowing (repayment) amount

### Corrective Actions:

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



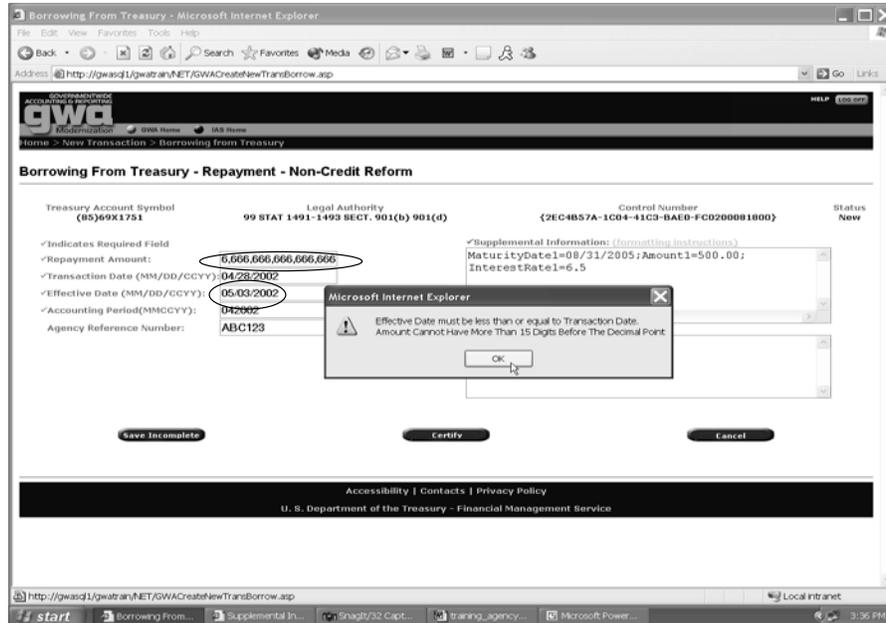
## Supplemental Information

### 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



In some instances, **multiple errors** will be detected.

### Corrective Actions:

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

**Borrowing From Treasury - Repayment - Non-Credit Reform**

Treasury Account Symbol (85)69X1751	Legal Authority 99 STAT 1491-1493 SECT. 901(b) 901(d)	Control Number {CBC9EE5E-C791-466B-9DB2-1D56AE454DB6}	Status New
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Indicates Required Field

Repayment Amount: 500.00

Transaction Date (MM/DD/CCYY): 04/28/2002

Effective Date (MM/DD/CCYY): 04/28/2002

Accounting Period(MMCCYY): 042002

Agency Reference Number: ABC123

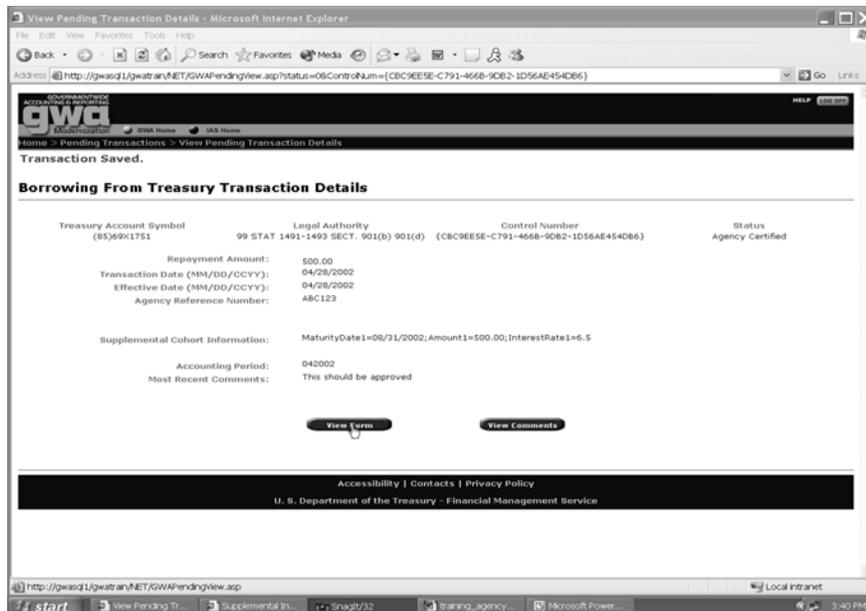
Supplemental Information: (formatting instructions)  
MaturityDate1=09/31/2002;Amount1=500.00;  
InterestRate1=6.5

Comment:  
This should be approved

Save Incomplete      Certify      Cancel

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Once all invalid conditions are corrected, you can continue saving finishing or certifying 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:  
Dept:  
Bureau:

Transfer To:  
Dept:  
Bureau:

Account Symbol:	Amount:	Account Symbol:	Amount:
(85)6901751	\$500.00	20A8005	\$500.00

Transaction Date: 04/28/2002      Transfer FROM Total: 500.00  
 Effective Date: 04/28/2002      Transfer TO Total: 500.00  
 Amount 1: 500.00  
 Maturity Date 1: 08/31/2002  
 Interest Rate 1: 6.5

Transaction Initiator: aga6901  
 Agency Certifying Officer: aga6901  
 Agency Approving Officer:

**AUTHORITY**

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

The above transfer is proper under the authority cited

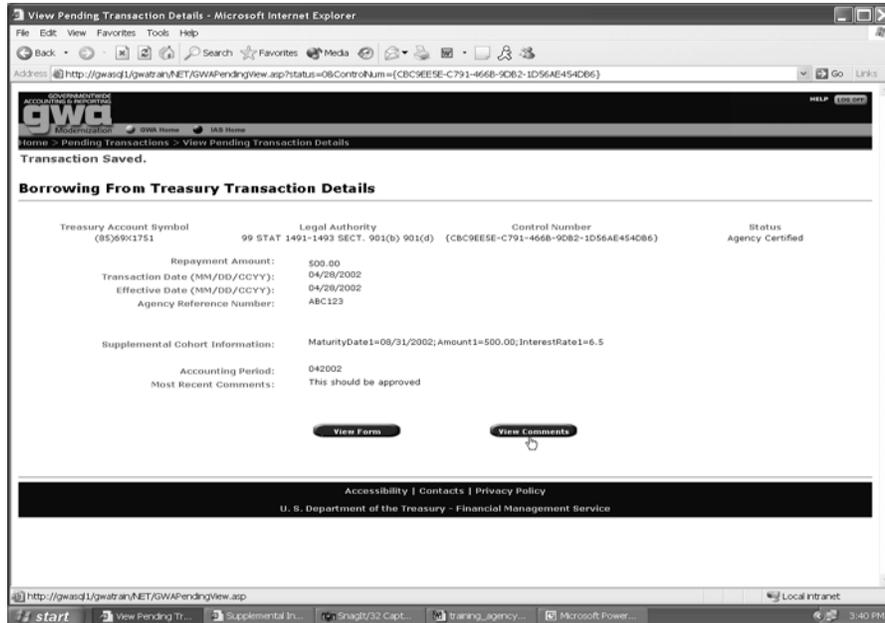
Done Local Intranet

start View Pending Tr... Supplemental In... Non-Expenditur... SnagIt/32 Capt... training\_agency... Microsoft Power... 3:41 PM

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

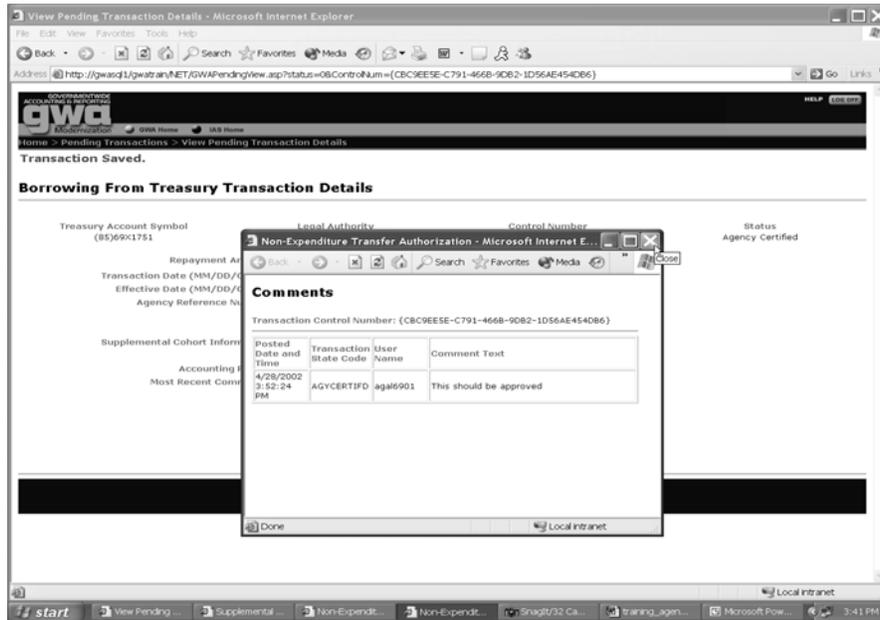
From this screen,

- 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.

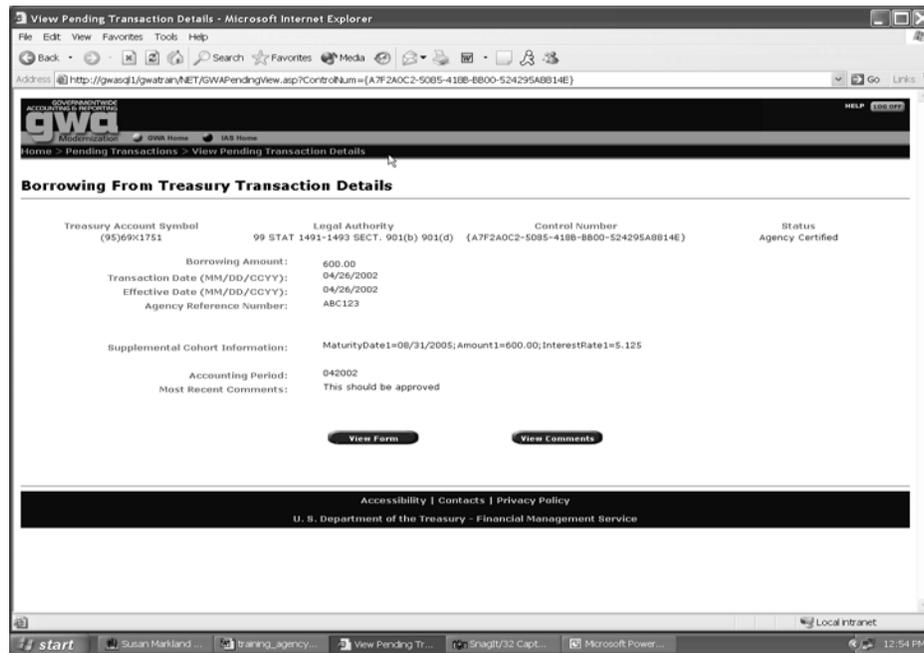


After the View Comments button is clicked, a new window showing the comments will be displayed. The **Transaction Control Number, Posted Date and Time, Transaction State Code, User Name and Comment Text** will be populated with information associated with the transaction.

**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.

- New Transactions
- Borrowing from Treasury
- Non-Credit Reform Repayment

