Posted Transactions

The Posted Transactions application allows users to View, Print, Download and Update Posted Transactions. Users will only have access to transactions that they have been authorized to view.

Section III – Application(s) Requested:

FACTS I (Proprietary SGL)	[] Online [] Bulk	NOTES Business Lines: _____	
FACTS II (Primarily Budgetary SGL)	[] Online [] Bulk		
FMS 224	[] Online	**STATEMENT OF DIFFERENCE**	[] Online
FMS 1219/1220	[] Online	**UNDISBURSED**	[] Online
RFC/AL	[] Online	**WARRANTS**	[] Online
GWA BPD NET	[] Online	**GWA BPD Reverse NET**	[] Online
GWA BPD Writeoff NET	[] Online	**GWA NET**	[] Online
GWA Warrants	[] Online	**GWA Apportionments**	[] Online

Operating System Used: Win 3.1 Win 95 Win 98 Win NT Win 2000 Win ME OS/390 MVS/ESA VM AIX Unix Other

Section IV – GOALS Marketing Processing Information:

[] Production

[] QA (Pilot)

APPLICATION	ROLES			
FACTS I (Select Either Primary or Backup and then select only one role) Primary Prep [] Backup Prep []	PREPARER [] PREPARER & CFO []	PREPARER NOTES Only []	SUPERVISOR [] SUPERVISOR & CFO []	CFO [] IG []
FACTS II	PREPARER []	CERTIFIER []	EQ REVIEWER []	
FMS 224	PREPARER []			
FMS 1219/1220	PREPARER []			
RFC/AL	FPA []	RFC []		
SOD	FPA []			
UND	FPA []			
WARRANTS	FPA []			
GWA BPD NET	PREPARER []	CERTIFIER []	AGENCY ALL []	REVIEWER []
GWA BPD Reverse NET	PREPARER []	CERTIFIER []	AGENCY ALL []	REVIEWER []
GWA BPD Writeoff NET	REVIEWER []			
GWA NET	PREPARER []	CERTIFIER []	AGENCY ALL []	REVIEWER []
GWA Warrants	REVIEWER []			
GWA Apportionments	VIEWER []			

Section V – FMS Authorization:

COTR Name: _____ **Date:** __/__/__

Application Sponsor: _____ **Date:** __/__/__

Send to: GOALS Marketing Staff
Financial Management Service
3700 East West Highway, Room 800E
Hyattsville, MD 20782
Fax Number: 202-874-6170

Prior to entering the Posted Transaction area, 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 Posted Transactions application is available for all GWA applications. The roles that can be selected are described below:

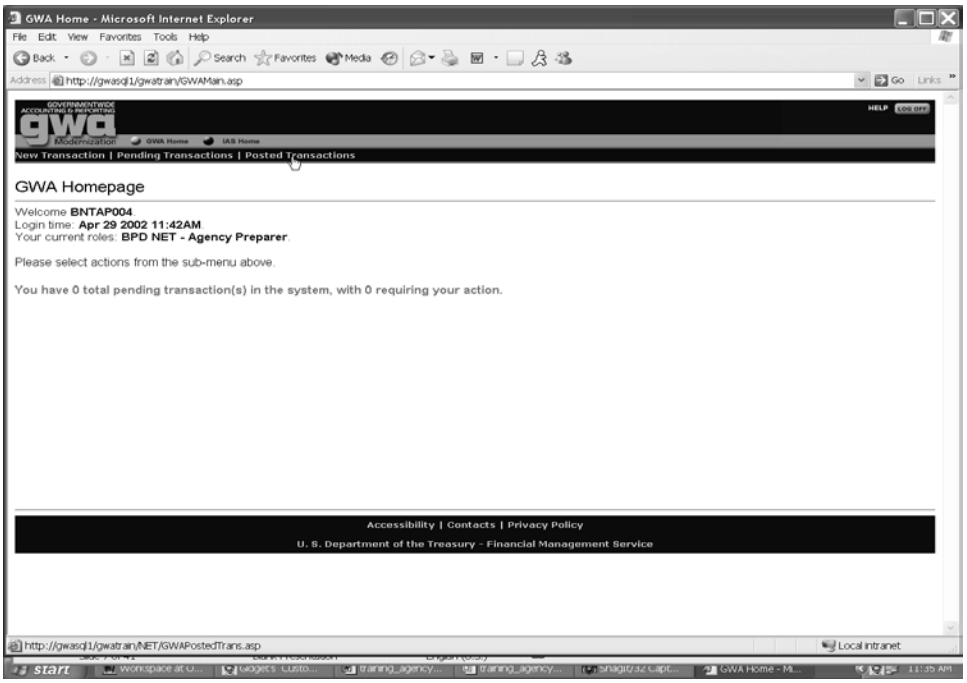
Agency Preparer – This role allows the user to enter a new Non-Expenditure Transfer SF-1151 request specific to the requested application(s), edit a request that has not been submitted to their certifying officer, monitor the status of requests that they have completed and to respond to rejections of 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 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.

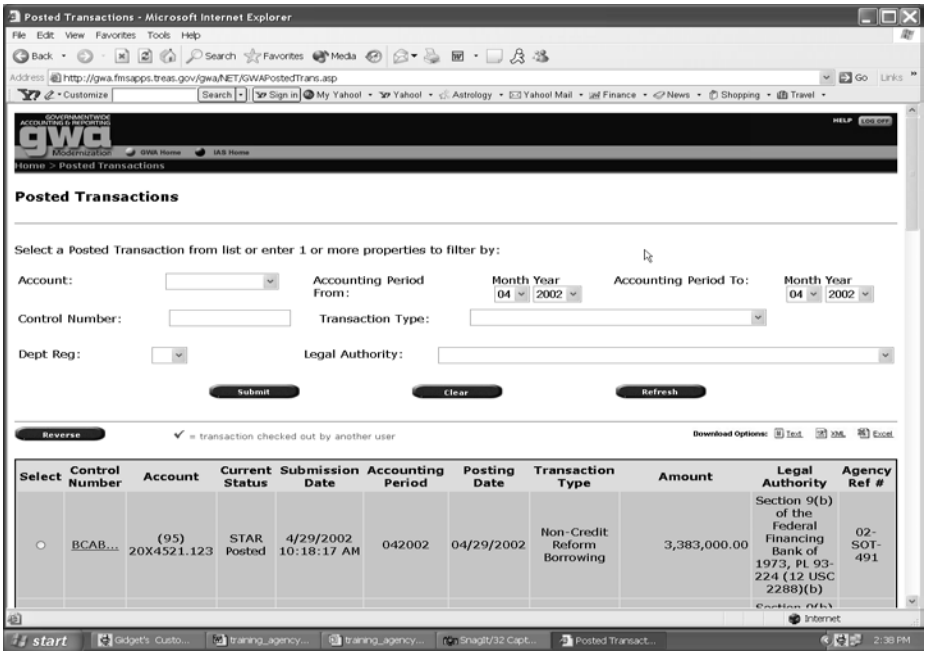
Agency Certifier – This role allows the user to certify a Non-Expenditure Transfer SF-1151 request that has been completed by an Agency Preparer within their organization, and to monitor the status of requests that they have certified. Approval of the request for

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.

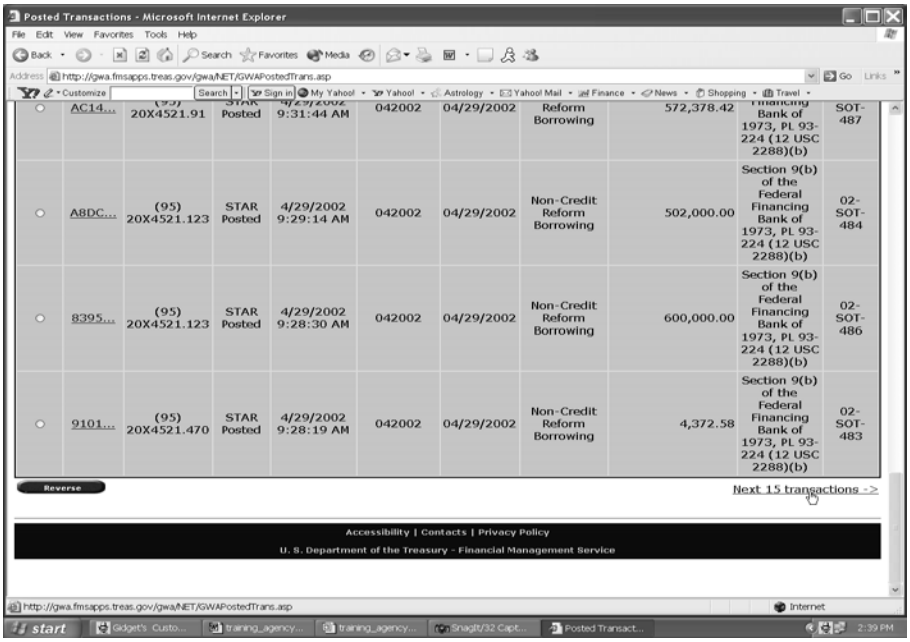
Agency Reviewer – This user role allows the participant to monitor the status or view a Non-Expenditure Transfer SF-1151 request after certification by an Agency Certifier within their organization.



- To view all posted transactions, click on **Posted Transactions** with the left mouse button.



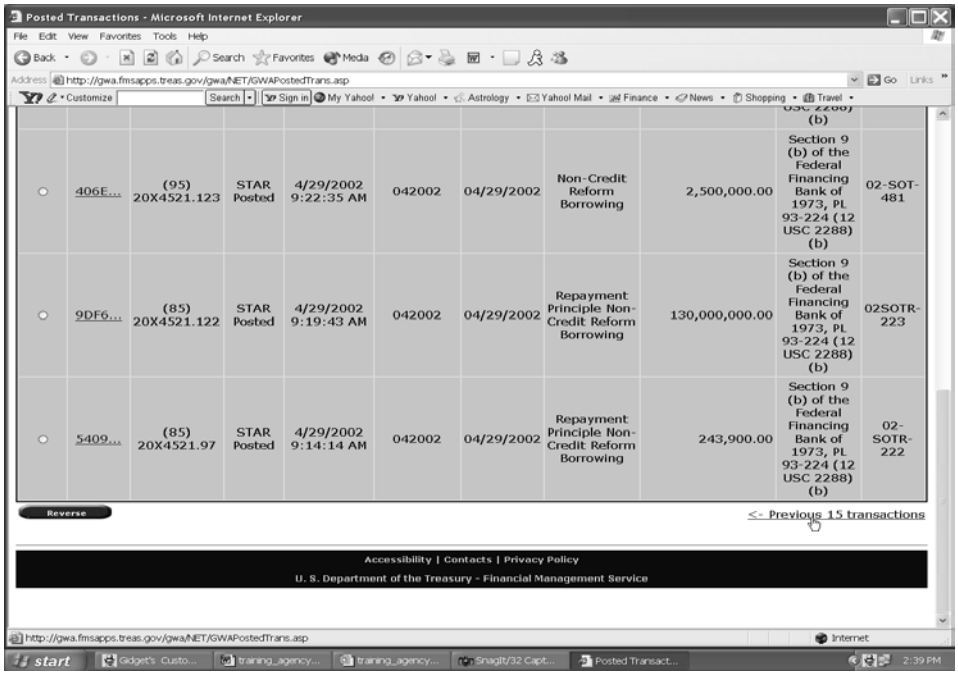
The Posted Transaction page will be displayed with filter and download features at the top portion of the screen.



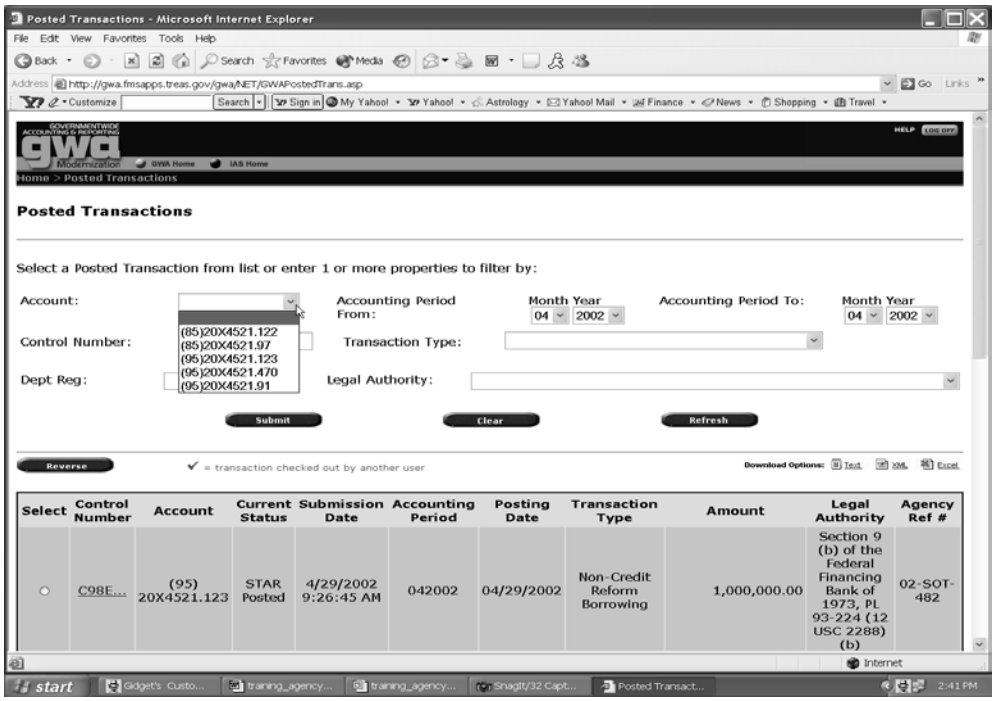
The lower part of the screen displays all posted transactions that the user is authorized to view or reverse.

The list will contain up to 15 transactions. If there are more than 15 posted transactions, a link, **Next 15 Transactions ->**, will be displayed.

- To view the next 15 transactions, click on **Next 15 Transactions ->**.

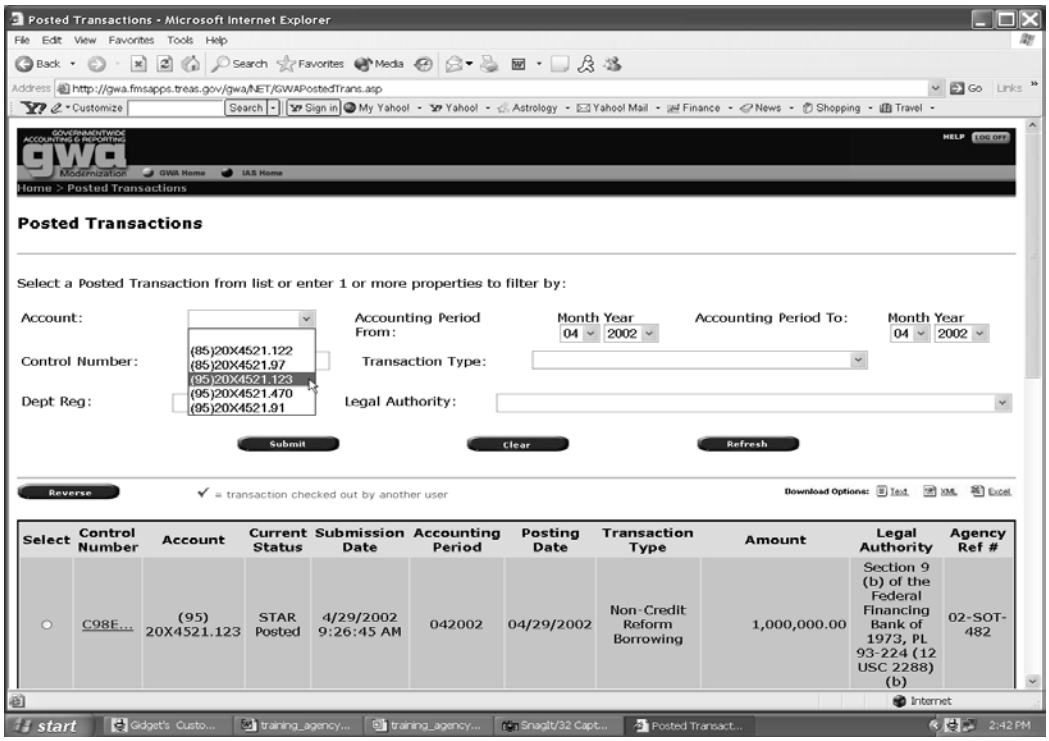


- The next set of transactions are displayed. To return to the transactions on the previous page, click on **<- Previous 15 Transactions**

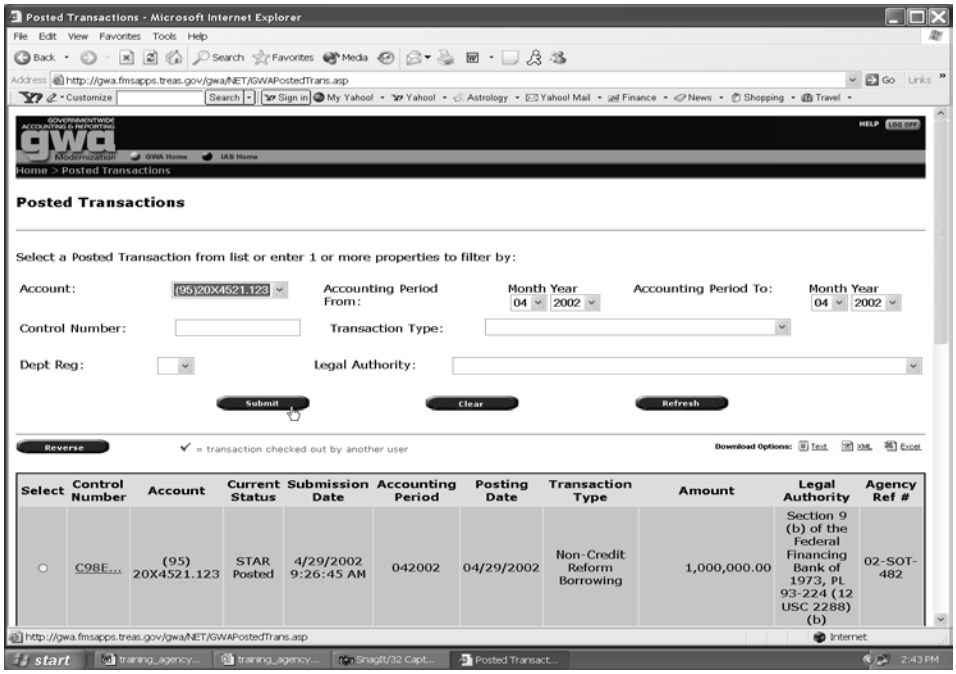


Filter Transactions by Account

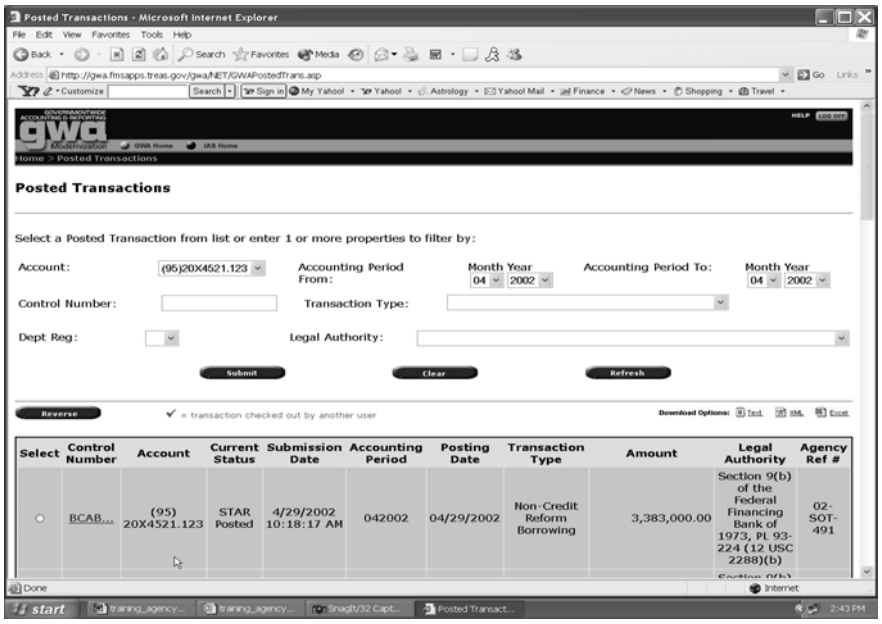
- To filter the list of posted transactions, click on the drop down Arrow next to the **Account** box with the left mouse button. Accounts from the list of posted transactions will be displayed.



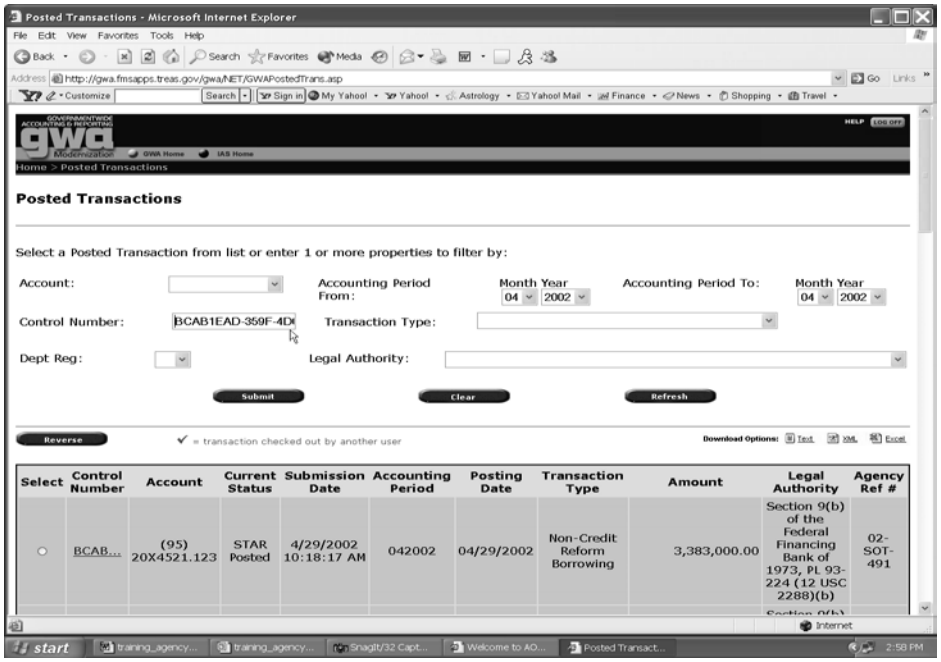
- Next, click on the **Account** that you want to filter by with the left mouse button.



- Click on the **Submit** button with the left mouse button.



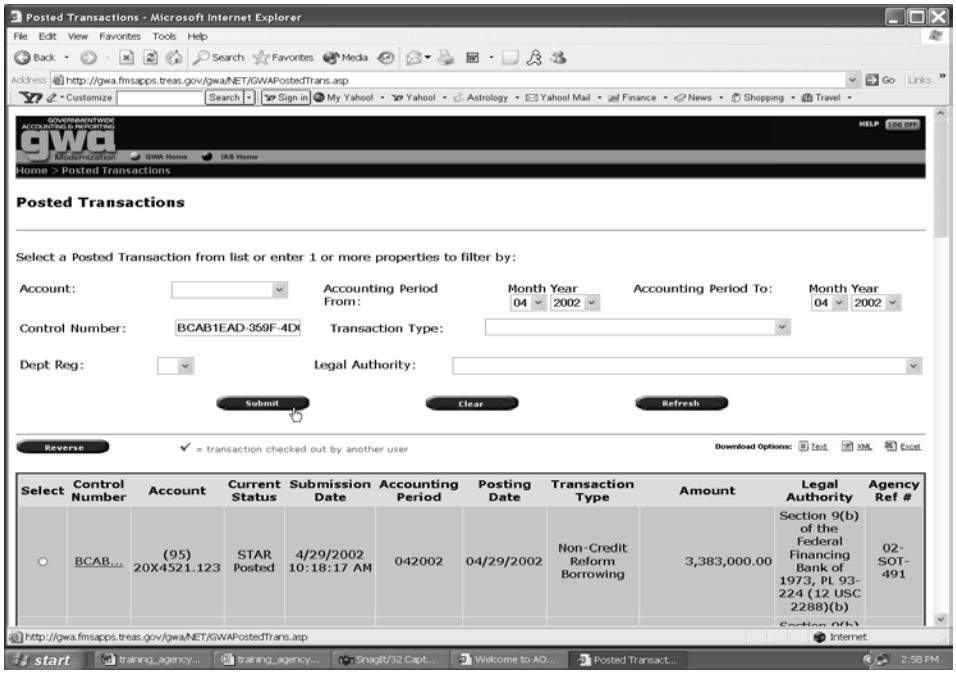
The Posted Transaction list will be displayed containing transactions meeting the filter criteria.



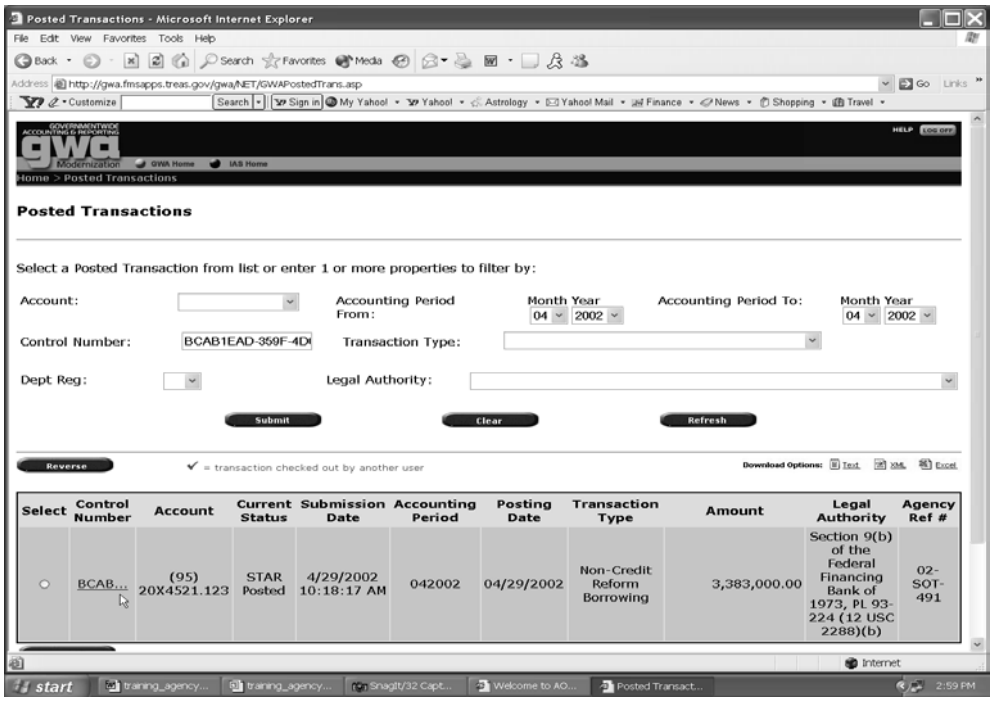
Filter Transactions by Control Number

- To filter the list of posted transactions, enter Control Number in the box next to Control Number. The entire control number can be entered or any part beginning with the first character.

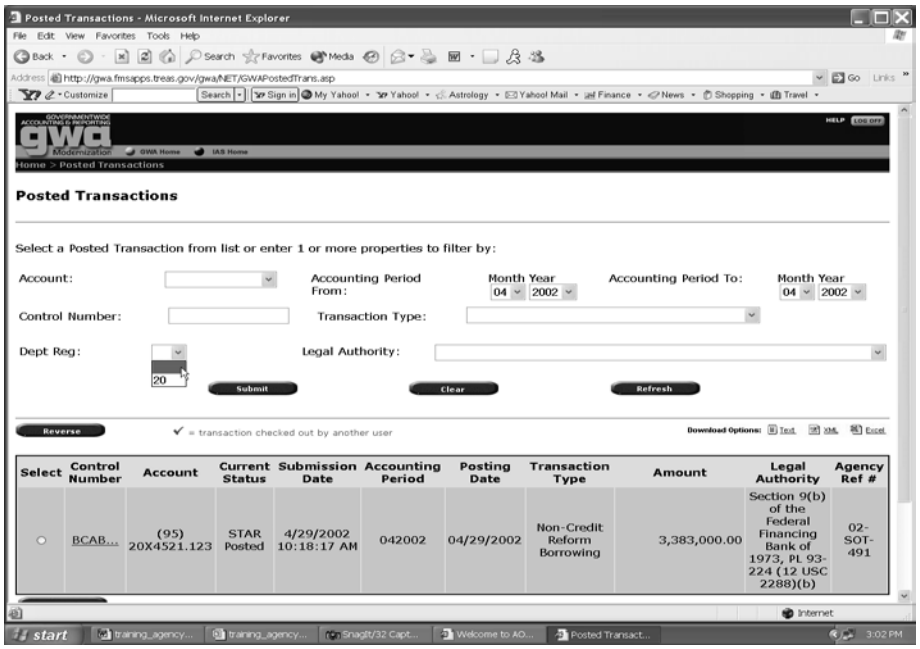
Note: When displayed, the control number contains brackets { }. **Do not enter the brackets { } when entering the control number.**



- Click on the **Submit** button with the left mouse button.

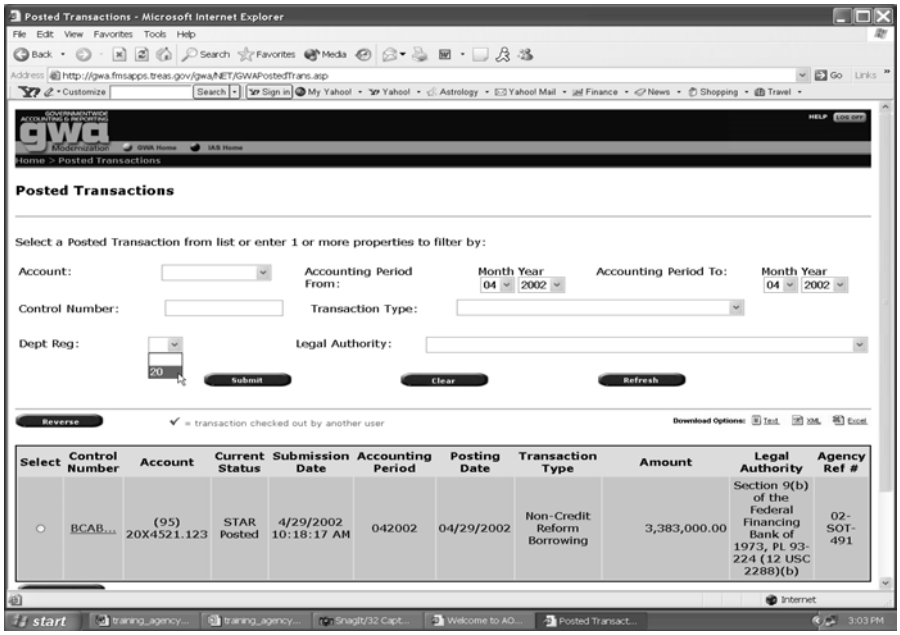


The Posted Transaction list will be displayed containing transactions meeting the filter criteria.

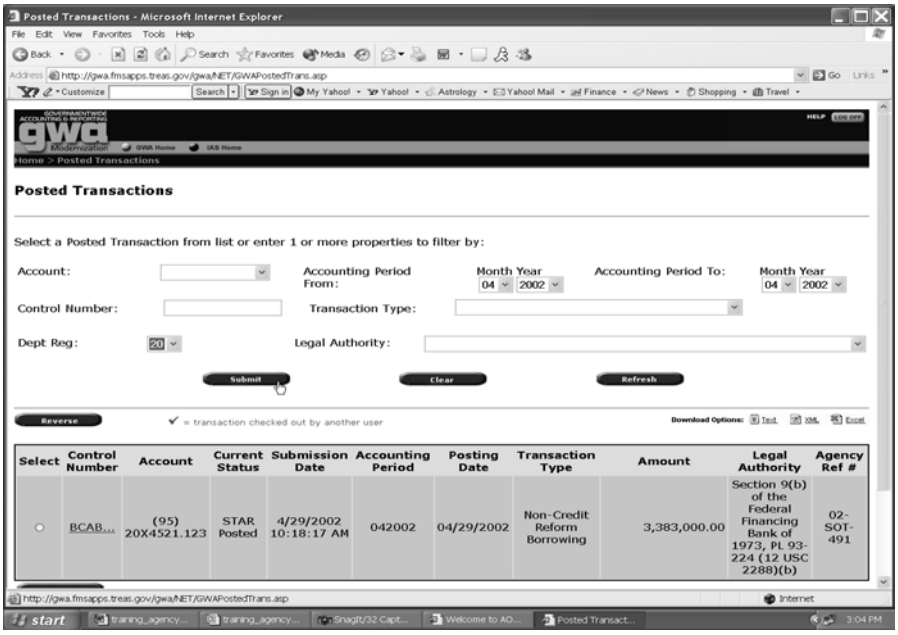


Filter Transactions by Department Regular

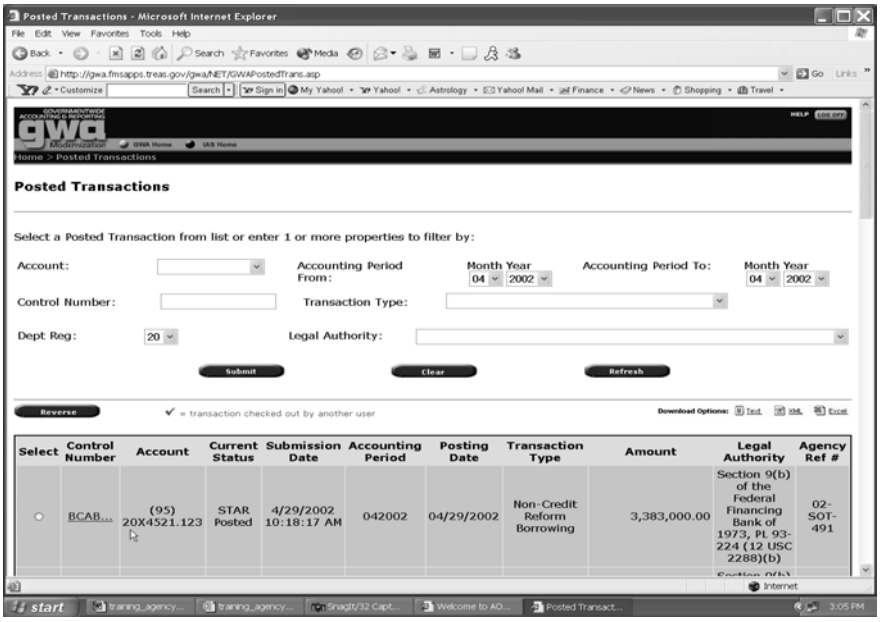
- To filter the list of posted transactions, click on the drop dwon Arrow next to the **Dept Reg** box with the left mouse button. The Department Regular(s) will be displayed.



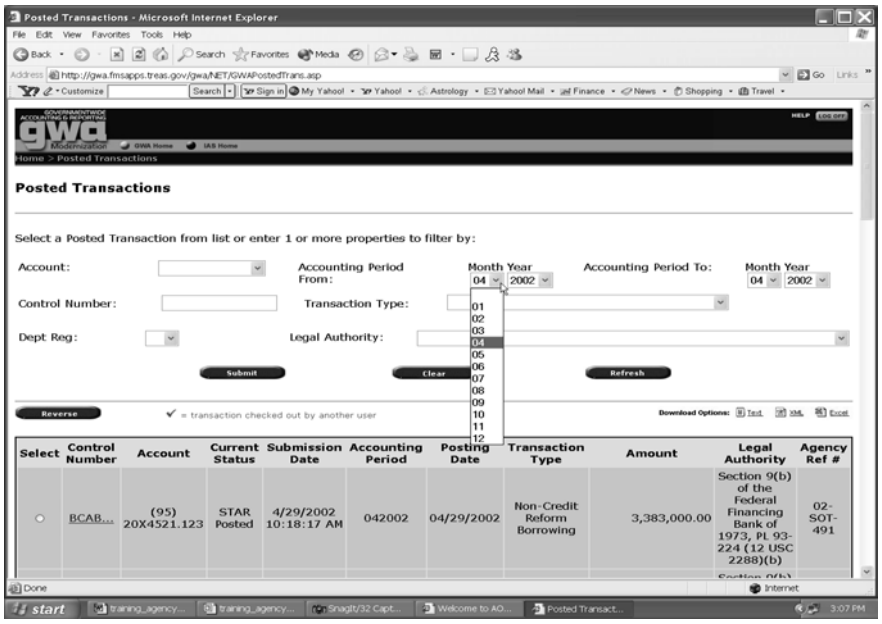
- Next Click on the **Dept Reg** that you want to filter by with the left mouse button.



- Click on the **Submit** button with the left mouse button.



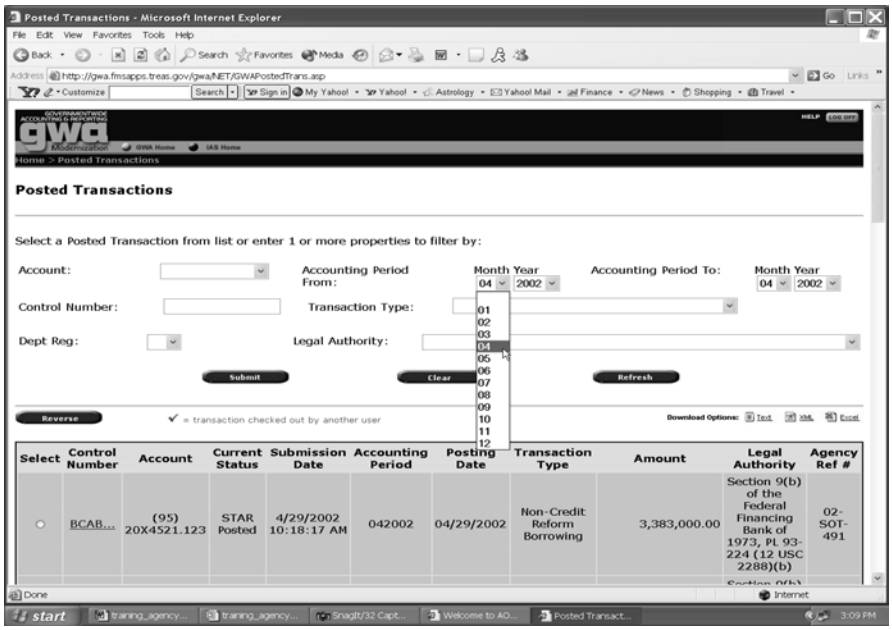
The Posted Transaction list will be displayed containing transactions meeting the filter criteria.



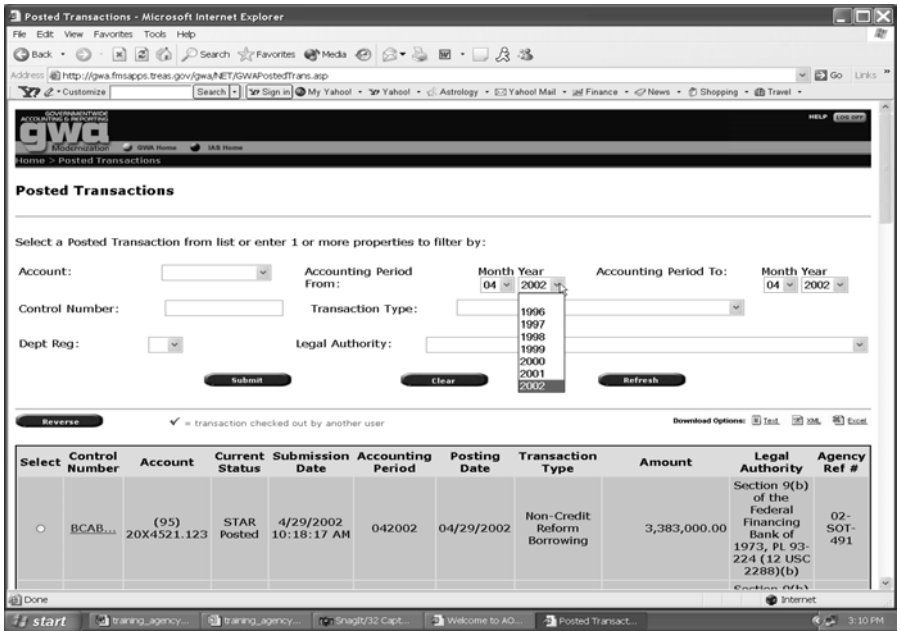
Filter Transactions by Accounting Period

When the user enters the Posted Transactions screen, transactions posted in the current accounting period are displayed automatically. To view transaction contained in another accounting period, you can change the "From" and "To" accounting periods. The "From" and "To" can be the same accounting period or a range can be entered.

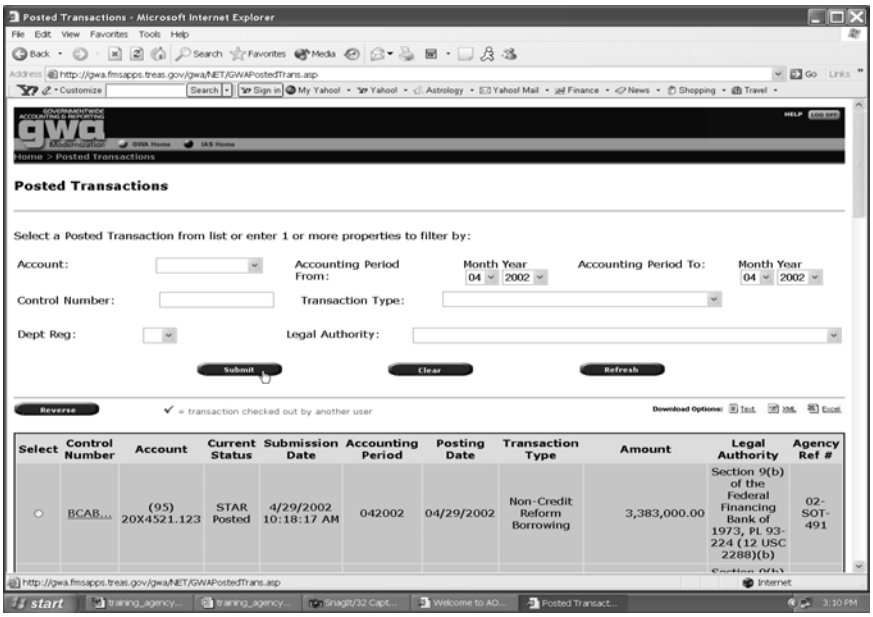
- Select the **"From" Month** by clicking on the drop down Arrow next to the **"From" Month** drop down box



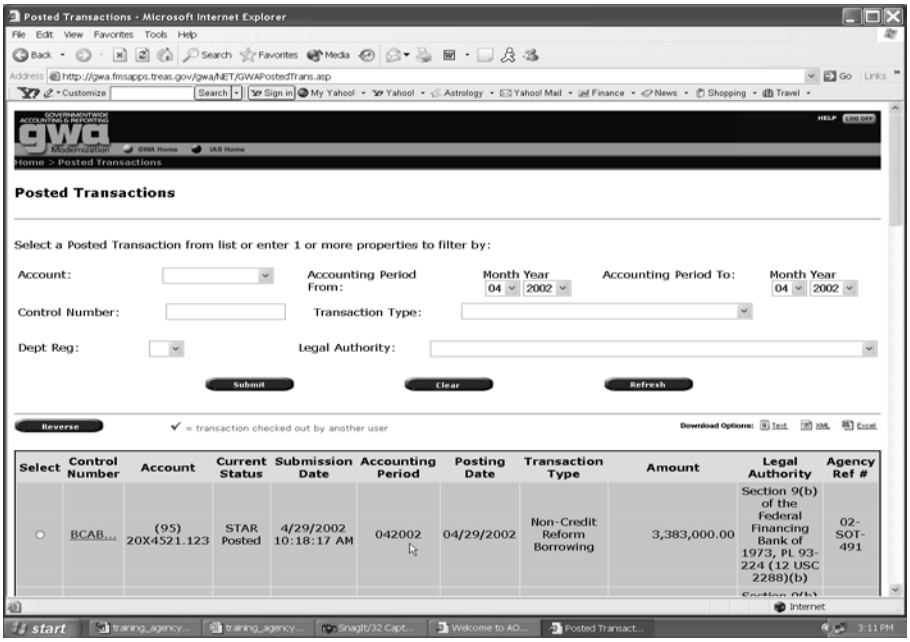
- Next, select the **Month** that you want by clicking on it with the left mouse button.



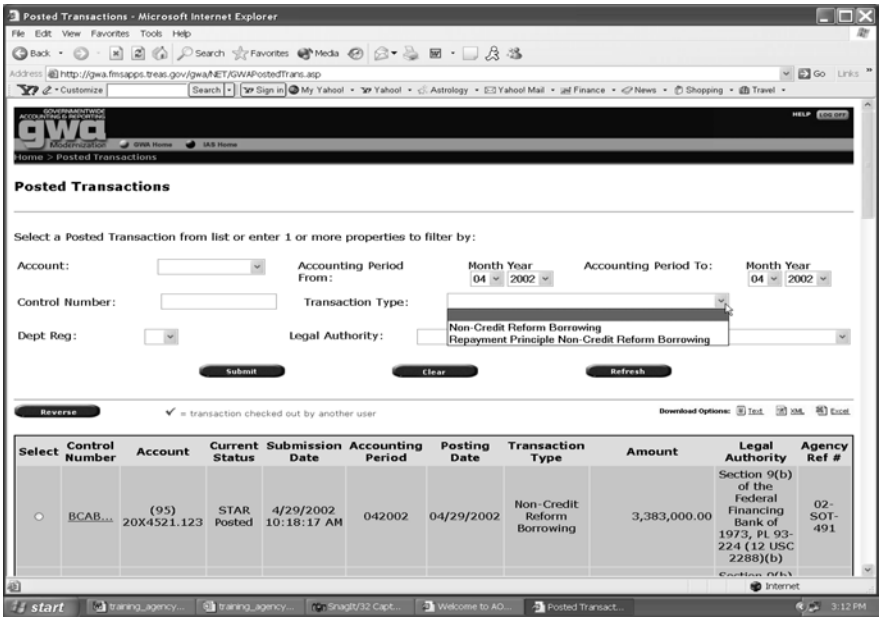
- Select the **"From" Year** by clicking on the drop down Arrow next to the **"From" Year** drop down box and clicking on the year with the left mouse button. Follow the same procedures to select the **"To" Month** and **"To" Year**



- Click on the **Submit** button with the left mouse button.

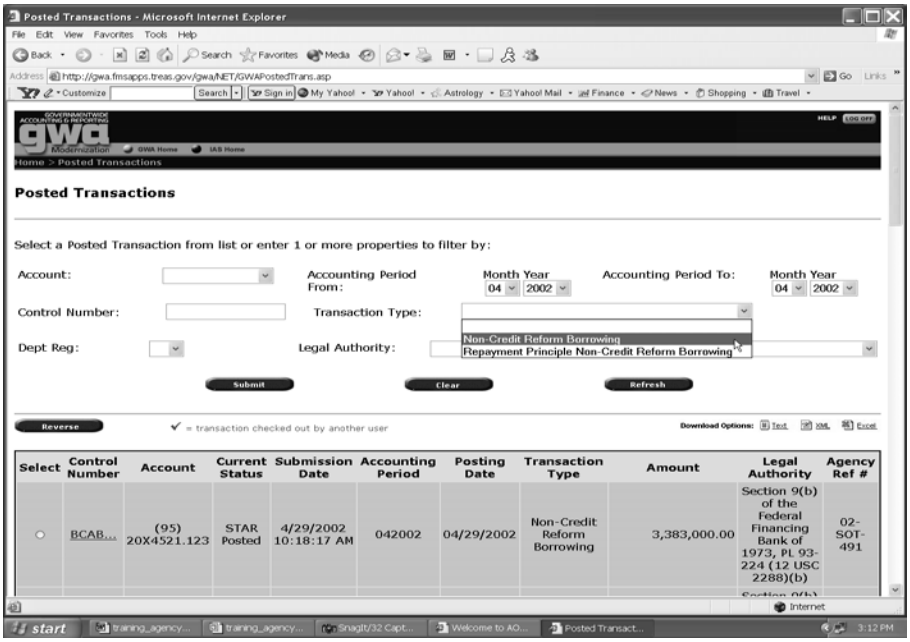


The Posted Transaction list will be displayed containing transactions meeting the filter criteria.

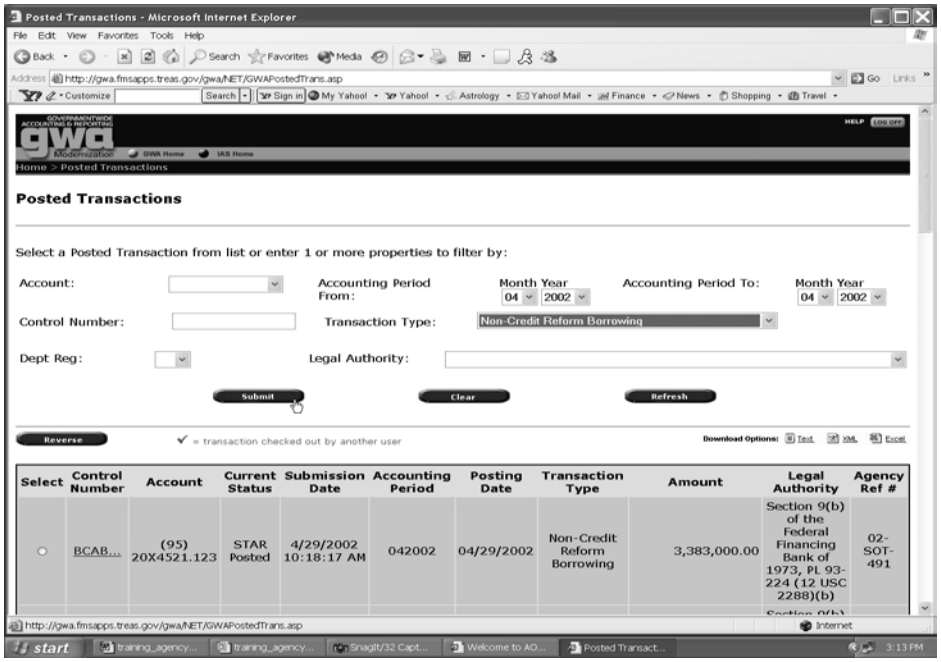


Filter Transactions by Transaction Type

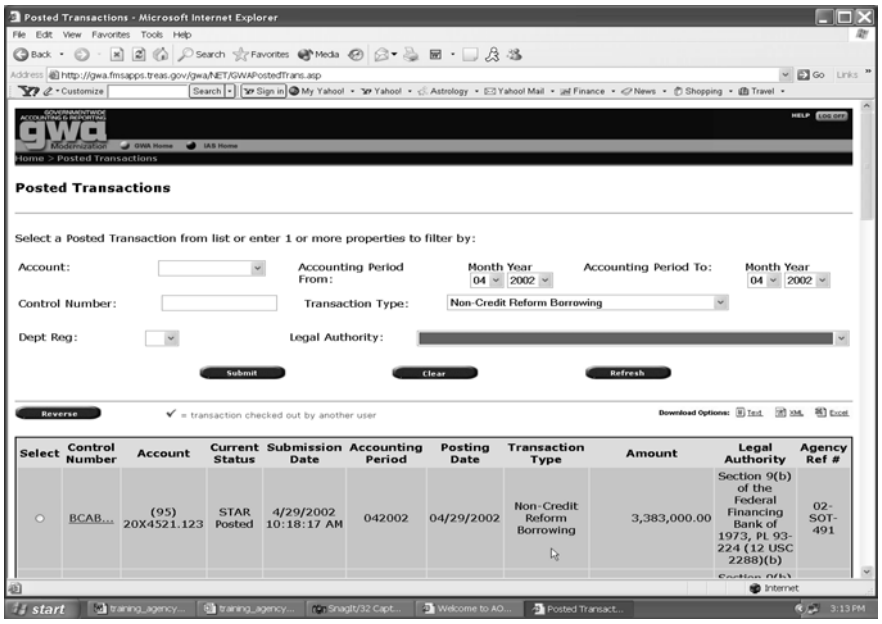
- To filter the list of posted transactions, click on the drop down Arrow next to the **Transaction Type** box with the left mouse button.



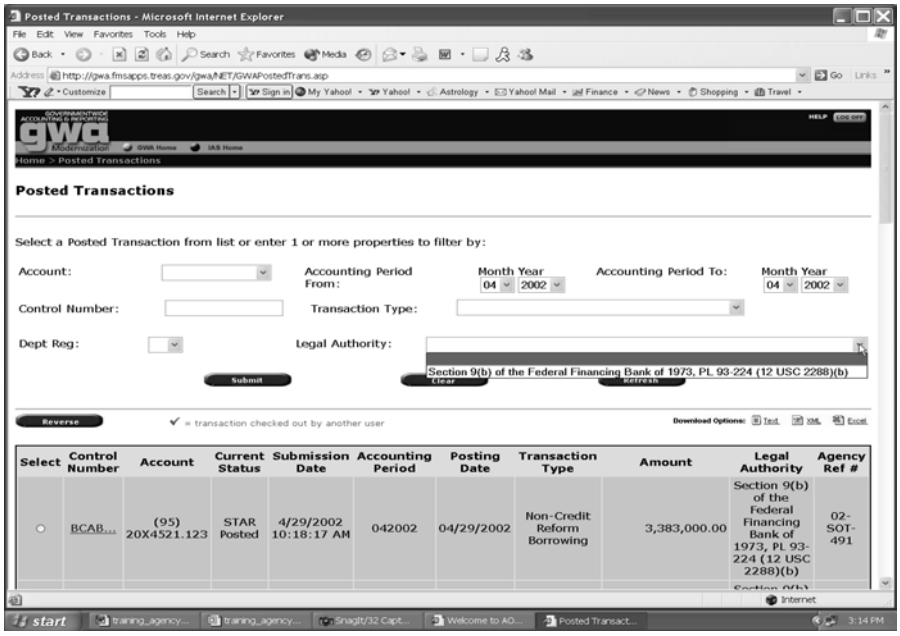
- Next, click on the **Transaction Type** that you want to filter by with the left mouse button.



- Click on the **Submit** button with the left mouse button.

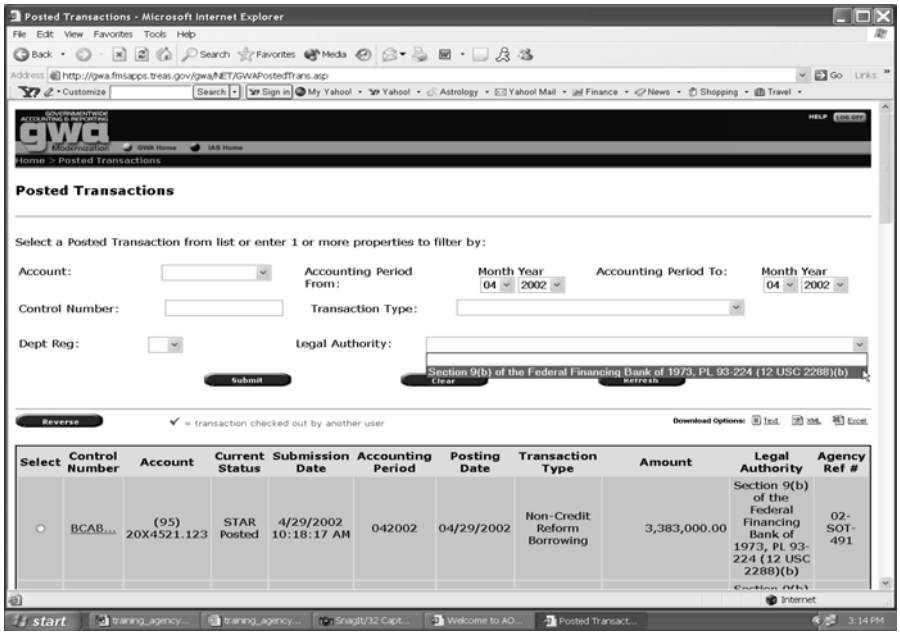


The Posted Transaction list will be displayed containing transactions meeting the filter criteria.

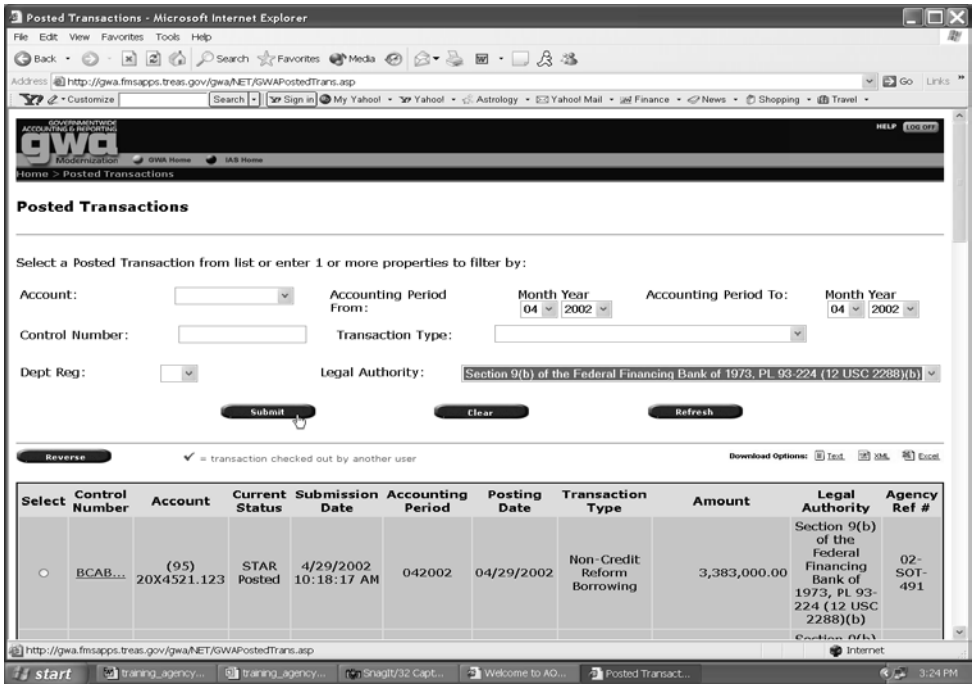


Filter Transactions by Legal Authority

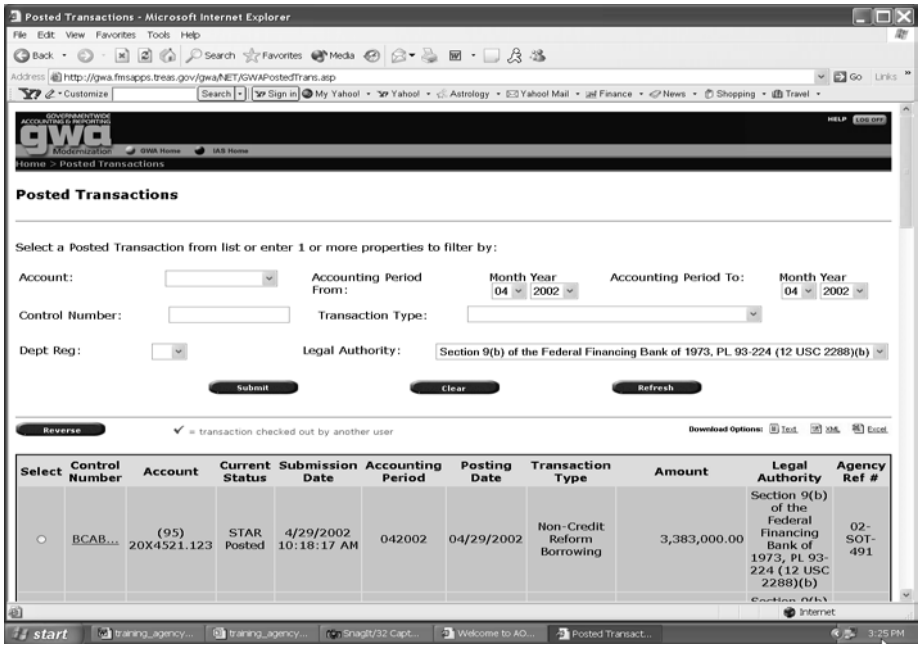
- To filter the list of posted transactions, click on the drop down Arrow next to the **Legal Authority** box with the left mouse button.



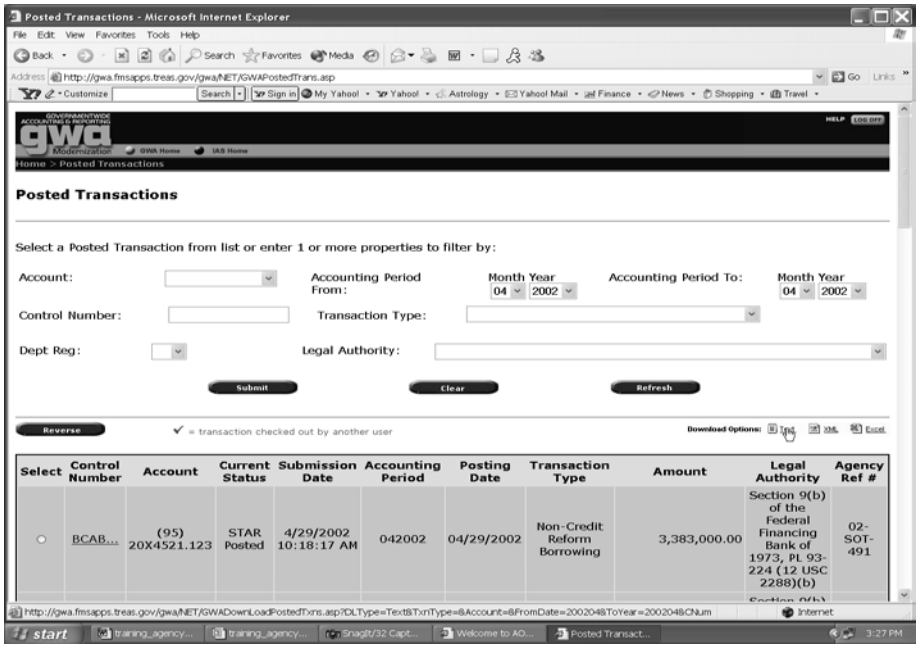
- Next, click on the **Legal Authority** that you want to filter by with the left mouse button.



- Click on the **Submit** button with the left mouse button



The Posted Transaction list will be displayed containing transactions meeting the filter criteria.

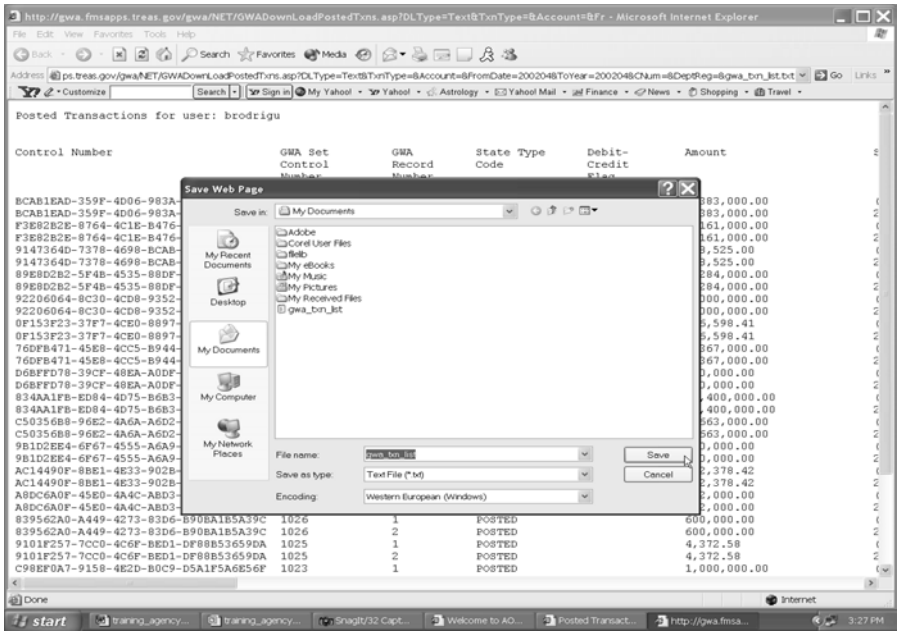


Download Posted Transactions

The three download options are displayed below the filter field to the right of the screen.. This feature will allow the user to download the detail transactions **for all transaction** appearing in the posted list.

Downloading GWA Text Reports

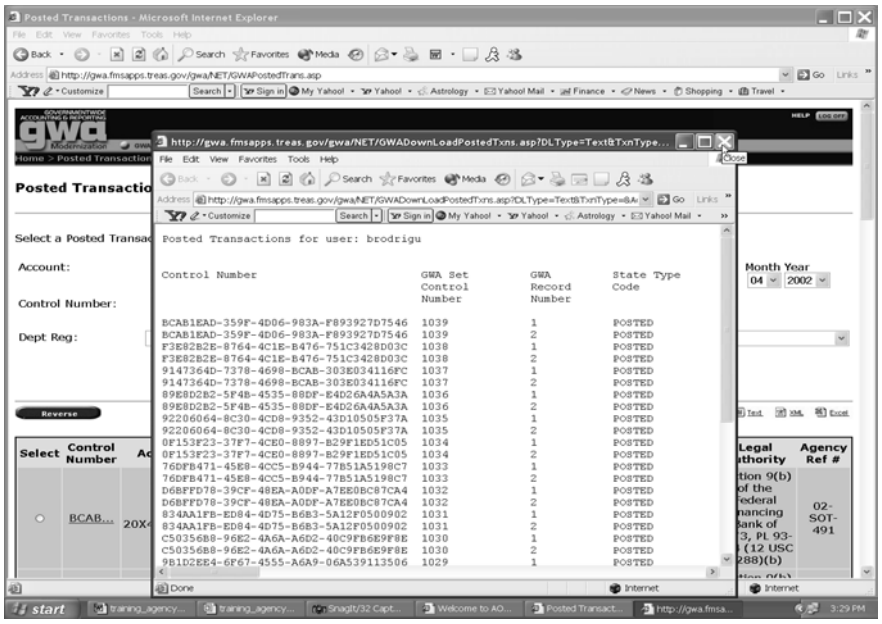
- First, Click on the **Text** file format with the left mouse button



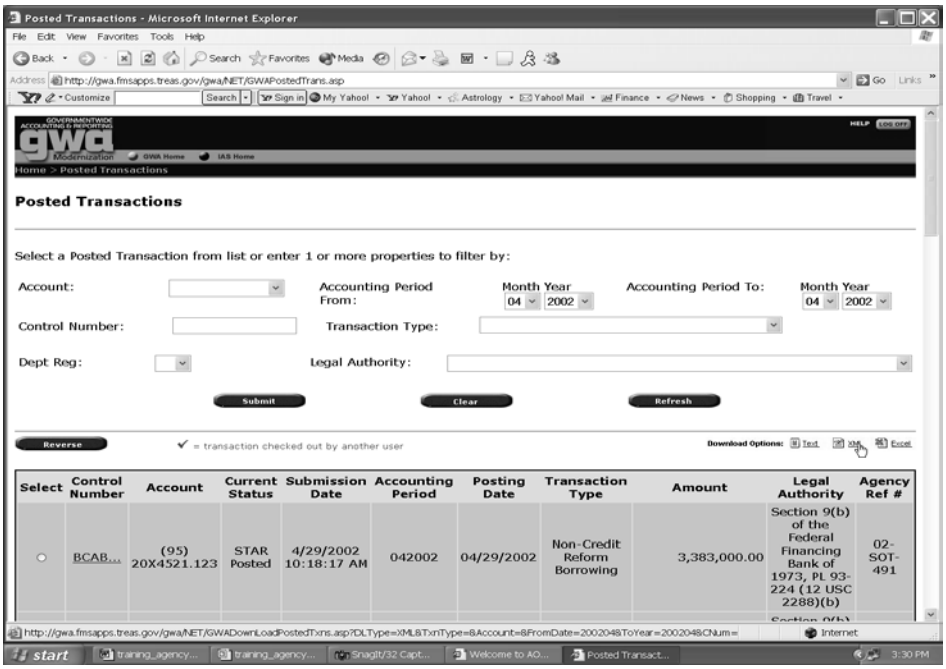
A Separate browser window will appear.

- Select **File - Save As** from your **browser menu**
- Verify or enter a **file name**
- Select the **Directory** where you want to save the file
- Select **Save**

The detail transactions are now downloaded to your computer in the text format

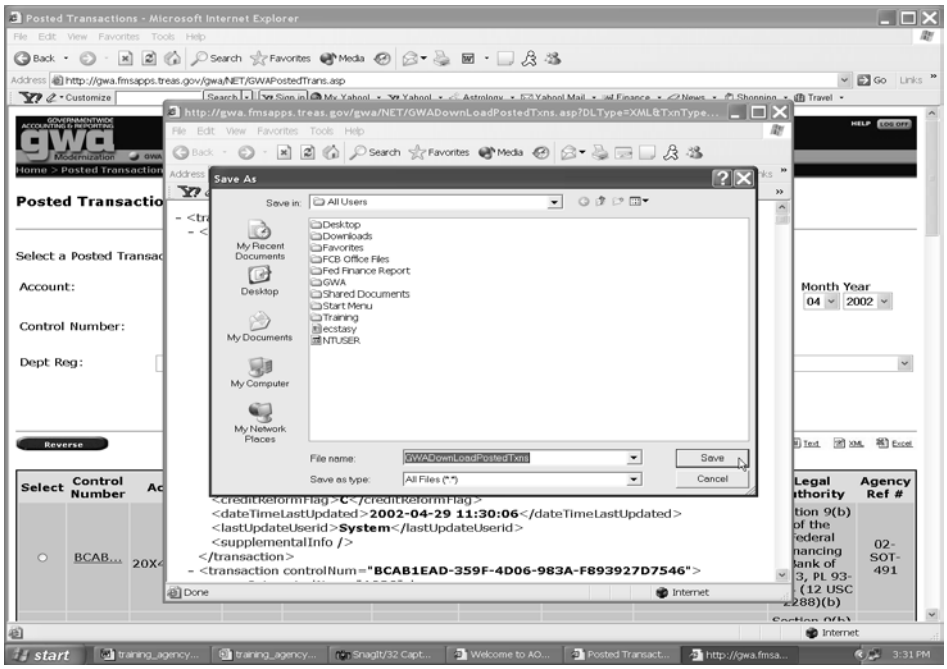


- After saving the information, Close the window by clicking on the X in the top right corner or select **File - Close** from your browser menu



Downloading GWA XML Reports

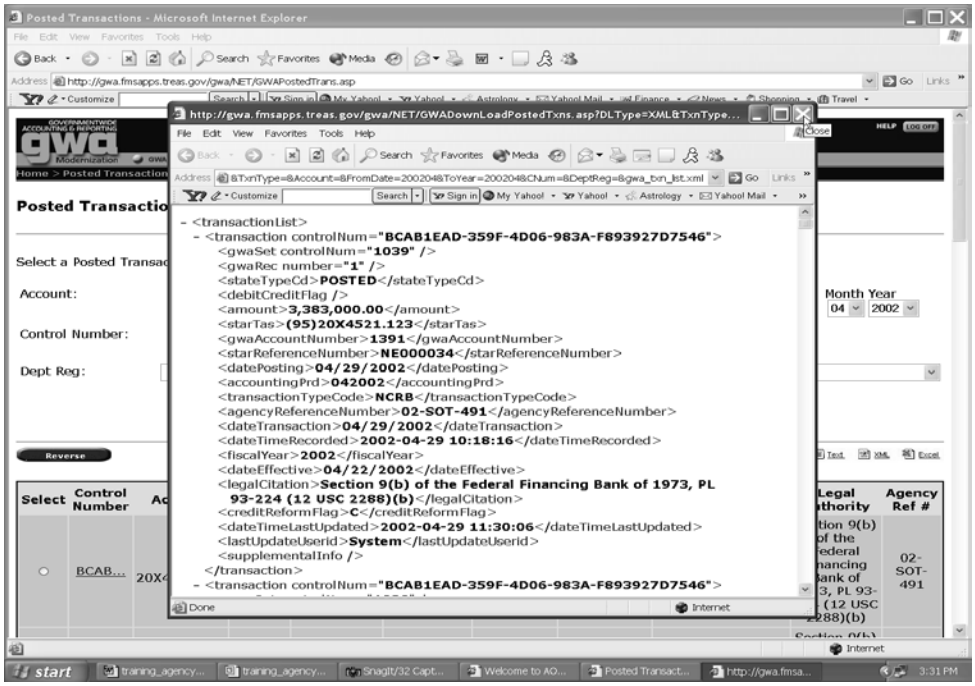
- First, Select the **XML** file **format** from the application screen after all selections are made.



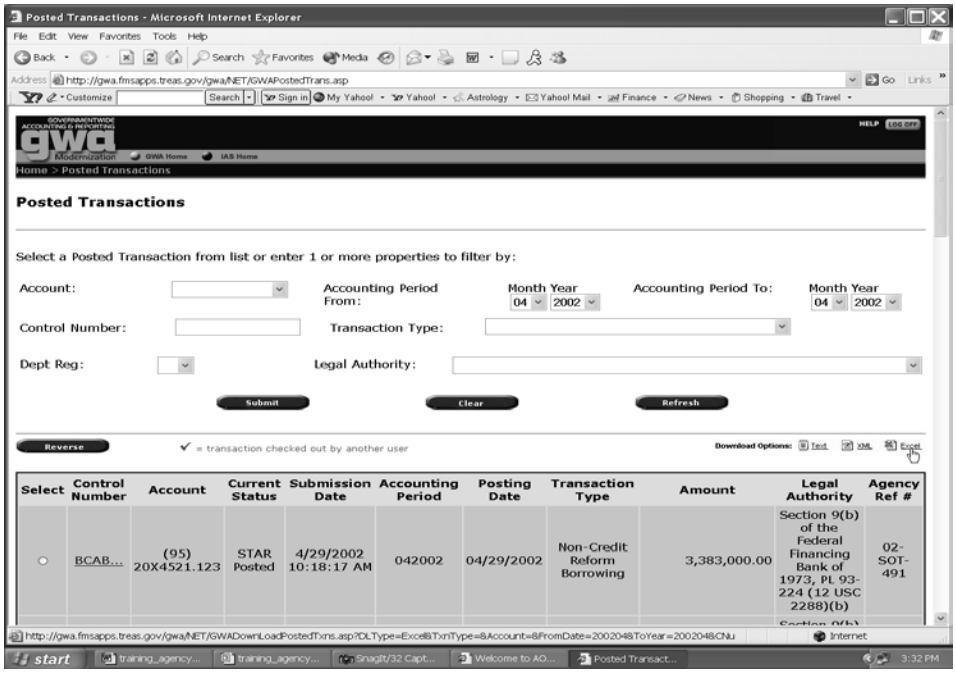
A Separate browser window will appear

- Select **File - Save As** from your **browser menu**
- Verify or enter a **file name**
- Select the **Directory** where you want to save the file
- Select **Save**

The detail transactions are now downloaded to your computer in the XML format.

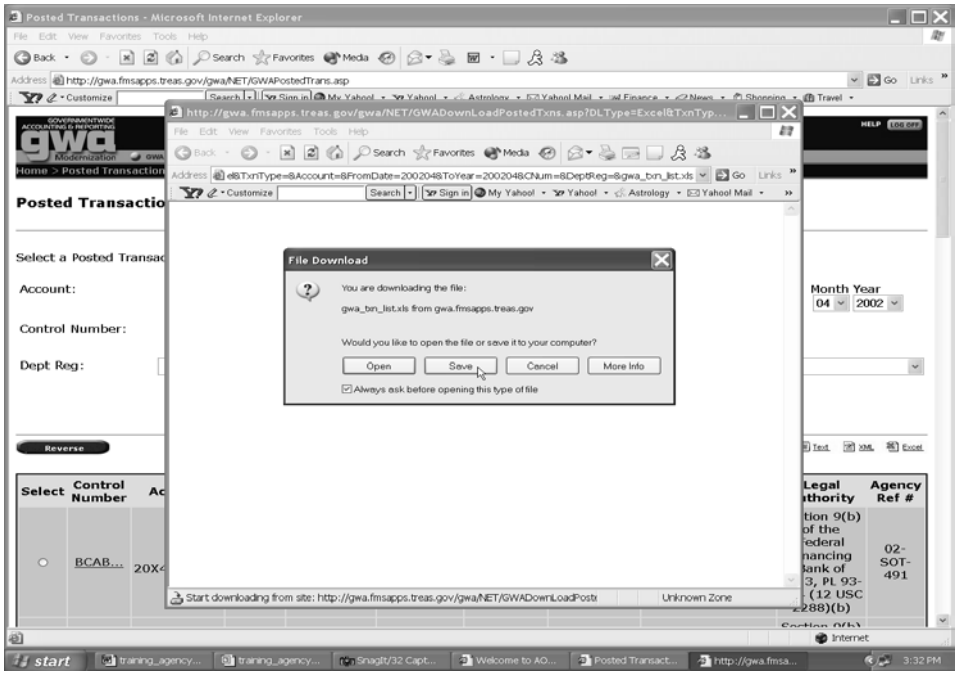


- After saving the information, Close the window by clicking on the **X** in the top right corner or select **File - Close** from your browser menu



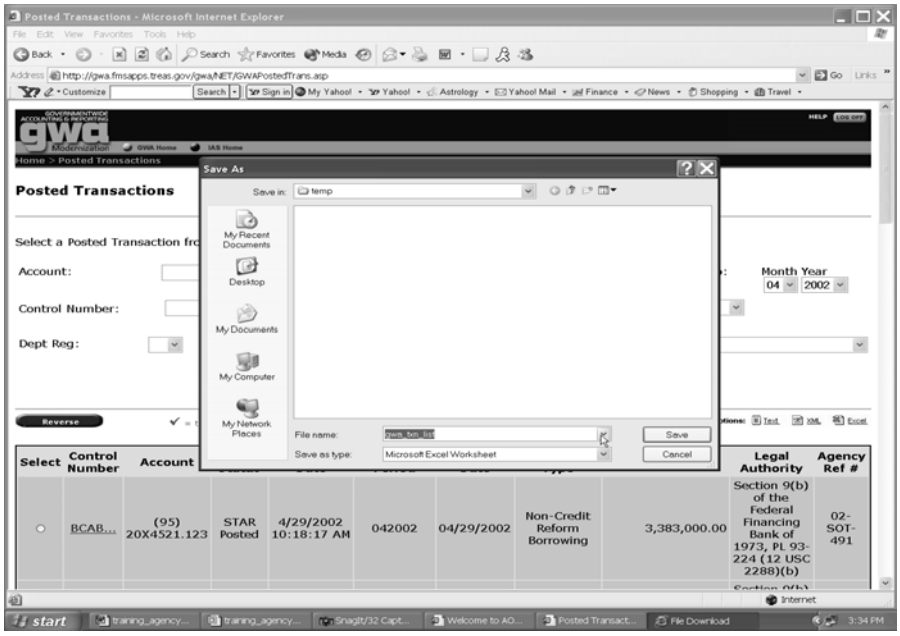
Downloading GWA CSV Reports to Excel

- First, Select the **Excel** file **format** from the application screen after all filter selections are made

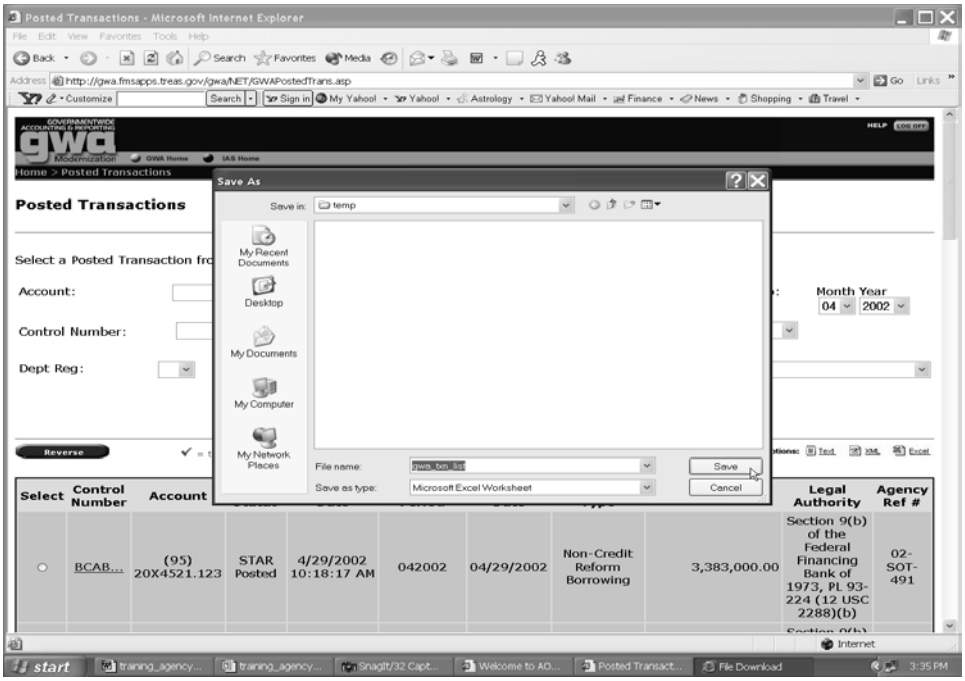


A separate dialogue box will appear

- Click Save on the dialogue box

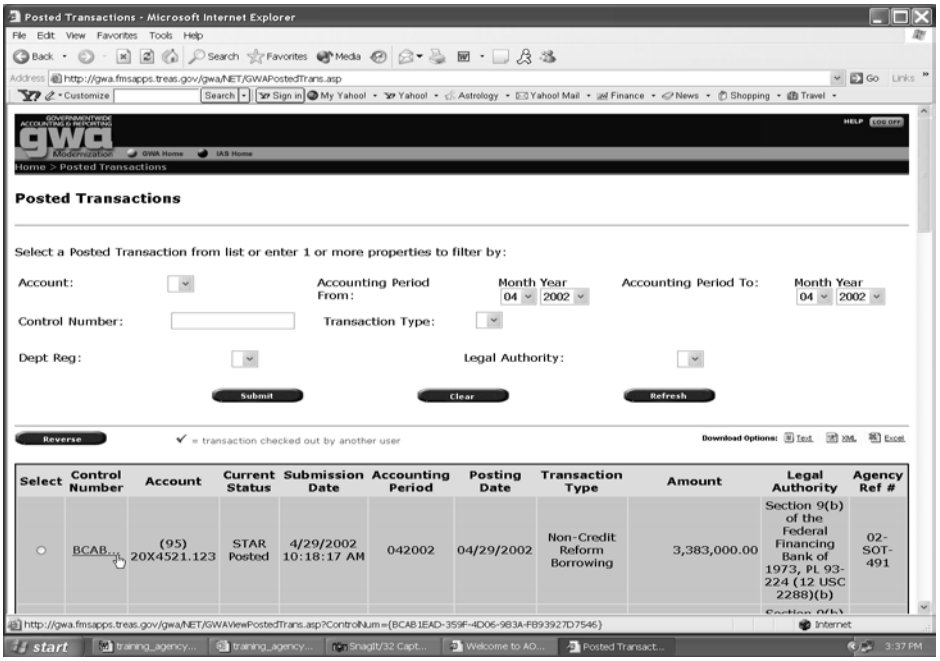


- Verify or enter a **file name**
- Verify or change the **directory**
- Select the Microsoft Excel Workbook file format from the **Save as type** menu



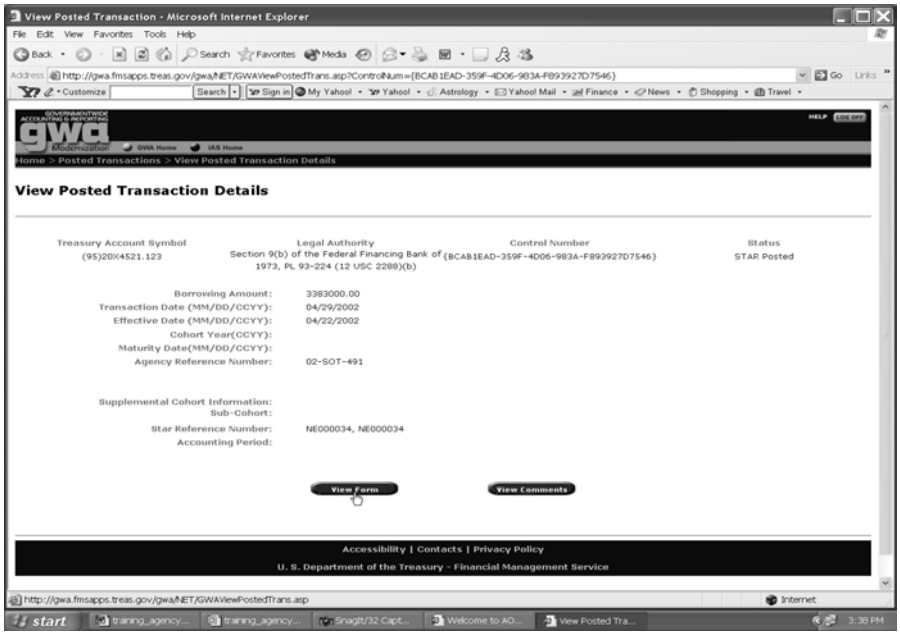
- Select **Save**

The detail transactions are now downloaded to your computer in the Excel format



View Posted Transaction Details

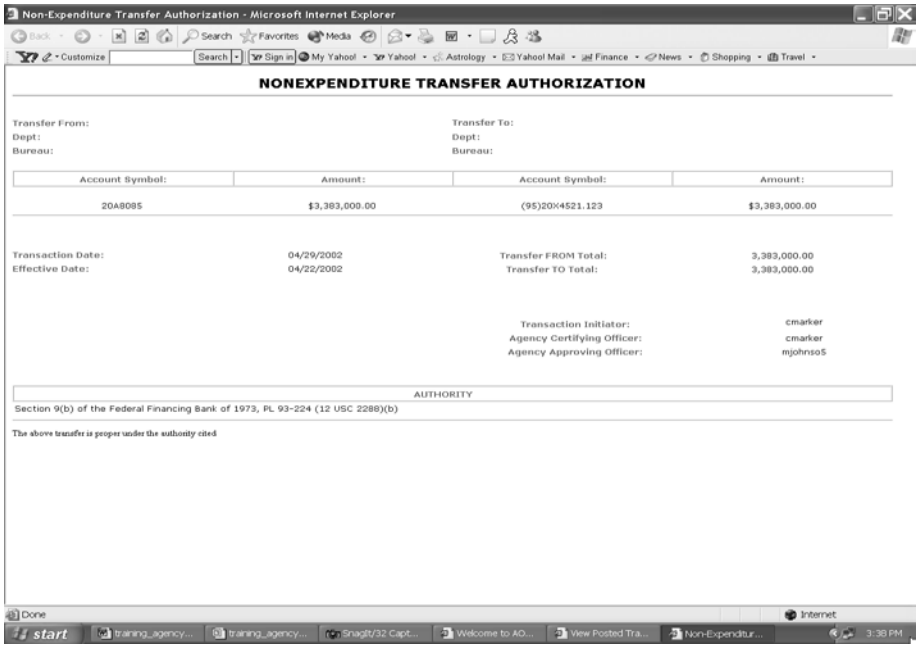
- To begin, move the curser over the **Control Number** of the desired transaction and click the left mouse button



After the **Control Number** is clicked, the View Posted Transaction Details page is presented.

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

Note: To return to the Posted Transaction list, select on the **Posted Transactions** from the menu bar or press the back button on the browser.



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

From this screen:

- To close the window, click on the **X** at the top right hand corner of the window.
- To print, select the printer icon from the **Browse**r menu.

View Posted Transaction - Microsoft Internet Explorer

Home > Posted Transactions > View Posted Transaction Details

View Posted Transaction Details

Treasury Account Symbol	Legal Authority	Control Number	Status
(95)20X4521.123	Section 9(b) of the Federal Financing Bank of 1973, PL 93-224 (12 USC 2288)(b)	{BCAB1EAD-359F-4D06-983A-F893927D7546}	STAR Posted

Borrowing Amount:	3383000.00
Transaction Date (MM/DD/CCYY):	04/29/2002
Effective Date (MM/DD/CCYY):	04/22/2002
Cohort Year(CCYY):	
Maturity Date(MM/DD/CCYY):	
Agency Reference Number:	02-SOT-491
Supplemental Cohort Information:	
Sub-Cohort:	
Star Reference Number:	NE000034, NE000034
Accounting Period:	

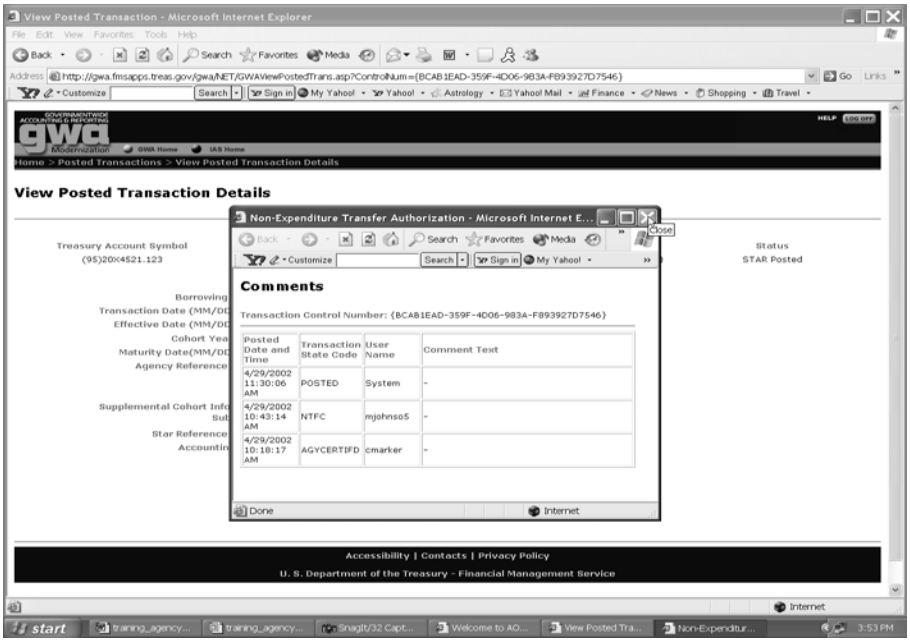
View Form View Comments

Accessibility | Contacts | Privacy Policy

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

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

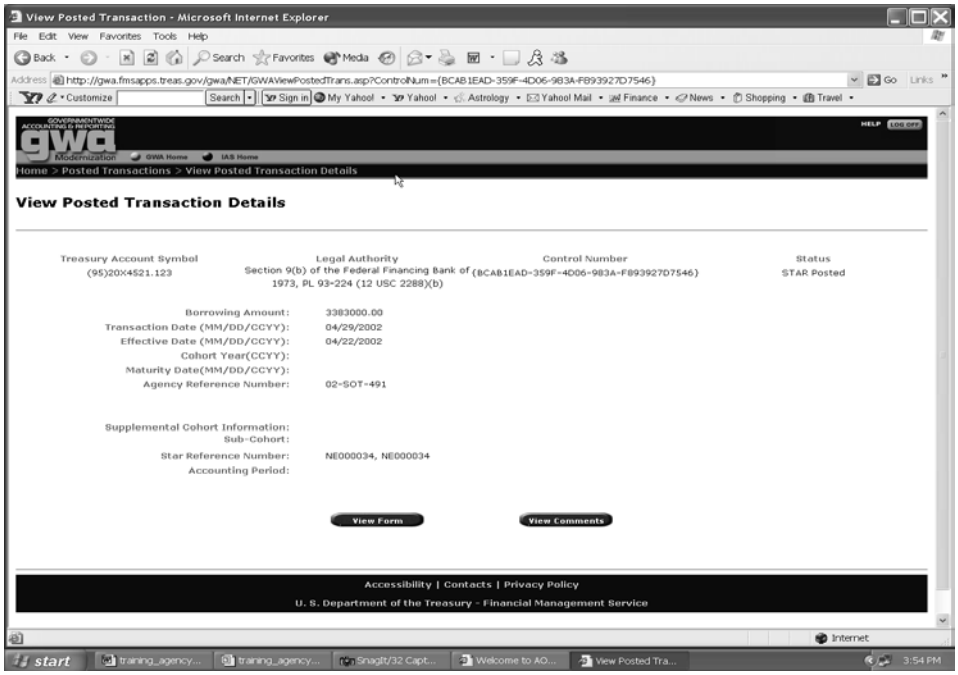
Note: To return to the Posted Transaction view, select on the Posted Transactions from the menu or press the back button on the browser



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.

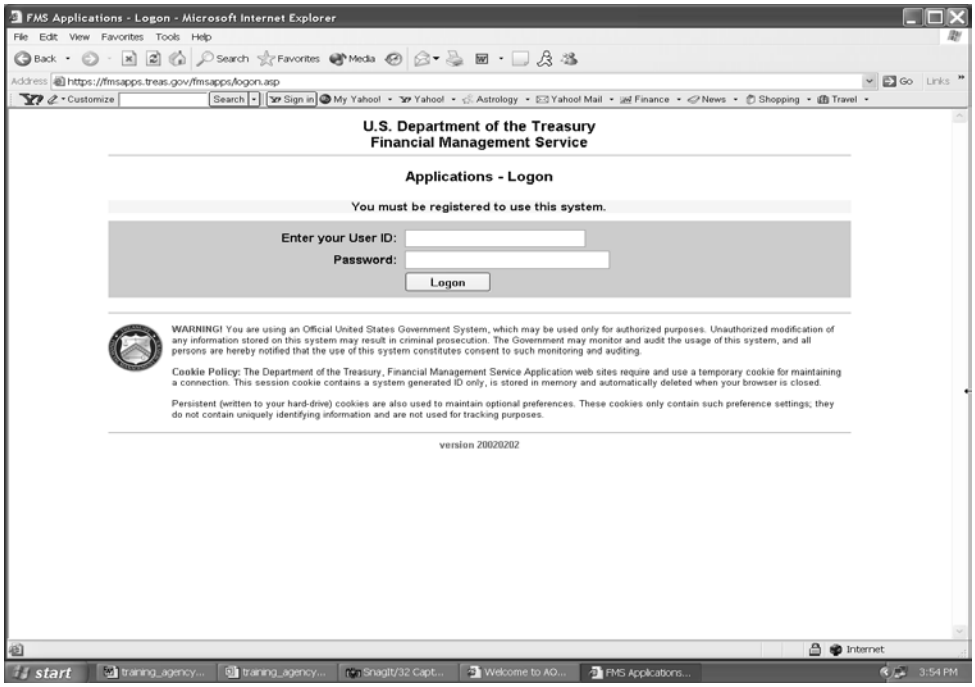
From this screen,

- To close the window, click on the **X** at the top right hand corner of the window.
- To print, select the printer icon from the **Browse**r menu.



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.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