

GOVERNMENTWIDE ACCOUNTING SYSTEM ACCOUNT STATEMENT USER MANUAL

Release 2.1



Department of the Treasury
Financial Management Service

PGMC II

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Hyattsville, MD 20782

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Preface

Welcome to the Governmentwide Accounting (GWA) System Account Statement Module. The Account Statement is online and allows users to retrieve daily accounting information. This query based component for retrieving information will eventually replace the Monthly Undisbursed Ledgers and Trial Balance reports. Overall, the module is designed to assist Federal Program Agencies (FPAs) with their reconciliation processes. Information will be accessed at the Department Level and users will be able to view both an Accounting View and a Published View of their Account Balances related transaction. The Account Statement will provide FPAs with a central source for retrieving a near real-time picture of their account balances.

Section Descriptions

The information in this manual is divided into Sections. These sections will describe the processes available under each Account Statement component and will include screen views to ensure that the correct procedures are being followed. The manual also contains the Introduction, which discusses the purpose of the manual, its intended audience and some of the functions common to all types of transactions and/or applications. There are also a Table of Contents, and the following Appendices:

- A. Frequently Asked Questions
- B. Contact Information
- C. Glossary
- D. Index

Section I: Introduction. This section describes how to use this User Manual, and lists hardware and software requirements.

Section II: Getting Started Account Statement Module. This section describes the overall Account Statement Module and how to get started using it, and how to navigate through the system.

Section III: Account Statement. This section describes the procedures for selecting criteria for retrieving the Account Statement reports.

Section IV: ALC Statement. This section describes the procedures for selecting criteria for retrieving the ALC Statement Reports.

Section V: Support Listings. This section describes the procedures for linking to additional FMS Account Systems.

Section VI: Miscellaneous and Appendices. This section describes how to get help using the online help, how to use context sensitive help and how to download reports

Appendices – Consist of Frequently Asked Questions, Contact Information, Glossary, and Index.

SECTION I: INTRODUCTION

Basic User and System Information

This User Manual is designed for a specific audience, and uses formatting standards to help clarify the content. These items are discussed below. In addition, Governmentwide Accounting (GWA) System user hardware and software requirements are listed, as well as additional resources available to help you use the system.

Who Should Use This Manual

This manual is intended for new users of the GWA System Account Statement Module. The intention of this manual is to describe the Account Statement in its entirety. However, individual users will only have access to the data and functions that are authorized by their designated user role. For a list of roles and functions available in the Account Statement, see *Section 2: Understanding Roles*.

Standards Used in This Manual

There are several standards used throughout the User Manual. The standards include the following:

- References to screen names will be displayed in bold print (e.g. **GWA Home page**).
- Names of screen buttons will be in bold print (e.g. **View Activity**).
- References to other sections of this manual will be in *italics*.

Hardware/Software Requirements

The hardware and software requirements for users to access the GWA Applications are listed below:

- A fast, high-capacity Pentium (or higher) PC.
- Windows 95, 98, 2000, NT and XP operating system.
- Access to the Internet.
- Netscape 4.76 or Microsoft Internet Explorer 5.5 or higher (Microsoft Internet Explorer is the recommended browser).
- A mouse, touch-pad, or similar pointing device.
- VGA monitor or better with resolution set at 800x600 pixels or greater.

Getting Help

There are several ways you can obtain help when using the system. They include online Help as well as Financial Management Service (FMS) personnel that can assist you with system questions. *See Contact Information*.

System Online Help

Online Help that is specifically related to GWA Account Statement may be accessed by clicking the Help button located to the left of GWA LOG Off button or by clicking on the yellow question mark located on each inquiry and report screen. *See Getting Help and Context Sensitive Help.*

About the Account Statement Module

The Account Statement Module provides Federal Program Agencies (FPAs) with a central source for retrieving a near real time picture of their account balances to facilitate the maintenance of the Fund Balance with Treasury (FBWT). The Accounting Statement consists of three distinct sections: Account Statement, ALC Statement, and Support Listings. The Account Statement is designed for agency users that perform their FBWT reconciliation's based on Treasury Account Symbol (TAS). The ALC Statement is designed for users who reconcile based on Agency Location Code (ALC). The Support Listings provides links to other FMS Accounting Systems that supports the monthly Statement of Difference reconciliation performed by agencies.

SECTION II: GETTING STARTED ACCOUNT STATEMENT

Overview

This Getting Started topic provides instructions to get you started in using Governmentwide Accounting (GWA) System Account Statement Module.

The Account Statement Module provides Federal Program Agencies (FPAs) with a central source for retrieving a near real-time picture of their account balances to facilitate the maintenance of the Fund Balance with Treasury (FBWT).

This is the first screen (Home Page) that you will see after you logon to the GWA System. See ***GWA System Navigation*** on how to navigate through the system.



The Account Statement Module consists of the following:

Account Statement is designed for agency users that perform their FBWT reconciliation's based on Treasury Account Symbol (TAS). The Accounting Statement consists of the following reports:

- Account Summary
- Expenditure Activity
- Transactions

ALC Statement is designed for users who reconcile based on ALC. The ALC Statement consists of the following reports:

- ALC Summary
- ALC Activity
- ALC Transactions

Support Listings provides links to other FMS Accounting Systems that supports the monthly Statement of Difference reconciliation performed by agencies.

Users have access to information in the Account Statement at the Agency/Department level and have the ability to retrieve a daily update of the Account Statement information. For an explanation of access privileges and selection criteria rules based on your User ID; *see Understanding Roles*.

The user will be able to query account information either in the **Accounting View** (includes prior period adjustments; current reporting) or **Published View** (excludes prior period adjustments; reporting based on the MTS release).

The Undisbursed Ledger 6653 is provided to agencies only for agency accounts with monthly activity. The Account Statement will provide information on all accounts associated to the agency whether or not there is activity for the month. *See the Crosswalk - 6653/6654 vs. Account Statement and Crosswalk - 6653/6654 vs. ALC Statement*.

The user will be able to download the Account Statement reports in **Text** and **Excel**. *See How to Download Reports*.

In addition the user will be able to download and print their reports in **PDF** format. *See How to Download Reports*.

GWA System Navigation

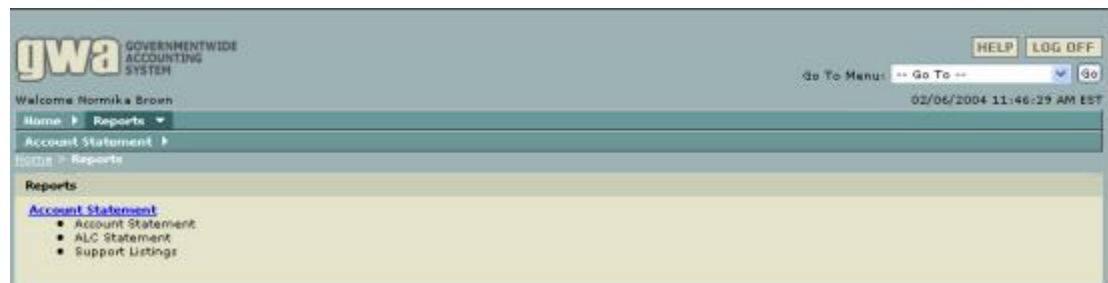
Navigating through the Governmentwide Accounting (GWA) System Account Statement Module is like any other website, and specific methods may depend on the browser you are using.

GWA Account Statement Module Menu Navigation

Menu selections will always be available at the top portion of the screen in the menu bar. Additional sub menu items will appear directly under the menu bar that you selected from until you reach the appropriate screen.

To get to the Account Statement, select **Reports** from the home page menu bar.

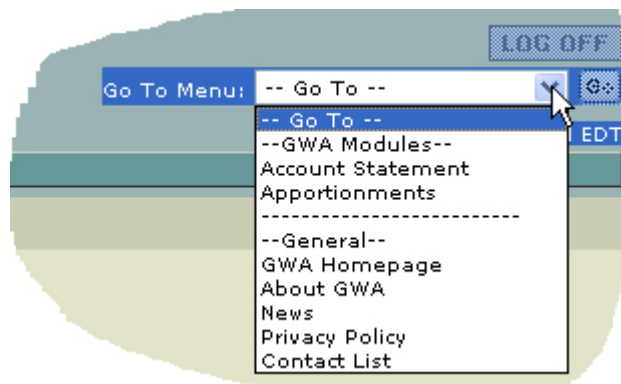
☑ The Account Statement Reports menu is displayed.



📌 Note: The Reports menu displays only those reports a user has access to.

From the Reports Menu, select Account Statement.

📌 Note: You can also select the Account Statement from the **Go To Menu** drop-down list as shown here:



To return to the GWA Home page from the Account Statement select Home



Navigation for the Account Statement



Sub Menu

Sub Menu	Description
Account Summary	Includes Beginning Balance, Ending Balance, Net Activity and Activity for Period
Expenditure Activity	Includes Beginning Balance, Ending Balance and Activity by major category
Transactions	Includes detailed receipt and expenditure breakdown by Activity Type

Navigation for the ALC Statement



Sub Menu

Sub Menu	Description
ALC Summary	Includes Reporting ALC, Activity for Period, Accounting Period and Net Amount
ALC Activity	Includes breakdown of Reporting ALC, TAS, Accounting Period and Net Amount
ALC Transactions	Includes detailed breakdown by Activity Type

Understanding Roles

The GWA Account Statement Module allows users to view accounting data at the Department level. Data permissions are governed by the user's role established through the completion and approval of the GWA Enrollment Form. The available user roles are listed below:

- Agency Reviewer (Limited data permission)
- Government Reviewer (Global data permission)

The Agency Reviewer will be able to access data regarding their parent agency only. The Government Reviewer will be able to access data for all agencies at the department level.

SECTION III: ACCOUNT STATEMENT

Account Summary

Overview

The Governmentwide Accounting (GWA) System Account Statement consists of the **Account Summary Inquiry** which provides users with the capability for selecting criteria specific to their Federal Program Agency (FPA). Although there are specific rules governing data availability (based on the user role), the process for generating and displaying the results is the same. The **Account Summary** report provides your agency with an ending balance inclusive of net activity for the accounting period you select. Definitions of the selection criteria are listed below, followed by the steps for generating the **Account Summary** report.


The following table defines the criteria fields as shown in the screen above.

Criteria Field	Definition
Agency	A general term used to refer to agencies of the Federal Government.
Bureau/Distribution	Principal subordinate organizational units of an agency.
Account Type	Account Type includes: Expenditure, Available Receipts, Unavailable Receipts, Unappropriated Receipts, and All Receipts.

Fund Type	A classification of the types of funds of interest to Treasury based on the TAS 4-digit main account. Fund type includes: General Fund, Consolidated Working Fund, Management Fund, Revolving Funds, Special Fund, Deposit Fund, Trust Fund, and Trust Revolving Fund.
Treasury Account Symbol	Refers to the receipt, appropriation, and other fund account symbols and titles as assigned by the Department of the Treasury.
Accounting Period	Refers to the month and year the transaction occurred.
Balance Display	Published Balances reflect what has been officially published in the Monthly Treasury Statement (as of a point in time). Accounting Balances reflect ALL transactions that have been posted, including prior period adjustments.


Getting Started - Account Summary Inquiry

Before you generate an **Account Summary Report**, you must specify selection criteria. The selection criteria are shown in the table above.

 Note: All required fields are indicated with an asterisk ("*").

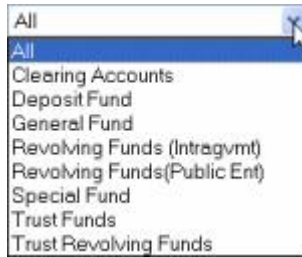
1. From the **Account Summary Inquiry** page, select an **Agency** from the drop-down list to display all Agencies assigned to the user.
2. Select a **Bureau/Distribution** from the drop-down list or select ****All**** to display all Bureau/Distribution Codes assigned to the user.
3. Select an **Account Type** from the drop-down list or select ****All**** to display all Account Types.



 Note: The select ****All**** feature will not be available for this release.

 See the **Glossary** for definitions of each of the **Account Types**

4. Select a **Fund Type** from the drop-down list or select ****All**** to display all Fund Types.



i See the **Glossary** for definitions of each of the **Fund Types**

5. Select a **Treasury Account Symbol** from the drop-down list or select ****All**** to display all the Treasury Account Symbols assigned to the user.



6. Select **Accounting Period** from the drop-down list.



i Note: The current or previous fiscal year may be selected.

7. Select the **Month of** (single month in the fiscal year)


or

the **October through** (range of months in a fiscal year).

or

the **September Final**.

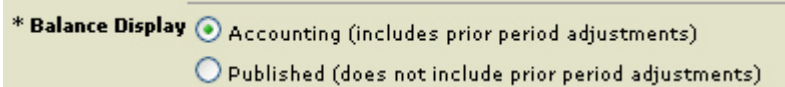
i Note: If you select the **September Final**, the **Balance Display** option, **Published** (does not include prior period adjustments) will automatically be selected.


 Note: If you select a range of months, the data displayed on the Account Summary and the Expenditure Activity screens, is cumulative, the individual month and year is displayed only on the Transactions screen.


8. From the **Balance Display**, select **Accounting** (includes prior period adjustments)

or

Published (does not include prior period adjustments).




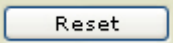
 Warning: The **Published** view cannot be selected when choosing a range of months (available only for a single month).

 You will receive the following warning message should you select **Published** with choosing a range of months.




9. Click **View Summary**.

View Summary

 Warning: If you click  **Reset**, it will cause all your selections to return to their defaults.

 Note: If you click  **Download**, the Download page is presented allowing you to obtain a download of your requested report in Text or Excel. See **How to Download Reports**.

10.  The **Account Summary** report (results page) is displayed with all data selected from the **Account Summary Inquiry** page.

Account Statement > ALC Statement > Support Listings >
 Account Summary > Expenditure Activity > Transactions >

Account Summary

Download... Print in PDF Account Summary Inquiry

Search Criteria
 Agency: DEPARTMENT OF VETERANS AFFAIRS - (36)
 Bureau/Dist. Code: All
 Account Type: All Fund Type: All
 TAS: All Balance Display: Accounting
 Accounting Period: 2002 Fiscal Year, Month of July

1-20 of 462 Records Previous 20 Next 20 Page 1 2 3 4 5

Select	View Trans.	Treasury Account Symbol*	Account Type	Beginning Balance	Net Activity	Ending Balance	Activity for Period
		36-47X4542.1	Expenditure	0.00	0.00	0.00	
<input type="checkbox"/>		3600/010151	Expenditure	55,972.50	-228.11	55,744.39	✓
<input type="checkbox"/>		3600/010160	Expenditure	146,211,054.30	-17,125,475.56	129,085,578.74	✓
<input type="checkbox"/>		3600/010161	Expenditure	5,070,136.44	-155,769.14	4,914,367.30	✓
		3600/010181	Expenditure	0.00	0.00	0.00	
		3600/020183	Expenditure	0.00	0.00	0.00	
		36000128	Expenditure	0.00	0.00	0.00	
<input type="checkbox"/>		36000129	Expenditure	-1,701,194.72	-61,880.32	1,639,314.40	✓
		36000138	Expenditure	0.00	0.00	0.00	
<input type="checkbox"/>		36000151	Expenditure	13,174,608.78	-481,843.11	12,692,765.67	✓
<input type="checkbox"/>		36000152	Expenditure	1,582,159.52	-28,377.11	1,553,782.41	✓
<input type="checkbox"/>		36000180	Expenditure	115,774,095.42	-5,886,302.82	110,087,792.60	✓
<input type="checkbox"/>		36000170	Expenditure	912,823.51	-28,098.15	884,825.36	✓
		36000190	Expenditure	0.00	0.00	0.00	
<input type="checkbox"/>		36000200	Expenditure	42,109.49	5,283.56	47,393.05	✓
		36001024	Expenditure	0.00	0.00	0.00	
		36001025	Expenditure	0.00	0.00	0.00	
		36001114	Expenditure	9,062.05	0.00	9,062.05	
		36001118	Expenditure	1,000.00	0.00	1,000.00	
		36001119	Expenditure	0.00	0.00	0.00	

Select all items View Expenditure Activity

1-20 of 462 Records Previous 20 Next 20 Page 1 2 3 4 5

Note: A check mark in the **Activity for Period** column indicates that there is activity on an account for the selected criteria.

Note: This icon ▲ indicates that a balance difference exists between the Accounting and Published view due to prior period adjustment (s).

Account Type: All
 TAS: All
 Accounting Period: 2002 Fiscal Year, Month of September

▲ Indicates a prior period adjustment. View published balance in new window

21-48 of 469 Records

Select	View Trans.	Treasury Account Symbol*	Account Type	Beginning Balance
		36001120	Expenditure	
<input type="checkbox"/>		3601/020151	Expenditure	12.87▲
		3601/020160	Expenditure	

Note: To display additional transactions, select the **Next 20**. To return to the previous screen, select **Previous 20**. Also, you can display additional transactions by selecting the Page number link.

Note: To sort a column, click on the column title.

Tip: When you click on the title, the column turns a darker tan color and the descending arrow will appear next to the title. See the screen below.

Sort Down Icon ▼ descending order

Sort Up Icon ▲ ascending order

Select	View Trans.	Treasury Account Symbol▲	Account Type	Beginning Balance	Net Activity	Ending Balance	Activity for Period
--------	-------------	--------------------------	--------------	-------------------	--------------	----------------	---------------------

Note: To create another inquiry or a new inquiry, select **Account Summary Inquiry**. This will bring you back to the screen with your most recently entered query values. Click **Reset** to refresh the inquiry screen to the default settings.

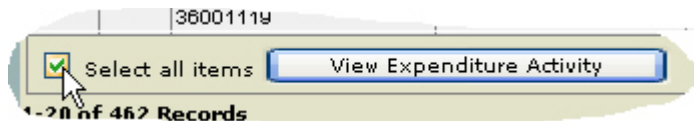


11. To view the **Expenditure Activity** for the individual TAS click on the **Select** box.

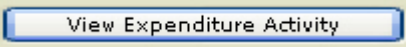
Select	View Trans.	Treasury Account Symbol▲	
		36-47X4542.1	Expen
<input checked="" type="checkbox"/>		3600/010151	Expen
<input type="checkbox"/>		3600/010160	Exp
		3600/010161	

Warning: The **Select** box must be selected to **View the Expenditure Activity**.

Note: To view all Expenditure Activity click on the **Select all items** box and then select **View Expenditure Activity**.



12. Click **View Expenditure Activity**.



☑ The Expenditure Activity for an individual TAS is displayed

Account Statement ▾ ALC Statement ▾ Support Listings ▾

Account Summary ▾ Expenditure Activity ▾ Transactions ▾

Expenditure Activity

Download... Print in PDF Account Summary

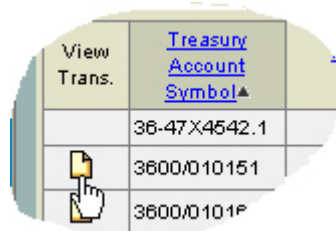
Search Criteria
 Agency: DEPARTMENT OF VETERANS AFFAIRS - (36)
 Bureau/Dist. Code: All
 TAS: All
 Accounting Period: 2002 Fiscal Year, Month of July
 Fund Type: All
 Balance Display: Accounting

1-1 of 1 Records Previous 20 Next 20 Page 1

View Trans.	Treasury Account Symbol	Beginning Balance	Authority (+)	Transfers (+)	Gross Disbursements (-)	Offsetting Collections (+)	Ending Balance	Activity for Period
	3600/010151	55,972.50	0.00	0.00	228.11	0.00	55,744.39	✓
Total		55,972.50	0.00	0.00	228.11	0.00	55,744.39	

1-1 of 1 Records Previous 20 Next 20 Page 1

13. To View the individual transaction from the **Account Summary** report page, click on the Page icon under the **View Trans.** column.



☑ The **Transactions** page is displayed

Transactions

Download... Print in PDF Account Summary

Search Criteria
 Agency: DEPARTMENT OF VETERANS AFFAIRS - (36)
 Bureau/Dist. Code: All
 Account Type: All
 TAS: All
 Accounting Period: 2002 Fiscal Year, Month of July
 Fund Type: All
 Balance Display: Accounting
 Activity Type: All

Treasury Account Symbol: 3600/010151 (Expenditure)

1-1 of 1 Records Previous 20 Next 20 Page 1

View Detail	Activity Type	Sub Acct.	Sub Class	Acctg. Period*	Posting Date	Increase to Balance	Decrease to Balance	ALC
	GROSS DISBURSEMENT			07/2002	08/13/2002		228.11	36001200
Total						0.00	228.11	


1-1 of 1 Records Previous 20 Next 20 Page 1

 Note: The above report is sorted in the following order:


- 1st: by Accounting Period in descending order
- 2nd: by Posting Date in ascending order
- 3rd: by Activity Type in alphabetical order
- 4th: by Sub Account in ascending order
- 5th: by Sub Class in ascending order

14. To view the details of the Transaction click the **View Detail** icon as shown here.



 The **Transactions** detail report is displayed. This report provides the details pertaining to the transaction selected.

Account Summary > Expenditure Activity > Transactions ▾	
Transactions	
Account Details	
Treasury Account Symbol:	3600/010151
Treasury Account Title:	GENERAL OPERATING EXPENSES, DEPARTMENT OF VETERANS AFFAIRS
Distribution Code:	3600--
Date Established:	
Date Suspended:	
Transaction Details	
Activity Type:	Gross Disbursement
Sub-Class:	
Sub-Account:	
Transaction Code:	61
Expenditure Category:	Gross Disbursements
Accounting Period:	07/2002
Posting Date:	08/13/2002
Regular/Supplemental:	S01
Increase to Balance:	
Decrease to Balance:	228.11
Reporting ALC:	36001200
ALC:	36001200
Reference Number:	

 Note: To return to the **Transactions** (previous screen) page select **Transactions**.

 [Transactions](#)

Expenditure Activity

Overview

The Governmentwide Accounting (GWA) System Account Statement Module consists of the **Expenditure Activity Inquiry**, which provides users with the capability for selecting criteria specific to their Federal Program Agency (FPA). Although there are specific rules governing data availability (based on the user role), the process for generating and displaying the results is the same. The **Expenditure Activity** report provides your agency with all activity which increases or decreases the ending balance. Definitions of the selection criteria are listed below, followed by the steps for generating the **Expenditure Activity** report.

The screenshot shows the 'Expenditure Activity Inquiry' form with the following fields and values:

- * Agency:** DEPARTMENT OF VETERANS AFFAIRS - (36)
- * Bureau/Distribution:** All
- * Fund Type:** All
- * Treasury Account Symbol:** All
- * Accounting Period:** 2002 Fiscal Year
 - Month of July Only
 - October through January
 - September Final
- * Balance Display:**
 - Accounting (includes prior period adjustments)
 - Published (does not include prior period adjustments)

Buttons at the bottom: View Activity, Download..., Reset.


The following table defines the criteria fields as shown in the screen above.

Criteria Field	Definition
Agency	A general term used to refer to agencies of the Federal Government.
Bureau/Distribution	Principal subordinate organizational units of an agency.
Fund Type	A classification of the types of funds of interest to Treasury based on the TAS 4-digit main account. Fund type includes: General Fund, Consolidated Working Fund, Management Fund, Revolving Funds, Special Fund, Deposit Fund, Trust Fund, and Trust Revolving Fund.

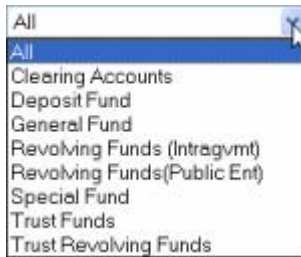
Treasury Account Symbol	Refers to the receipt, appropriation, and other fund account symbols and titles as assigned by the Department of the Treasury.
Accounting Period	Refers to the month and year the transaction occurred.
Balance Display	Published Balances reflect what has been officially published in the Monthly Treasury Statement (as of a point in time). Accounting Balances reflect ALL transactions that have been posted, including prior period adjustments.

Getting Started - Expenditure Activity Inquiry

Before you generate an **Expenditure Activity Report**, you must specify selection criteria. The selection criteria are shown in the table above.

 Note: All required fields are indicated with an asterisk ("*").

1. From the **Expenditure Activity Inquiry** page, select an **Agency** from the drop-down list to display all Agencies assigned to the user.
2. Select a **Bureau/Distribution** from the drop-down list or select ****All**** to display all Bureau/Distribution Codes assigned to the user.
3. Select a **Fund Type** from the drop-down list or select ****All**** to display all Fund Types.




 See the **Glossary** for definitions of each of the Fund Types

4. Select a **Treasury Account Symbol** from the drop-down list or select ****All**** to display all the Treasury Account Symbols assigned to the user.



5. Select **Accounting Period** from the drop-down list.



 Note: The current or previous fiscal year may be selected.

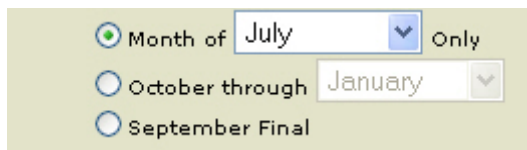
6. Select the **Month of** (single month in the fiscal year)


or


the **October through** (range of months in a fiscal year).

or

the **September Final**.



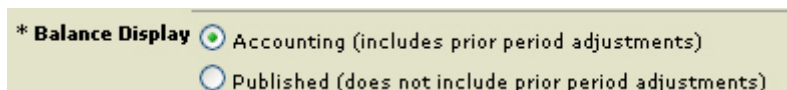
 Note: If you select the **September Final**, the **Balance Display** option, **Published** (does not include prior period adjustments) will automatically be selected.

 Note: If you select a range of months, the data displayed on the Account Summary and the Expenditure Activity Screens, is cumulative, the individual month and year is displayed only on the Transactions screen.


7. From the **Balance Display**, select **Accounting** (includes prior period adjustments)

or

Published (does not include prior period adjustments).



Warning: The **Published** view cannot be selected when choosing a range of months (available only for a single month).

 You will receive the following warning message should you select the Published view for a range of months.



8. Click **View Activity**.

[View Activity](#)



Warning: If you click [Reset](#) **Reset**, it will cause all your selections to return to their defaults.

[Reset](#)





Note: If you click [Download...](#) **Download**, the Download page is presented allowing you to obtain a download of your requested report in Text or Excel. See **How to Download Reports**.

[Download...](#)


9. The **Expenditure Activity** report (results page) is displayed with all data selected from the **Expenditure Activity Inquiry** page.


Account Statement > ALC Statement > Support Listings >								
Account Summary > Expenditure Activity > Transactions >								
Expenditure Activity								
Download... Print in PDF Expenditure Activity Inquiry								
Search Criteria Agency: DEPARTMENT OF VETERANS AFFAIRS - (36) Bureau/Dist. Code: All TAS: All Accounting Period: 2002 Fiscal Year, Month of July Fund Type: All Balance Display: Accounting								
1-20 of 408 Records			<< Previous 20 Next 20 >> Page < 1 2 3 4 5 >					
View Trans.	Treasury Account Symbol*	Beginning Balance	Authority (+)	Transfer (+)	Gross Disbursements (-)	Offsetting Collections (+)	Ending Balance	Activity for Period
	36-47 X4542.1	0.00	0.00	0.00	0.00	0.00	0.00	
	3600010151	55,972.50	0.00	0.00	228.11	0.00	55,744.39	✓
	3600010180	146,211,054.30	0.00	0.00	16,556,249.22	-569,226.34	129,095,579.74	✓
	3600010181	5,070,136.44	0.00	0.00	159,249.81	3,480.67	4,914,367.30	✓
	3600010181	0.00	0.00	0.00	0.00	0.00	0.00	
	3600020183	0.00	0.00	0.00	0.00	0.00	0.00	
	36000128	0.00	0.00	0.00	0.00	0.00	0.00	
	36000129	1,701,194.72	0.00	0.00	51,955.32	75.00	1,639,314.40	✓
	36000138	0.00	0.00	0.00	0.00	0.00	0.00	
	36000151	13,174,606.78	0.00	0.00	482,175.22	332.11	12,692,765.87	✓
	36000152	1,582,159.52	0.00	0.00	26,377.11	0.00	1,553,782.41	✓
	36000160	115,774,095.42	0.00	0.00	6,076,031.05	389,728.23	110,087,792.60	✓
	36000170	912,823.51	0.00	0.00	28,098.15	0.00	884,825.36	✓
	36000190	0.00	0.00	0.00	0.00	0.00	0.00	
	36000200	42,109.49	0.00	0.00	-2,164.56	3,119.00	47,393.05	✓
	36001024	0.00	0.00	0.00	0.00	0.00	0.00	
	36001025	0.00	0.00	0.00	0.00	0.00	0.00	
	36001114	9,062.05	0.00	0.00	0.00	0.00	9,062.05	
	36001118	1,000.00	0.00	0.00	0.00	0.00	1,000.00	
	36001119	0.00	0.00	0.00	0.00	0.00	0.00	
1-20 of 408 Records			<< Previous 20 Next 20 >> Page < 1 2 3 4 5 >					

 **Note:** A check mark in the **Activity for Period** column indicates that there is activity on an account for the selected criteria.

 **Note:** To display additional transactions, select the **Next 20**. To return to the previous screen, select **Previous 20**. Also, you can display additional transactions by selecting the Page number link.




 **Note:** To sort a column, click on the column title.

 **Tip:** When you click on the title, the column turns a darker tan color and the descending arrow will appear next to the title. See the screen below.

Sort Down Icon ▼ descending order

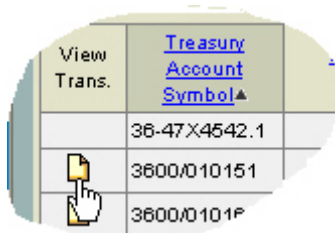
Sort Up Icon ▲ ascending order



View Trans.	Treasury Account Symbol▲	Beginning Balance	Authority (+)	Transfers (+)	Gross Disbursements (-)	Offsetting Collections (+)	Ending Balance	Activity for Period
-----------------------------	--	-----------------------------------	-------------------------------	-------------------------------	---	--	--------------------------------	-------------------------------------

 **Note:** To create another inquiry or a new inquiry, select **Expenditure Activity Inquiry**. This will bring you back to the screen with your most recently entered query values. Click **Reset** to refresh the inquiry screen to the default settings.



10. To view the **Transaction Activity** click on the **View Transaction** icon.



 Note: This icon  indicates that a balance difference exists between the Accounting and Published view due to prior period adjustment (s).



 The **Transactions** page is displayed.

Transactions


Download... Print in PDF  [Expenditure Activity](#)

Search Criteria
 Agency: DEPARTMENT OF VETERANS AFFAIRS - (36)
 Bureau/Dist. Code: All
 Account Type: Expenditure
 TAS: All
 Accounting Period: 2002 Fiscal Year, Month of July
 Fund Type: All
 Balance Display: Accounting
 Activity Type: All

Account: 20615 <<< Previous Account Next Account >>> Account < 1 >
 1-1 of 1 Records <<< Previous 20 Next 20 >>> Page < 1 >

View Detail	Activity Type	Sub Acct.	Sub Class	Acctg. Period	Posting Date	Increase to Balance	Decrease to Balance	ALC
	GROSS DISBURSEMENT			07/2002	08/13/2002		228.11	36001200
Total						0.00	228.11	


Account: 20615 <<< Previous Account Next Account >>> Account < 1 >
 1-1 of 1 Records <<< Previous 20 Next 20 >>> Page < 1 >

 Note: The above report is sorted in the following order:


- 1st: by Accounting Period in descending order
- 2nd: by Posting Date in ascending order
- 3rd: by Activity Type in alphabetical order
- 4th: by Sub Account in ascending order
- 5th: by Sub Class in ascending order


11. To view the details of the Transaction, click the **View Detail** icon as shown here.



 The **Transactions** detail report is displayed. This report provides the details pertaining to the transaction selected.

Account Summary ▸ Expenditure Activity ▸ Transactions ▾	
Transactions	
Account Details	
Treasury Account Symbol:	3600/010151
Treasury Account Title:	GENERAL OPERATING EXPENSES, DEPARTMENT OF VETERANS AFFAIRS
Distribution Code:	3600--
Date Established:	
Date Suspended:	
Transaction Details	
Activity Type:	Gross Disbursement
Sub-Class:	
Sub-Account:	
Transaction Code:	61
Expenditure Category:	Gross Disbursements
Accounting Period:	07/2002
Posting Date:	08/13/2002
Regular/Supplemental:	S01
Increase to Balance:	
Decrease to Balance:	228.11
Reporting ALC:	36001200
ALC:	36001200
Reference Number:	

 Note: To return to the **Transactions** (previous screen) page select **Transactions**.

 [Transactions](#)

Transactions

Overview

The Governmentwide Accounting (GWA) System Account Statement module consists of the **Transaction Inquiry**, which provides users with the capability for selecting criteria specific to their Federal Program Agency (FPA). Although there are specific rules governing data availability (based on the user role), the process for generating and displaying the results is the same. The **Transaction Report** provides your agency with an individual detail of each transaction. Definitions of the selection criteria are listed below, followed by the steps for generating the **Transaction** report.

The screenshot shows the 'Transaction Inquiry' form with the following fields and values:

- Agency:** DEPARTMENT OF VETERANS AFFAIRS - (36)
- Bureau/Distribution:** All
- Account Type:** All
- Fund Type:** All
- Treasury Account Symbol:** All
- Activity Type:** All
- Accounting Period:** 2002 Fiscal Year
 - Month of July Only
 - October through January
 - September Final
- Balance Display:**
 - Accounting (Includes prior period adjustments)
 - Published (does not include prior period adjustments)

Buttons at the bottom: View Transactions, Download..., and Reset.


The following table defines the criteria fields as shown in the screen above.

Criteria Field	Definition
Agency	A general term used to refer to agencies of the Federal Government.
Bureau/Distribution	Principal subordinate organizational units of an agency.
Account Type	Account Type includes: Expenditure, Available Receipts, Unavailable Receipts, Unappropriated Receipts, and All Receipts.
Fund Type	A classification of the types of funds of

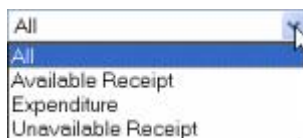
	interest to Treasury based on the TAS 4-digit main account. Fund type includes: General Fund, Consolidated Working Fund, Management Fund, Revolving Funds, Special Fund, Deposit Fund, Trust Fund, and Trust Revolving Fund.
Treasury Account Symbol	Refers to the receipt, appropriation, and other fund account symbols and titles as assigned by the Department of the Treasury.
Activity Type	The business type event that relates to the account type.
Accounting Period	Refers to the month and year the transaction occurred.
Balance Display	Published Balances reflect what has been officially published in the Monthly Treasury Statement (as of a point in time). Accounting Balances reflect ALL transactions that have been posted, including prior period adjustments.

Getting Started - Transaction Inquiry

Before you generate a **Transaction Report**, you must specify selection criteria. The selection criteria are shown in the table above.

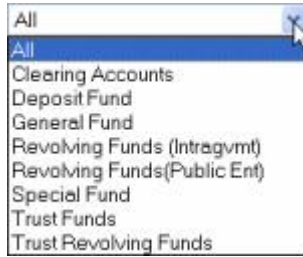
 Note: All required fields are indicated with an asterisk ("*").

1. From the **Transaction Inquiry** page, select an **Agency** from the drop-down list to display all Agencies assigned to the user.
2. Select a **Bureau/Distribution** from the drop-down list or select ****All**** to display all Bureau/Distribution Codes assigned to the user.
3. Select an **Account Type** from the drop-down list or select ****All**** to display all Account Types.



 See the **Glossary** for definitions of each of the **Account Types**

4. Select a **Fund Type** from the drop-down list or select ****All**** to display all Fund Types.



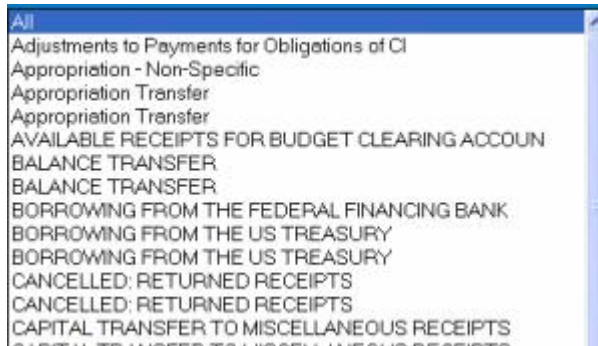
i See the **Glossary** for definitions of each of the **Fund Types**

5. Select a **Treasury Account Symbol** from the drop-down list or select ****All**** to display all the Treasury Account Symbols assigned to the user.




Note: The current or previous fiscal year may be selected.

6. Select an **Activity Type** from the drop-down list or select ****All**** to display all the Activity Types.



7. Select **Accounting Period** from the drop-down list.



 Note: The current or previous fiscal year may be selected.

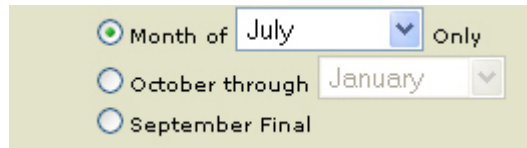
8. Select the **Month of** (single month in the fiscal year)

or


October through (range of months in a fiscal year).


or

September Final.



Month of July Only
 October through January
 September Final

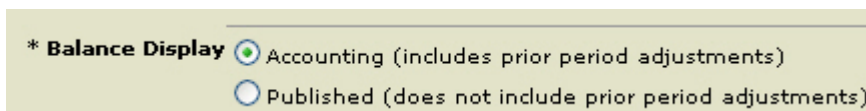
 Note: If you select the **September Final**, the **Balance Display** option, **Published** (does not include prior period adjustments) will automatically be selected.

 Note: If you select a range of months, the data displayed on the Account Summary and the Expenditure Activity Screens, is cumulative, the individual month and year is displayed only on the Transactions screen.

9. From the **Balance Display**, select **Accounting (includes prior period adjustments)**

or


Published (does not include prior period adjustments).

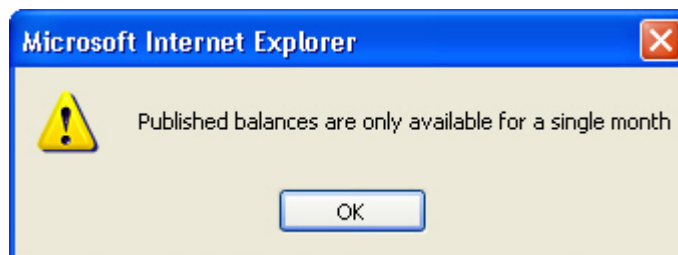


* **Balance Display** Accounting (includes prior period adjustments)
 Published (does not include prior period adjustments)

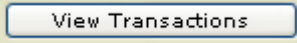


Warning: The **Published** view cannot be selected when choosing a range of months (available only for a single month).

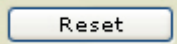
 You will receive the following warning message should you select the Published for a range of months.



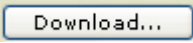
10. Click **View Transactions**.



Warning: If you click **Reset**, it will cause all your selections to return to the defaults of the application.



Note: If you click **Download...**, the Download page is presented allowing you to obtain a download of your requested report in Text or Excel. See **How to Download Reports**.

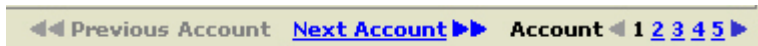


11. The **Transaction Report** (results page) is displayed with all data selected from the **Transaction Inquiry** page.

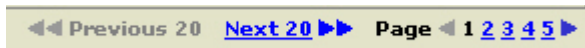
The screenshot shows the 'Transactions' page for Account 360859. The search criteria are: Agency: DEPARTMENT OF VETERANS AFFAIRS - (36), Bureau/Dist. Code: All, Account Type: All, TAS: All, Accounting Period: 2002 Fiscal Year, Month of July. The table below shows one transaction: 'Collection to an Unavailable Receipt Account' on 07/2002, with a balance of 351.46. The total balance is 351.46.

View Detail	Activity Type	Sub Acct	Sub Class	Acctg. Period	Posting Date	Increase to Balance	Decrease to Balance	ALC
	Collection to an Unavailable Receipt Account			07/2002	08/13/2002	351.46		36001200
Total						351.46	0.00	

Note: The above report is displayed by Account. Select **Next Account** to advance to the next account or select 1 2 3 ... (this will depend on the number of accounts)



Note: To display additional transactions, select the **Next 20**. To return to the previous screen, select **Previous 20**. Also, you can display additional transactions by selecting the Page number link.




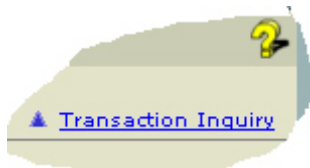
Note: To sort a column, click on the column title.

Tip: When you click on the column heading, the column turns a darker tan color and the descending arrow will appear next to the heading.

Sort Down Icon ▼ descending order


Sort Up Icon ▲ ascending order

 Note: To create another inquiry or a new inquiry, select **Transaction Inquiry**. This will bring you back to the screen with your most recently entered query values. Click **Reset** to refresh the inquiry screen to the default settings.




12. To view the details of the Transaction, click the **View Detail** icon as shown here.



 The **Transactions** detail report is displayed. This report provides the details pertaining to the transaction selected.

Account Summary > Expenditure Activity > Transactions	
Transactions	
Account Details	
Treasury Account Symbol:	3600/010151
Treasury Account Title:	GENERAL OPERATING EXPENSES, DEPARTMENT OF VETERANS AFFAIRS
Distribution Code:	3600--
Date Established:	
Date Suspended:	
Transaction Details	
Activity Type:	Gross Disbursement
Sub-Class:	
Sub-Account:	
Transaction Code:	61
Expenditure Category:	Gross Disbursements
Accounting Period:	07/2002
Posting Date:	08/13/2002
Regular/Supplemental:	S01
Increase to Balance:	
Decrease to Balance:	228.11
Reporting ALC:	36001200
ALC:	36001200
Reference Number:	

 Note: To return to the Transactions page, click **Transactions**.



Crosswalk - 6653/6654 vs. Account Statement

The Account Statement provides many improvements to the 6653/6654 Undisbursed reports. This crosswalk provides the changes and similarities for both the Account Statement and the Undisbursed reports.

As does the 6653/6654, the **Account Summary** report, **Expenditure Activity** report and the **Transaction** report displays the data at the department or agency level. They can also be displayed at the bureau level.

The 6653/6654 consolidates Appropriation Warrants issued, transactions reported on Statements of Transactions and other accounting documents related to agency transactions. The Treasury Account Symbol (TAS), Fund Group, Fiscal year, Distribution Code, Accounting Date, Net Disbursements, Closing Balance and reporting cycle are presented for all accounts on the 6653/6654 and the Account Statement.

The **Account Summary Inquiry**, **Expenditure Activity Inquiry** and **Transaction Inquiry** are selection screens, which provide the capability of choosing, for review, specific data or all of the data presented on the 6653/6654.

The differences between the 6653/6654 and the Account Statement are the additional columns of data that can be selected for display on the Account Statement and the manner in which the data is depicted as shown in the screens and tables below.

Account Summary

Undisbursed 6653 inquiry and report screens as shown on GOALSII/IAS

Fund Account: Undisbursed Appropriation Warrants

Report: FMS 6653: Undisbursed Appropriation Account Ledger

Accounting period: 07-2002

Department number: 36: DEPARTMENT OF VETERANS AFFAIRS

Distribution code: 36-00

Account Symbol					Reporting Cycle	Fiscal Year	Distribution Code					
Dept	TR	FY	Main	Sub								
36		0001	0151		Jul 2002	2002				00		
					Amount	Trans Code	Sub Acct	Sub Class	ALC	Ref Num	Acctg Date	Rpt Date
					55,972.50							
					228.11	61			36001200		07/2002	07/2002
Subtotals												
					305,103.60							
					249,359.21							
					55,744.39							Item 18

Undisbursed 6654 inquiry and report screens as shown on the GOALSII/IAS

Fund Account: [Undisbursed](#) | [Appropriation Warrants](#)

Report: FMS 6654: Undisbursed Appropriation Account Trial Balance

Accounting period: 07-2002

Department number: 36: DEPARTMENT OF VETERANS AFFAIRS

Distribution code: -- All --

Account Symbol					Fund Group	Reporting Cycle	Fiscal Year	Distribution Code
Dept	TR	FY	Main	Sub				
36		0001	0151		General Funds	Jul 2002	2002	00
					Amount			Accounting Date
Bal Fwd Curr Yr					305,103.60			07/2002
Net Disb					249,359.21			07/2002
Closing Bal					55,744.39			07/2002

Item 1-28

Account Summary inquiry and report screens as shown on the Account Statement

Account Statement ▾ ALC Statement ▸ Support Listings ▸

Account Summary ▾ Expenditure Activity ▸ Transactions ▸

Account Summary Inquiry

* Required fields.

* Agency: DEPARTMENT OF VETERANS AFFAIRS - (36)

* Bureau/Distribution: -(3600)

* Account Type: Expenditure

* Fund Type: All

* Treasury Account Symbol: All

* Accounting Period: 2002 Fiscal Year

Month of July Only

October through August

September Final

* Balance Display Accounting (includes prior period adjustments)

Published (does not include prior period adjustments)

Account Statement ▾ ALC Statement ▸ Support Listings ▸

Account Summary ▾ Expenditure Activity ▸ Transactions ▸

Account Summary

[Download...](#) [Print in PDF](#) [Account Summary Inquiry](#)

Search Criteria
 Agency: **DEPARTMENT OF VETERANS AFFAIRS - (36)**
 Bureau/Dist. Code: **- (3600)**
 Account Type: **Expenditure** Fund Type: **All**
 TAS: **All** Balance Display: **Accounting**
 Accounting Period: **2002 Fiscal Year, Month of July**

1-20 of 411 Records ◀◀ Previous 20 [Next 20](#) ▶▶ Page ◀ 1 2 3 4 5 ▶

Select	View Trans.	Treasury Account Symbol*	Account Type	Beginning Balance	Net Activity	Ending Balance	Activity for Period
		36-47X4542.1	Expenditure	0.00	0.00	0.00	
<input type="checkbox"/>		3600/010151	Expenditure	55,972.50	-228.11	55,744.39	✓

The table below shows what data is included in the 6653/6654 vs. the **Account Summary** report:

Data	6653/6654	Account Summary
Treasury Account Symbol	X	X
Beginning Balance	X	X
Net Activity	X	X
Ending Balance	X	X
Account Type		X
Accounting Period (Range)		X
Activity for the Period		X

Note: x notation indicates the data is included in the report.

Expenditure Activity

Expenditure Activity Report

Account Statement > ALC Statement > Support Listings >								
Account Summary > Expenditure Activity > Transactions >								
Expenditure Activity								
Download... Print in PDF Account Summary								
Search Criteria Agency: DEPARTMENT OF VETERANS AFFAIRS - (36) Bureau/Dist. Code: (3600) TAS: All Fund Type: All Accounting Period: 2002 Fiscal Year, Month of July Balance Display: Accounting								
1-1 of 1 Records << Previous 20 Next 20 >> Page < 1 >								
View Trans.	Treasury Account Symbol*	Beginning Balance	Authority (+)	Transfers (+)	Gross Disbursements (-)	Offsetting Collections (+)	Ending Balance	Activity for Period
	3600010151	55,972.50	0.00	0.00	228.11	0.00	55,744.39	✓
Total		55,972.50	0.00	0.00	228.11	0.00	55,744.39	

The table below shows what data is included in the 6653/6654 vs. the **Expenditure Activity** Report:

Data	6653/6654	Expenditure Activity
Treasury Account Symbol	X	X
Accounting Period	X	X
Reporting ALC	X	X
Sub-Account and Sub-Class	X	X
Offsetting Collection	X	X
Transfers	X	X
Account Type		X
Activity for the Period		X
Gross Disbursements		X
Authority		X

Note: x notation indicates that data is included in the report.

Transactions

Account Statement ▾ ALC Statement ▸ Support Listings ▸

Account Summary ▸ Expenditure Activity ▸ Transactions ▾

Transactions

Download ... Print in PDF [Expenditure Activity](#)

Search Criteria
 Agency: **DEPARTMENT OF VETERANS AFFAIRS - (36)**
 Bureau/Dist. Code: **-(3600)**
 Account Type: **Expenditure** Fund Type: **All**
 TAS: **All** Balance Display: **Accounting**
 Accounting Period: **2002 Fiscal Year, Month of July** Activity Type: **All**

Account: 3600/010151 ◀◀ Previous Account Next Account ▶▶ Account ◀ 1 ▶

1-1 of 1 Records ◀◀ Previous 20 Next 20 ▶▶ Page ◀ 1 ▶

View Detail	Activity Type	Sub Acct.	Sub Class	Acctg. Period	Posting Date	Increase to Balance	Decrease to Balance	ALC
	Gross Disbursement			07/2002	06/13/2002		228.11	36001200
Total						0.00	228.11	

Account: 3600/010151 ◀◀ Previous Account Next Account ▶▶ Account ◀ 1 ▶

1-1 of 1 Records ◀◀ Previous 20 Next 20 ▶▶ Page ◀ 1 ▶

The table below shows what data is included in the 6653/6654 vs. the **Transactions** Report:

Data	6653/6654	Transactions
Activity Type		
Sub-Account and Sub-Class	X	X
Accounting Period	X	X
Reporting ALC	X	X
Posting Date		X
Increase and Decrease to Balance		X

Note: x notation indicates the data is included in the report.


Transactions Detail Report

Account Summary ▸ Expenditure Activity ▸ Transactions ▾	
Transactions	
Account Details	
Treasury Account Symbol:	3600/010151
Treasury Account Title:	GENERAL OPERATING EXPENSES, DEPARTMENT OF VETERANS AFFAIRS
Distribution Code:	3600--
Date Established:	
Date Suspended:	
Transaction Details	
Activity Type:	Gross Disbursement
Sub-Class:	
Sub-Account:	
Transaction Code:	61
Expenditure Category:	Gross Disbursements
Accounting Period:	07/2002
Posting Date:	08/13/2002
Regular/Supplemental:	S01
Increase to Balance:	
Decrease to Balance:	228.11
Reporting ALC:	36001200
ALC:	36001200
Reference Number:	

The table below shows what data is included in the 6653/6654 vs. the **Transactions** Detail Report:

Data	6653/6654	Transactions Detail
Treasury Account Symbol	X	X
Distribution Code	X	X
Activity Type	X	X
Transaction Code	X	X
Sub-Account and Sub-Class	X	X
Accounting Period	X	X
Reporting ALC	X	X
Reference Number	X	X
Expenditure Category	X	X
Treasury Account Title		X
Date Established		X

Date Suspended		x
Posting Date		x
Regular		x
Supplemental		x
Increase and Decrease to Balance		x

 Note: x notation indicates the data is included in the report.

SECTION IV: ALC STATEMENT

ALC Summary

Overview

The Governmentwide Accounting (GWA) System Account Statement Module consists of the **ALC Summary**, which provides users with the capability for selecting criteria specific to their Federal Program Agency (FPA). Although there are specific rules governing data availability (based on the user role), the process for generating and displaying the results is the same. The **ALC Summary** report provides an overview of all the activity of the reporting ALC. Definitions of the selection criteria are listed below, followed by the steps for generating the **ALC Summary** report.

The screenshot shows the 'ALC Summary Inquiry' form. It has a breadcrumb trail: Account Statement > ALC Statement > Support Listings > ALC Summary > ALC Activity > ALC Transactions > ALC Summary Inquiry. Below the breadcrumb is a question mark icon. The form is titled '* Required fields.' and contains the following fields:

- * Agency: A dropdown menu with 'DEPARTMENT OF VETERANS AFFAIRS - (36)' selected.
- * Reporting ALC: A dropdown menu with 'All' selected.
- * Accounting Period: A dropdown menu with '2002 Fiscal Year' selected.
- Month of: A dropdown menu with 'July' selected, followed by the word 'Only'.
- October through: A dropdown menu with 'January' selected.


 At the bottom of the form are three buttons: 'View Summary', 'Download...', and 'Reset'.

The following table defines the criteria fields as shown in the screen above.


Criteria Field	Definition
Agency	A general term used to refer to agencies of the Federal Government.
Reporting ALC	The agency transmitting/reporting data to Treasury.
Accounting Period	Refers to the month and year the transaction occurred.

Getting Started - ALC Summary

Before you generate an **ALC Summary Report**, you must specify selection criteria. The selection criteria are shown in the table above.

 Note: All required fields are indicated with an asterisk ("*").

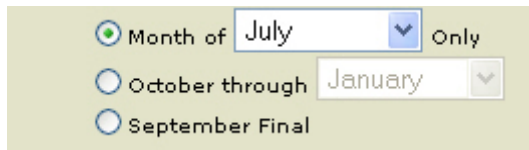
1. From the **ALC Summary Inquiry** page, select an **Agency** from the drop-down list to display all Agencies assigned to the user.
2. Select a **Reporting ALC** from the drop-down list or select ****All**** to display all Reporting ALCs assigned to the user.
3. Select **Accounting Period** from the drop-down list.

 Note: The current or previous fiscal year may be selected.

4. Select the **Month of** (single month in the fiscal year)

or

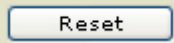
October through (range of months in a fiscal year).



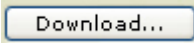
Month of July Only
 October through January
 September Final


5. Click **View Summary**.

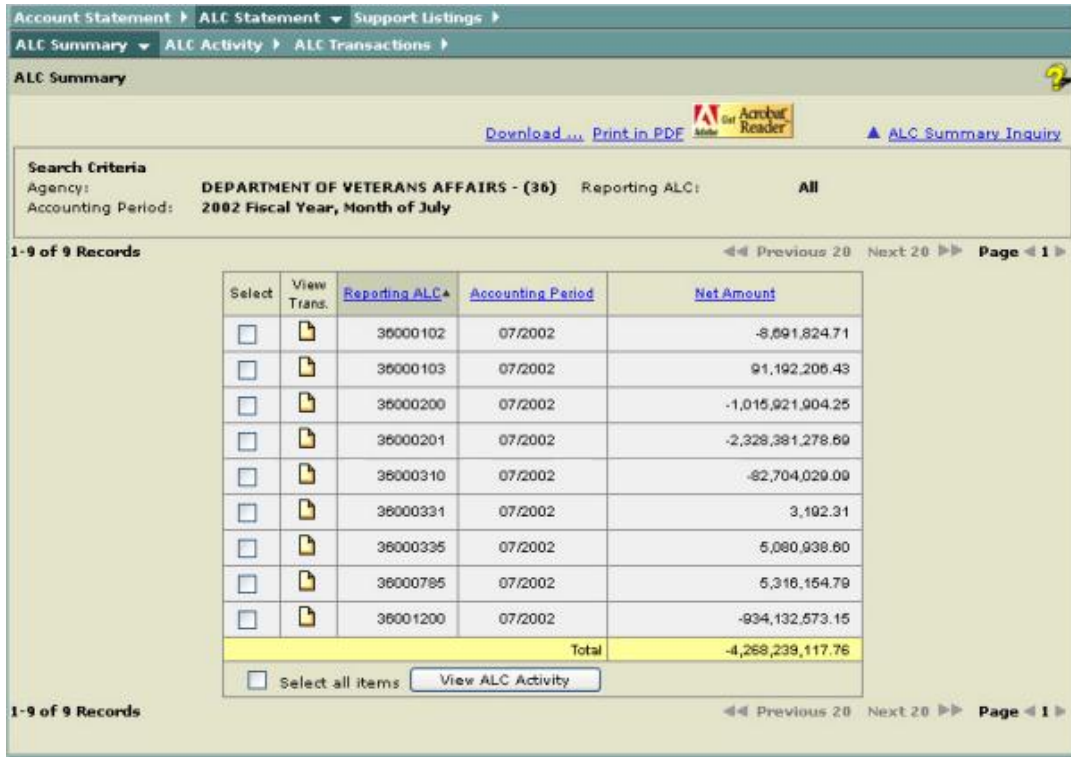


Warning: If you click  **Reset**, it will cause all your selections to return to their defaults.



Note: If you click  **Download**, the Download page is presented allowing you to obtain a download of your requested report in Text or Excel. See **How to Download Reports**.


6.  The **ALC Summary Report** (results page) is displayed with all data selected from the **ALC Summary Inquiry** page.



Account Statement ▸ ALC Statement ▾ Support Listings ▸










ALC Summary ▾ ALC Activity ▸ ALC Transactions ▸

ALC Summary

[Download ...](#) [Print in PDF](#)  [ALC Summary Inquiry](#)


Search Criteria
 Agency: **DEPARTMENT OF VETERANS AFFAIRS - (36)** Reporting ALC: **All**
 Accounting Period: **2002 Fiscal Year, Month of July**

1-9 of 9 Records ◀◀ Previous 20 Next 20 ▶▶ Page ◀ 1 ▶


Select	View Trans.	Reporting ALC*	Accounting Period	Net Amount
<input type="checkbox"/>		36000102	07/2002	-8,091,824.71
<input type="checkbox"/>		36000103	07/2002	91,192,206.43
<input type="checkbox"/>		36000200	07/2002	-1,015,921,904.25
<input type="checkbox"/>		36000201	07/2002	-2,328,381,278.89
<input type="checkbox"/>		36000310	07/2002	-82,704,029.09
<input type="checkbox"/>		36000331	07/2002	3,192.31
<input type="checkbox"/>		36000335	07/2002	5,060,938.80
<input type="checkbox"/>		36000785	07/2002	5,318,154.79
<input type="checkbox"/>		36001200	07/2002	-934,132,573.15
Total				-4,268,239,117.76


Select all items [View ALC Activity](#)

1-9 of 9 Records ◀◀ Previous 20 Next 20 ▶▶ Page ◀ 1 ▶

 Note: To display additional transactions, select the **Next 20**. To return to the previous screen, select **Previous 20**. Also, you can display additional transactions by selecting the Page number link.




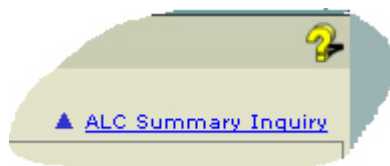
 Note: To sort a column, click on the column title.

 Tip: When you click on the title, the column turns a darker tan color and the descending arrow will appear next to the title. See the screen below.

Sort Down Icon ▼ descending order

Sort Up Icon ▲ ascending order

 Note: To create another inquiry or a new inquiry, select **ALC Summary Inquiry** from the menu. This will take you back to the screen with your most recently entered query values. Click Reset to refresh the inquiry screen to the default settings.




7. To **View ALC Activity**, click on the **Select** box.
























Warning: The **Select** box must be selected to **View ALC Activity**.

Note: To view all ALC Activity, click on the **Select all items** box and then select **View ALC Activity**.

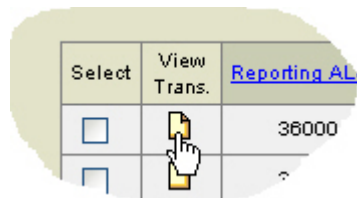
Select	View Trans.	Reporting ALC▲	Accounting Period	Net Amount
<input checked="" type="checkbox"/>		36000102	07/2002	-8,691,824.71
<input checked="" type="checkbox"/>		36000103	07/2002	91,192,206.43
<input checked="" type="checkbox"/>		36000200	07/2002	-1,015,921,904.25
<input checked="" type="checkbox"/>		36000201	07/2002	-2,328,381,278.69
<input checked="" type="checkbox"/>		36000310	07/2002	-82,704,029.09
<input checked="" type="checkbox"/>		36000331	07/2002	3,192.31
<input checked="" type="checkbox"/>		36000335	07/2002	5,080,938.60
<input checked="" type="checkbox"/>		36000785	07/2002	5,316,154.79
<input checked="" type="checkbox"/>		36001200	07/2002	-934,132,573.15
Total				-4,268,239,117.76
<input checked="" type="checkbox"/> Select all items <input type="button" value="View ALC Activity"/>				

 The **ALC Activity Report** is displayed after selecting all:

View Trans.	Reporting ALC [▲]	Accounting Period	Treasury Account Symbol	Net Amount
	36000102	07/2002	89F3875	652,840.61
	36000102	07/2002	89X0212	-9,345,437.82
	36000102	07/2002	89X6050	772.50
Sub Total				-8,691,824.71
	36000103	07/2002	(22)36X8132	-19,001.67
	36000103	07/2002	(88)36X4009	-150,000.00
	36000103	07/2002	(98)36X4010	3,538,000.00
	36000103	07/2002	(98)36X8132	79,999,000.00
	36000103	07/2002	(98)36X8150	768,000.00
	36000103	07/2002	(98)36X8455	6,706,000.00
	36000103	07/2002	36X0120	-8,373.96
	36000103	07/2002	36X4010	14,055.69
	36000103	07/2002	36X8132.1	19,001.67
	36000103	07/2002	36X8132.2	290,420.78
	36000103	07/2002	36X8132.3	8,373.96
	36000103	07/2002	36X8150	-135.00
	36000103	07/2002	36X8150.1	135.00
	36000103	07/2002	36X8150.2	2,854.42
	36000103	07/2002	36X8455	23,875.54
Sub Total				91,192,206.43
	36000200	07/2002	3600/010161	-3,365.25
	36000200	07/2002	36000151	-6,411.57
Sub Total				-9,776.82

 Note: The **ALC Activity** report provides a total by reporting ALC and is displayed as a subtotal for the ALC.

 Note: To view the details of the **Transaction**, click on the **View Trans.** icon.



☑ This will give you the details of the transaction that is selected as shown here:

Welcome, Normika Brown 02/06/2004 01:16:21 PM EST

Account Statement > ALC Statement > Support Listings >

ALC Summary > ALC Activity > ALC Transactions >

ALC Transactions

Download... Print in PDF ▲ ALC Activity

Reporting ALC: **All** Treasury Account Symbol: **89X0212**
 Accounting Period: **2002 Fiscal Year, Month of July**

1 - 1 of 1 Records << Previous 20 Next 20 >> Page < 1 >

Activity Type	Accts. Period	Posting Date	Req./Supp.	Treasury Account Symbol	ALC	Increase to Balance	Decrease to Balance
Gross Disbursement	07/2002	08/07/2002	R	89X0212	36000102		9,345,437.62
Total						0.00	9,345,437.62

1 - 1 of 1 Records << Previous 20 Next 20 >> Page < 1 >

To return to the **ALC Activity**, select ALC Activity



ALC Activity

Overview

The Governmentwide Accounting (GWA) System Account Statement Module consists of the **ALC Activity**, which provides users with the capability for selecting criteria specific to their Federal Program Agency (FPA). Although there are specific rules governing data availability (based on the user role), the process for generating and displaying the results is the same. The **ALC Activity Inquiry** screen provides the option for entering a **Treasury Account Symbol**. Definitions of the selection criteria are listed below, followed by the steps for generating the **ALC Activity** report.

The screenshot shows the 'ALC Activity Inquiry' screen. The breadcrumb trail at the top reads: Account Statement > ALC Statement > Support Listings > ALC Summary > ALC Activity > ALC Transactions >. The main title is 'ALC Activity Inquiry'. The form contains the following fields and options:

- * Agency: DEPARTMENT OF VETERANS AFFAIRS - (36)
- * Reporting ALC: All
- Treasury Account Symbol: (empty text box)
- * Accounting Period: 2002 Fiscal Year
- Month of: July (selected), Only
- October through: January
- * Required fields.


At the bottom of the form, there are three buttons: 'View Activity', 'Download...', and 'Reset'.

The following table defines the criteria fields as shown in the screen above.

Criteria Field	Definition
Agency	A general term used to refer to agencies of the Federal Government.
Reporting ALC	The agency transmitting/reporting data to Treasury.
Treasury Account Symbol	Refers to the receipt, appropriation, and other fund account symbols and titles as assigned by the Department of the Treasury.
Accounting Period	Refers to the month and year the transaction occurred.

Getting Started - ALC Activity


Before you generate an **ALC Activity Report**, you must specify selection criteria. The selection criteria are shown in the table above.

 Note: All required fields are indicated with an asterisk ("*").


1. From the **ALC Activity Inquiry** page, select an **Agency** from the drop-down list to display all Agencies assigned to the user.

2. Select a **Reporting ALC** from the drop-down list or select ****All**** to display all Reporting ALCs assigned to the user.

3. Input the **Treasury Account Symbol**.

 Note: The Treasury Account Symbol is an optional field in the ALC Statement. The TAS can be entered and is not limited to a certain criteria.

4. Select **Accounting Period** from the drop-down list.

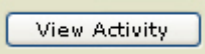
 Note: The current or previous fiscal year may be selected.


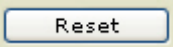
5. Select the **Month of** (single month in the fiscal year)



or


October through (range of months in a fiscal year).

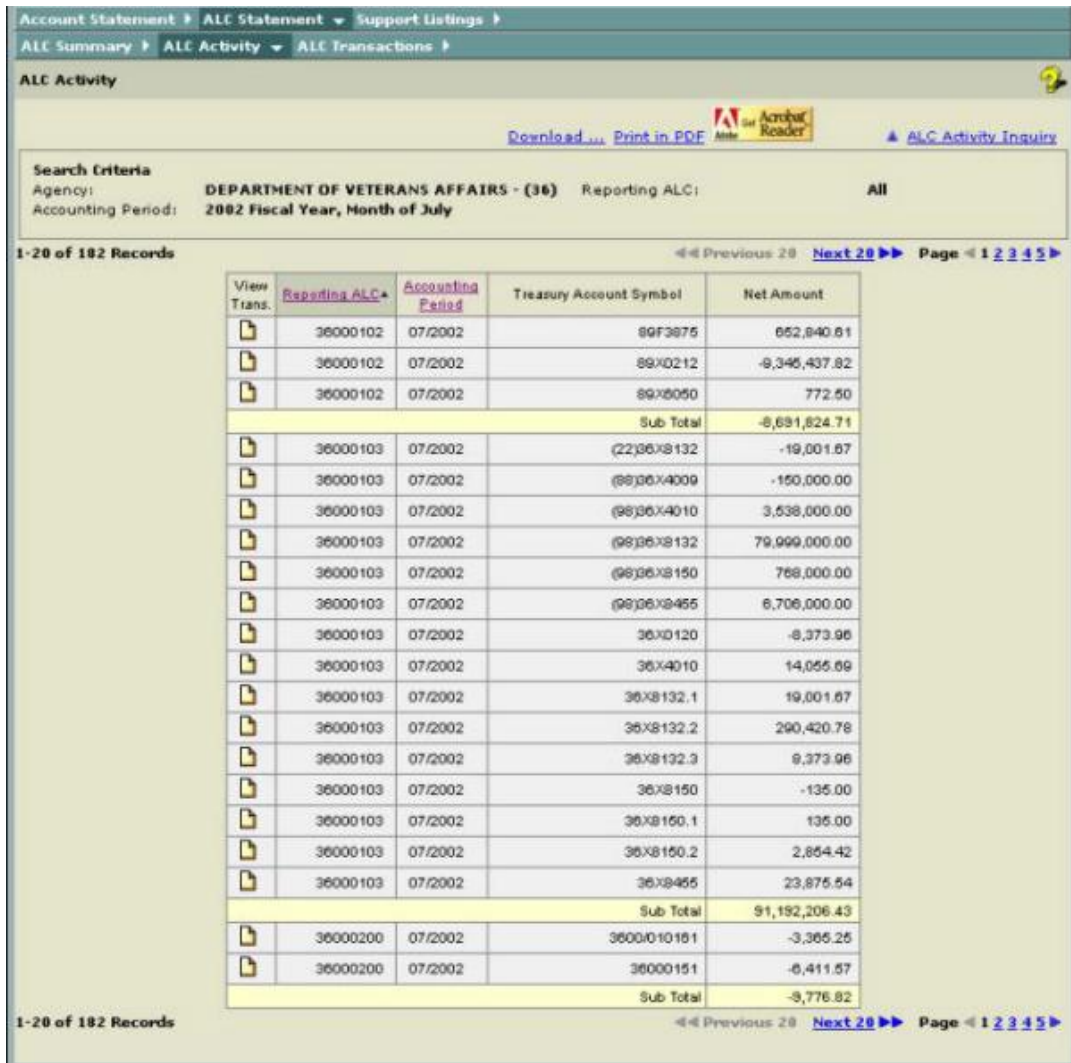
6. Click **View Activity**.























 Warning: If you click  **Reset**, it will cause all your selections to return to their defaults.


 Note: If you click  **Download**, the Download page is presented allowing you to obtain a download of your requested report in Text or Excel. See **How to Download Reports**.


7.  The **ALC Activity Report** (results page) is displayed with all data selected from the **ALC Activity Inquiry** page.




The screenshot shows the ALC Activity Report interface. At the top, there are navigation tabs: Account Statement, ALC Statement, and Support Listings. Below that are ALC Summary, ALC Activity, and ALC Transactions. The main header area includes search criteria: Agency: DEPARTMENT OF VETERANS AFFAIRS - (36), Reporting ALC: All, and Accounting Period: 2002 Fiscal Year, Month of July. There are also links for Download, Print in PDF, and ALC Activity Inquiry. The table below shows a list of transactions with columns for View Trans., Reporting ALC, Accounting Period, Treasury Account Symbol, and Net Amount. The table is paginated, showing 1-20 of 182 records.


View Trans.	Reporting ALC	Accounting Period	Treasury Account Symbol	Net Amount
	36000102	07/2002	89F3875	652,840.61
	36000102	07/2002	89X0212	-8,346,437.82
	36000102	07/2002	89X8050	772.50
Sub Total				-8,691,824.71
	36000103	07/2002	(22)36X8132	-19,001.67
	36000103	07/2002	(88)36X4009	-150,000.00
	36000103	07/2002	(88)36X4010	3,538,000.00
	36000103	07/2002	(88)36X8132	79,999,000.00
	36000103	07/2002	(88)36X8150	768,000.00
	36000103	07/2002	(88)36X8455	6,706,000.00
	36000103	07/2002	36X0120	-8,373.96
	36000103	07/2002	36X4010	14,055.69
	36000103	07/2002	36X8132.1	19,001.67
	36000103	07/2002	36X8132.2	290,420.78
	36000103	07/2002	36X8132.3	9,373.96
	36000103	07/2002	36X8150	-135.00
	36000103	07/2002	36X8150.1	135.00
	36000103	07/2002	36X8150.2	2,854.42
	36000103	07/2002	36X8455	23,875.54
Sub Total				91,192,206.43
	36000200	07/2002	3600010151	-3,365.25
	36000200	07/2002	36000151	-6,411.57
Sub Total				-9,776.82

 Note: The **ALC Activity** report provides a total by reporting ALC and is displayed as a subtotal for the ALC.

 Note: To display additional transactions, select the **Next 20**. To return to the previous screen, select **Previous 20**. Also, you can display additional transactions by selecting the Page number link.




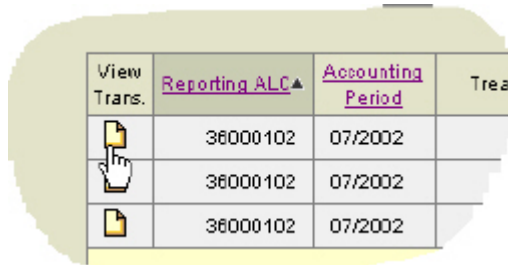
 Note: To sort a column, click on the column title.




 Tip: When you click on the title, the column turns a darker tan color and the descending arrow will appear next to the title. See the screen below.


Sort Down Icon ▼ descending order

Sort Up Icon ▲ ascending order

 Note: To view the details of the ALC transaction, click on the **View Trans.** icon.



View Trans.	Reporting ALC▲	Accounting Period	Treas.
	36000102	07/2002	
	36000102	07/2002	
	36000102	07/2002	

 Note: To create another inquiry or a new inquiry, select **ALC Activity Inquiry**. This will bring you back to the screen with your most recently entered query values. Click **Reset** to refresh the inquiry screen to the default settings.



ALC Transactions

Overview

The Governmentwide Accounting (GWA) System Account Statement Module consists of the **ALC Transactions**, which provides users with the capability for selecting criteria specific to their Federal Program Agency (FPA). Although there are specific rules governing the selection criteria (based on the user role), the process for generating and displaying the results is the same. The **ALC Transaction** report provides an overview of the activity of the reporting ALC. Definitions of the selection criteria are listed below, followed by the steps for generating the **ALC Transactions** report.

The screenshot shows the 'ALC Transactions Inquiry' form. It has a breadcrumb trail: Account Statement > ALC Statement > Support Listings > ALC Summary > ALC Activity > ALC Transactions. The form is titled 'ALC Transactions Inquiry' and lists 'Required fields':

- * Agency: DEPARTMENT OF VETERANS AFFAIRS - (36)
- * Reporting ALC: 36000335
- Treasury Account Symbol: (empty field)
- * Activity Type: All
- * Accounting Period: 2002 Fiscal Year
 - Month of: July Only (selected)
 - October through: August


At the bottom, there are three buttons: 'View Transactions', 'Download...', and 'Reset'.

The following table defines the criteria fields as shown in the screen above.

Criteria Field	Definition
Agency	A general term used to refer to agencies of the Federal Government.
Reporting ALC	The agency transmitting/reporting data to Treasury.
Treasury Account Symbol (TAS)	Refers to the receipt, appropriation, and other fund account symbols and titles as assigned by the Department of the Treasury.
Activity Type	The business type event that relates to the account type.
Accounting Period	Refers to the month and year the transaction occurred.

Getting Started - ALC Transactions


Before you generate an **ALC Transactions Report**, you must specify selection criteria. The selection criteria are shown in the table above.

 Note: All required fields are indicated with an asterisk ("*").

1. From the **ALC Transactions Inquiry** page, select an **Agency** from the drop-down list to display all Agencies assigned to the user.


2. Select a **Reporting ALC** from the drop-down list to display all Reporting ALCs assigned to the user.

3. Input the **Treasury Account Symbol**.

 Note: The Treasury Account Symbol is an optional field in the ALC Statement. The TAS can be entered and is not limited to a certain criteria.

4. Select an **Activity Type** from the drop-down list or select ****All**** to display all the Activity Types assigned to the user.

5. Select **Accounting Period** from the drop-down list.

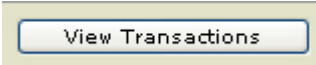
 Note: The current or previous fiscal year may be selected.

6. Select the **Month of** (single month in the fiscal year)

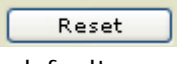
or

October through (range of months in a fiscal year).


7. Click **View Transactions**.

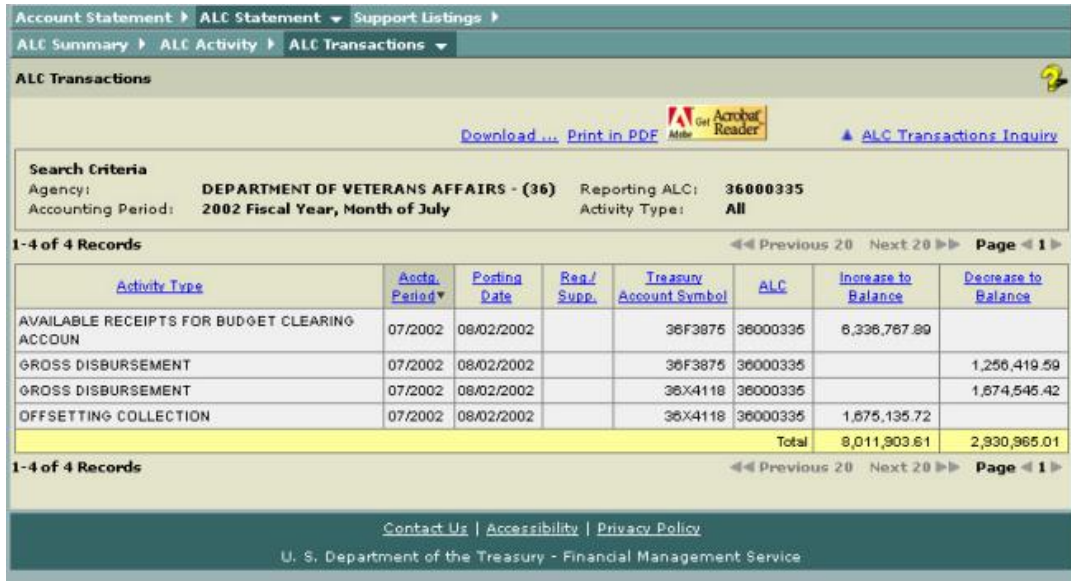





Warning: If you click  **Reset**, it will cause all your selections to return to their defaults.

 Note: If you click  **Download**, the Download page is presented allowing you to obtain a download of your requested report in Text or Excel. See ***How to Download Reports***.

8.  The **ALC Transaction** report (results page) is displayed with all data selected from the **ALC Transaction Inquiry** page.



ALC Transactions

Download ... Print in PDF  [ALC Transactions Inquiry](#)


Search Criteria
 Agency: **DEPARTMENT OF VETERANS AFFAIRS - (36)** Reporting ALC: **36000335**
 Accounting Period: **2002 Fiscal Year, Month of July** Activity Type: **All**

1-4 of 4 Records Previous 20 Next 20 Page 1

Activity Type	Acctg. Period	Posting Date	Req./Supp.	Treasury Account Symbol	ALC	Increase to Balance	Decrease to Balance
AVAILABLE RECEIPTS FOR BUDGET CLEARING ACCOUNT	07/2002	08/02/2002		36F3875	36000335	6,336,767.99	
GROSS DISBURSEMENT	07/2002	08/02/2002		36F3875	36000335		1,256,419.59
GROSS DISBURSEMENT	07/2002	08/02/2002		36X4118	36000335		1,674,545.42
OFFSETTING COLLECTION	07/2002	08/02/2002		36X4118	36000335	1,675,135.72	
Total						8,011,903.61	2,930,965.01


1-4 of 4 Records Previous 20 Next 20 Page 1


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

 Note: To display additional transactions, select the **Next 20**. To return to the previous screen, select **Previous 20**. Also, you can display additional transactions by selecting the Page number link.




Previous 20 [Next 20](#) Page 1 2 3 4 5

 Note: To sort a column click on the column title.

 Tip: When you click on the title, the column turns a darker tan color and the descending arrow will appear next to the title. See the screen below.

Sort Down Icon ▼ descending order

Sort Up Icon ▲ ascending order

 Note: To create another inquiry or a new inquiry, select **ALC Transaction Inquiry**. This will bring you back to the screen with your most recently entered query values. Click **Reset** to refresh the inquiry screen to the default settings.



[ALC Transactions Inquiry](#)

Crosswalk - 6653/6654 vs. ALC Statement

The ALC Statement provides many improvements to the 6653/6654 Undisbursed reports. The crosswalk will provide the changes and similarities for each.

As does the 6653/6654, the ALC Summary Inquiry, ALC Activity Inquiry and the Transaction Inquiry screens display the data at the department or agency level. Every ALC Statement Report is displayed at the ALC level.

The 6653/6654 consolidates Appropriation Warrants issued, transactions reported on Statements of Transactions and other accounting documents related to agency transactions. The Treasury Account Symbol (TAS), Fund Group, Fiscal year, Distribution Code, Accounting Date, Net Disbursements, Closing Balance and reporting cycle are presented for all accounts on the 6653/6654 and the Account Statement.

The ALC Summary Inquiry, ALC Activity Inquiry and ALC Transaction Inquiry are selection screens, which provide the capability of choosing, for review, specific or all of the data presented on the 6653/6654.

The differences between the 6653/6654 and the ALC Statement are the additional columns of data that can be selected for display on the ALC Statement and the manner in which the data is depicted as shown in the screens and tables below.

ALC Summary

Undisbursed 6653 inquiry and report screens as shown on GOALSII/IAS

Fund Account: Undisbursed | Appropriation Warrants

Report: FMS 6653: Undisbursed Appropriation Account Ledger

Accounting period: 07-2002

Department number: 36: DEPARTMENT OF VETERANS AFFAIRS

Distribution code: 36-00

Account Symbol				Reporting Cycle	Fiscal Year	Distribution Code					
Dept	TR	FY	Main Sub								
36		0001	0151	Jul 2002		2002			00		
				Amount	Trans Code	Sub Acct	Sub Class	ALC	Ref Num	Acctg Date	Rpt Date
				Opening Bal							
				55,972.50							
				Net Disb	228.11	61		36001200		07/2002	07/2002
Subtotals											
				Bal Fwd Curr Yr	305,103.60						
				Net Disb	249,369.21						
				Closing Bal	55,744.39						Item 18

Undisbursed 6654 inquiry and report screens as shown on GOALSII/IAS

Fund Account: [Undisbursed](#) | [Appropriation Warrants](#)

Report: FMS 6654: Undisbursed Appropriation Account Trial Balance

Accounting period: 07-2002

Department number: 36: DEPARTMENT OF VETERANS AFFAIRS

Distribution code: -- All --

Account Symbol					Fund Group	Reporting Cycle	Fiscal Year	Distribution Code
Dept	TR	FY	Main	Sub				
36		0001	0151		General Funds	Jul 2002	2002	00
					Amount			
Bal Fwd Curr Yr					305,103.60	Accounting Date		
Net Disb					249,359.21	07/2002		
Closing Bal					55,744.39	07/2002		

Item 1-28

ALC Summary inquiry and report screens as shown in the ALC Statement

Account Statement ▾ ALC Statement ▾ Support Listings ▾

ALC Summary ▾ ALC Activity ▾ ALC Transactions ▾

ALC Summary Inquiry

* Required fields.

* Agency: DEPARTMENT OF VETERANS AFFAIRS - (36)

* Reporting ALC: 36001200

* Accounting Period: 2002 Fiscal Year

Month of July Only

October through August

[View Summary](#) [Download...](#) [Reset](#)

Account Statement ▸ ALC Statement ▾ Support Listings ▸

ALC Summary ▾ ALC Activity ▸ ALC Transactions ▸

ALC Summary

[Download ...](#) [Print in PDF](#)  [ALC Summary Inquiry](#)

Search Criteria
 Agency: **DEPARTMENT OF VETERANS AFFAIRS - (36)** Reporting ALC: **36001200**
 Accounting Period: **2002 Fiscal Year, Month of July**

1-1 of 1 Records ◀◀ Previous 20 Next 20 ▶▶ Page 1


Select	View Trans.	Reporting ALC▲	Accounting Period	Net Amount
<input type="checkbox"/>		36001200	07/2002	-934,132,573.15
Total				-934,132,573.15

Select all items [View ALC Activity](#)

1-1 of 1 Records ◀◀ Previous 20 Next 20 ▶▶ Page 1

The table below shows what data is included in the 6653/6654 vs. the **ALC Summary** report:

Data	6653/6654	ALC Summary
Reporting ALC	X	X
Accounting Period	X	X
Net Amount (Transaction codes 61 & 71 are added together)		X

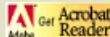
 Note: x notation indicates the data is included in the report.

ALC Activity

Account Statement ▸ ALC Statement ▾ Support Listings ▸








ALC Summary ▾ ALC Activity ▾ ALC Transactions ▸

ALC Activity

[Download ...](#) [Print in PDF](#) 


Search Criteria
 Agency: **DEPARTMENT OF VETERANS AFFAIRS - (36)** Reporting ALC:
 Accounting Period: **2002 Fiscal Year, Month of July**

1-20 of 92 Records ◀◀ Previous 20 Next 2 ▶▶

View Trans.	Reporting ALC▲	Accounting Period	Treasury Account Symbol	Net Amount
	36001200	07/2002	(22)36X4025	3,739,907.58
	36001200	07/2002	(65)36X4127	752,029.71
	36001200	07/2002	(65)36X4129	8,918,274.76
	36001200	07/2002	(65)36X4130	17,099.57
	36001200	07/2002	20X1807	-12,404.02
	36001200	07/2002	20X6133	30,810.46
	36001200	07/2002	3600/010151	-228.11

The table below shows what data is included in the 6653/6654 vs. the **ALC Activity** report:

Data	6653/6654	ALC Activity
Reporting ALC	X	X
Accounting Period	X	X
Treasury Account Symbol	X	X
Net Amount (Transaction codes 61 & 71 are added together)		X

 Note: x notation indicates the data is included in the report.

ALC Transactions



Activity Type	Acctg. Period	Posting Date	Reg./Supp.	Treasury Account Symbol	ALC	Increase to Balance	Decrease to Balance
Gross Disbursement	07/2002	08/13/2002	S01	3800/010151	38001200		228.11
Total						0.00	228.11

The table below shows what data is included in the 6653/6654 vs. the **ALC Transaction** report:

Data	6653/6654	ALC Transaction
Activity Type	X	X
Accounting Period	X	X
Treasury Account Symbol	X	X
Increase or Decrease to the Balance	X	X
Posting Date		X
Regular/Supplemental		X

 Note: x notation indicates the data is included in the report.

Section V: Support Listings

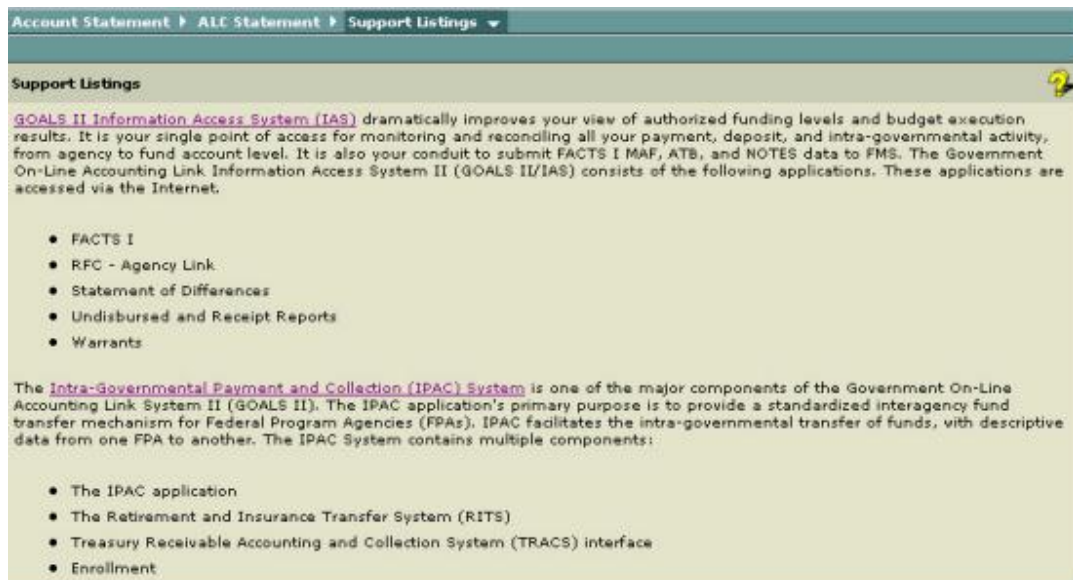
Overview

Agencies will be able to access their support listings from the **GWA Account Statement Support Listings** by linking directly to:


- GOALS II/Information Access System (IAS)
- Intra-Governmental Payment and Collection (IPAC) System


Getting Started - Support Listings

1. Select the **Support Listings** from the menu.



2. Click on the **GOALS II Information Access System (IAS)** or the **Intra-Governmental Payment and Collection (IPAC)** system.

 A separate browser window is displayed with the logon screen for the system you selected.

 **Note:** You can return to the GWA Account Statement at anytime by logging off from GOALS II or IPAC. Keep in mind that your GWA user session may expire depending on the amount of time you are logged on.

3. Enter your **User ID** and **Password**.
4. Click **Logon**.

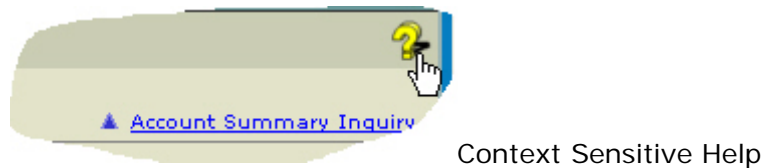
Section VI: Miscellaneous and Appendices

Getting Help

Using Online Help

Getting Started Using Help

You can select Help at any time or at any screen while you are logged on to the Account Statement. You can select either General Help or context sensitive help (page level help). *See Context Sensitive Help.*

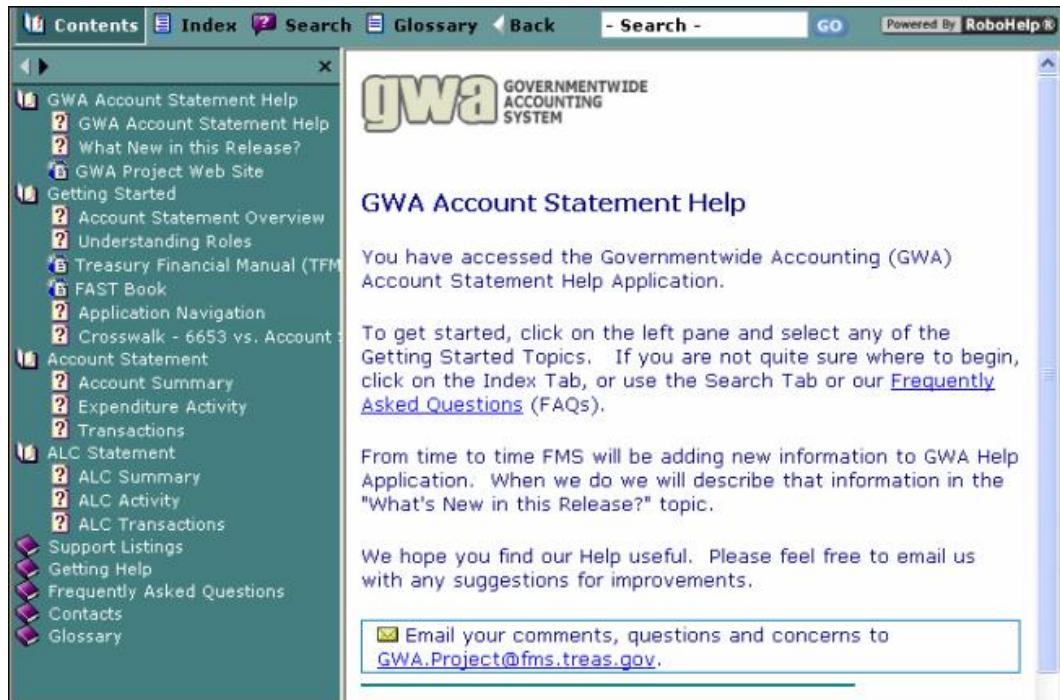


Help opens in a separate browser window with two panes: a navigation pane on the left and a topic pane on the right.

You can drag the vertical bar between the two panes to change their widths. You can also move, resize, maximize or minimize the Help window to suit your needs.









The following screen is displayed when Help is opened from the Account Statement.



Conventions Used in Help

The following conventions are used throughout the Help to facilitate your understanding of the content.

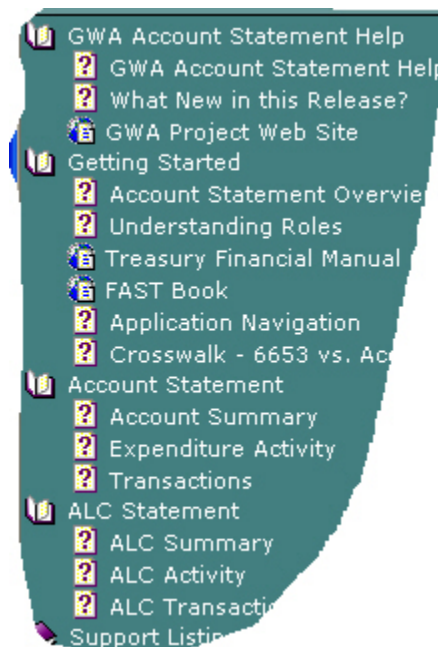
Symbol	Description	Example (s)
	The expected result of a step is explained with this icon.	The Account Summary Report (results page) is displayed
	Note: References to all is displayed with this icon.	The current or previous fiscal year may be selected.
	Tip: References to all Tips is displayed with this icon.	When you click on the title the column turns a darker tan color and the descending arrow will appear next to the title.
	References to validations are displayed with this icon.	This must equal the sum of the disbursements - receipts.
	More Information is displayed with this icon.	Get Account information from the

		FAST book
	Warning. Informs the user about a situation that may require a decision.	Do you want to save changes to document?

Using the Help navigation pane to find topics

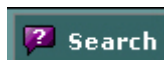
The Help window opens with the Contents showing in the navigation pane. Click the buttons to switch among the Contents, Index, Search and Glossary.

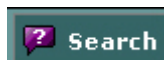
Start with the Table of Contents (TOC) in the navigation pane to the left. This provides a hierarchical ordering of the available topics. Click a book to display the pages and sub-books within it. Click a page to view its corresponding topic. You can also click on the Contents link when the Table of Contents is open to locate the current topic within the Contents.

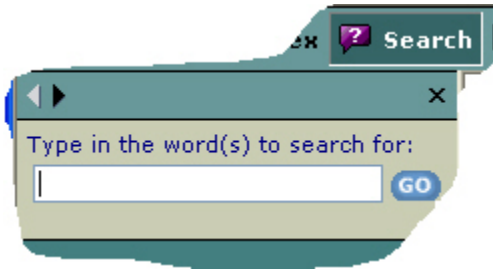



The navigation pane also contains three other pages that you may find useful:

Using the Index - This displays a list of keywords. Click a keyword to view its corresponding topic. If several topics reference the same keyword, select the topic to view from a pop-up menu.




Using Search - Click the  button or type your query in the quick search text field (as shown below) and click the **GO** button. A list of topics matching your search will display in the area below the toolbar. Click on a topic title to view it. Enter words or phrases to scan topic content and find all topics that match the search criteria.

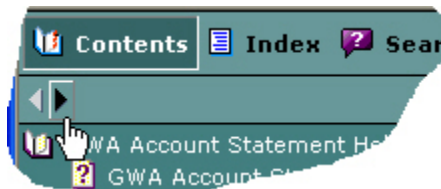


Using the Glossary - The Glossary can be used to lookup new terms you may not be familiar with. Simply click the  **Glossary** button and scroll through the list of terms displayed just below the toolbar. Select a term and read the definition in the bottom half of the panel as shown here:

Definition: Account Type
See Expenditure, Available Receipts, Unavailable Receipts, Unappropriated Receipts or All Receipts.

 **Note:** You can also select Glossary from the Contents. This will give you an alphabetical list of all definitions.

- The arrow buttons in the upper left corner of the Table of Contents window will guide or navigate you through the topics as they appear in the Contents.



- The Back button will take you back to the previous topic and back to all topics that you have selected.



- Pop-up windows appear when you click on a highlighted term to see a detailed explanation of the term.

Account balances to facilitate the
[Fund Balance With Treasury \(FBWT\)](#).
 le Account
 of the fol
 ment ap
 rm their
 + [Symb](#)

This asset account represents the future economic benefits of monies that agencies can spend for future authorized transactions. It includes all funds on deposit with the Treasury, except seized cash deposited.

 Tip: To close the pop-up window just click mouse off the pop-up.

- To Close Help, click on **Close Help**. This will return you to the Account Statement.



To Print a Help Topic

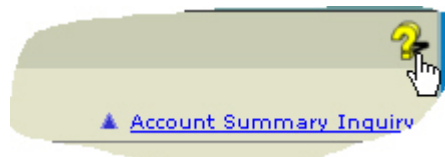
- Position your mouse over the Help Topic you want to print, right-click the Help topic, and then click **Print**.
- or
- Click once within the Help window to make sure that the window is active, and then press CTRL+P (in Microsoft Windows) or Command + P (on a Macintosh).

How to Use Context Sensitive Help

Overview

Context Sensitive Help is provided for the GWA Account Statement. Context Sensitive help provides information relevant to the task the user is currently trying to accomplish such as entering data on an online form.

To access the context sensitive help page click on this question mark as shown here:




- A separate window or popup is displayed with information relating specifically to the page you are on in the Account Statement.

How to Download Reports

Overview

The download feature allows the user to download the following **Account Statement** reports in **Text**, **Excel**, and **PDF** formats.

- Account Summary
- Account Expenditure Activity
- Account Transactions
- ALC Summary
- ALC Activity
- ALC Transactions

 Note: The download option is available on each screen.


Downloading GWA Text and Excel Reports


1. Click on Download.

 The following **Download** screen is displayed:



2. From the **Download File Type** select **Text** or **Excel**

 Note: For the Options, you can choose to select either or both options (**Include search criteria**; **Include table headings**).

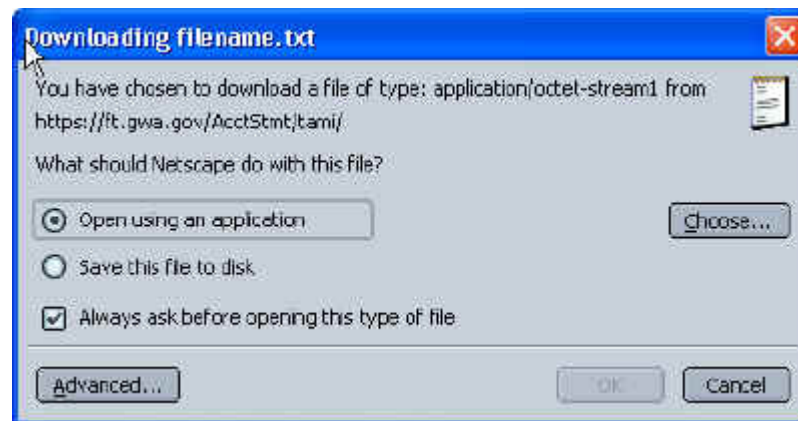
3. Click Download.
4.  If you are using Microsoft Internet Explorer the following popup window appears.

To open, select **Open** from the **File Download** window.



- ☑ If you are using Netscape the following popup window appears.

To open, select **Open using an application** from the Downloading filename.txt window.





- ☑ If you chose the Text file the following is displayed:

```
DEPARTMENT OF VETERANS AFFAIRS - (38),All,All,All,All,2002 Fiscal Year, Month of July,AccountingU
Treasury Account Symbol,Account Type,Beginning Balance,Net Activity,Ending Balance,Activity For
Period36-47x4542.1,Expenditure,0.00,0.00,0.00,ND3600/010151,Expenditure,55972.50,-228.11,55744.39,YD
3600/010160,Expenditure,146211054.30,-17125475.56,129085578.74,YD
3600/010161,Expenditure,5070136.44,-155769.14,4914367.30,YD3600/010181,Expenditure,0.00,0.00,0.00,ND
3600/020183,Expenditure,0.00,0.00,0.00,ND36000128,Expenditure,0.00,0.00,0.00,ND
36000129,Expenditure,1701194.72,-61880.32,1639314.40,YD36000138,Expenditure,0.00,0.00,0.00,ND
36000151,Expenditure,13174608.78,-481843.11,12692765.67,YD
36000152,Expenditure,1582159.52,-28377.11,1553782.41,YD
36000160,Expenditure,115774095.42,-5686302.82,110087792.60,YD
36000170,Expenditure,912923.51,-28098.15,884825.36,YD36000190,Expenditure,0.00,0.00,0.00,ND
36000200,Expenditure,42109.49,5283.56,47393.05,YD36001024,Expenditure,0.00,0.00,0.00,ND
36001025,Expenditure,0.00,0.00,0.00,ND36001114,Expenditure,9062.05,0.00,9062.05,ND
36001118,Expenditure,1000.00,0.00,1000.00,ND36001119,Expenditure,0.00,0.00,0.00,ND
36001120,Expenditure,0.00,0.00,0.00,ND3601/020151,Expenditure,13704085.20,-358551.92,13345533.28,YD
3601/020160,Expenditure,678851180.83,-52859414.26,625991766.57,YD
3601/020161,Expenditure,37491232.27,-3148016.85,34343215.42,YD
3601/020181,Expenditure,0.00,0.00,0.00,ND3601/030183,Expenditure,0.00,0.00,0.00,ND
36010128,Expenditure,0.00,0.00,0.00,ND36010129,Expenditure,2997276.03,-127502.67,2869773.36,YD
36010138,Expenditure,0.00,0.00,0.00,ND36010151,Expenditure,37538211.89,-2983679.41,34554532.48,YD
36010152,Expenditure,2702481.57,-104837.44,2597644.13,YD
36010160,Expenditure,210795689.91,-15574991.14,195220698.77,YD
36010170,Expenditure,2105700.96,-45992.42,2059708.54,YD36010190,Expenditure,0.00,0.00,0.00,ND
36010200,Expenditure,757256.60,7093.66,764350.26,YD36011024,Expenditure,0.00,0.00,0.00,ND
36011025,Expenditure,0.00,0.00,0.00,ND36011114,Expenditure,4903.05,0.00,4903.05,ND
36011118,Expenditure,996.00,0.00,996.00,ND36011119,Expenditure,0.00,0.00,0.00,ND
36011120,Expenditure,0.00,0.00,0.00,ND3602/030151,Expenditure,0.00,0.00,0.00,ND
3602/030160,Expenditure,1327158572.70,-165843662.20,1161314910.50,YD
3602/030161,Expenditure,194594773.35,-24706703.72,169888069.63,YD
3602/030181,Expenditure,0.00,0.00,0.00,ND3602/040183,Expenditure,0.00,0.00,0.00,ND
36020128,Expenditure,0.00,0.00,0.00,ND36020129,Expenditure,50313185.29,-9670300.69,40642884.60,YD
36020138,Expenditure,0.00,0.00,0.00,ND36020151,Expenditure,489216183.20,-105455970.66,383760212.54,YD
36020152,Expenditure,25413913.47,-2954419.33,22459494.14,YD
```

 If you chose the Excel file the following is displayed:

	A	B	C	D	E	F	G
1	Account Statement Summary						
2							
3	Search Criteria						
4	Agency	DEPARTMENT OF VETERANS AFFAIRS - (36)					
5	Bureau/Distribution Code	- (3600)					
6	Account Type	All					
7	Fund Type	All					
8	Treasury Account Symbol	All					
9	Accounting Period	2002 Fiscal Year, Month of September					
10	Balance Display	Accounting					
11							
12	Treasury Account Symbol	Account Type	Beginning Balance	Net Activity	Ending Balance	Activity For Period	
13	36-47X4542.1	Expenditure	0.00	0.00	0.00	N	
14	3600/010151	Expenditure	55744.39	-33960.62	21783.77	Y	
15	3600/010160	Expenditure	110209392.66	-15423036.45	94786356.21	Y	
16	3600/010161	Expenditure	4575249.33	-133099.07	4442150.26	Y	
17	3600/010181	Expenditure	0.00	0.00	0.00	N	
18	3600/020183	Expenditure	0.00	0.00	0.00	N	
19	36000128	Expenditure	0.00	0.00	0.00	N	
20	36000129	Expenditure	1630547.16	-17173.44	1613373.72	Y	
21	36000138	Expenditure	0.00	0.00	0.00	N	
22	36000151	Expenditure	12093800.99	2456801.73	14550602.72	Y	
23	36000152	Expenditure	1471796.95	-75732.96	1396063.99	Y	
24	36000160	Expenditure	105968858.92	-5105284.28	100863574.64	Y	
25	36000170	Expenditure	881717.83	-2323.19	879394.64	Y	
26	36000190	Expenditure	0.00	0.00	0.00	N	
27	36000200	Expenditure	49610.05	6971.49	56581.54	Y	
28	36001024	Expenditure	0.00	0.00	0.00	N	
29	36001025	Expenditure	0.00	0.00	0.00	N	
30	36001114	Expenditure	9062.05	0.00	9062.05	N	
31	36001118	Expenditure	1000.00	0.00	1000.00	N	



 Note: You may have to adjust the column widths and make any other presentation changes that may be required.


 Note: To save the Excel file, select **File - Save As** from your Excel file menu

Downloading GWA PDF Reports

1. From the report select **Print in PDF**.



 Note: If you do not have the Acrobat Reader installed you can get Acrobat Reader by clicking on the Acrobat Reader button  and follow the instructions.

 The following GWA Account Statement report is displayed in PDF format for you to print.

Wed Jun 11 11:19:02 EDT 2003		Page 1	
GWA Account Statement			
ALC Activity			
Search Criteria			
Agency:	DEPARTMENT OF VETERANS AFFAIRS - (36)		
Reporting ALC:	All		
Accounting Period:	2002 Fiscal Year, Month of July		
182 Records			
Reporting ALC	Accounting Period	Treasury Account Symbol	Net Amount
360001 02	07/2/02	80F3875	652,840.61
360001 02	07/2/02	80X0212	-9,345,437.82
360001 02	07/2/02	80X6050	772.50
Subtotal			-8,691,824.71
360001 03	07/2/02	(22)36X8132	-19,001.67
360001 03	07/2/02	(88)36X4009	-150,000.00
360001 03	07/2/02	(98)36X4010	3,538,000.00
360001 03	07/2/02	(98)36X8132	79,999,000.00
360001 03	07/2/02	(98)36X8150	788,000.00
360001 03	07/2/02	(98)36X8455	6,706,000.00
360001 03	07/2/02	36X0120	-8,373.96
360001 03	07/2/02	36X4010	14,055.69
360001 03	07/2/02	36X8132.1	19,001.67
360001 03	07/2/02	36X8132.2	290,420.78
360001 03	07/2/02	36X8132.3	8,373.96

Appendices

Frequently Asked Questions

Q. What is the benefit of the Account Statement versus the 6653/6654?

A. The Account Statement provides additional data to aid in the reconciliation process. Data can be viewed on a real time basis. It provides an accounting and published view of the reported data at multiple query levels.

Q. Where can I find the account's beginning balance?

A. The account's beginning balance can be found on:

- Account Statement Account Summary screen
- Account Statement Expenditure Activity screen

Q. Where can I find the account's ending balance?

A. The account's ending balance can be found on:

- Account Statement Account Summary screen
- Account Statement Expenditure Activity screen

Q. How can I tell what ALC reported the transaction?

A. The reporting ALCs are displayed on:

- Account Statement Transactions Detail screen
- ALC Statement Summary screen
- ALC Statement Activity screen

Q. How can I tell if the balance has increased or decreased?

A. The increase or decrease to the balance can be found on:

- Account Statement Transactions screen
- Transactions Detail Screen
- ALC Statement Transactions screen

Q. How can I tell if the transaction is a **regular** or **supplemental** report?

A. This is displayed on:

- Account Statement Transactions Detail screen
- ALC Statement Transactions screen

Q. How can I tell if the transaction is a disbursement or receipt?

A. This is displayed on:

- Account Statement Expenditure Activity screen

- Account Statement Transactions screen
- Account Statement Transactions Detail screen
- ALC Statement Transactions screen

Q. Where can I find the activity type?

A. The activity type is displayed on:

- Account Statement Transactions screen
- Account Statement Transactions Detail screen
- ALC Statement Transactions screen

Q. Where can I find the account type?

A. The account type is displayed on the

- Account Statement Account Summary screen

Q. What Treasury Account Symbol is being affected?

A. The Treasury Account Symbol is displayed on:

- Account Statement Account Summary screen
- Account Statement Expenditure Activity screen
- Account Statement Transactions screen
- Account Statement Transactions Detail screen
- ALC Statement Activity screen
- ALC Statement Transactions screen

Q. In what accounting period was the transaction reported?

A. The accounting period is found on:

- All Account Statement screens
- All ALC Statement screens

Q. When was the transaction reported?

A. The report date is found on:

- Account Statement Transactions screen
- Account Statement Transactions Detail screen
- ALC Statement Transactions screen

Contacts

Contact Information

If you need help in accessing the GWA System contact the GOALS Help Desk.

GOALS Help Desk 202-874-8270

GOALS Help Email GOALSHELP@fms.treas.gov

Glossary

A

Account Type: It includes the following: Expenditure, Available Receipts, Unavailable Receipts, Unappropriated Receipts or All Receipts.

Accounting Period: Refers to the month and year the transaction occurred.

Activity for Period: Indicates whether or not transactions have occurred in the accounting period selected by displaying a checkmark in the field

Activity Type: The business type event that relates to the account type.

ALC: The acronym for agency location code, this unique numeric symbol is assigned by FMS for Treasury reporting purposes. It can be in the form of 3 digits for Regional Financial Centers, 4 digits for Non-Treasury Disbursing Offices, and 8 digits for reporting entities. In most cases, the first two digits of an 8 digit ALC identify the department or agency, the next two digits identify the bureau, and the last four digits identify the particular agency account section within that bureau.

All Receipts: Include Available, Unavailable and Unappropriated receipts.

Amended Accounts: These are account symbols or record types that have been modified.

Appropriation Warrant: A document that establishes, by appropriation symbol, the individual amounts appropriated by Congress. It is the document used to officially notify an agency that Congress has approved its appropriation and is the basis for recording appropriations on Treasury's and the agency's books. The Appropriation Warrant is accomplished on TFS Form 6200.

Audit Date: Represents the month, day, and year that was recorded on the supporting document.

Audit Month: Represents a period of time when the transactions occurred, may or may not be the same as the accounting period.

Authority: The acts or laws which permit agencies to incur obligations and make payments.

Available Receipt: Receipts that are available to agencies for spending based on a Congressional decision made during the appropriation process. This type of receipt is immediately available in its entirety as appropriations to a single agency for expenditure without further action by Congress.

B

Balance Display: Published Balances reflect what has been officially published in the Monthly Treasury Statement (as of a point in time). Accounting Balances reflect ALL transactions that have been posted, including prior period adjustments.

Beginning Balance: Account balance calculated as of the beginning of the accounting period selected. Balances can be presented in a real-time and published view.

Bureau-Distribution Code: Principal subordinate organizational units of an agency. A segregation of a Department or an Office which has been designated to provide information to or receive information from FMS as to the position of an account and its associative transactions or balances.

C

Clearing Accounts: Accounts established to temporarily hold general, special, or trust collections or disbursements pending clearance to the applicable receipt or expenditure account in the budget. Usually identifiable by an "F" inserted in the space normally reserved for specifying the period of availability.

Consolidated Working Fund: Fund established to receive (and disburse) advance payments from other agencies or bureaus through provisions of law. Credited with advances from more than one appropriation for the procurement of goods or services to be furnished by the performing agency with the use of its own facilities within the same fiscal year. Accounts within this fund are subject to the fiscal year limitations of the appropriations from which the funds are advanced. 3900-3959.

D

Date Established: The date an account symbol is placed in the Treasury Central Accounting System.

Date Suspended: A date placed on an account to stop further reporting to the account.

Decrease to Balance: Amounts that subtract from (decrease) the beginning balance of the TAS.

Department/Agency: A department or establishment of an organization within the U.S. Federal Government. These organizations may be established via the Constitution of the United States or established by law with a specific charter and organizational responsibility.

Deposit Fund: Fund to record amounts of monies withheld by the Government from payments for goods and services received; deposits received from outside sources for which the government acts solely as a banker, fiscal agent or custodian, and; monies held by the Government awaiting distribution on the basis of a legal determination or investigation. Deposit fund transactions are excluded from the budget totals because the funds are not owned by the Government. Since increases in deposit fund balances reduce Treasury's need to borrow, they are a means of financing a deficit. 6000-6999

Distribution Code: A two-digit designator assigned to each expenditure account, indicating the bureau or office administering the account. They segregate the accounts in the Undisbursed Account Trial Balance according to agency, bureau, or office.

E

Ending Balance: A Balance that is calculated as of the end of the accounting period selected. If the accounting period is not closed, it is a cumulative balance. Balances can be presented in a real-time and published view.

Expenditure: Records authority for spending or transfer.

Expenditure Category: Includes Authority, Transfers, Gross Disbursements, and Offsetting Collections.

F

Federal Program Agencies (FPA): A general term used to refer to agencies of the Federal Government. This includes any executive department, military department, independent agency, government corporation, government controlled corporation, or other establishment in the Executive Branch of the Federal Government. Within the Executive Office of the President, the term includes only OMB and the Office of Administration.

Fiscal Year: Indicates the Fiscal Year of the data displayed in the Account Statement Application.

Fund Types: A classification of the types of funds that are of interest to Treasury based on the TAS 4-digit main account. See each fund type: General Fund, Consolidated Working Fund, Management Fund, Revolving Funds, Special Fund, Deposit Fund, Trust Fund, and Trust Revolving Fund

G

General Fund: Fund to record amounts appropriated to be expended for the general support of the Government, not earmarked by law for a specific purpose. 0000-3899.

GOALS II/IAS: Government On-Line Accounting Link Information Access System II (GOALS II/IAS) dramatically improves your view of authorized funding levels and budget execution results. It is your single point of access for monitoring and reconciling all your payment, deposit, and intra-governmental activity, from agency to fund account level. It is also your conduit to submit FACTS I MAF, ATB, and NOTES data to FMS. The GOALS II/IAS consists of the following applications. FACTS I, RFC- Agency Link, Statement of Differences, Undisbursed and Receipts Reports and Warrants. These applications are accessed via the Internet.

Gross Disbursements: The summary amount of disbursements made in the form of cash, without regard to cost or value of the transactions. This does not include offsetting collections.

I

Increase to Balance: Amounts that add to (increase) the beginning balance of the Treasury Account Symbol for the selected accounting period.

M

Management Fund: Fund to facilitate accounting for an administration of intragovernmental activities other than a continuing cycle of operations. 3960-3999

N

Net Activity: Amount that represents the net transactions for the accounting period selected.

O

Offsetting Collections: These are collections that by law are credited directly to the expenditure accounts. Usually, they are authorized to be spent for the purposes of the account without further annual action by Congress. They result from business-type or market-oriented activities with the public and other Government accounts. The authority to spend offsetting collections is a form of budget authority.

Other: Fund established for the use of the Secretary of the Treasury. Used for debt forgiveness, institutes an accounting function ordered by the President, or for any such purpose as determined by the Secretary to be required to maintain the fiscal integrity of the accounting of the Treasury. These funds will not impact the surplus or deficit.

P

Posting Date: This is the date that transactions are posted to the central accounting system.

Prior Period Adjustment: An adjustment posted in the current accounting period that affects previous reporting.

Public Enterprise Funds: Receipts which come primarily from sources outside of government. 4000-4499. See Revolving Funds.

R

Reference Number: A manual or system generated number which identifies a specific document entered into the Central Accounting System.

Regular: Indicates that the Statement of Transactions or other reporting documents were the initial or original report submitted for a particular accounting month by a particular ALC.

Report Date: This is the date the bank recorded the transaction for a deposit ticket or a debit voucher to FMS. This date may be different than the document date because it is the date that the bank accomplished the transaction.

Report Period: This is a qualifier that the GWA Account Statement Module uses to extract data to present to the user. The selections include views of the Fiscal Year and Month within the Fiscal Year.

Reporting Agency Location Code (ALC): The agency transmitting/reporting data to Treasury.

Revolving Funds: Funds to finance a continuing cycle of operations in which expenditures generate receipts and the receipts are available for expenditure without further action by congress. They are further classified as: Public Enterprise Funds and Intergovernmental Funds.

S

- September Finals:** Documents submitted by agencies subsequent to fiscal year end, which adjust an account's year-end closing outlay balance.
- Special Fund:** Fund to record amounts appropriated from special fund receipts to be expended for special programs according to specific provisions of law. 5000-5999
- Standard Worksheet Adjustment:** Treasury in-house adjustment done for presentation purposes. The Combined Statement (CS) does not recognize subclasses in its account presentation. To preserve agreement between the Monthly Treasury Statement and the CS, a Standard worksheet adjustment is required.
- Sub-Account:** Accounting information below the account level.
- Sub-Class:** A two-position symbol used to expand the Treasury Account Symbol to record multiple transaction balances.
- Supplemental:** Indicates that the Statement of Transactions or other reporting documents were an additional (or supplemental) report subsequent to the original (or regular) submission for a particular accounting month by a particular ALC.

T

- Through:** Establishes the final month through which the application will calculate or present balances. This field works with the Report Period and Fiscal Year to identify all the data to include in the report. If the Report Period selected is Fiscal Year, the first month to be included in the calculated or published balance will be the 10th month and will include all months through the month selected in this field.
- Transaction Code:** A two-digit code, which identifies the type of transactions affecting fund accounts. They also determine how the account activity will be posted to the accounting system.
- Transaction Detail Report:** Displays the history of an account from its inception. The information presented is inclusive of the account's current status.
- Transfers:** The movement of budgetary resources from one budget account to another.
- Treasury Account Symbol (TAS):** Represents by agency, individual appropriation receipts and other fund accounts as assigned by the Financial Management Service (FMS) in corroboration with the Office of Management and Budget (OMB).
- Treasury Account Title:** Title assigned to an account symbol by the Department of the Treasury in collaboration with the Office of Management and Budget and the relevant administrative agency, consistent with the Principles and standards prescribed by the Comptroller General of the United States.
- Trust Funds:** Funds to record amounts appropriated from trust fund receipts to be expended in carrying out specific purposes or programs according to the terms of a trust agreement or statute. 8000-8399 and 8500-8999

Trust Revolving Funds: Funds established to perform a business-type operation with the trust corpus. 8400-8499

U

Unappropriated Receipts: Collections made for special and trust fund receipt accounts which are usually held until appropriated in specific legislative provisions.

Unavailable Receipts: Receipts that are not available for agencies to spend based on a Congressional decision made during the appropriation process. Accounts of this type have no fiscal year designation and the balance of these accounts is zero at the beginning of the fiscal year.

W

Warrant: An official document issued by the Secretary of the Treasury, pursuant to law, that establishes the amount of money appropriated or authorized to be withdrawn from the central accounts maintained by the Treasury.

X

XML: The eXtensible Markup Language is the universal format for structured documents and data on the web.

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