

Central Accounting and Reporting System (CARS) Year-End Transaction Module (YETM)

FREQUENTLY ASKED QUESTIONS (FAQ)

1 Where is the Year-End Transaction Module (YETM) located?

The YETM is located within the ATM Authority Services (AAS) Module in the Central Accounting and Reporting System (CARS). This is where NETs, Warrants, and Warrant Journal Vouchers are processed.

2 What is the purpose of the Year-End Transaction Module?

The YETM is used to enter year-end cancellation and adjustment transactions.

3 How does the Year-End Transaction Module display the proper accounts for the current fiscal year?

The YETM populates the proper accounts by verifying specific account attributes. As an example, for fiscal year 2021, an agency would expect to see accounts with an Ending Period of Availability (EPOA) of 2016. Also, the YETM does verify if an account has an Extended Disbursing Authority attribute.

When will the Year-End Transaction Module be available?

4 How long will I have to post items for fiscal year 2021? When can I report my year-end cancellation activity?

The YETM will open on Monday, October 4th, 2021, at 8:00 AM EST and closes on Monday, October 18th, 2021, at 12:00 PM EST. Agencies will be able to report year-end cancellation activity in the YETM during this time.

5 What reporting requirements do I need to adhere to for my agency?

Please refer to year-end reporting guidance published in the Treasury Financial Manual (TFM).

6 Why did I get an error message while accessing Year-End Transaction Module?

A user will most likely receive an error message while trying to access the YETM outside of the open window. For fiscal year 2021, the open window for the YETM is 8:00A M EST Monday, October 4th, 2021, through 12:00PM EST Monday, October 18th, 2021.

Who should I call if I have questions about the year-end process or system issues?

Process Questions: Email BAAS Group at BAASGroup@fiscal.treasury.gov

System Issues: Contact Treasury Support Center at 1 (877) 440-9476 or GWA@STLS.frb.org

7 Who needs access to the Year-End Transaction Module?

All Central Accounting and Reporting System (CARS)/Governmentwide Treasury Account Symbol Adjusted Trial Balance System (GTAS) reporters who are required to submit an adjusted trial balance (ATB).

Need access to CARS or need to modify your current access before the end of the fiscal year? Follow this guidance: <https://fiscal.treasury.gov/cars/getting-started.html>

8 What type of transactions does the Year-End Transaction Module allow agencies to accomplish during the end of the fiscal year?

- Surplus, Year End Cancellation Closing of Expired Account Balances (EAB)
- Surplus, Year End Closing Cancellation of Special and Non-Revolving Trust Fund Accounts (SNRTF)
- Indefinite, Year End Closing Adjustment (IYECA)

9 Who should be contacted if we don't see an account in the Year-End Transaction Module that is expected?

For missing and/or erroneous Treasury Account Symbols (TAS), please contact the BAAS Group at BAASGroup@fiscal.treasury.gov.

10 How do we know if we have an Extended Disbursing Authority (EDA)?

If uncertain, contact the BAAS Group at BAASGroup@fiscal.treasury.gov.

11 If a transaction is posted erroneously, can it be reversed in the Year-End Transaction Module?

Yes. The transaction can be located under Posted Transactions, then set both from- and to- dates as September 30th, 2021. Select Year-End Closing and click View Transaction List to see the list of accounts. From here you can identify the erroneous transaction for reversal.

12 After an agency certifies their transaction(s) in the Year-End Transaction Module, when can they see it post to the system?

Depending on the transaction type, it will post immediately in the system or after BAAS Group takes action required to approve the transaction. Please note the Control Number on the detail screen – it will be needed to query/view the transactions later.

13 What can I do to ensure a smooth year-end reporting process?

Complete all CARS reporting (original/supplemental CTAs and 224s) and verify that all TAS balances in CARS have been updated and are accurate *prior* to initiating year-end transactions.

Process and complete all cancellation and adjustment transactions in the CARS YETM. It is *imperative* that all transactions are processed in the CARS YETM prior to completing ATB certifications in GTAS. GTAS edits will check against your CARS data, including Fund Balance with Treasury. If your CARS data changes after your GTAS submission, you will be required to resubmit in GTAS.