**GWA Tips & Reminders for CARS Reporter Partial**

**“IPAC and Collections”**

**Reporter**

Agency: **XXXXX**

ALC: **XXXXX**

Start Date: **XXXXX**

Contact: **XXXXX**

**CTA/224 Statement of Transactions:**

* As of March **(for the February accounting period)**, no more 224s are required for this ALC.
* However Section 1 will remain available for Reclassifications and other Expenditure Transactions.
* We will post your IPAC, Payment, and Collection transactions to FBWT daily, based on the TAS BETCs and/or Classification-keys (C-keys) that are submitted through the source systems.

**Collections transaction**

* For Collections, it is important that you maintain consistency between the C-keys set up in the collection mechanisms (OTCNet, PayGov, etc) and the C-keys set up in your SAM cash flow profiles.
* For Collections, it’s also important that you maintain up to date TAS in your SAM cash flow profiles. It is recommended that every fiscal year-end that you review your cash flow profiles to replace any expiring or cancelling TAS with the new annual year TAS as necessary.
* Some payments can potentially default to the F3500 acct, so you will need to monitor it via the Account Statement and reclassify to appropriate TAS timely. Default scenarios:
	+ If a C-key sent from the collection mechanism (OTCNet, PayGov, etc) did not match a C-key set up in your SAM cash flow profile, then it will default and require reclassification. Please also make corrections to your C-keys in the collection mechanism or in your SAM cash flow profile, as needed.
	+ If a TAS set up in your collection cash flow profile was closed (i.e. cancelled, ended, deactivated, discontinued), then the transaction will default and require reclassification. Please also make corrections to your SAM cash flow profile to update the TAS.
	+ Some Collection Adjustments, Corrections, Reversals, and Returns will also default because of how the collection source systems implemented the C-Key requirement. The Revenue Collections Area of Fiscal Service is looking to change this in the future, but for now this is expected and you will need to reclassify these transactions to the correct TAS BETC.

**IPAC Transactions**

* Some IPAC transactions can potentially default to the F3502 acct, so you will need to monitor it via the Account Statement and reclassify to the appropriate TAS timely. Default scenarios:
	+ Any IPAC Adjustment transactions in which the Original IPAC was issued PRIOR to the implementation “go-live” date (i.e. no TAS BETC on Original, so no TAS BETC on Adjustment either). This would only apply within the 90-day IPAC Adjustment period. So, 90 days after your implementation date, this default scenario should no longer occur.
	+ If a TAS was accepted by IPAC, but then subsequently closed (ie cancelled, ended, deactivated, discontinued) in CARS/SAM, then the transaction will default and require reclassification. However, this is uncommon, since IPAC receives nightly updates of valid TAS BETCs from CARS/SAM.
	+ If a TAS was accepted by IPAC, but was temporarily suspended in CARS, then GWA Operations will review and determine if the transaction will be accepted or if it will require a different TAS. If the latter, then GWA Operations will reach out to your agency to request an appropriate TAS to replace the original reported TAS. However, this is uncommon, since TASs are suspended only in unique scenarios or on an exception basis.

**Reclassifications:**

* If there are any errors in TAS BETC classifications, you will have 3 options to reclassify:

**CTA online** (just like old 224 Section 1), at the summary/net level

* + - You will key-enter one (or more) row(s) for reversing the incorrect/original TAS(s) and BETC(s), and you will also key-enter one (or more) row(s) for submitting the correct TAS(s) and BETC(s). Debits must equal Credits, i.e. net zero.
		- This option allows you to post reclassified transactions into the current accounting period, as well as 3 business days into the following accounting period. During those first 3 business days of each month, there will be 2 accounting windows open for you to select from within the drop down.
	+ **CTA Bulk file**, at the summary/net level
		- Refer to <https://fiscal.treasury.gov/files/cars/CTA-224-bulkfile-09-26-11.pdf>
	+ **Acct Stmt**, at the individual transaction level
		- Once you click on the reclassify arrow of a specific transaction, it will automatically redirect you to the Reclass screen and pre-populates one row for reversing the original TAS and BETC. You will need to key-enter only the correct TAS(s) and BETC(s). Debits must equal Credits, i.e. net zero.
		- Reclassifications can be entered any time of the month, no reporting window restriction.
		- Reclassified transactions are viewable in the Acct Stmt on the same day.
		- There’s a 999 reclassification limitation per each ALC/transaction/accounting month. Each reclass option listed above counts as one reclass.

**Account Statement**

* The Account Statement will show the daily IPAC, TDO Payment, and Collection transactions for the current month, along with details such as IPAC Doc Num, Schedule Num, Deposit Ticket Num, etc. If these details are needed, you can download at any time.

**Contact:**

* Since your ALC has now been implemented (in live production mode) as a CARS Reporter, please address reporting or system questions to our Production team at the Treasury Support Center on (877) 440-9476.