



## New User Access

*The term “new user” refers to an individual who does not currently have access to the Central Accounting Reporting System (CARS) application.*

1. Access SailPoint IIQ, <https://iiq.fiscal.treasury.gov>, to create your identity.

New users are required to logon via their PIV/CAC credentials or choose the 3<sup>rd</sup> party credential service provider, ID.me

**Note:** Users choosing 3<sup>rd</sup> party CSP’s who have existing personal accounts with ID.me must access their ID.me account and add their work email address to their profile.

 An official website of the United States government [Here's how you know](#) ▾



 PIV / CAC

 ID.me

### **Authenticate using PIV, PIV-I, CAC, Yubikey**

Certificate Authentication enables U.S. Federal employees and contractors to authenticate using a federally provided credential (PIV, PIV-I, CAC, Yubikey)



2. You will be prompted to enter your email address. **You must use your work email address. Click Submit**

An official website of the United States government [Here's how you know](#) ▾

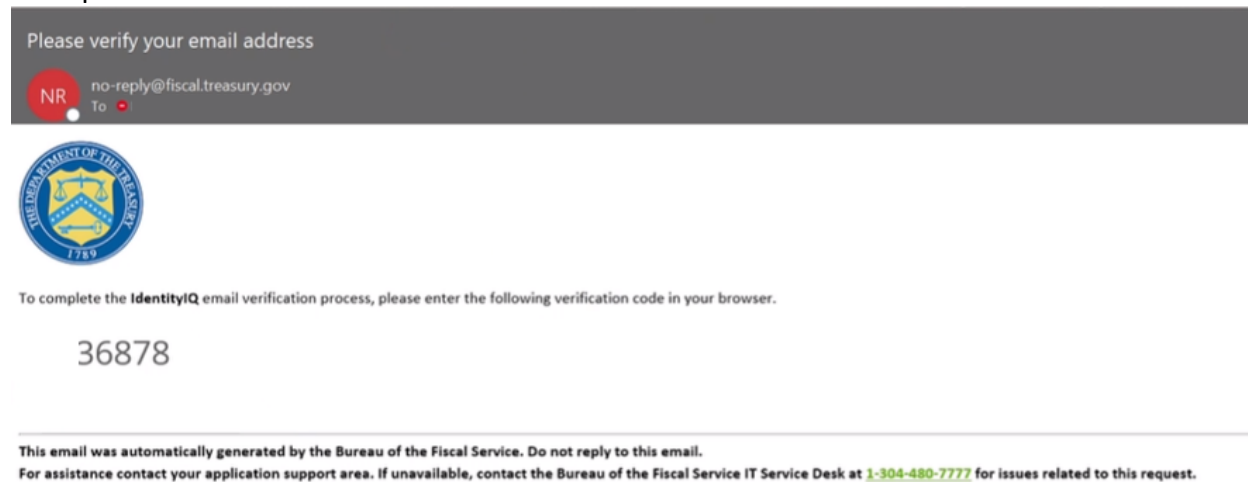
SailPoint Identity IQ

If the e-mail address below is not correct, please specify the correct e-mail address and click Submit.

An email (from: no-reply@fiscal.treasury.gov) will be sent to this email address containing a verification code.  
This code is required on the next screen to verify possession of your email address.

3. You will be emailed a code to verify your email address. The email will be sent from [no-reply@fiscal.treasury.gov](mailto:no-reply@fiscal.treasury.gov)

Example of the email:





4. Enter the code, then click **Submit**

An official website of the United States government [Here's how you know](#) ▾

**SailPoint.** Identity IQ

To verify your email address, please enter the code that was emailed to user@agencyemail.gov

5. The SailPoint screen will load

**SailPoint**

Home My Work ▾ 🔔 DANIELLE.WINT... ▾

Home Edit

Manage My Access > Notifications 0 View Identity >

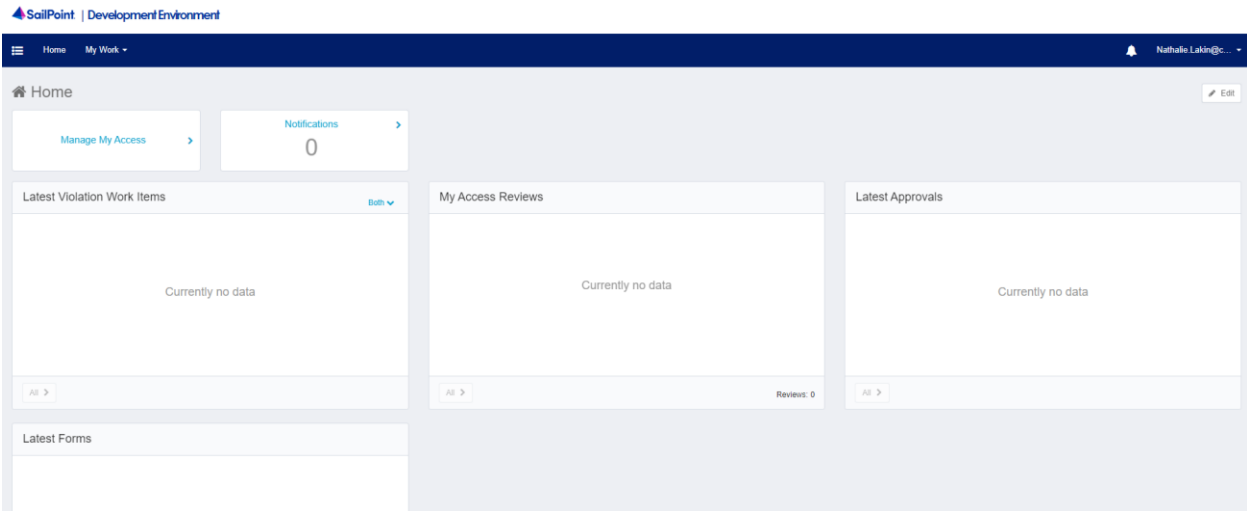
Latest Violation Work Items Both ▾ My Access Reviews Latest Approvals

Currently no data

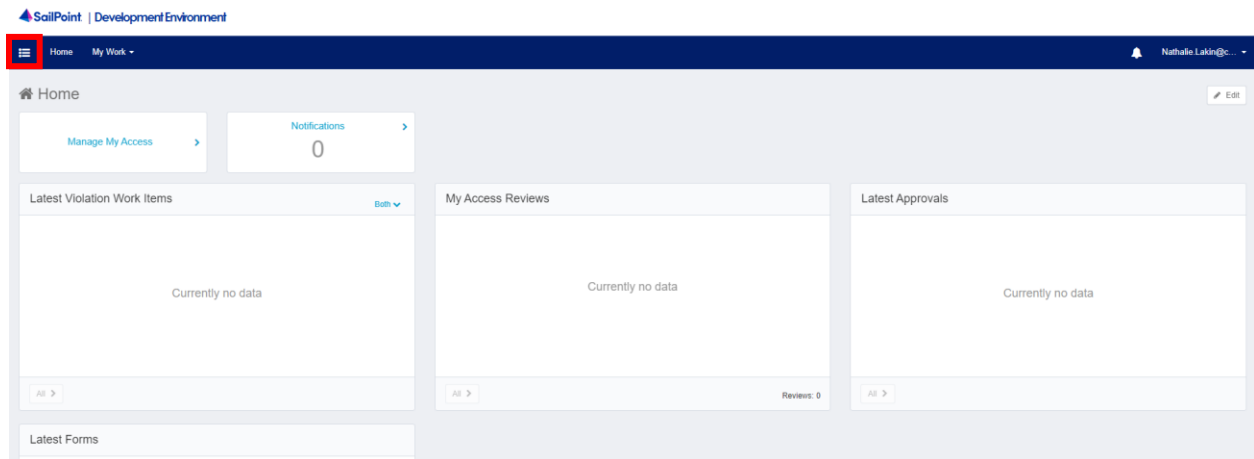


## Setting Up A Manager

### 1. Log into SailPoint

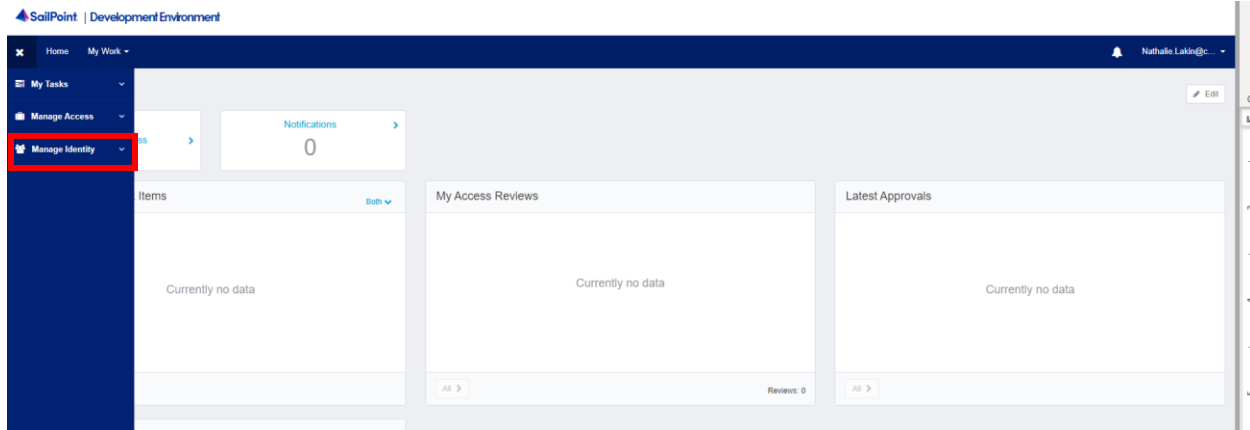


### 2. Click on the “Hamburger” Icon on the top left of the screen

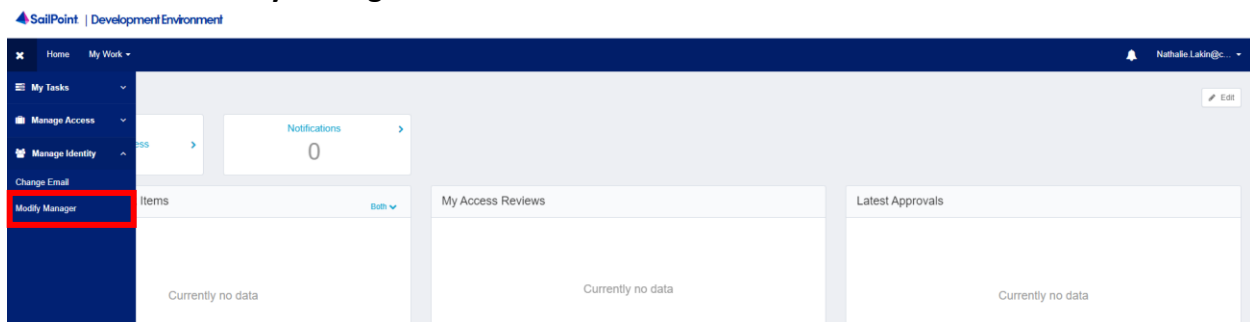




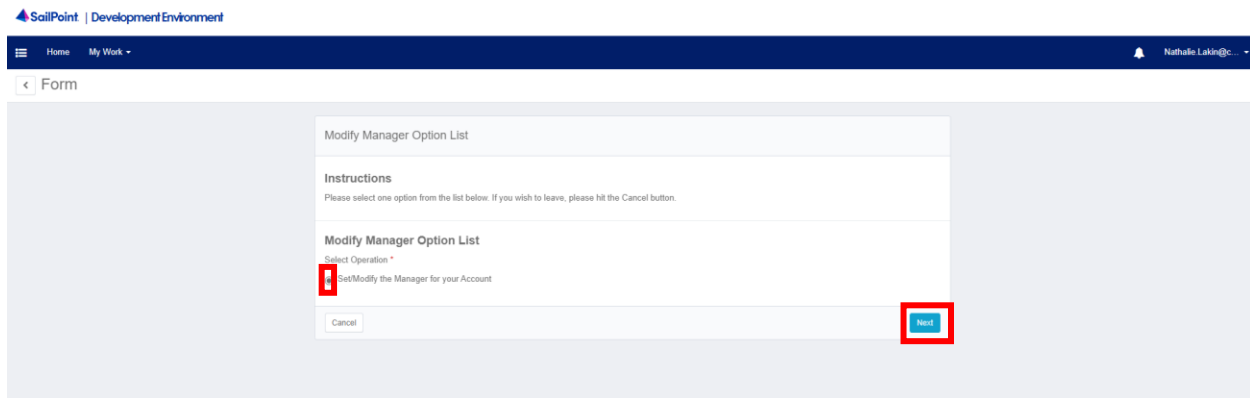
### 3. Select Manage Identity



### 4. Select Modify Manager



### 5. Select Set/Modify the Manager for your Account, then press Next





6. If a name and email of a manager appear, then you already have a manager set in SailPoint. You can proceed to the next selection. If your page looks like the below example, continue to Step 7.

This screenshot shows the 'Set Manager Option List' form in the SailPoint Development Environment. The form has a dark blue header with 'SailPoint | Development Environment', 'Home My Work', and a user profile 'Nathalie Lakin@...'. Below the header is a breadcrumb 'Form'. The main content area is titled 'Set Manager Option List' and contains an 'Instructions' section with the text 'Please select one option from the list below. If you wish to leave, please hit the Cancel button.' Below the instructions is a 'Current Manager' section with a dropdown menu currently showing 'No Valid Manager Set'. This section is highlighted with a red rectangular box. Below that is a 'Set Manager Option List' section with a text input field for 'Manager's Email Address \*'. At the bottom of the form are 'Cancel', 'Back', and 'Next' buttons.

7. Enter your manager's work email address and press **Next**

This screenshot shows the same 'Set Manager Option List' form as above, but with the 'Set Manager Option List' section highlighted by a red box. The text input field for 'Manager's Email Address \*' now contains the email address 'Chan Proscocco@caatest.gov'. Additionally, the 'Next' button at the bottom right of the form is also highlighted with a red box.



8. Review the information, then **Submit** the request

A screenshot of the SailPoint 'Confirm Selected Manager' form. The form is titled 'Confirm Selected Manager' and contains the following sections: 'Instructions' with detailed text about confirming the manager email, 'Selected Manager' with the email 'Chan.Prosacco@caatest.gov', and a 'Submit' button highlighted with a red box. The interface also shows a 'Home' button and a user profile 'Nathalie Lakin@...'.

9. Communicate to your manager that you are needing them to approve the relationship in SailPoint

## Determining Your Agency's AGroup

In order to find the appropriate AGroup:

- A) Ask your manager
- B) If you already have access to other modules within CARS, perform the tasks below
- C) If you do not have access to CARS modules yet, ask a peer to perform the tasks below
- D) If you still do not have access, call TSC for assistance at 1-877-440-9476

1. Log into SailPoint

A screenshot of the SailPoint Home dashboard. The dashboard includes a 'Home' button, a 'Manage My Access' link, a 'Notifications' section with a count of 0, and three main data sections: 'Latest Violation Work Items', 'My Access Reviews', and 'Latest Approvals', all of which currently show 'Currently no data'. There is also a 'Latest Forms' section at the bottom. The interface includes a 'Home' button and a user profile 'Nathalie Lakin@...'.



## 2. Select Manage My Access

SailPoint | Development Environment

Home My Work - Nathalia Lakin@...

Home

Manage My Access

Notifications 0

Latest Violation Work Items

My Access Reviews

Latest Approvals

Latest Forms

## 3. Select Remove Access

SailPoint | Development Environment

Home My Work - Nathalia Lakin@...

Manage My Access

1 Manage My Access  
Select access you would like to add or remove

2 Review and Submit  
Look over your selections and confirm.

Add Access Remove Access

Search Access

Search For Access

Use the search or filter options above to find access items.  
Your search results will show up here.  
[Browse all access items](#)

## 4. There will be numeric values right after text and underscores (\_), this is your AGroup

SailPoint | Development Environment

Home My Work - Nathalia Lakin@...

Manage My Access

1 Manage My Access  
Select access you would like to add or remove

2 Review and Submit  
Look over your selections and confirm.

Add Access Remove Access

Search Current Access

Showing 1-12 of 21

CARS-ACCTSTMT\_GR\_0000

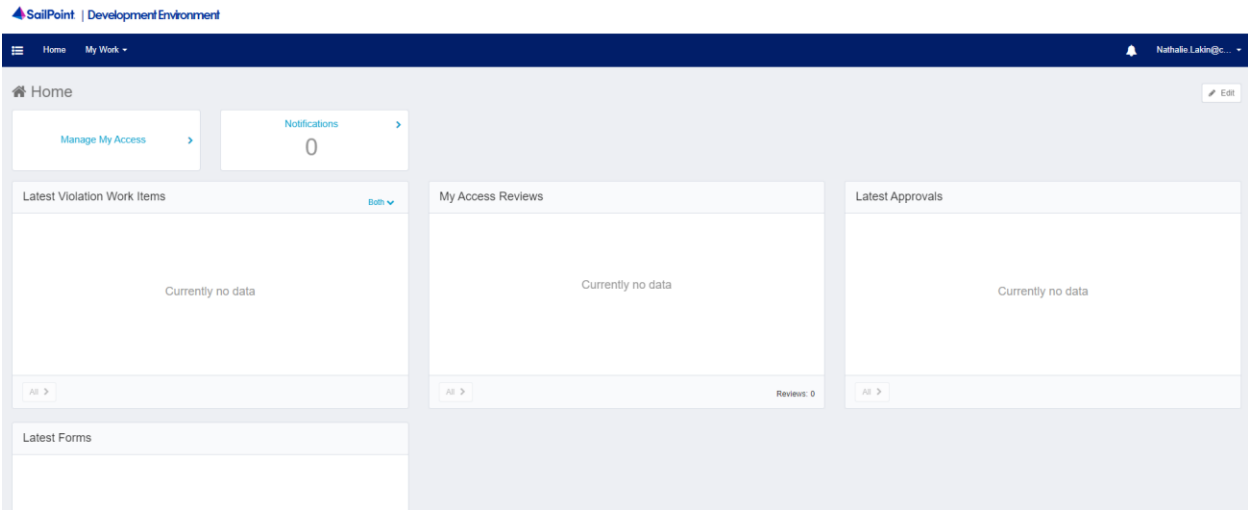
Status: Assigned  
ACCTSTMT Government Reviewer  
Type: Role Owner: AppSSO-CARS



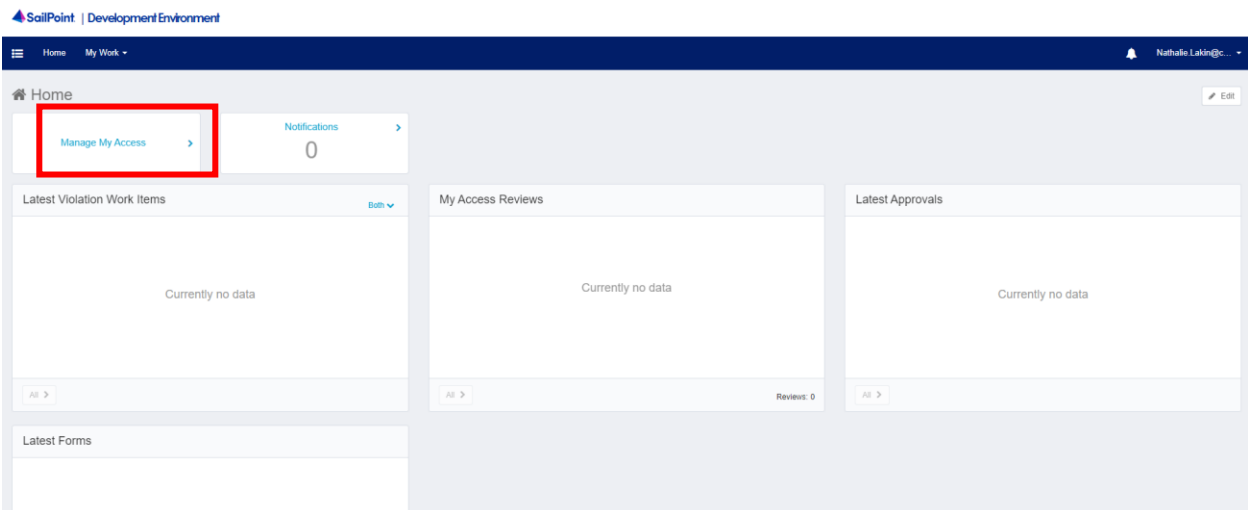


## Requesting CARS Access

### 1. Log into SailPoint

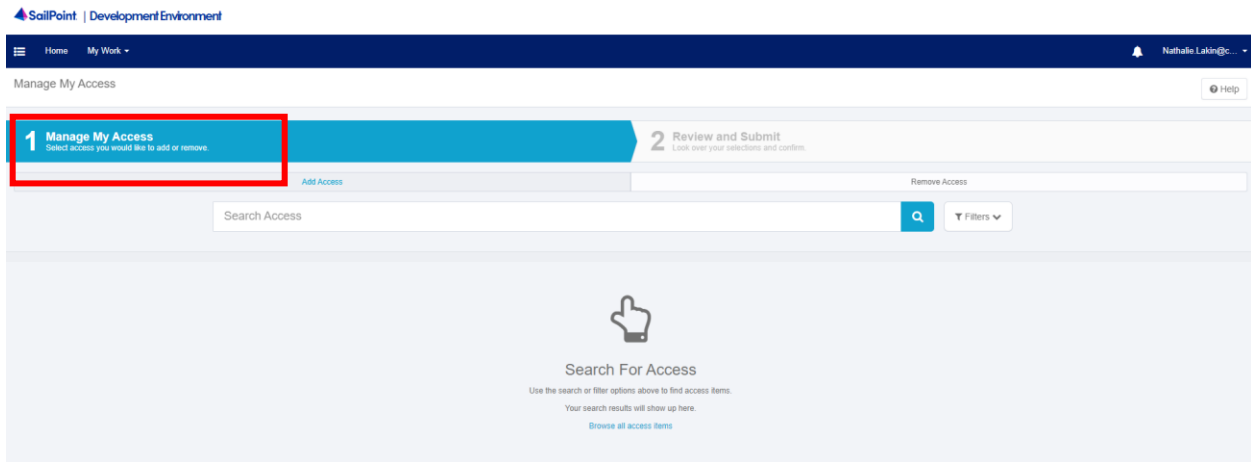


### 2. Select Manage My Access

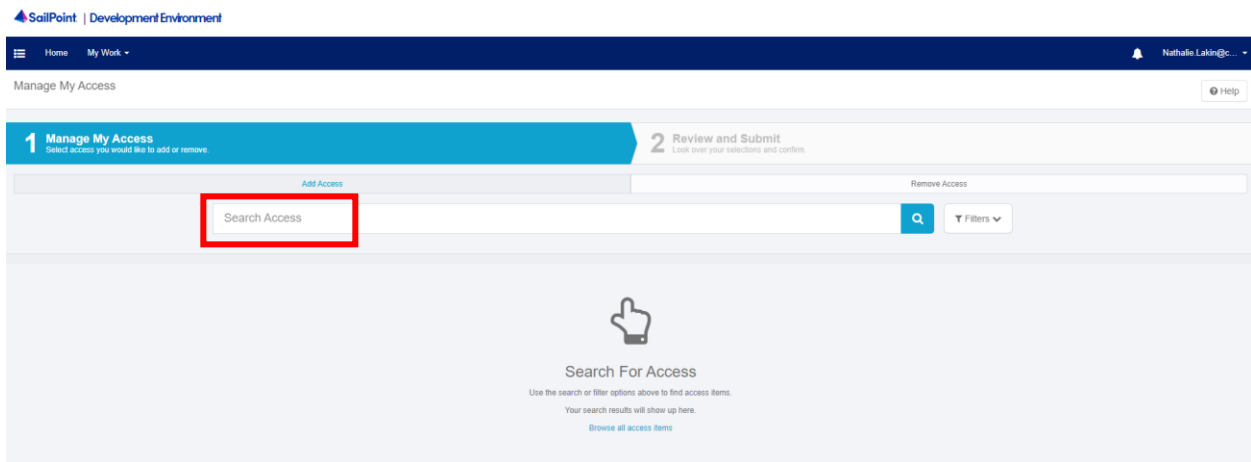




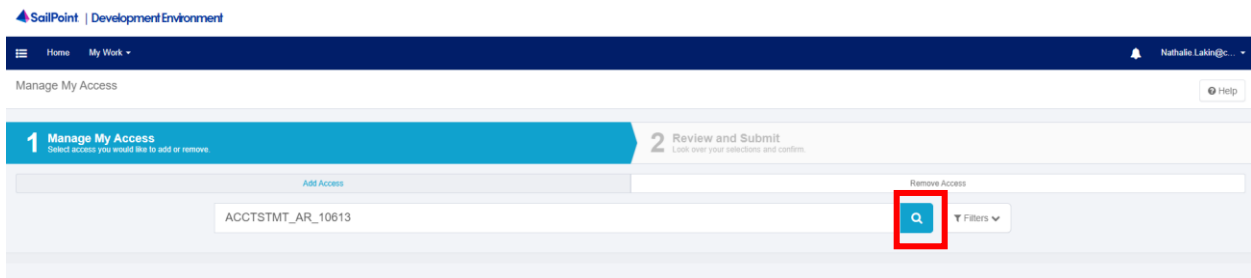
### 3. Ensure you are under **Add Access**



### 4. Enter the Module, Role, and AGroup that you are requesting in the “Search Access” bar in this format **Module\_Role\_AGroup** – *acronyms and descriptions are located in Appendix A*



### 5. Click the **Magnifying Glass**





### 6. Click the **Check Mark** next to the role you are requesting

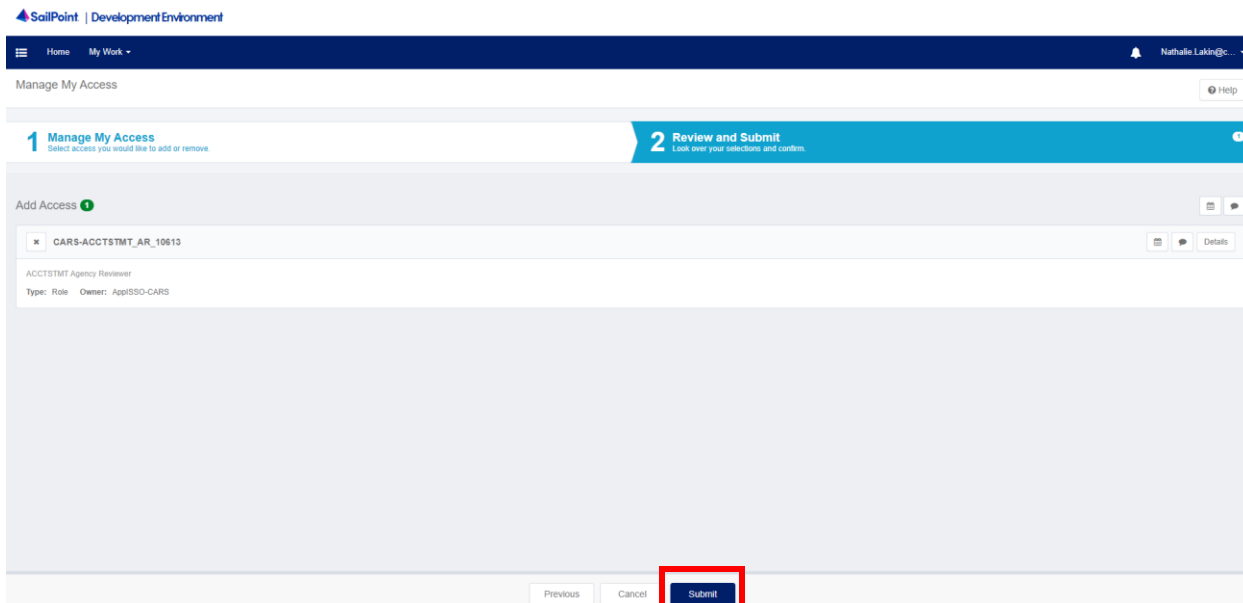
This screenshot shows the 'Manage My Access' page in the SailPoint Development Environment. The page has a dark blue header with 'SailPoint | Development Environment', navigation links for 'Home' and 'My Work', and a user profile for 'Nathalie Lakin@...'. Below the header, there are two progress steps: '1 Manage My Access' (selected) and '2 Review and Submit'. A search bar contains 'ACCTSTMT\_AR\_10613'. Below the search bar, a table lists one role: 'CARS-ACCTSTMT\_AR\_10613'. A red square highlights a checkmark icon in the first column of this row. The role details show 'ACCTSTMT Agency Reviewer' with 'Type: Role' and 'Owner: AppSSO-CARS'. A 'Details' button is visible on the right.

### 7. Click **Next**

This screenshot shows the 'Manage My Access' page in the SailPoint Development Environment, similar to the previous one. The progress bar now shows '1 Manage My Access' as completed and '2 Review and Submit' as the active step. The search bar still contains 'ACCTSTMT\_AR\_10613'. The table now shows the role 'CARS-ACCTSTMT\_AR\_10613' with a green checkmark in the first column. A green 'Add 1' button is visible above the row. At the bottom of the page, a blue 'Next' button is highlighted.



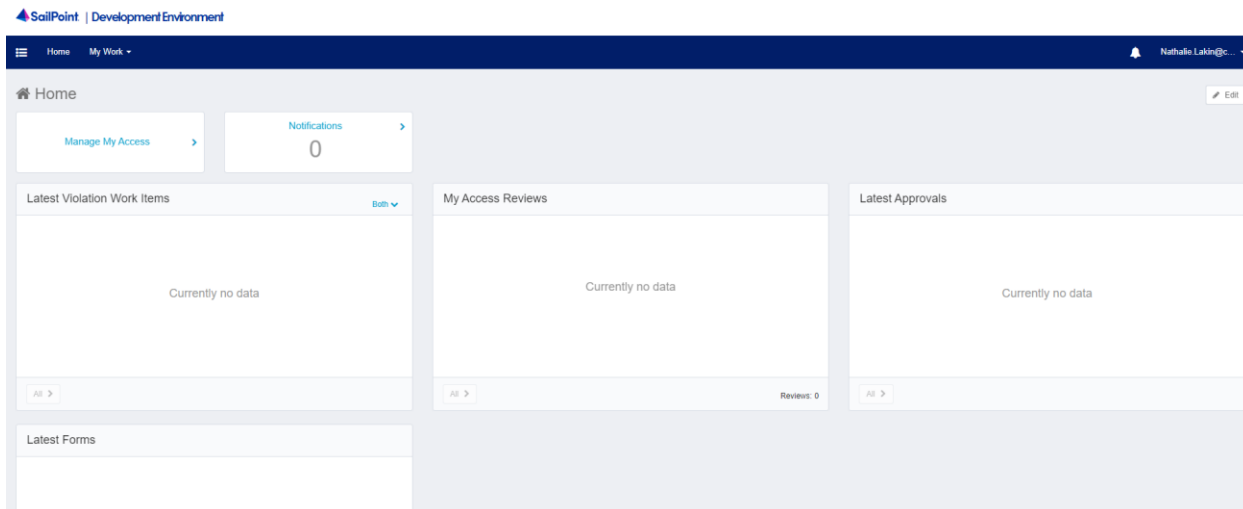
### 8. Review the request, then press **Submit**



## Adding Legacy TAS (String TAS) Format

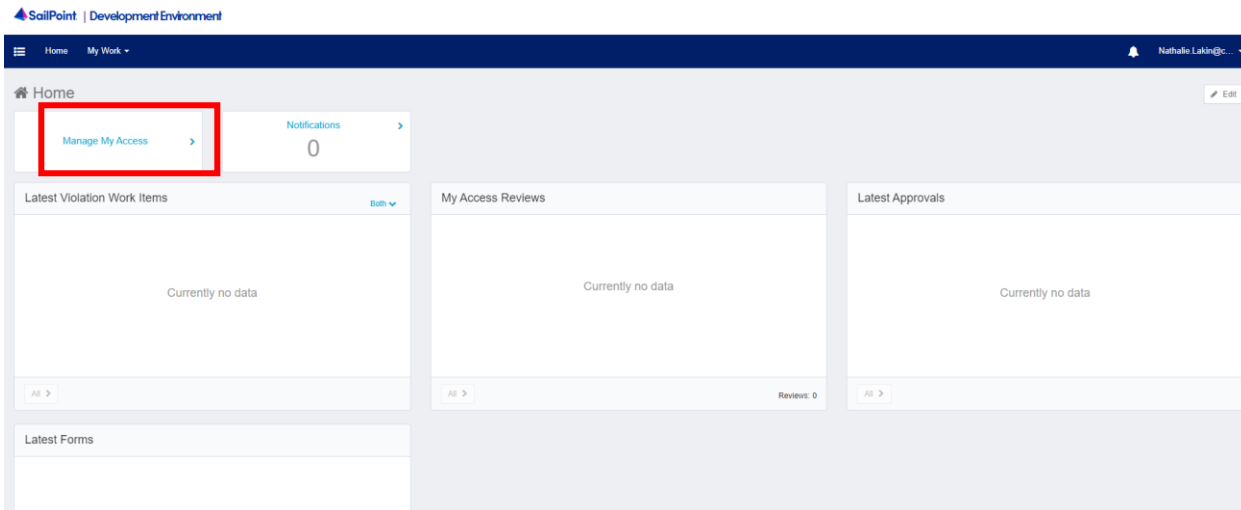
By performing the following steps, you will have access to view the Legacy “String” view of Treasury Account Symbols (TAS) within CARS.

### 1. Log into SailPoint

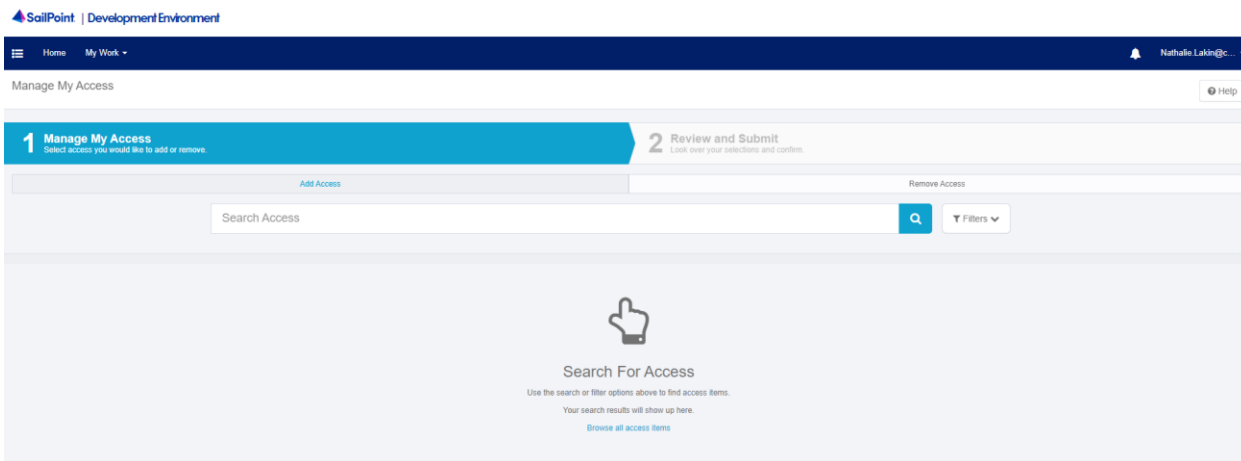




## 2. Select Manage My Access

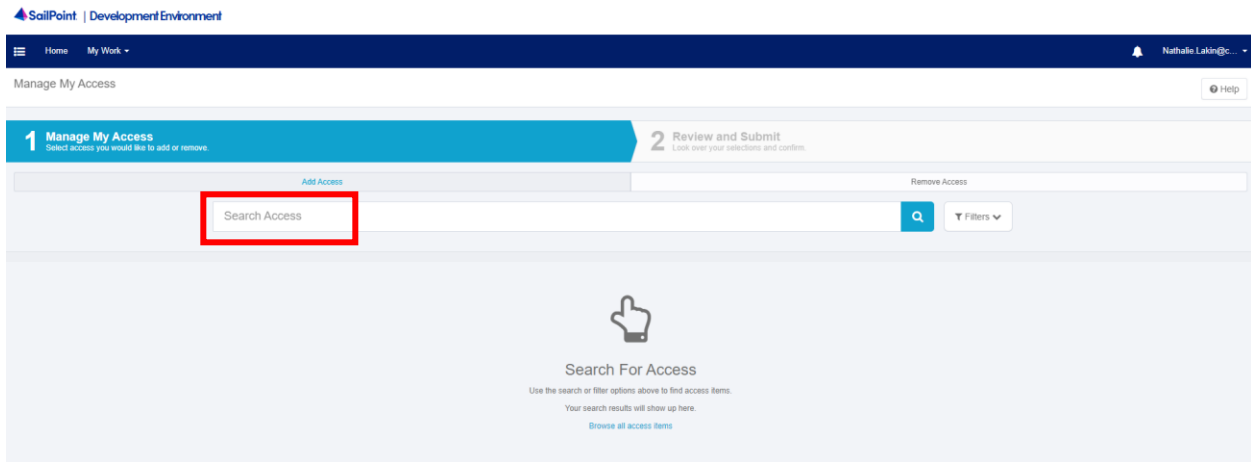


## 3. Ensure you are under Add Access

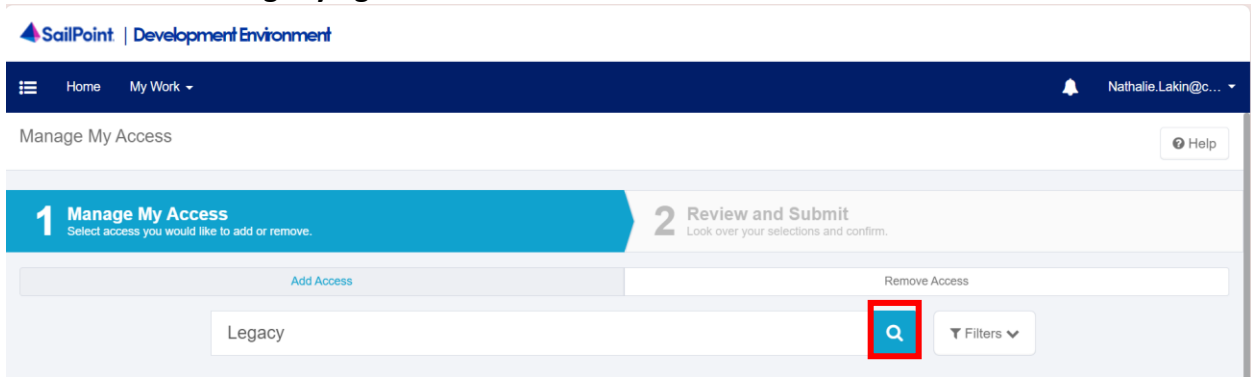




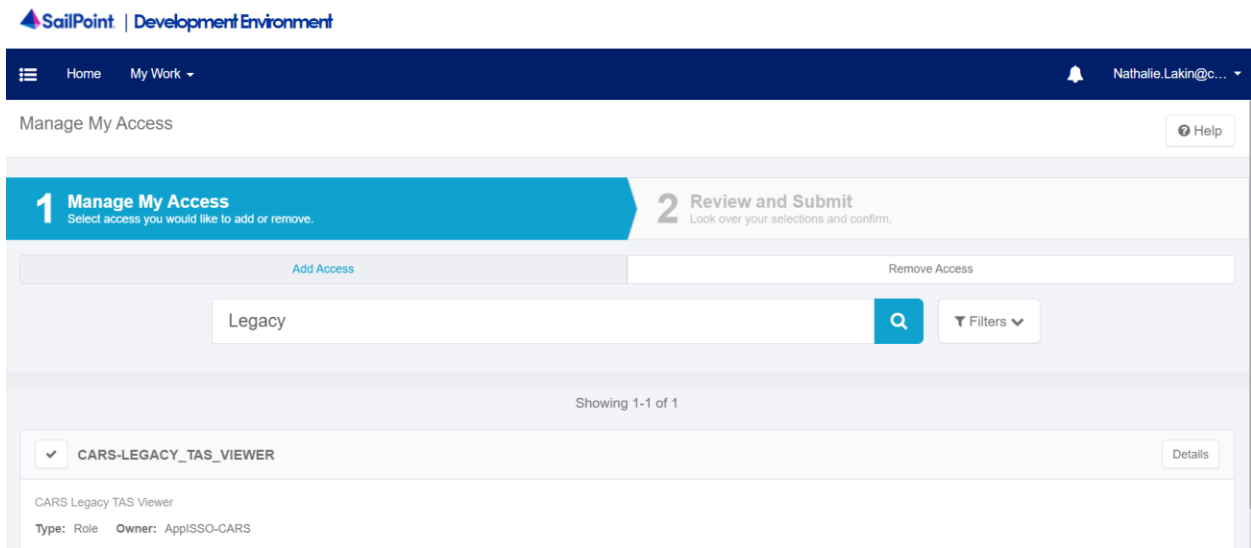
#### 4. Type "Legacy" into the Search Access Bar



#### 5. Click the Magnifying Glass



#### 6. Click the Check Mark next to the role you are requesting





### 1. Click Next

This screenshot shows the 'Manage My Access' interface. At the top, there are two progress steps: '1 Manage My Access' (active) and '2 Review and Submit'. Below the steps, there are two tabs: 'Add Access' and 'Remove Access'. A search bar contains the text 'Legacy'. Below the search bar, a list of access items is shown, with one item selected: 'CARS-LEGACY\_TAS\_VIEWER'. At the bottom center of the page, a blue 'Next' button is highlighted with a red rectangular box.

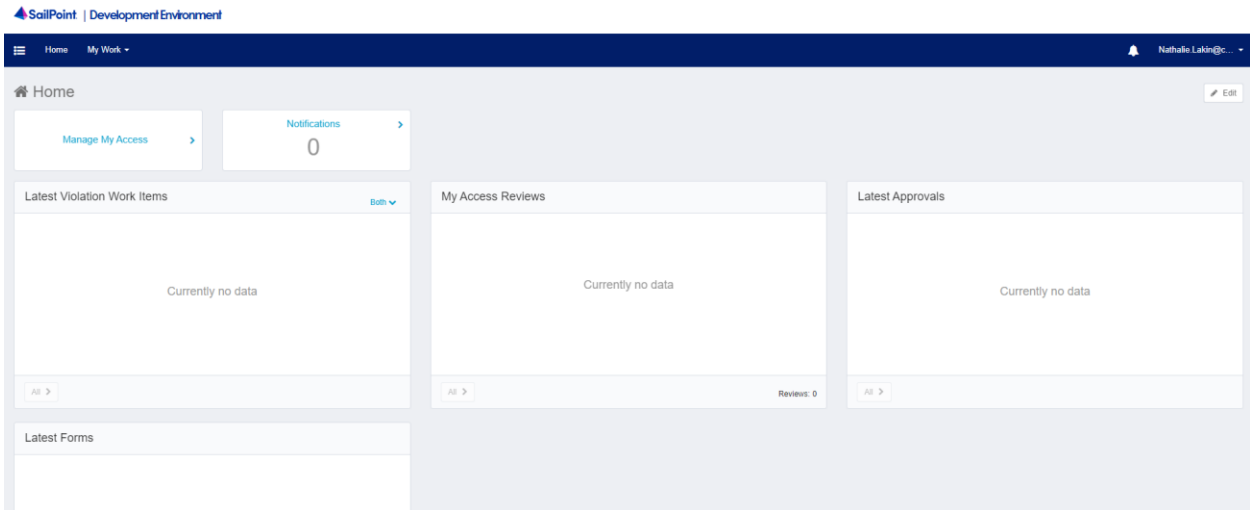
### 2. Click Submit

This screenshot shows the 'Manage My Access' interface at the 'Review and Submit' step. The progress bar now highlights '2 Review and Submit'. The 'Add Access' tab is active, showing the selected item 'CARS-LEGACY\_TAS\_VIEWER'. At the bottom of the page, there are three buttons: 'Previous', 'Cancel', and 'Submit'. The 'Submit' button is highlighted in blue.

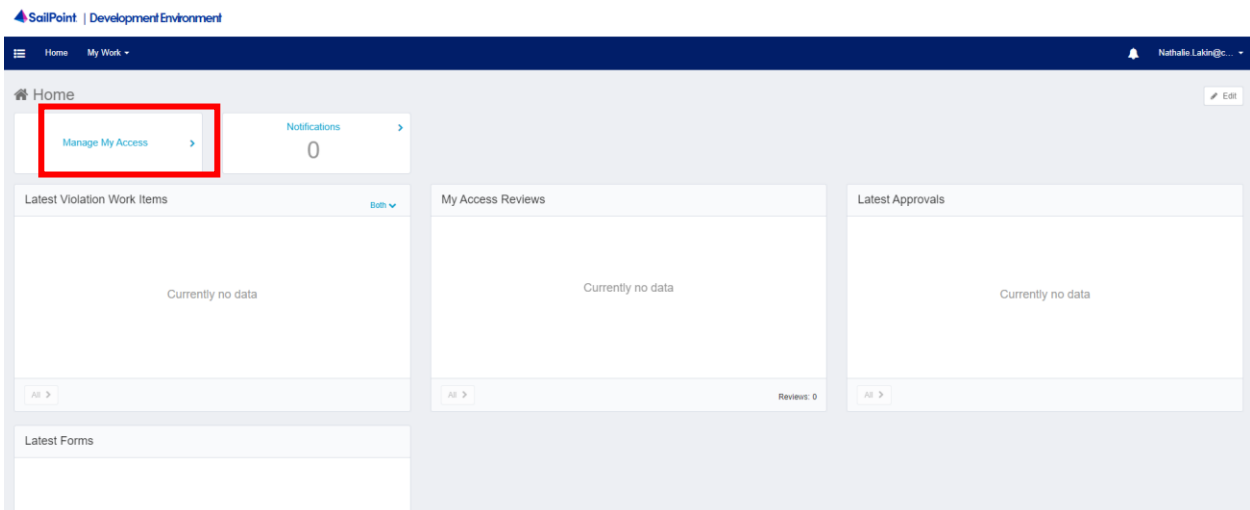


## Removing CARS Access

### 1. Log into SailPoint



### 2. Select Manage My Access







### 3. Click on Remove Access

SailPoint | Development Environment

Home My Work Nathalie.Lakin@c...

Manage My Access Help

**1 Manage My Access** Select access you would like to add or remove. **2 Review and Submit** Look over your selections and confirm.

Add Access Remove Access

Search Access Filters

### 4. Click the X next to the access group you are wishing to remove

SailPoint | Development Environment

Home My Work Nathalie.Lakin@c...

Manage My Access Help

**1 Manage My Access** Select access you would like to add or remove. **2 Review and Submit** Look over your selections and confirm.

Add Access Remove Access

Search Current Access Filters

Showing 1-12 of 22

|                                     |                       |         |
|-------------------------------------|-----------------------|---------|
| <input checked="" type="checkbox"/> | CARS-ACCTSTMT_GR_0000 | Details |
| Status: Assigned                    |                       |         |
| ACCTSTMT Government Reviewer        |                       |         |
| Type: Role Owner: AppSSO-CARS       |                       |         |

### 5. Click Next

SailPoint | Development Environment

Home My Work Nathalie.Lakin@c...

Manage My Access Help

**1 Manage My Access** Select access you would like to add or remove. **2 Review and Submit** Look over your selections and confirm.

Add Access Remove Access 1

Search Current Access Filters

Remove 1

Showing 1-12 of 22

|                                     |                         |         |
|-------------------------------------|-------------------------|---------|
| <input checked="" type="checkbox"/> | CARS-ACCTSTMT_GR_0000   | Details |
| Status: Assigned                    |                         |         |
| ACCTSTMT Government Reviewer        |                         |         |
| Type: Role Owner: AppSSO-CARS       |                         |         |
| <input checked="" type="checkbox"/> | CARS-AGROUP_FMSA_0000   | Details |
| Status: Assigned                    |                         |         |
| AGROUP FMS Administration           |                         |         |
| Type: Role Owner: AppSSO-CARS       |                         |         |
| <input checked="" type="checkbox"/> | CARS-APROP_AUTHSUP_0000 | Details |
| Status: Assigned                    |                         |         |

Next

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6. Ensure changes are correct, then click **Submit**

The screenshot shows the 'Manage My Access' interface in the SailPoint Development Environment. The page has a dark blue header with 'SailPoint | Development Environment' and a user profile 'Nathalie Lakin@...'. Below the header, there are two main steps: '1 Manage My Access' (Select access you would like to add or remove) and '2 Review and Submit' (Look over your selections and confirm). The 'Remove Access' section is active, showing a list of access items. One item is selected: 'CARS-ACCTSTMT\_GR\_0000'. Below this, details are shown: 'ACCTSTMT Government Reviewer', 'Type: Role', and 'Owner: AppSSO-CARS'. At the bottom of the interface, there are three buttons: 'Previous', 'Cancel', and 'Submit'. The 'Submit' button is highlighted with a red rectangle. A copyright notice '© Copyright 2022 SailPoint Technologies. All rights reserved.' is visible at the very bottom.



## Appendix A.

# CARS External Modules and Roles

CARS supports the Fiscal Service strategic goal to produce accurate, accessible, and timely governmentwide financial information and reports while reducing reconciliation burdens on FPAs.

### **Account Statement (ACCTSTMT):**

Account Statement provides federal agencies with a central location for retrieving information to assist with their financial reconciliation processes. Account Statement is designed for agencies that perform their Fund Balance with Treasury (FBWT) reconciliation based on TAS. This module has screens for ALC summary, ALC activity, and ALC transactions.

#### **Role:**

- Agency Reviewer (AR) – can view all CARS posted transactions that relate to the user's AGroup

### **Appropriation Warrants- (APROP):**

This component of the Agency Transaction Module provides the capability to electronically create warrant transactions for each Federal Program Agency (FPA) based on a US Code, Statue, or Public Law. FPAs are able to view approved warrants based on their profiles.

#### **Role:**

- Agency Reviewer (AR) – can view all posted Appropriation that relates to the user's AGroup

### **Agency Standard Reporting (ASR):**

Agency Standard Reporting (ASR) provides UI for ASR users to access all of the standard "pre-canned" reports that are available for execution, the capability to schedule reports to be executed and stored in the WebFOCUS Report Library for later retrieval, transparent access to the BI Dashboard, InfoAssist features of the WebFOCUS Managed Reporting (MR) client, and designation of ad-hoc reports generated in InfoAssist as new standard reports

#### **Roles:**

- Agency Account Administrator (AAA) – can view ASR report and Notify Agencies of Account Exceptions in CARS that relates to the user's AGroup
- Agency Reviewer (AR) – can view ASR report in CARS that relates to the user's AGroup



### **Borrowing (BORR):**

This component of the Agency Transaction Module provides an on-line process for creating, approving and reviewing Borrowings and Repayments transactions from Treasury.

#### **Roles:**

- Agency All (AA) – can create, update, delete, view pending, view posted, as well as certify or reject Borrowing transactions that relates to the user’s AGroup
- Agency Certifier (AC) – can view pending and posted as well as certify or reject Borrowing transactions that relates to the user’s AGroup
- Agency Preparer (AP) – can create, save, edit, delete and view both pending and posted Borrowing transactions that relates to the user’s AGroup
- Agency Reviewer (AR) – can view pending and posted Borrowing transactions that relates to the user’s AGroup

### **Checks Issued Audit (CIA):**

The CIA reports compare Agency checks issued data and Source System checks issued data. Agency checks issued is defined as data reported by Agency users. Source System checks issued is defined as data provided by source system files. The CIA module should only be utilized by disbursing officers, i.e., agencies with the authority to disburse payments.

#### **Role:**

- Agency Viewer (AV) – can view CIA reports for the Agency’s ALC(s)

### **Classification Transaction and Accountability (CTA):**

This component of the Agency Transaction Module generates the FS 224 Statement of Transactions used to report monthly accounting activity by FPAs who rely upon Treasury to disburse funds. FS 224 monthly reports serve as the basis for Treasury’s reporting of federal revenues and expenditures for these FPAs. The FS 224 allows monthly reconciliation of disbursements and collections for each Agency Location Code (ALC). This in turn, enables the Funds Balance with Treasury (FBWT) to be reconciled to the General Ledger by Treasury Account Symbol (TAS). The FS 224 consists of three parts: Section 1 is Fund and Receipt Accounts. This is where appropriated funds are classified and reclassified into FPA accounts. Section 2 is for reporting Payments, and Section 3 is for reporting Collections.

#### **Roles:**

- Agency All (AA) – can create, update, delete, view pending, view posted, as well as certify or reject CTA transactions that relates to the user’s AGroup
- Agency Certifier (AC) – can view pending and posted as well as certify or reject CTA transactions that relates to the user’s AGroup
- Agency Preparer (AP) – can create, update, delete and view both pending and posted CTA transactions that relates to the user’s AGroup



- Agency Reviewer (AR) – can view pending and posted CTA transactions for users with the same AGroup

### **Non-Expenditure Transfers (NET):**

This component of the Agency Transaction Module provides an on-line process for creating, approving and reviewing the transfer of funds between or within Government Agencies without recording a receipt or an expenditure (outlay) on the books on the Treasury. Non-expenditure Transfer Authority transactions do not appear in Treasury reports or in the budget document as receipts or expenditures because these transactions do not affect the budget surplus or deficit.

#### **Roles:**

- Agency All (AA) – can create, update, delete, view pending, view posted, as well as certify or reject Non-Expenditure Transfers that relates to the user's AGroup
- Agency Certifier (AC) – can view pending and posted as well as certify or reject Non-Expenditure Transfers that relates to the user's AGroup
- Agency Preparer (AP) – can create, update, delete and view both pending and posted Non-Expenditure Transfers that relates to the user's AGroup
- Agency Reviewer (AR) – can view pending and posted Non-Expenditure Transfers that relates to the user's AGroup

### **Statement of Difference (SOD):**

Agencies must ensure that none of their ALCs have out of balance conditions on their Statement of Difference reports before they can become full reporters. The SOD reports compare the Agency Balance and the Source System Balance. The Agency Balance is defined as data reported by agency users. The Source System Balance is defined as data provided by source system. Access to SOD will provide two separate reports for tickets (Collections Information Repository or CIR) and debit vouchers (Payment Information Repository or PIR)

#### **Role:**

- Agency Viewer (AV) – can view all posted transactions in CARS that relates to the user's AGroup

### **TDO Payments (TDOPAYMENTS):**

This component of Account statement provides agencies with Regional Financial Center payment information.

#### **Role:**

- Agency Viewer (AV) – can query ALC reports for Treasury Disbursing Office ACH, EFT and check payments



### **Transfer and Non-Cash (TANC):**

This component of the Agency Transaction Module should be used for the following:

- **IntraALC Transfer:** an accounting cash event of transferring funds that are internal to the agency and within the same ALC, that is not associated with a payment or collection. IntraALC transfers are indirectly related to source transactions. These transactions should not be corrections to source system transactions.
- **InterALC Transfer:** an accounting cash event of transferring funds from one ALC to another ALC, either in the same agency or a different agency, that are not associated with a payment or collection. InterALC transfers are indirectly related to source transactions. These transactions should not be corrections to source system transactions.
- Transfers have 2 parts, (1) transfers to and (2) transfers from.
- **Non-Cash:** an accounting non-cash event that is not related to cash held in the Treasury General Account (TGA), but is needed for Treasury reporting, i.e. Monthly Treasury Statement (MTS) reporting. For example, Federal Debt's accruals and amortization transactions are reported on the MTS in the current accounting period, but the related cash payment takes place in a future accounting period.
- **Subsidy Transfers:** when a direct loan or guaranteed loan is disbursed, executes a positive subsidy modification, or has an upward re-estimate, the program account pays a subsidy to the financing account. Examples include: post-1991 direct loans, upward re-estimates and interest on the re-estimates, or modifications of any direct loans.

### **Roles:**

- **Agency All (AA)** – can create, update, certify, reject, delete, reverse and view pending and posted TaNC transactions that relates to the user's AGroup; can act as Agency Recipient Certifier to approve InterALC transactions that relates to the user's AGroup.
- **Agency Certifier (AC)** – can certify, reject and view pending and posted TaNC transactions that relates to the user's AGroup; can act as Agency Recipient Certifier to approve InterALC transactions that relates to the user's AGroup.
- **Agency Preparer (AP)** – can create, update, finish, delete, reverse and view pending and posted TaNC transactions that relates to the user's AGroup.
- **Agency Recipient Certifier (ARC)** – can reject and approve InterALC transactions and view pending and posted TaNC transactions that relates to the user's AGroup.
- **Agency Reviewer (AR)** – can view pending and posted TaNC transactions that relates to the user's AGroup.

**\*\*More information is located:** <https://www.fiscal.treasury.gov/cars/cars-transactions-accountability.html>

### **Warrant Journal Vouchers (WJV):**

This component of the Agency Transaction Module is used to report the estimated amounts of Taxes and Customs duties determined by the Office of Tax Analysis and to report adjustments,



as a result of actual amounts that are collected by the Internal Revenue Service and U.S. Customs Service. The Excise Taxes and Customs duties are transferred to the Trust Fund Receipts and invested by the Bureau of the Fiscal Service in Government Securities as legislated.

**Role:**

- Agency Reviewer (AR) – can view posted Warrant Journal Vouchers that relates to the user’s Agroup

**Year End Closing (YEC):**

This component of the Agency Transaction Module facilitates the process of the cancellation of the 5<sup>th</sup> year expired accounts and for the Indefinite, Year End Closing Adjustment currently based on FACTSII FMS Form 2108

**Roles:**

- Agency Preparer (AP) – can create, update, delete, agency certify and view both pending and posted Year End Closing Adjustment that relates to the user’s AGroup
- Agency Reviewer (AR) – can view posted Year End Closing Adjustment that relates to the user’s AGroup

AGroup Module Triplet Acronym Quick Reference Guide.

| Module  | Triplet Acronym |
|---|-----------------|
| Account Statement                             | ACCTSTMT        |
| Appropriation Warrants                        | APROP           |
| Agency Standard Reporting                     | ASR             |
| Borrowing                                     | BORR            |
| Checks Issued Audit                           | CIA             |
| Classification Transaction and Accountability | CTA             |
| Non-Expenditure Transfers                     | NET             |
| Statement of Difference                       | SOD             |
| TDO Payments                                  | TDOPAYMENTS     |
| Transfer and Non-Cash                         | TANC            |
| Warrant Journal vouchers                      | WJV             |
| Year End Closing                              | YEC             |



AGroup Role Triplet Acronym Quick Reference Guide.

| Role                         | Triplet Acronym         |
|------------------------------|-------------------------|
| Agency All                   | AA                      |
| Agency Account Administrator | AAA                     |
| Agency Certifier             | AC                      |
| Agency Preparer              | AP                      |
| Agency Recipient Certifier   | ARC                     |
| Agency Reviewer              | AR                      |
| Agency Viewer                | Payments: AV<br>ASR: AR |

**For any questions or concerns, please contact the Treasury Support Center (TSC) at 1-877-440-9476 or email at [GWA@stls.frb.org](mailto:GWA@stls.frb.org)**