

Bulletin: OCFO 17-03

Date: June 30, 2017

To: USDA Agencies

Subject: Controls Over GTAS Bulk File

PURPOSE

The purpose of this bulletin is to prescribe the policies and procedures for modifying the GTAS bulk file.

DEFINITIONS

Governmentwide Treasury Account Symbol Adjusted Trial Balance System (GTAS): GTAS is an application used by agencies to submit a pre-closing Agency Trial Balance for proprietary and budgetary data simultaneously in one bulk file submission.

BACKGROUND

The GTAS bulk file is derived from the Financial Statements Data Warehouse (FSDW). If adjustments are required to pass GTAS edits then the FSDW front-end or back-end adjustment process should be used. The GTAS bulk file is the authoritative source for the SF 133, Report on Budget Execution and Budgetary Resources, Digital Accountability and Transparency Act of 2014 (DATA Act) file, Agency Financial Report (AFR), and Governmentwide Financial Report System (GFRS).

RESPONSIBILITIES

The agency Chief Financial Officer is responsible for ensuring consistency between the GTAS bulk file and the FSDW. The Accounting Policy and Consolidated Reporting Division (APCRD) is responsible for approving modifications to the GTAS bulk file outside of the FSDW.

POLICY

No modification to the GTAS bulk file is allowed outside of the FSDW without prior approval from the APCRCD.

PROCEDURES

Send requests to modify the GTAS bulk file outside of FSDW to APCRCD for approval, in writing, prior to submission and certification.

INQUIRIES

Any question concerning this bulletin should be directed to Connie Constance at Connie.Constance@nfc.usda.gov.

EFFECTIVE DATE

This bulletin is effective immediately.

/s/

STANLEY MCMICHAEL

Associate Chief Financial Officer for Financial Operations