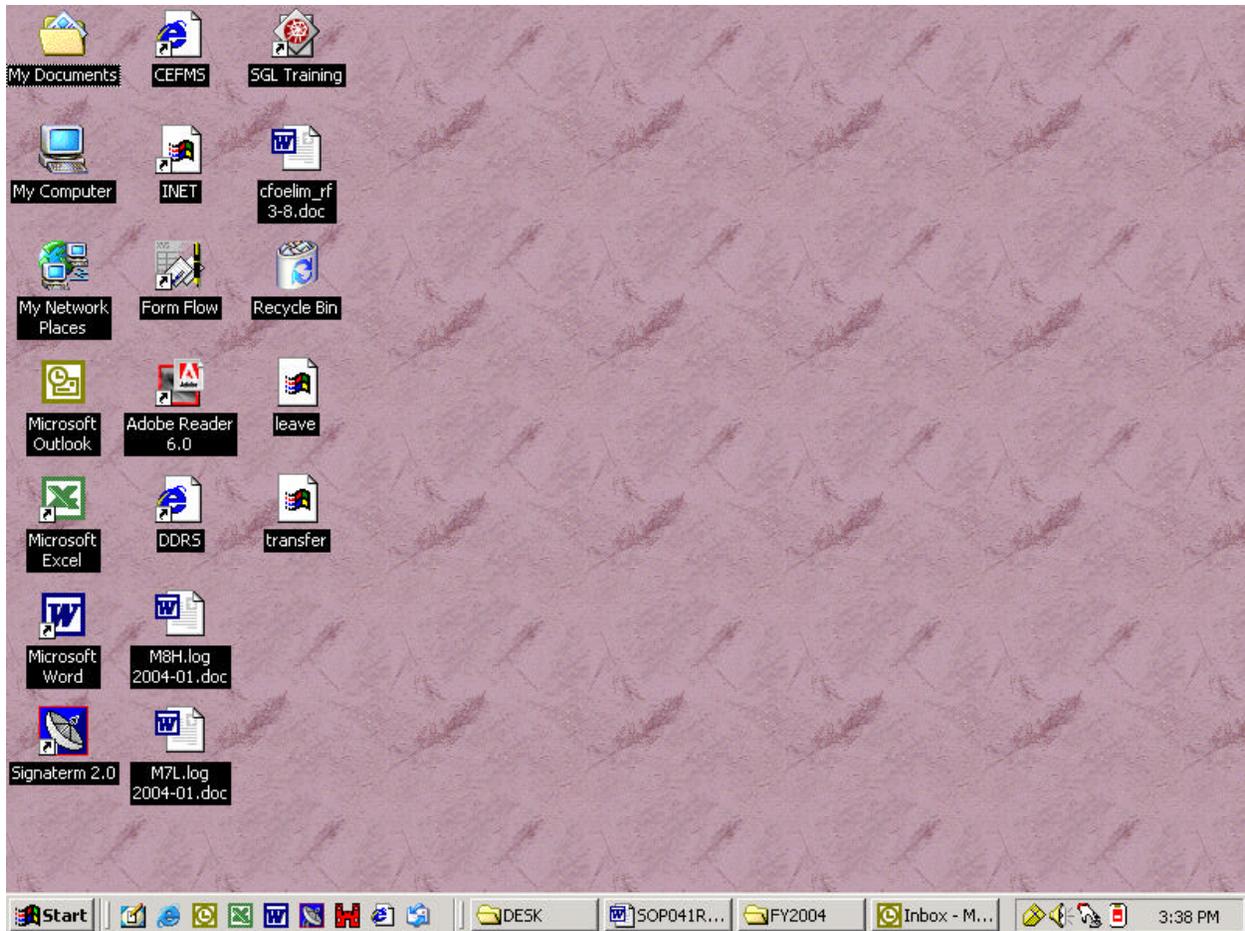


**DESK OPERATING PROCEDURE 041R
REPORTS AND ANALYSIS DIVISION**

RETRIEVING TREASURY FMS 6653/6654/6655

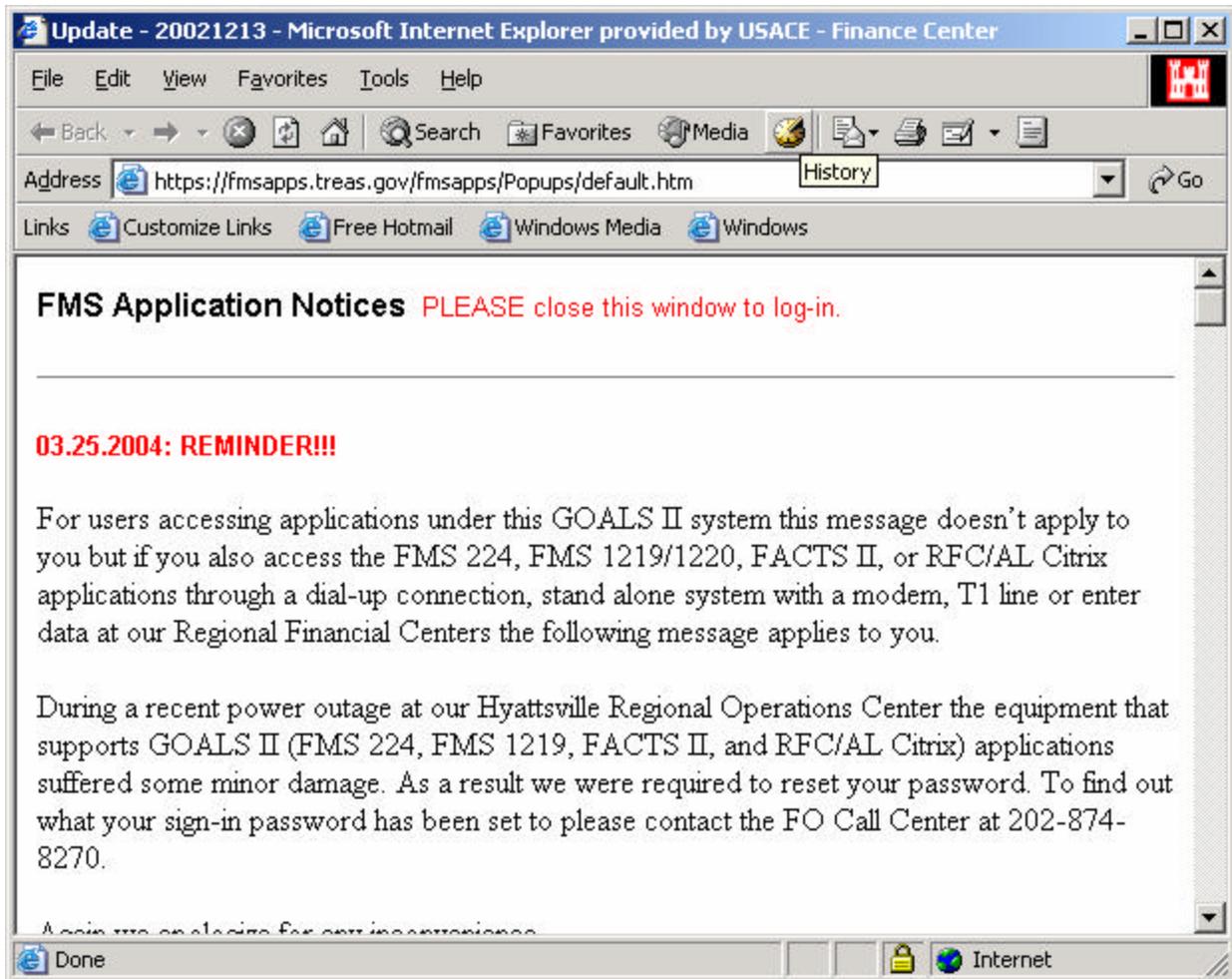
The Funds Balance With Treasury (FBWT) is an asset account that reflects the available budget spending authority of Federal agencies. It is furnished by the Department of Treasury on the monthly FMS6653/6654/6655. These reports are retrieved by USACE used to reconcile the FBWT to the Standard General Ledger (SGL). The report is usually available around the 9th workday of the following month. This SOP provides instructions on how to retrieve the reports.

1. To retrieve the report:
 - a. Sign on GOALS
 - 1) **Click INET icon**

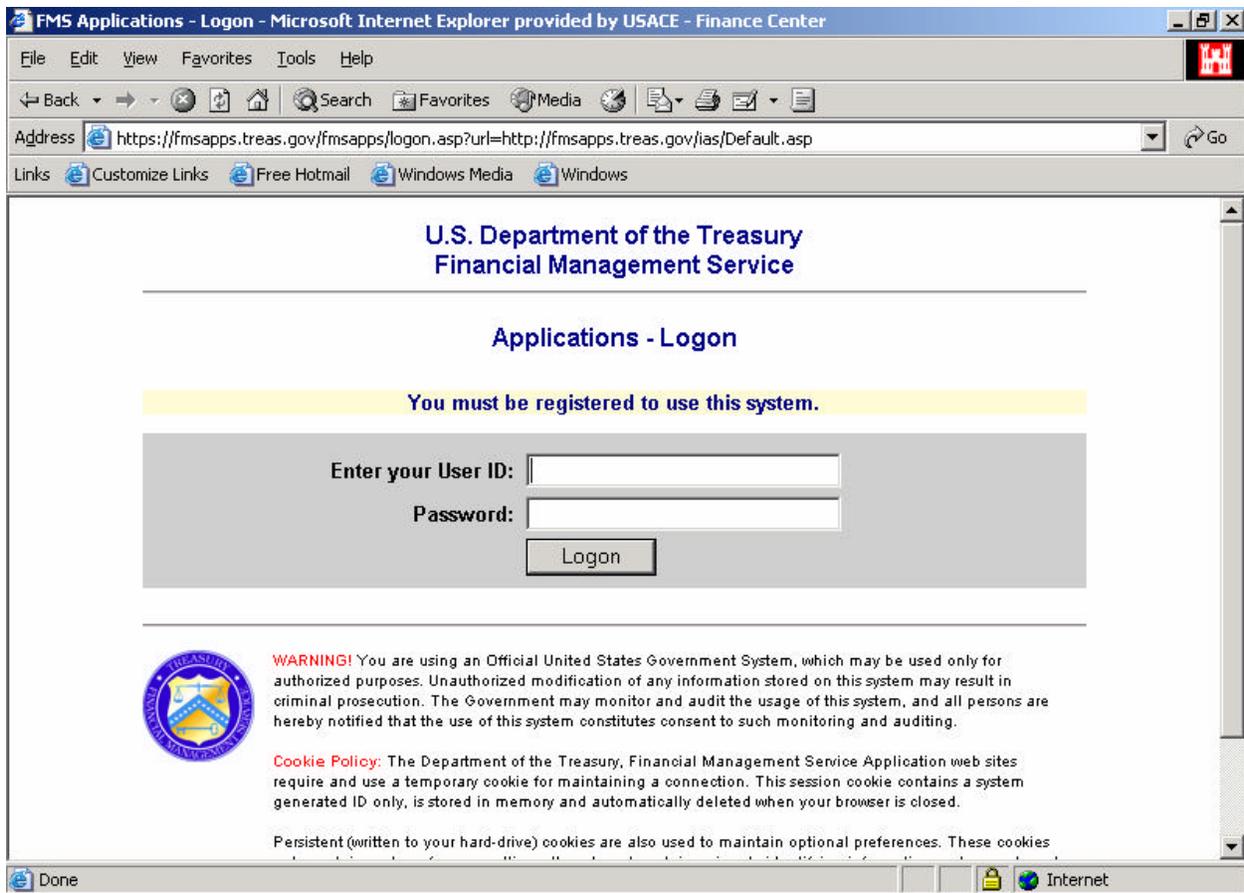


2) In address box, type '**https://fmsapps.treas.gov/ias**'

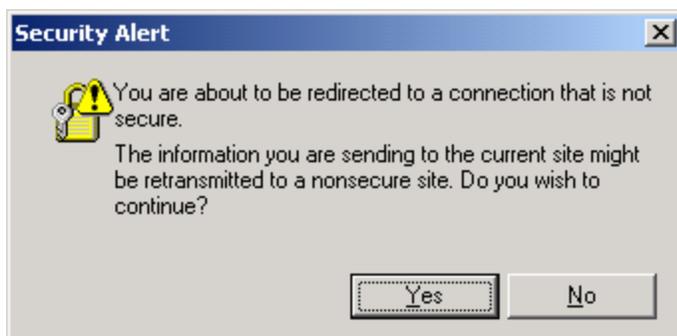
3) A FMS Application Notices box will appear, close this box to log-in.



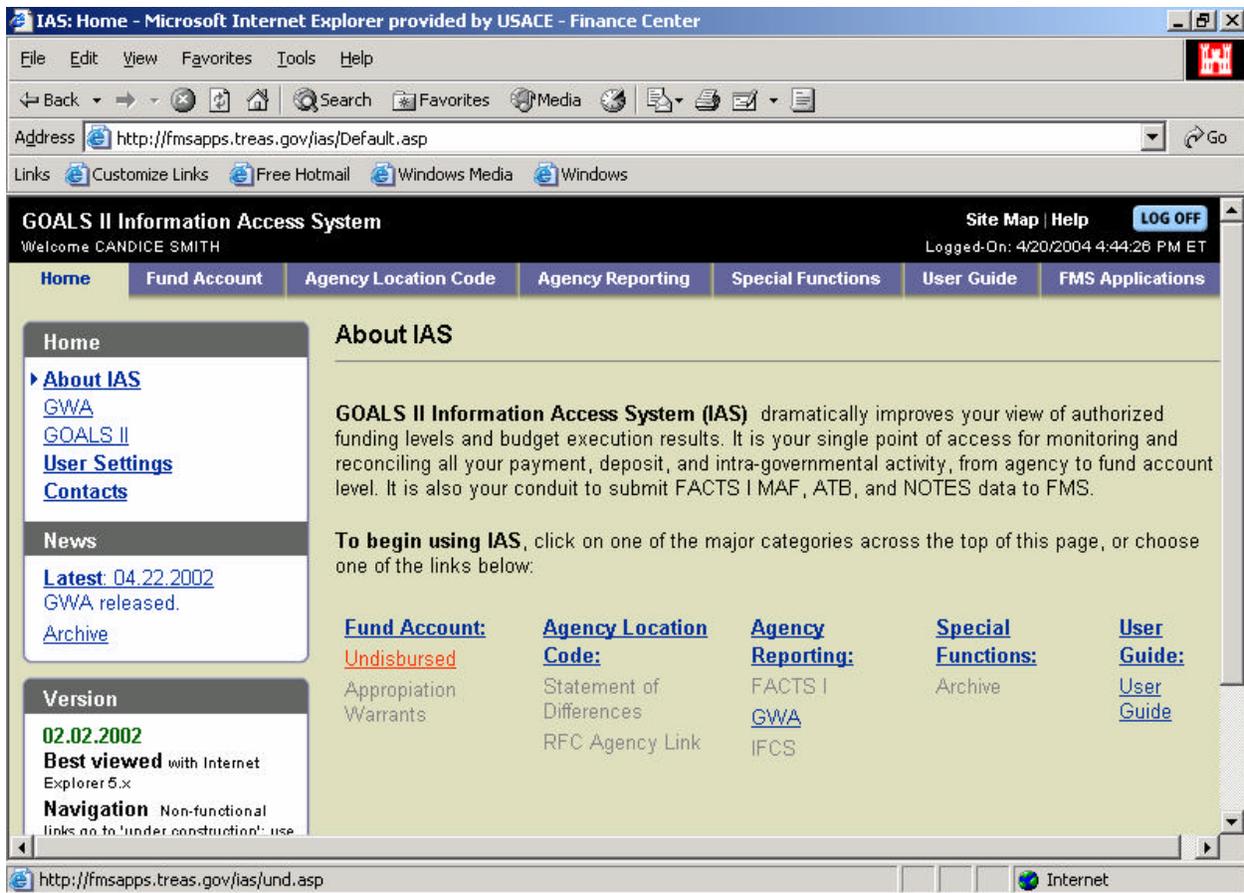
- 4) Use your assigned **USER ID** and **PASSWORD** (assigned by Treasury) when prompted.



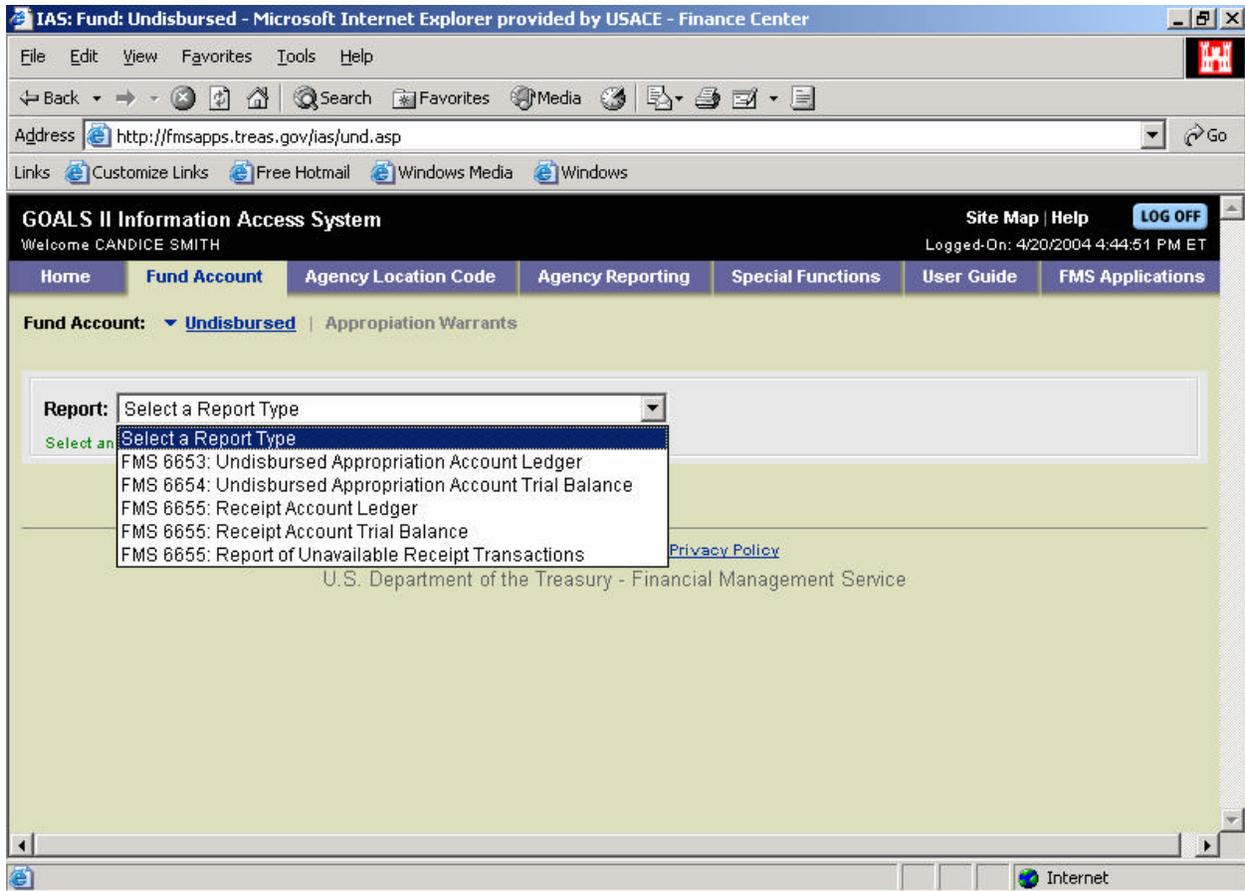
5) A Security Alert box will appear, click 'Yes' to continue.



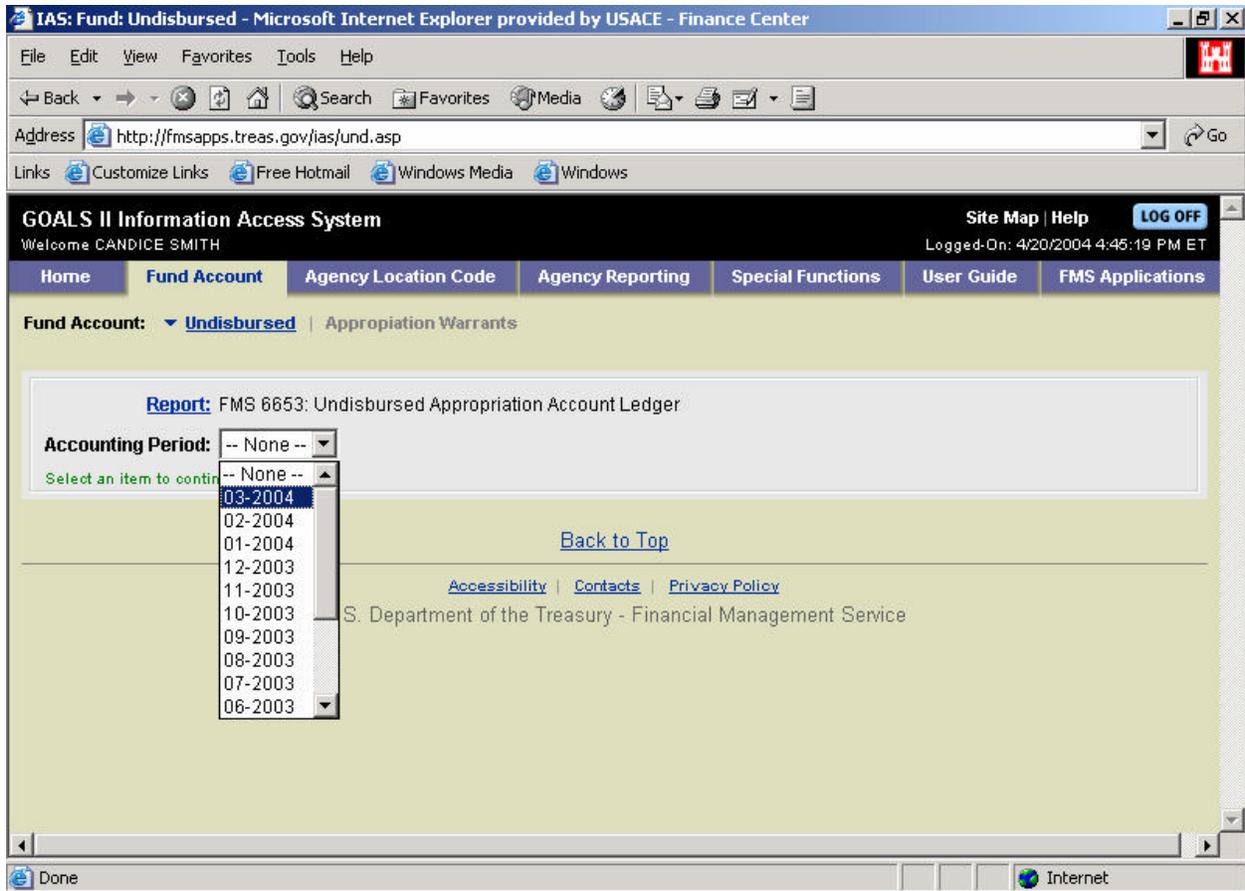
6) In the center of the page under 'Fund Account' click 'Undisbursed'.



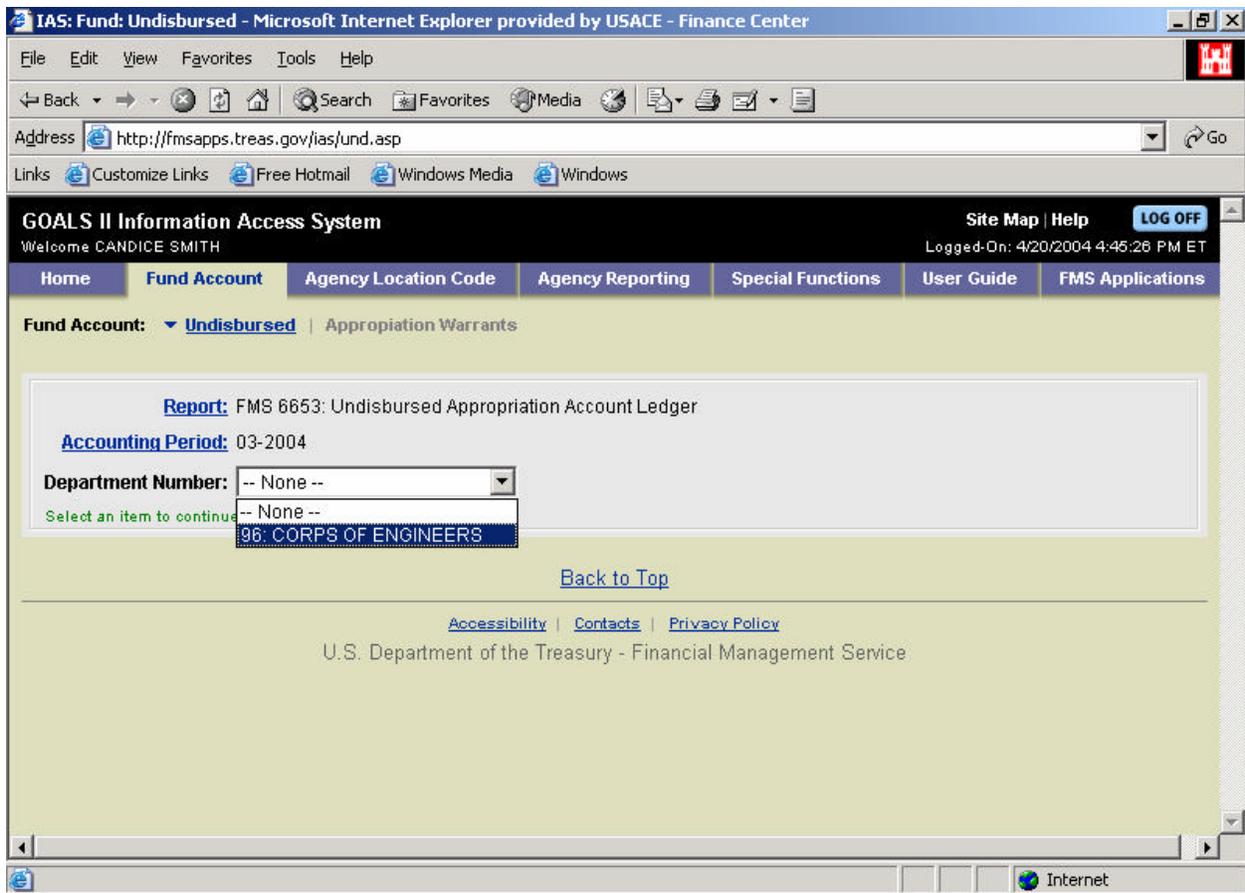
7) Select the appropriate report from drop-down box.



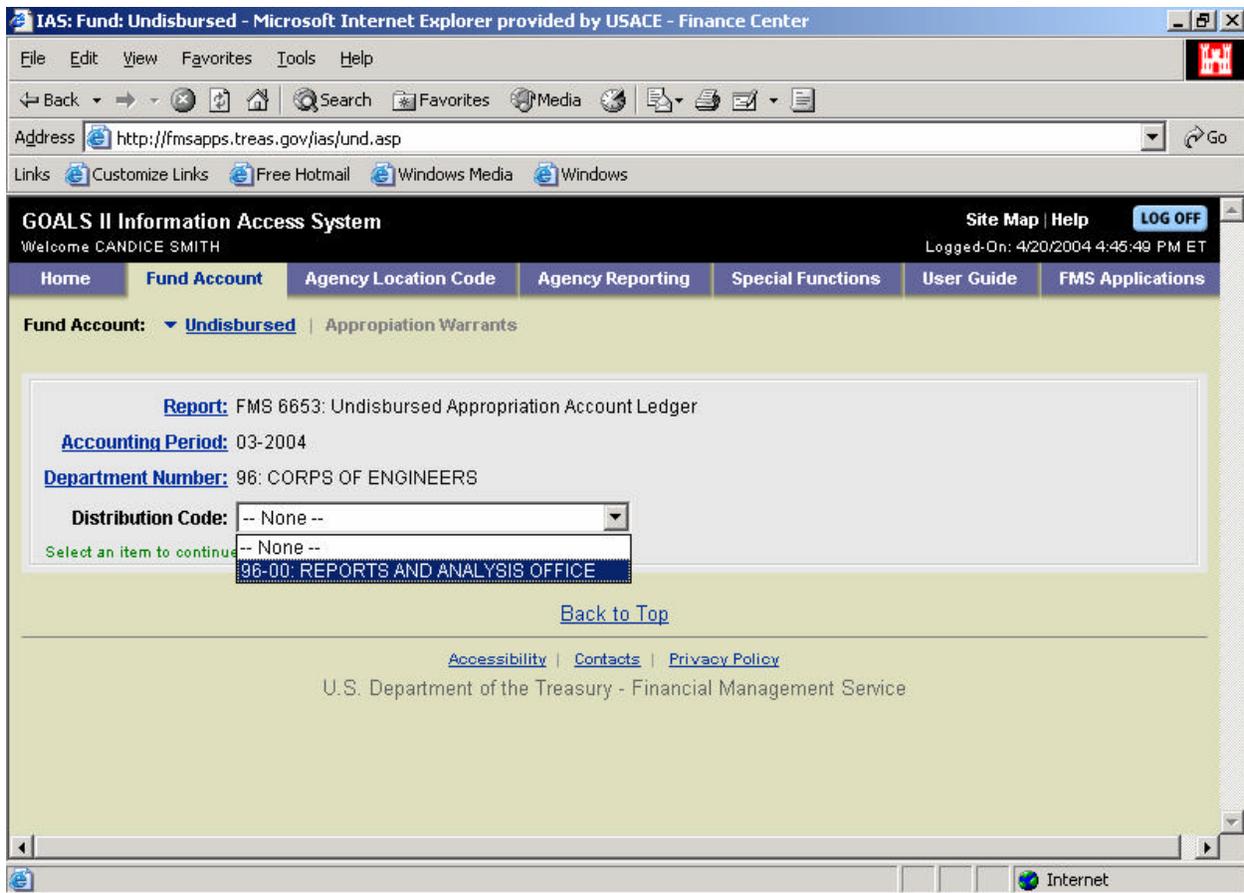
8) Select the appropriate Accounting Period from drop-down box.



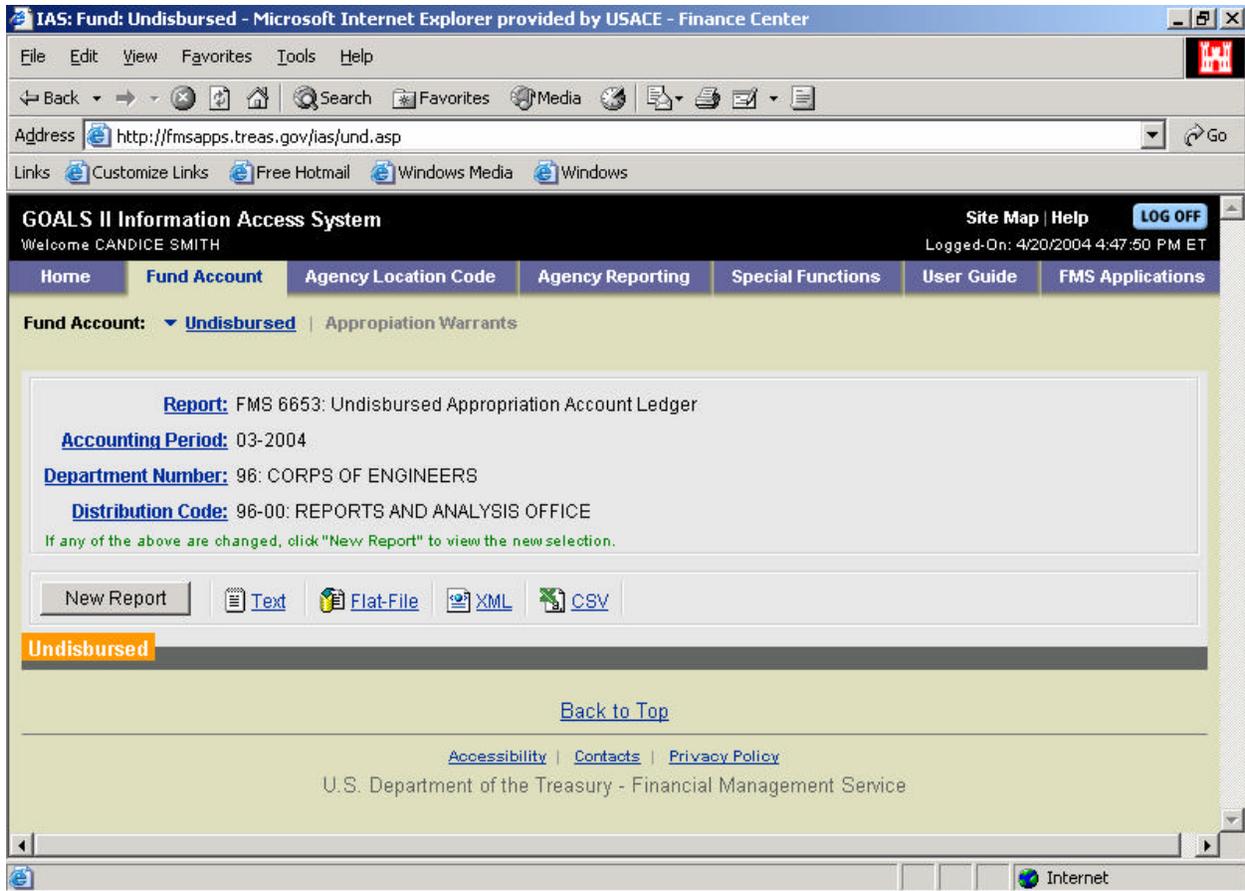
- 9) Select the appropriate Department Number from drop-down box.



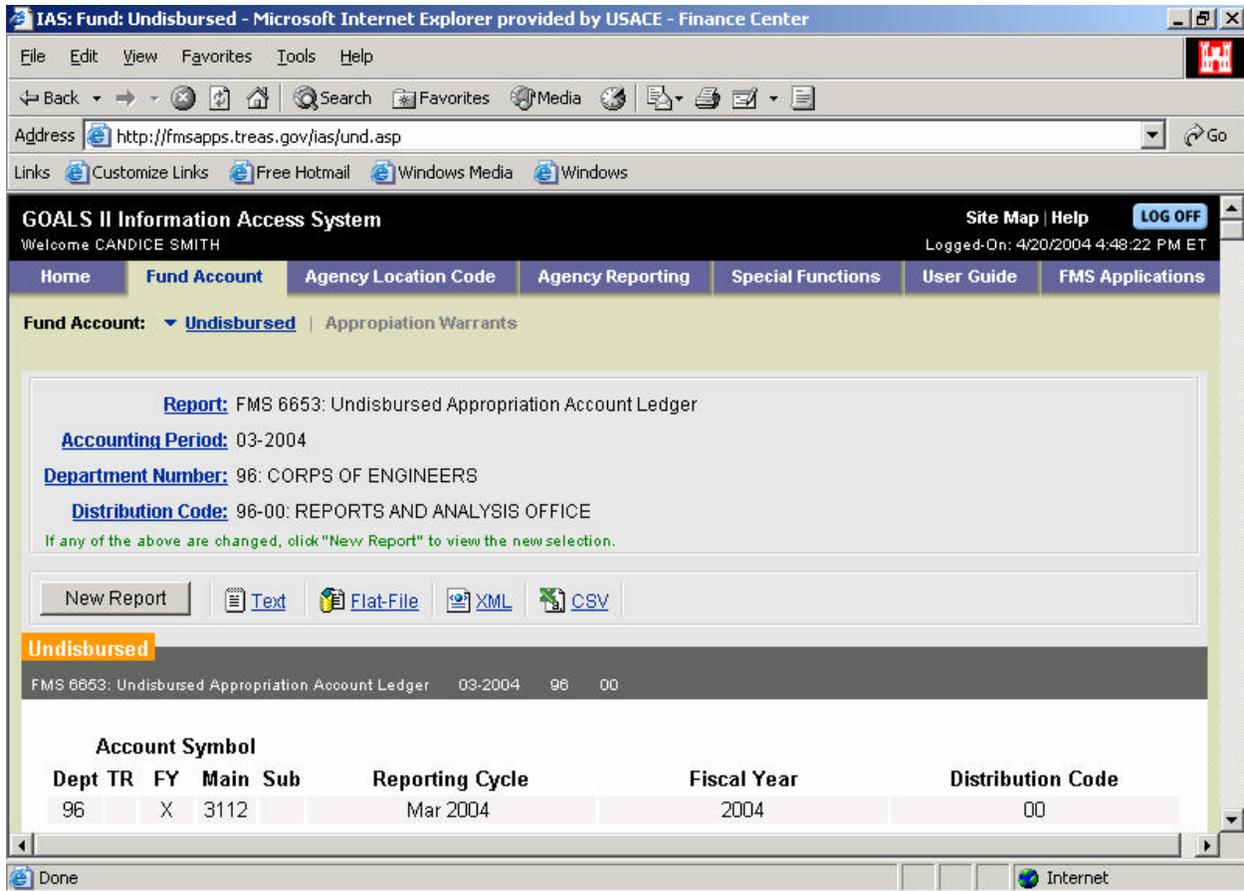
10) Select the appropriate Distribution Code from drop-down box.



11) Select 'New Report' at bottom, left of the page.



12)The report will generate at the bottom of the page. You will be able to print the text.



13) In the center of the page, select 'Text'.

The screenshot displays the GOALS II Information Access System interface within a Microsoft Internet Explorer browser window. The browser title is "IAS: Fund: Undisbursed - Microsoft Internet Explorer provided by USACE - Finance Center". The address bar shows the URL "http://fmsapps.treas.gov/ias/und.asp". The page content includes a navigation menu with "Fund Account" selected, and a report summary for "FMS 6653: Undisbursed Appropriation Account Ledger" for the period "03-2004".

Report: FMS 6653: Undisbursed Appropriation Account Ledger
Accounting Period: 03-2004
Department Number: 96: CORPS OF ENGINEERS
Distribution Code: 96-00: REPORTS AND ANALYSIS OFFICE
 If any of the above are changed, click "New Report" to view the new selection.

Buttons: New Report, Text, Flat-File, XML, CSV

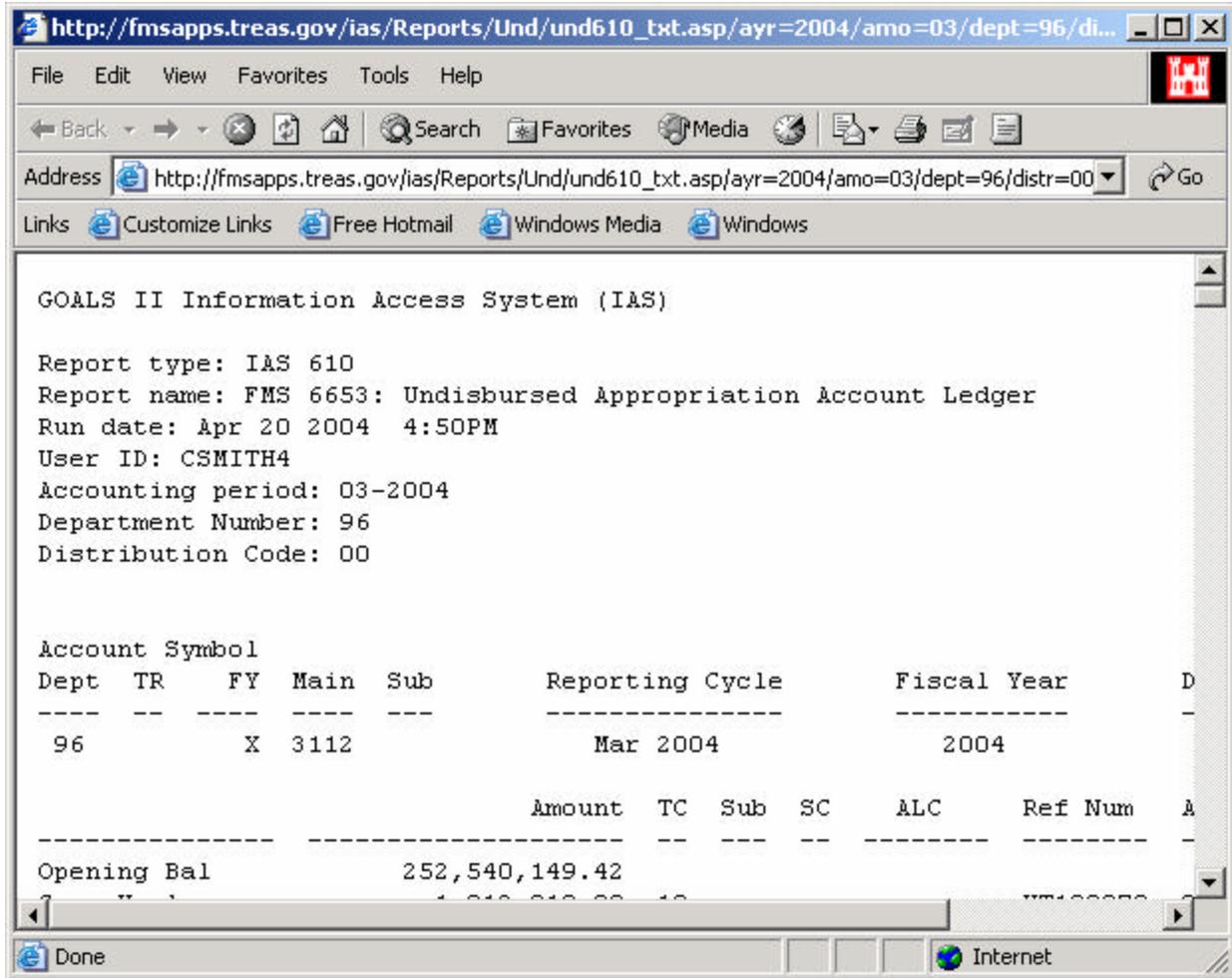
Undisbursed

FMS 6653: Undisbursed Appropriation Account Ledger 03-2004 96 00

Account Symbol		Reporting Cycle	Fiscal Year	Distribution Code
Dept	TR FY Main Sub			
96	X 3112	Mar 2004	2004	00

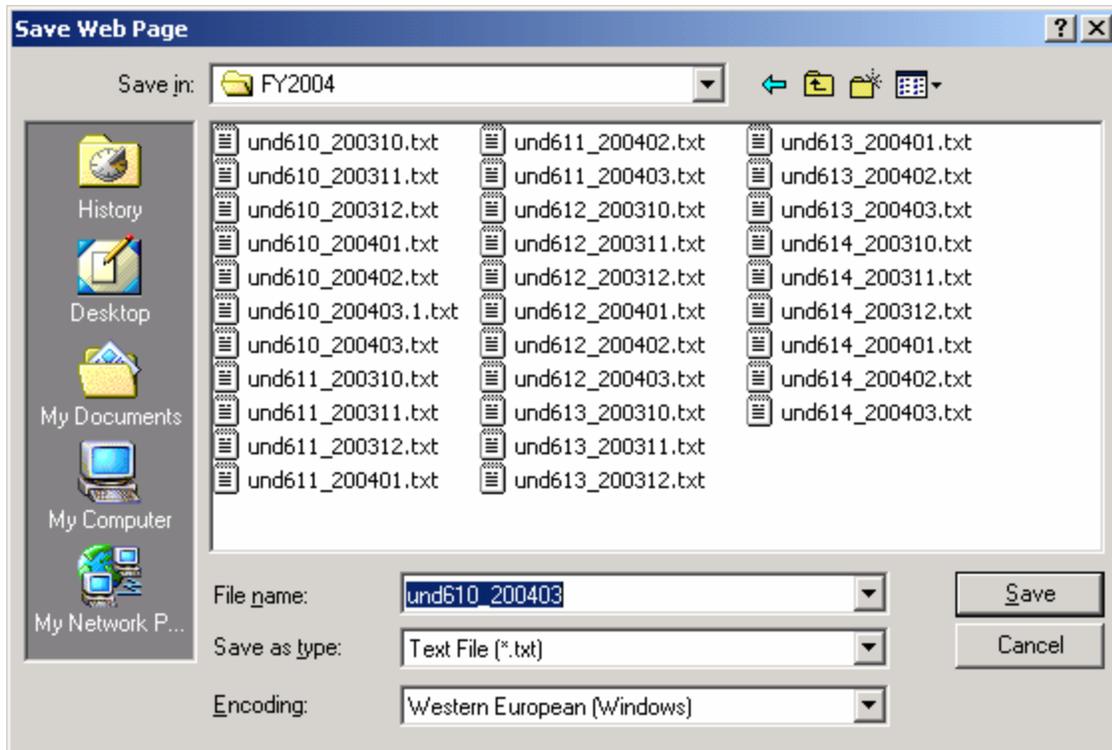
Address bar: http://fmsapps.treas.gov/ias/Reports/Und/und610_txt.asp/ayr=2004/amo=03/dept=96/distr=00/und610.txt

14) A new window will appear on your screen. Select 'File, Save As...'.



15) Save the text at

J:\SHARED\DOC\RADIV\CIV\FBWT\FMS6653,6654,6655\FY2004; Add appropriate accounting period after filename (i.e. und610_200403 for March 2004); click **Save**.



2. If systems problems are encountered, contact GOALS marketing at (202) 874-8270.

3. Make a **copy of all reports** and provide to CFO team.

Created by: Anlie Greene

Reviewed by:

Revised by: Sharon Cave (February 2000)

Revised by: Candice Smith, Accountant, CFO/Civil Reports Division (March 2004)

Reviewed by: Ellen Gibson, Chief, CFO/Civil Reports Division (March 2004)

Approved by: Cynthia Blevins, Deputy Director of Accounting (March 2004)