

**100-DESK SOP-0106  
CREATED 04/20/04**

**DESK OPERATING PROCEDURE 0106  
REPORTS AND ANALYSIS DIVISION  
APRIL 2004**

**GOVERNMENT WIDE ACCOUNTING (GWA) PROCEDURE  
DAILY PROCEDURE - SF1151\)**

**TO VIEW OR GET COPIES OF SF1151 DISBURSEMENT AUTHORITY  
TRANSACTIONS**

Sign onto the GOALS II Information Access System (IAS) webpage/homepage.

Enter your user ID and password.

Click on the GWA hyperlink.

Select: Posted Transactions

Select: Account or leave blank to view all

Select: Month and year or month year range

Click on Submit

Click on the hyperlink to the specific transaction you want to view or print

Click on the optional hyperlinks to view comments or get additional information about that specific transaction

If the transaction you are looking for is not present, select the pending transaction hyperlink to check the status of the transaction you are looking for.

Print the document update spreadsheets and give copies to CFO personnel

Log off system

**TO CREATE NEW TRANSACTION:**

Sign onto the GOALS II Information Access System (IAS) webpage/homepage.

Enter your user ID and password

Click on the GWA hyperlink.

Select: New Transaction hyperlink

Select: Non-expenditure transactions

Select: Balance transfer

Enter: Public laws and United States code

Hit: Add

Enter: From appropriation

Enter: Amount

Enter: To appropriation

Enter: Amount

Hit: Certify to save the transaction

Log off system.

For specific appropriation information contact U. S. Treasury.

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Revised by: