

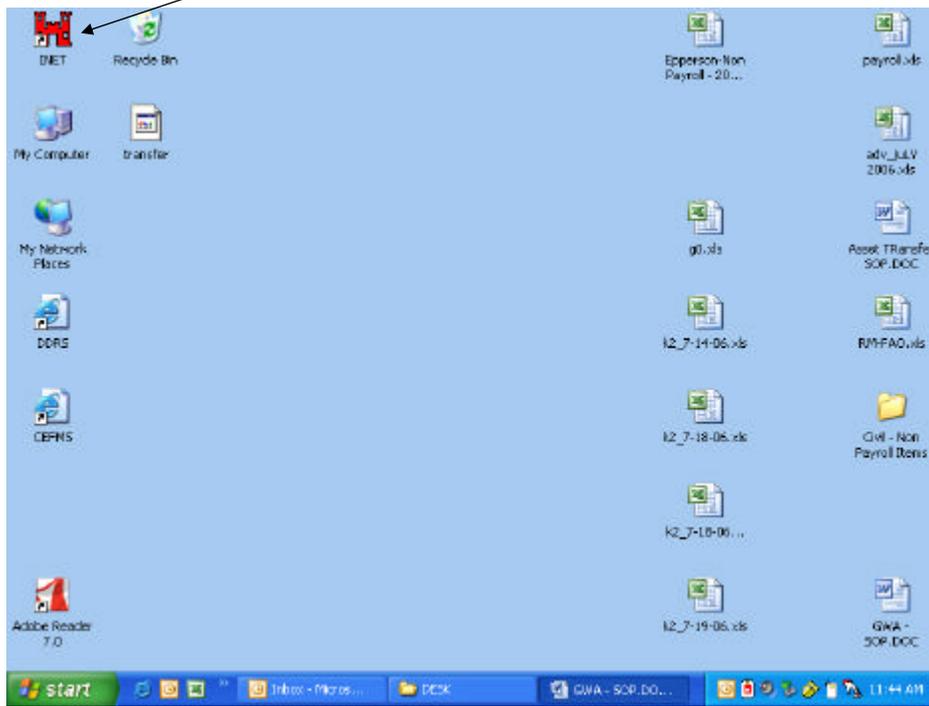
**DESK OPERATING PROCEDURE 132**  
**CFO/Civil Reports Division**

**Retrieving Treasury Account Statement**

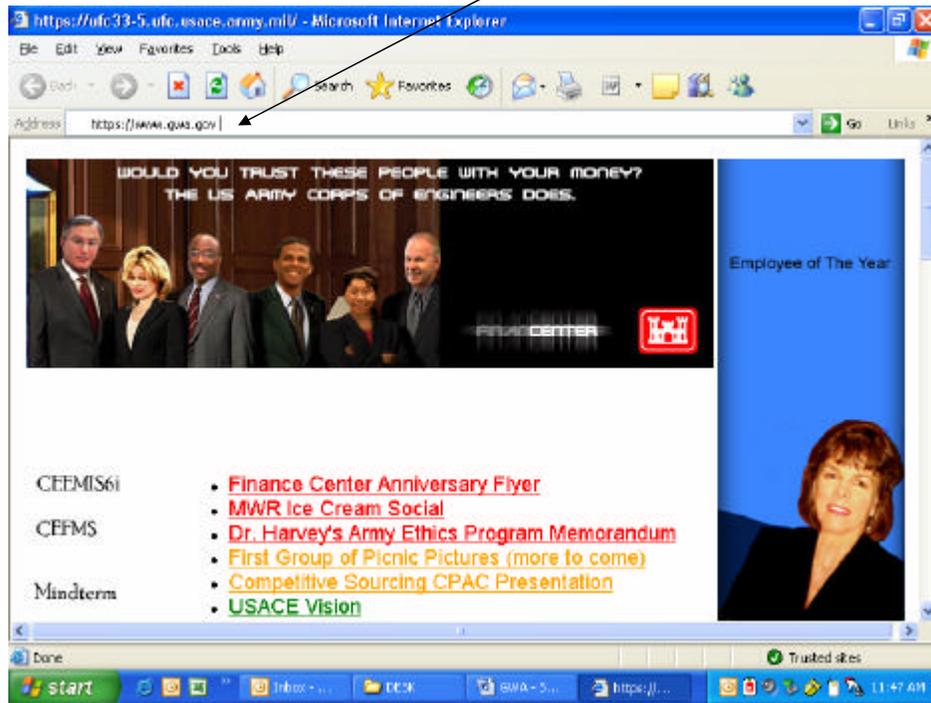
The Funds Balance with Treasury (FBWT) is an asset account that reflects the available budget spending authority of Federal agencies. It is furnished by the Department of Treasury on the monthly GWA Account Statements. Access Control of the GWA Account Statement is maintained by the Department of Treasury. These reports are retrieved by USACE, CFO Civil Reports Division and used to reconcile the FBWT to the Standard General Ledger (SGL). The report is usually available around the 6<sup>th</sup> workday of the following month. This SOP provides instructions on how to retrieve the reports.

1. To retrieve the report:
  - a. Sign on GWA

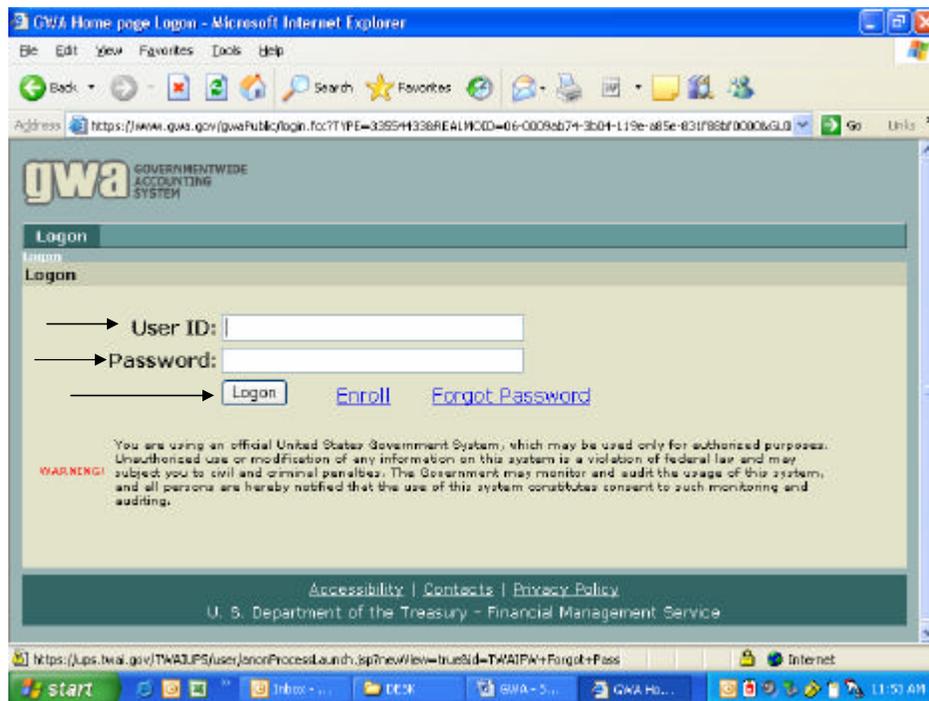
1) Click INET icon



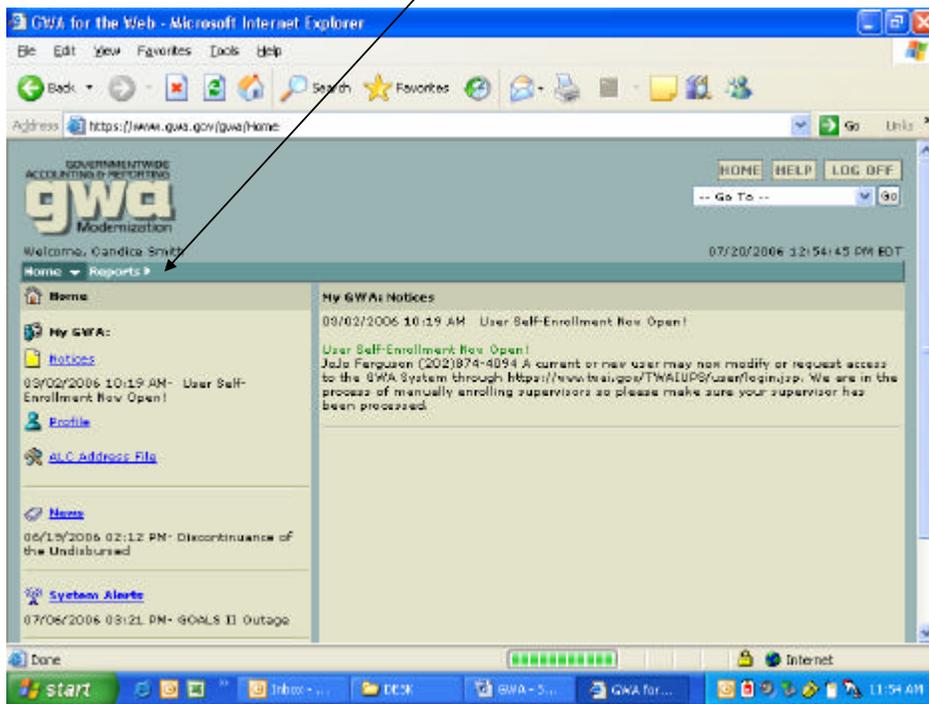
2) In the address box, type 'https://www.gwa.gov'



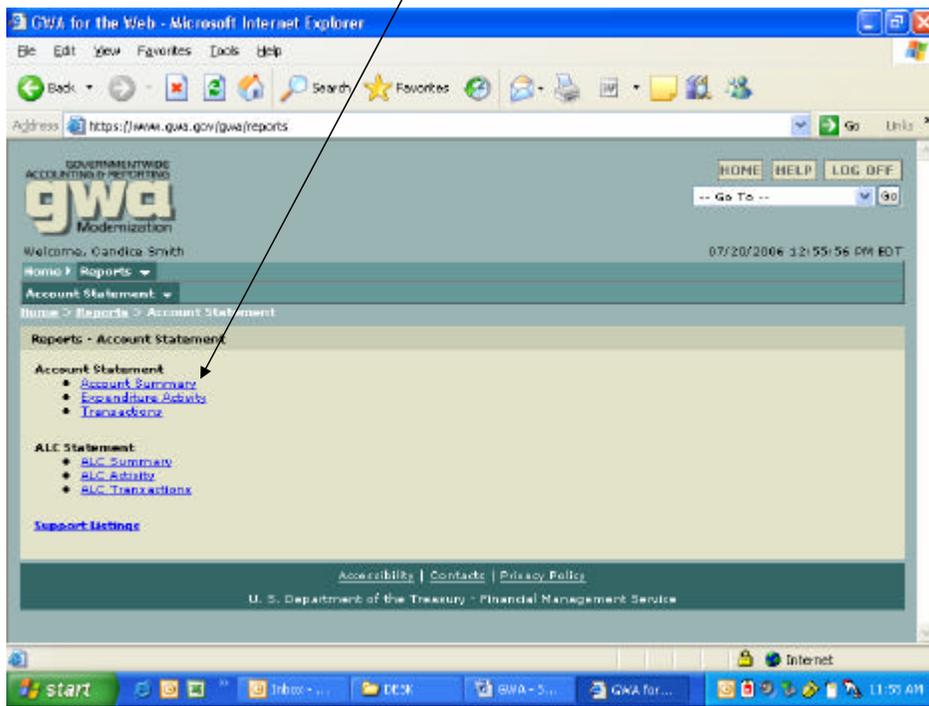
- 3) Use your assigned **USER ID** and **PASSWORD** (assigned by Treasury) when prompted. Then select **'Logon'**.



4) Select 'Reports' on left side of screen.



5) Select 'Account Summary'.



6) Agency should be defaulted to '**Corps of Engineers (9600)**'.

Bureau should be defaulted to '**Reports and Analysis Office (9600)**'.

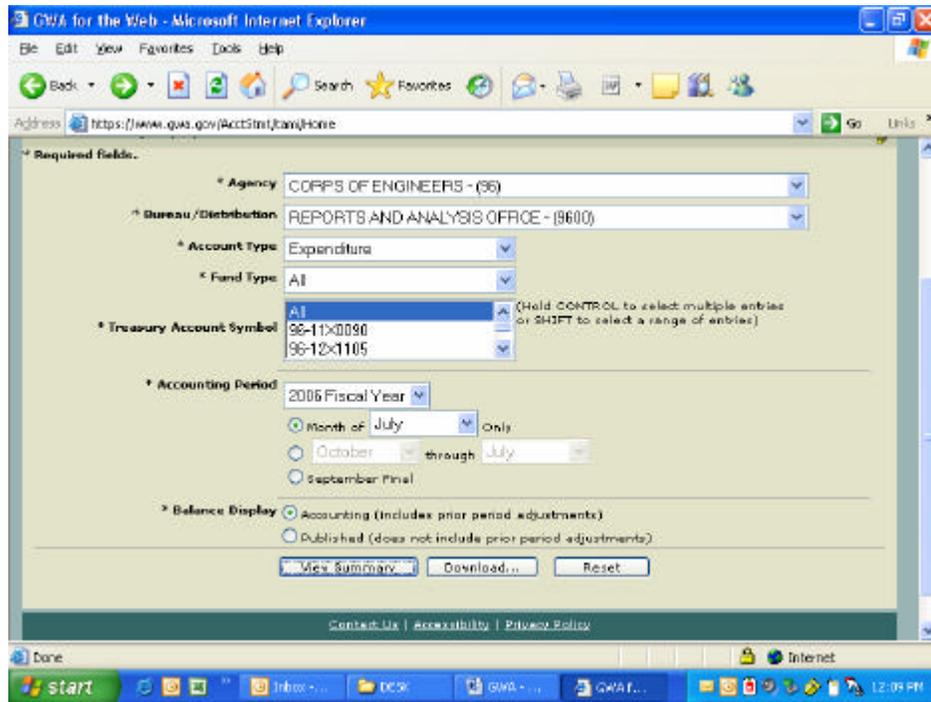
Account Type has four separate types. If user selects each type, he will receive an account statement for each account type. User will need to retrieve each type.

Fund Type should be defaulted to '**All**'.

Treasury Account Symbol should be defaulted to '**All**'.

Accounting Period should be selected to fit user's need. Under the Account Period selection, user will see three separate types of monthly accounting periods. User will have to select one of these periods.

After making sure each criterion is met for retrieving Account Statements, user will select '**View Summary**'.



- 7) Account Statement will appear. If user needs to view transactions of an appropriation, user can select folder under 'View Trans.' column.

Search Criteria  
 Agency: CORPS OF ENGINEERS - (96)  
 Bureau/Dist. Code: REPORTS AND ANALYSIS OFFICE - (6600)  
 Account Type: Expenditure  
 Fund Types: All  
 Accounting Period: 2006 Fiscal Year, Month of June

1 - 20 of 184 Records

Select	View Trans.	Transaction Account Symbol	Account Type	Beginning Balance	Net Activity	Ending Balance	Action for Period
		06-11X0080	Expenditure	0.00	0.00	0.00	
<input type="checkbox"/>		06-12X1106	Expenditure	79,296.41	-9,601.73	75,783.08	✓
		06-13X0200	Expenditure	0.00	0.00	0.00	
		06-13X1480	Expenditure	0.00	0.00	0.00	
		06-13X2050	Expenditure	0.00	0.00	0.00	
<input type="checkbox"/>		06-14X1030	Expenditure	15,091,897.85	-1,941,034.04	14,840,893.01	✓
		06-14X1012	Expenditure	0.00	0.00	0.00	
		06-14X2301	Expenditure	0.00	0.00	0.00	
		06-14X5020	Expenditure	0.00	0.00	0.00	
<input type="checkbox"/>		06-14X5026	Expenditure	879,840.88	-123,000.00	853,840.88	✓
<input type="checkbox"/>		06-14X5073	Expenditure	0.00	456,000.00	456,000.00	✓
		06-14X5073.8	Expenditure	0.00	0.00	0.00	
		06-18X4020.2	Expenditure	0.00	0.00	0.00	

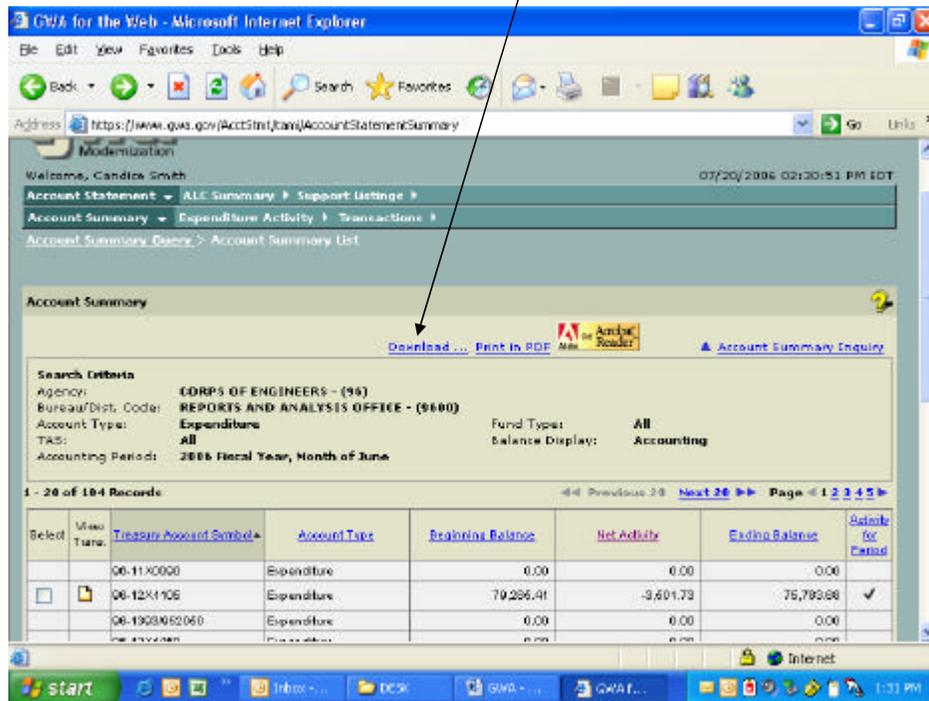
(Note) This is what user will see if 'View Trans.' is selected.

The screenshot shows the 'GWA for the Web - Microsoft Internet Explorer' window. The address bar displays the URL: <https://www.gwa.gov/AccountStatementTransaction?account=35005&accountType=96-12X105&backTo=AccountStatement>. The breadcrumb trail is: Account Statement > ALC Summary > Support Listings > Account Summary > Expenditure Activity > Transactions. The main content area is titled 'Transactions' and includes search criteria for 'CORPS OF ENGINEERS - (96)'. The search criteria are: Agency: CORPS OF ENGINEERS - (96), Bureau/Dir. Code: REPORTS AND ANALYSIS OFFICE - (9600), Account Type: Expenditure, TAG: All, Accounting Period: 2006 Fiscal Year, Month of June, Fund Type: All, Balance Display: Accounting, and Activity Type: All. Below the search criteria, there are navigation links for 'Previous Account' and 'Next Account'. A table of transactions is displayed with the following data:

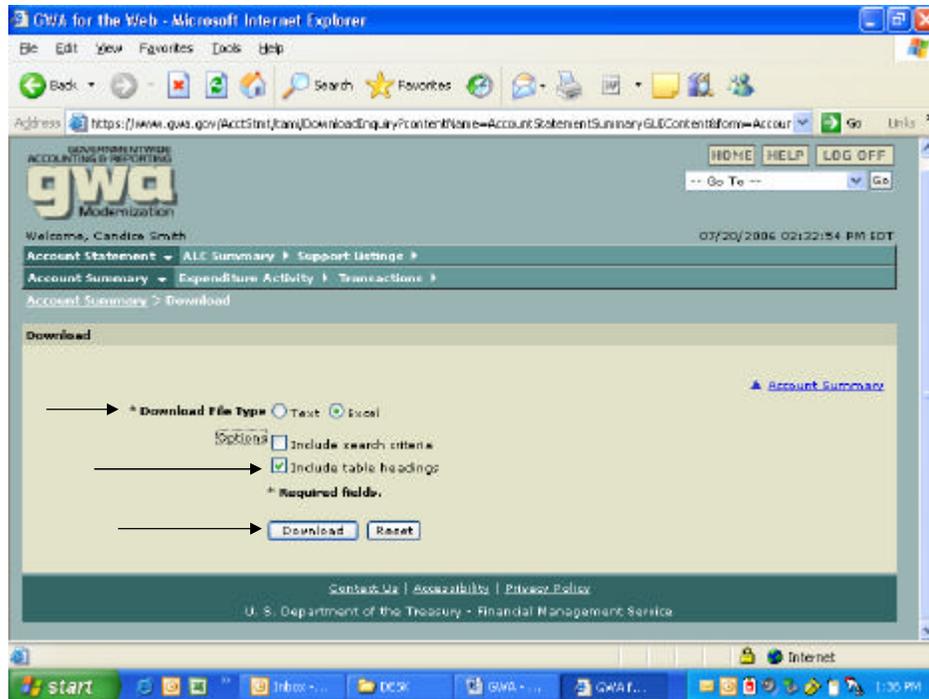
View Detail	Activity Type	Sub Acct.	Sub Class	Accts. Entered	Posting Date	Increase to Balance	Decrease to Balance	SLC
	Invest. Equipment	000		000000	07/01/2000		3,501.73	0000000
<b>Total</b>						<b>0.00</b>	<b>3,501.73</b>	

At the bottom of the page, there are links for 'Contact Us', 'Accessibility', and 'Privacy Policy', and the text 'U. S. Department of the Treasury - Financial Management Service'. The Windows taskbar at the bottom shows the Start button, Internet Explorer icon, and several open windows including 'Intranet...', 'DCS...', 'GWA...', and 'GWA...'. The system clock shows 12:09 PM.

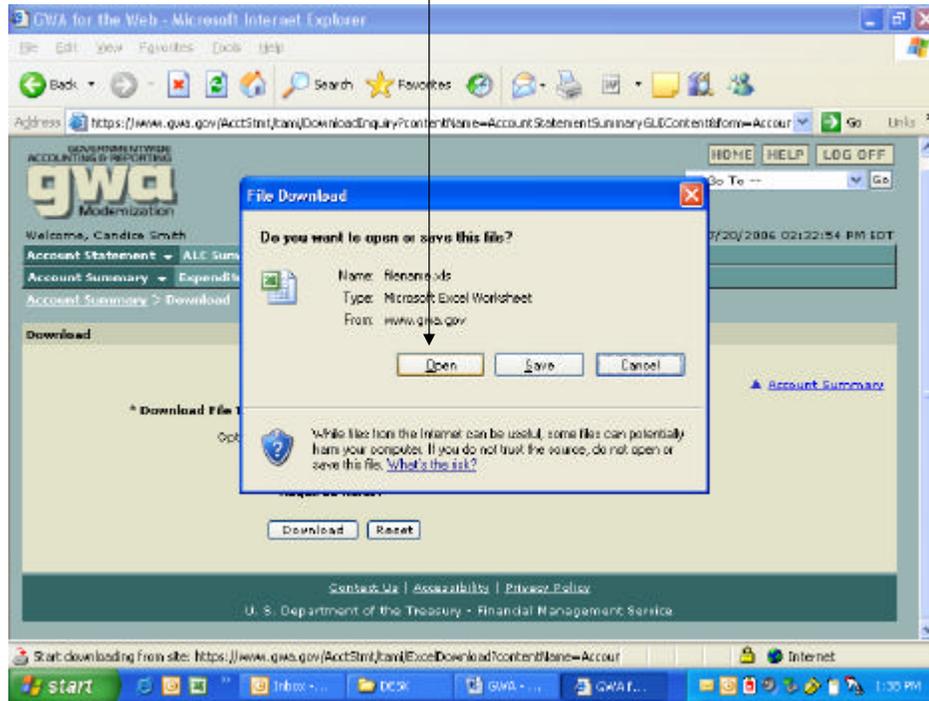
- 8) In order for user to save Account Statement, user will have to download the statement. User will select **'Download'**.



- 9) User will select **'Excel'** for Download File Type. Under Download File Type, there is an 'Options' section, user should check the box that states **'Include Table Headings'**. Then select **'Download'**.

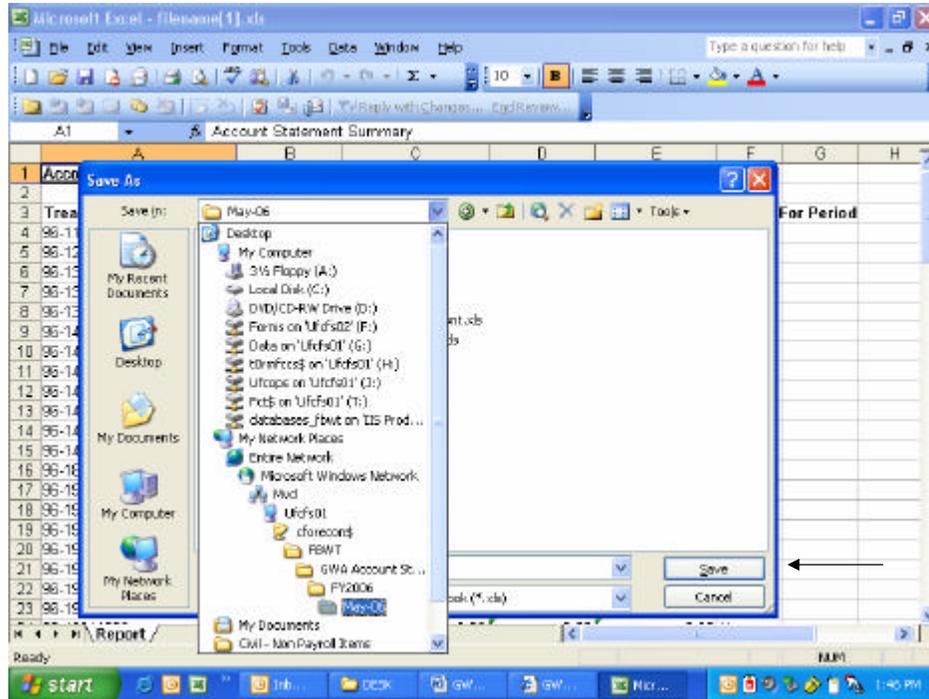


10) After selecting Download, a box will appear asking the user to open or save the file, select 'Open'.





- 12) User should save file at: (My Network Places\CFO-Civil Reports  
Div\FBWT\GWA Account Statement\FY20XX\Month-Year). Then select  
**'Save'**.



- 13) User will have to save each GWA Account Statement. There are four separate Account Statements. After saving each statement, user should provide each member of the CFO team a copy of the statements.
- 14) If systems problems are encountered, contact GWA (202) 874-8270.

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