



New Transactions Non-Expenditure Transactions

The Non-Expenditure Transfers (NET) application provides an automated process for NET transactions. The application eliminates the manual processing and approvals of SF-1151 documents and provides users with the ability to transmit Non-Expenditure Transfer transactions across the Internet from any location worldwide. Users are provided the ability to track and view their transactions while they are being processed, I.e., from the time of initial entry until the transaction is posted to Treasury's Central Accounting System (STAR). When the transaction is posted to STAR, the Fund Balance with Treasury will be updated to reflect the transaction.

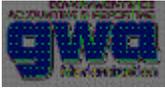
Non-Expenditure Transactions are transactions that transfer funds between or within Government agencies without recording a receipt or an expenditure (outlay) on the books of the Treasury. Non-Expenditure transaction types include:

Appropriation Transfer - Transfers representing the administrative or legislative exercise of transfer authority granted by law for the distribution or interchange of authority from one appropriation to other appropriations where merger of funds is permitted.

Balance Transfer - Transfers of an obligated balance from an expired account to and un-expired account (Balance Transfer and Allocation Transfer).

Capital Transfer - Transactions of a revolving fund whereby capital investments of the United States or earnings are transferred for credit to designated capital transfer miscellaneous receipt accounts.

Reappropriation - Transaction type that includes transfers of appropriation or funds that represents a redistribution of funds, re-delegation or adjustment of obligation authority that permits funds to be expended under another appropriation or fund symbol.



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Section III - Application(s) Requested:

- IACES I (Regulatory 5 GL) Online Full NOTES Business Lines: _____
- IACES II (Contract Budgetary 5 GL) Online Full
- FMS 224 Online STATEMENT OF DIFFERENCE Online
- FMS 1219120 Online UNREBURSED Online
- RFC/AL Online WARRANTS Online
- GWA BFB NET Online GWA BFB Online
- GWA BFB Minisoft NET Online **GWA NET** Online
- GWA Warrack Online GWA Applications Online

Operating System Used: Win 3.1 Win 91 Win 99 Win NT Win 2000 Win ME OS/90
 DOS/ESA VM AIX Unix Other

Section IV - GOALS Marketing Processing Information:

- Production
- QA (P-04)

APPLICATION	ROLE	DESCRIPTION	AGENCY	STATUS
PAGE I	PREPARE <input type="checkbox"/>	PREPARE NOTES	DIFFERENCE <input type="checkbox"/>	END <input type="checkbox"/>
(Select either Primary or Backup and then select only one role) Primary Prop <input type="checkbox"/>	END <input type="checkbox"/>	Only <input type="checkbox"/>	END <input type="checkbox"/>	NO <input type="checkbox"/>
Backup Prop <input type="checkbox"/>				
PAGE II	PREPARE <input type="checkbox"/>	CRITICAL <input type="checkbox"/>	REQ/REPORT <input type="checkbox"/>	
FMS 224	PREPARE <input type="checkbox"/>			
FMS 1219120	PREPARE <input type="checkbox"/>			
RFC/AL	ISS <input type="checkbox"/>	DIR <input type="checkbox"/>		
WARRANTS	ISS <input type="checkbox"/>			
GWA BFB NET	PREPARE <input type="checkbox"/>	CRITICAL <input type="checkbox"/>	AGENCY ALL <input type="checkbox"/>	REVIEWER <input type="checkbox"/>
GWA BFB Business NET	PREPARE <input type="checkbox"/>	CRITICAL <input type="checkbox"/>	AGENCY ALL <input type="checkbox"/>	REVIEWER <input type="checkbox"/>
GWA BFB Minisoft NET	PREPARE <input type="checkbox"/>	CRITICAL <input type="checkbox"/>	AGENCY ALL <input checked="" type="checkbox"/>	REVIEWER <input type="checkbox"/>
GWA Warrack	PREPARE <input type="checkbox"/>			
GWA Applications	PREPARE <input type="checkbox"/>			

Section V - FMS Authorization:

COTR Name: _____ Date: ___/___/___
 Application Sponsor: _____ Date: ___/___/___

Send to: GOALS Marketing Staff
 Financial Management Section
 773 East West Highway, Room 200B
 Hyattsville, MD 20781
 Fax Number: 202-474-6170

Prior to entering a Non-Expenditure transaction, you must complete the GOALSII ESSAS form that is available for download from the FMS Website (<http://fms/treas/gov/goals/aboutgoalsII.html>). The roles that can be selected are described below:

Agency Preparer – This role allows the user to enter a new Non-Expenditure Transfer SF-1151 request specific to the requested application(s), edit a request that has not been submitted to their certifying officer, monitor the status of requests that they have completed and to respond to rejections of submitted requests.

Agency All – This user role has been defined for those agencies that have limited resources available to separate the duties of both entering and certifying a Non-Expenditure Transfer SF-1151 request.

Note: A user can only be assigned to one role per application.



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To enter a new Non-Expenditure transaction, click on **New Transaction** with the left mouse button.



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Next, click on **Non-Expenditure Transfers** with the left mouse button.



File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address <http://gwapp11.index.fms.treas.gov/gwdev/NET/GWANonExpTrans.asp> Go Links

GOVERNMENTWIDE ACCOUNTING & REPORTING **gwa** Modernization HELP LOG OFF

GWA Home IAS Home

Home > New Transaction > Non-Expenditure Transfers

Non-Expenditure Transfers

Control Number: {8DD8CFDC-9A53-4293-B5B0-D3A6B44D8CD} Status: New

Indicates Required Field

Transaction Date (MM/DD/YYYY): 06/07/2002

Effective Date (MM/DD/YYYY): 06/07/2002

Transfer Type: Appropriation Transfer

Agency Reference Number:

Accounting Period: 062002

Legal Authority:

United States Code = XX USC

Comments:

Local intranet

The Non-Expenditure Transfer Page will be displayed with a few fields already populated:

The **Control Number** will be assigned by the system.

The **Status** field will display New (if the transaction is new).

The **Transaction Date** will default to the current date.

The **Effective Date** will default to the current date.

The **Transfer Type** will default to Appropriation Transfer.

The **Accounting Period** will be derived from the Transaction Date and cannot be changed directly. The **Accounting Period** can be changed by changing the **Transaction Date**.



The screenshot shows a web browser window with the address bar displaying `http://gwasp011.indew.fms.treasury.gov/gwadew/NET/GWANonExpTrans.asp`. The page content includes a "Total Number of 'ED'" section with an "Accounts:" dropdown menu and an "Update" button. Below this are four input fields: "'FRON' Accounts:" (a dropdown menu), "'FRON' Amount:" (a text box containing "0.00"), "'ED' Accounts:" (a text box), and "'ED' Amount:" (a text box containing "0.00"). Further down are two summary rows: "FRON Total:" with a text box containing "0.00" and "TO Total:" with a text box containing "0.00". At the bottom of the form area are four buttons: "Save Incomplete", "Finished", "Cancel", and "Refresh". A footer bar contains links for "Accessibility", "Contacts", and "Privacy Policy", and text identifying the "U. S. Department of the Treasury - Financial Management Service".

At the bottom of the entry screen, four buttons will appear; **Save Incomplete**, **Finished** (if the user is defined as an Agency Preparer) or **Certify** (if the user is defined as an Agency All), **Cancel** and **Refresh**. Below is a description for each of the buttons:

Save Incomplete - A transaction can be saved and completed at a later time by clicking the **Save Incomplete** button. The saved transaction can be accessed through the Pending Transaction area.

Finished or **Certify** - Once all of the required fields are completed, the transaction can be completed by clicking on the **Finished** button (if the user is defined as an Agency Preparer) or the **Certify** button (if the user is defined as an Agency All). Once the transaction is **Finished** or **Certified**, it can be Viewed, Rejected or Certified/Approved by an authorized user.

Cancel - The transaction can be cancelled by clicking the **Cancel** button - no database updates will be made. If the **Cancel** Button is clicked inadvertently, you may use the Back feature of the web browser to return to the entry screen with all the information you had entered.

Refresh - Clicking on the **Refresh** button will clear all of the fields on the screen.
Warning: This will erase all the information in the fields that you have entered.



Control Number: {CBDDCFDC-#AS3-4293-8989-
D3A8B44D9CD9} Status: New

Indicators Required Field:
✓ Transaction Date (MM/DD/CCYY): 06/07/2002
✓ Effective Date (MM/DD/CCYY): 06/07/2002
✓ Transfer Type: Appropriation Transfer

Agency Reference Number:
Accounting Period: 062002
Legal Authority:
(Public Law = PL XXX-XXX)
United States Code = XX USC

Comments:

Entering A New Transaction

To enter a new Non-Expenditure transaction, begin by filling out the required fields. Required fields are designated with a red check mark (when using Internet Explorer) or a red lowercase letter “a” (when using Netscape) and must be filled out before the transaction can be successfully finished. The next several pages describe the entry processes along with the field edits that will be applied to the entry fields.

Transaction Date

The **Transaction Date** will default to the current date. If it is necessary to change the **Transaction Date**, move the mouse to the **Transaction Date** field and click the left mouse button. Change the default date by entering a new date in the proper format (MM/DD/CCYY). The **Transaction Date** can be backdated, however it cannot be future dated.

Validations:

Required field

Must be equal to or less than current date.

Must be MM/DD/CCYY. Will default to current date but can be backdated.

Month and year of transaction date must be equal to or greater than the established date of the Treasury Account Symbol.

Month and year of transaction date must be less than 48 months ago

Example: If this is October 2001, the Transaction Date may be no earlier than October 1997.



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Effective Date

The **Effective Date** will default to the current date. If it is necessary to change the **Effective Date**, move the mouse to the Effective Date field and click the left mouse button. Change the default date by entering a new date in the proper format (MM/DD/CCYY).

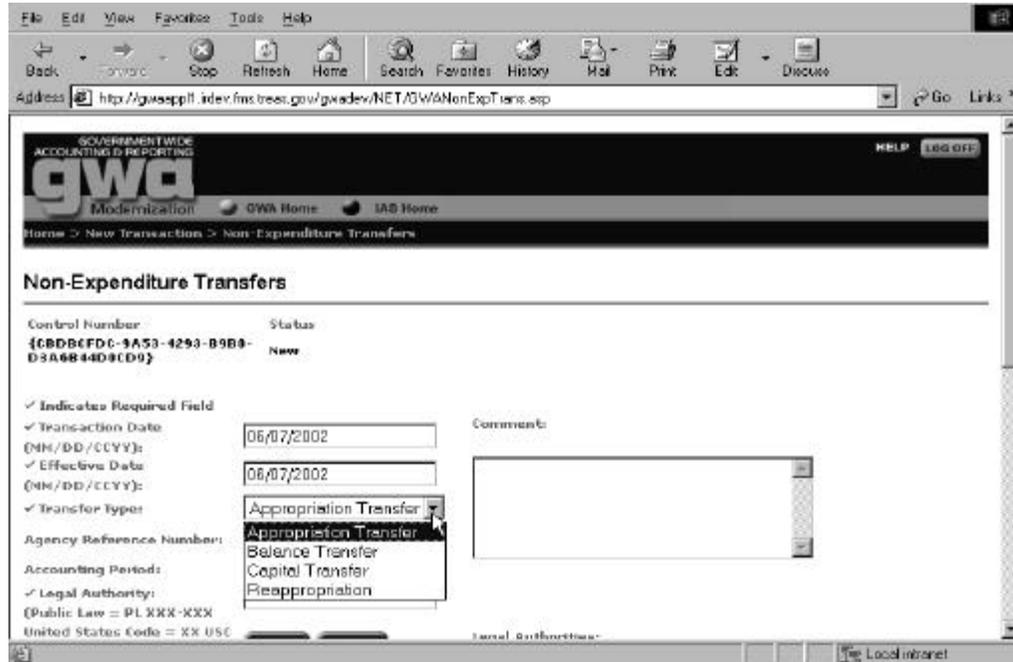
Validations:

Required field

Must be valid date

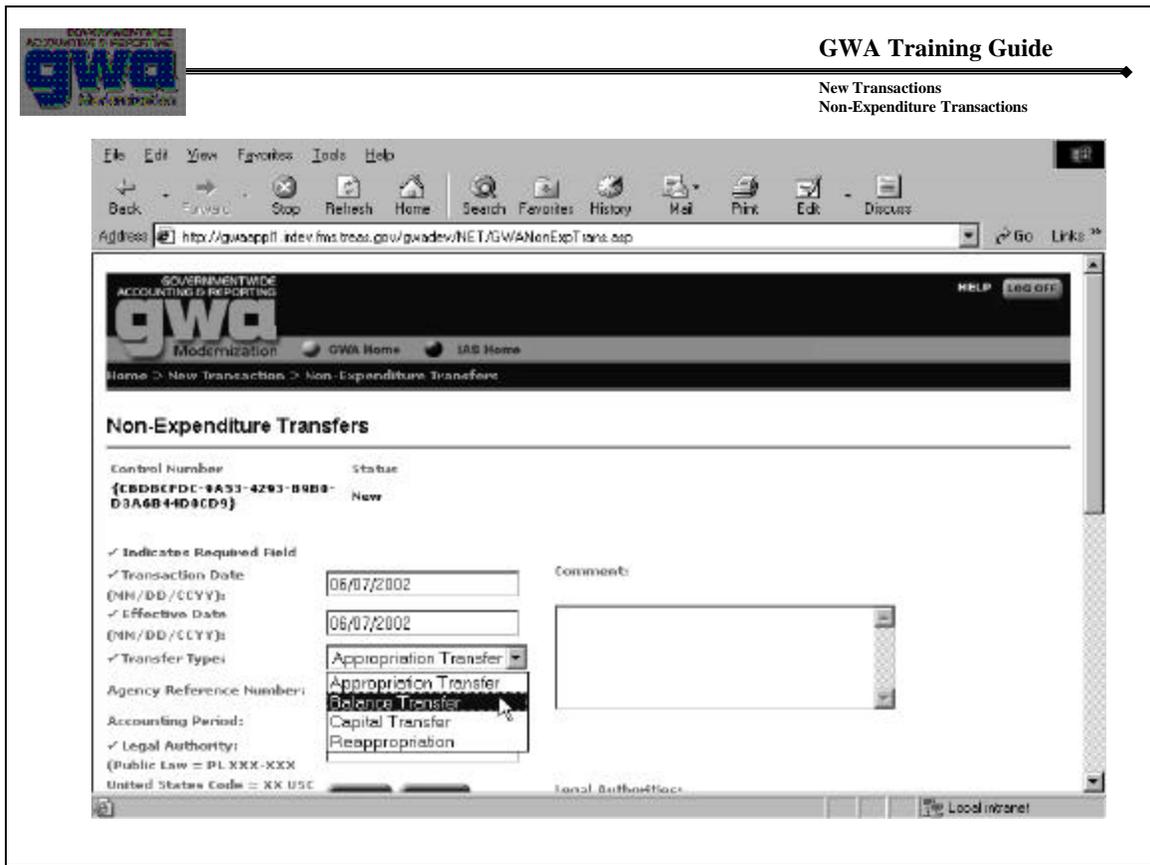
Must be MM/DD/CCYY

Must be equal to or less than transaction date



Transfer Type – The next two pages go over the procedure for selecting Transfer Type

The **Transfer Type** will default to Appropriation Transfer. To change the Transfer type, click on the Drop Down Arrow with your left mouse button. The user will have four types of transfers displayed: Appropriation Transfer, Balance Transfer, Capital Transfer or Reappropriation.

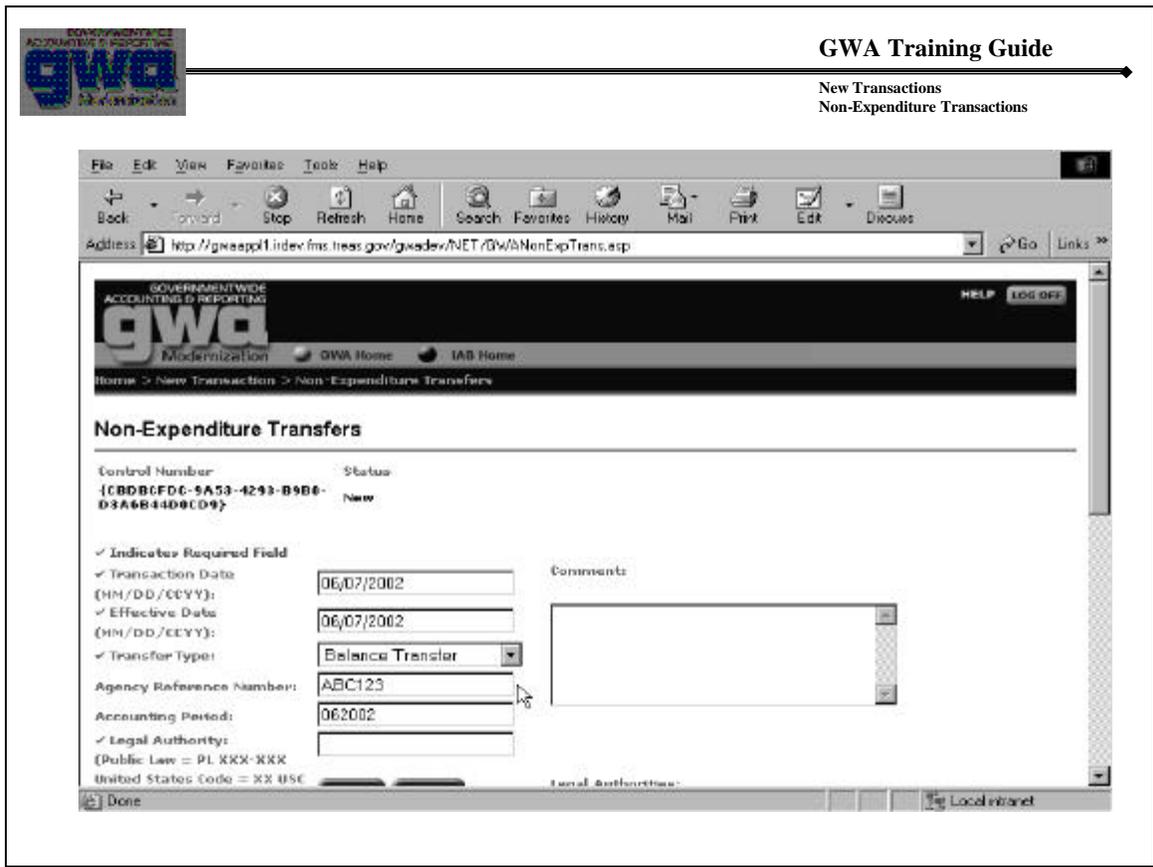


Transfer Type

The next step is to select the appropriate **Transfer Type** for the transaction. To do this, click on the appropriate **Transfer Type** with your left mouse button. The user can select from one of four types of transfers: Appropriation Transfer, Balance Transfer, Capital Transfer or Reappropriation.

Validations:

None



Agency Reference Number

Enter an **Agency Reference Number** if your agency uses this option. This field allows the user to provide information for their agency's own tracking purposes.

Validations:

Optional field



The screenshot shows a web browser window displaying the GWA (Governmentwide Accounting Reporting) application. The browser's address bar shows the URL: `http://gwapp11.idv.fms.treas.gov/gwadew/NET/GWANonExpTrans.asp`. The application header includes the GWA logo and navigation links for 'GWA Home' and 'IAS Home'. The main content area is titled 'Non-Expenditure Transfers' and displays the following information:

- Control Number: {C8DBCFDE-9A53-4293-B900-D3A8B44D8CD9}
- Status: New
- Indicates Required Field:
- Transaction Date (MM/DD/CCYY): 06/07/2002
- Effective Date (MM/DD/CCYY): 06/07/2002
- Transfer Type: Balance Transfer (dropdown menu)
- Agency Reference Number: ABC123
- Accounting Period: 062002
- Legal Authority: 22 USC 123
- United States Code = XX USC

There is a 'Comments' text area on the right side of the form. The browser's status bar at the bottom indicates 'Local intranet'.

Legal Authority

Adding Legal Authority – The next several pages go over the procedures for adding Legal Authority

Click in the **Legal Authority** box with your left mouse button
Enter the Legal Authority in the format provided in the format indicated on the screen.
Click on the **Help** button for further assistance.

Validations:

The Legal Authority must be entered in the format indicated on the screen.



File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discus

Address <http://gwapp11.index.fms.treas.gov/gwdev/NET/GW/NonExpTrans.asp> Go Links

Modernization GWA Home IAS Home

Home > New Transaction > Non-Expenditure Transfers

Non-Expenditure Transfers

Control Number: **{C0D0CFDC-6A52-4292-0000-03A6B44D0CD9}** Status: New

Indicates Required Field

Transaction Date (MM/DD/YYYY): 06/07/2002

Effective Date (MM/DD/YYYY): 06/07/2002

Transfer Type: Balance Transfer

Agency Reference Number: ABC123

Accounting Period: 062002

Legal Authority: 22 USC 123

(Public Law = PL XXX-XXX)
United States Code = XX USC XXXX
Statute = XXX STAT XXX

Comments

Legal Authorities:

Add Remove

<http://gwapp11.index.fms.treas.gov/gwdev/NET/GW/NonExpTrans.asp> Local intranet

Legal Authority

Adding Legal Authority

After entering a legal authority, press the **Add** Button.



Control Number: {CBBDFDC-9A52-4292-0000-D3A6B44D0C06} Status: New

Indicates Required Field

Transaction Date (MM/DD/YYYY): 06/07/2002

Effective Date (MM/DD/YYYY): 06/07/2002

Transfer Type: Balance Transfer

Agency Reference Number: ABC123

Accounting Period: 062002

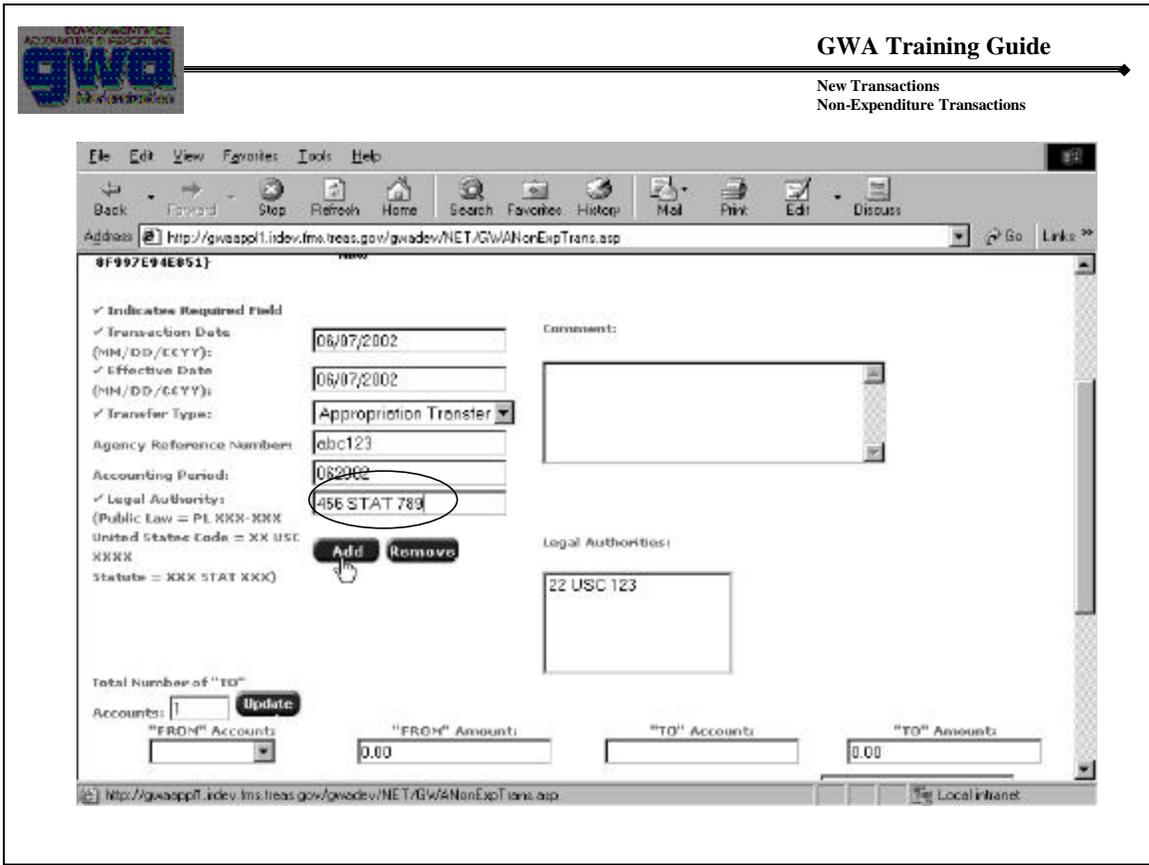
Legal Authority: (Public Law = PL XXX-XXX, United States Code = XX USC XXX, Statute = XXX STAT XXX)

Legal Authorities: 22 USC 123

Legal Authority

Adding Legal Authority

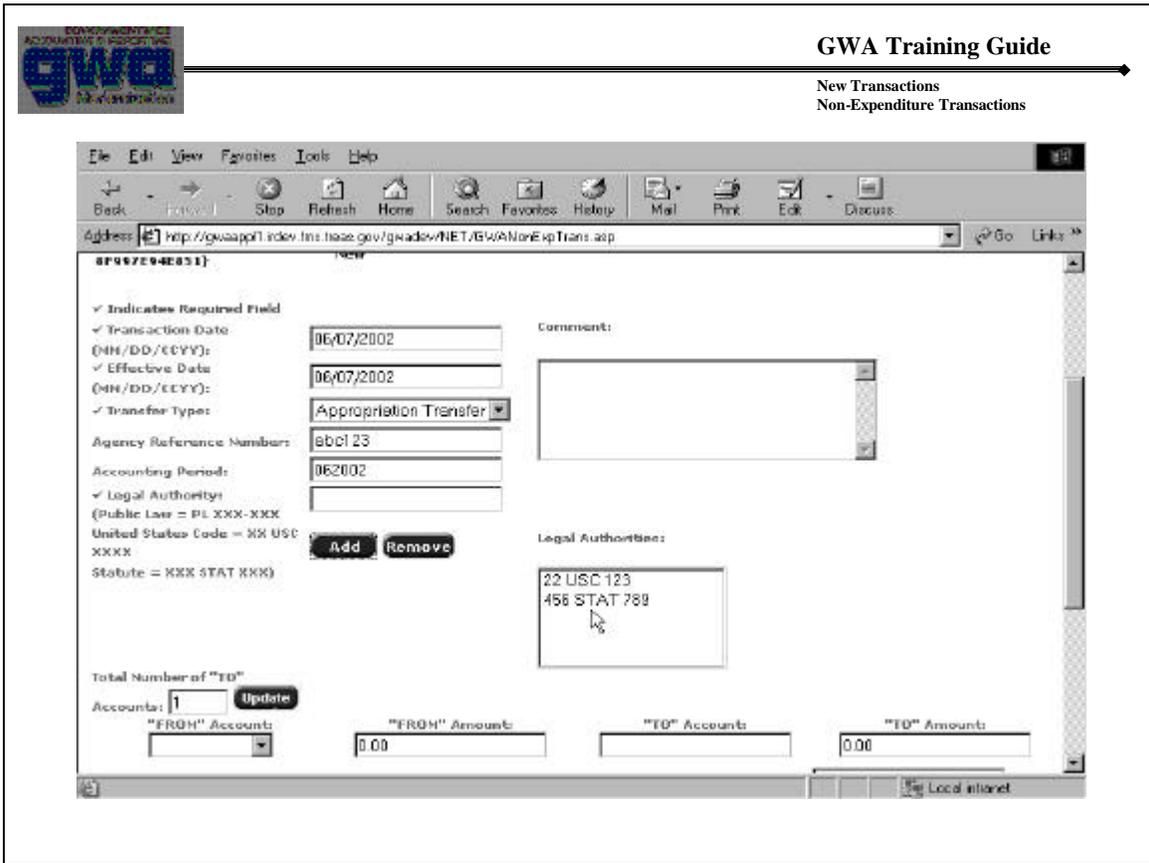
This will add the legal authority to the **Legal Authorities** window on the right side of the screen. Continue entering authorities following the above procedures until all applicable authorities are entered. See the next several pages for an example of entering multiple legal authorities.



Legal Authority

Adding Legal Authority

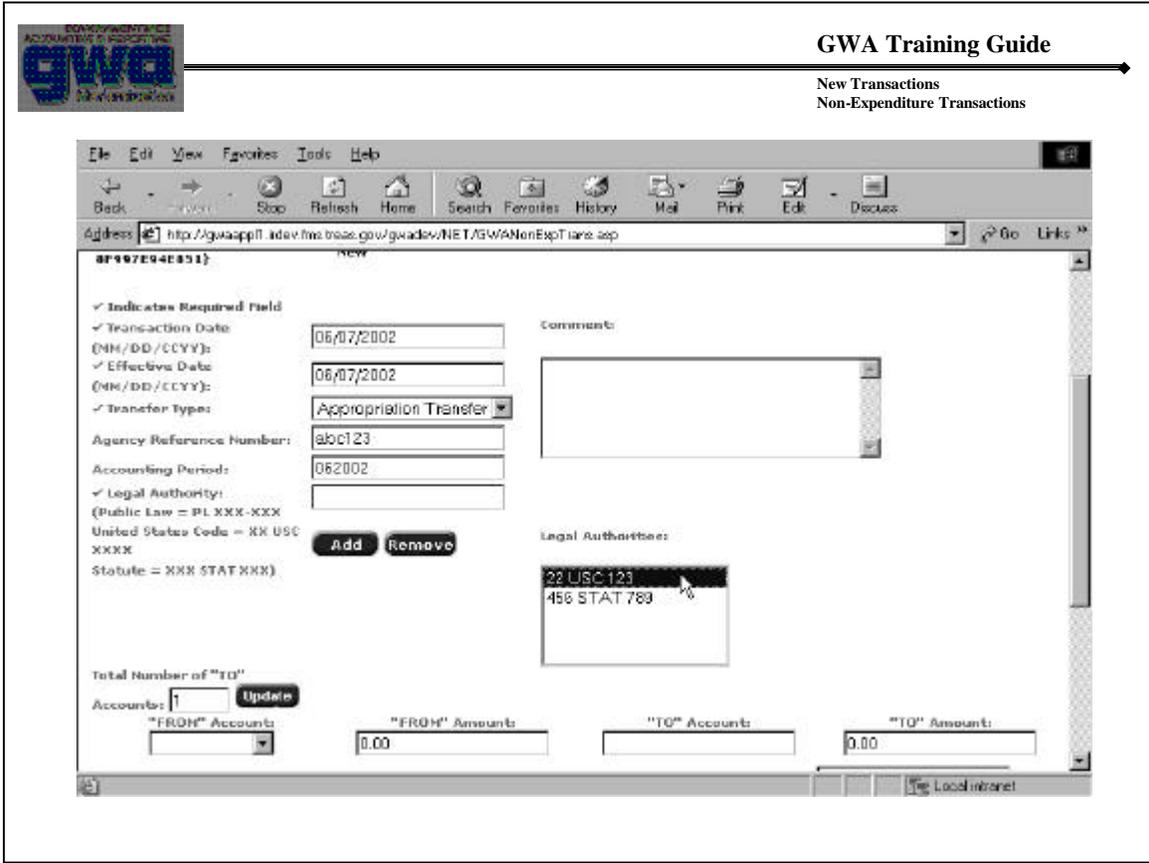
Enter the Legal Authority and press the **Add** button



Legal Authority

Adding Legal Authority

This will add the legal authority to the **Legal Authorities** window on the right side of the screen.



Legal Authority

Deleting Legal Authority – The next several pages go over the procedures for deleting Legal Authority

If a Legal Authority was entered in error, the following describes the procedures to delete an authority that has been entered

Click on the legal citation in the **Legal Authorities** window that should be deleted



Address: http://gwaapp01.tdev.fms.treas.gov/gwadv/NET/ASWANonExpTrans.asp

Transaction Date (MM/DD/YYYY): 06/07/2002

Effective Date (MM/DD/YYYY): 06/07/2002

Transfer Types: Appropriation Transfer

Agency Reference Number: abc123

Accounting Period: 062002

Legal Authority: [Empty]

Legal Authorities:

- 22 USC 123
- 456 STAT 789

Buttons: Add, Remove (highlighted)

Total Number of "TO" Accounts: 1 [Update]

"FROM" Amount: 0.00

"TO" Amount: 0.00

Legal Authority

Deleting Legal Authority

Next, click the **Remove** Button



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Indicates Required Field

Transaction Date (MM/DD/YYYY): 06/07/2002

Effective Date (MM/DD/YYYY): 06/07/2002

Transfer Types: Appropriation Transfer

Agency Reference Number: abcd123

Accounting Period: 062002

Legal Authority: (Public Law = PL XXX-XXX United States Code = XX USC XXXX Statute = XXX STAT XXX)

Legal Authorities: 456 STAT 769

Total Number of "TO" Accounts: 1 Update

"FROM" Accounts: 1 "FROM" Amount: 0.00 "TO" Accounts: 1 "TO" Amount: 0.00

This will remove the legal authority from the Legal Authorities window on the right side of the screen.



Address: http://gwapp11.indev.fms.treaz.gov/gwadev/NET/GWANonExpTrans.asp

Transaction Date: 06/07/2002
Effective Date: 06/07/2002
Transfer Type: Appropriation Transfer
Agency Reference Number: abc123
Accounting Period: 062002
Legal Authority: 456 STAT 789

Comments: This should be approved

Total Number of "TO" Accounts: 1
"FROM" Accounts: [dropdown]
"FROM" Amounts: 0.00
"TO" Accounts: [dropdown]
"TO" Amounts: 0.00

Comment

To enter a comment, move the cursor into the **Comment** box and press the left mouse button. You can now enter a comment. The comment will be saved with the transaction, but will not appear when the SF1151 form is printed.

Validations:

Optional field



8F997E04E8517

Indicates Required Field

Transaction Date (MM/DD/YYYY): 06/07/2002

Effective Date (MM/DD/YYYY): 06/07/2002

Transfer Types: Appropriation Transfer

Agency Reference Number: abc123

Accounting Period: 062002

Legal Authority: (Public Law = PL XXX-XXX United States Code = XX USC XXXX Statute = XXX STATXXX)

Legal Authorities: 456 STAT 769

Comments: This should be approved

Total Number of "TO" Accounts: 2 Update

"FROM" Accounts: "FROM" Amounts: 0.00 "TO" Accounts: "TO" Amounts: 0.00

Load Intranet

Number of "TO" Accounts

Determine how many "To" accounts there will be for the transaction and enter that number into the **Number of "TO" Accounts** field.

Validations:

Required field

Must be numeric



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Address: http://gwaapp11.dev.ms.treas.gov/gwadev/NET/GWANonExpTrans.asp

8F997E94E851)

Indicates Required Field

Transaction Date (MM/DD/YYYY): 06/07/2002

Effective Date (MM/DD/YYYY): 06/07/2002

Transfer Type: Appropriation Transfer

Agency Reference Number: abc123

Accounting Period: 062002

Legal Authority: (Public Law = PL XXX-XXX United States Code = XX USC XXXX Statute = XXX STAT XXX)

Add Remove

Comments: This should be approved

Legal Authorities: 456 STAT 789

Total Number of "TO" Accounts: 2 Update

"FROM" Accounts: "FROM" Amounts: 0.00 "TO" Accounts: "TO" Amounts: 0.00

http://gwaapp11.dev.ms.treas.gov/gwadev/NET/GWANonExpTrans.asp Local intranet

Next, press the **Update** Button.



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Address: <http://gwapp11.azdev.fms.treaz.gov/gwadew/NET/GWANonExpTrans.asp>

Legal Authority:
(Public Law = PL XXX-XXX
United States Code = XX USC
XXXX
Statute = XXX STAT XXX)

Legal Authorities:
456 STAT 789

Total Number of "TO"
Accounts: 2

"FROM" Accounts: "FROM" Amount:

"TO" Accounts: "TO" Amount:

FROM Total:
TO Total:

The screen will refresh with the number of "TO" Account and "TO" Amount fields that were requested.



The screenshot shows a web browser window displaying the GWA application. The address bar shows the URL: <http://gwaapp11dev.fms.treas.gov/gwadev/NET/GWA/NonExpTrans.asp>. The form contains the following elements:

- Legal Authority:** A text box with a dropdown arrow, containing "(Public Law = PL XXX-XXX)", "United States Code = XX USC XXXX", and "Statute = XXX STAT XXX". There are "Add" and "Remove" buttons next to it.
- Legal Authorities:** A text box containing "456 STAT 789".
- Total Number of "TO":** A text box containing "2" and an "Update" button.
- "FROM" Account:** A dropdown menu is open, showing a list of Treasury Account Symbols: 3600/010151, 3600/010160, 3600/010161, 3600/010181, 3600/020183, 360001 28, 360001 29, 360001 38, 360001 51, and 360001 52.
- "FROM" Amount:** A text box containing "0.00".
- "TO" Account:** A text box.
- "TO" Amount:** Two text boxes, both containing "0.00".
- Summary:** "FROM Total: 0.00" and "TO Total: 0.00".
- Buttons:** "Finished", "Cancel", and "Refresh".

“FROM” Account

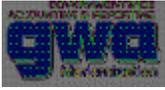
The next step is to select the “FROM” Treasury Account Symbol. To do this, click on the drop down arrow next to the “FROM” Account box with the left mouse button

Validations:

Required field

Only the Treasury Account Symbols assigned to the user will appear in the drop down list.

User will be alerted if the account is suspended and be given the option to continue or not



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The screenshot shows a web browser window with the address <http://gwaapp1.indev.fms.treas.gov/gwadew/NET/GWANorExpTrans.asp>. The interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with navigation buttons (Back, Forward, Stop, Refresh, Home, Search, Favorites, History, Mail, Print, Edit, Discuss). Below the address bar, there are sections for "Legal Authority:" with input fields and "Add" and "Remove" buttons, and a "Legal Authorities:" list containing "456 STAT 789". A "Total Number of 'TO'" section has an "Accounts:" field set to "2" and an "Update" button. The main area features a "FROM" section with a "FROM Amount:" field set to "0.00" and a "TO" section with a "TO Account:" dropdown menu and a "TO Amount:" field set to "0.00". The dropdown menu is open, showing a list of Treasury Account Symbols: 3600/010161, 3600/010151, 3600/010160, 3600/010161, 3600/010181, 3600/020183, 3600/128, 3600/129, 3600/138, 3600/151, and 3600/152. At the bottom, there are "FROM Total:" and "TO Total:" fields, both set to "0.00", and three buttons: "Finished", "Cancel", and "Refresh".

Click on the desired Treasury Account Symbol within the drop down list with the left mouse



Legal Authority:
(Public Law = PL XXX-XXX
United States Code = XX USC
XXXX
Statute = XXX STAT XXX)

Legal Authorities:
456 STAT 769

Total Number of "TO"
Accounts: 2

"FROM" Accounts: 3600/010161

"FROM" Amount: 500.00

"TO" Accounts:

"TO" Amount: 0.00
0.00

FROM Total: 0.00
TO Total: 0.00

“FROM” Amount

Enter the dollar amount in the “FROM” Amount field.

Validations:

Required field

Must be valid format (Length 17, 2 decimal places)

Must be greater than or less than zero (not equal to zero)



“TO” Account

Enter the Treasury Account Symbol(s) in the “TO” Account field(s)

Validations:

Required field - At least one TO account must be entered.

Must be a valid account.

Account must be open.

User will be alerted if the account is suspended and be given the option to continue or not



The screenshot shows a web browser window with the following form elements:

- Legal Authority:** A text box containing "456 STAT 789".
- Legal Authorities:** A list box containing "456 STAT 789".
- Total Number of "TO" Accounts:** A text box containing "2".
- "FROM" Accounts:** A dropdown menu showing "3600/010161".
- "FROM" Amount:** A text box containing "500.00".
- "TO" Accounts:** Two text boxes containing "20K1801" and "13K1210".
- "TO" Amount:** Two text boxes containing "300.00" and "200.00".
- FRDH Total:** A text box containing "500.00".
- TO Total:** A text box containing "500.00".
- Buttons:** "Save Incomplete", "Finished", "Cancel", and "Refresh".

“TO” Amount

Next, enter the amount(s) in the **“TO” Amount** field next to their respective Treasury Account Symbol(s)

Validations:

Required field

Must be valid format (Length 17, 2 decimal places)

Must be greater than or less than zero (not equal to zero)



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The screenshot shows a web browser window with the following content:

- Address bar: <http://gwapp11.dev.fms.treaz.gov/gwdev/NET/GW/ANonExpTrans.asp>
- Legal Authority: (Public Law = PL XXX-XXX, United States Code = XX USC XXXX, Statute = XXX STAT XXX). Includes "Add" and "Remove" buttons.
- Legal Authorities list: 456 STAT 789
- Total Number of "TO" Accounts: 3 (with an "Update" button being clicked).
- "FROM" Account: 3600/010161
- "FROM" Amount: 500.00
- "TO" Accounts: 20X1801, 13X1210
- "TO" Amounts: 300.00, 200.00
- FROM Totals: 500.00
- TO Totals: 500.00
- Buttons: Save Incomplete, Finished, Cancel, Refresh

Note: If you need to add additional **"TO" Account** and **"TO" Amount** fields, enter the total number of fields needed in the Number of **"TO" Accounts** box and click the **Update** button.

Example: If the original number of **"TO" Account** and **"TO" Amount** fields displayed was two and you need three, enter the number 3



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Transaction Date: 06/07/2002
Effective Date: 06/07/2002
Transfer Type: Appropriation Transfer
Agency Reference Number: abc123
Accounting Period: 062002
Legal Authority: 456 STAT 789

Total Number of "TO" Accounts: 3
"FRON" Accounts: 3600/010161
"FRON" Amounts: 500.00
"TO" Accounts: 20X1801, 13X1210
"TO" Amounts: 300.00, 200.00, 0.00
FRON Total: 500.00

The screen will refresh with the number of "TO" Account and "TO" Amount fields that were requested. In this example three "To" Account and "To" Amount fields are now displayed.



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Address <http://gwaspot1.idov.fms.treas.gov/gwadew/NET/GWANonExpTrans.asp> Go Links

Statute = XXX STAT XXX 456 STAT 789

Total Number of "TO" Accounts: 3 Update

"FROM" Accounts	"FROM" Amount:	"TO" Accounts	"TO" Amounts
3600/010161	500.00	20X1801	300.00
		13X1210	100.00
		13X2050	100.00

FROM Total: 500.00 TO Total: 500.00

Save Incomplete Finished Cancel Refresh

Accessibility | Contacts | Privacy Policy

U. S. Department of the Treasury - Financial Management Service

Done Local intranet

Add the additional information in the **"TO" Account** and **"TO" Amount** fields



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Non-Expenditure Transactions

Statute = XXX STAT XXXX 456 STAT 789

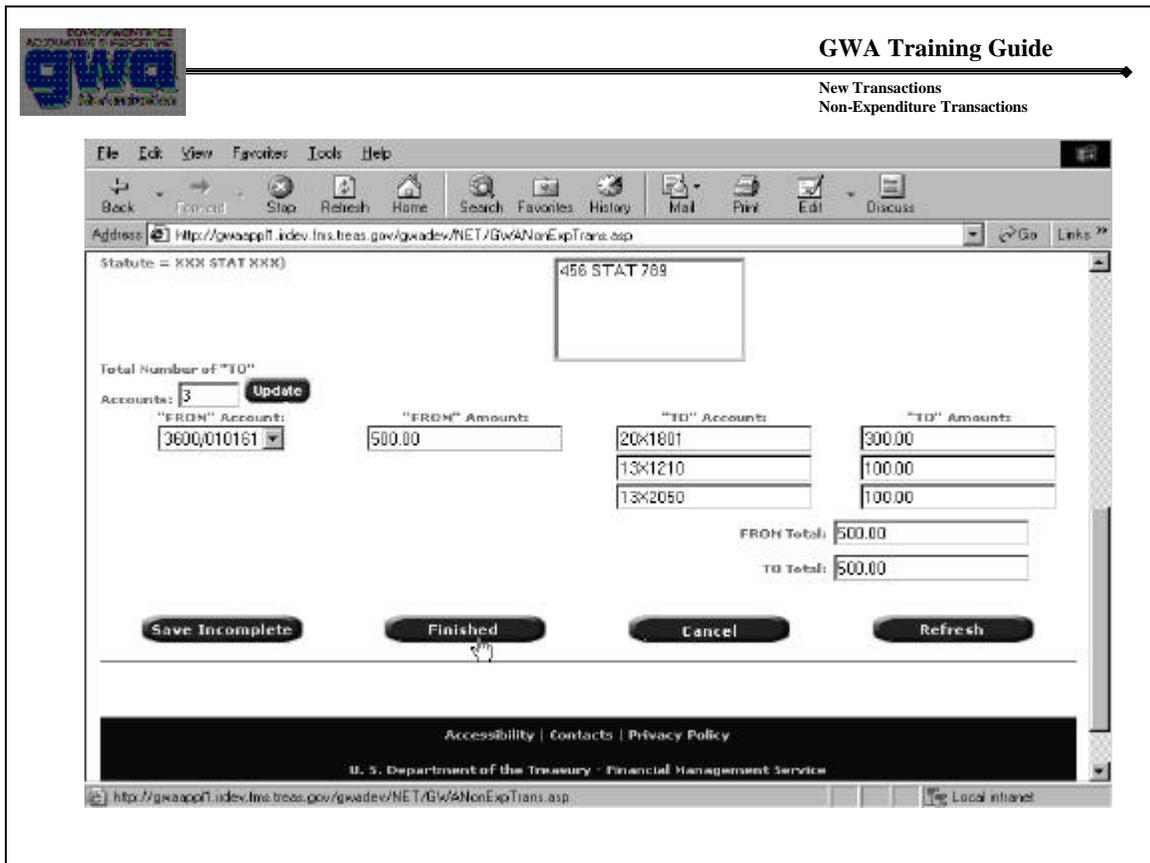
Total Number of "TO"
Accounts: 3

"FROM" Accounts	"FROM" Amounts	"TO" Accounts	"TO" Amounts
3600/10161	500.00	20X1801	300.00
		13X1210	100.00
		13X2050	100.00

FROM Total: 500.00
TO Total: 500.00

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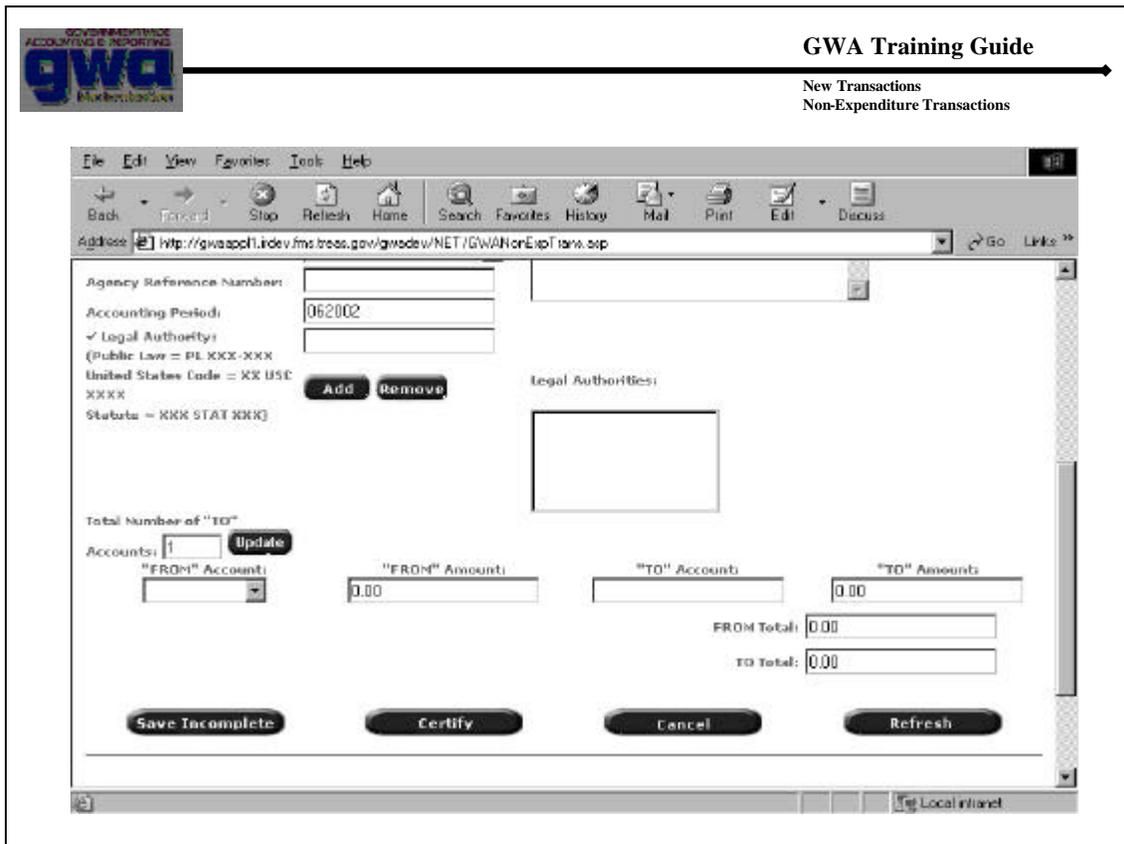
Verify that the FROM Total and TO Total are equal by clicking outside of the last inputted "To" Amount field.



After the Non-Expenditure Transfer Page is completed, the following actions may be taken by clicking on the buttons on the bottom of the page:

A transaction can be saved and completed at a later time by clicking the **Save Incomplete** button. The saved transaction can be accessed through the Pending Transaction area.

Once all of the required fields are completed, the transaction can be completed by clicking on the **Finished** button (if the user is defined as an Agency Preparer) or the **Certify** button (if the user is defined as an Agency All). Once the transaction is finished or certified, it can be Viewed, Rejected or Certified/Approved by an authorized user.



The above screen is an example of the Non-Expenditure Transfer entry screen that a **Agency All** user would see. The only difference between the entry screens for an **Agency Preparer** and **Agency All** are the buttons at the bottom of the screen.

An **Agency Preparer** would see the **Finished** button along with the Save Incomplete, Cancel and Refresh buttons.

An **Agency All** would see the **Certify** button along with the Save Incomplete, Cancel and Refresh buttons.



GWA Training Guide

New Transactions
Non-Expenditure Transactions

Transaction Saved.

Other Non-Expenditure Transfer Details

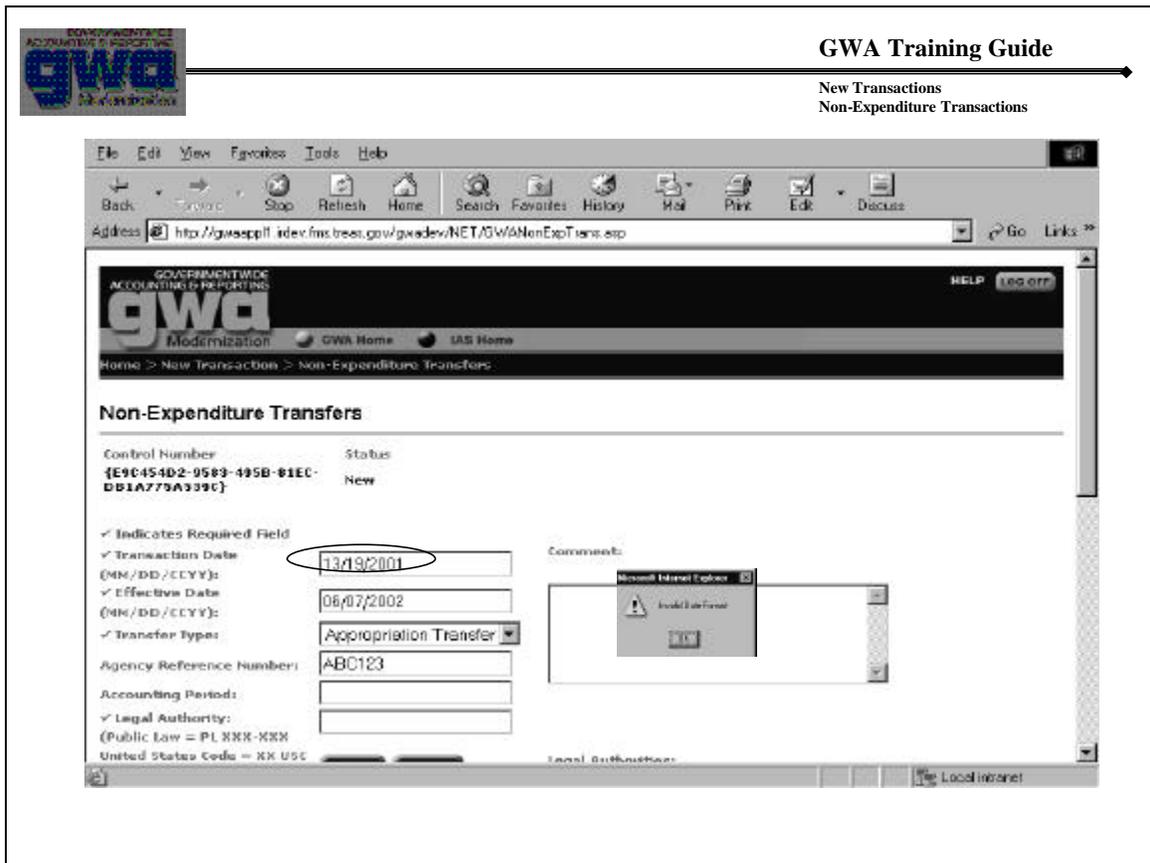
Control Number	Transfer Type	Status	Transaction Date (MM/DD/YYYY)	Effective Date (MM/DD/YYYY)	Agency Control Number	Legal Authority
{42C46197-5582-4E70-AB00-F41F58189E88}	Authority Transfer	FINISHED	10/10/2001	10/19/2001	ABC123	156 STAT 799

TRANSFER FROM Account:	TRANSFER FROM Amount:	TRANSFER TO Account:	TRANSFER TO Amount:
13010128	500.00	20K1801 13K1210 13K0010	300.00 100.00 100.00

Transfer FROM Total: 500.00
Transfer TO Total: 500.00

[View Form](#) [View Comments](#)

Upon executing **Save Incomplete**, **Finish** or **Certify** the above screen will be displayed if the transaction passed all validations. If the Finish or Certify is executed, the status will change from New to Finished or Certified, respectively. If Save Incomplete was executed, the status will change to Saved.



Error Conditions

Upon executing **Save Incomplete, Finished or Certify**, the information entered by the user will be validated. If invalid conditions are found, error messages will be displayed. The information in error must be corrected before continuing. In some instances, warning messages will be displayed to alert the user of an exception. The next several pages describe some of the errors a user might encounter and corrective actions they should take.

Please refer to the Entering A New Transaction section for a detailed description of the edits.

Transaction Date

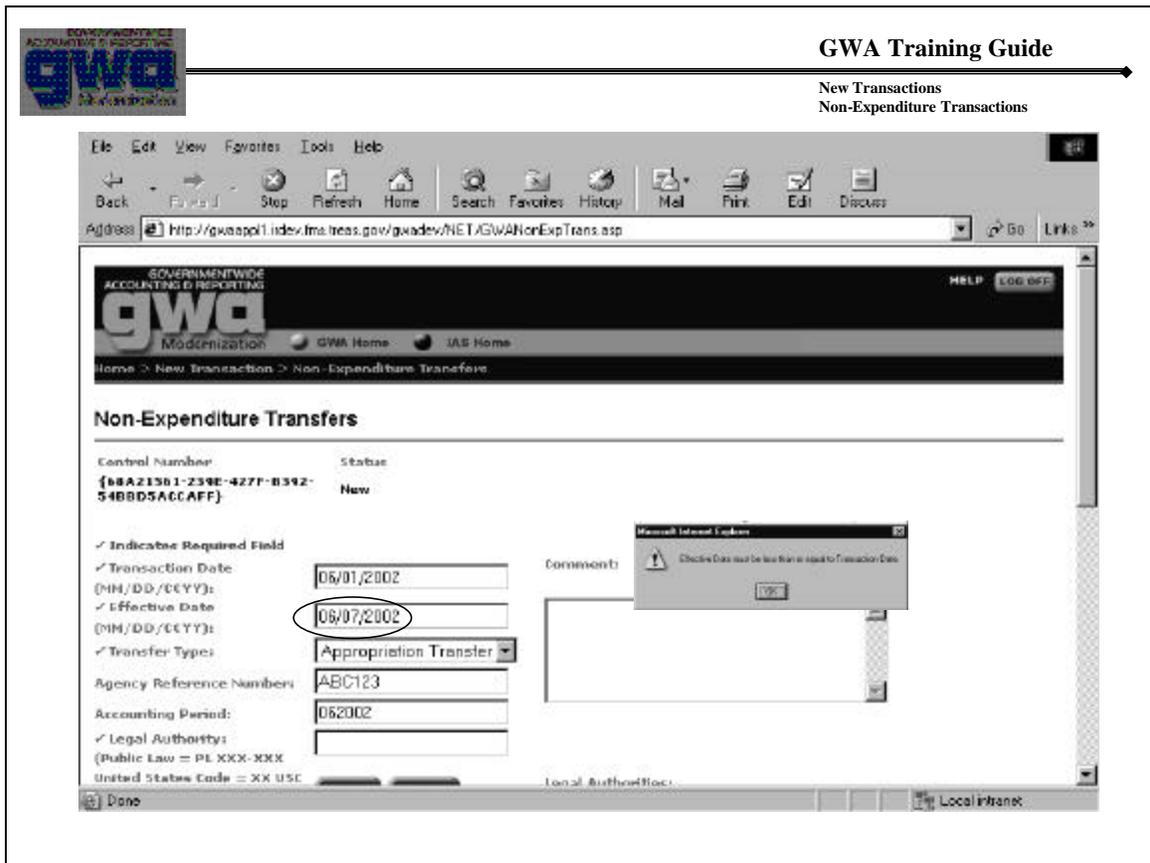
Error: Invalid Date Format

Corrective Actions:

Click **OK** in the pop-up box

Correct the Transaction Date

Execute **Save Incomplete, Finished or Certify** again



Effective Date

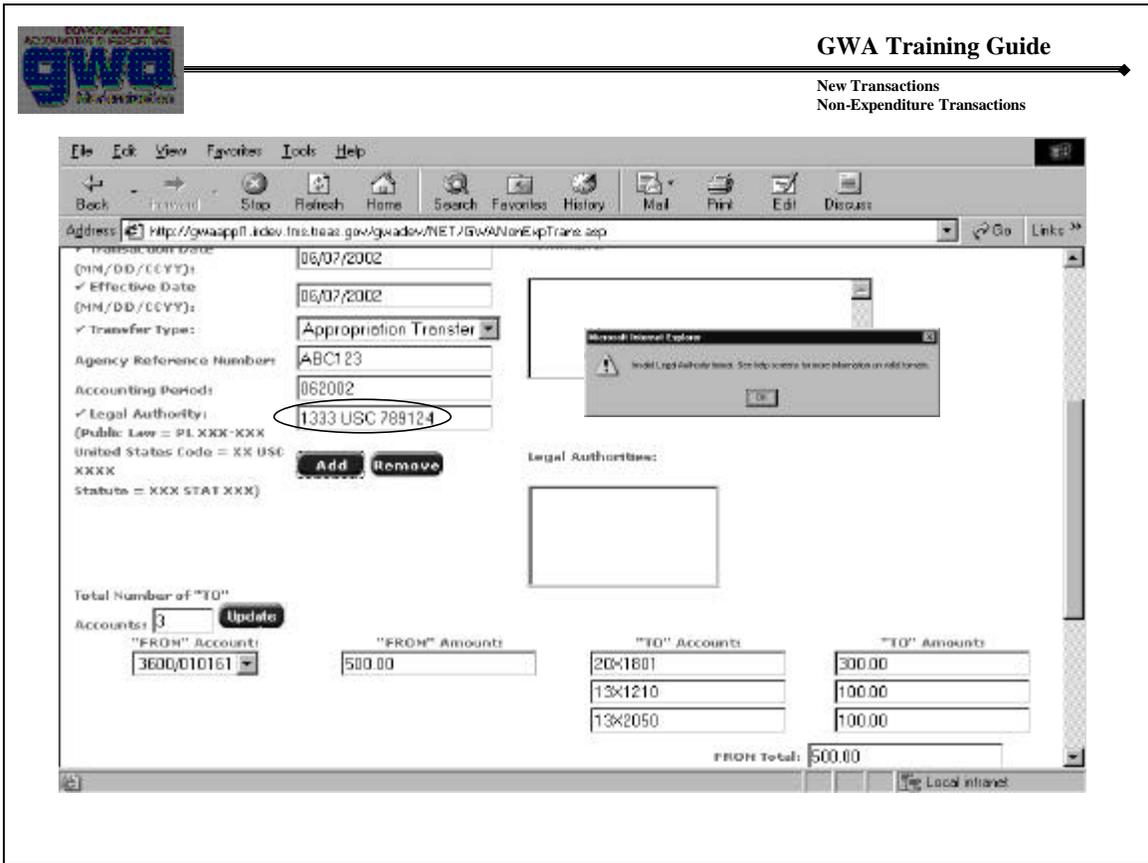
Error: The Effective Date must be less than or equal to the Transaction Date

Corrective Actions:

Click **OK** in the pop-up box

Correct the Effective Date

Execute **Save Incomplete, Finished or Certify** again

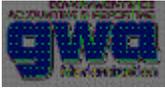


Legal Authority

Error: Invalid Legal Authority format. See help screens for more information on valid formats.

Corrective Actions:

- Click **OK** in the pop-up box
- Enter the Legal Authority in the correct format
- Execute **Save Incomplete, Finished or Certify** again



GWA Training Guide

New Transactions
Non-Expenditure Transactions

The screenshot shows a web browser window displaying the GWA application. The address bar shows the URL: <http://gwappft.idev.fns.treas.gov/gwadev/NET/GwANonExpTrans.asp>. The form contains the following fields and values:

- Transaction Date: 06/07/2002
- Effective Date: 06/07/2002
- Transfer Type: Appropriation Transfer
- Agency Reference Number: ABC123
- Accounting Period: 062002
- Legal Authority: 1333 USC 769124
- United States Code: XX USC XXXX
- Statute: KXX STAT XXX
- Legal Authorities: (empty)
- Total Number of "TO" Accounts: X (circled in red)
- "FROM" Account: 3600/010161
- "FROM" Amount: 500.00
- "TO" Accounts:
 - 20X1801: 300.00
 - 13X1210: 100.00
 - 13X2050: 100.00
- FROM Total: 500.00

A Microsoft Internet Explorer error dialog box is displayed in the center, with the message: "Value Entered For Number Of TO Accounts is Not Valid." and an OK button.

Number of "TO" Accounts

Error: Value Entered For Number of "TO" Accounts is Not Valid.

Corrective Actions:

Click **OK** in the pop-up box

Enter a number in the Number of "TO" Accounts field, click **Update**

Execute **Save Incomplete, Finished or Certify** again



Legal Authority: []
(Public Law = PL XXX-XXX
United States Code = XX USC
XXXX
Statute = XXX STAT XXX)
Add Remove

Total Number of "TO"
Accounts: 3 Update

"FROM" Account: []

"FROM" Amount: 500.00

"TO" Accounts:
20X1801
13X1210
13X2050

"TO" Amounts:
300.00
100.00
100.00

FROM Total: 500.00
TO Total: 500.00

Save Incomplete Finished Cancel Refresh

Moved/Invalid Tabset
Please select a valid 'FROM' Account
OK

"FROM" Account

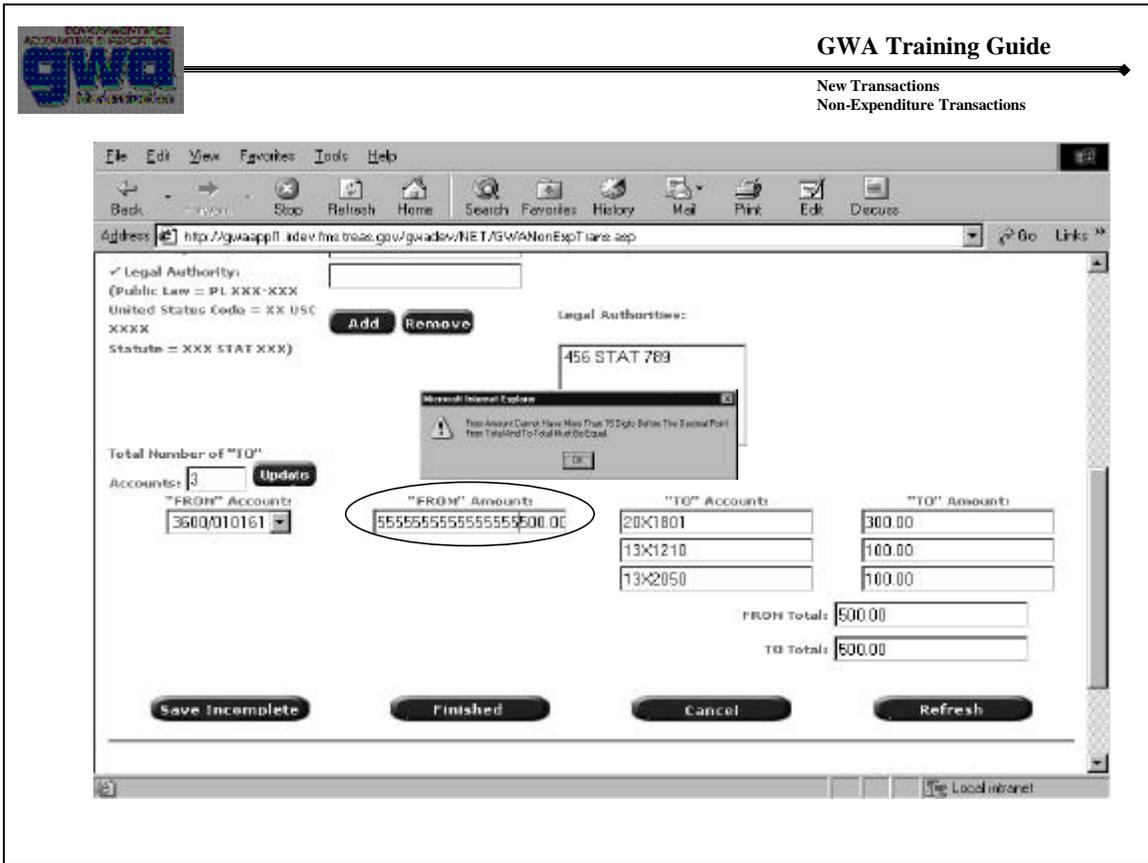
Error: Please select a valid "FROM " Account

Corrective Actions:

Click **OK** in the pop-up box

Select a "FROM" Account from the drop down list

Execute **Save Incomplete, Finished or Certify** again



“FROM” Amount

Error: From Amount Cannot Have More Than 15 Digits Before the Decimal Point
From Total and To Total Must Be Equal

Corrective Actions:

Click **OK** in the pop-up box

Correct the “FROM” Amount

Execute **Save Incomplete, Finished or Certify** again



Home > New Transactions > Non-Expenditure Transfers

Error: Invalid Account or incorrect transfer type for account 20X9999.

Non-Expenditure Transfers

Control Number: {703418DA-4F48-4F1F-B4E7-5F000EE22D} Status: New

Indicates Required Field

Transaction Date (MM/DD/YYYY): 06/07/2002

Effective Date (MM/DD/YYYY): 06/07/2002

Transfer Type: Appropriation Transfer

Agency Reference Number: ABC123

Accounting Period: 062002

Legal Authority: 458 ETAT 789

Total Number of "TO" Accounts: 5

"FROM" Accounts	"FROM" Amounts	"TO" Accounts	"TO" Amounts
3600010161	500.00	20X9999	300.00
		13X1210	100.00
		13X2050	100.00
		FROM Totals	500.00
		TO Totals	500.00

Buttons: Save Incomplete, Finished, Cancel, Refresh

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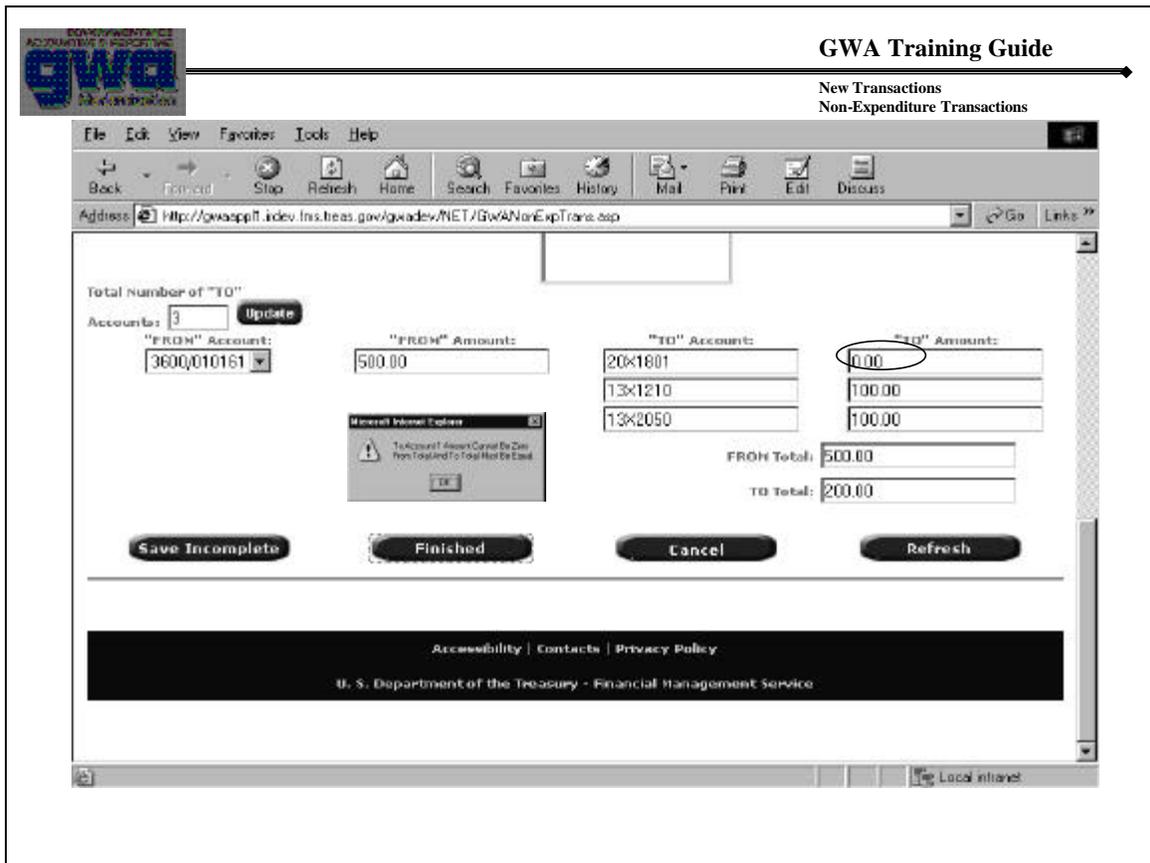
“TO” Account

Error: Invalid Account or incorrect transfer type for account_____.

Corrective Actions:

Correct the “TO” Account

Execute **Save Incomplete**, **Finished** or **Certify** again



"TO" Amount

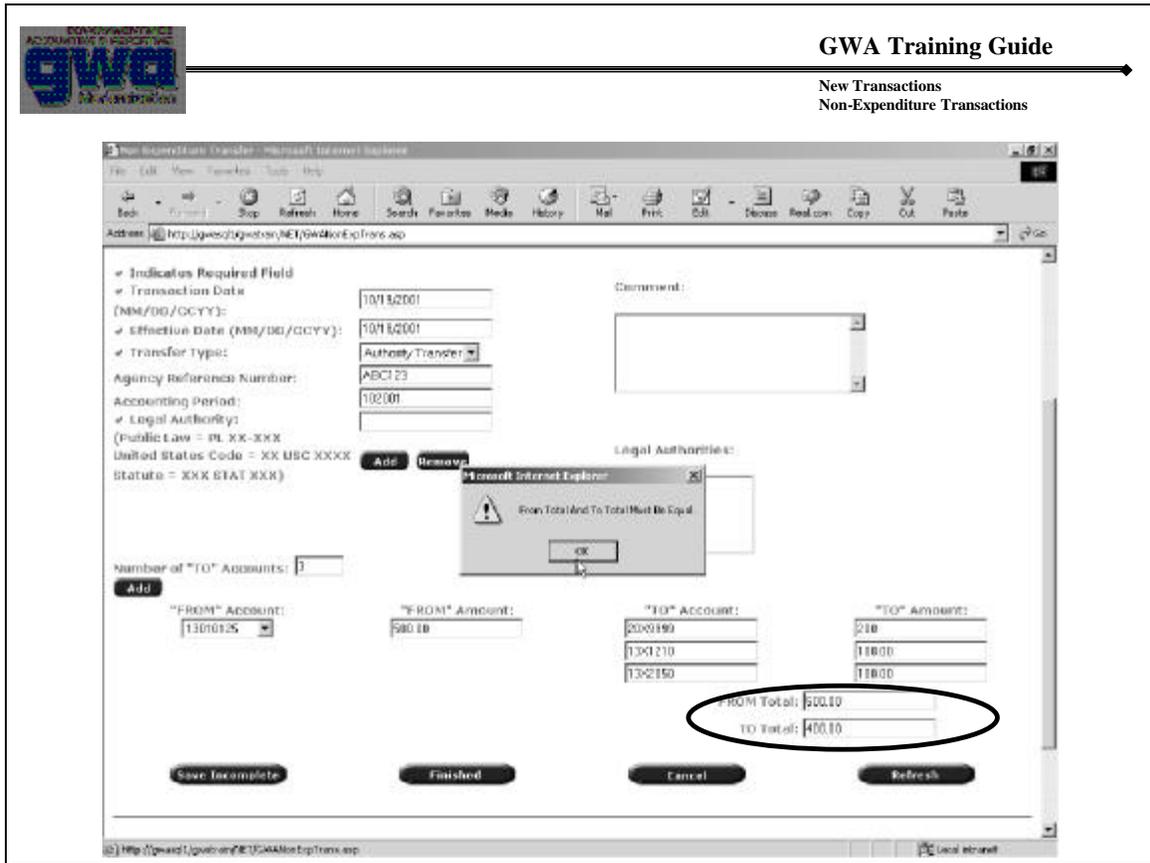
Error: TO Account/ Amount Cannot Be Zero
 From Total and To Total Must Be Equal

Corrective Actions:

Click **OK** in the pop-up box

Enter the "TO" Amount

Execute **Save Incomplete, Finished or Certify** again



FROM Total and TO Total

Error: FROM Total and TO Total Must Be Equal

Corrective Actions:

Click **OK** in the pop-up box

Correct the detail "FROM" or "TO" Amounts

Execute **Save Incomplete**, **Finished** or **Certify** again



Total Number of "FD" Accounts:

"FRGM" Account: "FRGM" Amount:

"FD" Accounts	"FD" Amount:
2001801	300.00
1301210	100.00
1302050	100.00

FRGM Total:
FD Total:

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Once all invalid conditions are corrected, you can continue saving or finishing the transaction by clicking on **Save Incomplete**, **Finished** or **Certify** button.



GWA Training Guide

New Transactions
Non-Expenditure Transactions

Transaction Saved.

Other Non-Expenditure Transfer Details

Control Number	Transfer Type	Status	Transaction Date (MM/DD/CCYY)	Effective Date (MM/DD/CCYY)	Agency Control Number	Legal Authority
{70541GDA-4F4C-4F1F-84C7-8F83868822B}	Authority Transfer	Finished	06/07/2002	06/07/2002	ASC 122	456 STAT 799

Most Recent Comments: No Comments were entered during last update.

TRANSFER FROM	TRANSFER FROM	TRANSFER TO	TRANSFER TO
Accounts	Accounts	Accounts	Accounts
3600/010141	800.00	2001801	300.00
		1301210	100.00
		1302050	100.00
		Transfer FROM Total:	500.00
		Transfer TO Total:	500.00

[View Form](#) [View Comments](#)

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Upon executing **Save Incomplete**, **Finished** or **Certify** the above screen will be displayed if the transaction passed all validations. If the **Finished** or **Certify** is executed, the status will change from **New** to **Finished** or **Certified**, respectively. If **Save Incomplete** was executed, the status will change to **Saved**. From this screen, the transaction can be viewed in the 1151 format by clicking on the **View Form** button.

GWA Training Guide

New Transactions
Non-Expenditure Transactions

NONEXPENDITURE TRANSFER AUTHORIZATION

Transfer From: Dept: Bureau: Transfer To: Dept: Bureau:

Account Symbol:	Amount:	Account Symbol:	Amount:
3600/010161	\$500.00	20X1801	\$300.00
		13X1210	\$100.00
		13X2050	\$100.00

Transaction Date: 06/07/2002 Transfer FROM Total: 500.00
 Effective Date: 06/07/2002 Transfer TO Total: 500.00

Transaction Initiator: agpr3601
 Agency Certifying Officer:
 Agency Approving Officer:

AUTHORITY

After the View Form button is clicked, a new window showing the Non-Expenditure Transfer Authorization will be displayed.

From this screen,

The 1151 can be printed by clicking the browser **Print** button

To close the window, click on the browser **X** button at the top right corner



GWA Training Guide

New Transactions
Non-Expenditure Transactions

TRANSFER FROM	Amount:	TRANSFER TO	Amount:
Accounts 3600/010161	500.00	Accounts 2081801 1381210 1382050	300.00 100.00 100.00

Transfer FROM Total: 500.00
Transfer TO Total: 500.00

[View Form](#) [View Comments](#)

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After Save Incomplete, Finished or Certify is executed, the Other Non-Expenditure Transfer Details screen will be displayed. From this screen, comments can be viewed by clicking on the **View Comments** button.



After the View Comments button is clicked, a new window showing the comments will be displayed. The **Transaction Control Number, Posted Date and Time, Transaction State Code, User Name and Comment Text** will be populated with information associated with the transaction.

Note: Every time a user initiates an action (Save Incomplete, Finished, etc) for a transaction, the contents of the comment box on the entry screen will be associated to the transaction and saved. If no comment was entered on the entry screen, a blank space will in the Comment Text area of the pop-up window. The above screen shows an example of this.

From this screen,

The comments can be printed by clicking the browser **Print** button.

To close the window, click on the browser **X** button at the top right corner.

GWA Training Guide

New Transactions
Non-Expenditure Transactions

The screenshot shows a web browser window displaying the GWA (Governmentwide Accounting & Reporting) system. The browser's address bar shows the URL: `http://dev.fmc.brode.gov/gwadev/mst/GWAPending/New2.asp?ControlNum={705416DA-4F45-4F1F-84C7-5F85B6EE228}&status=0`. The page header includes the GWA logo and navigation links for "GWA Home" and "IAS Home". Below the header, a message states "Transaction Saved." and a breadcrumb trail reads "Home > Pending Transactions > View Pending Transaction Details". The main content area is titled "Other Non-Expenditure Transfer Details" and contains a table with the following data:

Control Number	Transfer Type	Status	Transaction Date (MM/DD/YYYY)	Effective Date (MM/DD/YYYY)	Agency Control Number	Legal Authority
{705416DA-4F45-4F1F-84C7-5F85B6EE228}	Authority Transfer	Finished	06/07/2002	06/07/2002	ABC 120	456 STAT 789

Below the table, a comment section states: "Most Recent Comments: No Comments were entered during last update." At the bottom of the page, there is a summary table for the transfer:

TRANSFER FROM	TRANSFER FROM	TRANSFER TO	TRANSFER TO
Account:	Amount:	Account:	Amount:
2600/010161	500.00	2001801	200.00
		1381210	100.00
		1382050	100.00

The menu bar can be used to navigate to other area of the system.

To go back to the GWA Homepage, click on **Home** with the left mouse button.

To enter a new transaction, click on **Home**, then **New Transaction** with the left mouse button. This will take the user to the New Transaction page.

To log off the GWA system, click on the **LOG OFF** button that appears in the top right corner of the screen.



GWA Training Guide

New Transactions
Non-Expenditure Transactions

The screenshot shows a Microsoft Internet Explorer browser window displaying the GWA homepage. The browser's address bar shows the URL <http://gwaes2/gjnetvcrj0Wkforvsaq>. The page header includes the GWA logo and navigation links: [New Transaction](#), [Pending Transactions](#), [Posted Transactions](#), [Products](#), and [Maintenance](#). The main content area is titled "GWA Homepage" and contains the following text:

Welcome **NTAP0001**.
Login time: **Oct20 2001 11:16AM**.
Your current roles: **NET - Agency Preparer**.

Please select actions from the sub-menu above.

You have 16 total pending transaction(s) in the system, with 6 requiring your action.

At the bottom of the page, there are links for [Accessibility](#), [Contacts](#), and [Privacy Policy](#). The browser's status bar at the bottom shows "Done" and "Local intranet".