



Office of the Chief Financial Officer / Division of the Comptroller

## Financial Services and Operations Branch Process

### Reconciliation of OBI and CARS

#### 1) Purpose and Background

The purpose of the Office of the Chief Financial Officer (OCFO) Travel Team process description is to document the processes for accessing and reconciling the Central Accounting Reporting System (CARS) and Treasury Oracle Business Intelligence (OBI) for Change of Station (COS).

#### 2) Scope and Applicability

This Process Description applies to staff and supervisor for COS.

#### 3) Definitions / Acronyms

CARS – Central Accounting Reporting System

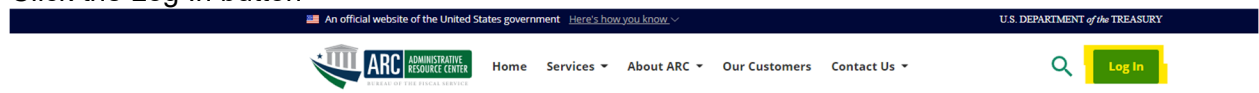
COS – Change of Station

OBI – Oracle Business Intelligence

#### 4) Procedures

##### Accessing OBI

1. Go to Treasury  
<https://arc.fiscal.treasury.gov/about-arc/quality-and-value/>
2. Click the Log In button



## Our Quality and Value Promise

### A Commitment to Your Mission

The Administrative Resource Center (ARC), a part of the U.S. Department of Treasury's Bureau of the Fiscal Service, provides a full range of administrative services to various federal agencies of all sizes and missions.

ARC helps boost your agency's success by delivering responsive, cost-effective administrative support, with dedicated customer service, customized to your agency's needs and budgets. We provide the highest quality and best value in a wide array of administrative services for the federal government.

### 3. From the list provided select Nuclear Regulatory Commission

If you work for one of our client agencies, please select your agency from the list below and enter your username and password to access your agency's information.

#### A - E

[African Development Foundation](#)  
[AmeriCorps](#)  
[Armed Forces Retirement Home](#)  
[Bureau of Alcohol, Tobacco, Firearms and Explosives](#)  
[Bureau of Engraving and Printing](#)  
[Bureau of the Fiscal Service](#)  
[Centers for Disease Control and Prevention](#)  
[Community Development Financial Institutions Fund](#)  
[Consumer Financial Protection Bureau](#)  
[DC Pensions Fund](#)  
[Debt Management Services](#)  
[Defense Health Agency \(TriCare\)](#)  
[Department of Commerce - OIG](#)  
[Denali Commission](#)  
[Department of Homeland Security-OIG](#)  
[Department of Veterans Affairs](#)

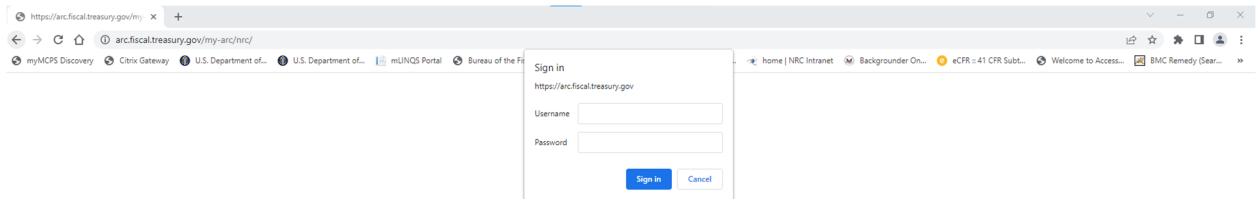
#### N - T

[National Archives and Records Administration](#)  
[National Capital Planning Commission](#)  
[National Mediation Board](#)  
[National Science Foundation](#)  
[Nuclear Regulatory Commission](#)  
[Occupational Safety and Health Review Commission](#)  
[Office of the Comptroller of the Currency](#)  
[Office of Financial Research/Financial Stability Oversight Council](#)  
[Office of Financial Stability](#)  
[Office of Government Ethics](#)  
[Office of Personnel Management - Trust Funds](#)  
[Office of the Special Inspector General For Pandemic Recovery \(CARES\)](#)  
[Office of the Special Inspector General for the Troubled Asset Relief Program](#)  
[Office of Technical Assistance](#)

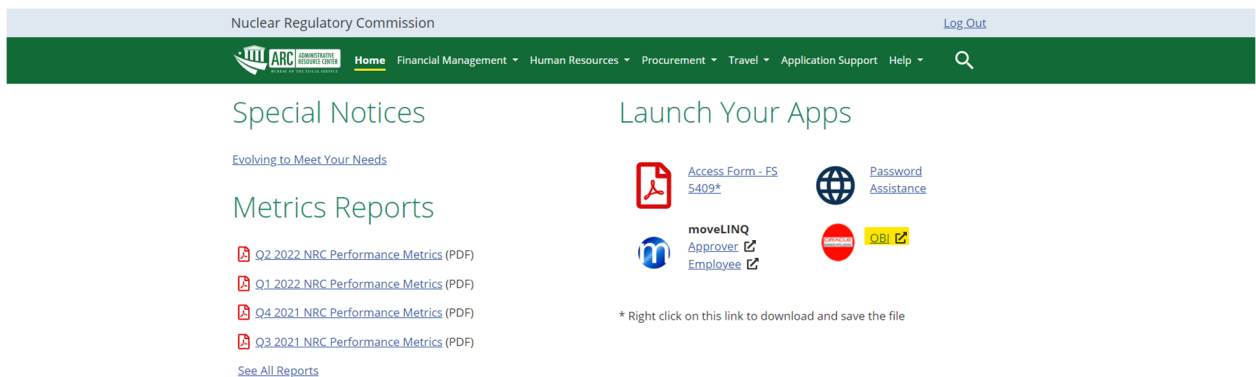
### 4. A popup will occur that requires the following:

a. User: ARC

b. Password: 1Source\*



### 5. New screen will open, select OBI.



### 6. New screen will open select PIV/CAC and enter your personal PIV credentials.

7.



Oracle Federal Financials

Telephone: 304-480-8000 Option 3 | E-Mail: [OracleSupportTeam@fiscal.treasury.gov](mailto:OracleSupportTeam@fiscal.treasury.gov)

PIV / CAC

ID.me

LOGIN.GOV

Sign in using a trusted authentication provider.  
Trusted providers secure digital identities and help us confirm and protect your identity.

## 8. Select OBI Report

**ORACLE E-Business Suite**

Enterprise Search  Contract Documents  Search Results Display Preference

**Home**

**Navigator**

ARC-OB1 V02-ANA-NUC

OBI Reports

**Worklist**

...

From	Type	Subject	Sent	Due
There are no notifications in this view.				

☒ TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.

## 9. Select Oracle BI Dashboards

Enterprise Search  Contract Documents  Search Results Display Preference

## Home

### Navigator

- ARC-OBI V02-ANA-NUC
  - OBI Reports
    - Oracle BI Dashboards**

### Worklist

...

From	Type	Subject	Sent	Due
There are no notifications in this view.				

☒ TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.

10. Once the new screen opens, select the CARS Reconciliation Report Tab

← → ↻ 🏠 🔒 b1pr1.fiscal.treasury.gov/analytics/saw.dll?Dashboard


myMCPS Discovery Citrix Gateway U.S. Department of... U.S. Department of... mLINQS Portal Bureau of the Fiscal... Live Virtual Lesson... https://adamsicm.n...

**ORACLE** Business Intelligence

### ANA Standard Suite of Relocation Reports

[\(ANA\) DASHBOARD HOME PAGE](#)
[CARS RECONCILIATION REPORTS](#)
[ACCOUNTING VALUES](#)
[TRANSACTIONAL REPORTS](#)
[BUDGET EXECUTION](#)
[ACCOUNTS RECEIVABLES](#)

[ANALYSIS \(REPORTS\)](#)
[NEED HELP? CONTACT US!](#)



**BUREAU OF THE  
Fiscal Service**  
U.S. DEPARTMENT OF THE TREASURY

Access folder below to view PCS Relocation Reports

- Analysis

11. From the next screen select report Expenditures by Paid Date

The screenshot shows the Oracle Business Intelligence dashboard. The top navigation bar includes links to myMCPs Discovery, Citrix Gateway, U.S. Department of..., mUNQS Portal, Bureau of the Fiscal..., Live Virtual Lesson..., https://adamsicm..., home | NRC Intranet, Backgrounder On..., and eCFR. The main header is 'ORACLE Business Intelligence'. Below it, the 'ANA Standard Suite of Relocation Reports' is displayed. The navigation menu includes: (ANA) DASHBOARD HOME PAGE, CARS RECONCILIATION REPORTS, ACCOUNTING VALUES, TRANSACTIONAL REPORTS, BUDGET EXECUTION, and ACCOUNTS RECEIVABLES. The 'CARS RECONCILIATION REPORTS' sub-menu is expanded, showing: GETTING STARTED, CARS RECONCILIATION REPORTS, SF 224 (1) - CASH ACCOUNTS, SF 224 (2) - AR DEPOSIT - CASH RECEIPTS, SF 224 (3) - AR UNAPPLIED RECEIPTS (MISCELLANEOUS), and SF 224 (4) - EXPENDITURES BY PAID DATE. The 'SF 224 (4) - EXPENDITURES BY PAID DATE' report is highlighted. A sidebar on the left contains a 'Getting Started with the Reconciliation Process' section, which includes a link to the Central Accounting Reporting System (CARS) and a list of CARS Reports used to balance may include: GWA ALC Transactions report, GWA Account Summary, and GWA Transactions report. It also provides contact information for the Treasury Service Center Help Desk and the Governmentwide Accounting Customer Relationship Management Division.

12. Select your date ranges a

The screenshot shows the 'ANA Standard Suite of Relocation Reports' form. The navigation bar includes: (ANA) DASHBOARD HOME PAGE, CARS RECONCILIATION REPORTS, ACCOUNTING VALUES, and TRANSACTIONAL R. The 'CARS RECONCILIATION REPORTS' sub-menu is expanded, showing: GETTING STARTED, CARS RECONCILIATION REPORTS, SF 224 (1) - CASH ACCOUNTS, and SF 224 (2) - AR DEPC. The main form area contains a date range selection section. It includes a 'GL FUND' dropdown menu with the value 'is LIKE (pattern match)' and a '(All Column Value:)' dropdown menu. Below this, there is a section for '\* ENTER START AND END DATE' with a 'Between' dropdown menu and two date input fields. The first date input field contains '02/01/2022' and the second date input field contains '02/28/2022'. Below the date input fields, there is an 'INVOICE NUM' dropdown menu with the value 'is LIKE (pattern match)' and a '(All Column Value:)' dropdown menu. At the bottom of the form, there are 'OK' and 'Reset' buttons, and a 'Refresh - Copy' link.

13. Scroll to the bottom of the new page and click on Export and select Excell

The screenshot shows the bottom of the page. It includes a navigation bar with links: Return - Back - Analyze - Edit - Refresh - Print - Export - Create Bookmark Link - Copy. Below the navigation bar, there is a 'Rows 1 - 100' indicator.

14. Scroll to the bottom of the column marked Amount

15. Log the total from the Amount onto the CARS/OBI reconciliation form. Sign the section as the reviewer and then forward to MGMT for signature under Supervisory Reviewer.

To access Cars:

1. <https://cars.for.fiscal.treasury.gov/esso/smfmsloginesso.fcc?SMQUERYDATA=-SM-XnzxXyboxahkEqkWwBerrWrgccEHhWuRkvreUSsNM8HY4z5rL0txma%2bB32vpwoXaCrZxdBOopOYezuvgHypNZoVOEJU4nvaFjGRwutr6e%2b%2bPp9m5nDxwe%2bJPuhVPeM9D4lwmbaX%2bH%2fOPtm5j55TZvvCJmgtOSNarvAeT4MMzjbpzxZhYVo%2fioz1VayvI2X4fEB2ZNqWabJCWPiDenNxwyvfQW%2fSUPtrUuZfVozj0XG4IVRJ3fS%2b6B97guzQyJ9Mi%2fAelbiAFIGOXD6Qanyl5mXa3ylc%2b6AWJ%2fwFV20Q8monxnx9PpbPHO6HTC5RDr2XgrUmbSwsRp72COJSVe0Oul7cHwU1pkNw0doipo3asZT4v56RqKnBHzBO9pwvYr%2bPzE6ZCm4wH1V0rggngQqklZoxhWscGfNp>
2. Enter
  - a. User:
  - b. Password:
3. Click Reports
4. Under Account Statement select:

- a. Expenditure Activity

The screenshot shows the 'Expenditure Activity Inquiry' form. At the top, there's a navigation bar with 'Account Statement' selected. Below it, a breadcrumb trail reads 'Home > Reports > Account Statement > Expenditure Activity Inquiry'. The form is titled 'Expenditure Activity Inquiry' and includes a note '\* Required fields.'.

The 'Search by Account' section contains several dropdown menus: '\* Agency' (set to 'NUCLEAR REGULATORY COMMISSION - (31)'), '\* Fiscal Service Organization' (set to '- (3100)'), '\* Account Type' (set to 'All'), and '\* Fund Type' (set to 'All'). The '\* Treasury Account Symbol' dropdown is open, showing 'All' as the selected option, with other options '31-47X4542.1' and '31-7200/011093' visible. A note next to it says '(Hold CONTROL to select multiple entries or SHIFT to select a range of entries)'.

The '\* Accounting Period' section shows '2019 Fiscal Year' selected. Below it, there are radio buttons for 'Month of' (selected), 'October', and 'September Final'. The 'Month of' section is further divided into 'November' (selected) and 'Only', with a range selector showing 'through March'.

The '\* Balance Display' section has two radio buttons: 'Accounting (includes prior period adjustments)' (selected) and 'Published (does not include prior period adjustments)'. At the bottom, there are three buttons: 'View Activity' (highlighted in yellow), 'Download...', and 'Reset'.

- b.
  - i. Select accounting Pd and month

New Screen

- A. Click Hide Zero Balance Button
- B. Look for Treasury Account Symbol for 31x0200

**1 - 14 of 14 Accounts**

View Trans.	Treasury Account Symbol ▼	Account Type
	31X5280	Expenditure
	31X0300	Expenditure
	31X0200	Expenditure
	3119/200300	Expenditure

C. Under View Transaction Select piece of paper button

New Screen

- Under ALC organize it – Pick out just ALC-20450000
- Click Download

07/13/2022 10:51:26 AM EDT

Account Statement > ALC Statement > Support Listings > Account Summary > Expenditure Activity > Transactions > Home > Reports > Account Statement > Expenditure Activity Inquiry > Expenditure Activity List > Account Transaction List

Account Transaction List

Download... Print in PDF... F1 - Archived... Expenditure Activity List

Search Criteria: NUCLEAR REGULATORY COMMISSION - (31)  
 Agency: Fiscal Service - (3100)  
 Organization: All  
 Account Type: All  
 TSS: All  
 Accounting Period: 2022 Fiscal Year, Month of February  
 Fund Type: All  
 Balance Display: Accounting  
 Business Event Type: All

Account: 31X0200 Net Activity: -76,670,063.28

1 - 20 of 562 Transaction(s)

View Detail	Transaction	Business Event Type	Auto. Period	Posting Date	Increase to Balance	Decrease to Balance	Balance
	Gross Disbursement - (DISB)		02/02/22	03/02/2022		13.82	00008789
	Gross Disbursement - (DISB)		02/02/22	03/02/2022		530.83	00008789
	Gross Disbursement - (DISB)		02/02/22	03/02/2022		590.24	00008789
	Gross Disbursement - (DISB)		02/02/22	03/02/2022		1,944.80	19000003
	Gross Disbursement of Appropriation Derived from General Fund of US - (DISGF)		02/02/22	03/01/2022		56.33	20450000
	Gross Disbursement of Appropriation Derived from General Fund of US-Adjustment - (DISGFAJ)		02/02/22	03/01/2022	147.66		20450000
	Adjustment to Offsetting Collections - (COLLA)		02/02/22	03/03/2022		28,953.99	20450000
	Gross Disbursement of Appropriation Derived from General Fund of US - (DISGF)		02/02/22	02/25/2022		15,444.26	20450000
	Gross Disbursement of Appropriation Derived from General Fund of US - (DISGF)		02/02/22	02/24/2022		17,576.62	20450000
	Gross Disbursement of Appropriation Derived from General Fund of US - (DISGF)		02/02/22	02/24/2022		15,373.78	20450000

- Click Download

07/13/2022 10:52:29 AM EDT

Account Statement > ALC Statement > Support Listings > Account Summary > Expenditure Activity > Transactions > Home > Reports > Account Statement > Expenditure Activity Inquiry > Expenditure Activity List > Download Inquiry

Download Inquiry

\* Required fields.

\* Download File Type: ☒ CSV ☐ Excel

Options: ☐ Include search criteria ☐ Include table headings

Select columns to be shown in the reports:

Available Columns	Columns To Display
ABA Number	Treasury Account Symbol
Agency Reference ID	Business Event Type Description
Agency Reference Number	Sub-Account
Bulk File Transmission ID	Sub-Class
CARS Control Number	Accounting Period
Check Range	Posting Date

Save column list:   No file chosen

OR Open existing column list:

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 Department of the Treasury - Bureau of the Fiscal Service

- Once it opens in Excel, you will need to filter the ALC column for 20450000
- You will then total two columns
  - Increase of Balance
  - Decrease of Balance

- f. You will then subtract from the decrease line the increase line and that is your total that should match OBI.
- g. Log the total from the Amount onto the CARS/OBI reconciliation form. Sign the section as the reviewer and then forward to MGMT for signature under Supervisory Reviewer.

CARS/OBI Reconciliation form

Month	CARS Total	OBI Total	Difference	Reviewer's Signature	Supervisor's Signature