

**CHAPTER 3****CLOSING PACKAGE**0301 GENERAL

The Closing Package methodology was designed by the Department of Treasury to link an Agency's comparative, audited consolidated, department level financial statements to the Financial Report of the United States Government (FR) starting in fiscal year 2004. The Closing Package is the data submitted by each agency for inclusion in the FR. Closing Package data is submitted by the Government-wide Financial Reporting System (GFRS). The GFRS is the system developed by the Department of Treasury's Financial Management Service to capture each agency's Closing Package information. [Treasury Financial Management Service Closing Package Frequently Asked Questions](#) provides clarification on the preparation, timing, and technical requirements. The closing package process is intended to resolve some of the material deficiencies identified by the Government Accountability Office (GAO).

0302 REQUIREMENTS

030201. GFRS Data Requirements. The Master Appropriation File (MAF) and Adjusted Trial Balance (ATB) data submission are two key data requirements for the GFRS. ATB data is a tool used to facilitate the Closing Package and is not covered in the audit requirements of the Closing Package. Agencies are required to submit Notes at the department wide entity level using GFRS. The Notes will be submitted through two different modules in the Closing Package. One is titled FR Notes and the second is titled Other FR Data. Notes are no longer submitted through the Federal Agencies' Centralized Trial-Balance System (FACTS) I application. The "business line" entity concept previously used in FACTS I is no longer applicable in either system. An Accounts Grouping Worksheet (AGW) is not required.

0303 PREPARATION OF CLOSING PACKAGE

030301. Responsibility. The NASA Chief Financial Officer (CFO) is responsible for the preparation of the Closing Package at the agency level and the certification of its accuracy with the comparative, audited, consolidated agency level financial statements.

030302. Comparative Data. The Closing Package contains comparative data, and the CFO must submit comparative data via the GFRS. Fiscal Year (FY) 2003 financial statement comparative data must be reclassified to the standard format of the Closing Package.

030303. Financial Statement Notes. ATB Financial Statement Notes data submission is required through FACTS I.

030304. Audit. The NASA Inspector General (IG) must provide assurance as to the consistency of the Closing Package information with the NASA's comparative, audited, consolidated department-level financial statements. The OIG opinion on the closing package data for FY 2004 is due on November 18, 2004.

0304 DUE DATE

NASA is required to adhere to the following Closing Package key dates for each fiscal year:

Period 12 Closed Date – 21 days	Window opens for the agency financial statement template submission.
Period 12 Closed Date + 1 day*	Verifying entity financial statement templates are due.
Period 12 Closed Date + 1 day*	Window opens for Closing Package submission.
Period 12 Closed Date + 45 days*	All entity Closing Package submissions are due.

\* Represents the "no-later-than-date." Agencies should submit data as early as possible.

0305 TRAINING

NASA personnel for all entities that currently submit a Master Appropriation Files (MAF), Adjusted Trial Balances (ATBs), and FACTS I Notes will need to obtain training to familiarize themselves with the GFRS and the Closing Package process. Training is available from the Department of the Treasury Financial Management Service (FMS) [FMS training on GFRS requirements](#).

0306 GAINING ACCESS TO GOVERNMENT-WIDE FINANCIAL REPORTING SYSTEM (GFRS)

030601. GFRS is an Internet application, operated by the Bureau of Public Debt (BPD), similar to other Government On-Line Accounting Link Information Access System (GOALS) II IAS applications. Access to the Internet and Adobe Acrobat Reader are required. GFRS requires Internet Explorer 5.0 or higher or Netscape 4.75 or higher. Internet Explorer is preferred.

030602. GFRS Access. To access GFRS you will need to log in through the GOALS II/IAS log in screen. Therefore, if you have an existing user ID and password for the GOALS II/IAS screen, then you will not need another one. However, you need to submit an Enterprise System Access Request (ESAAS) form requesting access to the GFRS application. (See [fms.treas.gov/factsi/](http://fms.treas.gov/factsi/)) for access request forms.