

FTA and TrAMS Close for Year End Guide to Available TrAMS Functions

TrAMS will close on September 23, 2016, to begin FTA's annual financial year-end close (YEC) activities. Year-end close activities require us to close TrAMS (previously TEAM) and restrict financial transactions such as: funds reservation, grant obligation and award, deobligations and financial purpose code/scope code transfers. The TrAMS YEC process also controls certain application processing steps that lead up to a potential financial action. The following outlines what to expect during YEC.

When TrAMS closes, all open system tasks (with the exception of FFR and MPR report tasks) will be reassigned to the TrAMS helpdesk and they will not be visible to the end user. When TrAMS opens for Fiscal Year 2017, TrAMS tasks will be re-assigned/issued to the appropriate user or user group.

ECHO will shut down on September 27, 2016 for YEC, and ECHO will reopen on October 7, 2016. Any financial transactions (drawdowns) that take place after September 27, 2016 will be reflected in TrAMS when it opens for Fiscal Year 2017, around November 1.

The following TrAMS Functions are available during FY 16 YEC:

All Search, Static and dynamic Excel Reports, and view/print functions remain available during YEC (Applications, FFR/MPR Reports, Excel Reports, etc...)

Application Development:

- Create new applications, add new projects to new applications, and attach documents
- Modify Application and Project narratives of applications created prior to FY 16 YEC and are in "in-progress" status
- Attach documents to new/in-progress applications

FFR/MPR Reporting:

- Grantees may submit 4th quarter or annual Milestone Progress Reports (MPRs) and Federal Financial Reports (FFRs)
- FTA staff may review and return reports to make corrections to 4th quarter or annual FFR and MPR reports if necessary

Recipient Organizational Profile:

- Attach Recipient documents
- Manage (submit and add documents) their civil rights program information.
- View and update organizational profile information (e.g. points of contact, fleet status, etc...)
- Manage TrAMS users (add and remove TrAMS users and modify user roles for existing users)

The following TrAMS Functions are Not Available during FY 16 YEC:

- Create amendments to existing grants or cooperative agreements.
- Add or update budget activity line items and related information on applications or existing awards
- Transmit or re-transmit applications to FTA for initial review
- Submit or re-submit applications to FTA for final review and award
- Execute awarded grants after 9/23
- Create and submit budget revisions
- Create and submit closeout amendments
- DOL activities will be delayed until YEC is concluded
- FTA approvals of pending Amendments, Closeout Amendments, and Budget revisions and associated FPC/Scope Code transfers will be delayed until YEC is concluded
- Assignment of new vendor IDs will be delayed until YEC is concluded