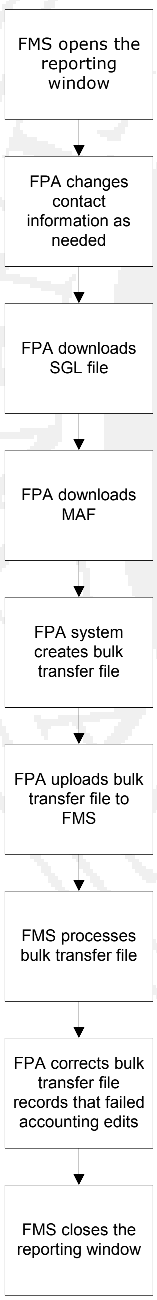
Financial Management Service

FACTS II Client Bulk

The Bulk Processing Cycle

This document can be used as a quick reference when submitting TAFS during the FACTS II quarterly reporting window. This document should be utilized by users who have previously submitted TAFS using FACTS II. If you are not familiar with the FACTS II Online Client Application it is recommended that you review the more detailed instructions located in the FACTS II Client Online Users Guide. The appropriate Chapters of the Client Bulk Manual are listed and can be referenced for additional information on the process.



- **FMS Opens the Window**: See Chapter 6 for steps to see the current quarter's open and close dates.
- **The FPA Changes Contact Information** (as necessary). This step can be performed anytime while the reporting window is open. Chapters 2 and 4.
- **The FPA downloads the SGL file**: This file contains the SGL (U.S. Standard General Ledger) account numbers and their attributes. Do this once while the reporting window is open. Use the SGL account numbers and their attributes in the SGL data file to build the records in your bulk transfer file. Chapter 3.
- **The FPA downloads the MAF (Master Account File)**: This file contains the valid TAFSs (Treasury Appropriation Fund Symbols) and their pre-closing balances for the preparer currently logged on to the program. Chapter 4.
- **The FPA Prepares the FACTS II Bulk Transfer File**: The file includes a balance for every SGL account for each TAFS and information required by the SGL account attributes. Chapter 5.
- **Upload Bulk File**: After you create the bulk transfer file, upload it to FMS (Chapter 5). If your bulk transfer file is not rejected, the TAFS Summary Report automatically appears on your window. Print or save any reports you need (Chapter 8).
- **FMS Processes the Bulk Transfer File**. This process includes a series of SGL account attribute edits and accounting edits. Chapter 5 "How the Bulk File is Processed."
- **Review the TAFS Summary report**: Either on the Client Bulk window or on the copy you printed, to find records that the Client Bulk program rejected during the editing process. If records were rejected, do the following:

  Move the rejected records and the records for the same TAFSs, to a new bulk transfer file. Correct the records and upload the new file to FMS. If you selected to add records that failed the accounting edits to the FACTS II database (see step 5 on page 16), use the FACTS II Client program to correct those records. The FPA uses the FACTS II Client program to correct records that failed accounting edits but were added to the FACTS II database.
- **To see records that fail edits**: Refer to the SGL Attribute Error report to see records that fail any SGL account attribute and refer to the TAFS Detail Report to see all records that pass or fail either the initial edits or the SGL account attribute edits. Chapter 8.
- **FMS closes the reporting window**.