Financial Management Service

FACTS II Client

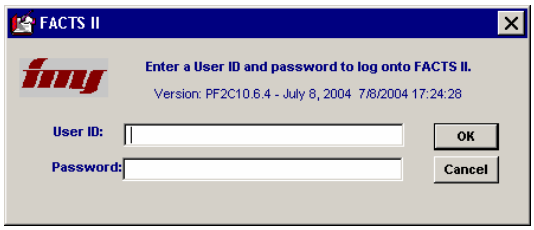
Bulk Processing Job Aid

Accessing Client Online to submit a bulk file

1. On the GOALS II/FACTS II page, click the FACTS II Client (Production) link.

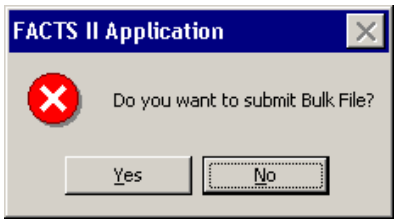
2. A warning message appears to inform you that you have accessed a government computer. Click **OK** to proceed.

3. On the FACTS II window type your User ID and Password and click **OK**.

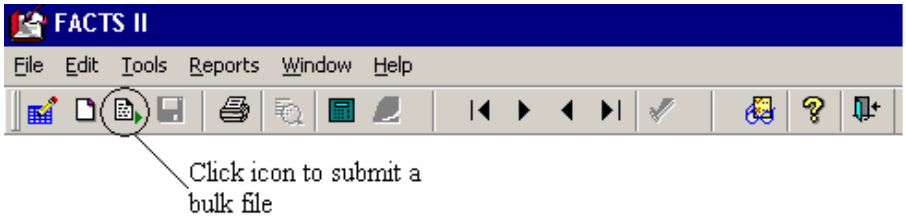


4. On the GOALS2 Message window, click **OK**.

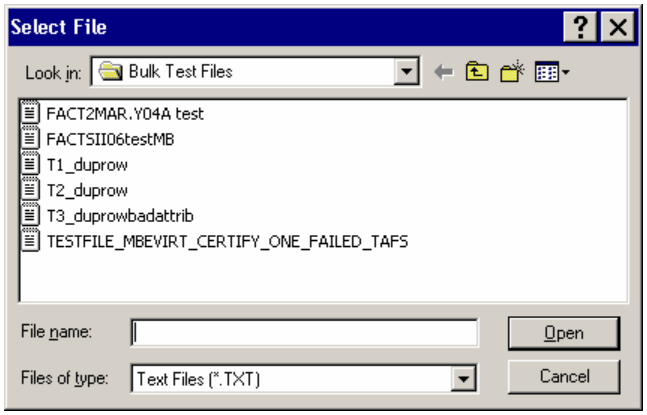
5. A FACTS II Application window will then appear asking if you would like to submit a Bulk File. If you click **Yes,** then you will be directed to the Bulk Application to submit a bulk file. If you click **No,** you will be directed to the Client Online Application to submit your TAFS.



6. If you are within the FACTS II Client Online Application and would like to submit a bulk file, simply click the bulk file icon on the Tool Bar as shown below.

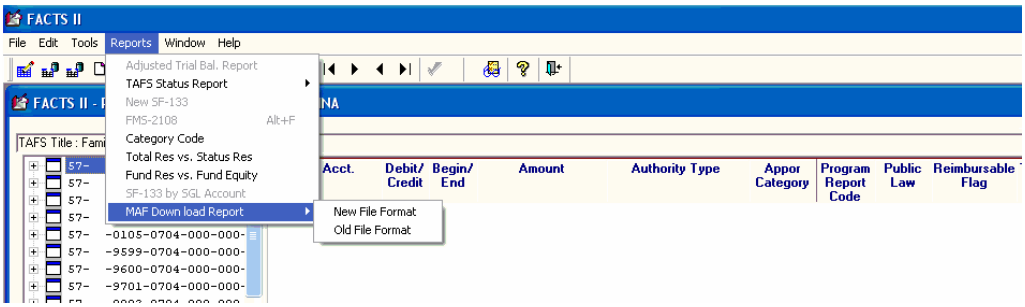


7. The following window will appear. Select a bulk file and click Open.



To download the MAF

1. The New Master Account Download Report is located under the "Reports" menu on the FACTS II Tool Bar. To access the report from the FACTS II Client Online Main screen, click on "Reports", highlight MAF Download Report, then select the Old Report Format or the New Report Format.

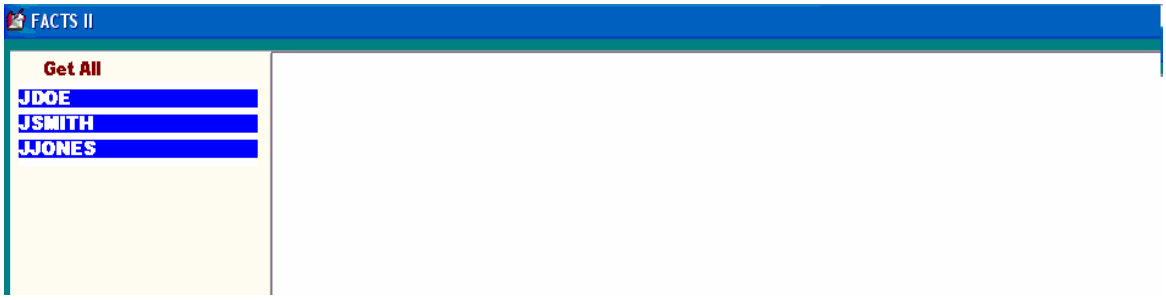


The "Old Report Format" produces the old format as has been presented by the retired FACTS II Client Bulk Application. Unfortunately, we found a potential error with the old format, in that the size of the amount fields for the Pre-closing Balance of the MAF down load record were set too small, and could result in errant information being presented to a user. The "Old Record Format" is safe to use and only presents a problem when the dollar amounts exceed 15 digits, otherwise the correct dollar amount is reflected in the MAF record. However, we recommend you use the "New Report Format", unless you use the old record format as an input source to an electronic data storage environment.

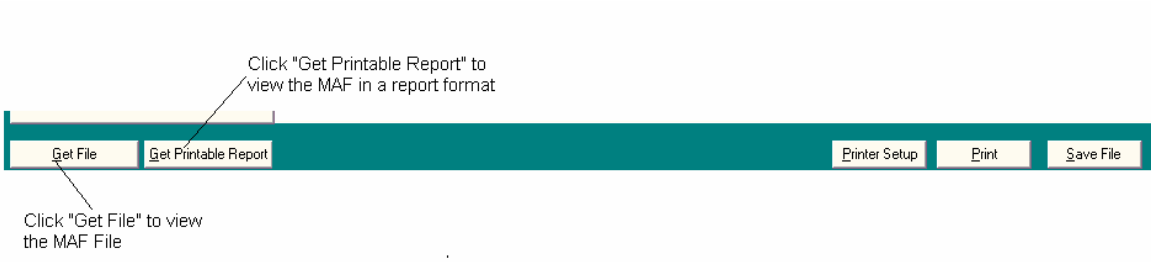
The "New Report Format" provides the same information as the old format. The change to the format is the resizing of the Pre-Closing Balance field. This field has been expanded to 18 digits from 15 digits, adding 3 digits to the overall length of the record. Again, no action is required by system users at this time as a result this record change. The old format will be available for use during FY 2005 reporting. Beginning 1st Quarter 2006, the old record format will not be supported by FACTS II. Please refer to the updated MAF Record layout on this website for details.

2. If you select "New Report Format" from the drop-down menu the following window will appear.

3. Select specific preparers by clicking the preparer.



4. Next click “Get File” or “Get Printable Report to view MAF data.



5. If you clicked “Get File”, then the following screen will appear.

```
89  X0206000000000  NYJJONES 00000000000464284000000000000000000015Y  YYY
89  X0212000000000  NYJJONES 000000003141016037-0000000038833271215Y  YYY
89  X0213000000000  NYJJONES 0000001023360861260000000491465677401 5Y  YYY
89  X0214000000000  NYJJONES 00000000001989977700000000000000000015Y  YYY
89  X0215000000000  NYJJONES 000000063300754924000000092637487803 15Y  YYY
89  X0216000000000  NYJJONES 0000000022207404580000000087818450751 5Y  YYY                    NYJJONES
89  X0217000000000  NYJJONES 00000000005901337700000000009044906715Y  YYY
89  X0218000000000  NYJJONES 0000000122942604470000000153403418101 5Y  YYY
89  X0219000000000  NYJJONES 00000000207101592100000000229712924615Y  YYY
89  X0222000000000  NYJJONES 0000002072533531960000003335621225391 5Y  YYY
89  X0224000000000  NYJJONES 00000006419248035100000007009216068715Y  YYY
89  X0228000000000  NYJJONES 00000000680371196000000001276901576915Y  YYY
89  X0233000000000  NYJJONES 00000000141651634800000000012994463515Y  YYY
89  X0234000000000  NYJJONES 00000000001025340500000000000135340015Y  YYY
89  X0235000000000  NYJJONES 00000003655871067000000000091502394615Y  YYY
89  X0236000000000  NYJJONES 00000000080144237800000000382906755815Y  YYY
89  X0240000000000  NYJJONES 0000002419549637120000006207518420751 5Y  YYY   *001FY 2005
89  X0242000000000  NYJJONES -0000000061331417800000000094988464515Y  YYY
89  X0243000000000  NYJJONES 00000004783505019600000006753989579315Y  YYY
89  X0244000000000  NYJJONES 00000000888646799000000003299121047915Y  YYY
89  X0249000000000  NYJJONES 00000003879732883500000009715511090515Y  YYY
89  X0250000000000  NYJJONES 00000000479514511200000001712150722815Y  YYY
89  X0251000000000  NYJJONES 00000025604849108900000056299401699315Y  YYY
89  X0302000000000  NYJJONES 00000000032450427100000000052387098615Y  YYY
89  X0303000000000  NYJJONES 00000000175864108100000000297692148015Y  YYY
89  X0304000000000  NYJJONES 00000000008975483000000000000507924015Y  YYY
```

And if you clicked “Get Printable Report”, then the following screen will appear.

FACTS II

Page 1 of 4 — MAF Record by a Preparer ID - Current Processing Window — 1/11/2005

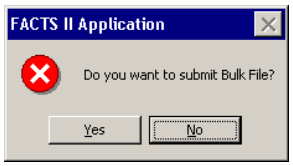
Preparer Id : RHANNA — Number of Accounts :44

TAFS ID	Record Type 7	Preparer Id	Certifier Id	Pre Closing Balance	Net Outlay	Chapter Code	OMB Recommended Cat A/B Program Reporting C Descriptions
20- - X-8004-000-000-000	971	JDOE		$17,000,000,000.00	$0.00	16	
20- - X-8005-000-000-000		JDOE		$10 ,000,000.49	$1,000,420,027.24	16	
20- - X-8005-000-000-000	971	JDOE		$0.00	$0.00	16	
20- - X-8006-000-000-000		JDOE		473.28	$6,000,000,835.31	53	
20- - X-8006-000-000-000	971	JDOE		$1,000,598,000,000.00	$0.00	53	
20- - X-8007-000-000-000		JDOE		$1,510,764.76	$2,000,000,260.21	53	
20- - X-8007-000-000-000	971	JDOE		$182,000,236,000.00	$0.00	53	
20- - X-8042-000-000-000		JDOE		$140,000,000.25	$46,000,000,600.41	28	
20- - X-8042-000-000-000	971	JDOE		$45,000,381,000.00	$0.00	28	
20- - X-8102-000-000-000		JDOE		$3,000,000,000.24	$0.00	37	

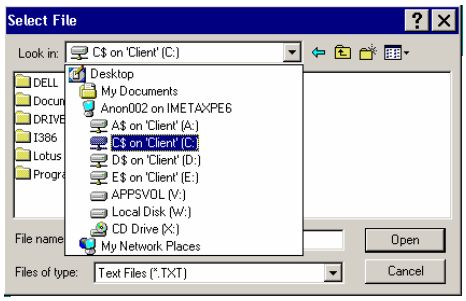
NOTE: Names and numbers have been changed for privacy purposes.

To upload a new bulk data file

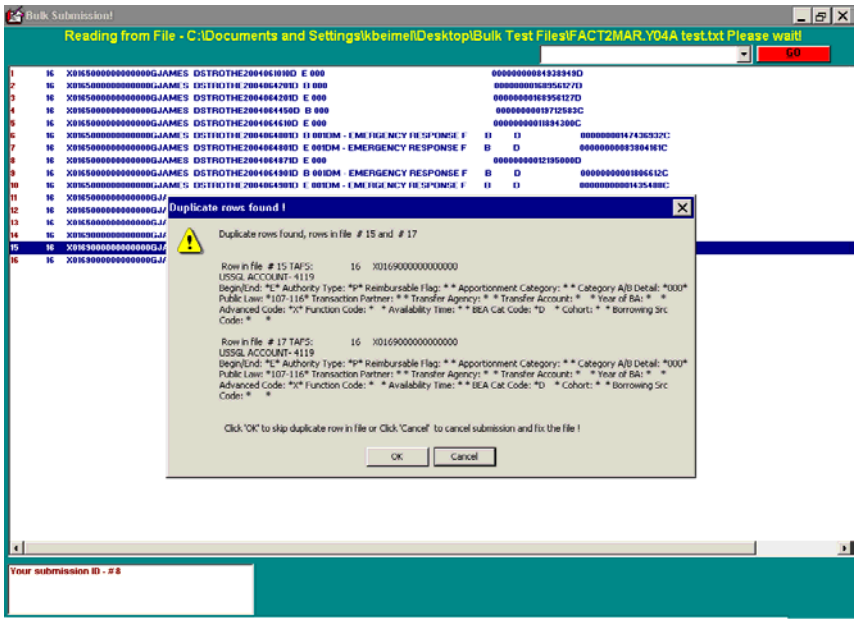
1. After logging onto the FACTS II application (refer to directions on page 1 “Accessing Client Online to submit a bulk file”). Click **Yes** from the FACTS II Application window.



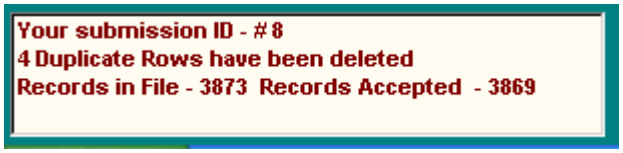
2. Select the Bulk file you would like to upload from the drop-down menu and click Open.



3. The Client Bulk application will then begin to read your bulk file. (**Note**: Processing messages are displayed in yellow at the top of the screen.)

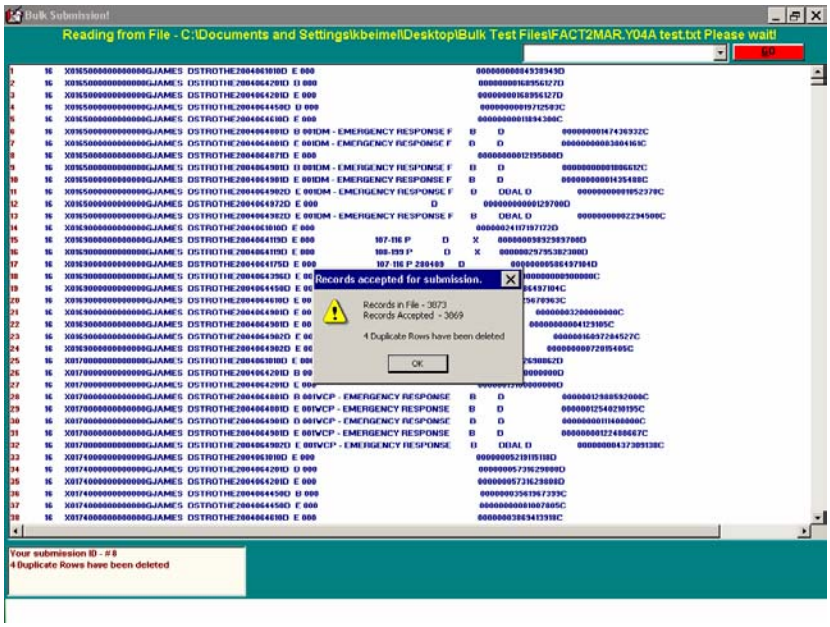


4. In this example there are 4 duplicate rows that have been detected and will automatically be deleted. This will be shown at the bottom left of the screen.

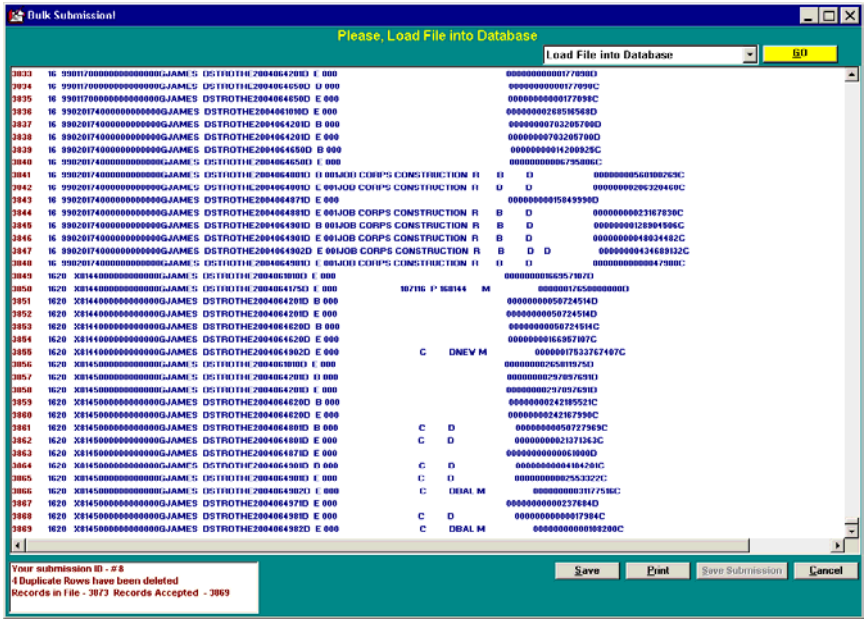


5. Depending on your submission, several informational windows may display. Click **OK** to proceed.

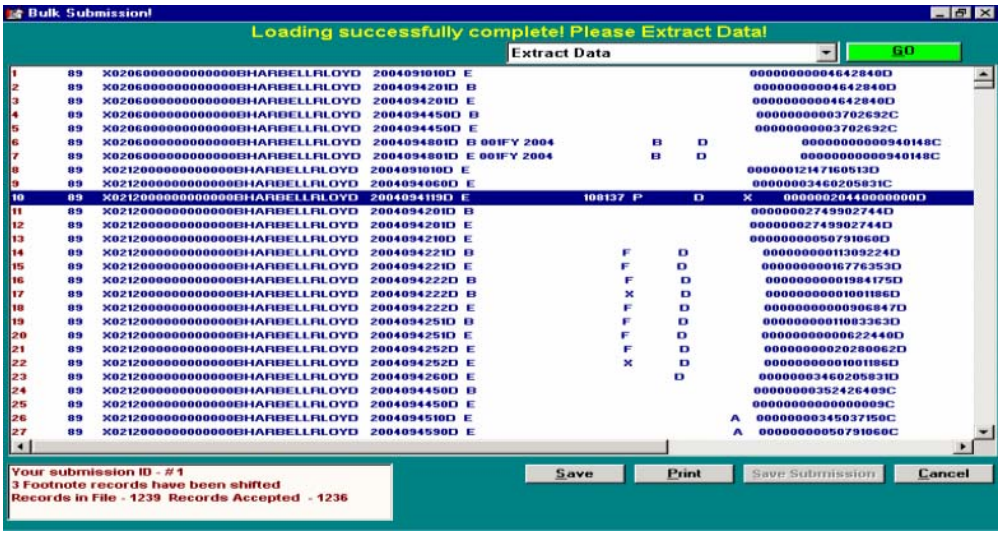
6. When the Bulk application has finished reading your file a message window will display with the number of records in your file and the number of records accepted. Click **OK** to proceed.



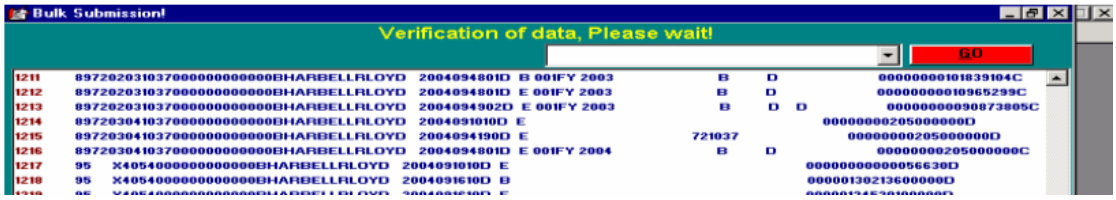
7. A message will display at the top of the screen requesting that you load the files into the Database. Click the flashing **GO** button to load the files.



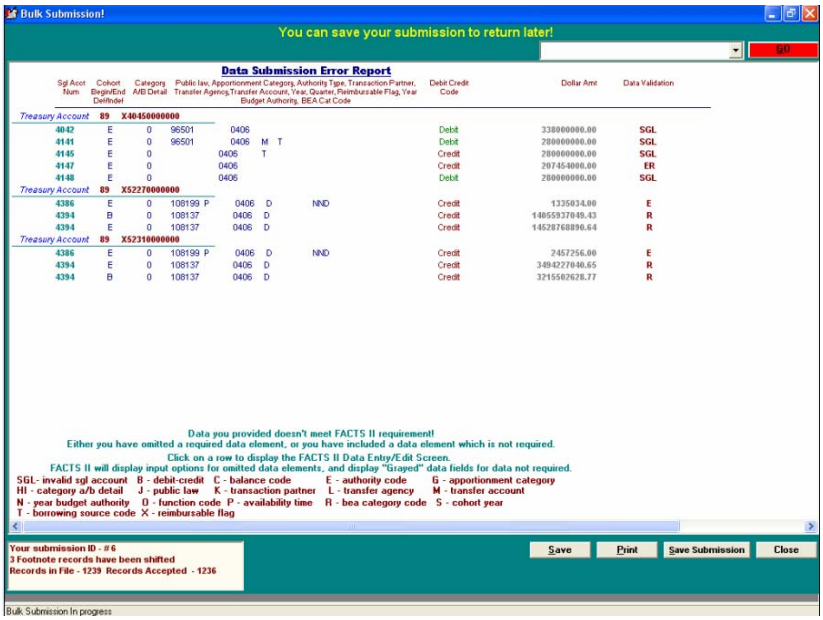
8. Once the load is complete, a message will display at the top of the screen stating that your load successfully completed. The next step is to extract the data. The extraction process transforms the data in your bulk file to a format for FACTS II to complete a verification/validation process. Click the flashing **GO** button to begin the extraction process.



9. When the extraction process has completed the application automatically begins validating the data. A yellow message will appear at the top of your screen indicating that the verification/validation process has begun.

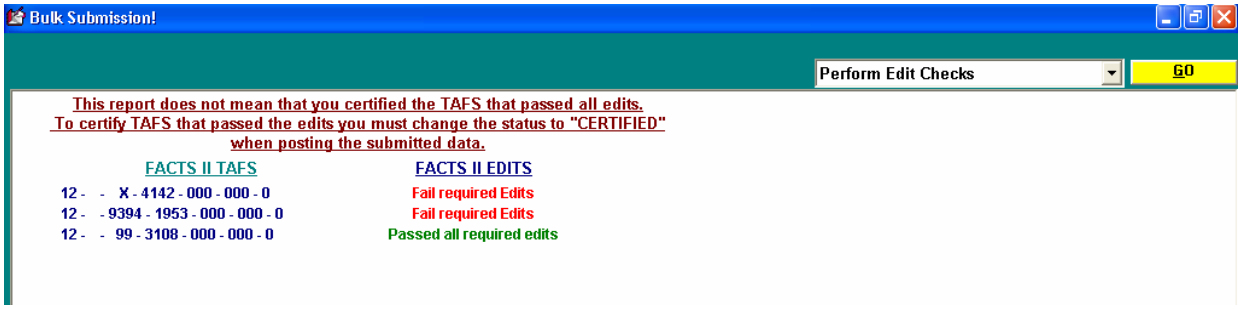


10. After the data verification/validation process has completed, the application will generate an Error Report, if applicable. The user can stop and save the submissions or correct the errors at this point. Each error line shows the SGL account and other pertinent information as well as an error code at the end of the line. At the bottom of the report there is an error code legend for deciphering the codes. Refer to "**Correct SGL Accounts with Errors**" on page 12 for instructions on correcting errors.

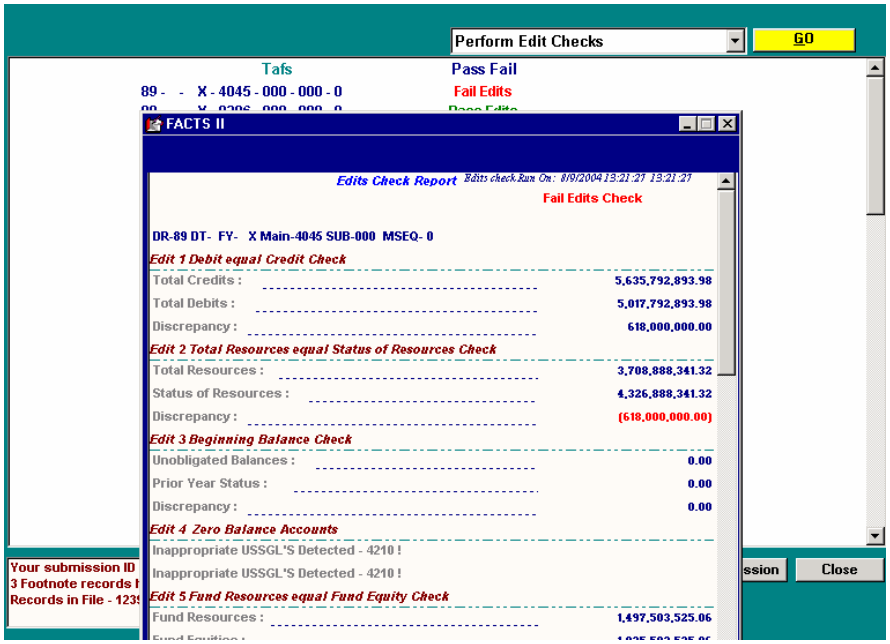


11. After the errors have been corrected or deleted, click the flashing **GO** button to perform the FACTS II Edit Checks.

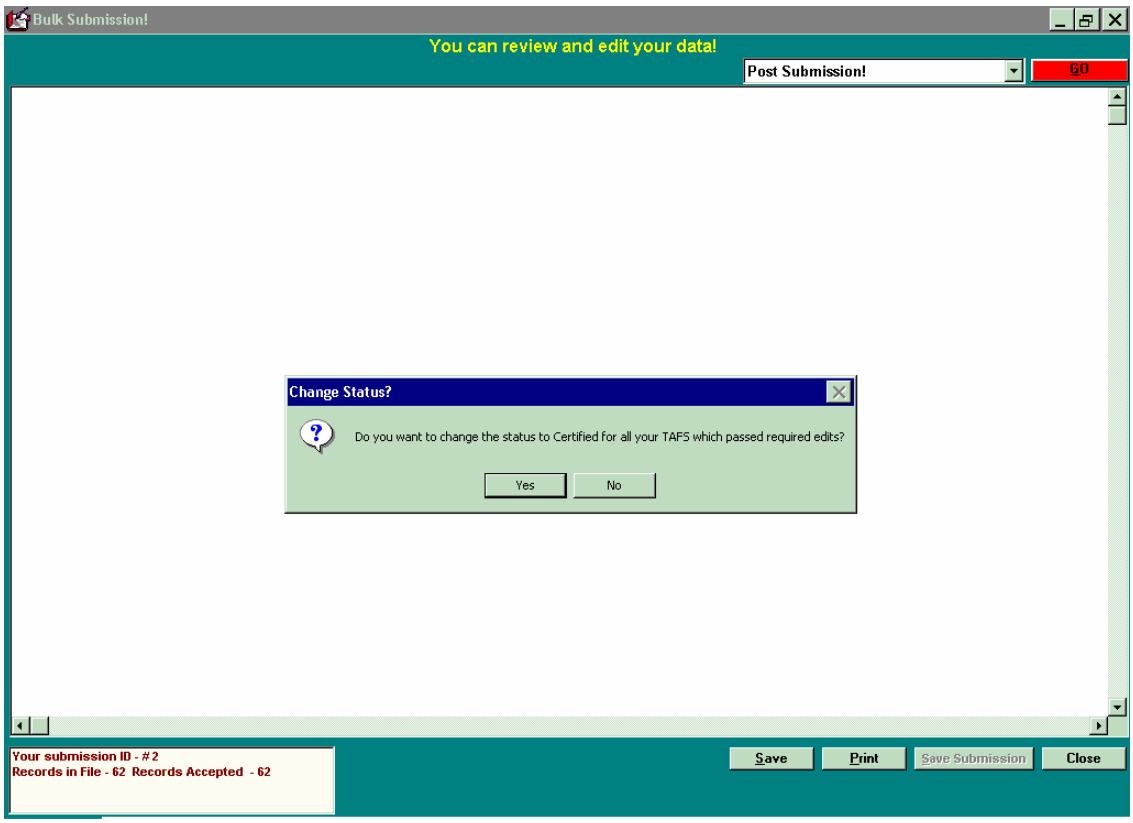
12. The results of the Accounting Edits check will automatically display in summary form listing the accounts that failed the Accounting edits at the top of the report. Note that when a TAFS is shown to have passed all the required edits that it does not mean the status is certified. To certify TAFS that passed the edits you have to change the status when posting submitted data. Refer to step 14 on the following page.



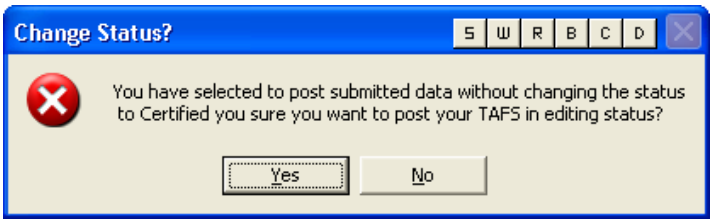
13. You may click on the TAFS to display Edit Check Report which displays a more detailed description of the TAFS.



14. You may post the TAFS that passed the edits by selecting **Post Submission** from the drop-down menu and clicking the GO button. A message window will appear giving you the option of posting your TAFS with a status of Certified *if they passed the required edits*. Otherwise, the TAFS will be in Editing Status.

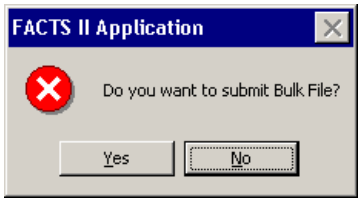


15. If you select “No” in the message window above, then another message window will appear confirming your action. If you are certain that you want to post your submission in Editing Status click “Yes” in the message window below.

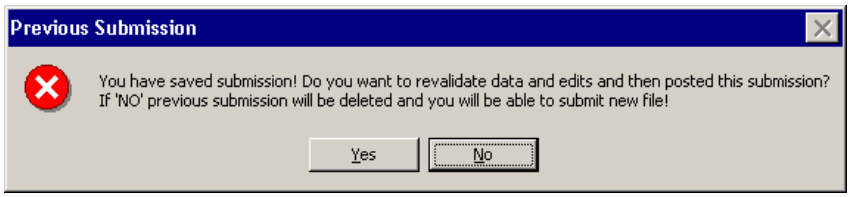


To upload an existing bulk data file

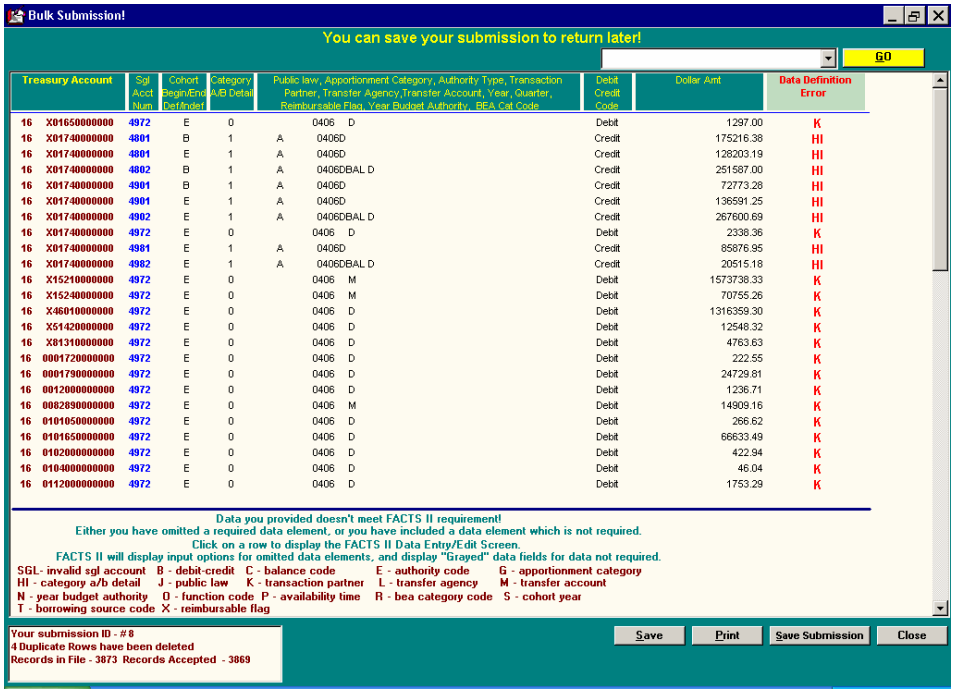
1. Click **Yes** from the FACTS II Application window.



2. You will then see the Previous Submission window. If you have a saved bulk submission that you want to return to click **Yes**.



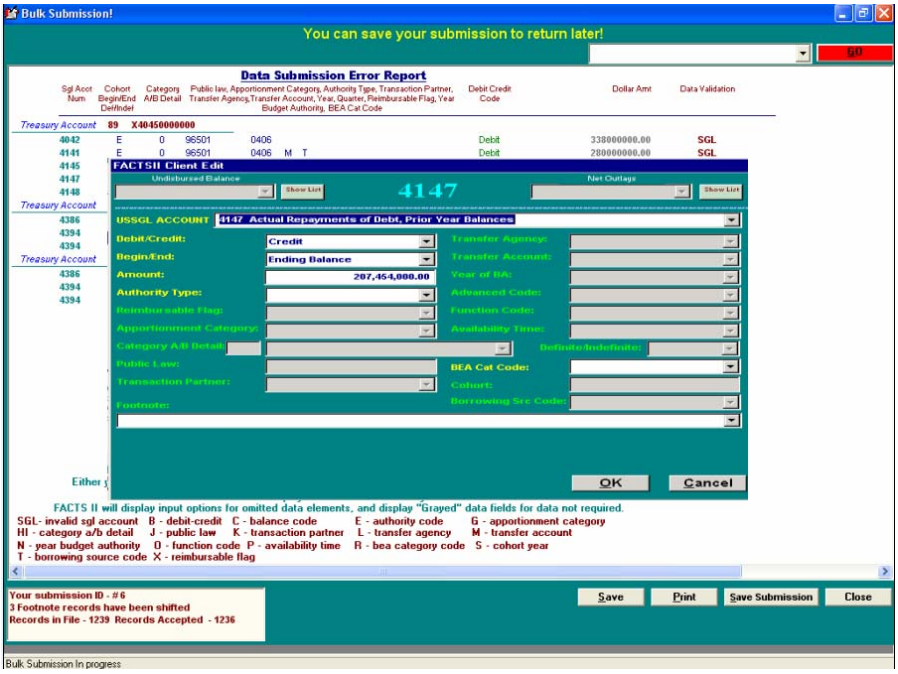
The following screen will appear displaying your TAFS.



To correct SGL accounts with errors

1. From the Data Submission Error Report double-click on the SGL that you wish to fix and the FACTS II Data Entry/Edit Screen will appear. In this example, the Authority Type and BEA Code are blank and require data entry. Enter the necessary data and click OK.

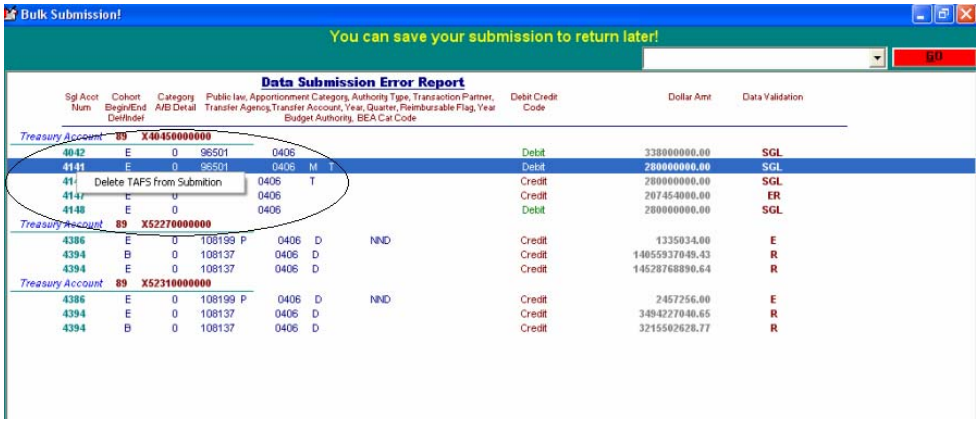
   Note: In some instances all fields in the Data Entry/Edit Screen will be grayed-out simply click OK and the application will automatically correct your error.



To delete SGL accounts from the Data Submission Error Report

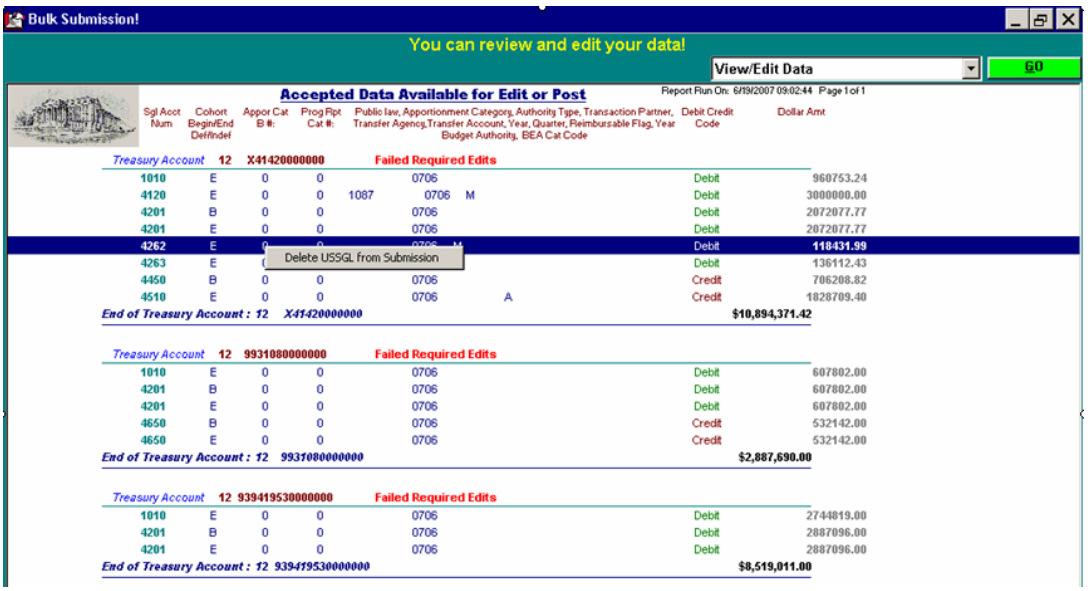
1. Right click on the SGL account and select **Delete TAFS from Submission**.

Note: There does not have to be an error for you to delete an SGL account. You may delete any account for any reason.

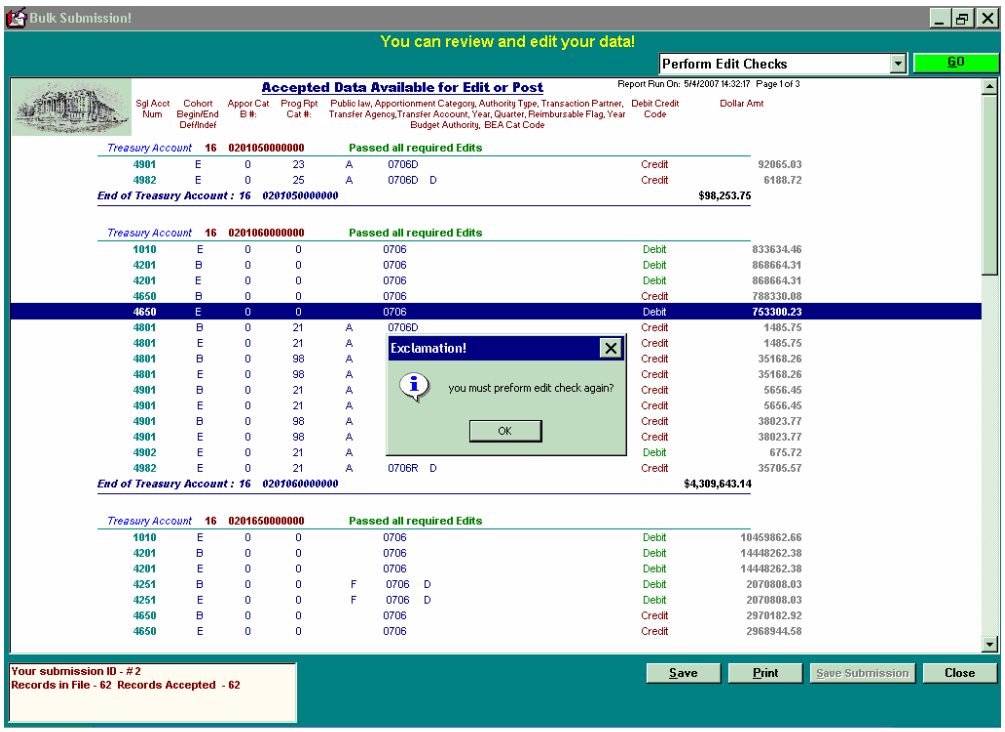


To Edit/Delete SGL Accounts from the Accepted Data Report

1. Click on the line of the SGL Account you would like to edit and the FACTS II Data Entry/Edit Screen will appear. Click OK to save any changes that were made. To delete accounts, right-click on the SGL Account and select "Delete USSGL from Submission" from the submenu.



2. Once changes are made, the FACTS II edits will have to be run again to validate data before the status can be changed to Certified. The application will automatically populate a message window informing you that the edits need to be performed. Click OK on the message window to continue. Click the green GO button to perform the edit checks.

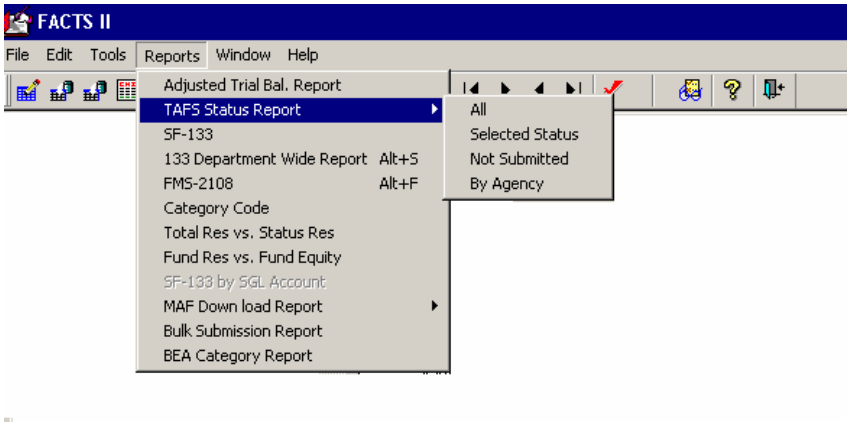


To view the 133 or 2108 Reports

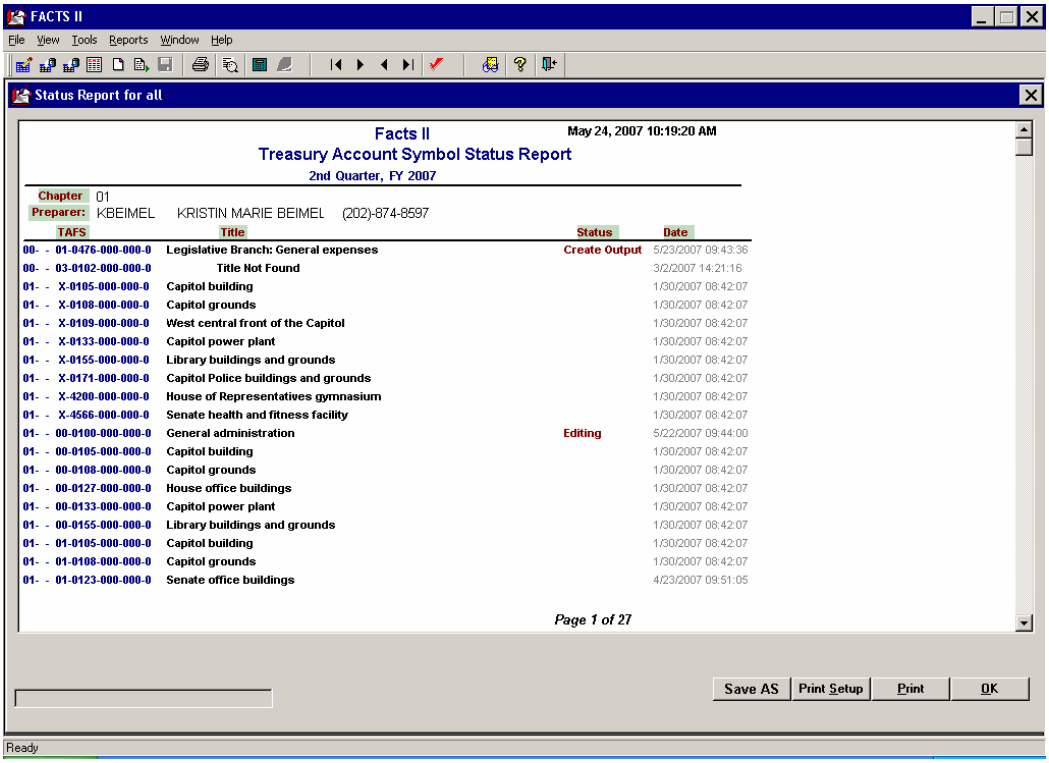
1. Select either the SF 133 report or the FMS 2108 report from the drop-down menu. The report will automatically appear in your screen.

To view the TAFS Status Report

1. Confirm the status of your TAFS by viewing the TAFS Status Report.



2. Select TAFS Status Report from the Reports Menu Bar. You have the option of viewing the status of TAFS by a specific status, TAFS not submitted or By Agency.



FACTS II

File View Tools Reports Window Help

Status Report for all

Facts II

May 24, 2007 10:19:20 AM

Treasury Account Symbol Status Report

2nd Quarter, FY 2007

Chapter 01

Preparer: KBEIMEL KRISTIN MARIE BEIMEL (202)-874-8597

TAFS	Title	Status	Date
00- - 01-0476-000-000-0	Legislative Branch: General expenses	Create Output	5/23/2007 09:43:36
00- - 03-0102-000-000-0	Title Not Found		3/2/2007 14:21:16
01- - X-0105-000-000-0	Capitol building		1/30/2007 08:42:07
01- - X-0108-000-000-0	Capitol grounds		1/30/2007 08:42:07
01- - X-0109-000-000-0	West central front of the Capitol		1/30/2007 08:42:07
01- - X-0133-000-000-0	Capitol power plant		1/30/2007 08:42:07
01- - X-0155-000-000-0	Library buildings and grounds		1/30/2007 08:42:07
01- - X-0171-000-000-0	Capitol Police buildings and grounds		1/30/2007 08:42:07
01- - X-4200-000-000-0	House of Representatives gymnasium		1/30/2007 08:42:07
01- - X-4566-000-000-0	Senate health and fitness facility		1/30/2007 08:42:07
01- - 00-0100-000-000-0	General administration	Editing	5/22/2007 09:44:00
01- - 00-0105-000-000-0	Capitol building		1/30/2007 08:42:07
01- - 00-0108-000-000-0	Capitol grounds		1/30/2007 08:42:07
01- - 00-0127-000-000-0	House office buildings		1/30/2007 08:42:07
01- - 00-0133-000-000-0	Capitol power plant		1/30/2007 08:42:07
01- - 00-0155-000-000-0	Library buildings and grounds		1/30/2007 08:42:07
01- - 01-0105-000-000-0	Capitol building		1/30/2007 08:42:07
01- - 01-0108-000-000-0	Capitol grounds		1/30/2007 08:42:07
01- - 01-0123-000-000-0	Senate office buildings		4/23/2007 09:51:05

Page 1 of 27

Save AS Print Setup Print OK

Ready

Please view the TAFS Status Report prior to the window closing to confirm the status of your TAFS.