

FACTS I

Master Appropriation File (MAF) Adjusted Trial Balance (ATB)

User Guide



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Preface

Welcome to the Government On-Line Accounting Link System II (GOALS II) on the Internet. GOALS II provides easy, timely access to agency accounting information. The new Internet platform eliminates the need for customer agencies to load versions of software onto a workstation. Instead, applications are upgraded immediately and appear “transparent” to users, which makes it easier and faster to submit and share reporting information.

This User Guide is for new and experienced Preparers and Supervisors of the Federal Agencies Centralized Trial Balance System I (FACTS I) Master Appropriation File (MAF), Adjusted Trial Balance (ATB), and NOTES applications. The major sections of this guide are described below.

Section Descriptions

Section 1: Introduction

This section describes how to use this guide; hardware and software requirements; and how GOALS II, FACTS I, MAF, and ATB relate.

Section 2: Getting Started

This section describes the security requirements for system access, and how to log on and navigate through the system.

Section 3: FACTS I

This section describes the FACTS I home page, and provides detailed explanations for using the FACTS I home page menu bar commands.

Section 4: MAF

This section describes the MAF home page, and provides detailed explanations for performing MAF tasks.

Section 5: ATB

This section describes the ATB home page, and provides detailed explanations for performing ATB tasks.

Changes from FY2001

Section 2: Getting Started

Minimum browsers have been upgraded to Netscape 4.7x or Internet Explorer 5.0 or higher.

The URL address for FACTS I has changed to <https://fmsapps.treas.gov/ias>

Section 3: FACTS I

The Department Codes Report now lists both departments and bureaus.

Section 4: MAF

When you add a new MAF record it will be annotated in the Edit MAF List with the comment “(New)” at the end of the Fund Group Title.

Section 5: ATB

The ATB SGL Input screen now allows the user to enter an SGL number and proceed directly to its ATB SGL Input screen, eliminating the need to select the next SGL from a drop down menu list.

Two new ATB report formats have been added:

1. ATB Attribute Summary presents SGL data summarized to the Fed/Nonfed, Exchange/Nonexchange, and Custodial/Noncustodial attributes. No Trading Partners or Budget Subfunction attributes are displayed.
2. ATB Fed/NonFed Summary presents SGL data summarized to the Fed/Nonfed attribute only. No other attributes are displayed. This format was previously called ATB Summary.

Two new ATB reports have been added:

1. ATB Roll-up by Department Report displays the SGL data for all the ATBs in the department rolled up to a single ATB presentation. It is similar to the ATB BL Roll-up Report except that it reports all the department’s ATBs rather than all the ATBs in a single Business Line.
2. ATB Submission Report displays all the ATBs assigned to a preparer, the first time the ATB was submitted, and the last activity date.

Section 1: Introduction

Basic User and System Information

This guide is designed for a specific audience, and uses formatting standards to help clarify the content. These items are discussed below. In addition, FACTS I user hardware and software requirements are listed, as well as additional resources available to help you use the system.

Who Should Use This Guide

This guide is specifically designed to support Preparers submitting MAF, ATB, and NOTES data. Although personnel in a variety of roles may access the system, this guide is intended for MAF, ATB, and NOTES Preparers only.

Standards Used in This Guide

There are several standards used throughout this guide to facilitate your understanding of the content. These standards include the following:

- Keyboard commands such as [Enter] and [Tab] appear in brackets.
- Command buttons such as **Add** or **Cancel** appear in bold type.
- Hints, tips, and special notes are indicated by an arrow (➤) and appear in bold letters.
- Processes that include multiple steps are shown with the numbered steps in bold letters. The expected result of a step is explained directly beneath the step.
- The graphics shown in this document are sometimes captured without the surrounding FACTS I title bar and browser command bars. By eliminating these bars, the actual content under discussion appears larger and is easier to read.

Hardware/Software Requirements

The hardware and software requirements for users wishing to access the MAF and ATB modules are listed below.

- A fast, high-capacity Pentium (or higher) PC.
- A compatible inkjet or laser printer.
- Windows 95, 98, 2000, or NT operating system.
- Access to the Internet.
- Netscape Navigator 4.7x or Microsoft Internet Explorer 5.0 or higher. (Microsoft Internet Explorer is the recommended browser.)
- A mouse, touch-pad, or similar pointing device.
- VGA monitor or better with resolution set at 800x600 pixels or greater.

Getting Help

There are several ways you can obtain help when using the system. They include online help as well as FMS personnel that can assist you with system questions.

System Online Help

Online help that is specifically related to FACTS I may be accessed by clicking the **Help** button located to the left of the FACTS **LOG OFF** button. This **Help** button is a link to the GOALS II Help system, of which FACTS I is a part.

A black rectangular button with the word "Help" in white text.

There are Getting Started and/or Screen Tip links in the upper left corner of most windows that explain process steps.

A rectangular button with a blue border containing the text "Getting Started" and "Screen Tip" in blue, with "Screen Tip" on a new line.

Browser Online Help

Help that is specific to the browser may be accessed by clicking the **Help** menu name on the browser menu bar.



Help is displayed in the standard windows application format.

Additional Resources for Help

Additional resources for help with the FACTS I application include the following:

- FMS Security Administrators: 202-874-HELP.
- FMS GOALS Marketing Staff: 202-874-8270.
- FMS Financial Reports Division: 202-874-9910.

About FACTS I

Changing business demands necessitated upgrades in the Government On-Line Accounting Link System (GOALS I) environment. GOALS I applications have been transitioned to either the FMS In-touch client-server platform (e.g., FACTS II, 224, 1219) or to an interactive Internet environment (e.g., IAS applications). The FACTS I application runs on the Internet platform. The project to migrate the GOALS I applications off the mainframe is referred to as GOALS II.

Purpose of FACTS I

The Federal Agencies Centralized Trial-Balance System (FACTS) was built to allow the submission of financial reporting data via an adjusted trial-balance using standard general ledger accounts and other data elements.

FACTS I is a redesign of the GOALS I FACTS system to the Internet as well as an integration of GOALS I FACTS I. The redesign uses an improved technology, is more consistent, and is easier to use than the GOALS I version of FACTS I. FACTS I supports FMS' tactical objective of improving financial management in the Federal government and supports the Office of Management and Budget (OMB) in implementing financial management legislation government-wide.

Role of MAF/ATB/NOTES in FACTS I

The Government Management Reform Act of 1994 requires an audited Financial Report of the U.S. Government by March 31 following the fiscal year end. To meet this goal, agencies must verify the current master appropriation file (MAF) and submit adjusted trial-balance data (ATB).

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Section 2: Getting Started

System Access

Content removed for security purposes. Contact FMS Financial Reports Division on (202) 874-9910 for text.

System Navigation

Specific protocols are used to help you navigate through the FACTS I system. These protocols include the menu and submenu scheme consistently used throughout FACTS I, as well as commands, keyboard features, and window features. These navigational protocols are described below.

General Scheme of Menus and Submenus

A system of menus and submenus has been developed to help you easily navigate through the FACTS I system. An example of menus and submenus is shown below, and includes the following:

- ① **FACTS I** menu.
- ② **MAF** menu (which is a FACTS I submenu).
- ③ **MAF Reports** menu (which is a MAF submenu).



Using Browser Commands to Navigate

The browser command bar contains menu names (**F**ile, **E**dit, **V**iew, **F**avorites, **T**ools, and **H**elp) as well as toolbar buttons (the small pictures) that provide a variety of functions that you may use to manipulate the browser and its data. You will primarily use the **Back**, **Forward**, and **Print** buttons while working within FACTS I applications. Detailed information about your browser and its capabilities can be found in Netscape Navigator and Microsoft Internet Explorer user guides.



Browser Back Button

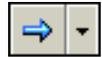
The browser **Back** button will take you back to the previously displayed window. A grayed-out **Back** button indicates that no further navigation is possible in that direction.



-
- **The browser Back button must usually be clicked in order to exit a MAF or ATB report. Please Note: Use of the browser Back button should be avoided if there is a Next or Return button on the window, as the Back button will not update the FACTS I database with new or changed information.**
-

Browser Forward Button

The browser **Forward** button will take you forward to the next window, assuming that the next window had been previously displayed. A grayed-out **Forward** button indicates that no further navigation is possible in that direction.

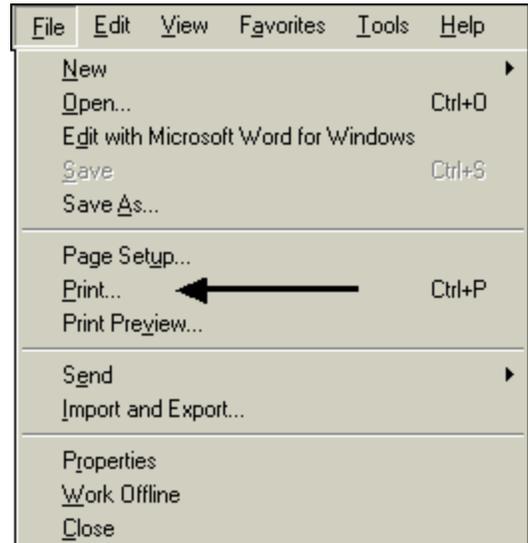


Printing From Browser

You may print FACTS I reports by clicking the Web browser **Print** icon found near the top of the Web page.



Another way to print FACTS I reports is to select **File/Print** on the menu bar at the top of the window.



Using the Keyboard and Window Features to Navigate

Several keys and standard Windows features are used throughout the FACTS I system. These are described below.

Tab Key and Cursor

The [Tab] key or cursor may be used to move between fields on a Web page. Use of the [Tab] key is recommended. Use [Shift-Tab] to move backwards.

Next and Return

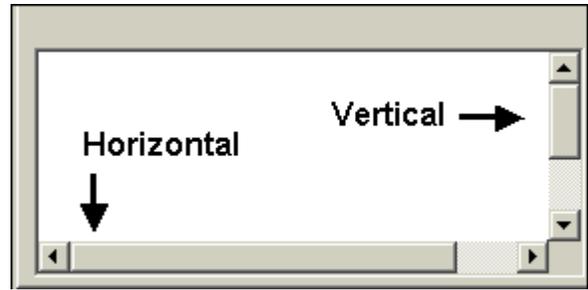
[Next](#) and [Return](#) often appear at the bottom of FACTS I windows, and are command links. These command links cause the FACTS I database to be updated with the information you entered in the active window, while simultaneously moving you to the next appropriate window in the FACTS I process.



[Next](#) and [Return](#) should be used whenever they are available rather than using the browser Back button.

Scroll Bars

Scroll bars appear along the bottom and/or right edge of a window when there is more information than can be displayed on the screen at one time. You can use a vertical scroll bar to move up and down and a horizontal scroll bar to move left and right.



Link

A link is represented by blue underlined text. When you click this text, you are linked to another specific location in the FACTS I system. The following example shows three links in the MAF Status table: [In-process](#), [Submitted](#), and [Total](#). Clicking any one of these links will move you to the indicated list in the FACTS I system. You can generally click **BACK** on the browser menu to return to your original location.

Federal Agencies Centralized Trial-Balance System (FACTS I) Help [LOG OFF](#)
Preparer: USER F1PREP1 Logged-On: 6/13/2001 11:25:52 PM ET

[Home](#) [MAF](#) [ATB](#) [NOTES](#) [Ref Tables](#) [Downloads](#) [Contact Info](#)

[Edit MAF List](#) | [MAF Reports](#) | [Submit All to FMS](#) | [Check MAF Status](#) | [Add Bus Line](#)

MAF Status

In-process	19
Submitted	3
Approved	0
Disapproved	0
Total	22

Click Status link to list MAF

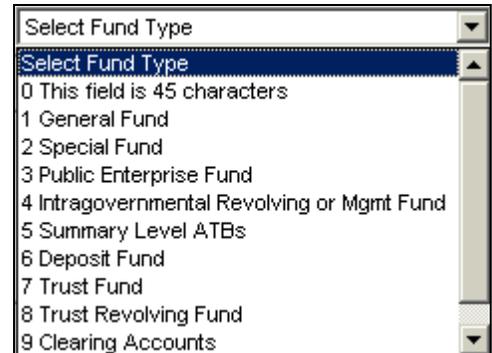
➤ **Reminder:** The [Next](#) and [Return](#) links often appear throughout FACTS I after submitting changes, additions, deletions, etc. These links take you to the next logical window or menu.

Making Selections and Initiating Actions

Specific protocols are also used to help you make selections while navigating through FACTS I. These protocols are industry standard, and are described below.

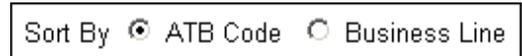
Drop-Down List Box

A list box is any type of box containing a list of items that you can select. A drop-down list box is a closed version of a list box that you can open by clicking the arrow to the right of the box. You can often scroll through a drop-down list box when it contains numerous items.



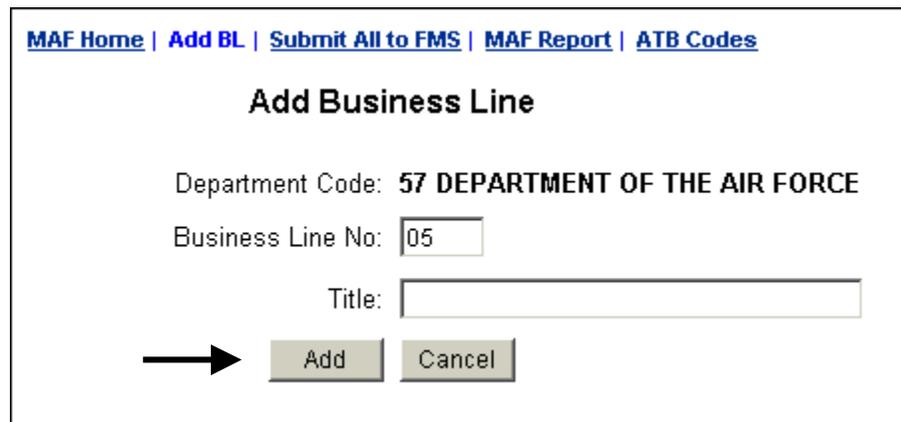
Option Buttons

An option button is a round button used to indicate a choice. When more than one option button appears in a group, only one option button may be selected in that group. An option button is activated by clicking it with your mouse.



Command Buttons

A command button is a rectangular button that initiates an action. In the example shown below, the **Add** and **Cancel** buttons are command buttons. If a command button is grayed-out, the button is not currently available for selection.



Enter

The [Enter] key sends data or information to the system.

Section 3: FACTS I

FACTS I Roles

Whenever you access the FACTS I home page, a menu of commands is displayed. Likewise, when you select an item from this menu, another menu is displayed. For example, if you select MAF from the FACTS I menu, the MAF menu is displayed, as shown below.



The specific menus and menu selections that are available to you will differ based on your role. The system identifies you and your role based on your logon information.

The following table describes the roles recognized by the system, and lists the tasks associated with each role. (Verification, etc., will be available in future years.) Agency Roles are listed first, followed by a list of FMS roles.

Table: Agency Roles and Tasks

Role	Description of Tasks
Preparer (MAF/ATB)	<ul style="list-style-type: none"> ▪ Agency person responsible for submission of FACTS I data. ▪ Reviews and updates assigned MAF. ▪ Enters assigned ATB ▪ Produces reports. ▪ Communicates with their assigned Review Accountant.
Supervisor (of the Preparer)	<ul style="list-style-type: none"> ▪ Agency person who manages/supervises the Preparer. ▪ Reviews MAF and ATB data of their assigned Preparers. ▪ Produces reports. ▪ Communicates with the Review Accountant assigned to their Preparers' MAF and business lines.

Chief Financial Officer (CFO)	<ul style="list-style-type: none"> ▪ Reviews reports. ▪ Verifies reports. ▪ Communicates with their assigned Review Accountant.
Inspector General (IG)	<ul style="list-style-type: none"> ▪ Reviews and verifies reports. ▪ Communicates with their assigned Review Accountants.
Preparer/CFO	<ul style="list-style-type: none"> ▪ An agency person who can perform the functions of the Preparer and the Chief Financial Officer.
Supervisor/CFO	<ul style="list-style-type: none"> ▪ An agency person who can perform the functions of the Supervisor and the Chief Financial Officer.

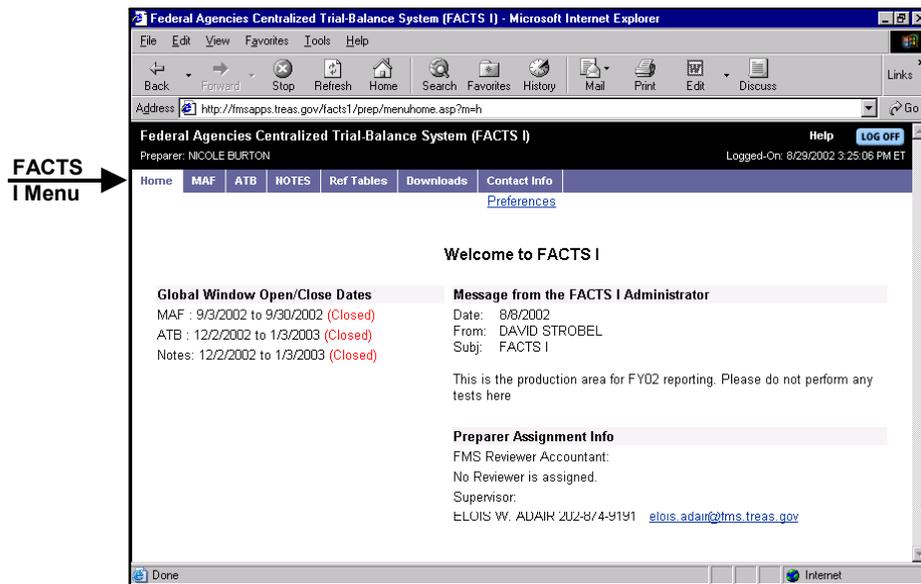
Review Accountant	<ul style="list-style-type: none"> ▪ Reviews and edits MAF for their assigned users. ▪ Reviews ATBs for their assigned users. ▪ Can open and close the window for individual assigned users. ▪ Produces reports, annotates files. ▪ Communicates with their assigned users.
Team Leader	<ul style="list-style-type: none"> ▪ Has responsibility for a designated group of Review Accountants. ▪ Reviews MAF and ATB data for those users assigned to their designated Review Accountants. ▪ Produces reports.

Accessing the FACTS I Home Page

The FACTS I home page is displayed as soon as you sign on to the system using your User ID and Password and after the selection of the FACTS I link on the GOALS II IAS home page. The FACTS I home page includes the FACTS I menu, Global Window Dates, and additional user information. Each of these items is discussed below.

FACTS I Menu

The FACTS I menu consists of commands that allow you to access the major functions of the FACTS I system. The FACTS I menu is pointed out below.



The following table describes the FACTS I commands as listed on the FACTS I menu.

Table: FACTS I Commands

Command	Description
Home	Returns you to the FACTS I home page from anywhere in the FACTS I system.
MAF	Provides access to the MAF module within the FACTS I application.
ATB	Provides access to the ATB module within the FACTS I application.
NOTES	Provides access to the NOTES module within the FACTS I application.
Ref Tables	Allows you to display lists of General Ledger Attributes, Department Codes, BSF Codes, and Fund Type Codes.
Downloads	Allows you to download system reference tables and selected data.
Contact Info	Allows you to display a copy of your personal contact information, and also allows you to assign a supervisor.

Global Window Dates

The Global Window Dates are listed on the FACTS I home page for MAF, ATB, and NOTES. These global window dates tell you when the module windows are open (and, therefore, available for updates) and are effective for all users.

Global Window Open/Close Dates

MAF : 1/5/2001 to 6/23/2001 (Open)

ATB : 1/5/2001 to 6/15/2001 (Open)

Notes: 1/1/2001 to 4/1/2001 (Closed)

The Review Accountant may extend global window exceptions to a preparer for both MAF and ATB. The window exception can be applied to a preparer, a specific preparer's individual MAF, a group of MAF records, the entire MAF; an individual ATB Code, a group of ATB codes, or all ATBs assigned to the preparer. Window exceptions are displayed on the specific preparer's FACTS I home page. When the window is opened for an exception, the preparer will see the following on their FACTS I home page:

Global Window Open/Close Dates

MAF : 6/14/2001 to 6/18/2001 (Closed)

ATB : 6/13/2001 to 6/25/2001 (Closed)

Notes: 1/1/2001 to 4/1/2001 (Closed)

The MAF Window is open for the following ATBs:

19 03 0995 From 6/14/2001 to 6/28/2001

19 03 0996 From 6/14/2001 to 6/28/2001

19 03 0997 From 6/14/2001 to 6/28/2001

19 03 0999 From 6/14/2001 to 6/28/2001

The ATB Window is open for the following ATBs:

19 01 6666 From 6/13/2001 to 6/28/2001

19 03 0995 From 6/13/2001 to 6/28/2001

19 03 0996 From 6/13/2001 to 6/28/2001

19 03 0997 From 6/13/2001 to 6/28/2001

19 03 0999 From 6/13/2001 to 6/28/2001

Additional User Information

Two other areas are shown on the FACTS I home page. One of them is the "Message From the FACTS I Administrator." This area provides pertinent information from the administrator, and may change on an hourly, daily, or weekly basis.

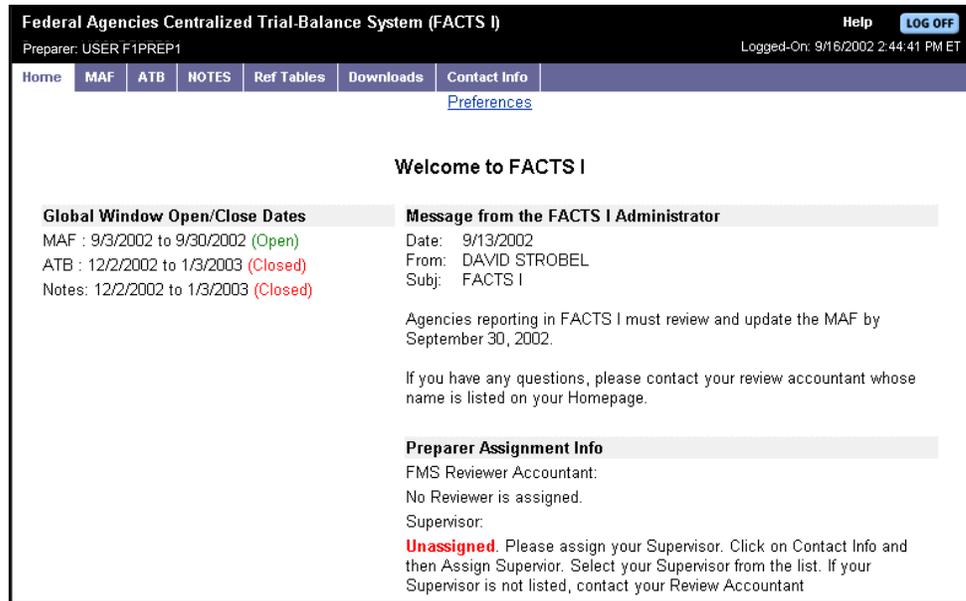
The second area is "Preparer Assignment Info." This area provides information that is targeted to the specific user. The area displays the Review Accountant(s) assigned to the preparer's MAF file, and the Supervisor assigned to the preparer. This information is updated as necessary when changes in assignments are made.

Preferences

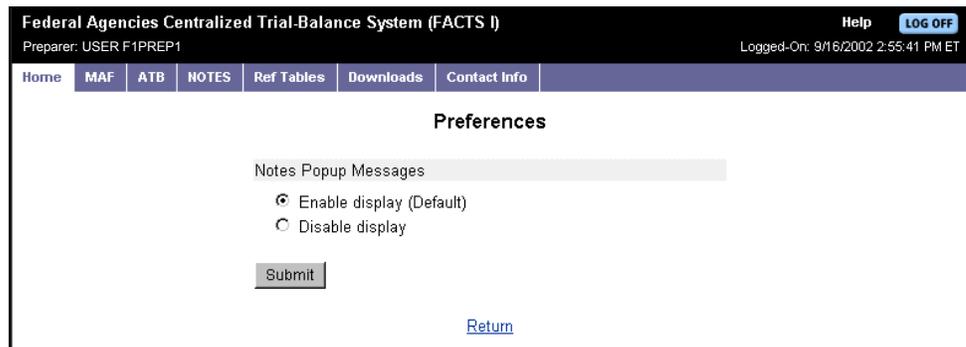
You can turn off the general pop-up messages that appear in NOTES. You can disable both the message about saving Notes that is activated when you click on the NOTES tab and the pop-up message about remaining time that is activated when you click on the Edit button.

1. From the FACTS I menu click HOME.

The FACTS I homepage is displayed.



2. Click the Preferences link found near the top of the screen above the screen title.



3. Click the option button for Disable display under NOTES popup messages.

4. Click Submit.

Reference Tables

Several reference tables may be printed from the FACTS I Reference Tables menu. These tables are as follows:

- Standard General Ledger and Attributes Report
- Department Codes Report
- BSF Codes Report
- Fund Type Codes List

All of these reports are listed under **Ref Tables** on the FACTS I menu.



Standard General Ledger and Attributes Report

The Standard General Ledger and Attributes Report lists the SGL Codes and their titles, and describes the attributes for each of the Standard General Ledger numbers. This report is accessed by clicking **Ref Tables** on the FACTS I menu, then clicking **SGL Accts**.

US Department of the Treasury/FMS Federal Agencies Centralized Trial-Balance System (FACTS I)							Date: 6/15/2001
Standard General Ledger and Attributes Report							
SGL No	Account Title	Bal Ind	Fed/ NFed	Trd Ptn	Exc/ NExc	BSF	Cus/ NCus
1010	Fund Balance With Treasury	D					
1110	Undeposited Collections	D	N				Y
1120	Imprest Funds	D	N				
1130	Funds Held by the Public	D	N				
1190	Other Cash	D	N				
1195	Other Monetary Assets	D	N				
1200	Foreign Currency	D	N				
1310	Accounts Receivable	D	Y	Y			Y
1319	Allowance for Loss on Accounts Receivable	C	Y	Y			Y
1320	Employment Benefit Contributions Receivable	D	Y	Y			
1325	Taxes Receivable	D	Y	Y			Y
1329	Allowance for Loss on Taxes Receivable	C	Y	Y			Y
1330	Receivable for Allocation Transfers	D	F	Y			
1335	Expenditure Transfers Receivable	D	F	Y			
1340	Interest Receivable	D	Y	Y			Y
1349	Allowance for Loss on Interest Receivable	C	Y	Y			Y

Notice that several of the columns have the letter “Y” interspersed throughout the column. “Y” indicates that a value is required for the attribute for that particular SGL account. (Please refer to Section 5: ATB -- Understanding Attributes.)

Department Codes Report

The Department Codes Report lists the Department Codes, Bureau Codes and their titles. This report is accessed by clicking **Ref Tables** on the FACTS I menu, then clicking **Dept Codes**.

Dept Code	Department Title
00	Not Available
	00 Bureau Not Available
01	ARCHITECT OF THE CAPITOL
	00 Bureau Not Available
03	LIBRARY OF CONGRESS
	00 Library of Congress
04	GOVERNMENT PRINTING OFFICE
	00 Government Printing Office
05	GENERAL ACCOUNTING OFFICE
	00 General Accounting Office
08	CONGRESSIONAL BUDGET OFFICE
	00 Congressional Budget Office
09	OTHER LEGISLATIVE BRANCH AGENCIES
	02 Comm. on Security & Cooperation - Europe
	03 Copyright Royalty Tribunal
	04 Office of Technology Assessment

BSF Codes Report

The BSF Codes Report displays a list of budget subfunction codes and their titles. This report is accessed by clicking **Ref Tables** on the FACTS I menu, then clicking **BSF Codes**. These codes were previously referred to as BFC, Budget Functional Classification. The code data is the same as in the previous years.

BSF Code	BSF Title
051	Department of Defense - military
053	Atomic energy defense activities
054	Defense-related activities
151	International development and humanitarian assistance
152	International security assistance
153	Conduct of foreign affairs
154	Foreign information and exchange activities
155	International financial programs
251	General science and basic research
252	Space flight, research and supporting activities
271	Energy supply
272	Energy conservation
274	Emergency information, policy and regulation
276	Energy information, policy and regulation

Fund Type Codes

The Fund Type Codes list displays Fund Type Codes and their titles. This list is accessed by clicking **Ref Tables** on the FACTS I menu, then clicking **Fund Type Codes**.

The screenshot shows the FACTS I interface with the 'Fund Type Codes' page. The page title is 'Fund Type Codes'. Below the title is a table with two columns: 'Fund Type Code' and 'Fund Type Title'. The table lists 13 fund types, each with a code and a title.

Fund Type Code	Fund Type Title
1	General Fund
2	Special Fund
3	Public Enterprise Fund
4	Intragovernmental Revolving or Mgmt Fund
5	Summary Level ATBs
6	Deposit Fund
7	Trust Fund
8	Trust Revolving Fund
9	Clearing Accounts
10	Miscellaneous Receipt Accounts
11	Credit Reform - Program Account
12	Credit Reform - Financing Account
13	Loans - Liquidating Account

All of these lists may be printed by clicking the **Print** command on the browser menu. Click **BACK** on the browser menu to return to the Ref Tables menu.

Downloads

As a courtesy to agencies, FACTS I provides the capability to download system reference tables and certain data. Downloading is not a requirement for processing either the MAF or ATBs. A menu of download types is displayed by clicking **Downloads** on the FACTS I menu.

To download a system reference table:

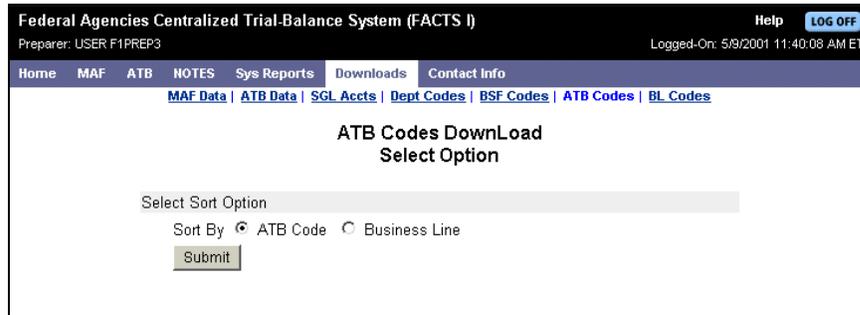
1. **From the FACTS I menu, click Downloads.**

The Downloads menu is displayed.

The screenshot shows the FACTS I interface with the 'Downloads' menu open. The menu items are: 'Approved MAF Data', 'ATB Data', 'SGL Accts', 'Dept Codes', 'BSF Codes', 'ATB Codes', and 'BL Codes'. The 'Downloads' menu item is highlighted.

2. **If you select ATB Codes, go to Step 3. If you select anything except ATB Codes, go to Step 4.**

- The ATB Codes selection will ask you to select a sort option (shown below). Select either ATB Codes or Business Line and click Submit. Go to Step 4.



- The File Download window is displayed (shown below). Notice the two option buttons.

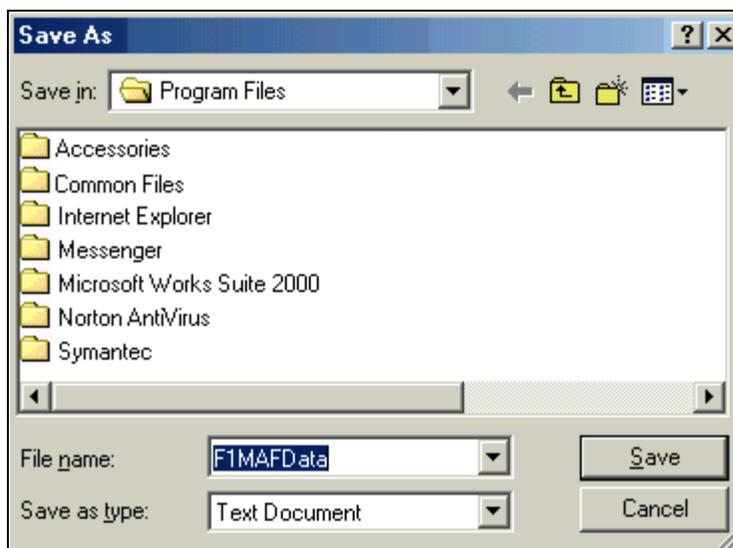


- Select one of the option buttons and click OK.

If you selected “Open this file from its current location,” the file will display and you may print its contents. Skip Steps 6, 7 and 8.

Dept	Bur	Fund Grp	Fund Grp Title	BSF	Fund	Type
12	03	4609	Working Capital Fund	352	4	03
12	03	8203	GIFTS AND BEQUESTS	352	7	03
12	06	8227	Misc Contributed Funds	352	7	06
12	09	3501	Salaries and Expense ARS		352	1
12	09	5221	ARS LAND SALE RECEIPTS	352	2	09
12	13	8044	EXP/REFUNDS INSP/GRADING FARM PROD			352
12	17	2501	PAYMENTS TO STATES AND POSSESSIONS			352
12	22	4143	DEBT REDUCTION FIN. FUND		351	3
12	24	4176	RBS-Rural Econ Dev Direct Financin			452
12	25	3800	CLEARING ACCOUNTS	371	9	23
12	25	4216	RURAL HOUSING INS. FUND-GUARANTEED			371
12	26	0012	FUND FOR RURAL AMERICA	352	1	26
12	26	3100	SALARIES AND EXPENSE	271	2	26

6. If you selected "Save this file to disk," you will be prompted for a file name (as shown below). Go to Step 7.



7. Select a drive and folder from the Save in: drop-down list.
8. Enter a file name and file type or select them from the drop-down lists, and click Save to save the file.

The file will be saved as a tab delimited text file to preserve leading zeros. To use the data in a spreadsheet such as Excel, the file should be imported.

Downloading a File for Import to Excel

All FACTS I download files are formatted as ASCII text, tab delimited and are easily imported into MS Excel or MS Access. During the download process, both Netscape and Internet Explorer (IE) will prompt you with a download dialog box (says "Unknown File Format" in Netscape). Choose the Save option and save the file in the location of your choice. Note the default filename. Upon completion of the download/file save, follow these steps to import the file into Excel.

1. Open Excel.
2. Click Data/Get External Data/Import Text File...
3. Open (Import) the .txt file you just saved.
4. The Import Wizard will guide you through the remaining process to establish columns and data types. The Text Wizard should determine that the data is delimited. Choose Next.
5. The Delimiter is "Tab". Check the "Tab" check box (if not already selected) and choose Next.
6. From the following screens, select each column and the column data format.
 - If the column is numeric, in most cases you will want to choose the "Text" data format to preserve leading zeros.

- If the column is such that dropping leading zeros is appropriate such as monetary values, then choose the "General" data format.
7. Continue with each column.
 8. When done, click Finish.
 9. Once imported, the data can be modified as needed and saved as an Excel file.

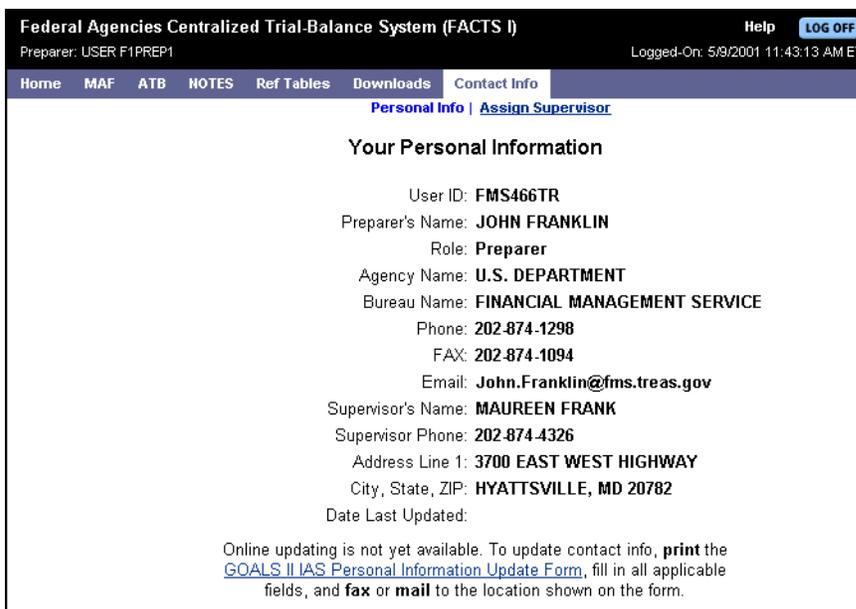
Contact Information

The Contact Info menu allows you to display a copy of your personal contact information, and also allows you to assign a supervisor. Both of these functions are described below.



Personal Information

The Personal Info menu selection displays your personal contact information. An example is shown below. Online updating of the information is not currently available.



To update your personal information:

1. From the FACTS I menu, click Contact Info, then click Personal Info. The Personal Information window is displayed.

2. Click the link at the bottom of the window ([GOALS II IAS Personal Information Update Form](#)) to display the form.
3. Use the browser Print function to print a copy of the form.
4. Mark all changes on the printed copy of the form.
5. Fax or mail the form to the location shown on the form.

Assigning a Supervisor

You may assign a supervisor at any time.

To assign a supervisor:

1. From the **FACTS I** menu, click **Contact Info**, then click **Assign Supervisor**.
The Supervisor Assignment window is displayed.

The screenshot shows the 'Supervisor Assignment' window in the FACTS I system. The title bar reads 'Federal Agencies Centralized Trial-Balance System (FACTS I)' with 'Preparer: USER F1PREP2' on the left and 'Help LOG OFF' on the right. Below the title bar is a navigation menu with 'Home', 'MAF', 'ATB', 'NOTES', 'Ref Tables', 'Downloads', and 'Contact Info'. Under 'Contact Info', there are links for 'Personal Info' and 'Assign Supervisor'. The main content area is titled 'Supervisor Assignment' and contains the instruction 'Step 1 Select Supervisor to be Assigned'. Below this is a drop-down menu labeled 'Select Supervisor' and an 'Assign' button.

2. Select a supervisor from the drop-down list.
3. Click **Assign** to actually assign the supervisor.

➤ After assigning a supervisor you may return to the **FACTS I** home page to confirm that the assignment has been made. If the supervisor's name does not appear in the drop-down list box, then the supervisor must complete an **ESAAS** form. You may obtain this form from the **GOALS II** web page at: www.fms.treas.gov/goals.

Section 4:

MAF

Introduction

A Master Appropriation File (MAF) is provided to every agency/preparer during each fiscal year. The agency may add, change, or delete any information within its MAF, but must include an explanation for each change. The MAF is then submitted to FMS' Financial Reports Division for review and approval.

Once the MAF is approved, it is made available to the agency/preparer. This information is used to complete the ATB. The MAF and ATB are both available within the FACTS I Internet environment.

This section of the User Guide describes how to process changes to your MAF.

➤ **Throughout this section you will see the term “ATB Code.” ATB Codes were formerly called MAF Records, fund symbols, or appropriations.**

About ATB and BSF Codes

An ATB code is an 8-digit code that uniquely identifies the MAF. The first two digits are Department; second two digits are Bureau; last four digits are Fund Group. You may know this code as an Appropriations Symbol or a MAF Account Code.

A BSF code is a Budget SubFunction code. A BSF code is an OMB subfunction that groups budget authority and outlays of budget and off-budget Federal entities in terms of national needs being addressed. The BSF used to be referred to as the Budget Functional Classification (BFC). The new terminology is an OMB-mandated change, and is technically more appropriate because both the subfunction and function codes are part of OMB's Budget Functional Classification.

MAF File Assignments

A MAF record is assigned to only one ID; i.e., one Preparer ID is linked to an individual MAF record. Preparers can have multiple MAF records assigned to their IDs. The MAF assignment can be changed by FMS at any time, when necessary, to another FACTS I MAF/ATB/NOTES preparer.

Accessing MAF

MAF and its menu of items is accessed by clicking MAF on the FACTS I menu. The MAF menu is shown below.



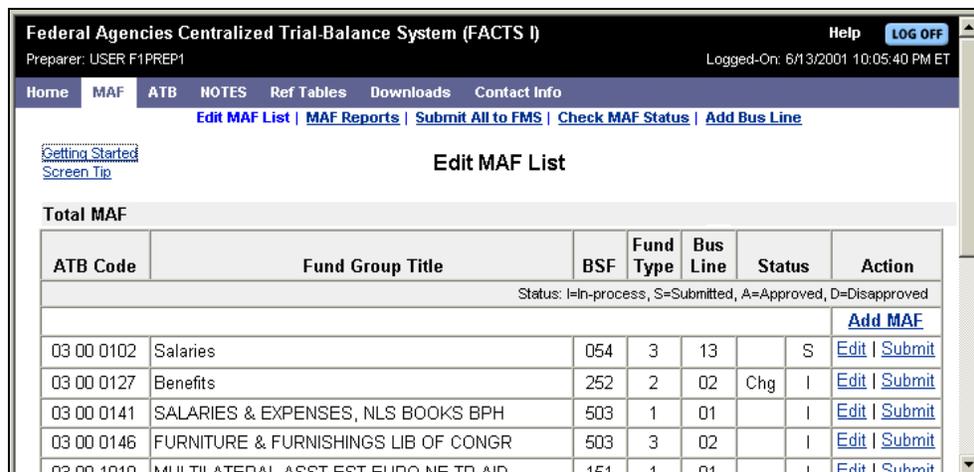
The following table describes the MAF commands listed on the MAF menu.

Table: MAF Commands

Command	Description
Edit MAF List	Allows you to add, change, and delete ATB Codes.
MAF Reports	Gives you access to reports that help you track the status of your MAF changes and the personnel assigned to each ATB Code.
Submit All to FMS	Allows you to submit, at one time, all of the ATB Codes that have been added, changed, or deleted, and those left "in-process."
Check MAF Status	Shows the number of ATB Codes for each status (In-process, Submitted, Approved, Disapproved).
Add Bus Line	Allows you to add a new business line to your department.

Editing MAF Accounts

You may add, change, and delete your MAF accounts. All of these functions may be invoked from the Edit MAF List. An example of an Edit MAF List is shown below.



The Edit MAF List displays the MAF record data elements (Fund Group Title, BSF, Fund Type, and Business Line) for each ATB Code.

The Status column actually consists of two columns. The first column lists the type of edit made to the ATB Code, and remains in the column until the ATB Code is submitted. The types of edits are:

- CHG: Preparer has requested a change to the MAF record.
- DEL: Preparer has requested that the MAF record be deleted.
- ADD: Preparer has requested that the MAF record be added.

The second column under the Status heading lists the review status of the specific MAF record. The status types are:

- I: In-process by the MAF/ATB preparer. The record is accessible to the preparer to edit.
- S: Submitted to FMS for review/approval. The record is not accessible to the preparer to edit.
- A: Approved by FMS. The record is accessible to the preparer to edit as long as the MAF window is open to the preparer.
- D: Disapproved by FMS. The record is accessible to the preparer to edit as long as the MAF window is open to the preparer.

[Add MAF](#), [Edit](#), and [Submit](#) are action links that allow you to add a new MAF, change your MAF record, or submit it. When the MAF window is closed, the Edit MAF List is shaded in gray, and the action links are disabled.

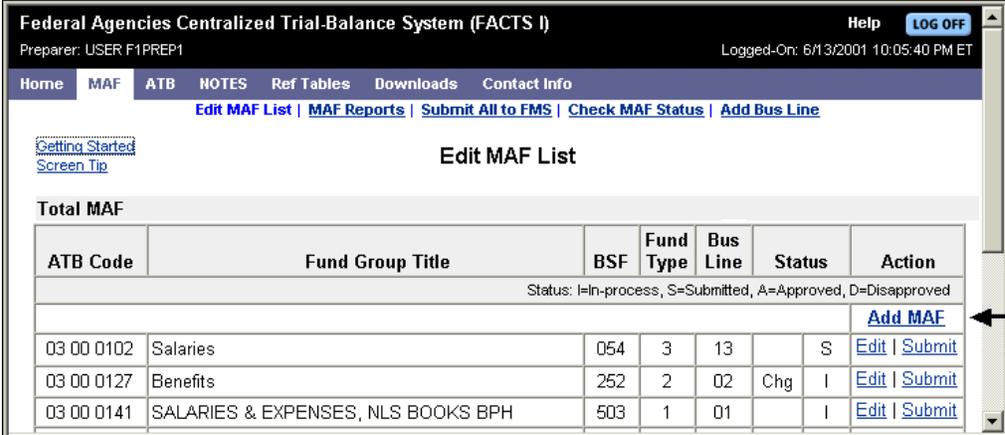
 **If you change an approved or disapproved MAF record, the record must be resubmitted to FMS.**

You may click [Getting Started](#) or [Screen Tip](#)—shown toward the upper left corner of the Edit MAF List—for basic information regarding the use of the Edit MAF List.

Adding a MAF

To add a MAF record:

1. **From the FACTS I menu click MAF or from the MAF menu, click Edit MAF List.**
The Edit MAF List is displayed.



Federal Agencies Centralized Trial-Balance System (FACTS I)
 Preparer: USER F1PREP1
 Logged-On: 6/13/2001 10:05:40 PM ET

Home MAF ATB NOTES Ref Tables Downloads Contact Info

[Edit MAF List](#) | [MAF Reports](#) | [Submit All to FMS](#) | [Check MAF Status](#) | [Add Bus Line](#)

[Getting Started](#)
[Screen Tip](#)

Edit MAF List

Total MAF

ATB Code	Fund Group Title	BSF	Fund Type	Bus Line	Status	Action
Status: I=In-process, S=Submitted, A=Approved, D=Disapproved						
03 00 0102	Salaries	054	3	13	S	Add MAF
03 00 0127	Benefits	252	2	02	Chg I	Edit Submit
03 00 0141	SALARIES & EXPENSES, NLS BOOKS BPH	503	1	01	I	Edit Submit

2. Click the **Add MAF** command, found near the top of the **Action** column.
The Add MAF window is displayed.

Federal Agencies Centralized Trial-Balance System (FACTS I) Help LOG OFF
Preparer: USER F1PREP1 Logged-On: 6/13/2001 10:10:44 PM ET

Home MAF ATB NOTES Ref Tables Downloads Contact Info
[Edit MAF List](#) | [MAF Reports](#) | [Submit All to FMS](#) | [Check MAF Status](#) | [Add Bus Line](#)

Add MAF

Status: In-Process (Added)

Dept:	03 LIBRARY OF CONGRESS
Bureau:	00 [NONE]
Fund Group:	<input type="text"/>
Budget Subfunction:	Select Budget Subfunction
Fund Type:	Select Fund Type
Business Line:	Select Business Line
Explanation:	<input type="text"/>

Add Cancel

➤ The following fields are required when adding a MAF record: Fund Group, Budget Subfunction, Fund Type, Business Line, and Explanation.

3. If you have access to more than one department or bureau, select the appropriate Department ID and Bureau ID. If not, go to Step 4.
4. Type a Fund Group number, press the [Tab] key, and type the Fund Group title.
5. Select a Budget Subfunction, Fund Type, and Business Line from the drop-down lists.
6. Enter a comment in the Explanation area.
7. **Click Add.**
A confirmation message is displayed.

Federal Agencies Centralized Trial-Balance System (FACTS I) Help LOG OFF
Preparer: USER F1PREP1 Logged-On: 6/13/2001 10:18:50 PM ET

Home MAF ATB NOTES Ref Tables Downloads Contact Info
[Edit MAF List](#) | [MAF Reports](#) | [Submit All to FMS](#) | [Check MAF Status](#) | [Add Bus Line](#)

Edit MAF Confirmation

MAF 03 00 1237 has been added.

[Next](#)



If you forgot to enter any of the required items, you will be prompted to complete the information. Then click Add.

8. Click [Next](#) to return to the Edit MAF List.

When a MAF record has been added to your list, it will be annotated with a blue comment “(New)” at the end of the Fund Group Title.

ATB Code	Fund Group Title	BSF	Fund Type	Bus Line	Status	Action
Status: I=In-process, S=Submitted, A=Approved, D=Disapproved						
						Add MAF
03 00 0101	Beaucoup Bucks	504	2	13	Chg I	Edit Submit
03 00 1035	For User Guide Screen Shots (New)	152	1	02	Chg I	Edit Submit
03 00 5000	RECEIPT ACCOUNTS, LOC	503	10	01	Chg I	Edit Submit
03 00 5175	PAYMENTS TO COPYRIGHT OWNERS	373	3	01	Chg I	Edit Submit
09 00 5000	Test MAF v. STAR Edit (New)	801	10	02	Chg I	Edit Submit
12 01 3800	Test MAF v STAR (New)	908	8	01	Add I	Edit Submit
12 01 6000	Test MAF v STAR (New)	352	6	17	Add I	Edit Submit
12 02 3800	Test MAF-STAR Edit (New)	809	9	23	Chg I	Edit Submit
12 03 5000	Test MAF-STAR Edit (New)	352	10	06	Chg I	Edit Submit

Changing a MAF

To change a MAF record:

- From the FACTS I menu click MAF or from the MAF menu, click Edit MAF List.**
The Edit MAF List is displayed.
- Find the ATB Code you want to change, and click Edit in the code’s right-hand column (the Action column).**
The Edit MAF window is displayed.

Status: In-Process

Dept: 03 LIBRARY OF CONGRESS

Bureau: 00 [NONE]

Fund Grp Title: 3800 CLEARING ACCOUNTS

Budget Subfunction: 503 Research and general education aids

Fund Type: 9 Clearing Accounts

Business Line: 01 Library of Congress - new

Explanation:

FMS Comments:

Approved Changes:

3. **Make the necessary corrections by doing any or all of the following: enter a new Fund Group Title, select a new Budget Subfunction, select a new Fund Type, select a new Business Line.**

4. **Enter a comment in the Explanation area.**

5. **Click Change.**

A confirmation message is displayed

Federal Agencies Centralized Trial-Balance System (FACTS I) Help [LOG OFF](#)
 Preparer: USER F1PREP1 Logged-On: 6/13/2001 10:49:16 PM ET

Home **MAF** ATB NOTES Ref Tables Downloads Contact Info

[Edit MAF List](#) | [MAF Reports](#) | [Submit All to FMS](#) | [Check MAF Status](#) | [Add Bus Line](#)

Edit MAF Confirmation

MAF changes for **03 00 3800** have been recorded.

[Next](#)

6. **Click [Next](#) to return to the Edit MAF List.**

Shading of ATB Codes

When you change information for an ATB Code, and click **Change**, the record you changed will be displayed in gray when you return to the Edit MAF List. An example is shown below.

03 00 1037	ECONOMIC SUPPORT FUND, NE TRSF AID	152	1	01		I	Edit Submit
03 00 3800	CLEARING ACCOUNTS	503	3	01	Chg	I	Edit Submit
03 00 4325	Cooperative Acquisitions Program, LOC	503	3	02		I	Edit Submit

The gray shading will no longer appear on this record if any of the following take place:

- You select another ATB Code, make changes, and click **Change**. The ATB Code you just changed will now be shaded in gray on the Edit MAF List.
- You submit the gray-shaded, changed record to FMS.
- You log out of the system and then log back on.

Asterisks That Indicate Changes

Prior to submitting a MAF record to FMS, you may access and edit that record numerous times. The Edit MAF window helps you to track these changes prior to submitting the record. The following Edit List shows an example of a MAF record that was changed at least once, and is being changed again prior to being submitted.

Edit MAF	
Status: In-Process	
Dept:	03 LIBRARY OF CONGRESS
Bureau:	00 [NONE]
Fund Grp Title:	3800 CLEARING ACCOUNTS <input type="text"/> Enter new Fund Grp Title
Budget Subfunction:	503 Research and general education aids <input type="text"/> Select Budget Subfunction Select new Budget Subfunction
* ^① Fund Type:	9 Clearing Accounts ^② <input type="text"/> 4 Intragovernmental Revolving or Mgmt Fund Select new Fund Type ^③

The following table explains the numerical annotations on the Edit MAF window.

Item #	Description
①	Each data element that was changed for this ATB Code is marked with an asterisk.
②	The original value for that data element is shown. By “original” we mean the last value that was approved by FMS.
③	This value is the last value that you assigned to the data element. If you change the value again, and then access this record for yet another change, the value in the drop-down list will be updated to again reflect the most recent change.

Deleting a MAF

To delete a MAF record:

1. From the **FACTS I** menu click **MAF** or from the **MAF** menu, click **Edit MAF List**. The Edit MAF List is displayed.
2. Find the **ATB Code** you want to delete, and click **Edit** in the right-hand column. The Edit MAF window is displayed.

The screenshot shows the 'Edit MAF' window in the FACTS I system. The window title is 'Federal Agencies Centralized Trial-Balance System (FACTS I)'. The user is logged in as 'USER F1PREP1' on 6/13/2001 at 10:30:06 PM ET. The navigation menu includes Home, MAF, ATB, NOTES, Ref Tables, Downloads, and Contact Info. The MAF menu is expanded, showing options like Edit MAF List, MAF Reports, Submit All to FMS, Check MAF Status, and Add Bus Line. The main content area is titled 'Edit MAF' and contains a form with the following fields:

- Status: In-Process
- Dept: 03 LIBRARY OF CONGRESS
- Bureau: 00 [NONE]
- Fund Grp Title: 3800 CLEARING ACCOUNTS
- Budget Subfunction: 503 Research and general education aids
- Fund Type: 9 Clearing Accounts
- Business Line: 01 Library of Congress - new
- Explanation: (empty text area)
- FMS Comments: (empty text area)
- Approved Changes: (empty text area)

Buttons for 'Change', 'Delete', and 'Cancel' are located at the bottom of the form.

3. Enter a comment in the Explanation area.
4. Click **Delete**.
A confirmation message is displayed.

The screenshot shows the 'Edit MAF Confirmation' window in the FACTS I system. The window title is 'Federal Agencies Centralized Trial-Balance System (FACTS I)'. The user is logged in as 'USER F1PREP1' on 6/13/2001 at 10:25:24 PM ET. The navigation menu is the same as in the previous screenshot. The main content area is titled 'Edit MAF Confirmation' and contains the following text:

MAF 03 00 1237 has been tagged for Deletion.

[Next](#)

5. Click [Next](#) to return to the Edit MAF List.

➤ The MAF record is removed from the Edit MAF List when you add a MAF, and then prior to submitting, you delete the same MAF. The MAF record is also removed from the Edit MAF List when FMS approves a deletion.

Undeleting a MAF

You may undelete a MAF record that has been deleted but has not yet been submitted.

To undelete a MAF record:

1. **From the FACTS I menu click MAF or from the MAF menu, click Edit MAF List.**
The Edit MAF List is displayed.
2. **Find the ATB Code you want to undelete, and click Edit in the right-hand column.**
The Edit MAF window is displayed. Notice that the only command buttons at the bottom of the window are **Undelete** and **Cancel**.

Federal Agencies Centralized Trial-Balance System (FACTS I) Help LOG OFF
Preparer: USER F1PREP1 Logged-On: 6/13/2001 10:41:26 PM ET

Home MAF ATB NOTES Ref Tables Downloads Contact Info
[Edit MAF List](#) | [MAF Reports](#) | [Submit All to FMS](#) | [Check MAF Status](#) | [Add Bus Line](#)

Edit MAF

Status: In-Process (Deleted)

Dept:	03 LIBRARY OF CONGRESS
Bureau:	00 [NONE]
Fund Grp Title:	0141 SALARIES & EXPENSES, NLS BOOKS BPH <small>Enter new Fund Grp Title</small>
Budget Subfunction:	503 Research and general education aids <small>Select Budget Subfunction</small>
Fund Type:	1 General Fund <small>Select Fund Type</small>
Business Line:	01 Library of Congress - new <small>Select Bus Line</small>
Explanation:	Delete per OMB memo.
FMS Comments:	
Approved Changes:	

Undelete Cancel

3. **Enter a comment in the Explanation area.**
4. **Click Undelete.**
A confirmation message is displayed.

Federal Agencies Centralized Trial-Balance System (FACTS I) Help LOG OFF
Preparer: USER F1PREP1 Logged-On: 6/13/2001 10:44:49 PM ET

Home MAF ATB NOTES Ref Tables Downloads Contact Info
[Edit MAF List](#) | [MAF Reports](#) | [Submit All to FMS](#) | [Check MAF Status](#) | [Add Bus Line](#)

Edit MAF Confirmation

MAF 03 00 0141 has been Undeleted

[Next](#)

5. **Click [Next](#) to return to the Edit MAF List.**

Displaying MAF Reports

Two reports are available to help you track the status of your MAF changes and the personnel assigned to each ATB Code. One report provides an audit trail of FMS comments and approved changes for each ATB Code. The other report lists the assigned preparers and reviewers for each ATB Code. Both reports display all of your MAF data, including accounts that have been changed and accounts that have not been changed. A menu of these reports is displayed by clicking **MAF Reports** on the MAF menu.



Displaying FY MAF Report

The MAF Report lists all ATB Codes for a particular MAF. Basic information is displayed for each ATB Code, as well as its status, and a comprehensive list of explanations, FMS comments, and all approved changes.

To display the FY MAF Report:

- 1. From the FACTS I menu click MAF, then click MAF Reports on the MAF menu.**
The MAF Reports menu is displayed.
- 2. Click MAF Report.**
The FY MAF Report is displayed.

US Department of the Treasury/FMS		Federal Agencies Centralized Trial-Balance System (FACTS I)		Date: 6/14/2001
FY2000 MAF Report				
Preparer: F1PREP1USER (f1prep1)				
03 00 0101	Beaucoup Bucks	Chg Status:	Rev Status: S	
	Bus Line: 13	Notes BL: 0313	Fund Type: 3	BSF: 505
Explanation:				
FMS Comments:				
05/10/2001 16:35 (F1RA1) Finished Bulk File Scripts - ML				
05/10/2001 16:55 (F1RA1) Finished Bulk File Scripts - ML				
05/14/2001 13:05 (F1RA1) Finished Bulk File Scripts - ML				
Approved Changes:				
03 00 0102	Salaries	Chg Status:	Rev Status: S	
	Bus Line: 13	Notes BL: 0313	Fund Type: 3	BSF: 054
Explanation:				
FMS Comments:				
05/10/2001 16:36 (F1RA1) Finished Bulk File Scripts - ML				
05/10/2001 16:56 (F1RA1) Finished Bulk File Scripts - ML				
05/14/2001 13:05 (F1RA1) Finished Bulk File Scripts - ML				
Approved Changes:				

- 3. Click the Print button on the browser if you require a hard copy of the report.**
- 4. Click the browser Back button to exit the report.**

Displaying ATB Codes

The ATB Codes Report lists the Business Line, Fund Group Title, Assigned MAF Preparer, and Assigned Review Accountant for each ATB Code. The report may be sorted by ATB Code or by Business Line.

To display the ATB Codes Report:

1. **From the FACTS I menu click MAF, then click MAF Reports on the MAF menu.**
The MAF Reports menu is displayed.
2. **Click ATB Codes.**
The ATB Codes Report – Select Option window is displayed.

3. **Select a sort option of either ATB Code or Business Line**

4. **Click Submit.**

The report is displayed. This example shows the report sorted by ATB Codes.

US Department of the Treasury/FMS Federal Agencies Centralized Trial-Balance System (FACTS I)					Date: 5/9/2001
ATB Codes - By ATB					
ATB Code	Notes BL	Fund Group Title	Assigned MAF Preparer	Assigned Review Accountant	
57 00 0001	57 01	AIR FORCE-ALL OTHER	USER F1PREP3	USER F1RA2	
57 00 0704	57 01	MILITARY FAMILY HOUSING	USER F1PREP3	USER F1RA2	
57 00 0810	57 01	Environmental Restoration, AF	USER F1PREP3	USER F1RA2	
57 00 2336	57 02	USAF Training Initiative	USER F1PREP3	USER F1RA2	
57 00 3010	57 01	AIRCRAFT PROCUREMENT	USER F1PREP3	USER F1RA2	
57 00 3011	57 01	PROCUREMENT OF AMUNITION - AIR FORCE	USER F1PREP3	USER F1RA2	
57 00 3020	57 01	MISSILE PROCUREMENT	USER F1PREP3	USER F1RA2	
57 00 3080	57 01	OTHER PROCURMENT	USER F1PREP3	USER F1RA2	
57 00 3300	57 01	MILITARY CONST., AIR FORCE	USER F1PREP3	USER F1RA2	
57 00 3400	57 01	OPERATIONS & MAINTENANCE, AIR FORC	USER F1PREP3	USER F1RA2	
57 00 3500	57 01	MILITARY PERSONNEL, AIR FORCE	USER F1PREP3	USER F1RA2	
57 00 3600	57 01	RTD&E, AIR FORCE	USER F1PREP3	USER F1RA2	
57 00 3700	57 01	RESERVE PERSONNEL, AIR FORCE	USER F1PREP3	USER F1RA2	
57 00 3730	57 01	MILITARY CONSTRUCTION, RESERVE	USER F1PREP3	USER F1RA2	

Submitting MAFs

You may submit an individual changed MAF record to FMS, or you may submit all of your MAF records to FMS at one time. When you submit all MAF records at one time, both changed and unchanged records are submitted. Ultimately, you must submit your MAF, whether you made changes or not.

-
- **Remember, once you submit a MAF record to FMS, you cannot access that record again until the Review Accountant approves or disapproves the change.**
-

Submitting Individual MAFs to FMS

To submit an individual MAF record to FMS:

1. Access the Edit MAF List and locate the MAF record you want to submit.

Federal Agencies Centralized Trial-Balance System (FACTS I) Help LOG OFF
Preparer: USER F1PREP1 Logged-On: 6/13/2001 10:05:40 PM ET

Home MAF ATB NOTES Ref Tables Downloads Contact Info
[Edit MAF List](#) | [MAF Reports](#) | [Submit All to FMS](#) | [Check MAF Status](#) | [Add Bus Line](#)

[Getting Started](#)
[Screen Tip](#)

Edit MAF List

Total MAF

ATB Code	Fund Group Title	BSF	Fund Type	Bus Line	Status	Action
Status: I=In-process, S=Submitted, A=Approved, D=Disapproved						
						Add MAF
03 00 0102	Salaries	054	3	13	S	Edit Submit
03 00 0127	Benefits	252	2	02	Chg I	Edit Submit
03 00 0141	SALARIES & EXPENSES, NLS BOOKS BPH	503	1	01	I	Edit Submit

2. Click **Submit** in the right-hand Action column.

A confirmation message is displayed.

Federal Agencies Centralized Trial-Balance System (FACTS I) Help LOG OFF
Preparer: USER F1PREP1 Logged-On: 6/13/2001 11:20:39 PM ET

Home MAF ATB NOTES Ref Tables Downloads Contact Info
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Edit MAF Confirmation

03 00 0127 has been submitted to FMS for approval.

[Next](#)

3. Click [Next](#) to return to the Edit MAF List.

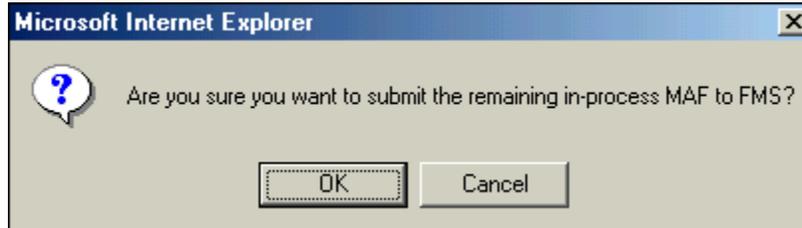
Submit All to FMS

When you Submit All to FMS, every MAF record on your MAF list will be submitted, regardless of status. This includes MAF records that were not changed. (In other words, even MAF records that are still in-process will be submitted.)

To submit all of your MAF list records to FMS at once:

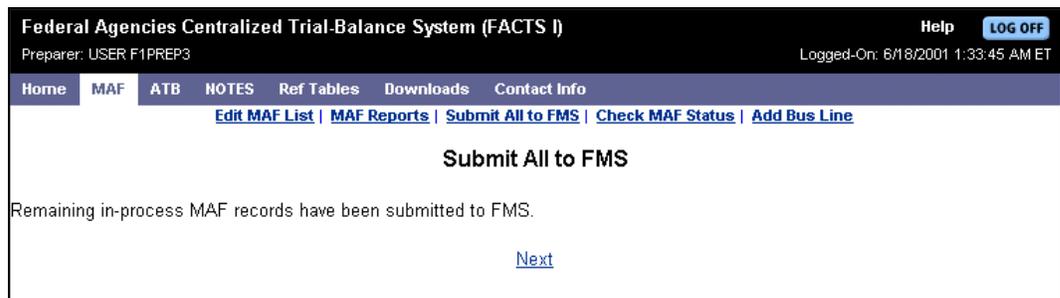
- 1. From the MAF menu, select Submit All to FMS.**

You are asked to confirm the submission.



- 2. Click OK to confirm the submission.**

A confirmation message is displayed.



- 3. Click [Next](#) to return to the Edit MAF List.**

Checking MAF Status

Check MAF Status displays a count of the number of MAF records that currently exist for each MAF status.

To check the MAF status:

1. From the MAF menu, select Check MAF Status.

The MAF Status window is displayed.

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[Edit MAF List](#) | [MAF Reports](#) | [Submit All to FMS](#) | [Check MAF Status](#) | [Add Bus Line](#)

MAF Status

In-process	19
Submitted	3
Approved	0
Disapproved	0
Total	22

Click Status link to list MAF

2. To see the detailed records for a specific status, click the status title.

The status title selected will display, but will list only those records that have the MAF status that you selected.

➤ **To see all MAF records, click the word [Total](#).**

3. After displaying the Edit MAF List, click Back (on the Browser menu) to return to the MAF Status window.

Adding a Business Line

You can add a new Business Line to your department for use in the MAF.

To add a Business Line to your department:

1. From the MAF menu, click Add Bus Line.

The Add Business Line window is displayed. The Business Line No. will automatically increment based on the last Business Line Number used.

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Add Business Line

Department Code: 03 LIBRARY OF CONGRESS
Business Line No: 42
Title:

Add Cancel

2. Enter a title for the Business Line.

3. Click Add.

A confirmation message is displayed.

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Add BL

Business Line 03 42 has been added.

[Next](#)

4. Click [Next](#) to return to the Edit MAF List.

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Section 5:

ATB

Introduction

A Master Appropriation File (MAF) is provided to every agency/preparer during each fiscal year. The agency may add, change, or delete any information within its MAF, but must include an explanation for each change. The MAF is then submitted to FMS' Financial Reports Division for review and approval.

Once the MAF is approved, it is made available to the agency/preparer. An ATB may be submitted for each approved ATB code. The MAF and ATB are both available within the FACTS I Internet environment.

This section of the User Guide describes how to process changes to your ATB.



Throughout this section you will see the term “ATB Code.” ATB Codes were formerly called MAF Records, fund symbols, or appropriations.

About ATB and BSF Codes

An ATB code is an 8-digit code that uniquely identifies the MAF. The first two digits are Department; second two digits are Bureau; last four digits are Fund Group. You may know this code as an Appropriations Symbol or a MAF Account Code.

A BSF code is a Budget SubFunction code. A BSF code is an OMB subfunction that groups budget authority and outlays of budget and off-budget Federal entities in terms of national needs being addressed. The BSF used to be referred to as the Budget Functional Classification (BFC). The new terminology is an OMB-mandated change, and is technically more appropriate because both the subfunction and function codes are part of OMB's Budget Functional Classification.

ATB File Assignments

An ATB Code is assigned to only one ID; i.e., one Preparer ID is linked to an individual ATB Code. The ATB Code is assigned according to the MAF assignment. Preparers can have multiple ATB Codes assigned to their IDs. The ATB assignment may be changed by FMS at any time, when necessary, to another FACTS I MAF/ATB/NOTES preparer.

Accessing ATB

ATB and its menu of items is accessed by clicking ATB on the FACTS I menu. The ATB menu is shown below.



The following table describes the ATB commands listed on the ATB menu.

Table: ATB Commands

Command	Description
Select ATB-SGL	Allows you to select an ATB Code and SGL for which you can change, add, or delete a record.
Bulk Transfer	Allows you to input ATB data via a transfer file.
Set Non-Submit ATBs	Allows you to indicate which ATBs will not be submitted to FMS.
ATB Reports	Allows you to display ATB information by ATB Code either individually or grouped in sets by Bureau or Department (at detail or summary levels), or summed by Business Line.
Submit ATBs	Allows you to individually select one or more ATBs for submission to FMS for review.
Check ATB Status	Displays a count of the number of ATBs that currently exist for each ATB status.

Understanding Attributes

Before you begin working with ATB-SGLs, you need to understand how the system processes attributes. Attributes are the characteristics that describe an ATB-SGL balance. The following table defines the attributes for ATB-SGL accounts.

Table: SGL Attribute Definitions and Abbreviations

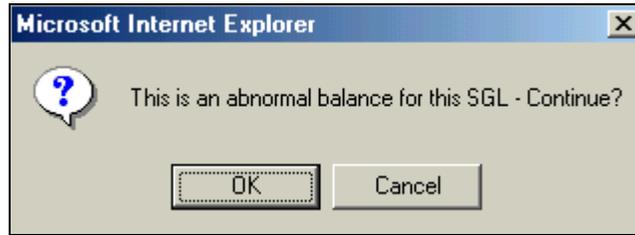
Attribute	Attribute Definition	Abbreviation
Federal Nonfederal	Indicates the type or entity involved in transactions with the reporting entity [that is, other Federal entities (F) or Nonfederal entities (N) such as Private or Local / State / Tribal / Foreign governments].	F – Federal N – Nonfederal
Trading Partner	The 2-digit Treasury Department Code of the other Federal entity involved in transactions with the reporting entity. Used in conjunction with Federal Nonfederal attribute of "F."	
Exchange Nonexchange	Indicates whether the revenue balance being reported is exchange revenue (X) or nonexchange revenue (T).	X – Exchange T – Nonexchange
Custodial Noncustodial	Indicates whether the balance being reported is custodial in nature (S) or noncustodial in nature (A), and was reported by the agency in a Statement of Custodial Activity or separate footnote of custodial activity.	S – Custodial A – Noncustodial
Budget Subfunction	The 3-digit Subfunctions used in the classification of data according to major purpose served (for example, income, security, or national defense). Classifications are required by Congressional Budget Act of 1974.	
Debit Credit	Indicates whether the amount reported is debited or credited to the SGL account.	D – Debit C – Credit

➤ **Prior to fiscal year 2001, "G" was used for the Federal attribute. We are now using an "F".**

The following information regarding SGL attributes should be kept in mind:

- Note the SGL attribute rules for an SGL account, which can be found on the SGL reference table. To read the SGL reference table, note the following conventions used:
 - "Y" in any attribute column indicates that the FACTS I user must provide a value for the attribute. (See SGL Attribute Definitions table above.) Trading Partner is required with "F" Federal/Nonfederal attributes.
 - A blank space in any attribute column indicates that the FACTS I user should not provide an attribute value.
 - A displayed specific attribute value indicates that the correct attribute value for the SGL Account will be automatically provided by FACTS I.
- Attributes may be set to defaults, and the defaults may be changed. Changes to attributes remain in effect until you log off. You must reset the attributes at the next logon session.

- When you override the default attributes for a BSF and Debit/Credit indicator for a given SGL account, the system will display a warning to confirm that you really want to make the change. For example, you may decide to change a Debit to a Credit or vice versa. The following message will be displayed:



- Any SGL with an attribute of F=Federal must be assigned a Trading Partner.
- Any SGL with an attribute of N=Nonfederal cannot have a Trading Partner.
- When attributes are not unique for each ATB-SGL combination, the system will see the record as a duplicate and will not allow you to add it to the ATB.

The following table provides additional information regarding SGL attributes.

Table: SGL Attribute Domains, System Characters, and References

Attribute (Supplied By)	Domain	System Char.	Reference
Federal Nonfederal (Agency)	F – Federal N – Nonfederal	1/A	SFFAS #7 OMB 97-01 TFM SGL – Section V
Trading Partner (Agency)	Treasury	2/N	OMB 97-01 TFM SGL – Section V
Exchange Nonexchange (Agency)	X – Exchange T – Nonexchange	1/A	SFFAS #7 OMB 97-01 TFM SGL – Section V
Custodial Noncustodial (Agency)	S – Custodial A – Noncustodial	1/A	SFFAS #7 OMB 97-01
Budget Subfunction	OMB Circular No. A-11	3/N	OMB and Treasury FMS
Debit Credit (Agency)	D – Debit C – Credit	1/A	TFM

Editing ATBs

You may add, change, and delete your ATB-SGL data entries. All of these functions may be accessed by first displaying the Select ATB-SGL window. An example of this window is shown below.

The last ATB Code and SGL Account selected are displayed on the window. You may click the drop-down arrows to display a scrolling list of ATB Codes or a scrolling list of SGL Accounts, as shown below.

Notice the Key at the bottom left of the window. The key lists each possible status for the ATBs. The following table describes the items listed in the key:

Table: ATB Status Descriptions

Status	Description
-	These ATBs have no SGL entered yet. They are available for data entry.
+	These ATBs have SGL data. You may add, change, or delete SGL data for these ATBs.
N	These ATBs have been marked as Non-Submit and are expected to have no SGL data.
S	These ATBs have SGL data and have been submitted to FMS. You can access an ATB once it has been submitted, and edit it online. You must resubmit an ATB if you edit it after initial submission.

➤ The process of editing, not submitting, changes the online data. Submitting to FMS tells FMS the data is ready for review.

➤ An ATB that was previously submitted may be edited as long as the ATB window is open to the Preparer. If SGL data is changed, the ATB must be submitted to FMS again.

Adding ATB-SGL Data

To add ATB-SGL data:

1. From the **FACTS I** menu select **ATB**.
The ATB menu is displayed.
2. From the **ATB** menu click **Select ATB-SGL**.
The Select ATB-SGL window is displayed.

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Preparer: USER F1PREP1 Logged-On: 7/2/2001 9:49:49 PM ET

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Select ATB-SGL | Bulk Transfer | Set Non-Submit ATBs | ATB Reports | Submit ATBs | Check ATB Status

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Select ATB-SGL

ATB Codes: 03 00 0141 (+) SALARIES & EXPENSES, NLS BOOKS BPH
SGL Accounts: 1120 Imprest Funds

Key: (-) = ATBs without SGLs
(+) = ATBs with SGLs
(N) = ATBs set for Non-Submission
(S) = ATBs Submitted to FMS

Buttons: Enter ATB-SGL, View

3. Select an ATB Code from the scrolling list.
4. Select an SGL Account from the scrolling list.
5. Click **Enter ATB-SGL**.
The ATB-SGL Input window is displayed.

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Select ATB-SGL | Bulk Transfer | Set Non-Submit ATBs | ATB Reports | Submit ATBs | Check ATB Status

Screen Tip

ATB SGL Input

03 00 0101 Beaucoup Bucks BL 03 13

SGL	Fed NonF	Trdng Prtnr	Exc NonE	Cust NonC	BSF	D C	Amount	Action
	F-Fed N-NonF		X-Exc T-NonE	S-Cust A-NonC				
Set Defaults	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	505			
1010						D		Enter
Enter New SGL								New SGL
SGL Net							\$0.00	
SGL Fed Net							\$0.00	
SGL Non-Fed Net							\$0.00	
ATB Net Credit							\$1,000,000.00	

Buttons: Enter, New SGL, Select ATB-SGL, View ATB

6. You may establish SGL attribute defaults by entering values in the row titled “Set Defaults”. Attribute defaults will not change attributes that are required or not applicable for a given SGL account. Use the [Tab] key to move from field to field.
7. Enter a dollar amount in the Amount column. (Dollar amounts are entered to the penny; there is no more rounding to dollars.)
8. Either click Enter, or [Tab] to the Enter command and press the [Return] key on your keyboard.

The ATB-SGL Input window is displayed showing the information you just entered. In addition, a blank line is added to the list, giving you the option of entering another line of data for this SGL.

Federal Agencies Centralized Trial-Balance System (FACTS I) Help **LOG OFF**
 Preparer: USER F1PREP6 Logged-On: 9/12/2002 3:01:10 PM ET

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Screen Tip **ATB SGL Input**

03 00 0101 Beaucoup Bucks BL 03 13

SGL	Fed NonF	Trdng Prtnr	Exc NonE	Cust NonC	BSF	D C	Amount	Action
	F-Fed N-NonF		X-Exc T-NonE	S-Cust A-NonC				
Set Defaults	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	505			
1010						<input type="button" value="D"/>	<input type="text"/>	<input type="button" value="Enter"/>
<input type="text" value="Enter New SGL"/>								<input type="button" value="New SGL"/>
							SGL Net	\$0.00
							SGL Fed Net	\$0.00
							SGL Non-Fed Net	\$0.00
							ATB Net Credit	\$1,000,000.00

9. Do one of the following:
 - Add another line of SGL data, ensuring that the attributes are a unique combination not previously entered for that SGL.
 - Input an SGL account in the “Enter New SGL” field in the left corner under the last data line, and click New SGL to go to another SGL input screen;

OR

- Click Select ATB-SGL to select a different SGL or ATB-SGL combination.
- Click View ATB to see all data entered for this ATB (described later).

Notice the totals just below the last data line and above the command buttons on the ATB SGL Input window. These totals are described below.

Table: ATB SGL Input Window Totals

Total	Description
SGL Net Debit/Credit	The net total balance for that SGL account, identified as debit or credit.
SGL Fed Debit/Credit	The net total, for the SGL account, of all entries with the Federal "F" attribute.
SGL Nonfed Debit/Credit	The net total, for the SGL account, of all entries with the Nonfederal "N" attribute.
ATB Net Debit/Credit	The net total for the ATB of all SGL accounts. Presented as debit or credit. The ATB is in balance when this amount is zero.

Changing ATB-SGL Data

You may return to an SGL that you previously entered, and change its data.

To change ATB-SGL data:

1. From the ATB menu, click Select ATB-SGL.

The Select ATB-SGL window is displayed.

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Select ATB-SGL

ATB Codes	SGL Accounts
03 00 0141 (+) SALARIES & EXPENSES, NLS BOOKS BPH	1120 Imprest Funds

Key: (-) = ATBs without SGLs
(+) = ATBs with SGLs
(N) = ATBs set for Non-Submission
(S) = ATBs Submitted to FMS

Enter ATB-SGL
View

2. Select the ATB Code and its SGL that you want to change.

3. Click Enter ATB-SGL.

The ATB SGL Input window with all previously entered data is displayed.

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[Screen Tip](#) ATB SGL Input

03 00 1035 For User Guide Screen Shots BL 03 02

SGL	Fed NonF	Trdng Prtnr	Exc NonE	Cust NonC	BSF	D C	Amount	Action
	F-Fed N-NonF		X-Exc T-NonE	S-Cust A-NonC				
Set Defaults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	152			
5320	F	11	T	A	152	C	\$400,000.00	Chg Del
	F	12	X	A	153	C	\$100,000.25	Chg Del
	F	20	X	A	153	C	\$300,000.65	Chg Del
	N		T	S	152	C	\$30,000.30	Chg Del
	N		X	A	152	C	\$750,000.75	Chg Del
	N		X	A	153	C	\$45,000.45	Chg Del
5320	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	152	C		<input type="button" value="Enter"/>
Enter New SGL								<input type="button" value="New SGL"/>
SGL Net Credit							\$1,625,002.40	
SGL Fed Credit							\$800,000.90	
SGL Non-Fed Credit							\$825,001.50	
ATB Net							\$0.00	

4. Locate the particular data line you want to change, and click Chg (found in the Action column) on that line.

The window will refresh, moving the SGL that you want to change to the bottom line.

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[Screen Tip](#) ATB SGL Input

03 00 1035 For User Guide Screen Shots BL 03 02

SGL	Fed NonF	Trdng Prtnr	Exc NonE	Cust NonC	BSF	D C	Amount	Action
	F-Fed N-NonF		X-Exc T-NonE	S-Cust A-NonC				
Set Defaults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	152			
5320	F	11	T	A	152	C	\$400,000.00	Chg Del
	F	12	X	A	153	C	\$100,000.25	Chg Del
	F	20	X	A	153	C	\$300,000.65	Chg Del
	N		T	S	152	C	\$30,000.30	Chg Del
	N		X	A	152	C	\$750,000.75	Chg Del
	N		X	A	153	C	\$45,000.45	Chg Del
5320	F	13	X	A	152	C	500000	<input type="button" value="Enter"/>
Enter New SGL								<input type="button" value="New SGL"/>
SGL Net Credit							\$1,625,002.40	
SGL Fed Credit							\$800,000.90	
SGL Non-Fed Credit							\$825,001.50	
ATB Net							\$0.00	

5. Make the necessary changes to the data, then click Enter.

The window will refresh, displaying the changed data that you entered.

 **You must click [Enter] on the data line or the information changes will not be recorded.**

Deleting an SGL Data Line

You may delete SGL data from the ATB.

To delete an SGL data line:

1. **From the ATB menu, click Select ATB-SGL.**
The Select ATB-SGL window is displayed.

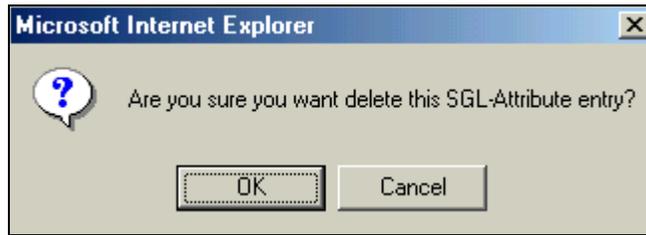
2. **Select the ATB Code and the SGL account whose data line you want to delete.**

3. **Click Enter ATB-SGL.**

The ATB SGL Input window with all previously entered data is displayed.

SGL	Fed NonF	Trdng Prtnr	Exc NonE	Cust NonC	BSF	D C	Amount	Action
	F-Fed N-NonF		X-Exc T-NonE	S-Cust A-NonC				
Set Defaults	<input type="text" value="F"/>		<input type="text" value="T"/>	<input type="text" value=""/>	<input type="text" value="052"/>			
1310	F	20		S		D	\$5,000,000.01	Chg Del
	F	21		A		D	\$5,000,000.01	Chg Del
	N			A		D	\$5,000,000.01	Chg Del
	N			S		D	\$5,000,000.01	Chg Del
1310	<input type="text" value="F"/>	<input type="text" value=""/>		<input type="text" value=""/>		<input type="text" value="D"/>	<input type="text" value=""/>	<input type="button" value="Enter"/>
SGL Net Debit							\$20,000,000.04	
SGL Fed Debit							\$10,000,000.02	
SGL Non-Fed Debit							\$10,000,000.02	

4. **Locate the SGL data line you want to delete, and click Del (found in the Action column) on that line.**
A confirmation message is displayed.



5. **Click OK to delete the SGL.**
The ATB-SGL Input window will refresh, and the deleted SGL data entry will no longer appear on the list.

Viewing the SGLs for an ATB

You may view all of the SGL accounts (and their attributes) that exist for a specific ATB. An example of an ATB View is shown below.

Federal Agencies Centralized Trial-Balance System (FACTS I) Help **LOG OFF**
 Preparer: USER F1PREP3 Logged-On: 6/18/2001 6:16:44 PM ET

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[Screen Tip](#) **FY2001 ATB View**

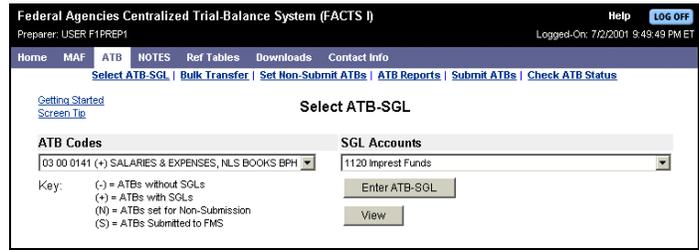
ATB	SGL (Click to Edit)	Fed NonF	Trdng Prtnr	Exc NonE	Cust NonC	BSF	D C	Ab-Norm Bal	Amount
12 01 0012	1010						D		\$1,000.00
SGL Net Debit									\$1,000.00
	1110	N			S		D		\$3,000.00
SGL Net Debit									\$3,000.00
	1130	N					D		\$500.00
SGL Net Debit									\$500.00
	1190	N					D		\$1,575.00
SGL Net Debit									\$1,575.00
	1320	F	12				D		\$6,075.00
		F	21				C	*	\$4,075.00
		F	34				C	*	\$6,075.00
		F	57				C	*	\$2,000.00
SGL Net Credit									\$6,075.00
ATB Net									0

[Return](#)

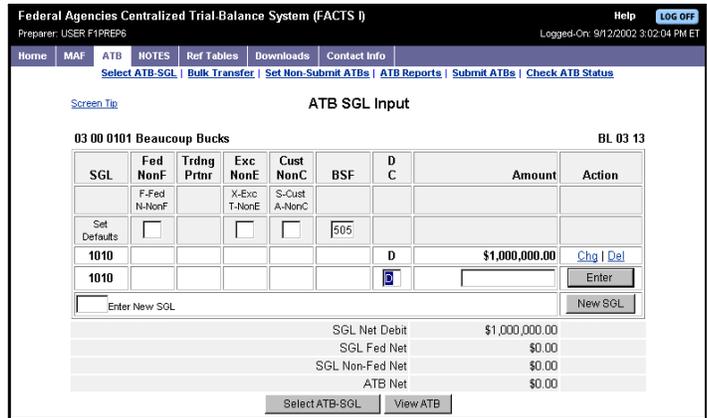
To display the ATB View window:

1. Do one of the following to display the ATB View window:

- **Select an ATB from the Select ATB-SGL Input window, and click View.**

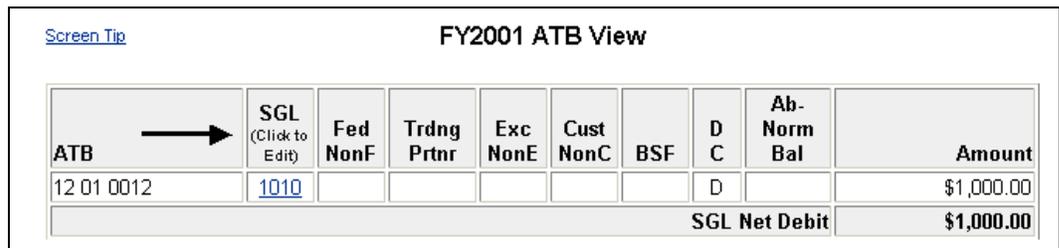


- **Click View ATB on the ATB-SGL Input window.**



2. After the ATB View is displayed, click [Return](#) to exit this window.

Rather than click [Return](#), you can go directly from the ATB View to the Select ATB- SGL Input window to edit an SGL. Do this by clicking the specific SGL Account number that you want to edit. A note in the SGL column of the ATB View reminds you that you can invoke the edit process from this window.



Setting Non-Submit ATBs

You may designate specific ATBs that will not be submitted to FMS.

To set non-submit ATBs:

1. From the ATB menu, select Set Non-Submit ATBs.

The Set Non-Submit ATBs window is displayed.

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Preparer: USER F1PREP3 Logged-On: 6/18/2001 6:42:48 PM ET

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Set Non-Submit ATBs

ATB Codes

- 12 01 0116 OFFICE OF THE DEPUTY SECRETARY
- 12 01 0118 Advisor Committees
- 12 01 0119 Building Operators & Maintenance
- 12 01 0120 Departmental Administration
- 12 01 0121 ASST. SEC. FOR ADMIN
- 12 01 0122 ASST SEC FOR GOVT & PUB AFFAIRS
- 12 01 0123 ASST. SEC FOR ECONOMICS
- 12 01 0127 UNDER SEC FOR SMALL COMM/RURAL DEV
- 12 01 0128 ASST SEC FOR NATURAL RES & ENV
- 12 01 0129 ASST SEC FOR FOOD & CONSUMER SERV

Select one or more ATBs from the list above and click [Set Non-Submit].

Set Non-Submit

2. Highlight one ATB code, or use the [Shift] key with the mouse to select a range of codes, or use the [Ctrl] key with the mouse to select multiple non-sequential codes.

3. Click Set Non-Submit.

A confirmation message is displayed.

Federal Agencies Centralized Trial-Balance System (FACTS I) Help LOG OFF
Preparer: USER F1PREP3 Logged-On: 6/18/2001 6:48:27 PM ET

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Set Non-Submit ATBs

The ATBs selected have been set to Non-Submit.

[Return](#)

4. Click [Return](#) to return to the Set Non-Submit ATBs window.

Displaying ATB Reports

Two types of reports are available to provide your data. The first type of report groups information based on individual ATBs. The second type of report groups information based on Business Lines. A menu of these reports is displayed by clicking ATB Reports on the ATB menu. The menu is shown below.

The screenshot shows the top navigation bar of the FACTS I system. It includes the system name, user information (Preparer: USER F1PREP6), and a logged-on timestamp (9/20/2002 2:20:18 PM ET). Below this is a menu with tabs for Home, MAF, ATB, NOTES, Ref Tables, Downloads, and Contact Info. Under the ATB tab, there are several links: Select ATB-SGL, Bulk Transfer, Set Non-Submit ATBs, ATB Reports, Submit ATBs, Check ATB Status, ATB Detail and Summary Reports, ATB Submission Report, ATB BL Roll-up Report, ATB Roll-up by Dept Report, and ATB Bulk Transfers.

ATB Detail and Summary Reports

ATB Detail and Summary Reports group your data based on individual ATBs. You must select the report type, and then select one of three output options for either the detail or summary reports.

The screenshot shows the 'ATB Detail and Summary Reports' selection screen. It features a 'Screen Tip' link and a title. Below the title is a 'Select Report Type' section with three radio buttons: 'Detail' (selected), 'Attribute Summary', and 'Fed/NonFed Summary'. Underneath is a 'Select ATBs for Report' section with three rows of selection options, each followed by a 'Submit' button. The first row is 'Select ATB Code', the second is 'Select Bureau', and the third is 'Select Department'. Each row is separated by '- or -'.

Understanding “Select Report Types”

The Detail Report lists every line with attributes for every SGL within the selected ATB(s).



Each line must have a unique combination of ATB-SGL attributes.

The two types of summary report also list every SGL account within the selected ATB(s). However, instead of every attribute line for an SGL being displayed, the SGL is summarized. For the Attribute Summary report the SGL is summarized to the attribute level exclusive of trading partner or budget subfunction. The Fed/NonFed Summary displays SGL data summarized to the Federal and Nonfederal levels, so at least one, and at most two, lines will be displayed for each SGL. For example, an SGL account could appear in a Detail Report as shown below:

03 00 1035	5320	F	11	T	A	152	\$400,000.00	C
03 00 1035	5320	F	12	X	A	153	\$100,000.25	C
03 00 1035	5320	F	20	X	A	153	\$300,000.65	C
03 00 1035	5320	N		T	S	152	\$30,000.30	C
03 00 1035	5320	N		X	A	152	\$750,000.75	C
03 00 1035	5320	N		X	A	153	\$45,000.45	C

However, in the Attribute Summary report, this same SGL information would be displayed as follows:

03 00 1035	5320	F	T	A	\$400,000.00	C
03 00 1035	5320	F	X	A	\$400,000.90	C
03 00 1035	5320	N	T	S	\$30,000.30	C
03 00 1035	5320	N	X	A	\$795,001.20	C

In the Fed/NonFed Summary report this same SGL information would be displayed as follows:

03 00 1035	5320	F	\$800,000.90	C
03 00 1035	5320	N	\$825,001.50	C

If the SGL in the above example contained both Federal and Nonfederal entries, the Summary Report would show two lines – one line for a Federal summary and one line for a Nonfederal summary.

Understanding “Select ATBs for Report”

You may select one of three output options: An individual ATB; a Bureau (shows all ATBs for the Bureau selected); a Department (shows all ATBs for all Bureaus in that Department).

When you select a single ATB, the report will display all SGL accounts for the ATB you selected. An example of this report (at the Detail level) is shown below.

US Department of the Treasury/FMS Federal Agencies Centralized Trial-Balance System (FACTS I)								Date: 9/12/2002
FY2002 ATB Detail Report								
ATB Code	SGL	Fed NonF	Trdng Prtnr	Exc NonE	Cust NonC	BSF	Amount	D C
03 00 1035	1010						\$1,000,000.50	D
03 00 1035	1310	N			A		\$50,000.00	D
03 00 1035	1310	N			S		\$500,000.25	D
03 00 1035	2110	F	24		A		\$600,000.60	C
03 00 1035	3310						\$4,324,998.25	C
03 00 1035	5320	F	11	T	A	152	\$400,000.00	C
03 00 1035	5320	F	12	X	A	153	\$100,000.25	C
03 00 1035	5320	F	20	X	A	153	\$300,000.65	C
03 00 1035	5320	N		T	S	152	\$30,000.30	C
03 00 1035	5320	N		X	A	152	\$750,000.75	C
03 00 1035	5320	N		X	A	153	\$45,000.45	C
03 00 1035	6100	N				152	\$5,000,000.50	D
ATB Debit							\$6,550,001.25	D
ATB Credit							\$6,550,001.25	C
Dr/Cr Variance							0	

When you select a Bureau, all of the ATBs for that Bureau are displayed. As a result, the report looks like a series of the individual ATB Reports.

When you select a Department, all of the ATBs for all of the Bureaus within that Department are displayed. As a result, the report looks like a series of the individual ATB Reports, except that more ATBs are included in the report than at the Bureau level.

Generating ATB Detail and Summary Reports

To generate an ATB Detail or Summary Report:

- 1. From the ATB menu, select ATB Reports.**
The ATB Reports menu is displayed.
- 2. From the ATB Reports menu, select ATB Detail and Summary Reports.**
The ATB Detail and Summary Reports window is displayed.

Federal Agencies Centralized Trial-Balance System (FACTS I)

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[Screen Tip](#) **ATB Detail and Summary Reports**

Select Report Type

Detail
 Attribute Summary
 Fed/NonFed Summary

Select ATBs for Report

- or -

- or -

3. Select a Report Type.

4. From the drop-down lists, select either an ATB Code, Bureau, or Department, and click the respective Submit button.

The report is displayed. We show two examples below: the first example is an individual ATB at the Detail level, and the second is an individual ATB at the Attribute Summary level.

US Department of the Treasury/FMS Federal Agencies Centralized Trial-Balance System (FACTS I)								Date: 9/12/2002
FY2002 ATB Detail Report								
ATB Code	SGL	Fed NonF	Trdng Prtnr	Exc NonE	Cust NonC	BSF	Amount	D C
03 00 1035	1010						\$1,000,000.50	D
03 00 1035	1310	N			A		\$50,000.00	D
03 00 1035	1310	N			S		\$500,000.25	D
03 00 1035	2110	F	24		A		\$600,000.60	C
03 00 1035	3310						\$4,324,998.25	C
03 00 1035	5320	F	11	T	A	152	\$400,000.00	C
03 00 1035	5320	F	12	X	A	153	\$100,000.25	C
03 00 1035	5320	F	20	X	A	153	\$300,000.65	C
03 00 1035	5320	N		T	S	152	\$30,000.30	C
03 00 1035	5320	N		X	A	152	\$750,000.75	C
03 00 1035	5320	N		X	A	153	\$45,000.45	C
03 00 1035	6100	N				152	\$5,000,000.50	D
ATB Debit							\$6,550,001.25	D
ATB Credit							\$6,550,001.25	C
Dr/Cr Variance							0	

US Department of the Treasury/FMS Federal Agencies Centralized Trial-Balance System (FACTS I)								Date: 9/12/2002
FY2002 ATB Attribute Summary								
ATB Code	SGL	Fed NonF	Exc NonE	Cust NonC			Amount	D C
03 00 1035	1010						\$1,000,000.50	D
03 00 1035	1310	N			A		\$50,000.00	D
03 00 1035	1310	N			S		\$500,000.25	D
03 00 1035	2110	F			A		\$600,000.60	C
03 00 1035	3310						\$4,324,998.25	C
03 00 1035	5320	F	T		A		\$400,000.00	C
03 00 1035	5320	F	X		A		\$400,000.90	C
03 00 1035	5320	N	T		S		\$30,000.30	C
03 00 1035	5320	N	X		A		\$795,001.20	C
03 00 1035	6100	N					\$5,000,000.50	D
ATB Debit							\$6,550,001.25	D
ATB Credit							\$6,550,001.25	C
Dr/Cr Variance							0	

Notice that the ATB Credit and ATB Debit totals are different in the Detail Report and Attribute Summary report. This is because the Attribute Summary report calculates the net of the Debits and Credits within the Attribute level for each SGL account, whereas the Detail Report calculates Debit and Credit totals based on every SGL attribute line. However, the Dr/Cr Variance of the Detail and Summary reports for each SGL account will be the same as long as the same ATBs are selected for the two reports.

ATB BL Roll-up Report

The ATB Business Line Roll-up Report displays the applicable ATB-SGL data summarized to the Business Line (BL). You may request a report showing a single BL, or a report showing all BLs within a selected Department.

To generate an ATB BL Roll-up Report:

- 1. From the ATB menu, select ATB Reports.**
The ATB Reports menu is displayed.
- 2. From the ATB Reports menu, select ATB BL Roll-up Report.**
The Select Options window is displayed.

The screenshot shows the 'ATB BL Roll-up Report Select Options' window. At the top, it says 'Federal Agencies Centralized Trial-Balance System (FACTS I)' and 'Preparer: USER F1PRCF02 Switch Role'. There are 'Help' and 'LOG OFF' buttons. A navigation bar includes 'Home', 'MAF', 'ATB', 'NOTES', 'Ref Tables', 'Downloads', and 'Contact Info'. Below the navigation bar are several links: 'Select ATB-SGL', 'Bulk Transfer', 'Set Non-Submit ATBs', 'ATB Reports', 'Submit ATBs', 'Check ATB Status', 'ATB Detail and Summary Reports', 'ATB Submission Report', 'ATB BL Roll-up Report', 'ATB Roll-up by Dept Report', and 'ATB Bulk Transfers'. The main content area has a 'Screen Tip' link and the title 'ATB BL Roll-up Report Select Options'. It contains a 'Select Report Type' section with three radio buttons: 'Detail' (selected), 'Attribute Summary', and 'Fed/NonFed Summary'. Below this is a 'Select by:' section with two options: '- Individual Notes BL -' and '- or Department -'. Each option has a dropdown menu and a 'Submit' button.

- 3. Select a Report Type.**

4. From the drop down lists select either a Business Line or Department and click the respective Submit button.

The ATB BL Roll-up Report is displayed. An individual Notes BL was selected to generate the following example.

US Department of the Treasury/FMS Federal Agencies Centralized Trial-Balance System (FACTS I)							Date: 6/20/2001	
ATB BL Roll-up Report								
BL Code	SGL	Fed NonF	Trdng Prtnr	Exc NonE	Cust NonC	BSF	Amount	D C
03 13	1010						\$467,186,540.89	D
03 13	1310	F	50		S		\$961,053.44	D
03 13	1310	F	51		A		\$789,456.33	D
03 13	1310	F	64		S		\$4,925,126.22	D
03 13	1310	N			A		\$8,965,093.67	D
03 13	2110	F	10		A		\$56,569,898.00	C
03 13	2110	F	80		S		\$432,694,151.11	C
03 13	2110	F	94		S		\$6,964,642.22	C
03 13	5200	F	27	X		251	\$356,975,196.33	C
03 13	5200	F	68	X		151	\$9,752,196.33	C
03 13	5200	F	68	X		251	\$9,766,666.33	C
03 13	5200	N		X		251	\$275,986,179.32	C
03 13	5209	F	45	X		251	\$653,987,451.01	D
03 13	5209	F	71	X		151	\$11,893,413.01	D
BL Debit							\$1,148,708,134.57	D
BL Credit							\$1,148,708,929.64	C
Dr/Cr Variance							\$795.07	D

5. Click the browser Back button to exit the report.

When the ATB BL Roll-up Report is generated at the Department level, it looks like a series of individual ATB BL Roll-up Reports.

ATB Roll-up by Dept Report

The ATB Roll-up by Dept Report displays the SGL data for all the ATBs in the department summarized into one rolled-up ATB. You may request a report for the department(s) that is associated with your assigned ATBs.

To generate an ATB Roll-up by Dept Report:

1. From the ATB menu, select ATB Reports.

2. From the ATB Reports menu, select ATB Roll-up by Dept Report.

Federal Agencies Centralized Trial-Balance System (FACTS I) Help [LOG OFF](#)
 Administrator: USER F1SA1 Logged-On: 9/12/2002 2:16:18 PM ET

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ATB Roll-up by Dept Report
Select Options

Select Report Type

Detail Attribute Summary Fed/NonFed Summary

Select by Department:

3. Select a Report Type.

4. From the drop down list, select the department and click the Submit button.

US Department of the Treasury/FMS
Federal Agencies Centralized Trial-Balance System (FACTS I) Date: 9/12/2002

ATB Roll-up By Dept Detail Report

03 - LIBRARY OF CONGRESS

SGL	Fed NonF	Trdng Prtnr	Exc NonE	Cust NonC	BSF	Amount	D C
1010						\$2,000,000.50	D
1310	N			A		\$50,000.00	D
1310	N			S		\$500,000.25	D
2110	F	24		A		\$600,000.60	C
3310						\$5,324,998.25	C
5320	F	11	T	A	152	\$400,000.00	C
5320	F	12	X	A	153	\$100,000.25	C
5320	F	20	X	A	153	\$300,000.65	C
5320	N		T	S	152	\$30,000.30	C
5320	N		X	A	152	\$750,000.75	C
5320	N		X	A	153	\$45,000.45	C
6100	N				152	\$5,000,000.50	D
BL Debit						\$7,550,001.25	D
BL Credit						\$7,550,001.25	C
Dr/Cr Variance						0	

Submitting Individual ATBs to FMS

ATBs can be submitted individually, or all in-balance ATBs can be submitted as a group using Bulk Transfer. First, let's look at how ATBs can be submitted individually.

To submit individual ATBs:

1. **From the ATB menu, select Submit ATBs.**

The Submit ATBs window is displayed.

➤ **The only ATBs listed on this window are those that meet the following criteria: the ATBs have SGLs; the ATBs are in balance (debits = credits).**

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Preparer: USER F1PREP3 Logged-On: 6/18/2001 6:54:22 PM ET

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[Screen Tip](#) **Submit ATBs**

ATB Codes

Submit all ATBs listed below
12 01 0012 Fund for Rural America
12 01 0014 Office of the Chief Financial Off
12 01 0115 IMMEDIATE OFFICE

Select one or more ATBs from the list above and click [Submit].

2. **Highlight one ATB code, or use the [Shift] key with the mouse to select a range of codes, or use the [Ctrl] key with the mouse to select multiple non-sequential codes.**

3. **Click Submit.**

A confirmation message is displayed.

Federal Agencies Centralized Trial-Balance System (FACTS I) Help LOG OFF
Preparer: USER F1PREP3 Logged-On: 6/18/2001 6:57:46 PM ET

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Submit ATBs

The ATBs selected have been submitted.

[Return](#)

4. **Click [Return](#) to return to the Submit ATBs window.**

The ATBs you selected and submitted will no longer appear on the Submit ATBs list.

➤ **Submitted ATBs can be edited after submission as long as the ATB window is open. If SGL data is changed, the ATB must be submitted to FMS again.**

ATB Submission Report

A report is available that lists all your ATBs, the date they were first submitted, and the date/time of their last activity.

To generate an ATB Submission Report:

- 1. From the ATB menu, select ATB Reports.**
The ATB Reports menu is displayed.
- 2. From the ATB Report menu, select ATB Submission Report.**
The ATB Submission Report is displayed.

Federal Agencies Centralized Trial-Balance System (FACTS I) Help LOG OFF
Preparer: USER F1PREP6 Logged-On: 9/25/2002 4:04:51 PM ET

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ATB Detail and Summary Reports | ATB Submission Report | ATB BL Roll-up Report | ATB Roll-up by Dept Report | ATB Bulk Transfers

ATB Submission Report

F1PREP6 (F1PREP6, USER)

ATB Code	First Submit Date	Last Activity Date
03 00 0101		9/12/2002 3:02:04 PM
03 00 0810		
03 00 1035	9/23/2002 12:22:20 PM	9/23/2002 12:22:20 PM
03 00 5000		
03 00 5175		

- 3. Either click the Return button at the bottom of the table or click the browser Back button to exit the report.**

Uploading ATB SGL Data to FMS via Bulk Transfer

You may input your ATB SGL data via a Bulk Transfer file. This file has to be set up by your agency system administrator, and the name of the file must be provided to you. The following points should answer basic questions you may have about bulk transfer.

- You may only transfer ATBs for your own assigned and approved MAF file.
- The bulk file needs to be loaded into a directory that is accessible by your personal computer. The file may reside on a diskette, hard drive, or network drive.
- You may transmit multiple bulk files while the ATB window is open.
- You may enter one or more of your ATBs on a given bulk transfer file.
- You may not split an ATB between bulk files.
- You may enter some of your ATBs online and enter others using bulk transfer.
- You may upload a given ATB multiple times via bulk transfer as long as the ATB window is open. Subsequent uploads overlay the previously entered data.
- An ATB that is out of balance will not be accepted; other ATBs that are in balance and have no errors will be accepted. (An ATB is in balance when debits equal credits.)
- ATBs with errors will not be accepted.
- You may edit an ATB online after having submitted it via bulk transfer.

- FACTS I acceptance of an ATB that is entered via bulk transfer will cause SGL data already entered for that ATB to be overlaid.
- Your agency system administrator will set up your bulk file, and supply you with the name of the file. Contact your agency system administrator if you encounter errors during file transfer.

Bulk File Formats

The following table provides information about bulk file formats. Much of the information will be handled by your agency system administrator, but you may want to be familiar with the terms and rules.

Table: FACTS I 2001 Adjusted Trail Balance (ATB) Bulk File Transfer – Processing Notes

Item	Description
Text Fields	All text fields (“X”) are to be left justified.
Numeric Fields	All numeric fields (“9”) are to be right justified, leading zeroes.
Amounts	All amounts are to be right justified, leading zeroes, with the last two positions assumed cents (no decimal point).
Grouping Records	All records for a specific ATB must be grouped in the same bulk transfer file. The ATB records must be sorted by the ATB Code entity (unique combination of Treasury Department Code/Bureau Code/Fund Group) and Standard General Ledger (SGL) account.
Header Record	No header record is required because the file that is submitted is associated with the User ID of the person who is logged on.
Multiple Fund Groups	The bulk transfer file can contain multiple fund groups, sorted by ATB Code (Department/Bureau/Fund Group). All the ATB Code adjusted trial balance records on the file must be associated with the submitter’s User ID on the FACTS I Master Appropriation File (MAF).
Last Record	The last record in the file must be the Trailer Detail. It must contain the correct file record count or the entire bulk file will be rejected.
Record Length	The file record format is defined based upon currently defined attributes. Additional attributes may be added at some future date. Agencies may wish to add filler at the end of the record and increase the record length to provide for future attributes. FMS can accept files with longer records, so long as the defined fields conform exactly to the specified format.
ATB Bulk File Layout	The ATB Bulk File must conform exactly to the layout as presented on the FACTS I web page under Development, at www.fms.treas.gov/cfs/dev .
Additional SGL Information	Descriptions and definitions of SGL account attributes and the domain values of the attributes are published in the Treasury Financial Manual T/L S2-00-02 Supplement to Section IV, and revised by SGL Interim Guidance available on the Internet at http://www.fms.treas.gov/ussgl/interimupdates.html .
Editing Duplicate Records	An edit for duplicate records will be conducted based on a key consisting of department code, bureau code, fund group, SGL account number, federal/nonfederal attribute, federal trading partner, exchange/nonexchange attribute, budget subfunction attribute, and custodial/noncustodial attribute. The fiscal year must match the FACTS I fiscal year for the reporting year whose data is being collected.

Bulk File Error List

When a bulk file contains ATB errors, the ATB Bulk File Transfer Report will list the ATBs that contained errors, and then display an error list at the end of the report. This error list provides a

description of all possible error codes, and serves as a reference to help you correct your ATBs. The error codes are shown below.

➤ **When error codes 01, 02, 11, 12, or 15 are encountered, the system will no longer search for additional errors in the ATB. No ATB with errors will be transferred.**

Table: Error Codes and Descriptions

Error Codes and Descriptions	
01	ATB Code does not exist. (col 5-12)
02	ATB Code not assigned to Preparer (col 5-12)
03	First Attribute Delimiter not equal to "1". (col 38)
04	Second Attribute Delimiter not equal to "2". (col 40)
05	Third Attribute Delimiter not equal to "3". (col 44)
06	Debit-Credit Indicator not equal to "D" or "C". (col 20)
07	Amount is not numeric. (col 21-37)
08	Invalid SGL Account. (col 13-16)
09	Duplicate record.
10	Debits not equal to Credits for ATB.
11	ATB code has not been approved in MAF. Contact Review Accountant.
12	The ATB processing window is closed for this ATB Code.
15	Invalid Fiscal Year.
20	Fed/NonFed attribute not equal to "N" and is required for SGL. (col 17)
21	Fed/NonFed attribute not equal to "F" and is required for SGL. (col 17)
22	Fed/NonFed attribute not equal to "F" or "N" and is required for SGL. (col 17)
23	Fed/NonFed attribute detected and is not required for SGL. (col 17)
24	Fed/NonFed attribute = "F" and no Trading Partner detected. (col 18-19)
25	Trading Partner detected and Fed/NonFed attribute not equal to "F". (col 18-19)
26	Trading Partner code is invalid. (col 18-19)
30	Exchange/NonExchange attribute not equal to "X" and is required for SGL. (col 39)
31	Exchange/NonExchange attribute not equal to "T" and is required for SGL. (col 39)
32	Exchange/NonExchange not equal to "X" or "T" and is required for SGL. (col 39)
33	Exchange/NonExchange attribute detected and is not required for SGL. (col 39)
40	Custodial/NonCustodial attribute not equal to "S" and is required for SGL. (col 45)
41	Custodial/NonCustodial attribute not equal to "A" and is required for SGL. (col 45)
42	Custodial/NonCustodial attribute not equal to "S" or "A" and is required for SGL. (col 45)
43	Custodial/NonCustodial attribute detected and is not required for SGL. (col 45)
52	Budget Subfunction code not detected and is required for SGL. (col 41-43)
53	Budget Subfunction code was detected and is not required for SGL. (col 41-43)
56	Budget Subfunction code is invalid. (col 41-43)

Transferring the Bulk File

A group of ATBs may be transferred at one time. An edit is performed on the records. One of three things may happen to the Bulk Transfer based on this edit.

- No errors are encountered and the entire file is transferred.
- The entire bulk transfer is rejected due to trailer record errors.
- ATBs with errors are rejected, and ATBs without errors are transferred.

➤ **When errors are encountered during the Bulk Transfer, contact your agency system administrator to correct the file, then attempt the Bulk Transfer again.**

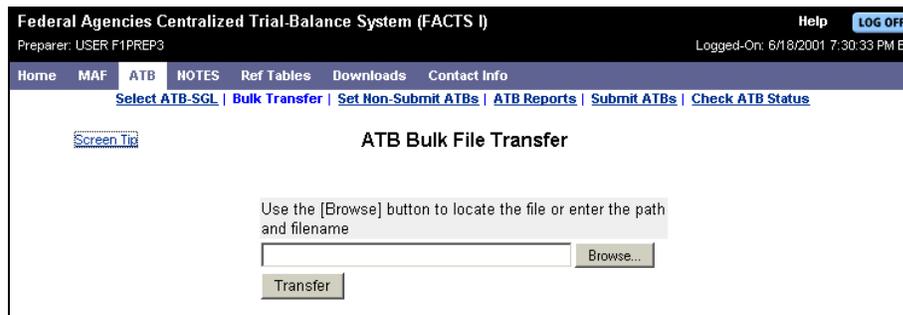
Bulk Transfer

A file with no errors will transfer completely—all of the ATBs and their SGL data will be submitted to FMS.

To transfer a file:

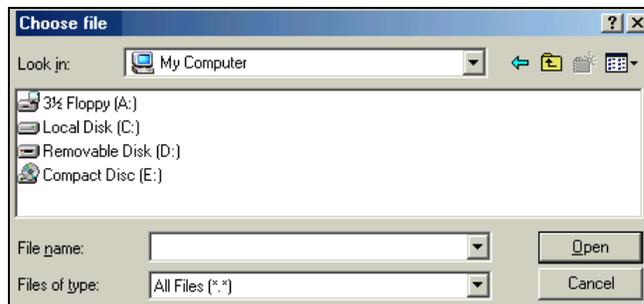
1. From the ATB menu, select Bulk Transfer.

The ATB Bulk Transfer window is displayed.



2. Enter the path and filename if you know it, or else click Browse.

If you click Browse, a window is displayed to allow you to browse your directory for the file.



3. Locate the file, and click Open.

The file name will be displayed in the ATB Bulk Transfer window.



Your agency processing office must set up the bulk transfer file, and tell you the name of the file.

4. Click Transfer.

If the file transfers correctly, the ATB Bulk File Transfer confirms that the transfer was successful.

The screenshot shows the 'Federal Agencies Centralized Trial-Balance System (FACTS I)' interface. The user is logged in as 'USER F1PREP1' on 6/20/2001 at 4:12:18 PM ET. The navigation menu includes Home, MAF, ATB, NOTES, Ref Tables, Downloads, and Contact Info. The ATB menu is expanded, showing options like 'Select ATB-SGL', 'Bulk Transfer', 'Set Non-Submit ATBs', 'ATB Reports', 'Submit ATBs', and 'Check ATB Status'. The main content area displays the 'ATB Bulk File Transfer Report' with the following details: 'Begin File Transfer and Update: 6/20/2001 Time: 4:12:18 PM', 'ATBs Updated Successfully: 03 00 0101, 03 00 0102', and 'End File Transfer and Update: 6/20/2001 Time: 4:12:21 PM Record Count: 684'. A red 'Return' link is visible at the bottom.

5. Click Return to return to the ATB Bulk File Transfer window.

Bulk Transfer – Error Messages Due to Incorrect Trailer Record Count

The entire Bulk File Transfer will be rejected if the Detail record count does not equal the Trailer record count. When this happens, you need to contact your agency system administrator. There are three instances where the counts will not be equal. Each of these is discussed below and includes an example of the ATB Bulk File Transfer Report. Notice the record counts on the reports.

Trailer Count is Missing

A file that is missing the trailer count is interpreted as having zero trailer records, which will not equal the Detail record count. The entire file will be rejected.

The screenshot shows the 'ATB Bulk File Transfer Report' with the following details: 'Begin File Transfer and Update: 6/20/2001 Time: 4:21:37 PM', 'The Bulk File Transfer has been rejected because the Detail record count does not equal the Trailer record count.', 'Trailer Record Count: Detail Record Count: 684', and 'End File Transfer and Update: 6/20/2001 Time: 4:21:39 PM'. A blue 'Return' link is visible at the bottom.

Trailer Count is Less Than Detail Record Count

If you try to transfer a file with a trailer count showing less records than there actually are, the entire file will be rejected.

Home MAF ATB NOTES Ref Tables Downloads Contact Info
Select ATB-SGL Bulk Transfer Set Non-Submit ATBs ATB Reports Submit ATBs Check ATB Status
ATB Bulk File Transfer Report
Begin File Transfer and Update: 6/20/2001 Time: 4:27:00 PM
The Bulk File Transfer has been rejected because the Detail record count does not equal the Trailer record count.
Trailer Record Count: 500 Detail Record Count: 684
End File Transfer and Update: 6/20/2001 Time: 4:27:02 PM
Return

Trailer Count is More Than Detail Record Count

If you try to transfer a file with a trailer count showing more records than there actually are, the entire file will be rejected.

Home MAF ATB NOTES Ref Tables Downloads Contact Info
Select ATB-SGL Bulk Transfer Set Non-Submit ATBs ATB Reports Submit ATBs Check ATB Status
ATB Bulk File Transfer Report
Begin File Transfer and Update: 6/20/2001 Time: 4:25:28 PM
The Bulk File Transfer has been rejected because the Detail record count does not equal the Trailer record count.
Trailer Record Count: 700 Detail Record Count: 684
End File Transfer and Update: 6/20/2001 Time: 4:25:31 PM
Return

Bulk Transfer – Error Messages Due to ATBs

A Bulk Transfer file may have errors, and still partially transfer. Whenever an ATB contains an error (for example, the ATB is out of balance), the entire ATB is rejected, but ATBs that are correct will be transferred. The ATB Bulk File Transfer Report lists the ATBs that were unable to be transferred, and also lists the ATBs that were successfully transferred. Error codes are listed for the ATBs that would not transfer.

The ATB Bulk File Transfer Report has three sections. An example of an ATB Bulk File Transfer Report (for ATBs with errors) is shown below. Descriptions of the three sections follow the report.

Home	MAF	ATB	NOTES	Ref Tables	Downloads	Contact Info
Select ATB-SGL Bulk Transfer Set Non-Submit ATBs ATB Reports Submit ATBs Check ATB Status						
ATB Bulk File Transfer Report						
Begin File Transfer and Update: 6/20/2001 Time: 4:15:59 PM						
ATBs Updated Successfully: ①						
03 00 8031						
ATBs Out of Balance (Not Updated):						
03 00 0101 Net Credit: \$10,000,000.02						
03 00 0102 Net Credit: \$7,999,989,999,999.99						
03 00 0120 Net Debit: \$5,000,000.01						
ATBs With Errors (Not Updated): ②						
Rec No 1 2 3 4 5	Error Codes
1	2000030001010116	D000000005000000011	2	3		08
2	2000030001011010F20D	D000000005000000011	2	3		23
9	2000030001201200N	D000000005000000011	2	3		01
12	2000030001011310N	D00000000500000001@	2	3S		03
14	2000030001011319N50C	D000000005000000011	2	3S		25
22	2000030001011325N	D000000005000000011	2	3S		07
28	2000030001011330	D000000005000000011	2	3		21
132	2000030001012210N	C000000005000000011	2	3A		43
576	2000030001012980F62C00F	D000000005000000011	2	3A		40
635	20000300010261N	C000000005000000011	28003			56
680	2000030001027400F10C	D000000005000000011	21523			53
683	2000030001027500F	D000000005000000011	T21523			24
687	2000030001271010	D000000005000000011	2	3		02, 11
689	2000030020021010	D000000005000000011	2	3		11
End File Transfer and Update: 6/20/2001 Time: 4:16:03 PM Record Count: 692						
Error Codes and Description: ③						
01 ATB Code does not exist. (col 5-12)						
02 ATB Code not assigned to Preparer (col 5-12)						
03 First Attribute Delimiter not equal to "1". (col 38)						
04 Second Attribute Delimiter not equal to "2". (col 40)						
05 Third Attribute Delimiter not equal to "3". (col 44)						

- 06 Debit-Credit Indicator not equal to "D" or "C". (col 20)
- 07 Amount is not numeric. (col 21-37)
- 08 Invalid SGL Account. (col 13-16)
- 09 Duplicate record.
- 10 Debits not equal to Credits for ATB.
- 11 ATB code has not been approved in MAF. Contact Review Accountant.
- 12 The ATB processing window is closed for this ATB Code.
- 15 Invalid Fiscal Year.
- 20 Fed/NonFed attribute not equal to "N" and is required for SGL. (col 17)
- 21 Fed/NonFed attribute not equal to "F" and is required for SGL. (col 17)
- 22 Fed/NonFed attribute not equal to "F" or "N" and is required for SGL. (col 17)
- 23 Fed/NonFed attribute detected and is not required for SGL. (col 17)
- 24 Fed/NonFed attribute = "F" and no Trading Partner detected. (col 18-19)
- 25 Trading Partner detected and Fed/NonFed attribute not equal to "F". (col 18-19)
- 26 Trading Partner code is invalid. (col 18-19)
- 30 Exchange/NonExchange attribute not equal to "X" and is required for SGL. (col 39)
- 31 Exchange/NonExchange attribute not equal to "T" and is required for SGL. (col 39)
- 32 Exchange/NonExchange not equal to "X" or "T" and is required for SGL. (col 39)
- 33 Exchange/NonExchange attribute detected and is not required for SGL. (col 39)
- 40 Custodial/NonCustodial attribute not equal to "S" and is required for SGL. (col 45)
- 41 Custodial/NonCustodial attribute not equal to "A" and is required for SGL. (col 45)
- 42 Custodial/NonCustodial attribute not equal to "S" or "A" and is required for SGL. (col 45)
- 43 Custodial/NonCustodial attribute detected and is not required for SGL. (col 45)
- 52 Budget Subfunction code not detected and is required for SGL. (col 41-43)
- 53 Budget Subfunction code was detected and is not required for SGL. (col 41-43)
- 56 Budget Subfunction code is invalid. (col 41-43)

[Return](#)

Section	Description
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- | | |
|---|---|
| ① | The first section of the report briefly lists the ATBs that were updated successfully and the ATBs that were not updated. |
| ② | <p>The second section of the report lists specific data regarding the ATBs that contained errors. There are three columns in this section of the report:</p> <ul style="list-style-type: none"> ▪ Record Number: The Record Number is the sequential record count of the specific ATB record containing the error(s). ▪ Data: The second column displays the data in that specific record. The ATB Code is in bold. The numbers and dots at the top of the section are position counters, with the numbers indicating each ten positions (e.g. "1" is position 10, "2" is position 20, etc.). ▪ Error Codes: The Error Codes column displays the specific error code(s) that apply to that specific ATB record. |
| ③ | <p>The third section of the ATB Bulk File Transfer Report contains a list and description of all possible error codes. You can refer to this list to identify the reasons for the error codes listed in Section 2 of the report. Remember, certain error codes will cause the system to stop checking that ATB any further. The show-stopping error codes for an ATB are:</p> <ul style="list-style-type: none"> ▪ 01 ATB Code does not exist. (col 5-12) ▪ 02 ATB Code not assigned to Preparer (col 5-12) ▪ 11 ATB code has not been approved in MAF. Contact Review Accountant. ▪ 12 The ATB processing window is closed for this ATB Code ▪ 15 Invalid Fiscal Year. |
-

Identifying the specific problem data in an ATB record is best done using the ATB Bulk File layout. The layout identifies record positions and the ATB data that should be in those positions. The ATB Bulk File layout can be found on the FACTS I web page, under Development, at www.fms.treas.gov/cfs/dev. The ATB Bulk File layout is also shown below, followed by the Trailer Record layout.

Table: FACTS I 2001 Adjusted Trail Balance (ATB) Bulk File Transfer – File Format (Input)

Field Name	Length	Column		Type	Description
		Start	End		
Fiscal Year	4	1	4	9	Fiscal Year whose ending SGL balances are being reported (Required).
Department Code	2	5	6	X	Treasury Department Code associated with the adjusted trial balance fund group; should be consistent with the MAF ATB Code (Required).
Fund Group	4	9	12	X	MAF Fund Group (Required).
SGL Account Number	4	13	16	X	Standard General Ledger Account Number (Required).
Federal/Nonfederal Attribute	1	17	17	X	Federal/Nonfederal indicator.
Federal Trading Partner	2	18	19	X	Treasury Department Code of Federal Trading Partner.
Debit/Credit Indicator	1	20	20	X	Debit/Credit indicator (Required).
Dollar Amount	17	21	37	9	Dollar Amount. Last two positions assumed decimal (Required).
First Attribute Delimiter	1	38	38	9	Must be "1" whether attribute applies to SGL account or not.
Exchange/Nonexchange Attribute	1	39	39	X	Exchange/Nonexchange attribute.
Second Attribute Delimiter	1	40	40	9	Must be "2" whether attribute applies to SGL account or not.
Budget Subfunction	3	41	43	X	OMB Budget Subfunction.
Third Attribute Delimiter	1	44	44	9	Must be "3" whether attribute applies to SGL account or not.
Custodial/Noncustodial Attribute	1	45	45	X	Custodial/Noncustodial attribute.

Table: FACTS I 2001 Bulk File SGL Trailer Detail (Input)

Field Name	Length	Starting Column	Ending Column	Type	Description
Record Indicator	3	1	3	X	(TRL) – Indicates Trailer Record.
Detail Count	10	4	13	9	Total Number of Detail Records.
Filler	36	10	45	X	Spaces.

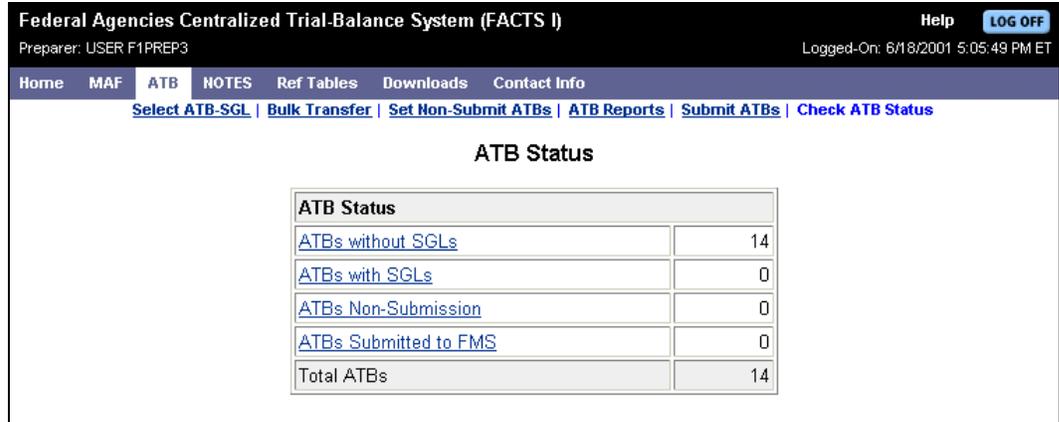
Checking ATB Status

Check ATB Status displays a count of the number of ATB records that currently exist for each ATB status. The total number of ATBs in the status agrees with the preparer's total count of approved MAF records on their MAF status.

To check the ATB status:

- 1. From the ATB menu, select Check ATB Status.**

The ATB Status window is displayed.



The screenshot shows the 'ATB Status' window in the FACTS I system. The window title is 'Federal Agencies Centralized Trial-Balance System (FACTS I)'. The preparer is 'USER F1PREP3' and the system is logged on on 6/18/2001 at 5:05:49 PM ET. The navigation menu includes Home, MAF, ATB, NOTES, Ref Tables, Downloads, and Contact Info. The ATB menu is expanded, showing options: Select ATB-SGL, Bulk Transfer, Set Non-Submit ATBs, ATB Reports, Submit ATBs, and Check ATB Status. The main content area displays the 'ATB Status' window with the following table:

ATB Status	
ATBs without SGLs	14
ATBs with SGLs	0
ATBs Non-Submission	0
ATBs Submitted to FMS	0
Total ATBs	14

- 2. To see the list of ATBs for a specific status, click the status title.**

The list for that ATB status will display.

- 3. After displaying the ATB list, click Back (on the Browser menu) to return to the ATB Status window.**