

# FACTS II

## *What's New?*

### 3<sup>rd</sup> Quarter 2007 Reporting Window

#### Reminder Regarding the Status of Bulk Submissions

After the bulk file has passed the FACTS II required edits, the system will generate a message window asking if you would like to certify those TAFS. Click “Yes” to change the TAFS status to certified or click “No” to keep the status at editing.



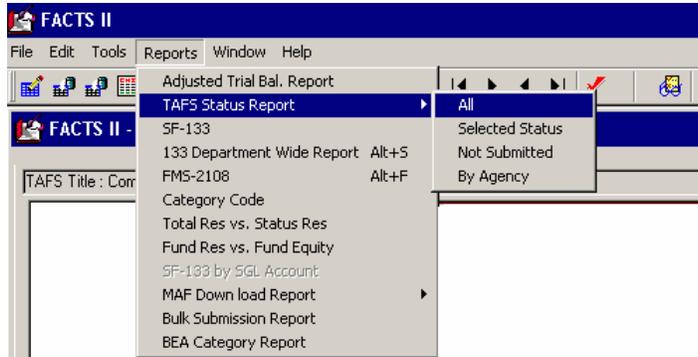
If you select “No”, then the message window below will appear confirming your decision to post submitted data without changing the TAFS status to certified. If you select “Yes” in the message window below, then your TAFS will be posted in editing status.



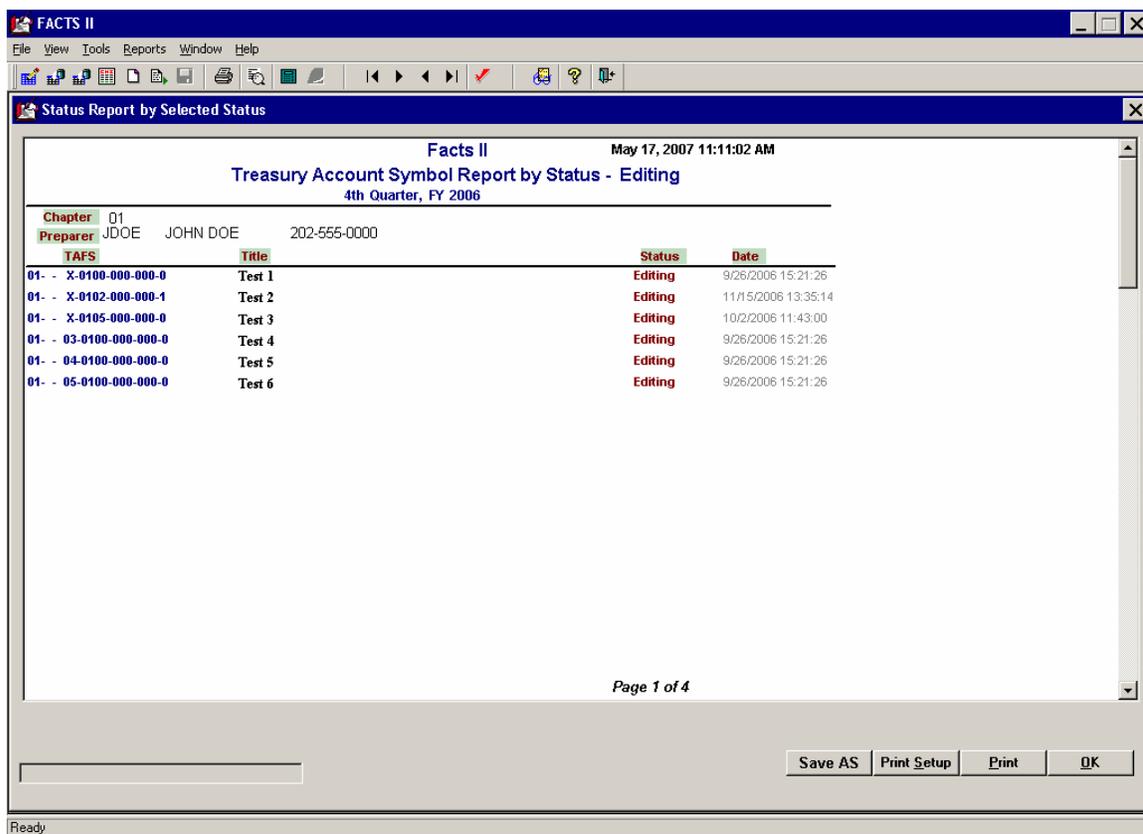
In addition, please confirm the status of your TAFS *prior to the window closing* by viewing the TAFS Status Report.

#### **To view the TAFS Status Report**

1. Select TAFS Status Report form the Reports sub menu.



- From the submenu select All, Selected Status, Not Submitted or By Agency to view the TAFS Status Report.



## Password Policy Change

The FACTS II password must be a total of 8 alphanumeric characters. Specifically the password must include:

- At least 2 digits.

- At least 1 special character, such as !,?, #, etc.
- At least 1 uppercase character.

In addition, the new password cannot be the same as one of the 10 previous passwords.

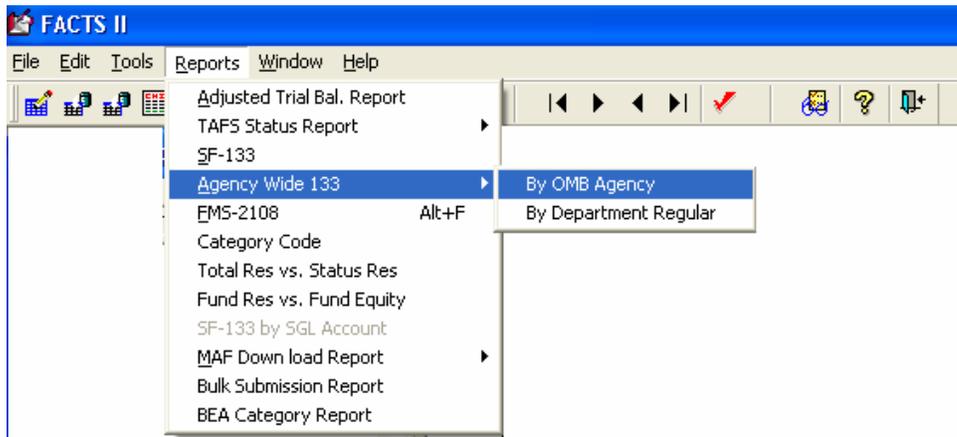
**Note:** The new password requirements will not be implemented until your current password expires.

## Agency Wide 133 by OMB Agency

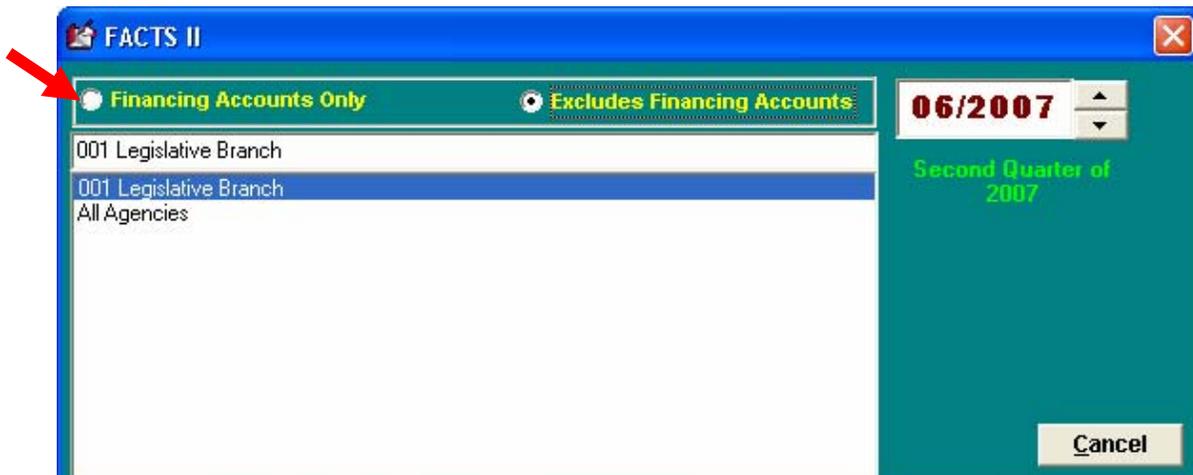
FACTS II users now have the option of viewing the Agency Wide 133 by OMB Budget Agency.

### To view the Agency wide 133 by OMB Agency

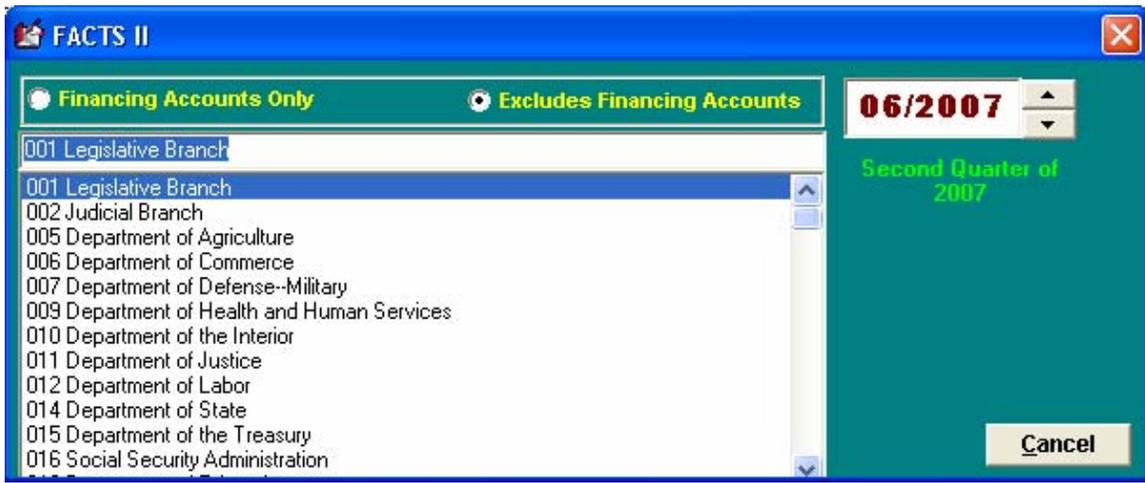
1. Select Agency Wide 133 from the Reports menu. From the submenu that appears select “By OMB Agency”.



2. A window will appear as shown below. To view only financing accounts select “Financing Accounts Only” at the top of the window. Otherwise, the report will automatically exclude financing accounts. To view the full list of OMB Budget Agencies, click “All Agencies”.



3. Select an agency from the list to display the Agency Wide 133 Report.



**Note:** This Report was previously named Department Wide 133 Report.