

# FACTS II Client

## Bulk Processing Job Aid

### Accessing Client Online to submit a bulk file

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

You are here: [FMS Insider](#) > [App Launch](#) > [Goals Facts II](#) > [GOALS II / FACTS II](#) Search Links Feedback

### GOALS II / FACTS II

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Last Modified on July 14, 2004

Click the FACTS II Client (Production) Link

2. A warning message appears to inform you that you have accessed a government computer. Click **OK** to proceed.
3. On the FACTS II window type your User ID and Password and click **OK**.

FACTS II

Enter a User ID and password to log onto FACTS II.

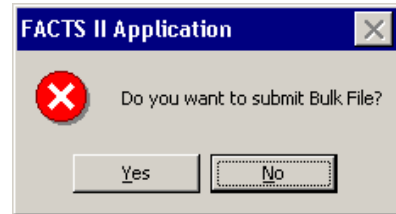
Version: PF2C10.6.4 - July 8, 2004 7/8/2004 17:24:28

User ID:  OK

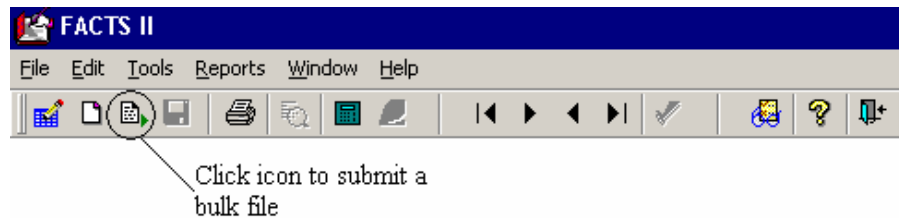
Password:  Cancel

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

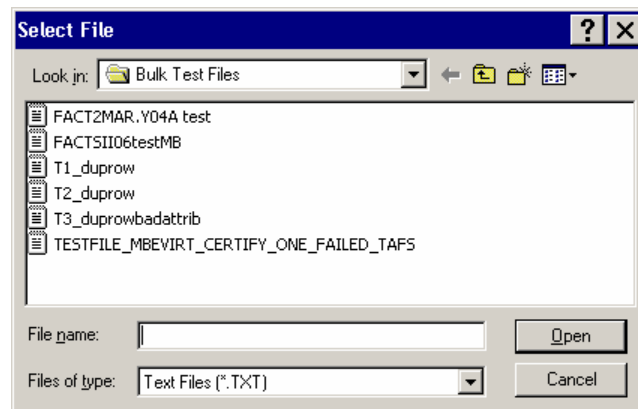
5. A FACTS II Application window will then appear asking if you would like to submit a Bulk File. If you click **Yes**, then you will be directed to the Bulk Application to submit a bulk file. If you click **No**, you will be directed to the Client Online Application to submit your TAFS.



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

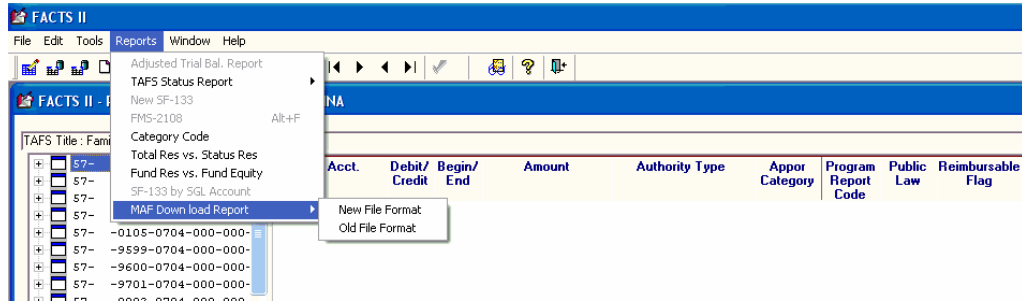


7. The following window will appear. Select a bulk file and click Open.



## To download the MAF

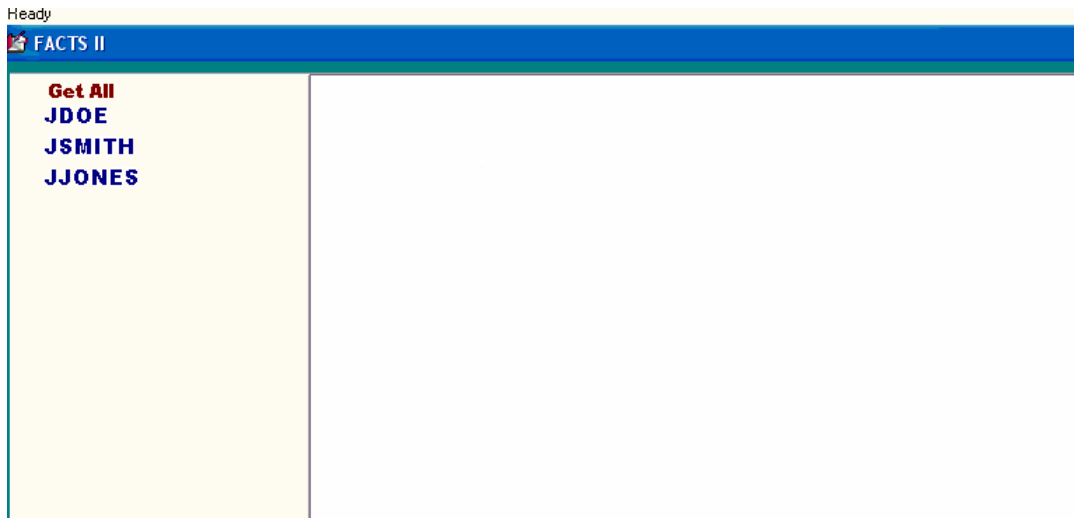
1. The New Master Account Download Report is located under the “Reports” menu on the FACTS II Tool Bar. To access the report from the FACTS II Client Online Main screen, click on “Reports”, highlight MAF Download Report, then select the Old Report Format or the New Report Format.



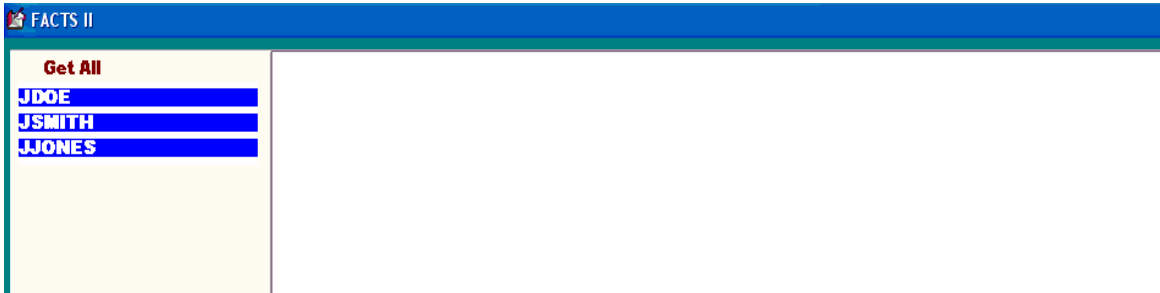
The “Old Report Format” produces the old format as has been presented by the retired FACTS II Client Bulk Application. Unfortunately, we found a potential error with the old format, in that the size of the amount fields for the Pre-closing Balance of the MAF download record were set too small, and could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

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

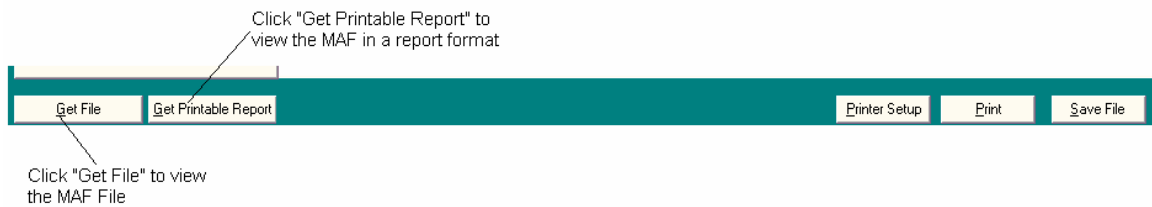
2. If you select “New Report Format” from the drop-down menu the following window will appear.



3. Select specific preparers by clicking the preparer.



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



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

```

89 X020600000000 NYJJONES 00000000004642840000000000000000015Y YYY
89 X021200000000 NYJJONES 000000003141016037-0000000038833271215Y YYY
89 X021300000000 NYJJONES 0000010233608612600000004914656774015Y YYY
89 X021400000000 NYJJONES 00000000019899770000000000000000015Y YYY
89 X021500000000 NYJJONES 0000006330075492400000009263748780315Y YYY
89 X021600000000 NYJJONES 0000000222074045800000000878184507515Y YYY
89 X021700000000 NYJJONES 000000000590133770000000009044906715Y YYY
89 X021800000000 NYJJONES 00000001229426044700000001534034181015Y YYY
89 X021900000000 NYJJONES 0000000207101592100000000229712924615Y YYY
89 X022200000000 NYJJONES 00000020725335319600000033356212253915Y YYY
89 X022400000000 NYJJONES 0000006419248035100000007009216068715Y YYY
89 X022800000000 NYJJONES 0000000680371196000000001276901576915Y YYY
89 X023300000000 NYJJONES 0000000141651634800000000012994463515Y YYY
89 X023400000000 NYJJONES 000000000102534050000000000135340015Y YYY
89 X023500000000 NYJJONES 00000003655871067000000000091502394615Y YYY
89 X023600000000 NYJJONES 0000000080144237800000000382906755815Y YYY
89 X024000000000 NYJJONES 00000024195496371200000062075184207515Y YYY
89 X024200000000 NYJJONES -000000061331417800000000094988464515Y YYY
89 X024300000000 NYJJONES 00000047835050196000000006753989579315Y YYY
89 X024400000000 NYJJONES 0000000888646799000000003299121047915Y YYY
89 X024900000000 NYJJONES 0000003879732883500000009715511090515Y YYY
89 X025000000000 NYJJONES 0000000479514511200000001712150722815Y YYY
89 X025100000000 NYJJONES 000000256048491089000000056299401699315Y YYY
89 X030200000000 NYJJONES 000000003245042710000000052387098615Y YYY
89 X030300000000 NYJJONES 0000000175864108100000000297692148015Y YYY
89 X030400000000 NYJJONES 0000000008975483000000000000507924015Y YYY

```

NYJJONES

\*001FY 2005

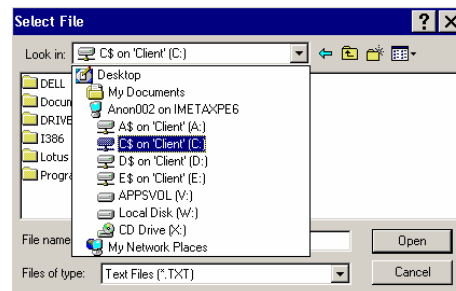
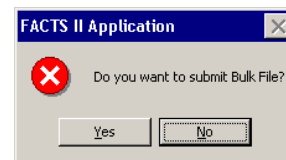
And if you clicked “Get Printable Report”, then the following screen will appear.

FACTS II						
Page 1 of 4						
MAF Record by a Preparer ID - Current Processing Window						
1/11/2005						
TAFS ID	Record Type	Preparer Id	Certifier Id	Pre Closing Balance	Net Outlay	Chapter Code
OMB Recommended Cat A/B Program Reporting C Descriptions						
Preparer Id : RHANHA		Number of Accounts :44				
20 - X-8004-000-000-000	971	JD OE		\$17,000,000,000.00	\$0.00	16
20 - X-8005-000-000-000		JD OE		\$10,000,000.49	\$1,000,420,027.24	16
20 - X-8005-000-000-000	971	JD OE		\$0.00	\$0.00	16
20 - X-8006-000-000-000		JD OE		473.28	\$6,000,000,835.31	53
20 - X-8006-000-000-000	971	JD OE		\$1,000,598,000,000.00	\$0.00	53
20 - X-8007-000-000-000		JD OE		\$1,510,764.76	\$2,000,000,260.21	53
20 - X-8007-000-000-000	971	JD OE		\$182,000,236,000.00	\$0.00	53
20 - X-8042-000-000-000		JD OE		\$140,000,000.25	\$46,000,000,600.41	28
20 - X-8042-000-000-000	971	JD OE		\$45,000,381,000.00	\$0.00	28
20 - X-8102-000-000-000		JD OE		\$3,000,000,000.24	\$0.00	37

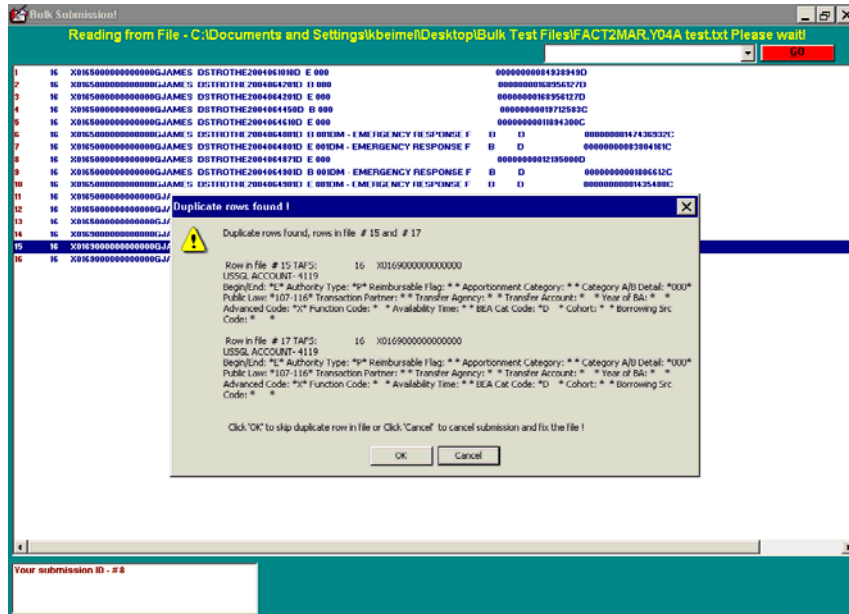
**NOTE:** Names and numbers have been changed for privacy purposes.

## To upload a new bulk data file

1. After logging onto the FACTS II application (refer to directions on page 1 “Accessing Client Online to submit a bulk file”). Click **Yes** from the FACTS II Application window.
2. Select the Bulk file you would like to upload from the drop-down menu and click Open.



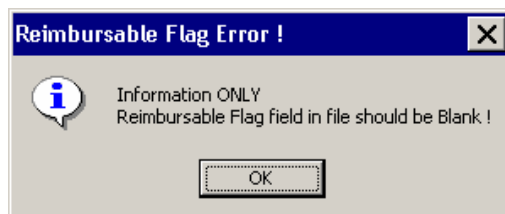
- The Client Bulk application will then begin to read your bulk file. (**Note:** Processing messages are displayed in yellow at the top of the screen.)



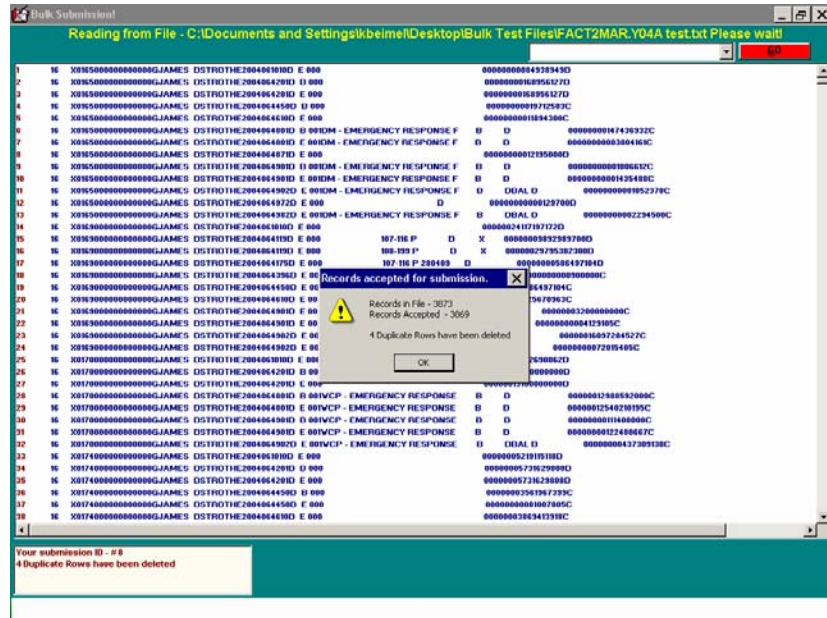
- In this example there are 4 duplicate rows that have been detected and will automatically be deleted. This will be shown at the bottom left of the screen.



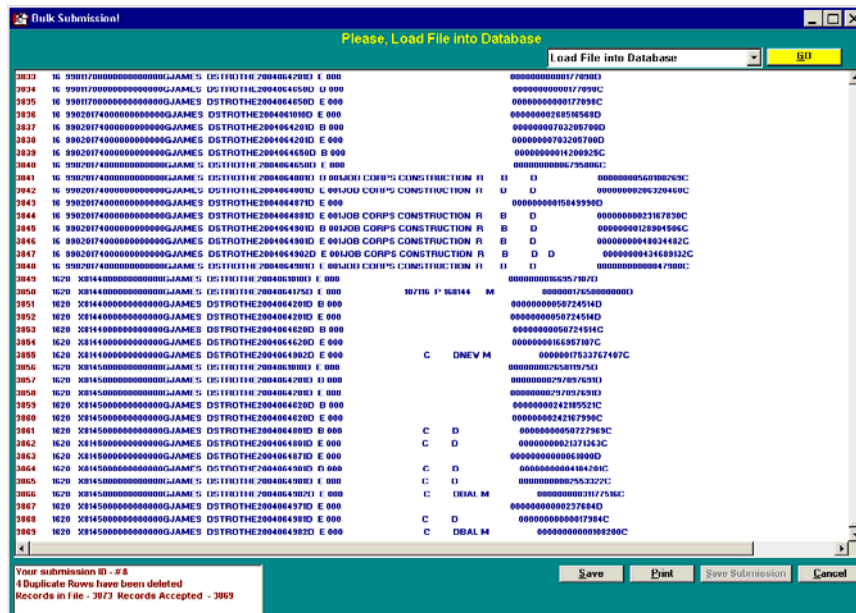
- Depending on your submission, several informational windows may display. Click **OK** to proceed.



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



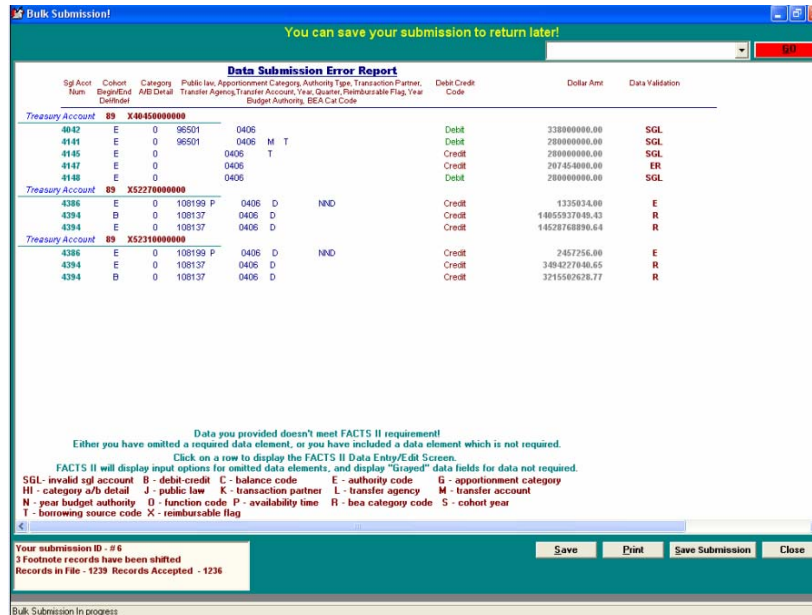
- A message will display at the top of the screen requesting that you load the files into the Database. Click the flashing **GO** button to load the files.



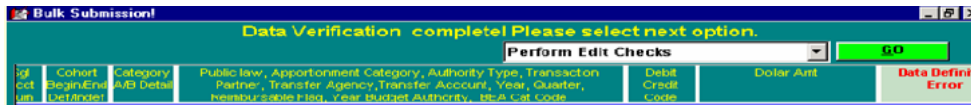




10. After the data verification/validation process has completed, the application will generate an Error Report, if applicable. The user can stop and save the submissions or correct the errors at this point. Each error line shows the SGL account and other pertinent information as well as an error code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



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



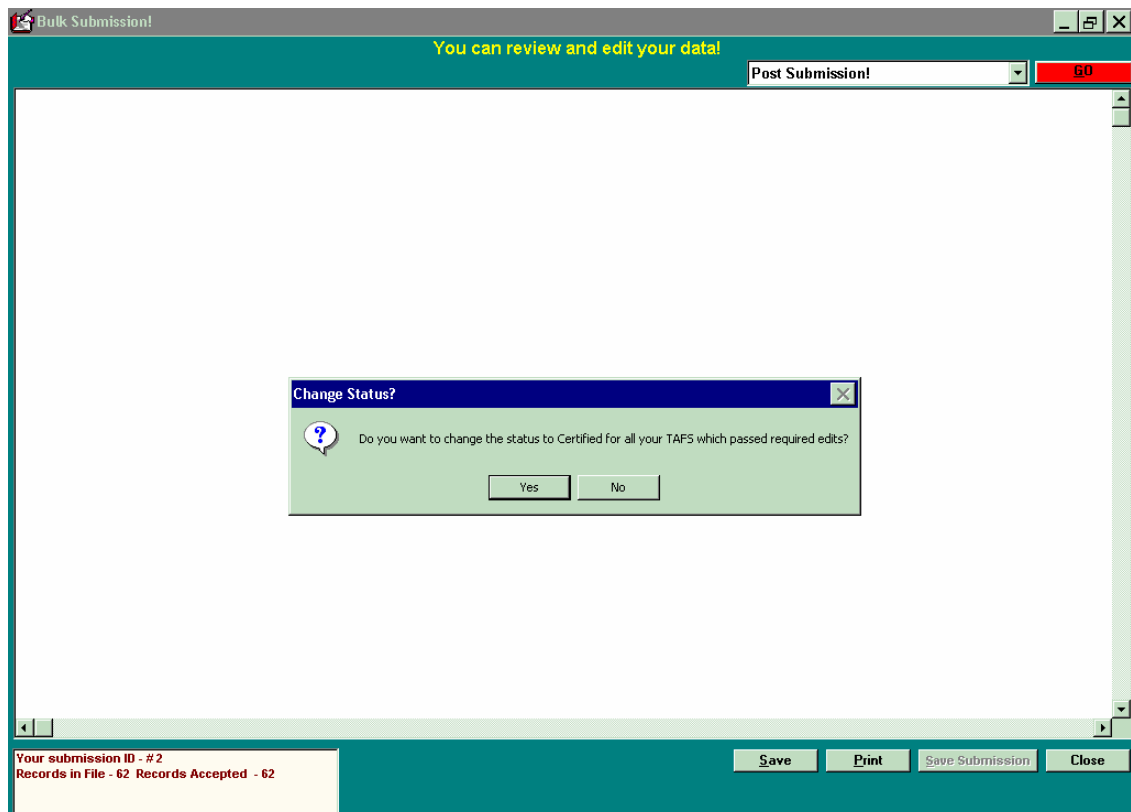
12. The results of the Accounting Edits check will automatically display in summary form listing the accounts that failed the Accounting edits at the top of the report. Note that when a TAFS is shown to have passed all the required edits that it does not mean the status is certified. To certify TAFS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



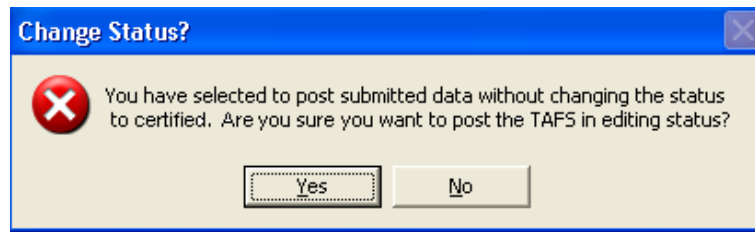
- You may click on the TAFS to display Edit Check Report which displays a more detailed description of the TAFS.



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

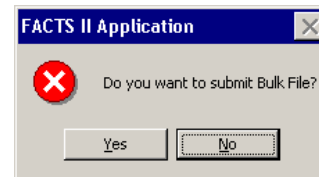


- If you select “No” in the message window above, then another message window will appear confirming your action. If you are certain that you want to post your submission in Editing Status click “Yes” in the message window below.

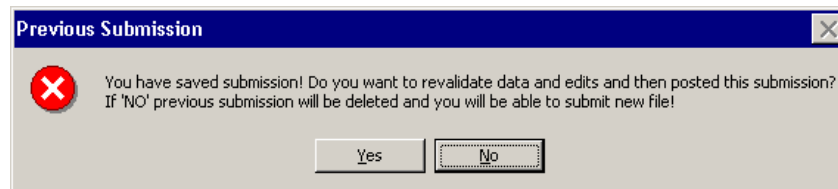


## To upload an existing bulk data file

- Click Yes from the FACTS II Application window.



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



The following screen will appear displaying your TAFS.

**Bulk Submission!** You can save your submission to return later!

Treasury Account	Sgl Acct	Cohort	Category	Public Law, Apportionment Category, Authority Type, Transaction Partner, Transfer Agency, Transfer Account, Year, Quarter, Reimbursable Flag, Year Budget Authority, FGA Cat Code	Debit Credit Code	Dollar Amt	Data Definition Error
16 X01650000000	4972	E	0	0406 D	Debit	1297.00	K
16 X01740000000	4801	B	1	A 0406D	Credit	175216.38	HI
16 X01740000000	4801	E	1	A 0406D	Credit	128203.19	HI
16 X01740000000	4802	B	1	A 0406DBAL D	Credit	251587.00	HI
16 X01740000000	4901	B	1	A 0406D	Credit	72773.28	HI
16 X01740000000	4901	E	1	A 0406D	Credit	136591.25	HI
16 X01740000000	4902	E	1	A 0406DBAL D	Credit	267600.69	HI
16 X01740000000	4972	E	0	0406 D	Debit	2338.36	K
16 X01740000000	4981	E	1	A 0406D	Credit	85876.95	HI
16 X01740000000	4982	E	1	A 0406DBAL D	Credit	20515.18	HI
16 X15210000000	4972	E	0	0406 M	Debit	1573738.33	K
16 X15240000000	4972	E	0	0406 M	Debit	70755.26	K
16 X36010000000	4972	E	0	0406 D	Debit	1316359.30	K
16 X51420000000	4972	E	0	0406 D	Debit	12548.32	K
16 X81310000000	4972	E	0	0406 D	Debit	4763.63	K
16 0001720000000	4972	E	0	0406 D	Debit	222.55	K
16 0001790000000	4972	E	0	0406 D	Debit	24729.81	K
16 0012000000000	4972	E	0	0406 D	Debit	1236.71	K
16 0082890000000	4972	E	0	0406 M	Debit	14909.16	K
16 0101050000000	4972	E	0	0406 D	Debit	286.62	K
16 0101650000000	4972	E	0	0406 D	Debit	68633.49	K
16 0102000000000	4972	E	0	0406 D	Debit	422.94	K
16 0104000000000	4972	E	0	0406 D	Debit	46.04	K
16 0112000000000	4972	E	0	0406 D	Debit	1753.29	K

Data you provided doesn't meet FACTS II requirement!  
 Either you have omitted a required data element, or you have included a data element which is not required.  
 Click on a row to display the FACTS II Data Entry/Edit Screen.  
 FACTS II will display input options for omitted data elements, and display "Grayed" data fields for data not required.  
 SGL - invalid sgl account B - debit-credit C - balance code E - authority code G - apportionment category  
 HI - category s/b detail J - public law K - transaction partner L - transfer agency M - transfer account  
 N - year budget authority O - function code P - availability time R - bea category code S - cohort year  
 T - borrowing source code X - reimbursable flag

Your submission ID - 78  
 4 Duplicate Rows have been deleted  
 Records in File - 3873 Records Accepted - 3869

Save Print Save Submission Close

## To correct SGL accounts with errors

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

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

**Data Submission Error Report**

Sgl Acct Num	Cohort	Category	Public Law	Appointment	Category	Authority Type	Transaction Partner	Debit Credit Code	Dollar Amt	Data Validation
4042	E	0	96501	0406				Debit	338000000.00	SGL
4141	E	0	96501	0406	M	T		Debit	280000000.00	SGL
4145										
4147										
4148	E	0		0406				Debit	280000000.00	SGL

**FACTS II Client Edit**

Unobscured Balance: 4147 Net Outlays: 4147

USISGL ACCOUNT: 4147 Actual Repayments of Debt, Prior Year Balances

Debit/Credit: Credit

Ending Balance: 207,454,000.00

Authority Type: [Blank]

BEA Cat Code: [Blank]

OK Cancel

FACTS II will display input options for omitted data elements, and display "Grayed" data fields for data not required.

SGL - invalid sgl account B - debit-credit C - balance code E - authority code G - appropriation category  
 III - category a/b detail J - public law K - transaction partner L - transfer agency M - transfer account  
 N - year budget authority O - function code P - availability time R - bea category code S - cohort year  
 T - borrowing source code X - reimbursable flag

Your submission ID - #6  
 3 Footnote records have been shifted  
 Records in File - 1239 Records Accepted - 1236

Save Print Save Submission Close

Bulk Submission in progress

## To delete SGL accounts from the Data Submission Error Report

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

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

**Data Submission Error Report**

Sgl Acct Num	Cohort	Category	Public Law	Appointment	Category	Authority Type	Transaction Partner	Debit Credit Code	Dollar Amt	Data Validation
4042	E	0	96501	0406				Debit	338000000.00	SGL
4141	E	0	96501	0406	M	T		Debit	280000000.00	SGL
4145										
4147										
4148	E	0		0406				Debit	280000000.00	SGL
4386	E	0	108199	P	0406	D	NND	Credit	1335034.00	E
4394	B	0	108137	0406	D			Credit	14055937040.43	R
4394	E	0	108137	0406	D			Credit	14528768890.64	R
4386	E	0	108199	P	0406	D	NND	Credit	2457256.00	E
4394	E	0	108137	0406	D			Credit	3404277040.65	R
4394	B	0	108137	0406	D			Credit	3215502826.77	R

Context menu for 4141: Delete TAFS from Submission

## To Edit/Delete SGL Accounts from the Accepted Data Report

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

Sgl Acct Num	Cohort	Appor Cat	Prog Rpt	Public Law	Authority Type	Transaction Partner	Debit Credit Code	Dollar Amt
<b>Treasury Account 12 X4142000000 Failed Required Edits</b>								
1010	E	0	0		0706		Debit	960753.24
4120	E	0	0	1087	0706	M	Debit	3000000.00
4201	B	0	0		0706		Debit	2072077.77
4201	E	0	0		0706		Debit	2072077.77
4262	E	0	0		0706		Debit	118431.99
4263	E	0	0		0706		Debit	136112.43
4450	B	0	0		0706		Credit	706208.82
4510	E	0	0		0706	A	Credit	1828709.40
<b>End of Treasury Account : 12 X4142000000</b>								<b>\$10,894,371.42</b>
<b>Treasury Account 12 993108000000 Failed Required Edits</b>								
1010	E	0	0		0706		Debit	607802.00
4201	B	0	0		0706		Debit	607802.00
4201	E	0	0		0706		Debit	607802.00
4650	B	0	0		0706		Credit	532142.00
4650	E	0	0		0706		Credit	532142.00
<b>End of Treasury Account : 12 993108000000</b>								<b>\$2,887,690.00</b>
<b>Treasury Account 12 93941953000000 Failed Required Edits</b>								
1010	E	0	0		0706		Debit	2744819.00
4201	B	0	0		0706		Debit	2887096.00
4201	E	0	0		0706		Debit	2887096.00
<b>End of Treasury Account : 12 93941953000000</b>								<b>\$8,519,011.00</b>

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

Sgl Acct Num	Cohort	Appor Cat	Prog Rpt	Public Law	Authority Type	Transaction Partner	Debit Credit Code	Dollar Amt
<b>Treasury Account 16 020105000000 Passed all required Edits</b>								
4901	E	0	23	A	0706D		Credit	92065.03
4982	E	0	25	A	0706D	D	Credit	6188.72
<b>End of Treasury Account : 16 020105000000</b>								<b>\$98,253.75</b>
<b>Treasury Account 16 020106000000 Passed all required Edits</b>								
1010	E	0	0		0706		Debit	833634.46
4201	B	0	0		0706		Debit	868664.31
4201	E	0	0		0706		Debit	868664.31
4650	B	0	0		0706		Credit	788330.08
4650	E	0	0		0706		Debit	763300.23
4801	B	0	21	A	0706D		Credit	1485.75
4801	E	0	21	A	0706D		Credit	1485.75
4801	B	0	98	A	0706D		Credit	35168.26
4801	E	0	98	A	0706D		Credit	35168.26
4901	B	0	21	A	0706D		Credit	5656.45
4901	E	0	21	A	0706D		Credit	5656.45
4901	B	0	98	A	0706D		Credit	38023.77
4901	E	0	98	A	0706D		Credit	38023.77
4902	E	0	21	A	0706D		Debit	675.72
4982	E	0	21	A	0706R	D	Credit	35705.57
<b>End of Treasury Account : 16 020106000000</b>								<b>\$4,309,643.14</b>
<b>Treasury Account 16 020165000000 Passed all required Edits</b>								
1010	E	0	0		0706		Debit	10459862.66
4201	B	0	0		0706		Debit	14448262.38
4201	E	0	0		0706		Debit	14448262.38
4251	B	0	0	F	0706	D	Debit	2070808.03
4251	E	0	0	F	0706	D	Debit	2070808.03
4650	B	0	0		0706		Credit	2970182.92
4650	E	0	0		0706		Credit	2968944.58

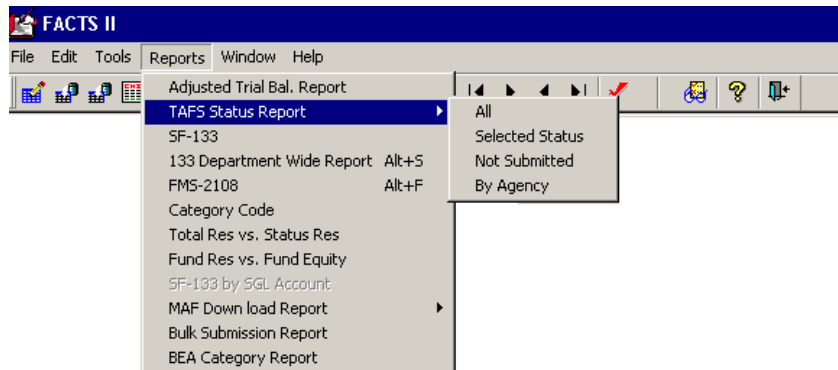
## To view the 133 or 2108 Reports

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

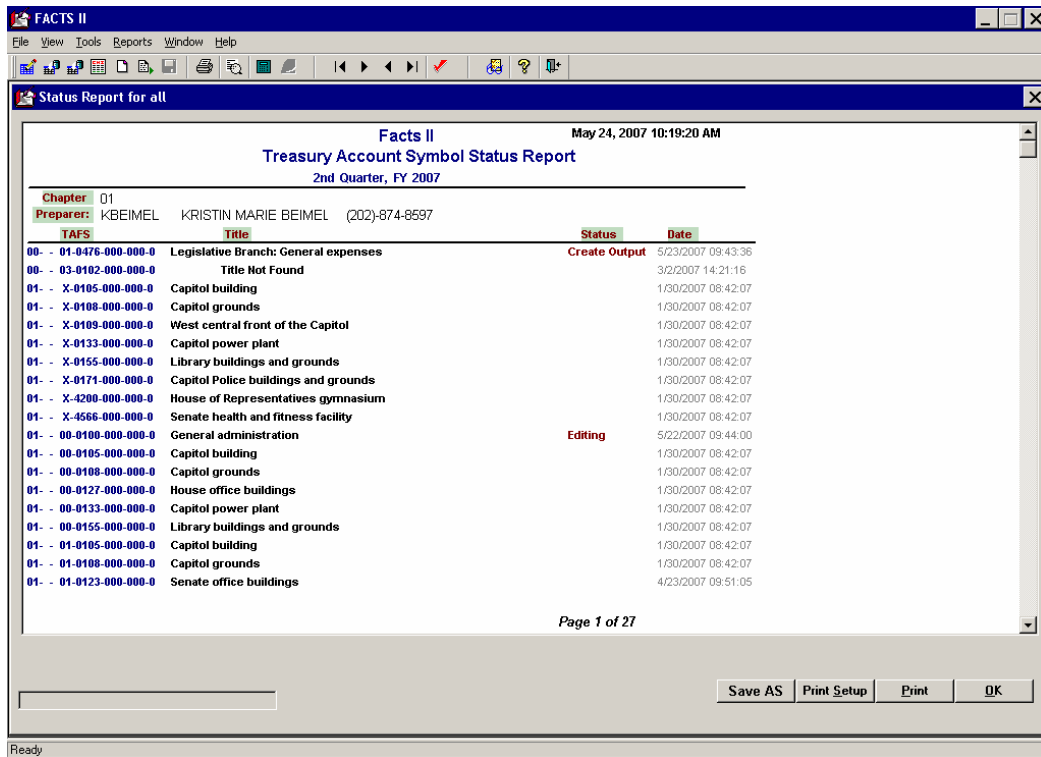


## To view the TAFS Status Report

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



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



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