

Nitty Gritty Details On Using Program Reporting Categories in FACTS II

Here are some questions and answers on the nitty, gritty details of using program reporting categories in FACTS II.

What happens when you DO NOT have program reporting categories?

The most important thing to remember about Program Reporting Categories is that you do not need to worry about them if you don't have them.

When your TAFSs do not have program reporting categories, you should use the default value of 99 when using FACTS II. You will see this default when you use the FACTS II on-line data entry program. Bulk users should use 99 when generating their bulk files.

What happens when you DO have program reporting categories?

Using program reporting categories is really no different than using any other attribute in FACTS II. When you use obligations accounts (e.g. 48## and 49##), the on-line data entry program will provide you with a drop-down where you will select a program report category number and description.

In those cases when the drop-down menu has descriptions, that means your agency sent an apportionment request to OMB that had program categories, and OMB sent the program category information to FMS to use in FACTS II. You may NOT over-write the program categories provided from OMB. However, you may add program reporting categories in those cases where OMB may not have sent the information to FACTS II.

Why is 99 such a special program reporting category?

The program reporting category 99 means that the TAFS has no specific program reporting categories. Once you have added an account balance for a TAFS that uses program category 99, the FACTS II on-line system will not allow you to choose a different program reporting category, and the FACTS II bulk system will flag this as an error.

The reason is that by using 99 you have indicated that a given TAFS has no specific program categories, and it does not make sense for some account balances in a TAFS to point to a specific program reporting category while others indicate there are no specific categories.

Are there limitations on how you use program categories?

Most TAFSs have either Category A **OR** Category B apportioned amounts. About five percent of the TAFSs in the executive branch have **BOTH** Category A **AND** Category B apportioned amounts.

If you have a TAFS that has both Category A **AND** Category B obligations, **AND** the TAFS **ALSO HAS** program reporting categories, then you will be limited in terms of how to report the program reporting category information.

The easiest way to think about the limitation is to know that you can not use the same program reporting category for both Category A and Category B obligations.