

# FACTS II Client

## *Bulk Processing Job Aid*

### How the Bulk Process Works

To process a bulk file in FACTS II you must be a FACTS II Preparer. During the submission process the preparer uploading the bulk file is the only person who has access to the file. This means if the preparer saves the submission, only the preparer who saved the submission has access to the submission. Once the bulk file is “posted” only the person who is assigned the TAFS on the MAF will have access to the TAFS. This access will be via the Client Online application.

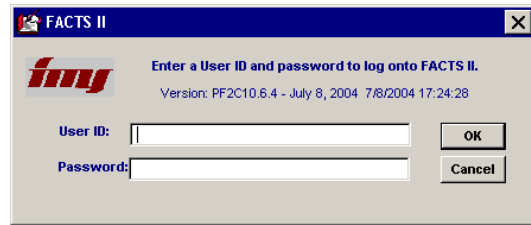
### Accessing Client Online to submit a bulk file

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

The screenshot shows the GOALS II / FACTS II website. At the top, the breadcrumb trail reads: "You are here: FMS Insider > App Launch > Goals Facts II > GOALS II / FACTS II". There are buttons for "Search", "Links", and "Feedback". The main header is "GOALS II / FACTS II" with a "printer-friendly copy" link. A navigation menu on the left includes: Home, Treasury Links, Phonebook, News, Human Resources, Training, Forms, User Manuals, Standards & Policy, Organization, App Launch, CITRIX Apps, and Reports. The main content area says "Watch this space for updates.." and lists links: Home, Phonebook, News, Jobs, Training, Forms, Manuals, Organization, App Launch, Reports. Below this, it says "Questions about this webpage? Ask Latonia Williamson" and "Last Modified on July 14, 2004". A "Table of Contents" box on the right lists: Production (expanded), FACTS II Client (Production), FACTS II Client Bulk (Production), FMS1219 (Production), FMS1219 Bulk (Production), FMS224 (Production), FMS224 Bulk (Production), RFC-Agency Link (Production), FACTS II Admin (Production), GOALS II Admin (Production), Training, and Testing. A red circle highlights the "FACTS II Client (Production)" link. A text instruction below the screenshot says: "Click the FACTS II Client (Production) Link".

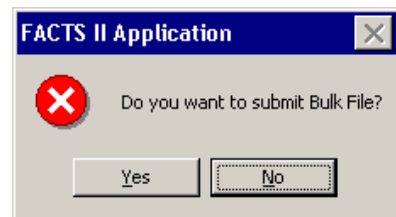
2. A warning message appears to inform you that you have accessed a government computer. Click **OK** to proceed.

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

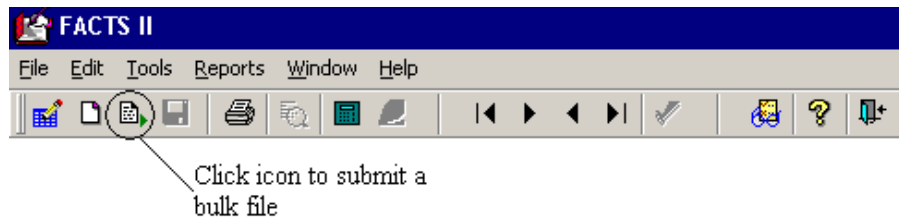


4. On the GOALS2 Message window, click **OK**.

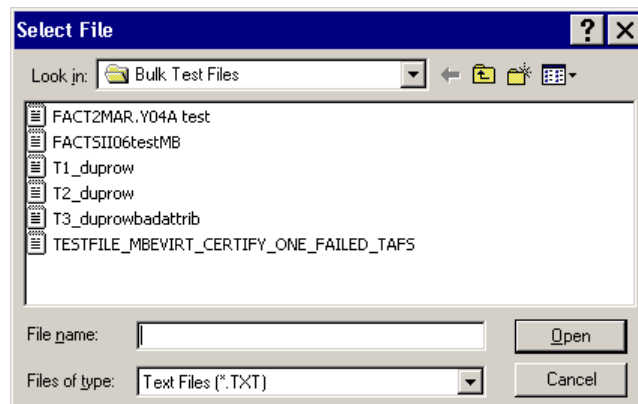
5. A FACTS II Application window will then appear asking if you would like to submit a Bulk File. If you click **Yes**, then you will be directed to the Bulk Application to submit a bulk file. If you click **No**, you will be directed to the Client Online Application to submit your TAFS.



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

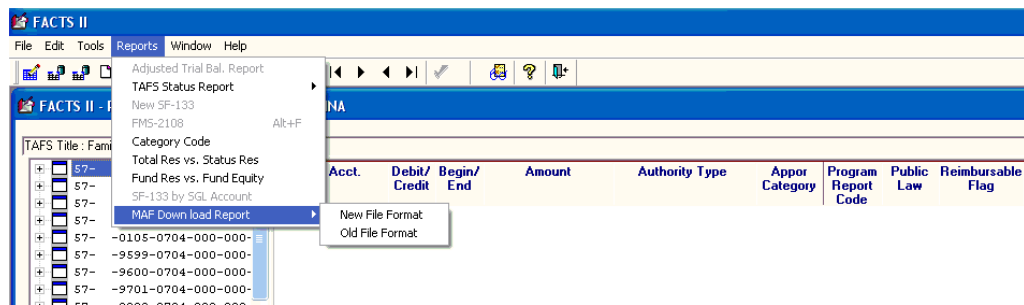


7. The following window will appear. Select a bulk file and click Open.



## To download the MAF

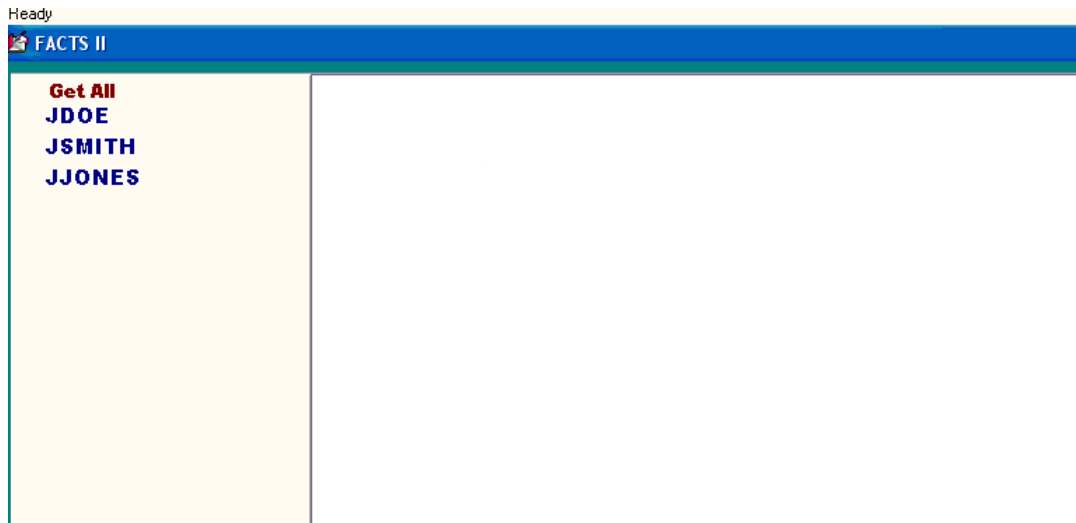
1. The New Master Account Download Report is located under the “Reports” menu on the FACTS II Tool Bar. To access the report from the FACTS II Client Online Main screen, click on “Reports”, highlight MAF Download Report, then select the Old Report Format or the New Report Format.



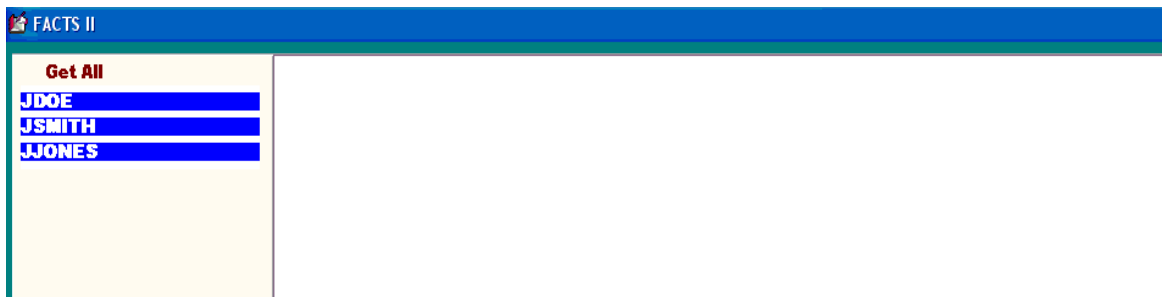
The “Old Report Format” produces the old format as has been presented by the retired FACTS II Client Bulk Application. Unfortunately, we found a potential error with the old format, in that the size of the amount fields for the Pre-closing Balance of the MAF down load record were set too small, and could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

The “New Report Format” provides the same information as the old format. The change to the format is the resizing of the Pre-Closing Balance field. This field has been expanded to 18 digits from 15 digits, adding 3 digits to the overall length of the record. Again, no action is required by system users at this time as a result this record change. The old format will be available for use during FY 2005 reporting. Beginning 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 0000000000464284000000000000000015Y YYY  
 89 X021200000000 NYJJONES 000000003141016037-0000000038833271215Y YYY  
 89 X021300000000 NYJJONES 0000010233608612600000004914656774015Y YYY  
 89 X021400000000 NYJJONES 00000000019899777000000000000000015Y YYY  
 89 X021500000000 NYJJONES 00000006330075492400000009263748780315Y YYY  
 89 X021600000000 NYJJONES 00000000222074045800000000878184507515Y YYY NYJJONES  
 89 X021700000000 NYJJONES 0000000000590133770000000009044906715Y YYY  
 89 X021800000000 NYJJONES 000000122942604470000001534034181015Y YYY  
 89 X021900000000 NYJJONES 000000020710159210000000229712924615Y YYY  
 89 X022000000000 NYJJONES 00000020725335319600000033356212253915Y YYY  
 89 X022400000000 NYJJONES 0000000641924803510000007009216068715Y YYY  
 89 X022800000000 NYJJONES 0000000680371196000000001276901576915Y YYY  
 89 X023300000000 NYJJONES 00000000141651634800000000012994463515Y YYY  
 89 X023400000000 NYJJONES 000000000102534050000000000135340015Y YYY  
 89 X023500000000 NYJJONES 0000000365587106700000000091502394615Y YYY  
 89 X023600000000 NYJJONES 000000008014423780000000382906755815Y YYY  
 89 X024000000000 NYJJONES 00000024195496371200000062075184207515Y YYY \*001FY 2005  
 89 X024200000000 NYJJONES -000000006133141780000000094988464515Y YYY  
 89 X024300000000 NYJJONES 0000004783505019600000006753989579315Y YYY  
 89 X024400000000 NYJJONES 00000000888646799000000003299121047915Y YYY  
 89 X024900000000 NYJJONES 00000003879732883500000009715511090515Y YYY  
 89 X025000000000 NYJJONES 0000000479514511200000001712150722815Y YYY  
 89 X025100000000 NYJJONES 00000025604849108900000056299401699315Y YYY  
 89 X030200000000 NYJJONES 0000000003245042710000000052387098615Y YYY  
 89 X030300000000 NYJJONES 0000000017586410810000000297692148015Y YYY  
 89 X030400000000 NYJJONES 000000000897548300000000000507924015Y YYY

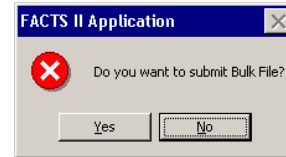
And if you clicked “Get Printable Report”, then the following screen will appear.

FACTS II						
Page 1 of 4		MAF Record by a Preparer ID - Current Processing Window				1/11/2005
TAFS ID	Record Type 7	Preparer Id	Certifier Id	Pre Closing Balance	Net Outlay	Chapter Code
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		\$162,000,236,000.00	\$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

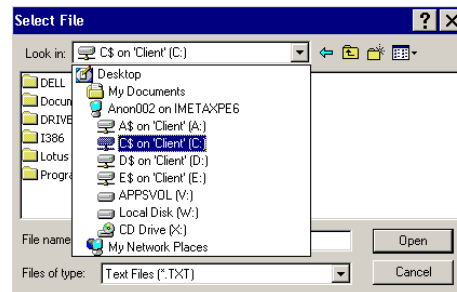
**NOTE:** Names and numbers have been changed for privacy purposes.

## 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.



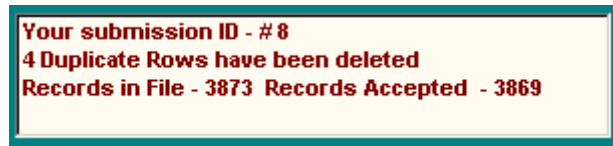
2. Select the Bulk file you would like to upload from the drop-down menu and click Open.



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

Note that a FACTS II compares every field except Debit/Credit indicator, Apportionment Category B Text and Program Reporting Category Text to determine if a line is a duplicate. Also, if you enter an attribute where an attribute is not required FACTS II will remove it and this may cause a line to become a duplicate.

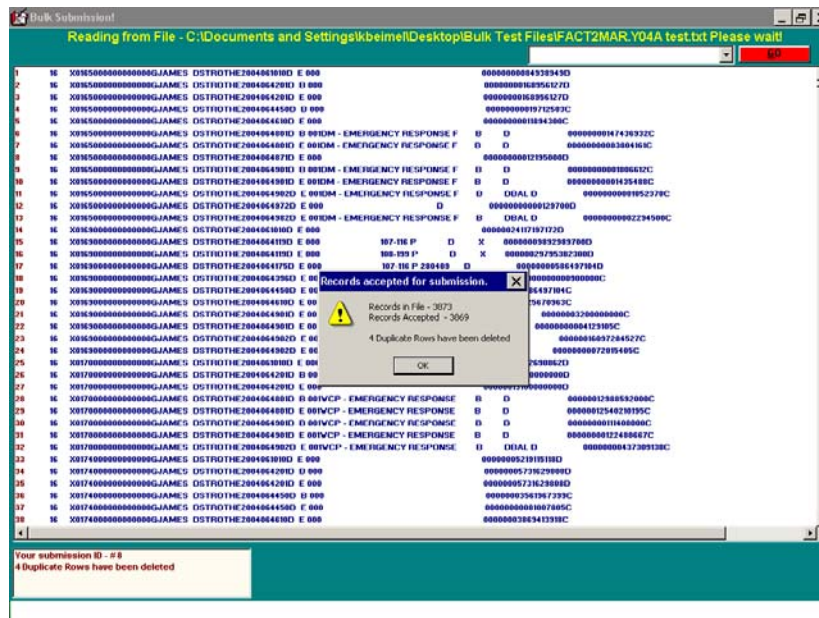
- In this example there are 4 duplicate rows that have been detected and will automatically be deleted. This will be shown at the bottom left of the screen.



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

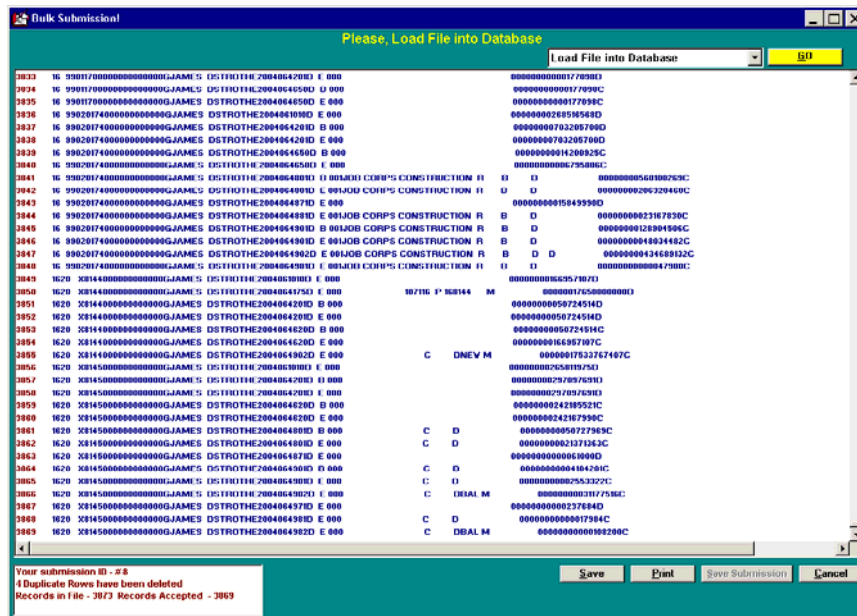


- When the Bulk application has finished reading your file a message window will display with the number of records in your file and the number of records of



accepted. Click **OK** to proceed.

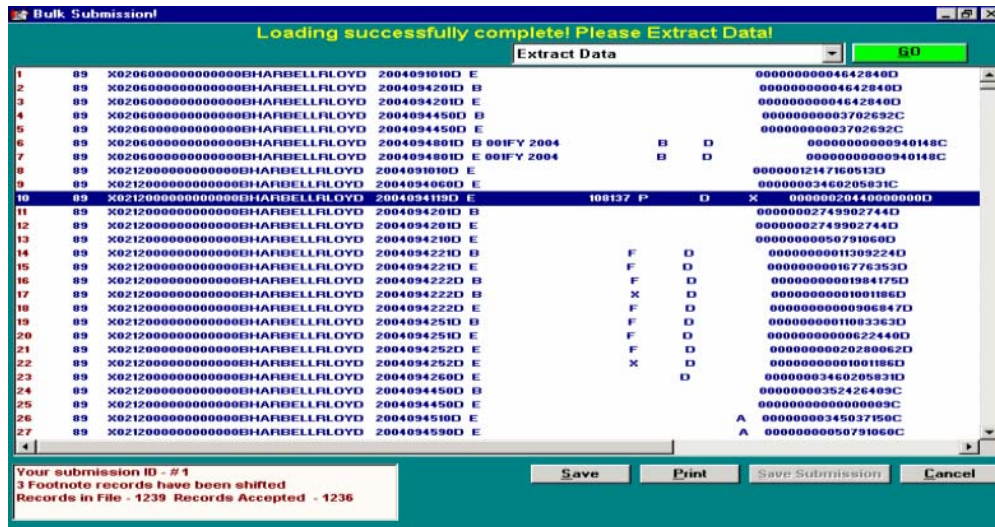
- A message will display at the top of the screen requesting that you load the files into the Database. Click the flashing **GO** button to load the files.



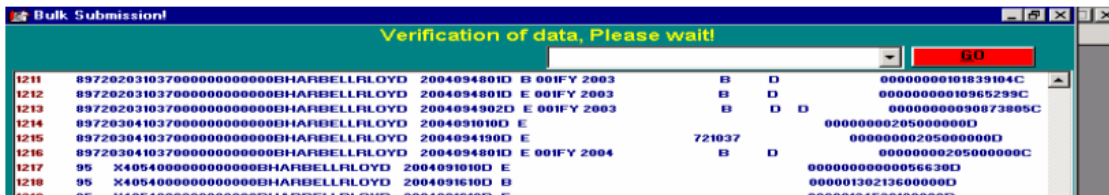
- Once the load is complete, a message will display at the top of the screen stating that your load successfully completed. The next step is to extract the data. The extraction process



transforms the data in your bulk file to a format for FACTS II to complete a verification/validation process. Click the flashing **GO** button to begin the extraction process.



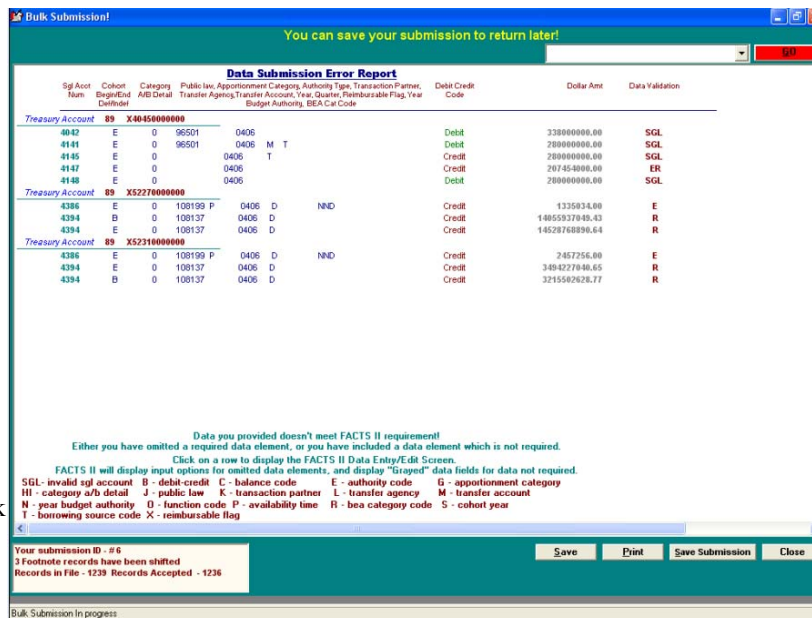
- When the extraction process has completed the application automatically begins validating the data. A yellow message will appear at the top of your screen indicating that the verification/validation process has begun.



10. After

the data

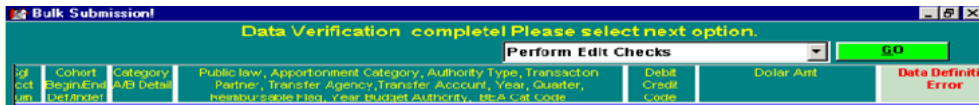
FACTS II Bulk



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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.



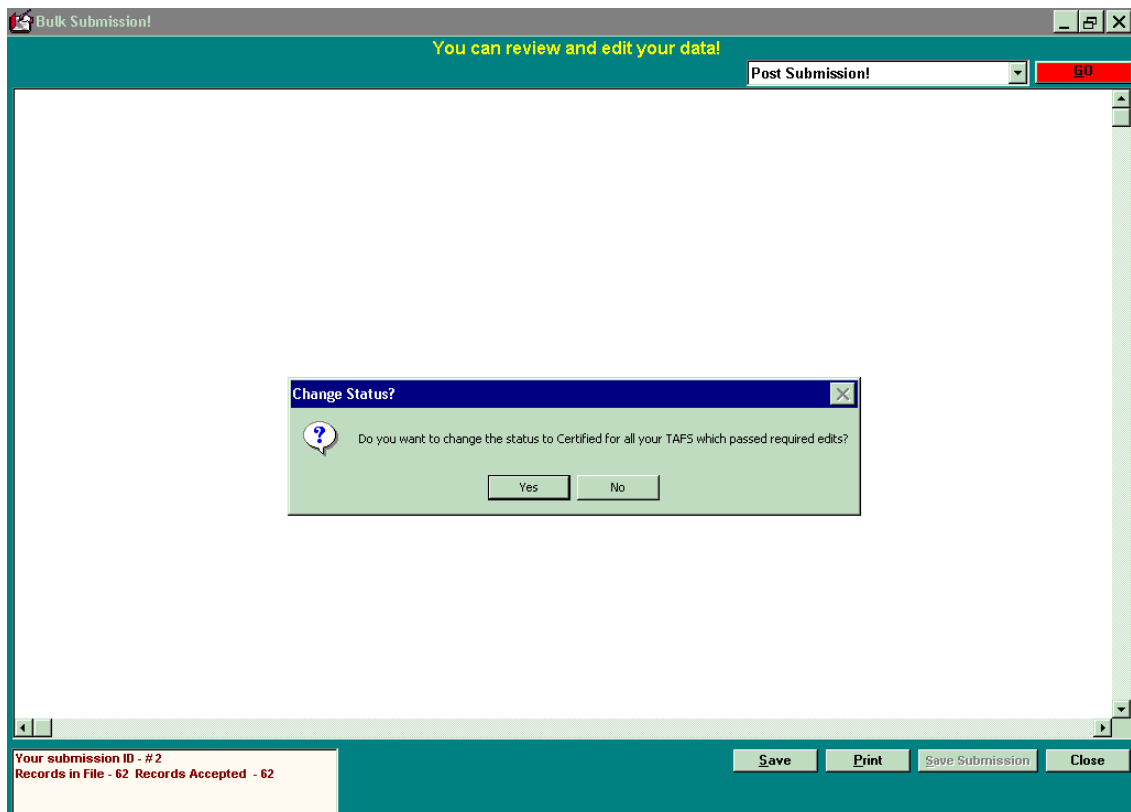
12. The results of the Accounting Edits check will automatically display in summary form listing the accounts that failed the Accounting edits at the top of the report. Note that when a TAFS is shown to have passed all the required edits that it does not mean the status is certified. To certify TAFS 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.

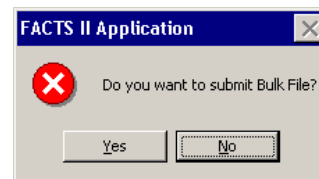


- If you select “No” in the message window above, then another message window will appear confirming your action. If you are certain that you want to post your submission in Editing Status click “Yes” in the message window below.

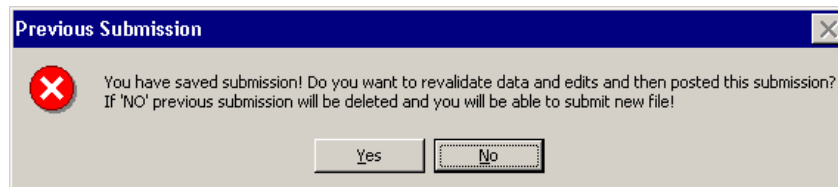


## To upload an existing bulk data file

- 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, RCA Cat Code	Debit Credit Code	Dollar Amt	Data Definition Error	
16	X0165000000	4972	E	0	0406 D	Debit	1297.00	K
16	X0174000000	4801	B	1	A 0406D	Credit	175216.38	HI
16	X0174000000	4801	E	1	A 0406D	Credit	128203.19	HI
16	X0174000000	4802	B	1	A 0406DBAL D	Credit	251587.00	HI
16	X0174000000	4901	B	1	A 0406D	Credit	72773.28	HI
16	X0174000000	4901	E	1	A 0406D	Credit	136591.25	HI
16	X0174000000	4902	E	1	A 0406DBAL D	Credit	267600.69	HI
16	X0174000000	4972	E	0	0406 D	Debit	2338.36	K
16	X0174000000	4981	E	1	A 0406D	Credit	85876.95	HI
16	X0174000000	4982	E	1	A 0406DBAL D	Credit	20515.18	HI
16	X1521000000	4972	E	0	0406 M	Debit	1573738.33	K
16	X1524000000	4972	E	0	0406 M	Debit	70755.26	K
16	X4601000000	4972	E	0	0406 D	Debit	1316359.30	K
16	X5142000000	4972	E	0	0406 D	Debit	12548.32	K
16	X8131000000	4972	E	0	0406 D	Debit	4763.63	K
16	000172000000	4972	E	0	0406 D	Debit	222.55	K
16	000179000000	4972	E	0	0406 D	Debit	24729.81	K
16	001200000000	4972	E	0	0406 D	Debit	1236.71	K
16	008289000000	4972	E	0	0406 M	Debit	14909.16	K
16	010105000000	4972	E	0	0406 D	Debit	288.52	K
16	010165000000	4972	E	0	0406 D	Debit	66633.48	K
16	010200000000	4972	E	0	0406 D	Debit	422.94	K
16	010400000000	4972	E	0	0406 D	Debit	46.04	K
16	011200000000	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 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 - 28  
 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, Apportionment	Transfer Agency, Transfer Account, Year, Quarter, Reimbursable Flag, Year	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
4147	E	0	96501	0406	Credit	207454000.00	ER
4148	E	0	96501	0406	Debit	280000000.00	SGL

**FACTS II Client Edit**

Unreimbursed Balance: 4147

Net Outlays: 0

**USSGL 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]

Other fields: Transfer Agency, Transfer Account, Year of FBO, Adversely Affected, Function Code, Availability Time, Definite Indicator, Borrowing Src Code.

Legend:  
 SGL - invalid sgl account B - debit-credit C - balance code E - authority code G - apportionment category  
 H - 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

## 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, Apportionment	Transfer Agency, Transfer Account, Year, Quarter, Reimbursable Flag, Year	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
4147	E	0	96501	0406	Credit	207454000.00	ER
4148	E	0	96501	0406	Debit	280000000.00	SGL
4386	E	0	108199 P	0406 D	NND	1335034.00	E
4394	E	0	108137	0406 D		14055937049.43	R
4394	E	0	108137	0406 D		14528768890.64	R
4386	E	0	108199 P	0406 D	NND	2457256.00	E
4394	E	0	108137	0406 D		3494227040.65	R
4394	B	0	108137	0406 D		3215502626.77	R

## 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	Credit	35168.26
4801	E	0	98	A	Credit	35168.26
4901	B	0	21	A	Credit	5656.45
4901	E	0	21	A	Credit	5656.45
4901	B	0	98	A	Credit	38023.77
4901	E	0	98	A	Credit	38023.77
4902	E	0	21	A	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 0201065000000 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

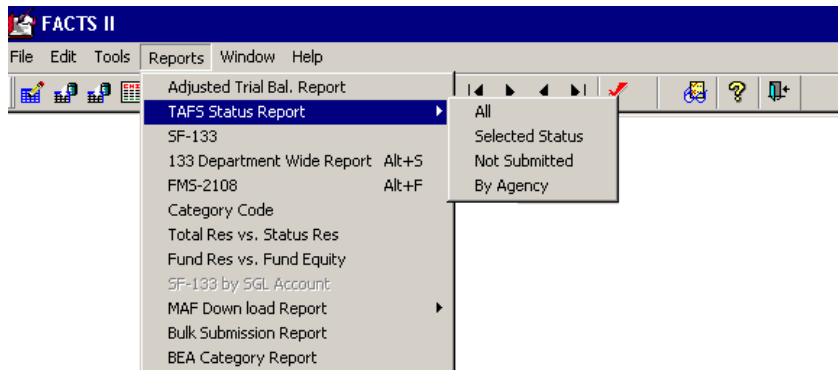
## To view the 133 or 2108 Reports

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.



FACTS II

File View Tools Reports Window Help

Status Report for all

May 24, 2007 10:19:20 AM

**Facts II**  
**Treasury Account Symbol Status Report**  
 2nd Quarter, FY 2007

Chapter: 01  
 Preparer: KBEIMEL KRISTIN MARIE BEIMEL (202)-874-8597

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

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Save AS Print Setup Print OK

Ready

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