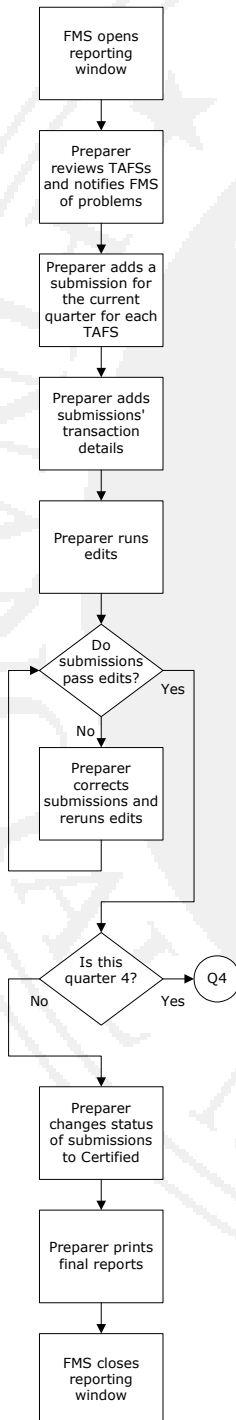
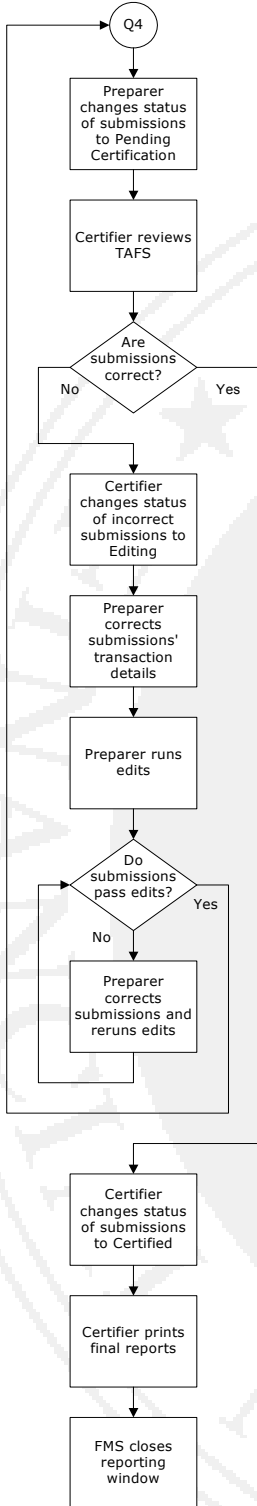


FACTS II Client Online

This document can be used as a quick reference when submitting TAFS during the FACTS II quarterly reporting window. This document should be utilized by users who have previously submitted TAFS using FACTS II. If you are not familiar with the FACTS II Bulk Application it is recommended that you review the more detailed instructions located in the FACTS II Client Online Users Guide.



- **FACTS II Window Opens:** See Chapter 3 for steps to see the current quarter’s open and close dates.
- **Preparer Reviews TAFS:** See “TAFS and Quarterly Submissions” on page 15.
- **Preparer Copies or Adds Submissions:** You can either add a submission or copy an existing submission. See “Working with Submissions”, beginning on page 15.
- **Preparer Adds Transaction Details:** You can also either add transaction details or copy existing transaction details. See “Working with Submissions” beginning on page 15.
- **Preparer Runs Edits:** Edit your TAFSs before you attempt to change their statuses to verify that they will pass the accounting edits. See “Editing Quarterly Submissions” on page 21.
- **NOTE:** You cannot change the status of a TAFS if it fails the accounting edits.
- **Preparer Corrects Submissions that Failed Edits:** See “Editing Quarterly Submissions” on page 21.
- **Quarter 1-3 Preparer Changes the Status of Submissions to Certified:** During quarters 1-3, a preparer can change the status of a submission to Certified. See “Changing a Submission’s Status” on page 24.
- **Preparer Prints the Appropriate FACTS II Reports:** See Chapter 7.



- **Quarter 4 - Preparer Changes Status to Pending Certification:** During quarter 4, the preparer changes the status of a submission to Pending Certification. The steps to change a status to either Certified or Pending Certification are the same. See “Changing a Submission’s Status” on page 24.
- **Quarter 4-Certifier Reviews TAFS:** See “Reviewing TAFS Submissions” on page 36.
- **NOTE:** The certifier cannot change submissions. Only the preparer can change submissions. See “Changing a Submission’s Status” on page 37.
- **Quarter 4 - Certifier Changes Status of Incorrect submissions to Editing:** See “Working with Submissions” starting on page 15.
- **Quarter 4 – Preparer Corrects Submissions’ Transaction Details:** See “Editing Quarterly Submissions” on page 21.
- **NOTE:** You cannot change the status of a TAFS if it fails the accounting edits. During quarter 4, only the certifier can change the status of a submission to Certified.
- **Quarter 4 - The Certifier Prints the Appropriate Reports:** See Chapter 7.