

FACTS II

What's New?

This *FACTS II What's New* document provides general information for reporting in FACTS II, as well as specific information that pertains to the FACTS II Client and FACTS II Client Bulk Applications.

2004 Quarter 1

FACTS II Client Online: *NEW* Data Entry/Edit Screen

The FACTS II Data Entry/Edit Screen has been enhanced to improve efficiency and ease of use. Beginning 1st Quarter, 2004 the enhanced version of the FACTS II Data Entry/Edit Screen will be available.

The process of accessing the Data Entry/Edit Screen to add transaction details to quarterly submissions **HAS NOT CHANGED**. The steps are as follows:

- In the TAFS tree view on the main FACTS II window, simply click the quarterly submission for which you want to add transaction details.
- Right-click on the right pane of the window
- In the menu that appears select *Add SGL Account*

Summary of Changes to the Data Entry/Edit Screen

1. The **Undisbursed Balance** and **Net Outlays** fields have been added to the Data Entry/Edit Screen. Balances for both fields can be selected from a drop-down menu.
 - **Undisbursed Balance** - The Undisbursed Balance field displays undisbursed balances for all the TAFS including sub-accounts.
 - **Net Outlays** - The Net Outlays field displays net outlays for all the TAFS including sub-accounts.
2. Two **SHOW LIST** buttons have been added to the Data Entry/Edit Screen. The Show List button, when clicked, will continuously display the account balances for the Undisbursed Balance and Net Outlays fields as you work within the Entry/Edit Screen.
3. The **Required** and **ALL** buttons within the Perform Edit Checks box have been added to the Entry/Edit Screen.
 - **Required** – The REQUIRED button will run only the edits that are required for the current quarter.
 - **All** - The ALL button will allow the user to run all the FACTS II Edits.

The FACTS II Entry/Edit Screen will appear as shown below. New features of the screen are also illustrated below.

The Show List buttons, when clicked, will continuously display the account balances as you work within the Entry/Edit Screen

The Undisbursed Balance field displays undisbursed balances from a drop-down menu, for all the TAFS including sub-accounts.

The Net Outlays field displays net outlays, from a drop-down menu, for all the TAFS including sub-accounts.

Category A information can be selected from the drop-down

The Required button will run only the edits required for the current quarter.

The All button will run all the FACTS II Edits

- NEW EDIT REPORT:** Once you run the edits (either Required Edits or All FACTS II Edits), a report will display showing your edit results. Refer to the Report below.

All Edits were Passed

If you do not pass all the edits simply click on the “title line” of the edit you did not pass, then FACTS II will list the SGL Account(s) that relate to the edit failure at the bottom of the Edit Check Report. In addition, FACTS II will also allow users to print the Edit Check Report with the SGL accounts listed at the bottom of the report.

NOTE: The edit check function has been designed to be informational in nature. To change the status of a TAFS to “Certified” or “Pending Certification” you must use the “Run Edit” function from the FACTS II main screen Tool Bar.

5. The **Category A/B Detail** field has been added to the Data Entry/Edit Screen. The FACTS II screen will offer the user the ability to use a drop-down menu to display the full list of program reporting categories provided by OMB and/or personal Program Reporting Categories input by Agencies. If neither OMB nor the Agency has provided Program Reporting Categories, then a default Program Reporting number and description “99 – All Programs” can be used. For more details refer to the next section of this document: Implementation of OMB Performances Measures.

Implementation of OMB Performance Measures

Program Reporting Categories for Category “A”

The Office of Management and Budget (OMB) will require the input of Program Reporting Categories for Category “A” apportioned funds when an SGL account contains a “Y” in the “Program Rpt Code” column of the Fiscal 2004 USSGL Account Attributes Required Table (See TFM US Standard General Ledger, Section IV). This new requirement for Category “A” is the same as the current requirement for Category “B”; however there is one difference. OMB will provide valid Program Reporting Categories from which you can choose. The OMB list of Program Reporting Categories will serve as a control table or as a reference table in FACTS II. For example, if the following codes were supplied:

TAFS: 06-04-0100 Jeff Hoge Party Appropriation

01 Food

02 Drinks

03 Music

Where “01” is the program reporting category number and “Food” is the program reporting category description requested by OMB. Since OMB **does** provide specific program reporting categories, then:

- The FPA **cannot** use the OMB supplied program reporting numbers with another title (example: 01 with Ballroom Rental because it has been assigned to Food).
- The FPA will be restricted by FACTS II from using the Default program number and description “99 All Programs” with other OMB program codes and descriptions or FPA custom program codes and descriptions.

However, if OMB **does not** provide specific program reporting categories, then

- Federal Program Agencies (FPA) can use the default program reporting number “99” and description “All Programs” **or** the user can use their own program reporting number and description to report obligation activity.
- The FPA can use additional numbers and descriptions to report program activity as long as they aren't using “99-All Programs”.

Another example, referring to the Jeff Hoge Party Appropriation, the FPA could add to the program reporting category list “04 Ballroom Rental” even though neither the description “Ballroom Rental Program” nor the program number “04” is in the OMB group. However, if the FPA attempted to add “99 All Programs” to the Jeff Hoge Party Appropriation for obligation activity, FACTS II would reject that input because “99 All Programs” can only be used by itself.

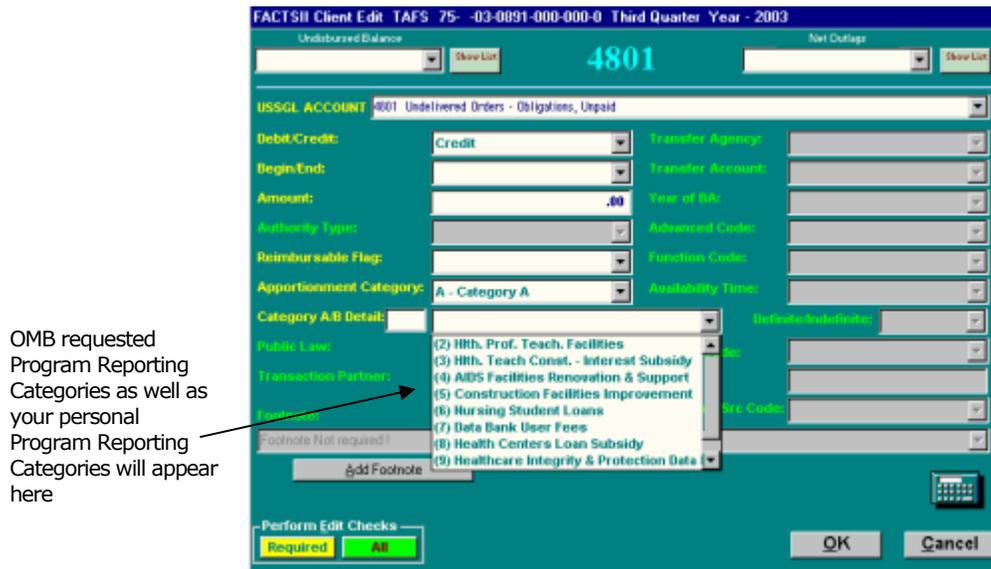
Notification of OMB Required Program Reporting Categories

FACTS II will use three methods to communicate the program reporting categories required by OMB to FACTS II users.

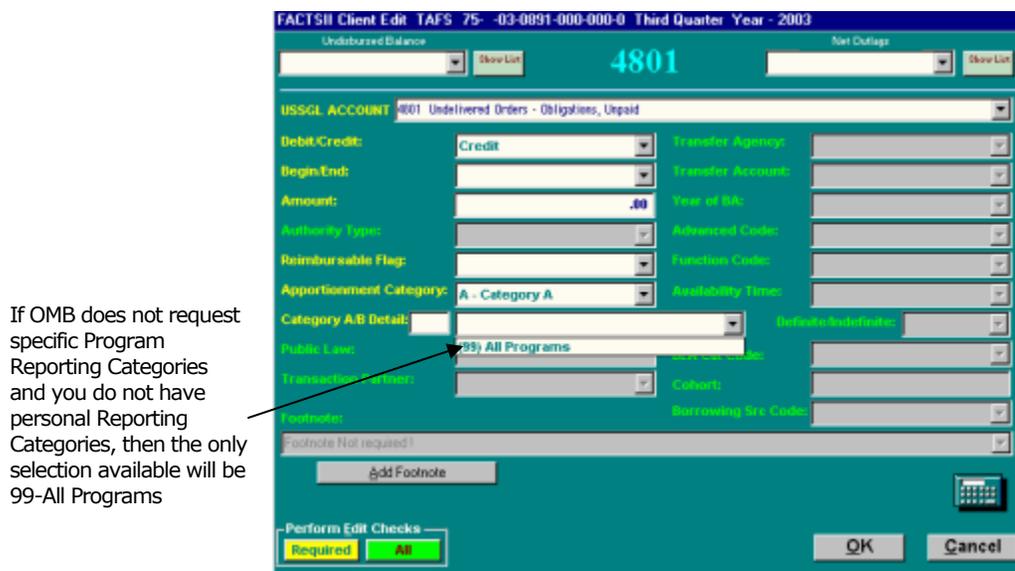
1. **FACTS II Web site:** FMS will place the list of TAFS and their corresponding program category numbers on the FMS FACTS II Website for review by users. About a month before the FACTS II reporting window opens, OMB will send FMS the list of program reporting categories that should be reported during that quarter. From the list, FMS will create the Program Reporting Categories Report. Please note, not all TAFS will be included in this list because the list only shows those program reporting categories required by OMB. In addition, FMS will strip the program reporting category description to enable some of the information to remain private. The website list will only serve to make the awareness that program reporting categories are required for a TAFS. To see the description of the program category, the user must access the FACTS II Client Online System or FACTS II Client Bulk System to view the program category descriptions.
2. **Program Reporting Category Report:** FMS has created a report that lists the program reporting categories with descriptions by TAFS. To access the report, click on the “Reports” menu in the FACTS II Client Online main screen, then click “Program Reporting Category Report”. The Report can be viewed as well as printed.
3. **MAF Download Process:** FMS has amended the FACTS II MAF download process to include notification of existing program reporting categories. The MAF download process can be performed using 2 formats, PDF and ASCII. For the PDF format, the download procedure has been enhanced to list the applicable program reporting categories under the TAFS. For the ASCII download format, the MAF file layout has been amended by listing the applicable program reporting categories at the end of the MAF file layout. (Please refer to this FACTS II link below for complete details www.fms.treas.gov/factsii/factsii_client_bulk_MAF_load_news.pdf)

FACTS II Client Online: Category A

The FACTS II Client Online System will collect the program reporting category data in the Category A/B Details data element on the Data Entry/Edit Screen. The FACTS II screen will offer the user the ability to use a drop-down menu to display the full list of program reporting categories required by OMB, if applicable. Refer to the Screen below:



Otherwise, if OMB didn't identify a required set of program descriptions to report, FACTS II will display the default value, "99" for "All Programs".



In addition, if you choose to report other program categories, not requested by OMB, the Category A/B Details data element will allow the user to add their own program reporting

number and description to report obligation activity. FACTS II will add your ad hoc or personal input to the list of program reporting categories shown in the drop down menu for your next input. Remember, "99" or All Programs can only be used as a single program category for a TAFS. FACTS II will not accept the "99" with user created program reporting category codes. FPAs must submit their own custom codes or "99".

FACTS II Client Bulk System

As in the Requirement section above, the same rules for data processing apply to the FACTS II Client Bulk System. Data validation begins with the attribute setting for the SGL account. Specifically, if an SGL account has a "Y" in the "Program Rpt Code" column (formally known as "Apport. Cat B") of the Fiscal 2004 USSGL Account Attributes Required Table (See TFM US Standard General Ledger, Section IV) and the apportionment category is "A", program category information must be included with your ATB data input.

The key data validation requirements are as follows:

1. FPAs must provide the program reporting category number (3 digit numeric field, forward filled with "0") in the Appor_Cat_B_Detail field of the FACTS II Client Bulk Bulk Transfer File Detail and Footnote (input) record. For Example, program reporting category number "01" should be submitted as "001".
2. FPAs must provide the program reporting category description (25 character alpha numeric field) in the Appor_Cat_B_Txt field of the FACTS II Client Bulk Bulk Transfer File Detail and Footnote (input) record.
3. FPAs can use the OMB supplied program reporting category number and description, or create their own program reporting category number and description. Please note, do not attempt to use the OMB program reporting category number and give it a new description. FACTS II Client Bulk System has been designed to over write the FPA description submitted in the input file, with the description associated with the OMB supplied program reporting category number. This approach to data processing ensures that the descriptions recorded in FACTS II are the same as what OMB requested be reported in FACTS II. Continuing, if you choose to create your own program reporting category number and description, you must be sure to include the description text.
4. If OMB didn't provide a list of program reporting category numbers and descriptions, you can use the default value of "99" which means "All Programs". Program reporting category number "99" can only be used as a single program identifier for a TAFS. It cannot be use in combination with FPA or OMB created program reporting category numbers.

NEW FACTS II Quarterly Edit

Effective 1st Quarter 2004, FACTS II will implement **Edit 8 - 133 Proof Edit** as a quarterly edit in FACTS II. Edit 8 will implement a long standing edit used at OMB to test the consistency of the data reported on the SF 133 when compared to the outlays, reflected on lines 15A and 15B. Refer to Section 130 I of OMB Circular A-11 for details of how the outlay formula is designed.

Bulk Transfer File Trailer Record Validation

Effective 1st Quarter 2004, FMS will begin to validate the Bulk Transfer File Trailer for compliance with the trailer record standard as published in the FACTS II Bulk Transfer File Formats. Refer to the FACTS II Link located on the FMS Website:

http://fms.treas.gov/factsii/bulk_file_transfer_file_formats.pdf. Specifically, FMS will test the file trailer to ensure that the number of rows reflected in the trailer is contained in the incoming file. (See Detail_Count in the Bulk Transfer File Trailer Record).

NOTE: FACTS II will reject the input file if there is a discrepancy with the row count and trailer record count.