Financial Management Service

FACTS II Client Bulk

Common Questions

This document contains the answers to the most commonly asked questions about the FACTS II Client Bulk program.

FACTS II Client Bulk Basics

What is the FACTS II Client Bulk program?

The Client Bulk program is a part of the FACTS II program system environment and uses the same SQL database. FACTS II (Federal Agencies Centralized Trial-Balance System II) is a computer program that enables Federal program agencies to electronically report budget execution information to the U.S. Department of the Treasury.

The Client Bulk program improves the reporting process by enabling agencies to upload their budget execution information in one file to the Treasury's Financial Management Service (FMS). Using Client Bulk, each agency first downloads SGL (U.S. Standard General Ledger) account and attribute information and TAFS (Treasury Appropriation Fund Symbol) pre-closing balances. The agency uses this information and their own internal accounting system data to create one bulk transfer file containing adjusted trail balances for all of their TAFSs. The agency then uses the Client Bulk program to upload this bulk transfer file to FMS.

What information does the bulk transfer file contain?

Each record in the bulk transfer file contains a TAFS, an SGL account number, the SGL account's current balance, and values for the attributes required by the SGL account. Separate footnote records contain specific information for those SGL accounts that require footnotes (footnotes are required only during quarter 4). Review the *FACTS II Bulk File Transfer File Formats* document for descriptions of the bulk transfer file record formats. You can find a link to this document on the FACTS II website at www.fms.treas.gov/ussgl/factsii.

Am I required to put the footnote records in a specific order within the bulk transfer file?

No. Some agencies group all of their footnotes at the end of their bulk transfer file just before the trailer record. However, you must include the footnotes in your bulk transfer file; FMS will not accept your footnotes in a separate file.

Can my bulk transfer file contain negative SGL account balances?

No. Each SGL account has a normal balance associated with it, either a credit balance or a debit balance. Whether an account balance appears as a positive or negative amount on a specific report is determined by the account's normal balance, the reporting requirements, and the credit or debit code that you report with the account balance.

For example, the balance for SGL account number 4261 "Actual Collection of Fees" normally appears as a positive amount on SF 133 line 3A1 and as a negative amount on SF 133 line 15B. The following table describes the appearance of 4261's balance based on the credit or debit code you report in your bulk transfer file.

SGL Account 4261 Normal Balance	Reporting Requirement	Credit or Debit Code You Report	Balance Appearance
Debit	SF 133 Line 3A1	Debit	Positive
		Credit	Negative
	SF 133 Line 15B	Debit	Negative
		Credit	Positive

What are the Client Bulk program's hardware and software requirements?

Following are the recommended minimum hardware and software requirements to use the Client Bulk program:

- IBM-compatible PC with the following:
  - Pentium processor
  - 32 MB RAM
  - SVGA monitor and video card
  - Mouse
  - 56 KB modem
- One of the following data connections:
  - An analog phone line and a SecurID. You must use a SecurID to access the FACTS II website from which you run the Client Bulk program.
  - A dedicated T1 line connection to FMS.
- Microsoft Windows® 9x/NT/2000. The Client Bulk program is a 32-bit application.
- Microsoft Internet Explorer® 3.x or Netscape Navigator® 3.x

Note that these are the minimum system requirements for the FACTS II Client program. If you already use FACTS II, you can install and run the Client Bulk program on the same workstations that run FACTS II Client. You start both the FACTS II Client and Client Bulk programs from the same Web page. However, even if you have access to the FACTS II Client program, before you can start the Client Bulk program; a FACTS II administrator must assign to your user ID access to the Client Bulk program.

Client Bulk Testing

How should I prepare to use the Client Bulk program?

1. Call Keith Stith at 202.874.9691 or Crystal Madison at 202.874.9919. Keith and Crystal are the main Client Bulk contacts. They will ensure that you are assigned user IDs and arrange your Client Bulk training. During the testing phase, they will provide you with the assistance and information you need to prepare your test files. During production, they will ensure that your bulk file transfers are successful.

2. Build an internal FACTS II Client Bulk team. Some agencies have dedicated three full-time staff members a half a year or more to prepare for the Client Bulk program. Your team members should be familiar with the following:

   ☐ Your agency's accounting and/or budget processes
   ☐ The SGL chart of accounts
   ☐ Your agency's internal accounting computer system
   ☐ The FACTS II program, if your agency already uses FACTS II

3. Visit the FACTS II website at www.fms.treas.gov/ussgl/factsii. This website contains links to the current Client Bulk documentation and the open and close dates for the current year's reporting windows.

4. Gather and review the following Client Bulk documentation:

   ☐ *FACTS II Bulk File Transfer File Formats*
   ☐ *FACTS II Client Bulk User's Guide*
   ☐ *FACTS II What's New*

5. If this is your first submission using the Client Bulk application, then it is important to read through the FACTS II Client Bulk User's Guide located on the FMS web site (http: //www. fms.treas.gov/ussgl/factsii/bulkfile.html). This document contains details for downloading SGL and MAF data and uploading the bulk data file as well as other useful information pertaining to the usage of the Client Bulk application.

6. Build and send one or more test bulk transfer files. Coordinate your tests with Keith or Crystal. FMS strongly recommends that you send your first test files well before the reporting window opens. Check the FACTS II website for the open and close dates of the current year's reporting windows. Before the reporting window opens, Keith and Crystal will have more time to assist you and you can send as many test files as you need. FMS recommends that you start with small test files containing a few uncomplicated TAFSs.

Where can I get more information?

The following documents contain helpful information. You can find links to these documents on the FACTS II website.

■ *Treasury Financial Manual Transmittal Letter S2-02-03* and recent updates. Section IV contains attributes and their domain values. This is a fairly large document and also

contains crosswalks from SGL accounts and their attributes to the SF 133 report, the FMS 2108 statement, and the P&F schedule.

- *OMB Circular No. A-11 "Preparation and Submission of Budget Estimates"*
- *OMB Circular No. A-34 "Instructions on Budget Execution"*
- The document **FACTS II What's New**, which can be found on the FMS website, contains the most recent changes/enhancements for the Quarter to *both* FACTS II Client and FACTS II Client Bulk applications.
- The first FACTS II Client Bulk Application User Group Meeting was held in September 2002 and a FACTS II meeting will be held annually. The objective of the meeting is to provide information on the FACTS II Client Bulk and Online application, as well as address any issues or improvements the users may want to address.

Client Bulk Verses Bulk

How is the Client Bulk program different than the Bulk program?

- Bulk users download their MAF and SGL files and upload their bulk transfer files via a Connect: Mailbox account. Connect: Mailbox uses an old fashioned MS-DOS-type user interface.

  The Client Bulk program is a true client/server application and offers the benefits of a Windows interface, a choice of file types when you download the MAF and SGL files, and enhanced audit trail and error reporting. The Client Bulk program's features are well worth the effort to convert from the Bulk program.

- The Client Bulk Program is the only application available that allows agencies to upload budget execution information in one file to the U.S. Department of Treasury.

Miscellaneous

What is the best way for me to stay aware of changes in the SGL attributes?

Treasury often makes changes to the SGL account attributes. Sometimes Treasury adds or deletes acceptable attribute values. Sometimes Treasury adds or deletes the attributes themselves. Do the following to stay aware of these changes:

- Watch for emails from the Combined Statement Team of the Budget Reports Division describing each SGL attribute change and how each change affects the FACTS II Client and Client Bulk programs. Make sure that the people at your agency who create your bulk transfer files receive copies of these emails. Contact your agency representative to change or add recipients for these emails. A list of agency representatives can be viewed in the Contacts section of the FACTS II Web site at http://fms.treas.gov/factsii/contacts.html.

- As you prepare for each reporting window, check the SGL website at www.fms.treas.gov/ussgl for information about recent changes to the SGL attributes.
- You can also subscribe to the FMS notification service at www.fms.treas.gov/notification. When you subscribe, under Step 2: Pick List(s), select the U.S. Standard General Ledger option. After you subscribe, you will receive email notifications from FMS about changes to the SGL.