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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 9310.1**

Effective Date: September 30,  
2008

Expiration Date: September  
30, 2013

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## **Subject: External Reports - Accounting**

**Responsible Office: Office of the Chief Financial Officer**

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## **Chapter 4. Adjusted Trial Balance, Financial Statement Notes, and Year-End Closing Data Submission (FACTS I & II)**

### **4.1 Overview**

4.1.1 This Chapter addresses the Federal Agencies Centralized Trial-Balance System (FACTS) I and II reporting requirements. The FACTS data supports the U.S. Treasury's preparation of the Financial Report of the United States Government and the Combined Statement of Receipts, Outlays, and Balances of the United States Government. The Office of Management and Budget (OMB) use the data to compile agency budget execution reports and prepare the President's Budget.

### **4.2 Agency Requirements**

4.2.1 NASA uses FACTS to submit quarterly and year-end financial data as required by Treasury and OMB.

4.2.2 NASA reports balances whose Treasury fund symbol has been cancelled in the appropriation/fund group from which the funds were originally appropriated.

4.2.3 NASA meets FACTS I Attribute requirements in reporting NASA accounts through the United States Standard General Ledger (USSGL).

4.2.4 NASA will take steps to ensure that the budgetary information provided in FACTS II is consistent with the Statement of Budgetary Resources.

4.2.5 NASA will submit FACTS data on the required dates provided in Treasury's Year-End Closing Bulletin.

### **4.3 Roles and Responsibilities**

4.3.1 NASA Chief Financial Officer (CFO) and Deputy CFO. NASA CFO and Deputy CFO are responsible for the preparation of financial reporting data, Financial Statement Notes, and the Adjusted Trial Balance (ATB) using Governmentwide Financial Report System (GFRS) FACTS I and FACTS II systems.

4.3.2 NASA Centers and the NASA Shared Services Center (NSSC) will submit financial information to the OCFO in support of financial reporting.

### **4.4 Report Requirements**

4.4.1 Major Components.

4.4.1.1 U.S. Treasury Financial Manual, Part 2, Chapter 4700 provides extensive information on FACTS I and the preparation of financial reporting data. For example, the manual contains 4704 Key Processing Dates, 4705 Closing

Package Requirements, 4705.10 GFRS System Access, 4705.25 GFRS Reportable Data, and 4706-4707 procedures for handling various financial statement accounts.

4.4.1.2 U.S. Treasury Financial Manager Services FACTS II User Guide provides extensive information on how to use FACTS II such as system requirements, user access procedures, responsibilities of system Preparers, Certifiers, and Headquarters reviewers.

4.4.1.3 These manuals should be used to define those procedures that must be met to comply with reporting requirements.

4.4.2 To Whom the Report Is Submitted. The report is submitted electronically through the systems established for FACTS I and FACTS II. The reader should consult U.S. Treasury Financial Manual Part 2 4700 and Financial Manager Service FACTS II User's Guide for guidance on how to access FACTS I and FACTS II systems, including various levels of reporting, and reporting dates.

4.4.3 When the Report Is Due. FACTS I and FACTS II reports are essentially data transmission ultimately used in preparing interim and final Financial Statements and Notes to financial statements. The reports are submitted electronically through the systems established for FACTS I and FACTS II. Dates due are numerous in that they involve data transmissions throughout the fiscal year, by Preparers, Certifiers, and Headquarters reviewers. The reader should consult U.S. Treasury Financial Manual, Part 2, 4700 and Financial Manager Service FACTS II User's Guide for guidance on how to access FACTS I and FACTS II systems, including various levels of reporting, and reporting dates.

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