

DATA Act SOP AG-3144-K-17-0191

USDA DATA Act File B Standard Operating Procedure

May 3, 2024



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Previous Change History Maintain document history as revisions are made and the final version is agreed upon.

Version	Date	Author	Comment
1	4/09/2018	Deloitte	Initial draft version
2	4/23/2018	Deloitte	Updated overall document based on TARD comments received on 4/18/2018
3	4/30/2018	Deloitte	Updated overall document based on FMS BI team comments received on 4/24/18
4	11/06/2020	FMS	Updated overall document by FMS BI team on 11/06/2020
5	04/25/2024	TARD	Updated file B Frequency to monthly and substitute DAIMS with GSDM



1. Introduction

Per the Inspectors General Guide to Compliance Under the DATA Act report, all Federal Agencies should document an understanding of their systems, processes, and internal controls that have been put into place to adhere to the Digital Accountability and Transparency Act of 2014 (DATA Act). This document, the DATA Act File B Standard Operating Procedure (SOP), is meant to provide that understanding for the U.S. Department of Agriculture's (USDA) File B, Object Class and Program Activity Detail report. The File B SOP will provide USDA agencies with an overview of the File B reporting requirements and process. This document will act as a guide and manual to USDA agencies for how File B is compiled and processed utilizing Office of Management and Budget (OMB), the Department of the Treasury (Treasury), and USDA guidance for the DATA Act.

This is a living document and serves as a reference to USDA agencies for the latest reporting requirements to ensure DATA Act compliance for the File B report. Any new USDA and/or Federal requirements will be added to this document as they are released. This document includes links to legislative guidance within each section and an appendix, <u>Appendix A: Legislation, Guidance, and Tools</u>, where referenced links and additional helpful documents can be found.

2. File B Reporting Requirements

The DATA Act File B Object Class and Program Activity Detail report can be generated and processed monthly or quarterly for agency review and is submitted to Treasury quarterly after GTAS Reporting is complete. File B requires reporting of obligations and outlays by program activity and object class. The Treasury Account Symbol (TAS) components listed in File B should exist in File A and vice versa. The File B data is generated from the agencies' Financial Management Modernization Initiative (FMMI) system data monthly and transmitted to the USDA DATA Act Repository (SAP HANA) (Repository). USDA agencies and Federal Shared Service Provider (FSSP) clients that do not use FMMI for financial transactions submit their data quarterly as a flat file to the Repository via the FMMI Dropbox using File Transfer Protocol (FTP). The data is then submitted to the DATA Act Broker Submission (DABS) system using Treasury's DATA Act Information Model Schema (DAIMS) Reporting Submission Specification (RSS) schema every month.

The parent and child relationship that occurs when USDA procures services on behalf of another Agency, resulting in non USDA TAS's is currently not reported in the File B. Requirements for a new table or process flag related to the agency identifier, also known as Treasury Index (TI), are currently being developed.

2.1 Data Elements

In order to create data standardization across all Federal agencies, the DATA Act required Treasury and OMB to develop uniform data element definitions and schemas for data to be extracted and submitted among various Treasury and Federal agency systems. The developed File B data elements and definitions have been outlined in the table below:

Element Order	Data Element Label	Definition
01	Allocation Transfer Agency Identifier	The allocation agency identifies the department or agency that is receiving funds through an allocation (non-expenditure) transfer.
02	Agency Identifier	The agency code identifies the department or agency that is responsible for the account.

Table 1: File B, Object Class and Program Activity Detail Report Data Elements



Element Order	Data Element Label	Definition
03	Beginning Period Of Availability	In annual and multi-year funds, the beginning period of availability identifies the first year of availability under law that an appropriation account may incur new obligations.
04	Ending Period Of Availability	In annual and multi-year funds, the end period of availability identifies the last year of funds availability under law that an appropriation account may incur new obligations.
05	Availability Type Code	In appropriations accounts, the availability type code identifies an unlimited period to incur new obligations; this is denoted by the letter "X".
06	Main Account Code	The main account code identifies the account in statute.
07	Sub Account Code	This is a component of the TAS. Identifies a Treasury-defined subdivision of the main account. This field cannot be blank. Subaccount 000 indicates the Parent account.
08	Program Activity Code	The definition for this element appears in Section 200 of OMB Circular A-11, summarized as:
		Code of a specific activity or project as listed in the program and financing schedules of the annual budget of the United States Government.
09	Program Activity Name	The definition for this element appears in Section 200 of OMB Circular A-11, summarized as:
		Name of a specific activity or project as listed in the program and financing schedules of the annual budget of the United States Government.
10	Object Class	The definition for this element appears in Section 83 of OMB Circular A-11, summarized as:
		Categories in a classification system that presents obligations by the items or services purchased by the Federal Government.
11	By Direct Reimbursable Funding Source	Holds an attribute flag which specifies that the funding source of the associated data value is either a Direct or Reimbursable Funding Source.
12	Disaster Emergency Fund Code	Distinguishes whether the budgetary resources, obligations incurred, unobligated and obligated balances, and outlays are classified as disaster, emergency, wildfire suppression or none of the three.
13	Obligations Incurred By Program Object Class - CPE	The definition for this element appears in Appendix F of OMB Circular A-11, summarized as:
		For unexpired accounts: Amount of obligations incurred from the beginning of the current fiscal year to the end of the reporting period, net of refunds received that pertain to obligations incurred in the current year. Include upward adjustments of prior obligations.
		For expired accounts: Amount of upward adjustments of obligations previously incurred. Upward



Element Order	Data Element Label	Definition
		adjustments are limited by the amount available for adjustments. No new obligations may be incurred against expired or canceled accounts.
14	Obligations Undelivered Orders Unpaid Total - CPE	The definition for this element appears in Section 20 of OMB Circular A-11, summarized as:
		A legally binding agreement that will result in outlays, immediately or in the future.
15	Obligations Undelivered Orders Unpaid Total - FYB	The definition for this element appears in Section 20 of OMB Circular A-11, summarized as:
		A legally binding agreement that will result in outlays, immediately or in the future.
16	USSGL480100 Undelivered Orders Obligations Unpaid - CPE	The amount of goods and/or services ordered, which have not been actually or constructively received and for which amounts have not been prepaid or advanced. This includes amounts specified in other contracts or agreements such as grants, program subsidies, undisbursed loans and claims, and similar events for which an advance or prepayment has not occurred. This account does not close at yearend. (Per USSGL TFM Part 2, Section II, Accounts and Definitions.)
17	USSGL480100 Undelivered Orders Obligations Unpaid - FYB	The amount of goods and/or services ordered, which have not been actually or constructively received and for which amounts have not been prepaid or advanced. This includes amounts specified in other contracts or agreements such as grants, program subsidies, undisbursed loans and claims, and similar events for which an advance or prepayment has not occurred. This account does not close at yearend. (Per USSGL TFM Part 2, Section II, Accounts and Definitions.)
18	USSGL483100 Undelivered Orders Obligations Transferred Unpaid - CPE	The amount of goods and/or services ordered and obligated in one Treasury Appropriation Fund Symbol (TAFS) and transferred to or from another TAFS, which have not been actually or constructively received and not prepaid or advanced at the time of transfer. This includes amounts specified in other contracts or agreements such as grants, program subsidies, undisbursed loans and claims, and similar events for which an advance or prepayment has not occurred. Although the normal balance for this account is credit, it is acceptable for this account to have a debit balance. (Per USSGL TFM Part 2, Section II, Accounts and Definitions.)
19	USSGL488100 Upward Adjustments Of Prior Year Undelivered Orders Obligations Unpaid - CPE	The amount of upward adjustments during the current fiscal year to obligations that were originally recorded in a prior fiscal year in USSGL account 480100,"Undelivered Orders - Obligations, Unpaid." (Per USSGL TFM Part 2, Section II, Accounts and Definitions.)
20	Obligations Delivered Orders Unpaid Total - CPE	The definition for this element appears in Section 20 of OMB Circular A-11, summarized as a legally binding agreement that will result in outlays, immediately or in the future.



Element Order	Data Element Label	Definition
21	Obligations Delivered Orders Unpaid Total - FYB	The definition for this element appears in Section 20 of OMB Circular A-11, summarized as a legally binding agreement that will result in outlays, immediately or in the future.
22	USSGL490100_Delivered Orders Obligations Unpaid - CPE	The amount accrued or due for: (1) services performed by employees, contractors, vendors, carriers, grantees, lessors, and other government funds; (2) goods and tangible property received; and (3) programs for which no current service performance is required such as annuities, insurance claims, benefit payments, loans, etc. (Per USSGL TFM Part 2, Section II, Accounts and Definitions.) This account does not close at year-end. (Per USSGL TFM Part 2, Section II, Accounts and Definitions.)
23	USSGL490100_Delivered Orders Obligations Unpaid - FYB	The amount accrued or due for: (1) services performed by employees, contractors, vendors, carriers, grantees, lessors, and other government funds; (2) goods and tangible property received; and (3) programs for which no current service performance is required such as annuities, insurance claims, benefit payments, loans, etc. (Per USSGL TFM Part 2, Section II, Accounts and Definitions.) This account does not close at year-end. (Per USSGL TFM Part 2, Section II, Accounts and Definitions.)
24	USSGL493100_Delivered Orders Obligations Transferred Unpaid - CPE	The amount in USSGL account 490100, "Delivered Orders - Obligations, Unpaid," transferred during the fiscal year to or from another Treasury Appropriation Fund Symbol. This includes amounts accrued or due for: (1) services performed by employees, contractors, vendors, carriers, grantees, lessors, and other government funds; (2) goods and tangible property received; and (3) programs for which no current service performance is required such as annuities, insurance claims, benefit payments, loans, etc. Although the normal balance for this account is credit, it is acceptable in certain instances for this account to have a debit balance. (Per USSGL TFM Part 2, Section II, Accounts and Definitions.)
25	USSGL498100_Upward Adjustments Of Prior Year Delivered Orders Obligations Unpaid - CPE	The amount of upward adjustments during the fiscal year to USSGL account 490100, "Delivered Orders - Obligations, Unpaid," or USSGL account 490200, "Delivered Orders - Obligations, Paid," that were originally recorded in a prior fiscal year. (Per USSGL TFM Part 2, Section II, Accounts and Definitions.)
26	Gross Outlay Amount By Program Object Class CPE	The definition for this element appears in Section 20 of OMB Circular A-11, summarized as: Payments made to liquidate an obligation (other than the repayment of debt principal or other disbursements that are "means of financing" transactions). Outlays generally are equal to cash disbursements but also are recorded for cash-equivalent transactions, such as the issuance of debentures to pay insurance claims, and in a few cases are recorded on an accrual basis such as interest on public issues of the public debt. Outlays are the measure of Government spending.
27	Gross Outlay Amount By Program Object ClassFYB	The definition for this element appears in Section 20 of OMB Circular A-11, summarized as:



Element Order	Data Element Label	Definition
		Payments made to liquidate an obligation (other than the repayment of debt principal or other disbursements that are "means of financing" transactions). Outlays generally are equal to cash disbursements but also are recorded for cash-equivalent transactions, such as the issuance of debentures to pay insurance claims, and in a few cases are recorded on an accrual basis such as interest on public issues of the public debt. Outlays are the measure of Government spending.
28	Gross Outlays Undelivered Orders Prepaid Total - CPE	The definition for this element appears in Section 20 of OMB Circular A-11, summarized as:.
		Payments made to liquidate an obligation (other than the repayment of debt principal or other disbursements that are "means of financing" transactions). Outlays generally are equal to cash disbursements but also are recorded for cash-equivalent transactions, such as the issuance of debentures to pay insurance claims, and in a few cases are recorded on an accrual basis such as interest on public issues of the public debt. Outlays are the measure of Government spending.
29	Gross Outlays Undelivered Orders Prepaid Total - FYB	The definition for this element appears in Section 20 of OMB Circular A-11, summarized as:
		Payments made to liquidate an obligation (other than the repayment of debt principal or other disbursements that are "means of financing" transactions). Outlays generally are equal to cash disbursements but also are recorded for cash-equivalent transactions, such as the issuance of debentures to pay insurance claims, and in a few cases are recorded on an accrual basis such as interest on public issues of the public debt. Outlays are the measure of Government spending.
30	USSGL480200 Undelivered Orders Obligations Prepaid Advanced - CPE	The amount of goods and/or services ordered, which have not been actually or constructively received but have been prepaid or advanced. This includes amounts specified in other contracts or agreements such as grants, program subsidies, undisbursed loans and claims, and similar events for which an advance or prepayment has occurred. This account does not close at yearend. (Per USSGL TFM Part 2, Section II, Accounts and Definitions.)
31	USSGL480200 Undelivered Orders Obligations Prepaid Advanced - FYB	The amount of goods and/or services ordered, which have not been actually or constructively received but have been prepaid or advanced. This includes amounts specified in other contracts or agreements such as grants, program subsidies, undisbursed loans and claims, and similar events for which an advance or prepayment has occurred. This account does not close at yearend. (Per USSGL TFM Part 2, Section II, Accounts and Definitions.)
32	USSGL483200 Undelivered Orders Obligations Transferred Prepaid Advanced - CPE	The amount of goods and/or services ordered and obligated in one Treasury Appropriation Fund Symbol (TAFS) and transferred to or from another TAFS, which have not been actually or constructively received but have been prepaid or advanced at the time of transfer. This includes amounts specified in other contracts or agreements such as grants, program subsidies, undisbursed loans and claims, and similar events for which an advance or prepayment has not



Element Order	Data Element Label	Definition
		occurred. Although the normal balance for this account is credit, it is acceptable for this account to have a debit balance. (Per USSGL TFM Part 2, Section II, Accounts and Definitions.)
33	USSGL488200 Upward Adjustments Of Prior Year Undelivered Orders Obligations Prepaid Advanced - CPE	The amount of upward adjustments during the current fiscal year to obligations that were originally recorded in a prior fiscal year in USSGL account 480200, "Undelivered Orders - Obligations, Prepaid/Advanced." (Per USSGL TFM Part 2, Section II, Accounts and Definitions.)
34	Gross Outlays Delivered Orders Paid Total - CPE	The definition for this element appears in Section 20 of OMB Circular A-11, summarized as:
		Payments made to liquidate an obligation (other than the repayment of debt principal or other disbursements that are "means of financing" transactions). Outlays generally are equal to cash disbursements but also are recorded for cash-equivalent transactions, such as the issuance of debentures to pay insurance claims, and in a few cases are recorded on an accrual basis such as interest on public issues of the public debt. Outlays are the measure of Government spending.
35	Gross Outlays Delivered Orders Paid Total - FYB	The definition for this element appears in Section 20 of OMB Circular A-11, summarized as:
		Payments made to liquidate an obligation (other than the repayment of debt principal or other disbursements that are "means of financing" transactions). Outlays generally are equal to cash disbursements but also are recorded for cash-equivalent transactions, such as the issuance of debentures to pay insurance claims, and in a few cases are recorded on an accrual basis such as interest on public issues of the public debt. Outlays are the measure of Government spending.
36	USSGL490200 Delivered Orders Obligations Paid - CPE	The amount paid/outlayed for: (1) services performed by employees, contractors, vendors, carriers, grantees, lessors, and other government funds; (2) goods and tangible property received; and (3) programs for which no current service performance is required such as annuities, insurance claims, benefit payments, loans, etc. (Per USSGL TFM Part 2, Section II, Accounts and Definitions.)
37	USSGL490800 Authority Outlayed Not Yet Disbursed - CPE	The amount of authority outlayed but not yet disbursed. Use only in specific circumstances, such as for interest on certain Bureau of the Fiscal Service securities. This account does not close at yearend. (Per USSGL TFM Part 2, Section II, Accounts and Definitions.)
38	USSGL490800 Authority Outlayed Not Yet Disbursed - FYB	The amount of authority outlayed but not yet disbursed. Use only in specific circumstances, such as for interest on certain Bureau of the Fiscal Service securities. This account does not close at yearend. (Per USSGL TFM Part 2, Section II, Accounts and Definitions.)
39	USSGL498200 Upward Adjustments Of Prior Year Delivered Orders Obligations Paid - CPE	The amount of upward adjustments that were originally recorded in a prior fiscal year paid/outlayed during the fiscal year to USSGL account 490100, "Delivered Orders - Obligations, Unpaid," or USSGL account 490200, "Delivered Orders -



Element Order	Data Element Label	Definition
		Obligations, Paid." (Per USSGL TFM Part 2, Section II, Accounts and Definitions.)
40	Deobligations Recoveries Refunds Of Prior Year By Program Object Class - CPE	The amount of downward adjustments to obligations and outlays incurred resulting from deobligations, recoveries, or refunds collected, at the TAS / Program Activity / Object Class level. The adjustments are to the obligations and outlays which were made in a prior year.
41	USSGL487100 Downward Adjustments Of Prior Year Unpaid Undelivered Orders Obligations Recoveries - CPE	The amount of recoveries during the current fiscal year resulting from downward adjustments to obligations originally recorded in a prior fiscal year in USSGL account 480100, "Undelivered Orders - Obligations, Unpaid." (Per USSGL TFM Part 2, Section II, Accounts and Definitions.)
42	USSGL497100 Downward Adjustments Of Prior Year Unpaid Delivered Orders Obligations Recoveries - CPE	The amount of recoveries that were originally recorded in a prior fiscal year during the fiscal year resulting from downward adjustments to USSGL account 490100, "Delivered Orders - Obligations, Unpaid." (Per USSGL TFM Part 2, Section II, Accounts and Definitions.)
43	USSGL487200 Downward Adjustments Of Prior Year Prepaid Advanced Undelivered Orders Obligations Refunds Collected - CPE	The amount of cash refunds during the current fiscal year resulting from downward adjustments to obligations that were originally recorded in a prior fiscal year in USSGL account 480200, "Undelivered Orders - Obligations, Prepaid/Advanced." (Per USSGL TFM Part 2, Section II, Accounts and Definitions.)
44	USSGL497200 Downward Adjustments Of Prior Year Paid Delivered Orders Obligations Refunds Collected - CPE	The amount of cash refunds during the fiscal year resulting from downward adjustments to USSGL account 490200, "Delivered Orders - Obligations, Paid," that were originally recorded in a prior fiscal year. (Per USSGL TFM Part 2, Section II, Accounts and Definitions.)

For a detailed list of the File B data elements, see the <u>GSDM_RSS version 1.0</u> file located in Appendix A: Legislation, Guidance, and Tools.

2.2 Reference Data for Validation or Derivation

Based on federal DATA Act validation rules, the Repository runs its own validation on the File B data extracted from files submitted to the FMMI Dropbox or USDA FMMI. Please refer to <u>USDA OCFO Error</u> <u>Codes for DATA Act Files A, B, & C</u> in Appendix A: Legislation, Guidance, and Tools, to see a complete list of the Office of the Chief Financial Officer (OCFO) USDA validation rules for File B that are processed through the Repository. The Repository also performs derivations of certain information (e.g. Program Activity, BOC, etc.) required for DATA Act reporting that may not be available from agency source financial systems.

2.2.1 Program Activity

Program activity is not captured in financial transactions posted in the source FMMI system. As a result, program activity codes are derived based on the combination of funds management account assignments, such as, functional area, fund, funds center, funded program, etc. used in the financial postings. Program activity codes and mapping tables are maintained in FMMI tables. If there are any changes or updates to program activity codes by OMB or Agencies and if there are any new funds



management account assignments created in FMMI then program activity codes and derivation rules need to be setup in the following tables in FMMI system tables:

- ZPA_MASTER Master List of Program Activity Codes
- ZPA001 Program Activity mapping for Business Area (BA), TAS, and Fund
- ZPA002 Program Activity Mapping for BA, TAS, Fund, and Functional Area (FA)
- ZPA003 Program Activity Mapping for BA, TAS, and Funds Center
- ZPA004 Program Act Mapping for BA, TAS, and Funded Program
- ZPA005 Program Act Mapping for BA, TAS, Fund and Commitment Item
- ZPA006 Program Activity mapping for BA, and TAS
- ZPA_PF_HIERARCHY Hierarchy for Process Flag by BA

In instances where the Program Activity does not match the Budget Program or Financing Schedule, agencies should use the Non-Standard Program Activities listed in <u>Appendix B: Non-Standard Program</u> <u>Activities</u>.

For further detail on the program activity, please refer to the <u>DATA Act – Program Activity Functional</u> <u>Design document</u> in Appendix A: Legislation, Guidance, and Tools.

2.2.2 Budget Object Class

For DATA Act, 3 digit Budget Object Class (BOC) codes are required for reporting purposes. The 3 digit BOC codes are derived based on commitment item codes used in the FMMI system. A valid list of the 3 digit BOC codes, and mapping between commitment items in FMMI to the 3 digit DATA Act BOC codes are maintained in the following tables in the FMMI system:

- ZDA_3DIGITBOC BOC Validation Table
- ZDA_BOC_XWALK Commitment Item to BOC Crosswalk

2.2.3 ARS Splitter process

The USDA Agricultural Research Services (ARS) agency posts their financial transactions in the FMMI system using a high level functional area AGDEFAULT. As a result, program activity could not be derived for DATA Act reporting purposes. There is a custom program ZDATAACT_FAREA_SPLIT developed for ARS which splits obligations and expenditures related financial posting at specific functional areas and stores the results in table ZDATAACT_SPLIT. Program ZDATAACT_FAREA_DELETE is developed in FMMI to delete records from the results table in case of a need to re-process a period or in order to reduce database space. The Financial Management Services (FMS) Production Support team is responsible for executing this process before the DATA Act files are generated at each period close. For more information on the ARS splitter process, please refer to the DATA Act Functional Area Splitting User Guide and the DATA Act Functional Area Splitting Extension Technical Design documents in Appendix A: Legislation, Guidance, and Tools.

2.2.4 Disaster Emergency Fund Code (DEFC)

In accordance with the Office of Management and Budget (OMB) memo, M-20-21, dated April 10, 2020, agencies must incorporate reporting of performance on the Coronavirus Disease 2019 (COVID-19) relief funding into their established mission performance plans and reports. Each agency must report monthly to OMB and others on any obligation or expenditure of "large covered funds including loans and loan guarantees, awards, pursuant to section 1501 I(b) of the Coronavirus Aid, Relief, and Economic Security (CARES) Act.



USASpending.gov provides detailed spending data for nearly all accounts across the

Federal Government. With the inclusion of the Disaster Emergency Fund Code (DEFC) attribute in agency DATA Act reporting, information on covered funds will be available by obligation and expenditure at the award level so that the American public will have insight into how COVID-19 relief funds were spent. Agencies are required to report financial and award data to USASpending.gov via the DATA Act broker. These submissions include summary financial data ("File A"), obligation and outlay data by program activity and budget object class ("File B"), and summary award-level obligation data ("File C"). Effective for the June 2020 reporting period, all agencies are required to add the DEFC attribute to Files B and C.

DEFC codes is not captured in financial transactions posted in the source FMMI system. As a result, DEFC codes are derived based on the combination of funds management account assignments, such as functional area, fund, funds center, funded program, etc. used in the financial postings. DEFC codes and mapping tables are maintained in FMMI tables. When there may be new funds management account assignments created in FMMI the DEFC codes and derivation rules need to be setup in the following tables in FMMI system tables:

Attributes	Crosswalk Table
Business Area, Treasury Symbol, Fund	ZDA_DEFC_FUND
Treasury Symbol, Fund	ZDA_DEFC_FUND
Business Area, Treasury Symbol	ZDA_DEFC_FUND2
Business Area, Fund	ZDA_DEFC_FUND3
Business Area, Treasury Symbol, Functional Area	ZDA_DEFC_FUND4
Business Area, Treasury Symbol, Budget Period	ZDA_DEFC_FUND5
Business Area, Treasury Symbol, Fund, Budget Period	ZDA_DEFC_FUND6
Business Area, Fund, Budget Period, Functional Area	ZDA_DEFC_FUND7
Business Area, Fund, Budget Period, Position 3-4 of Functional Area	ZDA_DEFC_FUND7
Business Area, Treasury Symbol, Fund, Budget Period, Functional Area	ZDA_DEFC_FUND8



3. File B Reporting Process

The following diagram is a high-level overview of the USDA DATA Act File B process. It describes the flow of information for FMMI and non-FMMI users (such as FSSP clients), through the consolidation of data in the Repository and the data submission to Treasury's DABS portal.



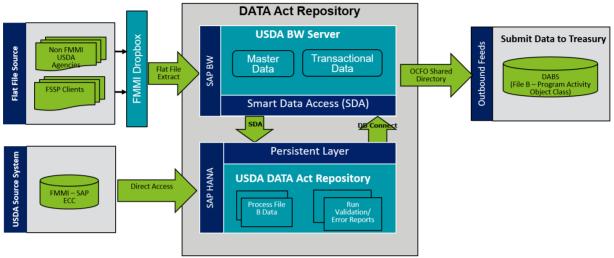


Figure 1: USDA DATA Act File B Systems Process Map

3.1 File B Data Process

The following steps are meant to take a user through the File B Process, as referenced in the above figure. Each step will include a description and directions to demonstrate the activities taking place throughout the File B process.

3.1.1 FMMI Data Transfer

The File B data is automatically transferred from FMMI to the Repository for USDA agencies that use FMMI on a monthly basis. This data is transferred to the Repository automatically, where it will be processed with the non-FMMI user data that has been brought into the Repository from FMMI Dropboxes via the BW Server.

3.1.2 OCFO FMMI Dropbox For Non-FMMI Users

USDA agencies and FSSP clients that do not use FMMI submit File B data to the FMMI Dropbox via FTP as part of the File A-C agency inbound file. These non-FMMI users are required to submit data for processing monthly, in accordance with OMB M 20-21. Instructions for the FMMI Dropbox file preparation are described below:

- 1. Define your DATA Act Point of Contact (POC) and make sure the POC has access to the Data Act shared mailbox established for your agency. This will ensure that your agency is able to receive error handling report information timely.
 - a. Configure your Dropbox to push the files to the FMS server.
 - b. Contact the FMMI Interface (Process Integration) Team at <u>fmmiinterfaceteam@nfc.usda.gov</u> (current POC, Larry Bounds at larry.bounds@nfc.usda.gov) for assistance with setting up your Dropbox connection to push file to FMS.



2. Ensure correct naming convention, AC_<Agency>_D<YYYYMMDD>_T<HHMMSS>.csv is used when submitting your flat files on FMMI Dropbox, e.g. AC_FA00_D20160923_T103021.csv.

There are 2 options available to submit your flat files to the FMMI Dropbox, FileZilla or WinSCP. Detailed instructions for each option can be found in <u>Appendix C: FMMI Dropbox FileZilla Submission Instructions</u> or <u>Appendix D: FMMI Dropbox WinSCP Submission Instructions</u>.

3.1.3 USDA DATA Act Repository

As soon as non-FMMI user flat files are downloaded to the FMMI Dropbox, the system automatically pulls the data from the Dropbox to the BW Server and generates an email notification that is sent to the agencies. The FMS BI team initiates the next process, moving the data from the BW Server to the Repository. The FMMI user data is automatically pulled directly into the Repository to be processed with the non-FMMI user data. A manual validation is then performed to ensure that the data is for the correct time frame.

□ 5 0 1 4 4 • •	Data Act File Submission - Message (Plain Text) (Read-Only)	⊞ – ⊐ ×			
File Message 📿 Tell me what you want to o					
Image: Second	Image: Construction Image: Construction Imag				
Delete Respond	Quick Steps 12 Move Tags 12 Editing Zoom Groups	^			
To SM.OCFO.RD	CFO - FMMI BI TEAM <fmmibiteam@nfc.usda.gov> Data Act File Submission</fmmibiteam@nfc.usda.gov>				
Cc OCFO - FMMI BI TEAM; Bounds, Larry - OCFO-FMS, M	ew Orleans, LA; 🗌 Whitney, Tyson - OCFO, Washington, DC; 🗌 Herche, Daniel - OCFO, Washington, DC; 🗋 Dunagan, Fransi - OCFO, Washington, DC; 🗌 McStay, James - OCFO, Washington, DC;	Lover, LaShawn - OCFO, Washington, DC			
Your recent file AC_R000_D20180323_T110015	csv has transmitted successfully to the BI production server for processing.				

Figure 2: BW Server Confirmation Email

- 1. Confirm the inbound file is in the directory.
 - a. In SAP GUI of PB7 system Go to T-Code AL11 (Display SAP Directories).



b. Check in the directory below for A_C Inbound File(s) (File begins with AC_ Example: AC_AP02_20170420_T140049.csv).

/sapmnt/PB7/EAIData/INT/DATA_ACT/inbound

Dire	Directory: /sapmnt/PB7/EAIData/INT/DATA_ACT/inbound						
<u>3</u>	63		1 7 1	∕ <mark>x</mark> ⊞	🚹 🖹	1	
Jseab_	Viewe	d Chang	ed Length	Owner	Lastchan	Lastchange	File Name
			4096	pb7adm	03/22/201	15:27:28	
(790927	pb7adm	03/20/201	09:52:13	new_process_D2
(_		785071	pb7adm		09.52.13	process_D2
(47693	pb7adm	03/05/201	13:34:03	AC_RD00_D20180305_T100015.csv
(307020	pb7adm	02/12/201	18:18:32	new_process_AC
(306600	pb7adm		18:18:32	process_AC

Figure 3: Confirm Files A-C Inbound Files are in the Directory

- 2. Raise the event to start the process chain.
 - a. In SAP GUI of PB7 system Go to T-Code SE38 (Process Chain Maintenance).
 - b. Run the following program ZDA_RAISE_EVENT with the V_EVENT = ZDA_AC_FILE_PROCESS

ABAP Editor	: Initial Screen			
🖆 🥕 🔂		🕁 Debugging	🕞 With Variant	🔁 Variants
Program Subobjects	ZDA_RAISE_EVENT	ב	Create	
• Source code				

Figure 4: Start the Process Chain

- 3. Go to the process chain log to ensure it has run.
 - a. In SAP GUI of PB7 system Go to T-Code RSPC (Process Chain Maintenance).
 - b. Under Process Chains expand "Data Act" subfolder and find process chain "Data Act A thru C Main Process". Double-Click it.



c. Click the golden scroll to check the logs of the run. (Note: This chain will loop for each file until it runs out. When it runs out of AC files, the process chain will produce an error. In the logs, you will see a set of green for successful runs, and you will know if it has completed is if it errors out due to having no more AC files)

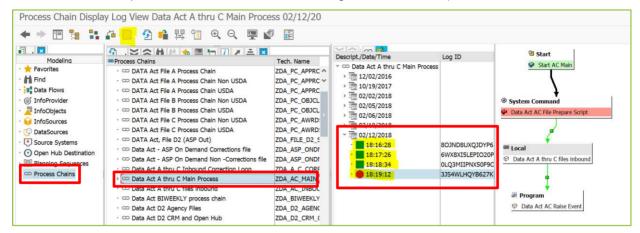


Figure 5: Process Chain - Confirm Files Have Run

- 4. Process File B (Object Class and Program Activity). Keeping in mind that the Files B and C must be run at the same time.
 - a. In SAP HANA Studio, under System PE1, execute the following statement for the correct fiscal period:

Call "USDA"."DA_MASTER_LOAD_TABLES_A_B_C" (('YYYYPPP', 'N', 'A', ?);

Statement Sc	hema Mapping		-
ҮҮҮҮРРР	in i_FISCALPERIOD n	varchar(7)	Indicates fiscal year and period that is being refreshed
Ν	in i_REFRESH_WT_FI	LAG nvarchar(1)	Indicates refresh only work table data (no reload of outbound tables)
Ν	in i_REFRESH_OBT_F	FLAG nvarchar(1)	Indicates refresh only outbound table data (no reload of work tables)
A	in i_USDA_FSSP_FLA	G nvarchar(1)	Indicates loading of only USDA (U) or FSSP (F) Agencies only. If 'A' all agencies are loaded.
?	out ex_message nvarc	har(200)	

Table 2: Statement Schema Manning

At the completion of the Repository process, an initial File B is produced.



3.1.4 Error Handling and Certification

The above process is slightly different for the USDA Agencies as the USDA Agencies and the BI and the Transparency and Accountability Reporting Division (TARD) teams access the Error and Certification Reports on the FMMI Portal rather than having monthly reports run and emailed.

3.1.4.1 USDA Error Handling and Certification Report Availability

The File B Error and Certification reports are accessed by the USDA agencies on the FMMI Portal on the General Ledger/HANA General Ledger Management Reports tab. These reports may be run by the agencies at any time to monitor their File B data quality. Running these reports on a regular basis will allow agencies the ability to review and correct errors on an ongoing basis resulting in fewer errors during the monthly submission to DABS.

3.1.4.2 FSSP Clients Error Handling and Certification Process

The File B error report publication for FSSP clients is run for each business area/agency and follows the Repository publication functionality.

1. In the Repository, navigate to the publication in FMMI/HANA/DATA ACT.

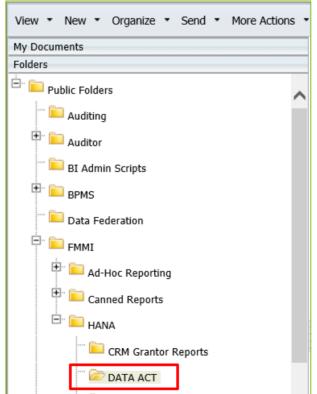


Figure 6: FSSP Clients Error Handling Process - Navigate to DATA Act



2. Right-click the DATA ACT FILE B ERROR REPORT PUBLICATION – NON-USDA and select Schedule.

Wekome: JANIE ROMAN Applications + Preferences Help menu + Log off						
iome Documents						
New • New • Organize • Send • More Actions	- De	tails			🕸 н. к	1 of 1 >
ly Documents	Linn	Title *	Туре	Last Run	Instances	
olders	93	DATA ACT D2 ERROR REPORT PUBLICATION	Publication	Apr 4, 2018 1:49 PM	15	
Public Folders	-	DATA ACT FILE A CERTIFICATION REPORT	Web Intelligence	Nov 15, 2017 8:05 AM	8	
- Duditing	-	DATA ACT FILE A CERTIFICATION LETTER	Web Intelligence	Jul 25, 2017 2:36 PM	2	
🕀 🔤 BPMS	93	DATA ACT FILE A CERTIFICATION REPORT PUBLICATION - NON-USDA	Publication	Feb 13, 2018 1:50 PM	30	
Data Federation	9	DATA ACT FILE A CERTIFICATION REPORT PUBLICATION - USDA ONLY	Publication	May 1, 2017 7:50 AM	1	
	-	DATA ACT FILE A ERROR REPORT	Web Intelligence	Aug 9, 2017 9:51 AM	3	
	92	DATA ACT FILE A ERROR REPORT PUBLICATION - NON-USDA	Publication	Jan 29, 2018 12:59 PM	30	
🐨 🔤 Ad-Hoc Reporting	94	DATA ACT FILE A ERROR REPORT PUBLICATION - USDA ONLY	Publication	Jul 27, 2017 10:24 AM	5	
🖲 💼 Canned Reports	-	DATA ACT FILE B CERTIFICATION LETTER	Web Intelligence		0	
E HANA	-	DATA ACT FILE B CERTIFICATION REPORT	Web Intelligence		0	
CRM Grantor Reports	90	DATA ACT FILE B CERTIFICATION REPORT PUBLICATION - NON-USDA	Publication	Feb 13, 2018 2:00 PM	30	
DATA ACT	90	DATA ACT FILE B CERTIFICATION REPORT PUBLICATION - USDA ONLY	Publication	Feb 13, 2018 2:55 PM	40	
EzFedGrants Enterprise HANA Reports	-	DATA ACT FILE B ERROR REPORT - NON-USDA	Web Intelligence		0	
	-	DATA ACT ELLE R ERROR REPORT : LISDA ONLY	Web Intelligence		0	
HANA_Drill down Reports	9	DATA ACT FILE B ERROR REPORT PUBLICATION - NON-USDA	Publication	Feb 13, 2018 2:15 PM	30	
HANA_Spending Detail Drill Rpts	90	DATA ACT FILE B ERROR REPORT PUBLICATION - USDA ONLY	Publication	Feb 13, 2018 2:15 PM	40	
E- PEGA	9	DATA ACT FILE C CERTIFICATION LETTER	Web Intelligence		0	
🗄 💼 LCM	-	DATA ACT FILE C CERTIFICATION REPORT	Web Intelligence		0	
Monitoring Report Sample	90	DATA ACT FILE C CERTIFICATION REPORT PUBLICATION - NON-USDA	Publication	Feb 13, 2018 2:34 PM	30	
Platform Search Scheduling	90	DATA ACT FILE C CERTIFICATION REPORT PUBLICATION - USDA ONLY	Publication	Feb 13, 2018 4:23 PM	40	
SAP	-	DATA ACT FILE C ERROR REPORT - NON-USDA	Web Intelligence		0	
	-	DATA ACT FILE C ERROR REPORT - USDA ONLY	Web Intelligence		0	
System Configuration Wizard	91	DATA ACT FILE C ERROR REPORT PUBLICATION - NON-USDA	Publication	Feb 13, 2018 2:30 PM	30	
🔍 🔤 Visual Difference	9	DATA ACT FILE C ERROR REPORT PUBLICATION - USDA ONLY	Publication	Feb 13, 2018 3:43 PM	40	
😟 阿 Web Intelligence Samples	-	DATA ACT FILE Process Log	Web Intelligence		0	

Figure 7: FSSP Clients Error Handling Process - Right-click on DATA Act File B Error Report Publication
Click Prompts and then click the Modify button.

Schedule – DATA ACT FILE B ERROR	REPORT PUBLICATION - NON-USDA	
▼ Schedule	Instance title: DATA ACT FILE B ERRO	^
Recurrence	- Annah	
Enterprise Recipients	Prompts Modify values for: DATA ACT FILE B ERROR REPORT - NON-USDA	
Dynamic Recipients		
Events	Enter value(s) for Fiscal Period 2017012 Enter value(s) for Business Area AS00	
Scheduling Server Group Prompts Formats	4	
Destinations		
		Schedule Cancel V

Figure 8: FSSP Clients Error Handling Process - Click Prompts and Modify

4. Refresh the Fiscal Period List of Values, if necessary.



Prompts	×
Prompts Summary	Enter value(s) for Fiscal Period (optional) Type values here Refresh Values > Fiscal Period 2017006 2017006 2017009 2017012 2018002 2018002 2018004 2018005 2018005 2018006
	March 26, 2018 7:22:28 PM GMT+00:00
* Required prompts	Apply Cancel

Figure 9: FSSP Clients Error Handling Process - Refresh the Fiscal Period List of Value



5. Select the Fiscal Period you are running the report for and click the move right arrow to move it to the Selected pane.

Prompts	×
Prompts Prompts Summary	Enter value(s) for Fiscal Period
* Required prompts	2018005 2018006 March 26, 2018 7:44:21 PM GMT+00:00 M ▼
	Apply Cancel

Figure 10: FSSP Clients Error Handling Process - Select Fiscal Period

6. Select the Business Area you are running the report for and click the move right arrow to move it to the Selected pane.

Prompts	×
Prompts Summary	Enter value(s) for Business Area
 * Enter value(s) for Fiscal Period 2018006 * Enter value(s) for Business Area AP02 	Refresh Values Business Area (B) [EMPTY_VALUE] AB00 AC00 AC00 AG00 AM00 AO00 AP02 AR00 AS00 March 26, 2018 7:45:50 PM GMT+00:00
* Required prompts	Apply Cancel

Figure 11: FSSP Clients Error Handling Process - Select Business Area



7. Click the Apply button.

Prompts Summary Enter value(s) for Business Area * Enter value(s) for Fiscal Period 2018006 AP02 * Enter value(s) Tr Business Area AP02 Business Area (B)	Prompts	×
AB00 AC00 AG00 AM00 AP00 AP00 AP02 AR00 AS00 March 26, 2018 7:45:50 PM GMT+00:00 March 26, 2018 7:45:50	 * Enter value(s) for Fiscal Period 2018006 * Enter value(s) r Business Area AP02 	Refresh Values Business Area (B) [EMPTY_VALUE] AB00 AC00 AG00 AG00 AG00 AP00 AP00 AP00 AR00 AS00 March 26, 2018 7:45:50 PM GMT+00:00
* Required prompts Apply Cancel	* Required prompts	

Figure 12: FSSP Clients Error Handling Process - Click Apply

8. The prompts are now set.

Schedule – DATA ACT FILE B ERROR REPORT PUBLICATION - NON-USDA			
 Schedule Recurrence Enterprise Recipients Dynamic Recipients Events Scheduling Server Group Prompts Formats Destinations 	Instance title: DATA ACT FILE B ERRO Prompts Modify values for: DATA ACT FILE B ERROR REPORT - NON-USDA Enter value(s) for Fiscal Period 2018006 Enter value(s) for Business Area AP02		





- 9. Click Dynamic Recipients.
- 10. De-select the Business Area that is selected by using the arrow button to move it out of the Selected pane.

chedule	Instance title: DATA ACT FILE B	EBBO			
Recurrence	DITITIO				
Enterprise Recipients	Dynamic Recipients				
Dynamic Recipients	Choose the Source for Dynamic R	ecipijents			
	Web Intelligence Report Dynamic	Recipient Provider 🗸			
Events	DA AGENCY POC EMAIL REPO	NPT .			
Scheduling Server Group	Man fields from the source docum	nent to those used to send the Publication.			
Prompts		cipient Identifier (required): Agency Code	~		
Formats	Ro	Full Name: Acronym	×		
Destinations					
Desunduons		Email: DA Poc Email Gr	oup 🗸		
	Specify the recipients for the Pub	lication.			
	Specify the recipients for the Pub Use entire list	lication.			
		lication.			Selected
	Use entire list		1 of 2 b H		
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	Use entire list Available Agency Code Agency Code	Acronym	DA Poc Email Group	Agency Name	[
	Use entire list Available Agency Code Agency Code AM00	Acronym AMS	DA Poc Email Group SM.DATAACT.AMS@cfo.usda.gov	Agricultural Marketing Service	[
	Use entire list Available Agency Code Agency Code AM00 A000	Acronym AMS OAO	DA Poc Email Group SM.DATAACT.ANS@cfo.usda.gov SM.DATAACT.OAO@cfo.usda.gov	Agricultural Marketing Service Office of Advocacy and Outreach	[H] → [] of 1 → H] ID
	Use entire list Available Agency Code Agency Code AM00 A000 AP00	AMS OAO APHIS	DA Poc Email Group SM.DATAACT.AMS@cfo.usda.gov SM.DATAACT.CAD@cfo.usda.gov SM.DATAACT.APHIS@cfo.usda.gov	Agricultural Marketing Service Office of Advocacy and Outreach Animal and Plant Health Inspection Service	H ↓ 10 AS00 >
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	Use entire list Available Agency Code Agency Code AM00 A000 AP00	Acronym AMS OAO APHIS ARS OBPA	DA Poc Email Group SH_DATAACT_AMS@cfo.usda.gov SH_DATAACT_A08@cfo.usda.gov SH_DATAACT_APHIS@cfo.usda.gov SH_DATAACT_APHIS@cfo.usda.gov SH_DATAACT_OBPA@cfo.usda.gov	Agricultural Marketing Service Office of Advoccey and Outreach Animal and Plant Health Inspection Service Agricultural Research Service Office of Budget and Program Analysis	H ↓ 10 AS00 >
	Use entire list Agency Code Agency Code Agono A000 A000 AP00 AR00 BP00	Acronym Acronym AMS OAO APHIS ARS OBPA CCC	DA Poc Email Group SM.DATAACT. AMS@ido.usda.gov SM.DATAACT. AMS@ido.usda.gov SM.DATAACT.AMS@ido.usda.gov SM.DATAACT.AMS@ido.usda.gov SM.DATAACT.COBPA@ido.usda.gov	Agricultural Marketing Service Office of Advocacy and Outreach Animal and Plant Health Inspection Service Agricultural Research Service	H ↓ 10 AS00 >
	Use entire list Available Agency Code Amoo Acoo Acoo Acoo BPoo CCoo CCoo	Acronym AMS OAO APHIS ARS OBPA	DA Poc Email Group SH.DATAACT.DAVS@cfo.usdn.gov SH.DATAACT.DAVS@cfo.usdn.gov SH.DATAACT.APHS@cfo.usdn.gov SH.DATAACT.APHS@cfo.usdn.gov SH.DATAACT.APHS@cfo.usdn.gov SH.DATAACT.CGP@cfo.usdn.gov SH.DATAACT.CGP@cfo.usdn.gov	Agricultural Marketing Service Office of Advocacy and Outreach Arimal and Plant Health Inspection Service Agricultural Research Service Office of Budget and Program Analysis Commodity Credit Corporation	H ↓ 10 AS00 >
	Use entire list Agency Code Agency Code Agency Code Agency Code Agency Code Agency Code Agency Code Code Code	Acronym AMS OAD APHIS ARS OBPA CCC OCFO	DA Poc Email Group SM.DATAACT. AMS@ido.usda.gov SM.DATAACT. AMS@ido.usda.gov SM.DATAACT.AMS@ido.usda.gov SM.DATAACT.AMS@ido.usda.gov SM.DATAACT.COBPA@ido.usda.gov	Agricultural Marketing Service Office of Advocacy and Outreach Arimal and Plant Health Inspection Service Agricultural Research Service Office of Budget and Program Analysis Commodity Credit Corporation Office of the Chief Financial Officer	H ↓ 10 AS00 >
	Use entire list Available Agency Code * Agency Code Agency Code Agency Code Agency Code Agency Code Agency Code Agency Code Agency Code Code Agency Code Code Agency Code Code Agency Code Agency Code Code Code Code Code Code Code Code Code Code Code Code Code Code	Acronym Acronym AAMS OAO APHIS ARS OBPA CCC CCP OC OC	DA Poc Email Group SH.DATAACT.AMS@rdo.usda.gov SH.DATAACT.AMS@rdo.usda.gov SH.DATAACT.AMS@rdo.usda.gov SH.DATAACT.AMS@rdo.usda.gov SH.DATAACT.OC@rdo.usda.gov SH.DATAACT.OC@rdo.usda.gov SH.DATAACT.OCG@rdo.usda.gov	Agricultural Marketing Service Office of Advocacy and Outreach Arimai and Pater Health Trapection Service Agricultural Research Service Office of Budget and Program Analysis Commodity Credit Corporation Office of Outpet Corporation Office of Outpet Service Office of Communications	H ↓ 10 AS00 >
	Use entire list Apency Code ▼ Agency Code ▼ Agency Code ▼ Amoo Anoo Anoo Anoo BPoo Croo Croo Croo Croo Croo Croo Croo Croo Croo Croo Croo Croo Croo Croo Croo Croo Croo Croo Croo Croo Croo Croo Croo Croo C	Acronym Aronym AMS OAO APHIS ARS OBPA CCC OCC OCC OCC OCC	DA Poc Email Group SH.DATAACT.AMS@icfo.usdn.gov SH.DATAACT.AMS@icfo.usdn.gov SH.DATAACT.AMS@icfo.usdn.gov SH.DATAACT.APHS@icfo.usdn.gov SH.DATAACT.GC@icfo.usdn.gov SH.DATAACT.GC@icfo.usdn.gov SH.DATAACT.GC@icfo.usdn.gov SH.DATAACT.GC@icfo.usdn.gov SH.DATAACT.GC@icfo.usdn.gov	Agricultural Marketing Service Office of Advocacy and Outreach Arimal and Paint Health Inspection Service Agricultural Research Service Office of Budget and Program Analysis Commodity Credit Corporation Office of Cher Financal Officer Office of Communications Office of Oxil Rights	H ↓ 10 AS00 >

Figure 14: FSSP Clients Error Handling Process - Click Dynamic Recipients

11. Select the Business Area you are running the report for and click the move right arrow to place it into the Selected pane.

e		Full Name: Acronym	~		
Schedule		Email: DA Poc Email Gr			
Recurrence					
Enterprise Recipients	Specify the recipients for the Pu	ublication.			
Dynamic Recipients	Use entire list				
Events					
Scheduling Server Group	Available				Selected
• •	Agency Code 👻	2A 🗙 🖂 🕅	(1 of 2 ▶) H		
Prompts	Agency Code	Acronym	DA Poc Email Group	Agency Name	ID
Formats	AM00	AMS	SM.DATAACT.AMS@cfo.usda.gov	Agricultural Marketing Service	AP02 - ARC
Destinations	A000	OAO	SM.DATAACT.OAO@cfo.usda.gov	Office of Advocacy and Outreach	70 02 7000
	APDO	APHIS	SM.DATAACT.APHIS@cfo.usda.gov	Animal and Plant Health Inspection Service	>
	AR00	ARS	SM.DATAACT.ARS@cfo.usda.gov	Agricultural Research Service	<
	BP00	OBPA	SM.DATAACT.OBPA@cfo.usda.gov	Office of Budget and Program Analysis	
	CC00	CCC	SM.DATAACT.CCC@cfo.usda.gov	Commodity Credit Corporation	
	CF00	OCFO	SM.DATAACT.OCFO@cfo.usda.gov	Office of the Chief Financial Officer	
	CM00	OC	SM.DATAACT.OC@cfo.usda.gov	Office of Communications	
	CR00	OCR	SM.DATAACT.OCR@cfo.usda.gov	Office of Civil Rights	
	DA00	DM	SM.DATAACT.DM@cfo.usda.gov	Departmental Management	
	EC00	OCE	SM.DATAACT.ECOO@cfo.usda.gov	Office of the Chief Economist	Excluded
	ER00	ERS	SM.DATAACT.ERS@cfo.usda.gov	Economic Research Service	H ◀ 1 of 1 ▶ H
	ES00	OES	SM.DATAACT.OES@cfo.usda.gov	Office of the Executive Secretariat	The second secon
	FA00	FSA	SM.DATAACT.FSA@cfo.usda.gov	Farm Service Agency	ID
	F100	FSIS	SM.DATAACT.FSIS@cfo.usda.gov	Food Safety and Inspection Service	No Items
	FN00	FNS	SM.DATAACT.FNS@cfo.usda.gov	Food and Nutrition Service	>
	FS00	FS	SM.DATAACT.FS@cfo.usda.gov	Forest Service	
	FX00	FAS	SM.DATAACT.FAS@cfo.usda.gov	Foreign Agricultural Service	<
	GC00	OGC	SM.DATAACT.OGC@cfo.usda.gov	Office of the General Counsel	
	GP00	GIPSA	SM.DATAACT.GIPSA@cfo.usda.gov	Grain Inspection, Packers and Stockyards A	
					Schedule Ca

Figure 15: FSSP Clients Error Handling Process - Select the Business Area



12. Click the Schedule button.

		Full Name: Acronym	\checkmark			
chedule		Email: DA Poc Email Grou				
Recurrence		Entail. DA FOC Entail Grou	p ·			
Enterprise Recipients	Specify the recipients for the Pu	plication.				
Dynamic Recipients	Use entire list					
Events						
Scheduling Server Group	Available					Selected
, i	Agency Code 👻	<u>₩</u> × H =	1 of 2 🕨 🕅			of 1 ▶
Prompts	Agency Code	Acronym	DA Poc Email Group	Agency Name		ID
ormats	AM00	AMS	SM.DATAACT.AMS@cfo.usda.gov	Agricultural Marketing Service		AP02 - ARC
Destinations	A000	OAO	SM.DATAACT.OAO@cfo.usda.gov	Office of Advocacy and Outreach		
	AP00	APHIS	SM.DATAACT.APHIS@cfo.usda.gov	Animal and Plant Health Inspection Service	>	
	AR00	ARS	SM.DATAACT.ARS@cfo.usda.gov	Agricultural Research Service	<	
	BP00	OBPA	SM.DATAACT.OBPA@cfo.usda.gov	Office of Budget and Program Analysis		
	CC00	CCC	SM.DATAACT.CCC@cfo.usda.gov	Commodity Credit Corporation		
	CF00	OCFO	SM.DATAACT.OCFO@cfo.usda.gov	Office of the Chief Financial Officer		
	CM00	oc	SM.DATAACT.OC@cfo.usda.gov	Office of Communications		
	CR00	OCR	SM.DATAACT.OCR@cfo.usda.gov	Office of Civil Rights		
	DA00	DM	SM.DATAACT.DM@cfo.usda.gov	Departmental Management		
	EC00	OCE	SM.DATAACT.ECOO@cfo.usda.gov	Office of the Chief Economist		Excluded
	ER00	ERS	SM.DATAACT.ERS@cfo.usda.gov	Economic Research Service		H 4 1 of 1 ▶ H
	ES00	OES	SM.DATAACT.OES@cfo.usda.gov	Office of the Executive Secretariat		ID
	FA00	FSA	SM.DATAACT.FSA@cfo.usda.gov	Farm Service Agency		
	FI00	FSIS	SM.DATAACT.FSIS@cfo.usda.gov	Food Safety and Inspection Service		No Items
	FN00	FNS	SM.DATAACT.FNS@cfo.usda.gov	Food and Nutrition Service	>	
	FS00	FS	SM.DATAACT.FS@cfo.usda.gov	Forest Service		
	FX00	FAS	SM.DATAACT.FAS@cfo.usda.gov	Foreign Agricultural Service	<	
	GC00	OGC	SM.DATAACT.OGC@cfo.usda.gov	Office of the General Counsel		
	GP00	GIPSA	SM.DATAACT.GIPSA@cfo.usda.gov	Grain Inspection, Packers and Stockyards A		
						Schedule Cance

Figure 16: FSSP Clients Error Handling Process - Click Schedule

13. An error handling email notification will be sent out containing a workbook in the excel file format with one tab, the File B_Error_Records Report. An example of the File B Error Records Report can be found in Appendix A: Legislation, Guidance, and Tools. This report contains all records for which an error has been identified and an associated error code notation for each. The agencies will use this report to review errors.

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Junk - Dele	ete Reph	All	Forware	Mee Mee Mor		Tear	kly Stati n Email y & Del	lete	. G To ✓ Do ∛ Cre k Steps	one		< × ×	€ Mc			ules ~ neNoti ctions		/ark nread	Categ	orize	Folk	T wc	aj īransla	ate	O Find ☐ Rela ∂ Sele iting	ated *	Zoo	m	[₽] Join Gi ♦ Leave Manage G Grou	Group									
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Your DATA A transactions																							nings)) wer	re not	ted in	your	file.	Critical f	ailure	will NO	T be sub	mitted t	o the Tre	asury B	roker,	as the	se	
Please use th only the A-C																																			Data Ele	ement	and re	submit	t
For assistanc 20Federal%2	- ce with de	- etermin	ing the	error co	des an	d their	meanir	ng, pl	lease re	efer to	o follo	wing	4-C V	Valio	idatio	n Cod					-			-											0Act/D	ATA%2	0Act%		
For tracking	purposes	s, a Servi	ice Nov	/ ticket h	as bee	n creat	ed on	your !	behalf	and w	will be	furnis	hed	l in a	a sepa	arate	email.																						
We look forv	ward to re	eceiving	your o	orrected	submi	ssion.																																	
Sincerely, DATA Act Re	epository	O&M Te	am																																				

Figure 17: FSSP Clients DATA Act File B Error Report Notification

The File B certification report publication for FSSP clients is also run for each business area/agency and follows the Repository publication functionality. Please follow steps 1-12 in this section (3.1.4.2 FSSP Clients Error Handling and Certification Process) to run a certification report, only right-clicking on DATA ACT FILE B CERTIFICATION REPORT PUBLICATION – Non-USDA in <u>Step 2</u>, instead of DATA ACT



FILE B ERROR REPORT PUBLICATION – NON-USDA. Once you have completed steps 1-12, please move onto Step 14 below.

14. A certification email notification will be sent out containing a workbook in the excel file format with one tab, the File B Certification Report. An example of the File B Certification Report can be found in Appendix A: Legislation, Guidance, and Tools.

🖬 🕤 O A U 🍇 - +	1ST QTR - DATA ACT FILE B CERTIFICATION Report for (NW00) for 2018-02-13-13-59-48 - Message (Plain Text) (Read-Only)			
File Message 🖓 Tell me what you want to do.				
Reply Reply Forward	Weekly Status R (2) To Manager Team Email Done Done Done Done Marks Categorize Follow Tanalate Done			
All More *	Carle Reply & Delete * Create New * La Actions * Unread * Up * La Select * Manage Groups *			
Delete Respond	Quick Steps rs Move Tags rs Editing Zoom Groups			^
FMMIBITEAM@NFC.US	5DA.GOV			
	IIFICATION Report for (NW00) for 2018-02-13-13-59-48			
To gregg.rovinsky@gsa.gov				
Cc FMMIBITEAM@NFC.USDA.GOV I				^
Greetings;				
The DATA ACT FILE B CERTIFICATION Report for N	W00 has completed, for report period 2018-02-13-13-59-48.			
Attached is the certification report. ** Please have the DATA Act file submitter (or sup	pervisor) sign the Certification Letter and submit by replying to this email.			
For online access to the certification report, pleas	e see the DATA ACT FILE B CERTIFICATION Report, via the FMMI Portal https://portal.fmmi.usda.gov, select General Ledger Management > DATA ACT FILE B CERTIFICATION	REPORT.		
Thank you,				
DATA Act Repository O&M Team				
				_

Figure 18: FSSP Client DATA Act File B Certification Report Notification



3.1.5 DABS Submission

Once the validation has been run in the Repository, all records without an error in File B are ready to be combined with File A and File C data for submission to DABS. DATA Act Files A, B, and C must be submitted to DABS as one package.

1. The FMS BI team runs a process chain to pull the error-free data from the BW Server, inserting Treasury required headers during this process, and dropping the file into the OCFO Shared Directory. There are separate process chains for USDA agencies and for FSSP clients.

Process Chain View	Exec <u>u</u> tion <u>G</u> oto <u>S</u> ettings System <u>H</u> elp		_ □
	🔜 « 🗒 🔇 🛇 🕄 🖶 🗛 🍋	i 🕯 🕄 🗔 🔂 😵	
rocess Chain Displa	av Active Version: DATA Act File A Proces	s Chain	
• • 🗉 🔚 👯	∔ 📃 🗿 🔍 Q, 🤣 🗅 🕀 🔨 🕯	🎴 🛄 🖳 🖳	
	🚱 , 🖂 🙈 🖬 🕂 🏫 🗏 🐂 🏹 🖈 💻 💌		⁶ Start
Modeling	© Process Chains	Tech. Name	Start Appropriation Outbound File Process
🔶 Favorites	> 🖉 Unassigned Nodes	NODESNOTCONNECTED	G Start Appropriation Outboard The Process
Find	✓ ∠ Data Act	DATA ACT 🗸	. /
Data Flows	 D2 Exception Processing - Reprocessing Errors 	ZDA_D2_EXCEPTION	f .
of InfoProvider	- 📼 DATA Act File A Process Chain	ZDA_PC_APPROPRIATIONS_A	Delete PSA Request
🕂 InfoObjects	 C DATA Act File A Process Chain Non USDA 	ZDA_PC_APPROPRIATIONS_A_N	Telete FILE A PSA
InfoSources	· 🖙 DATA Act File A Process Chain USDA	ZDA PC APPROPRIATIONS A U	
DataSources	🖙 🖙 DATA Act File B Process Chain Non USDA	ZDA_PC_OBJCLS_PRGACT_B_N	1 1
Source Systems	👓 🖙 DATA Act File B Process Chain USDA	ZDA_PC_OBJCLS_PRGACT_B_US	Load Data
Open Hub Destination	DATA ACLIFIE C Process Chain Non USDA	ZDA_PC_AWRDS_FIN_C_N	
Planning Sequences	 CDATA Act File C Process Chain USDA 	ZDA_PC_AWRDS_FIN_C_USDA	😽 FILA A
Direction of the second	 DATA Act, File D2 (ASP Out) 	ZDA_FILE_D2_START	
	 Data Act - ASP On Demand Corrections file 	ZDA_ASP_ONDMD_CORRECTIONS	I I
	 Data Act - ASP On Demand Non -Corrections file 	ZDA_ASP_ONDMD_NON_CORR	Data Transfer Proc.
	 Data Act A thru C Inbound Correction Loop 	ZDA_A_C_CORRECTION	P ZDA_FILE_A / PE1USDA -> ZDA_HA011 - FULL
	> CD Data Act A thru C Main Process	ZDA_AC_MAIN	
	 C Data Act A thru C files inbound 	ZDA_AC_INBOUND	•
	 C Data Act BIWEEKLY process chain 	ZDA_BIWEEKLY	•
	 Data Act D2 Agency Files 	ZDA_D2_AGENCYFILE	🖾 Program
	 Data Act D2 CRM and Open Hub 	ZDA_D2_CRM_OPENHUB	ZDA_APPROPRIATION_HEADER
	> 📼 Data Act D2 Main	ZDA_D2_MAIN	
	> CO Data Act D2 Main - Event initialize	ZDA_D2_MAIN_EVENT	
	> CD Data Act D2 Main - On Demand Process Chain	ZDA_D2_MAIN_ON_DEMAND	▼
	 C Data Act FPDS-NG Inbound 	ZDA_FPDS_NG_INBOUND	-
	 CD Data Act File B Process Chain 	ZDA_PC_AWARDS_FINANCIAL_B	DA_APPROPRIATIONS_RENAME
	 CD Data Act File C Process Chain 	ZDA_PC_AWARDS_FINANCIAL_C	
	 CD Data Act SF133 Load 	ZDA_SF133	
	 CD Data Act SF133 Load - Delete 	ZDA_SF133_DELETE	
	 Data Act WEEKLY process chain 	ZDA_WEEKLY	
	> 🖙 Does not have pre-check program for D2	ZDA_D2_MAIN_NOCHECK	
	• BFM Process Chains	ZPC_BFM	
	> Ze FMMI BI System Assurance Process Chains	ZPC_FMMI_BI_SYSTEM_ASSURANC	
Administration Transport Connection	> 🖉 ECC Delta Queue Clearing	ZPC_ECC_QUEUE_CLEARING	
Documents	> 🖉 BI Admin Cockpit	RSTCC	
BI Content	• 🖉 CRM Case Management	OCRM_SERV_CASE ^	
Translation	Cash Reconciliation Load Process Chains	ZPC_FMMI_BI_CR_LOAD	
Metadata Repository			

Figure 19: Process Chain - Error-free Data

U	S	D	A
2			

	_				-	Setting		stem	Help	
Ø					Ĭ	«		3 🧉	9 😋	🖶 🖬 🕸 🖞 🖞 👘 🛃 🛄 💭
Dire	ecto	ry: /s	sapr	mnt/P	B7	/EAID)ata/I	NT/	DATA	_ACT/TRES/outbound
3	23	₽ _⊞	<u> </u>	Ξ	P	×	🕇 🖹	0 5	7 🏛	편 🥁 📫
Jseab	View	ed Cha	nged	Leng	gth	Owner	Lastcha	n_ L	astchan	File Name
				614	40	pb7adm	03/22/2	201_1	4:31:35	
(23	99	pb7adm		1	4:31:16	S_USDA_ASSISTANCE
				204	80	pb7adm	03/19/2	201_1	3:39:39	submitted
				40	96	pb7adm		1	3:39:22	holding
(527072	26	pb7adm	02/14/2	201_0	9:06:57	FMMI.USDA.DA.AF_20180214_080642.txt
(pb7adm		-	9:06:11	S_FMMI.USDA.DA.AF
(pb7adm		-	9:04:58	FMMI.USDA.DA.PA_20180214_080444.txt
(pb7adm			9:04:55	S. EMMILUSDA.DA.PA
(pb7adm			9:04:33	FMMI.USDA.DA.APPRO_20180214_080419.txt
(11		pb7adm			9:04:23	S_FMMI.USDA.DA.APPRO
						pb7adm	02/13/2			FSSP.UD00.DA.AF_20180213_074817.txt
						pb7adm			8:47:38	FSSP.RE00.DA.AF_20180213_074723.txt
(pb7adm			8:47:36	FSSP.AB00.DA.AF_20180213_074722.txt
(pb7adm			8:47:35	FSSP.AP02.DA.AF_20180213_074720.txt
(23		pb7adm			8:47:33	FSSP.AS00.DA.AF_20180213_074719.txt
						pb7adm			8:47:32	FSSP.GW00.DA.AF_20180213_074717.txt
,				100		pb7adm		-	8:46:38 8:46:37	FSSP.HT00.DA.AF_20180213_074624.txt
((pb7adm		-	8:46:37	FSSP.DR00.DA.AF_20180213_074622.txt
с С						pb7adm			8:46:35	FSSP.FC00.DA.AF_20180213_074621.txt
`				101		pb7adm pb7adm			8:46:33	FSSP.JF00.DA.AF_20180213_074619.txt FSSP.BR00.DA.AF_20180213_074617.txt
						pb7adm pb7adm			8:45:33	FSSP.CC02.DA.AF_20180213_074519.txt
						pb7adm pb7adm			8:45:33	FSSP.IP00.DA.AF_20180213_074519.txt
(40		pb7adm			8:44:32	FSSP.CH00.DA.AF_20180213_074417.txt
ς (pb7adm			8:43:32	FSSP.MM00.DA.AF_20180213_074317.txt
				50		pb7adm			8:42:34	FSSP.PA00.DA.AF_20180213_074317.ttt
						pb7adm			8:42:34	FSSP.PL00.DA.AF_20180213_074220.txt
(60		pb7adm			8:42:32	FSSP.JU00.DA.AF_20180213_074217.txt
						pb7adm			8:41:35	FSSP.JM00.DA.AF_20180213_074120.txt
[pb7adm		-	8:41:33	FSSP.DN00.DA.AF_20180213_074119.txt
ς (pb7adm			8:41:32	FSSP.CG00.DA.AF_20180213_074117.txt
						pb7adm			8:41:00	FSSP.AC00.DA.AF_20180213_074046.txt
						pb7adm			8:40:59	FSSP.NW00.DA.AF_20180213_074044.txt
						pb7adm			8:40:58	FSSP.NC00.DA.AF_20180213_074043.txt
(67		pb7adm			8:34:32	FSSP.UD00.DA.PA 20180213 073417.txt
						pb7adm			8:33:32	FSSP.RE00.DA.PA 20180213 073317.txt
						pb7adm			8:32:35	FSSP.AB00.DA.PA 20180213 073220.txt
- (pb7adm			8:32:33	FSSP.AP02.DA.PA_20180213_073219.txt
(pb7adm			8:32:32	FSSP.AS00.DA.PA_20180213_073217.txt
Ċ						pb7adm		0	8:31:33	FSSP.GW00.DA.PA_20180213_073119.txt

Figure 20: OCFO Shared Directory



- 2. The FMS BI team pulls the File B report from the OCFO Shared Directory and drops the file in to the DABS site manually.
 - a. Sign on to the DATA Act Broker site.

DATA Act Broker Welcome to the DATA Act Broker Sign in to uplead your agency financial data and validate if against the DATA Act Information Model Schema (DAIMS).	Sign in or register for the DATA Act Broker using your MAX ID. Sign In Using MAX	
NARSKING INADIANS' (NARSKING Yes have accessed a U.S. Government information system, which includes (i) this scepter, or allocks to be indexed or is a comparison of the sector of the	Folicial U.S. Government Information only Usualitatical or Improper use of this Information system is a information system is owned by the U.S. Government and may, for the parpose of protecting the error disclosed or and anally damagements parpose at any two THERES IN DIGIT TO 5. Government Information systems USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR.	

Figure 21: DATA Act Broker Home Page

b. Click Enter under the Select the DATA Act Broker Submission.

	L Citton E Majoue
DATA Act Broker	Нефр
Welcome to the DATA Act Bro Upload, validate, and publish your agency's federal spending transparency data. Details on how to format your data against the latest version of the DATA Act Info Schema (DAIMS) can be found on the <u>Help section</u> .	
DATA Act Broker Submission Enter here to upload, validate, and certify your agency's quarterly financial data. You can also test your monthly financial data, generate your award files, and view your DAYA Act submissions	Financial Assistance Broker Submission Enter here to upload, validate, and publish your agency's financial assistance data. You can also test your financial assistance data and view your submissions. Enter

Figure 22: Select the DATA Act Broker Submission



c. On the DABS home page, click on "Upload and Validate a New Submission"

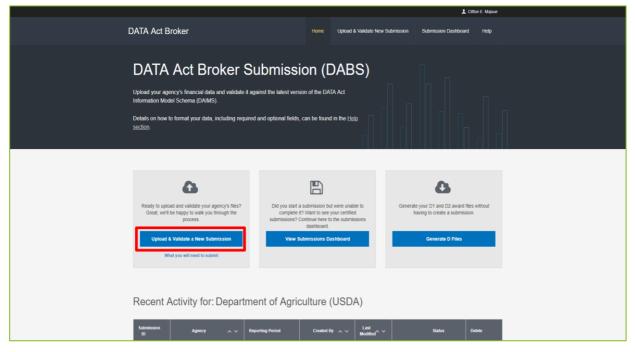


Figure 23: Select Upload and Validate a New Submission



d. The Upload & Validate a New Submission screen describes the four steps to Upload and Validate Agency Data. Click Next.

				L cin	on E. Majoue
DATA Act Broker		Home	Upload & Validate New Submission	Submission Dashboard	нер
Upload & Vali	date a New Sເ	ubm	ission		
	Four Steps to Upload	l and V	alidate Agency Data		
•	Submission Info Provide the DATA Act Broker with informati includes the name of your agency and the			nation	
•	Upload Files (.csv o You'll need the following files to complete y comma separate values (.csv) or ppe-sep the DATA Act Broke: - File A: Appropriation Account data (Samp - File B: Object Class and Program Activity - File C: Award Financial data (Sample file) Files D1, D2, E, and F will be generated to	your submiss varated value ple file) y.(Sample file s)	e) (bt). Sample files are available for dow	nioad in	
	File D1. Award and Awardee Attributes (F File D2. Award and Awardee Attributes (F File E: Additional Awardee Attributes data File F: Sub-award Attributes data.	Financial As			
3	Validate Data Files In this step, the DATA Act Broker will valida and D2) against each other. All files must b Find out what validations are currently impl	be present to		ng D1	
	Review, Certify, and Once your submission has successfully pa • Notify another user that the submission is • Review, certify, and publish your agencyte	assed validat is ready for th	tion, this step allows you to:		
	Hide this page next time I submit files.		l	Next	

Figure 24: Four Steps to Upload & Validate



e. Provide the Submission Info by answering each question on the screen. Click Submit.

				👤 Clifte	on E. Majoue
DATA Act Broker		Home	Upload & Validate New Submission	Submission Dashboard	Неф
Upload & `	Validate a New St	ubm	ission		
	Please begin by telling us abo	out the	submission you are cre	eating	
	Which agency is this submission for? Department of Agriculture (USDA)				
	For what duration are you submitting or valid Monthly Quarterly	lating data'	,		
	Your submission includes data from Quarter 1 - 2018				
	Everything looks good. Now let's work on uploadin	g your files.	Subn	nit	
	View	Submission Gu	ide		

Figure 25: Upload & Validate - Submission Info Screen

f. Drag and drop File B from the Shared Directory. Once the Files A, B, and C have been dragged and dropped onto the screen, the Upload and Validate files button will appear, click that button.

			L Ciffe	n E. Majoue
DATA Act Broker	Home	Upload & Validate New Submission	Submission Dashboard	нер
Upload & Val	lidate a New Subm	ission		
	vou want to upload to the DATA Act Broker. Once all three fi the page allowing you to begin the upload and validation pr			
	Drag and drop or click here to upload yo	ur File A: Appropriation		
	Drag and drop or click here to upload your File B: Pr	ogram Activity & Object Class Data		
	Drag and drop or click here to upload you	r File C: Award Financial.		
	Upload & Validate	files		

Figure 26: Upload Files to DABS



g. Once the files have been uploaded, the system will produce warnings and errors. If there are errors for File B, the report must be fixed and reloaded to DABS. To view the Warnings, click on the View & Download Warnings Report. Click Next. An example of the File B Warnings Report, can be found in Appendix A: Legislation, Guidance, and Tools. Click Next.

File A: Appropriation	File Size: 71.17 KB	Lines in File: 577	•
Warnings: 93	Critical Errors: 0		FMMI.USDA.DA.APPRO_20180214_080419.tx File validated with warnings
View & Download Warnings Report \checkmark			
File B: Program Activity & Object Class E	Data File Size: 3.29 MB	Lines in File: 13607	
Warnings: 1882	Critical Errors: 0		FMMI.USDA.DA.PA_20180214_080444.bxt File validated with warnings
View & Download Warnings Report V			
File C: Award Financial	File Size: 52.71 MB	Lines in File: 210274	•
Warnings: 915	Critical Errors: 0		FMMI.USDA.DA.AF_20180214_080642.bxt
View & Download Warnings Report V			

Figure 27: Warning and Errors



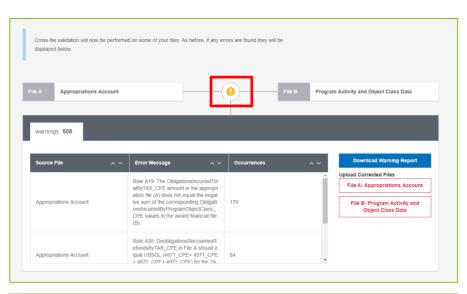
h. DABS will give you the option to Generate the Files D1 and D2. To view these files, click Generate Files. To move to the next step, click Next.

Select the durations for the generated D1 and D2 files. If range you selected in step one.	By default, this range is set to th	ne submission date			
File D1: Procurement Awards (FPDS data)	10/01/2017	Ê	through	12/31/2017	#
			Down	nload File D1: Procuremen	t Awards (FPDS data)
File D2: Financial Assistance	10/01/2017	Ê	through	12/31/2017	
				Download File D2:	Financial Assistance
Your files have been generated. Cli	ick Next to begin cros	s-file validations	5.	Generate Files	Next

Figure 28: Option to Generate the Files D1 and D2

i. A cross validation is performed between the Files A and B, Files C and D1, and the File C and D2. The yellow explanation point represents warnings found in the validation. If there is a red x, that means there are errors in the report. A Next button will be located at the bottom right of this screen, click the button to move forward to the next screen.





le B Program Activit	ty and Objec	t Class Data	O	File C Award F	inancial
ile C Award Financia	ı		0	File D1 Award P	Procurement
warnings 10067	2				Download Warning Report
Source File	~ ~	Rule C11: Each unique PIID (or comb ination of PIID/ParentAwardid) from fil		^ ~	Upload Corrected Files
Award Financial		e C should exist in file D1	0214		
Award Financial			231		File D1: Award Procurement

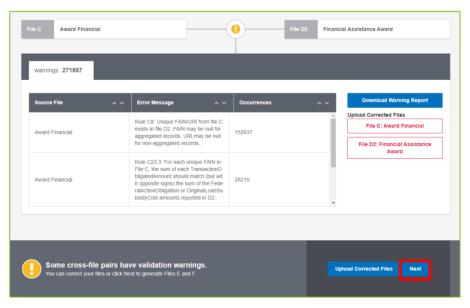


Figure 29: DABS Validation



j. Files E and F will appear on the next screen and are available for download. Click Next.

	ait while your File E: Executive Compensation Data and F: Sub-award Data files are generated. These ot undergo any additional validations.	
File E	Executive Compensation Data	
Executive awards in	Compensation data is generated from the System for Award Management and includes data for the receiving entities of th le D.	e File_E.csv Download
File F	Sub-Award Data	
Sub-award	data is generated from the Federal Subaward Reporting System and includes the subawards for the prime awards in file	D. File_F.csv Download
	es E and F have been successfully generated. K Next to review and publish your submission.	Regenerate Files Next





k. Click on the drop down in the Add comments to files section and select File B. Add comments for File B in the comments box and click Save Changes. <u>Before</u> clicking on "Notify Another User that the Submission is Ready for Certification", the FMS BI team sends an email notification to OCFO leadership asking for confirmation that certification is granted. Please see <u>Section 3.1.7</u> for more detail on the email notification. Once the confirmation of certification is received from OCFO leadership via a response to the email sent, the FMS BI team clicks the "Notify Another User that the Submission is Ready for Certification" button.

	it?	
	Agency Name:	Department of Agriculture (USDA)
	Report Start Date:	Q1/2018
	Report End Date:	Q1/2018
Total File Size: 1.63 MB Total Rows: 424573	Award Obligations Incurred (file C):	-\$3,022,344,280.42
Created on: 02/14/2018 Total Warnings: 2890	Total Financial Assistance Obligations:	-\$2,848,718,638.50
	Total Procurement Obligations:	-\$173,625,641.92
	File A	es here y Quarterly DATA Act Reporting Assurance ble for providing reasonable assurance that their bls support the reliability and validity of the Save Changes
You do not have pe	ermissions to certify	tify Another User that the Submission is Ready for Certification

Figure 31: Confirmation of data being successfully validated in DABS



I. Begin to type the name or email of the person who will act as the USDA certifier for the File B Submission. This person's email will pop up, once the system recognizes the name or email. The USDA Certifier cannot be the same person that entered File B into DABS. Click Send Notification and an automated message will be sent to the identified certifier, alerting them to go into DABS and certify the File B Submission.

ongratulations your data ha	s been successfully val it?	idated! Now, what would you like to do with
	Agency Name:	Department of Agriculture (USDA)
	Report Start Date:	Q1/2018
	Report End Date:	Q1/2018
Total Riews: 42 Total Rows: 42 Created on: 02 Total Warnings Notify Anothe	r User that the Submission is	Ready for Certification
Name or email add	tress of the person to certify this submission	n
		Send Notification
		esponsible for providing reasonable assurance that their al controls support the reliability and validity of the Save Changes
You do not have permiss	ions to certify	① Notify Another User that the Submission is Ready for Certification

Figure 32: Select the File B Certifier



3.1.6 Assurance

In addition to the certification provided by OCFO leadership, an Assurance Statement is distributed by OCFO TARD to the agencies via an email, asking each agency to sign and provide reasonable assurance that their agency's internal controls support the reliability and validity of the agency account-level data reported per the DATA Act files. A copy of the <u>USDA DATA Act Quarterly Assurance Statement</u> can be found in Appendix A: Legislation, Guidance, and Tools.

Thu 3/1/2018 3:11 PM
Dunagan, Fransi - OCFO, Washington, DC <fransi.dunagan@cfo.usda.gov></fransi.dunagan@cfo.usda.gov>
FY18 Quarter 2 Reporting: Schedules and Assurance Statements
 SNOEPO.ARSC [: SN.OCFO.ARS]: SN
Cc Herche, Daniel - OCFO, Washington, DC; Smith, Lisa - OCFO, Washington, DC; Lover, LaShawn - OCFO, Washington, DC; Whitney, Tyson - OCFO, Washington, DC; McStay, James - OCFO, Washington, DC; Williams, Rachel - OCFO-FMS, New Orleans, LA; Williams, Walter - OCFO-FMS, New Orleans, LA; Bounds, Larry - OCFO-FMS, New Orleans, LA; Majoue, Clifton - OCFO-FMS, New Orleans, LA; Williams, Walter - OCFO-FMS, New Orleans, LA; Majoue, Clifton - OCFO-FMS, New Orleans, LA; Williams, Walter - OCFO-FMS, New Orleans, LA; Williams, Cashed - OCFO-FMS, New Orleans, LA; Majoue, Clifton - OCFO-FMS, New Orleans, LA; Williams, Walter - OCFO-FMS, New Orleans, LA; Majoue, Clifton - OCFO-FMS, New Orleans, LA; Williams, Walter - OCFO-FMS, New Orleans, LA; Majoue, Clifton - OCFO-FMS, New Orleans, LA; Williams, Walter - OCFO-FMS, New Orleans, LA; Washington, DC; McStay, James - OCFO,
USDA DATA Act Quarterly Assurance Statement FY18 Q2.docx 16 KB DATA Act FY18 Q2 Reporting Schedule.docx
Good afternoon, everyone.
OCFO would like to congratulate everyone on a successful Q1 reporting period for DATA Act and express our appreciation for your hard work and determination. In looking toward the next round of quarterly reporting, please find two documents attached.
The Quarterly Assurance Statement for FY18 Quarter 2. The document has been revised to correct footnotes, update hyperlinks, clarify language (last paragraph), and clean-up the general reporting schedule in Appendix C.
The FY18 Q2 reporting schedule. A copy is located below. <u>HIGHLIGHTS</u>
Reporting will commence April 20 following GTAS close.
 Agencies should make plans to address errors the week of April 23 to ensure highest quality data will be available for the final processing on April 28. Agency CFO signed Assurance Statements are due to OCFO NLT May 8.
DATA ACT FY 18 QUARTER 2 REPORTING SCHEDULE

Figure 33: Assurance Request Email Example



3.1.7 Certification

Once the File B data has been entered into DABS, and the user has received confirmation of data being successfully validated in DABS (please see <u>Section 3.1.5</u>, <u>step 2</u>, <u>subsection K</u>), an email is sent from the FMS BI team to OCFO leadership, including the DATA Act Status report, Submission Appropriations Warning report, Submission Program Activity Warning report, and the Submission Award Financial Warning Report. The email alerts leadership that the team has completed its final refresh of the Repository, have submitted USDA's File A, B, and C to DABS for pre-validation, and are asking for confirmation that certification be granted.

MRAREY, Lynn - OCFO, Washington, DC < <u>Lyn</u>				OCFO,
mington, DC < <u>Tyson.Whitney@cfo.usda.gov</u>				
ike.Clanton@cfo.usda.gov>; McMichael, Star				
anley.McMichael@cfo.usda.gov>; Staton, Ch rristopher.j.Staton@wdc.usda.gov>; Leger, N	• •	-	r	
atthew.Leger@cfo.usda.gov>; Connolly, Lind			,	
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S, New Orleans, LA < <u>RON.GROS@cfo.usda.go</u>				
E.GIORLANDO@cfo.usda.gov>; Williams, Rad				,,,
CHEL.WILLIAMS@cfo.usda.gov>				
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Figure 34: Certification Request Email Example



Appendix A: Legislation, Guidance, and Tools

Guidance	URL or File
Digital Accountability Digital Accountability and Transparency Act of 2014 (DATA Act)	https://www.gpo.gov/fdsys/pkg/PLAW-113publ101/pdf/PLAW-113publ101.pdf
Inspectors General Guide to Compliance Under the DATA Act	https://www.treasury.gov/about/organizational- structure/ig/Audit%20Reports%20and%20Testimonies/OIG-CA-17-012.pdf
OMB Circular A-11, Preparation, Submission, and Execution of the Budget	https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/assets/a11_current_year/a11_2017.pdf
DATA Act Broker Site	https://broker.usaspending.gov
The Reporting Submission Specification (RSS) Schema File	rss-v2.0.xlsx
USDA OCFO Error Codes for DATA Act Files A, B, & C	DATA_Act A_B_C Validation_Codes_v6_/
USDA DATA Act Quarterly Assurance Statement	USDA DATA Act Quarterly Assurance S
DATA Act Program Activity Functional Design Document	Data Act - Program Activity FD Final.docx
DATA Act Functional Area Splitting User Guide	DATA Act Functional Area Splitting User Gu
DATA Act Functional Area Splitting Extension Technical Design	DATA Act Funcional Area Splitting Extensic
Example File B Error Records Report	DATA_ACT_FILEB_ERR OR_REPORT_2018-02-
Example File B Certification Report	Query 1_DATA_ACT_FILEB_CE
Example DABS File B Warnings Report	DABS File B Warning Report.csv



Appendix B: Non-Standard Program Activities

Instances can occur in the File B Object Class and Program Activity Detail report where the Program Activity does not match the Budget Program or Financing Schedule. When these instances occur, agencies should use the Non-Standard Program Activities listed below.

- Code: 9901, Set Aside
 - Extramural Budgets to include but not limited to Small Business Innovation Research as such funding does not align with the Budget Appendix Program and Finance Schedule and currently legislatively required by eleven Federal Agencies.
- Code: 9902, Program Support
 - Use of multiple Budget Appendix Program and Finance Schedule Program Activities as outlined by legislation to support and carry out the work necessary for the Agency / Department. Program Support includes but is not limited to Program Activity support, Administrative Support and Overhead cost when not specifically outlined in an independent Program Activity.
- Code: 9903, Supplemental Funding
 - Use in cases when Federal Funding is released outside the Budget cycle and a Budget Appendix Program and Finance Schedule Program Activity is not provided during a period of execution.
- Code: 9904, Below Threshold
 - Use in cases when Federal Funding is provided below the Budget threshold of \$1 million within the Budget Appendix Program and Finance Schedule Program Activity.
- Code: 9905, Other Unmapped
 - Use in cases when Program Activity is outside the range of existing Standard or Non-Standard Program Activity Codes / Definitions.
- Code: 9906, Recovery Act
 - Use in cases related to The American Recovery and Reinvestment Act of 2009 (ARRA).
- Code: 9907, Child Nutrition
 - Use in cases of reimbursement for Child Nutrition program meals through the National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program, Summer Food Service Program and Special Milk Program. The meals are reimbursed at paid, reduced price and free rates. The CN07 serves as a means to fully capture Federal Funds used for meal reimbursements across the various Child Nutrition programs.
- Code: 9908, Pending Mapping
 - Use in cases of activity mapping pending to a valid Budget Appendix Program Activity or an existing Non-Standard Program Activity for USDA.
- Code: 9909, FSDW (Financial Statement Data Warehouse)
 - Use in cases when activity is driven by Financial Statement adjustments and/or SF-133 adjustments. Mapping is not linked to a Budget Appendix Program Activity but internal to the USDA FSDW.



Appendix C: FMMI Dropbox FileZilla Submission Instructions

This section includes submission instructions using FileZilla.

1. Open FileZilla, click on File, Site Manager, and New Site.

🔁 FileZilla					
File Edit View Trans	fer Server Bookmark		available!		
	😫 🐰 🍽 🐘 🛷	🗈 🕂 🚰 🧥			
Host:	Username:	Password	:	Port:	Quickconnect
Local site: C:\Users\AF7		Site Manager			X
ternet in the second s	Users N654N ault ault User vlic MP MP.BOUNDS-L-LAP-1 r vs	Select Entry:		Encryption:	nced Transfer Settings Charset Port: Port: TP - File Transfer Protocol Jse explicit FTP over TLS if available Anonymous anonymous anonymous
.grasp_settings	File folder	New Site	New Calder		A
Jmc	File folder File folder	New Site	New Folder		
.oracle	File folder	New Bookmark	Rename		
loracle_jre_usage	File folder	Delete	Duplicate		v
sdb .svt	File folder File folder				
AppData	File folder				Connect OK Cancel
Application Data	File folder				
Contacts	File folder	7/18/2016 9:41:1	1	Ŧ	

Figure 35: FileZilla Home Screen

- 2. On the next screen, please enter the following:
 - a. Host: 199.139.136.71
 - b. Port: 22
 - c. Protocol: Click on the dropdown and select "SFTP SSH File Transfer Protocol"
 - d. Login Type: Click on the dropdown and select "Ask for password"
 - e. Userid Name: (intpr****) ex: intprar00 (Please use your agencies Userid Name)



Site Manager							\times
Select Entry: My Sites My FMMI Drop	Box	Host: Protocol: Logon Ty User: Password	199.1 SFTP - rpe: Ask fc intpra I: •••• ind color:	39.136.71 SSH File Tra or password 1r00	tings Charse	Port: 22	~
New Site New Bookmark	New Folder Rename						^
Delete	Duplicate						\sim
			Co	onnect	ОК	Canc	el

Figure 36: FileZilla Site Manager

3. After entering the information, click Connect and enter your password. Screenshot below should appear:

E FMMI Drop Box - sftp://intprar00@199.139.136.	71 - FileZilla		_	\times
File Edit View Transfer Server Bookmarks Help				
₩ - ■	≡ ⊈ ♀ ᠕			
Host: Username:	Password: Port: Quickc	onnect -		
Status: Retrieving directory listing of "/home/intp	rar00/in"			^
Status: Listing directory /home/intprar00/in Status: Directory listing of "/home/intprar00/in" s	u secondi il			
Status: Directory listing of /nome/intpratod/in s	uccessiui			\sim
Local site: C:\Users\AF712\	~	Remote site: /home/intprar00/in		~
⊞- 🦹 AF712	^	₽-?/		
🕮 📜 All Users		🖮 🔁 home		
con1324n		🖃 📜 intprar00		
<mark>-</mark> con2130		🖶 📜 in		
<mark>-</mark> con2131		- ? out		
🗎 🖶 📜 Default	~			
Filename Filesize Filetype Last modified	^	Filena Filesize Filetype Last mod Permis Owner		
.				
eclipse File folder 1/19/2017		arch File fol 3/3/2016 drwxr 2094 7		
.oracle_jr File folder 12/13/2016				
swt File folder 1/24/2017				
Anypoint File folder 1/13/2017				
AppData File folder 9/16/2016				
Applicati File folder				
Contacts File folder 1/13/2017	~			
12 files and 28 directories. Total size: 13,698,918 byte:	j	1 directory		
Server/Local file Dire Remote file	Size Prio Status			
Queued files Failed transfers Successful transfer	s			
			🔒 🕐 Queue: empty	••

Figure 37: FileZilla FMMI Dropbox



4. First, click on your Userid Name (intpr****) folder, then click on the folder. Once this is done, place your agency file here (intpr<agencycode>/in). Please note, it is very important to place the file in the "in" directory. If the file is placed in the incorrect directory, the file will not be picked up.



Appendix D: FMMI Dropbox WinSCP Submission Instructions

This section includes submission instructions using WinSCP.

1. Open WinSCP, click on "New Site" on the left-hand side.

🖺 Login		- 🗆 X
 New Site Cloud QB1 Q bladm@10.55.56.31 Cloud DB7 Cloud PE1 O&M DB7 O&M Dropbox 	Session File protocol: SFTP Host name: User name: Save	Port number: 22 - Password: Advanced
Tools	E Login 🗸	Close Help

Figure 38: WinSCP Home Page

- 2. On the next screen, please enter the following:
 - a. File Protocol: click on the dropdown and select SFTP.
 - b. Host name: fprdrop-d.fmmiad.fmmi.usda.gov
 - c. Port number: 22
 - d. User name: Your id intqa**** (Ex. intqafx00)



🔩 Login	- 🗆 X
 New Site Cloud QB1 Qb1adm@10.55.56.31 Cloud DB7 Cloud PE1 Q&M DB7 O&M Dropbox 	Session File protocol: SFTP Host name: Port number: fprdrop-d.fmmiad.fmmi.usda.gov 22 User name: Password: intqafx00 Save Advanced
Tools	Login Close Help

Figure 39: WinSCP Home Page Example

3. After you put in the information above, click "Login" and enter your password.

Passwo	ord - intqafx00@fprdrop-d.fmmiad.fmmi.usda.gov	\times
	Searching for host	
	Connecting to host	
	Authenticating	
	Using username "intqafx00".	
Passwo	rd:	
	OK Cancel Help	

- Figure 40: WinSCP Login
- 4. The screen below will appear once you click "OK". Click on the "in" folder. Once this is done, place your file into the /home/intqa<agencycode>/in (in the example below, the location is



labeled: /home/intqafx00). Please note, it is very important to place the file in the "in" directory. If the file is placed in the incorrect directory, the file will not be picked up.

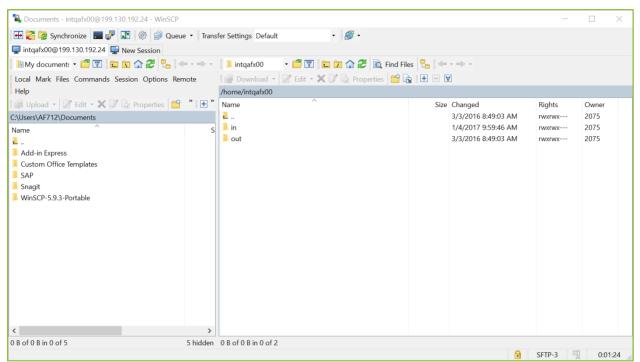


Figure 41: WinSCP FMMI Dropbox

Note: If your agency is using a different software solution and is in need of assistance, please contact the FMMI Interface Team at fmmiinterfaceteam@nfc.usda.gov.



Appendix E: Acronym List

- ARS: Agricultural Research Services
- **BA:** Business Area
- **BI: Business Intelligence**
- BOC: Budget Object Class
- DABS: DATA Act Broker Submission
- DAIMS: DATA Act Information Model Schema
- DATA Act: Digital Accountability and Transparency Act of 2014
- FA: Functional Area
- FMMI: Financial Management Modernization Initiative
- FMS: Financial Management Services
- FSSP: Federal Shared Service Provider
- FTP: File Transfer Protocol
- GSDM: Governmentwide Spending Data Model
- GTAS: Governmentwide Treasury Account Symbol Adjusted Trial Balance System
- OCFO: Office of the Chief Financial Officer
- OMB: Office of Management and Budget
- POC: Point of Contact
- Repository: USDA DATA Act Repository (SAP HANA)
- **RSS:** Reporting Submission Specification
- SOP: Standard Operating Procedure
- USDA: U.S. Department of Agriculture
- TARD: Transparency and Accountability Reporting Division
- TAS: Treasury Account Symbol
- TI: Treasury Index (also known as Agency Identifier)



Treasury: U.S. Department of the Treasury