



# Accessing DATA Act Reports in FMMI HANA Module

November 2023

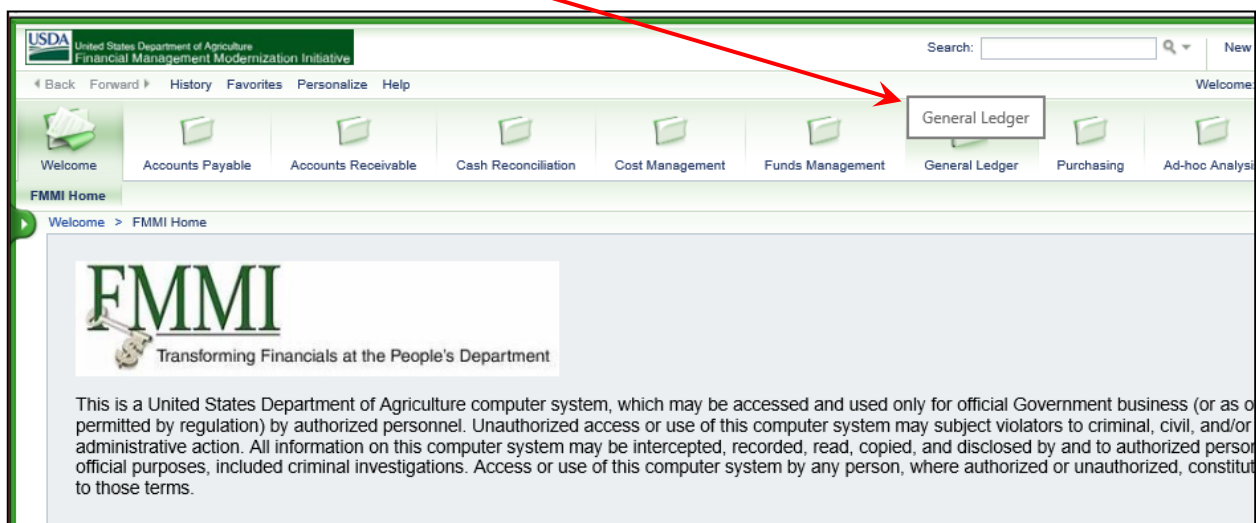
## GAINING ACCESS TO FMMI HANA REPORTS

To request access to the FMMI HANA reports, contact your agency's FMMI Security POC and ask to have the following User Role applied: Z0000DGHGL: BI\_HANA\_CAN\_GL\_REPT

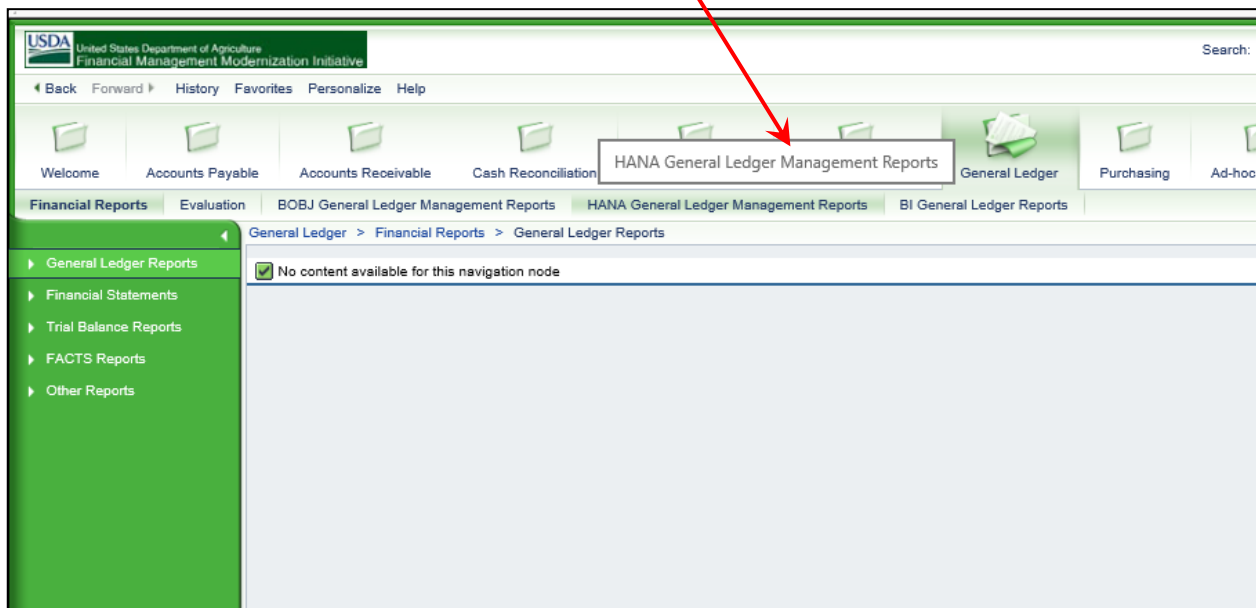
## FINDING HANA REPORTS IN FMMI

DATA Act Error and Certification reports are available in the HANA General Ledger Management Reports section on FMMI <https://portal.fms.usda.gov/>. (Internet Explorer preferred browser.) File A-C reports are refreshed daily and File D2 reports are refreshed each time the process is run on the 3<sup>rd</sup>, 6<sup>th</sup>, 18<sup>th</sup>, and 21<sup>st</sup> of the month. A user's display may differ slightly from the screenshots in this document based on User Roles. The *Business Area* displays the user's agency by default.

Go to the "**General Ledger**" area



Open "**HANA General Ledger Management Reports**"



## LIST OF REPORTS

The first view within HANA Management Reports provides links to the various available reports:

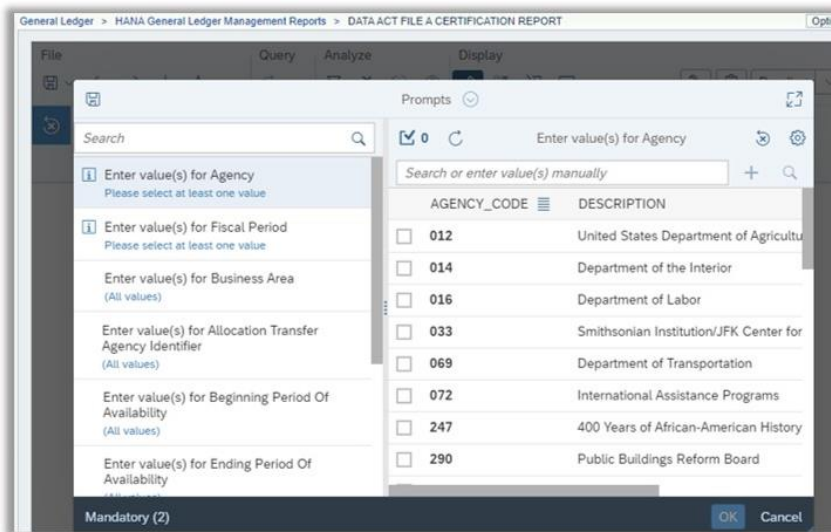
- For File A
  - *DATA ACT FILE A CERTIFICATION REPORT*
  - *DATA ACT FILE A ERROR REPORT*
- For File B
  - *DATA ACT FILE B CERTIFICATION REPORT*
  - *DATA ACT FILE B ERROR REPORT*
- For File C
  - *DATA ACT FILE C CERTIFICATION REPORT*
  - *DATA ACT FILE C ERROR REPORT*
- For non-FMMI Agencies
  - *Data Act A-C Error Report*
  - *Data Act B-C Report*
- For File D2
  - *Data Act D2 Inbound and Outbound File Processing*  
Contains data submitted to USAspending
  - *Data Act D2 Broker Error and Warning Report*  
Contains reports from USAspending validation review

### PARTIAL VIEW OF LIST

	<p><b><u>DATA ACT FILE A CERTIFICATION REPORT</u></b> The DATA ACT FILE A CERTIFICATION REPORT will provide agencies the opportunity to view and certify transactions that are correct and will be reported to US Treasury.</p>		<p><b><u>Congressional Justification Report</u></b> The Congressional Justification Report will provide obligations by Fiscal Year. BOC's will be shown as 3 digits in accordance with OMB.</p>
	<p><b><u>DATA ACT FILE B ERROR REPORT</u></b> The DATA ACT File B - Object Class Activity Error report will provide Agencies visibility to inaccurate records that were transmitted to the USDA DATA ACT reporting repository.</p>		<p><b><u>Suspense Clearing Account Report</u></b> The Suspense Clearing Account Report will be utilized by agencies for clearing their incoming cash from a Deposit Fund</p>
	<p><b><u>DATA ACT FILE B CERTIFICATION REPORT</u></b> The DATA ACT FILE B CERTIFICATION REPORT will provide agencies the opportunity to view and certify transactions that are correct and will be reported to US Treasury.</p>		<p><b><u>Data Act – D2 Inbound and Outbound File Processing Status Report</u></b> This report will provide agencies with processing status of the inbound and outbound files that are processed and submitted to Treasury</p>
	<p><b><u>DATA ACT FILE C ERROR REPORT</u></b> The DATA ACT File C - Award Financial Error report will provide Agencies visibility to inaccurate records that were transmitted to the USDA DATA ACT reporting repository.</p>		<p><b><u>Data Act – D2 Broker Error and Warning Report</u></b> This report will provide agencies with the details of the FABS errors and warnings that are generated when a file is submitted to the Treasury. Agencies can then identify the records that have failed FABS validation.</p>
	<p><b><u>DATA ACT FILE C ERRORS – SMARTPAY PURCHASE/FLEET CARD REPORT</u></b> The DATA ACT File C Errors – “SmartPay” Purchase/Fleet Card report provides a subset of transaction details to help resolve missing Award ID's</p>		<p><b><u>Budget Fund Review Report</u></b> The Budget Funds Review report provides the comparison of spending to Budget by program areas and budget activities. This report will extrapolate data from both GL and FM tables in an automated fashion and combine them to</p>

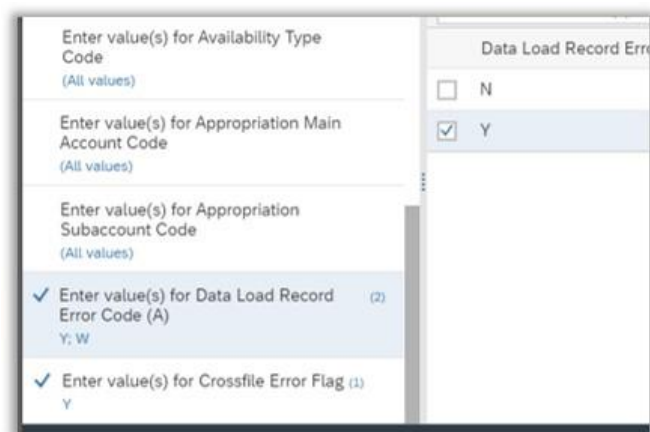
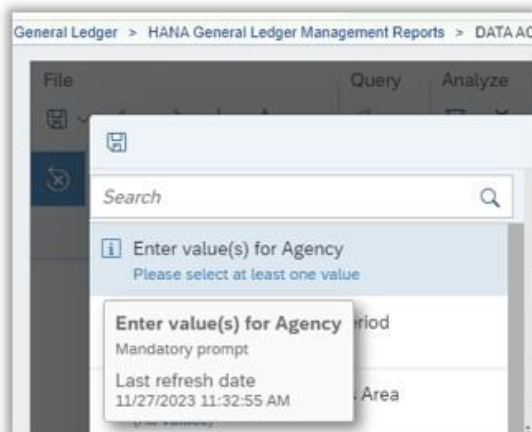
## PROMPT AND SELECTION SCREENS

When a selected report opens, a *Prompts* box pops up for selecting desired report parameters. The Prompt Selection screen has two sections. The available *Prompts* are on the left and items to *Select* are on the right. In many cases, the *Refresh* icon must be used to populate the Selection screen.



### Using the *Prompts* screen

- Prompts marked with the "i" icon are mandatory and selections must be made
- Prompts marked with a checkmark are already set as default but can be changed if desired.
- Other prompts can be used to narrow the results.

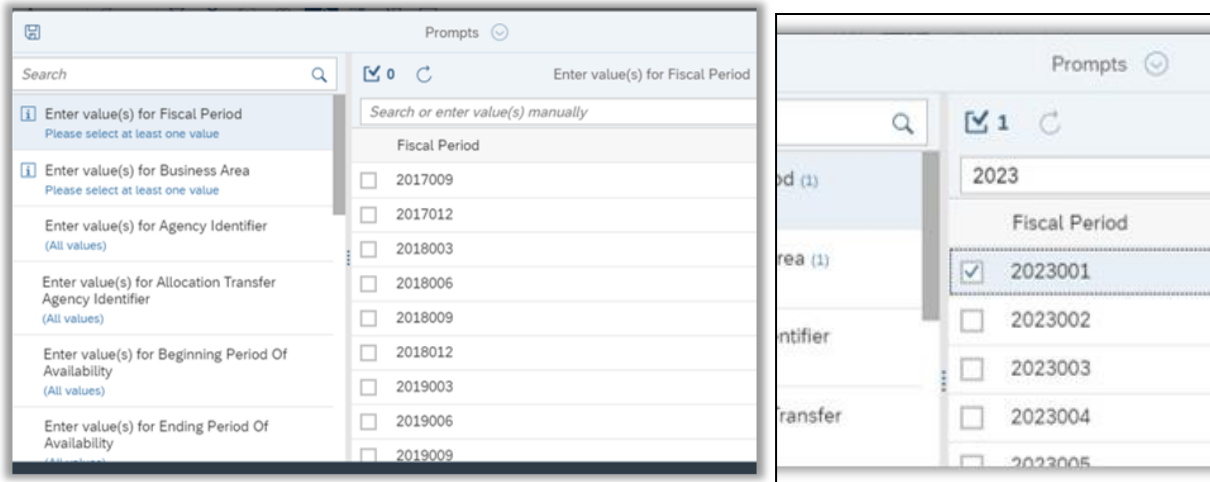


### Using the *Selection* screen

This view provides the options available for selection based on the *Prompt* used.

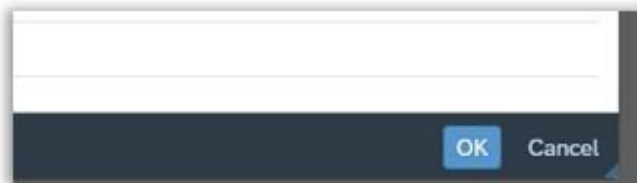
When opening a report, the first mandatory Prompt may already be shown. Some reports are pre-populated with selections while others are not. If not, use the Refresh icon (circular arrow) to populate the Selection screen.

A Search Bar is offered to help narrow the search. This is particularly useful when a report carries data over several years.



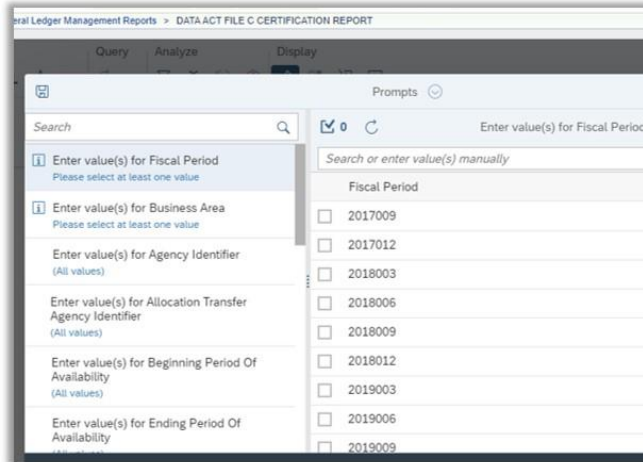
### Final Step

Press the OK button at the lower right of the screen. If the button is greyed out, please determine which prompts still need to be set/selected.

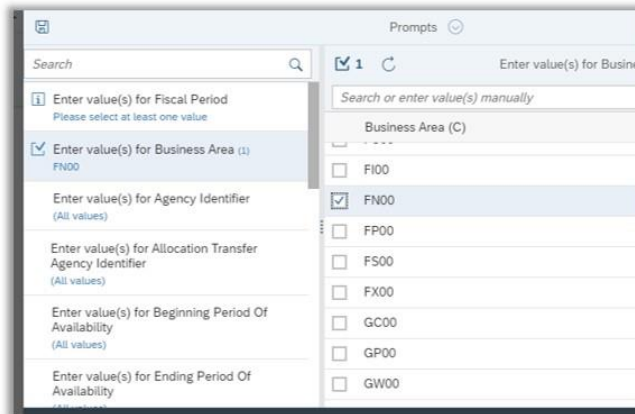


**EXAMPLE: Using the report functions to locate a specific File C Certification Report**

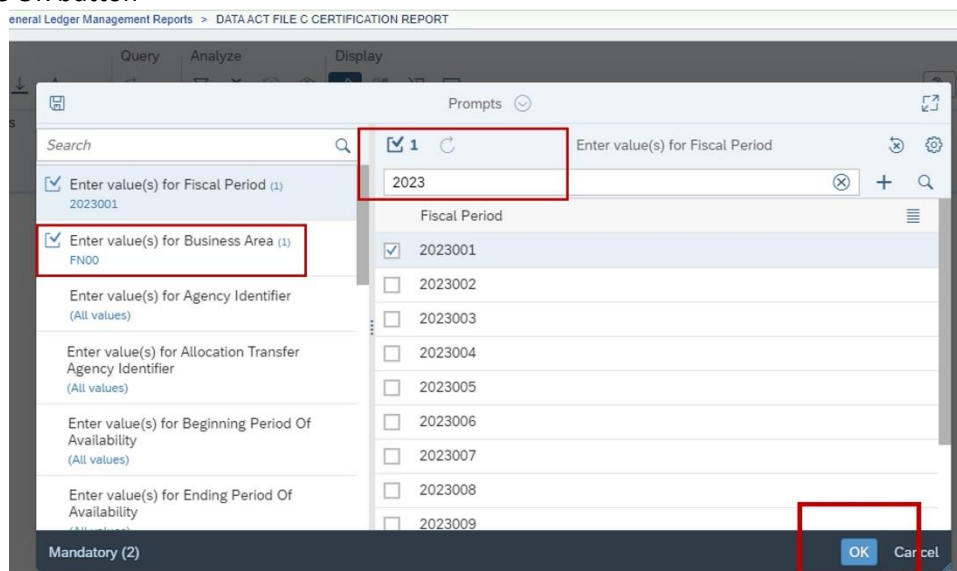
1. In the screen that appears upon opening, click selection box next to the Fiscal Period(s) of interest. If nothing appears in the Selection screen, press the Refresh icon to populate the screen



2. On the Prompts area, click on "Enter Values for Business Area" to find the report specific to your agency. Click Refresh icon to populate the Selections screen. Depending upon your User Role, you may only see your agency in the list.



3. Press the OK button



## REPORT RESULTS

Report data can be reviewed within the results screen or downloaded as an excel or csv file.

### MAIN SCREEN

USDA

Total Number of Records : 760

Error Count : 21

Master Flag	Days Old	FLEX_FISCAL_YEAR	Flex Fiscal Year Error Code	FLEX_POSTING_PERIOD	Flex Posting Period Error Code	FLEX_SYSTEM_ID	FLEX_B
Y	6	2021		003		FMMI-CRM	
Y	6	2021		003		FMMI-CRM	
Y	6	2021		003		FMMI-CRM	
Y	6	2021		003		FMMI-CRM	
Y	6	2021		003		FMMI-CRM	

A **record count** is provided at the top of report screens.

File B Error Report

USDA

Total Number of Records : 441

Fatal Errors : 25

File B Certification Report

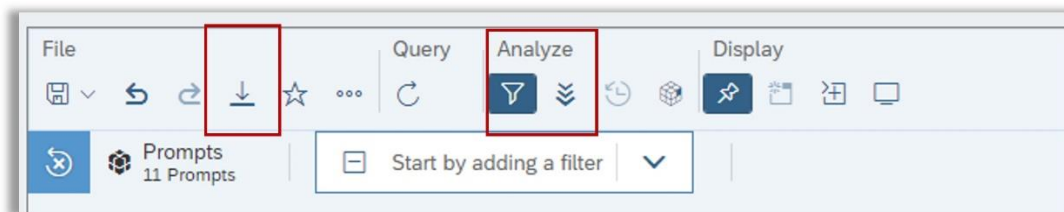
USDA

Total Number of Records : 64

## FILTER OR DOWNLOAD REPORTS

A variety of tools are available at the top of the results screen.

The “Analyze” menu offers options for filtering the report. However, reports with large amounts of data are cumbersome and analysis is best performed using a downloaded report. All reports can be downloaded from FMMI HANA for offline analysis.



Press the *Download/Export* icon (downward arrow) to pull the report into your own files. It can be downloaded as .csv, .xlsx, .html, .txt, or .pdf. It is Best Practice to download reports in the .csv or .txt format. Using the Excel option is not advised for large amounts of data. The .csv or .txt options will save time and space. These can be opened into Excel after downloading. See [Safely Open .CSV to Excel](#) on the Accessing Certification and Error Reports in FMMI

[USDA DATA Act Resources](#) page for instructions.

