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OVERVIEW

This job aid is intended for agency FMMI users to outline the steps needed to place the award ID on various <u>manually-entered</u> FMMI documents. Instructions are also provided for reviewing available reports, with instructions for updating the award ID as required by the Digital Accountability and Transparency Act of 2014 (DATA Act).

PURPOSE/BACKGROUND

Recordkeeping responsibilities under the DATA Act require that budget expenditures to nonexempt recipients include the Award ID value within the financial system. For FMMI-based transactions, award recipients are treated as vendors and the exempt/non-exempt designation for the DATA Act is defined according to the associated Vendor Account Group. The vendor account groups and their designation are:

Excluded from DATA Act Reporting

- ZFDN Federal non-USDA agency
- ZFDU Federal USDA agency
- ZEMP USDA employee
- ZINT Invitational Traveler (typically individuals who became USDA employees or are employees of other Federal departments)
- Other Federal entities that are not in one of the above vendor account groups may be excluded.
 - Identified by "NODA Not DATA Act Relevant" in the "Type of Industry" vendor field
 - Covers federal recipients unable to be paid via IPAC.
 - Identified as Foreign Posts by "VADR" in the Industry vendor field.

Included in DATA Act (*potentially reportable*)

- ZNFV Non-federal (commercial)
- ZSAL State & Local
- ZTPA Third-party assignee
- ZFOR Foreign
- ZBNK Banks
- ZFCR Foreign Currency Vendors
- ZPFD Producers

FMMI stores the Award ID at the <u>header level</u> in the following documents:

- Purchase Orders
- Earmarked Funds (Funds Commitment Obligations) Note: For FNS' Grantor interface <u>only</u>, the award ID is stored at the line level. This should not be used by any other agency.
- Invoice documents (for expenditures not referencing a posted obligation)



A key assumption is that all line items within the document relate to each other and the entire expenditure is either reportable or non-reportable.

Two fields have been added for each document header representing the types of award identifier:

- 1. FAIN Federal Award Identification Number for financial assistance
- 2. PIID Procurement Instrument Identifier for procurements

Automated interfaces have been modified to populate the award ID in one of the two fields. In cases where obligations or expenditures have been entered manually, additional transaction codes (i.e., TCodes) and reports have been added to the FMMI portal to assist users with assigning the proper award ID.

IMPORTANT KEY ASSUMPTION

While this job aid prescribes the steps to ensure that the Financial system reflects the proper award ID on reportable transactions, a key assumption is that the data can be tracked/reconciled to the DATA Act Broker files, namely:

- All FAR-reportable procurements in FMMI are also reported in GSA's Federal Procurement Data System-Next Generation (FPDS-NG) application website with the PIID and recipient. This appears in "D1" DATA Act file pulled directly from FPDS-NG during the Treasury Broker (Broker) DATA Act submission. This file would pertain to procurement data at the Broker.
- All reportable Grants, Cooperative Agreements and Financial Assistance transactions are included in the agency's "D2" file submissions to the DATA Act Broker with the FAIN, awardee identification, and other required data.

Equally important is that the above actions occur timely to minimize the reconciling differences arising from posting and reporting delays. Procurement "date signed" and financial assistance "award action date" should be closely tied to the corresponding General Ledger transaction posting date.



DATA ACT TRANSACTION CODES AND RELATED ROLES

Below is a matrix of the new FMMI Portal menu items, the related new transaction codes, and the roles authorized to execute the transactions.

FMMI Portal Menu Item	Transaction Code	Role
Award ID Extract for PO	ZDATAACT_PO_EXTRACT	ES_PURCH_REPORTER
Award ID on Accounting Document	ZDATAACT_FI_DOC	ES_GL_PROCESSOR ES_LIMITED_GL_ PROCESSOR
Award ID Funds Commitment Document Update List	ZDATAACT_REVIEW_EF	ES_FM_CMT_PROCESSOR
Award ID Upload Earmarked Funds	ZDATAACT_UPLOAD_EF	ES_FM_CMT_PROCESSOR
Award ID PO Document Update List	ZDATAACT_REVIEW_PO	ES_PO_PROCESSOR
Award ID Upload PO	ZDATAACT_UPLOAD_PO	ES_PO_PROCESSOR
Award ID FI Document Update List	ZDATAACT_REVIEW_FI	ES_GL_PROCESSOR
Award ID Upload Accounting Document	ZDATAACT_UPLOAD_FI	ES_GL_PROCESSOR

Table 1. New DATA Act Transaction Codes and Roles

NON-REPORTABLE ACTIVITY

Certain transactions are not reportable under the DATA Act; however, current filtering does not make that determination. <u>Any expenditure to a non-exempt recipient is potentially reportable</u>. There are no systematic exclusions based on document type, object class, or the like. Accordingly, all potentially reportable transactions must reflect either a:

- Federal Award Identification Number (FAIN),
- Procurement Instrument Identifier (PIID), or
- The notation, "NONDATAACT" in the FAIN field.

This last item communicates that, although the recipient is not exempt, the agency has determined that the expenditure is exempt from DATA Act reporting and is not reported to the public in the USASpending.gov or the Federal Procurement Data System-Next Generation (FPDS-NG.gov) websites. Agencies will need to provide Quality Assurance (QA) to the use of "NONDATAACT" on the Senior Accountable Official (SAO) statement upon each DATA Act submission to the Treasury Broker.

For example, the statute exempts certain activities such as Lease of Real Property (i.e., commercial rents). If an agency leases building space from a commercial vendor and pays



using a FMMI Framework Purchase Order, it is up to the agency to make the exempt determination and note "NONDATAACT" in the FAIN field.

INITIAL ENTRY/CHANGE DOCUMENT

Commencing October 1, 2018, an award ID is required when manually creating a purchase order or FI invoice document. For Funds Commitment Obligations, FMMI will issue a warning message if the Award ID is missing (since the vendor field is optional).

Also, FMMI will edit for a valid format of PIIDs entered, either:

- "AG" plus 11 characters signifying a pre-2018 award, or
- The new FAR format for expenditures after 9/30/2017
 - \circ "12" + 4-character AAC code
 - Two-digit fiscal year
 - One-character instrument type (cannot be "O" or "I")
 - Four-character identifier (agency discretion, alpha-numeric)

If an already posted document does not have an award ID and the user attempts any modification of the document, the validation edits noted above will be applied. The document cannot be saved unless the Award ID is assigned.

For Purchase Orders and Funds Commitment obligations, the process is the same at initial entry or when modifying a record. For Financial Accounting (FI) documents, the process differs slightly.

AWARD ID REVIEW AND UPDATE OF MULTIPLE DOCUMENTS

Multiple Award IDs can be reviewed, then added or updated as needed after initial transaction processing. Transactions have been created that allow a user to select a set of FI, EF or PO documents and view/edit the Award IDs in a "List Viewer" grid (or ABAP List Viewer - ALV) by Business Area and Fiscal Year. Logic has been included to derive an Award ID based on other information in a document for known document types (primarily interfaces).

These transactions have the following features:

- Looks and feels similar whether updating an FI invoice, Funds Commitment Obligation, or PO
- Usable for FAIN or PIID choice is made on selection screen
- Updates the PIID and FAIN fields directly to the databases in header tables
- Records details of changes and error messages in an application log saved to the database
- Provides access to view saved logs
- Performs several validations on Award ID.



- Includes logic to try to derive an Award ID for various types of documents where the Award ID is already stored in a different field.
- Displays an ALV list where the Award ID can be entered
- Allows you to select which documents are to be saved

AWARD ID MASS UPLOAD

When necessary, Award IDs can be updated via an upload file containing one or more document number(s) and Award ID(s).

The transaction features can:

- Be used for FI Invoices, Funds Commitment Obligations, or PO documents separate panels for each document type
- Be used for FAIN or PIID choice is made on selection screen
- Use direct database updates to the PIID and FAIN fields
- Record change history visible in the various transactions
- Record details of changes and error messages in an application log saved to the database
- Provide access to view saved logs
- Perform basic validations on Award ID.

The report selection screen has two tabs, *Award ID Upload* includes parameters for running the upload and *View Saved Logs* includes parameters for viewing saved logs.

Important

The upload process will over-write any values that are in the designated field for that document and clear out any values in the Award ID field not being updated. Users may want to take a snapshot of the documents' Award ID values before the change by downloading the results using the Update List transaction. In addition, users can preview the changes by clicking the "Test run – no updates" checkbox on the panel. **USE WITH CAUTION**.



PROCEDURES

As noted earlier, FMMI stores the Award ID at the header level in the following documents:

- Purchase Orders
- Earmarked Funds/Funds Commitments
- Invoice documents

GENERAL LEDGER

Entering the Award ID on General Ledger Invoices

Menu Path

From the FMMI portal, a user creates a GL Invoice that does not reference an obligation following the menu path:

General Ledger > GL Process > Create Parked G/L Account Document.

1. Click the *Basic Data* tab to display the *Basic Data* screen (Figure 1).

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	1	Save parked document	Back	Exit	Cancel	System ,	Tree on	Company Code	Simulate	Save as completed	9 Post	Editing optio
Basic Dala	Details											
Document Date	2018/11/05	Currency USI	D			Amo	ount Inform	nation				
Posting Date	2018/11/05						lal Dr.					
Reference								0.00 USD				
Doc Header Text	Test FI - DAT	A Act										
Document Type	KR Ven	dor Invoice				To	tal Cr.					
Doc.currency								0.00 USD				
Company Code t	JSDA US	Dept of Agriculture Washin	gton, DC	6								
PIID		FAIN					0					

Figure 1. FMMI Enter Vendor Invoice, Basic Data screen



2. **Type** the appropriate information in the Award ID fields. Note that if the user determines the activity is not reportable, a button is available that will fill in "NONDATAACT" in the FAIN field (Figure 2). This feature helps avoid misspellings.

lenu 🖌	•	Save parked document	Back	Exit	Cancel	System 🖌	Tree on	Company Code
Basic Data Deta	ails							
11/05 Currency	USD					Amo	unt Inforn	nation
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								0.00 USD
FI - DATA Act								
Vendor Invoice						Tota	al Cr.	
								0.00 USD
A US Dept of Agriculture V	Vashingto	in, DC		_				
FAIN		1	🗢 Set I	o NON	DATAACT		0	

Figure 2. Basic Data tab screen, Park G/L "NONDATAACT" option

Note: The improper Invoice Information leads to another sub-menu of fields and is separate from the Award ID.

If the alternative Go to-> "Post with Reference" feature is used, the Award ID is entered in the DATA Act field of that screen (Figure 3)

Document Date	01/08/2017	Type	HB	Company Code	USDA
Posting Date	01/09/2017	Period	4	Currency/Rate	USD
Document Number				Translatn Date	
Reference	REF 323			Cross-CC no.	
Doc.Header Text			10		
Trading Part.BA					
Inv. recpt date	01/09/2017				
DATA Act FIID	123458016123	4	14	ADV	

Figure 3. FMMI Post Document: Header Data screen



3. Type the <award id> in the DATA Act field, PIID (or FAIN).

Changing the Award ID on General Ledger Invoice Transactions

Menu Path

From the FMMI portal, a user changes the award ID on invoice transactions following the menu path:

General Ledger > GL Process > Manage GL Adjustments and Accruals.

The Regular FMMI transactions (FB02 or FB03) could not be enhanced to include the Award IDs, so displaying the Document Header through conventional means will not show the new fields (Figure 4).

and there is an an action in a first state of the	Accounts Receivable Cash Reconciliation Cost Management Funds Management General Ledger as Report 1 Evaluation 5000 Central Ledger Management Report 14MA Central Ledger Management Report 16 C		ent Base P
rd ID in Accounting Docum		History,	Back Fre-
ent Active Image Ca. Adjustment &	Display Document: Data Entry View		
coven Onen Parkel GL Account Decement	Verv , 4 Barr EH Cemail Barren , Orange Dapiny/OvergeBasis Dautor Anime Docu Data Entry View Document Header: USD		
Deve Reset Dr. Asian Douvert Denge Rest Dr. Asian Doubert Doubert Doubert Access Rosenet Table Access Dr. Asian Access Dr. Asian Access Dr. Asian Access Dr. Asian Access Dr. Asian Doubert Colorest Doubert Colorest Colorest Chain Report	Discussed Date Wir Mer Andel Proming Date W/ 07/2001 Proming Discussed Date Proming Date W/ 07/2001 Proming Discussed Date Discussed Date <thdiscussed date<="" th=""> <thdiscussed date<="" th=""> Disc</thdiscussed></thdiscussed>	Porting Date 16/12/2010 Porting Period 09/ 2010 Amounting theorem 1313/60040000 Log Sprime PERCANTION 06 Panted by PERCANTION 2010 Tomo of Entry 33132/14	na Efe
	C. Britisheets	Barbay 2	×.

Figure 4 Display Document: Data Entry View

A transaction code was created to allow end users the ability to <u>view and change</u> the Award ID fields.

The menu choice, "Award ID in Accounting Document", allows a user to select a single FI document to display or change its Award ID. This action is available to all FI Invoice Processor roles.



1. Click *Award ID in Accounting Document* from the left-hand menu (Figure 5Error! Reference source not found.).

Welcome	Accounts Payable	Accounts Receivabl	e Cost Managemer	nt Funds Manageme	nt <u>General Ledger</u>
GL Process	Financial Reports	Evaluation BOBJ Ge	eneral Ledger Manageme	nt Reports HANA Gene	eral Ledger Management Re
Award ID in A	Accounting Docume	ent			
Business Activi	ity 🗖	Award ID in Ad	counting Docu	ment	
✓ □ Manage GL A Accruals		Menu 🖌	Back E	Exit Cancel System "	Display Change
 Create Parke Document 	ed G/L Account	Company Code	USDA		
 Delete Parke Document 	ed G/L Account	Document Number	190221835		
Change Park Document	ked G/L Account	Fiscal Year	2010		
Change Hea	der Parked G/L				
Account Do Award ID FI	cument Document Update				
Document	n Accounting pload - Accounting				

Figure 5. FMMI Award ID in Accounting Document screen

2. Enter the posted *Document Number* to be updated.

The system returns with the PIID and FAIN fields in the document header.

3. **Type** the <PIID or FAIN> as appropriate. Note that if the user determines the activity is not reportable, a button is available that will fill in "NONDATAACT" in the FAIN field (Figure 6). This feature helps avoid misspellings.



Award ID in Ad	counting Do	ocument		
Menu 🖌	▲ Save	Back Exit Can	cel System	
Document Heade	r			
Document Number	1900221838	Company Code	USDA Fiscal Year	2010
Document Date	2010/06/17	Posting Date	2010/06/17 Period	9
Reference	10-1901-025			
				_
Procurement Inst	rument Identifie	er (PIID)		
	AAC	BFY	Type Number	
Federal Award Id	entification Nun	nber (FAIN)		
FAIN		(Set to NONDATAACT	

Figure 6. Basic Data Tab Screen, Award ID, "NONDATAACT"

In this example, a FAIN (Figure 7Figure 7) is used.

4. Click *Save* to keep the changes.

come Accounts Payable Vocential Accounts Pres						General Ledger	Putchesing	GRC Access Control	Grantor Management	Base R
d ID in Accounting Doci		T. I. Part Street			Contrast Conden Internet	Andread and a set of			History, Ba	ck First
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princesh keeps Organi	Federal Award Is	dentification Nu	nber (FAIN)							

Figure 7. FMMI Award ID in Accounting Document displayed screen

Award ID Update – General Ledger FI (Invoice) Documents

Menu Path

From the FMMI portal, a user updates the FI (Invoice) document award ID following the menu path:

General Ledger > GL Process > Award ID FI Document Update List (Figure 8)



Welcome Accounts Payable	Accounts Receivable	Cost M	anagemen	Fur	nds Mai	nagem	nent G	eneral Le	idger In	terface Error Handlin	g Inte
GL Process Financial Reports	and the second of the second se	al Ledger	Managemen	t Report	5 H/	ANA Ge	eneral Leo	lger Manage	ement Repor	rts BI General Ledge	r Report
Award ID FI Document Update	List										
Business Activity	DATA Act: Awar	d ID U	odate L	ist							
✓ ☐ Manage GL Adjustments & Accruals	Menu _	4	Save as Va		Back	Exit	Cancel	System ,	Execute	Get Variant	
 Create Parked G/L Account Document 	Award ID Review	View s	aved logs								
 Delete Parked G/L Account Document 	Agency										
Change Parked G/L Account Document Change Header Parked G/L Account Document	Business Area	ection					to			đ	
* Award ID FI Document Update	Only docs with no Av										
List Award ID in Accounting	Award ID: PIID						to			(B)	
Document * Award ID Upload - Accounting Doc	Award ID: FAIN						to			3	
myPortal Favorites	Processing Options	5									
There are no items to display	Update PIID Update FAIN										

Figure 8. FMMI DATA Act: Award Update List screen

- 1. **Type** the <business area> in the *Business Area* field (required).
- 2. **Type** the <fiscal year> in the *Fiscal Year* field (required).
- 3. **Check** the indicator box to select only documents with no Award ID if desired or uncheck the box and enter an Award ID to search.
- 4. Select the Processing Options radio button for to *Update PIID* or *Update FAIN* as appropriate.
- 5. **Type** the <description for saved log> in the *Description for Saved Log* field. This is recommended for easy retrieval in FMMI. Format is at the user's discretion.

Remaining fields are optional.

6. Click *Execute* (Figure 9).

Note: Pattern selection wildcards are permitted (e.g. "*")



Welcome Accounts Payable	Accounts Receivable	Cost Management	Funds Management	General Ledger	Interface Error Handling	Interfa
GL Process Financial Reports	Evaluation BOBJ Gene	ral Ledger Management I	Reports HANA General	Ledger Management F	Reports BI General Ledger F	Reports
Award ID FI Document Update I	_ist					
Business Activity	DATA Act: Awar	d ID Undate Lis	t			
C Manage GL Adjustments & Accruals Create Parked G/L Account Document	Menu Award ID Review	Save as Vari View saved logs		ncel System , E	Get Variant	
Delete Parked G/L Account	Agency					
Document Change Parked G/L Account Document Change Header Parked G/L	Business Area	μο	00 Q to		<u>e</u>	
Account Document	Document type set	ction				
 Award ID FI Document Update List 	Only docs with no A					
Award ID in Accounting	Award ID: PIID		10		<u> 1</u>	
Document Avvard ID Upload - Accounting Doc	Award ID: FAIN		to		đ	
myPortal Favorites 📃 🗖	Processing Option	5				
There are no items to display	O Update PIID					
	Update FAIN					
	Description for saved lo	g				
	Accounting docum	ent selections	- 1			
	Fiscal Year	20	10			
	Document Number	8 19	10022* to		<u>e</u>	
	Document Type	K	to			
	Posting Date		to		1	1

Figure 9. FMMI DATA Act: Award ID Update List with fields emphasized

The ALV list is displayed (Figure 10):



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C Status	DocumentNo	Award ID; FAIN	FAIN from commitment	BusA	Year Doc	Posting Date	Created by	Award ID: PIID
25	1900220983			1G00	2010 KR	2010/06/17	F0000606	
ж	1900220994			1000	2010 KR	2010/06/17	F0000606	
ж	1900221774			1G00	2010 KR	2010/06/17	F0000920	
ж	1900221777			1000	2010 KR	2010/06/17	F0000920	
*	1900221784			1G00	2010 KR	2010/06/17	F0000920	
ж	1900221790			1G00	2010 KR	2010/06/17	F0000920	
36	1900221792			1G00	2010 KR	2010/05/17	F0000920	
26	1900221796			IG00	2010 KR	2010/06/17	F0000920	
35	1900221799			1G00	2010 KR	2010/05/17	F0000920	
4	1900221835	TESTFAINUPDATE		IG00	2010 KR	2010/06/17	F0000606	
ж	1900224448			1600	2010 KR	2010/06/18	F0000070	
36	1900224451			IG00	2010 KR	2010/06/18	F0000605	
36	1900224677			1000	2010 KR	2010/06/18	F0001131	
ж	1900224678			1G00	2010 KR	2010/06/18	F0001131	
ж	1900228985			1G00	2010 KR	2010/06/21	F0000606	

Figure 10. FMMI DATA Act Award ID review screen

Sorting on the FAIN field in descending sequence will show any documents with values.

- The status icon can have the following values:
 - (Award ID already filled) Award ID is already present in the document
 - (No Award ID) No Award ID is filled in the document
 - (Saved) The Award ID has been updated during this session
 - (Award ID derived, not saved): An Award ID was derived by the program but has not been saved yet



7. **Type** the revised <Award ID value> in the *Award ID* column for the documents to be updated (Figure 11).

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	30	1900221774											1000	2010 KR	2010/06/17	F0000	920	
	x	1900221777											1900	2010 KR	2010/06/17	F0000	120	
	x	1900221784											1000	2010 KR	2010/06/17	F0000	120	
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	x	1900221795											1G00	2010 KR	2010/06/17	F0000	920	
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1	ж	1900224678											1000	2010 KR	2010/06/18	F0001	131	
	ж	1900226885											1G00	2010 KR	2010/06/21	F0000	106	

Figure 11. FMMI DATA Act Award ID review screen, recorded Award ID displayed for selected records

8. Click Select Pending.

Documents with changes to the Award ID are selected.

Users can individually de-select any document.



9. Click Save to make the changes and update the document (Figure 12).

	A T M	8 7.	2 1 1) Ø. G). 🖽 🗋 🔚	Set to NO	NDATAACT	Select pen	ding	Save	
Status		Award ID: FAIN			om commitment	BusA	Year Doc	Posting Date	Create	d by	Award ID: PIID
×	1900220983					IG00	2010 KR	2010/06/17	F0000	606	
x	1900220994					IG00	2010 KR	2010/06/17	F0000	606	
×	1900221774					IG00	2010 KR	2010/06/17	F0000	920	
×	1900221777					1G00	2010 KR	2010/06/17	F0000	920	
×	1900221784					IG00	2010 KR	2010/06/17	F0000	920	
ж	1900221790					IG00	2010 KR	2010/06/17	F0000	920	
ж	1900221792					1G00	2010 KR	2010/06/17	F0000	920	
×	1900221796					1G00	2010 KR	2010/06/17	F0000	920	
х	1900221799					1G00	2010 KR	2010/06/17	F0000	920	
0	1900221835	TESTFAINREVISED				IG00	2010 KR	2010/06/17	F0000	606	
x	1900224448					1G00	2010 KR	2010/06/18	F0000	070	
×	1900224451					1G00	2010 KR	2010/06/18	F0000	606	
8	1900224677	TESTFAINSECOND	UPDATE	×		IG00	2010 KR	2010/06/18	F0001	131	
ж	1900224678					IG00	2010 KR	2010/06/18	F0001	131	
×	1900226985					IG00	2010 KR	2010/06/21	F0000	606	

Figure 12. FMMI DATA Act Award ID review, record updated message screen

The screenshot below shows the edit and error message should a user attempt to add values in both award fields (Figure 13). In the example below, the *Update PIID* option was chosen and an attempt at entering a PIID was made, however because a value in the FAIN field already existed, the system responded with an error message, *DATA Act Enter only one Award ID (FAIN or PIID)*. Note that the ALV will display the values in all Award ID fields.

	Accounts Receivable Cash Reconciliation Cost Management Funds Management General Ledger Purchasing GRC Access Control Internet Letter Management Records Internet Letter Records Internet Letter Records Internet Letter Records Internet Records	Grantor Management	Base Ro
ward ID FI Document Update	e List	History, Bat	K Forward
Classify G. Squatmett & Accust * Costs Parted G. Accust	DATA Act Award ID review: 829 records displayed		
Decement • Desting (Name) GA, Account Decement • Desting • Desting • Charge Header Transis (SI, Access) Decement	(5 0<	21ee	2
* Award ID FI Document Update List * Award ID # Accounting Document	N 198122 Type: Tarres of the solution Materiage Ind. N 198224 Avance 50 / PKC DATAAct Ender soly one Avanch D (FAR or PRD) N 198224 N 198228		

Figure 13. FMMI DATA Act Award ID review, Error Log displayed screen



Note: A log of the changes is kept by User ID (Figure 14) even though a Log identifier was not specified. (The next example will include a Log ID identifier.)

	7			
			DATA Act: Accounting docu	Dialog processing
uments	ंग			
	3			
to TESTFAINREVISED	ा			
to TESTFAINSECOND UPDATE	्य			
	31			
	- 1			
	to TESTFAINREVISED	to TESTFAINREVISED 1 No TESTFAINSECOND UPDATE 1 1 1 1	No TESTFAINREVISED 1 No TESTFAINBECOND UPDATE 1 1 1 1	3 No TESTFAINREVISED 1 No TESTFAINSECOND UPDATE 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1

Figure 14. FMMI DATA Act: Award ID Update List summary results screen

Award ID Upload – General Ledger (Accounting) Documents

Agencies can use a spreadsheet to update a large block of documents with the mass upload feature. Prior to running the mass upload, a file in ".csv" format needs to be created and saved in a folder on an accessible drive. The column headings are optional, but if used should be Doc Nbr and Award ID. An example of the spreadsheet formatting is shown below (Figure 15Figure 15):

6 11		Insert Page Lay	yout Fo	emulas 1	Data Revi	iew View	DVMO La	bel	🖓 Teil me who	nt you wa	UPLOAD_FL -	Excel
Ê	X Cut	Calibri	- 11	• A A	말	<i>₽</i> /-	P Wrap Text		General			
Past	Clipboard	ter	[] =] Font	∆ · ∆ · 5	883	Allgement	Merge & Ce	nter *	\$ + % +	12.2	Conditional Formatting *	Forma
A3	S. (.+ 1	× ~ J	6									
1	A	В	с	D	E	F	G	н	1	1	к	
1	Doc Nbr	Award ID										
2	1910180658	12197313X4321										

Figure 15. FMMI DATA Act Award ID Upload spreadsheet example (Accounting Document)

Note: Because these invoices are "FI" documents, they <u>must all pertain to the same fiscal year</u>, as the upload panel will prompt for the fiscal year value. Otherwise, the document will not be found and updated.



Menu Path

From the FMMI Portal, a user uploads the accounting award ID following the menu path: General Ledger > GL Process > Award ID Upload-Accounting Document.

1. **Click** the *Award ID upload* tab. (Figure 16Figure 16Figure 16).

Welcome	Accounts Payable	Accounts Receivable	Cash Reconciliation	Cost Management	Funds Management	General Ledger	Purchas
GL Process			BOBJ General Ledger Mai	nagement Reports HA	NA General Ledger Manag	ement Reports BI	General Leo
ward ID U	pload - Accounting	Doc					
Business Activ	rity 🗖	DATA A	ct: Award ID uplo	ad			
Manage GL Accruals	Adjustments &	Menu "			I System		
 Create Par Document 	ked G/L Account	Award ID upload	View saved logs				
Delete Par Document	ked G/L Account	Agency selection	· · · · ·				
Change Pi Document	arked G/L Account	Business Area	1600				
100000000000000000000000000000000000000	eader Parked G/L	Fiscal Year	2014				
	1 Document Update	Processing Options					
* Award ID i	n Accounting	Update PliD					
Document	Upload - Accounting	O Update FAIN					
Doc	options - Accounting	Test run - no updates					
myPortal Favo	rites 📰 🗖	Description for saved log	UPLO	AD FITEST			
Document	Chain Report						
		Input file - comma se	eparated (.csv) <mark>file</mark>				
		Filename	F:\H	DLDER\UPLOAD_FI.CSV			
		File has a heading row	w File for	mat. Doc Nbr, Award ID			

Figure 16. FMMI DATA Act: Award ID upload screen (Accounting Documents)

- 2. **Type** the <business area code> in the *Business Area* field.
- 3. **Type** the <fiscal year> in the *Fiscal Year* field.
- 4. Select Update PIID or Update FAIN.
- 5. Type the <description for saved log> in the Description for saved log field.
- 6. Attach the file to be uploaded.
- 7. Select File has a heading row if appropriate.

Note: To perform a test run to see what the changes will be, users can select *Test run – no updates* before clicking *Execute*. Ensure that the *Test run – no updates* button is unchecked to make the changes.

8. Click Execute.



The system runs the program, performs the updates, and displays the saved log (Figure 17):

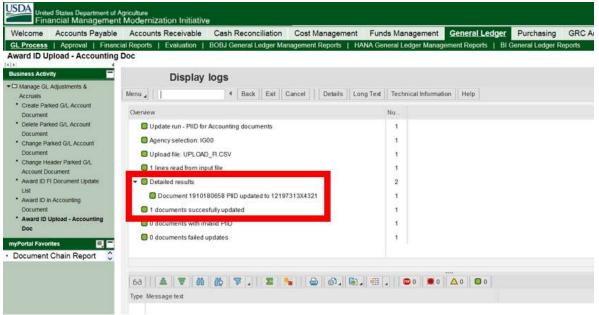


Figure 17. FMMI DATA Act Award ID Upload – Accounting Doc Display logs screen

PURCHASING

Entering the Award ID on Purchase Orders

Menu Path

From the FMMI portal, a user enters the award ID on purchase orders following the menu path: Purchasing > Purchase Order Process > Create Purchase Order (or Change Purchase Order) (Figure 18Figure 18)

Create Purchase Order									Histo	ry, Back Fo
Business Activity	Create Purchase C	Order								
Create Purchase Order	Menu "	4 Save	Back Exit Car	ncel System J Do	ument Overview Or	Create	Purchase Order	Hold Check	Print Preview	Messages He
Display Purchase Order	Standard PO	*	Vendor			Doc. date	2018/11/05			-
Cancel Purchase Order Award ID PO Update List	Delivery/invoice	Conditions	Toxts Adi	fress Communica	ion Partners	Additional Dat	a Org Data	a Status	DATA Act	
Award ID Upload - PO	Payment Terms	1 9		Currency						
nyPortal Favorites 📃 🗖	Payment in	days	N	Exchange	Rate	() E	rch.Rate Fixed			
There are no items to display	Payment in	days	8							
	Payment in	days not								
	Incolerms			GR M	ssage					
					Quantity		Per		Pint	Stor Loc



Figure 18. FMMI Create Purchase Order screen

A new tab, "DATA Act" has been added to the PO header and contains fields for either the PIID (procurement) or FAIN (financial assistance) identifiers (Figure 19Figure 19).

Curate 2 Activity Create Purchase Order Concest Furchase Order Concel Furchase Order Concel Furchase Order Standard PO vertor Concel Furchase Order Standard PO vertor Concel Furchase Order Standard PO vertor Concel Furchase Order Standard PO vendor Menu	Create Purchase Order											Histo	ory, Back	Î
Create Purchase Order Change Purcha	Business Activity	Cre	ate Purchase (Order										
	Create Purchase Order	Menu		4 Sa	e Back E	it Cancel	System _ Docume	nt Overview On	Create Other P	irchase Order	Hold Check	Print Preview	Messages	1
ConceParchase Order Deliverythyvolce Conditions Texts Address Communication Partners Partners		hund	Standard PO	~	Vende	к			Doc. date	2018/11/05	1		16	
Award D Upload - PO Procurement Instrument Identifier (PIID) PIID AAC BFY Type Number O There are no items to display Federal Award Identification Number (FAIN)	* Cancel Purchase Order	10	Delivery/Invoice	Condition	a Texts	Address	Communication	Partners	Additional Data	Org. Data	a Status	DATA Act		
B There are no items to display Federal Award Identification Number (FAIN)			Procurement Instru	ument Ide	ntifier (PIID)								1	
	myPortal Favorites 🔤 🗖		PIID		AAC	BFY	Type	Number						
	There are no items to display													
FAIN C Set to NONDATAACT		1	Federal Award Ider	ntification	Number (F/	AIN)								
			FAIN			da Set	to NONDATAACT							
		201							14					

Figure 19. FMMI Create Purchase Order, DATA ACT tab screen

1. **Type** the <PIID or FAIN> as appropriate.

In this example, the user enters a PIID. The PIID is limited to 13 characters and follows a newly revised format required for procurements after 10/01/2017. When the user clicks *Check*, the PIID entered is divided into its components and displayed on the tab:

- AAC Awarding Agency Code
- BFY Budget Fiscal Year
- Type Type of instrument
- Number Agency-assigned sequence number

The PIID format is described in the Sub part 4.16 of the Federal Acquisition Regulation here:

https://www.acquisition.gov/content/part-4-administrative-matters#id1617MA000JZ.

A list of the AAC codes may be found here, though it recommended that you request the AAC code from your contracting officer:

https://www.fpds.gov/downloads/top_requests/FPDSNG_Contracting_Offices.xls.

Agencies may enter PIIDs for awards that use the previous PIID formatting. The PIID length is still limited to 13 characters, however the component breakout performed will be meaningless.

If the expenditure is for financial assistance requiring a FAIN, the value entered cannot be more than 30 characters. There is no defined format.

No edits are performed on the field(s) values.

Note: The system will permit one field or the other (FAIN or PIID), but not both.

2. Click *Save* to complete the update.



Award ID Update – Purchase Order Documents

Menu Path

The menu path to the Award ID PO Update List is Purchasing > Purchase Order Process > Award ID PO Update List

The screen is displayed, and the user enters the selection field values listed below. In this example, the agency believes the expenditure is exempt from DATA Act reporting and needs to update the FAIN with "NONDATAACT". The user clicks "Execute" to retrieve the document (Figure 20).

Welcome Accounts Payat	ble Accounts Receivable	Cost Management	Funds Managem	ent General Ledg	er Interface Error Hand
Purchase Order Process Go	oods Receipt Process Purcha	sing Evaluation Pu	chasing Reports S	ettlement Vendor/Cust	omer Master Data Evaluation
Award ID PO opdate List					
	DATA Act: Award	i I atchall (II b	et		
	BATA ACC ANUL	101			1
Create Purchase Order	Menu	Save as Va	iant Back Exit	Cancel System	Execute Get Variant
Change Purchase Order Display Purchase Order	Award ID Review	View saved logs			
Cancel Purchase Order	Agency				
Award ID PO Update List Award ID Upload - PO	Plant		G00 Q.	to	<u>e</u>
Contraction of Contraction of Contraction		L			
myPortal Favorites 📃					
There are no items to display					
-	Only docs with no Av	vard ID		1129	
	Award ID: PIID			to	<u>.</u>
	Award ID: FAIN			to	<u> </u>
	Processing Options	1			
	O Update PIID				
	 Update FAIN 				
	Description for saved log	a l	LOG 11		
	Purchase Order sel		300333309	142	
	Purchasing Document		200222203	to	
	Document Type			to	<u></u>
	Document Date			to	.
	Created by			to	8

Figure 20. FMMI DATA Act: Award ID Update List with selection fields emphasized

- 1. **Type** the <plant code> in the *Plant* (i.e., business area) field (required).
- 2. Check/Uncheck Only documents with no Award ID under Document Type Selection
- 3. Select Update PIID or Update FAIN under Processing Options as appropriate.



- 4. **Type** the <description for the saved log> in the *Description for saved log* field.
- 5. **Type** the <purchase order> in the *Purchasing Document* field.
- 6. Click Execute.

The system returns the information on the PO (Figure 21). The user notes that both award ID fields are blank.

- 7. **Select** "Set to NONDATAACT" (or optionally **Type** "NONDATAACT") into the *Award ID FAIN* field
- 8. Click Select pending.

enu 🖌 📔	4 Back Exit Car	ncel System			
9 4 7 (n n 7. I 2 %	🖨 🚳. 🖶. 🖽 🚺	Set to NONDATAACT	🖪 Select pending	Save
Status Document	No Award ID EAIN	Plant Doc Document D Created	I by Award ID: PIID		
× <u>430033330</u>	NONDATAACT	IG00 ZVA 2017/12/14 F00006	23		

Figure 21. FMMI DATA Act Award ID review, record displayed screen



9. Click *Save* to retain the changes.

The system responds with a confirmation (Figure 22). Also note that the PO document number is underlined indicating a link where the document can be displayed. From there, the user can examine the DATA Act tab in the header to verify the award ID value.

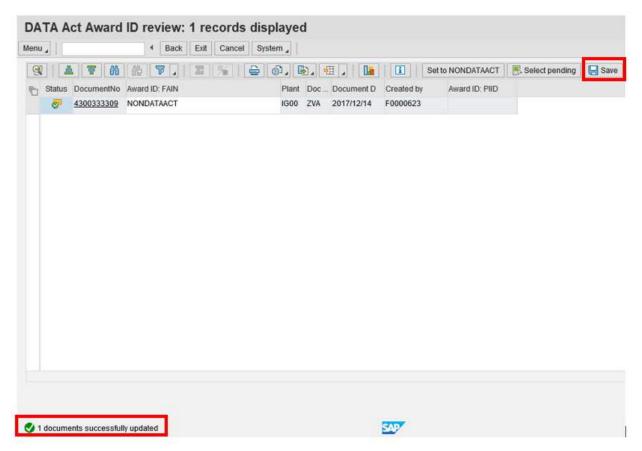


Figure 22. FMMI DATA Act Award ID review, document successfully updated message screen



View Saved Logs – Purchase Order Documents

Menu Path

From the FMMI portal, a user can view the saved logs for purchase orders following the menu path:

Purchasing>Purchase Order Process>Award ID PO Update List

- 1. Click the View saved logs tab (Figure 23).
- 2. Type the <description of the saved log> in the Description of saved log field.
- 3. Click Execute.

Menu "	4	Save as Variant	Back	Exit	Cancel	System 🖌	Execute	Get Variant
Award ID Review	View si	aved logs						
Saved logs selection		_		_				
Description of saved log		Log 11			to			5
Date		-		_	to			3
Time		00:00:	00		to	00:00:00		3
Document type selecti Earmarked Funds docur								
Purchase Orders								

Figure 23. FMMI DATA Act: Award ID Update List, Log selection screen (for PO)

The log data is displayed for review (Figure 24).

Menu 🖌 📔	4	Back	Exit	Cancel	Details	Long Text	Technical Information	Help		
Date/Time/User						Nu	External ID	S	ub-object text	Mode
Detailed res	late - FAIN for P	urchase O	1-12-020			6 1 2 1	LOG 11	D	ATA Act: Purchase Order	Dialog processing

Figure 24. FMMI Extract Award ID related data for PO, log displayed screen



Award ID Upload – Purchase Orders

Agencies can use a spreadsheet to update a large block of documents with the mass upload feature. Prior to running the mass upload, a file in ".csv" format needs to be created and saved in a folder on an accessible drive. The column headings are optional, but if used should be Doc Nbr and Award ID (Figure 25Figure 25). In the example below, the user is removing the PIID value on the PO.

6 17	le Home	Inser	t Page Lay	yout F	ormulas	Data	Review	View	DYMO Label		🔉 Tell me wha		UPLOAD_PO - Exce
1	1 00 Cut		Calibri	- 11	- A A	==	= 87 -	Pv	Vrap Text		General	-	
Past	Clipboard		в / ⊻ -	Font	<u>а - А</u> -	88		nment	lerge & Center		\$ - % •	€0 00 00 €0	Conditional Form Formatting * Tab
82		1.0	< 7 0	fx									
4	A	8	с	D	E		F	G	н	đ	1 3	1.1	K L
-	Doc Nbr 4500035272	Award I	D										

Figure 25. FMMI DATA Act Award ID Upload spreadsheet example (Purchase Orders)

Menu Path

From the FMMI Portal, a user uploads purchase order award IDs following the menu path: Purchasing > Purchase Order Process > Award ID Upload-PO

1. Click the Award ID upload tab (Figure 26Figure 26).

Welcome	Accounts Payable	Accounts Receivable	Cash Reconciliation	Cost Management	Funds Management	General Ledger	Purchasing	GR
Purchase Re	equisition Process Pu	rchase Requisition Approval	Purchase Order Proce	ss Purchase Order A	pproval Purchasing Eva	luation Purchasing	Reports Bank	Vend
Award ID U	Ipload - PO							
Business Activ	vity 🗖	DATA A	ct: Award ID uplo	ad				
Create Pu	rchase Orders rchase Order	Menu .	4 Save as Variant	Back Exit Cance	I System Execute			
	urchase Order	Award ID upload	View saved logs					
	irchase Order irchase Order							
	CO Lipsenia Lan	Agency selection	IG00	1				
* Award ID	Upload - PO	Plant	1600	1				
myPortal Favo								
Document	Chain Report	Processing Options						
		Update PIID						
		O Update FAN						
		Test run - no updates	· · · · ·	-				
		Description for saved log	LOG	9				
		Input file - comma se	eparated (.csv) file					
		Filename	F:\H	Ider\UPLOAD_PO.csv				
		File has a heading rov	v File for	mat: Doc Nbr, Award ID				

Figure 26. FMMI DATA Act: Award ID Upload (PO) with selection fields emphasized



- 2. **Type** the <business area code> in the *Business Area* field.
- 3. Select Update PIID or Update FAIN.
- 4. **Type** the <description for the saved log> the *Description for saved log* field.
- 5. Attach the file to be uploaded.
- 6. Select File has a heading row if appropriate.

Note: To perform a test run to see what the changes will be, users can select *Test run – no updates* before clicking *Execute*. Ensure that the *Test run – no updates* button is unchecked to make the changes.

7. Click Execute.

The system runs the program, performs the updates, and displays the saved log (Figure 27):

Welcome Accounts	Payable	Accounts Receivable	Cash Reconciliation	Cost Manageme	nt Fund	s Management	General Ledger	Purchasing
Purchase Requisition Proc		chase Requisition Approval	Purchase Order Proce	ss Purchase Orde	er Approval	Purchasing Eval	luation Purchasing	Reports Ban
Award ID Upload - PO								
Business Activity	-	Display	loas					
Process Purchase Orders								
Create Purchase Order		Menu a	4 Back Exit (Cancel Details	Long Text	Technical Informati	on Help	
Change Purchase Order Display Purchase Order		Overview				Nu		
Cancel Purchase Order		Dupdate run - PIID for	Purchase Orders document	5		1		
Award ID PO Update List		Agency selection: IG						
* Award ID Upload - PO								
myPortal Favorites		Upload file: UPLOAD	estimation and a second s			1		
Document Chain Rep	ort 🗘	1 lines read from inp	ut file	_		1		
		 Detailed results 				2		
		Document 45000	35272 PIID updated to			10		
		1 documents succes	fully updated			i i		
		0 documents with in	valid PIID			1		
		0 documents failed	indates					

Figure 27. FMMI Award ID Upload – PO Display logs screen



Verify Award ID – Purchase Orders

Menu Path

From the FMMI portal, using the standard Display Purchase Order transaction, a user can verify the purchase order award ID update following the menu path: The menu path is Purchasing > Purchase Order Process > Display Purchase Order.

In this example, the PIID is updated from its previous value (Figure 28).

1. Click the DATA Act tab to review and verify the award ID for the purchase order.

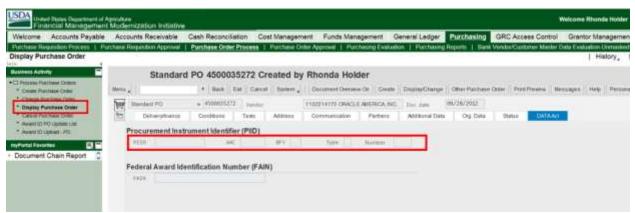


Figure 28. FMMI Display Purchase Order screen, DATA Act tab displayed

Report - Extract Award ID Related Data for PO

To help agencies evaluate the assignment of Award IDs for existing <u>purchase orders</u>, this report presents information from fields that have been historically used to store Award IDs as well as fields that may be used to make that determination.

The report displays this data in an ALV, which can be exported to Excel or other tool in order to manually enter the correct Award ID to then be imported into the DATA Act Award ID Upload program.

Menu Path

From the FMMI Portal, a user can extract award ID related data for a PO following the menu path:

Purchasing > Purchasing Reports > Award ID extract for PO.



The screen is displayed (Figure 29) and users enter the selection criteria.

- 1. **Type** the <plant code> (i.e., Business Area) in the *Plant* field
- 2. Type the <purchasing document criteria> in the *Purchasing Document* field.

In this example, all POs beginning with "450003".

3. **Type** data in other selection criteria fields as appropriate.

Purchase Requisition Process P Award ID extract for PO		Dash Reconciliation Purchase Oxfor Process		lanagement here Crack A				Purchasing ing Reports Early	Grantor Management Internet Internet Pl History, Bac
Dusiness Activity	Extract A	ward ID related	data 1	or PO					
O Partnere Reprin Notice Drive Let Drave by	Manual	4 Save and Variant	Back	De l Can	a Rosan 7	(each)			
Venues Separt	277								
* Poentage Center List Dragids by	2144	8600	9,1						
Material Group Report	Selection Criteria								
 Vendor Address Lol Report 	Terrhening Disconers	M 45000	14	10			1.00		
* Engliey Changes to Venitor	Panhang Die Ten			1.1			100		
Report	Occurrent Units						146		
* Vendor List Report * Purchase Remained List	Created by						141		
Dispos, Heport	Created an			1 2			1.4		
* Vendox Advance Purchasing							UNITED .		
Values Report * Manufal Decament Lint Report	Fants Center			1.0			100		
* Purchase Requisitions by	Commission from						10		
Account Assignment Hepot	Association (1980)						(#)		
 Plachasing Documents by Account Assignment 	Aventio TRM						æ		
* Plantasing Documents Per-									
Pyterett	Vendor selection criter	ia							
Aware ID email for PO	marter -								
Concession of the local division of the loca	Acceptories			- Q.					
nyfutzi Favorian 📴 🗖	10.2012								
 Document Chain Report 	inductory.								

Figure 29. FMMI Extract Award ID related data for PO screen

4. **Click** "Execute" to run the report.

The system responds with selected data for the POs found including any value for the FAIN or PIID on the document (Figure 30Figure 30).

Vecorie - Autourile Payable	Accounts R	adalable :	Cash Recentlin	Mul Cox Management	Funds Maring	ASHC: DA	ialal Léitjar	Parchelling	DRC Assair Ex	ent Granter Maria	picture 1 illi
SCIENCE REPORTED AND PRACHES IN THE											Names IV 1
Nord Directact for PD	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	200 - C 1 2 3		- 11 W. 14					107	1 Hells	ri, Sait
		-									
Charling Barry, 17		Entract A	warti ID rei	West stata for PO							
Concession in the local day	mary in		17. See. 1	Int Count Summer							
Contract States		-		a manufacture of							
Persynamic States ((r. 1999) Inc.	-	2010	(A) (B)	AL 100							1.7
Teamor Deale Assist											
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Ines County date	ARDINIALITY.		ATAACT	degra redocana	1100054120		and designed	- Barriston	mitiganeti itara	charged matters are	
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Part Mary Bargardine (18)	+100000000			1148/10321/847	(mmodate)	HERRICH KARA		ERDAME.		HERITA DATES IN	
Same Argunst Partments	+100017996		-	31.0 A 17 1000 11 8h	1100303445	10003-035	Manager .	manual low	10000236 2540	VORTERS REAL PROFESSION	LAVEL.
Fature Bases	+14990.01992		-	100 alt 1980 print	1100503400	10000 1044	Name & Seal	104054104	memory parts	FORMUNE 201908	ADWY.
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NAME OF GROOM OF OWN	*********		-	op-k2/Extension	110101010280	10010-000	Ad Testing . The	0.00000000	\$11440000 (HON)	WIRE LIKE	284
uniterna Die	etmaner?		-	13/10/07/00/1907	+ INTERNAL	server plate 1	PO DAODA	a scorenerot.	-	canalis, entremos	a contraction
Internet Chain Report	et manufacture.			en and concepted	i montant.	-	PET AND COM T	1	stationed pro-		and a

Figure 30. FMMI Extract Award ID related data for PO results screen



Note that the field selection panel includes choosing a Text ID. This refers to several Header Long Text values that are available on a PO (Figure 31Figure 31). For example, the *F02* for the header long text to extract is used to reflect the contract number for "Program Loan Cost Expense-PLCE" purchase orders (Doc Type "ZMY") of the Rural Development and Farm Services agencies. While these fields can be viewed individually, there is no method to view the values for multiple POs.

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Conversioner him.						÷.			14
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Aasid (2) X 401						10			19
Unader selection :									
	moense								1981
1000						10.			1972
Access proc						10			1
master						10			a.
	Extract Extract New 2 1 Per Selection Criteria Permany Decrem Permany Decrem Permany Decrem Permany Decrem December Dece	Extract Awars							Memory 4 Save as Variant. Sale Ext Cannot it is others. Execute Plant Name Selection Criteria In In In Plant Attemption in a state in

Figure 31. FMMI Extract Award ID related data for PO, Text ID displayed screen

After clicking "Execute", the results are displayed (Figure 32). Note that the *Long Text* field contents are displayed for the range of documents selected. The PLCE interface program that has been modified to retrieve values in the F02 Header Long Text field and derives the PIID award ID value.

Nelcome	Accounts Payable	Accounts Rece	ivable Cost Management	Funds Managemen	t Gener	al Ledger	Interface B	Error Handling	Interface Processing
Goods Receipt	Process Purchasi	ng Evaluation P	urchasing Reports Settlemen	nt Vendor/Customer Mas	ter Data Ev	aluation Ma	sked Pl B	OBJ Purchasing F	Reports HANA Purcha
ward ID ext	ract for PO								
	Extract Awar	d ID related	data for PO						
Menu _		Back Exit (Cancel System						
AT			8						
Purch.Doc.	Award ID: PIID	FAIN Doc. Type	Long Text	Created on	Created by	Our Ref.	Vendor	Item Plant	Short Text
430030307	432B-17-N0116	ZMY	Contract #: 4328-17-N0116	2017/05/09	F0024149		1500214304	00001 RD00	DEED CANCELLATIONS
	4328-17-C0215	ZMY	Contract # 4328-17-C0215	2017/05/09	F0024149		1102350229	00001 RD00	APPRAISAL
430030307	4328-17-C0215	2,001	Gondan - House II Gos IS						

Figure 32. FMMI Extract Award ID related data for PO results screen



FUNDS MANAGEMENT – FUNDS COMMITMENT

Entering the Award ID on Funds Commitments (Earmarked Funds)

Menu Path

From the FMMI portal, a user enters the award ID on funds commitments (Earmarked Funds) following the menu path:

Funds Management > Funds Commitment Process > Create (or Change) Funds Commitment (Figure 33).

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Figure 33. FMMI Change Funds Commitment screen

The Award IDs are stored in new FAIN and PIID fields in the header.



1. **Type** the <FAIN> in the FAIN field or the <PIID> in the PIID field as appropriate.

In this example, the user is entering an apparent PIID in the *Referenz 2* (FAIN) field, however the system does not note any exceptions since the only limit is 30 characters (Figure 34Figure 34). Therefore, it is important to ensure the data is entered accurately and appropriately.

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Figure 34. FMMI Funds Commitment Change Header Data screen



2. Click Save. The system will respond with the appropriate message (Figure 35).

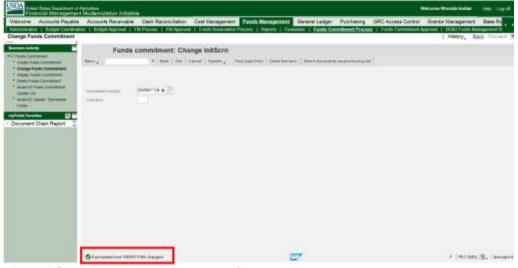


Figure 35. FMMI Earmarked Fund Changed message screen



Award ID Update – Funds Commitment Documents

Menu Path

From the FMMI portal, a user can update award IDs for funds commitment documents following the menu path:

Funds Management > Funds Commitment Process > Award ID Funds Commitment Update List

The screen is displayed and the user enters the selection field values (Figure 36Figure 36).

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Figure 36. FMMI DATA Act: Award ID Update List screen with fields emphasized

- 1. **Type** the <business area> in the *Business Area* field (required).
- 2. **Type** the <description for the saved log> in the *Description for saved log field* (optional). User can apply their own naming convention.
- 3. **Type** <the document number> in the *Earmarked Funds* field. The *Earmarked Funds* field refers to the document number.
- 4. **Type** the <from and to dates> in the *Posting Date* range fields.



Note: Search by Fiscal Year is not available, however Posting Date ranges can be used.

5. Click *Execute* to retrieve the results (Figure 37).

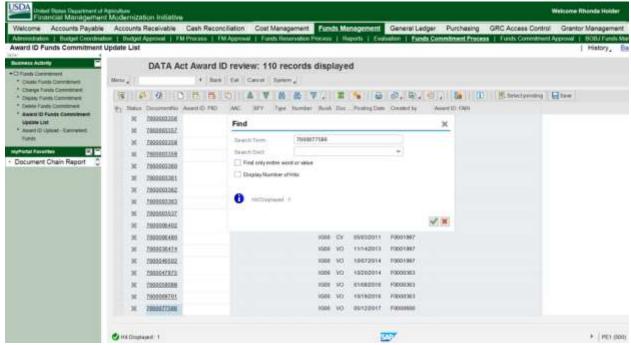


Figure 37. FMMI DATA Act Award ID review, records displayed screen

Standard search functions (i.e., binoculars icon) are useful in finding the document to update.



In this example, the user enters a PIID. When the value is keyed in the field and the Enter key is pressed, the system will parse the PIID into its component values where the user can visually check the AAC, budget year, type, and sequence values for reasonableness (Figure 38).

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Figure 38. FMMI DATA Act Award ID review, PIID component values displayed screen

6. Click Select Pending.



7. Click Save. The Award ID field is updated (Figure 39Figure 39).

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Figure 39. FMMI DATA Act Award Review, document successfully updated message screen

View Saved Logs – Funds Commitment Documents

Menu Path

From the FMMI portal, a user can view the saved logs for funds commitment documents following the menu path:

Funds Management > Funds Commitment Process > Award ID Funds Commitment Update List

1. Click the *View saved logs* tab (Figure 40Figure 40).

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Figure 40. FMMI DATA Act: Award ID Update List Log selection screen



- 2. **Type** the <Description of the saved log> in the *Description of saved log* field.
- 3. Click *Execute*. The update log is displayed (Figure 41Figure 41).

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Figure 41. FMMI DATA Act: Award ID Update List, Log displayed screen

Verify the Award ID – Accounting Document

Menu Path

From the FMMI portal, using the Award ID in Accounting Document transaction, a user can verify the award ID for accounting documents following the menu path: (Figure 42). General Ledger > GL Process > Manage GL Adjustments and Accruals

1. **Click** *Award ID in Accounting Document* from the left-hand menu bar to review and verify the award ID in the accounting document.

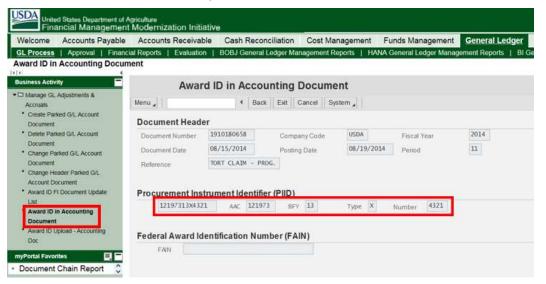


Figure 42. FMMI DATA Act Award ID in Accounting Document screen



Award ID Upload – Funds Commitments (Earmarked Funds)

Agencies can use a spreadsheet to update a large block of documents with the mass upload feature. Prior to running the mass upload, a file in ".csv" format needs to be created and saved in a folder on an accessible drive. The column headings are optional, but if used should be Doc Nbr and Award ID. An example of the spreadsheet formatting is below (Figure 43Figure 43):

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Figure 43. FMMI DATA Act Award ID Upload spreadsheet example (Earmarked Funds)

Menu Path

From the FMMI Portal, a user can mass upload award IDs for funds commitment (earmarked funds) documents following the menu path:

Funds Management > Funds Commitment Process > Award ID Upload- Earmarked Funds.

1. **Click** the *Award ID upload* tab. (Figure 44Figure 44)

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Figure 44. FMMI DATA Act Award ID upload screen with selection fields emphasized (Earmarked Funds)



- 2. **Type** the <business area code> in *Business Area* field.
- 3. Select Update PIID or Update FAIN.
- 4. **Type** the <description for the saved log> in the *Description for saved log* field.
- 5. Attach the file to be uploaded.
- 6. Select File has a heading row if appropriate.

Note: To perform a test run to see what the changes will be, users can select *Test run – no updates* before clicking *Execute*. Ensure that the *Test run – no updates* button is unchecked to make the changes.

7. Click Execute.

The system runs the program, performs the updates, and displays the saved log (Figure 45Figure 45):

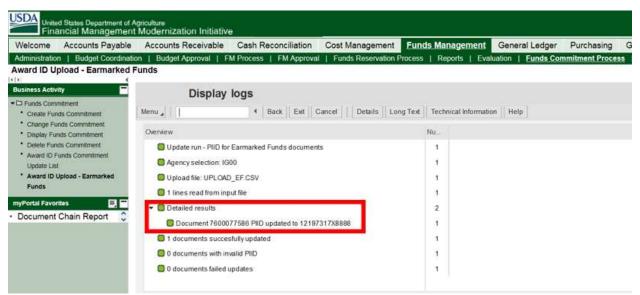


Figure 45. FMMI Award ID Upload – Earmarked Funds Display logs screen



Verify Award ID – Funds Commitment (Earmarked Funds)

Menu Path

From the FMMI portal, using the standard Display Funds Commitment transaction, a user can verify funds commitment (earmarked funds) award ID updates following the menu path: Funds Management > Funds Commitment Process > Display Funds Commitment.

1. Click the Select Header Data button to review and verify the award ID for earmarked funds.

In this example, the PIID is updated from its previous value (Figure 46).

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Figure 46. FMMI Display Funds Commitment, Funds Commitment: Display Hdr Data screen