

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

USDA DATA Act File B Standard Operating Procedure

April 25, 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 B file frequency to monthly



### 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 for agency review and is submitted to Treasury monthly 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 monthly 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 each guarter.

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	Data Element Label	Definition
Order		
		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>DAIMS RSS version 2.0</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.



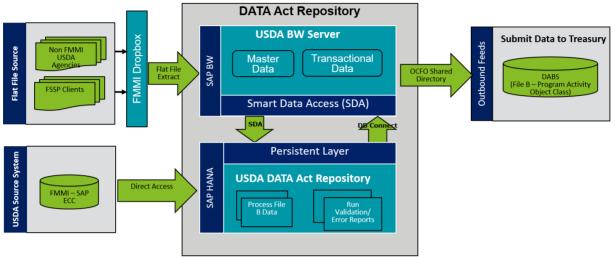


Figure 1: USDA DATA Act File B Systems Process Map

### 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 must submit data for processing on a monthly basis. 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.

🔒 S Ø A V 🌢 🔹	Data Act File Submission - Message (Plain Text) (Read-Only)	• – • ×
File Message Q Tell me what you w	ant to do	
Palata Papir Papir Forward	Meeting III UAs G To Manager Bulkers M - Denem III P Create New T More → Relph & Deleter P Create New T M - Deleter P C Create New T M -	
Delete Respond	Quick Steps rs Move Tags rs Editing Zoom Groups	^
Mon 4/2/2018 8:36 PM OCFO - FMMI BI Data Act File Submission	TEAM <fmmibiteam@nfc.usda.gov></fmmibiteam@nfc.usda.gov>	
Cc OCFO - FMMI BI TEAM; Bounds, Larry - OCF	D-FMS, New Orleans, LA; 🗌 Whitney, Tyson - OCFO, Washington, DC; 🗌 Herche, Daniel - OCFO, Washington, DC; 🗋 Dunagan, Fransi - OCFO, Washington, DC; 🗌 McStay, James - OCFO, Washington, DC;	, LaShawn - OCFO, Washington, DC
Your recent file AC_RD00_D20180323_T	10015.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								
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Jseab_	Viewe	ed Chan	nged	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	ph7adm		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	
C				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	r: Initial Scr	een			
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Program	ZDA_RAI	SE_EVENT	<b>P</b>	Create	
Subobjects <ul> <li>Source code</li> </ul>					_

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)

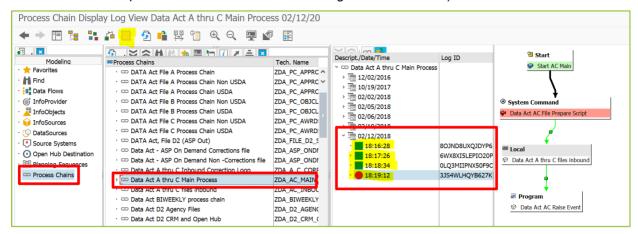


Figure 5: Process Chain - Confirm Files Have Run

- 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', ?);

Table 2: Statement Schema Mapping					
Statement Scl	Statement Schema Mapping				
ҮҮҮҮРРР	in i_FISCALPERIOD nvarchar(7)	Indicates fiscal year and period that is being refreshed			
N	in i_REFRESH_WT_FLAG nvarchar(1)	Indicates refresh only work table data (no reload of outbound tables)			
N	in i_REFRESH_OBT_FLAG nvarchar(1)	Indicates refresh only outbound table data (no reload of work tables)			
A	in i_USDA_FSSP_FLAG nvarchar(1)	Indicates loading of only USDA (U) or FSSP (F) Agencies only. If 'A' all agencies are loaded.			
?	out ex_message nvarchar(200)				

Table 2: Statement Schema Mapping

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



### 3.1.4 Error Handling and Certification

For the FSSP Agencies, an error report is run and analyzed by the BI and the Transparency and Accountability Reporting Division (TARD) teams on a monthly basis to allow agencies the ability to review and correct errors on an ongoing basis resulting in fewer errors during the monthly submission to DABS. If applicable, an email notification regarding error handling is and the error report is then sent from the FMS BI team to the FSSP Agencies, FMS Help Desk, and DATA Act Team. Additionally, a certification report is run before File B is submitted to DABS and an email notification regarding the certified data and the report is sent from the FMS BI team to the FMS BI team.

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.

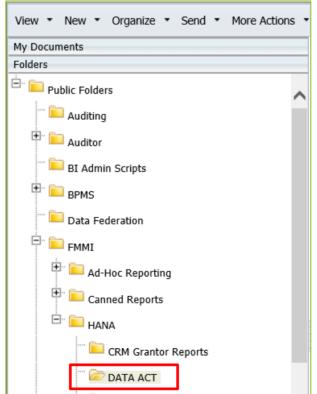


Figure 6: FSSP Clients Error Handling Process - Navigate to DATA Act



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

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DATA ACT FILE C ERROR REPORT - NON-VSDA     Veb Intelligence     DATA ACT FILE C ERROR REPORT - NON-VSDA     Veb Intelligence     DATA ACT FILE C ERROR REPORT - NON-VSDA     Veb Intelligence     DATA ACT FILE C ERROR REPORT - NON-VSDA     Veb Intelligence     DATA ACT FILE C ERROR REPORT - NON-VSDA     Veb Intelligence     DATA ACT FILE C ERROR REPORT - NON-VSDA     Veb Intelligence     DATA ACT FILE C ERROR REPORT - NON-VSDA     Veb Intelligence     DATA ACT FILE C ERROR REPORT - NON-VSDA     Veb Intelligence     DATA ACT FILE C ERROR REPORT - NON-VSDA     Veb Intelligence     DATA ACT FILE C ERROR REPORT - NON-VSDA     Veb Intelligence     DATA ACT FILE C ERROR REPORT - NON-VSDA     Veb Intelligence     DATA ACT FILE C ERROR REPORT - NON-VSDA     Veb Intelligence     DATA ACT FILE C ERROR REPORT - NON-VSDA     Veb Intelligence     DATA ACT FILE C ERROR REPORT - NON-VSDA     Veb Intelligence     DATA ACT FILE C ERROR REPORT - NON-VSDA     Veb Intelligence     DATA ACT FILE C ERROR REPORT - NON-VSDA     Veb Intelligence     DATA ACT FILE C ERROR REPORT - NON-VSDA     Veb Intelligence     DATA ACT FILE C ERROR REPORT - NON-VSDA     Veb Intelligence     DATA ACT FILE C ERROR REPORT - NON-VSDA     Veb Intelligence     DATA ACT FILE C ERROR REPORT - NON-VSDA     Veb Intelligence     DATA ACT FILE C ERROR REPORT - NON-VSDA     Veb Intelligence     Veb Intelligence     DATA ACT FILE C ERROR REPORT - NON-VSDA     Veb Intelligence     V		6	DATA ACT FILE C CERTIFICATION REPORT PUBLICATION - USDA ONLY	Publication	Feb 13, 2018 4:23 PM	40	
System Configuration Wizard Configuration W		-	DATA ACT FILE C ERROR REPORT - NON-USDA	Web Intelligence		0	
		9	DATA ACT FILE C ERROR REPORT - USDA ONLY	Web Intelligence		0	
<sup>11</sup> Visual Difference U Stat ACT FILE C ERROR REPORT PUBLICATION - USDA ONLY Publication Eeb 13, 2018 3:43 PM 40		6	DATA ACT FILE C ERROR REPORT PUBLICATION - NON-USDA	Publication	Feb 13, 2018 2:30 PM	30	
		v %	DATA ACT FILE C ERROR REPORT PUBLICATION - USDA ONLY	Publication	Feb 13, 2018 3:43 PM	40	
	Web Intelligence Samples earch		()				

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

Schedule – DATA ACT FILE B ERROR	R REPORT PUBLICATION - NON-USDA	? = X
Schedule – DATA ACT FILE D ERROR V Schedule Recurrence Enterprise Recipients Dymain: Ceopients Events Scheduling Server Group Formats Destinations	R REPORT PUBLICATION - NON-USDA	/ EX
		Schedule Cancel

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

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



Prompts	×
	Enter value(s) for Fiscal Period (optional)
* Enter value(s) for Business Area	Type values here         Refresh Values         Fiscal Period         2017006         2017012         2018002         2018003         2018005         2018006
* 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
	2018004 2018005 2018006 March 26, 2018 7:44:21 PM GMT+00:00
* Required prompts	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
	AP02 Refresh Values  AP02 Business Area (B) [EMPTY_VALUE] AB00 AC00 AG00 AG00 AM00 AC00 AO00 AP00 AP00 AP00 AP00 AP00 AP00 AC00 AB00 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	×
Prompts Summary * Enter value(s) for Fiscal Period 2018006 * Enter value(s) T Business Area AP02	Enter value(s) for Business Area     Refresh Values   Business Area (B)   [EMPTY_VALUE]   AB00   AC00   AG00   AG00   AP02   AR00   AS00   March 26, 2018 7:45:50   PM GMT+00:00
* Required prompts	Apply Cancel

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			
<ul> <li>Schedule</li> <li>Recurrence</li> <li>Enterprise Recipients</li> <li>Dynamic Recipients</li> <li>Events</li> <li>Scheduling Server Group</li> <li>Prompts</li> <li>Formats</li> <li>Destinations</li> </ul>	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	FRBO			
Recurrence	binition file b				
Enterprise Recipients	Dynamic Recipients				
Dynamic Recipients	Choose the Source for Dynamic R	ecipients			
	Web Intelligence Report Dynamic	Recipient Provider 🗸			
Events	DA AGENCY POC EMAIL REPO	NRT.			
Scheduling Server Group	Man fields from the source docum	nent to those used to send the Publication.			
Prompts		cipient Identifier (required): Agency Code	~		
Formats	No	Full Name: Acronym			
Destinations					
Desunations		Email: DA Poc Email Gro	Nup 🗸		
	Counting the second starts for the Date	li M			
	Specify the recipients for the Pub	lication.			
	Use entire list				
	Use entire list				Selected
		<u>}</u>	1 of 2 <b>b</b> H		Selected
	Available	Acronym	1 of 2 ▶ H DA Poc Email Group	Agency Name	
	Available Agency Code			Agency Name Agricultural Marketing Service	[  4   4 ] of 1 ▶
	Available Agency Code  Agency Code	Acronym	DA Poc Email Group		[  4   4 ] of 1  ▶    ID
	Available Agency Code  Agency Code Agency Code AM00	Acronym AMS	DA Poc Email Group SM.DATAACT.AMS@cfo.usda.gov	Agricultural Marketing Service	[  4   4 ] of 1  ▶    ID
	Available Agency Code Agency Code Amo Amo Acoo	Acronym AMS OAO	DA Poc Email Group SM.DATAACT.AMS@cfo.usda.gov SM.DATAACT.OAO@cfo.usda.gov	Agricultural Marketing Service Office of Advocacy and Outreach	ID           AS00
	Available           Agency Code	Acronym AMS OAO APHIS	DA Poc Email Group SM.DATAACT.AMS@cfo.usda.gov SM.DATAACT.CAOl@cfo.usda.gov SM.DATAACT.APHIS@cfo.usda.gov	Agricultural Marketing Service Office of Advocacy and Outreach Animal and Plant Health Inspection Service	H         1         of 1         ▶         H           ID         AS00         ID         ID<
	Available Agency Code  Agency Code An00 AO00 AO00 AP00 AR00	Acronym AMS OAO APHIS ARS	DA Poc Email Group SM.DATAACT.AMS@cfo.usda.gov SM.DATAACT.APAG@cfo.usda.gov SM.DATAACT.APHIS@cfo.usda.gov SM.DATAACT.APS@cfo.usda.gov	Agricultural Marketing Service Office of Advocacy and Outreach Animal and Plant Health Inspection Service Agricultural Research Service	ID           AS00
	Available           Agency Code	Acronym AMS OAO APHIS ARS OBPA	DA Poc Email Group SM DATAACT.AMS@cfo.usda.gov SM DATAACT.OAG@cfo.usda.gov SM.DATAACT.OAG@cfo.usda.gov SM.DATAACT.DB@cfo.usda.gov SM.DATAACT.DB@cfo.usda.gov	Agricultural Marketing Service Office of Advocacy and Outreach Animal and Plant Health Inspection Service Agricultural Research Service Office of Budget and Program Analysis	ID           AS00
	Available Agency Code  Agency Code AM00 AO00 AP00 AP00 BP00 CC00	Acronym AMS OAO APHIIS ARS OBPA CCC	DA Poc Email Group SM.DATAACT.ANS@cfo.usda.gov SM.DATAACT.ANS@cfo.usda.gov SM.DATAACT.ANS@cfo.usda.gov SM.DATAACT.ANS@cfo.usda.gov SM.DATAACT.GORPA@cfo.usda.gov	Agricultural Marketing Service Office of Advocacy and Outraach Animal and Pather Health Inspection Service Agricultural Research Service Office of Budget and Program Analysis Commodity Credit Corporation Office of Che Chief Financial Officer Office of Cherminications	ID           AS00
	Available           Agency Code	Acronym AMS OAO APHIS ARS OBPA CCC OCPO	DA Poc Email Group SN.DATAACT. AMS@cfo.usda.gov SN.DATAACT. AMS@cfo.usda.gov SN.DATAACT. APHIS@cfo.usda.gov SN.DATAACT. APHIS@cfo.usda.gov SN.DATAACT. CORP.Agedo.usda.gov SN.DATAACT. CORP.Agedo.usda.gov	Agricultural Marketing Service Office of Advocacy and Outreach Animal and Plant Health Inspection Service Agricultural Research Service Office of Budget and Program Analysis Commodity Credit Corporation Office of the Chief Financial Officer	ID           AS00
	Available           Agency Code *           Agency Code *           Agency Code           AN00           A000           AP00           AR00           BP00           CC00           C700           C700           CM00	Acronym AMS OAO APHIS ARS OPPA CCC OCPO OCC	DA Poc Enail Group SNLDATACT. AMS@cfu.usda.gov SNLDATACT. AMS@cfu.usda.gov SNLDATACT. AMS@cfu.usda.gov SNLDATACT. AMS@cfu.usda.gov SNLDATACT. CORP.dcu.usda.gov SNLDATACT. COC@cfu.usda.gov SNLDATACT. COC@cfu.usda.gov	Agricultural Marketing Service Office of Advocacy and Outraach Animal and Pather Health Inspection Service Agricultural Research Service Office of Budget and Program Analysis Commodity Credit Corporation Office of Che Chief Financial Officer Office of Cherminications	H     1     of 1     ▶       ID     A500
	Available           Agency Code	Acronym AMS OAO APHIS ARS OBPA CCC OCFO OCC OCC OCC	DA Poc Email Group SM.DATAACT.AMS@cfo.usda.gov SM.DATAACT.AMS@cfo.usda.gov SM.DATAACT.AMS@cfo.usda.gov SM.DATAACT.AMS@cfo.usda.gov SM.DATAACT.OCF0@cfo.usda.gov SM.DATAACT.OCC@cfo.usda.gov SM.DATAACT.OCC@cfo.usda.gov SM.DATAACT.OCC@cfo.usda.gov	Agricultural Marketing Service Office of Advocacy and Outreach Animal and Plant Heaht Inspection Service Agricultural Research Service Office of Budget and Program Analysis Commodity Credit Corporation Office of Cold Corporation Office of Communications Office of Communications	ID           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.

Schedule Recurrence Enterprise Recipients Dynamic Recipients Events	Specify the recipients for the Pu	Email: DA Poc Email Gr	oup 🗸		
Enterprise Recipients Dynamic Recipients		ublication.			
Dynamic Recipients		ublication.			
	Use entire list				
Events					
Scheduling Server Group	Available		1 of 2 ▶ ₩		Selected
	Agency Code 👻	[  4   4 1 of 1 ▶  4			
Prompts	Agency Code	Acronym	DA Poc Email Group	Agency Name	ID
Formats	AMOO	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	>
	F500	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 HS00	GIPSA	SM.DATAACT.GIPSA@cfo.usda.gov	Grain Inspection, Packers and Stockyards A	

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



#### 12. Click the Schedule button.

thedule		Full Name: Acronym	~			
		Email: DA Poc Email Gro	up 🗸			
Recurrence						
Enterprise Recipients	Specify the recipients for the Pu	blication.				
Dynamic Recipients	Use entire list					
Events	Available					Selected
cheduling Server Group						
Prompts	Agency Code 👻	А х и ∢	1 of 2 🕨 🕅			of 1   ▶
Formats	Agency Code	Acronym	DA Poc Email Group	Agency Name		ID
	AMOD	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		
	HS00					Schedule Cancel

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.

Image: Select is report to conduct analysis and resubmits your transactions using the attached DATA Act File B Error Report for following A-C Validation Code file found on the OCFO SharePoint site here: https://emat/stam/stam/stam/stam/stam/stam/stam/s	🖬 👈 🗇 🕆 💐 🕏 · · · 151 QTR - DATA ACT FILE B ERROR Report for (NW00) for 2018-02-13-14-12-28 - Message (Plain Text) (Read-Only) 📧 - 🗗	
<pre>note</pre>	File Message 🗘 Tell me what you want to do	
Pressure of the constraint of	Qx ginore       Image: Comparison of Compariso	
r DATA ACT block Class Program Activity File (B) submission has processed for the current quarter and errors (critical failures and/or warnings) were noted in your file. Critical failures will NOT be submitted to the Treasury Broker, as these mactions are unreportable per DATA Act guidelines. Please review the attached DATA Act File B Error Report for specific error details. ase use this report to conduct analysis and resubmit your transactions using the attached DATA Act File B Error Report for specific error details. ase use this report to conduct analysis and resubmit your transactions using the attached DATA Act File B Error Report for specific error details. ase use this report to conduct analysis and resubmit your transactions using the attached A-C_Correction_Resubmission file. Please populate each corrected record with a "C" in the Correction_Late_Delete_Indicator Data Element and resubmit y the A-C_Correction_Resubmission file to the FMS Dropbox. Do not change any content other than the fields in error. Save the A-C_Correction_Resubmission file as CSV (MS-DOS). Do not save the file to Excel. assistance with determining the error codes and their meaning, please refer to following A-C Validation Code file found on the OCFO SharePoint site here: <a (ms-dos).="" <a="" a-c="" a-c_correction_resubmission="" and="" any="" as="" assistance="" c"="" change="" code="" codes="" content="" correction_late_delete_indicator="" csv="" data="" determining="" do="" dropbox.="" element="" error="" error.="" excel.="" fields="" file="" fms="" following="" found="" here:="" href="https://ems-team.usda.gov/sites/OCFO/TARD/FFAC/DATA%20Act/DATA%20Act/S20Act/DATA%20Act/S20Act/DATA%20Act/S20Act/DATA%20Act/S20Act/DATA%20Act/S20Act/DATA%20Act/S20Act/DATA%20Act/S20Act/S20Act/DATA%20Act/S20Act/DATA%20Act/S20Act/DATA%20Act/S20Act/S20Act/DATA%20Act/S20Ac&lt;/td&gt;&lt;td&gt;Contine&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;cerely,&lt;/td&gt;&lt;td&gt;Please use this report to conduct analysis and resubmit your transactions using the attached A-C_Correction_Resubmission file. Please populate each corrected record with a " in="" meaning,="" not="" ocfo="" on="" other="" please="" refer="" resubmit="" resubmit<br="" save="" sharepoint="" site="" than="" the="" their="" to="" validation="" with="" y="">only the A-C_Correction_Resubmission file to the FMS Dropbox. Do not change any content other than the fields in error. Save the A-C_Correction_Resubmission file as CSV (MS-DOS). Do not save the file to Excel. For assistance with determining the error codes and their meaning, please refer to following A-C Validation Code file found on the OCFO SharePoint site here: </a>		

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.

🖬 🕤 ଓ 🕆 4 🕯 🐑 🗉	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 de	). Ju	
Reply Reply Forward	Weekly Status R Go To Manager Carles To Manag	
All More *	Unread + Up + + L3 Select + Manage Groups +	
Delete Respond	Quick Steps 15 Move Tags 15 Editing Zoom Groups	^
FMMIBITEAM@NFC.U	SDA.GOV	
1ST QTR - DATA ACT FILE B CER	TIFICATION 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 M	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 su	upervisor) sign the Certification Letter and submit by replying to this email.	
For online access to the certification report, plea	se 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 CERTIFICAT	TION 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	Execution <u>G</u> oto <u>S</u> ettings System <u>H</u> elp		_
0	🔜 ≪ 🗒 🔇 🔕 🔂 👬 林 🏦	🕯 🕄 🗔 🗔 😧 🐄 🗌	
Process Chain Displa	av Active Version: DATA Act File A Proces	s Chain	
	,		
• • 🗉 🖬 👯	∔ 📒 🗿 🔍 Q, 🥱 🗅 🕀 🗉 🖡	1 🛓 拱 🖳 🕼 🗄	
ā , 🗙	🚱 . 🖂 🗛 🕅 🛧 🔤 🛏 🏹 🔎 💻 🔜		😕 Start
Modeling	@ Process Chains	Tech. Name	Start Appropriation Outbound File Process
🛨 Favorites	> 🖉 Unassigned Nodes	NODESNOTCONNECTED ^	
Find	∼ _a Data Act	DATA ACT 🗸	
Data Flows	<ul> <li>D2 Exception Processing - Reprocessing Errors</li> </ul>	ZDA_D2_EXCEPTION	<b>f</b>
of InfoProvider	- 📼 DATA Act File A Process Chain	ZDA_PC_APPROPRIATIONS_A	Delete PSA Request
TinfoObjects	- 📼 DATA Act File A Process Chain Non USDA	ZDA_PC_APPROPRIATIONS_A_N	🔗 Delete 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	•
Source Systems	🖙 DATA Act File B Process Chain USDA	ZDA_PC_OBJCLS_PRGACT_B_US	@
Open Hub Destination	DATA ACC FILE C Process Chain Non USDA	ZDA_PC_AWRDS_FIN_C_N	load Data
	<ul> <li>DATA Act File C Process Chain USDA</li> </ul>	ZDA_PC_AWRDS_FIN_C_USDA	🖉 FILA A
Differences Chains	<ul> <li>DATA Act, File D2 (ASP Out)</li> </ul>	ZDA_FILE_D2_START	
	<ul> <li>Data Act - ASP On Demand Corrections file</li> </ul>	ZDA_ASP_ONDMD_CORRECTIONS	1
	· 🖙 Data Act - ASP On Demand Non -Corrections file	ZDA_ASP_ONDMD_NON_CORR	Data Transfer Proc.
	<ul> <li>Data Act A thru C Inbound Correction Loop</li> </ul>	ZDA_A_C_CORRECTION	S ZDA_FILE_A / PE1USDA -> ZDA_HA011 - FULL
	> CD Data Act A thru C Main Process	ZDA_AC_MAIN	C 20A_HELCATIELOSDA > 20A_HACHT TOLE
	<ul> <li>Data Act A thru C files inbound</li> </ul>	ZDA_AC_INBOUND	
	<ul> <li>Data Act BIWEEKLY process chain</li> </ul>	ZDA_BIWEEKLY	· · · · · ·
	<ul> <li>Data Act D2 Agency Files</li> </ul>	ZDA_D2_AGENCYFILE	🗷 Program
	<ul> <li>Data Act D2 CRM and Open Hub</li> </ul>	ZDA_D2_CRM_OPENHUB	ZDA_APPROPRIATION_HEADER
	> 🖙 Data Act D2 Main	ZDA_D2_MAIN	
	> 🖙 Data Act D2 Main - Event initialize	ZDA_D2_MAIN_EVENT	
	> 🖙 Data Act D2 Main - On Demand Process Chain	ZDA_D2_MAIN_ON_DEMAND	<b>+</b>
	<ul> <li>Data Act FPDS-NG Inbound</li> </ul>	ZDA_FPDS_NG_INBOUND	Program
	<ul> <li>Data Act File B Process Chain</li> </ul>	ZDA_PC_AWARDS_FINANCIAL_B	P DA_APPROPRIATIONS_RENAME
	- 🖙 Data Act File C Process Chain	ZDA_PC_AWARDS_FINANCIAL_C	
	<ul> <li>Data Act SF133 Load</li> </ul>	ZDA_SF133	
	<ul> <li>Data Act SF133 Load - Delete</li> </ul>	ZDA_SF133_DELETE	
	<ul> <li>Data Act WEEKLY process chain</li> </ul>	ZDA_WEEKLY	
	> 🖙 Does not have pre-check program for D2	ZDA_D2_MAIN_NOCHECK	
	· 🖉 BFM Process Chains	ZPC_BFM	
	> Z FIMMI BI System Assurance Process Chains	ZPC_FMMI_BI_SYSTEM_ASSURANC	
Administration	> 🖉 ECC Delta Queue Clearing	ZPC_ECC_QUEUE_CLEARING	
Transport Connection	> 🖉 BI Admin Cockpit	RSTCC	
Documents BI Content	CRM Case Management	OCRM_SERV_CASE ^	
Translation	> 📲 Cash Reconciliation Load Process Chains	ZPC_FMMI_BI_CR_LOAD	
Metadata Repository			
			197 (1) 500 🖌   fprbia7ap2   OVR   🛛 📄 🔐

Figure 19: Process Chain - Error-free Data

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				6144	10 p	b7adm	03/2	2/201	. 14:	31:35				~
(				239	99 p	b7adm			14:	31:16	S_(	JSDA	ASSISTANCE	~
				2048	30 p	b7adm	03/1	9/201	13:	39:39	sub	mitte	ed	
				409	96 p	b7adm			13:	39:22	hol	ding		
(				5270722	26 p	b7adm	02/1	4/201	. 09:	06:57	FM	MI.US	SDA.DA.AF_20180214_080642.txt	
(				260	06 p	b7adm			09:	06:11	S_	MMI.	.USDA.DA.AF	
[				32904	50 p	b7adm			09:	04:58	FM	MI.US	SDA.DA.PA_20180214_080444.txt	
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				7117	70 p	b7adm			09:	04:33	FM	MI.US	SDA.DA.APPRO_20180214_080419	l.txt
				117	76 p	b7adm			09:	04:23	<u>s_</u>	PIPIL.	.USDA.DA.APPRO	_
					P	b7adm	02/1	3/201		48:32	FSS	P.UD	000.DA.AF_20180213_074817.txt	
					p	b7adm			08:	47:38	FSS	SP.RE	00.DA.AF_20180213_074723.txt	
				283	77 p	b7adm			08:	47:36	FSS	SP.AB	00.DA.AF_20180213_074722.txt	
				286	56 p	b7adm			08:	47:35	FSS	SP.AP	02.DA.AF_20180213_074720.txt	
				238	33 p	b7adm			08:	47:33	FSS	P.AS	00.DA.AF_20180213_074719.txt	
					p	b7adm			08:	47:32	FSS	SP.GW	V00.DA.AF_20180213_074717.txt	
					P	b7adm			08:	46:38	FSS	SP.HT	00.DA.AF_20180213_074624.txt	
(				1067	73 p	b7adm			08:	46:37	FSS	SP.DR	00.DA.AF_20180213_074622.txt	
(				2552	29 p	b7adm			08:	46:35	FSS	SP.FC	00.DA.AF_20180213_074621.txt	
(				1610	59 p	b7adm			08:	46:33	FSS	SP.JFC	00.DA.AF_20180213_074619.txt	
						b7adm				46:32			00.DA.AF_20180213_074617.txt	
					-	b7adm				45:33	FSS	SP.CC	02.DA.AF_20180213_074519.txt	
						b7adm				45:32			00.DA.AF_20180213_074517.txt	
						b7adm				44:32			100.DA.AF_20180213_074417.txt	
				506		b7adm				43:32			100.DA.AF_20180213_074317.txt	
						b7adm				42:34			00.DA.AF_20180213_074220.txt	
						b7adm				42:33			00.DA.AF_20180213_074219.txt	
						b7adm				42:32			00.DA.AF_20180213_074217.txt	
						b7adm				41:35			00.DA.AF_20180213_074120.txt	
						b7adm				41:33			100.DA.AF_20180213_074119.txt	
					-	b7adm				41:32			00.DA.AF_20180213_074117.txt	
				510		b7adm				41:00			00.DA.AF_20180213_074046.txt	
						b7adm				40:59			V00.DA.AF_20180213_074044.txt	
					-	b7adm				40:58			00.DA.AF_20180213_074043.txt	
						b7adm				34:32			000.DA.PA_20180213_073417.txt	
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()				563	88 p	b7adm			08:	31:33	FSS	P.GW	V00.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 upload 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	
VIGENIC WASHING WASHING Two have accessed 3 U.S. Government information system, which includes (1) has competing altached to the network as it is compater on this reteriori. U.S. Government information systems are provided for the process probable and many targets yoo is disciplinary action, as well as old and cimical pometa. A data compared on U.S. Government application of the U.S. Government to the Discover and the anti-application are provided for the process probable and provide (1) the U.S. Government to monoter, diverged price and a system and a syste	sing of efficial U.S. Government Information only Usualholized or Improper use of this Information system is miniment information systems is anowed by the U.S. Government and may, for the propose of protecting the mananea and disclosed or used for any shared hypotement paperoge and yren. Theref. IS NO RIGHT TO on U.S. 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.

		1 cm	on E. Majoue
DATA Act Broker			Help
Welcome to the		ker	
	ist the latest version of the DATA Act Inform	nation Model	
DATA Act Broke	r Submission	Financial Assistance Broker Submiss	ion
Enter here to upload, validate, and certify You can also test your monthly financial da your DATA Act s	ata, generate your award files, and view	Enter here to upload, validate, and publish your agency's financial assist You can also test your financial assistance data and view your submi	
Ente	r en	Enter	

Figure 22: Select the DATA Act Broker Submission



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

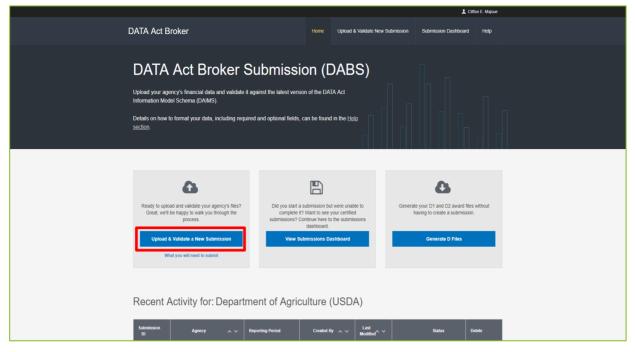


Figure 23: Select Upload and Validate a New Submission



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

	🗘 Cittor E Majour								
DATA Act Broker	Home	Upload & Validate New Submission	Submission Dashboard	Нер					
Upload & Validate a New Submission									
Four Steps to Upload and Validate Agency Data									
3	Submission Info Provde the DATA Act Broker with information about it includes the name of your agency and the reporting p		nation						
2	Upload Files (.csv or .txt) You'll need the following files to complete your submis comma-separate values (csv) or pipe-separated value the DATA ACE Broker. • File A. Appropriation Account data (Sample file) • File B. Object Class and Program Activity (Sample file) • File C. Award Financial data (Sample file) Files D1, D2, E, and F will be generated for you ba	sion. Files A. B. and C can be provided as es ( bd). Sample files are available for dow le)	nload In						
	File D1. Award and Awardee Attributes (Procurement     File D2. Award and Awardee Attributes (Financial Ad-     File E. Additional Awardee Attributes data.     File F. Sub-award Attributes data.								
3	Validate Data Files In this step, the DATA Act Broker will validate your sud and D2) against each other. All files must be present Find out what validations are currently implemented		ing D1						
3	Review, Certify, and Publ Once your submission has successfully passed valida • Notify another user that the submission is ready for • Review, certify, and publish your agency's data.	tion, this step allows you to:							
	Hide this page next time I submit files.		Next						

Figure 24: Four Steps to Upload & Validate



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

					on E. Majoue
DATA Act Broker		Home	Upload & Validate New Submission	Submission Dashboard	нер
Upload & `	Validate a New S	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 vali Monthly  Quarterly	dating data'	7		
	Your submission includes data from Quarter 1 - 2018				
	Everything looks good. Now let's work on uploadin	g your files.	Subr	nit	
	View	Submission Gu	lide		

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.

			👤 Clifto	E. Majoue			
DATA Act Broker	Home	Upload & Validate New Submission	Submission Dashboard	Help			
Upload & Validate a New Submission							
	ou want to upload to the DATA Act Broker. Once all three he page allowing you to begin the upload and validation p						
Crag and drop or click here to upload your File A: Appropriation.							
	Drag and drop or click here to upload your File B: F	rogram Activity & Object Class Data.					
	Drag and drop or click here to upload yo	ur File C: Award Financial.					
	Upload & Validat	e 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 D	Data File Size: 3.29 MB	Lines in File: 13607	
Warnings: 1882	Critical Errors: 0		FMMLUSDA.DA.PA_20180214_080444.bxt
View & Download Warnings Report 🗸			
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 File validated with warnings
View & Download Warnings Report V			

Figure 27: Warning and Errors



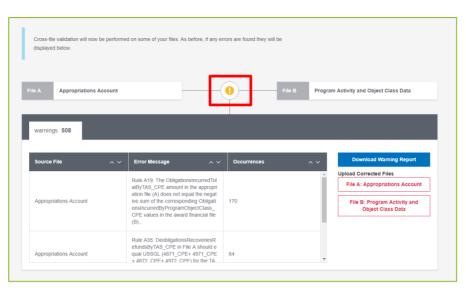
## h. DABS will give you the option to Generate the Files D1 and D2. To view these files, click Generate Files. To move to the next step, click Next.

Select the durations for the generated D1 and D2 files. range you selected in step one.	By default, this range is set to the	e submission date			
File D1: Procurement Awards (FPDS data)	10/01/2017	Ê	through	12/31/2017	Ê
			Down	nload File D1: Procuremer	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. Cl	ick Next to begin cross	-file validations	ŝ.	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 Activity	and Object	Class Data	- •	File C	Award F	Financial	
le C Award Financial			•	File D1	Award F	Procurement	
warnings 10067	~ ×	Error Message	Occurrences	_	~ ~	Download Warning Report	
Award Financial		Rule C11: Each unique PIID (or comb ination of PIID/ParentAwardId) from fil e C should exist in file D1			ĺ	Upload Corrected Files File C: Award Financial File D1: Award Procurement	
Award Financial		Rule C23.1: For each unique PIID in File C, the sum of each TransactionO bligatedAmount should match (but wit h opposite signs) the sum of the Fede ralActionObligation reported in D1	231			Hie DI: Award Procurement	
		Rule C23.2: For each unique combin					

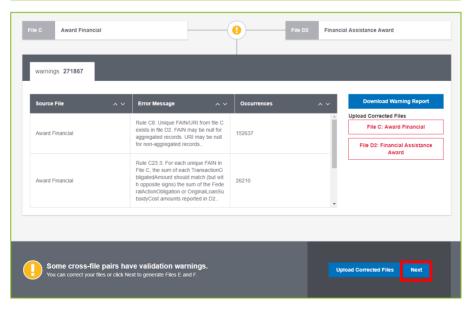


Figure 29: DABS Validation



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 of 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 lie D.	the 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 fil	ie 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	les gency Quarterly DATA Act Reporting Assurance sible for providing reasonable assurance that their trols support the reliability and validity of the Save Changes
You do not have p	ermissions to certify	Notify 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.

	Agency Name:	Department of Agriculture (USDA)
	Report Start Date:	Q1/2018
	Report End Date:	Q1/2018
Total File Size: 1.63 MB Total Rows: 42 Created on: 02 Total Warnings: Notify A	Another User that the Submission	is Ready for Certification
Name or	email address of the person to certify this submis	sion
		Send Notification
_		e responsible for providing reasonable assurance that their ernal controls support the reliability and validity of the
		Save Changes

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	
SM.OCFO.ARCC; SM.OCFO.AMS; SM.OCFO.APHIS; SM.OCFO.ARS; SM.OCFO.CCC; SM.OCFO.DN; SM.OCFO.ECS; SM.OCFO.FAS; SM.OCFO.FAS; SM.OCFO.FAS; SM.OCFO.FAS; SM.OCFO.FAS; SM.OCFO.FAS; SM.OCFO.FAS; SM.OCFO.ARS; SM.	
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; Single - OCFO, Washington, DC; Williams, Rachel - OCFO-FMS, New Orleans, LA; Milliams, Valter - OCFO-FNS, New Orleans, LA; McMitchael, Stanley - OCFO, Washington, DC	^
USDA DATA Act Quarterly Assurance Statement FY18 Q2.doc DATA Act FY18 Q2 Reporting Schedule.docx	
Good afternoon, everyone.	1
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>	
<ul> <li>Reporting will commence April 20 following GTAS close.</li> </ul>	
<ul> <li>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.</li> <li>Agency CFO signed Assurance Statements are due to OCFO NLT May 8.</li> </ul>	

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			,	
VDA.CONNOLLY@cfo.usda.gov>	18 - 001 0-1 1013, 1	New Offearia	, LA	
Robertson, Ella - OCFO-FMS, New Orleans, L	A <ella.rober< th=""><th>TSON@cfo.u</th><th>sda.gov&gt;: Gros. R</th><th>on - 00</th></ella.rober<>	TSON@cfo.u	sda.gov>: Gros. R	on - 00
S, New Orleans, LA < <u>RON.GROS@cfo.usda.go</u>				
E.GIORLANDO@cfo.usda.gov>; Williams, Rad				,,,
CHEL.WILLIAMS@cfo.usda.gov>				
ject: Data Act 1st Quarter FINAL Processing	Status 02-14-18			
od Morning,				
team has completed its final refresh of the				
ker for pre-validation. Please note, the files h				the DA
Status Report (USDA & FSSP) and Broker Wa	- ·	or your revie	ew.	
litionally, all completion files have been app				
ditionally, all commission files have been pro	vided to FSSP.			
			·····	
litionally, all commission files have been pro files are awaiting certification at the Broker		n if certificat	tion is granted.	
files are awaiting certification at the Broker	Please confirm		-	
files are awaiting certification at the Broker Is reflected in the attached "DATA Act Status	<ul> <li>Please confirm</li> <li>spreadsheet, 1</li> </ul>		_	e
files are awaiting certification at the Broker	<ul> <li>Please confirm</li> <li>spreadsheet, 1</li> </ul>		_	e
files are awaiting certification at the Broker Is reflected in the attached "DATA Act Status ository. These errors were not passed on to	<ul> <li>Please confirm</li> <li>spreadsheet, 1</li> </ul>		_	e
files are awaiting certification at the Broker Is reflected in the attached "DATA Act Status	<ul> <li>Please confirm</li> <li>spreadsheet, 1</li> </ul>		_	e
files are awaiting certification at the Broker Is reflected in the attached "DATA Act Status ository. These errors were not passed on to	<ul> <li>Please confirm</li> <li>spreadsheet, 1</li> </ul>		_	e 8
files are awaiting certification at the Broker as reflected in the attached "DATA Act Status ository. These errors were not passed on to ker Files: Pre-validation successful. File A: Appropriation	<ul> <li>Please confirm</li> <li>spreadsheet, *</li> <li>Treasury.</li> </ul>	there are cri	_	8
files are awaiting certification at the Broker Is reflected in the attached "DATA Act Status ository. These errors were not passed on to ker Files: Pre-validation successful.	<ul> <li>Please confirm</li> <li>sr spreadsheet, n</li> <li>Treasury.</li> </ul>	there are cri	tical failures in th	8 (,00011934
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r files are awaiting certification at the Broker as reflected in the attached "DATA Act Status ository. These errors were not passed on to ker Files: Pre-validation successful. File A: Appropriation Warnings: 93 Vers & Dominal Warning Report v	Please confirm so spreadsheet, n Treasury.  Please 73.5748  Critical Errors: 0	there are cri	tical failures in the	8 (,00011934
files are awaiting certification at the Broker as reflected in the attached "DATA Act Status ository. These errors were not passed on to ker Files: Pre-validation successful. File A: Appropriation	<ul> <li>Please confirm</li> <li>spreadsheet, *</li> <li>Treasury.</li> </ul>	there are cri	tical failures in the	S Coordinates Coordinates
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riles are awaiting certification at the Broker as reflected in the attached "DATA Act Status ository. These errors were not passed on to ker Files: Pre-validation successful. File A: Appropriation Warnings: 93 Were a Dominant Warnings: Paged V File B: Program Activity & Object Class Data	Please confirm so spreadsheet, n Treasury.  Please 73.5748  Critical Errors: 0	there are cri	tical failures in th	S Coportisme Tings S Source M
files are awaiting certification at the Broker as reflected in the attached "DATA Act Status ository. These errors were not passed on to ker Files: Pre-validation successful. File A: Appropriation Warnings: 13 Wes & Deelina Warning Report V File B: Program Activity & Object Class Data	<ul> <li>Please confirm</li> <li>** spreadsheet, 1</li> <li>Treasury.</li> <li>File Size 71.17 KB</li> <li>Critical Errors: 0</li> <li>File Size 3.20 MB</li> </ul>	there are cri	tical failures in the	S Coportisme Tings S Source M
riles are awaiting certification at the Broker as reflected in the attached "DATA Act Status ository. These errors were not passed on to ker Files: Pre-validation successful. File A: Appropriation Warnings: 19 Warnings: 19 File B: Program Activity & Object Class Data	Please confirm spreadsheet, 1 Treasury.  Fix Bac 73.5748 Critical Errors: 0  Fix Bac 3.2948 Critical Errors: 0	Lines in File: 1307	tical failures in the	S Coportisme Tings S Source M
riles are awaiting certification at the Broker as reflected in the attached "DATA Act Status ository. These errors were not passed on to ker Files: Pre-validation successful. File A: Appropriation Warnings: 93 Were a Dominant Warnings: Paged V File B: Program Activity & Object Class Data	Please confirm spreadsheet, 1 Treasury.  Fix Bac 73.5748 Critical Errors: 0  Fix Bac 3.2948 Critical Errors: 0	there are cri	tical failures in the	
files are awaiting certification at the Broker as reflected in the attached "DATA Act Status ository. These errors were not passed on to ker Files: Pre-validation successful.  File A: Appropriation  Warnings: 193  Wer & Devised Werege Report V  File B: Program Activity & Object Class Data  Warnings: 1982  Wer & Devised Werege Report V  File C: Award Financial	Please confirm spreadsheet, 1 Treasury.  Fix Bac 73.5748 Critical Errors: 0  Fix Bac 3.2948 Critical Errors: 0	Lines in File: 1307	tical failures in the	
riles are awaiting certification at the Broker as reflected in the attached "DATA Act Status ository. These errors were not passed on to ker Files: Pre-validation successful. File A: Appropriation Warnings: 19 Warnings: 19 File B: Program Activity & Object Class Data	Please confirm s' spreadsheet, i Treasury.  Please 21.17 KB Critical Errors: 0  Please 329 MB Critical Errors: 0  Please 5271 MB	Lines in File: 1307	tical failures in the	

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						
	okmarks Help New version available!					
Host: Username:	Password:	Port: Quickconnect				
Local site: C:\Users\AF712\	Site Manager					
.datafederator     File f       .eclipse     File f       .gradle     File f	P-1	General Advanced Transfer Settings Charset         Host:       Port:         Protocol:       FTP - File Transfer Protocol         Encryption:       Use explicit FTP over TLS if available         Logon Type:       Anonymous         User:       anonymous         Password:       ••••••••         Background color:       None         Comments:       •				
	folder New Site New Folder					
	folder folder New Bookmark Rename					
	folder Delete Duplicate					
退 .sdb File f	folder					
	folder					
	folder	Connect OK Cancel				
	folder 7/18/2016 9:41:11	•				

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:		General Adv	anced Transfer Setti	ngs Charset		
	My Sites		199.139.136.71		Port: 22	
			SFTP - SSH File Tran	sfer Protocol		~
						_
		Logon Type:	Ask for password			~
		User:	intprar00			
		Password:	•••••			
		Background	color: None 🛛 🗠			
		Comments:				
New Site	New Folder					
New Bookmark	Rename					
Delete	Duplicate					$\sim$
			Connect	ОК	Cance	el
		Figure 36: FileZilla	Site Manager			

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

FZ FMMI	Drop Box - sftp://intprar00	@199.139.136.71 - Fil	leZilla			_	$\times$
File Edit	View Transfer Server Boo	okmarks Help					
표 -	1 T T # C 🕸	8 🗽 🗊 🏛	Ž 🤗 🧥				
Host:	Username:	Passwo	ord: Port:	Quickco	onnect -		
Status:	Retrieving directory listing		/in"				 ^
Status:	Listing directory /home/inf						
Status:	Directory listing of "/home	e/intprar00/in" success	stul				~
Local site:	C:\Users\AF712\			~	Remote site: /home/intprar00/in		 ~
	🕀 🖹 🔒 🗄 🗄			^	B- ? /		
	🕀 📜 All Users				🖮 구 home		
	📜 con1324n				🖨 📜 intprar00		
	con2130				🕮 📜 in		
	🦰 con2131				- ? out		
	🖩 📜 Default			~			 
Filename	Filesize Filetype	Last modified		^	Filena Filesize Filetype Last mod Permis Owner		
<b>I</b>					📕		
eclipse .		1/19/2017			📔 arch File fol 3/3/2016 drwxr 2094 7		
_oracle.	·	12/13/2016					
l .swt		1/24/2017					
📕 Anypoi							
📕 AppDa		9/16/2016					
📕 Applica							
📠 Contact				~			
12 files and	d 28 directories. Total size: 1	3,698,918 bytes			1 directory		
Server/Loc	al file Dire Remote	e file Si	ize Prio Status				
Queued f	Files Failed transfers Suc	ccessful transfers					
						🔒 🕐 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
<ul> <li>New Site</li> <li>Cloud QB1</li> <li>Q db1adm@10.55.56.31</li> <li>Cloud DB7</li> <li>Cloud PE1</li> <li>0&amp;M DB7</li> <li>0&amp;M Dropbox</li> </ul>	Session Eile protocol: SFTP Host name: User name: Save	Port number: 22 - Password: Advanced
Tools 🔻 Manage 🔻	🛃 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
<ul> <li>New Site</li> <li>Cloud QB1</li> <li>Q pladm@10.55.56.31</li> <li>Cloud DB7</li> <li>Cloud PE1</li> <li>O&amp;M DB7</li> <li>O&amp;M Dropbox</li> </ul>	Session File protocol: SFTP Host name: Port number: fprdrop-d.fmmiad.fmmi.usda.gov 22 User name: Password: intqafx00 Save Advanced V
Tools   Manage	Login ▼ Close Help

Figure 39: WinSCP Home Page Example

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

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

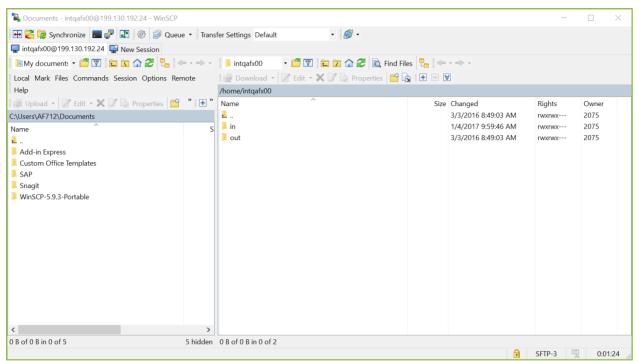


Figure 41: WinSCP FMMI Dropbox

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
- 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