

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

USDA DATA Act File D2 Standard Operating Procedure

January 2021



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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	5/21/2018	Deloitte	Initial draft version
2	11/5/2020	USDA FMS BI Team	Updated Process Schedule 3.1.1
3	11/6/2020	USDA FMS BI Team	Updated Error Handling and Certification Language 3.1.5
4	11/6/2020	USDA FMS BI Team	Updated Appendix A: Updated DAIMS Practices and Procedures V1.3.1 release 1 for DATA Act Broker Submission and USDA Error and Value Workbook V2.0
5	1/26/2021	TARD Team	Resolved Track Changes issue and prepared for 508 publication



1. Introduction

Per the <u>Inspectors General Guide to Compliance Under the DATA Act</u> 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 <u>Digital Accountability and Transparency Act of 2014 (DATA Act)</u>. This document, the DATA Act File D2 Standard Operating Procedure (SOP), is meant to provide that understanding for the U.S. Department of Agriculture's (USDA) File D2 Award and Awardee Attributes for Financial Assistance Detail report (File D2). The File D2 SOP will provide USDA agencies with an overview of the File D2 reporting requirements and process. This document will act as a guide and manual to USDA agencies for how File D2 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 D2 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 D2 Reporting Requirements

The DATA Act File D2 is generated twice each month and requires reporting of financial assistance award and awardee data. This file replaces the FFATA report, incorporating or adjusting old data requirements and adding some additional fields regarding place of performance and agency codes. To see a complete breakdown of the how File D2 differs from the FFATA report, see the <u>DATA Act Element Fields Values</u> and <u>Requirements file</u> in Appendix A: Legislation, Guidance, and Tools. The File D2 is generated using the agencies' data recorded in the ezFedGrants¹ system and transmitted to the USDA DATA Act Repository (SAP HANA) (Repository). Agencies not using ezFedGrants submit their data as a flat file twice monthly to the Repository via the FMMI Dropbox using File Transfer Protocol (FTP). The Treasury Account Symbol (TAS) components and the Federal Award Identification Numbers (FAIN) listed in File D2 should exist in File C Award Financial Detail. If the two files do not match, agencies should work to reconcile the data. The file is submitted to Treasury's Financial Assistance Broker Submission (FABS) system twice monthly using the DATA Act Information Model Schema (DAIMS) Interface Definition Document (IDD) schema.

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 from Federal agency systems to the Treasury Broker. The File D2 standardized data elements and definitions have been outlined in the table below:

Element Order	Data Element Label	Definition
01	FAIN	The Federal Award Identification Number (FAIN) is the unique ID within the Federal agency for each (non-aggregate) financial assistance award.

Table 1: File D2, Award and Awardee Attributes for Financial Assitance Detail Report Data Elements

¹ ezFedGrants is the USDA Department grants management system. One agency calls this system Grantor. Both are based on the SAP Customer Relationship Management (CRM) module.



Element Order	Data Element Label	Definition
02	Award Modification Amendment Number	The identifier of an action being reported that indicates the specific subsequent change to the initial award.
03	URI	Unique Record Identifier. An agency defined identifier that (when provided) is unique for every reported action.
04	SAI Number	A number assigned by state (as opposed to federal) review agencies to the award during the grant application process.
05	Total Funding Amount	The sum of the Federal Action Obligation and the Non-Federal Funding Amount.
06	Federal Action Obligation	Amount of Federal government's obligation, de-obligation, or liability for an award transaction.
07	Non Federal Funding Amount	The amount of the award funded by non-Federal source(s), in dollars. Program Income (as defined in 2 CFR § 200.80) is not included until such time that Program Income is generated and credited to the agreement.
08	Face Value Of Direct Loan Or Loan Guarantee	The face value of the direct loan or loan guarantee.
09	Original Loan Subsidy Cost	The estimated long-term cost to the Government of a direct loan or loan guarantee, or modification thereof, calculated on a net present value basis, excluding administrative costs.
10	Action Date	The date the action being reported was issued / signed by the Government or a binding agreement was reached.
11	Period Of Performance Start Date	The date on which, for the award referred to by the action being reported, awardee effort begins or the award is otherwise effective.
12	Period Of Performance Current End Date	The current date on which, for the award referred to by the action being reported, awardee effort completes or the award is otherwise ended. Administrative actions related to this award may continue to occur after this date. This date does not apply to procurement indefinite delivery vehicles under which definitive orders may be awarded.
13	Awarding Agency Name	The name associated with a department or establishment of the Government as used in the Treasury Account Fund Symbol (TAFS).
14	Awarding Sub Tier Agency Code	Identifier of the level 2 organization that awarded, executed or is otherwise responsible for the transaction.
15	Awarding Sub Tier Agency Name	Name of the level 2 organization that awarded, executed or is otherwise responsible for the transaction.
16	Awarding Office Code	Identifier of the level n organization that awarded, executed or is otherwise responsible for the transaction.



Element Order	Data Element Label	Definition
17	Awarding Office Name	Name of the level n organization that awarded, executed or is otherwise responsible for the transaction.
18	Funding Agency Name	Name of the department or establishment of the Government that provided the preponderance of the funds for an award and/or individual transactions related to an award.
19	Funding Sub Tier Agency Code	Identifier of the level 2 organization that provided the preponderance of the funds obligated by this transaction.
20	Funding Sub Tier Agency Name	Name of the level 2 organization that provided the preponderance of the funds obligated by this transaction.
21	Funding Office Code	Identifier of the level n organization that provided the preponderance of the funds obligated by this transaction.
22	Funding Office Name	Name of the level n organization that provided the preponderance of the funds obligated by this transaction.
23	Awardee Or Recipient Unique Identifier	The unique identification number for an awardee or recipient. Currently the identifier is the 9-digit number assigned by Dun and Bradstreet (D&B) referred to as the DUNS® number.
24	Awardee Or Recipient Legal Entity Name	The name of the awardee or recipient that relates to the unique identifier. For U.S. based companies, this name is what the business ordinarily files in formation documents with individual states (when required).
25	Ultimate Parent Unique Identifier	The unique identification number for the ultimate parent of an awardee or recipient. Currently the identifier is the 9-digit number maintained by Dun & Bradstreet as the global parent DUNS® number.
26	Ultimate Parent Legal Entity Name	The name of the ultimate parent of the awardee or recipient. Currently the name is from the global parent DUNS® number.
27	Legal Entity Country Code	Code for the country in which the awardee or recipient is located, using the International Standard for country codes (ISO) 3166-1 Alpha-3 GENC Profile, minus the codes listed for those territories and possessions of the United States already identified as "states."
28	Legal Entity Country Name	The name corresponding to the country code.
29	Legal Entity Address Line 1	First line of the awardee or recipient's legal business address where the office represented by the Unique Entity Identifier (as registered in the System for Award Management) is located.
30	Legal Entity Address Line 2	Second line of awardee or recipient's legal business address.
31	Legal Entity City Code	Five position city code from the validation authoritative list
32	Legal Entity City Name	Name of the city in which the awardee or recipient's legal business address is located.



Element Order	Data Element Label	Definition
33	Legal Entity State Code	United States Postal Service (USPS) two-letter abbreviation for the state or territory in which the awardee or recipient's legal business address is located. Identify States, the District of Columbia, territories (i.e., American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands) and associated states (i.e., Republic of the Marshall Islands, the Federated States of Micronesia, and Palau) by their USPS two- letter abbreviation for the purposes of reporting.
34	Legal Entity State Name	State where the awardee or recipient is located.
35	Legal Entity ZIP 5	USPS five digit zoning code associated with the awardee or recipient's legal business address. This field must be blank for non-US addresses.
36	Legal Entity ZIP Last 4	USPS four digit extension code associated with the awardee or recipient's legal business address. This must be blank for non-US addresses
37	Legal Entity County Code	Three-position numeric code for county from InterNational Committee for Information Technology Standards (ANSI INCITS) county codes.
38	Legal Entity County Name	Name of the county in which the awardee or recipient's legal business address is located.
39	Legal Entity Congressional District	The congressional district in which the awardee or recipient is located. This is not a required data element for non-U.S. addresses.
40	Legal Entity Foreign City Name	For foreign recipients only: name of the city in which the awardee or recipient's legal business address is located.
41	Legal Entity Foreign Province Name	For foreign recipients only: name of the state or province in which the awardee or recipient's legal business address is located.
42	Legal Entity Foreign Postal Code	For foreign recipients only: foreign postal code in which the awardee or recipient's legal business address is located.
43	Primary Place Of Performance Code	A numeric code indicating where the predominant performance of the award will be accomplished
44	Primary Place Of Performance City Name	The name of the city where the predominant performance of the award will be accomplished
45	Primary Place Of Performance County Code	Three-position numeric code for county from InterNational Committee for Information Technology Standards (ANSI INCITS) county codes.
46	Primary Place Of Performance County Name	The name of the county where the predominant performance of the award will be accomplished.



Element Order	Data Element Label	Definition
47	Primary Place Of Performance State Name	The name of the state or territory where the predominant performance of the award will be accomplished.
48	Primary Place Of Performance ZIP+4	United States ZIP code (five digits) concatenated with the additional +4 digits, identifying where the predominant performance of the award will be accomplished.
49	Primary Place Of Performance Congressional District	U.S. Congressional district where the predominant performance of the award will be accomplished.
50	Primary Place Of Performance Country Code	Country code where the predominant performance of the award will be accomplished.
51	Primary Place Of Performance Country Name	Name of the country represented by the country code where the predominant performance of the award will be accomplished.
52	Primary Place Of Performance Foreign Location Description	For foreign places of performance: identify where the predominant performance of the award will be accomplished, describing it as specifically as possible.
53	CFDA Number	The number assigned to a Federal area of work in the Catalog of Federal Domestic Assistance (CFDA).
54	CFDA Title	The title of the area of work under which the Federal award was funded in the Catalog of Federal Domestic Assistance (CFDA).
55	Assistance Type	The type of assistance provided by the award.
56	Assistance Type Description Tag	Description tag (by way of the DATA Act Broker) that explains the meaning of the code provided in the Assistance Type Field
57	Award Description	A brief description of the purpose of the award.
58	Business Funds Indicator	The Business Funds Indicator sometimes abbreviated BFI. Code indicating the award's applicability to the Recovery Act.
59	Business Funds Indicator Description Tag	Description tag (by way of the DATA Act Broker) that explains the meaning of the code provided in the Business Funds Indicator Field
60	Business Types	A collection of indicators of different types of recipients based on socio-economic status and organization / business areas.
61	Business Types Description Tag	Description tag (by way of the DATA Act Broker) that explains the meaning of the code provided in the Business Type Field
62	Correction Delete Indicator	A code to indicate how the record should be processed: correction to an existing record; deletion of a record; new record.
63	Correction Delete Indicator Description Tag	Description tag (by way of the DATA Act Broker) that explains the meaning of the code provided in the Correction Late Delete Indicator Field



Element Order	Data Element Label	Definition
64	Action Type	Description (and corresponding code) that provides information on any changes made to the Federal prime award. There are typically multiple actions for each award.
65	Action Type Description Tag	Description tag (by way of the DATA Act Broker) that explains the meaning of the code provided in the Action Type Field
66	Record Type	Code indicating whether an action is an aggregate record, a non-aggregate record, or a non-aggregate record to an individual recipient (PII-Redacted).
67	Record Type Description Tag	Description tag (by way of the DATA Act Broker) that explains the meaning of the code provided in the Record Type Field
68	Last Modified Date	The last modified date captures the change date.

For a full description of the File D2, see the DAIMS Practices and Procedures for DATA Act Broker Submissions v1.2 file; for a full list of the File D2 data elements, see the DAIMS IDD version 1.2 file; to see the required layout for the File D2 submission, see the DAIMS 1.2 Agency Inbound File Layout, all of which can be located in Appendix A: Legislation, Guidance, and Tools.

2.2 Reference Data for Validation or Derivation

Each agency File D2 submission undergoes many validation processes. The first is a format validation to assure the file has been properly formatted according to the USDA Agency Inbound File Layout v10 that can be found in Appendix A: Legislation, Guidance, and Tools. Files that are in the correct format will move into the Repository for the second step. The agency will be notified by email through the publication process if revisions are needed. After such revisions are executed, the agency will resubmit the data. The second step is the Rule Validation to assure the data comply with the USAspending rules mandated by OMB/Treasury. These records will be sorted for valid records and records with errors. Please refer to USDA Error and Value Workbook V1.1 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 D2 that are processed through the Repository.

2.2.1 File D2 Master Data

The Financial Management Services (FMS) Business Intelligence (BI) team leverages the master data located in Repository to run a validation for File D2. A list of the D2 master data has been included in the table below:

Element Order	InfoObject Name	Description
01	ZDA_CDEX	State Congressional District Exceptions
02	ZDA_AGYID	Agency Identifier
03	ZDA_ARBTC	Business Types
04	ZDA_ACTTC	Action Type
05	ZDA_AFATC	Assistance Type

Table 2. File D2 Master Data



Element Order	InfoObject Name	Description
06	ZFP_ZIPCD	ZIP Info
07	ZDA_CFDA	CFDA
08	ZDA_PCTY	Country Code
09	ZDA_AGCD	Agency POC Email
10	ZDA_CTCY	State, City and Country Codes

3. File D2 Reporting Process

The following diagram is a high-level overview of the USDA DATA Act File D2 process. It describes the flow of information for ezFedGrants and non-ezFedGrants users (such as FSSP clients) through the consolidation of data in the Repository and the data submission to Treasury's FABS portal.



Figure 1: USDA DATA Act File D2 Systems Process Map

3.1 File D2 Data Process

The following steps are meant to take a user through the File D2 Process, as referenced in the above figure. Each step will include a description and directions to demonstrate the activities taking place throughout the File D2 process.



3.1.1 File D2 Process Schedule Key Dates

The File D2 is processed internally at USDA and submitted to FABS twice a month. The following dates provide a high-level schedule for the overall process: Note: The 5th and 20th of each month are required processing dates per U.S. Treasury.

First semi-monthly processing					
1st of the month – CRM Extract is run. D2 Internal Process runs at 7:30am					
2nd of the month – D2 Master Table Refresh (City Code, County Code, Country Code)					
3rd of the month – D2 Internal Process runs at 7:30am.					
5th of the month – D2 Internal Process runs at 7:30am. Files are submitted to the FABS portal. 6 th of the month – D2 Internal Process runs at 7:30am to process late D2 Inbound files.					
Second semi-monthly processing					
16th of the month - CRM Extract is run. D2 Internal Process runs at 7:30am					
18th of the month – D2 Internal Process runs at 7:30am					
20th of the month – D2 Internal Process runs at 7:30am					
20th of the month – Files are submitted to the FABS portal, 21 st of the month – D2 Internal Process runs at 7:30am to process late D2 inbound files.					

3.1.2 ezFedGrants Data Transfer

The File D2 is comprised of Grants and Loans data which is sourced from agency legacy systems and the ezFedGrants (SAP CRM) system. The D2 data is processed on the 2nd and 17th of every month. The steps to load ezFedGrants data into a custom table in SAP CRM is listed below. These steps are executed manually by the FMS Operations and Maintenance (O&M) team prior to the schedule execution of the D2 job flow.

- 1. Execute in PC1 CRM Production System.
 - a. TCODE: SE38 Program: ZUSDA_DATA_ACT_EXTRACT
 - b. Run this program multiple times for each agency listed in the drop down box

Report - Selection Criteria							
Agency Name	-						
Date	AP00	to 02/28/2017					
Exclude Disbursements	FNS						
Download Location	NI00						
Update Data Act Table	NRCS						

Figure 3: ezFedGrants Data Transfer – Run Program for Each Agency

3. Select the following setting and click on execute. Date will be automatically populated so do not change.

^{2.} Figure 2: ezFedGrants Data Transfer – Run Program for Each Agency



Data Act Information Update Program							
9							
Report - Selection Criteria							
Agency Name	FNS 🔻						
Date	02/16/2017	to 02/28/2017					
Exclude Disbursements							
Download Location							
Update Data Act Table							

Figure 4: ezFedGrants Data Transfer - Select Program Setting

To transfer the data into the Repository, please refer to Section 3.1.4 USDA DATA Act Repository, Step 2.

3.1.3 OCFO FMMI Dropbox for Non-FMMI Users

USDA agencies and Federal Shared Service Provider (FSSP) clients that do not use ezFedGrants, submit File D2 data to the FMMI Dropbox via FTP using the <u>USDA Agency Inbound File Layout v10</u>, which can be located in Appendix A: Legislation, Guidance, and Tools. These non-ezFedGrants users submit data for processing twice every month on the 2nd and 17th. 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 your agency is able to receive error handling report information timely.
- Configure your Dropbox to push the files to the FMS server. 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 B: FMMI Dropbox FileZilla Submission Instructions</u> or <u>Appendix C: FMMI Dropbox WinSCP Submission Instructions</u>.
- Contact the FMMI Interface (Process Integration) Team at <u>fmmiinterfaceteam@nfc.usda.gov</u> (current POC, Larry Bounds at <u>larry.bounds@nfc.usda.gov</u>) for assistance with setting up your Dropbox connection to push file to FMS.
- 4. Ensure correct naming convention, D2_<Agency>_DYYYMMDD_THHMMSS.csv, is used when submitting your flat files on FMMI Dropbox, e.g. D2_CF00_D20160923_T103021.csv.

3.1.4 USDA DATA Act Repository

As soon as non-ezFedGrants 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 to the agency's shared mailbox. The FMS BI team initiates the next process, moving the data from the BW Server to the Repository. The data for ezFedGrants users are automatically pulled directly into the Repository to be processed with the non-ezFedGrants user data.

- 1. Ideally Process chain is scheduled to run on 3rd and 18th of every month with the following process chain ZDA_D2_MAIN_EVENT.
 - a. Also as an option, Process chains can also be run on-demand basis. A separate process chain has been created ZDA_D2_MAIN_ON_DEMAND





Figure 5: Process Chain ZDA_D2_Main_Event

2. Next check process chain log: RSA1 -> Process Chain -> Data Act D2 Main (ZDA_D2_MAIN) double click and click on the scroll bar.





Figure 6: Check Process Chain Log



3. If you don't see the process chain running it is possible that is not running in the background, you can check this by right click -> Displaying Scheduled Job(s).



Figure 7: If Process Chain is Not Running, Check the Background

Job Overview								
🛐 ⁄ Release 🧔 🗊 📓 Spool 📑 Job	log 🌮 Step	.	Application	servers 🧏 🗄	76 a 4			
Job	Job Coun	Spool	Job doc	Job CreatedB	Status	Start date	Start time	
BI_PROCESS_TRIGGER	04443901			F0026135	Released			
*Summary								

Figure 8: If the Process Chain is Not Running, Job Overview

- 4. Once the Main Process Chain starts you should see it running.
 - a. This chain will loop as it processes each file so the System Command job will return a Success code if there are files to be processed or it will return a failure code if there are no more files to process
- 5. For each file it will execute the file process mini chain: ZDA_D2_AGENCYFILE
- 6. When there are no more files to process it will execute the CRM chain once: ZDA_D2_CRM_OPENHUB



7. The CRM chain will also write error free data to the FABS DSO waiting to be send out.



Figure 9: Main Process Chain Run

At the completion of the Repository process, an initial File D2 is produced.

3.1.5 Error Handling and Certification

The D2 Error and Certification reports are available on the FMMI portal for agencies to download and review. This was implemented in 2020 to provide agencies with immediate access to D2 Error and Certification reports following internal processing.



3.1.5.1 Error Handling Process

The File D2 error report publication 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 10: Error Handling Process - Navigate to DATA Act



2. Right-click on the DATA ACT FILE D2 ERROR REPORT PUBLICATION and select Schedule.

Home Documents	one Documents									
View • New • Organize • Send • More Actions • Details										
My Documents	Title *	Туре	Last Run							
Folders	🚽 DATA ACT A-C ERROR REPORT	Web Intelligence								
Public Folders	DATA ACT A-C ERROR REPORT PUBLICATION	Publication	Feb 13, 2018 1:33 PM							
- Dia Auditing	DATA ACT D2 CERTIFICATION LETTER	Web Intelligence								
B BDMS	DATA ACT D2 CERTIFICATION PARAMETER LOOK-UP	Web Intelligence								
	DATA ACT D2 CERTIFICATION REPORT	Web Intelligence	Oct 19, 2017 2:10 PM							
Data Federation	MATA ACT D2 CERTIFICATION REPORT PUBLICATION	Publication	May 8, 2018 1:37 PM							
FMMI	CATA ACT D2 ERROR REPORT PUBLICATION	Publication	May 7, 2018 2:45 PM							
Ad-Hoc Reporting	DATA ACT FILE A CERTIFICATION REPORT	Web Intelligence	Apr 21, 2018 12:28 PM							
🖻 🧰 Canned Reports	DATA ACT FILE A CERTIFICATION LETTER	Web Intelligence	Jul 25, 2017 2:36 PM							
🖻 🧰 HANA	DATA ACT FILE A CERTIFICATION REPORT PUBLICATION - NON-USDA	Publication	May 2, 2018 9:09 AM							
CRM Grantor Reports	Mata act file a certification report publication - USDA ONLY	Publication	May 1, 2017 7:50 AM							
Contra Act	DATA ACT FILE A ERROR REPORT	Web Intelligence	Apr 21, 2018 12:24 PM							
DATA ACT	DATA ACT FILE A ERROR REPORT PUBLICATION - NON-USDA	Publication	Apr 26, 2018 4:25 PM							

Figure 11: Error Handling Process - Right-click on DATA Act File D2 Error Report Publication

3. Click Prompts and then click the Modify button.

Schedule – DATA ACT D2 ERROR REPORT PUBLICATION								
▼ Schedule	Instance title: DATA ACT D2 ERROR R	Instance title: DATA ACT D2 FRROR R						
Recurrence								
Enterprise Recipients	Dromats							
Dynamic Recipients	Modify values for: DA_ERROR_REPORTING	AP02	V2					
Events	Enter value(s) for Create Date	(optional)	no value has been selected yet, this filter will be ignored					
Scheduling Server Group	Enter value(s) for Update Date Search for valid values for Awarding	(optional) (optional)	no value has been selected yet, this filter will be ignored no value has been selected yet, this filter will be ignored					
Formats	Agency Code Search for valid values for Awarding	(optional)	no value has been selected yet, this filter will be ignored					
Destinations	Agency Subter Code Search for valid values for Funding	(optional)	no value has been selected yet, this filter will be ignored					
	Search for valid values for Funding	(optional)	no value has been selected yet, this filter will be ignored					
	Search for valid values for Business Type Search for valid values for Correction	(optional) (optional)	no value has been selected yet, this filter will be ignored no value has been selected yet, this filter will be ignored					
	Late Delete Indicator Search for valid values for Action Type	(optional)	no value has been selected vet, this filter will be ignored					
	Search for valid values for Legal Entity Country Code	(optional)	no value has been selected yet, this filter will be ignored					
	Search for valid values for Place of Performance Congressional District	(optional)	no value has been selected yet, this filter will be ignored					
	Search for valid values for CFDA Number Search for valid values for Assistance	(optional) (optional)	no value has been selected yet, this filter will be ignored no value has been selected yet, this filter will be ignored					
	Type Search for valid values for Business	(optional)	no value has been selected yet, this filter will be ignored					
	Funds Indicator Search for valid values for Place of	(optional)	no value has been selected yet, this filter will be ignored					
	Performance Country Code Search for values for Awardee Name	(optional)	no value has been selected yet, this filter will be ignored					
	(Unique Identifier/DUNS)							

Figure 12: Error Handling Process - Click Modify



4. Select the Business Area and click the move right arrow to move it to the Selected pane.

Pro	Prompts						
Pron	npts Summary		Enter value(s) for Business Area				
~	* Enter value(s) for Business Area AP00		Type values here				
~	Enter value(s) for Create Date		Preset Velues P				
~	Enter value(s) for Update Date		Refresh Values 🦢 🔛				
~	Search for valid values for Awarding Agency Code		D2 - Business Area <				
~	Search for valid values for Awarding Agency Subtier Code		[EMPTY_VALUE]				
~	Search for valid values for Funding Agency Code		AM00				
~	Search for valid values for Funding Subtier Agency Code		AP00				
~	Search for valid values for Business Type		AP01				
~	Search for valid values for Correction Late Delete Indicator		AP02				
~	Search for valid values for Action Type		ER00				
~	Search for valid values for Legal Entity Country Code		FA00 V				
~	Search for valid values for Place of Performance Congressional District		FN00				
~	Search for valid values for CFDA Number		May 16, 2018 4:08:04				
~	Search for valid values for Assistance Type		PM GMT+00:00				
~	Search for valid values for Business Funds Indicator						
~	Search for valid values for Place of Performance Country Code	\sim					
1.4	Coards for values for Awardon Name (Unique Identifier(DUNC)						
* Red	quired prompts						
			Apply Cancel				

Figure 13: Error Handling Process - Select the Business Area

5. Click the Apply button.

Prompts		×
Prompts Summary		Enter value(s) for Business Area
 * Enter value(s) for Business Area AP00 		Type values here
 Enter value(s) for Create Date 		
 Enter value(s) for Update Date 		Refresh values 🧭 🔽
 Search for valid values for Awarding Agency Code 		D2 - Business Area <
 Search for valid values for Awarding Agency Subtier Code 		[EMPTY_VALUE]
 Search for valid values for Funding Agency Code 		
 Search for valid values for Funding Subtier Agency Code 		AP00
 Search for valid values for Business Type 		AP01
 Search for valid values for Correction Late Delete Indicator 		AP02
 Search for valid values for Action Type 		ER00
 Search for valid values for Legal Entity Country Code 		FA00
 Search for valid values for Place of Performance Congressional District 		FN00
 Search for valid values for CFDA Number 		May 16, 2018 4:08:04
 Search for valid values for Assistance Type 		PM GM1+00:00
 Search for valid values for Business Funds Indicator 		
 Search for valid values for Place of Performance Country Code 	~	
Carefor values for Awardon Name (Unique Identifier/DUNC)		
* Required prompts		
		Apply Cancel

Figure 14: Error Handling Process - Click Apply



6. The prompts are set.

Schedule – DATA ACT D2 ERROR RE	Schedule – DATA ACT D2 ERROR REPORT PUBLICATION							
 Schedule 	Instance title: DATA ACT D2 ERROR R		Ν					
Recurrence	DATA ACT DZ ENKOKIK		~					
Enterprise Recipients	Prompts							
Dynamic Recipients	Modify values for: DA_ERROR_REPORTING	G_FILE_D2_	V2					
Synamic receptents	Enter value(s) for Business Area	AP00						
Events	Enter value(s) for Create Date	(optional)	no value has been selected yet, this filter will be ignored					
Scheduling Server Group	Search for valid values for Awarding	(optional)	no value has been selected yet, this filter will be ignored					
Prompts	Agency Code	(optional)	no valde neo oden odlecce yey eno men vin od ignored					
Formats	Search for valid values for Awarding	(optional)	no value has been selected yet, this filter will be ignored					
	Agency Subter Code Search for valid values for Funding	(ontional)	no value has been selected vet, this filter will be ignored					
Destinations	Agency Code	(
	Search for valid values for Funding	(optional)	no value has been selected yet, this filter will be ignored					
	Search for valid values for Business Type	(optional)	no value has been selected vet, this filter will be ignored					
	Search for valid values for Correction	(optional)	no value has been selected yet, this filter will be ignored					
	Late Delete Indicator	(antianal)	ne uslue has been celested upt this filter will be imposed					
	Search for valid values for Action Type Search for valid values for Legal Entity	(optional)	no value has been selected yet, this filter will be ignored					
	Country Code	(
	Search for valid values for Place of	(optional)	no value has been selected yet, this filter will be ignored					
	Search for valid values for CFDA Number	(optional)	no value has been selected vet, this filter will be ignored					
	Search for valid values for Assistance	(optional)	no value has been selected yet, this filter will be ignored					
	Type Soarsh for valid values for Business	(antianal)	na yolya haa haan galacted yet, this filter will be ignored					
	Funds Indicator	(optional)	no value has been selected yet, this litter will be ignored					
	Search for valid values for Place of	(optional)	no value has been selected yet, this filter will be ignored					
	Performance Country Code Search for values for Awardee Name	(ontional)	no value has been selected yet, this filter will be ignored					
	(Unique Identifier/DUNS)	(opuonal)	no value nas been selecca yey ans men will be ignored					

Figure 15: Error Handling Process - Prompts Set

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

Schedule – DATA ACT D2 ERROR RE	PORT PUBLICATION				
Schedule – DATA ACT D2 ERROR RE V Schedule Recurrence Enterprice Recipients Vents Scheduling Server Group Prompts Formats Destinations	PORT PUBLICATION PORT PUBLICATION Instance Dile: [DATA ACT D2 ERROR R] Dynamic Recipients Choose the Source for Dynamic Recipients With And Port Source Donate Recipient Public Source Port Ender Recipient Recipie Count of the source document to those used to as Recipie	end the Publication. Int Edentifier (resulted): [Agency Code Full Name: [Accorg Email: [DA Perc Enail Group	▼ ▼		~ = ×
	Specify the recipients for the Publication.		<i>b</i> ∂		
	Available				Selected
	Agency Code *	(A) X H 4 1 of 2 ▶ H			H 4 1 of 1 > H
	Agency Code	Acronym	DA Poc Email Group	Agency Name	ID
	AM00	AMS	SM.DATAACT.AMS@cfo.usda.gov	Agricultural Marketing Service	AM00
	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	0CF0	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	of 1 >
	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	10
	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	2
	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 HS00	GIPSA HS	SM.DATAACT.GIPSA@do.usda.gov SM.DATAACT.HS&cfo.usda.gov	Grain Inspection, Packers and Stockyards Administration Homeland Security	Schedule Cancel

Figure 16: Error Handling Process - Click Dynamic Recipients



9. Select the Business Area and click the move right arrow to place it into the Selected pane.

Schedule – DATA ACT D2 ERROR RE	EPORT PUBLICATION				
Schedule Recurrence Enterprise Requests Onumer, Bengments Events Scheduling Server Group Prompts Formats Destinations	Instance title: DATA ALT D2 ERROR R Upnamic Recipients Choose the Source for Opnamic Recipients Way Intelligence and the Source for Opnamic Recipients D A ACRIXY POC EMAIL REPORT Map fields from the source document to those used to send the Recipient Ident Specify the recipients for the Publication. Use entire list	Nélication. For (required): <u>Agency Code</u> V Full Hame: <u>Accorym V</u> Email: [DA Poc Email Group V			^
	Available Agency Code V	X H 1 of 2 ▶ H			Selected
	Agency Code	Acronym	DA Poc Email Group	Agency Name	ID
	AM00	AMS	SM.DATAACT.AMS@cfo.usda.gov	Agricultural Marketing Service	AP00 - APHIS
	AD00	OAD	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	of 1
	E500	OES	SM.DATAACT.OES@cfo.usda.gov	Office of the Executive Secretariat	
	FA00	FSA	SM.DATAACT.FSA@cfo.usda.gov	Farm Service Agency	ID
	F100	FSIS	SM.DATAACT.FSIS@cfo.usda.gov	Food Safety and Inspection Service	No Items
	FN00	FNS	SM.DATAACT.FNS@cfo.usda.gov	Food and Nutrition Service	
	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	
		GIPSA	SM.DATAACT.GIPSA@cfo.usda.gov	Grain Inspection, Packers and Stockyards Administration	Chutte Curvel M
					Schedule Cancel 🗸

Figure 17: Error Handling Process - Select the Process Area

10. Click the Schedule button.

Schedule – DATA ACT D2 ERROR RE	PORT PUBLICATION				
Schedule Recurrence Recurrence (Domains Receptores) Events Scheduling Server Group Prompts Formats Destinations	Instance title: [ATTA ACT D2 EBROR R] Dynamic Recipients Choose the Source for Dynamic Recipients "We Intelligence Recipients "We Intelligence Recipients "B DA AGTION POOL FIABLE REPORT Mage fields from the source document to those used to send the Recipient Iden Specify the recipients for the Publication.	Publication. Infer (required): <u>Agency Code</u> Full Name <u> Accomp</u> Email: <u>OA Proc Email Group</u>			Selected
	Agency Code -	X H → 1 of 2 → H			H 4 1 of 1 → H
	Agency Code	Acronym	DA Poc Email Group	Agency Name	ID
	AM00	AMS	SM.DATAACT.AMS@cfo.usda.gov	Agricultural Marketing Service	AP00 - APHIS
	A000	OAO	SM.DATAACT.QAQ@cfo.usda.gov	Office of Advocacy and Outreach	
	AP00	APHIS	SM.DATAACT.APHIS@cfo.usda.gov SM.DAT	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	OCF0	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.ECOD@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	
	FA00	FSA	SM.DATAACT.FSA@cfo.usda.gov	Farm Service Agency	ID
	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	
		GIPSA	SM.DATAACT.GIPSA@cfo.usda.gov	Grain Inspection, Packers and Stockyards Administration	Columbia Count M
					Schedule Cancel

Figure 18: Error Handling Process - Click Schedule



- 11. An error handling email notification will be sent to the agencies using the DATA Act POC list, containing a workbook in the excel file format with two tabs:
 - a. Tab 1 contains the D2_Error_Records Report. This is a listing of all error records and associated error codes. The agencies will use this report to identify errors.
 - b. Tab 2 contains the D2_Correction_Resubmission Report. This is the file used to resubmit corrected records to FMS Drop Box.

An example of the <u>DATA Act File D2 Error Reporting File</u> 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.

To SM.DATAACT.APHIS@cfo.usda.gov
Cc FMMIBITEAM@NFC.USDA.GOV; FMSC.HELP@USDA.GOV
message U De trior report for zurr-us-ro-to-to-to-to-to-to-to-to-to-to-to-to-to
Greetings,
Your DATA Act D2 File Submission for AP00 has processed for report period 2017-05-10-18-01. Errors were noted in your submission and we have NOT submitted to USA Spending's Award Submission Portal (ASP Portal), as these transactions have been deemed unreportable per DATA Act Guidelines.
To assist you in quickly correcting your errors, we have attached the following files:
 D2_Error_Records - Listing of all error records and associated error codes D2_Correction_Resubmission - File used to resubmit corrected records to FMS Dropbox
Please use these reports to conduct analysis and resubmit your transactions using the D2_Correction_Resubmission file. Please populate each corrected record with a "C" in the Correction_Late_Delete_Indicator Data Element and resubmit only the D2_Correction_Resubmission file to the FMS Dropbox. Do not change any content other than the fields in error. Save the D2_Correction_Resubmission file as CSV (MS-DOS). Do not save the file to Excel.
For tracking purposes, a Service Now ticket has been created on your behalf and will be furnished in a separate email.
We look forward to receiving your corrected submission.
Sincerely, FMS' Business Intelligence Team

Figure 19: DATA Act File D2 Error Report Notification



3.1.5.2 Certification Process

The File D2 certification report publication for USDA agencies is also 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 20: Certification Process - Navigate to DATA Act



2. Right-click on the DATA ACT FILE D2 CERTIFCATION REPORT PUBLICATION and select Schedule.

Iome Documents			
iew • New • Organize • Send • More	Actions * Details		
y Documents	Title ^	Туре	Last Run
lders	DATA ACT A-C ERROR REPORT	Web Intelligence	
Public Folders	DATA ACT A-C ERROR REPORT PUBLICATION	Publication	Feb 13, 2018 1:33 PM
Auditing	DATA ACT D2 CERTIFICATION LETTER	Web Intelligence	
E BPMS	DATA ACT D2 CERTIFICATION PARAMETER LOOK-UP	Web Intelligence	
	DATA ACT D2 CERTIFICATION REPORT	Web Intelligence	Oct 19, 2017 2:10 PM
Data Federation	Mata act d2 certification report publication	Publication	May 8, 2018 1:37 PM
	MATA ACT D2 ERROR REPORT PUBLICATION	Publication	May 7, 2018 2:45 PM
🖲 🔤 Ad-Hoc Reporting	DATA ACT FILE A CERTIFICATION REPORT	Web Intelligence	Apr 21, 2018 12:28 PM
Canned Reports	DATA ACT FILE A CERTIFICATION LETTER	Web Intelligence	Jul 25, 2017 2:36 PM
E HANA	Mata act file a certification report publication - Non-USDA	Publication	May 2, 2018 9:09 AM
CPM Granter Reports	DATA ACT FILE A CERTIFICATION REPORT PUBLICATION - USDA ONLY	Publication	May 1, 2017 7:50 AM
CONTRACT.	DATA ACT FILE A ERROR REPORT	Web Intelligence	Apr 21, 2018 12:24 PM
DATA ACT	DATA ACT FILE A ERROR REPORT PUBLICATION - NON-USDA	Publication	Apr 26, 2018 4:25 PM

Figure 21: Certification Process - Right-click on DATA Act File D2 Certification Report Publication

3. Click Prompts and then click the Modify button.

Schedule – DATA ACT D2 CERTIFICA	TION REPORT PUBLICATION
 Schedule Recurrence Enterprise Recipients Dynamic Recipients Events Scheduling Server Group Prompts Formats Destinations 	Instance title: DATA ACT D2 CERTIFIC Prompts Modify values for: DATA ACT D2 CERTIFICATION REPORT Enter value(s) for Submission Date - Business Area

Figure 22: Error Handling Process - Click Modify



4. Select the Submission Date/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 Submission Date - Business Area
* Enter value(s) for Submission Date - Business Area 20180419AR00	Type values here 20180419AR00 Refresh Values > Submission Date - Busi > 20180419AR00 20180503FN00 20180503FN00 > 20180503FN00 > 20180503FN00 > 20180504RD00 > 20180507FI00 > 20180507FI00 > 20180507FI00 > 20180508FI00 > May 16, 2018 4:21:06 PM GMT+00:00
* Required prompts	Apply Cancel

Figure 23: Certification Process - Select the Submission Date/Business Area

5. Click the Apply button.

Prompts	×
Prompts Summary	Enter value(s) for Submission Date - Business Area
* Enter value(s) for Submission Date - Business Area 20180419AR00	Type values here 20180419AR00 Refresh Values S > Submission Date - Busi 20180418F500 20180503FN00 20180503FS00 20180504AR00 20180504AR00 20180507FI00 20180508FI00 20180508FI00 May 16, 2018 4:21:06 PM GMT+00:00
* Required prompts	Apply Cancel

Figure 24: Certification Process - Click Apply



6. The prompts are set.

Schedule – DATA ACT D2 CERTIFICAT	TON REPORT PUBLICATION
 Schedule Recurrence Enterprise Recipients Dynamic Recipients Events Scheduling Server Group Prompts Formats Destinations 	Instance title: DATA ACT D2 CERTIFIC Prompts Modify values for: DATA ACT D2 CERTIFICATION REPORT Enter value(s) for Submission Date - 20180419AR00 Business Area

Figure 25: Certification Process - Prompts Set

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

Schedule – DATA ACT D2 CERTIF	FICATION REPORT PUBLICATION				
- Schedule	Instance title: DATA ACT D2 CERTIFIC				
Recurrence	DATA THE DE CENTRE				
Enterprise Recipients	Dynamic Recipients				
Dupperic Recipients	Choose the Source for Dynamic Recipients				
Dynamic Recipients	Web Intelligence Report Dynamic Recipient	Provider 🔽			
Events	DA AGENCY BOC EMAIL REPORT				
Scheduling Server Group	Man fields from the source document to the	se used to send the Publication			
Prompts		Recipient Identifier (required): Agency Code	×		
Formats		Full Newsy American			
Destinations		Full Name: Acronym	•		
Desunations		Email: DA Poc Email Group	\checkmark		
	Specify the recipients for the Publication				
	Use online list				
	Available				Selected
	Agency Code *	/h × H ← 1 of 2 → H			
	Agency Code	Acronym	DA Poc Email Group	Agency Name	ID
	AM00	AMS	SM.DATAACT.AMS@cfo.usda.gov	Agricultural Marketing Service	AM00
	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	E-shided
	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	of 1 >
	ES00	OES	SM.DATAACT.OES@cfo.usda.gov	Office of the Executive Secretariat	10
	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	
					Schedule Cancel
					V V V V V V V V V V V V V V V V V V V

Figure 26: Certification Process - Click Dynamic Recipients



9. Select the Business Area and click the move right arrow to place it into the Selected pane.

Schedule – DATA ACT D2 CERTIFICA	ATION REPORT PUBLICATION				2 E X
Schedule Recurrence Enterprise Recojents Comments Comments Scheduling Server Group Prompts Formats Destinations	Indiance Bile: [DATA ALT D2 CERTIFIC] Dynamic Recipients Choose the Source for Dynamic Recipient Sectors Web Intelligence Repert Dynamic Recipient Provider Page Relish from the source document to these used to send the Recipient Iden Specify the recipients for the Publication. Use entire list	Publication. Mile (regardy) Jogency Code ✓ Full Name: Jogency ─ ✓ Email: [DA Pice Email Group ✓			^
	Available	Y 4 4 4 4 4 4 4 4 4			Selected
	Agency Code		DA Des Ferrail Course	A	
	Auto	Acronym	CN DATALCT ANGRAF unde anu	Agency rame	10
	4000	040	SM DATAACT DAD@cfo.usda.gov	Office of Advactory and Outreach	AROU - ARS
	4000	ADAU	SMIDATAACT ADUICOUSTA.gov	Animal and Mast Markh Inspection Comise	
	AP00	APR	SM DATAACT APPRISED usda gov	Animal and Plant Health Inspection Service	
	8000	ARS ORDA	SM DATAACT ORDAR de unde anu	Agricultural Research Service	<
	CC00	COPA COPA	SHIDATAACT.CCCR.fr. unde anu	Commodity Could Commutian	
	(500	0050	SM DATAACT OCEOPtic usda anu	Office of the Chief Einstein Officer	
	C1 00	000	SM DATAACT OCREA wale and	Office of Communications	
	CROO	00	SM DATAACT OCB/00.0508.gov	Office of Chil Binhts	
	0400	DM	SM DATAACT DMR fo unda anu	Departmental Management	
	ECOD	0/7	SM DATAACT ECOOR fo unda any	Office of the Chief Economict	Excluded
	5000	EDC	SM DATAACT EDC/0 do undo anu	Economic Decearch Conico	Life of a state of the second
	ESOD	OES	SM DATAACT OES® fo usda gov	Office of the Executive Secretariat	
	5000	EEA	SM DATAACT ESA® fo unda gau	Exercise Agency	ID
	FIO	PSTS	SM DATAACT ESIS® founda gov	Food Safety and Inspection Service	No Items
	ENOD	ENC	SM DATAACT ENGRICO unda any	Food and Nutritian Service	
	5000	FC FC	SM DATAACT EE® do undo anu	Forest Capita	>
	EXOD	EAC	SM DATAACT EAS® fo unda gov	Foreign Agricultural Service	<
	600	060	SM DATAACT OGC/0rfo usda gov	Office of the General Counsel	
	CP10	GIPSA	SM DATAACT GIPSAB for use a nov	Grain Inspection, Parkers and Stockwards Administration	
					Schedule Cancel V

Figure 27: Certification Process - Select the Process Area

10. Click the Schedule button.

Schedule – DATA ACT D2 CERTIFICA	TION REPORT PUBLICATION				2 ± X
v Schedule Rocurrence Enterprise Recipients Opmers Encapents Scheduling Server Group Prompts Formsts Destinations	Instance URE (DATA ACT D2 CERTIFIC) Pynamic Recipients Choose the Source for Dynamic Recipient Twis Infeligence Recipient Dynamic Recipient Provider A AGENCY POC EMAIL REPORT Replication of the Source document to those used to send the Recipient Iden Specify the recipients for the Publication. Use note last	Publication. Telle (requery): [Agency Code Tell Name: [Accorym Email: [DA Poc Email Group V			^
	Available				Selected
	Agency Code 👻 🕅	× H 4 1 of 2 ▶ H			4 4 1 of 1 > >
	Agency Code	Acronym	DA Poc Email Group	Agency Name	ID
	AM00	AMS	SM.DATAACT.AMS@cfo.usda.gov	Agricultural Marketing Service	AR00 - ARS
	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	
	C000	CCC	SM.DATAACT.CCC@cfo.usda.gov	Commodity Credit Corporation	
	CF00	0CF0	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	e-t-t-t
	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	< < 1 of 1 >> >
	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	10
	F100	FSIS	SM.DATAACT.FSIS@cfo.usda.gov	Food Safety and Inspection Service	No Items
	FN00	FNS	SM.DATAACT.FNS@cfo.usda.gov	Food and Nutrition Service	2
	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	
					Schedule Cancel

Figure 28: Certification Process - Click Schedule

11. A certification email notification will be sent to the agencies using the DATA Act POC list, containing a workbook in the excel file format with one tab, the DATA Act D2 Certification Report. An example of the <u>File D2 Certification Report</u> can be found in Appendix A: Legislation, Guidance, and Tools.



Fri 5/4/2018 2:57 PM
FMMIBITEAM@NFC.USDA.GOV
DATA ACT D2 CERTIFICATION Report for AROU for 2018-05-04-13-54-38
10 Shruhi Anli Aksigra ulas gav
Cc [PMMBITEAM@NFCUSDA.GDV; daniel.herche@cfo.usda.gov; Fransi.alunagan@cfo.usda.gov; lashavm.lover@cfo.usda.gov
Vou forwarded this message on 5/16/2018 11:36 AM.
Redo selection
Message AND DATA ACT UZ RECIPUS PREPARED FOR CERTIFICATION_2010-00-04-15-55-35.03X (15 KB)
Greetings,
USDA/FMS has received and successfully processed your D2 Award/Awardee Attributes-Financial Assistance file for reporting period 2018-05-04-13-54-38.
2
The records contained in the attached file have passed the DATA Act Repository's internal validation edits and serves as confirmation of successful processing. We are now proceeding to submit your file to USA Spending's Award Submission Portal.
As a reminder, the certification report is also available on FMMI (https://portal.mmil.usda.gov). In the "General Ledger" area, open "HAVA General Ledger Management Reports" section and select the DATA ACI DZ CERTIFICATION REPORT.
Sincerely,
DATA Act Repository O&M Team

Figure 29: DATA Act File D2 Certification Report Notification

In addition to the error and certification report publication, all agencies can run their own report in FMMI at any time. 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 twice monthly submission to FABS.



3.1.6 FABS Submission

Once the Main D2 Process Chain has run in the Repository, all records without an error in File D2 are ready for submission to FABS.

- 1. Execute process chain FABS out : ZDA_FILE_D2_START
 - a. This will generate potentially two files in the DATA_ACT/TRES/outbound directory
 - i. File 1: USDA_ASSISTANCE_YYYY.MM.DD.csv
 - ii. File 2: USDA_ASSISTANCE_YYYY.MM.DD_CORRECTIONS_<Sequence Number like 001>.csv
 - b. These 2 types of files created by the system are intermediate files, these files can't be used for submission. Contains FABS data for multiple agencies. These files will be used as an input files for split program ZDATA_ACT_TREASUERY_SPLIT_FILES.
 - c. Program ZDATA_ACT_TREASUERY_SPLIT_FILES is part of the process chain, so there is no need to do anything manual.
 - d. Program ZDATA_ACT_TREASUERY_SPLIT_FILES will be executed at the end of the process chain and creates separate files per agency in the DATA_ACT/TRES/outbound/holding directory.
- 2. After successful process chain execution, DATA_ACT/TRES/outbound/holding folder will contain separate files per agency.
 - a. Program automatically creates the files with the format USDA<Agency>_ for example:
 - i. USDACF00_ASSISTANCE_YYYY.MM.DD.csv
 - ii. USDACF00_ASSISTANCE_YYYY.MM.DD_CORRECTIONS_001.csv
 - b. Program automatically moves original files from DATA_ACT/TRES/outbound to -> DATA_ACT/TRES/archive, folder for record keeping, once the process chain is complete
 - c. When you are ready to submit the file to FABS, move the file from DATA_ACT/TRES/outbound/holding to DATA_ACT/TRES/outbound/submitted directory



3. Pre-Validation program ZDATA_ACT_FILE_VALIDATION can also be used manually to check the validity of inbound D2 files before running the process chain, using transaction SE38.

/ <u>10</u>	
election	
Source Files Path(Logical)	ZDATA_ACT_INBOUND_TRAN
Delimeter	,
Error File Path(Logical)	ZDATA_ACT_ERROR_D2
P_CC	
P_SUBJ	Error Processing D2 files
P_EMAIL1	This message was automatically generated in
P_EMAIL2	Check the attachment
P_EMAIL3	
P_EMAIL4	Please do not reply to this message.
P_EMAIL5	
P_EMAIL6	With Best Regards
P_EMAIL7	USDA BI team
P_EMAIL8	
P_EMAIL9	
P_EMAILA	
P_EMAILB	
P_EMAILC	
Move Err file to err fold	
Send email Notifications	
rocess Data files	
D2 file Processing	
ON/A	

Figure 30: Pre-Validation Program

- a. During the manual validation, remove (uncheck),
 - i. Move error file to error folder option
 - ii. Send email options



Figure 31: Pre-Validation Program - Remove (Uncheck)

- b. Execute the program
- c. Validation results will be displayed
 - i. Displays error messages with details if any
 - ii. If no error, success message will be displayed
- 4. Pre-Validation program ZDATA_ACT_FILE_VALIDATION, processes the files from DATA_ACT/inbound Folder.
 - a. Pre-Validation program processes multiple files
 - b. After processing multiple files,



- i. If the files pass the pre-validation, files will be left in the DATA_ACT/inbound for further processing
- ii. If the files fail the pre-validation, bad files will be moved to DATA_ACT/bad_D2 folder along with error log
- iii. If the email option is selected, the program sends email to the respective agency POC and to the team along with error log, agency needs to fix the issue identified in the error log and resend the failed file again for re processing
- iv. Further follow-up from the team may be required to re process the failed files
- v. If the Agency Code is not part of the inbound file, process chain fails. Inbound file must have agency code part of the file name
- 5. Format the file as, D2<Agency>_, for example:



Figure 32: Format File D2



- 6. The FMS BI team pulls the File D2 report from the OCFO Shared Directory and drops the file into the FABS 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 it 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	
VACINITIC VACINITIS AND REPORT TO THE ACCESSED & U.S. Government Information systems, which includes (1) the comparts (2) then adapted to this instants of the comparts on this national. U.S. Government Information systems are particular for the processing of chical probable and may subjectly sub-forcingibility adapt, as well as not aired crimital provided. The discriminant for rights and property of the U.S. Government, in monitored, intercepted, recorded, read, exacted, coped, or captured in any namer and PROJECT IN 1105 STUES Systems procession lawy gets to be enformed methods and probable sites of comparison of U.S. Com-	whork, () all computers connected to his network, and (-) all divides and storage media to (-). The computer score devices of the intervalues reports a score system at intervalues view of the intervalues reports as addro systems at anyone. Use AULT Score and anyo, the typopose it produces the factored or used for any landed poverment pargose at any time. TERESE IS NO FIGURI TO menti advantage systems (-). Second and anyone in the propose it produces the factored or used for any landed poverment pargose at any time. TERESE IS NO FIGURI TO menti advantage systems (-). Second and anyone in the produces the pro-	

Figure 33: DATA Act Broker Home Page

b. Click Enter under the Financial Assistance Broker Submission.

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

Figure 34: Select the Financial Assistance Broker Submission



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

Ready to upload and validate your agency's files? Great, we'll be happy to walk you through the process.	Did you start a submission but were unable to complete it? Want to see your previous submissions? Continue here to the submissions dashboard.
Upload & Validate a New Submission	View Submissions Dashboard

Figure 35: Select Upload and Validate a New Submission

d. Select Agency: "Department of Agriculture" from the drop down list and then drag the file from your local drive. The file will begin uploading. Pick the successful files first then the correction files and click upload File.

DATA Act Broker	Home	Upload & Validate New Submission	Submission Dashboa
Upload FABS Data			
Please begin by	telling us about files	s you would like to uplo	ad
usdal Department of Agricultur	E (USDA): Department of Agricultu	Ire	×
Department of Agricultur Department of Agricultur	e (USDA): Office of the Inspector (General rce Management	
Department of Agricultur	e (USDA): Office of Small and Disa	advantaged Business Utilization	

Figure 36: Select Agency



e. File could be successful or uploaded with critical errors. Click publish to publish the file even if it has critical errors.



Figure 37: Click Publish

f. If File D2 has critical errors, download the critical error report and name it Data File, run the macro located at the same folder as the downloaded Data_File. Download the error report for FABS and name it Error_Report. Both downloaded files and the macro should be in the same folder.

FABS Submission Dashboard								
Active Su	ubmissions							
Submission ID	Agency:Filename	Action Date Range	Created By	Last Modified ^ Y	Status	Delete		
ID: 6798	Department of Agriculture (USDA): USDAAM00_ASSISTANCE_201 7.11.07_CORRECTIONS_001.cs v	No reporting period specified	Brian Canales	2017-11-08	Has Errors	Ŵ		





g. The macro will produce two files, the error report and the warning report. The FMS BI team will send the agencies the error report generated from the macro to correct the errors and resubmit. Blue fields are error message and yellow fields are original entries. Send the error report to the agency.

늰	- ي • رو -					subi	mission_7083_deta	ched_award	error_report[1]	[Read-Only] -	Excel						Sign in	Œ
ile	Home	Inse	rt Page Layou	t Formulas	Data Re	eview View	ACROBAT		what you want									
ste	Cut Copy - Format I Clipboard	Painter G	Calibri B I U + E For	• 11 • A A • 0 • A • 0		Alignment	Wrap Text Merge & Center	General - \$ - 9 15 Ni	* 0.00 d0 *0 imber 5	Conditional Formatting	Format as Table * Styles	Cell Styles +	Insert	Delete Cells	Format	∑ Auto ↓ Fill ~ ≪ Clear	Sum * S F Editin	ort
	С						D									E	F	1
R	ow number 3 2	Value fain: Cl fain: Cl	orovided PAP00000019602 PAP000000046531	7, awardmodific), awardmodific	ationamend ationamend	mentnumber: mentnumber:	0500, uri: None, 0501, uri: None,	awardings awardings	ubtieragency ubtieragency	code: 12E2, c code: 12E2, c	correctionl	atedele atedele	teindica teindica	ator: C ator: C	F4	ABS2.3 ABS2.3		
	÷																	

Figure 39: File D2 Error Report Macro

н	5 • C • • submission_7075_detached_award_warming_report[1] [Read-Only] + Excel	Sign in 🖂 — 🗗 🗙						
File	Home Insert Page Layout Formulas Data Review View ACROBAT 🖓 Tell me what you want to do	A Share						
aste	Calibri III A' A' = IIII A' A' = IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Tat ZAutoSum * Arr Sort & Find & Fill * Sort & Find & ✓ Clear * Filter * Select * Editing						
18	18 •] : [× ✓ £]							
Fie	eld name Error message isistancetype, actiondate, actiontype, awardeeorrecipientuniqueidentifier, businesstypes, recordtype For AssistanceType of 02, 03, 04, or 05 whose ActionDate is	fter October 1, 2010 and ActionType = B, C, or						

Figure 40: File D2 Warning Report Macro

- h. Submission and spreadsheet status:
 - i. Go back to <u>Step C</u> on the FABS Home page and Click on Submission Dashboard to get the submission ID
 - ii. Add record the file name, Submission ID, date of submission and number of line loaded.
 - iii. To find out the submission request ID, click on submission dashboard. The number of lines will be at the top right. The number of lines will be less the number of records as the first line is the headers.
 - iv. If there's any critical error they will be in red color.
 - v. Add the number of lines, critical errors to the submission sheet. Green color with check mark and line numbers are successful submission.
 - vi. The submission sheet will include the status of the files posted on FABS portal semi-monthly.



- vii. The email notification will contain a Workbook in an excel file format with two tabs:
 - 1. Tab 1 contains the D2_Error_Records Report. This is a listing of all error records and associated error codes. The agencies will use this report to identify errors.
 - 2. Tab 2 contains the D2_Correction_Resubmission Report. This is the file used to resubmit corrected records to FMS Dropbox.

FABS ID	Agency: Filename	Created By	Action Date Range	Published By	Published On
<u>ID: 28638</u>	USDAFS00_ASSISTANCE_2020.07.20.csv	Brian Canales	Earliest: 2018-04-27 Latest: 2020-06-30	Brian Canales	7/2/2020
<u>ID: 27944</u>	USDANI00_ASSISTANCE_2020.07.06.csv	Walter E. Williams	Earliest: 2020-06-11 Latest: 2020-06-30	Walter E. Williams	7/6/2020
<u>ID: 27942</u>	USDAFX00_ASSISTANCE_2020.07.06.csv	Walter E. Williams	Earliest: 2019-11-26 Latest: 2020-06-17	Walter E. Williams	7/6/2020
<u>ID: 27940</u>	USDAFS00_ASSISTANCE_2020.07.06.csv	Walter E. Williams	Earliest: 2020-05-12 Latest: 2020-06-11	Walter E. Williams	7/6/2020
<u>ID: 27939</u>	USDAFN00_ASSISTANCE_2020.07.06.csv	Walter E. Williams	Earliest: 2020-06-01 Latest: 2020-06-30	Walter E. Williams	7/6/2020
ID: 27937	USDAAM00_ASSISTANCE_2020.07.06.csv	Walter E. Williams	Earliest: 2020-04-17 Latest: 2020-06-15	Walter E. Williams	7/6/2020
<u>ID: 28648</u>	USDANR00_ASSISTANCE_2020.07.20.csv	Brian Canales	Earliest: 2020-06-01 Latest: 2020-07-15	Brian Canales	7/21/2020
Jul_20 Au	ug_20 Sept_20 Oct_20 (+)			: (

Figure 41: Submission Spreadsheet Status



3.1.7 Assurance

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</u> <u>Quarterly Assurance Statement</u> can be found in Appendix A: Legislation, Guidance, and Tools. Additionally, agencies submit a separate certification form each time they submit the File D2 (twice a month). A copy of the <u>DATA Act D2 File Certification Form</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					
SNOCPO.AARCC; SN.OCPO.AMC; SN.OCPO.ARCS; SN.OCPO.ARCS; SN.OCPO.ACC; SN.OCPO.RCS; SN	•				
2 Herche, Daniel - OCFO, Washington, DC; Smith, Lisa - OCFO, Washington, DC; Lover, LaShawn - OCFO, Washington, DC; Whitney, Tyson - OCFO, Washington, DC; McStay, James - OCFO, Washington, DC; Williams, Rachel - OCFO-FMS, New Orleans, LA; Williams, Rachel - OCFO-FMS, New Orleans, LA; Williams, Walter - OCFO-FMS, New Orleans, LA; Bounds, Larry - OCFO-FMS, New Orleans, LA; Mdichael, Stanley - OCFO, Washington, DC	^				
USDA DATA Act Quarterly Assurance Statement FY18 Q2.docx DATA Act FY18 Q2 Reporting Schedule.docx 63 KB					
Good afternoon, everyone.					
OCFO would like to congratulate everyone on a successful Q1 reporting period for DATA Act and express our appreciation for your hard work and determination. In looking toward the next round of quarterly reporting, please find two documents attached.					
The Quarterly Assurance Statement for FY18 Quarter 2. The document has been revised to correct footnotes, update hyperlinks, clarify language (last paragraph), and clean-up the general reporting schedule in Appendix C.					
The FY18 Q2 reporting schedule. A copy is located below. <u>HIGHLIGHTS</u>					
Reporting will commence April 20 following GTAS close.					
 Agencies should make plans to address errors the week or April 23 to ensure highest quality data will be available for the final processing on April 28. Agency CFO signed Assurance Statements are due to OCFO NLT May 8. 					
DATA ACT FY 18 QUARTER 2 REPORTING SCHEDULE	¥				

Figure 42: Assurance Request Email Example

3.1.8 Certification

At the end of each quarter, File D2 data is combined with financial system data and submitted to Treasury as a Quarterly report. 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 Quarterly DATA Act report to Treasury, and are asking for confirmation that certification be granted.



Appendix A: Legislation, Guidance, and Tools

Guidance	URL or File
Digital Accountability Digital Accountability and	https://www.gpo.gov/fdsys/pkg/PLAW-113publ101/pdf/PLAW-
Transparency Act of 2014 (DATA Act)	<u>113publ101.pdf</u>
Inspectors Constal Cuide to Compliance Linder the	https://www.treasury.gov/about/organizational-
DATA Act	structure/ig/Audit%20Reports%20and%20Testimonies/OIG-CA-17-
	<u>012.pdf</u>
DATA Act Broker Site	https://broker.usaspending.gov
DATA Act Floment Fields Volues and	×
Requirements File	DATA Act Element Fields, Values and Rec
	Figure 43
DAIMS Practices and Procedures for DATA Act Broker Submissions	Practices-and-Proced ures-v1.3.1 released 1
	Figure 44
	The second se
The Interface Definition Document (IDD) Schema	DAIMS_IDD_v1.2.xlsx
	Figure 45
DAIMS 1.2 Agency Inhound File Leveut	DAIMS 1.2
DAIMS 1.2 Agency inbound File Layout	AgencyInboundFileLay
	Figure 46
USDA Error and Value Workbook V2.0	D2 Error and Value Workbook v2.0 0528;
	Figure 47
	×
USDA Agency Inbound File Layout V10	USDA Agency
	Inbound File Layout_V
	Figure 48
	w
LISDA DATA Act Quarterly Assurance Statement	
USDA DATA ACI Quarteny Assurance Statement	Quarterly Assurance S
	Figure 49
Evennle File D2 Errer Deserte Deret	Sample DATA Act
Example File D2 Error Records Report	Error Reporting File.xl
	Figure 50
	x
Example File D2 Certification Report	AR00 DATA ACT D2
,	RECORDS PREPARED
	Figure 51



DATA Act D2 File Certification Form	DATA Act D2 File
	Certification Form V2.
	Figure 52
	Figure 52



Appendix B: FMMI Dropbox FileZilla Submission Instructions

This section includes submission instructions using FileZilla.

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

🔁 FileZilla								
File Edit View Transfer Server	r Bookmarks	Help New version	n available!					
Host: Usernan	ne:	Password	:	Port:	Quickconnect			
Local site: C:\Users\AF712\	ſ	Site Manager			x			
AF712 AF712 All Users CON654N Default Default User Public Default User Windows De: (Local Disk) Filename I EMP	S-L-LAP-1 Filetype	Site Manager Select Entry: My Sites Select In the select S		General Adva Host: Protocol: Encryption: Logon Type: User: Password:	Inced Transfer Settings Charset Port: FTP - File Transfer Protocol Use explicit FTP over TLS if available Anonymous anonymous			
 Jusinessobjects Jatafederator Jeclipse gradle grasp settings 	File folder File folder File folder File folder File folder			Background co Comments:	olor: None 🔻			
Jimc J	File folder	New Site	New Folder		A			
🤟 .nbi	File folder	New Bookmark	Rename					
 Joracle Joracle_jre_usage Jsdb 	File folder File folder File folder	Delete	Duplicate					
Jewe AppData Application Data	File folder File folder File folder				Connect OK Cancel			
I Contacts	File folder	7/18/2016 9:41:1	11					

Figure 53: 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 Set	ttings Charset		
My Sites		Host:	199.139.136.71		Port: 22	
		Protocol:	SFTP - SSH File Tra	nsfer Protocol		
						_
		Logon Type:	Ask for password			×~1
		User:	intprar00			
		Password:	•••••	•		
		Background	color: None ~	e		
		Comments:				
New Site	New Folder					
New Bookmark	Rename					
Delete	Duplicate					\sim
			Connect	ОК	Cance	el
		Figure 54: 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 - FileZi	lla			- 🗆	\times
File Edit	View Transfer Server Boo	okmarks Help					
표 - [8 🗽 🗐 🏋 🔇	9 🚯				
Host:	Username:	Password	Port:	Quickco	onnect -		
Status:	Retrieving directory listing	of "/home/intprar00/in"					^
Status:	Listing directory /home/int	prar00/in					
Status:	Directory listing of "/home	e/intprar00/in" successful					~
Local site:	C:\Users\AF712\			~	Remote site: /home/intprar00/in		~
	🕀 🚴 AF712			^	□ - ? /		
	🌐 📜 All Users				🖮 🖓 home		
	con1324n				😑 📜 intprar00		
	con2130				🕮 📜 in		
	con2131				·····? out		
	🕀 📙 Default			~			
Filename	Filesize Filetype	Last modified		^	Filena Filesize Filetype Last mod Permis Owner		
eclipse .	File folder	1/19/2017			arch File fol 3/3/2016 drwxr 2094 7		
oracle_	jr File folder	12/13/2016					
.swt	File folder	1/24/2017					
📕 Anypoi	nt File folder	1/13/2017					
AppDat	ta File folder	9/16/2016					
📕 Applica	ti File folder						
Contact	s File folder	1/13/2017		~			
12 files and	28 directories. Total size: 1	3,698,918 bytes			1 directory		
Server/Loc	al file Dire Remote	file Size	Prio Status				
Queued f	iles Failed transfers Suc	cessful transfers					
					🔒 🕜 Qu	eue: empty	••

Figure 55: 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 C: FMMI Dropbox WinSCP Submission Instructions

This section includes submission instructions using WinSCP.

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

🖺 Login		- 🗆 X
 New Site Cloud QB1 Q db1adm@10.55.56.31 Cloud DB7 Cloud PE1 0&M DB7 0&M Dropbox 	Session Eile protocol: SFTP Host name: User name: Save	Port number: 22 - Password: Advanced
Tools	🛃 Login 🗸 🗸	Close Help

Figure 56: WinSCP Home Page

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



💁 Login	-	- 🗆 X
 New Site Cloud QB1 Qb1adm@10.55.56.31 Cloud DB7 Cloud PE1 Q&M DB7 Q&M Dropbox 	Session Eile protocol: SFTP Host name: [fprdrop-d.fmmiad.fmmi.usda.gov] User name: Intqafx00 Save	Po <u>r</u> t number: 22 -
Tools	► Login ▼ Close	Help

Figure 57: WinSCP Home Page Example

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

Pas	sword - intqafx00@fprdrop-d.fmmiad.fmmi.usda.gov	\times
	Searching for host	
	Connecting to host	
	Authenticating	
	Using username "intqafx00".	
Pa	sword:	
	OK Cancel Help	
	Figure 58: 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). <u>Please note, it is very important to place the file in the "in" directory. If</u> the file is placed in the incorrect directory, the file will not be picked up.



Figure 59: 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 <u>fmmiinterfaceteam@nfc.usda.gov</u>.



Appendix D: Acronym List

BI: Business Intelligence
DAIMS: DATA Act Information Model Schema
DATA Act: Digital Accountability and Transparency Act of 2014
FABS: Financial Assistance Broker Submission
FAIN: Federal Award Identification Number
FMMI: Financial Management Modernization Initiative
FMS: Financial Management Services
FSSP: Federal Shared Service Provider
FTP: File Transfer Protocol
IDD: Interface Definition Document
OCFO: Office of the Chief Financial Officer
OMB: Office of Management and Budget
POC: Point of Contact
Repository: USDA DATA Act Repository (SAP HANA)
SOP: Standard Operating Procedure
USDA: U.S. Department of Agriculture
TARD: Transparency and Accountability Reporting Division
TAS: Treasury Account Symbol
Treasury: U.S. Department of the Treasury