

DATA Act File D2 Error Handling Guide

November 2023



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Overview

File D2 is submitted to the USDA DATA Act Repository where the file is reviewed for formatting errors. Files without formatting issues are submitted to Treasury's reporting portal, *Financial Assistance Broker Submission* (FABS), on behalf of USDA agencies. Treasury reviews the data for errors before publishing the record to <u>USAspending.gov</u>.

1. Format Review at OCFO

At initial loading of the file to FMS Server, the formatting of data in each field as well as the file itself is reviewed. Files with formatting issues are not accepted to the USDA Repository. This is also called a pre-validation review.

If the submitted file is found to have formatting issues, an email message is relayed to the agency's Shared Mailbox with an attachment describing the formatting error. Each rejected file must be revised accordingly and resubmitted. If the submitted file is properly formatted, no email will be sent.

2. Data Review at FABS

Properly formatted files are submitted to USAspending.gov where the data is reviewed by Treasury to ensure records meet data quality requirements outlined in the Governmentwide Spending Data Model or GSDM (formerly DAIMS). The validity of data in each field is reviewed for quality before records are published on USAspending.gov.

Fatal Errors:

If Treasury identifies fatal errors in a record's data, the record will not be published to the website. Agencies can review Treasury findings within the *DATA Act -D2 Broker Error and Warning Report* in the <u>HANA General Ledger Management Reports</u> module on FMMI. See Appendix B for instructions. Sort the report in Column G for "E". Records with data not meeting the Treasury requirements must be corrected and resubmitted.

Warnings:

If Treasury gives a Warning to a record's data, the record will be published, but should be reviewed and corrected, if possible. Agencies can review Treasury findings within the *DATA Act -D2 Broker Error and Warning Report* in the *HANA General Ledger Management Reports* module on FMMI. See Appendix B for instructions. Sort the report in Column G for "W".

3. Handling Errors and Warnings

Agencies perform the following steps to resolve errors identified by FABS.

- 1. Analyze errors/warnings and correct data within the agency source system(s). Agencies must ensure inaccurate data is revised internally before submitting corrected records.
- Create a fresh File D2 report. Include only those records found in error at USAspending and submit to the Repository as a new D2 file.
- 3. <u>Do not change any content other than the fields in error.</u> Agencies must correct only those fields that were tagged as errors or warnings by USAspending.
- 4. Be timely in correcting records. Agencies should work to correct and resubmit records for the next reporting window, or as soon as possible.



Appendix A: Acronym List

DATA Act: Digital Accountability and Transparency Act of 2014 DAIMS: DATA Act Information Model Schema FABS: Financial Assistance Broker Submission FMMI: Financial Management Modernization Initiative FMS: Financial Management Services GSDM: Governmentwide Spending Data Model Repository: USDA DATA Act Repository USDA: U.S. Department of Agriculture TARD: Transparency and Accountability Reporting Division (TARD)

Treasury: U.S. Department of the Treasury

Appendix B: Accessing Error/Warning Reports in FMMI

Error Reports are also available in the HANA General Ledger Management Reports section on FMMI <u>https://portal.fms.usda.gov/</u>. (Does not work in Internet Explorer)

Go to the "General Ledger" area

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Usba United St Financi	ites Department of Agriculture al Management Modernizi	ation Initiative				Search:		Q, +	New
Back Forw	ard Fistory Favorite	es Personalize Help				_		Weld	come
	D	D	D		D	General Ledger	D	E	1
Welcome	Accounts Payable	Accounts Receivable	Cash Reconciliation	Cost Management	Funds Management	General Ledger	Purchasing	Ad-hoc Ar	nalysi
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Open "HANA General Ledger Management Reports"

4		
United States Department of Agric Financial Management M	uture pdemization Initiative	Search:
Back Forward History	Favorites Personalize Help	
Welcome Accounts Pay	able Accounts Receivable Cash Reconciliation HANA General Ledger Management Reports General Ledger Purchasing	Ad-hoc
Financial Reports Evaluation	n BOBJ General Ledger Management Reports HANA General Ledger Management Reports BI General Ledger Reports	
	General Ledger > Financial Reports > General Ledger Reports	
General Ledger Reports	✓ No content available for this navigation node	
Financial Statements		
Trial Balance Reports		
FACTS Reports		
Other Reports		

USDA



Select "DATA Act -D2 Data Act Broker Error and Warning Report" from the list:

Reconciliation	Cost Management Fu	nds Management	General Le
orts HANA	General Ledger Management R	eports BI Gene	eral Ledger Rep
	the reports will provide necessar respective agency with specifics failed to profess successfully co- error code and explanation desci records are incorrect and a list of values that are expected.	to which record mbined with the ribing what data	
Q	Congressiona Justification Repo The Congressional Justification f provide obligations by Fiscal Yea shown as 3 digits in accordance	Report will r. BOC's will be	
Q	Suspense Clearing Account Rep The Suspense Clearing Account utilized by agencies for clearing t cash from a Deposit Fund	Report will be	
Q	Data Act – D2 Inbound and Outb Processing Status Report This report will provide agencies status of the inbound and outbou processed and subritited to Trea	with processing ind files that are	
Q	Data Act – D2 Broker Error and \ This report will provide agencies of the FABS errors and warnings generated when a file is submitte Treasury. Agencies can then ider that have failed FABS validation.	with the details that are to the ntify the records	

<u>Use your **Business Area** code to search then select report desired and click **OK**.</u> Reports contain the processing date in title.



Sort for Errors (E) or Warnings (W) in Column G of the results.

Best Practice: Download and save the report, then tag records that have been corrected until all have been resubmitted.