AGENCY FILE D2 TRACKING CHECK LIST

File Submissions
- Before submitting a D2 file to your DropBox, ensure:
  - All required columns/headers included
  - No extra columns or rows in excel file
  - No special characters
  - No hard returns in Award Description, Foreign Location Description, or recipient name
  - Filename formatted correctly
  - Saved to .csv and NOT reopened
- After submitting the D2 file, watch your Shared Mailbox for a receipt confirmation email
  - If a confirmation email is not received within 15 minutes, contact OCFO FMS

File Processing
OCFO FMS combines your files into one file per agency for submission to USAspending.gov. On the date of the next processing window (3rd, 6th, 18th, 21st of month)
- Watch for a possible file rejection due to a Pre-validation error due to formatting issues.
  - Email subject line "*D2 File Processing Error*"
  - The attached text document describes the format issue. The explanation is found under your filename.
  - The File must be fixed in your working/original excel document and *a new .csv created* before resubmission.
- Watch for an email with subject line "*D2 Internal Process Status Notification*" confirming the process is completed.
- Review processing results in *FMMI HANA General Ledger Management Reports*
  An instructional document for accessing these reports is linked at the bottom.
  - Data Act – D2 Inbound and Outbound File Processing Status Report (aka Certification Report)
    - All records processed for your agency will be combined into one Certification Report.
    - If you submitted more than one file, all valid records will be in this report.
    - You can sort the records within this report using the Source Filename field
  - Data Act – D2 Broker Error and Warning Report
    - Locate and download the report corresponding to the current reporting date.
    - Filter Column G for errors denoted as "E".
    - Perform corrections within your agency's management system.
    - Prepare a fresh excel file with corrections to resubmit as soon as possible.
    - Filter Column G for warnings denoted as "W" and review for future reference. To correct Warnings, follow instructions in "File D2 - How to Handle Errors" linked at the bottom.

Record Tracking
- Compare the number of submitted records to the combined record count in the certified report. ezFedGrants agencies must be aware that additional records extracted from that system will appear in the certification report. These can be identified using the Source Filename field to find "CRM Extraction"
- Confirm successful publication of your records
  - Allow 2-3 days for records to be published to USAspending.gov
    - Records not found on the Error/Warning Report should be visible on the site
    - Records that have no Errors should be visible on the site.
  - Please perform a spot-check for a few FAINS at USAspending.gov
  - If the spot-check is unsuccessful, please contact OCFO FMS team.
  - An API can be used to check for records at USAspending. Contact Dan Herche for assistance.

Related Instructional documents
- *Accessing Certification and Error Reports in FMMI HANA*
- *File D2 - How to Handle Errors*
- *How to Look up multiple FAINs on USAspending.gov*