

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

USDA DATA Act File C Standard Operating Procedure

November 6, 2020



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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	4/30/2018	Deloitte	Initial draft version
2	5/14/2018	Deloitte	Updated the overall document based on TARD comments received on 05/03/2018
3	11/06/2020	FMS	Updated overall document by FMS BI team on 11/06/2020



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 C Standard Operating Procedure (SOP), is meant to provide that understanding for the U.S. Department of Agriculture's (USDA) File C, Award Financial Detail report. The File C SOP will provide USDA agencies with an overview of the File C reporting requirements and process. This document will act as a guide and manual to USDA agencies for how File C 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 C 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 C Reporting Requirements

The DATA Act File C Award Financial Detail report can be generated and processed monthly for agency review and is submitted to Treasury quarterly. The File C data is refreshed weekly during each monthly period. This allows agencies to see, after each refresh, the status of corrections and new records since the last refresh. File C requires reporting of obligations and disbursements related to the agencies' financial assistance and procurement awards. The Treasury Account Symbol (TAS) components listed in File C should exist in File B Object Class and Program Activity Detail report. The File C 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). The USDA agencies and Federal Shared Service Provider (FSSP) clients that do not use FMMI for financial transactions submit their data quarterly as a flat file to the Repository via the FMMI Dropbox using File Transfer Protocol (FTP). The data from these agencies and from FMMI are 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 quarter.

The File C will includes transactions from parent/child relationships. The parent and child relationship that occurs when USDA creates awards on behalf of another Federal Department, results in the need to report non-USDA TASs. Requirements for a new table related to the agency identifier, also known as Treasury Index (TI), are 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 from Federal agency systems to the Treasury Broker. The File C standardized 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.

Table 1: File C, Award Financial Detail Report Data Elements



Element Order	Data Element Label	Definition
02	Agency Identifier	The agency code identifies the department or agency that is responsible for the account.
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	PIID	The unique identifier of the specific award being reported.
09	Parent Award ID	The identifier of the procurement award under which the specific award is issued (such as a Federal Supply Schedule). Term currently applies to procurement actions only.
10	FAIN	The Federal Award Identification Number (FAIN) is the unique ID within the Federal agency for each (non-aggregate) financial assistance award.
11	URI	Unique Record Identifier. An agency defined identifier that (when provided) is unique for every reported action.
12	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.
13	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.
14	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.



Element Order	Data Element Label	Definition
15	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.
16	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.
17	Transaction Obligated Amount	The definition for this element appears in Section 20 of OMB Circular A-11, summarized as:
		Obligation means a binding agreement that will result in outlays, immediately or in the future. Budgetary resources must be available before obligations can be incurred legally.
18	Obligations Incurred Total By Award - 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 adjustments are limited by the amount available for adjustments. No new obligations may be incurred against expired or canceled accounts.
19	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.
20	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.
21	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.)



Element	Data Element Label	Definition
Order 22	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.)
23	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.)
24	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.)
25	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.
26	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.
27	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.)
28	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



Element Order	Data Element Label	Definition
		year-end. (Per USSGL TFM Part 2, Section II, Accounts and Definitions.)
29	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.)
30	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.)
31	Gross Outlay Amount By Award - 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.
32	Gross Outlay Amount By Award - 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.
33	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



Element	Data Element Label	Definition
Order		
		are recorded on an accrual basis such as interest on public issues of the public debt. Outlays are the measure of Government spending.
34	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.
35	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.)
36	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.)
37	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 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.)
38	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.)
39	Gross Outlays Delivered Orders Paid Total - CPE	The definition for this element appears in Section 20 of OMB Circular A-11, summarized as:



Element Order	Data Element Label	Definition
		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.
40	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.
41	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.)
42	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.)
43	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.)
44	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 - Obligations, Paid." (Per USSGL TFM Part 2, Section II, Accounts and Definitions.)
45	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.
46	USSGL487100 Downward Adjustments Of Prior Year Unpaid	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,



Element Order	Data Element Label	Definition
	Undelivered Orders Obligations Recoveries - CPE	Unpaid." (Per USSGL TFM Part 2, Section II, Accounts and Definitions.)
47	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.)
48	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.)
49	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.)

As of 2018, data elements numbered 17 - 48 in the above table are optional. USDA only reports on data elements 1-16 at this time. For a detailed list of the File C data elements, see the <u>DAIMS RSS version 2.0</u> file located in Appendix A: Legislation, Guidance, and Tools.

2.1.1 Non-reportable Transactions

Obligations and disbursements made between federal agencies (USDA or other Federal Departments) and federal employees are non-reportable under File C. For certain types of obligations and disbursements (e.g. Government Purchase Card¹ or SmartPay Fleet Expenses²) incurred with non-federal vendors, a micro-purchase threshold limit³ applies for reporting under File C. Please refer to the <u>Procurement Advisory Number 132</u> in Appendix A: Legislation, Guidance, and Tools, to see more detail regarding the micro-purchase threshold.

2.1.2 Award Identifiers

Awards are defined as contracts or federal financial assistance and must contain an award identification number. They must have a Procurement Instrument Identification Number (PIID) for contracts or a Federal Award Identification Number (FAIN) if they are a federal financial assistance award. For agencies that use FMMI, per the <u>USDA OCFO Bulletin 17-02</u>, <u>Completing DATA Act Award ID on Direct-Entry</u> <u>Obligations and Expenditures</u>, new DATA Act fields and transaction codes have been created to allow agencies to enter Award IDs (i.e. PIID or FAIN) within the header of manually-entered awards that may have bypassed the Integrated Acquisition System (IAS) or ezFedGrants systems. Please refer to the

¹ Government Purchase Card transactions under the micro-purchase threshold are not DATA Act reportable.

² SmartPay Fleet Expense transactions under the micro-purchase threshold are not DATA Act reportable. The threshold for acquisitions of services, currently \$2,500, is maintained at Federal Acquisition Regulation Subpart 2.101 and 13.201

³ The micro-purchase threshold, currently \$10,000, is maintained at Federal Acquisition Regulation Subpart 13.201



DATA Act Entering Award ID on Manually-entered FMMI Documents Job Aid in Appendix A: Legislation, Guidance, and Tools, to see more detail regarding the new fields and transaction codes. Agencies should work to ensure that all transactions, past and future, have an Award ID in the FMMI system. If no Award ID is available for a transaction because it is not reportable under File C, agencies should include the term "NONDATAACT" within the FAIN field. Agencies that do not use FMMI should incorporate Award IDs into their financial management systems for past and future awards to be included on flat file data being submitted for their File C reports.

2.2 Reference Data for Validation or Derivation

Based on federal DATA Act validation rules, the Repository runs its own validations on the File C data extracted from USDA FMMI or from files submitted to the FMMI Dropbox. Please refer to <u>USDA OCFO</u> <u>Error 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 C 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. Occasionally, there may be changes or updates to program activity codes by OMB or Agencies. Also, there may be new funds management account assignments created in FMMI. When either of these two occur, 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 (NSPA) listed in <u>Appendix B: Non-Standard</u> <u>Program 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 BOC codes are derived based on commitment item codes used in FMMI. A valid list of the BOC codes and mapping between commitment items in FMMI to these 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 FMMI using a high level functional area, named AGDEFAULT. As a result, program activity codes could not be derived for DATA Act reporting purposes. A custom program ZDATAACT_FAREA_SPLIT was developed for ARS which splits obligation- and expenditure-related financial postings at specific functional areas and stores the results in table ZDATAACT_SPLIT. The program, ZDATAACT_FAREA_DELETE, is used in FMMI to delete records from the results table if there is a need to re-process a period or to reduce database space. The Financial Management Services (FMS) Business Intelligence (BI) 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 <u>DATA Act Functional Area Splitting User</u> <u>Guide</u> 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

2.2.5 Award Identification Validation

Per <u>USDA Acquisition Data Reporting Policy, Federal Acquisition Regulation 4.6 on Contract Reporting</u>, it is required that agencies report contract actions above the micro-purchase threshold to be reported to Federal Procurement Data System – Next Generation (FPDS-NG). Please refer to the <u>Procurement</u> <u>Advisory Number 132</u> in Appendix A: Legislation, Guidance, and Tools, to see more detail regarding the micro-purchase threshold. As part of the validation process in the Repository, the FMS BI team imports data from FPDS-NG to ensure that all PIIDs listed in the File C match what is in File D1. The File D1 Award and Awardee Attributes for Procurement Detail Report is generated directly from FPDS-NG.

The File D1 data is imported from FPDS-NG on a monthly basis, running a Mulesoft (software) script to extract the cumulative data for the current fiscal year. Data is extracted in the form of two XML files, one file containing FPDS-NG IDV information and the other FPDS-NG Award information. The XML files are converted to CSV format and moved via Process Integration into a staging area on the Business Warehouse (BW) server. Once moved to the BW server staging area, the FPDS-NG files replace the previous entry with the current fiscal month data and combine the two CSV files into a single FPDS-NG data file. The process also adds specific fields necessary to link the FPDS-NG records to FMMI data resident in the USDA DATA Act Repository. The files in the BW staging area are read to select only changes (additions and modifications) that have occurred in the current fiscal month. As changes are identified, they are written to the applicable BW Data Source Object (DSO) file, either the IDV DSO or Award DSO. Note that liquidations of an obligation amount are not considered a change. FPDS-NG data always contains the original amount of an award. For more information on the FPDS-NG import, please refer to the <u>DATA Act FPDS-NG D1 Inbound Interface Functional Design document</u> in Appendix A: Legislation, Guidance, and Tools.

As part of the File C validation process that takes place in the Repository, the FMS BI team also performs a validation against the File D2 Award and Awardee Attributes for Financial Assistance Detail Report to ensure that all FAINs listed match what is in File C. The File D2 data lives in the Repository and is derived from data extracted from ezFedGrants and other agency grants systems that are submitted twice a month via the OCFO FMMI Dropbox (flat file) process.



3. File C Reporting Process

The following diagram is a high-level overview of the USDA DATA Act File C 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.

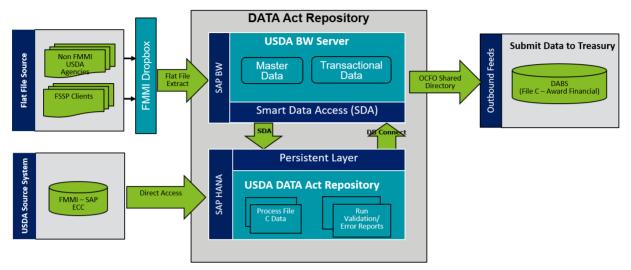


Figure 1: USDA DATA Act File C Systems Process Map

3.1 File C Data Process

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

3.1.1 FMMI Data Transfer

The File C 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 C data to the FMMI Dropbox via FTP using the File A-C agency inbound file. These non-FMMI users can submit data for processing on a monthly basis, however they are required to submit on a quarterly 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 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 Appendix C: FMMI Dropbox FileZilla Submission Instructions or Appendix D: FMMI Dropbox WinSCP Submission Instructions.



- Contact the FMMI Interface (Process Integration) Team at fmmiinterfaceteam@nfc.usda.gov (current POC, Larry Bounds at larry.bounds@nfc.usda.gov) for assistance with setting up your Dropbox connection to push file to FMS.
- 4. Ensure correct naming convention, AC_<Agency>_DYYYMMDD_THHMMSS.csv, is used when submitting your flat files on FMMI Dropbox, e.g. AC_CF00_D20160923_T103021.csv.

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 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 FMMI users are 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 as described below.

🖶 🕤 Ű A 🗸 🗞 + =	Data Act File Submission - Message (Plain Text) (Read-Only)							
File Message Q Tell me what you want to de								
Reply Reply Forward	🗁 Team Email 🗸 Done 🧊 OneNote							
All Bill More *	La Reply & Delete * Create New * PActions* Unread * Up * & Select * Manage Groups*							
Mon 4/2/2018 8:36 PM	OCFO - FMMI BI TEAM <fmmibiteam@nfc.usda.gov> Date Act File Submission</fmmibiteam@nfc.usda.gov>							
Cc OCFO - FMMI BI TEAM; Bounds, Larry - OCFO-FMS, No	w 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_T110015.	csv has transmitted successfully to the BI production server for processing.							
	l≥							

Figure 2: BW Server Confirmation Email

- 1. Confirm the inbound file(s) 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								
<u>3</u>	😏 🗈 🏛 🇮 🍸 🗶 🚹 🕒 🚏 🛲 🏭 🎬								
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 So	creen			
ቆ 🥕 🔂	■ ‡ i ₽+ i		Debugging	🕀 With Variant	[🔁 Variants
Program Subobjects	ZDA_RA	ISE_EVENT	ב	Create	
Source code					

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.



Click the golden scroll to check the logs of the run. (Note: This chain will loop for each file C. 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)

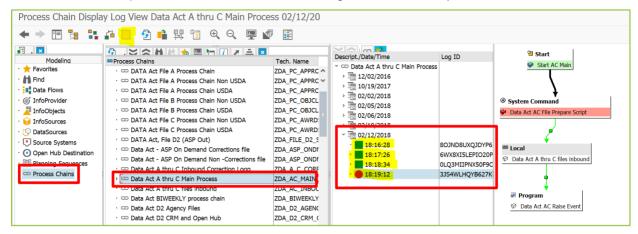


Figure 5: Process Chain - Confirm Files Have Run

- 4. Process File C (Award Financial). Keeping in mind that the Files B and C must be run at the same time.
 - In SAP HANA Studio, under System PE1, execute the following statement for the correct a. fiscal period:

Call "USDA"."DA MASTER LOAD TABLES A B C" ('YYYYPPP', 'N', 'A', ?);

Statement Schema Mapping								
YYYYPPP	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)							

At the completion of the Repository process, an initial File C 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 C 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 C 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 quarterly submission to DABS.

3.1.4.2 FSSP Clients Error Handling and Certification Process

The File C 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.

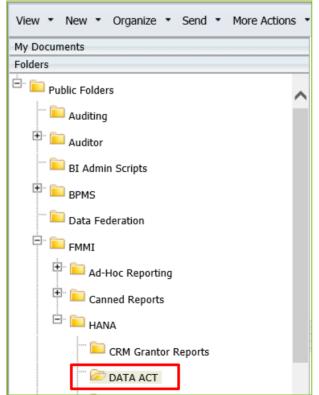


Figure 6: FSSP Clients Error Handling Process - Navigate to DATA Act



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

SAP			Welcome: JA	MIE ROMAN Applications • Preferences Help menu	▼ Log off	
lome Documents						
New • New • Organize • Send • More Actions	• D	etails			19 н н	1 of 1 🕨
ly Documents		Title A Type	Туре	Last Run	Instances	
olders	2	DATA ACT D2 ERROR REPORT PUBLICATION	Publication	Apr 4, 2018 1:49 PM	15	
Public Folders	、 👻	DATA ACT FILE A CERTIFICATION REPORT	Web Intelligence	Nov 15, 2017 8:05 AM	8	
🖻 Auditing		DATA ACT FILE A CERTIFICATION LETTER	Web Intelligence	Jul 25, 2017 2:36 PM	2	
🕮 💼 BPMS	2	DATA ACT FILE A CERTIFICATION REPORT PUBLICATION - NON-USDA	Publication	Feb 13, 2018 1:50 PM	30	
💼 Data Federation	2	DATA ACT FILE A CERTIFICATION REPORT PUBLICATION - USDA ONLY	Publication	May 1, 2017 7:50 AM	1	
E Emmi	-	DATA ACT FILE A ERROR REPORT	Web Intelligence	Aug 9, 2017 9:51 AM	3	
	2	DATA ACT FILE A ERROR REPORT PUBLICATION - NON-USDA	Publication	Jan 29, 2018 12:59 PM	30	
E 🔜 Ad-Hoc Reporting	2	DATA ACT FILE A ERROR REPORT PUBLICATION - USDA ONLY	Publication	Jul 27, 2017 10:24 AM	5	
🕙 💴 Canned Reports	-	DATA ACT FILE B CERTIFICATION LETTER	Web Intelligence 🍃		0	
🗄 🚞 HANA	-	DATA ACT FILE B CERTIFICATION REPORT	Web Intelligence		0	
CRM Grantor Reports	1	DATA ACT FILE B CERTIFICATION REPORT PUBLICATION - NON-USDA	Publication	Feb 13, 2018 2:00 PM	30	
DATA ACT	. %	DATA ACT FILE B CERTIFICATION REPORT PUBLICATION - USDA ONLY	Publication	Feb 13, 2018 2:55 PM	40	
ezFedGrants Enterprise HANA Reports	-	DATA ACT FILE B ERROR REPORT - NON-USDA	Web Intelligence		0	
	-	DATA ACT FILE B ERROR REPORT - USDA ONLY	Web Intelligence		0	
HANA_Drill down Reports	93	DATA ACT FILE B ERROR REPORT PUBLICATION - NON-USDA	Publication	Feb 13, 2018 2:15 PM	30	
HANA_Spending Detail Drill Rpts	93	DATA ACT FILE B ERROR REPORT PUBLICATION - USDA ONLY	Publication	Feb 13, 2018 2:15 PM	40	
🖻 🔚 PEGA	-	DATA ACT FILE C CERTIFICATION LETTER	Web Intelligence		0	
E LCM	-	DATA ACT FILE C CERTIFICATION REPORT	Web Intelligence		0	
💴 Monitoring Report Sample	2	DATA ACT FILE C CERTIFICATION REPORT PUBLICATION - NON-USDA	Publication	Feb 13, 2018 2:34 PM	30	
Platform Search Scheduling	-	DATA ACT FILE C CERTIFICATION REPORT PUBLICATION - USDA ONLY	Publication	Feb 13, 2018 4:23 PM	40	
Hatform Search Scheduling SAP System Configuration Wizard Visual Difference		DATA ACT FILE C ERROR REPORT - NON-USDA	Web Intelligence		0	
		DATA ACT FILE C ERROR REPORT - LISDA ONLY	Web Intelligence		0	
		DATA ACT FILE C ERROR REPORT PUBLICATION - NON-USDA	Publication	Feb 13, 2018 2:30 PM	30	
		DATA ACT FILE C ERROR REPORT PUBLICATION - USDA UNLY	Publication	Feb 13, 2018 3:43 PM	40	
🗄 💼 Web Intelligence Samples	1	DATA ACT FILE Process Log	Web Intelligence		0	

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

Schedule Recurrence Instance title: DATA ACT FILE C ERRO
Enterprise Recipients Dynamic Recipients Dynamic Recipients Events Scheduling Server Group Prompts Formats Destinations

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)
	Type values here Refresh Values Fiscal Period 2017006 2017009 2017012 2018002 2018003 2018004 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 M ▼
* 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
 * Enter value(s) for Fiscal Period 2018006 * Enter value(s) for Business Area AP02 	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 11: FSSP Clients Error Handling Process	



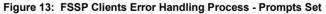
7. Click the Apply button.

Prompts	×
Prompts Summary * Enter value(s) for Fiscal Period 2018006 * Enter value(s) r Business Area AP02	Enter value(s) for Business Area Refresh Values Business Area (B) EMPTY_VALUE] AB00 AC00 AG00 AB00 AB00
* Required prompts	Apply Cancel

Figure 12: FSSP Clients Error Handling Process - Click Apply

8. The prompts are set.

Schedule – DATA ACT FILE C ERROR	REPORT PUBLICATION - USDA ONLY
 Schedule Recurrence Enterprise Recipients Dynamic Recipients Events Scheduling Server Group Prompts Formats Destinations 	Instance title: DATA ACT FILE C ERRO Prompts Modify values for: DATA ACT FILE C ERROR REPORT - USDA ONLY Enter value(s) for Fiscal Period (optional) 2018006 Enter value(s) for Business Area AP00
-	





- 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.

Schedule – DATA ACT FILE C ERROR	R REPORT PUBLICATION - USDA O	NLY			? = x				
Schedule Recurrence	Instance title: DATA ACT FILE C E	RRO			^				
Enterprise Recipients Pyramic Recyclerits Events Scheduling Server Group Prompts Formats Destinations	Dynamic Recipients Choose the Source for Dynamic Recipient Provider ▼ Web Intelligence Report Dynamic Recipient Provider ▼								
	Use entire list				Selected				
	Agency Code 👻	М × И	4 1 of 2 ▶ H		H ◀ 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 - AMS				
	AO00	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	CM DATAACT ECOD@efo usda.gov	Office of the Chief Economist	Excluded				
					≤ 1 of 1 Schedule Cancel ✓				

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 – DATA ACT FILE C ERROR	REPORT PUBLICATION - USDA	ONLY			2 = X						
Schedule Recurrence	Instance title: DATA ACT FILE C	CERRO			^						
Enterprise Recipients	Dynamic Recipients										
Dynamic Recipients	Choose the Source for Dynamic	Recipients									
	Web Intelligence Report Dynam	ic Recipient Provider 🗸									
Events	DA AGENCY POC EMAIL REP	ORT									
Scheduling Server Group		ment to those used to send the Publication.									
Prompts		Recipient Identifier (required): Agency Code	\sim								
Formats		Full Name: Acronym	~								
Destinations		Email: DA Poc Email Gro									
		Endi. DA Poc Endirore	up 🔹								
	Specify the recipients for the Pu	blication.									
	Available				Selected						
	Agency Code 🔹	M × H 4	1 of 2 > >		H → 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						
	AO00	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	Excluded						
	- EC00	OCE	CM DATAACT CCOO@efe unde anu	Office of the Chief Economist							
					1 of 1 Schedule Cancel						
	L CCON										

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



12. Click the Schedule button.

ichedule	Instance title: DATA ACT FILE O	CERRO			
Recurrence					
Enterprise Recipients	Dynamic Recipients				
Dynamic Recipients	Choose the Source for Dynamic	Recipients			
	Web Intelligence Report Dynam	ic Recipient Provider 🗸			
Events	DA AGENCY POC EMAIL REP	OPT			
Scheduling Server Group		ment to those used to send the Publication.			
Prompts		Recipient Identifier (required): Agency Code	~		
Formats		Full Name: Acronym	~		
Destinations					
Destrictions		Email: DA Poc Email Gr	oup 🗸		
	Specify the recipients for the Pu	blication			
		ionodoon.			
	Lise entire list				
	Use entire list			4	
	Use entire list			6	Selected
		M × H 4	1 of 2 > H	₽	Selected
	Available	Acronym	1 of 2 M DA Poc Email Group	l⊋ Agency Name	
	Available Agency Code + Agency Code AM00	Acronym AMS		Agency Name Agricultural Marketing Service	H 4 1 of 1 > H
	Available Agency Code Agency Code	Acronym	DA Poc Email Group	Agency Name	IM ▲ 1 of 1 ▶ ▶ ID AP00 - APHIS ■ ■ ■
	Available Agency Code + Agency Code AM00	Acronym AMS OAO APHIS	DA Poc Email Group SM.DATAACT.AMS@cfo.usda.gov SM.DATAACT.OAO@cfo.usda.gov SM.DATAACT.APHIS@cfo.usda.gov	Agency Name Agricultural Marketing Service Office of Advocacy and Outreach Animal and Plant Health Trapection Service	4 ◀ 1 of 1 > - ID
	Available Agency Code Agency Code Agency Code AM000 A000	Acronym AMS OAO	DA Poc Email Group SM.DATAACT.AMS@cfo.usda.gov SM.DATAACT.OAO@cfo.usda.gov	Agency Name Agricultural Marketing Service Office of Advocacy and Outreach	IM ▲ 1 of 1 ▶ ▶ ID AP00 - APHIS ■ ■ ■
	Available Agency Code	Acronym AMS OAO APHIS ARS OBPA	DA Poc Email Group SN-DATAACT.AMS@cfo.usda.gov SN-DATAACT.OM@cfo.usda.gov SM-DATAACT.OM@cfo.usda.gov SM-DATAACT.APS@cfo.usda.gov SM-DATAACT.OBPA@cfo.usda.gov	Agency Name Apricultural Marketing Service Office of Alvocacy and Outreach Animal and Plant Health Inspection Service Apricultural Research Service Office of Budget and Program Analysis	H ▲ 1 of 1 ▶ H ID AP00 - APHIS >
	Available Agency Code Agency Code AM00 A000 AP00 AR00	Acronym AMS OAO APHIS ARS	DA Poc Email Group SM.DATAACT.AMS@cfo.usda.gov SM.DATAACT.OA0@cfo.usda.gov SM.DATAACT.APHIS@cfo.usda.gov SM.DATAACT.APS@cfo.usda.gov	Agency Name Agricultural Marketing Service Office of Advocacy and Outreach Animal and Plant Health Inspection Service Agricultural Research Service	H ▲ 1 of 1 ▶ H ID AP00 - APHIS >
	Available Agency Code	Acronym AMS OAO APHIS ARS OBPA	DA Poc Email Group SN-DATAACT.AMS@cfo.usda.gov SN-DATAACT.OM@cfo.usda.gov SM-DATAACT.OM@cfo.usda.gov SM-DATAACT.APS@cfo.usda.gov SM-DATAACT.OBPA@cfo.usda.gov	Agency Name Agricultural Marketing Service Office of Advocacy and Outreach Aminal and Plant Health Inspection Service Agricultural Research Service Office of Budget and Program Analysis Commodity Crelit Corporation Office of the Chair Financial Officer	H ▲ 1 of 1 ▶ H ID AP00 - APHIS >
	Available Agency Code	Acronym AMS OAO APHIS ARS OBPA CCC OCFO OC	DA Poc Enail 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.OR@cfo.usda.gov SM.DATAACT.COC@cfo.usda.gov SM.DATAACT.COC@cfo.usda.gov SM.DATAACT.COC@cfo.usda.gov	Agency Name Apricultural Marketing Service Office of Alvocacy and Outreach Animal and Plant Health Inspection Service Apricultural Research Service Office of Budget and Program Analysis Commodity Credit Corporation Office of the Ohief Financial Officer Office of Communications	H ▲ 1 of 1 ▶ H ID AP00 - APHIS >
	Available Agency Code	Acronym AMS OAO APHIS ARS OBPA CCC OCC OCC OC OC	DA Poc Email Group SM.DATAACT.DAVGedro.usda.gov SM.DATAACT.DAVGedro.usda.gov SM.DATAACT.DAVGedro.usda.gov SM.DATAACT.APHIS@cfo.usda.gov SM.DATAACT.GBPA@cfo.usda.gov SM.DATAACT.COBPA@cfo.usda.gov SM.DATAACT.COC@cfo.usda.gov SM.DATAACT.COC@cfo.usda.gov SM.DATAACT.COC@cfo.usda.gov	Agency Name Agricultural Marketing Service Office of Advocacy and Outreach Animal and Plant Health Inspection Service Agricultural Research Service Office of Budget and Program Analysis Commodity Orellt Corporation Office of Communications Office of Out Rights	H ▲ 1 of 1 ▶ H ID AP00 - APHIS >
	Available Agency Code	Acronym AMS OAO APHIS ARS OBPA CCC OCFO OC	DA Poc Enail 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.OR@cfo.usda.gov SM.DATAACT.COC@cfo.usda.gov SM.DATAACT.COC@cfo.usda.gov SM.DATAACT.COC@cfo.usda.gov	Agency Name Apricultural Marketing Service Office of Alvocacy and Outreach Animal and Plant Health Inspection Service Apricultural Research Service Office of Budget and Program Analysis Commodity Credit Corporation Office of the Ohief Financial Officer Office of Communications	H ▲ 1 of 1 ▶ H ID AP00 - APHIS >

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 C_Error_Records Report. An example of the File C 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.

🖬 🕤 🔿 🕆 V 💲 = 1ST QTR - DATA ACT FILE C ERROR REPORT for (NW00) for 2018-02-13-14-27-36 - Message (Plain Text) (Read-Only) 🗷 - O 🗙														
File Message 📿 Tell m	e what you want to d	0												
Reply Reply All	Forward More *	Active - USDA 🕞 To M Team Email 🖌 Doni Reply & Delete 🕴 Crea	e v	ve Pactions *	Mark Categorize Fo		P Find P Find P Find Related → Related →	Zoom	 Join Group Leave Group Manage Groups * 					
Delete	Respond	Quick Steps	G	Move	Tags	6	Editing	Zoom	Groups					
FMMIBITE 1ST QTR - DA To gregg.rovinsky@gsa.gov	Twe 2713/2018 428 9M FMMIBITEAM@NFC.USDA.GOV 1ST QTR - DATA ACT FILE C ERROR REPORT for (NW00) for 2018-02-13-14-27-36													
Greetings,														
Your DATA Act Award Financi			d 2018-02-13-14-27-	36. Errors wer	e noted in your subr	nission an	id we have NOT su	bmitted	to USA Spending	s's Award Submission Porta	l (ASP Portal), as ti	nese trar	saction	s
have been deemed unreport	able per DATA Act G	buidelines.												
We have attached the follow	ing files to assistant	ce you in quickly correcting yo	ur errors:											
1. Award Financial Error_Rec Listing of all error records and 2. Award Financial Correction File used to resubmit correct	d associated error c _Resubmission													
the Award Financial Correction	Please use these reports to conduct analysis and resubmit these transactions using the File_C_Correction_Resubmission file. Please populate each corrected record with a "C" in the Correction_Late_Delete_Indicator Data Element and resubmit only the Award Financial Correction_Resubmission file to the FMS Dropbox. Do not change any content other than the fields in error. Save the Award Financial Correction_Resubmission file as CSV (MS-DOS). Do not save the file in Excel format.													
Thank you,	Thank you,													
DATA Act Repository O&M Te	eam													
						~ ~								

Figure 17: FSSP Clients DATA Act File C Error Report Notification

The File C 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 C CERTIFICATION REPORT PUBLICATION – Non-USDA in <u>Step 2</u>, instead of DATA ACT



FILE C 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 C Certification Report. An example of the File C Certification Report can be found in Appendix A: Legislation, Guidance, and Tools.

እ ። 	1ST QTR - DATA ACT FILE C CERTIFICATION REPORT for (NW00) for 2018-02-07-16-27	-36 - Message (Plain Text) (Read-Only)	n – a ×
File Message Q Tell me what you want to do			
Grig Ignore C C C Meeting So Junk - Delete Reply Reply Forward M.+ All Symbol Symbol Reply & Delete	G To Manager → Done ★ Create New Super- Super- Super- → Done → Create New → Done → D	te Zoom Manage Groups *	
Delete Respond Qail Wed 2/7/2018 6.28 PM Wed 2/7/2018 6.28 PM FM <	anµa a munin i naga a.	Editing Zoom Groups	^
Greetings;			
The DATA ACT FILE C CERTIFICATION Report for NW00 has completed	for report period 2018-02-07-16-27-36.		
Attached is the certification report. ** Please have the DATA Act file submitter (or supervisor) sign the Co	tification Letter and submit by replying to this email.		
For online access to the certification report, please see the DATA ACT	ILE C CERTIFICATION Report, via the FMMI Portal <u>https://portal.fmmi.usda.p</u>	ov, select General Ledger Management > DATA ACT FILE C CERTIFICATION REPOR	к Τ.
Thank you,			
DATA Act Repository O&M Team			

Figure 18: FSSP Client DATA Act File C Certification Report Notification



3.1.5 DABS Submission

Once the validation has been run in the Repository, all records without an error in File C are ready to be combined with File A and File B 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	Exec <u>u</u> tion <u>G</u> oto <u>S</u> ettings System <u>H</u> elp		_
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TOCESS CHailt Displa	ly ACLIVE VEISION. DATA ACLIFILE A PROCES	S CIIdill	
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. 🗙	🚱 . 🖂 🗢 🖬 🛧 🖿 🛏 🏹 🔎 💻 💌		😕 Start
Modeling	© Process Chains	Tech. Name	Start Appropriation Outbound File Process
🚖 Favorites	> 🖉 Unassigned Nodes	NODESNOTCONNECTED ^	G Start Appropriation Outbound The Process
Find	🕆 📲 Data Act	DATA ACT 🗸	
Data Flows	 D2 Exception Processing - Reprocessing Errors 	ZDA_D2_EXCEPTION	f
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	l 4
Source Systems	CO DATA Act File B Process Chain USDA	ZDA_PC_OBICLS_PREACT_B_US	
Open Hub Destination	🖙 🖙 DATA Act File C Process Chain Non USDA	ZDA_PC_AWRDS_FIN_C_N	@ Load Data
Planning Sequences	🖙 🖙 DATA Act File C Process Chain USDA	ZDA_PC_AWRDS_FIN_C_USDA	🖉 FILA A
- - .	· 📼 DATA Act, File D2 (ASP Out)	ZDA_FILE_D2_START	
Process Chains	• co Data Act - ASP On Demand Corrections file	ZDA_ASP_ONDMD_CORRECTIONS	I I
	· 🖙 Data Act - ASP On Demand Non -Corrections file	ZDA_ASP_ONDMD_NON_CORR	Data Transfer Proc.
	• 🖘 Data Act A thru C Inbound Correction Loop	ZDA_A_C_CORRECTION	ZDA_FILE_A / PE1USDA -> ZDA_HA011 - FULL
	> 🖙 Data Act A thru C Main Process	ZDA_AC_MAIN	- ZDA_HLE_A7 PETOSDA -> ZDA_HAOTT - TOLE
	 C Data Act A thru C files inbound 	ZDA_AC_INBOUND	L 1
	 Data Act BIWEEKLY process chain 	ZDA_BIWEEKLY	· · · · · · · · · · · · · · · · · · ·
	 Data Act D2 Agency Files 	ZDA_D2_AGENCYFILE	Program
	 Data Act D2 CRM and Open Hub 	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	• • ·
	 C Data Act FPDS-NG Inbound 	ZDA_FPDS_NG_INBOUND	Program
	 CD Data Act File B Process Chain 	ZDA_PC_AWARDS_FINANCIAL_B	DA_APPROPRIATIONS_RENAME
	- 🖙 Data Act File C Process Chain	ZDA_PC_AWARDS_FINANCIAL_C	
	 CD Data Act SF133 Load 	ZDA_SF133	
	 CD Data Act SF133 Load - Delete 	ZDA_SF133_DELETE	
	 Data Act WEEKLY process chain 	ZDA_WEEKLY	
	> 🖙 Does not have pre-check program for D2	ZDA_D2_MAIN_NOCHECK	
	• Je BFM Process Chains	ZPC_BFM	
	> FMMI BI System Assurance Process Chains	ZPC_FMMI_BI_SYSTEM_ASSURANC	
Administration	> 🖉 ECC Delta Queue Clearing	ZPC_ECC_QUEUE_CLEARING	
Transport Connection Documents	> 🖉 BI Admin Cockpit	RSTCC	
BI Content	CRM Case Management	0CRM_SERV_CASE ^	
Translation	> 🖓 Cash Reconciliation Load Process Chains	ZPC_FMMI_BI_CR_LOAD	
Metadata Repository		< >	

Figure 19: Process Chain - Error-free Data

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Jseab	View	ed Cha	nged	Leng	th C	Owner	Lasto	han_	Las	tchan	File	Nam	ie	
				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	
[238	30 p	b7adm			09:	04:55	S I	MMT.	USDA.DA.PA	
				7117	70 p	b7adm			09:	04:33	FM	MI.US	SDA.DA.APPRO_20180214_080419	i.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	
						b7adm				33:32			00.DA.PA_20180213_073317.txt	
						b7adm				32:35			00.DA.PA_20180213_073220.txt	
(b7adm				32:33			02.DA.PA_20180213_073219.txt	_
(b7adm				32:32			00.DA.PA_20180213_073217.txt	
()				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 C report from the OCFO Shared Directory and drops the file into 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	
MARKING WASHING WASHING You have account a U.S. Government Information system, which includes (1) bits comparise, (2) as in adapted to Bits relevant or bits comparise on this relevant. U.S. Government Information argument argument and the processing of adapt prohibid and regroup data (2) as a set of a cold and criminal possible. A data contained or U.S. Government and prohibid and regroup data (2) as a comparise on this relevant. U.S. Government at the set of a contained or U.S. Government and prohibid (2) and project (2) as a comparise on the possible contained possible. A data contained or U.S. Government and possible and extracted or contained and and proked (2) Hits StyTella. System personant any are to be extractered data and possibilit evidence of crime band or U.S. Government and proked (2) Hits StyTella. System personant any are to be extractered data and possibilit evidence of crime band or U.S. Government and proked (2) Hits StyTella. System personant any are to be extractered data and possibilit evidence of crime band or U.S. Government and proked (2) Hits StyTella. System personant and yas to be extractered data and possibility and possibility (2) Contained (2) and (2) Contained (2) as down and proked (2) Hits StyTella. System StyTella System personant and yas to be advectered at the state of the s	U.S. Government information only. Unauthorized or improper use of this information system is about system is owned by the U.S. Government and may, for the purpose differentiation the about one can be an explained assumement operation at any min. Therefore, ISN DRIGHT TO ament 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"

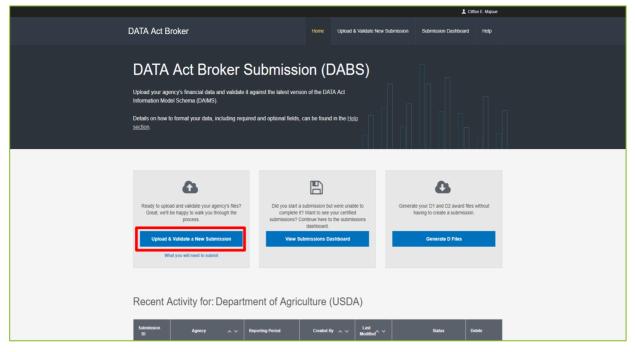


Figure 23: Select Upload and Validate a New Submission



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

		L Cititon E. Majoue				
DATA Act Broker	Home	Upload & Validate New Submission	Submission Dashboard	Help		
Upload & Vali	idate a New Subm	ission				
	Four Steps to Upload and V	alidate 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.

				👤 Clifto	on E. Majoue
DATA Act Broker		Home	Upload & Validate New Submission	Submission Dashboard	Нер
Upload & `	Validate a New Su	ıbm	ission		
	Please begin by telling us abo	ut the	submission you are cr	eating	
	Which agency is this submission for? Department of Agriculture (USDA)				
	For what duration are you submitting or valida Monthly Quarterly	ating data'	?		
	Your submission includes data from Quarter 1 - 2018				
	Everything looks good. Now let's work on uploading	your files.	Subr	nit	
	View S	ubmission Gu	lide		

Figure 25: Upload & Validate - Submission Info Screen

f. Drag and drop File C 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.

				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 the page allowing you to begin the upload and validation pr							
	Drag and drop or click here to upload yo	ur File A: Appropriation.						
	Drag and drop or click here to upload your File B: Pr	rogram Activity & Object Class Data.						
	Drag and drop or click here to upload you	Ir File C: Award Financial.						
	Upload & Validate	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 C, 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 <u>File C Warnings Report</u>, can be found in Appendix A: Legislation, Guidance, and Tools. Click Next.

Warnings: 93 Critical Errors: 0 File validated with warnings View & Download Warnings Report > File Size: 3.29 MB Lines in File: 13607 File B: Program Activity & Object Class Data File Size: 3.29 MB Lines in File: 13607 Warnings: 1882 Critical Errors: 0 File validated with warnings View & Download Warnings Report > Critical Errors: 0 File validated with warnings	Warnings: 93 Critical Errors: 0 File validated with warnings Vew & Download Warnings Report > File Size: 3.29 MB Lines in File: 13607 File B: Program Activity & Object Class Data File Size: 3.29 MB Lines in File: 13607 Warnings: 1882 Critical Errors: 0 FMMILUSDA.DA.PA_20180214_08044 Warnings: 1882 File Size: 52.71 MB Lines in File: 210274 Vew & Download Warnings Report > File Size: 52.71 MB Lines in File: 210274 File C: Award Financial File Size: 52.71 MB Lines in File: 210274 Warnings: 915 Critical Errors: 0 File validated with warnings	File A: Appropriation	File Size: 71.17 KB	Lines in File: 577	•
File B: Program Activity & Object Class Data File Size: 3.29 MB Lines in File: 13607 Warnings: 1882 Critical Errors: 0 FMMI. USDA.DA.PA_20190214_080444.bt View & Download Warnings Report > File Size: 52.71 MB Lines in File: 210274 File C: Award Financial File Size: 52.71 MB Lines in File: 210274 Warnings: 915 Critical Errors: 0 File validated with warnings	File B: Program Activity & Object Class Data File Size: 3.29 MB Lines in File: 13607 Warnings: 1882 Critical Errors: 0 FMMI.USDA.DA.PA_20180214_08044 View & Download Warnings Report > File Size: 52.71 MB Lines in File: 210274 File C: Award Financial File Size: 52.71 MB Lines in File: 210274 Warnings: 915 Critical Errors: 0 File validated with warnings	Warnings: 93	Critical Errors: 0		FMMI.USDA.DA.APPRO_20180214_080419.tx File validated with warnings
Warnings: 1882 Critical Errors: 0 View & Download Warnings Report > File C: Award Financial File Size: 52.71 MB Lines in File: 210274 Warnings: 915 Critical Errors: 0 File Size: 52.71 MB Lines in File: 210274 File validated with warnings File Validated Wi	Warnings: 1882 Critical Errors: 0 View & Download Warnings Report > File Size: 52.71 MB File C: Award Financial File Size: 52.71 MB Warnings: 915 Critical Errors: 0	View & Download Warnings Report \checkmark			
Warnings: 1882 Critical Errors: 0 View & Download Warnings Report > File Size: 52.71 MB File C: Award Financial File Size: 52.71 MB Warnings: 915 Critical Errors: 0	Warnings: 1882 Critical Errors: 0 Image: FMMLUSDA.DA.PA_20180214_08044 View & Download Warnings Report > File Size: 52.71 MB Lines in File: 210274 File C: Award Financial File Size: 52.71 MB Lines in File: 210274 Warnings: 915 Critical Errors: 0 File validated with warnings				_
Warnings: 1882 Critical Errors: 0 File validated with warnings View & Download Warnings Report ~ File Size: 52.71 MB Lines in File: 210274 File C: Award Financial File Size: 52.71 MB Lines in File: 210274 Warnings: 915 Critical Errors: 0 File validated with warnings	Warnings: 1882 Critical Errors: 0 File validated with warnings View & Download Warnings Report ~ File Size: 52.71 MB Lines in File: 210274 File C: Award Financial File Size: 52.71 MB Lines in File: 210274 Warnings: 915 Critical Errors: 0 File validated with warnings	File B: Program Activity & Object Class Data	File Size: 3.29 MB	Lines in File: 13607	•
File C: Award Financial File Size: 52.71 MB Lines in File: 210274 Warnings: 915 Critical Errors: 0 FMMI.USDA.DA.AF_20180214_080642.txt	File C: Award Financial File Size: 52.71 MB Lines in File: 210274 Warnings: 915 Critical Errors: 0 FMMLUSDA.DA.AF_20180214_08064;	Warnings: 1882	Critical Errors: 0		
Warnings: 915 Critical Errors: 0 FMMI.USDA.DA.AF_20180214_080642.btl File validated with warnings	Warnings: 915 Critical Errors: 0 FMI USDA DA AF_20180214_08064: File validated with warnings	View & Download Warnings Report \checkmark			
Warnings: 915 Critical Errors: 0 File validated with warnings	Warnings: 915 Critical Errors: 0 File validated with warnings	File C: Award Financial	File Size: 52.71 MB	Lines in File: 210274	•
View & Download Warnings Report 🗸	View & Download Warnings Report	Warnings: 915	Critical Errors: 0		
		View & Download Warnings Report 🗸			

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.



		(•	File B	Program Activity and Object Class Data	
warnings 5	08					
Source File	s Account	Error Message ~ ~ ~ Rule A19. The ObligationsincurredTot alByTAS_CPE amount in the appropri ation file (A) does not equal the negat we sum of the corresponding Obligati onsincurredByProgramOptectClass_ CPE values in the award financial file	Occurrences	^	Download Warning Report Upload Corrected Files File A: Appropriations Accoun File B: Program Activity and Object Class Data	t
Appropriation	is Account	(B) Rule A35: DeobligationsRecoveriesR efundsByTAS_CPE in File A should e qual USSGL (4871_CPE+ 4971_CPE + 4872_CPE+ 4972_CPE) for the TA	84			
ile B Pro	ogram Activity and Objec	t Class Data	O	File C	Award Financial	Ē
ile C Aw	ard Financial		•	File D1	Award Procurement	
warnings 10	0067					
Source File	~ ~	Error Message A V	Occurrences		Download Warning Report Upload Corrected Files	t
Award Financi	al	Rule C11: Each unique PIID (or comb ination of PIID/ParentAwardId) from fil e C should exist in file D1	3274		File D1: Award Procureme	nt
Award Financi	ial	Rule C23.1: For each unique PIID in File C, the sum of each TransactionO bilgatedAmount should match (but wit h opposite signs) the sum of the Fede ralActionObilgation reported in D1	231			<u> </u>
		Rule C23.2: For each unique combin				
ile C Aw	ard Financial		0	File D2	Financial Assistance Award	
warnings 27	71867					
Source File	~ ~	Error Message A V	Occurrences		A Y	ort
Award Financ	ial	Rule C8: Unique FAIN/URI from file C exists in file D2. FAIN may be null for aggregated records. URI may be null for non-aggregated records	152637		Upload Corrected Files File C: Award Financia File D2: Financial Assista Award	
Award Financ	ial	Rule C23.3: For each unique FAIN in File C, the sum of each TransactionO bligatedAmount should match (but wit h opposite signs) the sum of the Fede ralActionObligation or OriginalLoanSu bsidyCost amounts reported in D2	26210			

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 ot 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 the ile D.	File_E.csv Download
File F	Sub-Award Data	
	data is generated from the Federal Subaward Reporting System and includes the subawards for the prime awards in file D.	File_F.csv Download
	es E and F have been successfully generated. k Next to review and publish your submission.	Regenerate Files Next

Figure 30: Files E and F Generated



k. Click on the drop down in the Add comments to files section and select File C. Add comments for File C in the comments box and click Save Changes. Before 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 Section 3.1.7 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.

	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 Agencies are respons	ency Quarterly DATA Act Reporting Assurance ible for providing reasonable assurance that their rols support the reliability and validity of the Save Changes
You do not have pe	ermissions to certify	otify 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 C 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 C 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 C Submission.

	it?	
	Agency Name:	Department of Agriculture (USDA)
	Report Start Date:	Q1/2018
Total File Size: 1.63 MB	Report End Date:	Q1/2018
	er User that the Submission is	-
		Send Notification
		esponsible for providing reasonable assurance that their and controls support the reliability and validity of the Save Changes
You do not have permi	ssions to certify	Notify Another User that the Submission is Ready for Certification

Figure 32: Select the File C 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					
SN OFCO ARRCC: SN OCCO ARRS: SN OCCO A					
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; Williams, Rachel - OCFO-FMS, New Orleans, LA; Williams, Walter - OCFO-FMS, New Orleans, LA; Wolfchael, Stanley - OCFO, Washington, DC	^				
USDA DATA Act Quarterly Assurance Statement FY18 Q2.docx					
Good afternoon, everyone.					
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 of April 23 to ensure highest quality data will be available for the final processing on April 28. Agency CFD signed Assurance Statements are due to OCFO NLT May 8. 					
DATA ACT FY 18 QUARTER 2 REPORTING SCHEDULE	Ψ				

Figure 33: Assurance Request Email Example



3.1.7 Certification

Once the File C 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.

Woaney, Lynn - OCFO, Washington, DC < Lyr				CFO,
ayington, DC < <u>Tyson.Whitney@cfo.usda.gov</u>			e ,	
ike.Clanton@cfo.usda.gov>; McMichael, Sta				
anley.McMichael@cfo.usda.gov>; Staton, Ch nristopher.j.Staton@wdc.usda.gov>; Leger, N	• •	-	P	
atthew.Leger@cfo.usda.gov>; Connolly, Lind			,	
NDA.CONNOLLY@cfo.usda.gov>	a - o ci o -i iiio,	new offeens	,	
Robertson, Ella - OCFO-FMS, New Orleans, L	A <ella.rober< th=""><th>TSON@cfo.u</th><th>sda.gov>: Gros. Ror</th><th>n - OC</th></ella.rober<>	TSON@cfo.u	sda.gov>: Gros. Ror	n - OC
S, New Orleans, LA < <u>RON.GROS@cfo.usda.g</u>				
E.GIORLANDO@cfo.usda.gov>; Williams, Ra				,
ACHEL.WILLIAMS@cfo.usda.gov>				
oject: Data Act 1st Quarter FINAL Processing	Status 02-14-18			
nd Maraian				
od Morning,				
e team has completed its final refresh of the	repository: we	submitted U	SDA's File A. B. C to	the
ker for pre-validation. Please note, the files				
Status Report (USDA & FSSP) and Broker Wa				
ditionally, all commission files have been pro				
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sitionally, all commission mes have been pro				
e files are awaiting certification at the Broker		m if certificat	tion is granted.	
		m if certificat	tion is granted.	
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t files are awaiting certification at the Broker As reflected in the attached "DATA Act Status	r. Please confire			
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e files are awaiting certification at the Broker As reflected in the attached "DATA Act Status iository. These errors were not passed on to oker Files: Pre-validation successful. File A: Appropriation	r. Please confirm s" spreadsheet, Treasury. Please 71.010	there are cri	tical failures in the	
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e 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 Warrings. 13 Vers & Destinad Warring Report V File B: Program Activity & Object Class Data	r. Please confirm s" spreadsheet, " Treasury. Pie See 21.37 KB Critical Errors: 0	there are crit	tical failures in the	8
e files are awaiting certification at the Broker As reflected in the attached "DATA Act Status isository. These errors were not passed on to oker Files: Pre-validation successful. File A: Appropriation Warnings: 93 Warnings: 93 Warnings: 1802	r. Please confirm s" spreadsheet, " Treasury. Pie See 21.37 KB Critical Errors: 0	there are crit	tical failures in the	8
e files are awaiting certification at the Broker As reflected in the attached "DATA Act Status isository. These errors were not passed on to oker Files: Pre-validation successful. File A: Appropriation Warnings: 93 Warnings: 93 Warnings: 182 Warnings: 1852 Warnings: 1852	r. Please confirm s" spreadsheet, o Treasury. Pietse: 71.17 KB Critical Emors: 0 Fietse: 3.29 KB Critical Emors: 0	there are crit	tical failures in the	8
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e files are awaiting certification at the Broker As reflected in the attached "DATA Act Status sository. These errors were not passed on to ker Files: Pre-validation successful. File A: Appropriation Warnings: % Warnings: % File B: Program Activity & Object Class Data Warnings: % Warnings: % File B: Program Activity & Object Class Data	r. Please confirm of spreadsheet, of Treasury. Predex: 71.57 KB Critical Errors: 0 Fredex: 3.29 KB Critical Errors: 0	Lines in File: 327	tical failures in the	8 HHM 8 8 HZM

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_ye ar/a11_2017.pdf
DATA Act Broker Site	https://broker.usaspending.gov
USDA OCFO Bulletin 17-02, Completing DATA Act Award ID on FMMI Direct- Entry Obligations and Expenditures	https://www.nfc.usda.gov/FSS/Publications/FMS/Bulletins/ocfo-docs/ocfo17-02.pdf
Federal Acquisition Regulation Subpart 2.101	https://www.acquisition.gov/far/html/Subpart%202_1.html
The Reporting Submission Specification (RSS) Schema File	rss-v2.0.xlsx
USDA Office of Procurement and Property Management - Procurement Advisory Number 132	ProcurementAdvisory 132FARClassDeviation
DATA Act Entering Award ID on Manually-entered FMMI Documents Job Aid	DATA Act - Entering Award ID on Manually
USDA Acquisition Data Reporting Policy, Federal Acquisition Regulation 4.6 on Contract Reporting	USDA Acquisition Data Reporting Policy
DATA Act FPDS-NG D1 Inbound Interface Functional Design	DATA Act FPDS-NG D1 Inbound Interface
USDA OCFO Error Codes for DATA Act Files A, B, & C	DATA_Act A_B_C Validation_Codes_v6_/



USDA DATA Act Quarterly	USDA DATA Act
Assurance Statement	Quarterly Assurance S
DATA Act Program Activity Functional Design Document	DATA Act - Program Activity Functional Des
DATA Act Functional Area	DATA Act Functional
Splitting User Guide	Area Splitting User Gu
Example File C Error	DATA ACT FILE C
Records Report	ERROR REPORT - USI
Example File C Certification	DATA ACT FILE C
Report	CERTIFICATION REPO
Example DABS File C	DABS File C Warning
Warnings Report	Report.csv
OCFO DATA Act Award ID	OCFO DATA Act
Training	Award ID Training.doc



Appendix B: Non-Standard Program Activities

Instances can occur in the File C, 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					
File Edit View Transfe	er Server Bookmark		available!		
Host:	Username:	Password	:	Port:	Quickconnect
Local site: C:\Users\AF712	2\	Sita Managar			x
	sers 654N ult ult User ic p P.BOUNDS-L-LAP-1 s	Site Manager Select Entry: My Sites New site		Encryption:	nced Transfer Settings Charset Port: TP - File Transfer Protocol Jse explicit FTP over TLS if available
 businessobjects datafederator eclipse gradle grasp_settings 	File folder File folder File folder File folder File folder			Background co Comments:	lor: None -
퉲 .jmc	File folder	New Site	New Folder		^
🦺 .nbi	File folder	New Bookmark	Rename		
.oracle .oracle_jre_usage .sdb	File folder File folder File folder	Delete	Duplicate		
 .swt AppData Application Data 	File folder File folder File folder				Connect OK Cancel
Contacts	File folder	7/18/2016 9:41:1	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	General Advanced Transfer Settings Charset			
My Sites		Host:	199.139.136.71		Port: 22	
		Protocol:	SFTP - SSH File Tran	isfer Protocol		\sim
		Logon Type:	Ask for password			\sim
		User:	intprar00			
			•••••			
		Background Comments:	color: None ~			_
New Site	New Folder					
New Bookmark	Rename					
Delete	Duplicate					~
			Connect	ОК	Cance	:
		Figure 36: FileZilla	Site Manager			

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

🔀 FMMI Drop Box - sftp://intprar00@199.139.136.71 - FilsZilla	- 🗆 X
File Edit View Transfer Server Bookmarks Help	
₩ - ■ = = # 3 # 8 # 1, = 4 9 %	
Host: Username: Password: Port: Quickconnect	
Status: Retrieving directory listing of "/home/intprar00/in"	^
Status: Listing directory /home/intprar00/in	
Status: Directory listing of "/home/intprar00/in" successful	×
Local site: C:\Users\AF712\	~
🖶 🗟 AF712 🔨 🔨 🖃 🤶 /	
ther ▲ All Users	
→ I con1324n I I intprar00	
- con2130 - in	
con2131	
Filename Filesize Filetype Last modified	s Owner
eclipse File folder 1/19/2017 File fol 3/3/2016 drwxr	2094 7
oracle_jr File folder 12/13/2016	
swt File folder 1/24/2017	
Anypoint File folder 1/13/2017	
AppData File folder 9/16/2016	
Applicati File folder	
Contacts File folder 1/13/2017	
12 files and 28 directories. Total size: 13,698,918 bytes 1 directory	
Server/Local file Dire Remote file Size Prio Status	
Queued files Failed transfers Successful 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
 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 🔻 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
 New Site Cloud QB1 Q pladm@10.55.56.31 Cloud DB7 Cloud PE1 O&M DB7 O&M Dropbox 	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	vord - intqafx00@fprdrop-d.fmmiad.fmmi.usda.gov	\times	
	Searching for host		
	Connecting to host		
	Authenticating		
	Using username "intqafx00".		
<u>P</u> assw	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.

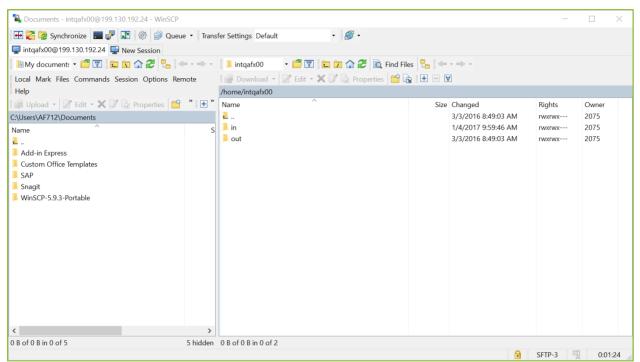


Figure 41: WinSCP FMMI Dropbox

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 BW: Business Warehouse (BW) server DABS: DATA Act Broker Submission DAIMS: DATA Act Information Model Schema DATA Act: Digital Accountability and Transparency Act of 2014 FA: Functional Area FAIN: Federal Award Identification Number FMMI: Financial Management Modernization Initiative FMS: Financial Management Services FPDS-NG: Federal Procurement Data System - Next Generation FSSP: Federal Shared Service Provider FTP: File Transfer Protocol NSPA: Non-Standard Program Activity OCFO: Office of the Chief Financial Officer OMB: Office of Management and Budget PIID: Procurement Instrument Identification Number 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
- Treasury: U.S. Department of the Treasury