



DATA Act
Entering Award ID on Manually-entered FMMI Documents
Job Aid
Version 1.0

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OVERVIEW

This job aid is intended for agency FMMI users to outline the steps needed to place the award ID on various manually-entered FMMI documents. Instructions are also provided for reviewing available reports, with instructions for updating the award ID as required by the Digital Accountability and Transparency Act of 2014 (DATA Act).

PURPOSE/BACKGROUND

Recordkeeping responsibilities under the DATA Act require that budget expenditures to non-exempt recipients include the Award ID value within the financial system. For FMMI-based transactions, award recipients are treated as vendors and the exempt/non-exempt designation for the DATA Act is defined according to the associated Vendor Account Group. The vendor account groups and their designation are:

Excluded from DATA Act Reporting

- ZFDN – Federal non-USDA agency
- ZFDU – Federal USDA agency
- ZEMP – USDA employee
- ZINT – Invitational Traveler (typically individuals who became USDA employees or are employees of other Federal departments)
- Other Federal entities that are not in one of the above vendor account groups may be excluded.
 - Identified by “NODA – Not DATA Act Relevant” in the “Type of Industry” vendor field
 - Covers federal recipients unable to be paid via IPAC.
 - Identified as Foreign Posts by “VADR” in the Industry vendor field.

Included in DATA Act (*potentially reportable*)

- ZNFV – Non-federal (commercial)
- ZSAL – State & Local
- ZTPA – Third-party assignee
- ZFOR – Foreign
- ZBNK – Banks
- ZFCR – Foreign Currency Vendors
- ZPFD – Producers

FMMI stores the Award ID at the header level in the following documents:

- Purchase Orders
- Earmarked Funds (Funds Commitment Obligations)
Note: For FNS’ Grantor interface only, the award ID is stored at the line level. This should not be used by any other agency.
- Invoice documents (for expenditures not referencing a posted obligation)



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A key assumption is that all line items within the document relate to each other and the entire expenditure is either reportable or non-reportable.

Two fields have been added for each document header representing the types of award identifier:

1. **FAIN** – Federal Award Identification Number for financial assistance
2. **PIID** – Procurement Instrument Identifier for procurements

Automated interfaces have been modified to populate the award ID in one of the two fields. In cases where obligations or expenditures have been entered manually, additional transaction codes (i.e., TCodes) and reports have been added to the FMMI portal to assist users with assigning the proper award ID.

IMPORTANT KEY ASSUMPTION

While this job aid prescribes the steps to ensure that the Financial system reflects the proper award ID on reportable transactions, a key assumption is that the data can be tracked/reconciled to the DATA Act Broker files, namely:

- All FAR-reportable procurements in FMMI are also reported in GSA’s Federal Procurement Data System-Next Generation (FPDS-NG) application website with the PIID and recipient. This appears in “D1” DATA Act file pulled directly from FPDS-NG during the Treasury Broker (Broker) DATA Act submission. This file would pertain to procurement data at the Broker.
- All reportable Grants, Cooperative Agreements and Financial Assistance transactions are included in the agency’s “D2” file submissions to the DATA Act Broker with the FAIN, awardee identification, and other required data.

Equally important is that the above actions occur timely to minimize the reconciling differences arising from posting and reporting delays. Procurement “date signed” and financial assistance “award action date” should be closely tied to the corresponding General Ledger transaction posting date.



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DATA ACT TRANSACTION CODES AND RELATED ROLES

Below is a matrix of the new FMMI Portal menu items, the related new transaction codes, and the roles authorized to execute the transactions.

Table 1. New DATA Act Transaction Codes and Roles

FMMI Portal Menu Item	Transaction Code	Role
Award ID Extract for PO	ZDATAACT_PO_EXTRACT	ES_PURCH_REPORTER
Award ID on Accounting Document	ZDATAACT_FI_DOC	ES_GL_PROCESSOR ES_LIMITED_GL_PROCESSOR
Award ID Funds Commitment Document Update List	ZDATAACT_REVIEW_EF	ES_FM_CMT_PROCESSOR
Award ID Upload Earmarked Funds	ZDATAACT_UPLOAD_EF	ES_FM_CMT_PROCESSOR
Award ID PO Document Update List	ZDATAACT_REVIEW_PO	ES_PO_PROCESSOR
Award ID Upload PO	ZDATAACT_UPLOAD_PO	ES_PO_PROCESSOR
Award ID FI Document Update List	ZDATAACT_REVIEW_FI	ES_GL_PROCESSOR
Award ID Upload Accounting Document	ZDATAACT_UPLOAD_FI	ES_GL_PROCESSOR

NON-REPORTABLE ACTIVITY

Certain transactions are not reportable under the DATA Act; however, current filtering does not make that determination. Any expenditure to a non-exempt recipient is potentially reportable.

There are no systematic exclusions based on document type, object class, or the like.

Accordingly, all potentially reportable transactions must reflect either a:

- Federal Award Identification Number (FAIN),
- Procurement Instrument Identifier (PIID), or
- The notation, “NONDATAACT” in the FAIN field.

This last item communicates that, although the recipient is not exempt, the agency has determined that the expenditure is exempt from DATA Act reporting and is not reported to the public in the USASpending.gov or the Federal Procurement Data System-Next Generation (FPDS-NG.gov) websites. Agencies will need to provide Quality Assurance (QA) to the use of “NONDATAACT” on the Senior Accountable Official (SAO) statement upon each DATA Act submission to the Treasury Broker.

For example, the statute exempts certain activities such as Lease of Real Property (i.e., commercial rents). If an agency leases building space from a commercial vendor and pays



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using a FMMI Framework Purchase Order, it is up to the agency to make the exempt determination and note “NONDATAACT” in the FAIN field.

INITIAL ENTRY/CHANGE DOCUMENT

Commencing October 1, 2018, an award ID is required when manually creating a purchase order or FI invoice document. For Funds Commitment Obligations, FMMI will issue a warning message if the Award ID is missing (since the vendor field is optional).

Also, FMMI will edit for a valid format of PIIDs entered, either:

- “AG” plus 11 characters signifying a pre-2018 award, or
- The new FAR format for expenditures after 9/30/2017
 - “12” + 4-character AAC code
 - Two-digit fiscal year
 - One-character instrument type (cannot be “O” or “I”)
 - Four-character identifier (agency discretion, alpha-numeric)

If an already posted document does not have an award ID and the user attempts any modification of the document, the validation edits noted above will be applied. The document cannot be saved unless the Award ID is assigned.

For Purchase Orders and Funds Commitment obligations, the process is the same at initial entry or when modifying a record. For Financial Accounting (FI) documents, the process differs slightly.

AWARD ID REVIEW AND UPDATE OF MULTIPLE DOCUMENTS

Multiple Award IDs can be reviewed, then added or updated as needed after initial transaction processing. Transactions have been created that allow a user to select a set of FI, EF or PO documents and view/edit the Award IDs in a “List Viewer” grid (or ABAP List Viewer - ALV) by Business Area and Fiscal Year. Logic has been included to derive an Award ID based on other information in a document for known document types (primarily interfaces).

These transactions have the following features:

- Looks and feels similar whether updating an FI invoice, Funds Commitment Obligation, or PO
- Usable for FAIN or PIID – choice is made on selection screen
- Updates the PIID and FAIN fields directly to the databases in header tables
- Records details of changes and error messages in an application log saved to the database
- Provides access to view saved logs
- Performs several validations on Award ID.



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- Includes logic to try to derive an Award ID for various types of documents where the Award ID is already stored in a different field.
- Displays an ALV list where the Award ID can be entered
- Allows you to select which documents are to be saved

AWARD ID MASS UPLOAD

When necessary, Award IDs can be updated via an upload file containing one or more document number(s) and Award ID(s).

The transaction features can:

- Be used for FI Invoices, Funds Commitment Obligations, or PO documents – separate panels for each document type
- Be used for FAIN or PIID – choice is made on selection screen
- Use direct database updates to the PIID and FAIN fields
- Record change history visible in the various transactions
- Record details of changes and error messages in an application log saved to the database
- Provide access to view saved logs
- Perform basic validations on Award ID.

The report selection screen has two tabs, *Award ID Upload* includes parameters for running the upload and *View Saved Logs* includes parameters for viewing saved logs.

Important

The upload process will over-write any values that are in the designated field for that document and clear out any values in the Award ID field not being updated. Users may want to take a snapshot of the documents' Award ID values before the change by downloading the results using the Update List transaction. In addition, users can preview the changes by clicking the “Test run – no updates” checkbox on the panel. **USE WITH CAUTION.**



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PROCEDURES

As noted earlier, FMMI stores the Award ID at the header level in the following documents:

- Purchase Orders
- Earmarked Funds/Funds Commitments
- Invoice documents

GENERAL LEDGER

Entering the Award ID on General Ledger Invoices

Menu Path

From the FMMI portal, a user creates a GL Invoice that does not reference an obligation following the menu path:

General Ledger > GL Process > Create Parked G/L Account Document.

1. Click the *Basic Data* tab to display the *Basic Data* screen (Figure 1).

The screenshot shows the 'Park G/L Account Document: Company Code USDA' screen. The 'Basic Data' tab is active. The 'Company Code' field is highlighted with a red box and contains 'USDA US Dept of Agriculture Washington, DC'. The 'PIIID' field is empty. The 'Amount Information' section shows 'Total Dr.' and 'Total Cr.' both at '0.00 USD'. The screen also displays a menu bar at the top with options like 'Welcome', 'Accounts Payable', 'Accounts Receivable', 'Cost Management', 'Funds Management', 'General Ledger', 'Interface Error Handling', and 'Interface Process'. Below the menu bar, there are navigation buttons: 'Save parked document', 'Back', 'Exit', 'Cancel', 'System', 'Tree on', 'Company Code', 'Simulate', 'Save as completed', 'Post', and 'Editing options'. At the bottom, there is a table header with columns: 'Sta...', 'GL acct', 'Short Text', 'D/C', 'Amount in doc.curr.', 'Assignment', 'Text', 'Tradin...', 'Business...', 'Cost center', 'Put...', 'Purch...', 'WBS elr'.

Figure 1. FMMI Enter Vendor Invoice, Basic Data screen



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2. **Type** the appropriate information in the Award ID fields. Note that if the user determines the activity is not reportable, a button is available that will fill in “NONDATAACT” in the FAIN field (Figure 2). This feature helps avoid misspellings.

Park G/L Account Document: Company Code USDA

Menu [] Save parked document Back Exit Cancel System [] Tree on Company Code

Basic Data Details

11/05 Currency USD

11/05

FI - DATA Act

Vendor Invoice

US Dept of Agriculture Washington, DC

FAIN [] Set to NONDATAACT

Amount Information

Total Dr. 0.00 USD

Total Cr. 0.00 USD

Figure 2. Basic Data tab screen, Park G/L “NONDATAACT” option

Note: The improper Invoice Information leads to another sub-menu of fields and is separate from the Award ID.

If the alternative Go to-> “Post with Reference” feature is used, the Award ID is entered in the DATA Act field of that screen (Figure 3)

Post Document: Header Data

Document Date	01/09/2017	Type	IR	Company Code	USDA
Posting Date	01/09/2017	Period	4	Currency/Rate	USD
Document Number				Translatn Date	
Reference	REF 323			Cross-CC no.	
Doc.Header Text					
Trading Part.BA					
Invt. receipt date	01/09/2017				
DATA Act FIID	123456C141234			FAIN	

Figure 3. FMMI Post Document: Header Data screen



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3. Type the <award id> in the DATA Act field, PIID (or FAIN).

Changing the Award ID on General Ledger Invoice Transactions

Menu Path

From the FMMI portal, a user changes the award ID on invoice transactions following the menu path:

General Ledger > GL Process > Manage GL Adjustments and Accruals.

The Regular FMMI transactions (FB02 or FB03) could not be enhanced to include the Award IDs, so displaying the Document Header through conventional means will not show the new fields (Figure 4).

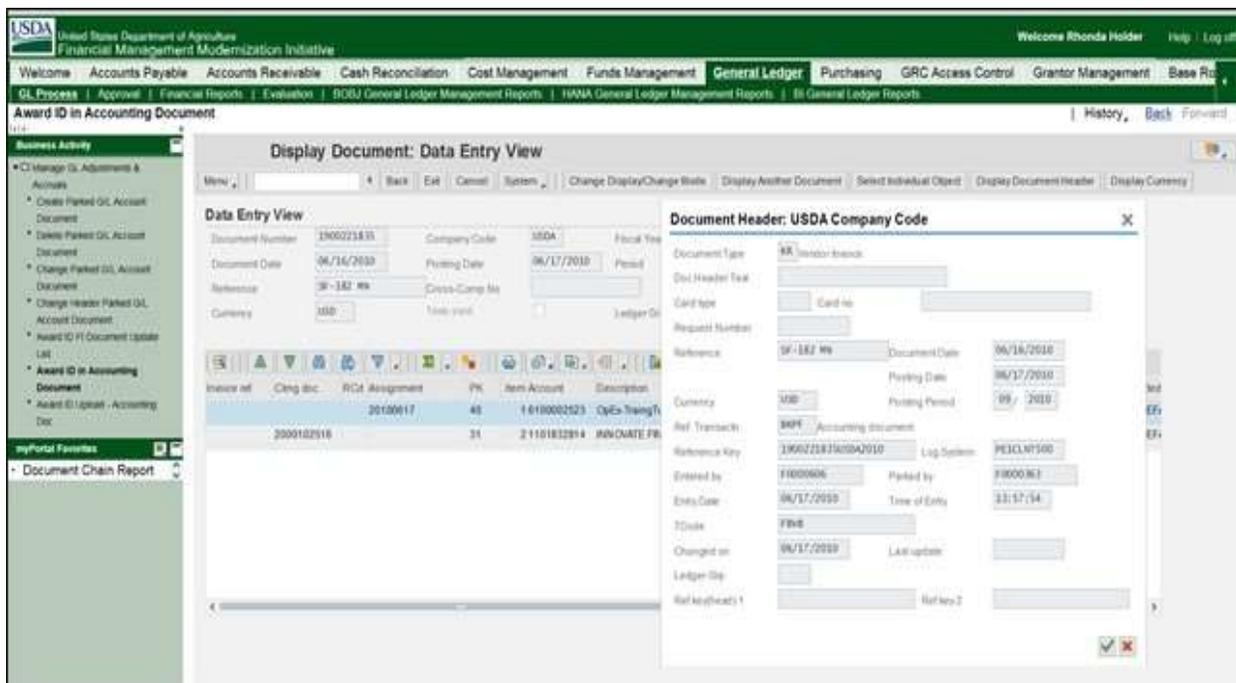


Figure 4 Display Document: Data Entry View

A transaction code was created to allow end users the ability to view and change the Award ID fields.

The menu choice, “Award ID in Accounting Document”, allows a user to select a single FI document to display or change its Award ID. This action is available to all FI Invoice Processor roles.



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1. Click *Award ID in Accounting Document* from the left-hand menu (Figure 5 **Error! Reference source not found.**).

The screenshot displays the 'Award ID in Accounting Document' screen. At the top, there is a navigation bar with tabs for 'Welcome', 'Accounts Payable', 'Accounts Receivable', 'Cost Management', 'Funds Management', and 'General Ledger'. Below this is a sub-menu with 'GL Process', 'Financial Reports', 'Evaluation', 'BOBJ General Ledger Management Reports', and 'HANA General Ledger Management Reports'. The main title is 'Award ID in Accounting Document'. On the left, a 'Business Activity' menu is expanded, showing options like 'Manage GL Adjustments & Accruals', 'Create Parked G/L Account Document', 'Delete Parked G/L Account Document', 'Change Parked G/L Account Document', 'Change Header Parked G/L Account Document', 'Award ID FI Document Update List', 'Award ID in Accounting Document' (highlighted with a red box), and 'Award ID Upload - Accounting Doc'. The main content area has a title 'Award ID in Accounting Document' and a 'Menu' dropdown. Below the menu are buttons for 'Back', 'Exit', 'Cancel', 'System', 'Display', and 'Change'. The 'Display' and 'Change' buttons are highlighted with a red box. The form contains three fields: 'Company Code' with the value 'USDA', 'Document Number' with the value '190221835', and 'Fiscal Year' with the value '2010'. These three fields are also highlighted with a red box.

Figure 5. FMMI Award ID in Accounting Document screen

2. **Enter** the posted *Document Number* to be updated.

The system returns with the PIID and FAIN fields in the document header.

3. **Type** the <PIID or FAIN> as appropriate. Note that if the user determines the activity is not reportable, a button is available that will fill in “NONDATAACT” in the FAIN field (Figure 6). This feature helps avoid misspellings.



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Award ID in Accounting Document

Menu ▾ | | ◀ | Save | Back | Exit | Cancel | System ▾ |

Document Header

Document Number	<input type="text" value="1900221838"/>	Company Code	<input type="text" value="USDA"/>	Fiscal Year	<input type="text" value="2010"/>
Document Date	<input type="text" value="2010/06/17"/>	Posting Date	<input type="text" value="2010/06/17"/>	Period	<input type="text" value="9"/>
Reference	<input type="text" value="10-1901-025"/>				

Procurement Instrument Identifier (PIID)

<input type="text"/>	AAC	<input type="text"/>	BFY	<input type="text"/>	Type	<input type="text"/>	Number	<input type="text"/>
----------------------	-----	----------------------	-----	----------------------	------	----------------------	--------	----------------------

Federal Award Identification Number (FAIN)

FAIN	<input type="text"/>	<input type="button" value="Set to NONDATAACT"/>
------	----------------------	--

Figure 6. Basic Data Tab Screen, Award ID, “NONDATAACT”

In this example, a FAIN (Figure 7) is used.

4. **Click Save** to keep the changes.

Figure 7. FMMI Award ID in Accounting Document displayed screen

Award ID Update – General Ledger FI (Invoice) Documents

Menu Path

From the FMMI portal, a user updates the FI (Invoice) document award ID following the menu path:

General Ledger > GL Process > Award ID FI Document Update List (Figure 8)



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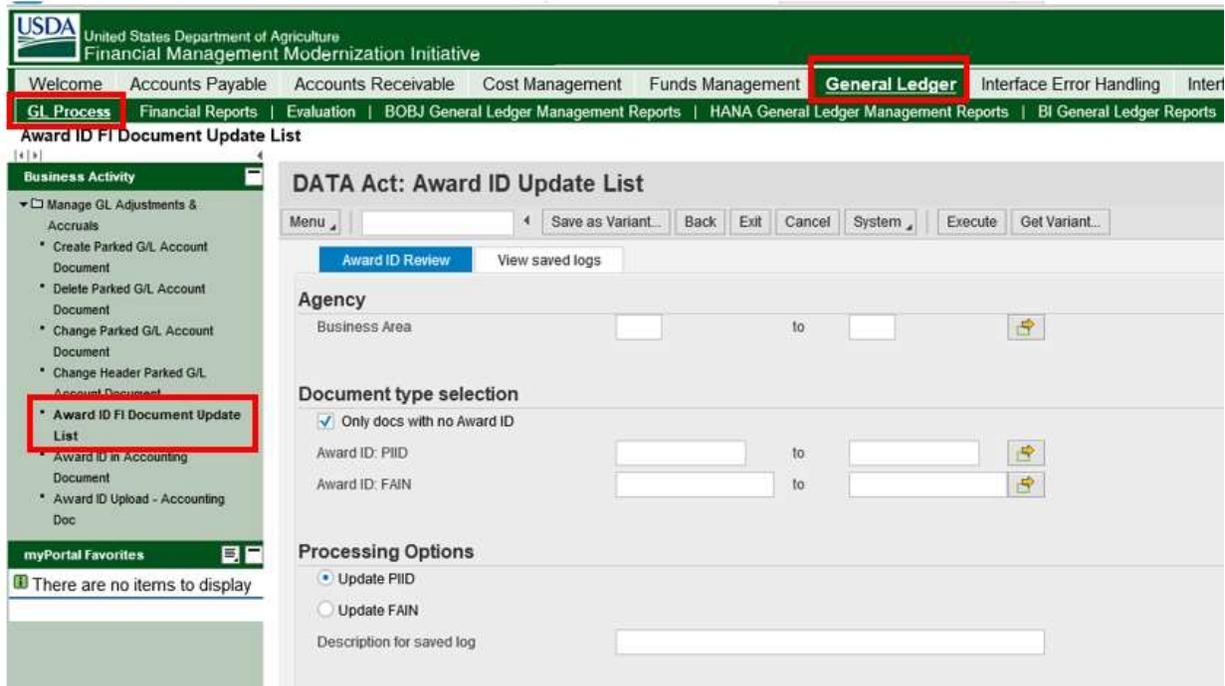


Figure 8. FMMI DATA Act: Award Update List screen

1. **Type** the <business area> in the *Business Area* field (required).
2. **Type** the <fiscal year> in the *Fiscal Year* field (required).
3. **Check** the indicator box to select only documents with no Award ID if desired or uncheck the box and enter an Award ID to search.
4. **Select** the Processing Options radio button for to *Update PIID* or *Update FAIN* as appropriate.
5. **Type** the <description for saved log> in the *Description for Saved Log* field. This is recommended for easy retrieval in FMFI. Format is at the user's discretion.

Remaining fields are optional.

6. **Click** *Execute* (Figure 9).

Note: Pattern selection wildcards are permitted (e.g. “*”)



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The screenshot shows the SAP DATA Act: Award ID Update List interface. The top navigation bar includes tabs for Welcome, Accounts Payable, Accounts Receivable, Cost Management, Funds Management, General Ledger, Interface Error Handling, and Interface. Below this is a sub-menu with GL Process, Financial Reports, Evaluation, BOBJ General Ledger Management Reports, HANA General Ledger Management Reports, and BI General Ledger Reports. The main title is "Award ID FI Document Update List".

The left sidebar contains "Business Activity" and "myPortal Favorites". Under "Business Activity", there is a tree view with "Award ID FI Document Update List" selected. Under "myPortal Favorites", it says "There are no items to display".

The main content area is titled "DATA Act: Award ID Update List". It has a menu bar with "Award ID Review" and "View saved logs". Below this are several sections:

- Agency:** "Business Area" field with value "11000" and a search icon.
- Document type selection:** A checkbox labeled "Only docs with no Award ID" is checked.
- Award ID:** Fields for "Award ID: PIID" and "Award ID: FAIN" with empty input boxes.
- Processing Options:** Radio buttons for "Update PIID" and "Update FAIN" (selected). A "Description for saved log" field is also present.
- Accounting document selections:** Fields for "Fiscal Year" (value "2010"), "Document Number" (value "190022*"), "Document Type" (value "KR"), and "Posting Date" (empty).

Red boxes in the original image highlight the "11000" in the Business Area field, the "Only docs with no Award ID" checkbox, the "2010" in the Fiscal Year field, the "190022*" in the Document Number field, and the "KR" in the Document Type field.

Figure 9. FMMI DATA Act: Award ID Update List with fields emphasized

The ALV list is displayed (Figure 10):



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7. **Type** the revised <Award ID value> in the *Award ID* column for the documents to be updated (Figure 11).

DATA Act Award ID review: 15 records displayed

Status	DocumentNo	Award ID, FAIN	FAIN from commitment	BusA	Year Doc	Posting Date	Created by	Award ID PID
✖	1900220983			IG00	2010 KR	2010/06/17	F0000606	
✖	1900220994			IG00	2010 KR	2010/06/17	F0000606	
✖	1900221774			IG00	2010 KR	2010/06/17	F0000920	
✖	1900221777			IG00	2010 KR	2010/06/17	F0000920	
✖	1900221784			IG00	2010 KR	2010/06/17	F0000920	
✖	1900221790			IG00	2010 KR	2010/06/17	F0000920	
✖	1900221792			IG00	2010 KR	2010/06/17	F0000920	
✖	1900221796			IG00	2010 KR	2010/06/17	F0000920	
✖	1900221799			IG00	2010 KR	2010/06/17	F0000920	
✔	1900221835	TESTFAINREVISED		IG00	2010 KR	2010/06/17	F0000606	
✖	1900224448			IG00	2010 KR	2010/06/18	F0000070	
✖	1900224451			IG00	2010 KR	2010/06/18	F0000606	
✔	1900224677	TESTFAINSECOND UPDATE	✖	IG00	2010 KR	2010/06/18	F0001131	
✖	1900224678			IG00	2010 KR	2010/06/18	F0001131	
✖	1900226985			IG00	2010 KR	2010/06/21	F0000606	

2 rows selected

SAP

QE1 (500)

Figure 11. FMMI DATA Act Award ID review screen, recorded Award ID displayed for selected records

8. **Click** Select Pending.
Documents with changes to the Award ID are selected.
Users can individually de-select any document.



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9. Click Save to make the changes and update the document (Figure 12).

DATA Act Award ID review: 15 records displayed

Menu | Back | Exit | Cancel | System

Set to NONDATAACT | Select pending | Save

Status	DocumentNo	Award ID: FAIN	FAIN from commitment	BusA	Year Doc	Posting Date	Created by	Award ID: PIID
✘	1900220983			IG00	2010 KR	2010/06/17	F0000606	
✘	1900220994			IG00	2010 KR	2010/06/17	F0000606	
✘	1900221774			IG00	2010 KR	2010/06/17	F0000920	
✘	1900221777			IG00	2010 KR	2010/06/17	F0000920	
✘	1900221784			IG00	2010 KR	2010/06/17	F0000920	
✘	1900221790			IG00	2010 KR	2010/06/17	F0000920	
✘	1900221792			IG00	2010 KR	2010/06/17	F0000920	
✘	1900221796			IG00	2010 KR	2010/06/17	F0000920	
✘	1900221799			IG00	2010 KR	2010/06/17	F0000920	
✔	1900221835	TESTFAINREVISED		IG00	2010 KR	2010/06/17	F0000606	
✘	1900224448			IG00	2010 KR	2010/06/18	F0000070	
✘	1900224451			IG00	2010 KR	2010/06/18	F0000606	
✔	1900224677	TESTFAINSECOND UPDATE	✘	IG00	2010 KR	2010/06/18	F0001131	
✘	1900224678			IG00	2010 KR	2010/06/18	F0001131	
✘	1900226985			IG00	2010 KR	2010/06/21	F0000606	

2 documents successfully updated

SAP

QE1 (500)

Figure 12. FMMI DATA Act Award ID review, record updated message screen

The screenshot below shows the edit and error message should a user attempt to add values in both award fields (Figure 13). In the example below, the *Update PIID* option was chosen and an attempt at entering a PIID was made, however because a value in the FAIN field already existed, the system responded with an error message, *DATA Act Enter only one Award ID (FAIN or PIID)*. Note that the ALV will display the values in all Award ID fields.

USDA United States Department of Agriculture Financial Management Modernization Initiative

Welcome Rhonda Halder Help Log Off

GL Process | Approval | Financial Reports | Evaluation | BDOJ General Ledger Management Reports | IMAA General Ledger Management Reports | SI General Ledger Reports

Award ID FI Document Update List

Business Activity

DATA Act Award ID review: 829 records displayed

Menu | Back | Exit | Cancel | System

Select pending | Save

Status	DocumentNo	Award ID: FAIN	AAC	BY	Type	Number	FAIN from commitment	BusA	Year Doc	Posting Date	Created by	Award ID: PIID
✘	1900221835	12187170334						IG00	2010 KR	06/17/2010	F0000606	TESTFAINREVISED
✘	1900221857							IG00	2010 KR	06/06/2010	F0000000	

Error Log

Type	Name of the column	Message text
✘	Award ID: FAIN	DATAAct: Enter only one Award ID (FAIN or PIID)

Figure 13. FMMI DATA Act Award ID review, Error Log displayed screen



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Note: A log of the changes is kept by User ID (Figure 14) even though a Log identifier was not specified. (The next example will include a Log ID identifier.)

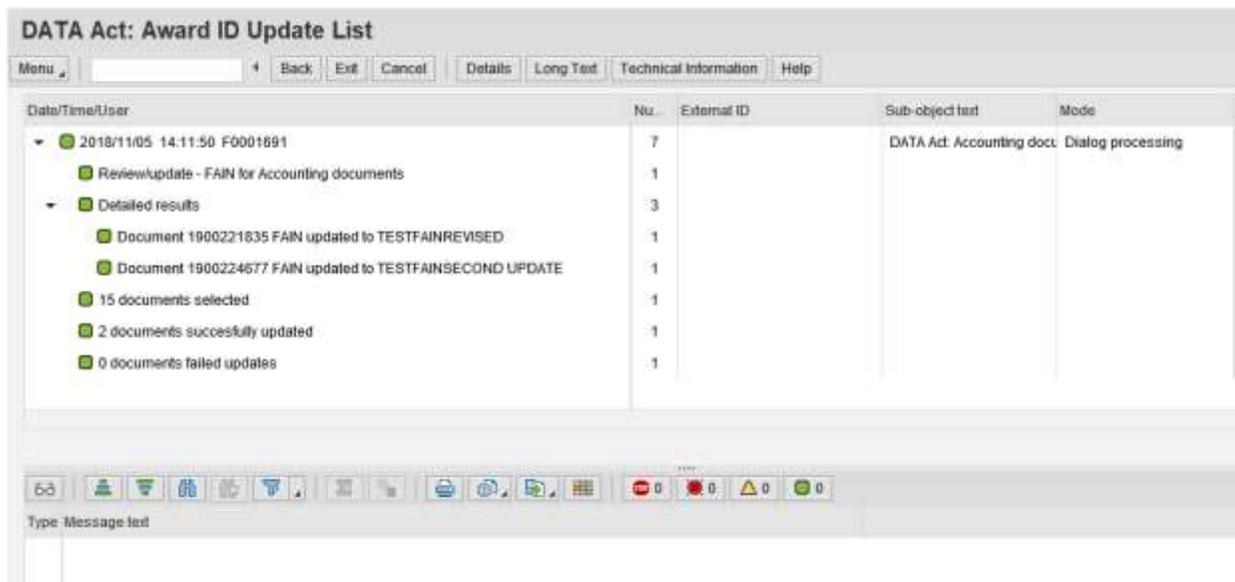


Figure 14. FMMI DATA Act: Award ID Update List summary results screen

Award ID Upload – General Ledger (Accounting) Documents

Agencies can use a spreadsheet to update a large block of documents with the mass upload feature. Prior to running the mass upload, a file in “.csv” format needs to be created and saved in a folder on an accessible drive. The column headings are optional, but if used should be Doc Nbr and Award ID. An example of the spreadsheet formatting is shown below (Figure 15):

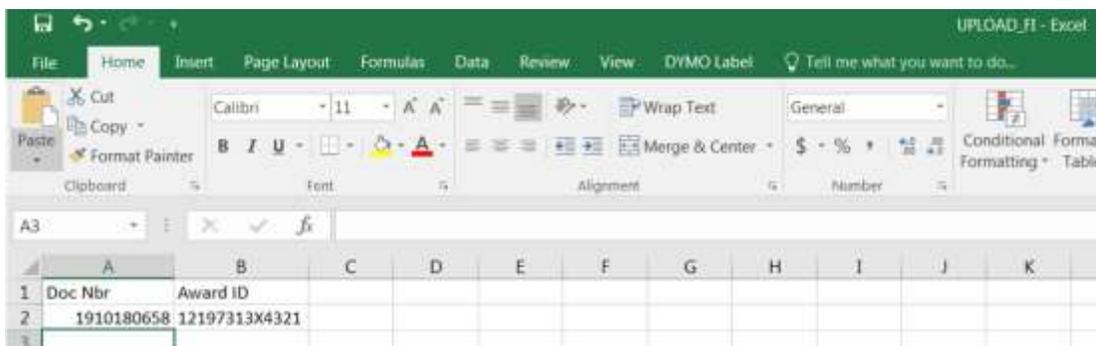


Figure 15. FMMI DATA Act Award ID Upload spreadsheet example (Accounting Document)

Note: Because these invoices are “FI” documents, they must all pertain to the same fiscal year, as the upload panel will prompt for the fiscal year value. Otherwise, the document will not be found and updated.



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Menu Path

From the FMMI Portal, a user uploads the accounting award ID following the menu path: General Ledger > GL Process > Award ID Upload-Accounting Document.

1. Click the *Award ID upload* tab. (Figure 16)

Figure 16. FMMI DATA Act: Award ID upload screen (Accounting Documents)

2. Type the <business area code> in the *Business Area* field.
3. Type the <fiscal year> in the *Fiscal Year* field.
4. Select Update PIID or Update FAIN.
5. Type the <description for saved log> in the *Description for saved log* field.
6. Attach the file to be uploaded.
7. Select *File has a heading row* if appropriate.

Note: To perform a test run to see what the changes will be, users can select *Test run – no updates* before clicking *Execute*. Ensure that the *Test run – no updates* button is unchecked to make the changes.

8. Click *Execute*.



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The system runs the program, performs the updates, and displays the saved log (Figure 17):

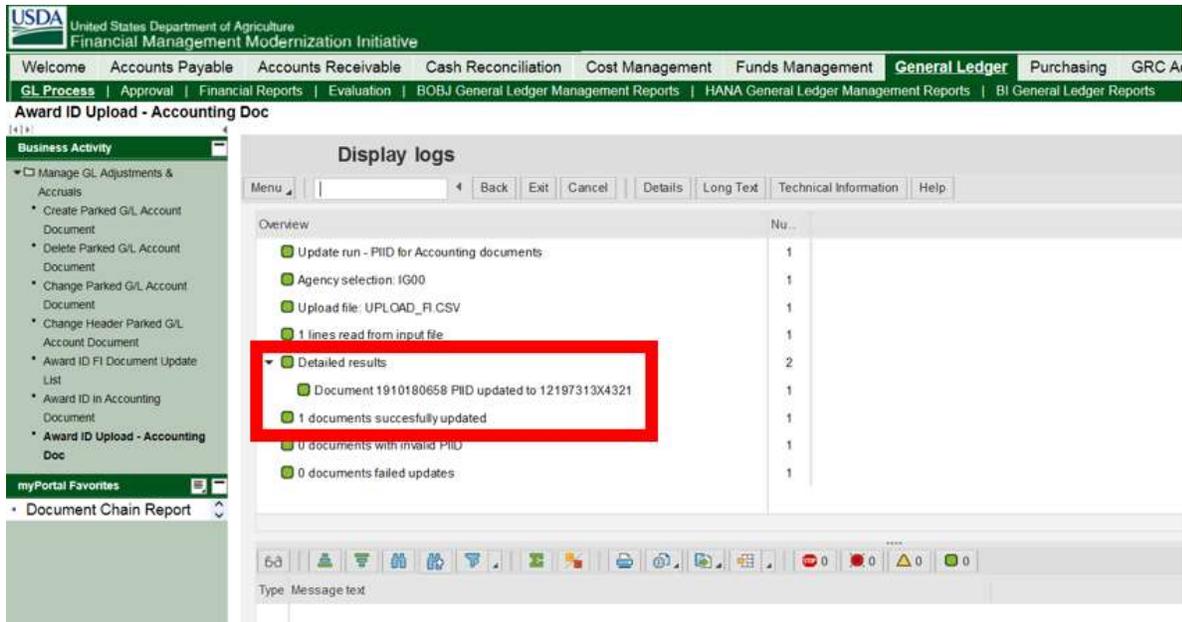


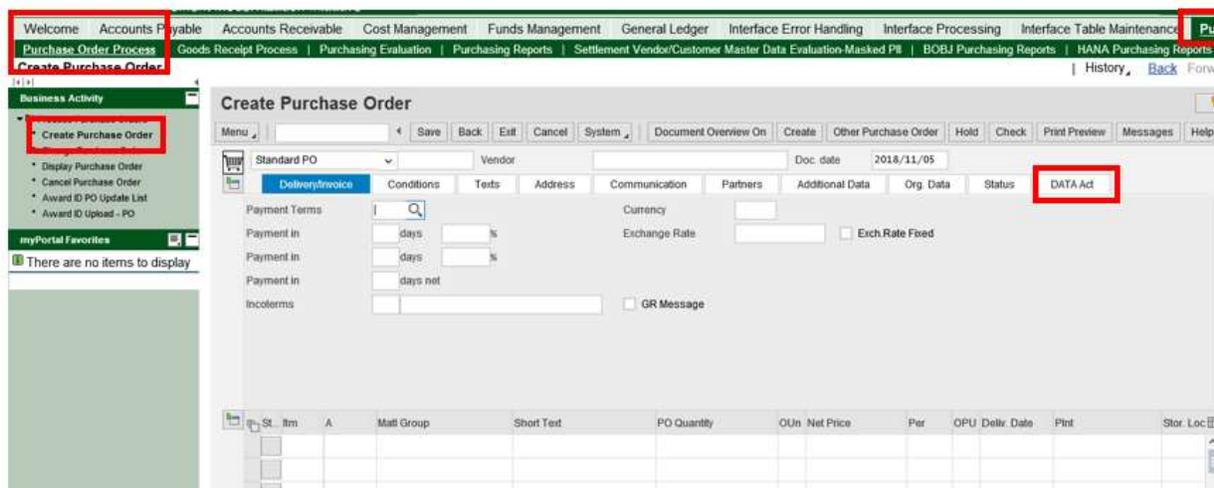
Figure 17. FMMI DATA Act Award ID Upload – Accounting Doc Display logs screen

PURCHASING

Entering the Award ID on Purchase Orders

Menu Path

From the FMMI portal, a user enters the award ID on purchase orders following the menu path: Purchasing > Purchase Order Process > Create Purchase Order (or Change Purchase Order) (Figure 18)





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Figure 18. FMMI Create Purchase Order screen

A new tab, “DATA Act” has been added to the PO header and contains fields for either the PIID (procurement) or FAIN (financial assistance) identifiers (Figure 19).

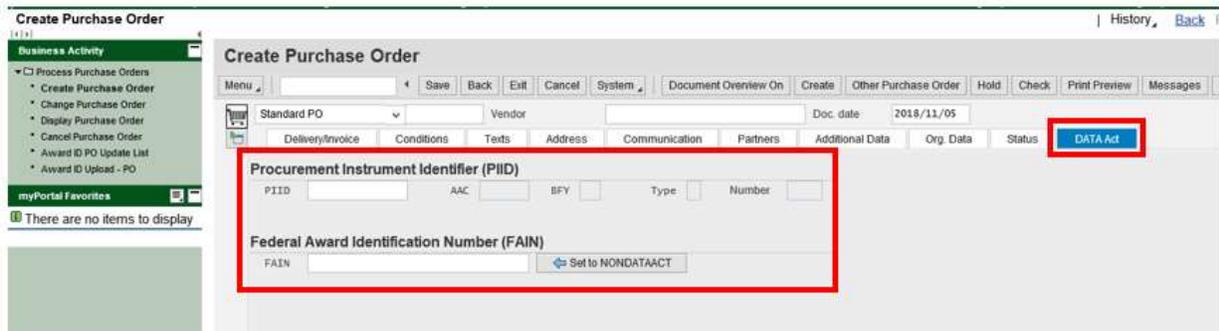


Figure 19. FMMI Create Purchase Order, DATA ACT tab screen

1. **Type** the <PIID or FAIN> as appropriate.

In this example, the user enters a PIID. The PIID is limited to 13 characters and follows a newly revised format required for procurements after 10/01/2017. When the user clicks *Check*, the PIID entered is divided into its components and displayed on the tab:

- AAC – Awarding Agency Code
- BFY – Budget Fiscal Year
- Type – Type of instrument
- Number – Agency-assigned sequence number

The PIID format is described in the Sub part 4.16 of the Federal Acquisition Regulation here:

<https://www.acquisition.gov/content/part-4-administrative-matters#id1617MA000JZ>.

A list of the AAC codes may be found here, though it recommended that you request the AAC code from your contracting officer:

https://www.fpds.gov/downloads/top_requests/FPDSNG_Contracting_Offices.xls.

Agencies may enter PIIDs for awards that use the previous PIID formatting. The PIID length is still limited to 13 characters, however the component breakout performed will be meaningless.

If the expenditure is for financial assistance requiring a FAIN, the value entered cannot be more than 30 characters. There is no defined format.

No edits are performed on the field(s) values.

Note: The system will permit one field or the other (FAIN or PIID), but not both.

2. **Click Save** to complete the update.



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Award ID Update – Purchase Order Documents

Menu Path

The menu path to the Award ID PO Update List is
Purchasing > Purchase Order Process > Award ID PO Update List

The screen is displayed, and the user enters the selection field values listed below. In this example, the agency believes the expenditure is exempt from DATA Act reporting and needs to update the FAIN with “NONDATAACT”. The user clicks “Execute” to retrieve the document (Figure 20).

The screenshot displays the 'DATA Act: Award ID Update List' interface. The navigation menu on the left shows 'Purchase Order Process' and 'Award ID PO Update List' highlighted. The main area contains several sections: 'Agency' with a 'Plant' field containing 'IG00'; 'Document type selection' with a checkbox for 'Only docs with no Award ID' and fields for 'Award ID: PIID' and 'Award ID: FAIN'; 'Processing Options' with radio buttons for 'Update PIID' and 'Update FAIN' (selected), and a 'Description for saved log' field containing 'LOG 11'; and 'Purchase Order selections' with a 'Purchasing Document' field containing '4300333309' and other fields for 'Document Type', 'Document Date', and 'Created by'.

Figure 20. FMMI DATA Act: Award ID Update List with selection fields emphasized

1. **Type** the <plant code> in the *Plant* (i.e., business area) field (required).
2. **Check/Uncheck** Only documents with no Award ID under Document Type Selection
3. **Select** Update PIID or Update FAIN under Processing Options as appropriate.



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4. **Type** the <description for the saved log> in the *Description for saved log* field.
5. **Type** the <purchase order> in the *Purchasing Document* field.
6. **Click** Execute.

The system returns the information on the PO (Figure 21). The user notes that both award ID fields are blank.

7. **Select** “Set to NONDATAACT” (or optionally **Type** “NONDATAACT”) into the *Award ID FAIN* field
8. **Click** Select pending.

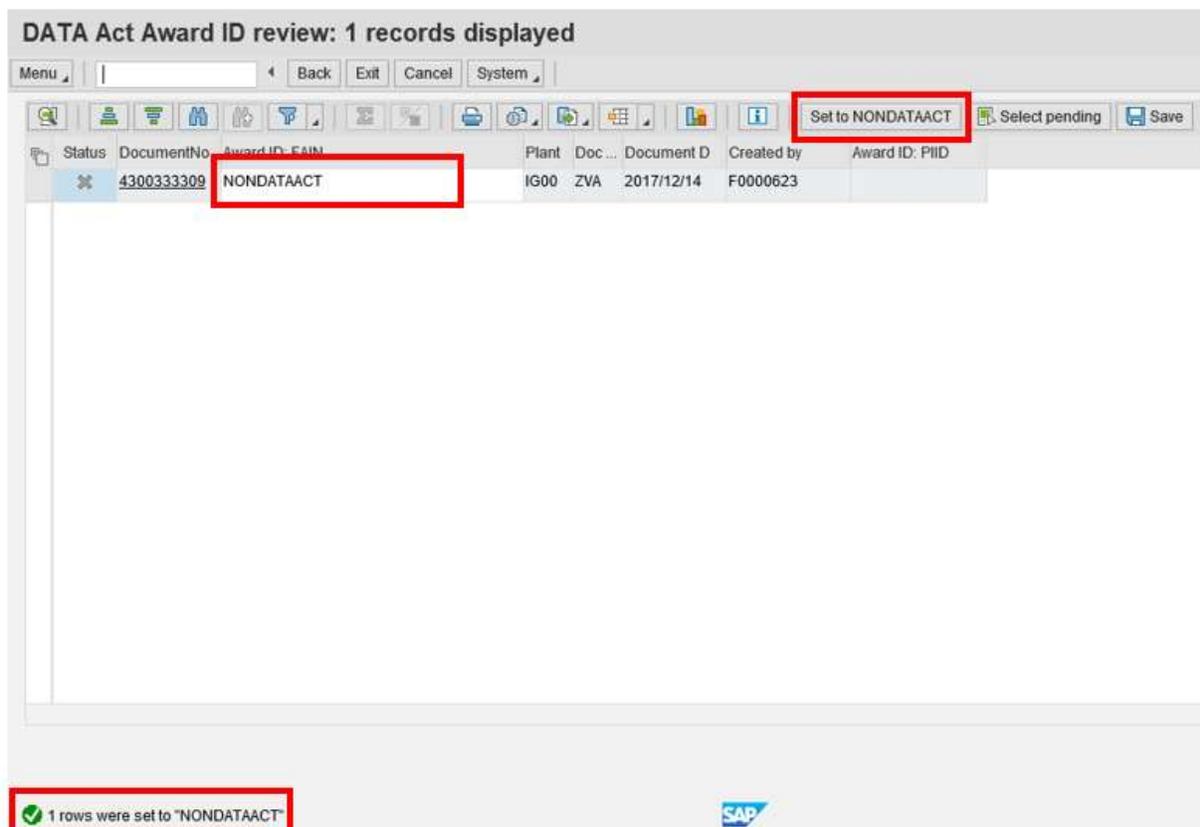


Figure 21. FMMI DATA Act Award ID review, record displayed screen



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9. **Click** *Save* to retain the changes.

The system responds with a confirmation (Figure 22). Also note that the PO document number is underlined indicating a link where the document can be displayed. From there, the user can examine the DATA Act tab in the header to verify the award ID value.

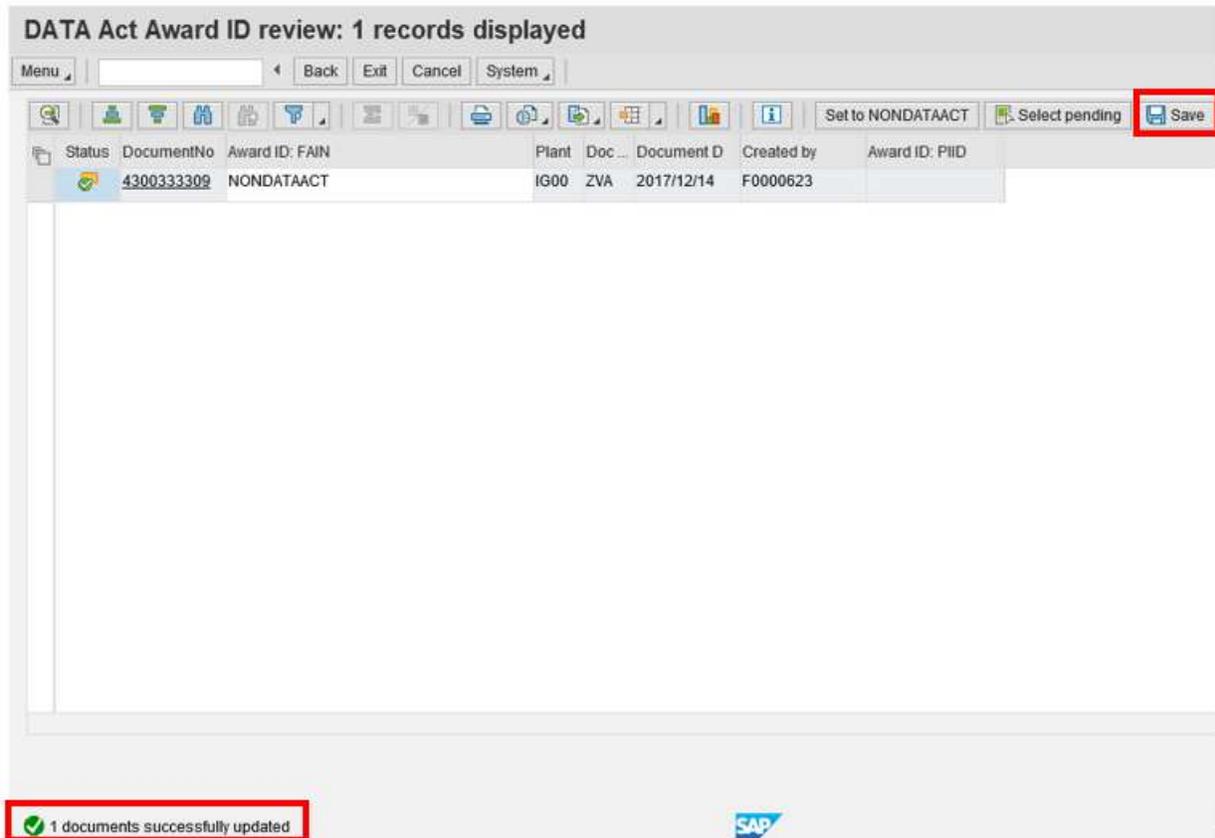


Figure 22. FMMI DATA Act Award ID review, document successfully updated message screen



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Entering Award ID on Manually-entered FMMI Documents

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View Saved Logs – Purchase Order Documents

Menu Path

From the FMMI portal, a user can view the saved logs for purchase orders following the menu path:

Purchasing>Purchase Order Process>Award ID PO Update List

1. **Click** the *View saved logs* tab (Figure 23).
2. **Type** the <description of the saved log> in the *Description of saved log* field.
3. **Click** Execute.

DATA Act: Award ID Update List

Menu | [] | Save as Variant... | Back | Exit | Cancel | System | **Execute** | Get Variant...

Award ID Review | **View saved logs**

Saved logs selection

Description of saved log: **Log 11** to []

Date: [] to []

Time: 00:00:00 to 00:00:00

Document type selection

Earmarked Funds documents

Purchase Orders

Accounting documents

Figure 23. FMMI DATA Act: Award ID Update List, Log selection screen (for PO)

The log data is displayed for review (Figure 24).

DATA Act: Award ID Update List

Menu | [] | Back | Exit | Cancel | Details | Long Text | Technical Information | Help

Date/Time/User	Nu...	External ID	Sub-object text	Mode
2018/11/06 09:05:44 F0001691	6	LOG 11	DATA Act: Purchase Order	Dialog processing
Review/update - FAIN for Purchase Orders documents	1			
Detailed results	2			
Document 4300333309 FAIN updated to NONDATAACT	1			

Figure 24. FMMI Extract Award ID related data for PO, log displayed screen



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Entering Award ID on Manually-entered FMMI Documents

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Award ID Upload – Purchase Orders

Agencies can use a spreadsheet to update a large block of documents with the mass upload feature. Prior to running the mass upload, a file in “.csv” format needs to be created and saved in a folder on an accessible drive. The column headings are optional, but if used should be Doc Nbr and Award ID (Figure 25). In the example below, the user is removing the PIID value on the PO.

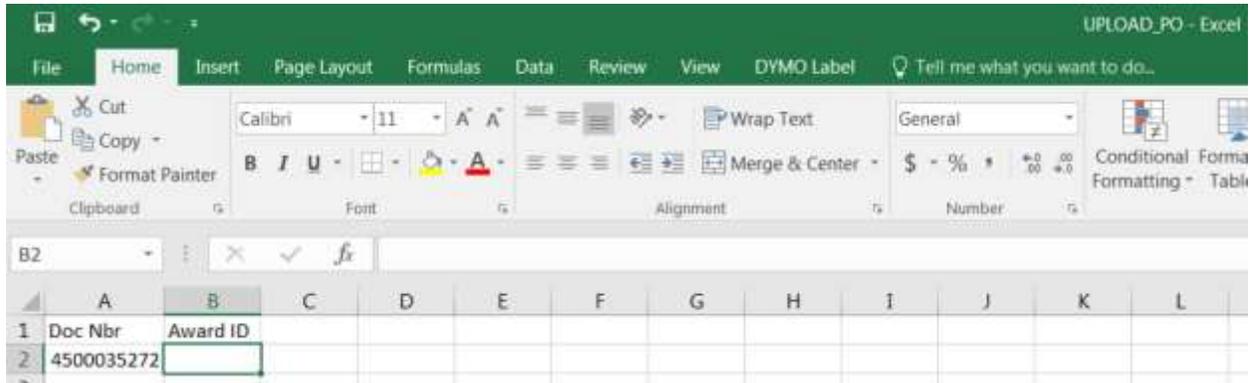


Figure 25. FMMI DATA Act Award ID Upload spreadsheet example (Purchase Orders)

Menu Path

From the FMMI Portal, a user uploads purchase order award IDs following the menu path: Purchasing > Purchase Order Process > Award ID Upload-PO

1. Click the *Award ID upload* tab (Figure 26).

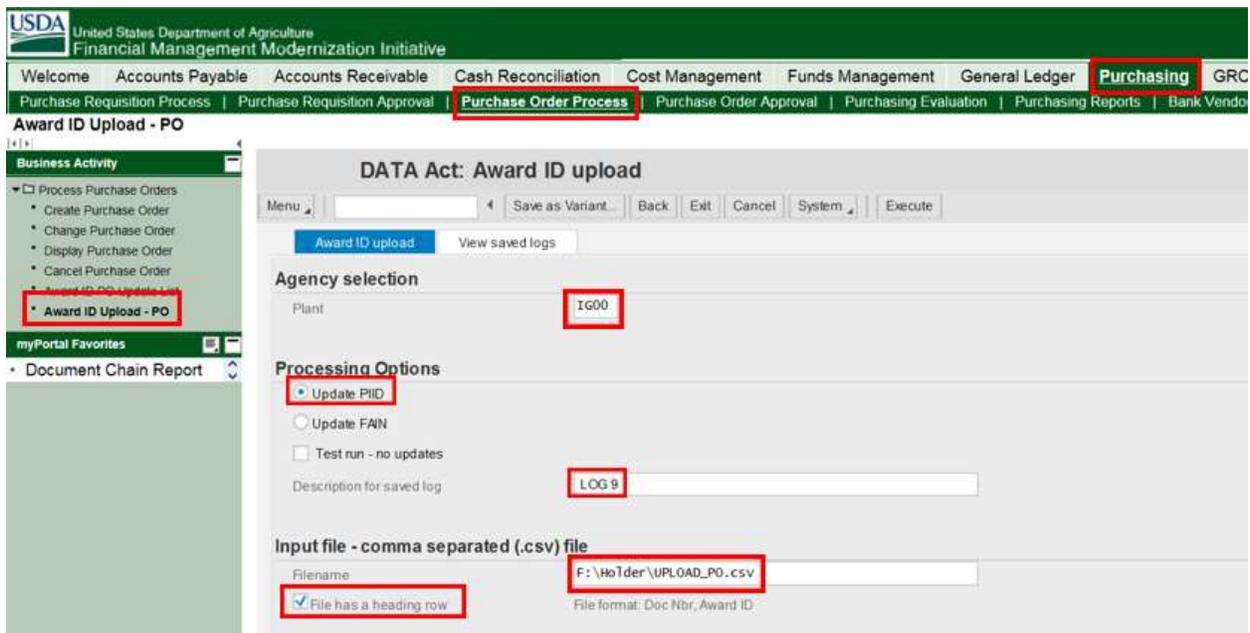


Figure 26. FMMI DATA Act: Award ID Upload (PO) with selection fields emphasized



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2. **Type** the <business area code> in the *Business Area* field.
3. **Select** Update PIID or Update FAIN.
4. **Type** the <description for the saved log> the *Description for saved log* field.
5. **Attach** the file to be uploaded.
6. **Select** *File has a heading row* if appropriate.

Note: To perform a test run to see what the changes will be, users can select *Test run – no updates* before clicking *Execute*. Ensure that the *Test run – no updates* button is unchecked to make the changes.

7. **Click** Execute.

The system runs the program, performs the updates, and displays the saved log (Figure 27):

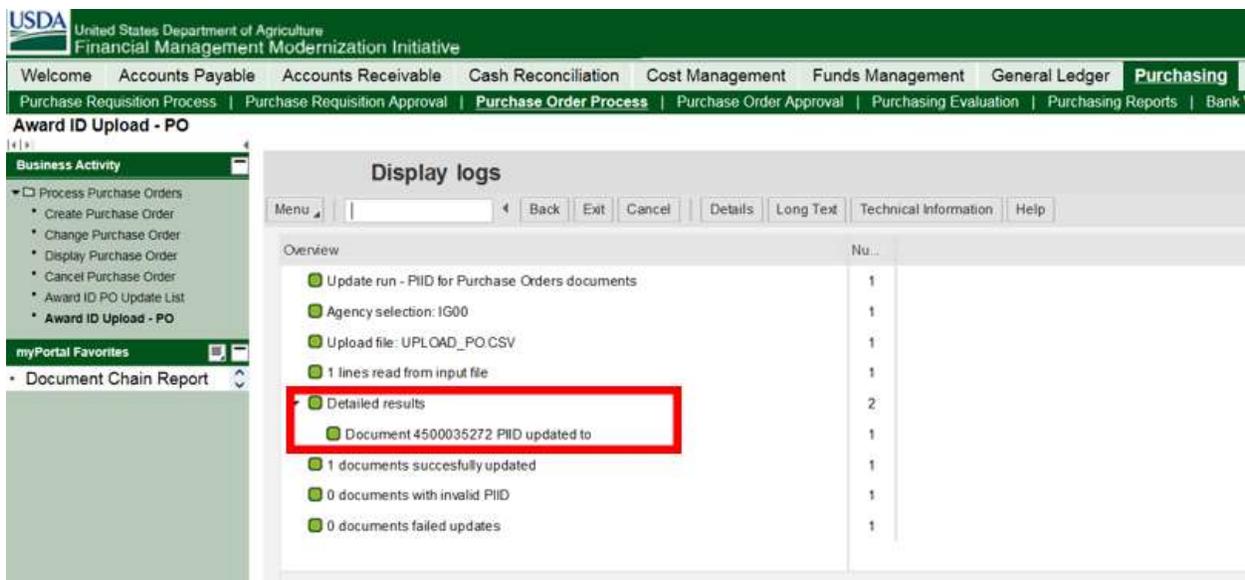


Figure 27. FMMI Award ID Upload – PO Display logs screen



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Entering Award ID on Manually-entered FMMI Documents

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Verify Award ID – Purchase Orders

Menu Path

From the FMMI portal, using the standard Display Purchase Order transaction, a user can verify the purchase order award ID update following the menu path: The menu path is Purchasing > Purchase Order Process > Display Purchase Order.

In this example, the PIID is updated from its previous value (Figure 28).

1. Click the *DATA Act* tab to review and verify the award ID for the purchase order.

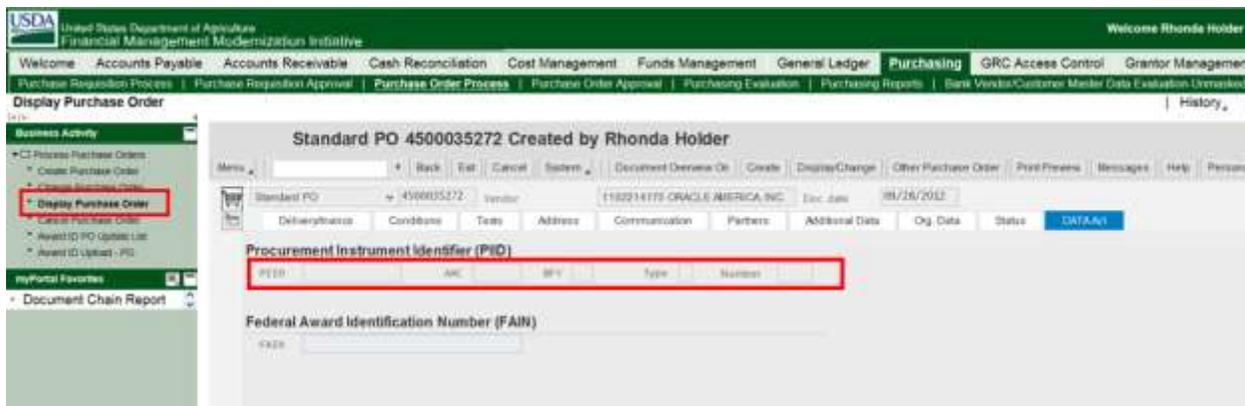


Figure 28. FMMI Display Purchase Order screen, DATA Act tab displayed

Report - Extract Award ID Related Data for PO

To help agencies evaluate the assignment of Award IDs for existing purchase orders, this report presents information from fields that have been historically used to store Award IDs as well as fields that may be used to make that determination.

The report displays this data in an ALV, which can be exported to Excel or other tool in order to manually enter the correct Award ID to then be imported into the DATA Act Award ID Upload program.

Menu Path

From the FMMI Portal, a user can extract award ID related data for a PO following the menu path:

Purchasing > Purchasing Reports > Award ID extract for PO.



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Note that the field selection panel includes choosing a Text ID. This refers to several Header Long Text values that are available on a PO (Figure 31). For example, the *F02* for the header long text to extract is used to reflect the contract number for “Program Loan Cost Expense-PLCE” purchase orders (Doc Type “ZMY”) of the Rural Development and Farm Services agencies. While these fields can be viewed individually, there is no method to view the values for multiple POs.

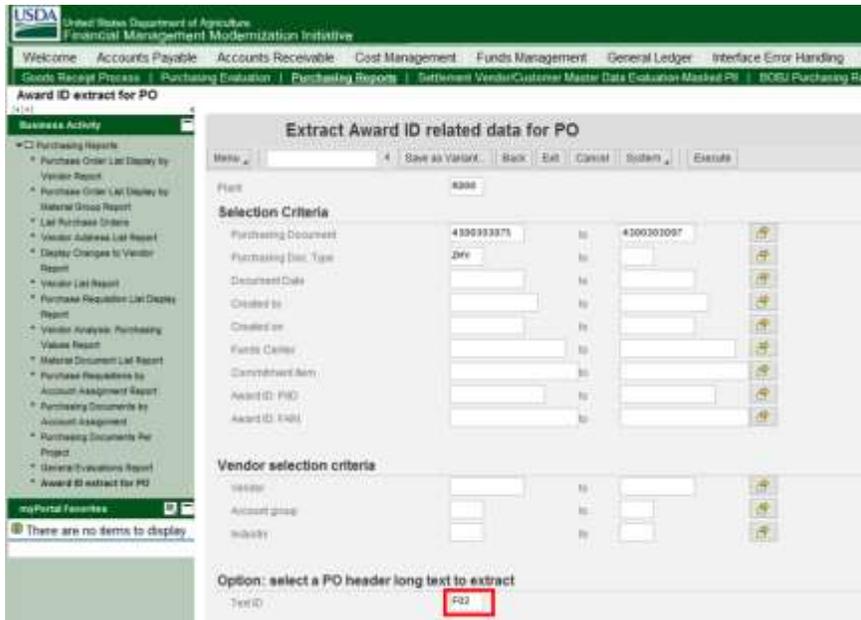


Figure 31. FMMI Extract Award ID related data for PO, Text ID displayed screen

After clicking “Execute”, the results are displayed (Figure 32). Note that the *Long Text* field contents are displayed for the range of documents selected. The PLCE interface program that has been modified to retrieve values in the F02 Header Long Text field and derives the PIID award ID value.

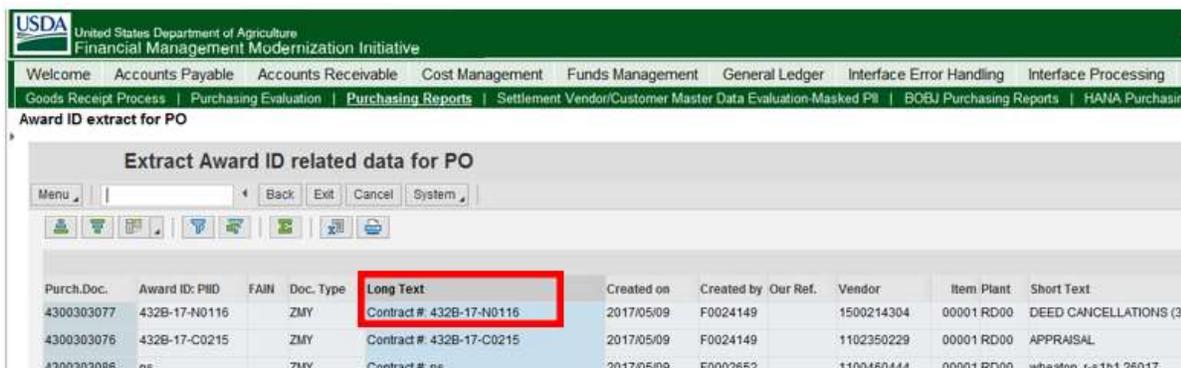


Figure 32. FMMI Extract Award ID related data for PO results screen



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Entering Award ID on Manually-entered FMFI Documents

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FUNDS MANAGEMENT – FUNDS COMMITMENT

Entering the Award ID on Funds Commitments (Earmarked Funds)

Menu Path

From the FMFI portal, a user enters the award ID on funds commitments (Earmarked Funds) following the menu path:

Funds Management > Funds Commitment Process > Create (or Change) Funds Commitment (Figure 33).

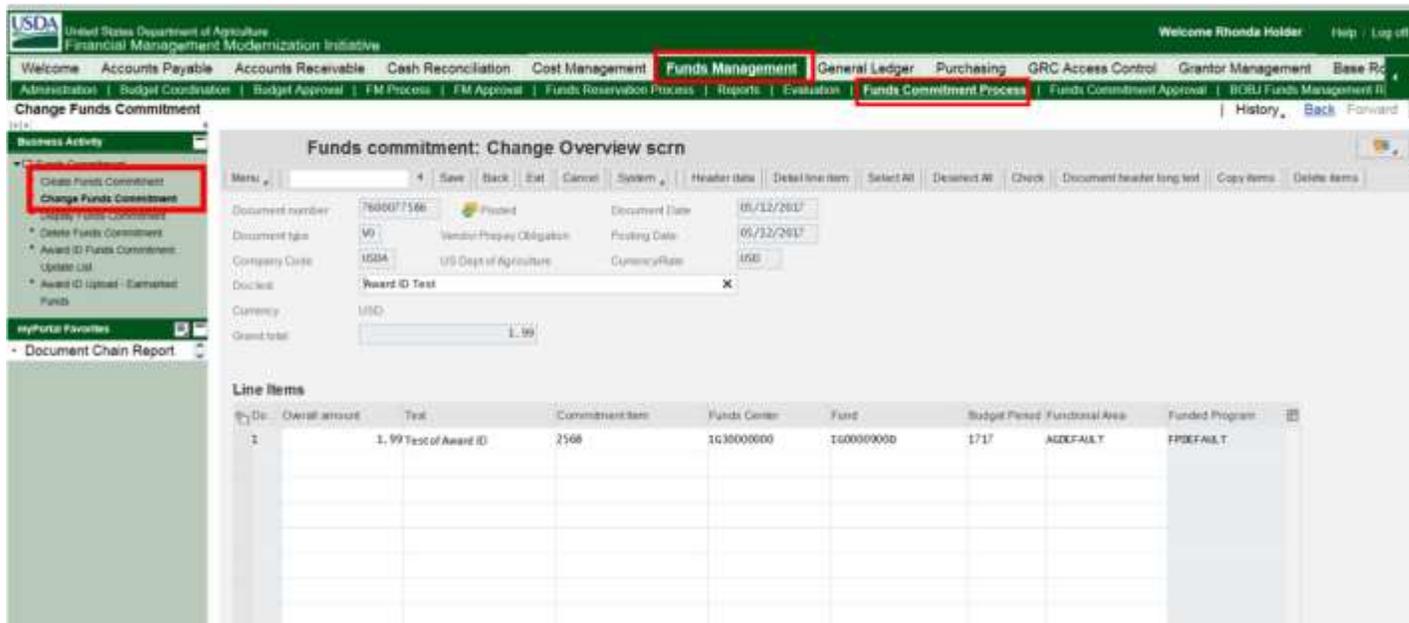


Figure 33. FMMI Change Funds Commitment screen

The Award IDs are stored in new FAIN and PIID fields in the header.



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Entering Award ID on Manually-entered FMMI Documents

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1. **Type** the <FAIN> in the FAIN field or the <PIID> in the PIID field as appropriate.

In this example, the user is entering an apparent PIID in the *Referenz 2* (FAIN) field, however the system does not note any exceptions since the only limit is 30 characters (Figure 34). Therefore, it is important to ensure the data is entered accurately and appropriately.

Funds commitment: Change Hdr Data

General Data

Document number	7600077586	Posted	Document Date	2017/05/12
Document type	VO	Vendor Prepay Obligation	Posting Date	2017/05/12
Company Code	USDA	US Dept of Agriculture	Currency/Rate	USD
FM Area	USDA	US Dept of Agriculture		
CO Area	USDA	US Dept of Agriculture	Local currency	USD

Statistics

Created by	F0000606	Created on	2017/05/12
Changed by	F0000606	Changed on	2017/05/12

Document Status

Completed Blocked
 Can be arc Block

Additional Data

Doc text	Award ID Test		
Reference		Lot No	
FAIN	12197317X8888		
PIID	12197317X8888		
Special Period	<input type="checkbox"/>		

Control Data

Add. Bldch Logic

Figure 34. FMMI Funds Commitment Change Header Data screen



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Entering Award ID on Manually-entered FMMI Documents

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2. **Click Save.** The system will respond with the appropriate message (Figure 35).

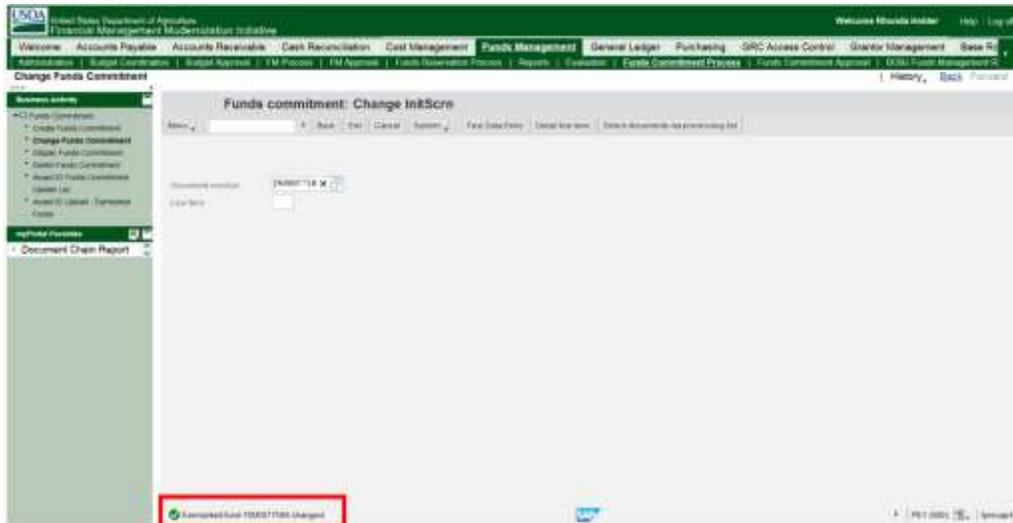


Figure 35. FMMI Earmarked Fund Changed message screen



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Award ID Update – Funds Commitment Documents

Menu Path

From the FMMI portal, a user can update award IDs for funds commitment documents following the menu path:

Funds Management > Funds Commitment Process > Award ID Funds Commitment Update List

The screen is displayed and the user enters the selection field values (Figure 36Figure 36).

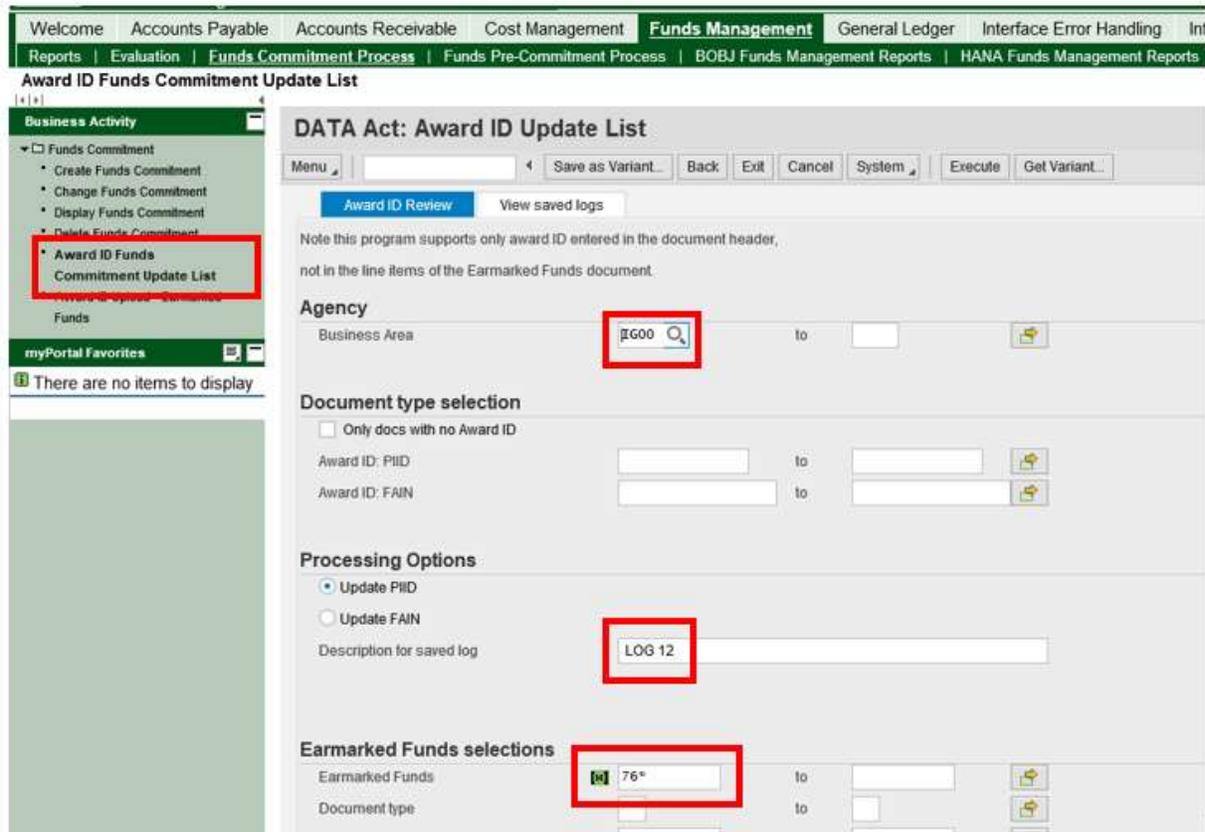


Figure 36. FMMI DATA Act: Award ID Update List screen with fields emphasized

1. **Type** the <business area> in the *Business Area* field (required).
2. **Type** the <description for the saved log> in the *Description for saved log field* (optional). User can apply their own naming convention.
3. **Type** <the document number> in the *Earmarked Funds* field. The *Earmarked Funds* field refers to the document number.
4. **Type** the <from and to dates> in the *Posting Date* range fields.



DATA Act

Entering Award ID on Manually-entered FMMI Documents

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In this example, the user enters a PIID. When the value is keyed in the field and the Enter key is pressed, the system will parse the PIID into its component values where the user can visually check the AAC, budget year, type, and sequence values for reasonableness (Figure 38).

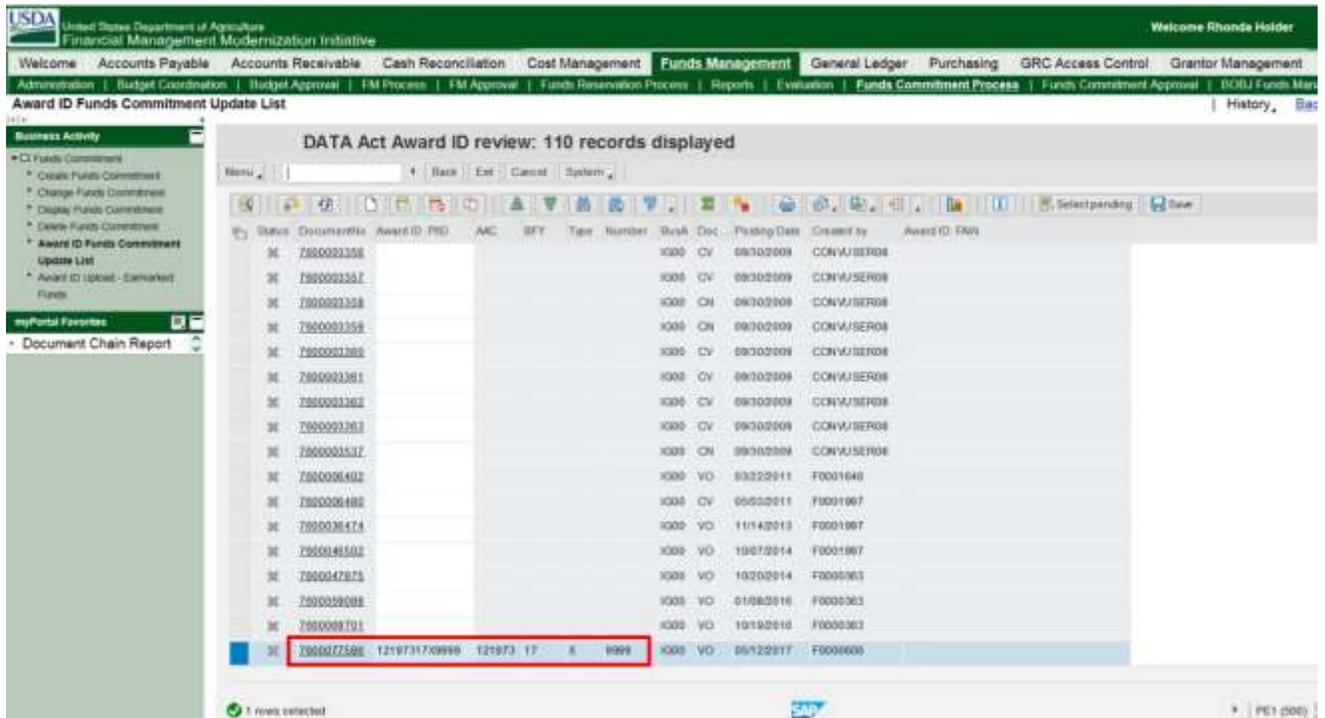


Figure 38. FMMI DATA Act Award ID review, PIID component values displayed screen

6. Click Select Pending.



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Entering Award ID on Manually-entered FMFI Documents

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7. Click *Save*. The Award ID field is updated (Figure 39Figure 39).

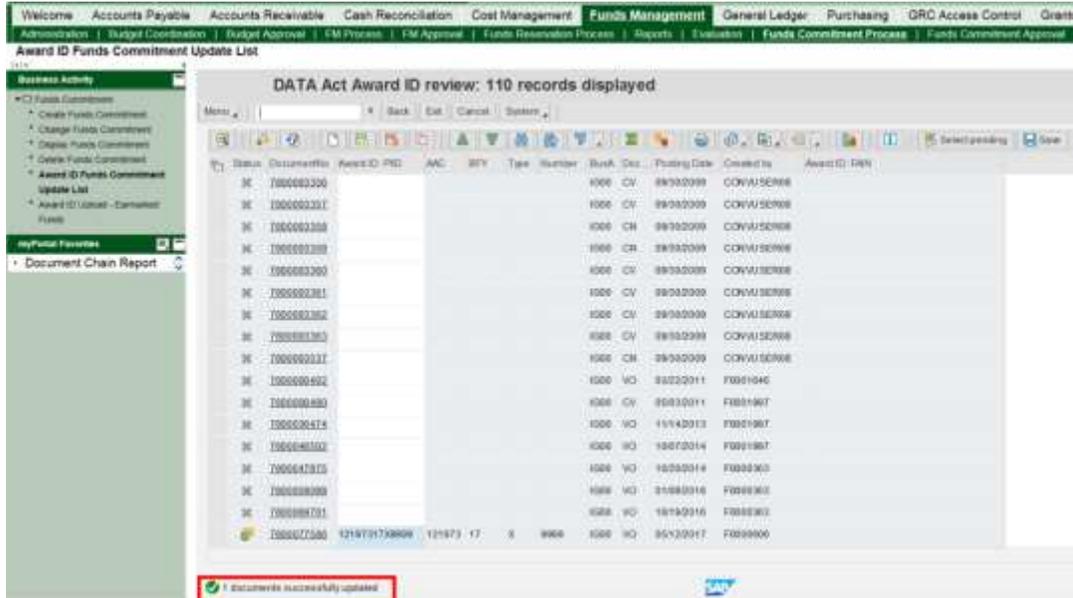


Figure 39. FMMI DATA Act Award Review, document successfully updated message screen

View Saved Logs – Funds Commitment Documents

Menu Path

From the FMMI portal, a user can view the saved logs for funds commitment documents following the menu path:

Funds Management > Funds Commitment Process > Award ID Funds Commitment Update List

1. Click the *View saved logs* tab (Figure 40Figure 40).

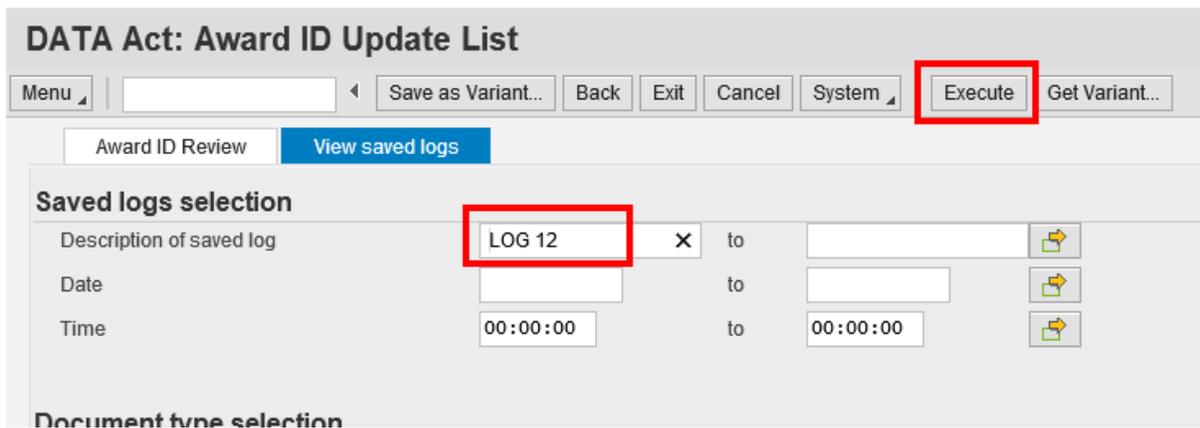


Figure 40. FMMI DATA Act: Award ID Update List Log selection screen



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Entering Award ID on Manually-entered FMMI Documents

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2. **Type** the <Description of the saved log> in the *Description of saved log* field.
3. **Click Execute**. The update log is displayed (Figure 41).

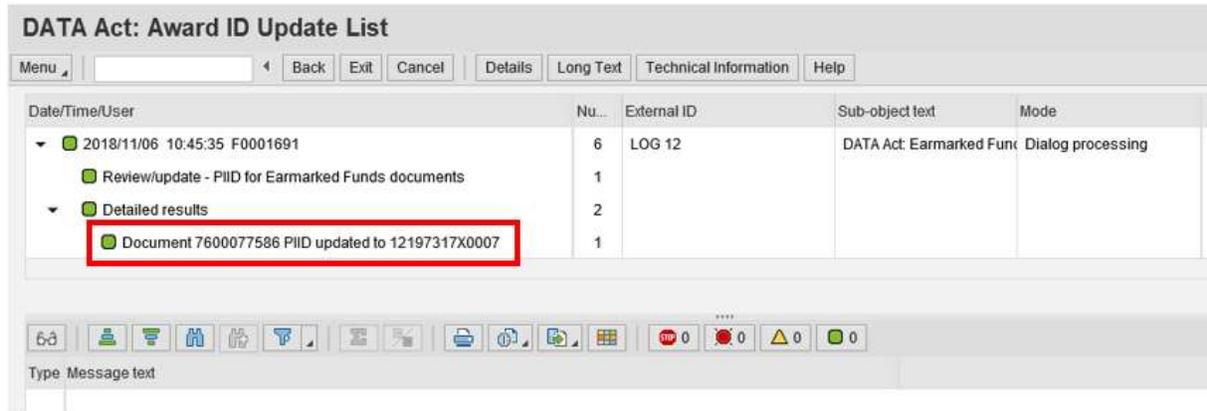


Figure 41. FMMI DATA Act: Award ID Update List, Log displayed screen

Verify the Award ID – Accounting Document

Menu Path

From the FMMI portal, using the Award ID in Accounting Document transaction, a user can verify the award ID for accounting documents following the menu path: (Figure 42).

General Ledger > GL Process > Manage GL Adjustments and Accruals

1. **Click Award ID in Accounting Document** from the left-hand menu bar to review and verify the award ID in the accounting document.

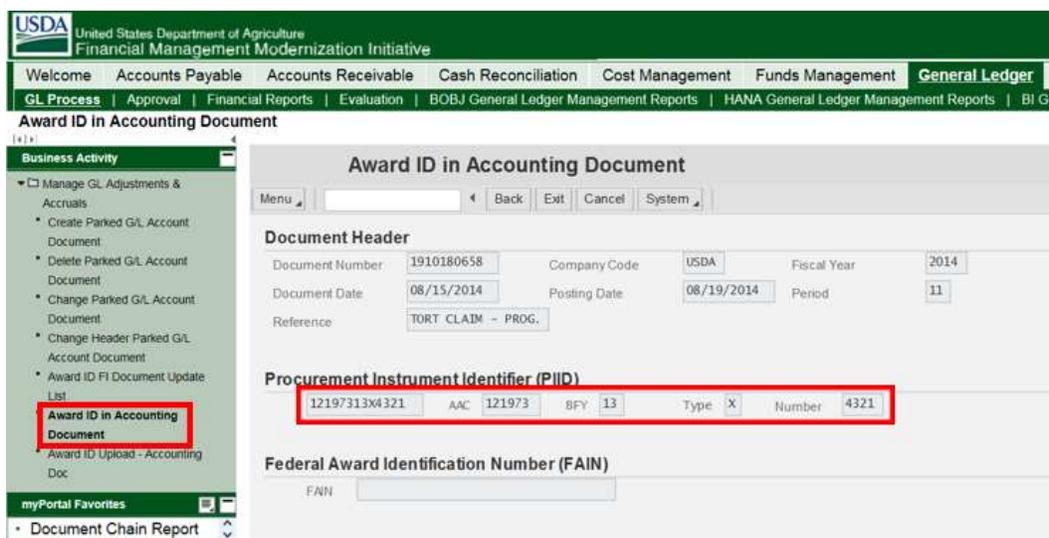


Figure 42. FMMI DATA Act Award ID in Accounting Document screen



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Entering Award ID on Manually-entered FMMI Documents

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Award ID Upload – Funds Commitments (Earmarked Funds)

Agencies can use a spreadsheet to update a large block of documents with the mass upload feature. Prior to running the mass upload, a file in “.csv” format needs to be created and saved in a folder on an accessible drive. The column headings are optional, but if used should be Doc Nbr and Award ID. An example of the spreadsheet formatting is below (Figure 43):

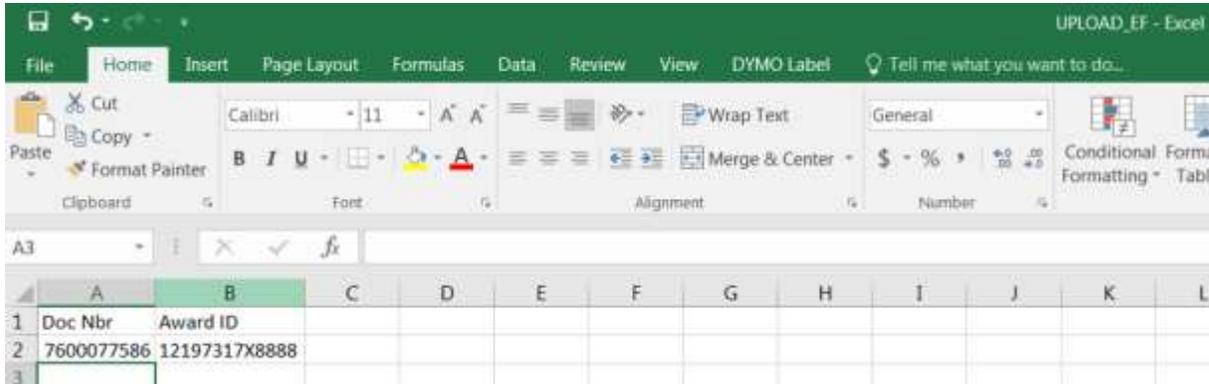


Figure 43. FMMI DATA Act Award ID Upload spreadsheet example (Earmarked Funds)

Menu Path

From the FMMI Portal, a user can mass upload award IDs for funds commitment (earmarked funds) documents following the menu path:

Funds Management > Funds Commitment Process > Award ID Upload- Earmarked Funds.

1. **Click the Award ID upload tab.** (Figure 44)

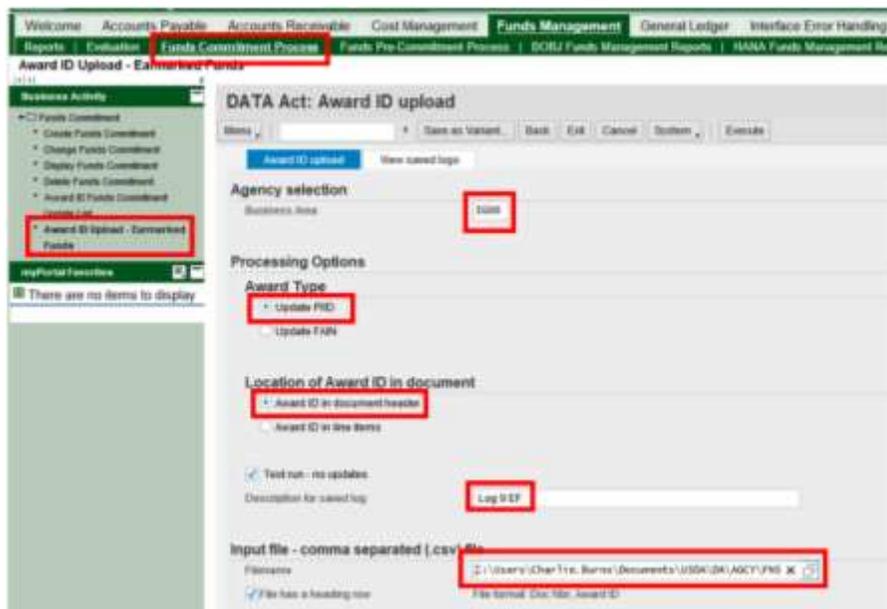


Figure 44. FMMI DATA Act Award ID upload screen with selection fields emphasized (Earmarked Funds)



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2. **Type** the <business area code> in *Business Area* field.
3. **Select** Update PIID or Update FAIN.
4. **Type** the <description for the saved log> in the *Description for saved log* field.
5. **Attach** the file to be uploaded.
6. **Select** *File has a heading row* if appropriate.

Note: To perform a test run to see what the changes will be, users can select *Test run – no updates* before clicking *Execute*. Ensure that the *Test run – no updates* button is unchecked to make the changes.

7. **Click** *Execute*.

The system runs the program, performs the updates, and displays the saved log (Figure 45):

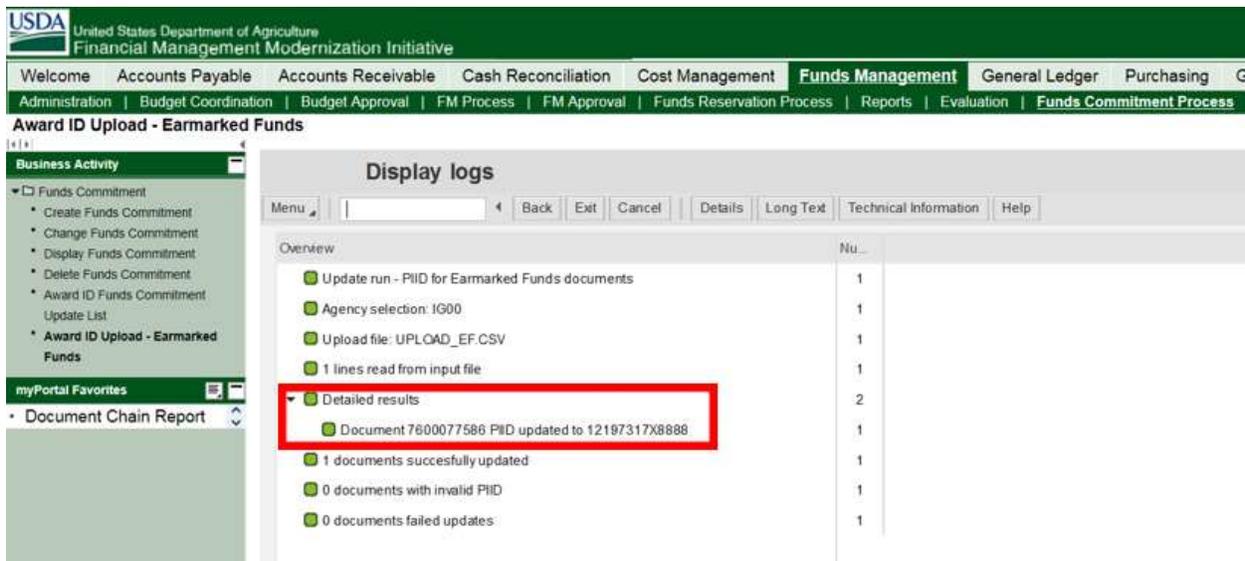


Figure 45. FMMI Award ID Upload – Earmarked Funds Display logs screen



DATA Act

Entering Award ID on Manually-entered FMFI Documents

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Verify Award ID – Funds Commitment (Earmarked Funds)

Menu Path

From the FMFI portal, using the standard Display Funds Commitment transaction, a user can verify funds commitment (earmarked funds) award ID updates following the menu path: Funds Management > Funds Commitment Process > Display Funds Commitment.

1. Click the *Select Header Data* button to review and verify the award ID for earmarked funds.

In this example, the PIID is updated from its previous value (Figure 46).

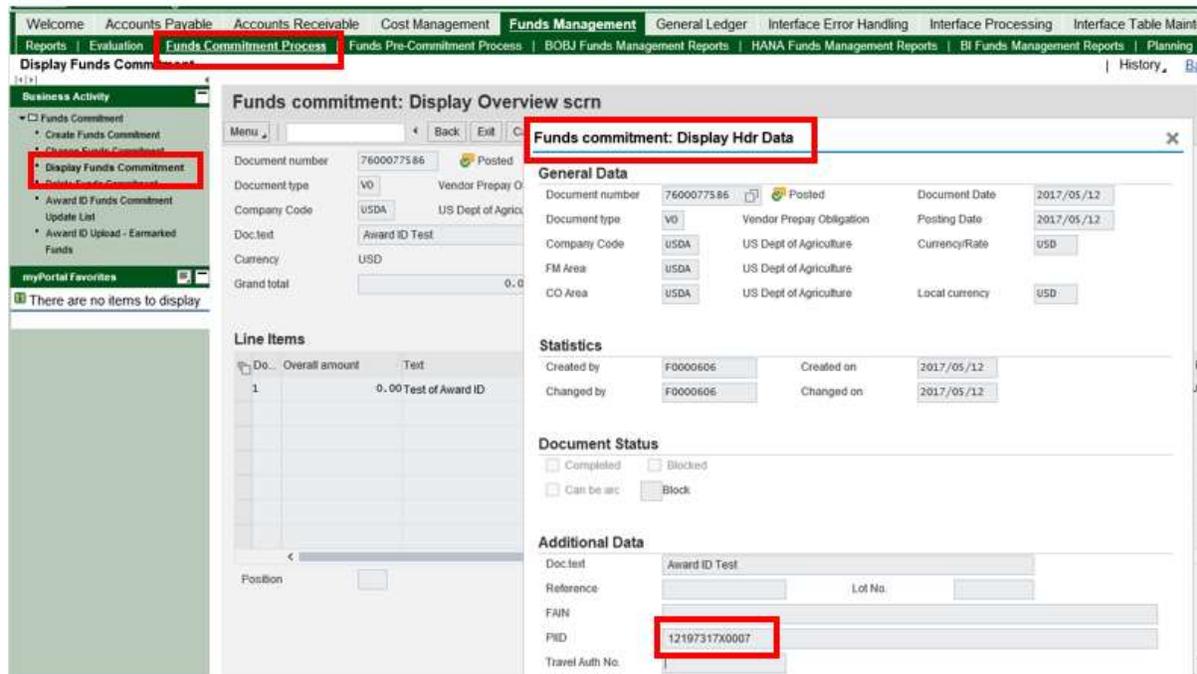


Figure 46. FMFI Display Funds Commitment, Funds Commitment: Display Hdr Data screen