



# DATA Act Dashboard User Guide

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# 1. Document Purpose

The Digital Accountability and Transparency Act of 2014 (DATA Act) Compliance Dashboard (Dashboard) allows U.S. Department of Agriculture (USDA) and Federal Shared Service Partner (FSSP) agencies to view the state of DATA Act compliance through the identification of key performance metrics, file submission statistics, error reporting and trend analysis. It provides compliance information related to File A, Appropriations Account; File B, Object Class and Program Activity; File C, Award Financial, and the File D2, Award and Awardee Attributes (Financial Assistance).

This user guide will provide USDA agency users with an overview and systematic guide of how to use the Dashboard. This is a living document and should be updated in parallel to any system enhancements made to the Dashboard.

## 1.1 Prompt

Use these procedures when using the Dashboard through the Financial Management Modernization Initiative (FMMI) portal to view compliance data for DATA Act File A, File B, File C, and File D2 data submitted by your agency via FMMI, ezFedGrants, or Flat File through the FMMI Dropbox.

## 1.2 Prerequisites

- FMMI users must have security roles to access the General Ledger tab and the Dashboard. To learn more about receiving access to the Dashboard, please contact your agency GRC team.
- In order to review the Dashboard, your agency must have submitted DATA Act requirements through the USDA DATA Act Repository (SAP HANA) (Repository).
- Only users with access to all business areas will be able to view File A data. To review File A Data filter by the business area: “(ALL\_MEMBERS)”

## 1.3 Menu Path

Use the following menu path to begin using the Dashboard:

FMMI Portal > General Ledger > HANA General Ledger Management Reports > DATA Act Dashboard

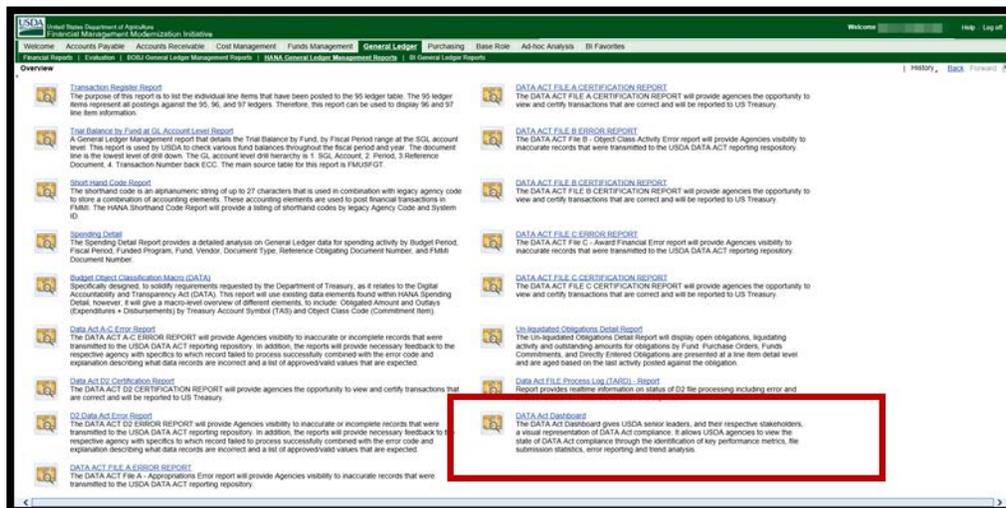


Figure 1: FMMI Portal – HANA General Ledger Management Reports Screen

## 1.4 Helpful Hints

Most graphs and charts within the Dashboard have hover capability. This capability allows the user to hover the mouse over a specific data element. The mouse cursor will populate a small information box that gives the user a written description of the data definitions.

**Note:** Data used in this guide is a representative sample. Actual data in the system may vary based on agency and scenario.

## 2. Using the Dashboard

The dashboard runs on demand and the volume of data and the complexity of the query determine its performance level. All data that is displayed on the dashboard originates from the repository.

The repository supports the generation of the following DATA Act files:

- File A - Appropriation Account Detail: File A contains data such as Treasury Account Symbol (TAS) components, USSGL Accounts 4XXX – Budget Authority, Obligations and Outlays, Active and Expired Accounts and balances with SF-133 for the TAS. File A is reported quarterly.
- File B - Object Class Program Activity Detail: File B total must match the total of File A with TAS components, program activity, Object Class, Obligations and Outlays. File B is reported quarterly.
- File C - Award-level Financial Detail: File C contains data from reporting of obligations and disbursements related to financial assistance and procurement awards. The procurement awards are validated against the Federal Procurement Data System – Next Generation (FPDS-NG) data. File C is reported to Treasury on a quarterly basis however, it may be processed on a monthly basis for internal tracking purposes. The dashboard reflects File C data in a quarterly view. Previous monthly data for the same quarter should be deleted.
- File D2 - Financial Assistance Award Detail: This contains data related to financial assistance awards and is reported twice per month to the Treasury Broker via Federal Assistance Broker Submission (FABS) portal.

The repository data is refreshed manually on a weekly basis, with each fiscal period refresh the relevant Dashboard data is also refreshed. When a period is refreshed there are errors related to data elements contained within the record and there are errors related to data that exist in other files. For example, File B checks for the existence of TAS in File A within the same period and similarly File C checks File B. These are called file cross-check errors. It is important to note that until File A is loaded for the period which usually happens around the 20<sup>th</sup> of the month you will see cross check errors like 1130 in File B and 1220 in File C. Until all files are loaded agencies should focus on errors not related to GTAS reporting and take corrective action.

The following section will describe how to utilize data from the Dashboard Welcome Screen as seen in Figure 2.

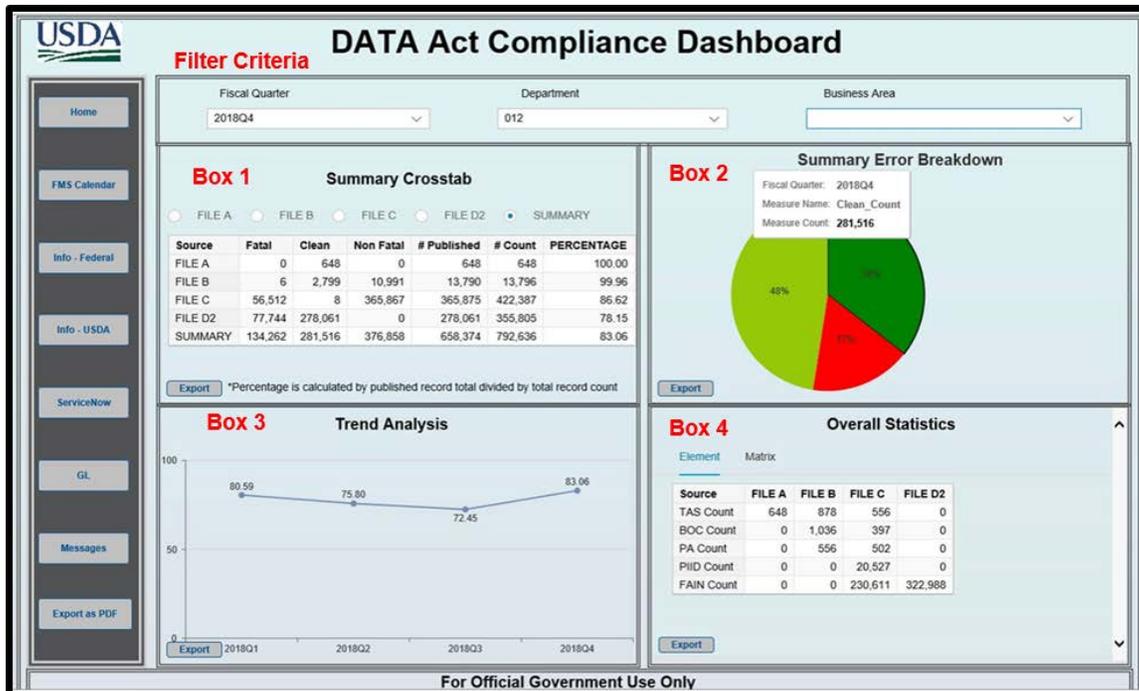


Figure 2: Dashboard Screen

## 2.1 Filter Criteria

The filter criteria contain three filters that drive the data reported in the Dashboard:

- **Fiscal Quarter:** This filter will default to the last completed quarter or the quarter for which the files are in process. To view data from a previous year and/or quarter, select the drop down and make a new selection.
- **Department:** This filter will default to the USDA department (012). Users that are not part of the USDA, such as FSSP clients, should select the drop down and make a new selection.
- **Business Area:** This filter will default to a blank selection. Agency users should select the drop down and select their agency to view their agency data. Users who have access to view all agencies within the USDA department or FSSP clients should select "(ALL\_MEMBERS)".

Important: After logging into the Dashboard, users should review each filter to ensure that they are reviewing the correct set of data points.

## 2.2 Box 1 – Summary Crosstab

Box 1 contains five radio buttons, one for each of the reporting files (Files A, B, C, and D2) and one as a Summary (aggregate of all four files) radio button. The radio buttons will default to the Summary button. The radio button selected in Box 1 drives the data view displayed in Box 2, 3, and 4. The following columns are available for view in Box 1 based on the radio button selected:

- **Source:** Files A, B, C, D2, or Summary
- **Fatal:** Any record that contains one or more fatal errors that result in the record being rejected and sent back to the agency for correction/resubmission. To get an error count by error code, check the corresponding Detailed View of the file in Box 4.
- **Clean:** Records that are successfully submitted to the U.S. Department of the Treasury (Treasury) Broker

- Non-Fatal: Any record that contains one or more non-fatal errors (warnings) but is submitted to the Treasury Broker
- # Published: The total number of clean and non-fatal error records accepted by the Treasury Broker
- # Count: The sum total of records from fatal errors, non-fatal errors, and clean records
- Percentage: The resulting quotient when dividing # Published (clean and non-fatal error) records by Total record count

Click on “Export”, in the lower left-hand corner of Box 1, to download a Microsoft Excel version of the Summary data displayed in Box 1.

## 2.3 Box 2 – Summary/Detailed Error Breakdown

Box 2 is driven by the cross tab selected in Box 1. When the cross tab “Summary” is selected, a pie chart is displayed providing a high-level Summary of Clean, Fatal errors, and Non-Fatal error records in terms of percentages as shown in Figure 2.

As seen in Figure 3, the Box 1 selection initiates the display in Box 2, Detailed Error Breakdown view, when a file has been selected in the cross tab, providing details for clean records as well as fatal and non-fatal errors for the previous four quarters.

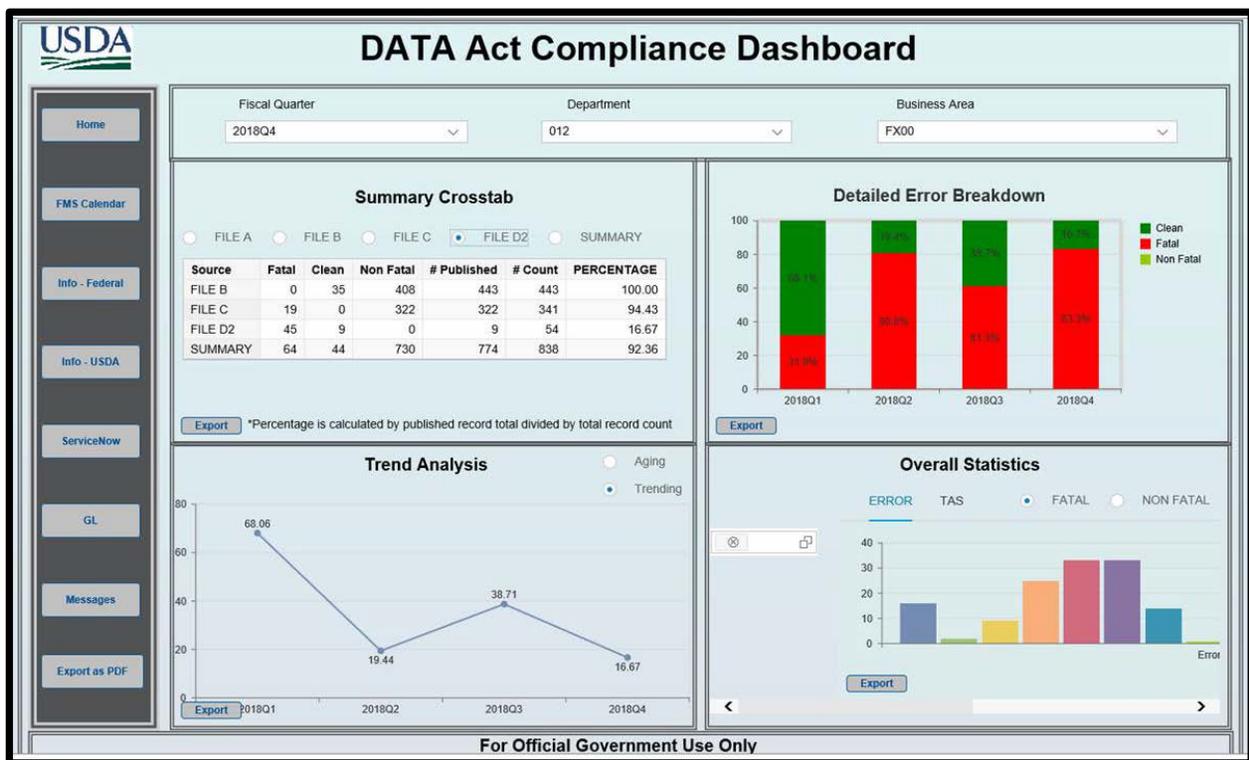


Figure 3: Detailed Error Breakdown

Click on “Export”, in the lower left-hand corner of Box 2, to download a Microsoft Excel version of the Summary Error Breakdown or the Detailed Error Breakdown data displayed in Box 2.

*Note: Fatal and Non-Fatal error counts shown on the Dashboard should reconcile with the corresponding error report for each file in the DATA Act HANA General Ledger Reports. However, in the following circumstance these counts may not reconcile:*

In the Dashboard, error records are summarized at key elements for each file whereas in the Error Report, error records are summarized at key elements and various error codes applicable to each record in a file. In some cases, a record may have multiple error codes for a single element resulting in concatenation of multiple error codes in the error report. This results in more than one error record in the error report but it is considered as one error in the Dashboard since the key elements for the file are the same on multiple corresponding error records in the error file.

## 2.4 Box 3 – Trend Analysis/Aging of Errors

Box 3 provides a historical summary view of DATA Act record submissions as seen in Figure 2. By reviewing current submission quarters alongside historical quarters, users can review the overall trend at the summary level of DATA Act compliance. The Trend Analysis section allows the user to see four rolling quarters based on the Fiscal Quarter selected in the filter criteria. The graph in Box 3 is a line chart that ends with the selected Fiscal Year/Quarter. Information is displayed by percent success (total submitted (clean and non-fatal) records divided by the total number of records). The Trend Analysis will present four quarters and their respective percent success.

Figure 4 Detailed Trend Analysis allows the user to select one of two views: Trending or Aging (Figure 5). Trending view is set by default and displays trend analysis of number of records (in terms of %) submitted to Treasury during the last 4 quarters.

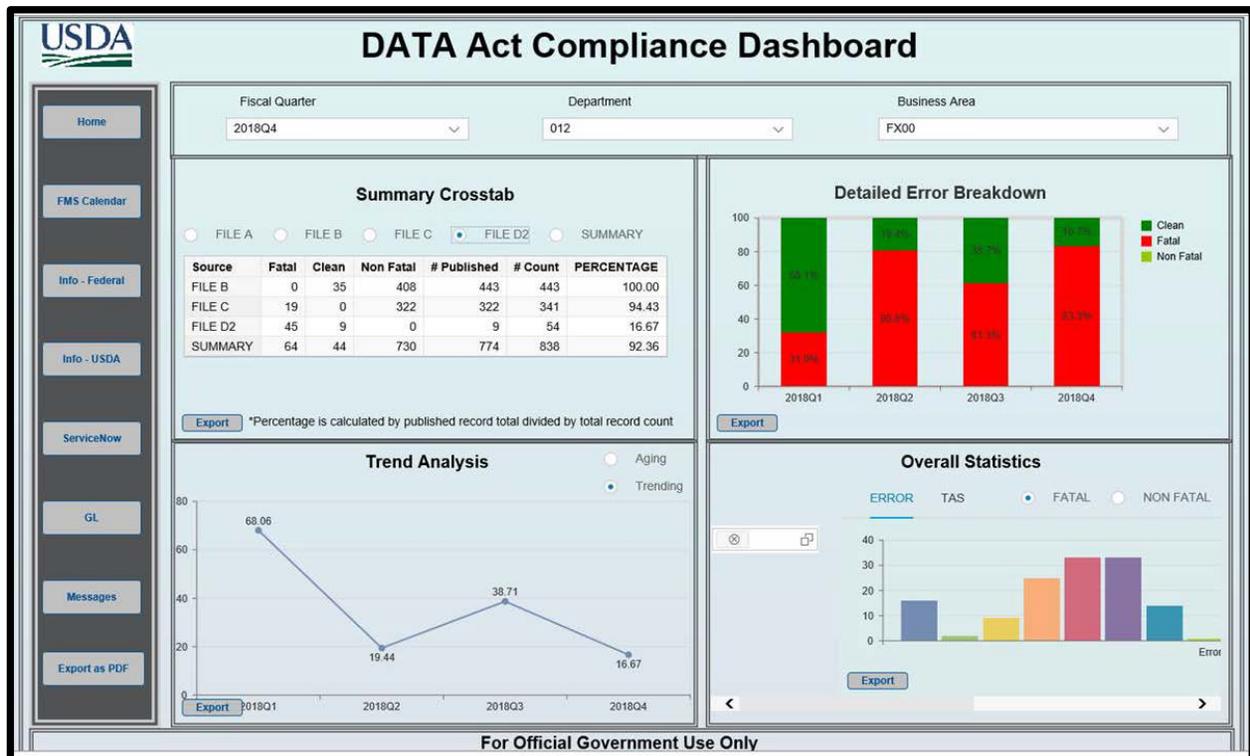


Figure 4: Detailed Trend Analysis

Figure 5 Aging of Errors provides the breakdown of fatal error counts by the length of period for which those records were in error for the latest quarter. Sum of error records in each aging bucket should match with the fatal error count found in Box 1. This information summarizes how long records have remained in the error status and indicates the agency’s responsiveness for DATA Act error correction.

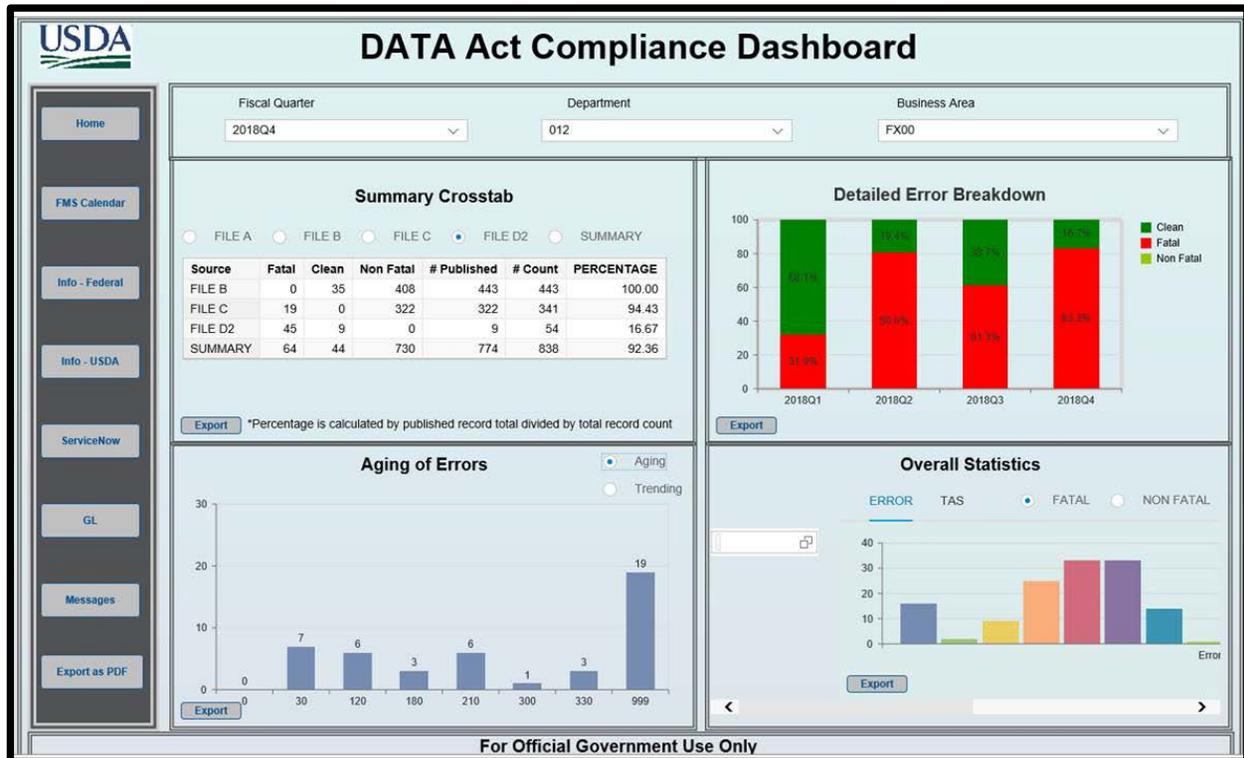


Figure 5: Aging of errors

Click on “Export”, in the lower left-hand corner of Box 3, to download a Microsoft Excel version of the Summary Error Breakdown or the Detailed Error Breakdown data as displayed in Box 3.

## 2.5 Box 4 – Overall Statistics

Box 4 contains the overall statistics for the selected Fiscal Quarter, in two separate views; Summary View and File View.

### 2.5.1 Summary View

When Box 1 is set as ‘Summary’ view, Box 4 provides 2 views:

- Elements – Overall statistics by various key elements used in DATA Act reporting (Figure 2)
- Matrix – Overall compliance view for each business area by file (Figure 6)

The Elements view represents the unique number of TAS, Budget Object Class (BOC), Program Activity (PA), Procurement Instrument Identifier (PIID), and/or Federal Award Identification Number (FAIN) in each file (A, B, C, and D2), as applicable. The following elements are displayed for each file:

- File A: TAS
- File B: TAS, PA, and BOC
- File C: TAS, BOC, PA, and PIID
- File D2: FAIN

The Matrix view demonstrates overall compliance view for each business area by file enabling the user to see the business area represented in the rows while each file is displayed in the columns. The column titles are found at the bottom of the Matrix table:

- Green rating refers to compliant, indicating only clean or non-fatal error records in a file
- Red rating refers to non-compliant, indicating at least one fatal error in a file
- Blue rating refers to not applicable, e.g. File A is applicable only at Department level and not by Business Area

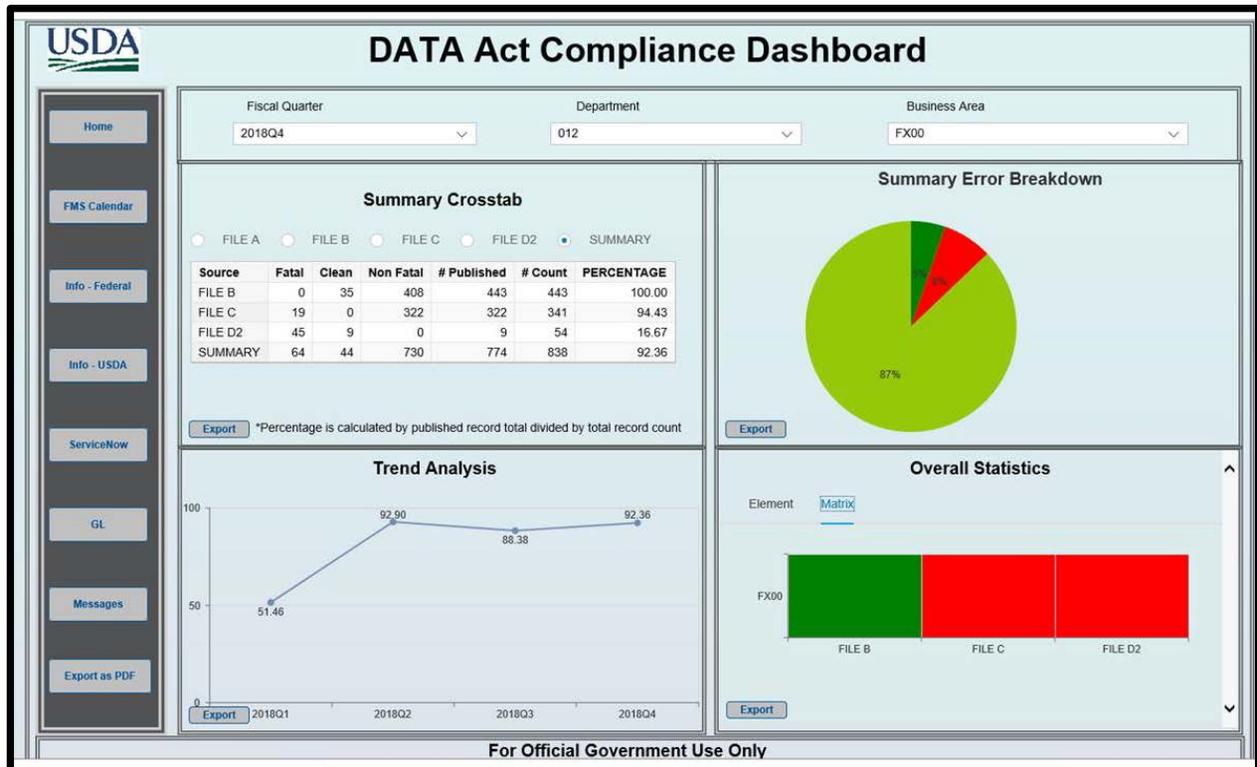


Figure 6: Overall Statistics – Summary View, Matrix

## 2.5.2 File View

Figure 7 illustrates the Overall Statistics view in Box 4 of the Dashboard. In order to get this view, a specific file must be selected in Box 1. It is not available if the summary radio button is selected in Box 1. It provides the user two parameter sets: fatal or non-fatal errors displayed by Error Code or by TAS. There are four different views for this data: fatal errors by Error Code, fatal errors by TAS, non-fatal errors by Error Code, non-fatal errors by TAS. To review, the user must choose between two independent filters. The first filter allows the user to toggle between a vertical bar chart of fatal errors and a vertical bar chart of non-fatal warnings. Similarly, the second filter provides vertical bar charts by Error Codes or by TAS. The vertical axis represents the count per selected category while the horizontal axis represents Error Codes or TAS depending on the specified filter selection.

Since there can be multiple error codes for a single record, the sum of error count for various error codes may not match with the corresponding error count denoted per record in Box 1.

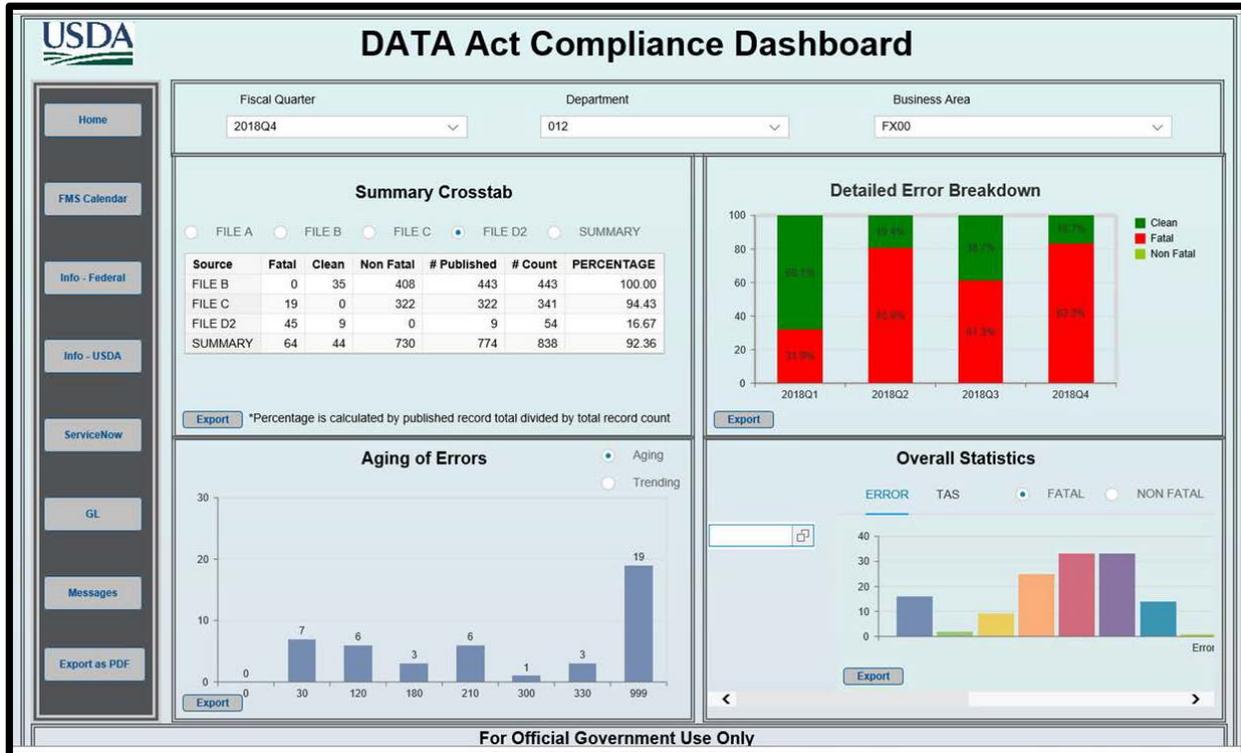


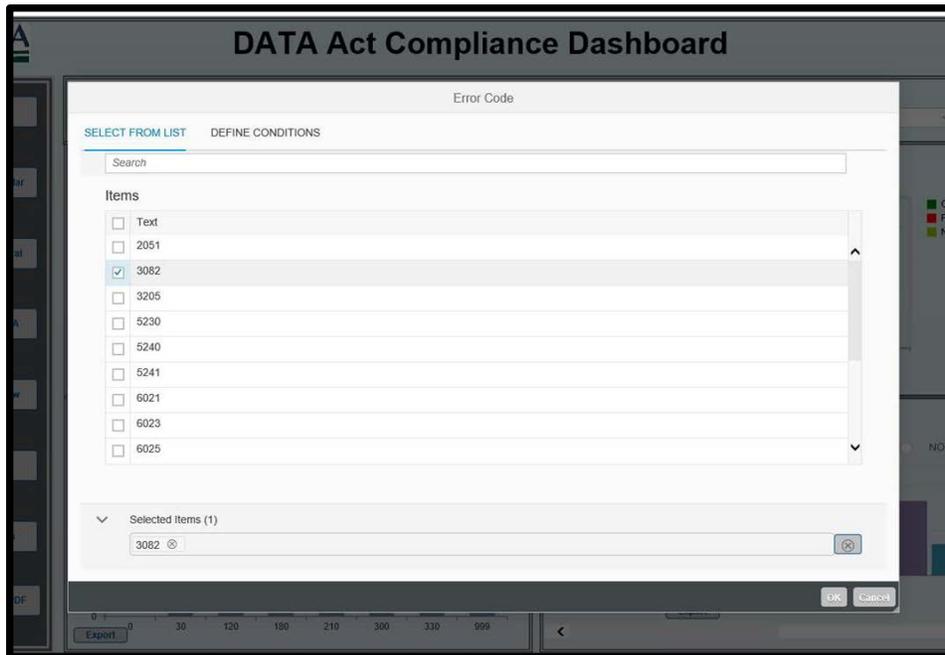
Figure 7: Overall Statistics – File View

Users may limit the graphical view to specific Error codes or TAS by using the filter available in Box 4 as illustrated in Figure 8. Please note that the graphical view in Box 4 can be scrolled to the right.



Figure 8: Graphical View in Box 4

Figure 9 illustrates the pop up error code search screen that appears when a user clicks on the filter in Box 4.



**Figure 9: Error Code Search Screen**

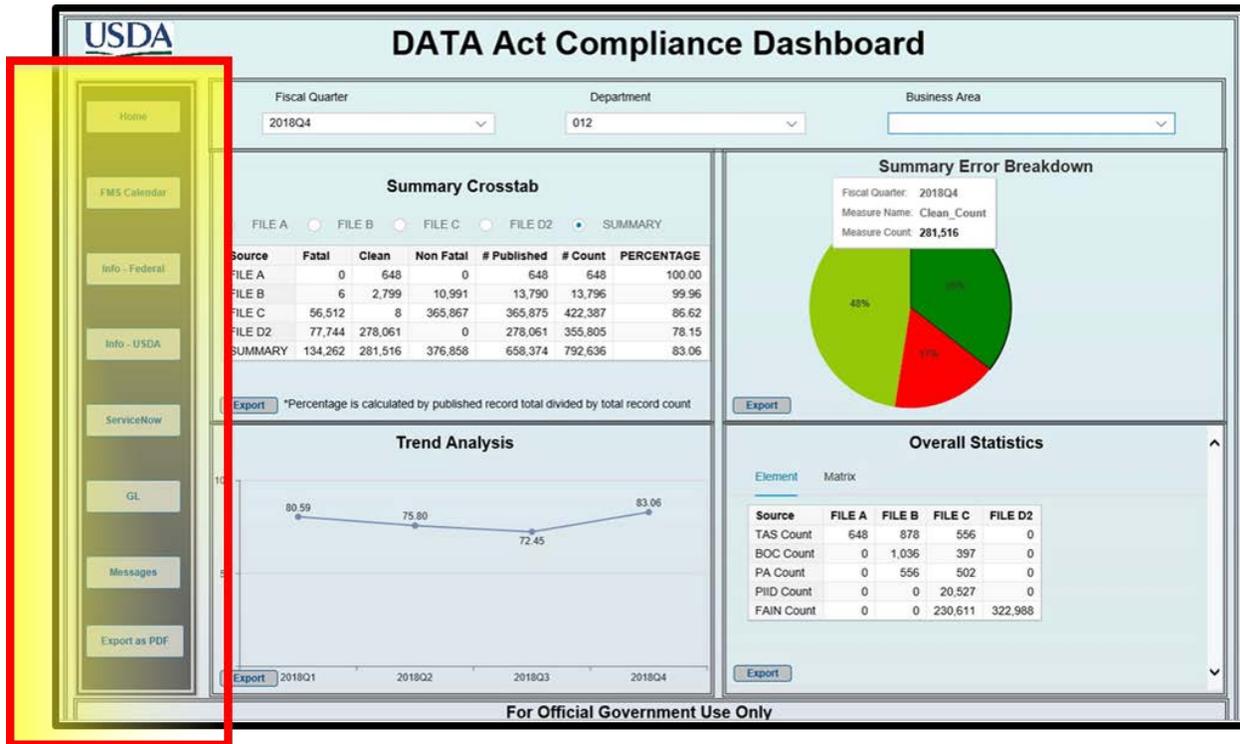
Figure 10 illustrates the error count for the selected error code for the Overall Statistics in Box 4.



**Figure 10: Error Code Search Results**

## 2.6 Menu Bar

The vertical menu bar on the left side of the dashboard gives the user additional selections for components that are not available with filters. The USDA provides the content for each of the menu URL buttons and the Financial Management Services (FMS) Business Intelligence (BI) team uploads the content to the dashboard.



### 2.6.1 Home

The Home button resets all the filters on the dashboard. This button is available for use at any time, allowing for the quick return to the highest level of data in the summary view with filters set to default.

### 2.6.2 FMS Calendar

The FMS Calendar button takes the user to the FMS Calendar on its web site.

### 2.6.3 Info – Federal

The Info – Federal button takes users to an FMS-maintained webpage to access Federal resources such as OMB DATA Act guidance and policies and Federal reporting schedules.

### 2.6.4 Info – USDA

The Info – USDA button takes users to a FMS-maintained webpage for access to USDA DATA Act resources such as USDA DATA Act user guides, reporting instructions and schedules as well as OCO policies.

## 2.6.5 ServiceNow

The ServiceNow button takes users to the eAuthentication home page to logon to ServiceNow. The ServiceNow application stores and maintains all FMML and ezFedGrants help request tickets.

## 2.6.6 General Ledger (GL Button)

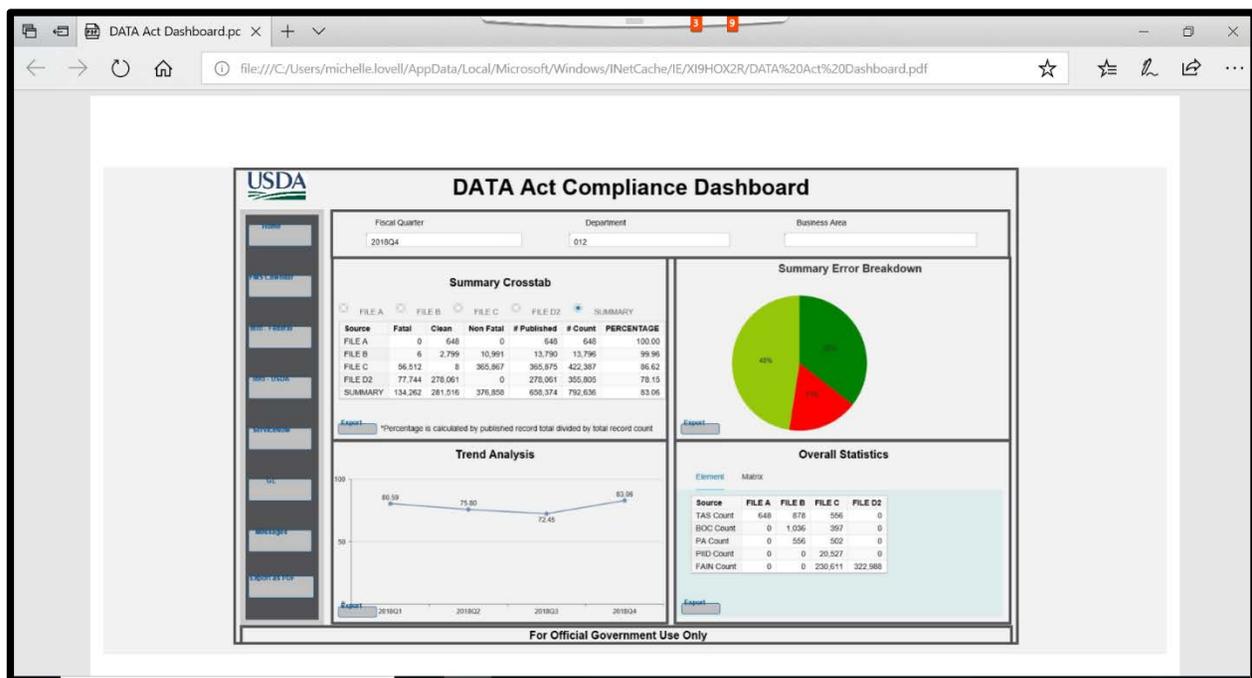
The General Ledger button takes the user back to the HANA General Ledger page.

## 2.6.7 Message Box

The Message Box button will launch and display recent messages from the DATA Act team. Messages will reference DATA Act guidance, policy and/or system activities, etc., and are manually maintained by the FMS team.

## 2.6.8 Export as PDF

The Export as PDF button allows the user to capture the current image of the Dashboard in pdf format. Click on the Export as PDF and the Export Application Screen to PDF box will popup allowing the user to format the PDF. Upon clicking Export to PDF in the popup, the PDF will appear.



## Appendix A: Acronym List

BA: Business Area

BI: Business Intelligence

BOC: Budget Object Class

Dashboard: DATA Act Compliance Dashboard

DATA Act: Digital Accountability and Transparency Act of 2014

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

PA: Program Activity

PIID: Procurement Instrument Identifier

Repository: USDA DATA Act Repository (SAP HANA)

USDA: U.S. Department of Agriculture

TARD: Transparency and Accountability Reporting Division (TARD)

TAS: Treasury Account Symbol

Treasury: U.S. Department of the Treasury