



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

USDA DATA Act File C Standard Operating Procedure

June 21, 2024

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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
4	05/03/2024	TARD	Updated File C frequency to monthly and substitute DAIMS term with GSDM
5	6/21/2024	TARD	Substitute DAIMS term with GSDM. Update links for new documents in the DATA Act Resource Web Page

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, [Appendix A: Legislation, Guidance, and Tools](#), 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 monthly. 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 monthly 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 every month.

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:

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

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.

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 Order	Data Element Label	Definition
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	<p>The definition for this element appears in Section 20 of OMB Circular A-11, summarized as:</p> <p>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.</p>
32	Gross Outlay Amount By Award - FYB	<p>The definition for this element appears in Section 20 of OMB Circular A-11, summarized as:</p> <p>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.</p>
33	Gross Outlays Undelivered Orders Prepaid Total - CPE	<p>The definition for this element appears in Section 20 of OMB Circular A-11, summarized as:</p> <p>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</p>

Element Order	Data Element Label	Definition
		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	<p>The definition for this element appears in Section 20 of OMB Circular A-11, summarized as:</p> <p>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.</p>
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	<p>The definition for this element appears in Section 20 of OMB Circular A-11, summarized as:</p> <p>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.</p>
41	USSGL490200 Delivered Orders Obligations Paid - CPE	The amount paid/outlaid 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 Outlaid Not Yet Disbursed - CPE	The amount of authority outlaid 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 Outlaid Not Yet Disbursed - FYB	The amount of authority outlaid 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/outlaid 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 [GSDM RSS](#) 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 [Procurement Advisory Number 132](#) 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 FMFI, [USDA OCFO Bulletin 23-01, Entering Award ID on Manually-entered FMFI Documents](#), 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 [DATA Act Entering Award ID on](#)

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 \$10,000, 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

[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 [USDA OCFO Error Codes for DATA Act Files A, B, & C](#) 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 [Appendix B: Non-Standard Program Activities](#).

For further detail on the program activity, please refer to the [DATA Act – Program Activity Functional Design document](#) 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 [DATA Act Functional Area Splitting User Guide](#) 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 [USDA Acquisition Data Reporting Policy, Federal Acquisition Regulation 4.6 on Contract Reporting](#), 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 [Procurement Advisory Number 132](#) 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 FMFI 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 [DATA Act FPDS-NG D1 Inbound Interface Functional Design document](#) 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 FMFI 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 FMFI and non-FMFI users (such as FSSP clients) through the consolidation of data in the Repository and the data submission to Treasury's DABS portal.

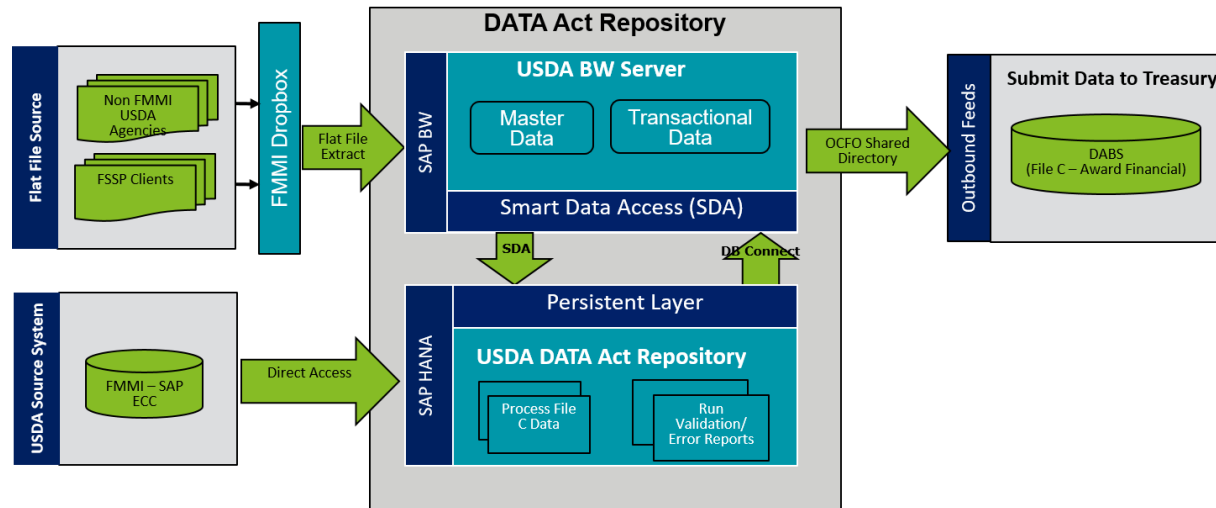


Figure 1: USDA DATA Act File C Systems Process Map

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 FMFI Data Transfer

The File C data is automatically transferred from FMFI to the Repository for USDA agencies that use FMFI on a monthly basis. This data is transferred to the Repository automatically, where it will be processed with the non-FMFI user data that has been brought into the Repository from FMFI Dropboxes via the BW Server.

3.1.2 OCFO FMFI Dropbox for Non-FMFI Users

USDA agencies and FSSP clients that do not use FMFI submit File C data to the FMFI Dropbox via FTP using the File A-C agency inbound file. These non-FMFI users are required to submit data for processing monthly, in accordance with OMB M 20-21. Instructions for the FMFI 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.
2. Configure your Dropbox to push the files to the FMS server. There are 2 options available to submit your flat files to the FMFI Dropbox, FileZilla or WinSCP. Detailed instructions for each option can be found in Appendix C: FMFI Dropbox FileZilla Submission Instructions or Appendix D: FMFI Dropbox WinSCP Submission Instructions.

3. 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>_DYYYYMMDD_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.

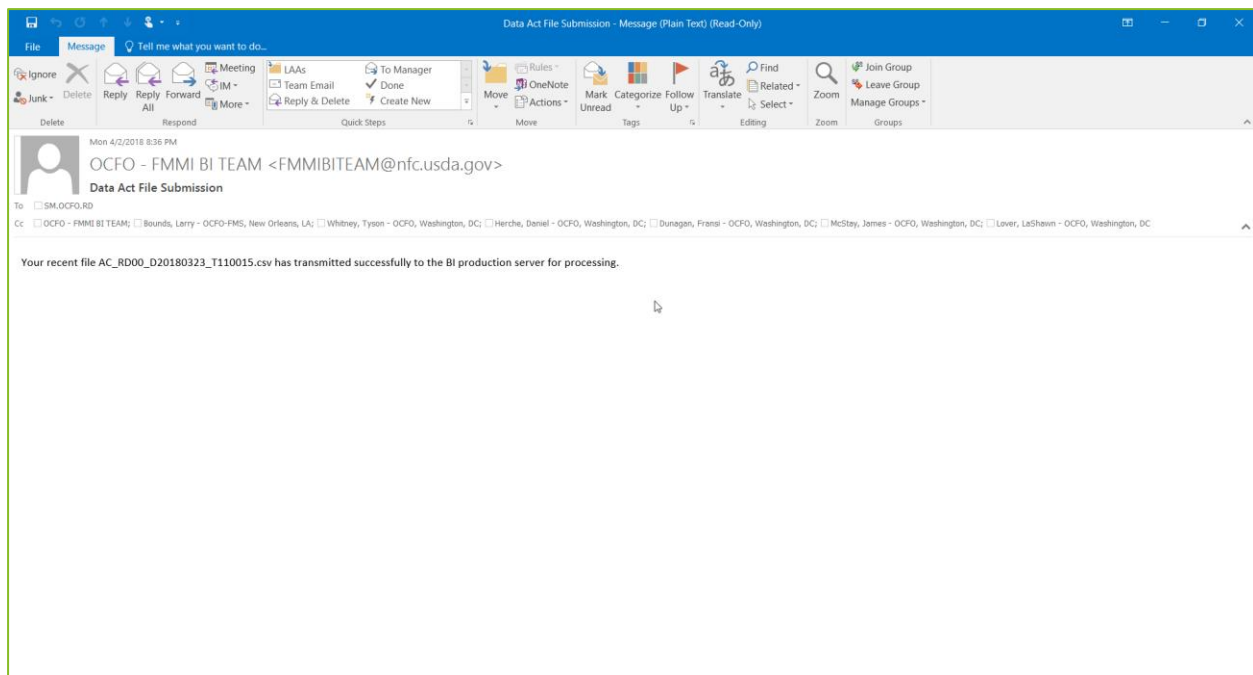


Figure 2: BW Server Confirmation Email

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

Directory: /sapmnt/PB7/EAIData/INT/DATA_ACT/inbound

Useab...	Viewed	Changed	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	pb7adm		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
			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: Initial Screen

Program

Subobjects

☒ 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.

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

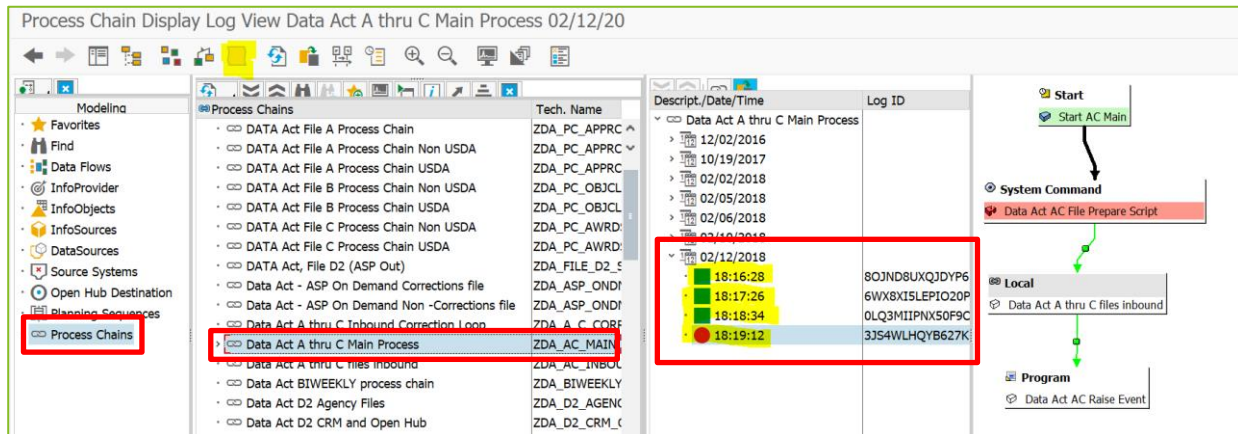


Figure 5: Process Chain - Confirm Files Have Run

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

Call "USDA"."DA_MASTER_LOAD_TABLES_A_B_C" ('YYYYPPP', 'N', 'N', 'A', ?);

Table 2: 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 FSSP Agencies, FMS Help Desk, and DATA Act 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.

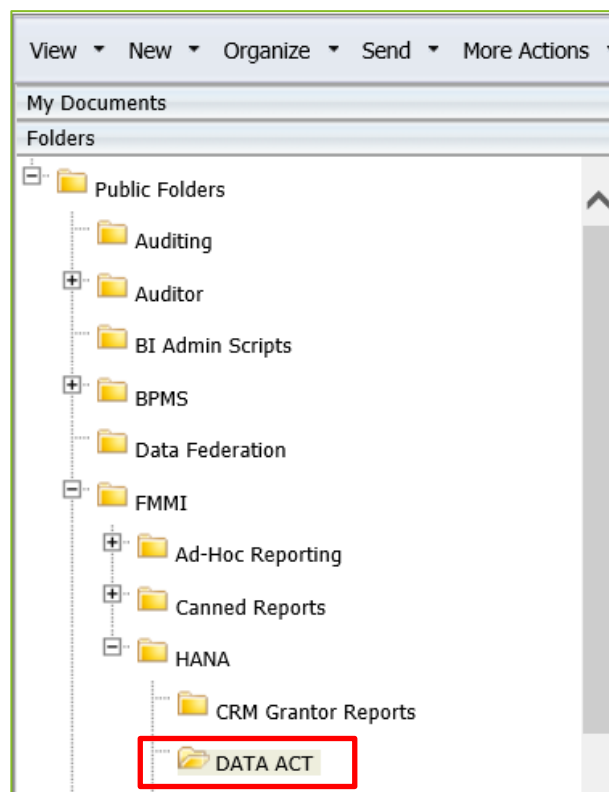


Figure 6: FSSP Clients Error Handling Process - Navigate to DATA Act

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

Title	Type	Last Run	Instances
DATA ACT D2 ERROR REPORT PUBLICATION	Publication	Apr 4, 2018 1:49 PM	15
DATA ACT FILE A CERTIFICATION REPORT	Web Intelligence	Nov 15, 2017 8:05 AM	8
DATA ACT FILE A CERTIFICATION LETTER	Web Intelligence	Jul 25, 2017 2:36 PM	2
DATA ACT FILE A CERTIFICATION REPORT PUBLICATION - NON-USA	Publication	Feb 13, 2018 1:50 PM	30
DATA ACT FILE A CERTIFICATION REPORT PUBLICATION - USDA ONLY	Publication	May 1, 2017 7:50 AM	1
DATA ACT FILE A ERROR REPORT	Web Intelligence	Aug 9, 2017 9:51 AM	3
DATA ACT FILE A ERROR REPORT PUBLICATION - NON-USA	Publication	Jan 29, 2018 12:59 PM	30
DATA ACT FILE A ERROR REPORT PUBLICATION - USDA ONLY	Publication	Jul 27, 2017 10:24 AM	5
DATA ACT FILE B CERTIFICATION LETTER	Web Intelligence		0
DATA ACT FILE B CERTIFICATION REPORT	Web Intelligence		0
DATA ACT FILE B CERTIFICATION REPORT PUBLICATION - NON-USA	Publication	Feb 13, 2018 2:00 PM	30
DATA ACT FILE B CERTIFICATION REPORT PUBLICATION - USDA ONLY	Publication	Feb 13, 2018 2:55 PM	40
DATA ACT FILE B ERROR REPORT - NON-USA	Web Intelligence		0
DATA ACT FILE B ERROR REPORT - USDA ONLY	Web Intelligence		0
DATA ACT FILE B ERROR REPORT PUBLICATION - NON-USA	Publication	Feb 13, 2018 2:15 PM	30
DATA ACT FILE B ERROR REPORT PUBLICATION - USDA ONLY	Publication	Feb 13, 2018 2:15 PM	40
DATA ACT FILE C CERTIFICATION LETTER	Web Intelligence		0
DATA ACT FILE C CERTIFICATION REPORT	Web Intelligence		0
DATA ACT FILE C CERTIFICATION REPORT PUBLICATION - NON-USA	Publication	Feb 13, 2018 2:34 PM	30
DATA ACT FILE C CERTIFICATION REPORT PUBLICATION - USDA ONLY	Publication	Feb 13, 2018 4:23 PM	40
DATA ACT FILE C ERROR REPORT - NON-USA	Web Intelligence		0
DATA ACT FILE C ERROR REPORT PUBLICATION - NON-USA	Publication	Feb 13, 2018 2:30 PM	30
DATA ACT FILE C ERROR REPORT PUBLICATION - USDA ONLY	Publication	Feb 13, 2018 3:43 PM	40
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
 3. Click Prompts and then click the Modify button.

Schedule – DATA ACT FILE C ERROR REPORT PUBLICATION - USDA ONLY

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) no value has been selected yet, this filter will be ignored

Enter value(s) for Business Area

Figure 8: FSSP Clients Error Handling Process - Click Prompts and Modify

4. Refresh the Fiscal Period List of Values, if necessary.

Prompts

Prompts Summary

Enter value(s) for Fiscal Period

* Enter value(s) for Business Area

Enter value(s) for Fiscal Period (optional)

Type values here

Refresh Values

Fiscal Period

2017006

2017009

2017012

2018002

2018003

2018004

2018005

2018006

March 26, 2018 7:22:28 PM GMT+00:00

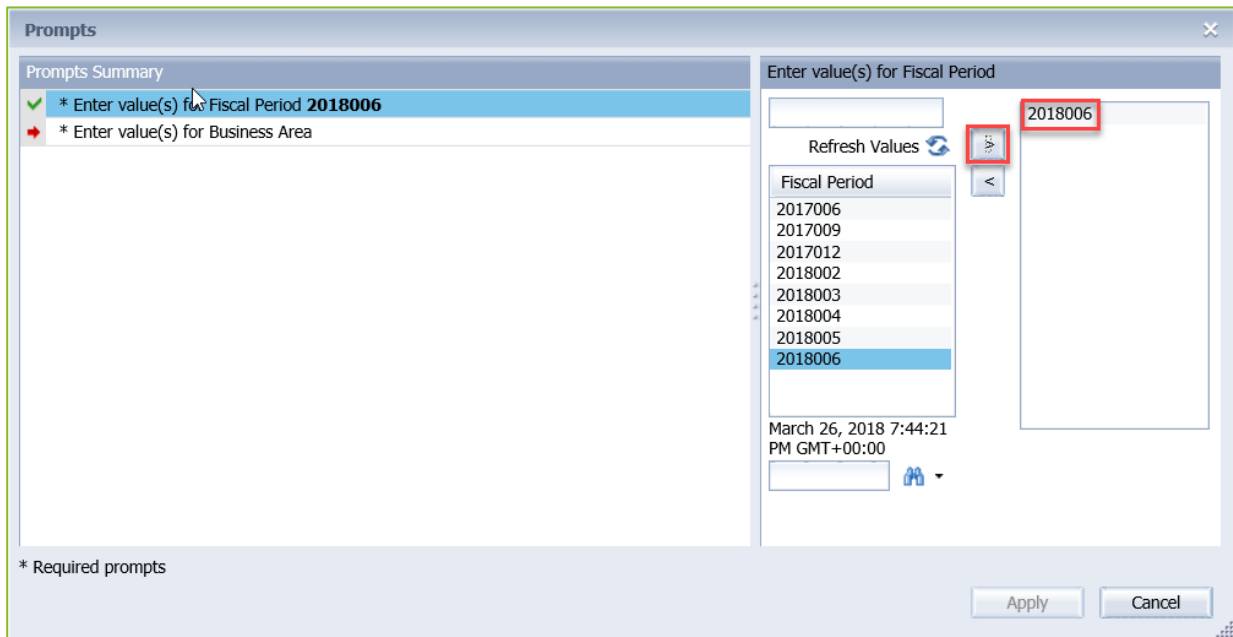
* Required prompts

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 Summary

- ✓ * Enter value(s) for Fiscal Period **2018006**
- ✗ * Enter value(s) for Business Area

Enter value(s) for Fiscal Period

Refresh Values

Fiscal Period

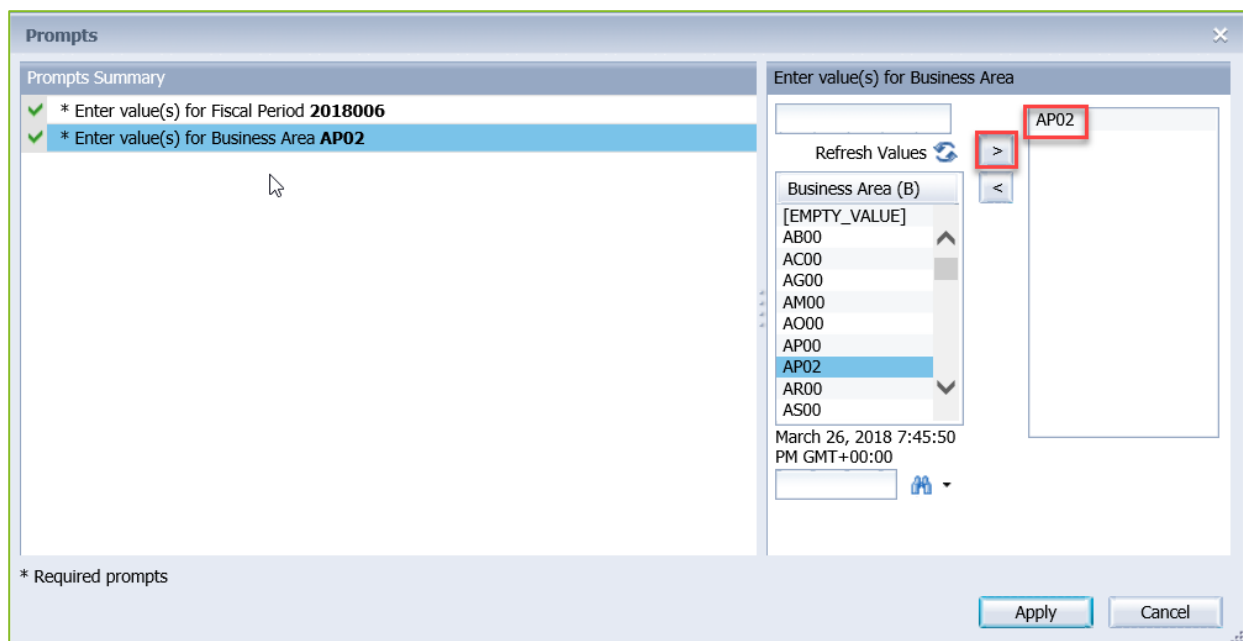
- 2017006
- 2017009
- 2017012
- 2018002
- 2018003
- 2018004
- 2018005
- 2018006**

March 26, 2018 7:44:21 PM GMT+00:00

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 Fiscal Period **2018006**
- ✓ * Enter value(s) for Business Area **AP02**

Enter value(s) for Business Area

Refresh Values

Business Area (B)

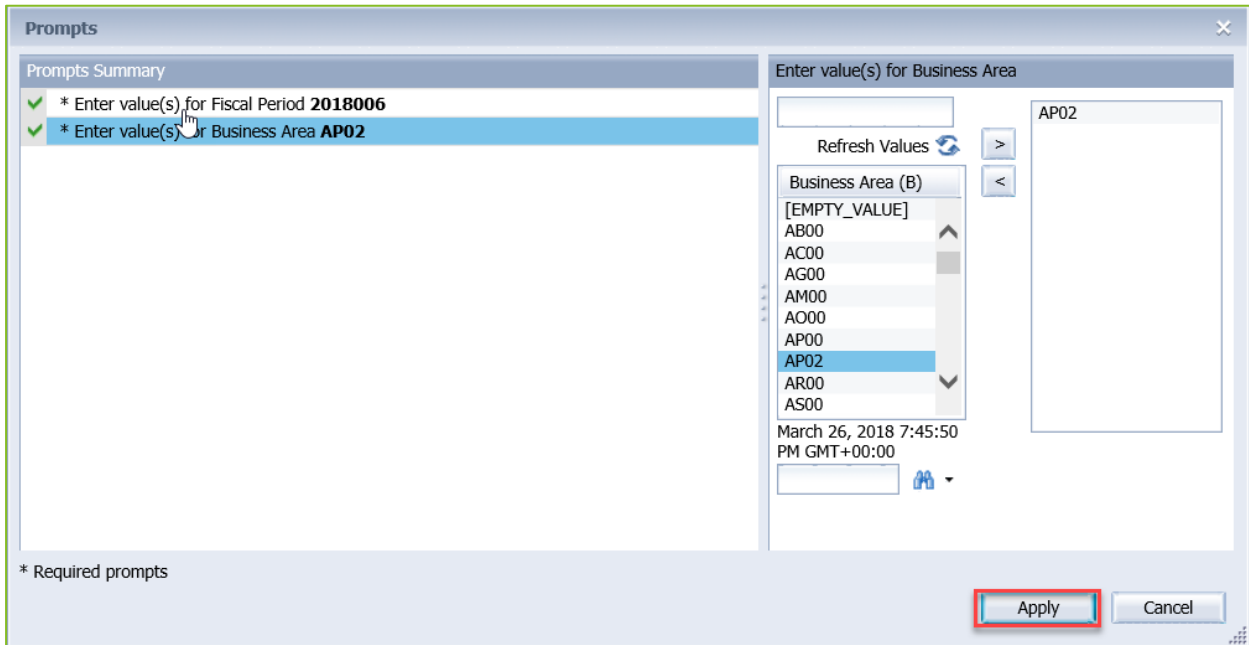
- [EMPTY_VALUE]
- AB00
- AC00
- AG00
- AM00
- AO00
- AP00
- AP02**
- AR00
- AS00

March 26, 2018 7:45:50 PM GMT+00:00

Apply Cancel

Figure 11: FSSP Clients Error Handling Process - Select Business Area

7. Click the Apply button.



Prompts

Prompts Summary

- * Enter value(s) for Fiscal Period **2018006**
- * Enter value(s) for Business Area **AP02**

Enter value(s) for Business Area

Refresh Values

Business Area (B)

[EMPTY_VALUE]

AB00

AC00

AG00

AM00

AO00

AP00

AP02

AR00

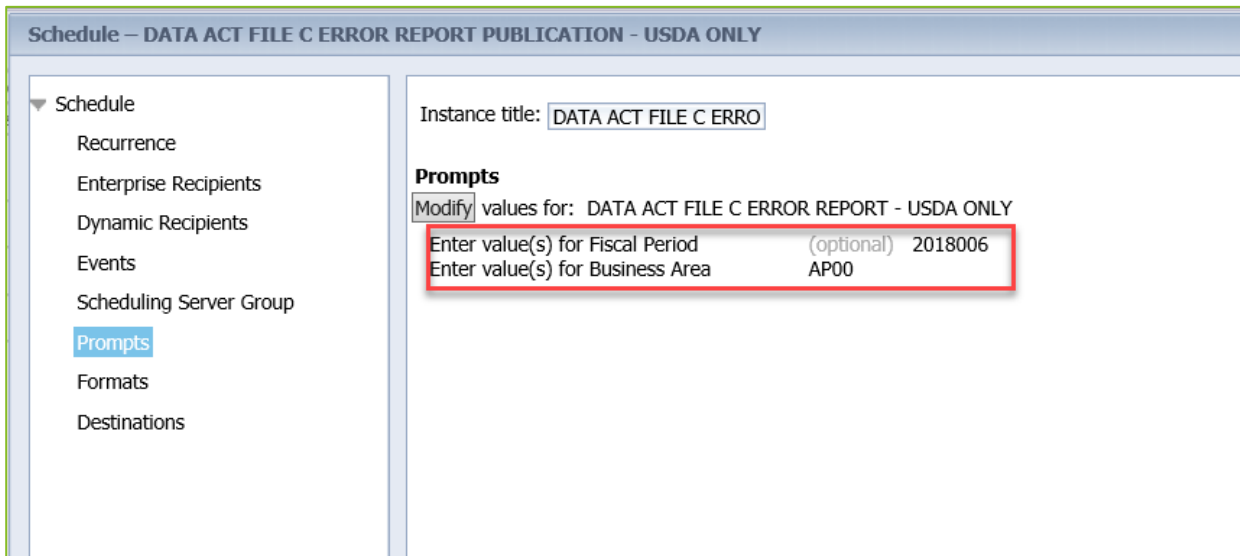
AS00

March 26, 2018 7:45:50 PM GMT+00:00

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

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

Figure 13: FSSP Clients Error Handling Process - Prompts Set

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.

Instance title: DATA ACT FILE C ERRO

Dynamic Recipients
Choose the Source for Dynamic Recipients
Web Intelligence Report Dynamic Recipient Provider

DA AGENCY POC EMAIL REPORT
Map fields from the source document to those used to send the Publication.
Recipient Identifier (required): Agency Code
Full Name: Acronym
Email: DA Poc Email Group

Specify the recipients for the Publication.
☐ Use entire list

Available
Agency Code: [dropdown] 1 of 2

Agency Code	Acronym	DA Poc Email Group	Agency Name
AM00	AMS	SM.DATACT.AMS@cfo.usda.gov	Agricultural Marketing Service
AO00	AO	SM.DATACT.AO@cfo.usda.gov	Office of Advocacy and Outreach
AP00	APHIS	SM.DATACT.APHIS@cfo.usda.gov	Animal and Plant Health Inspection Service
AR00	ARS	SM.DATACT.ARS@cfo.usda.gov	Agricultural Research Service
BP00	OBPA	SM.DATACT.OBPA@cfo.usda.gov	Office of Budget and Program Analysis
CC00	CCC	SM.DATACT.CCC@cfo.usda.gov	Commodity Credit Corporation
CF00	OCFO	SM.DATACT.OCFO@cfo.usda.gov	Office of the Chief Financial Officer
CM00	OC	SM.DATACT.OC@cfo.usda.gov	Office of Communications
CR00	OCR	SM.DATACT.OCR@cfo.usda.gov	Office of Civil Rights
DA00	DM	SM.DATACT.DM@cfo.usda.gov	Departmental Management
ER00	ERS	SM.DATACT.ERS@cfo.usda.gov	Economic Research Service

Selected
ID: AM00 - AMS

Excluded

[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.

Instance title: DATA ACT FILE C ERRO

Dynamic Recipients
Choose the Source for Dynamic Recipients
Web Intelligence Report Dynamic Recipient Provider

DA AGENCY POC EMAIL REPORT
Map fields from the source document to those used to send the Publication.
Recipient Identifier (required): Agency Code
Full Name: Acronym
Email: DA Poc Email Group

Specify the recipients for the Publication.
☐ Use entire list

Available
Agency Code: [dropdown] 1 of 2

Agency Code	Acronym	DA Poc Email Group	Agency Name
AM00	AMS	SM.DATACT.AMS@cfo.usda.gov	Agricultural Marketing Service
AO00	AO	SM.DATACT.AO@cfo.usda.gov	Office of Advocacy and Outreach
AP00	APHIS	SM.DATACT.APHIS@cfo.usda.gov	Animal and Plant Health Inspection Service
AR00	ARS	SM.DATACT.ARS@cfo.usda.gov	Agricultural Research Service
BP00	OBPA	SM.DATACT.OBPA@cfo.usda.gov	Office of Budget and Program Analysis
CC00	CCC	SM.DATACT.CCC@cfo.usda.gov	Commodity Credit Corporation
CF00	OCFO	SM.DATACT.OCFO@cfo.usda.gov	Office of the Chief Financial Officer
CM00	OC	SM.DATACT.OC@cfo.usda.gov	Office of Communications
CR00	OCR	SM.DATACT.OCR@cfo.usda.gov	Office of Civil Rights
DA00	DM	SM.DATACT.DM@cfo.usda.gov	Departmental Management
ER00	ERS	SM.DATACT.ERS@cfo.usda.gov	Economic Research Service

Selected
ID: AP00 - APHIS

Excluded

[Schedule] [Cancel]

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

12. Click the Schedule button.

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.

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 [Step 2](#), 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.

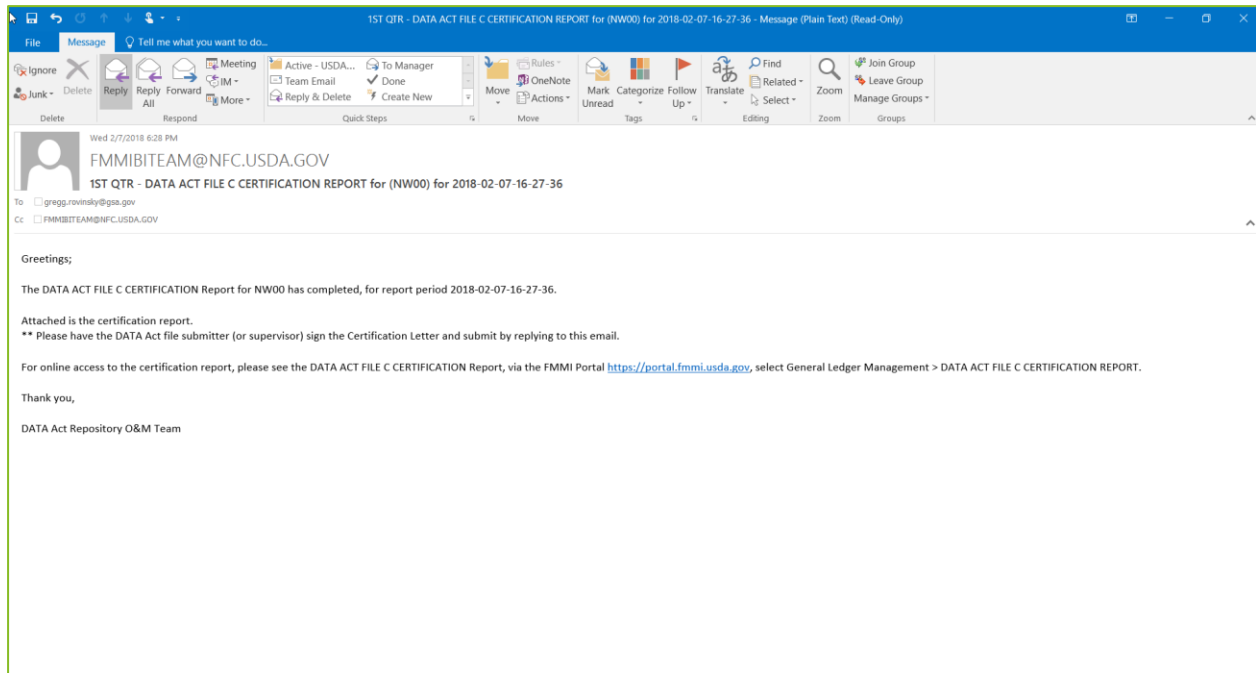


Figure 18: FSSP Client DATA Act File C Certification Report Notification

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.

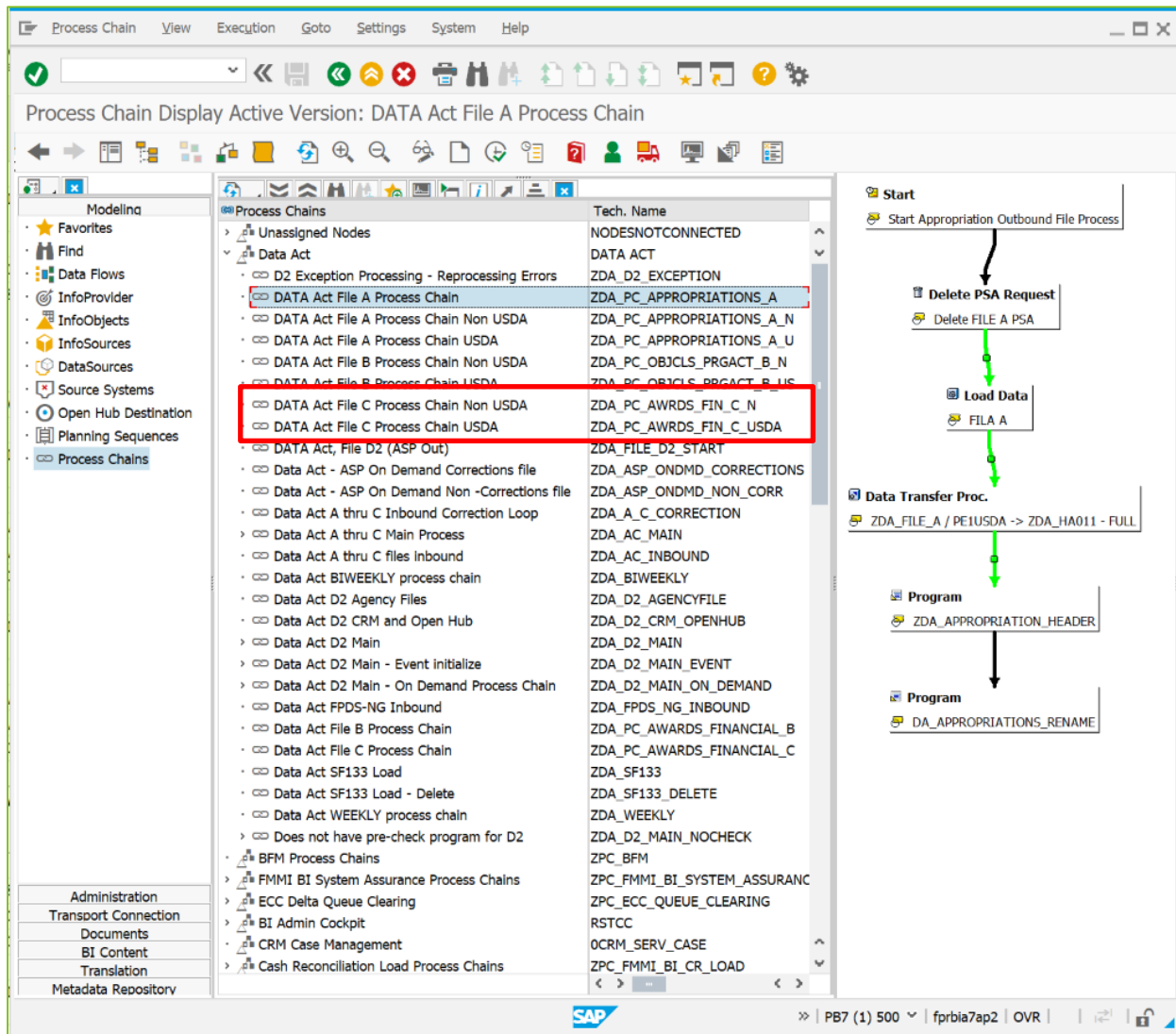


Figure 19: Process Chain - Error-free Data

Directory: /sapmnt/PB7/EAIData/INT/DATA_ACT/TRES/outbound

Useab	Viewed	Changed	Length	Owner	Lastchan	Lastchan	File Name
			61440	pb7adm	03/22/201	14:31:35	.
X			2399	pb7adm		14:31:16	S_USDA_ASSISTANCE
			20480	pb7adm	03/19/201	13:39:39	submitted
			4096	pb7adm		13:39:22	holding
X			52707226	pb7adm	02/14/201	09:06:57	FMMI.USDA.DA.AF_20180214_080642.txt
X			2606	pb7adm		09:06:11	S_FMMI.USDA.DA.AF
X			3290450	pb7adm		09:04:58	FMMI.USDA.DA.PA_20180214_080444.txt
X			2380	pb7adm		09:04:55	S_FMMI.USDA.DA.PA
X			71170	pb7adm		09:04:33	FMMI.USDA.DA.APPRO_20180214_080419.txt
X			1176	pb7adm		09:04:23	S_FMMI.USDA.DA.APPRO
				pb7adm	02/13/201	08:48:32	FSSP.UD00.DA.AF_20180213_074817.txt
				pb7adm		08:47:38	FSSP.RE00.DA.AF_20180213_074723.txt
X			2877	pb7adm		08:47:36	FSSP.AB00.DA.AF_20180213_074722.txt
X			2866	pb7adm		08:47:35	FSSP.AP02.DA.AF_20180213_074720.txt
X			2383	pb7adm		08:47:33	FSSP.AS00.DA.AF_20180213_074719.txt
				pb7adm		08:47:32	FSSP.GW00.DA.AF_20180213_074717.txt
				pb7adm		08:46:38	FSSP.HT00.DA.AF_20180213_074624.txt
X			10673	pb7adm		08:46:37	FSSP.DR00.DA.AF_20180213_074622.txt
X			25529	pb7adm		08:46:35	FSSP.FC00.DA.AF_20180213_074621.txt
X			16169	pb7adm		08:46:33	FSSP.JF00.DA.AF_20180213_074619.txt
				pb7adm		08:46:32	FSSP.BR00.DA.AF_20180213_074617.txt
				pb7adm		08:45:33	FSSP.CC02.DA.AF_20180213_074519.txt
				pb7adm		08:45:32	FSSP.IP00.DA.AF_20180213_074517.txt
X			4011	pb7adm		08:44:32	FSSP.CH00.DA.AF_20180213_074417.txt
X			5061	pb7adm		08:43:32	FSSP.MM00.DA.AF_20180213_074317.txt
				pb7adm		08:42:34	FSSP.PA00.DA.AF_20180213_074220.txt
				pb7adm		08:42:33	FSSP.PL00.DA.AF_20180213_074219.txt
X			6096	pb7adm		08:42:32	FSSP.JU00.DA.AF_20180213_074217.txt
X			3529	pb7adm		08:41:35	FSSP.JM00.DA.AF_20180213_074120.txt
X			17718	pb7adm		08:41:33	FSSP.DN00.DA.AF_20180213_074119.txt
X			9520	pb7adm		08:41:32	FSSP.CG00.DA.AF_20180213_074117.txt
X			5162	pb7adm		08:41:00	FSSP.AC00.DA.AF_20180213_074046.txt
				pb7adm		08:40:59	FSSP.NW00.DA.AF_20180213_074044.txt
				pb7adm		08:40:58	FSSP.NC00.DA.AF_20180213_074043.txt
X			6716	pb7adm		08:34:32	FSSP.UD00.DA.PA_20180213_073417.txt
X			7264	pb7adm		08:33:32	FSSP.RE00.DA.PA_20180213_073317.txt
X			17270	pb7adm		08:32:35	FSSP.AB00.DA.PA_20180213_073220.txt
X			13412	pb7adm		08:32:33	FSSP.AP02.DA.PA_20180213_073219.txt
X			5415	pb7adm		08:32:32	FSSP.AS00.DA.PA_20180213_073217.txt
X			5638	pb7adm		08:31:33	FSSP.GW00.DA.PA_20180213_073119.txt

SAP >> PB7 (1) 500 | fprbia7ap2 | OVR |

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](#).

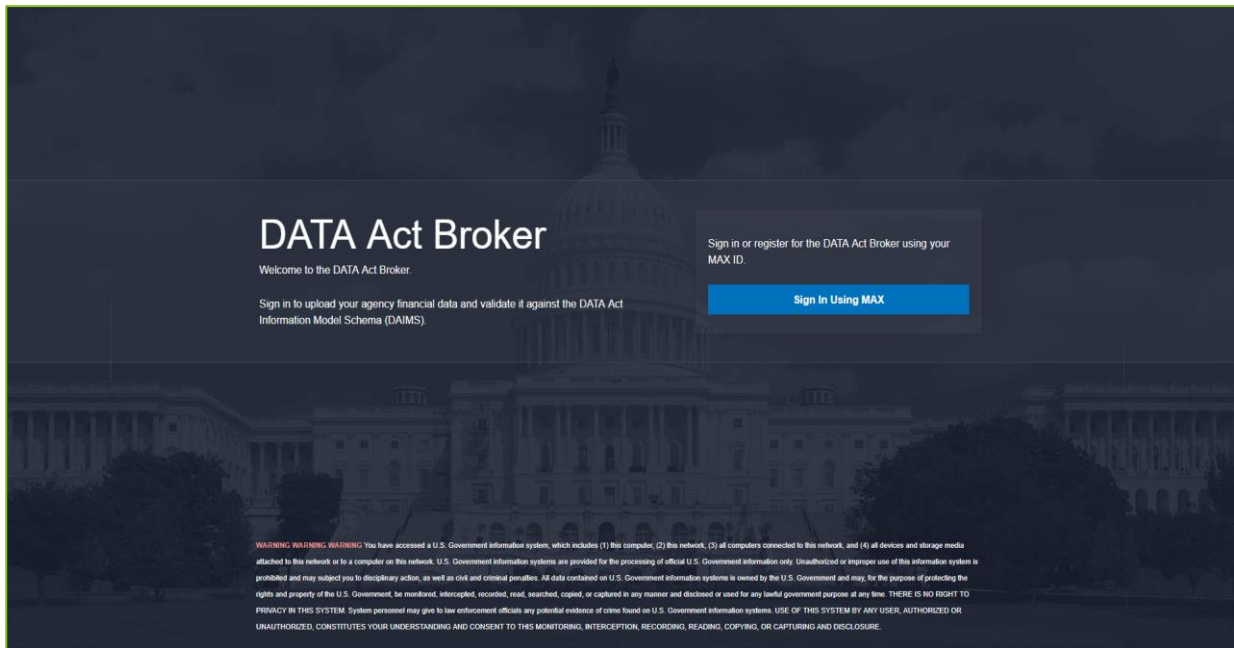


Figure 21: DATA Act Broker Home Page

- b. Click Enter under the Select the DATA Act Broker Submission.

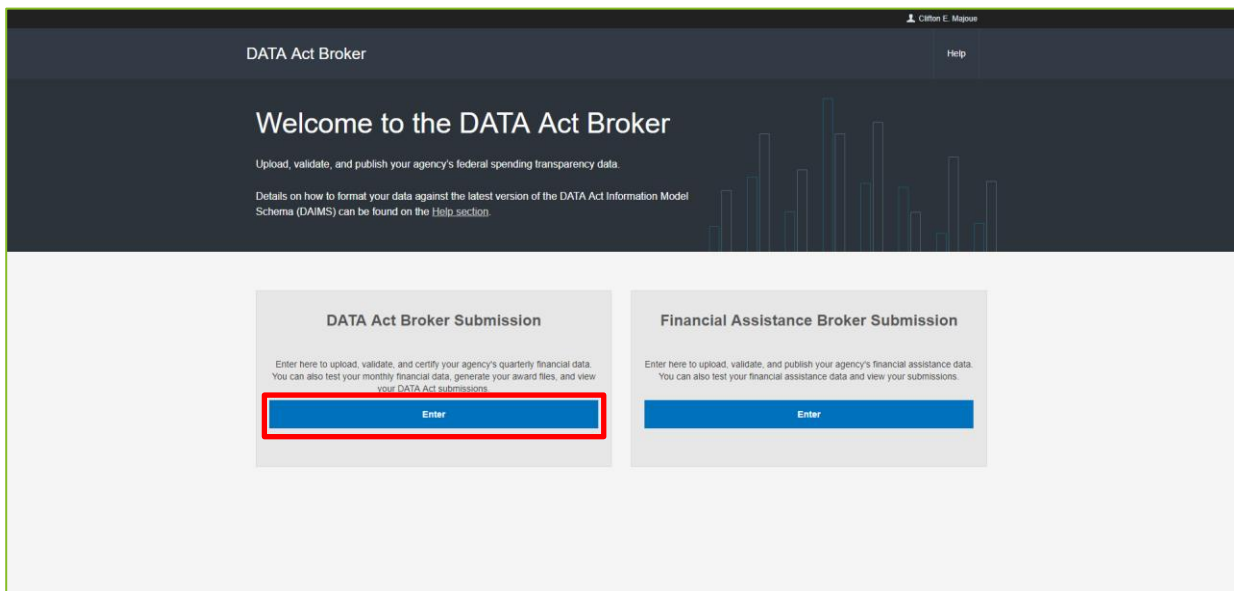


Figure 22: Select the DATA Act Broker Submission

c. On the DABS home page, click on “Upload and Validate a New Submission”

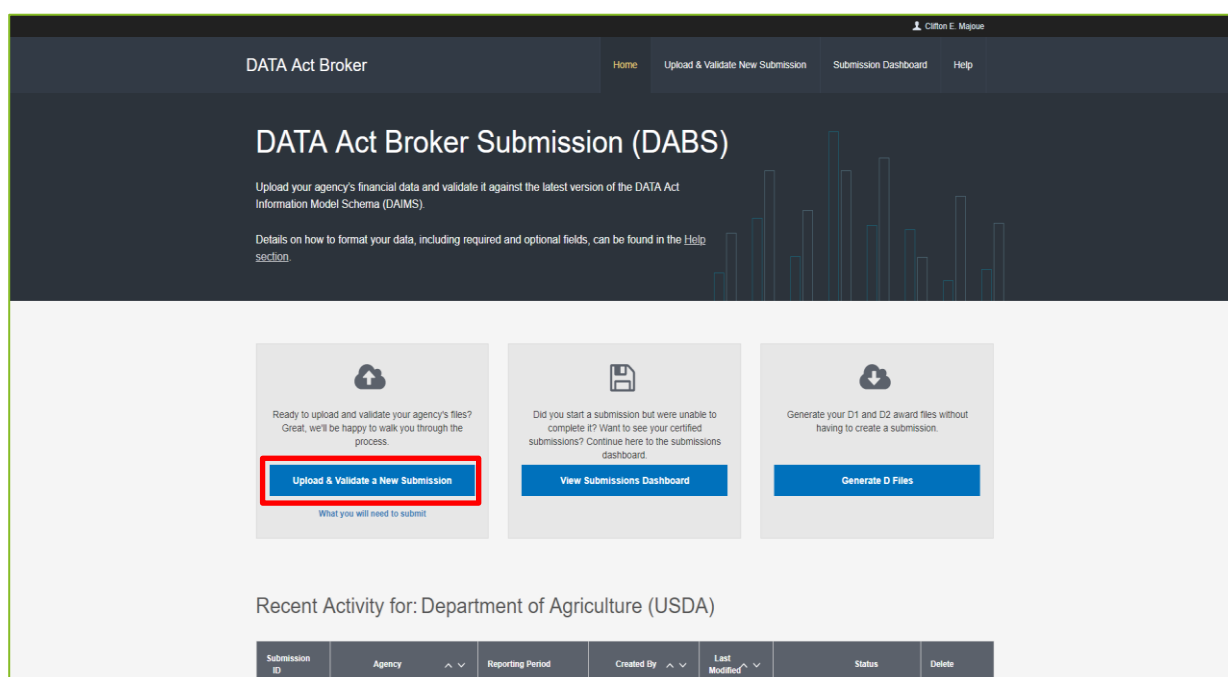
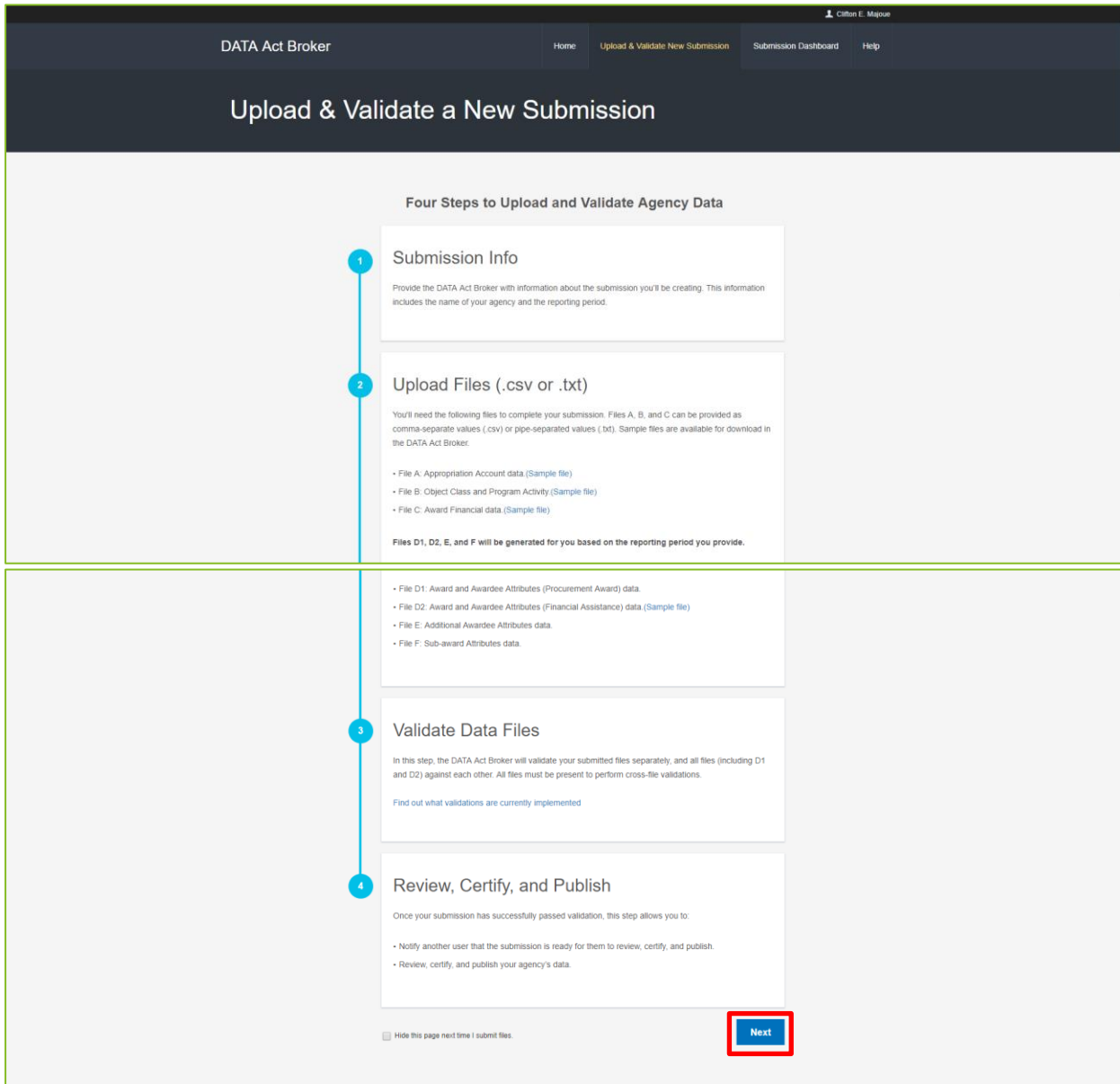


Figure 23: Select Upload and Validate a New Submission

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



DATA Act Broker

Home **Upload & Validate New Submission** Submission Dashboard Help

Upload & Validate a New Submission

Four Steps to Upload and Validate Agency Data

- 1 Submission Info**

Provide the DATA Act Broker with information about the submission you'll be creating. This information includes the name of your agency and the reporting period.
- 2 Upload Files (.csv or .txt)**

You'll need the following files to complete your submission. Files A, B, and C can be provided as comma-separated values (.csv) or pipe-separated values (.txt). Sample files are available for download in the DATA Act 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 based on the reporting period you provide.
- 3 Validate Data Files**

In this step, the DATA Act Broker will validate your submitted files separately, and all files (including D1 and D2) against each other. All files must be present to perform cross-file validations.

[Find out what validations are currently implemented](#)
- 4 Review, Certify, and Publish**

Once your submission has successfully passed validation, this step allows you to:

 - Notify another user that the submission is ready for them to review, certify, and publish.
 - Review, certify, and publish your agency's data.

☐ 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.

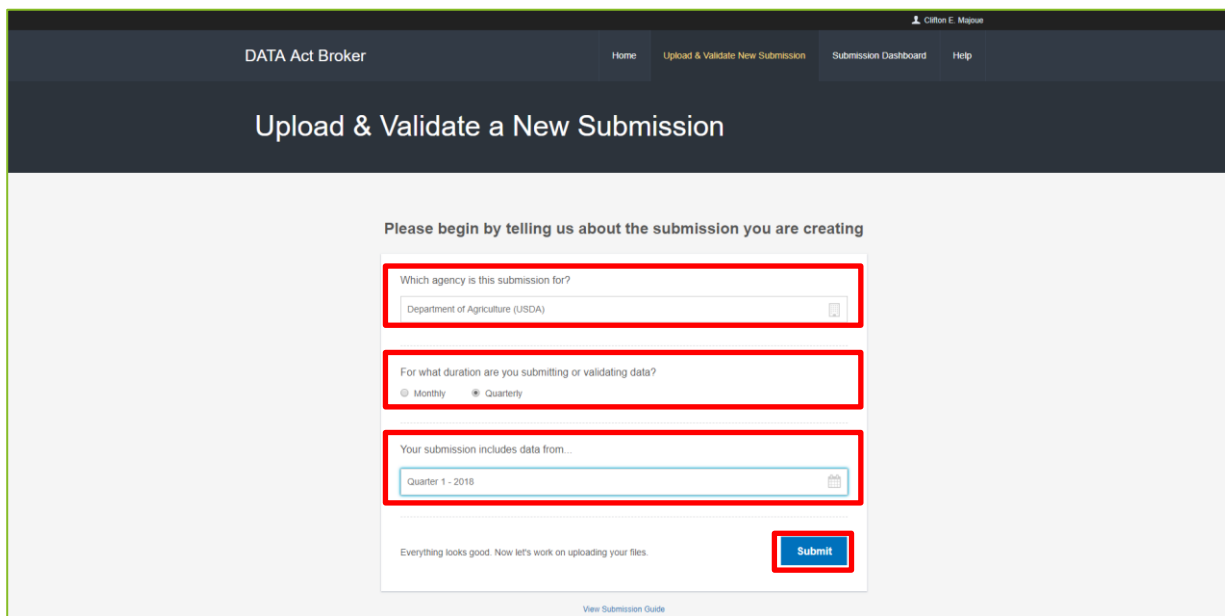


Figure 25: Upload & Validate - Submission Info Screen

- 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.

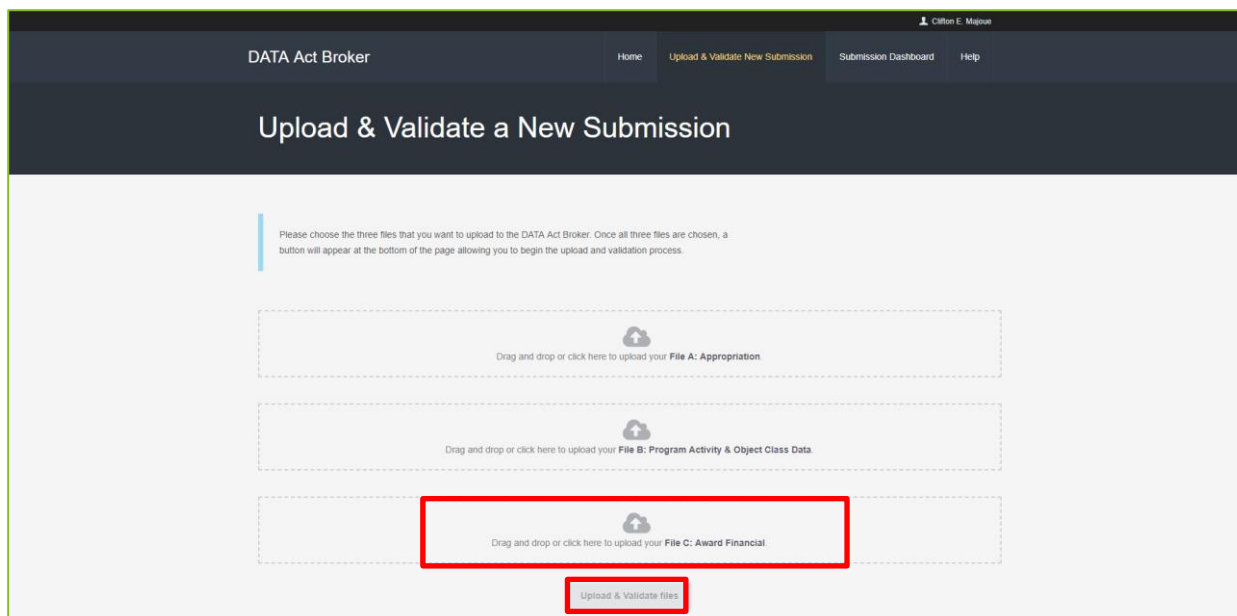
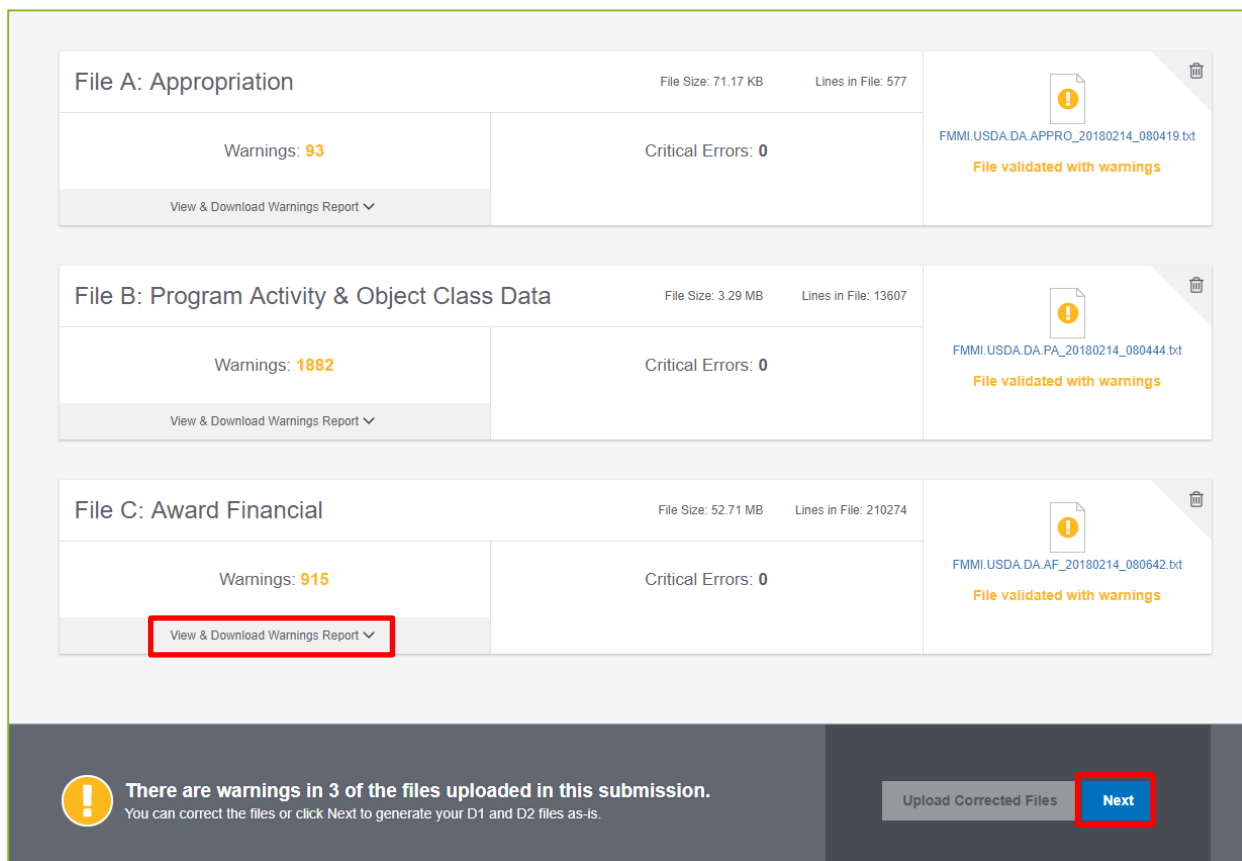


Figure 26: Upload Files to DABS

- 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 [File C Warnings Report](#), can be found in Appendix A: Legislation, Guidance, and Tools. Click Next.



File Name	File Size	Lines in File	Warnings	Critical Errors	File Name	Status
File A: Appropriation	71.17 KB	577	93	0	FMMI.USDA.DA.APPRO_20180214_080419.bt	File validated with warnings
File B: Program Activity & Object Class Data	3.29 MB	13607	1882	0	FMMI.USDA.DA.PA_20180214_080444.bt	File validated with warnings
File C: Award Financial	52.71 MB	210274	915	0	FMMI.USDA.DA.AF_20180214_080642.bt	File validated with warnings

Summary: There are warnings in 3 of the files uploaded in this submission. You can correct the files or click Next to generate your D1 and D2 files as-is.

Buttons: Upload Corrected Files, **Next**

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. By default, this range is set to the submission date range you selected in step one.

File D1: Procurement Awards (FPDS data)

10/01/2017

through

12/31/2017

Download File D1: Procurement Awards (FPDS data)

Download File

File D2: Financial Assistance


10/01/2017

through

12/31/2017

Download File D2: Financial Assistance

Download File



Your files have been generated. Click Next to begin cross-file validations.

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.

Cross-file validation will now be performed on some of your files. As before, if any errors are found they will be displayed below.

File A

Appropriations Account

File B

Program Activity and Object Class Data

warnings 508

Source File	Error Message	Occurrences
Appropriations Account	Rule A19: The ObligationsIncurredTotalByTAS_CPE amount in the appropriation file (A) does not equal the negative sum of the corresponding ObligationsIncurredByProgramObjectClass_CPE values in the award financial file (B).	170
Appropriations Account	Rule A35: DeobligationsRecoveriesRefundsByTAS_CPE in File A should equal USSGL (4871_CPE + 4971_CPE + 4872_CPE + 4972_CPE) for the TA	84

Download Warning Report

Upload Corrected Files

File A: Appropriations Account

File B: Program Activity and Object Class Data

File B

Program Activity and Object Class Data

File C

Award Financial

File C

Award Financial

File D1

Award Procurement

warnings 10067

Source File	Error Message	Occurrences
Award Financial	Rule C11: Each unique PIID (or combination of PIID/ParentAwardId) from file C should exist in file D1.	3274
Award Financial	Rule C23.1: For each unique PIID in File C, the sum of each TransactionObligatedAmount should match (but with opposite signs) the sum of the FederalActionObligation reported in D1.	231
Award Financial	Rule C23.2: For each unique combin	

Download Warning Report

Upload Corrected Files

File C: Award Financial

File D1: Award Procurement

File C

Award Financial

File D2

Financial Assistance Award

warnings 271867

Source File	Error Message	Occurrences
Award Financial	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
Award Financial	Rule C23.3: For each unique FAIN in File C, the sum of each TransactionObligatedAmount should match (but with opposite signs) the sum of the FederalActionObligation or OriginalLoanSubsidyCost amounts reported in D2.	26210

Download Warning Report

Upload Corrected Files

File C: Award Financial

File D2: Financial Assistance Award

Some cross-file pairs have validation warnings. You can correct your files or click Next to generate Files E and F.



Upload Corrected Files


Next

Figure 29: DABS Validation

j. Files E and F will appear on the next screen and are available for download. Click Next.

Please wait while your File E: Executive Compensation Data and F: Sub-award Data files are generated. These files do not undergo any additional validations.

<div>File E</div> <div>Executive Compensation Data</div> <div>Executive Compensation data is generated from the System for Award Management and includes data for the receiving entities of the awards in file D.</div>	<div>  File_E.csv </div> <div>Download</div>
<div>File F</div> <div>Sub-Award Data</div> <div>Sub-award data is generated from the Federal Subaward Reporting System and includes the subawards for the prime awards in file D.</div>	<div>  File_F.csv </div> <div>Download</div>



Files E and F have been successfully generated.

Click 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.

Congratulations your data has been successfully validated! Now, what would you like to do with it?



Total File Size: 1.63 MB
Total Rows: 424573
Created on: 02/14/2018
Total Warnings: 2890

Agency Name:	Department of Agriculture (USDA)
Report Start Date:	Q1/2018
Report End Date:	Q1/2018
Award Obligations Incurred (file C):	-\$3,022,344,280.42
Total Financial Assistance Obligations:	-\$2,848,718,638.50
Total Procurement Obligations:	-\$173,625,641.92


Add comments to files

File A

USDA Component Agency Quarterly DATA Act Reporting Assurance Statement

Agencies are responsible for providing reasonable assurance that their agency's internal controls support the reliability and validity of the

Save Changes

 You do not have permissions to certify


 **Notify Another User that the Submission is Ready for Certification**


Figure 31: Confirmation of data being successfully validated in DABS

DATA Act File C SOP

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- 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.

Congratulations your data has been successfully validated! Now, what would you like to do with it?



Total File Size: 1.63 MB
Total Rows: 42
Created on: 02/28/2018
Total Warnings: 0

Agency Name: Department of Agriculture (USDA)

Report Start Date: Q1/2018

Report End Date: Q1/2018

Notify Another User that the Submission is Ready for Certification

Name or email address of the person to certify this submission

Send Notification

File A

Statement

Agencies are responsible for providing reasonable assurance that their agency's internal controls support the reliability and validity of the

Save Changes

You do not have permissions 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 [USDA DATA Act Quarterly Assurance Statement](#) can be found in Appendix A: Legislation, Guidance, and Tools.

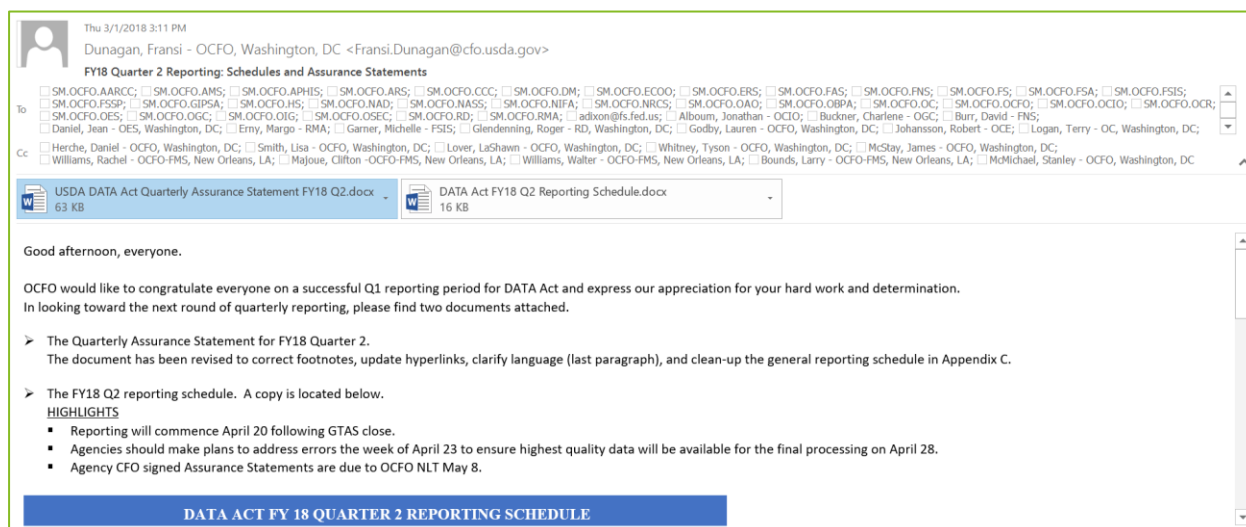


Figure 33: Assurance Request Email Example

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 [Section 3.1.5, step 2, subsection K](#)), 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.

From: Majoue, Clifton -OCFO-FMS, New Orleans, LA
Sent: Wednesday, February 14, 2018 1:30 PM
To: Moaney, Lynn - OCFO, Washington, DC <Lynn.Moaney@cfo.usda.gov>; Whitney, Tyson - OCFO, Washington, DC <Tyson.Whitney@cfo.usda.gov>; Clanton, Mike - OCFO, Washington, DC <Mike.Clanton@cfo.usda.gov>; McMichael, Stanley - OCFO, Washington, DC <Stanley.McMichael@cfo.usda.gov>; Staton, Christopher - FSA, Washington, DC <Christopher.i.Staton@wdc.usda.gov>; Leger, Matthew - OCFO-FMS, New Orleans, LA <Matthew.Leger@cfo.usda.gov>; Connolly, Linda - OCFO-FMS, New Orleans, LA <LINDA.CONNOLLY@cfo.usda.gov>
Cc: Robertson, Ella - OCFO-FMS, New Orleans, LA <ELLA.ROBERTSON@cfo.usda.gov>; Gros, Ron - OCFO-FMS, New Orleans, LA <RON.GROS@cfo.usda.gov>; Giorlando, Joseph - OCFO-FMS, New Orleans, LA <JOE.GIORLANDO@cfo.usda.gov>; Williams, Rachel - OCFO-FMS, New Orleans, LA <RACHEL.WILLIAMS@cfo.usda.gov>
Subject: Data Act 1st Quarter FINAL Processing Status 02-14-18

Good Morning,

The team has completed its final refresh of the repository; we submitted USDA's File A, B, C to the broker for pre-validation. Please note, the files have not been certified. I have attached both the DATA Act Status Report (USDA & FSSP) and Broker Warning Reports for your review. Additionally, all commission files have been provided to FSSP.

The files are awaiting certification at the Broker. **Please confirm if certification is granted.**

****As reflected in the attached "DATA Act Status" spreadsheet, there are critical failures in the repository. These errors were not passed on to Treasury.**

Broker Files: Pre-validation successful.

File A: Appropriation


File Size: 71.17 KB

Lines in File: 577

Warnings: 93

Critical Errors: 0

View & Download Warnings Report



FMS USDA.DA.APPRO_20180214_080419.xls

File validated with warnings

File B: Program Activity & Object Class Data


File Size: 3.29 MB

Lines in File: 13807

Warnings: 1882

Critical Errors: 0

View & Download Warnings Report



FMS USDA.DA.PA_20180214_080448.xls

File validated with warnings

File C: Award Financial


File Size: 52.71 MB

Lines in File: 210274

Warnings: 916

Critical Errors: 0

View & Download Warnings Report









FMS USDA.DA.AF_20180214_080642.xls

File validated with warnings

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_year/a11_2017.pdf
DATA Act Broker Site	https://broker.usaspending.gov
USDA OCFO Bulletin 23-0, Completing DATA Act Award ID on FMMI Direct-Entry Obligations and Expenditures	https://nfc.usda.gov/FSS/Publications/FMS/Bulletins/ocfo-docs/ocfo23-01.pdf
Federal Acquisition Regulation Subpart 2.101	https://www.acquisition.gov/far/html/Subpart%202.1.html
The Reporting Submission Specification (RSS) Schema File	https://fiscal.treasury.gov/files/data-transparency/gsdm-rss-v1.0.1.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_1
USDA DATA Act Quarterly Assurance Statement	 USDA DATA Act Quarterly Assurance S

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

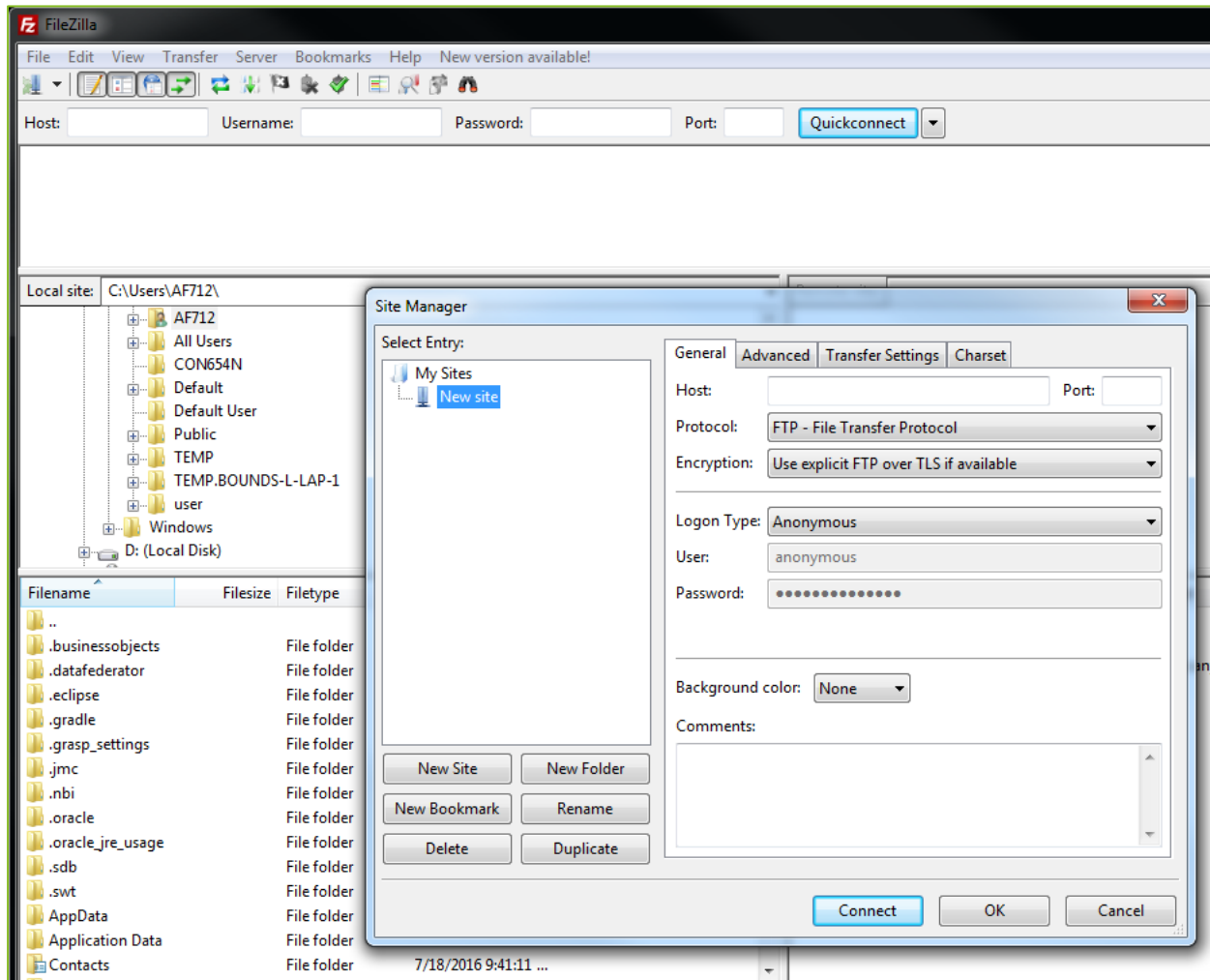


Figure 35: FileZilla Home Screen

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: (intr****) ex: intrpar00 (Please use your agencies Userid Name)

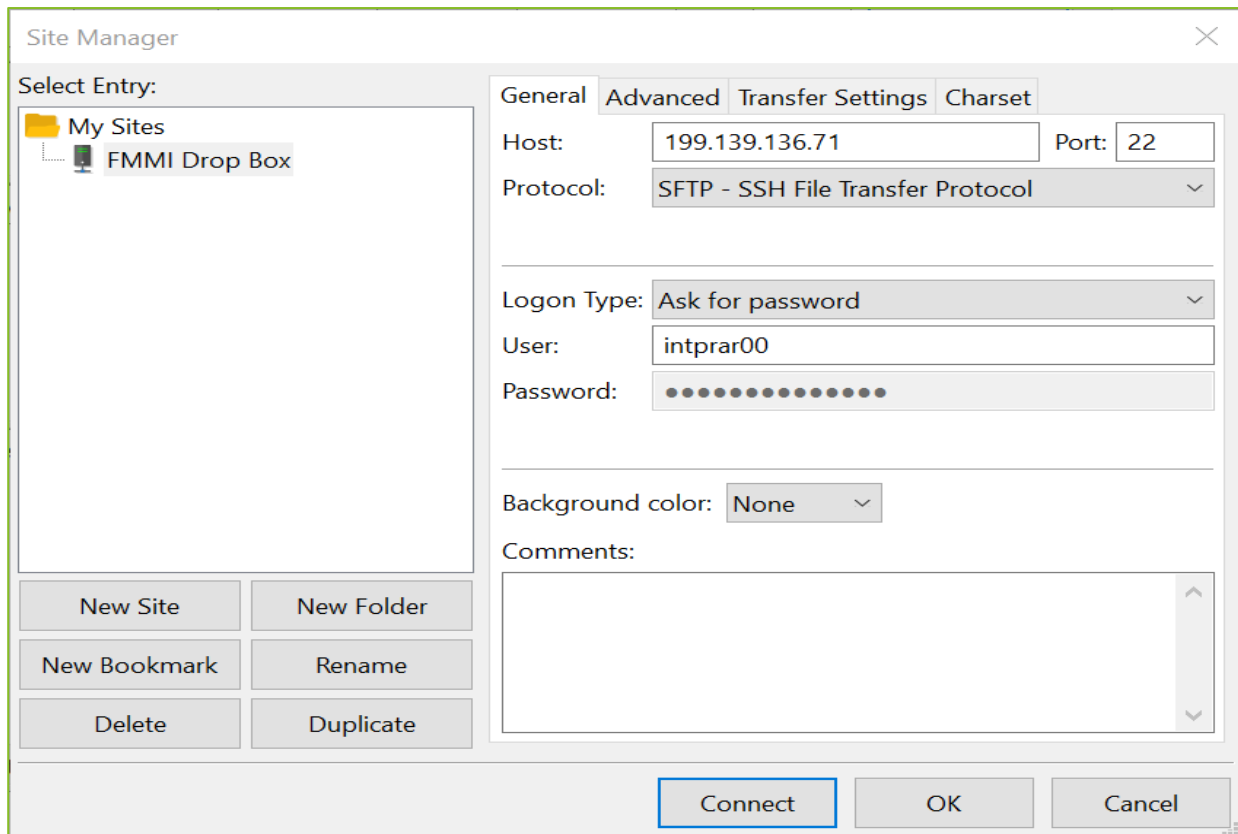


Figure 36: FileZilla Site Manager

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

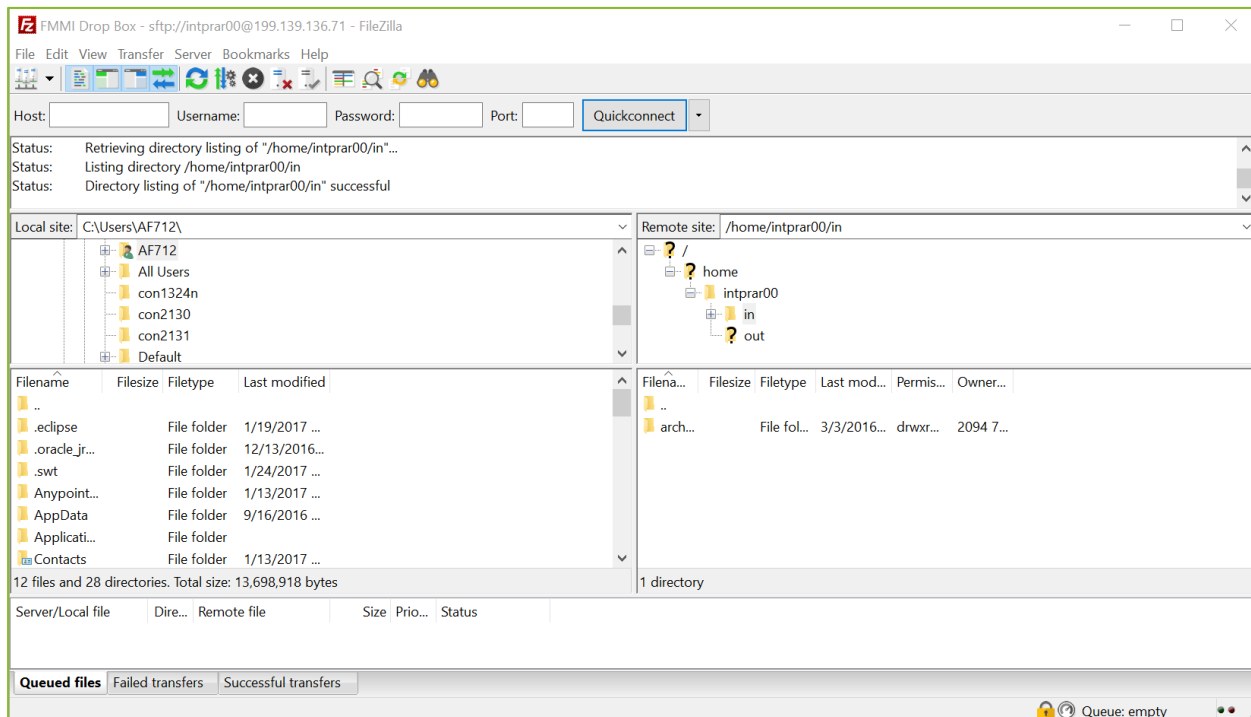


Figure 37: FileZilla FMMI Dropbox

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.

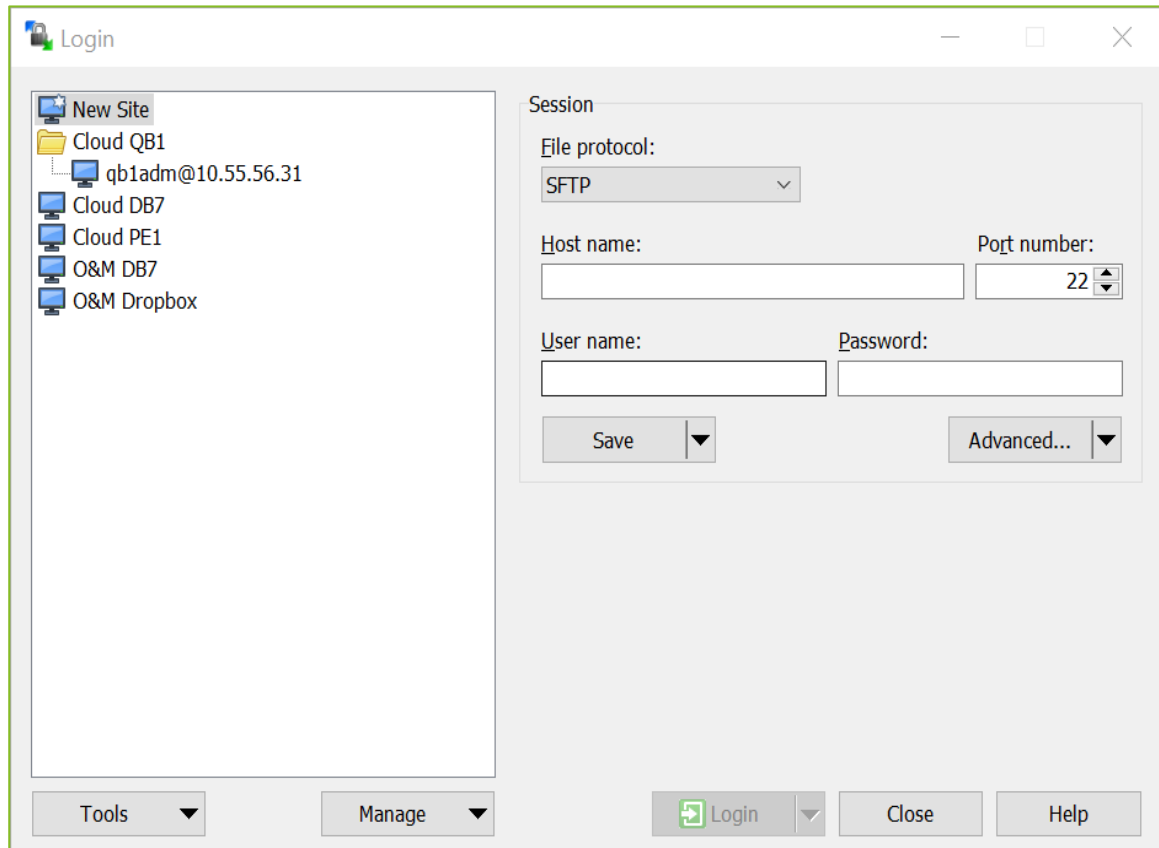


Figure 38: WinSCP Home Page

2. On the next screen, please enter the following:
 - a. File Protocol: click on the dropdown and select SFTP.
 - b. Host name: fprdop-d.fmmiad.fmmi.usda.gov
 - c. Port number: 22
 - d. User name: Your id intqa**** (Ex. intqafx00)

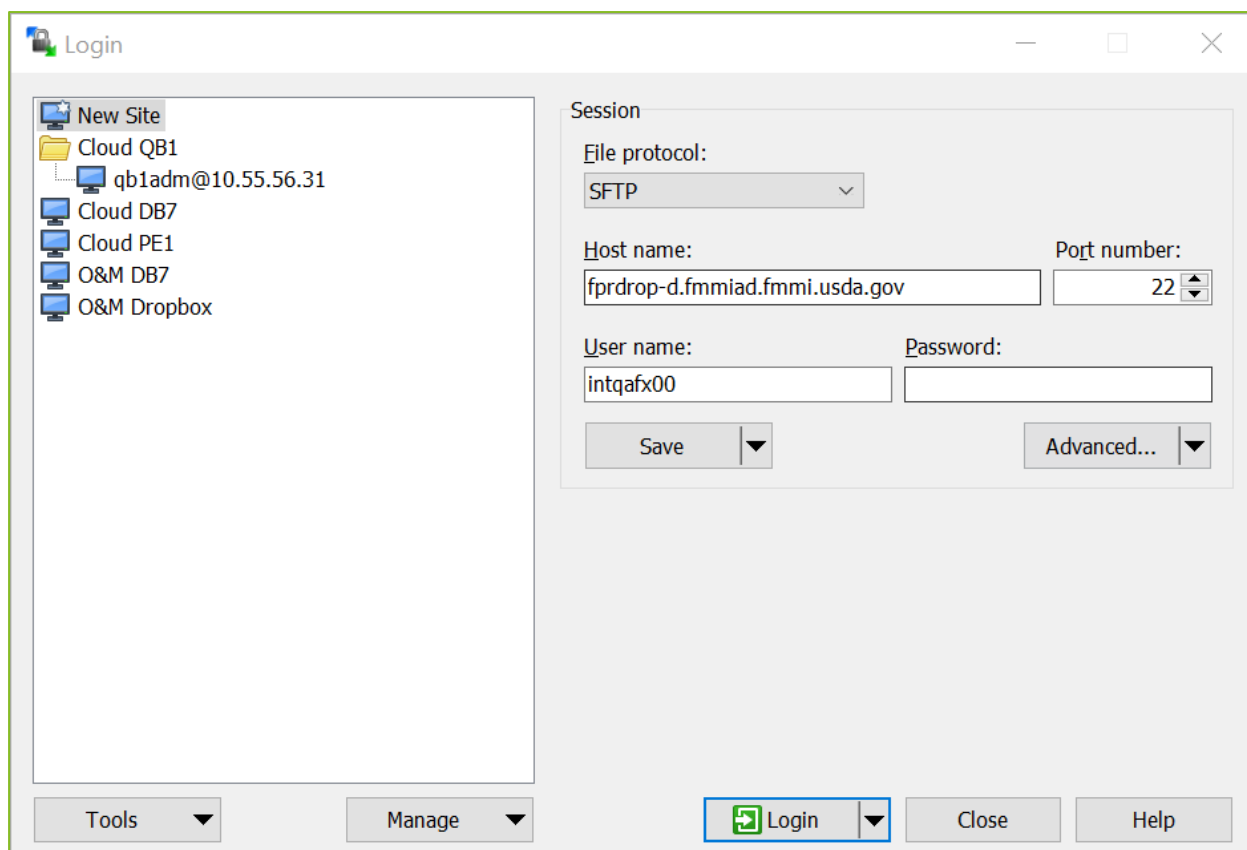


Figure 39: WinSCP Home Page Example

3. After you put in the information above, click “Login” and enter your password.

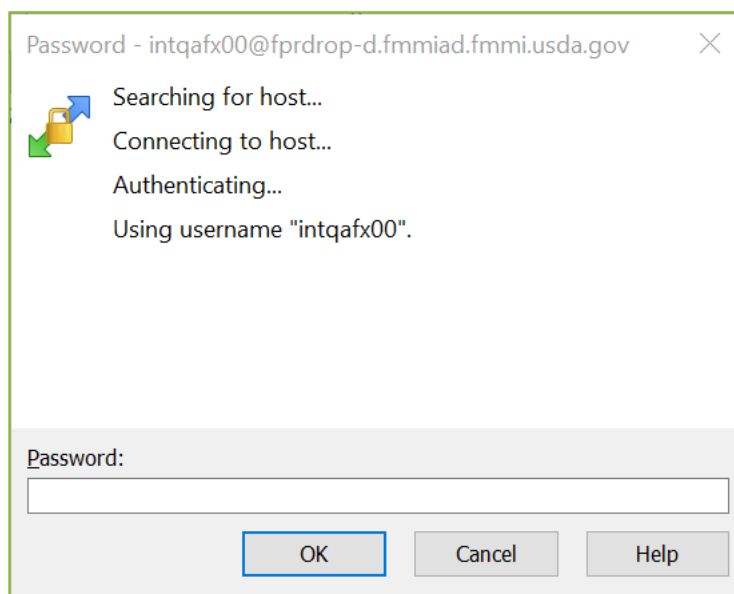


Figure 40: WinSCP Login

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.

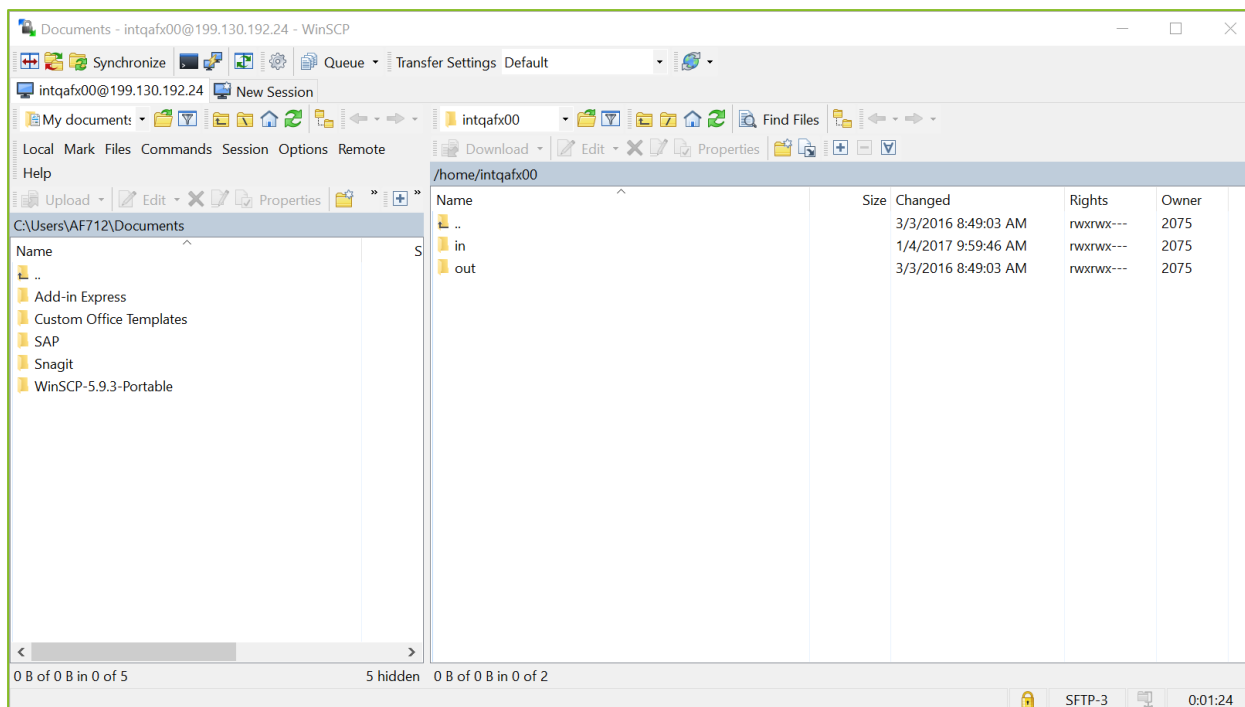


Figure 41: WinSCP FMMI Dropbox

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

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

GSDM: Governmentwide Spending Data Model

DAIMS: DATA Act Information Model Schema

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