



# Accessing Certification and Error Reports in FMMI

January 2022

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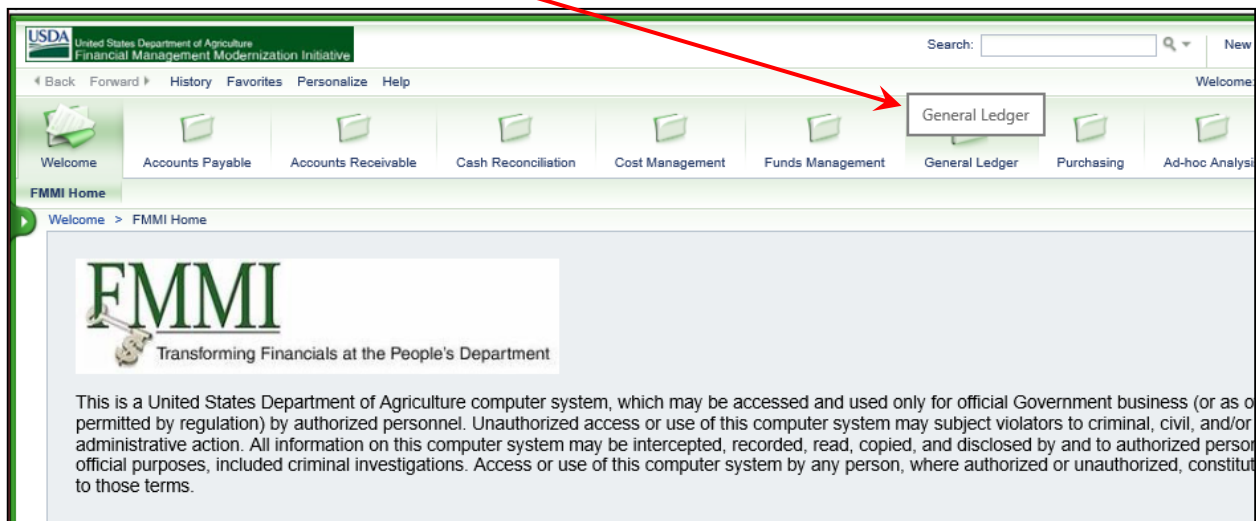
## GAINING ACCESS TO FMMI HANA REPORTS

To request access to the FMMI HANA reports, contact your agency's FMMI Security POC and ask to have the following User Role applied: Z0000DGHGL: BI\_HANA\_CAN\_GL\_REPT

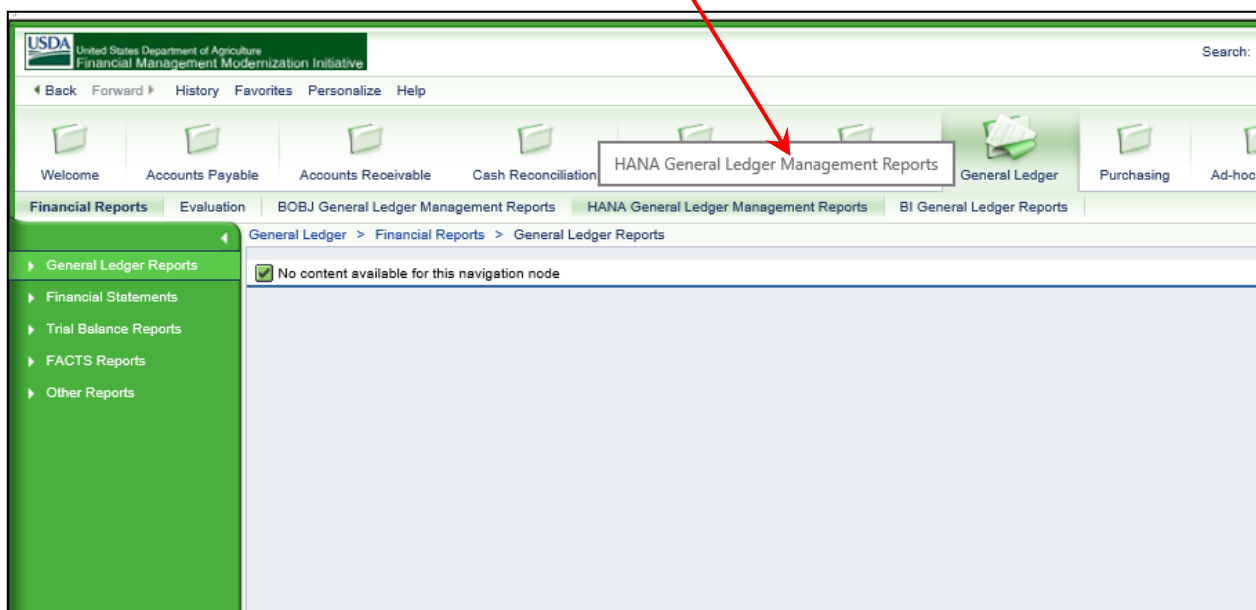
## FINDING FMMI HANA REPORTS

DATA Act Error and Certification reports are available in the HANA General Ledger Management Reports section on FMMI <https://portal.fms.usda.gov/>. (Internet Explorer preferred browser.) File A-C reports are refreshed daily and File D2 reports are refreshed each time the process is run on the 3<sup>rd</sup>, 6<sup>th</sup>, 18<sup>th</sup>, and 21<sup>st</sup> of the month. A user's display may differ slightly from the screenshots in this document based on User Roles. The *Business Area* displays the user's agency by default.

Go to the **"General Ledger"** area



Open **"HANA General Ledger Management Reports"**





# LIST OF REPORTS

The first view within HANA Management Reports provides links to the various available reports.  
Select Error or Certification Report for the file of interest.

## Examples

- DATA ACT FILE A CERTIFICATION REPORT
- DATA ACT FILE A ERROR REPORT
- DATA ACT FILE B CERTIFICATION REPORT
- DATA ACT FILE B ERROR REPORT
- DATA ACT FILE C CERTIFICATION REPORT
- DATA ACT FILE C ERROR REPORT
- Data Act D2 Certification Report
- D2 Data Act Error Report

**Transaction Register Report**  
 The purpose of this report is to list the individual line items that have been posted to the 95 ledger table. The 95 ledger items represent all postings against the 95, 96, and 97 ledgers. Therefore, this report can be used to display 96 and 97 line item information.

**Trial Balance by Fund at GL Account Level Report**  
 A General Ledger Management report that details the Trial Balance by Fund, by Fiscal Period range at the SGL account level. This report is used by USDA to check various fund balances throughout the fiscal period and year. The document line is the lowest level of drill down. The GL account level drill hierarchy is 1. SGL Account, 2. Period, 3.Reference Document, 4. Transaction Number back ECC. The main source table for this report is FMUSFGT.

**Short Hand Code Report**  
 The shorthand code is an alphanumeric string of up to 27 characters that is used in combination with legacy agency code to store a combination of accounting elements. These accounting elements are used to post financial transactions in FMMI. The HANA Shorthand Code Report will provide a listing of shorthand codes by legacy Agency Code and System ID.

**Spending Detail**  
 The Spending Detail Report provides a detailed analysis on General Ledger data for spending activity by Budget Period, Fiscal Period, Funded Program, Fund, Vendor, Document Type, Reference Obligor Document Number, and FMMI Document Number.

**Budget Object Classification Macro (DATA)**  
 Specifically designed, to solidify requirements requested by the Department of Treasury, as it relates to the Digital Accountability and Transparency Act (DATA). This report will use existing data elements found within HANA Spending Detail, however, it will give a macro-level overview of different elements, to include: Obligated Amount and Outlays (Expenditures + Disbursements) by Treasury Account Symbol (TAS) and Object Class Code (Commitment Item).

**Data Act A-C Error Report**  
 The DATA ACT A-C ERROR REPORT will provide Agencies visibility to inaccurate or incomplete records that were transmitted to the USDA DATA ACT reporting repository. In addition, the reports will provide necessary feedback to the respective agency with specifics to which record failed to process successfully combined with the error code and explanation describing what data records are incorrect and a list of approved/valid values that are expected.

**Data Act D2 Certification Report**  
 The DATA ACT D2 CERTIFICATION REPORT will provide agencies the opportunity to view and certify transactions that are correct and will be reported to US Treasury.

**D2 Data Act Error Report**  
 The DATA ACT D2 ERROR REPORT will provide Agencies visibility to inaccurate or incomplete records that were transmitted to the USDA DATA ACT reporting repository. In addition, the reports will provide necessary feedback to the respective agency with specifics to which record failed to process successfully combined with the error code and explanation describing what data records are incorrect and a list of approved/valid values that are expected.

**DATA ACT FILE A ERROR REPORT**  
 The DATA ACT File A - Appropriations Error report will provide Agencies visibility to inaccurate records that were transmitted to the USDA DATA ACT reporting repository.

**DATA ACT FILE A CERTIFICATION REPORT**  
 The DATA ACT FILE A CERTIFICATION REPORT will provide agencies the opportunity to view and certify transactions that are correct and will be reported to US Treasury.

**DATA ACT FILE B ERROR REPORT**  
 The DATA ACT File B - Object Class Activity Error report will provide Agencies visibility to inaccurate records that were transmitted to the USDA DATA ACT reporting repository.

**DATA ACT FILE B CERTIFICATION REPORT**  
 The DATA ACT FILE B CERTIFICATION REPORT will provide agencies the opportunity to view and certify transactions that are correct and will be reported to US Treasury.

**DATA ACT FILE C ERROR REPORT**  
 The DATA ACT File C - Award Financial Error report will provide Agencies visibility to inaccurate records that were transmitted to the USDA DATA ACT reporting repository.

**DATA ACT FILE C CERTIFICATION REPORT**  
 The DATA ACT FILE C CERTIFICATION REPORT will provide agencies the opportunity to view and certify transactions that are correct and will be reported to US Treasury.

**Un-liquidated Obligations Detail Report**  
 The Un-liquidated Obligations Detail Report will display open obligations, liquidating activity and outstanding amounts for obligations by Fund, Purchase Orders, Funds Commitments, and Directly Entered Obligations are presented at a line item detail level and are aged based on the last activity posted against the obligation.

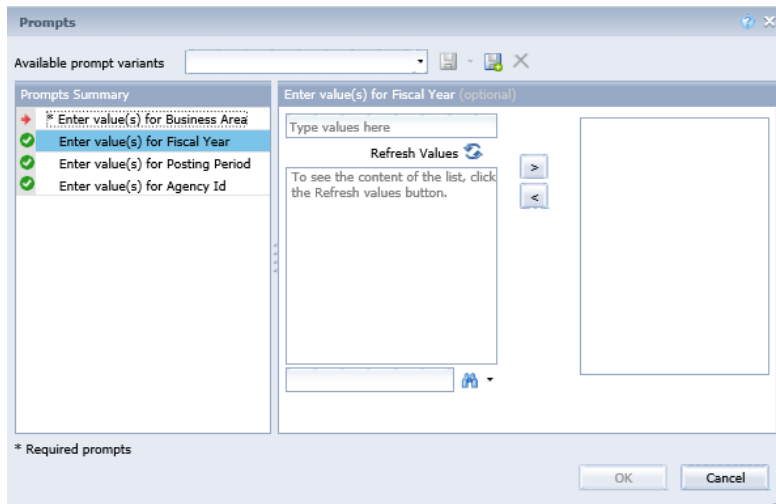
**Data Act FILE Process Log (TARD) - Report**  
 Report provides realtime information on status of D2 file processing including error and success status for inbound and outbound asp files.

**DATA Act Dashboard**  
 The DATA Act Dashboard gives USDA senior leaders, and their respective stakeholders, a visual representation of DATA Act compliance. It allows USDA agencies to view the state of DATA Act compliance through the identification of key performance metrics, file submission statistics, error reporting and trend analysis.

## PROMPT SCREENS AND SELECTIONS

When a selected report opens, a *Prompts* box pops up for selecting desired report parameters. This box has three main sections.

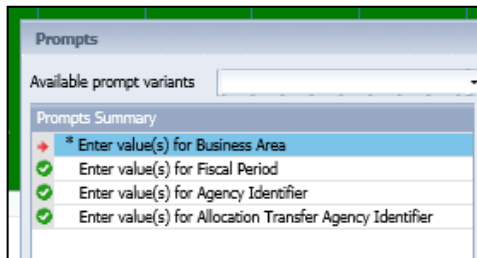
- *Prompts Summary* section: Contents vary widely depending upon report chosen.
- *Enter Values* section: Report parameters are selected and moved to the *Selected Values* section. This section also provides *Search* functions.
- *Selected Values* section: Appears as blank until a report parameter is selected from *Enter Values* section.



### Prompts Summary Section

List of items to focus report results.

*Prompts* with red asterisk are required. *Prompts* with green checkmarks are optional. Click on the prompt you wish to use for desired report results.

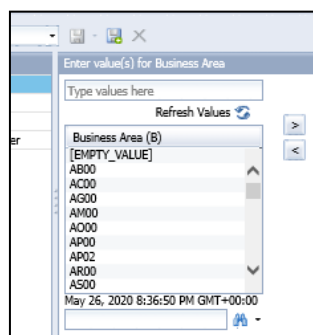


### Enter Values Section

Provides the options available for selection based on the selected Prompt.

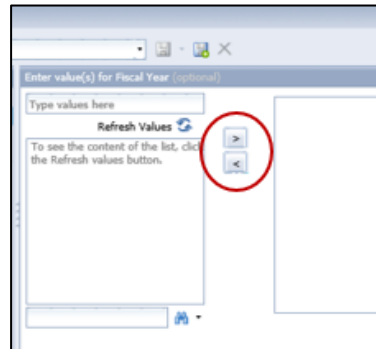
Click on "Refresh Values" to populate the options available for the selected prompt.

Double click on the Value of interest for desired report results. (The value will appear in the box on the right).



## Selected Values Section

Values that are selected from the *Enter Values* section will appear in the box on the right. Values can be added or removed using the direction/arrow buttons.



## Search Functions

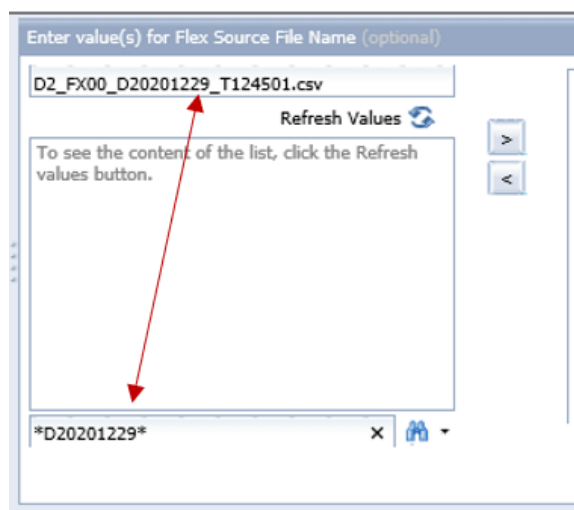
In the *Enter Values* section are two options for searching through the *Values* options. An example of searching for a specific D2 file is displayed below.

- “Type values here” box at the top allows the user to type in desired value. (“*Refresh Values*” must be executed first.)
- A regular Search Window is located at the bottom. It allows use of asterisks to help narrow the search. *Type in search parameter and press Enter or the binoculars icon.*

### Example of using the Search functions.

To locate the Error Report for a specific D2 file:

- Using the “Type values here” field, type the entire name of the desired file... including the ‘.csv’ “D2\_FX00\_D20201229\_T124501.csv” and press Enter.
- Using the regular Search Function at bottom.  
Type in the date stamp with asterisks (\*Dyyy\* or \*Dyyyymm\*) as related to the desired file: \*D202012\* or \*D20201229\*  
Press Enter or click binoculars icon.



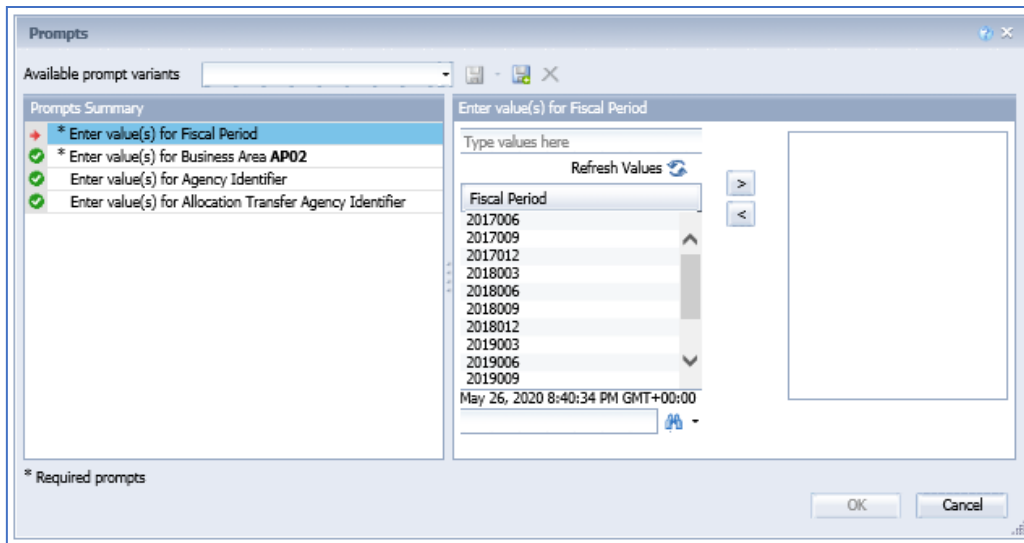
Search either the Type Values or the Search window functions

## FILE A, B, AND C REPORTS

### File A, B, C Certification Reports

Select *Business Area* prompt and click “*Refresh Values*” to populate the *Enter Values* section. Double-click your *Business Area* to populate the *Selected Values* box.

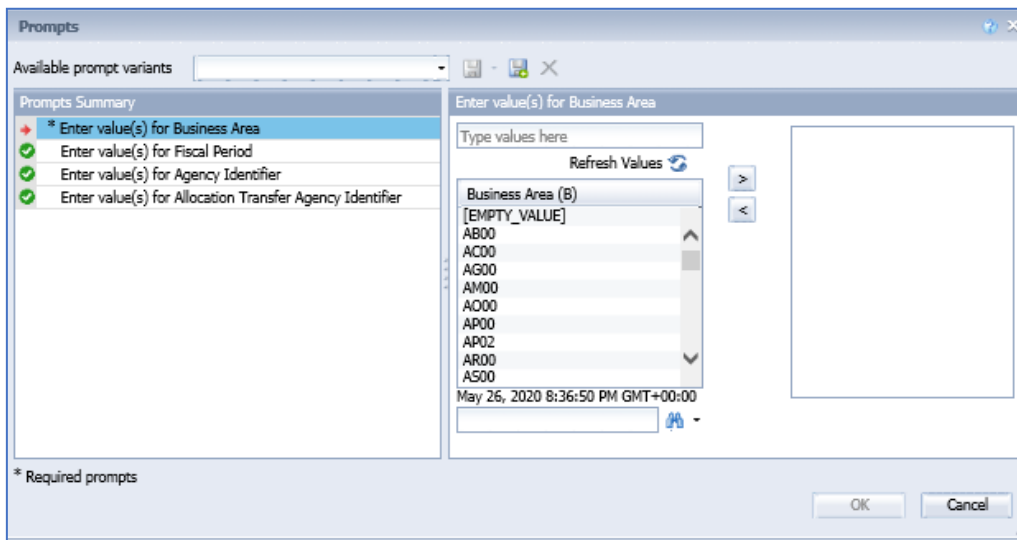
Select *Fiscal Period* prompt and click “*Refresh Values*” to populate the *Enter Values* section. Double-click desired fiscal period to populate the *Selected Values* box. Click **OK**.



### File A, B, C Error Reports

Select *Business Area* prompt and click “*Refresh Values*” to populate the *Enter Values* section. Double-click your *Business Area* to populate the *Selected Values* box.

To narrow the report by Fiscal Period, Agency Identifier or Allocation Transfer Agency:  
 Select the desired Prompt and click “*Refresh Values*” to populate the *Enter Values* section. Double click the desired value to populate the *Values Selected* box. Click **OK**.



## FILE D2 REPORTS

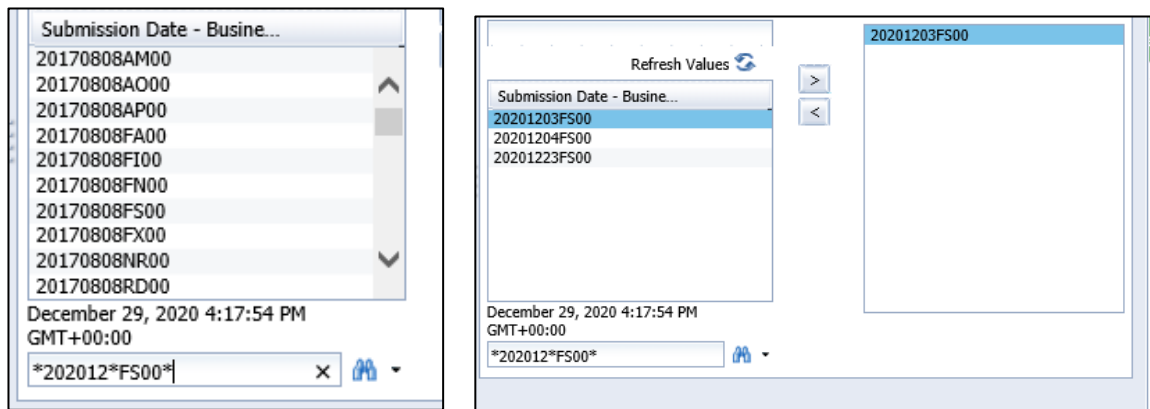
### File D2 Certification Reports

These reports are organized according to the date processed (titled *Submission Date*). The *Enter Values* section should already be populated. If not, click “*Refresh Values*”. However, using the Search Function can help locate the desired report.

#### Example: Search for File D2 Certification Report

Use the date stamp (\*yyyy\*businessarea\*) related to the desired processing date:

\*2020\*FS00\* or \*20201218\*FS00\*



### File D2 Error Reports

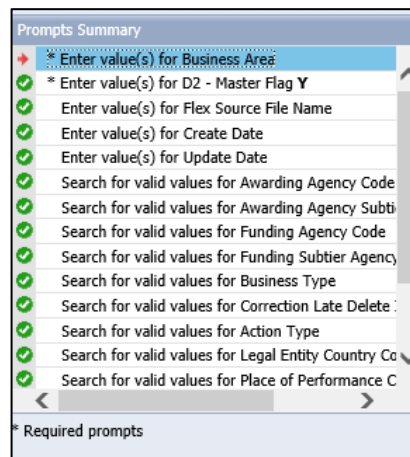
*File D2 error reports have more prompts available. Typically, only the Submission Date or File Name prompts are needed to access the report of interest.*

Of the many available prompts on File D2 Error Report, the first three are most often used.

*Business Area* is required. All others are optional.

*Master Flag* defaults to “Y” to narrow search to records with errors.

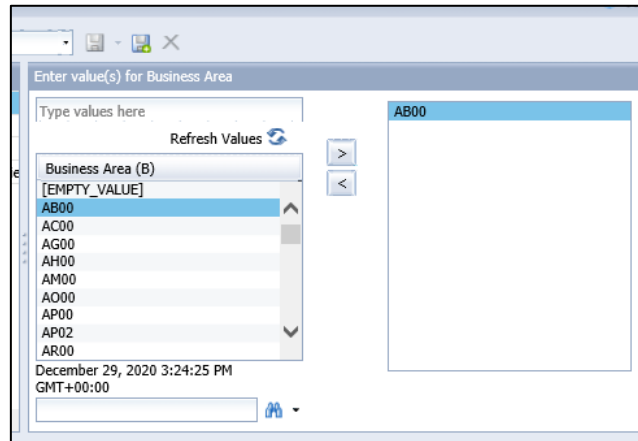
*Flex Source File Name* allows users to find records submitted in a specific file.





**To obtain an error report of all D2 records with outstanding errors:**

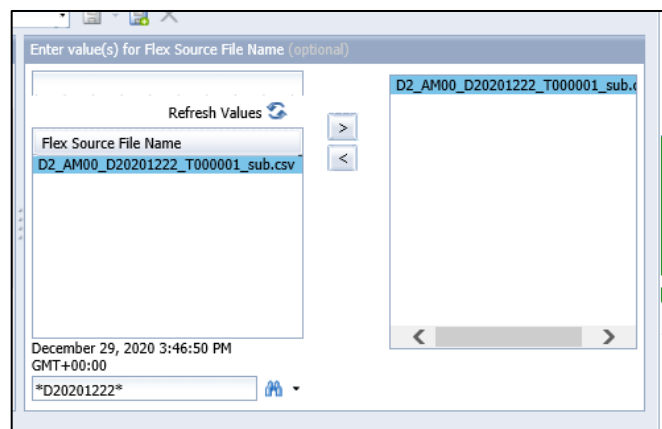
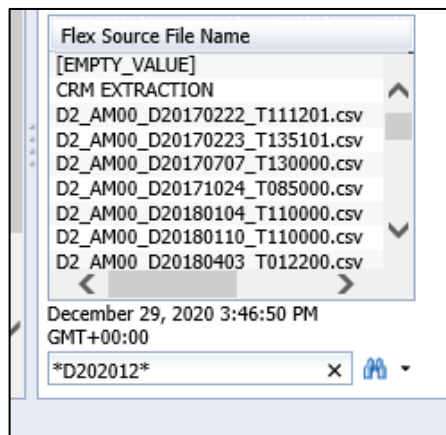
All records with errors will be in the results regardless of when records were submitted/processed. Select *Business Area* prompt and click “Refresh Values” to populate the *Enter Values* section. Double-click your *Business Area* to populate the Values Selected box. Click OK.



**To obtain an error report for a specific D2 file:**

Select *Business Area* prompt and click “Refresh Values” to populate the *Enter Values* section. Double-click your *Business Area* to populate the *Selected Values* box.

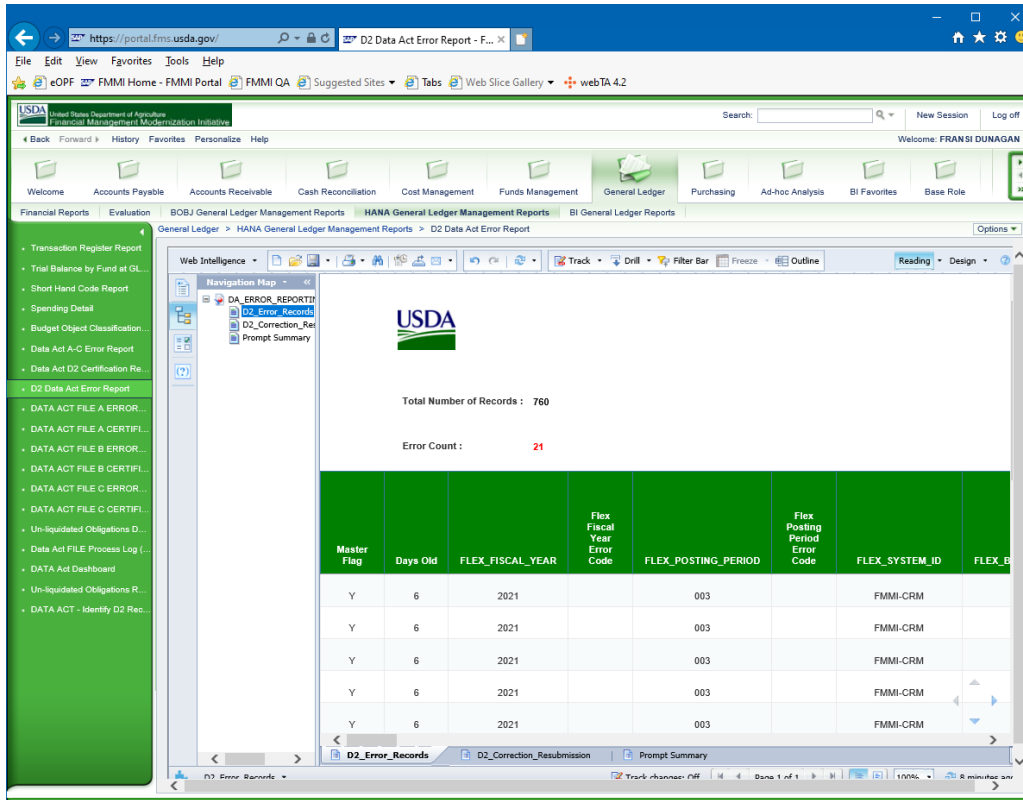
Select *Flex Source File Name* prompt and click “Refresh Values” to populate the *Enter Values* section. Use the Search Function to locate the desired file. Use the date stamp (\*Dyyyymm\*) related to the desired file: \*D202012\* or \*D20201218\* Double-click the file name to populate the Values Selected box. Click **OK**.



## REVIEWING REPORTS (All Files)

Note: Report data can be reviewed within the results screen. The results screen also provides an option to download the report as an excel or csv file.

### MAIN SCREEN



A **record count** is provided at the top of report screens.

File B Error Report



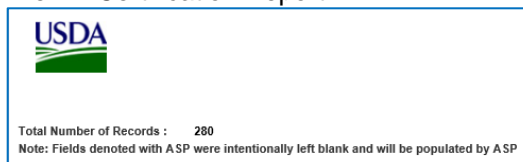
File B Certification Report



File D2 Error Report



File D2 Certification Report



## TOOL BAR

| Search Icon   | Export Tool  | Filter Bar Tool   |
|---|--|---|
| Opens a search window on the lower edge of screen. Helpful for finding records that have a particular error code or filename. | Opens a dialog box to set up a download of the report. Allows .csv or .xlsx formats. | Opens a second tool bar with options for setting up filters to focus on specific columns within the report. This is especially helpful for Error Reports. |

## SEARCH TOOLS

*Example from File D2 Certification Report.*

If you are tracking a specific award to ensure it was certified, the binocular tool assists with locating the FAIN within the Certification Report. After clicking the icon, a search window appears at the lower left side under the dataset view.

**Note:** *This tool only searches records displayed on the first page of report. If the report contains more than 50 records, the tool is not reliable and downloading the entire report will be necessary.*

General Ledger > HANA General Ledger Management Reports > Data Act D2 Certific

Web Intelligence

Find (Ctrl+F)  
Find text in tables and cells on this page

Total Number of Records : 280  
Note: Fields denoted with ASP were intentionally left blank and will b

| ActionType | ActionDate | AssistanceType | RecordType |
|------------|------------|----------------|------------|
| A          | 20191005   | 11             | 2          |
| A          | 20191010   | 11             | 2          |
| A          | 20191010   | 11             | 2          |
| A          | 20191010   | 11             | 2          |
| A          | 20191010   | 11             | 2          |
| A          | 20191024   | 11             | 2          |
| A          | 20191030   | 11             | 2          |
| A          | 20191104   | 11             | 2          |
| A          | 20191108   | 11             | 2          |
| A          | 20191108   | 11             | 2          |
| A          | 20191108   | 11             | 2          |
| A          | 20191115   | 11             | 2          |

Find: DATA ACT D2 CERTIFICATION REPORT

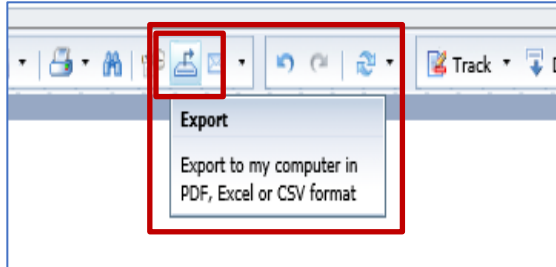
Find Next Find Previous

## DOWNLOADING REPORTS

### Export Tool

All reports can be downloaded from FMMI HANA for offline analysis.

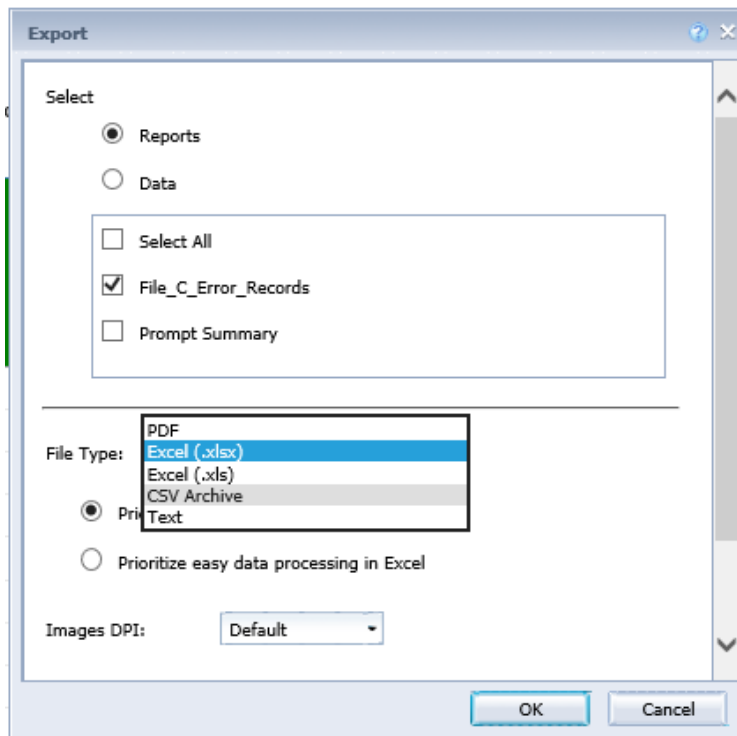
Click *Export* icon to open a dialog box for selecting download options.



Within the *Export Tool* dialog box, select desired options. The most common selections are shown below.

**Note:** Reports with more than a few hundred results should be downloaded in “CSV Archive” format.

*If you “Select All”, the file type must be Excel format.*

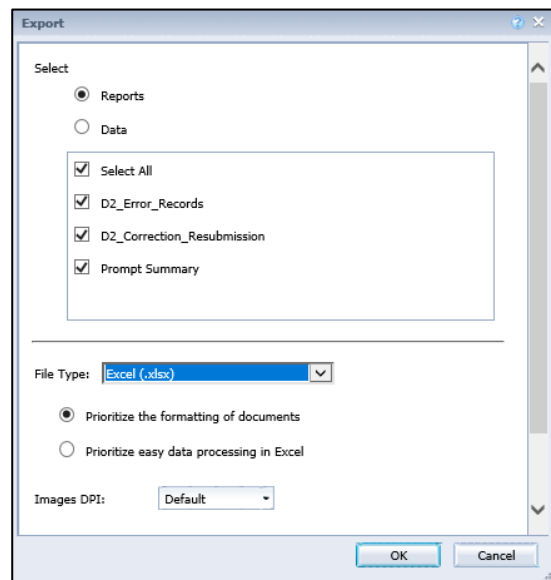


## Special Notes for downloading File D2 Error Reports

The File D2 error report result contains three tabs.  
 First tab provides a record on each row with intermittent columns displaying Error Codes.  
 (The *File D2 Error and Value Workbook* provides explanations for each code.)  
 Second tab provides the same records in same format as initially submitted.  
 Third tab displays the prompts used to obtain the report.  
*If you select more than one tab, the file type must be Excel format.*

Reports with more than a few hundred results should be downloaded in “CSV Archive” format.  
 You can download “D2 Error Records” and then obtain the “D2 Correction Resubmission” tab in a separate download action.

The *Export Tool* dialog box for D2 Error Reports looks slightly different. This allows user to select which of the three tabs is desired for download. Decision flow is noted below the screenshot



### Decision Flow for Export Tool dialog box selections

Do you want an Error Report with all three tabs?

- If so, no selection change is needed. However, you must download as Excel format.
- If you only want the Error Records tab, deselect the other tabs and go to next question.

Are there more than 1000 records on the Error Report (single tab download)?

- If not, the download can be either Excel or CSV File Type.
- For larger datasets, selecting File Type: *CSV Archive* will facilitate a faster download.

## FILTERING REPORTS

### Filter Bar Tool

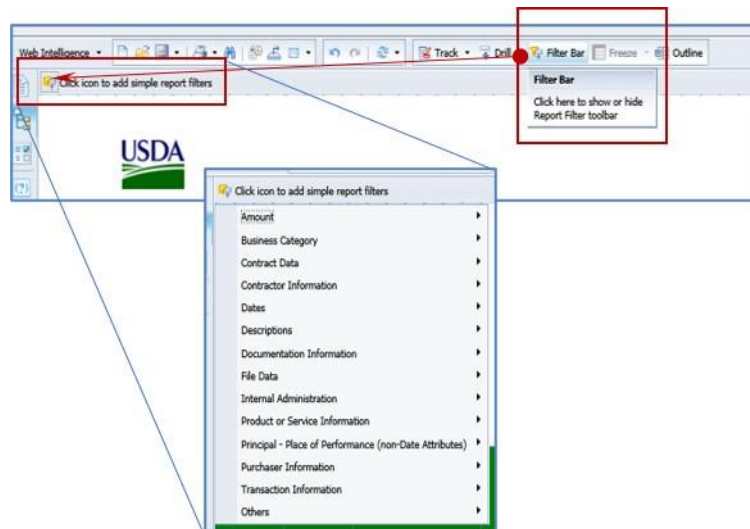
This is especially useful with Error Reports which are cumulative and may contain records other than those most recently submitted. There are several steps and patience is needed when waiting for the action of each step to resolve within the system.

#### Access the Filtering Tool and Select Data Element (column) of Interest

Click *Filter Bar* icon and wait for *Filtering Icon* to appear to the left.

Click filter icon to open a box with a menu of filtering categories.

*The dropdown indicator on each category reveals the data elements included within that category.*



#### Example of Elements within Categories

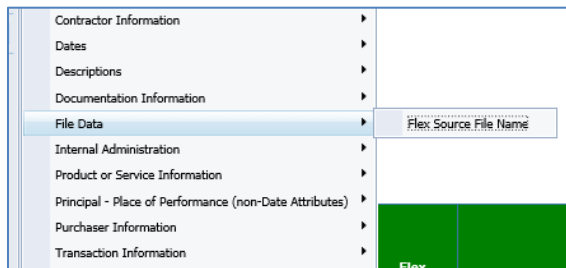
To filter for all records with a specific error, select the category for the element type, such as Place of Performance, and select option ending with "Error Code".



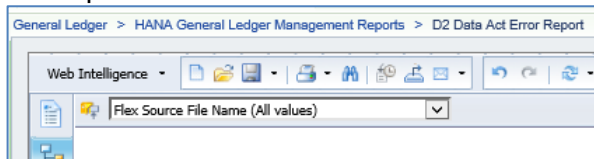
## Completing the Filtering Mechanism

Example: Looking for records with errors within a specific submitted file.

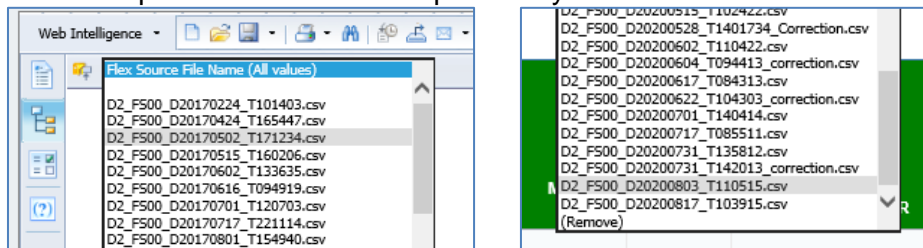
Select “*Flex Source File Name*” from the “*File Data*” category.



A fresh filter specific to *Flex Source File Name* now appears



Expand the dropdown to view a list of previously submitted files and select the desired filename.



When completed, the number of records with errors within the selected file is provided. The user can either review the data within HANA or use the *Export Tool* to download the selected data.



**The TARD Team is happy to assist with any questions or issues!**