

Digital Accountability and Transparency Act (DATA Act)
File D2 Error Handling Procedures

August 2018

DATA Act File D2 Error Handling

USDA Review Phases

1. Format Review:

At initial loading of the file to FMS Server, the format of the file and the data in each field is reviewed. Files with formatting issues are not accepted to the USDA Repository. If the submitted file is found to have formatting issues, an email message is relayed to the agency Shared Mailbox with an attachment describing the formatting error. Each rejected file must be revised accordingly and resubmitted. If the submitted file is properly formatted, no email will be sent.

2. Rules Review:

Properly formatted files are processed to ensure records meet Treasury validation requirements. The validity of data in each field is reviewed for quality before sending records to USAspending.gov. Records with data not meeting the Treasury requirements must be corrected and resubmitted.

USDA Rules Review Details

OCFO communicates results of these reviews to agency Shared Mailboxes. These email messages provide instructions for agency action. Attached Excel files provide data related to records that passed and records that failed validation.

1. Error-free Records.

Records determined to be free of errors are presented in a Certification Report. These records will be submitted to USAspending.gov via the Treasury Financial Assistance Broker Submission portal (FABS).

2. Records with errors.

Records with identified errors are presented in an Error Report.

The Error Reports

The File D2 Error Report is sent to agency shared mailboxes along with instruction for agency action. The errors noted in the report represent all accumulated errors to date. Records drop off of the error report after the error has been corrected and record has been resubmitted and passed validation.

Error Reports are provided to agencies as an Excel document with two tabs:

1. The D2_Error_Records Report.

This is a listing of all rejected records and associated error codes. The agencies will use this report for error analysis. Error codes are noted in red and placed into a column directly to the right of the data field in error.

2. The D2_Correction_Resubmission Report.

This is a copy of the records that were submitted by the agency. Agencies use this worksheet to correct the data identified as erroneous. When corrections have been completed, this sheet is submitted to the FMS Dropbox to be processed again.

Error Correction Procedure

1. Analyze errors to determine correction needed.

2. Make the corrections in the agency source system.

This step is essential and must be completed before submitting corrected records.

3. Make corrections to the affected data fields on the Error Report D2_Correction_Resubmission tab.

Note:

- Do not change any data outside of those identified as erroneous.
- Do not change the data in the Correction Delete Indicator field. This field should remain the same as was populated in the original file.
- *Important:* Do not save the file to Excel. Save it as .csv to properly retain characters.

4. Name the file with real-time timestamps and save the file as .csv

Important: Do not save the file to Excel. Save it as .csv to properly retain characters.

5. Be timely in correcting records.

Agencies should work to correct and resubmit records as soon as possible.

6. Close Service Now ticket.

When corrections have been resubmitted, agency must close the current Service Now ticket identified in the email notification described above.

If, perchance, you are unable to correct some of the records, they will be retained on a subsequent Error Report and the Service Now ticket for the new Error Report will apply.

If there are issues in correcting the data, please contact the Transparency and Accountability Reporting Division at sm.ocfo.tard@cfo.usda.gov.

For errors encountered during the initial load of the file to the FMS server, please contact the PI Team at fmmiinterfaceteam@nfc.usda.gov.