



DATA Act File D2 Error Handling Guide

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1. USDA Repository File D2 Review

DATA Act File D2 is submitted to the USDA DATA Act Repository which performs two levels of review. The Repository provides Error Reports to agency shared mailboxes when submitted data does not meet quality or formatting reporting requirements. Error Reports provide explanations of identified issues and instructions for agency action. Records which are found to be free of errors are compiled within the Repository and submitted to USAspending.gov via Treasury's reporting portal, Financial Assistance Broker Submission (FABS), on behalf of USDA agencies.

1.1 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. This is also called a pre-validation review.

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.

1.2 Rules Review

Properly formatted files are processed to ensure records meet data quality requirements outlined in Treasury's DATA Act Information Model Schema (DAIMS). The validity of data in each field is reviewed for quality before records are submitted for publication on USAspending.gov.

If data within the submitted file does not meet data quality standards, an Error Report is populated within [FMMI HANA General Ledger Management Reports](#). Records with data not meeting the Treasury requirements must be corrected and resubmitted.

Records which pass the data quality validation are presented within the Certification Reports in FMMI HANA Reports. For instructions to access the HANA Error and Certification Reports, please see [Accessing Certification and Error Reports in FMMI HANA](#) on the [DATA Act Resources](#) web page. Appendix B of this document provides basic screenshots to get you started.

2. Repository Review Reports

Records found to be error-free are presented within a Certification Report. Records with identified errors are presented in an Error Report. Both reports are available in the [FMMI HANA General Ledger Management Reports](#) as noted above, Section 1.2.

2.1 Repository Certification Reports: 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). The certified records are available for review in the [FMMI HANA General Ledger Management Reports](#) as noted above, Section 1.2.

2.2 Repository Pre-validation Error Reports: Formatting Issues

When a submitted file does not meet the formatting requirements, an email with causal explanation is sent to agency shared mailboxes. The formatting issues must be resolved, and the entire file must be resubmitted.

2.3 Repository Error Reports: Records with data quality errors

Records with identified errors are presented in an Error Report within the [FMMI HANA General Ledger](#)

[Management Reports](#) as noted in Section 1.2. The errors noted in the report represent all accumulated errors to date. Records drop off the error report when all errors within a record have been corrected and record has been resubmitted and passed a second review

The Error Report is in Excel format with two tabs:

1. Tab 1: The D2_Error_Records Report. This is a listing of all error records and associated error codes. The agencies will use this report to identify and analyze errors.
2. Tab 2: The D2_Correction_Resubmission Report. This is the file used to resubmit corrected records to FMS Drop Box.

3. Repository Error Handling Instructions

Agencies perform the following steps to resolve data quality errors:

1. Analyze errors and correct source systems.
Agencies must ensure inaccurate data has been revised within the source system before submitting corrected records
2. Revise/correct records within the Error Report within the D2_Correction_Resubmission tab or create a new file with corrected records.
3. Do not change any content other than the fields in error.
4. Do not save the file to Excel.
Save the D2_Correction_Re submission file as CSV (MS-DOS).
5. Be timely in correcting records. Agencies should work to correct and resubmit records for the next reporting window, or as soon as possible.

4. USAspending.gov Error Handling Instructions

Files submitted to FABS undergo a second review by Treasury before records are published to the USAspending.gov website. If data quality errors are identified by Treasury, the Repository provides a FABS Error Report to agency shared mailboxes.

Agencies perform the following steps to resolve errors identified by FABS.

1. Analyze errors and correct source systems.
2. Agencies must ensure inaccurate data has been revised within source systems before submitting corrected records.
3. Create a fresh File D2 report.
Include only those records found in error at USAspending and submit to the Repository as a new report.
4. Do not change any content other than the fields in error. Agencies must correct only those fields that were tagged as errors by USAspending.
5. Do not save the file to Excel. Save the file as CSV (MS-DOS).
6. Be timely in correcting records. Agencies should work to correct and resubmit records for the next reporting window, or as soon as possible.

Appendix A: Acronym List

DATA Act: Digital Accountability and Transparency Act of 2014

DAIMS: DATA Act Information Model Schema

FABS: Financial Assistance Broker Submission

FMMI: Financial Management Modernization Initiative

FMS: Financial Management Services

Repository: USDA DATA Act Repository

USDA: U.S. Department of Agriculture

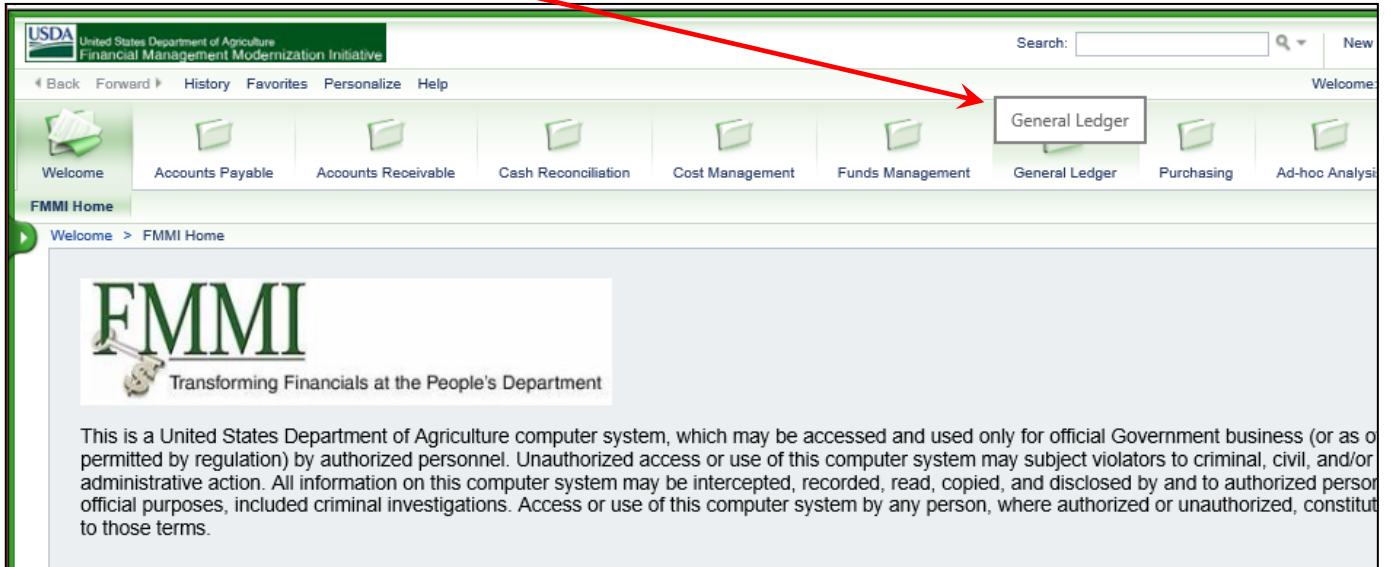
TARD: Transparency and Accountability Reporting Division (TARD)

Treasury: U.S. Department of the Treasury

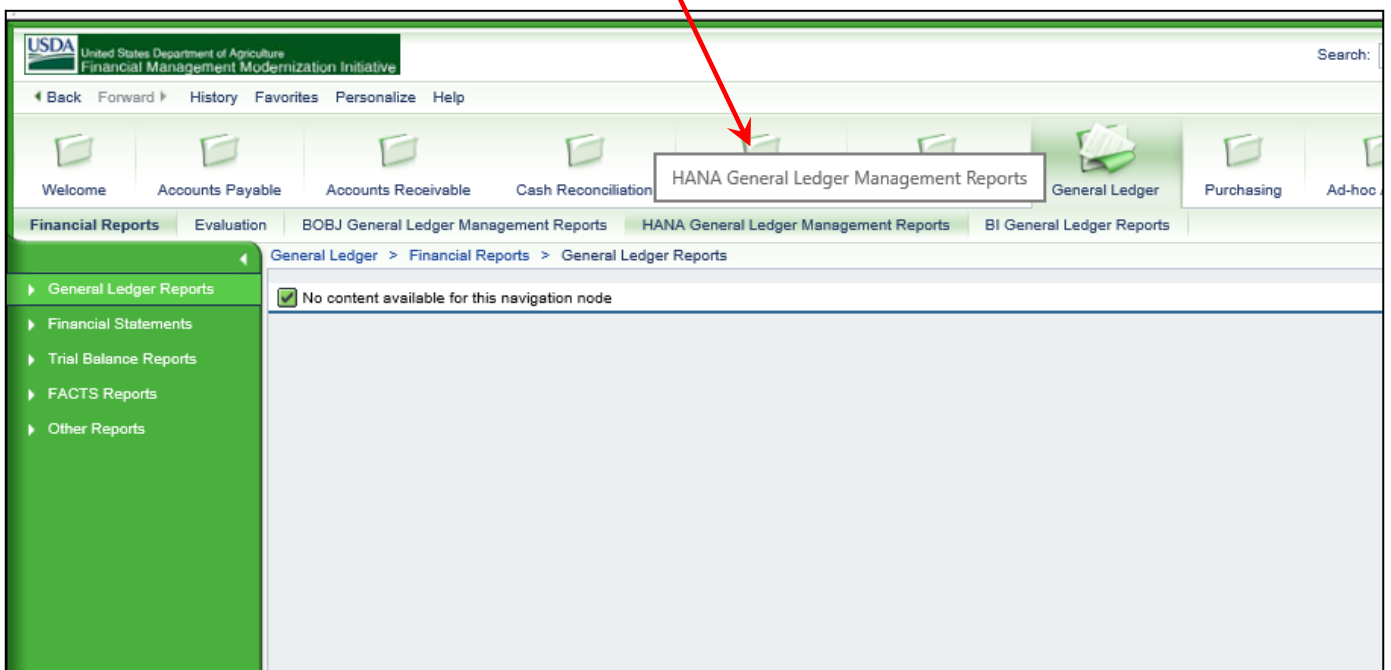
Appendix B: Accessing Error Reports in FMMI

Error Reports are also available in the HANA General Ledger Management Reports section on FMMI <https://portal.fms.usda.gov/>. (Does not work in Internet Explorer)

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





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





Select “D2 Data Act Error Report” from the list:


General Ledger > HANA General Ledger Management Reports


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[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.
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[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.
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[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 FMFI. The HANA Shorthand Code Report will provide a listing of shorthand codes by legacy Agency Code and System ID.
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[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 Obligating Document Number, and FMFI Document Number.
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[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).
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[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.
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[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.
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[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.
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[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.

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Double click your agency's Business Area in the Prompts box
Press OK to open the file._

