

AGENCY FILE D2 TRACKING CHECK LIST

File Submissions

- When preparing the D2 file, and before submitting it to DropBox, please double-check as follows:
 - All required columns/headers are included
 - Ensure that no extra columns or rows are present in excel file
 - No special characters, if possible
 - No hard returns in Award Description, Foreign Location Description, or the recipient name
 - Saved to .csv and NOT reopened
 - Filename is formatted correctly
- After submitting a D2 file to DropBox, watch for an email notification confirming receipt
 - If a confirmation email is not received within 5 minutes, notify Dan and Fransi *immediately*

File Processing

On the date of the next processing window

- Watch for a Pre-validation error email from “Beremote” robot. This email indicates that the file was not accepted for processing due to formatting issues. (File must be fixed and resubmitted)
- Watch for an email confirming that the process has completed. If this email has not been received by 2 pm, please notify Dan and Fransi.
- Review processing results in FMMI HANA GL Management Reports*
 - Error Report: This is a cumulative report and will contain all records with errors.
 - Filter to display records with the filename of the submitted file.
 - Review errors and prepare a fresh file with corrections. Resubmit as soon as possible.
 - TARD is happy to assist in understanding the Error Reports, as needed.
 - Certification Report: These are sorted by the processing date.
 - All records that were processed for your agency will be combined into one Certification Report.
 - If you submitted more than one file, all valid records will be in this report.
 - You can sort the records using the filename
 - Action:
Please compare the number of records submitted to the combined record count of both the error and the certified reports. If there is a discrepancy, please contact Dan and Fransi.

*A document with HANA Report Instructions is found here: [Accessing Certification and Error Reports in FMMI HANA](#)

Files to USAspending.gov

Files are submitted to USAspending.gov after the internal processing has completed. Please allow up to 2 days for this to be completed.

- Watch for a possible USAspending.gov Error Report email.
 - Allow 2-3 days for this to be received. You may contact Dan and Fransi for updates, if needed.
 - If you receive a USAspending Error Report, prepare a fresh file with corrected records and submit to the DropBox as soon as possible.
 - TARD is happy to assist in understanding the Error Reports, as needed.
- To confirm successful publication of your records
 - If you do not receive the email described above within 3 days, your records should be published at USAspending.gov. You can also contact Fransi or Dan to confirm all records were published.
 - Please perform a spot-check for a few FAINS at USAspending.gov
 - If the spot-check is unsuccessful, please notify Dan and Fransi.
 - An API can be used to check for all of the records at USAspending. Contact Dan Herche for assistance.

Please remember that many other instructional documents are available on the [DATA Act Resources web page!](#)