



DATA Act
Entering Award ID on Manually-entered FMMI Documents
Job Aid
Version 2.0

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OVERVIEW

This job aid is intended for agency FMMI users to outline the steps needed to place the award identification number (award ID) on various manually-entered FMMI documents. Instructions are also provided for reviewing available reports, with instructions for updating the award ID as required by the Digital Accountability and Transparency Act of 2014 (DATA Act).

PURPOSE/BACKGROUND

Recordkeeping responsibilities under the DATA Act require that budget expenditures to non-exempt recipients include the award ID value within the financial system. For FMMI-based transactions, award recipients are treated as vendors and the exempt/non-exempt designation for the DATA Act is defined according to the associated Vendor Account Group. The vendor account groups and their designation are the following:

Excluded from DATA Act Reporting

- ZFDN – Federal non-USDA agency
- ZFDU – Federal USDA agency
- ZEMP – USDA employee
- ZINT – Invitational Traveler (typically individuals who became USDA employees or are employees of other Federal departments)
- ZSET – Settlement recipients
- Other Federal entities that are not in one of the above vendor account groups may be excluded:
 - Identified by “NODA – Not DATA Act Relevant” in the “Type of Industry” vendor field
 - Covers federal recipients unable to be paid via IPAC
 - Identified as Foreign Posts by “VADR” in the Industry vendor field

Included in DATA Act (*potentially reportable*)

- ZNFV – Non-federal (commercial)
- ZSAL – State & Local
- ZTPA – Third-party assignee
- ZFOR – Foreign
- ZBNK – Banks
- ZFCR – Foreign Currency Vendors
- ZPFD – Producers.

FMMI stores the award ID at the header level in the following documents:

- Purchase Orders
- Earmarked Funds (Funds Commitment Obligations)
Note: For FNS’ Grantor interface only, the award ID is stored at the line level. This should not be used by any other agency.
- Invoice documents (for expenditures not referencing a posted obligation)



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A key assumption is that all line items within the document relate to each other and the entire expenditure is either reportable or non-reportable.

Two fields have been added for each document header representing the types of award identifier:

1. **FAIN** – Federal Award Identification Number for financial assistance; and
2. **PIID** – Procurement Instrument Identifier for procurements.

Automated interfaces have been modified to populate the award ID in one of the two fields. In cases where obligations or expenditures have been entered manually, additional transaction codes (i.e., TCodes) and reports have been added to the FMMI portal to assist users with assigning the proper award ID.

IMPORTANT KEY ASSUMPTION

While this job aid prescribes the steps to ensure that the Financial system reflects the proper award ID on reportable transactions, a key assumption is that the data can be tracked/reconciled to the DATA Act Broker files, namely:

- All FAR-reportable procurements in FMMI are also reported in GSA's Federal Procurement Data System-Next Generation (FPDS-NG) application website with the PIID and recipient. This appears in "D1" DATA Act file pulled directly from FPDS-NG during the Treasury Broker (Broker) DATA Act submission. This file would pertain to procurement data at the Broker.
- All reportable Grants, Cooperative Agreements and Financial Assistance transactions are included in the agency's "D2" file submissions to the DATA Act Broker with the FAIN, awardee identification, and other required data.

Equally important is that the above actions occur timely to minimize the reconciling differences arising from posting and reporting delays. Procurement "date signed" and financial assistance "award action date" should be closely tied to the corresponding General Ledger transaction posting date.



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DATA ACT TRANSACTION CODES AND RELATED ROLES

Below is a matrix of the new FMMI Portal menu items, the related new transaction codes, and the roles authorized to execute the transactions.

Table 1. New DATA Act Transaction Codes and Roles

FMMI Portal Menu Item	Transaction Code	Role
Award ID Extract for PO	ZDATAACT_PO_EXTRACT	ES_PURCH_REPORTER
Award ID on Accounting Document	ZDATAACT_FI_DOC	ES_GL_PROCESSOR ES_LIMITED_GL_PROCESSOR
Award ID Funds Commitment Document Update List	ZDATAACT_REVIEW_EF	ES_FM_CMT_PROCESSOR
Award ID Upload Earmarked Funds	ZDATAACT_UPLOAD_EF	ES_FM_CMT_PROCESSOR
Award ID PO Document Update List	ZDATAACT_REVIEW_PO	ES_PO_PROCESSOR
Award ID Upload PO	ZDATAACT_UPLOAD_PO	ES_PO_PROCESSOR
Award ID FI Document Update List	ZDATAACT_REVIEW_FI	ES_GL_PROCESSOR
Award ID Upload Accounting Document	ZDATAACT_UPLOAD_FI	ES_GL_PROCESSOR

NON-REPORTABLE ACTIVITY

Certain transactions are not reportable under the DATA Act; however, current filtering does not make that determination. Any expenditure to a non-exempt recipient is potentially reportable.

There are no systematic exclusions based on document type, object class, or the like.

Accordingly, all potentially reportable transactions must reflect either a

- Federal Award Identification Number (FAIN),
- Procurement Instrument Identifier (PIID), or
- The notation, “NONDATAACT” in the FAIN field.

This last item communicates that, although the recipient is not exempt, the agency has determined that the expenditure is exempt from DATA Act reporting and is not reported to the public in the USASpending.gov or the Federal Procurement Data System-Next Generation (FPDS-NG.gov) websites. Agencies will need to provide Quality Assurance (QA) to the use of “NONDATAACT” on the Senior Accountable Official (SAO) statement upon each DATA Act submission to the Treasury Broker.

For example, the statute exempts certain activities such as Lease of Real Property (i.e., commercial rents). If an agency leases building space from a commercial vendor and pays



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using a FMMI Framework Purchase Order, it is up to the agency to make the exempt determination and note “NONDATAACT” in the FAIN field.

INITIAL ENTRY/CHANGE DOCUMENT

Commencing October 1, 2018, an award ID is required when manually creating a purchase order or FI invoice document. For Funds Commitment Obligations, FMMI will issue a warning message if the award ID is missing (since the vendor field is optional).

Also, FMMI will edit for a valid format of PIIDs entered, either:

- “AG” plus 11 characters signifying a pre-2018 award, or
- The new FAR format for expenditures after 9/30/2017
 - “12” + 4-character AAC code
 - Two-digit fiscal year
 - One-character instrument type (cannot be “O” or “I”)
 - Four-character identifier (agency discretion, alpha-numeric).

If an already posted document does not have an award ID and the user attempts any modification of the document, the validation edits noted above will be applied. The document cannot be saved unless the award ID is assigned.

For Purchase Orders and Funds Commitment obligations, the process is the same at initial entry or when modifying a record. For Financial Accounting (FI) documents, the process differs slightly.

AWARD ID REVIEW AND UPDATE OF MULTIPLE DOCUMENTS

Multiple award IDs can be reviewed, then added or updated as needed after initial transaction processing. Transactions have been created that allow a user to select a set of FI, EF or PO documents and view/edit the award IDs in a “List Viewer” grid (or ABAP List Viewer - ALV) by Business Area and Fiscal Year. Logic has been included to derive an award ID based on other information in a document for known document types (primarily interfaces).

These transactions have the following features:

- Looks and feels similar whether updating an FI invoice, Funds Commitment Obligation, or PO
- Usable for FAIN or PIID – choice is made on selection screen
- Updates the PIID and FAIN fields directly to the databases in header tables
- Records details of changes and error messages in an application log saved to the database
- Provides access to view saved logs
- Performs several validations on award ID



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- Includes logic to try to derive an award ID for various types of documents where the award ID is already stored in a different field
- Displays an ALV list where the award ID can be entered
- Allows you to select which documents are to be saved

AWARD ID MASS UPLOAD

When necessary, award IDs can be updated via an upload file containing one or more document number(s) and award ID(s).

The transaction features can

- Be used for FI Invoices, Funds Commitment Obligations, or PO documents – separate panels for each document type
- Be used for FAIN or PIID – choice is made on selection screen
- Use direct database updates to the PIID and FAIN fields
- Record change history visible in the various transactions
- Record details of changes and error messages in an application log saved to the database
- Provide access to view saved logs
- Perform basic validations on award ID.

The report selection screen has two tabs; *Award ID Upload* includes parameters for running the upload and *View Saved Logs* includes parameters for viewing saved logs.

Important

The upload process will over-write any values that are in the designated field for that document and clear out any values in the award ID field not being updated. Users may want to take a snapshot of the documents' award ID values before the change by downloading the results using the Update List transaction. In addition, users can preview the changes by clicking the "Test run – no updates" checkbox on the panel. **USE WITH CAUTION.**



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PROCEDURES

As noted earlier, FMMI stores the award ID at the header level in the following documents:

- Purchase Orders
- Earmarked Funds/Funds Commitments
- Invoice documents

GENERAL LEDGER

Entering the Award ID on General Ledger Invoices

Menu Path

From the FMMI portal, a user creates a GL Invoice that does not reference an obligation following the menu path:

Fiori > General Ledger Management > GL Process > Create Parked G/L Account Document.

1. Click the *Basic Data* tab to display the *Basic Data* screen (Figure 1).

The screenshot shows the 'Basic Data' tab selected in the FMMI portal. The header bar includes a back arrow, the USDA FMMI logo, and a dropdown menu set to 'Park G/L Account Document: ...'. Below the header, there are buttons for 'Menu', 'Tree On', 'Company Code', 'Simulate', 'Save as Completed', 'Post', and 'Editing Options'. The main form area has two tabs: 'Basic Data' (active) and 'Details'. The 'Basic Data' tab contains the following fields:

- Document Date: [text box] with a calendar icon
- Currency: [text box]
- Posting Date: 02/20/2025
- Reference: [text box]
- Doc.Header Text: [text box]
- * Document Type: SA (selected) G/L Account Document
- ☐ Doc. Currency

A red box highlights the bottom section of the form, which includes:

- Company Code: USDA
- Company Name: US Dept of Agriculture Washington, DC
- PIID: [text box]
- FAIN: [text box]
- Button: ← Set to NONDATAACT

Figure 1. FMMI Enter Vendor Invoice, Basic Data screen



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2. **Type** the appropriate information in the award ID fields. Note that if the user determines the activity is not reportable, a button is available that will fill in “NONDATAACT” in the FAIN field (Figure 2). This feature helps avoid misspellings.

USDA FMFI Park G/L Account Document: ... All Search

Menu Tree On Company Code Simulate Save as Completed Post Editing Options

Basic Data Details

Document Date: Currency: Posting Date: 02/20/2025 Reference: Doc.Header Text: * Document Type: SA G/L Account Document Doc. Currency: Company Code: USDA PIID: US Dept of Agriculture Washington, DC FAIN: Set to NONDATAACT

Figure 2. Basic Data tab screen, Park G/L “NONDATAACT” option

Note: The improper Invoice Information leads to another sub-menu of fields and is separate from the award ID.

If the alternative Go to-> “Post with Reference” feature is used, the award ID is entered in the DATA Act field of that screen (Figure 3).

Post Document: Header Data

Document Date: 01/09/2017 Type: ID Company Code: USDA Posting Date: 01/09/2017 Period: 4 Currency/Rate: USD Document Number: Reference: REF 323 Translatn Date: Doc.Header Text: Cross-CC no. Trading Part.BA: Inv. recpt date: 01/09/2017 DATA ACT: PIID 123456C161234 FAIN:

Figure 3. FMFI Post Document: Header Data screen

3. **Type** the <award id> in the DATA Act field, PIID (or FAIN).



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Changing the Award ID on General Ledger Invoice Transactions

Menu Path

From the FMMI portal, a user changes the award ID on invoice transactions following the menu path:

Fiori > General Ledger Management > GL Process > Manage GL Adjustments and Accruals > Change Parked G/L Account Document.

The Regular FMMI transactions (FB02 or FB03) could not be enhanced to include the award IDs, so displaying the Document Header through conventional means will not show the new fields (Figure 4).

Figure 4. Display Document: Data Entry View

A transaction code was created to allow end users the ability to view and change the award ID fields.

The menu choice, “Award ID in Accounting Document”, allows a user to select a single FI document to display or change its award ID. This action is available to all FI Invoice Processor roles.



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1. Click *Award ID in Accounting Document* (Figure 5)

Menu ▾

* Company Code:

* Document Number:

* Fiscal Year:

Figure 5. FMMI Award ID in Accounting Document screen

2. **Enter** the posted *Document Number* to be updated.

The system returns with the PIID and FAIN fields in the document header.

3. **Type** the <PIID or FAIN> as appropriate. Note that if the user determines the activity is not reportable, a button is available that will fill in “NONDATAACT” in the FAIN field (Figure 6). This feature helps avoid misspellings.

Menu ▾

Document Header

Document Number: Company Code: Fiscal Year:

Document Date: Posting Date: Period:

Reference:

Procurement Instrument Identifier (PIID)

AAC: BFY: Type: Number:

Federal Award Identification Number (FAIN)

FAIN:

Figure 6. Basic Data Tab Screen, Award ID, “NONDATAACT”

In this example, a FAIN (Figure 7) is used.



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4. Click *Save* to keep the changes.

< USDA FMFI Award ID in Accounting Document

Menu Exit

Document Header

Document Number: 1934255747 Company Code: USDA Fiscal Year: 2021

Document Date: 11/10/2020 Posting Date: 11/10/2020 Period: 2

Reference: 556862455501568

Procurement Instrument Identifier (PIID)

AAC: BFY: Type: Number:

Federal Award Identification Number (FAIN)

FAIN: NONDATAACT [← Set to NONDATAACT](#)

Save Enter Cancel

Figure 7. FMFI Award ID in Accounting Document displayed screen



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Award ID Update – General Ledger FI (Invoice) Documents

Menu Path

From the FMFI portal, a user updates the FI (Invoice) document award ID following the menu path:

Fiori > General Ledger Management > GL Process > Award ID FI Document Update List (Figure 8).

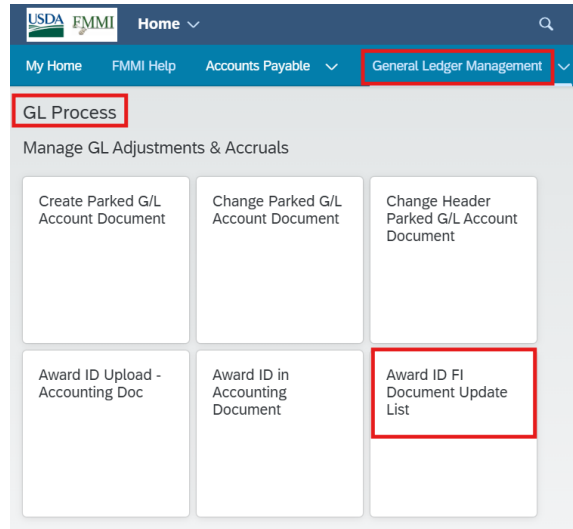


Figure 8. FMFI DATA Act: Award Update List screen

1. **Type** the <business area> in the *Business Area* field (required).
2. **Type** the <fiscal year> in the *Fiscal Year* field (required).
3. **Check** the indicator box to select only documents with no award ID if desired or uncheck the box and enter an award ID to search.
4. **Select** the Processing Options radio button for to *Update PIID* or *Update FAIN* as appropriate.
5. **Type** the <description for saved log> in the *Description for Saved Log* field. This is recommended for easy retrieval in FMFI. Format is at the user's discretion.

Remaining fields are optional.

6. **Click** *Execute* (Figure 9).

Note: Pattern selection wildcards are permitted (e.g., “*”)



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USDA FMFI DATA Act: Award ID Update List

Menu ▾ Save as Variant... Get Variant... ⋮ Exit

Award ID Review View saved logs

Agency

Business Area: to:

Document type selection

Only docs with no Award ID: ☒

Award ID: PIID: to:

Award ID: FAIN: to:

Processing Options

Update PIID: ☒

Update FAIN: ☐

Description for saved log:

Accounting document selections

Fiscal Year:

Document Number: to:

Document Type: to:

Posting Date: to:

Execute

Figure 9. FMFI DATA Act: Award ID Update List with fields emphasized



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The ALV list is displayed (Figure 10):

Status	DocumentNo	Award ID, FAIN	FAIN from commitment	BusA	Year	Dec	Posting Date	Created by	Award ID, PID
✕	1900220983			IG00	2010	KR	2010/06/17	F0000606	
✕	1900220994			IG00	2010	KR	2010/06/17	F0000606	
✕	1900221774			IG00	2010	KR	2010/06/17	F0000920	
✕	1900221777			IG00	2010	KR	2010/06/17	F0000920	
✕	1900221784			IG00	2010	KR	2010/06/17	F0000920	
✕	1900221790			IG00	2010	KR	2010/06/17	F0000920	
✕	1900221792			IG00	2010	KR	2010/06/17	F0000920	
✕	1900221796			IG00	2010	KR	2010/06/17	F0000920	
✕	1900221799			IG00	2010	KR	2010/06/17	F0000920	
✓	1900221835	TESTFAINUPDATE		IG00	2010	KR	2010/06/17	F0000606	
✕	1900224448			IG00	2010	KR	2010/06/18	F0000070	
✕	1900224451			IG00	2010	KR	2010/06/18	F0000606	
✕	1900224677			IG00	2010	KR	2010/06/18	F0001131	
✕	1900224678			IG00	2010	KR	2010/06/18	F0001131	
✕	1900226985			IG00	2010	KR	2010/06/21	F0000606	

Figure 10. FMMI DATA Act Award ID review screen

Sorting on the FAIN field in descending sequence will show any documents with values.

- The status icon can have the following values:
 - (Award ID already filled) award ID is already present in the document
 - (No Award ID) No award ID is filled in the document
 - (Saved) The award ID has been updated during this session
 - (Award ID derived, not saved): An award ID was derived by the program but has not been saved yet



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7. **Type** the revised <award ID value> in the *Award ID* column for the documents to be updated (Figure 11).

DATA Act Award ID review: 15 records displayed

Status	DocumentNo	Award ID: FAIN	FAIN from commitment	Bush	Year	Doc	Posting Date	Created by	Award ID: PID
✖	1900220983			IG00	2010	KR	2010/06/17	F0000606	
✖	1900220994			IG00	2010	KR	2010/06/17	F0000606	
✖	1900221774			IG00	2010	KR	2010/06/17	F0000920	
✖	1900221777			IG00	2010	KR	2010/06/17	F0000920	
✖	1900221784			IG00	2010	KR	2010/06/17	F0000920	
✖	1900221790			IG00	2010	KR	2010/06/17	F0000920	
✖	1900221792			IG00	2010	KR	2010/06/17	F0000920	
✖	1900221796			IG00	2010	KR	2010/06/17	F0000920	
✖	1900221799			IG00	2010	KR	2010/06/17	F0000920	
✔	1900221835	TESTFAINREVISED		IG00	2010	KR	2010/06/17	F0000606	
✖	1900224448			IG00	2010	KR	2010/06/18	F0000070	
✖	1900224451			IG00	2010	KR	2010/06/18	F0000606	
✔	1900224677	TESTFAINSECOND UPDATE	✖	IG00	2010	KR	2010/06/18	F0001131	
✖	1900224678			IG00	2010	KR	2010/06/18	F0001131	
✖	1900226885			IG00	2010	KR	2010/06/21	F0000606	

2 rows selected

SAP

OE1 (500)

Figure 11. FMFI DATA Act Award ID review screen, recorded Award ID displayed for selected records

8. **Click** Select Pending.
Documents with changes to the award ID are selected.
Users can individually de-select any document.



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Note: A log of the changes is kept by User ID (Figure 14) even though a Log identifier was not specified. (The next example will include a Log ID identifier.)

Date/Time/User	Nu.	External ID	Sub-object text	Mode
2018/11/05 14:11:50 F0001891	7		DATA Act: Accounting doc: Dialog processing	
Review/update - FAIN for Accounting documents	1			
Detailed results	3			
Document 1900221835 FAIN updated to TESTFAINREVISED	1			
Document 1900224577 FAIN updated to TESTFAINSECOND UPDATE	1			
15 documents selected	1			
2 documents successfully updated	1			
0 documents failed updates	1			

Figure 14. FMFI DATA Act: Award ID Update List summary results screen

Award ID Upload – General Ledger (Accounting) Documents

Agencies can use a spreadsheet to update a large block of documents with the mass upload feature. Prior to running the mass upload, a file in “.csv” format needs to be created and saved in a folder on an accessible drive. The column headings are optional, but if used they should be Doc Nbr and Award ID. An example of the spreadsheet formatting is shown below (Figure 15):

	A	B	C	D	E	F	G	H	I	J	K
1	Doc Nbr	Award ID									
2	1910180658	12197313X4321									

Figure 15. FMFI DATA Act Award ID Upload spreadsheet example (Accounting Document)

Note: Because these invoices are “FI” documents, they must all pertain to the same fiscal year, as the upload panel will prompt for the fiscal year value. Otherwise, the document will not be found and updated.



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Menu Path

From the FMFI Portal, a user uploads the accounting award ID following the menu path:
Fiori > General Ledger Management > GL Process > Award ID Upload-Accounting Doc.

1. Click the *Award ID upload* tab. (Figure 16).

Figure 16. FMMI DATA Act: Award ID upload screen (Accounting Documents)

2. Type the <business area code> in the *Business Area* field.
3. Type the <fiscal year> in the *Fiscal Year* field.
4. Select Update PIID or Update FAIN.
5. Type the <description for saved log> in the *Description for saved log* field.
6. Attach the file to be uploaded.
7. Select *File has a heading row* if appropriate.

Note: To perform a test run to see what the changes will be, users can select *Test run – no updates* before clicking *Execute*. Ensure that the *Test run – no updates* button is unchecked to make the changes.

8. Click *Execute*.



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The system runs the program, performs the updates, and displays the saved log (Figure 17):

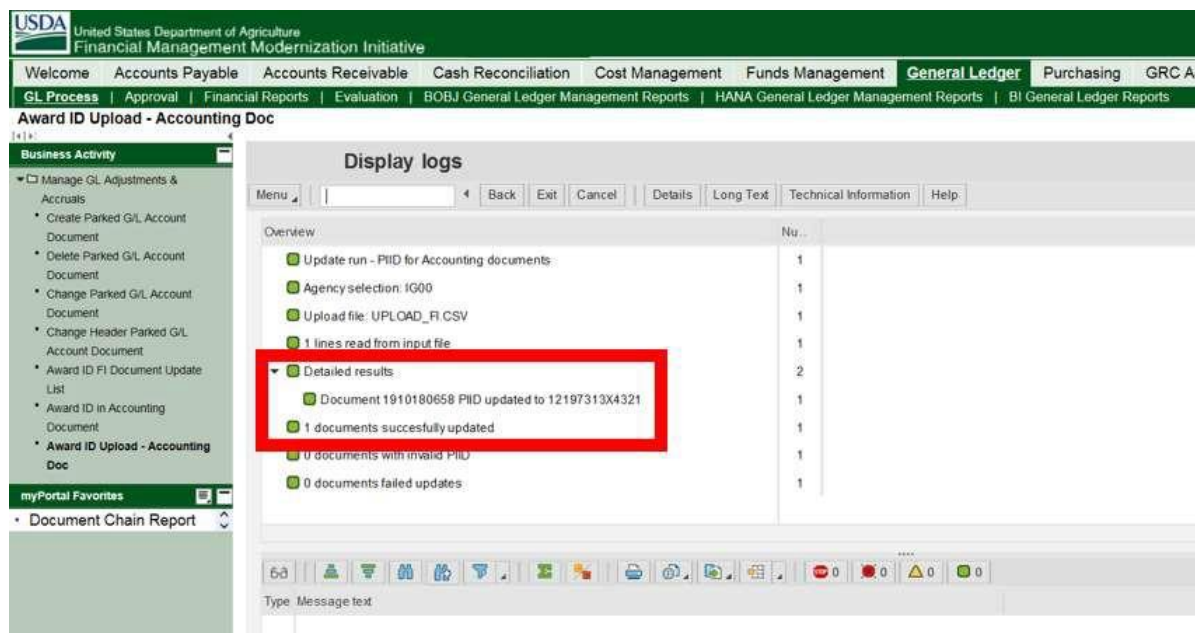


Figure 17. FMMI DATA Act Award ID Upload – Accounting Doc Display logs screen



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PURCHASING

Entering the Award ID on Purchase Orders

Menu Path

From the FMMI portal, a user enters the award ID on purchase orders following the menu path: Fiori > Purchasing > Purchase Order Process > Create Purchase Order (or Change Purchase Order) (Figure 18).

The screenshot shows the FMMI portal interface for creating a purchase order. The top navigation bar includes the USDA FMMI logo and a 'Create Purchase Order' dropdown menu. Below this, a sub-navigation bar contains various tabs, with 'DATA Act' highlighted. The main form area is titled 'Create Purchase Order' and contains several input fields and buttons. The 'Procurement Instrument Identifier (PIID)' section includes fields for PIID, AAC, BFY, Type, and Number. The 'Federal Award Identification Number (FAIN)' section includes a FAIN field and a 'Set to NONDATAACT' button. The 'IDV Number' field is also present. A 'Menu Overview' button is located at the bottom left of the form.



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Figure 18. FMMI Create Purchase Order screen

A new tab, “DATA Act” has been added to the PO header and contains fields for either the PIID (procurement) or FAIN (financial assistance) identifiers (Figure 19).

The screenshot displays the 'Create Purchase Order' screen in the FMMI system. The top navigation bar includes the USDA FMMI logo, a search bar, and a 'Create Purchase Order' dropdown menu. Below this, a menu bar contains options like 'Document Overview On', 'Create', 'Other Purchase Order', 'Hold', 'Check', 'Print Preview', 'Messages', 'Help', 'Personal Setting', and 'Services for Object'. The main content area features a 'Standard PO' dropdown, a 'Supplier' field, and a 'Doc. Date' field set to '02/20/2025'. A red box highlights the 'DATA ACT' tab, which is currently selected. This tab contains two sections: 'Procurement Instrument Identifier (PIID)' and 'Federal Award Identification Number (FAIN)'. The PIID section has fields for 'PIID', 'AAC', 'BFY', 'Type', and 'Number'. The FAIN section has a 'FAIN' field and a 'Set to NONDATAACT' button. At the bottom, there is an 'IDV Number' field and an 'Item Overview' link.

Figure 19. FMMI Create Purchase Order, DATA ACT tab screen

1. **Type** the <PIID or FAIN> as appropriate.

In this example, the user enters a PIID. The PIID is limited to 13 characters and follows a newly revised format required for procurements after 10/01/2017. When the user clicks *Check*, the PIID entered is divided into its components and displayed on the tab:

- AAC – Awarding Agency Code
- BFY – Budget Fiscal Year
- Type – Type of instrument
- Number – Agency-assigned sequence number



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The PIID format is described in the Sub part 4.16 of the Federal Acquisition Regulation here: <https://www.acquisition.gov/content/part-4-administrative-matters#id1617MA000JZ>.

A list of the AAC codes may be found here, though it is recommended that you request the AAC code from your contracting officer:

https://www.fpds.gov/downloads/top_requests/FPDSNG_Contracting_Offices.xls.

Agencies may enter PIIDs for awards that use the previous PIID formatting. The PIID length is still limited to 13 characters, however the component breakout performed will be meaningless.

If the expenditure is for financial assistance requiring a FAIN, the value entered cannot be more than 30 characters. There is no defined format.

No edits are performed on the field(s) values.

Note: The system will permit one field or the other (FAIN or PIID), but not both.

2. **Click** *Save* to complete the update.



DATA Act

Entering Award ID on Manually-entered FMMI Documents

Job Aid

Version 2.0

Award ID Update – Purchase Order Documents

Menu Path

The menu path to the Award ID PO Update List is:

Fiori > Purchasing > Purchase Order Process > Award ID PO Update List.

The screen is displayed, and the user enters the selection field values listed below. In this example, the agency believes the expenditure is exempt from DATA Act reporting and needs to update the FAIN with “NONDATAACT”. The user clicks “Execute” to retrieve the document (Figure 20).

DATA Act: Award ID Update List

Menu Save as Variant... Get Variant... Exit

Award ID Review View saved logs

Agency

Plant: to:

Document type selection

Only docs with no Award ID: ☒

Award ID: PIID: to:

Award ID: FAIN: to:

Processing Options

Update PIID: ☒

Update FAIN: ☐

Description for saved log:

Purchase Order selections

Purchasing Document: to:

Document Type: to:

Document Date: to:

Created By: to:

Execute

Figure 20. FMMI DATA Act: Award ID Update List with selection fields emphasized

1. **Type** the <plant code> in the *Plant* (i.e., business area) field (required).
2. **Check/Uncheck** Only documents with no award ID under Document Type Selection.
3. **Select** Update PIID or Update FAIN under Processing Options as appropriate.
4. **Type** the <description for the saved log> in the *Description for saved log* field.
5. **Type** the <purchase order> in the *Purchasing Document* field.
6. **Click** Execute.



DATA Act

Entering Award ID on Manually-entered FMMI Documents

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The system returns the information on the PO (Figure 21). The user notes that both award ID fields are blank.

7. **Select** “Set to NONDATAACT” (or optionally **Type** “NONDATAACT”) into the *Award ID FAIN* field
8. **Click** Select pending.

DATA Act Award ID review: 1 records displayed

Menu | [Search] | [Back] [Exit] [Cancel] [System]

[Find] [List] [Filter] [Print] [Set to NONDATAACT] [Select pending] [Save]

Status	DocumentNo	Award ID- FAIN	Plant	Doc ...	Document D	Created by	Award ID: PIID
[X]	4300333309	NONDATAACT	IG00	ZVA	2017/12/14	F0000623	

[1 rows were set to "NONDATAACT"]

SAP

Figure 21. FMMI DATA Act Award ID review, record displayed screen



DATA Act

Entering Award ID on Manually-entered FMMI Documents

Job Aid

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9. Click *Save* to retain the changes.

The system responds with a confirmation (Figure 22). Also note that the PO document number is underlined indicating a link where the document can be displayed. From there, the user can examine the DATA Act tab in the header to verify the award ID value.

DATA Act Award ID review: 1 records displayed

Menu Back Exit Cancel System

Set to NONDATACT Select pending Save

Status	DocumentNo	Award ID: FAIN	Plant	Doc	Document D	Created by	Award ID: PIID
	<u>4300333309</u>	NONDATACT	IG00	ZVA	2017/12/14	F0000623	

1 documents successfully updated

SAP

Figure 22. FMMI DATA Act Award ID review, document successfully updated message screen



DATA Act

Entering Award ID on Manually-entered FMFI Documents

Job Aid

Version 2.0

View Saved Logs – Purchase Order Documents

Menu Path

From the FMFI portal, a user can view the saved logs for purchase orders following the menu path:

Fiori > Purchasing> Purchase Order Process> Award ID PO Update List.

1. **Click** the *View saved logs* tab (Figure 23).
2. **Type** the <description of the saved log> in the *Description of saved log* field.
3. **Click** Execute.

Menu > **DATA Act: Award ID Update List** > View saved logs

Award ID Review

Saved logs selection

Description of saved log: [Text Field]

Date: [Text Field] Time: 00:00:00

Document type selection

Earmarked Funds documents: ☒

Purchase Orders: ☒

Accounting documents: ☒

Execute

Figure 23. FMMI DATA Act: Award ID Update List, Log selection screen (for PO)

The log data is displayed for review (Figure 24).

Date/Time/User	Nu...	External ID	Sub-object text	Mode
2018/11/06 09:05:44 F0001691	6	LOG 11	DATA Act: Purchase Order	Dialog processing
Review/update - FAIN for Purchase Orders documents	1			
Detailed results	2			
Document 4300333309 FAIN updated to NONDATACT	1			

Figure 24. FMMI Extract Award ID related data for PO, log displayed screen



DATA Act

Entering Award ID on Manually-entered FMFI Documents

Job Aid

Version 2.0

Award ID Upload – Purchase Orders

Agencies can use a spreadsheet to update a large block of documents with the mass upload feature. Prior to running the mass upload, a file in “.csv” format needs to be created and saved in a folder on an accessible drive. The column headings are optional, but if used should be Doc Nbr and Award ID (Figure 25). In the example below, the user is removing the PIID value on the PO.

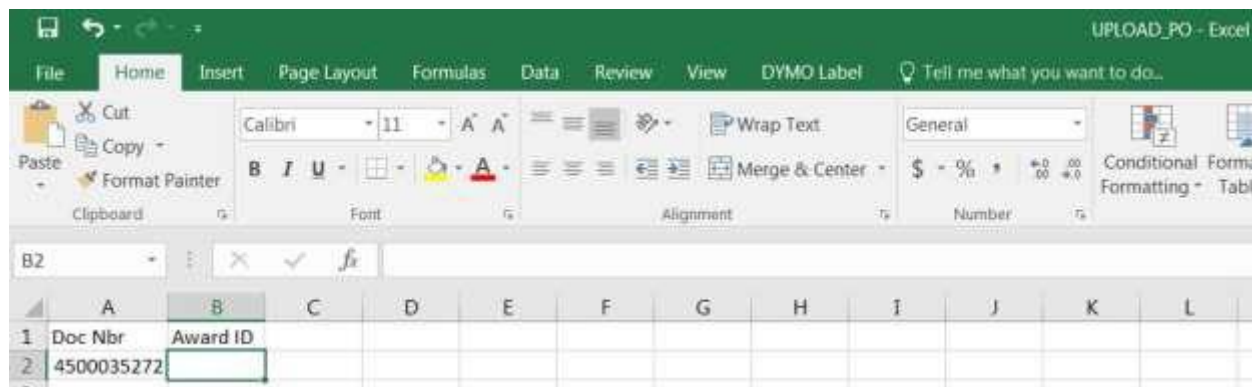


Figure 25. FMFI DATA Act Award ID Upload spreadsheet example (Purchase Orders)

Menu Path

From the FMFI Portal, a user uploads purchase order award IDs following the menu path: Fiori > Purchasing > Purchase Order Process > Award ID Upload-PO.

1. Click the *Award ID upload* tab (Figure 26).

Figure 26. FMFI DATA Act: Award ID Upload (PO) with selection fields emphasized



DATA Act

Entering Award ID on Manually-entered FMFI Documents

Job Aid

Version 2.0

2. **Type** the <business area code> in the *Business Area* field.
3. **Select** Update PIID or Update FAIN.
4. **Type** the <description for the saved log> the *Description for saved log* field.
5. **Attach** the file to be uploaded.
6. **Select** *File has a heading row* if appropriate.

Note: To perform a test run to see what the changes will be, users can select *Test run – no updates* before clicking *Execute*. Ensure that the *Test run – no updates* button is unchecked to make the changes.

7. **Click** Execute.

The system runs the program, performs the updates, and displays the saved log (Figure 27):

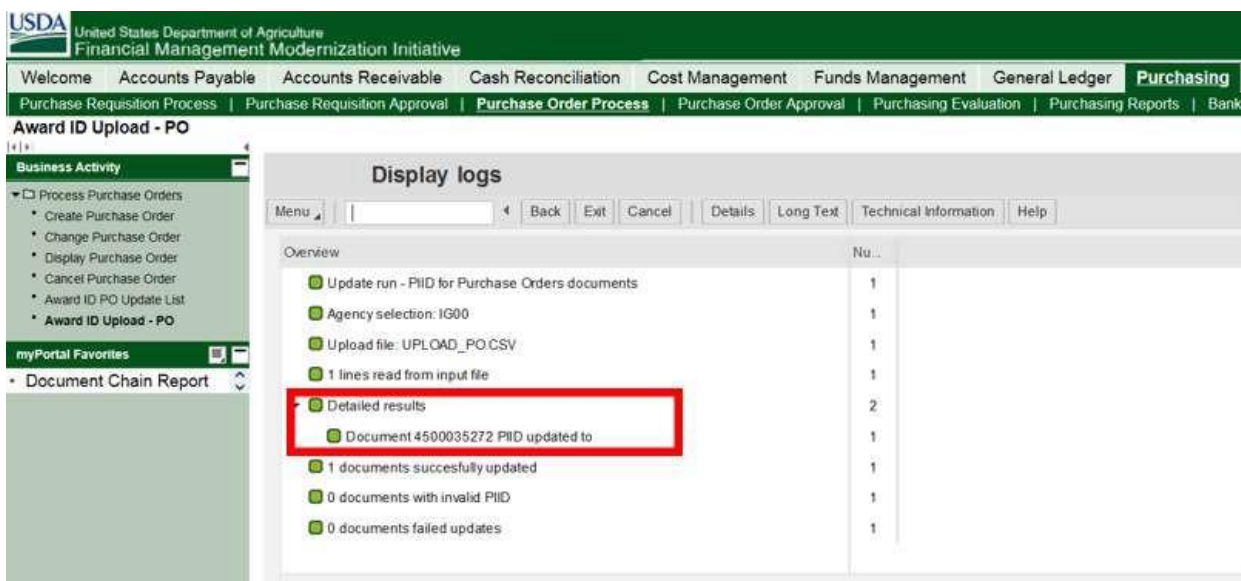


Figure 27. FMMI Award ID Upload – PO Display logs screen



DATA Act

Entering Award ID on Manually-entered FMFI Documents

Job Aid

Version 2.0

Verify Award ID – Purchase Orders

Menu Path

From the FMFI portal, using the standard Display Purchase Order transaction, a user can verify the purchase order award ID update following the menu path:

Fiori > Purchasing > Purchase Order Process > Display Purchase Order.

In this example, the PIID is updated from its previous value (Figure 28).

1. Click the *DATA Act* tab to review and verify the award ID for the purchase order.

The screenshot shows the 'Standard PO 4500035272 Created by Rhonda Holder' screen in the FMFI portal. The 'DATA Act' tab is highlighted with a red box. Below the tab, the 'Procurement Instrument Identifier (PIID)' section is also highlighted with a red box, containing fields for PIID, AAC, BFY, Type, and Number. Below this, the 'Federal Award Identification Number (FAIN)' section shows 'FAIN: NONDATACT'. At the bottom, there is an 'IDV Number' field. The top navigation bar includes 'Menu', 'Document Overview On', 'Create', 'Display/Change', 'Other Purchase Order', 'Print Preview', and 'Messages'.

Figure 28. FMFI Display Purchase Order screen, DATA Act tab displayed

Report - Extract Award ID Related Data for PO

To help agencies evaluate the assignment of award IDs for existing purchase orders, this report presents information from fields that have been historically used to store award IDs as well as fields that may be used to make that determination.

The report displays this data in an ALV, which can be exported to Excel or other tool in order to manually enter the correct award ID to then be imported into the DATA Act Award ID Upload program.



DATA Act

Entering Award ID on Manually-entered FMFI Documents

Job Aid

Version 2.0

Menu Path

From the FMFI Portal, a user can extract award ID related data for a PO following the menu path:

Fiori > Purchasing > Purchasing Reports > Award ID extract for PO.

The screen is displayed (Figure 29) and users enter the selection criteria.

1. **Type** the <plant code> (i.e., Business Area) in the *Plant* field.
 2. **Type** the <purchasing document criteria> in the *Purchasing Document* field.
- In this example, all POs beginning with “450003”.
3. **Type** data in other selection criteria fields as appropriate.

Selection Criteria

Purchasing Document: [] to: [] []

Purchasing Doc. Type: [] to: [] []

Document Date: [] to: [] []

Created By: [] to: [] []

Created On: [] to: [] []

Funds Center: [] to: [] []

Commitment Item: [] to: [] []

Award ID: PIID: [] to: [] []

Award ID: FAIN: [] to: [] []

Vendor selection criteria

Supplier: [] to: [] []

Account group: [] to: [] []

Industry: [] to: [] []

Option: select a PO header long text to extract

[Execute]

Figure 29. FMFI Extract Award ID related data for PO screen

4. **Click** “Execute” to run the report.

The system responds with selected data for the POs found including any value for the FAIN or PIID on the document (Figure 30).

Pur. Doc.	PIID	FAIN	Type	Created On	Document Date	Created By	Our Ref.	Supplier	Item	Plant
4500032572		NONDATAACT	NB	07/11/2012	07/11/2012	F0001997		1300000472	00010	IG00
4500033326		NONDATAACT	NB	08/14/2012	08/14/2012	F0002105		1300001445	00010	IG00
4500034304		NONDATAACT	NB	09/12/2012	09/12/2012	F0000363		1101014785	00010	IG00

Figure 30. FMFI Extract Award ID related data for PO results screen



DATA Act

Entering Award ID on Manually-entered FMFI Documents

Job Aid

Version 2.0

Note that the field selection panel includes choosing a Text ID. This refers to several Header Long Text values that are available on a PO (Figure 31). For example, the *F02* for the header long text to extract is used to reflect the contract number for “Program Loan Cost Expense-PLCE” purchase orders (Doc Type “ZMY”) of the Rural Development and Farm Services agencies. While these fields can be viewed individually, there is no method to view the values for multiple POs.

USDA FMFI Extract Award ID related data for PO

Menu Save as Variant... Get Variant... Exit

* Plant: 2000

Selection Criteria

Purchasing Document: 4300303077 to: 4300303077

Purchasing Doc. Type: to:

Document Date: to:

Created By: to:

Created On: to:

Funds Center: to:

Commitment item: to:

Award ID: PIID: to:

Award ID: FAIN: to:

Vendor selection criteria

Supplier: to:

Account group: to:

Industry: to:

Option: select a PO header long text to extract

Text ID: F02

Execute

Figure 31. FMMI Extract Award ID related data for PO, Text ID displayed screen

After clicking “Execute”, the results are displayed (Figure 32). Note that the *Long Text* field contents are displayed for the range of documents selected. The PLCE interface program that has been modified to retrieve values in the F02 Header Long Text field and derives the PIID award ID value.

USDA FMFI Extract Award ID related data for PO (#7)

Menu Exit

Table:

Pur. Doc.	Is Center	Cmmt item	Name 1	Group	Industry	Long Text
4300303077	GA10860	2570	WARREN COUNTY BOARD OF COMMISSIONER	ZSAL		
4300303079	ND40008	3360	BRUCE KNUDSON	ZNFV	Z001	
4300303080	ND40911	3360	INTEGRITY APPRAISALS	ZNFV	Z001	
4300303082	MI26901	2570	LAPEER COUNTY REGISTER OF DEEDS	ZSAL		
4300303083	MI26901	2570	LAPEER COUNTY REGISTER OF DEEDS	ZSAL		
4300303084	MI26905	2570	LAPEER COUNTY REGISTER OF DEEDS	ZSAL		
4300303086	MI26017	3360	PAMELA M CHIPMAN ANDERSEN	ZNFV	Z001	

Figure 32. FMMI Extract Award ID related data for PO results screen



DATA Act

Entering Award ID on Manually-entered FMFI Documents

Job Aid

Version 2.0

FUNDS MANAGEMENT – FUNDS COMMITMENT

Entering the Award ID on Funds Commitments (Earmarked Funds)

Menu Path

From the FMFI portal, a user enters the award ID on funds commitments (Earmarked Funds) following the menu path:

Fiori > Funds Management > Funds Commitment Process > Create (or Change) Funds Commitment (Figure 33).

The screenshot displays the 'Funds commitment: Change Overview screen' in the FMFI portal. The top navigation bar includes 'Welcome Rhonda Holder' and 'Help / Log off'. The main menu bar lists various functions, with 'Funds Management' and 'Funds Commitment Process' highlighted in red. The left sidebar shows 'Business Activity' with 'Create Funds Commitment' and 'Change Funds Commitment' highlighted in red. The main area contains a form for document information and a table for line items.

Doc	Overall amount	Test	Commitment date	Funds Center	Fund	Budget Period	Functional Area	Funded Program
1	1.99	Test of Award ID	2/16	1630000000	1000000000	1717	AGDEFAULT	FIDEFAULT

Figure 33. FMFI Change Funds Commitment screen

The award IDs are stored in new FAIN and PIID fields in the header.



DATA Act

Entering Award ID on Manually-entered FMFI Documents

Job Aid

Version 2.0

1. **Type** the <FAIN> in the FAIN field or the <PIID> in the PIID field as appropriate.

In this example, the user is entering an apparent PIID in the *Referenz 2* (FAIN) field, however the system does not note any exceptions since the only limit is 30 characters (Figure 34). Therefore, it is important to ensure the data is entered accurately and appropriately.

Funds commitment: Change Hdr Data

General Data

Document number	7600077586	Posted	Document Date	2017/05/12
Document type	VO	Vendor Prepay Obligation	Posting Date	2017/05/12
Company Code	USDA	US Dept of Agriculture	CurrencyRate	USD
FM Area	USDA	US Dept of Agriculture		
CO Area	USDA	US Dept of Agriculture	Local currency	USD

Statistics

Created by	F0000606	Created on	2017/05/12
Changed by	F0000606	Changed on	2017/05/12

Document Status

☐ Completed ☐ Blocked

☐ Can be arc ☐ Block

Additional Data

Doc text	Award ID Test		
Reference		Lot No	
FAIN			
PIID	12197317X8888		
Special Period	☐		

Control Data

☒ Add Rich Logic

Figure 34. FMMI Funds Commitment Change Header Data screen



DATA Act

Entering Award ID on Manually-entered FMMI Documents

Job Aid

Version 2.0

2. Click *Save*. The system will respond with the appropriate message (Figure 35).



Figure 35. FMMI Earmarked Fund Changed message screen



DATA Act

Entering Award ID on Manually-entered FMFI Documents

Job Aid

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Award ID Update – Funds Commitment Documents

Menu Path

From the FMFI portal, a user can update award IDs for funds commitment documents following the menu path:

Fiori > Funds Management > Funds Commitment Process > Award ID Funds Commitment

Update List. The screen is displayed and the user enters the selection field values (Figure 36).

Figure 36. FMMI DATA Act: Award ID Update List screen with fields emphasized

1. **Type** the <business area> in the *Business Area* field (required).
2. **Type** the <description for the saved log> in the *Description for saved log* field (optional). User can apply their own naming convention.
3. **Type** <the document number> in the *Earmarked Funds* field. The *Earmarked Funds* field refers to the document number.
4. **Type** the <from and to dates> in the *Posting Date* range fields.



DATA Act

Entering Award ID on Manually-entered FMFI Documents

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Note: Search by Fiscal Year is not available, however Posting Date ranges can be used.

5. Click *Execute* to retrieve the results (Figure 37).

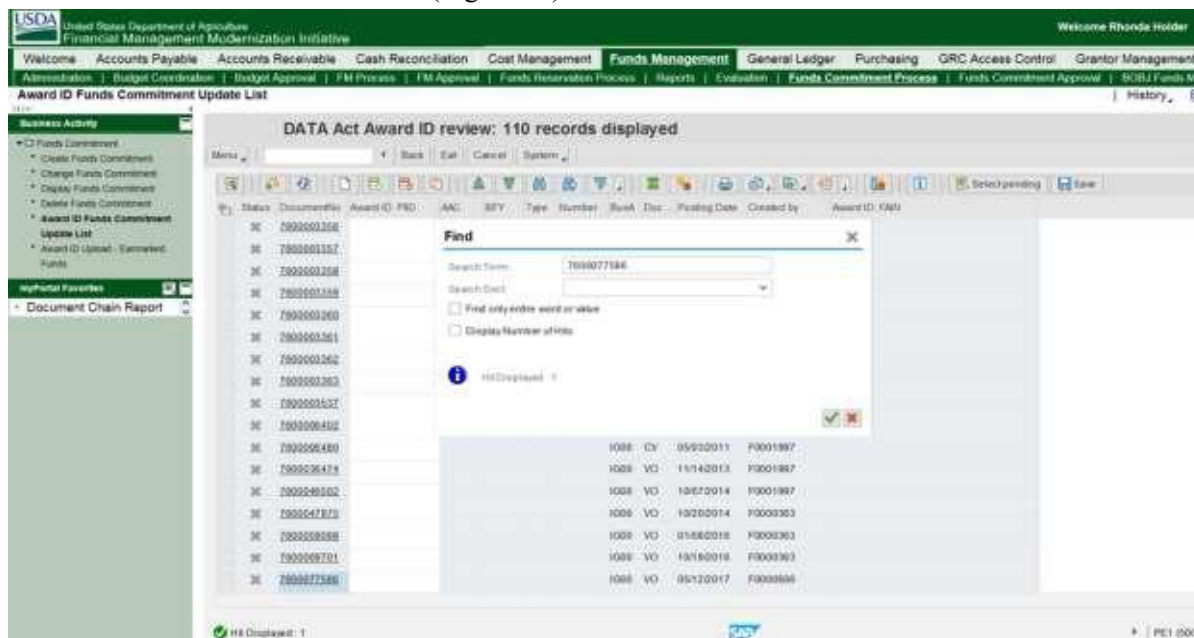


Figure 37. FMMI DATA Act Award ID review, records displayed screen

Standard search functions (i.e., binoculars icon) are useful in finding the document to update.



DATA Act

Entering Award ID on Manually-entered FMFI Documents

Job Aid

Version 2.0

In this example, the user enters a PIID. When the value is keyed in the field and the Enter key is pressed, the system will parse the PIID into its component values where the user can visually check the AAC, budget year, type, and sequence values for reasonableness (Figure 38).

USDA United States Department of Agriculture Financial Management Modernization Initiative Welcome Rhonda Holder

Welcome Accounts Payable Accounts Receivable Cash Reconciliation Cost Management Funds Management General Ledger Purchasing GRC Access Control Grantor Management

Administration Budget Coordination Budget Approval FM Process FM Approval Funds Reservation Process Reports Evaluation Funds Commitment Process Funds Commitment Approval BOOJ Funds Man

Award ID Funds Commitment Update List History Bas

Business Activity

- CI Funds Commitment
 - Create Funds Commitment
 - Change Funds Commitment
 - Display Funds Commitment
 - Delete Funds Commitment
 - Award ID Funds Commitment Update List
 - Award ID Update - Searched Funds
- myPortal Favorites
- Document Chain Report

DATA Act Award ID review: 110 records displayed

Menu Back Edit Cancel System

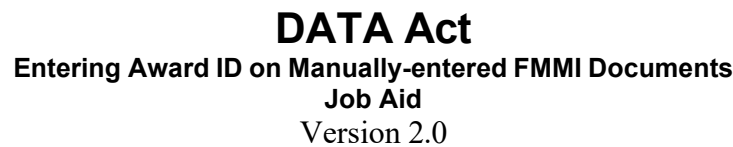
Status	Document No	Award ID	PIID	AAC	BY	Type	Number	Buyer	Doc	Posting Date	Created by	Award ID	Seq
36	78000023356							1000	CV	09/30/2009	CONV/SER08		
36	78000023357							1000	CV	09/30/2009	CONV/SER08		
36	78000023358							1000	CH	09/30/2009	CONV/SER08		
36	78000023359							1000	CH	09/30/2009	CONV/SER08		
36	78000023360							1000	CV	09/30/2009	CONV/SER08		
36	78000023361							1000	CV	09/30/2009	CONV/SER08		
36	78000023362							1000	CV	09/30/2009	CONV/SER08		
36	78000023363							1000	CV	09/30/2009	CONV/SER08		
36	78000023364							1000	CH	09/30/2009	CONV/SER08		
36	78000023365							1000	VO	03/22/2011	F0001648		
36	78000023366							1000	CV	05/03/2011	F0001967		
36	78000023367							1000	VO	11/14/2013	F0001967		
36	78000023368							1000	VO	10/07/2014	F0001967		
36	78000023369							1000	VO	10/07/2014	F0000363		
36	78000023370							1000	VO	01/08/2018	F0000363		
36	78000023371							1000	VO	10/19/2018	F0000363		
36	78000023372							1000	VO	05/12/2017	F0000600		

1 rows selected

Page 1 (500)

Figure 38. FMMI DATA Act Award ID review, PIID component values displayed screen

6. Click Select Pending.



- [Welcome](#) | [Accounts Payable](#) | [Accounts Receivable](#) | [Cash Reconciliation](#) | [Cost Management](#) | [Funds Management](#) | [General Ledger](#) | [Purchasing](#) | [GRC Access Control](#) | [Grants](#)
[Administration](#) | [Budget Coordination](#) | [Budget Approval](#) | [FM Process](#) | [FM Approval](#) | [Funds Reservation Process](#) | [Reports](#) | [Evaluation](#) | [Funds Commitment Process](#) | [Funds Commitment Approval](#)
Award ID Funds Commitment Update List

1/1

Business Activity
 - Funds Commitment
 - Create Funds Commitment
 - Change Funds Commitment
 - Delete Funds Commitment
 - Award ID Funds Commitment Update List
 - Award ID Upload - Cancelled Funds
 - My Fiscal Favorites
 - Document Chain Report

DATA Act Award ID review: 110 records displayed

Menu Back Ext Cancel System

Status	Document ID	Award ID / PRI	AAC	BY	Type	Number	Run#	Doc	Posting Date	Created By	Award ID / PRI
OK	7000002300						1000	CV	09/30/2009	COVA/SC006	
OK	7000002301						1000	CV	09/30/2009	COVA/SC006	
OK	7000002308						1000	CH	09/30/2009	COVA/SC006	
OK	7000002309						1000	CH	09/30/2009	COVA/SC006	
OK	7000002300						1000	CV	09/30/2009	COVA/SC006	
OK	7000002301						1000	CV	09/30/2009	COVA/SC006	
OK	7000002302						1000	CV	09/30/2009	COVA/SC006	
OK	7000002302						1000	CV	09/30/2009	COVA/SC006	
OK	7000002303						1000	CV	09/30/2009	COVA/SC006	
OK	7000002303						1000	CH	09/30/2009	COVA/SC006	
OK	7000006002						1000	VO	03/23/2011	F0001046	
OK	7000006009						1000	CV	05/23/2011	F0001067	
OK	7000006014						1000	VO	11/14/2013	F0001067	
OK	7000006002						1000	VO	10/07/2014	F0001067	
OK	7000047313						1000	VO	10/05/2014	F0000363	
OK	7000008009						1000	VO	21/08/2016	F0000363	
OK	7000008020						1000	VO	18/10/2016	F0000363	
OK	7000077500	12197078806	121973	17	8	9968	1000	VO	05/13/2017	F0000000	

1 documents successfully updated

[View Saved Logs – Funds Commitment Documents](#)

From the FMFI portal, a user can view the saved logs for funds commitment documents following the menu path:

1. **Click** the *View saved logs* tab (Figure 40).

Figure 40. FMMI DATA Act: Award ID Update List Log selection screen



DATA Act

Entering Award ID on Manually-entered FMFI Documents

Job Aid

Version 2.0

2. **Type** the <Description of the saved log> in the *Description of saved log* field.
3. **Click *Execute***. The update log is displayed (Figure 41).

Date/Time/User	Nu...	External ID	Sub-object text	Mode
2018/11/06 10:45:35 F0001691	6	LOG 12	DATA Act: Earmarked Fun	Dialog processing
Review/update - PIID for Earmarked Funds documents	1			
Detailed results	2			
Document 7600077586 PIID updated to 12197317X0007	1			

Figure 41. FMFI DATA Act: Award ID Update List, Log displayed screen

Verify the Award ID – Accounting Document

Menu Path

From the FMFI portal, using the Award ID in Accounting Document transaction, a user can verify the award ID for accounting documents following the menu path: (Figure 42).
Fiori > General Ledger Management > GL Process > Manage GL Adjustments and Accruals.

1. **Click *Award ID in Accounting Document*** from the left-hand menu bar to review and verify the award ID in the accounting document.

Document Header

Document Number: 1934255747 Company Code: USDA Fiscal Year: 2021
Document Date: 11/10/2020 Posting Date: 11/10/2020 Period: 2
Reference: 5568624555501568

Procurement Instrument Identifier (PIID)

AAC: BFY: Type: Number:

Federal Award Identification Number (FAIN)

FAIN: NONDATACT

Enter

Figure 42. FMFI DATA Act Award ID in Accounting Document screen



DATA Act

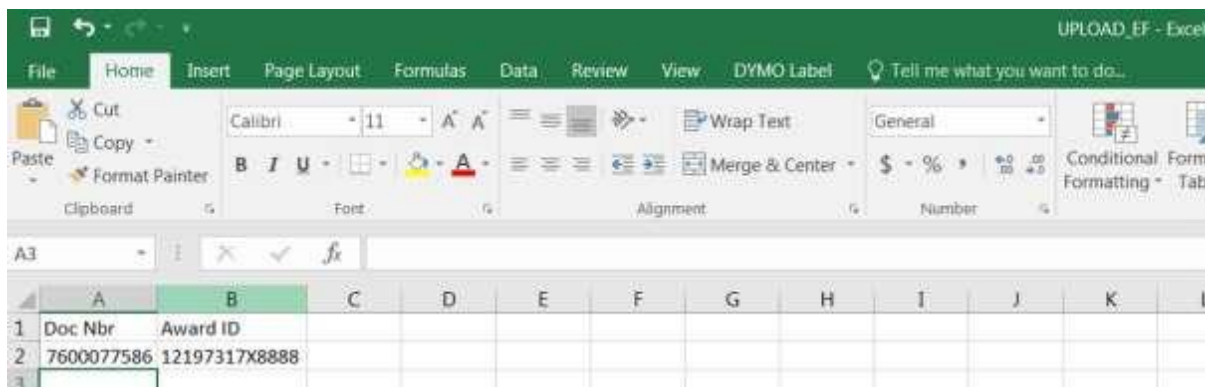
Entering Award ID on Manually-entered FMFI Documents

Job Aid

Version 2.0

Award ID Upload – Funds Commitments (Earmarked Funds)

Agencies can use a spreadsheet to update a large block of documents with the mass upload feature. Prior to running the mass upload, a file in “.csv” format needs to be created and saved in a folder on an accessible drive. The column headings are optional, but if used should be Doc Nbr and Award ID. An example of the spreadsheet formatting is below (Figure 43):



Doc Nbr	Award ID
7600077586	12197317X8888

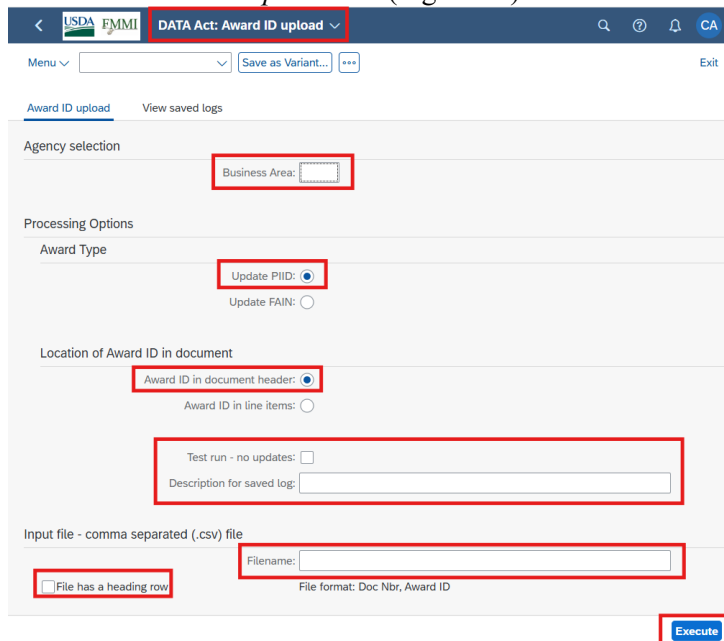
Figure 43. FMFI DATA Act Award ID Upload spreadsheet example (Earmarked Funds)

Menu Path

From the FMFI Portal, a user can mass upload award IDs for funds commitment (earmarked funds) documents following the menu path:

Fiori > Funds Management > Funds Commitment Process > Award ID Upload- Earmarked Funds.

1. **Click the *Award ID upload* tab.** (Figure 44)



USDA FMFI DATA Act: Award ID upload

Menu > [] Save as Variant... [] Exit

Award ID upload View saved logs

Agency selection Business Area: []

Processing Options Award Type Update PIID: [] Update FAIN: []

Location of Award ID in document Award ID in document header: [] Award ID in line items: []

Test run - no updates: [] Description for saved log: []

Input file - comma separated (.csv) file Filename: [] File format: Doc Nbr, Award ID

[] File has a heading row

Execute

Figure 44. FMFI DATA Act Award ID upload screen with selection fields emphasized (Earmarked Funds)



DATA Act

Entering Award ID on Manually-entered FMFI Documents

Job Aid

Version 2.0

2. **Type** the <business area code> in *Business Area* field.
3. **Select** Update PIID or Update FAIN.
4. **Type** the <description for the saved log> in the *Description for saved log* field.
5. **Attach** the file to be uploaded.
6. **Select** *File has a heading row* if appropriate.

Note: To perform a test run to see what the changes will be, users can select *Test run – no updates* before clicking *Execute*. Ensure that the *Test run – no updates* button is unchecked to make the changes.

7. **Click** *Execute*.

The system runs the program, performs the updates, and displays the saved log (Figure 45):

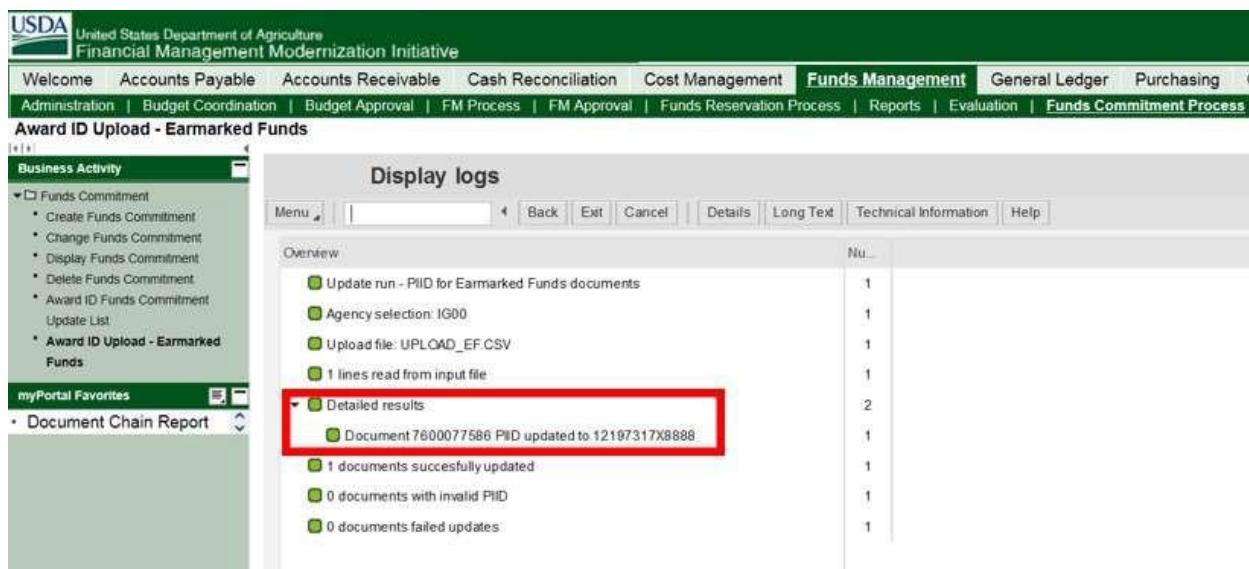


Figure 45. FMMI Award ID Upload – Earmarked Funds Display logs screen



DATA Act

Entering Award ID on Manually-entered FMMI Documents

Job Aid

Version 2.0

Verify Award ID – Funds Commitment (Earmarked Funds)

Menu Path

From the FMMI portal, using the standard Display Funds Commitment transaction, a user can verify funds commitment (earmarked funds) award ID updates following the menu path:

Fiori > Funds Management > Funds Commitment Process > Display Funds Commitment.

1. **Click** the *Select Header Data* button to review and verify the award ID for earmarked funds.

In this example, the PIID is updated from its previous value (Figure 46).

Figure 46. FMMI Display Funds Commitment, Funds Commitment: Display Hdr Data screen