DATA Act

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

Contents

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)

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.

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 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

- 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**.

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).

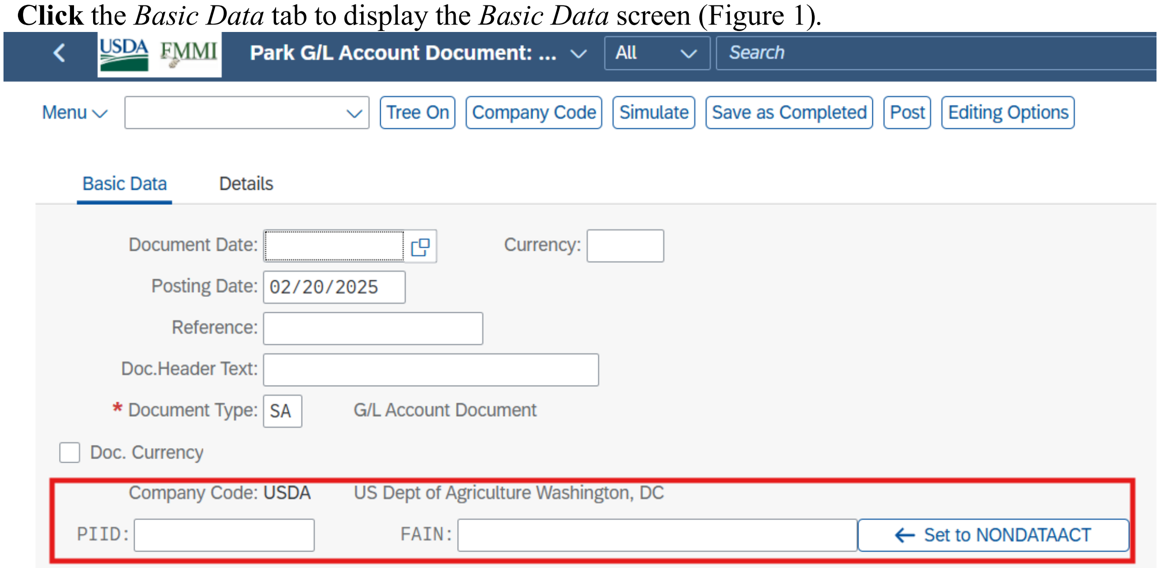


Figure 1. FMMI Enter Vendor Invoice, Basic Data screen

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.

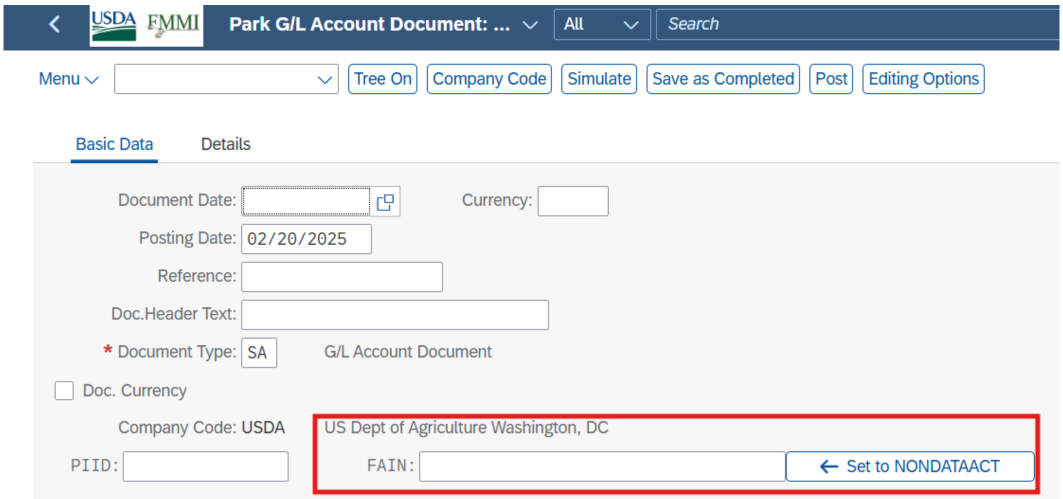


Figure 2. Basic Data tab screen, Park G/L "NONDATAACT" option

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).

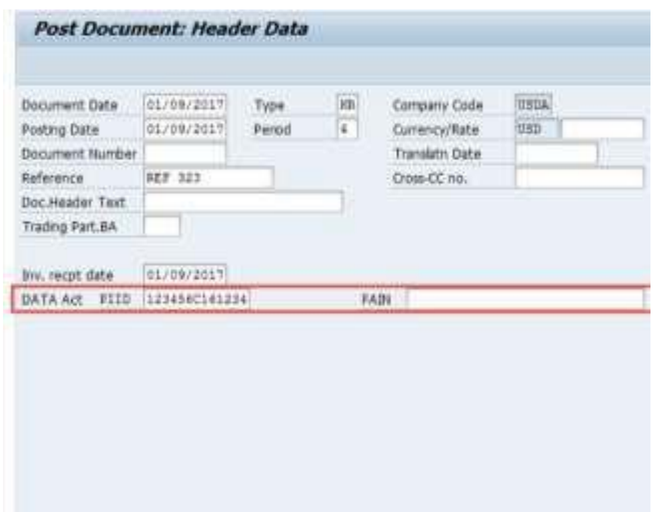


Figure 3. FMMI Post Document: Header Data screen

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

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).

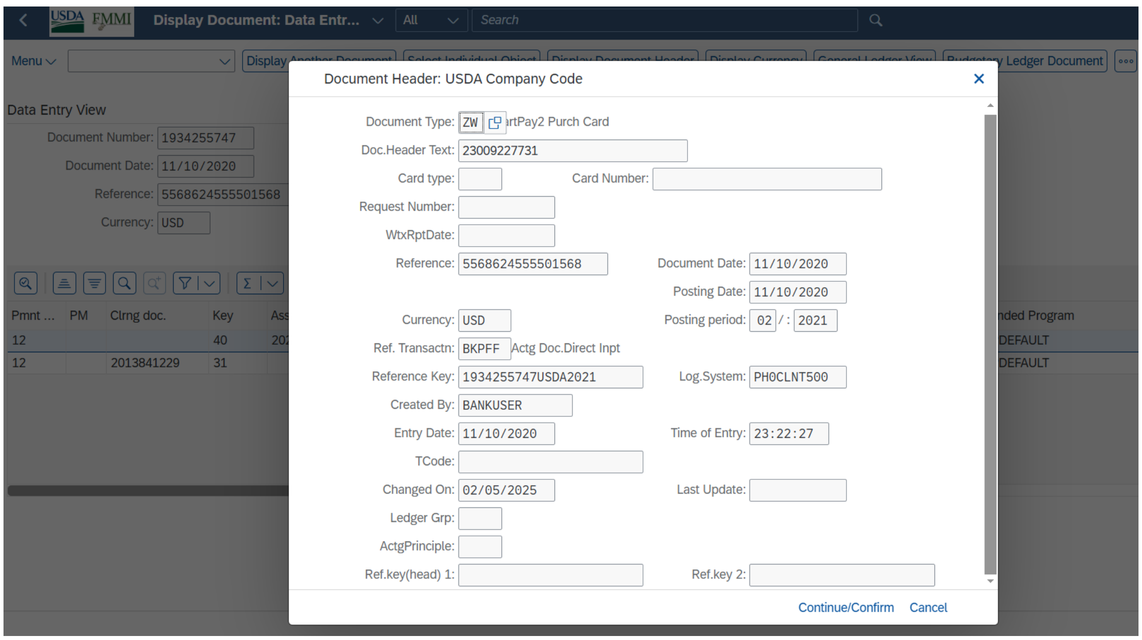


Figure 4. Display Document: Data Entry View

A transaction code was created to allow end users the ability to <u>view and change</u> 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.

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

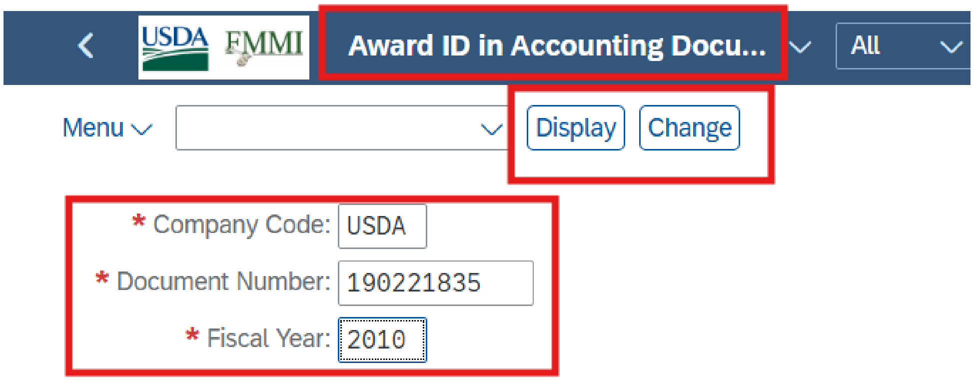


Figure 5. FMMI Award ID in Accounting Document screen

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.

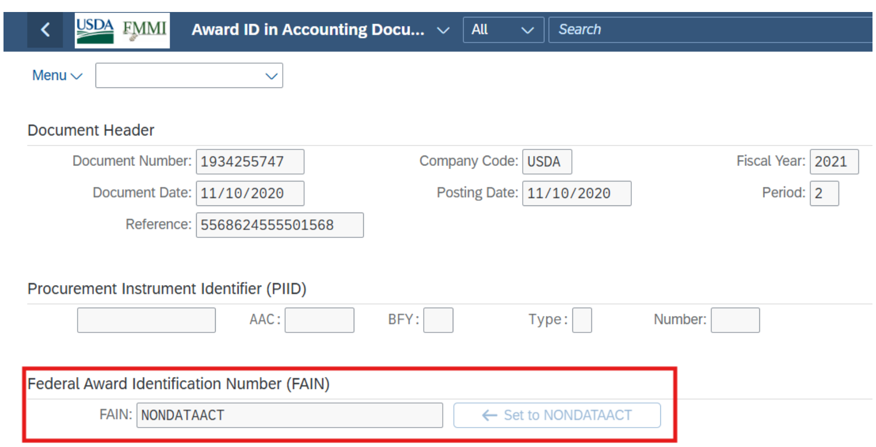


Figure 6. Basic Data Tab Screen, Award ID, "NONDATAACT"

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

4. **Click** *Save* to keep the changes.

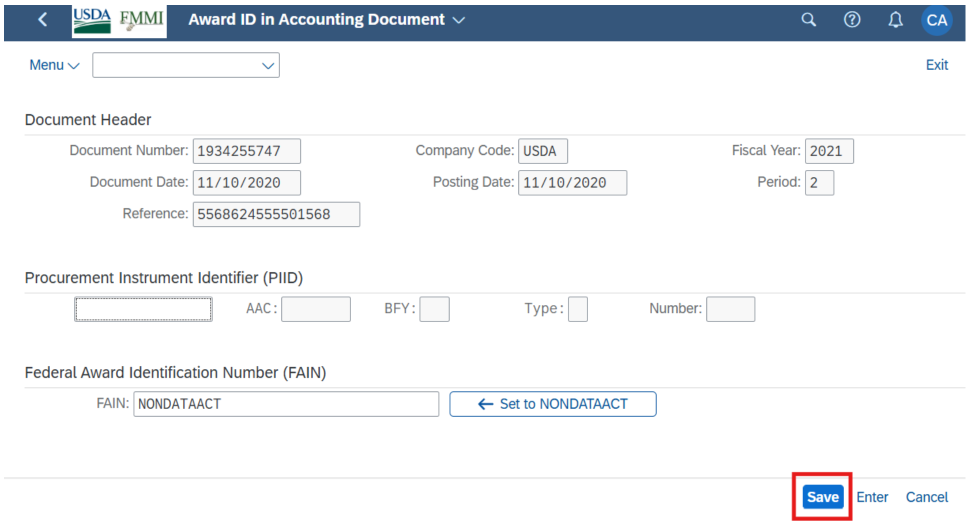


Figure 7. FMMI Award ID in Accounting Document displayed screen

Award ID Update – General Ledger FI (Invoice) Documents

Menu Path

From the FMMI 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).

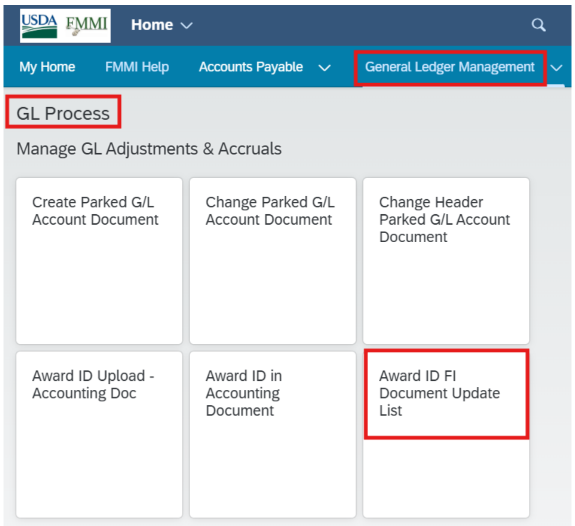


Figure 8. FMMI DATA Act: Award Update List screen

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 FMMI. Format is at the user's discretion.

Remaining fields are optional.

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

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

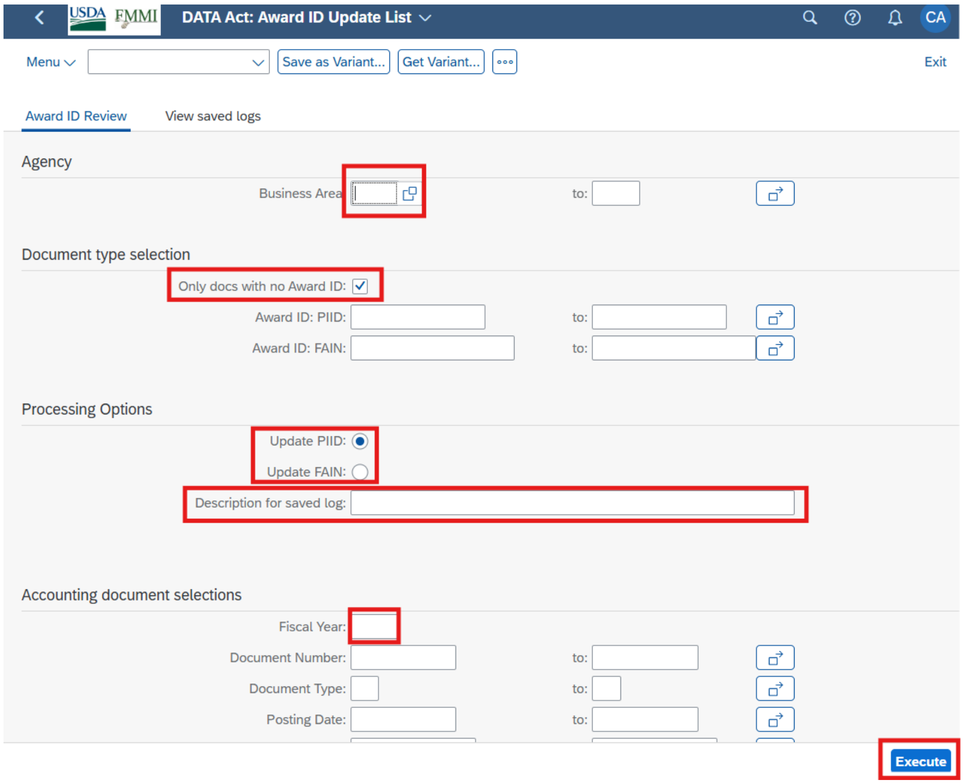


Figure 9. FMMI DATA Act: Award ID Update List with fields emphasized

The ALV list is displayed (Figure 10):

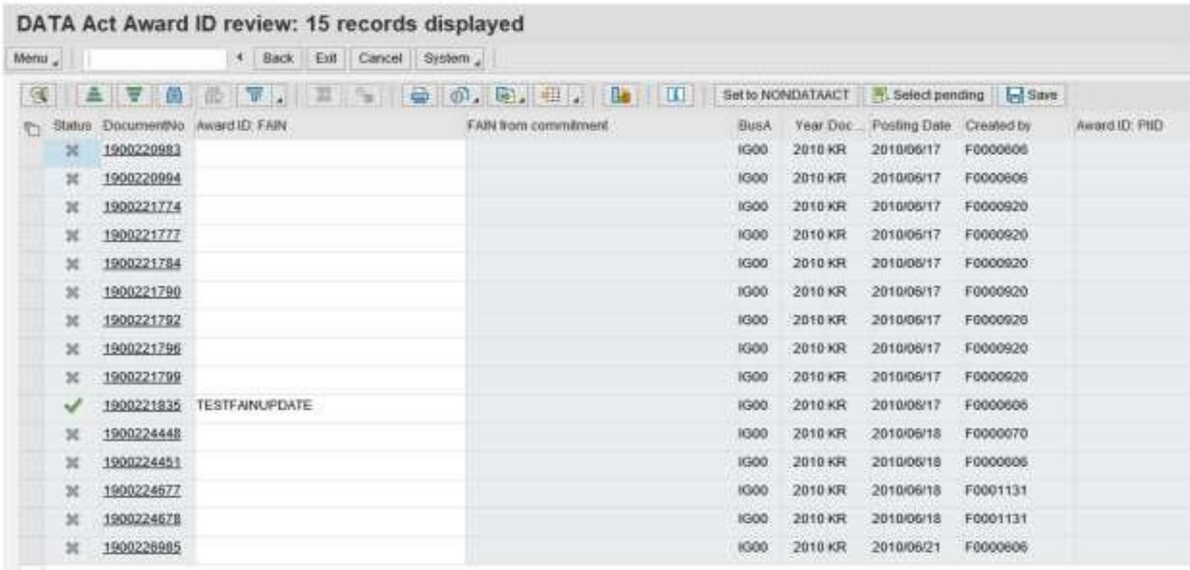


Figure 10. FMMI DATA Act Award ID review screen

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

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

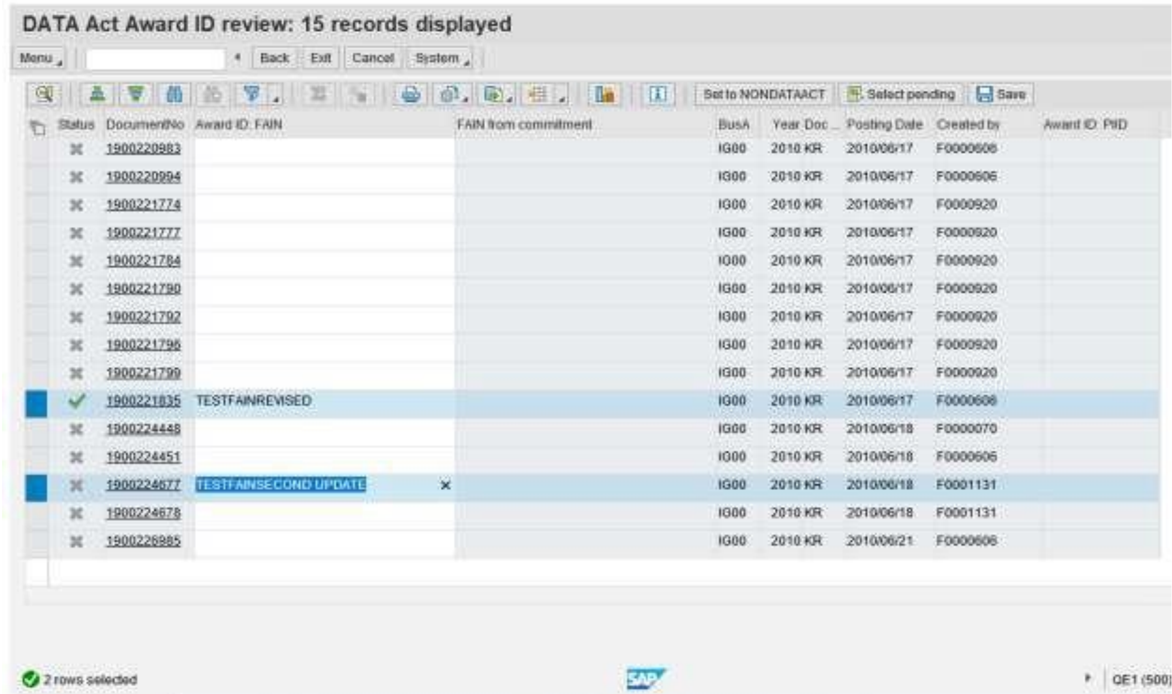


Figure 11. FMMI DATA Act Award ID review screen, recorded Award ID displayed for selected records

8. **Click** Select Pending.

Documents with changes to the award ID are selected.

Users can individually de-select any document.

9. **Click** Save to make the changes and update the document (Figure 12).

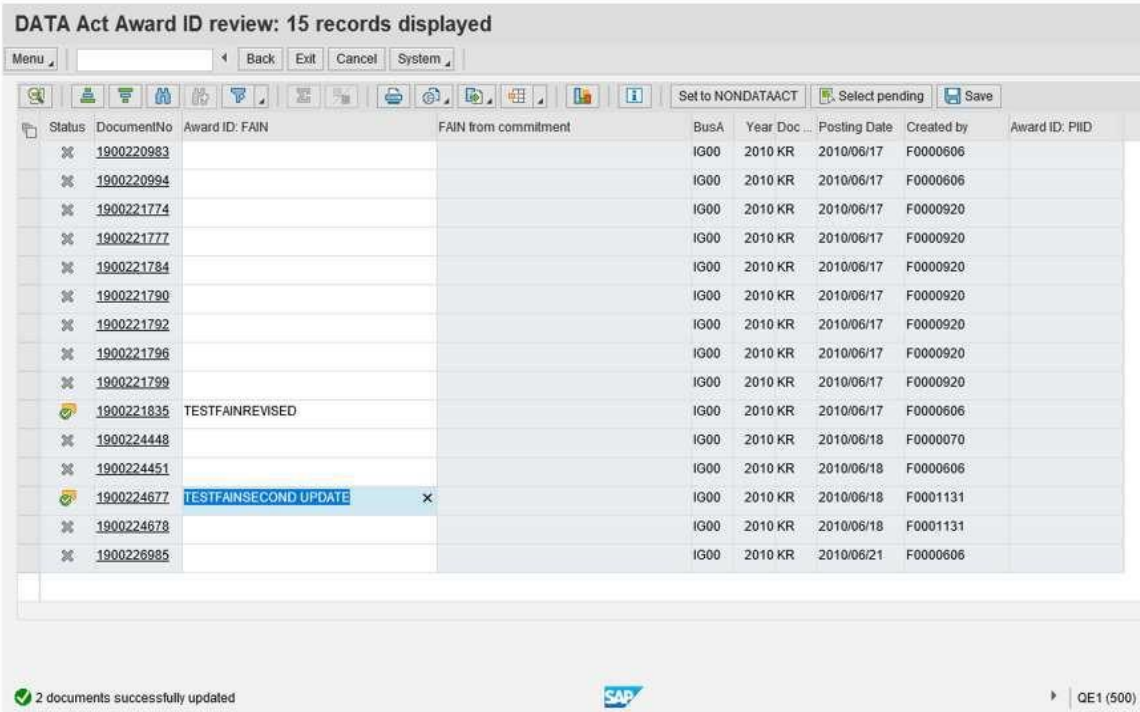


Figure 12. FMMI DATA Act Award ID review, record updated message screen

The screenshot below shows the edit and error message should a user attempt to add values in both award fields (Figure 13). In the example below, the *Update PIID* option was chosen and an attempt at entering a PIID was made, however because a value in the FAIN field already existed, the system responded with an error message, *DATA Act Enter only one award ID (FAIN or PIID)*. Note that the ALV will display the values in all award ID fields.

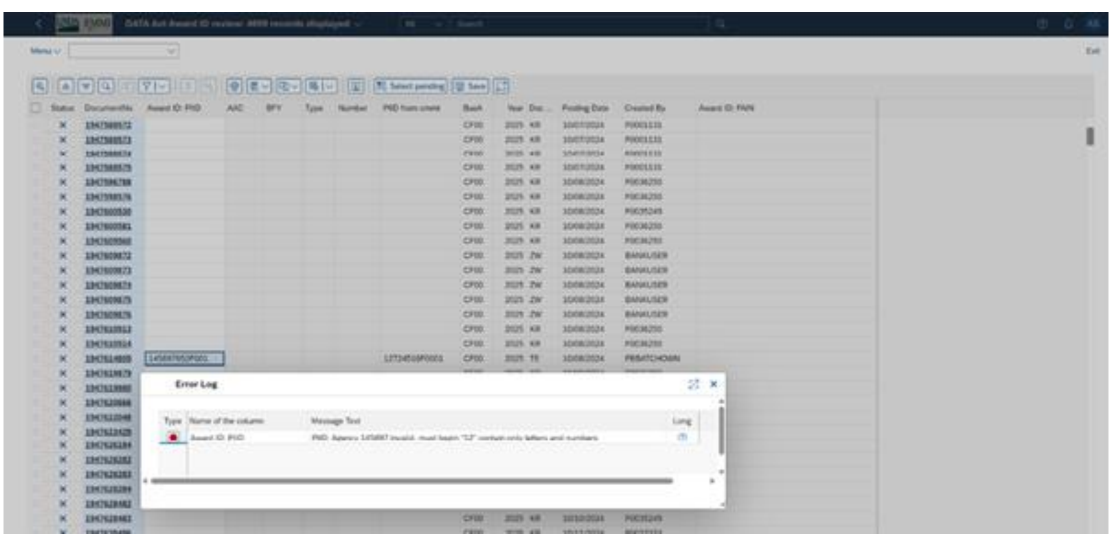


Figure 13. FMMI DATA Act Award ID review, Error Log displayed screen

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.)

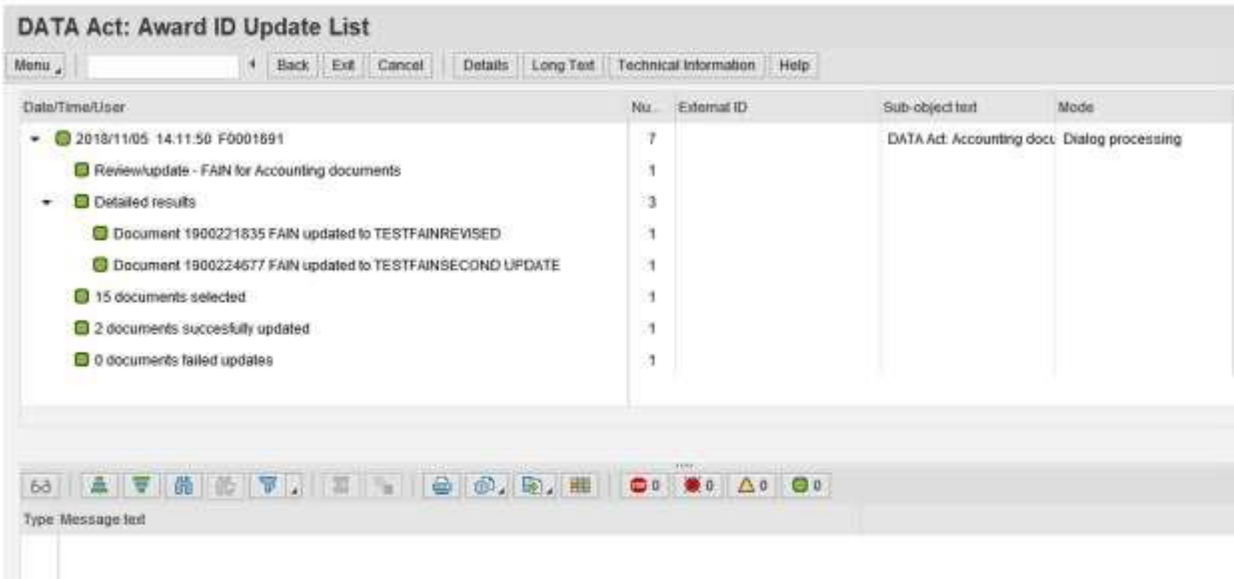


Figure 14. FMMI DATA Act: Award ID Update List summary results screen

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):

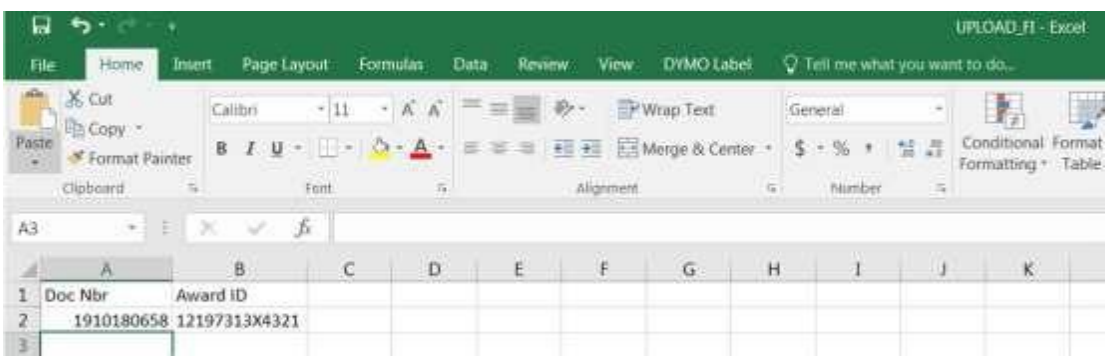


Figure 15. FMMI DATA Act Award ID Upload spreadsheet example (Accounting Document)

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

Menu Path

From the FMMI 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).

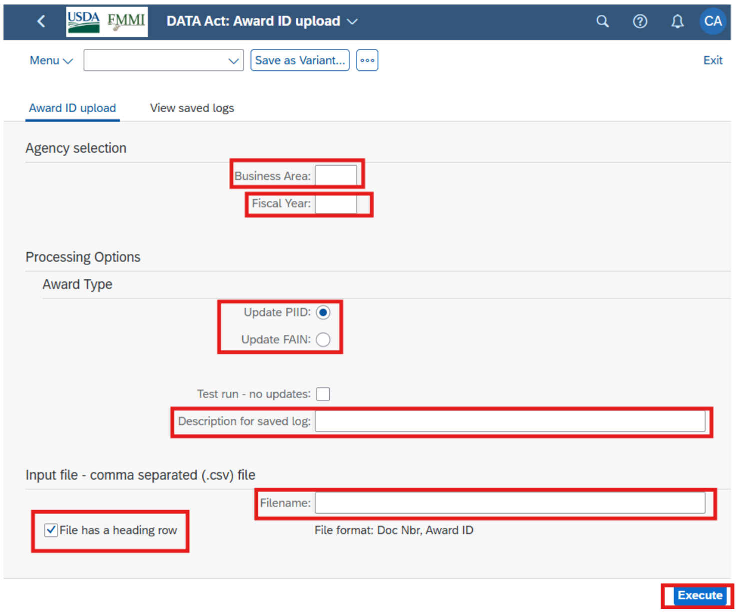


Figure 16. FMMI DATA Act: Award ID upload screen (Accounting Documents)

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*.

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

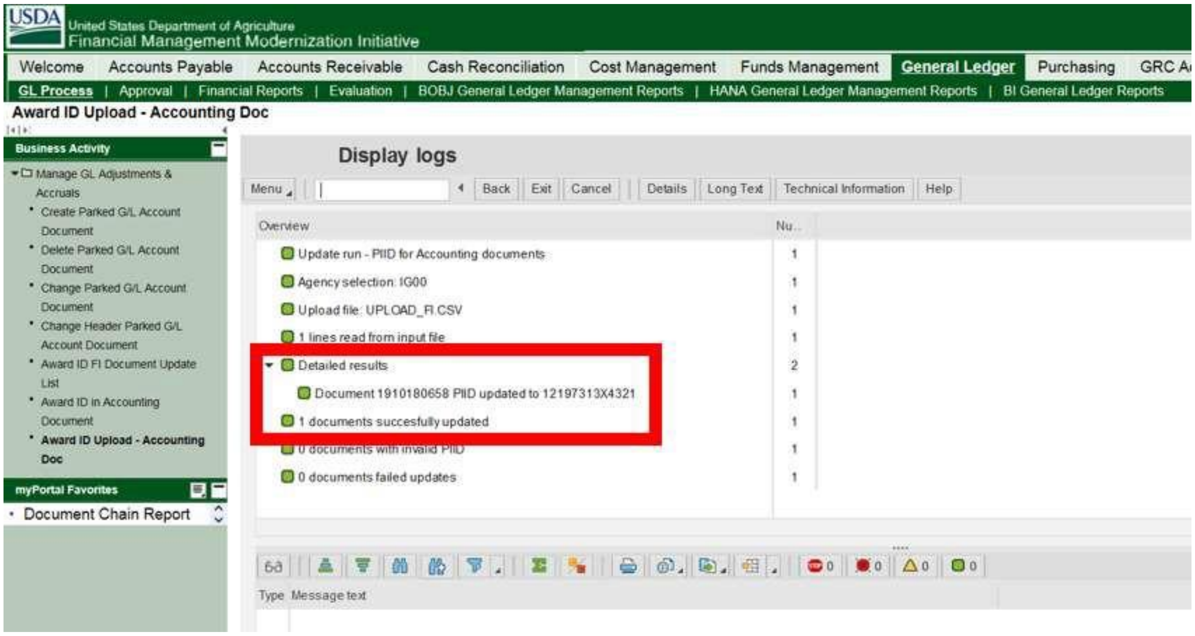


Figure 17. FMMI DATA Act Award ID Upload – Accounting Doc Display logs screen

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).

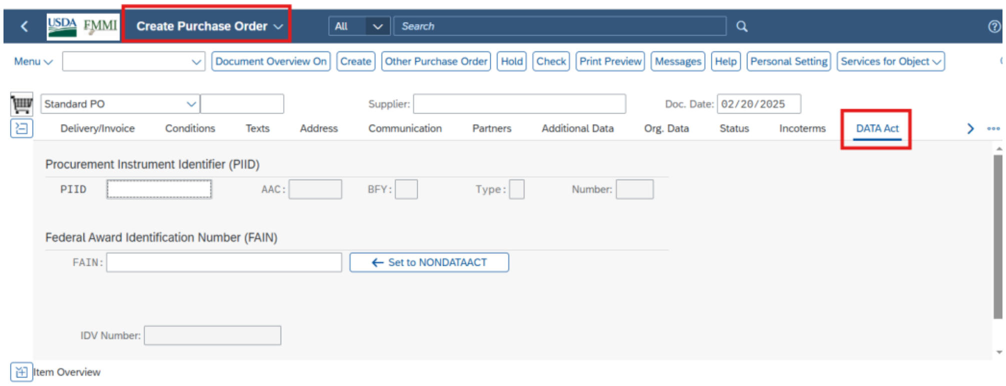


Figure 18. FMMI Create Purchase Order screen

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).

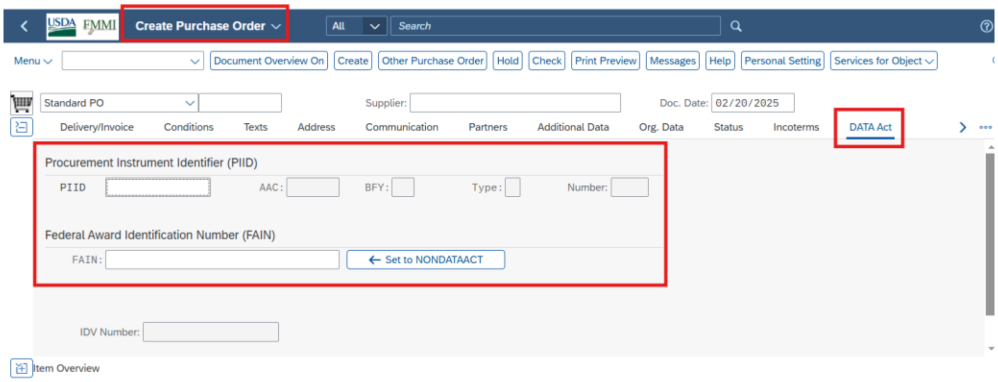


Figure 19. FMMI Create Purchase Order, DATA ACT tab screen

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

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.

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).

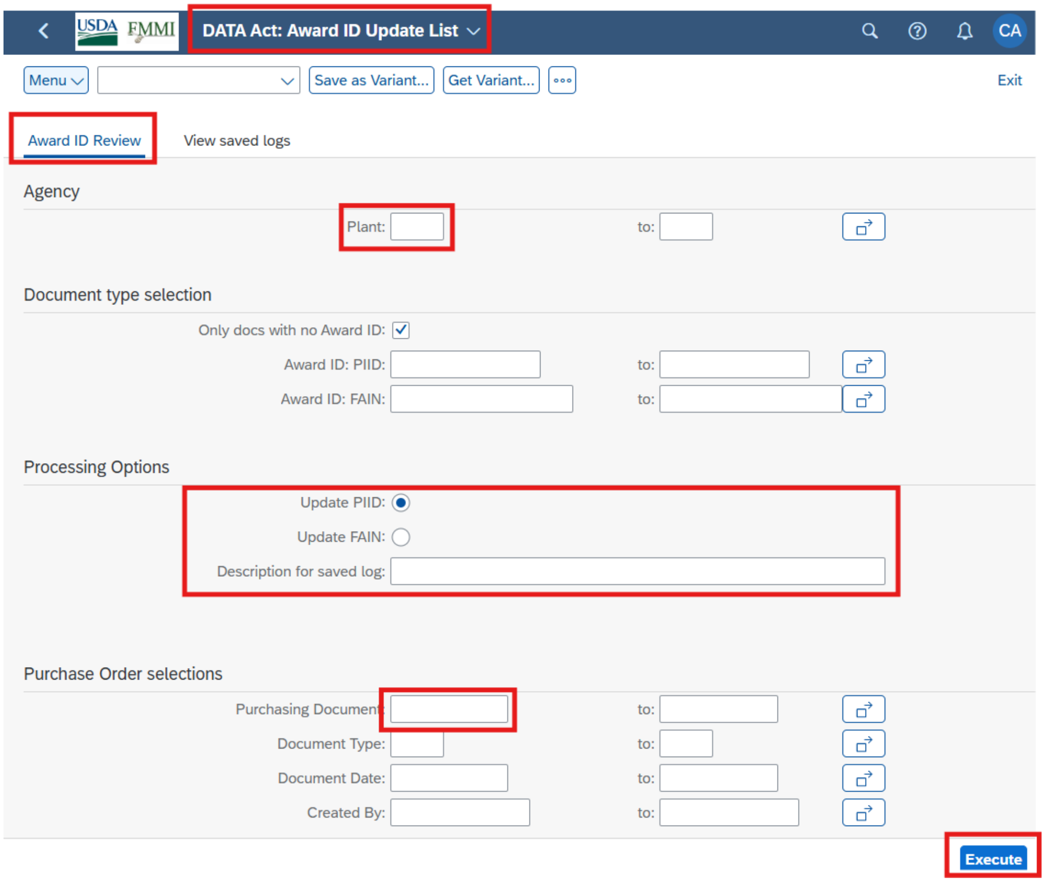


Figure 20. FMMI DATA Act: Award ID Update List with selection fields emphasized

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.

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.

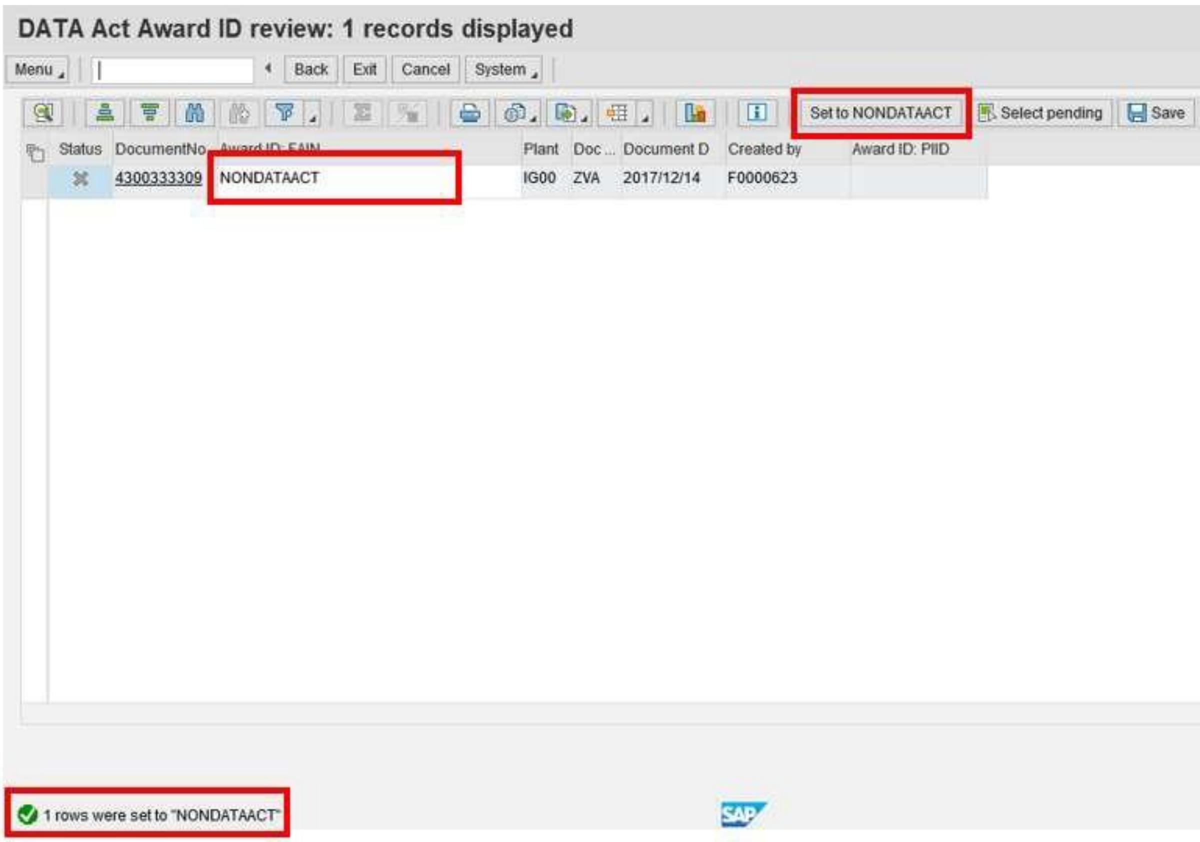


Figure 21. FMMI DATA Act Award ID review, record displayed screen

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.

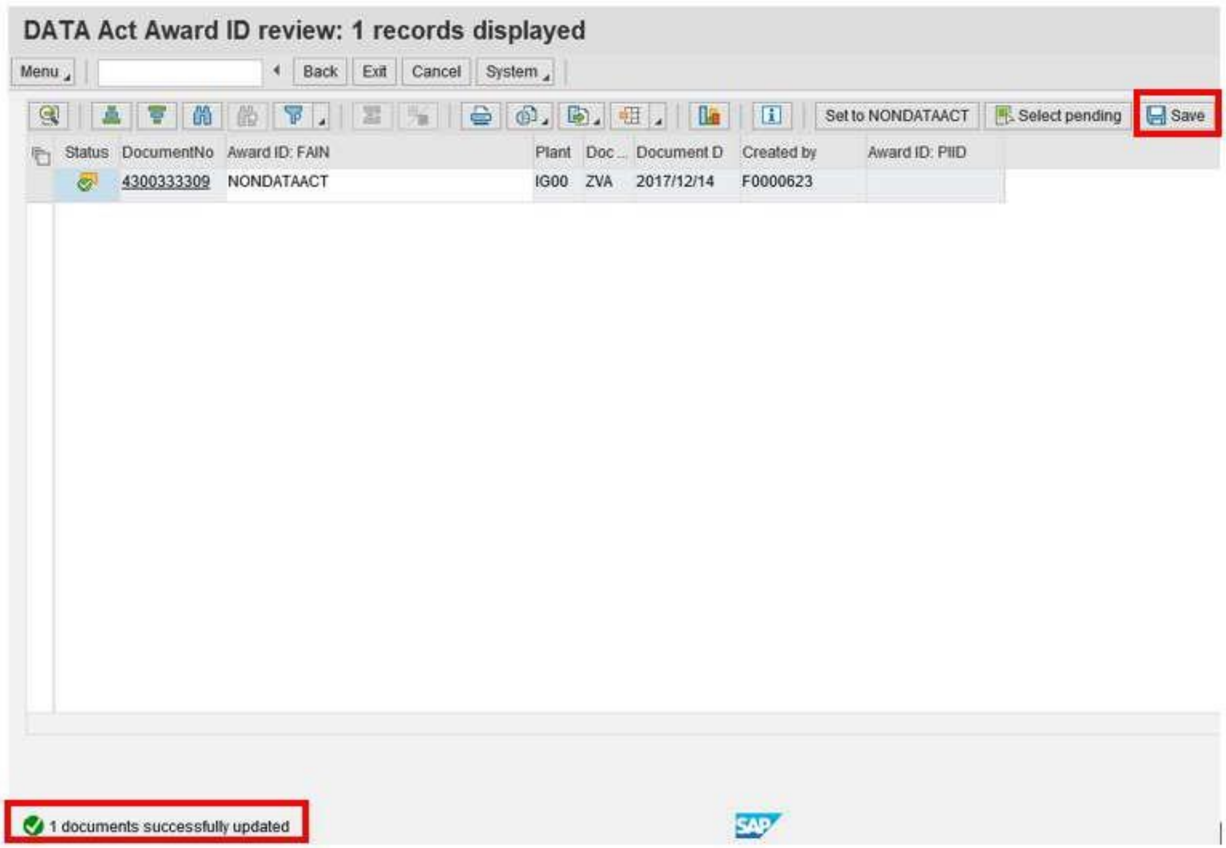


Figure 22. FMMI DATA Act Award ID review, document successfully updated message screen

View Saved Logs – Purchase Order Documents

Menu Path

From the FMMI 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.

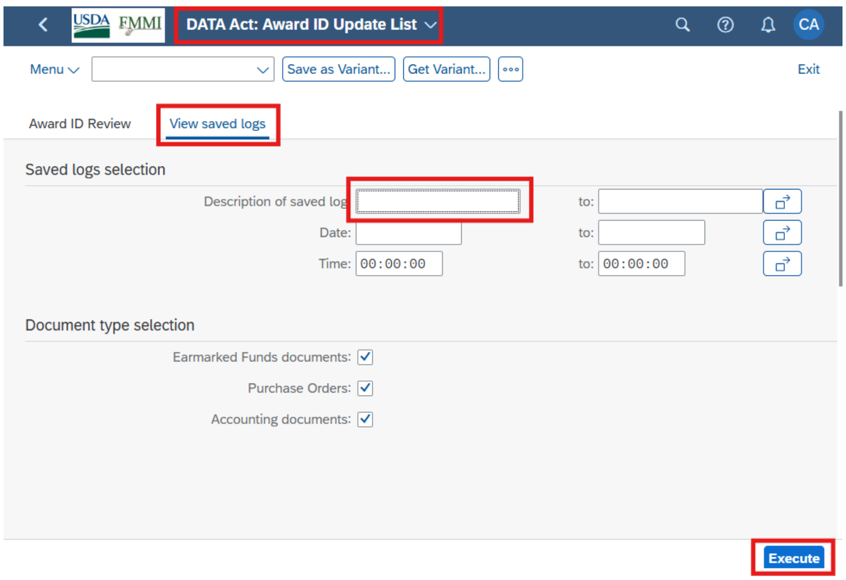


Figure 23. FMMI DATA Act: Award ID Update List, Log selection screen (for PO)

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

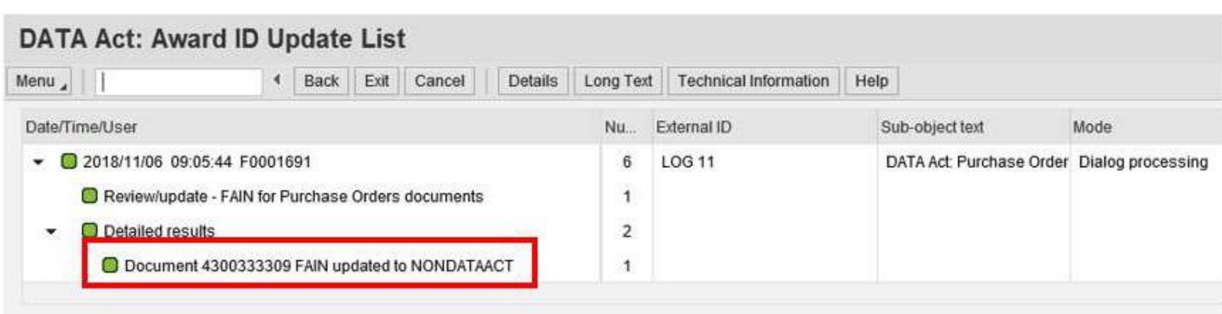


Figure 24. FMMI Extract Award ID related data for PO, log displayed screen

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.

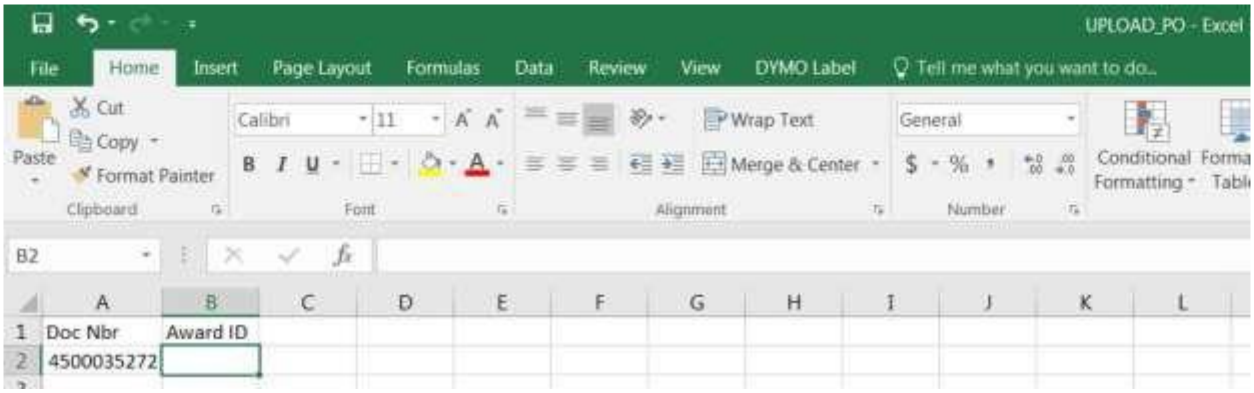


Figure 25. FMMI DATA Act Award ID Upload spreadsheet example (Purchase Orders)

Menu Path

From the FMMI 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).

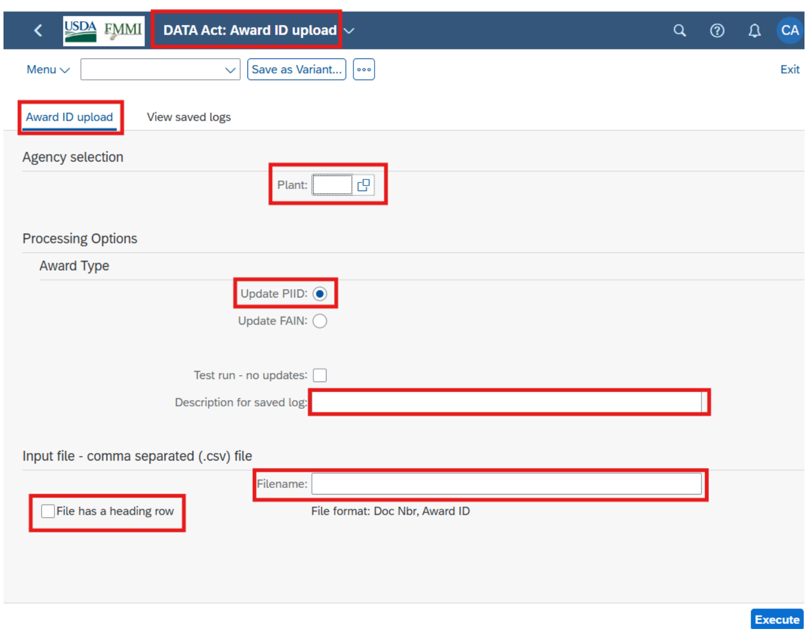


Figure 26. FMMI DATA Act: Award ID Upload (PO) with selection fields emphasized

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):

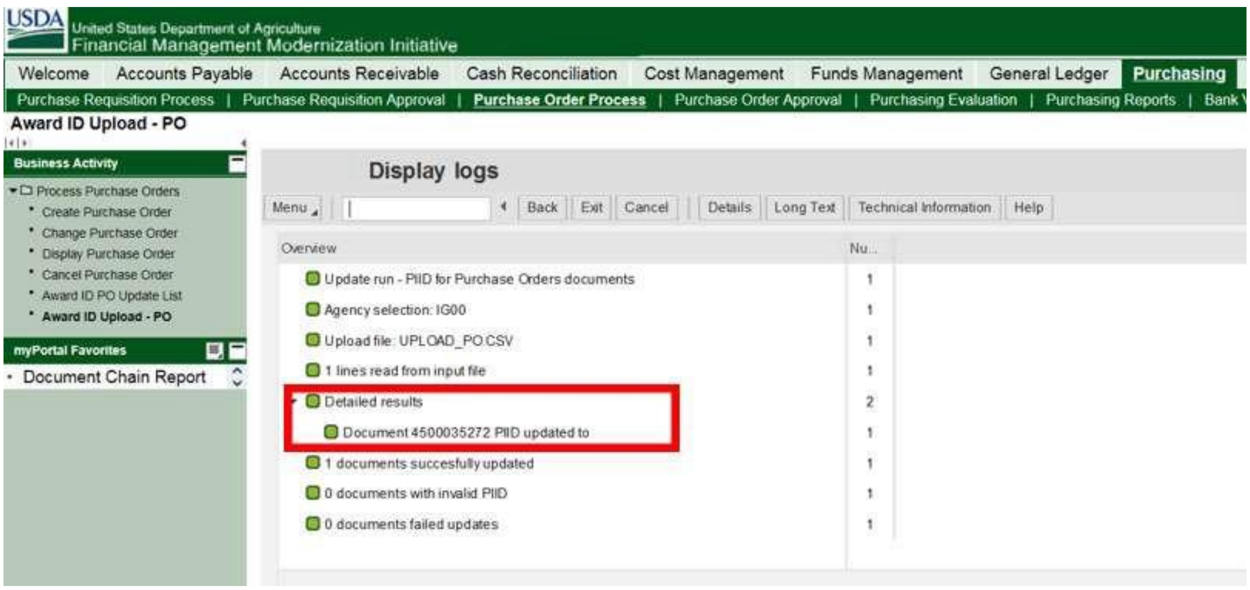


Figure 27. FMMI Award ID Upload – PO Display logs screen

Verify Award ID – Purchase Orders

Menu Path

From the FMMI 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.

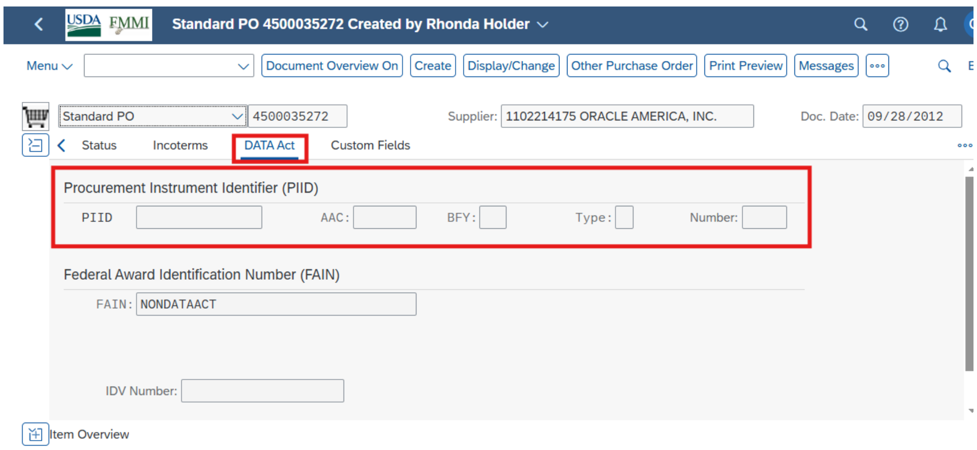


Figure 28. FMMI Display Purchase Order screen, DATA Act tab displayed

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.

Menu Path

From the FMMI 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.

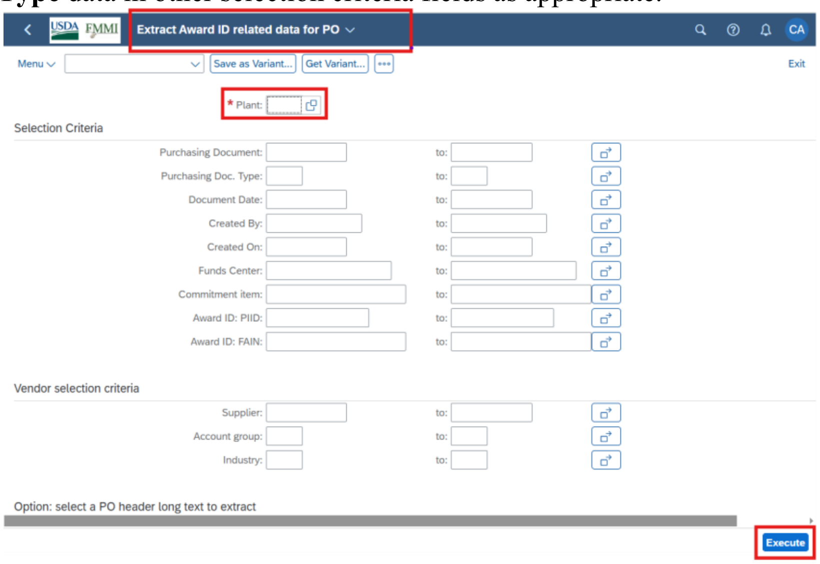
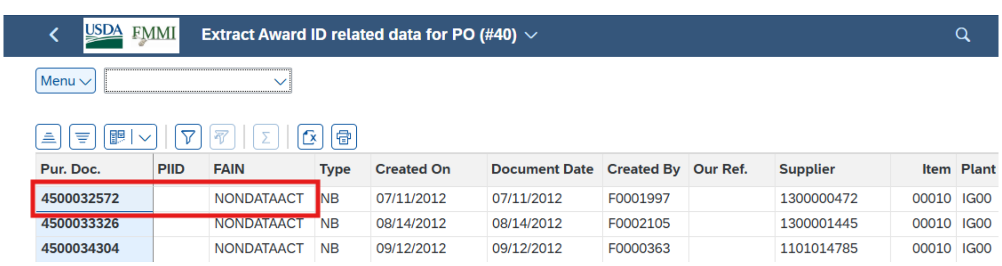


Figure 29. FMMI Extract Award ID related data for PO screen

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. FMMI Extract Award ID related data for PO results screen

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.

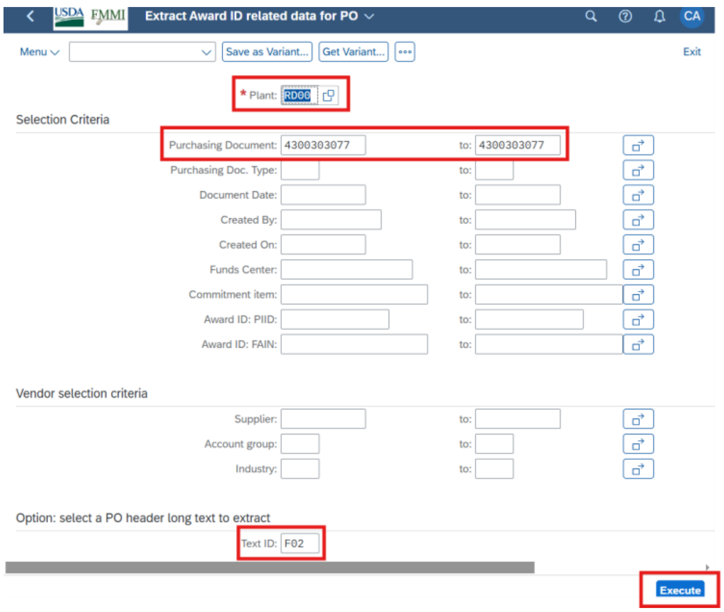
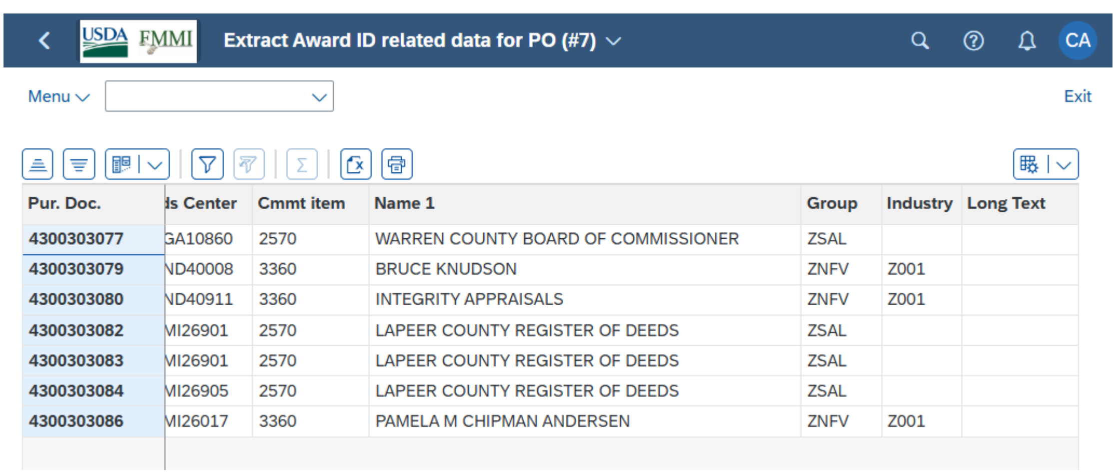


Figure 31. FMMI Extract Award ID related data for PO, Text ID displayed screen

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.



Pur. Doc.	ds 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

FUNDS MANAGEMENT – FUNDS COMMITMENT

Entering the Award ID on Funds Commitments (Earmarked Funds)

Menu Path

From the FMMI 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).

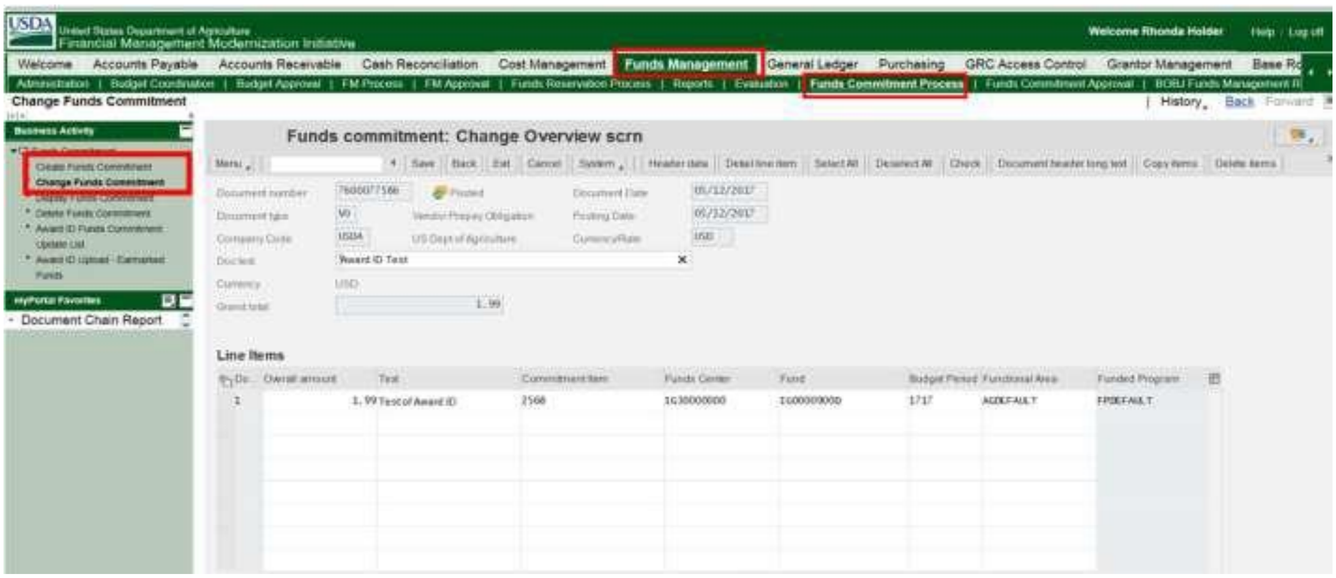


Figure 33. FMMI Change Funds Commitment screen

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

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.

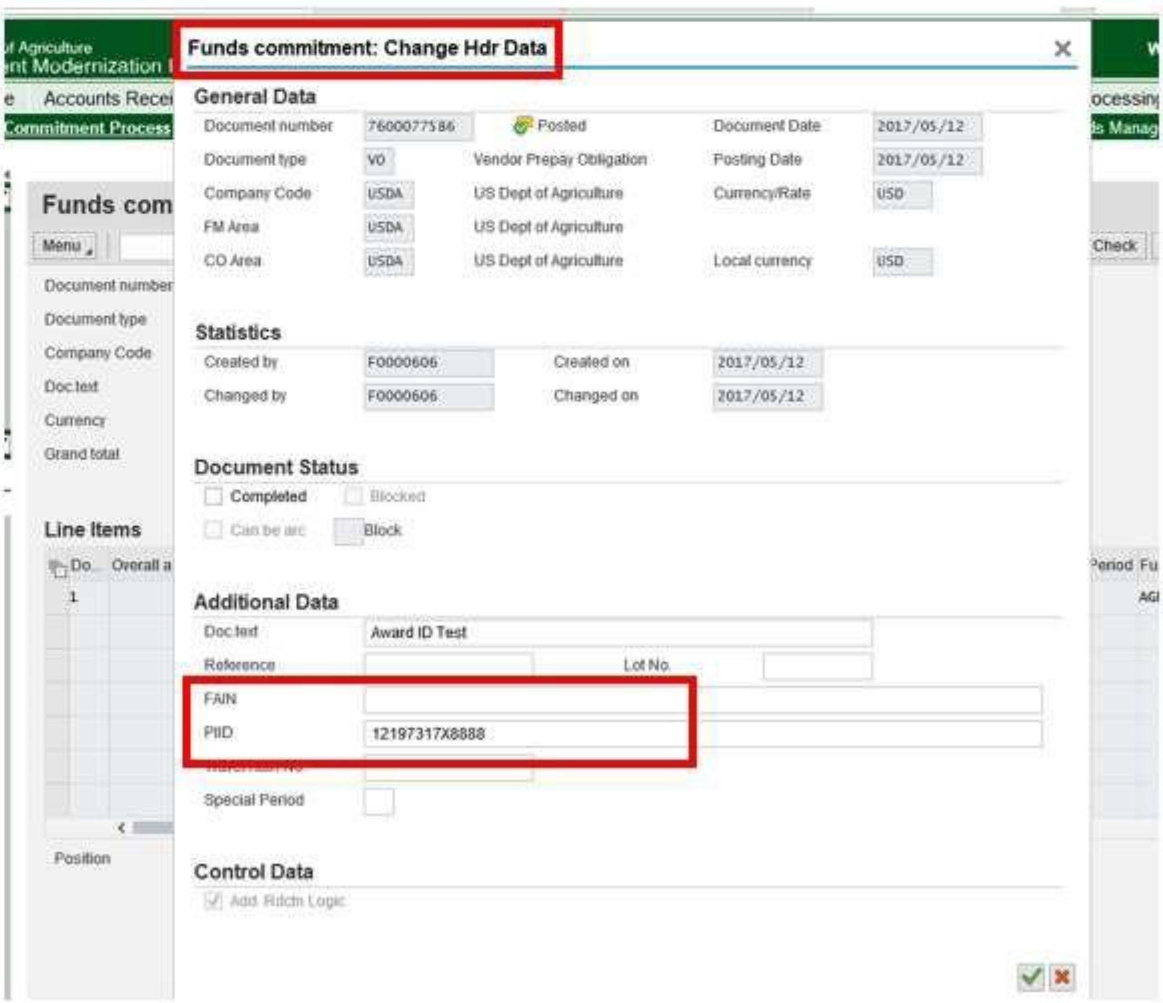


Figure 34. FMMI Funds Commitment Change Header Data screen

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

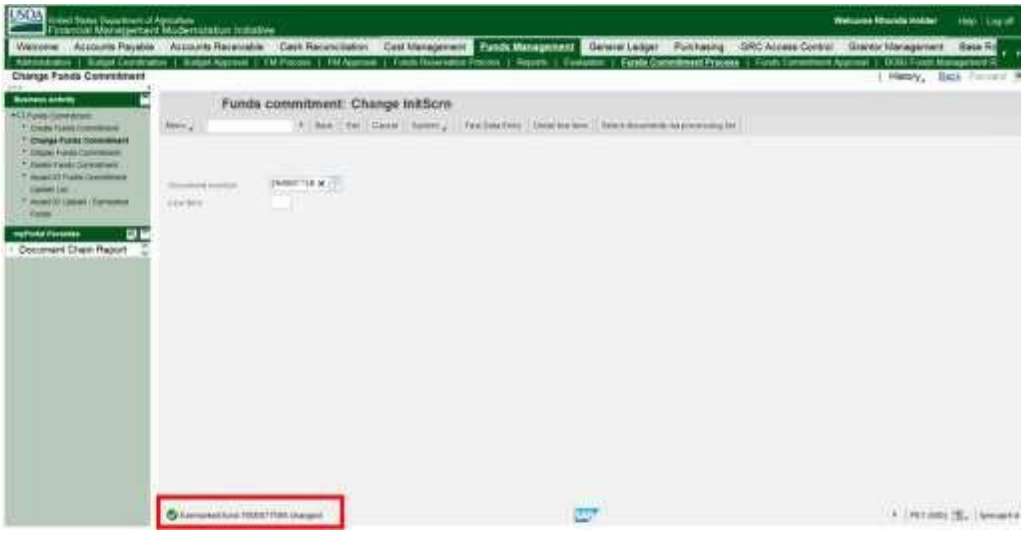


Figure 35. FMMI Earmarked Fund Changed message screen

Award ID Update – Funds Commitment Documents

Menu Path

From the FMMI 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).

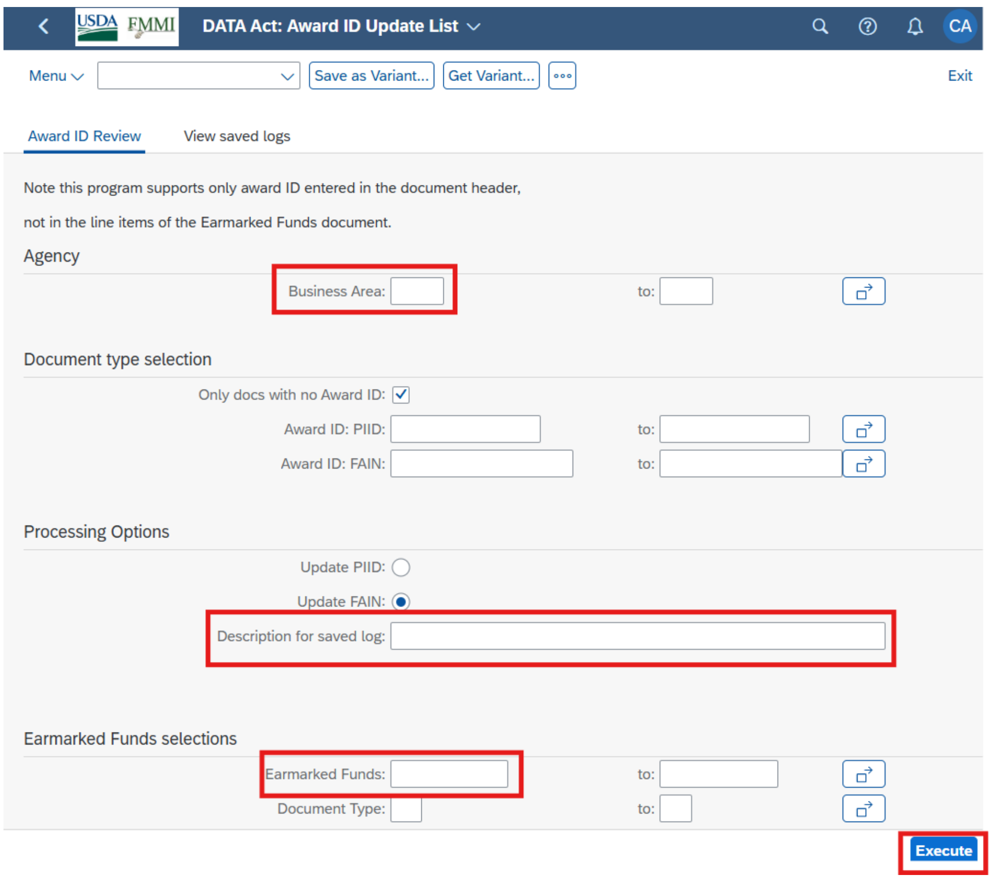


Figure 36. FMMI DATA Act: Award ID Update List screen with fields emphasized

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.

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

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

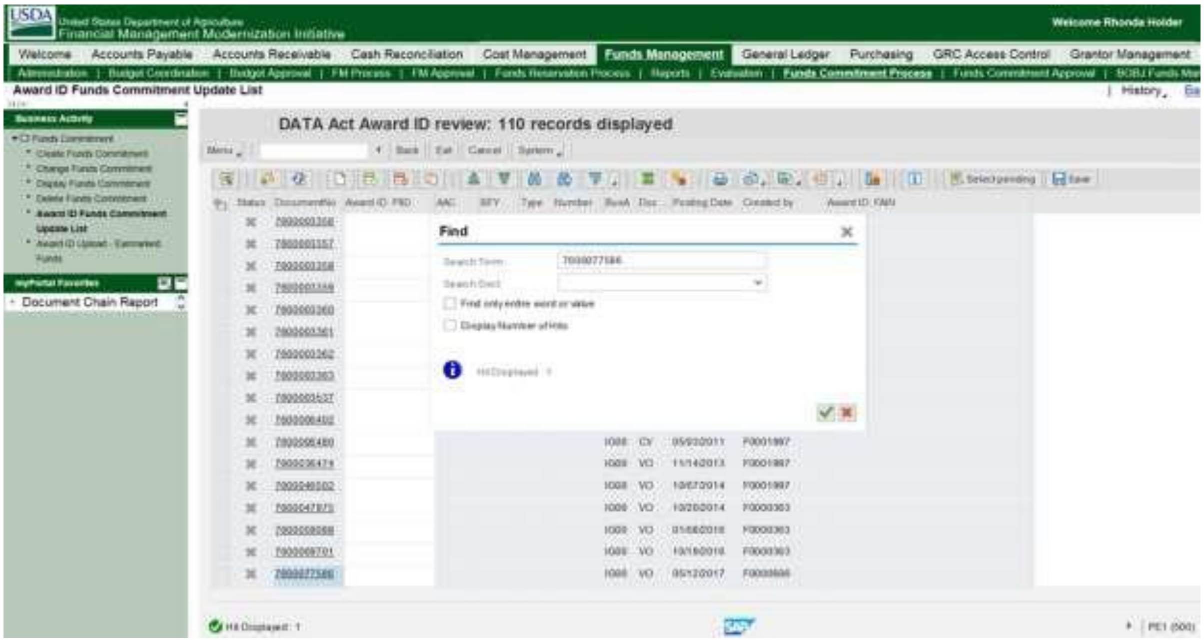


Figure 37. FMMI DATA Act Award ID review, records displayed screen

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

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).

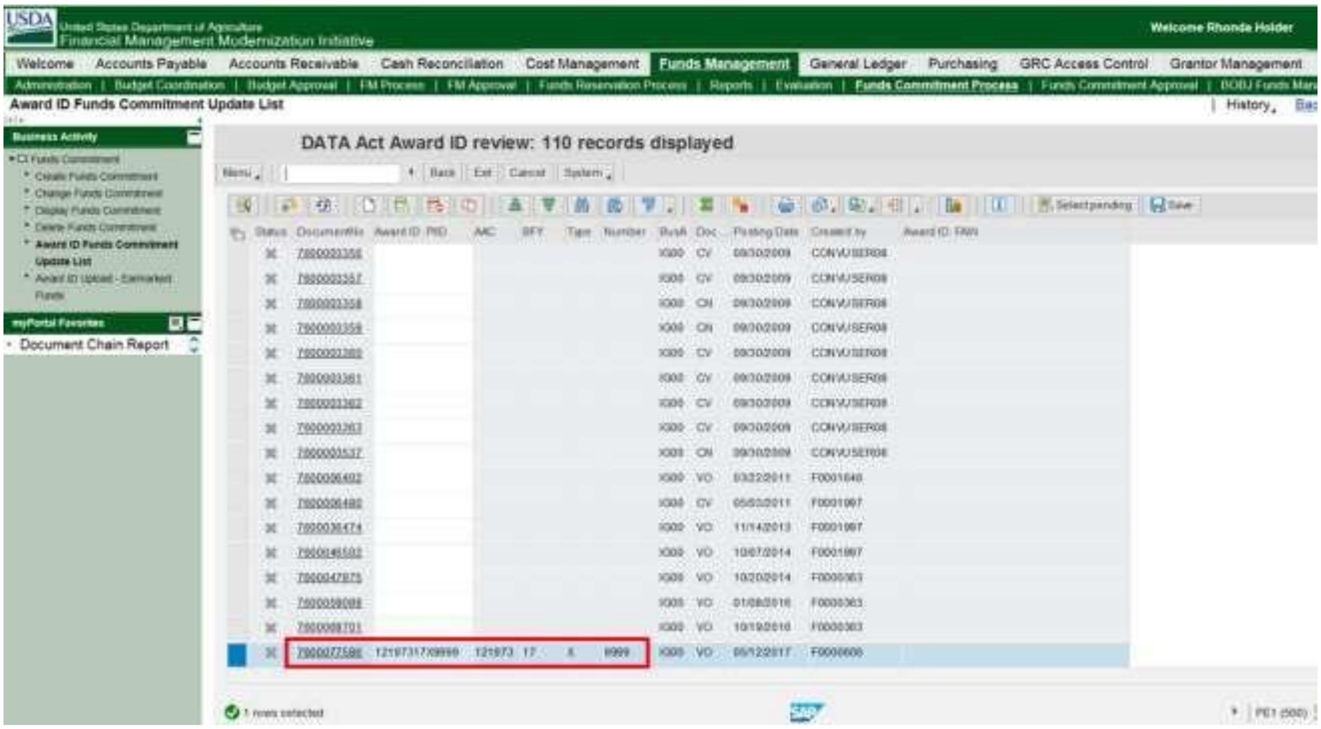


Figure 38. FMMI DATA Act Award ID review, PIID component values displayed screen

6. **Click** Select Pending.

7. **Click** *Save*. The award ID field is updated (Figure 39).

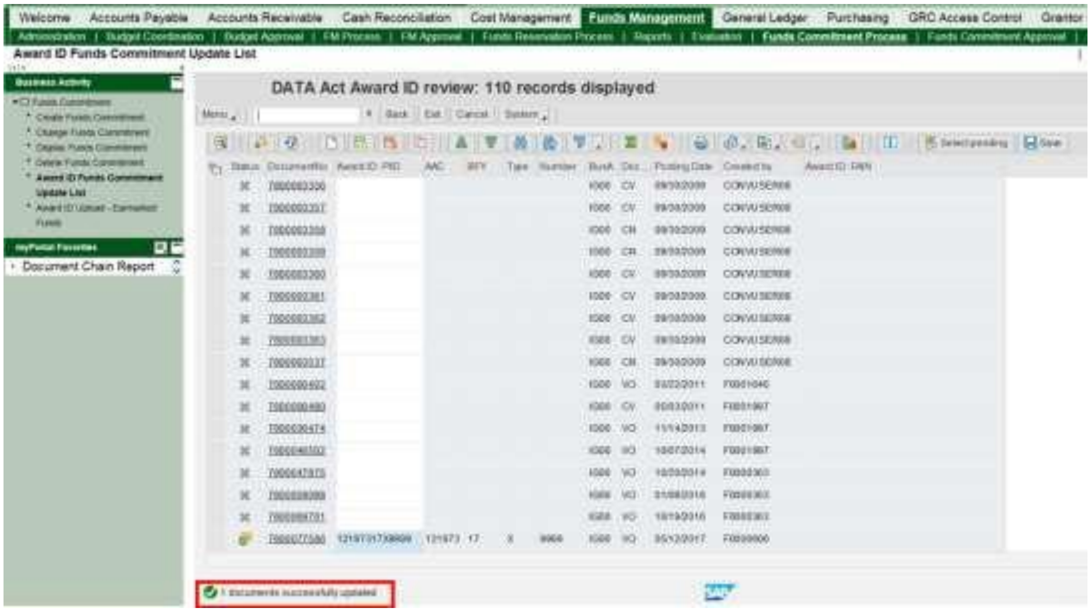


Figure 39. FMMI DATA Act Award Review, document successfully updated message screen

View Saved Logs – Funds Commitment Documents

Menu Path

From the FMMI portal, a user can view the saved logs for funds commitment documents following the menu path:
Fiori > Funds Management > Funds Commitment Process > Award ID Funds Commitment Update List.

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

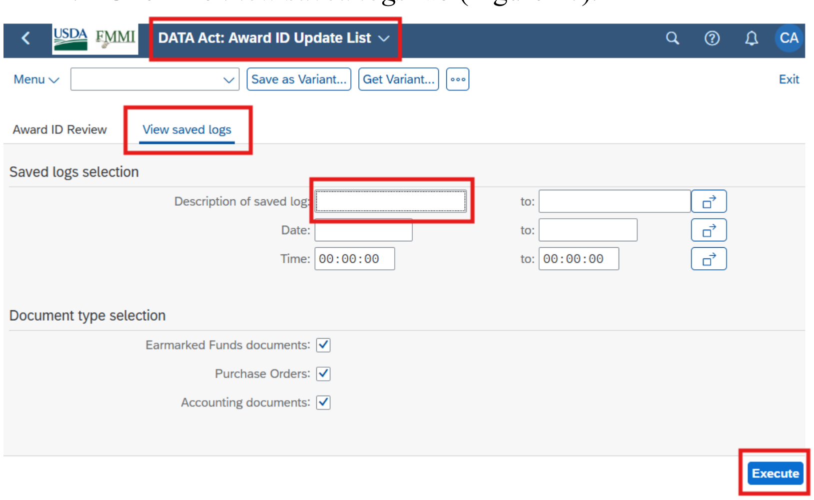


Figure 40. FMMI DATA Act: Award ID Update List Log selection screen

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).

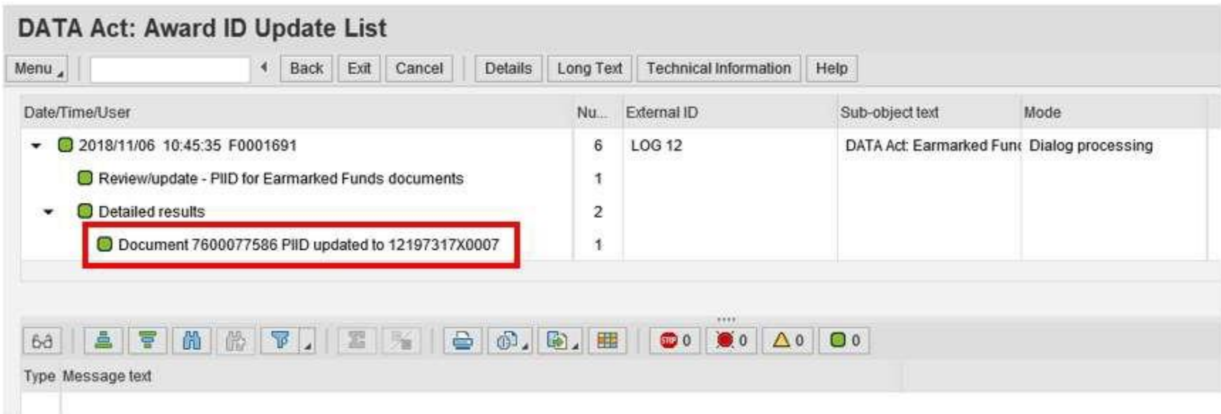


Figure 41. FMMI DATA Act: Award ID Update List, Log displayed screen

Verify the Award ID – Accounting Document

Menu Path

From the FMMI 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.

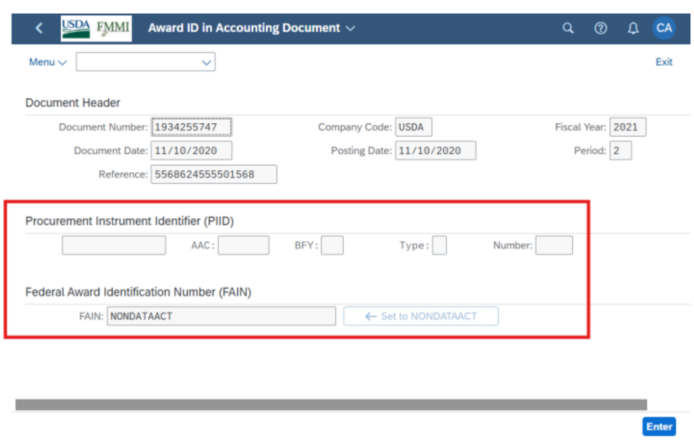


Figure 42. FMMI DATA Act Award ID in Accounting Document screen

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):

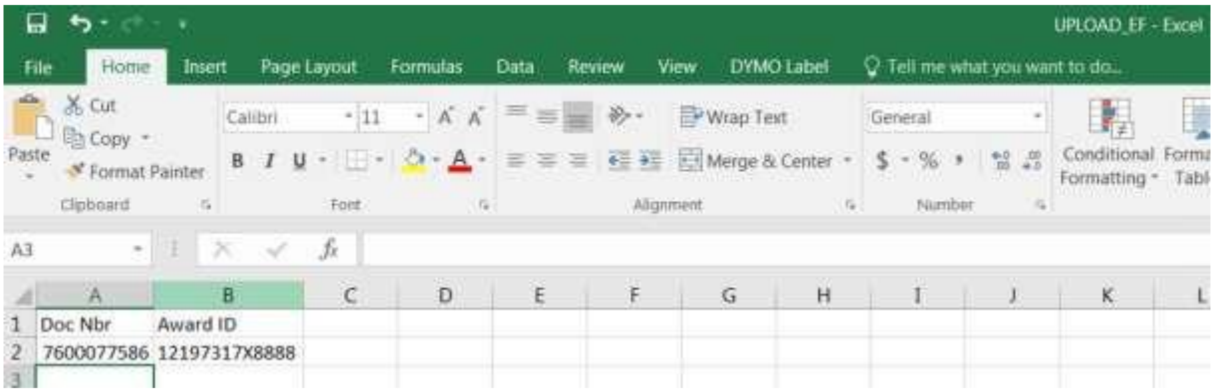


Figure 43. FMMI DATA Act Award ID Upload spreadsheet example (Earmarked Funds)

Menu Path

From the FMMI 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)

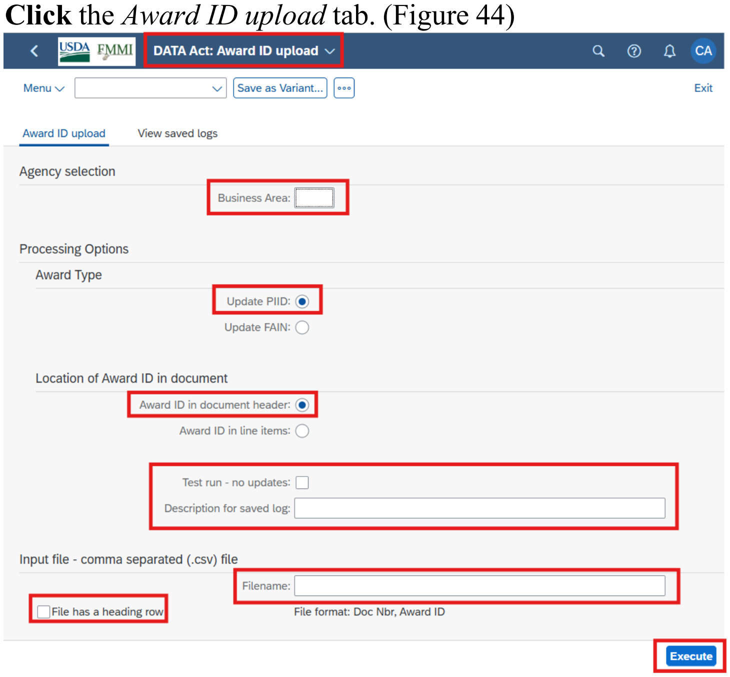


Figure 44. FMMI DATA Act Award ID upload screen with selection fields emphasized (Earmarked Funds)

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):

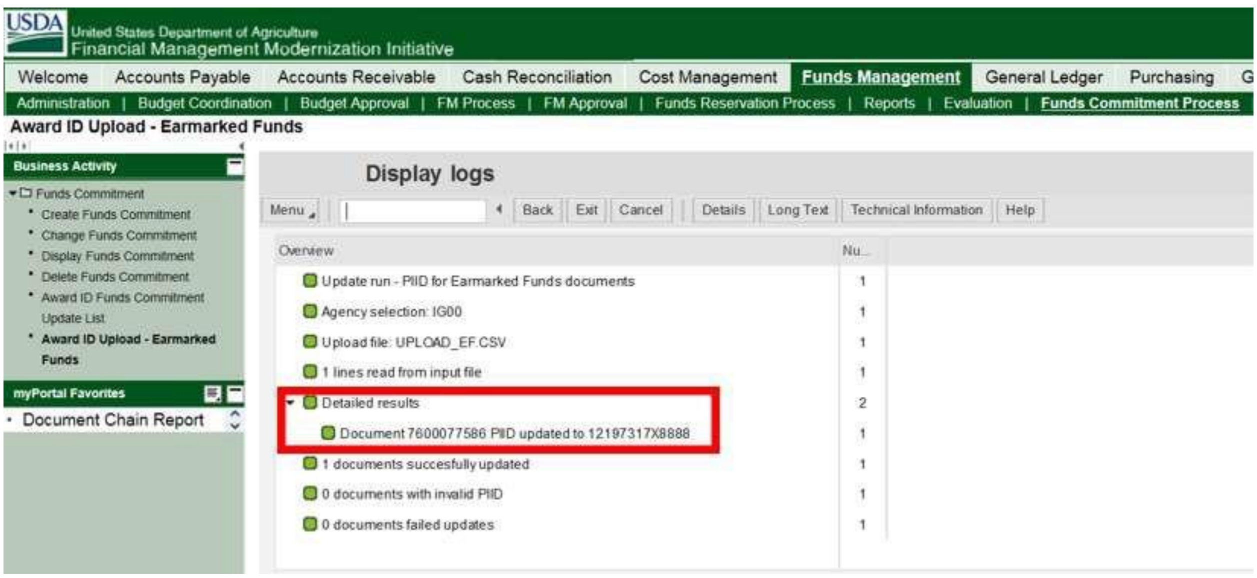


Figure 45. FMMI Award ID Upload – Earmarked Funds Display logs screen

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).

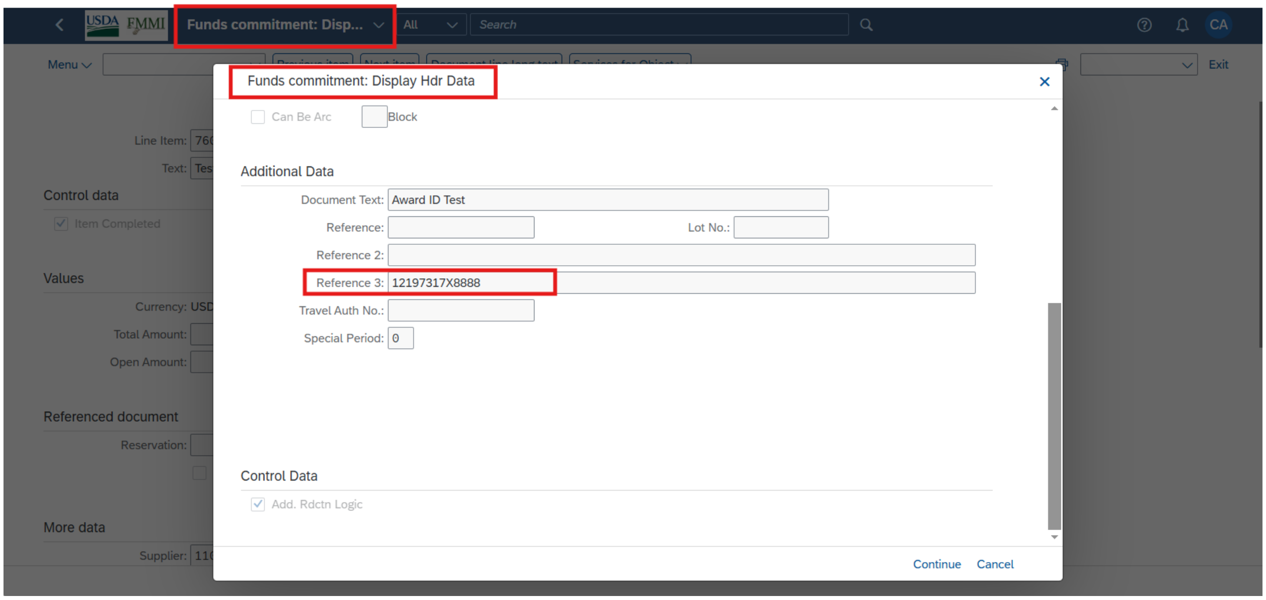


Figure 46. FMMI Display Funds Commitment, Funds Commitment: Display Hdr Data screen