

Federal Funding Accountability and Transparency Act (FFATA)  
Sub-award Reporting System  
(FSRS)

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## Awardee User Guide 1.1

Updated : October 26, 2010

**DISCLOSURE:** This Instruction Manual has been prepared solely for the benefit of FSRS users. By accepting delivery of this Instruction Manual, the recipient hereby agrees that the information contained in this Instruction Manual, in whole or part, is confidential and proprietary and that it will not reproduce or redistribute such Instruction Manual, discuss the information contained herein or make reproductions without the prior written approval of the IAE, and will hold all information in confidence.

**Revision Notes:**

Revision	date	Description
1.1	10/26/2010	<b>FSRS Contractor Guide (used for Jul 2010 launch) revised to reflect both Contract and Grant Award FFATA Reporting capabilities of the 10/29/2010 version of FSRS.gov.</b>

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## Section 1 FSRS Basics

### 1.1 System Background

The Federal Funding Accountability and Transparency Act (FFATA) necessitates a system to allow prime grant award and prime contract recipients to report sub-award activity and executive compensation. The FFATA Subaward Reporting System – FSRS.gov – is the system that allows grant award and contract award recipients to electronically report their sub-award activity. July 2010, "FSRS.gov" launched as the resource for Prime Awardees to report on FFATA-required contract sub-award activity and executive compensation. October 2010, "FSRS.gov" expanded to incorporate FFATA-required Grant sub-award and executive compensation reporting.

To learn more about the system’s background, please review the home page materials that discuss the system’s background, reporting requirements, and the FFATA legislation/regulations/OMB Guidance.

**Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)**

**Log-In or Register Now:**

FEDERAL GOVERNMENT | AWARDEES

Please use Internet Explorer 6.0+, Mozilla Firefox 2.0+, or Apple Safari 3.0+ to access FSRS.

**About FSRS**

The Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006. The intent is to empower every American with the ability to hold the government accountable for each spending decision. The end result is to reduce wasteful spending in the government. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is [www.USASpending.gov](http://www.USASpending.gov).

The FFATA Subaward Reporting System (FSRS) is the reporting tool Federal prime awardees (i.e. prime

**Documents**

**User Guides**  
 » [FSRS Awardee Guide](#)

**Training Materials**  
 » [FSRS Awardee User Demonstration](#)

**News**

**Question of the Month:**  
 Is my company required to file a FFATA Subaward Report in FSRS? [View the answer](#)

**Coming Soon!**  
 On October 29, 2010, grants subaward reporting functionality will be available on [FSRS.gov](#).

## 1.2 About this User Guide

This user guide is intended to help **prime** award recipients utilize the system to report their FFATA required sub-award activity. “Sub-awardees” or “sub-contractors” do not use this system to report. Only prime award recipients submit FFATA reports in this system.

Federal government users should refer to the “Federal Government User Guide” (links to this guide can be found on the Federal Government user’s login in screen, and from within all navigational pages of the federal government user’s fsrs.gov interface).

## 1.3 Key Navigational Icons/Terms Defined

(Note - Please refer to system’s data dictionary links – found in the report creation “tips” section, or in the “resources page” navigation, for specific FFATA report field definitions).

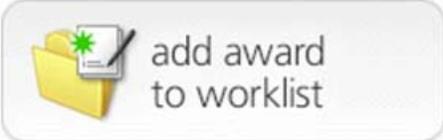
Quickly skip to any page by clicking the steps in the left column.

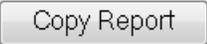
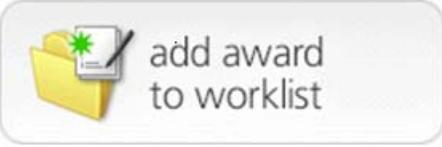
[FFATA Contracts Data Definitions](#)

Quickly skip to any page by clicking the steps in the left column.

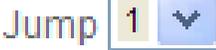
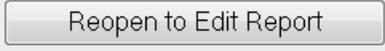
[FFATA Grants Data Definitions](#)

Navigation Term	What to Look for:	Description
“Cancel” from a record review - e.g., when reviewing an award record on the worklist  Or  “Cancel” when creating a FFATA report		Return to previous page.  From within a report - Click 'Cancel' to leave and continue a report later from the point it was last saved. If a report has not yet been saved, clicking cancel will simply return the user to the reports list.
Add All Contracts to My Worklist		From the tab “Contracts Not Added” (from the “worklist” main navigation), the user can click the "add all contracts to my worklist" button to add all the presented contracts to their worklist.

Navigation Term	What to Look for:	Description
Add all Grants to my Worklist		From the tab “Grant Awards Not Added” (from the “worklist” main navigation), the user can click the “add all grants to my worklist” button to add all the presented grants to their worklist.
Add to Worklist Or Add Award to Worklist (button on home page)	  	Button used to place a grant/contract award on a user’s worklist.  Use from the home page will take the user to the first step of adding an award to the worklist.
Back		Takes the user back to the previous step in a stepwise form.
Back to List		When reviewing a record from a list (e.g., worklist award), use the “back to list” button to return to the list (previous screen).
Batch upload reports		Resource allows prime awardees to “batch upload” grant/contract FFATA reports in either excel or xml batch formats.
Contracts Not Added		This tab (within worklist), lists contracts that were found that match a user’s registered DUNS # and have not been added to their worklist.

Navigation Term	What to Look for:	Description
Copy Report		<p>From the FFATA report list, an awardee can copy a report as the basis of another report in the system. “COPY” will bring in report elements that would not be specific to a particular report month (e.g., a previous report’s sub-awardee data is not copied forward, but the “prime” awardee’s data elements would be carried forward).</p>
<p>Create New Report</p> <p>Or</p> <p>create FFATA report (button on home page)</p>	 	<p>From the main navigation FFATA reports, this button allows the prime awardee to add a new report.</p> <p>From the home page, this button will take the user to the first step of creating a FFATA report.</p> <p>As users start to create a report, they will be presented with fields that establish whether the report is a contract or grant award report.</p>
Quicklink	 	<p>Quicklinks are home page navigational elements (buttons) that allow users to directly navigate to a particular action in the system. E.g., from the home page, click the “create FFATA report” button to navigate directly to that action in the system.</p>

Navigation Term	What to Look for:	Description
Create/Review Reports FFATA Reports		This main navigation allows the prime awardee to review their exiting reports
Delete		From the FFATA reports list, a user can delete a draft report.
Edit		Use this icon to open a record for “edits” (versus merely “review”).
FFATA Report		A FFATA report is created by the prime awardee (contractor or prime grant award recipient), by award for each month where they had sub-contract of sub-award activity for the contract or grant.
Grant Awards Not Added		This tab (within the main navigation worklist) list grant awards that were found that match a user’s registered DUNS # and have not been added to their worklist. Users can add a specific grant award to their worklist, or click the "add all grants to my worklist" button to add them all to their worklist.
Ignore Errors, Save and Continue		Button that allows a user to save a form without resolving all presented errors (e.g., not all required fields on report creationstep have been completed). Note, users must resolve all errors prior to “submitting” a FFATA report.

Navigation Term	What to Look for:	Description
Jump		Moves directly to and displays the selected page (in a multi-page list).
Logout		Navigation to sign off the system. Found in upper right of every page in the system.
Next		Shows the next page (in a multi-page record list).
Previous		Shows the previous page (in a multi-page record list).
Reopen to Edit Report		After a report is submitted, the awardee would need to “reopen” the report to make any necessary edits. After edits are made, the awardee would need to “submit” the report again.
Report Month	<b>Report Month</b>	FFATA reports are submitted by month of sub-award/sub-contract activity. The Report Month indicates what month the report is reflecting.
Required Field		Indicates entry into the field is required before save/submit can be used.
Review		Review the record data.
Save		Saves your work and leaves you on the same form of the record.
Save & Go Back		Saves the data on the current form, and

Navigation Term	What to Look for:	Description
Save and Continue		Saves your work and moves the user to the next step of a step-wise data entry form.
Save PDF		Opens a FFATA report in PDF document format. This can be saved to a user's local system.
Sort Arrow (on list displays)		When reviewing a list, if the column heading has an arrow, the user can click the heading to sort by that column's terms. The column that is controlling the presented order, will be "maroon" in color.
Source	<b>Source</b>	The report list will indicate the "source" of the report. Those reports tied to a Contract award will list "contract", and those reports tied to a grant award will list "grant".
Status	<b>Status</b>	FFATA reports have three types of Status – DRT (DRAFT – saved in the system but not submitted), SUB (Submitted through the system) or RPN (Reopened – previously submitted and reopened by the awardee).

Navigation Term	What to Look for:	Description
Step	<p><b>Contract / Grant Request Form (Step 1)</b></p> <ul style="list-style-type: none"> <li style="margin-bottom: 5px;">1 <a href="#">Instructions</a></li> <li style="margin-bottom: 5px;">2 <a href="#">Enter Award ID (FAIN)</a></li> <li style="margin-bottom: 5px;">3 <a href="#">Grant Award Details</a></li> <li style="margin-bottom: 5px;">4 <a href="#">Prime Award Details</a></li> <li style="margin-bottom: 5px;">5 <a href="#">Subawardee Data</a></li> <li style="margin-bottom: 5px;">6 <b>Review</b></li> <li style="margin-bottom: 5px;">7 <a href="#">Submit Report</a></li> </ul>	<p>The “step” term indicates that the system has “steps” that comprise a multiple step process.</p> <p>For filing a FFATA report in the system, a green step circle on the left side bar display indicates that the user has completed a step. A yellow step circle indicates that the step is open to edits. Gray indicates that the step has yet to be fully addressed.</p>
Submit		<p>Button used to submit a report (during step 7 of creating a report/or when resubmitting a reopened report).</p>
View Printable Report		<p>Opens a FFATA report in a format that is formatted for printing.</p>

Navigation Term	What to Look for:	Description
Worklist	<b>Worklist</b>	<p>This main navigation allows the prime awardee to organize the awards for which they have reporting responsibility. The user can search for and add awards (both contracts and grants awarded to their registered DUNS number) to their work list from contracts reported in FPDS-NG and grants reported through the Agency's FAADS+ submissions to USAspending. The user can create new FFATA subaward reports against those prime awards. The user can view unassigned prime contracts and/or grants awarded to their registered DUNS number and add them to their worklist.</p>

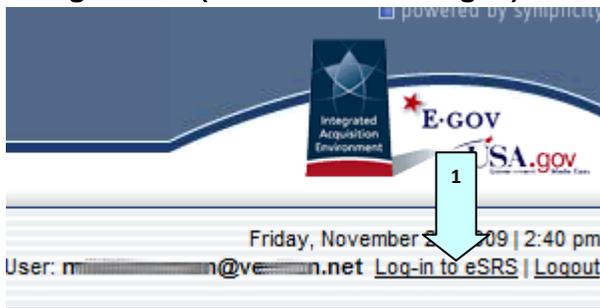
## 1.4 Log-In to FSRS

### 1.4.1 System Tie with FSRS

Users registered in the electronic Subcontracting Reporting System ([www.esrs.gov](http://www.esrs.gov)) are able to access the FSRS system with the same log-in credentials that they use for eSRS. If a user registers for a new account in the FSRS system, they will be able to login to the eSRS system with the same credentials.

In addition, authenticated (logged-in) users in either system are able to toggle between the eSRS.gov and FSRS.gov applications seamlessly by clicking on the link in the upper right hand corner of any page, “Log-in to eSRS” or “Log-in to FSRS,” depending on the system in which they are currently working.

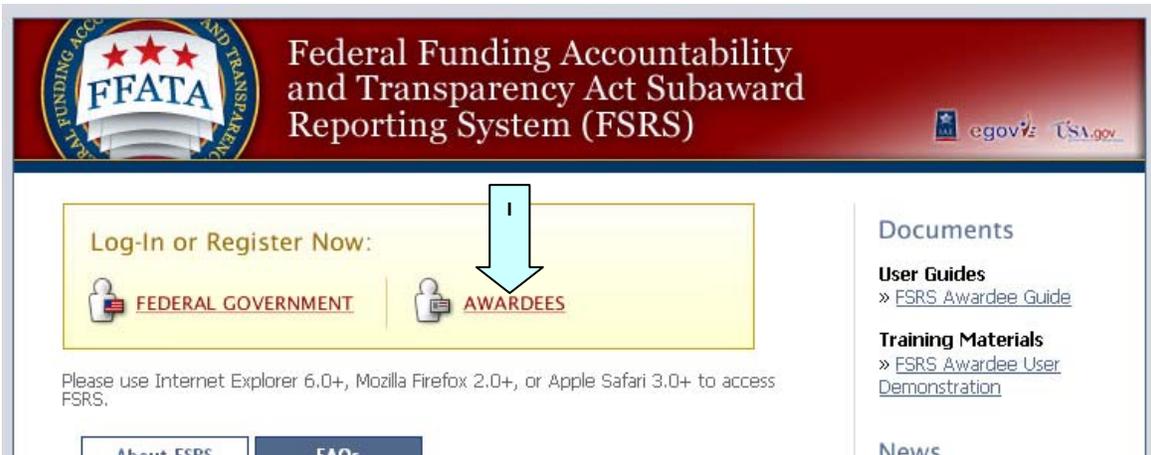
#### eSRS log-In Link (from within FSRS.gov)



### 1.4.2 Existing Users

- I. Users point their browser to <https://www.FSRS.gov/>
- II. The awardee then clicks on the “Awardees” link within the “Log-In or Register Now” box shown below.

#### Log-In or Register Now Box



- III. A user logs-in to FSRS by typing their email address and password under the “returning awardees: login” section. They then click the “Login” button.
- IV. If a user forgets their password, they can click the “forgot password” resource. Doing so resets the user’s password and generates a reset password email to the user.

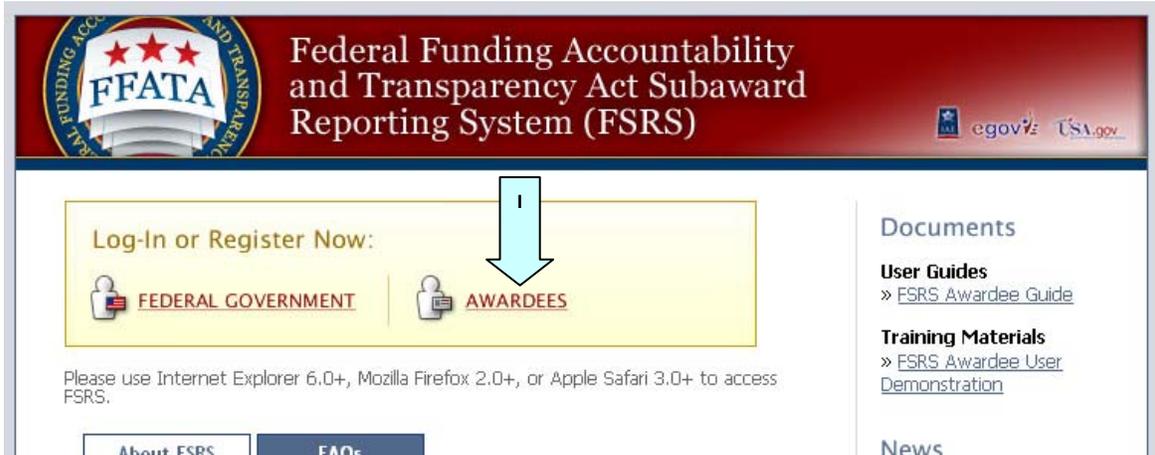
**Awardee Login Screen**



### 1.4.3 New Users

- I. Users point their browser to <https://www.FSRS.gov>. Note: users do not need to re-register if they have an existing eSRS Contractor user account ([www.esrs.gov](http://www.esrs.gov)).
- II. The contractor clicks on the “Contractors” link within the “Log-In or Register Now” box

#### Log-In or Register Now Box



- III. To register, the user clicks the “Register” button under the “new contractors: register” section.

#### Contractor Login Screen



- IV. The registrant completes the two step process that opens (forms capture registration data).
- V. Note: Throughout the system a red asterisk (\*) designates that the field is required.

VI. Step 1: The user enters their organization’s DUNS Identification Number and clicks the “Next” button.

**Awardee Registration Screen**

**Registration Step 1 of 2**

Please enter your DUNS Identification Number.

(Previously, this field was called the "Contractor Identification Number.") Please do not include any dashes when entering your DUNS number. Upon entering the DUNS, FSRS will pull the appropriate company information from the Central Contractor Registration (CCR) database and auto-populate most of the fields on the next screen. You will still need to fill in the required Contact Information fields. (If the auto-populated information is incorrect, you'll need to contact CCR rather than FSRS.)

**Note:** If you have an account in eSRS (<https://www.esrs.gov>) you do not have re-register here. You may use the same username/password for both systems.

**Note:** Only the prime contractor's representative can register under their DUNS # to file a report. By registering under this DUNS # you certifying that you are a representative of the prime contractor's company and have the authority to file this report.

**Note**  
Please be aware that all information collected on the FFATA website ([www.ffata.gov](http://www.ffata.gov)), including registration information and report data, will be visible to the public on a public website.

DUNS #:

VII. On step 2, some form data may already be populated on the form from CCR.gov. This is based on the DUNS entered in step one.

VIII. Users must complete all required fields (indicated with a red asterisk) and click the “submit” button.

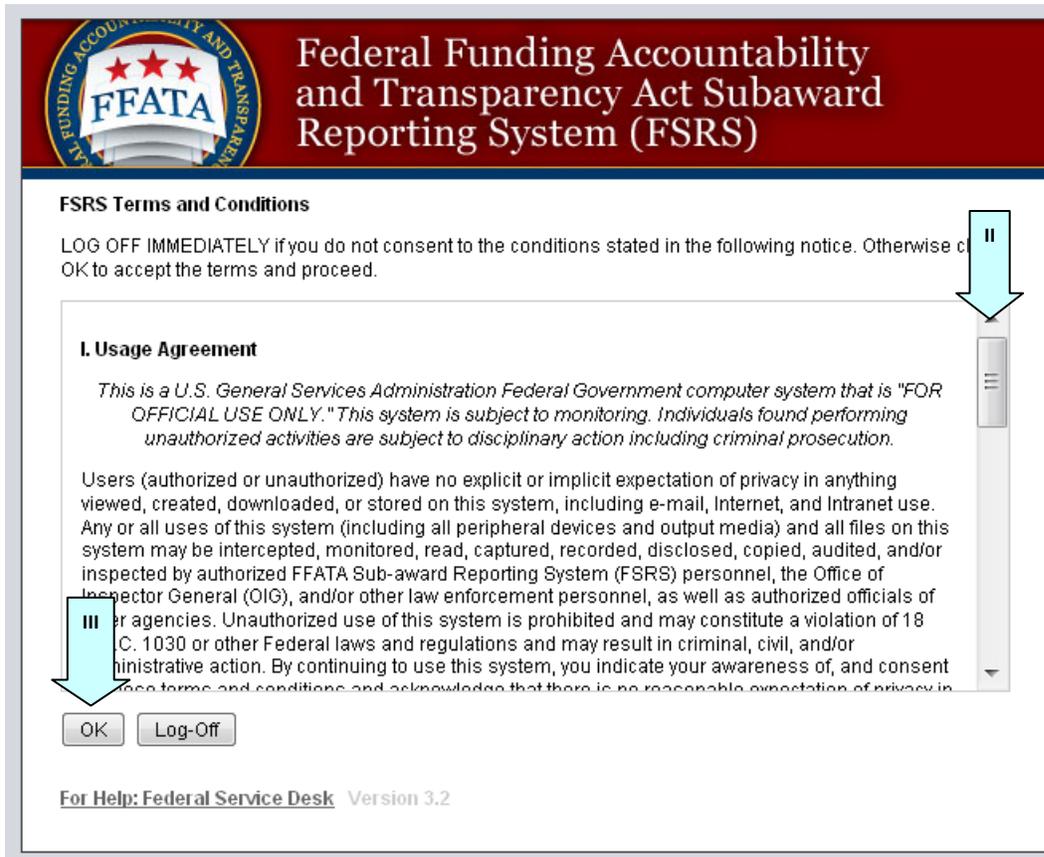
IX. After submitting this form, a confirmation email is sent to the email address provided during the registration. The email presents instructions on how to finalize the registration process. **An account is only activated after the user follows the instructions presented in the email that is sent to them.**

X. After a user has confirmed their registration, as outlined in the email that they received, the user can return to the Log-In page (see Existing Users, page 14). They can then enter their e-mail address and password, and click the “Login” button, to login to FSRS.

## 1.5 Terms of Use Agreement

- I. All users are required to agree to the Terms of Use for FSRS.
- II. Use the side scroll bar resource to review the terms and conditions in their entirety.
- III. A user can click “OK” to move forward or “Log-Off” to exit.

### Terms of Use Agreement Screen



## 1.6 Getting Help with FSRS

### 1.6.1 The Help Desk

- I. Users can access the Federal Service Desk (FSD) directly from within the system. FSD is the help desk organization that provides help desk support for FSRS.gov.
- II. A link to the FSD is presented on the home page.

#### Navigation to Access FSD on FSRS.gov

**Log-In or Register Now:**

[FEDERAL GOVERNMENT](#) | [AWARDEES](#)

Please use Internet Explorer 6.0+, Mozilla Firefox 2.0+, or Apple Safari 3.0+ to access FSRS.

[About FSRS](#) | [FAQs](#)

**About FSRS**

The Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006. The intent is to empower every American with the ability to hold the government accountable for each spending decision. The end result is to reduce wasteful spending in the government. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is [www.USASpending.gov](http://www.USASpending.gov).

The FFATA Subaward Reporting System (FSRS) is the reporting tool Federal prime awardees (i.e. prime contractors and prime grants recipients) use to capture and report subaward and executive compensation data regarding their first-tier subawards to meet the FFATA reporting requirements. Prime contract awardees will report against sub-contracts awarded and prime grant awardees will report against sub-grants awarded. The sub-award information entered in FSRS will then be displayed on [www.USASpending.gov](http://www.USASpending.gov) associated with the prime award furthering Federal spending transparency.

**REPORTING TIMELINE FOR PRIME CONTRACTORS**

Prime Contractors awarded a Federal contract or order that is subject to Federal Acquisition Regulation clause 52.204-10 (Reporting Executive Compensation and First-Tier Subcontract Awards) are required to file a FFATA subaward report by the end of the month following the month in which the prime contractor awards any subcontract greater than \$25,000. This reporting requirement will be phased-in (see below):

- **Phase 1:** Reporting subcontracts under federally-awarded contracts and orders valued greater than or equal to \$20,000,000, reporting starts now.
- **Phase 2:** Reporting subcontracts under federally-awarded contracts and orders valued greater than or equal to \$550,000, reporting starts October 1, 2010.

**Documents**

**User Guides**  
» [FSRS Awardee Guide](#)

**Training Materials**  
» [FSRS Awardee User Demonstration](#)

**News**

**Question of the Month:**  
Is my company required to file a FFATA Subaward Report in FSRS? [View the answer](#)

**Coming Soon!**  
On October 29, 2010, grants subaward reporting functionality will be available on [FSRS.gov](http://FSRS.gov).

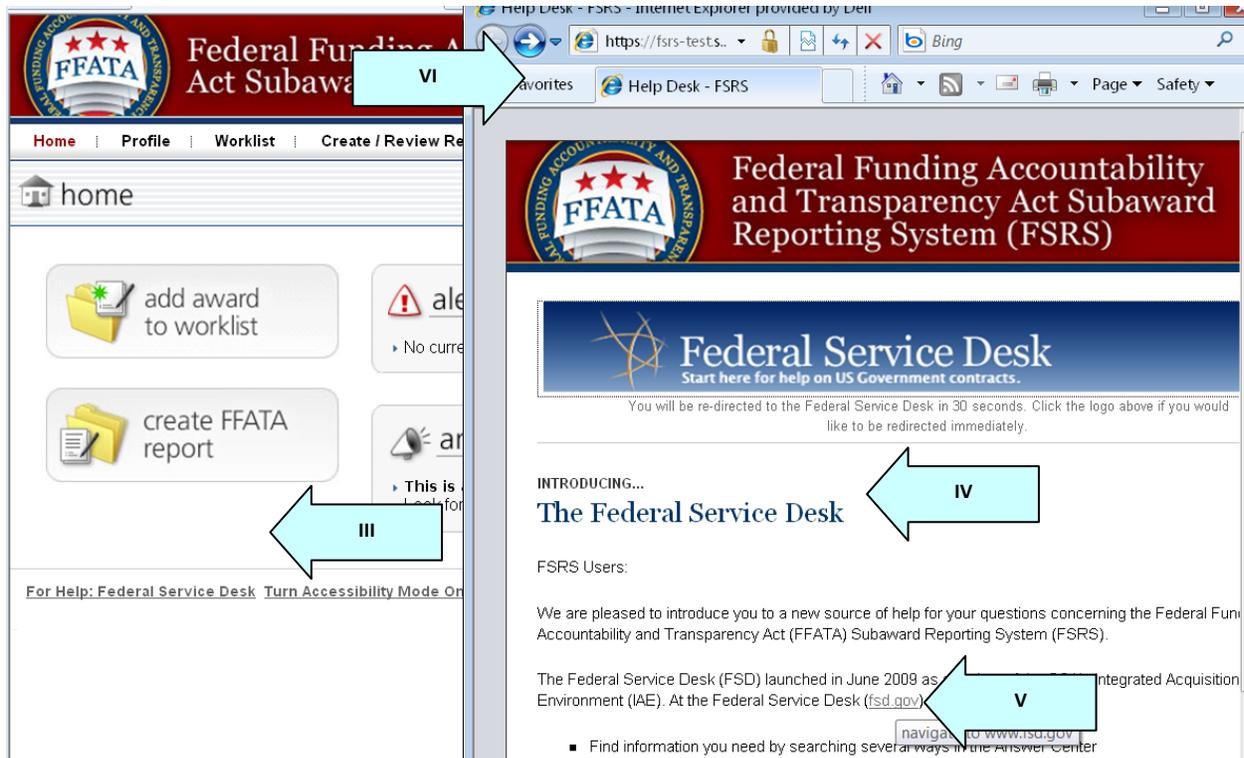
**Viewer Software:**  
Some documents linked from this page are in PDF, Flash, or PowerPoint format. To view these files, you may need to download:  
» [Adobe Acrobat Reader](#)  
» [Adobe Flash Player](#)  
» [Microsoft PowerPoint Viewer 2007](#)

**For questions about FSRS, contact:**  
» Your contractor officer for questions about FSRS applicability to subcontracts.  
» [For Help: Federal Service Desk](#)

- III. There is also a navigational link for the FSD (help desk) contained in the lower navigational bar that is presented when a user is logged into the system.

- IV. Clicking the FSD link opens a transition page introducing the Federal Service Desk (FSD) where users can secure assistance (shown as new window open on image below).
- V. The link to access the FSD is presented on this screen (FSD.gov).
- VI. Users are automatically re-directed to the FSD 30 seconds after navigating to the transition page.

**Contact the Federal Service Desk Resource**



## 1.6.2 Resources Page

- I. When logged into the system, in the main navigation bar at the bottom of any system page, users will see a link to access a resources page. This page presents resources for the user.

Image of Bottom Navigation



- II. On this page, users will find Quick Reference Guides, User Guides, Demonstration Videos, Technical Documentation, and access to the system's FAQs (Frequently Asked Questions).

### Resources

Quick Reference Guides

<p><b>Managing CONTRACT Subaward Reporting in FSRS:</b></p> <ul style="list-style-type: none"> <li><a href="#">Add a Contract Award to the Awardee Worklist</a></li> <li><a href="#">Delete a Contract Award from the Awardee Worklist</a></li> <li><a href="#">Creating and Submitting a Contracts FFATA Subaward Report in FSRS</a></li> <li><a href="#">Edit a Report from the FFATA Reports List</a></li> <li><a href="#">Review, Access and Retrieve Reports from the FFATA Reports List</a></li> </ul>	<p><b>Managing GRANT Subaward Reporting in FSRS:</b></p> <ul style="list-style-type: none"> <li><a href="#">Add a Grant Award to the Awardee Worklist</a></li> <li><a href="#">Delete a Grant Award from the Awardee Worklist</a></li> <li><a href="#">Creating and Submitting a Grants FFATA Subaward Report in FSRS</a></li> <li><a href="#">Edit a Report from the FFATA Reports List</a></li> <li><a href="#">Review, Access and Retrieve Reports from the FFATA Reports List</a></li> </ul>
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User Guides

<p><b>For Awardee Users:</b></p> <ul style="list-style-type: none"> <li><a href="#">Awardee User Guide</a></li> </ul>	<p><b>For Government Users:</b></p> <ul style="list-style-type: none"> <li><a href="#">FSRS Agency Coordinator Guide</a></li> </ul>
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Demonstration Videos

- [FSRS Awardee User Demonstration](#)

Webinar Archives

**Launch of Grants on 10.29.2010**

<p><b>For Awardee Users:</b></p> <ul style="list-style-type: none"> <li><a href="#">Awardee Overview</a></li> </ul>	<p><b>For Government Users:</b></p> <ul style="list-style-type: none"> <li><a href="#">Government User Overview</a></li> <li><a href="#">Government User Training</a></li> </ul>
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Technical Documentation

- [Data Definitions for Contracts](#)
- [Data Definitions for Grants](#)

FAQs

- [FAQs](#)

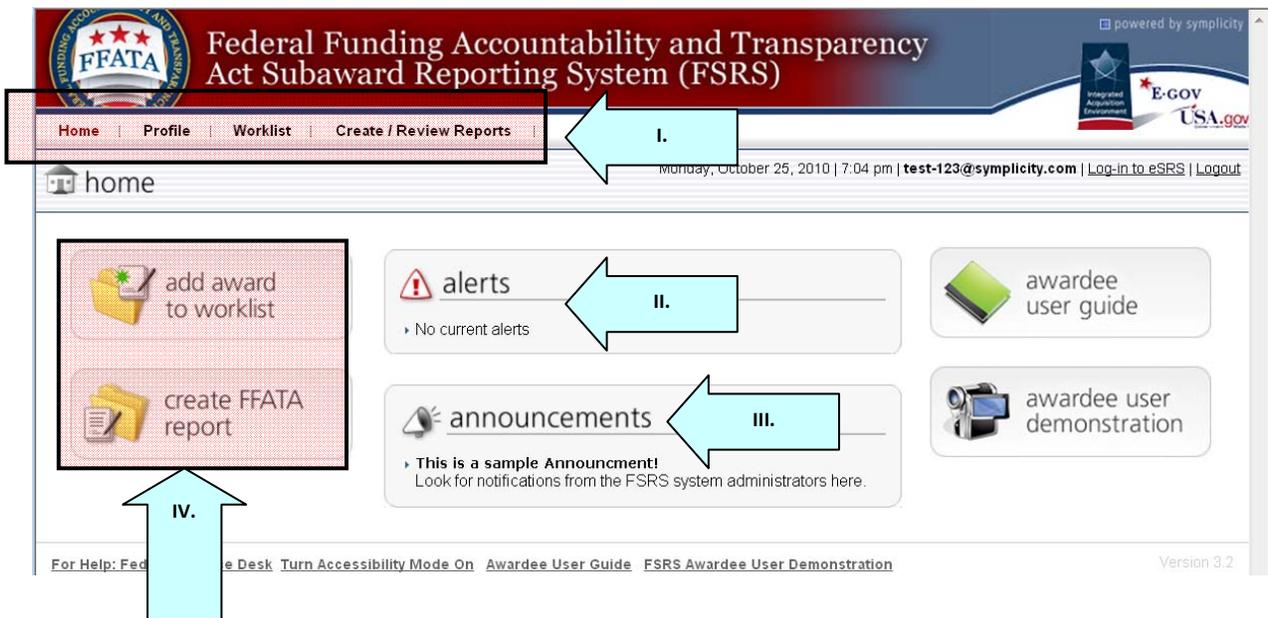
## Section 2 FSRS Home/Main Navigation

After successfully logging into the FSRS reporting system, users are taken to a “home” page that is similar to the “Home Screenshot” below.

### 2.1 Home Features

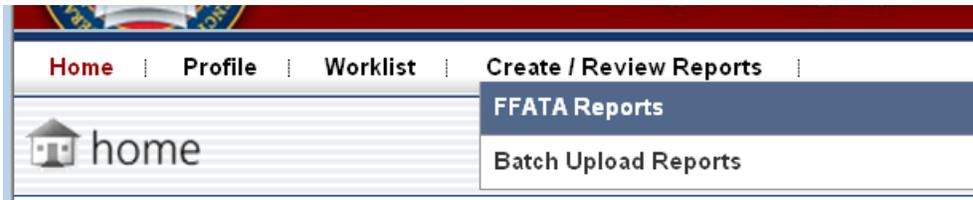
- I. The Navigation bar at the top of the screen allows users to move through the system. This bar is available on every screen throughout the system. Please read “Section 2.2 Navigation Overview” for more information.
- II. The “Alerts” section shows messages that require a user’s attention.
- III. “Announcements” are created by FSRS administrators.
- IV. The buttons on the left hand side of the screen allow users to quickly create a new FFATA Report, or link an award to their worklist. Please see the corresponding sections of this manual for more information.

#### Home Screenshot



## 2.2 Navigation Overview

### Navigation Screenshot



**Home:** Home returns a user to the default home page (same as seen on login).

**Profile:** The profile page allows a user to edit account and contact information. Please turn to “Section 3, Profile” of this manual for more information.

**Worklist:** The worklist allows a user to view all awards (both contracts and/or grant awards) that have been linked to their account. Turn to “Section 4, Worklist” for more information.

### **File / Review Reports:**

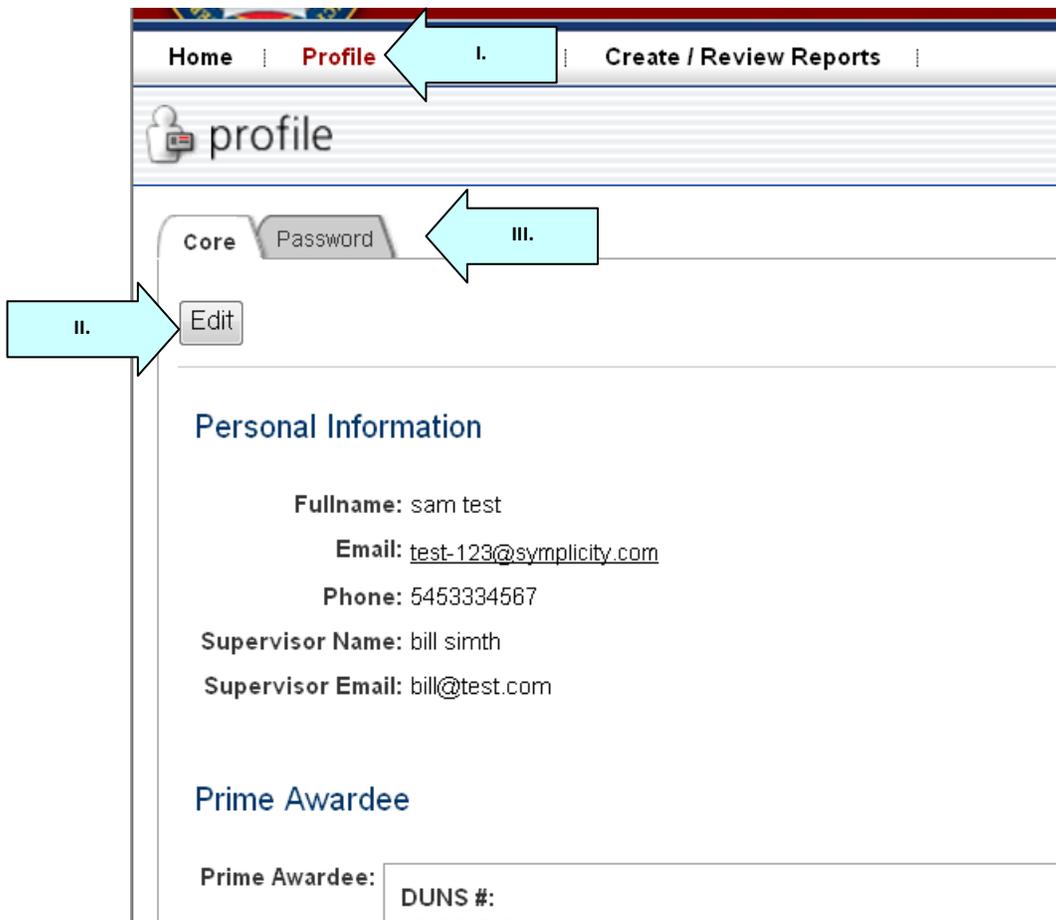
**FFATA Reports:** The FFATA Reports section allows a user to add a new FFATA Report and to review existing FFATA Reports. Turn to “Section 5, FFATA Reports” for more information.

**Batch Upload Reports:** This feature allows a user to file multiple FFATA Reports at once. A user can download Microsoft® Excel™ templates that can be used to create a CSV (comma separated value) or tab delimited file which can then be imported into the FSRS system for either a set of grants or a set of contract FFATA reports. There are resources to allow users to download XML file templates for reporting batches of contracts or batches of grant FFATA reports in XML format. Turn to “Section 6, Batch Uploads” for more information.

## Section 3 Profile

- I. If a user clicks on “Profile” in the top navigation menu bar, they can review their core contact information on this screen.
- II. To edit profile information, the user should click the “Edit” button. After making desired changes, the user should click the “submit” button to enter the changes.
- III. To change a password, users click on the “Password” tab near the top of the page. Users may enter a new password on that page. The user should click “save password” when done.
- IV. For security purposes, passwords must meet the following criteria:
  - 1) Must be between 10 and 14 characters
  - 2) Must contain 2 of each of the following: lower case letter, upper case letter, number, special character (i.e. !, %, ^)

### Profile Review Screenshot



**Note: If a user’s company/organization profile is not accurate, the user must make any necessary updates in the Central Contractor Registration (CCR.gov) system.**

## Section 4 Worklist

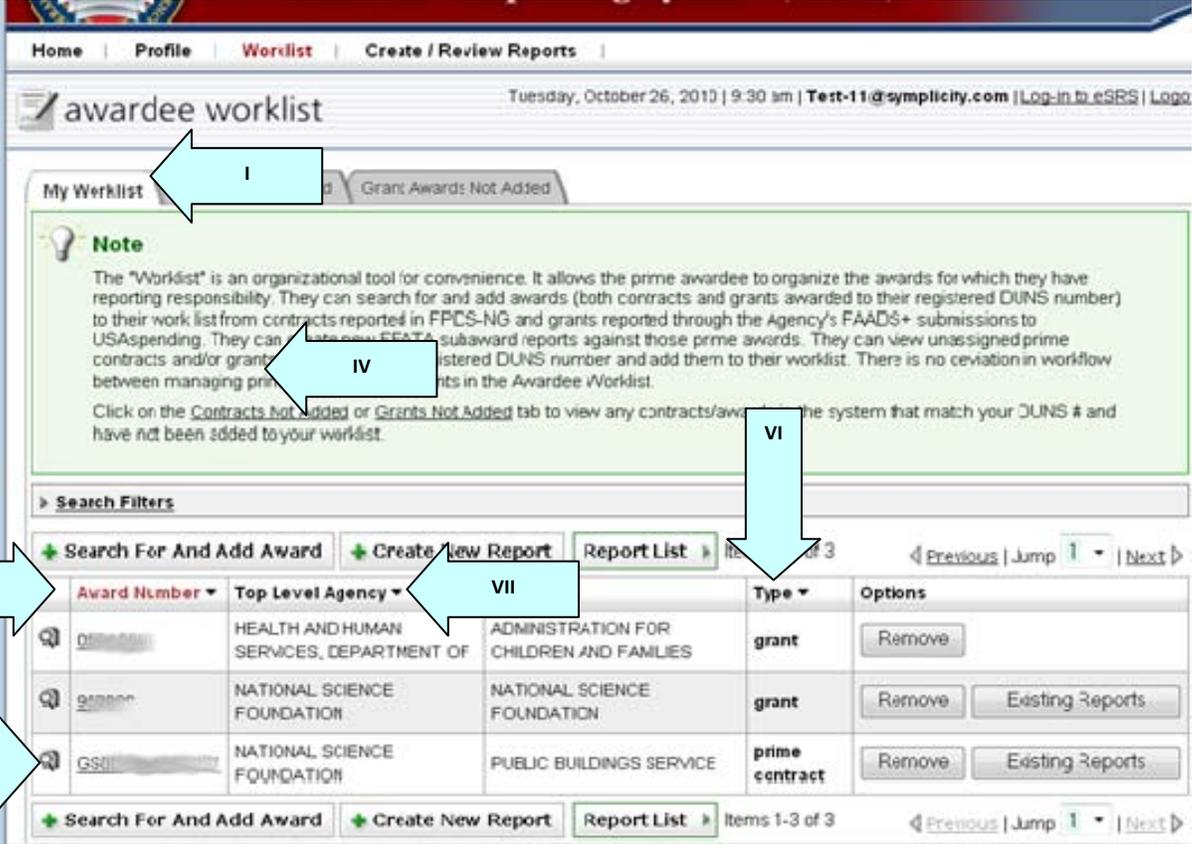
### 4.1 Overview of the Worklist

- I. The Worklist main navigation allows the prime awardee to manage and review the awards for which they have reporting responsibility.
- II. The user can search for and add awards (both contracts and grants awarded to their registered DUNS number) to their worklist from contracts reported in FPDS-NG and grants reported through the Agency's FAADS+ submissions to USAspending.
- III. From the worklist they can create new FFATA sub-award reports against those prime awards.
- IV. Users can view unassigned prime contracts and/or grants awarded to their registered DUNS number and add them to their worklist.
- V. This navigation is provides a way to review an award and all associated reports for that award (view existing reports).

## 4.2 View Existing Worklist Records

- I. Within the main navigation “worklist”, the “My Worklist” tab lists those contracts/grant awards that have been selected by a user for reporting through the system.
- II. The “type” column indicates the type of award (contract/grant award).
- III. The list of awards can be sorted. This is accomplished by clicking on the column heading text (adjacent to any up/down arrow). Toggle the sort between descending and ascending order by clicking the same heading again.
- IV. The currently active sort column is designated by a Maroon color column heading.
- V. View the details of a contract/grant award, by clicking on the  view icon beside the award number, or clicking on the Award Number. This takes the user to the “Award Details” tab.

### My Worklist Screenshot

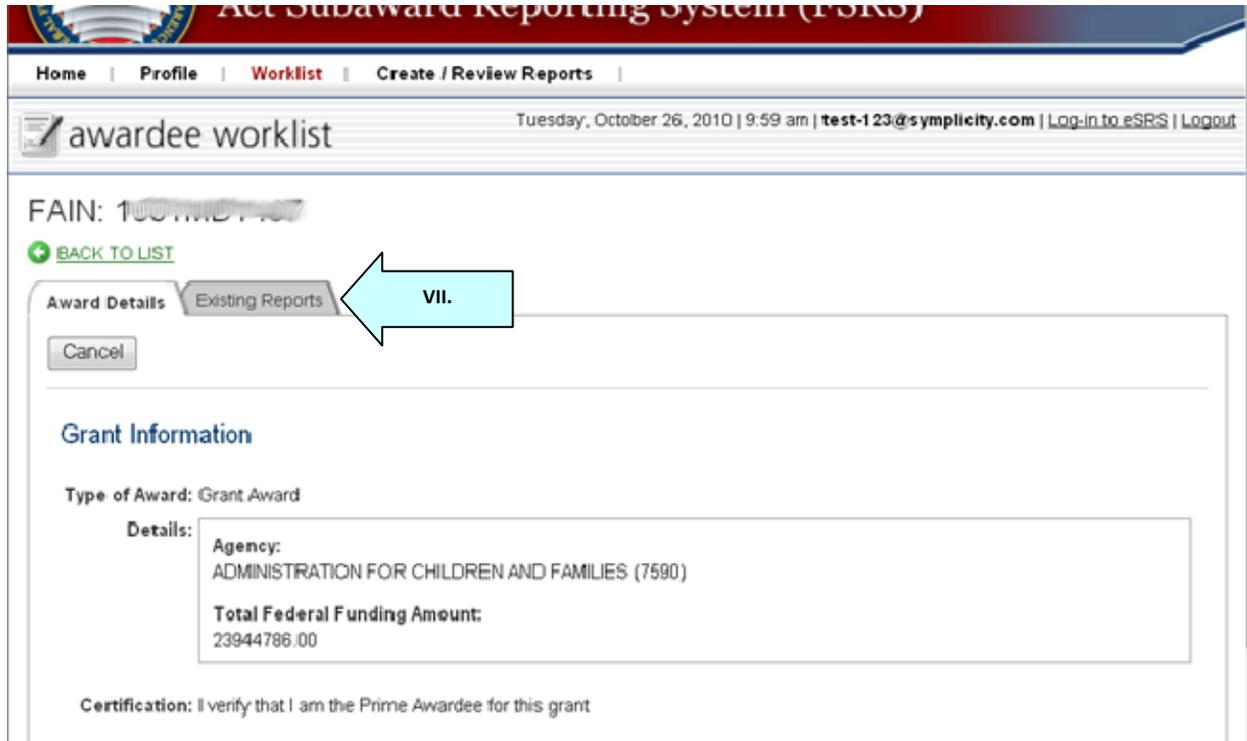


The screenshot shows the 'awardee worklist' page with a navigation bar (Home, Profile, Worklist, Create / Review Reports) and a user header (Tuesday, October 26, 2010 | 9:30 am | Test-11@simplicity.com | Log-in to eSRS | Logo). The main content area includes a 'My Worklist' tab, a 'Grant Awards: Not Added' tab, and a 'Note' section explaining the worklist tool. Below the note is a 'Search Filters' section with buttons for 'Search For And Add Award', 'Create New Report', and 'Report List'. A table displays award records with columns for 'Award Number', 'Top Level Agency', 'Type', and 'Options'. The 'Award Number' column is highlighted in maroon, indicating it is the active sort column. The table contains three rows of award data. At the bottom, there are navigation controls for the table, including 'Previous', 'Jump', and 'Next' buttons.

Award Number	Top Level Agency	Type	Options
01000000	HEALTH AND HUMAN SERVICES, DEPARTMENT OF ADMINISTRATION FOR CHILDREN AND FAMILIES	grant	Remove
02000000	NATIONAL SCIENCE FOUNDATION	grant	Remove Existing Reports
03000000	NATIONAL SCIENCE FOUNDATION PUBLIC BUILDINGS SERVICE	prime contract	Remove Existing Reports

- VI. When a user views a specific award, there is another tab that lists any existing reports associated with that award. This tab is called “Existing Reports”.

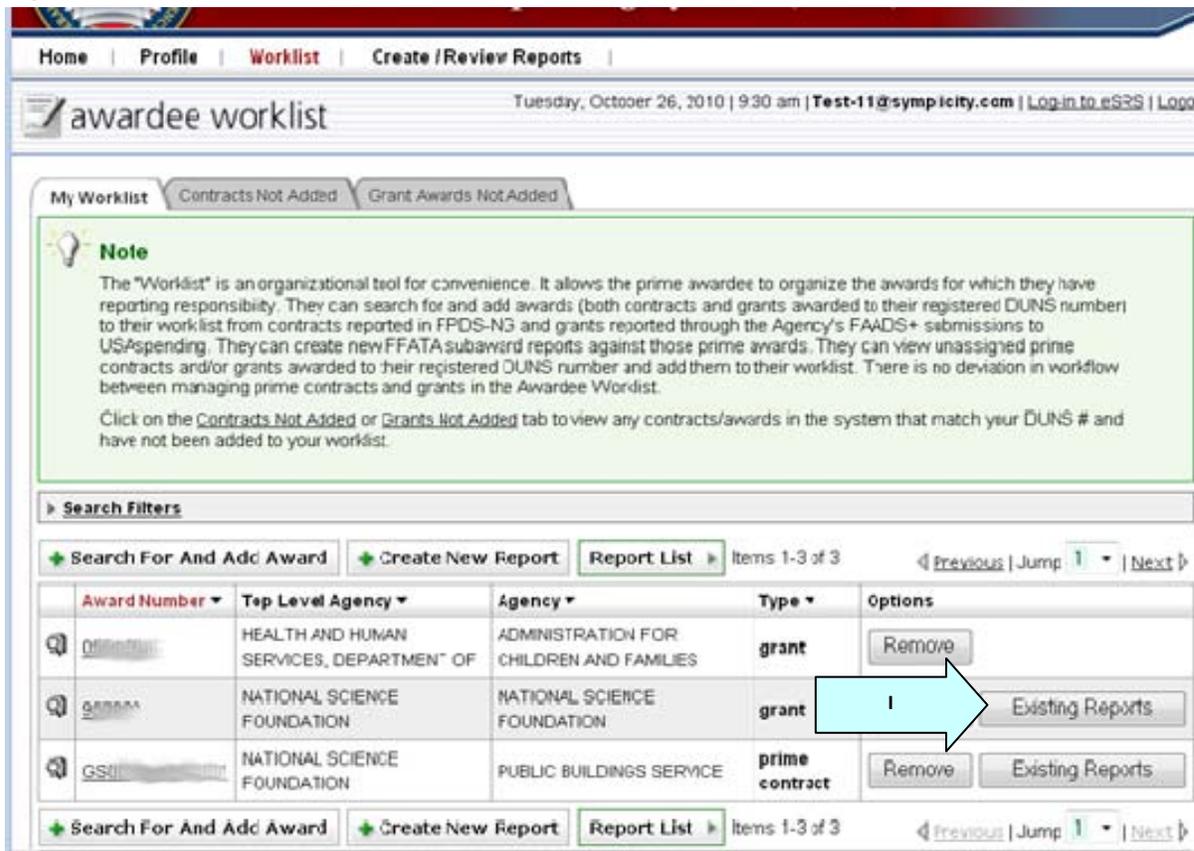
**Award Details Screenshot**



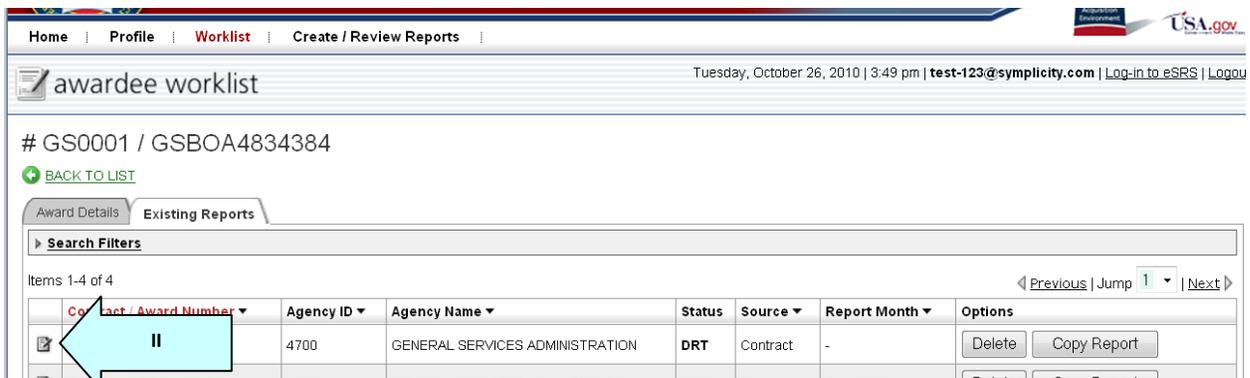
### 4.3 View Existing Reports for Worklist Records

- I. From the “My Worklist” tab of the main navigation “Worklist”, click the “existing reports” button to review existing reports for an award.
- II. From the tab “Existing Reports”, the user can see the reports that are in the system for that award. Click the review icon to open a specific report to review.

#### My Worklist Screenshot

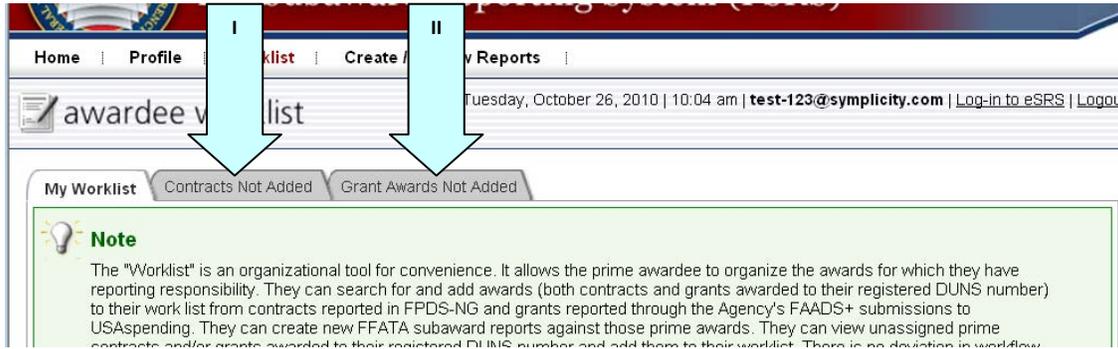


#### Award “Existing Reports” Tab



## 4.4 Find Award Records Not Added to the Worklist

- I. From the main Worklist navigation, the “Contracts Not Added” tab provides a listing of Contracts in the system that are associated with the user’s registered DUNS, but that have NOT been added to their Worklist.
- II. From the main Worklist navigation, the “Grant Awards Not Added” tab provides a listing of Grant Awards in the system that are associated with the user’s registered DUNS, but that have NOT been added to their Worklist.





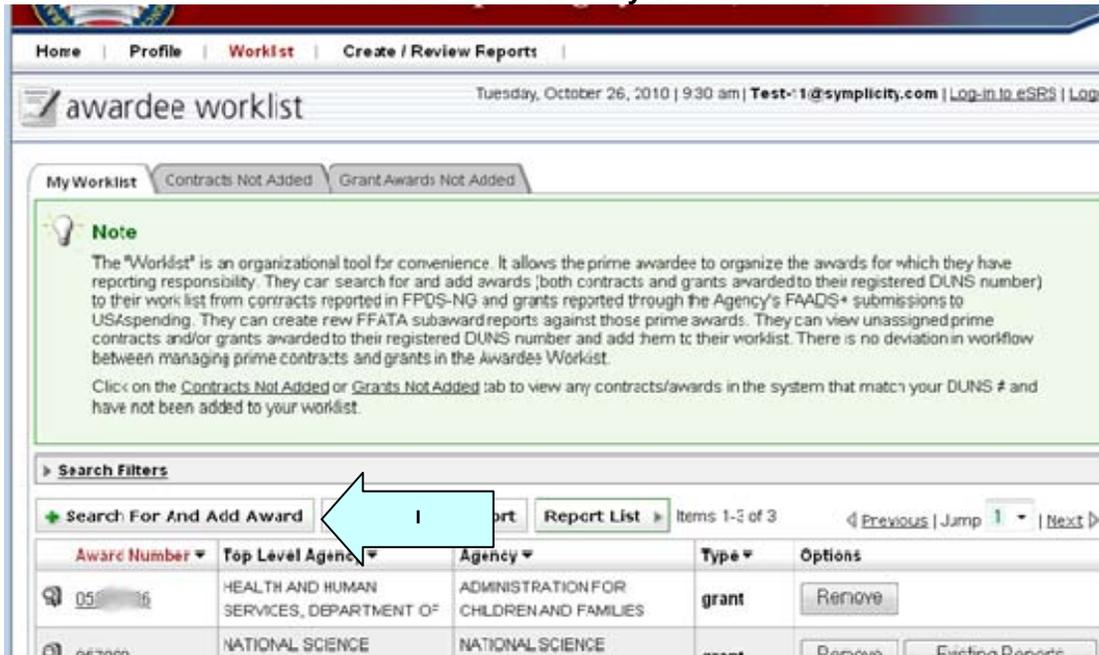
## 4.6 Search for and Add a Single Award to the FSRS Worklist

There are two primary methods to add a new award to a user’s worklist. From the “My Worklist” tab, use the “Search For And Add Award” button, or from the home page, click the “Add Award to Worklist” Quicklink button,

Note, if a user submits a report on an award, the award is automatically added to the worklist as well.

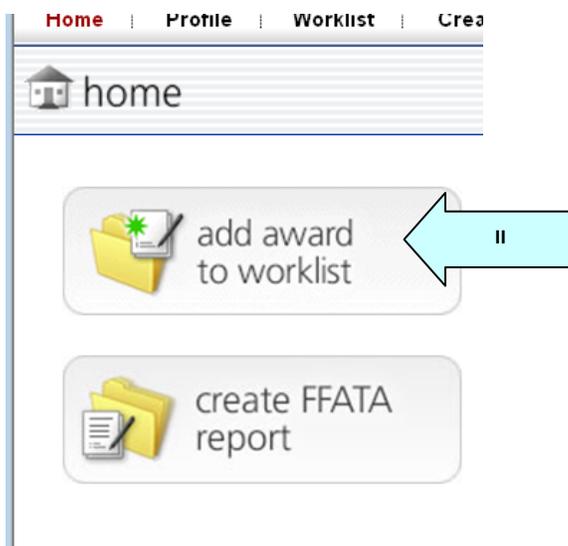
- I. From the “My Worklist” tab, the “Search For And Add Award” is a two step process which allows for Prime Awardees to search for an award to be added to their worklist.

### Search For And Add Award Button on the “My Worklist” tab



- II. Users can easily add a new contract from the “home” page once logged into the system. To do so, they simply click on the “Add Contract to Worklist” button.

### Homepage Quicklink - Add Award to Worklist



- III. Regardless of the point of entry above, users are then taken to the “Enter Contract / Grant Form (Step 1)”. The first question on the form establishes if the award is a Grant or Contract/Order.
  - i. If Contract, the user indicates if the contract is a task/delivery order (yes/no). If “no”, the user enters the Prime contract # (as it appears in FPDS-NG). If “yes”, the user enters the Prime Contract # and the Reference IDV#.
  - ii. If Grant, the user enters the Award ID (FAIN). This is the Federal Award Identification Number as set in FAADS+.

### Contract / Grant Request Form (Step 1)

Home | Profile | **Worklist** | Create / Review Reports |

---

awardee worklist
Tuesday, October 26, 2010 | 9:53 am | Test-11@simplicity.com | [Log-in to eSRS](#) | [Logout](#)

---

**Enter Contract / Grant #**

**Note:**

Note: If you are unable to find or report against a prime award that should be available through FSRS, please take the following action:

- Prime Contract Awardees -- Contact your cognizant contracting officer or official for help. In order for you to file a FFATA subaward report against your contract, your government contracting authority will have to report your record to Federal Procurement Data System -Next Generation (FPDS-NG). FPDS-NG is the authoritative source of the basic contractual information used to pre-populate many of the FSRS fields when entering your Contract Number. For more information on FPDS-NG please visit <https://www.fpds.gov>.
- Prime Grant Awardees -- Contact your grant making official for help. In order for you to file a FFATA subaward report against your grant, your Federal grant making official must report your prime grant award information through their FAADS+ file submission to USAspending. The Agency's FAADS+ submission is the authoritative source for the basic grant award information used to pre-populate many of the prime award details in your FFATA report. For more information on the FAADS+ format, please read [OMB M-09-19](#).

**Contract / Grant Request Form (Step 1)** \* indicates a required field

**Type of Award:**  Contract/Order  Grant

**Award ID (FAIN)\*:** Please enter the Federal Award ID (FAIN) you would like to add to your worklist as it appears on your grant award notice.

- IV. Click the “submit” button to initiate the search.
- V. If the contract / grant award is found in the system and meets the necessary criteria for FFATA Reporting, a pop-up window displays which summarizes the contract/award. Click “continue” to confirm a selection.
- VI. Click “select another contract” or “Click another grant” to choose another number.

### Contract Summary Screenshot

**View Contract Summary**

Please confirm that the following is the contract that you intend on reporting against. If this is the correct contract, click [continue]. Otherwise, click [select another contract] to choose another contract or start over.

select another contract   continue

**Contract Summary**

**Contract Number:** 000001...5  
**Award or IDV:** Award  
**Top Level Agency:** ...NCY (...)

select another contract   continue

### Grant Award Summary Screenshot

**View Grant Award Summary**

Please confirm that the following is the grant that you intend on reporting against. If this is the correct grant, click [continue]. Otherwise, click [select another grant] to choose another grant or start over.

Select Another Grant   Continue

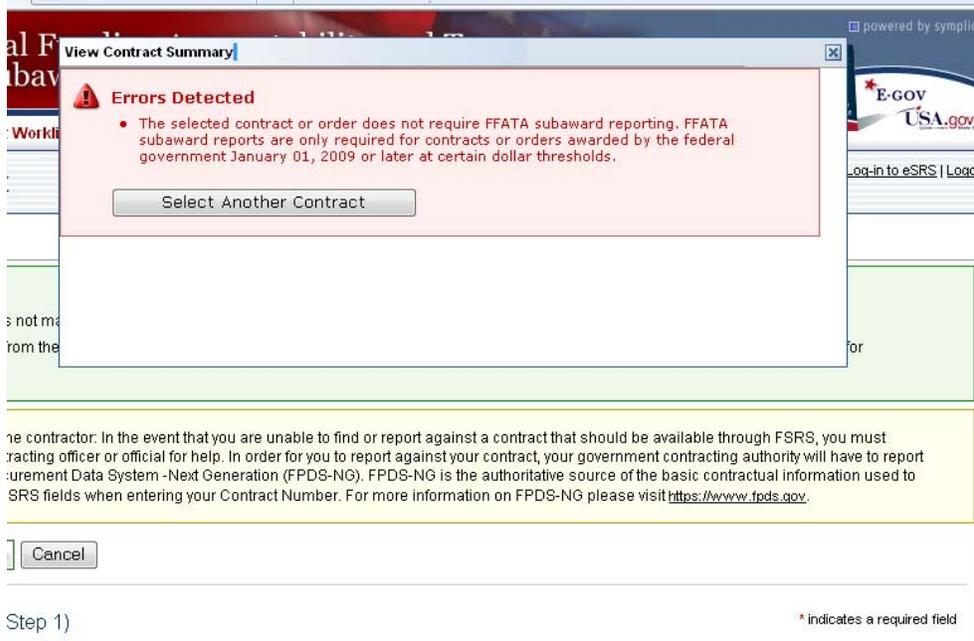
**Award Summary**

**Federal Award #:** 100...  
**Agency:** ADMINISTRATION FOR CHILDREN AND FAMILIES (7590)  
**Total Federal Funding Amount:** 102442829.00

Select Another Grant   Continue

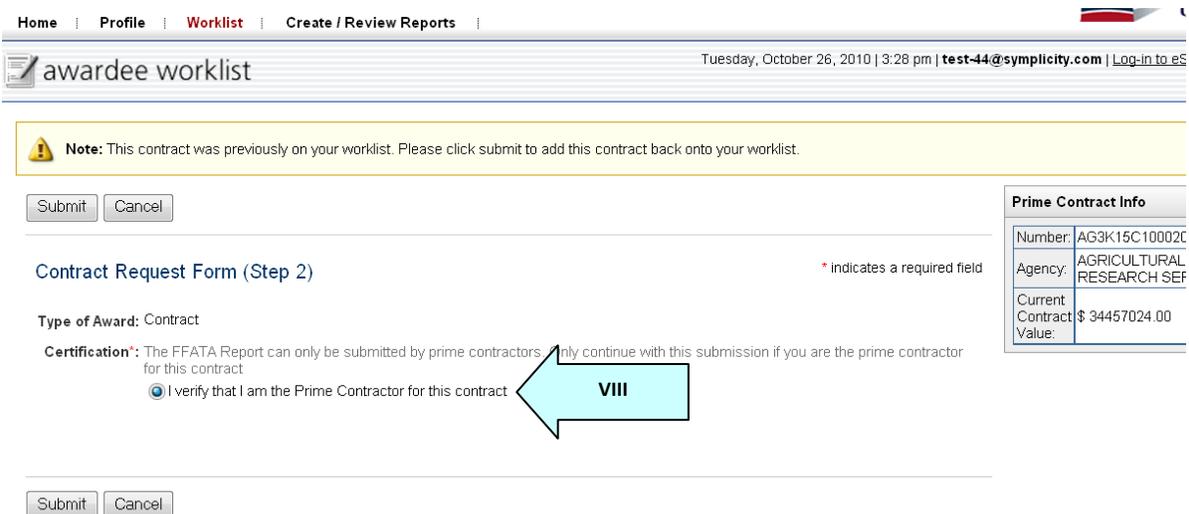
Note – if a contract/grant award is selected that does not meet the standards for FFATA Reporting the user is advised via a system “errors detected” message. Sample warning for non-reportable contract shown below.

### Warning for Non-FFATA Contract



- VII. If the award is eligible for FFATA reporting, after clicking “continue,” a user is taken to Step 2 where they must verify that they are the Prime Contractor / Awardee for that contract or grant award (FFATA Reports can only be submitted by the Prime Contractor / Awardee).
- VIII. Select the radio button next to the verification statement and then click the “submit” button.

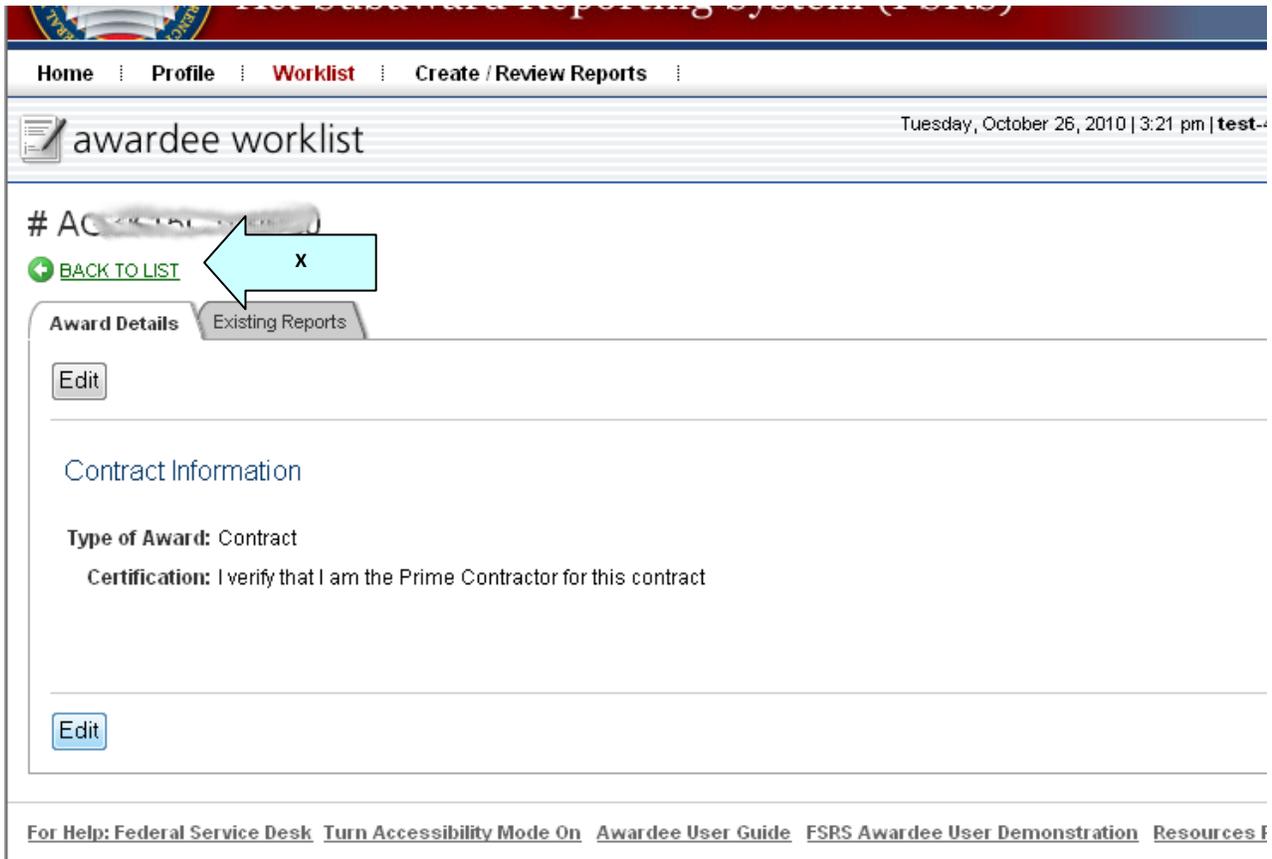
### Contract Request Step 2 Screenshot



- IX. Users are then directed to the “Awardt Details” page for the contract or grant award they just added..

- X. To return to the Worklist, a user should click on the [BACK TO LIST](#) button within the system.  
Note: Users should NOT click their browser's back button.

**Contract Details Screenshot**



## 4.7 Remove Awards from the FSRS Worklist

- I. To remove an award from the “My Worklist”, from the “My Worklist” tab, click the “Remove” button.
- II. If used for a contract award, returns the contracts to the “Contracts Not Added” tab. If used for a grant award, returns the grant to the “Grants Not Added”.

### Contract Details Screenshot

The screenshot shows the 'awardee worklist' interface. At the top, there are tabs for 'My Worklist', 'Contracts Not Added', and 'Grant Awards Not Added'. A 'Note' box explains the 'Worklist' tool. Below the note is a 'Search Filters' section with buttons for 'Search For And Add Award', 'Create New Report', and 'Report List'. The main area contains a table with columns: Award Number, Top Level Agency, Agency, Type, and Options. A light blue arrow points to the 'Remove' button in the 'Options' column for the second row, which is a 'grant' award. The table also includes pagination controls at the bottom.

Award Number	Top Level Agency	Agency	Type	Options
10011111111111111111	HEALTH AND HUMAN SERVICES, DEPARTMENT OF	ADMINISTRATION FOR CHILDREN AND FAMILIES		Remove Existing Reports
10011111111111111111	HEALTH AND HUMAN SERVICES, DEPARTMENT OF	ADMINISTRATION FOR CHILDREN AND FAMILIES	grant	Remove Existing Reports
10011111111111111111	HEALTH AND HUMAN SERVICES, DEPARTMENT OF	ADMINISTRATION FOR CHILDREN AND FAMILIES	grant	Remove
G50000000000000000000 G50000000000000000000	GENERAL SERVICES ADMINISTRATION	GENERAL SERVICES ADMINISTRATION	prime contract - task order	Remove Existing Reports

## Section 5 FFATA Reports

### 5.1 Overview of the Create/Review Reports Navigation

- I. The main navigation “Create/Review Reports” allows a prime awardee to review their existing reports in the system. From this view, the user is able to review FFATA reports across all awards (this differs from the view of reports from the worklist, which allows a user to view reports by award).
- II. Users can create new FFATA sub-award reports against their prime awards.
- III. Users can save reports as “draft” format prior to submission. If a draft report is not submitted, the user can delete a draft report from the system.
- IV. Users can submit a report.
- V. Users can re-open (for revisions) a previously sub-mitted report.
- VI. If a user has existing reports in the system, they can “copy” basic data elements from that report as the basis for another month’s report for that same award. General award data is copied forward into the new month’s report. The user only is required to enter specific fields that should be unique for the reporting period.
- VII. Users have a “batch upload” resource that allows users to upload multiple reports. This feature is recommended for advanced system users that have multiple reports that they need to submit.

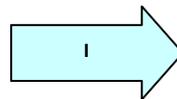
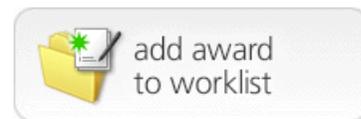




### 5.3 File New

- I. There are several methods to file a new FFATA Report. One method allows a user to easily file a new FFATA Report from the “home” page. The user simply clicks on the “file FFATA report” quicklinkbutton (shown below). Alternatively, they may follow the method described below (users will see “Create New Report” button from their main worklist as well).

#### Homepage Quicklink – File FFATA Report



- II. Alternatively, a user can click on “Create / Review Reports” in the main navigation bar and select “FFATA Reports” option.

#### Create / Review Reports Navigation



- 1 [Instructions](#)
- 2 [Enter Award ID \(FAIN\)](#)
- 3 [Grant Award Details](#)
- 4 [Prime Award Details](#)
- 5 [Subawardee Data](#)
- 6 **[Review](#)**
- 7 [Submit Report](#)

- III. To file a new report, the user then clicks the  button.

- IV. Users walk through a stepwise process to enter the report (image left).

- V. For filing a FFATA report in the system, a green step circle on the left side bar display indicates that the user has completed a step. A yellow step circle indicates that the step is open to edits. Gray indicates that the step has yet to be fully addressed.

VI. Step 1 is the Instructions page, similar to the screenshot below. Users should take time to read the instructions and click “Continue” when ready to proceed. To cancel, click the button “Cancel”.

**Instructions (Step 1) Screenshot**

New Report

[BACK TO REPORT LIST](#)

1 **Instructions**

2 Enter Contract / Award #

3 Contract / Award Details

4 Prime Award Details

5 Subawardee Data

6 Review

7 Submit Report

**Instructions**

**Instructions for FFATA Subaward Reporting**

**PRIME CONTRACTORS** awarded a Federal contract or order that is subject to Federal Acquisition Regulation clause 52.204-10 (Reporting Executive Compensation and First-Tier Subcontract Awards) are required to file a FFATA subaward report by the end of the month following the month in which the prime contractor awards any subcontract greater than \$25,000. This reporting requirement will be phased-in (see below):

- Phase 1: Reporting subcontracts under federally-awarded contracts and orders valued greater than or equal to \$20,000,000, reporting starts now.
- Phase 2: Reporting subcontracts under federally-awarded contracts and orders valued greater than or equal to \$550,000, reporting starts October 1, 2010.
- Phase 3: Reporting subcontracts under federally-awarded contracts and orders valued greater than or equal to \$25,000, reporting starts March 1, 2011.

Although the requirement to report subawards is being phased-in at certain dollar levels, if you would like to start reporting prior to the start date for your subcontracts, the system is available to you for reporting.

**PRIME GRANT RECIPIENTS** awarded a new Federal grant greater than or equal to \$25,000 as of October 1, 2010 are subject to FFATA subaward reporting requirements as outlined in the Office of Management and Budget's guidance issued August 27, 2010. The prime awardee is required to file a FFATA subaward report by the end of the month following the month in which the prime recipient awards any sub-grant greater than \$25,000. The grants subaward reporting functionality will be available via [www.fsrs.gov](http://www.fsrs.gov) on October 29, 2010.

**Note**

Please be aware that all information collected on the FSRS website ([www.fsrs.gov](http://www.fsrs.gov)), including registration information and report data, will be visible to the public on a public website ([www.usaspending.gov](http://www.usaspending.gov)).

**Copy Existing Report**

Note: You may copy data from an existing report by clicking the drop-down below and selecting a report.

select existing report

**Form Options on Instructions Step 1**



VII. On step 2, users indicate if they are submitting the report for a Grant Award, or a Contract Award, and if Contract, if for Task Order (select the appropriate radio buttons).

**Important Notes: If the Award does not meet the reporting requirements for FFATA, the system will produce an error message informing the user that they will not be able to proceed.**

**If reporting on a Contract Number, and the Contract Number has changed in FPDS-NG, the user will only be able to search for the contract based on the current number in FPDS-NG.**

**Step 2 Enter Contract/Award # Screenshot**

New Report

[← BACK TO REPORT LIST](#)

- 1 Instructions
- 2 **Enter Contract / Award #**
- 3 Contract / Award Details
- 4 Prime Award Details
- 5 Subawardee Data
- 6 Review
- 7 Submit Report

Enter Contract / Award #

**Note:**

Note: If you are unable to find or report against a prime award that should be available through FSRS, please take the following action:

- Prime Contract Awardees -- Contact your cognizant contracting officer or official for help. In order for you to file a FFATA subaward report against your contract, your government contracting authority will have to report your record to Federal Procurement Data System -Next Generation (FPDS-NG). FPDS-NG is the authoritative source of the basic contractual information used to pre-populate many of the FSRS fields when entering your Contract Number. For more information on FPDS-NG please visit <https://www.fpds.gov>.
- Prime Grant Awardees -- Contact your grant making official for help. In order for you to file a FFATA subaward report against your grant, your Federal grant making official must report your prime grant award information through their FAADS+ file submission to USAspending. The Agency's FAADS+ submission is the authoritative source for the basic grant award information used to pre-populate many of the prime award details in your FFATA report. For more information on the FAADS+ format, please read [OMB M-09-19](#).

Back Cancel Continue



Type of Award\* \* Indicates a required field

Contract/Order  Grant Award

- VIII. Once the type of Award is established – different fields will be presented based on whether grant or contract was selected.
- IX. If Contract/Order, the user will enter the Contract Number and if appropriate the Indefinite Delivery Vehicle (IDV) #.
- X. If Grant Award, the user will enter the Federal Award Identification Number.
- XI. Note for both types of awards, if an award has been added the user’s worklist, the award will appear on a selectable pull-down bar. Users can make their selection from the pull-down option.

**Enter Contract # Screenshot**

**Type of Award\*:**

\* indicates a required field

Contract/Order  Grant Award

**Is this a Task Order?\***

Indicate if you are submitting this report for a Task Order. After making your selection, additional information will be required.

"Select "YES" if you are reporting subawards for a specific task, delivery, or call order for supplies and/or services placed against an established federal contract or agreement. These include: indefinite delivery contracts (also known as task or delivery order contracts), multiple award schedules (MAS) (also known as federal supply schedules), government wide acquisition contracts (GWAC), blanket purchase agreements (BPA), and basic ordering agreements (BOA). Please see the Federal Acquisition Regulation (FAR) for the regulatory definition of each. These terms do not encompass federally-awarded grants, cooperative agreements, or other assistance actions.

Select "NO" if you are reporting subawards for a federally-awarded contract or agreement itself. These include: definitized or letter contracts, purchase orders, and indefinite delivery contracts or agreements if the requirement was placed on the contract or agreement itself and not on a subsequent order. Please see the Federal Acquisition Regulation (FAR) for the regulatory definition of each. These terms do not encompass federally-awarded grants, cooperative agreements, or other assistance actions.

Yes  No

**Select Existing Contract\*:**

Choose the prime contract from your worklist that you would like to report on. If the contract is not found, use the text field below to manually enter in the number

XI

**If not found above, enter Prime Contract # (as it appears in FPDS-NG):**

IX

**Referenced Indefinite Delivery Vehicle (IDV) #:**

**Enter Grant Award Screenshot**

**Type of Award\*:**

\* indicates a required field

Contract/Order  Grant Award

**Select Existing Grant\*:**

Choose the grant from your worklist that you would like to report on. If the grant is not found, use the text field below to manually enter in the number

XI

**If not found above, enter Award ID (FAIN):**

X

Back Cancel Continue

- XII. **Note, for steps 3 and 4 there are field differences between grant and contract submissions.** The Tips section (found in the right side bar seen starting on step 3) contains a data definition document that is specific to each type of report (one for the Grants Report workflow and one for the Contracts Report workflow). These data dictionaries are also available on the resources page. *The dictionaries define the fields on each workflow.*
- XIII. Once users enter the award number, when they get to steps 3 and 4, they will notice a great deal of information is pre-populated. To ensure consistency between the FSRS.gov system with other government systems, the FSRS.gov system is designed to pull in data from other feed systems.
  - a. For Grants, a primary source of data is FAADS+ (as reported by USASpending). Data is also resourced from Central Contractor Registry (CCR) for prime award recipients, and from CCR or Dun & Bradstreet (D&B) databases.
  - b. For Contracts, the primary source of data is FPDS-NG. Data is also resourced from Central Contractor Registry (CCR) for prime award recipients, and from CCR or Dun & Bradstreet (D&B) databases.
  - c. The dictionaries define the primary/secondary sources of pre-populated fields on each workflow.
- XIV. Hover your mouse over the field's ? help icon to learn about remediation of any specific data that has been auto-populated.

**Sample Hover Over ? Message**

**5. DUNS Number +4:**

Note: If the information in this field is incorrect, please update your CCR profile with the correct information.

**6. Prime Awardee Name\*:**  
 CHILDREN AND FAMILIES, CONNECTICUT DEPARTMENT OF

XV. Users will then complete the forms for each step and click “Save & Continue” or “Continue” to move to the next step in the process.

XVI. FOR GRANTS ONLY, users will see a red “flag” resource on certain pre-populated data fields. Users can indicate that the data being auto-populated is incorrect by marking the “is this information correct?” field “no”. The user is then required to explain their response. While the submitted FFATA report data is not changed, the flag designation for the field, and the explanation of that flag, is viewable by the federal government user as they review the report on their interface.

**Sample Grants Flag Field**

**FFATA Report For Grants**

\* indicates a requi

1. Federal Award Identifier Number (FAIN)\*:  
1001MD1407

2. Federal Agency ID\*:  
7590

  Is this information correct?  
 Yes  No

Please explain\*:

Explanation must be entered if you mark the field "no".|

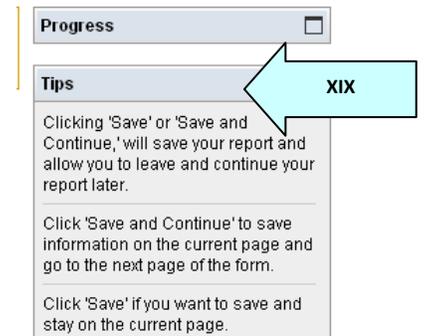
(maximum characters: 255) 200 remaining.

XVII. As a step is being completed, on the right side of the screen, users may see a “Progress” section (e.g., on step 4). A green check mark indicates the field has been entered and accepted. A red asterisk means a value is needed.

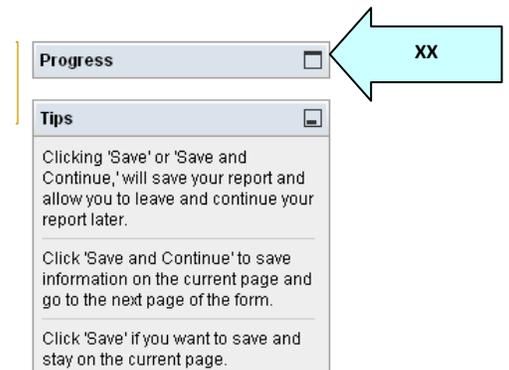


XVIII. To collapse the progress listing, a user clicks the button in the upper right corner of the inset box.

XIX. Below “Progress”, users see a “Tips” section that can also be collapsed with the upper right button. **As previously indicated, for steps 3 and 4 there are field differences between grant and contract report submission workflows.** The Tips section contains a data definition document that is specific to each type of report (grant or contract). These data dictionaries are also available on the resources page.



XX. Users can reopen either the Progress/Tips sections by clicking the upper right empty box.



XXI. On Step 6, the user can review the entire report. Users have the option to “View Printable Report” or “Save PDF” during their review at this step. At the bottom of the review screen (not pictured below), the user can click “continue” to move to step 7 (submission step), or “Back” to return to a previous step.

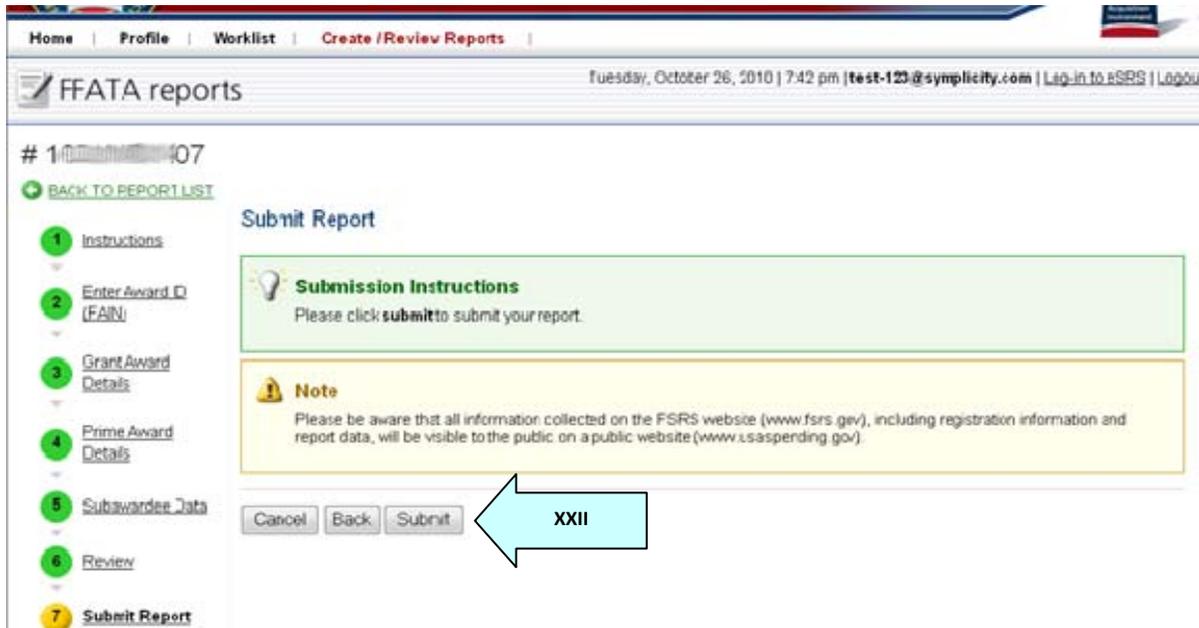
### Report Review Step – Step 6 Screenshot

The screenshot shows a web application interface for reviewing FFATA reports. At the top, there is a navigation bar with links for Home, Profile, Worklist, and Create / Review Reports. Below this is a header area with the text 'FFATA reports' and a timestamp 'Tuesday, October 26, 2010 | 7:33 pm'. The main content area is titled '# G50001 / G50004' and includes a green link for 'BACK TO REPORT LIST'. On the left, a vertical list of steps is shown, with step 6 'Review' highlighted in yellow and a light blue arrow pointing to it from the right, containing the text 'XXI'. The right side of the page is titled 'Review FFATA Report' and contains two buttons: 'View Printable Report' and 'Save PDF'. Below these buttons is the section 'FFATA Report For Contracts' with the following details:

- 1. Prime Contract Number: G50001
- 2. Delivery / Order Number: G50000084
- 3. Contracting Office Agency ID: 4700
- 4. Contracting Office Agency Name: GENERAL SERVICES ADMINISTRATION
- 5. Contracting Office ID: AAA00

XXII. On step 7, a user must click “submit” to complete the report submission. This makes the report viewable by the public.

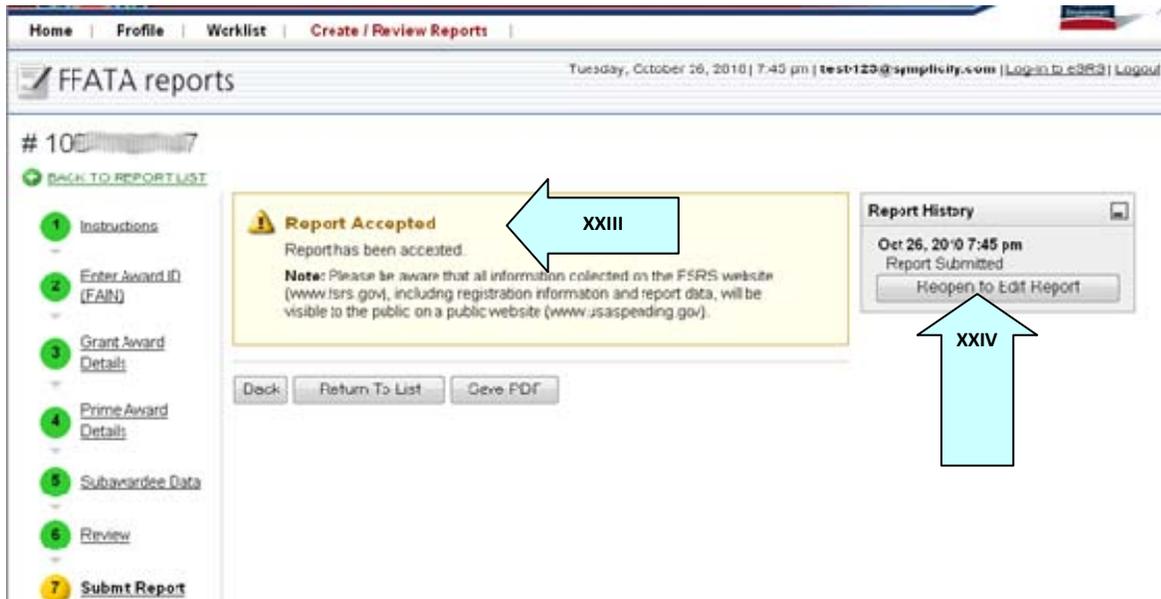
**Report Submission Step - Step7 Screenshot**



XXIII. Upon submission, users will see a confirmation message about the report being submitted.

XXIV. Additionally, after the report is submitted, users will now see a “reopen” report option in the right side bar of the submitted report screen.

**Submitted Report Confirmation Screen**



XXV. Users may then return to “view existing reports” (Section 5.2) to review the status of the report just entered.



## 5.5 Edit an existing Report

- I. Click on the “edit” icon beside the report number to edit a report.
- II. Once a user clicks on the “edit” icon, the report is open for the user to make edits. To return to the report listing from edit mode, click the “Cancel” button at any time, or click the “BACK TO REPORT LIST” link.
- III. If the user does not see the edit button for a report, the user did not create the report and as such cannot execute that request for the report.

### FFATA Reports Listing Screenshot

Home | Profile | Worklist | Create / Review Reports

FFATA reports

Tuesday, October 26, 2010 | 8:00 pm | test-123@simplicity.com | Log-in to eSRS | Log

All Drafts Submitted Re-opened

Search Filters

Create New Report Items 1-10 of 10

Contract / Award Number	Agency ID	Agency Name	Status	Source	Report Month	Options
GS0001 / GSE0000000004	4700	GENERAL SERVICES ADMINISTRATION	DRT	Contract	-	Delete Copy Report
GS0001 / GSE0000000004	4700	GENERAL SERVICES ADMINISTRATION	DRT	Contract	Dec, 2009	Delete Copy Report
GS0001 / GSE0000000004	4700	GENERAL SERVICES ADMINISTRATION	DRT	Contract	Aug, 2010	Delete Copy Report

- IV. Note: A user can only edit an open (draft or reopened) report. If a user needs to update a submitted report, click on the edit icon for the desired report and select the “Reopen to Edit Report” button found in the Report History right sidebar.

### Reopen to Edit Report

Home | Profile | Worklist | Create / Review Reports

FFATA reports

Tuesday, October 26, 2010 | 7:59 pm | test-123@simplicity.com | Log-in to eSRS | Log

# 1000000007

BACK TO REPORT LIST

1 Instructions

2 Enter Award ID (FAIN)

3 Grant Award Details

4 Prime Award Details

5 Subawardee Data

Prime Award Details

Note: Some fields have been pre-populated from data in FAADS+ and CCR, please review the report to identify and complete required fields that have not been pre-populated. For specific data sources by data element, consult the data dictionary found in the Tips section.

FFATA Report For Grants

1. Federal Award Identifier Number (FAIN):  
1001MD1407

2. Federal Agency ID:

Report History

Oct 26, 2010  
Report Submitted

Reopen to Edit Report

Progress

- ✓ FFATA Details
- ✓ Federal Award Identifier Number (FAIN)
- ✓ Federal Agency ID
- ✓ Federal Agency Name
- ✓ Awardee DUNS #
- ✓ DUNS Number +4

## 5.6 Delete a Report

- I. Click on the “Delete” button in the Options column to permanently delete a report.
- II. If the user does not see the delete button for a report, the user did not create the report and as such cannot execute that request for the report.

### FFATA Reports Listing Screenshot

The screenshot displays the FFATA reports listing page. At the top, there is a navigation bar with links for Home, Profile, Worklist, and Create / Review Reports. Below this, the page title is "FFATA reports" and the date/time is "Tuesday, October 26, 2010 | 8:00 pm | test-123@simplicity.com | Log-in to eSRS | Logg".

The main content area shows a list of reports. The table has the following columns: Contract / Award Number, Agency ID, Agency Name, Status, Source, Report Month, and Options. There are three rows of data, all with Agency ID 4700 and Agency Name GENERAL SERVICES ADMINISTRATION. The first row has Status DRT, Source Contract, and Report Month -. The second row has Status DRT, Source Contract, and Report Month Dec, 2009. The third row has Status DRT, Source Contract, and Report Month Aug, 2010. Each row has a "Delete" button and a "Copy Report" button in the Options column. A red arrow points to the "Delete" button for the report with Report Month Dec, 2009.

Contract / Award Number	Agency ID	Agency Name	Status	Source	Report Month	Options
GS#01 / GS#01	4700	GENERAL SERVICES ADMINISTRATION	DRT	Contract	-	Delete Copy Report
GS#01 / GS#0104384	4700	GENERAL SERVICES ADMINISTRATION	DRT	Contract	Dec, 2009	Delete Copy Report
GS#01 / GS#010384	4700	GENERAL SERVICES ADMINISTRATION	DRT	Contract	Aug, 2010	Delete Copy Report

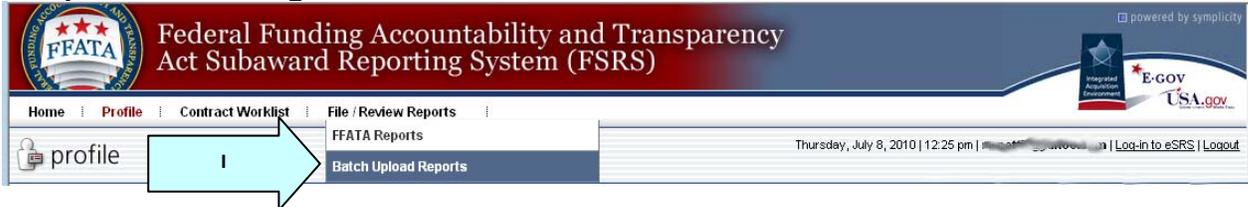
## Section 6 Batch Uploads

*(For advanced users only)*

The batch upload capability allows users to upload multiple FFATA Reports in one upload.

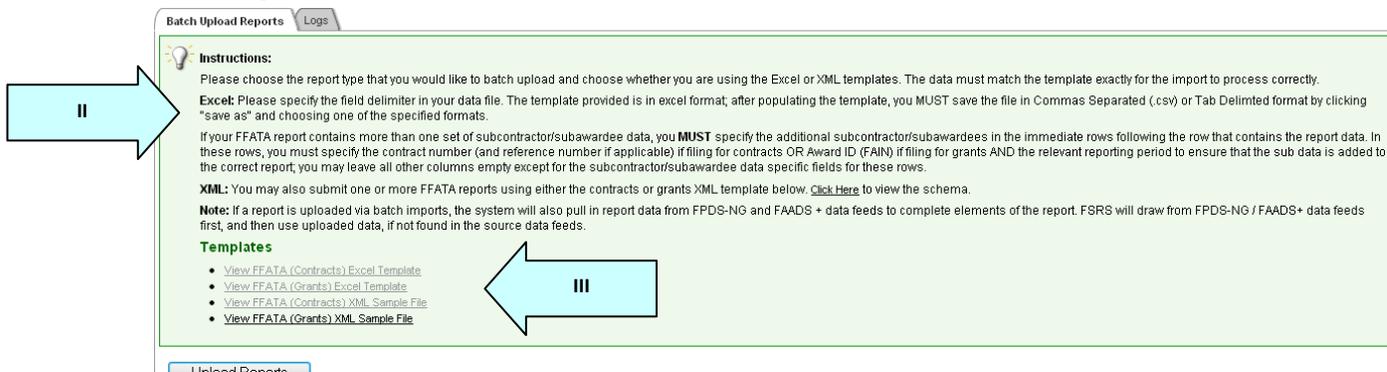
- I. Access Batch Uploads by Clicking on the main navigation, File / Review Reports. Choose the “Batch Upload Reports” option.

### Batch Upload Main Navigation



- II. Users first review the instructions presented at the top of the page.

### Batch Upload Instructions



- III. There are four presented import templates. Users download the FSRS template that they want to use by clicking on the link for their desired format for upload. There are distinct templates for “Grants” versus “Contracts”. Uploads only consist of one of these types of reports (meaning a single file cannot be used to upload reports for both grants and contracts). Users have two file formats that they can use: XML or Excel.
- IV. If uploading using the Excel template, using Excel (or other compatible spreadsheet editor), the user adds all records that they intend to file within the Template. User should NOT change the template structure. They should ensure the data is entered so that it matches the file’s structure exactly.
- V. Using the Save As feature in Excel, the user saves the spreadsheet as a CSV or Tab Delimited file,
- VI. If creating an XML file, click the “xml template, and then view the “page source” to pull the desired template data (if pulled directly from your browser view, users will get invalid characters). Then use a XML editor resource to edit the xml template file to include the reports.
- VII. The Excel or XML file should be saved so it can be accessed while the user is on the FSRS system.

- VIII. If the user has left FSRS to create the file, they should return to FSRS and go back to the Batch Upload Section.
- IX. The user chooses the report type (grants/contracts), the template (which ties to file formal excel CSV or tab delimited / XML), and if using Excel, the delimiter type that was used when the data was saved in the template file (CSV or Tab Delimited).
- X. The user then clicks on the “Browse” button and chooses the file that was saved in Steps V/VI above.
- XI. The user then clicks “Upload Reports” to initiate the upload.

### Batch Upload Screenshot

- XII. When import is complete, the system displays the import results of the file upload process on a confirmation section of the screen: “Upload Output”.
- XIII. Any upload errors are described. If presented, a user should click the link “View Detailed Log File” to review the specific error information.
- XIV. Errors can be remediated in the upload file, and the user can repeat the steps above as appropriate (assumes the error was tied to the data saved in the uploaded file).

### Batch Upload Output Screenshot

The screenshot shows the 'batch upload reports' page. At the top, there are tabs for 'Batch Upload Reports' and 'Logs'. A large green box contains instructions for users, including details about Excel and XML templates, required fields (marked with an asterisk), and a list of available templates. Below the instructions is the 'Report Upload Settings' section, which includes dropdown menus for 'Report Type' (set to 'FFATA Reports (Contracts)') and 'Template' (set to 'Excel (CSV/Tab Delimited)'), radio buttons for 'Delimiter' (set to 'Comma Separated (CSV)'), and a 'Data File' field with a 'Browse...' button. To the right, an 'Upload Output' box shows the results of a batch upload: 'Upload Complete!', '0 Record(s) Imported Successfully', and '2 Record(s) Not Imported Due to Error'. A 'View Detailed Log File' link is provided. A note at the bottom of the output box states: 'Note: You can view historical batch upload log files by clicking on the "Logs" tab at any time'. Red callout boxes labeled 'XII' and 'XIII' point to the asterisk in the instructions and the 'View Detailed Log File' link, respectively.

XV. Users can review the log of previous batch uploads on the “Logs” tab of the Batch Upload Reports navigation.

XVI. Users can set date filters and click “submit” to review historical import logs (users are restricted to a maximum 3 month period for log searches).

### Batch Upload Logs Screenshot

The screenshot shows the 'batch upload reports' page with the 'Logs' tab selected. At the top, there are navigation links: 'Home', 'Profile', 'Worklist', and 'Create / Review Reports'. The page title is 'batch upload reports'. Below the title, there are date range filters: 'Date Range 2010-10-26 to 2010-10-26', with 'Submit' and 'Reset' buttons. A message states: 'Results limited to 1000 to optimize performance. Please use filters to find desired entries.' Below this, there are navigation controls: '< Previous | Jump 1 | Next >'. A table displays the upload logs with two columns: 'Date/Time' and 'Activity'. The table contains five rows of data, all showing 'Batch Upload ffata' activities. At the bottom of the table, there are more navigation controls: '< Previous | Jump 1 | Next >'. Red callout boxes labeled 'XV' and 'XVI' point to the 'Logs' tab and the date filter area, respectively. The footer contains links for 'For Help: Federal Service Desk', 'Turn Accessibility Mode On', 'Awardee User Guide', 'FSTRS Awardee User Demonstration', and 'Resources Page', along with the version number 'Version 3.2'.

(End of Document)