

The Federal Funding Accountability
& Transparency Act (FFATA)
Subaward Reporting System (FSRS)
Report Submission Web Services Technical
Documentation (Contracts)

Prepared for
General Services Administration (GSA)
Integrated Acquisition Environment (IAE)

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Revision Sheet

Release No.	Date	Revision Description
Rev. 1	10/19/10	FSRS Report Submission Web Services Technical Draft For Contracts
Rev 1.1	10/26/2010	Updated to reflect change in fields behavior on Contracts Workflow.
Rev 1.2	01/17/2014	Updated for changes to accommodate Congressional District changes within the Manual System; Add/Edit Subawardees Manually Process now available

Contents

1. Overview	4
2. Authentication	4
2.1. User Accounts	4
2.2. Authentication Methods	4
3. Method Overview	4
3.1. Submit FFATA (Contracts) Report: submitFFATAContracts	4
3.2. Get List of FFATA (Contract) Reports: getFFATAContractsList	7
4. EXAMPLES	8
4.1. Creating Client	8
4.2. Calling a Method	8
5. Error Messages	15
5.1. General Error Messages	15

1. Overview

This document will provide the technical specifications required to utilize the FFATA Report API (Contracts) Web Services capability. Web Services Description Language (WSDL)

To view the WSDL for all available methods and object definitions, the fSRS FFATA Report API (Contracts) is located at https://fsrs-test.simplicity.com/ws/ffata_report_api.php?wsdl. The base of the URL will change to <https://www.fsrs.gov/> instead of <https://fsrs-test.simplicity.com> for the production environment. For testing purposes, please use the fsrs-test URL.

Note: To view the wsdl, you must supply your email and password that you use to log-in to the fSRS.

2. Authentication

2.1. User Accounts

To call any of the available web services, a valid contractor/awardee user account must exist in the fSRS system

2.2. Authentication Methods

FFATA Web Services supports Basic HTTP Authentication:

Basic HTTP Authentication

- Configure your client to use Basic authentication containing the applicable username and password.
- When using Basic authentication, every method called from the same client will assume the original username and password.
- Client will be notified of authentication problems upon calling any method.

3. Method Overview

3.1. Submit FFATA (Contracts) Report: submitFFATAContracts

This method is used to submit a FFATA (Contracts) report.

Input Params:

Input Parameter	Type	Description
data	FFATAContracts	Complex type defined below

Response:

Output Parameter	Type	Description
return	PostingResponse	Complex type defined below

FFATAContracts Type Definition

Element Name	Type	Required	Description	Character Limit / Restrictions
report_id	string	no	Unique Identifier For Report. Only used for resubmissions.	
contract_number	string	yes	Prime Contract	Alphanumeric only
idv_reference_number	string	no	IDV Referenced # - Only applicable for Delivery/Task Orders	Alphanumeric only
report_period_mon	string	yes	Report Period Month.	Possible Values: 01,02,03,04,05,06,07,08,09,10,11,12
report_period_year	string	yes	Report Period Year	4 digits (i.e. 2010)
principle_place	FFATAAddrss	yes	Principal Place of Performance	Complex type defined below. Note: this will automatically populate from FPDS if available.
treasury_symbol	string	yes	Treasury Account Symbol	XX-XXXX is required.. Up to 27 characters. Note: this will automatically populate from FPDS if available.
program_title	string	no	Program Title	255 characters
compensation_q1	boolean	yes	Compensation Question 1	true or false. Note: this will automatically populate from CCR if available.
compensation_q2	boolean	yes	Compensation Question 2	true of false. Note: this will automatically populate from CCR if available.
top_pay_employees	TopPayEmployees	yes	Executive Top Compensation	Complex Type defined below. Note: this will automatically populate from CCR if available. Note 2: This is required if compensation q1 is true and compensation q2 is false.
subcontractors	SubcontractorData	yes	Subcontractor Information	Array of complex type defined below

SubcontractorData Type Definition

Element Name	Type	Required	Description	Character Limit / Restrictions
duns	string	yes	Subcontractor DUNS #	9 digits:
principle_place	FFATAAddress	yes	Subcontractor Principal Place of Performance	Complex type defined below.
subcontract_amount	string	yes	Subcontract Amount	Numeric, whole numbers only.
subcontract_date	date	yes	Subcontract Date	YYYY-MM-DD
overall_description	string	yes	Description of the overall purpose and expected outcomes	4000 character limit
subcontract_num	string	yes	Subcontract Number	255 characters
compensation_q1	boolean	yes	Compensation Question 1	true or false. Note: this will automatically populate from CCR if available.
compensation_q2	boolean	yes	Compensation Question 2	true or false. Note: this will automatically populate from CCR if available.
top_pay_employees	TopPayEmployees	yes	Executive Top Compensation	Complex Type defined below. Note: this will automatically populate from CCR if available. Note 2: This is required if compensation q1 is true and compensation q2 is false.

FFATAAddress Complex Type Definition

Element Name	Type	Required	Description	Character Limit / Restrictions
city	string	yes	City	255 characters
state	string	yes	State	2 Character State Code (i.e NY or CA)
country	string	yes	Country	2 character Country Code
zip	string	yes	Zip+4	9 digits only

TopPayEmployees Complex Type Definition

Element Name	Type	Required	Description	Character Limit / Restrictions
employee_1	TopPayEmployeeItem	yes	Employee # 1 for Top Compensation	Complex Type defined below
employee_2	TopPayEmployeeItem	yes	Employee # 2 for Top Compensation	Complex Type defined below
employee_3	TopPayEmployeeItem	yes	Employee # 3 for Top Compensation	Complex Type defined below
employee_4	TopPayEmployeeItem	yes	Employee # 4 for	Complex Type

			Top Compensation	defined below
employee_5	TopPayEmployeeItem	yes	Employee # 5 for Top Compensation	Complex Type defined below

TopPayEmployeeItem Complex Type Definition

Element Name	Type	Required	Description	Character Limit / Restrictions
fullname	string	yes	Employee Fullname	255 characters
amount	string	yes	Compensation Amount	Numeric, whole numbers only.

PostingResponse Complex Type Definition

Element Name	Type	Description
success	boolean	True or false for status of report submission
messages	string[]	Array of strings for error messages for required fields or various validation rules for report submission

3.2. Get List of FFATA (Contract) Reports: getFFATAContractsList

This method is used to query the system to retrieve a list of reports already submitted, whether draft, reopened or submitted.

Input Params:

Input Parameter
<i>There are currently no input parameters to this method. The method will return ALL reports applicable to the user that is making the web service call.</i>

Response:

Output Parameter	Type	Description
return	ListQueryResponse	Complex type defined below

ListQueryResponse Type Definition

Element Name	Type	Description
success	boolean	Status of true or false if the call was successful
messages	string[]	Array of messages explaining any errors that might have occurred
results	ReportListItem[]	Array of reports, complex type defined below

ReportListItem Complex Type Definition

Element Name	Type	Description
report_id	string	Unique Identifier for report.
contract_number	string	Prime Contract #
idv_reference_number	string	IDV Reference # - Only applicable to Delivery/Task Orders
report_period_mon	string	2 character month: 01,02,03,04,05,06,07,08,09,10,11,12
report_period_year	string	4 digit year

submitted_flag	boolean	True or false
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4. EXAMPLES

Please note that variances may exist between SOAP requests generated by different XML tools and the samples below. The web service should still operate as expected as long as the syntax is CONSISTENT throughout the submission.

4.1. Creating Client

Creating Client with Basic Authentication

PHP:

```
$client = new SoapClient(https://fsrs-test.simplicity.com/ws/ffata\_report\_api.php?wsdl.array\('login'=>'jdoe','password'=>'jdoePass\$'\));
```

4.2. Calling a Method

PHP Example 1: submitFFATAContracts

```
//Main FFATA Report Object
$my_report = new stdClass();
$my_report->report_id = '1d82258919281e11f15ef1fea4a5c6d7';
$my_report->contract_number = 'W9126G10C0049';
$my_report->report_period_mon = '01';
$my_report->report_period_year = '2009';

//FFATAAddress Objects
$address = new stdClass();
$address->street = '54 Run Lane';
$address->city = 'Denville';
$address->state = 'NJ';
$address->zip = '078341111';
$address->country = 'USA';
$my_report->principle_place = $address;
$my_report->treasury_symbol = '12-2342';
$my_report->program_title = 'This is the program title';
$my_report->compensation_q1 = true;
$my_report->compensation_q2 = false;

//Top Compensation Objects
$toppay = new stdClass();
$item1 = new stdClass();
$item1->fullname = 'Dave Brown';
$item1->amount = '100000';
$item2 = new stdClass();
$item2->fullname = 'Ron Ericcson';
$item2->amount = '100000';
$item3 = new stdClass();
$item3->fullname = 'Jen Mills';
$item3->amount = '100000';
$item4 = new stdClass();
```



```

$item4->fullname = 'Sally Fields';
$item4->amount = '98000';
$item5 = new stdClass();
$item5->fullname = 'Ariel Bones';
$item5->amount = '94000';
$toppay->employee_1 = $item1;
$toppay->employee_2 = $item2;
$toppay->employee_3 = $item3;
$toppay->employee_4 = $item4;
$toppay->employee_5 = $item5;
$my_report->top_pay_employees = $toppay;

//Subcontractor Information
$sub = new stdClass();
$sub->duns = '123456789';
$address4 = new stdClass();
$address4->city = 'Denville';
$address4->state = 'NJ';
$address4->zip = '078341111';
$address4->country = 'USA';
$sub->principle_place = $address4;
$sub->subcontract_amount = '100000';
$sub->subcontract_date = '2010-09-01';
$sub->overall_description = 'Subcontracted Technical Work';
$sub->subcontract_num = 'XX-YY-00001';
$sub->compensation_q1 = true;
$sub->compensation_q2 = false;

//Subcontractor Top Compensation
$toppay2 = new stdClass();
$item12 = new stdClass();
$item12->fullname = 'Rich Orange';
$item12->amount = '100000';
$item22 = new stdClass();
$item22->fullname = 'Tim Synder';
$item22->amount = '100000';
$item32 = new stdClass();
$item32->fullname = 'Trey Blue';
$item32->amount = '97000';
$item42 = new stdClass();
$item42->fullname = 'Sally Jones';
$item42->amount = '94000';
$item52 = new stdClass();
$item52->fullname = 'Ariel Duns';
$item52->amount = '94000';
$toppay2->employee_1 = $item12;
$toppay2->employee_2 = $item22;
$toppay2->employee_3 = $item32;
$toppay2->employee_4 = $item42;
$toppay2->employee_5 = $item52;
$sub->top_pay_employees = $toppay2;
$my_report->subcontractors = array($sub);

try {
    $ret = $client->submitFFATAContracts($my_report);
} catch (Exception $e){
    echo 'ERROR: '.$e->getMessage();
}

```

```

    }

    if ($ret->success){
        //Report Submitted successfully!
    } else {
        print_r($ret->messages); //view error messages
    }
}

```

Request Header:

```

POST /ws/ffata_report_api.php HTTP/1.1Host: fsrs-test.simplicity.com
Connection: Keep-Alive
User-Agent: PHP-SOAP/5.3.2
Content-Type: text/xml; charset=utf-8
SOAPAction:
"urn:FFATAWebService#FFATAWebServiceServer#submitFFATAContracts"
Content-Length: 5673
Authorization: Basic ZGFnb3N0aW5Ac3ltdGxpY2l0ej5jb206MTIz

```

Request XML:

```

<SOAP-ENV:Envelope xmlns:SOAP-ENV="http://schemas.xmlsoap.org/soap/envelope/"
xmlns:ns1="https://fsrs-test.simplicity.com/" xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:SOAP-
ENC="http://schemas.xmlsoap.org/soap/encoding/" SOAP-
ENV:encodingStyle="http://schemas.xmlsoap.org/soap/encoding/"><SOAP-
ENV:Body><ns1:submitFFATAContracts><data xsi:type="ns1:FFATA"><report_id
xsi:type="xsd:string"></report_id><contract_number
xsi:type="xsd:string">W9126G10C0049</contract_number><report_period_mon
xsi:type="xsd:string">07</report_period_mon><report_period_year
xsi:type="xsd:string">2009</report_period_year><principle_place xsi:type="ns1:FFATAAddress"><city
xsi:type="xsd:string">Denville</city><state xsi:type="xsd:string">NJ</state><country
xsi:type="xsd:string">USA</country><zip
xsi:type="xsd:string">078341111</zip></principle_place><treasury_symbol xsi:type="xsd:string">12-
2342</treasury_symbol><program_title xsi:type="xsd:string">This is the program
title</program_title><compensation_q1
xsi:type="xsd:boolean">true</compensation_q1><compensation_q2
xsi:type="xsd:boolean">false</compensation_q2><top_pay_employees
xsi:type="ns1:TopPayEmployees"><employee_1 xsi:type="ns1:TopPayEmployeeItem"><fullname
xsi:type="xsd:string">Dave Brown</fullname><amount
xsi:type="xsd:string">100000</amount></employee_1><employee_2
xsi:type="ns1:TopPayEmployeeItem"><fullname xsi:type="xsd:string">Ron Ericcson</fullname><amount
xsi:type="xsd:string">100000</amount></employee_2><employee_3
xsi:type="ns1:TopPayEmployeeItem"><fullname xsi:type="xsd:string">Jen Mills</fullname><amount
xsi:type="xsd:string">100000</amount></employee_3><employee_4
xsi:type="ns1:TopPayEmployeeItem"><fullname xsi:type="xsd:string">Sally Fields</fullname><amount
xsi:type="xsd:string">98000</amount></employee_4><employee_5
xsi:type="ns1:TopPayEmployeeItem"><fullname xsi:type="xsd:string">Ariel Bones</fullname><amount
xsi:type="xsd:string">94000</amount></employee_5></top_pay_employees><subcontractors SOAP-
ENC:arrayType="ns1:SubcontractorData[1]" xsi:type="ns1:ArrayOfSubcontractorData"><item
xsi:type="ns1:SubcontractorData"><duns xsi:type="xsd:string">123456789</duns><principle_place
xsi:type="ns1:FFATAAddress"><city xsi:type="xsd:string">Denville</city><state
xsi:type="xsd:string">NJ</state><country xsi:type="xsd:string">USA</country><zip
xsi:type="xsd:string">078341111</zip></principle_place><subcontract_amount
xsi:type="xsd:string">100000</subcontract_amount><subcontract_date xsi:type="xsd:date">2010-09-
01</subcontract_date><overall_description xsi:type="xsd:string">Subcontracted Technical
Work</overall_description><subcontract_num xsi:type="xsd:string">XX-YY-

```

```
00001</subcontract_num><compensation_q1
xsi:type="xsd:boolean">true</compensation_q1><compensation_q2
xsi:type="xsd:boolean">false</compensation_q2><top_pay_employees
xsi:type="ns1:TopPayEmployees"><employee_1 xsi:type="ns1:TopPayEmployeeItem"><fullname
xsi:type="xsd:string">Rich Orange</fullname><amount
xsi:type="xsd:string">100000</amount></employee_1><employee_2
xsi:type="ns1:TopPayEmployeeItem"><fullname xsi:type="xsd:string">Tim Synder</fullname><amount
xsi:type="xsd:string">100000</amount></employee_2><employee_3
xsi:type="ns1:TopPayEmployeeItem"><fullname xsi:type="xsd:string">Trey Blue</fullname><amount
xsi:type="xsd:string">97000</amount></employee_3><employee_4
xsi:type="ns1:TopPayEmployeeItem"><fullname xsi:type="xsd:string">Sally Jones</fullname><amount
xsi:type="xsd:string">94000</amount></employee_4><employee_5
xsi:type="ns1:TopPayEmployeeItem"><fullname xsi:type="xsd:string">Ariel Duns</fullname><amount
xsi:type="xsd:string">94000</amount></employee_5></top_pay_employees></item></subcontractors></
data></ns1:submitFFATAContracts></SOAP-ENV:Body></SOAP-ENV:Envelope>
```

Response XML:

```
<SOAP-ENV:Envelope xmlns:SOAP-
ENV="http://schemas.xmlsoap.org/soap/envelope/"
xmlns:ns1="https://fsrs-test.simplicity.com/"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:SOAP-
ENC="http://schemas.xmlsoap.org/soap/encoding/" SOAP-
ENV:encodingStyle="http://schemas.xmlsoap.org/soap/encoding/"><SOAP-
ENV:Body><ns1:submitFFATAContractsResponse><return
xsi:type="ns1:PostingResponse"><success
xsi:type="xsd:boolean">true</success><messages xsi:nil="true"
xsi:type="ns1:ArrayOfstring"/></return></ns1:submitFFATAContractsRespon
se></SOAP-ENV:Body></SOAP-ENV:Envelope>
```

PHP Example 2: getFFATAContractsList

```
try {
    $ret = $client->getFFATAContractsList();
} catch (Exception $e){
    echo 'ERROR: '.$e->getMessage();
}

if( $ret->success){
    print_r($ret->results); //list of reports
} else {
    print_r($ret->messages); //list of error messages if any
}
```

Request Header:

```
POST /ws/ffata_report_api.php HTTP/1.1
Host: fsrs-test.simplicity.com
Connection: Keep-Alive
User-Agent: PHP-SOAP/5.3.2
Content-Type: text/xml; charset=utf-8
SOAPAction:
"urn:FFATAWebService#FFATAWebServiceServer#getFFATAContractsList"
Content-Length: 405
Authorization: Basic ZGFnb3N0aW5Ac3ltdGxpY220eS5jb206MTIz
```

Request XML:

```
<SOAP-ENV:Envelope xmlns:SOAP-
ENV="http://schemas.xmlsoap.org/soap/envelope/"
xmlns:ns1="https://fsrs-test.symplicity.com/"
xmlns:xsd="http://www.w3.org/2001/XMLSchema" xmlns:SOAP-
ENC="http://schemas.xmlsoap.org/soap/encoding/" SOAP-
ENV:encodingStyle="http://schemas.xmlsoap.org/soap/encoding/"><SOAP-
ENV:Body><ns1:getFFATAContractsList/></SOAP-ENV:Body></SOAP-
ENV:Envelope>
```

Response XML:

```
<SOAP-ENV:Envelope xmlns:SOAP-
ENV="http://schemas.xmlsoap.org/soap/envelope/"
xmlns:ns1="https://fsrs-test.symplicity.com/"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:SOAP-
ENC="http://schemas.xmlsoap.org/soap/encoding/" SOAP-
ENV:encodingStyle="http://schemas.xmlsoap.org/soap/encoding/"><SOAP-
ENV:Body><ns1:getFFATAContractsListResponse><return
xsi:type="ns1:ListQueryResponse"><success
xsi:type="xsd:boolean">true</success><messages xsi:nil="true"
xsi:type="ns1:ArrayOfstring"/><results SOAP-
ENC:arrayType="ns1:ReportListItem[12]"
xsi:type="ns1:ArrayOfReportListItem"><item
xsi:type="ns1:ReportListItem"><report_id
xsi:type="xsd:string">0a84fd72b104413f032229412503822f</report_id><cont
ract_number
xsi:type="xsd:string">00001198909D1408000123424</contract_number><repor
t_period_mon
xsi:type="xsd:string">01</report_period_mon><report_period_year
xsi:type="xsd:string">2010</report_period_year><submitted_flag
xsi:type="xsd:string">1</submitted_flag></item><item
xsi:type="ns1:ReportListItem"><report_id
xsi:type="xsd:string">e2c1c1fc8b25de09fe76bd51749b5b96</report_id><cont
ract_number
xsi:type="xsd:string">00001199105CP0110575GS00F3916A</contract_number><<
report_period_mon
xsi:type="xsd:string">01</report_period_mon><report_period_year
xsi:type="xsd:string">2009</report_period_year><submitted_flag
xsi:type="xsd:string"></submitted_flag></item><item
xsi:type="ns1:ReportListItem"><report_id
xsi:type="xsd:string">9319f89423c73e144f6ea904c39e8ad7</report_id><cont
ract_number
xsi:type="xsd:string">00001199404BAC0191RW00134</contract_number><repor
t_period_mon
xsi:type="xsd:string">10</report_period_mon><report_period_year
xsi:type="xsd:string">2009</report_period_year><submitted_flag
xsi:type="xsd:string"></submitted_flag></item><item
xsi:type="ns1:ReportListItem"><report_id
xsi:type="xsd:string">dff21c455a6636f4899c1a589b363a1d</report_id><cont
ract_number
xsi:type="xsd:string">00001199404BAC0191RW00134</contract_number><repor
t_period_mon
```

```

xsi:type="xsd:string"></report_period_mon><report_period_year
xsi:type="xsd:string"></report_period_year><submitted_flag
xsi:type="xsd:string"></submitted_flag></item><item
xsi:type="ns1:ReportListItem"><report_id
xsi:type="xsd:string">477c85133e4361efa890d51d23a9760c</report_id><cont
ract_number
xsi:type="xsd:string">00002200002C0200D0215140299CT403</contract_number
><idv_reference_number
xsi:type="xsd:string">0299CT40315</idv_reference_number><report_period_
mon xsi:type="xsd:string">04</report_period_mon><report_period_year
xsi:type="xsd:string">2009</report_period_year><submitted_flag
xsi:type="xsd:string">1</submitted_flag></item><item
xsi:type="ns1:ReportListItem"><report_id
xsi:type="xsd:string">c641ac1b37d4d73118e391339390e293</report_id><cont
ract_number
xsi:type="xsd:string">00002200309C201813X113GS06F0013N</contract_number
><idv_reference_number
xsi:type="xsd:string">GS06F0013N</idv_reference_number><report_period_m
on xsi:type="xsd:string"></report_period_mon><report_period_year
xsi:type="xsd:string"></report_period_year><submitted_flag
xsi:type="xsd:string"></submitted_flag></item><item
xsi:type="ns1:ReportListItem"><report_id
xsi:type="xsd:string">19568aba061c37cec02da47fc3accf91</report_id><cont
ract_number
xsi:type="xsd:string">00002200309C201813X113GS06F0013N</contract_number
><idv_reference_number
xsi:type="xsd:string">GS06F0013N</idv_reference_number><report_period_m
on xsi:type="xsd:string"></report_period_mon><report_period_year
xsi:type="xsd:string"></report_period_year><submitted_flag
xsi:type="xsd:string"></submitted_flag></item><item
xsi:type="ns1:ReportListItem"><report_id
xsi:type="xsd:string">f3fe340ff4a301d9a3796fdf4e123125</report_id><cont
ract_number
xsi:type="xsd:string">00004200009C0400D083581GS35F0723</contract_number
><idv_reference_number
xsi:type="xsd:string">GS35F0723J</idv_reference_number><report_period_m
on xsi:type="xsd:string"></report_period_mon><report_period_year
xsi:type="xsd:string"></report_period_year><submitted_flag
xsi:type="xsd:string"></submitted_flag></item><item
xsi:type="ns1:ReportListItem"><report_id
xsi:type="xsd:string">fa4f204cacce56066acca0641f9e0f17</report_id><cont
ract_number
xsi:type="xsd:string">0001</contract_number><idv_reference_number
xsi:type="xsd:string">DTNH2206D00029</idv_reference_number><report_peri
od_mon xsi:type="xsd:string">08</report_period_mon><report_period_year
xsi:type="xsd:string">2010</report_period_year><submitted_flag
xsi:type="xsd:string"></submitted_flag></item><item
xsi:type="ns1:ReportListItem"><report_id
xsi:type="xsd:string">59612f07da016c626e402a132bab8f6e</report_id><cont
ract_number
xsi:type="xsd:string">0001</contract_number><idv_reference_number
xsi:type="xsd:string">DTNH2206D00029</idv_reference_number><report_peri
od_mon xsi:type="xsd:string">04</report_period_mon><report_period_year
xsi:type="xsd:string">2009</report_period_year><submitted_flag
xsi:type="xsd:string"></submitted_flag></item><item
xsi:type="ns1:ReportListItem"><report_id
xsi:type="xsd:string">84e67d95a4869fd5d227bcb165e8aed4</report_id><cont

```

```

ract_number
xsi:type="xsd:string">0001</contract_number><idv_reference_number
xsi:type="xsd:string">DTNH2206D00029</idv_reference_number><report_peri
od_mon xsi:type="xsd:string">04</report_period_mon><report_period_year
xsi:type="xsd:string">2009</report_period_year><submitted_flag
xsi:type="xsd:string"></submitted_flag></item><item
xsi:type="ns1:ReportListItem"><report_id
xsi:type="xsd:string">1e8a032eef5a9fe415f182002fc0eb66</report_id><cont
ract_number
xsi:type="xsd:string">AG82X9C090322</contract_number><report_period_mon
xsi:type="xsd:string">10</report_period_mon><report_period_year
xsi:type="xsd:string">2009</report_period_year><submitted_flag
xsi:type="xsd:string"></submitted_flag></item></results></return></ns1:
getFFATAContractsListResponse></SOAP-ENV:Body></SOAP-ENV:Envelope>

```

5. Error Messages

5.1. General Error Messages

The following error messages may be returned as part of the response to various web service calls; these errors are not specific to one method and may apply to more than one.

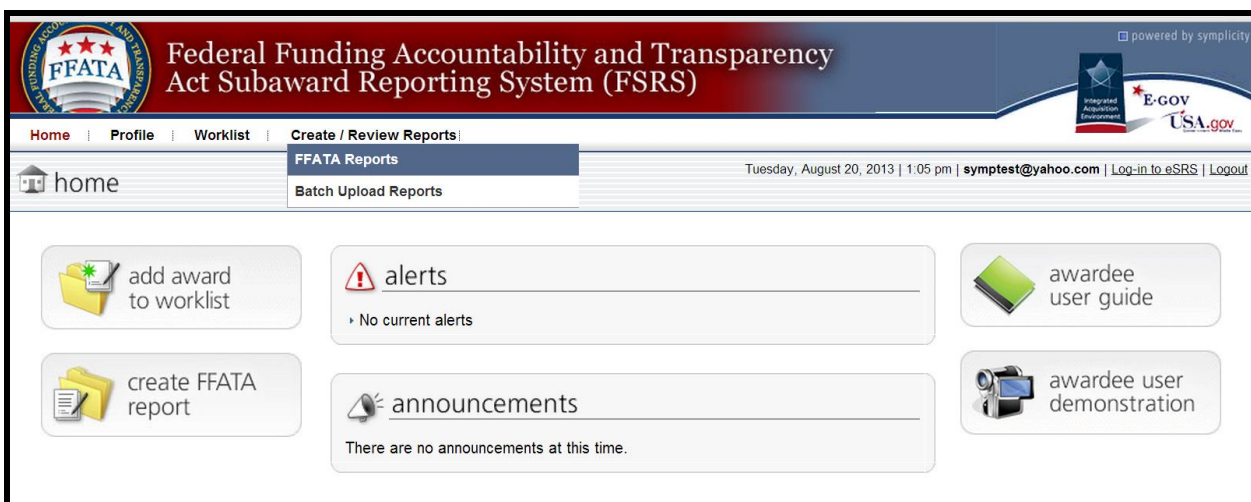
- Incoming data is in unrecognizable format.
- User could not be authenticated.
- “Element” is required

5.2. Congressional District/Zip Code + 4 Error Messages

FSRS allows for the manual input of a Congressional District when a valid Zip+4 is unavailable. You will still need to manually remove any records with a missing/invalid Zip+4 prior to submitting them via the Web Services module. You will then have to reopen your Web Services submitted report and manually enter the subawardees whose Zip+4s were invalid. FSRS will NOT retain manually entered Congressional District information beyond the uploaded report for future use.

To submit a report for a Subawardee with an invalid Zip+4, the Prime should follow these steps:

1. Log into FSRS and go to Create/Review Reports: FFATA Reports.



2. On the FFATA Reports page, click the View icon next to the report you uploaded.

- The system will display the report's Prime Award Details page, click Continue at the bottom of the page or click on Step 5: Subawardee Data.

W81XWH13P0109

[BACK TO REPORT LIST](#)

- 1 [Instructions](#)
- 2 [Enter Contract #](#)
- 3 [Contract Details](#)
- 4 [Prime Award Details](#)
- 5 [Subawardee Data](#)
- 6 [Review](#)
- 7 [Submit Report](#)

Prime Award Details

Note: Some fields have been pre-populated from data in FPDS-NG 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 Contracts

1. Prime Contract Number:
W81XWH13P0109
2. Contracting Office Agency ID:
2100
3. Contracting Office Agency Name:
DEPT OF THE ARMY
4. Contracting Office ID:
W81XWH
5. Contracting Office Name:
W4PZ USA MED RSCH ACQUIS ACT

- To manually modify your report click on the Edit Subawardee Data Manually button. Clicking the View Subawardee Data button will display the subawardee records in view mode. To perform edits, you must reopen the report using the Edit Subawardee Data Manually button or the Reopen to Edit button. Manual modification includes the Additional not just the Editing of existing data in the report.

Subawardee Data

i The Subawardee Data was added via Batch Upload, we suggest you first click on the View Subawardee button to ensure accuracy of uploaded data. If changes are required, we recommend you Reopen the Report to make any changes or add any additional subawardees.

Alternatively, should you choose to re-upload your file via the batch-upload process, please use the following report ID:
7280593ceac3cfb2aac0ea0fd87418fa

View Subawardee Data

Edit Subawardee Data Manually

- The Subawardee Data screen will refresh and display each of the subawardees from the Web Services submitted report in the order that they were entered in the Web Services file.

W81XWH13P0109

[BACK TO REPORT LIST](#)

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

Subawardee Data

i Here is the report id to use if you choose to re-upload via the batch upload process: **7280593ceac3cfb2aac0ea0fd87418fa**

Search Filters

[Add Subawardee](#)
Items 1-20 of 3047
◀ Previous | Jump 1 | Next ▶

Subcontractor DUNS	Subcontractor Name	Options
189340185	PADUCAH ISD	Edit
083885947	KILGORE INDEPENDENT SCHOOL DISTRICT (INC)	Edit
967736299	SOUTHWEST WINNERS FOUNDATION INC	Edit
100074277	COLLINSVILLE INDEPENDENT SCHOOL DISTRICT INC	Edit
151825254	MEDINA INDEPENDENT SCHOOL DISTRICT	Edit
007149198	WALCOTT IND SCHOOL DISTRICT	Edit
030162622	WILLS POINT INDEPENDENT SCHOOL DISTRICT	Edit
931181601	PINEYWOOD COMMUNITY ACADEMY	Edit
021554167	MCDADE INDEPENDENT SCHOOL DISTRICT	Edit
100075282	KEMP INDEPENDENT SCHOOL DISTRICT	Edit
013962188	FLATONIA IND SCHOOL DISTRICT	Edit
102478971	BRIDGEPORT INDEPENDENT SCHOOL DISTRICT 903 (INC)	Edit

- a. Edit button (Options Column): This will allow you to modify the individual subawardee data. Once you have completed your edits click the Save & Go Back button to save your changes to the record and return to the Subawardee List page.

W81XWH13P0109

[← BACK TO REPORT LIST](#)

- 1 [Instructions](#)
- 2 [Enter Contract #](#)
- 3 [Contract Details](#)
- 4 [Prime Award Details](#)
- 5
- 6 [Subawardee Data](#)
- 7 [Review](#)
- 8 [Submit Report](#)

Subawardee Data

Subcontractor DUNS*: * indicates a required field
 118905363 :

Subcontractor Name*:
 NIXON/SMILEY CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

Doing Business As Name:

Organization/Business Type(s):
 Grants, U.S. Local Government, Service Provider, School District, Educational Institution

Subcontractor Physical Address*:

Street Address*:
800 N RANCHO RD

City*:

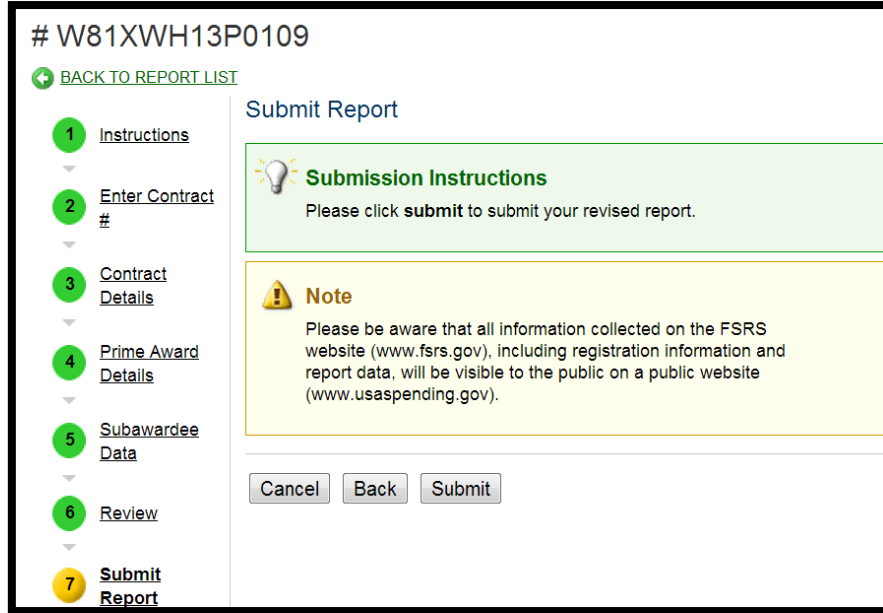
6. Add Subawardee button: This will allow you to add an additional subcontractor to your existing report.

Enter the subrecipient DUNS number in to the Subcontractor DUNS fields and click the Fetch DUNS button.

- a. If a valid Zip+4 is not available for the ****physical address****, you will be prompted to manually enter a 2-digit Congressional District
- b. Manually enter the ****place of performance****, including the relevant Zip+4 information if available. Note: If a valid Zip+4 is not available for the place of performance, you must save the report and then manually enter a 2-digit Congressional District.

Repeat this process as many times as needed to add additional subawardees to your report.

7. Once you have completed your manual edits to the report click the **Continue** button at the bottom of the Subawardee Data page.
8. After clicking Continue you will be provided with information regarding the data being transmitted to USAspending.gov once you have submitted your report.



9. Click Submit if you are ready to submit report or you can continue to review your data until you are satisfied with its accuracy. Once you have submitted your report the following notice will display.

