

**F**EDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)  
**S**UB-AWARD **R**EPORTING **S**YSTEM  
(FSRS)

**QUICK REFERENCE GUIDE:**

**HOW TO EDIT A CONTRACT FFATA SUB-AWARD REPORT FROM  
THE FFATA REPORTS LIST**

## Revision Sheet

Release No.	Date	Revision Description
1.0	10/29/2010	Initial version



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

### Create/Review Reports

- **This module pertains to:**  
User being able to create and review the status of their reports in the FFATA Reports module. This module will also walk the user through each step of how to successfully edit a report from the FFATA reports list
- **Who should be using this tutorial?**  
Awardees who are responsible for submitting FFATA Subaward reports in FSRS.
- **Why is this tutorial important?** The FFATA Subaward Reporting System (FSRS) is the only mechanism available to report subaward and executive compensation data required by the transparency act for both Federal contracts and grants to USAspending. This tutorial is designed to navigate the user seamlessly through the postaward process for editing reports in this section.
- **How long will this tutorial take me?**  
This tutorial will only take approximately thirty (30) minutes to complete.
- **What is the expected outcome of this process?**  
Upon completing this process, the user will become knowledgeable about processing and editing FFATA FSRS reports.
- **How does this module fit into the overall FFATA Subaward reporting process in FSRS?**  
The user will understand the intricate details and functionality of how to create, edit, submit and reopen FSRS reports in this section.


## Edit Report –

h

Contract / Award Number	Agency ID	Agency Name	Status	Source	Report Month	Options
SPM8EF10M0820	97AS	a	SUB	Contract	Sep, 2010	Save PDF Copy Report
SPM8EF10M0820	97AS	DEFENSE LOGISTICS AGENCY	DRT	Contract	-	Delete Copy Report
SPM8EF10M0820	97AS	DEFENSE LOGISTICS AGENCY	DRT	Contract	-	Delete Copy Report
SPM8EF10M0820	97AS	DEFENSE LOGISTICS AGENCY	DRT	Contract	-	Delete Copy Report
SPM8EF10M0820	97AS	DEFENSE LOGISTICS AGENCY	DRT	Contract	-	Delete Copy Report
SPM8EF10M0820	97AS	DEFENSE LOGISTICS AGENCY	DRT	Contract	-	Delete Copy Report
SPM8EF10M0820	97AS	DEFENSE LOGISTICS AGENCY	DRT	Contract	-	Delete Copy Report

### Edit Report:

To make changes to a report that has already been submitted to FSRs:

- Locate the report under the [All], or [Submitted] tab and select the appropriate award document that is to be edited. The report should have a writing edit pad [  ] icon next to it.
- Select the icon button and the screen will advance to the next stage of the process;

## Editing the Report –

FSRS Test - Windows Internet Explorer provided by General Services Administration

https://fsrs-test.symplicity.com/index?s=ffata\_reports&\_mode=\_form&\_tab=cor

FFATA reports

Tuesday, October 12, 2010 | 9:31 am | memi@spares.com | Log-in to eSRS | Logout

# SPM8EF10M0820

BACK TO REPORT LIST

- Instructions
- Enter Contract #
- Contract Details
- Prime Award Details**
- Subawardee Data
- Review
- Submit Report

**Prime Award Details**

**Note:** Some fields have been pre-populated from FPDS-NG and CCR; please review the report 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**

- Prime Contract Number:  
SPM8EF10M0820
- Contracting Office Agency ID:  
97AS
- Contracting Office Agency Name:  
DEFENSE LOGISTICS AGENCY
- Contracting Office ID:  
SPM8EF

**Report History**

Oct 12, 2010 9:03 am  
Report Submitted

Reopen to Edit Report

**Progress**

- ✓ FFATA Details
- ✓ Prime Contract Number
- ✓ Original Contract Number
- ✓ Original Delivery / Order Number
- ✓ Contracting Office Agency ID
- ✓ Contracting Office Agency Name
- ✓ Contracting Office ID
- ✓ Contracting Office Name
- ✓ Funding Agency ID
- ✗ Funding Agency ID
- ✓ Funding Agency Name
- ✗ Funding Agency Name
- ✓ Funding Office ID
- ✓ Funding Office Name
- ✓ DUNS #

Editing the report that was submitted to FSRS:

- The FFATA reports screen opens and the user must select the [Reopen to Edit Report] button on the right hand side of the screen under Report History. This will allow you to begin editing the previously submitted report.

## Editing a Report –

FFATA reports

Tuesday, October 12, 2010 | 9:34 am | memi@spares.com | [Log-in to eSRS](#) | [Logout](#)

# SPM8EF10M0820

[BACK TO REPORT LIST](#)

1 [Instructions](#)

2 [Enter Contract #](#)

3 [Contract Details](#)

4 **Prime Award Details**

5 [Subawardee Data](#)

6 [Review](#)

7 [\[Unlabeled\]](#)

**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.

Save & Go Back    Cancel    Save

Save & Continue

**FFATA Report For Contracts** \* indicates a required field

1. Prime Contract Number\*: SPM8EF10M0820

2. Contracting Office Agency ID\*: 97AS

**Report History**

Oct 12, 2010 9:34 am  
Report Reopened

Oct 12, 2010 9:03 am  
Report Submitted

**Progress**

- ✓ FFATA Details
- ✓ Prime Contract Number
- ✓ Contracting Office Agency ID
- ✓ Contracting Office Agency Name
- ✓ Contracting Office ID
- ✓ Contracting Office Name
- ✓ Funding Agency ID
- ✓ Funding Agency Name
- ✓ Funding Office ID
- ✓ Funding Office Name
- ✓ DUNS #
- ✓ Vendor Name
- ✓ Doing Business As Name
- ✓ Organization/Business Type(s)
- ✓ Vendor Physical Address

## Editing a Report –

- Step 4 – [Prime Award Details] radio button is highlighted;
- Edit Prime Award information previously submitted (if applicable);
- [Save and Continue]

## Step 5

FSRS Test - Windows Internet Explorer provided by General Services Administration

https://fsrs-test.symplicity.com/index?

# SPM8EF10M0820

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

Save & Go Back **Save & Continue**

1. Subcontractor Information: \* indicates a required field

Subcontractor DUNS\*: 868664426 **Change DUNS**

Subcontractor Name\*: GSE SPARES, INC.

Doing Business As Name:

Organization/Business Type(s): Contracts, Minority-Owned business, Self-Certified Small Disadvantaged Business, For-Profit Organization, Manufacturer of Goods, Hispanic American Owned

Subcontractor Physical Address\*: Street Address\*: 3515A FORNEY AVENUE

Report History

Oct 12, 2010 9:34 am Report Reopened

Oct 12, 2010 9:03 am Report Submitted

Progress

- ✓ FFATA Details
- ✓ Subawardee Data
- Subcontractor Information
  - ✓ Subcontractor DUNS
  - ✓ Subcontractor Name
  - ✓ Doing Business As
- Name
  - ✓ Organization/Business
- Type(s)
  - ✓ Subcontractor Physical
- Address
  - ✓ Subcontractor Parent
- DUNS
  - ✓ Parent Vendor Name
  - ✓ Amount of the
- Subcontract
  - ✓ Date of the Subcontract
  - ✓ NAICS from Prime

Editing a Report:

- Step 5 - Subawardee Data radio button is highlighted;
- Edit subcontractor information previously submitted (if applicable);
- [Save and continue]

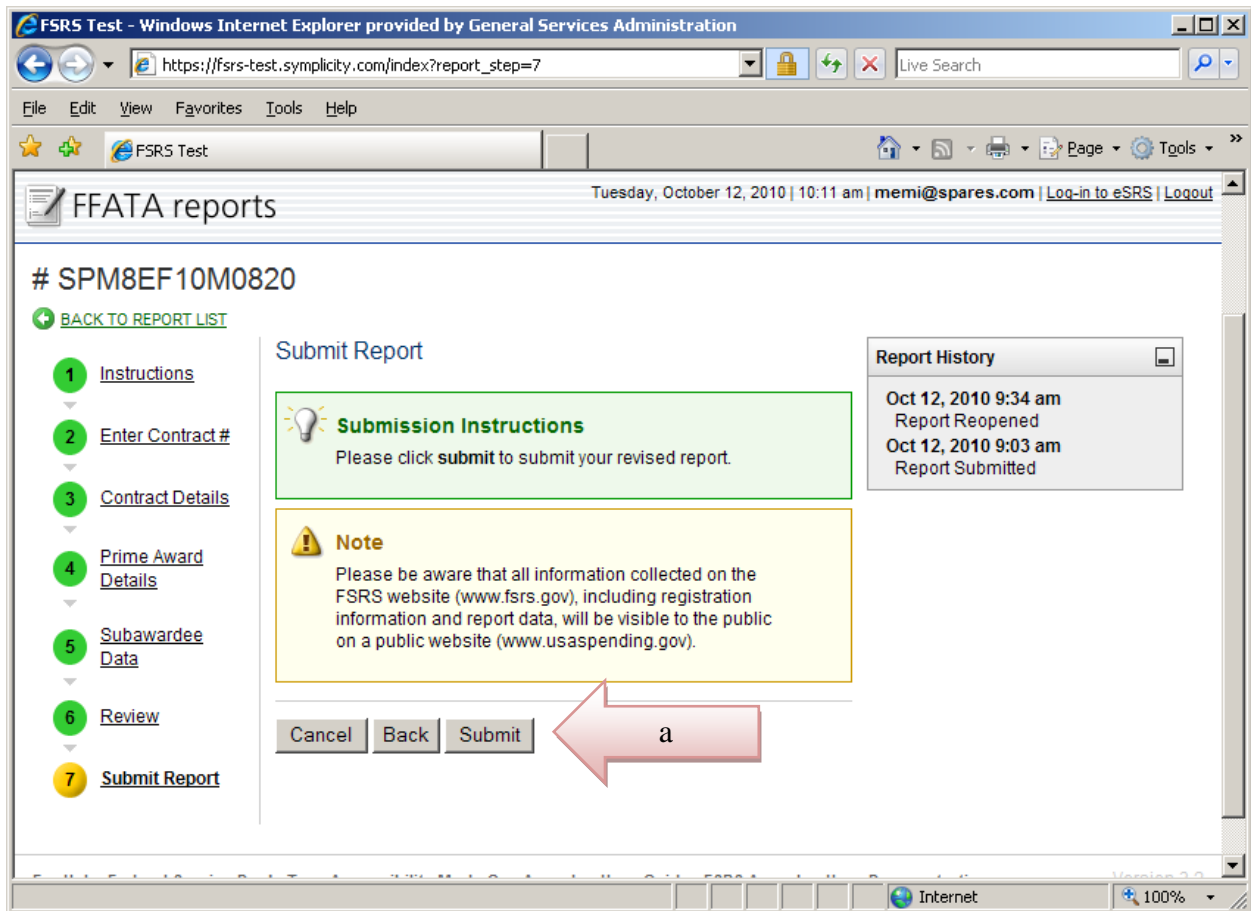
## Review

The screenshot shows the 'Review FFATA Report' page for contract # SPM8EF10M0820. The page is titled 'FFATA reports' and includes a navigation menu on the left with steps 1-7. Step 6, 'Review', is highlighted with a red arrow labeled 'a'. The main content area displays contract details: 1. Prime Contract Number: SPM8EF10M0820, 2. Contracting Office Agency ID: 97AS, 3. Contracting Office Agency Name: DEFENSE LOGISTICS AGENCY, 4. Contracting Office ID: SPM8EF, and 5. Contracting Office Name: [redacted]. A 'View Printable Report' button is highlighted with a red arrow labeled 'b'. The right sidebar contains 'Report History' (Oct 12, 2010 9:34 am Report Reopened, Oct 12, 2010 9:03 am Report Submitted), 'Progress' (FFATA Details, Subawardee Data), and 'Tips' (Clicking 'Save' or 'Save and Continue,' will save your report in draft (DRT) and allow you to leave and continue your report later).

### Editing a Report:

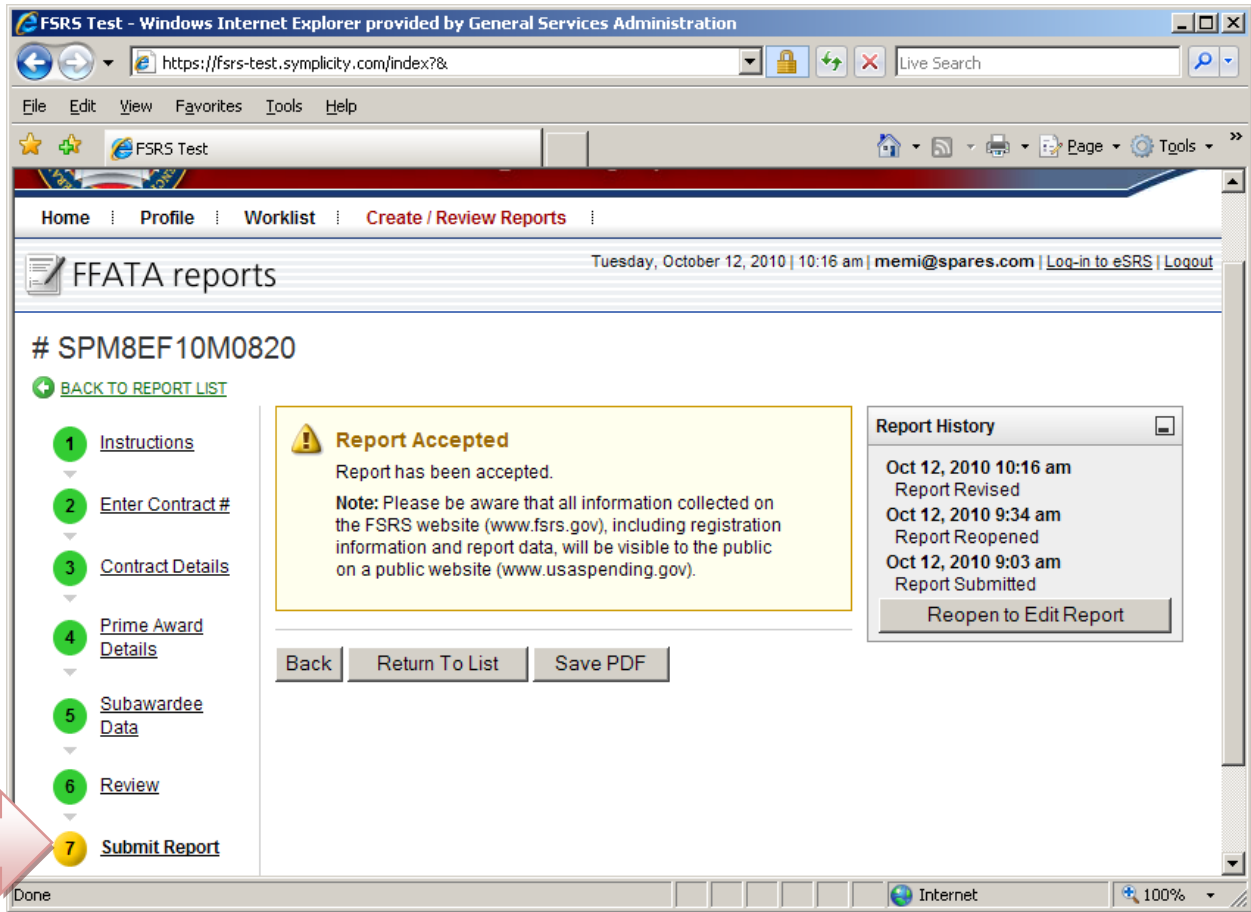
- a) Step 6 - Review radio button is highlighted;
- b) Select [View Printable Report]” to review the information that was revised to ensure all changes were captured or simply scroll down the page to review the data;
- c) Once report has been review click the [X] radio button in upper right hand corner of the page to go back to the FFATA reports page;
- d) Go to the very bottom of the page and select [Continue] to advance to the next stage of the process.





### Editing a Report:

- a) Step 7 – *Submit Report* button is highlighted;
- b) Select the [Submit] radio button to transmit your revised report.



Editing a Report:

Step 7, continued:

- a. Once the [Submit] button has been selected the screen will automatically advance to the next page;
- b. A Report Accepted notification appears;
- c. [Save as PDF];
- d. The revised report has been successfully completed

FSRS Test - Windows Internet Explorer provided by General Services Administration

https://fsrs-test.symlicity.com/index?\_tab=reopen

FFATA reports

Re-opened

Search Filters

Create New Report Items 1-1 of 1

Contract / Award Number	Agency ID	Agency Name	Source	Report Month	Options
SPM8EF10M0820	97AS	DEFENSE LOGISTICS AGENCY	Contract	Jul, 2010	Save PDF Copy Report


Create New Report Items 1-1 of 1

DRT = Draft SUB = Submitted RPN = Reopened

For Help: Federal Service Desk Turn Accessibility Mode On Awardee User Guide FSRs Awardee User Demonstration Version 3.2

Editing a Report:

Under the *Re-opened* Tab a User can:

- a) View the list of all reports that have been Re-opened. This feature allows the awardee to edit a specific report that was previously submitted in FSRs. Reports in that appear in this section has been re-opened for amendments or corrections;
- b) Select the writing pad icon  and process this action as reflected at the beginning of the chapter.

*This completes the tutoring on editing a report in FSRs FFATA reports.*