

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

**QUICK REFERENCE GUIDE:**

**HOW TO REVIEW, ACCESS AND RETRIEVE 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 process a report to be submitted in the system.
- **Who should be using this tutorial?**  
Awardees who are responsible for submitting FFATA FSRS reports.
- **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 reviewing, accessing and retrieving a contract report from the FFATS reports Lists.
- **How long will this tutorial take me?**  
This tutorial will only take approximately twenty (20) minutes to complete.
- **What is the expected outcome of this process?**  
Upon completing this process, the user will become knowledgeable about the inner workings of the FFATA FSRS.
- **How does this module fit into the overall FFATA FSRS process?**  
The user will understand the intricate details and functionality of how to create, submit and reopen FSRS reports in this section.

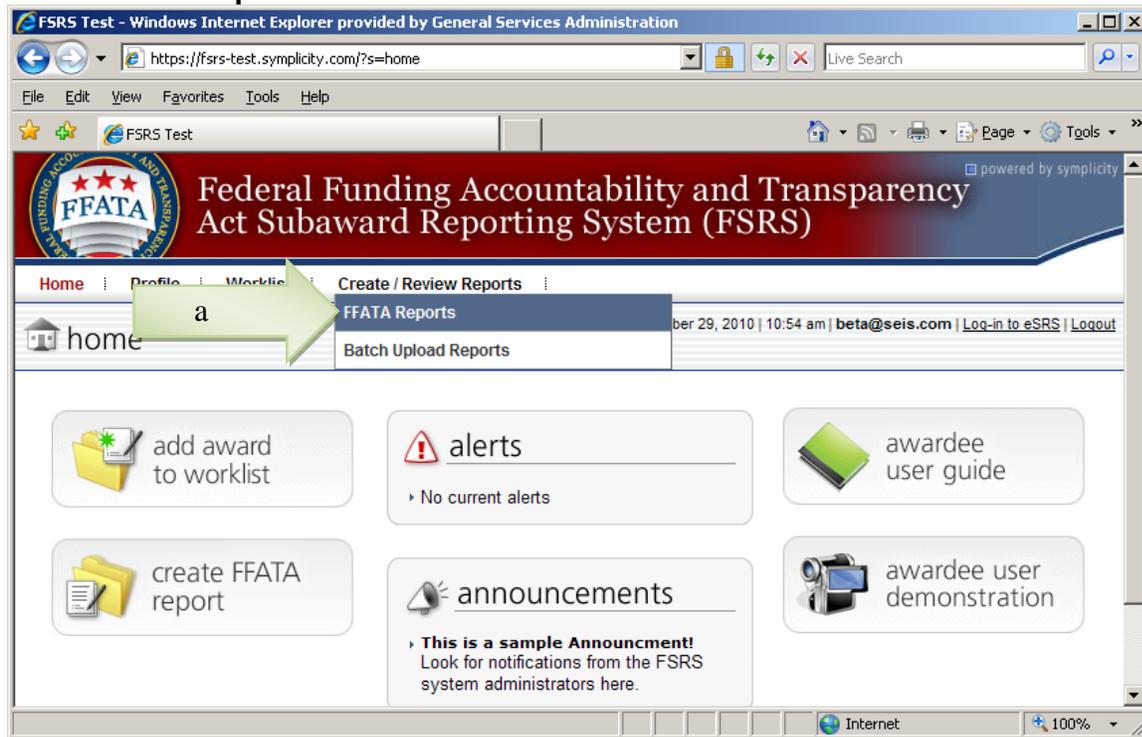


This section is designed to help the user understand the FFATA Review Reports section. The user will gain knowledge and understanding on how to review, access and retrieve FSRs reports at various stages of the process.

To review the status of FSRs reports:

- a) Go to the FFATA FSRs Home page navigation bar, select the [Create/Review Reports] tab.

# Review Reports



Once the Create/Review Reports tab has been selected a drop down menu pops up

- a. Go to [Create/Review Reports];
- b. A dropdown menu will pop-up;
- c. Select [FFATA Reports];
- d. Screen will automatically advance to the next screen;

## All Tabs

The screenshot shows a web browser window displaying the 'FFATA reports' page. The page has a navigation menu with 'Home', 'Profile', 'Worklist', and 'Create / Review Reports'. Below the menu, there are tabs for 'All', 'Drafts', 'Submitted', and 'Re-opened'. The 'All' tab is selected. A table lists reports with columns for Contract / Award Number, Agency ID, Agency Name, Status, Source, Report Month, and Options. The 'Status' column is circled in red, and a green arrow labeled 'b' points to it. A legend at the bottom right indicates: DRT = Draft, SUB = Submitted, RPN = Reopened.

Contract / Award Number	Agency ID	Agency Name	Status	Source	Report Month	Options
- 10AAME1100	7590	ADMINISTRATION FOR CHILDREN AND FAMILIES	SUB	Grant	May, 2010	
- 10AAME1100	7590	ADMINISTRATION FOR CHILDREN AND FAMILIES	SUB	Grant	Jul, 2010	
10AAME1100	7590	ADMINISTRATION FOR CHILDREN AND FAMILIES	DRT	Grant	Jun, 2010	Delete Copy Report
- 10AAME1100	7590	ADMINISTRATION FOR CHILDREN AND FAMILIES	DRT	Grant	Aug, 2010	
10AAME1100	7590	ADMINISTRATION FOR CHILDREN AND FAMILIES	DRT	Grant	Sep, 2010	Delete Copy Report

The [All] tab allows the user to:

- View all the contracts and/or grants associated with the awardees registration account.
- The Status column shows the various stages of where the reports are in the system (draft, submitted or re-opened)
- Note, only reports that are in the [Draft] status can be deleted from the worklist

## Drafts Tab

The screenshot shows the FSRs Test application interface. The browser title is "FSRS Test - Windows Internet Explorer provided by General Services Administration". The address bar shows "https://fsrs-test.symlicity.com/index?\_tab=draft". The page header includes the FFATA logo and the text "Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)". The navigation menu includes "Home", "Profile", "Worklist", and "Create / Review Reports". The main content area is titled "FFATA reports" and shows a "Drafts" tab selected. Below the tabs is a "Search Filters" section and a "Create New Report" button. A table of draft reports is displayed with columns: "Contract / Award Number", "Agency ID", "Agency Name", "Source", "Report Month", and "Options". The table contains three rows of draft reports for contract number 10AAME1100. A legend at the bottom indicates "DRT = Draft", "SUB = Submitted", and "RPN = Reopened".

Contract / Award Number	Agency ID	Agency Name	Source	Report Month	Options
10AAME1100	7590	ADMINISTRATION FOR CHILDREN AND FAMILIES	Grant	Jun, 2010	Delete Copy Report
10AAME1100	7590	ADMINISTRATION FOR CHILDREN AND FAMILIES	Grant	Aug, 2010	
10AAME1100	7590	ADMINISTRATION FOR CHILDREN AND FAMILIES	Grant	Se	Delete Copy Report

Under the Draft tab a user can:

- View all Draft (DRT) reports by going to the [Drafts] tab and selecting the radio button. These are the reports that have been saved but not completed
- Edit a report from this screen by going to the far left hand side of the screen and select the writing pad icon [  ] to edit the report. Once the edit radio button is selected, the report opens and the user can began making edits.
- Delete a draft report from this screen, the user must identify the award that need to be removed and select the [Delete] radionbutton under the [Options] column. This will remove that record in its entirety.

Note: Only records that are in a [Draft] status can be deleted from the awardees report list.

## Submitted Tab

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

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

FFATA reports Friday, October 1, 2010 | 1:38 pm | beta@seis.com | Log-in to eSRS | Logout

**Submitted** Re-opened

Search Filters

+ Create New Report Items 1-2 of 2

Contract / Award Number	Agency ID	Agency Name	Source	Report Month	Options
- 10AAME1100	7590	ADMINISTRATION FOR CHILDREN AND FAMILIES	Grant	May, 2010	
- 10AAME1100	7590	ADMINISTRATION FOR CHILDREN AND FAMILIES	Grant	Jul, 2010	

+ Create New Report Items 1-2 of 2

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

Under the Submitted tab a user can:

- a) View the list of all the reports that have been validated, approved, and submitted in FSRs.

## Re-Open Tab

FSRS Test - Windows Internet Explorer provided by General Services Administration

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

File Edit View Favorites Tools Help

FFATA Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) powered by symlicity

Home Profile Worklist Create / Review Reports

FFATA reports Tuesday, October 12, 2010 | 10:58 am | memi@spares.com | Log-in to eSRS | Logout

Re-opened

Search Filters

Create New Report Items 1-1 of 1 Previous | Jump 1 | Next

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 Previous | Jump 1 | Next

DRT = Draft SUB = Submitted RPN = Reopened

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Done Internet 100%

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. The report may need to be reopened for amendments or corrections.

To [Re-Open] a report that has been submitted;

- b. Go to the [Submitted] tab
- c. Locate the grant award number that needs to be reopened and double click on writing pad icon [  ] to the left of the award number.
- d. The document will open to the FFATA Reports for Grants screen ;
- e. Select the Re-open to Edit Report button;
- f. Screen will open for user to begin the editing process.

To Re-Open a Draft report;

- a. Go to the [Drafts] tab;
- b. Locate the award number that needs to be reopened and double click on the writing pad icon [  ] to the left of the award number.
- c. The screen will advance opening the document for editing.

**Note:** draft reports will automatically open to the grants FFATA report screen allowing for edits to be made. There is not a [Re-open to Edit Report] button for draft reports.