FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)
SUB-AWARD REPORTING SYSTEM
(FSRS)

QUICK REFERENCE GUIDE:

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

Revision Sheet

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

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.

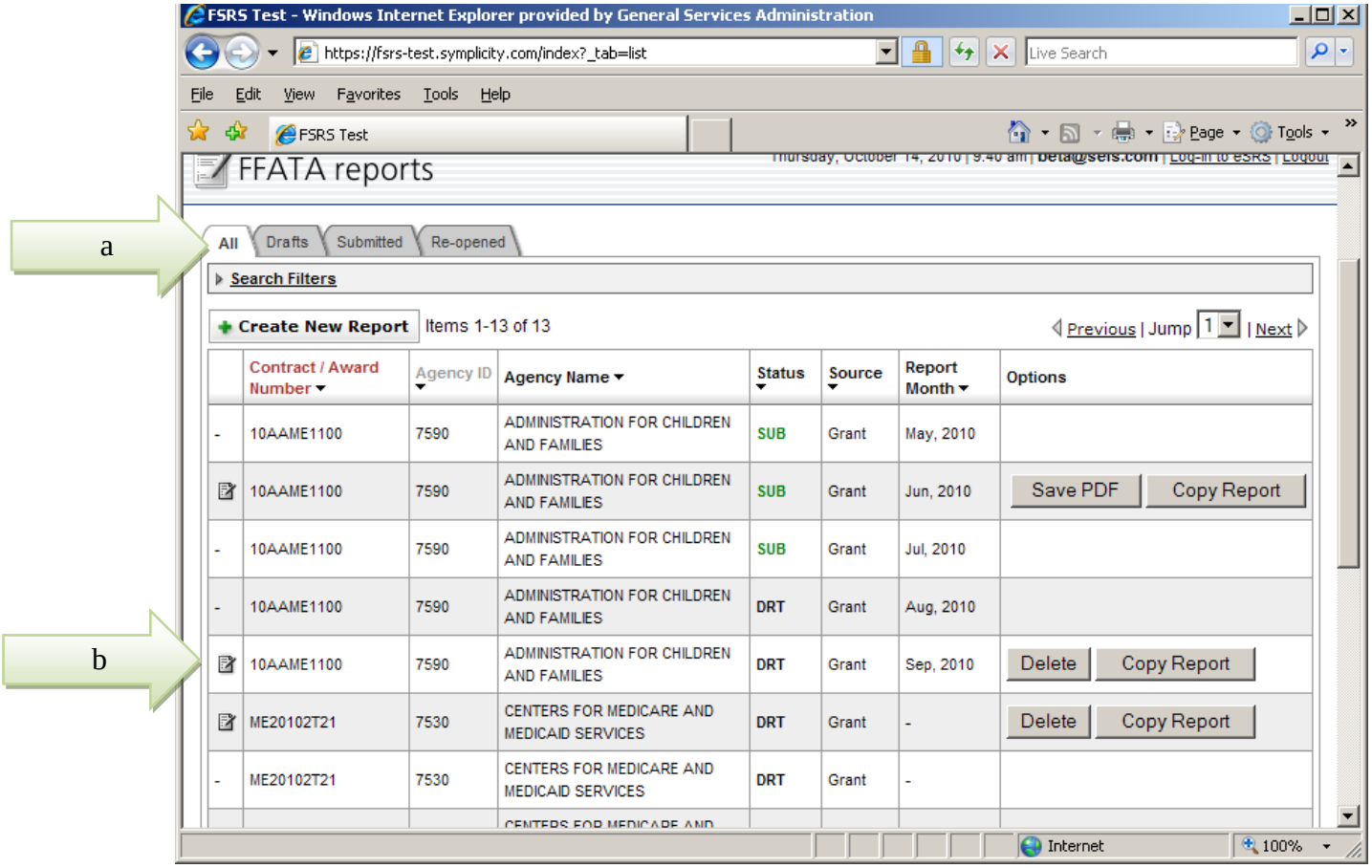
- **Who should be using this tutorial?**
  Awardees who are responsible for submitting FFATA Subaward reports in FSRS.

- **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.

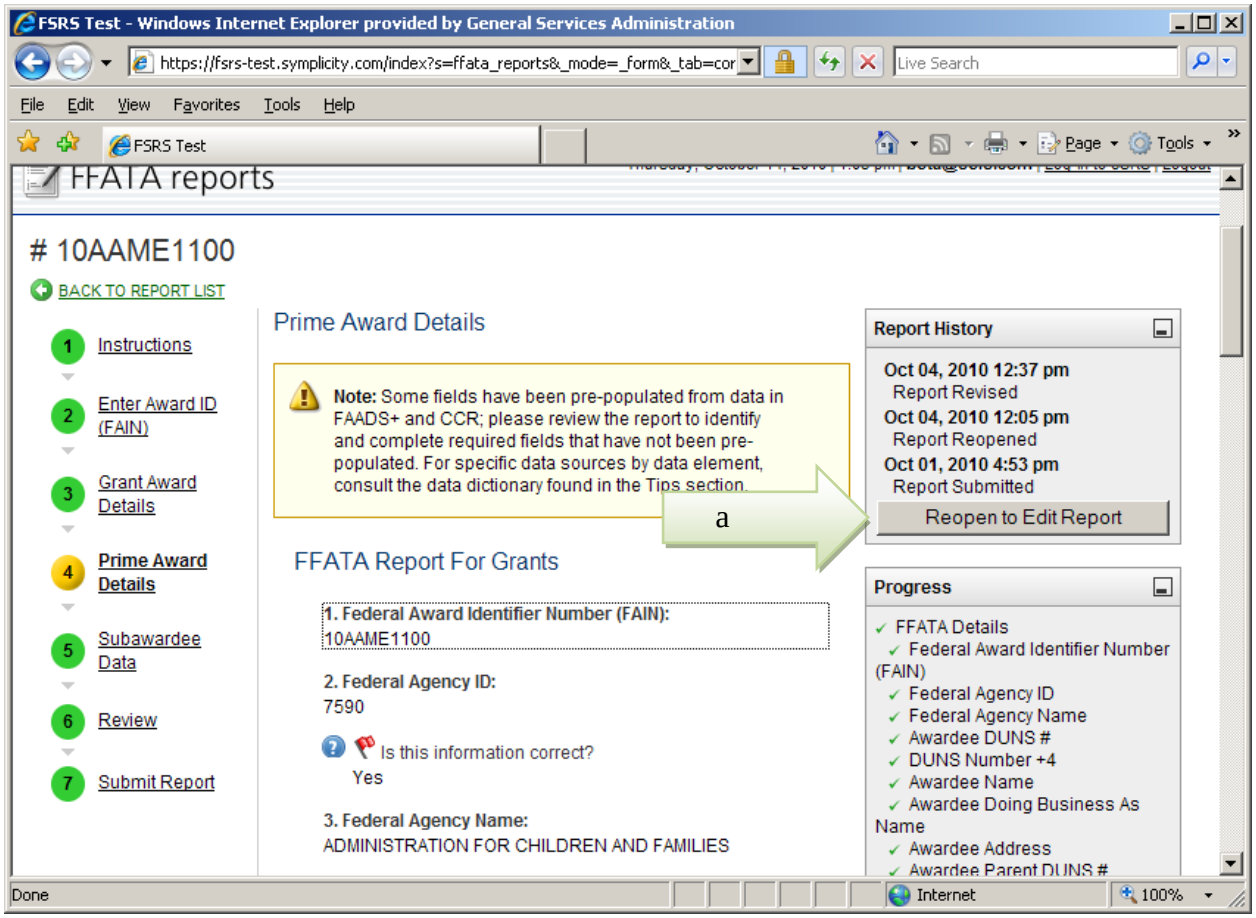


Edit Report:

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

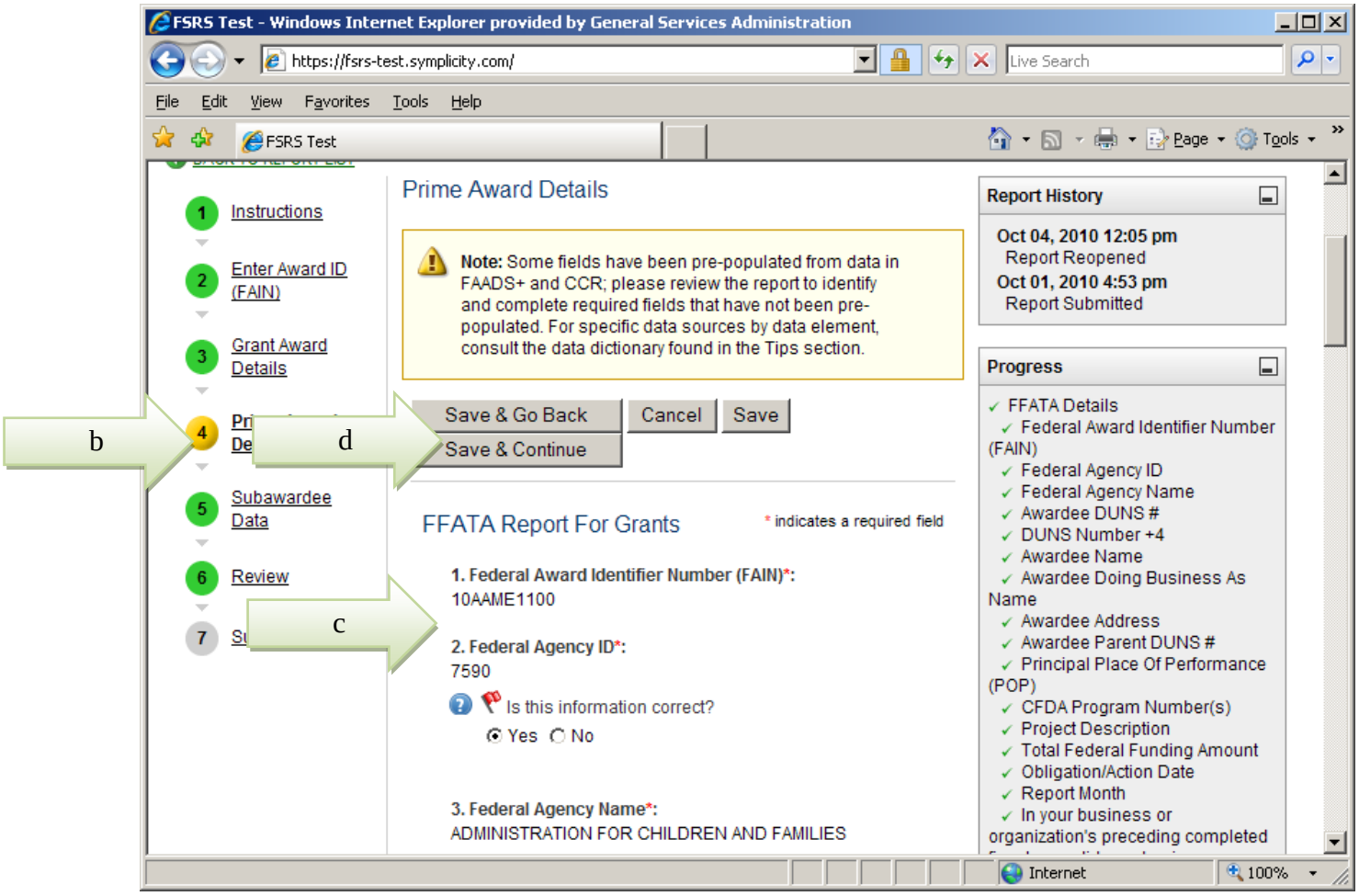
a) Locate the report under the [All], or [Submitted] tab and select the appropriate award document that is to be edited. The report should have a writing edit pad [ ] icon next to it.

b) Select the icon button and the screen will advance to the next stage of the process;



Editing the report that was submitted to FSRS:

c) 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 your previously submitted report.

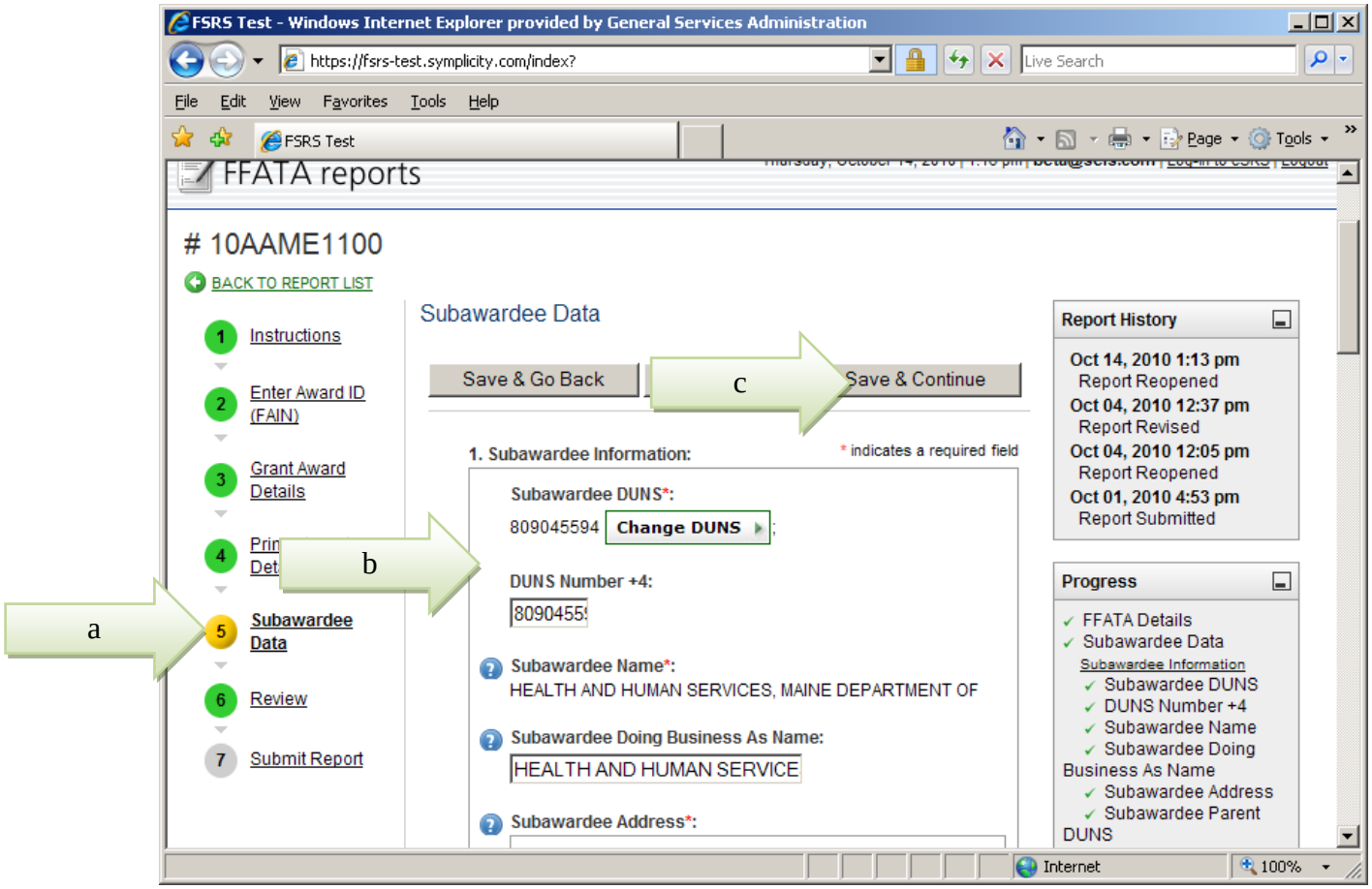


Editing a Report:

d) Step 4 – [Prime Award Details] radio button is highlighted;

e) Edit Prime Award information previously submitted (if applicable);

f) [Save and Continue]

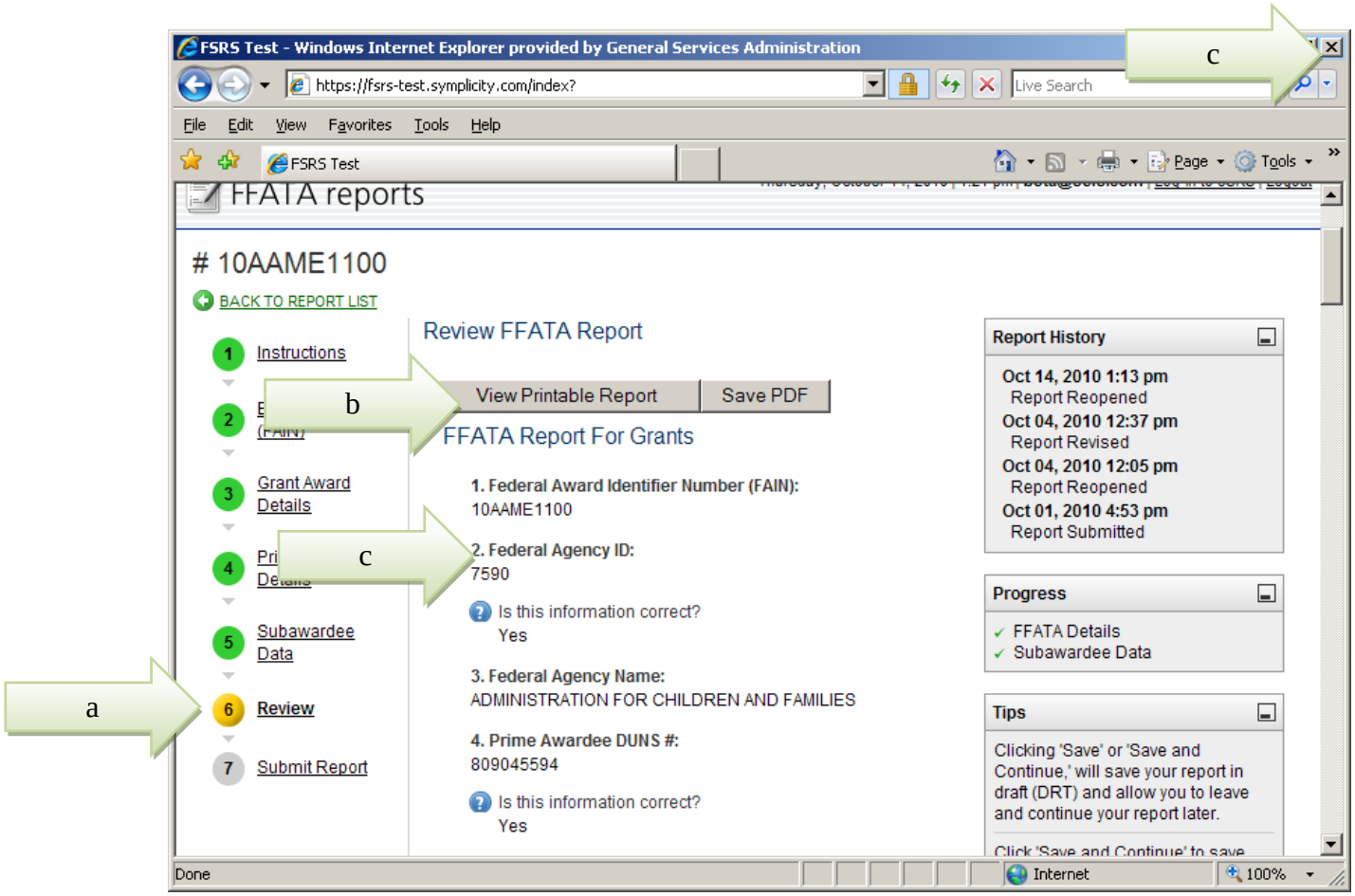


Editing a Report:

a) Step 5 - Subawardee Data radio button is highlighted;

b) Edit subawardee information previously submitted (if applicable);

c) [Save and Continue].



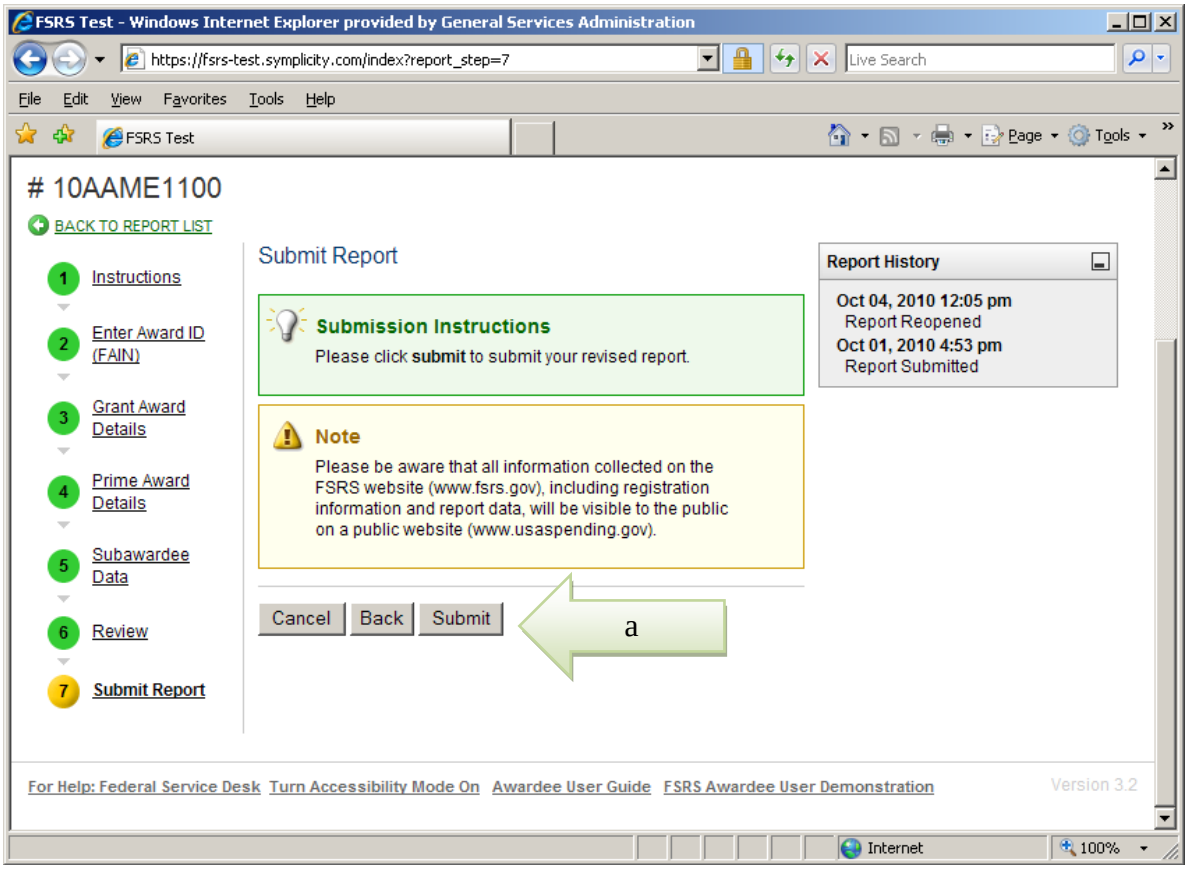
Editing a Report:

a) Next, 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;

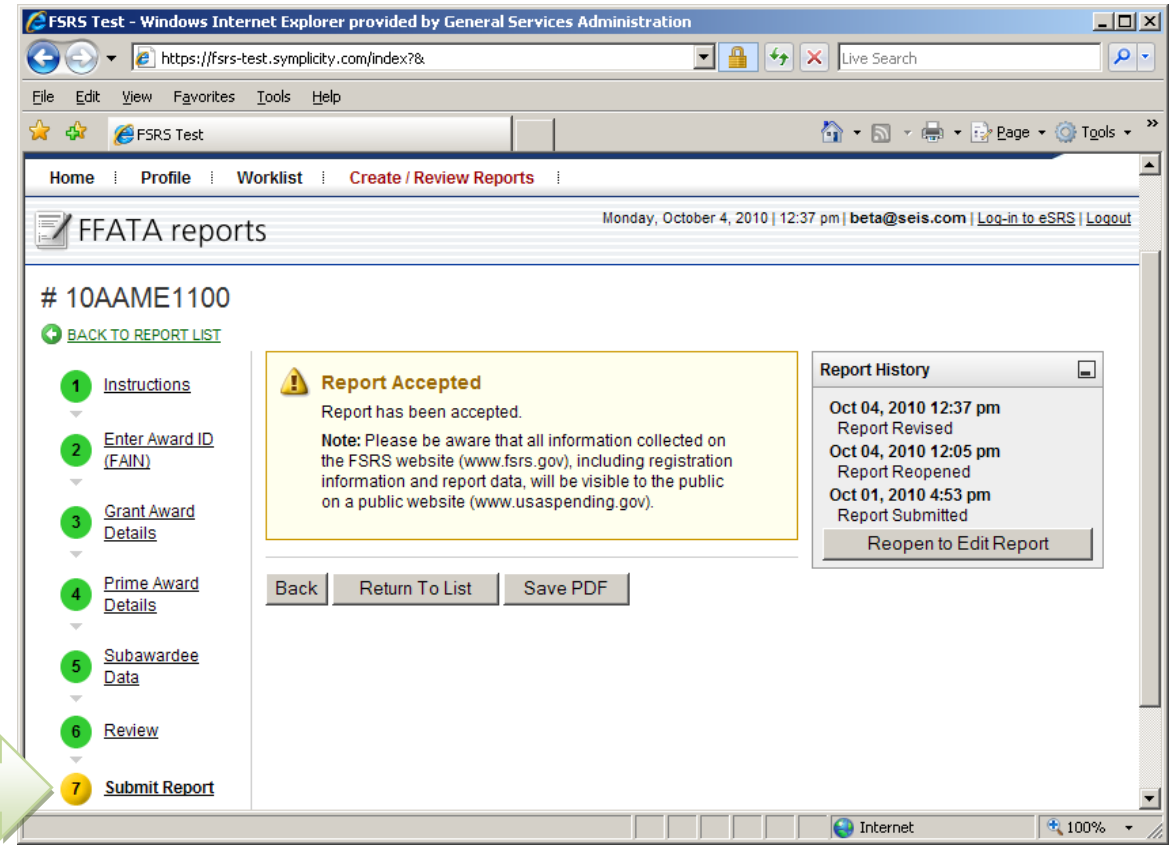
d) Go to the very bottom of the page and select [*Continue]* to advance to the next stage of the process.



Editing a Report:

Step 7 – Submit *Report* button will be highlighted:

a. Select the [Submit] button to transmit your revised report;



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Editing a Report:

Step 7, continues:

b. Once the [Submit] button has been selected the screen will automatically advance to the next page;

c. A Report Accepted notification appears;

d. [Save as PDF];

e. The revised report has been successfully completed

Editing a Report:

a

Editing a Report:

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

a) View the list of all reports that have been Re-opened by going to the [Re-opened] tab. Reports that appear in this section have been re-opened for amendments or corrections.