FSRS Contract Batch Upload User Guide

Last Updated: March 9, 2022
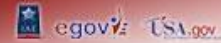
Revision Sheet

Document Number	Date	Revision Description
1.0	06/28/2011	Initial version
1.1	06/29/2011	Added Error List as Appendix C
1.2	07/10/2013	Update for Batch Upload Process changes
1.3	12/02/2013	Update for Zip Code/Congressional District changes
1.4	1/23/15	Updated Instructions; added table of contents
1.5	3/9/22	Change DUNS to UEI (SAM)
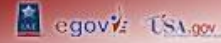
Table of Contents

How to Successfully Complete a Batch Upload

- **This quick reference guide pertains to:**
  Instructions on how to create, submit, and correct errors when using the batch upload process to submit sub-award reports in FSRS. This module will provide step-by-step guidance outlining the necessary actions required to successfully accomplish this process in the system. This module addresses the data elements specific to the contracts sub-award reporting requirements.

- **Who should be using this tutorial?**
  Prime awardees responsible for submitting FFATA sub-award reports on behalf of their organization*.*

- **Why is this tutorial important?**
  Prime awardees are required to submit their sub-award data using FSRS. If an awardee wants to submit **sub-award reports for more than** one contract or grant at a time, they can use the FSRS batch upload process or establish an XML web service with FSRS. The batch upload functionality allows organizations to submit sub-award activity for more than one award at a time. When more than 150 records are submitted via the batch upload functionality, FSRS takes this submission offline to prevent session timeout errors. This tutorial is designed to navigate the user seamlessly through the batch upload process and to provide useful tips on managing these reports.

- **How long will this tutorial take me?**
  This tutorial will take approximately twenty (20) minutes to review. However, when a user is actually processing sub-award reports, it may take longer depending on the number of reports being submitted at a time. The data for each report being submitted must be manually entered on the excel spreadsheet created for that submission.

- **What is the expected outcome of this process?**
  Upon completing this process, the user will understand the batch upload process and how to submit sub-award reports using this method.

- **How does this module fit into the overall FSRS business process?**
  The user will understand the details and functionality of how to create, submit and manage sub-award reports using the batch upload process described in this section. This module assumes the user has registered in FSRS and knows how to log into the system.

Task 1 – Create a Batch Upload File

1. Log into the system at FSRS.gov as an Awardee.

2. On the FSRS home page, select the [Create/Review Reports] navigation link.
   - Screen will advance to the next step of the process

3. A drop down menu will appear.

4. Select [Batch Upload Reports].
   - The system automatically advances to the Batch Upload Reports screen.

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

Home | Profile | Worklist | Create / Review Reports

batch upload reports

Tuesday, June 21, 2011 | 5:23 pm | **memi@spares.com** | Log-in to eSRS | Logout

Batch Upload Reports | Logs

Instructions:

Please choose the report type that you would like to batch upload and choose whether you are using the Excel or XML templates. The data must match the template exactly for the import to process correctly.

Excel: Please specify the field delimiter in your data file. The template provided is in excel format; after populating the template, you MUST save the file in Commas Separated (.csv) or Tab Delimted format by clicking "save as" and choosing one of the specified formats.

If your FFATA report contains more than one set of subcontractor/subawardee data, you **MUST** specify the additional subcontractor/subawardees in the immediate rows following the row that contains the report data. In these rows, you must specify the contract number (and reference number if applicable) if filing for contracts OR Award ID (FAIN) if filing for grants AND the relevant reporting period to ensure that the sub data is added to the correct report; you may leave all other columns empty except for the subcontractor/subawardee data specific fields for these rows.

XML: You may also submit one or more FFATA reports using either the contracts or grants XML template below. Click Here to view the schema.

The XML/Excel template files shown below are designed for use within FSRS interface (meaning to be used from this screen when doing a batch import). Please see "Resources Page" documents "Report Submission Web Services Technical Documentation (Contracts)" and "Report Submission Web Services Technical Documentation (Grants)" for XML samples for use with web services.

Note: If a report is uploaded via batch imports, the system will also pull in report data from FPDS-NG and FAADS + data feeds to complete elements of the report. FSRS will draw from FPDS-NG / FAADS+ data feeds first, and then use uploaded data, if not found in the source data feeds.

Templates

- View FFATA (Contracts) Excel Template
- View FFATA (Grants) Excel Template
- View FFATA (Contracts) XML Sample File
- View FFATA (Grants) XML Sample File

[Upload Reports]

Report Upload Settings

* indicates a required field

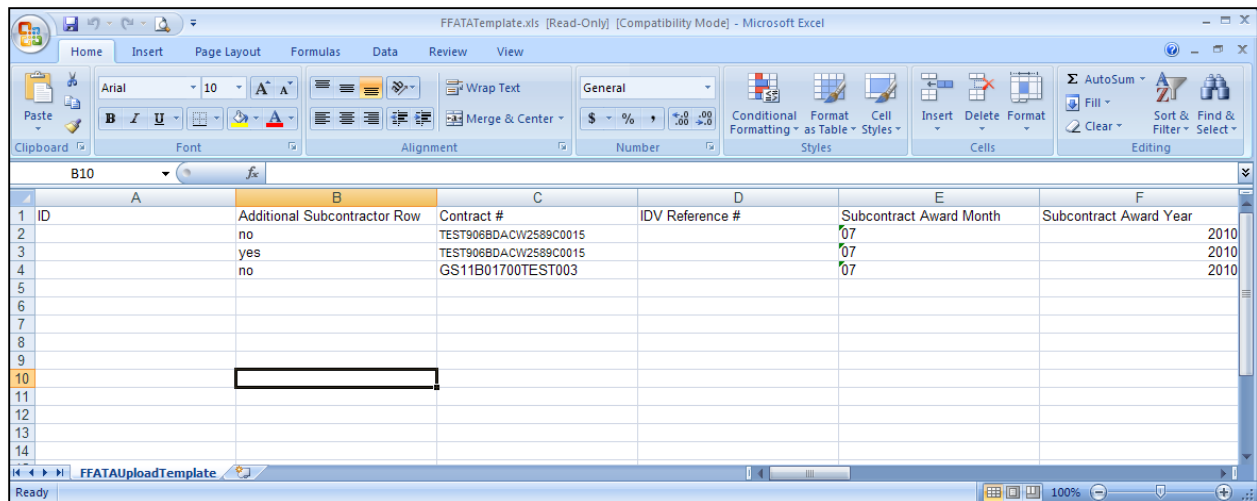Report Type*: [▼]

Template*: [▼]

[Upload Reports]

For Help: Federal Service Desk Privacy Policy Turn Accessibility Mode On Awardee User Guide FSRS Awardee User Demonstration Resources Page

Version 3.4

5. On-screen instructions are provided to the user on how to prepare a report submission using either an Excel template or an XML template.

6. To prepare a Batch Upload using the Excel template, you must first download the appropriate FFATA Excel Template:
   a. Under the Templates heading in the instructions box, place cursor on the link for either View FFATA (Contracts) Excel Template or View FFATA (Grants) Excel Template and click on your choice. For this module, select the contracts template.
   b. A file download message box will appear asking "Do you want to open or save this file?"
   c. Select [Open]
      • The system will open an Excel spreadsheet in a new window.

7. Once the Excel spreadsheet opens, you must follow these instructions in order to successfully submit your sub-award data to FSRS using the batch upload method:
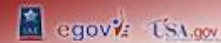
   a. Delete all the sample data except for the Column Headers in Row 1.

   b. Begin entering your sub-award data by prime award number, i.e. Contract Number. Remember, the system processes the data submitted by month and by prime award number. An FSRS sub-award report consists of all sub-awards made against a given prime award in a given month. You cannot submit more than one sub-award report for a given prime award in a given month. This is easy to see in the on-line web user interface but harder to envision using the Batch Upload template. **Note: Read the information contained in the following Table regarding the Additional Subawardee Row field.**

   c. The Batch Upload template assumes a familiarity with the required data elements in FSRS. In the FFATA (Contracts) Excel template, **Columns B-O** refer to your prime contract award information, while **Columns P-AA** refer to information about the sub-award your organization made against the prime award. You can reference the data format table at the end of this guide for the specifics, but here are general tips for each column by header label:

Batch Upload Template Data Dictionary

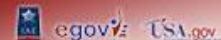| Column Header	Note	Your Action
ID	ID field refers to the URL ID assigned to each sub-award report when it has been submitted. This is a unique identifier and will allow you to make edits to the sub-award report. These edits will **overwrite** the previous data. When submitting edits ensure all the data is both complete and correct, i.e. every field that is required contains the correct information. This function can only be used if the report has been "Reopened for edits" within FSRS. The URL ID is found at the end of the URL following the id= marker. For example, if the URL for your sub-award report is: https://fsrs-test.symplicity.com/index?s=manager_grants&_mode=_form&id=5a5f27d792a755d7d068f91e1ace900a, the URL ID is: **5a5f27d792a755d7d068f91e1ace900a**	This field should be left blank unless you are resubmitting edits for a previously submitted sub-award report.
Additional Subcontractor Row	The first row for any sub-award report should always be marked "No" as this is the beginning of the sub-award report, i.e. this row contains the data for the first sub-subcontract for this prime award. If you have more than one sub-contractor in your report, each additional row entered after the first row should have the "Additional Subcontractor Row" marked as "Yes". If you enter information for more than one prime award,	Mark the first sub-award row "No" and any additional sub-award rows "Yes."

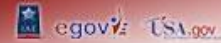| Column Header	Note	Your Action
	you tell the system to start a new sub-award report by entering "No" for the first sub-award row in the new sub-award report.	
Contract #	This should match the Award ID for your contract as reported in the Federal Procurement Data System (FPDS). If this is a Task Order, enter the Task Order number in the Contract Number field, and enter the contract number which matches the	Enter the Contract Number, or if applicable, the Task Order Number then the Reference
IDV Reference #	Reference IDV field in FPDS into the IDV Reference # field.	IDV Number.
Subcontract Award Month	This field should reflect the Reporting Month of the report being submitted. Use two digit numbers for the month: 01 - January; 02 - February; 03 - March; 04 - April; 05 - May; 06 - June; 07 - July; 08 - August; 09 - September; 10 - October; 11 - November; 12 – December	Enter the two digit month value.
Subcontract Award Year	This field should reflect the Reporting Year of the report being submitted.	Enter the four digit year value.

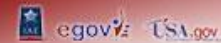| Column Header	Note	Your Action
POP City	This field should reflect the city in which the prime award place of performance occurs.	Enter the name of the city.
POP State	This field should reflect the state in which the prime award place of performance occurs. If the POP is a foreign location, enter 'Non-US.'	Enter the two-digit state abbreviation or 'Non-US' for a foreign location.
POP Zip+4	This field should reflect the ZIP+4 in which the prime award place of performance occurs. **This MUST be a 9 digit zip code. This field populates the Congressional District for the POP and must be completed so that the report will not be rejected. If your report is rejected for ZIP+4, recheck that your 9 digit zip code is correct. You can go to www.house.gov and enter the 9 digit zip code into their zip code search field on the homepage and if it is valid it will return a Congressional District. If it returns a Congressional District and you still received this warning contact the Federal Service Desk (www.fsd.gov) for support.**	Enter the nine digit zip code. (Not required if 'non-US' is entered for state.)
POP Country	This field should reflect the country in which the prime award place of performance occurs. If you plan to enter anything other than "US" or "United States" as a country value, you must enter "Non-US" for the corresponding State value. By entering "Non-US" as the State value, the Zip+4 and Congressional District become	Enter the valid Country name.

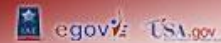| Column Header	Note	Your Action
	non-required fields. Refer to "Appendix B - FSRS Country List" at the end of this document for acceptable country values. The country name must be entered exactly as shown in Appendix B.	
Treasury Symbol	The Treasury Account Symbol associated with the prime contract award can be found on FPDS under Contract Record or you can contact the Contracting Officer to request the TAS. Be sure to include any dashes when entering the symbol value into this field on the spreadsheet.	Enter the Treasury Account Symbol.
Program Title	This is not a required field. Enter the program title for the prime contract award if you have it, or confirm the value exists in FPDS.	
Compensation Q1	Answer the question," In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a UNIQUE ENTITY ID (SAM) number, belongs) receive (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) $25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?"	Enter 'Yes' or 'No.'

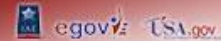| Column Header	Note	Your Action
	If you respond 'Yes,' you must provide a response to Compensation Q2.	
Compensation Q2	Answer the question, "Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which this specific SAM record, represented by a UNIQUE ENTITY ID (SAM) number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities ExchangeAct of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?" You only need to answer this if you responded 'Yes' to Compensation Q1. Answer 'Yes' or 'No.' If you answer 'Yes,' you do not have to provide additional information. If you answer 'No,' you must provide the names and amounts of the five most highly compensated executives of your organization.	Enter 'Yes' or 'No.'
Top Employer Compensation	If you answered 'No' to Compensation Q2, then provide the name and total compensation for the five (5) most highly compensated executives in your business or organization (the legal entity to which this UNIQUE ENTITY ID (SAM) number is assigned). Enter thefive names as a text string with the name and total compensation separated by a colon and	Enter the five names as a text string with the name and total compensation separated by a colon and each

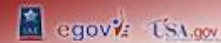| Column Header	Note	Your Action
	each executive separated by a semicolon. Name1:Amount1;Name2:Amount2;Name3:Amount3;Name4:Amount4;Name5:Amount5 i.e. John Doe:1000000;Mary Smith:950000;Eric Jones:800000;Todd Smith:600000;Sally Shoes:500000	entry separated by a semicolon.
Sub UNIQUE ENTITY ID (SAM)#	Enter the twelve (12) character UNIQUE ENTITY ID (SAM) alpha-numeric string for the sub-contractor. NOTE: Make sure this column is set as a text field so any UNIQUE ENTITY ID (SAM) numbers beginning with zeromaintain their leading zeros when the file is laterconverted to a .csv file.	Enter the twelve character UNIQUE ENTITY ID (SAM)alpha-numeric string.
Sub POP City	This field should reflect the city in which the sub-contract place of performance occurs.	Enter the name of the city.
Sub POP State	This field should reflect the state in which the sub-contract place of performance occurs.	Enter the two-digit state abbreviation or 'Non-US' for a foreign location.
Sub POP ZIP+4	This field should reflect the ZIP+4 in which the sub-contract place of performance occurs. **This MUST be a nine (9) digit zip code. This field**	Enter the nine digit zip code.

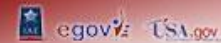| Column Header	Note	Your Action
	populates the Congressional District for the POP and must be completed so that the report will not be rejected. If your report is rejected for ZIP+4, recheck that your 9 digit zip code is correct. You can go to www.house.gov and enter the 9 digit zip code into their zip code search field on the homepage and if it is valid it will return a Congressional District. If it returns a Congressional District and you still received this warning contact the Federal Service Desk (www.fsd.gov) for support.	(Not required if 'non-US' is entered for state.)
Sub POP Country	This field should reflect the country in which the sub-contract place of performance occurs. If you plan to enter anything other than "US" or "United States" as a country value, you must enter "Non-US" for the corresponding State value. By entering "Non-US" as the State value, the Zip+4 and Congressional District become non-required fields. Refer to "Appendix B - FSRS Country List" at the end of this document for acceptable country values. The country name must be entered exactly as shown in Appendix B.	Enter the valid Country name.
Sub Amount	This field reflects the amount of the sub-contract your organization made to this sub-contractor.	Enter the sub-contract amount.

Column Header	Note	Your Action
Subcontract Date	This is the date the sub-contract was made in YYYY-MM-DD format. Please note, this field must be formatted as a text field for the date formatting to be retained when the file is converted to a .csv file.	Enter the date.
Sub Overall Description	Provide a concise, narrative description of the sub-contract's purpose. Please note, as with all information provided in FSRS about your contract sub-award, this will be displayed to the public on USAspending.gov, so be clear and complete.	Enter the project description.
Subcontract Number	This field represents the sub-contract number your organization gave to this sub-contract.	Enter the number.
Sub Compensation Q1	Answer the question, "As provided to you by your sub-contractor, in your sub-contractor's business or organization's preceding completed fiscal year, did its business or organization (the legal entity to which the UNIQUE ENTITY ID (SAM) number it provided belongs) receive (1) 80 percent or moreof its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) $25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?" If you respond 'Yes,' you must provide a response to Sub Compensation Q2.	Enter 'Yes' or 'No.'

Column Header	Note	Your Action
Sub Compensation Q2	Answer the question, "As provided to you by your sub- contractor, does the public have access to information about the compensation of the executives in the sub- contractor's business or organization (the legal entity to which the UNIQUE ENTITY ID (SAM) number it provided belongs) through periodic reports filed under section 13(a) or 15(d)of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?" You only need to answer this if you responded 'Yes' to Sub Compensation Q1. Answer 'Yes' or 'No.' If you answer 'Yes,' you do not have to provide additional information. If you answer 'No,' you must provide the names and amounts of the five most highly compensated executives of the sub-contractor's organization.	Enter 'Yes' or 'No.'
Sub Top Employer Compensation	If you answered 'No' to Sub Compensation Q2, then provide the name and total compensation for the five (5) most highly compensated executives in the sub-contractor's business or organization (the legal entity to which this UNIQUE ENTITY ID (SAM)number is assigned). Enter the five names as a text string with the name and total compensation separated by a colon and each executive	Enter the five names as a text string with the name and total compensation separated by a colon and each entry separated

Column Header	Note	Your Action
	separated by a semicolon. Name1:Amount1;Name2:Amount2;Name3:Amount3;Name4:Amount4;Name5:Amount5 i.e. John Doe:1000000;Mary Smith:950000;Eric Jones:800000;Todd Smith:600000;Sally Shoes:500000	by a semicolon.

d. Once you have entered all required data about your sub-contracts, and checked the spreadsheet for accuracy, save a copy of the file in its Excel format so you have this available to make any changes should the report be rejected or require updating.

e. Next, save another copy of the file using the Save As option:
   - Tip: When naming your file, we suggest including the reporting month/year within the file name to easily identify the file in the future.
   - Save as type CSV Comma Delimited (.csv) or Tab Delimited.
   - Close the file, you will be prompted to save changes again, click No and the file will be closed.

Task 2 – Submit a Batch Upload File

1. Within FSRS, go back to the Batch Upload Reports screen and fill in the correct Report Upload Settings:
   a. Report Type: FFATA Reports (Contracts)

   Report Upload Settings   * indicates a required field

   Report Type*: [▼]
   Template*: [FFATA Reports (Contracts)]
            [FFATA Reports (Grants)]

   b. Template: Excel (CSV/Tab Delimited)

   Report Upload Settings   * indicates a required field

   Report Type*: [FFATA Reports (Contracts) ▼]
   Template*: [▼]

            [Excel (CSV/Tab Delimited)]
            [XML   ]

   c. Delimiter: Comma Separated(CSV) or Tab Delimited

   Report Upload Settings   * indicates a required field

   Report Type*: [FFATA Reports (Contracts) ▼]
   Template*: [Excel (CSV/Tab Delimited) ▼]
   Delimiter*: ⦿ Comma Separated (CSV)
             ○ Tab Delimited
   Data File*: [   ] [Browse...]

   d. Data File: Click [Browse] and navigate to your .csv file to upload. Select it.
   e. Click the [Upload Reports] button.

2. Once you have clicked the [Upload Reports] button the system will begin to extract the data from the CSV file and begin checking the data across multiple resources for accuracy. For further information on this please refer to the Data Definitions Document for Contracts found on the [Resources Page](#) of the FSRS System. **Note: Do not attempt to process your upload again until after you have received an email from the system regarding the success or failure of the upload. Uploading the file again before the first has processed can create a duplicate report and double the subaward values reported to USAspending.gov.**

A. Reports of Less than 150 Rows: Once the system has finished processing the CSV file, you will see a box to the right that shows how many rows were uploaded into the system. If you had multiple sub-award reports within the same batch upload the successfully uploaded report(s) and the failed report(s) will be identified in the Upload Output message.

> **Note: Sub-award reports fail if a single subawardee record is incorrect or missing data within a sub-award report.**

Upload Output for Small Batch Upload Reports (less than 150 rows)

B. Reports of More than 150 Rows: Once the system has finished processing the CSV file, you will receive an email stating how many rows were uploaded into the system. If you had multiple sub-award reports within the same batch upload the successfully uploaded report(s) will display and the failed report(s) will be identified in your email notification.

Note: Sub-award reports fail if a single subawardee record is incorrect or missing data within a sub-award report.

Upload Output for Large Batch Upload Reports (more than 150 rows)

The system will send you an email notification with an Error Report link which can be viewed and it will show exactly which rows were not uploaded and what error stopped the upload for each row. See Appendix C for an explanation of potential errors.

Task 3 – Re-open a Submitted Report to Edit Using Batch Upload

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

2. Locate and view the FFATA sub-award report that was uploaded via batch upload.

3. Locate the URL ID assigned to the report. It is the data string following &id= in the URL of the reopened report. **NOTE: If you reopen to edit the report before obtaining the report ID from the URL you may not be able to obtain the ID. You would need to return to the List page for reports, and then view the Reopened report to obtain the ID.**
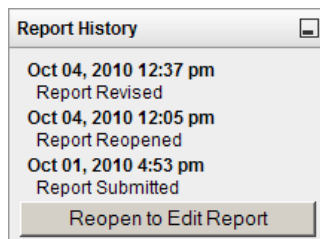
   For example:

   URL:
   https://fsrs-test.symplicity.com/index?s=ffata_reports&_mode=_form&_tab=core&_do_edit=1&report_step=4&id=296aee6aa7ffb8b0f583063c80ed57a3

   URL ID: 296aee6aa7ffb8b0f583063c80ed57a3

4. Select the [Reopen to Edit Report] button on the upper right of the screen.

   Report History ☐

   Oct 04, 2010 12:37 pm
   Report Revised
   Oct 04, 2010 12:05 pm
   Report Reopened
   Oct 01, 2010 4:53 pm
   Report Submitted
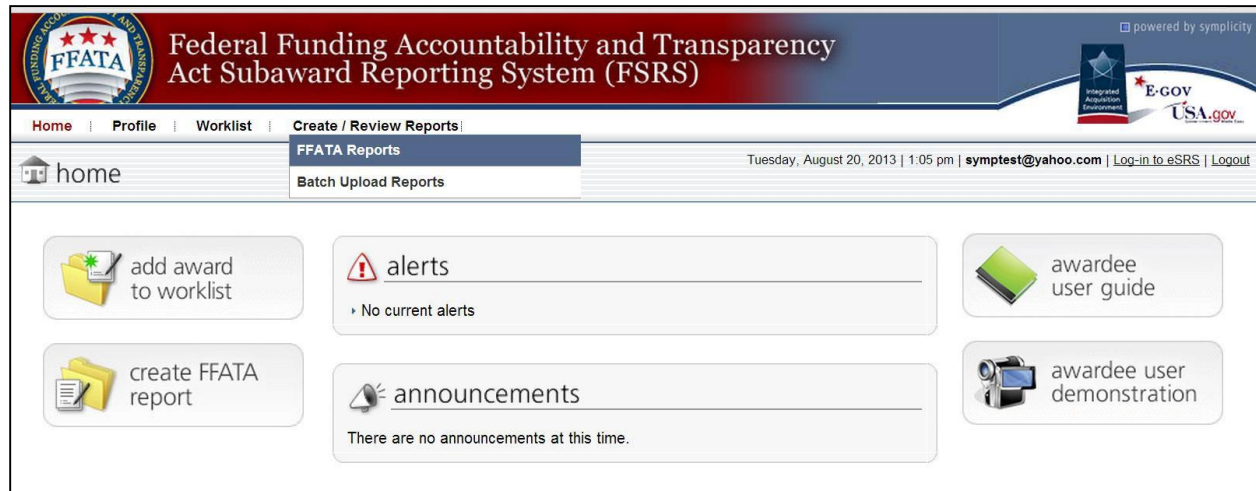
   Reopen to Edit Report

5. Repeat Step 2 & 3 for all the Prime Contract Numbers in your batch upload spreadsheet that you want to edit via batch upload

6. Go to the Batch Upload screen.

7. Follow the instructions for Creating a Batch Upload above (see Task 1). Do not forget to put the URL ID in the ID field for each report.

8. Submit the new Batch Upload file following the instructions for Submitting a Batch Upload above (Task 2).

9. If it passes the validation checks inherent in the system, this data will overwrite the existing reports and be sent to USAspending in the next nightly update.

Task 3(Optional) – Re-open a Submitted Report to Edit Manually

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.

3. 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

4. On the Subawardee Data page an information box is provided with the URL ID needed to perform a batch upload should you choose to process an updated batch upload for the report instead of modifying the subawardee records manually.

5. 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 only, to perform edits you must reopen the report using the Edit Subawardee Data Manually button or the Reopen to Edit button.

Subawardee Data

ⓘ 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]

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

6. The Subawardee Data screen will refresh and display each of the subawardees from the batch upload report in the order that they were entered in the batch upload csv 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

ⓘ 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

7. There are three key features to the Subawardee Data page.

    a. Search Filters: This will allow you to locate a single UNIQUE ENTITY ID (SAM) within the report, search can be conducted on UNIQUE ENTITY ID (SAM) or Subcontractor name. Click on the title Search Filtersto display the Search Field.

Subawardee Data

▾ **Search Filters**

Keywords searches Subcontractor name, and DUNS

🔍 Apply Search   💾 Save Defaults

b. 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.

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

Enter the subrecipient UNIQUE ENTITY ID (SAM) number in to the Subcontractor UNIQUE ENTITY ID (SAM) fields and clickthe Fetch UNIQUE ENTITY ID (SAM) button.

Once you have completed the required fields for the new subawardee click the Save & Go Back button to save the new Subcontractor record to the report. **Note: If you add records manually, be sure to also add it to your Batch Upload XLS file in case you decide to upload a modified report in the future.**

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

8. Once you have completed your manual edits to the report click the **Continue** button at the bottom of the Subawardee Data page.

086987443	FAYETTEVILLE INDEPENDENT SCHOOL DISTRICT	Edit
084832948	ALAMO HEIGHTS INDEPENDENT SCHOOL DISTRICT	Edit
149509668	IMAGINE EDUCATIONAL FOUNDATION	Edit
028789808	JOSHUA INDEPENDENT SCHOOL DISTRICT	Edit
830428640	TATUM INDEPENDENT SCHOOL DISTRICT	Edit

＋Add Subawardee Items 1-20 of 3039   ◁ Previous | Jump 1 ▼ | Next ▷

Cancel Back Continue

9. After clicking Continue you will be provided with information regarding the data being transmitted to USAspending.gov once you have submitted your report.

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

Submit Report

💡 **Submission Instructions**
Please click **submit** to submit your revised report.

⚠️ **Note**
Please be aware that all information collected on the FSRS website (www.fsrs.gov), including registration information and report data, will be visible to the public on a public website (www.usaspending.gov).

Cancel Back Submit

10. 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.

⚠ **Report Accepted**
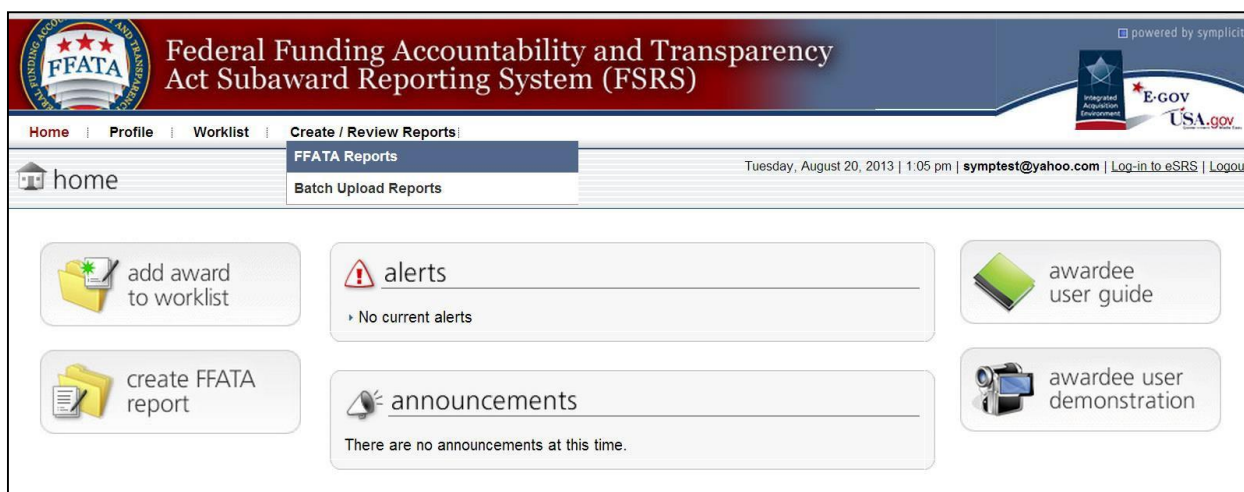
Report has been accepted.

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

[Back] [Return To List]

Managing Congressional District Errors

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 Batch Upload module. You will then have to reopen your Batch Upload 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.

W81XWH13P0109

🔙 BACK TO REPORT LIST

Prime Award Details

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

⚠️ **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

3. 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.

4. On the Subawardee Data page an information box is provided with the URL ID needed

Subawardee Data

ⓘ 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]

to perform a batch upload should you choose to process an updated batch upload for the report instead of modifying the subawardee records manually.
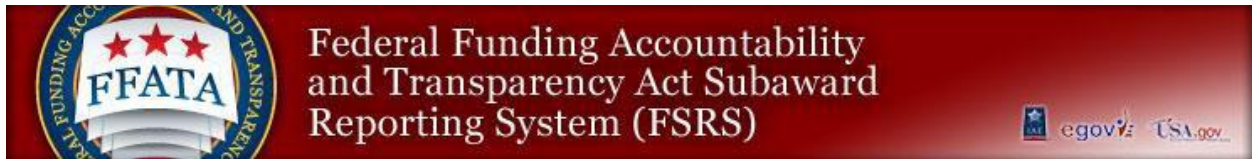
5. To manually modify your report click on the Edit Subawardee Data Manually button. Clicking the View Subawardee Data button will display the subawardee records in view mode. To perform edits, you must reopen the report using the Edit Subawardee Data Manually button or the Reopen to Edit button.

6. The Subawardee Data screen will refresh and display each of the subawardees from the batch upload report in the order that they were entered in the batch upload csv file.

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

Enter the subrecipient UNIQUE ENTITY ID (SAM) number in to the Subcontractor UNIQUE ENTITY ID (SAM) fields and clickthe Fetch UNIQUE ENTITY ID (SAM) 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.

086987443	FAYETTEVILLE INDEPENDENT SCHOOL DISTRICT	Edit
084832948	ALAMO HEIGHTS INDEPENDENT SCHOOL DISTRICT	Edit
149509668	IMAGINE EDUCATIONAL FOUNDATION	Edit
028789808	JOSHUA INDEPENDENT SCHOOL DISTRICT	Edit
830428640	TATUM INDEPENDENT SCHOOL DISTRICT	Edit

+Add Subawardee | Items 1-20 of 3039 ◄ Previous | Jump 1 ▾ | Next ►

Cancel   Back   Continue

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

8. Once you have completed your manual edits to the report click the **Continue** button at the bottom of the Subawardee Data page.

9.

❓ **Zip+4*:**
723429984

❓ **Congressional District*:**

[   ]

To Locate your Congressional District
1. Go to www.house.gov,
2. Navigate to Find Your Representative
3. Enter the 5 digit zip code and select GO
4. Determine the Congressional District from the results
5. Enter the 2 digit code in FSRS (e.g. 1st Congressional District of Maine = 01, District of Columbia At Large District = AL)

clicking Continue you will be provided with information regarding the data being transmitted to USAspending.gov once you have submitted your report.

Report Accepted

Report has been accepted.

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

[Back] [Return To List]

W81XWH13P0109

◄ BACK TO REPORT LIST

Submit Report

1. Instructions

2. Enter Contract #

3. Contract Details

4. Prime Award Details

5. Subawardee Data

6. Review

7. **Submit Report**

Submission Instructions

Please click **submit** to submit your revised report.

Note

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

[Cancel] [Back] [Submit]

or

10. Click Submit if you are ready to submit report 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.

Appendix A - FFATA (Contracts) Excel Template Format Table

Header Name	Field Format	Data Format	Required	Description
CONTRACTS				
ID[1]	Text	See Footnote 1	No	See Footnote 1
Additional Subcontractor Row	General	Yes/No	Yes	Enter No to begin the sub-award report and Yes for each row created to add additional subcontractor information to that Contract Sub-award Report
Contract Number	General	04000B178L45E1	Yes	Contract number assigned by the Federal awarding agency; becomes task order number if this is a report for a Task Order on a Contract
IDV Reference Number	Text	0004	Yes, but only if contract is a Task Order	Reflects Contract Number is this report is for a Task Order on a Contract
Subcontract Month	General	Jan – 01 Feb – 02 Mar – 03 April – 04	Yes	The month of the reporting period

---

[1] The ID field refers to the URL ID assigned to each submitted sub-award report. This is a unique identifier and will allow you to make edits to a previously submitted report. These edits will **overwrite** the data so ensure all of the data is complete and every field that is required contains the correct information. This function can only be used if the report has been "Reopened to Edit."
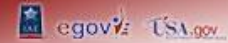
		May – 05		
		June – 06		
		July – 07		
		Aug – 08		
		Sept – 09		
		Oct – 10		
		Nov – 11		
		Dec – 12		
Subcontract Award Year	General	2011	Yes	Year of the reporting period
POP City	General	Arlington	Yes	
POP State	General	VA	Yes	
POP Zip +4	Text	222090000	Yes	No dashes
POP Country	General	US	Yes	See Appendix B
Treasury Symbol	Text	12-3456		The first six (6) digits of the Treasury Account Symbol are required
Program Title	Text		No	Program or Project Title
Compensation Q1	Text	Yes/No	Yes	If "Yes" you must answer Q2
Compensation Q2	Text	Yes/No	Conditional	Conditional, must answer if "Yes" is selected on Q1 above
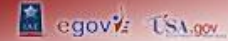
Top Employer Compensation	Text	Name:Amount; Ex: John Doe:1000000;Mary Smith:950000;Eric Jones:800000;Todd Smith:600000;Sally Shoes:500000	Yes	Names and total compensation of the Top 5 highly compensated officials of the prime awardee organization
Sub Unique Entity ID (SAM) #	Text	987654321	Yes	
Sub POP City	Text	Alexandria	Yes	
Sub POP State	Text	VA	Yes	
Sub POP Zip + 4	Text	222090000	Yes	
Sub POP Country	Text	US	Yes	See Appendix B
Sub Amount	General	500900.25	Yes	Amount for this award to this sub-contractor
Subcontract Date	Text	2011-01-05	Yes	Date sub-award was made (YYYY-MM-DD)
Sub Overall Description	General	This is a text field.	Yes	Reflects the purpose of the sub-contract
Subcontract Number	General	Alphanumeric	Yes	Number assigned by the prime contractor to track this sub-contract
Sub Compensation Q1	General	Yes/No	Yes	If "Yes" you must answer Q2
Sub Compensation Q2	General	Yes/No	Conditional	Conditional, must answer if "Yes" is selected on Q1 above
Sub Top Employer Compensation	General	Name:Amount Ex: John Doe:1000000;Mary Smith:950000;Eric	Yes	Names and total compensation of the Top 5 highly compensated officials of the sub-contractor's
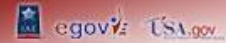
		Jones:800000;Todd Smith:600000;Sally Shoes:500000		organization
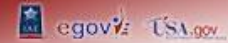
Appendix B – FSRS Country Name Table

Country Name	Country Name	Country Name
United States	Canada	Afghanistan
Albania	Algeria	American Samoa
Andorra	Angola	Anguilla
Antarctica	Antigua and Barbuda	Argentina
Armenia	Aruba	Australia
Austria	Azerbaijan	Bahamas
Bahrain	Bangladesh	Barbados
Belarus	Belgium	Belize
Benin	Bermuda	Bhutan
Bolivia	Bosnia and Herzegovina	Botswana
Bouvet Island	Brazil	British Indian Ocean Territory
Brunei Darussalam	Bulgaria	Burkina Faso
Burundi	Cambodia	Cameroon
Cape Verde	Cayman Islands	Central African Republic
Chad	Chile	China
Christmas Island	Cocos (Keeling) Islands	Colombia
Comoros	Congo	Congo, The Democratic Republic Of The
Cook Islands	Costa Rica	Cote D'Ivoire
Croatia	Cuba	Cyprus
Czech Republic	Denmark	Djibouti
Dominica	Dominican Republic	East Timor
Ecuador	Egypt	El Salvador
Equatorial Guinea	Eritrea	Estonia
Ethiopia	Falkland Islands (Malvinas)	Faroe Islands
Fiji	Finland	France
French Guiana	French Polynesia	French Southern Territories
Gabon	Gambia	Georgia

Germany	Ghana	Gibraltar
Greece	Greenland	Grenada
Guadeloupe	Guam	Guatemala
Guinea	Guinea-bissau	Guyana
Haiti	Heard Island and Mcdonald Islands	Holy See (Vatican City State)
Honduras	Hong Kong	Hungary
Iceland	India	Indonesia
Iran, Islamic Republic Of	Iraq	Ireland
Israel	Italy	Jamaica
Japan	Jordan	Kazakhstan
Kenya	Kiribati	Korea, Democratic People's Republic Of
Korea, Republic Of	Kuwait	Kyrgyzstan
Lao People's Democratic Republic	Latvia	Lebanon
Lesotho	Liberia	Libyan Arab Jamahiriya
Liechtenstein	Lithuania	Luxembourg
Macau	Macedonia, The Former Yugoslav Republic Of	Madagascar
Malawi	Malaysia	Maldives
Mali	Malta	Marshall Islands
Martinique	Mauritania	Mauritius
Mayotte	Mexico	Micronesia, Federal States Of
Moldova, Republic Of	Monaco	Mongolia
Montenegro	Montserrat	Morocco
Mozambique	Myanmar	Namibia
Nauru	Nepal	Netherlands
Netherland Antilles	New Caledonia	New Zealand
Nicaragua	Niger	Nigeria
Niue	Norfolk Island	Northern Mariana Islands
Norway	Oman	Pakistan
Palau	Palestinian Territory, Occupied	Panama
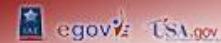
Papua New Guinea	Paraguay	Peru
Philippines	Pitcairn	Poland
Portugal	Puerto Rico	Qatar
Reunion	Romania	Russian Federation
Rwanda	Saint Helena	Saint Kitts and Nevis
Saint Lucia	Saint Pierre and Miquelon	Saint Vincent And The Grenadines
Samoa	San Marino	Sao Tome and Principe
Saudi Arabia	Senegal	Seychelles
Sierra Leone	Singapore	Slovakia
Slovenia	Solomon Islands	Somalia
South Africa	South Georgia And The South Sandwich Islands	Spain
Sri Lanka	Sudan	Suriname
Svalbard and Jan Mayen	Swaziland	Sweden
Switzerland	Syrian Arab Republic	Taiwan, Province Of China
Tajikistan	Tanzania, United Republic Of	Thailand
Togo	Tokelau	Tonga
Trinidad And Tobago	Tunisia	Turkey
Turkmenistan	Turks And Caicos Islands	Tuvalu
Uganda	Ukraine	United Arab Emirates
United Kingdom	United States Minor Outlying Islands	Uruguay
Uzbekistan	Vanuatu	Venezuela
Viet Nam	Virgin Islands, British	Virgin Islands, U.S.
Wallis and Futuna	Western Sahara	Yemen
Yugoslavia	Zambia	Zimbabwe
Ashmore and Cartier Islands	Baker Island	Bassas Da India
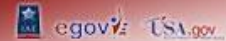
Burma	Coral Sea Islands	Europe Islands
Federate States of Micronesia	Gaza Strip	Glorioso Islands
Guernsey	Howland Island	Jan Mayen
Juan De Nova Island	Kingman Reed	Isle of Man
Midway Islands	Navassa Island	Palmyra Islands
Serbia	Spratly Islands	Tromelin Island
Trust Territory of the Pacific	Wake Island	West Bank

Appendix C – Batch Upload Error Messages

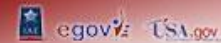| Error Messages (General)	Explanation
File uploaded cannot be in excel or binary format. You must save the file in either .CSV or Tab Delimited (.txt) format	File should be saved as a .csv or tab delimited file type
Uploaded file cannot be opened. Please check the file and try again.	Ensure file format is correct and that the file is not corrupt
Report Already Exists - Status: Submitted	Report already exists for the Contract or Grant for the reporting period entered on the report
Report Exists - Created By Different user	Report already exists under a different user account
No Matching Report Found On report_id, ignoring field	If the "ID" field has been supplied then no report was found in order to update report
For prime awardee address, you must select a country other than the United States if State is Non-US.	Ensure that the correct State has been entered; if Non-U.S. ensure that the correct country name has been entered
For principal place of performance, you must select a country other than the United States if State is Non-US.	Ensure that the correct State has been entered; if Non-U.S. ensure that the correct country name has been entered
Congressional District could not be validated/matched from the provided address and zip+4.	If a zip+4 is available for the physical address, please verify against usps.com. In cases where there is no zip+4 available (and congressional district cannot be completed), remove the record or it will cause the entire report to fail.

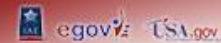| Error Message (Contracts Data Elements)	Explanation
The additional subcontractor's data in row X did not match the preceding report's contract and reporting period.	Indicates which rows in the spreadsheet contained invalid data
Contract # not found	Contract # was not found, ensure that the Contract is correctly marked as plan being required in FPDS-NG
The contract does not require FFATA reporting because the dollars obligated is less than $25,000	The Contract does not meet the requirements for reporting
Contract # is required	Contract # is required
POP City is required	POP City is required
POP State is required	POP State is required

POP Country is required	POP Country is required
POP Zip+4 is required	POP Zip+4 is required
The first 6 characters in the Treasury Account Symbol field are required (i.e. xx-xxxx)	The first 6 characters in the Treasury Account Symbol field are required (i.e. xx-xxxx)
Compensation Q1 is required	Compensation Q1 is required
Compensation Q2 is required	Compensation Q2 is required
Sub UNIQUE ENTITY ID (SAM) # is required	Sub UNIQUE ENTITY ID (SAM) # is required
Sub Amount is required	Sub Amount is required
Subcontract Date is required	Subcontract Date is required
Sub Overall Description is required	Sub Overall Description is required
Sub POP City is required	Sub POP City is required
Sub POP State is required	Sub POP State is required
Sub POP Country is required	Sub POP Country is required
Sub POP Zip+4 is required	Sub POP Zip+4 is required
Subcontract Number is required	Subcontract Number is required
Sub Compensation Q1 is required	Sub Compensation Q1 is required
Sub Compensation Q2 is required	Sub Compensation Q2 is required
Subcontractor Company Address - Congressional District could not be validated/matched from the provided address and zip+4	If a zip+4 is available for the physical address, please verify against usps.com. In cases where there is no zip+4 available (and congressional district cannot be completed), remove the record or it will cause the entire report to fail.
Date of Subcontract for subcontractor: (XXXXXXXXX) is not valid (Expecting YYYY-MM-DD Format)	Date the the subcontract was awarded
Sub UNIQUE ENTITY ID (SAM) # must be exactly 12 characters	Sub UNIQUE ENTITY ID (SAM) # must be exactly 12 characters
Contracting Office Agency ID is required	Data should be auto populated. Problem would need to be corrected at the source.
Contracting Office Agency Name is required	Data should be auto populated. Problem would need to be corrected at the source.
Contracting Office ID is required	Data should be auto populated. Problem would need to be corrected at the source.
Contracting Office Name is required	Data should be auto populated. Problem would need to be corrected at the source.
Funding Agency Name is required	Data should be auto populated. Problem would need to be corrected at the source.
Company Name is required is required	Data should be auto populated. Problem would need to be corrected at the source.
Company Address Street is required	Data should be auto populated. Problem would need to be corrected at the source.
Company Address City is required	Data should be auto populated. Problem would need to be corrected at the source.
Company Address State is required	Data should be auto populated. Problem would need to be corrected at the source.
Company Address Country is required	Data should be auto populated. Problem would need to be corrected at the source.

Company Address Zip+4 is required	Data should be auto populated. Problem would need to be corrected at the source.
NAICS Code is required	Data should be auto populated. Problem would need to be corrected at the source.
Date Signed is required	Data should be auto populated. Problem would need to be corrected at the source.
Sub Company Name is required	Data should be auto populated. Problem would need to be corrected at the source.
Sub Company Address Street is required	Data should be auto populated. Problem would need to be corrected at the source.
Sub Company Address City is required	Data should be auto populated. Problem would need to be corrected at the source.
Sub Company Address State is required	Data should be auto populated. Problem would need to be corrected at the source.
Sub Company Address Country is required	Data should be auto populated. Problem would need to be corrected at the source.
Sub Company Address Zip+4 is required	Data should be auto populated. Problem would need to be corrected at the source.
Sub NAICS Code is required	Data should be auto populated. Problem would need to be corrected at the source.
Sub Funding Agency ID is required	Data should be auto populated. Problem would need to be corrected at the source.
Sub Funding Agency Name is required	Data should be auto populated. Problem would need to be corrected at the source.
For Subcontractor address, you must select a country other than the United States if State is Non-US.	If Non-U.S. is selected for Country the Country name needs to be entered
For Subcontractor principal place of performance, you must select a country other than the United States if State is Non-US.	If Non-U.S. is selected for Country the Country name needs to be entered
Subcontract Award Month is required. expecting 2 digit month (i.e. 01 for January, 10 for October)	Enter the reporting period month for the report
Subcontract Award Year is required. expecting 4 digit year.	Enter the report period year for the report
Top Employer Compensation - fullname and amount are required for all 5 top pay employees.	Applicable only if Compensation Q1 is yes and Compensation Q2 is no
Sub Top Employer Compensation - fullname and amount are required for all 5 top pay employees.	Applicable only if Sub Compensation Q1 is yes and Sub Compensation Q2 is no
Subcontractor Information is required	All subcontractor information is required
The Subcontract Date cannot be in the future.	The date of the contract cannot be in the future
A FFATA report for this contract and reporting month: [report_month] already exists in the system.	A report for this reporting period already exists in the system.
Parent UNIQUE ENTITY ID (SAM) # of Vendor must be exactly 12 characters.	Parent UNIQUE ENTITY ID (SAM) # of Vendor must be exactly 12 characters.
Invalid Chararacter in Treasury Account Symbol:	Ensure that invalid characters are not contained

only alpha number and ()-/.	within the Treasury Account Symbol
Treasury Account Symbol field must not exceed 11 characters (xx-xxxx-xxx), 9 characters and 2 dashes	Ensure the that Treasury Account Symbol has been entered correctly
Program or Project Title exceeds 250 character limit.	Decrease the length of the Program Title
Top Employer Compensation: amount must contain only digits and not exceed 12 digits	Top Employer Compensation: amount must contain only digits and not exceed 12 digits
Sub Top Employer Compensation: amount must contain only digits and not exceed 12 digits	Sub Top Employer Compensation: amount must contain only digits and not exceed 12 digits
The subcontractor UNIQUE ENTITY ID (SAM) number entered does notmatch any active record in either SAM.gov. Per Federal Acquisition Regulation Subpart 52.204-10 Reporting Executive Compensation and First Tier Subawards, the prime contractor is required to provide the "unique identifier (UNIQUE ENTITY ID (SAM) Number) for the subcontractor receiving the award." While you can ignore this error and continue entering other information, you must provide a valid UNIQUE ENTITY ID (SAM) number for your subcontractor in order to completeand submit this report. FSRS will not allow you to submit the report without a valid subcontractor UNIQUE ENTITY ID (SAM) number.	Sub Awardee Unique Entity ID (SAM) does not match what has beenreported in USAspending. Check to ensure correct Unique Entity ID (SAM) is being used.
Sub Parent UNIQUE ENTITY ID (SAM) # must be exactly 12 characters	Sub Parent UNIQUE ENTITY ID (SAM) # must be exactly 12 characters
Sub Amount must contain only numbers and up to 2 decimal places (18 digits plus cents)	Sub Amount must contain only numbers and up to 2 decimal places (18 digits plus cents)
Another contractor has already added this contract to their worklist as prime.	The prime awardee has already reported on this award. If you are the prime awardee you will need to contact FSD Support.