# FSRS Awardee User Guide

**Last Updated March 8, 2022**

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**Revision Notes:**

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

| Revision | Date | Description |
|---|---|---|
| 1.1 | 10/26/2011 | FSRS Contractor Guide (used for Jul 2010 launch) revised to reflect both Contract and Grant Award FFATA Reporting capabilities of the 10/29/2010 version of FSRS.gov |
| 1.2 | 12/02/2013 | Creation of the Common Errors section and includes updates in functionality for the zip code+4/congressional district look-up process. Updates for SAM References |
| 1.3 | 01/23/2015 | Updates to Reporting Instructions manual and Batch upload. Added references to additional resources for users. |
| 1.4 | 9/29/2015 | Revised due to FSRS Threshold Increase. |
| 1.5 | 4/13/2021 | Revised due to FSRS Grant Threshold Increase. |
| 1.6 | 3/8/2022 | Updated DUNS reference to Unique Entity ID (SAM) |

# Table of Contents

# Section 1 FSRS Basics

## 1.1 System Background

The Federal Funding Accountability and Transparency Act (FFATA) required a system to allow prime grant award and prime contract recipients to report sub-award activity and executive compensation. The FFATA Subaward Reporting System – FSRS.gov – is the system that allows grant award and contract award recipients to electronically report their sub-award activity. July 2010, "FSRS.gov" launched as the resource for Prime Awardees to report on FFATA-required contract sub-award activity and executive compensation  October 2010, "FSRS.gov" expanded to incorporate FFATA-required Grant sub-award and executive compensation reporting.

Effective October 1, 2015, the Department of Defense (DOD), General Services Administration (GSA), and National Aeronautics Administration (NASA) are issuing FAR Case 2014-022 as a final rule amending the Federal Acquisition Regulation (FAR) to implement the inflation adjustment of acquisition-related dollar thresholds.

To learn more about the system's background, please review the home page materials that discuss the system's background, reporting requirements, and the FFATA legislation/regulations/OMB Guidance.
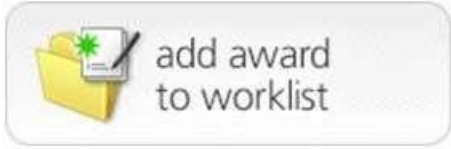
## 1.2 About this User Guide

This user guide is intended to help prime award recipients utilize the system to report their FFATA required sub-award activity. "Sub-awardees" or "sub-contractors" do not use this system to report. Only prime award recipients submit FFATA reports in this system.

Federal government users should refer to the Federal Government User Guide. Links to this guide can be found on the Federal Government user login in page, and from within all navigations pages of the Federal Government user interface.
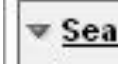
## 1.3 Key Navigational Icons/Terms Defined

(Note: Additional reference guides, data dictionaries, and quick reference guides can be found on the Resources page of the system.)

| Navigation Term | What to Look for: | Description |
|---|---|---|
| Add All Contracts to My Worklist | Add All Contracts To My Worklist ▶ | From the tab "Contracts Not Added" (from the "worklist" main navigation), the user can click the "add all contracts to my worklist" button to add all the presented contracts to their worklist. |
| Add all Grants to my Worklist | Add All Grants To My Worklist ▶ | From the tab "Grant Awards Not Added" (from the "worklist" main navigation), the user can click the "add all grants to my worklist" button to add all the presented grants to their worklist. |
| Add to Worklist<br><br>Or<br><br>Add Award to Worklist (button on home page) | Add To Worklist<br><br>add award to worklist | Button used to place a grant/contract award on a user's worklist.<br><br>Use from the home page will take the user to the first step of adding an award to the worklist. |
| Apply Search | Apply Search | Button where the user clicks to apply the desired search. |

| Navigation Term | What to Look for: | Description |
|---|---|---|
| Back | Back | Takes the user back to the previous step in a stepwise form. |
| Back to List | BACK TO LIST | When reviewing a record from a list (e.g., worklist award), use the "back to list" button to return to the list (previous screen). |
| Batch upload reports | Batch Upload Reports | Resource allows prime awardees to "batch upload" grant/contract FFATA reports in either excel or xml batch formats. |
| Browse | Browse... | Used to search for a file on your system for upload to the system. |
| Cancel from a record review - e.g., when reviewing an award record on the worklist)\n\nOr\n\nCancel when creating a FFATA report | Cancel | Return to previous page.\n\nFrom within a report - Click 'Cancel' to leave and continue a report later from the point it was last saved. If a report has not yet been saved, clicking cancel will simply return the user to the reports list. |
| Clear | Clear | Clears selected search criteria. |
| Collapse Navigation Arrow | ▼ Sea | Click a downward pointing arrow to "collapse" a navigation category (e.g., collapse "Search Filters") |

| Navigation Term | What to Look for: | Description |
| --- | --- | --- |
| Contracts Not Added | Contracts Not Added | This tab (within worklist), lists contracts that were found that match a user's registered UNIQUE ENTITY ID (SAM) # and havenot been added to their worklist. |
| Copy Report | Copy Report | From the FFATA report list, an awardee can copy a report as the basis of another report in the system. "COPY" will bring in report elements that would not be specific to a particular report month (e.g., a previous report's sub-awardee data is not copied forward, but the "prime" awardee's data elements would be carried forward). |
| Create New Report<br><br>Or<br><br>create FFATA report (button on home page) | + Create New Report<br><br>create FFATA report | From the main navigation FFATA reports, this button allows the prime awardee to add a new report.<br><br>From the home page, this button will take the user to the first step of creating a FFATA report.<br><br>As users start to create a report, they will be presented with fields that establish whether the report is a contract or grant award report. |

| Navigation Term | What to Look for: | Description |
|---|---|---|
| Create/Review Reports<br>FFATA Reports | Create / Review Reports<br>**FFATA Reports**<br>Batch Upload Reports | This main navigation allows the prime awardee to review their exiting reports |
| Delete | Delete | From the FFATA reports list, a user can delete a draft report. |
| Edit | 📝 | Use this icon to open a record for "edits" (versus merely "review"). |
| Expand Navigation Arrow | ▶ Sear | Click a right pointing arrow to "expand" a navigation category. (e.g., expand "Search filters") |
| FFATA Report | **FFATA Reports** | A FFATA report is created by the prime awardee (contractor or prime grant award recipient), by award for each month where they had sub-contract of sub-award activity for the contract or grant. |
| Grant Awards Not Added | Grant Awards Not Added | This tab (within the main navigation worklist) list grant awards that were found that match a user's registered UNIQUE ENTITY ID (SAM) # and have not beenadded to their worklist.<br>Users can add a specific grant award to their worklist, or click the "add all grants to my worklist" button to add them all to their worklist. |

| Navigation Term | What to Look for: | Description |
|---|---|---|
| Home | Home | This is the user's point of entry to the system. From this page, users can access all navigation, utilize Quicklinks and review system announcements. |
| Ignore Errors, Save and Continue | Ignore Errors, Save & Continue | Button that allows a user to save a form without resolving all presented errors (e.g., not all required fields on report creation step have been completed). Note, users must resolve all errors prior to "submitting" a FFATA report. |
| Jump | Jump 1 ▾ | Moves directly to and displays the selected page (in a multi-page list). |
| Logout | \| Logout | Navigation to sign off the system. Found in upper right of every page in the system. |
| Next | Next > | Shows the next page (in a multi-page record list). |
| Previous | < Previous | Shows the previous page (in a multi-page record list). |

| Navigation Term | What to Look for: | Description |
|---|---|---|
| Quicklink | add award to worklist  create FFATA report | Quicklinks are home page navigational elements (buttons) that allow users to directly navigate to a particular action in the system.  E.g., from the home page, click the "create FFATA report" button to navigate directly to that action in the system. |
| Reopen to Edit Report | Reopen to Edit Report | After a report is submitted, the awardee would need to "reopen" the report to make any necessary edits. After edits are made, the awardee would need to "submit" the report again. |
| Report Month | Report Month | FFATA reports are submitted by month of sub-award/sub-contract activity. The Report Month indicates what month the report is reflecting. |
| Required Field | * | Indicates entry into the field is required before save/submit can be used. |
| Review | | Review the record data. |
| Save | Save | Saves your work and leaves you on the same form of the record. |
| Save & Go Back | Save & Go Back | Saves the data on the current form, and |

| Navigation Term | What to Look for: | Description |
|---|---|---|
| Save and Continue | Save & Continue | Saves your work and moves the user to the next step of a step-wise data entry form. |
| Save PDF | Save PDF | Opens a FFATA report in PDF document format. This can be saved to a user's local system. |
| Search Filters | ▼ Search Filters<br>Days | Search filters are resources that allow a user to search for records in a list that match the search filter settings. |
| Sort Arrow (on list displays) | Contract / Award Number  Agency ID | When reviewing a list, if the column heading has an arrow, the user can click the heading to sort by that column's terms. The column that is controlling the presented order will be "maroon" in color. |
| Source | Source | The report list will indicate the "source" of the report. Those reports tied to a Contract award will list "contract", and those reports tied to a grant award will list "grant". |
| Status | Status | FFATA reports have three types of Status – DRT (DRAFT – saved in the system but not submitted), SUB (Submitted through the system) or RPN (Reopened – previously submitted and reopened by the awardee). |

| Navigation Term | What to Look for: | Description |
|---|---|---|
| Step | Contract / Grant Request Form (Step 1) <br><br> 1 Instructions <br> 2 Enter Award ID (FAIN) <br> 3 Grant Award Details <br> 4 Prime Award Details <br> 5 Subawardee Data <br> 6 **Review** <br> 7 Submit Report | The "step" term indicates that the system has "steps" that comprise a multiple step process. <br><br> For filing a FFATA report in the system, a green step circle on the left side bar display indicates that the user has completed a step. A yellow step circle indicates that the step is open to edits. Gray indicates that the step has yet to be fully addressed. |
| Submit | Submit | Button used to submit a report (during step 7 of creating a report/or when resubmitting a reopened report). |
| View Printable Report | View Printable Report | Opens a FFATA report in a format that is formatted for printing. |

| Navigation Term | What to Look for: | Description |
|---|---|---|
| Worklist | Worklist | This main navigation allows the prime awardee to organize the awards for which they have reporting responsibility. The user can search for and add awards (both contracts and grants awarded to their registered UNIQUE ENTITY ID (SAM) number) to their worklist from contracts reported in FPDS-NG and grants reported through the Agency's FAADS+ submissions to USASpending. The user can create new FFATA subaward reports against those prime awards. The user can view unassigned prime contracts and/or grants awarded to their registered UNIQUE ENTITY ID (SAM) number and add them to their worklist. |

## 1.4 Log-In to FSRS

### 1.4.1 System Tie with eSRS

Users registered in the electronic Subcontracting Reporting System (www.esrs.gov) are able to access the FSRS system with the same log-in credentials that they use for eSRS. If a user registers for a new account in the FSRS system, they will be able to login to the eSRS system with the same credentials.

In addition, authenticated (logged-in) users in either system are able to toggle between the eSRS.gov and FSRS.gov applications seamlessly by clicking on the link in the upper right hand corner of any page, "Log-in to eSRS" or "Log-in to FSRS," depending on the system in which they are currently working.

**eSRS Log-In Link when Logged into FSRS.gov**

### 1.4.2 Existing Users
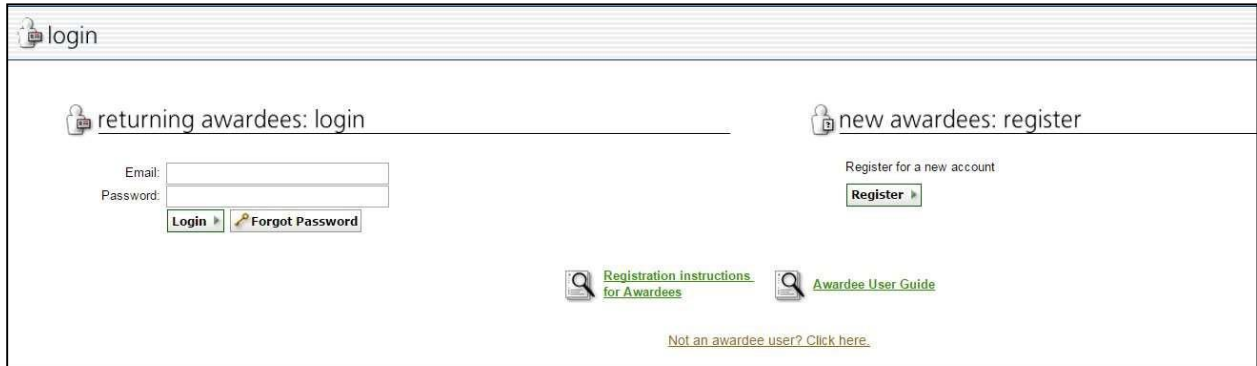
    I.        Users point their browser to https://www.fsrs.gov/

    II.      The awardee then clicks on the "Awardees" link within the "Log-In or Register Now" box shown below.
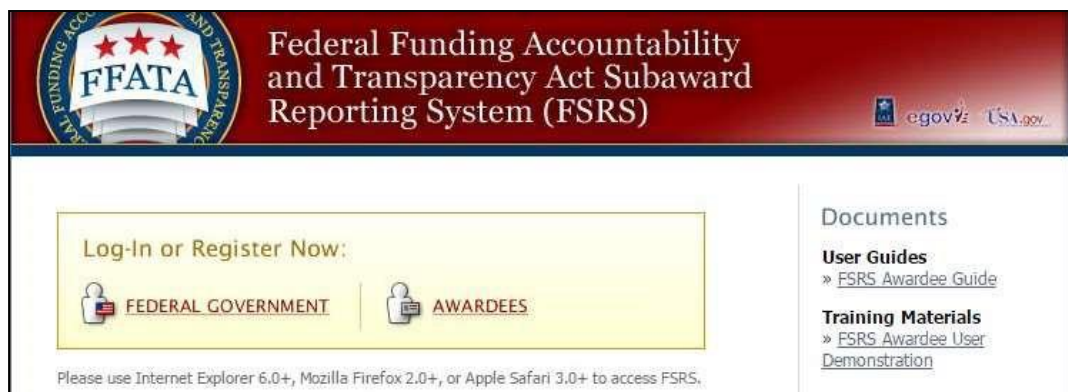
III.      An awardee logs-in to FSRS by entering their email address and password under the "returning awardees: login" section and click the Login Button.

IV.      If an awardee forgets their password, they can click the "Forgot Password" button. Doing so will generate a password and send it to the awardee via email.

**Awardee Log-In**



### 1.4.3 New Users

I.        Users point their browser to https://www.fsrs.gov. **NOTE: Users do not need to re-register if they have an existing eSRS Contractor user account (www.esrs.gov). The email address and password used for eSRS will allow the user to log-in to FSRS.gov.**

II.       The Awardee clicks on the "Awardees" link within the "Log-In or Register Now" box.

**Log-In or Register Now Box**
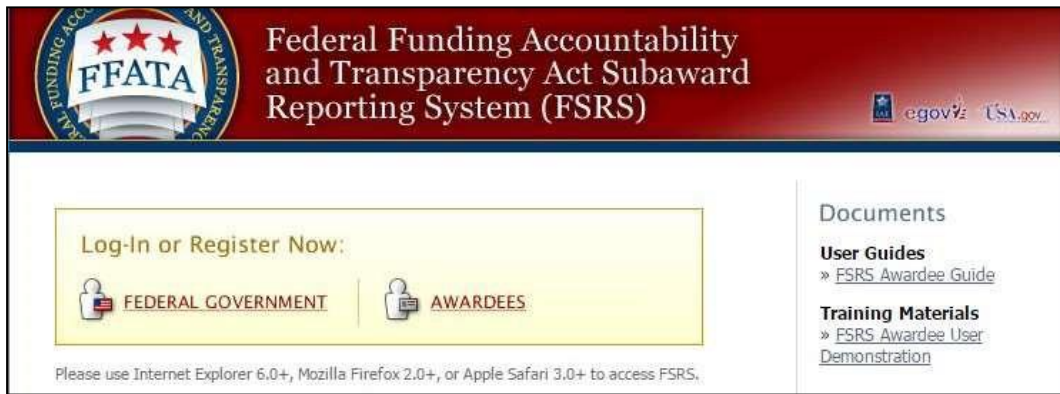


III.    To register, the user clicks the "Register" button under the "new awardees: register" section.

**Awardee Login Screen**
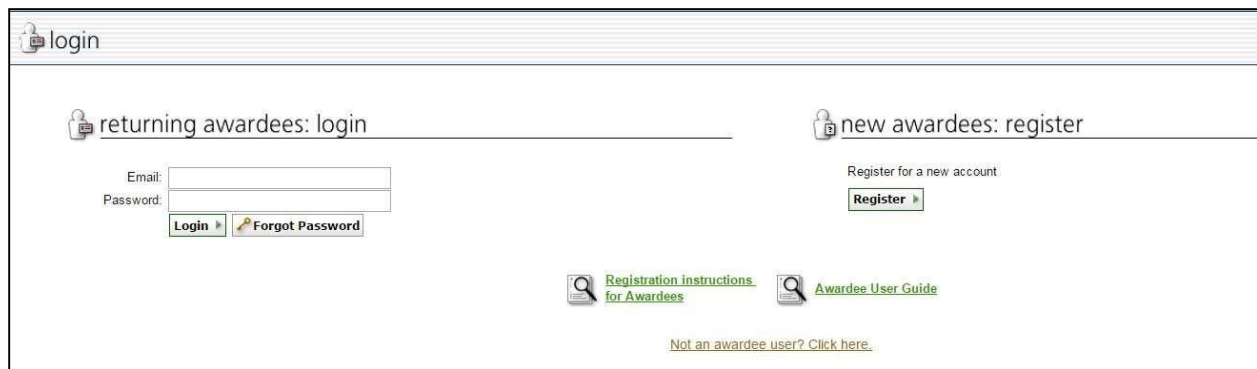


IV.    The user completes the two-step process that displays. **Note: Throughout the system a red asterisk (*) designates that the field is required.**

V.    Step 1: The user enters their organization's UNIQUE ENTITY ID (SAM) Identification
      Number and clicks the"Next" button.

**Awardee Registration Screen**

**Registration Step 1 of 2**

Please enter your UEI (SAM) Identification Number.

(Previously, this field was called the "Contractor Identification Number.") Please do not include any dashes when entering your Unique Entity ID (SAM). Upon entering the UEI (SAM), FSRS will pull the appropriate company information from the System for Award Management (SAM) database and auto-populate most of the fields on the next screen. You will still need to fill in the required Contact Information fields. (If the auto-populated information is incorrect, you'll need to contact SAM rather than FSRS.)

**Note:** If you have an account in eSRS (https://www.esrs.gov) you do not have re-register here. You may use the same username/password for both systems.

**Note:** Only the prime contractor's representative can register under their Unique Entity ID (SAM) to file a report. By registering under this Unique Entity ID (SAM) you certify that you are a representative of the prime contractor's company and have the authority to file this 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).

Unique Entity ID (SAM): [                    ]

◄ Cancel    Next ►
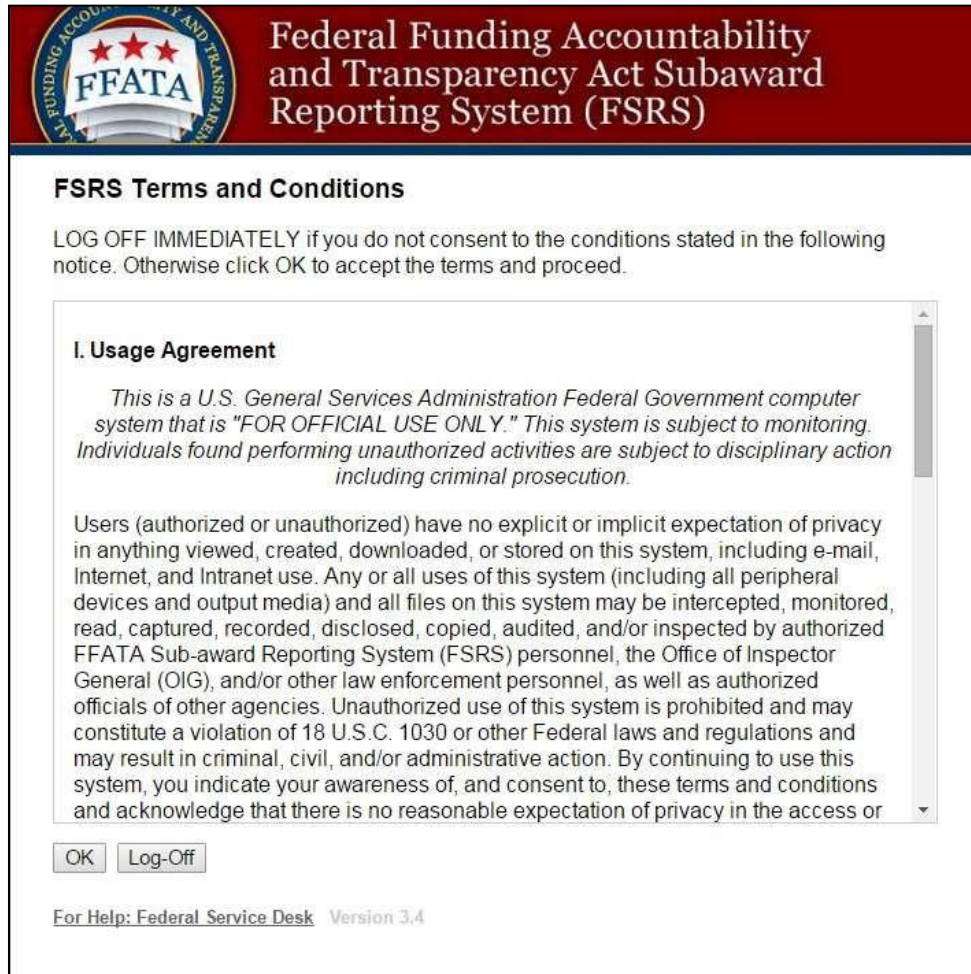
VI.    On Step 2, some form data may already be populated on the form from SAM.gov (System
       for Award Management).  This is based on the UNIQUE ENTITY ID (SAM) entered in Step
       1.

VII.   Users must complete all required fields and click the "Submit" button.

**VIII.**  After submitting this form, a confirmation email is sent to the email address provided during
       the registration process. The email presents instructions on how to finalize the registration
       process. **Note: An account is only activated after the user follows the instructions
       presented in the email.**

IX.    After a user has confirmed their registration, as outlined in the email, the user can return to
       the Login-In page (see Existing Users, page 15). They can then enter their email address and
       password, and click the "Login" button, to log-in to FSRS.

## 1.5 Terms of Use Agreement

I.        All users are required to agree to the Terms of Use for FSRS.

II.      Use the side scroll bar resource to review the terms and conditions in their entirety.

III.    A user can click "OK" to move forward or "Log-Off" to exit the system.

**Terms of Use Agreement Screen**



# 1.6 Getting Help with FSRS

### 1.6.1 The Help Desk

I.     Users can access the Federal Service Desk (FSD) directly from within the system. FSD is the help desk organization that provides help desk support for FSRS.gov.

II.    A link to the FSD is presented on the home page in the right-hand side bar. This link can also be found when logged into the system at the bottom of each page.

**Navigation to Access FSD on FSRS.gov**

Documents

**User Guides**
» FSRS Awardee Guide

**Training Materials**
» FSRS Awardee User Demonstration

News

**Question of the Month:**
Who is required to file a FFATA report in FSRS? View the answer

**New!** As of October 29, 2010, FSRS.gov now supports both contracts and grants sub-award reporting. Prime awardees, click here to register or log-in.

**Viewer Software:**
Some documents linked from this page are in PDF, Flash, or PowerPoint format. To view these files, you may need to download:
» Adobe Acrobat Reader
» Adobe Flash Player
» Microsoft PowerPoint Viewer 2007

For questions about FSRS, contact:
» Your contracting officer for questions about FSRS applicability to your contracts.

» For Help: Federal Service Desk

III.   Clicking on the FSD link opens a transition page introducing the Federal Service Desk (FSD) where users can secure assistance.

**FSD Transition Page**



IV. Users are automatically re-directed to the FSD 30 seconds after navigating to the transition page.

### 1.6.2 Resources Page

I.      When logged into the system, in the main navigation bar at the bottom of any system page, users will see a link to access a resources page. This page presents resources for the user related to the utilization of the FSRS system.

**Image of Bottom Navigation**

For Help: Federal Service Desk   Privacy Policy   Turn Accessibility Mode On   Awardee User Guide   FSRS Awardee User Demonstration   Resources Page
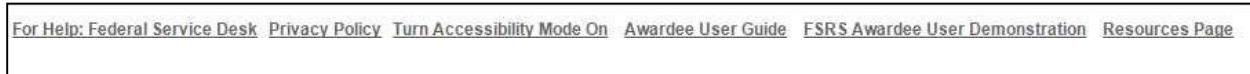
II.     On this page, users will find Quick Reference Guides, User Guides, Demonstration Videos, Technical Documentation, and access to the system's FAQs (Frequently Asked Questions).

**Resources Page**

# Section 2 FSRS Home/Main Navigation

After successfully logging into the FSRS reporting system, users are directed to their Home page.

## 2.1 Home Features

I. The Navigation bar at the top of the screen allows users to move through the system. This bar is available on every screen through the system. Please read "Section 2.2 Navigation Overview" for more information.

II. The Alerts section shows messages that require a user's attention.

III. Announcements are created by FSRS administrators and when published they will display in this section.

**Home Page**



## 2.2 Navigation Overview

**Navigation Pane**



**Home:** Home returns a user to the default home page (same as seen on login).

**Profile:** The profile page allows a user to edit account and contact information. Please see Section 3, Profile for more information.

**Worklist:** The worklist allows a user to view all awards (both contract and/or grant awards) that have been linked to their account based on the UNIQUE ENTITY ID (SAM) they registered their account under. Please see Section4, Worklist for more information.

**File/Review Reports:**
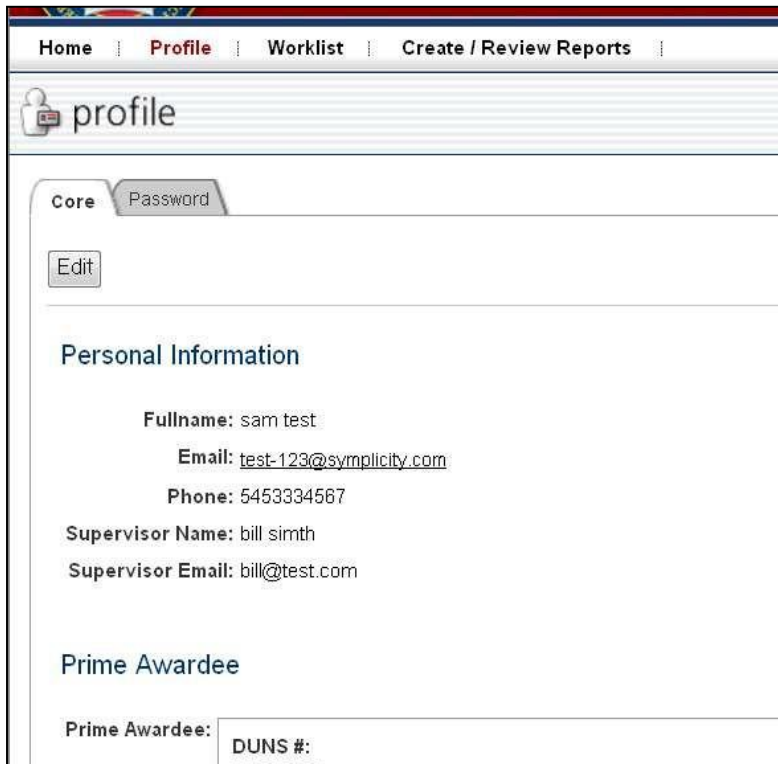
   **FFATA Reports:** The FFATA Reports section allows a user to add a new FFATA Report and to review existing FFATA Reports. Please see Section 5, FFATA Reports for more information.

   **Batch Upload Reports:** The Batch Upload Reports section allows a user to file multiple FFATA Reports at once. A user can download the templates on this page, or from the Resources page. These templates can be used to create a CSV (comma separated value) or Tab Delimited file which can then be imported into the FSRS system for either a set of Grants or a set of Contract FFATA reports. Additional resources regarding the Batch Upload Reports section can be found on the Resources page of the system under Technical Documentation. More information on the Batch Uploads is discussed in Section 6 of the Awardee User Guide.

# Section 3 Profile

**I.**    If a user clicks on Profile in the top navigation menu bar, then can review their core contact information. **NOTE: If a user's company profile is not accurate, the user must make the necessary updates in the System for Award Management (SAM.gov) system.**

**II.**    To edit profile information, the user should click the Edit button. After making the desired changes, the user should click the Submit button to save the changes.

**III.**    To change a password, users click on the Password tab near the top of the page. Users may enter a new password on that page. The user should click Save Password to confirm the new password. For security purposes, passwords must meet the following criteria:

    a.    Must be between 10 and 14 characters
    b.    Must contain 2 of each of the following:
        i.    Lower case letter
        ii.    Upper case letter
        iii.    Number
        iv.    Special character (i.e. @,#,$)

**Profile View**

# Section 4 Worklist

## 4.1 Overview of the Worklist

I.   The Worklist main navigation allows the prime awardee to manage and review the awards for which they have a reporting responsibility.

II.  The user can search for and add awards (both contracts and grants awarded to their registered UNIQUE ENTITY ID (SAM) number) to their worklist from contracts reported in FPDS-NG and grantsreporting through the Agency's FAADS+ submissions to USAspending.gov

III. From the worklist they can create new FFATA sub-award reports against those prime awards

IV.  Users can view unassigned prime contracts and/or grants award to their registered UNIQUE ENTITY ID (SAM)number and add them to their worklist.

## 4.2 View Existing Worklist Records

I.   Within the main navigation Worklist, the My Worklist tab lists those contracts/grant awards that the user has added to their worklist for reporting purposes.

II.  The list of awards can be sorted using the Column Titles, the ascending and descending sorts are identified by the Up/Down arrows next to the column title. Toggle the sorts by clicking on the column title.

III. The currently active sort column is designated by a Maroon colored column title.

IV.  Users can view the details of a specific contract or grant by clicking on the View button provided next to each item.

V.   In the Options column, multiple options may be available.

   a. Remove – will unassign the contract or grant from your My Worklist

   b. Existing Reports – will allow the user to be directed to all active reports for the contract or grant. This button will only display if there are existing reports.

**My Worklist View**

VI.      When a user views a specific award, there is another tab that lists an existing report's associated with that award.
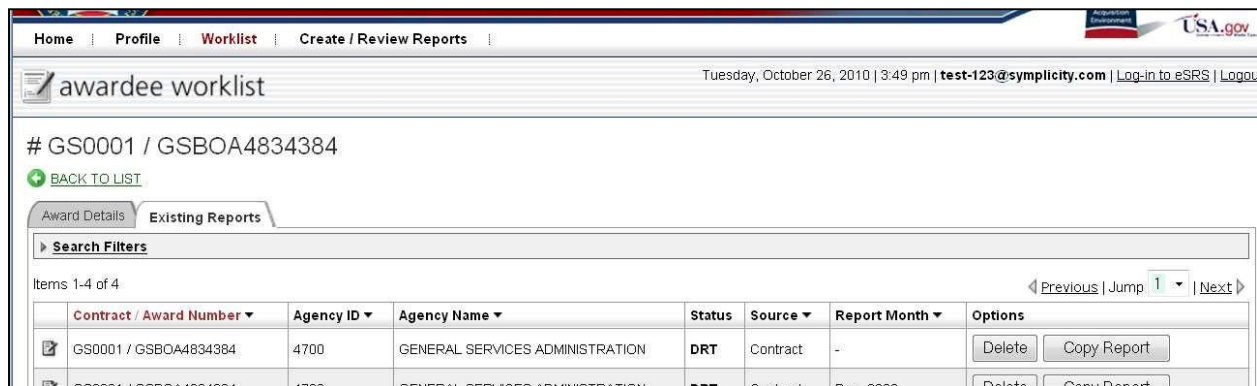
**Award Details View**
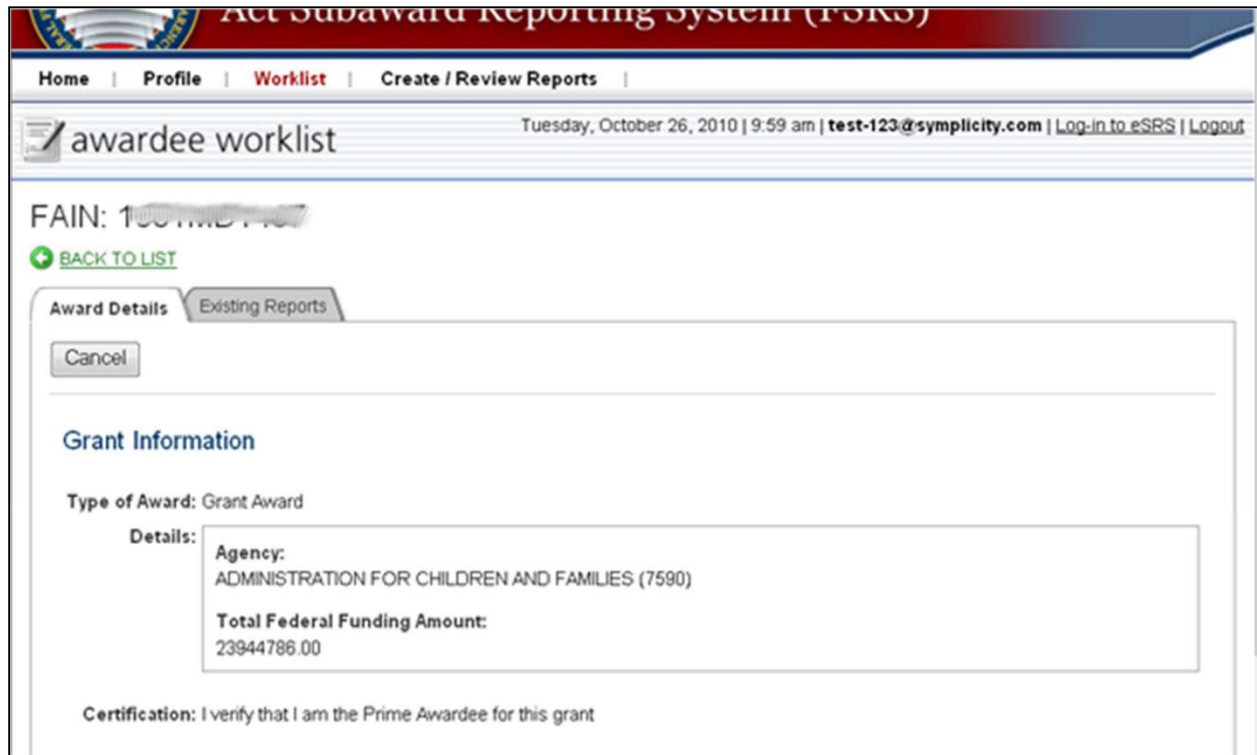
## 4.2 View Existing Reports for Worklist Records

I.      From the My Worklist tab, click the Existing Reports button to review existing reports for an award.

II.     From the tab Existing Reports, the user can view the reports that are currently available in the system. Click the Review icon to open a specific report to review its details. **Note: Users will only be able to review a report if they created the report.**

**Award "Existing Reports"**

## 4.4 Find Award Records Not Added to Worklist

**I.**     From the main Worklist navigation, the Contracts Not Added and Grants not added tab
provide a listing of Contracts and Grants available for reporting in the system that are
associated with the user's registered UNIQUE ENTITY ID (SAM). **Note: If a grant or contract
is not available, confirm the record has been reported to its authoritative source (FPDS-
NG or USAspending.gov). If the contract or grant can be found and the awarded UNIQUE
ENTITY ID (SAM) matches your FSRS registered UNIQUE ENTITY ID (SAM), contact the FSD
Help Desk to request assistance with locatingthe contract or grant.**

## 4.5 Add All Records Not Added to the Worklist

      I.      From either of the Not Added lists, users will see a button to Add All (Contracts or Grants) To My Worklist button. This will assign all Contracts or Grants to your worklist for reporting. This action is not reversible but you can use the Remove action button on the My Worklist tab to remove any grants or contracts you are not responsible for reporting on in FSRS.

**Contracts Not Added List**



**Grant Awards Not Added List**

## 4.6 Search For and Add a Single Award to the Worklist

There are two primary methods to add a new award to a user's worklist. From the My Worklist tab, use the "Search For and Add Award" button, or from the Home Page, click the Add Award to Worklist Quicklink button.

I.     For Contracts and Grants that cannot be found on the Not Added Tabs or for quick a quick search to locate a specific contract or grant award use the Search For and Add Award button on the My Worklist tab.

**Search For and Add Award Button**

**Home Page Quicklink – Add Award to Worklist**



II. Regardless of the point of entry above, users are then taken to the Enter Contract/Grant Form (Step 1). The first question on the form establishes the award type.

III. Once the user selects either Contract or Grant, the form will display the appropriate follow-up fields.

**Contract/Grant Request Form**

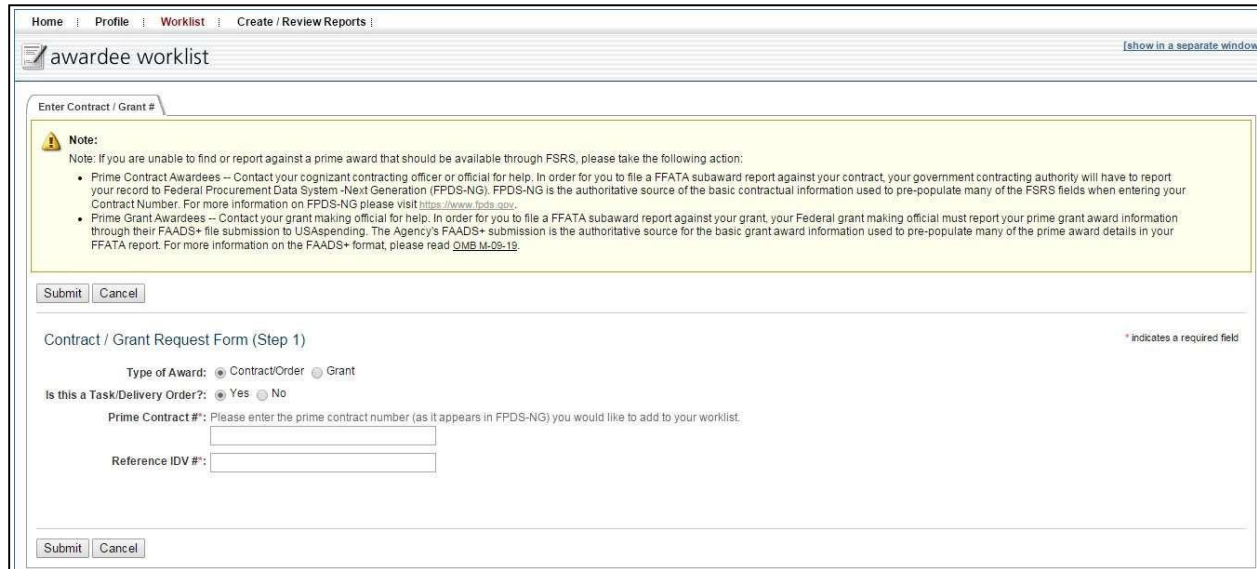**Contract Request Form**

The Contract Request form will request the user to identify whether the contract they are looking for is a Task/Delivery Order contract. Selecting Yes will display an additional contract field.



In order to complete the fields the user will need to know the proper Contract numbers to enter.

If the Contract is not a Task/Delivery Order, enter the contract number (as it is displayed in FPDS-NG, without hyphens) into the Prime Contract # field

If the Contract is a Task/Delivery Order, enter the contract number into the Reference IDV # and enter the Task/Delivery Order number into the Prime Contract # field. These fields match with the FPDS-NG contract record. Referencing the FPDS-NG site when completing this search will be beneficial to users completing this form.

**Grants Request Form**
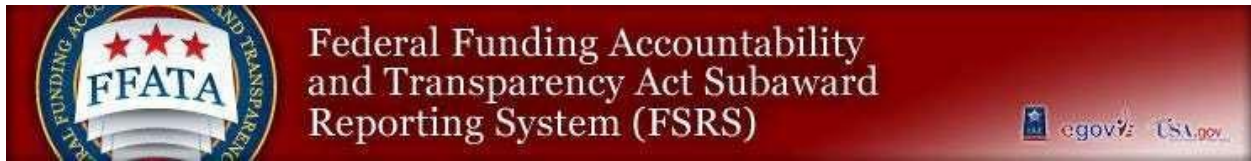
The Grant Request Form will allow the user to enter the Grant number of the award they are looking to add to their worklist to begin their reporting. Enter the Grant Award# or FAIN # into the field, without hyphens. This number should match the Grant Award Record on USAspending.gov.



If a Contract or Grant Award is successfully found by the system the system will provide the award summary in a pop-up window, clicking the Continue button will add the Contract or Grant to your worklist.  Clicking Select Another Grant will cancel the process and reset the request form.



Once you click continue Step 2 of the Request Form process will display requesting the user verifying that they are the Prime Awardee for the Contract or Grant Award.

Verifying you are the Prime Awardee will add the Contract or Grant Award to your worklist.

## 4.7 Error Notifications when attempting to add a Contract or Grant

If a user attempts to add a contract or grant to their Worklist they may encounter a number of errors.

1. Errors Detected: Award ID (FAIN) does not match any awards in the system! Please re-enter the Award ID (FAIN) and try again.

a. If a user encounters this warning it means that the contract or grant has not yet been imported into the system or the award number they entered does not exist. Be sure you are entering the correct number when completing this process.

2. Errors Detected: The prime UNIQUE ENTITY ID (SAM) on the (contract or grant) does not match your registered UNIQUE ENTITY ID (SAM). Only the prime contractor's representative is authorized to file a FFATA report in FSRS Click [Ignore Errors and Continue] to proceed. If you ignore the error message and continue, you certify that you are a representative of the prime contractor's company and have the authority to submit this report.

   a. If a user encounters this message it simply means the UNIQUE ENTITY ID (SAM) on the Contract or Grant Award in the authoritative source (FPDS-NG or USAspending.gov) does not match the user's registered UNIQUE ENTITY ID (SAM). If you are an agent of the prime awardee and are authorized to report on the contract or grant award then follow the instructions provided. This is simply a notification to inform the user that there is a discrepancy but it does not disallow reporting by the user.

3. Errors Detected: The selected grant does not require FFATA reporting. FFATA reports are only required for grants with Base Obligations dates greater than or equal to Oct 01, 2010 and dollars obligated greater than or equal to $30,000. Reporting subcontracts under federally-awarded contracts and orders valued greater than or equal to $30,000, reporting starts October 1, 2015

   a. The above Grant version and the subsequent Contract version (date is July 01, 2010 for reporting) notifies the user that this grant or contract cannot be reported on through the FSRS system. Reporting may still be required but the FSRS system, at this time, does not allow reporting for the award. Contact your Grant Officer or Contracting Official for assistance in determining how to complete your reporting.

# Section 5 FFATA Reports

## 5.1 Overview of the Create/Review Reports Navigation

I.    The main navigation Create/Review Reports allows a prime awardee to review their existing reports or create new reports in the system. From this view, the user is able to review FFATA reports across all awards they have reported on in the system.

II.   Users can create new reports, save drafts of reports for future submission and reopen reports to edit their details.

III.  If a user has existing reports in the system, they can Copy the basic data elements from the report as the basis for another month's report for that same award.

IV.   Users have a batch upload resource that allows users to upload multiple reports at a time. This feature is recommended for advanced system users and users that have a large number of (more than 50) subawardees.
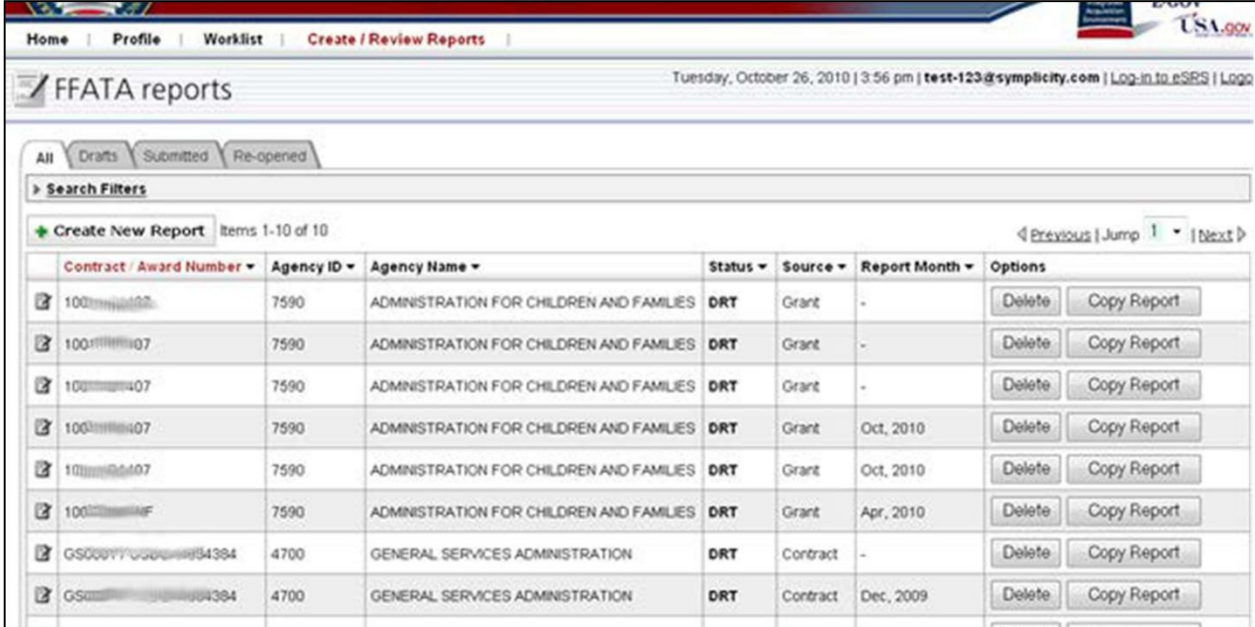
**Create/Review Reports Navigation**

## 5.2 View Existing Reports

I.   Click on Create/Review Reports in the top navigation bar and select the FFATA Reports option.
II.  Users are directed to a screen similar to the FFATA reports screenshot below. There are four tabs on this navigation, and each tab contains a different report type (status based).
III. When the list is opened the system defaults to listing All reports regardless of the report status.
IV.  Users can go to other tabs that would list only Draft, Submitted or Re-opened reports.

**FFATA Reports Listing**



**The status for each report displays in the Status column and a Legend is provided at the bottom of the list page.**

**Draft (DRT):** A user began working on the report; however, they did not complete it and/or submit it.

**Submitted (SUB):** A user successfully submitted the report in the system and the information is now visible to the public on a public website.

**Reopened (RPN):** The report was previously submitted and accepted, but has since been reopened for modification or corrections.

## 5.3 File a New Report

I.  There are several methods to file a new FFATA Report. One method allows a user to easily bile a new FFATA Report form the Home Page. The user simply clicks on the "create FFATA report" button, as seen below.

**Home Page Quicklink – File FFATA Report**



II.  Alternatively, a user can click on Create/Review Reports in the main navigation bar and select FFATA Reports.

**Create/Review Reports Navigation**

III.    To file a new report, the user then clicks the Create New Report button on the top or bottom of the FFATA Report page.

IV.    Users walk through a stepwise process to enter their award data.

V.    For filing a FFATA report in the system, a Green step circle on the left side bar indicates that the user has completed a specific step. A Yellow step indicates that the step is currently open for edits and a Cray step indicated that the step is incomplete.

**Side Bar Step Navigation within a Report**
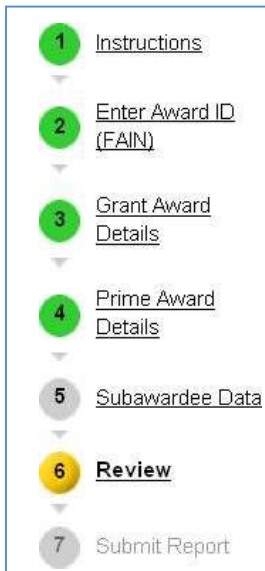


VI.    Step 1 is the Instructions page, similar to the screenshot below. Users should take time to read the instructions and click Continue when they are ready to proceed. To cancel, click the Cancel button.

**Instructions Step 1**



VII.   On Step 2, users indicate if they are submitting the report for a Grant Award or a Contract, and if Contract whether it is a Task/Delivery Order type contract.

**Note: If the Award does not meet reporting requirements for FFATA the system will produce an error message informing the user that they will not be able to proceed.**

**Instructions Step 2**

VIII.     Once the type of Award is established – different fields will be presented based on whether it is a grant or contract.

  a.  If the Contract is not a Task/Delivery Order, enter the contract number (as it is displayed in FPDS-NG, without hyphens) into the Prime Contract # field

  b.  If the Contract is a Task/Delivery Order, enter the contract number into the Reference IDV # and enter the Task/Delivery Order number into the Prime Contract # field. These fields match with the FPDS-NG contract record. Referencing the FPDS-NG site when completing this search will be beneficial to users completing this form.

IX.     If the award has already been added to the user's Worklist then the user can make a selection from the available drop down field.

**Enter Contract # Page**

**Type of Award***:                                                      * indicates a required field

◉ Contract/Order  ○ Grant Award

**Is this a Task Order?***:

Indicate if you are submitting this report for a Task Order. After making your selection, additional information will be required.

"Select "YES" if you are reporting subawards for a specific task, delivery, or call order for supplies and/or services placed against an established federal contract or agreement. These include: indefinite delivery contracts (also known as task or delivery order contracts), multiple award schedules (MAS) (also known as federal supply schedules), government wide acquisition contracts (GWAC), blanket purchase agreements (BPA), and basic ordering agreements (BOA). Please see the Federal Acquisition Regulation (FAR) for the regulatory definition of each. These terms do not encompass federally-awarded grants, cooperative agreements, or other assistance actions.

Select "NO" if you are reporting subawards for a federally-awarded contract or agreement itself. These include: definitized or letter contracts, purchase orders, and indefinite delivery contracts or agreements if the requirement was placed on the contract or agreement itself and not on a subsequent order. Please see the Federal Acquisition Regulation (FAR) for the regulatory definition of each. These terms do not encompass federally-awarded grants, cooperative agreements, or other assistance actions.

◉ Yes  ○ No

**Select Existing Contract***:

Choose the prime contract from your worklist that you would like to report on.
If the contract is not found, use the text field below to manually enter in the number

[                    ▼]

**If not found above, enter Prime Contract # (as it appears in FPDS-NG):**

[                    ]

**Referenced Indefinite Delivery Vehicle (IDV) #:**

[                    ]

**Enter Grant # Page**

Type of Award*:                                        * indicates a required field

○ Contract/Order  ● Grant Award

**Select Existing Grant**:
Choose the grant from your worklist that you would like to report on.
If the grant is not found, use the text field below to manually enter in the number

[                  ▼]

**If not found above, enter Award ID (FAIN):**

[                          ]

[Back]  [Cancel]  [Continue]

**Note: For steps 3 and 4 there are field difference between grant and contract submissions. The Tips section (found in the right side bar seen starting on Step 3) contains a data definition document that is specific to each type of report. These data dictionaries are also available on the Resources page. These dictionaries define the fields on each workflow and for the batch upload templates.**

X.   Once users enter the award number when they get to steps 3 and 4, they will notice large amount of the information is pre-populated. To ensure consistency between the FSRS.gov system and other government systems, the FSRS.gov system is designed to pull in data from other feed systems.

   a.   For Grants, a primary source of data is FAADS+ (as reported by USASpending). Data is also resourced from System for Award Management (SAM) for prime award recipients, and from SAM for sub-awardees.

   b.   For Contracts, the primary source of data is FPDS-NG. Data is also resourced from System for Award Management.

   c.   The dictionaries define the primary/secondary sources of pre-populated fields on each workflow.

XI.   Hover your mouse over the field's ? help icon to learn about remediation of any specific data that has been auto populated.

**Sample Hover Over ? Message**
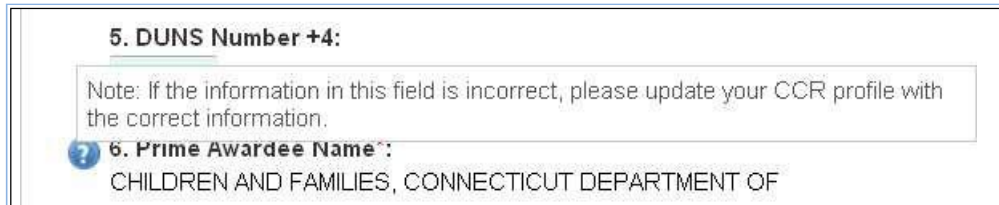


XII.   Users will then complete the forms for each step and click Save and Continue or Continue to move to the next step.

XIII.   **FOR GRANTS ONLY:** users will see a red "flag" resource on certain pre-populated data fields. Users can indicate that the data being auto-populated is incorrect by marking the "is this information correct?" field "no". The user is then required to explain their response. While the submitted FFATA report data is not changed, the flag designation for the field, and the explanation of that flag, is viewable by the federal government user as they review the report on their interface.

**Sample Grants Flag Field**



XIV.  As a step is being completed, on the right side of the screen, users may see a "Progress" section (e.g., on step 4). A green check mark indicates the field has been entered and accepted. A red asterisk means a value is needed.



XV.  To collapse the progress listing, a user clicks the button in the upper right corner of the inset box.

XVI.  Below "Progress", users see a "Tips" section that that can also be collapsed with the upper right button. As previously indicated, for steps 3 and 4 there are field differences between grant and contract report submission workflows. The Tips section contains a data definition document that is specific to each type of report (grant or contract). These data dictionaries are also available on the resources page.
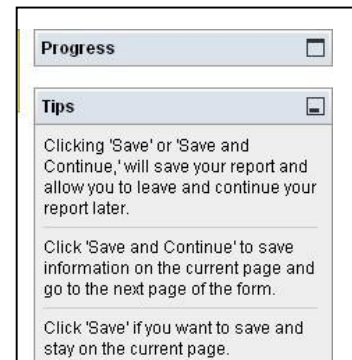
XVII.    Users can reopen either the Progress/Tips sections by clicking the upper right empty box.

XVIII.   On Step 6, the user can review the entire report. Users have the option to "View Printable Report" or "Save PDF" during their review at this step. At the bottom of the review screen (not pictured below), the user can click "continue" to move to step 7 (submission step), or "Back" to return to a previous step.

**Report Review Step – Step 6**

XIX.   On step 7, a user must click "submit" to complete the report submission. This makes the report viewable by the public.

**Report Submission Step – Step 7 Screenshot**

XX.    Upon submission, users will see a confirmation message about the report being submitted.

XXI.    Additionally, after the report is submitted, users will now see a "reopen" report option in the right side bar of the submitted report screen.

**Submitted Report Confirmation Screen**

XXII.    Users may then return to View Existing Reports to review the status of the report just entered.

## 5.4 Copy as the basis for a New Report

I. From the FFATA reports list, users can copy a report as the basis for another report for the same award number. Doing so copies all data/information that can be carried forward into another report (e.g., those data elements that are not specific to a report month).

II. To copy a report, click the option "copy report" that is presented on the FFATA reports list.

III. Users are then presented with the steps necessary to complete the report.

IV. If the user does not see the copy button for a report, the user did not create the report and as such cannot execute the copy request for the report OR the contract is no longer available for reporting.

**FFATA Reports Listing Screenshot**

## 5.5 Edit an existing Report

I. Click on the "edit" icon beside the report number to edit a report.

II. One a user clicks on the "edit" icon, the report is open for the user to make edits. To return to the report listing from edit mode, click the "Cancel" button at any time, or click the "BACK TO REPORT LIST" link.

III. If the user does not see the edit button for a report, the user did not create the report and as such cannot execute that request for the report.

**FFATA Reports Listing Screenshot**



IV. Note: A user can only edit an open (draft or reopened) report. If a user needs to update a submitted report, click on the edit icon for the desired report and select the "Reopen to Edit Report" button found in the Report History right sidebar.

**Reopen to Edit Report**

## 5.6 Delete a Report

I.   Click on the "Delete" button in the Options column to permanently delete a report.
II.  If the user does not see the delete button for a report, the user did not create the report and as such cannot execute that request for the report.
III. Only Draft reports can be deleted from the system, once a report has been submitted deletion is no longer an available option.

**FFATA Reports Listing Screenshot**

# SECTION 6 Batch Uploads

***(For advanced users only; additional documentation can be found on the Resources page of the system)***

The batch upload capability allows users to upload multiple FFATA Reports in one upload.

I. Access Batch Uploads by clicking on the main navigation, File / Review Reports. Choose the "Batch Upload Reports" option.

**Batch Upload Main Navigation**



II. Users first review the instructions presented at the top of the page.
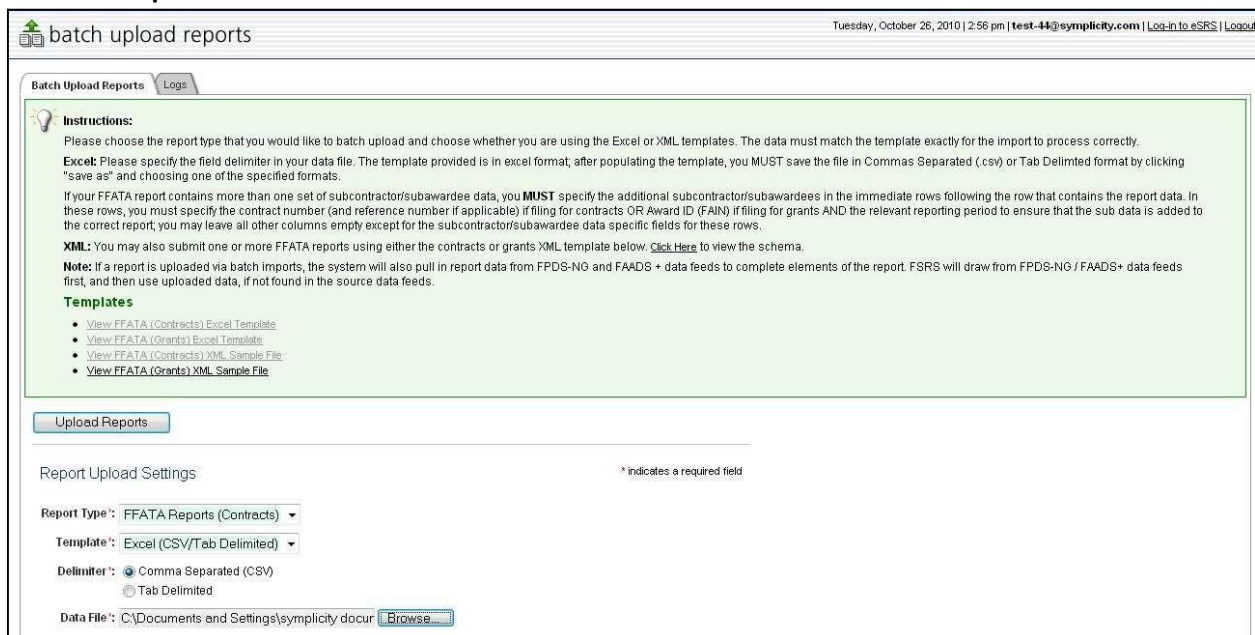
**Batch Upload Instructions**
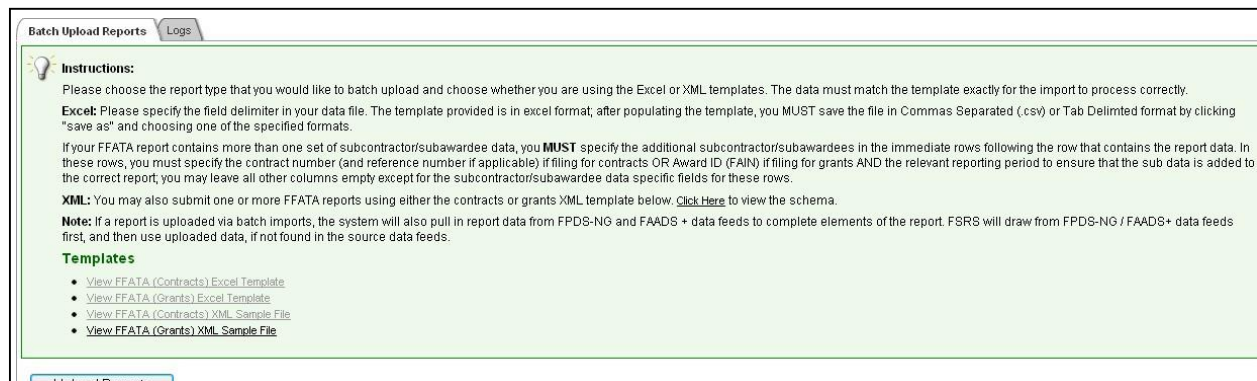


III. There are four presented import templates. Users download the FSRS template that they want to use by clicking on the link for their desired format for upload. There are distinct templates for "Grants" versus "Contracts". Uploads only consist of one of these types of reports (meaning a single file cannot be used to upload reports for both grants and contracts). Users have two file formats that they can use: XML or Excel.

IV. If uploading using the Excel template, using Excel (or other compatible spreadsheet editor), the user adds all records that they intend to file within the Template.  User should NOT

change the template structure. They should ensure the data is entered so that it matches the file's structure exactly.

V. Using the Save As feature in Excel, the user saves the spreadsheet as a CSV or Tab Delimited file,

VI. If creating an XML file, click the "xml template, and then view the "page source" to pull the desired template data (if pulled directly from your browser view, users will get invalid characters). Then use a XML editor resource to edit the xml template file to include the reports.

VII. The Excel or XML file should be saved so it can be accessed while the user is on the FSRS system.

VIII. If the user has left FSRS to create the file, they should return to FSRS and go back to the Batch Upload Section.

IX. The user chooses the report type (grants/contracts), the template (which ties to file formal excel CSV or tab delimited / XML), and if using Excel, the delimiter type that was used when the data was saved in the template file (CSV or Tab Delimited).

X. The user then clicks on the "Browse" button and chooses the file that was saved in Steps V/VI above.

XI. The user then clicks "Upload Reports" to initiate the upload.

**Batch Upload Screenshot**



XII. When import is complete, the system displays the import results of the file upload process on a confirmation section of the screen: "Upload Output".

XIII. Any upload errors are described. If presented, a user should click the link "View Detailed Log File" to review the specific error information.

XIV.    Errors can be remediated in the upload file, and the user can repeat the steps above as appropriate (assumes the error was tied to the data saved in the uploaded file).



**Batch Upload Output Screenshot**

XV.     Users can review the log of previous batch uploads on the "Logs" tab of the Batch Upload Reports navigation.

XVI.    Users can set date filters and click "submit" to review historical import logs (users are restricted to a maximum 3 month period for log searches).

**Batch Upload Logs Screenshot**

# Section 7 Common Errors

## 7.1 Contract or Grant not found

This error references the inability of the system to locate a contract or grant record in the system.

    a. For Grants, a primary source of data is FAADS+ (as reported by USASpending). Data is also resourced from System for Award Management (SAM) for prime award recipients and for sub-awardees.

    b. For Contracts, the primary source of data is FPDS-NG. Data is also resourced from System for Award Management.

If your contract or grant cannot be located confirm that the data is available on USASpending.gov (for Grants) or FPDS-NG (for Contracts). If you are unable to locate the record(s) then contact the awarding agency grant or contract officer for assistance. If you do locate records for the grant or contract but are unable to add them to your worklist, please contact the FSD help desk.

## 7.2 Zip Code +4 and Congressional District Errors

FSRS allows for the manual input of a Congressional District when a valid Zip+4 is unavailable. To submit a report for a Subawardee with an invalid Zip+4, the Prime should follow these steps:

I. Log in to FSRS.gov
II. Select a Contract or Grant to report on (or open an existing report)
III. For Prime Award details - If a valid Zip+4 is not available, you will be prompted to manually enter a 2-digit Congressional District
IV. For Subawardee data - Enter/update the UNIQUE ENTITY ID (SAM) number and required Subawardee data;

   - If a valid Zip+4 is not available for the **physical address**, you will be prompted to manually enter a 2-digit Congressional District

   - 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.



**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)

5. Advance to Review page and Submit the report.