



FSRS Awardee User Guide

Last Updated September 29, 2015

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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.

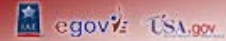


Table of Contents

SECTION 1 FSRS BASICS	5
1.1 SYSTEM BACKGROUND.....	5
1.2 ABOUT THIS USER GUIDE.....	5
1.3 KEY NAVIGATIONAL ICONS/TERMS DEFINED	6
1.4 LOG-IN TO FSRS	15
1.4.1 SYSTEM TIE WITH ESRS	15
1.4.2 EXISTING USERS	15
1.4.3 NEW USERS.....	16
1.5 TERMS OF USE AGREEMENT	18
1.6 GETTING HELP WITH FSRS.....	19
1.6.1 THE HELP DESK	20
1.6.2 RESOURCES PAGE	21
SECTION 2 FSRS HOME/MAIN NAVIGATION.....	23
2.1 HOME FEATURES	24
2.2 NAVIGATION OVERVIEW	24
SECTION 3 PROFILE	26
SECTION 4 WORKLIST	27
4.1 OVERVIEW OF THE WORKLIST	27
4.2 VIEW EXISTING WORKLIST RECORDS	27
4.2 VIEW EXISTING REPORTS FOR WORKLIST RECORDS	30
4.4 FIND AWARD RECORDS NOT ADDED TO WORKLIST.....	31
4.5 ADD ALL RECORDS NOT ADDED TO THE WORKLIST	32
4.6 SEARCH FOR AND ADD A SINGLE AWARD TO THE WORKLIST	33
4.7 ERROR NOTIFICATIONS WHEN ATTEMPTING TO ADD A CONTRACT OR GRANT	37
SECTION 5 FFATA REPORTS.....	39



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



5.1 OVERVIEW OF THE CREATE/REVIEW REPORTS NAVIGATION	39
5.2 VIEW EXISTING REPORTS	40
5.3 FILE A NEW REPORT	41
5.4 COPY AS THE BASIS FOR A NEW REPORT	53
5.5 EDIT AN EXISTING REPORT.....	54
5.6 DELETE A REPORT	55
<u>SECTION 6 BATCH UPLOADS</u>	<u>56</u>
<u>SECTION 7 COMMON ERRORS</u>	<u>59</u>
7.1 CONTRACT OR GRANT NOT FOUND.....	59
7.2 ZIP CODE +4 AND CONGRESSIONAL DISTRICT ERRORS.....	59



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



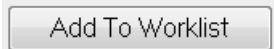
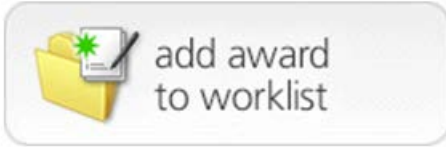
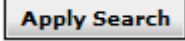
This user guide is intended to help prime award recipients utilize the system to report their FFATA required sub-award activity. "Sub-awardees" or "sub-contractors" do not use this system to report. Only prime award recipients submit FFATA reports in this system.

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.



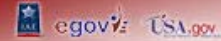
1.3 Key Navigational Icons/Terms Defined




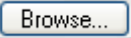



(Note: Additional reference guides, data dictionaries, and quick reference guides can be found on the [Resources](#) page of the system.)

Navigation Term	What to Look for:	Description
Add All Contracts to My Worklist		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		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 Or Add Award to Worklist (button on home page)	 	Button used to place a grant/contract award on a user’s worklist. Use from the home page will take the user to the first step of adding an award to the worklist.
Apply Search		Button where the user clicks to apply the desired search.



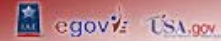
Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)


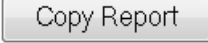



Navigation Term	What to Look for:	Description
Back		Takes the user back to the previous step in a stepwise form.
Back to List	 BACK TO LIST	When reviewing a record from a list (e.g., worklist award), use the “back to list” button to return to the list (previous screen).
Batch upload reports		Resource allows prime awardees to “batch upload” grant/contract FFATA reports in either excel or xml batch formats.
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 Or Cancel when creating a FFATA report		Return to previous page. From 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		Clears selected search criteria.
Collapse Navigation Arrow	 Sea	Click a downward pointing arrow to “collapse” a navigation category (e.g., collapse “Search Filters”)



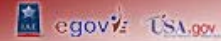
Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)






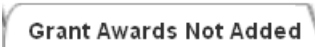


Navigation Term	What to Look for:	Description
Contracts Not Added		<p>This tab (within worklist), lists contracts that were found that match a user's registered DUNS # and have not been added to their worklist.</p>
Copy Report		<p>From the FFATA report list, an awardee can copy a report as the basis 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).</p>
<p>Create New Report</p> <p>Or</p> <p>create FFATA report (button on home page)</p>		<p>From the main navigation FFATA reports, this button allows the prime awardee to add a new report.</p> <p>From the home page, this button will take the user to the first step of creating a FFATA report.</p> <p>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.</p>



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





Navigation Term	What to Look for:	Description
Create/Review Reports FFATA Reports		This main navigation allows the prime awardee to review their exiting reports
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		Click a right pointing arrow to “expand” a navigation category. (e.g., expand “Search filters”)
FFATA Report		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		This tab (within the main navigation worklist) list grant awards that were found that match a user’s registered DUNS # and have not been added to their worklist. 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.



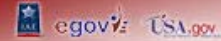
Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)

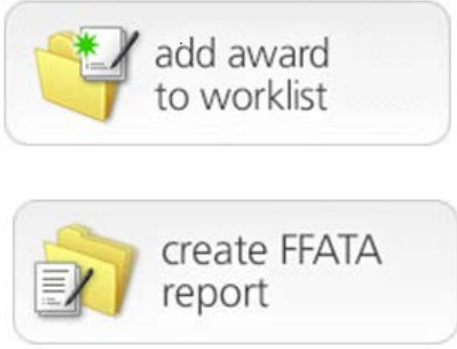
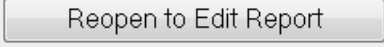





Navigation Term	What to Look for:	Description
Home	Home	This is the user's point of entry to the system. From this page, users can access all navigation, utilize Quicklinks and review system announcements.
Ignore Errors, Save and Continue		Button that allows a user to save a form without resolving all 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).



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



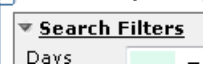



Navigation Term	What to Look for:	Description
Quicklink		Quicklinks are home page navigational elements (buttons) that allow users to directly navigate to a particular action in the system. E.g., from the home page, click the “create FFATA report” button to navigate directly to that action in the system.
Reopen to Edit Report		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		Saves your work and leaves you on the same form of the record.
Save & Go Back		Saves the data on the current form, and



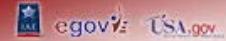
Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)












Navigation Term	What to Look for:	Description
Save and Continue		Saves your work and moves the user to the next step of a step-wise data entry form.
Save PDF		Opens a FFATA report in PDF document format. This can be saved to a user's local system.
Search Filters		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)		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).



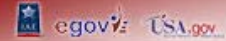
Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)



Navigation Term	What to Look for:	Description
Step	<p>Contract / Grant Request Form (Step 1)</p> <ul style="list-style-type: none">  Instructions  Enter Award ID (FAIN)  Grant Award Details  Prime Award Details  Subawardee Data  Review  Submit Report 	<p>The “step” term indicates that the system has “steps” that comprise a multiple step process.</p> <p>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.</p>
Submit		<p>Button used to submit a report (during step 7 of creating a report/or when resubmitting a reopened report).</p>
View Printable Report		<p>Opens a FFATA report in a format that is formatted for printing.</p>



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



Navigation Term	What to Look for:	Description
Worklist	Worklist	<p>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 DUNS number) to their work list 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 DUNS number and add them to their worklist.</p>

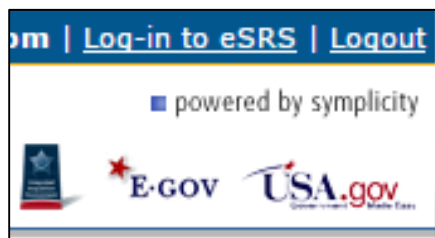
1.4 Log-In to FSRS

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.

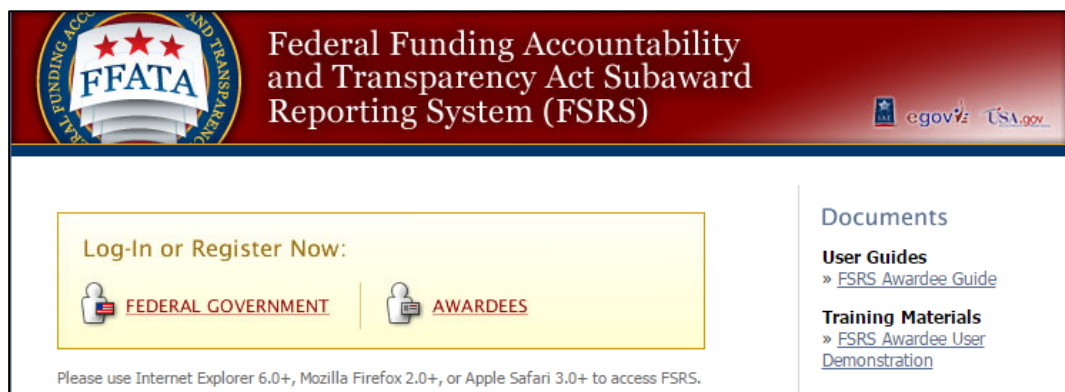
In addition, authenticated (logged-in) users in either system are able to toggle between the eSRS.gov and FSRS.gov applications seamlessly by clicking on the link in the upper right hand corner of any page, “Log-in to eSRS” or “Log-in to FSRS,” depending on the system in which they are currently working.

eSRS Log-In Link when Logged into FSRS.gov



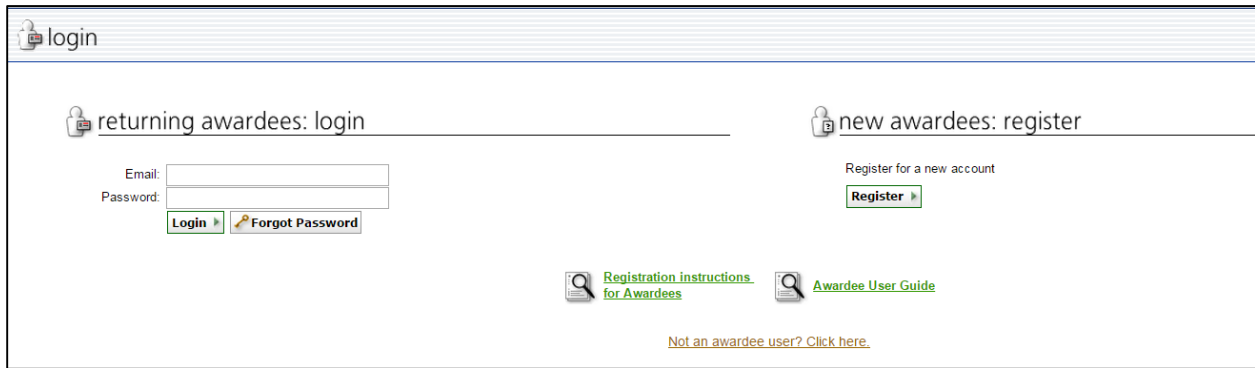
1.4.2 Existing Users

- 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



The screenshot shows the login interface for the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS). At the top left, there is a "login" link with a key icon. Below this, the page is divided into two main sections: "returning awardees: login" and "new awardees: register".

returning awardees: login

Email:

Password:

new awardees: register

Register for a new account

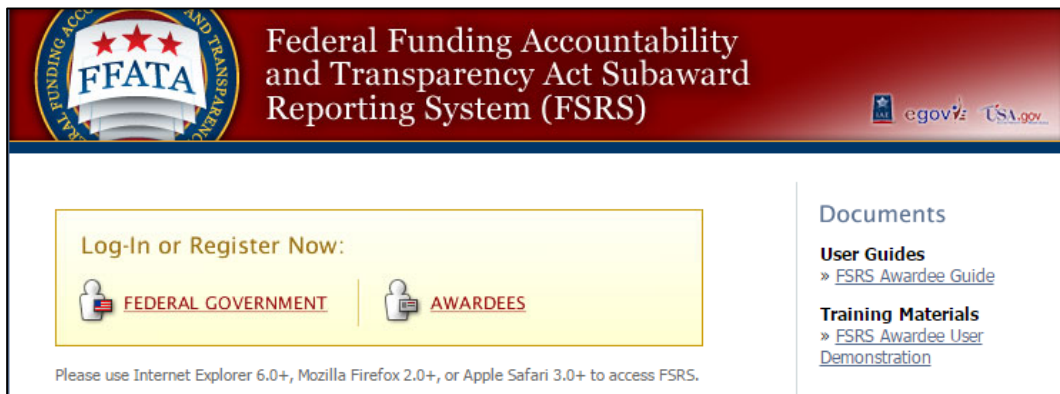
[Registration instructions for Awardees](#) [Awardee User Guide](#)

[Not an awardee user? Click here.](#)

1.4.3 New Users

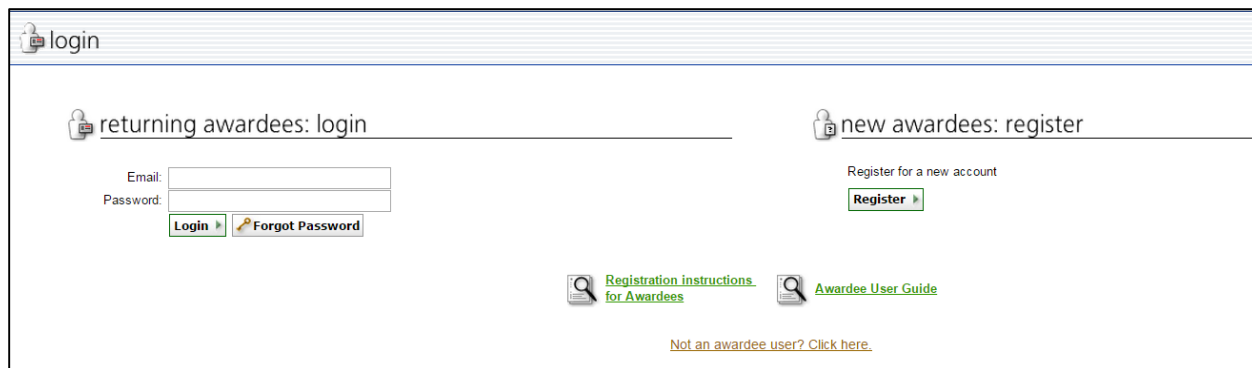
- I. Users point their browser to <https://www.fsrs.gov>. **NOTE: Users do not need to re-register if they have an existing eSRS Contractor user account (www.esrs.gov).** The email address and password used for eSRS will allow the user to log-in to FSRS.gov.
- II. The Awardee clicks on the “Awardees” 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 DUNS Identification Number and clicks the “Next” button.

Awardee Registration Screen

Registration Step 1 of 2

Please enter your DUNS Identification Number

(Previously, this field was called the “Contractor Identification Number.”) Please do not include any dashes when entering your DUNS number. Upon entering the DUNS, 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 eSRFS (<https://www.esrs.gov>) you do not have to re-register here. You may use the same username/password for both systems.

Note: Only the prime contractor’s representative can register under their DUNS # to file a report. By registering under this DUNS # 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)

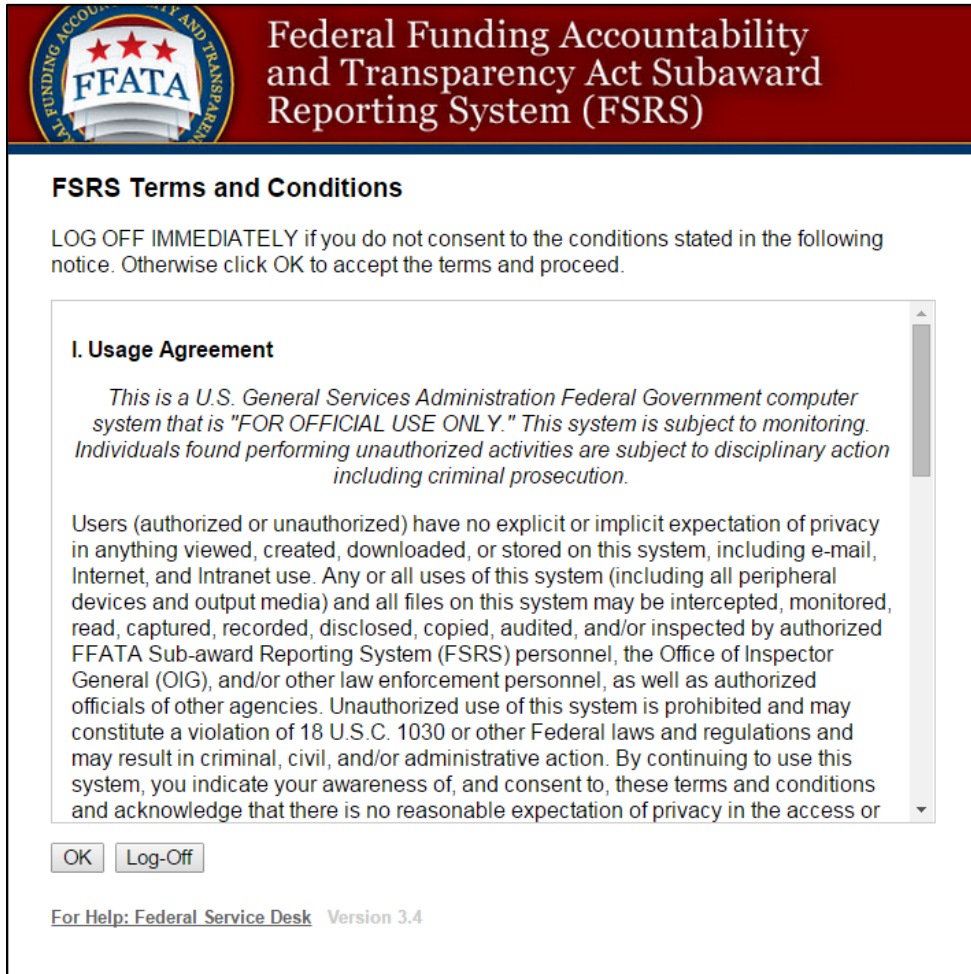
DUNS #

- 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 DUNS 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



FSRS Terms and Conditions

LOG OFF IMMEDIATELY if you do not consent to the conditions stated in the following notice. Otherwise click OK to accept the terms and proceed.

I. Usage Agreement

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

Users (authorized or unauthorized) have no explicit or implicit expectation of privacy in anything viewed, created, downloaded, or stored on this system, including e-mail, Internet, and Intranet use. Any or all uses of this system (including all peripheral devices and output media) and all files on this system may be intercepted, monitored, read, captured, recorded, disclosed, copied, audited, and/or inspected by authorized FFATA Sub-award Reporting System (FSRS) personnel, the Office of Inspector General (OIG), and/or other law enforcement personnel, as well as authorized officials of other agencies. Unauthorized use of this system is prohibited and may constitute a violation of 18 U.S.C. 1030 or other Federal laws and regulations and may result in criminal, civil, and/or administrative action. By continuing to use this system, you indicate your awareness of, and consent to, these terms and conditions and acknowledge that there is no reasonable expectation of privacy in the access or

[For Help: Federal Service Desk](#) Version 3.4

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.

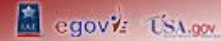
Viewer Software:
Some documents linked from this page are in PDF, Flash, or PowerPoint format. To view these files, you may need to download:
» [Adobe Acrobat Reader](#)
» [Adobe Flash Player](#)
» [Microsoft PowerPoint Viewer 2007](#)

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.



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



FSD Transition Page



You will be re-directed to the Federal Service Desk in 30 seconds. Click the logo above if you would like to be redirected immediately.

INTRODUCING...

The Federal Service Desk

FSRS Users:

We are pleased to introduce you to a new source of help for your questions concerning the Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting System (FSRS).

The Federal Service Desk (FSD) launched in June 2009 as a project of the GSA's Integrated Acquisition Environment (IAE). At the Federal Service Desk (fsd.gov) you can now:

- Find information you need by searching several ways in the Answer Center
- Submit a request online for Non-Technical (Policy) and Technical service
- Check on your help desk ticket online
- Give us feedback on Frequently Asked Questions
- Chat live with a Customer Service Representative
- Phone us toll free at 1-866-606-8220
- Phone us internationally at 334-206-7828

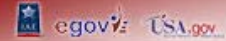
Over the next year or so, additional systems will gradually transition to FSD for their help desk support. We hope you take advantage of the full range of services offered at www.fsd.gov.

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

1.6.2 Resources Page

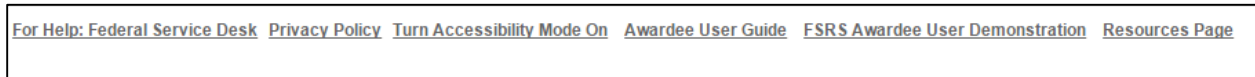


Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)



- 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

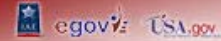



- II. On this page, users will find Quick Reference Guides, User Guides, Demonstration Videos, Technical Documentation, and access to the system's FAQs (Frequently Asked Questions).

Resources Page

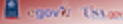


Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)





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



Resources

Quick Reference Guides

Managing CONTRACT Subaward Reporting in FSRS:

- [Add a Contract Award to the Awardee Worklist](#)
- [Delete a Contract Award from the Awardee Worklist](#)
- [Creating and Submitting a Contracts FFATA Subaward Report in FSRS](#)
- [Edit a Report from the FFATA Reports List](#)
- [Review, Access and Retrieve Reports from the FFATA Reports List](#)
- [Complete a Batch Upload for Contracts Sub-award Reporting](#)

Managing GRANT Subaward Reporting in FSRS:

- [Add a Grant Award to the Awardee Worklist](#)
- [Delete a Grant Award from the Awardee Worklist](#)
- [Creating and Submitting a Grants FFATA Subaward Report in FSRS](#)
- [Edit a Report from the FFATA Reports List](#)
- [Review, Access and Retrieve Reports from the FFATA Reports List](#)
- [Complete a Batch Upload for Grants Sub-award Reporting](#)

User Guides

For Awardee Users:

- [Awardee User Guide](#)

For Government Users:

- [Federal Government User Guide](#)

Demonstration Videos

For Awardee Users:

- [FSRS Awardee User Demonstration](#)
- [FSRS Awardee User Demonstration \(downloadable\) - After zip directory is open, click on the link for 'paooverview1.htm' to begin](#)

For Government Users:

- [FSRS Fed. Govt. User Demonstration](#)
- [FSRS Fed. Govt. User Demonstration \(downloadable\)](#)

Webinar Archives

Launch of Grants on 10/29/2010

For Awardee Users:

- [Awardee Overview - 10/28/2010](#)
- [Awardee Overview - 10/7/2010](#)

For Government Users:

- [Government User Overview](#)
- [Government User Training](#)

Technical Documentation

- [Data Definitions for Contracts](#)
- [Data Definitions for Grants](#)
- [Contracts Report Submission Web Services Documentation](#)
- [Grants Report Submission Web Service Documentation](#)
- [Complete a Batch Upload for Contracts Sub-award Reporting](#)
- [Complete a Batch Upload for Grants Sub-award Reporting](#)
- [FFATA \(Contracts\) Excel Template](#)
- [FFATA \(Grants\) Excel Template](#)
- [FFATA \(Contracts\) XML Sample File](#)
- [FFATA \(Grants\) XML Sample File](#)

FAQs

- [FAQs](#)

[Privacy Policy](#)

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



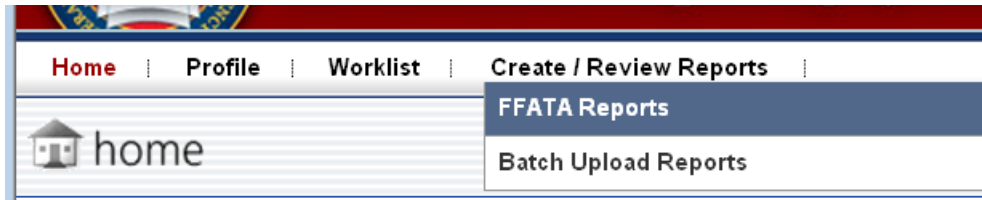
The screenshot shows the home page of the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS). The page features a navigation bar at the top with links for Home, Profile, Worklist, and Create / Review Reports. Below the navigation bar, there is a home icon and the current date and time: Monday, October 25, 2010 | 7:04 pm | test-123@symplicity.com | Log-in to eSRS | Logout. The main content area is divided into six sections:

- add award to worklist**: A button with a folder icon and a green star.
- alerts**: A section with a red warning icon and the text "No current alerts".
- awardee user guide**: A button with a green book icon.
- create FFATA report**: A button with a folder icon and a document icon.
- announcements**: A section with a megaphone icon and the text "This is a sample Announcement! Look for notifications from the FSRs system administrators here."
- awardee user demonstration**: A button with a computer monitor icon.

At the bottom of the page, there is a footer with links for help and accessibility, and the version number: Version 3.2.

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 DUNS they registered their account under. Please see Section 4, 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

Home | Profile | Worklist | Create / Review Reports

profile

Core Password

Edit

Personal Information

Fullname: sam test
Email: test-123@symplicity.com
Phone: 5453334567
Supervisor Name: bill simth
Supervisor Email: bill@test.com

Prime Awardee

Prime Awardee: _____
DUNS #: _____



Section 4 Worklist

4.1 Overview of the Worklist

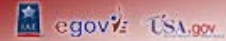
- I. The Worklist main navigation allows the prime awardee to manage and review the awards for which they have a reporting responsibility.
- II. The user can search for and add awards (both contracts and grants awarded to their registered DUNS number) to their worklist from contracts reported in FPDS-NG and grants reporting 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 DUNS 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.



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



My Worklist View

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

awardee worklist Tuesday, October 26, 2010 | 9:30 am | Test-11@symplicity.com | Log-in to eSRS | Logo

My Worklist | Contracts Not Added | Grant Awards Not Added

Note

The "Worklist" is an organizational tool for convenience. It allows the prime awardee to organize the awards for which they have reporting responsibility. They can search for and add awards (both contracts and grants awarded to their registered DUNS number) to their work list from contracts reported in FPDS-NG and grants reported through the Agency's FAADS+ submissions to USAspending. They can create new FFATA subaward reports against those prime awards. They can view unassigned prime contracts and/or grants awarded to their registered DUNS number and add them to their worklist. There is no deviation in workflow between managing prime contracts and grants in the Awardee Worklist.

Click on the [Contracts Not Added](#) or [Grants Not Added](#) tab to view any contracts/awards in the system that match your DUNS # and have not been added to your worklist.

Search Filters

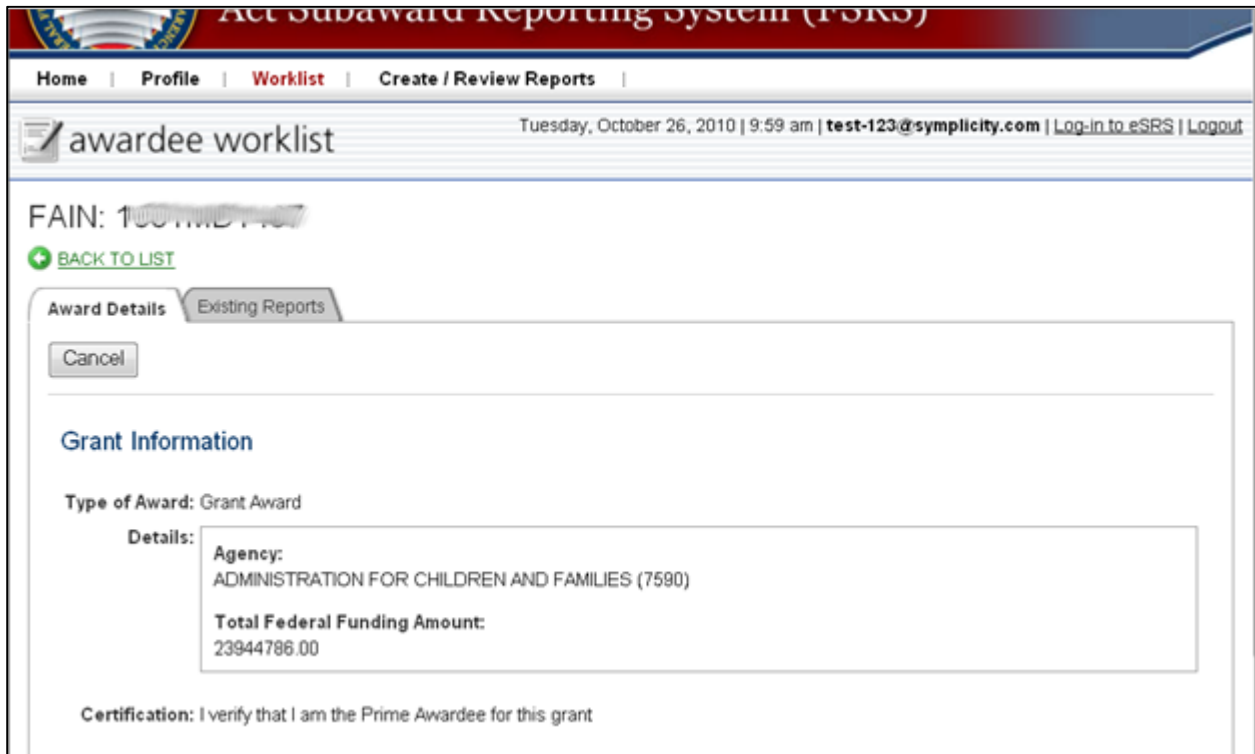
Search For And Add Award | Create New Report | **Report List** | Items 1-3 of 3 | Previous | Jump 1 | Next

Award Number	Top Level Agency	Agency	Type	Options
01111111	HEALTH AND HUMAN SERVICES, DEPARTMENT OF	ADMINISTRATION FOR CHILDREN AND FAMILIES	grant	Remove
999999	NATIONAL SCIENCE FOUNDATION	NATIONAL SCIENCE FOUNDATION	grant	Remove Existing Reports
GS01111111	NATIONAL SCIENCE FOUNDATION	PUBLIC BUILDINGS SERVICE	prime contract	Remove Existing Reports

Search For And Add Award | Create New Report | **Report List** | Items 1-3 of 3 | Previous | Jump 1 | Next

- 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”

The screenshot shows the 'awardee worklist' page with the 'Existing Reports' tab selected. It displays a table of reports for the award # GS0001 / GSBOA4834384. The table has columns for Contract / Award Number, Agency ID, Agency Name, Status, Source, Report Month, and Options. The first row shows a report for the same award number and agency ID, with a status of 'DRT' and a source of 'Contract'. The options for this report are 'Delete' and 'Copy Report'.

Contract / Award Number	Agency ID	Agency Name	Status	Source	Report Month	Options
GS0001 / GSBOA4834384	4700	GENERAL SERVICES ADMINISTRATION	DRT	Contract	-	Delete Copy Report



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

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 DUNS. **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 DUNS matches your FSRS registered DUNS, contact the FSD Help Desk to request assistance with locating the contract or grant.**

awardee worklist Tuesday, October 26, 2010 | 10:03 am | test-123@symplicity.com | Log-in to eSRS | Logout

My Worklist **Contracts Not Added** Grant Awards Not Added

Note
The following contracts were found that match your registered DUNS # and have not been added to your worklist. You may add a specific contract to your worklist or click the "add all contracts to my worklist" button to add them all.

Search Filters

Add All Contracts To My Worklist

Search For Other Contracts Create New Report Report List Items 1-1 of 1 Previous | Jump 1 | Next

Contract Number	Top Level Agency	Agency	Type	DUNS Number	Options
GSM001 / GSB001	GENERAL SERVICES ADMINISTRATION	GENERAL SERVICES ADMINISTRATION	Task Order	807850730	Add To Worklist

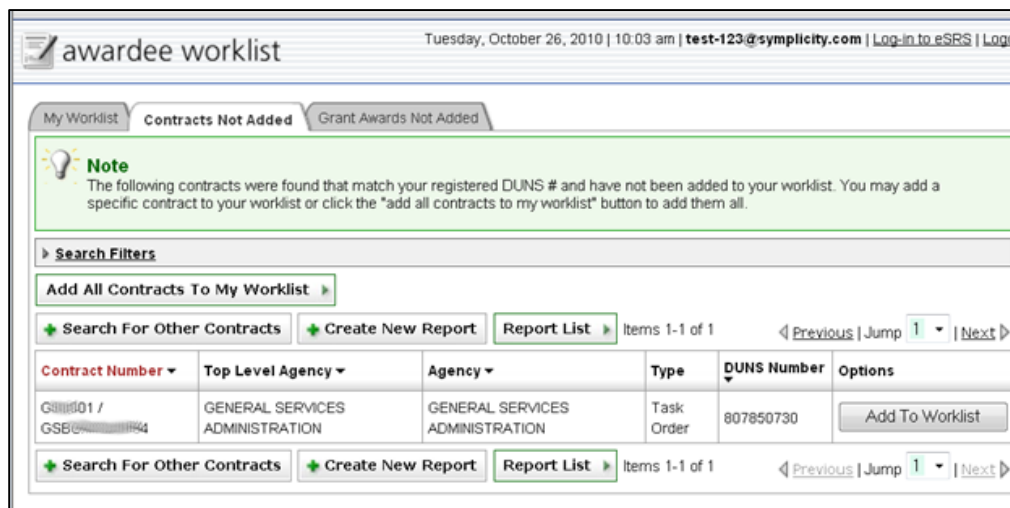
Search For Other Contracts Create New Report Report List Items 1-1 of 1 Previous | Jump 1 | Next



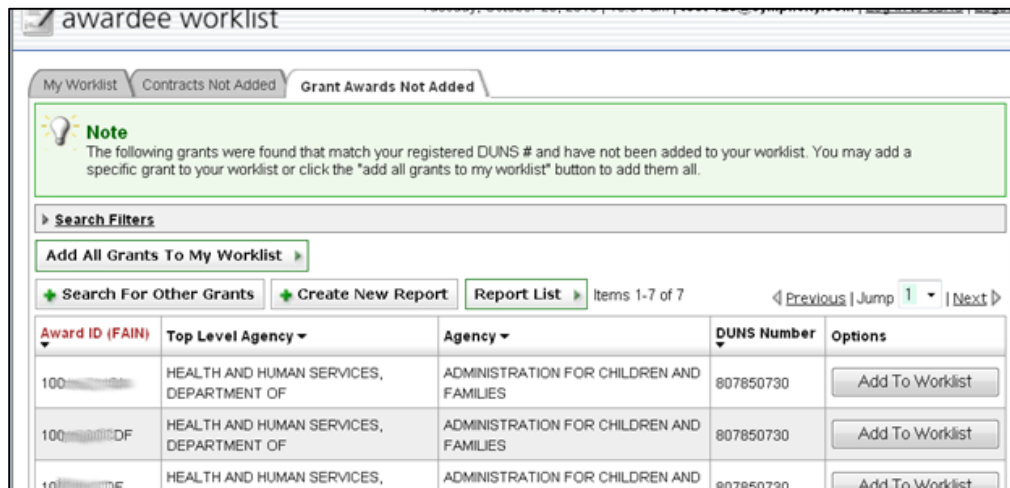
4.5 Add All Records Not Added to the Worklist

- 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.

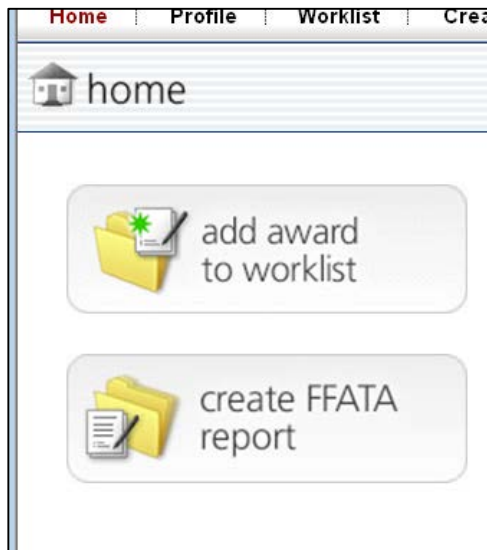
Contracts Not Added List



Grant Awards Not Added List



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

Enter Contract / Grant #

Note:
 Note: If you are unable to find or report against a prime award that should be available through FSRs, please take the following action:

- Prime Contract Awardees – Contact your cognizant contracting officer or official for help. In order for you to file a FFATA subaward report against your contract, your government contracting authority will have to report your record to Federal Procurement Data System -Next Generation (FPDS-NG). FPDS-NG is the authoritative source of the basic contractual information used to pre-populate many of the FSRs fields when entering your Contract Number. For more information on FPDS-NG please visit <https://www.fpds.gov>.
- Prime Grant Awardees – Contact your grant making official for help. In order for you to file a FFATA subaward report against your grant, your Federal grant making official must report your prime grant award information through their FAADS+ file submission to USAspending. The Agency's FAADS+ submission is the authoritative source for the basic grant award information used to pre-populate many of the prime award details in your FFATA report. For more information on the FAADS+ format, please read [OMB M-09-19](#).

Submit Cancel

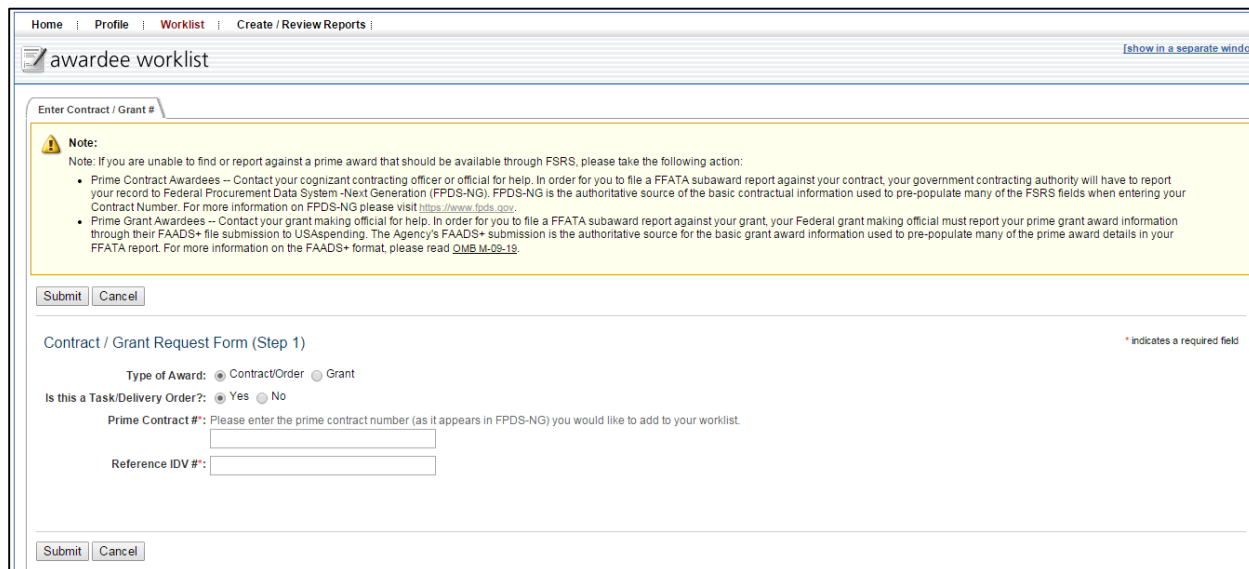
Contract / Grant Request Form (Step 1) * indicates a required field

Type of Award: ContractOrder Grant

Submit Cancel

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.



Home | Profile | **Worklist** | Create / Review Reports | [show in a separate window](#)

awardee worklist

Enter Contract / Grant #

Note:
 Note: If you are unable to find or report against a prime award that should be available through FSRs, please take the following action:

- Prime Contract Awardees – Contact your cognizant contracting officer or official for help. In order for you to file a FFATA subaward report against your contract, your government contracting authority will have to report your record to Federal Procurement Data System - Next Generation (FPDS-NG). FPDS-NG is the authoritative source of the basic contractual information used to pre-populate many of the FSRs fields when entering your Contract Number. For more information on FPDS-NG please visit <https://www.fpds.gov>.
- Prime Grant Awardees – Contact your grant making official for help. In order for you to file a FFATA subaward report against your grant, your Federal grant making official must report your prime grant award information through their FAADS+ file submission to USAspending. The Agency's FAADS+ submission is the authoritative source for the basic grant award information used to pre-populate many of the prime award details in your FFATA report. For more information on the FAADS+ format, please read [OMB M-09-19](#).

Submit Cancel

Contract / Grant Request Form (Step 1) * indicates a required field

Type of Award: Contract/Order Grant

Is this a Task/Delivery Order?: Yes No

Prime Contract #: Please enter the prime contract number (as it appears in FPDS-NG) you would like to add to your worklist.

Reference IDV #:

Submit Cancel

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.

Enter Contract / Grant #

Note:
 Note: If you are unable to find or report against a prime award that should be available through FSRS, please take the following action:

- Prime Contract Awardees -- Contact your cognizant contracting officer or official for help. In order for you to file a FFATA subaward report against your contract, your government contracting authority will have to report your record to Federal Procurement Data System -Next Generation (FPDS-NG). FPDS-NG is the authoritative source of the basic contractual information used to pre-populate many of the FSRS fields when entering your Contract Number. For more information on FPDS-NG please visit <https://www.fpds.gov>.
- Prime Grant Awardees -- Contact your grant making official for help. In order for you to file a FFATA subaward report against your grant, your Federal grant making official must report your prime grant award information through their FAADS+ file submission to USAspending. The Agency's FAADS+ submission is the authoritative source for the basic grant award information used to pre-populate many of the prime award details in your FFATA report. For more information on the FAADS+ format, please read [OMB M-09-19](#).

Submit Cancel

Contract / Grant Request Form (Step 1) * indicates a required field

Type of Award: Contract/Order Grant

Award ID (FAIN)*: Please enter the Federal Award ID (FAIN) you would like to add to your worklist as it appears on your grant award notice.

Submit Cancel

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.

awardee worklist

Enter Contract / Grant #

Search Results:

- Note: Please choose from the 1 award that was similar to the one you entered.

Note:
 Note: If you are unable to find or report against a prime award that should be available through FSRS, please take the following action:

- Prime Contract Awardees -- Contact your cognizant contracting officer or official for help. In order for you to file a FFATA subaward report against your contract, your government contracting authority will have to report your record to Federal Procurement Data System -Next Generation (FPDS-NG). FPDS-NG is the authoritative source of the basic contractual information used to pre-populate many of the FSRS fields when entering your Contract Number. For more information on FPDS-NG please visit <https://www.fpds.gov>.
- Prime Grant Awardees -- Contact your grant making official for help. In order for you to file a FFATA subaward report against your grant, your Federal grant making official must report your prime grant award information through their FAADS+ file submission to USAspending. The Agency's FAADS+ submission is the authoritative source for the basic grant award information used to pre-populate many of the prime award details in your FFATA report. For more information on the FAADS+ format, please read [OMB M-09-19](#).

Display Grant Details Cancel

Contract / Grant Request Form (Step 1) * indicates a required field

Type of Award: Contract/Order Grant

Select Award ID (FAIN)*: The following grants were found that were similar to the number you entered. Please select the correct grant and click submit to continue.

Display Grant Details Cancel

View Grant Award Summary [\[show in a separate window\]](#)

Award Summary

Federal Award #: R01DK073911
 Agency: NATIONAL INSTITUTES OF HEALTH (7529)
 Total Federal Funding Amount: 1107609.00

Select Another Grant Continue

Please confirm that the following is the grant that you intend on reporting against. If this is the correct grant, click [continue]. Otherwise, click [select another grant] to choose another grant or start over.

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.

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

awardee worklist [Show in a separate window](#)

Submit Cancel

Grant Request Form (Step 2) * Indicates a required field

Type of Award: Grant Award

Certification*: The FFATA Report can only be submitted by prime awardees. Only continue with this submission if you are the prime awardee for this grant
 I verify that I am the Prime Awardee for this grant

Submit Cancel

Grant Info

Number: R01DK073911

Agency: NATIONAL INSTITUTES OF HEALTH

Total Federal Funding Amount: \$ 1107609.00

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.



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



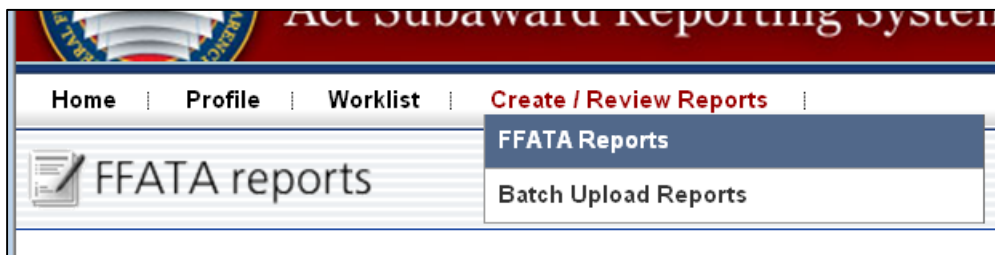
- a. If a user encounters this warning it means that the contract or grant has not yet been imported into the system or the award number they entered does not exist. Be sure you are entering the correct number when completing this process.
2. Errors Detected: The prime DUNS on the (contract or grant) does not match your registered DUNS. 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 DUNS on the Contract or Grant Award in the authoritative source (FPDS-NG or USAspending.gov) does not match the user's registered DUNS. 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 \$25,000. 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.

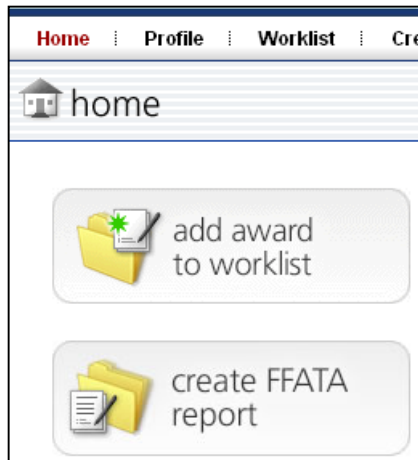
Create/Review Reports Navigation



5.3 File a New Report

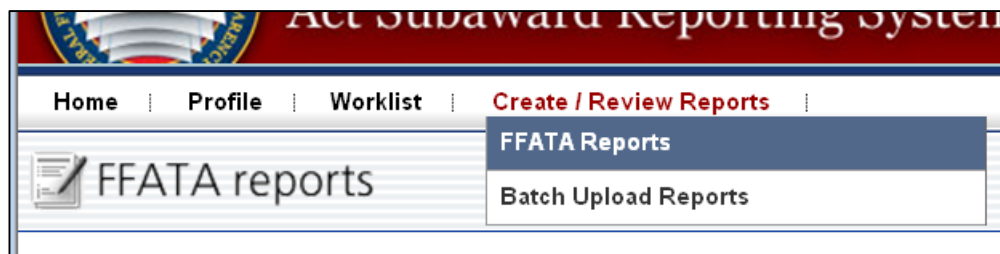
- I. There are several methods to file a new FFATA Report. One method allows a user to easily file a new FFATA Report from the Home Page. The user simply clicks on the “create FFATA report” button, as seen below.

Home Page Quicklink – File FFATA Report



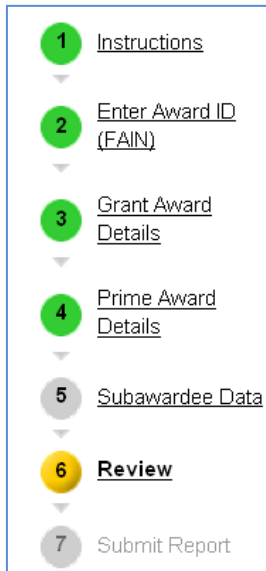
- II. Alternatively, a user can click on Create/Review Reports in the main navigation bar and select FFATA Reports.

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 Gray 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

New Report

[+ BACK TO REPORT LIST](#)

- 1** **Instructions**
- 2 [Enter Contract / Award #](#)
- 3 [Contract / Award Details](#)
- 4 [Prime Award Details](#)
- 5 [Subawardee Data](#)
- 6 [Review](#)
- 7 [Submit Report](#)

Instructions

Instructions for FFATA Subaward Reporting

PRIME CONTRACTORS awarded a Federal contract or order that is subject to Federal Acquisition Regulation clause 52.204-10 (Reporting Executive Compensation and First-Tier Subcontract Awards) are required to file a FFATA subaward report by the end of the month following the month in which the prime contractor awards any subcontract greater than \$25,000. This reporting requirement will be phased-in (see below).

- Phase 1: Reporting subcontracts under federally-awarded contracts and orders valued greater than or equal to \$20,000,000, reporting starts now.
- Phase 2: Reporting subcontracts under federally-awarded contracts and orders valued greater than or equal to \$550,000, reporting starts October 1, 2010.
- Phase 3: Reporting subcontracts under federally-awarded contracts and orders valued greater than or equal to \$25,000, reporting starts March 1, 2011.

Although the requirement to report subawards is being phased-in at certain dollar levels, if you would like to start reporting prior to the start date for your subcontracts, the system is available to you for reporting.

PRIME GRANT RECIPIENTS awarded a new Federal grant greater than or equal to \$25,000 as of October 1, 2010 are subject to FFATA subaward reporting requirements as outlined in the Office of Management and Budget's guidance issued August 27, 2010. The prime awardee is required to file a FFATA subaward report by the end of the month following the month in which the prime recipient awards any sub-grant greater than \$25,000. The grants subaward reporting functionality will be available via www.fsrs.gov on October 29, 2010.

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).

Copy Existing Report

Note: You may copy data from an existing report by clicking the drop-down below and selecting a report.

select existing report

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

FSRS Awardee User Guide
September 29, 2015

Page 43



New Report

[BACK TO REPORT LIST](#)

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

Enter Contract / Award

Note:

Note: If you are unable to find or report against a prime award that should be available through FSRS, please take the following action:

- Prime Contract Awardees -- Contact your cognizant contracting officer or official for help. In order for you to file a FFATA subaward report against your contract, your government contracting authority will have to report your record to Federal Procurement Data System -Next Generation (FPDS-NG). FPDS-NG is the authoritative source of the basic contractual information used to pre-populate many of the FSRS fields when entering your Contract Number. For more information on FPDS-NG please visit <https://www.fpds.gov>.
- Prime Grant Awardees -- Contact your grant making official for help. In order for you to file a FFATA subaward report against your grant, your Federal grant making official must report your prime grant award information through their FAADS+ file submission to USAspending. The Agency's FAADS+ submission is the authoritative source for the basic grant award information used to pre-populate many of the prime award details in your FFATA report. For more information on the FAADS+ format, please read [OMB M-09-19](#).

Type of Award*: Contract/Order Grant Award * indicates a required field

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

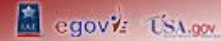
- If the Contract is not a Task/Delivery Order, enter the contract number (as it is displayed in FPDS-NG, without hyphens) into the Prime Contract # field
- If the Contract is a Task/Delivery Order, enter the contract number into the Reference IDV # and enter the Task/Delivery Order number into the Prime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

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



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



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):



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 or Dun & Bradstreet (D&B) databases for sub-awardees.
 - b. For Contracts, the primary source of data is FPDS-NG. Data is also resourced from System for Award Management (SAM for prime award recipients, and from SAM or Dun & Bradstreet (D&B) databases for sub-contractors.
 - 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

5. DUNS Number +4:

Note: If the information in this field is incorrect, please update your CCR profile with the correct information.

6. Prime Awardee Name*:
CHILDREN AND FAMILIES, CONNECTICUT DEPARTMENT OF

- 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

FFATA Report For Grants * indicates a required field

1. Federal Award Identifier Number (FAIN)*:
1001MD1407

2. Federal Agency ID*:
7590

? Is this information correct?
 Yes No

Please explain*:
Explanation must be entered if you mark the field "no".
(maximum characters: 255) 200 remaining.

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.

Progress

- * FSRs Details
- ✓ Prime Contract Number
- ✓ Delivery / Order Number
- ✓ Contracting Office Agency ID
- ✓ Contracting Office Agency Name
- ✓ Contracting Office ID
- ✓ Contracting Office Name
- * Funding Agency ID
- * Funding Agency Name
- ✓ Funding Office ID

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.

Progress

Tips

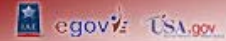
Clicking 'Save' or 'Save and Continue,' will save your report and allow you to leave and continue your report later.

Click 'Save and Continue' to save information on the current page and go to the next page of the form.

Click 'Save' if you want to save and stay on the current page.



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



- 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

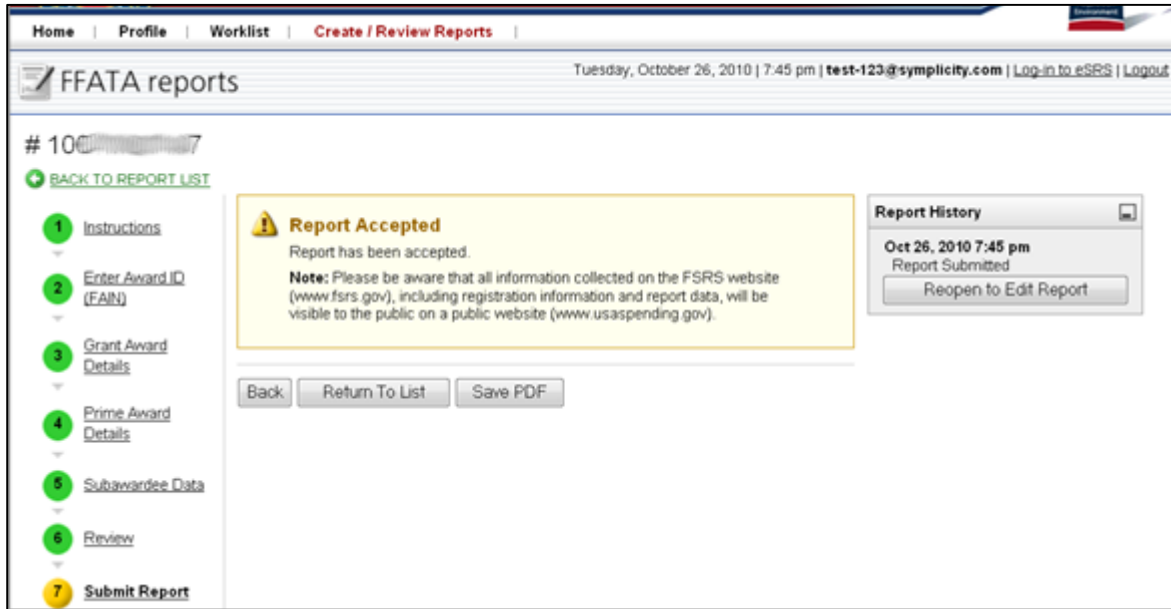


Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)



- 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

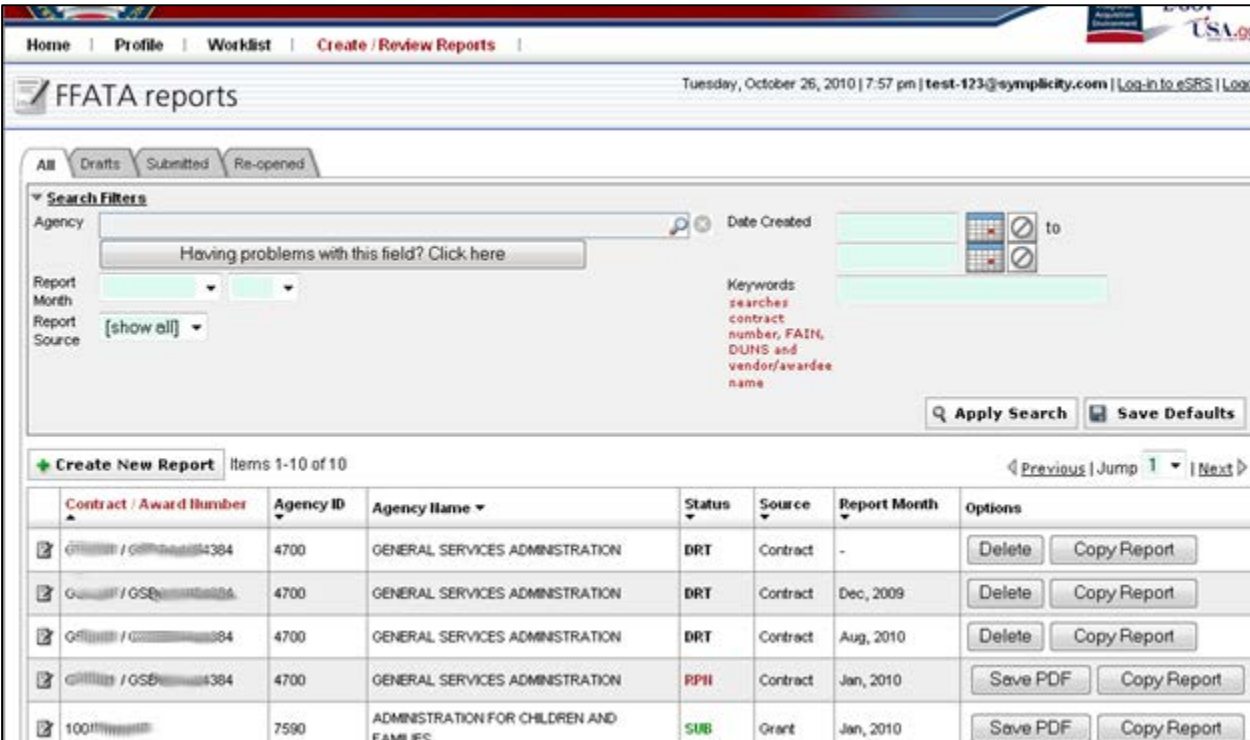


XXII. Users may then return to View Existing Reports to review the status of the report just entered.

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



Home | Profile | Worklist | Create / Review Reports | Tuesday, October 26, 2010 | 7:57 pm | test-123@symplicity.com | Log-in to eSRS | Log

FFATA reports

All Drafts Submitted Re-opened

Search Filters

Agency Date Created to

Report Month

Report Source [show all]

Keywords searches contract number, FAIN, DUNS and vendor/awardee name

Apply Search Save Defaults

Create New Report Items 1-10 of 10 Previous | Jump 1 | Next

Contract / Award Number	Agency ID	Agency Name	Status	Source	Report Month	Options
G111111 / G1111114384	4700	GENERAL SERVICES ADMINISTRATION	DRT	Contract	-	Delete Copy Report
G111111 / G1111114384	4700	GENERAL SERVICES ADMINISTRATION	DRT	Contract	Dec, 2009	Delete Copy Report
G111111 / G1111114384	4700	GENERAL SERVICES ADMINISTRATION	DRT	Contract	Aug, 2010	Delete Copy Report
G111111 / G1111114384	4700	GENERAL SERVICES ADMINISTRATION	RPII	Contract	Jan, 2010	Save PDF Copy Report
100111111111	7590	ADMINISTRATION FOR CHILDREN AND FAMILIES	SUB	Grant	Jan, 2010	Save PDF Copy Report

5.5 Edit an existing Report

- I. Click on the “edit” icon beside the report number to edit a report.
- II. Once 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

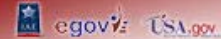
Contract / Award Number	Agency ID	Agency Name	Status	Source	Report Month	Options
GS0001 / GSE0000000004	4700	GENERAL SERVICES ADMINISTRATION	DRT	Contract	-	Delete Copy Report
GS0001 / GSE0000000004	4700	GENERAL SERVICES ADMINISTRATION	DRT	Contract	Dec, 2009	Delete Copy Report
GS0001 / GSE0000000004	4700	GENERAL SERVICES ADMINISTRATION	DRT	Contract	Aug, 2010	Delete Copy Report

- 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



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



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

Tuesday, October 26, 2010 | 7:59 pm | test-123@symplicity.com | Log-in to eSRS | Log

FFATA reports

1001MD1407

[BACK TO REPORT LIST](#)

- 1 Instructions
- 2 Enter Award ID (FAIN)
- 3 Grant Award Details
- 4 **Prime Award Details**
- 5 Subawardee Data

Note: Some fields have been pre-populated from data in FAADS+ 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 Grants

1. Federal Award Identifier Number (FAIN):
1001MD1407

2. Federal Agency ID:

Report History

Oct 26, 2010 7:45 pm
Report Submitted

[Reopen to Edit Report](#)

Progress

- ✓ FFATA Details
- ✓ Federal Award Identifier Number (FAIN)
- ✓ Federal Agency ID
- ✓ Federal Agency Name
- ✓ Awardee DUNS #
- ✓ DUNS Number +4

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

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

Tuesday, October 26, 2010 | 8:00 pm | test-123@symplicity.com | Log-in to eSRS | Log

FFATA reports

All | Drafts | Submitted | Re-opened

Search Filters

[Create New Report](#) Items 1-10 of 10

Contract / Award Number	Agency ID	Agency Name	Status	Source	Report Month	Options
GS#1 / GS#1	4700	GENERAL SERVICES ADMINISTRATION	DRT	Contract	-	Delete Copy Report
GS#1 / GS#4384	4700	GENERAL SERVICES ADMINISTRATION	DRT	Contract	Dec, 2009	Delete Copy Report
GS#1 / GS#384	4700	GENERAL SERVICES ADMINISTRATION	DRT	Contract	Aug, 2010	Delete Copy Report

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.

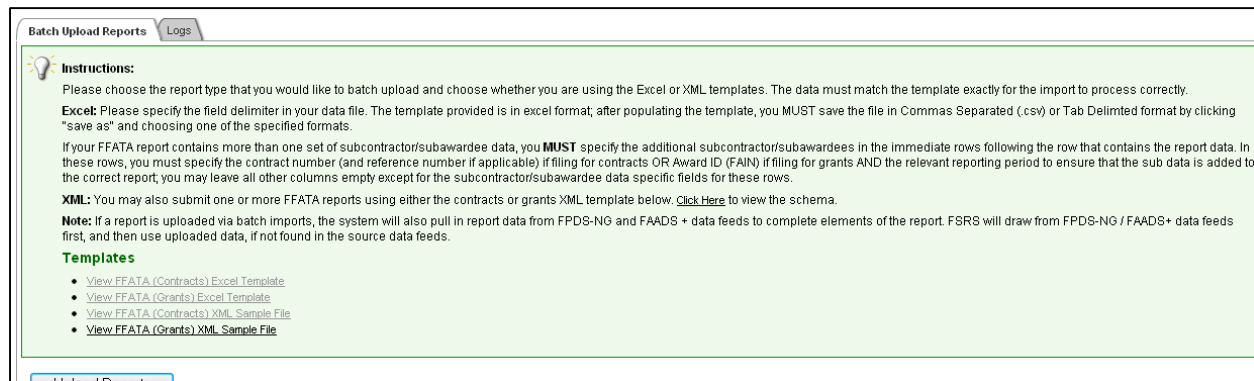
- I. Access Batch Uploads by clicking on the main navigation, File / Review Reports. Choose the “Batch Upload Reports” option.

Batch Upload Main Navigation



- II. Users first review the instructions presented at the top of the page.

Batch Upload Instructions

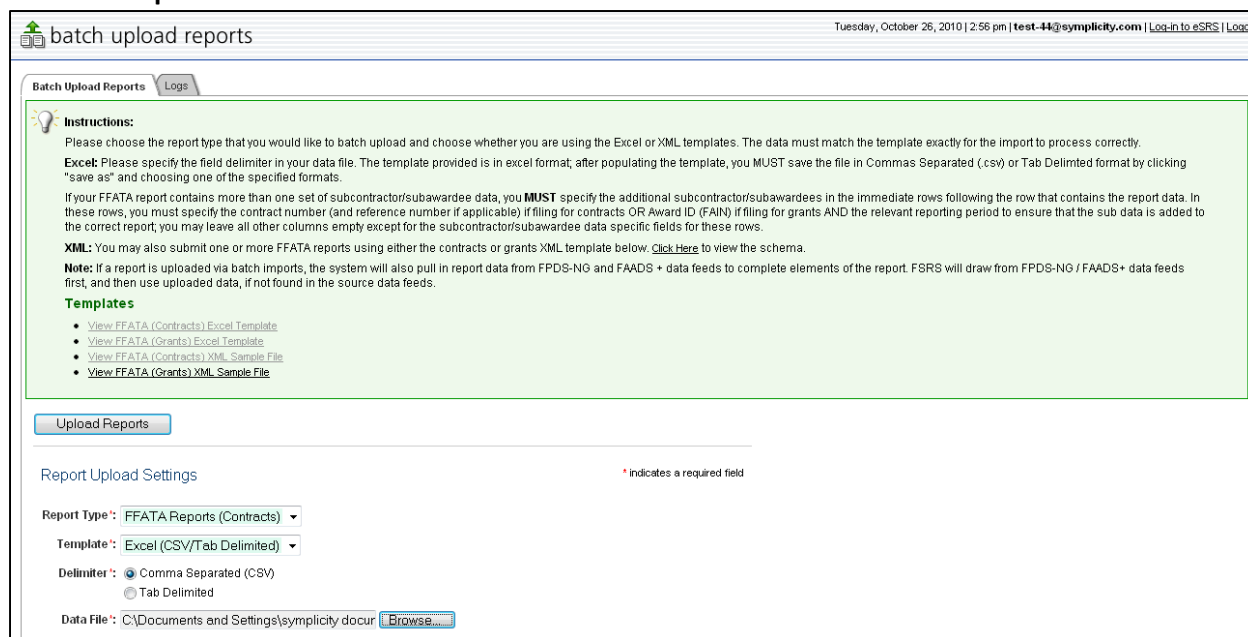


- III. There are four presented import templates. Users download the FSRS template that they want to use by clicking on the link for their desired format for upload. There are distinct templates for “Grants” versus “Contracts”. Uploads only consist of one of these types of reports (meaning a single file 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 format 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



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 Comma Separated (.csv) or Tab Delimited 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.
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

Report Upload Settings * indicates a required field

Report Type: FFATA Reports (Contracts) ▼

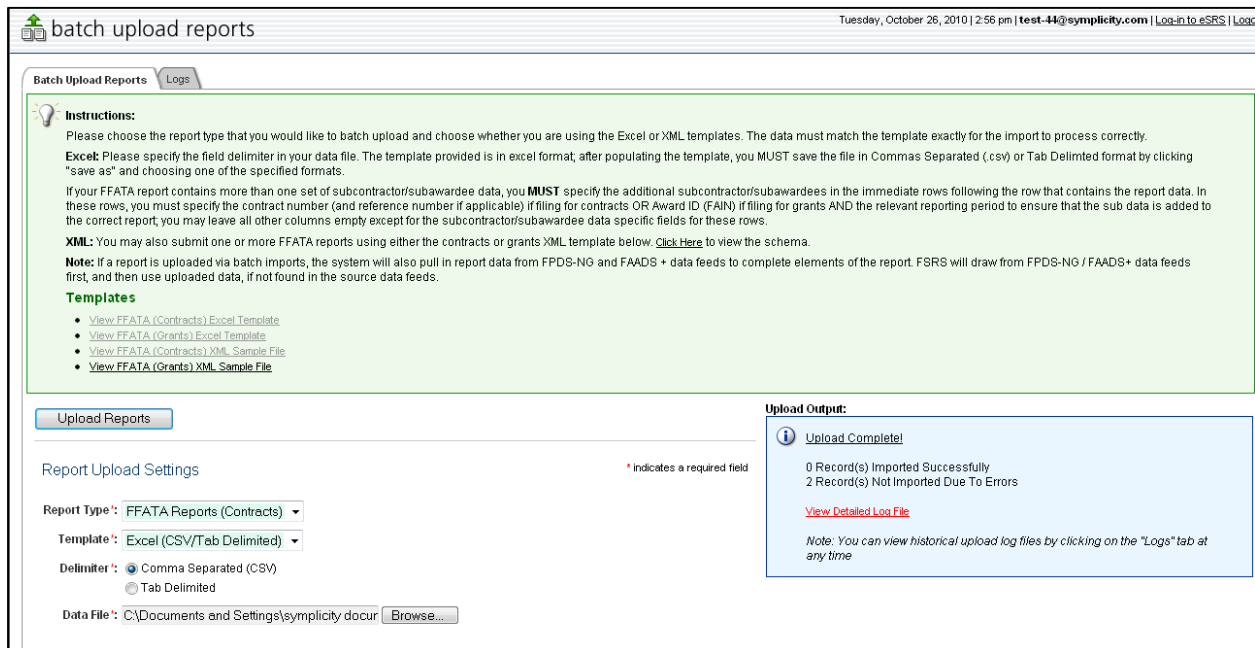
Template: Excel (CSV/Tab Delimited) ▼

Delimiter: Comma Separated (CSV) Tab Delimited

Data File: C:\Documents and Settings\simplicity docum

- 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 reports Tuesday, October 26, 2010 | 2:56 pm | test-44@simplicity.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 Delimited 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.

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: **FFATA Reports (Contracts)**

Template: **Excel (CSV/Tab Delimited)**

Delimiter: Comma Separated (CSV) Tab Delimited

Data File: C:\Documents and Settings\simplicity docum [Browse...](#)

Upload Output:

Upload Complete!

0 Record(s) Imported Successfully
2 Record(s) Not Imported Due To Errors

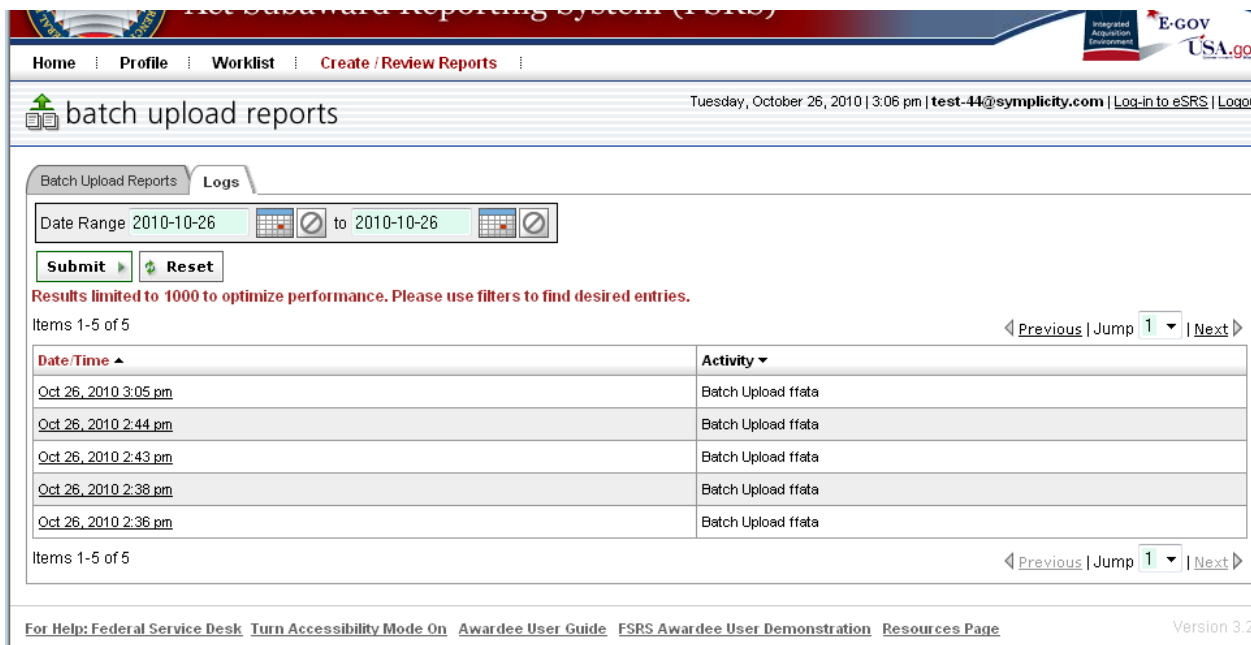
[View Detailed Log File](#)

Note: You can view historical upload log files by clicking on the "Logs" tab at any time

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



Home Profile Worklist Create / Review Reports

batch upload reports Tuesday, October 26, 2010 | 3:06 pm | test-44@symplicity.com | Log-in to eSRS | Logout

Batch Upload Reports Logs

Date Range 2010-10-26 to 2010-10-26

Submit Reset

Results limited to 1000 to optimize performance. Please use filters to find desired entries.

Items 1-5 of 5

Date/Time ▲	Activity ▼
Oct 26, 2010 3:05 pm	Batch Upload ffata
Oct 26, 2010 2:44 pm	Batch Upload ffata
Oct 26, 2010 2:43 pm	Batch Upload ffata
Oct 26, 2010 2:38 pm	Batch Upload ffata
Oct 26, 2010 2:36 pm	Batch Upload ffata

Items 1-5 of 5

For Help: [Federal Service Desk](#) [Turn Accessibility Mode On](#) [Awardee User Guide](#) [FSRS Awardee User Demonstration](#) [Resources Page](#) Version 3.2

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.

- 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 or Dun & Bradstreet (D&B) databases for sub-awardees.
- For Contracts, the primary source of data is FPDS-NG. Data is also resourced from System for Award Management (SAM) for prime award recipients, and from SAM or Dun & Bradstreet (D&B) databases for sub-contractors.

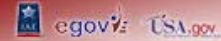
If your contract or grant cannot be located confirm that the data is available on USASpending.gov (for Grants) or FPDS-NG (for Contracts). If you are unable to locate the record(s) then contact the awarding agency grant or contract officer for assistance. If you do locate records for the grant or contract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



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



- 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 DUNS 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.