



U.S. General Services Administration

GSA Answers Your FFATA Subaward Reporting System (FSRS) Questions

**Integrated Award Environment | Technology Transformation Services
Federal Acquisition Service | U.S. General Services Administration**

April 28, 2023



Agenda

- **Batch Upload Process Overview**
- **Correcting/Editing a Submitted Subaward Report**
- **Resolving Congressional District Errors in Subaward Report Batch Uploads**
- **Subaward Report Deletion Process**



FSRS Batch Upload Process Overview



FSRS Bulk Uploads

- **With batch uploads, you can create multiple subaward reports by uploading one file, which is much faster than entering them one at a time.**
- **In addition to this brief overview, support documentation can be found here:**
 - FSRs Batch Upload Guides
 - [Subaward Batch Upload Guide](#)
 - [Subcontract Batch Upload Guide](#)
 - Batch Upload Template Files (Excel):
 - [Subawards](#)
 - [Subcontracts](#)
 - Batch Upload Template Files (XML):
 - [Subawards](#)
 - [Subcontracts](#)
 - Data Element Definitions:
 - [Data Element Definitions for Subawards](#)
 - [Data Element Definitions for Subcontracts](#)
 - User Guides:
 - [FSRS Awardee User Guide](#)
 - [FSRS Federal User Guide](#)
 - Web Services Documentation:
 - [Subawards](#)
 - [Subcontracts](#)
 - Other FSRs Resources:
 - [FSRS Resource Page](#)

FSRS Batch Uploads – How to Upload a Batch File (1 of 3)

- Once you're logged into FSRS, hovering over the 'Create/Review Reports' menu option allows you to select 'Batch Upload Reports'
 - Once selected, you will be redirected to a page where you will select the report type and the template that will be used:




Report Upload Settings * indicates a required field

Report Type*:

Template*:

FSRS Batch Uploads – How to Upload a Batch File (2 of 3)

- **On the resulting page, you can select the types of FFATA reports that you want to create:**
 - FFATA Reports (Contracts)
 - FFATA Reports (Grants)
- **For additional information regarding the data format needed for each template file, see the links in slide 4**



The screenshot shows a web form titled "Report Upload Settings". In the top right corner, there is a note: "* indicates a required field". The form contains two dropdown menus. The first is labeled "Report Type*" and is currently empty. The second is labeled "Template*" and is open, showing two options: "FFATA Reports (Contracts)" and "FFATA Reports (Grants)". The "FFATA Reports (Grants)" option is currently selected and highlighted in blue.

FSRS Batch Uploads – How to Upload a Batch File (3 of 3)

- **Once the report type has been selected, the report template settings are required (See Slide 4 for links to sample template files):**
 - Excel (CSV/Tab Delimited)
 - XML
- **If 'Excel' is selected, then the user must also provide delimiter settings:**
 - Comma Separated (CSV)
 - Tab Delimited
- **Once all required fields have been selected, you can upload the file into the system for processing**

Report Upload Settings * indicates a required field

Report Type*: FFATA Reports (Grants) ▼

Template*: ▼

Excel (CSV/Tab Delimited)

XML

Report Upload Settings * indicates a required field

Report Type*: FFATA Reports (Grants) ▼

Template*: Excel (CSV/Tab Delimited) ▼

Delimiter*: ☒ Comma Separated (CSV)
☐ Tab Delimited

Data File*: Browse...

FSRS Batch Uploads – Important Notes

- **Once you click the ‘Upload Reports’ button the system will begin to extract the data from the CSV file and begin checking the data across multiple resources for accuracy.**
 - **Note:** Do not attempt to process your upload again until after you have received an email from the system regarding the success or failure of the upload. Uploading the file again before the first submission has been processed can create a duplicate report and double the subaward values reported to USAspending.gov.
- **For Small Batch Upload Files (<150 rows), the upload results will be displayed in line on the file submission page, including a link to a log file that outlines the file results, and which records may have failed upload (See screenshot below).**
 - For a listing of error types, see the [Subaward](#) and [Subcontract](#) batch upload guides.
- **For Large batch upload files (>150 rows, this information will be provided in an email response to the user after the file has completed processing.**

The screenshot displays the 'Upload Reports' form on the left and the 'Upload Output' panel on the right. The form includes fields for 'Report Type' (set to 'FFATA Reports (Grants)'), 'Template' (set to 'Excel (CSV/Tab Delimited)'), 'Delimiter' (set to 'Comma Separated (CSV)'), and 'Data File' (with a 'Choose File' button and the filename 'W81XWH13P...12_07.csv'). The 'Upload Output' panel shows a success message: 'Upload Successful! 1 Report(s) Imported Successfully' with a link to 'View Detailed Log File'. A note states: 'Note: You can view historical upload log files by clicking on the "Logs" tab at any time'. The user file path 'User File: W81XWH13P0109_2012_07.csv' is also displayed.

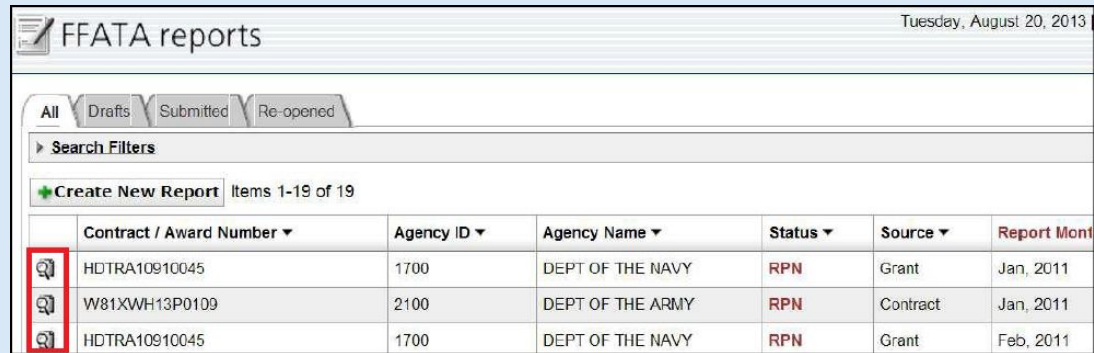
Demo

Correcting/Editing a Submitted Subaward Report



Correcting/Editing a Submitted Subaward Report (1 of 4)

- **To correct or edit an already submitted FFATA report, the report itself must be updated to be in ‘Reopened’ State**
 - To reopen a submitted FFATA report, first locate the report that needs to be edited, and click on the magnifying glass icon to view the report:






FFATA reports Tuesday, August 20, 2013

All Drafts Submitted Re-opened

Search Filters

Create New Report Items 1-19 of 19

	Contract / Award Number ▼	Agency ID ▼	Agency Name ▼	Status ▼	Source ▼	Report Month
	HDTRA10910045	1700	DEPT OF THE NAVY	RPN	Grant	Jan, 2011
	W81XWH13P0109	2100	DEPT OF THE ARMY	RPN	Contract	Jan, 2011
	HDTRA10910045	1700	DEPT OF THE NAVY	RPN	Grant	Feb, 2011

Correcting/Editing a Submitted Subaward Report (2 of 4)

- Once opened, while viewing the FFATA report click the 'Reopen to Edit Report' button to change the status of the FFATA report to 'Reopened'

Home | Profile | Worklist | Create / Review Reports |

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

#1001MD1407

[BACK TO REPORT LIST](#)

1 Instructions

2 Enter Award ID (FAIN)

3 Grant Award Details

4 Prime Award Details

5 Subawardee Data

Prime Award Details

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

- Once Reopened, the FFATA report can be edited to update any incorrect information

Correcting/Editing a Submitted Subaward Report (3 of 4)

- Once reopened, the FFATA report can be edited to update any incorrect information and re-submit the report.
 - This can be accomplished either via **1)** manually updating the record within FSRS, or **2)** via a batch upload file.
 - To complete via batch upload, locate the URL ID assigned to the report. It is the data string following &id= in the URL of the report itself. For example:
 - **URL:**
https://www.fsrs.gov/index?s=ffata_reports&_mode=_form&_tab=core&_do_edit=1&report_step=4&id=e614a5b34cccb78819173c192cf70028
 - **URL ID:** e614a5b34cccb78819173c192cf70028
 - The URL ID must be provided in the batch upload file column 'ID' so that FSRS knows to edit an existing FFATA report as opposed to creating a new report
 - Before uploading any batch upload files, ensure that you have collected the URL ID for each report that needs to be corrected, and that all of the reports are in 'Reopened' status. If the FFATA report is not in 'Reopened' status, it will not be able to be edited within FSRS.

Correcting/Editing a Submitted Subaward Report (4 of 4)

- For manual updates to the FFATA report, once you have completed your edits to the report click the 'Continue' button at the bottom of the each data page to reach the 'review' step of the FFATA report creation process.
- After clicking Continue you will be provided with information regarding the data being transmitted to USAspending.gov once you have submitted your report.
- Click 'Submit' if you are ready to submit report or you can continue to review your data until you are satisfied with its accuracy.

W81XWH13P0109

[BACK TO REPORT LIST](#)

Submit Report

1 [Instructions](#)

2 [Enter Contract #](#)

3 [Contract Details](#)

4 [Prime Award Details](#)

5 [Subawardee Data](#)

6 [Review](#)

7 [Submit Report](#)

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

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

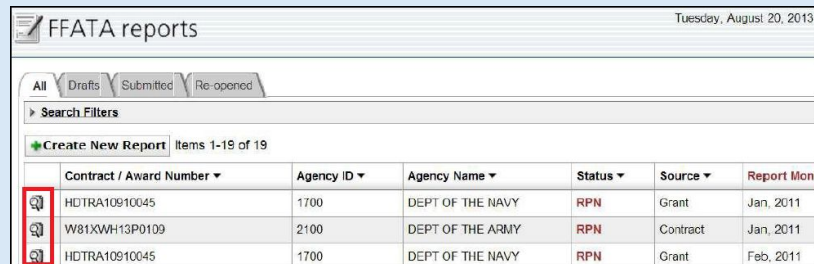
Demo

Resolving Congressional District Errors in Subaward Report Batch Uploads



Resolving Congressional District Errors in Subaward Report Batch Uploads (1 of 6)

- **FSRS allows for the manual input of a Congressional District when a valid Zip+4 is unavailable.**
 - You will still need to manually remove any records with a missing/invalid Zip+4 prior to submitting them to the Batch Upload module.
 - Once completed, you will then have to reopen the batch uploaded report and manually enter the subawardees whose Zip+4s were invalid. FSRS will **NOT** retain manually entered Congressional District information beyond the uploaded report for future use.
- **To submit a report for a Subawardee with an invalid Zip+4, the Prime Awardee should follow these steps:**
 - Log into FSRS and go to Create/Review Reports: FFATA Reports.
 - On the FFATA Reports page, click the View icon next to the report that was uploaded:



The screenshot shows the 'FFATA reports' interface. At the top right, it says 'Tuesday, August 20, 2013'. Below the title, there are tabs for 'All', 'Drafts', 'Submitted', and 'Re-opened'. A 'Search Filters' section is visible. Below that, there is a 'Create New Report' button and a link to 'Items 1-19 of 19'. The main part of the interface is a table with the following columns: Contract / Award Number, Agency ID, Agency Name, Status, Source, and Report Month. The first row of the table is highlighted with a red box, and the 'View' icon (a magnifying glass) next to the 'Contract / Award Number' is also highlighted with a red box.

Contract / Award Number	Agency ID	Agency Name	Status	Source	Report Month
HDTRA10910045	1700	DEPT OF THE NAVY	RPN	Grant	Jan. 2011
W81XWH13P0109	2100	DEPT OF THE ARMY	RPN	Contract	Jan. 2011
HDTRA10910045	1700	DEPT OF THE NAVY	RPN	Grant	Feb. 2011

Resolving Congressional District Errors in Subaward Report Batch Uploads (2 of 6)

- The system will initially display the report's Prime Award Details page, click Continue at the bottom of the page to progress further, or click on 'Step 5: Subawardee Data'
- On the Subawardee Data page an information box is provided with the URL ID needed to perform a batch upload should you choose to process an updated batch upload file for the report instead of modifying the subawardee records manually.
 - This URL ID will be utilized in the 'ID' column of the batch upload template.
 - If choosing to manually edit vs re-submit a batch upload file, the URL ID is not needed.

W81XWH13P0109

[BACK TO REPORT LIST](#)

Subawardee Data

1 Instructions

2 Enter Contract #

3 Contract Details

4 Prime Award Details

5 Subawardee Data

6 Review

7 Submit Report

Information Box: Here is the report id to use if you choose to re-upload via the batch upload process: 7280693ceac3cfb2aac0ea0fd87416fa

Search Filters


Add Subawardee Items 1-20 of 3047

Subcontractor Unique Entity ID (SAM)	Subcontractor Name	Options
	PADUCAH ISD	Edit
	KILGORE INDEPENDENT SCHOOL DISTRICT (INC)	Edit
	SOUTHWEST WINNERS FOUNDATION INC	Edit
	COLLINSVILLE INDEPENDENT SCHOOL DISTRICT INC	Edit
	MEDINA INDEPENDENT SCHOOL DISTRICT	Edit
	WALCOTT IND SCHOOL DISTRICT	Edit
	WILLS POINT INDEPENDENT SCHOOL DISTRICT	Edit
	PINEYWOOD COMMUNITY ACADEMY	Edit
	MCDADE INDEPENDENT SCHOOL DISTRICT	Edit
	KEMP INDEPENDENT SCHOOL DISTRICT	Edit
	FLATONIA IND SCHOOL DISTRICT	Edit
	BRIDGEPORT INDEPENDENT SCHOOL DISTRICT 903 (INC)	Edit

Resolving Congressional District Errors in Subaward Report Batch Uploads (3 of 6)

- Clicking the 'View Subawardee Data' button will display the subawardee records in view mode. To perform edits, you must reopen the report using the 'Edit Subawardee Data Manually' button or the 'Reopen to Edit' button.
 - To manually modify the report, click on the Edit Subawardee Data Manually button.
 - If editing via re-submission of a batch upload file, the FFATA report must be in 'Reopen' status

Subawardee Data

 The Subawardee Data was added via Batch Upload, we suggest you first click on the View Subawardee button to ensure accuracy of uploaded data. If changes are required, we recommend you Reopen the Report to make any changes or add any additional subawardees.

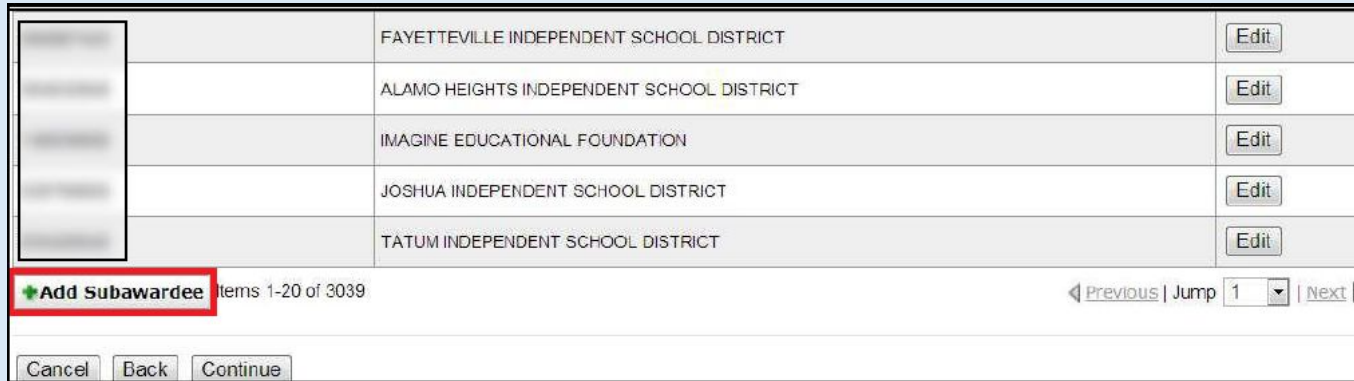
Alternatively, should you choose to re-upload your file via the batch-upload process, please use the following report ID:
7280593ceac3cfb2aac0ea0fd87418fa

[View Subawardee Data](#) [Edit Subawardee Data Manually](#)

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

Resolving Congressional District Errors in Subaward Report Batch Uploads (4 of 6)

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



The screenshot displays a web interface for managing subawards. It features a table with five rows, each representing a subawardee. The first column of the table is a vertical list of checkboxes, all of which are currently unchecked. The second column contains the names of the subawardees: FAYETTEVILLE INDEPENDENT SCHOOL DISTRICT, ALAMO HEIGHTS INDEPENDENT SCHOOL DISTRICT, IMAGINE EDUCATIONAL FOUNDATION, JOSHUA INDEPENDENT SCHOOL DISTRICT, and TATUM INDEPENDENT SCHOOL DISTRICT. The third column contains an 'Edit' button for each row. Below the table, there is a red-bordered button labeled 'Add Subawardee' with a green plus icon. To the right of this button, it says 'Items 1-20 of 3039'. Further right, there are navigation links: 'Previous', 'Jump' followed by a dropdown menu showing '1', and 'Next'. At the bottom of the interface, there are three buttons: 'Cancel', 'Back', and 'Continue'.

<input type="checkbox"/>	FAYETTEVILLE INDEPENDENT SCHOOL DISTRICT	Edit
<input type="checkbox"/>	ALAMO HEIGHTS INDEPENDENT SCHOOL DISTRICT	Edit
<input type="checkbox"/>	IMAGINE EDUCATIONAL FOUNDATION	Edit
<input type="checkbox"/>	JOSHUA INDEPENDENT SCHOOL DISTRICT	Edit
<input type="checkbox"/>	TATUM INDEPENDENT SCHOOL DISTRICT	Edit

Add Subawardee Items 1-20 of 3039

Previous | Jump 1 | Next

Cancel Back Continue

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

Resolving Congressional District Errors in Subaward Report Batch Uploads (5 of 6)

- Manually enter the place of performance, including the relevant Zip+4 information if available. Repeat this process as many times as needed to add additional subawardees to your report.
 - **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)

Resolving Congressional District Errors in Subaward Report Batch Uploads (6 of 6)

- Once you have completed your manual edits to the report click the 'Continue' button at the bottom of the Subawardee Data page to complete the 'review' step of the FFATA report creation process.
- After clicking Continue you will be provided with information regarding the data being transmitted to USAspending.gov once you have submitted your report.
- Click 'Submit' if you are ready to submit report or you can continue to review your data until you are satisfied with its accuracy.

W81XWH13P0109

[BACK TO REPORT LIST](#)

1 [Instructions](#)

2 [Enter Contract #](#)

3 [Contract Details](#)


4 [Prime Award Details](#)


5 [Subawardee Data](#)

6 [Review](#)

7 [Submit Report](#)

Submit Report

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

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

DEMO - Resolving Congressional District Errors in Subaward Report Batch Uploads

Demo



Subaward Report Deletion Process



Subaward Report Deletion Process

- **FSRS does not have an automated way of deleting a FFATA Report once it has been created**
 - We **strongly** advise that you ensure that all data is correct within the FFATA report before submitting. Please review all data in the “review” step of the report before submitting. It is **much more** time efficient to carefully review the FFATA report before submission to ensure accurate data is being reported.
- **However, if a report does need to be deleted from the FSRS system, the process to do so is as follows:**
 - Create a ticket in the [FSD system](#) providing the details of the request, including the FFATA report ID, Contract number/FAIN/etc that is needing to be deleted.
 - Once created, the FSD ticket will be routed to the tier 2 help desk, and answered on a first come, first served basis. Depending on the size of the help desk ticket queue, this may take time to process.
 - Once received, the FSRS team will delete the requested reports via database data management update, and provides a listing of deleted records and FSD ticket ID's to the FSRS program manager.
 - Periodically this information is provided to the USASpending team, who will then manually schedule data management update to their database to delete the record from USASpending.

Questions?

Thank you!

