



Chapter 9 Submitting Report via Excel Template

Recipient Users may choose to submit report data via an Excel spreadsheet. From FederalReporting.gov, the user can download a Microsoft Excel spreadsheet template in which data can be entered. The spreadsheet can then be uploaded to FederalReporting.gov.

This chapter covers the following topics:

- Downloading the Excel template
- Choosing the correct template for your award type
- Using the Excel template
- Validating your Excel structure
- Uploading the Excel file
- Making updates in report submission via Excel

The Excel template provided is structured specifically to accept data into FederalReporting.gov. Therefore, it is important that users NOT change the structure of the Excel template. If the Excel template structure is modified, the submission will not be accepted.



9.1 Downloading the Excel template

FederalReporting.gov makes it simple to access the Excel templates for download. Users can access functionality to download the Excel template from two locations within the FederalReporting.gov system—the Home Page and the Downloads Page. The two sample screens below show both locations where users can download the Excel template.

Home Page—Create / Upload ARRA Reports

FederalReporting.gov

Home | About | Downloads | FAQ | Help

Hello, Recipient User (Recipient User)
You have 52 unread messages. [Logout](#)

Current Reporting Cycle
Recipient Review - Prime Recipients review reports. Prime and Sub Recipients make necessary corrections.

Messages

- **Registration is ongoing** Registration for all Federal Agencies and Recipients begins Monday, August 17, 2009. Users are encouraged to register prior to the beginning of the reporting period.
- **Excel and XML Validation Tool Available September 15th:** Registered users of the system will have the ability to test the structure and business rules associated with a sample file to verify compliance before full reporting begins October 1st
- **Reporting begins Thursday, October 1, 2009** The FederalReporting.gov system opens for reporting on Thursday, October 1, 2009. The Service Desk will be available from 7 a.m. through 9 p.m. (ET) Monday through Friday throughout October. In addition, the Service Desk will be available from 9 a.m. through 5 p.m. on Saturday October 3rd and Saturday October 10th to assist users.
- **FederalReporting.gov will be unavailable** nightly from 9:30 p.m. through 6 a.m. (ET) for scheduled maintenance now through September 30th.

Create / Upload ARRA Reports

[Create Report](#)
[Upload Report](#)
[Validate File](#)

FederalReporting.gov Reporting

Welcome to FederalReporting.gov
This reporting period spans from October 1, 2009 through October 30, 2009.
During this time, Prime Recipients of awards from programs subject to Section 1512 of the Recovery Act will submit reports. Prime recipients may choose to delegate certain reporting requirements to Sub Recipients. Awarding Federal Agencies will view and comment on reports only. Federal Agency users will not submit reporting data.

Downloads Page—Download Templates

FederalReporting.gov

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Downloads

Templates

Two templates are provided as alternatives to using the online form for report submission:

- **Excel spreadsheet:** A Microsoft Excel spreadsheet may be used for report submission. The user can download this spreadsheet template and fill it in. The spreadsheet can then be uploaded to the FederalReporting.gov website.
Note: Recipients must not modify the structure of the spreadsheet or their submission will be considered invalid.
Download Template for Microsoft Excel: [Microsoft Excel](#)

properly formatted Extensible Markup Language (XML) file for their report submission. The XML file download provides a zip file containing the XML schema required for formatting and structuring the XML system extracts. An organization's XML extract must match this XML schema for successful report submission. The FederalReporting.gov website provides logged-in users with functionality to validate their XML submission against the published XML schema prior to submission.

Download XML Schema: [XML Schema](#)

All Upload submissions require an FRPIN. Please log in and click "Request FRPIN" to obtain your DUNS FRPIN.



Click on the “Microsoft Excel” command button to begin downloading the WinZip file which contains the Excel Templates. We recommend saving the Zip file which includes the Excel templates to your desktop or a preferred location on your hard drive as opposed to simply opening the file.

If WinZip or a related software tool to unzip the file is not loaded on your computer, talk with your organization IT personnel.

When the file is unzipped, you will see that the file includes one folder entitled “FederalReporting Excel 2003 Templates.” Click on the folder to view folder contents. The folder contains the following documents:

- FederalReportingTemplate – Contracts.xls
- FederalReportingTemplate – Grants and Loans.xls
- ReleaseNotes.txt

Note that the templates are created to open with Microsoft Excel 2003 or above. The template file is an .xls file. Do not change the file extension when saving your file.

The Release Notes file indicates the current release of the documents to help ensure that you are using the most up-to-date templates for that reporting quarter. Should the data model and data dictionary associated with reporting change, a new release of the Excel templates may be needed. As new releases of the Excel templates are created and published, FederalReporting.gov will provide notification of the new templates.



9.2 Choosing the correct template for your award type

It is important to recognize that FederalReporting.gov provides two different Excel templates based upon the recipient award type. Choose the Excel template file which associates with the prime recipient award type. The two files are:

- FederalReportingTemplate – Contracts.xls
- FederalReportingTemplate – Grants and Loans.xls

Users must choose the correct template based upon award type.

Note that the template to use is directed by the award type of the Prime Award. The Contracts template should be used only for reporting by Prime Recipients of federally awarded contracts (federal contractors). Delegated Sub Recipients reporting data for a contract that was awarded by other than a federal agency (e.g., a state or local government entity) must use the template named “Grants and Loans.xls” since the Prime Recipient award type is a grant or loan instrument.



9.3 Using the Excel template

When you open the Excel template document, you will note that various worksheets are used within the document. Three workbooks are included within the Excel template for the federally awarded contract award type. Four workbooks are included within the Excel template for grants or loans. The table below describes each workbook.

Workbook Tab Name	Description	Award Type Template
Instructions	Includes two sections: <ul style="list-style-type: none">• Recipient Report Instructions• Notes	Contracts Excel template and Grants and Loans Excel template Note: “Contracts” specifically refers to federally awarded contracts)
Prime Recipients	Includes multiple sections for heading/reference, data entry, and lookup assistance (See Section 9.2.1 for more information)	Contracts Excel template and Grants and Loans Excel template
Sub Recipients	Includes multiple sections for heading/reference, data entry, and lookup assistance (See Section 9.2.2 for more information)	Contracts Excel template and Grants and Loans Excel template
Vendors	Includes multiple sections for heading/reference and data entry (See Section 9.2.3)	Grants and Loans Excel template only

9.3.1 Instructions

As described in the table above, the Instructions Workbook contains two primary areas: the Recipient Report Instructions section and the Notes section.

The Recipient Report Instructions section indicates whether the template is the Contracts template or Grants and Loans template. The Recipient Report Instructions section also provides information and instructions on which workbooks require completion based upon the user role and data reporting

The Notes section provides FAQs/hints regarding use of the Excel template.

9.3.2 Prime Recipients Workbook

The Prime Recipients Workbook includes a general header reference indicating the Excel template type based upon award type (either federally awarded contract or grant/loan).



Below the header reference information are the data entry fields. The exhibit on the next page provides a view of a portion of the Excel template Prime Recipients Workbook.

The Award Type for the template is shown in the first row—in the following example, the template is for “Recipient Report: Contract” for federally awarded contracts. Within the workbook, colored rows divide data entry categories. For example, “Reporting Information” is the category of information, which is shown in large white font with a dark blue background. Each data element (for example, “Award Type*”) is shown in a black font with light blue background. The asterisk (*) beside the data element name indicates a mandatory field. The data entry fields are clear/white. Click in the data entry field to begin entering the applicable data.

Recipient Report: Contract		
Prime Recipient		
Reporting Information		
Award Type*	Award Number*	Final Report*
Federally Awarded Contract		
Order Number		
Award Recipient Information		
Recipient DUNS Number	Recipient Account Number	Recipient Congressional District*

In the example above, the user clicks on the Order Number data entry field. The Excel Template provides instructional text regarding that data element. In the case of the Order Number data element within the federally awarded contracts template, the user sees that the Order Number data element is an optional field. The instructions provide additional details such as case sensitivity and maximum number of characters permitted in the field. The following example provides a larger view of the Order Number instructional text.



Order Number

(Optional) If applicable for your contract, enter the order number as it appears in the Federal award document.

This field is case, space, and special character sensitive.

50 characters or less.

Users must enter reporting data into the fields as appropriate. For clarity, the Excel template organizes data into categories as follows within the Prime Recipient Workbook:

- Reporting Information
- Award Recipient Information
- Award Information
- Project Information
- Primary Place of Performance
- Recipient Highly Compensated Officers

Users should reference the Data Dictionary and Chapter 6 of this User Guide for more information regarding the various data fields within the data dictionary as they apply to the Prime Recipient Workbook.

The Prime Recipients Workbook also provides a Help Lookup Function. To the right of the data element and data entry fields you will see an example of the Help Lookup Function. This function is shown on the next page.

Helpful tip for users submitting reports for federally awarded contract:

If your Award Type is “federally awarded contract,” you will need to provide the Awarding Agency Code and the Government Contracting Office code. The Government Contracting Office Code of 6 or less characters must correlate with the Awarding Agency Code. If you enter a Government Contracting Office Code that does not exist within your Awarding Agency, your report submission will not pass FederalReporting.gov’s business rules validation.



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The screenshot shows an Excel spreadsheet with columns for 'Recipient DUNS Number', 'Recipient Account Number', and 'Recipient Congressional District'. A 'Need Help Finding Award Information?' window is open on the right, providing instructions and search options for award information.

Need Help Finding Award Information?	
Browse the Full Listings by using the drop-down lists.	
Agency Drop-Down List:	0500 - Government Accountability Office
Program Source (TAS) Drop-Down List:	05-0108-Salaries and Expenses, Recovery Act
Know the code and want to check the name? Search by Code	
Enter Agency Code:	0500
Agency Name:	Government Accountability Office
Enter Program Source (TAS) Code:	05-0108
Program Source (TAS) Name:	Salaries and Expenses, Recovery Act
Know the name and want to find the code? Search by Name	
Enter Agency Name:	Government Accountability Office
Agency Code:	0500
Enter Program Source (TAS) Name:	Salaries and Expenses, Recovery Act
Program Source (TAS) Code:	05-0108

The Help Lookup Function provides users the ability to search for data field elements required for reporting directly within the template. The Help Lookup Function provides



both drop-down functionality and data entry within the Excel template which you can use to search for the data you need.

The following scenarios describe how to use the drop-down Help Lookup and the data entry Help Lookup.

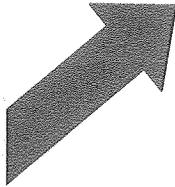
9.3.2.1 Help Lookup via drop-down list

You need to enter the Awarding Agency Code in the Awarding Agency Code field. You know the name of your agency but not the four-digit Agency Code. The Help Lookup allows you to view a list of Awarding Agencies and associated four-digit codes. In the “Need Help Finding Award Information?” Help Lookup Function, you can search the agency drop-down list.

Click in the data entry field associated with Agency drop-down list within the Help Lookup Function. Clicking in the field reveals the drop-down arrow to the right of the data field cell. The list is arranged numerically from lowest number code to highest number code. The first code and agency name in the list is shown as the default, “0500 – Government Accountability Office.”

<i>Need Help Finding Award Information?</i>	
Browse the Full Listings by using the drop-down lists.	
Agency Drop-Down List:	0500 - Government Accountability Office 

Clicking in the data entry field above (field default reads “0500 – Government Accountability Office”) displays the drop-down arrow to the right of the data entry field.





Click on the drop-down arrow to reveal the list of codes and associated agencies. Scroll down the list using the scroll bar to locate the appropriate code and agency name.

Need Help?

Click on the drop-down arrow to reveal the drop-down list. Use the scroll bar along the right-hand side of the drop-down to navigate down the list.

Browse the Full Listings by using the drop-down lists.

Agency Drop-Down List:	0500 - Government Accountability Office
Program Source (TAS) Drop-Down List:	0500 - Government Accountability Office 1201 - Office of the Secretary of Agriculture 1204 - Office of the Inspector General 12C2 - Forest Service 12C3 - Natural Resources Conservation Service 12D2 - Farm Service Agency 12D3 - Foreign Agricultural Service 12E0 - Under Secretary for Rural Development
Know the code	0500
Enter Agency Code:	0500

9.3.2.2 Help Lookup via data entry

You may know the agency four-digit number but want to ensure that you accurately list the agency name. You can enter the four-digit number in the appropriate agency code field to view the agency name in the Agency Name list field below.



Click in the data entry field associated with Enter Agency Code within the Help Lookup Function. The list is arranged numerically from lowest number code to highest number code. The first code in the list is shown as the default, "0500." In the row below for the "Agency Code" field, the associated agency name, "Government Accountability Office" is shown.

Need Help Finding Agency Information?	
<p>Click in the data entry field associated with Enter Agency Code. The default is the first four-digit agency code in the numerical list, 0500. The row below displays the associated Agency Name—in this case, Government Accountability Office.</p>	the drop-down lists.
	Accountability Office
	nd Expenses, Recovery Act
Know the name and want to check the name?	
Search by Code	
Enter Agency Code:	0500
Agency Name:	Government Accountability Office



Click in the field and enter your four-digit code. I know my agency four-digit code is 3600. I enter 3600 in the Enter Agency Code data entry field. In the Agency Name field below displays the name of the agency associated with that four-digit code—Department of Veterans Affairs.

Information?	
<p>Click in the data entry field associated with Enter Agency Code. Enter 3600, the Agency four-digit code which you know. The Agency Name associated with that number is displayed in the Agency Name field—Department of Veterans Affairs.</p>	drop-down lists.
	Accountability Office
	and Expenses,
Know the code and want to check the name?	
Search by Code	
Enter Agency Code:	3600
Agency Name:	Department of Veterans Affairs

9.3.3 Sub Recipients Workbook

The Sub Recipients Workbook is designed in much the same fashion as the Prime Recipients Workbook. The Sub Recipients Workbook includes a general header reference indicating the Excel template type based upon award type (either federally award contract or grant/loan).

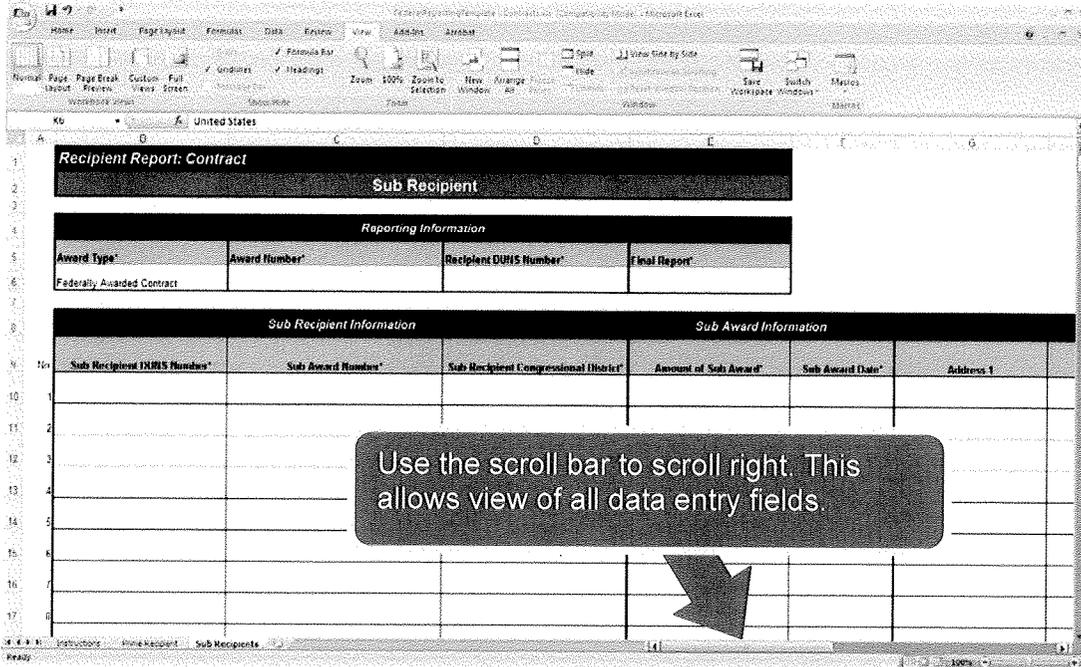
Below the header reference information are the data entry fields. The exhibit below provides a view of a portion of the Excel template Sub Recipients Workbook.

Within the workbook, colors denote the data category. For example, “Reporting Information” is the category of information, which is shown in large white font with a dark blue background. Each data element (for example, “Award Type*”) is shown in a black font with light blue background. The asterisk (*) beside the data element name indicates a mandatory field. The data entry fields are clear/white. Click in the data entry field to begin entering the applicable data. Scroll to the right to see all data fields which relate to Sub Recipient reporting.

The example below shows a sample of the Sub Recipient Workbook.



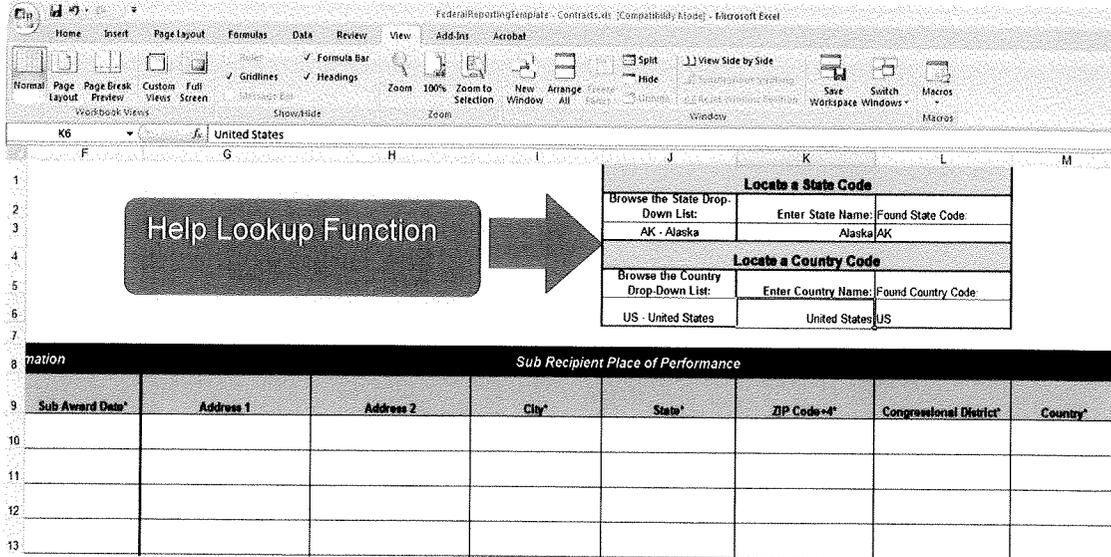
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Users must enter reporting data into the fields as appropriate. For clarity, the Excel template organizes data into categories as follows within the Sub Recipient Workbook:

- Reporting Information
- Sub Recipient Information
- Subaward Information
- Sub Recipient Place of Performance
- Sub Recipient Highly Compensated Officers

The Sub Recipients Workbook also provides a Help Lookup Function. To the right of the data element and data entry fields you will see an example of the Help Lookup Function. This function is shown on the next page. Help Lookups relate to Sub Recipient Place of Performance, specifically “Locate a State Code” and “Locate a Country Code.” Because of the layout of the Sub Recipients Workbook, the Help Lookup Function is located in the first six rows of the workbook under columns J, K, and L, above the Sub Recipient place of Performance category of data fields.



The two Help Lookup Functions, Locate a State Code and Locate a Country Code, include drop-down list and data entry search functions. For example, to view a list of states, click in the data entry field below “Browse the State Drop-Down List.” The Drop-down arrow appears to the right of the data entry field, allowing you to scroll down through the list of states. Choose the appropriate state. The state code is shown in the “Found State Code” field under column L.

Likewise, you can enter the state name within the data entry field below “Enter State Name.” Type the state name into the field. The state code will be displayed in the “Found State Code” field under Column L.

The same drop-down list search and data entry field options apply to the Locate a Country Code Lookup.

Users should reference the Data Dictionary and Chapter 6 of this User Guide for more information regarding the various data fields within the data dictionary as they apply to the Sub Recipient Workbook.

9.3.4 Vendors Workbook (Grants and Loans template only)

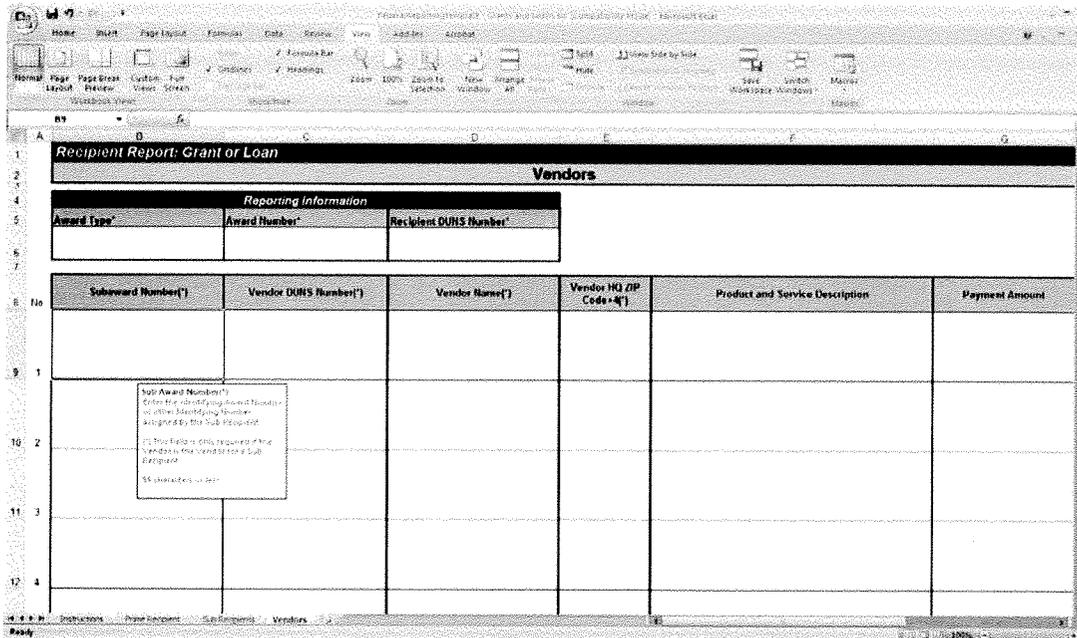
The Excel Template for Grants and Loans includes a fourth workbook, the Vendors Workbook.

The Vendors Workbook includes a general header reference indicating the Excel template type—in this case, Grants and Loans.



Below the header reference information are the data entry fields. The exhibit on the next page provides a view of a portion of the Excel template Vendors Workbook.

Each data element (for example, “Award Type*”) is shown in a black font with light blue background. The asterisk (*) beside the data element name indicates a mandatory field. The data entry fields are clear/white. Click in the data entry field to begin entering the applicable data.



The Excel Template provides instructional text regarding data elements. The instructions are found in the instructions box which appears when the user clicks in the data entry field. As described earlier, the instructions provide additional details such as case sensitivity and maximum number of characters permitted in the field.

Important consideration for entering multiple Sub Recipients and/or Vendors associated with your award:

If entering Sub Recipients and/or Vendors in your report, you must enter one Sub Recipient Award or Vendor per numbered row. Do not leave a blank row between entries.



9.4 Validating your Excel structure

Prior to submitting your report file via upload of the Excel file, we strongly suggest using the Validation Utility to validate structure and business rules. The Validation Utility is not intended to validate each and every report you intend to submit. Rather, the Validation Utility will allow you to validate a small sample report to help ensure that that your report file structure is compliant with the required report schema and will be accepted by the system.

See Chapter 7, Section 7.5 for more information regarding the Validation Utility.



9.5 Uploading the completed Excel file

The following sections take you step-by-step through the process required to upload the Excel file for submission. You must be logged on to FederalReporting.gov in order to upload the file. See Chapter 4 for log-in instructions.

Begin by clicking the “Upload Report” button found within the Left Side Bar.

Create / Upload ARRA Reports

[Create Report](#)

[Upload Report](#)

[Validate File](#)

From the Upload Report Page, you will need to enter required data in the appropriate free text field or select the appropriate radio button for Award Type and Recipient Type.

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Hello, Recipient User
(Recipient User)

[You have 8 unread messages.](#)

[Logout](#)

Upload ARRA Report File

Award Type

Federally Awarded Contract

Grant

Loan

Recipient Type

Prime Recipient [Prime Only]

Prime Recipient [Prime reporting for self and Sub(s)]

Sub Recipient [Sub Only]

File

Select File to Upload

Browse to the document you intend to upload.

File [Browse...](#)

Submission Acknowledgement

You are submitting a report

FRPIN

[Upload Report](#) [Cancel](#)

Current Reporting Cycle

Initial Submission - Prime and Sub Recipients enter draft and initial report submission.

Create / Upload ARRA Reports

[Create Report](#)

[Upload Report](#)

[Validate File](#)

Quick Links

My Reports

- [Prime Recipient](#)
- [Sub Recipient](#)

Administration

- [My Account](#)



Each field is a mandatory field.

Required Data	Entry Method	Notes
Award Type	Radio button	<ul style="list-style-type: none"> Choose appropriate award type: <ul style="list-style-type: none"> Federally awarded contract Grant Loan
User Recipient Type	Radio button	<ul style="list-style-type: none"> Choose appropriate User Recipient type based on your report submission model: <ul style="list-style-type: none"> Prime Recipient [Prime Only] Prime Recipient [Prime reporting for self and Sub(s)] Sub Recipient [Sub Only] (grants and loans only)

Next you want to select the report file to upload. In the File section, click the “Browse” button and select the appropriate file to upload. File extension should be .xls for Microsoft Excel file.

In the Submission Acknowledgement section of the Upload page, you will enter the FRPIN associated with the DUNS number for which you are reporting. Remember, each DUNS Number is assigned by FederalReporting.gov a unique 9-digit FRPIN. If you as a user are responsible for submitting reports for multiple DUNS numbers, you must be sure to use the FRPIN associated with the DUNS number of this report.

Click “Upload Report.” The report will upload and you will receive the Report Submitted Successfully message.



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Hello, Recipient User
(Recipient User)

[You have 51 unread messages.](#)

Logout

Report Submitted for Processing

Your report has been received for processing. FederalReporting.gov will now validate your report for compliance with ARRA business rules. You will receive an email with the results of the validation, including any errors. If errors exist, you will need to make changes and submit your updated report.

The page indicates that your Excel file has been submitted for processing. On average, processing takes from 1 to 24 hours, depending upon the number of files to be processed across the system.



FederalReporting.gov will send you an email indicating either that your Excel file has been accepted as a valid submission or whether there are validation errors associated with the Excel file.

If your Excel file has been accepted as a valid submission, you will receive an email indicating successful submission.

Example email text—Excel file successfully submitted

Award_G278K-L_Grant.xls: successfully submitted.

Do not reply to this e-mail. Please contact the [FederalReporting.gov Service Desk](http://FederalReporting.gov) or call us at 877-508-7386; TTY: 877-881-5186 if you have any questions.

If there are validation errors associated with the Excel file, you will receive an email describing the errors. Use the information in the validation errors email to review the Excel file and make all necessary corrections.

Example email text—Excel file submission unsuccessful

Award_G2762940-K7.xls failed on validation as follows:

The submitted report contains validation errors.

1. **Error Code:** VALUE_NOT_FOUND **Error Message:** Unable to find a CFDA Number* with the value 000001
2. **Error Code:** INVALID_EMAIL **Error Message:** dfadsf@ must be a valid email address
3. **Error Code:** INVALID_DOLLAR_AMOUNT **Error Message:** Amount of Award* must be a value greater than zero with no more than two decimal places.

Do not reply to this e-mail. Please contact the [FederalReporting.gov Service Desk](http://FederalReporting.gov) or call us at 877-508-7386; TTY: 877-881-5186 if you have any questions.

Errors must be corrected and new file uploaded for submission to be completed. An Excel file with errors is not considered a valid submission.



9.6 Making updates in report submission via Excel

After a Prime Recipient or Federal Agency User has commented on a report, the report submitter may need to make revisions to the report. The report submitter may choose to make those changes online in the Web browser or by uploading a new updated Excel file. You will use the same process as described in Section 9.5 Uploading the Completed Excel File to upload the updated Excel file.

Note that regardless of original report submission method (online Web form, Excel, or XML), you may choose to make revisions and submit an updated report via any of the three report submission methods.

If a change is simple and applies to one data field in one report section, a Recipient organization may choose to simply make that change in the Web browser. However, where multiple changes are required, a Recipient organization may decide to make the change within the Excel file and upload a new Excel file. The new Excel file will be submitted using the same process described in Section 9.5 above.

Prior to submitting the new Excel file, though, it is important to understand how new Excel files are written to the FederalReporting.gov database.

FederalReporting.gov understands Prime Recipient reporting data, Sub Recipient reporting data, and Vendor reporting data submitted with an Excel file as separate report components. This is an important concept to understand when uploading a new Excel file.

For example, a State Department of Environmental Protection submits its Prime Recipient report for its grant award CXL-EP-045 under the Prime Service Provider model, also submitting with its report data for three Sub Recipients—Brown Environmental, SRT Environmental Engineering Corp, and MRC Group. After submitting the report, the State realizes that MRC Group was not, in fact, a Sub Recipient under grant award CXL-EP-045. The State chooses to upload a new Excel file which includes Prime Recipient reporting data for the State as well as Sub Recipient reporting data for Brown Environmental and SRT Environmental Engineering Corp. The State uploads the new Excel file, which overwrites the original file submission for the State's Prime report, Brown Environmental's Sub report, and SRT Environmental Engineering Corp's Sub report. However, as no new data was included in the updated Excel submission for MRC Group, that report has not been overwritten. FederalReporting.gov still recognizes the MRC Group as being associated with that Prime Award.

In order to submit a new report with the MRC Group data removed from the report, the State has two options:



Option 1: The Prime Recipient User from the State will first deactivate the incorrect report via My Reports. (See Section 11.5 of this User Guide to learn how to deactivate a report.) Then the user uploads the new Excel report with the accurate report data.

Option 2: Alternatively, the State may choose to simply make all changes online via My Reports. First, the user removes the MRC Group report from the Sub Recipient report using the Remove from Report icon . If the user needs to make any additional changes in the remaining report data, the user can make those changes online as well. Once finished, the user clicks “Submit” to submit the updated report.