



**STATE OF MISSISSIPPI**  
HALEY BARBOUR, GOVERNOR

**DEPARTMENT OF FINANCE AND ADMINISTRATION**

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EXECUTIVE DIRECTOR

**TO:** State Agency Executive Directors  
State Agency Accounting Directors  
Stimulus Group

**FROM:** J.J. Dunn,  
DFA/MMRS, Chief Systems Information Officer

**DATE:** June 30, 2010

**SUBJECT:** Recovery Accountability and Transparency Board (RATB) Enhancements to Stimulus 1512 Reporting for July

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The following are brief descriptions of the enhancements to Stimulus 1512 Reporting for July 2010, as enacted by the RATB:

- **New Warning Message for Batch Submissions:** When the recipient submits an XML or an Excel file to create a new report, the system will perform this new validation:
  - If the business key of a report (Award ID, Award Number, DUNS Number, and Order Number if a contract) does not match a report from the prior quarter and the Award Date is not in the current quarter, then the system will return a warning message indicating that a new report is being created but it may need to be manually linked to a prior quarter report, if one exists. The new warning message will help recipients identify possible report mis-matches. For example, if the recipient meant to submit a continuation report for award ABC-123 but mislabeled the award ID as ABC\_123, the warning message will alert the user that the award ID is new.
- **Online Copy Forward Recommendation:** When the recipient creates and submits a new report online, the system will validate the primary report's keys against reports submitted in the last quarter.
  - If a match is found, then the system will recommend that the user perform a Copy Forward action to copy an existing report from the last quarter to the current quarter. The link built by the Copy Forward function will help Smartronix distinguish ongoing awards from new awards.
  - If a match is not found, then the system will return a warning message indicating that a new report is being created, but it may need to be manually linked to a prior quarter report if one exists. The new warning message will help recipients identify possible data entry errors.

They have also provided a Powerpoint presentation which is included with this memo.

If you have any questions, please contact the MMRS Call Center at 601-359-1343 or via email at [mash@dfa.state.ms.us](mailto:mash@dfa.state.ms.us).



# ARRA Recipient Reporting

*FederalReporting.gov*



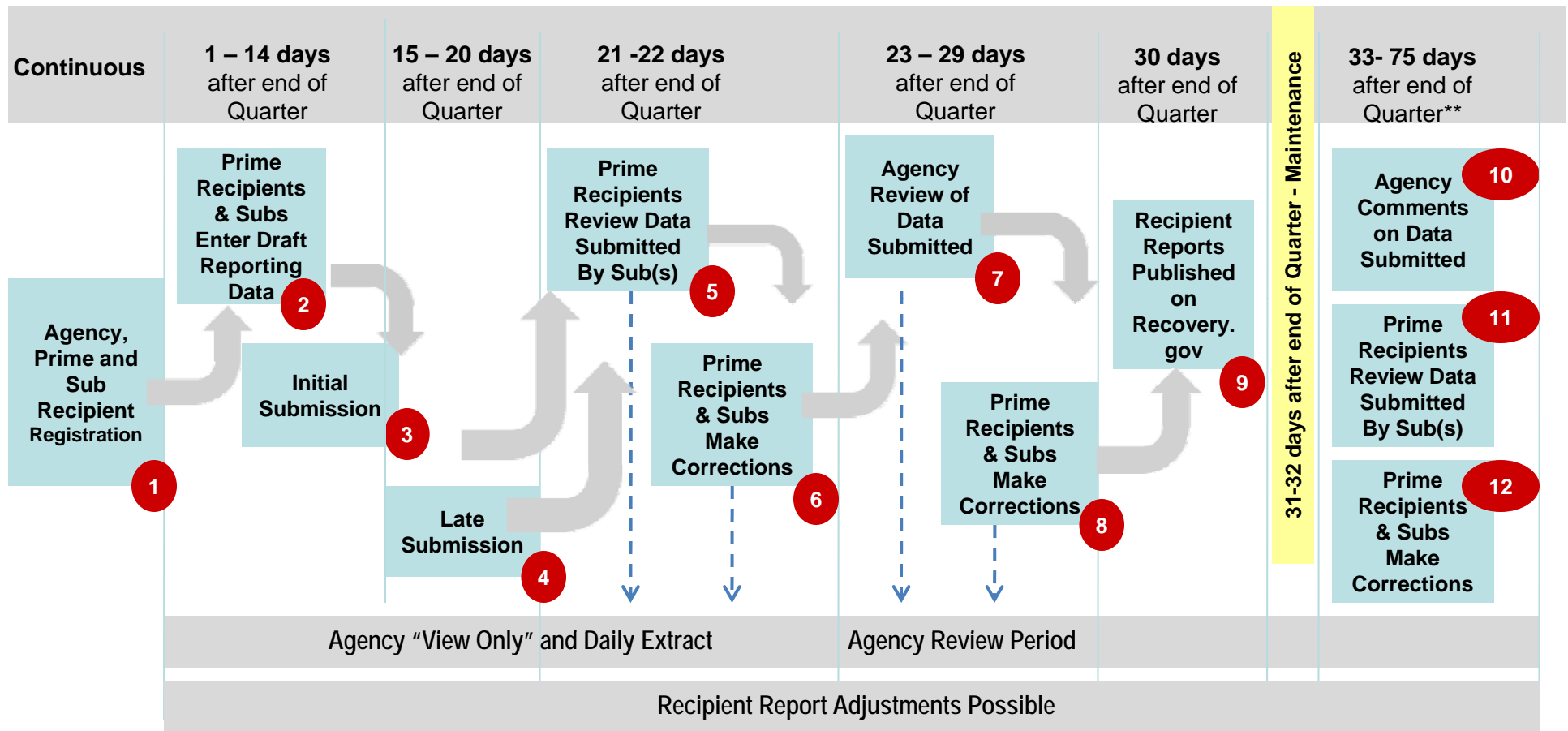
Agencies and Recipients Demo  
July 2010 Reporting Cycle Enhancements  
*June 29, 2010*

# Agenda

- July Reporting Cycle Timeline
- Overview of FederalReporting.gov July Enhancements
- July Enhancement Demonstration



# July 2010 In-bound Recipient Reporting Timeline and Activities



\*During the Continuous QA Period, reports may not be submitted, only corrected

# July Enhancements

- What's New for Agency Users?
  - Agency “View Only” Access Starting on Day 1
    - Agency Users will be able to view current quarter reports submitted on FederalReporting.gov during the submission period.
    - Agency Users will still have access to Agency Extract.
    - Agency Users will not be able to view reports in draft status.
    - Agency Users will not be able to comment on submitted reports until Agency Review.



# July Enhancements

## ■ What's New for Recipient Users?

### – Copy Forward and Link Recommendation

- Copy Forward Recommendation – When a recipient creates a report with FederalReporting.gov's web form, FederalReporting.gov will search for similar reports submitted during the last reporting quarter. If similar reports exist, FederalReporting.gov will display the "Copy Forward Recommendation" page and offer the user the opportunity to copy forward the report.
- Link Recommendation – When a recipient creates a report with the upload or batch submission, FederalReporting.gov will search for similar reports submitted during the last reporting quarter. If similar reports exist, FederalReporting.gov will return a list of link recommendations along with brief instructions on linking reports.



# Identifying Similar Reports

- A similar report is defined as
  - A prime recipient report submitted in the last reporting quarter and
  - has a primary recipient DUNS equal to one of the prime recipient's DUNS in the Access Control List (ACL) and
  - has a primary award number that either matches or contains the primary award number entered on the "Select Report Type" page
- When matching primary award numbers
  - Non alpha-numeric characters are stripped from the primary award numbers
  - Wild card characters are appended to the beginning and the end of the primary award number



FederalReporting.gov  
July 2010 Enhancement Demonstration



# FederalReporting.gov Demonstration Scenarios

- Create Report
  - Create a report online
    - Recipient user decides to copy forward the report instead of creating a new report
    - Recipient user decides to create a new report instead of copying forward an existing report
  - Upload a report creation file
    - Recipient user receives an email with link recommendations



# Data Setup

**Search Filters**

Award Type:  Award Number:  DUNS Number:

Calendar Year:  Quarter:  Report Status:

Awarding Agency Code:  CFDA Number:  Govt Contracting Office Code:

[Search Tips](#)

**Search Results** [Search Results Legend](#)

6 reports found, displaying all reports.

Award Type	Prime Award # / Order #	Prime DUNS #	Status	Award Amount	Sub Count
C	<a href="#">a-Recommend-1</a>	001000363	S	\$100,000,000.00	0
G	<a href="#">1 Recommend-1</a>	001000363	S	\$100,000,000.00	0
G	<a href="#">1-1-Recommend-123</a>	001000363	S	\$100,000,000.00	0
G	<a href="#">1-1-Recommend-123</a>	001225114	S	\$100,000,000.00	0
G	<a href="#">Recommend-123</a>	001000363	S	\$100,000,000.00	0
L	<a href="#">Recommend-1</a>	001000363	S	\$100,000,000.00	0

- The recipient submitted six reports in the previous reporting cycle



# Create a Report Online - 1

## Select Report Type

Use the options below to choose the type of ARRA report you would like to create. All fields are required.

### Report Type

Prime Award Number

Must match award document: include caps, spaces, and special characters.

Prime DUNS

Numbers only. Example: 001234567

### 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]

- The recipient clicks on Create Report to create a report
- The recipient populates the Prime Award Number and the Prime DUNS
- The recipient selects an Award Type and a Recipient Type
- The recipient clicks on Continue Report Creation

# Create a Report Online - 2

## Copy Forward Recommendation

### July 2010 Report Information

Award Type	Award Number	Prime DUNS	Recipient Type
Grant	Recommend1	001000363	Prime Recipient

### April 2010 Reports to Copy Forward

FederalReporting.gov has identified reports with similar Award Numbers to the one you just entered. If the report being entered in the current reporting cycle should be linked to a report submitted in the previous reporting cycle, click on the Award Number and follow the Copy Forward instructions.

Award Type	Prime Award # / Order #	Prime DUNS	Status	Award Amount
C	<a href="#">a-Recommend-1</a>	001000363	S	\$100,000,000.00
G	<a href="#">1 Recommend-1</a>	001000363	S	\$100,000,000.00
G	<a href="#">1-1-Recommend-123</a>	001000363	S	\$100,000,000.00
G	<a href="#">1-1-Recommend-123</a>	001225114	S	\$100,000,000.00
G	<a href="#">Recommend-123</a>	001000363	S	\$100,000,000.00
L	<a href="#">Recommend-1</a>	001000363	S	\$100,000,000.00

### Continue New Report Creation

If you do not wish to link reports, click the "Create New Report" button.

Create New Report

Back

- A list of similar reports is displayed
- The recipient can either copy forward a report from the last reporting quarter, ignore the recommendation and continue the report creation process, or go back to the previous screen



# Create a Report Online - 3

## Copy Report Forward

Specify the business key values for the "Copy To" report below. The new report will be generated with this business key. The Calendar Year and Calendar Quarter for the "Copy To" report will automatically be populated with the current reporting year and quarter. You must submit the new "To" report or save it as draft in order for it to persist in FederalReporting.gov.

### Copy From

Copy all report data from the report identified by the following prime data fields.

Award Number 1 Recommend-1  
Prime DUNS 001000363  
Award Type Grant  
Calendar Year / Quarter 2010 / 1

### Copy To

Copy to a new report identified by the following prime data fields.

Award Number   
Prime DUNS   
Award Type Grant  
Calendar Year / Quarter 2010 / 2  
Is this a continuation of a April 2010 report?  Yes  
 No

Confirm Copy

Cancel

- The recipient decides to copy forward the report for Grant "1 Recommend-1"
- The Copy Report Forward page is displayed. The recipient can change the Award Number and DUNS before proceeding
- The recipient can click on Confirm Copy to complete the action or click on Cancel

 [FederalReporting.gov](http://FederalReporting.gov)



# Create a Report Online - 4

**Prime Recipient** | **Vendors**

## Prime Recipient Reporting

### Prime Recipient Data

Please view the [field information page](#) if you require clarification about the fields that appear on this form.  
All fields marked with an asterisk (\*) are required unless otherwise noted.

**Report Information**

Award Type	Award Number	Recipient Type
Grant	Recommend1	Prime Recipient [Prime Only]
	Final Report	<input type="text" value="N"/>

**Award Recipient Information**

[More information about these fields](#)

Recipient DUNS Number 001000363

Recipient Account Number

\* Recipient Congressional District

**Project / Award Information**

[More information about these fields](#)

\* Funding Agency Code

\* Awarding Agency Code

\* Program Source (TAS) Code

- If the recipient wants to create a new report instead, the recipient can continue with the report creation process by clicking on Create New Report

# Upload Report – with Recommendations

**From:** TEST\_DoNotReply@FederalReporting.gov [mailto:TEST\_DoNotReply@FederalReporting.gov]  
**Sent:** Wednesday, June 23, 2010 10:24 AM  
**To:** prime\_recipient@primerecipientcompany.com  
**Subject:** FederalReporting.gov Successful Report Submission [ 1 Recommend ]

Your ARRA report has been successfully processed and submitted to FederalReporting.gov. Your successful report submission can now be viewed from My Reports.

**Report Information:**

Prime DUNS Number: 001000363  
Prime Award Number: 1 Recommend  
Sub DUNS Number: 001000363 001000363  
Sub Award Number: subawd1 subawd2  
Submission Date/Time: 2010-06-23 13:19:51.0

FederalReporting.gov has identified the following reports that are similar to this report:

DUNS Number	Award Number	Order Number	Fiscal Year / Quarter
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001000363	1 Recommend-1		2010 / 1
001000363	1-1-Recommend-123		2010 / 1
001225114	1-1-Recommend-123		2010 / 1

If the report you entered should be a continuation of one of the 2010 Q1 reports listed above, please link these reports:

1. Log on to FederalReporting.gov
2. Select "My Reports - Prime Recipient"
3. Select the report for [Award Number]
4. Click "Link/Unlink Reports"
5. Select the 2010 Q1 report to link to the 2010 Q2 report

Only up to the first 25 reports are displayed. If you cannot find the report you'd like to link in the above list, please go to the Prime Recipient list in the "My Reports" section of FederalReporting.gov and search for your report there.

Do not reply to this e-mail.

Please contact the [FederalReporting.gov Service Desk](#) or call us at 877-508-7386; TTY: 877-881-5186 if you have any questions.

- After the successful processing of an input file, if similar reports exist, the report submission confirmation email will include a list of link recommendations and instructions



# Upload Report – without Recommendations

**From:** TEST\_DoNotReply@FederalReporting.gov [mailto:TEST\_DoNotReply@FederalReporting.gov]  
**Sent:** Wednesday, June 23, 2010 01:25 PM  
**To:** prime\_recipient@primerecipientcompany.com  
**Subject:** FederalReporting.gov Successful Report Submission [BRX9978]

Your ARRA report has been successfully processed and submitted to FederalReporting.gov. Your successful report submission can now be viewed from My Reports.

Report Information:

Prime DUNS Number: 001000363  
Prime Award Number: BRX9978/1  
Sub DUNS Number: 001000363  
Sub Award Number: 1 Recommend  
Submission Date/Time: 2010-06-23 13:25:58.0

Do not reply to this e-mail.

Please contact the [FederalReporting.gov Service Desk](#) or call us at 877-508-7386; TTY: 877-881-5186 if you have any questions.

- After the successful processing of an input file, if similar reports do not exist, the report submission confirmation email will look identical to the current email



# Q&A

- I'm an Agency user, can I comment on reports during the initial submission period?
  - No. Agency users can view submitted reports, but cannot comment on reports until Agency Review.
- I'm an Agency user, can I view draft reports?
  - No. Agency users can only view submitted reports.
- I'm an Agency user, my recipient claimed that he submitted his quarterly report already, but I cannot find it.
  - Try to search for the report by recipient DUNS. If you still cannot see the report, find out if
    - The recipient entered the incorrect funding agency code
    - The recipient saved the report instead of submitting it

# Q&A

- I'm a Prime recipient, do I have to copy forward a report recommended by the system?
  - If the award you're about to report is not the continuation of reports submitted in the last quarter, then you do not have to copy forward a report.
- Can I copy forward a Grant and change the award type to Contract?
  - No. The system will not allow you to change the award type during Copy Forward. If you need to change the award type, you will need to create a new report with the correct award type.



# Q&A

- My agency told me that I should've filed my report as a Contract instead of a Grant. Since I cannot change the award type during Copy Forward, what should I do?
  - You will need to create a new report with the correct award type. Once the report has been created, you can link the two reports (with two different award types) together by clicking on the Link/Unlink Report hyperlink to the upper-right hand corner of the report.
- I received an email with link recommendations, my report is the continuation of one of the reports listed, do I have to manually link them together?
  - If the two reports have identical DUNS, Award Number, and Order Number (for contracts), then the system will automatically link the two reports together. If one of the fields listed above is different, then you will need to manually link them by using the Link/Unlink Report hyperlink.



# FederalReporting.gov Resources

- Service Desk
  - Hours:
    - Monday – Friday 8am – 6pm (eastern time)
  - Telephone Number:
    - 877-508-7386
    - 877-881-5186 (TTY)
  - Email Address:
    - [Support@FederalReporting.gov](mailto:Support@FederalReporting.gov)
  - Live Chat is still just a click away
- Downloads Page
  - User Guide Documentation
  - XML Schema and Ms-Excel Templates
  - Quick Reference Guides
  - Reference Documentation
    - Recipient Reporting Data Model V3.0
    - Agency Codes Lookup
    - Program Source (TAS)
- Frequently Asked Questions (FAQs)



# Q&A

