Chapter 8— How to Submit a Report With the Excel Template

NOTE: IF YOU ARE A RETURNING REPORTER CHANGING THE AWARD ID, ORDER #, OR DUNS NUMBER ON A REPORT FILED IN THE LAST REPORTING CYCLE, SEE CHAPTER 10 FOR INSTRUCTIONS.

NOTE: IF YOU RECEIVE A NOTIFICATION RECOMMENDING THAT YOU LINK REPORTS, SEE CHAPTER 10.

In this chapter:

- ***Recipient Tabs***
- ***How to Validate an Excel File***
- ***How to Upload an Excel File***
- ***How to Update an Excel File***

- To use the Excel template, you need Microsoft 2003 or above. The spreadsheet is "locked" to restrict modifications. Recipients must not modify the structure of the spreadsheet or risk non-compliance due to an invalid submission.
    - From the home page or the Downloads page, click "Microsoft Excel" to download the WinZip file that contains the Excel templates.
    - Save the file to your desktop or a preferred location on your computer. Do not change the .xls extension.
    - Unzip the file. You will see one folder entitled "FederalReporting Excel 2003 Templates."
    - Click on the folder to view the following:
        - FederalReporting Template – Contracts.xls
        - FederalReporting Template – Grants and Loans.xls
        - ReleaseNotes.txt -- Indicates the current version of the documents to help ensure that you use the most up-to-date templates for that reporting quarter. Should the Data Dictionary associated with reporting change, a new version of the Excel templates may be needed. As new versions of the Excel templates are created and published, FederalReporting.gov will provide notification of the new templates.

When you open the Excel template, you will note that there are three workbook tabs for federal contracts and four workbook tabs for grants or loans. Below is a description of each of the tabs:

- **Instructions Tab -** The Instructions workbook contains two primary areas:
    - Recipient Reporting Instructions
    - Notes
        - FAQs/hints regarding use of the Excel template.

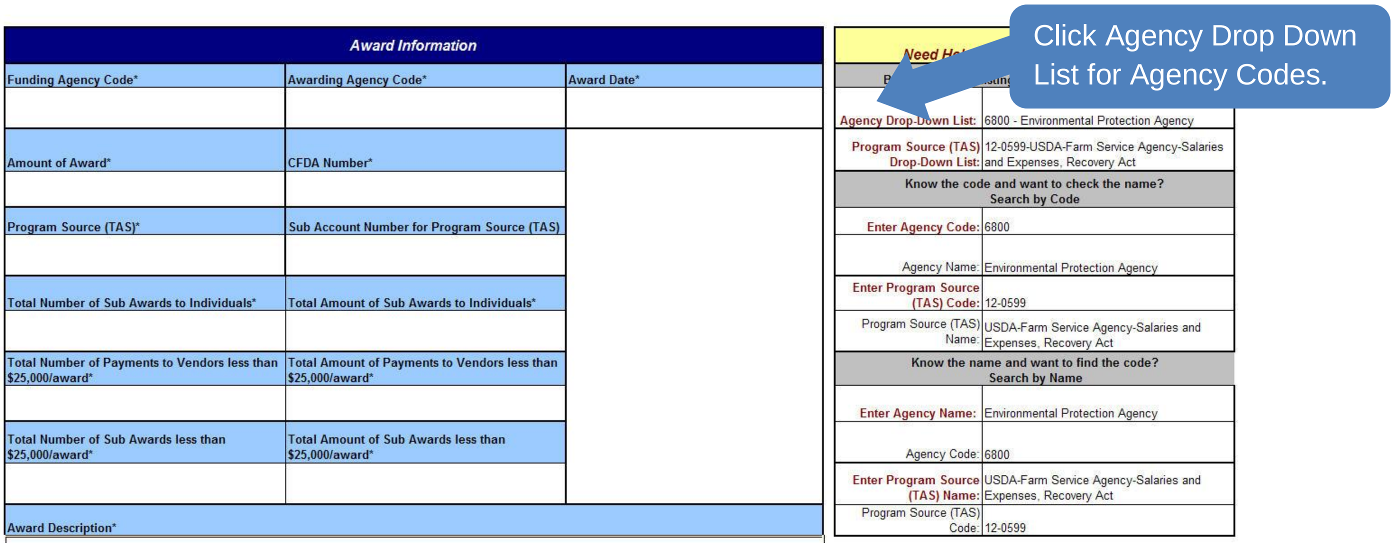
- **Prime Recipients Tab -** The Prime Recipients' workbook includes a general header indicating the template type based upon federal contract, grant, or loan.

Below the header are the data entry fields. The asterisk (*) beside the data element name indicates a mandatory field. Click in the field for instructional text about the field, including the maximum number of characters allowed for the field, then enter the appropriate information.

- o The Excel template is organized into the following data categories:
    - Reporting Information
    - Award Recipient Information
    - Award Information
    - Project Information
    - Primary Place of Performance
    - Recipient Highly Compensated Officers

For additional information, consult the Data Dictionary on the Downloads page.

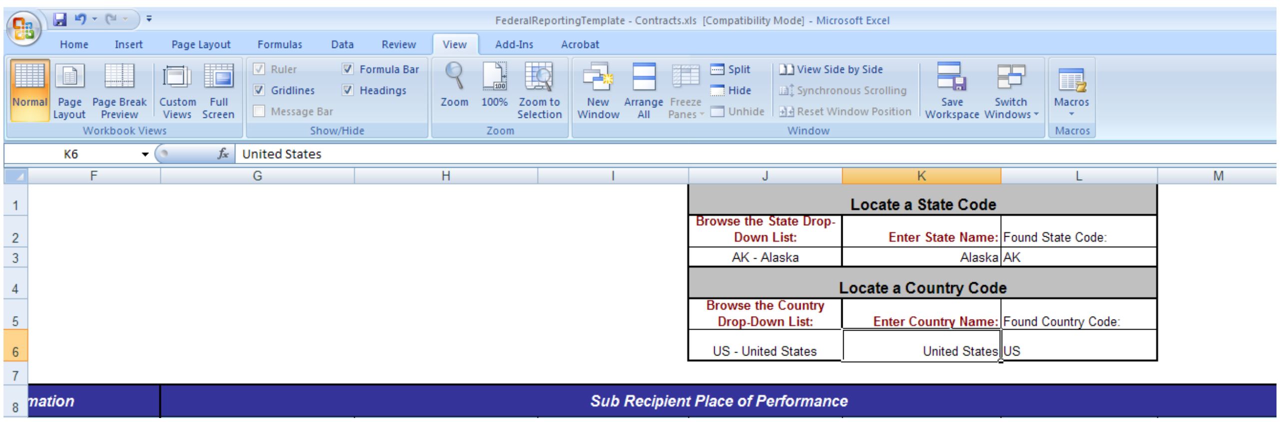
- For Help, use the Help Function to the right of the data element and data entry fields. You can:
  - Find listings for Awarding Agency codes and Program Source (TAS) codes using the Drop-Down lists. Click in the field to reveal the drop-down arrow.
  - Search by Agency Code or Program Source Code to get the Agency and Program Name
  - Search by Agency Name and Program Name to get the Agency Code or Program Source Code



- **Sub Recipients Tab -** The Sub Recipients Workbook is designed in much the same fashion as the Prime Recipients Workbook. The asterisk (*) beside the data element name indicates a mandatory field. Click in the field for instructional text about the field, including the maximum number of characters allowed for the field, then enter the appropriate information.
  - The data categories are:
    - Reporting Information
    - Sub Recipient Information
    - Sub Award Information
    - Sub Recipient Place of Performance
    - Sub Recipient Highly Compensated Officers

For additional information, consult the Data Dictionary on the Downloads page.

- Help-- Because of the layout of the sub-recipients Workbook, the Help Function is located in the first six rows of the workbook under columns I, J, and K, above the Sub Recipient Place of Performance category of data fields.
- You can:
    - Find a State Code or Country Code using the drop-down menus.
    - Enter a State Name or Country Name to reveal the State Code or Country Code.



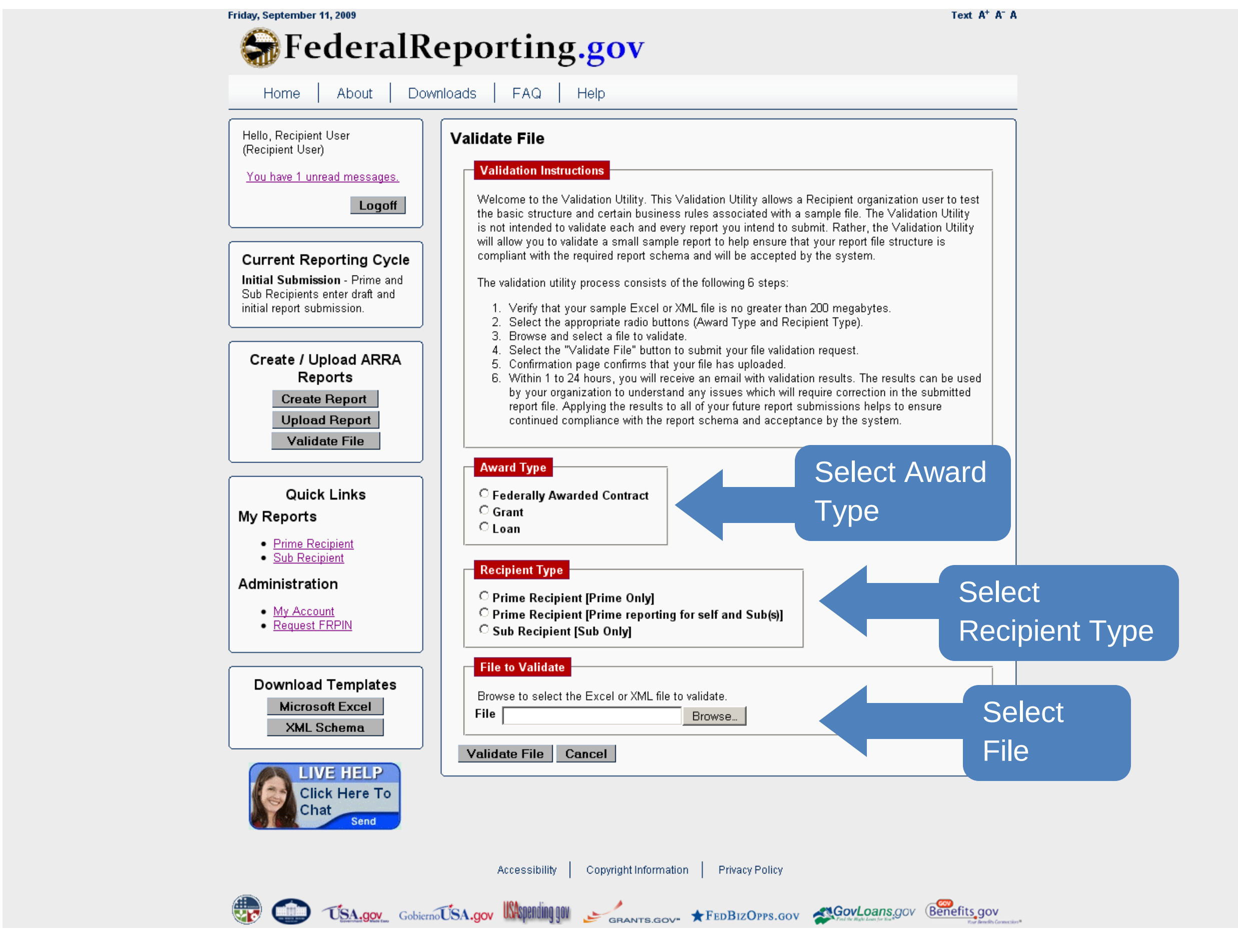
- **Vendors Tab (Grants and Loans template only) -** The Excel Template for Grants and Loans includes a fourth worksheet, the Vendors Worksheet. Below the header are the data entry fields. The asterisk (*) beside the data element name indicates a mandatory field. Click in the field for instructional text about the field, including the maximum number of characters allowed for the field, then enter the appropriate information. Depending on the vendor association, certain fields are required:
    - If the vendor is associated with the prime recipient, enter:
        - Vendor DUNS Number or Vendor Name and Vendor HQ ZIP Code+4;
        - Payment Amount; and
        - Product and Service Description
    - If the vendor is associated with the sub recipient, enter
        - Vendor DUNS Number or Vendor Name and Vendor HQ ZIP Code+4.
        - The other fields are optional.

IMPORTANT: 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.

How to validate your Excel file

Prior to uploading your report, 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. Follow these steps to validate your file:

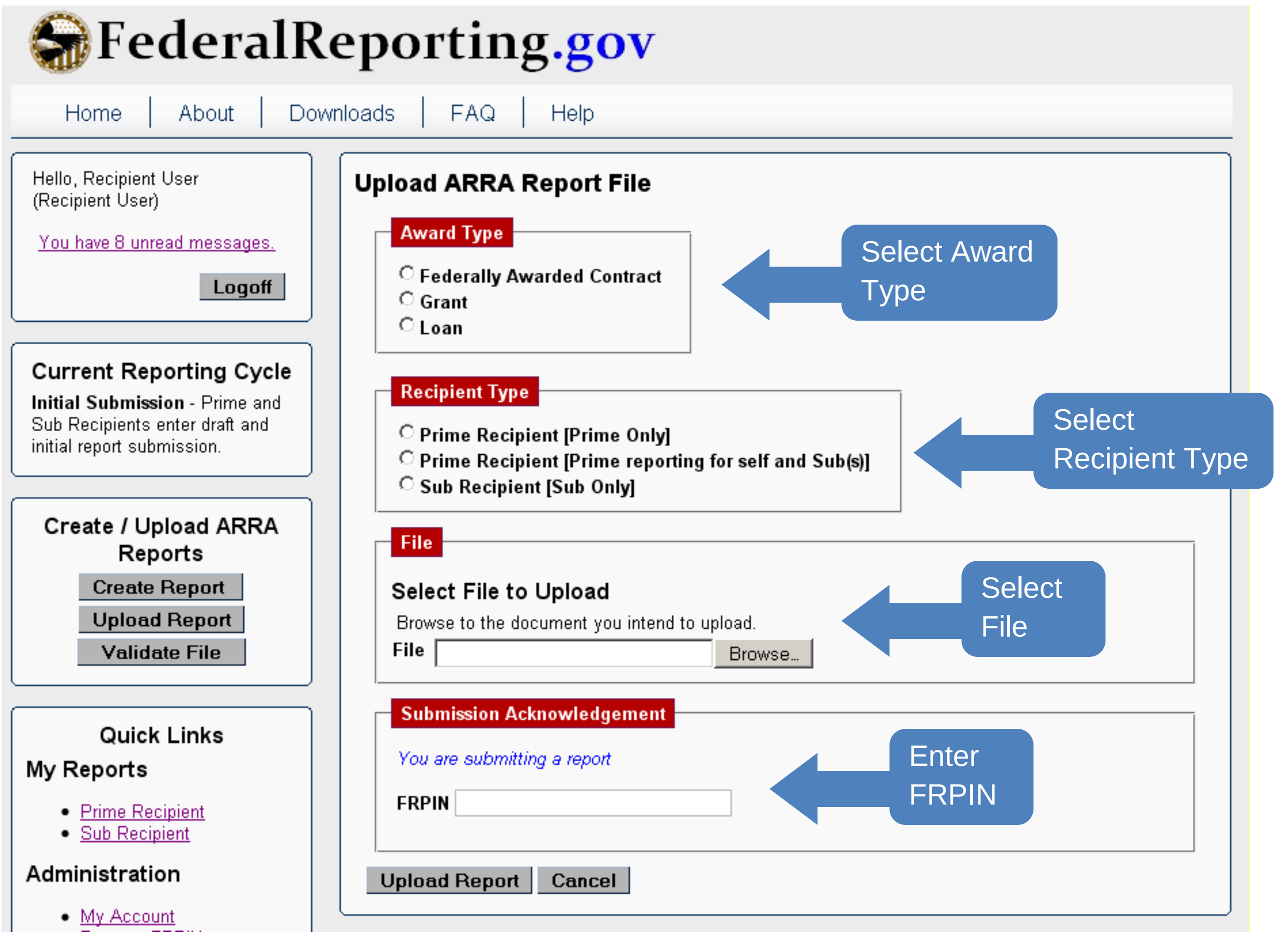
- Step 1: Log on to FederalReporting.gov
- Step 2: Create your sample Excel or XML of no greater than 200 megabytes.
- Step 3: Click "Validate File" in the left sidebar on the FederalReporting.gov home page.
- Step 4: On the Validate File page, select the required fields for Award Type and Recipient Type.
- Step 5: Browse and select the file to validate.
- Step 6: Click "Validate File."
- Step 7: Confirmation page confirms that your file has uploaded.



How to Upload a Completed Excel file

Follow the steps below to upload an Excel file:

- Log on to FederalReporting.gov
- Click “Upload Report” in the left sidebar.
- On the Upload ARRA Report file:
    - Select Award Type and Recipient Type
    - Browse to find the File to Upload—file extension must be .xls or.xm.
    - Enter FRPIN
    - Click “Submit”



The report will upload and you will receive the Report Submitted Successfully message.
On average, processing takes up to 24 hours, depending upon the number of files to be processed across the system.
You will receive an email indicating either that your file has been accepted as a valid submission or that there are validation errors associated with the Excel file. If there are validation errors the email will describe the errors. Make corrections and upload a new file.

How to Update an Excel file

If a prime recipient or federal awarding agency comments on a report, you may need to make revisions to the report. Regardless of how the original report was submitted -- online, Excel, or XML—you can make revisions and submit an updated report via any of the three submission methods. If a change is simple and applies to one data field in one report section, you may choose to simply make that change online. However, where multiple changes are required, you may decide to make the changes in the Excel file and upload a new Excel file.

If you are uploading a revised Excel file, follow the process described in How to Upload a Completed Excel file above. The new Excel file will be submitted using the same process described above.