



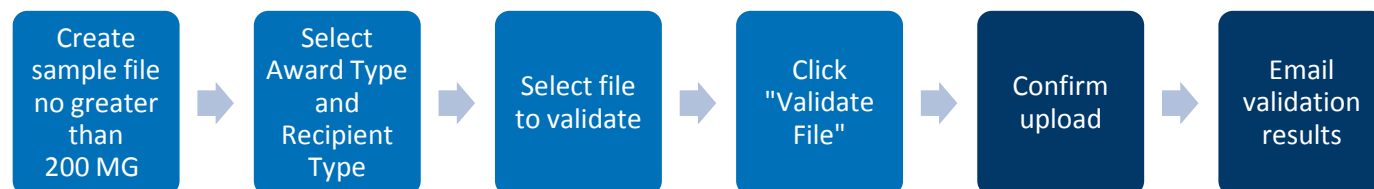
The FederalReporting.gov Validation Utility

allows a Recipient organization user to test the basic structure and certain business rules associated with a sample Excel or XML file.

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.

Validating a sample report helps ensure that your report file structure is compliant with the required report schema and will be accepted by the system. You can download the Excel template and XML schema required for reporting from the Downloads page on FederalReporting.gov.

Validate your sample Excel or XML file prior to submitting any Excel or XML reports. Help ensure that your report file structure is compliant and avoid reporting delays.



Follow these steps to validate your file:

Step 1: Create your sample Excel or XML file to validate of no greater than 200 megabytes.

Step 2: Select the required fields for Award Type and Recipient Type.

Step 3: Browse and select the file to validate.

Step 4: Click “Validate File.”

Step 5: Confirmation page confirms that your file has uploaded.

Step 6: Within 1 to 24 hours, you’ll receive an email with validation results.

The validation results can be used by your organization to understand any issues that will require correction in the submitted report file(s). Applying the results to all of your future report submissions helps to ensure continued compliance with report schema and acceptance by the system.

Only users who are logged in to FederalReporting.gov can access the Validation Utility.

Your validation file will not be saved in the FederalReporting.gov database and is not considered a report submission.



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Validate File

Validation Instructions

Welcome to the Validation Utility. This Validation Utility allows a Recipient organization user to test the basic structure and certain business rules associated with a sample file. 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 your report file structure is compliant with the required report schema and will be accepted by the system.

The validation utility process consists of the following 6 steps:

1. Verify that your sample Excel or XML file is no greater than 200 megabytes.
2. Select the appropriate radio buttons (Award Type and Recipient Type).
3. Browse and select a file to validate.
4. Select the "Validate File" button to submit your file validation request.
5. Confirmation page confirms that your file has uploaded.
6. Within 1 to 24 hours, you will receive an email with validation results. The results can be used by your organization to understand any issues which will require correction in the submitted report file. Applying the results to all of your future report submissions helps to ensure continued compliance with the report schema and acceptance by the system.

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 to Validate

Browse to select the Excel or XML file to validate.

File

Click the appropriate radio button for your **Award Type** and your **Recipient Type**.

Select the Excel or XML file you want to validate using the **Browse** function.

Click **"Validate File."**

Your file will be validated by the Validation Utility. The results of your validation will be sent to your email address.



Need help using the Validation Utility?
Contact us at 1-877-508-7386 or Support@FederalReporting.gov.