



## Chapter 17—Agency Final Review/ Recipient Reconciliation

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*How to make corrections to a report during Recipient Reconciliation*

### **What is Agency Final Review/Recipient Reconciliation?**

The Agency Final Review process provides Agencies the ability to finalize and sign-off on awards that are complete and will no longer be reported on by the recipient. Once an award has been officially reviewed and reconciled, further actions (submissions, Automated Data Change [ADC] Requests, etc.) for that award cannot be made. Reconciliation is final and cannot be reversed once completed.

### ***Final Review/Reconciliation Timeline***

Beginning August 2, 2012, Agencies can initiate the reconciliation process for eligible awards (see Eligibility section below for details). There is no deadline for reconciling an award—once an award is eligible, it may be reviewed, reconciled, and finalized at any time.

### **Which Awards are eligible for Reconciliation?**

Awards meeting the following criteria are eligible for Final Review and Recipient Reconciliation:

- No report for the current quarter exists for the award
- The report has been marked as Final
- There are no pending ADC Requests for any report associated with the award

If a new report or ADC request is submitted, the award will no longer be eligible for reconciliation and will be removed from the Final Review Process.

### **AGENCIES ONLY**

#### **How to review the Final Report for an Award Online**

To see the list of eligible awards click “My Reconciliation Queue” located in the “Quick Links” section on the left-hand side of the FederalReporting.gov home page.



**Quick Links**

**My Reports**

- [Prime Recipient](#)

**Administration**

- [My Account](#)
- [My Request Queue](#)
- [My Reconciliation Queue](#)
- [Search DUNS #](#)
- [List of Registered DUNS](#)

**My Reconciliation Queue**

**Search Filters**

Award Type:  Award Number:  DUNS Number:

Calendar Year:  Quarter:  Reconciliation Status:

[Search Tips](#)

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

417 awards found, displaying 1 to 10. [First/Prev] [1](#), [2](#), [3](#), [4](#), [5](#), [6](#), [7](#), [8](#) [Next/Last]

<a href="#">Award Type</a>	<a href="#">Prime Award #/Order #</a>	<a href="#">Prime DUNS #</a>	<a href="#">Final Report Year / Quarter</a>	<a href="#">Award Amount</a>
C	<a href="#">GS07F0086T</a>	120832787	2009/3	\$83,631.54
C	<a href="#">GS07F0086T</a> / 1103	120832787	2010/3	\$83,623.03
C	<a href="#">EPW08073</a> / ARRA-R8-06	621631196	2010/4	\$23,409.00
C	<a href="#">EPW08073</a> / ARRA-R8-09	621631196	2010/1	\$54,485.00
C	<a href="#">EPW08073</a> / ARRA-R8-19	621631196	2011/3	\$217,408.10
C	<a href="#">EPW08072</a> / ARRA-R8-03	796250538	2010/3	\$11,433.67
C	<a href="#">EPW08072</a> / ARRA-R8-11	796250538	2010/2	\$23,188.61
C	<a href="#">EPW08072</a> / ARRA-R8-07	796250538	2011/1	\$236,405.32
C	<a href="#">EPW08072</a> / ARRA-R8-13	796250538	2010/3	\$1,289.25
C	<a href="#">EPW08072</a> / ARRA-R8-16	796250538	2011/1	\$215,152.23

Use the search filters and/or sortable columns to locate a specific award. Click on the Prime Award Number to open the Reconciliation Checklist page.



### Reconciliation Checklist

[View or Add Reconciliation Comments](#)  
[View Audit Trail](#)

[Back](#)

#### Report Information

Award Type	Award Number	Order Number	Prime DUNS
Federally Awarded Contract	<a href="#">EPW07104</a>	LS-015	621631196

Calendar Year / Quarter  
2011 / 4

#### Reconciliation

Please confirm your approval of the final reconciliation for this award by checking the criteria below. When you are finished, press the 'Submit Reconciliation' button.

Has the recipient completed all ARRA reporting?

The recipient's final report is accurate and complete.

Recipient's final report is not accurate. Mark as exception.

**Exception Description** - detail which data elements are incorrect and what the correct values should be:

**Exception Reason** - provide reason why the recipient has not corrected the data on the final report:

*Note: Reconciliation is Final. Once submitted, the award is locked down and changes will not be permitted.*

[Submit Reconciliation](#) [Save as Draft](#) [Back](#)

Click on the Award Number in the Report Information section to open and review the Final report for that award. If there any discrepancies in the data that your recipient should correct, unlock the report



by clicking on the “View or Add Reconciliation Comments” located at the top right-hand corner of the page. Enter comments and instructions in the comments window.

Award Type	Award Number	Order Number	Prime DUNS
Federally Awarded Contract	<a href="#">GS35F4984H</a>	TO 15	835130485

Calendar Year / Quarter  
2011 / 2

**Reconciliation**

Please confirm your approval of the final reconciliation for this award by checking the criteria below. When you are finished, press the 'Submit Reconciliation' button.

Please note that by leaving a comment, you are unlocking ONLY the FINAL report for the award—prior reports for the award remain locked and cannot be edited. Once unlocked, the recipient is able to make changes to the data in the final report.

Click “Close Comments Window” to return to the Prime Recipient report.

**NOTE: Job numbers cannot be changed**, as they are reported quarterly.

It is also important to note that recipients are NOT permitted to deactivate, link, or change the business key of a final report during the Recipient Reconciliation process. If the recipient wishes to deactivate, link, or change the business key of the final report, please submit an Automated Data Change (ADC) request (see Chapter 16 of the User Guide).

### How to Submit the Final Reconciliation Online

When you are ready to finalize and submit a report for Reconciliation, go to the Reconciliation Checklist page to determine:

- If reporting for the award is complete, and
- If the final report submitted by the prime recipient is accurate and complete.

**NOTE:** If further reporting is expected for this award, do not proceed past this point.

If the data in the final report is accurate and complete, click “Submit Reconciliation.”



If the final report is not accurate, you may opt to submit the Reconciliation with an “Exception Description,” noting the data that could not be reconciled by the recipient. You are also required to describe in the “Exception Reason” field why the recipient has not corrected the data.

### Reconciliation Checklist

[View or Add Reconciliation Comments](#)  
[View Audit Trail](#)

[Back](#)

#### Report Information

Award Type	Award Number	Order Number	Prime DUNS
Federally Awarded Contract	<a href="#">EPW07104</a>	LS-015	621631196

Calendar Year / Quarter  
2011 / 4

#### Reconciliation

Please confirm your approval of the final reconciliation for this award by checking the criteria below. When you are finished, press the 'Submit Reconciliation' button.

Has the recipient completed all ARRA reporting?

The recipient's final report is accurate and complete.

Recipient's final report is not accurate. Mark as exception.

**Exception Description** - detail which data elements are incorrect and what the correct values should be:

**Exception Reason** - provide reason why the recipient has not corrected the data on the final report:

*Note: Reconciliation is Final. Once submitted, the award is locked down and changes will not be permitted.*

[Submit Reconciliation](#) [Save as Draft](#) [Back](#)

To complete the reconciliation process, click “Submit Reconciliation.” A notification message will be sent to the recipient’s inbox and email address indicating the agency has reviewed and



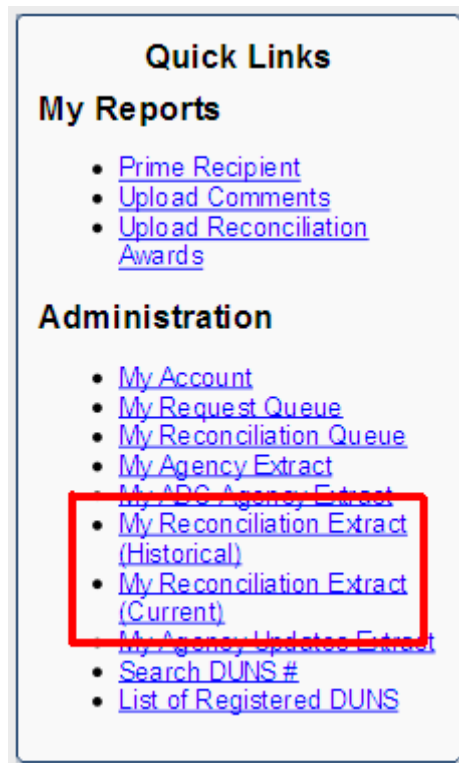
approved the Final Reconciliation Report for the award, and that no more reports are required and no data correction requests will be allowed through the ADC.

### How to review the Final Report for an Award Offline – Data Extracts

Federal agencies are provided two Reconciliation Extracts daily containing a list of awards eligible for final review. Both extracts contain all data elements from a subset of final recipient reports. The first is the “Historical” reconciliation extract; if the final report for an award was submitted in January 2012 or earlier, it appears on this extract. The second is the “Current” reconciliation extract; if the final report for an award was submitted in April 2012 or later, it appears on this extract.

To access the Reconciliation Extracts,

- In the Quick Links, click “My Reconciliation Extract (Historical)” or “My Reconciliation Extract (Current).”



- Save the extract to your local computer.
- Open a blank Excel spreadsheet.
- In the Data menu, hover over “Import External Data” and click “Import Data.”
- Locate the saved extract and select the Delimited Historical Reconciliation Extract file.
- Select “Delimited.”
- Click “Next.”
- Select “Other” and enter the pipe symbol (|) – press Shift and click the key above Enter.



- Click “Next.”
- Click “Finish.”
- Click “OK.”
- Save the file.

Each extract can be uploaded into an Excel spreadsheet or other tools for ease of manipulation and data review.

## **How to Submit Bulk Final Reconciliation of Historical Awards**

As an efficient, time-saving alternative, federal agencies with a large volume of historical awards to reconcile can use the Historical Reconciliation extract to upload a bulk file to FederalReporting.gov.

### ***How to prepare the historical reconciliation file for upload***

- Using Microsoft Excel or another file editor of your choosing, open the Reconciliation Extract (Historical) that was downloaded in the prior section.
- For each award that you wish to submit for reconciliation, enter “Y” in the “RECONCILIATION\_CLOSE\_FLAG” column.
- In the File menu, click “Save As.” Add the name you want to save the file as. In the “Save as type” field, change the file from Excel to a Comma Delimited (\*.csv) file.
- Save the file.

**NOTE:** The ONLY acceptable file format for upload is .csv. If you save the file with any other extension, you will be prevented from uploading.

### ***How to upload the historical reconciliation file***

- Login to FederalReporting.gov.
- Click “Upload Reconciliation Awards” in the “My Reports” section on the home page.
- Browse for the \*.csv file and click “Upload File.”
- You will receive a confirmation message that you uploaded the file successfully. A copy of this message will also appear in your system inbox. A message will be sent to the recipient’s inbox and email address notifying them the agency has reviewed and approved the Final Reconciliation Report for the award, and that no more reports are required and no data correction requests will be allowed through the ADC.

**NOTE:** If you need to request corrections from the Prime Recipient or submit the reconciliation with an exception, you must do so through the online Reconciliation Checklist webpage.



## RECIPIENTS ONLY

### How to make corrections to a report during Recipient Reconciliation

While most of the Final Review process is handled by the federal agency, you may be asked to make some changes to your final report in order to reconcile the award data.

You will be notified via e-mail and system inbox message if your agency adds a comment to your report. You can reply to your agency's comments within the system before submitting your report changes.

To reply, log into FederalReporting.gov, locate and open your final report. Click on “View or Add Reconciliation Comments” located in the upper right-hand corner of the report. You may update data using the online web form in FederalReporting.gov.

**NOTE:** Job numbers cannot be changed.

**Prime Recipient Reporting**

Download PDF  
 View or Add Report Comments  
**View or Add Reconciliation Comments**  
 Link/Unlink Reports

Submit Request a Change Cancel

**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	Calendar Year / Quarter	Final Report
Grant	96695101	2011 / 4	Yes

By marking this report as "Final" you are indicating that this ARRA report meets OMB guidance for final reporting and that no further ARRA reports are required to be filed for this ARRA funded project/award. Reports marked as "Final" may be eligible for the Recipient Final Reconciliation Report pending Agency Final Review in the next reporting period.





### ***Evaluate Sub Recipients***

Prime recipients must ensure that all sub-recipient awards (including those already completed) are included in the prime recipient's final report. FederalReporting.gov has provided a simple means for primes to pull sub-award report data forward.

Click the Sub Recipients tab of the Prime Recipient Report to display the list of sub-awards submitted with the final report.

DUNS #	Subaward #	Amount of Award
<a href="#">009742919</a>	96695101.IDC	21041.43
<a href="#">049084759</a>	96695101.SS1	537595.58
<a href="#">108999665</a>	96695101.SP1	93145.50
<a href="#">127563984</a>	96695101.ITS	112778.75
<a href="#">155872286</a>	96695101.RC1	1133320.00
<a href="#">948696679</a>	96695101.GW1	446240.20

Click “Evaluate Subs” to identify the sub-award reports missing from the final report.



Thursday, July 26, 2012

Text A<sup>+</sup> A<sup>-</sup> A



Sub recipient reports that are not included with the prime's final report are listed below. Please select those which you wish to copy forward into the final prime recipient report, and then click the Apply Changes button.

<input type="checkbox"/>	DUNS #	Business Name	Subaward #
<input type="checkbox"/>	016754702	Jeff Asbell Excavating & Trucking, Inc.	S0812
<input type="checkbox"/>	131571325	Jla Enterprises, Inc.	S0813

All final sub-recipient awards that are not included with the final prime recipient report are listed. To copy a sub report forward to the final prime report, click the checkbox next to the sub-recipient report and then click “Apply Changes.” That sub-recipient report is copied forward to the prime recipient’s final report. To expedite the process, click the checkbox next to the DUNS # to select or de-select all reports at the same time.

After adding your sub-recipient reports, click the Prime Recipient tab to navigate back to the Prime Recipient information and click “Submit” to save all data changes. At this time you will be prompted to enter your FRPIN.

Please be sure to make all required corrections at the point of resubmission as your report will lock upon submission and require another agency comment to unlock for further changes.