



## Chapter 13—How to Update Reports

*How to Update a Report Online*

*How to Update an Excel/XML Report*

*How to Change the Business Key*

*How to Update Reports by Batch*

### When can updates be made?

- **Initial Submission**—During this phase of reporting Initial Submission reports can be updated only by submitting a new version of the report.
- **Recipient Review**—Initial Submission reports can be updated online, by uploading a new version, or by batch submission.
- **Agency Review** – At the beginning of this phase, all submitted reports are locked which prevents recipients from making modifications until the federal agency comments on the report. If a federal agency comments on a report, it is unlocked so the prime recipient or sub-recipient can make changes.
- **Quarterly Reports Published**—The report is considered Published after Day 30 when it is posted on Recovery.gov. No changes can be made to the Published report. Updates cannot be made once reports are in Published status.

Following Day 30, when the Continuous Quality Assurance period begins, reports will be unlocked so recipients can make changes and update reports.

### How to Update a Report Online

- Click “Prime Recipient” in the Quick Links box in the left sidebar to go to the My Reports page. OR for reports that have comments, go to My Work Queue and click on the item.
- Click on the Award # for the report you want to update
- Make the updates to the report
- Click “Submit” OR “Save as Draft”

**NOTE: If you are changing the Award ID, DUNS Number or Order number, see page 13-3.**



## How to Update an Excel/XML Report

**NOTE: If you are changing the Prime DUNS Number, Prime Award ID, Order Number, and/or Sub Award ID, please see Chapter 10 before uploading a report.**

The process for uploading a new, updated report is the same as uploading the initial report.

- Click “Upload Report” in the left sidebar to go to the Upload Report page.
- Select the Award and Recipient types.
- Browse to select the file to upload. The file extension should be .xls or .xml. (If multiple versions of a report exist on your system, use care in selecting the appropriate, updated file.)
- Enter the FRPIN in the Submission Acknowledgement section
- Click “Upload Report.”

**FederalReporting.gov**

Home | About | Downloads | FAQ | Help

Hello, Recipient User  
(Recipient User)

[You have 8 unread messages.](#)

**Logoff**

**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](#)

**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**

You will receive the Report Submitted Successfully message. You will also receive an email notification indicating that your file has been accepted as a valid submission or that there are validation errors associated with the file. If there are errors, correct them and upload the file.



Only when the file has been accepted as a valid submission will your updated report be entered into the database. Previous versions of the report are saved for audit purposes only; they are not viewable. All comments associated with the report; however, transfer from version to version as new, updated reports are submitted.

## How to Change the Business Key -- Online

If your awarding agency notifies you that your Award ID has been changed or if you submitted a report and found an error in the Award ID, DUNS number, or Order number, you can correct that information through the Continuous Quality Assurance period by following the instructions below.

- Click “Prime Recipient” or “Sub Recipient” in the Quick Links located in the left sidebar.
- At My Reports View, you will enter the following search criteria and click “Search”:
  - Calendar Year = Select Current Reporting Calendar Year (such as 2009)
  - Calendar Quarter = Select Current Reporting Quarter (such as 3)
  - Report Status = Select either Submitted or Draft

Award Type	Prime Award # / Order #	Prime DUNS #	Status	Award Amount	Sub Count
G	<a href="#">primegrant01142010-158a</a>	001225114	S	\$1314500400.00	0
G	<a href="#">primegrant03042010-402p</a>	001225114	S	\$1314500400.00	0
G	<a href="#">primegrant03042010-416p</a>	001225114	S	\$98976666.00	0
G	<a href="#">primeGrantDraft/924140p</a>	002512481	S	\$0.00	1
G	<a href="#">primegrantExcel/924400p</a>	002512481	S	\$510000.00	0

- You will see all the reports that meet the search criteria entered.



- Click on the link in the Prime Award#/Order# to go to the Prime Recipient Reporting page where the following is displayed:
  - Award Type
  - Prime Award#/Order#
  - Prime DUNS #
  - Status
  - Award Amount
  - Sub Recipient Count
- Click “Change Key.” You will see a confirmation box asking “Are you sure you want to leave this report? (This refers to leaving the report information, not that you will navigate away from the report) You will lose any data that you have updated, including Sub Recipient and Vendor data” – Click “OK” button to go to the Change Business Key page.

**Prime Recipient Reporting**

[Download PDF](#) [View or Add Report Comments](#)

**Copy** **Save as Draft** **Submit** **Deactivate** **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	H985GH14J	2009 / 4	No

Click the “Change Key” button to start the Change Key process.

**Change Key**

- The Change From portion displays the data for the award you selected
- In the Change To portion, you can change the Award #, Prime DUNS number and Order #.



- Review that the Change From and Change To Calendar Year/Quarter are correct. Click “Confirm Change Key to go to the “Confirm Deactivation” page.

### Change Business Key

Specify the business key values for the "Change To" report below. The Calendar Year and Calendar Quarter for this report will automatically be populated with the current reporting year and quarter. Note that any comments for this report will be lost in this process.

**Change From**

This business key will be modified to the "Change To" business key entered below.

**Award Number** H985GH14J  
**Prime DUNS** 123456789  
**Award Type** Grant  
**Calendar Year / Quarter** 2009 / 4

**Change To**

The "Change From" business key above will be modified to this business key.

**Award Number**   
**Prime DUNS**   
**Award Type** Grant  
**Calendar Year / Quarter** 2009 / 4

Click “Confirm Change Key”  
to then deactivate your report.

After changing the business key, you must deactivate the previous report.



When the business key is changed, the previous report must be deactivated.

- On the Confirm Deactivation page, you will see data from the previous report. Verify that this is the correct report. Enter the FRPIN and click “Deactivate.” Sub-recipients and vendors associated with the deactivated prime recipient report and sub-recipient vendors will also be deactivated.

### Confirm Deactivation

In order to change the business key of this report, the old copy of the report must be deactivated. Please enter the FRPIN for the specified DUNS below to do so. The old "From" version of the report (for the specified business key below) will not be deactivated until you submit the new "To" report.

**Report Information**

Award Type	Award Number	Sub Award Number	Prime DUNS
Grant	H985GH14J		123456789

**Calendar Year / Quarter**  
2009 / 4

*You are deactivating a report.*

DUNS Number 123456789  
FRPIN

Click the “Deactivate” button to confirm deactivation.

- You will now see the report with the new changed data.
- Enter the FRPIN for the DUNS number for which you are reporting. If you enter an invalid FRPIN you will receive an error message.
- Click “Submit” to submit your report as Initial Submission status. Click “Cancel” if you wish to cancel the action of submitting the Initial Submission. You will be returned to your report entry screens.
- If you are an XML, Excel, or batch submitter, you may upload your report after using the online Copy Forward function.

Depending upon the file size, it may take a few moments to process your Initial Submission. You are notified on the page that processing is taking place. Once the submission process has been completed, you will receive confirmation that the report has been submitted.



## How to Update Report(s) by Batch

Recipients who submit updated reports by batch should follow the same process they did when submitting the batch for the initial reports. If multiple versions of a report exist in your system, use care when including [uploading?] the appropriate, updated file(s). You should receive the same notifications indicating the validation status of each report. If you do not receive the expected notifications, verify that the formatting for all of your files is correct. Common formatting errors for Excel and XML templates include:

- Excel Templates
  - Non-matching header information on the Prime Recipient, Sub Recipient, and/or Vendor tabs
  - Incorrectly populated header information (i.e. – “grant” instead of “Grant” for Award Type)
  - Additional worksheets inserted in the workbook (due to tampering with template)
  - Cells unformatted due to copy and pasting information (considered tampering with template)
- XML Templates
  - Incorrectly populated header information
  - Removal of required data elements
  - Special characters in the long text fields (i.e. – Award Description)