



Chapter 11—How to View Reports

When can reports be viewed?

The status of a report determines when it can be viewed.

- Draft--viewable by the report author
- Initial Submission--viewable online by authorized recipients and federal awarding agencies

Who can view reports?

- Only registered users of FederalReporting.gov can view reports
- Recipients and sub-recipients can view the reports they submit
- Recipients can view their sub-recipients' reports; sub-recipients cannot see other sub-recipients reports for one prime recipient
- Sub-recipients can view the reports they submitted and those submitted by their DUNS organization
- Federal awarding agencies have access to all reports submitted for a given department/agency as determined by the department/agency code provided at point of registration

Recipients and sub-recipients can view the reports that they submit.


How to View Reports – Prime Recipients

Prime recipients have access to all reports that they have submitted for all DUNS numbers; all reports submitted for the DUNS number that they used at point of registration (or as reflected within My Account); all reports that they delegated to sub-recipients; and all reports submitted for the DUNS organization, including both prime recipient and sub-recipient reports.

To access reports:

- Click “Prime Recipient” in the Quick Links box found on the left sidebar.
- On the My Reports – Prime Recipient View you can search for reports by:
 - Award Type
 - Award Number
 - DUNS number
 - Calendar Year
 - Quarter
 - Report Status
 - Review Status
 - Awarding Agency Code
 - CFDS number
 - Government Contracting Office Code






Use the binoculars  to find the Awarding Agency Code, the CFDA number, or the CCR Code. To search for multiple reports with specific requirements, type at least one letter or number followed by %. For example, to search for all Award Numbers that begin with the letter “A”, type A%. Or for reports with a DUNS number starting with 782, type 782% in the DUNS number field.

My Reports - Prime Recipient View

Search Filters

Award Type: All
Award Number:
DUNS Number:

Calendar Year: 2009
Quarter: 4
Report Status: All
Review Status: All

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

[Search Tips](#)

Search Results

14,129 reports found, displaying 1 to 5. [\[First/Prev\]](#) 1, 2, 3, 4, 5, 6, 7, 8 [\[Next/Last\]](#) [Search Results Legend](#)

Award Type	Prime Award #/ Order #	DUNS #	Status	Award Amount	Sub Count
C					0
C					0
C					0
C					0
C	Bill's Bulk Contract / 725	123456789	S	\$1234567.00	0

Search results are returned in a tabular form with sortable columns. Click the blue underlined column title in the header row of the table to arrange the results alphabetically or numerically by that field.

- Click on the Prime Award #/ Order # of the report you wish to view. You will see the default prime recipient report.
- To see sub-recipient or vendor reports associated with the prime recipients, click on the Sub Recipients or Vendors tab. You will see all the sub-recipients or vendors for that prime.
- Click on the DUNS number of the report you wish to see. To avoid scrolling through many sub-recipients, you can also sort each of the columns.

If you are a sub-recipient whose data was submitted by your prime, you will not be able to view your report



How to View Reports – Sub-recipients

If you are a sub-recipient that did not directly report data—your data was submitted by your prime under the Prime Service Provider model—you will not be able to view your report. Contact your prime with questions regarding submitted data.

To access reports you submitted:

- Click “Sub Recipient” in the Quick Links box in the left sidebar.
- Follow the steps above for prime recipients. When you click on the “Prime Award #/Order #” of the report you wish to view, you will default to the Sub Recipient tab. Scroll down to see all the data.
- To see vendors associated with your sub-recipient report, click on the Vendor tab and follow the same steps to view a report.

The sub-award column indicates the vendor/sub-recipient relationship. If a vendor provided products or services to a given sub-recipient, that sub-recipient’s sub-award number will appear in the sub-award number column. If a vendor provides products or services to the prime recipient, the sub-award number field in the vendor table will be blank.

How to View Reports – Federal Awarding Agencies

- Click “Prime Recipient” in the Quick Links box in the left sidebar.
- On the My Reports—Prime Recipient View, search for the report you wish to view using one or several of the following filters:
 - Award Type
 - Award Number
 - DUNS number
 - Calendar Year
 - Calendar Quarter
 - Report Status
 - Review Status
 - Awarding Agency Code
 - CFDA number
 - Government Contracting Office Code

To search for multiple reports, type in at least one letter for number, followed by %. For example, if you wish to see all reports for Award Numbers that begin with the letter “A,” type A%. If you wish to see reports with a DUNS number starting with 782, type in 782%.

- In the Search Results box, click on the Award #/Order# to go to the Report View Screen. The default is the Prime Recipient report.

The columns of the Search Results that have the blue underlined text are sortable, alphabetically or numerically.

- To see sub-recipients or vendors, click on the Sub Recipients or Vendors (grant and loan award types only) tabs after opening the report. If there is more than one sub-recipient or



vendor, the first screen will display the DUNS numbers for all the sub-recipients or vendors associated with the prime award. All the columns are sortable. If there are comments for the report, a flag will appear in the last column. Click on the DUNS number to go to the full report data.

On the Vendor Reporting Information page, the sub-award column indicates the vendor/sub-recipient relationship. If a vendor provided products or services to a sub-recipient, the sub-recipient's award number will appear; if the vendor provided services to a prime recipient, the sub-award field will be blank.

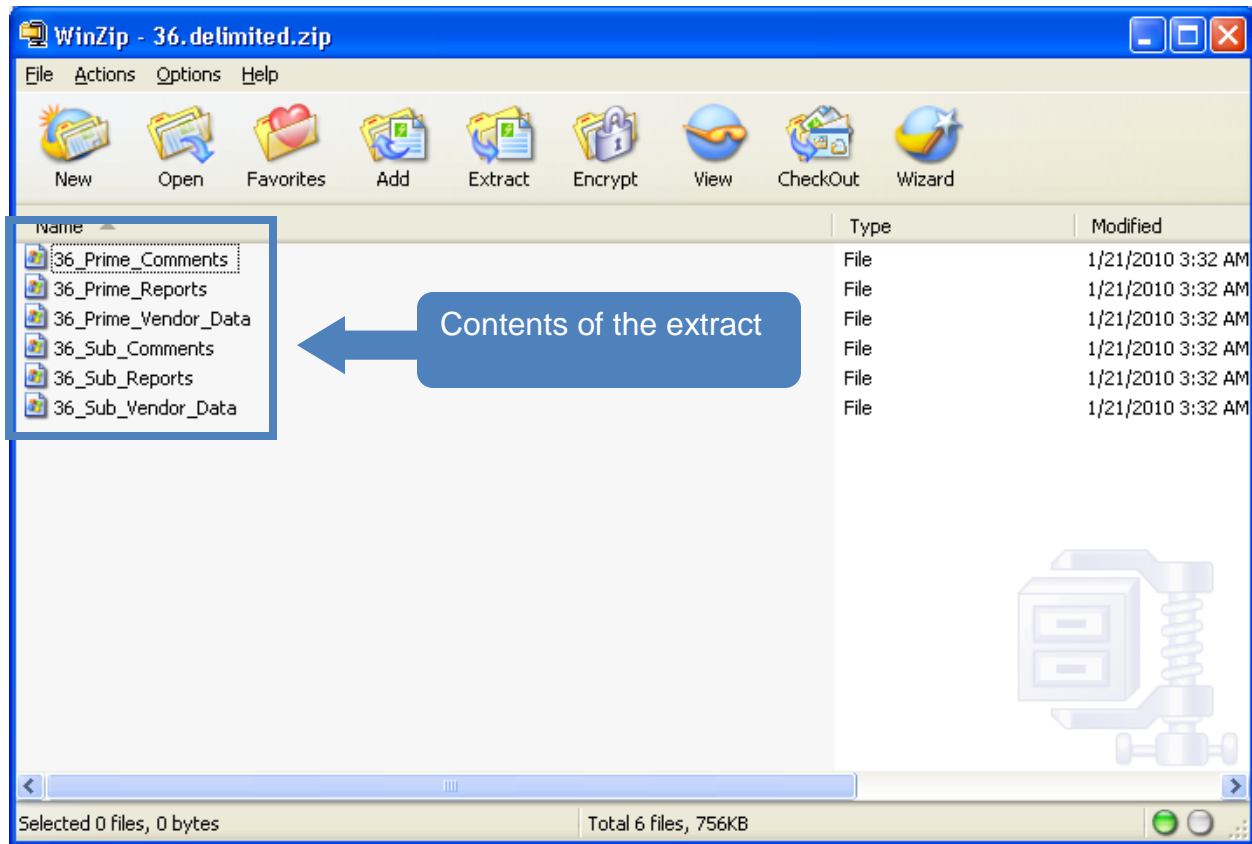
How to View Reports Offline—Agency Data Extract

Each federal awarding agency has an agency reviewer who can access a daily extract beginning on the first day of the reporting cycle from the “My Agency Extract” in the Quick Links box. The extract is updated nightly and available by 7:00 AM E.S.T. each morning.

During the continuous quality assurance phase, the federal awarding agencies can access a data extract that includes changes made during this time period. This additional extract is titled “My Agency Updates Extract,” is updated nightly and available by 7:00 AM E.S.T. each morning.

To access the data extract:

- Click “My Agency Extract” (or “My Agency Updates Extract”) in the Quick Links box.
- Open or save a Zip file that includes the data in both delimited and XML formats. The contents of the extract include the following:
 - o Recipient Report Data
 - o Sub-recipient Report Data
 - o Recipient Comments
 - o Sub-recipient Comments
 - o Recipient Vendor Data
 - o Sub-recipient Vendor Data



How to View a PDF of a Report

After a report has been saved as a Draft or Initial Submission, federal awarding agencies, recipients, and sub-recipients can download and print a PDF of the report. If a federal awarding agency or recipient prints the PDF, it will contain all award information on the prime recipient, sub-recipients, and vendors tabs. If a sub-recipient prints the PDF, it will contain all information on the sub-recipients and vendors tabs. To download a PDF:

- Click “Prime Recipient” (or “Sub Recipient”) in the Quick Links box on the home page.
- On the My Reports – Prime Recipient View (or Sub Recipient View), search for reports by:
 - Award Type
 - Award Number
 - DUNS number
 - Calendar Year
 - Quarter
 - Report Status
 - Review Status
 - Awarding Agency Code
 - CFDS number
 - Government Contracting Office Code



Use the  to find the Awarding Agency Code, the CFDA number, or the CCR Code.

To search for multiple reports with specific requirements, type at least one letter or number followed by %. For example, to search for all Award Numbers that begin with the letter “A”, type A%. Or for reports with a DUNS number starting with 782, type 782% in the DUNS number field.

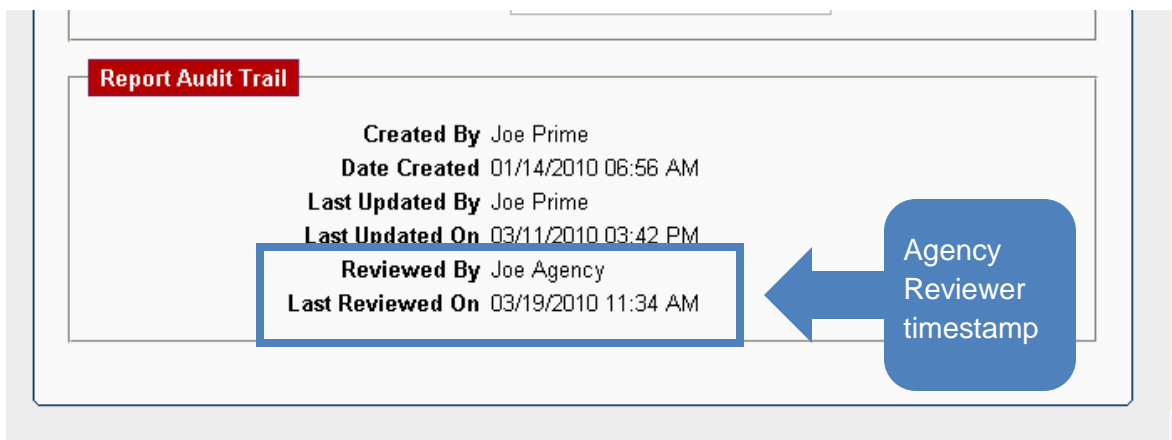
Search results are returned in a tabular form with sortable columns. Click the blue underlined column title in the header row of the table to arrange the results alphabetically or numerically by that field.

- Click on the “Prime Award #/ Order #” of the report you wish to view. You will see the default prime recipient (or sub-recipient) report.
- Click “Download PDF” in the top right corner of the default page

Report Audit Trail

Once a report has been submitted, FederalReporting.gov provides information regarding who created the report and when and who submitted the most recent version of the report and when. When viewing a report, a federal awarding agency, prime recipient, or sub-recipient can view this information in the Report Audit Trail that is a section that appears at the bottom of every report. The Report Audit Trail indicates the following:

- Created By—The recipient who submitted the Initial Submission
- Date Created—The date and time when the Initial Submission Report was entered into FederalReporting.gov
- Last Updated By—The recipient who submitted the most recent updated report
- Last Updated On—The date and time when the most recent report was submitted
- Reviewed By – The agency reviewer who reviewed this version of the report
- Last Reviewed On – The date and time when the most recent report was reviewed



The screenshot displays the 'Report Audit Trail' section with the following information:

Created By	Joe Prime
Date Created	01/14/2010 06:56 AM
Last Updated By	Joe Prime
Last Updated On	03/11/2010 03:42 PM
Reviewed By	Joe Agency
Last Reviewed On	03/19/2010 11:34 AM

A blue box highlights the 'Reviewed By' and 'Last Reviewed On' fields. A blue arrow points from a blue rounded rectangle labeled 'Agency Reviewer timestamp' to the 'Last Reviewed On' field.