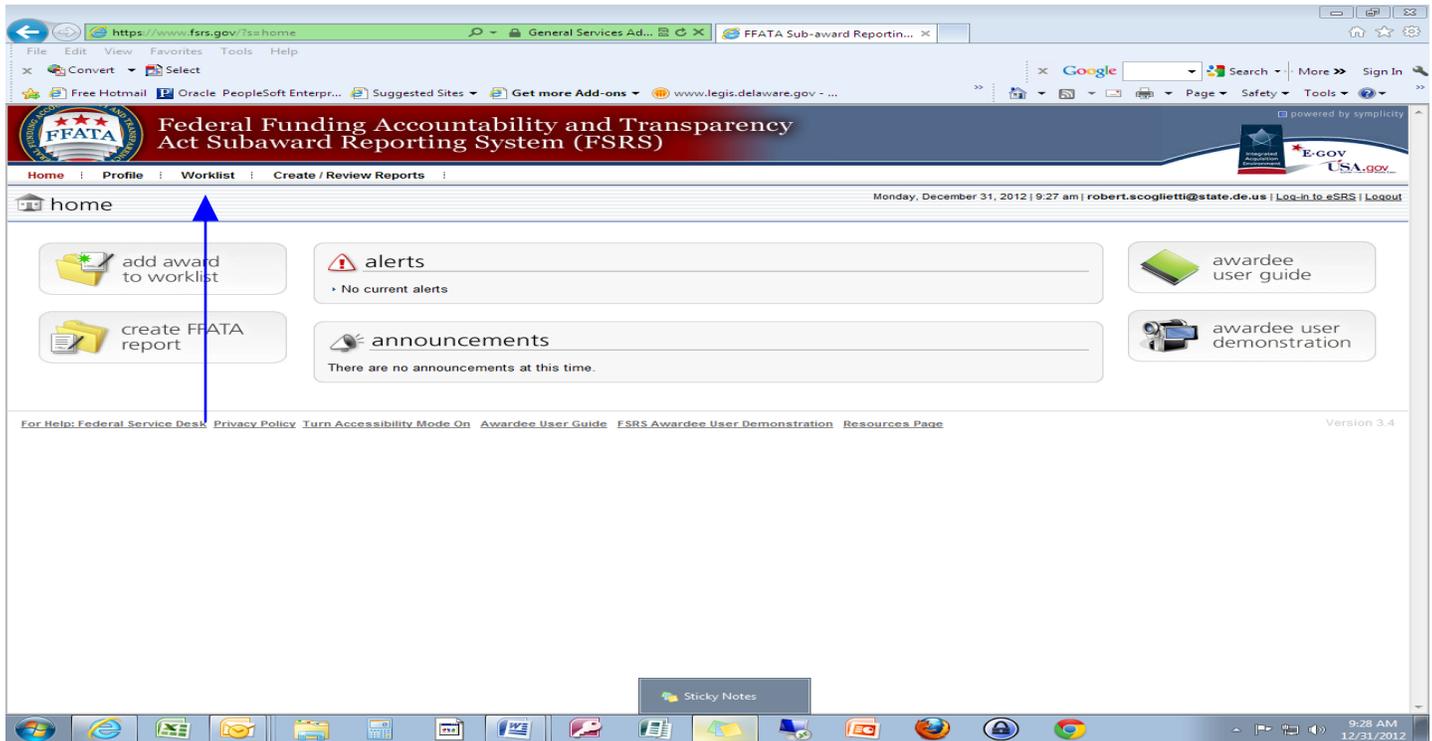
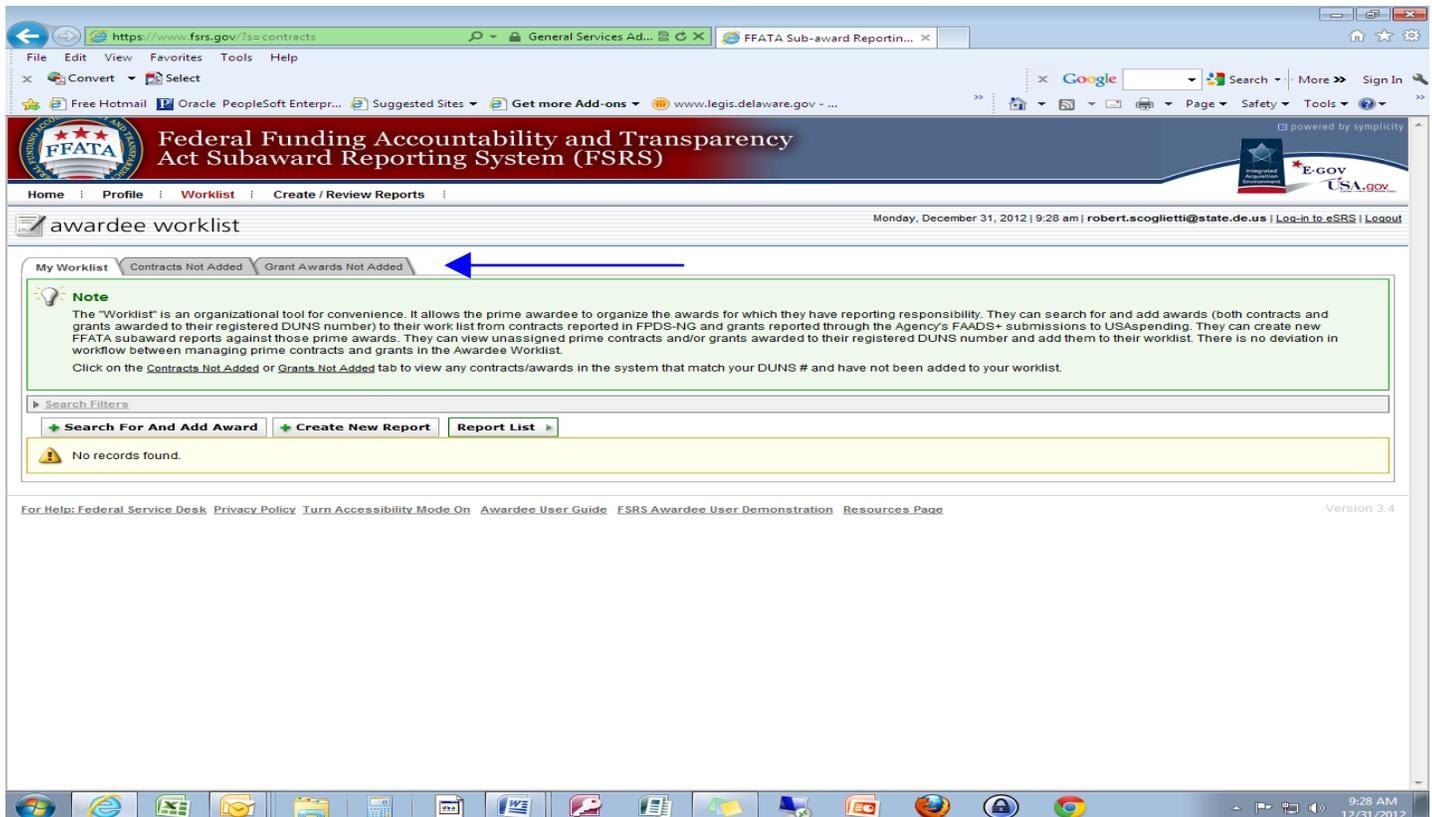


FFATA REPORTING JOB AID

FSRS.gov contains functionality to allow a user to easily identify all awards under their DUNS number that may require the filing of a FFATA report.



After logging in, you will see the home screen as shown above. Click on “Worklist” above the arrow in the illustration above. DO NOT CLICK ON “ADD AWARD TO WORKLIST” AS THIS FEATURE WILL NOT WORK.



You will be brought to the above screen. Select the third grey tab as shown above.

FFATA Sub-award Reporting System (FSRS)

Home | Profile | Worklist | Create / Review Reports

awardee worklist

Monday, December 31, 2012 | 9:29 am | robert.scoglietti@state.de.us | Log-in to eSRS | Logout

My Worklist | Contracts Not Added | Grant Awards Not Added

Note
The following grants were found that match your registered DUNS # and have not been added to your worklist. You may add a specific grant to your worklist or click the "add all grants to my worklist" button to add them all.

Search Filters

Add All Grants To My Worklist

Search For Other Grants | Create New Report | Report List | Items 1-1 of 1

Award ID (FAIN)	Top Level Agency	Agency	DUNS Number	Options
DE0020B3T000802	HOUSING AND URBAN DEVELOPMENT, DEPARTMENT OF	ASSISTANT SECRETARY FOR COMMUNITY PLANNING AND DEVELOPMENT	042258020	Add To Worklist

Search For Other Grants | Create New Report | Report List | Items 1-1 of 1

For Help: Federal Service Desk | Privacy Policy | Turn Accessibility Mode On | Awardee User Guide | FSRS Awardee User Demonstration | Resources Page

Version 3.4

You will be brought to a listing of all awards made to your DUNS number. Select the awards you'd like to move to your worklist by clicking the grey "Add to Worklist" button.

FFATA Sub-award Reporting System (FSRS)

Home | Profile | Worklist | Create / Review Reports

awardee worklist

Monday, December 31, 2012 | 9:37 am | robert.scoglietti@state.de.us | Log-in to eSRS | Logout

My Worklist | Contracts Not Added | Grant Awards Not Added

Note
The "Worklist" is an organizational tool for convenience. It allows the prime awardee to organize the awards for which they have reporting responsibility. They can search for and add awards (both contracts and grants awarded to their registered DUNS number) to their work list from contracts reported in FPDS-NG and grants reported through the Agency's FAADS+ submissions to USAspending. They can create new FFATA subaward reports against those prime awards. They can view unassigned prime contracts and/or grants awarded to their registered DUNS number and add them to their worklist. There is no deviation in workflow between managing prime contracts and grants in the Awardee Worklist.
Click on the **Contracts Not Added** or **Grants Not Added** tab to view any contracts/awards in the system that match your DUNS # and have not been added to your worklist.

Search Filters

Search For And Add Award | Create New Report | Report List | Items 1-1 of 1

Award Number	Top Level Agency	Agency	Type	Options
DE0020B3T000802	HOUSING AND URBAN DEVELOPMENT, DEPARTMENT OF	ASSISTANT SECRETARY FOR COMMUNITY PLANNING AND DEVELOPMENT	grant	Remove Existing Reports

Search For And Add Award | Create New Report | Report List | Items 1-1 of 1

For Help: Federal Service Desk | Privacy Policy | Turn Accessibility Mode On | Awardee User Guide | FSRS Awardee User Demonstration | Resources Page

Version 3.4

You will be brought to the screen showing your worklist. You will see that the selected awards have been added to your worklist to allow you to prepare and file your FFATA reports.