eSRS Contractor User Guide

Last Updated January 23, 2015

Revision Notes:

Revision	Date	Description
1.1	01/23/2015	Updates to Reporting Instructions manual refresh, corrections, and added references to additional resources for users.

Table of Contents

Section 1 eSRS Basics

1.1 System Background

As part of the President's Management Agenda for Electronic Government, the Small Business Administration (SBA), the Integrated Acquisition Environment (IAE), and a number of Agency partners collaborated to develop the next generation of tools to collect subcontracting accomplishments. This government-wide tool is known as the eSRS. This Internet-based tool will streamline the process of reporting on subcontracting plans and provide agencies with access to analytical data on subcontracting performance. Specifically, the eSRS eliminates the need for paper submissions and processing of the SF 294's, Individual Subcontracting Reports, and SF 295's, Summary Subcontracting Reports, and replaces the paper with an easy-to-use electronic process to collect the data.

To learn more, please review the home page materials that discuss the system's background, reporting requirements, and the eSRS legislation, regulations and OMB Guidance.

1.2 About this User Guide

This user guide is intended for Contractor users of the eSRS.gov system who are required to complete their subcontract reporting for federally awarded contracts. The guide will help these users utilize the system to create and manage their contract reporting and review their sub-contractor reports. Both Prime and Sub contractor reporting is completed in the eSRS.gov system.

1.3 Getting Help with eSRS

1.3.1 The Help Desk

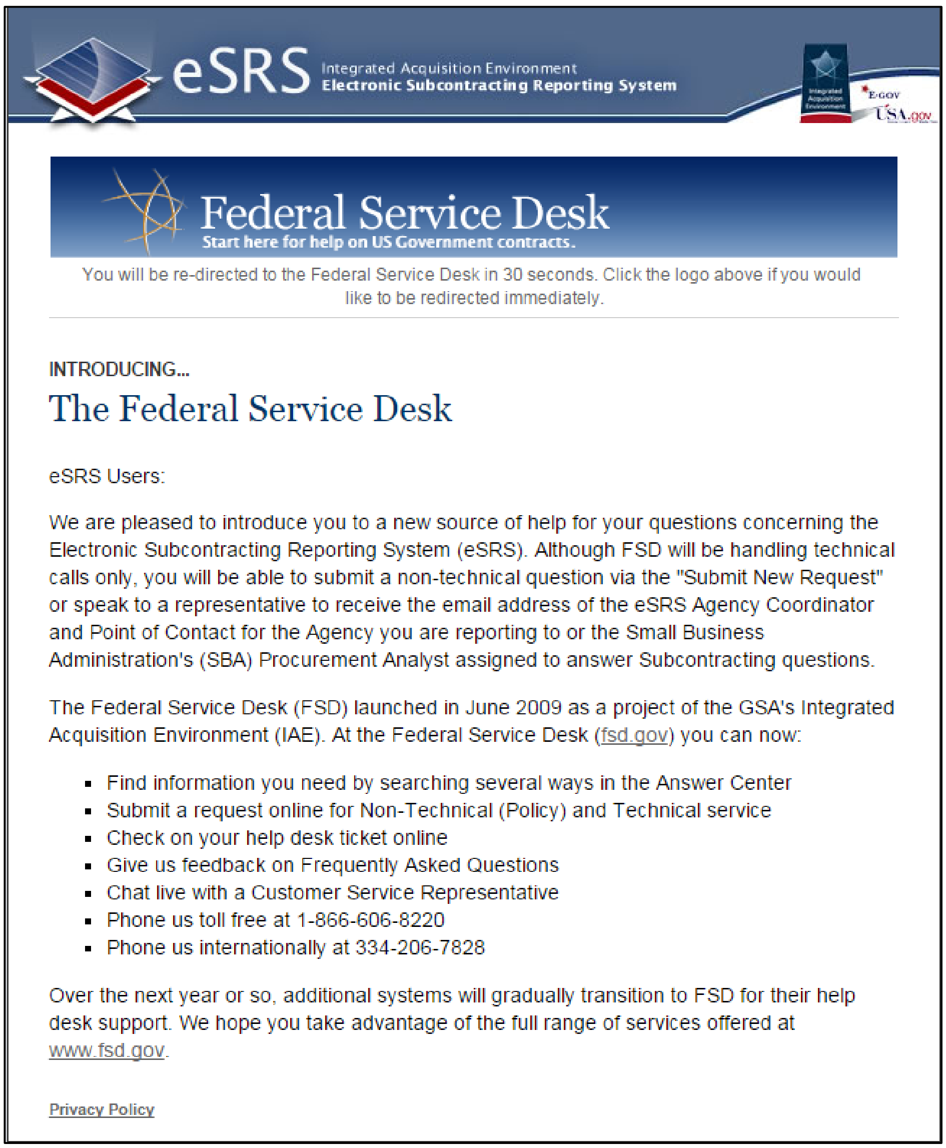
I. Users can access the Federal Service Desk (FSD) directly from within the system. FSD is the help desk organization that provides help desk support for eSRS.gov.

II. A link to the FSD is presented on the home page in the right-hand side bar. This link can also be found when logged into the system at the bottom of each page.

Navigation to Access FSD on eSRS.gov

III. Clicking on the FSD link opens a transition page introducing the Federal Service Desk (FSD) where users can secure assistance.

FSD Transition Page


eSRS Integrated Acquisition Environment
Electronic Subcontracting Reporting System

Federal Service Desk
Start here for help on US Government contracts.

You will be re-directed to the Federal Service Desk in 30 seconds. Click the logo above if you would like to be redirected immediately.

INTRODUCING...

The Federal Service Desk

eSRS Users:

We are pleased to introduce you to a new source of help for your questions concerning the Electronic Subcontracting Reporting System (eSRS). Although FSD will be handling technical calls only, you will be able to submit a non-technical question via the "Submit New Request" or speak to a representative to receive the email address of the eSRS Agency Coordinator and Point of Contact for the Agency you are reporting to or the Small Business Administration's (SBA) Procurement Analyst assigned to answer Subcontracting questions.

The Federal Service Desk (FSD) launched in June 2009 as a project of the GSA's Integrated Acquisition Environment (IAE). At the Federal Service Desk (fsd.gov) you can now:

- Find information you need by searching several ways in the Answer Center
- Submit a request online for Non-Technical (Policy) and Technical service
- Check on your help desk ticket online
- Give us feedback on Frequently Asked Questions
- Chat live with a Customer Service Representative
- Phone us toll free at 1-866-606-8220
- Phone us internationally at 334-206-7828

Over the next year or so, additional systems will gradually transition to FSD for their help desk support. We hope you take advantage of the full range of services offered at www.fsd.gov.

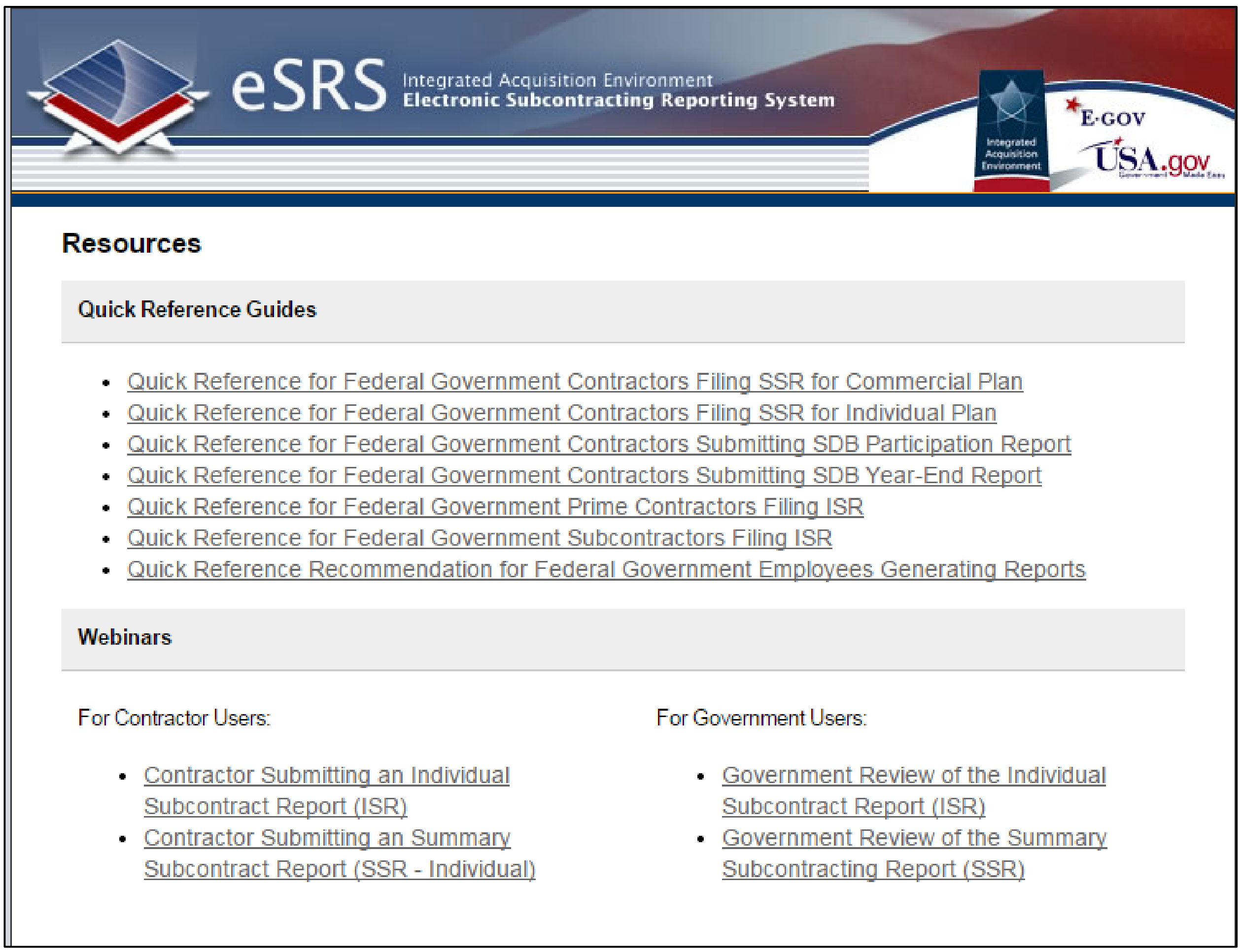
Privacy Policy

IV. Users are automatically re-directed to the FSD 30 seconds after navigating to the transition page.

1.3.2 Resources Page

I. When logged into the system, in the main navigation bar at the bottom of any system page, users will see a link to access a resources page. This page presents resources for the user related to the utilization of the eSRS system.

Resources Page



II. On this page, users will find Quick Reference Guides and Webinars.

1.3.3 Additional Resources

At the bottom of every page, when logged into the system, additional contractor references are provided. This includes specific individual instructions for each report type. This user guide provides a general reference to using the system and the quick reference guides provide specific guidance on completing reports.

Additional Quick Reference Links – Bottom of page

For Help: Federal Service Desk Turn Accessibility Mode On Contractor User Guide Registration Instructions for Contractors SSR for Individual Plan Prime Filing ISR SSR for Commercial Plan Subcontractor Filing ISR SDB Participation Report SDB Year End Report Generating Reports Contractor Submitting an Individual Subcontract Report (ISR) Contractor Submitting an Summary Subcontract Report (SSR - Individual) Version 3.4

1.4 Log-In to eSRS

1.4.1 System Tied with FSRS

Users registered in the Federal Funding Accountability and Transparency Ace Subaward Reporting System (www.fsrs.gov) are able to access the eSRS system with the same log-in credentials as used for FSRS. If you register for a new account in the eSRS system, you will be able to login to the FSRS system with the same credentials. In addition, authenticated (logged-in) users are able to toggle between the eSRS.gov and FSRS.gov applications seamlessly by clicking on the link in the upper right hand corner of any page, “Log-in to eSRS” or “Log-in to FSRS,” depending on the system in which you are currently working.

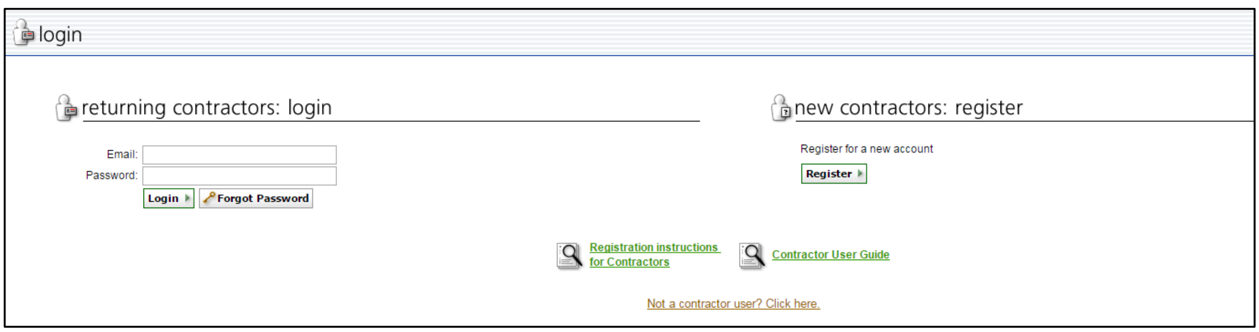
FSRS Log-In Link when Logged into eSRS.gov

1.4.2 Existing Users

I. Point your browser to https://www.esrs.gov
II. Click on Contractors in the Log-In or Register Now box
III. Login to eSRS by typing your e-mail address and password.
IV. Click Go to enter the system

eSRS Log-In or Register Now

Contractor User Sign-In



1.4.3 New Users

I. Users point their browser to https://www.esrs.gov. **NOTE: Users do not need to re-register if they have an existing FSRS Awardee user account (www.fsrs.gov). The email address and password used for FSRS will allow the user to log-in to eSRS.gov.**

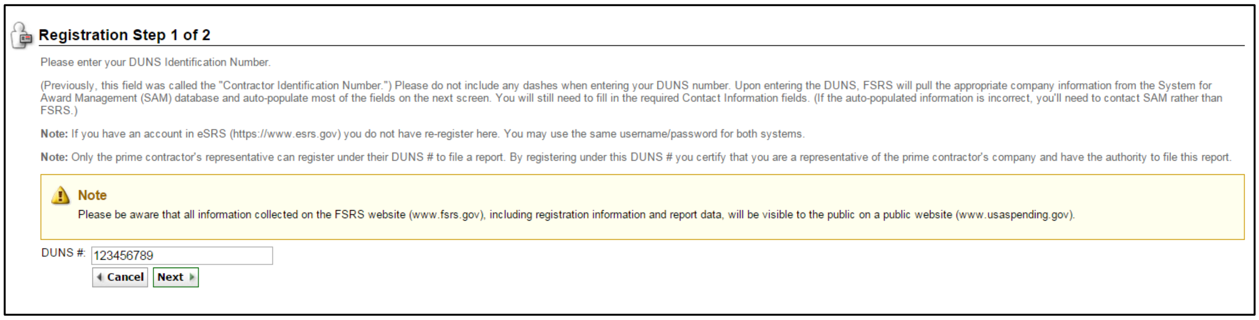
II. The agency user clicks on the "Contractors" link within the "Log-In or Register Now" box.

III. To register, the user clicks the "Register" tab under the new contractors: register section

IV. The user completes the multi-step process that displays. **Note: Throughout the system a red asterisk (*) designates that the field is required.**

V. Step 1: The user enters their organization's DUNS Identification Number and clicks the "Next" button.

Contractor Registration Screen Step 1



Registration Step 1 of 2

Please enter your DUNS Identification Number.

(Previously, this field was called the "Contractor Identification Number.") Please do not include any dashes when entering your DUNS number. Upon entering the DUNS, FSRS will pull the appropriate company information from the System for Award Management (SAM) database and auto-populate most of the fields on the next screen. You will still need to fill in the required Contact Information fields. (If the auto-populated information is incorrect, you'll need to contact SAM rather than FSRS.)

Note: If you have an account in eSRS (https://www.esrs.gov) you do not have re-register here. You may use the same username/password for both systems.

Note: Only the prime contractor's representative can register under their DUNS # to file a report. By registering under this DUNS # you certify that you are a representative of the prime contractor's company and have the authority to file this report.

Note
Please be aware that all information collected on the FSRS website (www.fsrs.gov), including registration information and report data, will be visible to the public on a public website (www.usaspending.gov).

DUNS #: 123456789

Cancel Next

VI. On Step 2, some form data may already be populated on the form from SAM.gov (System for Award Management). This is based on the DUNS entered in Step 1.

VII. Users must complete all required fields and click the “Submit” button.

VIII. After submitting this form, a confirmation email is sent to the email address provided during the registration process. The email presents instructions on how to finalize the registration process. **Note: An account is only activated after the user follows the instructions presented in the email.**

IX. After a user has confirmed their registration, as outlined in the email, the user can return to the Login-In page (see Existing Users, page 15). They can then enter their email address and password, and click the “Login” button, to log-in to eSRS.

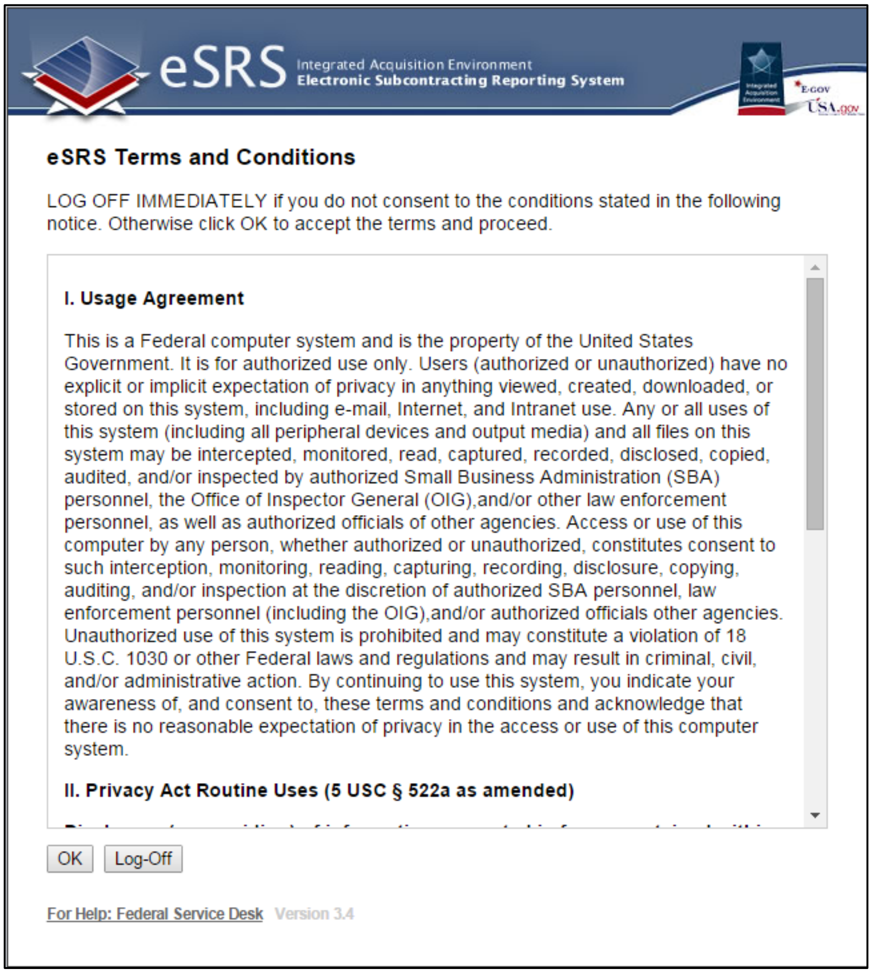
1.5 Terms of Use Agreement

I. All users are required to agree to the Terms of Use for eSRS.

II. Use the side scroll bar resource to review the terms and conditions in their entirety.

III. A user can click “OK” to move forward or “Log-Off” to exit the system.

Terms of Use Agreement Screen



Section 2 Navigation Overview

2.1 Home

I. Login to eSRS.
II. You will be directed to your eSRS Home page.
III. On the left hand side of the screen a navigation menu is shown. These are Quicklinks to completing the different report types available in eSRS.

IV. Alerts will display all items in the system that requires your immediate attention such as Rejected reports.

V. Finally, when you are done using the system, please click on the “Logout” link on the top of every page.

Contractor Users Homepage

2.2 Main Navigation Overview

The Contractor user’s main navigation runs horizontally along the top of the page.

myESRS: myESRS will return you to the default home page upon login.

Profile: The profile page allows you to edit your account and contact information. Please turn to “Section 3, Profile” of this manual for more information.

Contract Worklist:The Contract worklist allows you to view all contracts that have been linked to your account. Please turn to “Section 4, Contract Worklist” of this manual for more information.

File / Review Reports:

Individual Subcontract Reports: The Individual Subcontract Reports area allows you to add and review ISR's. Please turn to "Section 5, Individual Subcontract Reports" of this manual for more information.

Summary Subcontract Reports: The Summary Subcontract Reports area allows you to add and review SSR's. Please turn to "Section 6, Summary Subcontract Reports" of this manual for more information.

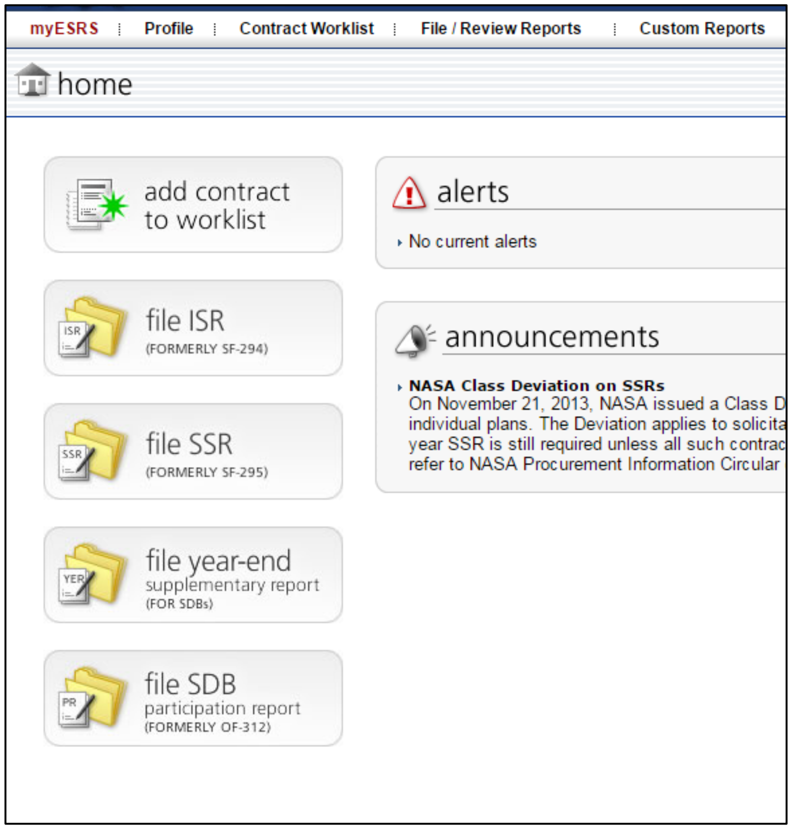
Year-End Supplementary Report for SDBs: This section allows you to file and/or review Year-End Supplementary Report for SDBs. Please go to "Section 8, Year-End Supplementary Report for SDBs" of this manual for more information.

SDB Participation Report (Form 312): This section allows you to file and/or review the optional SDB Participation Report (Form 312). Please go to "Section 9, Year-End Supplementary Report for SDBs" of this manual for more information.

Batch Upload Reports: The batch upload section allows you to download a Microsoft® Excel™ template that can then be exported to a CSV (comma separated value) or tab delimited file and then imported into eSRS. This feature allows you to file multiple reports at once. Please see "Section 10, Batch Uploads" of this manual for more information.

Custom Reports: Allows the user to run ad hoc and pre-defined reports provided by the system

Contractor Navigation



Section 3 Contract Worklist

3.1 View Existing

I. Click on “Contract Worklist” on the navigation bar.

II. A screen similar to the “Contract List Screenshot” below will appear.

III. You may sort the list of contracts. This is accomplished by clicking on the text next to any down arrow in the column headings. You may sort the list in ascending order if you click on the same heading again. Note how the color of the text changes. The current active column is designated by a Maroon color.

IV. To view the details of an existing contract, click on the View Icon beside the contract, or click on the Contract Number.

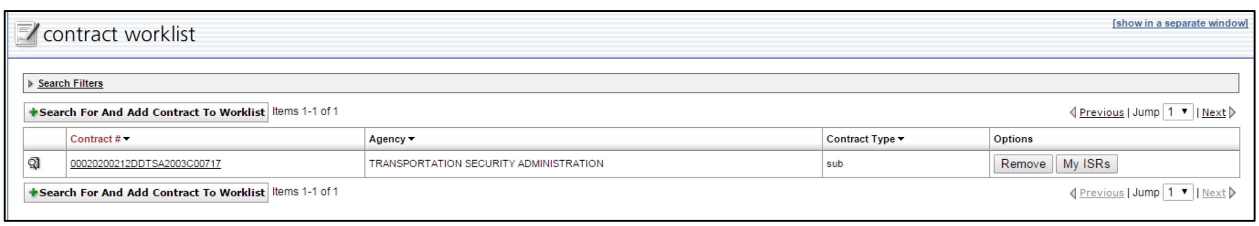
V. You are now able to review more information regarding the contract. If you wish to edit the information at this time, click on the button next to the appropriate Contract Number from within the “My Contractor ISRs” tab .

VI. You can also enter reports or view-lower tier reports. Click on the tabs beside the “Contract Details” tab to toggle between the views.

(Note: for more information regarding adding reports, please see the corresponding section of this manual)

VII. After entering “Edit Mode” click the “Save” button to save your changes.

Contract Worklist

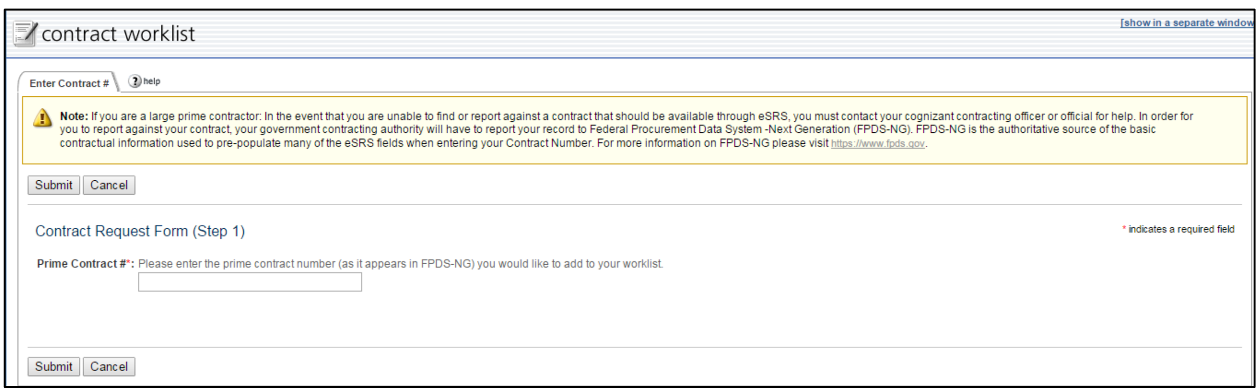


3.2 Add to Worklist

There are two different methods to add a new contract to your account. The first method allows you to easily add a new contract from the "myESRS" homepage. Simply click on the "Add Contract to Worklist" button or follow the method below.

I. Click on "Contract Worklist" on the navigation bar.
II. To add a new contract to your worklist, click on the Add New Contract to Worklist button.
III. Enter the Prime Contract # (as it appears in FPDS-NG). **Note: If a Contract # changes in FPDS-NG, you will only be able to search on the current #.**
IV. Click Submit
V. Select whether your organization is a "Prime" or "Subcontractor".
VI. You will now be directed to the "contract details" page for the contract you just added. To return to the Contract Worklist, click on the "Back To List" link within the system **(Note: Do not click your browser's back button).**

Add to Worklist



Section 4 Individual Subcontract Reports

4.1 View Existing

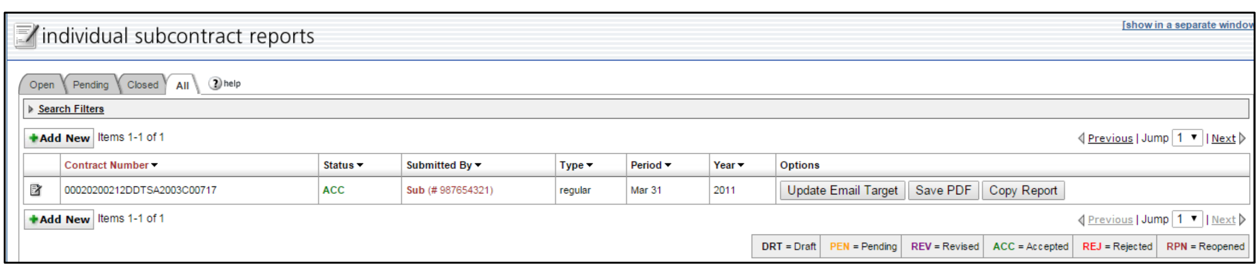
I. Click on “File / Review Reports” on the navigation bar.
II. Click on Individual Subcontract Reports on the drop down.
III. You will be directed to a screen similar to the “Individual Subcontract Reports Screenshot” below.
IV. The status for each report is displayed in the status column.
Notice on the bottom of the page, a legend appears:

DRT = Draft	PEN = Pending	REV = Revised	ACC = Accepted	REJ = Rejected

Draft: You began working on a report, however did not complete it and/or submit it for approval.
Pending: The report has been submitted and is awaiting acceptance from the appropriate government official.
Revised: The report has been revised by a government official.
Accepted: A government official has accepted your report.
Rejected: A government official has rejected your report.

V. To view the details of a submitted report, click on the Icon beside the report.
VI. If the report has been rejected, you may click on the “Notes” tab to view the reason why the report has been rejected.
VII. To return to the report list, click the “Cancel” button at any time.

Individual Subcontract Report Listing



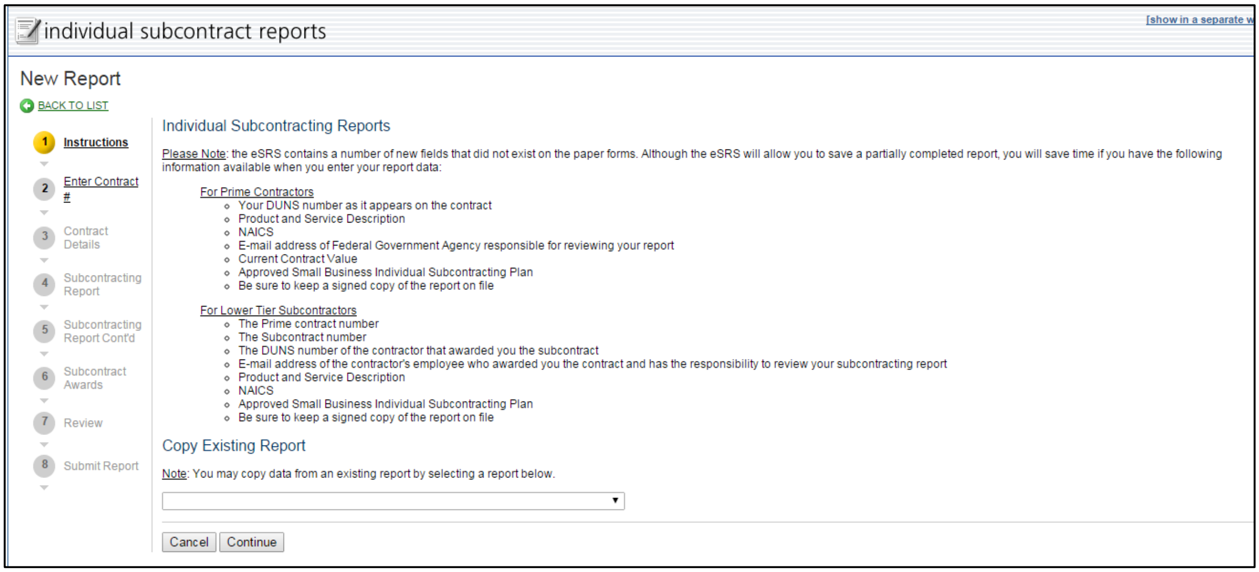
4.2 File a New Individual Summary Subcontract Report

There are two different methods to file a new Individual Subcontract Report. The first method allows you to easily file a new Individual Subcontract Report from the myESRS Homepage. Click on the File ISR Quicklink button or follow the steps below**.**

I. Click on "File / Review Reports" on the navigation bar.
II. Click on Individual Subcontract Reports on the drop down.
III. To file a new report, click on the Add New button.
IV. You will be taken to the Instructions page similar to the screenshot below. Please take time to read the instructions.
V. Click on the Continue button when ready.
VI. Select a contract from the drop down box or manually enter the contract number. Click Continue. **Note: If the Contract # changed in FPDS-NG, you will only be able to search on the current #.**
VII. Fill out the forms for each step and click "Save & Continue" or "Continue" to move to the next step of the process. (*Note: Click on the context sensitive help button beside the fields for more information*)
VIII. On step 8, click the Submit button to send the report.
IX. You may now return to view existing reports to view the status of the report you just entered.
X. In order to completely submit the report, you must click "Submit" on step 8 (Designated on the left hand side of the screen) of the report submission process.

Note: **On step 6 of the report submission process, you must fill out either the "Percentage of Total Subcontract Awards" OR "Percentage of Total Contract Value" field for Part 3. SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS.**

Individual Subcontract Report Instructions


individual subcontract reports

[show in a separate w

New Report

BACK TO LIST

1 Instructions
2 Enter Contract #
3 Contract Details
4 Subcontracting Report
5 Subcontracting Report Cont'd
6 Subcontract Awards
7 Review
8 Submit Report

Individual Subcontracting Reports

Please Note: the eSRS contains a number of new fields that did not exist on the paper forms. Although the eSRS will allow you to save a partially completed report, you will save time if you have the following information available when you enter your report data:

For Prime Contractors
- Your DUNS number as it appears on the contract
- Product and Service Description
- NAICS
- E-mail address of Federal Government Agency responsible for reviewing your report
- Current Contract Value
- Approved Small Business Individual Subcontracting Plan
- Be sure to keep a signed copy of the report on file

For Lower Tier Subcontractors
- The Prime contract number
- The Subcontract number
- The DUNS number of the contractor that awarded you the subcontract
- E-mail address of the contractor's employee who awarded you the contract and has the responsibility to review your subcontracting report
- Product and Service Description
- NAICS
- Approved Small Business Individual Subcontracting Plan
- Be sure to keep a signed copy of the report on file

Copy Existing Report

Note: You may copy data from an existing report by selecting a report below.

Cancel Continue

Section 5 Summary Subcontract Reports

5.1 View Existing

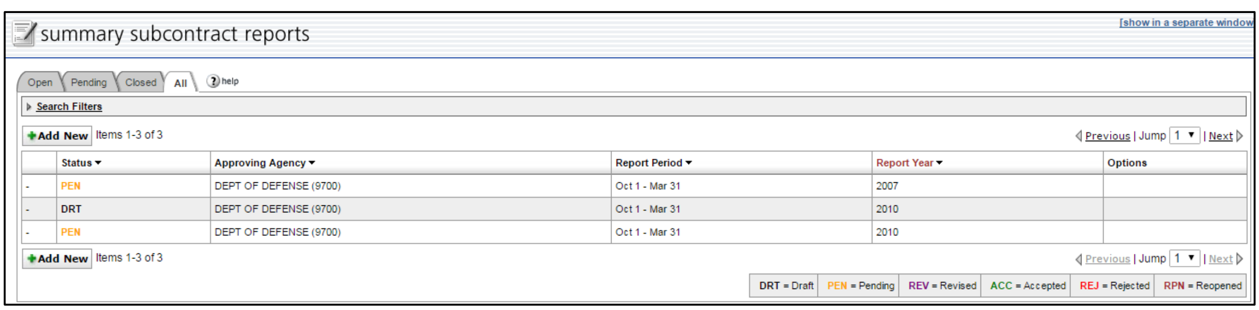
I. Click on “File / Review Reports” on the navigation bar.
II. Click on Summary Subcontract Reports on the drop down.
III. You will be directed to a screen similar to the “Summary Subcontract Reports Screenshot” below.
IV. The status for each report is displayed in the status column.
Notice on the bottom of the page, a legend appears:

DRT = Draft	PEN = Pending	REV = Revised	ACC = Accepted	REJ = Rejected

Draft: You began working on a report, however did not complete it and/or submit it for approval.
Pending: The report has been submitted and is awaiting acceptance from the appropriate government official.
Revised: The report has been revised by a government official.
Accepted: A government official has accepted your report.
Rejected: A government official has rejected your report.

V. To view the details of a submitted report, click on the View Icon beside the report.
VI. If the report has been rejected, you may click on the “Rejection Notes” tab to view the reason why the report has been rejected.
VII. To return to the report list, click the “Cancel” button at any time.

Summary Subcontract Reports Listing



summary subcontract reports

[show in a separate window

Open | Pending | Closed | All | help

Search Filters

Add New Items 1-3 of 3 — Previous | Jump 1 | Next

	Status	Approving Agency	Report Period	Report Year	Options
-	PEN	DEPT OF DEFENSE (9700)	Oct 1 - Mar 31	2007	
-	DRT	DEPT OF DEFENSE (9700)	Oct 1 - Mar 31	2010	
-	PEN	DEPT OF DEFENSE (9700)	Oct 1 - Mar 31	2010	

Add New Items 1-3 of 3 — Previous | Jump 1 | Next

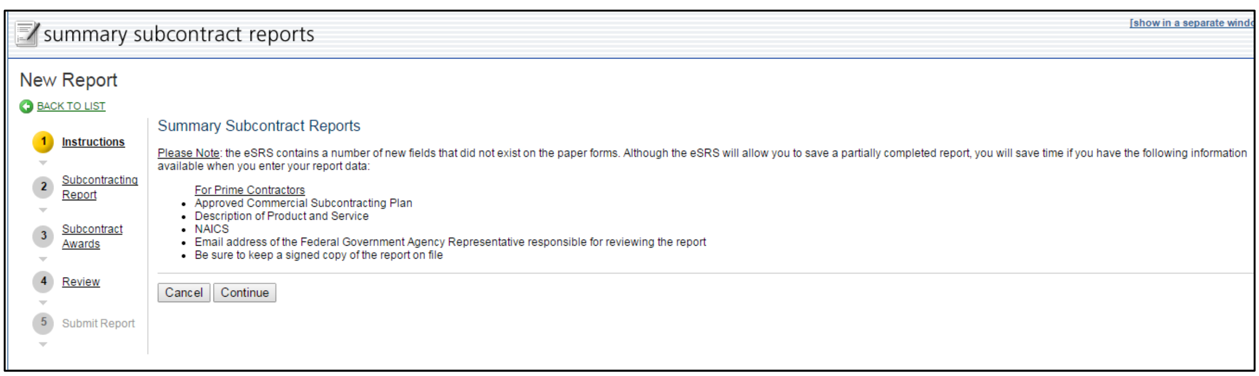
DRT = Draft | PEN = Pending | REV = Revised | ACC = Accepted | REJ = Rejected | RPN = Reopened

5.2 File a New Summary Subcontract Report

There are two different methods to file a new Summary Subcontract Report. The first method allows you to easily file a new Summary Subcontract Report from the myESRS Homepage. Click on the File SSR Quicklink button or follow the steps below**.**

I. Click on "File / Review Reports" on the navigation bar.
II. Click on Summary Subcontract Reports on the drop down.
III. To file a new report, click on the Add New button.
IV. You will be taken to the instructions page similar to the screenshot below. Please take time to read the instructions.
V. Click on the Continue button when ready.
VI. Select the Agency that you wish to file a report to. *(If the report is a commercial plan report, you can select multiple agencies. Please make sure to select an approver.)*
VII. Fill out the forms for each step and click "Save & Continue" or "Continue" to move to the next step of the process. (*Note, Click on the context sensitive help button beside the fields for more information*)
VIII. On step 5, click the Submit button to send the report.
IX. You may now return to view existing reports to view the status of the report you just entered.

Summary Subcontractor Report Instructions


summary subcontract reports
[show in a separate windo

New Report
BACK TO LIST

1 Instructions
2 Subcontracting Report
3 Subcontract Awards
4 Review
5 Submit Report

Summary Subcontract Reports

Please Note: the eSRS contains a number of new fields that did not exist on the paper forms. Although the eSRS will allow you to save a partially completed report, you will save time if you have the following information available when you enter your report data:

For Prime Contractors
- Approved Commercial Subcontracting Plan
- Description of Product and Service
- NAICS
- Email address of the Federal Government Agency Representative responsible for reviewing the report
- Be sure to keep a signed copy of the report on file

Cancel | Continue

Section 6 Filing Reports as a Subcontractor

Filing reports as a subcontractor allows the next higher tier contractor to see your filing. In order to correctly file a report as a "sub", first select the type of report you wish to file. Although the eSRS will allow you to save a partially completed report, you will save time if you have the following information available when you enter your report data:

A.) The Prime Contract Number
B.) The Sub Contract Number
C.) The DUNS number of the contractor that awarded you the subcontract
D.) E-mail address of the contractor's employee who awarded you the contract and has the responsibility to review your subcontracting report
E.) Product and Service Description
F.) NAICS
G.) Approved Small Business Individual Subcontracting Plan
H.) Be sure to keep a signed copy of the report on file

I. Once you have begun filing your report (ISR or SSR) enter the contract number of the contract for which you wish to file.
II. Once you have entered the contract number, click Continue.
III. As a Subcontractor for this contract, you will now be forced to file as a "Sub". Notice that the selection "Prime" is unavailable.
IV. Enter the DUNS# and e-mail address of the next available tier contractor.
V. Enter the Contract Amount.
VI. You may now progress through the report submission process by clicking the "Save and Continue" button after you have completed each step.
VII. In order to completely submit the report, you must click "Submit" on step 8 (Designated on the left hand side of the screen) of the report submission process.

Section 7 Year-End Supplementary Report for SDBs

7.1 View Existing

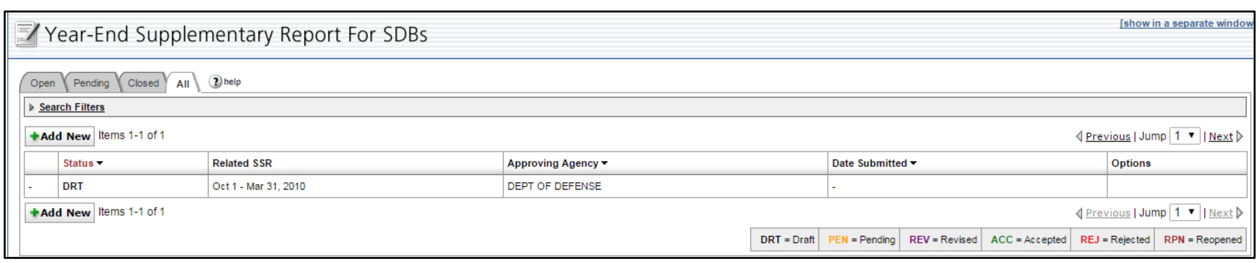
I. Click on “File / Review Reports” on the navigation bar.
II. Click on **Year-End Supplementary Report for SDBs** in the dropdown.
III. You will be directed to a screen similar to the “Year End Section” below.
IV. The status for each report is displayed in the status column.
Notice on the bottom of the page, a legend appears:

DRT = Draft	PEN = Pending	REV = Revised	ACC = Accepted	REJ = Rejected

Draft: You began working on a report, however did not complete it and/or submit it for approval.
Pending: The report has been submitted and is awaiting acceptance from the appropriate government official.
Revised: The report has been revised by a government official.
Accepted: A government official has accepted your report.
Rejected: A government official has rejected your report.

V. To view the details of a submitted report, click on the View Icon beside the report.
VI. If the report has been rejected, you may click on the “Rejection Notes” tab to view the reason why the report has been rejected.
VII. To return to the report list, click the “Cancel” button at any time.

Year-End SDB Listing

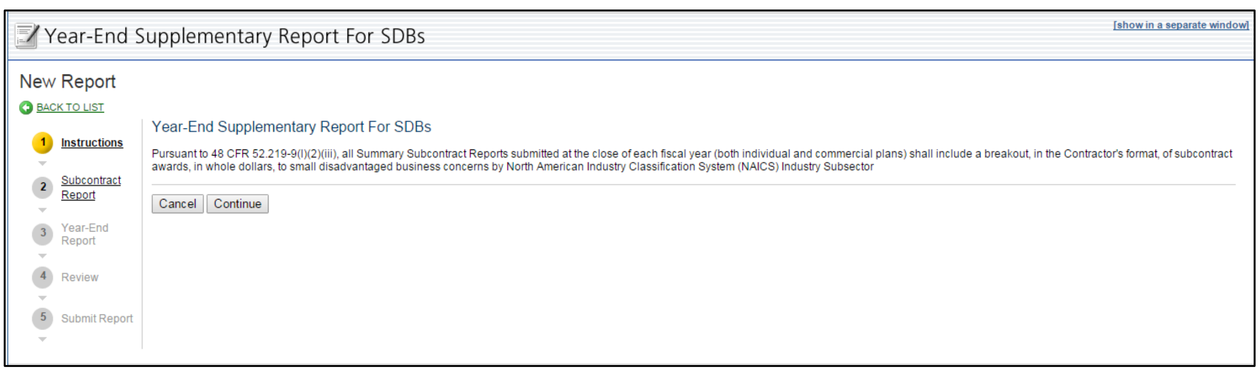


7.2 File a New Year-End Supplementary Report

There are two different methods to file a new Year-End Supplementary Report. The first method allows you to easily file a new Year-End Supplementary Report from the myESRS Homepage. Click on the File Year-End Quicklink button or follow the steps below**.**

I. Click on “File / Review Reports” on the navigation bar.
II. Click on “Year-End Supplementary Reports for SDBs” on the drop down.
III. To file a new report, click on the Add New button.
IV. You will be taken to the instructions page similar to the screenshot below. Please take time to read the instructions.
V. Click on the Continue button when ready.
VI. Select the Year-End Supplementary Report that the report should be associated with.
VII. Fill out the forms for each step and click “Save & Continue” or “Continue” to move to the next step of the process. (*Note, Click on the context sensitive help button beside the fields for more information*)
VIII. On step 5, click the Submit button to send the report.
IX. You may now return to view existing reports to view the status of the report you just entered.

Year-End Supplementary Instructions



Section 8 SDB Participation Report (Form 312)

8.1 View Existing

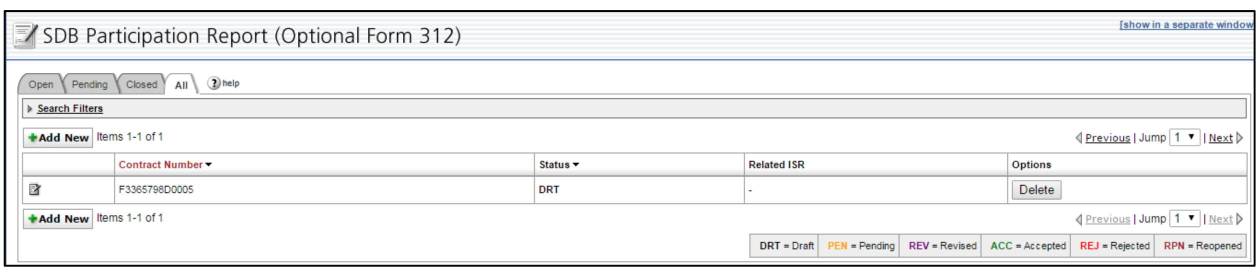
I. Click on “File / Review Reports” on the navigation bar.
II. Click on **SDB Participation Report** in the dropdown.
III. You will be directed to a screen similar to the “**SDB Participation Report**” below.
IV. The status for each report is displayed in the status column.
Notice on the bottom of the page, a legend appears:

DRT = Draft	PEN = Pending	REV = Revised	ACC = Accepted	REJ = Rejected

Draft: You began working on a report, however did not complete it and/or submit it for approval.
Pending: The report has been submitted and is awaiting acceptance from the appropriate government official.
Revised: The report has been revised by a government official.
Accepted: A government official has accepted your report.
Rejected: A government official has rejected your report.

V. To view the details of a submitted report, click on the View Icon beside the report.
VI. If the report has been rejected, you may click on the “Rejection Notes” tab to view the reason why the report has been rejected.
VII. To return to the report list, click the “Cancel” button at any time.

SDB Participation Listing



8.2 File a New SDB Participation Report

There are two different methods to file a new SDB Participation Report. The first method allows you to easily file a new SDB Participation Report from the myESRS Homepage. Click on the File SDB Quicklink button or follow the steps below**.**

I. Click on "File / Review Reports" on the navigation bar.
II. Click on "SDB Participation Reports" on the drop down.
III. To file a new report, click on the Add New button.
IV. You will be taken to the instructions page similar to the screenshot below. Please take time to read the instructions.
V. Click on the Continue button when ready.
VI. Select the SSR that the report should be associated with.
VII. Fill out the forms for each step and click "Save & Continue" or "Continue" to move to the next step of the process. (*Note, Click on the context sensitive help button beside the fields for more information*)
VIII. On step 6, click the Submit button to send the report.
IX. You may now return to view existing reports to view the status of the report you just entered.

SDB Participation Instructions

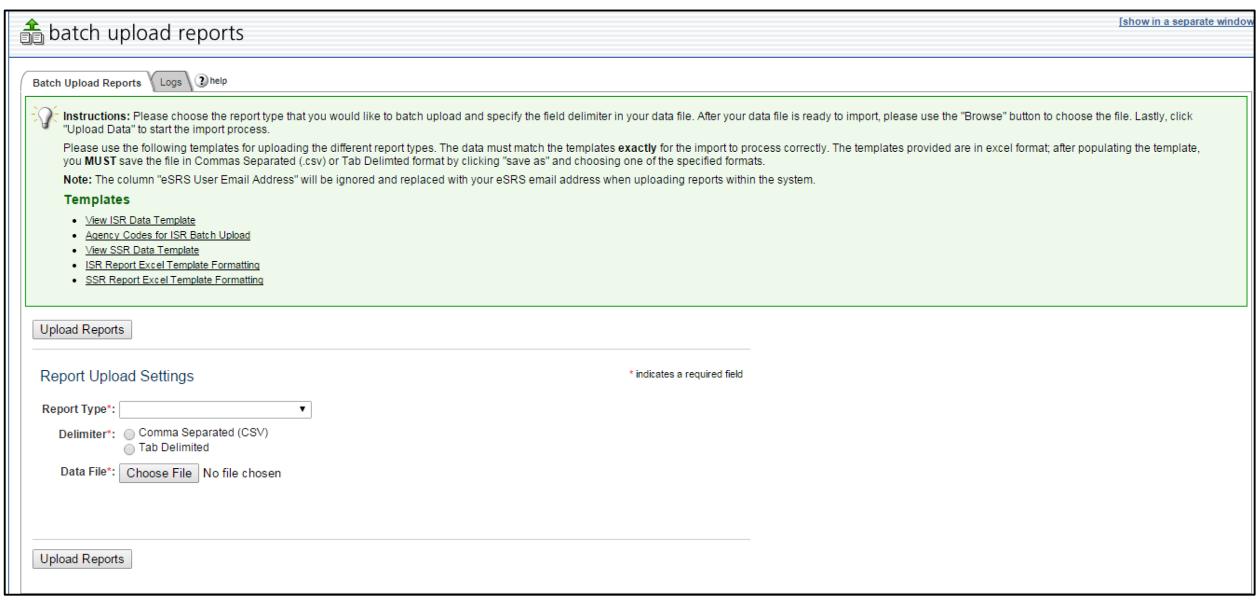
Section 9 Batch Upload Reports

(For Advanced Users Only)

The batch upload capability allows you to upload multiple reports (ISR / SSR) in one template. The template, agency codes and template formatting instructions are provided in the Instructions box.

I. First download the type of report template you wish to use for batch upload.
II. Modify the template in Microsoft Excel to include all contracts (ISR) or agencies (SSR) you wish to file for.
III. Save the excel spreadsheet in a CSV or Tab Delimited file, using the Save As feature in Excel.
IV. Place the file on a drive where you can access it later.
V. Enter the Batch Upload Section.
VI. Choose the Report Type (ISR / SSR)
VII. Choose the Delimiter
VIII. Click on Browse, and chose the file that you saved in Step III.
IX. The file will begin uploading, and will display the result of your upload on screen.

Batch Upload Instructions



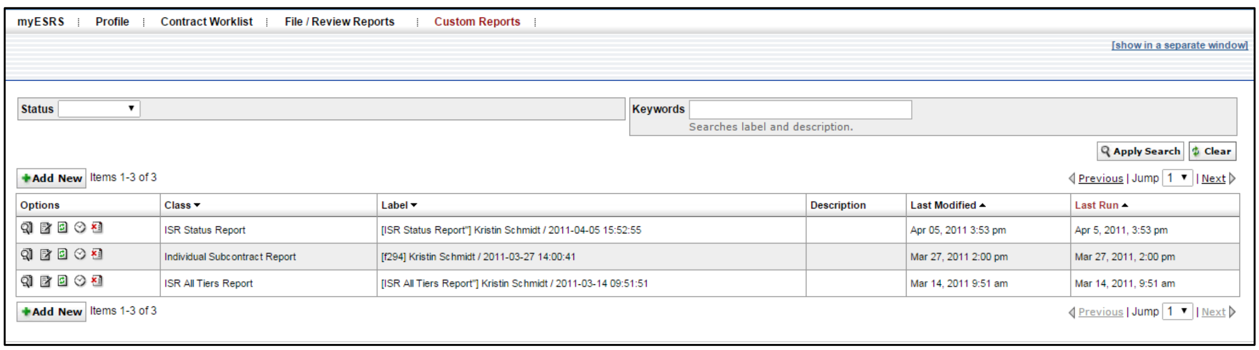
Section 10 Custom Reports

Contractors have been provided with the ability to run ad hoc and pre-defined reports for their organization's contract reporting. Additional information on the Reporting module can be found in the Contractors Generating Reports quick reference guide.

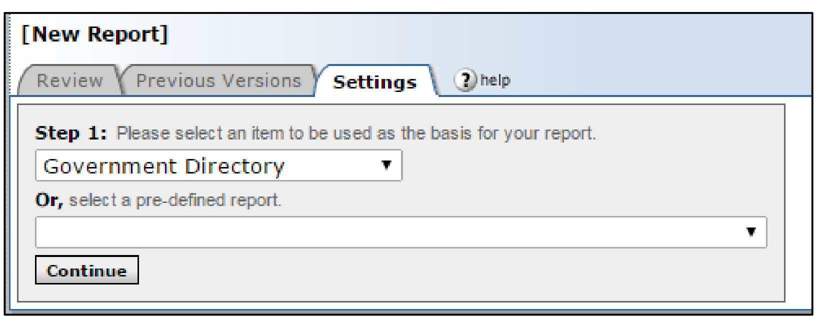
10.1 Build New Reports

I. Create New Report by clicking on REPORTING on the left navigation menu.
II. Click on Add New
III. You will be taken to a screen similar to the one below.
IV.

Report Listing



Add New Report



V. Select the basis for your report, or choose a predefined report.
VI. Click Continue
VII. Before building the report, checkmark the Save As box and input a Name and Description for the Report.
VIII. When updating an existing report, save the report under a different name by check-marking Copy to New Report.

IX. Select the fields to be included in the report by check-marking specific fields.
X. Narrow the focus of the report by clicking on a Filter link under a particular field.
XI. Once fields and filters have been assigned, view the report by clicking Submit at the bottom of the page. ***NOTE:*** **Save & continue will save change to report builder, but will not run report in order to view it.**

The Basis for the reports is broken into two different types of reports, Ad Hoc and Pre-defined.

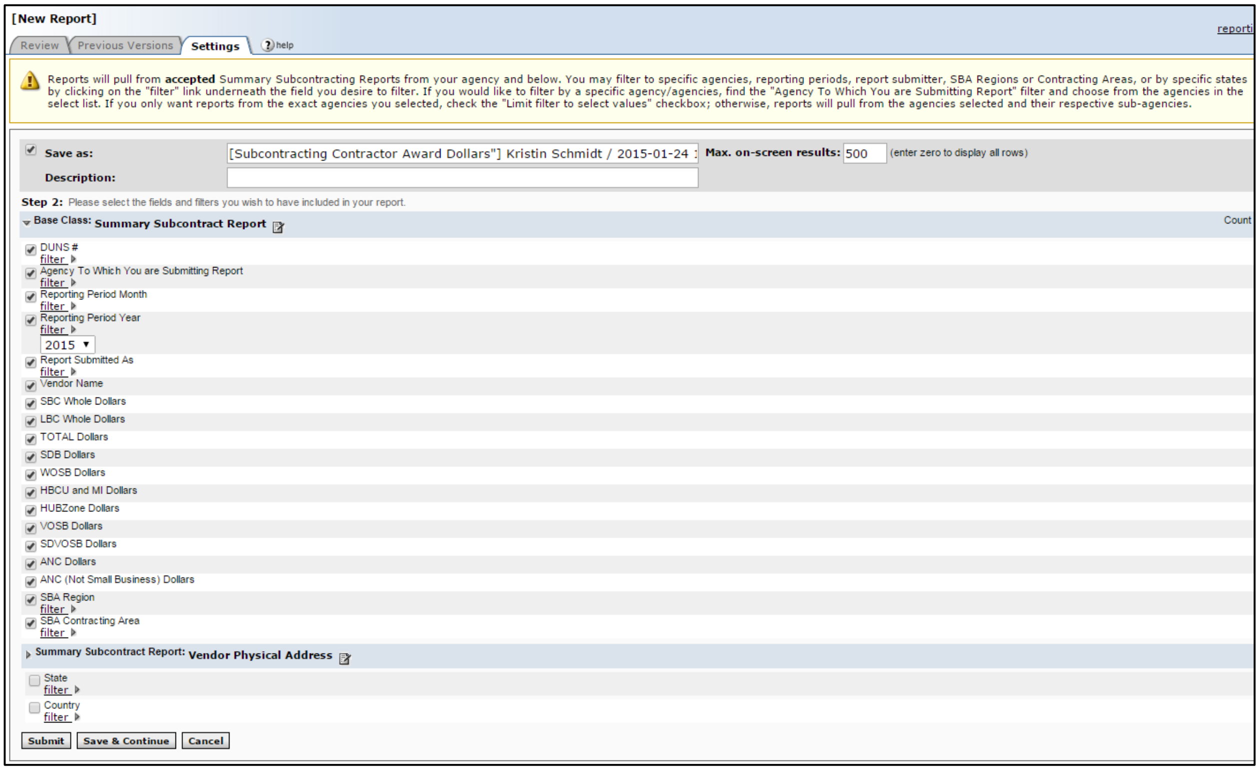
Ad-Hoc Reports: Can be run based on the user selecting specific filters which will return a specific set of data.

Individual Subcontract Report
Summary Subcontract Report

Pre-Defined Reports: Can be run at any time and require the user to set specific filters to determine the basis for the report results.

Subcontracting Contractor Award Dollars
Trend Analysis Report
Analysis of Subcontracting Plan Goal Attainment
Subcontracting Achievements by Federal Agency
ISR Status Report
SSR Status Report
ISR All Tiers Report
Time-Phased Individual Subcontract Report

Build a New Report



10.2 View Generated Report

I. Click on the View Icon beside an existing report. Note: A red "No Data Reported" value indicates that there are no Accepted reports in the system with applicable data.
II. Show the report in a separate browser by clicking on the Open in New Window button at the top.
III. Transfer the report into an Excel Workbook by clicking the Save as Excel button.
IV. Re-configure the report by clicking on Change Settings button at the top.
V. Go back to the report list by clicking the Return to Report List button.

Review Generated Report

Review | Previous Versions | Settings | help

regen report | open in new window | save as excel | change settings | return to report list

Company	SB	SB %	LB	LB %	Total	SDB	SDB %	WOSB	WOSB %	HBCU _MI	HBCU _MI %	HUBZ	HUBZ %	VOSB	VOSB %	SD _VOSB	SD _VOSB %	ANC	ANC %	ANCN	ANCN %
	26,258,964	36.6	45,493,758	63.4	71,752,722	140,861	0.2	1,417,867	2.0	0	0.0	128,101	0.2	2,168,460	3.0	134,748	0.2	97,707	0.1	0	0.0
	0		0		0	0		0		0		0		0		0		0		0	
	4,650,537	62.0	2,851,920	38.0	7,502,457	110,264	1.5	978,986	13.0	0	0.0	0	0.0	2,147,715	28.6	1,685,872	22.5	0	0.0	0	0.0
	141,900	47.3	158,100	52.7	300,000	0	0.0	6,900	2.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
	12,282	5.7	202,020	94.3	214,302	564	0.3	456	0.2	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0

10.3 View Existing Reports

I. View Existing Report by clicking on REPORTING on the left navigation menu.
II. View Saved Queries/Report on the list.
III. View, Edit, Re-run, View Previous Results by clicking on their respective icons.

View Existing Reports

Reporting | back

Saved Reports | help

Class ▼
Status ▼

Keywords
Searches label and description.

Apply Search | Clear

Items 1-13 of 13 | < Previous | Jump 1 ▼ | Next >

Options	Class ▾	Label ▾	Description	Last Modified ▴	Last Run ▴
	Subcontracting Achievements by Federal Agency	[Subcontracting Achievements by Federal Agency"] / 2010-10-06 15:19:44		Sep 15, 2011 2:02 pm	Sep 15, 2011, 2:02 pm
	Federal Procurement Subcontract Report (SBA Version)	[Federal Procurement Subcontract Report (SBA Version)"] / 2011-04-06 12:08:08		Apr 06, 2011 12:08 pm	Apr 6, 2011, 12:08 pm
	Awards By Contractors, By Service and Type of Business (294)	[Awards By Contractors, By Service and Type of Business (294)"] 2011-02-23 14:41:54		Mar 04, 2011 3:44 pm	Mar 4, 2011, 3:44 pm
	SSR Status Report	[SSR Status Report"] 2010-10-18 13:52:52		Nov 15, 2010 4:30 pm	Nov 15, 2010, 4:30 pm
	Summary Subcontract Report	[f295] . 2010-10-25 11:46:38		Oct 25, 2010 3:57 pm	Oct 25, 2010, 3:57 pm
	Summary Subcontract Report	[f295] / 2010-10-18 13:49:07		Oct 20, 2010 2:10 pm	Oct 20, 2010, 2:10 pm