

**U.S. OFFICE OF MANAGEMENT AND BUDGET**

**USASPENDING.GOV**

---

**DATA SUBMISSION AND VALIDATION TOOL (DSVT) USER GUIDE**

**VERSION 2.0**

**JUNE 1, 2009**

### Version History

<b>Version</b>	<b>Publication Date</b>	<b>Description of Change</b>
1.0	March 5, 2009	Initial Draft Issuance
1.1	May 4, 2009	UI Enhancements
2.0	June 1, 2009	New Guidance Changes

## Table of Contents

<b>1. INTRODUCTION.....</b>	<b>4</b>
<b>2. ACCESSING THE TOOL .....</b>	<b>5</b>
<b>3. REGISTERING AND LOGGING IN.....</b>	<b>6</b>
<b>3.1 New Users .....</b>	<b>6</b>
<b>3.2 Returning Users .....</b>	<b>6</b>
<b>3.3 Managing User Profile.....</b>	<b>6</b>
<b>4. SUBMITTING A FILE .....</b>	<b>7</b>
<b>4.1 Submission Request .....</b>	<b>7</b>
<b>4.2 Submission Validation and Feedback .....</b>	<b>8</b>
<b>5. REVIEWING HISTORICAL SUBMISSIONS.....</b>	<b>9</b>
<b>5.1 Submissions Search Criteria .....</b>	<b>9</b>
<b>5.2 Submissions Search Results .....</b>	<b>10</b>
<b>6. VIEWING AGENCY SUBMISSION CHART .....</b>	<b>11</b>

## 1. INTRODUCTION

The Federal Funding Accountability and Transparency Act (FFATA) requires Federal agencies to submit monthly Assistance and Contracts Program Source data to the Transparency Act website: [www.USAspending.gov](http://www.USAspending.gov)

Historically, data file submission by Federal agencies to USAspending.gov has been done via two options: FTP and e-mail.

Since September 2008, an online submission method has been made available to Federal agencies as a third option to submit FFATA required data. The Data Submission and Validation Tool (DSVT) has significant advantages over the other two submission methods since it streamlines the submission process of data files over the internet, provides real-time feedback to Federal agencies on file validation results, and offers additional functionality to the OMB and Federal agencies on tracking historical data submissions. Federal agencies may continue transmitting files to USAspending.gov via the FTP or e-mail submission methods. However, agencies are highly encouraged to use the services provided by the DSVT.

This guide contains a detailed description for the OMB and Federal agencies on using the different features offered by the DSVT. Please read this guide prior to using the DSVT.

This guide will be updated and redistributed to the OMB and Federal agencies as enhancements are made to existing functionality and new features are added to the DSVT. The latest version of this guide can be found on the DSVT Login Page.

We invite your feedback and suggestions for improving the DSVT. If you have any questions or comments, please contact the USAspending.gov Support Team at [usaspendingsupport@gcefederal.com](mailto:usaspendingsupport@gcefederal.com)

## 2. ACCESSING THE TOOL

The OMB and Federal agencies can access DSVT by going to the Transparency Act website:

<http://www.usaspending.gov>, accessing the 'Data Feeds' tab and clicking on the 'Agency Submissions' menu.

---

---

### **3. REGISTERING AND LOGGING IN**

#### **3.1 New Users**

First time users will need to register for a username and password to access the tool's features. To register for an account, follow the steps outlined below:

1. Access the web tool as described in Section 2 of this guide.
2. Click on the 'Register' link on the DSVT Login page.
3. Complete all required fields on the User Registration Page.
  - i. Federal agencies should select 'Agency User' for the User Type and the OMB should select 'Admin User' for the User Type.
  - ii. Email Address should be the official agency issued email address.
  - iii. Select a Password as per the Password Policy.
4. Click on the Submit button.

All registration requests will be sent to the DSVT Admin. Once approved, the user will receive a confirmation via e-mail. The Username will be the user's e-mail address used to register for DSVT.

Users can then log in to DSVT using their Username and Password.

#### **3.2 Returning Users**

Returning users can log in to DSVT using their Username and Password.

A user who has already registered on DSVT but has forgotten their login password should follow the steps outlined below:

1. Access the web tool as described in Section 2 of this guide.
2. Click on the 'Forgot Password' link on the DSVT Login page.
3. Select the appropriate agency name from the dropdown.
4. Enter the e-mail address used to register for an account on DSVT.
5. Click on the Submit button.

All requests will be sent to the DSVT Admin. Once the Password has been reset, the user will receive an e-mail with a new system generated Password. The user should login to DSVT and change their Password on the My Account page as per the Password Policy.

#### **3.3 Managing User Profile**

Once logged in to DSVT, users can make changes to their profile by clicking on the 'My Account' link found on the upper left-hand corner. On this page, users are able to update their First Name, Last Name, Phone Number, and change their Password.

## 4. SUBMITTING A FILE

### 4.1 Submission Request

Once logged in to DSVT, agencies can submit an Assistance or Contracts Program Source data file by clicking on the ‘Submit Files’ link from the left-hand side menu and completing the file upload details as outlined below: (NOTE: All fields marked with an asterisk (\*) are required)

1. **Agency Name:** displays the agency associated with the registered account.
2. **\*Data Category:** select *Assistance* if the submission file contains data on grants, loans, insurance, direct payments, or any other type of Federal Assistance. Select *Contracts Program Source* otherwise.
3. **\*Agency Contact E-mail:** displays the e-mail address associated with the registered account and can be edited. Additional e-mail address(es) can be entered for any other agency POCs that would like to receive the data validation results. Multiple e-mail addresses should be separated by a comma.
4. **\*Telephone Number:** displays the phone number associated with the registered account and can be edited. Phone number should follow the format xxx-xxx-xxxx.
5. **\*Do you have data to report?:** select *Yes* if a data file will be uploaded. Select *No* if there is no new data to report and the remaining input fields, besides Submission(s) Due For and Comments, will become inactive.
6. **\*Obligation/Action Date Range:** select the starting and ending Obligation/Action dates for the transactions included in the data file.
7. **\*Submission(s) Due For:** select the month(s) for which the data being uploaded is due for submission to USAspending.gov. This is used to update the Agency Submission Chart (iChart).
8. **\*Type of Request:** select *New Submission* if the data file contains new, additional, or corrected transactions for the date range specified. Select *Back-out Submission* otherwise and a dropdown will appear showing all previous file submissions for the month(s) selected in the previous step. Select the file(s) that will be replaced by the file being currently uploaded.
9. **No. of Records:** enter the total number of transactions included in the data file.
10. **Total Federal Funding Amount (\$):** enter the sum of the Federal Funding Amount field for all non-loan transactions included in the data file.
11. **Total Original Subsidy Amount (\$):** enter the sum of the Original Subsidy Amount field for all loan transactions included in the data file.
12. **Comments:** use this field to enter any notes on the data included in the file.
13. **\*Agency File To Be Uploaded:** use the Browse button to search for and attach the data submission file. Data files should be in the correct format and should follow the file naming convention as specified in the latest OMB FFATA Guidance. Data files should not be zipped or password protected.

## 4.2 Submission Validation and Feedback

Once a submission request has been uploaded, DSVT will present the user with a data review screen. The user should verify that the values for all data fields are correct and click on the Confirm button. If one or more data fields have incorrect values, the user should click on the Cancel Upload Process button to return to the previous screen, make any corrections and submit the request again. If the user navigates away from the data review screen without selecting the Confirm button, the file submission will not be validated by DSVT. Once the Confirm button is clicked, DSVT will immediately validate the file as per the latest edit checks, present the user with a submission confirmation screen and display the status of the file uploaded. E-mail feedback with the file validation results will automatically be sent out to all e-mail addresses entered on the Submit Files page.

Upon validation, a submitted file will initially have one of four processing statuses:

1. **Reviewed: No Issues** – The data file passed the edit checks for all transactions and no further action is required from the agency.
  - However, a warning may appear if the file contains records for individual recipients and the agency will be presented with the option to continue or cancel the file upload.
2. **Reviewed: Acceptance Threshold Met** – The data file passed the edit checks for 90% or more transactions.
  - In this scenario, the agency will need to review the error summary and error details files attached to the feedback e-mail, correct any error(s) identified and submit a corrected file containing only the transactions that failed in the original file. A correction file must pass the edits checks for 100% of the transactions.
3. **Reviewed: Issues Detected** – The data file failed the edit checks for more than 10% of the transactions, which resulted in the rejection of the entire file.
  - In this scenario, the agency will need to review the error summary and error details files attached to the feedback e-mail, correct any error(s) identified and submit a corrected file containing all transactions from the original file.
4. **Backout Request Submitted** – The request to delete/replace all transactions from the selected data file(s) has been received and no further action is required from the agency.

NOTE: The processing status for a **Reviewed: No Issues** file submission will change to **Loaded: All Transactions**, the processing status for a **Reviewed: Acceptance Threshold Met** file submission will change to **Loaded: Accepted Transactions**, and the processing status for a **Backout Request Submitted** file submission will change to **Backout Request Processed** once the data has been made available on the USAspending.gov website. Data is refreshed on the website twice a month – on approximately the first and third week of every month.

## 5. REVIEWING HISTORICAL SUBMISSIONS

Once logged in to DSVT, the OMB and Federal agencies can review all Assistance and Contracts Program Source data files submitted in the past by clicking on the ‘Review Submissions’ link from the left-hand side menu.

‘Admin Users’ are able to view the submission history for all agencies while ‘Agency Users’ are only permitted to view files submitted by their own agency.

### 5.1 Submissions Search Criteria

A user can choose to perform a combination search on any of the following criteria:

- Date File Received (Range)
- Obligation/Action Date (Range)
- Load Status
  - **ALL**
  - **Reviewed: Issues Detected** – The data file failed the edit checks for more than 10% of the transactions and a corrected replacement file needs to be submitted by the agency for all transactions in the original file.
  - **Reviewed: No Issues** – The data file passed the edit checks for all transactions and the data will be made available on the USAspending.gov website in the next deployment cycle.
  - **Reviewed: Acceptance Threshold Met** – The data file passed the edit checks for 90% or more transactions. Accepted transactions will be made available on the USAspending.gov website in the next deployment cycle. A corrections data file needs to be submitted for the transactions that failed.
  - **Loaded: All Transactions** – All transactions in the data file are available on the USAspending.gov website.
  - **Loaded: Accepted Transactions** – Only the accepted transactions in the data file are available on the USAspending.gov website.
  - **No New Data** – The agency has no data to report for a particular reporting period.
  - **Backout Request Submitted** – The agency has requested to delete/replace all transactions from the data file.
  - **Backout Request Processed** – All transactions from the data file have been successfully deleted/replaced.
- Data Category
  - ALL
  - Assistance
  - Contracts Program Source

## 5.2 Submissions Search Results

Once the user clicks on the Search button, the search results are displayed in the table below the search criteria. Search results are by default limited to display 25 rows at a time and users can use the pagination links found immediately above and below the results table to access the previous and next set of rows. Search results are by default sorted by the 'Date Received' column in ascending order but the user can re-sort the table contents by clicking on any other column header. A brief description of each column is presented below:

- **Agency:** displays the acronym of the agency. This column is only displayed for Admin Users.
- **Data Category:** displays whether the submission request was for an Assistance or Contracts Program Source data file.
- **File Details:** if a file was uploaded, this field displays the name of the file along with the size of the file. Clicking on the file name will open up the data file as submitted by the agency. If no data was uploaded, this field displays the text 'No New Data'.
- **Month (Fiscal Year):** displays all submission months, including the fiscal year, for the submission request.
- **(Obligation/Action) Date Range:** displays the starting and ending Obligation/Action dates for the data submission request.
- **Date Received:** displays the date and time of the submission by the agency.
- **Date Loaded:** displays the date the submitted file was uploaded to USAspending.gov
- **Load Status:** displays the status of the submission request using the legend described in Section 5.1 of this guide.
- **Result Status:** if the file contained errors, this field displays links to the Error Summary and Error Details files. Otherwise it displays 'N/A'.
- **Comments:** displays a link that can be used to view any comments that were entered by the agency during the submission request.

## 6. VIEWING AGENCY SUBMISSION CHART

Once logged in to DSVT, the OMB and Federal agencies can view a graphical representation of the status of agency data submissions by clicking on the ‘Agency Submission Chart’ link from the left-hand side menu. This chart (also referred to as the “iChart”) is updated automatically as agencies submit monthly Assistance and Contracts Program Source data files via DSVT.

The default view of the iChart displays the status of all agencies for the submission months in fiscal year 2009 YTD. Users can choose to limit the display to a single agency or view the status for a previous fiscal year. The legend used by the iChart is the same as the one used in the Load Status column on the Review Submissions page. Please refer to Section 5.1 of this guide for a detailed explanation of the legend. In addition, the following two statuses can also be seen on the iChart:

- **No File Received** – The agency did not submit any data files or report ‘No New Data’ for a particular submission month.
- **N/A** – The agency does not engage in Assistance transactions.

Agencies are highly encouraged to use this chart to track the timeliness of their data submissions to the USAspending.gov website.