

## DELETING RECORDS FROM USASPENDING.GOV

The data displayed for each award at USAspending is gathered from File D2 and File C submissions. The dollar amounts reported on File D2 must reflect the financial system activity being reported on File C each quarter.

The “Total Award Amount” displayed on USAspending is the sum of all File D2 Federal Action Obligation (or Face Value Loan) amounts reported over time. Each financial system transaction reported on File C is displayed in a tabbed section at the bottom of the display page. The “Total Award Amount” should match exactly the sum of the financial system transactions.

**Removing a record from USAspending is a rare and special event. This action would be needed only when:**

- The award was never recorded in the financial system
- The Federal Action Obligation submitted on a File D2 record has a typo and does not match the financial system.

NOTE: See page 2 for a list of award events that do not warrant a Deletion action. Further instructions are included.

### Preparing a record for Deletion.

The Deletion record must meet the following rules so that USAspending can identify which record is to be deleted. The deletion record will be rejected if USAspending does not find a match for these fields in its database.

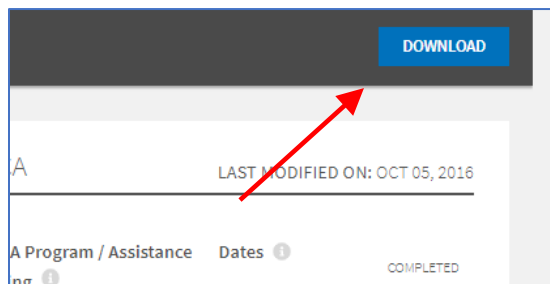
- The “Correction Delete Indicator” field must be populated as “D”.
- Data in the following fields must exactly match the data reported in the original submission:
  - FAIN
  - URI (usually blank)
  - Award Modification Amendment Number
  - Awarding SubTier Agency Code
  - CFDA Number
- Any of the 4 “Action Type” codes can be used in a Deletion record.

### Deleting a record that was submitted before January 2017

Additional actions are needed when deleting a record that was submitted before DATA Act, i.e. during the FFATA era. These old records were given a Unique Record Identifier (URI) when FFATA records were moved into the DATA Act database. When deleting an old record, the following actions will be needed.

#### Finding the URI:

- Locate the original record on USAspending.
- At the top right of the display page, select the blue “DOWNLOAD” button and save the file to your computer.



- Open the zip file and locate the document labeled “Transaction History”.
- The URI to use in your Deletion record is located in Column E. (It is a concatenation of the SubTier Agency, FAIN, and TAS.)
- Use this number to populate the “URI” field on the Deletion record and follow directions above.

## CHANGES THAT DO NOT REQUIRE A DELETION ACTION

In most cases, records should not be deleted from USAspending. Below are some events in which an award's funding amount needs to be updated. Records should not be deleted in any of these scenarios. An explanation of how to report each is provided.

- **An award was made but later cancelled in full.**

The original award must be reported and remain on USAspending.

The cancellation of the award will be reported as a deobligation using Action Type C: Revision. A Modification Number must be used. The Federal Action Obligation field will report the rescinded dollar amount. USAspending will calculate all reported dollar amounts (i.e. the original amount and the rescinded amount) to display a total award amount of \$0.

C	<u>Revision</u> : Any change in Federal Government's financial obligation or contingent liability in existing assistance transaction amount of the change in funding; or any change in Recipient Name, Recipient Address, Project Period or Project Scope
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- **An award was made to a recipient but was rescinded after the project began and recipient received funds.**

The original award must remain on USAspending.

The rescinding of the award will be reported as a deobligation using Action Type C. A Modification Number must be used. The Federal Action Obligation field will report the deobligated dollar amount. USAspending will calculate all reported dollar amounts and display only the dollars that were paid to the recipient.

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- **An award project was funded and completed, but the funds were not fully expended.**

The unexpended dollars are recorded in the financial system and need to be reflected in another File D2 report. The original award must remain on USAspending. The amount of the refund/deobligation will be reported using Action Type D, a Modification Number, and a negative amount in the Federal Action Obligation field. USAspending will calculate the final amount and display as the total award amount.

D	<u>Funding adjustment</u> to a completed project
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