

NFC

Procedures



National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

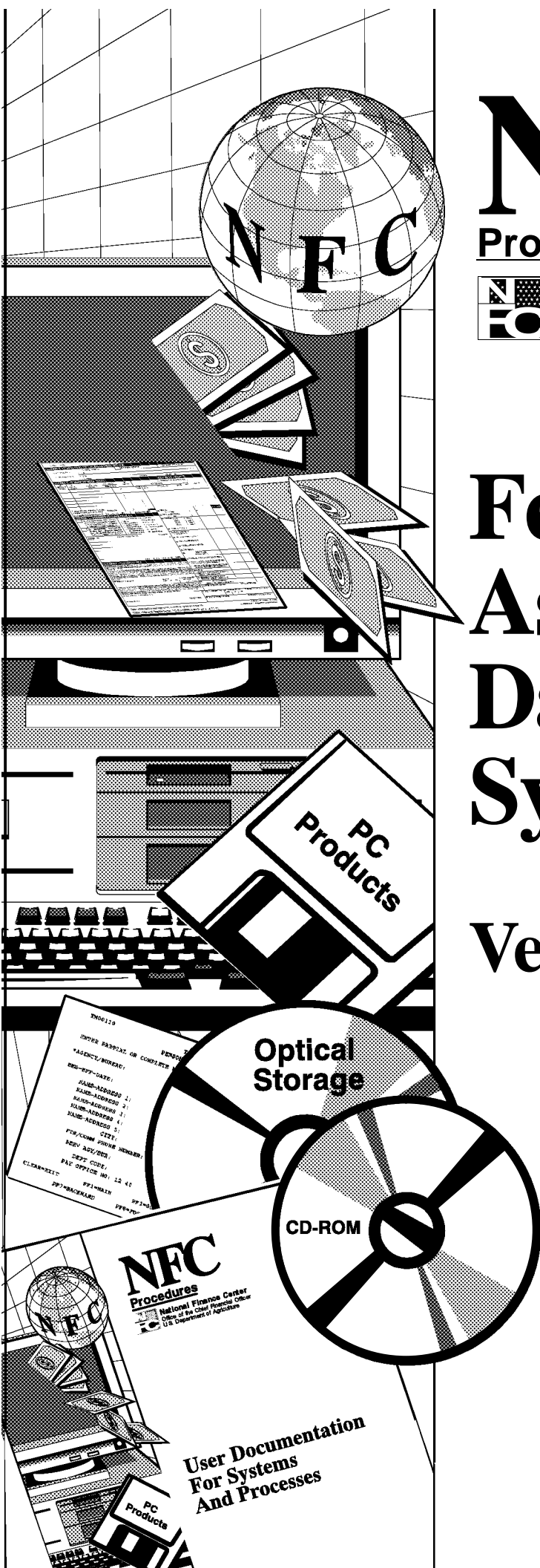
March 2002

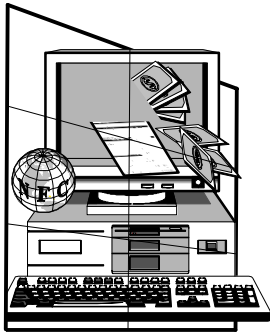
Federal Assistance Award Data (FAAD) System

Version 02.01

TITLE V
Miscellaneous System Manual

CHAPTER 2
Federal Assistance Award Data (FAAD) System





Federal Assistance Award Data (FAAD) System



National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

IMPORTANT INFORMATION !

This publication is an illustrated version of FAAD **online help**. Since the user can access and print online help directly from the application, online help is considered the primary source for information about FAAD.

When you print online help directly from the application, the format is different from this illustrated version; however, the text is the same. Therefore, NFC provides the illustrated version only upon customer request.

For information about this publication, please contact the Directives and Analysis Branch (DAB). Instructions for contacting DAB and other support sources are provided in the **About This Procedure** section of this publication.

User Survey For USDA/NFC Procedures

The Directives and Analysis Branch requests your comments on this procedure. To help us evaluate and improve the effectiveness of our publications, please answer the questions below.

Federal Assistance Award Data
(FAAD) System

Procedure Name

V / 2 /
Title Chapter Section Subsection

1. How helpful is the procedure to you in performing your job?

- ☐ Very helpful
- ☐ Fairly helpful
- ☐ Not very helpful because _____
- _____
- _____
- _____

2. Is the format easy to follow?

- ☐ Yes
- ☐ No, I suggest _____
- _____
- _____

3. Is the writing easy to understand?

- ☐ Yes
- ☐ No, I suggest _____
- _____
- _____

4. Are the instructions/exhibits clear and easy to follow?

- ☐ Yes
- ☐ No, I suggest _____
- _____
- _____

Return the survey within 30 days to:

┌ Directives and Analysis Branch ┐
USDA/NFC
P.O. Box 60000
New Orleans, LA 70160-0001
└ ┘

Optional:

User Name Phone No.

Job Title Grade

Address

City State ZIP

5. How frequently do you use the procedure?

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Other: _____
- _____
- _____

6. Have you found any errors in the procedure?

- ☐ No
- ☐ Yes _____
- _____
- _____

7. What recommendations/comments would you like to make regarding this procedure?

THANK YOU FOR COMPLETING THIS SURVEY!

Latest Update Information

FAAD 02-1, Release of FAAD Version 02.01, dated March 15, 2002, announced the release of Version 02.01 of the FAAD software, and an expanded Error Codes/Messages listing.

Listed below is a summary of the changes to the FAAD procedure:

Description of Change	Page(s)
Added Enhanced Figure 46, Individual Suspense Record window	66
Expanded Error Codes/Messages listing	119-120



Changes in the text are identified by “ ”.

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About This Procedure

This procedure provides instructions for accessing and operating the Federal Assistance Award Data (FAAD) System. The following information will help you use the procedure more effectively and locate further assistance if needed.

How The Procedure Is Organized

The major sections of this procedure are described below:

Introduction presents an overview of FAAD, including security access information and instructions for accessing the system. It also provides basic operational information including how to get help using FAAD.

Getting Started provides basic information on the system features available in FAAD.

Using FAAD provides information and instructions on using the specific windows in FAAD to process data.

Field Instructions contain instructions for or descriptions of the fields on FAAD windows.

Reference Tables include tables of valid values for completing the fields on FAAD windows.

The Exhibit contains a listing of the FAAD FOCUS data elements.

Glossary defines terms used throughout the procedure manual.


Heading Index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

To keep you informed about new or changed information related to this system, NFC issues short publications called bulletins or amendments. This procedure and all related bulletins and amendments are listed in the NFC External Publications Index, issued semiannually.

If you receive this procedure after it has been amended, you will receive the publications with all amendments and bulletins. Remove and insert amended pages according to the accompanying page control chart so that your procedure is current.

What Conventions Are Used

This procedure uses the following visual aids to identify certain kinds of information:

Convention	Example
Messages displayed by the system are printed in <i>italics</i> .	The message <i>Input Must Match This Pattern-\$\$\$,\$\$\$,\$\$9</i> is displayed.
Important extra information is identified by a note, warning, caution, or reminder icon in the left margin.	 Note If the transaction is coded I (incomplete), no edits are performed.
Figure references link figures with the text. These references are printed in bold sans serif font.	The Agreement List window (Figure 11) is displayed.
References to headings in the procedure are printed in the same font as figure references. Note: When a heading is referenced in the procedure, you can use the Heading Index to locate the page number.	To obtain information on help text and windows display, see FAAD Menu Bar .
References to menu options are printed in <i>bold italics</i> .	To view a FAAD report by state select: <i>Reports > State</i> .
References to command buttons or keyboard keys are printed in bold and enclosed in brackets.	To return to the previous window, click [Close] . At any time during the entry process, you can get help with completing a field by pressing [F1] .
Field names are printed in the margin. Field specifications are printed in <i>italics</i> . Note: Field entries are identified as <i>required</i> ¹ , <i>conditional</i> ² , <i>optional</i> ³ , <i>optional default</i> ⁴ , or <i>no entry</i> ⁵ .	CFDA Number <i>Required, alphanumeric, 5 positions</i> Type a valid number from the Catalog of Federal Domestic Assistance. The first box of the field is a 2-digit prefix and represents the Federal department. Type 10 for the prefix. The second box of the field is a 3-position alphanumeric suffix and represents the program. Type the suffix.
¹ Required	You must enter data in the field. (Note: All mandatory fields on FAAD windows are highlighted to distinguish required entries from optional entries. The highlighted fields must be completed to avoid rejection.)
² Conditional	You may be required to enter data, based on criteria indicated in the field instructions.
³ Optional	You may elect to enter data in the field. If the field is left blank, no data is system generated.
⁴ Optional default	You may elect to enter data. If the field is left blank, the system generates a default entry.
⁵ No entry	You do not enter data in the field. The field instruction states the reason for no entry.

Who To Contact For Help

For questions about the system (including help with unusual conditions), contact Customer Support personnel at **504-255-5230**.

For FAAD technical processing questions, contact OCFO personnel at **202-720-1553**.

For questions about reporting requirements and suspense processing, contact the Accounting Systems Control Section at **504-255-5446**.

For access to FAAD, contact your agency's ADP security officer.

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322**.

Introduction

This section presents the following topics:

[About FAAD](#)

[NFC/Organization Responsibilities](#)

[Access, Security, And Installation](#)

About FAAD

FAAD is a Windows-based application that was developed and is maintained by the National Finance Center (NFC). FAAD operates in a windows environment requiring Windows 95 or higher. This application is used to:

- Provide a central source of information on Government domestic financial assistance programs.
- Maintain detailed information on the type of assistance program, recipient name, and type of project funded.
- Provide consistent, standardized program information.
- Collect consolidated Department program data for quarterly reporting to the Bureau of Census.
- Collect information on programs located abroad that are funded by domestic grants.

FAAD allows users to add, modify, query, and delete records; correct suspense records; and generate reports on current/historical FAAD data. In addition to accessing the Windows version of FAAD, some users have opted to submit their data via tape or remote job entry. For detailed information on this alternative method of processing your assistance data, see [The Batch Process Environment](#).

Through FAAD, client agencies are to report activity for each quarter in the fiscal year. Reporting should be in accordance with the guidelines stipulated in this procedure unless specific waivers have been granted by the Office of the Chief Financial Officer (OCFO) or the Bureau of Census.

For more information, see:

[Regulations Affecting FAAD](#)

[FAAD Exception Reporting](#)

[Reporting To The Bureau of Census](#)

Regulations Affecting FAAD

The Federal Government provides billions of dollars annually for domestic financial assistance programs to state and local governments, nonprofit organizations, private hospitals, colleges, small businesses, and individuals. The funds are made available in the form of grants, loans, veteran and retiree benefits, and numerous other types of assistance payments.

FAAD is regulated by Title 31, section 6102(a) of the United States Code. Through effective use of FAAD, Federal agencies are aided in their capabilities to comply with section 201 of the Intergovernmental Cooperation Act of 1968 (Public Law 90-577). FAAD also provides data consistent with the requirements and intent of the following other regulations:

- Executive Order 12372 dated July 1982
- Federal Grant and Cooperative Agreement Act of 1977 (Public Law 95-224)
- Federal Program Information Act
- Legislative Reorganization Act of 1970 (Public Law 91-510), as amended by the Congressional Budget Act of 1974 (Public Law 93-344)

FAAD Exception Reporting

Normally, OCFO will not issue a total exemption to an agency on the timeframes for reporting its assistance data. However, OCFO can issue a waiver using the following guidelines:

1. An agency should request a waiver when it is determined that they cannot meet the specified reporting timeframes.
2. An agency's request for a waiver **must** be in writing and received by Census, Government Division, no later than **September 1**.
3. An agency's waiver request should be signed by the appropriate agency policy official and be accompanied by a detailed compliance plan identifying the specific problems/deviations, actions, costs, and timeshare required to achieve full compliance with the reporting requirements.

Reporting To The Bureau of Census

Using internally-produced reports, NFC operational personnel contact client agency offices as a reminder to ensure that their FAAD data has been submitted to NFC for processing.



This contact is performed approximately on the 15th of the quarter month that reporting is due to Census.

NFC/Organization Responsibilities

Listed below are the responsibilities of the primary organizations involved in FAAD processing and application maintenance.

The Office of the Chief Financial Officer (OCFO):

- Provides oversight responsibility for functions relating to FAAD policy as well as final decisions concerning FAAD operation, comprehensiveness, and applicability.
- Encourages public discussions through solicitation of advice of representatives from state and local governments, interest groups, Congress, Federal agencies, and the general public on FAAD policy and future developments.

- Collaborates with the Bureau of Census on the review of recommendations and issues identified by focus groups.

The National Finance Center (NFC):

- Maintains a master file of FAAD data.
- Receives and processes all agency-submitted FAAD data.
- Produces reports for Departmental and agency use to facilitate in the control and administration of all Federal financial assistance programs.

The Agency:

- Administers the financial assistance programs granted to the agency.
- Ensures the quality and accuracy of award data entered into FAAD.
- Collects, reviews, and enters assistance award data into FAAD.

The U.S. Department of Commerce, Bureau of Census:

- Serves as the FAAD executive agent as designated by OCFO by providing daily system operational support.
- Provides computer support, data processing, and maintains liaison with the reporting Federal agencies, states, and other data users.
- Performs follow-up action whenever errors are detected in agency data.

Ad hoc Federal Interagency Focus Groups:

- Convene as necessary to evaluate processes and formulate recommendations to resolve specific problems, and analyze alternative methods for the reporting of data

Access, Security, And Installation

Security is designed to prevent unauthorized use of systems and databases. For security information, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Security Access procedure (Title VI, Chapter 1, Section 1).

For more information see:

[Requesting Access To FAAD](#)

[Database Security](#)

[Installation](#)

Requesting Access To FAAD

To access FAAD:

- Use a personal computer and a secured telecommunications link to NFC.

- Have authorized security clearance.
- Ensure that the following hardware and software requirements are in place:
 - PC capable of supporting Windows 95 or higher or Windows NT 4.0
 - Approximately 20 MB of available disk space
 - Super Video Graphic Array (SVGA) monitor set to 800X600 resolution
 - Transmission Control Protocol/Internet protocol (TCP/IP) stack
 - Secure TCP/IP connectivity to NFC
 - NFC Logon software
 - FAAD System application software

For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

Individuals must request access through their agency's security officer. The request should provide the following information:

- User name
- User SSN
- User ID
- Agency name
- User access request level
- Telephone number
- Application name (FAAD)

The access level requested should be based on the individual's assigned work requirements and job functions.

Database Security

The following information describes the security environment at NFC:

Security Software. System security at NFC is managed by CA TOP SECRET, a commercial access control package operated in an Operating System (OS) 390 environment. CA TOP SECRET provides protection for dataset, library programs, input/output devices, and most system resources. It also controls access to data processing resources and facilities through a three-step process as follows:

1. CA TOP SECRET validates the user to determine if the user is authorized to use FAAD. The user's logon access (user ID and password) is validated during the logon process.
2. CA TOP SECRET confirms that the user is authorized to use the requested facility.
3. CA TOP SECRET determines if the user is authorized to use the requested resources (*i.e., datasets, programs, transactions, database subschemas, DB2 resources, Security Access Code (SAC), etc.*).

Validation Process. To facilitate access to NFC-maintained systems, significant interaction/interface among software packages is necessary to control access. The following steps occur during a logon to FAAD.

1. The individual is prompted to enter ID and password.
2. At the Application icon, the individual selects FAAD.
3. CA TOP SECRET validates the ID, password, and access authorization to FAAD.
4. Upon verification/validation of the ID and password, the individual is logged on to the NFC mainframe computer and into FAAD.
5. CA TOP SECRET is checked again to determine if the individual can access the DB2 resources controlled by TOP SECRET. CICS (Customer Information Control System) transactions are also checked. If the TOP SECRET permissions exist, then access is allowed.
6. The SAC is used to verify if access is to be granted to a particular record. The SAC entry path is:

SAC: FADDSSAA Where DD=Department, SS=Servicing agency, AA=Agency serviced

The SAC entry in the individual's TOP SECRET profiles is read to determine if the access should be allowed.

Installation

Instructions for installing FAAD are provided with the software. Be sure to read the hardware and software requirements to ensure that you have the proper equipment and adequate disk space for successful installation.

Getting Started

This section presents the following topics:

[Learning About FAAD](#)

[Starting FAAD](#)

[Changing Your Password](#)

[FAAD Banner Window](#)

[Exiting FAAD](#)

[Using Online Help](#)

[FAAD Operating Features](#)

Learning About FAAD

To use FAAD, you must have knowledge of Microsoft Windows. Use your Windows user's guide for navigating in a Windows environment. Use this procedure for help with FAAD processing.

For more information, see:

[The Online Tutorial](#)

[Online Help](#)

The Online Tutorial

An online tutorial will be developed for FAAD to help you become familiar with the application. It will include an overview of the FAAD functions and how to navigate through FAAD using tool buttons, command buttons, special function keys, and directional keys.

The tutorial will also describe how to:

- Enter an individual or aggregate agreement.
- Modify/update agreement data
- Establish a CFDA number record.
- Enter a recipient name.
- List all of the functions of the FAAD application.

You will be able to run the tutorial directly from CD-ROM, or you can install it to individual PC's or a shared LAN drive. Both installation methods create icons on the Start Programs menu under a specified folder.

Online Help

The online help feature is available to guide you as you process data in FAAD. To get help, select **Help** from the menu bar at any window. A drop-down menu is displayed with the following options:

- **Help For This Window.** Provides instructions for the current window.
- **Help Contents.** Provides the online documentation for FAAD.
- **Help for Help.** Provides instructions for using the online help.

For online help, select **Help > [help option]** at a menu bar. For help with a specific field, click the field in question and press **[F1]**.

Starting FAAD

You must first activate the NFC Welcome banner before you can access FAAD as described below.

To start FAAD:

1. At your Windows desktop, select **Start > Programs > National Finance Center > NFC Logon**. The NFC Welcome banner window (**Figure 1**) is displayed.

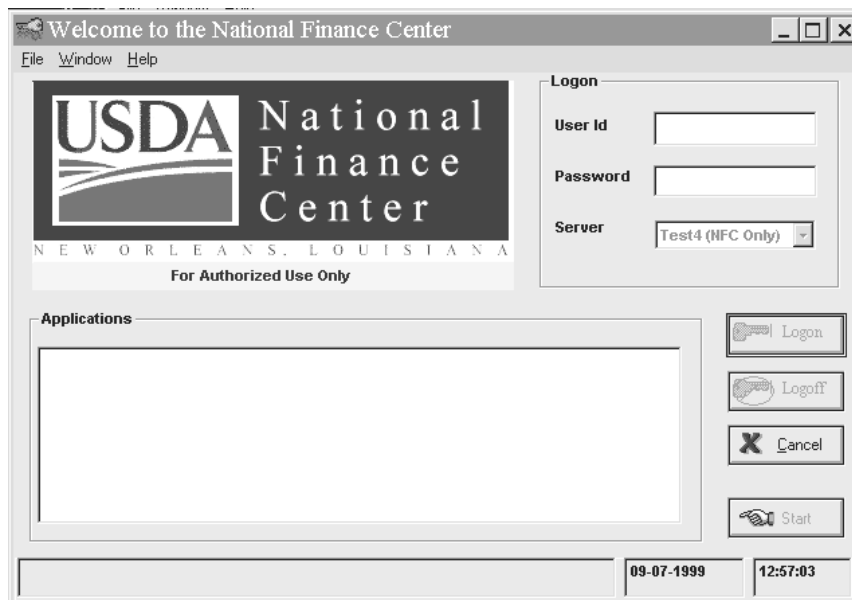


Figure 1. NFC Welcome Banner window

2. Complete the fields in the Logon area as indicated under [NFC Welcome Banner Window Field Instructions](#).
3. After completing the fields, click **[Logon]**. A list of the applications you are authorized to access is displayed and the message *You Have Successfully Logged Into NFC* is displayed on the message line.



Note

The Password Check pop-up (**Figure 2**) appears when your password is near expiration.



Figure 2. Password Check pop-up

Click [OK] to close the pop-up. As needed, change your password using the instructions under [Changing Your Password](#).

4. Select **(FAAD) Federal Assistance Award Data System v01.02** and click [Start]. The FAAD banner is displayed. For more information, see [FAAD Banner Window](#).



Note

If the current version is not installed, a message appears indicating that access is denied and the current version must be installed. You cannot access the application nor can you use the prior version.

Changing Your Password

You may change your password at any time but not more than once a day.

To change your password:

1. At the NFC Welcome banner, select **File > Change Password**. The Change Password window (Figure 3) is displayed.

Figure 3. Change Password window

2. Complete the fields as indicated under [Change Password Window Field Instructions](#).
3. After completing the fields, click **[OK]** to save the change and exit the window.

FAAD Banner Window

After you start FAAD, the FAAD banner window (**Figure 4**) appears.



Figure 4. Federal Assistance Awards Data (FAAD) System Banner window

The menu bar on the FAAD banner window displays the following options and drop-down menus:

Menu Bar Option	Drop-down Menu Options	Description	Notes
File	Exit	Used to exit FAAD.	
Maintenance	Agreement	Used to display the Agreement List window.	
	Suspense	Used to display the List Suspense Transmission window.	
	CFDA	Used to display the List CFDA window.	
	Recipient Name	Used to display/search for a specific recipient name. Used to display the Recipient Name window.	
View	Dept/Agency	Used to display the List Department and Agency window.	
	Geographical	Used to display the List State/County/City/Zip/Congressional District window.	

Menu Bar Option	Drop-down Menu Options	Description	Notes
Reports	State	Used to display the State Report window to select report criteria.	
	Agency	Used to display the Agency Report window to select report criteria.	
	Recipient	Used to display the Recipient Report window to select report criteria.	
Window	Cascade	Used to change the way your windows are positioned on your monitor.	This is a Microsoft Windows feature. For more information, see your Windows user's guide or select Help > Help For Help at the FAAD menu bar.
	Tile		The Tile option does not appear on the banner menu bar.
Help	Help For This Window	Used to get help for the current window.	This is a Microsoft Windows feature. For more information, see your Windows user's guide or select Help > Help For Help at the FAAD menu bar. For pop-ups, window-level help is available only if a Help button is on the pop-up. For more information, see Using Online Help .
	Help Contents	Used to see the Table Of Contents for FAAD online help.	
	Help For Help	Used to get help for the Microsoft Windows help system.	

For more about the menu bar, see [The FAAD Menu Bar](#).

Exiting FAAD

To exit FAAD:

1. At any FAAD menu bar, click **[Close]** until you are returned to the FAAD banner window.
2. At the FAAD banner window, select **File > Exit** to exit FAAD and return to the NFC Welcome banner.



Note

To disconnect from the NFC mainframe, click **[Logoff]** at the NFC Welcome banner window.

Using Online Help

FAAD provides complete online documentation designed in a Microsoft Windows online help system. If you are not familiar with using Microsoft help systems, see a Windows user's

guide or select **Help > Help For Help** at the FAAD menu bar. When you need help with processing FAAD data, click **Help** at any FAAD menu bar. A drop-down menu is displayed with the following options:

Option	Description
Help For This Window	Provides instructions for the current window. For pop-up windows, help is available only if a Help button is on the pop-up.
Help Contents	Provides complete online documentation for FAAD.
Help For Help	Provides instructions for using the Microsoft Windows help system.



Note

When you select **Help Contents**, the FAAD Help window (**Figure 5**) appears with information about how to use FAAD Help.

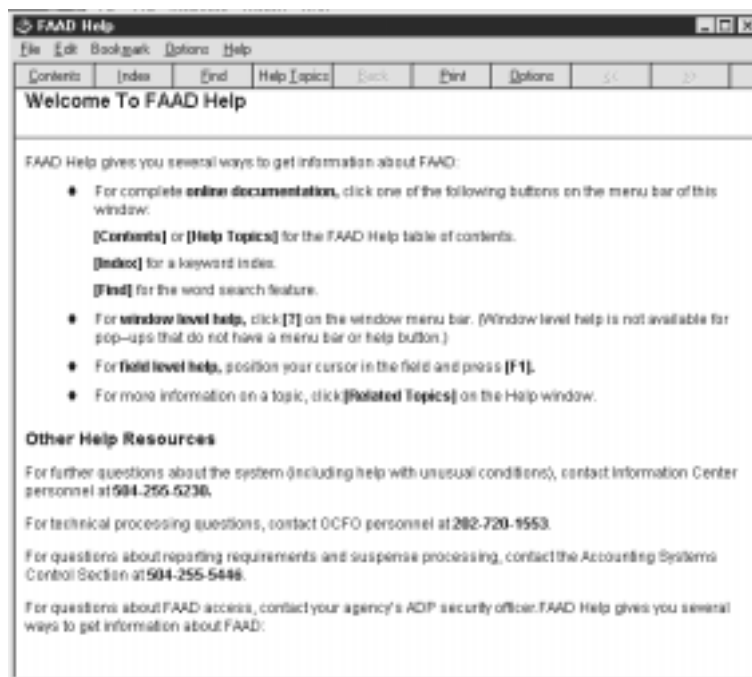


Figure 5. FAAD Help window

At the help window menu bar, click **[Contents]**. The Help Topics table of contents is displayed.

This window provides three ways to locate information:

Options	Description
Contents	Displays the table of contents for online documentation.
Index	Provides an index of key words.
Find	Provides word search capability.

For instructions on using these Microsoft help features, select **Help > Help For Help** at the menu bar on any FAAD window.

FAAD Operating Features

FAAD is designed in a windows format, providing mouse-driven, point-and-click functionality; menu bars; drop-down menus; tool buttons; and other windows features. The system's windows are designed in a hierarchical approach. You **must** close all previously opened windows before you can exit the system. This section reviews these basic windows features and describes others that are specific to the FAAD application.



Note

Be sure to read [About This Procedure](#) to learn what visual aids are used throughout the documentation.

For more information, see:

[The FAAD Menu Bar](#)

[The FAAD Toolbar](#)

[FAAD Pop-Up Windows](#)

[FAAD Functional/Directional Keys](#)

[Saving Data](#)

[Deleting Data](#)

[Scrolling Records](#)

[Using The Typographical Error Pop-up](#)

[System Edits](#)

The FAAD Menu Bar

The menu bar appears below the title bar on all FAAD windows except pop-ups. Each option on the menu bar displays options for viewing and/or processing transactions. When an option from the menu bar is selected, a **drop-down menu** appears, showing a list of options.



Note

Options shown in gray are not available for use and do not respond to selection.

The FAAD Toolbar





















The tool bar is a row of tool (icon) buttons located below the menu bar. Each tool button displays an icon that depicts its processing function. In most cases, the tool button can be used in lieu of the menu bar.

Tool buttons used throughout FAAD are shown in the following table. Those that are unique to a particular function are discussed under the topics where they apply.



Note

Even though there are multiple ways in which to complete an action at a given window in FAAD, the approach used in developing this procedure concentrates on using the menu bar options rather than the tool buttons.

FAAD Tool Buttons	
Button	Description
	Used to display search windows that display various types of search criteria for locating data.
	Used to print a window.
	Used to display the Recipient Additional Description window.
	Used to save and edit entered data.
	Used to scroll backward to the previous record.
	Used to scroll forward to the next record.
	Used to display help text.
	Used to exit a window.
	Used to add a new item.
	Used to update an item.
	Used to delete an item.
	Used to display the Recipient Location Description window.
	Used to select and return.
	Used to display geographical information.
	Used to display batch transmission records.
	Used to display the error message(s) for batch transmission records.
	Used to display the Recipient Alias window.
	Used to display the Forest Service Project Details pop-up.
	Used to display the Display Individual Agreement window or the Display Aggregate Agreement window.
	Used to display the Individual Agreement History detail window or the Aggregate Agreement History detail window.



Used to display the Agreement History List window.



Used to display the Aggregate Suspense Record window.



Used to display the Individual Suspense Record window.




FAAD Pop-Up Windows

Pop-up windows do not have a menu bar or a tool bar; however, they do have command buttons that carry out an action implied in the button's name. FAAD pop-ups include the following command buttons used throughout FAAD:








FAAD Command Buttons	
Button	Description
OK	Used to close the pop-up save the data, read the data, delete the selected record, or update a change.
Cancel	Used to close the pop-up/window and not save the data.
Close	Used to close the pop-up.
Find	Used to perform a search command.
Yes	Used to answer yes to save changes.
No	Used to answer no to save changes.
? Help	Used to display window-level help. Some pop-up's do not have window-level help.
Save	Used to save entered data.

FAAD Functional/Directional Keys

Your keyboard includes the following function keys that can be used in FAAD:

Function Keys	
Key	Description
	Used to accept/process data.
	Used to delete data.
	Used to move to the next field.

Function Keys

Key	Description
	Used to create a space or tab to the next field.
	Used to move to the next character within a field.
	Used to move the previous character within a field.
	Used to display help.
	Used to close a window.
	Used to scroll backward.
	Used to scroll forward.

Saving Data

FAAD includes a Save Changes pop-up (**Figure 6**) which facilitates saving data prior to exiting the window. The Save Changes pop-up is displayed when you select **File > Close** prior to saving your data.

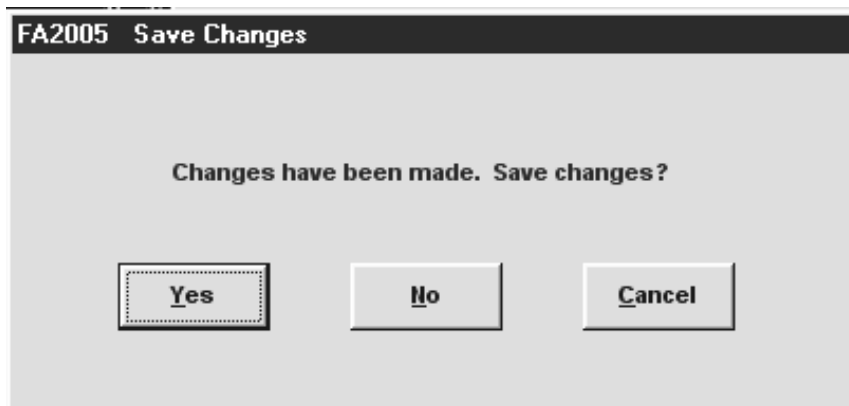


Figure 6. Save Changes pop-up (Sample Pop-up from the FA2001-Add CFDA window)

To respond to the save changes pop-up:

- Click **[Yes]** to save the entries and edit the action. If the data passes all edits, the saved data is updated to the FAAD database.
- Click **[No]** to exit the window and not save the entries.
- Click **[Cancel]** to return to the previous window where the entries were being made.

A save changes pop-up can be displayed from several FAAD windows that allow add and update actions. Regardless of which add/update window is accessed, the pop-up is virtually

the same. The save changes pop-up number varies based on the type of add/update action you make. In addition to the varying pop-up numbers, the pop-up titles and wording may deviate from one pop-up to another. Therefore, since saving changes is accomplished in the same manner from pop-up to pop-up, a sample save changes pop-up is shown only once in the procedures.

Deleting Data

FAAD includes a confirm delete pop-up (**Figure 7**) which facilitates deleting a selected record from the database. The confirm delete pop-up is displayed when you select **Edit > Delete**. The confirm delete pop-up allows you to perform a verification of the delete prior to actual deletion of the record from the FAAD database.



Figure 7. Confirm Recipient Name Delete pop-up (Sample From FA9001-Recipient Name window)

To respond to the confirm delete pop-up:

- Click **[Ok]** to delete the record. The record is deleted from the FAAD database. Depending on the type of record deleted, the data may be retained in the system for history purposes.
- Click **[Cancel]** to close the confirm delete pop-up and **not** delete the record. The system returns to the previous window with the selected record highlighted.

A confirm delete pop-up can be displayed from several FAAD windows that allow delete actions. Regardless of which type of record is being deleted, the pop-up is virtually the same. The confirm delete pop-up number varies based on the type of record being deleted. In addition to the varying pop-up numbers, the pop-up titles and wording may deviate from one pop-up to another. Therefore, since deleting a record is accomplished in the same manner from pop-up to pop-up, a sample confirm delete pop-up is shown only once in the procedures.

Scrolling Records

FAAD includes a confirm scroll pop-up (**Figure 8**). The confirm scroll pop-up is displayed when a row of data is highlighted and you attempt to scroll. This confirm scroll pop-up serves as a prompt to alert you that if you continue to scroll beyond the record limit, the system will not maintain the highlight on the selected record.

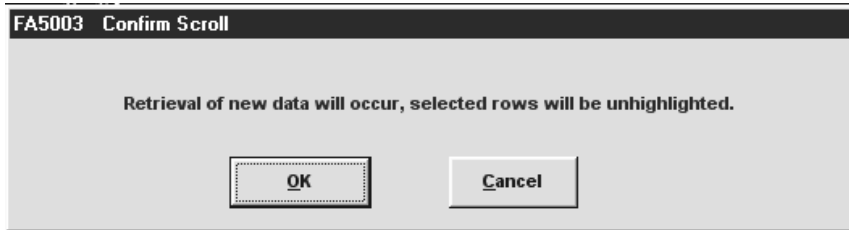



Figure 8. Confirm Scroll pop-up (Sample from the FA5001-List State/County/City/Zip/Congressional District window)

To respond to the confirm scroll pop-up:

- Click **[Ok]** to deselect the highlighted data and continue the scroll. The system then displays the next logical set of rows of records on the database.
- Click **[Cancel]** to close the confirm scroll pop-up and retain the same page of records with the selected record highlighted.

A confirm scroll pop-up can be displayed from several FAAD windows that display rows or pages of data. Regardless of which type of record is displayed, the pop-up is virtually the same. The confirm scroll pop-up number varies based on the type of record being displayed. In addition to the varying pop-up numbers, the pop-up titles and wording may deviate from one pop-up to another. Therefore, since scrolling records is accomplished in the same manner from pop-up to pop-up, a sample confirm scroll pop-up is shown only once in the procedures.

Using The Typographical Error Pop-up

FAAD includes a typographical error pop-up (**Figure 9**). The typographical error pop-up is displayed only after you select **File > Save** or click  for an update to an individual or aggregate agreement record that has **already been reported to Census**.

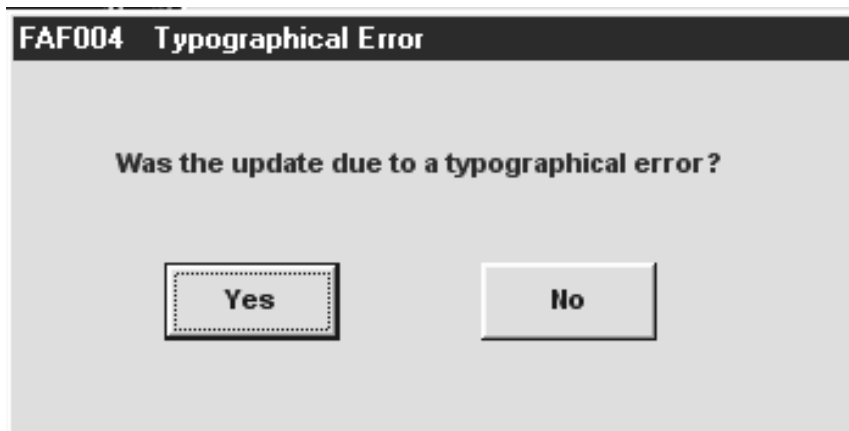


Figure 9. Typographical Error pop-up (Sample from the FAF001-Update Individual Agreement window)

To respond to the typographical error pop-up:

- Click **[Yes]** to indicate that the modification being made was due to a typographical error. The system updates the database and returns you to the Agreement List window

displaying the agreement with the modified data. Additionally, **Typo Error** is carried in the upper right portion of the Individual Agreement History and Aggregate Agreement History windows.

- Click **[No]** to indicate that the modification was **not** a typographical error correction. The system updates the database and returns you to the Agreement List window displaying the agreement with the modified data.

As mentioned above, the typographical error pop-up can only be displayed from either an Update Individual Agreement window or an Update Aggregate Agreement window. Regardless of which type of agreement record is being updated, the pop-up is virtually the same. The typographical error pop-up number varies based on the type of agreement record being updated. Additionally, the pop-up titles and wording may deviate from one pop-up to another. Therefore, since handling typographical errors on updates to individual or aggregate agreements are accomplished in the same manner from either pop-up, a sample typographical error pop-up is shown only once in the procedures.

System Edits

Entries in the system are subject to front-end edits. If an error occurs or if required data is omitted, a message maybe displayed on the message line or the error message may appear as a pop-up. Error messages are displayed one at a time and are not displayed in any sequential or hierarchical order. As an error is corrected, another error message may be displayed if a record contains more than one error. All errors must be corrected before the system will respond to the request action (e.g., *Invalid Date-MM-DD-YY, MM/DD/YY, MM DD YY, MMDDYY, MMDDYYYY, MM-DD-YYYY*).

Listed below is a an example of an error message pop-up. The Edit Pattern Validation Error pop-up (**Figure 10**) is generated when the funds amount entered on the Add Individual Agreement window is not entered consistent with the accepted format. The error message pop-ups vary from window to window and depend on the type of data in error.

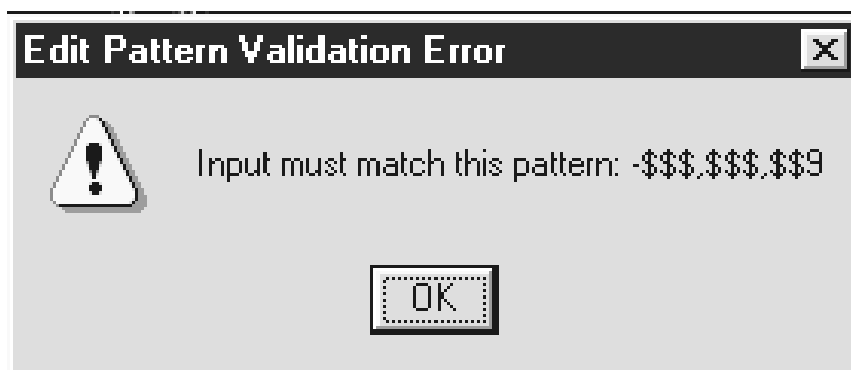


Figure 10. Edit Pattern Validation Error pop-up (Sample error message pop-up)

To respond to the error message pop-up:

- Click **[OK]** to close the error message pop-up. The pop-up disappears and returns you to the window to correct the error.



Using FAAD

This section presents the following topics:

[Processing Agreements](#)

[Maintaining CFDA Data](#)

[Maintaining Recipient Names](#)

[Using Aliases](#)

[Searching For Department/Agency And Geographical Codes](#)

[Processing Suspense Records](#)

[Executing FAAD Reports](#)

Processing Agreements

Agreements are considered the lifeline of FAAD and are used to track the CFDA program numbers as well as the awardees. An agreement lists all the detail information about the award given to an individual or organization. Several windows in FAAD are used in the agreement function and provide data such as agreement lists and history information.

Agreements can be entered as aggregate or individual. An aggregate agreement is tracked at the higher level program and awards the monies to an entity that is responsible for administering the lower level program. It collects and reports data on an county aggregate award basis. County Aggregate reporting consists mainly of entitlement payments to individuals, loan guarantees, and direct insurance of risk. However, an individual agreement identifies a single recipient who will be responsible for carrying out the program objectives. It collects and reports data on an action-by-action basis. Most financial assistance awards will be reported on an individual award basis. An agreement can be modified and/or deleted. The following describes what constitute an aggregate or an individual agreement.

Example:

Aggregate Agreement - This type of agreement is established with a higher level organization who will administer a specific program. For instance, an aggregate agreement may be made with the State of Georgia, Office of Social Welfare, to administer the state's food stamp program. The State of Georgia will allocate program monies to each county for distribution to smaller municipalities to carry out the objectives of the overall program. In a case such as this, FAAD will only track the monies awarded to the State of Georgia and not each county/municipality.

Example:

Individual Agreement - This type of agreement is established with the individual recipient that will administer a specific program. For instance, an individual agreement may be made with Mercantile University, Department of Scientific Research to reduce the pollution and improve the quality of living resources in the River Basin Bay. In a case such as this, FAAD will track the monies awarded to the individual recipient, Mercantile University, to carry out the specific program/project.

When an agreement is established online, regardless of its effective date, it is validated against the current status of the CFDA number. If the CFDA number is inactive, the system will not let you add the agreement. However, even though an existing agreement may be associated with a CFDA number that has an inactive status, the system will permit you to modify/update that agreement.

The CFDA number defines the rules in which the agreement is validated against during the online creation process. The CFDA number also defines which recipient and assistance type codes you can enter on the agreement. Additionally, the CFDA number dictates if the agreement can be aggregate or individual. If the CFDA number was established with an individual award type, then you can only establish an individual agreement associated with that CFDA number. On the other hand, if the CFDA number was established with an aggregate award type, then you can only establish an aggregate agreement associated with that CFDA number. However, when you add an agreement associated with a CFDA number that was established with an award type of “Both,” the system alerts you with a pop-up prompting you to select whether the agreement should be aggregate or individual.

There are certain business decisions that mandate certain limitations on agreement processing. A department will have an average of **40** and a maximum of **100** agencies. An agency will have an average of **5** and a maximum of **30** CFDA number records. A CFDA number will have an average of **5** and a maximum of **30** summary level agreements. Additionally, new agreements entered online cannot have the obligation date greater than two quarters from the current FAAD quarter. It also can not be more than 5 years prior than the current date. The effective quarter must be the same quarter as the obligation date.

Effective Quarter	Obligation Month	Obligation Year
1	10, 11, 12	Effective Fiscal Year + 1
2	01, 02, 03	Effective Fiscal Year
3	04, 05, 06	Effective Fiscal Year or Effective Fiscal Year + 1
4	07, 08, 09	Effective Fiscal Year or Effective Fiscal Year + 1

The system processes agreement entries up to **5** years prior to the current date and/or up to two quarters in the future.

Business decisions have been made that govern when agreements can be deleted. The following information describes how deleted agreements are handled in FAAD:

- If the agreement (*individual or aggregate*) has not been reported to Census, the agreement **can be** deleted from the system.
- If an aggregate agreement record has been reported to Census, you **cannot** delete the agreement from the system. The error message pop-up *Aggregate Agreement Has Been Reported To Census And Can Not Be Deleted* is displayed.
- If an individual agreement has been reported to Census, the agreement can logically be deleted. The delete process creates a “reversal record” which zeros-out the the Federal and non-Federal amounts for the agreement. Additionally, the delete process sets the Action Type Code (*in both the summary and transaction records*) to **D**.

- An individual agreement that has been logically deleted maintains its history in FAAD and will be displayed on the Agreement List window. This window allows you to select a deleted individual agreement and all tool buttons will be enabled (i.e., *Display Agreement*, *Display History List*, *History Detail*, *Update*, and *Delete*). If the agreement has been previously deleted, you cannot make any updates or again delete the agreement. Therefore, if you select the Delete or Update tool button, the error message pop-up *Individual Agreement Has Been Deleted. Can Not Update Or Delete The Agreement* is displayed. You will be able to display the individual agreement detail and the agreement's history. For detail information, see [Displaying An Individual Agreement Record](#), [Displaying An Individual Agreement History Detail Record](#), and [Displaying Agreement History List Data](#).

For instructions on processing agreements, see:

[Adding An Individual Agreement Record](#)

[Adding An Aggregate Agreement Record](#)

[Modifying/Updating An Individual Agreement Record](#)

[Modifying/Updating An Aggregate Agreement Record](#)

[Displaying An Individual Agreement Record](#)

[Displaying An Aggregate Agreement Record](#)

[Displaying An Individual Agreement History Detail Record](#)

[Displaying An Aggregate Agreement History Detail Record](#)

[Displaying Agreement History List Data](#)

[Deleting An Individual Or Aggregate Agreement Record](#)

Adding An Individual Agreement Record

To add an individual agreement record:

1. At the Federal Assistance Award Data (FAAD) System banner window (**Figure 4**), select **Maintenance > Agreement**. The Select Department And Agency pop-up (**Figure 11**) is displayed.

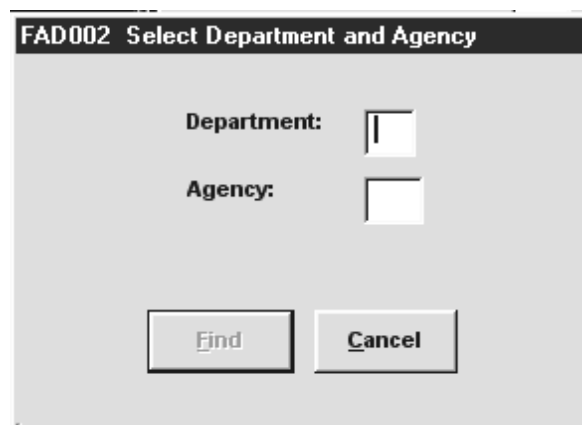


Figure 11. Select Department And Agency pop-up (FAD002)

2. Complete the Select Department And Agency fields as indicated under [Select Department And Agency Pop-up Field Instructions](#).



Note

- 1) Before an agreement record can be added in FAAD, it must first be associated with a CFDA number under a specific department/agency. 2) If the department and agency codes are not known, click **[Cancel]** at the Select Department And Agency pop-up. The List Department And Agency window (**Figure 41**) is displayed. For information on using the List Department And Agency window, see [Searching For Department/Agency And Geographical Codes](#). For information on the fields, see [List Department And Agency Window Field Instructions](#).
3. After completing the Select Department And Agency pop-up fields, click **[Find]**. The Agreement List window (**Figure 12**) is displayed.

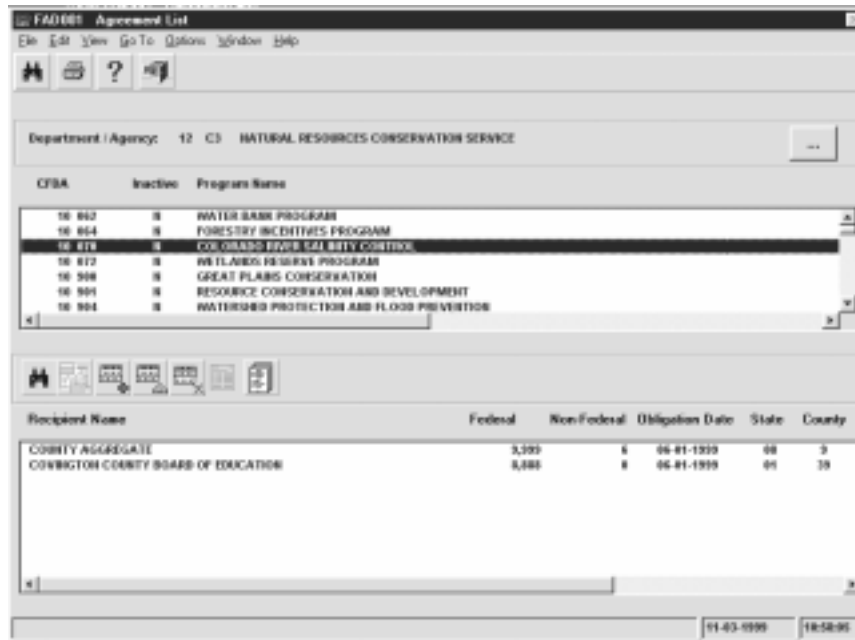


Figure 12. Agreement List window

This window displays all CFDA number records for the specific department and agency entered. For an explanation of the Agreement List fields, see [Agreement List Window Field Instructions](#). To view all of the fields on the bottom portion of the window, click or to move the window.

4. Select a CFDA number/program name from the list box at the upper portion of the Agreement List window. Select **Edit > Add Agreement**.



Note

At the Agreement List window, you can also set the system to allow entering multiple or single individual agreement records.

- Select **Options > Single** to add one individual agreement record at a time.
- Select **Options > Multiple** to add more than one individual agreement record for the same department/agency and CFDA at a time. After each individual agreement record is completed, select **File > Save** to save the record. The system refreshes the window and displays another Add Individual Agreement window for you to add. After all individual agreements have been entered, click to close the Add Individual Agreement window. The system returns you to the Agreement

List window (**Figure 12**) and the individual agreements added are displayed in the bottom portion of the window.

5. If the CFDA number selected was established with the Award Type as “Both,” the system displays the Select Agreement pop-up (**Figure 13**) .

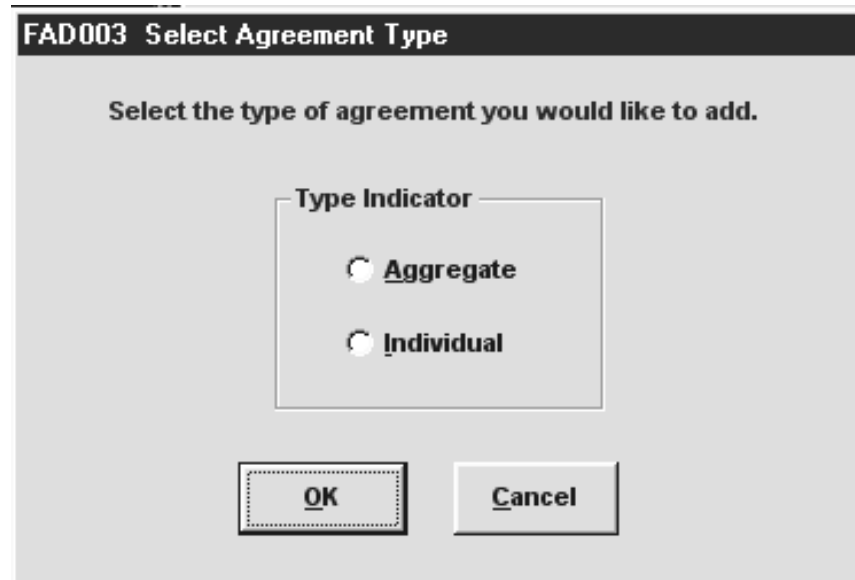


Figure 13. Select Agreement Type pop-up

This pop-up prompts you to select a type indicator. The pop-up defaults to “*Individual*.” Click [**Aggregate**] to add an aggregate agreement. After the indicator is selected, click [**OK**]. The appropriate add agreement window is displayed.



Note

If the selected CFDA number was established with the award type as “*Individual*,” the system automatically displays the Add Individual Agreement window (**Figure 14**). If the selected CFDA number was established with the award type as “*Aggregate*,” the system automatically displays the Add Aggregate Agreement window (**Figure 19**).

The screenshot shows the 'FAAD01 Add Individual Agreement' window. It includes a menu bar (File, View, Go To, Window, Help) and a toolbar. The main form area contains the following sections:

- Program:** FORESTRY RESEARCH
- Project:** [Empty text field]
- Fiscal Year Quarter:** Current: 1999 3, Effective: 1999 3
- Dates:** Start: [Empty], End: [Empty], Obligation: [Empty]
- Funds:** Federal: \$ 0, Non-Federal: \$ 0
- Place Of Performance:** [Empty], SAI Number: [Empty], FAI Number: [Empty]
- Minority:** Race, Business, Education (all unchecked)
- Type Codes:** Action Type: NEW ASSISTANCE AWARD, Assistance: [Empty], Recipient: [Empty]
- Recipient:** Name: [Empty], Location: [Empty], Additional Description: [Empty]
- State:** [Empty], County: 000, Congressional District: 00, City: [Empty], Zip Code: 00000 0000, Override Zip: [Empty]

The status bar at the bottom shows '12-05-1999' and '15:55:00'.

Figure 14. Add Individual Agreement window

6. To add an individual agreement, complete the Add Individual Agreement fields as indicated under [Add Individual Agreement Window Field Instructions](#).
7. If the agreement being added is for a standard recipient code (e.g., 00, 01, 06, or 20), click to display the Search Recipient Name pop-up (**Figure 15**).

The screenshot shows the 'FA6004 Search Recipient Name' pop-up window. It contains the following elements:

- Recipient Name:** [Empty text field]
- State:** [Dropdown menu]
- Find:** [Button]
- Cancel:** [Button]

Figure 15. Search Recipient Name pop-up

8. Complete the Search Recipient Name fields as indicated under [Search Recipient Name Pop-up Field Instructions](#).
9. After completing the Search Recipient Name fields, click **[Find]** to search the database. Click **[Cancel]** to close and remove the pop-up.
10. After the system search is completed, the results are displayed on the List Recipient Name, Location, And Additional Info window (**Figure 16**).

Figure 16. List Recipient Name, Location, And Additional Info window

For information on the fields, see [List Recipient Name, Location, And Additional Info Window Field Instructions](#).

11. At the List Recipient Name, Location, And Additional Info window (**Figure 16**), select the recipient name, location, and additional descriptions from the Names, Location Descriptions, and Additional Descriptions list boxes. Select **Edit > Select & Return**. The system returns you to the Add Individual Agreement window (**Figure 14**) and the selected recipient data is populated in the fields. The system also populates the geographical data fields from the selected recipient name record.



Note

If you have a non-standard recipient, you may enter data in the Name, Location, and Additional Description fields. However, you **must** select the geographical information from data maintained in the system by accessing the List State/County/City/Zip/Congressional District window (**Figure 42**). To display the List State/County/City/Zip/Congressional District window, click next to the Congressional District field.

For instructions on using this window, see [Searching For A Geographical Code](#). For information on the fields, see [List State/County/City/Zip/Congressional District Window Field Instructions](#).

12. If you would like to view/verify the geographical information of the selected recipient prior to adding it to the agreement record, select **View > Display Geographical Information** at the List Recipient Name, Location, And Additional Info window (**Figure 16**). The Display Geographical Information pop-up (**Figure 17**) is displayed. To remove the pop-up, click **[Cancel]**.

Figure 17. Display Geographical Information pop-up

13. Forest Service users can enter project detail data associated with an individual agreement. Select **View > Forest Service Project Details**. The Forest Service Project Details pop-up (Figure 18).

Figure 18. Forest Service Project Details pop-up

14. Complete the Forest Service Project Details fields as indicated under [Forest Service Project Details Pop-up Field Instructions](#). After completing the fields, click **[Return]**. If you do not want the project details data to become a part of the agreement record, click **[Cancel]**.

15. If you click **[Exit]** before you save the agreement to the FAAD database, the Save Changes pop-up (**Figure 6**) is displayed. Respond to the save changes pop-up as indicated under [Saving Data](#).
16. After completing all the fields, select **File > Save**. The agreement record is updated to the FAAD database and is automatically populated to the bottom portion of the Agreement List window (**Figure 12**). To perform another action, select the appropriate icon. To exit the system, all windows must be closed. At the FAAD menu, select **File > Exit**.

Adding An Aggregate Agreement Record

To add a aggregate agreement record:

1. At the Federal Assistance Award Data (FAAD) System banner window (**Figure 4**), select **Maintenance > Agreement**. The Select Department And Agency pop-up (**Figure 11**) is displayed.
2. Complete the Select Department And Agency fields as indicated under [Select Department And Agency Pop-up Field Instructions](#).



Note

Before an agreement record can be added in FAAD, it must first be associated with a CFDA number under a specific department/agency.


If the department and agency codes are not known, click **[Cancel]** at the Select Department And Agency pop-up. The List Department And Agency window (**Figure 41**) is displayed. For information on using the List Department And Agency window, see [Searching For Department/Agency And Geographical Codes](#). For information on the fields, see [List Department And Agency Window Field Instructions](#).

3. After completing the Select Department And Agency pop-up fields, click **[Find]**. The Agreement List window (**Figure 12**) is displayed. This window displays all CFDA number records for the specific department and agency entered.
4. Select a CFDA number/program name from the list box at the upper portion of the Agreement List window. Select **Edit > Add Agreement..**



Note

At the Agreement List window, you can also set the system to allow entering multiple or single aggregate agreement records.

- Select **Options > Single** to add one aggregate agreement record at a time.
 - Select **Options > Multiple** to add more than one aggregate agreement record for the same department/agency and CFDA at a time. After each aggregate agreement record is completed, select **File > Save** to save the record. The system refreshes the window and displays another Add Aggregate Agreement window for you to complete. After all aggregate agreements have been entered, click  to close the Add Aggregate Agreement window. The system returns you to the Agreement List window (**Figure 12**) and the aggregate agreements added are displayed in the bottom portion of the window.
5. If the CFDA number selected was established with the Award Type as “Both,” the system displays the Select Agreement pop-up (**Figure 13**) . This pop-up prompts you

to select a type indicator. The pop-up defaults to “*Individual*.” Click **[Aggregate]** to add an aggregate agreement. After the indicator is selected, click **[OK]**. The Add Aggregate window (**Figure 19**) is displayed.

Figure 19. Add Aggregate Agreement window

6. Complete the Add Aggregate Agreement fields as indicated under [Add Aggregate Agreement Window Field Instructions](#). To complete the geographical fields on the Add Aggregate window, select **Go To > State And County List** or click **...**. The List State/County/Congressional District window (**Figure 20**) is displayed.

Code	Abbreviation
01	AL
02	AK
04	AZ
05	AR
06	CA
08	CO
09	CT
10	DE
11	DC
12	FL
13	GA
15	HI
16	ID
17	IL
18	IN
19	IA
20	KS
21	KY
22	LA
23	ME
24	MD
25	MA

Code	Name	Congressional District
000	COUNTY NAME MISSING	00
001	ALAMEDA	00
003	ALPINE	04
005	AMADOR	04
007	BUTTE	00
009	CALaveras	04
011	COLUSA	03
013	CONTRA COSTA	00
015	DEL NORTE	01
017	EL DORADO	04
019	FRESNO	00
021	GLEN	03
023	HUMBOLDT	01
025	IMPERIAL	52
027	INYO	49
029	KERN	00
031	KINGS	20
033	LAKE	01
035	LESSER	02
037	LOS ANGELES	00
039	MADERA	00
041	MARIANA	06
043	MARIPOSA	19

Figure 20. List State/County/Congressional District window


For information on the fields, see [List State/County/Congressional District Window Field Instructions](#).

7. After selecting the geographical information from the List State/County/Congressional District window, select **Edit > Select And Return**. The system returns you to the Add Aggregate window and the selected geographical data is populated in the State, County, and Congressional District fields.



Note

Because both the State and County list boxes provide for limited scroll capability, you may encounter a confirm scroll pop-up if information is highlighted and you try to scroll past the limit of records. For information on using the scroll pop-up, see [Scrolling Records](#).

8. At the List State/County/Congressional District window, you can limit the search by searching on specific geographical data. Select a state from the State list box and select **View > Search County** or click . The Search County pop-up (**Figure 21**) is displayed.

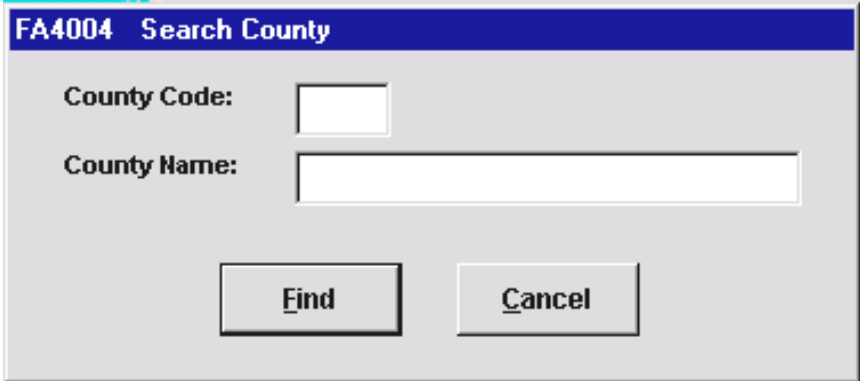




Figure 21. Search County pop-up

9. Complete the Search County fields as indicated under [Search County Pop-up Field Instructions](#).
10. After completing the Search County pop-up fields, click **[Find]**. The County list box on the List State/County/Congressional District window (**Figure 20**) displays the geographical data based on the search criteria entered. Click  or  until you display the desired geographical data.
11. If you click **[Exit]** before you save the agreement to the FAAD database, the Save Changes pop-up (**Figure 6**) is displayed. Respond to the save changes pop-up as indicated under [Saving Data](#).
12. After completing all the fields, select **File > Save**. The agreement record is updated to the FAAD database and is automatically populated to the bottom portion of the Agreement List window (**Figure 12**). To perform another action, select the appropriate icon. To exit the system, all windows must be closed. At the FAAD menu, select **File > Exit**.

Modifying/Updating An Individual Agreement Record

To modify/update an individual agreement record:



Note

FAAD displays a typographical error pop-up (**Figure 9**) when you access an individual agreement record to modify/update and the agreement has already been reported to Census. If the modification/update being made is due to a typographical error in the original agreement or a subsequent update(s) to the agreement, when you respond **[Yes]**, information indicating **Typo Error** is carried in the history. For detail information on using the typographical error pop-up, see [Using The Typographical Error Pop-up](#).

1. At the Federal Assistance Award Data (FAAD) System banner window (**Figure 4**), select **Maintenance > Agreement**. The Select Department And Agency pop-up (**Figure 11**) is displayed.
2. Complete the Select Department And Agency fields as indicated under [Select Department And Agency Pop-up Field Instructions](#).



Note

If the department and agency codes are not known, click **[Cancel]** at the Select Department And Agency pop-up. The List Department And Agency window (**Figure 41**) is displayed. For information on using the List Department And Agency window, see [Searching For Department/Agency And Geographical Codes](#). For information on the fields, see [List Department And Agency Window Field Instructions](#).




3. After completing the Select Department And Agency pop-up fields, click **[Find]**. The Agreement List window (**Figure 12**) is displayed. This window displays all CFDA number records for the specific department and agency entered.
4. Select a CFDA number/program name from the list box at the upper portion of the Agreement List window. After a CFDA is selected, the agreement(s) associated with the selected CFDA is populated in the bottom portion of the window.
5. For an explanation of the Agreement List fields, see [Agreement List Window Field Instructions](#). To view all of the fields on the bottom portion of the window, click  or  to move the window.
6. At the Agreement List window (**Figure 12**) you can sort the display of the agreement data in a certain order at the bottom portion of the window. Select **View > Search And Sort Agreements**. The Search And Sort Agreements pop-up (**Figure 22**) is displayed.

Figure 22. Search And Sort Agreements pop-up

7. Complete the Search And Sort Agreements fields as indicated under [Search And Sort Agreements Pop-up Field Instructions](#).
8. After completing the Search And Sort Agreements fields, click **[Find]** to search the database. Click **[Cancel]** to close and remove the pop-up. The system returns you to the Agreement List window. The bottom portion of the window is populated with the agreements based on the search and sort criteria entered at the Search And Sort Agreements pop-up.
9. To modify/update an individual agreement, select the agreement from the bottom portion of the Agreement List window. Select **Edit > Update Agreement** or click . The Update Individual Agreement window (**Figure 23**) is displayed.

The screenshot shows the 'Update Individual Agreement' window. At the top, it displays 'FAAD01 - Update Individual Agreement' and a menu bar with 'File', 'View', 'Go To', 'Window', and 'Help'. Below the menu bar are icons for saving, printing, help, and other functions. The main form area is divided into several sections:

- Agency Information:** 'Dept / Agency' is set to '12 13', 'CFEA Number' is '19 442', 'Program' is 'HHS/IRG APPLICATION PACKAGING GRANTS', and 'Project' is 'CONDUCT REGIONAL SURVEY FOR PROCESSING APPLICATIONS'.
- Fiscal Year/Quarter:** 'Current' is '1999 3', 'Effective' is '2000 1'.
- Dates:** 'Start' is '18-05-2000', 'End' is '09-30-2000', and 'Obligation' is '18-01-1999'.
- Funds:** 'Federal' is '\$ 310,000' and 'Non-Federal' is '\$ 17,235'. There is a checkbox for 'Adjust Agreement Funds By This Amount'.
- Place Of Performance:** 'State' is '22', 'City' is 'LA', 'County' is '833', 'Country Name' is 'MISSING', 'Congressional District' is '01'.
- SA Number:** '1A090001-0234'.
- EA Number:** '1512223001000000 0000'.
- Maturity:** Radio buttons for 'Base', 'Endowment', and 'Education'.
- Type Codes:** 'Action Type' is 'NEW ASSISTANCE AWARD', 'Assistance' is 'AS PROJECT GRANT', and 'Recipient' is 'AS STATE GOVERNMENT'.
- Recipient:** 'Name' is 'LOUISIANA', 'Location' is 'OFFICE OF THE GOVERNOR BAYOU BOULE', 'City' is 'BATON ROUGE', 'Zip Code' is '70801 0000', and 'Override Zip' is empty.

At the bottom right, there is a status bar showing '19-22-0000' and '16:19:02'.

Figure 23. Update Individual Agreement window

10. Modify/update the Update Individual Agreement fields as indicated under [Add Individual Agreement Window Field Instructions](#) and [Update Individual Agreement Window Field Instructions](#).
11. If you click **[Exit]** before you save the modifications to the FAAD database, the Save Changes pop-up (**Figure 6**) is displayed. Respond to the save changes pop-up as indicated under [Saving Data](#).
12. After modifying the fields, select **File > Save**. The modified agreement record is updated to the FAAD database and is automatically populated to the bottom portion of the Agreement List window (**Figure 12**). If you decreased/increased fund amounts, the modified amounts are reflected in the appropriate field(s) on the Agreement List window.
13. At the Update Individual Agreement window (**Figure 23**), you can display a pop-up that identifies information on when the agreement was last updated. Select **View > Last Updated**. The Individual Agreement Last Update Information pop-up (**Figure 24**) is displayed.



Figure 24. Individual Agreement Last Update Information pop-up

The pop-up provides the last update date, last update time, and the user ID of the person that made the update. To remove the pop-up, click **[Close]**.



Note

You can also view the last update information pop-up from an Update Aggregate Agreement window. The pop-up is the same, except for the window number and name. Therefore, the pop-up is displayed only once in the procedure.

14. To perform another action, select the appropriate icon. To exit the system, all windows must be closed. At the FAAD menu, select **File > Exit**.

Modifying/Updating An Aggregate Agreement Record

To modify/update an aggregate agreement record:



Note

FAAD displays a typographical error pop-up (**Figure 9**) when you access an aggregate agreement record to modify/update and the agreement has already been reported to Census. If the modification/update being made is due to a typographical error in the original agreement or a subsequent update(s) to the agreement, when you respond **[Yes]**, information indicating **Typo Error** is carried in the history. For detail information on using the typographical error pop-up, see [Using The Typographical Error Pop-up](#).


1. At the Federal Assistance Award Data (FAAD) System banner window (**Figure 4**), select **Maintenance > Agreement**. The Select Department And Agency pop-up (**Figure 11**) is displayed.
2. Complete the Select Department And Agency fields as indicated under [Select Department And Agency Pop-up Field Instructions](#).



Note

If the department and agency codes are not known, click **[Cancel]** at the Select Department And Agency pop-up. The List Department And Agency window (**Figure 41**) is displayed. For information on using the List Department And Agency window, see [Searching For Department/Agency And Geographical Codes](#). For information on the fields, see [List Department And Agency Window Field Instructions](#).

3. After completing the Select Department And Agency pop-up fields, click **[Find]**. The Agreement List window (**Figure 12**) is displayed. This window displays all CFDA number records for the specific department and agency entered.

4. Select a CFDA number/program name from the list box at the upper portion of the Agreement List window. After a CFDA is selected, the agreement(s) associated with the selected CFDA is populated in the bottom portion of the window.
5. To modify/update an aggregate agreement, select the agreement from the bottom portion of the Agreement List window. Select **Edit > Update Agreement** or click . The Update Aggregate Agreement window (**Figure 25**) is displayed.

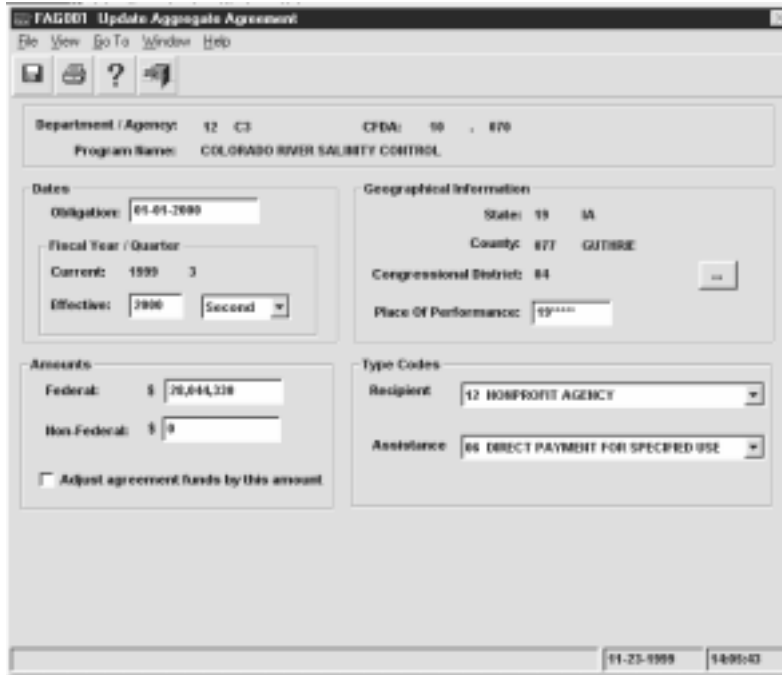


Figure 25. Update Aggregate Agreement window

6. Modify/update the Update Aggregate Agreement fields as indicated under [Add Aggregate Agreement Window Field Instructions](#) and [Update Aggregate Agreement Window Field Instructions](#).
7. If you click **[Exit]** before you save the modifications to the FAAD database, the Save Changes pop-up (**Figure 6**) is displayed. Complete the save changes fields as indicated under [Saving Data](#).
8. After modifying the fields, select **File > Save**. The modified agreement record is updated to the FAAD database and is automatically populated to the bottom portion of the Agreement List window (**Figure 12**). If you decreased/increased fund amounts, the modified amounts are reflected in the appropriate field(s) on the Agreement List window.
9. You can display a pop-up that identifies information on when the agreement was last updated. Select **View > Last Updated**. The Individual Agreement Last Update Information pop-up (**Figure 24**) is displayed. The pop-up provides the last update date, last update time, and the user ID of the person that made the update. To remove the pop-up, click **[Close]**.



When the pop-up is viewed from an Update Aggregate Agreement window, the pop-up's title is Aggregate Agreement Last Update. The pop-up is the same, except for

the window number and name. Therefore, the pop-up is displayed only once in the procedure.

10. To perform another action, select the appropriate icon. To exit the system, all windows must be closed. At the FAAD menu, select **File > Exit**.

Displaying An Individual Agreement Record

To display an individual agreement record:

1. At the Federal Assistance Award Data (FAAD) System banner window (**Figure 4**), select **Maintenance > Agreement**. The Select Department And Agency pop-up (**Figure 11**) is displayed.

2. Complete the Select Department And Agency fields as indicated under [Select Department And Agency Pop-up Field Instructions](#).



Note

If the department and agency codes are not known, at the Select Department And Agency pop-up, click **[Cancel]**. The List Department And Agency window (**Figure 41**) is displayed. For information on using the List Department And Agency window, see [Searching For Department/Agency And Geographical Codes](#). For information on the fields, see [List Department And Agency Window Field Instructions](#).


3. After completing the Select Department And Agency pop-up fields, click **[Find]**. The Agreement List window (**Figure 12**) is displayed. This window displays all CFDA number records for the specific department and agency entered.
4. Select a CFDA number/program name from the list box at the upper portion of the Agreement List window. After a CFDA is selected, the agreement(s) associated with the selected CFDA is populated in the bottom portion of the window.
5. Select the agreement to be displayed from the bottom portion of the Agreement List window. Select **Go To> Agreement Detail** or click  to display the Display Individual Agreement window (**Figure 26**).

Figure 26. Display Individual Agreement window

- For an explanation of the Display Individual Agreement window fields, see [Add Individual Agreement Window Field Instructions](#).

On the Display Individual Agreement window, the Action field displays one of the following codes:

A	New Assistance Award
C	Continuation
R	Revision

- After viewing the agreement, select **File > Close**. To perform another action, select the appropriate icon. To exit the system, all windows must be closed. At the FAAD menu, select **File > Exit**.

Displaying An Aggregate Agreement Record

To display an aggregate agreement record:

- At the Federal Assistance Award Data (FAAD) System banner window (**Figure 4**), select **Maintenance > Agreement**. The Select Department And Agency pop-up (**Figure 11**) is displayed.
- Complete the Select Department And Agency fields as indicated under [Select Department And Agency Pop-up Field Instructions](#).



Note

If the department and agency codes are not known, click **[Cancel]** at the Select Department And Agency pop-up. The List Department And Agency window (**Figure 41**) is displayed. For information on using the List Department And Agency window, see [Searching For Department/Agency And Geographical Codes](#). For

information on the fields, see [List Department And Agency Window Field Instructions](#).


3. After completing the Select Department And Agency pop-up fields, click **[Find]**. The Agreement List window (**Figure 12**) is displayed. This window displays all CFDA number records for the specific department and agency entered.
4. Select a CFDA number/program name from the list box at the upper portion of the Agreement List window. After a CFDA is selected, the agreement(s) associated with the selected CFDA is populated in the bottom portion of the window.
5. Select the agreement to be displayed from the bottom portion of the Agreement List window. Select **Go To > Agreement Detail** or click  to display the Display Aggregate Agreement window (**Figure 27**).



Figure 27. Display Aggregate Agreement window

6. For an explanation of the Display Aggregate Agreement window fields, see [Add Aggregate Agreement Window Field Instructions](#).
7. After viewing the agreement, select **File > Close**. To perform another action, select the appropriate icon. To exit the system, all windows must be closed. At the FAAD menu, select **File > Exit**.

Displaying An Individual Agreement History Detail Record

To display an individual agreement history detail record:

1. At the Federal Assistance Award Data (FAAD) System banner window (**Figure 4**), select **Maintenance > Agreement**. The Select Department And Agency pop-up (**Figure 11**) is displayed.

2. Complete the Select Department And Agency fields as indicated under [Select Department And Agency Pop-up Field Instructions](#).



Note

If the department and agency codes are not known, click **[Cancel]** at the Select Department And Agency pop-up. The List Department And Agency window (**Figure 41**) is displayed. For information on using the List Department And Agency window, see [Searching For Department/Agency And Geographical Codes](#). For information on the fields, see [List Department And Agency Window Field Instructions](#).




3. After completing the Select Department And Agency pop-up fields, click **[Find]**. The Agreement List window (**Figure 12**) is displayed. This window displays all CFDA number records for the specific department and agency entered.
4. Select a CFDA number/program name from the list box at the upper portion of the Agreement List window. After a CFDA is selected, the agreement(s) associated with the selected CFDA is populated in the bottom portion of the window.
5. Select the agreement to be displayed from the bottom portion of the Agreement List window. Select **Go To > History Detail** or click  to display the Individual Agreement History window (**Figure 28**).



Figure 28. Individual Agreement History window

If multiple agreements are available, click  to display the next history detail record. Click  to return to the previous history detail record.

6. For an explanation of the Individual Agreement History window fields see, [Add Individual Agreement Window Field Instructions](#).

On the Individual Agreement History window, the Action field displays the one of the following codes:

A	New Assistance Award
C	Continuation
R	Revision
D	Deletion

The Reported To Census Date field displays the date the transaction was reported to Census and is only displayed when the quarter ends and the agreement data has been forwarded to Census.

7. After viewing the history detail, select **File > Close**. To perform another action, select the appropriate icon. To exit the system, all windows must be closed. At the FAAD menu, select **File > Exit**.

Displaying An Aggregate Agreement History Detail Record

To display an aggregate agreement history detail record:

1. At the Federal Assistance Award Data (FAAD) System banner window (**Figure 4**), select **Maintenance > Agreement**. The Select Department And Agency pop-up (**Figure 11**) is displayed.
2. Complete the Select Department And Agency fields as indicated under [Select Department And Agency Pop-up Field Instructions](#).



Note

If the department and agency codes are not known, click **[Cancel]** at the Select Department And Agency pop-up. The List Department And Agency window (**Figure 41**) is displayed. For information on using the List Department And Agency window, see [Searching For Department/Agency And Geographical Codes](#). For information on the fields, see [List Department And Agency Window Field Instructions](#).

3. After completing the Select Department And Agency pop-up fields, click **[Find]**. The Agreement List window (**Figure 12**) is displayed. This window displays all CFDA number records for the specific department and agency entered.
4. Select a CFDA number/program name from the list box at the upper portion of the Agreement List window. After a CFDA is selected, the agreement(s) associated with the selected CFDA is populated in the bottom portion of the window.
5. Select the agreement to be displayed from the bottom portion of the Agreement List window. Select **Go To > History Detail** or click to display a window similar to the Display Aggregate Agreement window (**Figure 27**). The history detail window and the display window carry the same window number, FAP001, and display the same data fields. However, the display and history detail windows titles' are different. The history detail window's title is Aggregate Agreement History. Because of the windows' likeness, the Aggregate Agreement History window is not displayed. If multiple agreements are available, click to display the next history detail record. Click to return to the previous history detail record.

6. For an explanation of the Display Aggregate Agreement window fields see, [Add Aggregate Agreement Window Field Instructions](#).

The Reported To Census Date field displays the date the transaction was reported to Census and is only displayed when the quarter ends and the agreement data has been forwarded to Census.

7. After viewing the history detail, select **File > Close**. To perform another action, select the appropriate icon. To exit the system, all windows must be closed. At the FAAD menu, select **File > Exit**.

Displaying Agreement History List Data




To display agreement history list data:

1. At the Federal Assistance Award Data (FAAD) System banner window (**Figure 4**), select **Maintenance > Agreement**. The Select Department And Agency pop-up (**Figure 11**) is displayed.

2. Complete the Select Department And Agency fields as indicated under [Select Department And Agency Pop-up Field Instructions](#).



If the department and agency codes are not known, click **[Cancel]** at the Select Department And Agency pop-up. The List Department And Agency window (**Figure 41**) is displayed. For information on using the List Department And Agency window, see [Searching For Department/Agency And Geographical Codes](#). For information on the fields, see [List Department And Agency Window Field Instructions](#).

3. After completing the Select Department And Agency pop-up fields, click **[Find]**. The Agreement List window (**Figure 12**) is displayed. This window displays all CFDA number records for the specific department and agency entered.
4. Select a CFDA number/program name from the list box at the upper portion of the Agreement List window. After a CFDA is selected, the agreement(s) associated with the selected CFDA is populated in the bottom portion of the window.
5. Select the agreement to be displayed from the bottom portion of the Agreement List window. Select **Go To> History List** or click  to display the Agreement History List window (**Figure 29**). If multiple agreements are available, click  to display the next history detail record. Click  to return to the previous history detail record.

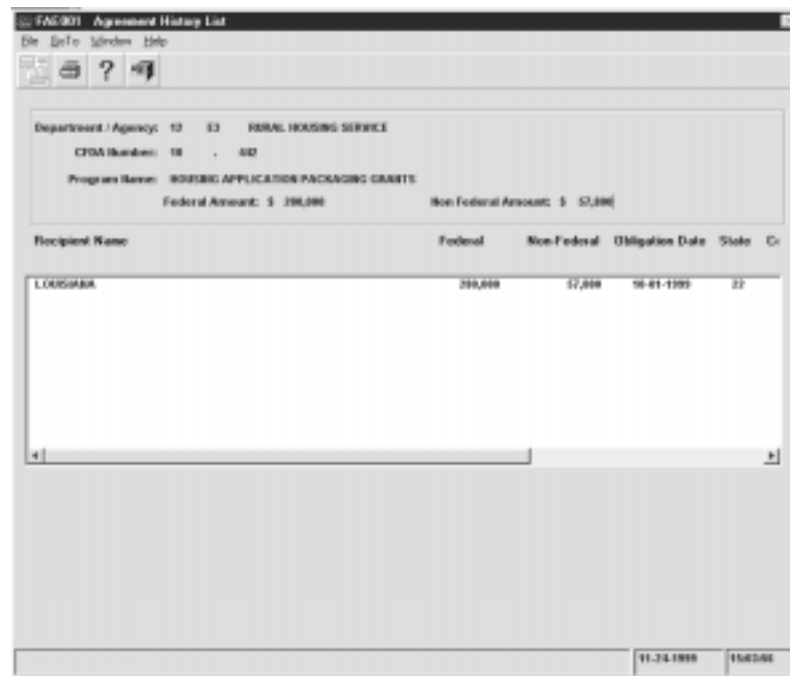


Figure 29. Agreement History List window

6. For an explanation of the Agreement History List window fields see, [Agreement History List Window Field Instructions](#).
7. After viewing the history list, select **File > Close**. To perform another action, select the appropriate icon. To exit the system, all windows must be closed. At the FAAD menu, select **File > Exit**.

Deleting An Individual Or Aggregate Agreement Record

To delete an individual or aggregate agreement record:



Note

If an aggregate agreement has already been reported to Census, you cannot delete the agreement. When you select **Edit > Delete Agreement** or click , the error message pop-up *Aggregate Agreement Has Been Reported To Census And Can Not Be Deleted* is displayed.


If an individual agreement has been previously deleted, you cannot make any updates or again delete the agreement. Therefore, if you select the Delete or Update tool button, the error message pop-up *Individual Agreement Has Been Deleted. Can Not Update Or Delete The Agreement* is displayed. You will be able to display the individual agreement detail and the agreement history.

1. At the Federal Assistance Award Data (FAAD) System banner window (**Figure 4**), select **Maintenance > Agreement**. The Select Department And Agency pop-up (**Figure 11**) is displayed.
2. Complete the Select Department And Agency fields as indicated under [Select Department And Agency Pop-up Field Instructions](#).



Note

If the department and agency codes are not known, click **[Cancel]** at the Select Department And Agency pop-up. The List Department And Agency window (**Figure 41**) is displayed. For information on using the List Department And Agency window, see [Searching For Department/Agency And Geographical Codes](#). For information on the fields, see [List Department And Agency Window Field Instructions](#).

3. After completing the Select Department And Agency pop-up fields, click **[Find]**. The Agreement List window (**Figure 12**) is displayed. This window displays all CFDA number records for the specific department and agency entered.
4. Select a CFDA number/program name from the list box at the upper portion of the Agreement List window. After a CFDA is selected, the agreement(s) associated with the selected CFDA is populated in the bottom portion of the window.
5. Select either the individual or aggregate agreement to be deleted from the bottom portion of the Agreement List window. Select **Edit > Delete Agreement** or click . A confirm delete pop-up (**Figure 7**) is displayed.



Note

The confirm delete pop-up used in this procedure is a sample deriving from the List CFDA window.

6. To delete the agreement record, click **[OK]** on the confirm delete pop-up. For more information on using the confirm delete pop-up, see [Deleting Data](#).
7. Select **File > Close**. To perform another action, select the appropriate icon. To exit the system, all windows must be closed. At the FAAD menu, select **File > Exit**.

Maintaining CFDA Data

The Catalog of Federal Domestic Assistance (CFDA) is a Governmentwide collection of Federal programs, projects, services, and activities which provide assistance or benefits to the American public. The CFDA contains financial and nonfinancial assistance programs administered by departments and organizations of the Federal government.

The CFDA program number is a 5-digit unique identification which describes the type of program, assistance, project, or service for a specific Federal entity. The first two digits identify the Federal department that administers the program, and the last three numbers are assigned in numerical sequence. To maintain its uniqueness, the CFDA program number will never be changed or reused for another type of program. The CFDA program title is the descriptive name given to a program; however, the popular name, which may be less descriptive than the program title, is the name by which the program is commonly known or most often used by the applicant and/or Federal agency. Therefore, to ensure consistency in program names, the official program name should be used when entering a CFDA program number in FAAD.

The CFDA number is an integral link in the FAAD processing chain. When modifying/updating the CFDA number record, certain fields are protected and cannot be changed. One such field is the CFDA Number. Because the CFDA number is initially established and maintained in the Catalog, which is published by the General Services

Administration, it is essential that the number not be changed in FAAD. This assures the uniqueness and integrity of the CFDA number. However, a CFDA number record may be deleted in FAAD if an agreement is not associated with the CFDA number. If an agreement is tied to the CFDA, the CFDA **cannot** be deleted; the CFDA number record's status can be changed to "Inactive" to prohibit any further activity against the CFDA number.

A CFDA program number can become active in one period, but inactive in another. It can also be renewed from year to year. A CFDA number award type can be aggregate, individual, or both. For example, a CFDA program number award type can be identified "*individual*" for the 1st Quarter and changed to "*aggregate*" for the 2nd Quarter.

For instructions on maintaining CFDA numbers, see:

[Adding A CFDA Number Record](#)

[Modifying/Updating A CFDA Number Record](#)

[Deleting A CFDA Number Record](#)

Adding A CFDA Number Record

To add a CFDA number record:

1. At the Federal Assistance Award Data (FAAD) System banner window (**Figure 4**), select **Maintenance > CFDA**. The Select Department And Agency pop-up (**Figure 11**) is displayed.



Note

Because the Select Department And Agency pop-up is handled in the same manner, it is shown only once in the procedure. Except for the pop-up number and different wording on one of the buttons, the pop-up is virtually the same. To view a copy of the pop-up, see [Adding An Individual Agreement Record](#).

2. Complete the Select Department And Agency fields as indicated under [Select Department And Agency Pop-up Field Instructions](#).



Note

Before a CFDA number record can be added in FAAD, it must first be associated with a specific department/agency.

If the department and agency codes are not known, click **[Cancel]** at the Select Department And Agency pop-up. The List Department And Agency window (**Figure 41**) is displayed. For information on using the List Department And Agency window, see [Searching For Department/Agency And Geographical Codes](#). For information on the fields, see [List Department And Agency Window Field Instructions](#)

3. After completing the fields, click **[OK]**. The List CFDA window (**Figure 30**) is displayed.

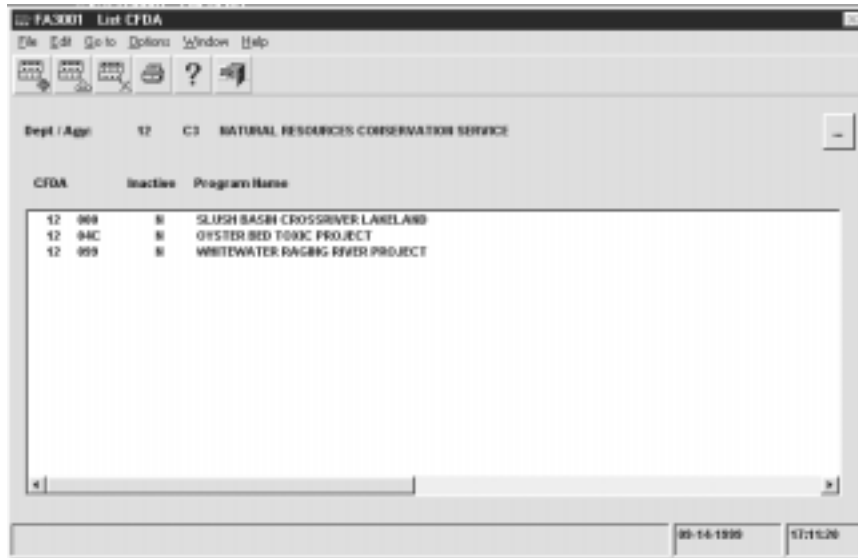


Figure 30. List CFDA Window

This window displays all CFDA number records for the specific department and agency entered.

- At the List CFDA window, select **Edit > Add**. The Add CFDA window (Figure 31) is displayed.

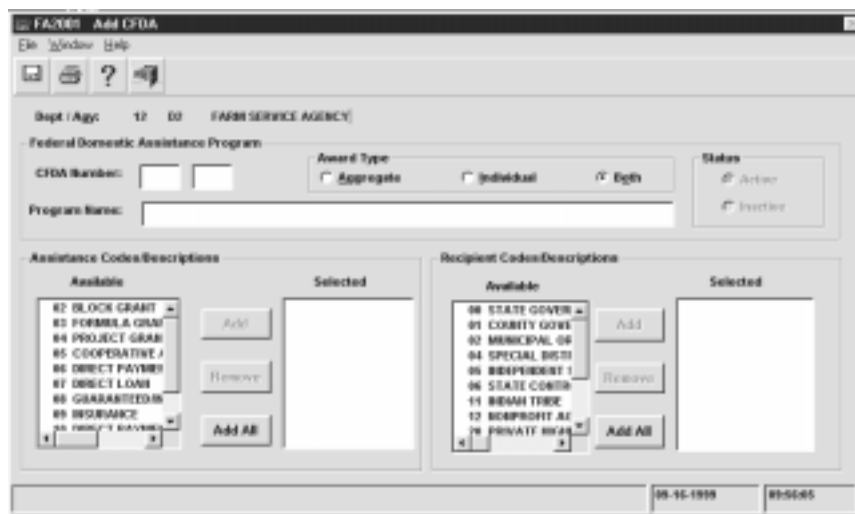


Figure 31. Add CFDA window



Note

At the List CFDA window, you can also set the system to allow entering multiple or single CFDA number records.

- Select **Options > Single** to add one CFDA number record.
- Select **Options > Multiple** to add more than one CFDA number record for the same department/agency.

The Options feature facilitates entering multiple records without having to repeat the previous steps every time a each record is entered. After a CFDA number record is

saved and updated to the FAAD database, the system automatically displays a blank Add CFDA window for completion.

5. Complete the Add CFDA fields as indicated under [Add CFDA Window Field Instructions](#).



Note

At any time during the entry process, you can access help for a field by pressing [F1].

6. If you click [Exit] before you update the CFDA number record to the FAAD database, the Save Changes pop-up (**Figure 6**) is displayed. Respond to the save changes pop-up as indicated under [Saving Data](#).
7. After completing the fields, select **File > Save**. The CFDA number record is updated to the FAAD database. To perform another action, select the appropriate icon. To exit the system, all windows must be closed. At the FAAD menu, select **File > Exit**.

Modifying/Updating A CFDA Number Record

To modify/update a CFDA number record:

1. At the Federal Assistance Award Data (FAAD) System banner window (**Figure 4**), select **Maintenance > CFDA**. The Select Department And Agency pop-up (**Figure 11**) is displayed.
2. Complete the Select Department And Agency fields as indicated under [Select Department And Agency Pop-up Field Instructions](#).
3. After completing the fields, click [OK]. The List CFDA window (**Figure 30**) is displayed. This window displays all CFDA number records for the specific department and agency entered.
4. At the List CFDA window, select the CFDA number record to be modified/updated and select **Edit > Update**. The Update CFDA window (**Figure 32**) is displayed.

Figure 32. Update CFDA window

5. Modify/update the Update CFDA fields as indicated under [Add CFDA Window Field Instructions](#) and [Update CFDA Window Field Instructions](#).

6. After modifying/updating the fields, select **File > Save** to save the changes and update the FAAD database. The system returns you to the the List CFDA window(**Figure 30**). To perform another action, select the appropriate icon. To exit the system, all windows must be closed. At the FAAD menu, select **File > Exit**.

Deleting A CFDA Number Record

To delete a CFDA number record:

1. At the Federal Assistance Award Data (FAAD) System banner window (**Figure 4**), select **Maintenance > CFDA**. The Select Department And Agency pop-up (**Figure 11**) is displayed.
2. Complete the Select Department And Agency fields as indicated under [Select Department And Agency Pop-up Field Instructions](#).
3. After completing the fields, click **[OK]**. The List CFDA window (**Figure 30**) is displayed. This window displays all CFDA number records for the specific department and agency entered.
4. At the List CFDA window, select the CFDA number record to be deleted and select **Edit > Delete**. A confirm delete pop-up (**Figure 7**) is displayed.



Note

The confirm delete pop-up used in the procedures is a sample deriving from the List CFDA window.

5. To delete the CFDA number record, click **[OK]** on the confirm delete pop-up. For more information on using the confirm delete pop-up, see [Deleting Data](#).



Note

If the CFDA number has an associated agreement, a pop-up is displayed advising that the CFDA number record cannot be deleted. Since the CFDA number record cannot be deleted, you can modify the record to change the status to “Inactive.” This prohibits any further activity against the CFDA number.

6. After deleting the CFDA number record, the system returns you to the List CFDA window. If you cancel the delete, the List CFDA window is displayed with the selected record highlighted.
7. To perform another action, select the appropriate icon. To exit the system, all windows must be closed. At the FAAD menu, select **File > Exit**.

Maintaining Recipient Names

Recipient names maintained in FAAD identify individuals, organizations, and government entities with active as well as inactive award records. The recipient name is the name of the individual or organization that have been granted an assistance award. Recipient names are maintained in FAAD as either “standard” or “non-standard” recipients, based on the applicable recipient code in the recipient name record. The following illustrations provide the standard and non-standard recipient codes.

Standard Recipient Codes/Descriptions	
00	State Government
01	County Government
06	State Controlled Institutions of Higher Education
20	Private Higher Education Institution
Non-Standard Recipient Codes/Descriptions	
02	Municipal or Township Government
04	Special District Government
05	Independent School District
11	Indian Tribe
12	Non-profit Agency
21	Individual
22	Profit Organization
23	Small Business
25	All Other

To ensure consistency/standardization in adding recipient names in FAAD, a recipient with one or more of the above-mentioned standard recipient codes in its record **must** use the standard recipient name that has been previously established in FAAD.

In addition to maintaining recipient names in FAAD, the system also tracks/monitors “aliases.” Aliases are names that an organization/government entity may also be known as, but is not considered the official name. For example, a university located in Mills Road, Wisconsin is officially known as Cresmont University. However, the university is also unofficially referred to as Crest Univ. or CU. These would be considered the aliases. Batch users do not access the system to update their FAAD data. Therefore, they do not have access to the appropriate tables to verify standard recipient names, and their transmissions may include aliases. If this occurs on records that are standard recipients, system edits will validate the aliases to determine the standard recipient name and update the record with a standard name. **There is no limit to the number of aliases an organization or a government entity can have in its recipient name record.** Aliases are maintained by authorized OCFO personnel and certain personnel at NFC.

A recipient name record can be established with multiple recipient locations and additional descriptions.

For instructions on maintaining recipient names, see:

[Adding A Recipient Name Record](#)

[Modifying/Updating A Recipient Name Record](#)

[Deleting A Recipient Name Record](#)

Adding A Recipient Name Record

To add a recipient name record:

1. At the Federal Assistance Award Data (FAAD) System banner window (**Figure 4**), select **Maintenance > Recipient Name**. The Search Recipient pop-up (**Figure 36**) is displayed. Click **[Cancel]**. The Recipient Name window (**Figure 33**) is displayed.

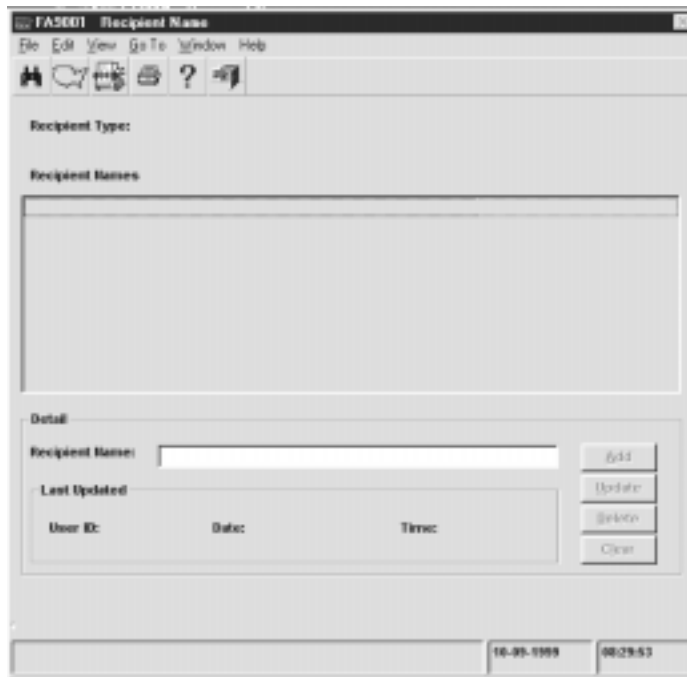


Figure 33. Recipient Name window



Note

The Search Recipient pop-up is used primarily to search for an existing recipient name and not for adding a recipient name. For information on completing the Search Recipient fields, see [Search Recipient Pop-up Field Instructions](#).

2. Complete the Recipient Name window field as indicated under [Recipient Name Window Field Instructions](#).
3. After the cursor is positioned in the Recipient Name field and you start typing the recipient name, **[Add]** and **[Clear]** are enabled. After the recipient name is entered, click **[Add]**. The Recipient Location Description window (**Figure 34**) is displayed.

Figure 34. Recipient Location Description window



Note

If an error is made while entering the recipient name, at any point during the process, click **[Clear]**. **[Clear]** refreshes the window and allows you to retype the recipient name.

4. Complete the Recipient Location Description window fields as indicated under [Recipient Location Description Window Field Instructions](#).
5. After the the Recipient Location Description window fields have been completed, select **Edit > Add or** at the Recipient Location Description window, click **[Add]** to save the data and update the FAAD database. To perform another action, select the appropriate icon. To exit the system, all windows must be closed. At the FAAD menu, select **File > Exit**.



Note

If an error is made while entering the recipient name record, at any point during the process, click **[Clear]**. **[Clear]** refreshes the window and allows you to retype the data.

6. You can add an additional description to the recipient name record by selecting **Go To> Additional Descriptions**. The Recipient Additional Description window (**Figure 35**) is displayed.

Figure 35. Recipient Additional Description window

7. Complete the Recipient Additional Description fields as indicated under [Recipient Additional Description Window Field Instructions](#).
8. After the the Recipient Additional Description window fields have been completed, select **Edit > Add** or at the Recipient Additional Description window, click **[Add]** to save the data and update the FAAD database. To perform another action, select the appropriate icon. To exit the system, all windows must be closed. At the FAAD menu, select **File > Exit**.

Modifying/Updating A Recipient Name Record

To modify/update a recipient name record:

1. At the Federal Assistance Award Data (FAAD) System banner window (**Figure 4**), select **Maintenance > Recipient Name**. The Search Recipient pop-up (**Figure 36**) is displayed.

Figure 36. Search Recipient pop-up

2. Complete the Search Recipient pop-up fields as indicated under [Search Recipient Pop-up Field Instructions](#).



Note

To narrow the search, type as much of the recipient name as known. The Recipient Names list box on the Recipient Name window only displays a limited number of records that can be scrolled.

3. After the Search Recipient pop-up fields are completed, click **[Find]**. The Recipient Name window (**Figure 37**) is displayed with a limited number of recipient names shown in the Recipient Names list box.

Figure 37. Recipient Name window (Filled with data for modify/delete purposes)

If you determine that you do not want to perform the search, click **[Cancel]**. A blank Recipient Name window (**Figure 33**) is displayed.



Note

If you completed the Search pop-up fields with a complete recipient name and type, the Recipient Names list box displays only those recipient names beginning with the name as typed and for that specific type code. For example, if you entered **Louisiana** in the Name field and **02** in the Type field, the system search is limited to that data and will display as many recipient names starting with Louisiana and a recipient type of 02.

4. To modify/update only the recipient name, select the recipient name from the Recipient Names list box. The selected name is highlighted and is populated in the Recipient Name field under the Detail portion of the window and **[Update]**, **[Delete]**, and **[Clear]** becomes enabled. After the the recipient name is modified, select **Edit > Update** or click **[Update]** to save the changes and update the FAAD database. To perform another action, select the appropriate icon. To exit the system, all windows must be closed. At the FAAD menu, select **File > Exit**.



Note

After the recipient name is modified, the system adds the old recipient name to the list of aliases associated with that recipient name.

5. To modify/update the recipient location description, select the recipient name from the Recipient Names list box. The selected name is highlighted and is populated in the Recipient Name field under the Detail portion of the window and **[Update]**, **[Delete]**, and **[Clear]** becomes enabled. Select **Go To > Recipient Locations**. A completed Recipient Location Description window (**Figure 38**) is displayed.

Figure 38. Recipient Location Description window (Filled with data for modify/delete purposes)

The Location Descriptions list box lists all locations for the recipient name record. After a location description is selected, the selected location is populated in the Location Description field and the other fields on the window are enabled and can be modified/updated. Also, **[Update]**, **[Delete]**, and **[Clear]** becomes enabled. Modify/update the appropriate fields as indicated under [Recipient Location Description Window Field Instructions](#).



Note

The geographical information fields are protected can not be modified.

To perform another action, select the appropriate icon. To exit the system, all windows must be closed. At the FAAD menu, select **File > Exit**.

6. To modify/update a recipient additional description, at the Recipient Location Description window (**Figure 38**) select **Go To > Additional Descriptions**. A completed Recipient Additional Description window (**Figure 39**) is displayed.

Figure 39. Recipient Additional Description window (Filled with data for modify/delete purposes)

The Additional Descriptions list box lists all descriptions for the recipient name record for the specific location selected. Select the additional description from the Additional Descriptions list box. The selected name is highlighted and is populated in the Additional Description field under the Detail portion of the window and **[Update]**, **[Delete]**, and **[Clear]** becomes enabled. Modify/update the Additional Description field as indicated under [Recipient Additional Description Window Field Instructions](#). To perform another action, select the appropriate icon. To exit the system, all windows must be closed. At the FAAD menu, select **File > Exit**.

Deleting A Recipient Name Record

To delete a recipient name record:

1. At the Federal Assistance Award Data (FAAD) System banner window (**Figure 4**), select **Maintenance > Recipient Name**. The Search Recipient pop-up (**Figure 36**) is displayed.
2. Follow instructions provided in Steps 2 and 3 under [Modifying/Updating A Recipient Name Record](#) to use the Search Recipient pop-up (**Figure 36**) and the Recipient Name window (**Figure 37**).
3. To delete only the recipient name, select the recipient name from the Recipient Names list box. The selected name is highlighted and is populated in the Recipient Name field under the Detail portion of the window. After your cursor is positioned in the field, **[Update]**, **[Delete]**, and **[Clear]** becomes enabled. Select **Edit > Delete** or click **[Delete]**. A confirm delete pop-up (**Figure 7**) is displayed.

You must first respond to the pop-up. To delete the recipient name, click **[OK]**. For additional information on the confirm delete pop-up, see [Deleting Data](#). To perform


another action, select the appropriate icon. To exit the system, all windows must be closed. At the FAAD menu, select **File > Exit**.

4. To delete the recipient location description, select the recipient name from the Recipient Names list box. The selected name is highlighted and is populated in the Recipient Name field under the Detail portion of the window. After your cursor is positioned in the field, **[Update]**, **[Delete]**, and **[Clear]** becomes enabled. Select **Go To > Recipient Locations**. A completed Recipient Location Description window (Figure 38) is displayed.

The Location Descriptions list box lists all locations for the recipient name record. After a location description is selected, the selected location is populated in the Location Description field and **[Update]**, **[Delete]**, and **[Clear]** becomes enabled. Select **Edit > Delete** or click **[Delete]**. A confirm delete pop-up (Figure 7) is displayed.

You must first respond to the pop-up. To delete the recipient location description record, click **[OK]**. For additional information on the confirm delete pop-up, see [Deleting Data](#). To perform another action, select the appropriate icon. To exit the system, all windows must be closed. At the FAAD menu, select **File > Exit**.

5. To delete a recipient additional description, at the Recipient Location Description window (Figure 38) select **Go To > Additional Descriptions**. A completed Recipient Additional Description window (Figure 39) is displayed.

The Additional Descriptions list box lists all descriptions for the recipient name record for the specific location selected. Select the additional description from the Additional Descriptions list box. The selected name is highlighted and is populated in the Additional Description field under the Detail portion of the window and **[Update]**, **[Delete]**, and **[Clear]** becomes enabled. Select **Edit > Delete** or click . A confirm delete pop-up (Figure 7) is displayed.

You must first respond to the pop-up. To delete the recipient additional description record, click **[OK]**. For additional information on the confirm delete pop-up, see [Deleting Data](#). To perform another action, select the appropriate icon. To exit the system, all windows must be closed. At the FAAD menu, select **File > Exit**.

Using Aliases

FAAD tracks/monitors “aliases.” Aliases are names that an organization/government entity may also be known as, but is not considered the official name. For example, a university located in Main Town, Alabama is officially known as Alabama College at Main Town. However, the university is also unofficially referred to as Bama College or Bama C. These would be considered the aliases. Batch users do not access the system to update their FAAD data. Therefore, they would not have access to the appropriate tables to verify standard recipient names, and their transmissions may include aliases. If this occurs on records that are standard recipients, system edits will validate the aliases to determine the standard recipient name and update the record with standard name. **There is no limit to the number of aliases an organization or a government entity can have in its recipient name record. Aliases are maintained by authorized OCFO personnel and certain personnel at NFC.**

For instructions on using aliases, see:

[Adding An Alias To A Recipient Name Record](#)

[Modifying/Updating An Alias In A Recipient Name Record](#)

[Displaying An Alias\(es\) In A Recipient Name Record](#)

[Deleting An Alias In A Recipient Name Record](#)

Adding An Alias To A Recipient Name Record

To add an alias to a recipient name record:

1. At the Federal Assistance Award Data (FAAD) System banner window (**Figure 4**), select **Maintenance > Recipient Name**. The Search Recipient pop-up (**Figure 36**) is displayed.
2. Complete the Search Recipient pop-up fields as indicated under [Search Recipient Pop-up Field Instructions](#).



Note

To narrow the search, type as much of the recipient name as known. The Recipient Names list box on the Recipient Name window only displays a limited number of records that can be scrolled.


3. After the Search Recipient pop-up fields are completed, click **[Find]**. The Recipient Name window (**Figure 37**) is displayed with a limited number of recipient names shown in the Recipient Names list box.
4. Select the recipient name from the Recipient Name list box. Select **Go To> Recipient Aliases** or click . The Recipient Alias window (**Figure 40**) is displayed.

Figure 40. Recipient Alias window

5. Complete the Recipient Alias fields as indicated under [Recipient Alias Window Field Instructions](#). The cursor is positioned in the Alias field for you to type the alias to be added to the recipient name record.
6. After the the Recipient Alias window fields have been completed, click **[Add]** to save the data and update the FAAD database. To perform another action, select the appropriate icon. To exit the system, all windows must be closed. At the FAAD menu, select **File > Exit**.


Modifying/Updating An Alias In A Recipient Name Record

To modify/update an alias in a recipient name record:

1. At the Federal Assistance Award Data (FAAD) System banner window (**Figure 4**), select **Maintenance > Recipient Name**. The Search Recipient pop-up (**Figure 36**) is displayed.
2. Complete the Search Recipient pop-up fields as indicated under [Search Recipient Pop-up Field Instructions](#).



To narrow the search, type as much of the recipient name as known. The Recipient Names list box on the Recipient Name window only displays a limited number of records that can be scrolled.

3. After the Search Recipient pop-up fields are completed, click **[Find]**. The Recipient Name window (**Figure 37**) is displayed with a limited number of recipient names shown in the Recipient Names list box.
4. Select the recipient name from the Recipient Name list box. Select **Go To> Recipient Aliases** or click . The Recipient Alias window (**Figure 40**) is displayed.
5. At the Recipient Alias window, select the alias to be modified/updated from the Aliases list box. The selected alias is populated in the Alias field for you to modify/update.
6. Modify/update the Alias field as indicated under [Recipient Alias Window Field Instructions](#). After the the Alias field has been modified/updated, click **[Update]** to save the data and update the FAAD database.
7. To perform another action, select the appropriate icon. To exit the system, all windows must be closed. At the FAAD menu, select **File > Exit**.

Displaying An Alias(es) In A Recipient Name Record


To display an alias(es) in a recipient name record:

1. At the Federal Assistance Award Data (FAAD) System banner window (**Figure 4**), select **Maintenance > Recipient Name**. The Search Recipient pop-up (**Figure 36**) is displayed.
2. Complete the Search Recipient pop-up fields as indicated under [Search Recipient Pop-up Field Instructions](#).



Note

To narrow the search, type as much of the recipient name as known. The Recipient Names list box on the Recipient Name window only displays a limited number of records that can be scrolled.

3. After the Search Recipient pop-up fields are completed, click **[Find]**. The Recipient Name window (**Figure 37**) is displayed with a limited number of recipient names shown in the Recipient Names list box.
4. Select the recipient name from the Recipient Name list box. Select **Go To> Recipient Aliases** or click . The Recipient Alias window (**Figure 40**) is displayed.
5. After viewing the alias(es), select **File > Close**. To perform another action, select the appropriate icon. To exit the system, all windows must be closed. At the FAAD menu, select **File > Exit**.

Deleting An Alias In A Recipient Name Record


To delete an alias in a recipient name record:

1. At the Federal Assistance Award Data (FAAD) System banner window (**Figure 4**), select **Maintenance > Recipient Name**. The Search Recipient pop-up (**Figure 36**) is displayed.
2. Complete the Search Recipient pop-up fields as indicated under [Search Recipient Pop-up Field Instructions](#).



Note

To narrow the search, type as much of the recipient name as known. The Recipient Names list box on the Recipient Name window only displays a limited number of records that can be scrolled.

3. After the Search Recipient pop-up fields are completed, click **[Find]**. The Recipient Name window (**Figure 37**) is displayed with a limited number of recipient names shown in the Recipient Names list box.
4. Select the recipient name from the Recipient Name list box. Select **Go To> Recipient Aliases** or click . The Recipient Alias window (**Figure 40**) is displayed.
5. At the Recipient Alias window, select the alias to be deleted from the Aliases list box. The selected alias is populated in the Alias field for you to delete.
6. Delete the alias from Alias field as indicated under [Recipient Alias Window Field Instructions](#). Click **[Delete]** to delete the alias and update the FAAD database.
A confirm delete pop-up (**Figure 7**) is displayed. You must first respond to the pop-up. To delete the alias, click **[OK]**. For additional information on the confirm delete pop-up, see [Deleting Data](#).
7. To perform another action, select the appropriate icon. To exit the system, all windows must be closed. At the FAAD menu, select **File > Exit**.

Searching For Department/Agency And Geographical Codes

FAAD maintains both department/agency codes and names as well as geographical information to facilitate the processing of data. Client agencies access to this data is limited

to viewing and does not allow user intervention to add, modify/update, or delete department/agency codes and geographical data. **Only the Office of the Chief Financial Officer (OCFO) personnel and certain authorized NFC personnel have access capability to add, modify/update, and/or delete department/agency codes and geographical data.**

Due to the reporting requirements of FAAD data, it is critical that accurate geographical data is contained in the recipient name records. This system-maintained geographical data is comprehensive and includes the conterminous 48 states (CONUS) and the District of Columbia. The geographical data also encompasses areas beyond the limits of the conterminous U.S., (i.e., *outside CONUS*). This includes Alaska, Hawaii, Puerto Rico, and the possessions and territories of the U.S. such as American Samoa, Guam, Midway Islands, and Virgin Islands.

Therefore, to simplify the process when adding recipient-type data in FAAD, you merely select the appropriate geographical information from a window. The selected data is then automatically populated to the recipient location description record. This method of processing ensures the accuracy and integrity of the geographical data contained in the recipient name record as well as reported.

For instructions on searching for department/agency and geographical codes, see:

[Searching For A Department/Agency Code](#)

[Searching For A Geographical Code](#)

Searching For A Department/Agency Code

To search for a department/agency code:

1. At the Federal Assistance Award Data (FAAD) System banner window (**Figure 4**), select **View > Dept/Agency**. The List Department And Agency window (**Figure 41**) is displayed.

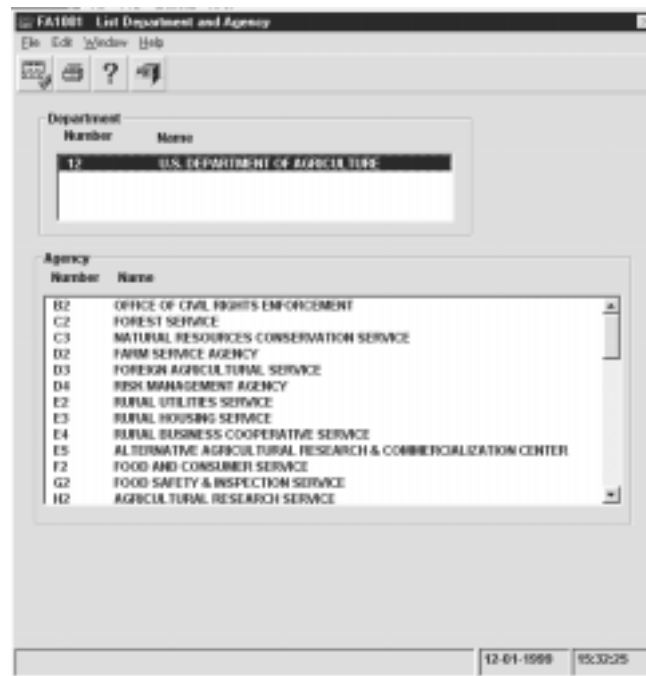


Figure 41. List Department And Agency window

- The fields on the List Department And Agency window do not allow for any data entry. For information on the fields, see [List Department And Agency Window Field Instructions](#). The Department list box displays the available departments' numbers and names. Click or to display and select the desired department. The Agency list box displays the available agencies' numbers and names for the selected department. Click or until you display the appropriate agency code and name.



Note

At this time, USDA is the only department in FAAD.

- To perform another action, select the appropriate icon. To exit the system, all windows must be closed. At the FAAD menu, select **File > Exit**.

Searching For A Geographical Code

To search for a geographical code:

- At the Federal Assistance Award Data (FAAD) System banner window (**Figure 4**), select **View > Geographical**. The List State/County/City/Zip/Congressional District window (**Figure 42**) is displayed.

County Name	County Code	City Name	City Code	Zip 5	Zip 4	Cong District
CITY	000	DEFAULT CITY	00000	00000	0000	00
ARKANSAS	001	DEFAULT CITY	00000	00000	0000	01
ARKANSAS	001	ALMYRA	01030	72003	0000	01
ARKANSAS	001	ARKANSAS POST NATIONAL	02000	72055	0000	01
ARKANSAS	001	BAYOU METO	04210	72160	0000	01
ARKANSAS	001	BEZAL	05305	00001	0000	01
ARKANSAS	001	BROOKS	08040	00001	0000	01
ARKANSAS	001	CASSCOE	11000	72026	0000	01
ARKANSAS	001	CHANNEY	13210	00001	0000	01
ARKANSAS	001	CROCKETTS BLUFF	16150	72030	0000	01
ARKANSAS	001	DE LUCE	18200	72042	0000	01
ARKANSAS	001	DE WITT	18700	72042	0000	01
ARKANSAS	001	EMMANUEL	21550	72003	0000	01
ARKANSAS	001	ETHEL	22000	72040	0000	01
ARKANSAS	001	GILLET	26000	72055	0000	01
ARKANSAS	001	GOLDMAN	27535	00001	0000	01

Figure 42. List State/County/City/Zip Congressional District window

- The fields on the List State/County/City/Zip/Congressional District window do not allow for any data entry. For information on the fields, see [List State/County/City/Zip/Congressional District Window Field Instructions](#). The State list box displays the available state codes and abbreviations. Click or to display and select the desired state. The County, City, Zip, Congressional District list box displays the available county names, city codes, names, zip codes, and congressional districts for the state selected from the State list box. Click or until the desired geographical data is displayed.



Note

Because both the State and County, City, Zip, Congressional District list boxes provide for limited scroll capability, you may encounter a confirm scroll pop-up if information is highlighted and you try to scroll past the limit of records. For information on using the scroll pop-up, see [Scrolling Records](#).

- At the List State/County/City/Zip/Congressional District window, you can limit the search by searching on specific geographic data. Select a state from the State list box and select **View > Search** or click . The Search County/City pop-up (**Figure 43**) is displayed.

Figure 43. Search County/City pop-up

4. Complete the Search County/City fields as indicated under [Search County/City Pop-up Field Instructions](#).
5. After completing the Search County/City pop-up fields, click **[Find]**. The County, City, Zip, Congressional District list box on the List State/County/City/Zip/Congressional District window (**Figure 42**) displays the geographical data based on the search criteria entered. Click or until the desired geographical data is displayed.
6. To perform another action, select the appropriate icon. To exit the system, all windows must be closed. At the FAAD menu, select **File > Exit**.

Processing Suspense Records

Several FAAD users transmit their data electronically or via tape to NFC for processing. At this time, NFC personnel are responsible for accepting or rejecting the transmissions depending on the number of errors in the transmission batch. However, client agencies may request access to correct their own suspense records. After a transmission is accepted, all valid records are updated into the FAAD agreement tables during a nightly batch process routine. Records with errors are corrected via the online FAAD. The suspense header information remains in the system until the end of the quarter. When the quarter has ended, the suspense information is purged from the system in preparation for updating the next quarter's transmissions into the system.

When a transmission batch is received in the system, the Status field is *Received*. NFC personnel determines whether or not to *accept* or *reject* the transmission based on the Invalid Record count field. If the transmission is accepted, the system updates the Status field to *P Accept* (Pending Accept). If the transmission is rejected, the system updates the Status field to *P Reject* (Pending Reject).

For instructions on processing suspense records, see:

[Accepting/Rejecting A Batch Transmission](#)

[Displaying A Suspense Record](#)

[Deleting A Suspense Record](#)

Accepting/Rejecting A Batch Transmission

To accept/reject a batch transmission:

1. At the Federal Assistance Award Data (FAAD) System banner window (**Figure 4**), select **Maintenance > Suspense**. The List Suspense Transmission window (**Figure 44**) is displayed.

Department	Agency	Batch	Total Records	Date	Status
12	C2	1	72	1999-09-13-16.07	SUSPENSE
12	C3	2	911	1999-09-13-16.08	SUSPENSE
12	D2	3	4001	1999-09-13-16.14	SUSPENSE
12	D3	4	90	1999-09-13-16.14	SUSPENSE
12	D4	5	104	1999-09-13-16.15	SUSPENSE
12	E2	6	101	1999-09-13-16.15	SUSPENSE
12	E3	7	1389	1999-09-13-16.16	SUSPENSE
12	E4	8	73	1999-09-13-16.16	SUSPENSE
12	F2	9	301	1999-09-13-16.19	SUSPENSE
12	G2	10	91	1999-09-13-16.19	SUSPENSE
12	H2	11	26	1999-09-13-16.19	SUSPENSE
12	H3	12	193	1999-09-13-16.20	SUSPENSE
12	H4	13	1	1999-09-13-16.20	SUSPENSE

Detail

Batch Number: 0

Total Records: 0

Invalid Records: 0

Valid Records: 0

Accept Reject

01-29-1999 16:58:45

Figure 44. List Suspense Transmission window

2. For an explanation of the List Suspense Transmission fields, see [List Suspense Transmission Window Field Instructions](#).
3. To accept or reject a transmission, select the transmission batch from the list box on the List Suspense window. After the transmission is selected, the fields under Detail are populated with data from the selected transmission.
4. To accept the selected transmission, click **[Accept]**. The Status field for the selected transmission changes to **P Accept**. To reject the selected transmission, click **[Reject]**. The Status field for the selected transmission changes to **P Reject**. The Status will remain P Accept or P Reject until the Batch Process Routine is executed. The Status field will change depending on successful the transmission records process during the Batch Process Routine.



Note

If the Status field indicates either Completed, Accepted, or Rejected, you can no longer change the Status of the transmission.

5. To perform another action, select the appropriate icon. To exit the system, all windows must be closed. At the FAAD menu, select **File > Exit**.

Displaying A Suspense Record

To display a suspense record:

1. At the Federal Assistance Award Data (FAAD) System banner window (**Figure 4**), select **Maintenance > Suspense**. The List Suspense Transmission window (**Figure 44**) is displayed.
2. At the List Suspense Transmission window, select the transmission batch to display the records in the transmission. Select **Go To > Transmission Record List**. The List Suspense Record window (**Figure 45**) is displayed.

City	State	County	Federal Amount	Non Federal Amount	Recipient Type	Assistance Type
16000	45	879	000140034	000000000	00	03
17000	15	883	000179021	000000000	00	03
18000	39	840	000050451	000000000	00	03
20000	88	821	000203500	000000000	00	03
21000	19	153	000233390	000000000	00	03
21200	19	891	000022047	000000000	00	03
28000	31	199	000175000	000000000	00	03
28000	31	873	000380129	000000000	00	03
32000	42	843	000373277	000000000	00	03
35000	38	849	000065708	000000000	00	03
36000	18	897	000429106	000000000	00	03
36000	38	849	000363064	000000000	00	03
36000	82	110	000058188	000000000	00	03

Figure 45. List Suspense Record window



Note

Because the list boxes on both the List Suspense Transmission window and the List Suspense Record window provide for limited scroll capability, you may encounter a confirm scroll pop-up if information is highlighted and you try to scroll past the limit of records. For information on using the scroll pop-up, see [Scrolling Records](#).

3. For an explanation of the List Suspense Record fields, see [List Suspense Record Window Field Instructions](#).
4. At the List Suspense Record window, select the transmission record to be displayed. Select one of the following to display a specific type of suspense record.
 - To display a single suspense record, select **Edit > Select Single Record**. The Individual Suspense Record window (**Figure 46**) is displayed.

FA001 Individual Suspense Record

File View Go To Window Help

Department / Agency: 12 10 CFDA Number: 16 508

Program: COOPERATIVE EXTENSION SERVICE

Project: TO SUPPORT COOPERATIVE EXTENSION WORK AT THE LAND GRANT COLLEGES

Fiscal Year / Quarter
Current: 2006 3

Start: 10001001

End: 20060308

Obligation: 20060101

Funds
Federal: 0000787267

Non Federal: 0000000000

Correction:

Correction Late Indicator:

Place Of Performance: 9177328

SAI Number: SAI EXEMPT

FAI Number: 4400101

Miscellaneous
NONE
Education
Business

Type Codes
Assistance: 03 FORMULA GRANT

Recipient: 06 STATE CONTROLLED INST

Recipient Name: ALABAMA A&M UNIVERSITY

Location:

State: 01 AL County: 007 HALL

City: 77328 TUSKEGEE Zip Code: 35762 Congressional District: 03

02-25-2002 15:58:34

Figure 46. Individual Suspense Record window

- To display all aggregate agreement suspense records, select **Edit > Select Aggregate Suspense Records**. The first aggregate agreement suspense record in the batch, Aggregate Suspense Record window (Figure 47), is displayed.

FA001 Aggregate Suspense Record

File View Go To Window Help

Department / Agency: 12 12 39 505

Program Name: SPECIAL MILK PROGRAM FOR CHILDREN

Dates
Obligation Date: 19990101

Fiscal Year / Quarter
Current: 1999 3

Correction:

Correction Late Indicator:

Geographical Information
State: 01 AL

County: 001 MONTGOMERY

Congressional District: 02

Place Of Performance: 0010000

Amounts
Federal: 0000010002

Non Federal: 0000000000



Type Codes
Assistance: 03 FORMULA GRANT

Recipient: 06 STATE GOVERNMENT

11-30-1999 12:47:07

Figure 47. Aggregate Suspense Record window

- Click to display the next aggregate suspense record in the batch. Click to display the previous aggregate suspense record.

- To display all individual agreement suspense records, select **Edit > Select Individual Suspense Records**. The first individual agreement suspense record in the batch, Individual Suspense Record window (**Figure 46**), is displayed. Click  to display the next individual suspense record in the batch. Click  to display the previous individual suspense record.

- If you have authority to correct your suspense data, you can correct your suspense records via the online FAAD. Correct the Individual Suspense Record fields as indicated under [Add Individual Agreement Window Field Instructions](#). Correct the Aggregate Suspense Record fields as indicated under [Add Aggregate Agreement Window Field Instructions](#).



Note

The following fields do not apply when adding an individual or aggregate agreement and was not addressed in the instructions provided for the Add Individual Agreement or Add Aggregate Agreement windows. If these fields apply in the correction of an individual or aggregate suspense record, complete the fields as described.

Correction:

Conditional, numeric, 4 positions and 1 position

If the transaction is being entered late or being corrected, type the corrected fiscal year for the transaction in the first four positions. Type the entire year (e.g., **1999**). If the transaction is being entered late or being corrected, type the corrected fiscal quarter for the transaction in the last position Enter either **1, 2, 3, or 4**).

Correction Late Indicator:

Conditional, alpha, 1 position

If the transaction is being entered for a previous quarter, type **L**. If the transaction is a correction to an existing transaction, type **C**. The **C** or **L** value is stored in the field in the suspense record and will be reported to Census in the quarterly submission.

- You can display the error messages associated with both the suspense transmission and the suspense record as follows:
 - To display the error messages for a suspense transmission, at the List Suspense Transmission window (**Figure 44**) select the transmission batch from the list box. Select **Go To > Transmission Error List**. The List Suspense Error Descriptions window (**Figure 48**) is displayed showing all error messages associated with the selected suspense transmission.



Figure 48. List Suspense Error Descriptions window

- To display the error messages for a suspense record, at the List Suspense Transmission window (Figure 44) select the transmission batch from the list box. Select **Go To > Transmission Record List**. The List Suspense Record window (Figure 45) is displayed. At the List Suspense Record window, select a suspense record from the list box. Select **Go To > Suspense Record Error**. The List Suspense Error Descriptions window (Figure 48) is displayed showing only the error messages associated with the selected suspense record.

For an explanation of the List Suspense Error Description fields, see [List Suspense Error Descriptions Window Field Instructions](#).

- To perform another action, select the appropriate icon. To exit the system, all windows must be closed. At the FAAD menu, select **File > Exit**.

Deleting A Suspense Record

To display a suspense record:

- At the Federal Assistance Award Data (FAAD) System banner window (Figure 4), select **Maintenance > Suspense**. The List Suspense Transmission window (Figure 44) is displayed.
- At the List Suspense Transmission window, select the transmission batch to display the records in the transmission. Select **Go To > Transmission Record List**. The List Suspense Record window (Figure 45) is displayed.



Note

Because the list boxes on both the List Suspense Transmission window and the List Suspense Record window provide for limited scroll capability, you may encounter a confirm scroll pop-up if information is highlighted and you try to scroll past the limit of records. For information on using the scroll pop-up, see [Scrolling Records](#).

- At the List Suspense Record window, select the transmission record to be deleted. Select **Edit > Suspense Record Delete** or click . A confirm delete pop-up (Figure 7) is displayed.



Note

The confirm delete pop-up used in the procedures is a sample deriving from the List CFDA window.

4. To delete the suspense record, click **[OK]** on the confirm delete pop-up. For more information on using the confirm delete pop-up, see [Deleting Data](#).
5. To perform another action, select the appropriate icon. To exit the system, all windows must be closed. At the FAAD menu, select **File > Exit**.

Executing FAAD Reports

FAAD allows for three distinct reports for online viewing. The three reports are the State Report, Agency Report, and Recipient Report. **All three reports can be produced for summary or detail data.** A summary report displays only a total amount based on the selection criteria. On the other hand, a detail report displays all of the specific information for the selection criteria by line item. The reports can be printed at your workstation. However, if the report data is lengthy, you should consider using the FOCUS Reporting System (FOCUS) to produce your reports. FAAD data elements in the Report Table have been defined to FOCUS for use in developing your FOCUS reports and are provided in the **Exhibit**. Because of the variety of the selection criteria at the report windows, the online report viewing provides you with the added flexibility of producing the type of report which includes the types of data you actually need.



Note

If the online report requested exceeds the allocated space for the retrieval of data, the system may not always display the complete report as requested. If this situation occurs, the system will display the message *More Rows Were Found That Could Be Displayed* on the message line. To avoid not having your complete report displayed if you requested lengthy report data, it is suggested that you either (1) split the report, (2) be more specific in the report criteria/parameters to limit the search, or (3) use FOCUS to produce lengthy reports.

The State Report allows for producing the report for at up to **two** congressional districts within a specific state or for all states. When the report criteria includes all states, you are unable to include data for the two congressional districts in the report. Depending on the type of State Report produced (i.e., *summary or detail*), the report may include data such as state abbreviation, department and agency codes, CFDA number, recipient name, location description, recipient and assistance types, number of records, federal amount and congressional district.

The Agency Report allows for producing the report for a specific fiscal year for up to **three** specific departments/agencies or all agencies. Additionally, you can further narrow the report parameters to produce the Agency Report for only certain recipient and assistance types. Depending on the type of Agency Report produced (i.e., *summary or detail*), the report may include data such as department and agency codes, CFDA number, recipient name, number of records, and federal amount.

The Recipient Report allows for producing the report for a specific fiscal year for a certain agreement and location. Depending on the type of Recipient Report produced (i.e., *summary or detail*), the report may include data such as recipient name and location, department and agency codes, CFDA number, number of records, and federal amount.

For instructions on executing FAAD reports, see:

[Executing The State Report](#)

[Executing The Agency Report](#)

[Executing The Recipient Report](#)

Executing The State Report

To execute the State Report:

1. At the Federal Assistance Award Data (FAAD) System banner window (**Figure 4**), select **Reports > State**. The State Report window (**Figure 49**) is displayed.

Figure 49. State Report window

2. Complete the State Report fields as indicated under [State Report Window Field Instructions](#).
3. After the fields are completed, click . The system conducts a search of the data based on the selected criteria entered. After the search is completed, the bottom portion of the window displays the report results.

If the report type selected was for summary data, a similar completed State Report window (*Summary Report*) (**Figure 50**) is displayed.

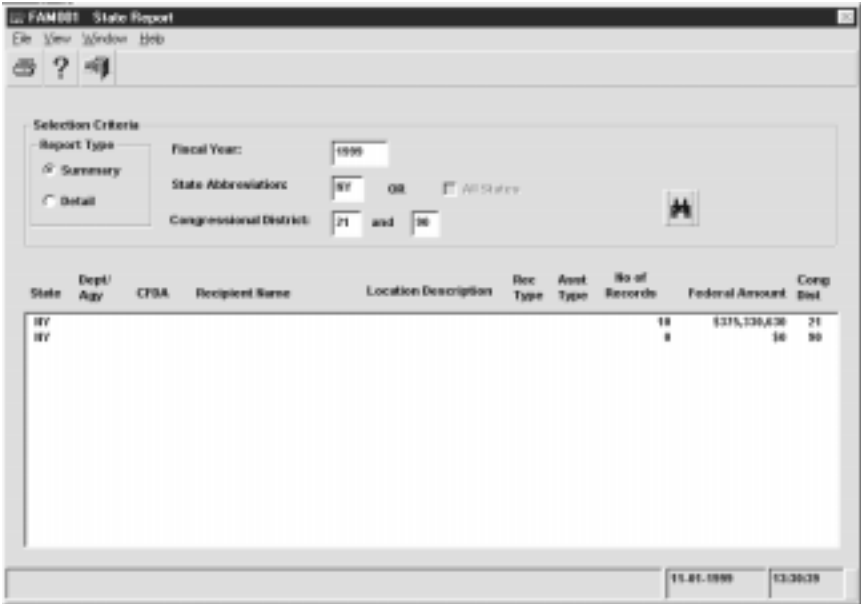


Figure 50. State Report window (Summary Report)

If the report type selected was for detail data, a similar completed State Report window (Detail Report) (Figure 51) is displayed.

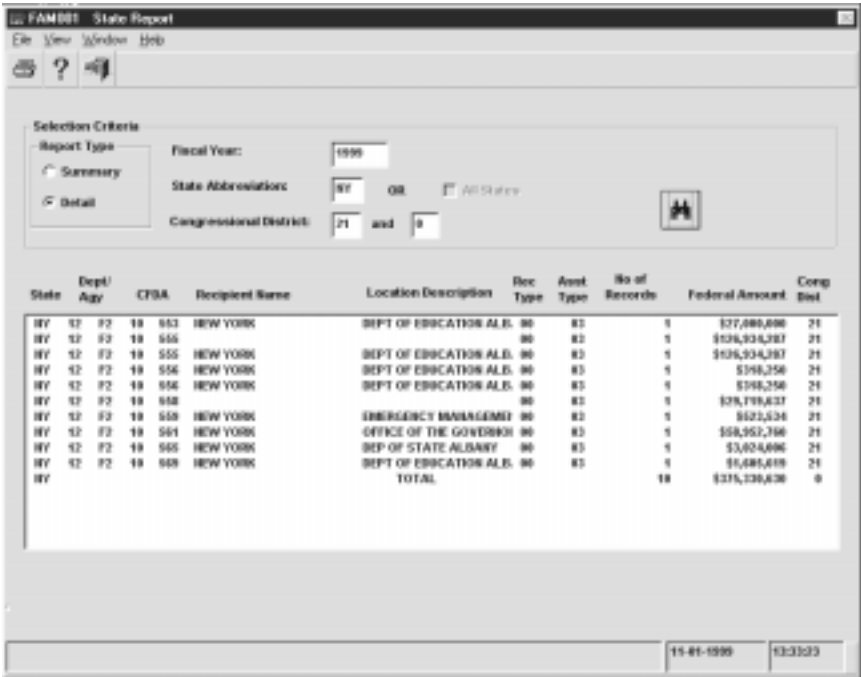


Figure 51. State Report window (Detail Report)


4. To perform another action, select the appropriate icon. To exit the system, all windows must be closed. At the FAAD menu, select **File > Exit**.

Executing The Agency Report

To execute the Agency Report:

1. At the Federal Assistance Award Data (FAAD) System banner window (**Figure 4**), select **Reports > Agency**. The Agency Report window (**Figure 52**) is displayed.

Figure 52. Agency Report window

2. Complete the Agency Report fields as indicated under [Agency Report Window Field Instructions](#).
3. After the fields are completed, click . The system conducts a search of the data based on the selection criteria entered. After the search is completed, the bottom portion of the window displays the report results.

If the report type selected was for summary data, a similar completed Agency Report window (*Summary Report*) (**Figure 53**) is displayed.

FAAD001 Agency Report

File View Window Help

Selection Criteria

Fiscal Year: 1999 Dept/Agcy: [] [] [] [] OR ☒ All Agencies

Report Type: ☒ Summary ☐ Detail

Recipient Types: 00 STATE GOVERNMENT 01 COUNTY GOVERNMENT 02 MUNICIPAL OR TOWNSHIP GOVERNMENT 04 SPECIAL DISTRICT GOVERNMENT OR ☒ All Recipient Types

Assistance Types: 01 REVENUE SHARING 02 BLOCK GRANT 03 FORMULA GRANT 04 PROJECT GRANT OR ☒ All Assistance Types

Dept/Agcy	CFDA	Recipient Name	No of Records	Federal Amount
02 02			03	\$408,937,340
02 02			2	\$54,201
02 02			5	\$141,180
02 02			29	\$1,195,894
02 02			2	\$3,777
02 02			1	\$08,300
02 02			00	\$000,730,281
02 02			1	\$5,555
02 02			1	\$0,000

11-01-1999 1203762

Figure 53. Agency Report window (Summary Report)

If the report type selected was for detail data, a similar completed Agency Report window (Detail Report) (Figure 54) is displayed.

FAAD001 Agency Report

File View Window Help

Selection Criteria

Fiscal Year: 1999 Dept/Agcy: 02 02 OR ☐ All Agencies

Report Type: ☐ Summary ☒ Detail

Recipient Types: 00 STATE GOVERNMENT 01 COUNTY GOVERNMENT 02 MUNICIPAL OR TOWNSHIP GOVERNMENT 04 SPECIAL DISTRICT GOVERNMENT OR ☒ All Recipient Types

Assistance Types: 01 REVENUE SHARING 02 BLOCK GRANT 03 FORMULA GRANT 04 PROJECT GRANT OR ☒ All Assistance Types

Dept/Agcy	CFDA	Recipient Name	No of Records	Federal Amount
02 02	18	DTP COUNTY AGGREGATE	1	\$363,540
02 02	18	P&P COUNTY AGGREGATE	3	\$5,400
02 02	18	GDP ALER ZANESRL, JR.	2	\$019,404
02 02	18	GDP COUNTY AGGREGATE	4	\$345,400
02 02	18	MLK COUNTY AGGREGATE	2	\$6,100
02 02	18	HAA COUNTY AGGREGATE	1	\$113,456
02 02	18	GDP ADDD ISC 08/08/9900	1	\$1,000
02 02	18	GDP TEST RM	1	\$100
02 02	18	051 EDWARD KERSHAW	1	\$23,323
02 02	18	053 ALABAMA A&M UNIVERSITY	4	\$9,500
02 02	18	053 COUNTY AGGREGATE	5	\$8,000
02 02		TOTAL	29	\$1,595,614

11-05-1999 1156198

Figure 54. Agency Report window (Detail Report)

4. To perform another action, select the appropriate icon. To exit the system, all windows must be closed. At the FAAD menu, select **File > Exit**.


Executing The Recipient Report

To execute the Recipient Report:

1. At the Federal Assistance Award Data (FAAD) System banner window (**Figure 4**), select **Reports > Recipient**. The Recipient Report window (**Figure 55**) is displayed.

Recipient Name	Recipient Location	Dept/Agcy	CFDA	No of Records	Federal Amount
----------------	--------------------	-----------	------	---------------	----------------

Figure 55. Recipient Report window

2. Complete the Recipient Report fields as indicated under [Recipient Report Window Field Instructions](#).
3. After the fields are completed, click . The system conducts a search of the data based on the selected criteria entered. After the search is completed, the bottom portion of the window displays the report results.

If the report type selected was for summary data, a similar completed Recipient Report window (*Summary Report*) (**Figure 56**) is displayed.

The screenshot shows the 'FAAD Recipient Report' window. Under 'Selection Criteria', 'Report Type' is set to 'Summary' (selected with a radio button), 'Fiscal Year' is '1999', 'Recipient Name' is 'ALABAMA A&M UNIVERSITY', and 'Recipient Location' is empty. The table below displays the following data:

Recipient Name	Recipient Location	Dept/Agg	CFDA	No of Records	Federal Amount
ALABAMA A&M UNIVERSITY		12 02 10 540		2	\$50,800
ALABAMA A&M UNIVERSITY		12 02 10 953		4	\$5,500
ALABAMA A&M UNIVERSITY		12 02 10 540		2	\$50,800
ALABAMA A&M UNIVERSITY		12 02 10 953		4	\$5,500

At the bottom right, the date range '11-01-1999' to '10-01-02' is displayed.

Figure 56. Recipient Report window (Summary Report)

If the report type selected was for detail data, a similar completed Recipient Report window (Detail Report) (Figure 57) is displayed.

The screenshot shows the 'FAAD Recipient Report' window. Under 'Selection Criteria', 'Report Type' is set to 'Detail' (selected with a radio button), 'Fiscal Year' is '1999', 'Recipient Name' is 'ALABAMA A&M UNIVERSITY', and 'Recipient Location' is empty. The table below displays the following data:

Recipient Name	Recipient Location	Dept/Agg	CFDA	No of Records	Federal Amount
ALABAMA A&M UNIVERSITY	SINGLE LOCATION	12 02 10 953		1	\$500
ALABAMA A&M UNIVERSITY	SINGLE LOCATION	12 02 10 953		1	\$2,334
ALABAMA A&M UNIVERSITY	SINGLE LOCATION	12 02 10 953		1	\$3,333
ALABAMA A&M UNIVERSITY	SINGLE LOCATION	12 02 10 540		1	\$50,800
ALABAMA A&M UNIVERSITY	SINGLE LOCATION	12 02 10 953		1	\$3,333
ALABAMA A&M UNIVERSITY	TOTAL			6	\$59,800

At the bottom right, the date range '11-01-1999' to '10-01-02' is displayed.

Figure 57. Recipient Report window (Detail Report)

- 4. To perform another action, select the appropriate icon. To exit the system, all windows must be closed. At the FAAD menu, select **File > Exit**.

The Batch Process Environment

This section presents the following topic:

[About Batch Processing](#)

About Batch Processing

In addition to client agencies accessing the windows version of FAAD to enter and update their award data, some agencies have elected to submit their data via tape **or** remote job entry (RJE) to NFC for processing. Both types of transmissions are processed and updated into FAAD after some preliminary processing and handling by NFC personnel. Throughout this discussion, reference will be made to “suspense transmission” and “transmission.” For clarity and to better understand this segment of the procedures, these terms may be used interchangeably and are synonymous with the term, “batch transmission.”

The execute job that processes the tape and RJE transmissions are routinely run daily or weekly.

For more information, see:

[Batch Processing Procedures](#)

[Suspense Transmission Processing Procedures](#)

[Quarterly Batch Processing And Maintenance Procedures](#)

Batch Processing Procedures

Users processing their FAAD data via batch processing transmits an 80-character file or sends an 80-character tape to NFC. NFC technical personnel receive the tape and/or RJE transmissions and execute the job procedure (PROC) to process the data. PROC NFCPFA00 retrieves the file/tape and writes it to a file on the mainframe. PROC NFCPFA05 is executed and converts the file from an 80-character format into a 400-character file as well as validates the data against the system's edits.

A “header” record is stored in a Suspense Transmission table and the transmission records are stored in a Suspense Record table along with the associated suspense records errors. At the time the suspense transmission is received at NFC, the status is set at “Received”. Additionally, a special process is performed on the FAI Core and FAI Modification (Mod) numbers to conform to the Bureau of Census’ requirement. If data is reported in these fields, the data must be numeric. This special process is designed to strip any special characters, spaces, and alpha characters from the FAI Core and FAI Mod numbers before we load the FAAD Suspense with the transmission agreements. Therefore, any FAI Core and FAI Mod numbers sent to NFC via transmissions will be changed. This will eliminate a transmission agreement being rejected because the FAI Core and FAI Mod numbers are not numeric. Current edits to reject to suspense if the FAI Core number is not at least one position numeric remains in the FAAD windows version. Since the FAI Mod number is an optional entry, if this field is left blank, it will not reject to suspense.

Each record in the batch is read individually and subjected to the same system edits as transactions entered via the online FAAD.

NFC operational personnel either “Accepts” or “Rejects” the transmission based on the number of errors contained in the transmission. When the transmission is accepted, the status on the List Transmission window changes to “P Accept” (*Pending Accept*). When the transmission is rejected, the status on the List Transmission window changes to “P Reject” (*Pending Reject*). Pending in the status indicates that PROC NFCPA10 has not yet run to update the affected transmission records. NFC operational personnel inform NFC Scheduling Section personnel to execute the PROC NFCPA10 to update the accepted/rejected transmissions. Additionally, when a transmission is rejected, PROC NFCPA10 deletes the suspense records and the associated suspense record errors. The status of the transmission is changed to “Reject.” If the transmission is accepted, NFC operational personnel corrects errors on the suspense records via the online FAAD. PROC NFCPA10 is scheduled to run and reads all of the records for each transmission that does not have a status of “Completed” and revalidates the records. The records without errors are stored in the Agreement tables. The records with errors are connected to the appropriate suspense record error. At that time, the status of the transmission is marked “Suspense” if any records remain with errors. If there are no records in the transmission with errors, the status is marked “Completed.”

After PROC NFCPA10 has run, any remaining records with errors are handled by NFC operation personnel. To resolve the errors on suspense records, NFC operational personnel contacts the client agency and coordinates correction of the the records. After a suspense record is corrected online and passes all system edits, the record is stored in the Agreement tables and is deleted from the suspense file. The following are valid values used in processing the suspense for batch-transmitted records:

Completed	Indicates that all records in the transmission have been successfully process through the Batch Process Routine and updated to the Agreement tables.
Rejected	Indicates that the transmission was rejected and run through the Batch Process Routine. The records were deleted.
Received	Indicates that the transmission was received by NFC from an agency.
P Accept	Indicates that the user accepted the batch prior to running the Batch Process Routine.
P Reject	Indicates that the user rejected the batch prior to running the Batch Process Routine.
Suspense	Indicates that the batch has invalid records

Suspense Transmission Processing Procedures

The Accept/Reject Suspense Transmission Batch Process reads the accepted/rejected transmissions. When a suspense transmission is accepted, the process reads the associated records and validates the data in the records. Each record that passes the validation process, the program (1) creates an individual or aggregate agreement record, (2) deletes the suspense record and associated suspense error record, and (3) changes the status of the suspense transmission. If all records in the transmission pass the validation process, the status changes to “Completed.” Each record that does not pass the validation process, the program attaches a suspense error record and changes the status of the transmission. When a suspense transmission is rejected, the PROC reads the associated records, deletes the suspense records

and suspense record errors, and changes the status of the suspense transmission. For a listing of the suspense error codes/messages, see [Error Codes/Messages](#). The following identifies the PROCs used in processing suspense transmissions:

- **NFCPFA00.** Used to read a flat file received from client agencies. This PROC (1) strips off the header record, (2) reformats the records from an 80-character format to a 400-character format, and (4) writes the reformatted records to a flat file.
- **NFCPFA05.** Used to read the flat file comprised of the reformatted 400-character records. This PROC pre-edits the transmission and loads the FAAD DB2 tables (*Suspense Transmission* and *Suspense Record*).
- **NFCPFA10.** Used to process accepted and rejected transmissions and perform updates to the FAAD database. If the suspense transmission is accepted, the PROC reads each suspense record and performs the edit validations. If the record has no error(s), an individual or aggregate agreement record is created and the suspense record is deleted. If an error(s) is contained in the record, the record and its associated error(s) remain in suspense.

Quarterly Batch Processing And Maintenance Procedures

The quarterly batch processing procedures facilitate the reporting of quarterly FAAD data. FAAD 32, Close Fiscal Quarterly Program, is used to process the data from one quarter to the next. FAAD 32 also (1) purges the Suspense Transmission Table, (2) produces the report to Census, (3) changes the effective quarter and year in the FAAD tables, (4) erases all records from the Suspense Transmission table, and (5) sets the internal date tables to the next quarter.

At the end of each quarter, all suspense records must be cleared of errors before the end-of-quarter processing can begin. NFC operational personnel ensures that all suspense transmissions have been successfully updated to the Agreement tables. After all client agencies' transmissions have been received and there are no records in suspense, NFC operational personnel initiates the running of PROC NFCPFA32 at the end of the quarter.

PROC NFCPFA32 creates a file of all the records received in the quarter, marking each record with the transmission date. This file is transmitted electronically to Census via the File Transfer Protocol (FTP) at its website on the internet. It also produces the Federal Agency Grants and Cooperative Agreement Awards Report for OCFO.

PROC NFCPFA32 determines when records are to be deleted/purged from the system. Records older than **10** years are deleted. With the implementation of the windows version of FAAD, the system will delete **1** year of data from the mainframe system for every year of data into the new system until **5** years of data is maintained in the new system. After 5 years of data is available in the new system, it will maintain data for up to **10** years. Prior year records will not be deleted/purged until 10 years of data is accounted for in the system. Records that have been deleted/purged will be available on microfiche.

Field Instructions For FAAD Windows

This section presents the following topics:

[NFC Welcome Banner Window Field Instructions](#)
[Change Password Window Field Instructions](#)
[List Department and Agency Window Field Instructions](#)
[Agreement List Window Field Instructions](#)
[Add Individual Agreement Window Field Instructions](#)
[Search Recipient Name Pop-up Field Instructions](#)
[List Recipient Name, Location, And Additional Info Window Field Instructions](#)
[Forest Service Project Details Pop-up Field Instructions](#)
[Add Aggregate Agreement Window Field Instructions](#)
[List State/County/Congressional District Window Field Instructions](#)
[Search County Pop-up Field Instructions](#)
[Search And Sort Agreements Pop-up Field Instructions](#)
[Update Individual Agreement Window Field Instructions](#)
[Update Aggregate Agreement Window Field Instructions](#)
[Agreement History List Window Field Instructions](#)
[List CFDA Window Field Instructions](#)
[Add CFDA Window Field Instructions](#)
[Select Department and Agency Pop-up Field Instructions](#)
[Update CFDA Window Field Instructions](#)
[Search Recipient Pop-up Field Instructions](#)
[Recipient Name Window Field Instructions](#)
[Recipient Location Description Window Field Instructions](#)
[Recipient Additional Description Window Field Instructions](#)
[Recipient Alias Window Field Instructions](#)
[List State/County/City/ZIP/Congressional District Window Field Instructions](#)
[Search County/City Pop-up Field Instructions](#)
[List Suspense Transmission Window Field Instructions](#)
[List Suspense Record Window Field Instructions](#)
[List Suspense Error Descriptions Window Field Instructions](#)
[State Report Window Field Instructions](#)
[Agency Report Window Field Instructions](#)
[Recipient Report Window Field Instructions](#)




NFC Welcome Banner Window Field Instructions

The NFC Welcome Banner window (**Figure 1**) is used to log on to FAAD.

User Id

Required, alphanumeric, 8 positions max.

Type your user identification number (e.g., **NF999**).



Password	<p><i>Required, alpha, 6-8 positions</i></p> <p>Type your unique user password. The system does not display your password when entered. After your password is entered, the Server field is enabled. The Server field is inhibited until the password is entered.</p>
Server	<p><i>Required, alphanumeric</i></p> <p>Click  to display the drop down menu. Click  or  to display the available servers. Select Administrative to access the proper server to start FAAD.</p>

Change Password Window Field Instructions

The Change Password window (**Figure 3**) is used to change your user password.

User Id	<p><i>Required, alphanumeric, 8 positions max.</i></p> <p>Type your user identification number (e.g. NF999).</p>
Old Password	<p><i>Required, alphanumeric, 6-8 positions</i></p> <p>Type your current user password. The system does not display your password when entered.</p>
New Password	<p><i>Required, alphanumeric, 6-8 positions</i></p> <p>Type your new user password. The system does not display your password when entered.</p>
Confirm New Password	<p><i>Required, alphanumeric, 6-8 positions</i></p> <p>Type your new user password again to confirm it was entered as intended. The system does not display your password when entered.</p>

List Department And Agency Window Field Instructions

The List Department And Agency window (**Figure 41**) is used to display all valid Federal department and agency codes and names used in FAAD. Click  or  to view all available departments/agencies.

Department	<p>▽</p> <p>Displays a list box of all valid Federal department codes and names.</p>
Number	<p><i>No entry</i></p> <p>Displays a list of all valid Federal department codes from which to select.</p>
Name	<p><i>No entry</i></p> <p>Displays a list of all valid Federal department names from which to select. The name corresponds to the department number.</p>
Agency	<p>▽</p> <p>Displays a list box of all valid agency codes and names for a Federal department.</p>

Number	<i>No entry</i> Displays a list of all valid agency codes for a Department from which to select. You may select a specific agency code within that Department.
Name	<i>No entry</i> Displays a list of all valid agency names within a Department from which to select. The name corresponds to the agency code.

Agreement List Window Field Instructions



Note

The Agreement List window (**Figure12**) is used to display the CFDA's for a specific department/agency. After a CFDA is selected, it also displays the agreement(s) associated with the selected CFDA.

Both individual and aggregate agreement history is displayed on the Agreement List window. However, the City, FAI Core Number, and FAI Mod Number fields are blank for aggregate agreements.

Department/ Agency

No entry

Displays the department/agency codes and agency name entered at the Select Department and Agency pop-up or the department/agency selected from the List Department and Agency window.

CFDA

No entry

Displays a list of all the CFDA numbers associated with the department/agency entered.

Inactive



No entry

Displays the status of the CFDA number. An **N** (for **No**) indicates that the CFDA number is active; **Y** (for **Yes**) indicates that the CFDA number is inactive.

Program Name

No entry

Displays the program name for the corresponding CFDA number.

The County Aggregate agreements are displayed first, followed by the individual agreements. The following fields are populated with data at the bottom portion of the Agreement List window after a CFDA number is selected. This data represents the agreements with the selected CFDA. To view all of the fields, click  or  to move the window.

Recipient Name

No entry

Displays the recipient name that received the award on the agreement. If the agreement is an aggregate, County Aggregate is displayed.

Federal Amount

No entry

Displays the dollar amount of the funds awarded to the recipient by the Federal government.

Non-Federal Amount

No entry

Displays the dollar amount of the nonfederal funds awarded to the recipient.



Obligation Date	<i>No entry</i> Displays the date the agreement was signed and is also the date the funds were obligated.
State	<i>No entry</i> Displays the 2-digit state code where the recipient is located.
County	<i>No entry</i> Displays the 3-digit county code where the recipient is located.
City	<i>No entry</i> Displays the 5-digit city code where the recipient is located.
FAI Core Number	<i>No entry</i> Displays the Federal Award Identifier number and is the agency's internal award control number.
FAI Mod Number	<i>No entry</i> Displays the code which identifies any modifications to the agreement.




Add Individual Agreement Window Field Instructions

The Add Individual Agreement window (**Figure 14**) is used to add an individual agreement.

Dept/Agy:	<i>No entry</i> Displays the department/agency codes and agency name populated from selection made at the Agreement List window.
CFDA Number:	<i>No entry</i> Displays the CFDA number populated from the selection made at the Agreement List window.
Program:	<i>No entry</i> Displays the program name associated with the CFDA number selected from Agreement List window.
Project:	<i>Required, alphanumeric, 149 positions max.</i> Type a description of the project.

Fiscal Year/Quarter	▽ Provides a group box of fields relating to fiscal year and quarter.
Current:	<i>No entry</i> Displays the current FAAD fiscal year/quarter.
Effective:	<i>Optional default, numeric, 4 positions and 1 position</i> The system populates the fiscal year portion of this field with the current FAAD fiscal year when adding an agreement. If you are entering the transaction late or correcting data, type the fiscal year in the first four positions. This information is included in the data reported to Census.

The system populates the quarter portion of this field with the current FAAD quarter when adding an agreement. If you are entering the transaction late or correcting data, click  or  to display the numbers to select the quarter in the last position.

Dates	<p>∇</p> <p>Provides a group box of fields relating to the dates of the agreement and the obligation.</p>
Start:	<p><i>Required, numeric, 10 positions max.</i></p> <p>Type the project's starting date using the MMDDYYYY format. If the project start date is September 15, 1999, type 09151999. The date entered must not be greater than the end date.</p>
End:	<p><i>Required, numeric, 10 positions max.</i></p> <p>Type the project's ending date using the MMDDYYYY format. If the project end date is September 15, 1999, type 09151999. The date entered must not be greater than the 10 years from the obligation date.</p>
Obligation:	<p><i>Required, numeric, 10 positions max.</i></p> <p>Type the date the agreement was signed using the MMDDYYYY format. If the agreement was signed on September 15, 1999, type 09151999. This date also serves as the date the funds were obligated.</p>
 Note	<p>The Obligation field entry cannot be greater than 2 quarters beyond the current date and not more than 5 years prior to the current date. FAAD will not report any data to Census that is greater than 2 years prior to the current date, even though system allows you the enter data up to 5 years prior to the current date.</p>
Funds	<p>∇</p> <p>Provides a group box of fields relating to the total funds of the agreement.</p>
Federal:	<p><i>Required, numeric, 10 positions max.</i></p> <p>Type the dollar amount of the funds awarded to the recipient by the Federal government. Type the amount in whole dollars without commas. If the the dollar amount is \$1.5 million, type 1500000. The system adds the commas and converts the entry to 1,500,000.</p>
 Note	<p>You cannot create an agreement amount in excess of \$1,000,000,000. If more than \$1,000,000,000 is entered in the Federal Amount field, the message pop-up <i>FA0146-Federal Cannot Be Greater Than \$1,000,000,000</i> is displayed. You must satisfy all errors before the data can be updated to the FAAD database.</p>
Non-Federal:	<p><i>Required, numeric, 10 positions max.</i></p> <p>Type the dollar amount of the nonfederal funds awarded to the recipient. Type the amount in whole dollars without commas. If the the dollar amount is \$500,000.00 type 500000. The system adds the comma and converts the entry to 500,000. Nonfederal funds are usually matching funds from another department or agency.</p>
 Note	<p>(1) You cannot create an agreement in excess of \$99,999,999. If more than \$99,999,999 is entered in the Non-Federal Amount field, the message pop-up</p>

FA0155-Non-Federal Amount Cannot Be Greater Than \$99,999,999 is displayed. You Must satisfy all errors before the data can be updated to the FAAD database.
(2) If applicable, you may enter both Federal and non-Federal funds. However, you must have an entry in at least one of the funds.

Place Of Performance:

Required, alphanumeric, 7 positions

Type the code which identifies the location of the funded project. Valid entries are comprised as follows:

- If the principal place of performance is located in a particular city, township, or place, enter the following values: **Positions 1-2** = 2-digit FIPS state code for the state, District of Columbia, or territory; **Positions 3-7** = 5-digit FIPS code.
- For multistate projects, enter the following values: **Positions 1-2** = 00; **Positions 3-7** = ***** (asterisks).
- If the principal place of performance is located in a particular county or counties, enter the following values: **Positions 1-2** = 2-digit FIPS state code for the state, District of Columbia, or territory; **Positions 3-4** = ** (asterisks); **Positions 5-7** = 3-digit FIPS code for the county of the principal performance location.
- For pass-through grants or other statewide projects, enter the following values: **Positions 1-2** = 2-digit FIPS state code for the state, District of Columbia, or territory; **Positions 3-7** = ***** (asterisks).
- For awards to domestic recipients where the final place of performance is in a foreign country, enter the following values: **Positions 1-2** = 00; **Positions 3-7** = FORGN.

SAI Number:

Required, alphanumeric, 20 positions max.

Type the code which identifies the State Application Identification number. This entry is comprised of the following values: **Positions 1-2** = Abbreviated Alpha State Code; **Positions 3-4** = Year; **Positions 5-6** = Month; **Positions 7-8** = Day; **Position 9** = Hyphen (-); **Positions 10-13** = Sequential Number; **Positions 14-20** = Suffix (*Optional*).

Example: LA990211-1234.

FAI Number:

Required, alphanumeric, 16 positions max. and optional 4 positions max.

Type the code in the first 16 positions which identifies the Federal Award Identifier number and is the agency's internal award control number. There is no set format for this identifier and at least **one** character must be entered. Type a number in the last 4 positions to identify any modifications. The 4-position field is an optional entry.

Minority:

Optional default

Click the applicable radio button to indicate if the award was given to a minority business or education enterprise as follows:

- Click **[None]** to indicate in the agreement that the award was not granted to either a minority business or minority education enterprise.

- Click **[Business]** to indicate in the agreement that the award was granted to a minority business enterprise. A minority business enterprise is one in which at least 51 percent of the business is owned by one or more individuals whose ethnicity is of minority descent.
- Click **[Education]** to indicate in the agreement that the award was granted to a minority education enterprise. A minority education enterprise is any higher institution in the U.S. and/or territories where 50 percent or more of the enrollment is comprised of individuals whose ethnicity is of minority descent.



Note

After selecting the recipient name, the system validates the Minority Education indicator in the recipient name record. If the Minority Education indicator is checked in the recipient name record, the system defaults to **Education**. This default is protected and can not be changed.


Type Codes



Provides a group box of fields relating to codes associated with the agreement.

Action Type


Required

The system defaults to **New Assistance Award** when adding an agreement. When modifying/updating an existing agreement, the system allows you to select one of the following action types from the drop down box. Click  to display the available action types.

- Select **[Continuation]** which identifies when funding in a succeeding budget period which stemmed from a prior agreement fund.
- Select **[Revision]** which identifies any change in the Federal government's financial obligation or contingent liability from an existing obligation.


Assistance

Required

Click  to display the available assistance code(s)/description(s). Select the assistance code/description from the drop down list. The drop down list identifies the available assistance code(s) which describes the type of financial assistance. The assistance code(s)/description(s) listed displays only those valid codes associated with the CFDA number.

Recipient


Required

Click  to display the available recipient code(s)/description(s). Select the recipient code/description from the drop down list. The drop down list identifies the available recipient code(s) which describes the type of recipient receiving the financial assistance. The recipient code(s)/description(s) listed displays only those valid codes associated with the CFDA number.

Recipient



Provides a group box of fields relating to recipient information.

If the recipient code in the agreement is a standard recipient code (e.g., **00**, **01**, **06**, or **20**), the system prevents you from completing the Name, Location, and Additional Description fields. Click  to search for the standard recipient name.

If the recipient code is a nonstandard code, you may enter data in the Name, Location, and Additional Description fields.

Name: *Required, alphanumeric, 45 positions max.*

If the recipient is a nonstandard recipient code, type the recipient name.
(Figure 16)

If the recipient is a standard recipient code, select the recipient name from the Names list box on the List Recipient Name, Location, And Additional Info window (Figure 16).

Location: *Required, alphanumeric, 45 positions max.*

If the recipient is a nonstandard recipient code, type the location. If the recipient is a standard recipient code, select the location from the Location Descriptions list box on the List Recipient Name, Location, And Additional Info window (Figure 16).

Additional Description: *Optional, alphanumeric, 45 positions max.*

If the recipient is a nonstandard recipient code, type the additional description. This may be any other information that further describes the recipient. If the recipient is a standard recipient code, you may select the additional description from the Additional Descriptions (Optional) list box on the List Recipient Name, Location, And Additional Info window (Figure 16).



Note

The following fields require data but are protected and permit no manual data entry. If you selected recipient data from the List Recipient Name, Location, And Additional Info window (Figure 16), these fields are populated with data from the selected recipient record. If you entered the recipient data, then you **must** select this information from data maintained in the system by accessing the List State/County/City/ZIP/Congressional District window (Figure 42). To display the List State/County/City/ZIP/Congressional District window, click next to the Congressional District field.

For instructions on using this window, see [Searching For A Geographical Code](#). For information on the fields, see [List State/County/City/ZIP/Congressional District Window Field Instructions](#).

State: *No entry*

Displays the 2-digit state code and corresponding 2-position state alpha abbreviation populated from the selected recipient name record or with selection made from the List State/County/City/ZIP/Congressional District Window.

County: *No entry*

Displays the 3-digit county code and corresponding county name populated from the selected recipient name record or with selection made from the List State/County/City/ZIP/Congressional District window.



Congressional District: *No entry*

Displays the 2-digit congressional district code populated from the selected recipient name record or with selection made from the List State/County/City/ZIP/Congressional District window.

City:	<i>No entry</i> Displays the 5-digit city code and corresponding city name populated from the selected recipient name record or with selection made from the List State/County/City/ZIP/Congressional District window.
ZIP Code:	<i>No entry</i> Displays the 5-digit ZIP Code and optional ZIP+4 (<i>if in the recipient name record or on the database</i>) populated from the selected recipient name record or with selection made from the List State/County/City/ZIP/Congressional District window.
Override ZIP:	<i>Optional, numeric, 9 positions max.</i> Type in the 5-digit ZIP Code and the optional ZIP+4 to override the ZIP Code populated from the recipient name record or with selection made from the List State/County/City/ZIP/Congressional District window.

Search Recipient Name Pop-up Field Instructions

The Search Recipient Name pop-up (**Figure 15**) is used to search the database for a recipient name within a state for a specific recipient code.

Name	<i>Optional, alphanumeric, 45 positions max.</i> Type the recipient name. You may enter partial data, and if on the database, the system will display the recipient names beginning with the partial data entered. If left blank, the system displays all recipient names in the database with that recipient code.
State	<i>Optional, numeric, 2 positions</i> Click  or  until you display the valid 2-digit state code. Select the desired state code.

List Recipient Name, Location, And Additional Info Window Field Instructions







The List Recipient Name, Location, And Additional Info window (**Figure 16**) is used to search the database for a recipient name within a state.

Recipient Type:	<i>No entry</i> Displays the recipient code and corresponding description populated from selection made in the Recipient field at the Add/Update Individual Agreement window.
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Depending on the recipient type code selected, the following set of statements may be displayed on the window: *The Recipient Type Is Standard. Recipient Information Must Be Selected From The Following List; The Recipient Type Is*


Non-Standard. Select Recipient Information From The List Or Return And Enter The Information.

Names	<p><i>No entry</i></p> <p>Displays a list box of recipient name(s) entered at the Search Recipient Name pop-up from which to select. Click  or  to display the valid recipient name and select a recipient name. Taking into consideration the search criteria entered, only recipient names on the database with the recipient type selected are displayed.</p>
Location Descriptions	<p><i>No entry</i></p> <p>Displays a list box of location descriptions from which to select. The location descriptions are associated with the recipient name selected from the Names list box. Click  or  to display the valid location descriptions and select one.</p>
Additional Descriptions (Optional)	<p><i>No entry</i></p> <p>Displays a list box of additional descriptions from which to select. The additional descriptions are associated with the location description selected from the Location Descriptions list box. Click  or  to display the valid additional descriptions and select one.</p>

Forest Service Project Details Pop-up Field Instructions

The Forest Service Project Details pop-up (**Figure 18**) is used by FS users to add and/or modify/update project detail data associated with an individual agreement.

Institute Code	<p><i>Optional</i></p> <p>Click either Non-Land Grants, 1890 Land Grants, or Land Grants which describes the type of grant.</p>
Research Code	<p><i>Optional</i></p> <p>Click either A = Applied or B = Basic, which describes the type of research for the grant.</p>
Field Office Code	<p><i>Optional</i></p> <p>Click  to display a drop down list of field office codes from which to select. For a description of the codes, see Forest Service Field Office Codes.</p>
Project Description:	<p><i>Optional, alphanumeric 1,500 positions max.</i></p> <p>Type a description of the project.</p>

Amounts 

Provides a group box of fields relating the agreement amounts.



Coop Amount: *Optional, numeric, 9 positions max.*

Type the amount for cooperative funds.

Grant Amount:	<i>Optional, numeric, 9 positions max.</i> Type the grant amount.
Appropriated Amount:	<i>Optional, numeric, 9 positions max.</i> Type the appropriated funds amount.
Reimbursable Amount:	<i>Optional, numeric, 9 positions max.</i> Type the reimbursable funds amount.

Add Aggregate Agreement Window Field Instructions

The Add Aggregate Agreement window (**Figure 19**) is used to add an aggregate agreement.


Department/Agency:	<i>No entry</i> Displays the department/agency codes and agency name with selection made from the Agreement List window.
CFDA:	<i>No entry</i> Displays the CFDA number with selection made from the Agreement List window.
Program Name:	<i>No entry</i> Displays the program name associated with the CFDA number selected from the Agreement List window.
Dates	∇ Provides a group box of fields relating to the agreement dates.
Obligation:	<i>Required, numeric, 10 positions max.</i> Type the date the agreement was signed using the MMDDYYYY format. If the agreement was signed on September 15, 1999, type 09151999 . This date also serves as the date the funds were obligated.
Current:	<i>No entry</i> Displays the current FAAD fiscal year/quarter.
Effective:	<i>Optional default, numeric, 4 positions and 7 positions max.</i> The system populates the fiscal year portion of this field with the current FAAD fiscal year when adding an agreement. If you are entering the transaction late or correcting data, type the fiscal year in the first four positions (e.g., FY'00, type 2000). This information is included in the data reported to Census. The system populates the quarter portion of this field with the current FAAD quarter when adding an agreement. If you are entering the transaction late or correcting data, click  or  to display the written version (i.e., <i>first, second, third, fourth</i>) of the quarter to select the appropriate quarter in the last 7 positions.

Geographical Information



Note



The following fields require data but are protected and permit no manual data entry. To ensure the accuracy and integrity of the geographical data contained in the recipient name record, you **must** select this information from data maintained in the system by accessing the List State/County/Congressional District window (**Figure 20**). To display the List State/County/Congressional District window, select **Go To > State And County List** or click . For information on the fields, see [List State/County/Congressional District Window Field Instructions](#).

State:

No entry

Displays the 2-digit state code and corresponding 2-position state alpha abbreviation populated with selection made from the List State/County/Congressional District Window.

County:

No entry

Displays the 3-digit county code and corresponding county name populated with selection made from the List State/County/Congressional District window.

Congressional District:

No entry

Displays the 2-digit congressional code populated with selection made from the List State/County/Congressional District window.

Place Of Performance:

Required, alphanumeric, 7 positions

Type the code which identifies the location of the funded project. Valid entry is as follows:

- Positions 1-2 = state, District of Columbia, or territory code
- Positions 3-4 = ** (asterisks)
- Positions 5-7 = county code

Example: If the aggregate agreement is for the State of Georgia, Bacon County, the entry would be **13**005**. The state and county codes entered in the Place of Performance field **must** be the same as the state and county codes in the aggregate agreement.

Amounts



Provides a group box of fields relating to the total funds of the agreement.

Federal:

Required, numeric, 14 positions max.

Type the dollar amount of the funds awarded to the recipient by the Federal government. Type the amount in whole dollars without commas. If the the dollar amount is \$1.5 million, type **1500000**. The system adds the commas and converts the entry to 1,500,000.



Note

You cannot create an agreement amount in excess of \$1,000,000,000. If more than \$1,000,000,000 is entered in the Federal Amount field, the message pop-up *FA0146-Federal Cannot Be Greater Than \$1,000,000,000* is displayed. You must satisfy all errors before the data can be updated to the FAAD database.

Non-Federal:

Required, numeric, 14 positions max.

Type the dollar amount of the nonfederal funds awarded to the recipient. Type the amount in whole dollars without commas. If the the dollar amount is \$500,000.00 type **500000**. The system adds the comma and converts the entry to 500,000. Nonfederal funds are usually matching funds from another department or agency.



Note

(1) You cannot create an agreement in excess of \$99,999,999. If more than \$99,999,999 is entered in the Non-Federal Amount field, the message pop-up *FA0155-Non-Federal Amount Cannot Be Greater Than \$99,999,999* is displayed. You Must satisfy all errors before the data can be updated to the FAAD database.
(2) If applicable, you may enter both Federal and non-Federal funds. However, you must have an entry in at least one of the funds.



Note

If applicable, you may enter both Federal and non-Federal funds. However, you must have an entry in at least one of the funds.


Type Codes

▽

Provides a group box of fields relating to codes associated with the agreement.


Recipient:

Required

Click  to display the available recipient code(s)/description(s). Select the recipient code/description from the drop down list. The drop down list identifies the available recipient code(s) which describes the type of recipient receiving the financial assistance. The recipient code(s)/description(s) listed displays only those valid codes associated with the CFDA number.

Assistance

Required

Click  to display the available assistance code(s)/description(s). Select the assistance code/description from the drop down list. The drop down list identifies the available assistance code(s) which describes the type of financial assistance. The assistance code(s)/description(s) listed displays only those valid codes associated with the CFDA number.

List State/County/Congressional District Window Field Instructions

The List State/County/City/ZIP/Congressional District window (**Figure 20**) is used to display state, county, city, and congressional district geographical abbreviations and codes when adding or modifying/updating an aggregate agreement.



State



▽

Displays a list box of all state codes and abbreviations, including the codes and abbreviations for Alaska, District of Columbia, Hawaii and the U.S. possessions and territories.

Code

No entry

Displays a list of all state codes from which to select, including the codes and abbreviations for Alaska, District of Columbia, Hawaii and the U.S. possessions and territories. Click  or  to display the valid codes and select one.

Abbreviation	<i>No entry</i> Displays a list of all state 2-position alpha abbreviations from which to select, including the abbreviations for Alaska, District of Columbia, Hawaii and the U.S. possessions and territories. The 2-position alpha abbreviation corresponds to the state code.
County	▽ Displays a list box of the county codes and names and the corresponding congressional district codes.
Code	<i>No entry</i> Displays a range of county codes from which to select. Click  or  to display the valid codes and select one.
Name	<i>No entry</i> Displays a range of county names listed in alpha sequence from which to select. The county name corresponds to the selected county code.
Congressional District	<i>No entry</i> Displays a range of congressional district codes from which to select. The congressional district code corresponds to the selected county name and code.

Search County Pop-up Field Instructions

The Search County pop-up (**Figure 21**) is used to search for geographical data by county code/name.



Although the Search County fields are optional entries, at least one of the fields must be completed to invoke the search.

County Code:	<i>Optional, numeric, 3 positions</i> Type the 3-digit county code. You may enter partial data, and if on the database, the system will display the county codes beginning with the partial data entered.
County Name:	<i>Optional, alphanumeric, 21 positions max.</i> Type the county name. You may enter partial data, and if on the database, the system will display the county names beginning with the partial data entered.


Search And Sort Agreements Pop-up Field Instructions

The Search And Sort Agreements pop-up (**Figure 22**) is used to specify search/sort criteria to display agreements at the bottom portion of the Agreement List window (**Figure 12**) in a certain order. The search and sort capability allows you to display only those agreements specified in the criteria and can limit your having to scroll through many agreements to locate a specific agreement(s).



Note

Although the Search By group fields are optional entries, at least one of the fields must be completed to invoke the search.

Search By	<p>▽</p> <p>Provides a group box of fields to enter as search criteria.</p>
Recipient Name:	<p><i>Optional, alphanumeric, 45 positions max.</i></p> <p>Type the recipient name. You may enter partial data, and if on the database, the system will display the recipient names beginning with the partial data entered.</p>
Obligation Date:	<p><i>Optional, numeric, 10 positions max.</i></p> <p>Type the date the agreement was signed using the MM-DD-YYYY format. If the agreement was signed on September 15, 1999, type 09-15-1999 with the dashes.</p>
FAI Number:	<p><i>Optional, alphanumeric, 16 positions max. and optional 4 positions max.</i></p> <p>Type the code in the first 16 positions which identifies the Federal Award Identifier number and is the agency's internal award control number. You may enter partial data and, if on the database, the system will display the FAI's beginning with the partial data entered. Type the modification number in the last 4 positions, if applicable.</p>
County Code:	<p><i>Optional, numeric, 3 positions</i></p> <p>Type the 3-digit county code where the recipient is located.</p>
Name:	<p><i>Optional, alphanumeric, 21 positions max.</i></p> <p>Type the county name code where the recipient is located. You may enter partial data and, if on the database, the system will display the county names beginning with the partial data entered.</p>
State Code:	<p><i>Optional, numeric, 2 positions</i></p> <p>Type the 2-digit state code where the recipient is located.</p>
Name:	<p><i>Optional, alphanumeric, 21 positions max.</i></p> <p>Type the 2-position alpha abbreviated state code where the recipient is located. You may enter partial data and, if on the database, the system will display the state names beginning with the partial data entered.</p>
Federal Amount:	<p><i>Optional, numeric, 10 positions max.</i></p> <p>Type the dollar amount of the funds awarded to the recipient by the Federal government. Type the amount in whole dollars without commas. If the the dollar amount is \$10,000, type 10000. The system adds the commas and converts the entry to 10,000.</p>
	<p> Note</p> <p>You cannot create an agreement amount in excess of \$1,000,000,000. If more than \$1,000,000,000 is entered in the Federal Amount field, the message pop-up <i>FA0146-Federal Cannot Be Greater Than \$1,000,000,000</i> is displayed. You must satisfy all errors before the data can be updated to the FAAD database.</p>
Sort By:	<p><i>Optional default</i></p> <p>Provides three different options to select from to sort the agreement data in a certain order. Click one of the following options of sort criteria:</p>

- Name, Amount, Date, State, County, and City
- FAI, Amount, Date, State, County, and City
- State, County, City, Amount, and Date



Note

If a sort is not selected, the system defaults to the **Name**, **Amount**, **Date**, **State**, **County** and **City** sort.

Update Individual Agreement Window Field Instructions

The Update Individual Agreement window (**Figure 23**) is used to modify/update an individual agreement.

For instructions on changing individual agreement data, see [Modifying/Updating An Individual Agreement Record](#). For instructions on modifying/updating the individual agreement fields, see [Add Individual Agreement Window Field Instructions](#).



Note

The Dept/Agy, CFDA Number, and Program fields are protected and cannot be modified.

The field, Adjust Agreement Funds By This Amount, does not apply when adding an individual agreement and was not addressed in instructions provided for the Add Individual Agreement window.

Adjust Agreement Funds By This Amount

Optional

Click the Adjust Agreement Funds By This Amount box if you are increasing or decreasing either the Federal or Non-Federal Funds fields. When this box is selected, a checkmark is displayed. When entering negative amounts (i.e., decreasing the funds amount), type the amount with a minus sign (-) in front or behind the amount entered. If the minus sign is typed after the amount, the system places the minus in front of the amount. For example, if the Federal Funds field should reflect a negative \$10,000, type **-10000** or **10000-**. The system will show the entry as -10,000.

Update Aggregate Agreement Window Field Instructions

The Update Aggregate Agreement window (**Figure 25**) is used to modify/update an aggregate agreement. For instructions on changing aggregate agreement data, see [Modifying/Updating An Aggregate Agreement Record](#). For instructions on modifying/updating the aggregate agreement fields, see [Add Aggregate Agreement Window Field Instructions](#).



Note

The Department/Agency, CFDA, and Program Name fields are protected and cannot be modified.

The field, Adjust Agreement Funds By This Amount, does not apply when adding an individual agreement and was not addressed in instructions provided for the Add Individual Agreement window.

**Adjust
Agreement Funds
By This Amount**

Optional

Click the Adjust Agreement Funds By This Amount box if you are increasing or decreasing either the Federal or Non-Federal Funds fields. When this box is selected, a checkmark is displayed. When entering negative amounts (i.e., *decreasing the funds amount*), type the amount with a minus sign (-) in front or behind the amount entered. If the minus sign is typed after the amount, the system places the minus in front of the amount. For example, if the Federal Funds field should reflect a negative \$10,000, type **-10000** or **10000-**. The system will show the entry as -10,000.

Agreement History List Window Field Instructions

The Agreement History List window (**Figure 29**) is used to display a history list of an agreement.



Note

Both individual and aggregate agreement history is displayed on the same Agreement History List window. However, the City, FAI Core Number, and FAI Mod Number fields are blank for aggregate agreements.

**Department/
Agency:**

No entry

Displays the department/agency codes and agency name with selection made from the Agreement List window.

CFDA Number:

No entry

Displays the CFDA number with selection made from the Agreement List window.

Program Name:

No entry

Displays the program name associated with the CFDA number selected from the Agreement List window.

Federal Amount:



No entry

Displays the dollar amount of the funds awarded to the recipient by the Federal government.

**Non-Federal
Amount:**

No entry

Displays the dollar amount of the non-Federal funds awarded to the recipient.

The following fields are populated with the detail data of the agreement at the bottom portion of the Agreement History List window. To view all of the fields, click  or  to move the window.

Recipient Name

No entry

Displays the recipient name that received the award on the agreement. If the agreement is an aggregate, County Aggregate is displayed.

Federal	<i>No entry</i> Displays the dollar amount of the funds awarded to the recipient by the Federal government.
Non-Federal	<i>No entry</i> Displays the dollar amount of the nonfederal funds awarded to the recipient.
Obligation Date	<i>No entry</i> Displays the date the agreement was signed and is also the date the funds were obligated.
State	<i>No entry</i> Displays the 2-digit state code where the recipient is located.
County	<i>No entry</i> Displays the 3-digit county code where the recipient is located.
City	<i>No entry</i> Displays the 5-digit city code where the recipient is located.
FAI Core Number	<i>No entry</i> Displays the Federal Award Identifier number which is the agency's internal award control number.
FAI Mod Number	<i>No entry</i> Displays the code which identifies any modifications to the agreement.

List CFDA Window Field Instructions

The List CFDA window (**Figure 30**) is used to display all valid Federal domestic assistance awards by Agency. You can select a CFDA number record from the List CFDA window for updating and deletion.



Note

At the List CFDA window, you can also set the system to allow entering multiple or single CFDA number records.

- Select **Options > Single** to add one CFDA number record.
- Select **Options > Multiple** to add more than one CFDA number record for the same department/agency.

The Options feature facilitates entering multiple records without having to repeat the previous steps every time a each record is entered. After a CFDA number record is saved and updated to the FAAD database, the system automatically displays a blank Add CFDA window for completion.

Dept/Agy:	<i>No entry</i> Displays the department/agency codes and agency name entered at the Select Department and Agency pop-up or the department/agency selected from the List Department and Agency window.
CFDA	<i>No entry</i> Displays all the CFDA numbers associated with the department/agency entered.

Inactive	<i>No entry</i> Displays the status of the CFDA number. An N (for No) indicates that the CFDA number is active; Y (for Yes) indicates that the CFDA number is inactive.
Program Name	<i>No entry</i> Displays the program name for the corresponding CFDA number.

Select Department And Agency Pop-up Field Instructions

The Select Department And Agency pop-up (**Figure 11**) is used to obtain a list of CFDA numbers by department/agency. For instructions on maintaining CFDA data process, see [Adding A CFDA Number Record](#).

Department	<i>Required, alphanumeric, 2 positions</i> Type the Department code.
Agency	<i>Required, alphanumeric, 2 positions</i> Type a valid agency code for the Department code entered.

Add CFDA Window Field Instructions

The Add CFDA window (**Figure 31**) is used to add a CFDA program. For instructions on maintaining CFDA data, see [Adding A CFDA Number Record](#).

Dept/Agy:	<i>No entry</i> Displays the department/agency codes and agency name entered at the Select Department and Agency pop-up or the department/agency selected from the List Department and Agency window.						
Federal Domestic Assistance Program	▼ Provides several fields to complete when adding an assistance program number record.						
CFDA Number	<i>Required, alphanumeric, 5 positions</i> Type a valid number from the Catalog of Federal Domestic Assistance. The CFDA prefix for USDA FAAD users, 10 , is system generated. The second box of the field is a 3-position alphanumeric suffix and represents the program. The permanent 3-position suffix is an assigned numeric, sequential number. The system allows the user to enter temporary “pseudo” codes using alpha characters until the permanent number has been assigned.						
Award Type	<i>Required</i> Click one of the following award types. The system automatically defaults to Both . <table> <tr> <td>Aggregate</td><td>Collects and reports data on a county-wide basis</td></tr> <tr> <td>Individual</td><td>Collects and reports data on an action-to-action basis</td></tr> <tr> <td>Both</td><td>Collects and reports data on both aggregate and individual bases</td></tr> </table>	Aggregate	Collects and reports data on a county-wide basis	Individual	Collects and reports data on an action-to-action basis	Both	Collects and reports data on both aggregate and individual bases
Aggregate	Collects and reports data on a county-wide basis						
Individual	Collects and reports data on an action-to-action basis						
Both	Collects and reports data on both aggregate and individual bases						

Status	<p><i>No entry</i></p> <p>The system defaults to Active when adding a CFDA number record.</p>
Program Name	<p><i>Required, alphanumeric, 149 positions max.</i></p> <p>Type the description name/title of the program.</p>
Assistance Codes/Descriptions	<p>▽</p>
Available	<p><i>No entry</i></p> <p>Select the assistance code(s)/description(s) from the Available list box to describe the type of assistance for the CFDA number record being added. The Available list box is populated with the assistance codes/descriptions when the Add CFDA window is accessed/displayed. After the selection(s) is made, click [Add] to move the selection(s) to the Selected list box.</p> <p>To add all assistance codes/descriptions from the Available list box, click [Add All]. All of the assistance codes/descriptions are moved to the Selected list box and will be associated with the CFDA number record being added. More than one assistance code/description can be added to a CFDA number record, but you must select at least one.</p>
Selected	<p><i>Required</i></p> <p>Displays the assistance code(s)/description(s) selected and added from the Available list box. If you determine that an assistance code/description was selected and added in error, select the assistance code/description in the Selected list box and click [Remove]. The selected assistance code/description disappears from the Selected list box and will not be associated with the CFDA number record being added.</p>
Recipient Codes/Descriptions	<p>▽</p>
Available	<p><i>No entry</i></p> <p>Select the recipient code(s)/description(s) from the Available list box to describe the type of recipient for the CFDA number record being added. The Available list box is populated with the recipient codes/descriptions when the Add CFDA window is accessed/displayed. After the selection(s) is made, click [Add] to move the selection(s) to the Selected list box.</p> <p>To add all recipient codes/descriptions from the Available list box, click [Add All]. All of the recipient codes/descriptions are moved to the Selected list box and will be associated with the CFDA number record being added. More than one recipient code/description can be added to a CFDA number record, but you must select at least one.</p>
Selected	<p><i>Required</i></p> <p>Displays the recipient code(s)/description(s) selected and added from the Available list box. If you determine that a recipient code/description was selected and added in error, select the recipient code/description in the Selected list box and click [Remove]. The selected recipient code/description disappears from the Selected list box and will not be associated with the CFDA number record being added.</p>

Update CFDA Window Field Instructions

The Update CFDA window (**Figure 32**) is used to modify/update a CFDA number record.

For instructions on changing CFDA data, see [Modifying/Updating A CFDA Number Record](#). For instructions on modifying/updating the CFDA fields, see [Add CFDA Window Field Instructions](#).



Note

The CFDA Number field is protected and cannot be modified.

If the Status field is changed to Inactive, **[Add]**, **[Remove]**, and **[Add All]** under the Assistance Codes/Descriptions and Recipient Codes/Descriptions fields become disabled. After the status is changed to Inactive, this disabling prohibits adding any additional assistance/recipient codes to the record.

Search Recipient Pop-up Field Instructions

The Search Recipient pop-up (**Figure 36**) is used to search for a specific recipient name and type.

Name	<i>Optional, alphanumeric, 45 positions max.</i> Type the recipient name. You may enter partial data, and if on the database, the system will display the recipient names beginning with the partial data entered. If left blank, the system displays all recipient names in the database.
Type	<i>Optional, numeric, 2 positions</i> Type a valid recipient type code for the recipient name entered. You may enter partial data, and if on the database, the system will display the recipient type code(s) beginning with the partial code and recipient name entered.

Recipient Name Window Field Instructions


The Recipient Name window (**Figure 33**) is used to add a recipient name. For information on adding recipient names, see [Adding A Recipient Name Record](#).

Recipient Type	<i>No entry</i> Displays the recipient type entered at the Search Recipient pop-up for viewing. This field is blank if you are adding a recipient name record.
Recipient Names	<i>No entry</i> Displays the recipient name(s) from the Search Recipient pop-up for viewing. This field is blank if you are adding a recipient name record.
Detail	▽ Displays the detail information on the recipient name record.

Recipient Name	<p><i>Conditional, alphanumeric, 45 positions max.</i></p> <p>Type the recipient name. If adding a recipient name record, this is a required entry. If viewing, the selected recipient name is displayed from the Recipient Names list.</p>
User Id:	<p><i>No entry</i></p> <p>System generated with the user ID of the person performing the add/update/delete action. The user ID is displayed only after the recipient name record is retrieved once the add/change/delete has been updated to the FAAD database.</p>
Date:	<p><i>No entry</i></p> <p>System generated with the date the add/update/delete action was accomplished. The date is displayed only after the recipient name record is retrieved once the add/change/delete has been updated to the FAAD database.</p>
Time:	<p><i>No entry</i></p> <p>System generated with the time the add/update/delete action was accomplished. The time is displayed only after the recipient name record is retrieved once the add/change/delete has been updated to the FAAD database.</p>

Recipient Location Description Window Field Instructions

The Recipient Location Description window (**Figure 34**) is used to add a recipient name record. For information on adding recipient names, see [Adding A Recipient Name Record](#).

Recipient Name	<p><i>No entry</i></p> <p>Displays the recipient name as entered at the Recipient Name window.</p>
Location Descriptions	<p><i>No entry</i></p> <p>This field displays a list box of the location descriptions in the recipient name record after the location descriptions have been entered in the Location Description field and/or at the Recipient Description Additional window and updated to the FAAD database. The location descriptions are displayed when this window is accessed to update/view/delete a location description from a recipient name record, but is not displayed at the time the location description is added/updated.</p>
 Note	<p>If the Single Location box is clicked when the recipient name record is being added, the system populates Single Location in this field.</p>

Detail	<p>▽</p> <p>Displays the detail information on the recipient location description.</p>
Single Location	<p><i>Optional</i></p> <p>Click the Single Location box if the recipient has only one location when adding the recipient name record.</p>

Minority Education

Optional

Click the Minority Education box if applicable. If the Minority Education box is clicked, the system automatically denotes **E** in the Minority Business indicator on the agreement. If the Minority Education box is left blank, the system's internal default is **N** and the Minority Business indicator on the agreement is blank.

Location Description

Conditional, alphanumeric, 45 positions max.

If the Single Location box is clicked when the recipient name record is being added, the system populates **Single Location** in this field and no entry is required. If the Single Location box is **not** clicked when the recipient name record is being added, type the location description.



Note

The system allows a recipient to have multiple location descriptions in its record. To add additional location descriptions, see [Recipient Additional Description Window Field Instructions](#).

Recipient Types

▽

Available

No entry

Select the recipient code(s)/description(s) from the Available list box to describe the type of recipient for the recipient name record being added. The Available list box is populated with the recipient codes/descriptions when the Recipient Location Description window is accessed/displayed. After the selection(s) is made, click **[Add]** to move the selection(s) to the Selected list box.

More than one recipient code/description can be added to a recipient name record, but you **must** select at least one.

Selected

Required


Displays the recipient code(s)/description(s) selected and added from the Available list box. If you determine that a recipient code/description was selected and added in error, select the recipient code/description in the Selected list box and click **[Remove]**. The selected recipient code/description disappears from the Selected list box and will not be associated with the recipient name record being added/updated.

Geographical Information

▽



Note

The following fields require data but are protected and permit no manual data entry. To ensure the accuracy and integrity of the geographical data contained in the recipient name record, you **must** select this information from data maintained in the system by accessing the List State/County/City/ZIP/Congressional District window (**Figure 42**). To display the List State/County/City/ZIP/Congressional District window, select **View > Search Geo** or click .

For instructions on using this window, see [Searching For A Geographical Code](#). For information on the fields, see [List State/County/City/ZIP/Congressional District Window Field Instructions](#).

State:	<i>No entry</i> Displays the 2-position alpha state code where the recipient is located and selected from the List State/County/City/ZIP/Congressional District window.
City:	<i>No entry</i> Displays the specific name of of the city/township where the recipient is located and selected from the List State/County/City/ZIP/Congressional District window.
Congressional District:	<i>No entry</i> Displays the 2-digit congressional district code where the recipient is located and selected from the List State/County/City/ZIP/Congressional District window.
County:	<i>No entry</i> Displays the specific county name where the recipient is located and selected from the List State/County/City/ZIP/Congressional District window.
ZIP Code:	<i>No entry</i> Displays the ZIP +4 Code where the recipient is located and selected from the List State/County/City/ZIP/Congressional District window.
User Id:	<i>No entry</i> Displays the user ID of the person performing the add/update/delete action. The user ID is displayed only after the recipient name record is retrieved once the add/change/delete has been updated to the FAAD database.
Date:	<i>No entry</i> Displays the date the add/update/delete action was accomplished. The date is displayed only after the recipient name record is retrieved once the add/change/delete has been updated to the FAAD database.
Time:	<i>No entry</i> Displays the time the add/update/delete action was accomplished. The time is displayed only after the recipient name record is retrieved once the add/change/delete has been updated to the FAAD database.

Recipient Additional Description Window Field Instructions

The Recipient Additional Description window (**Figure 35**) is used to add/update/delete a recipient additional description.

Recipient Name:	<i>No entry</i> Displays the recipient name populated from the Recipient Location Description window.
Location Description:	<i>No entry</i> Displays the selected location description from the list box from the Recipient Location Description window.
Additional Descriptions	<i>No entry</i> Displays all the additional descriptions associated with the recipient name record.



To modify/delete any of the additional descriptions, select the specific description and click the highlighted selection. The system automatically populates the highlighted selection in the Additional Description field.

Detail



Displays the detail information on the recipient additional description.

Additional Description:

Conditional, alphanumeric, 45 positions max.

If you are adding an additional description, type the description. If you are modifying/deleting an additional description, this field is populated with the highlighted/selected description from the Additional Descriptions list box.



After the cursor is positioned in the field for data entry or the field is populated with the selected additional description, **[Add]**, **[Update]**, **[Delete]**, and/or **[Clear]** is enabled.

User Id:

No entry

Displays the user ID of the person performing the add/update/delete action.

Date:

No entry

Displays the date the add/update/delete action was accomplished.

Time:

No entry

Displays the time the add/update/delete action was accomplished.

Recipient Alias Window Field Instructions

The Recipient Alias window (**Figure 40**) is used to add/update/delete a recipient alias to a recipient name record.

Recipient Name: *No entry*

Displays the recipient name populated from selection made at the Recipient Name window.

Aliases:

No entry

Displays a list box of aliases associated with the recipient name record.

Detail



Displays the detail information on the alias record.

Alias:

Conditional, alphanumeric, 45 positions max.

If you are adding an alias, type the alias. If you are modifying/deleting an alias, this field is populated with the highlighted/selected alias.



After the cursor is positioned in the field for data entry or the field is populated with the selected additional description, **[Add]**, **[Update]**, **[Delete]**, and/or **[Clear]** is enabled.

User Id:

No entry

Displays the user ID of the person performing the add/update/delete action.

Date:	<i>No entry</i> Displays the date the add/update/delete action was accomplished.
Time:	<i>No entry</i> Displays the time the add/update/delete action was accomplished.

List State/County/City/ZIP/Congressional District Window Field Instructions

The List State/County/City/ZIP/Congressional District window (**Figure 42**) is used to display state, county, city, ZIP Code, and congressional district geographical abbreviations and codes.

State	▽ Displays a list box of all state codes and abbreviations, including the codes and abbreviations for Alaska, District of Columbia, Hawaii and the U.S. possessions and territories.
Code	<i>No entry</i> Displays a list of all state codes from which to select, including the codes and abbreviations for Alaska, District of Columbia, Hawaii and the U.S. possessions and territories.
Abbreviation	<i>No entry</i> Displays a list of all state 2-position alpha abbreviations from which to select, including the abbreviations for Alaska, District of Columbia, Hawaii and the U.S. possessions and territories. The 2-position alpha abbreviation corresponds to the state code.
County, City, ZIP, Congressional District	▽ Displays a list box of the county name and code, city name and code, 5-digit ZIP Code, +4 ZIP Code, and congressional district code for the corresponding state code.
County Name	<i>No entry</i> Displays a range of county names listed in alpha sequence from which to select. The county name corresponds to the selected state code.
County Code	<i>No entry</i> Displays a range of county codes from which to select. The county code corresponds to the selected county name.
City Name	<i>No entry</i> Displays a range of city names from which to select. The city name corresponds to the selected county name and code.
City Code	<i>No entry</i> Displays a range of city codes from which to select. The city code corresponds to the selected city name.

ZIP-5	<i>No entry</i> Displays a range of 5-digit ZIP Codes from which to select. The 5-digit ZIP Code corresponds to the selected city name and code.
ZIP-4	<i>No entry</i> Displays a range of ZIP+4 Codes from which to select. The 4-digit ZIP Code corresponds to the selected 5-digit ZIP Code.
Cong District	<i>No entry</i> Displays a range of congressional district codes from which to select. The congressional district code corresponds to the selected county name and code, city name and code, and 5-digit ZIP and ZIP+4 Codes.

Search County/City Pop-up Field Instructions

The Search County/City pop-up (**Figure 43**) is used to search for geographical data by county code/name and city code/name.



Note

Although the Search County/City fields are optional entries, at least one of the fields must be completed to invoke the search.

County Code:	<i>Optional, numeric, 3 positions</i> Type the 3-digit county code. You may enter partial data, and if on the database, the system will display the county codes beginning with the partial data entered.
County Name:	<i>Optional, alphanumeric, 21 positions max.</i> Type the county name. You may enter partial data, and if on the database, the system will display the county names beginning with the partial data entered.
City Code:	<i>Optional, numeric, 3 positions</i> Type the 5-digit city code. You may enter partial data, and if on the database, the system will display the city codes beginning with the partial data entered.
City Name:	<i>Optional, alphanumeric, 21 positions max.</i> Type the city name. You may enter partial data, and if on the database, the system will display the city names beginning with the partial data entered.

List Suspense Transmission Window Field Instructions

The List Suspense Transmission window (**Figure 44**) is used to display transmission header information for transmissions received for processing at NFC.



Department	<i>No entry</i> Displays the Department code of the batch transmission
Agency	<i>No entry</i> Displays the FAAD agency code of the batch transmission

Batch	<i>No entry</i> Displays an NFC-assigned sequential batch number for each transmission in suspense.												
Total Records	<i>No entry</i> Displays the number of records/transactions in the batch.												
Date	<i>No entry</i> Displays the date the batch was transmitted to NFC. The date is displayed in the YYYY-MM-DD format. Immediately following the date, the time the batch was transmitted to NFC is also displayed. The time is displayed in the HH:MM format.												
Status	<i>No entry</i> Displays the status of the transmission as follows: <table border="0" style="margin-left: 40px;"> <tr> <td>Completed</td><td>Indicates that all records in the transmission have been successfully processed through the Batch Process Routine and updated to the Agreement tables.</td></tr> <tr> <td>Rejected</td><td>Indicates that the transmission was rejected and run through the Batch Process Routine. The records were deleted.</td></tr> <tr> <td>Received</td><td>Indicates that the transmission was received by NFC from an agency.</td></tr> <tr> <td>P Accept</td><td>Indicates that the user accepted the batch prior to running of the Batch Process Routine.</td></tr> <tr> <td>P Reject</td><td>Indicates that the user rejected the batch prior to running of the Batch Process Routine.</td></tr> <tr> <td>Suspense</td><td>Indicates that the batch has invalid records.</td></tr> </table>	Completed	Indicates that all records in the transmission have been successfully processed through the Batch Process Routine and updated to the Agreement tables.	Rejected	Indicates that the transmission was rejected and run through the Batch Process Routine. The records were deleted.	Received	Indicates that the transmission was received by NFC from an agency.	P Accept	Indicates that the user accepted the batch prior to running of the Batch Process Routine.	P Reject	Indicates that the user rejected the batch prior to running of the Batch Process Routine.	Suspense	Indicates that the batch has invalid records.
Completed	Indicates that all records in the transmission have been successfully processed through the Batch Process Routine and updated to the Agreement tables.												
Rejected	Indicates that the transmission was rejected and run through the Batch Process Routine. The records were deleted.												
Received	Indicates that the transmission was received by NFC from an agency.												
P Accept	Indicates that the user accepted the batch prior to running of the Batch Process Routine.												
P Reject	Indicates that the user rejected the batch prior to running of the Batch Process Routine.												
Suspense	Indicates that the batch has invalid records.												

Detail	▽ Displays a group of fields which identify the records in the selected transmission.
Batch	<i>No entry</i> Displays an NFC-assigned sequential batch number for the selected transmission.
Total Records	<i>No entry</i> Displays the number of records/transactions for the selected transmission.
Invalid Records	<i>No entry</i> Displays the number of records/transactions that contain errors for the selected transmission.
Valid Records	<i>No entry</i> Displays the number of records/transactions without errors for the selected transmission.

List Suspense Record Window Field Instructions

The List Suspense Record window (**Figure 45**) is used to view the records associated with the transmission.

Suspense Transmission	<p>▽</p> <p>Displays a group of fields which identify header information of the selected transmission.</p>
Department	<p><i>No entry</i></p> <p>Displays the Department code of the batch transmission.</p>
Agency	<p><i>No entry</i></p> <p>Displays the FAAD agency code of the batch transmission.</p>
Batch Number	<p><i>No entry</i></p> <p>Displays an NFC-assigned sequential batch number for each transmission in suspense.</p> <p>The following fields provide the detail data elements contained in the suspense record at the bottom portion of the List Suspense Record window. To view all of the fields, click  or  to move the window.</p>
Suspense Records	<p>▽</p> <p>Displays a group of fields which identify the data elements contained in each suspense record.</p>
City	<p><i>No entry</i></p> <p>Displays the 5-digit city code where the recipient is located.</p>
State	<p><i>No entry</i></p> <p>Displays the 2-digit state code where the recipient is located.</p>
County	<p><i>No entry</i></p> <p>Displays the 3-digit county code where the recipient is located.</p>
Federal Amount	<p><i>No entry</i></p> <p>Displays the dollar amount of the funds obligated to the agreement.</p>
Non-Federal Amount	<p><i>No entry</i></p> <p>Displays the dollar amount of the nonfederal funds awarded to the agreement and are usually matching funds from another agency or Department.</p>
Recipient Type	<p><i>No entry</i></p> <p>Displays the 2-digit code which identifies the type of recipient.</p>
Assistance Type	<p><i>No entry</i></p> <p>Displays the 2-digit code which identifies the type of award or financial assistance given.</p>
Recipient Name	<p><i>No entry</i></p> <p>Displays the recipient name that received the award on the agreement.</p>
FAI Core Number	<p><i>No entry</i></p> <p>Displays the Federal Award Identifier number which is the agency's internal award control number.</p>



List Suspense Error Descriptions Window Field Instructions

The List Suspense Error Descriptions window (**Figure 48**) is used to view the error messages associated with a suspense transmission or a suspense record.

Code	<i>No entry</i> Displays the error code in the selected suspense transmission or suspense record.
Error Message	<i>No entry</i> Displays the a description of the error and corresponds to the error code.

State Report Window Field Instructions

The State Report window (**Figure 49**) is used execute a report sorted by state. The report may be produced for summary or detail data.

Selection Criteria	▽ Displays a group box of fields to select the report parameters.
Report Type	<i>Optional default</i> When the window is accessed, the system defaults to Summary. If you want the report to display detail data, click [Detail] .
Fiscal Year:	<i>Optional default, numeric, 4 positions</i> When the window is accessed, the system defaults to the current fiscal year. If you want the report produced for a different fiscal year, type the fiscal year (e.g., Fiscal Year '98 is entered as 1998 .
 Note	Only one fiscal year can be entered at a time. For multiple fiscal year reports, you must produced a report for each fiscal year. Currently, the database will allow you to retrieve fiscal year FAAD data for the fiscal current year and 5 prior fiscal years.
State Abbreviation:	<i>Conditional, alpha, 2 positions</i> If you want the report for a specific state, type the 2-position alpha state abbreviation. For example, if the state is Louisiana, type LA . If you want the report for all states, leave blank.
All States	<i>Conditional</i> If you want the report for all states, click the All States check box. When this box is selected, a checkmark is displayed.
 Note	To obtain the report data, you must make a selection for either a specific state or all states, but not both.
Congressional District:	<i>Optional, numeric, 2 positions</i> Type the 2-digit congressional district if you desire this information in the report. Up to 2 congressional districts may be entered.



Note

The Congressional District field is enabled only if you have entered a specific state in the State Abbreviation field. The Congressional District field is disabled if the All States box is selected and will allow no entry.








The fields listed below are the results of the report selection criteria. After the selection criteria is entered and the search is completed, the data is displayed. For summary reports, all fields may not display data.

State	<i>No entry</i> Displays the 2-position alpha state abbreviation if this was entered as a selection criteria in the State Abbreviation field.
Dept/Agy	<i>No entry</i> Displays the department and agency codes only if the Report Type was selected as detail.
CFDA	<i>No entry</i> Displays the CFDA number(s) only if the Report Type was selected as detail.
Recipient Name	<i>No entry</i> Displays the recipient name only if the Report Type was selected as detail.
Location Description	<i>No entry</i> Displays the location description only if the Report Type was selected as detail.
Rec Type	<i>No entry</i> Displays the recipient type only if the Report Type was selected as detail.
Asst Type	<i>No entry</i> Displays the assistance type only if the Report Type was selected as detail.
No. Of Records	<i>No entry</i> Displays the record number in the report based on the type of report selected. A summary report displays the total number of records by state(s). A detail report displays the individual line item(s) for each state.
Federal Amount	<i>No entry</i> Displays the record number in the report based on the type of report selected. A summary report displays the total dollar amount by state(s). A detail report displays the individual dollar amount line item(s) for each state.
Cong Dist	<i>No entry</i> Displays up to 2 congressional districts if this was entered as a selection criteria in the Congressional District field.

Agency Report Window Field Instructions

The Agency Report window (**Figure 52**) is used to execute a report sorted by agency. The report may be produced for summary or detail data.

Selection Criteria	▽ Displays a group box of fields to select the report parameters.
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- Fiscal Year:** *Optional default, numeric, 4 positions*
When the window is accessed, the system defaults to the current fiscal year. If you want the report produced for a different fiscal year, type the fiscal year (e.g., Fiscal Year '98 is entered as **1998**).
- Dept/Agy:** *Conditional, alphanumeric, 2 positions*
Type the 2-position department code and 2-position agency code if want the report for a specific department/agency. Up to 3 departments/agencies may be entered. For example, in the first 2 positions type the department code (i.e., **12** for Department of Agriculture); in the second 2 positions type the agency code (i.e., **K3** for APHIS). If you want the report for all agencies, leave blank.
- All Agencies** *Conditional*
If you want the report for all agencies, click the All Agencies check box. When this box is selected, a checkmark is displayed.
-  **Note**
To obtain the report data, you must make a selection for either one department/agency or all agencies, but not both.
- Report Type** *Optional default*
When the window is accessed, the system defaults to Summary. If you want the report to display detail data, click **[Detail]**.
- Recipient Types** *Conditional*
If you want the report for only certain recipient types, select the desired types. Click  or  to display and select the desired type(s).
- All Recipient Types** *Conditional*
If you want the report for all recipient types, click the All Recipient Types check box. When this box is selected, a checkmark is displayed. When the All Recipient Types box is selected, the search includes all types in the report but are not displayed on the report.
-  **Note**
To obtain the report data, you must make a selection for either one recipient type or all recipient types, but not both.
- Assistance Types** *Conditional*
If you want the report for only certain assistance types, select the desired types. Click  or  to display and select the desired type(s).
- All Assistance Types** *Conditional*
If you want the report for all assistance types, click the All Assistance Types check box. When this box is selected, a checkmark is displayed. When the All Assistance Types box is selected, the search includes all types in the report but are not displayed on the report.
-  **Note**
To obtain the report data, you must make a selection for either one assistance type or all assistance types, but not both.

	▽ The fields listed below are the results of the report selection criteria. After the selection criteria is entered and the search is completed, the data is displayed. For summary reports, all fields may not display data.
Dept/Agy	<i>No entry</i> Displays the department and agency codes when the Report Type was selected as either summary or detail.
CFDA	<i>No entry</i> Displays the CFDA number(s) only if the Report Type was selected as detail.
Recipient Name	<i>No entry</i> Displays the recipient name only if the Report Type was selected as detail.
No. Of Records	<i>No entry</i> Displays the record number in the report based on the type of report selected. A summary report displays the total number of records by agency. A detail report displays the total number of records for each department/agency, CFDA, recipient name combination as well as a total number of records for each agency.
Federal Amount	<i>No entry</i> Displays the record number in the report based on the type of report selected. A summary report displays the total dollar amount by agency. A detail report displays the total dollar amount for each department/agency, CFDA, recipient name combination as well as a total dollar amount for each agency.

Recipient Report Window Field Instructions

The Recipient window (**Figure 55**) is used to execute a report of agreements sorted by recipient name. The report may be produced for summary or detail data.

Selection Criteria	▽ Displays a group box of fields to select the report parameters.
Report Type	<i>Optional default</i> When the window is accessed, the system defaults to Summary. If you want the report to display detail data, click [Detail] .
Fiscal Year:	<i>Optional default, numeric, 4 positions</i> When the window is accessed, the system defaults to the current fiscal year. If you want the report produced for a different fiscal year, type the fiscal year (e.g., Fiscal Year '98 is entered as 1998).
Recipient Name:	<i>Required, alphanumeric, 45 positions max.</i> Type the recipient name. If you do not know the full recipient name, you may enter partial data. The system searches the database starting with the partial data entered.



Note

The system will only retrieve data if an agreement has been entered for the recipient name.

Recipient Location:

Optional, alphanumeric, 45 positions max.

Type the recipient location. If you do not know the full recipient location, you may enter partial data. The system searches the database starting with the partial data entered.



Note

If a recipient location is entered, the search is limited to that specific location.



The fields listed below are the results of the report selection criteria. After the selection criteria is entered and the search is completed, the data is displayed. For summary reports, all fields may not display data.

Recipient Name

No entry

Displays the recipient name(s) based on the complete/partial data entered in the Recipient Name field.

Recipient Location

No entry

Displays the location description only if the Report Type was selected as detail.

Dept/Agy

No entry

Displays the department and agency codes for both summary and detail reports.

CFDA

No entry

Displays the CFDA number(s) for both summary and detail reports.

No. Of Records

No entry

Displays the record number in the report based on the type of report selected. A summary report displays the total number of records by recipient name(s). A detail report displays the individual line item(s) for each recipient name.

Federal Amount

No entry

Displays the record number in the report based on the type of report selected. A summary report displays the total dollar amount by recipient name(s). A detail report displays the individual dollar amount line item(s) for each recipient name.

Reference Tables

This section presents the following topics:

[Assistance/Award Codes](#)

[Recipient Codes](#)

[Forest Service Field Office Codes](#)

[Error Codes/Messages](#)

Assistance/Award Codes

Code	Description
01	Revenue Sharing
02	Block Award
03	Formula Award
04	Project Award
05	Cooperative Agreement
06	Direct Payment for Specialized Use, such as Subsidy or Other Non-reimbursable Direct Financial Assistance.
07	Direct Loan
08	Guaranteed Insured Loan
09	Insurance
10	Direct Payment-With Restricted Use (<i>Retirement Pension, Veterans Benefits, etc.</i>)
11	Other Reimbursable, Contingent, Intangible, or Indirect Financial Assistance

Recipient Codes

Code	Description
00	State Government
01	County Government
02	Municipal or Township Government
04	Special District Government
05	Independent School District
06	State Controlled Institutions of Higher Education
11	Indian Tribe
12	Non-profit Agency
20	Private Higher Education Institution
21	Individual

Code	Description
22	Profit Organization
23	Small Business
25	All Other

Forest Service Field Office Codes

Code	Description
21	Mathematics
31	Atmospheric Sciences
32	Geological Sciences
51	Biological Sciences (excluding Environmental Biology)
54	Environmental Biology
72	Economics

Error Codes/Messages

Code	Message
001	Action Type Code Not Valid
002	Assistance Type Not Found
003	Agency Action Type Correction Indicator Not Valid
004	Agency Action Type Correction Year Not Valid
005	Alpha Agency Correction Year Not Valid
006	City Code Not Valid
007	City Zip Code Not Found
008	Correction Late Fiscal Year Not Valid
009	Correction Late Indicator Not Valid
010	Correction Late Quarter Not Valid
011	County Code Not Valid
012	County Not Found
013	Department, Agency, CFDA Combination Not Valid
014	End Date Not Valid
015	FAAD Agency Not Found
016	FAAD Department Not Found
017	FAI Number Not Valid
018	Federal Amount Not Valid
019	Federal And Non-Federal Amount Not Valid
020	Federal Domestic Assistance Program Already Exists

Code	Message
021	CFDA Not Found
022	CFDA Not Unique
023	CFDA Permitted Value Violation
024	Delete
025	Fiscal Year Quarter Not Found
026	Minority And Business Indicator Not Valid
027	Non-Federal Amount Not Valid
028	Obligation Date Not Valid
029	Obligation Date Or Correction Year Is Invalid
030	Program Assistance Type Not Found
031	Program Recipient Type Not Found
032	Project Description Not Valid
033	Recipient Additional Description Already Exists
034	Recipient Additional Description Not Found
035	Recipient Additional Description Not Unique
036	Recipient Additional Description Permitted Value Violation
037	Recipient Agreement Delete Not Allowed
038	Recipient Alias Already Exists
039	Recipient Alias Not Found
040	Recipient Alias Not Unique
041	Recipient Location Permitted Value Violation
042	Recipient City Code Not Valid
043	Recipient Location Already Exists
044	Recipient Location Not Found
045	Recipient Location Type Already Exists
046	Recipient Location Type Not Found
047	Recipient Location Type Permitted Value Violation
048	Recipient Name Already Exists
049	Recipient Name Not Found
050	Recipient Name Not Valid
051	Recipient Name Permitted Value Violation
052	Recipient Type Not Found
053	SAI Number Not Valid
054	Single Location Multi Entry Not Valid
055	Single Location Not Valid
056	Start And End Date Not Valid
057	Start Date Not Valid
058	State Code Not Valid
059	State Not Found

Code	Message
060	Suspense Record Already Exists
061	Suspense Record Error Already Exists
062	Suspense Record Error Permitted Value Violation
063	Suspense Record Not Found
064	Suspense Record Permitted Value Violation
065	Suspense Transmission Already Exists
066	Suspense Transmission Not Found
067	Suspense Transmission Permitted Value Violation
068	Type Indicator Not Valid
069	Zip Code Not Valid
070	Place Of Performance Not Valid
071	CFDA Suffix Number Not Valid
072	CFDA Prefix Number Not Valid
073	County Name Not Valid
074	City Name Not Valid
075	Susp Record FS Proj Detail Already Exists
076	Institute Code Not Valid
077	Field Office Code Not Valid
078	Research Code Not Valid
079	Appropriated Amount Not Valid
080	Cooperative Amount Not Valid
081	Reimbursable Amount Not Valid
082	Grant Amount Not Valid
083	Census Date Not Valid
084	Correction Information Not Valid
085	State Or County Not Valid
086	Forest Service Project Detail Permitted Value Violation
087	Program Assistance Type Already Exists
088	Program Assistance Type Permitted Value Violation
089	Program Recipient Type Already Exists
090	Program Recipient Type Permitted Value Violation
091	Recipient Name And/Or Geo Not Valid For Recipient Type
092	Aggregate Agreement Already Exists
093	Aggregate Agreement Permitted Value Violation
094	Individual Agreement Already Exists
095	Forest Service Project Detail Already Exists
096	City ZIP System Error Not Found In 2403
097	Recipient Location Not Found In 1901
098	Recipient Location Not Found In 2107

Code	Message
099	Recipient Location Not Found In 2405
100	Recipient Location Not Found In 0004
101	Obligation Date Invalid Leap Year
102	End Date Invalid Leap Year
103	Start Date Invalid Leap Year
104	Census Date Invalid Leap Year
105	Suspense Record Already Exists in 3201
106	System Error Inside FAA_2107
107	Recipient Location Not Found (2107 First)
108	Recipient Location Not Found (FAA_0004 - Nonstandard)
109	Obligation Date Or Correction Quarter Is Not Valid (2)
110	Obligation Date Or Correction Quarter Is Not Valid (3)
111	Obligation Date Year And Correction Year Do Not Match
112	Correction Year Must Be Greater Than 1995 For An Alpha Numeric Agency
113	Obligation Date Not Valid (A1)
114	Obligation Date Not Valid (A2)
115	Obligation Date Not Valid (A3)
116	Obligation Date Not Valid (A4)
117	Obligation Date Year And Correction Year Combination Not Valid (A1)
118	Obligation Date Year And Correction Year Combination Not Valid (A2)
119	Place Of Performance Not Valid (POS 1-2) (NV1)
120	Place Of Performance State Not Valid (POS 1-2) (NV2)
121	Place Of Performance County Not Numeric (POS 3-5) NV3)
122	Place Of Performance City Not Valid (POS 3-7) (NV4)
123	CFDA Is Not Valid For This Recipient Type
124	Correction Information Is Not Valid Or Incomplete
125	Cannot Enter Agreement For Future Quarter
126	The Correction Information Is Invalid
127	The City And ZIP Code Combination Was Not Found
128	Obligation Date Not Valid (A6)
129	Correction Late Fiscal Year Not Valid (A1)
130	Obligation Date Or Correction Quarter Not Valid (NV3)
131	Correction Late Indicator Not Valid (A1)
▶ 132	The Recipient Name Is Not Found (A01)
133	The Recipient Location Is Not Found (A02)
134	The Recipient Name Is Not Found (A03)
135	There Are Multiple Possible Recipient Locations (A04)
136	There Are Multiple Possible Recipient Locations (A05)

Code	Message
137	The Recipient Location Is Not Found (A06)
138	The Effective Date Cannot Be Greater Or Equal To Current Date
139	The Effective Date And Obligation Date Do Not Match
140	The State Code Is Inactive 0002
141	The County Code Is Inactive 0002
142	The Place Of Performance State Code Is Inactive 0002
143	The Place Of Performance County Code Is Inactive 0002
144	The Place Of Performance City Code Is Inactive 0002
145	The Recipient Name Is Inactive 0002
146	The Recipient Location Is Inactive 0002
147	The City Code Is Inactive 0002
148	The ZIP Code Is Inactive 0002
149	Recipient Name With + Is Invalid For Non Standard Recipient Type 0002 ◀

Exhibit

This section contains the following exhibit:

[FAAD FOCUS Data Elements](#)

FAAD FOCUS Data Elements

PAGE 1		FAADS FIELD LISTING 06/20/00 09.04.26	
FIELD NAME	FORMAT	RECORD NAME	ALIAS
ACTION TYPE_CD	A1	VDA_RPTS	ACTION TYPE_CD
APPROPRIATED_AMT	I9	VDA_RPTS	APPROPRIATED_AMT
ASSIST_TYPE_DESC	A40	VDA_RPTS	ASSIST_TYPE_DESC
ASSISTANCE_TYP	A2	VDA_RPTS	ASSISTANCE_TYP
AUDIT_TIME_STMP	A26	VDA_RPTS	AUDIT_TIME_STMP
AUDIT_USER_ID	A9	VDA_RPTS	AUDIT_USER_ID
CPDA_NUMBER	A8	VDA_RPTS	CPDA_NUMBER
CITY_CD	A5	VDA_RPTS	CITY_CD
CITY_NM	A21	VDA_RPTS	CITY_NM
COOP_AMT	I9	VDA_RPTS	COOP_AMT
COUNTY_CD	A21	VDA_RPTS	COUNTY_CD
DA_NBR	I6	VDA_RPTS	DA_NBR
DEFAULT_CONG_DIST	I6	VDA_RPTS	DEFAULT_CONG_DIST
DEPT_NBR	A2	VDA_RPTS	DEPT_NBR
END_DT	YYMM	VDA_RPTS	END_DT
FBI_CORE_NBR	A16	VDA_RPTS	FBI_CORE_NBR
FBI_MOD_NBR	A4	VDA_RPTS	FBI_MOD_NBR
FEDERAL_AMT	P12.0	VDA_RPTS	FEDERAL_AMT
FIELD_OFFICE_CD	A2	VDA_RPTS	FIELD_OFFICE_CD
FISCAL_YR	I6	VDA_RPTS	FISCAL_YR
GRANT_AMT	I9	VDA_RPTS	GRANT_AMT
INSTITUTE_CD	A1	VDA_RPTS	INSTITUTE_CD
MINORITY_BUS_ED_IN	A1	VDA_RPTS	MINORITY_BUS_ED_IN
NON_FEDERAL_AMT	P12.2	VDA_RPTS	NON_FEDERAL_AMT
OBLIGATION_DT	YYMM	VDA_RPTS	OBLIGATION_DT
OVERRIDE_ZIP_CD_4	A4	VDA_RPTS	OVERRIDE_ZIP_CD_4
OVERRIDE_ZIP_CD_5	A5	VDA_RPTS	OVERRIDE_ZIP_CD_5
PERFORMANCE_PL	A7	VDA_RPTS	PERFORMANCE_PL
PREFIX_NBR	A3	VDA_RPTS	PREFIX_NBR
PROGRAM_NM	A149	VDA_RPTS	PROGRAM_NM
PROJECT_DESC	A149	VDA_RPTS	PROJECT_DESC
RCPT_TYPE_DESC	A50	VDA_RPTS	RCPT_TYPE_DESC
RECIPIENT_LOC	A45	VDA_RPTS	RECIPIENT_LOC
RECIPIENT_NM	A45	VDA_RPTS	RECIPIENT_NM
RECIPIENT_TYP	A2	VDA_RPTS	RECIPIENT_TYP
REIMBURSABLE_AMT	I9	VDA_RPTS	REIMBURSABLE_AMT
RESEARCH_CD	A1	VDA_RPTS	RESEARCH_CD
SAC_AGCY	A2	VDA_RPTS	SAC_AGCY
SAC_CT	A1	VDA_RPTS	SAC_CT
SAC_DEPT	A2	VDA_RPTS	SAC_DEPT
SAC_LENGTH	A2	VDA_RPTS	SAC_LENGTH
SAC_LITERAL	A2	VDA_RPTS	SAC_LITERAL
SAC_SERVICING_AGCY	A2	VDA_RPTS	SAC_SERVICING_AGCY
SAI_NBR	A20	VDA_RPTS	SAI_NBR
START_DT	YYMM	VDA_RPTS	START_DT
STATE_ABR	A2	VDA_RPTS	STATE_ABR
SUFFIX_NBR	A4	VDA_RPTS	SUFFIX_NBR
TOTAL_RECORD_CT	I9	VDA_RPTS	TOTAL_RECORD_CT
VERSION_NBR	I6	VDA_RPTS	VERSION_NBR
ZIP_CD_4	I6	VDA_RPTS	ZIP_CD_4
ZIP_CD_5	I9	VDA_RPTS	ZIP_CD_5

Glossary

Access Profile. The Listing of applications that the user is authorized to access.

Advisory Services And Counseling. Programs which provide Federal specialists to consult, advise, or counsel, communities or individuals, to include conferences, workshops, or personal contacts. This may involve the use of published information, but only in a secondary capacity.

Aggregate Agreement. An agreement which collects and reports data on a county aggregate award basis.

Arrange Icons. Used to arrange the icons along the lower edge of the desktop.

Arrow Button. An element of a scroll bar used to scroll a window by small increments.

Arrow Keys. The four directional keys on a keyboard.

Assistance Type. A 2-digit code that identifies the type of award or financial assistance given.

Block. A group of related fields on a window.

Button. A generic term for a window control.

Cancel. A push button that removes a window without applying any changes made in that window.

Cascade. To arrange windows to overlap on the desktop so that each title bar is visible.

CFDA Number. The Catalog of Federal Domestic Assistance (CFDA) program number is a 5-digit unique identification which describes the type of program, assistance, project, or service for a specific Federal entity. The first 2 digits identify the Federal department that administers the program, and the last 3 digits are assigned in numerical sequence.

Click. To press and release a mouse button without moving the mouse pointer. Unless otherwise specified, mouse button 1 is assumed.

Client. A system or software application that request services from another application, usually access a network.

Close. A menu item used to remove (close) a window.

Congressional District. The congressional district where the recipient is located.

Contingent Liability. A conditional commitment which may become an actual liability because of a future event beyond the control of the Government, (e.g., guaranteed loans and insured bank deposits).

Cursor. A graphical device that shows the area that will receive keyboard or pointing device input.

Dialog Box. A window displayed by an application that requires user input.

Direct Loans. Financial assistance provided through the lending of Federal monies for a specific period of time, with a reasonable expectation of repayment. Such loans may or may not require the payment of interest.

Direct Payments for Specified Use. Financial assistance from the Federal government provided directly to individuals, private firms, and other private institutions to encourage or subsidize a particular performance by the recipient. This does not include solicited contracts for the procurement of goods and services for the Federal government.

Direct Payments with Unrestricted Use. Financial assistance from the Federal government provided directly to beneficiaries who satisfy Federal eligibility requirements with no restrictions being imposed on the recipient as to how the money is spent. Included are payments under retirement, pension, and compensation programs.

Dissemination of Technical Information. Programs which provide for the publication and distribution of information of a specialized technical nature frequently through clearinghouses or libraries. This does not include conventional public information services designed for general public consumption.

Double-click. To quickly press a mouse button twice without moving the mouse pointer. Unless otherwise specified, mouse button 1 is assumed. Double-clicking can often be used as an alternate to selecting menu items.

Edit Message. A message that requires the user's immediate attention. Edit messages are used to convey a message about a user's error.

End Day. The day of the scheduled completion date of the project.

End Month. The month of the scheduled completion date of the project.

End Year. The year of the scheduled completion date of the project.

Federal Award Identifier (FA) Number - Core. Used to identify the Federal Award Identifier which is the agency's internal award control number.

Federal Funds. The dollar amount of funds awarded to the recipient by the Federal government.

Field. An area in the window (usually highlighted) that can display a value or accept an input value. A field normally represents a column from a database table.

Financial Assistance. The transfer of money or the assumption of risk. The principal purpose is to accomplish the public support or stimulation authorized by Federal statute. Assistance includes, but is not limited to grants, cooperative agreements, direct payments, loans, loan guarantees, scholarships, mortgage loans, insurance, subsidies, or other types of financial assistance.

Formula Grants. Allocations of money to states or their subdivisions in accordance with a distribution formula prescribed by law or administrative regulations, for activities of a continuing nature not confined to a specific project.

Guaranteed/Insured Loans. Programs in which the Federal government makes an arrangement to indemnify a lender against part or all of any defaults by those responsible for repayment of loans.

Help. A button or menu item used to access additional information about objects, choices, and tasks.

Help Window. A secondary window that displays help information.

Icon. A graphical representation of an object consisting of an image, an image background, and a label. An icon can be directly manipulated.

Individual Agreement. An agreement awarded to an individual recipient which collects and reports data on an action-by-action basis.

Last Update. The system generates this field and displays the user ID, date and time of the last update to the record.

List. A control that contains elements from which you select.

Log In. To supply a user name and password to gain access to a system or desktop.

Log Out. To terminate or end access to a system or desktop session.

Maximize. A choice that enlarges a window to its largest possible size.

Maximize Button. A button on a window's title bar that you choose to display the window in its largest size.

Menu Bar. The menu bar is displayed at the top of all CFST windows. The menu bar is accessed by clicking (via a mouse) on a menu name or pressing **[Alt]**, to activate the menu bar, then keying in the underscored letter in the name of the option desired, or highlighting the option using the arrow keys and pressing **[Enter]**.

Minimize. To turn a window into an icon. The button that minimizes a window is located near the upper right corner of the window frame.

Minority Business/Education (MBE) Code. A minority business is a business enterprise in which at least 51% is owned by one or more minority individuals. Minority education means any higher education institution in the United States and territories whose student enrollment is comprised of 50% or more of minority individuals.

Modification Number. The agency's internal control number which identifies a modification to an award.

Mouse. A device for moving the pointer and making selections.

Mouse Button. A mechanism on a mouse that you press to make selections.

Non-Federal Funds. The dollar amount of funds provided by the recipient or other non-Federal source.

Obligation Day. The day that the funds were obligated.

Obligation Month. The month that the funds were obligated.

Obligation Year. The year that the funds were obligated.

OK. A choice that accepts the information in a window and closes it. If the window contains changed information, these changes are applied before the window is closed.

Password. A sequence of characters that the user types to prove their identity to the system or application.

Place of Performance. The location of the project being funded.

Point. To move the mouse until the pointer rests on a particular screen element or area.

Pop-up Menu. A menu that, when requested, is displayed next to the object with which it is associated.

Project Description. A brief narrative of the project being funded.

Project Grants. The funding, for fixed or known periods, of specific projects or the delivery of specific services or products without liability for damages for failure to perform. Project awards include the fellowships, scholarships, research grants, training grants, planning grants, technical assistance grants, survey grants, construction grants, and unsolicited contractual agreements.

Pull-down Menu. A menu or related choices that extends from a cascading choice when you click mouse button 1 on a menu bar item.

Recipient County. The county where the recipient is located.

Recipient Name. The name of the organization or person receiving the award.

Recipient State. The state where the recipient is located.

Recipient Type. A 2-digit code identifying government and non government award recipients.

Scroll Across. Used to shift the window content of the current block or list across by approximately 80 percent, displaying records that are outside of the window.

Scroll Bar. A control located at the right or bottom of a window that enables you to display window content not currently visible.

Scroll Down. Used to shift the window content of the current block or list down by approximately 80 percent, displaying records that are outside of the window.

Scroll Up. Used to shift the window content of the current block or list up by approximately 80 percent, displaying records that are outside of the window.

Select. To add highlighting or some other visual cue to an item or element so that it can be operated or enabled. Selection does not imply the initiation of an action but rather a change of state, such as highlighting an item in a list.

Start Day. The day the funds became/become available for actual beginning of the project.

Start Month. The month the funds became/become available for the actual beginning of the project.

Start Year. The year the funds became/become available for actual beginning of the project.

State Application Identification (SAI) Number. Used to identify the State Application Identifier. This SAI is comprised as follows: **Positions 1-2** = Abbreviated Alpha State

Code; **Positions 3-4** = Year; **Positions 5-6** = Month; **Positions 7-8** = Day; **Positions 9** = Hyphen (-); **Positions 10-13** = Sequential Number; **Positions 14-20** = Suffix (optional).

Tile. To arrange open windows in smaller sizes to fit next to each other on the desktop.

Title Bar. The topmost area of a window containing the window title, window menu button, and the maximize and minimize buttons.

Type of Action. Identifies the nature of the award.

Window. A rectangular area on the display. Software applications typically have one main window from which secondary windows can be opened.

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