



Contract Data Reports Transition Quick Start Guide (Ad Hoc Reports)

What is transitioning?

The Federal Procurement Data System (FPDS) is one of the systems maintained by GSA's Integrated Award Environment (IAE) that is used to navigate the federal acquisition lifecycle. FPDS **reports functionality**, found at FPDS.gov, will transition to the [Data Bank](#) in beta.SAM.gov on October 17, 2020. On and after October 17, 2020, reports will only be available in beta.SAM.gov and the reports function will be decommissioned at FPDS.gov.

Only the reports function is transitioning. The rest of FPDS functionality (search, agency reporting, data extracts, etc.) will remain at FPDS.gov.

What does this Quick Start Guide cover?

This guide provides an overview of ad hoc reports only. There are separate Quick Start Guides for static, standard, and administrative reports.

How do I locate the contract data (formerly FPDS.gov) reports in beta.SAM.gov?

To find reports, go to the menu on the header and select Data Bank. In the left-hand column, select Contract Data in the upper left box. Next, select Ad Hoc. *Note:* To access ad hoc reports, you will need an account in beta.SAM.gov and must be logged in.

The screenshot shows the 'Data Bank' interface. On the left, under 'Show Reports For', 'Contract Data' is selected. Below that, under 'Report Type', 'Ad Hoc' is selected. The main content area displays 'Contract Data Reports' with a description and a pagination bar showing 'Showing 1-10 of 34 reports'.

Will my existing FPDS reports be available in beta.SAM.gov?

We have converted the majority of ad hoc reports. If your report was converted, it will appear in the reporting tool home page. *Note:* The email address associated with your beta.SAM.gov account must be the same as the email address associated with your FPDS.gov account to access converted ad hoc reports. Approximately 13% of the reports that did convert have minor technical issues such as complex filters

that need to be rebuilt. Due to technical challenges, a small number of ad hoc reports were not converted and must be recreated in beta.SAM.gov. If your report has issues or did not convert, please see the guide [here](#).

How is the functionality changing for ad hoc reports?

The basics of ad hoc reports are unchanged: they are still built from attributes, metrics, and filters. However, there is a new underlying reporting tool with a different look and feel and some different functionality.

Some improvements include the ability to run reports on up to 12 years of data and the ability to retrieve up to 150,000 lines of data in a single report.

You can create a brand new ad hoc report in two ways: using a report builder or starting with a blank report. The report builder “wizard” guides you through the process of building new ad hoc reports. You may also build your report from scratch, using all the attributes, metrics and filters.

What do I need to do to prepare for the change?

Check and run your ad hoc reports in beta.SAM.gov. Fix any issues and recreate any reports you need that did not convert.

Although reports will still be available in FPDS.gov during the transition period, running your reports in the new system will increase your familiarity with it.

Where can I find training materials on reports in beta.SAM.gov?

You can visit the Learning Center to view materials that relate to contract data [here](#). Please keep using this link, because we regularly add materials to the Learning Center as capabilities change and evolve over time.



Need Additional Help?

www.fsd.gov toll-free: 1.866.606.8220
international: 344.206.7828

