Contract Data Reports Transition Quick Start Guide (Static, Standard, and Administrative Reports)

What is transitioning?	The Federal Procurement Data System (FPDS) is one of the systems maintained by GSA's Integrated Award Environment (IAE). Users may run reports that provide a wide range of federal procurement data FPDS contract data reports are now available at beta.SAM.gov. **While FPDS remains the authoritative source for contract data reports,** users should begin using the beta.SAM.gov Data Bank to run standard, static, administrative, and ad hoc reports. **On October 17, 2020**, contract data report functionality will be decommissioned from FPDS and will only be available at beta.SAM.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 three types of reports: **Static reports:** These are established reports ready for downloading. The reports cannot be edited or changed. **Standard reports:** These are established reports, but a user may set and save filters like date range or federal organization. **Administrative Reports (government users only):** These reports may only be accessed by administrators in the contract data domain. These are established reports, but a user may set filters like date range or federal organization. *Ad hoc reports can be created to meet requirements not covered by the above reports. For information on ad hoc reports, please see the Quick Start Guide for Ad Hoc 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 the report type. *Note:* To access standard, administrative or ad hoc reports you need an account in beta.SAM.gov and must be logged in.

Will my existing FPDS reports be available in beta.SAM.gov?	Your saved standard and administrative report parameters were not transitioned.

How is the functionality changing for static reports?	The content of the static reports has not changed. The new display lists the reports by fiscal year and type.

How is the functionality changing for standard and administrative reports?	The functionality of these reports is the same; only the look and feel are different. You will access the reports in an alphabetical list. Any saved parameters you had in FPDS.gov will not be carried over to beta.SAM.gov. You will need to enter your parameters again, but you can save them on beta.SAM.gov for future reports.

Options for running the reports include: Execute, Save, Clear, PDF Export. Once you execute the report, you will be presented with a top bar with several options including print, graph, and send. |

Federal Contract Actions and Dollars

Description   **+**

Report Criteria   **−**

Date range correspond to the Date Signed on Procurement Awards

From			To		
Required			*Required*		
Month	Day	Year	Month	Day	Year
10	1	2006	9	30	2011

Organization

Enter Code or Name	✖	⋯

9700 - DEPT OF DEFENSE *Dept / Ind. Agency*	✖

Contracting Office Region

[▾]

Execute   Save   Clear   PDF Export

How can I modify the criteria once I have run the report?	Once you have run a standard or administrative report, you can click the plus sign to the right of "Report Criteria," found above the report. From there, you can modify your criteria and re-execute the report.
What do I need to do to prepare for the change?	Start running your reports in beta.SAM.gov. Although FPDS.gov will still be the official source for authoritative data during the transition period, running your reports in the new system will increase your familiarity with the new system.

During the transition period, you can also document your saved parameters for standard and administrative reports in FPDS.gov. With this information, you can create a report with the same parameters and save that report. You will be ready to do your work in beta.SAM.gov once the transition period is over. |
How can I view saved standard reports in FPDS.gov?	To view saved parameters of your standard and administrative reports from FPDS.gov, go to FPDS.gov and select the report from the list of reports. Below the title and description, choose "Saved Criteria" to view a list of your saved report parameters. Using those criteria, you can recreate your reports in beta.SAM.gov.
How is the federal hierarchy used for reports managed?	The federal hierarchy in beta.SAM.gov is managed by federal hierarchy administrators in place at each department or agency.
How will this affect federal users who are administrators in FPDS?	Please see the separate Quick Start Guide for Administrators.

How can I obtain a role if I need to run administrative reports in beta.SAM.gov?	We were able to transfer some administrator roles from FPDS.gov provided you had a beta.SAM.gov account. Not all accounts were transferred. Federal employees who need a role of administrator for contract data reports must be granted the role by their agency administrator. You will need to reach out directly to your agency administrator. If you do not know who that is, you can contact the Federal Service Desk at FSD.gov to find out.
Will this impact agency reporting of contract awards?	No. Federal agencies will continue to report contract actions to FPDS.gov.
How will I search for contract awards?	You will continue to search at FPDS.gov which remains the authoritative source for searching for contract awards.
Where can I find training materials on reports in beta.SAM.gov?	We have created a contract data reports page in the Learning Center here, You can also visit the Learning Center to search for materials that relate to contract data here. Please keep using these links, because we regularly add materials as capabilities change and evolve over time.

fsd.gov

Need Additional Help?
www.fsd.gov toll-free: 1.866.606.8220
international: 344.206.7828