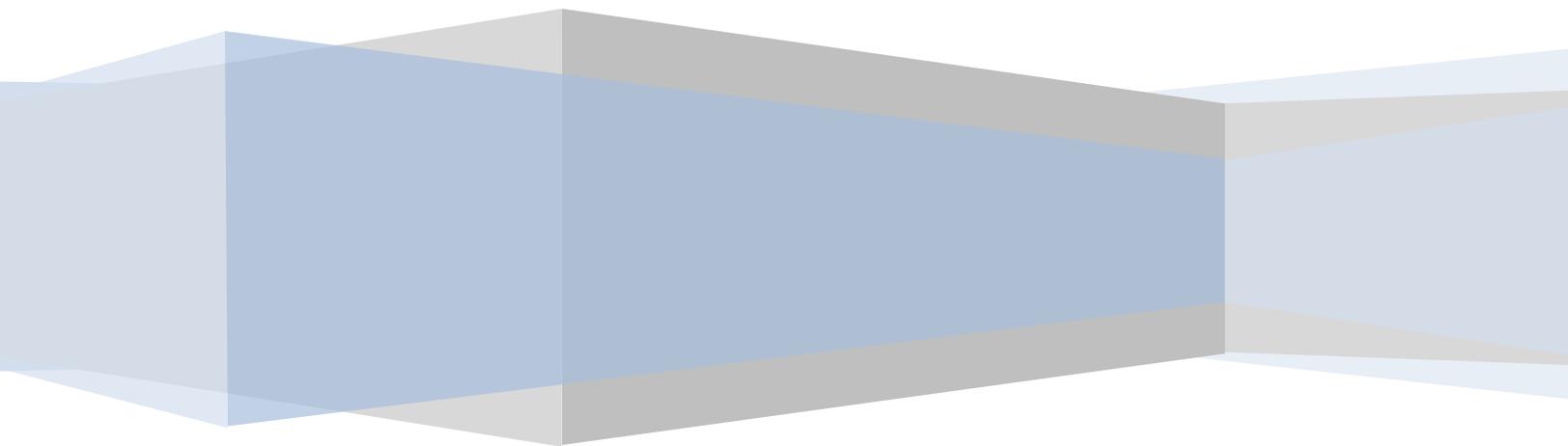


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# **FAIS Compliance Evaluation User Manual**

**Version 1.0**

A decorative graphic consisting of several overlapping, semi-transparent geometric shapes in shades of blue and grey, arranged in a horizontal, slightly curved pattern across the middle of the page.

## Revision History

Version	Change Description	Date
1.0	Initial Version	07/29/2011

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## 1 Agreement Level reports

The Agreement List page provides a list of agreements based on the search criteria entered in the **Search Information** section.

The list of agreements varies depending on the user type. If the user is a Food Assistance Division (FAD) user, the Organization field allows any Program Participant (PP) organization to be selected. If the user is a PP user, only their particular organization will be visible.

FAD users can view, edit and unsubmit based on the reports they select. Some reports cannot be edited by a FAD user but can unsubmit them.

Select the **Reports** link for an agreement listed to access the list of reports for this agreement

The screenshot shows the 'Agreement List' page in the FAIS system. At the top, there is a navigation bar with links like Home, Reports Out, Payment, Agreement, Administration, Compliance, Proposal, and About FAIS. Below the navigation bar, the page title is 'Agreement List' and the user is identified as 'pporg1dir1'. The main content area includes a 'Search Criteria' section with dropdown menus for Organization (PVO\_Organization1), Country (ALL), Status (ALL), Fiscal Year (2011), and Program Type (ALL), along with a 'Search' button. Below the search criteria is a table titled 'List of Agreements' with columns for Agreement #, Program Type, Organization, Country, Status, FAD Contact, Agreement Executor, and Actions. The 'Actions' column for each row contains a 'Reports' link, which is highlighted with a red box in the first row. At the bottom of the table, it says 'Showing 1 to 11 of 11 entries' and 'Filter all columns:'. The footer contains various links like FAS Home, USDA.gov, USA.gov, White House, FOIA, Accessibility Statement, Privacy Policy, and Non-Discrimination Statement.

Agreement #	Program Type	Organization	Country	Status	FAD Contact	Agreement Executor	Actions
FGR-167-2011/179-00	FFPr	PVO_Org1	Balkans	Signed	FFP_FAD_Analyst2 FAS	PPOrg1Dir1 FAS	<a href="#">Reports</a>
FGR-167-2011/180-00	FFPr	PVO_Org1	Balkans	Signed	FFP_FAD_Analyst2 FAS	PPOrg1Dir1 FAS	<a href="#">Reports</a>
FGR-167-2011/181-00	FFPr	PVO_Org1	Balkans	Signed	FFP_FAD_Analyst2 FAS	PPOrg1Dir1 FAS	<a href="#">Reports</a>
FFE-136-2011/182-00	MGD	PVO_Org1	Denmark	Signed	FFP_FAD_Analyst2 FAS	PPOrg1Dir1 FAS	<a href="#">Reports</a>
FGR-541-2011/186-00	FFPr	PVO_Org1	Antigua and Barbuda	Signed	FFP_FAD_Analyst2 FAS	PPOrg1Dir1 FAS	<a href="#">Reports</a>
FFE-515-2011/187-00	MGD	PVO_Org1	Costa Rica	Signed	FFP_FAD_Analyst2 FAS	PPOrg1Dir1 FAS	<a href="#">Reports</a>
FCC-171-2011/191-00	FFPr	PVO_Org1	Andorra	Signed	FFP_FAD_Analyst2 FAS	PPOrg1Dir1 FAS	<a href="#">Reports</a>
FGR-510-2011/192-00	FFPr	PVO_Org1	Argentina	Signed	FFP_FAD_Analyst2 FAS	PPOrg1Dir1 FAS	<a href="#">Reports</a>
FGR-111-2011/193-00	FFPr	PVO_Org1	Armenia	Signed	FFP_FAD_Analyst2 FAS	PPOrg1Dir1 FAS	<a href="#">Reports</a>
FCC-281-2011/194-00	FFPr	PVO_Org1	United Arab Emirates	Signed	FFP_FAD_Analyst2 FAS	PPOrg1Dir1 FAS	<a href="#">Reports</a>

### 3.1.2 Searching Agreements

To search for an agreement

1. Select the name of the Organization from the drop down list.

2. Select the name of the country from the drop down list.
3. Select the status from the drop down list.
4. Select the fiscal year from the drop down list
5. Select the program type from the drop down list.
6. Select Search to view the list of agreements matching your search criteria.

### 3.1.2 Viewing Agreement Reports

To view the reports for an agreement select **Reports** from the Actions column of the Agreement List. The Agreement Level report page opens up. This page provides a list of Agreement-level reports for an agreement. The agreement-level reports are:

- Financial Reports
- Project Status Reports

To access the report summary information of a report in Submitted or “In Progress” status select **Summary** to access the report summary information. And Select Delete to delete the report.

Agreement level reports

The screenshot displays the 'Agreement-Level Reports' page in the FAIS system. The page header includes the USDA logo and navigation links. The main content area shows two tables of reports. The first table, 'List of Financial Reports', contains one entry with ID 248. The second table, 'List of Project Status Reports', contains one entry with ID 175. In the 'List of Project Status Reports' table, the 'Summary' and 'Delete' links in the 'Action' column for the first entry are highlighted with a red box. A red arrow points to the 'List of Project Status Reports' header. The page footer contains various links including 'FAS Home', 'USDA.gov', 'USA.gov', 'White House', 'FOIA', 'Accessibility Statement', 'Privacy Policy', and 'Non-Discrimination Statement'.

### 3.1.2 Creating New Project Status report

To create a new project status report, select **Create New Project Status report** on the Agreement-Level reports page. The Create New Project Status Report page opens.

The screenshot displays the 'Edit Project Status Report Basics' page. On the left, there is a 'My FAIS' sidebar with 'Alerts' and 'Data Navigation' sections. The 'Data Navigation' section is highlighted with a red box and includes links for 'Project Status Summary', 'Results', 'Activities & Beneficiaries', 'Commodity Receipt & Loss', 'Commodity Direct Distribution', 'Commodity Monetization', 'View Project Status Report', and 'View Comparison Outcome'. The main content area features a breadcrumb trail: 'Home > Compliance > Agreement-Level Reports > Reports > Edit Project Status Report'. Below this is a 'Welcome pporq1dir1 [ Log Off ]' message. The page title is 'Edit Project Status Report Basics'. There is an 'INSTRUCTIONS' section with a question mark icon. Below that are tabs for 'Summary', 'Edit Project Status Report' (which is active), 'Comments', and 'Attachments'. The 'Basic Details' section contains a form with the following fields: Participant (PVO\_Organization1), Financial Year (2011), Agreement (FGR-167-2011/179-00), Country (Balkans), Status (In Progress), Agreement Start(Sign) Date (5/14/2011), Anticipated Monetization Date (5/10/2015), Anticipated Completion Date (5/14/2015), Report Period Start Date (5/14/2011), Report Period End Date (8/14/2011) with a calendar icon and '(MM/DD/YYYY)' label, and Is Last Report (checkbox). A 'Save' button is located at the bottom of the form. At the very bottom of the page, there is a footer with links: 'FAS Home | USDA.gov | USA.gov | White House | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement'.

Select the Project Status Report tab, following details are pre-populated based on the Agreement for which report is being created and cannot be changed by user:

1. Name of the Participant
2. Fiscal year
3. Agreement number
4. Country
5. Status
6. Agreement start date
7. Agreement end date
8. Report Period Start Date

Enter the following field

9. Enter the end date of the report in the Report period End date Field.
10. Select the check box if this is the last report for this agreement.
11. Select **Save** to save the Project Status report.

### 3.1.2 Entering Comments

This tab is used by FAD and the Program participant to comment or communicate information pertaining to the status report.

#### 1.4.1 Viewing and Adding Comments

View PP and FAD Comments section allows you to view the comments entered by the Program Participant and the FAD user. The userid and timestamp reflects for every comment added.

To add a comment:

1. Enter the comment in the FAD Comments or the PP Comments section depending on the user.
2. Select Save to save the comment.

Note: The userid and the timestamp are added to the comment while saving.

The screenshot displays the 'Project Status Report Comments' page in the FAIS system. The top navigation bar includes links for Home, Reports Out, Payment, Agreement, Administration, Compliance, Proposal, and About FAIS. The left sidebar contains 'My FAIS' with sections for Alerts and Data Navigation. The main content area features an 'INSTRUCTIONS' box explaining the page's purpose and a 'Participant Comments' section with a 'View PP Comments' button (highlighted in red) and an 'Add PP Comments' button (highlighted in red). Below this is the 'FAD Comments' section with a 'View FAD Comments' button (highlighted in red) and an 'Add FAD Comments' button (highlighted in red). A 'Save' button is located at the bottom of the FAD Comments section. The bottom of the page contains a footer with various links including FAS Home, USDA.gov, USA.gov, White House, FOIA, Accessibility Statement, Privacy Policy, and Non-Discrimination Statement.

### 3.1.2 Adding Attachments

This page allows you to attach a report associated with the agreement.

The screenshot displays the FAIS Compliance Evaluation User Manual interface. At the top, the USDA logo and 'United States Department of Agriculture Food Aid Information System (QA)' are visible. The navigation bar includes links for Home, Reports Out, Payment, Agreement, Administration, Compliance, Proposal, and About FAIS. The user is logged in as 'pporq1dir1'.

The main content area is titled 'Attachments'. It features a green instruction box stating: 'This page displays the list of attachments already associated with a report and allows for the addition of other attachments.' The instructions list:
 

- The **Download** link is used to open or save an attached file to your computer.
- The **Delete** link is used to delete an attached file.
- The **Upload a file** section is used to attach a new file to the report before clicking the **Upload** button.

Below the instructions, there are tabs for 'Summary', 'Edit Project Status Report', 'Comments', and 'Attachments'. The 'Attachments' tab is active, showing 'Compliance Basic Information' with 'Compliance Report Type' set to 'Project Status Report' and 'Report Status' set to 'In Progress'.

The 'List of Attachments' table is as follows:

ID	Name	Type	Comment	Action
240	Teri Ryan.pdf	Generic		<a href="#">Download</a>   <a href="#">Delete</a>

Below the table is the 'Upload a file' section, which includes a 'File Type' dropdown menu (set to 'Generic'), a 'File Name' field with a 'Choose File' button, a 'Comment' text box, and an 'Upload' button.

To Upload an attachment:

1. Select the file type from the drop down list.
2. Select **Choose File** to browse your local computer and select the file you want to upload.
3. Select **Upload**, to upload the file.

### 3.1.2 Editing Project Status report

To edit a project status report, select Summary from the Project Status report. The Summary page opens up displaying the summary of the report. To edit the basic details of the report, select the Edit Project Status report tab, the basic details opens

Select the Project Status Report tab, following details are pre-populated based on the Agreement for which report is being created and cannot be changed by user:

- 12. Name of the Participant
- 13. Fiscal year
- 14. Agreement number
- 15. Country
- 16. Status
- 17. Agreement start date
- 18. Agreement end date
- 19. Report Period Start Date

Enter the following fields:

- 20. Enter the end date of the report in the Report period End date Field.
- 21. Select the check box if this is the last report for this agreement.
- 22. Select **Save** to save the Project Status report.

### 3.1.2 Project Status Report Summary

The Project Status Report Summary page shows the summary of a project status report.

The page also displays a **List of Attachments** associated with the report. To access the attachments select the **download** link to access the attached file. A Workflow History table displays the actions taken on this report.

If the report is already submitted, you will only be able to view the summary page. If the report is “In Progress” status, you can edit the status report.

The screenshot shows the 'Project Status Report Summary' page. On the left, a 'My FAIS' sidebar contains 'Alerts' and 'Data Navigation' sections. The 'Data Navigation' section has 'Project Status Summary' highlighted with a red box and an arrow pointing to the main content area. The main content area features a green 'INSTRUCTIONS' box with a close button (X). Below the instructions is a 'Summary' section with a form containing fields for Participant, Agreement, Country, Status, Report Period Start Date, Report Period End Date, and Is Last Report. Below the summary is a 'List of Attachments' table with one entry: ID 240, Name Teri Ryan.pdf, Type Generic, and a Download link. Below that is a 'Workflow History' table with columns for User, Date, Action, Status, and Comments, showing 'No data available in table'. At the bottom is a 'Workflow Actions' section with a Submit button. The footer contains various links like FAS Home, USDA.gov, USA.gov, White House, FOIA, Accessibility Statement, Privacy Policy, and Non-Discrimination Statement.

### 3.1.2 Results Reports

The Results Reports page lists all the Results specified in the agreement. For each Result listed, the following information is shown:

- **Result Description:** This is the description given to the Result in the Agreement.
- **Intended Outcome:** This is the intended outcome given to the Result in the Agreement.
- **Outcome for Reporting Period:** This is the outcome entered so far for the Result for this reporting period.

The screenshot shows the USDA Food Aid Information System (FAIS) interface. The top navigation bar includes links for Home, Reports Out, Payment, Agreement, Administration, Compliance, Proposal, and About FAIS. The user is logged in as 'pporq1dir1'. The left sidebar contains a 'My FAIS' section with 'Alerts' and 'Data Navigation' options. The 'Data Navigation' menu has 'Results' highlighted. The main content area is titled 'Results Report' and contains an 'INSTRUCTIONS' box. Below the instructions, two results are listed: 'FFPr-Improved Agricultural Productivity' and 'FFPr-Improved Trade and Marketing'. Each result has an 'Edit' button next to it. The 'FFPr-Improved Agricultural Productivity' result shows a 'Result Description' of 'Improved Agricultural Productivity', an 'Intended Outcome' of 'test1', and an 'Outcome for Reporting Period' of 'HELLO'. The 'FFPr-Improved Trade and Marketing' result shows a 'Result Description' of 'Improved Trade and Marketing', an 'Intended Outcome' of 'test', and an 'Outcome for Reporting Period' of 'HELLO'.

#### 1..8.1 Adding /Editing Reports

To add or edit the Outcome for reporting period select **Edit**, the Edit Results report page opens;

1. Enter your comments in the Outcome for reporting period.

2. Select **Save** to save.

Note: The Results description and Intended Outcome data displayed on the screen are auto populated based on the data you entered during Agreement creation.

**Food Aid Information System (QA)**

Home | Reports Out | Payment | Agreement | Administration | Compliance | Proposal | About FAIS

You are here : [Home](#) > [Compliance](#) > [Agreement-Level Reports](#) > [Reports](#) > Update Results

Welcome **pporq1dir1** [ [Log Off](#) ]

### My FAIS

**Alerts**

- Participant: PVO\_Organization1
- Agreement #: FGR-167-2011/179-00
- Country: Balkans
- Report Start Date: 05/14/2011
- Report End Date: 08/14/2011
- PSR Status: In Progress
- Is Last Report: No

**Data Navigation**

- Project Status Summary
- Results
- Activities & Beneficiaries
- Commodity Receipt & Loss
- Commodity Direct Distribution
- Commodity Monetization
- View Project Status Report
- View Comparison Outcome

## Edit Result Report

**INSTRUCTIONS** ?

### Result Information

Result:

Result Description:

Intended Outcome:

Outcome for Reporting Period

**B** *I* U **abc** (inherited font) (inherited size) **A**

### 3.1.2 Activity & Beneficiaries Report

The Activity & Beneficiaries report page displays all Activities specified in the agreement. For each Activity listed, the table displays in two separate rows:

- **Agreement:** Displays basic data about the *Activity Output*, *Direct Beneficiaries*, and *Indirect Beneficiaries* associated with this activity for a given Fiscal Year. This data is extracted from the Agreement and cannot be edited by using the **Edit** link for this activity.
- **Report:** Displays basic data about the *Activity Output*, *Direct Beneficiaries*, and *Indirect Beneficiaries* associated with this activity for a given Fiscal Year. This data shows the data reported against this activity in the current report, and you can edit this data by using the **Edit** link for this activity.

USDA United States Department of Agriculture  
Food Aid Information System (QA)

Linking U.S. Agriculture to the World  
FAS

Home | Reports Out | Payment | Agreement | Administration | Compliance | Proposal | About FAIS

You are here : [Home](#) > [Compliance](#) > [Agreement-Level Reports](#) > [Reports](#) > Activity Beneficiaries Report  
Welcome [pporq1dir1](#) [ [Log Off](#) ]

### Activity Beneficiaries Report

[INSTRUCTIONS](#) ?

Activity	Input From	Fiscal Year	Output	Output #	Direct Beneficiaries	Direct Beneficiaries #	Indirect Beneficiaries	Indirect Beneficiaries #	Action
FFPr-Build fish ponds	Agreement	2011	FFPr-Build fish ponds	100	Cooks	100	Community Groups	100	<a href="#">Edit</a>
	Report	2011		0	Cooks	0	Community Groups	0	
FFPr-Build fish ponds	Agreement	2011	test data	10	Ag Producers	10	Community Groups	10	<a href="#">Edit</a>
	Report	2011		0	Ag Producers	0	Community Groups	0	
FFPr-Credit union restructuring	Agreement	2011	FFPr-Credit union restructuring	100	Families	100	Traders	100	<a href="#">Edit</a>
	Report	2011		0	Families	0	Traders	0	
FFPr-Credit union restructuring	Agreement	2012	test	100	Students and Teachers	20	Small Businesses	20	<a href="#">Edit</a>
	Report	2012		0	Students and Teachers	0	Small Businesses	0	

FAS Home | USDA.gov | USA.gov | White House | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement

### 3.1.2 Editing Activity Beneficiaries report

To add or edit the reported data for a particular activity select **Edit**, the Edit Activity beneficiary report page opens. You can edit the Project **Status Activity Beneficiary Report**

1. Enter the description of the actual Output achieved for this activity during the current reporting period in the **Output for Reporting Period** field.
2. Enter the number of Output units achieved during this reporting period in the **Output #** field
3. Enter the number of Direct Beneficiaries reached during this reporting period in the **Direct Beneficiary#**

4. Enter the number of Indirect Beneficiaries reached during this reporting period in the **Indirect Beneficiary#**.
5. Select **Save** to save the details.



United States Department of Agriculture  
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(QA)

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to the World

[Home](#) | [Reports Out](#) | [Payment](#) | [Agreement](#) | [Administration](#) | [Compliance](#) | [Proposal](#) | [About FAIS](#)

**My FAIS**

**Alerts**

- o Participant: PVO\_Organization1
- o Agreement #: FGR-167-2011/179-00
- o Country: Balkans
- o Report Start Date: 05/14/2011
- o Report End Date: 08/14/2011
- o PSR Status: In Progress
- o Is Last Report: No

**Data Navigation**

- o Project Status Summary
- o Results
- o Activities & Beneficiaries
- o Commodity Receipt & Loss
- o Commodity Direct Distribution
- o Commodity Monetization
- o View Project Status Report
- o View Comparison Outcome

You are here : [Home](#) > [Compliance](#) > [Agreement-Level Reports](#) > [Reports](#) > Edit Activity Beneficiary

Welcome **pporg1dir1** [ [Log Off](#) ]

### Edit Activity Beneficiary Report Details

**INSTRUCTIONS** X

This page is used edit the actual data for an activity (output and beneficiaries) for the reporting period. The top part of the page shows a non-editable view of the activity data from the Agreement. The page section **Project Status Activity Beneficiary Report** lets you enter the following data to report:

- **Output for Reporting Period:** Description of the actual *Output* achieved for this activity during the current reporting period.
- **Output #:** The number of Output units achieved during this reporting period.
- **Direct Beneficiary#:** The number of *Direct Beneficiaries* reached during this reporting period. Refer to the top section of the screen to know the type of Direct Beneficiaries.
- **Indirect Beneficiary#:** The number of *Indirect Beneficiaries* reached during this reporting period. Refer to the top section of the screen to know the type of Indirect Beneficiaries.

Please make sure you **Save** the data before leaving the page.

Fiscal Year

Activity Title

Activity Description

Output

Output#

Direct Beneficiary Type

Direct Beneficiary#

Indirect Beneficiary Type

Indirect Beneficiary#

#### Project Status Activity Beneficiary Report

Output for Reporting Period

Output #

Direct Beneficiary#

Indirect Beneficiary#

[Back to List](#)

[FAS Home](#) | [USDA.gov](#) | [USA.gov](#) | [White House](#) | [FOIA](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#)

### 3.1.2 Commodity Logistics receipt and loss report

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Home | Reports Out | Payment | Agreement | Administration | Compliance | Proposal | About FAIS

You are here : [Home](#) > [Compliance](#) > [Agreement-Level Reports](#) > [Reports](#) > Commodity Loss Report  
 Welcome [pporg1dir1](#) [ [Log Off](#) ]

#### Commodity Logistics Receipt & Loss Report

**INSTRUCTIONS** X

This page lists all commodities received during this reporting period with basic data about the commodity receipt and loss.

- Create New:** Use this link to create a new record for a commodity received during this reporting period.
- Edit:** Use this link to edit the details of a commodity received during this reporting period.

For each commodity listed, the following information is shown:

- Commodity:** The commodity name.
- Agreement Allocation:** The total tonnage specified for this commodity in the Agreement.
- Date Received:** The date the commodity was received at the destination port.
- Bill of Lading Quantity(MT):** The commodity quantity in Metric Tons indicated on the Bill of Lading.
- Quantity (Recd at Discharge Port)(MT):** The commodity quantity in Metric Tons received at the discharge port.
- Transportation Loss and Damage:** The commodity quantity in Metric Tons lost or damaged during ocean transportation, inland transportation, in the warehouse, or during distribution.
- Total Loss:** The sum of all losses for a particular commodity record.
- Balance for Programming:** The difference between the *Bill of Lading Quantity* and *Total Loss*. This represents the commodity quantity in Metric Tons that is available for use for this particular commodity shipment.

**List of Commodities** [Create New](#)

Commodity	Agreement Allocation	Date Received	Bill of Lading Quantity(MT)	Quantity (Recd at Discharge Port)(MT)	Transportation Loss & Damage				Total Loss	Balance for Programming	Action
					Ocean	Inland	Warehouse	Distribution			
No data available in table											

Showing 0 to 0 of 0 entries Filter all columns:

### 3.1.2 Commodity Receipt & Loss Details

The Commodity Receipt & Loss Details reports page lists all commodities received during this reporting period with basic data about the commodity receipt and loss. This page also allows you to create and edit a record for a commodity received during the reporting period.

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**Food Aid Information System**  
 (QA)

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Home | Reports Out | Payment | Agreement | Administration | Compliance | Proposal | About FAIS

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 Welcome [pporg1dir1](#) [ [Log Off](#) ]

#### Commodity Logistics Receipt & Loss Report

**INSTRUCTIONS** ?

**List of Commodities** [Create New](#)

Commodity	Agreement Allocation	Date Received	Bill of Lading Quantity(MT)	Quantity (Recd at Discharge Port)(MT)	Transportation Loss & Damage				Total Loss	Balance for Programming	Action
					Ocean	Inland	Warehouse	Distribution			
Soft Red Winter Wheat	6200	7/13/2011 12:00:00 AM	100	90	10	0	0	0	10	90	<a href="#">Edit</a>

Showing 1 to 1 of 1 entries Filter all columns:

### 3.1.2 Creating Commodity Receipt & Loss Details record

The Creating Commodity Receipt & Loss Details page is used to add a new record to the Commodity Receipt and Loss. To add a new record, select Create New in the Commodity Receipt & Loss Details reports page:

1. Select the commodity received from the drop down menu. Only the list of commodities specified in the Agreement will appear in the Commodity list.
2. Once the commodity is selected from the drop down list, the Agreement Allocation field will be populated with the commodity total quantity in Metric Tons from the Agreement.
3. Select the date received the commodity is received at the destination (discharge) port.
4. Enter the quantity in Metric Tons indicated in the Bill of Lading for this commodity in the **Bill of Lading Quantity** field.
5. Enter the commodity quantity in Metric Tons received at the discharge port in the **Quantity Received at Discharge Port(MT)** field
6. Enter the commodity quantity lost or damaged during ocean transportation in the **Ocean** field.

Note: This field will be populated as the difference between the quantities indicated in the Bill of Lading and Quantity Received at Discharge Port.

7. Enter the commodity quantity lost or damaged during inland transportation in the **Inland** field.

8. Enter the commodity quantity lost or damaged in the warehouse in the **Warehouse** field.
9. Enter the commodity quantity lost or damaged in distribution in the **Distribution** field.
10. The loss Calculated field by adding all the loss or damage components in the **Total loss** field.
11. Balance for Programming is calculated field for the commodity quantity in Metric Tons that is available for project activities. It is calculated as the difference between the Bill of Lading and Total Loss fields.
12. Select **Save** to save.

### 3.1.2 Editing Commodity Receipt & Loss Details record

The Editing Commodity Receipt & Loss Details page is used to edit an existing record to the Commodity Receipt and Loss. To edit a record:

1. Select the commodity received from the drop down menu. Only the list of commodities specified in the Agreement will appear in the Commodity list.
2. Once the commodity is selected from the drop down list, the Agreement Allocation field will be populated with the commodity total quantity in Metric Tons from the Agreement.
3. Select the date received the commodity is received at the destination (discharge) port.
4. Enter the quantity in Metric Tons indicated in the Bill of Lading for this commodity in the **Bill of Lading Quantity field**.
5. Enter the commodity quantity in Metric Tons received at the discharge port in the **Quantity Received at Discharge Port(MT)** field
6. Enter the commodity quantity lost or damaged during ocean transportation in the **Ocean** field.

Note: This field will be populated as the difference between the quantities indicated in the Bill of Lading and Quantity Received at Discharge Port.

7. Enter the commodity quantity lost or damaged during inland transportation in the **Inland** field.
8. Enter the commodity quantity lost or damaged in the warehouse in the **Warehouse** field.
9. Enter the commodity quantity lost or damaged in distribution in the **Distribution** field.
10. The loss Calculated field by adding all the loss or damage components in the **Total loss** field.
11. Balance for Programming is calculated field for the commodity quantity in Metric Tons that is available for project activities. It is calculated as the difference between the Bill of Lading and Total Loss fields.

12. Select **Save** to save.

**3.1.2 Commodity Direct Distribution Report**

The Commodity Direct Distribution Report page lists all commodities distributed during a reporting period with basic data about the commodity distribution.

This page also allows you to create and edit a record for a commodity distributed during the reporting period.

### 3.1.2 Creating New Commodity Distribution Report

To create a new commodity, select Create New from the Commodity Direct Distribution Report page. The Create Direct Distribution page opens up.

The screenshot shows the 'Create Direct Distribution' page in the FAIS system. The page header includes the USDA logo and the text 'United States Department of Agriculture Food Aid Information System (QA)'. A navigation bar contains links for Home, Reports Out, Payment, Agreement, Administration, Compliance, Proposal, and About FAIS. The left sidebar has a 'My FAIS' section with an 'Alerts' box listing details for a participant (PVO\_Organization1) and a 'Data Navigation' menu with options like Project Status Summary, Results, and Commodity Direct Distribution. The main content area is titled 'Create Direct Distribution' and contains a form with the following fields: 'Commodity' (a dropdown menu), 'Quantity to be Distributed' (a text box with '0'), 'Quantity Distributed(NMT)' (a text box with '0'), 'Distribution Region' (a large empty text area), 'Type of Institution(include Food for Work)' (a large empty text area), 'Number of Recipient Institutions' (a text box), and 'Number of Beneficiaries' (a text box). A 'Save' button is located below the 'Number of Beneficiaries' field. The page footer contains links for FAS Home, USDA.gov, USA.gov, White House, FOIA, Accessibility Statement, Privacy Policy, and Non-Discrimination Statement.

To create a new record commodity distribution, enter the following details:

1. Select the commodity name from the drop down list
2. Enter the total tonnage specified for distribution in the Agreement in the **Quantity To be Distributed** field
3. Enter the quantity in Metric Tons distributed during this reporting period in the **Quantity Distributed (NMT)** field

4. Enter the name of the regions where the commodity was distributed during this reporting period in the **Distribution Region** field.
5. Enter the type of institutions to which the commodity was distributed during this reporting period in the **Type of Institution** field
6. Enter the number of institutions to which the commodity was distributed during this reporting period in the **Number of Recipient Institution** field.
7. Enter the number of beneficiaries to which the commodity was distributed during this reporting period in the **Number of Beneficiaries** field.

### 3.1.2 Commodity Monetization Report

The Commodity Monetization report page lists all commodities monetized during a reporting period with basic data about the monetization.

You can also create and edit a record for a commodity monetization during the reporting period.

The screenshot displays the USDA Food Aid Information System (FAIS) interface. At the top, the USDA logo and 'United States Department of Agriculture Food Aid Information System (QA)' are visible. A navigation bar includes links for Home, Reports Out, Payment, Agreement, Administration, Compliance, Proposal, and About FAIS. The main content area is titled 'Commodity Monetization Report' and includes an 'INSTRUCTIONS' section with a green background. The instructions state: 'This page lists all commodities monetized during this reporting period with basic data about the monetization.' and provide bullet points for 'Create New' and 'Edit'. Below the instructions is a table titled 'List of Commodity Monetization Reports' with columns for Commodity, Sale Period, Quantity (To be Sold, Sold(NMT) (This Period)), Price Per MT (USD), Proceeds Generated (USD), and Action. A 'Create New' button is located in the top right corner of the table area. A red arrow points from the 'Create New' button in the table area to the 'Create New' link in the instructions section.

### 3.1.2 Creating a new Commodity Monetization record

The Commodity Monetization Details page is used to create a new record for a commodity monetized during a reporting. To create a new record:

1. Select the commodity name from the **Commodity** drop down list . Only the commodities specified in the Agreement will be available in the list.
2. Enter the commodity quantity in Metric Tons to be sold in the **Quantity to be Sold** field. This field is auto populated based on the data entered in the Agreement.
3. Enter the sale date or sale period during which the commodity was monetized in the **Sale Period** field.
4. Enter the commodity quantity in Metric Tons sold for monetization during the reporting period in the **Amount Sold (NMT)** field.
5. Enter the monetization price in US Dollars per Metric Ton for the commodity in the **Price Per MT (USD)** field.
6. Enter the proceeds generated in US Dollars from the commodity sale in the **Proceeds Generated (USD)** field.
7. Select **Save** to save the details.

The screenshot shows the 'Commodity Monetization Details' page in the FAIS system. At the top, there is a header with the USDA logo and 'United States Department of Agriculture Food Aid Information System (QA)'. To the right, it says 'Linking U.S. Agriculture to the World FAS'. Below the header is a navigation bar with links: Home, Reports Out, Payment, Agreement, Administration, Compliance, Proposal, About FAIS. The breadcrumb trail reads: 'You are here : Home > Compliance > Agreement-Level Reports > Reports > Create Monetization Report'. A welcome message says 'Welcome pporq1dir1 [ Log Off ]'.

On the left, there is a 'My FAIS' sidebar with an 'Alerts' section listing: Participant: PVO\_Organization1, Agreement #: FGR-167-2011/179-00, Country: Balkans, Report Start Date: 05/14/2011, Report End Date: 08/14/2011, PSR Status: In Progress, and Is Last Report: No. Below that is a 'Data Navigation' section with links: Project Status Summary, Results, Activities & Beneficiaries, Commodity Receipt & Loss, Commodity Direct Distribution, Commodity Monetization, View Project Status Report, and View Comparison Outcome.

The main content area is titled 'Commodity Monetization Details' and contains an 'INSTRUCTIONS' box with a close button (X). The instructions state: 'This page is used to create a new record for a commodity monetized during this reporting. For each commodity listed, the following information is shown:'. The instructions list:
 

- Commodity:** The commodity name. Only the commodities specified in the Agreement will be available for selection
- Quantity to be Sold:** The commodity quantity in Metric Tons to be sold. This field is populated from the Agreement.
- Sale Period:** Enter the sale date or sale period during which the commodity was monetized.
- Amount Sold (NMT):** Enter the commodity quantity in Metric Tons sold for monetization during this reporting period.
- Price Per MT (USD):** Enter the monetization price in US Dollars per Metric Ton for the commodity.
- Proceeds Generated (USD):** Enter the proceeds generated in US Dollars from the commodity sale.

Below the instructions is the 'Commodity Monetization Details' form. It includes a dropdown menu for 'Commodity' with an asterisk (\*), and input fields for 'Quantity to be Sold' (0), 'Sale Period', 'Amount Sold(NMT)', 'Price Per MT(USD)' (0), and 'Proceeds Generated(USD)' (0). A 'Save' button is located at the bottom right of the form.

At the bottom of the page, there is a footer with links: FAS Home, USDA.gov, USA.gov, White House, FOIA, Accessibility Statement, Privacy Policy, and Non-Discrimination Statement.

### 3.1.2 View Project Status Report

The View Project status report page gives you a summary of all the Agreement reports mentioned below in a single page:

- Project Status Report Basic Information
- Results
- Activities & Beneficiaries
- Commodity Logistics
- Commodity Receipt Loss
- Commodity Direct Distribution
- Commodity Monetization

#### Compliance - View Project Status Report

##### Table of Content

[Project Status Report Basic Information](#)

[Results](#)  
[Activities & Beneficiaries](#)  
[Commodity Logistics](#)  
[Commodity Receipt Loss](#)  
[Commodity Direct Distribution](#)  
[Commodity Monetization](#)

##### Project Status Report Basic Details

Participant	PVO_Organization1
Agreement	FGR-167-2011/179-00
Country	Balkans
Status	In Progress
Report Period Start Date	5/14/2011
Report Period End Date	8/14/2011
Is Last Report	<input type="checkbox"/>

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##### Results

###### FFPr-Improved Agricultural Productivity

Result Description :  
 Improved Agricultural Productivity  
 Intended Outcome :  
 test1  
 Outcome for Reporting Period :  
 HELLO

###### FFPr-Improved Trade and Marketing

Result Description :  
 Improved Trade and Marketing  
 Intended Outcome :  
 test  
 Outcome for Reporting Period :

[Top ^](#)

##### Activities & Beneficiaries

Activity	Input From	Fiscal Year	Output	Output #	Direct Beneficiaries	Direct Beneficiaries #	Indirect Beneficiaries	Indirect Beneficiaries #
FFPr-Build fish ponds	Agreement	2011	FFPr-Build fish ponds	100	Cooks	100	Community Groups	100
	Report	2011		0	Cooks	0	Community Groups	0
FFPr-Build fish ponds	Agreement	2011	test data	10	Ag Producers	10	Community Groups	10
	Report	2011		0	Ag Producers	0	Community Groups	0
FFPr-Credit union restructuring	Agreement	2011	FFPr-Credit union restructuring	100	Families	100	Traders	100
	Report	2011		0	Families	0	Traders	0
FFPr-Credit union restructuring	Agreement	2012	test	100	Students and Teachers	20	Small Businesses	20
	Report	2012		0	Students and Teachers	0	Small Businesses	0

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##### Commodity Logistics

Commodity	Agreement Allocation	Quantity Received	Dates Received

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##### Commodity Receipt Loss

Commodity	Agreement Allocation	Date Received	Bill of Lading Quantity(MT)	Quantity (Recd at Discharge Port) (MT)	Transportation Loss & Damage Ocean Inland Warehouse Distribution	Total	Balance for Programming

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##### Commodity Direct Distribution

Commodity	Quantity To Be Distributed (NMT)	Distributed (NMT)	Distribution Region	Type of Institution( include Food for Work)	Recipient Institutions #	Beneficiaries #

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##### Commodity Monetization

Commodity	Sale Period	Quantity To be Sold	Sold(NMT) (This Period)	Price Per MT (USD)	Proceeds Generated (USD)

[Top ^](#)

### 3.1.2 Project Status Comparison Outcome

The Project Status Comparison Outcome page shows a view of all the Agreement status line items compared with the corresponding item for all **Submitted** reports. For items that are numeric (for example, the quantity sold of a given commodity), the comparison will show the cumulative sum of the item compared with that approved in the Agreement. For items that are text-based (for example, the outcome of a Result), the comparison will show the text reported and that in the approved Agreement.

**USDA** United States Department of Agriculture  
**Food Aid Information System** (QA)

Home | Reports Out | Payment | Agreement | Administration | Compliance | Proposal | About FAIS

You are here : [Home](#) > [Compliance](#) > [Agreement-Level Reports](#) > [Reports](#) > Project Status Comparison Outcome  
 Welcome [ppora1dir1](#) [ [Log Off](#) ]

**My FAIS**

**Alerts**

- Participant: PVO\_Organization1
- Agreement #: FGR-167-2011/179-00
- Country: Balkans
- Report Start Date: 05/14/2011
- Report End Date: 08/14/2011
- PSR Status: In Progress
- Is Last Report: No

**Data Navigation**

- Project Status Summary
- Results
- Activities & Beneficiaries
- Commodity Receipt & Loss
- Commodity Direct Distribution
- Commodity Monetization
- [View Project Status Report](#)
- [View Comparison Outcome](#)

**Project Status Comparison Outcome**

**INSTRUCTIONS** ?

**Results**

**FFPr-Improved Agricultural Productivity**

**Result Description :**  
Improved Agricultural Productivity

**Intended Outcome :**  
test1

**Output for Reporting Period :**  
- :

**FFPr-Improved Trade and Marketing**

**Result Description :**  
Improved Trade and Marketing

**Intended Outcome :**  
test

**Output for Reporting Period :**  
- :

**Activities & Beneficiaries**

Activity	Input From	Fiscal Year	Output #	Direct Beneficiaries	Direct Beneficiaries #	Indirect Beneficiaries	Indirect Beneficiaries #
FFPr-Build fish ponds	Agreement	2011	100	Cooks	100	Community Groups	100
	Report	2011	0	Cooks	0	Community Groups	0
	Agreement Intended Output	FFPr-Build fish ponds					
FFPr-Credit union restructuring	Agreement	2011	100	Families	100	Traders	100
	Report	2011	0	Families	0	Traders	0
	Agreement Intended Output	FFPr-Credit union restructuring					
FFPr-Build fish ponds	Agreement	2011	10	Ag Producers	10	Community Groups	10
	Report	2011	0	Ag Producers	0	Community Groups	0
	Agreement Intended Output	test data					
FFPr-Credit union restructuring	Agreement	2012	100	Students and Teachers	20	Small Businesses	20
	Report	2012	0	Students and Teachers	0	Small Businesses	0
	Agreement Intended Output	test					

**Commodity Logistics**

Commodity	Agreement Allocation	Quantity Received	Dates Received
Soft Red Winter Wheat	6,200.00	0.00	

**Commodity Receipt Loss**

Commodity	Agreement Allocation	Date Received	Bill of Lading Quantity(MT)	Quantity (Recd at Discharge Port) (MT)	Transportation Loss & Damage				Total Loss	Balance for Programming
					Ocean Inland Warehouse Distribution					
Soft Red Winter Wheat	6200		0	0	0	0	0	0	0	0

**Commodity Direct Distribution**

Commodity	Quantity(NMT)	
	To Be Distributed	Distributed
Soft Red Winter Wheat	0.00	5100

**Commodity Monetization**

Commodity	Sale Period	Quantity(NMT)		Proceeds Generated (USD)
		To be Sold	Sold	
Soft Red Winter Wheat		1100	0	0.00

### 3.1.2 Compliance Financial Report

The Compliance Financial Report Summary page shows the summary of a financial status report.

The page also displays a **List of Attachments** associated with the report. To access the attachments select the **download** link to access the attached file. A Workflow History table displays the actions taken on this report.

If the report is already submitted, you will only be able to view the summary page. If the report is “In Progress” status, you can edit the status report.

The screenshot displays the 'Compliance Financial Report Summary' page in the FAIS system. At the top, there is a navigation bar with tabs for Home, Reports Out, Payment, Agreement, Administration, Compliance, Proposal, and About FAIS. The user is logged in as 'pporg1dir1'. The left sidebar contains 'My FAIS' with an 'Alerts' section listing report details and a 'Data Navigation' section with links for 'Financial Report Summary', 'Financial Report View', and 'Financial Report Comparison'. The main content area features an 'INSTRUCTIONS' box explaining that for submitted reports, only the Summary tab is active, and for in-progress reports, additional tabs like Edit Financial Report are available. Below the instructions is a tabbed interface with 'Summary' selected, and other tabs for Edit Financial Report, Direct Costs, Indirect Costs, Comments, and Attachments. At the bottom, a 'Workflow History' table shows a single entry for the user 'PPOrg1Dir1 FAS' who submitted the report on 7/27/2011 at 08:06:32.

From this page you can navigate to the following from the left navigation menu:

- **Financial Report Summary:** Shows the summary information for the Financial Report.
- **Financial Report View:** Shows the report data entered so far in a *view (non-editable)* mode.
- **Financial Report Comparison:** Shows a comparison between the financial budget data from the agreement and the corresponding cumulative financial data from all submitted reports for this agreement.

### 1..21.1 Direct Costs

The Direct Costs tab is used to enter the actual **Direct Cost** expenditures during the report period. The page contains the following sections:

Direct Costs table shows the budget line items that satisfy the Filter Information search criteria. If direct costs have already been entered in the report, the entered data will appear in the two columns: Mon. Expenses(\$)( Monetization Expenses) and Cash Expenses(\$).

The screenshot shows the FAIS interface for Direct Costs. At the top, there are navigation links: Home, Reports Out, Payment, Agreement, Administration, Compliance, Proposal, and About FAIS. The user is logged in as 'pporaq1dir1'. The page title is 'Direct Costs'. There are tabs for Summary, Edit Financial Report, Direct Costs (selected), Indirect Costs, Comments, and Attachments. Below the tabs is the 'Filter Information' section with dropdown menus for Fiscal Year (ALL), Activity (ALL), Expense Type (ALL), and Location (ALL), along with a 'Filter' button. The main table, titled 'Direct Costs', has columns: Year, Activity, Exp. Type, Location, Details, Approved Mon. (\$), Mon. Expense(\$), Approved Cash(\$), and Cash Expense(\$). The table contains four rows of data. Below the table, there is a 'Showing 1 to 4 of 4 entries' indicator and a 'Filter all columns:' input field. An 'Edit' button is located below the table.

Year	Activity	Exp. Type	Location	Details	Approved Mon. (\$)	Mon. Expense(\$)	Approved Cash(\$)	Cash Expense(\$)
2011	ITSH	Handling	Field	test1	90.00		10.00	
2011	Administration	Handling	Field	test2	320.00		80.00	
2011	FFPr-Credit union restructuring	Handling	Field	test3	630.00		270.00	
2011	FFPr-Credit union restructuring	Equipment	Field	test details	49.00		1.00	

### 1..21.2 Editing Direct Costs

To Edit direct costs, select **Edit**, the columns Mon. Expenses(\$) and Cash Expenses(\$) column becomes editable that allows you to enter the amount.

Select **Save** to save the direct costs.

This screenshot shows the 'Direct Costs' table in edit mode. The columns 'Mon. Expense(\$)', 'Approved Cash(\$)', and 'Cash Expense(\$)' are highlighted with red boxes, indicating they are now input fields. The 'Approved Mon. (\$)' column is also highlighted. Below the table, there is a 'Showing 1 to 4 of 4 entries' indicator and a 'Filter all columns:' input field. A 'Save' button is located below the table.

Year	Activity	Exp. Type	Location	Details	Approved Mon. (\$)	Mon. Expense(\$)	Approved Cash(\$)	Cash Expense(\$)
2011	ITSH	Handling	Field	test1	90.00	<input type="text"/>	10.00	<input type="text"/>
2011	Administration	Handling	Field	test2	320.00	<input type="text"/>	80.00	<input type="text"/>
2011	FFPr-Credit union restructuring	Handling	Field	test3	630.00	<input type="text"/>	270.00	<input type="text"/>
2011	FFPr-Credit union restructuring	Equipment	Field	test details	49.00	<input type="text"/>	1.00	<input type="text"/>

### 1..21.3 Indirect Costs

The Indirect Costs tab can be used to enter the actual Indirect Cost expenditures during the report period. Select **Save** after entering the values in the table.

The screenshot shows the 'Indirect Costs' tab in the FAIS system. The page header includes the USDA logo and navigation links. The left sidebar shows 'My FAIS' with various alerts and data navigation options. The main content area displays the 'Indirect Costs' table with the following data:

Section	Approved Mon. (\$)	Mon. Expense(\$)	Approved Cash(\$)	Cash Expense(\$)
Admin	0.00		0.00	
ITSH	0.00		0.00	
Activity	0.02		0.98	

Below the table, it says 'Showing 1 to 3 of 3 entries' and 'Filter all columns:'. A 'Save' button is located at the bottom left of the table area.

### 1..21.4 Entering Comments

This tab is used by FAD and the Program participant to comment or communicate information pertaining to the status report.

### 1..21.5 Viewing and Adding Comments

View PP and FAD Comments section allows you to view the comments entered by the Program Participant and the FAD user. The userid and timestamp reflects for every comment added.

To add a comment:

1. Enter the comment in the FAD Comments or the PP Comments section depending the user .
2. Select Save to save the comment.

Note: The userid and the timestamp are added to the comment while saving.

### 1..21.6 Adding Attachments

This tab allows you to attach a report associated with the agreement.

To upload an attachment:

1. Select the file type from the drop down list.
2. Select **Choose File** to browse your local computer and select the file you want to upload.

Select **Upload** to upload the file

### 3.1.2 Compliance Financial Report Summary

The Compliance financial report Summary page displays the summary information for the Financial Report.

The screenshot shows the 'Compliance Financial Report Summary' page. On the left is a 'My FAIS' sidebar with 'Alerts' and 'Data Navigation' sections. The main content area has a breadcrumb trail: 'Home > Compliance > Agreement-Level Reports > Reports > Summary'. Below the breadcrumb is a 'Compliance Financial Report Summary' header with an 'INSTRUCTIONS' link. A tabbed interface is present with tabs for 'Summary', 'Edit Financial Report', 'Direct Costs', 'Indirect Costs', 'Comments', and 'Attachments'. The 'Summary' tab is active, showing a 'Workflow History' table with one entry: 'PPOrg1Dir1 FAS' on '7/27/2011 08:06:32' with the action 'Submit' and status 'Submitted'. A 'Filter all columns:' input field is at the bottom right of the table.

#### 1.22.1 Viewing and Adding Comments

View PP and FAD Comments section allows you to view the comments entered by the Program Participant and the FAD user. The userid and timestamp reflects for every comment added.

To add a comment:

1. Enter the comment in the FAD Comments or the PP Comments section depending the user.
2. Select Save to save the comment.

Note: The userid and the timestamp are added to the comment while saving.

The screenshot shows the 'Compliance Financial Report Comments' page. The breadcrumb trail is 'Home > Compliance > Agreement-Level Reports > Reports > Comments'. The 'Comments' tab is selected in the tabbed interface. Under the 'Participant Comments' section, there is a 'View PP Comments' link and a text area containing the comment: 'PPOrg1Dir1 FAS : 7/27/2011 8:05:55 AM : THIS IS FINAL'. Below this is an 'Add PP Comments' text area. The 'FAD Comments' section has a 'View FAD Comments' link and an empty text area. A 'Save' button is located at the bottom of the FAD Comments section.

### 3.1.2 Viewing Financial Report

The View Financial Report page shows the report data entered so far in a view only mode.

**USDA** United States Department of Agriculture  
**Food Aid Information System (QA)**

Home | Reports Out | Payment | Agreement | Administration | Compliance | Proposal | About FAIS

You are here : [Home](#) > [Compliance](#) > [Agreement-Level Reports](#) > [Reports](#) > View Financial Report Welcome **pporg1dir1** [ [Log Off](#) ]

**My FAIS**

**Alerts**

- Participant: PVO\_Organization1
- Agreement #: FGR-167-2011/179-00
- Country: Balkans
- Report Start Date: 05/14/2011
- Report End Date: 07/28/2011
- Report Status: Submitted
- Is Last Report: No
- Interest Earned Cash(\$): 100.00
- Interest Earned Monetization(\$): 100.00

**Data Navigation**

- Financial Report Summary
- Financial Report View**
- Financial Report Comparison

**View Financial Report**

**INSTRUCTIONS** X

**Financial Information**

Participant Name: PVO\_Organization1  
 Country Name: Balkans  
 Agreement #: FGR-167-2011/179-00  
 Report Start Date: 5/14/2011  
 Report End Date: 7/28/2011  
 Interest Earned Cash(\$): 100.00  
 Interest Earned Monetization(\$): 100.00  
 Is Last Report:   
 Compliance Report Type: Financial Report  
 Status: Submitted

View PP Comments  
 PPOrg1Dir1 FAS : 7/27/2011 8:05:55 AM : THIS FINAL

View FAD Comments

Direct Costs								
Year	Activity	Exp. Type	Location	Details	Approved Mon. (\$)	Mon. Expense(\$)	Approved Cash(\$)	Cash Expense(\$)
2011	ITSH	Handling	Field	test1	90.00		10.00	
2011	Administration	Handling	Field	test2	320.00		80.00	
2011	FFPr-Credit union restructuring	Handling	Field	test3	630.00		270.00	
2011	FFPr-Credit union restructuring	Equipment	Field	test details	49.00		1.00	

Showing 1 to 4 of 4 entries Filter all columns:

Indirect Costs				
Section	Approved Mon.(\$)	Mon. Expense(\$)	Approved Cash(\$)	Cash Expense(\$)
Admin	0.00		0.00	
ITSH	0.00		0.00	
Activity	0.02		0.98	

Showing 1 to 3 of 3 entries Filter all columns:

### 3.1.2 Financial Report Comparison

The Financial Report Comparison page displays a view of all the Agreement budget line items compared with the corresponding item summed up for all Submitted reports. The view consists of three sections, each section covering both Direct Cost and Indirect Cost associated with the section:

- **Administration:** Administration budget line items. In addition to the associated with the Administration items.
- **ITSH:** ITSH budget.
- **Activities:** The project Activities specified in the Agreement.

For each line item, the table shows the CCC/FAS Cash component and the Monetization Proceeds component.

The screenshot displays the 'Financial Report Comparison' page in the FAIS system. The top navigation bar includes links for Home, Reports Out, Payment, Agreement, Administration, Compliance, Proposal, and About FAIS. The breadcrumb trail shows the user is in 'Home > Compliance > Agreement-Level Reports > Reports > Financial Report Comparison'. A sidebar on the left contains 'My FAIS' and 'Alerts' sections. The main content area features an 'INSTRUCTIONS' box and a table comparing CCC/FAS Cash and Monetization Proceeds for various expense types.

**INSTRUCTIONS**

This page shows a view of all the Agreement budget line items compared with the corresponding item summed up for all **Submitted** reports. The view consists of three sections, each section covering both **Direct Cost** and **Indirect Cost** associated with the section:

- **Administration:** Administration budget line items. In addition to the associated with the **Administration** items.
- **ITSH:** ITSH budget.
- **Activities:** The project **Activities** specified in the Agreement.

For each line item, the table shows the CCC/FAS Cash component and the Monetization Proceeds component. For both CCC/Cash and Monetization, the table shows:

- **Approved:** The amount approved in the Agreement budget.
- **Expenditure Till Date:** The cumulative sum of all reported expenditures in **Submitted** reports for this agreement.
- **Overage:** An entry in an overage cell shows the amount by which the reported expenditure exceeds that approved in the Agreement. A blank entry means the actual expenditure is less than or equal to the amount approved in the Agreement.

Expense Type	CCC/FAS Cash (\$)			Monetization Proceeds (\$)		
	Approved	Expenditure Till Date	Overage	Approved	Expenditure Till Date	Overage
<b>Administration</b>						
Handling	80.00	0.00		320.00	0.00	
Admin: Direct Cost	80.00	0.00		320.00	0.00	
Admin: Indirect Cost	0.00	0.00		0.00	0.00	
<b>ITSH</b>						
ITSH: Direct Cost	10.00	0.00		90.00	0.00	
ITSH: Indirect Cost	0.00	0.00		0.00	0.00	
<b>Activities</b>						
FFPr-Credit union restructuring	271.00	0.00		679.00	0.00	
FFPr-Build fish ponds	0.00	0.00		0.00	0.00	
Activities: Direct Cost	271.00	0.00		679.00	0.00	
Activities: Indirect Cost	0.02	0.00		0.98	0.00	
<b>Total: Direct Cost</b>	<b>361.00</b>	<b>0.00</b>		<b>1089.00</b>	<b>0.00</b>	
<b>Total: Indirect Cost</b>	<b>0.02</b>	<b>0.00</b>		<b>0.98</b>	<b>0.00</b>	
<b>Grand Total</b>	<b>361.02</b>	<b>0.00</b>		<b>1089.98</b>	<b>0.00</b>	

## 2 Program Participant Level reports

The PP-Level report page provides a list of Program Participant-level reports based on the search criteria entered in the **Search Information** section.

The PP Level reports varies based on the user type. If the user is a FAD user, the Organization field allows any Program Participant (PP) organization to be selected. If the user is a PP user, only their organization will be visible. The PP-level reports are:



4. Enter the name of person within the Evaluating Organization who performed the audit or led the team of auditors in the **Evaluator Name** field
5. Enter the title of person within the Evaluating Organization who performed the audit or led the team of auditors in the **Evaluator Title** field.
6. Select **Save** to save.

Note: The fields in yellow are mandatory.

The screenshot shows the 'Create PP Audit Report' page in the FAIS system. At the top, there is a navigation menu with links for Home, Reports Out, Payment, Agreement, Administration, Compliance, Proposal, and About FAIS. Below the menu, the breadcrumb trail reads: Home > Compliance > PP-Level Reports > Create PP Audit Report. The page title is 'Create PP Audit Report'. A green instruction box contains the following text: 'This page is used to create a new PP Audit Report.' followed by a list of required fields: Organization, Fiscal Year, Evaluating Organization, Evaluator Name, and Evaluator Title. The 'Basic Information' section contains the following fields: Organization (dropdown menu with 'PVO\_Organization1' selected), Fiscal Year (dropdown menu with '1990' selected), Evaluating Organization (text input), Evaluator Name (text input), Evaluator Title (text input), Compliance Report Type (dropdown menu with 'PP Audit' selected), and Status (dropdown menu with 'In Progress' selected). A 'Save' button is located below the Status field and is highlighted with a red box. The footer of the page contains links for FAS Home, USDA.gov, USA.gov, White House, FOIA, Accessibility Statement, Privacy Policy, and Non-Discrimination Statement.

### 3.1.2 Viewing PP Report

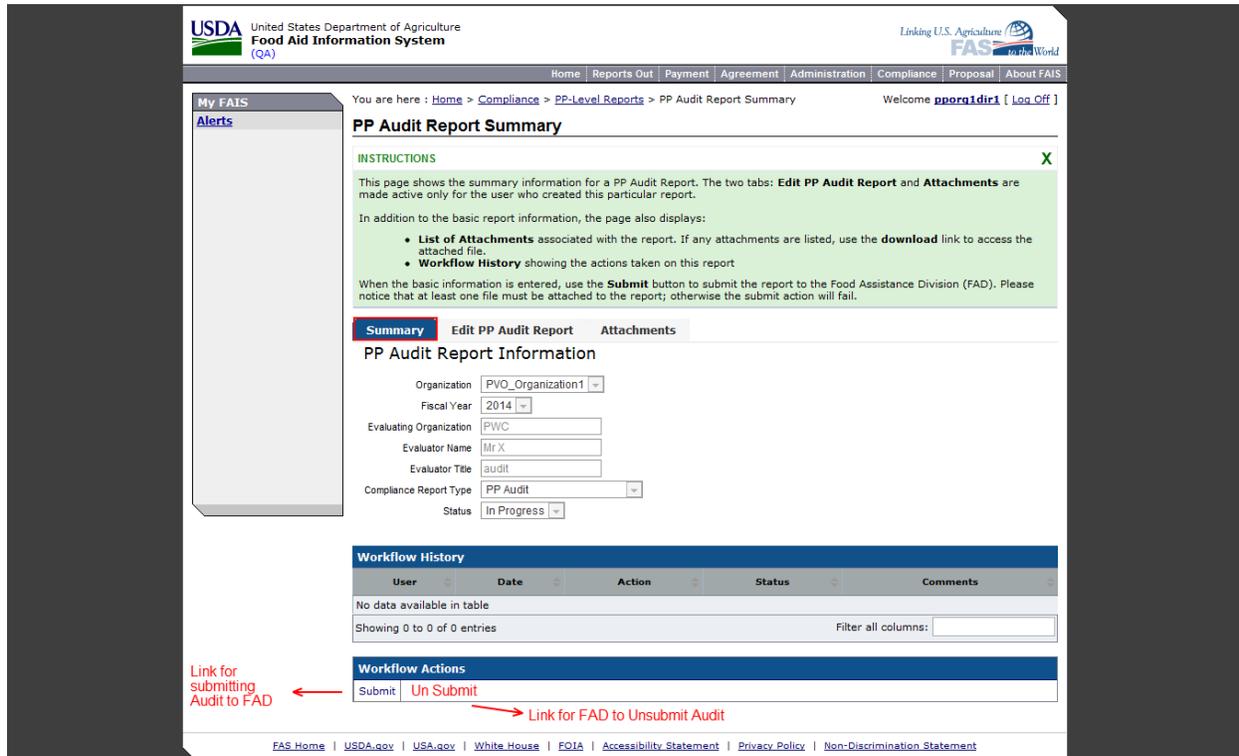
FAD user can view the PP Audit report summary by selecting Summary on the PP-Level Report page, the Program Participant Audit Summary page opens.

The FAD user can only view the summary page details but cannot edit it. However the FAD user can unsubmit the report.

The summary also shows the following:

- **List of Attachments** associated with the report. If any attachments are listed, use the **download** link to access the attached file.

- **Workflow History** showing the actions taken on this report



### 3.1.2 Editing PP Report

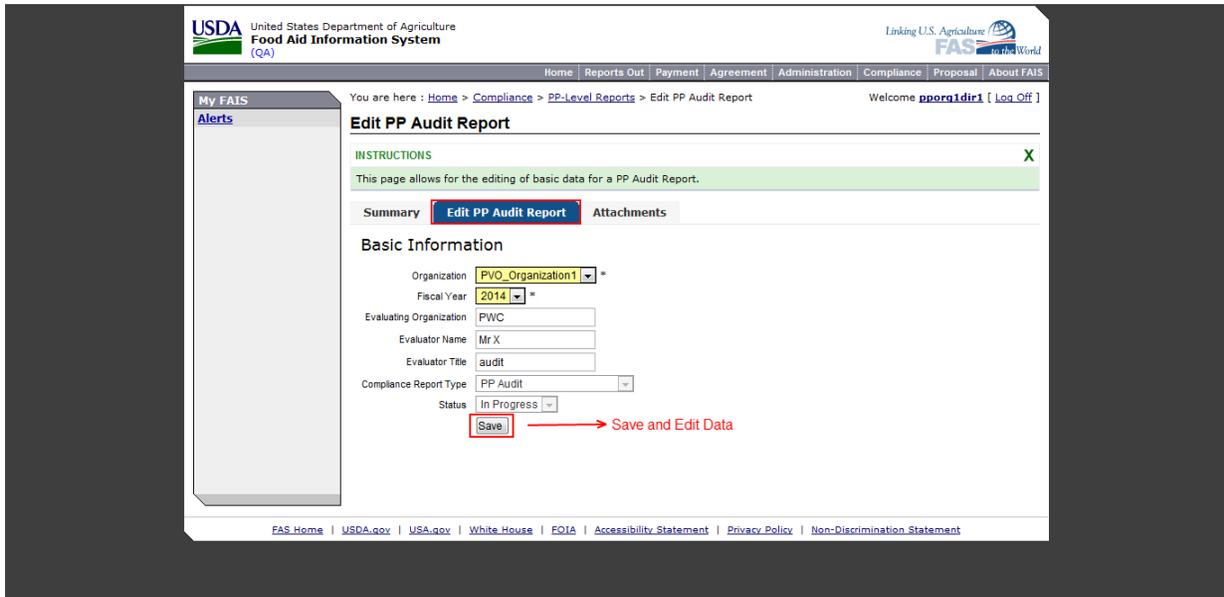
The PP report can be edited by selecting the **Edit PP Audit Report** tab

A PP user can only edit a PP Audit report.

To edit a new PP audit report you need to do the following

1. Select the name of PP organization from the drop down list
2. Select the fiscal year covered by the report from the drop down list.
3. Enter the name of the organization that performed the audit in the **Evaluating Organization** field.
4. Enter the name of person within the Evaluating Organization who performed the audit or led the team of auditors in the **Evaluator Name** field

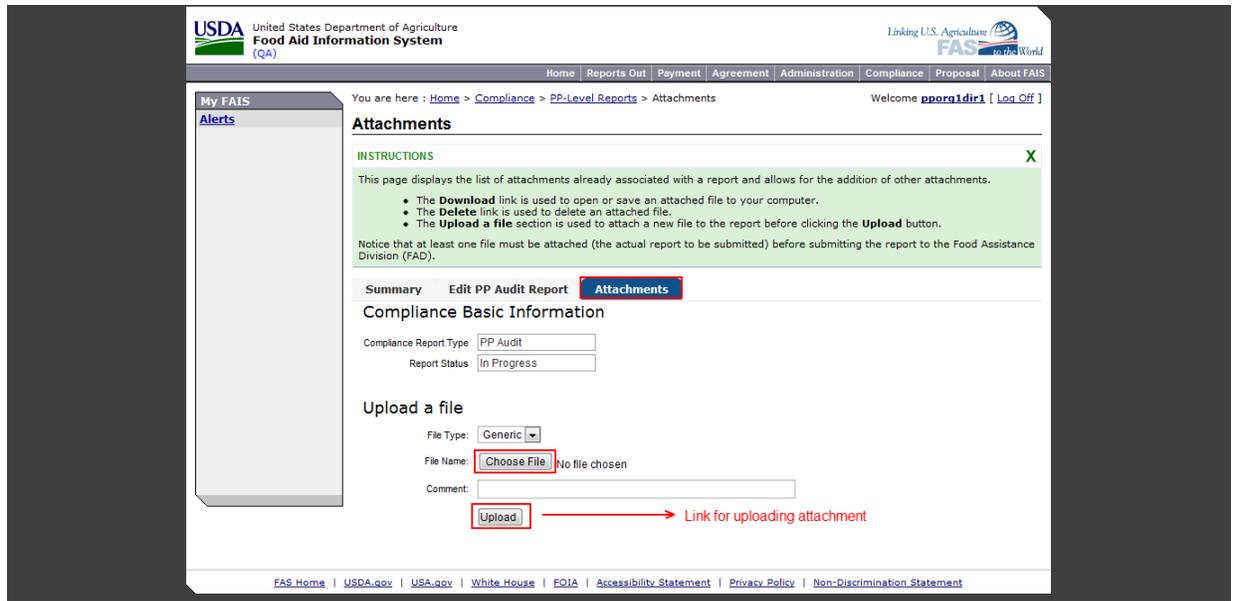
5. Enter the title of person within the Evaluating Organization who performed the audit or led the team of auditors in the **Evaluator Title** field.
6. Select **Save** to save.



### 3.1.2 PP Audit Attachment

A user can attach supporting documents by selecting the Attachments tab. To upload a file:

1. Select a File Type from the drop down list
2. Select the file type by selecting Choose File, browse your local computer and select the file you want to upload.
3. Enter comments in the **Comment** field
4. Select **Upload** to upload the documents.

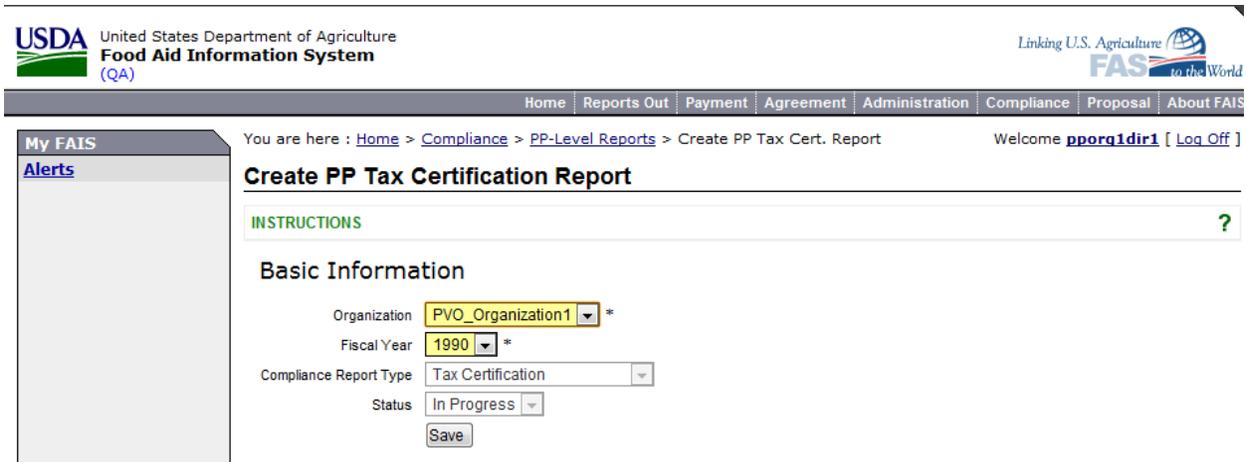


### 3.1.2 Creating New PP Tax Certification Report

To create new PP Tax certification report, select Create New PP Tax Certification Report from the List of New PP Tax Certification Report, the Create New PP Tax Certification Report page opens.

To create a new PP Tax Certification Report, enter the basic information as described below:

1. Select the name of the organization from the drop down list
2. Select the fiscal year from the drop down list.
3. Select the Compliance Report type from the droop down list
4. Select the status from the drop down list
5. Select **Save** to save.



### 3.1.3

#### 3.1.2 Viewing PP Tax Certification Report

To view a Tax Certification Report, select **Summary** from the PP-Level Report page. The PP Tax Certification page opens displaying the summary information.

FAD user can view the PP Audit report summary by selecting Summary on the PP-Level Report page, the Program Participant Audit Summary page opens.

The FAD user can only view the summary page details but cannot edit it. However the FAD user can unsubmit the report.

The summary also shows the following:

- **List of Attachments** associated with the report. If any attachments are listed, use the **download** link to access the attached file.
- **Workflow History** showing the actions taken on this report

The screenshot shows the 'PP Tax Certification Report Summary' page in the USDA FAIS system. The page has a header with the USDA logo and navigation links. A sidebar on the left contains 'My FAIS' and 'Alerts'. The main content area includes a breadcrumb trail, a 'PP Tax Certification Report Summary' title, an 'INSTRUCTIONS' link, and three tabs: 'Summary', 'Edit Tax Certification Report', and 'Attachments'. The 'Summary' tab is active, showing 'PP Tax Certification Report Information' with dropdown menus for Organization (StgPP), Fiscal Year (1992), Compliance Report Type (Tax Certification), and Status (Submitted). Below this is a 'List of Attachments' table with one entry: ID 97, Name 'thedata.thmx', Type 'Generic', and a 'Download' link. A 'Workflow History' table shows three entries with columns for User, Date, Action, Status, and Comments. The 'Workflow Actions' section at the bottom contains an 'UnSubmit' button.

### 3.1.2 Editing PP Tax Certification Report

To edit a new PP Tax Certification Report, enter the basic information as described below:

1. Select the name of the organization from the drop down list
2. Select the fiscal year from the drop down list.
3. Select the Compliance Report type from the droop down list
4. Select the status from the drop down list
5. Select **Save** to save.

### 3.1.2 Attaching Supporting documents

A user can attach supporting documents by selecting the Attachments tab. To upload a file:

1. Select a File Type from the drop down list
2. Select the file type by selecting Choose File, browse your local computer and select the file you want to upload.
3. Enter comments in the **Comment** field
4. Select **Upload** to upload the documents.

### 3.1.2 Creating New PP NICRA report

To create PP NICRA report, select Create New PP NICRA report from the list of PP NICRA report, the Create New PP NICRA report page opens.

To create a new PP NICRA report, enter the following details as described below:

1. Select the name of the organization from the drop down list
2. Select the fiscal year from the drop down list.
3. Enter the name of the cognizant agency in the **Cognizant Agency** field.
4. Select the Compliance Report type from the droop down list
5. Select the signature date.
6. Select the status from the drop down list
7. Select **Save** to save.

### 3.1.2 Viewing PP NICRA Report

To view a Tax Certification Report, select **Summary** from the PP-NICRA Report page. The PP NICRA page opens displaying the summary information.

FAD user can view the PP NICRA report summary by selecting Summary on the PP-Level Report page, the Program Participant NICRA Summary page opens.

The FAD user can only view the summary page details but cannot edit it. However the FAD user can unsubmit the report.

The summary also shows the following:

- **List of Attachments** associated with the report. If any attachments are listed, use the **download** link to access the attached file.
- **Workflow History** showing the actions taken on this report

The screenshot displays the USDA Food Aid Information System (FAIS) interface. At the top, the USDA logo and 'United States Department of Agriculture Food Aid Information System (QA)' are visible on the left, and 'Linking U.S. Agriculture to the World FAS' is on the right. A navigation menu includes 'Home', 'Reports Out', 'Payment', 'Agreement', 'Administration', 'Compliance', 'Proposal', 'Budget', and 'About FAIS'. The breadcrumb trail reads: 'Home > Compliance > PP-Level Reports > PP NICRA Report Summary'. The user is identified as 'fad\_do1' with a 'Log Off' link.

The main content area is titled 'PP NICRA Report Summary' and includes an 'INSTRUCTIONS' link with a help icon. Below this are three tabs: 'Summary' (selected), 'Edit NICRA Report', and 'Attachments'. The 'Summary' tab shows 'PP NICRA Report Information' with the following fields:

- Organization: StgPP
- Fiscal Year: 1990
- Cognizant Agency: test by swarna1
- Signature Date: 3/8/2011
- Compliance Report Type: NICRA
- Status: Submitted

Below the form is a 'List of Attachments' table:

ID	Name	Type	Comment	Action
103	Sunset.jpg	Generic	hi	<a href="#">Download</a>

The 'Workflow History' section shows a table with the following entry:

User	Date	Action	Status	Comments
PPUser1Dir1 FAS	5/3/2011 11:53:47	Submit	Submitted	test

Below the workflow history is a 'Workflow Actions' section with an 'UnSubmit' button. At the bottom of the page, there are links for 'FAS Home', 'USDA.gov', 'USA.gov', 'White House', 'FOIA', 'Accessibility Statement', 'Privacy Policy', and 'Non-Discrimination Statement'.

### 3.1.2 Editing PP NICRA Report

To create a new PP NICRA report, enter the following details as described below:

1. Select the name of the organization from the drop down list
2. Select the fiscal year from the drop down list.
3. Enter the name of the cognizant agency in the **Cognizant Agency** field.
4. Select the Compliance Report type from the droop down list
5. Select the signature date.
6. Select the status from the drop down list
7. Select **Save** to save.

### 3.1.2 Attaching Supporting documents

A user can attach supporting documents by selecting the Attachments tab. To upload a file:

1. Select a File Type from the drop down list
2. Select the file type by selecting Choose File, browse your local computer and select the file you want to upload.
3. Enter comments in the **Comment** field
4. Select **Upload** to upload the documents.

### 3.0 Success Story Report

#### 3.1.2 Accessing Success story report

To access success stories

1. Select Compliance from the menu bar
2. From the drop down select Success Story report, the Success Story Report page opens.
3. FAD users can view, edit and unsubmit based on the reports they select. Some reports cannot be edited by a FAD user but the user can unsubmit them.

The screenshot shows the 'Success Story Report' page in the FAIS system. At the top, there is a navigation bar with links for Home, Reports Out, Payment, Agreement, Administration, Compliance (selected), Proposal, and About FAIS. Below the navigation bar, the breadcrumb trail reads 'Home > Compliance > Success Story Report'. The page title is 'Success Story Report'. There is a 'Welcome pporq1dir1 [ Log Off ]' message. A green box contains instructions for using the page, including links for 'Create New Success Story/Lesson Learnt'. Below the instructions is the 'Search Information' section with various dropdown menus for Head Line, Year, Program Type, Country, Program Participant, Story Type, and Status, along with a 'Search' button. At the bottom, there is a table with columns: Year, Organization, Program, Country, HeadLine, Type, Status, Created By, and Action. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'. A 'Filter all columns:' input field is also present.

#### 3.1.2 Searching Success Story reports

The Success Story report page displays a list of Success Stories based on the search criteria entered in the **Search Information** section.

The search yields different results based on the user type . For FAD users, the **Organization** field allows any Program Participant (PP) organization to be selected. For PP users, only their particular organization will be visible. However, a Program Participant may access all success stories (for all organizations) that are published by FAD by using the link: <http://www.fas.usda.gov/fais/public>.

1. Select the **Summary** link to access the report summary information for reports in progress.
2. Select the **Summary** link to access the report summary information for a report in the submitted status.
3. When a report is submitted, it must be approved by a FAD authorized person before it gets published.
4. Select **Delete** to delete the report

The screenshot shows the 'Success Story Report' page in the FAIS system. At the top, there is a navigation bar with links: Home, Reports Out, Payment, Agreement, Administration, Compliance, Proposal, and About FAIS. The breadcrumb trail indicates the user is in 'Home > Compliance > Success Story Report'. A sidebar on the left contains 'My FAIS Alerts'. The main content area features a 'Success Story Report' heading, followed by 'INSTRUCTIONS' and a search section. The search section includes dropdown menus for Head Line, Year (ALL), Program Type (ALL), Country (ALL), Program Participant (PVO\_Organization1), Story Type (ALL), and Status (ALL), along with a 'Search' button. Below the search section is a table with a header row: 'Success Story/Lesson Learnt' and 'Create New Success Story/Lesson Learnt'. The table columns are Year, Organization, Program, Country, HeadLine, Type, Status, Created By, and Action. The table currently shows 'No data available in table' and 'Showing 0 to 0 of 0 entries'. A red box highlights the 'Create New Success Story/Lesson Learnt' button.

### 3.1.3 Creating Success Stories/ Lessons Learnt

To create a new success story/lessons learnt, select **Create New Success Story/Lessons Learnt** from the success Story report page. The Create New Success Story Report page opens. To create a new success story/lessons learnt you need to enter the following details:

This page allows a success story to be created.

- **Program Participant:** The Program Participant Organization to which the report applies. If the report is being created by a PP staff member, only the organization to which the person belongs will be selected. If the report is being created by a FAD staff member, all organizations will be listed and one must be selected.
1. Enter the Title of the success story in the **Headline** field.
  2. Enter Year to which the success story corresponds in the **Year** field.
  3. Enter the Program type to which the success story corresponds to in the **Program Type** field.
  4. Enter the Country to which the success story corresponds to in the **Country** field.
  5. Once all the previous parameters are selected, the **Agreements** box will be populated with all appropriate agreements that satisfy the selections. You may select one or more agreements and use the > button that resides between the two boxes to move them to the **Assigned Agreements**. You may also use >> to select all agreement, and < or << to deselect agreements.
  6. Select the appropriate **Story Type** from the drop down list.
  7. Select the FAD person to submit the Success story to and who will approve for publication from the drop down list.
  8. If the success story contains pictures, you must indicate you have permission to publish the pictures.
  9. Enter the Person's name and organization name of the photographer.
  10. Select the checkbox to indicate whether the success story writer gives FAD permission to publish the story.
  11. Select **Save** to save.

**Note:** The fields in yellow are mandatory.