

Instructions

FEDERAL AUDIT CLEARINGHOUSE

Internet Data Dissemination System (IDDS)

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Important Notes for Using the Internet Data Dissemination System (IDDS)

Special Notes to aid the user in querying the Data Dissemination system as well as data management and interpretation.

The Internet Data Dissemination System (IDDS) allows users to search the Federal Audit Clearinghouse's entire database. The Federal Audit Clearinghouse database contains information obtained from OMB Circular A-133 Form SF-SAC submissions. The FAC uses an Oracle[®] relational database to store all data. IDDS system users may choose any type of database or spreadsheet application to manipulate datasets that have been obtained from the FAC online database. Many database users will find Microsoft[®] Access[™] and Excel[™] adequate for their use, however the FAC does not suggest any one database or spreadsheet software over another. Due to the widespread use of Microsoft[®] the FAC has chosen to use the Microsoft[®] Excel[™] spreadsheet and Access[™] database applications to provide the examples you see in this document.

The Internet Data Dissemination System Instructions are meant to provide you with some basic information about relational database principles and how to manipulate our database to obtain the information you seek. The instructions provided in this document are provided as a guideline and are not a substitute for relational database or spreadsheet training. The Federal Audit Clearinghouse strongly suggests that anyone who regularly uses databases, take a comprehensive relational database management, data mining and/or data warehousing class.

Order of Steps



1. **Query IDDS.** First query the Internet Data Dissemination System (IDDS) online. <http://harvester.census.gov/sac>. You may query using the following methods:
 - a. Status of Submissions
 - b. Entity Simple Search
 - c. Entity Advanced Search
 - d. CFDA Simple Search
 - e. CFDA Advanced Search
 - f. Download the entire database to search offline.
2. **View.** You may view your dataset online or
3. **Save.** After querying the IDDS you can save your dataset to view offline.
4. **Import.** Import your saved dataset into a spreadsheet or database program.
5. **Sort/Query Dataset.** Use a spreadsheet or database program to sort and perform additional queries on your dataset.
6. **Reports.** Create internal reports based on your specific query results.

Database Concepts

Relational Database: A relational database is a collection of information organized into interrelated tables of data and specifications of data objects.

Table: A table in a relational database is a predefined format of rows and columns that define an entity.

Attribute: A single data item related to a database object. The database schema associates one or more attributes with each database entity.

field, column

Example: In the following database table, the attributes are <name, ID, extension>

Name	ID	Extension
Jim	124	7075
Valerie	128	0853
Bob	192	4214

Row: In a relational database, a row consists of one set of attributes (or one tuple) corresponding to one instance of the entity that a table schema describes.

Primary Key: The primary key of a relational table uniquely identifies each record (row) in the table. It can either be a normal attribute that is guaranteed to be unique or it can be generated by the DBMS (Database Management System).

Foreign Key: A foreign key is a field in a relational table that matches the primary key column of another table. The foreign key can be used to cross-reference tables.

Database Key (DBKEY): A database key is an attribute utilized to sort and/or identify data in some manner. Each table has a primary key, which uniquely identifies records. Foreign keys are utilized to cross-reference data between relational tables.

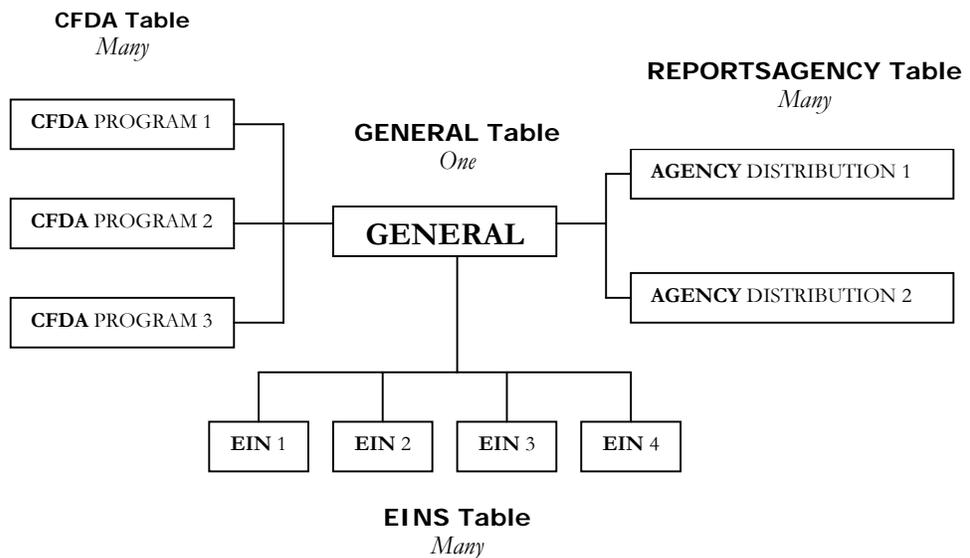
Many-to-One Relationships: In this kind of relationship one of the entities in one table can be related many times to another entity in another table. (See schema below.)

The Federal Audit Clearinghouse Database

The Federal Audit Clearinghouse database is made up of four tables. Each table can be linked to another table in a database program through a combination of columns in each table. The FAC uses a combination of both the AUDITYEAR and DBKEY columns to create the primary key for each table.

The FAC tables are as follows:

<u>Table Name</u>	<u>Reference to Form SF-SAC</u>
GENERAL	(Part I Items 1-5b & 6-9, Part II Items 1-5, Part III Items 1-8, Total Federal Awards Expended)
CFDA	(Part III Items 10-11)
REPORTSAGENCY	(Part III Item 9)
EINS	(Part I Item 5c)



GENERAL File:

Audit Year	CPA Contact Title
DBKEY	CPA Phone
Type of Entity	CPA Fax
FY End Date	CPA E-Mail
Audit Type	CPA Date Signed
Period Covered	Cog_Over
Number of Months	Cog/Over Agency
Multiple EINs	Type Report FS (Financial
EIN	Statements)
Auditee Name	Reportable Condition
Street 1	Material Weakness
Street 2	Material Noncompliance
City	Going Concern
State	Type Report MP (Major
Zip Code	Program)
Auditee Contact Name	Duplicate Reports
Auditee Contact Title	Dollar Threshold
Auditee Phone	Low Risk
Auditee Fax	Reportable Condition MP
Auditee E-Mail	(Major Program)
Auditee Date Signed	Material Weakness MP (Major
Auditee Name Title (Certifying	Program)
Official)	Questioned Costs
CPA Firm name	Prior Audit Findings
CPA Street 1	Total Federal Awards
CPA Street 2	Expended
CPA City	Date Completed (Date
CPA State	Disseminated to the
CPA Zip Code	Internet)
CPA Contact	

CFDA File:

Audit Year	Direct Award
DBKEY	Major Program
CFDA	Type of Compliance
Research & Development	Requirement
Federal Program Name	Finding Reference Numbers
Amount	

REPORTSAGENCY File:

Audit Year
DBKEY
Agency CFDA

EIN File:

Audit Year
DBKEY
EIN Sequence Number
EIN

Incomplete File (Status of Submissions):

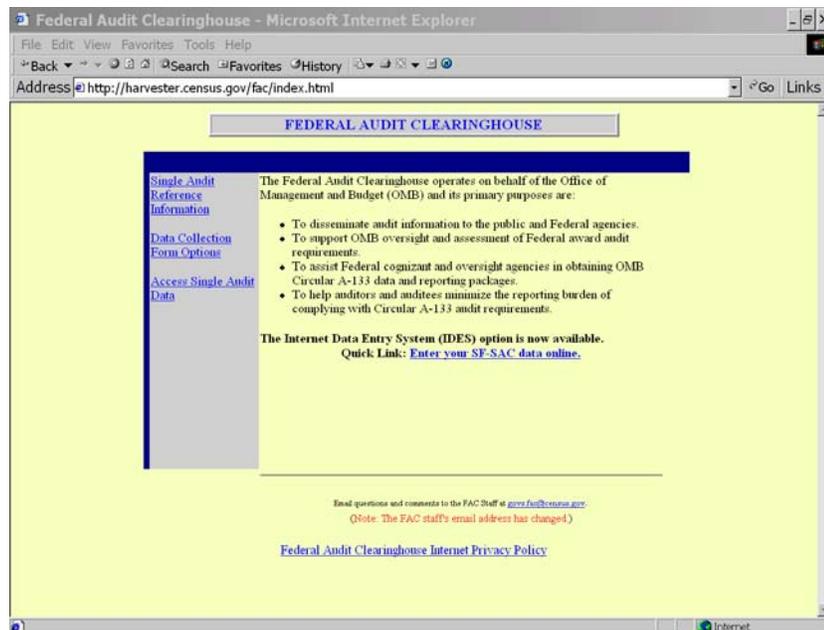
Audit Year
EIN
Auditee Name
Street 1
Street 2
City
State
Zip Code
Cog/Over Agency
Total Federal Awards Expended
Date Received (Date of last item received.)

Accessing the Federal Audit Clearinghouse Database

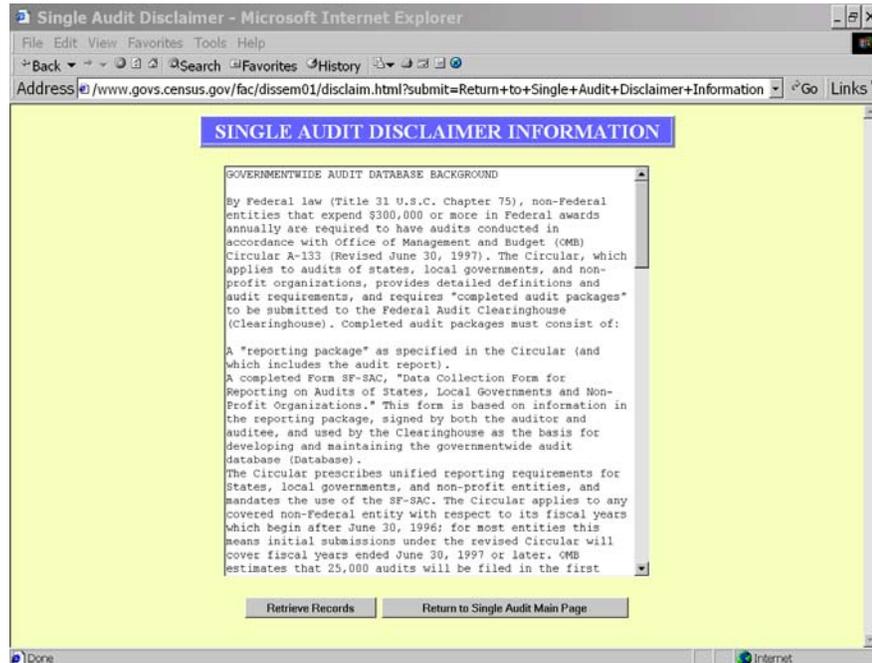
The Federal Audit Clearinghouse database can be accessed from the Internet. Follow these examples to access the FAC database.

The Internet Data Dissemination System (IDDS) is located at the following web address: <http://harvester.census.gov/sac>. To access the database, type the above address in your browser's address bar and click Go or press Enter.

From the FAC home page, choose the third link called **Access Single Audit Data**.



Next, on the **Single Audit Disclaimer Information** page, click on the Retrieve Records button to continue to the query options page. The Disclaimer on this page discusses the role of the Federal Audit Clearinghouse with regard to The Office of Management and Budget Circular A-133, as well as the nature of the data the FAC collects, stores and distributes through this system.



Next, select the type of query you want to perform.

Types of Queries you may perform:

Access Options for Single Audit Data

[Instructions for Accessing Single Audit Data](#)

- [Search the Single Audit Database](#)
 - 1 [Status of Submissions](#)
 - 2 [Entity Search](#)
 - 3 [Advanced Entity Search](#)
 - 4 [CFDA Search](#)
 - 5 [Advanced CFDA Search](#)
- [Download the Complete Single Audit Database](#)
- [View a Summary of Single Audits by Fiscal Year](#)
- [Access Specialized Reports](#)

From the **Access Options for Single Audit Data** page there are several query choices.

1. **Status of Submissions:** Check to see where an audit stands in the FAC processing system.
 2. **Entity Simple Search:** Search for a list of Entities based on EIN, Name or State criteria.
 3. **Entity Advanced Search:** Search for a list of Entities based on any criteria from the Form SF-SAC.
 4. **CFDA Simple Search:** Search for a list of Form SF-SAC Page 3 Federal Program lines based on EIN, Name or State criteria.
 5. **CFDA Advanced Search:** Search for a list of Form SF-SAC Page 3 Federal Program lines based on any criteria from the Form SF-SAC.
- **Download the complete database:** Download the Entire database to search offline.
 - **View a Summary of Single Audits by Fiscal Year.**
 - **Access Specialized Reports.**

Querying the Online Database

There are several ways to query the Internet Data Dissemination System. See the following examples to choose a way that is best for you.

The Internet Data Dissemination System (IDDS) provides several search options. Your specific search criteria will determine which search method is best for you. For instance, if you wanted to find all entities in a particular state, then the “Entity Simple Search” would be sufficient. However, if you needed to scale down your results set to only those entities who had program lines on their Form SF-SAC for a specific CFDA number, in a certain state, then you will need to query using the “Entity Advanced Search” method.

Important information regarding queries:

1. The FAC database contains all the data from each submitted Form SF-SAC. It is a good idea to become familiar with the Form SF-SAC questions before searching.
2. Adding more criteria to your search will result in fewer records returned.
3. Be broad with name string queries. For instance a query on the name “New York Board of Education” will not return an entity named “New York School Board”. It may be better to query on the name “New York” instead.

Status of Submissions, Entity Simple Search, CFDA Simple Search Queries

The **Status of Submission** query allows users to find out where a submitted Form stands in the processing system. The search is based on the respondent's EIN, Name or State.

The **Entity Simple Search** query allows users to search for a list of respondent submissions using their EIN, Name or State.

The **CFDA Simple Search** query allows users to search for a list of Federal Program data based on the respondent's EIN, Name or State.

From the **Access Options for Single Audit Data** page, click on one of the following links, [1 Status of Submissions](#) or [2 Entity Search](#) or [4 CFDA Search](#).

1. Type any of the following criteria:
 - 9-Digit EIN (no dashes, spaces, etc.), or
 - Auditee Name, or
 - State. Search Tip: If you enter the state name, i.e., Maryland, the system will search on all auditee submissions within the state. If you wish to search for all auditees with "Maryland" in the name, type the State name followed by a space.

ENTITY SEARCH
Enter part of the Auditee Name, Complete 9-digit EIN, or State abbreviation to search the database.
<input type="text"/>

2. Optional:
 - a. **Limit Number of Records to:** You may choose to limit the number of records returned. A Maximum of 499 records can be viewed online. If more than 499 records return from the search, the download option will be offered.
 - b. **Sort Options:** You may choose to sort your result set by the following fields:
 - Auditee Name
 - EIN
 - Fiscal Year End Date
 - State

Optional Search Criteria:
Limit Number of Records Returned to : <input type="text"/>
Sort Options: <input type="text"/> ▼

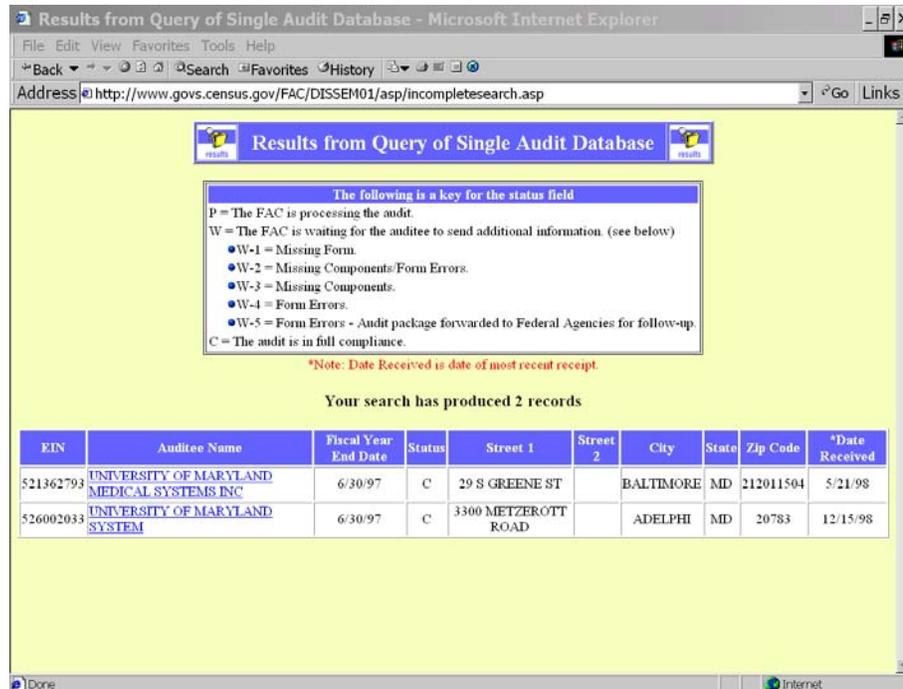
3. Click on the
 - **View Results** of Audit Status Search or
 - **Download Results** of Audit Status Search.

View Results

Download Results

VIEWING STATUS OF SUBMISSION QUERY RESULTS
ONLINE

If you choose to View Results of Audit Status Search, the list of results from 1-499 records will be posted online. When a search returns 500+ records the download option is automatically offered.



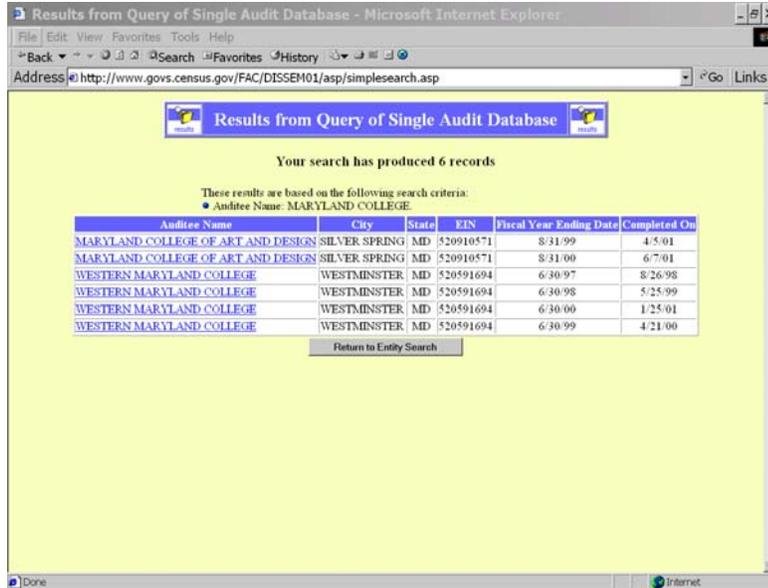
From the above screen you will be able to link to the Form SF-SAC for each auditee who has a Form status of “C” (C = The audit is in full compliance). To link to a form click on the Auditee Name highlighted in blue.

In addition the following fields are returned on the screen:

EIN, Auditee Name, Fiscal Year End Date, Status, Street 1, Street 2, City, State, Zip Code and Date Received.

V I E W I N G E N T I T Y S I M P L E S E A R C H O N L I N E

If you choose to **View Results** from the **Entity Simple Search**, the list of results from 1-499 records will be posted online. When a search returns 500+ records the download option is automatically offered.



The screenshot shows a Microsoft Internet Explorer window titled "Results from Query of Single Audit Database". The address bar shows the URL: <http://www.govs.census.gov/FAC/DISSEM01/asp/simplesearch.asp>. The page content includes a header "Results from Query of Single Audit Database" and a message: "Your search has produced 6 records". Below this, it states: "These results are based on the following search criteria: Auditee Name: MARYLAND COLLEGE." A table with 6 columns (Auditee Name, City, State, EIN, Fiscal Year Ending Date, Completed On) displays 6 rows of data. The "Auditee Name" column is highlighted in blue for each row. A "Return to Entity Search" button is located below the table.

Auditee Name	City	State	EIN	Fiscal Year Ending Date	Completed On
MARYLAND COLLEGE OF ART AND DESIGN	SILVER SPRING	MD	520910571	8/31/99	4/5/01
MARYLAND COLLEGE OF ART AND DESIGN	SILVER SPRING	MD	520910571	8/31/00	6/7/01
WESTERN MARYLAND COLLEGE	WESTMINSTER	MD	520591694	6/30/97	8/26/98
WESTERN MARYLAND COLLEGE	WESTMINSTER	MD	520591694	6/30/98	5/25/99
WESTERN MARYLAND COLLEGE	WESTMINSTER	MD	520591694	6/30/00	1/25/01
WESTERN MARYLAND COLLEGE	WESTMINSTER	MD	520591694	6/30/99	4/21/00

From the above screen you will be able to link to the Form SF-SAC for each auditee. To link to a form click on the Auditee Name highlighted in blue.

In addition the following fields are returned on the screen:

Auditee Name, City, State, EIN, Fiscal Year End Date and Completed On* date.

* The Completed On date represents the date the audit was posted to the Internet Data Dissemination System, usually 1-2 days after the actual processing completion date.

If you choose to **View Results** from the CFDA Simple Search, the list of results from 1-499 records will be posted online. When a search returns 500+ records the download option is automatically offered.

The screenshot shows a Microsoft Internet Explorer window titled "Results from Query of Single Audit Database". The address bar shows the URL: http://www.govs.census.gov/FAC/DISSEM01/asp/simplesearch2.asp. The page content includes a header "Results from Query of Single Audit Database" and a message: "Your search has produced 36 records". Below this, it states: "These results are based on the following search criteria: Auditee Name: MARYLAND COLLEGE". A table of results is displayed with the following columns: Auditee Name, Audit Year, EIN, CFDA, Federal Program Name, Amount, Major Program, Type Requirement, QCosts, Findings, and Finding Ref. Num. The table contains 10 rows of data, with the first three rows for MARYLAND COLLEGE OF ART AND DESIGN and the last three for WESTERN MARYLAND COLLEGE. The Auditee Name column is highlighted in blue.

Auditee Name	Audit Year	EIN	CFDA	Federal Program Name	Amount	Major Program	Type Requirement	QCosts	Findings	Finding Ref. Num.
MARYLAND COLLEGE OF ART AND DESIGN	1999	520910571	84.063	FEDERAL PELL	56900	Y	O	N/A	C	N/A
MARYLAND COLLEGE OF ART AND DESIGN	1999	520910571	84.032	FEDERAL FAMILY EDUCATION	296249	Y	O	N/A	C	N/A
MARYLAND COLLEGE OF ART AND DESIGN	2000	520910571	84.063	FEDERAL PELL GRANT PROGRAM	70992	Y	O	N/A	C	N/A
MARYLAND COLLEGE OF ART AND DESIGN	2000	520910571	84.032	FEDERAL FAMILY EDUCATION LOAN PROGRAM	322460	Y	O	N/A	C	N/A
WESTERN MARYLAND COLLEGE	1997	520591694	84.063	STUDENT FINANCIAL AID-US DEPT OF EDUCATION: FEDERAL PELL GRANTS	413069	Y	N	N/A	C	97-1 97-2
WESTERN MARYLAND COLLEGE	1997	520591694	84.038	STUDENT FINANCIAL AID-US DEPT OF EDUCATION: FEDERAL PERKINS LOAN	336021	Y	N	N/A	C	97-1 97-2
WESTERN MARYLAND COLLEGE	1997	520591694	84.033	STUDENT FINANCIAL AID-US DEPT OF EDUCATION: FEDERAL WORK STUDY	158594	Y	N	N/A	C	97-1 97-2

From the above screen you will be able to link to the Form SF-SAC for each auditee. To link to a form click on the Auditee Name highlighted in blue.

In addition the following fields are returned on the screen:

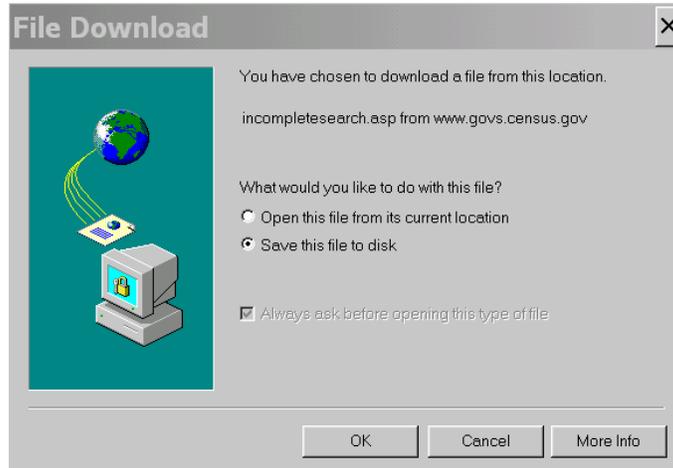
Auditee Name, Audit Year, EIN, CFDA, Federal Program Name, Amount, Major Program, Type Requirement, QCosts, Findings, Finding Reference Numbers.

DOWNLOADING RESULTS

If you have chosen Download Results of Audit Search, depending on your Internet browser, you may receive the following download window.

You may either select:

- Open this file from its current location. Doing this will open the file in an online Excel™ spreadsheet.
- Save this file to disk. Use this option if you are ready to import the data into Excel™ or Access™, offline.



Open this file from its current location:

If you have chosen to Open the file from it's current location you will receive the following online Excel™ spreadsheet. Each downloaded (online/offline) file contains multiple sheets.

	A	B	C	D	E	F
	AUDITYEAR	DBKEY	EIN	AUDITEENAME	STREET1	STREET2
1	1997	95032	630779657	MARINE ENVIRONMENTA	BOULEVARD	
2	1997	130749	716046242	UNIVERSITY OF ARKANS	4301 WEST MARKHAM	
3	1997	103227	742565479	MT GRAHAM INTERNATIO	1651 DISCOVERY BLVD	
4	1997	118201	941156258	CALIFORNIA ACADEMY C	GOLDEN GATE PARK	
5	1997	125033	952914237	SOCIAL SCIENCE SERV	PO BOX 657	AVENUE
6	1997	125231	953127273	WESTERN UNIVERSITY C	COLLEGE PLAZA	
7	1997	118643	941312352	CENTER FOR ADVANCED	75 ALTA ROAD	
8	1997	126041	953711811	FOUNDATION FOR ADVA	BOULEVARD	SUITE 215
9	1997	75502	521443811	SOCIETY FOR THE ADVA	SOUTH	
10	1997	121358	943024996	INTERNATIONAL COMPU	1947 CENTER STREET	SUITE 600
11	1997	127959	958151774	CHARLES R DREW UNIVE	1621 E 120TH ST	
12	1997	120403	942650853	MATHEMATICAL SCIENCE	1050 CENTENNIAL DR	
13	1997	181899	943148233	CHABOT OBSERVATORY	10902 SKYLINE BLVD	
14	1997	194705	237198104	BEHAVIORAL SCIENCE C	18607 VENTURA BLVD	STE 310
15	1997	109593	840622557	BIOLOGICAL SCIENCES I	BLVD	
16	1997	181301	946002995	BETHEL COLLEGE OF NA	1400 E BOULDER ST	
17	1997	100155	731023474	AMERICAN INDIAN SCIE	5661 AIRPORT BLVD	
18	1997	7244	060396043	SCIENCE CENTER OF CC	950 TROUT BROOK DR	
19	1997	187206	231893378	SOCIETAL INSTITUTE OF	20	
20	1997	35683	250965219	AMERICAN INSTITUTES F	3333 K ST NW	
21	1997	77849	530196932	NATIONAL ACADEMY OF	AVE NW	
22	1997	74123	521107937	NATIONAL INSTITUTE OF	NW	SUITE 700
23	1997	77814	530196568	AMERICAN ASSOCIATION	NW	
24	1997	76321	521712865	TRIANGLE COALITION FC	AVENUE NW	SUITE 700
25	1997	191068	593069793	FLORIDA HOSPITAL COLI	DRIVE	
26	1997	3431	042524529	NATIONAL FACULTY OF H	HEALEY BLDG	
27	1997	58636	390806247	INSTITUTE OF PAPER SC	NW	
28	1997	64469	420730347	UNIVERSITY OF OSTEOP	3200 GRAND AVE	
29	1997	48517	362181973	FINCH UNIVERSITY OF H	3333 GREEN BAY RD	
30	1997	47860	360395575	CHICAGO ACADEMY OF	2060 N CLARK STREET	
31	1997	92363	611135362	KENTUCKY SCIENCE AN	200 W WINE ST STE 420	
32	1997	38938	311005850	THE LOUISVILLE SCIE	727 W MAIN ST	
33	1997	3308	042482188	MANAGEMENT SCIENCE	165 ALLANDALE RD	
34	1997	19141	161056814	FRONTIER SCIENCE AN	1244 BOYLSTON ST	
35	1997					

To save opened data to view offline.

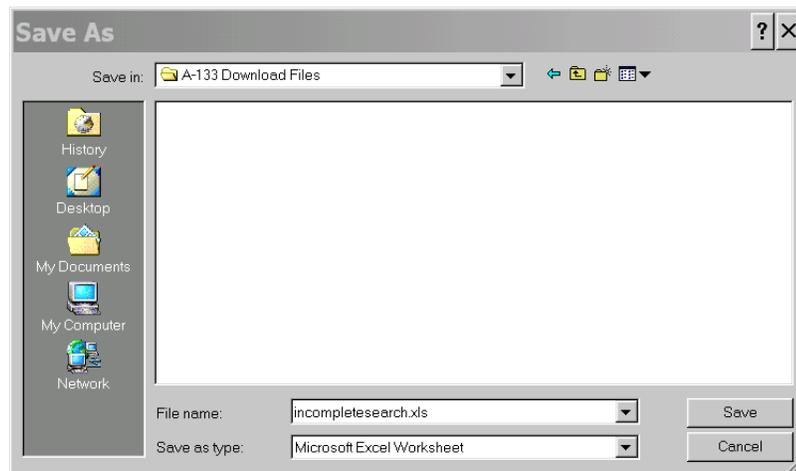
1. Click on the  Excel™ icon found on the Excel™ viewer window.
2. Save the file by choosing an appropriate file on your hard drive or diskette and choose a name you will recognize, followed by .xls.

Example: mysimplesearch.xls

3. Click the Save button.
4. After you click the save button, the data will be saved and opened in the standard (offline) Excel™ spreadsheet.
5. This file will be available for viewing in Excel™ or Importing into Access™.

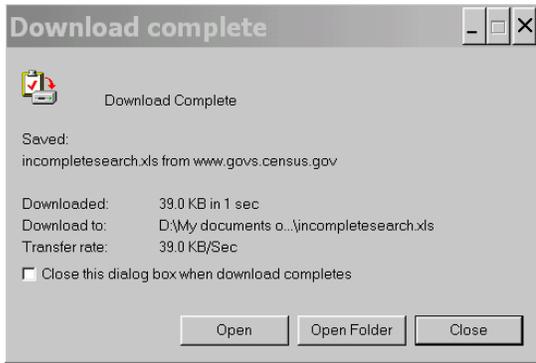
Save this file to disk:

If you have chosen to **Save this file to disk** the following Save As window will open:



1. In the **Save in:** box, locate the file on your hard drive or diskette where you would like to save the dataset.
2. Change the **File name:** to a name you will recognize later when you are searching for your dataset.
3. Be sure that the **Microsoft® Excel™ Worksheet** file type appears in the **Save as type:** box.
4. Click the **Save** button.

After the Save routine has finished, the following window may open. Click **Open** if you would like to view the dataset in Excel™ immediately or **Close** to view the file later.



ADVANCED SEARCHES: ENTITY AND CFDA

The Entity Advanced Search query allows users to search for a list of respondent submissions using any criteria from the Form SF-SAC.

The CFDA Advanced Search query allows users to search for a list of Federal Program data based on any criteria listed on the Form SF-SAC.

From the Access Options for Single Audit Data page, click on one of the following links,

3 [Advanced Entity Search](#) or **5** [Advanced CFDA Search](#).

Choosing the Advanced Entity or CFDA search options will route you to the following search screen, which contains query boxes related to the Form SF-SAC.

Search Tip:

Less vs. More: Choosing more search criteria will limit the number of records returned. It is possible to miss valuable information when being too specific. For instance, a query on the name “New York Board of Education” will not return any information for an entity named “New York School Board”. It may be better to query on a less specific name, such as “New York”.

The screenshot shows a web browser window titled "Advanced Search - Microsoft Internet Explorer". The address bar shows the URL: <http://www.govs.census.gov/FAC/DISSEM01/advsearch.html>. The page content includes a blue header with the text "ADVANCED SEARCH OPTIONS FOR THE SINGLE AUDIT DATABASE". Below the header, there is a section titled "Enter search criteria for one or more items. These search criteria follow the Form SF-SAC and contain three sections." with a bulleted list: "General: Part I, Items 1-9", "Financial Statements: Part II, Items 1-5", and "Federal Programs: Part III, Items 1-11". A note states "Search criteria are relevant to the revised 2001 Form SF-SAC." and a link for "Revised Form SF-SAC and Instructions" is provided. There are four buttons: "Return to Access Options", "Clear For a New Search", "View Results", and "Download Results". The form includes fields for "Limit Number of Records Returned to:", "Sort Options:", "Audit Fiscal Year Ending in:" (with a note "(To select multiple audit years, hold the 'Ctrl' key down while making selections)"), "Records Completed (MM/DD/YYYY)" with "After:" and "Before:" sub-fields, and a "Type Of Entity (FAC Determined)" dropdown menu.

Part I: General Information

Item 1: Fiscal Year End Date: (MM/DD/YYYY)

Item 2: Type of Circular A-133 Audit:

Item 3: Audit Period Covered: Annual Biennial Other

Item 5a: Employer Identification #: EIN Relationship(optional):

Item 5b: Multiple EINs Covered in Report:

Item 6a: Auditee Name:

Item 6b: Auditee City:

Item 6b: Auditee State:

Item 6b: Auditee Zip Code:

Item 7a: Auditor Name:

Item 7b: Auditor City:

Item 7b: Auditor State:

Item 7b: Auditor Zip Code:

Item 8: Cognizant or Oversight Agency:

Item 9: Name of Federal Cognizant/Oversight Agency:

Part II: Financial Statements

Item 1: Type of Audit Report: Unqualified Opinion Qualified Opinion Adverse Op

Item 2: Going Concern:

Item 3: Reportable Conditions Disclosed:

Item 4: Material Weakness Reported:

Item 5: Material Noncompliance Disclosed:

Part III: Federal Programs

Item 1: Type of Audit Report on Major Program Compliance: Unqualified Opinion Qualified Opinion Adverse Op

Item 2: Statement of Federal Awards that have separate A-133 audits which are not included:

Item 3: Dollar Threshold: Equal to \$

Item 4: Low Risk Auditee:

Item 5: Reportable Condition disclosed for any major program:

Item 6: Reportable Condition reported as a material weakness:

Item 7: Questioned Costs reported:

Item 8: Summary Schedule of Prior Audit Findings prepared:

Item 9: Federal Agencies Required to Receive Reporting Packages:
(To select multiple agencies, hold the 'Ctrl' key down while making selections)

- 66. Environmental Protection Agency
- 30. Equal Employment Opportunity Commission
- 32. Federal Communications Commission
- 83. Federal Emergency Management Agency
- 33. Federal Maritime Commission

Item 10a: CFDA Number(or other identifying number):
Enter the specific CFDA number(s) or 2-digit Federal agency prefix(fill in the boxes from left to right)

Item 10b: Research and Development:

Item 10c: Name of Federal Program:

Item 10d: Amount Expended: Equal to \$

Item 10e: Direct Award:

Item 10f: Major Program:

Item 11a: Type of Compliance Required:

- L. Reporting
- M. Subrecipient monitoring
- N. Special tests and provisions
- O. None
- P. Other(2001 only)

Item 11b: Finding Reference Number:

Total Federal Expenditures: Equal to \$

After selecting the various criteria desired, click the **View Results** (see previous section) or **Download Results** (see previous section) button to run your query and view the results. If your query results in more than 499 records then you must use the

download option (automatically offered for query results 500+). To clear search criteria click the **Clear for New Search** button and to return to the search options click the **Return to Access Options** button.

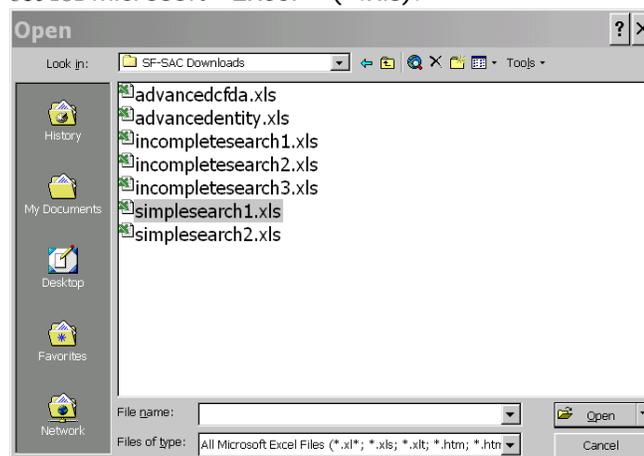
Importing Data into a Spreadsheet or Database

The following chapter describes the basic procedure of importing a saved dataset into a spreadsheet or database application.

For the purposes of these instructions, the Federal Audit Clearinghouse has chosen to use Microsoft® Excel™ for the data import examples. If you have chosen to save the dataset on your hard drive or diskette, follow these instructions to open and view the file.

M I C R O S O F T ® E X C E L ™

1. Open the Microsoft® Excel™ program.
2. Choose File/Open from the menu bar.
3. Locate the file on your hard drive or diskette. Make sure the Files of type: is set for Microsoft® Excel™ (*.xls).



4. Then click the Open button.
5. The file should open without the aid of the Excel™ Import Wizard.
6. Please be sure to look at the worksheet tabs to obtain all the information.

Simple search worksheets (General, Key):

32	1997	194705		6/30/1997	S	A
33	1999	194705		6/30/1999	S	A
34	2000	194705		6/30/2000	S	A
35	1998	194705		6/30/1998	S	A
36	1997	194705		6/30/1997	S	A

GENERAL INFORMATION / KEY FOR FAC INFORMATION /

Ready

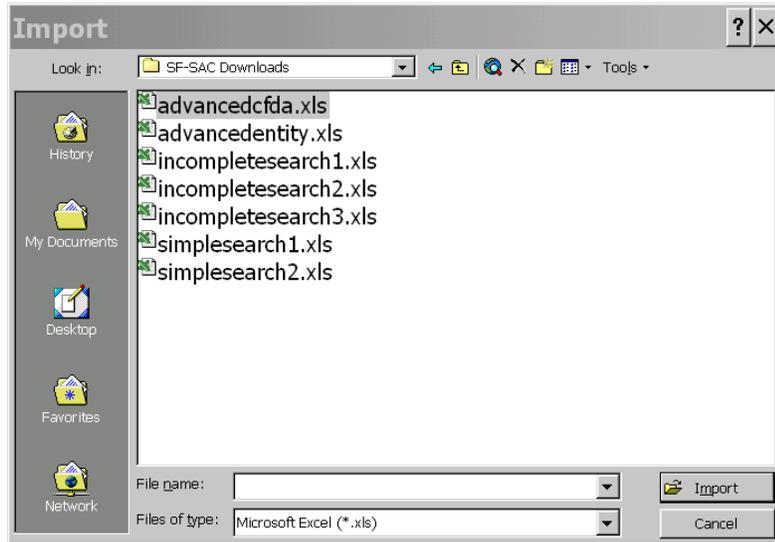
Advanced Search Worksheets (General, CFDA, Agency, EIN, Key):

33	2000	13108		6/30/2000	S	A
34	2000	11289		7/31/2000	S	A
35	2000	10716		6/30/2000	S	A
36	2000	11289		7/31/2000	S	A

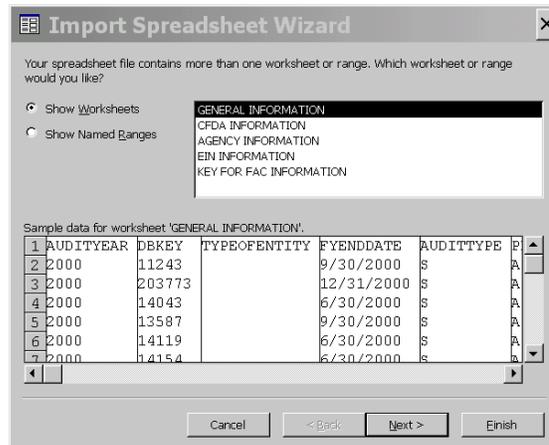
GENERAL INFORMATION / CFDA INFORMATION / AGENCY INFORMATION / EIN INFORMATION / KEY FOR FAC INFORMATION /

Ready

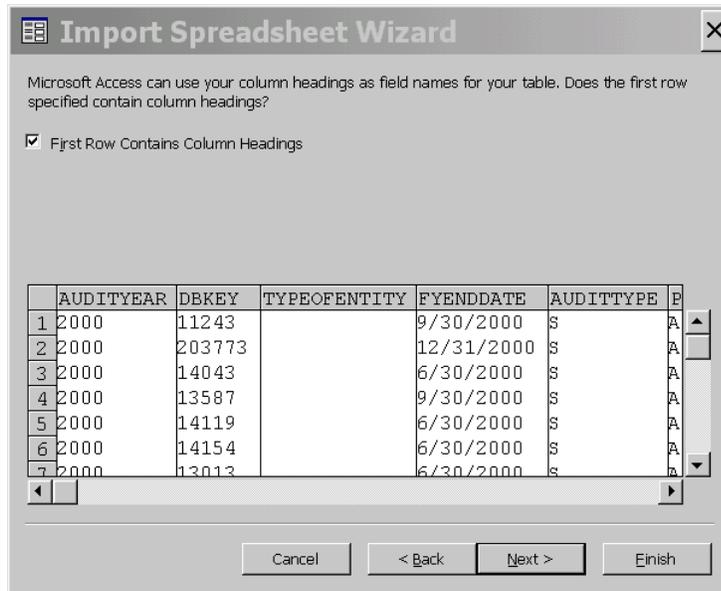
1. Open the Microsoft® Access™ application.
2. Create a new database or open an existing database.
3. From the File menu, select Get External Data, and then choose Import.
4. Locate the file in the appropriate folder on your hard drive or diskette.
If needed, change the Files of type: to Microsoft® Excel™ (*.xls).



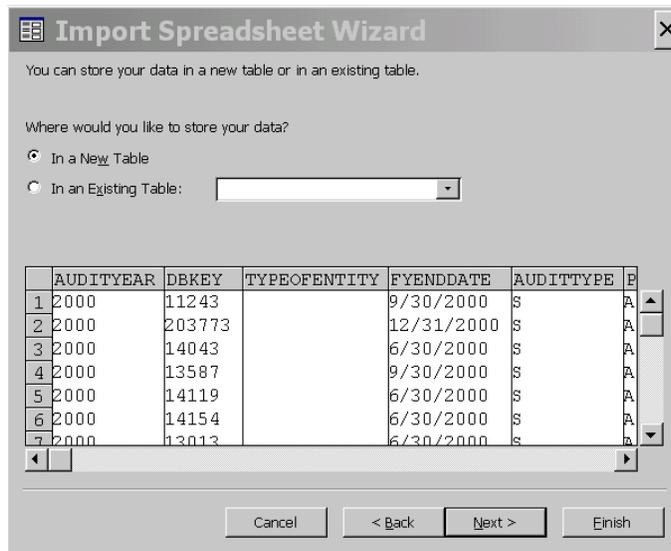
5. Click the Import button.
6. Make sure the Show Worksheets radio button is selected.
7. Each worksheet of the Excel™ spreadsheet must be imported separately. For *Simple* searches only one import for the GENERAL INFORMATION data will need to be performed. However, the files obtained from *Advanced* searches will require 4 separate imports;
 1. GENERAL INFORMATION
 2. CFDA INFORMATION
 3. AGENCY INFORMATION
 4. EIN INFORMATION



8. After choosing the worksheet to be imported, click the Next button.
9. Check the First Row Contains Column Headings box, and then click the Next button.



10. To store the data in a new table select the In a New Table radio button. Then click the Next button.



- Click Next in the following (data specification) window. Changing the *Data Type* will be covered later in this chapter.

You can specify information about each of the fields you are importing. Select fields in the area below. You can then modify field information in the 'Field Options' area.

Field Options

Field Name: Data Type:

Indexed: Do not import field (Skip)

	AUDITYEAR	DBKEY	TYPEOFENTITY	FYENDDATE	AUDITTYPE	PER
1	00	11243		9/30/2000	S	A
2	00	203773		12/31/2000	S	A
3	00	14043		6/30/2000	S	A
4	00	13587		9/30/2000	S	A
5	00	14119		6/30/2000	S	A
6	00	14154		6/30/2000	S	A
7	00	13013		6/30/2000	S	A

Buttons: Cancel, < Back, Next >, Finish

- Select No primary key from the next window, then click the Next button.

Microsoft Access recommends that you define a primary key for your new table. A primary key is used to uniquely identify each record in your table. It allows you to retrieve data more quickly.

Let Access add primary key.
 Choose my own primary key.
 No primary key.

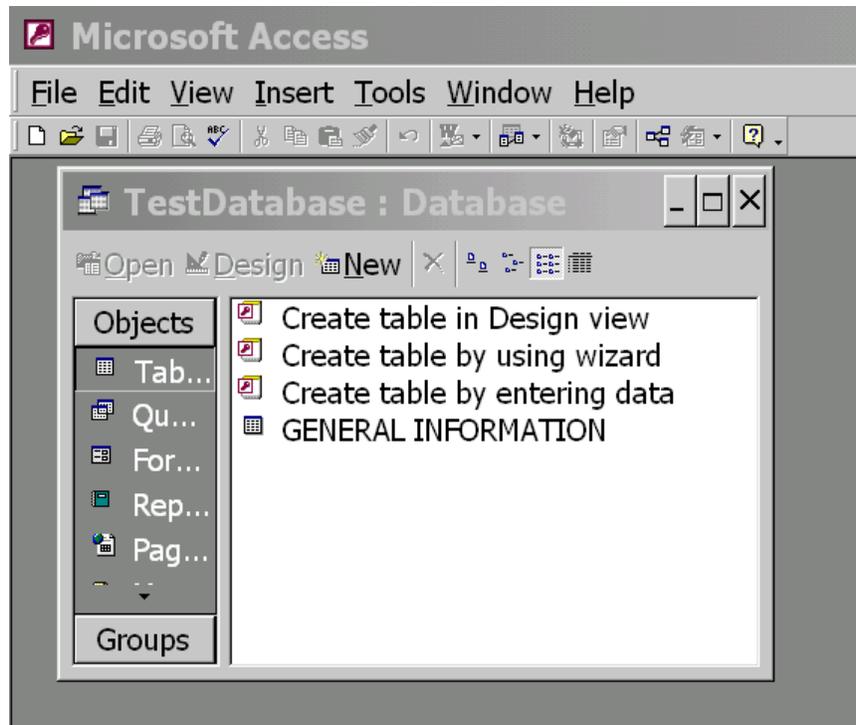
	AUDITYEAR	DBKEY	TYPEOFENTITY	FYENDDATE	AUDITTYPE	PER
1	2000	11243		9/30/2000	S	A
2	2000	203773		12/31/2000	S	A
3	2000	14043		6/30/2000	S	A
4	2000	13587		9/30/2000	S	A
5	2000	14119		6/30/2000	S	A
6	2000	14154		6/30/2000	S	A
7	2000	13013		6/30/2000	S	A

Buttons: Cancel, < Back, Next >, Finish

13. Name the table you are importing. The default names are usually sufficient, however you may wish to choose a more specific naming convention. Then click the Finish button.

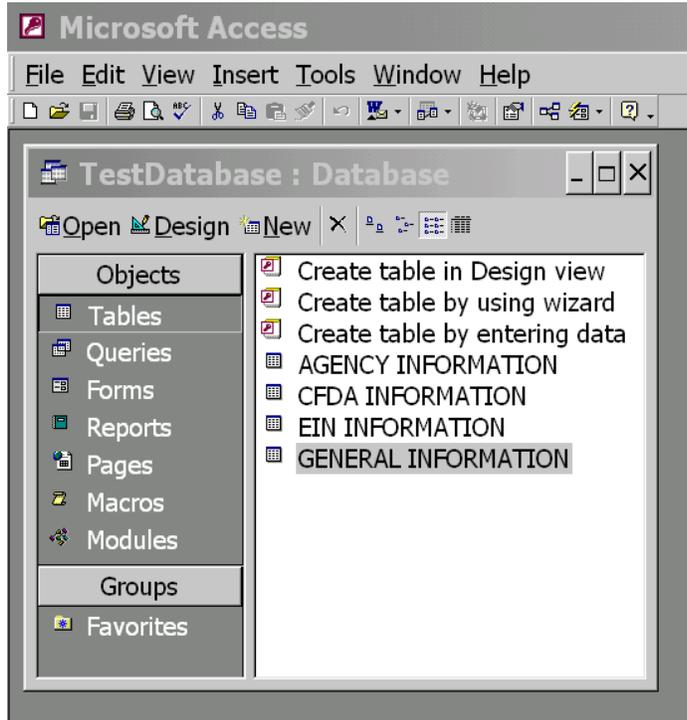


14. The database now contains at least one table. In this case the table is named GENERAL INFORMATION.

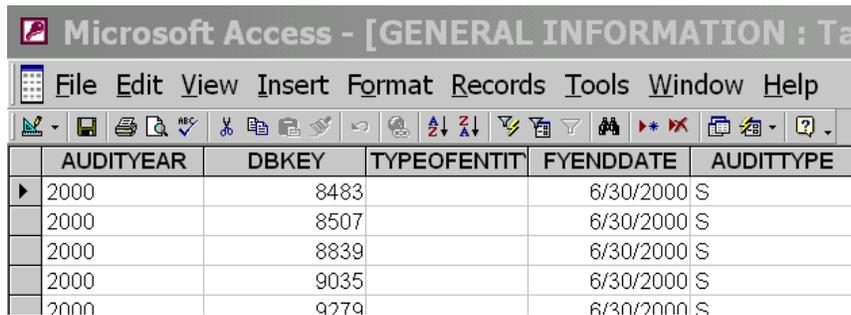


The worksheet import does not allow for any data type specification. For instance if you would like certain columns of numbers to be treated as numeric and not as text characters, then follow these steps to change the data type specification.

1. Open the Microsoft® Access™ database.
2. Open the table by double clicking on the table name.



3. Click on the design view icon  located on the control toolbar or click on View/Design View from the menu bar.

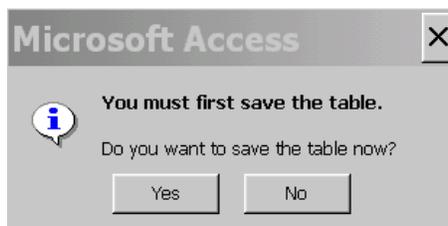


AUDITYEAR	DBKEY	TYPEOFENTIT	FYENDDATE	AUDITTYPE
2000	8483		6/30/2000	S
2000	8507		6/30/2000	S
2000	8839		6/30/2000	S
2000	9035		6/30/2000	S
2000	9270		6/30/2000	S

- In the following design view window, click on the *Data Type* next to the *Field Name* that you would like to change. Change the Data Type by using the arrow and drop down menu. (Change DBKEY from the “Number” data type to “Text” data type.)

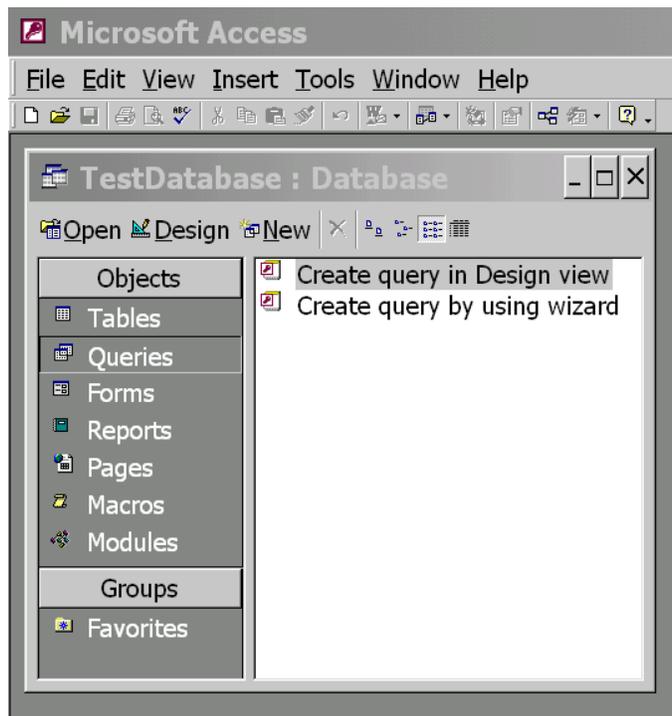


- Click on the design view icon  located on the *control toolbar* or click on View/Datasheet View from the menu bar, to return to the data view. Answer Yes to save your changes to the table or NO to cancel the changes.

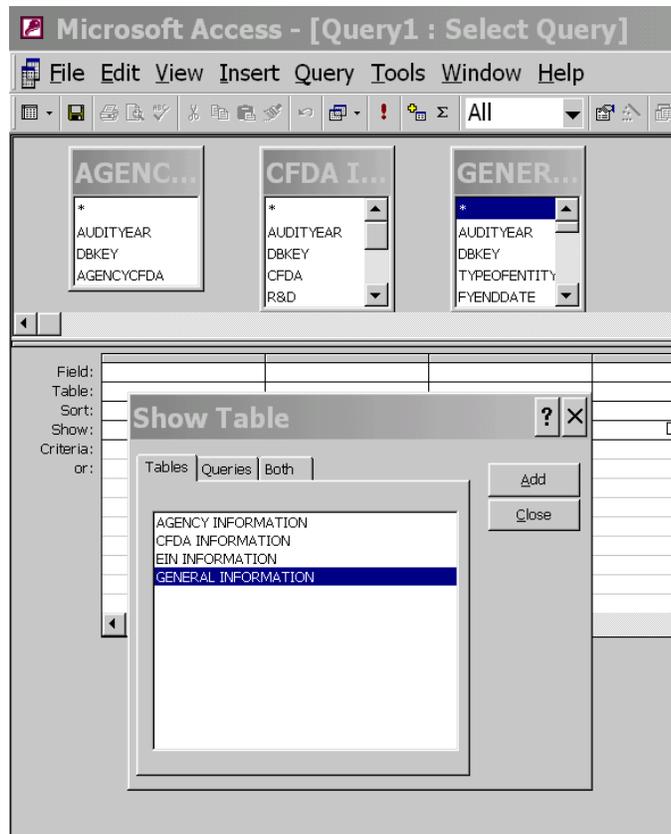


In order to perform queries on multiple tables, you will need to link/join the tables by their primary key, DBKEY/AUDITYEAR. For instance if you would like to find out which entities had program lines for a certain CFDA, you will need to join the GENERAL table and the CFDA table. In addition if you wanted to know who received a copy of the audit, due to the presence of direct findings, then you will need to add the AGENCY tables to the mix. All of these tables are joined by their DBKEY and AUDITYEAR fields. The following instructions will show you how to make the primary key link.

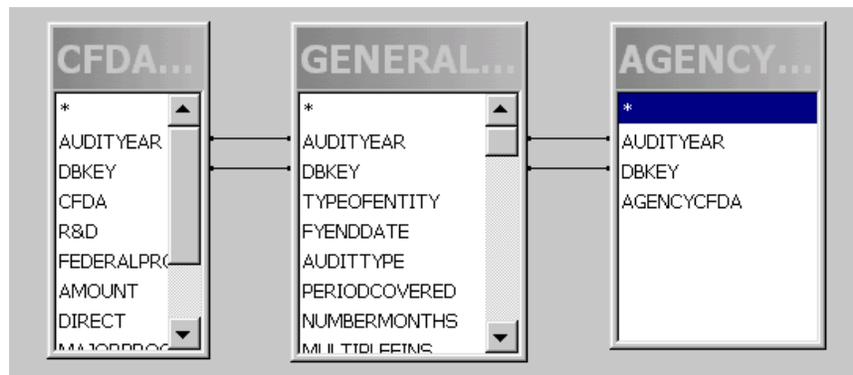
1. Click on Queries from the Object menu. Select Create query in Design view.



2. Select the tables you would like to link and click the Add button. After you have. Each time you click the Add button the table will be graphically displayed in the “Relationship” window. After you have added the tables click the Close button.



3. To join tables, drag the field name from one table and drop it over the same field name in the corresponding table. The result will be a line connecting the fieldnames. Do this for both AUDITYEAR and DBKEY and for all tables that need to be joined.



4. Perform queries using the query grid.

Field:					
Table:					
Sort:					
Show:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Criteria:					
or:					

5. Please see your database administrator or other technical staff for help in preparing and performing queries on the datasets that you have downloaded.

Contact Information

Federal Audit Clearinghouse Contact Information



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