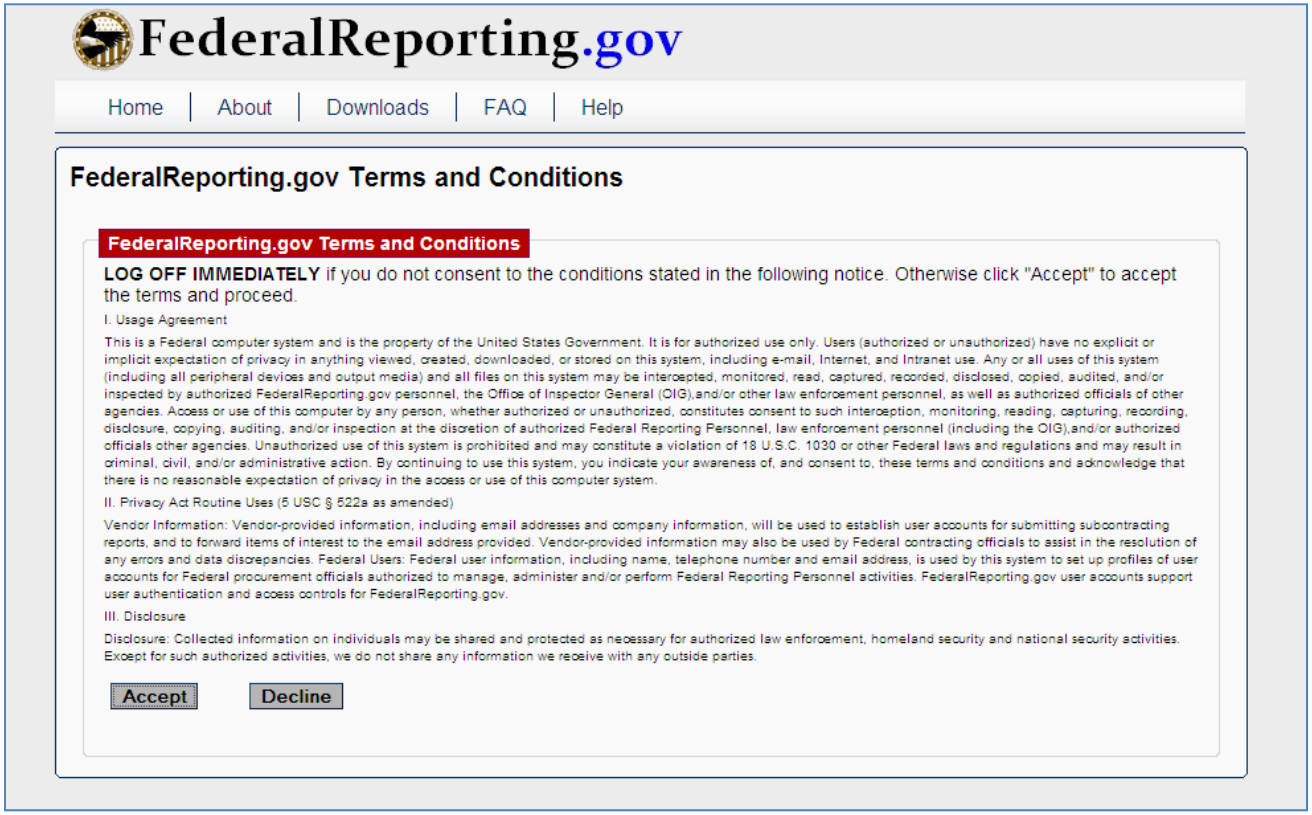
XML Validation Tutorial

Getting Started

1. Be sure to register with FederalReporting.gov. The validation tool requires an email address and a valid DUNS #. You should use your email address in order to receive the correct notifications. The state's DUNS # is 809031776. If you have already registered skip to Step 2.

To register, follow the "Register Now" link and input your information and select your security questions and answers. Upon completion, FederalReporting.gov will send you a temporary password that you will use to activate you account and create your own unique password.

2. Once you registered with FederalReporting.gov login from the Homepage and accept the Terms and Conditions.



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FederalReporting.gov Terms and Conditions

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LOG OFF IMMEDIATELY if you do not consent to the conditions stated in the following notice. Otherwise click "Accept" to accept the terms and proceed.

I. Usage Agreement

This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy in anything viewed, created, downloaded, or stored on this system, including e-mail, Internet, and Intranet use. Any or all uses of this system (including all peripheral devices and output media) and all files on this system may be intercepted, monitored, read, captured, recorded, disclosed, copied, audited, and/or inspected by authorized FederalReporting.gov personnel, the Office of Inspector General (OIG),and/or other law enforcement personnel, as well as authorized officials of other agencies. Access or use of this computer by any person, whether authorized or unauthorized, constitutes consent to such interception, monitoring, reading, capturing, recording, disclosure, copying, auditing, and/or inspection at the discretion of authorized Federal Reporting Personnel, law enforcement personnel (including the OIG),and/or authorized officials other agencies. Unauthorized use of this system is prohibited and may constitute a violation of 18 U.S.C. 1030 or other Federal laws and regulations and may result in criminal, civil, and/or administrative action. By continuing to use this system, you indicate your awareness of, and consent to, these terms and conditions and acknowledge that there is no reasonable expectation of privacy in the access or use of this computer system.

II. Privacy Act Routine Uses (5 USC § 522a as amended)

Vendor Information: Vendor-provided information, including email addresses and company information, will be used to establish user accounts for submitting subcontracting reports, and to forward items of interest to the email address provided. Vendor-provided information may also be used by Federal contracting officials to assist in the resolution of any errors and data discrepancies. Federal Users: Federal user information, including name, telephone number and email address, is used by this system to set up profiles of user accounts for Federal procurement officials authorized to manage, administer and/or perform Federal Reporting Personnel activities. FederalReporting.gov user accounts support user authentication and access controls for FederalReporting.gov.

III. Disclosure

Disclosure: Collected information on individuals may be shared and protected as necessary for authorized law enforcement, homeland security and national security activities. Except for such authorized activities, we do not share any information we receive with any outside parties.

Accept Decline

3. By now you should have received an XML from your agency from their Non-Financial / Sub-Recipient & Vendor Validation process. The first step in your review process is to validate the file on the FederalReporting.gov website. This process will determine if the file format submitted by the agencies adheres to the federal XML business rules standard. To begin this validation, download the XML files emailed to you by the agency and save it on your computer. Next click on the "Validate File" link as highlighted below.

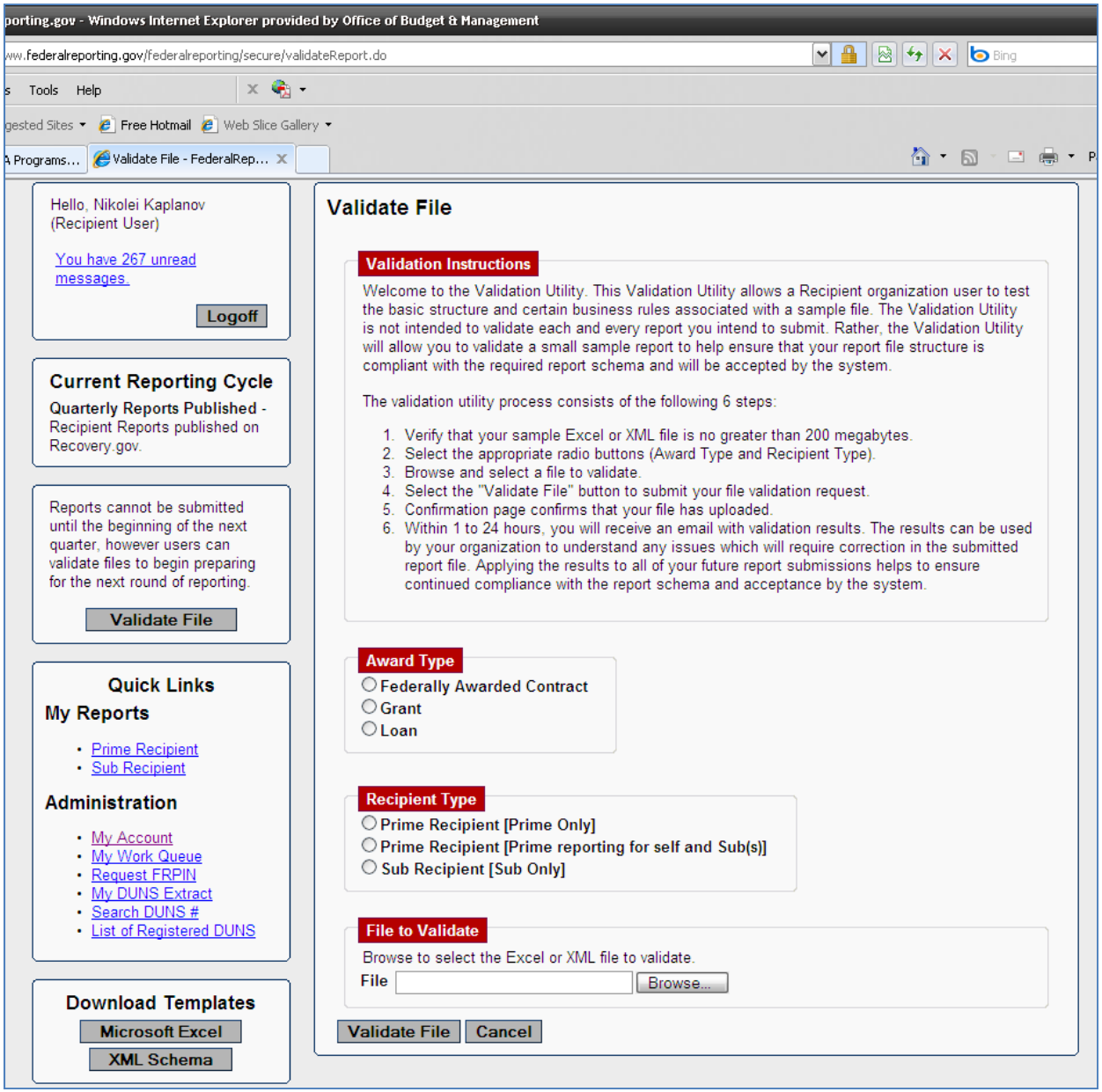
4. On the Validate File page there are three data entry points necessary for the file to be validated.

   The **Award Type** for nearly all files reviewed will be “Grant.” If you specifically have another award type, you may indicate as such.

   The **Recipient Type** is usually one of two options in Ohio’s case. Select either “Prime Recipient [Prime Only]” or “Prime Recipient [Prime reporting for self and Sub(s)].” If one option does not work, try the other option.

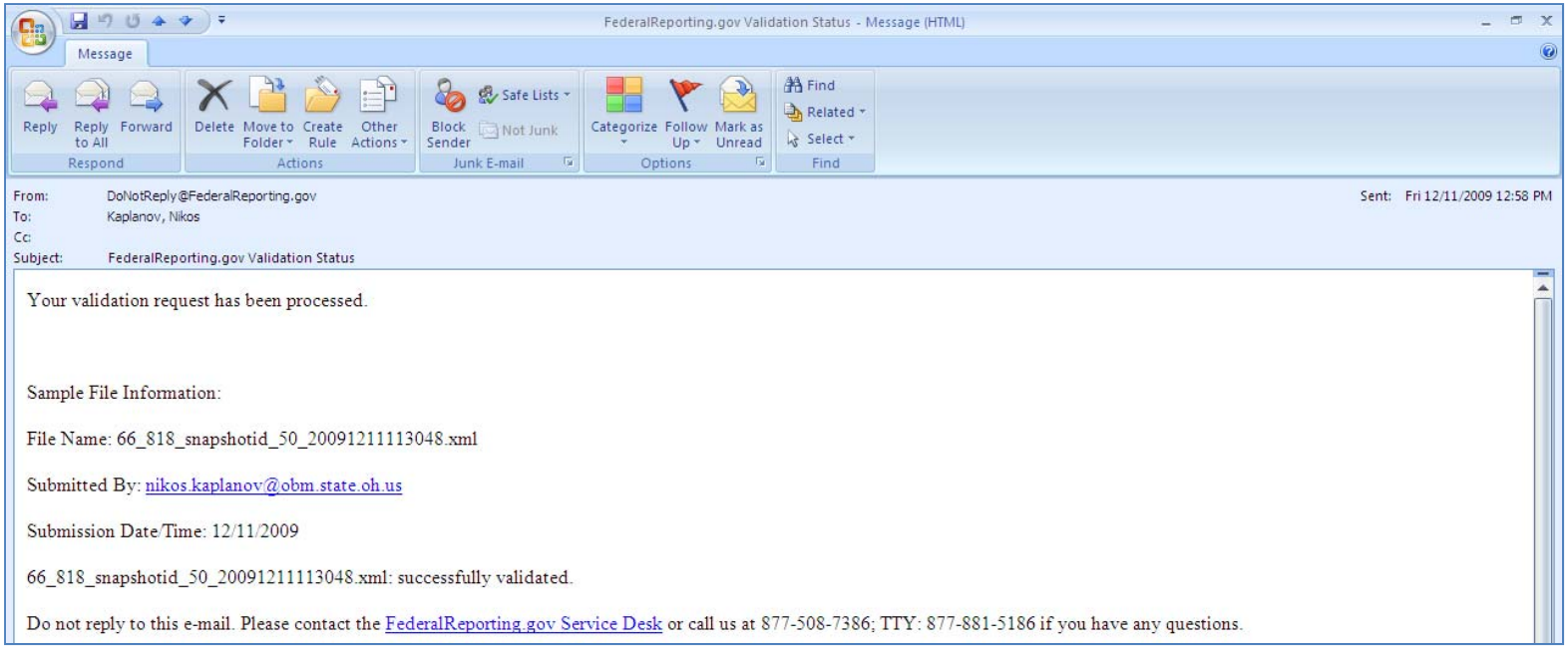
   The **File to Validate** is the file received from the agency as part its validation. Select the “Browse” button to locate the file on your computer.

5. Once you have completed this process, click on the “Validate File” link to have FederalReporting.gov review the business rules for the XML report.



6. Once you successfully uploaded your report, you should see the Validation Request Submitted Successfully page. FederalReporting.gov will quickly review the uploaded report to check for any business rule errors.

7. Upon completion, you should receive an email indicating the Validation Status of your submitted report. If the report details any errors, continue on to Step 8. If the report has been successfully validated, please convey this information to the agency and work with them on any changes they make before the end of the reporting period.



8. If there are errors in the XML Validation, it is your responsibility to work with the agency to make corrections. Errors in the validation will prevent an entire report from being submitted.

   There are two types of errors that you may encounter - agency input errors or ARRA Hub translation errors. Use the following steps to determine which error you might encounter.

   a. Agency input error –If the data in the ARRA Hub is the same as the error field then the agency has entered incorrect data or data in an improper format. Please check the Data Dictionary and Federal Award Letter for the report to determine the proper information.

   b. ARRA Hub translation error – If the data in the ARRA Hub is different that the error in the error identified in the Validation Status email, then the error is probably a result of an XML translation issue. This is where the information is correct in the Hub, but the XML file is transmitting a different record. Please work with Derek, Nikos or Adam to determine the problem and make a system correction.

9. Once you have determined the errors or lack thereof, please alert the agency.

   a. For reports without errors you will need to let the agency know that it passed the business rule validation but any modifications to the Prime Recipient, Sub-Recipient, or Vendor tables could cause a business rule error.

   b. For reports with errors, you will need to either work with the agency or internally (depending on the error type) to make corrections and have the agency resubmit a new XML validation file until there are no errors identified from the FederalReporting.gov portal.