

*Introduction to the Food Programs
Reporting System (FPRS) and
FNS-153 Data Entry*



Lesson 1: Introduction to FPRS

Lesson 2: Data Entry and Validation

Questions and Answers

FPRS Lesson 1

Introduction to FPRS

What is FPRS?

- Stands for Food Programs Reporting System
- Primary collection point for FNS Program activity information
- Enables data reporting by FNS Program participants (grantees)
- Integrates review and approval workflow structure
- Web-based using latest FNS approved technology
- Compliant with Section 508, eAuthentication, and USDA Web Style
- Supports full range of user roles
- Provides complete historical data
- Supplies financial and participation data to NDB



After this lesson, you should be able to describe the following:

- What is FPRS?
- What is different about FPRS?
- Who uses FPRS?
- What is included in FPRS?
- What happens to submitted forms?
- Who performs what functions?
- Where can one go to get assistance when using FPRS?

- Web-accessible system
- All forms are accessible at the state agency level
- Permanent retention of user accounts
- Keeps a history of every submission by:
 - Providing an audit trail for any revision
 - Providing the history of any submission
- Permanent retention of certified, posted, and rejected submissions

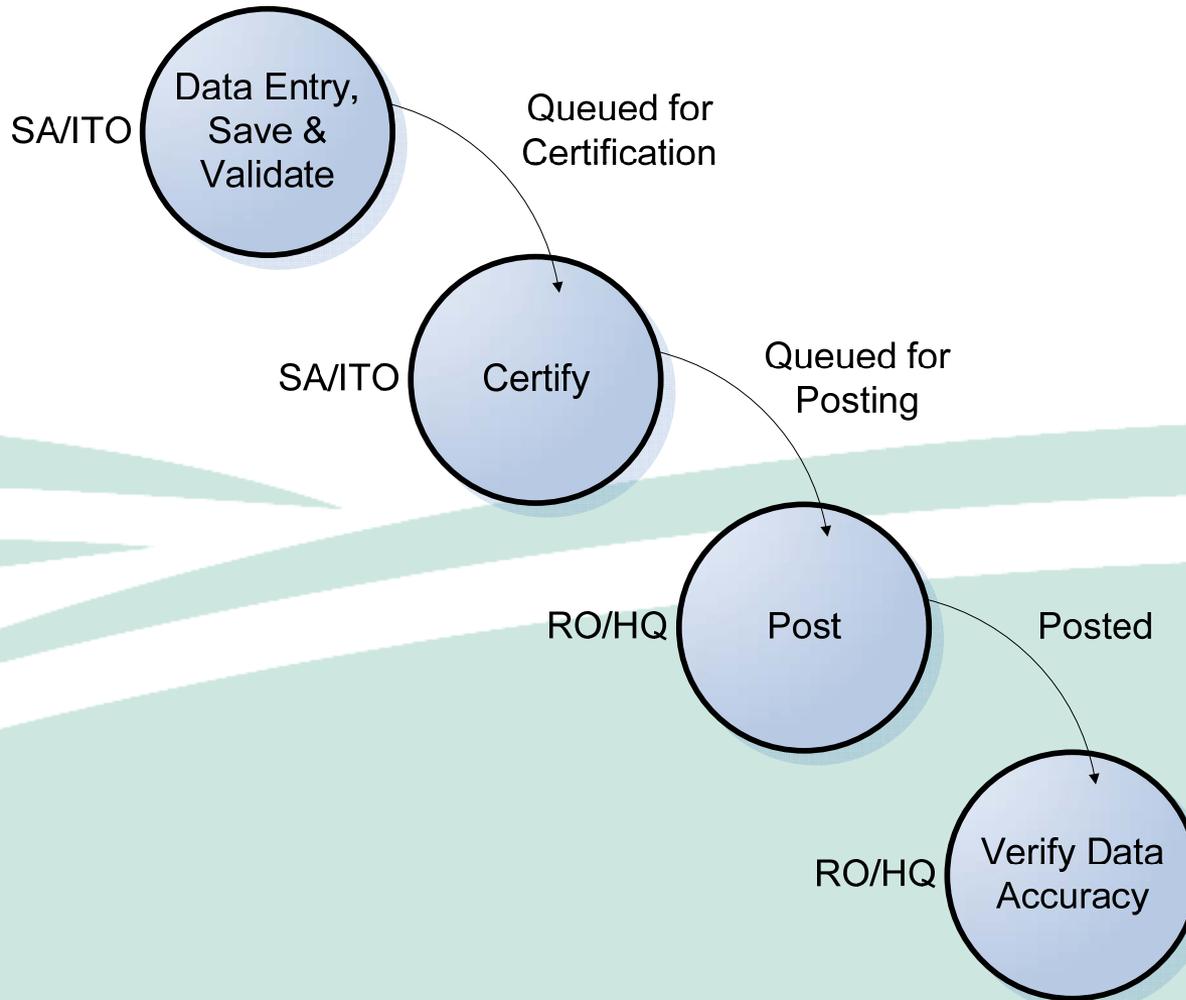
- Form warnings are available throughout the submission process
- Analysis reports are provided for sensitivity analysis to facilitate data verification
- Submission lockout/unlock by form and by geographical location
- Users are notified via email when a report has been rejected
- FPRS provides a list of overdue submissions



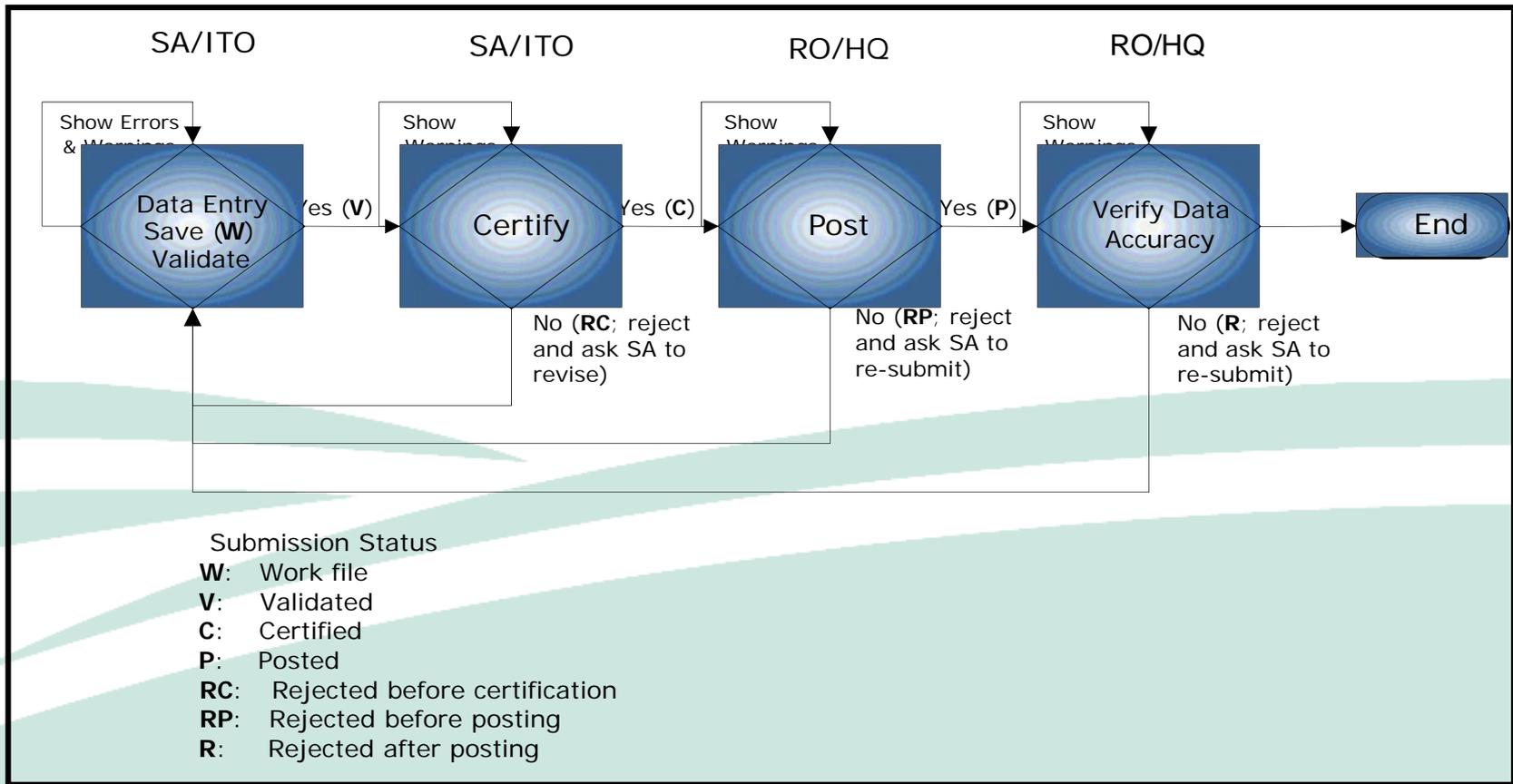
FPRS/NDB Forms

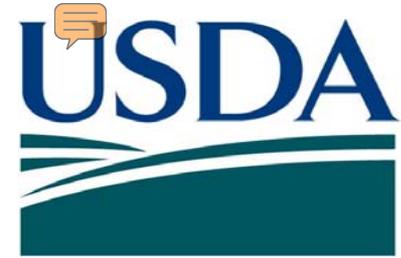
Program Name	OMB Form
Child Nutrition (CN) and Nutrition Education and Training (NET)	FNS-10, 13, 44, 418, 42, 665, and SF-269 (CN), 269A, 269L, 269 SAE, 425
Women, Infants, and Children (WIC) & WIC Farmers Market (WIC-FM)	FNS-191, 227, 227A, 498, 798, 798A, 648, 654, 203, 683, and SF-269A, 269L, 425
Food Distribution Program (FD)	FNS-292, 667
Food Distribution Program on Indian Reservations (FDPIR)	FNS-101, 152, and SF-269A, 269L, 425
Commodity Supplemental Food Program (CSFP)	FNS-153, 191, and SF-269A, 425
Senior Farmers' Market Nutrition Program (SFMNP)	FNS-683A and SF-269A, 425
Supplemental Nutrition Assistance Program (SNAP)	FNS-46, 101, 209, 250, 259, 366A, 366B, 388, 388A, 583, 759 and SF-269(FS), 425
Recovery Act (CN-NSLP, FDPIR, SNAP, TEFAP, WIC-CFOOD, WIC-CNSA, WIC-EBT, WIC-MISC, and WIC-SAM)	FNS-667 (TEFAP), SF-269FS (SNAP), and SF-425

Submission Workflow



Submission Workflow





Submission Status

W Work in progress - New submission started and saved, but not yet submitted further (Deleted after 14 days)

V Submission validated and submitted for certification

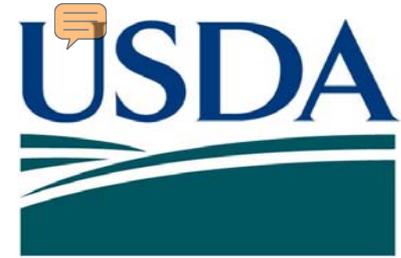
RC Submission rejected *before* certification

C Submission certified

RP Certified submission rejected *before* posting

P Submission posted

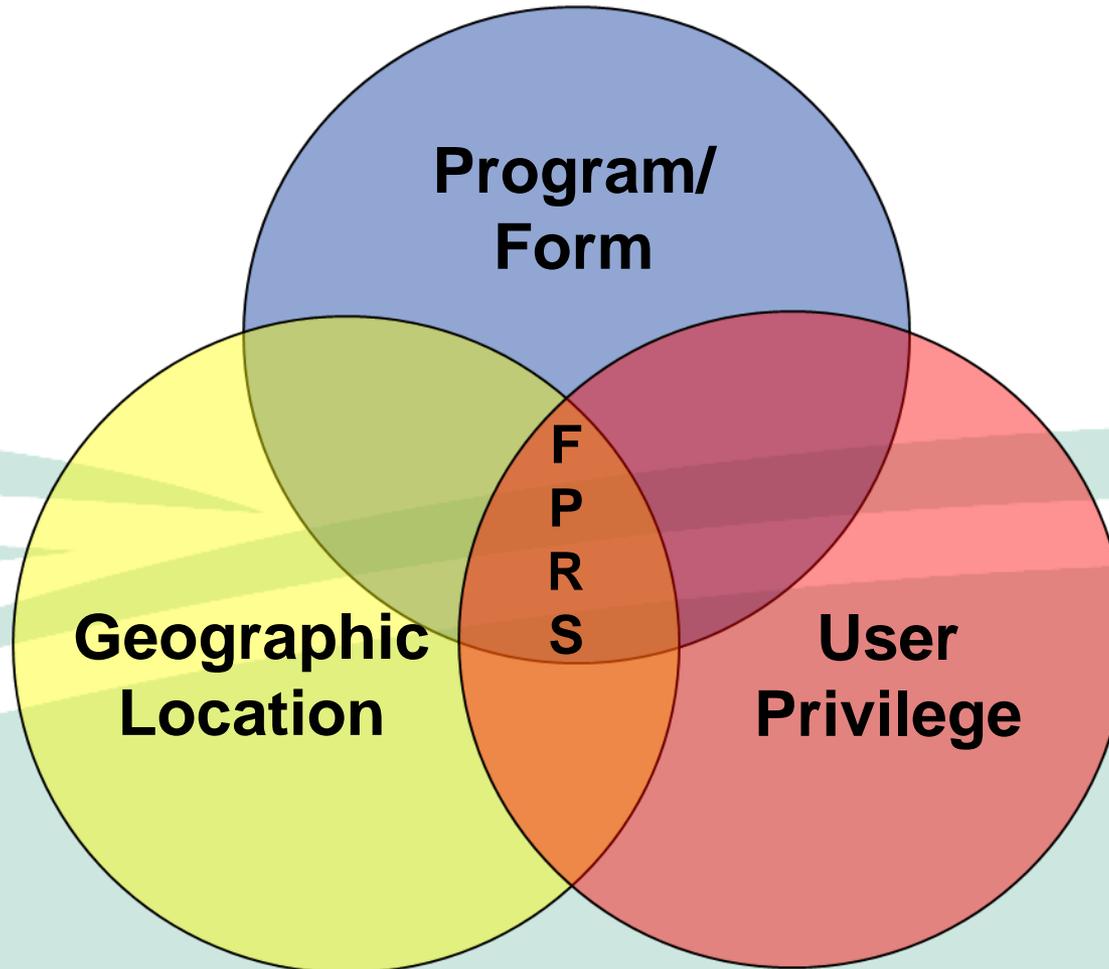
R Posted submission rejected *after* posting



User Roles

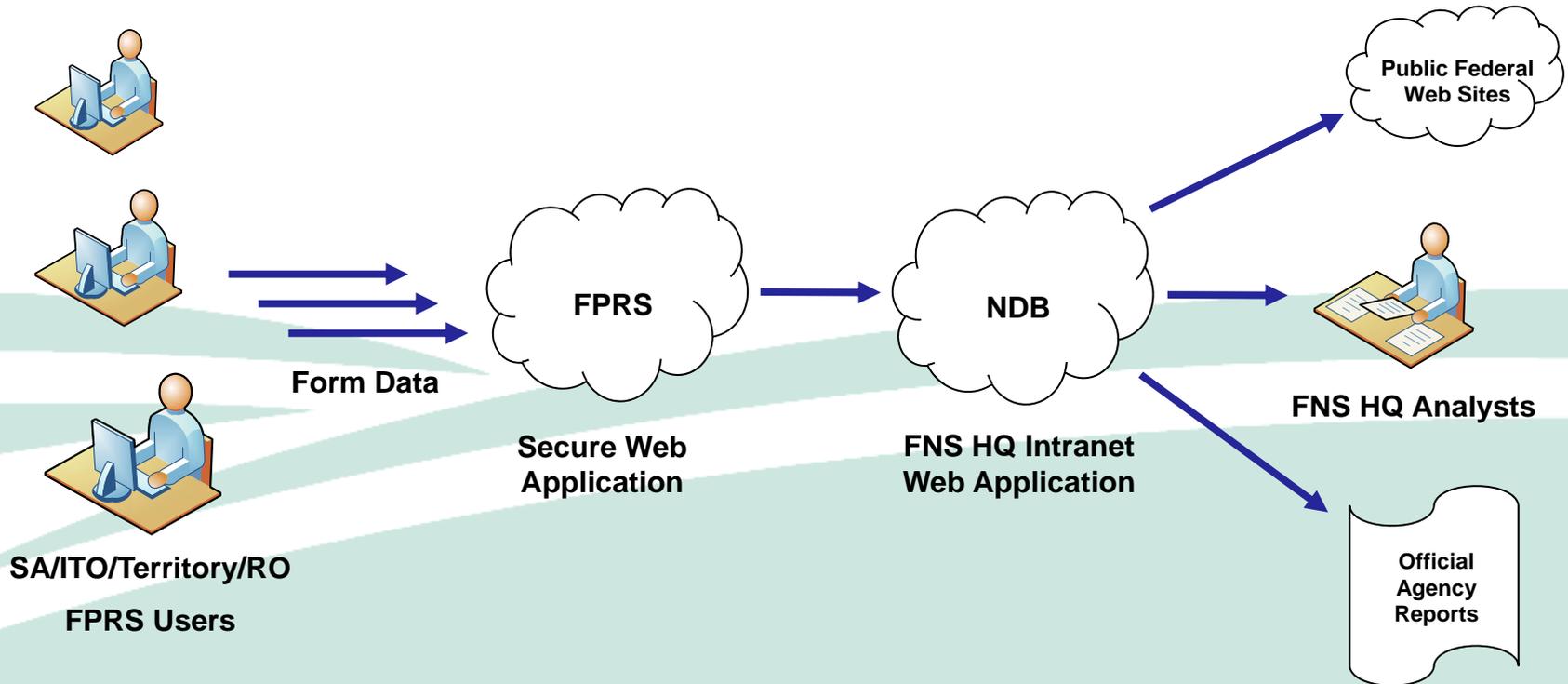
<i>Function</i> \ <i>User Role</i>	View (SA/ITO /RO)	Data Entry & Validate (SA/ITO)	Certify (SA/ITO)	Post (RO)	Final Review (HQ)
<i>View</i> submissions	✓	✓	✓	✓	✓
<i>Enter</i> a new submission		✓	✓	✓	✓
<i>Certify</i> (or Reject Before Certification)			✓	✓	✓
<i>Post</i> (or Reject Before Posting)				✓	✓
<i>Reject</i> after posting				✓	✓

Role-Based User Access





FPRS/NDB Data Flow



- Online Help Manual
- Helpdesk
 - Email: FPRS.Support@fns.usda.gov
 - Telephone: 1-866-336-FPRS (3777)
 - Hours: 8:00AM – 8:00PM EST

Questions

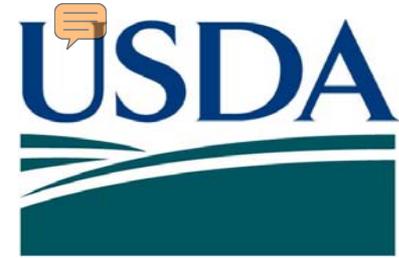


FPRS Lesson 2
Data Entry and Validation



After this lesson, you should be familiar with the following:

- Data Entry and Submission
- Validating, Saving, and Submitting submissions
- Revisions, History, and Audit Trail
- Expert Search
- Submission due dates and overdue submissions



Home Tab

FPRS - Welcome to the Food Programs Reporting System (FPRS) for the Supplemental Nutrition Assi - Windows Internet Explorer

https://fprs.fns.usda.gov/Home/Reminder.aspx

File Edit View Favorites Tools Help

USDA United States Department of Agriculture Food and Nutrition Service

Food Programs Reporting System

Home Online Forms FNS-648 Admin Help Contact Us Sign Out

Welcome | About FPRS | Help Guide | Glossary | Frequently Asked Questions

Welcome to the Food Programs Reporting System (FPRS)

Welcome **Maeve Myers**.

This is the enhanced version of the Food Programs Reporting System (FPRS) that now includes the Special Nutrition Program forms along with the Supplemental Nutrition Assistance Program forms. Please see [About FPRS](#) for details on available programs and form versions.

To obtain or update your access to FPRS using the [FNS-674](#), [FNS-674A](#) and if you need Certify access the [FNS-4](#), please click on the link.

-- Notice --

Reporting for the American Recovery and Reinvestment Act (ARRA) will begin on July 1st, 2009

This notice will be updated as more information becomes available.

SNAP Users: SNAP reporting for ARRA monies will be submitted in FPRS using the SF-269(FS). For more information on SNAP and ARRA please consult the [FNS SNAP ARRA Website](#).

TEFAP Users: TEFAP reporting for ARRA monies will be submitted in FPRS using the FNS-667. For more information on TEFAP and ARRA please consult the [FNS TEFAP ARRA Website](#).

FDPIR Users: FDPIR reporting for ARRA monies will be submitted in FPRS using the SF-425. For more information on FDPIR and ARRA please consult the [FNS FDPIR ARRA Website](#).

CN-NSLP Users: CN-NSLP reporting for ARRA monies will be submitted in FPRS using the SF-425. For more information on CN-NSLP and ARRA please consult the [FNS CN-NSLP ARRA Website](#).

WIC Users: WIC reporting for ARRA monies will be submitted in FPRS using the new SF-425. For more information on WIC and ARRA please consult the [FNS WIC ARRA Website](#).

Click [here](#) to view the SF-425 and SF-425 Form instructions
(This link is for a PDF version of the form, the FPRS version will be available on July 1st, 2009)

ATTENTION!

The 'Zoom' feature of Microsoft Internet Explorer version 7.0 has a problem that may cause the webpage to display incorrectly. Make sure that 'Zoom' is set at 100% at all times while using FPRS.

If you experience any system problems, please contact the FPRS Help Desk at 1-866-336-FPRS (1-866-336-3777) or send an e-mail to the [FPRS Help Desk](#).

For a system overview, click here to access the [FPRS CBT](#).

Start | Inbox - Micr... | RE: CSFP 20... | FPRS - Wel... | CSFP-101 Tr... | FPRS Presen...

Trusted sites | 100% | 5:13 PM

Creating a New Submission

- Select the appropriate criteria and click  button.

New Submission

Program	CSFP - Commodity Supplemental Food Program	
Form	FNS-153	
State	AK - Alaska	
Agency Code	0292301 - AK DEPT OF HEALTH & SOCIAL SERVICES	
For Operating Period/Grant Year	FY2010	October 2009





Data Entry: Getting Started

- Click the [\[New\]](#) link to start a new submission for a particular form

New Submission

Program: CSFP - Commodity Supplemental Food Program

Form: FNS-153

State: AK - Alaska

Agency Code: 0292301 - AK DEPT OF HEALTH & SOCIAL SERVICES

For Operating Period/Grant Year: FY2010 | December 2009

New Submission		
Submission Type	Revision	
Monthly	0	[New]

- The blank form displays in the Submission Studio

Submission Studio

Form Name: FNS-153 (5-00)
Form Description: Monthly Report of the CSFP and Quarterly Administrative Financial Status Report
Program: Commodity Supplemental Food Program
State: AK
Agency Code: 0292301 **Agency Name:** AK DEPT OF HEALTH & SOCIAL SERVICES
Program Time: December 2009
Submission Type: Monthly **Revision:** 0
Submission Status: Work in Progress

[\[Excel\]](#) [\[History\]](#) [\[Audit\]](#)

Participation | **Commodities** | **Remarks**

Participation		Infants (0-3) Months (A)	Infants (4-12) Months (B)	Children (1-6) Years (C)	Pregnant / Breast Feeding Women (D)	Post Partum Women (E)	Total No. Part. (4A+B+C +D+E=4F) (F)	Total No. of Elderly Part. (G)
4. Number of Participants								
5. Reporting Measurements	Cases or Units							
	(B) Units <input type="text"/>							
20. CSFP Administration		Outlays (A)	Unliq. Obligation (B)	Total (C)	Unliq. Bal. of Advances (D)			

Form Ready for Data Input

- Active and Inactive Cells
 - Active cells permit data to be entered
 - Inactive cells are “grayed” out and do not permit data entry

Submission Studio

Form Name: FNS-153 (5-00)
Form Description: Monthly Report of the CSFP and Quarterly Administrative Financial Status Report
Program: Commodity Supplemental Food Program
State: AK
Agency Code: 0292301 **Agency Name:** AK DEPT OF HEALTH & SOCIAL SERVICES
Program Time: December 2009
Submission Type: Monthly **Revision:** 0
Submission Status: Work in Progress

[\[Excel\]](#) [\[History\]](#) [\[Audit\]](#)

Participation | **Commodities** | **Remarks**

Commodities		State and Local Data							
Commodity Name (Pack Size)	Code	7. State & Local Beginning Inventory	8. Receipts	9. Redonations In	10. Total Inventory Available (7+8+9=10)	11. Commodity Issuance To: W-I-C (A)	11. Commodity Issuance To: Elderly (B)	12(A). Total Number Issued (11A+B=12)	12(B). Redonation Out
Veg Mix 300 (24/#300 Can)	A057	3,014							
Beans Green 300 (24/#300 Can)	A059	5,024							
Beans Bkkeye 300 (24/#300 Can)	A062	0							
Beans Veg 300 (24/#300 Can)	A090	4,147							
Carrots 300 (24/#300 Can)	A098	8,325							
Corn Kernel 300 (24/#300 Can)	A119	1,664							
Asparagus 24 (24/#300 Cans)	A132	0							
Peas 300 (24/#300 Can)	A144	2,624							

Form Ready for Data Input

- To enter data, click in the appropriate cell and type in the numbers
- To move to the next cell, hit the Tab or Enter key

Submission Studio

Form Name: FNS-153 (5-00)
Form Description: Monthly Report of the CSFP and Quarterly Administrative Financial Status Report
Program: Commodity Supplemental Food Program
State: AK
Agency Code: 0292301 **Agency Name:** AK DEPT OF HEALTH & SOCIAL SERVICES
Program Time: December 2009
Submission Type: Monthly **Revision:** 0
Submission Status: Work in Progress

[\[Excel\]](#) [\[History\]](#) [\[Audit\]](#)

Participation								
4. Number of Participants		Infants (0-3) Months (A)	Infants (4-12) Months (B)	Children (1-6) Years (C)	Pregnant / Breast Feeding Women (D)	Post Partum Women (E)	Total No. Part. (4A+B+C+D+E=4F) (F)	Total No. of Elderly Part. (G)
5. Reporting Measurements		Cases or Units						
		(B) Units <input type="text"/>						
20. CSFP Administration		Outlays (A)	Unliq. Obligation (B)	Total (C)	Unliq. Bal. of Advances (D)			

- Errors vs. Warnings

Errors

- Must be fixed before submitting a form.

Warnings

- Warnings may be overridden.

- Cell validation tips:
 - Display when mouse pointer “hovers” over cell

The screenshot shows a portion of a web form with a table structure. The table has columns for '5. Reporting Measurements', 'Cases or Units', and 'Unliq. Obligation (B)'. The row for '20. CSFP Administration' is highlighted. A red circle highlights a validation error message that appears when the mouse hovers over a cell. The message is: '153.200005.1.20A' followed by a bullet point and 'Required field'.

5. Reporting Measurements	Cases or Units		
	(B) Units		
20. CSFP Administration	Outlays (A)	Unliq. Obligation (B)	T

153.200005.1.20A
• Required field

- To validate the submission data entered, click the **Edit Check** button.

Submission Studio

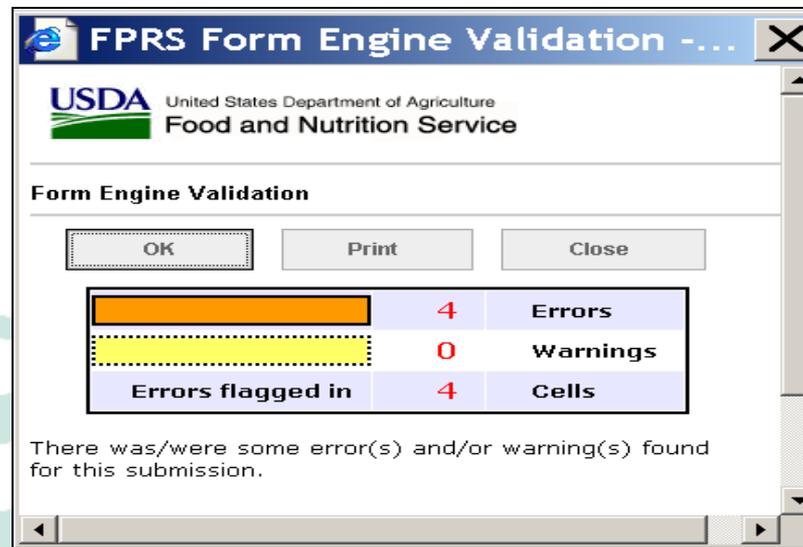
Form Name: FNS-153 (5-00)
Form Description: Monthly Report of the CSFP and Quarterly Administrative Financial Status Report
Program: Commodity Supplemental Food Program
State: AK
Agency Code: 0292301 **Agency Name:** AK DEPT OF HEALTH & SOCIAL SERVICES
Program Time: December 2009 **Revision:** 0
Submission Type: Monthly
Submission Status: Work in Progress

[\[Excel\]](#) [\[History\]](#) [\[Audit\]](#)

Participation | **Commodities** | **Remarks**

Commodities		State and Local Data							
Commodity Name (Pack Size)	Code	7. State & Local Beginning Inventory	8. Receipts	9. Redonations In	10. Total Inventory Available (7+8+9=10)	11. Commodity Issuance To: W-I-C (A)	11. Commodity Issuance To: Elderly (B)	12(A). Total Number Issued (11A+B=12)	12(B). Redonation Out
Veg Mix 300 (24/#300 Can)	A057	3,014			3,014				
Beans Green 300 (24/#300 Can)	A059	5,024			5,024				
Beans Blkeye 300 (24/#300 Can)	A062	0			0				
Beans Veg 300 (24/#300 Can)	A090	4,147			4,147				
Carrots 300 (24/#300 Can)	A098	8,325			8,325				
Corn Kernel 300 (24/#300 Can)	A119	1,664			1,664				
Asparagus 24 (24/#300 Cans)	A132	0			0				
Peas 300 (24/#300 Can)	A144	2,624			2,624				

- Validation Summary Window
 - Displays if there are errors or warnings



- FPRS automatically validates a form when a submission is saved or submitted

- A submission can be saved as a work file by clicking on the Save button

Submission Studio

Form Name:	FNS-153 (5-00)		
Form Description:	Monthly Report of the CSFP and Quarterly Administrative Financial Status Report		
Program:	Commodity Supplemental Food Program		
State:	AK		
Agency Code:	0292301	Agency Name:	AK DEPT OF HEALTH & SOCIAL SERVICES
Program Time:	December 2009		
Submission Type:	Monthly	Revision:	0
Submission Status:	Work in Progress		

[\[Excel\]](#) [\[History\]](#) [\[Audit\]](#)

Participation
Commodities
Remarks

Participation		Infants (0-3) Months (A)	Infants (4-12) Months (B)	Children (1-6) Years (C)	Pregnant / Breast Feeding Women (D)	Post Partum Women (E)	Total No. Part. (4A+B+C+D+E=4F) (F)	Total No. of Elderly Part. (G)
4. Number of Participants								
5. Reporting Measurements	Cases or Units							
	(B) Units <input type="button" value="v"/>							
20. CSFP Administration		Outlays (A)	Unliq. Obligation (B)	Total (C)	Unliq. Bal. of Advances (D)			

- Once a submission has been saved its status changes to **Work in progress (W)**
- Clicking the OK button returns to the new submission window
- *Note:* A work file is saved in the system for 14 days before automatically being deleted

Submission Studio

Form Name:	FNS-153 (5-00)		
Form Description:	Monthly Report of the CSFP and Quarterly Administrative Financial Status Report		
Program:	Commodity Supplemental Food Program		
State:	AK		
Agency Code:	0292301	Agency Name:	AK DEPT OF HEALTH & SOCIAL SERVICES
Program Time:	December 2009		
Submission Type:	Monthly	Revision:	0
Submission Status:	Work in Progress		

- To view a work file, select the appropriate criteria and click the



button

New Submission

Program: CSFP - Commodity Supplemental Food Program

Form: FNS-153

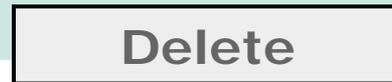
State: AK - Alaska

Agency Code: 0292301 - AK DEPT OF HEALTH & SOCIAL SERVICES

For Operating Period/Grant Year: FY2010 | December 2009



- To delete a work file click the



Submission Studio

Form Name:	FNS-153 (5-00)		
Form Description:	Monthly Report of the CSFP and Quarterly Administrative Financial Status Report		
Program:	Commodity Supplemental Food Program		
State:	AK		
Agency Code:	0292301	Agency Name:	AK DEPT OF HEALTH & SOCIAL SERVICES
Program Time:	December 2009		
Submission Type:	Monthly	Revision:	0
Submission Status:	Work in Progress		



Submitting a Report

- To submit a report, click the



button

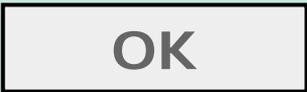
Submission Studio

Form Name:	FNS-153 (5-00)		
Form Description:	Monthly Report of the CSFP and Quarterly Administrative Financial Status Report		
Program:	Commodity Supplemental Food Program		
State:	AK		
Agency Code:	0292301	Agency Name:	AK DEPT OF HEALTH & SOCIAL SERVICES
Program Time:	December 2009		
Submission Type:	Monthly	Revision:	0
Submission Status:	Work in Progress		

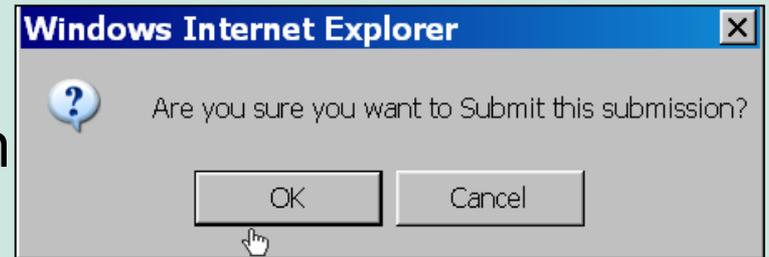


- If you are certain that you want to submit the report

– Click the



button



Submitting a Report

- When a report has been submitted, the message "*The submission has been submitted for further processing.*" appears
- The status of the submission becomes **Validated (V)**

Submission Studio

Form Name:	FNS-153 (5-00)		
Form Description:	Monthly Report of the CSFP and Quarterly Administrative Financial Status Report		
Program:	Commodity Supplemental Food Program		
State:	AK		
Agency Code:	0292301	Agency Name:	AK DEPT OF HEALTH & SOCIAL SERVICES
Program Time:	November 2009		
Submission Type:	Monthly	Revision:	1
Submission Status:	Validated		

[\[Excel\]](#) [\[History\]](#) [\[Audit\]](#)

The submission has been submitted for further processing.

Submitting a Report

- Once a form has been saved or submitted:
 - A user can view an Excel facsimile of the submission by clicking on the [\[Excel\]](#) link
 - A user can view the history of the submission by clicking on the [\[History\]](#) link
 - A user can view the audit trail of the submission by clicking on the [\[Audit\]](#) link

Submission Studio

Form Name:	FNS-153 (5-00)		
Form Description:	Monthly Report of the CSFP and Quarterly Administrative Financial Status Report		
Program:	Commodity Supplemental Food Program		
State:	AK		
Agency Code:	0292301	Agency Name:	AK DEPT OF HEALTH & SOCIAL SERVICES
Program Time:	November 2009		
Submission Type:	Monthly	Revision:	1
Submission Status:	Validated		

OK

[\[Excel\]](#) [\[History\]](#) [\[Audit\]](#)

The submission has been submitted for further processing.

- The first submission has a revision number 0
- The submission history screen shows:
 - For whom and when the submission was last updated
 - All the revisions of a submission
 - The latest status of each revision
 - Which user updated the revision last

Submission History

Program ^	Form ^	Agency ^	For ^	Sub/On ^	Type ^	Rev. ^	Status	UpdateDateTime	UpdateBy
CSFP	153	0292301	200812	200812	Monthly	1	P	02/26/2009 12:18 PM	Gloria Lim [Select] [Excel] [Audit]
CSFP	153	0292301	200812	200812	Monthly	0	P	02/06/2009 11:56 AM	Gloria Lim [Select] [Excel] [Audit]

Page: 1

OK Found: 2 record(s)

- The submission audit displays all activity for a particular submission
- This screen shows:
 - Which user saved the submission (if it was saved)
 - Which user entered the data
 - For whom and when the data was entered
 - It's current submission status

Submission Audit

Program	Form	Agency	For	Sub/On	Type	Rev.	Status	UpdateDateTime	UpdateBy
CSFP	153	0292301	200812	200812	Monthly	1	P	02/26/2009 12:18 PM	Gloria Lim
CSFP	153	0292301	200812	200812	Monthly	1	C	02/26/2009 12:09 PM	Mary Davidson
CSFP	153	0292301	200812	200812	Monthly	1	V	02/25/2009 03:44 PM	Elaine Nisonger
CSFP	153	0292301	200812	200812	Monthly	1	W	02/25/2009 03:36 PM	Elaine Nisonger

Page: 1

Found: 4 record(s)

- Expert Search permits a user to locate a form based on program, form, location, time range, or status
- To get to the Expert Search:
Click the **Expert Search** button



- Select the appropriate criteria to narrow down the number of submissions listed
- Click 

Submission Expert Search

Program: CSFP - Commodity Supplemental Food Program

Form: FNS-153

Location: US level

Time Range: Fiscal Yearly level | FY2010

Submission Status:

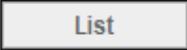
All (A)

Work In Progress (W) Rejected Before Certifying (RC)

Validated (V) Rejected Before Posting (RP)

Certified (C) Rejected After Posting (R)

Posted (P)



- A list of submissions matching the search criteria is returned

Submission Expert Search

Program: CSFP - Commodity Supplemental Food Program
 Form: FNS-153
 Location: US level
 Time Range: Fiscal Yearly level | FY2010
 Submission Status:

 Work In Progress (W) Rejected Before Certifying (RC)

 Validated (V) Rejected Before Posting (RP)

 Certified (C) Rejected After Posting (R)

 Posted (P)

Found: 2 record(s)

Search Results

Program	Form	Agency	For	Sub/On	Type	Rev.	Status	UpdateDate	UpdateBy	
CSFP	153	0292301	200912	200912	Monthly	0	W	1/22/2010	certify certify	[Select] [Excel] [History] [Audit]
CSFP	153	2294101	200911	200911	Monthly	0	W	1/11/2010	Charlene Howard	[Select] [Excel] [History] [Audit]

Page: 1



Food and Nutrition Service

Food Programs Reporting System (FPRS)

Questions

