

## Calculating “Total Dollar Amount of Obligations” and “Number of Contract Actions” in FPDS

This handout outlines the process for running a standard report to determine “total dollar amount of obligations” and “number of contract actions” for FY 2014

1. Begin by clicking ‘Standard Reports’ on the FPDS-NG home page.
2. Click on the ‘What’ button at the top left corner of the screen, then select ‘Federal Contract Actions and Dollars’.



3. To limit the actions and dollars to FY 2014, fill the ‘From Date’ box with “10/01/2013” and the ‘To Date’ box with “09/30/2014”.

The screenshot shows the configuration form for the 'Federal Contract Actions and Dollars' report. The form has a blue header with the text 'Need Help Using This Report ? Click here' and a dropdown arrow. Below the header, the title 'Federal Contract Actions and Dollars' is displayed. The main section is titled 'Please enter the criteria for the report:'. It contains several input fields: 'Search Name:' with a dropdown menu set to 'Default'; 'From Date (mm/dd/yyyy) : \*' with the date '10/01/2012' and a calendar icon; 'To Date (mm/dd/yyyy) : \*' with the date '09/30/2013' and a calendar icon; 'Department ID:'; 'Agency ID:'; 'Organization Code:'; 'Contracting Office Region:'; and 'Contracting Office ID:'. Each of these last four fields has a dropdown menu icon. At the bottom of the form, there is a note: '"From Date" and "To Date" correspond to the "Date Signed" on the FPDS-NG documents.' and four buttons: 'Execute', 'Save', 'Clear', and 'Cancel'.

- Click 'Execute' to run the report. The results can be sorted alphabetically by department using the down-arrow button at the top-right corner of the 'Department' column.

Department
DEPT OF DEFENSE (9700)
ENERGY, DEPARTMENT OF (8900)
HEALTH AND HUMAN SERVICES, DEPARTMENT OF (7500)

- Total Dollar Amount of Obligations can be found in the 'Total Dollars' column. Number of Contract Actions can be found in the 'Total Actions' column.

Department	Total Actions	Total Dollars	% Total
AGENCY FOR INTERNATIONAL DEVELOPMENT (7200)	10,126	\$4,382,908,398.88	
AGRICULTURE, DEPARTMENT OF (1200)	69,703	\$5,077,396,218.62	
BROADCASTING BOARD OF GOVERNORS (9568)	11,376	\$140,797,833.98	
CHEMICAL SAFETY AND HAZARD INVESTIGATION BOARD (9565)	126	\$1,804,361.56	
COMMERCE, DEPARTMENT OF (1300)	29,115	\$2,303,539,337.83	
COMMODITY FUTURES TRADING COMMISSION (9507)	613	\$44,362,444.47	

## Calculating Services and Supplies in FPDS

Follow the steps below to determine the percentages of dollars obligated to services and supplies in FY 2014.

1. Begin by clicking 'Standard Reports' on the FPDS-NG home page.
2. Click on the 'What' button at the top left corner of the screen, then select 'Total Actions by PSC Report'.



- To limit the data to FY 2013, fill the 'From Date' box with "10/01/2013" and the 'To Date' box with "09/30/2014". Enter your Department or Agency's ID number in the appropriate field.

Need Help Using This Report ? Click here

**Total Actions by PSC Report**

Please enter the criteria for the report:

Search Name: Default

From Date (mm/dd/yyyy): 10/01/2012

To Date (mm/dd/yyyy): 09/30/2013

Department ID: NAME

Agency ID: NAME

Organization Code:

Contracting Office Region:

Contracting Office ID:

"From Date" and "To Date" correspond to the "Date Signed" on the FPDS-NG documents.

Execute Save Clear Cancel

- Click 'Execute' to run the report. To sort the results by PSC category, click the down-arrow button at the top of the 'PSC Category' column.

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PSC Category (Description)	Total Actions	% Total Actions
1 (PRODUCTS)	87,223	0.6375 %
R (SERVICES (other than R and D))	319,143	2.3325 %
A (RESEARCH AND DEVELOPMENT)	80,050	0.5850 %

If desired, you can also export the results to Excel.

Send **Export** Highlighting Drill Charts Workflow

To calculate Supplies as a percentage of Total Dollar Amount of Obligations, add the numbers in the cells under “% Total Dollars” that correspond with one of the nine “Products” categories. The cells to add are light blue in the example below.

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PSC Category (Description)	Total Actions	% Total Actions	Total Dollars	% Total Dollars	Commercial Procedures Actions	% Total Dollars
1 (PRODUCTS)	87,223	0.6375 %	\$80,846,713,249.61	17.5374 %	11,713	
2 (PRODUCTS)	86,174	0.6298 %	\$11,851,792,821.63	2.5709 %	53,469	
3 (PRODUCTS)	47,922	0.3502 %	\$2,089,542,732.31	0.4533 %	22,604	
4 (PRODUCTS)	87,894	0.6424 %	\$6,583,381,854.33	1.4281 %	24,880	
5 (PRODUCTS)	224,642	1.6418 %	\$16,969,675,203.11	3.6811 %	105,386	
6 (PRODUCTS)	1,600,826	11.6996 %	\$22,533,171,185.98	4.8879 %	1,495,517	
7 (PRODUCTS)	247,933	1.8120 %	\$11,900,015,346.68	2.5814 %	200,518	
8 (PRODUCTS)	330,505	2.4155 %	\$9,586,667,769.71	2.0796 %	302,462	
9 (PRODUCTS)	47,742	0.3489 %	\$19,465,215,983.32	4.2224 %	35,787	
A (RESEARCH AND DEVELOPMENT)	80,050	0.5850 %	\$45,246,680,493.56	9.8150 %	6,334	
B (SERVICES (other than R and D))	19,211	0.1404 %	\$2,774,091,084.90	0.6018 %	7,223	
C (SERVICES (other than R and D))	39,215	0.2866 %	\$4,302,503,006.39	0.9333 %	2,460	

In this example, the % Total Dollars Amount obligated to Supplies is 39%.

- To calculate Services (including Research and Development) as a percentage of Total Dollar Amount of Obligations, subtract the number found in step (5.) from 100%.

Using the number from the above example:  $100\% - 39\% = 61\%$ , so the % Total Dollars Amount obligated to Services is 61%.