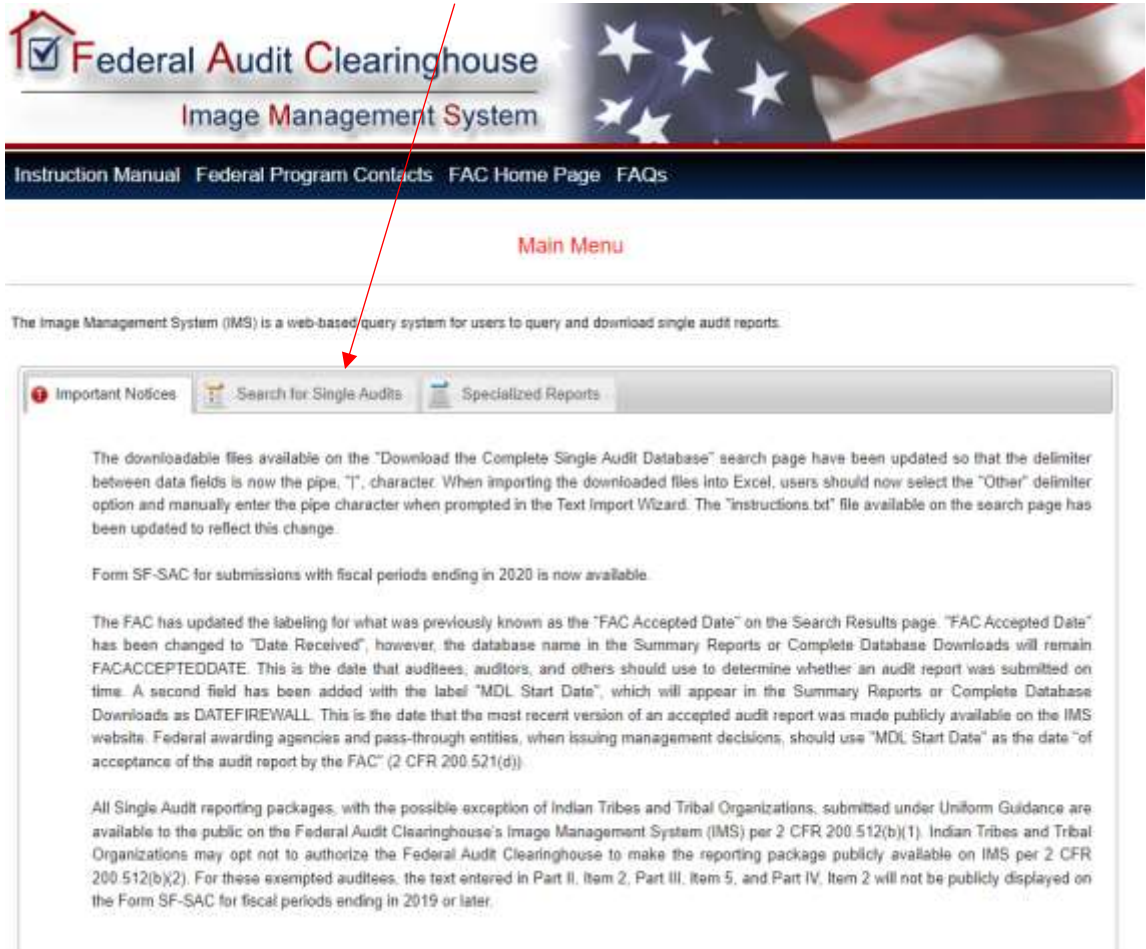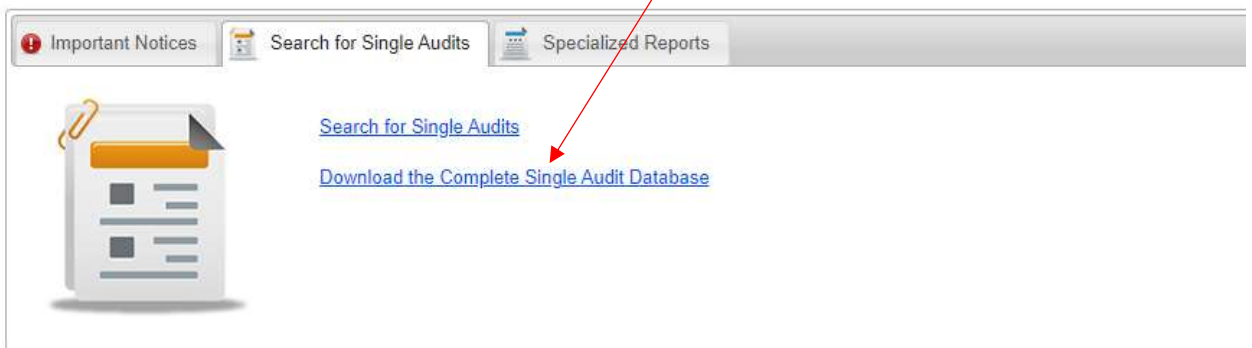# Instructions for Downloading Single Audit Data Collection Form Information from the Federal Audit Clearinghouse

1. Go to https://facdissem.census.gov/

2. Click the Search for Single Audits tab

3. Click Download the Complete Single Audit Database

4. Select the fiscal year and click Generate Downloads

INSTRUCTIONS TO LOAD TEXT FILES INTO AN EXCEL WORKSHEET

- instructions.txt: Contains instructions on how to load the files listed below into an Excel worksheet

KEY TO DATA ITEMS

- key.xls: Contains the field names found on the form SF-SAC and provides a description of the fields and what section of the form SF-SAC the fields are found on. Fields listed on this file are not necessarily found on the files listed below.

Fiscal Year (Required) ⓘ

- ☐ All Years
- ☐ 2021
- ☑ 2020
- ☐ 2019
- ☐ 2018
- ☐ 2017

[Generate Downloads] [Reset Downloads]

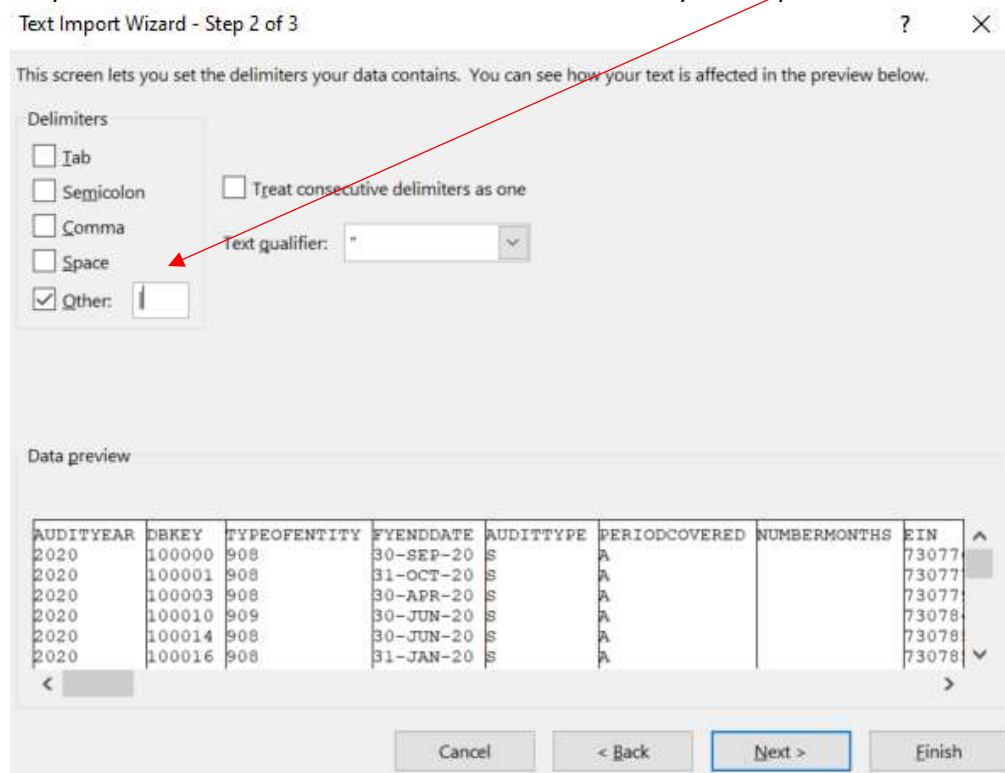5. Click General to generate the download

SUBMISSIONS WITH FISCAL YEAR 2020

- General : Contains the general information of each audit report
- Agency : Contains reporting agencies information of each audit report
- CFDA : Contains CFDA information of each audit report
- EIN : Contains EIN information of each audit report
- DUNS : Contains DUNS information of each audit report
- CPAS : Contains CPAS information of each audit report
- Findings : Contains finding information of each audit report
- Passthrough : Contains pass through information of each audit report
- Notes : Contains notes information of each audit report
- Findings Text : Contains findings text information of each audit report
- CAP Text : Contains cap text information of each audit report
- Revisions : Contains revision information of each audit report
- Formatted Findings Text : Contains formatted findings text information of each audit report
- Formatted CAP Text : Contains formatted cap text information of each audit report

6. This will download a zip file with a text file inside. Unzip the file and open Microsoft Excel. Within Excel, click File, Open, change the drop down to All Files and select the text file.

File name: gen20   All Files

Tools ▾   Open ▾   Cancel

7. Import the file into excel:
    a. Step 1 – click Next
    b. Step 2 – Select Other for Delimiters and insert the symbol '|'

    c. Step 3 – Click Finish
    d. Click File and Save As and save the file as an Excel Workbook and you may now manipulate and search the data as needed.