

Quick Sheet: Federal Financial Reports from Payment Management System – Grant Recipients

Audience: Grant Recipients

PURPOSE:

Depending on partner setup, Grant Recipients may be required to submit Federal Financial Reports (FFR) to a Grantor through the Payment Management System (PMS). FFRs accepted in PMS appear for Grant Recipient users in GrantSolutions. Accepted FFRs from PMS can be viewed in the New Experience of GrantSolutions but cannot be edited, deleted, or returned. Grant Recipient users can view accepted FFRs from PMS on the “Grant Details” and “Reports List” screens.

Settings for FFRs from PMS are determined in PMS. Because of this, email notifications for FFRs from PMS are not sent to Grant Recipients from GrantSolutions if reports are due.

This Quick Sheet provides step-by-step instructions for viewing FFRs from PMS and their Document Numbers in GrantSolutions.

Key points to remember include:

- FFRs from PMS are not processed in GrantSolutions. Processing occurs in PMS, and accepted FFRs from PMS subsequently appear in GrantSolutions. For more information on processing an FFR in PMS, please contact Grantor internal support.
- Accepted FFRs from PMS can be viewed in the New Experience of GrantSolutions but cannot be edited, deleted, returned, or altered in any way.

VIEW PMS FFR DOCUMENT NUMBERS

The Document Number associated with an accepted FFR from PMS appears in the New Experience of GrantSolutions. FFRs from PMS and their Document Numbers appear on the “Grant Details” screen, the “Reports List” screen, the “Federal Financial Report” form, and the “Federal Financial Report” PDF in the New Experience of GrantSolutions.

The Document Number value appears as *N/A*:

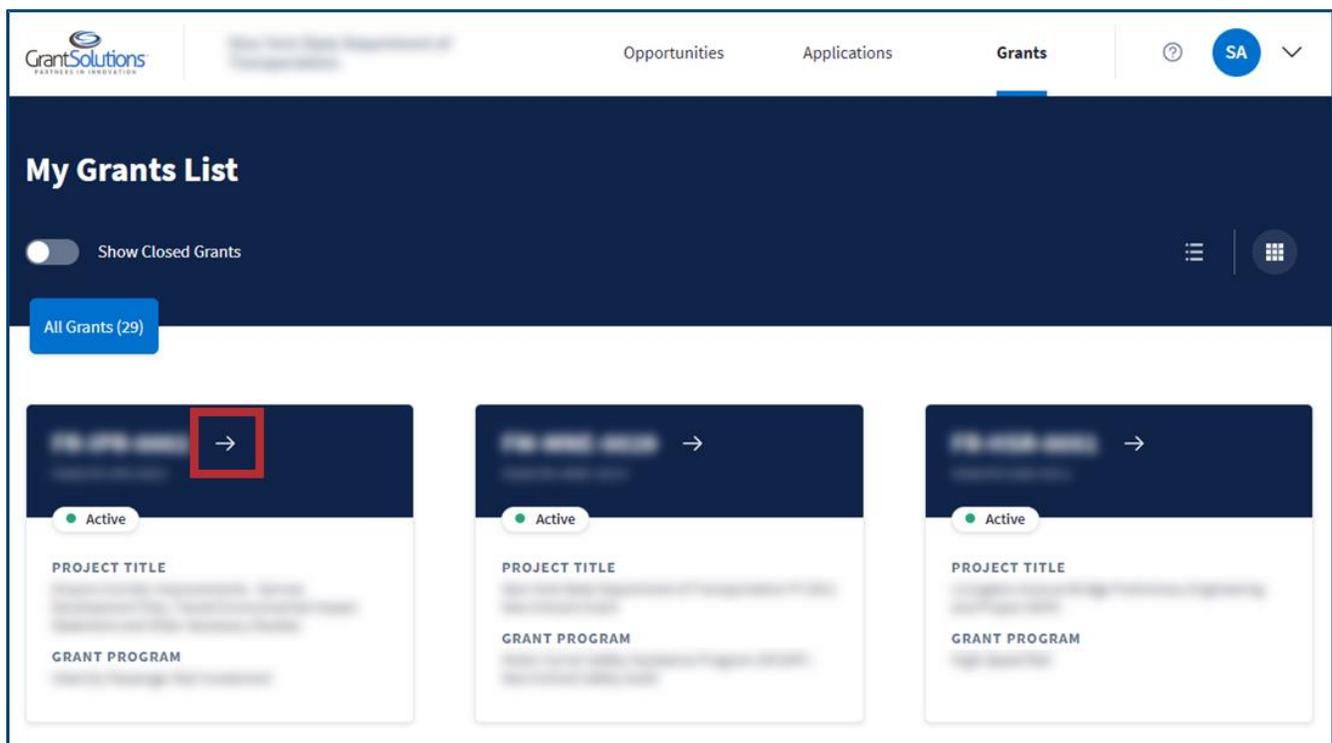
- For FFRs that are not from PMS.
- For FFRs existing prior to release of the PMS FFR functionality.
- If the PPR functionality is enabled along with the PMS FFR functionality.

Grant Details Screen

A Document Number column appears on the “Grant Details” screen. To view a FFR from PMS on the “Grant Details” screen, perform the following steps:

1. Log into the GrantSolutions Grants Management Module (www.grantsolutions.gov).
2. The “My Grants List” screen appears. Click the **arrow** button on the desired Grant Project card while in *Grid View*.

Note: Alternatively, click the **Grant Number** button in a Grant Project row while in *List View*.



- The “Grant Details” screen appears. To access both FFRs and Performance Progress Reports (PPRs), click the **Reports** tab.

The screenshot shows the 'Grant Details' interface. At the top, there are navigation tabs: Opportunities, Applications, and Grants (which is active). Below this, there's a header with 'Active' status, dates (01/01/2016 to 12/31/2018), and 'Current Budget Period: 01/01/2017-12/31/2017 (2 of 2)'. The main content area has tabs for Details, History, Reports (highlighted with a red box), Amendments, and Notes. On the left, there's a summary card for '\$100,000.00 CURRENT APPROVED BUDGET' with a 'View Notice of Award' button. Below that, 'GRANT PROGRAM' and 'PROJECT TITLE' are listed. The 'Tasks' section shows a 'View Non-Competing Continuation Application' with a due date of 06/20/2017 and a 'Submitted' status, with a 'View Application' button. The 'Grant Details' section shows a 'Notice of Award' issued on 06/20/2017.

- On the “Grant Details” screen, the *Document #* column appears on the left side of the Reporting Period list for *Past Reporting Periods*, *Current Reporting Period*, and *Upcoming Reporting Periods*. A Document Number appears in the column for each FFR from PMS.

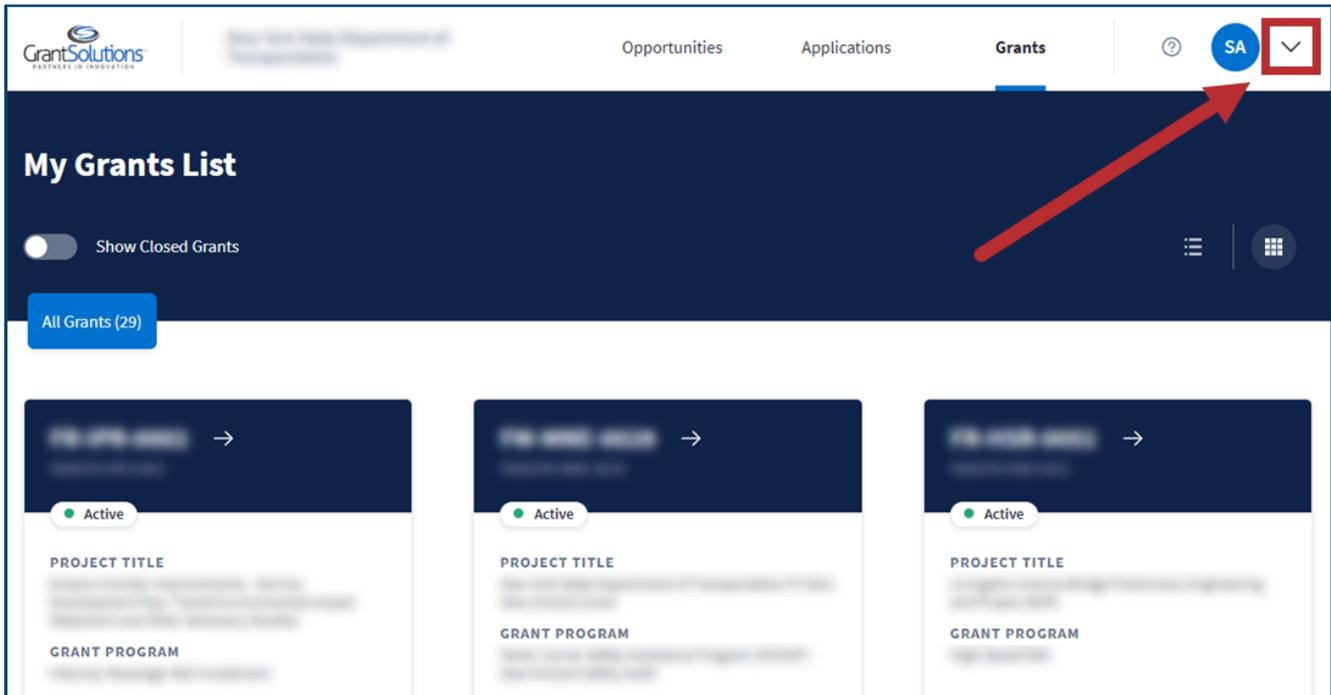
The screenshot shows a table titled 'Past Reporting Periods'. The table has the following columns: TYPE, DOCUMENT #, DUE DATE, REPORTING PERIOD, STATUS, and ACTIONS. The 'DOCUMENT #' column is highlighted with a blue box. The data row shows: TYPE: Final FFR, DOCUMENT #: [redacted], DUE DATE: 05/17/2020 – Due 20 days ago, REPORTING PERIOD: End Date : 04/30/2020, STATUS: Accepted, and ACTIONS: View Report.

TYPE	DOCUMENT #	DUE DATE	REPORTING PERIOD	STATUS	ACTIONS
Final FFR	[redacted]	05/17/2020 – Due 20 days ago	End Date : 04/30/2020	Accepted	View Report

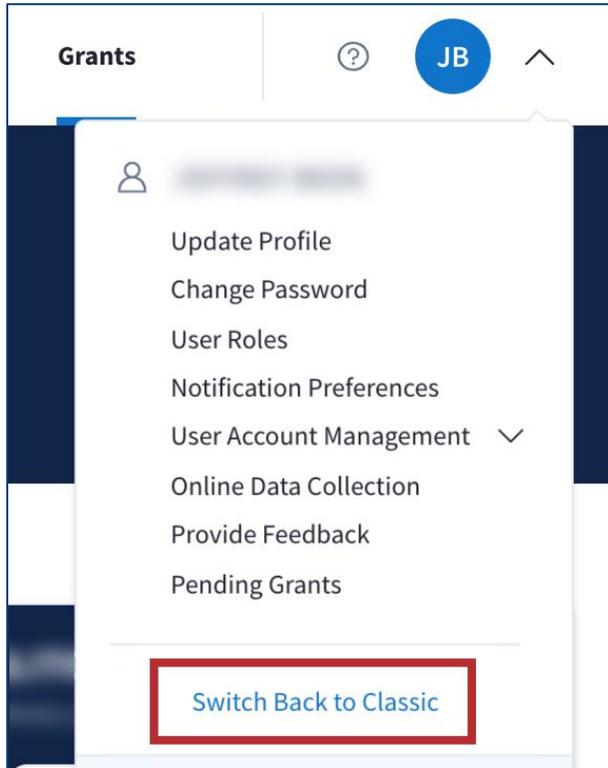
Reports List Screen

A Document Number column appears on the “Reports List” screen. To view a FFR from PMS on the “Reports List” screen, perform the following steps:

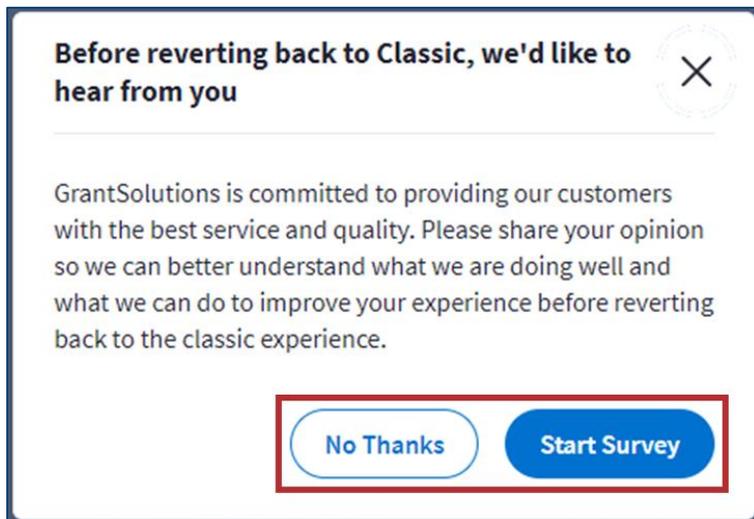
1. Log into the GrantSolutions Grants Management Module (www.grantsolutions.gov).
2. The “My Grants List” screen appears. Click the **User Avatar** drop-down to the right of the user initials.



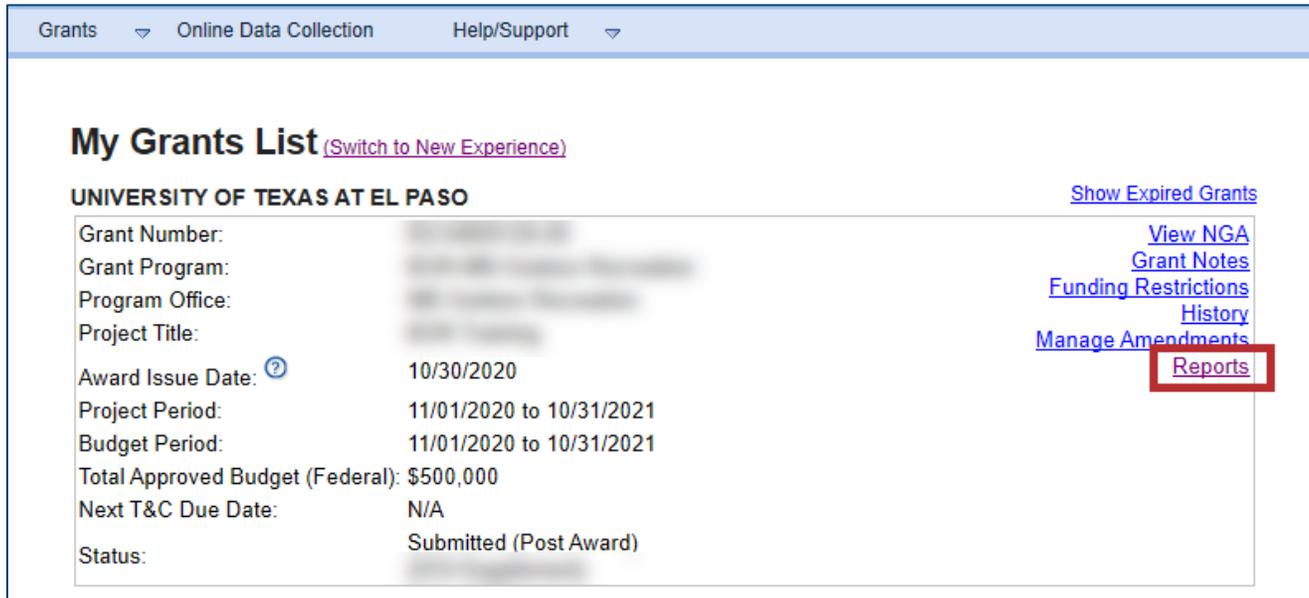
3. In the *User Avatar* drop-down, click the **Switch Back to Classic** button at the bottom.



4. Click the **Start Survey** button to complete the optional Feedback Survey or click the **No Thanks** button to skip it.



5. The “My Grants List” screen appears in the Classic Experience. Click the **Reports** link for the desired Grant Project to access both FFRs and PPRs.



Grants ▾ Online Data Collection Help/Support ▾

My Grants List [\(Switch to New Experience\)](#)

UNIVERSITY OF TEXAS AT EL PASO [Show Expired Grants](#)

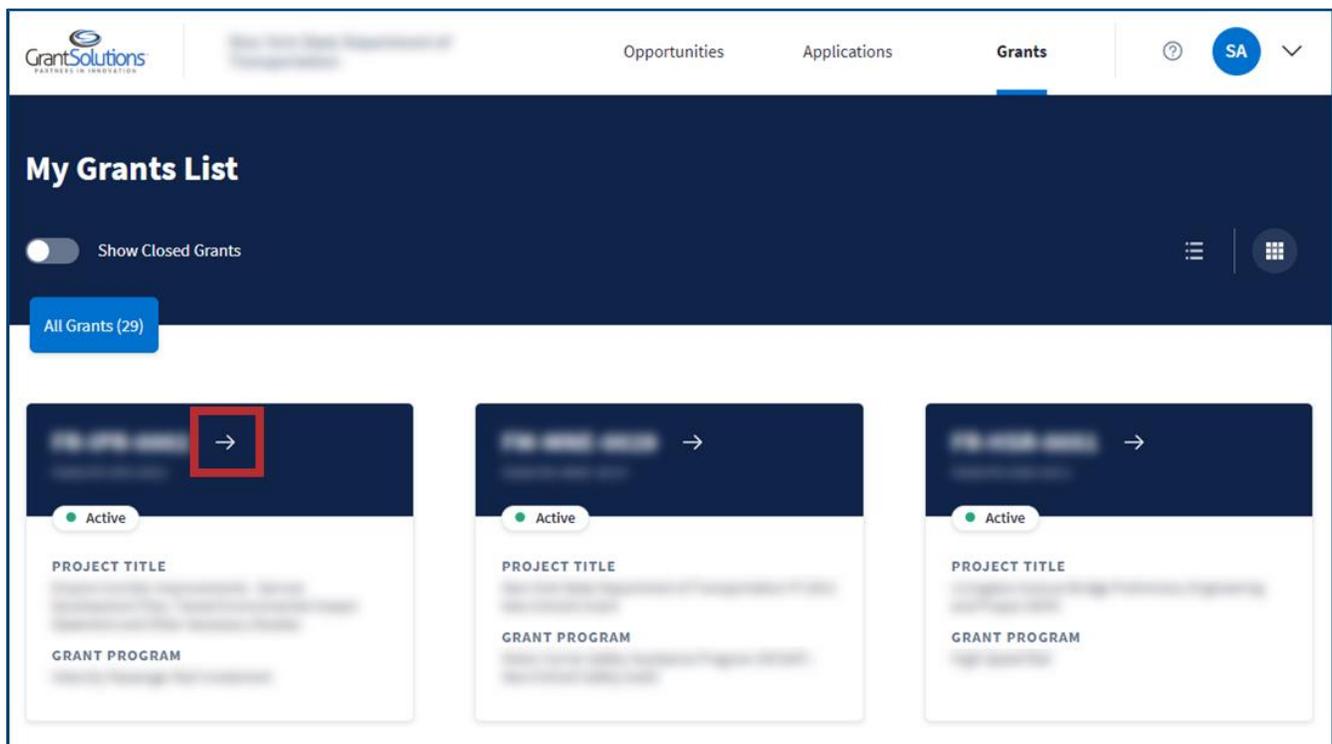
Grant Number:		View NGA
Grant Program:		Grant Notes
Program Office:		Funding Restrictions
Project Title:		History
Award Issue Date: ⓘ	10/30/2020	Manage Amendments
Project Period:	11/01/2020 to 10/31/2021	Reports
Budget Period:	11/01/2020 to 10/31/2021	
Total Approved Budget (Federal):	\$500,000	
Next T&C Due Date:	N/A	
Status:	Submitted (Post Award)	

Federal Financial Report Form

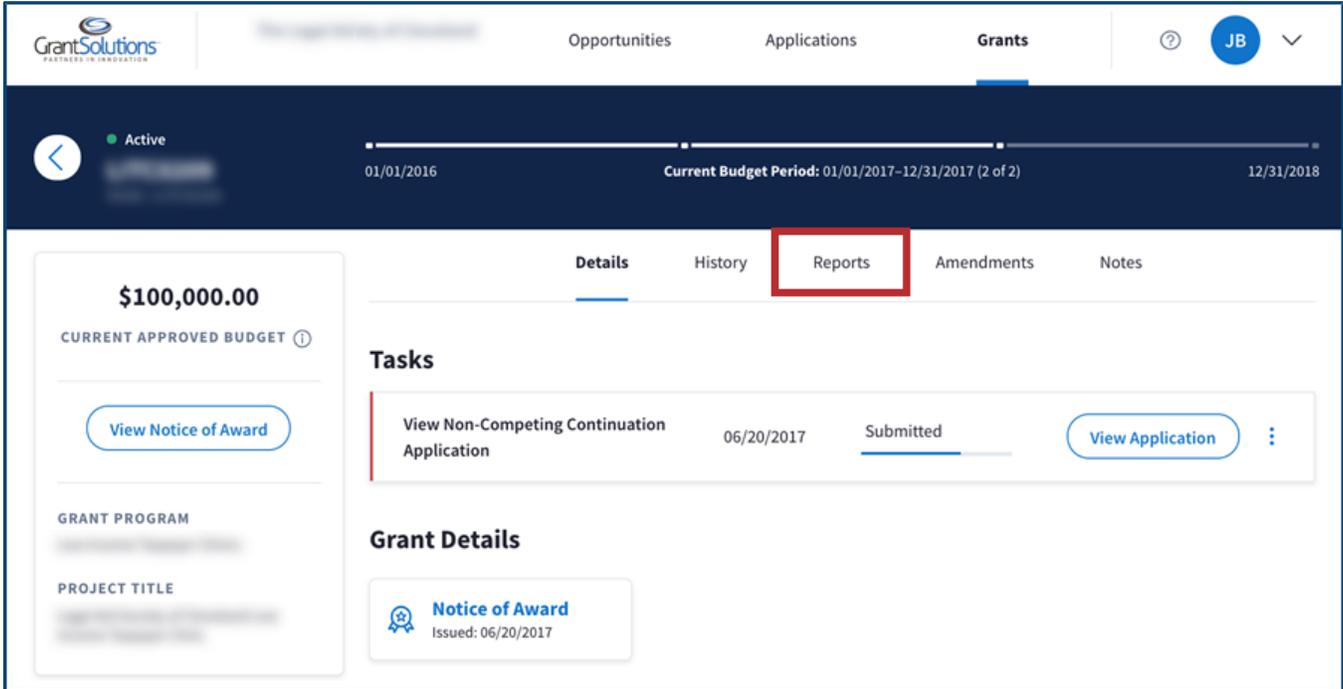
A Document Number field appears on the “Federal Financial Report” form. To view the Document Number on the “Federal Financial Report” form, perform the following steps:

1. Log into the GrantSolutions Grants Management Module (www.grantsolutions.gov).
2. The “My Grants List” screen appears. Click the **arrow** button on the desired Grant Project card while in *Grid View*.

Note: Users can alternatively access the “Federal Financial Report” form from the “Reports List” screen using the path described in the [Reports List Screen](#) section of this document.



3. The “Grant Details” screen appears. To access both FFRs and PPRs, click the **Reports** tab.



The screenshot shows the GrantSolutions interface for a specific grant. At the top, there are navigation tabs for Opportunities, Applications, and Grants. The Grants tab is active. Below the navigation, there's a header with 'Active' status, a date range from 01/01/2016 to 12/31/2018, and 'Current Budget Period: 01/01/2017-12/31/2017 (2 of 2)'. The main content area has tabs for Details, History, Reports (highlighted with a red box), Amendments, and Notes. On the left, there's a summary card showing a current approved budget of \$100,000.00 and a 'View Notice of Award' button. The main area shows a 'Tasks' section with a 'View Non-Competing Continuation Application' entry dated 06/20/2017 with a 'Submitted' status and a 'View Application' button. Below that is a 'Grant Details' section with a 'Notice of Award' issued on 06/20/2017.

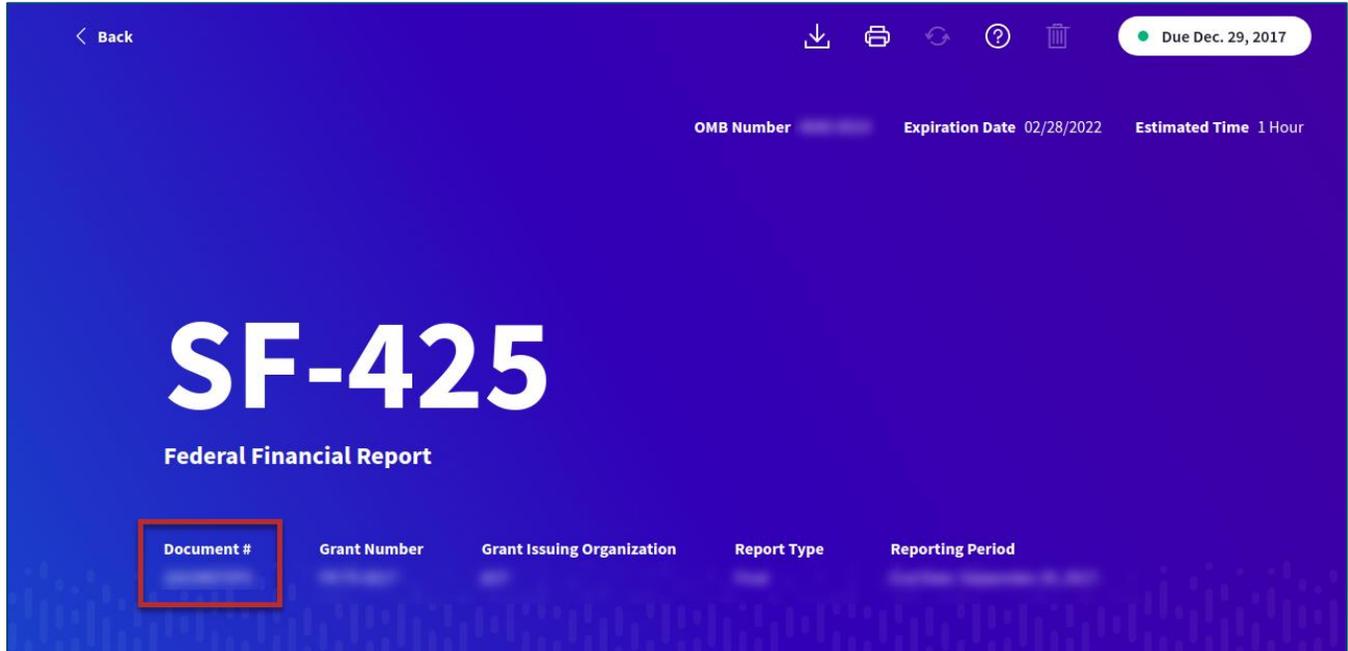
4. On the “Grant Details” screen, click the **View Report** button in the *Actions* column for the desired FFR.



The screenshot shows a table titled 'Past Reporting Periods'. The table has columns for TYPE, DOCUMENT #, DUE DATE, REPORTING PERIOD, STATUS, and ACTIONS. The first row is for a 'Final FFR' with a due date of '05/17/2020 - Due 20 days ago' and a reporting period of 'End Date : 04/30/2020'. The status is 'Accepted'. The 'View Report' button in the Actions column is highlighted with a red box.

TYPE	DOCUMENT #	DUE DATE	REPORTING PERIOD	STATUS	ACTIONS
Final FFR		05/17/2020 - Due 20 days ago	End Date : 04/30/2020	Accepted	View Report

5. The “Federal Financial Report” form appears. The *Document #* field appears in the information section under the report title.



< Back

Due Dec. 29, 2017

OMB Number Expiration Date 02/28/2022 Estimated Time 1 Hour

SF-425

Federal Financial Report

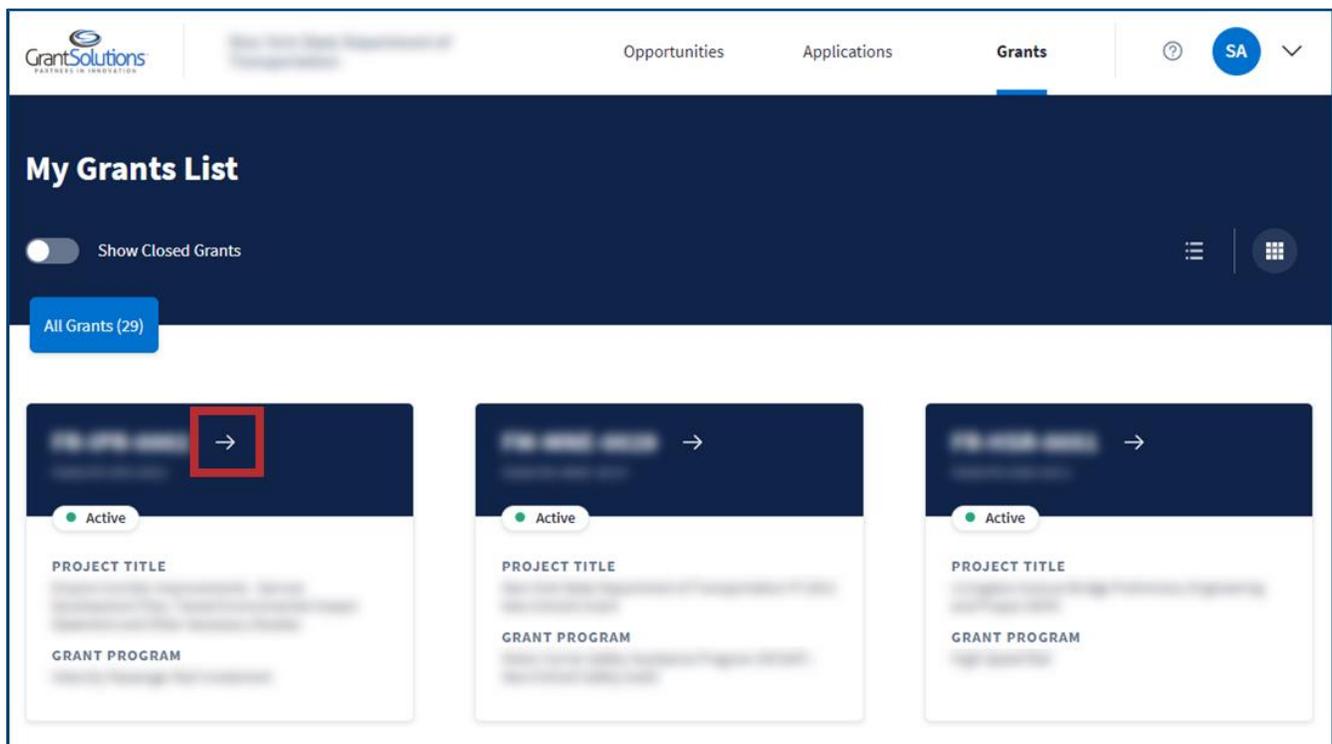
Document #	Grant Number	Grant Issuing Organization	Report Type	Reporting Period
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Federal Financial Report PDF

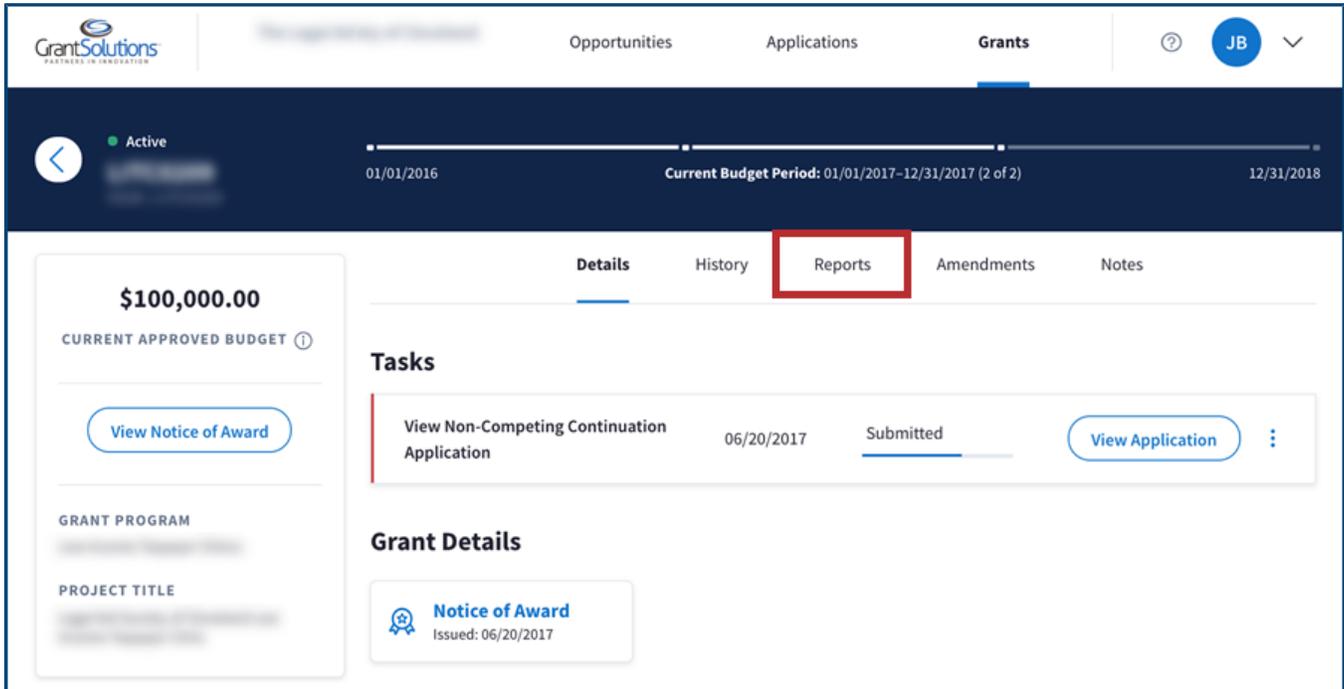
The Document Number appears on the “Federal Financial Report” PDF. To view the Document Number on the “Federal Financial Report” PDF, perform the following steps:

1. Log into the GrantSolutions Grants Management Module (www.grantsolutions.gov).
2. The “My Grants List” screen appears. Click the **arrow** button on the desired Grant Project card while in *Grid View*.

Note: Users can alternatively access the “Federal Financial Report” form from the “Reports List” screen using the path described in the [Reports List Screen](#) section of this document.



3. The “Grant Details” screen appears. To access both FFRs and PPRs, click the **Reports** tab.



The screenshot shows the GrantSolutions interface for a specific grant. At the top, there are navigation tabs for Opportunities, Applications, and Grants. The Grants tab is active. Below the navigation, there's a header with a back arrow, 'Active' status, a date range from 01/01/2016 to 12/31/2018, and the current budget period: 01/01/2017–12/31/2017 (2 of 2). The main content area has tabs for Details, History, Reports (highlighted with a red box), Amendments, and Notes. On the left, there's a summary card showing a current approved budget of \$100,000.00 and a 'View Notice of Award' button. Below that, there's a 'GRANT PROGRAM' section and a 'PROJECT TITLE' section. In the center, there's a 'Tasks' section with a task 'View Non-Competing Continuation Application' dated 06/20/2017, with a status of 'Submitted' and a 'View Application' button. Below the tasks, there's a 'Grant Details' section with a 'Notice of Award' issued on 06/20/2017.

4. On the “Reports List” screen, click the **Actions List** icon (three vertical dots) on the right side of the desired FFR.



The screenshot shows a table titled 'Past Reporting Periods'. The table has columns for TYPE, DOCUMENT #, DUE DATE, REPORTING PERIOD, STATUS, and ACTIONS. There is one row for 'Final FFR'. A red arrow points to the 'Actions List' icon (three vertical dots) in the ACTIONS column of the 'Final FFR' row.

TYPE	DOCUMENT #	DUE DATE	REPORTING PERIOD	STATUS	ACTIONS
Final FFR		05/17/2020 – Due 20 days ago	End Date : 04/30/2020	Accepted	View Report 

5. Select **Print** or **Download** to print the report or download a PDF version respectively.

6. The “Federal Financial Report” PDF appears in a new window. The *Document Number* appears in the *Federal Grant or Other Identifying Number Assigned by Federal Agency* section.

Federal Financial Report				OMB Number: [REDACTED]	
(Follow form Instructions)				Expiration Date: 02/28/2022	
1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)			
[REDACTED]		[REDACTED]			
3. Recipient Organization (Name and complete address including Zip code)					
Recipient Organization Name: [REDACTED]					
Street1: [REDACTED]					
Street2: [REDACTED]					
City: [REDACTED]		County: [REDACTED]			
State: [REDACTED]			Province: [REDACTED]		
Country: US		ZIP / Postal Code: [REDACTED]			
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)			
[REDACTED]	[REDACTED]	[REDACTED]			
6. Report Type	7. Basis of Accounting	8. Project/Grant Period		9. Reporting Period End Date	
<input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	<input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual	From: [REDACTED]	To: [REDACTED]	[REDACTED]	
				03/31/2018	
10. Transactions					Cumulative