Linking Services, Solutions, Communities

GrantSolutions

Grantee Training Series
Federal Financial Report FFR

User Guide

August 2012

The Grants Center of Excellence

www.grantsolutions.gov

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Introduction

The Grants Center of Excellence (COE) serves as one of three consortia leads under the Grants Management Line of Business (GMLoB) E-Gov initiative offering government-wide grants management system support services. GrantSolutions.gov is a comprehensive grants management system provided by the COE. As an interactive input and retrieval system, GrantSolutions allows users to perform grants management functions and maintain information related to applications and grants. Through GrantSolutions, users can maintain applicant information, recommend and award funds, and view the status of pending applications and approvals. Users can also perform award-funding calculation release and print awards, submit award data to external systems, and facilitate changes in data such as the recipient's address or the contact information of a Grants Management Officer (GMO).

GrantSolutions consists of four modules:

- Pre-Award
- Award
- Post Award
- Administration

Each module provides independent functionality that can be used to manage a specific grant business process or combine individual modules to provide a complete grants management solution.

Post Award Management - Reporting

The Post Award Module supports key management functions between the Federal and Grantee Staff. In addition to executing amendments and/or non compete applications, the Grantee Staff can track and manage certain reports.

One of the more common reports is the Federal Financial Report or FFR. The Grantor staff can enable this report feature so the Grantee can track and submit these reoccurring reports. The following guide will discuss and illustrate this report tracking tool in GrantSolutions.

Reoccurring Reporting

Historically, active grant reporting requirements were manually tracked and monitored subject to specific Program and/or Grant Office policy. From the Grantee perspective, the reporting requirement was not an integrated process which provided for the tracking, creating, editing and final submission of required Federal reports.

GrantSolutions currently provides comprehensive management of reoccurring reports for General Reporting and Financial Federal Reports. These reports cycles can be configured and scheduled by the Federal Grants Staff either during the award process or added later to existing grants. Should this option be enabled by the Federal Staff, the Grantee will be able to view, manage and electronically submit required reports for each active grant which requires this reporting. The added bonus of this feature is that the Grantee will have a report task list which will provide automation to the tacking and submission of their required reports Both the Grantor and Grantee staff will see the same report task list for the specific grant.

Federal Financial Reports (FFR)

One of the most common reoccurring reports is the Federal Financial Reports or FFR. Depending on the grant, the Grantee is required to submit a FFR report subject to the reporting schedule as depicted in the terms and conditions of the grant award; or if it has been added to an existing grant.

Reporting Requirements

The submission of interim FFRs will be on a quarterly, semi-annual, or annual basis, as directed by the Federal agency. A final FFR shall be submitted at the completion of the award agreement. The following reporting period end dates shall be used for interim reports: 3/31, 6/30, 9/30, or 12/31. For final FFRs, the reporting period end date shall be the end date of the project or grant period.

Quarterly and semi-annual interim reports shall be submitted no later than 30 days after the end of each reporting period. Annual reports shall be submitted no later than 90 days after the end of each reporting period. Final reports shall be submitted no later than 90 days after the project or grant period end date. A Grantee can submit a report as long as the Reporting Period End (RPE) Date has passed.

FFR Reporting cycles can be established during the creation of the grant award; or through the post award management of existing grant.

Since the FFR has fixed reporting periods and due date requirements, the only time a reporting period or due date may change is if the Project Period end date has been changed. In this case, the system controls the FFR reporting cycle, and will automatically adjust any pending reporting cycles.

The next section of this guide will illustrate a typical report cycle and executions

Federal Financial Reports List

Log into GrantSolutions with your User ID and Password.

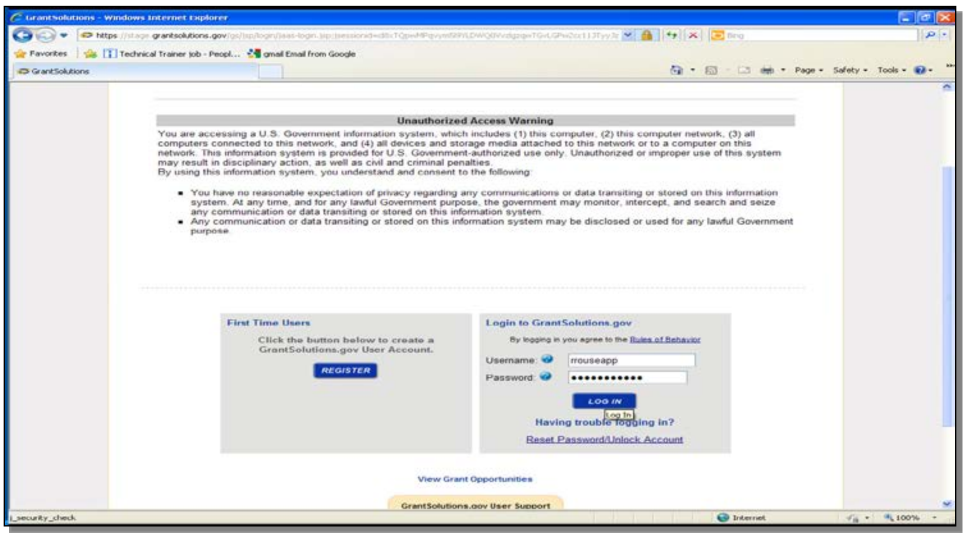


Figure 1- 1 GrantSolutions Log In Screen

From the My Grants List screen, select the **Reports** menu dropdown and then select the **Federal Financial Report** submenu.

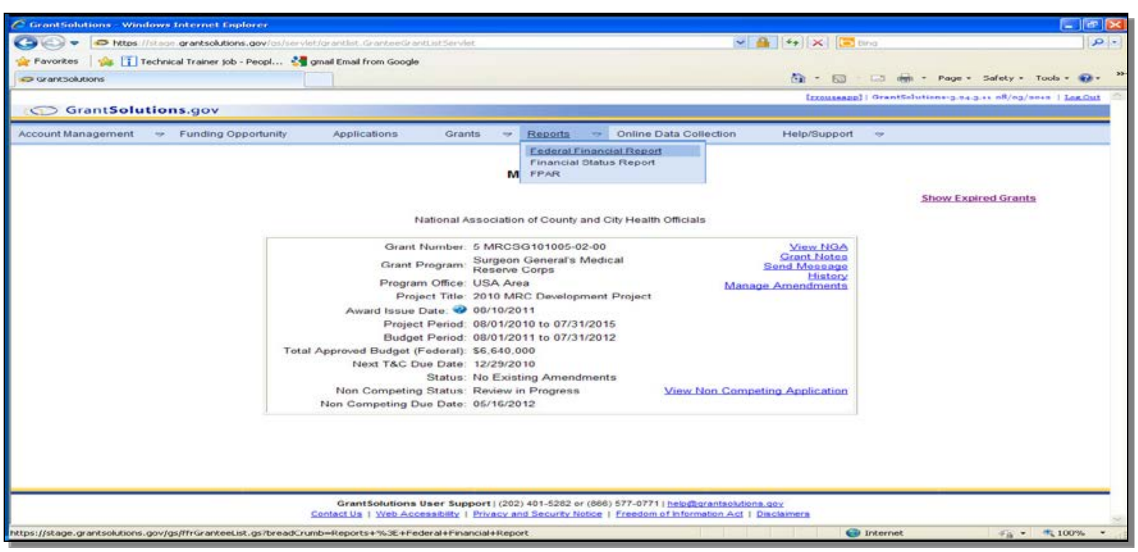


Figure 1-2 My Grants List

The System will generate a list of all active grants which can be managed. In this example three grants are subject to FFR reporting for the Grantee.

Click the drop down arrow to the left of the grant program to open the entire tickler file of the reoccurring Federal Financial Report List.

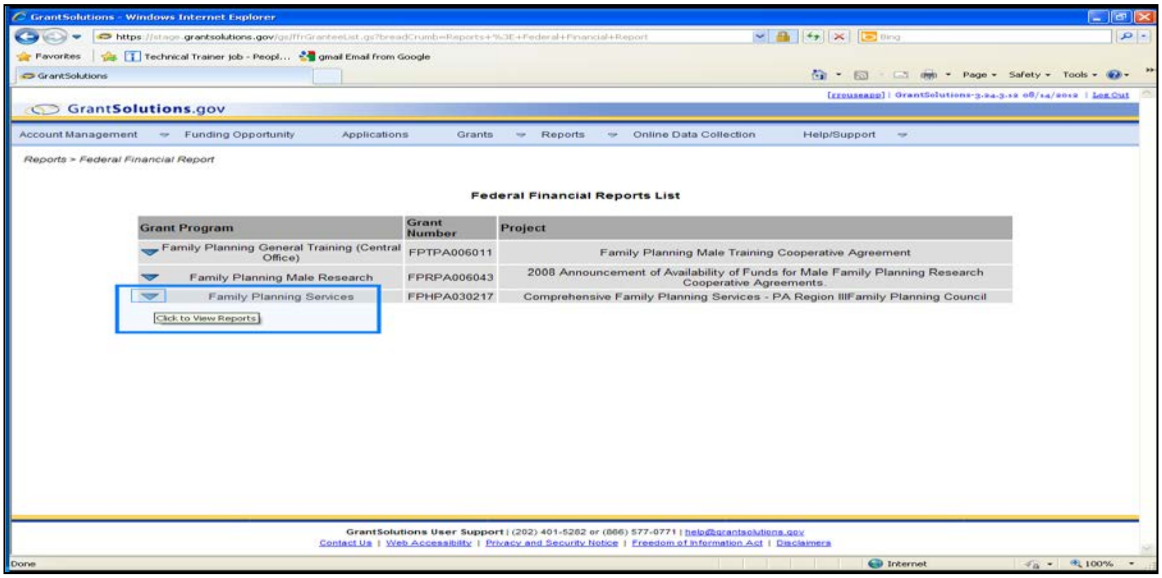
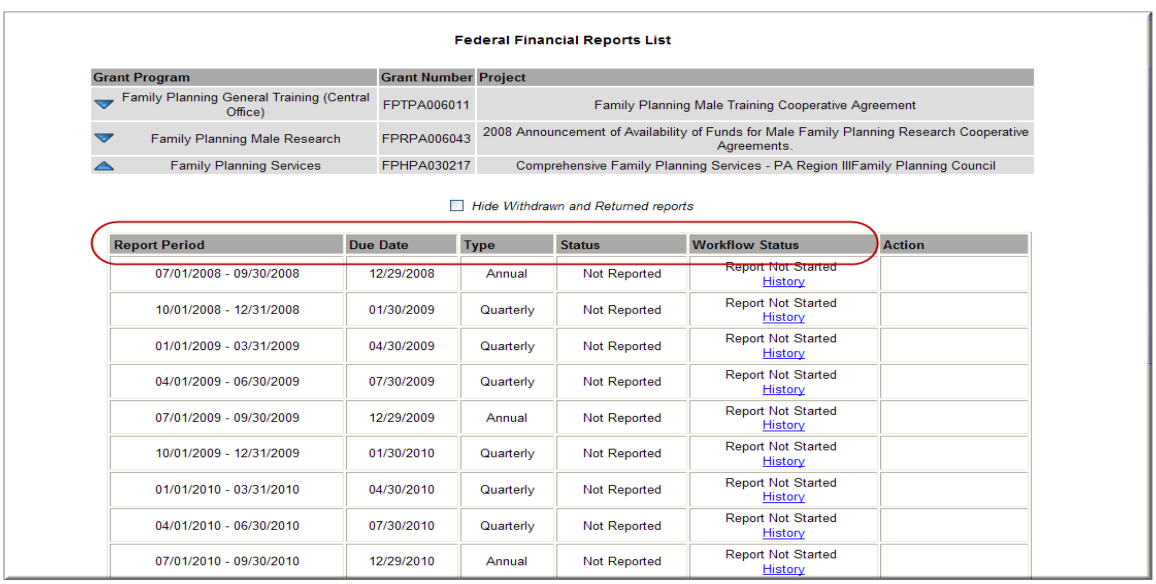


Figure 1- 3 Federal Financial List for all Grants

The Federal Financial Report List will generate a complete summary of past, current and future report periods. Depending on configuration, the summary will list all quarterly, semiannual and annual reports. Each grant will possess the key data columns including Report Period, Due Date, Type, Status, Workflow Status and Action.



Federal Financial Reports List

Grant Program	Grant Number	Project
Family Planning General Training (Central Office)	FPTPA006011	Family Planning Male Training Cooperative Agreement
Family Planning Male Research	FPRPA006043	2008 Announcement of Availability of Funds for Male Family Planning Research Cooperative Agreements.
Family Planning Services	FPHPA030217	Comprehensive Family Planning Services - PA Region IIIFamily Planning Council

Hide Withdrawn and Returned reports

Report Period	Due Date	Type	Status	Workflow Status	Action
07/01/2008 - 09/30/2008	12/29/2008	Annual	Not Reported	Report Not Started History	
10/01/2008 - 12/31/2008	01/30/2009	Quarterly	Not Reported	Report Not Started History	
01/01/2009 - 03/31/2009	04/30/2009	Quarterly	Not Reported	Report Not Started History	
04/01/2009 - 06/30/2009	07/30/2009	Quarterly	Not Reported	Report Not Started History	
07/01/2009 - 09/30/2009	12/29/2009	Annual	Not Reported	Report Not Started History	
10/01/2009 - 12/31/2009	01/30/2010	Quarterly	Not Reported	Report Not Started History	
01/01/2010 - 03/31/2010	04/30/2010	Quarterly	Not Reported	Report Not Started History	
04/01/2010 - 06/30/2010	07/30/2010	Quarterly	Not Reported	Report Not Started History	
07/01/2010 - 09/30/2010	12/29/2010	Annual	Not Reported	Report Not Started History	

Figure 1- 4 Federal Financial List for all Grants

Reoccurring Reports – Federal Financial Reports

Reporting Periods include:

- Reporting Period Start Date
- Reporting Period End Date
- Reporting Period Due Date
- Report Type (Quarterly, Annual, Final)

For each reporting period there will be a specific Report Status:

- Due
- Past Due
- Pending
- Not Reported

The Workflow status will reflect the status of a started FFR during an actual workflow approval cycle. These states include:

- Not Started
- In Progress
- Withdrawn
- Rejected
- Accepted

Actions on the FFR pre-submission:

- Start - to start working on the FFR
- Edit - if the report has not been submitted, the user can continue working on the FFR
- View PDF - PDF version of the FFR
- Print - HTML version of the FFR
- Cancel - to delete the report that the user is working on
- Re-start - on cancel, the user will be able to re-start the FFR

Actions on the FFR post submission:

- View Submission
- View PDF
- Withdraw - if the report has not been accepted by the grantor, the user has the ability to withdraw. The withdrawn report will appear on the 'withdrawn' and 'returned' list of reports.

The Federal Financial Reports List allows the user to monitor the entire FFR reporting cycle (if one exists), as well as view and process FFRs for each grant. If an FFR reporting cycle has not been established for a grant, then this screen would indicate that the Grant is not subject to FFR reporting Federal Financial Report or has not has enabled by the Grants Staff.

Processing a FFR Report

As best practices, the user should review the last accepted report to confirm accuracy and note the cumulative amounts submitted.

To view, click the **View PDF Link** for the most recently accepted FFR.

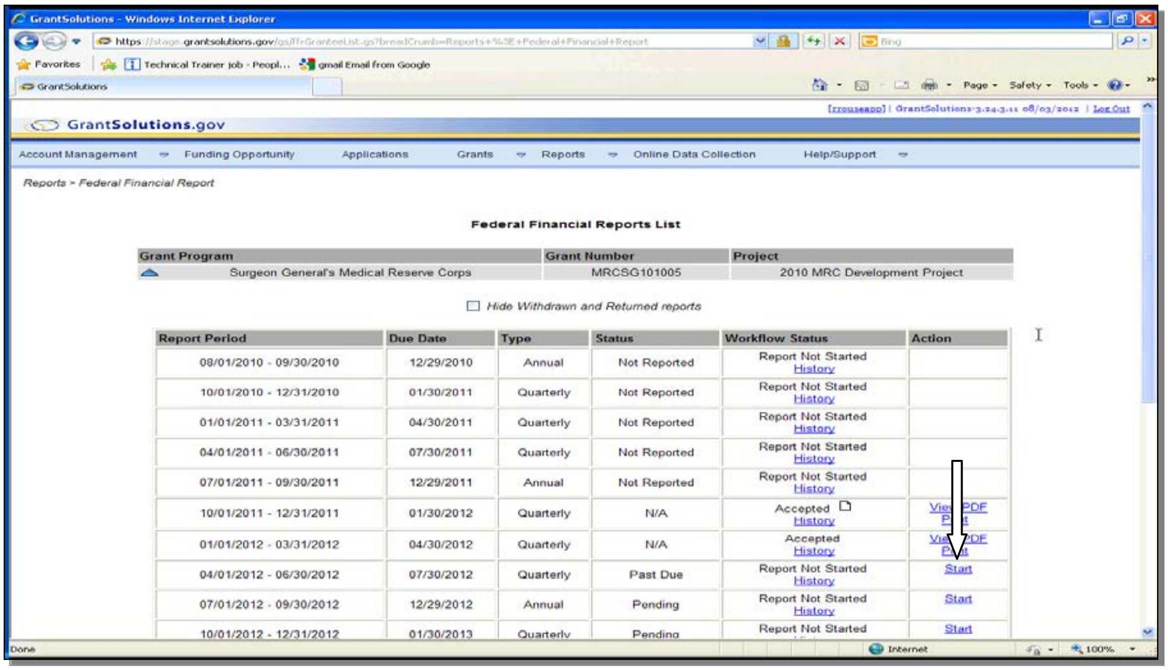


Figure 1-5 Federal Financial Summary List for Specific Grant

Upon review of the FFR, close out the PDF image and return to the summary screen.

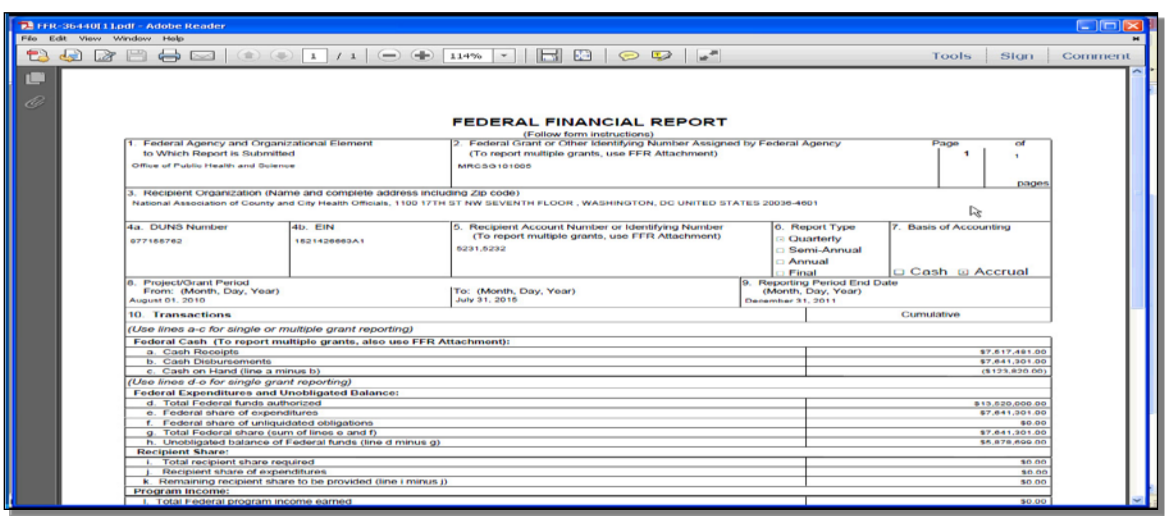


Figure 1-6 FFR PDF Image

As a review, it is a good idea to become familiar with the history link since it will provide a sample of the workflow history of the previously accepted, rejected or withdrawn FFR.

Click the **History** link to review the workflow.

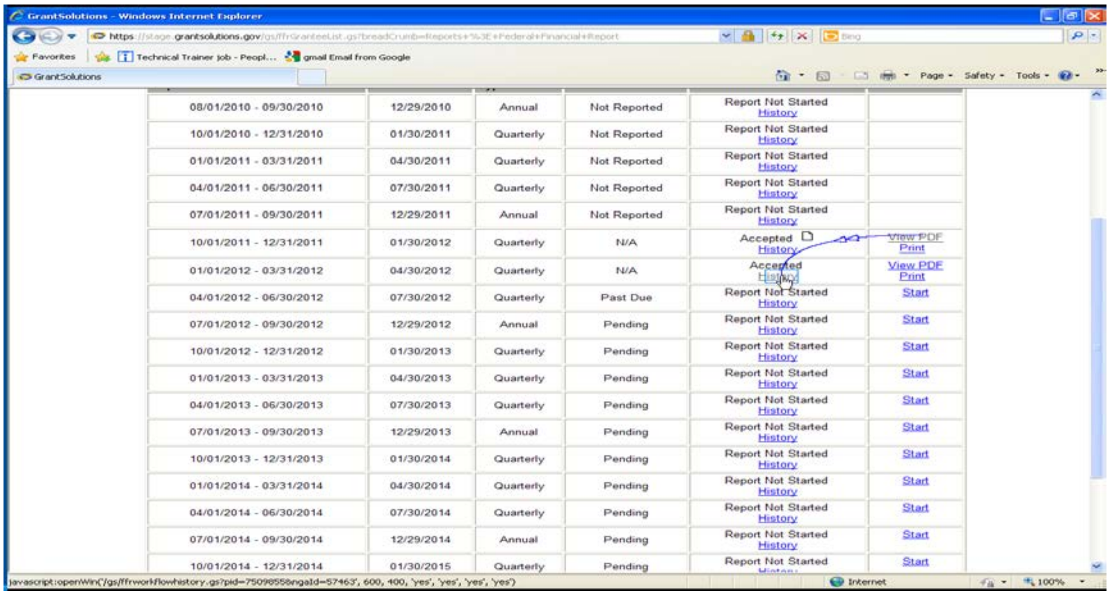


Figure 1-7 History Link

When executing the History link, the Award Workflow History will be displayed.

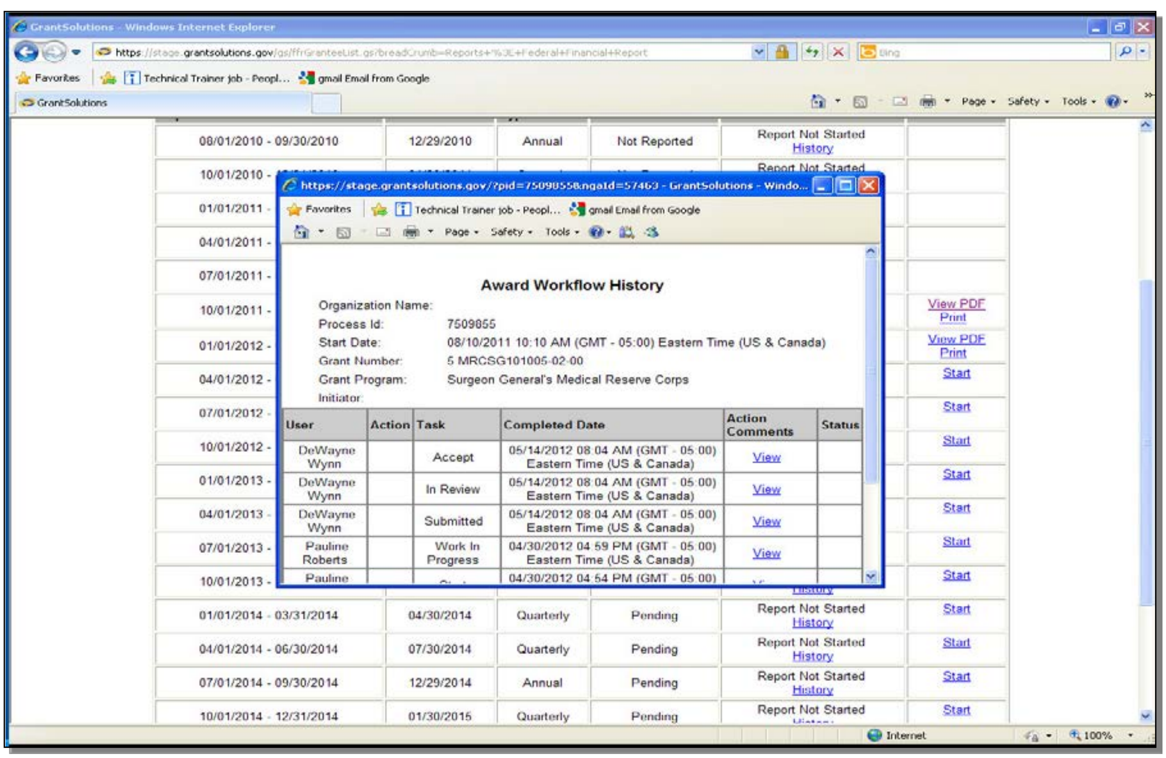


Figure 1-8 Award Workflow History

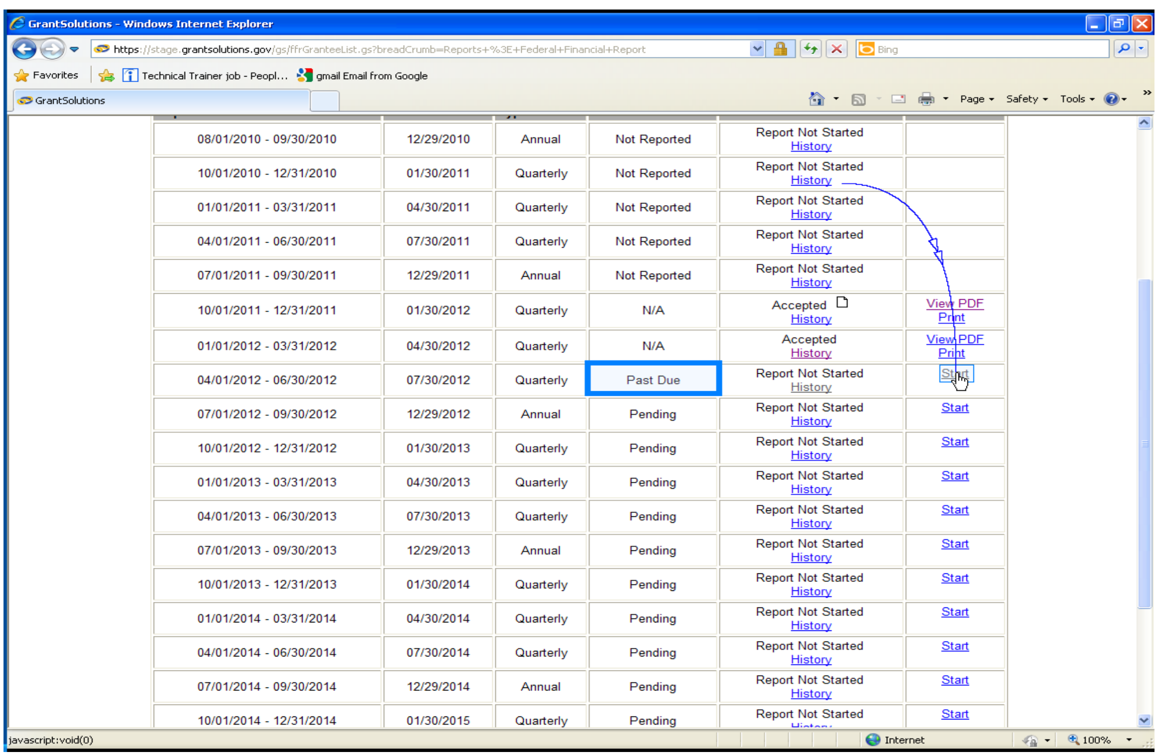
Upon the confirmation of the prior FFR, the user can now begin to start processing a new report. Typically, a report can be crafted and submitted when the report is in the Due and Past Due state. A FFR can be drafted during the pending state but **cannot be submitted.** Thus, a user can submit a report as long as the Reporting Period End (RPE) Date has passed.

If a report has not been submitted by the required Due Date, the status will appear as "Past Due". The user can still craft and submit a past due report as long as it is submitted before the due date of the next reporting cycle.

However, if the report is not submitted by the next Reporting Period End Date, it will be marked as "Not Reported" and locked down. No further changes can be made to the FFR.

The process is the same for a Due or Past Due report, and the following exercise will illustrate a Past Due report.

From the summary, screen scroll down to the first reporting cycle which allows the user to start the report process. In this example, the FFR will be due on 7/30/2012. Click the **Start** link to open the FFR electronic form.



08/01/2010 - 09/30/2010	12/29/2010	Annual	Not Reported	Report Not Started History	
10/01/2010 - 12/31/2010	01/30/2011	Quarterly	Not Reported	Report Not Started History	
01/01/2011 - 03/31/2011	04/30/2011	Quarterly	Not Reported	Report Not Started History	
04/01/2011 - 06/30/2011	07/30/2011	Quarterly	Not Reported	Report Not Started History	
07/01/2011 - 09/30/2011	12/29/2011	Annual	Not Reported	Report Not Started History	
10/01/2011 - 12/31/2011	01/30/2012	Quarterly	N/A	Accepted History	View PDF Print
01/01/2012 - 03/31/2012	04/30/2012	Quarterly	N/A	Accepted History	View PDF Print
04/01/2012 - 06/30/2012	07/30/2012	Quarterly	Past Due	Report Not Started History	Start
07/01/2012 - 09/30/2012	12/29/2012	Annual	Pending	Report Not Started History	Start
10/01/2012 - 12/31/2012	01/30/2013	Quarterly	Pending	Report Not Started History	Start
01/01/2013 - 03/31/2013	04/30/2013	Quarterly	Pending	Report Not Started History	Start
04/01/2013 - 06/30/2013	07/30/2013	Quarterly	Pending	Report Not Started History	Start
07/01/2013 - 09/30/2013	12/29/2013	Annual	Pending	Report Not Started History	Start
10/01/2013 - 12/31/2013	01/30/2014	Quarterly	Pending	Report Not Started History	Start
01/01/2014 - 03/31/2014	04/30/2014	Quarterly	Pending	Report Not Started History	Start
04/01/2014 - 06/30/2014	07/30/2014	Quarterly	Pending	Report Not Started History	Start
07/01/2014 - 09/30/2014	12/29/2014	Annual	Pending	Report Not Started History	Start
10/01/2014 - 12/31/2014	01/30/2015	Quarterly	Pending	Report Not Started	Start

Figure 1-9 Start FFR Process

GrantSolutions will provide a simple prompt to confirm the user wishes to proceed.

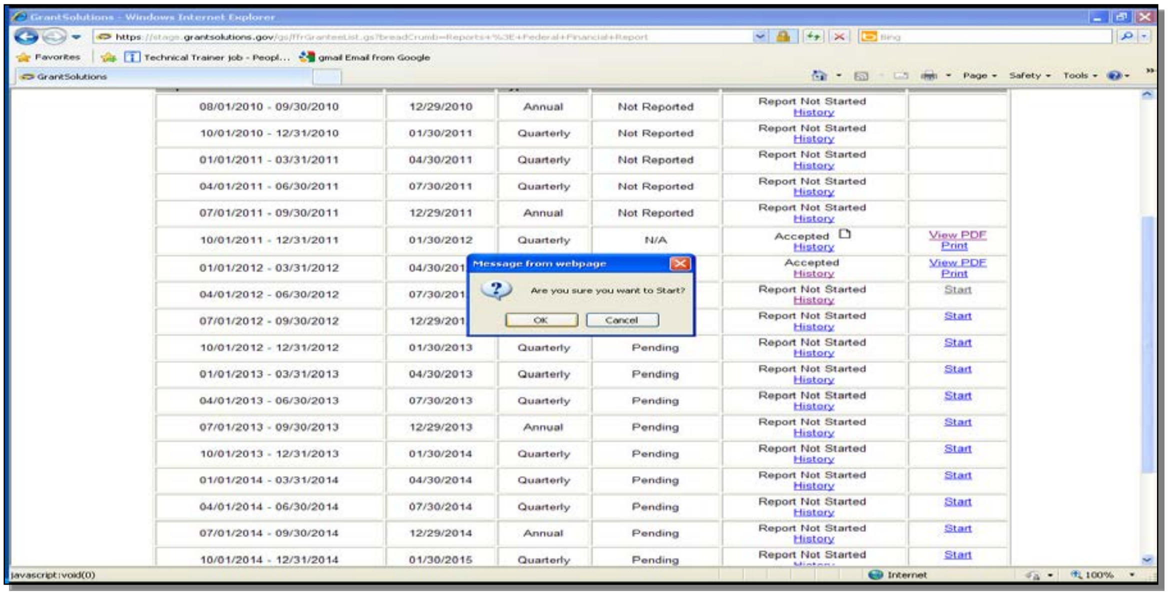


Figure 1-10 Confirmation Start Popup

Upon selecting **OK**, a pre populated form with active grant information will appear. The appropriate financial officer can then proceed to enter the required financial data with the blank data fields such as Cash Receipts and Cash Disbursements.

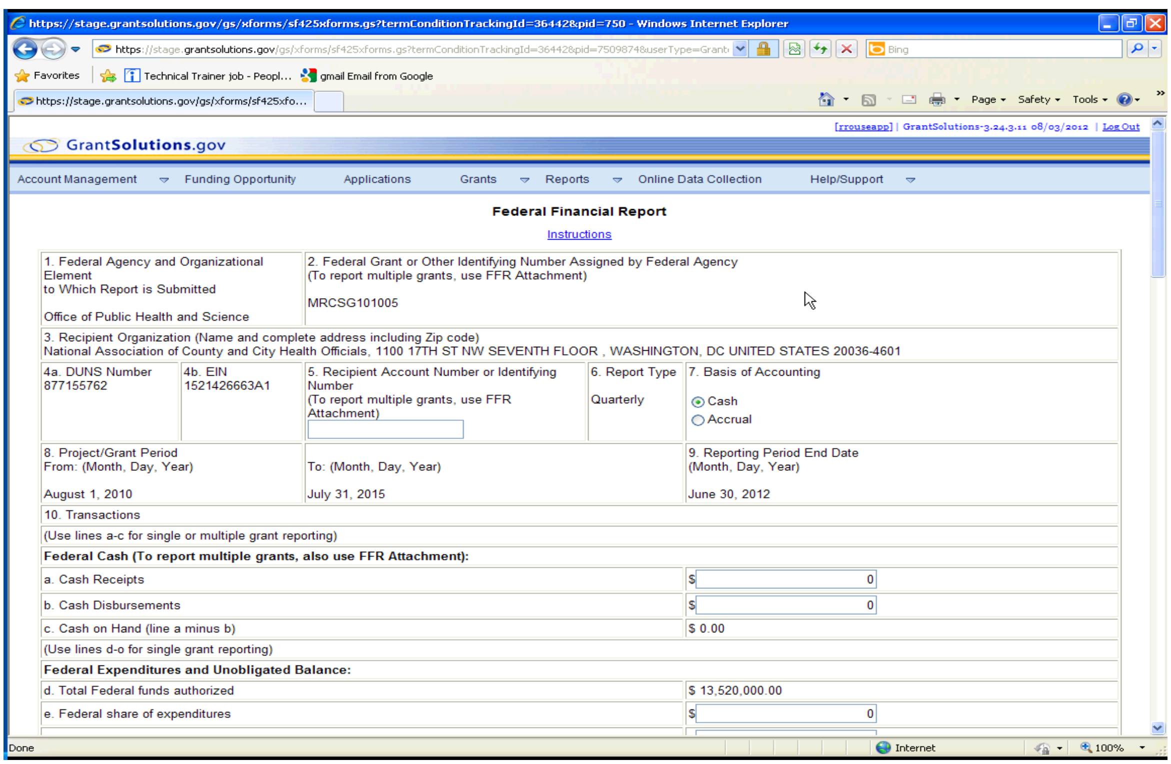


Figure 1-11 Blank Electronic FFR form

Reoccurring Reports – Federal Financial Reports

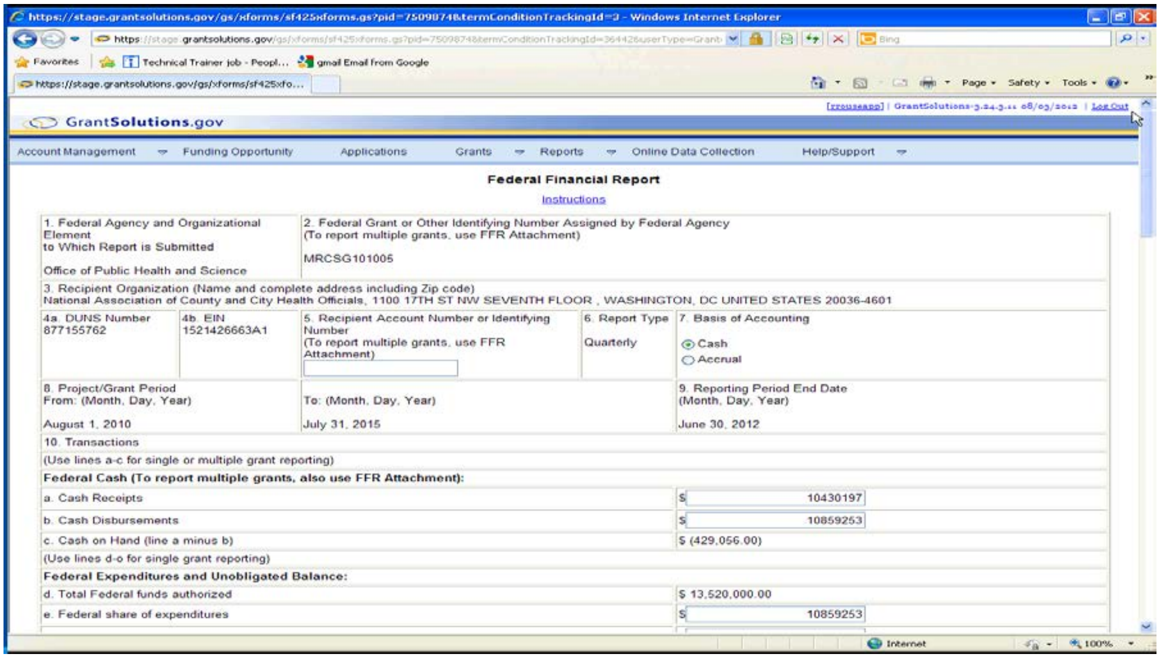


Figure 1-12 Completed Electronic FFR form

Upon completion of the FFR, scroll to the bottom of the screen and check the certification box. At this point, it is recommended the user save the FFR by clicking the Save Link. Should the Grantee need to update or edit the form, they can do so easily since it will remain in a Work in Progress state.

It is important to note that should the FFR be in the Pending Report cycle, he or she will not be **able to submit the form until it is DUE**

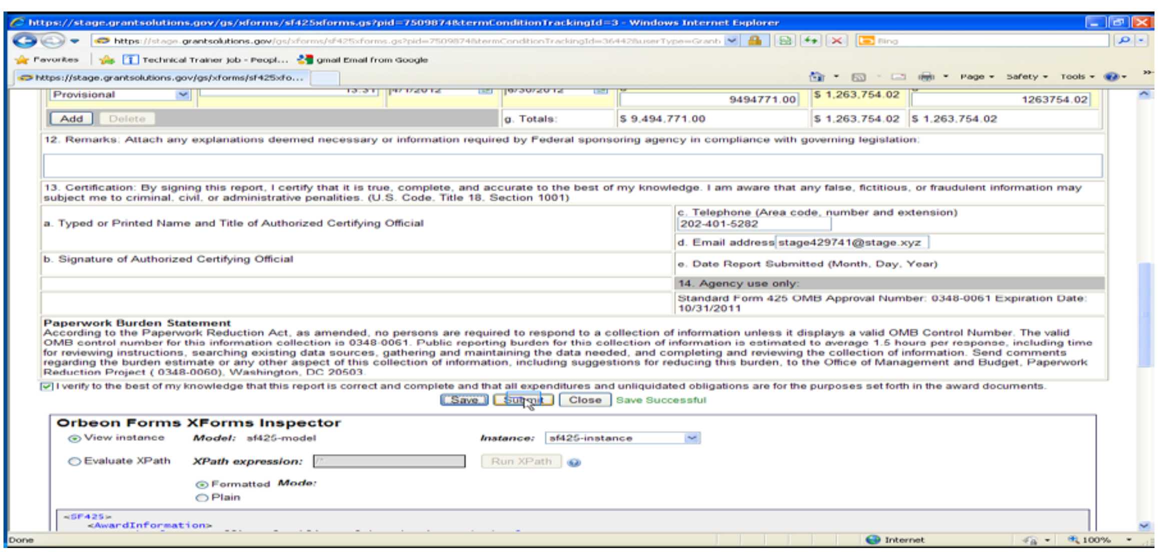


Figure 1-13 Submission Link for FFR form

Upon closing the FFR screen, the user can return to the Financial Report Summary by expanding the specific grant.

Reoccurring Reports – Federal Financial Reports

By scrolling to the report cycle, the Grantee can select links to view History, Submission: and to Print form.

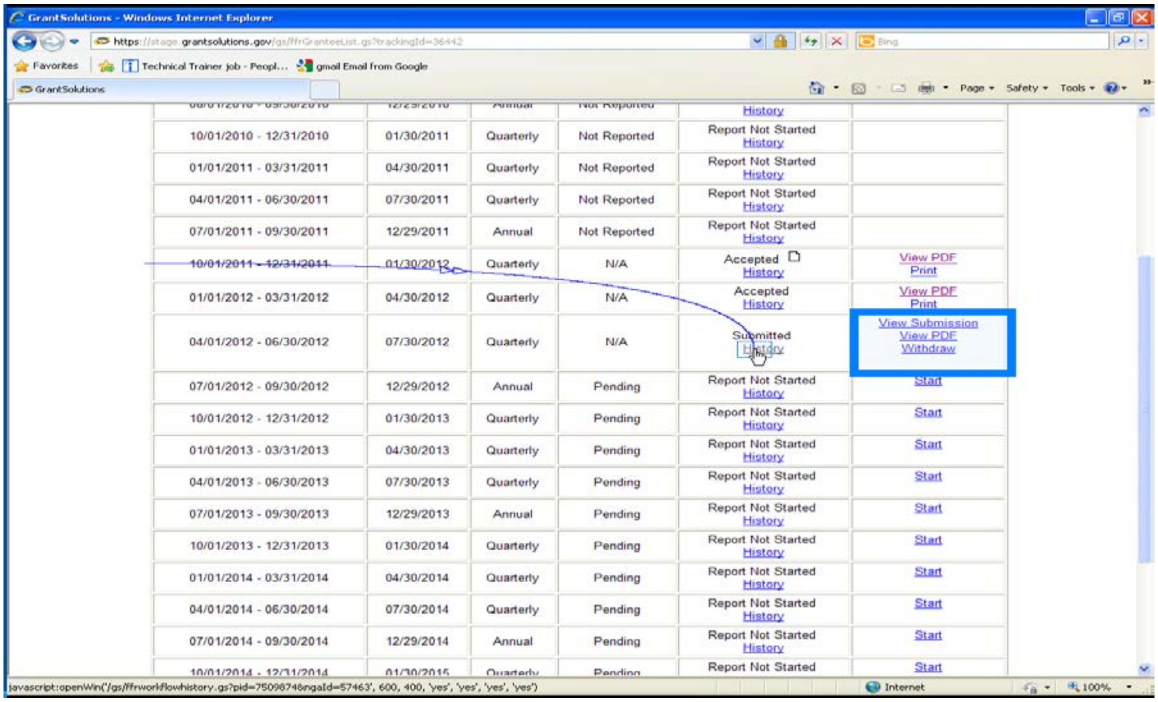


Figure 1-14 Action Links for submitted form

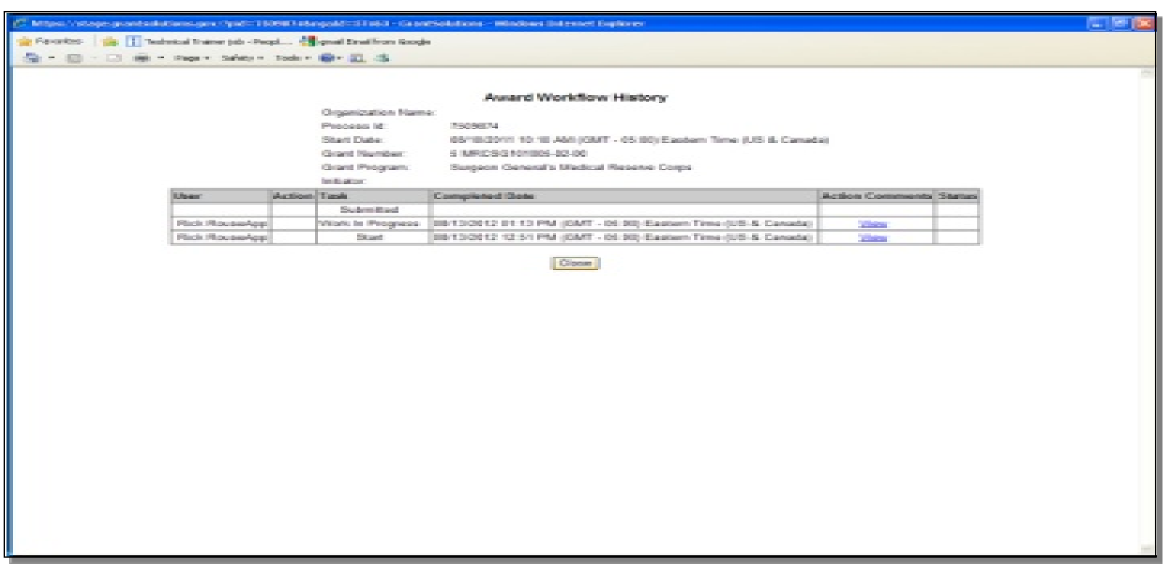


Figure 1-15 Award Workflow History

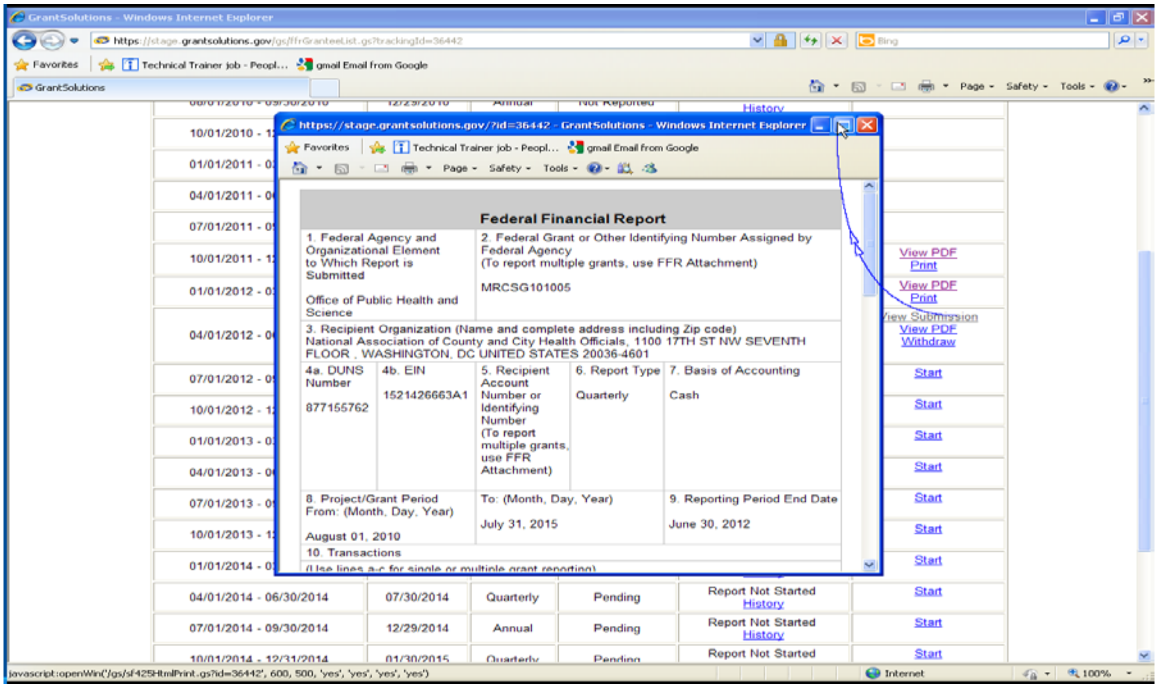


Figure 1-16 View FFR Form

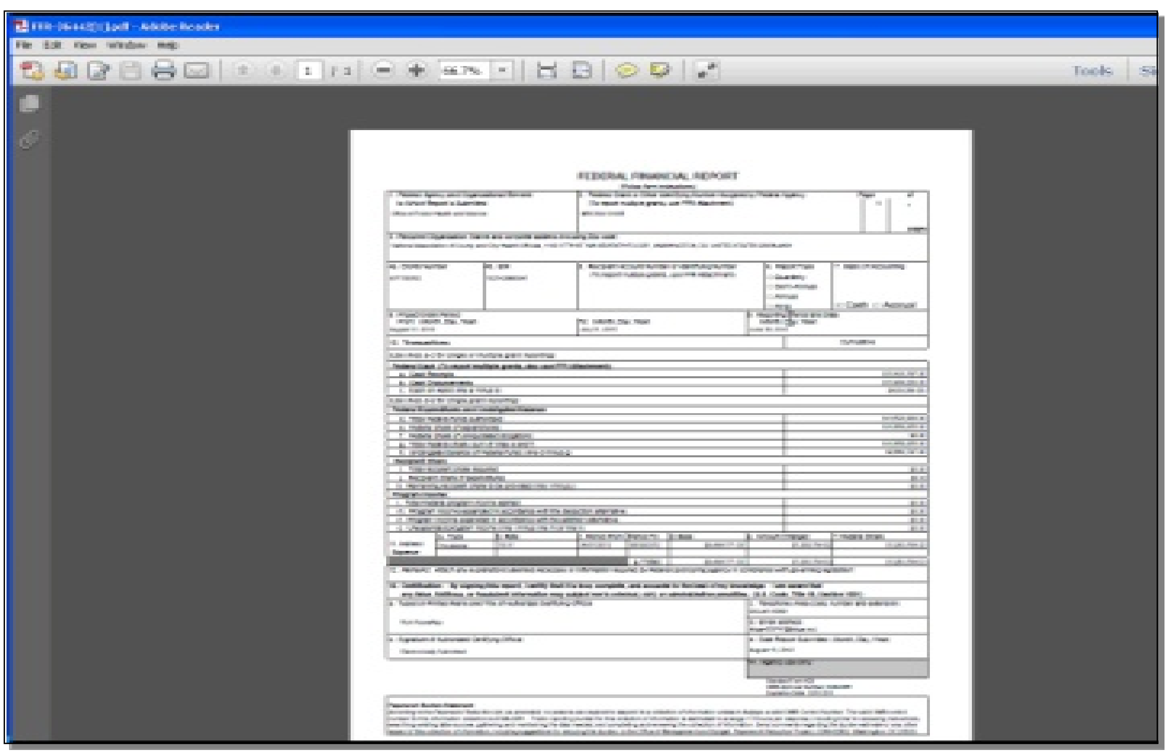


Figure 1-17 Print PDF View

Reoccurring Reports – Federal Financial Reports

If the form is in the Submitted state, the user can still withdraw the report should an error or mistake been made in the FFR drafting.

Upon selection of the Withdraw link, the system will prompt for continuance.

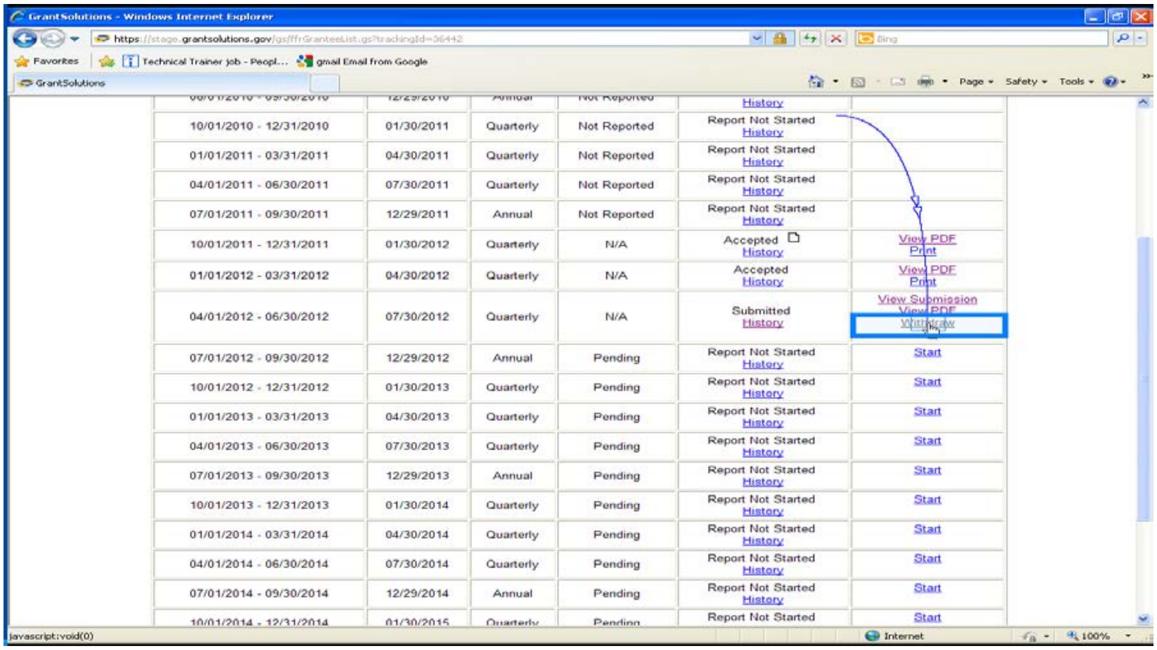


Figure 1-18 Withdraw FFR Submission

After selecting OK, GrantSolutions will provide a Comments Screen for the FFR action. **It is required to enter information in the Comment field.**

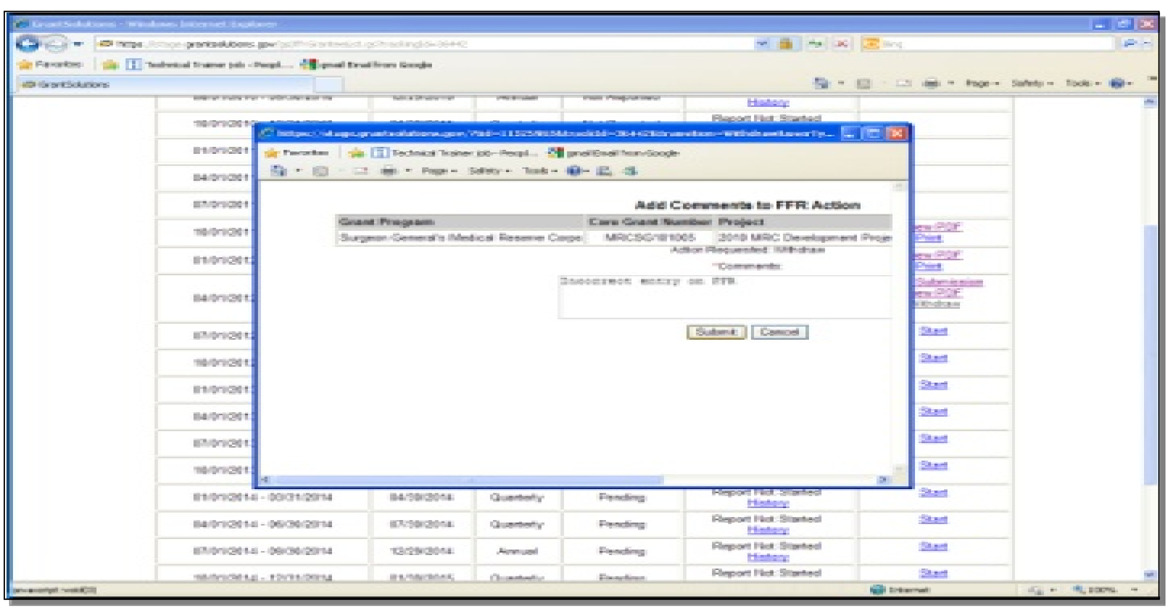


Figure 1-19 Comments Screen

The user will be required to enter a reason for the withdrawal which will be added as a correspondence grant note. A new report workflow should be created for that reporting period. The due date remains the same.

The pulled report will be moved to a new Workflow Status labeled Withdrawn.

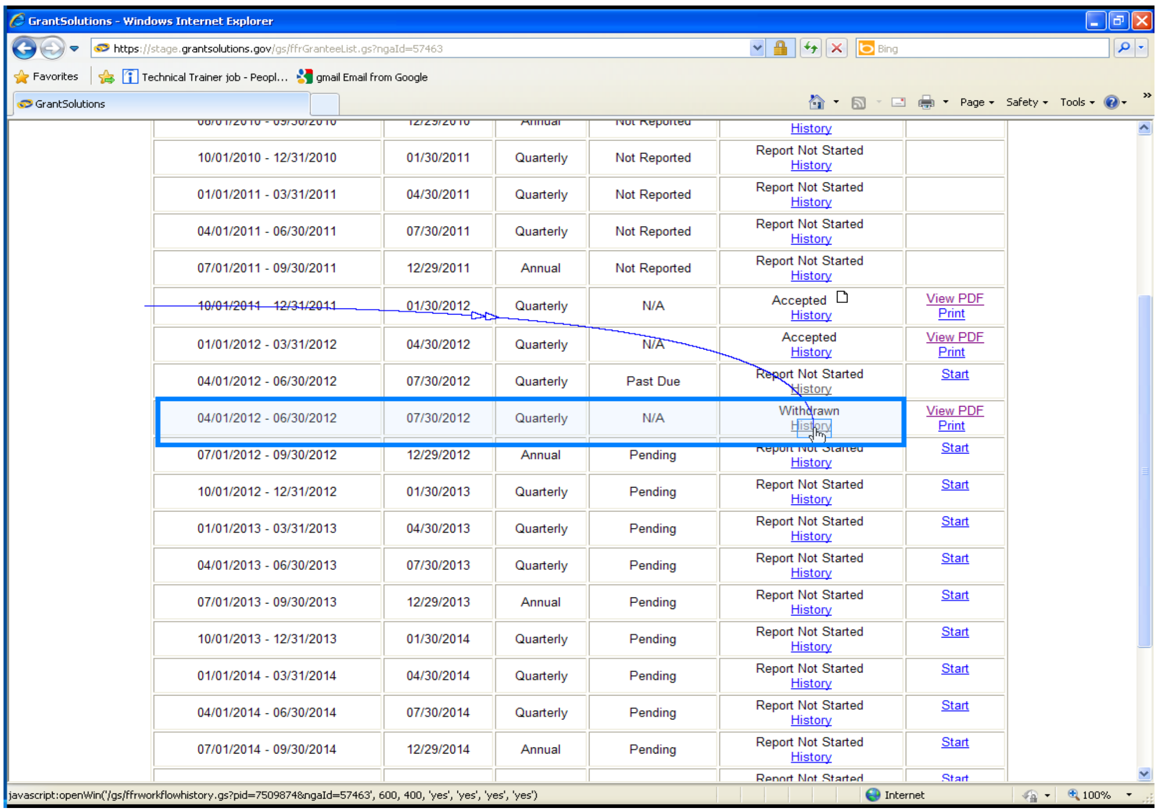


Figure 1-20 Withdrawn State

If the due date is expired, there is no impact. The user can still complete and submit the report until the RPE date. The status of the report is displayed as "Past Due".

The new report should be pre-populated with all information from the withdrawn report.

The grantor staff assigned to the grant will be notified by email about the withdrawal, which includes the standard language as well as the reason entered by the user. The withdrawn report is stored for historical reference and is always viewable by the user.

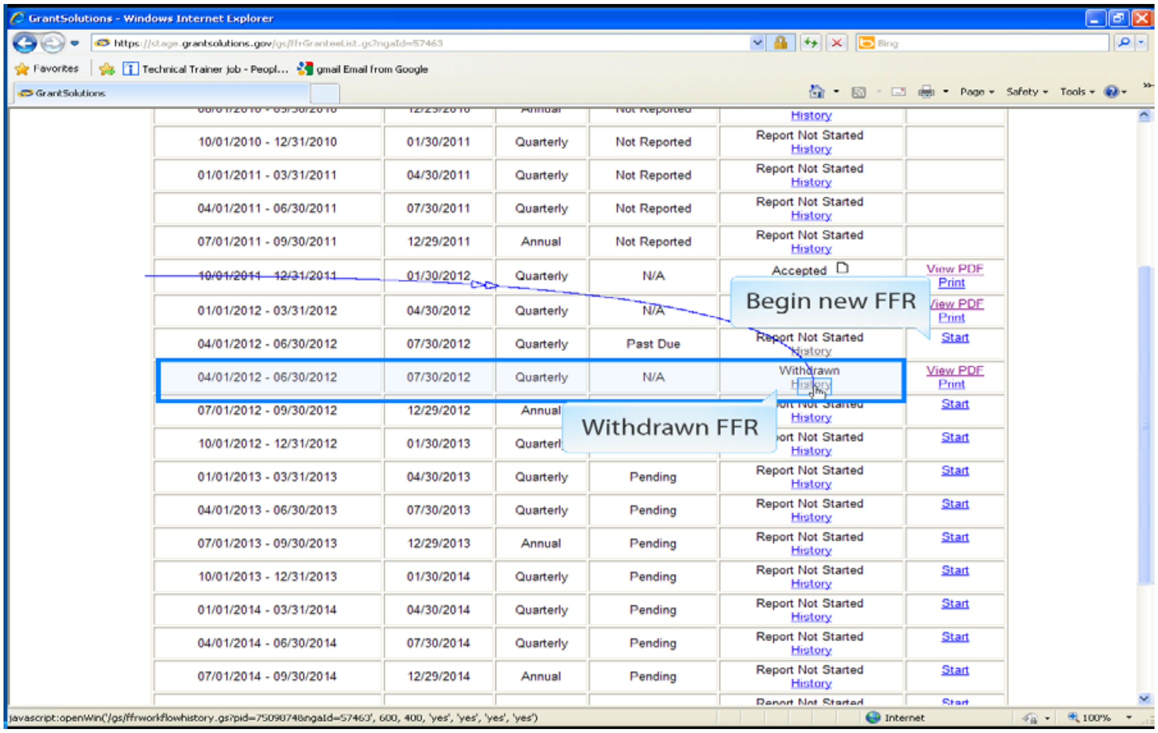


Figure 1-21 Status of Withdrawn FFR

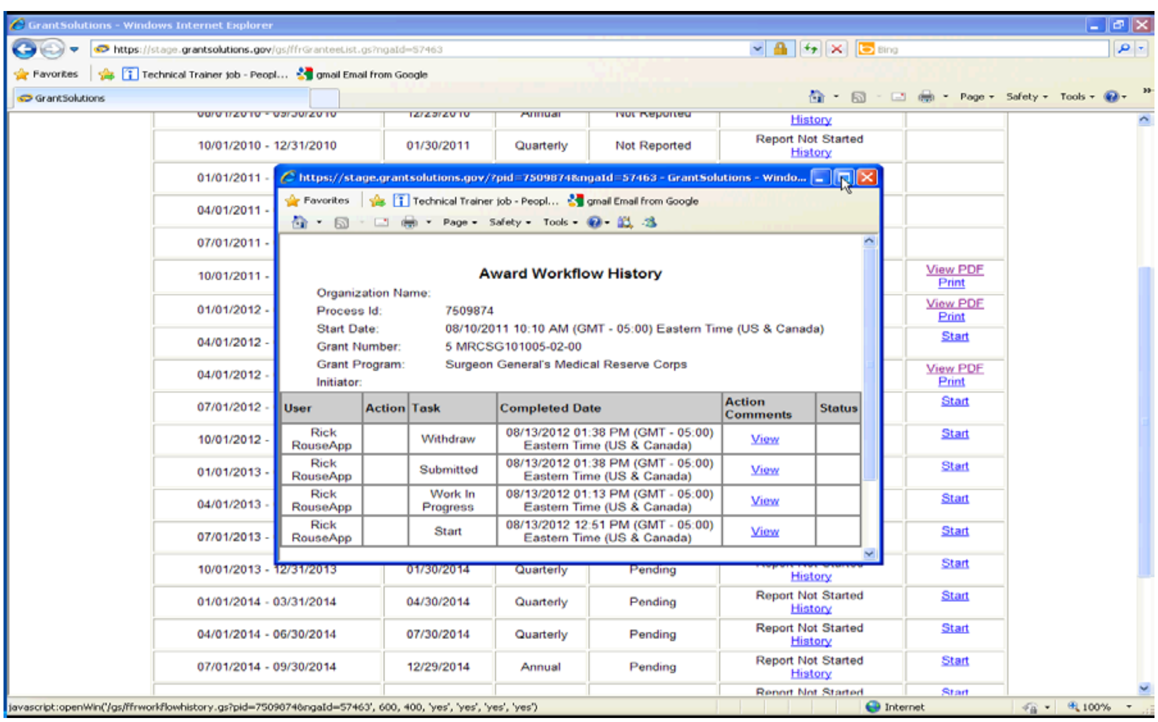
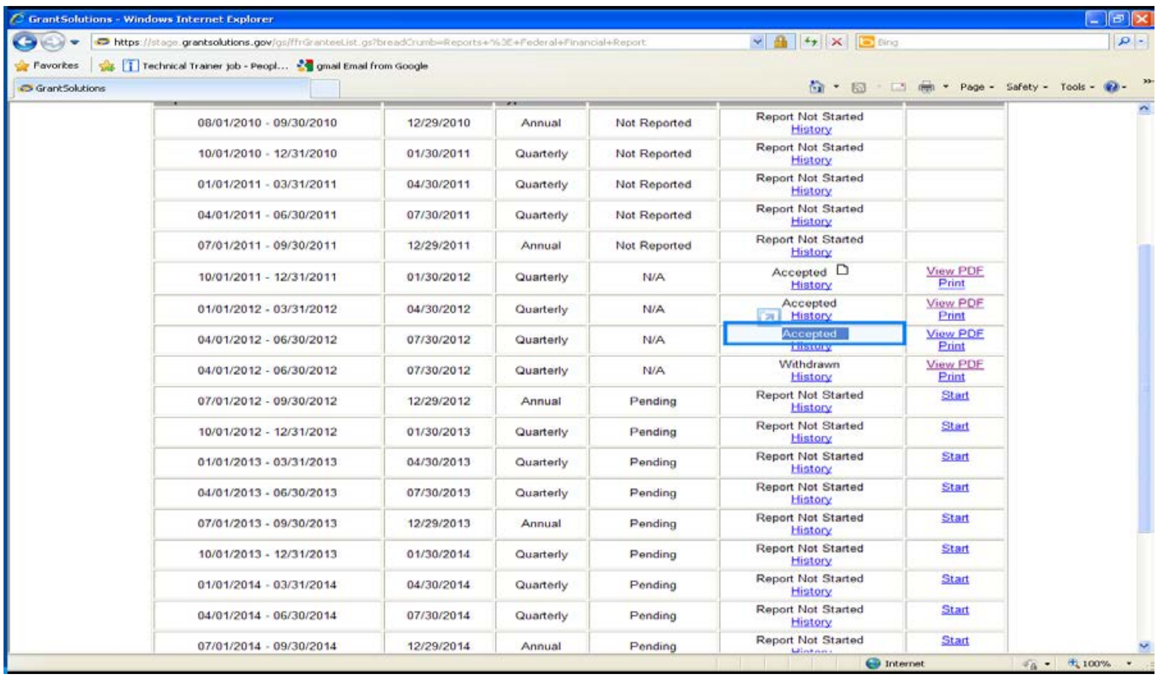


Figure 1-22 History with Withdrawn Action

Once a FFR is finally submitted to the Grantor, it will remain in the submitted state until approved by Federal Staff. Upon approval, the Grantee can easily view the current final workflow status by expanding the appropriate Grant under the Federal Financial Reports List.

Scroll to the appropriate reporting cycle and confirm the accepted state on the workflow status column.



08/01/2010 - 09/30/2010	12/29/2010	Annual	Not Reported	Report Not Started History	
10/01/2010 - 12/31/2010	01/30/2011	Quarterly	Not Reported	Report Not Started History	
01/01/2011 - 03/31/2011	04/30/2011	Quarterly	Not Reported	Report Not Started History	
04/01/2011 - 06/30/2011	07/30/2011	Quarterly	Not Reported	Report Not Started History	
07/01/2011 - 09/30/2011	12/29/2011	Annual	Not Reported	Report Not Started History	
10/01/2011 - 12/31/2011	01/30/2012	Quarterly	N/A	Accepted History	View PDF Print
01/01/2012 - 03/31/2012	04/30/2012	Quarterly	N/A	Accepted History	View PDF Print
04/01/2012 - 06/30/2012	07/30/2012	Quarterly	N/A	Accepted History	View PDF Print
04/01/2012 - 06/30/2012	07/30/2012	Quarterly	N/A	Withdrawn History	View PDF Print
07/01/2012 - 09/30/2012	12/29/2012	Annual	Pending	Report Not Started History	Start
10/01/2012 - 12/31/2012	01/30/2013	Quarterly	Pending	Report Not Started History	Start
01/01/2013 - 03/31/2013	04/30/2013	Quarterly	Pending	Report Not Started History	Start
04/01/2013 - 06/30/2013	07/30/2013	Quarterly	Pending	Report Not Started History	Start
07/01/2013 - 09/30/2013	12/29/2013	Annual	Pending	Report Not Started History	Start
10/01/2013 - 12/31/2013	01/30/2014	Quarterly	Pending	Report Not Started History	Start
01/01/2014 - 03/31/2014	04/30/2014	Quarterly	Pending	Report Not Started History	Start
04/01/2014 - 06/30/2014	07/30/2014	Quarterly	Pending	Report Not Started History	Start
07/01/2014 - 09/30/2014	12/29/2014	Annual	Pending	Report Not Started	Start

Figure 1-23 Accepted Status on FFR Summary

Training and Support

The COE Partner Education Services provides Training and Mentoring with ongoing Help Desk Support for GrantSolutions. Support team personnel are available at (help@grantsolutions.gov) Monday through Friday 8 a.m. to 6 p.m. EST to assist in support issues.

COE provides Grantee training on a periodic basis. Students are encouraged to participate and inquire of scheduled classes and registration via the help desk contact above.

COE further provides specialized functional training such as budget worksheet and other new features depending upon product development cycles.   In addition, the group provides specific partner training negotiated through the Education Group. Information on either of these training opportunities can be accessed via the help line above.

NOTES

The Grants Center
of Excellence

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