Quick Sheet: Federal Financial Reports from Payment Management System – Grantors

Audience: IHS, CDC, CMS, ASPR, ACL, OASH, ACF

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 Grantor users in GrantSolutions. Accepted FFRs from PMS can be viewed in the New Experience of GrantSolutions but cannot be edited, deleted, or returned. Grantor users can view accepted FFRs from PMS on the "Manage Reports" screen.

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 the PMS FFR Settings tab and viewing FFRs from PMS and their Document Numbers in GrantSolutions.
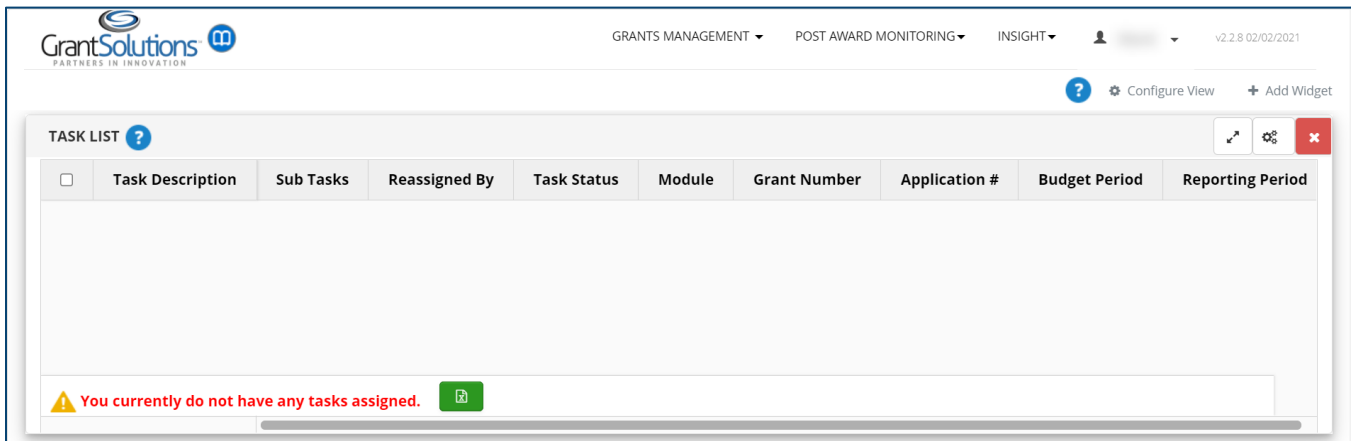
Key points to remember include:

- 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.
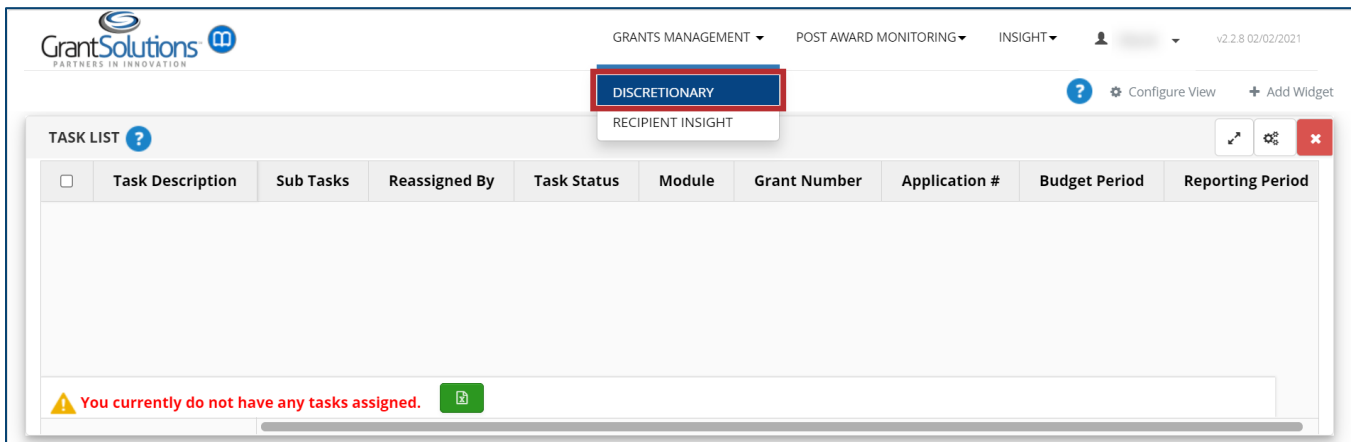
PMS FFR SETTINGS TAB

The FFR Settings tab on the "Report Settings" screen is renamed PMS FFR Settings for Grantor users with the PMS FFR functionality enabled. The PMS FFR settings are for information purposes only; the report schedules in the New Experience of GrantSolutions may not match with the PMS report schedules. Any discrepancies must be corrected in the New Experience of GrantSolutions by submitting a support ticket.
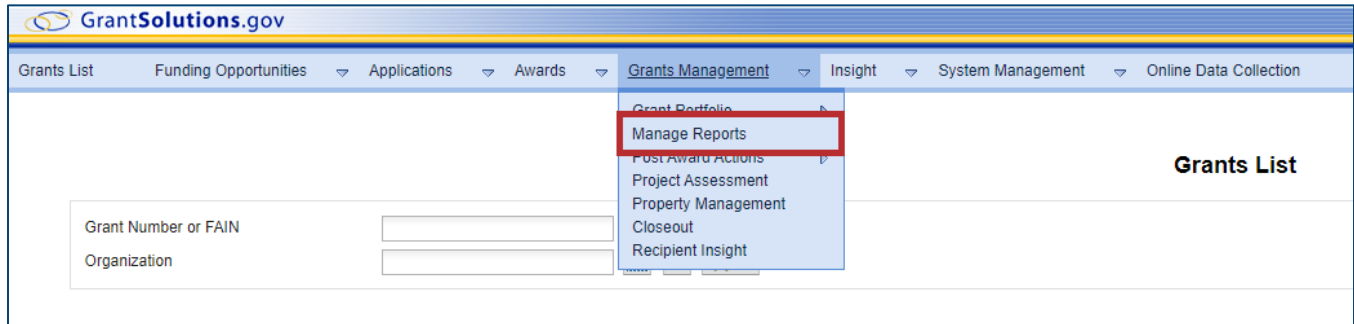
To view the PMS FFR Settings tab, perform the following steps:

1. Log into the GrantSolutions Grants Management Module (www.grantsolutions.gov).

2. The "Portal" screen displays if settings are configured to display the "Portal" screen upon log in.

3. From the menu bar, click the **Grants Management** drop-down and select the **Discretionary** option.

4. The "Grants List" screen appears. Click the **Grants Management** drop-down on the Grants Management Module (GMM) menu bar and select the **Manage Reports** option**.**

5. The "Manage Reports" screen appears. Use the search bar to **search** for the desired grant.

6. Press **Enter** to run the search.

7. On the "Manage Reports" screen, click the **Program Report Settings** button.
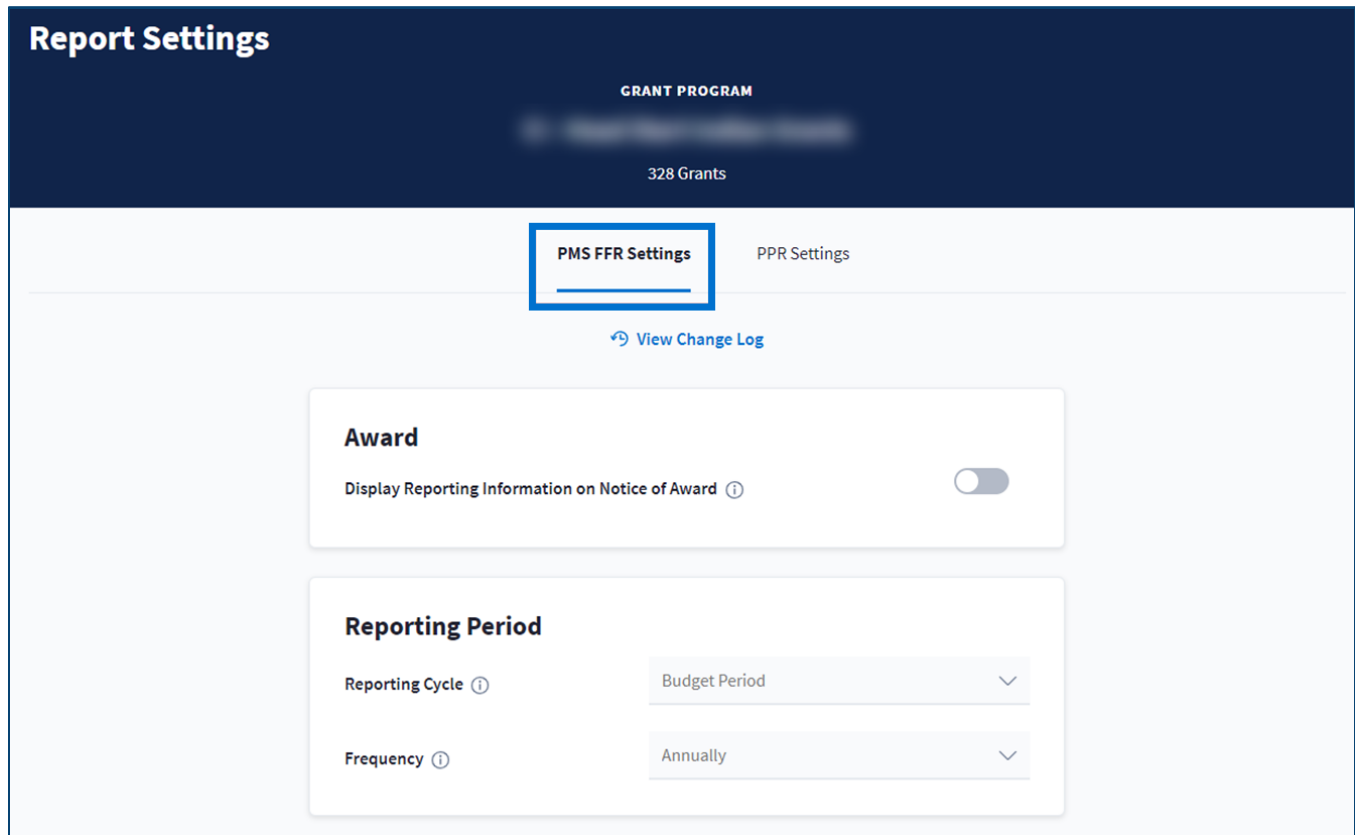
8. The *PMS FFR Settings* tab appears at the top of the "Report Settings" screen.

VIEW PMS FFR DOCUMENT NUMBERS

The Document Number associated with an accepted FFR from PMS also appears in the New Experience of GrantSolutions. A Document Number appears on the "Manage Reports" 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 Performance Progress Report (PPR) functionality is enabled along with the PMS FFR functionality.

Manage Reports Screen

A Document Number column appears on the "Manage Reports" screen. To view the Document Number on the "Manage Reports" screen, perform the following steps:

1. Log into the GrantSolutions Grants Management Module (www.grantsolutions.gov).

2. The "Portal" screen displays if settings are configured to display the "Portal" screen upon log in.

3. From the menu bar, click the **Grants Management** drop-down and select the **Discretionary** option.

4. The "Grants List" screen appears. Click the **Grants Management** drop-down on the Grants Management Module (GMM) menu bar and select the **Manage Reports** option**.**

5. The "Manage Reports" screen appears. Use the search bar to search for the desired grant.

6. Press **Enter** to run the search.

7. Click the **View All Reports** button for the desired grant.

8. On the "Manage Reports" screen, click the **FFR** tab.
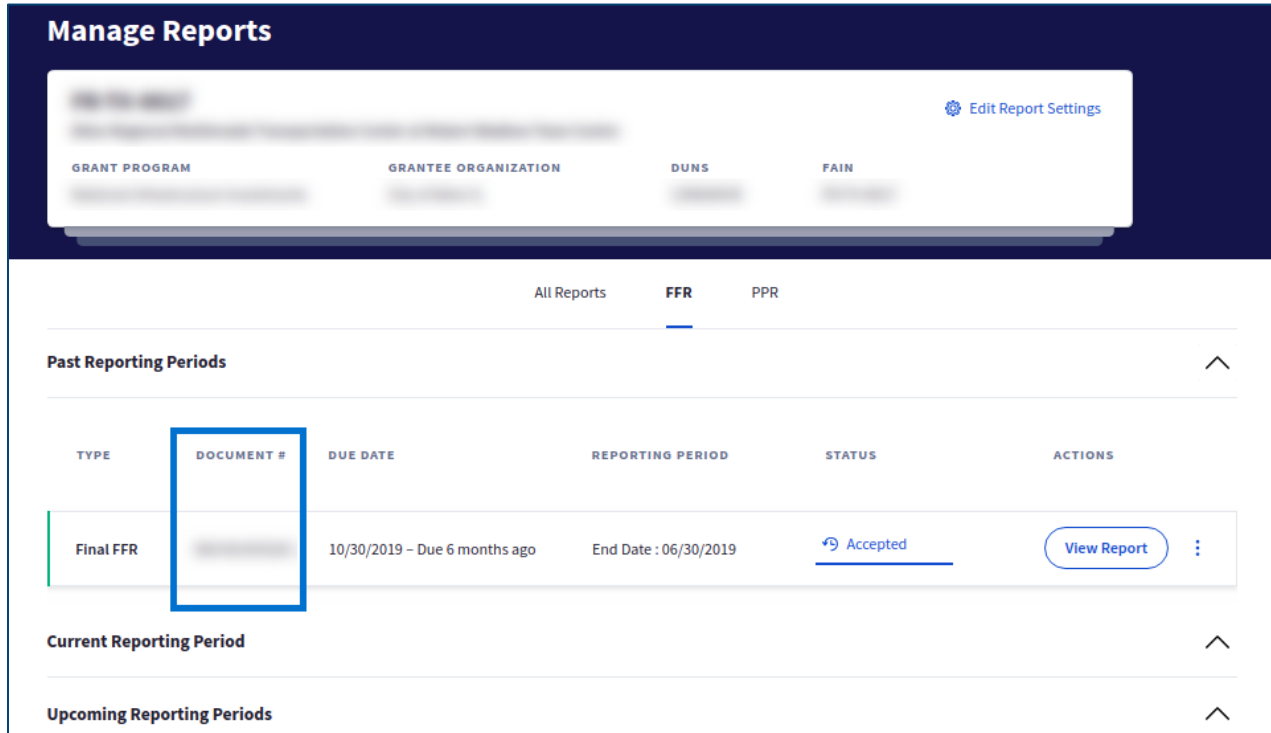
9. The *Document #* column appears on the left side of the Reporting Period list for *Past Reporting Periods*, *Current Reporting Period*, and *Upcoming Reporting Periods*. A Document Number appears in the column for each FFR from PMS.
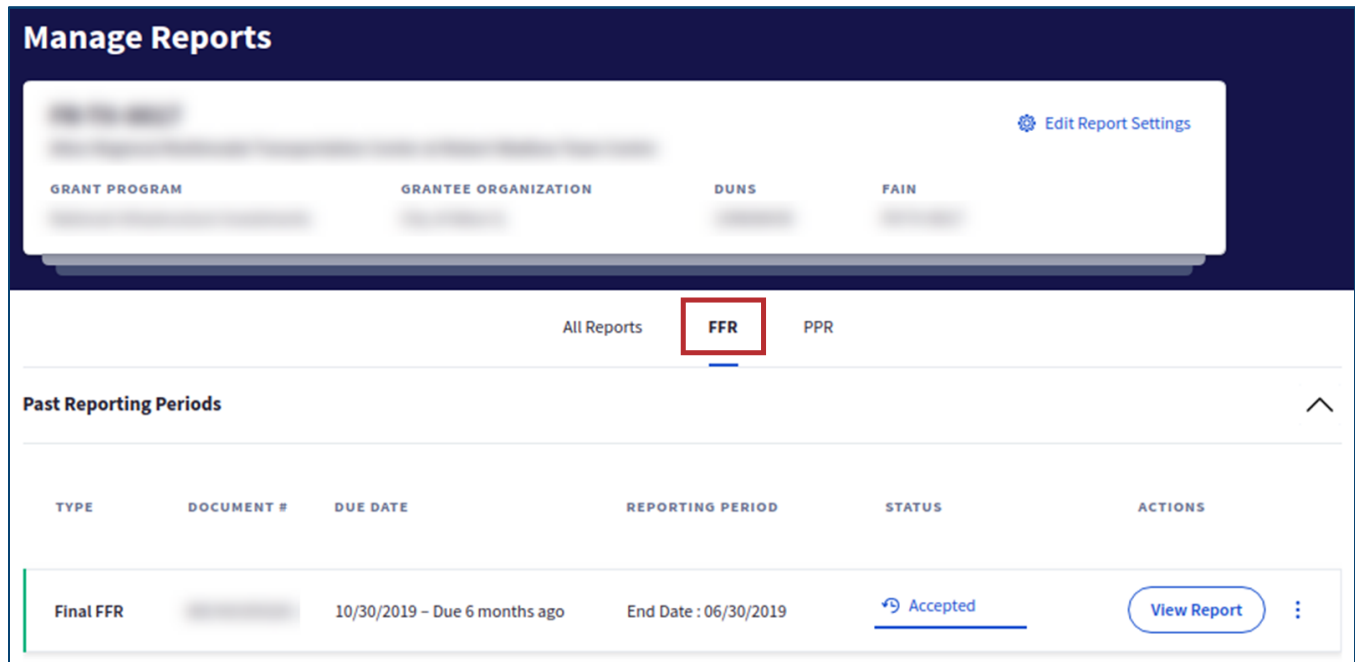

Federal Financial Report Form

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 "Portal" screen displays if settings are configured to display the "Portal" screen upon log in.

3. From the menu bar, click the **Grants Management** drop-down and select the **Discretionary** option.

4. The "Grants List" screen appears. Click the **Grants Management** drop-down on the Grants Management Module (GMM) menu bar and select the **Manage Reports** option**.**

5. The "Manage Reports" screen appears. Use the search bar to search for the desired grant.

6. Press **Enter** to run the search.

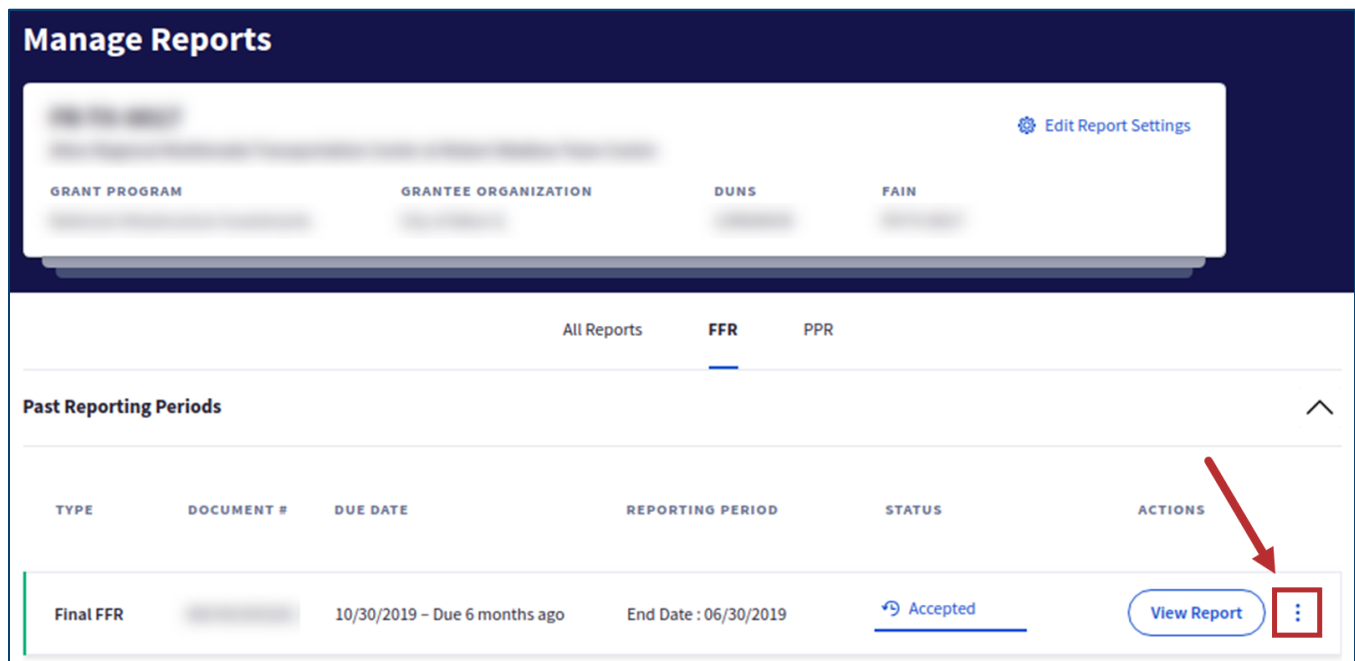7. Click the **View All Reports** button for the desired grant.

8. On the "Manage Reports" screen, click the **FFR** tab.

9. Click the **View Report** button in the *Actions* column for the desired FFR.

10. The "Federal Financial Report" form appears. The *Document #* field appears in the information section under the report title.

Federal Financial Report PDF

A 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 "Portal" screen displays if settings are configured to display the "Portal" screen upon log in.

3. From the menu bar, click the **Grants Management** drop-down and select the **Discretionary** option.

4. The "Grants List" screen appears. Click the **Grants Management** drop-down on the Grants Management Module (GMM) menu bar and select the **Manage Reports** option.

5. The "Manage Reports" screen appears. Use the search bar to search for the desired grant.

6. Press **Enter** to run the search.

7. Click the **View All Reports** button for the desired grant.

8. On the "Manage Reports" screen, click the **FFR** tab.

9. Click the **Actions List** icon (three vertical dots) on the right side of the desired FFR.

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

11. 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
(Follow form Instructions)

OMB Number:
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)

3. Recipient Organization (Name and complete address including Zip code)

Recipient Organization Name:

Street1:

Street2:

City: County:

State: Province:

Country: US ZIP / Postal Code:

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)

6. Report Type	7. Basis of Accounting	8. Project/Grant Period	9. Reporting Period End Date
☐ Quarterly ☒ Semi-Annual ☐ Annual ☐ Final	☒ Cash ☐ Accrual	From: 04/01/2017 To: 03/31/2018	03/31/2018

10. **Transactions**	Cumulative