

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:

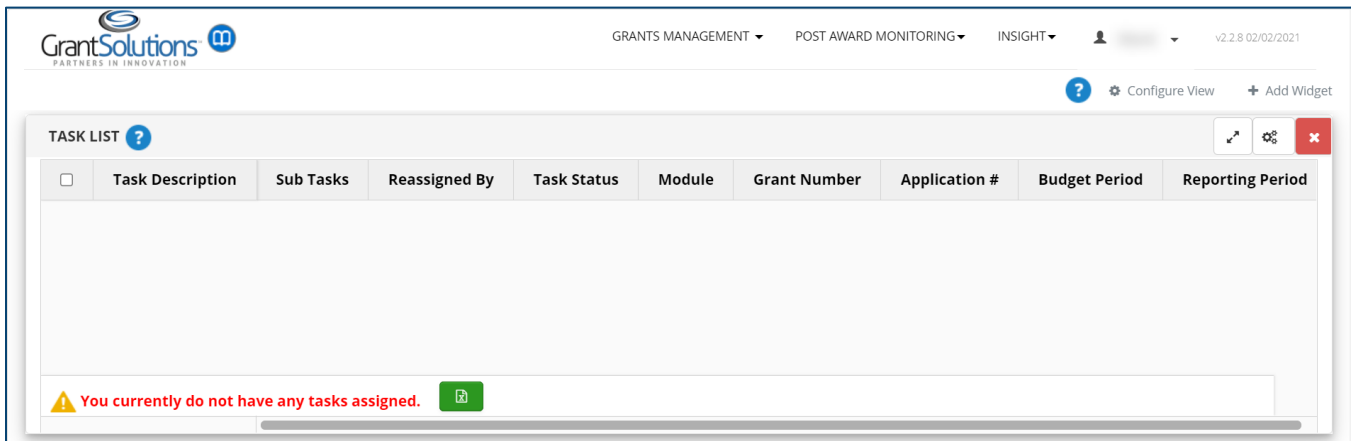
- FFRs from PMS are not processed in GrantSolutions. Processing occurs in PMS, and accepted FFRs from PMS subsequently appear in GrantSolutions. For more information on processing an FFR in PMS, please contact Grantor internal support.
- Accepted FFRs from PMS can be viewed in the New Experience of GrantSolutions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

PMS FFR SETTINGS TAB

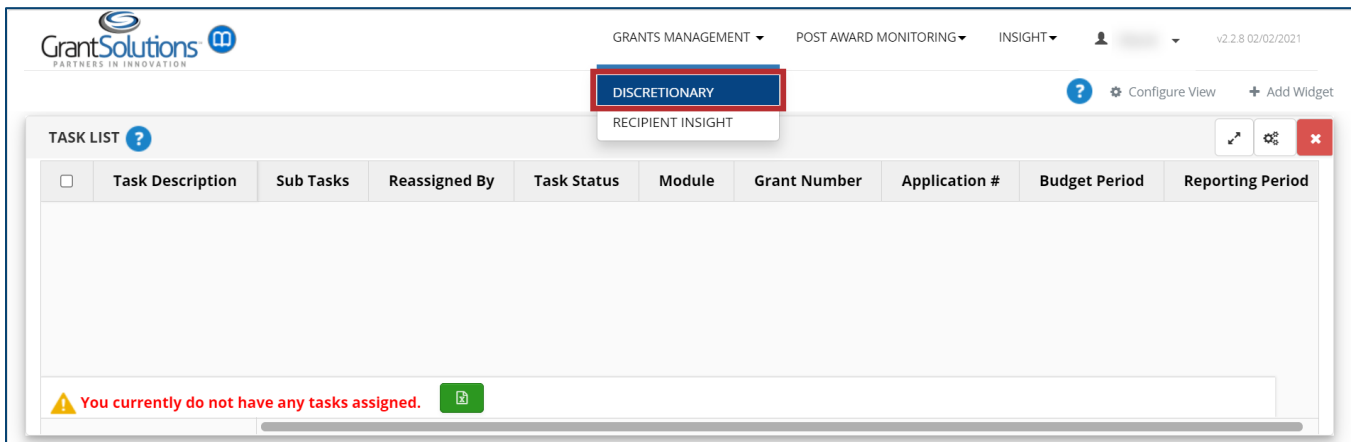
The FFR Settings tab on the “Report Settings” screen is renamed PMS FFR Settings for Grantor users with the PMS FFR functionality enabled. The PMS FFR settings are for information purposes only; the report schedules in the New Experience of GrantSolutions may not match with the PMS report schedules. 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:

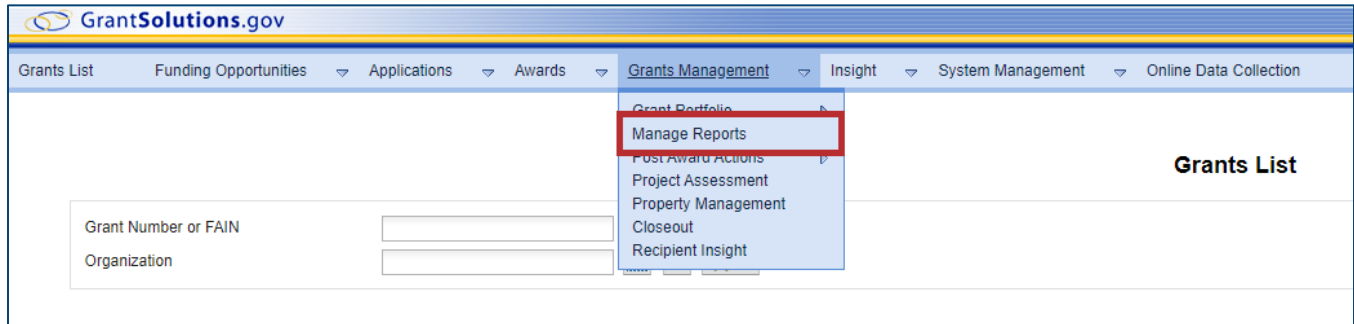
1. Log into the GrantSolutions Grants Management Module (www.grantsolutions.gov).
2. The “Portal” screen displays if settings are configured to display the “Portal” screen upon log in.



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



- 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.



GrantSolutions.gov

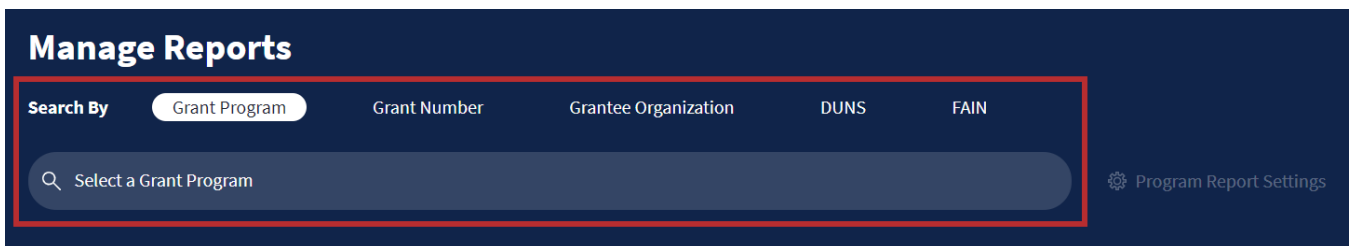
Grants List Funding Opportunities Applications Awards Grants Management Insight System Management Online Data Collection

Grant Portfolio
Manage Reports
Post Award Actions
Project Assessment
Property Management
Closeout
Recipient Insight

Grants List

Grant Number or FAIN
Organization

- The “Manage Reports” screen appears. Use the search bar to **search** for the desired grant.



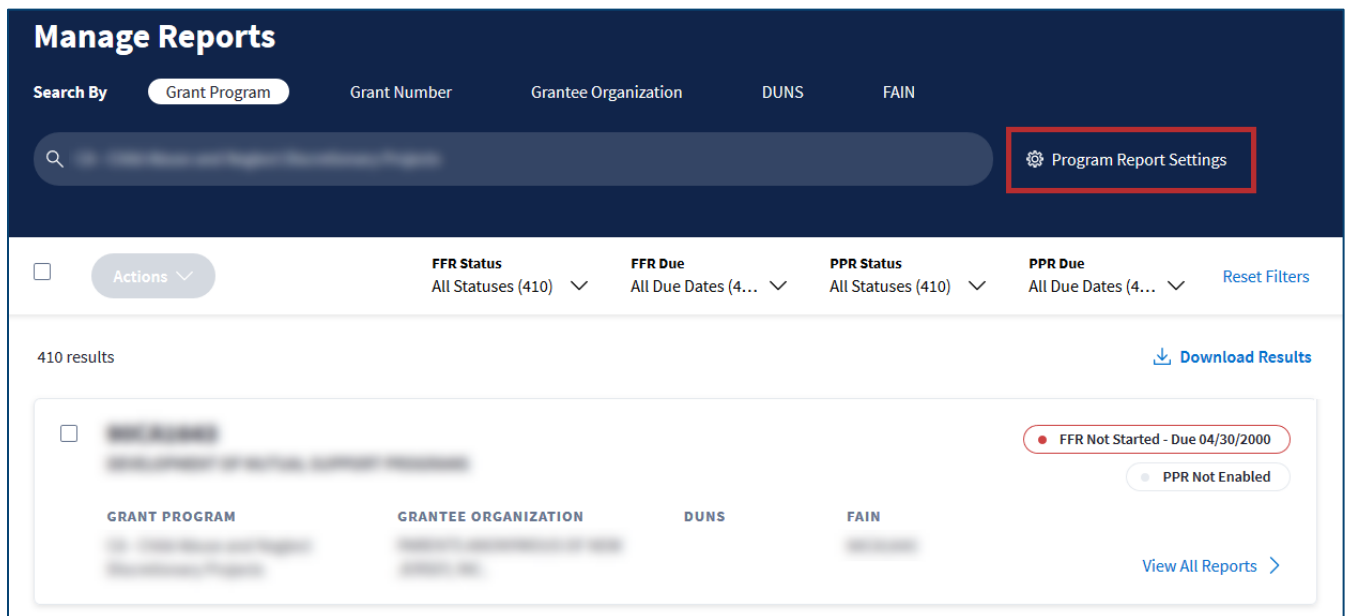
Manage Reports

Search By Grant Program Grant Number Grantee Organization DUNS FAIN

Q Select a Grant Program

Program Report Settings

- Press **Enter** to run the search.
- On the “Manage Reports” screen, click the **Program Report Settings** button.



Manage Reports

Search By Grant Program Grant Number Grantee Organization DUNS FAIN

Q Select a Grant Program

Program Report Settings

410 results

Download Results

FFR Status All Statuses (410) FFR Due All Due Dates (4... PPR Status All Statuses (410) PPR Due All Due Dates (4... Reset Filters

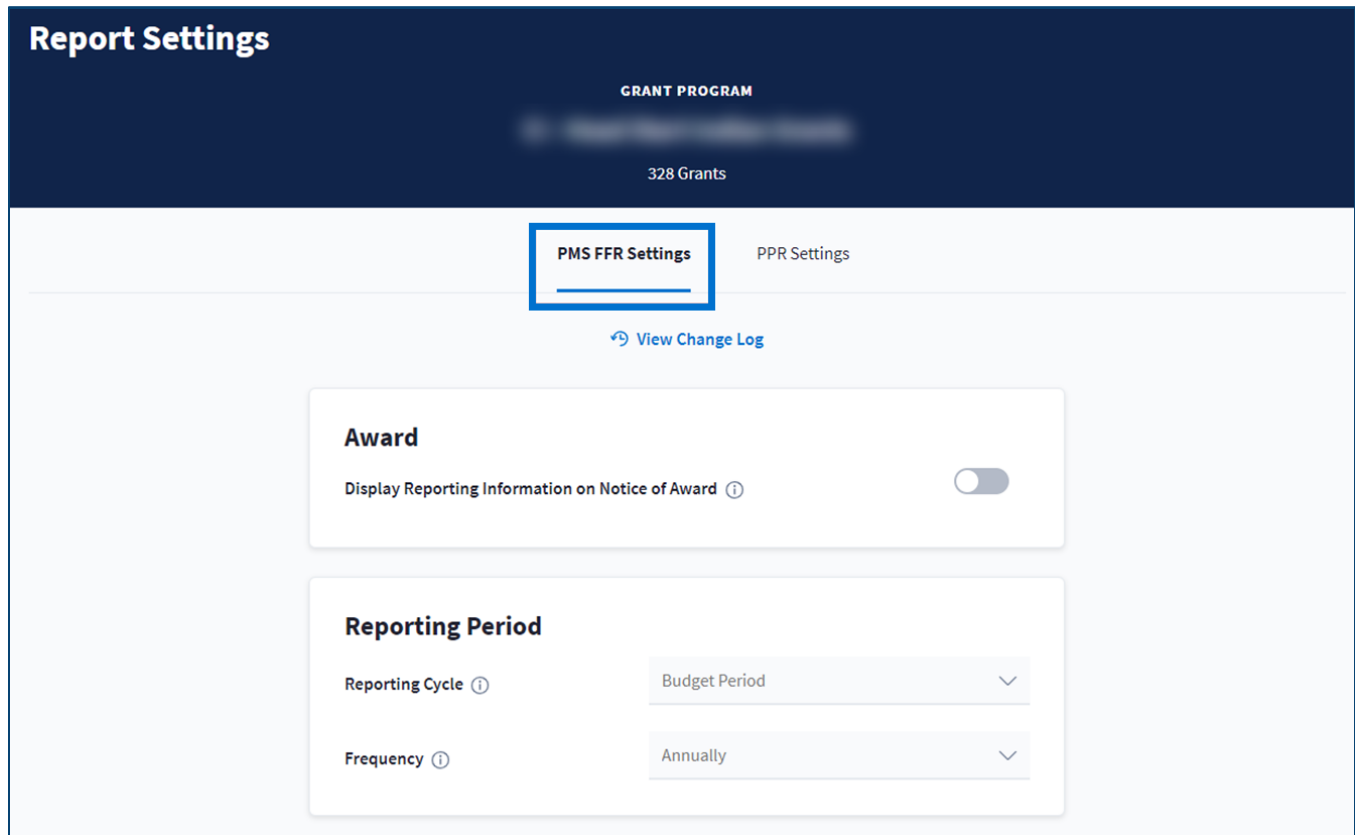
GRANT PROGRAM GRANTEE ORGANIZATION DUNS FAIN

FFR Not Started - Due 04/30/2000

PPR Not Enabled

View All Reports >

8. The *PMS FFR Settings* tab appears at the top of the “Report Settings” screen.



The screenshot displays the "Report Settings" interface. At the top, a dark blue header contains the text "Report Settings" on the left and "GRANT PROGRAM" in the center, with "328 Grants" listed below it. Below the header, there are two tabs: "PMS FFR Settings" (which is highlighted with a blue border and a blue underline) and "PPR Settings". Under the "PMS FFR Settings" tab, there is a link "View Change Log" with a circular arrow icon. The main content area is divided into two sections. The first section, titled "Award", contains a toggle switch for "Display Reporting Information on Notice of Award" (with an information icon), which is currently turned off. The second section, titled "Reporting Period", contains two dropdown menus: "Reporting Cycle" (with an information icon) set to "Budget Period" and "Frequency" (with an information icon) set to "Annually".

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.

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

Manage Reports

Search By Grant Program Grant Number Grantee Organization DUNS FAIN

Program Report Settings

☐ Actions FFR Status FFR Due PPR Status PPR Due Reset Filters

All Statuses (75) All Due Dates (75) All Statuses (75) All Due Dates (75)

75 results Download Results

GRANT PROGRAM	GRANTEE ORGANIZATION	DUNS	FAIN

FFR Not Started - Due 12/29/2020
PPR Not Started - Due 10/30/2020

View All Reports

- On the “Manage Reports” screen, click the **FFR** tab.

Manage Reports

Edit Report Settings

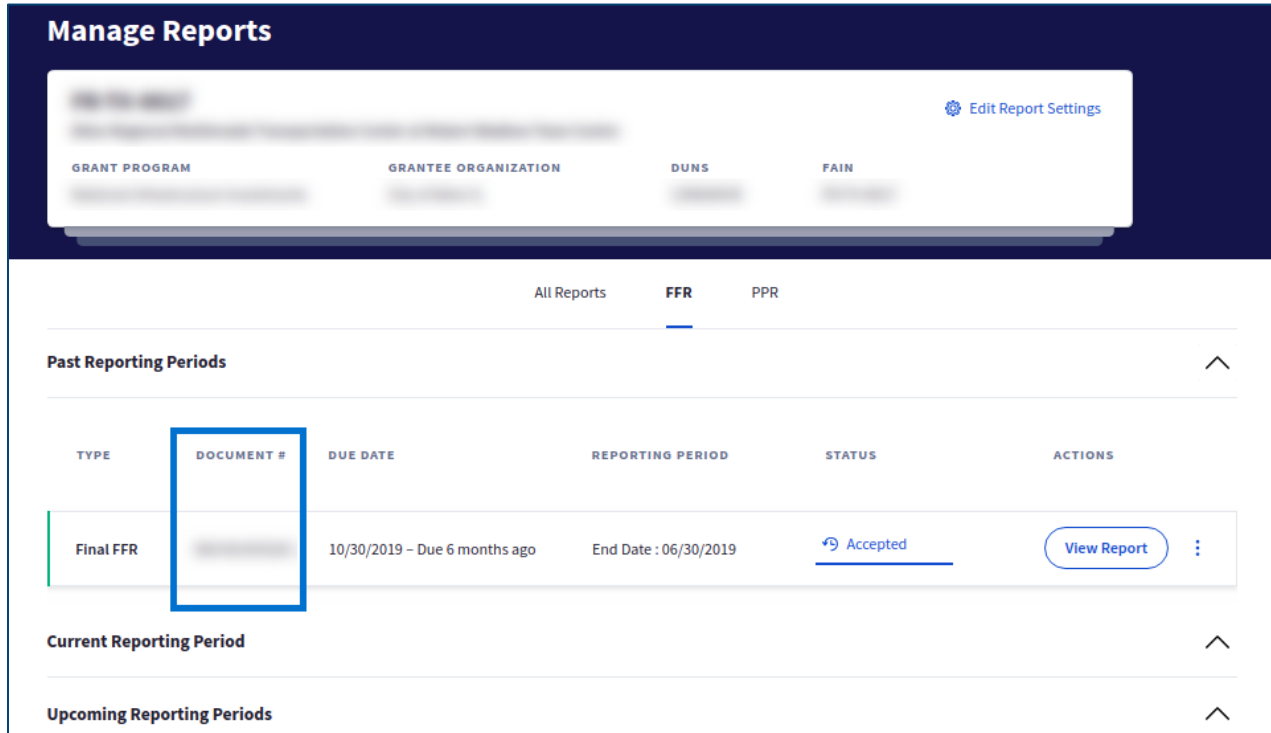
GRANT PROGRAM GRANTEE ORGANIZATION DUNS FAIN

All Reports **FFR** PPR

Past Reporting Periods

TYPE	DOCUMENT #	DUE DATE	REPORTING PERIOD	STATUS	ACTIONS
Final FFR		10/30/2019 – Due 6 months ago	End Date : 06/30/2019	Accepted	View Report

- 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.



Manage Reports

GRANT PROGRAM GRANTEE ORGANIZATION DUNS FAIN

Edit Report Settings

All Reports **FFR** PPR

Past Reporting Periods

TYPE	DOCUMENT #	DUE DATE	REPORTING PERIOD	STATUS	ACTIONS
Final FFR		10/30/2019 – Due 6 months ago	End Date : 06/30/2019	Accepted	View Report

Current Reporting Period

Upcoming Reporting Periods

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:

- Log into the GrantSolutions Grants Management Module (www.grantsolutions.gov).
- The “Portal” screen displays if settings are configured to display the “Portal” screen upon log in.
- From the menu bar, click the **Grants Management** drop-down and select the **Discretionary** option.
- 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.
- The “Manage Reports” screen appears. Use the search bar to search for the desired grant.
- Press **Enter** to run the search.

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

Manage Reports

Search By Grant Program Grant Number Grantee Organization DUNS FAIN

Program Report Settings

☐ Actions FFR Status FFR Due PPR Status PPR Due Reset Filters

All Statuses (75) All Due Dates (75) All Statuses (75) All Due Dates (75)

75 results Download Results

GRANT PROGRAM	GRANTEE ORGANIZATION	DUNS	FAIN

FFR Not Started - Due 12/29/2020
PPR Not Started - Due 10/30/2020

View All Reports

- On the “Manage Reports” screen, click the **FFR** tab.

Manage Reports

Edit Report Settings

GRANT PROGRAM GRANTEE ORGANIZATION DUNS FAIN

All Reports **FFR** PPR

Past Reporting Periods

TYPE	DOCUMENT #	DUE DATE	REPORTING PERIOD	STATUS	ACTIONS
Final FFR		10/30/2019 – Due 6 months ago	End Date : 06/30/2019	Accepted	View Report

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

Manage Reports

GRANT PROGRAM

GRANTEE ORGANIZATION

DUNS

FAIN

Edit Report Settings

All Reports

FFR

PPR

Past Reporting Periods

TYPE	DOCUMENT #	DUE DATE	REPORTING PERIOD	STATUS	ACTIONS
Final FFR		10/30/2019 – Due 6 months ago	End Date : 06/30/2019	Accepted	<div>View Report</div>

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

Back

Download

Print

Refresh

Help

Trash

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

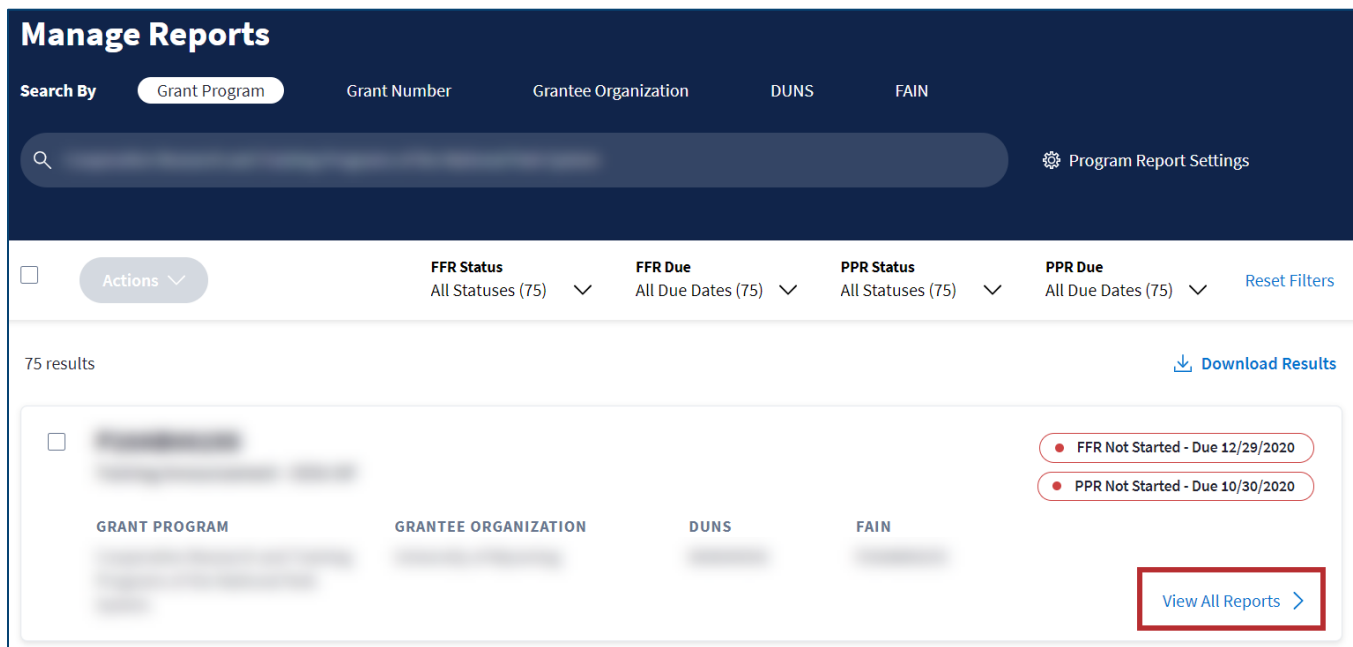
Report Type

Reporting Period

Federal Financial Report PDF

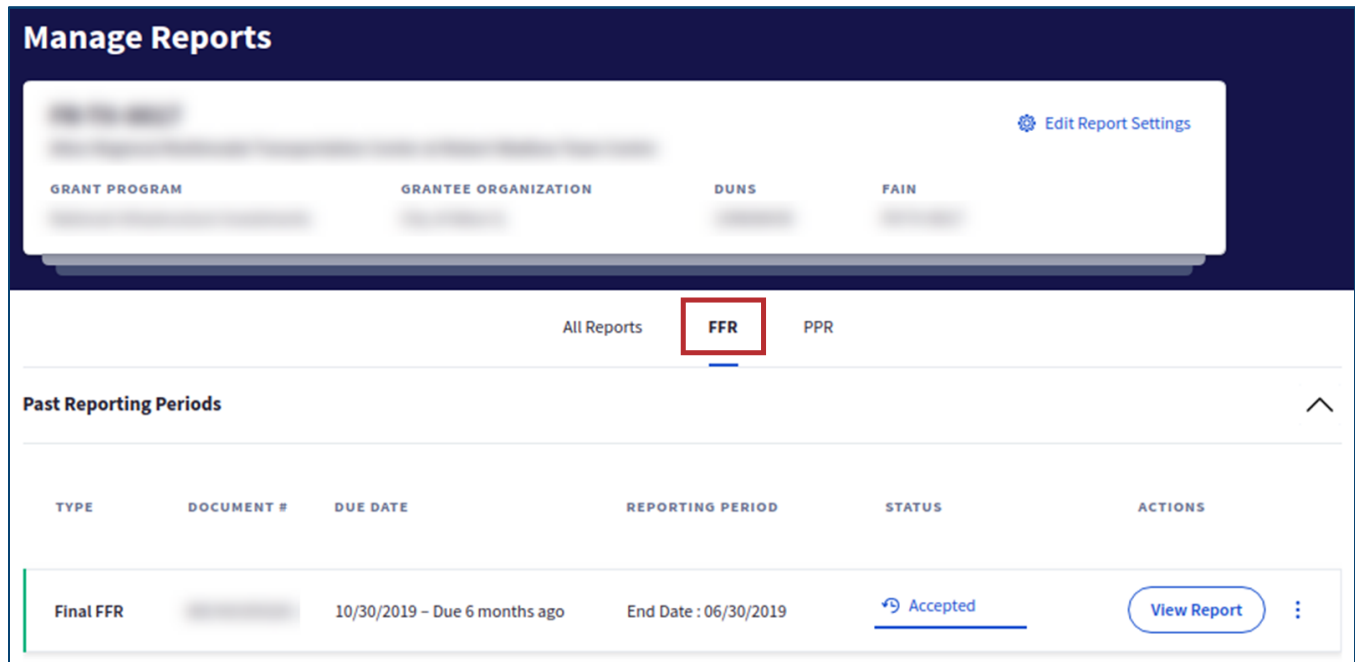
A Document Number appears on the “Federal Financial Report” PDF. To view the Document Number on the “Federal Financial Report” PDF, perform the following steps:

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.



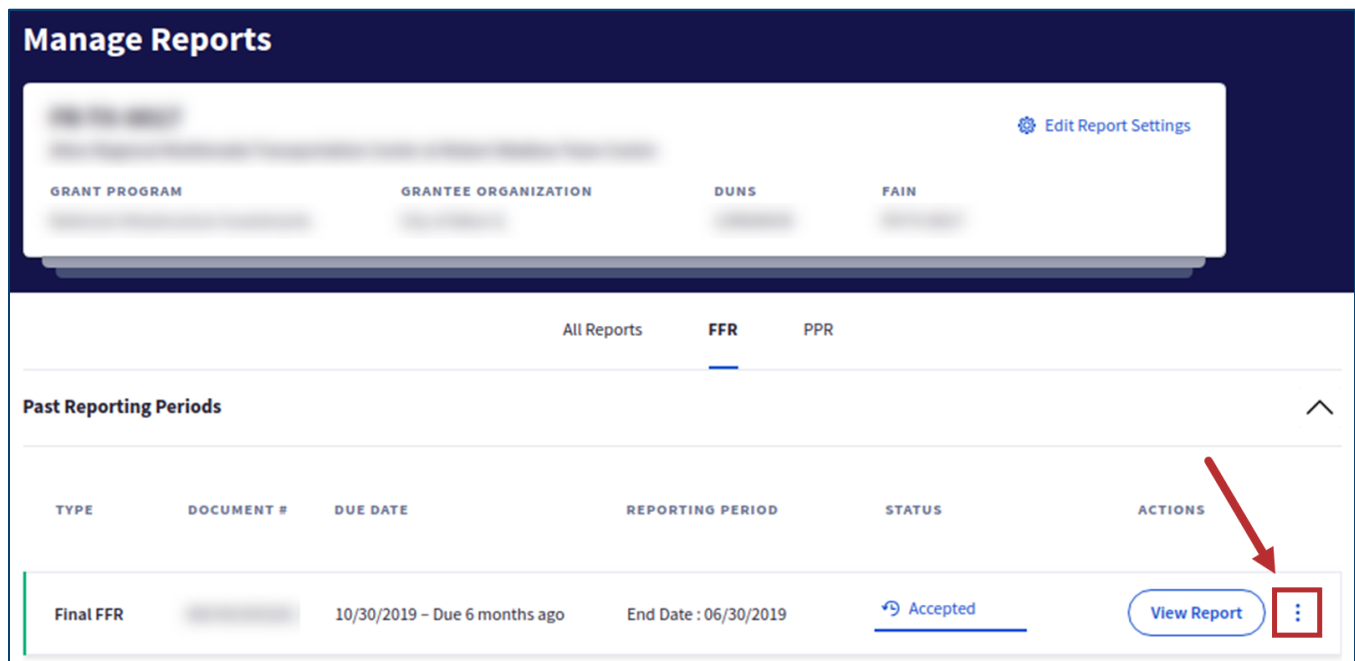
The screenshot shows the "Manage Reports" interface. At the top, there's a search bar with a magnifying glass icon and a "Program Report Settings" link. Below the search bar, there are filter tabs: "Search By" (Grant Program, Grant Number, Grantee Organization, DUNS, FAIN). The main area displays a table with 75 results. The table has columns for "GRANT PROGRAM", "GRANTEE ORGANIZATION", "DUNS", and "FAIN". There are also filters for "FFR Status" (All Statuses (75)), "FFR Due" (All Due Dates (75)), "PPR Status" (All Statuses (75)), and "PPR Due" (All Due Dates (75)). A "Reset Filters" link is present. On the right side, there are two red status boxes: "FFR Not Started - Due 12/29/2020" and "PPR Not Started - Due 10/30/2020". At the bottom right, there is a red-bordered button labeled "View All Reports >".

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



The screenshot shows the 'Manage Reports' interface. At the top, there's a header with 'Manage Reports' and an 'Edit Report Settings' link. Below this is a section with filters for 'GRANT PROGRAM', 'GRANTEE ORGANIZATION', 'DUNS', and 'FAIN'. A tab bar below the filters shows 'All Reports', 'FFR' (which is highlighted with a red box), and 'PPR'. Under the 'FFR' tab, there's a section titled 'Past Reporting Periods' with a table. The table has columns: 'TYPE', 'DOCUMENT #', 'DUE DATE', 'REPORTING PERIOD', 'STATUS', and 'ACTIONS'. The first row shows 'Final FFR', a document number, '10/30/2019 - Due 6 months ago', 'End Date : 06/30/2019', 'Accepted', and an 'ACTIONS' column containing a 'View Report' button and a three-dot menu icon.

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



This screenshot is identical to the previous one, but with a red arrow pointing to the three-dot menu icon in the 'ACTIONS' column of the table. The 'FFR' tab is still selected and highlighted.

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 <div style="border: 1px solid black; height: 20px; width: 100%; background-color: #cccccc;"></div>		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) <div style="border: 1px solid black; height: 20px; width: 100%; background-color: #cccccc;"></div>		
3. Recipient Organization (Name and complete address including Zip code) Recipient Organization Name: <div style="border: 1px solid black; height: 15px; width: 100%; background-color: #cccccc;"></div> Street1: <div style="border: 1px solid black; height: 15px; width: 100%; background-color: #cccccc;"></div> Street2: <div style="border: 1px solid black; height: 15px; width: 100%; background-color: #cccccc;"></div> City: <div style="border: 1px solid black; height: 15px; width: 40%; background-color: #cccccc;"></div> County: <div style="border: 1px solid black; height: 15px; width: 40%; background-color: #cccccc;"></div> State: <div style="border: 1px solid black; height: 15px; width: 40%; background-color: #cccccc;"></div> Province: <div style="border: 1px solid black; height: 15px; width: 40%; background-color: #cccccc;"></div> Country: <div style="border: 1px solid black; height: 15px; width: 40%; background-color: #cccccc; padding-left: 5px;">US</div> ZIP / Postal Code: <div style="border: 1px solid black; height: 15px; width: 40%; background-color: #cccccc;"></div>				
4a. DUNS Number <div style="border: 1px solid black; height: 20px; width: 100%; background-color: #cccccc;"></div>	4b. EIN <div style="border: 1px solid black; height: 20px; width: 100%; background-color: #cccccc;"></div>	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) <div style="border: 1px solid black; height: 20px; width: 100%; background-color: #cccccc;"></div>		
6. Report Type <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual	8. Project/Grant Period From: <div style="border: 1px solid black; height: 15px; width: 60px; background-color: #cccccc; padding-left: 5px;">04/01/2017</div> To: <div style="border: 1px solid black; height: 15px; width: 60px; background-color: #cccccc; padding-left: 5px;">03/31/2018</div>		9. Reporting Period End Date <div style="border: 1px solid black; height: 15px; width: 100%; background-color: #cccccc; padding-left: 5px;">03/31/2018</div>
10. Transactions				Cumulative