

QUICK SHEET: GRANTSOLUTIONS FILE NAME DESCRIPTIONS

Audience: Grantors & Recipients

PURPOSE:

To support the ease of locating files, GrantSolutions implemented the following file names for downloads in the Federal Financial Reports (FFR), Performance Progress Report (PPR), and Mandatory Grants Management (MGM).

FFR & PPR KEY POINTS

The file name change will impact FFR & PPR reports when downloaded at the main header levels of: *In Progress, Previously Submitted, Previously Accepted, or Previously Returned*.

- All updated reporting file names will include Report Type, Grant Number, and Unique Entity Identifier (UEI), as well as either Reporting or Period of Performance start and end dates.
- Updated file names will also display if users: (a) Delete, restart, or edit a previously in progress, submitted, accepted, or returned report, or (b) Start a new report (including custom PPRs).
 - This change does not affect Performance Management Systems (PMS) FFR.
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FFR & PPR: STATUSES

FFR and PPR statuses change depending on steps taken in the workflow. The reporting statuses are as follows:

- *Not Enabled:* The FFR is not activated for the grant project.
- *Not Started:* Grant recipient has not yet entered any data in the report.
- *In Progress:* Grant recipient has entered data in the report but not yet submitted.
- *Submitted:* Grant recipient has submitted the report to the grantor.
- *Accepted:* Grantor has approved the report.
- *Returned:* Grantor has returned the report to the grant recipient for edits.
- *Past Due:* The FFR due date is in the past and report has not been submitted.

The table below details possible actions based on the workflow status.

Workflow Status	Report Type	Possible Grantor Actions
Not Enabled	FFR	None
Not Started	FFR & PPR	None
In Progress	FFR & PPR	View Report, Print, Download (PDF)
Submitted	FFR & PPR	Review Report, Print, Download (PDF)
Accepted	FFR & PPR	View Report, Print, Download (PDF)
Returned	FFR & PPR	View Report, Print, Download (PDF)
Past Due	FFR	None

The file name changes discussed in this quick sheet related to FFR and PPR occurs when users download PDFs of their reports while they are in: *In Progress*, *Previously Submitted*, *Previously Accepted*, or *Previously Returned* statuses.

FFR & PPR: FILE NAME UPDATE

When an FFR or PPR document is downloaded at the main header levels of: *In Progress*, *Previously Submitted*, *Previously Accepted*, or *Previously Returned*, the updated file name will appear.

For guidance on how to access and download documents within PPR or FFR, please refer to the “Grantor Process: Performance Progress Report” and “Grantor Process: Federal Financial Report” User Guides.

The following table outlines the FFR and PPR file name updates:

Report Type	Current File Name	Updated File Name	Updated File Name
Non-PMS FFR/PPR	Report Type_Grant Number_(Reporting Period Start Date_Reporting Period End Date)	Report Type_Grant Number_UEI_Reporting Period Start Date_Reporting Period End Date	FFR_90ZU0144_CJXQYM U9WR8_2024-04-01_2024-06-30
RCD PPR	Agency-Grant Number-Report Type-Reporting Period Start Date-Reporting Period Date	Report Type_Grant Number_UEI_Reporting Period Start Date_Reporting Period End Date	PPR-90EF0101_YJXQYMU9WR8_2024-04-01_2024-06-30

Report Type	Current File Name	Updated File Name	Updated File Name
USDA PPR (Main)	Grant Program-Grant Number-Report Type-Reporting Period Start Date-Reporting Period End Date	Report Type_Grant Number_UEI_Reporting Period Start Date_Reporting Period End Date	PPR_AM23SPMGPFL0004_DHDKH34JKKM4_2023-12-29_2024-12-29
USDA PPR (Project)	ProjectID-Grant Number-Report Type-Period of Performance	Report Type_Grant Number_Project ID_UEI_Period of Performance Start Date_End Date	PPR_AM22SCBPFL0006_7xc31UG_DHDKH34JKKM4_2024-04-19_2026-04-19

MGM KEY POINTS:

The file name change will impact MGM Award Letters and Computation Sheets.

- MGM Award Letter file names will include the File Type (Notice of Award), Award Number, and Award Sequence Number.
- MGM Computation Sheet file names will include the File Type (Computation Sheet), Award Number, and Award Sequence Number.
- For previously submitted, accepted, and returned custom reports and historical GrantSolutions generated MGM files, the old file name will still be visible.

MGM: FILE NAME UPDATE

The file name update will be affecting the downloadable items from MGM, including Award Letters and Computation Sheets. The file name updates are as follows:

- Previously, MGM Award Letters and Computation Sheets had generic download names, such as "printpdf.doc."
- Now, when users download Award Letters and Computation Sheets in MGM, the document name includes:
 - **Award Letters:** File Type (Notice of Award), Award Number, and Award Sequence Number.
 - **Computation Sheets:** File Type (Computation Sheet), Award Number, and Award Sequence Number.

- These updates only apply for new MGM file downloads. This update does not apply to existing, historical MGM documents.

The following table outlines the MGM file name updates:

Report Type	Current File Name	Updated File Name	Updated File Name
Award Letters	Printpdf.doc	NOA_Award Number_Award Sequence Number	NOA_90EE0101_R01CA1 23456
Computation Sheets	Printpdf.doc	Computation Sheet_Award Number_Award Sequence Number	Computation Sheet_86HS0243_A03CA 462153