JUSTgrants
JUSTICE GRANTS SYSTEM

Role

Financial Manager

# Financial Manager

*Job Aid Reference Guide*

January 2023
Version 1.0

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# Welcome

# How to Use this Guide

This **Job Aid Reference Guide (JARG)** will help the user navigate the software as the user moves through JustGrants grants management functions, including:

- Feature overviews;
- Step-by-step instructions;
- Infographics;
- Glossary terms; and
- New feature summaries.

This guide is part of a larger training resource library that includes self-guided eLearning videos and infographics. All training resources are accessible on the JustGrants Training & Resources page.

During the initial release of JustGrants, be aware:

- The system **does not** "auto save" the user's work.
- After 10 minutes of inactivity, a warning message will be displayed (per security requirements).
- The user will be automatically logged out after 15 minutes of inactivity (per security requirements).
- **Unsaved work will not be saved** at logout.

# JustGrants Overview

Welcome to JustGrants!

**JustGrants is the Department of Justice's (DOJ) web-based, streamlined grants management software.**

**JustGrants** provides applicants and grantees tremendous transparency and an improved user experience throughout the entire process of grants management. JustGrants offers applicants and grantees:

- Efficient processes that allow for tracking progress and entering data directly;
- Improved data accuracy and access to that data through data validation and reporting tools;
- Organizational profiles with increased visibility for applicant ad grantee organizations into all their grants and applications across DOJ;
- Enhanced availability and automation of electronic forms, reducing the need for uploading attachments ad manual data entry; and
- Integration with SAM.gov and Grants.gov to maintain consistent entity information and to reduce duplicative data entry.

# Submitting Financial Reports

# Submitting Financial Reports Overview

This is the process stage where the user's entity will need to submit Federal Financial Reports (FFR). JustGrants will help along the way.

In JustGrants, an FFR is submitted by a Financial Manager. FFRs may be submitted ten (10) calendar days or less from a reporting period end date until the due date. Once the due date passes, a delinquent report can still be submitted by a Financial Manager.

A Financial Manager also has privileges to edit and resubmit FFRs. The most recent Quarterly FFR can be reopened and resubmitted if the due date has not passed. Similarly, a Final FFR can be reopened and resubmitted up to 90 days after the project period end date.

The user must contact their awarding office to reopen and resubmit a final FFR anytime beyond 91 days after the award end date. Funds are frozen one day after the due date if the report is not submitted. Funds are released once the delinquent FFR is submitted.

The FFR (SF-425) can be accessed via the following link: **https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html**

FFR reporting quarterly periods and due dates are provided on page 7.

# Important Dates:

## FINANCIAL REPORTS

| FFR Reporting Periods | Due Date | Funds Frozen |
|---|---|---|
| *Date range reported for the Federal Financial Report (FFR)* | *Date the FFR is due for submission* | *Date the funds are frozen if the FFR is not submitted* |
| Jan. 1 – Mar. 31 | April 30 | May 1 |
| April 1 – June 30 | July 30 | July 31 |
| July 1 – Sept. 30 | October 30 | October 31 |
| Oct. 1 – Dec. 31 | January 30 | January 31 |

# Key Takeaways

- ✓ Financial Managers may submit FFRs ten (10) calendar days or less from the reporting period end date until the due date. Once the due date passes, Financial Managers may submit a delinquent report.
- ✓ To enforce FFR compliance, JustGrants will collect the FFR and communicate with the ASAP account. The grantee will be locked out if they have a delinquent submission.
- ✓ Grantees can reopen and revise submitted reports prior to the due date.
- ✓ Web-based FFRs in JustGrants are modeled after the structure of the OMB Standard Form 425 (SF-425).
- ✓ Cumulative expenditures must be entered in line(s) 10e, 10f, 10j, 10m, and 10n. Cumulative expenditures are defined as: *The amount from the awards inception to the end of the reporting period.*

# Federal Financial Reports Validations

| *Line Number* | *Description* | *Validation* |
|---|---|---|
| 10e | Federal Share of Expenditures | If less than the previous reporting period, the user must enter a response in Block 12. |
| 10f | Federal Share of Unliquidated Obligations | For final reports, this cannot be greater than zero. |
| 10h | Unobligated Balance of Federal Funds | This cannot be negative. |
| 10j | Recipient Share of Expenditures | If less than the previous reporting period, the user must enter a response in Block 12. |
| 10o | Unexpended Program Income | This cannot be negative. |
| 11c | Period To (Indirect Cost Rate) | Date must be before 11c Period From (Indirect Cost Rate). |
| 11f | Federal Share (Indirect Cost Rate) | Must be equal or less than 11e, Amount Charged (Indirect Cost Rate). This cannot be negative. |

# Submission Instructions

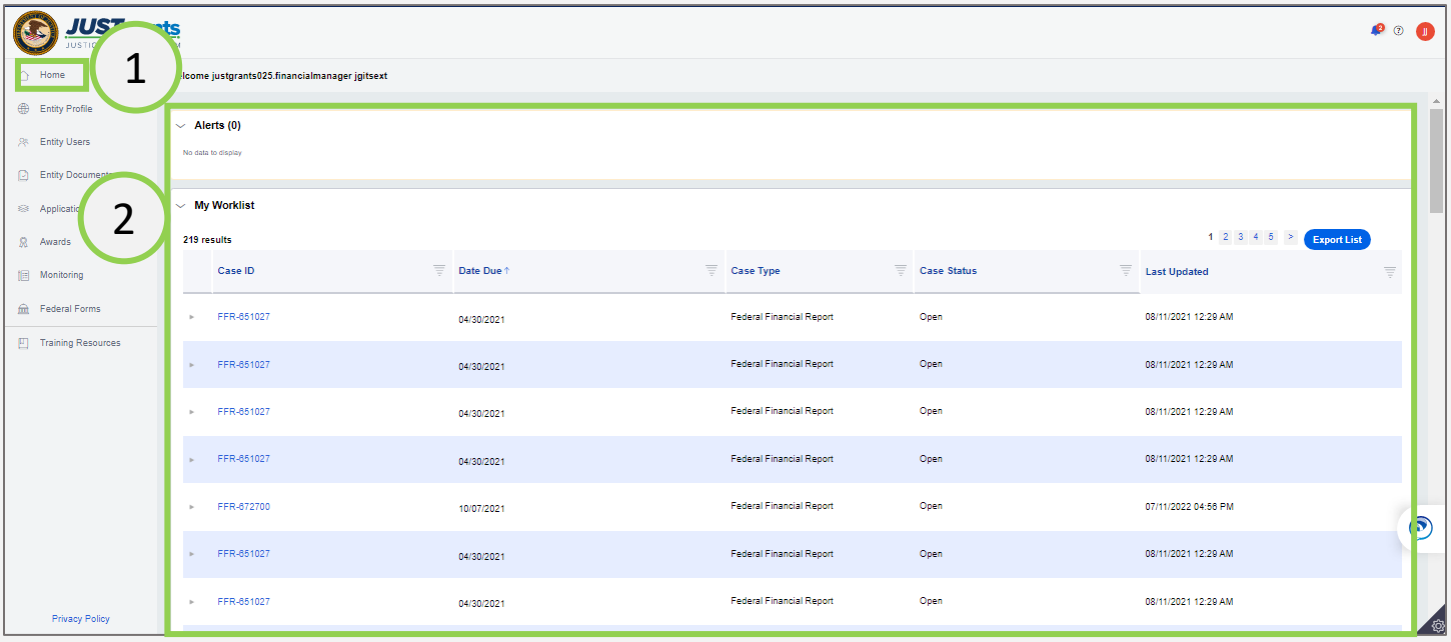
# Submitting Financial Reports

*Steps 1 – 3*

1) Navigate to the **Home** link on the left side of the screen.

2) Go to the user's Worklist.

3) Open the FFR to be edited/submitted.



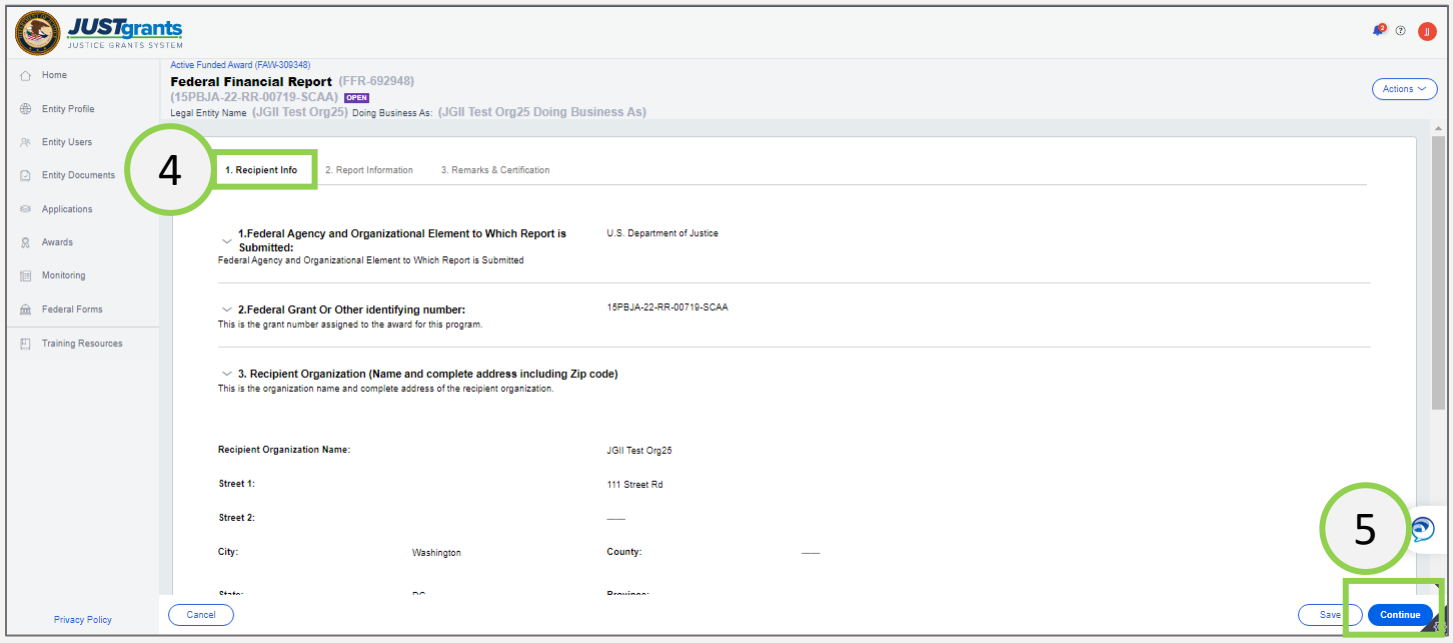
# Submitting Financial Reports

*Steps 4 – 5*

4) Once the FFR opens, the Recipient Information appears.

5) Select **Continue** to proceed to the next screen.

**Note:** The data on this page is prepopulated using information from the award document and the entity profile.

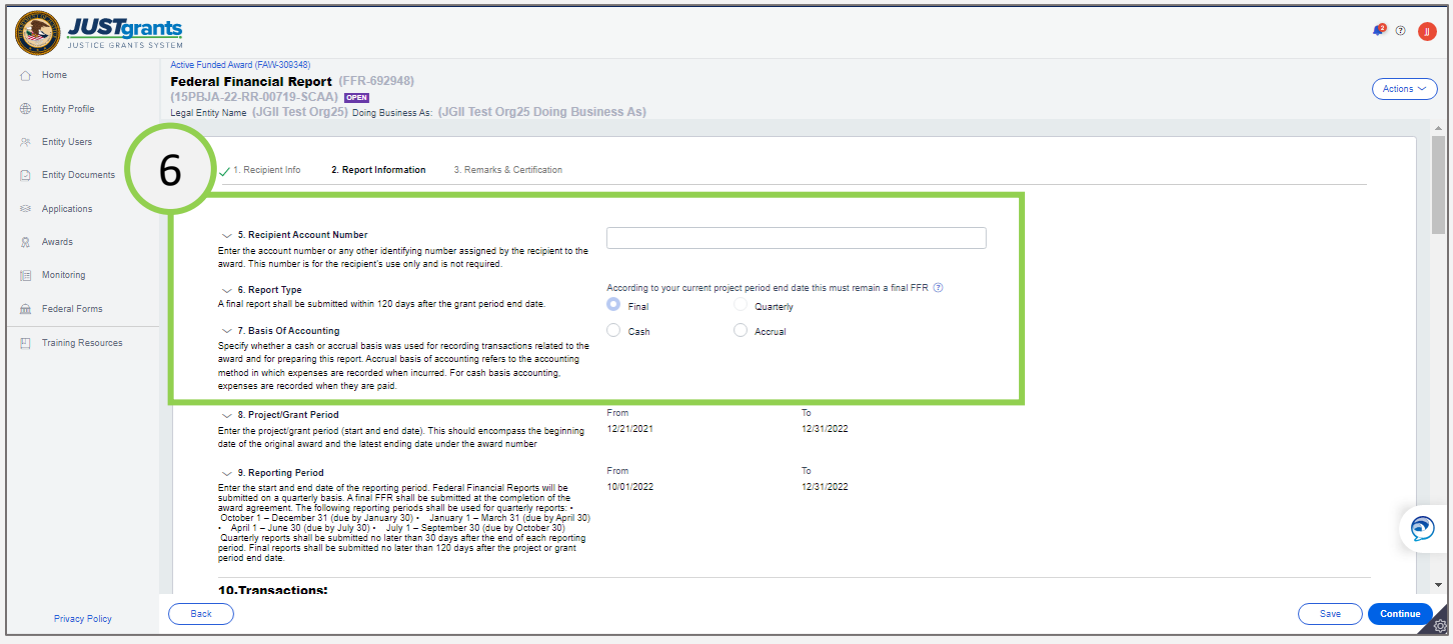


# Submitting Financial Reports

*Steps 6 – 7*

**Report Information**

6) The Report Information screen contains several required fields.
   a) **Recipient Account Number**
   b) **Report Type**
   c) **Basis of Accounting**
7) Scroll down to the **Transactions** section.



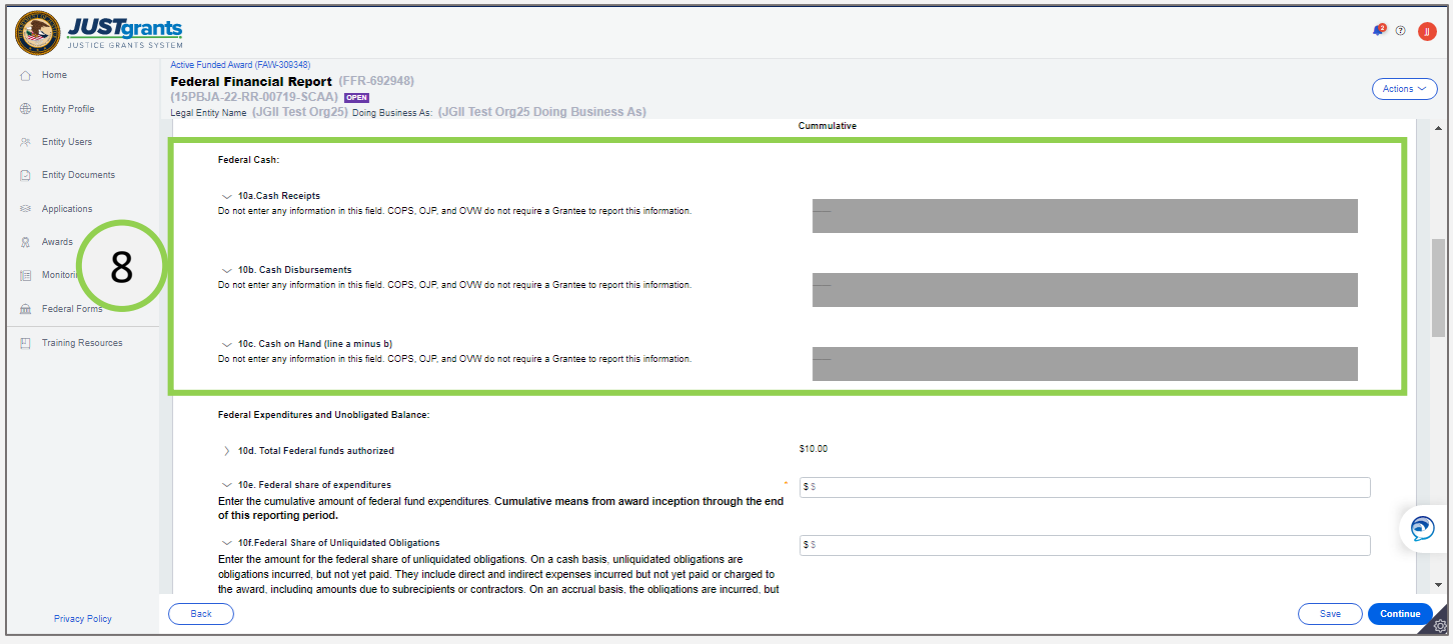
# Submitting Financial Reports

*Step 8*

**Report Information**

8) The following fields are not editable because they are not required by DOJ:

- 10a. Cash Receipts
- 10b. Cash Disbursements
- 10c. Cash on Hand (line a minus b)



# Submitting Financial Reports

*Step 9*

**Report Information**

9) Enter information in the following fields as appropriate:

**10d. Total Federal funds authorized.** Prepopulated from the Award Document

**10e. Federal share of expenditures.** Enter the cumulative amount of federal fund expenditures.

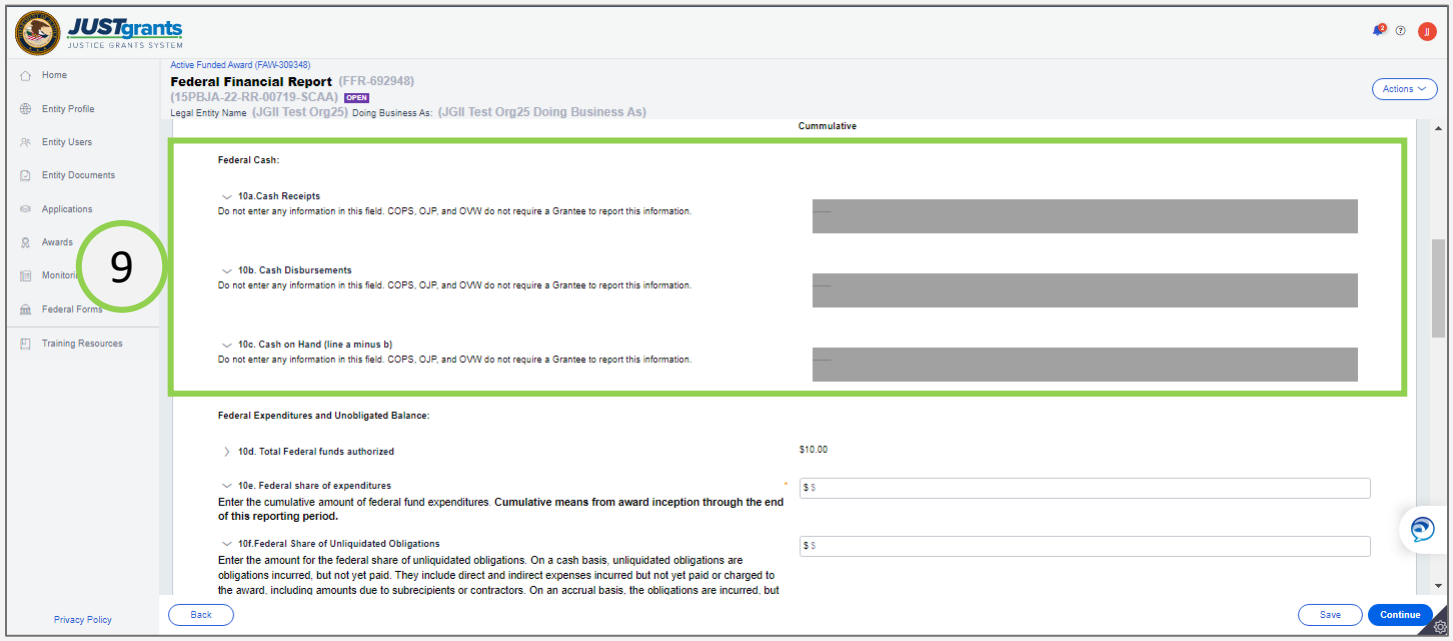
**10f. Federal Share of Unliquidated Obligation.** Insert as appropriate

**10g. Total Federal share (sum of lines e and f).** System calculated.

**10h. Unobligated balance of Federal Funds (line d minus g).** System Calculated

**10i. Total recipient share required.**

**Note:** Cumulative expenditures must be entered in lines 10e, 10j, 10f, 10j, 10m, and 10n. Cumulative expenditures are defined as: *The amount from the awards inception to the end of the reporting period.*

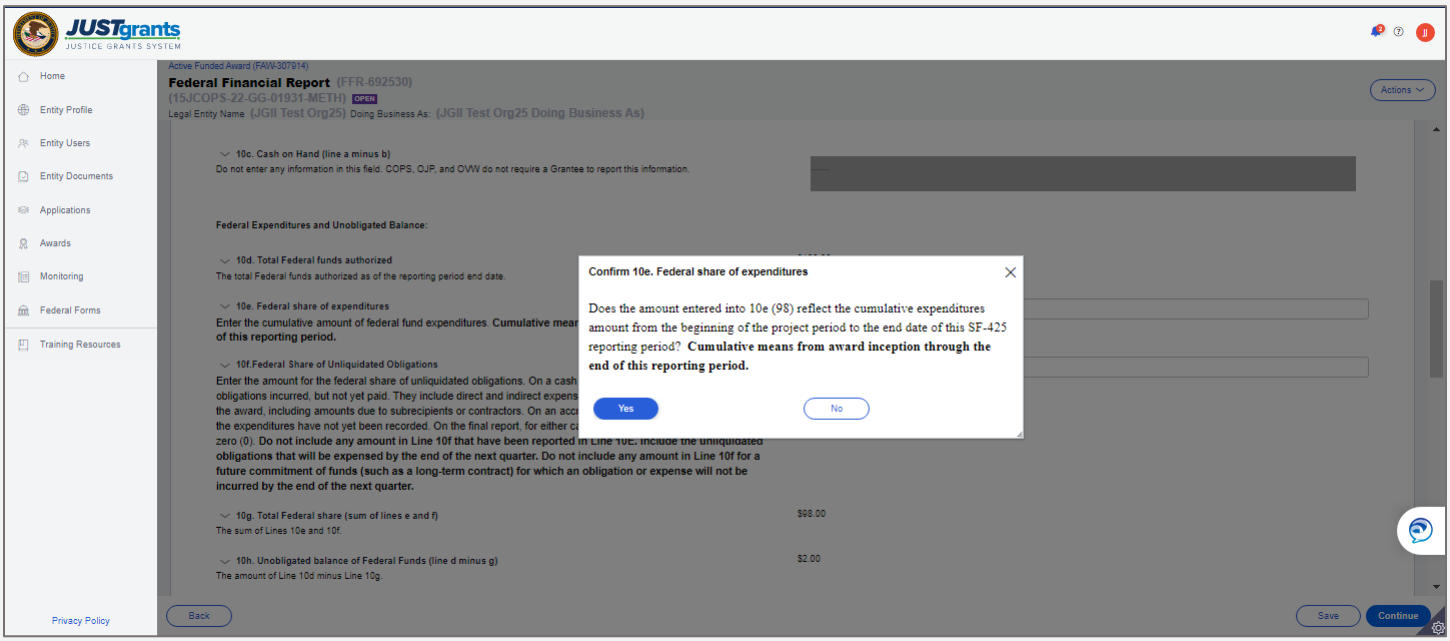


# Submitting Financial Reports

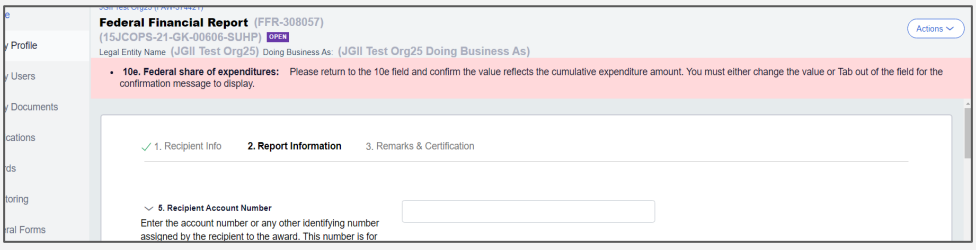
*Field 10e Validations*

**10e Validations**

**Note:** When the financial manager enters an amount in 10e, the following pop-up box appears. If the user selects yes, the user will be directed to the next data field. If the user selects no, they will be directed back to 10e.




**Note:** If the user attempts to submit the FFR without editing 10e after selecting **No** in the Pop-up, the user will receive the following error message.




10e will also continue to have the following error message if the amount in 10e is less than the previously reported 10e amount.

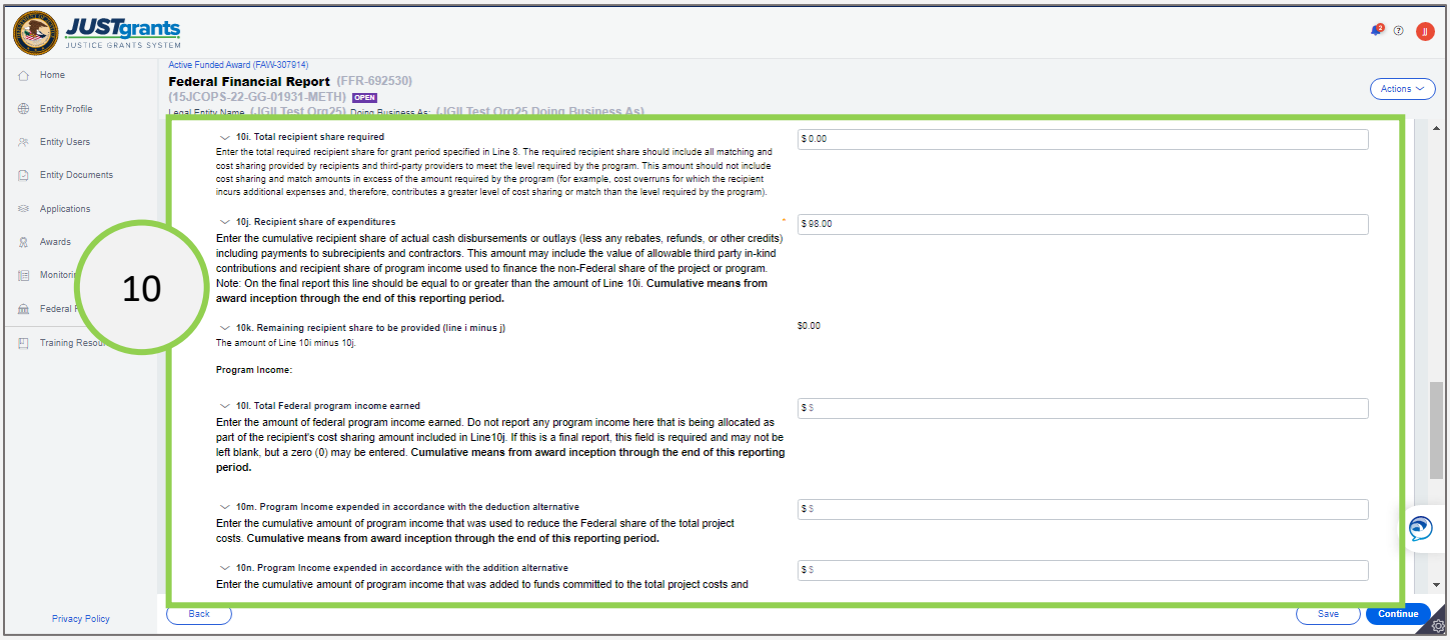
"*Federal share of expenditures should be a total of your allowable grantee expenses to-date. The current 10e amount is less than the previous reports value. Please ensure this amount is correct. If so, provide a required explanation in block 12-Additional Information.*"

# Submitting Financial Reports

*Steps 10 – 11*

**Report Sections**

10) Enter information in the following fields as appropriate:
    a) 10k. Remaining recipient share to be provided (line i minus j)
    b) 10l. Total Federal program income earned
    c) 10m. Program Income expended in accordance with the deduction alternative
    d) 10n. Program Income expended in accordance with the addition alternative
    e) 10o. Unexpended program income
11) Scroll to the bottom of the page.



# Submitting Financial Reports

*Steps 12 – 14*

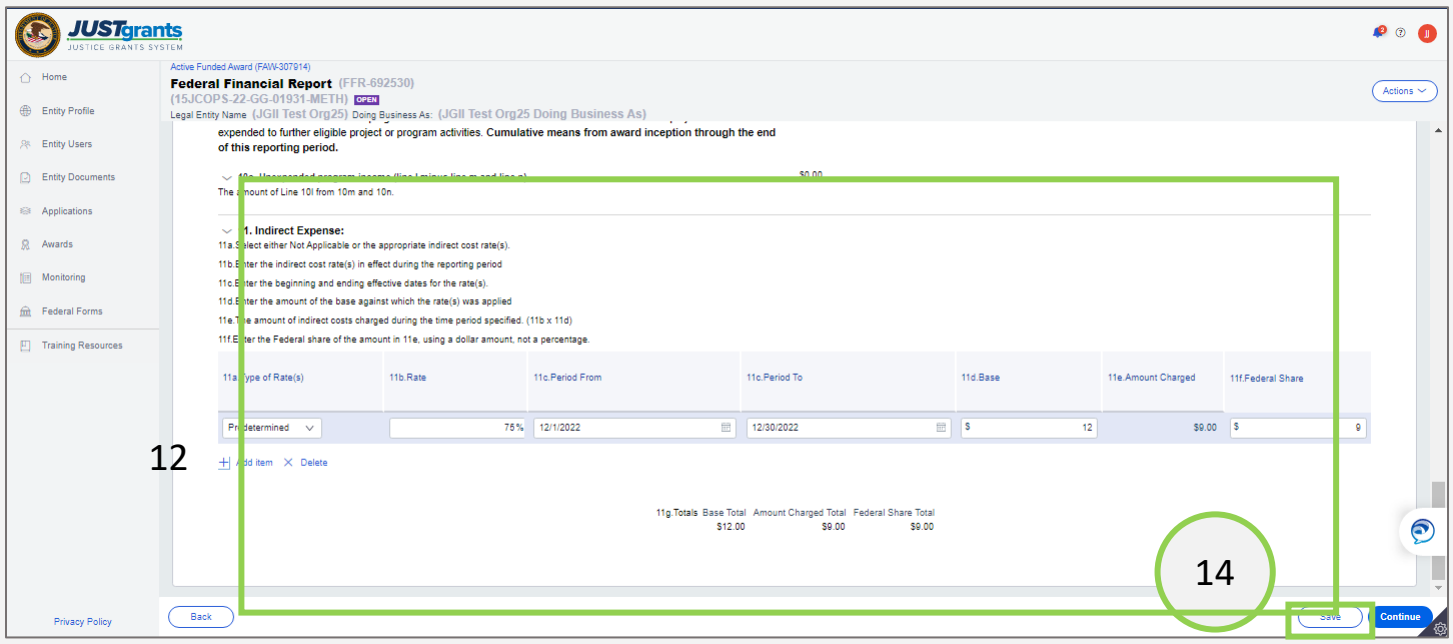
**Report Sections**

12) Enter Indirect Expenses. Depending on the **Type of Rate**, the user will be presented with different fields to complete.

13) Select + **Add Item** to add as many indirect expenses as needed.

14) Select the **Continue** button to open the last page of the FFR.

**Note:** Indirect expenses are NOT cumulative. Indirect expenses are entered with a **Start Date** and **End Date**, and the totals are applied based on those dates, rather than the **Project Period Start Date** and **Project Period End Date,** as are all other expenses.



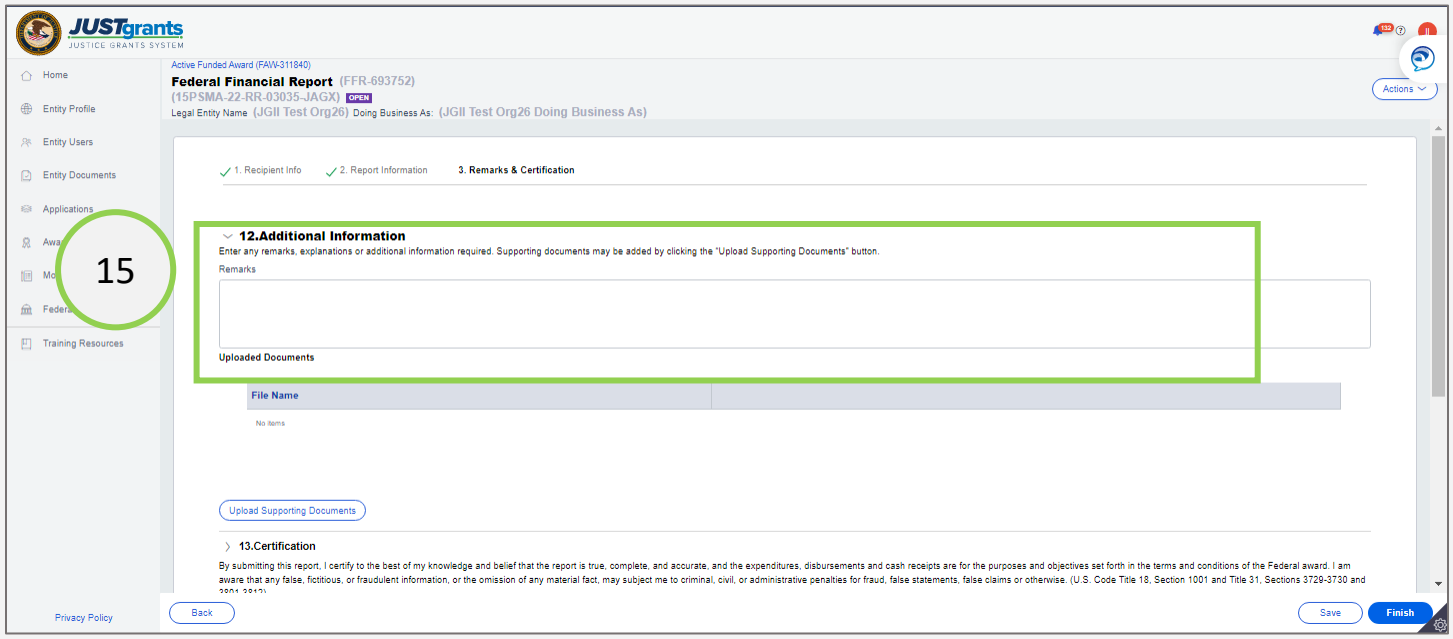
# Submitting Financial Reports

*Step 15*

**Remarks and Certification**

15) In the **Remarks and Certification** screen, enter text in box **12: Additional Information.**

**Note:** If the amounts in line 10e or 10j are less than the previous reporting period, the user must add additional narrative in Box 12 “Remarks” explaining this discrepancy. Failure to do so will result in a validation error.



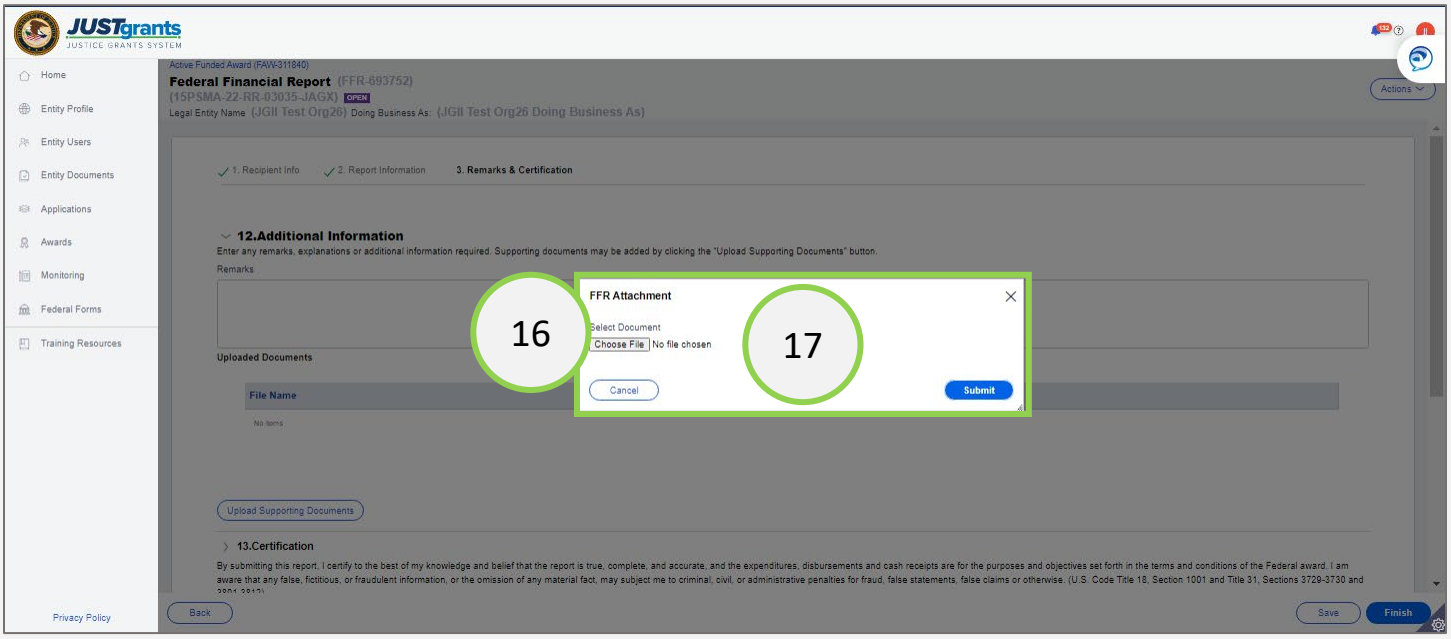
# Submitting Financial Reports

*Steps 16 – 17*

**Upload Documents**

16) Select **Upload Supporting Documents** to attach a document.

17) Use the **Choose File** button to locate the document to upload.

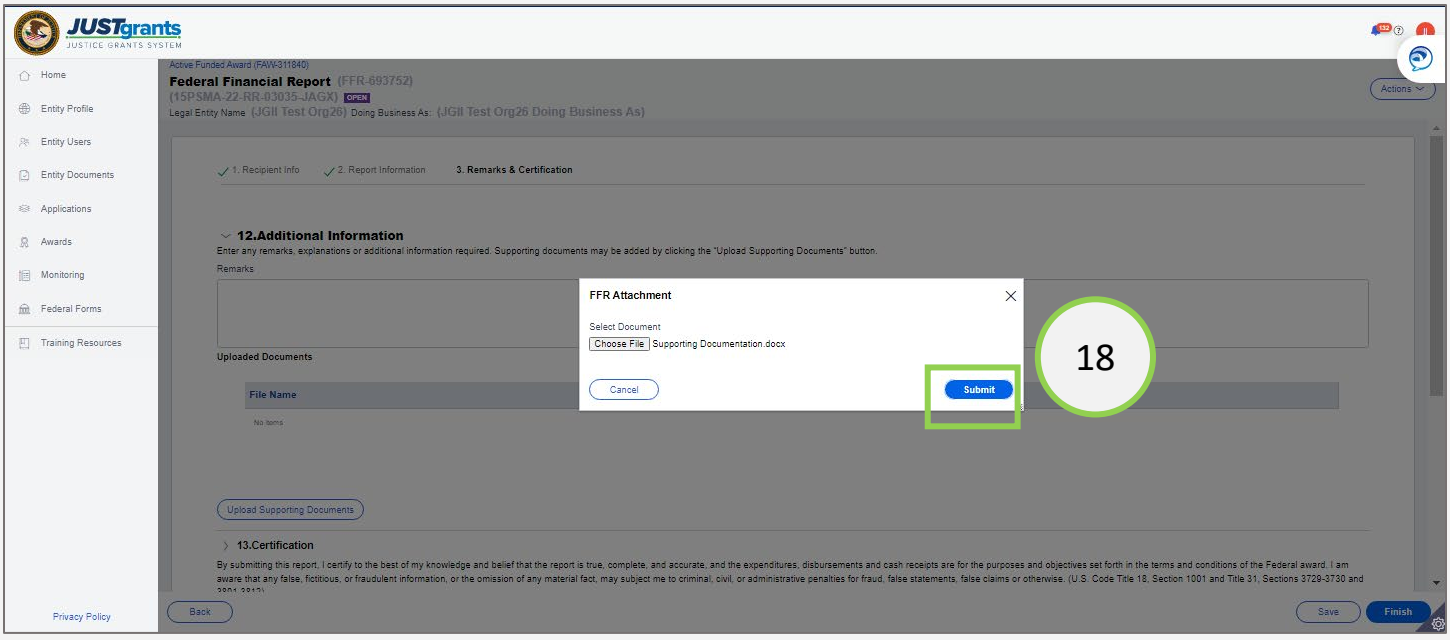


# Submitting Financial Reports

*Step 18*

**Upload Documents**

18) Select the **Submit** button.



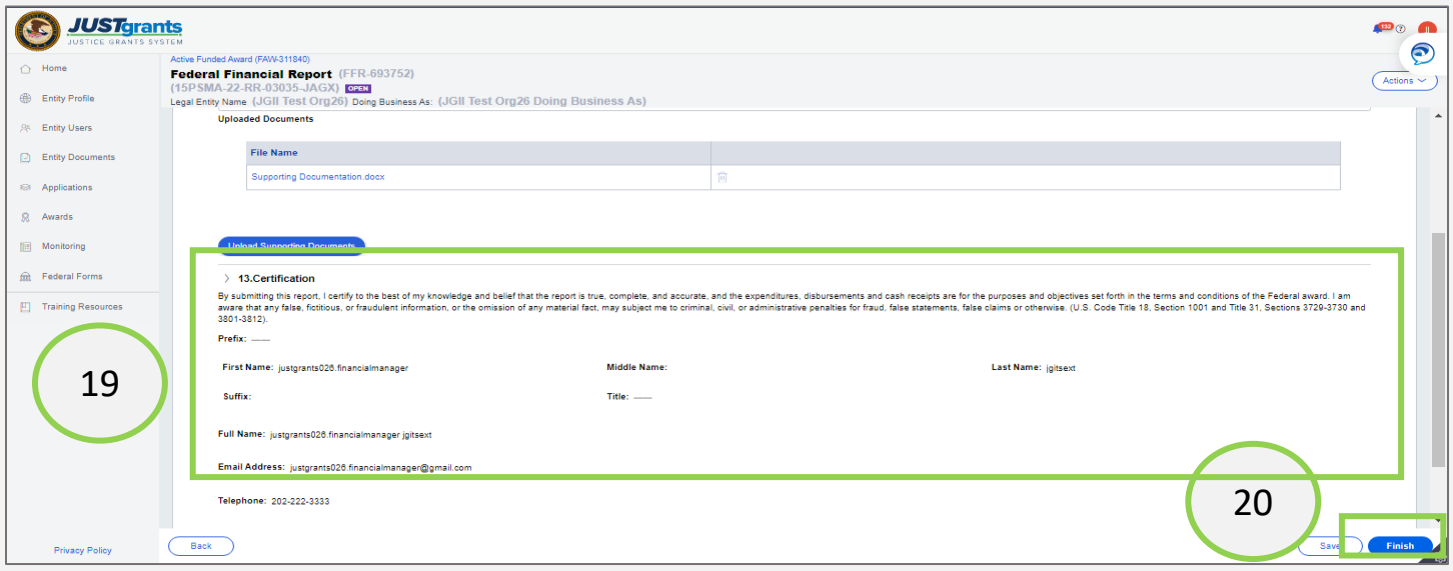
# Submitting Financial Reports

*Steps 19 – 20*

**Finish Report**

19) Review the **Certification** section.

20) Select the **Finish** button.

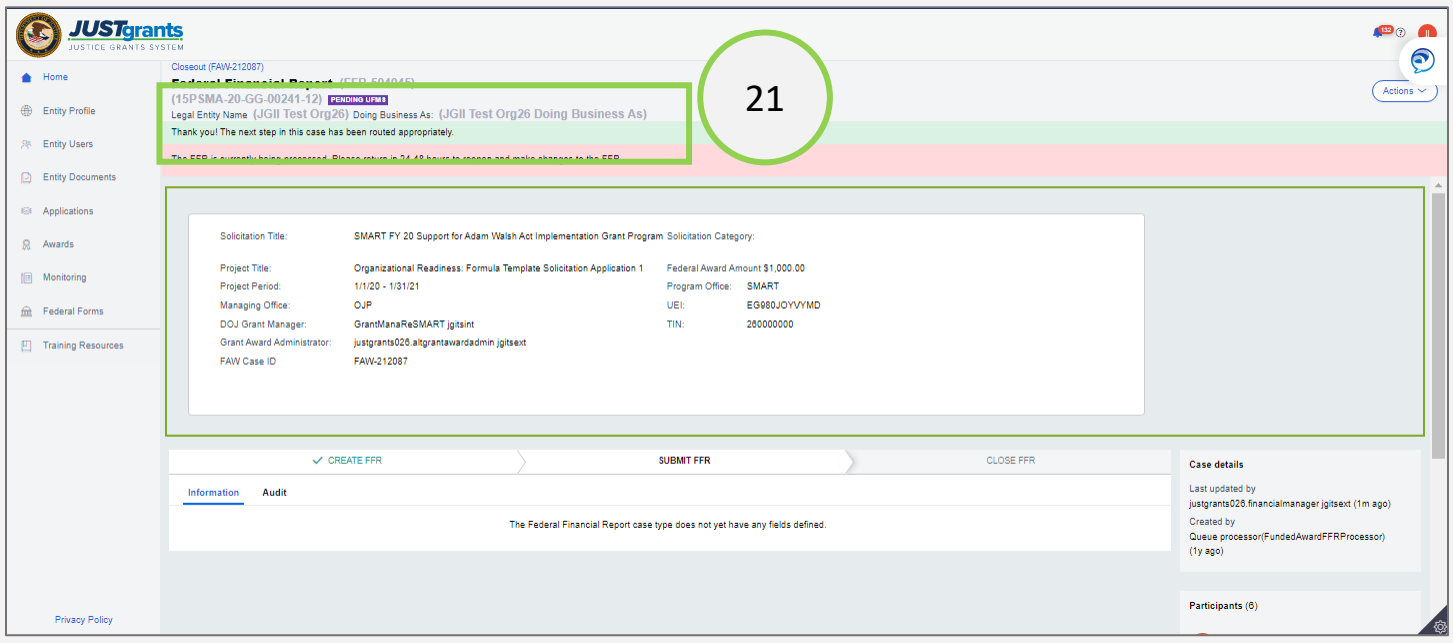


# Submitting Financial Reports

*Step 21*

**Finish Report**

21) A green banner at the top of the screen indicates that the report has been submitted correctly. The status is **Pending-UFMS**, indicating that the report has been sent to the United Financial Management System (UFMS) for validation in the DOJ accounting system. While the report is being reviewed in UFMS, it is not possible to make any changes. Once the report has been validated by UFMS, the status will change to **Resolved-Completed**. At this time, it is possible to edit and resubmit a report if needed.



# Edit and Resubmit Federal Financial Reports

# Editing a Submitted FFR

The Financial Manager can edit a submitted FFR only if it is the most recently submitted FFR and the next FFR has not been generated.

Example A: It is February 26, 2023, and the Financial Manager wants to edit the FFR which includes information from the 10/1/22 – 12/31/22 reporting period.

| FFR-1 | FFR-2 | FFR-3 |
|---|---|---|
| **Reporting Period:** 7/1/22 to 9/30/22 **Due Date of Report:** 10/30/22 (previous FFR) | **Reporting Period:** 10/1/22 to 12/31/22 **Due Date of Report:** 1/30/23 (direct previous FFR) | **Reporting Period:** 1/21/23 to 3/31/23 **Due Date of Report:** 4/30/23 (current FFR) |

The Financial Manager **can** edit and resubmit FFR-2 because it is:

- The directly previous FFR case, AND
- The next FFR has not been generated.

FFR-2 can be edited until March 31, 2023, the final day of the next reporting period, when the next report is generated.

# Editing a Submitted FFR

The Financial Manager can edit a submitted FFR only if it is the most recently submitted FFR and the next FFR has not been generated.

Example B: It is April 1, 2023. The Financial Manager wants to edit the FFR which includes information from the 10/1/22 - 12/31/22 reporting period.

| FFR-1 | FFR-2 | FFR-3 | FFR-4 |
|---|---|---|---|
| **Reporting Period:** 7/1/22 to 9/30/22 **Due Date of Report:** 10/30/22 (previous FFR) | **Reporting Period:** 10/1/22 to 12/31/22 **Due Date of Report:** 1/30/23 (previous FFR) | **Reporting Period:** 1/21/23 to 3/31/23 **Due Date of Report:** 4/30/23 (direct previous FFR) | **Reporting Period:** 4/1/23 to 6/30/23 **Due Date of Report:** 7/30/23 (current FFR) |

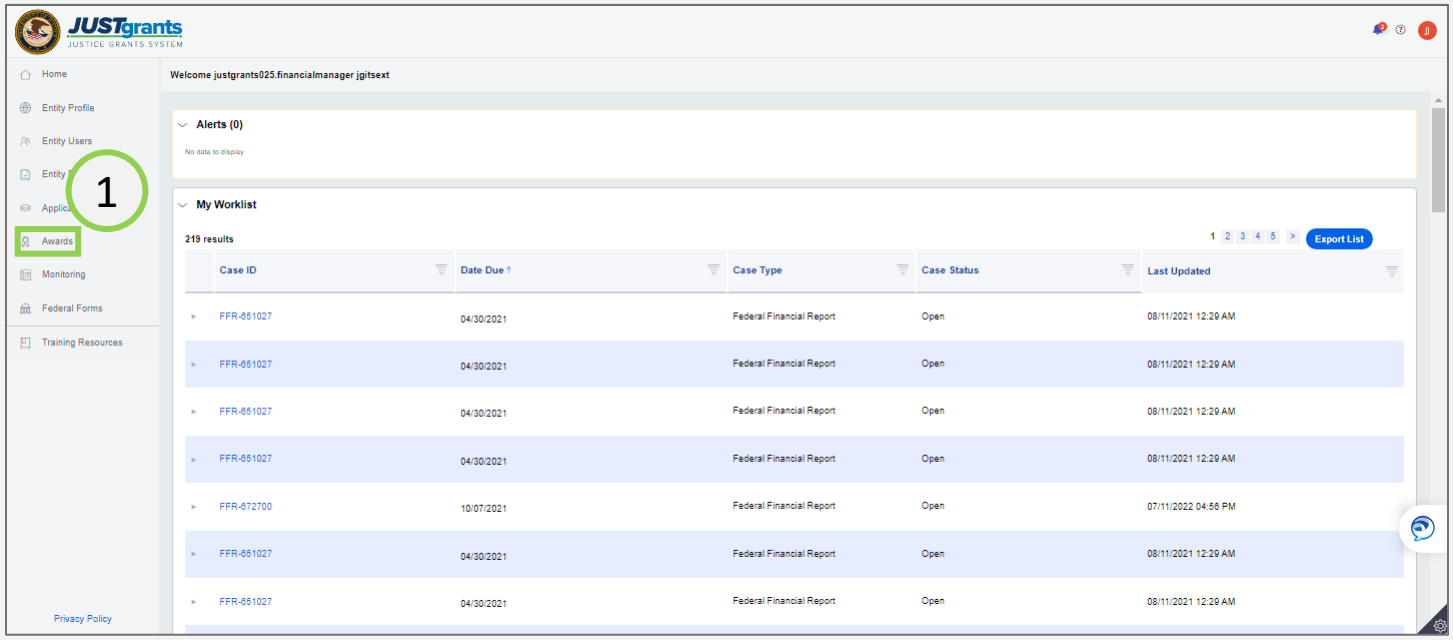
The Financial Manager **will not** be able to reopen and edit FFR-2 because FFR-4 has already been generated. The Financial Manager will be able to reopen and edit FFR-3 until June 30 since that is the most recently submitted FFR.

# Edit/Resubmit Financial Reports

*Step 1*

JustGrants Home Page

1) From the JustGrants Home Page, select **Awards**.

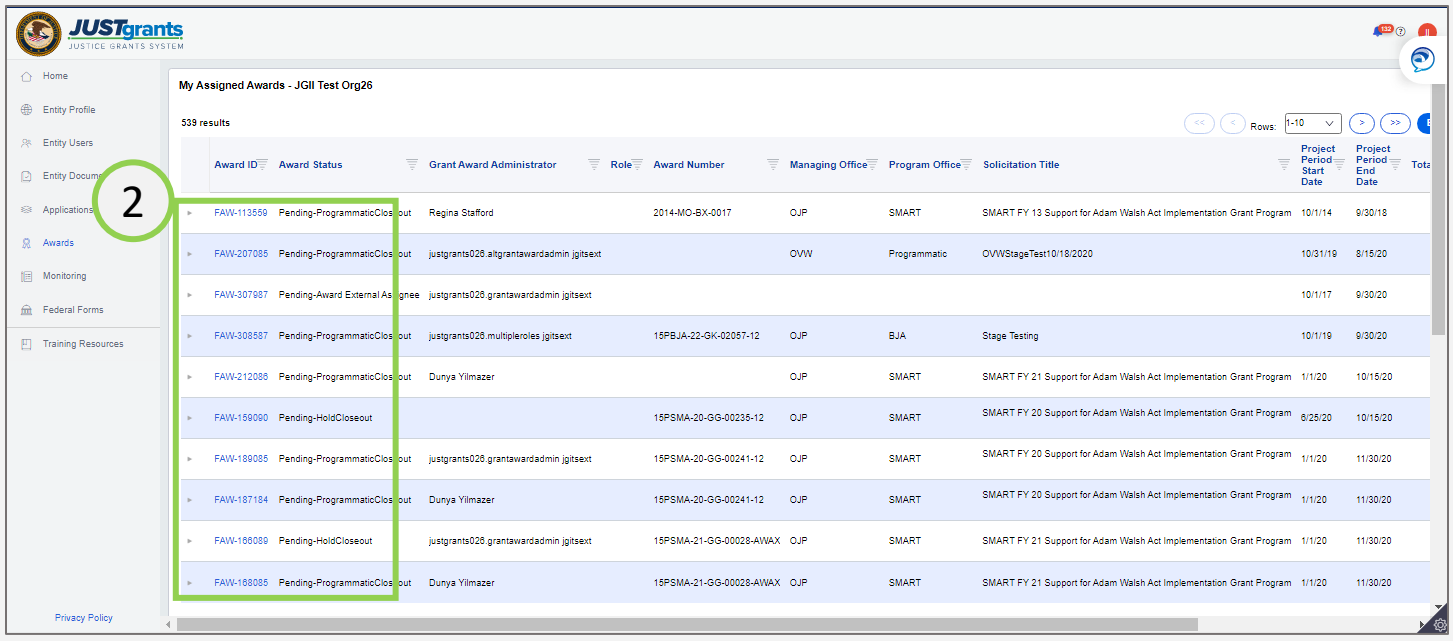


# Edit/Resubmit Financial Reports

*Step 2*

**Awards Menu**

2) Select the **Award ID** associated with the FFR to edit and resubmit.

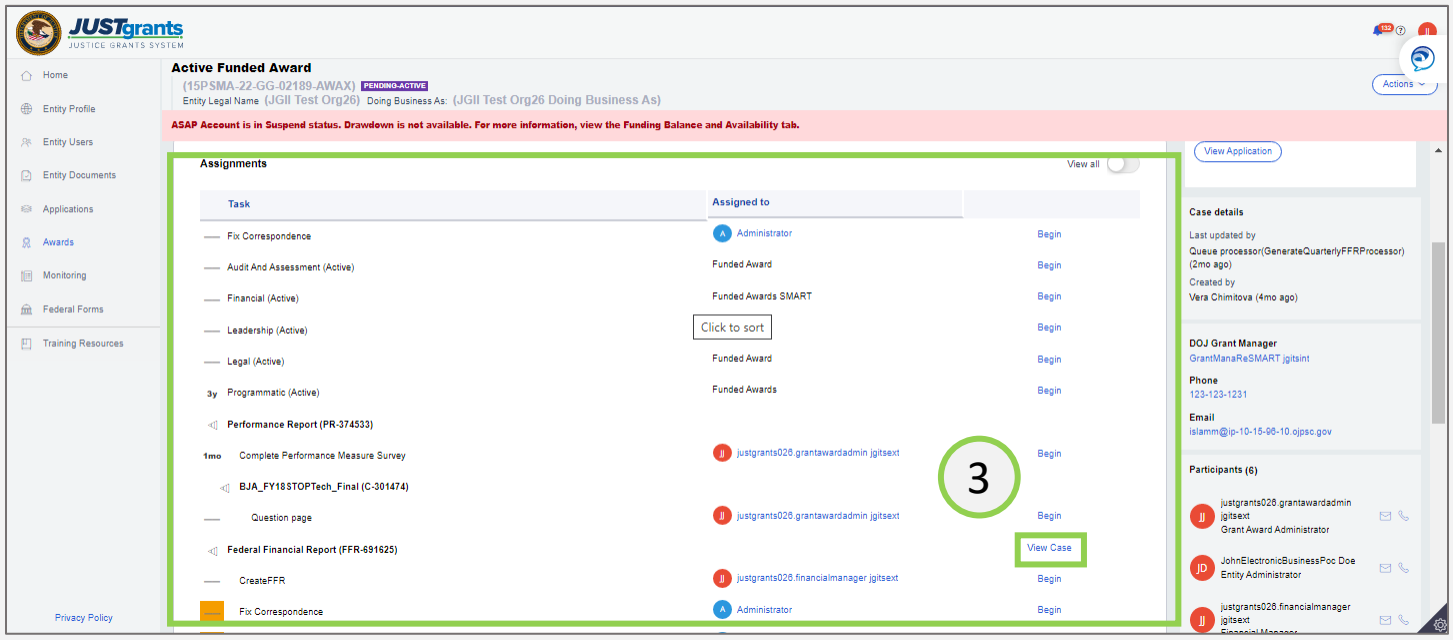


# Edit/Resubmit Financial Reports

*Step 3*

**Assignments List**

3) Select **View Case** to edit and resubmit the FFR.



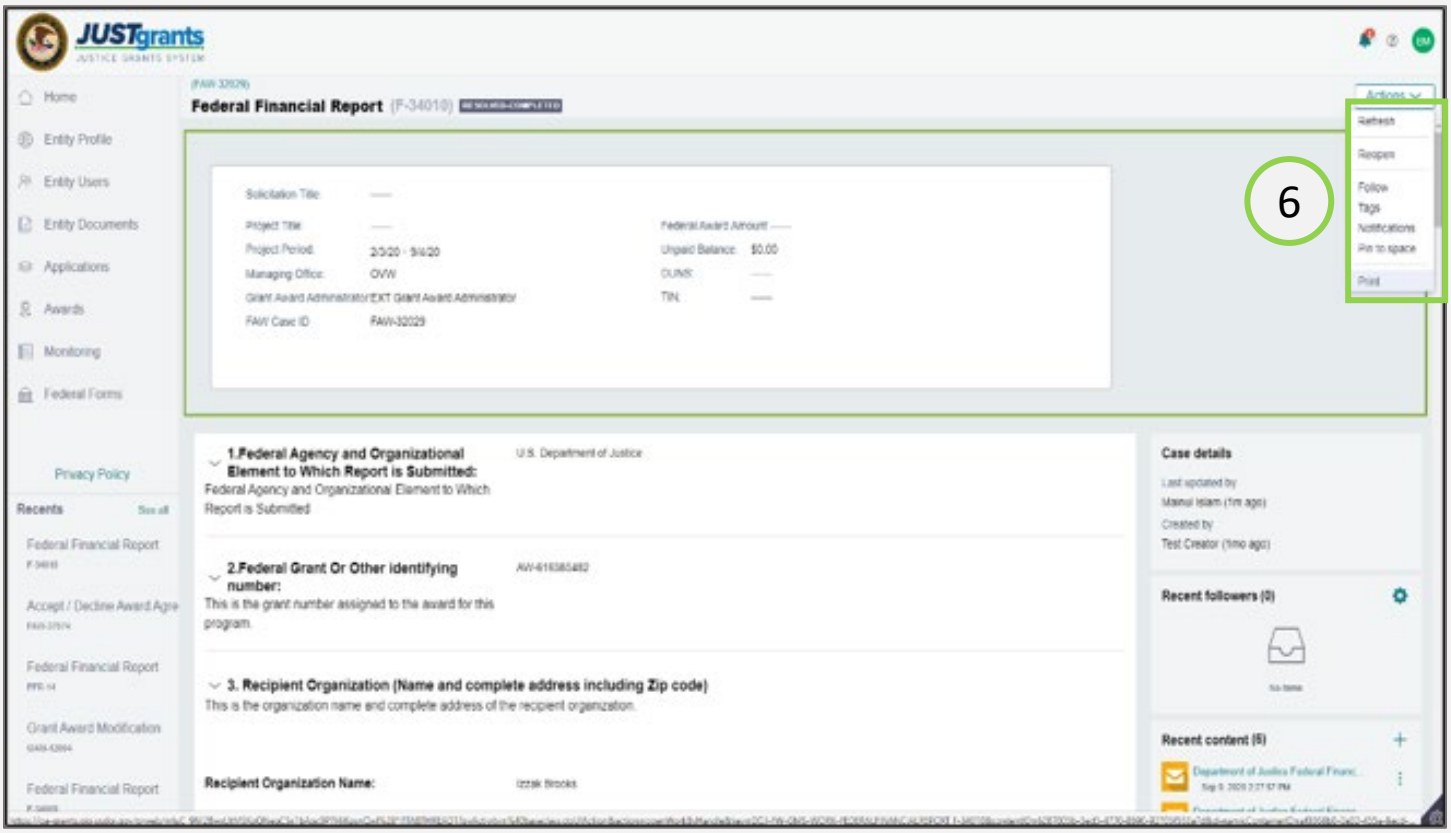
# Edit/Resubmit Financial Reports

*Steps 4 – 5*

**Reopen FFR**

4) Open the **Actions** menu.

5) Select **Reopen.**



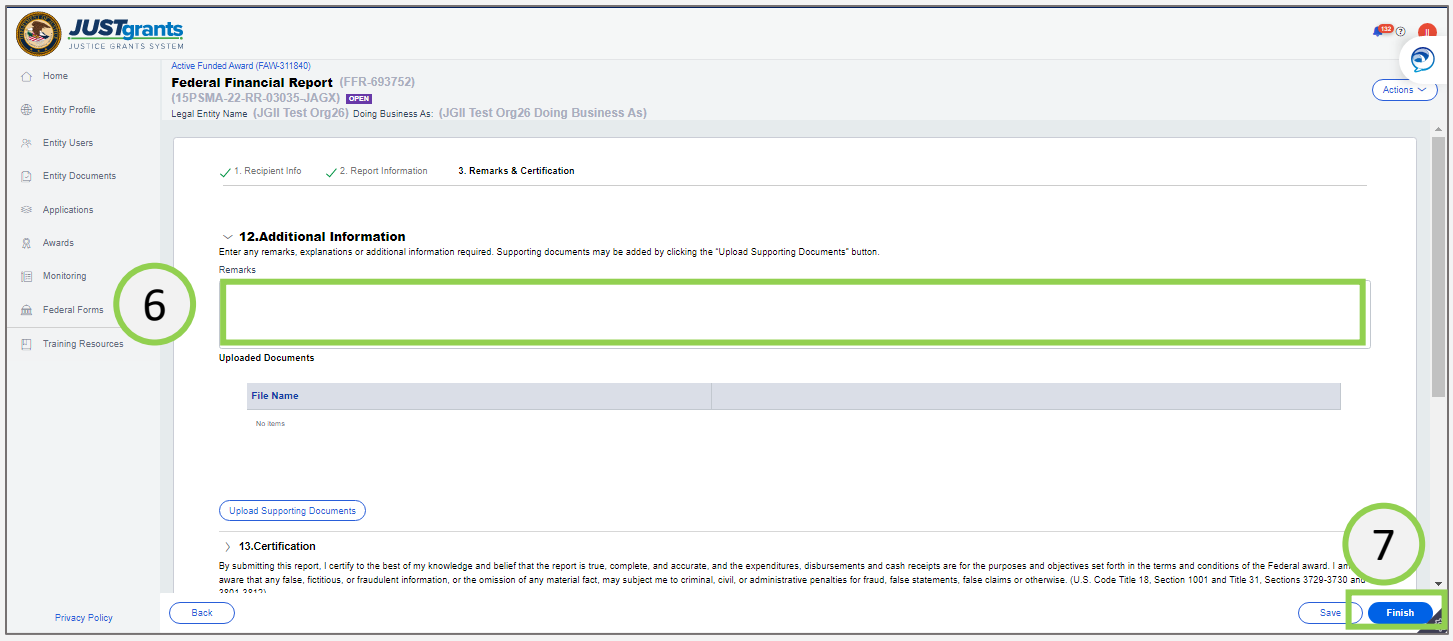
# Edit/Resubmit Financial Reports

*Steps 6 – 7*

**Edit and Submit FFR**

6) Make edits as needed. Include a comment in Box **12: Additional Information** to explain the reason for reopening and editing an FFR.

7) Select **Submit**



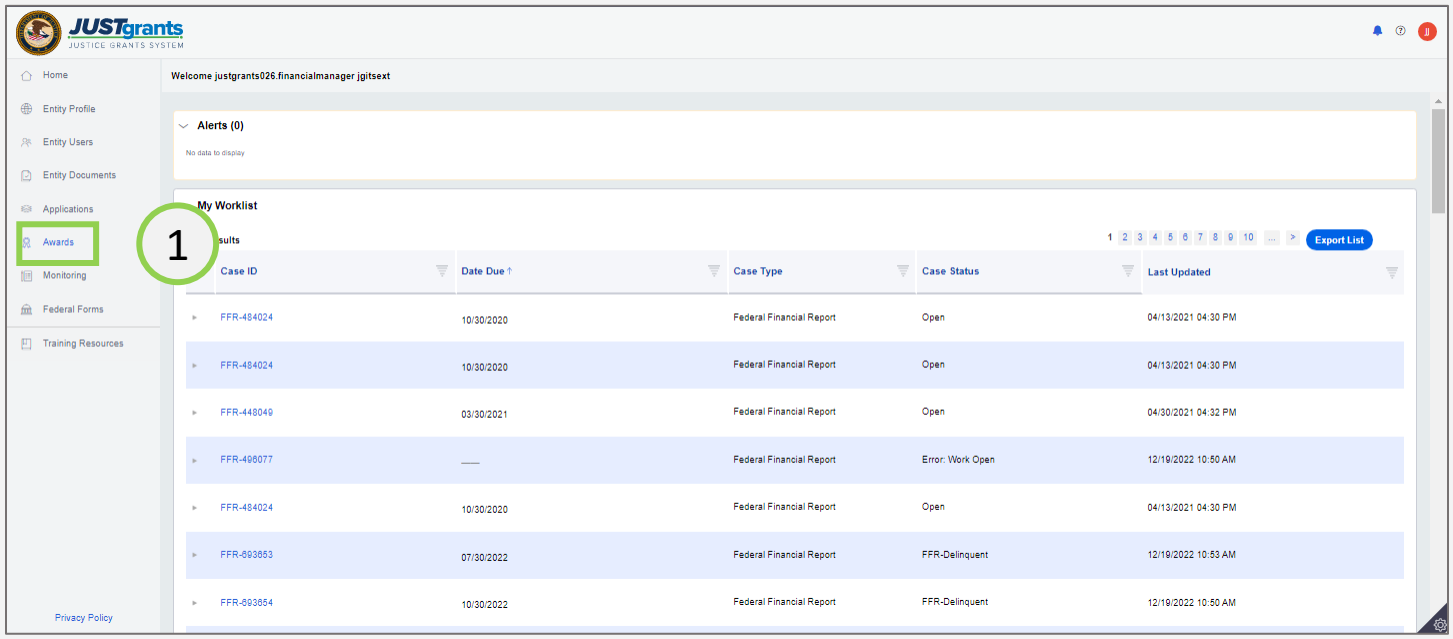
# View and Print Federal Financial Reports

# View/Print Financial Reports

*Step 1*

**JustGrants Home Page**

1) Select the **Awards** menu from the JustGrants Home Page.

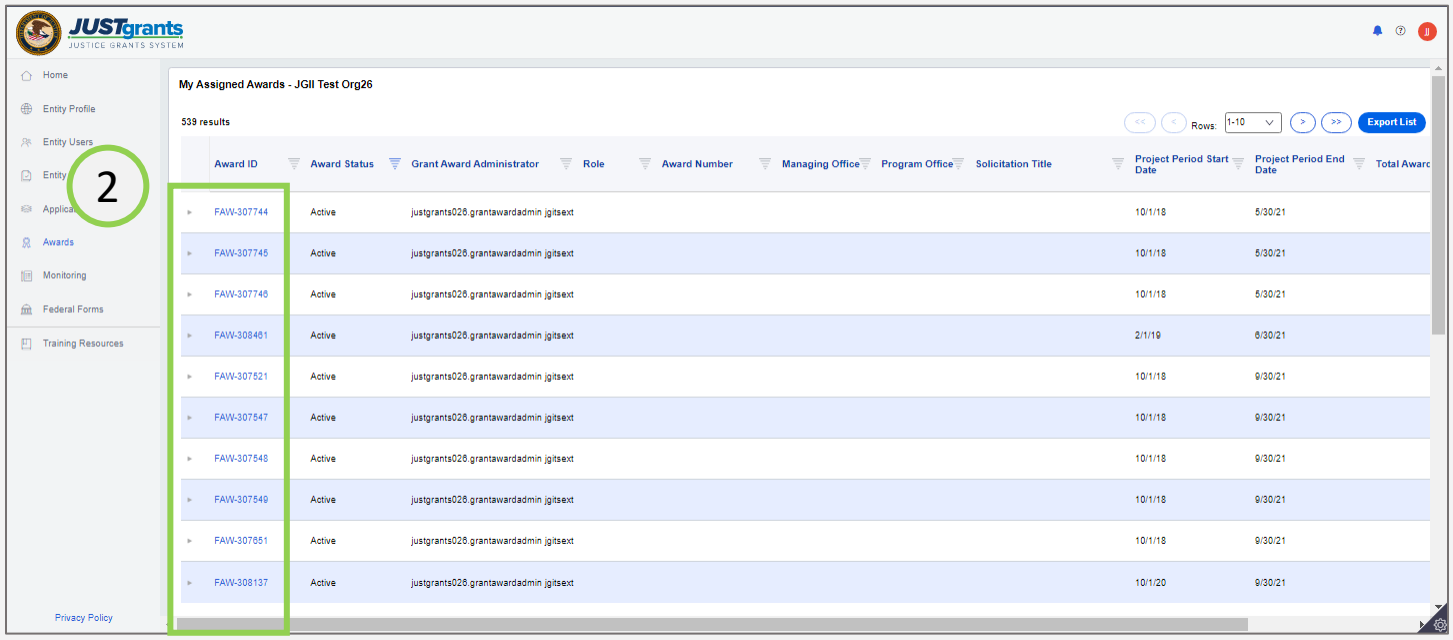


# View/Print Financial Reports

*Step 2*

**Awards Menu**

2) Select the **Case ID** for the award with the FFR to view.



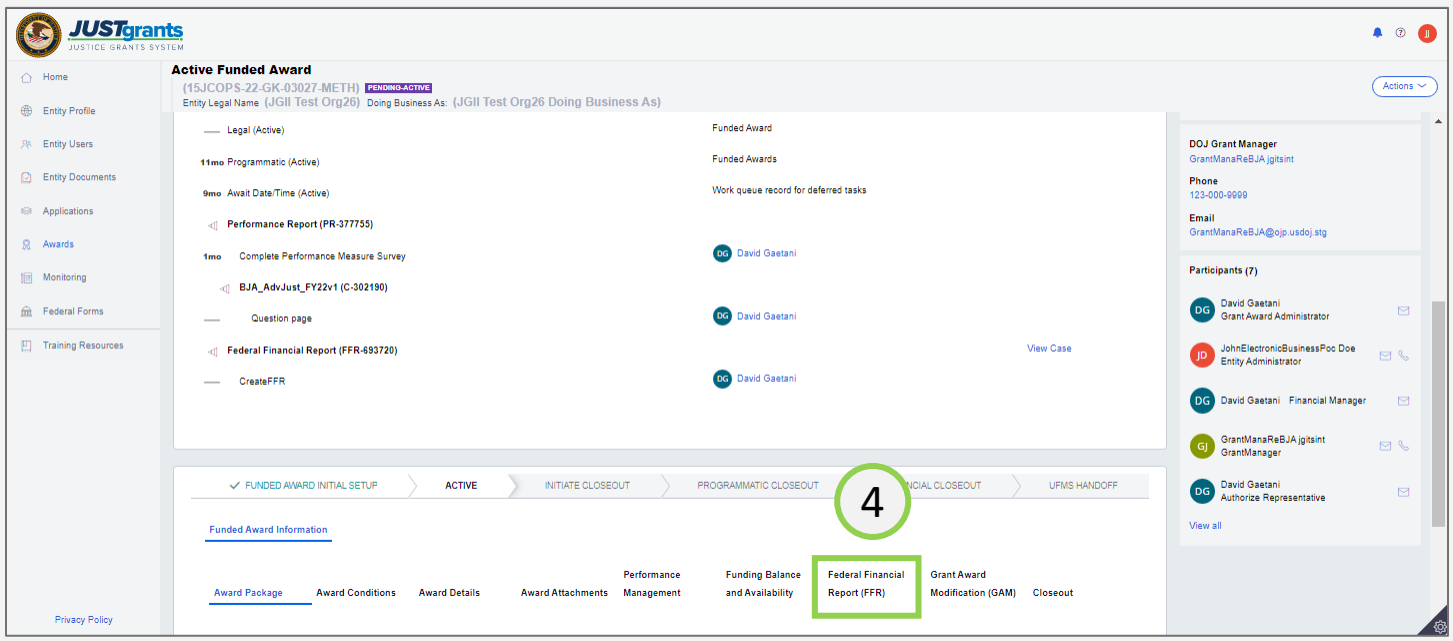
# View/Print Financial Reports

*Steps 3 - 4*

**Federal Financial Report Section**

3) Scroll down to the Award sections.

4) Select **Federal Financial Reports.**

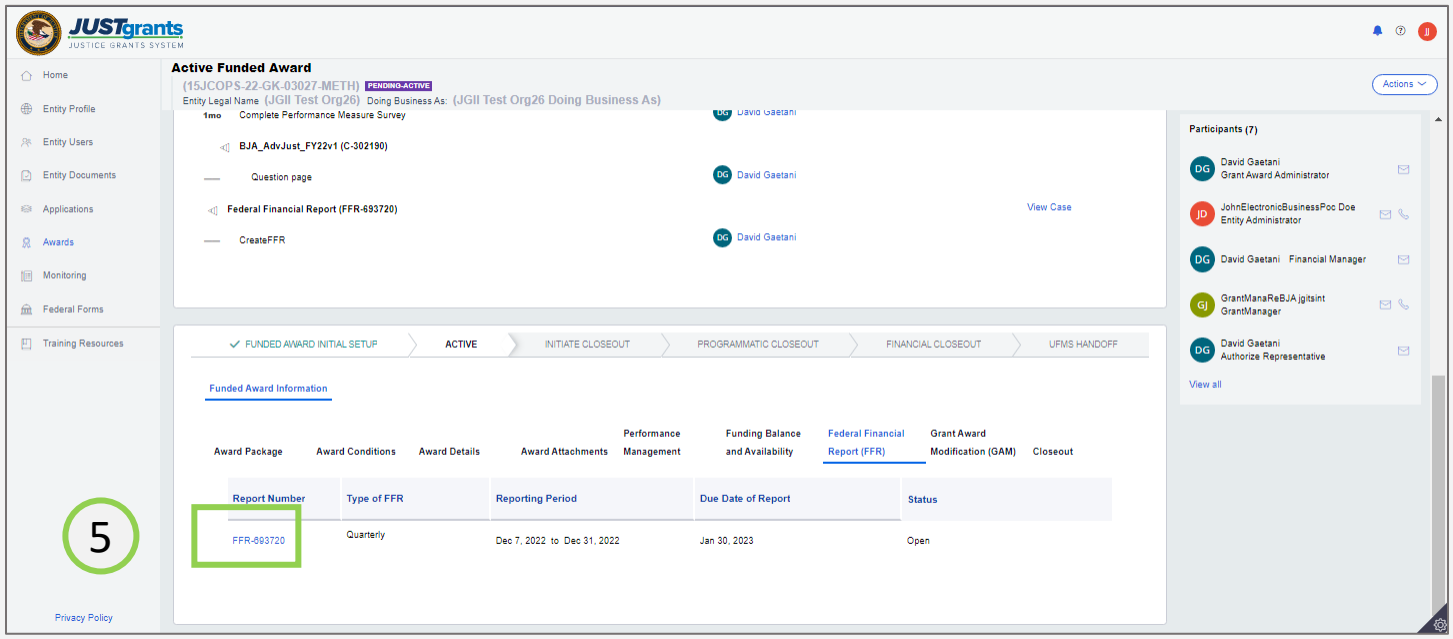


# View/Print Financial Reports

*Step 5*

**Select FFR**

5) Select the FFR to view.



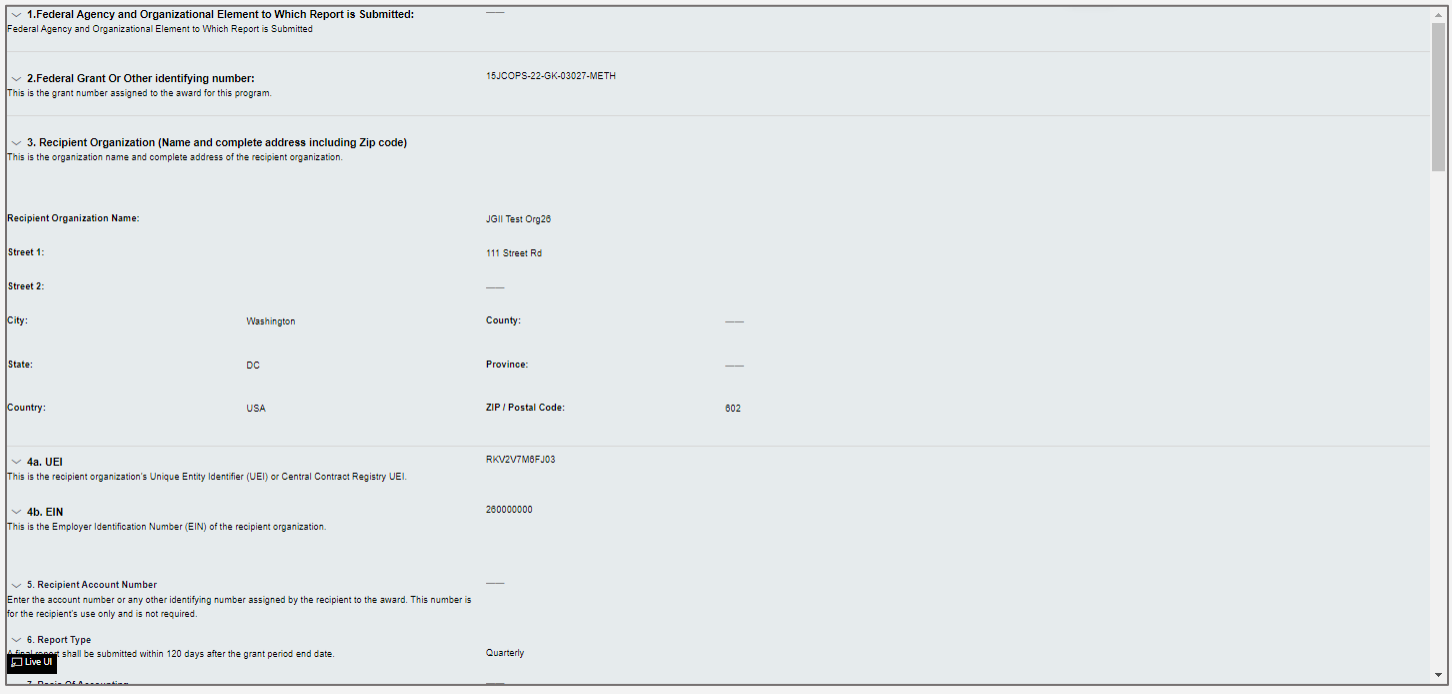
# View/Print Financial Reports

*Steps 6 - 7*

**View-Only**

6) The FFR is displayed in View-Only mode and can be viewed in its entirety.

7) Select the “X” in the upper right corner of the screen to close the FFR.



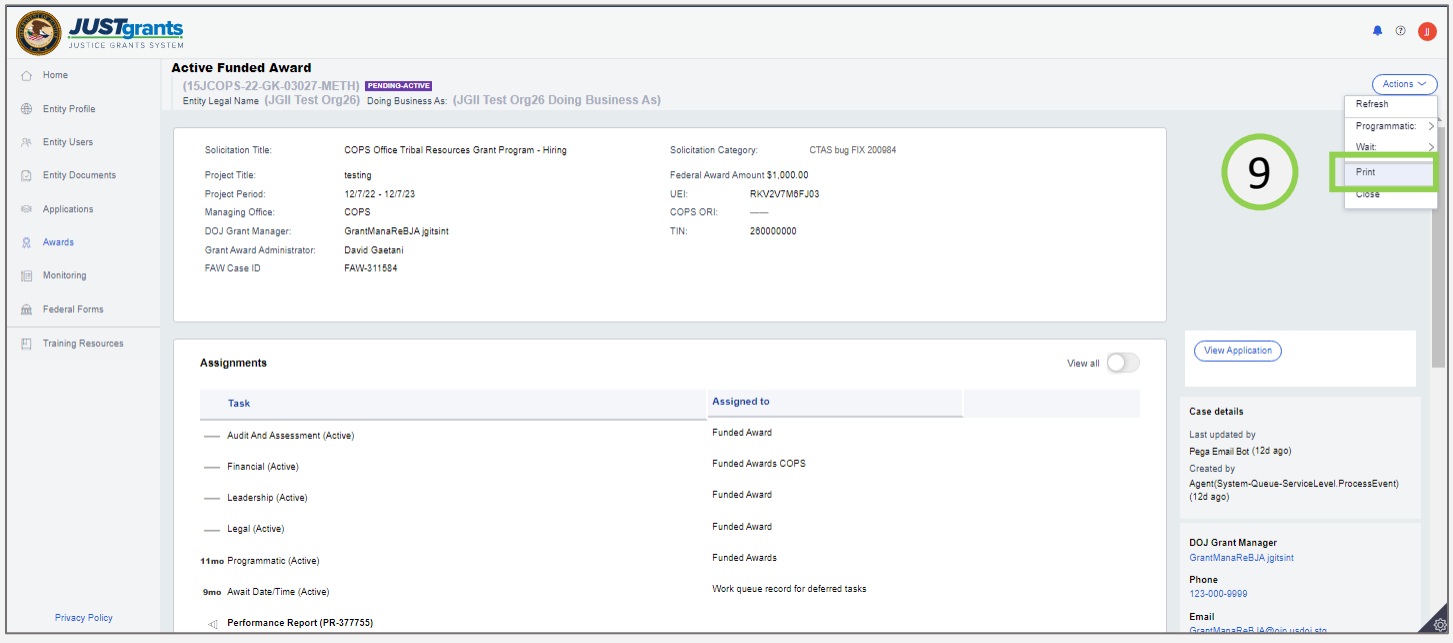
# View/Print Financial Reports

*Steps 8 - 9*

**Actions Menu**

8) From the Federal Financial Report, open the **Actions** menu.

9) Select the **Print** option.

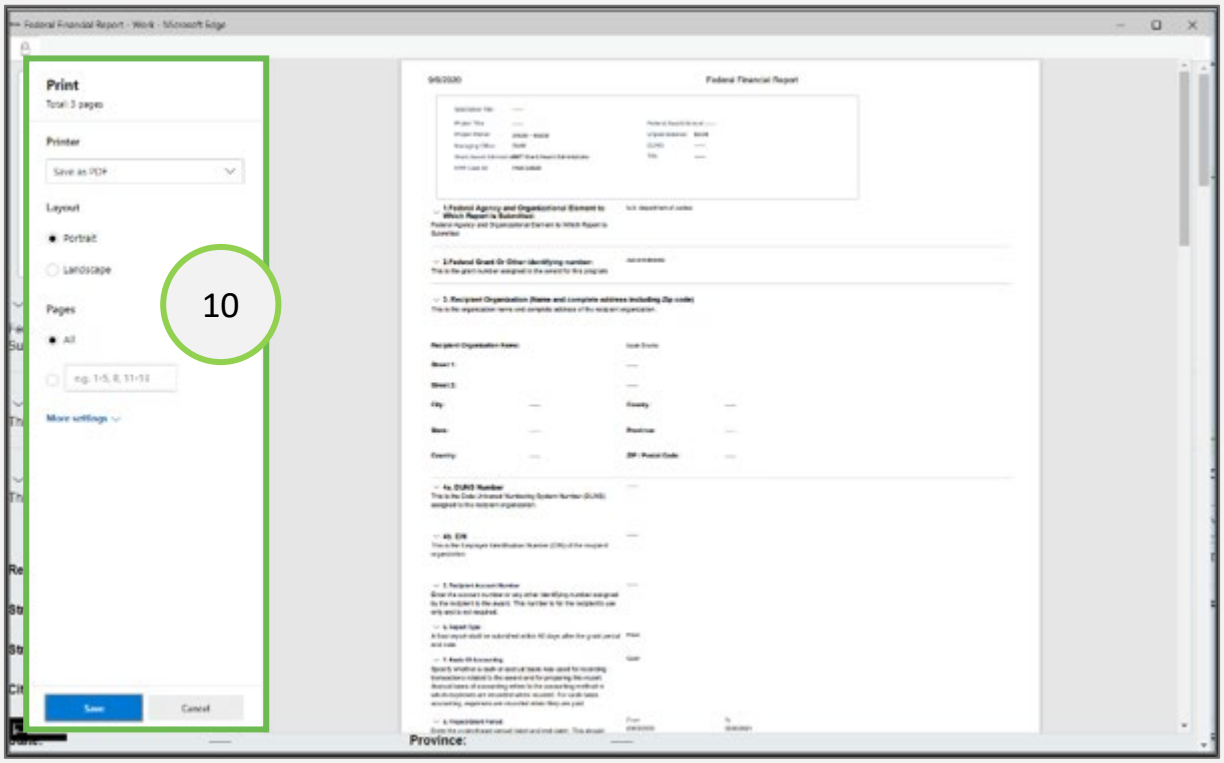


# View/Print Financial Reports

*Step 10*

**Print Option**

10) Use the options in your printer to print the FFR.



January
2023

JUSTgrants
JUSTICE GRANTS SYSTEM