Financial Manager

Job Aid Reference Guide

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Introduction and Overview

How to Use this Guide

The purpose of this Job Aid Reference Guide (JARG) is to demonstrate the steps required to submit, edit and resubmit, and print Federal Financial Reports (FFRs) in JustGrants.

This JARG is part of a larger training resource library that includes self-guided eLearning videos and infographics. All training resources can be accessed on the **JustGrants Training and Resources** page.

Linked Content

Home This JARG utilizes a chapter linked Table of Contents. Additionally, a link is included on each page to help the user quickly return to the Table of Contents by using the **Home** icon.

IMPORTANT

- The system **does not** auto save work.

- A warning message displays after ten (10) minutes of inactivity (per security requirements).

- Users are automatically logged out if they are inactive for 15 minutes (per security requirements).

- Unsaved work **will not be** saved at logout.
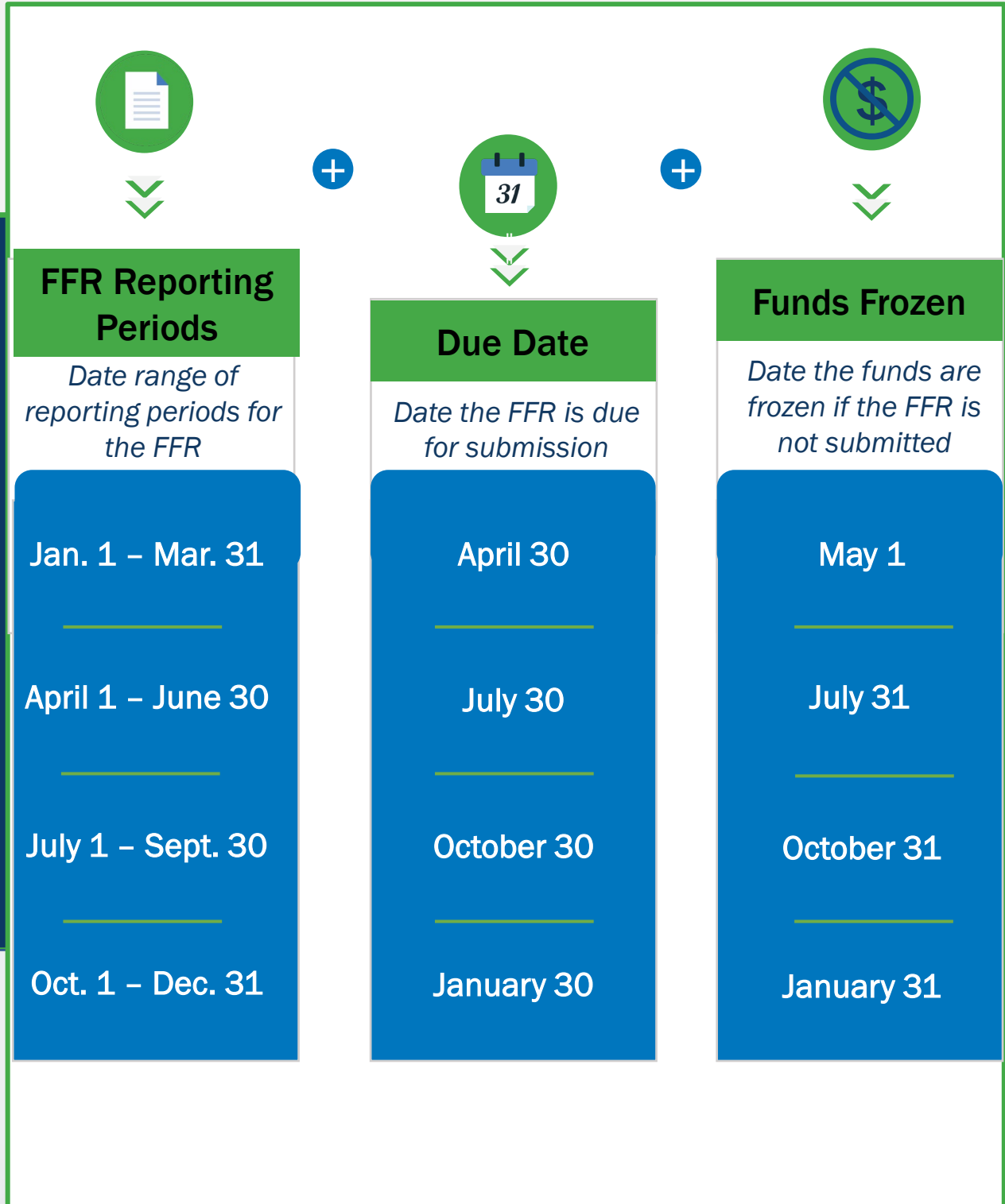
Submitting Financial Reports

Submitting Federal Financial Report (FFR) Overview

In JustGrants, a Federal Financial Report (FFR) is submitted by the Entity's 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. Instructions on how to complete the FFR (SF-425) can be accessed via the following link: [Helpful Hints Guide for Completing the Financial Federal Report (SF-425)](#).

The Financial Manager 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.

Federal Financial Report Important Dates

FFR Reporting Periods

Date range of reporting periods for the FFR

Jan. 1 – Mar. 31

April 1 – June 30

July 1 – Sept. 30

Oct. 1 – Dec. 31

Due Date

Date the FFR is due for submission

April 30

July 30

October 30

January 30

Funds Frozen

Date the funds are frozen if the FFR is not submitted

May 1

July 31

October 31

January 31

Key Points in Submitting Federal Financial Reports

✓ 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 Automated Standard Application for Payments (ASAP) account. The recipient will be locked out if they have a delinquent submission.

✓ Recipients 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 Report 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. This cannot be negative.

Home

Submission Instructions

Submission Instructions

Steps 1 – 2

1) Log in as the **Financial Manager.**

2) Select the FFR to be edited/submitted from the user's **My Worklist.**

Home

Submission Instructions

Steps 3 – 4

Recipient Info

3) The FFR Recipient Information tab is expanded when the FFR opens.

4) 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.

Submission Instructions

Steps 5 – 6

5) The Report Information screen contains several required fields.

- Recipient Account Number

- Report Type

- Basis of Accounting

- Project/Grant Period

- Reporting Period

6) Scroll to **Transactions.**

NOTE: Instructions on how to complete the FFR (SF-425) can be accessed via the following link: Post-Award Reporting Forms | Grants.gov.

7) The **Federal Cash** fields are not editable because they are not required by the Department of Justice (DOJ):

- 10a. Cash Receipts

- 10b. Cash Disbursements

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

Submission Instructions

8) 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. System Calculated.

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.*

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JGII Test Org25Doing Business As (FAW-349766)
Federal Financial Report (FFR-708250)
(15PBJA-25-GK-00115-MUMU) `OPEN`
Awarded Entity Legal Name **(JGII Test Org25)** Doing Business As: **(JGII Test Org25)**
Current Entity Legal Name **(JGII Test Org25)** Doing Business As: **(JGII Test Org25 Doing Business As)**

- Home
- Entity Profile
- Entity Users
- Entity Documents
- Applications
- Awards
- Monitoring
- Federal Forms

Federal Expenditures and Unobligated Balance:

∨ **10d. Total Federal funds authorized**
The total Federal funds authorized as of the reporting period end date.
$139,909.00

∨ **10e. Federal share of expenditures**
Enter the cumulative amount of federal fund expenditures. **Cumulative means from award inception through the end of this reporting period.**
$ $

∨ **10f.Federal Share of Unliquidated Obligations**
Enter the amount for the federal share of unliquidated obligations. On a cash basis, unliquidated obligations are obligations incurred, but not yet paid. They include direct and indirect expenses incurred but not yet paid or charged to the award, including amounts due to subrecipients or contractors. On an accrual basis, the obligations are incurred, but the expenditures have not yet been recorded. On the final report, for either cash or accrual basis, this Line should be zero (0). **Do not include any amount in Line 10f that have been reported in Line 10E. Include the unliquidated obligations that will be expensed by the end of the next quarter. Do not include any amount in Line 10f for a future commitment of funds (such as a long-term contract) for which an obligation or expense will not be incurred by the end of the next quarter.**
$ $

∨ **10g. Total Federal share (sum of lines e and f)**
The sum of Lines 10e and 10f.
$0.00

∨ **10h. Unobligated balance of Federal Funds (line d minus g)**
The amount of Line 10d minus Line 10g.
$139,909.00

Recipient Share:

∨ **10i. Total recipient share required**
Enter the total required recipient share for grant period specified in Line 8. The required recipient share should include all matching and cost sharing provided by recipients and third-party providers to meet the level required by the program. This amount should not include cost sharing and match amounts in excess of the amount required by the program (for example, cost overruns for which the recipient incurs additional expenses and, therefore, contributes a greater level of cost sharing or match than the level required by the program).
$668.00

8

Back   Save   Continue

When the Financial Manager enters an amount in 10e, the following pop-up box displays. 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,** the user will receive an error with instructions to correct the error.

10e will 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 recipient 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.*"

Submission Instructions
Steps 9 – 10

9) Enter information in the following fields as appropriate:

- 10k. Remaining recipient share to be provided (line i minus j)

- 10l. Total Federal program income earned

- 10m. Program Income expended in accordance with the deduction alternative

- 10n. Program Income expended in accordance with the addition alternative

- 10o. Unexpended program income

10) Scroll to the bottom of the page.

Submission Instructions
Steps 11 – 13

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

12) Select **+ Add Item** to add as many indirect expenses as needed, or select **X Delete** to remove an indirect expense.

13) Select **Continue** 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.** 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.

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

15) Select **Upload Supporting Documents** to attach a document to the FFR.

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

Submission Instructions

Steps 16 – 17

16) Select **Choose File** to locate the document to upload to the FFR.

17) Select **Submit**.

19) Review the **Certification** section.

20) Select **Finish**.

Submission Instructions
PENDING-UFMS

Finish Report

A banner at the top of the screen indicates that the report has been submitted correctly. The status changes from **OPEN** to **PENDING-UFMS**, indicating that the report has been sent to the United Financial Management System (UFMS) for validation.

While the report is being reviewed in UFMS, it cannot be edited until UFMS validation is completed. Once UFMS has validated the report, the status will change to **RESOLVED-COMPLETED**. Once **RESOLVED-COMPLETED**, users can reopen, edit, and resubmit the FFR, 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:** 1/1/23 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. However, if FFR-3 is submitted ten (10) days early, then FFR-2 can be edited up to March 21, 2024.

Editing a Submitted FFR (cont.)

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	Reporting Period: 10/1/22 to 12/31/22	Reporting Period: 1/1/23 to 3/31/23	Reporting Period: 4/1/23 to 6/30/23
Due Date of Report: 10/30/22 (previous FFR)	Due Date of Report: 1/30/23 (previous FFR)	Due Date of Report: 4/30/23 (direct previous FFR)	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

Edit/Resubmit Financial Reports

Steps 1 - 2

1) Log in as a **Financial Manager**.

2) From the JustGrants home page, select **Awards**.

Awards Menu

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

Edit/Resubmit Financial Reports

Step 4

4)   Select **Begin** from the **Assignment** section to open the FFR for editing and resubmission.

Edit/Resubmit Financial Reports

Reopen FFR

5)   Select **Continue** to progress through the FFR and make any corrections as needed.

NOTE: Instructions on how to complete the FFR (SF-425) can be accessed via the following link: Post-Award Reporting Forms | Grants.gov.

6) If the Financial Manager elects to change the **Report Type** of an FFR from **quarterly** to **final**, a pop-up will display. The pop-up will show:

- Additional information when the FFR should be marked final;

- A confirmation request to confirm that the report is intended to be changed to final.

NOTE: Should a report be made final in error, the JustGrants Support Desk will need to intervene to change back to quarterly.

NOTE: For instructions on completing the FFR, refer to the [Submitting Financial Reports](#) section of this JARG.

Edit/Resubmit Financial Reports

Steps 7 – 8

Edit and Submit FFR

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

8) Select **Submit**

View and Print Federal Financial Reports

View/Print Financial Reports
Step 1

1) Log in as a **Financial Manger.**

2) Select the **Awards** menu from the JustGrants home page.

3) Select the **Awards ID** for the award with the FFR to view.

4) Select **Federal Financial Reports** from the **Awards** sections.

5) Select the FFR to view from the **Report Number** column.

6) Select **Print** from the **Actions** dropdown menu after the FFR opens.

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 read-only screen to close the FFR.

A few moments after the read-only FFR version opens the print window will display.

8) Use the printer options to print the FFR.

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