# Printing Federal Financial Reports Overview

FINANCIAL MANAGER



#### **Overview**

Periodically, a Financial Manager needs to print out a copy of a Federal Financial Report (FFR). To do this, the Financial Manager will need to access the **Awards** page from their **JustGrants** home page.

### **In This Guide**

This document describes procedures and the step-by-step process a Financial Manager follows to print an FFR.

JUST grants

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- 1) Log in as a Financial Manager.
- 2) Select the Awards option.
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- Select the Case
   ID for the award
   with the FFR to
   view and print.

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## Printing Federal Financial Reports Steps 4 - 6

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5) Scroll down to the **Funded Award Information** section.



6) Select the
 Federal
 Financial Report
 (FFR) option.



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- 7) Each FFR within an award has a unique number.
- Make note of the FFR Report Number to be printed.

- 9) Scroll up to the task assignment section to locate the FFR report number.
- 10) Select the View Case option for the FFR to be printed.

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	FFR-689041	Quarterly	Jul 1, 2022 to Sep 30, 2022	Oct 30, 2022	FFR-Delinquent		
6	FFR-692566	Quarterly	Oct 1, 2022 to Dec 31, 2022	Jan 30, 2023	FFR-Delinquent		
3)	5 FFR-694341	Quarterly	Jan 1, 2023 to Mar 31, 2023	Apr 30, 2023	FFR-Delinquent		
	FFR-696758	Quarterly	Apr 1, 2023 to Jun 30, 2023	Jul 30, 2023	FFR-Delinquent		
	FFR-698914	Quarterly	Jul 1, 2023 to Sep 30, 2023	Oct 30, 2023	FFR-Delinquent		
Training Resources	FFR-701314	Quarterly	Oct 1, 2023 to Dec 31, 2023	Jan 30, 2024	Open		



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11) The FFR displays in **View-Only** mode.



12) From the FFR page, open the Actions menu and select the Print option.



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- 14) Select a printer option and locate the scale option in the dialogue box.
- 15) Scale to 70%.
- 16) Select the print option.

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**NOTE:** The 70% scale sets up the print so that the top and far-right portions of what is seen on the print screen are not cut off.

## Printing Federal Financial Reports Steps 17 - 19

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 After printing, the print dialogue box will close.

18) To close the FFR dialogue box, select the "X" in upper right corner of the dialogue box.

19) To close the FFR page and return to the Active Funded Award page, select the Actions dropdown menu and then select the Close option.

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20) To close the Active Funded Award page and return to the JustGrants home page, select the Actions dropdown menu and then select the Close option.

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