

Printing Federal Financial Reports Overview

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JUSTICE GRANTS SYSTEM

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.

Printing Federal Financial Reports

Steps 1 – 3

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- 1) Log in as a Financial Manager.
- 2) Select the Awards option.

The screenshot shows the JUSTgrants Financial Manager interface. The sidebar on the left has the 'Awards' option highlighted with a green box. A magnifying glass is positioned over the 'Awards' option. The main content area displays a table of Federal Financial Reports (FFR) with columns for Case ID, Date Due, Case Type, Case Status, and Last Updated. The table contains several rows of data, including FFR-484024, FFR-701842, FFR-701762, FFR-634167, FFR-448049, and FFR-496077.

- 3) Select the Case ID for the award with the FFR to view and print.

The screenshot shows the JUSTgrants Financial Manager interface displaying the 'My Assigned Awards' table. The table has 770 results and columns for Award ID, Award Status, Grant Award Administrator, Role, Award Number, Managing Office, Program Office, and Solicitation Title. The first row is highlighted with a green box, showing Award ID FAW-308040, Award Status Pending-Active, Grant Award Administrator justgrants026.grantawardadmin.jgitsext, Role 15PBJA-22-GG-01922-AWAX, Award Number OJP, Managing Office BJA, Program Office OJP BJA Semi Annual, and Solicitation Title OJP BJA Semi Annual. A magnifying glass is positioned over the 'Awards' option in the sidebar, and the number '3' is displayed inside the magnifying glass.

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Steps 4 – 6

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4) The Active Funded Award page will open.

5) Scroll down to the Funded Award Information section.

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

Active Funded Award
Awarded Entity Legal Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)
Current Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

This award is currently under review, a closeout cannot be initiated. For more information, view the Monitoring tab.

Solicitation Title:	OJP BJA Semi Annual	Solicitation Category:	N/A
Project Title:	OJP BJA Semi Annual PR Case with Question set	Federal Award Amount:	\$3,000.00
Project Period:	2/2/20 - 5/31/20	Program Office:	BJA
Managing Office:	OJP	UEI:	RK2V2V7M5FJ03
DOJ Grant Manager:	GrantManaReBJA.jgtsaint	TIN:	260000000
Grant Award Administrator:	justgrants026.grantawardadmin.jgtsent		
FAW Case ID:	FAW-308040		

Task	Assigned to	View all
Audit And Assessment	Default team for DOJ	Begin
Financial	Default team for DOJ	Begin
Leadership	Default team for DOJ	Begin
Legal	Default team for DOJ	Begin
Programmatic	Default team for DOJ	Begin

Case details
Last updated by: Queue processor(GenerateQuarterlyFFRProcessor) (2mo ago)
Created by: Agent(System-Queue-ServiceLevel.ProcessEvent)

DOJ Grant Manager
GrantManaReBJA.jgtsaint
Phone: 111-111-1111

Active Funded Award
(15PBJA-22-GG-01922-AWAX) **PENDING-ACTIVE**
Awarded Entity Legal Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)
Current Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

This award is currently under review, a closeout cannot be initiated. For more information, view the Monitoring tab.

FUNDED AWARD INITIAL... ACT... INITIATE CLO... PROGRAMMATIC CLO... FINANCIAL CLO... UFMS HA...

Funded Award Information

Award Package	Award Conditions	Award Details	Award Attachments	Performance Management	Funding Balance and Availability	Federal Financial Report (FFR)	Grant Award Modification (GAM)	Closeout
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- > Award Letter
- > Award Information
- > Project Information
- > Financial Information
- > Award Conditions
- > Award Acceptance

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Steps 7 – 10

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- 7) Each FFR within an award has a unique number.
- 8) 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.

Active Funded Award
(15PBJA-22-GG-01922-AWAX) **PENDING ACTIVE**
Awarded Entity Legal Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)
Current Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

This award is currently under review, a closeout cannot be initiated. For more information, view the Monitoring tab.

Award Package	Award Conditions	Award Details	Award Attachments	Performance Management	Funding Balance and Availability	Federal Financial Report (FFR)	Grant Award Modification (GAM)	Closeout
						Report Number		
						FFR-687634		FFR-Delinquent
						FFR-689041		FFR-Delinquent
						FFR-692566		FFR-Delinquent
						FFR-694341		FFR-Delinquent
						FFR-696758		FFR-Delinquent
						FFR-698914		FFR-Delinquent
						FFR-701314		Open

Active Funded Award
(15PBJA-22-GG-01922-AWAX) **PENDING ACTIVE**
Awarded Entity Legal Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)
Current Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

This award is currently under review, a closeout cannot be initiated. For more information, view the Monitoring tab.

Task Name	Assignee	Action
Repair flow configuration		Begin
BJA_EmittTtl_v1 (C-298736)		
Federal Financial Report (FFR-687634)	justgrants026.financialmanager.jgts@ext	View Case
CreateFFR	justgrants026.financialmanager.jgts@ext	Begin
Federal Financial Report (FFR-689041)	justgrants026.financialmanager.jgts@ext	View Case
CreateFFR	justgrants026.financialmanager.jgts@ext	Begin
Federal Financial Report (FFR-692566)	justgrants026.financialmanager.jgts@ext	View Case
CreateFFR	justgrants026.financialmanager.jgts@ext	Begin
Federal Financial Report (FFR-694341)	justgrants026.financialmanager.jgts@ext	View Case
CreateFFR	justgrants026.financialmanager.jgts@ext	Begin
Federal Financial Report (FFR-696758)	justgrants026.financialmanager.jgts@ext	View Case
CreateFFR	justgrants026.financialmanager.jgts@ext	Begin
Federal Financial Report (FFR-698914)	justgrants026.financialmanager.jgts@ext	View Case
CreateFFR	justgrants026.financialmanager.jgts@ext	Begin

Printing Federal Financial Reports

Steps 11 - 12

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

11 Federal Financial Report (FFR-687694)
(15PBJA-22-463-01922-AWAX) **FFR DELINQUENT**

Awarded Entity Legal Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)

Solicitation Title:	OJP BJA Semi Annual	Solicitation Category:	NIA
Project Title:	OJP BJA Semi Annual PR Case with Question set	Federal Award Amount:	\$3,000.00
Project Period:	2/2/20 - 5/31/30	Program Office:	BJA
Managing Office:	OJP	UEI:	RKV2V7M6FJ03
DOJ Grant Manager:	GrantManReBJA.jglsitit	TIN:	260000000
Grant Award Administrator:	justgrants026.grantawardadmin.jglsitx		
FAW Case ID:	FAW-308640		

1. Federal Agency and Organizational Element to Which Report is Submitted:
Federal Agency and Organizational Element to Which Report is Submitted

2. Federal Grant Or Other identifying number: 15PBJA-22-GG-01922-AWAX
This is the grant number assigned to the award for this program.

3. Recipient Organization (Name and complete address including Zip code)
This is the organization name and complete address of the recipient organization.

Case details
20 Goal Deadline 1y ago 1y ago
Last updated by Pega Email Bot (1y ago)
Created by Queue processor(GenerateQuarterlyFFRProcessor) (1y ago)

Participants (7)
justgrants026.grantawardadmin.jglsitx

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

12

Actions

- Refresh
- FederalAgencyAndGrant
- Print
- Close

11 Federal Financial Report (FFR-687694)
(15PBJA-22-463-01922-AWAX) **FFR DELINQUENT**

Awarded Entity Legal Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)

Solicitation Title:	OJP BJA Semi Annual	Solicitation Category:	NIA
Project Title:	OJP BJA Semi Annual PR Case with Question set	Federal Award Amount:	\$3,000.00
Project Period:	2/2/20 - 5/31/30	Program Office:	BJA
Managing Office:	OJP	UEI:	RKV2V7M6FJ03
DOJ Grant Manager:	GrantManReBJA.jglsitit	TIN:	260000000
Grant Award Administrator:	justgrants026.grantawardadmin.jglsitx		
FAW Case ID:	FAW-308640		

1. Federal Agency and Organizational Element to Which Report is Submitted:
Federal Agency and Organizational Element to Which Report is Submitted

2. Federal Grant Or Other identifying number: 15PBJA-22-GG-01922-AWAX
This is the grant number assigned to the award for this program.

3. Recipient Organization (Name and complete address including Zip code)
This is the organization name and complete address of the recipient organization.

Case details
20 Goal Deadline 1y ago 1y ago
Last updated by Pega Email Bot (1y ago)
Created by Queue processor(GenerateQuarterlyFFRProcessor) (1y ago)

Participants (7)
justgrants026.grantawardadmin.jglsitx

Printing Federal Financial Reports

Steps 13 - 16

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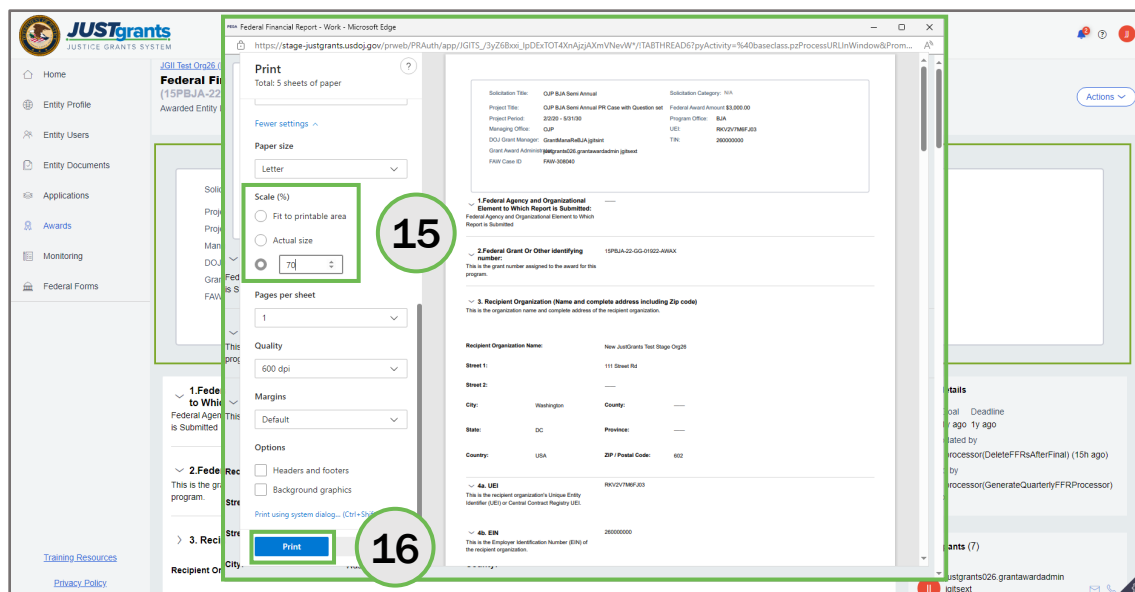
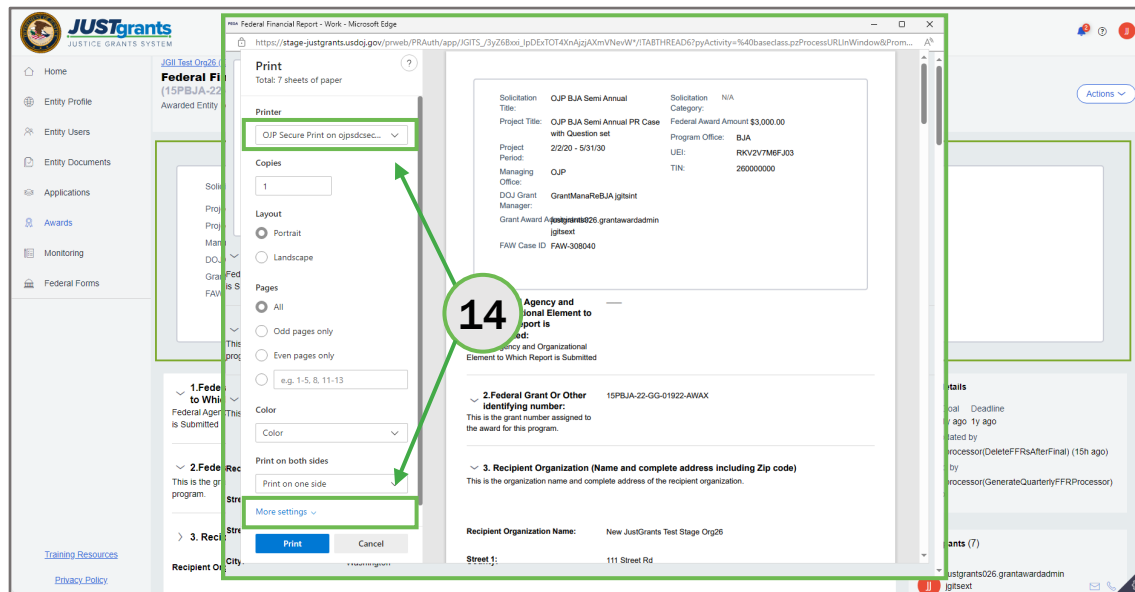
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13) The FFR opens in a frame and after a few moments, a default print dialogue box opens.

14) Select a printer option and locate the scale option in the dialogue box.

15) Scale to 70%.

16) Select the print option.



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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17) 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.

Federal Financial Report - Work - Microsoft Edge
https://stage-justgrants.usdoj.gov/privet/PRAuth/app/GITS/_3y26BoxLpDExToTAXnAgjAXmVNewW*/TAETHREAD6?pyActivity=%40basedclass.pzProcessRLLmWindow&Prom... A

Federal Financial Report
(15PBJA-22-4)

Solicitation Title: OJP BJA Semi Annual
Project Title: OJP BJA Semi Annual PR Case with Question set
Project Period: 2/2/20 - 5/31/30
Managing Office: OJP
DOJ Grant Manager: GrantManReBJA.igtsint
Grant Award Administrator: justgrants026.grantawardadmin.igtsint
FAW Case ID: FAW-308040

Solicitation Category: N/A
Federal Award Amount: \$3,000.00
Program Office: BJA
UEI: RKV2V7M6FJ03
TIN: 260000000

1. Federal Agency and Organizational Element to Which Report is Submitted:
Federal Agency and Organizational Element to Which Report is Submitted

2. Federal Grant Or Other identifying number: 15PBJA-22-GG-01922-AWAX
This is the grant number assigned to the award for this program.

3. Recipient Organization (Name and complete address including Zip code)
This is the organization name and complete address of the recipient organization.

Recipient Organization Name: New JustGrants Test Stage Org26
Street 1: 111 Street Rd
Recipient Org City: Washington County:

Case details
Goal Deadline: 1y ago 1y ago
Last updated by: processor(DeleteFFRsAfterFinal) (15h ago)
Created by: processor(GenerateQuarterlyFFRProcessor) (1y ago)

Participants (7)
justgrants026.grantawardadmin.igtsint

Federal Financial Report (FFR-087694)
(15PBJA-22-GG-01922-AWAX) [Print/Download](#)

Awarded Entity Legal Name: (JGII Test1 Org26) Doing Business As: (JGII Test Org26 Doing Business As)

Solicitation Title: OJP BJA Semi Annual
Project Title: OJP BJA Semi Annual PR Case with Question set
Project Period: 2/2/20 - 5/31/30
Managing Office: OJP
DOJ Grant Manager: GrantManReBJA.igtsint
Grant Award Administrator: justgrants026.grantawardadmin.igtsint
FAW Case ID: FAW-308040

Solicitation Category: N/A
Federal Award Amount: \$3,000.00
Program Office: BJA
UEI: RKV2V7M6FJ03
TIN: 260000000

1. Federal Agency and Organizational Element to Which Report is Submitted:
Federal Agency and Organizational Element to Which Report is Submitted

2. Federal Grant Or Other identifying number: 15PBJA-22-GG-01922-AWAX
This is the grant number assigned to the award for this program.

3. Recipient Organization (Name and complete address including Zip code)
This is the organization name and complete address of the recipient organization.

Recipient Organization Name: New JustGrants Test Stage Org26

Case details
20 Goal Deadline: 1y ago 1y ago
Last updated by: Queue processor(DeleteFFRsAfterFinal) (15h ago)
Created by: Queue processor(GenerateQuarterlyFFRProcessor) (1y ago)

Participants (7)
justgrants026.grantawardadmin.igtsint

Actions
Refresh
FederalAgencyAndGrant
Print
Close

Printing Federal Financial Reports

Step 20

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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.

Active Funded Award
(15PBJA-22-GG-01922-AWAX) **PENDING/ACTIVE**
Awarded Entity Legal Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)
Current Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

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20

Solicitation Title:	OJP BJA Semi Annual	Solicitation Category:	N/A
Project Title:	OJP BJA Semi Annual PR Case with Question set	Federal Award Amount:	\$3,000.00
Project Period:	2/2/20 - 5/31/20	Program Office:	BJA
Managing Office:	OJP	UEI:	RKQV2V71MSFJ03
DOJ Grant Manager:	GrantManaReBJA.jgtsaint	TIN:	260000000
Grant Award Administrator:	justgrants026.grantawardadmin.jgtsent		
FAW Case ID:	FAW-308040		

Task	Assigned to	
Audit And Assessment	Default team for DOJ	Begin
Financial	Default team for DOJ	Begin
Leadership	Default team for DOJ	Begin
Legal	Default team for DOJ	Begin
Programmatic	Default team for DOJ	Begin

Case details
Last updated by: Queue processor(GenerateQuarterlyFFRProcessor) (21m ago)
Created by: Agent(System-Queue-ServiceLevel.ProcessEvent)

DOJ Grant Manager
GrantManaReBJA.jgtsaint
Phone: 111-111-1111