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.
1) Log in as a Financial Manager.

2) Select the Awards option.

3) Select the Case ID for the award with the FFR to view and print.
4) The Active Funded Award page will open.

5) Scroll down to the Funded Award Information section.

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

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