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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JUSTGRANTS SYSTEM

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- 1) Log in as a Financial Manager.
- 2) Select the Awards option.
- Alerts (0) Entity Users No data to display C Entity Docur 1 2 3 4 5 6 7 8 9 10 ... ≥ Awards e ID Date Due Case Status Case Type Last Updated III Monitoring 🚊 Federal Forms FFR-484024 Submittee 12/11/2023 07:06 PM 10/30/2020 FFR-484024 Federal Financial Repor Submitte 12/11/2023 07:05 PM 10/30/2020 FFR-701842 10/31/2023 12:02 AM Federal Financial Report Open 10/30/2023 EFR-701762 10/31/2023 12:01 AM 10/30/2023 Federal Financial Report Open 01/18/2023 02:57 PM . FFR-634167 10/30/2021 Federal Financial Report Open • <u>FFR-448049</u> 03/30/2021 Federal Financial Report Submitter 11/03/2023 12:18 PM FFR-496077 Federal Financial Report Error: Work Open 12/19/2022 10:50 AM Training Res
- Select the Case
 ID for the award
 with the FFR to
 view and print.

e	Aw	ards - New	JustGrants Te	est Stage Org26 New JGII Test St	age Org26				
Profile	My A	My Assigned Awards							
Users	770 r	esults							
Documents		Award ID	Award Status 🐺	Grant Award Administrator	Award Number	Managing Office	Program Office	Solicitation Title	
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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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JUSTICE GRANTS SYSTEM

- 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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Entity Users	ASAP Account is in Suspend status. Drawdown is not	available. For more information, v	iew the Funding Balance and Avail	ability tab.			
Entity Documents	This	award is currently under reviev	w, a closeout cannot be initiated	 For more information, view the second se	e Monitoring tab.		
Applications	Funded Award Information						
Awards							
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E Federal Forms	Award Package Conditions Award Det	ails Attachments Manageme	ent Availability Report (FF	R) (GAM) Closeout			
	Report Number Type of FFR	Reporting Period	Due Date of Report	Status			
	FFR-687694 Quarterly	Apr 1, 2022 to Jun 30, 2022	Jul 30, 2022	FFR-Delinquent			
	FFR-689041 Quarterly	Jul 1, 2022 to Sep 30, 2022	Oct 30, 2022	FFR-Delinquent			
	EFR-692566 Quarterly	Oct 1, 2022 to Dec 31, 2022	Jan 30, 2023	FFR-Delinquent			
()	EFR-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			
	EFR-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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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.

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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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Home Entity Profile	Active Funded Award (15PBJA-22-GG-01922-AWA Awarded Entity Legal Name (JGII T	X) PENDINGACTIVE Test Org26) Doing Business As: (JGII Test Org26 Do	oing Business As)				Actions ~		
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Entity Documents Applications		This award is currently under review,	a closeout cannot be initiate	d. For more i	information, view the Mon	20	Audit and Assessment: >		
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