



# Financial Manager

*Job Aid Reference Guide*



# Table of Contents

## [3](#) [Welcome](#)

*Begin with this exploration of JustGrants*

## [6](#) [Submitting Financial Reports](#)

*An overview of submitting financial reports which provides guidance on the use of this guide, important dates, and validations*

## [11](#) [Submission Instructions](#)

*Step-by-step directions for submitting financial reports*

## [25](#) [Edit and Resubmit Federal Financial Reports](#)

*Step-by-step directions for resubmitting, printing, and viewing financial reports*

## [33](#) [View and Print Federal Financial Reports](#)

*Instructions on how to view and print FFRs*



**Welcome**

# How to Use this Guide

This **Job Aid Reference Guide (JARG)** will help the user navigate the software as the user moves through JustGrants grants management functions, including:

- Feature overviews;
- Step-by-step instructions;
- Infographics;
- Glossary terms; and
- New feature summaries.



This guide is part of a larger training resource library that includes self-guided eLearning videos and infographics. All training resources are accessible on the JustGrants [Training & Resources page](#).

During the initial release of JustGrants, be aware:

- The system **does not** “auto save” the user’s work.
- After 10 minutes of inactivity, a warning message will be displayed (per security requirements).
- The user will be automatically logged out after 15 minutes of inactivity (per security requirements).
- **Unsaved work will not be saved** at logout.

# JustGrants Overview

Welcome to JustGrants!

**JustGrants is the Department of Justice's (DOJ) web-based, streamlined grants management software.**

**JustGrants** provides applicants and grantees tremendous transparency and an improved user experience throughout the entire process of grants management. JustGrants offers applicants and grantees:

- Efficient processes that allow for tracking progress and entering data directly;
- Improved data accuracy and access to that data through data validation and reporting tools;
- Organizational profiles with increased visibility for applicant and grantee organizations into all their grants and applications across DOJ;
- Enhanced availability and automation of electronic forms, reducing the need for uploading attachments and manual data entry; and
- Integration with SAM.gov and Grants.gov to maintain consistent entity information and to reduce duplicative data entry.



# Submitting Financial Reports

# Submitting Financial Reports Overview



This is the process stage where the user's entity will need to submit Federal Financial Reports (FFR). JustGrants will help along the way.

In JustGrants, an FFR is submitted by a 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.

A Financial Manager also 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.



The FFR (SF-425) can be accessed via the following link:  
<https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>



FFR reporting quarterly periods and due dates are provided on page 7.



# Important Dates:

## FINANCIAL REPORTS





# Key Takeaways

- ✓ 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 ASAP account. The grantee will be locked out if they have a delinquent submission.
- ✓ Grantees 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 Reports Validations

<i>Line Number</i>	<i>Description</i>	<i>Validation</i>
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, Amount Charged (Indirect Cost Rate). This cannot be negative.



# Submission Instructions

# Submitting Financial Reports



## Steps 1 - 3

- 1) Navigate to the **Home** link on the left side of the screen.
- 2) Go to the user's Worklist.
- 3) Open the FFR to be edited/submitted.

The screenshot shows the JUST grants system interface. The left sidebar contains a navigation menu with the following items: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The 'Home' link is highlighted with a green box and a circled '1'. The main content area shows the 'My Worklist' section with 219 results. The table below lists several Federal Financial Reports (FFR) with columns for Case ID, Date Due, Case Type, Case Status, and Last Updated.

Case ID	Date Due	Case Type	Case Status	Last Updated
FFR-851027	04/30/2021	Federal Financial Report	Open	08/11/2021 12:29 AM
FFR-851027	04/30/2021	Federal Financial Report	Open	08/11/2021 12:29 AM
FFR-851027	04/30/2021	Federal Financial Report	Open	08/11/2021 12:29 AM
FFR-851027	04/30/2021	Federal Financial Report	Open	08/11/2021 12:29 AM
FFR-872700	10/07/2021	Federal Financial Report	Open	07/11/2022 04:58 PM
FFR-851027	04/30/2021	Federal Financial Report	Open	08/11/2021 12:29 AM
FFR-851027	04/30/2021	Federal Financial Report	Open	08/11/2021 12:29 AM

# Submitting Financial Reports



## Steps 4 - 5

- 4) Once the FFR opens, the Recipient Information appears.
- 5) 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.

JUSTgrants  
JUSTICE GRANTS SYSTEM

Active Funded Award (FAIW-306348)  
**Federal Financial Report (FFR-692948)**  
(15PBJA-22-RR-00719-SCAA) OPEN  
Legal Entity Name (JGII Test Org25) Doing Business As: (JGII Test Org25 Doing Business As)

4

1. Recipient Info 2. Report Information 3. Remarks & Certification

1.Federal Agency and Organizational Element to Which Report is Submitted: U.S. Department of Justice  
Federal Agency and Organizational Element to Which Report is Submitted

2.Federal Grant Or Other identifying number: 15PBJA-22-RR-00719-SCAA  
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: JGII Test Org25  
Street 1: 111 Street Rd  
Street 2: —  
City: Washington County: —

Cancel Save Continue

5

# Submitting Financial Reports

## Steps 6 – 7



### Report Information

- 6) The Report Information screen contains several required fields.
  - a) Recipient Account Number
  - b) Report Type
  - c) Basis of Accounting
- 7) Scroll down to the **Transactions** section.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Active Funded Award (FAIN:309346)

**Federal Financial Report (FFR-692948)**  
(15PBJA-ZZ-RR-00719-SCAA) **Open**

Legal Entity Name: (JGII Test Org25) Doing Business As: (JGII Test Org25 Doing Business As)

6

1. Recipient Info   2. Report Information   3. Remarks & Certification

5. Recipient Account Number  
Enter the account number or any other identifying number assigned by the recipient to the award. This number is for the recipient's use only and is not required.

6. Report Type  
A final report shall be submitted within 120 days after the grant period end date.  
According to your current project period end date this must remain a final FFR ⓘ  
 Final    Quarterly

7. Basis Of Accounting  
Specify whether a cash or accrual basis was used for recording transactions related to the award and for preparing this report. Accrual basis of accounting refers to the accounting method in which expenses are recorded when incurred. For cash basis accounting, expenses are recorded when they are paid.  
 Cash    Accrual

8. Project/Grant Period  
Enter the project/grant period (start and end date). This should encompass the beginning date of the original award and the latest ending date under the award number.  
From: 12/21/2021   To: 12/31/2022

9. Reporting Period  
Enter the start and end date of the reporting period. Federal Financial Reports will be submitted on a quarterly basis. A final FFR shall be submitted at the completion of the award agreement. The following reporting periods shall be used for quarterly reports:  
• October 1 – December 31 (due by January 30) • January 1 – March 31 (due by April 30)  
• April 1 – June 30 (due by July 30) • July 1 – September 30 (due by October 30)  
Quarterly reports shall be submitted no later than 30 days after the end of each reporting period. Final reports shall be submitted no later than 120 days after the project or grant period end date.  
From: 10/01/2022   To: 12/31/2022

10. Transactions:

Back   Save   Continue

# Submitting Financial Reports

## Step 8



Report Information

8) The following fields are not editable because they are not required by DOJ:

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

The screenshot shows the JUSTgrants interface for submitting a Federal Financial Report. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitor (circled with a green circle containing the number 8), and Federal Forms. The main content area displays the report details for an Active Funded Award (FAW-309348) with the title 'Federal Financial Report (FFR-692948)'. The report is for the legal entity 'JGII Test Org25 Doing Business As'. The 'Federal Cash' section is highlighted with a green box and contains three rows of input fields, each with a dropdown arrow and a note: 'Do not enter any information in this field. COFS, OJP, and OVW do not require a Grantee to report this information.' Below this section, the 'Federal Expenditures and Unobligated Balance' section is visible, showing a total of \$10.00 for federal funds authorized and input fields for federal share of expenditures and federal share of unliquidated obligations. The bottom of the form has 'Back', 'Save', and 'Continue' buttons.



# Submitting Financial Reports

## Step 9



Report Information

9) 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.**

**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.*

The screenshot shows the 'Federal Financial Report' form in the JUSTGrants system. The 'Federal Cash' section is highlighted with a green box and a circled '9'. The form includes the following fields:

- 10a. Cash Receipts:** Do not enter any information in this field. COPS, QJP, and OVW do not require a Grantee to report this information.
- 10b. Cash Disbursements:** Do not enter any information in this field. COPS, QJP, and OVW do not require a Grantee to report this information.
- 10c. Cash on Hand (line a minus b):** Do not enter any information in this field. COPS, QJP, and OVW do not require a Grantee to report this information.
- 10d. Total Federal funds authorized:** \$10.00
- 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

# Submitting Financial Reports



## Field 10e Validations

### 10e Validations

**Note:** When the financial manager enters an amount in 10e, the following pop-up box appears. 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.

The screenshot shows the JUSTgrants interface for submitting a Federal Financial Report (FFR-692530). A pop-up window titled "Confirm 10e. Federal share of expenditures" is displayed over the form. The pop-up asks: "Does the amount entered into 10e (98) reflect the cumulative expenditures amount from the beginning of the project period to the end date of this SF-425 reporting period? Cumulative means from award inception through the end of this reporting period." There are "Yes" and "No" buttons. The background form shows field 10e with a value of \$98.00 and field 10h with a value of \$2.00.

**Note:** If the user attempts to submit the FFR without editing 10e after selecting No in the Pop-up, the user will receive the following error message.

The screenshot shows an error message in a red box: "10e. Federal share of expenditures: Please return to the 10e field and confirm the value reflects the cumulative expenditure amount. You must either change the value or Tab out of the field for the confirmation message to display." Below the error message, the form shows progress indicators for "1. Recipient Info", "2. Report Information", and "3. Remarks & Certification".

10e will also 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 grantee 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."*

# Submitting Financial Reports



Steps 10 – 11

Report Sections

- 10) Enter information in the following fields as appropriate:
  - a) 10k. Remaining recipient share to be provided (line i minus j)
  - b) 10l. Total Federal program income earned
  - c) 10m. Program Income expended in accordance with the deduction alternative
  - d) 10n. Program Income expended in accordance with the addition alternative
  - e) 10o. Unexpended program income
- 11) Scroll to the bottom of the page.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Active Funded Award (FAW-307014)

**Federal Financial Report (FFR-692530)**

(15JCOPS-22-06-01931-METH) [View](#)

Legal Entity Name: (IGIII Test Org25) Doing Business As: (IGIII Test Org25 Doing Business As)

10

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).

\$0.00

10j. Recipient share of expenditures  
Enter the cumulative recipient share of actual cash disbursements or outlays (less any rebates, refunds, or other credits) including payments to subrecipients and contractors. This amount may include the value of allowable third party in-kind contributions and recipient share of program income used to finance the non-Federal share of the project or program.  
Note: On the final report this line should be equal to or greater than the amount of Line 10i. Cumulative means from award inception through the end of this reporting period.

\$98.00

10k. Remaining recipient share to be provided (line i minus j)  
The amount of Line 10i minus 10j.

\$0.00

Program Income:

10l. Total Federal program income earned  
Enter the amount of federal program income earned. Do not report any program income here that is being allocated as part of the recipient's cost sharing amount included in Line 10j. If this is a final report, this field is required and may not be left blank, but a zero (0) may be entered. Cumulative means from award inception through the end of this reporting period.

\$0

10m. Program Income expended in accordance with the deduction alternative  
Enter the cumulative amount of program income that was used to reduce the Federal share of the total project costs. Cumulative means from award inception through the end of this reporting period.

\$0

10n. Program Income expended in accordance with the addition alternative  
Enter the cumulative amount of program income that was added to funds committed to the total project costs and

\$0

Back Save Continue

# Submitting Financial Reports



Steps 12 - 14

Report Sections

- 12) Enter Indirect Expenses. Depending on the **Type of Rate**, the user will be presented with different fields to complete.
- 13) Select **+ Add Item** to add as many indirect expenses as needed.
- 14) Select the **Continue** button 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**, and 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.

12

11a. Type of Rate(s)	11b. Rate	11c. Period From	11c. Period To	11d. Base	11e. Amount Charged	11f. Federal Share
Pre-determined	75%	12/1/2022	12/30/2022	\$ 5	12	\$ 9

14

# Submitting Financial Reports

## Step 15



Remarks and Certification

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

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

JUSTgrants  
JUSTICE GRANTS SYSTEM

Active Funded Award (FAW-311840)  
**Federal Financial Report** (FFR-693752)  
(15PSMA-22-RR-03035-JAGX) [OPEN](#)  
Legal Entity Name: (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)

1. Recipient Info ✓ 2. Report Information ✓ 3. Remarks & Certification

**12. Additional Information**  
Enter any remarks, explanations or additional information required. Supporting documents may be added by clicking the "Upload Supporting Documents" button.

Remarks

Uploaded Documents

File Name
No items

[Upload Supporting Documents](#)

**13. Certification**  
By submitting this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3851-3854)

[Back](#) [Save](#) [Finish](#)

# Submitting Financial Reports

Steps 16 – 17



Upload Documents

16) Select **Upload Supporting Documents** to attach a document.

17) Use the **Choose File** button to locate the document to upload.

The screenshot displays the JUSTgrants web application interface for submitting a Federal Financial Report. The main content area is titled "Federal Financial Report (FFR-693752)" and includes a sidebar with navigation options like Home, Entity Profile, and Entity Documents. The current step is "12. Additional Information", which includes a "Remarks" field and an "Upload Supporting Documents" button. A modal window titled "FFR Attachment" is open, showing a "Choose File" button and a "Submit" button. The number "16" is circled around the "Upload Supporting Documents" button in the background, and the number "17" is circled around the "Choose File" button in the modal. The "Submit" button in the modal is also highlighted with a blue border.

# Submitting Financial Reports

## Step 18



Upload Documents

18) Select the **Submit** button.

The screenshot displays the JUSTgrants interface for submitting a Federal Financial Report. The main content area shows the report details for 'Active Funded Award (FAW#311840)' and 'Federal Financial Report (FFR-88375Z)'. The report is currently in the 'Remarks & Certification' step. A modal window titled 'FFR Attachment' is open, allowing the user to select a document. The 'Submit' button in the modal is highlighted with a green box, and a green circle with the number '18' is overlaid on it. The background shows the report details and navigation options.



# Submitting Financial Reports

Steps 19 – 20



Finish Report

19) Review the **Certification** section.

20) Select the **Finish** button.

The screenshot displays the JUSTgrants interface for a Federal Financial Report. The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area shows the report details for 'Active Funded Award (FAW-211940) Federal Financial Report (FFR-693752)'. Below this, there is an 'Uploaded Documents' table with one entry: 'Supporting Documentation.docx'. A green box highlights the '13. Certification' section, which contains a certification statement and a form with the following fields: Prefix, First Name (justgrants026.financialmanager), Middle Name, Last Name (jgtsxt), Suffix, Title, Full Name (justgrants026.financialmanager.jgtsxt), Email Address (justgrants026.financialmanager@gmail.com), and Telephone (202-222-3333). A 'Back' button is located at the bottom left of the certification section. At the bottom right of the page, there are 'Save' and 'Finish' buttons. A green circle with the number '19' is overlaid on the left sidebar, and another green circle with the number '20' is overlaid on the 'Finish' button.

# Submitting Financial Reports



## Step 21

### Finish Report

21) A green banner at the top of the screen indicates that the report has been submitted correctly. The status is **Pending-UFMS**, indicating that the report has been sent to the United Financial Management System (UFMS) for validation in the DOJ accounting system. While the report is being reviewed in UFMS, it is not possible to make any changes. Once the report has been validated by UFMS, the status will change to **Resolved-Completed**. At this time, it is possible to edit and resubmit a report if needed.

The screenshot displays the JUSTgrants interface. A green banner at the top indicates the report status is **PENDING UFMS**. A green circle with the number 21 highlights this banner. Below the banner, a table provides case details:

Solicitation Title:	SMART FY 20 Support for Adam Walsh Act Implementation Grant Program Solicitation Category:	
Project Title:	Organizational Readiness: Formula Template Solicitation Application 1	Federal Award Amount \$1,000.00
Project Period:	1/1/20 - 1/31/21	Program Office: SMART
Managing Office:	OJP	UEI: EG980JOYVYMD
DOJ Grant Manager:	GrantManaReSMART jgitsaint	TIN: 2600000000
Grant Award Administrator:	justgrants026.atgrantawardadmin.jgitsaint	
FAW Case ID	FAW-212087	

Below the table, there are navigation buttons: CREATE FFR, SUBMIT FFR, and CLOSE FFR. A 'Case details' sidebar on the right shows the last updated by user and creation date. A message at the bottom states: 'The Federal Financial Report case type does not yet have any fields defined.'



# 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
<b>Reporting Period:</b> 7/1/22 to 9/30/22 <b>Due Date of Report:</b> 10/30/22 (previous FFR)	<b>Reporting Period:</b> 10/1/22 to 12/31/22 <b>Due Date of Report:</b> 1/30/23 (direct previous FFR)	<b>Reporting Period:</b> 1/21/23 to 3/31/23 <b>Due Date of Report:</b> 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.

# 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 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
<b>Reporting Period:</b> 7/1/22 to 9/30/22 <b>Due Date of Report:</b> 10/30/22 (previous FFR)	<b>Reporting Period:</b> 10/1/22 to 12/31/22 <b>Due Date of Report:</b> 1/30/23 (previous FFR)	<b>Reporting Period:</b> 1/21/23 to 3/31/23 <b>Due Date of Report:</b> 4/30/23 (direct previous FFR)	<b>Reporting Period:</b> 4/1/23 to 6/30/23 <b>Due Date of Report:</b> 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



## Step 1

JustGrants  
Home Page

1) From the JustGrants Home Page, select **Awards**.

The screenshot shows the JustGrants Home Page interface. The left sidebar contains a navigation menu with the following items: Home, Entity Profile, Entity Users, Entity, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The 'Awards' item is highlighted with a green box and a large white circle containing the number '1'. The main content area displays a welcome message for 'justgrants025.financialmanager.jgitsxt', an Alerts section with 0 alerts, and a My Worklist section showing 219 results. The worklist is a table with columns for Case ID, Date Due, Case Type, Case Status, and Last Updated. The table contains several rows of data, all with a Case Status of 'Open'.

Case ID	Date Due ↑	Case Type	Case Status	Last Updated
FFR-051027	04/30/2021	Federal Financial Report	Open	08/11/2021 12:29 AM
FFR-051027	04/30/2021	Federal Financial Report	Open	08/11/2021 12:29 AM
FFR-051027	04/30/2021	Federal Financial Report	Open	08/11/2021 12:29 AM
FFR-051027	04/30/2021	Federal Financial Report	Open	08/11/2021 12:29 AM
FFR-072700	10/07/2021	Federal Financial Report	Open	07/11/2022 04:56 PM
FFR-051027	04/30/2021	Federal Financial Report	Open	08/11/2021 12:29 AM
FFR-051027	04/30/2021	Federal Financial Report	Open	08/11/2021 12:29 AM

# Edit/Resubmit Financial Reports



## Step 2

Awards Menu

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

My Assigned Awards - JGII Test Org26

339 results

Award ID	Award Status	Grant Award Administrator	Role	Award Number	Managing Office	Program Office	Solicitation Title	Project Period Start Date	Project Period End Date	Total
FAW-113550	Pending-ProgrammaticCloseout	Regina Stafford		2014-MO-BX-0017	OJP	SMART	SMART FY 13 Support for Adam Walsh Act Implementation Grant Program	10/11/14	9/30/18	
FAW-207085	Pending-ProgrammaticCloseout	justgrants026.altgrantawardadmin.jgitsexit			OVW	Programmatic	OVWStageTest10/18/2020	10/31/19	8/15/20	
FAW-307987	Pending-Award External Assignee	justgrants026.grantawardadmin.jgitsexit						10/11/17	9/30/20	
FAW-308587	Pending-ProgrammaticCloseout	justgrants026.multipieroles.jgitsexit		15PBJA-22-GK-02057-12	OJP	BJA	Stage Testing	10/11/19	9/30/20	
FAW-212088	Pending-ProgrammaticCloseout	Dunya Yilmazer			OJP	SMART	SMART FY 21 Support for Adam Walsh Act Implementation Grant Program	1/1/20	10/15/20	
FAW-199090	Pending-HoldCloseout			15PSMA-20-GG-00235-12	OJP	SMART	SMART FY 20 Support for Adam Walsh Act Implementation Grant Program	6/25/20	10/16/20	
FAW-189085	Pending-ProgrammaticCloseout	justgrants026.grantawardadmin.jgitsexit		15PSMA-20-GG-00241-12	OJP	SMART	SMART FY 20 Support for Adam Walsh Act Implementation Grant Program	1/1/20	11/30/20	
FAW-187184	Pending-ProgrammaticCloseout	Dunya Yilmazer		15PSMA-20-GG-00241-12	OJP	SMART	SMART FY 20 Support for Adam Walsh Act Implementation Grant Program	1/1/20	11/30/20	
FAW-168089	Pending-HoldCloseout	justgrants026.grantawardadmin.jgitsexit		15PSMA-21-GG-00028-AWAX	OJP	SMART	SMART FY 21 Support for Adam Walsh Act Implementation Grant Program	1/1/20	11/30/20	
FAW-168085	Pending-ProgrammaticCloseout	Dunya Yilmazer		15PSMA-21-GG-00028-AWAX	OJP	SMART	SMART FY 21 Support for Adam Walsh Act Implementation Grant Program	1/1/20	11/30/20	



# Edit/Resubmit Financial Reports



## Step 3

Assignments  
List

3) Select **View Case** to edit and resubmit the FFR.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Awards  
Monitoring  
Federal Forms  
Training Resources

**Active Funded Award**  
(15P-SMA-ZZ-GG-02189-AWAX) **PENDING-ACTIVE**  
Entity Legal Name: (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)

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

**Assignments**

Task	Assigned to	Action
Fix Correspondence	Administrator	Begin
Audit And Assessment (Active)	Funded Award	Begin
Financial (Active)	Funded Awards SMART	Begin
Leadership (Active)	Click to sort	Begin
Legal (Active)	Funded Award	Begin
Programmatic (Active)	Funded Awards	Begin
Performance Report (PR-374533)		
Complete Performance Measure Survey	justgrants026.grantawardadmin jgitsent	Begin
BJA_FY18STOPTech_Final (C-301474)		
Question page	justgrants026.grantawardadmin jgitsent	Begin
Federal Financial Report (FFR-591525)		
Create FFR	justgrants026.financialmanager jgitsent	Begin
Fix Correspondence	Administrator	Begin

**Case details**  
Last updated by: Queue processor(GenerateQuarterlyFFRProcessor) (2mo ago)  
Created by: Vera Chimtova (4mo ago)

**DOJ Grant Manager**  
GrantManReSMART jgitsint  
Phone: 123-123-1231  
Email: islamm@ip-10-15-06-10.ojpsc.gov

**Participants (6)**

- justgrants026.grantawardadmin jgitsent Grant Award Administrator
- JohnElectronicBusinessPoo Doe Entity Administrator
- justgrants026.financialmanager jgitsent Financial Manager

# Edit/Resubmit Financial Reports



Steps 4 - 5

Reopen FFR

4) Open the **Actions** menu.

5) Select **Reopen**.

The screenshot displays the JUSTgrants interface for a Federal Financial Report (FFR) with ID F-34010. The report is currently in a 'REOPEN-COMPLETED' state. The main content area shows a table with the following details:

Solicitation Title	---	Federal Award Amount	---
Project Title	---	Unpaid Balance	\$0.00
Project Period	2/20 - 9/20	OUNS	---
Managing Office	OVW	TIN	---
Grant Award Administrator/EXT Grant Award Administrator	---	---	---
FAW Case ID	FAW-32029	---	---

Below the table, there are three sections for reporting requirements:

- 1. Federal Agency and Organizational Element to Which Report is Submitted:** U.S. Department of Justice. Federal Agency and Organizational Element to Which Report is Submitted.
- 2. Federal Grant Or Other identifying number:** AW-61836542. 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: Izzak Brooks.

On the right side, the 'Actions' menu is open, showing options: Refresh, Reopen, Follow, Tags, Notifications, Pin to space, and Print. The 'Reopen' option is highlighted with a green circle and the number 6.

# Edit/Resubmit Financial Reports



Edit and Submit FFR

Steps 6 - 7

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

The screenshot displays the JUSTgrants Justice Grants System interface for editing a Federal Financial Report (FFR). The main content area shows a progress bar with three steps: 1. Recipient Info, 2. Report Information, and 3. Remarks & Certification. The current step is 3. Remarks & Certification. The '12. Additional Information' section is highlighted with a green circle and the number 6. Below this section is a large text input field for remarks. The 'Uploaded Documents' section shows a table with columns for File Name and No Items. The '13. Certification' section is partially visible at the bottom. The 'Finish' button is highlighted with a green circle and the number 7.



**View and Print Federal  
Financial Reports**

# View/Print Financial Reports

## Step 1



JustGrants  
Home Page

1) Select the **Awards** menu from the JustGrants Home Page.

The screenshot shows the JustGrants Home Page interface. On the left sidebar, the 'Awards' menu item is highlighted with a green box and a red circle containing the number '1'. The main content area displays a 'My Worklist' table with the following data:

Case ID	Date Due ↑	Case Type	Case Status	Last Updated
FFR-484024	10/30/2020	Federal Financial Report	Open	04/13/2021 04:30 PM
FFR-484024	10/30/2020	Federal Financial Report	Open	04/13/2021 04:30 PM
FFR-48049	03/30/2021	Federal Financial Report	Open	04/30/2021 04:32 PM
FFR-490077	---	Federal Financial Report	Error: Work Open	12/19/2022 10:50 AM
FFR-484024	10/30/2020	Federal Financial Report	Open	04/13/2021 04:30 PM
FFR-693853	07/30/2022	Federal Financial Report	FFR-Delinquent	12/19/2022 10:53 AM
FFR-693854	10/30/2022	Federal Financial Report	FFR-Delinquent	12/19/2022 10:50 AM

# View/Print Financial Reports

## Step 2



Awards Menu

2) Select the **Case ID** for the award with the FFR to view.

My Assigned Awards - JGII Test Org26

539 results

Award ID	Award Status	Grant Award Administrator	Role	Award Number	Managing Office	Program Office	Solicitation Title	Project Period Start Date	Project Period End Date	Total Award
FAW-307744	Active	justgrants026.grantawardadmin.jgitsext						10/1/18	5/30/21	
FAW-307745	Active	justgrants026.grantawardadmin.jgitsext						10/1/18	5/30/21	
FAW-307746	Active	justgrants026.grantawardadmin.jgitsext						10/1/18	5/30/21	
FAW-308451	Active	justgrants026.grantawardadmin.jgitsext						2/1/19	0/30/21	
FAW-307521	Active	justgrants026.grantawardadmin.jgitsext						10/1/18	9/30/21	
FAW-307547	Active	justgrants026.grantawardadmin.jgitsext						10/1/18	9/30/21	
FAW-307548	Active	justgrants026.grantawardadmin.jgitsext						10/1/18	9/30/21	
FAW-307549	Active	justgrants026.grantawardadmin.jgitsext						10/1/18	9/30/21	
FAW-307851	Active	justgrants026.grantawardadmin.jgitsext						10/1/18	9/30/21	
FAW-308137	Active	justgrants026.grantawardadmin.jgitsext						10/1/20	9/30/21	

# View/Print Financial Reports

Steps 3 - 4



Federal Financial Report Section

- 3) Scroll down to the Award sections.
- 4) Select **Federal Financial Reports**.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Awards  
Monitoring  
Federal Forms  
Training Resources

**Active Funded Award**  
(15JCOPS-22-GK-03027-METH) **PENDING-ACTIVE**  
Entity Legal Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)

Legal (Active)  
Programmatic (Active)  
Await Date/Time (Active)  
Performance Report (PR-37755)  
Complete Performance Measure Survey  
BJA\_AdvJust\_FY22v1 (C-302190)  
Question page  
Federal Financial Report (FFR-493720)  
Create FFR

Funded Award  
Funded Awards  
Work queue record for deferred tasks  
David Gaetani  
David Gaetani  
David Gaetani  
View Case

DOJ Grant Manager  
GrantManaReBJA.jgtsint  
Phone  
123-000-9999  
Email  
GrantManaReBJA@ojp.usdoj.slg

Participants (7)  
David Gaetani Grant Administrator  
JohnElectronicBusinessPoo Doe Entity Administrator  
David Gaetani Financial Manager  
GrantManaReBJA.jgtsint Grant Manager  
David Gaetani Authorize Representative  
View all

FUNDED AWARD INITIAL SETUP > **ACTIVE** > INITIATE CLOSEOUT > PROGRAMMATIC CLOSEOUT > **4** FINANCIAL CLOSEOUT > UFMS HANDOFF

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

Privacy Policy

# View/Print Financial Reports

## Step 5



Select FFR

5) Select the FFR to view.

The screenshot displays the 'Active Funded Award' page in the JUSTgrants system. The page includes a sidebar with navigation options, a main content area with a progress bar and a table of funded award information, and a right-hand sidebar for participants. A green circle with the number 5 highlights the 'Federal Financial Report (FFR-693720)' in the table.

Report Number	Type of FFR	Reporting Period	Due Date of Report	Status
FFR-693720	Quarterly	Dec 7, 2022 to Dec 31, 2022	Jan 30, 2023	Open



# View/Print Financial Reports



Steps 6 - 7

View-Only

- 6) 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 screen to close the FFR.

1. Federal Agency and Organizational Element to Which Report is Submitted: <small>Federal Agency and Organizational Element to Which Report is Submitted</small>		---	
2. Federal Grant Or Other Identifying number: <small>This is the grant number assigned to the award for this program.</small>		15JCOPS-22-GK-03027-METH	
3. Recipient Organization (Name and complete address including Zip code) <small>This is the organization name and complete address of the recipient organization.</small>			
Recipient Organization Name:		JGII Test Org20	
Street 1:		111 Street Rd	
Street 2:		---	
City:	Washington	County:	---
State:	DC	Province:	---
Country:	USA	ZIP / Postal Code:	002
4a. UEI <small>This is the recipient organization's Unique Entity Identifier (UEI) or Central Contract Registry UEI</small>		RKV2V7M8FJ03	
4b. EIN <small>This is the Employer Identification Number (EIN) of the recipient organization.</small>		280000000	
5. Recipient Account Number <small>Enter the account number or any other identifying number assigned by the recipient to the award. This number is for the recipient's use only and is not required.</small>			
6. Report Type <small>A Financial Report shall be submitted within 120 days after the grant period end date.</small>		Quarterly	
7. Recipient Accounting		---	

# View/Print Financial Reports

Steps 8 - 9



Actions Menu

- 8) From the Federal Financial Report, open the **Actions** menu.
- 9) Select the **Print** option.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

**Active Funded Award**  
(15JCOPS-22-GK-03027-METH) **PENDING-ACTIVE**  
Entity Legal Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)

Solicitation Title: COPS Office Tribal Resources Grant Program - Hiring  
Project Title: testing  
Project Period: 12/7/22 - 12/7/23  
Managing Office: COPS  
DOJ Grant Manager: GrantManReBJA.jgitsint  
Grant Award Administrator: David Gaetani  
FAW Case ID: FAW-311554

Solicitation Category: CTAS bug FIX 200084  
Federal Award Amount \$1,000.00  
UEI: RKVZV7M5FJ03  
COPS ORI: ---  
TIN: 260000000

**Assignments** View all

Task	Assigned to
Audit And Assessment (Active)	Funded Award
Financial (Active)	Funded Awards COPS
Leadership (Active)	Funded Award
Legal (Active)	Funded Award
Programmatic (Active)	Funded Awards
Await DateTime (Active)	Work queue record for deferred tasks

**Case details**  
Last updated by Pega Email Bot (12d ago)  
Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (12d ago)

**DOJ Grant Manager**  
GrantManReBJA.jgitsint  
Phone: 123-000-9999  
Email: GrantManReBJA@oj.usdoj.gov

**9** **Print**

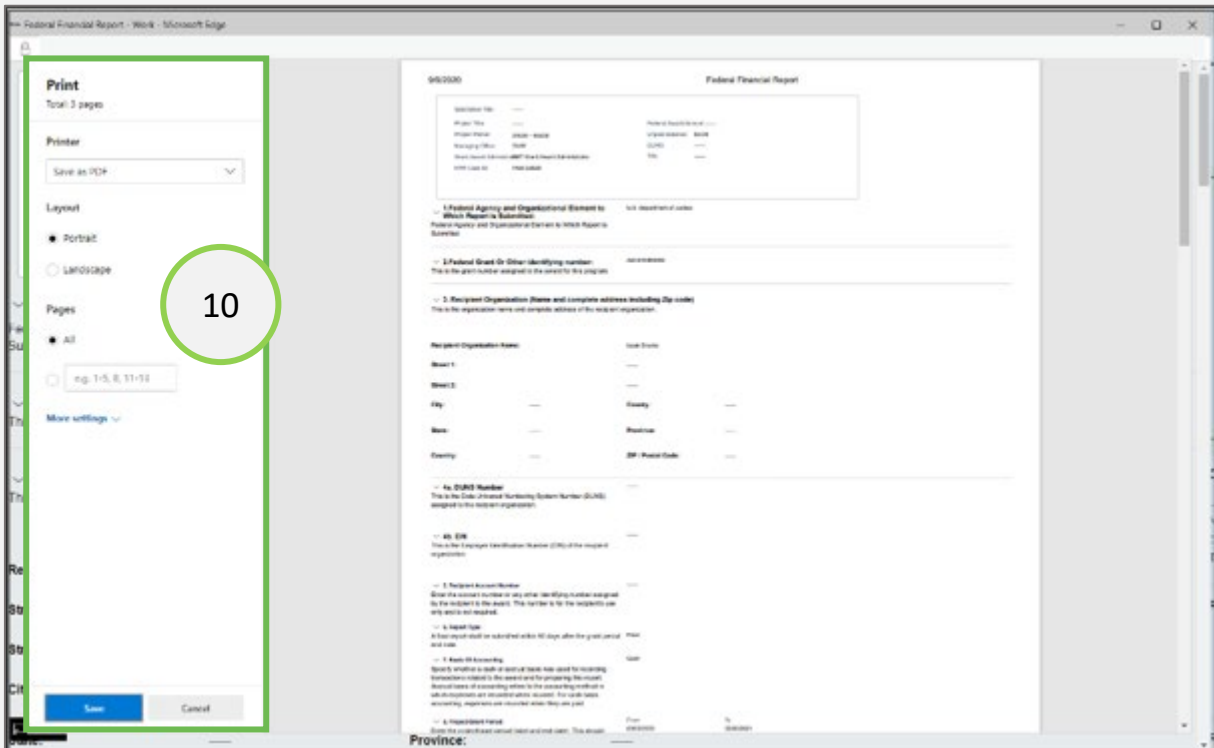
# View/Print Financial Reports

## Step 10



Print Option

10) Use the options in your printer to print the FFR.



January  
2023



**JUST**grants  
JUSTICE GRANTS SYSTEM