**State of Kansas**

**Federal Financial Report**

***Statewide Management, Accounting and Reporting Tool***

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| **Date Created:** | 11/11/2015 |
| **Version:** | 1.0 |
| **Last Updated Date:** | 11/11/2015 |
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| Instructions for running a single award Federal Financial Report are included in the ***A*** steps of the instructions. The ***B*** steps are for running the report for multiple awards using the same LOC ID. | The Federal Financial Report (FFR), or SF 425, has been released with the 9.2 Upgrade. While preliminary testing proved successful, because of the many similar, but different ways agencies use the Grants, Customer Contracts, and Project Costing modules, the accuracy of this report has not been thoroughly tested for each Business Unit. Modifications were made to accommodate Blue Bird awards. At the time this job aid is being prepared, the best recommendation is to continue using the current agency processes for preparing the Federal Financial Report and then, in addition, run the SMART version and compare the reports. If discrepancies are found, please enter a Service Desk ticket to report the issues found. The agency process for submitting the report should still be followed.Note: The LOC ID (Letter of Credit ID) must be included on the Sponsor, then entered on the Customer Contract in order to use the multiple Grants functionality of this report. More information on the LOC ID is available on the latest versions of the following job aids located on SMART *Web*:*How to Create a Customer Contract* *Blue Bird Award Process**Federal Draw Down Process Job Aid* |
| Step 1. Navigation: Grants > Interactive Reports > Federal Financial Report > *Add a New Value* tab. Create a new run control. Click *Add*. Note: The subsequent times the report is run, the user should be able to pull up the same run control by selecting the *Find an Existing Value* tab. |  |
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| Step 2. When the run control page displays, enter the following information:*Business Unit**Certifying Official**Begin Date**End Date**Report Due Date**Submission Date* |  |
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| Step 2A. For a single award, the *Award Number* can be located by using the lookup. Add the *Line Number* of the contract. Toggle the *Report Type* to the appropriate selection. Enter any of the additional information pertaining to the award. If this is a Blue Bird award, the Contracts Billing Limit radio button should be selected. Click *Save*. Click *Run*. Click *OK* when the Process Scheduler Request appears.  |  |
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| Step 2B. For multiple awards using the LOC ID, select the *Reporting Multiple Grants* checkbox. The Reporting Multiple Grants grid area displays. Enter the *LOC Sponsor*, *LOC ID*, and the *Institution ID*. Click *Save*. Click *Run*. Click *OK* when the Process Scheduler Request appears.  |  |
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| Step 3. Click the *Process Monitor* link, then *Refresh* until the Run Status is Success and Distribution Status is Posted. These reports are now generated by BI Publisher, which is new behind the scenes functionality, and the reports are now accessed differently. Select the *Go back to Federal Financial Report* hyperlink. |  |
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| Step 4. Select the *Report Manager* hyperlink, located to the left of the Process Monitor hyperlink. |  |
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| Step 5. On the Report Manager page, select the *Administration* tab. Select the hyperlink to the report. The reports will open in a new tab of the browser. |  |
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| Step 6A. The single award FFR will provide only information for the specific award. |  |
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| Step 6B. For the multiple grant FFR, the screenshots have been separated and are only a partial depiction of the actual FFR. |  |
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| The Federal Financial Report Attachment lists each award separately and the Cumulative Federal Cash Disbursement for each award.Again, while preliminary testing proved successful, because of the many similar, but different ways agencies use the Grants, Customer Contracts, and Project Costing modules, the accuracy of this report has not been thoroughly tested for each Business Unit. The best recommendation is to continue using the current agency processes for preparing the Federal Financial Report and then, in addition, run the SMART version and compare the reports. If discrepancies are found, please enter a Service Desk ticket to report the issues found. Follow agency processes for submitting the report.  |  |
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| Step 7. To return to the Federal Financial Report run control page, select the *Report Manager* tab of the browser. Select the *Go back to Federal Financial Report* hyperlink. |  |