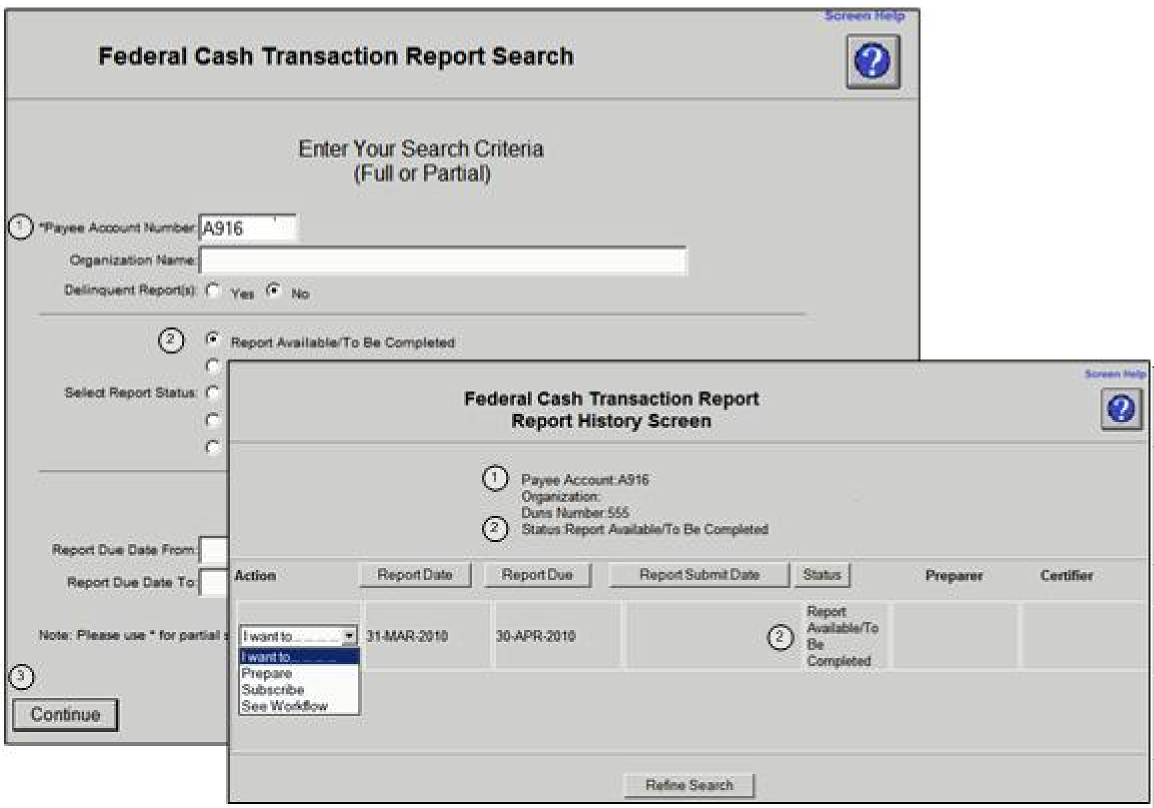
Process for Completing the FFR Cash Transaction Report

1. **Enter Account Number and other Criteria to Produce Selected Report**

   Navigate to the Federal Cash Transaction Report Screen as described in Section I4. As shown below, enter the Payee Account Number 1 , Click the radio button 'Report Available/To Be Completed' 2 , and the Click on the 'Continue' button. Note the options available on the 'Report History Screen'. To begin preparing the Federal Cash Transaction Report, Click on 'Prepare' 4 .

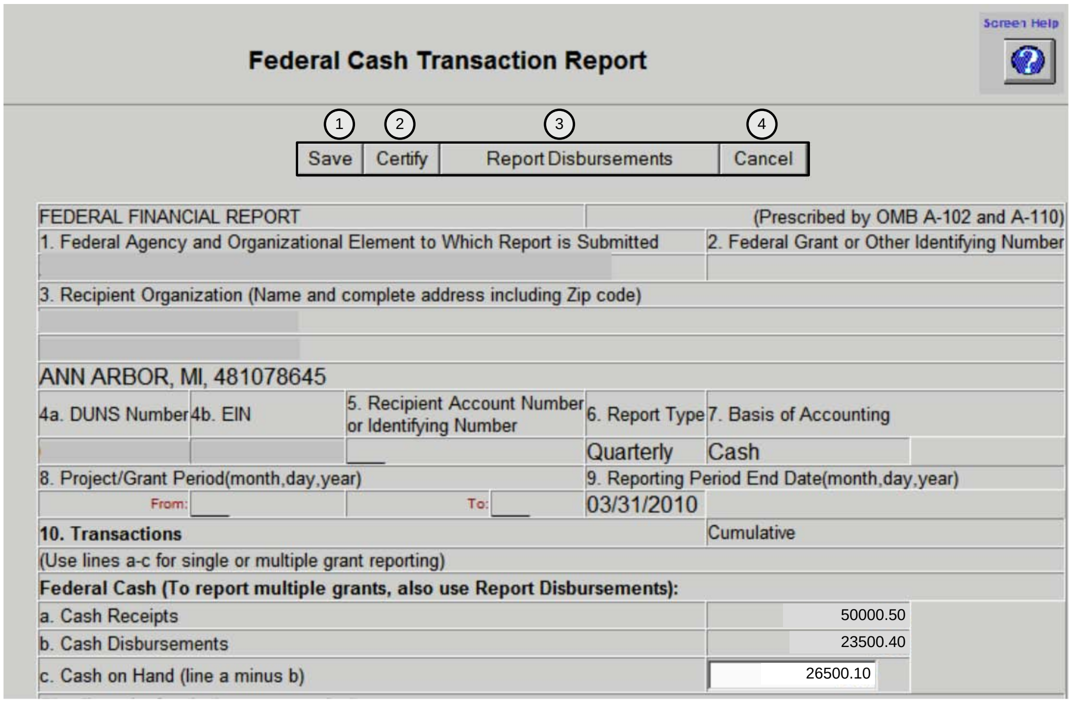


   Clicking on 'Prepare' will bring up the Federal Cash Transaction Report screen (as shown in the following screen shot).

2. **Select 'Prepare' or 'Prepare/Certify' from Action Screen to Begin the FFR Form**

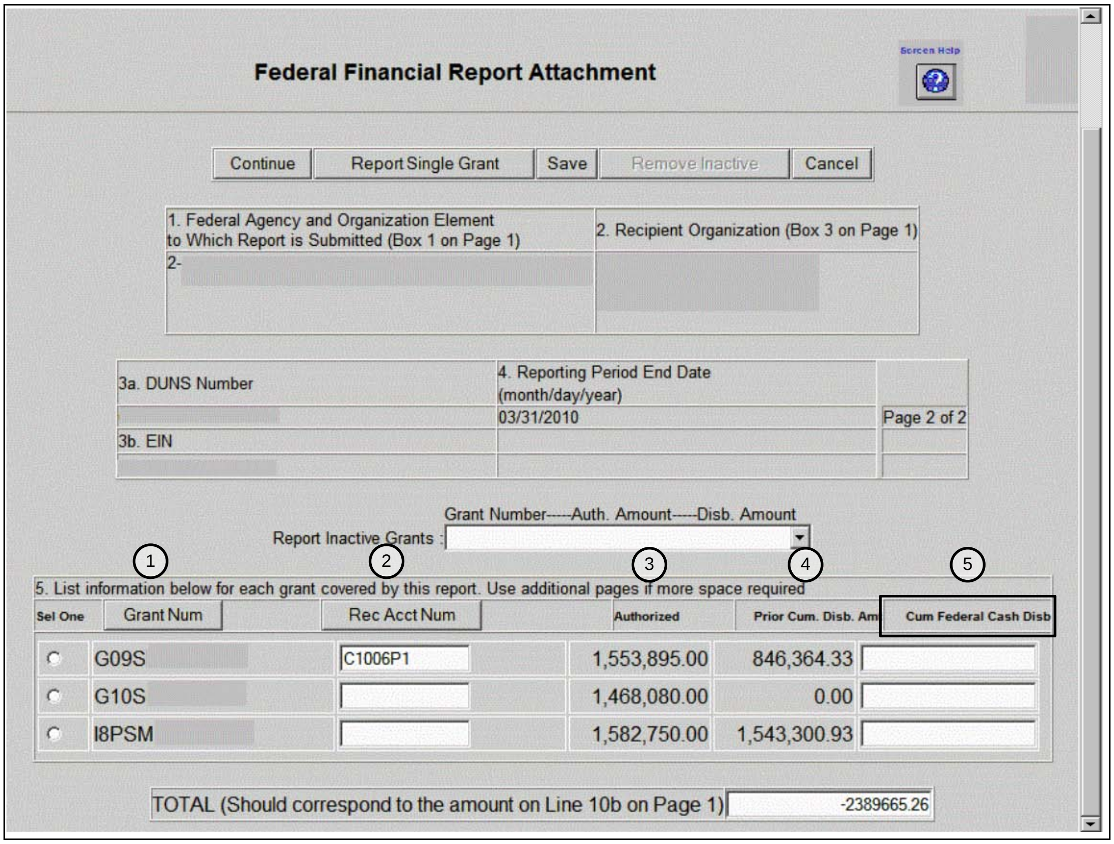
   Selecting 'Prepare' from the drop-down list on the 'Report History' (shown in the preceding screenshot) takes users to the FFR Federal Cash Transaction form. (If a user has both preparer and certifier PMS privileges then the Action on the drop down list would be 'Prepare/Certify'.) The FFR Federal Cash Transaction from will be pre-populated with account information from PMS. The pre-populated information cannot be changed using the FFR screen. (If there is an error in any of this information please contact the DPM account representative for assistance in correcting it.)

There are four buttons across the top of the FFR screen— Save ①, Certify ②, Report Disbursements ③, and Cancel ④. To begin entering cash transactions for multiple grants, open the FFR Attachment form by clicking on the Report Disbursements button ③.



3. Click on the FFR Report Disbursements Button to Display FFR Attachment Form

The active grants are displayed on the FFR Attachment screen. The screen lists all active grants (users can scroll down to see grants not shown on the screen) and provides the following information for each grant: federal grant number ①, recipient account number ②, authorized amount ③, prior cumulative disbursement amount ④, and cumulative cash disbursement ⑤. As noted, to access additional active grants, use the scroll bar on the right hand of the FFR Attachment Screen to scroll down to find the desired grant.



Federal Financial Report Attachment

Screen Help

Continue | Report Single Grant | Save | Remove Inactive | Cancel

1. Federal Agency and Organization Element to Which Report is Submitted (Box 1 on Page 1)	2. Recipient Organization (Box 3 on Page 1)
2-	

3a. DUNS Number	4. Reporting Period End Date (month/day/year)	
	03/31/2010	Page 2 of 2
3b. EIN		

Grant Number-----Auth. Amount-----Disb. Amount

Report Inactive Grants :

1 2 3 4 5

5. List information below for each grant covered by this report. Use additional pages if more space required

Sel One	Grant Num	Rec Acct Num	Authorized	Prior Cum. Disb. Am	Cum Federal Cash Disb
	G09S	C1006P1	1,553,895.00	846,364.33	
	G10S		1,468,080.00	0.00	
	I8PSM		1,582,750.00	1,543,300.93	

TOTAL (Should correspond to the amount on Line 10b on Page 1) -2389665.26

The prior cumulative disbursement 4 and authorized 3 amounts are shown to assist recipients in completing the last column in the grant information section: cumulative cash disbursements 5. These data fields are automatically filled in for each grant number with information contained in PMS. This information <u>cannot be changed on this screen</u>.

The recipient account number 2 is also shown to allow recipients to link their federal grant numbers with their internal account numbers. This column permits recipients to add or change the recipients' account numbers.

4. Enter disbursements for active and inactive grants