

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.

The image displays two screenshots of the Federal Cash Transaction Report interface. The top screenshot is the 'Federal Cash Transaction Report Search' screen. It features a search criteria form with the following elements: a 'Payee Account Number' field containing 'A916' (marked with a circled 1), an 'Organization Name' field, a 'Delinquent Report(s)' section with 'Yes' and 'No' radio buttons (the 'No' button is selected), and a 'Report Available/To Be Completed' radio button (marked with a circled 2) which is also selected. Below these are 'Report Due Date From' and 'Report Due Date To' fields, and a 'Continue' button (marked with a circled 3). A 'Screen Help' icon is in the top right. The bottom screenshot is the 'Federal Cash Transaction Report Report History Screen'. It displays search results for 'Payee Account: A916', 'Organization: Duns Number 555', and 'Status: Report Available/To Be Completed' (marked with a circled 2). Below this is a table with columns: Action, Report Date, Report Due, Report Submit Date, Status, Preparer, and Certifier. The first row shows a report due on 31-MAR-2010 and 30-APR-2010. The 'Action' column has a dropdown menu with options: 'I want to...', 'Prepare', 'Subscribe', and 'See Workflow'. The 'Status' column for this row is 'Report Available/To Be Completed' (marked with a circled 2). A 'Refine Search' button is at the bottom.

Action	Report Date	Report Due	Report Submit Date	Status	Preparer	Certifier
I want to... I want to Prepare Subscribe See Workflow	31-MAR-2010	30-APR-2010		Report Available/To Be Completed		

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 form 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.)

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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.

Screen Help

Federal Cash Transaction Report

① Save
② Certify
③ Report Disbursements
④ Cancel

FEDERAL FINANCIAL REPORT		(Prescribed by OMB A-102 and A-110)	
1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number	
3. Recipient Organization (Name and complete address including Zip code)			
ANN ARBOR, MI, 481078645			
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number	6. Report Type
			Quarterly
7. Basis of Accounting			Cash
8. Project/Grant Period(month,day,year)		9. Reporting Period End Date(month,day,year)	
From: _____		To: _____	
		03/31/2010	
10. Transactions			Cumulative
(Use lines a-c for single or multiple grant reporting)			
Federal Cash (To report multiple grants, also use Report Disbursements):			
a. Cash Receipts		50000.50	
b. Cash Disbursements		23500.40	
c. Cash on Hand (line a minus b)		26500.10	

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.

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Federal Financial Report Attachment

[Screen Help](#)

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

2-

2. Recipient Organization (Box 3 on Page 1)

3a. DUNS Number

3b. EIN

4. Reporting Period End Date (month/day/year)

03/31/2010

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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
<input type="radio"/>	G09S	C1006P1	1,553,895.00	846,364.33	
<input type="radio"/>	G10S		1,468,080.00	0.00	
<input type="radio"/>	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 cannot be changed on this screen.

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