

Completing and Submitting the Federal Cash Transactions Report (FCTR Form 425)

Effective Date: March 20, 2017
Function: Treasury
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Basis for Procedure

This document describes how Central Office completes and submits the Federal Cash Transactions Report (FCTR form 425) as required by letter of credit (LOC) sponsored program awards and the Uniform Guidance.

Procedure Summary

The FCTR 425 is prepared and submitted on a quarterly basis with the exception of NOAA which requires semi-annual reporting. Most reports are submitted electronically through the Division of Payment Management Website. US Dept. of Energy requires submission via email to FFR@science.doe.gov for Chicago field office awards and to FAReports@doeal.gov for NNSA awards.

The report is due 30 business days after the end of each calendar quarter on January 30, April 30, July 30 and October 30.

Procedure Steps

Step	Role or Responsibility	References or Tips
Extract Oracle cumulative grant to date data by running Report Center query "DHS LOC Cumulative Expenditures Bill to Sponsors" and query "GS LOC Monthly Cash & Expense"	Central Office (CO)Treasury	Query file path: Shared Folders/650 Central Office/Finance Office
Download sponsor FCTR from Division of Payment Management website	CO Treasury	
Utilize Excel or Access reporting tool to sort and consolidate Oracle data by sponsor ID number	CO Treasury	
Populate download FCTR with Oracle cumulative grant to date data and reconcile any awards where all expenditures cannot be claimed	CO Treasury	
Follow up with appropriate campuses on problem awards	CO Treasury	
Certify and submit completed report to sponsor via web based upload or email	CO Treasury	

Definitions

None

Related Information

None

Forms

[Federal Govt. standard form SF425](#)

Change History

Date	Summary of Change
March 20, 2017	Changed format and updated with current information.
March 10, 2010	Updated with current information.
March 9, 2004	Converted BC-A-204 to HTML and updated with current information.

Feedback

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