



## Create, View and Delete a RF Federal Financial Report

Use these instructions to automatically create an RF Federal Financial Report to submit to federal and federal flow-through sponsors.

### Prerequisites

- You must have the following responsibility to perform this task:
  - ORG OGM Billing Specialist
- You will need to know the sponsor reporting requirements.
- You will need the award number.

### To create an RF Federal Financial Report:

1. Select **RF Federal Financial Report** to open the Federal Financial Report form. Enter the number of the award for which you need to create a Federal Financial Report. The system automatically fills in the short name of the award after you enter the award number. The system automatically fills in the status of the award after you enter the award number.
2. Select the **Report Type** from the **List of Values**.
3. Enter the **Reporting Period End Date**.
4. Click **Create New Draft** to open the **Report Details** form.

Government Report FFR - ORG OGM-Billing Specialist @ TRAINX - 15-APR-2019

Award

Number  ...

Short Name

Status

Report Type

Reporting Period End Date

Create New Draft Find History Cancel

Government Report FFR - ORG OGM-Billing Specialist @ TRAINX - 15-APR-2019

Award

Number B2630

Short Name Psychology Samuel Univ Exeter

Status ACTIVE

Report Type QUARTERLY

Reporting Period End Date 15-APR-2019

Create New Draft Find History Cancel

- Review the following fields on the **Report Details** form to verify the information is correct.

The system automatically fills in the **name of the sponsor** based on information from the **Award Management** form, the **number assigned** by the sponsor to the award based on information from the **Award Management** form, the **Research Foundation's (RF) address**, and the **Data Universal Numbering System (DUNS)** number based on the award location.

The system automatically fills in the **RF's Employer ID Number (EIN)**, the award number entered on the form, selects the appropriate radio button based on the selection on the Federal Financial Report form.

The **Basis of Accounting** (Cash/Accrual) defaults to "Cash" but can be changed to "Accrual" if needed. The system automatically fills in the **Project/Grant Period** based on information from the **Award Management** form, the award **end date**, but you may change this if needed, and defaults in the **Reporting Period End** date entered in the Federal Financial Report window.

**Federal Financial Report (FFR)**

1. Federal Agency and Organizational Element to which report is submitted:

2. Federal Grant or Other Identifying Number assigned by Federal agency:  Version:

3. Recipient Organization (Name and Address):  Approved:  Yes  No

4a. DUNS Number:  4b. EIN:

5. Recipient Account Number or identifying Number (To report multiple grants, use FFR Attachment):

6. Report Type:  Quarterly  Semi-Annual  Annual  Final

7. Basis:  Cash  Accrual

8. Project/Grant Period: From  To

9. Reporting Period End:

10. Transactions

	Cumulative
Program Income :	
l. Total federal program income earned	<input type="text" value="0.00"/>
m. Program income expended in accordance with the deduction alternative	<input type="text" value="0.00"/>
n. Program income expended in accordance with the addition alternative	<input type="text" value="0.00"/>
o. Unexpended program income (line l minus m and n)	<input type="text" value="0.00"/>

Buttons:

The system automatically fills in the total **Cash Receipts** that were applied to the award through the reporting period end date, the award's **Cash Disbursements** through the reporting period end date, calculates the **Cash on hand**, the **Total federal funds** authorized, the **Federal share of expenditures**, the **Federal share of unliquidated obligations**, calculates the **total federal share**, calculates the **unobligated balance of federal funds**.

Federal Expenditures and Unobligated Balance:	
d. Total federal funds authorized	54,853.00
e. Federal share of expenditures	31,510.97
f. Federal share of unliquidated obligations	0.00
g. Total federal share (sum of lines e and f)	31,510.97
h. Unobligated balance of federal funds (line d minus g)	23,342.03

The system automatically fills in **0.00** for the **Total recipient share required**, the **Recipient share of expenditures**, calculates the **Remaining recipient share to be provided**.

Recipient Share :	
i. Total recipient share required	0.00
j. Recipient share of expenditures	0.00
k. Remaining recipient share to be provided (line i minus j )	0.00

The system automatically fills in **0.00** for the **Total federal program income earned**, the **Program income expended in accordance with the deduction alternative**, the **Program income expended in accordance with the deduction alternative**, the **Program Income Expended in accordance with the addition alternative** and calculates the **Unexpended program income**.

Program Income :		Cumulative
l. Total federal program income earned	0.00	
m. Program income expended in accordance with the deduction alternative	0.00	
n. Program income expended in accordance with the addition alternative	0.00	
o. Unexpended program income (line l minus m and n)	0.00	

The system automatically selects **Provisional** for the Type field, fills in the award's facilities and administrative (F&A) override rate, the award's **start and end date**.

11. Indirect Expense						
a. Type	b. Rate	c. Period From - To		d. Base	e. Amount Charged	f. Federal Share
PROVISIONAL	0.00	03-SEP-2018	02-SEP-2019	0	0.00	0.00
	0			0	0	0
g. Totals:				0.00	0.00	0.00

6. Enter the amount of the base against which the rate(s) was applied.

The system automatically fills in the **Amount charged** and the amount from line **d. Total Amount**.

7. Enter the amount of indirect costs charged during the time period specified. (Multiply 11b. x 11d.)

8. Type in any explanation deemed necessary or information required by the sponsor in this free form text field.

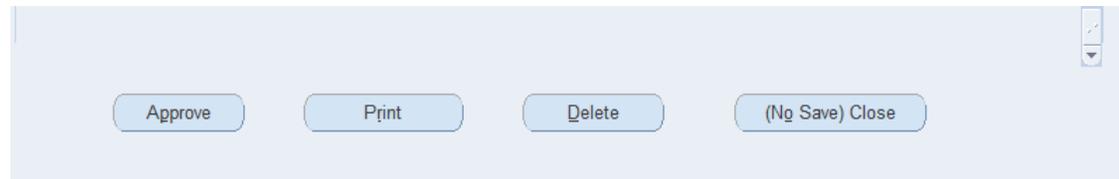
12. Remarks	<input type="text"/>		
13. Prefix	<input type="text"/>	First Name	<input type="text"/>
		Middle Init.	<input type="text"/>
13a. Last	<input type="text"/>		Suffix
			<input type="text"/>
13b. Title	<input type="text"/>	Telephone	<input type="text"/>
13c. Email	<input type="text"/>		

The system automatically fills in the **contact name** if there is one in the "Accounts Receivable (AR) Signature and Title" table. If this field is blank, you should type in the name and title of the certifying official.

The system automatically fills the **telephone** and extension number of the contact in the Accounts Receivable (AR) Signature and Title table and the **e-mail** address of the contact in the Accounts Receivable (AR) Signature and Title table.

The **Date Report Submitted** defaults to the current date.

- 9. Click **Approve** after reviewing the report to approve the draft which will compile the final version. Once approved, the report cannot be modified. Approved reports can be deleted.



**Note:** This will save your report, and the system will be able to automatically fill in this information for future reports.

- 10. Click **Print** to submit a concurrent request to print the RF Federal Financial Report Print report.
- 11. Click **View > Requests > Find > View Output** to open a PDF version of the RF Federal Financial Report.

**Note:** You may save a copy of this report to e-mail to the sponsor or upload and attach it to the **Award Management** form.

<b>FEDERAL FINANCIAL REPORT</b>		OMB Number: 4040-0014
(Follow form instructions)		Expiration Date: 01/31/2019
1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR attachment)	
University of Exeter	192968/PROJ# 103202	
3. Recipient Organization (Name and Complete address including Zip code)		
Recipient Organization Name: <b>The Research Foundation for SUNY</b>		
Street1: <b>PO Box 9</b>		
Street2:		
City: <b>Albany</b>	County: <b>Albany</b>	
State: <b>NY: New York</b>	Province:	
Country: <b>USA: United States</b>	Zip/ Postal Code: <b>12201-0009</b>	
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple Grants, use FFR attachment)
<b>804878247</b>	<b>14-1368361</b>	<b>82638</b>

**To view or delete an existing RF Federal Financial Report:**

**View an existing report:**

1. Open the **RF Federal Financial Report** window.
2. Enter the **Award Number**, click **Find**. The Federal Financial Report window displays.
3. View data in the Report.

- Optionally, approve the report, view the report submission history, or delete the report as described in the procedure section.



**View Report History:**

To view a report submission history, perform the following steps.

- In the **Federal Financial Report** window, click **History**. The **History for Award** window appears. Click on the version you want the screen to display the report data on. You can scroll to see the whole report for that version. To see another version listed, click on the version number and the screen will change.

View data in the History for Award window.

**Delete a Report:**

- In the **Report Details for Award** window, click **Delete**.
- Click **OK** to confirm the deletion.

**Note:** Delete reports in order of the most recent to the oldest.

