Financial Management Service
Division of Payment Management

Overview of the Federal Financial Report (SF425)

Updated: January 08, 2010
WHAT IS THE FFR (SF 425)?

• The Federal Financial Report (FFR or Standard Form 425) will consolidate and replace the SF 269 (Financial Status Report) and the PSC272 (Federal Cash Transactions Report) with a single electronic report.

• If the recipients previously filed cash transaction reports using the PSC-272, **the new FFR form and the FFR Attachment for reporting disbursements for multiple grants must be filed.**

• Also, the FFR cash transaction reports must be filed within **30 days** of the end of the quarter (instead of the 45 days allowed for filing the PSC-272).
WHY IS THE FFR NECESSARY?

• The Office of Management and Budget (OMB) requires that federal agencies transition to the FFR beginning with Fiscal Year 2010 reports (for the quarter ending 12/31/2009).

• Effective January 01, 2010, the FFR functionality is now available to all users of the Payment Management System for their first quarter fiscal year 2010 reports (for the period October 1, 2009 through December 31, 2009).
How does the FFR relate to the SF269-Report?

• If recipients previously filed financial status reports using the SF-269, they should request guidance from their awarding agency specialists regarding the financial status information the agency requires to be reported and the reporting frequency.

• Recipients may refer to the notice of grant award (NGA) which states the name and telephone number of the grant management specialists that administer grant or cooperative agreement funds.
Availability of the FFR System

- The FFR will be housed within the Payment Management System (PMS). Therefore, the FFR will only be accessible during PMS normal hours of operation [US Eastern Standard Time from 7:00 AM to 6:30 PM].

- Current Payment Management System users will no longer need a separate PIN and password to access the report. Access to the FFR is granted by using the same username and password which is used to make payment requests in the Payment Management System.
What do I do if I do not have access to the FFR menu options in PMS?

If the FFR “Disbursement” menu option does not appear after you log into the Payment Management System, you must fill out the PMS/FFR User form to gain access to the FFR.

- Go to the DPM website:  [www.dpm.psc.gov](http://www.dpm.psc.gov)
- Click “Grant Recipient Info” hyperlink
- Click the subheading entitled “Forms”
- Choose the “PMS/FFR User Form”
- Complete the form and fax to (301) 443-8362
Adjustments to the Federal Financial Report

- There is no need to contact a DPM Account Representative prior to making adjustments to the cumulative disbursements in the FFR.
- Adjustments to cumulative disbursements may be saved (to be completed at a later time BEFORE The deadline date) or certified in the FFR.
- If the FFR has been certified, future changes to disbursements can only occur on the next business day after the report has been certified.
Instructions for Using PMS to Complete FFR Cash Transaction Report (Portion which replaces the PSC-272)

After signing in to the Payment Management System with a username and password:

1. Click the heading entitled “Disbursements”
2. Click the sub-heading entitled “Federal Financial Report”
Instructions for Using PMS to Complete FFR Cash Transaction Report
(Portion which replaces the PSC-272)

3. Enter your PMS account number
4. Click the radio button entitled “Federal Cash Transaction Report”
5. Click the “Report” button

This is the FFR Menus screen
6. Click the “Report Disbursements Button” to display all active grants
Instructions for Using PMS to Complete FFR Cash Transaction Report
(Portion which replaces the PSC-272)

11. Enter cumulative cash disbursements for each active grant
8. Click the drop down menu next to “Report Inactive Grants” and select grants
9. Fill in cumulative cash disbursements for each inactive grant
10. To save entries, click “Save” to complete report at a later time or
11. Click “Main Page” to certify and complete the FFR Cash Transactions Report.
To review and certify the FFR Cash Transactions Report:

1. Verify that lines 10b and 10c are filled in correctly based on the “Report Disbursement” entries
To review and certify the FFR Cash Transactions Report (continued):

2. Scroll to the bottom of the page to enter the Certifying Official’s name, telephone number and e-mail address in Box 13.
To review and certify the FFR Cash Transactions Report (continued):

3. Scroll to the top or bottom of the page and click the “Certify” button to attest to the accuracy and completeness of the report.
• If a recipient has a large number of grants, the preparer may click on the “Next Page” button at the bottom of the Report Disbursements screen to view additional grants.

• The FFR is completely electronic. There are no requirements for signature pages to be sent to the Division of Payment Management (DPM).

• The preparer of the report may elect to save information entered before finalizing FFR data entry. This allows the user to store information and return to it at a later date.
Q: If I experience problems using the FFR, may I revert back to using the PSC272 report?

A: No.
Q: Will the FFR replace the report that I file on E-grants or E-Common?

A: No.
Q: I have a grant with the National Science Foundation. Do I use the FFR in PMS to report my cumulative disbursements?

A: No.
Q: Will the username and password that I use to log into PMS give me access to both sections the FFR (269 and 272)?

A: Yes, only if you are designated to complete both sections of the FFR.
Q: After I obtain access to the FFR, will there be any changes to how I make a payment request or view the PMS inquiry screens?

A: No.
Q: I have three grants which currently exist under one PMS account number on the PSC272. Will these three grants exist under the same account number in the FFR?

A: Yes.
Q: Will all the grants which currently exist on the PSC272 be found on the FFR?

A: Yes.
Q: Where do I type the preparer’s name, telephone number and e-mail address on the FFR?

A: These sections are pre-populated on the FFR when the user has logged into the Payment Management System.
Q: Will the 269 data be pre-populated within the FFR for grantees (for example, budget period, authorization amounts, expenditures, etc.)?

A: No; all 269 information must be manually entered by FFR grantees.
Q: If my SF-269 is filed annually and my PSC272 is filed quarterly, how will the filing of both reports be handled on the FFR?

A: FFR users must file the 272 portion quarterly; please consult your awarding agency for timely filing of the 269 portion of the FFR.
Q: I am a grantee who does not need to submit a quarterly 269. Can I skip the 269 section of the FFR and report my disbursements on the 272 portion of the FFR?

A: Yes.
Q: Will DPM or the awarding agencies grant an extension of the 30 day deadline?

A: No; the 30 day deadline for the Federal Financial Report has been mandated by the Office of Management and Budget.
Q: What happens if I do not file my FFR within 30 days?

A: The organization’s PMS account will be flagged for delinquent reporting and funding privileges will be temporarily suspended until the FFR report is completed.
Q: What is the definition of a certifying officer in the FFR?

A: The certifying officer is the same person who currently signs the PSC272 report. However, your organization may change certifying officers as deemed necessary.
Q: Will an e-mail confirmation be sent to FFR users once the FFR has been submitted?

A: No, but this may be changed as a FFR system enhancement.
Q: Will an e-mail notification be sent to FFR users as a reminder of the FFR due dates? Will I see the due date of the FFR when I open the FFR?

A: No. The FFR due dates will be posted to the DPM website.
Q: I noticed that the beginning and ending cash on hand balances are NOT included in the 272 portion of the FFR. Will this be changed?

A: No.
Q: I have completed my PSC272 report for quarter ending 09/30/09 and have reported my cumulative disbursements for my grant. Must I use the FFR to continue reporting my cumulative disbursements for the next quarter if my grant has not been finalized?

A: Yes.
Q: I am a manager who would like to view the FFR. I do not want payment request capabilities. Can my access to the FFR be customized?

A: Yes.
Q: I am an awarding agency staff member who awards grants. How will I be trained regarding the FFR?

A: Please contact Janet Morgan Fowler, DPM Training Coordinator at Janet.Fowler@psc.hhs.gov in order to schedule a customized training session for your agency.
Webinar dates February 2010 will be posted on the DPM Website at www.dpm.psc.gov under the subheading entitled “Training”.

Thank you for reviewing the FFR Webinar Overview presentation!