Federal Cash Transaction Report

The Federal Cash Transaction Report (FCTR) is only completed by non-HHS grant recipients.

The FFR Federal Cash Transaction Report must be filed within 30 days at the end of each of the following quarter end dates:

- December 31 (1st Quarter of fiscal year)
- March 31 (2nd Quarter of fiscal year)
- June 30 (3rd Quarter of fiscal year)
- September 30 (4th Quarter of fiscal year)

Adjustments to cumulative disbursements may be saved (to be completed at a later time **BEFORE** the deadline date) or certified.

If the FCTR is not filed before or on the due date, funds will be frozen until the report as been submitted.

FFR Cash Transaction Report



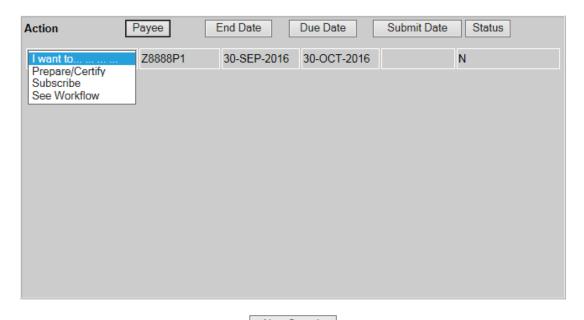
After logging in to the Payment Management System with a PMS User ID and password:

- 1. Select the PMS menu heading entitled: "Disbursement"
- Select the sub-heading entitled: "FFR Cash Transaction Report"
- 3. Enter your PMS Account Number
- 4. Select the Reporting Period "All"
- 5. Select the Continue button

FFR FCTR All Report Screen

Federal Cash Transaction Report All Report Screen

All Report Listing
Payee Account Contains: Z8888P1
Status: ALL REPORT STATUSES



New Search

Report Status:

A -- Report in Adjustment Process

B -- Report Certified/Posting In Progress

C -- Report Prepared/Not Certified

N -- Report Available/To Be Completed

P -- Report Completed/Posted

X -- Report Not Filed in Past Periods

Under the Action column, from the drop down I want to...menu select your desired action:

- Prepare/Certify
- Preparer
- Certifier

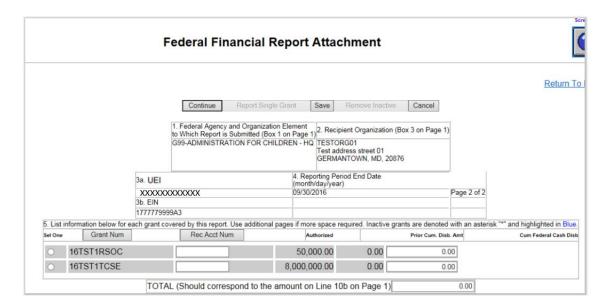
NOTE: System will display desired selection information. You can only complete the current quarters report. If status is "X", the report is no longer available for submission.

FFR FCTR Main Page

Federal Cash Transaction Report Save Certify Report Disbursements 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 G99-ADMINISTRATION FOR CHILDREN - HQ 3. Recipient Organization (Name and complete address including Zip code) TESTORG01 Test address street 01 GERMANTOWN, MD, 20876 5. Recipient Account Number 6a. Report Frequency 6b. Report Type 4b. EIN 7. Basis of Accounting or Identifying Number XXXXXXXXXXX 1777779999A3 Quarterly Interim Report 8. Project/Grant Period(month,day,year) 9. Reporting Period End Date(month,day,year) 09/30/2016 From: Cumulative (Use lines a-c for single or multiple grant reporting) Federal Cash (To report multiple grants, also use Report Disbursements): 8.050.000.00 a. Cash Receipts b. Cash Disbursements 0.00 c. Cash on Hand (line a minus b) 0.00

- PMS will automatically populate Agency, Grantee Information, UEI and EIN as stated in the database.
- Box 6, Box 7, & Box 9 are defaulted automatically by the system.
- To report disbursements on the grant, select "Report Disbursements" button at the top of the page.
- The Report Disbursement page must be completed first.

FFR FCTR Report Attachment



- In Box 5, report "CUMULATIVE" cash disbursements for each grant listed.
- Net Quarter Disbursements will automatically calculate at the bottom in the box titled "TOTAL"

NOTE: The Rec Acct Num column is optional. This is for your use only! However, PMS will retain this information and it will populate on each quarters report. Remember this is a cash disbursement report. You must report actual cash disbursements regardless if you have not requested funds.

FFR FCTR Report Attachment - Inactive Grants



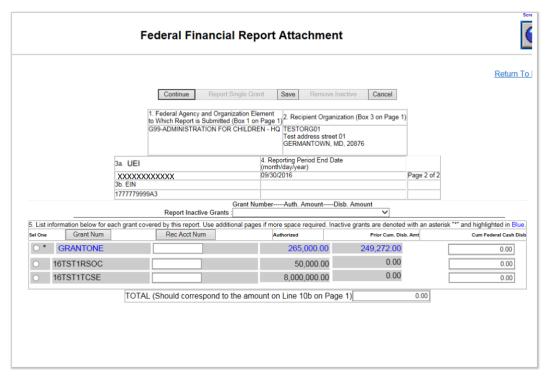
[&]quot;Report Inactive Grants:" option allows grantee to report on the inactive grants. This is a drop-down option from which the grantee can select their inactive grant for which they need to report disbursements.

FFR FCTR Report Attachment - Inactive Grants Options



[&]quot;Report Inactive Grants:" options showing grants available to select.

FFR FCTR Report Attachment - Inactive Grants Selected



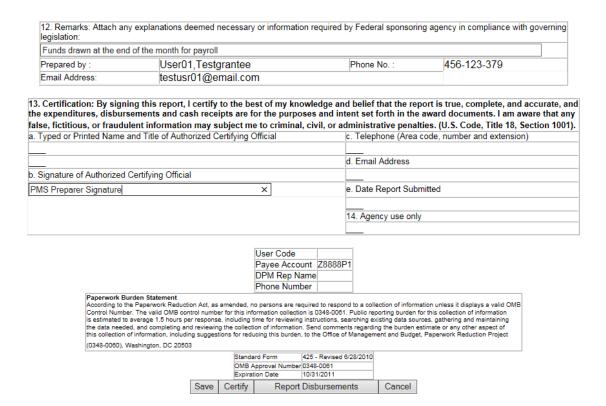
When grantee has selected the inactive grant from the drop-down then it will appear in the grid in blue color.

FFR FCTR Main Page

Federal Financial Report Attachment									
		Save	Certify	Report	Disbursements	Cancel			
FEDERAL FINANC	CIAL REPORT		-			(F	Prescribed by C	OMB A-102 and A-110	
Federal Agency and Organizational Element to Which Report is Submitted						Federal Grant or Other Identifying Number			
G99-ADMINISTRATION FOR CHILDREN - HQ								, ,	
	ization (Name and			_	n code)	1			
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4a. UEI	4b. EIN	or Ident	tifying Nun	nber	6a. Report Frequency	6b. Repo	rt Type	7. Basis of Accounting	
XXXXXXXXXXX	xxxxx 1777779999A3				Quarterly	Interim	Report	Cash	
8. Project/Grant Period(month,day,year)					9. Reporting Period E	iod End Date(month,day,year)			
From:		To:			09/30/2016				
10. Transactions						Cumulative			
	ingle or multiple gra								
Federal Cash (To	report multiple gra	ants, als	so use Re	port Disbu	rsements):				
a. Cash Receipts						8,050,000.00			
b. Cash Disbursements							0.00		
c. Cash on Hand (line a minus b)							8,050,000.00		
	-								

- Line 10a: Cash Receipts = the Ending Cash on Hand from the prior quarter's report + funds received and/or returned during the quarter.
- You must calculate 10c "Cash On Hand" Line 10a minus Line 10b.
- If 10c is a positive amount, you must provide an explanation on line 12.

FFR FCTR Certification



- Scroll to the bottom of the page to enter remarks, if applicable in box 12.
- Enter Certifying Officer's name in Box 13b.
- Scroll to the top or bottom of the page and select "Certify" to attest to the accuracy and completeness of the report.

Certification Message Box

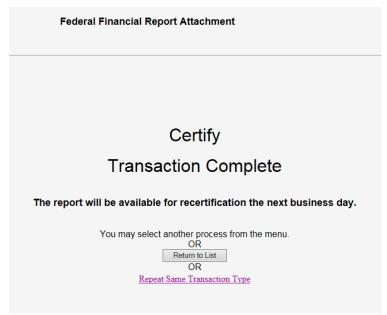


FFR FCTR Certification Submission



- Under box 13b, Select the option for certification.
- Select "Submit".
- Once report is submitted, the message "Certify Transaction Complete" will appear.
- Updates to the report, can be made 24 hours after submission.

FFR FCTR Certify Transaction Complete



Your report has now been submitted. You can select "Return to List" to see the updates status of your report. If you missed a past report, you must complete the current quarters report in order to be compliant.