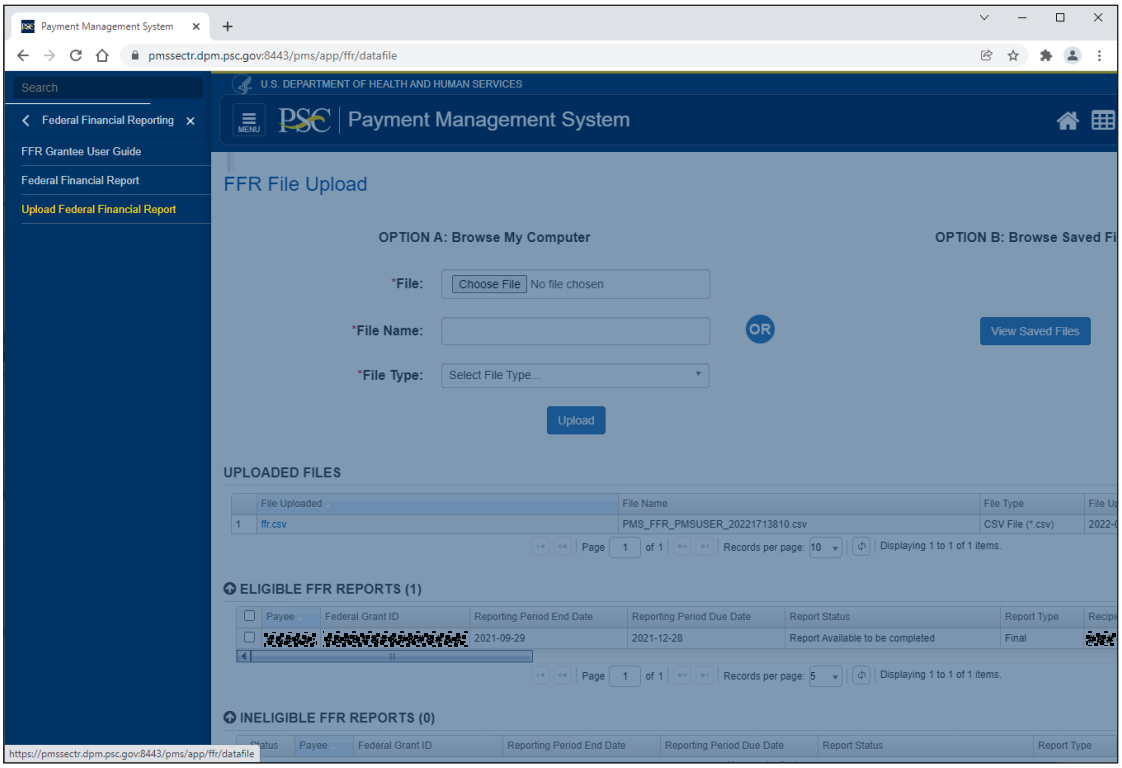
Payment Management System

Federal Financial Report (FFR)

Report updates option: Upload Federal Financial Report



The Upload Federal Financial Report feature uses a specific file format which can be obtained from the Federal Financial Report - Search screen.

- Summary of all steps (additional details provided below for each step with screen preview)

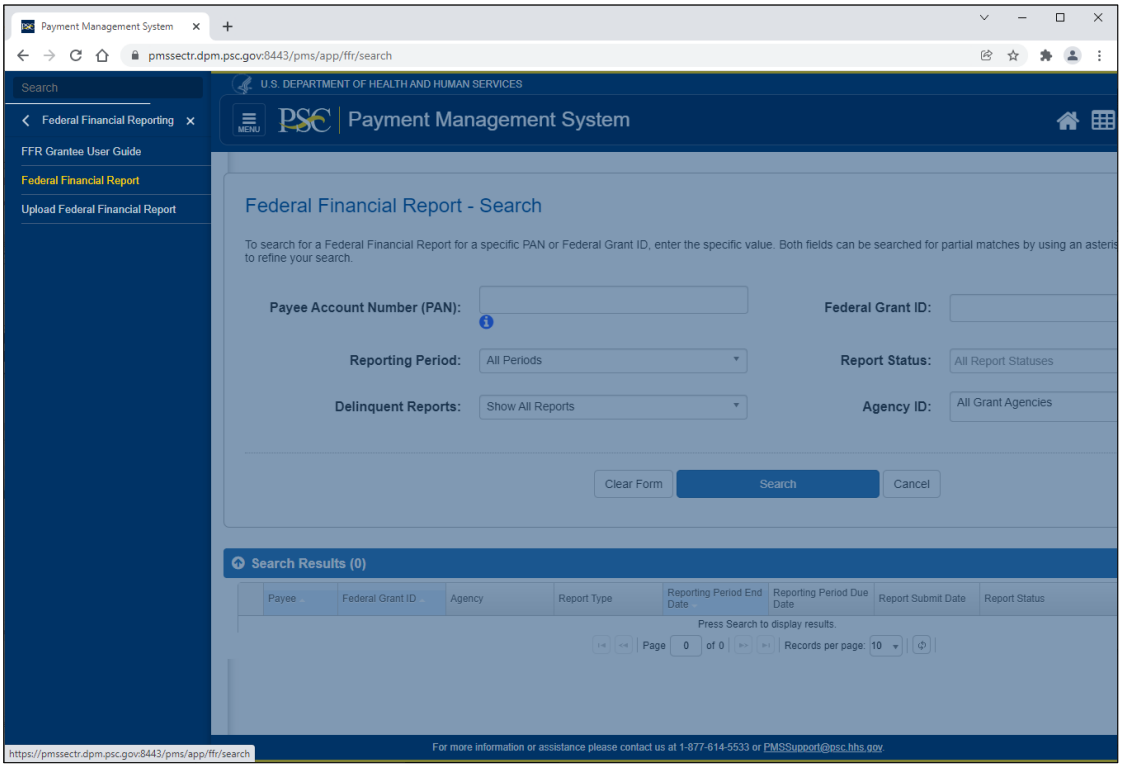
1. Proceed to the Federal Financial Report - Search screen.
   a. Enter Payee Account Number or Federal Grant ID and select the Search button.
   b. Identify the report documents in the Search Results and select one or more desired report document(s) via the selection box to the left side of each report document.
   c. With report document(s) selected; select the Download option within the Group Actions on the top, right side of the Search Results display.
   d. Save the file (csv file type/format) to the desired folder on your computer. The default file name will be FFR.csv, but you can alter the file name as desired. (i.e. name the file with the current date, payee account number, or other helpful identifying details.)

2. Outside of the Payment Management System application.
   a. Edit the downloaded FFR csv file with a spreadsheet or file editing application.
   b. Update the desired information in the applicable places and save the file. The file type should remain as csv type/format and the file is ready for upload processing. Refrain from inserting additional commas or fields in the file which might alter the format expected in the upload process.

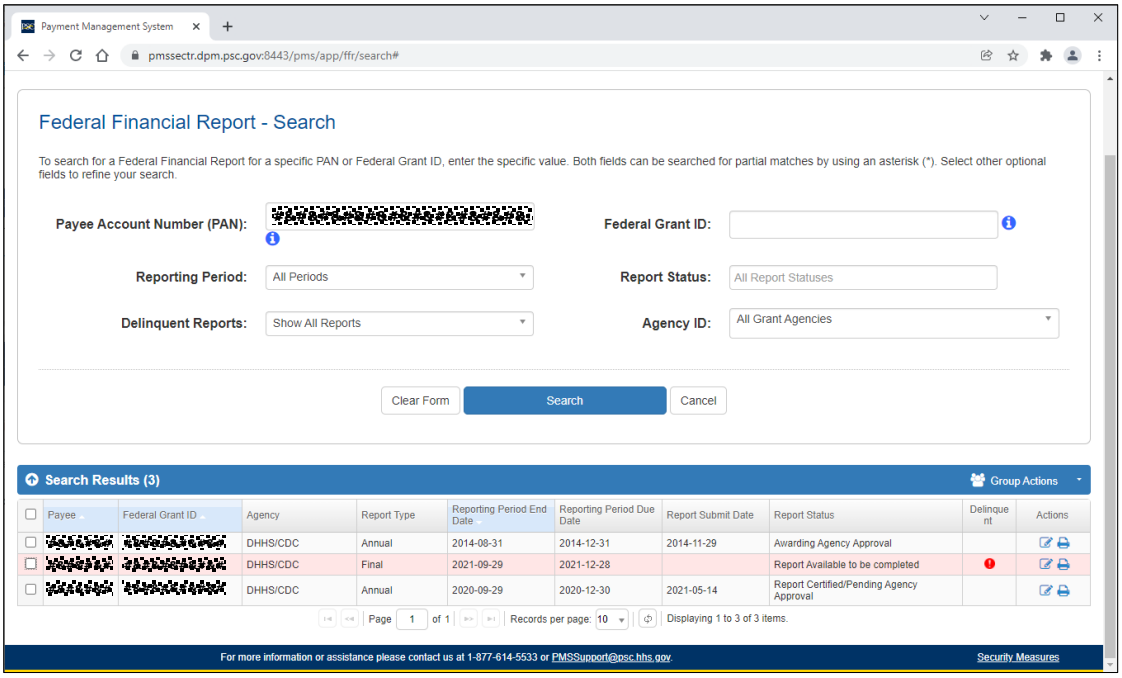
3. Back to the Payment Management System application.
   Proceed to the Upload Federal Financial Report screen.
   a. Using Option A, select the FFR.csv file that was just updated and saved on your computer. Revise the File Name field if desired, but not necessary if pre-populated. Select File Type of CSV and select Upload button to process.
   b. Payment Management System application will provide confirmation of a successful upload of the Federal Financial Report information provided. The uploaded files list will include the successfully uploaded file details.
   c. The Grant document FFRs from the uploaded file will be displayed within the Eligible FFR Reports and Ineligible FFR Reports lists. For the Ineligible FFR Reports, a status message is available for each Grant document by hovering your mouse over the status icon in the list.
   d. To proceed, select one or more desired report document(s) via the selection box to the left side of each report document in the Eligible FFR Reports list. Select Prepare option at the bottom of the displayed page.
   e. Select Enforce Warnings on the displayed message.
      - A Success message will be displayed if no errors were encountered. Select Ok to proceed and select Done on the FFR File Upload page to complete the transaction.
      - An Error message will be displayed if errors are encountered. Select Show/Hide details… and review the error message(s) for corrective actions necessary to proceed. If the errors can be corrected within the uploaded file (ffr.csv), a new download may not be necessary. On the FFR File Upload page, remove the currently uploaded file (ffr.csv) by selecting Remove action option to the far right of the Uploaded Files list. Open the file (ffr.csv) and make the additional changes, then redo the steps to upload the modified file.

csv file type/format – comma separated values file type

Proceed to the Federal Financial Report - Search screen.

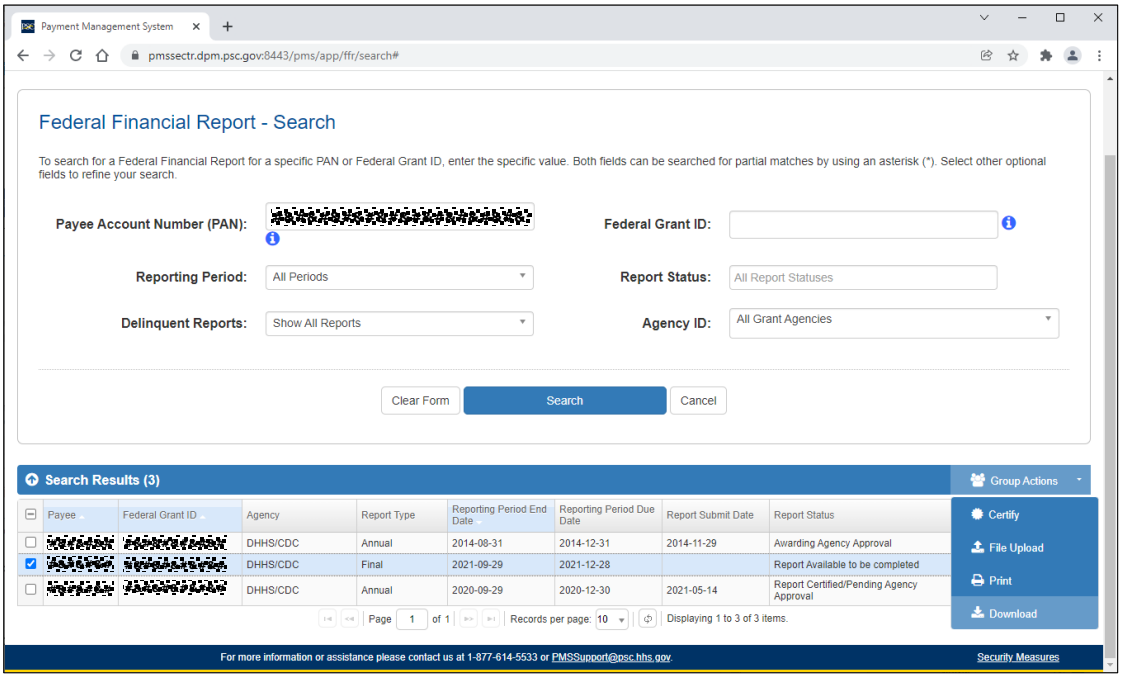


Enter Payee Account Number or Federal Grant ID and select the Search button.

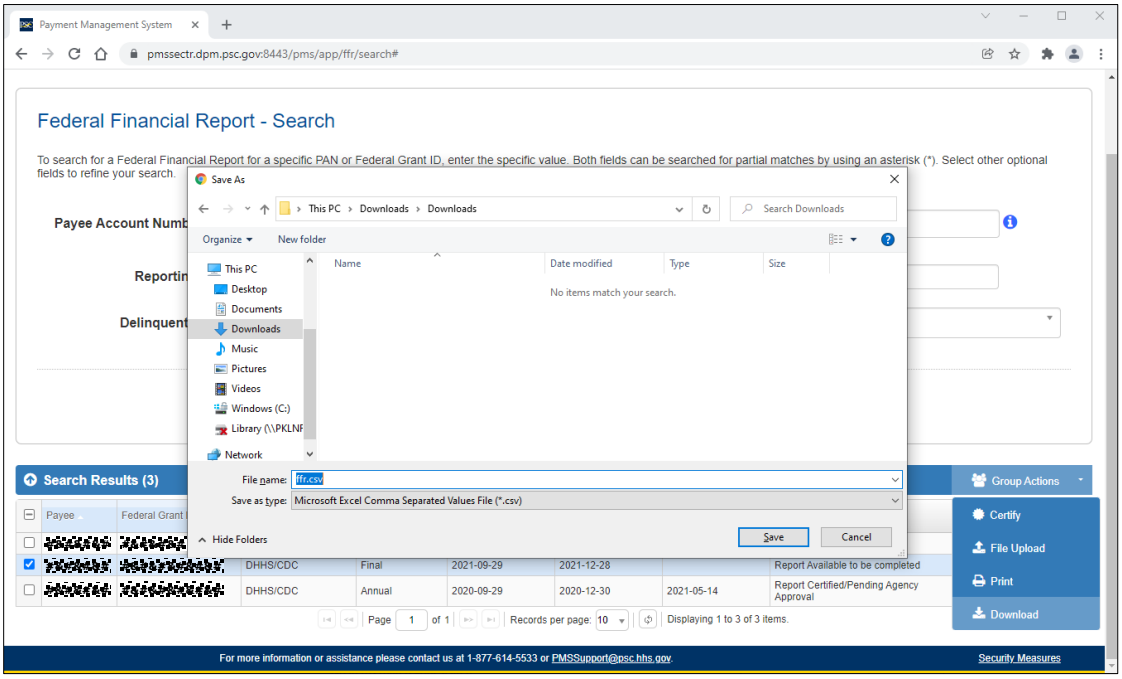


Identify the report documents in the Search Results and select one or more desired report document(s) via the selection box to the left side of each report document.

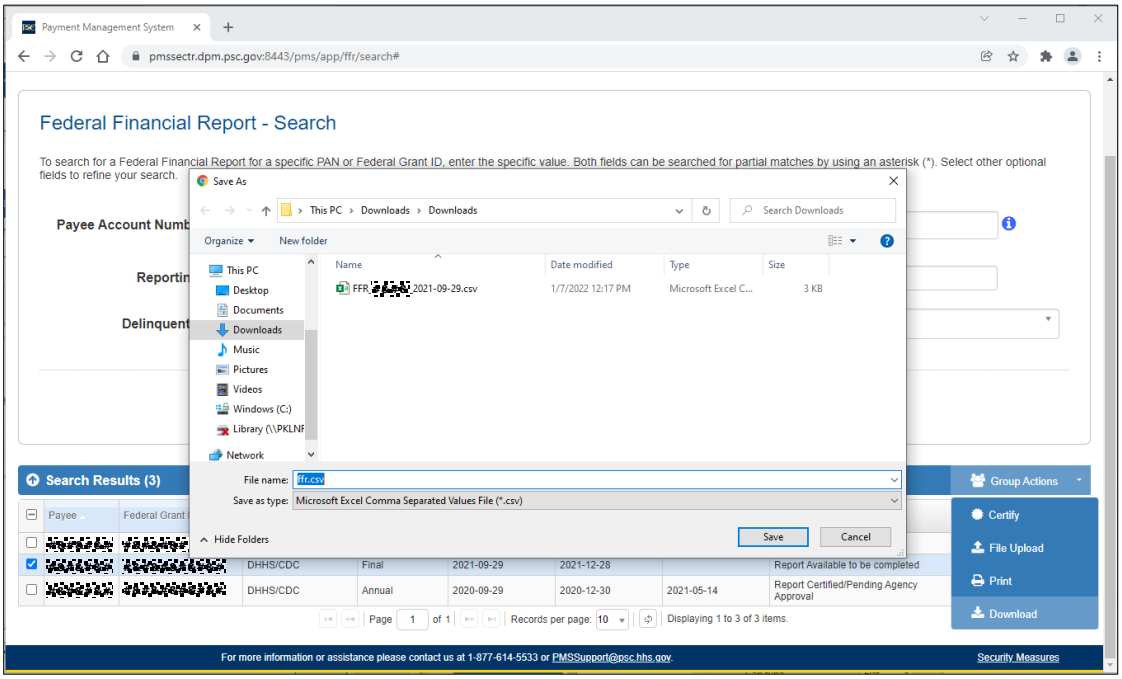
With report document(s) selected; select the Download option within the Group Actions on the top, right side of the Search Results display.



Save the file (csv file type/format) to the desired folder on your computer.

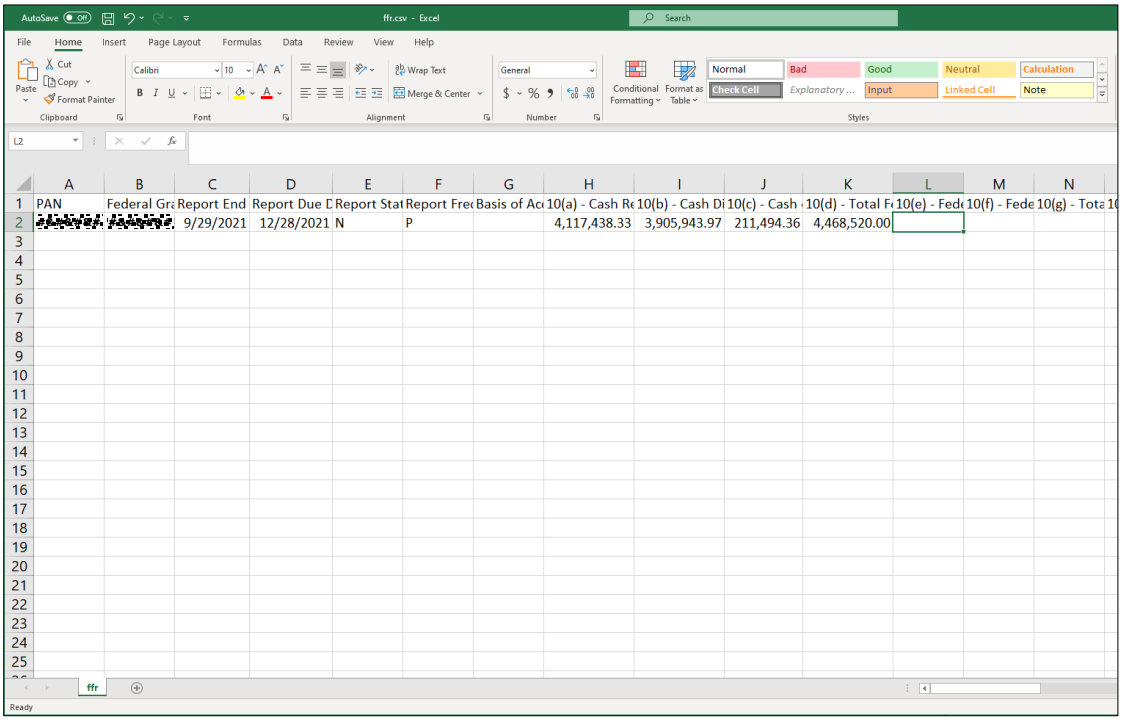


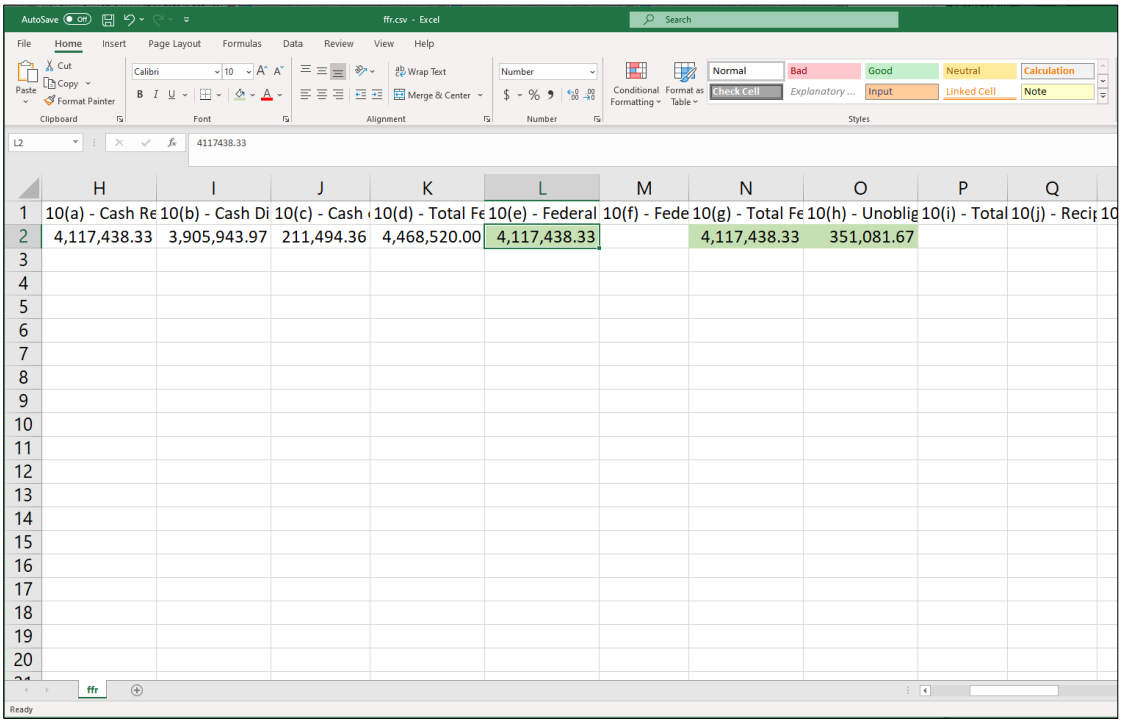
The default file name will be FFR.csv, but you can alter the file name as desired. (i.e. name the file with the current date, payee account number, or other helpful identifying details.)



The next steps are outside the Payment Management System application.

- Edit the downloaded FFR csv file with a spreadsheet or file editing application.
- Update the desired information in the applicable places and save the file.
- The file type should remain as csv type/format and ready for upload processing. Refrain from inserting additional commas or fields in the file which might alter the format expected in the upload process.





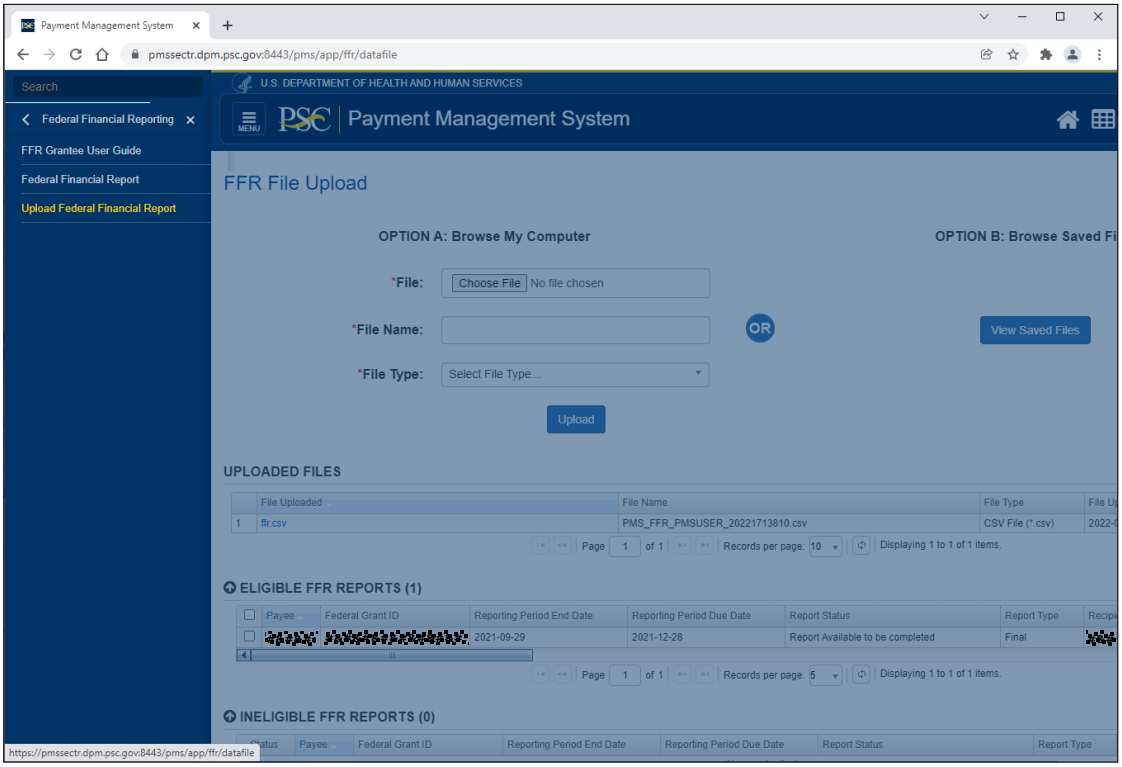
Back to the Payment Management System application.

Proceed to the Upload Federal Financial Report screen.

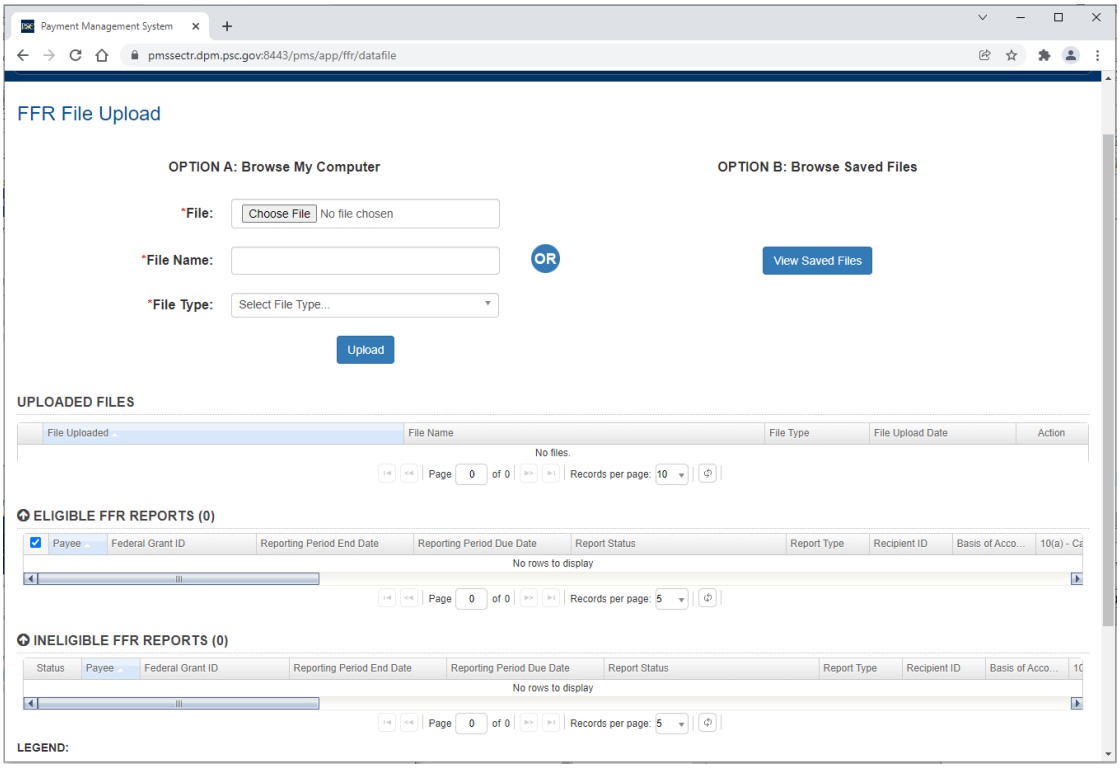
Two FFR File Upload Options exist:

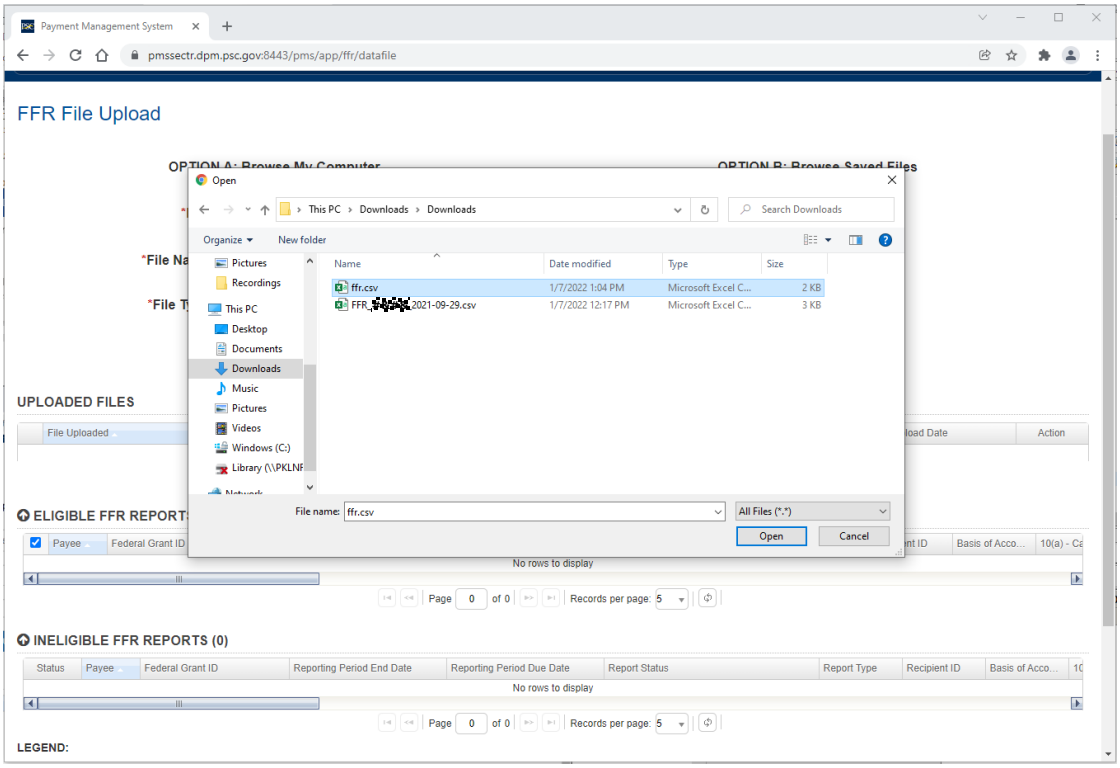
Option A – Upload a csv type/format file from the computer.

Option B – View files previously uploaded and not yet fully processed.



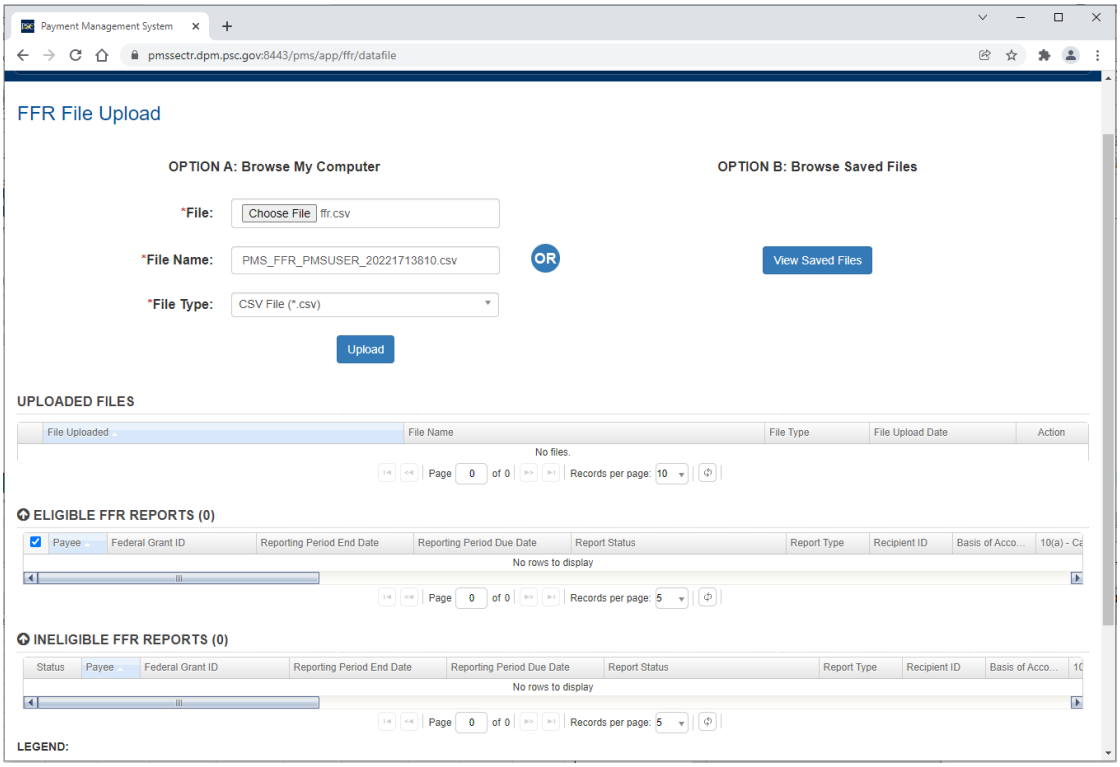
Using Option A, select the FFR.csv file that was just updated and saved on your computer.



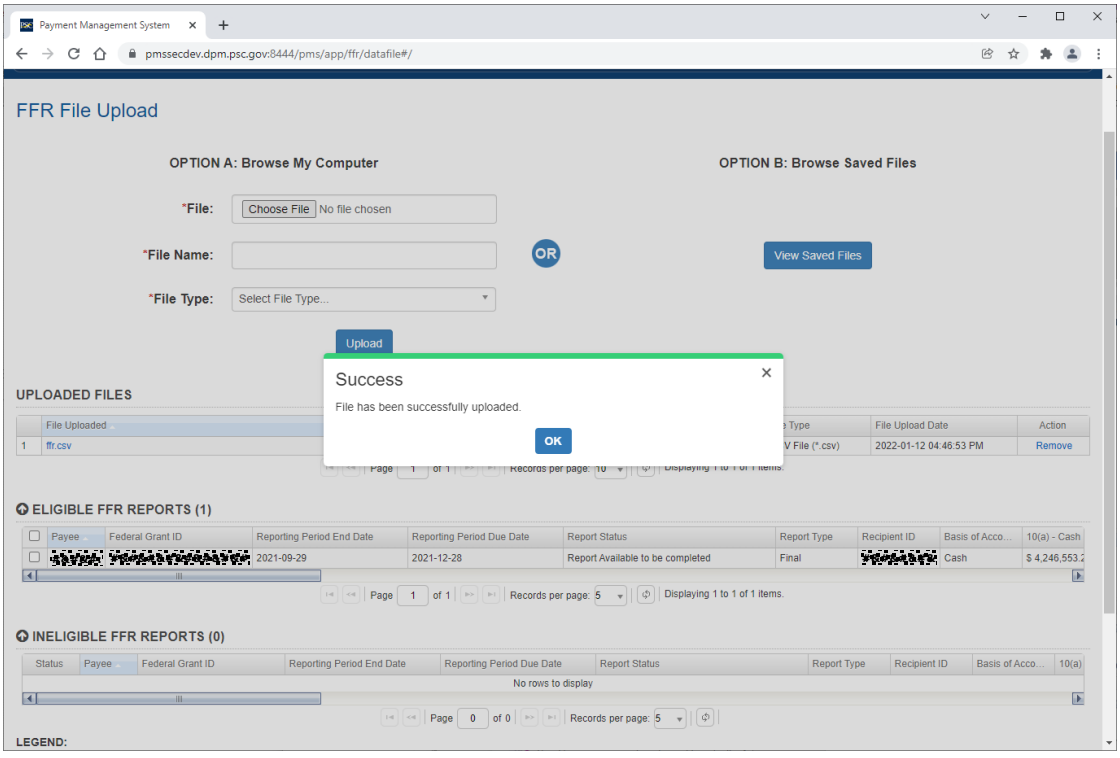


Revise the File Name field if desired, but not necessary if pre-populated.

Select File Type of CSV and select Upload button to process.



Payment Management System application will provide confirmation of a successful upload of the Federal Financial Report information provided.



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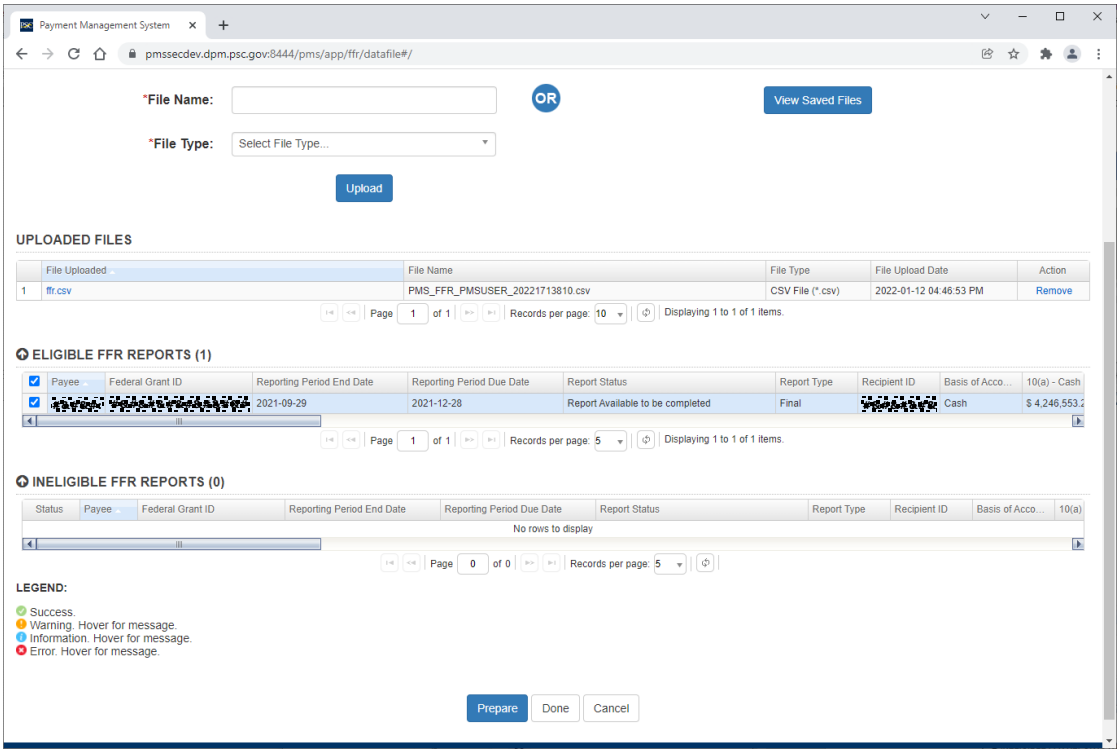
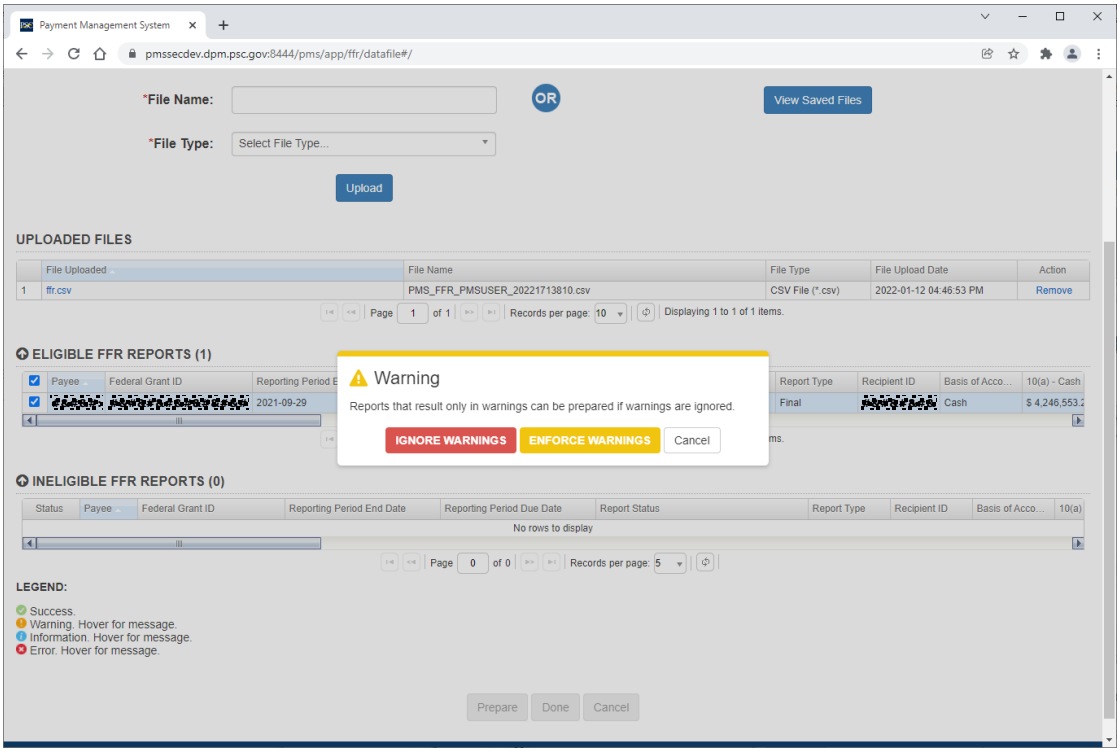
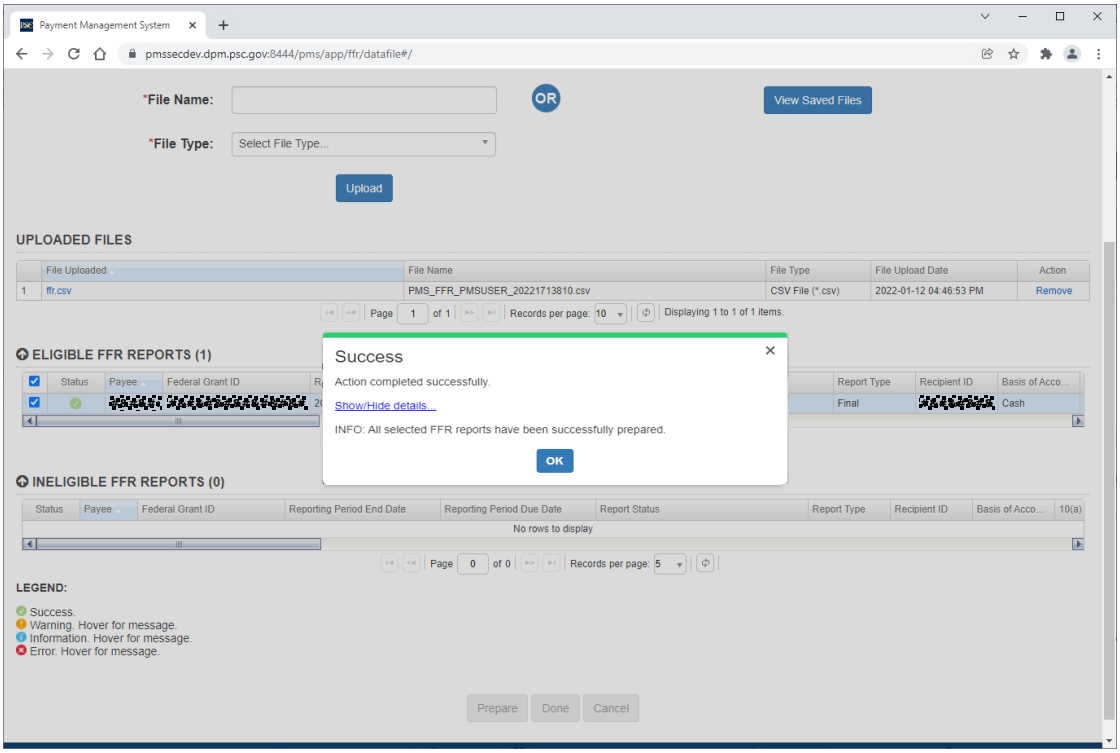


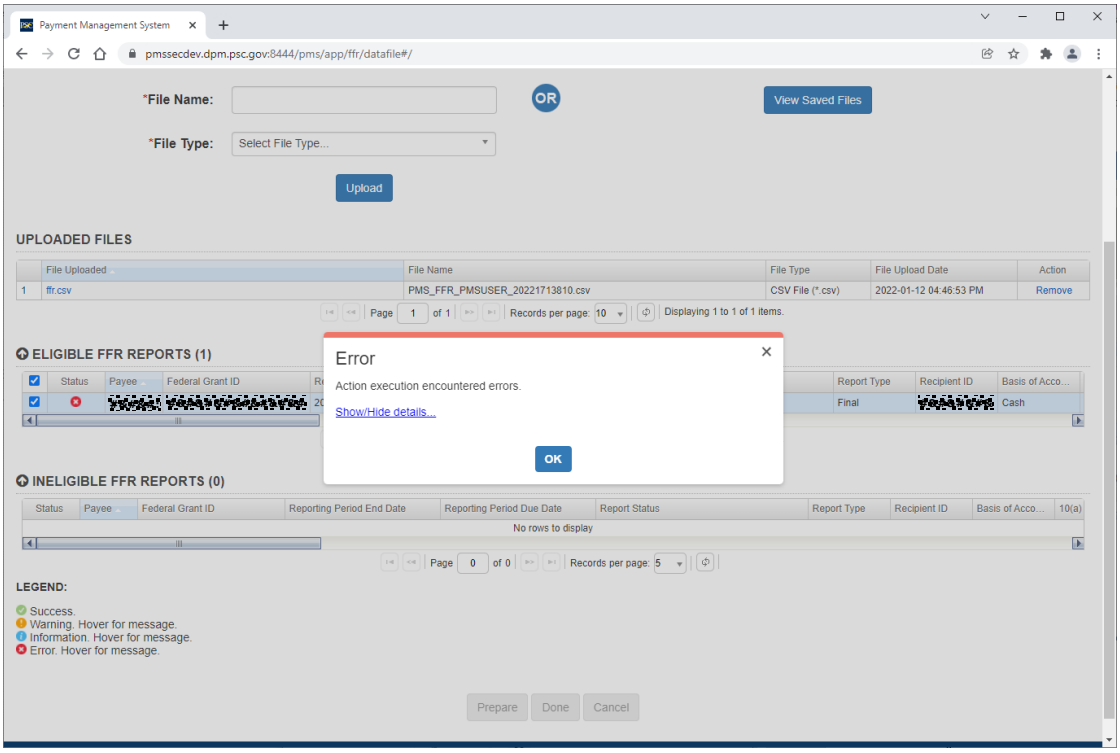
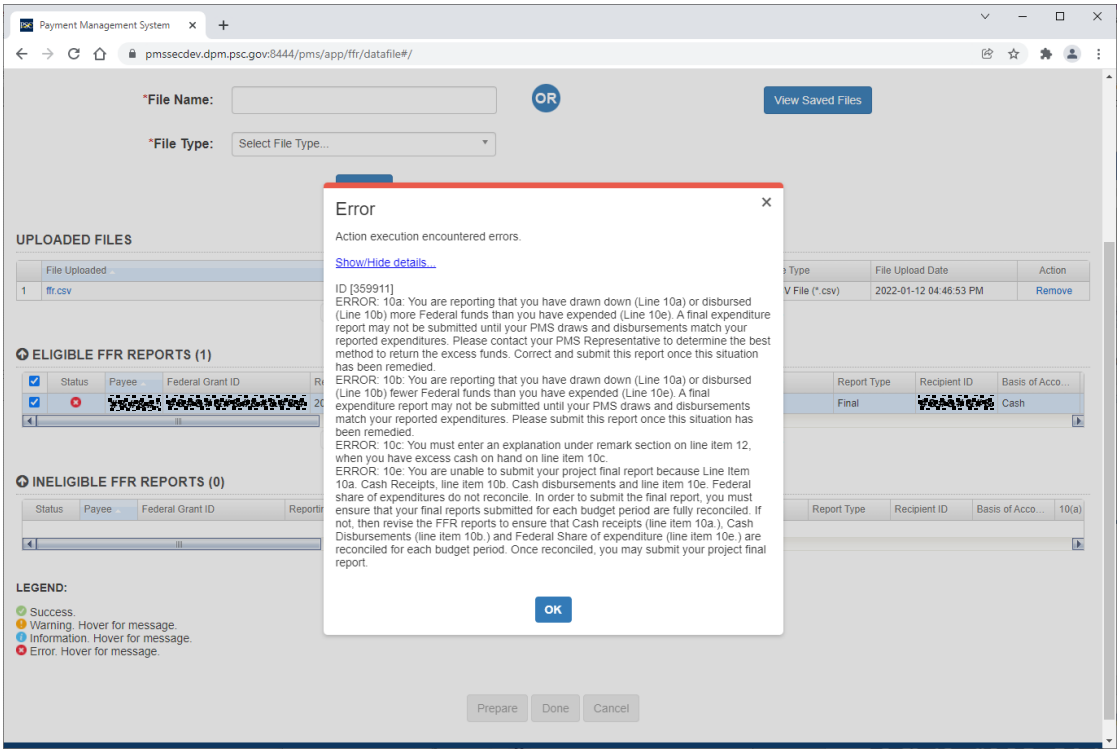
Select Enforce Warnings on the displayed message.



- Success : If no errors were encountered, a success message will be displayed.

Select Ok to proceed and select Done on the FFR File Upload page to complete the transaction.



- Error : If errors are encountered, an error message will be displayed. Select Show/Hide details… and review the error message(s) for corrective actions necessary to proceed. If the errors can be corrected within the uploaded file (ffr.csv), a new download may not be necessary.

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