



Submit Financial or Performance Reports in ezFedGrants

Job Aid



Before You Begin

This document describes how to prepare, edit, certify, and submit a financial or performance report in ezFedGrants.

Financial and performance reports are generated automatically by ezFedGrants when a reporting period opens for one of your agreements. You may or may not receive an email notification when a report is generated. The reporting schedule for your agreements should be provided in the Notice of Award, Award Package, or other agreement documents. If you are not sure about your agreements' reporting schedules, please contact an agency representative.

The ezFedGrants External Portal does not currently support submission of property reports. Please contact an agency representative for property reporting instructions.

Key Terms

- **Actionable Items:** Your work items (assigned tasks) in ezFedGrants.
- **Agreement Partner:** An individual involved with an agreement/award. Each partner has a “partner assignment” (also referred to as “partner function”) that determines what they are responsible for during the life of the agreement/award.
- **Financial Report:** A report of financial activities during a given reporting period (i.e. quarterly, annually, or final) which are reported on the **SF-425** form.
- **Performance Report:** A report of project activities during a given reporting period (i.e. quarterly, annually, or final) which are reported on the **SF-PPR** form.

You Will Need

- An eAuthentication verified-identity Account
- The Grants Processor or Grants Administrative Officer (GAO) role in the ezFedGrants External Portal
- A qualifying agreement:
 - Must be in **Active** or **Awarded** status
 - All prior reports must have been submitted to the agency
- A report awaiting your action:
 - Financial and performance reports are generated automatically by ezFedGrants when a reporting period opens for one of your agreements. These reports appear in the **Actionable Items** list for all Grants Administrative Officers (GAOs), Grants Processors (GPs) and Signatory Officials (SOs) Once one of these users opens a new report, it will become “assigned” to that user and disappear from the other users' **Actionable Items** lists.



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Data Note

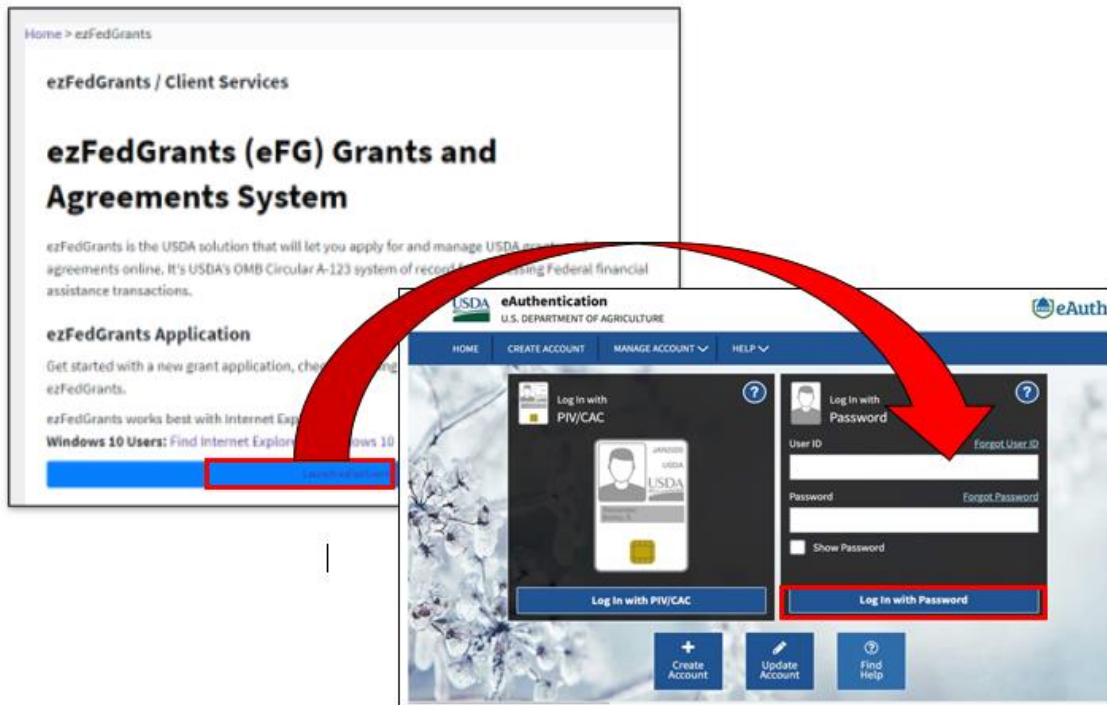
The screenshots provided with these instructions are a representative sample for the purpose of training, which contain sample data and may not depict the entire screen.

In addition, these instructions focus on the **minimum system requirements** for the above-described procedure(s). You may need to complete additional fields or provide additional information not specifically described in this document.

Getting Started

Log In

Launch the ezFedGrants External Portal (from the [OCFO ezFedGrants website](#)) and log in with your eAuthentication verified-identity Account.



For questions regarding ezFedGrants access, including logging-in and eAuthentication, please review the ezFedGrants FAQs general located on the [OCFO ezFedGrants website](#).



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Open the Report

On the **ezFedGrants External Portal Home** screen, locate the report you want to review in the **Actionable Items** section. Click the **Transaction ID** link to open the **Create Report** screen. If you have a lot of work items, use the **POC** field to filter your work items.

The screenshot shows the 'Home' page of the ezFedGrants system. The 'Actionable Items' section is active, displaying a table with the following columns: Transaction ID, Transaction, Case ID, FAIN, Status, Due Date, Last Updated, and POC. The table contains several rows of report data, all with a status of 'Not started' and a due date of 9/23/20. A red box highlights the POC field in the first row, which contains the text 'TEST GAO'.

Transaction ID	Transaction	Case ID	FAIN	Status	Due Date	Last Updated	POC
AP20AC000000C003-FE-Q4-20	Performance	RPT-3920	AP20AC000000C003	Not started	9/23/20	8/24/20	TEST GAO
AP20AC000000C003-FI-Q4-20	Financial	RPT-3919	AP20AC000000C003	Not started	9/23/20	8/24/20	TEST GAO
AP19AC000000G011-FE-Q4-20	Performance	RPT-3918	AP19AC000000G011	Not started	9/23/20	8/24/20	TEST GAO
AP19AC000000G011-FI-Q4-20	Financial	RPT-3917	AP19AC000000G011	Not started	9/23/20	8/24/20	TEST GAO
AP17PQCPHSTG014-FE-Q4-20	Performance	RPT-3914	AP17PQCPHSTG014	Not started	9/23/20	8/24/20	TEST GAO
AP19AC000000G003-FE-Q4-20	Performance	RPT-3913	AP19AC000000G003	Not started	9/23/20	8/24/20	TEST GAO
AP19AC000000G003-FI-Q4-20	Financial	RPT-3912	AP19AC000000G003	Not started	9/23/20	8/24/20	TEST GAO
AP19AC000000C002-FE-Q4-20	Performance	RPT-3911	AP19AC000000C002	Not started	9/23/20	8/24/20	TEST GAO
AP19AC000000C002-FI-Q4-20	Financial	RPT-3910	AP19AC000000C002	Not started	9/23/20	8/24/20	TEST GAO
AP18AC000000001-FI-Q4-20	Financial	RPT-3907	AP18AC000000001	Not started	9/23/20	8/24/20	TEST GAO
FX30TA-10960G004-FE-Q4-20	Performance	RPT-3842	FX30TA-10960G004	Not started	9/9/20	8/24/20	TEST GAO

If you cannot find a report in your worklist, it may have been started or submitted by another user. See *About Report Assignments*, below, for more information.

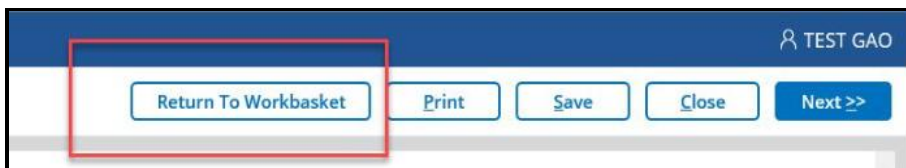
About Report Assignments

Financial and performance reports are generated automatically by ezFedGrants when a reporting period opens for one of your agreements. You may or may not receive an email notification when a report is generated. The reporting schedule for your agreements should be provided in the Notice of Award, Award Package, or other agreement documents. If you are not sure about your agreements' reporting schedules, please contact an agency representative.

The automatically-generated reports appear in the **Actionable Items** list for all users from the recipient organization (GAOs, GPs and SOs). Once one of these users opens a new report, it will become "assigned" to that user and disappear from the other users' **Actionable Items** lists.

Report Actions

All report assignments are valid for a day with edits, updates, and report status being saved. If the report is not completed or submitted within a day, the work item will automatically return to the common actionable items list; preventing bottlenecks with processing. If you've inadvertently accessed a report, you can use the **Return To Workbasket** button to send it back to the common actionable items list.



About Report IDs

Although it appears cryptic, the **Report ID** can be used to differentiate between reports. The components of the report ID are explained below using **FE-CR-15-050-FI-Q2-16** as an ID:

- **FE:** The first pair of letters indicates the associated USDA agency.
- **CR:** The second pair of letters indicates the agreement instrument type (such as cooperative agreement, grant agreement).
- **15:** The first pair of numbers indicates the fiscal year of the associated agreement.



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- **050:** The set of three numbers in the middle indicates the sequential number of the report.
- **FI:** The third pair of letters indicates whether the report is a financial or performance report.
- **Q2:** The pair containing one letter and one number indicates the quarter of the fiscal year to which the report applies.
- **16:** The final pair of numbers indicates the fiscal year for the report (may be different from the agreement fiscal year).



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Preparing Reports

To prepare a report in ezFedGrants, you must complete the report form (SF-425 or SF-PPR), designate a Certifying Official (who will review and sign the report), and upload any supporting attachments.

Complete Report Form (SF-425 or SF-PPR)

The first stage of the **Create Report** screen is the report form, which is either the SF-425 (for financial reports) or the SF-PPR (for performance reports). Instructions are provided for each form in the next two sections of this document. You must complete the mandatory fields [indicated by an asterisk (*)] along with (usually) some non-mandatory fields. It is recommended to save your progress often by clicking the **Save** button. You can also print the report by clicking the **Print** button.

*This document only describes the **minimum** requirements for submitting a report in ezFedGrants. Usually, you will need to complete additional non-mandatory fields or upload additional attachments. To avoid delays in processing, please take your time to ensure that all fields, attachments, etc. are complete and correct (to the best of your knowledge).*

Some fields are pre-populated from the associated agreement and cannot be edited. If the information in a locked field appears incorrect, please contact an agency representative. The **Certification** section of the form will be populated once a Certifying Official digitally signs the report (after you are finished preparing the report).

Financial Report Form (SF-425)

1. If you are completing a financial report, you will see the **SF-425** on the **Create Report** screen.

If you see the **SF-PPR**, please refer to the **Performance Report Form (SF-PPR)** instructions, which begin on the next page.

2. Locate **Section 10 Cumulative Transactions** on the SF-425.

Enter the amount of cash receipts and disbursements for this reporting period in the **Cash Receipts** and **Cash Disbursements** fields, respectively.

The **Cash on Hand** field will automatically calculate based on your entries in the other two fields.



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3. In the **Federal Expenditures and Unobligated Balance** section, enter the relevant amounts for the reporting period in the **Expenditures (Federal Share)** and **Unliquidated Obligation (Federal Share)** fields.

The **Total Federal Share** and **Unobligated Balance of Federal Funds** fields will automatically calculate based on your entries in the abovementioned fields.

Federal Expenditures and Unobligated Balance:		
d. Total Federal Funds Authorized \$20,000.00	* e. Expenditures (Federal Share) <input type="text"/> Please enter a valid value	* f. Unliquidated Obligation (Federal Share) <input type="text"/>
g. Total Federal share (sum of e and f) \$0.00	h. Unobligated balance of Federal Funds (line d minus g) \$20,000.00	

4. Complete any additional fields on the SF-425 as necessary.

Note: The fields in the **Certification** section of the SF-425 will remain blank until the Certifying Official digitally signs the report. The certification procedure is described later in this document.

5. Click the **Next** button near the top of the screen to proceed to the **Signature** stage or click the Return To Workbasket button to return the report to the common Actionable Items list.

Please go to the **Designate Certifying Official** section of this document to continue.

Return To Workbasket	Print	Save	Close	Next >>
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Performance Report Form (SF-PPR)

1. If you are completing a performance report, you will see the **SF-PPR** on the **Create Report** screen. If you see the **SF-425**, please refer to the **Financial Report Form (SF-425)** instructions on the previous page.

Create Report TA-GA-16-091-PE-Q4-21 (RPT-3072)					Return To Workbasket	Print	Save	Close	Next >>
1. SF-PPR 2. Signature 3. Attachments									
1. Federal Agency and Organizational Element to Which Report is Submitted USDA FAS									
2. Federal Grant or Other Identifying Number Assigned by Federal Agency TA-GA-16-091									
3a. DUNS Number 0012345					3b. EIN (Data is Masked)				
4. Recipient Organization (Name and complete address including Zip code)									
Name RUTGERS THE STATE UNIVERSITY OF NEW JERSEY RESOURCE FOUNDATION DEPT OF AGRICULTURE									
Number & Street 34 RUTGERS PLAZA		City NEW BRUNSWICK		State NJ		Zip 08901-8559			

2. Enter performance reporting information in the **Performance Narrative** field. If not already provided by the agency, please contact an agency representative for performance narrative instructions.

* 10. Performance Narrative: (Attach performance narrative as instructed by the awarding Federal Agency on the Attachments tab)
<input type="text"/>



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- Complete any additional fields on the SF-PPR as necessary.

Note: The fields in the **Certification** section of the SF-PPR will remain blank until the Certifying Official digitally signs the report. The certification procedure is described later in this document.

- Click the **Next** button near the top of the screen to proceed to the **Signature** stage or click the Return To Workbasket button to return the report to the common Actionable Items list.

Please go to the **Designate Certifying Official** section of this document to continue.



Designate Certifying Official

In the **Signature** stage, you will designate one or more Certifying Officials for your report. The Certifying Official is responsible for digitally signing the report.

Certifying Official is a temporary role that only applies for a single claim, report, or repayment request. Any user with ezFedGrants access for your organization can be a Certifying Official, including yourself.

- You must designate at least one Certifying Official in the **Primary Certifying Official** field. This can be yourself or any other user with ezFedGrants access for your organization.

To select a Certifying Official, click in the **Primary Certifying Official** field, press the **Down Arrow** key on your keyboard, and then select the relevant user from the dropdown menu. It may take several seconds for the dropdown menu to appear, depending on the number of users in your organization.

You can filter the menu by typing one or more letters into the field. For example, if you want to assign Geoffrey Chaucer as your Certifying Official, you could type “ge” to see all users with “ge” in their name.

*This field **will not** accept typed entries; you **must** select the username from the dropdown menu.*

Signature

Select a Certifying Official by typing their name into the appropriate field. As you type, a list of matching names will appear below the field (you may need to press the down arrow on your keyboard to display the list). Click the appropriate Certifying Official's name when it appears on the list of matches. Please note that the user must be registered in ezFedGrants. You can select yourself as the Certifying Official.

A Primary Certifying Official must be selected. The Secondary Certifying Official is optional. Notifications and work items will be sent to each Certifying Official selected here.

* Primary Certifying Official

Secondary Certifying Official

- Repeat the above if you would like to assign an alternate Certifying Official in the **Secondary Certifying Official** field. This is only necessary if you believe the primary Certifying Official will not be available.

Assigning a secondary Certifying Official does not cause the report to be reviewed twice. Only one of the two Certifying Officials will certify the report.

- Click the **Next** button to proceed to the **Attachments** stage or click the Return To Workbasket button to return the report to the common Actionable Items list.

Note: If you need to go back to an earlier stage, click the **Previous** button.





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Add Attachments

1. Upload any supporting documentation required for your report by clicking the **Click Here to Attach Files** link.

Note: Do not include any personal identifying information (PII) on your attachments unless specifically instructed to do so. PII includes details such as dates of birth, social security numbers, and personal criminal history.

List of Attached Files				
Title	File	Operator	Date/Time	Delete?
No attachments				
Click Here to Attach Files				

2. On the **Add Attachment** popup window, click the **Choose File** button to locate the relevant file on your computer.

Add Attachment ✕

Title:
Other

Other Attachment Title:

Please enter a valid value

Upload Document From Local Hard Disk: Choose File No file chosen

OK Cancel

3. If applicable, type a title for your document in the **Other Attachment Title** field, then click the **OK** button to upload the file.

Add Attachment ✕

Title:
Other

Other Attachment Title:

Please enter a valid value

Upload Document From Local Hard Disk: Choose File No file chosen

OK Cancel

4. Repeat until you have uploaded all necessary documentation.
5. To remove an attachment, click the icon in the **Delete** column.

(D) Attachments				
List of Attached Files:				
Title	File	Operator	Date/Time	Delete?
Application Instructions	resultstemplate.docx	APHIS AG APHIS MO	9/11/2019 8:55 AM	



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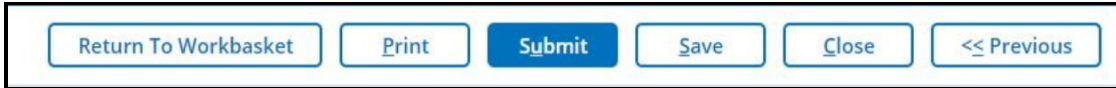
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Finalize the Report

Once you have completed the report form (SF-425 or SF-PPR), designated at least one Certifying Official, and uploaded all relevant attachments, you are ready to submit the report to the Certifying Official for review and signature prior to submission to the relevant agency.

1. Click the **Submit** button to send the report to the Certifying Official(s) or click the Return To Workbasket button to return the report to the common Actionable Items list. The **Submit** button is only available when viewing the **Attachments** stage.



2. ezFedGrants will check that your report meets all minimum requirements. If submission is successful, a confirmation message will appear at the top of the screen. Otherwise, you will see one or more error messages indicating what must be corrected before the report can be submitted.

Once submitted, notifications and work items are sent to the designated Certifying Official(s).





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Certifying Official: Review & Sign Reports

If you are assigned as a Certifying Official for a report, you will receive a work item (Actionable Item) to review and sign the report. You will receive this work item even if you are certifying your own report. This section describes how to open and complete report certification work items.

Each report may have up to two Certifying Officials assigned, but only one Certifying Official needs to complete the report certification work item. If you receive a work item notification, but do not see the work item in your **Actionable Items** list, the other Certifying Official may have already completed the work item.

Once a report is certified, it is submitted to the relevant agency.

1. On the **ezFedGrants External Portal Home** screen, locate the report you want to review in the **Actionable Items** section. Click the **Transaction ID** link to open the report work item. If you have a lot of work items, use the **Category** field to filter your work items.

Transaction ID	Transaction	FAIN	Status	Due Date	Last Updated
FX170200-10.C003-PE-SA2-2016	Performance Report	FX170200-10.C003	Acceptance Pending Edits	12/28/16	9/13/19
NR17NRCSCENTC023-FI-Q2-19	Financial Report	NR17NRCSCENTC023	Not started	10/4/19	9/12/19
AO172501X443G009-PE-Q2-19	Performance Report	AO172501X443G009	Not started	10/6/19	9/9/19
TA-CR-16-057-FI-SA2-18	Financial Report	TA-CR-16-057	Not started	7/15/18	9/9/19
NI18OPRREAFXG001-FI-Q3-17	Financial Report	NI18OPRREAFXG001	Draft Pending Signature	12/29/17	9/9/19
FX170200-10.G030-FI-SA2-2016	Financial Report	FX170200-10.G030	Draft	12/28/16	9/9/19

2. On the **Report** screen, review the report form (SF-425 or SF-PPR) and attachments by clicking the tabs.

3. After reviewing the report, select **Sign and Submit** or **Return** from the **Please select an option** dropdown menu.
 - **Sign and Submit:** The report is ready to be submitted to the agency.
 - **Return:** The report needs to be corrected before submission to the agency.



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4. If you selected the **Return** option, enter relevant comments in the **Return Comments** text box.

If you selected the **Sign and Submit** option, you must click the **Legal Notice** button and accept the legal notice before finalizing your decision. Acceptance of the legal notice is required to submit your report to the agency. If you disagree with the legal notice, please contact an agency representative.

Please Select An Option

Sign and Submit

Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001).

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.

Acceptance of the terms described below upon clicking "Legal Notice" is also required.

Legal Notice

Upon your acceptance, click the "Complete Signature" button below to finish the process.

Complete Signature

5. On the **Report** screen, click the **Complete Signature** or **Submit** button to finalize your decision.

If submission is successful, you will see a confirmation message. Otherwise, you will see an error message explaining why your decision was not accepted.

Based on your decision, one of the following outcomes will occur:

- **Sign and Submit:** The report is sent to the appropriate agency for processing.
- **Return:** The report is returned for modification by the user who is assigned to the report. You will receive a new work item when the report is resubmitted.

Please Select An Option

Sign and Submit

Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001).

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Acceptance of the terms described below upon clicking "Legal Notice" is also required.

Legal Notice

Upon your acceptance, click the "Complete Signature" button below to finish the process.

Complete Signature



Editing Reports

Broadly speaking, all users with either the Grants Administrative Officer (GAO), Grants Processor (GP) or Signatory Official (SO) role can edit reports; however, whether you can edit a specific report depends on the report's status and whether the report is assigned to a specific user.

Not Started

When a reporting period opens for one of your agreements, ezFedGrants automatically generates a report in **Not Started** status.

By default, the new report appears in the **Actionable Items** list for all GAOs, Grants Processors and Signatory Officials. Once a user opens the **Not Started** report, it will become "assigned" to that user and disappear from the other users' **Actionable Items** lists.

Draft

The user to whom the report is assigned.

Pending Signature

If a report must be edited after it has been submitted to the Certifying Official, the Certifying Official must send the report back by selecting the **Return** option when reviewing the report.

You must return a report in order to edit it, even if you are self-certifying your own report.

Returned by Certifying Official

The user to whom the report is assigned, and any GAOs can edit the report.

Submitted

If you need to make changes to a report after it has been submitted to the relevant agency, please contact the agency to request return of the report.

Acceptance Pending Edits

This status indicates that the USDA agency has returned the report to the recipient for editing.

The user to whom the report is assigned can edit the report.



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See Also

Job Aids

- Using ezFedGrants – The Basics Job Aid
- ezFedGrants External Portal User Roles Quick Reference
- Reassigning Work Items in ezFedGrants Quick Reference

ezFedGrants Hyperlinks

- [ezFedGrants Home page](#)
- [ezFedGrants FAQs general](#)

Need Help?

Contact the ezFedGrants Help Desk at ezFedGrants-cfo@usda.gov.

Version Control

Name	Date	Changes Made
Abael Solomon	April. 2022	Removed Broken Links
Abael Solomon	Jan. 2022	Updated Screenshots & OCFO Website link
Takia Glover	February 2021	Updated verbiage and screenshots to reflect changes as it pertains to updated reporting structure.
Courtney Roberson	November 2020	Updated verbiage to reflect changes as it pertains to assignment and reassignment of reports.
April Murphy	Sept. 2019	Initial document created