***Accounting SOP 009***

UNIVERSITY OF PUERTO RICO – MAYAGUEZ

RESEARCH AND DEVELOPMENT CENTER

PROCEEDURE FOR THE PREPARATION OF THE

FEDERAL FINANCIAL REPORT (FFR) AND FEDERAL CASH TRANSACTION

REPORT (FCTR) ELECTRONICALLY

1. INTRODUCTION

The University of Puerto Rico at Mayagüez / the Research and Development Center is responsible for the administration of federal, state and private funds that are assigned. As part of this administrative process it is the responsibility of the UPR-M/RDC to establish procedures for the writing of financial reports, which must be in accord with the policies of the different federal agencies, which assigned funds from donations or contracts.

1. LEGAL BASIS

We promulgate this procedure of conformity with the Regulations of Financing and Accounting of the UPR, Office of Management and Budget: OMB Circular A-21, Circular A-110 and Circular A-133.

1. PURPOSE AND APPLICATION

 Establish a uniform procedure that will facilitate the preparation of the Federal Financial

Report (FFR) and the Federal Cash Transaction Report (FCTR) of the federal funds at the UPR – Mayagüez. These reports will be prepared monthly or every trimester as the federal agency concerned establishes. This responsibility is assigned to a Finance Officer or an Accountant II who will carry out this task.

1. PROCEDURE
2. RDC Office of Accounting and Finance
3. Responsibility
4. Said report must be prepared by the Director or Finance Officer or the person he assigns. It may also be assigned to various individuals within the same office who are knowledgeable in the area of accounting, and the management of external funds and federal regulations.
5. The reconciliation of expenses between the University Financial Integrated System (UFIS), the petitions for funds that had been made during the academic trimester and the accumulated data from the FFR report from previous trimesters is the responsibility of the persons charged with processing the FFR.
6. Export the Federal Financial Report (FFR) to Microsoft Office Excel. (This process can be done on a daily, weekly, monthly and/or trimester bases).

i. The accountant will register the User ID, Password on the corresponding agencies site; in this case NSF is “Fastlane”. Then press “Go”.

1. Select “Perform this Step in Excel”

2. Select Download Spreadsheet then mark “Open”.

3. Then after this process the Federal Financial Report FFR for the period is exported to “Microsoft Office Excel”.

 Once the report is exported to “Microsoft Office Excel”, you eliminate the protection (review, unprotect) and it is copied to the program titled “FFR NSF Analysis” on the tab “FFR working Paper” and FFR Attachment. At the end of this process go back to protect.

ii. Preparation of UFIS Report and Analysis

1. The person assigned to prepare these reports using the Financial System “University Financial Integrated System” UFIS will select from the menu the module “General Ledger User”.
2. Select from the menu the module “Discoverer Viewer”
3. Select the file CID –Available Fund Report – 1.
4. Select to prepare the report the file CID- Available Funds Report – FBM-061 2
5. This report presents the Budget, Expenses, Obligations and Available Balance to combine the account(s) indicated according to “Amount Type” solicited: Year to Date Extended, Project to Date, Period to Date. (GL)
6. The parameters to be used to generate the NSF report are the following:
7. Fund Low: 30231
8. Fund High: 30235
9. Object Low 5000
10. Object High 9999
11. Project Low 331430000000
12. Project High 332039999999
13. Encumbrance Type All
14. Budget UPR BUDGET
15. Period EX. Sept. – 10
16. Account Level: SUMMARY
17. To generate reports from other federal agencies we have to change the parameters of “Project Low” and “Project High”.
18. Select “GO”.
19. After the report is generated in UFIS it is exported to Microsoft Office Excel.
20. Once the report has been exported to Microsoft Office Excel it is copied to the program entitled FFR NSF Analysis in the tab Available Fund Report.
21. Once said file has been copied in the program entitled: FFR NSF Analysis in the tab Available Fund Report we press “Ctrl B”.
22. Pressing “Ctrl B” activates the macros created in said file. The macros simplify and complete the analysis per project.
23. This program generates the information asked for and inserts the information in the Federal Financial Report (FFR) and Federal Cash Request (FCR) of the corresponding agency.
24. Verification and approval of FFR by the Finance Office.
25. The FFR submitted to the Officer of Finance or the person he delegated for verification and revision.
26. The Finance Officer will identify 35% of the projects at random reconciled and will as the accountant in charge of the preparation of the FFR for a detailed report per project of all the transactions that total the amount applied for, for said period. All the accounts should be analyzed annually.
27. The report to be used for the reconciliation is generated through the Financial System UFIS, screen Discoverer Viewer report UPR – Account Transaction Register – Account Transaction Register – Single Search”. See attached page.
28. This information will be an integral part of the trimester reconciliation of FFR.
29. The Finance Officer will verify said report and will approve or reject the authorization to submit the FFR to the corresponding agency. This one should verify each individual transaction in the selected and certified accounts that the balance to be billed is the correct one.
30. If you find duplicate transactions, indirect or incorrect expenses or accrual or payable that cannot be reclaimed during the course of the period they should be excluded from the report. For said exclusion you must prepare a work sheet where you identify these transactions, which must be discussed with the Principal Researcher and will be immediately adjusted in the Financial Systems. The indirect expenses will be adjusted if necessary.
31. The FFR is submitted through “fast lane” or any other program designed to report the federal funds spent and download the funds once authorized by the Finance Officer.
32. The accountant registers the User ID, Password on the “site” of the corresponding agency; in this case NSF is “Fastlane’. Then press “Go”.
33. Select “Perform this Steps in Excel”.
34. Select Upload Spreadsheet, select the MicroSoft Office Excel file and submit the FFR report to “FastLane”.
35. Select step 2 and add the adjustments and verify the balances.
36. Enter “Certification”.
37. Press “Forward for Certification” two times and end the process of certification and sent to file.
38. Preparation of the Federal Cash Transaction Request Form (FCTR) SF-425 report.
39. Register the User ID, Password on the “Site” of the corresponding agency.
40. Register the on line data through the “Site” of the corresponding agency.
41. Add a list of the different programs to be accessed. Annex A.
42. Upload the spreadsheet to the corresponding agency.
43. Fill out the report and submit, according to how federal agency request to download the money.
44. This report is sent monthly, every trimester, or every six months, according to the terms and conditions of the agency.
45. There is a term of 15 to 30 days to turn in the report after the closing period according to the agency.

d.Recognizing the payment of the federal agency to the UPR – Mayaguez.

1. Federal agencies emit electronic transferences once the report has been received.
2. Said transfer is sent to the income account of the UPR – Mayaguez.
3. The RUM Accounting Office reports on said transfer to the Accounting and Finance Office of RDC.
4. The Accounting and Finance Office of the RDC recognizes the income in the corresponding Federal Account to be billed.
5. FILE

We will keep a file per account with a copy of the reports sent and any other relevant information to said reports or related policies.

1. ENFORCMENT

This procedure is enforced immediately and its duration is subject to the federal, state regulations or the institutional policies of the University of Puerto Rico - Mayagüez / the Development and Research Center.

ANNEX A

UNIVERSITY OF PUERTO RICO –MAYAGUEZ

PROCESSING PROGRAMS

FEDERAL FINANCIAL REPORT (FFR) AND FEDERAL CASH TRANSACTION REPORT

Methods or Processes Agency Electronic address

Fast Lane NSF https://www.fastlane.nsf.gov/fastlane.jsp

DPM Division of Payment Management NASA, NIH, MBRS, USDA https://www.dpm.psc.gov

Grantsonline NOAA https://grantsonline.rdc.noaa.gov

ASAP automated Standard Application for Payment NOAA, DOE, NETL ttps://www.asap.gov

PAY WEB DOD-ONR <https://services.onr.navy.mil>

DEPT EDUCATION G-5 <https://www.g5.gov>

PDF VIA E-MAIL NATIONAL ENERGY TECHNOLOGY LAB VIA-E-MAIL

ERA COMMONS NIH, MBRS <https://commons.era.nih.gov>

WAWF MDA MISSILE DEFENSE AGENCY https://wawf.eb.mil/

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