Reports Tab

To view Grant Project reports, click the **Reports** tab.
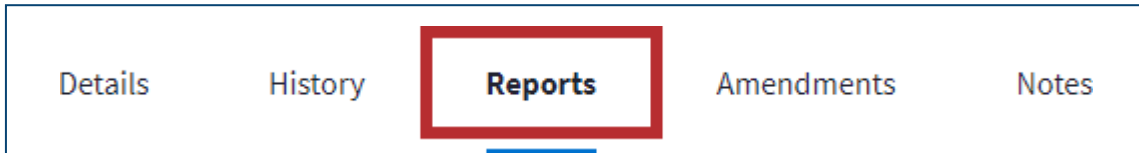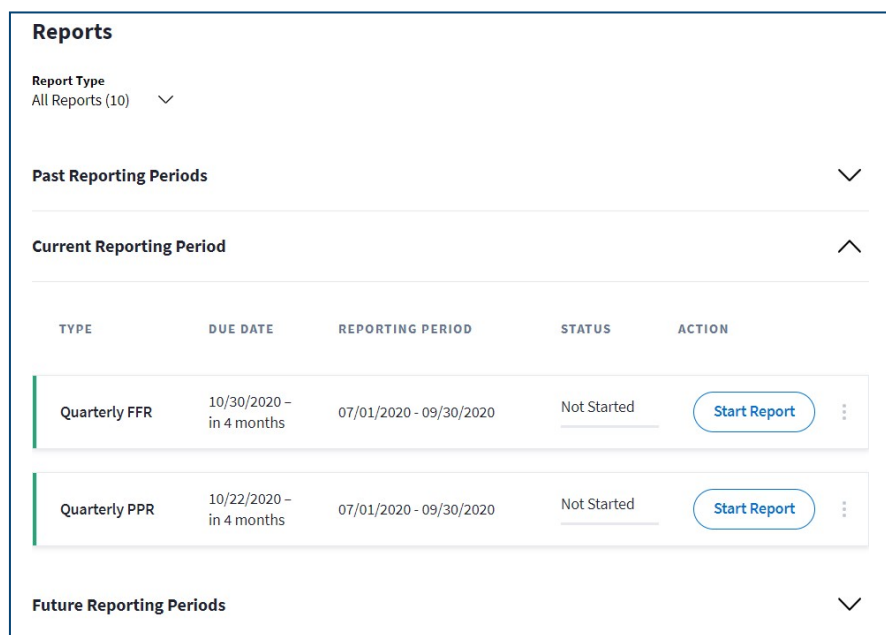

Figure 1: Grant Details screen with Reports tab

The **Reports** tab opens with the *Current Reporting Period* section expanded by default. Both Federal Financial Reports (FFRs) and Performance Progress Reports (PPRs) appear in each section.

Figure 2: Reports tab with Current Reporting Period section

Click the **Report Type** drop-down to filter search results by Report Type.
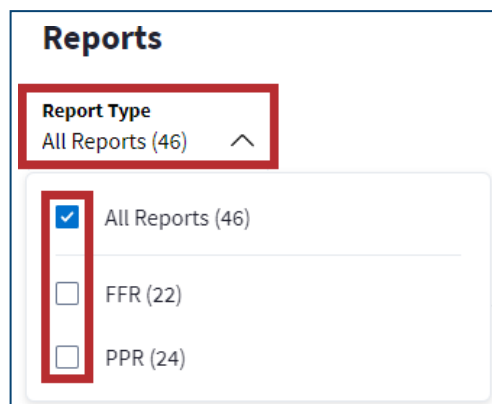

Figure 3: Report Type drop-down

In the *Past Reporting Periods*, *Current Reporting Period*, and *Future Reporting Periods* sections, click the **arrow** on the right side to expand each section.
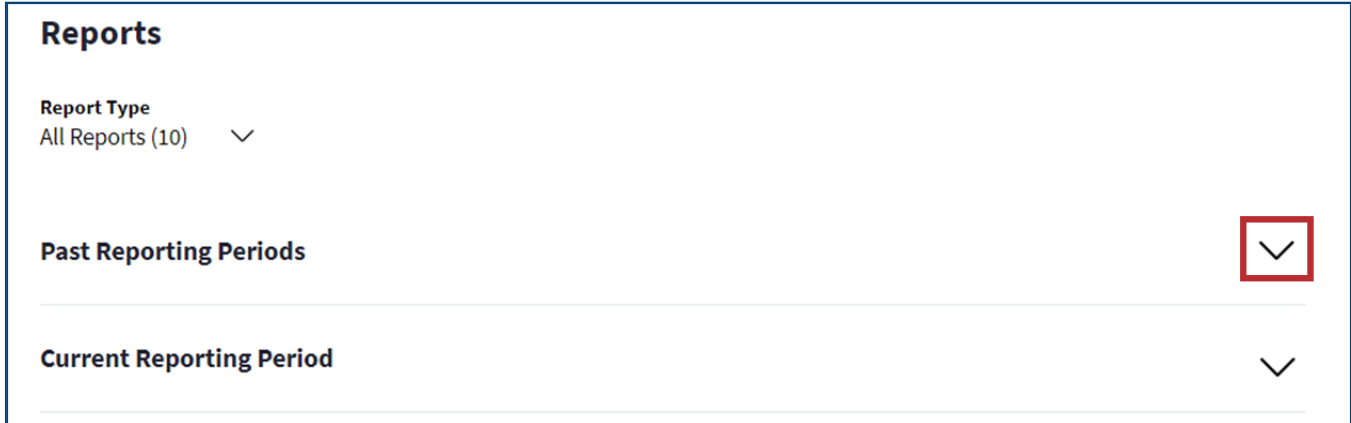

Figure 4: Reporting Period section expansion arrow button

Reporting Period Section

FFRs and PPRs for the desired reporting period appear in rows, and the following columns appear:

- □ *Type*: Quarterly, semi-annual, annual, or final depending on the Federal agency reporting requirements.
- □ *Due Date*: The report due date. Users can start, edit, and submit a report even if the due date is passed. A countdown is included in this column.
- □ *Reporting Period*: The reporting timeframe.
- □ *Status*: The current report workflow status. Click the **Status** button to view the workflow history and any comments. Statuses include the following:
  - o **Not Started**: Data is not entered in the report.
  - o **In Progress**: Data is entered in the report and not submitted.
  - o **Submitted**: The report is submitted to the Grantor.
  - o **Accepted** (may appear as **Approved**): The report is approved by the Grantor.
  - o **Returned**: The report is returned to the Grant Recipient by the Grantor for edits.
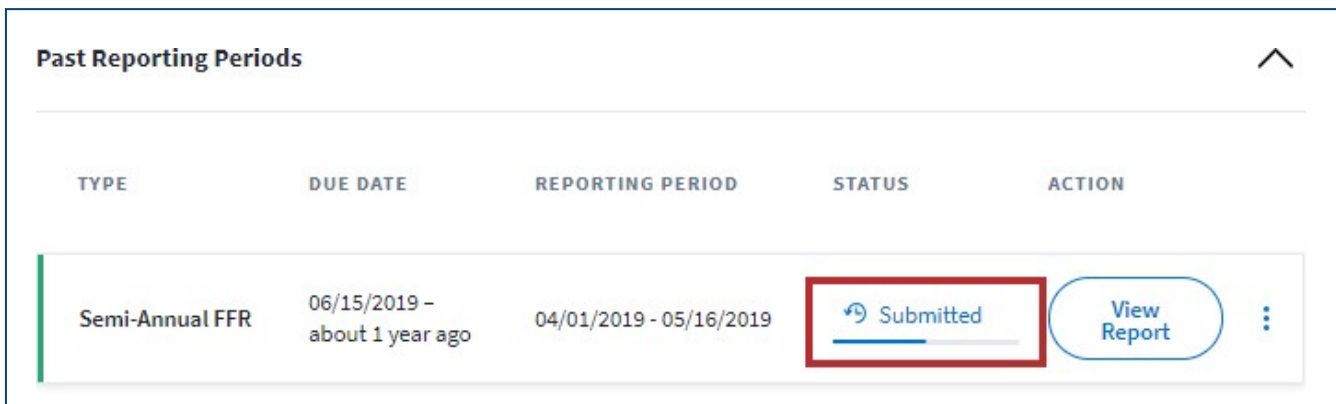 - o **Withdrawn**: The report is withdrawn by the Grant Recipient.

Figure 5: Reporting Period section with Status button

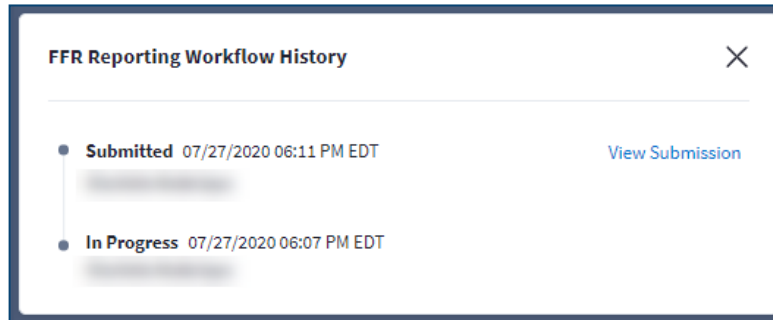The "Reporting Workflow History" screen appears.

Figure 6: Reporting Workflow History screen

- ☐ **Action**: Start, edit, or view a report depending on the current report workflow status. Click the **Action** button to perform an action for the FFR or PPR. Actions include the following:
  - o **Start Report:** Begin the FFR or PPR form.
  - o **Edit Report:** Continue editing the FFR or PPR form.
  - o **View Report:** Upon submission, view the contents of the FFR or PPR form.

Note: If the user role is not configured to submit FFRs or PPRs, the user can successfully click an action button but cannot successfully submit the report.
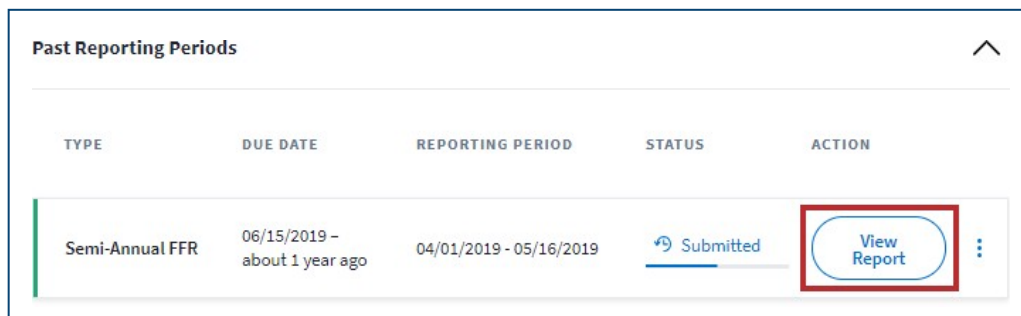

Figure 7: Reporting Period section with Action button

Actions List Icon

Click the **Actions List** icon **(three vertical dots)** to print the report or download a PDF version. This option is available for all statuses except *Not Started*.
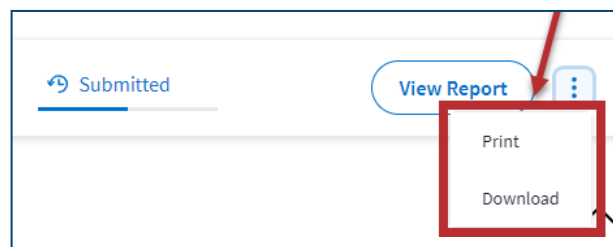

Figure 8: Actions List icon with Print and Download buttons