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Summary / Overview

HRSA uses the Federal Financial Report to collect detailed financial reporting on grant expenditures. Grantees are required to submit the Federal Financial Report (FFR) according to the requirements specified in the award. Once the FFR has been submitted, then accepted and processed by the Grant Management Specialist (GMS), if the Grantee further revises the FFR, there will be an option to delete the revision and revert to the most recent accepted and processed version of the FFR. However, if the HRSA GMS is in the process of reviewing a submitted FFR Revision or has completed processing the revision or if the GMS has submitted a Change Request then the grantee cannot delete that version of the FFR.

Delete an FFR Revision that was started in error - FAQs

Question 1. How do I delete the FFR revision?

Answer 1. *Use the step-by-step instructions provided in the ‘FFR Quick Reference Sheet - Grantee Handbook’ to delete an FFR revision.*

Question 2. Sometimes I cannot see the Delete action in the context menu for a Financial Report. Why does this happen?

Answer 2. *The ‘Delete’ action is not visible under the following circumstances:*

- *The FFR is not started*
- *The FFR is submitted*
- *The GMS is in the process of reviewing the submitted FFR revision*
- *The GMS has requested changes on a submitted FFR.*

Question 3. Sometimes I can see the ‘Delete’ action in the context menu for a Financial Report but when I select it, the system displays a message informing me that the revision cannot be deleted. Why does this happen?

Answer 3. *The ‘Delete’ action is visible based on the FFR status. If HRSA has not accepted and processed a submitted FFR version, then you cannot delete a revision. If you attempt to delete a revision under these circumstances, the following explanatory message will be displayed, “You cannot delete this FFR version as it has not yet been approved by HRSA.”*

Question 4. The versions of the FFR that are shown in the ‘Delete Financial Report’ and the ‘Revert to Financial Report’ sections on the ‘Financial Report – Delete Confirmation’ page are not consecutive versions. I had saved several versions while working on the revision. Why are these versions not shown?

Answer 4. *The ‘Delete’ action restores the last version of the FFR that has been reviewed and processed by the HRSA GMS. This will not necessarily be the last saved version. For example, if you revised and submitted several revisions and HRSA has not reviewed them yet, then you revise the FFR again and before submitting this new revision, you choose to delete it, all of the intermediate versions will also be deleted. The system will restore the last version that had been reviewed, accepted and processed by HRSA.*

Review the information on the 'Financial Report – Delete Confirmation' page carefully before proceeding to delete. There are 'View' links provided for both the version being deleted and for the version to be restored. Use these to review the detail of each before confirming the delete action.