

Completing an SF-425 Financial Report Using FPRS

Instructions

These instructions will guide Farm to School grantees through submitting their quarterly financial reports (SF-425) via the Food Programs Reporting System (FPRS).

1. To access the financial report that is due for submission, login to FPRS and scroll down the page until you see a “Submissions due” or “Submissions about to become due” section. If you are up to date on your reporting, then you will see one link. If you are behind in reporting, then you will see a link for each report that is overdue; in this instance, start at the bottom and work your way up the list.

Homepage Navigation Video

Welcome to the Food Programs Reporting System (FPRS)

Welcome **Your Name Here**

The FPRS application allows the entry, validation, certification, and posting of data reported by participants in FNS programs. Please see [About FPRS](#) for details on available programs and form versions.

FPRS Announcements

- OMB Control Number: 0584-0594
Expiration Date: 09/30/2026
- Public reporting burden for this collection of information is estimated to vary from .17 minutes to 98 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The public burden statement is accessible for each form/worksheet in multiple places. It can be found on the Excel tab while in Submission Studio or under the Help tab by selecting OMB approved forms /worksheets and instructions by form. The PDF file will open and the burden statement will either be at the top or bottom of the form.
- **Please Note:** Any changes made to a submission **before** 9:30 P.M. Eastern Time should appear in the National Databank (NDB) the next business day. If a change is made to a submission **after** 9:30 P.M. Eastern Time, it may not appear in NDB until the second business day.
- **Attention Users:** While using FPRS, you should have only one (1) FPRS tab open on your Microsoft Edge Chromium or Internet Explorer browser. If you have two (2) or more FPRS tabs open, you may experience **data loss** or **data from one open submission overwriting data on another**.
- **Attention:** The 'Zoom' feature of Microsoft Edge Chromium and Internet Explorer have a problem that may cause the webpage to display incorrectly. Make sure that 'Zoom' is set at 100% at all times while using FPRS.
- To update your access to FPRS, submit a completed [FNS-674](#) to your [FPRS Account Manager](#). If you require permissions to multiple programs and forms, please submit a completed [FNS-674A](#) in addition to the FNS-674.

Get Adobe Acrobat Reader

Please Note: The FNS-674 and FNS-674A requires Adobe Acrobat Reader. If Adobe Acrobat Reader is needed, please click [here](#) to download the software.

If you experience any system problems, please contact the FPRS Help Desk at 1-866-336-FPRS (1-866-336-3777) or send an e-mail to the [FPRS Help Desk](#).

0 Submission(s) are ready to be Certified.
1 Submission(s) are due for Submittal.
 0 Submission(s) are overdue for Submittal.

Submissions about to become due:

Found: 1 record(s) Records Displayed: 10 Records Per Page

Program	Form	State	Agency	For	Sub/On	Type	Rev.	Status	DueDate
CN-F25-IMPL	SF-425	NM	3526900010202309		202406	Quarterly	0	V	10/30/2024

Page: 1 [\[Select\]](#)

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2. Complete the report, using the field descriptions as follows.

8. Project/Grant Period, From and To: This is your grant's period of performance, which can be found on the FNS-529 Grant Award document in boxes 20 and 21. These dates remain the same for every quarterly report. Do not enter the quarter for which you are reporting. The quarterly reports are **cumulative**.

Complete Federal Expenditures and Unobligated Balance section.

10d. Total Federal Funds Authorized: This can be found in box 11 on the FNS-529. You should enter the same amount for this field every time you submit a financial report.

10e. Federal share of expenditures: This amount should correspond to your ASAP withdrawals for the quarter.

10f. Federal share of unliquidated obligations: These are promises to pay, or in other words, expenses you have incurred during the reporting period, but have not yet drawn down the funds from your ASAP account to pay them. You have obligated those funds but have not yet liquidated them. For example, you have a signed purchase order for supplies on March 2 (Q2), and the supplies will be delivered in July (Q4). You will obligate the expenses in Q2. You will pay for them (liquidate) upon delivery in Q4. You will report those liquidations in Q4.

10g. Total Federal share (sum of line e and f): Enter the sum of lines 10e and 10f.

10h. Unobligated balance of Federal funds: Enter the amount of line 10d minus line 10g.

Complete Recipient Share section.

10i. Total recipient share required: This is your match, which can be found in box 16 of your FNS 529.

10j. Recipient share of expenditures: This amount should reflect how much of your match you have used. This is a cumulative amount.

10k. Remaining recipient share to be provided: Enter the amount of line 10i minus line 10j. If recipient share in line 10j is greater than the required match amount in line 10i, enter zero.

Submission Studio

Form Name: SF-425 (10-19)
Form Description: Federal Financial Report
Program: CN Farm to School Implementation
State: AL
Agency Code: 0126900010
Agency Name: F2S Test Agency
Program Time: September 2022
Report Time: September 2022
Submission Type: Quarterly
Revision: 0
Submission Status: New Submission

Analyze Save Edit Check Certify Quit

Report Remarks

8. Project/Grant Period (NOTE: Refer to Grant Award Document for dates)

From: 07/18/2022 To: 06/30/2024

10. Transactions	Cumulative
Federal Cash :	
a. Cash Receipts	
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	100,000
e. Federal share of expenditures	10,000
f. Federal share of unliquidated obligations	0
g. Total Federal share (sum of lines e and f)	10,000
h. Unobligated balance of Federal funds (line d minus g)	90,000
Recipient Share:	
i. Total recipient share required	40,000
j. Recipient share of expenditures	5,000
k. Remaining recipient share to be provided (line i minus j)	35,000

3. If applicable, complete the Indirect Expense section.

11a. Type of Rate(s): State whether indirect cost rate(s) is Provisional, Predetermined, Final, or Fixed.

11b. Rate: Enter indirect cost rate(s) in effect during the reporting period.

11c. Period From and To: Enter the beginning and ending effective dates for rate(s).

11d. Base: Enter amount of base against which the indirect rate(s) was applied.

11e. Amount charged: Enter the amount of indirect costs charged during the time period specified. (Multiply 11b. x 11d.)

11f. Federal share: Enter the Federal share of the amount in 11e.

11g. Totals: Enter the totals for columns 11d, 11e, and 11f.

11. Indirect Expense						
a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
Provisional						
Predetermined						
Final						
Fixed						
g. Totals:						

4. Make sure you click on the correct buttons as you complete the report.
 - Clicking **“Analyze”** will produce an analysis spreadsheet. This option is not required for submitting a financial report.
 - Clicking **“Save”** will save your entries as a work-in-progress to be completed or certified later.
 - Clicking **“Edit Check”** will run the Edit Check function which will identify errors or warnings for the user to address.
 - Click **“Certify”** after you have ensured there no errors. Your report will move to the Grant Officer’s queue to review and post as an official submission.
 - Clicking **“Quit”** will exit without saving and return you to the Search page.

If this is your first time submitting a report, we recommend saving it, and then running an edit check. If there are no errors or warnings, click “Certify” so it will move to your Grant Officer’s queue to review and post in FPRS as an official submission.

Submission Studio

Form Name:	SF-425 (10-19)	Agency Name:	F2S Test Agency
Form Description:	Federal Financial Report	Report Time:	September 2022
Program:	CN Farm to School Implementation	Revision:	0
State:	AL		
Agency Code:	0126900010		
Program Time:	September 2022		
Submission Type:	Quarterly		
Submission Status:	New Submission		

Analyze Save Edit Check Certify Quit

Report | **Remarks**

8. Project/Grant Period (NOTE: Refer to Grant Award Document for dates)

From: To:

10. Transactions	Cumulative
Federal Cash :	
a. Cash Receipts	<input type="text"/>
b. Cash Disbursements	<input type="text"/>
c. Cash on Hand (line a minus b)	<input type="text"/>
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	100,000
e. Federal share of expenditures	10,000
f. Federal share of unliquidated obligations	0
g. Total Federal share (sum of lines e and f)	10,000
h. Unobligated balance of Federal funds (line d minus g)	90,000
Recipient Share:	
i. Total recipient share required	40,000
j. Recipient share of expenditures	5,000
k. Remaining recipient share to be provided (line i minus j)	35,000

USDA is Here to Help!

- For questions on completing your financial reports, contact your assigned Grant Officer.
- Visit [this page](#) for more information on FPRS Assistance for Grantees.