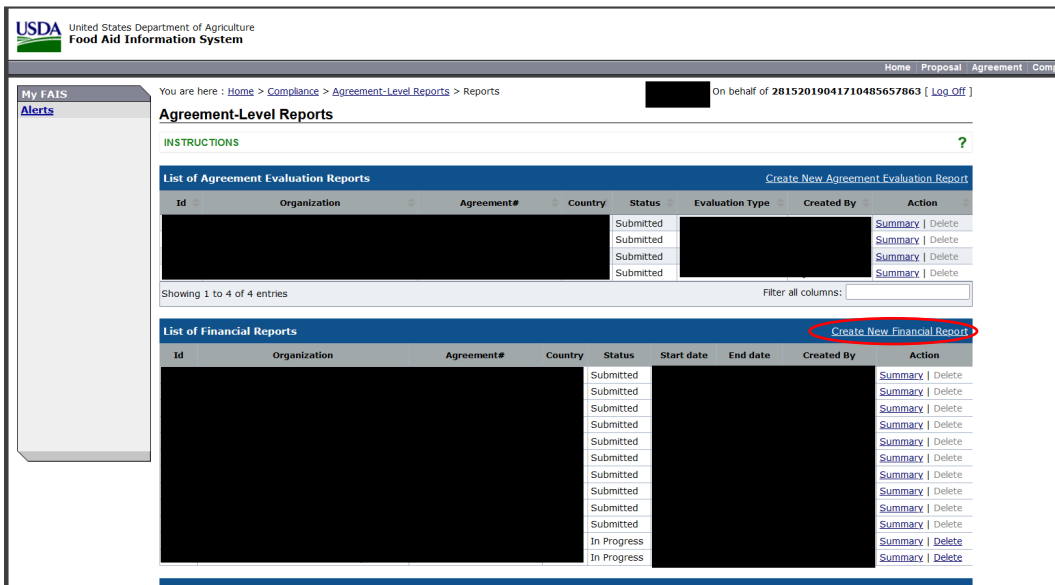
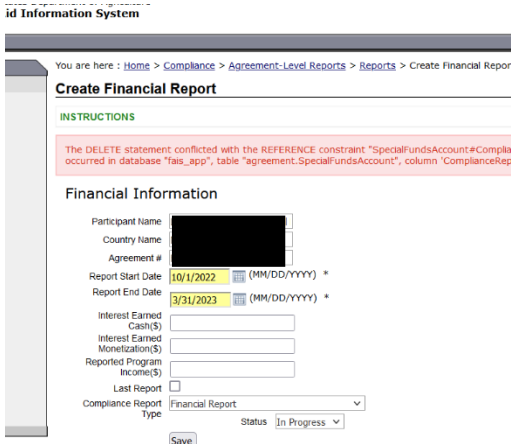


Semi Annual Financial Reporting Instructions on FAIS for FFPr Projects

1. Click “Create New Financial Report”



2. Add the report start date and report end date and press “Save”.



Interest Earned Cash(\$)
is the interest earned from CCC administrative Funds

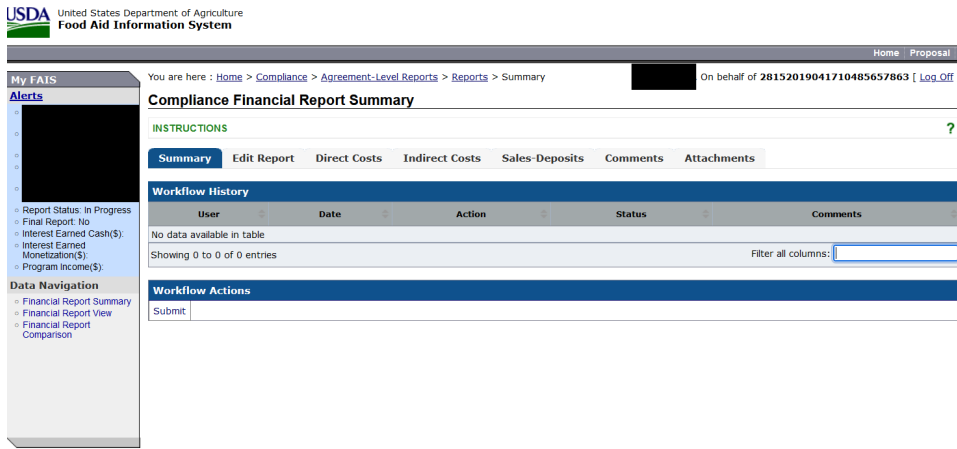
Interest Earned Monetization (\$)
is the interest earned from commodity sales

Reported Program Income(\$)
is other program income reported in the period.

Note, these can be edited later

*This information can be changed in the edit report tab after saving.

After saving the Financial Report Summary Page will appear. Also accessible in under the Data Navigation Field



3. "Edit Report" Tab Program Income

You are here : [Home](#) > [Compliance](#) > [Agreement-Level Reports](#) > [Reports](#) > Edit Fin:

Edit Financial Report

INSTRUCTIONS ?

Summary **Edit Report** Direct Costs Indirect Costs Sale

Financial Information

Participant Name [Redacted]
 Country Name [Redacted]
 Agreement # [Redacted]
 Report Start Date (MM/DD/YYYY) *
 Report End Date (MM/DD/YYYY) *
 Interest Earned Cash(\$) }
 Interest Earned Monetization(\$) }
 Reported Program Income(\$) }
 Last Report
 Do Not Display CCC/FAS(\$)
 Do Not Display Monetization Proceeds(\$)
 Compliance Report Type
 Status
 CCC/FAS Cash Available
 Report Number

Note:

1. Interest Earned Cash (\$) is the interest earned from CCC FAS/Cash (Administrative) Funds from advances

Boxes 2 and 3 are program income earned in the SAPR period. Program income is defined in [7 CFR 1499.2 "Program income"](#). Program income should be incorporated in the budget and a total amount was approved in the agreement

2. Interest Earned Monetization (\$) is the interest earned from commodity sales
3. Reported Program Income (\$) is other program income reported in the period. Please refer to 7 CFR 1499.2

Per [7 CFR 1499.11\(g\)](#), monetization and CCC FAS/Cash (administrative) funds must be in an interest bearing account unless waived

PVOs should track program income and report changes as applicable

- For each reporting period, add or modify the Interest Earned Cash (\$), Interest Earned Monetization (\$) and Reported Program Income (\$)

Information in boxes 1, 2 & 3 are aggregated in the Financial Report Comparison's Program Income Box. PVO's should check that this is inputted correctly after submitting the report by reviewing the Financial Report Comparison

Program Income		
Program Income (from Agreement)		0.00
Reporting Period	Report#	Reported Program Income (\$)
6/3/2016-9/30/2016	7335	0.00

*Program income in FAIS report will be revised in the near future

a. Other boxes

- Indicate if this is the last report
 - The date range should coincide with the end date of performance, and not the full period.
- Add the CCC/FAS Cash Available
 - This is not the monetization sales nor cost share
- Report Number should self-generate
- Click Save or information will be lost when going to another tab

4. Direct Costs Tab

Add the costs from each funding category. Line items should be set up based on the agreement or any alignment approved through an amendment

- All values are rounded to the nearest hundredth
- If Direct Costs have already been entered and saved in the report, the data will appear in the columns with boxes
- All Activities in the agreement should be listed in this section

Direct Costs									
INSTRUCTIONS ?									
Summary Edit Report Direct Costs Indirect Costs Sales/Deposits Comments Attachments									
Category	Approved Monetization(\$)	Monetization Expenses(\$)	Approved Cash(\$)	Cash Expense(\$)	Agreement Cost Share(\$)	Cost Share for this reporting period(\$)	Total Past Period Exp.(\$)	Exp. for this Period(\$)	Expenses for this reporting period plus Cost Share(\$)
Administration									
Benefits		0		2000	0.00	0		2000	2000
Equipment		0.00		0.00	0.00	0.00		0.00	0.00
Office		0.00		0.00	0.00	0.00		0.00	0.00
Professional Services		0.00		0.00	0.00	0.00		0.00	0.00
Salaries		0.00		0.00	0.00	0.00		0.00	0.00
Travel		0.00		0.00	0.00	0.00		0.00	0.00
ITSH									
Other Activities									
Capacity Building, Producer Groups and Cooperatives		0.00		0.00	0.00	0.00		0.00	0.00
Financial									

Note:
Always check that the approved budget matches the last fully executed agreement or amendment

The last two columns will sum the expenses of the reporting period. The last row totals expenses from specific rows

Save before going to the next tab or data will be erased

5. Indirect Costs Tab

Input data from indirect cost rate based off different categories (Activity, Admin, ITSH)

Refer to the budget for total indirect cost approved. Only the most recent signed amendment values will be displayed

https://stgapps.ias.usda.gov/ias/webapp/Compliance/ComplianceReports/Financial/SaverFinancialReport/CRDet

USDA United States Department of Agriculture
Food Aid Information System

Home Proposal Agreement

You are here: Home > Compliance > Agreement-Level Reports > Reports > Indirect Costs Welcome [redacted] of 28152019041710485657863 [Log Off]

My FAIS Alerts

Indirect Costs

INSTRUCTIONS ?

Summary Edit Report Direct Costs **Indirect Costs** Sales-Deposits Comments Attachments

Indirect Costs

Category	Approved Monetization(\$)	Monetization Expenses(\$)	Approved Cash(\$)	Cash Expense(\$)	Total Past Period Expenditure	Expenditures for this Reporting Period
Activity	0.00	0.00	0.00	0.00	[redacted]	0.00
Admin	0.00	0.00	0.00	0.00	[redacted]	0.00
ITSH	0.00	0.00	0.00	0.00	[redacted]	0.00
Totals	0.00	0.00	0.00	0.00	[redacted]	0.00

Save

Report Status: In Progress
Final Report: No
Interest Earned Cash(\$):
Interest Earned Monetization(\$):
Program Income(\$):

Data Navigation
Financial Report Summary
Financial Report View
Financial Report Comparison

6. Monetization and Sales Deposits Tab

Add the monetization information from the reporting period if commodities were procured, shipped, and received within the reporting period. This should only include information from monetization proceeds and not the CCC Admin funds nor any cost share funds.

Monetization and Sales Deposits

INSTRUCTIONS ?

Summary Edit Report Direct Costs Indirect Costs **Sales-Deposits** Comments Attachments

Monetization and Sales Deposits

Has a separate interest bearing account been established?
 Yes No

Indicate Currency Reported for Special funds Account(US Dollar or Local Currency)
 US Dollar Local Currency

Special Funds Accounts

Reporting Period	Beginning Balance	Sales Deposits	Interest Earned	Sales Deposits + Interest Earned	Other Program Income	Exchange Rate	Exchange Rate Gain or Loss	Total Disbursements This Period	Account Balance
10/1/2022-3/31/2023									

Comment

Save

***MUST** fill out all fields even if it is zero

- Has a separate interest bearing account been established:** Monetization funds must be in an interest bearing account per [7 CFR 1499.11\(g\)](#)
- Indicate Currency for Special funds Account (US Dollar):** Special funds are the monetization and interest earned from monetization.
- Reporting Period:** The beginning and end dates of the report. This will be automatically entered from the dates entered initially.
- Beginning Balance:** Should be the balance of any monetization minus disbursements from the previous period. The first monetization beginning balance should be zero. This should NOT include CCC Administration funds nor any cost share. (This does not carry over from the previous report and must be inputted manually).
- Sales Deposits:** The amount of sales from monetization in the reporting period only
- Interest Earned:** Interest earned on monetization proceeds in the reporting period only and not the entire length of the program to date

7. **Sales Deposits + Interest Earned:** Calculated from the previous two boxes
 8. **Other Program Income:** Other income as defined by [7 CFR 1499.2](#).
 - a. Some examples might include returns on claims of lost commodity to the organization, or specific fees for service
 9. **Exchange Rate:** Exchange rate to convert from local currency to dollars, as applicable
 10. **Exchange Rate Gain or Loss:** Loss or gain from converting from local currency to dollars, or vice versa, as applicable. If there is a loss in currency exchange, please indicate this by inserting a minus sign (-) in front of the value (Ex. -100.00)
 11. **Total Disbursements this period:** Should be all monetization proceeds that are spent during the reporting period. This should not include the CCC Admin/Cash nor cost share line items.
 12. **Account Balance:** Calculated Field. Remaining funds on the account. Should be the amount to include in the next report's beginning balance.
 13. **Press Save button**
- If PVO withholds any amount it must be specified in the report, but the total interest earned for this period must also be indicated.
 - **Important:** PVO may only spend money from the Special Funds Account as determined in the agreement budget, or as stated in the agreement preamble that describes how a change in anticipated funds must go toward activities and the indirect cost recovery (ICR) on those activities.

Aligning with Performance Monitoring SAPR

- Financial Report POC **MUST** ensure that the performance report monetization information matches the amounts reported in the financial SAPR for the period of performance. The proceeds generated in the Commodity Monetization section in the Performance SAPR **MUST** match the Sales Deposited Box in the Monetization and Sales section in the Financial SAPR.
- The Performance SAPR POC will input information on the following ticked data input pages:
 - * Commodity Receipt & Loss
 - * Commodity Monetization

The image displays a screenshot of the SAPR interface. On the left is a 'Data Navigation' sidebar with a list of menu items: Performance Summary, Results, Result Indicator Actuals, Activities, Commodity Receipt & Loss (checked with a red checkmark), Commodity Direct Distribution, Commodity Monetization (checked with a red checkmark), View Performance Report, View Comparison Outcome, and Other Details. Two blue arrows originate from the 'Commodity Receipt & Loss' and 'Commodity Monetization' items, pointing to the right. The top-right panel is titled 'Create Commodity Receipt & Loss Details' and contains an 'INSTRUCTIONS' section, a 'Commodity Receipt & Loss' form with fields for Commodity (dropdown), Agreement Allocation (0), Date Received (calendar), Bill of Lading Quantity, and Quantity Received at Discharge Port(MT), and a 'Transportation Loss & Damage' section with fields for Ocean, Inland, Warehouse, Distribution, Total Loss (0), and Balance for Programming (0). A 'Save' button is at the bottom right. The bottom-right panel is titled 'Commodity Monetization Details' and contains a form with fields for Commodity (Crude Degummed Soybean Oil), Quantity to be Sold (8540), Date of Sale (April 1), Amount Sold(MT) (4200), Price Per MT(USD) (900), and Proceeds Generated(USD) (3780025.15). A 'Save' button is at the bottom right.

Commodity Receipt & Loss

- Complete this section if commodities were procured, shipped, and received within the reporting period
- Any commodity loss, for either direct feeding or monetization programs occurring at any point within the transportation and distribution chain **MUST** be documented, regardless of whether the commodities were in the care of your organization or not
- For any commodity loss above the threshold, you **MUST** contact FAS within 15 days and declare the extent of the loss and receive instructions for next steps
- Documentation of loss **MUST** be included in this section, and you should attach any relevant supporting documents

Commodity Receipt & Loss Guidance

- **Commodity:** Select the commodity; only the list of commodities specified in the Agreement will appear. **You can only create one record for each commodity per report**
- **Agreement Allocation:** Once the commodity is selected, this field will be populated with the commodity total quantity in *Metric Tons* from the Agreement
- **Date Received:** Enter the date the commodity is received at the destination (discharge) port
- **Bill of Lading Quantity:** Enter the quantity in *Metric Tons* indicated in the Bill of Lading for the commodity. *Remember:* All values should be rounded up to the nearest whole number
- **Quantity Received at Discharge Port (MT):** Enter the commodity quantity in Metric Tons received at the discharge port. If this value is less than the Bill of Lading quantity, a loss is assumed
- **Ocean:** The commodity quantity lost or damaged during ocean transportation. This field will be populated as the difference between the quantities indicated in the *Bill of Lading* and *Quantity Received at Discharge Port*
- **Inland:** Enter the commodity quantity lost or damaged during inland transportation, including any border crossing shipments
- **Warehouse:** Enter the commodity quantity lost or damaged while in warehouse storage
- **Distribution:** Enter the commodity quantity lost or damaged during the distribution process
- **Total loss:** This is automatically populated and is calculated by adding all the loss or damage components
- **Balance for Programming:** Calculated field for the commodity quantity in Metric Tons that is available for project activities and distribution; it is calculated as the difference between the *Bill of Lading* and *Total Loss* fields
- **Comments:** A thorough explanation is required for any commodity loss that occurs prior to distribution. Program Participants should detail the nature of the loss, responsibilities of each party involved, and any follow-up actions necessary.

You are here : Home > Compliance > Agreement-Level Reports > Reports > Create Commodity Loss Report
Welcome localadmin [Log Off]

Create Commodity Receipt & Loss Details

INSTRUCTIONS ?

Commodity Receipt & Loss

Commodity *

Agreement Allocation

Date Received (MM/DD/YYYY)

Bill of Lading Quantity

Quantity Received at Discharge Port(MT)

Transportation Loss & Damage

Ocean

Inland

Warehouse

Distribution

Total Loss

Balance for Programming

Commodity Monetization Details

- Required only for monetization programs through the Food for Progress Program.
- Only include monetization details if the sale occurred during the reporting period.
- Use the comment box to state any important activities or details related to monetization

Commodity Monetization Guidance

- **Commodity** – Only the commodities specified in the Agreement will be available

- **Quantity To Be Sold** – The commodity quantity in **Metric Tons** to be sold. This field is automatically populated from the original quantity specified in your signed Agreement. Any amendments with commodity tonnage modifications will also be reflected
- **Sale Period** – Enter the date of sale or period during which the commodity was monetized. Can be in any particular format (Ex. 1/1/15, Jan. 15, 2015, etc.)

Commodity Monetization Details

Commodity	Crude Degummed Soybean Oil ▾ *
Quantity to be Sold	8540
Date of Sale	April 1
Amount Sold(MT)	4200
Price Per MT(USD)	900
Proceeds Generated(USD)	3780025.15

- **Amount Sold (MT)** – Enter the commodity quantity in Metric Tons sold for monetization during this reporting period. FAIS does not allow for decimals in this cell; please round the values to whole numbers. This value should not exceed the *Quantity to be Sold* value
- **Price Per MT (USD)** – Enter the contracted monetization price in US Dollars per Metric Ton for the commodity. This number is rounded to four decimal places (0.000) in the report
- **Proceeds Generated (USD)** – Enter the proceeds generated in US Dollars from the commodity sale. This value should be the net quantity received following administrative fees, taxes, and other costs. This number is rounded to four decimal places (0.000) in the report

7. Comments Tab

Add comments to describe anything USDA FFPr should be aware of

Some example comments include:

1. Discrepancies or large purchases in certain line items such as purchase of vehicles or other equipment, medical insurance, etc.
2. Notification of budget realignment based on threshold mentioned in the agreement. Should report in the comments section even if it is discussed with the Analyst over a call or documented in an email.
3. Comment if burn rate (overall or in any cost category) is lower or higher

8. Upload a File Tab

You are here : Home > Compliance > Agreement-Level Reports > Reports > Attachments
Welcome **fais_admin** , On behalf of **technoserve** | [Log Off](#) |

Attachments

INSTRUCTIONS ?

Summary Edit Financial Report Direct Costs Indirect Costs Comments **Attachments**

Upload a file

File Type: Generic ▾

File Name:

Comment:

For periods in which the PVO received monetization funds, add the following documents:

1. Add monetization documents for each monetization:
 - a. Bill of Lading
 - b. Invoices

- c. Contracts
- d. 3rd Party inspection fees

Financial audits and ICR should be submitted in the PP-level reports

9. Finishing up

When done, go back to summary and under workflow action click the submit button

You are here: [Home](#) > [Compliance](#) > [Agreement-Level Reports](#) > [Reports](#) > Summary [redacted] on behalf of 28152019041/1048565/863 | [Log Out](#)]

Compliance Financial Report Summary

INSTRUCTIONS ?

Summary Edit Report Direct Costs Indirect Costs Sales-Deposits Comments Attachments

Workflow History

User	Date	Action	Status	Comments
No data available in table				
Showing 0 to 0 of 0 entries Filter all columns: []				

Workflow Actions

Submit

After submission, you cannot edit the information unless the IFAD analyst un-submits the report.

10. Financial Report View:

This will be accessible after the financial details are inputted. PVO should check if the information inputted is reflected in the financial report view for the SAPR.

Alerts

- Report Status: Submitted
- Final Report No
- Interest Earned Cash(\$)
- Interest Earned Monetization(\$)
- Program Income(\$)

Data Navigation

- Financial Report Summary
- Financial Report View
- Financial Report Completion

View Financial Report

INSTRUCTIONS

Financial Information

Participant Name [redacted]
Country Name [redacted]
Agreement # [redacted]
Report Start Date [10/1/2022] (MM/DD/YYYY)
Report End Date [3/31/2023] (MM/DD/YYYY)
Interest Earned Cash(\$) [redacted]
Interest Earned Monetization(\$) [redacted]
Anticipated Program Income(\$) (from Agreement) [0.00]
Reported Program Income(\$) [redacted]
Last Report
Do Not Display CCCFAS(\$)
Do Not Display Monetization Proceeds(\$)
Compliance Report Type: Financial Report
Status: Submitted
Report Number: 00005399
View PP Comments []

Note:

PVOs should report the total amount of interest earned from CCC Administration cash advances. PVOs can only retain up to \$500/year of interest income from CCC Administration cash advances per [7 CFR 1499.6\(f\)\(8\)](#).

Monetization Proceeds (\$)						
Category	Approved	Expense Last Reporting Periods	Expenses this Reporting Period	Expenses To-Date	Balance	Percentage
Administration						
Benefits			0.00			
Equipment			0.00			
Office			0.00			
Professional Services			0.00			
Salaries			0.00			
Travel			0.00			
ITSH						
Other Activities						
Capacity Building: Producer Groups and Cooperatives			0.00			

Category	Approved	Expense Last Reporting Periods	Expenses this Reporting Period	Expenses To-Date	Balance	Percentage
ICR on Administration		5	0.00			0.00
ICR on ITSH		0	0.00			0.00
ICR on Activities		3	0.00			0.00
Total Indirect Costs		8	0.00			0.00

CCC/FAS Cash (\$)						
Category	Approved	Expense Last Reporting Periods	Expenses this Reporting Period	Expenses To-Date	Balance	Percentage
Administration						
Benefits			0.00			
Equipment			0.00			
Office			0.00			
Professional Services			0.00			
Salaries			0.00			
Travel			0.00			
ITSH						
Other Activities						
Capacity Building: Producer Groups and Cooperatives			0.00			
Financial Services: Facilitate Agricultural Lending			0.00			
Financial Services: Provide SME Finance			0.00			
Government Capacity Building: Improve Enabling Environment			0.00			
Infrastructure: Post-Harvest Handling and Storage			0.00			
Market Access: Facilitate Buyer-Seller Relationships			0.00			
Training: Improved Agricultural Production Techniques			0.00			
Training: Post-Harvest Processing			0.00			
Total Direct Costs			0.00			

Category	Approved	Expense Last Reporting Periods	Expenses this Reporting Period	Expenses To-Date	Balance	Percentage
ICR on Administration			0.00			0.00
ICR on ITSH			0.00			0.00

ICR on Activities	0.00	0.00	0.00			0.00
Total Indirect Costs	0.00	361,627.20	0.00			0.00

Cost Share (\$)						
Category	Approved	Expense Last Reporting Periods	Expenses this Reporting Period	Expenses To-Date	Balance	Percentage
Administration						
Benefits	0.00	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Office	0.00	0.00	0.00	0.00	0.00	0.00
Professional Services	0.00	0.00	0.00	0.00	0.00	0.00
Salaries	0.00	0.00	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00	0.00	0.00
ITSH						
Other Activities						
Capacity Building: Producer Groups and Cooperatives	0.00	0.00	0.00	0.00	0.00	0.00
Financial Services: Facilitate Agricultural Lending	0.00	0.00	0.00	0.00	0.00	0.00
Financial Services: Provide SME Finance	0.00	0.00	0.00	0.00	0.00	0.00
Government Capacity Building: Improve Enabling Environment	0.00	0.00	0.00	0.00	0.00	0.00
Infrastructure: Post-Harvest Handling and Storage	0.00	0.00	0.00	0.00	0.00	0.00
Market Access: Facilitate Buyer-Seller Relationships	0.00	0.00	0.00	0.00	0.00	0.00
Training: Improved Agricultural Production Techniques	0.00	0.00	0.00	0.00	0.00	0.00
Training: Post-Harvest Processing	0.00	0.00	0.00	0.00	0.00	0.00
Total Direct Costs	0.00	0.00	0.00	0.00	0.00	0.00

Monetization and Sales Deposits										
Reporting Period	Beginning Balance	Sales Deposits	Interest Earned	Sales Deposits + Interest Earned	Other Program Income	Exchange Rate	Exchange Rate Gain or Loss	Total Disbursements	Account Balance	Comment
10/1/2022-3/31/2023	10.00	2.00	3.00	5.00	1.00	1.0000	1.00	0.00	17.00	none

Notes: PVO should review the balances of monetization and CCC/FAS Cash budgets and request realignment per [7 CFR 1499.11\(h\)\(1\)](#) subject to the limitation and per the terms in the agreement

Note:
Financial Report will show the monetization and sales deposited entered for this period.

11. Financial Report Comparison

The financial report comparison tool provides information on the expenditure to date of submitted financial reports. Columns are divided by cost categories: CCC/FAS Cash, Monetization Proceeds and Cost Share. PVOs should monitor the cost burn rate of expenditures.

Financial Report Comparison

INSTRUCTIONS

Category	CCC/FAS Cash (\$)			Monetization Proceeds (\$)			Cost Share (\$)		
	Approved	Expenditure Till Date	Overage	Approved	Expenditure Till Date	Overage	Approved	Expenditure Till Date	Overage
				Administration					
Travel									
Professional Services									
Equipment									
Benefits									
Office									
Salaries									
Admin: Direct Cost									
Admin: Indirect Cost			361,627.20			480,851.85			
ITSH: Direct Cost									
ITSH: Indirect Cost									
Government Capacity Building: Improve Environment									
Activities: Direct Cost									
Activities: Indirect Cost						1,711,304.89			
Total: Direct Cost									
Total: Indirect Cost									
Grand Total									

Program Income reported in the Edit Report Tab will feed into the report. Reported Program Income (\$) is a total of Interest Earned Cash (\$) (the interest earned from CCC Administrative Funds), Interest Earned Monetization (\$) (is the interest earned from commodity sales) and Reported Program Income (\$) is other program income reported for each Financial SAPR.

Program Income		
Program Income (from Agreement)		
Reporting Period	Report#	Reported Program Income (\$)
6/3/2016-9/30/2016		
10/1/2016-3/31/2017		
4/1/2017-9/30/2017		
10/1/2017-3/31/2018		
4/1/2018-9/30/2018		
10/1/2018-3/31/2019		
4/1/2019-9/30/2019		
10/1/2019-3/31/2020		
4/1/2020-9/30/2020		
10/1/2020-3/31/2021		
10/1/2022-3/31/2023		
Total (\$)		

- Monetization and Sales Deposits should not include information from CCC/Admin funds or Cost Share. The account balance should be the beginning balance of the next period
- PVOs should check if amounts are reported for the last submitted SAPR.
- Beginning Balance for the first monetization should be zero,

Monetization and Sales Deposits												
Reporting Period	Report#	Beginning Balance	Sales Deposits	Interest Earned	Other Program Income	Exchange Rate	Exchange Rate Gain or Loss	Total Disbursements This Period	Account Balance	Interest Bearing Acct Bal?	US Dollars?	
6/3/2016 - 9/30/2016	7335											
10/1/2016 - 3/31/2017	7336											
4/1/2017 - 9/30/2017	7337											
10/1/2017 - 3/31/2018	7338											
4/1/2018 - 9/30/2018	7698											
10/1/2018 - 3/31/2019	8765											
4/1/2019 - 9/30/2019	9404											
10/1/2019 - 3/31/2020	10558											
4/1/2020 - 9/30/2020	11662											
10/1/2020 - 3/31/2021	13085											
10/1/2021 - 3/31/2022	15153											
Total (\$)												