

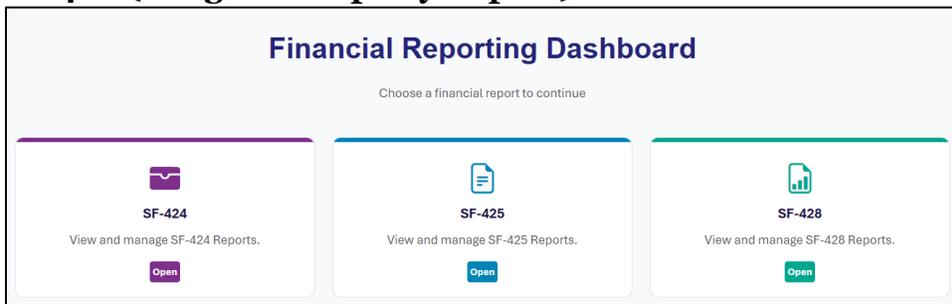
Navigating the Financial Reporting Dashboard

Learn how to use Financial Reporting Dashboard functions to create new forms, locate existing forms, review status information, and complete other actions such as viewing, editing, and printing.

Financial Forms

The following financial reporting forms are completed and submitted to the DoDEA program team via the *Financial Reporting Dashboard* on the DoDEA Evaluation Technical Assistance Center (ETAC) website:

- **SF-424 (Budget Change Request)**
- **SF-425 (Annual Federal Financial Report)**
- **SF-428 (Tangible Property Report)**



Reporting Access by Role

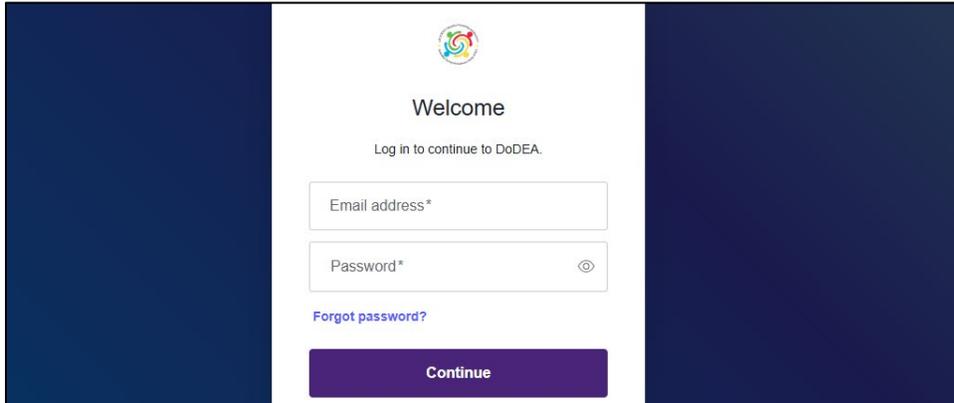
Project directors and financial staff members can create and submit financial forms through the *Financial Reporting Dashboard*. Other team members within a grantee school district can view but not edit financial forms. Evaluators do not have access to the *Financial Reporting Dashboard*.

Accessing the *Financial Reporting Dashboard*

1. Go to the [ETAC homepage](#).



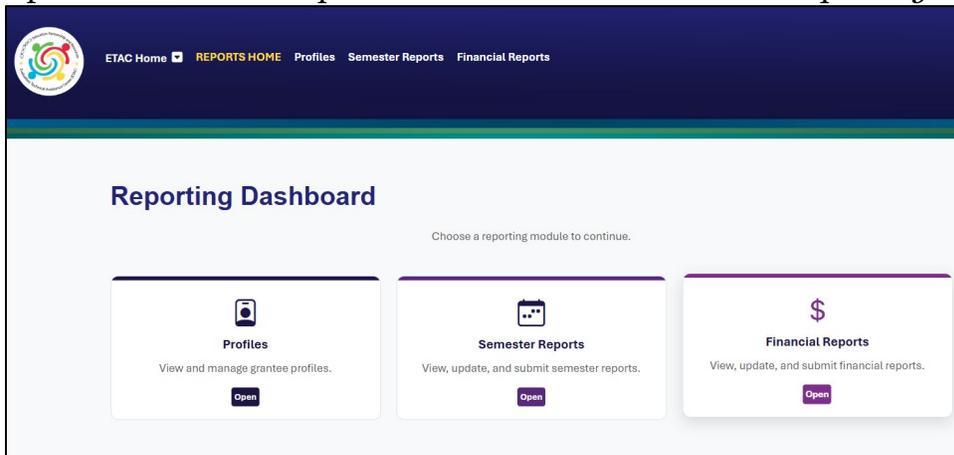
2. Sign into your account using the *Login* button in the top right corner of the homepage.



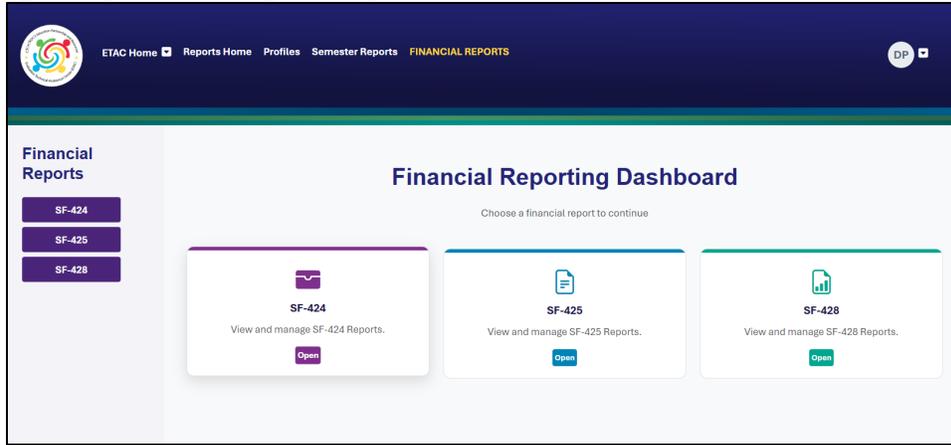
3. Select *Reporting* from the navigation menu to enter the *Reporting Dashboard*.



4. Open the *Financial Reports* card to enter the *Financial Reporting Dashboard*.

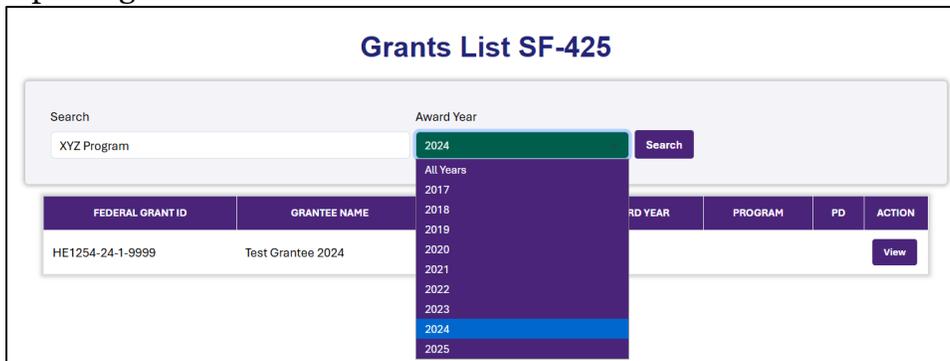


5. Access the type of financial form you want to create or view from the side menu or by opening the corresponding dashboard card.

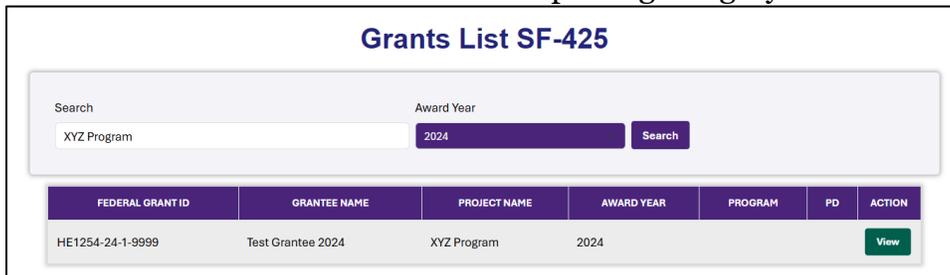


Filtering by Grantee and Award Year

Search Functions: Within each financial reporting category, you will find a list of all grantees, grant projects, and grant years with which your user profile is associated. Use the *Keyword Search* and *Award Year* drop-down filter to locate the grantee and award year for which you are currently reporting.



Viewing Existing Forms Within a Grant Year: Once you have located the desired grantee and award year, click the *View* button on the corresponding line to see all existing forms and create new forms within the selected reporting category.





Creating and Editing Forms

Creating a New Form: Select the *+New [Name of Form]* button in the upper right corner to start a new report or request form.

SF-425 Reports

[+ New SF-425](#)

ID	RECIPIENT	GRANT #	REPORT TYPE	AUTHORIZED (D)	FEDERAL SHARE (G)	UNOBLIGATED (H)	DATE SUBMITTED	STATUS
24	Test Org	HE1254-24-1-9999	Annual	15236.00	780.00	14456.00	12/15/2025 02:47 PM EST	Submitted View Print
23		HE1254-24-1-9999	Annual		0.00	0.00		Draft Edit View

Before You Start: Wherever applicable, review the *Year*, *Award Number*, and *School District* preselected in the first drop-down menu on the page. Double check that these reflect your desired combination. Information populates throughout the form based on this initial selection.

The screenshot shows the top navigation bar with links for ETAC Home, Reports Home, Profiles, Semester Reports, and FINANCIAL REPORTS. Below the navigation, the page title is "SF-425 - Federal Financial Report". Underneath, there is a dropdown menu for "Year - Award Number - School District" with the selected value "2024 - HE1254-24-1-9999 - Test Grantees 2024".

Saving Your Work: To save a new report, complete all mandatory fields on the first page of the form and click the *Next* button (or, for the SF-425, the *Save and Calculate Totals* button) in the bottom left corner of the form. After this initial save, you can exit and return to editing the form as needed before submitting.

Mandatory Sections: As you complete the form, note that all items marked with a red asterisk are mandatory and must be completed in order to save and submit the form. If you click the *Next* button before completing all mandatory fields on a given page, an error message will prompt you to provide the missing information before moving forward.

Prefilled Items: For your convenience and to support reporting accuracy, some lines have been prefilled based on your user profile and the profile of the grantee and grant year for which you are reporting. If you need assistance updating a prefilled line that is locked for editing, contact ETAC at support@dodeagrants.org.



Editing an Existing Draft: To continue working on an existing draft, find the corresponding line and select the *Edit* button.

+ New SF-425

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24	Test Org	HE1254-24-1-9999	Annual	15236.00	780.00	14456.00	12/15/2025 02:47 PM EST	Submitted <input type="button" value="View"/> <input type="button" value="Print"/>
23		HE1254-24-1-9999	Annual		0.00	0.00		Draft <input type="button" value="Edit"/> <input type="button" value="View"/>

Viewing and Printing Forms

Viewing Forms: To open view-only versions of reports (particularly those that have been submitted and can no longer be edited), find the corresponding line and select the *View* button.

+ New SF-425

ID	RECIPIENT	GRANT #	REPORT TYPE	AUTHORIZED (D)	FEDERAL SHARE (G)	UNOBLIGATED (H)	DATE SUBMITTED	STATUS
24	Test Org	HE1254-24-1-9999	Annual	15236.00	780.00	14456.00	12/15/2025 02:47 PM EST	Submitted <input type="button" value="View"/> <input type="button" value="Print"/>

Printing Forms: To download a copy of a submitted form for your records, find the corresponding line and select the *Print* button. This will open a new browser window with a PDF version of the form that you can save to your computer and print all or selected pages.

+ New SF-425

ID	RECIPIENT	GRANT #	REPORT TYPE	AUTHORIZED (D)	FEDERAL SHARE (G)	UNOBLIGATED (H)	DATE SUBMITTED	STATUS
24	Test Org	HE1254-24-1-9999	Annual	15236.00	780.00	14456.00	12/15/2025 02:47 PM EST	Submitted <input type="button" value="View"/> <input type="button" value="Print"/>

Try PDF Spaces | All tools | Edit | Convert | E-Sign | dodeareport... / Print-SF-425-topdf

SF-425 - Federal Financial Report

- Federal Agency and Organizational Element to Which Report is Submitted
- Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)
HE1254-24-1-9999
- Recipient Organization (Name and complete address including Zip code)
Recipient Organization Name:
Test Org

Note: It may take a few moments for the system to prepare the PDF version. Thanks for your patience!



Interpreting Form Statuses

Status Labels: The button label in the status column identifies the current stage of the form (*Draft, Submitted, Approved, etc.*). Click this button to view further information, including *Status History* and any status notes provided by the DoDEA program team in the *Reason* column.

SF-425 Reports

[+ New SF-425](#)

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24	Test Org	HE1254-24-1-9999	Annual	15236.00	790.00	14456.00	12/15/2025 02:47 PM EST	Submitted View Print

SF-425 Approval

Current Status

Status: Submitted

Last Updated: 12/15/2025 02:47 PM EST by dodea-pd@seiservices.com

Status History

CHANGED ON	OLD STATUS	NEW STATUS	CHANGED BY	REASON
12/15/2025 02:47 PM EST	Draft	Submitted	dodea-pd@seiservices.com	

Status Meanings: As financial forms progress through the creation and approval process, they pass through some or all of the following statuses:

- **Draft:** Forms that have been created and saved but not yet submitted.
- **Submitted:** Forms that have been submitted to the DoDEA program team for review.
- **Approved:** Forms that have been reviewed and approved by the DoDEA program team.
- **Rejected:** Forms that have been reviewed by the DoDEA program team and require changes before approval.
- **Resubmitted:** Forms that were rejected upon initial review and were subsequently updated based on feedback and sent back to the DoDEA program team for a second round of review.

Note: In the event that the DoDEA program team does not approve a form as-is, follow the directions provided in the *Reason* column of the *Status History* table to revise and resubmit it.

18	Grantee DEF School District	B9C0D1E2F3G4	FG-1002	11/25/2025 06:28 AM EST	Rejected Edit View
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Status History

CHANGED ON	OLD STATUS	NEW STATUS	CHANGED BY	REASON
11/25/2025 06:35 AM EST	Submitted	Rejected	dodea-admin@seiservices.com	Application incomplete
11/25/2025 06:34 AM EST	Draft	Submitted	dodea-pd@seiservices.com	



Form-Specific Guidance

Need support with filling out and submitting a particular financial reporting form?

These articles can help:

- [Budget Change Request \(SF-424\)](#)
- [Annual Federal Financial Report \(SF-425\)](#)
- [Tangible Personal Property Report \(SF-428\)](#)