



Program Support Center

MANAGING
THE BUSINESS OF
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www.psc.gov



Financial Management Portfolio

Payment Management Services

OVERVIEW OF THE PAYMENT MANAGEMENT SYSTEM AND THE FEDERAL FINANCIAL REPORT FOR IHS BEHAVIORAL HEALTH PROGRAMS

November 2017

**PSC
VALUES**

CURIOSITY

We continually
question.

PARTNERSHIP

We are bound to
our customers
and each other.

SIMPLICITY



IMPACT

We accomplish
amazing
amounts of
important work.

PASSION

We inspire each
other with our
excellence in
public service.



Welcome to the Department of Health and Human Services Payment Management System (PMS). This PowerPoint presentation is to introduce our office, the Payment Management Services to you.

Payment Management Services (previously known as the Division of Payment Management) has almost 40 years' experience providing grant and grant-like payments, cash management, and grant accounting support services to Federal Agencies. Payment Management Services uses a custom-developed Payment Management System (PMS) that provides awarding Agencies and Grant recipients the tools to manage grant payment requests, and disbursement reporting activities. The PMS has been selected by the Chief Financial Officers Council - by authority of OMB - as one of the two non-DOD grants payment systems for use by the entire Federal Government. PMS leverages efficient business processes, state-of-the-art information technology, E-Government initiatives, and business expertise to build a critical link in the operation of Federal Financial assistance programs. PMS is a full service centralized grants payment and cash management system. The system is fully automated to receive payment requests, edit them for accuracy and content, transmit the payment to either the Federal Reserve Bank or the U.S. Treasury for deposit into the grantee's bank account, and record the payment transactions and corresponding disbursements to the appropriate account(s).

This PowerPoint presentation also provides you guidelines on how you may withdraw funds from your grants through the PMS and how to process required reporting electronically.



Agenda Items

- PMS access fundamentals;
- Learn how to perform account inquiries;
- Learn how to complete a payment request;
- Learn how to correctly complete the Federal Financial Report (FFR)
- General Information

A photograph of the Earth's horizon as seen from space, showing the blue sky, white clouds, and a portion of the green landmasses.

PMS Access Fundamentals



DEPARTMENT OF HEALTH AND HUMAN SERVICES
Program Support Center

Payment Management System Access Request

Must be completed correctly and in its entirety in order to be processed

Please print or type

Action(s) Requested (Select only one)

- ☐ Establish New User Access ☐ Update Existing User Contact Information: Current PMS Username
- ☐ Change Existing User Access: Current PMS Username
- ☐ Deactivate User Access: Current PMS Username if not known, print or type first and last name of person to be deactivated and complete sections 1, 2 and 5 below

1. Name of Institution/Organization

2. Payee Identification Number(s) (PIN) if not known, list EIN:

Is the action requested for all accounts associated with this PIN(s) or EIN?

☐ Yes ☐ No

3. Request to Establish/Change Access or Update Contact Information for:

Name (Please Print)	Title	Telephone #
E-Mail Address	Mailing Address	

4. Type of access requested for user (Please complete either Section A OR Section B):

A. Please check all that apply (please note inquiry is included).

- ☐ Payment Requests
- ☐ Federal Financial Report (FFR): Federal Cash Transaction Report (FCTR) Access
- ☐ Federal Financial Report (FFR): Financial Status Report (FSR) - Preparer Access
- ☐ Federal Financial Report (FFR): Financial Status Report (FSR) - Certifier Access

B. Please check if account should be read ONLY

- ☐ Read Only Access

5. Supervisor's Approval of requested action (recipient organization authorized representative)

If you are the highest ranking person in your organization, please sign your own form.

Supervisor Name (Please Print)	Supervisor's Title	Supervisor's Telephone Number
Supervisor's Signature		

IF THIS IS A NEW ACCOUNT, PLEASE SEND THIS FORM ALONG WITH YOUR SF-1199A DIRECT DEPOSIT FORM. YOU MAY FAX THE FORMS TO 301-492-5096 or 301-492-4581. PLEASE FAX ONE FORM AT A TIME.

All individuals who need access to the Payment Management System must complete this form.

Form should be sent **separately** via **Fax** to our form system to one of the following numbers:

- 301- 492-5096
- 301- 492-4511
- 301- 492-4571
- 301- 492-4581

Individuals will be notified once form has been processed.

All sections must be completed in its entirety.

Note: Section 4 (only select items in A or B)

Incomplete forms will not be accepted

All other versions will no longer be acceptable (effective 12.01.14)



Payment Management Access Request Instructions

You can only request access for one individual per form. You will need to submit an individual form for each individual that needs access for your organization.

Select the action requested

- **Establish New User Access:** This is for an individual that has never had access to the PMS or their access has been deactivated.
- **Change Existing User Access:** This is for an individual that is adding/removing a PMS Account Number(s) to an existing username.)
- **Update Existing User Contact Information:** This is for an individual that is changing their current profile information (Email, phone, etc.).
- **Deactivate User Access:** This is for an individual that should no longer have PMS Access.

Sections 1-3

This is the name and contact information for the individual that access is being requested for.

Section 4 - Type of access requested for user

- **Payment Requests:** Access to request funds. This access includes access to view inquiries.
 - **Federal Financial Report (FFR) Federal Cash Transaction Report (FCTR):** Access to prepare and certify the quarterly FCTR in which recipients report cumulative federal cash disbursements. This report is used by Payment Management Services to manage recipient accounts. This access includes access to view inquiries. This report is required for all G and P type accounts.
 - ***Federal Financial Report (FFR) Financial Status Report (FSR) Preparer:** Access to prepare the expenditure report formerly known as the Financial Status Report (FSR). This access includes access to view inquiries.
 - ***Federal Financial Report (FFR) Financial Status Report (FSR) Certifier:** Access to certify the expenditure report formerly known as the Financial Status Report (FSR). This access includes access to view inquiries.
- *The FFR report is submitted electronically to the federal awarding agency for review and approval/disapproval. Please check the PMS website at (insert URL) to see if you are required to submit this report in the Payment Management System.
- **Read Only Access** – This access is Inquiry Only access. This should only be selected if you have not selected any other access. This access automatically comes with all other accesses.

Section 5 – Supervisor's Approval

Supervisor's Approval of requested action (recipient organization authorized representative)

If you are the highest ranking person in your organization, please sign your own form. We accept electronic signatures (this does not include signatures created in word processing software).



Payment Management Access Form “Notes”

1. Form can be obtained from our home page, under the section Grant Recipients
2. If multiple accounts, only one form should be submitted.
3. If all PMS Accounts are not able to be listed under Section 2, a separate sheet can be submitted with the access form listing all PMS Accounts
4. Process may take up to 10 business days.
5. Notification will be sent via Email once completed
6. Form must be submitted for updates, changes, and to delete an individual.



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Accessing Payment Management System



Department of Health and Human Services



Program Support Center

Payment Management System

CONTACT US

Login to PMS »

HOME

ABOUT US

AWARDING AGENCIES

GRANT RECIPIENTS

RESOURCES & TRAINING

FAQ

WELCOME!

Payment Management System (PMS) is a one-stop shop for grant payments. PSC is committed to improving the quality of our solutions to better serve our customers. Please note, our Web address has changed to <https://pms.psc.gov>.

Learn more about us »

HOW DO I ...

Access PMS

Reset my Password

FFR Information

Return Funds

Grant Recipients

To obtain access to the Payment Management System (PMS), Grantees must complete the below forms

- Domestic Bank Account Instructions and SF-1199A Form
- International Bank Account Instructions and SF-1199A Form
- PMS System Access Form

Submit completed forms to the designated PSC Account Liaison. Visit the [PMS Access Procedures](#) page for further information.

* Federal Awarding Agencies visit the [Awarding Agencies - PMS Access Procedures](#) page for further information.

SYSTEM INFORMATION

10/11/2017

Veterans Day Reminder - The offices of the Program Support Center will be closed on Friday November 10, 2017, for Veterans Day. Our holiday closure information page has further details.

BUSINESS INFORMATION

10/11/2017

REPORT: Fourth Quarter FCTR Now Available - The Federal Financial Report is available for the fourth quarter of fiscal year 2017 (July 1, 2017 - September 30, 2017). The FFR - Federal Cash Transaction Report for the quarter ending September 30, 2017 is due by October 30, 2017.

12/9/2015

ACF Change in FFR Submission - ACF is conducting a pilot project using the SF-425 Federal Financial Report, which provides a tool to report expenditures and cash disbursements via one site, the Payment Management System. For detailed information on the pilot, please see our [Administration for Children and Families](#) page under Grant Recipients.

10/19/2015

User Self Certification - Payment Management Services has developed a process for users to annually self-certify that they are authorized to use the PMS. Additional information is available for both [grant recipients](#) and [awarding agencies](#).

Go to: <https://pms.psc.gov>

Click on “Login to PMS”

Review messages
on this page

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HOME > Warning

** WARNING **

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
 - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
 - Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

Yes, I Agree

You are required to accept the terms and conditions for using the Payment Management System. That consent is given by selecting the red "Yes, I agree" button at the bottom of the Warning page.

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HOME > Login Page

- » Password Reset
- » Hours of Operation
- » Contact Us

PMS LOGIN PAGE

Please select your desired service:

The Payment Management System is **Unavailable**.

Payment Management System hours are Monday through Friday, 5 a.m. to 11 p.m., and Saturday and Sunday, 9 a.m. to 9 p.m, Eastern Time.

[PMS Training Information](#)

PSC offers training sessions for both grant recipient organizations and awarding agencies that issue awards to those recipient/grantee organizations. [Register for training today!](#)

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HOME > Login Page

- » Password Reset
- » Hours of Operation
- » Contact Us

PMS LOGIN PAGE

Please select your desired service:

[Login to the Payment Management System](#)

Payment Management System hours are Monday through Friday, 5 a.m. to 11 p.m., and Saturday and Sunday, 9 a.m. to 9 p.m, Eastern Time.

[Password Reset](#)

All users will be required to answer security questions before they can reset their password. Visit our [Password Reset](#) page to view instructions on how to update your security questions or reset your password.

If your password expired before you set up your Security Questions, please contact the [Help Desk](#) to reset your password.

[PMS Training Information](#)

PSC offers training sessions for both grant recipient organizations and awarding agencies that issue awards to those recipient/grantee organizations. [Register for training today!](#)

On the PMS Login Page, select the "Login to the Payment Management System" link

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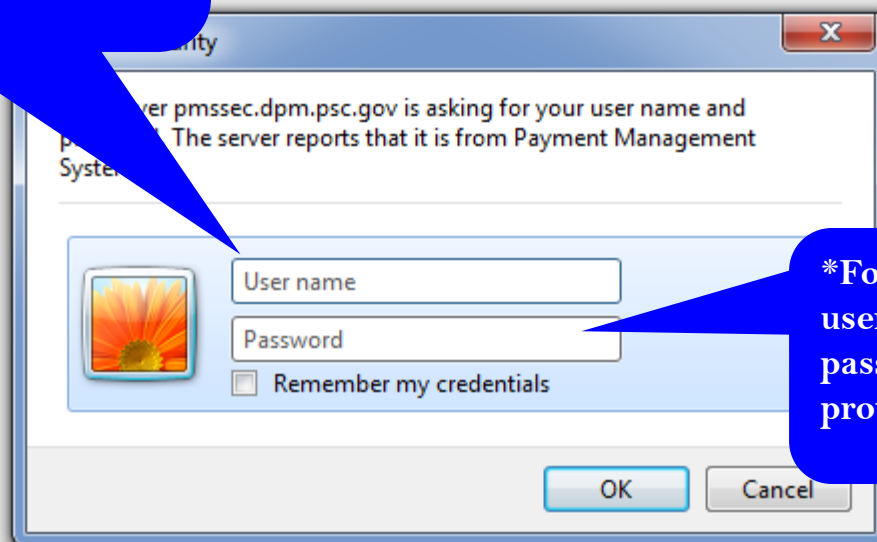
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amounts of
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PASSION

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for excellence in
public service. 11

User name: Established by DPM
(case sensitive)

Password: set by the users. Must
be at least 8 alpha-numeric characters
(e.g., #Grantee1)



***For first time
users, the initial
password is
provided by DPM.**

Please **do not** check the box to Remember my credentials



Department of Health and Human Services



Program Support Center

Payment Management System

Click Here for Access to the Payment Management System

Enter Payment Management System

Your password is **temporary** you must change it

*After entering PMS by clicking on the bar above,
Use My User Info at the bottom of the menu to Change Password.*

- If your password is “temporary”, you must change it under the “My User Info Link”
- Click “Enter Payment Management System” to change password

- Inquiry
- Payment
- Disbursement
- My User Info**

My User Info

Select one of the TABS

Change Password

Personal Info

Security Questions

PMS User ID:

Old or Temporary Password:

New Password:

Restrictions

Re-enter New Password:

"I certify that I am authorized by my organization to use the Payment Management System. I further certify that my name, phone number and email address are correct. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)."

☒ Check box to Certify

After changing the password you will be logged out.
Log in again using your new password.

Change

Cancel

- Once you have completed the password section, check the box to certify
- Click "Change"

Inquiry
Payment
Disbursement
My User Info

My User Info

Screen Help

[Return To Menu](#)

Select one of the TABS

Change Password
Personal Info
Security Questions

PMS User ID:
Last Name: PMS
First Name: Training
Middle Initial:
Formal Title: Accounting Officer
Phone: ☐ Domestic ☒ Foreign
Code: Number: Ext.:
Office Phone: 011 1234567 89
Email Address: PMS_Training@psc.hhs.gov
Confirm Email Address: PMS_Training@psc.hhs.gov

Last Certification Date: 26-OCT-2016
Next Certification Date: 26-OCT-2017

Change

Cancel

You **“must”** update the information under Office Phone:
 Select Phone: “DOMESTIC”
 Box 1 (Code): 1st 3 digits of your phone number
 Box 2 (Number): Next 7 digits of your phone number
 Box 3 (Ext): Remaining digits of your phone number

Inquiry
Payment
Disbursement
My User Info

My User Info

[Screen Help](#)



[Return To Menu](#)

Select one of the TABS

Change Password

Personal Info

Security Questions

What was your first car? ▼

(Minimum 5 characters long, alphanumeric without space, dash, *, and underscore.)

What was your first job? ▼

In what city was your father born? ▼

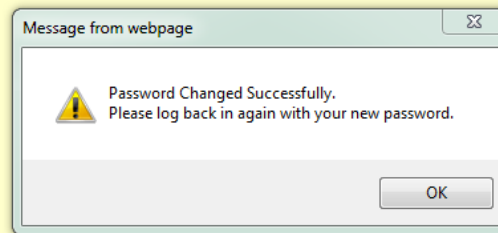
The answers do not have to be factual or truthful, but easily memorizable.
The answers are case sensitive. You won't see them after saving.

Change

Cancel

Establish "Security Questions" then select "Change"

Inquiry
Payment
Disbursement
My User Info



Click “OK” and log back in to PMS with your
NEW Password

Learning How To Perform Account Inquires

Use this process for creating, running, and storing Grantee Inquiries in the Payment Management System

- **Account Balance Data**
Authorized grant award information, payments made and funds available
- **Authorization Transactions**
Award amount, budget period and date posted in PMS
- **Payment Data**
Payment History including payments deposited and rejected
- **Summary Grant Data**
Grant expenditures reported on the most recent FFR 425 Federal Cash Transaction Report (FCTR)



The screenshot shows a web application interface for the PMS Adhoc Grantee Inquiry. On the left is a vertical navigation menu with the following items: Inquiry, Adhoc Grantee Inquiry (highlighted with a right-pointing arrow), Stored Grantee Inquiries, Payment, Disbursement, and My User Info. The main content area has a header titled "PMS Adhoc Grantee Inquiry". Below the header, there is a "Procedures" section with a question mark icon and the text: "1-Click ? 2-Click Open 3-Double Click Name". The "Inquiry Type:" label is followed by a dropdown menu that is open, showing four options: "Account Balance Data" (highlighted), "Authorization Transactions", "Payment Data", and "Summary Grant Data". Below the dropdown are two buttons: "Continue" and "Cancel".

- 1) Click on **"Inquiry"**
- 2) Click on **"Adhoc Grantee Inquiry"**
- 3) Select desired Inquiry Type from the dropdown menu
- 5) Click on **"Continue"**

Account Balance Data

Entering an **Inquiry Name** is not necessary. Only use if you wish to save your query for a later date.

Enter the assigned PMS **"Payee Account Number (PAN)"** Note: You may also enter the PMS sub-account number, if desired.

Click the **"Run Inquiry"** Button

PMS Adhoc Grantee Inquiry

Inquiry Type: Account Balance Data

Save Query: ☒ No ☐ Yes

Inquiry Name:

Run Inquiry

Cancel

PIN or	Payee Acct	SubAcct
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: You may use *(asterisk) for performing partial search on SubAcct and Document Num

Run Inquiry

Cancel



Authorized grant award information, payments made and funds available

SUBACCOUNT	*****AUTHORIZED*****	*****PAYMENTS*****	***FUNDS AVAILABLE***
1413CAMTRB	\$1,910.00	\$1,000.00	\$910.00 \$910.00 AVAILABLE AMT > 90 DAYS (EXPIRED)
1413CANSIT	\$30,729.00	\$30,729.00	\$.00
1413CAT6CG	\$37,210.00	\$37,210.00	\$.00
1413CAT6NS	\$203,310.00	\$203,310.00	\$.00
1414CAMTRB	\$1,910.00	\$.00	\$1,910.00 \$1,910.00 AVAILABLE AMT > 90 DAYS (EXPIRED)

PMS must obtain approval from Awarding Agency if grantee request funds from an “**expired**” grant. An “**expired**” grant is one that is more than 90 days past the Budget End Date.

Payments requests will be rejected if approval is not received within three (3) business days of notification from DPM Liaison Staff.

Authorization Transactions

Entering an **Inquiry Name** is not necessary. Only use if you wish to save your query for a later date.

- Enter the assigned PMS “**Payee Account Number (PAN)**” Note: You may also enter the PMS sub-account number, if desired.
- Click the “**Run Inquiry**” Button

PMS Adhoc Grantee Inquiry

Inquiry Type: Authorization Transactions

Save Query: ☒ No ☐ Yes

Inquiry Name:

Run Inquiry

Cancel

PIN or	Payee Acct	Document Num	from Post Date	to Post Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: You may use *(asterisk) for performing partial search on SubAcct and Document Num

Run Inquiry

Cancel



Award amount, budget period and date posted in PMS

INQUIRY: AUTHC-G DATE: 11/27/2017 TIME: 07:37:26 PM

PIN: ACC: DOC:H1D4IHS0139B AGY:FHHIJ94 OLD AGY:J94 AUTH TC's Follow --

T/C*	*****FCO*****	*****INC-AUTH*****	POST DATE	START DATE	END DATE	ISSUE DATE
050	2017-J9407JC-4145		243,007.00	11/22/2016	01/01/2017	12/31/2017
050	2016-J9407JC-4145		243,007.00	03/29/2016	04/01/2016	12/31/2016
	NET TC:		486,014.00			

PMS Adhoc Grantee Inquiry

Inquiry Type:Payment Data

Inquiry Name:

Cancel

[illegible]

Run Inquiry

Cancel



INQUIRY: PAY-G		DATE: 11/27/2017		TIME: 07:40:48 PM	
---PIN:		---ACC:		-----	
T/C*	***DEBIT**	**POSTED**	*****AMOUNT*****	*DATE**SCHED*	**CONFIRM*
927		11/24/2017	\$220,948.00	171124 113784	4036903656
1714CAT6NS			\$33,004.00	FAMVIOL16	\$50,631.00
BH16IHS0010B			\$53,546.00	1714CAT6CG	\$4,345.00
1614CAMTRB			\$2,080.00	1713CAT6CG	\$4,079.00
1713CAT6NS			\$43,694.00	BH15IHS0021B	\$29,569.00
927	06/08/2017	06/07/2017	\$90,485.00	170607 63376	4036689581
1514CAMTRB			\$193.00	1513CAMTRB	\$807.00
120331374A			\$89,485.00		
Z27		06/05/2017	\$360,246.00		
IHS-SDPI			\$33,463.00	FAMVIOL16	\$14,165.00
FAMVIOL14			\$16,003.00	BH16IHS0010B	\$47,940.00
120331374A			\$109,833.00	1414CAT6NS	\$20,830.00
1413CAT6NS			\$49,140.00	BH15IHS0021B	\$68,872.00

Payment History
including payments
deposited and rejected

T/C (Transaction Codes)

- 908 = Return of Funds
- 911 = Return of Interest
- 916 = Fed Wire "Same" Day Payments
- 927 = ACH "Next" Day Payments
- Z27 = Payment was rejected
- PNT = Banking Updated

Summary Grant Data

- Entering an **Inquiry Name** is not necessary. Only use if you wish to save your query for a later date.
- Enter the assigned PMS “**Payee Account Number (PAN)**” Note: You may also enter the PMS sub-account number, if desired.
- Click the “**Run Inquiry**” Button

PMS Adhoc Grantee Inquiry

Inquiry Type:Summary Grant Data

Save Query: ☒ No ☐ Yes

Inquiry Name:

Run Inquiry

Cancel

PIN or	Payee Acct	Document Num	DS
			NC

DS (Document Status)

C = Closed
O = Opened
A = Active Grants
I = Inactive Grants
P = Closing Transaction Begun
NC = Not Closed

Note: You may use *(asterisk) for performing partial search on SubAcct and Document Num

Run Inquiry

Cancel



Amount Reported
on the FCTR

FCTR Quarter
Disbursements
were last reported

Grant expenditures
reported on the
most recent FFR
425 Federal Cash
Transaction Report
(FCTR)

Agency (AGY)
J = HIS Grant

PIN	*ACCT**					
AGY	*****GRANT*****	*****AUTHORIZED****	*****DISBURSED*****	*RPT DISB*	DS	
2	1413CAMTRB	\$1,910.00	\$.00	03/31/2016	O	
2	1413CANSIT	\$30,729.00	\$30,729.00	12/31/2016	O	
2	1413CAT6CG	\$37,210.00	\$37,210.00	12/31/2016	O	
2	1413CAT6NS	\$203,310.00	\$203,310.00	03/31/2017	O	
2	1414CAMTRB	\$1,910.00	\$.00	03/31/2016	O	
2	1414CANSIT	\$25,510.00	\$25,510.00	12/31/2016	O	
2	1414CAT6CG	\$37,210.00	\$37,210.00	12/31/2016	O	
2	1414CAT6NS	\$203,310.00	\$203,310.00	03/31/2017	O	
G	14RMCAVPS	\$131,096.00	\$131,096.00	12/31/2015	O	
2	1513CAMTRB	\$1,870.00	\$1,870.00	12/31/2016	O	
2	1514CAMTRB	\$1,870.00	\$1,189.00	03/31/2017	O	
G	15RMCAVPS	\$130,848.00	\$120,700.00	03/31/2017	O	
2	1614CAMTRB	\$2,080.00	\$2,080.00	06/30/2017	O	
G	16RMCAVPS	\$123,844.00	\$123,844.00	09/30/2017	O	
2	1713CAMTRB	\$1,760.00	\$.00	09/30/2017	O	
2	1713CANSIT	\$13,615.00	\$.00	09/30/2017	O	
2	1713CAT6CG	\$13,820.00	\$8,420.00	09/30/2017	O	
2	1713CAT6NS	\$73,990.00	\$73,990.00	09/30/2017	O	
2	1714CAMTRB	\$1,760.00	\$.00	09/30/2017	O	
2	1714CANSIT	\$12,388.00	\$.00	09/30/2017	O	
2	1714CAT6CG	\$13,820.00	\$8,846.00	09/30/2017	O	
2	1714CAT6NS	\$73,990.00	\$73,990.00	09/30/2017	O	
G	17RMCAVPS	\$122,178.00	\$.00	09/30/2017	O	
5	120331374A	\$230,196.00	\$250,544.00	06/30/2017	P	
BH15	BH15IHS0021B	\$375,000.00	\$168,665.00	09/30/2017	O	
BH16	BH16IHS0010B	\$386,000.00	\$182,208.00	09/30/2017	O	
H1D1	H1D1IHS0006B	\$648,342.00	\$175,309.00	03/31/2016	O	
		*****AUTHORIZED****	*****DISBURSED*****			
TOTAL:		\$2,899,566.00	\$1,860,030.00			

OPDIV “Agency” Codes

OPDIV CODE	HHS OPDIVS
1	Office of the Secretary (OS)
2	Administration for Community Living (ACL); formerly Administration on Aging (AOA)
3	Health Resources and Services Administration (HRSA)
4	Social Security Administration (SSA)
5	Centers for Medicare & Medicaid Services (CMS), legacy HCFA
6	Food and Drug Administration (FDA)
8	National Institutes of Health (NIH)
9	Centers for Disease Control and Prevention (CDC)
A	OASH (Office of the Assistant Secretary of Health)
C	Substance Abuse and Mental Health Services Administration (SAMHSA)
G	Administration for Children and Families (ACF)
J	Indian Health Service (IHS)
K	Agency for Healthcare Research and Quality (AHRQ)
OPDIV CODE	NON-HHS
B	Department of Homeland Security (DHS)
L	Small Business Administration (SBA)
M	Department of Veterans Affairs (VA)
N	Department of the Treasury (Treas.)
P	Executive Office of the President (EOP)
R	Department of State (DOS)
S	National Aeronautics and Space Administration (NASA)
T	Department of Labor (DOL)
U	Corporation for National & Community Service (CNCS)
W	DOI (Department of Interior)
X	Department of Agriculture (USDA)
Z	United States Agency for International Development (USAID)



Learn How To Complete A Payment Request



Payment requests may be made as often as needed:

- ✓ Daily
- ✓ Weekly
- ✓ Monthly
- ✓ Bi-monthly



Funds must be spent within three business days!

In accordance with Department of Treasury regulations, federal cash **MUST BE DRAWN SOLELY TO ACCOMMODATE YOUR IMMEDIATE NEEDS ON AN “AS NEEDED” BASIS ONLY**, and **must not be held in excess of three (3) working days**. The Department of Treasury issued regulations governing the flow of federal cash to recipient organizations. These regulations are intended to ensure that federal cash is disbursed from U.S. Treasury coffers only when the recipient needs cash for payment purposes. The regulations minimize the negative impact of federal cash withdrawals on the public debt and related financing costs to the Federal Government. At no time, therefore, should cash be requested to cover unliquidated encumbrances, obligations, or accrued expenditures until actual program disbursements are anticipated. {Reference Circular 1075 & 1084}

With certain exceptions as outlines in Section 22 (k) and (1) of OMB Circular A-110, Federal funds are required to be maintained in interest bearing bank accounts. Interest earned is to be remitted to DPM annually. Interest up to \$250 may be retained to cover administrative expenses.



Requesting Funds on a Cash Pooling Account {Non-Subaccounts = G}

Inquiry
Payment
Request for Payment >
Payment File Processing
Disbursement
My User Info

Request for Payment

Account Number:

- If your drawdown request exceeds the unexpired funds amount, DPM must obtain awarding agency approval which may delay the processing of your request.
- Requests for payment submitted after 5:00 p.m. ET will be processed as if received on the next business day.

1. Enter PMS Account Number
2. Click on Account



1. Enter or Verify Name, Telephone # & E-Mail Address
2. Enter Payment Due Date *
3. Enter Payment Information +
4. Click on Continue

Request for Payment

Person Requesting Funds	Payment Details
First Name * : <input type="text" value="Test"/>	Payment Due Date* : <input type="text" value="11/28/2017"/>
Last Name * : <input type="text" value="User"/>	Expected Disbursement
Middle Initial : <input type="text"/>	Amount \$ * : <input type="text" value="1500"/>
Phone No. * : <input type="text" value="123"/> - <input type="text" value="456"/> - <input type="text" value="1234"/> - <input type="text"/>	Cash on Hand \$ * : <input type="text" value="0"/>
E-Mail Address : <input type="text" value="PMS_Training@psc.hhs.gov"/>	Payment Request Amount
	\$ * : <input type="text" value="1500"/>
Account Details	
Account Number: <input type="text"/>	
DUNS: <input type="text"/> - <input type="text"/>	
<input type="checkbox"/> Check here if information shown is correct; otherwise, please update.	
<input type="button" value="Continue"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/>	

***Payment Due Date** will be the [next business days](#) from the date you are entering the request in PMS; unless otherwise stated in your initial welcome letter.

+ **Expected Disbursement** means the amount needed to pay invoices, etc.

Cash On Hand means the amount remaining from a previous payment request

Payment Request Amount means the amount you are expected to receive in your bank account.

Request for Payment



Account Review

Account	Unexpired Funds (A)	Expired Funds (B)	In-Transit Payments (C)	Total Funds (A+B-C)	Amt Requested \$
	\$1,480.70	\$80.84	\$0.00	\$1,561.54	\$1,500.00

Account Number:

DUNS: -

Name: Test User

Phone No: (123)456-1234 Ext:

E-Mail Address: PMS_Training@psc.hhs.gov

Payment Due Date: 11/28/2017

Payment Request

Amount \$: \$1,500.00

Request_Payment

Cancel

* If your drawdown request exceeds the unexpired funds amount, DPM must obtain awarding agency approval which may delay the processing of your request.

* Requests for payment submitted after 5:00 p.m. ET will be processed as if received on the next business day.

1. Review the Payment Request information on the screen. If you need a copy of the screen, print the screen now.
2. Select the Request Payment button. You will not be able to go back to a previous screen after selecting Request Payment.



Request for Payment

Request Payment Completed Transaction Info

Account:		Payment Request Amount:	\$1,500.00
Request Date:	11/27/2017	DUNS Number:	
Settlement Date	11/28/2017		

Payment Request is in Holding file. The Transaction Number For Future Reference:2050172621

Done

1. If you need a copy of the screen, print the screen now
2. Review the Payment Request information on the screen and then click "Done".
3. You will see a message reading "Done - Transaction Complete". Your payment request has now been submitted via the Payment Management System.



Requesting Funds on a Non-Cash Pooling Account {Sub-Accounts = B & P}

[Inquiry](#)
[Payment](#)
[Request for Payment >](#)
[Payment File Processing](#)
[Disbursement](#)
[My User Info](#)

Request for Payment ?

Account Number:

- If your drawdown request exceeds the unexpired funds amount, DPM must obtain awarding agency approval which may delay the processing of your request.
- Requests for payment submitted after 5:00 p.m. ET will be processed as if received on the next business day.

1. Enter PMS Account Number
2. Click on Account

1. Enter or Verify Name, Telephone # & E-Mail Address
2. Enter Payment Due Date *
3. Enter Payment Information +
4. Click on Continue

*Payment Due Date will be the **next business day** from the date you are entering the request in PMS; unless otherwise stated in your initial welcome letter.

+ **Expected Disbursement** means the amount needed to pay invoices, etc.

Cash On Hand means the amount remaining from a previous payment request

Payment Request Amount means the amount you are expected to receive in your bank account.

Request for Payment

Person Requesting Funds	Payment Details
First Name * : <input type="text" value="Test"/>	Payment Due Date* : <input type="text" value="11/28/2017"/>
Last Name * : <input type="text" value="User"/>	Expected Disbursement Amount \$ * : <input type="text" value="1000"/>
Middle Initial : <input type="text"/>	Cash on Hand \$ * : <input type="text" value="0"/>
Phone No. * : <input type="text" value="123"/> - <input type="text" value="456"/> - <input type="text" value="1234"/> - <input type="text"/>	Payment Request Amount \$ * : <input type="text" value="1000"/>
E-Mail Address : <input type="text" value="PMS_Training@psc.hhs.gov"/>	
Account Details	
Account Number: <input type="text"/>	
DUNS: <input type="text"/> - <input type="text"/>	
<input type="checkbox"/> Check here if information shown is correct; otherwise, please update.	
<input type="button" value="Continue"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/>	



Request for Payment



Account Review

Account Number:

DUNS: -

Name: Test User

Phone No: (123)456-1234 Ext:

E-Mail Address: PMS_Training@psc.hhs.gov

Payment Due Date: 11/28/2017

Payment Request

Amount \$: \$1,000.00

Sub Account(s)

<input checked="" type="checkbox"/> HEALTHCARECENTE RS_18	<input checked="" type="checkbox"/> IHS-OUIH	<input checked="" type="checkbox"/> IHS-SDPI	<input checked="" type="checkbox"/> IHS-UIHP
---	--	--	--

SubAmount

Cancel

1. Select the PMS Sub-account you wish to request funds from. You may click on one, two, etc.
2. Click on Sub-Amount

Request for Payment



Account Review

Account Number:

DUNS: -

Name: Test User

Phone No: (123)456-1234 Ext:

E-Mail Address: PMS_Training@psc.hhs.gov

Payment Due Date: 11/28/2017

Payment Request

Amount \$: \$1,000.00

Subaccount	Bank Account	Unexpired Funds (A)	Expired Funds (B)	In-Transit Payments (C)	Total Funds (A+B-C)	Subacct Amt Requested \$
HEALTHCARECENTERS_16	#####O	\$601,996.91	\$0.00	\$0.00	\$601,996.91	500
IHS-OUIH	#####O	\$0.00	\$0.00	\$0.00	\$0.00	
IHS-SDPI	#####O	\$80,686.75	\$0.00	\$0.00	\$80,686.75	250
IHS-UIHP	#####O	\$170,786.99	\$0.00	\$0.00	\$170,786.99	250

Request_Payment

GOTO Subacct

Cancel

1. For each sub-account, enter the amount you are requesting
2. Click on Request Payment

Request for Payment

Request Payment Completed Transaction Info

Account:		Payment Request Amount:	\$1,000.00
Request Date:	11/27/2017	DUNS Number:	
Settlement Date:	11/28/2017		

Subaccount	Amount
HEALTHCARECENTERS_16	\$500.00
IHS-SDPI	\$250.00
IHS-UIHP	\$250.00

Payment Request is in Process, The Transaction Number For Future Reference:4036903860

Done

1. Review Information on screen
2. Click Done

If you need a copy of the screen, please print before you click on the Request for Payment button. You will not be able to go back to a previous screen.



Request for Payment

Done
Transaction Complete

You may select another process from the menu.

OR

[Repeat Same Transaction Type](#)

Your payment request has now been submitted via the Payment Management System



Advanced Requests

Payment Details	
Payment Due Date*:	4/14/2016
Expected Disbursement Amount \$ *	5000
Cash on Hand \$ *	0
Payment Request Amount \$ *	5000

Types of Payment Requests

Combination Requests

Payment Details	
Payment Due Date*:	4/14/2016
Expected Disbursement Amount \$ *	5000
Cash on Hand \$ *	-1000
Payment Request Amount \$ *	6000

Reimbursable Requests

Payment Details	
Payment Due Date*:	4/14/2016
Expected Disbursement Amount \$ *	0
Cash on Hand \$ *	-5000
Payment Request Amount \$ *	5000



Reason for Denied Payments / Manual Review Flags

- **Agency Restriction**
 - Awarding agency has the authority to restrict grant funding and payment requests
- **Expired Grants**
 - Grants that are 90 days or greater past the award budget ending period. Approval must be received from awarding agency within three (3) business days of receipt of E-Mail from PMS Staff.
- **Reasonableness**
 - Excessive payment requests may be rejected due to large payments in budget period
- **Late Federal Financial Report (FFR)**
 - If the Federal (FCTR) and/or the Financial Status Report (FSR) is not filed before the due date, temporary suspension of funding privileges will occur
- **Excess Cash on Hand - 3 day rule (FCTR)**
 - Funding requests will be denied if there is excessive cash on hand (FCTR)

Learn How to Correctly Complete the Federal Financial Report (FFR – 425)

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)		Page 1 of			
3. Recipient Organization (Name and complete address including Zip code)							
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)		6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual		
8. Project/Grant Period From: (Month, Day, Year)		To: (Month, Day, Year)		9. Reporting Period End Date (Month, Day, Year)			
10. Transactions				Cumulative			
(Use lines a-c for single or multiple grant reporting)							
Federal Cash (To report multiple grants, also use FFR Attachment):							
a. Cash Receipts							
b. Cash Disbursements							
c. Cash on Hand (line a minus b)							
(Use lines d-o for single grant reporting)							
Federal Expenditures and Unobligated Balance:							
d. Total Federal funds authorized							
e. Federal share of expenditures							
f. Federal share of unliquidated obligations							
g. Total Federal share (sum of lines e and f)							
h. Unobligated balance of Federal funds (line d minus g)							
Recipient Share:							
i. Total recipient share required							
j. Recipient share of expenditures							
k. Remaining recipient share to be provided (line i minus j)							
Program Income:							
l. Total Federal program income earned							
m. Program income expended in accordance with the deduction alternative							
n. Program income expended in accordance with the addition alternative							
o. Unexpended program income (line l minus line m or line n)							
11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
g. Totals:							
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:							
13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures							

Lines 10a thru 10c

Lines 10d thru 11f



Component #1

Cash Transaction Report

(How Grantees Report Disbursements)

If your PMS account ends with a “B”, you are not required to complete this report via the Payment Management System; unless instructed by your Awarding Agency



- The Federal Financial Report (FFR) consists of both the Federal Cash Transaction Report (FCTR) and the Financial Status Report (FSR).
- The FFR Federal Cash Transaction Report must be filed within 30 days at the end of each of the following quarter end dates:

✓ December 31	(1 st Quarter of fiscal year)
✓ March 31	(2 nd Quarter of fiscal year)
✓ June 30	(3 rd Quarter of fiscal year)
✓ September 30	(4 th Quarter of fiscal year)
- Adjustments to cumulative disbursements may be *saved* (to be completed at a later time BEFORE the deadline date) or *certified*.
- **If the FCTR is not filed before or on the due date, funds will be frozen until the report as been submitted.**

This is an “EXPENDITURE” report. It should be submitted each quarter regardless if you have requested funds via the Payment Management System.

After logging in to the Payment Management System with a PMS User ID and password:

Click the PMS menu heading entitled: **"Disbursement"**

Click the sub-heading entitled: **"FFR Cash Transaction Report"**

Enter your **PMS Account Number**

Select the Reporting Period **"All"**

Leave everything else as it and at the default

Click Continue

Inquiry

Payment

Disbursement

View PSC272 Reports

FFR Cash Transaction Report >

FFR Interest Income

FFR Financial Status Report

FFR File Transfer

My User Info

Screen Help

Return To Menu

Federal Cash Transaction Report Search

Enter Your Search Criteria
(Full or Partial)

*Payee Account Number:

Reporting Period(s): ☐ Current ☒ All

Delinquent Report(s) Only: ☐ Yes ☒ No

Select Report Status:

☐ N -- Report Available/To Be Completed

☐ C -- Report Prepared/Not Certified

☐ B -- Report Certified/Posting In Progress

☐ P -- Report Completed/Posted

☐ A -- Report in Adjustment Process

☐ X -- Report Not Filled in Past Periods

☒ ALL Report Statuses

Extended Search Criteria

Report Quarter End Date:

Note: Please use leading and/or trailing * for partial search on field Payee Account.

Continue

Clear

Cancel

Federal Cash Transaction Report

All Report Screen

All Report Listing
Payee Account Contains
Status:ALL REPORT STATUSES

Action	Payee	End Date	Due Date	Submit Date	Status
I want to... .. ▾		31-MAR-2017	30-APR-2017	13-JUN-2017	B
I want to... .. ▾		31-DEC-2016		16-FEB-2017	P
I want to... .. ▾		30-SEP-2016			X
I want to... .. ▾		30-JUN-2016		03-AUG-2016	P
I want to... .. ▾		31-MAR-2016		17-JUN-2016	P
I want to... .. ▾		31-DEC-2015		09-MAR-2016	P
I want to... .. ▾		30-SEP-2015			X
I want to... .. ▾		30-JUN-2015		22-JUL-2015	P
I want to... .. ▾		31-MAR-2015		24-APR-2015	P
I want to... .. ▾		31-DEC-2014		30-JAN-2015	P
I want to... .. ▾		30-SEP-2014		29-OCT-2014	P

New Search

Report Status:

- A -- Report in Adjustment Process
- B -- Report Certified/Posting In Progress
- C -- Report Prepared/Not Certified
- N -- Report Available/To Be Completed

Federal Cash Transaction Report All Report Screen

Under the **Action** column, from the drop down I want to...menu select your desired action

Prepare/Certify
Preparer
Certifier

Note: System will display desired selection information

Note: You can only complete the current quarters report.

If status is "X", the report is no longer available for submission.

All Report Listing
Payee Account Contains:Z8888P1
Status:ALL REPORT STATUSES

Action	Payee	End Date	Due Date	Submit Date	Status
<div>I want to.....</div> <div> Prepare/Certify Subscribe See Workflow </div>	Z8888P1	30-SEP-2016	30-OCT-2016		N

New Search

Report Status:

A -- Report in Adjustment Process
 B -- Report Certified/Posting In Progress
 C -- Report Prepared/Not Certified
 N -- Report Available/To Be Completed
 P -- Report Completed/Posted
 X -- Report Not Filed in Past Periods

PMS will automatically populate Agency, Grantee Information, DUNS, EIN as stated in the database.

Box 6, Box 7, & Box 9 are defaulted automatically by the system.

To report disbursements on the grant, click on the **"Report Disbursements"** button at the top of the page.

Federal Cash Transaction Report

[Return](#)

Save Certify Report Disbursements Cancel

FEDERAL FINANCIAL REPORT				(Prescribed by OMB A-102 and A-110)	
1. Federal Agency and Organizational Element to Which Report is Submitted			2. Federal Grant or Other Identifying Number		
3. Recipient Organization (Name and complete address including Zip code)					
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number	6a. Report Frequency	6b. Report Type	7. Basis of Accounting
			Quarterly	Interim Report	Cash
8. Project/Grant Period(month,day,year)			9. Reporting Period End Date(month,day,year)		
From:		To:	12/31/2016		
10. Transactions				Cumulative	
(Use lines a-c for single or multiple grant reporting)					
Federal Cash (To report multiple grants, also use Report Disbursements):					
a. Cash Receipts			567,594.41		
b. Cash Disbursements			0.00		
c. Cash on Hand (line a minus b)			0.00		
(Use lines d-e for single grant reporting)					

The Report Disbursement page must be completed first.



Grantees must check the **"Report Inactive Grant"** listing each quarter to ensure that all disbursements on these grants are up-to-date. These grants are still opened in PMS and will remain open to the Awarding Agency takes the necessary action to close them. They are in the list because the ending budget period has ended.

In Box 5, report **"CUMULATIVE"** expenditures for each grant listed.

Net Quarter Disbursements will automatically calculate at the bottom in the box titled **"TOTAL"**

Note: The **Rec Acct Num** column is optional. This is for your use only!

However, PMS will retain this information and it will populate on each quarters report.

Remember this is an expenditure report. You must report actual expenditures regardless if you have not requested funds.

Report Inactive Grants :					
5. List information below for each grant covered by this report. Use additional lines as needed. Grants are denoted with an asterisk "*" and highlighted in blue.					
Sel One	Grant Num	Rec Acct Num	Grant Number-----Auth. Amount-----Disb. Amount	Cum. Disb. Amt	Cum Feder
<input type="radio"/>		PRJ77FN	12SM60465A----- 199,201.00----- 199,201.00	398,388.37	398,388.37
<input type="radio"/>		PRJ89GC	14SM60465B----- 101,057.00----- 100,602.32	1,479,722.00	1,074,875.24
<input type="radio"/>		PRJ85PD	90IF006101----- 250,227.35----- 250,227.35	399,631.00	317,974.74
<input type="radio"/>		MIL109517	90IF008301----- 195,182.70----- 195,182.70	1,197,578.00	735,509.00
<input type="radio"/>		PRJ86YM	RHL121422A----- 261,822.22----- 261,836.00	428,096.00	342,172.47
<input type="radio"/>		PRJ86BB		562,816.00	467,588.51
<input type="radio"/>		PRJ84LR		417,516.00	255,974.56
<input type="radio"/>		AAA4984		163,804.00	128,138.15
<input type="radio"/>		PRJ92YB		224,250.00	209,275.42
<input type="radio"/>		AAA2545-2		196,477.00	25,454.89
<input type="radio"/>		AAA2537-2		200,000.00	79,999.36
TOTAL (Should correspond to the amount on Line 10b on Page 1)				2,105,240.58	



Cash Receipts = the Ending Cash on Hand from the prior quarter's report + funds received and/or returned during the quarter.

You must calculate 10c "Cash On Hand" Line 10a minus Line 10b.

If 10c is a positive amount, you must provide an explanation on line 12.

Save				Certify		Report Disbursements		Cancel	
FEDERAL FINANCIAL REPORT						(Prescribed by OMB A-102 and A-110)			
1. Federal Agency and Organizational Element to Which Report is Submitted						2. Federal Grant or Other Identifying Number			
3. Recipient Organization (Name and complete address including Zip code)									
4a. DUNS Number		4b. EIN		5. Recipient Account Number or Identifying Number		6a. Report Frequency		6b. Report Type	
						Quarterly		Interim Report	
7. Basis of Accounting						Cash			
8. Project/Grant Period(month,day,year)						9. Reporting Period End Date(month,day,year)			
From:		To:				12/31/2016			
10. Transactions						Cumulative			
(Use lines a-c for single or multiple grant reporting)									
Federal Cash (To report multiple grants, also use Report Disbursements):									
a. Cash Receipts						567,594.41			
b. Cash Disbursements						2,105,240.58			
c. Cash on Hand (line a minus b)						-1,537,646.17			



Scroll to the bottom of the page to enter remarks, if applicable in box 12.

Enter Certifying Officer's name in **Box 13b**

Scroll to the top or bottom of the page and click the **"Certify"** button to attest to the accuracy and completeness of the report.

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

Funds drawn at the end of the month for payroll

Prepared by : User01, Testgrantee

Phone No. : 456-123-379

Email Address: testusr01@email.com

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001).

a. Typed or Printed Name and Title of Authorized Certifying Official

c. Telephone (Area code, number and extension)

b. Signature of Authorized Certifying Official

d. Email Address

PMS Preparer Signature

x

e. Date Report Submitted

14. Agency use only

User Code

Payee Account Z8888P1

DPM Rep Name

Phone Number

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0081. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0081), Washington, DC 20503

Standard Form 425 - Revised 6/26/2010

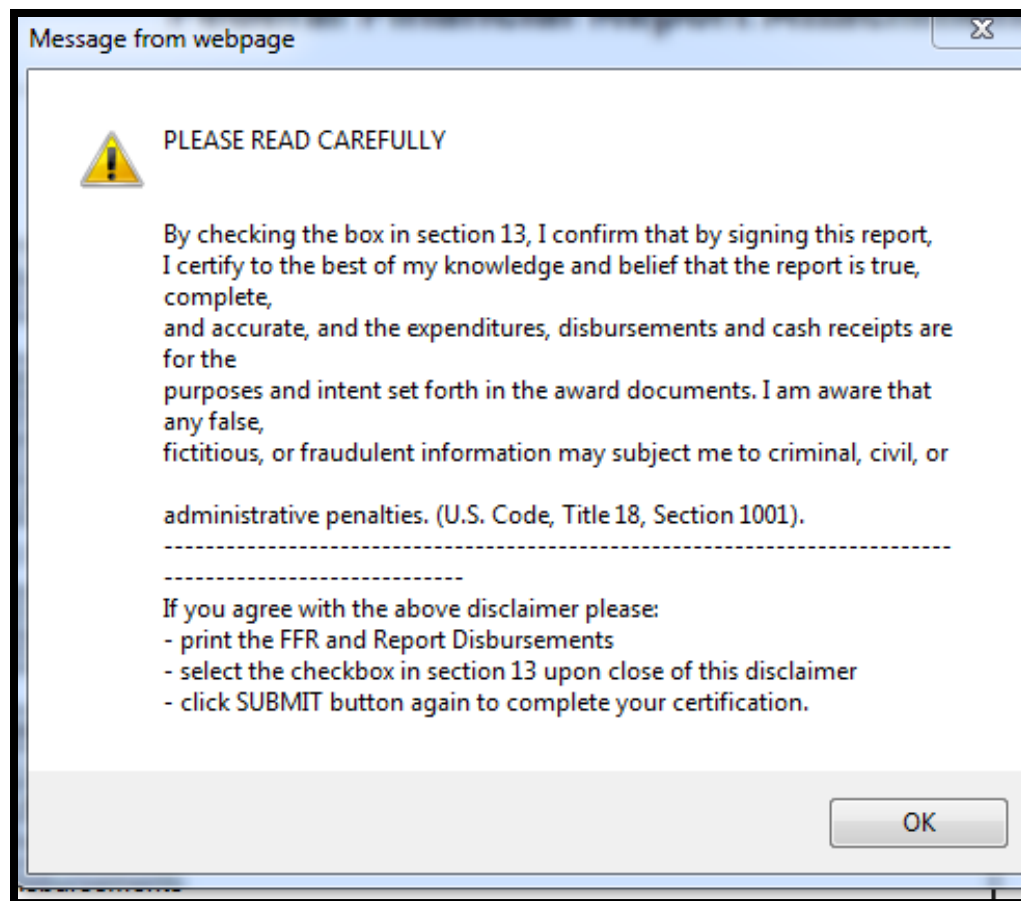
OMB Approval Number 0348-0081

Expiration Date 10/31/2011

Save Certify Report Disbursements Cancel



Read Windows message and click "OK" if you agree





Check the box under 13b

Click on the **"Submit"** button.

Once report is submitted, the message **"Certify Transaction Complete"** will appear

Updates to the report, can be made 24 hours after submission.

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001).

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension)
User01, Testgrantee accountant	456-123-379
b. Signature of Authorized Certifying Official	d. Email Address
PMS Preparer Signature	testusr01@email.com
	e. Date Report Submitted
	14. Agency use only

☒ By checking this box, I certify that this report is true, complete and accurate to the best of my knowledge.

User Code	
Payee Account	Z8888P1
DPM Rep Name	
Phone Number	

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503

Standard Form	425 - Revised 6/28/2010
OMB Approval Number	0348-0061
Expiration Date	10/31/2011

Save	Submit	Report Disbursements	Cancel
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Your report has now been submitted.

You can click on the “**Return to List**” button to see the new status of your report.

If you missed a past report, you must complete the current quarters report in order to be compliant.

Federal Financial Report Attachment

Certify Transaction Complete

The report will be available for recertification the next business day.

You may select another process from the menu.

OR

[Return to List](#)

OR

[Repeat Same Transaction Type](#)

Federal Financial Report (FFR – 425)

Component #2 Financial Status Report



- The Office of Management and Budget (OMB) requires that federal agencies transition to the Federal Financial Report (FFR) beginning with Fiscal Year 2010 reports (for the quarter ending 12/31/2009). The Federal Financial Report (FFR or Standard Form 425) will consolidate and replace the SF 269 (Financial Status Report) and PSC 272 (Federal Cash Transactions Report) with a single report.
- **The following Federal Agencies are utilizing the FSR via the Payment Management System.** If you do not have grants with one of the below agencies, please contact your grants officer regarding the submission of the FSR-269.
 - **F49D** – Veterans Affairs/SSVF & Ntl Ctr on Homelessness – *Final*
 - **F50** - Executive Office of the President - *Quarterly*
 - **F95C** - IRS/VITA - *Final*
 - **F81** - Department of State (all users codes) - *Quarterly*
 - **F88** - USDA/OAO - *Quarterly*
 - **CMS** (Sub-accounts: SDIC-CMS; DOP-CMS; TEFT-CMS) – *Semi-Annual*
 - **ACF**** (Sub-accounts matching document # 90CH; 90RV; 90ZU; 90CI; 90CH) - *Semi-Annual*
 - **ACF**** (Sub-accounts: TCSE16 and REFSS16) - *Quarterly*

Note: Grantees should contact their grants officer in regards to the submission of the FSR report.

**** ACF Grantees can check the ACF web page under Grants & Funding to obtain additional information regarding “REPORTING REQUIREMENTS”**

After logging in to the Payment Management System with a PMS User ID and password:

Click the PMS menu heading entitled: **“Disbursement”**

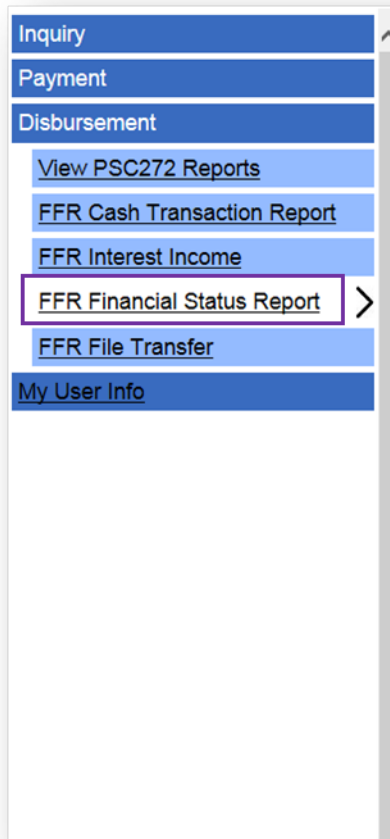
Click the sub-heading entitled: **“FFR Financial Status Report”**

Enter your **PMS Account Number**

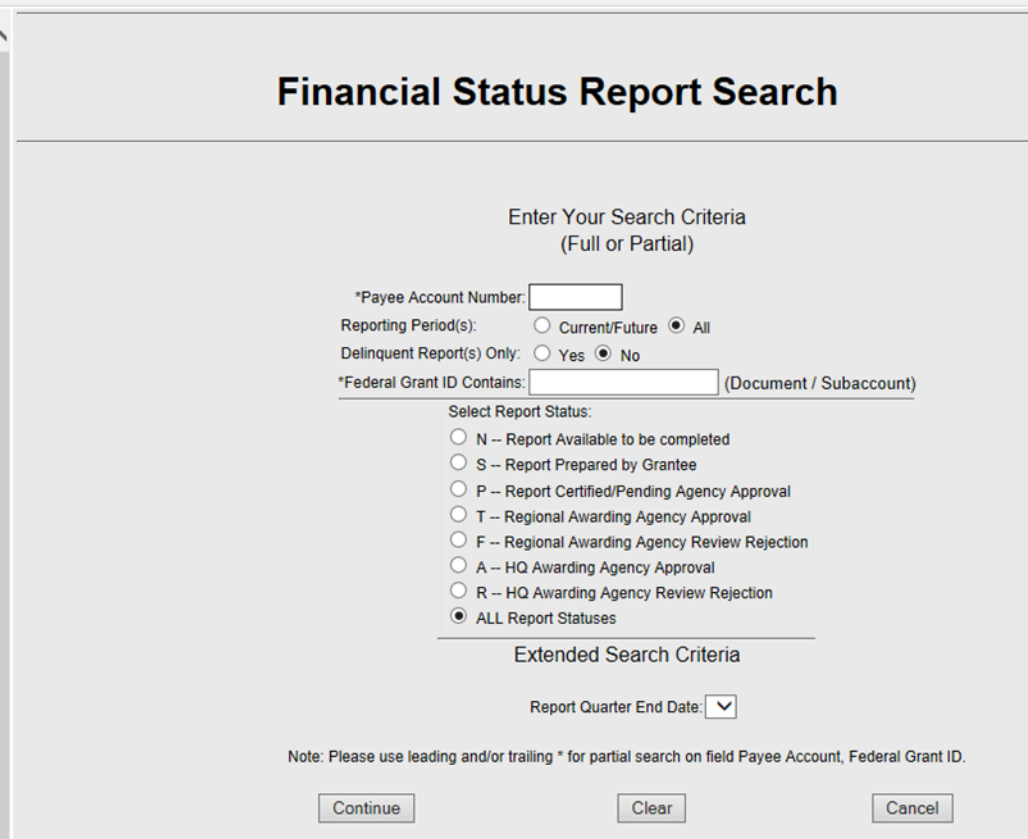
Select the Reporting Period **“All”**

Leave everything else as it and at the default

Click Continue



The screenshot shows a vertical menu on the left side of the PMS interface. The menu items are: Inquiry, Payment, Disbursement, View PSC272 Reports, FFR Cash Transaction Report, FFR Interest Income, FFR Financial Status Report (highlighted with a red box and a right-pointing arrow), FFR File Transfer, and My User Info.



The screenshot shows the 'Financial Status Report Search' page. The title 'Financial Status Report Search' is at the top. Below it is the heading 'Enter Your Search Criteria (Full or Partial)'. The form includes the following fields and options:

- *Payee Account Number: [Text Input Field]
- Reporting Period(s): ☐ Current/Future ☒ All
- Delinquent Report(s) Only: ☐ Yes ☒ No
- *Federal Grant ID Contains: [Text Input Field] (Document / Subaccount)
- Select Report Status:
 - ☐ N -- Report Available to be completed
 - ☐ S -- Report Prepared by Grantee
 - ☐ P -- Report Certified/Pending Agency Approval
 - ☐ T -- Regional Awarding Agency Approval
 - ☐ F -- Regional Awarding Agency Review Rejection
 - ☐ A -- HQ Awarding Agency Approval
 - ☐ R -- HQ Awarding Agency Review Rejection
 - ☒ ALL Report Statuses
- Extended Search Criteria
 - Report Quarter End Date: [Dropdown Menu]

At the bottom of the form, there is a note: 'Note: Please use leading and/or trailing * for partial search on field Payee Account, Federal Grant ID.' Below the note are three buttons: Continue, Clear, and Cancel.

Currently IHS is not utilizing PMS for the submission of their FSR's



Payment Management Services General Information



- **All** organizations must submit the following forms in order to get established in PMS; regardless if they already have a PMS Account Number (PAN) with a different Federal Agency. Awarding agency funds are not commingled. You will have a PMS PAN for each awarding agency/department you have grants for.
- Example: If you have a grant from US Department of Labor, your US Department of Health and Human Services grant will not be in the same PMS PAN. You will have a separate PMS PAN for your US DHHS grant(s).
 - Direct Deposit Sign-Up Form (SF-1199A)
 - DPM PMS System Access Form
 - Submit for each individual who need access
- All documentations can be submitted via the following methods:

Express Mail:

U. S. Department of Health & Human Services
 Program Support Center (PSC)
 FMS/Payment Management Services
 7700 Wisconsin Avenue – Suite 920
 Bethesda, Maryland 20814

Regular Mail:

U. S. Department of Health & Human Services
 PSC/FMS/Payment Management Services
 Post Office Box 6021
 Rockville, Maryland 20857

PMS Liaison Account via Email. Please contact them first.



TO ENSURE ACCURACY WHEN COMPLETING DIRECT DEPOSIT FORM:

- 1) Box 1A: Name must match organization name on notice of grant award
- 2) Box 1B: Leave Blank [Note: **SF1199A form will be rejected if individual's name appears**]
- 3) Box 1C: Organization's taxpayer identification number must be included in this field
- 4) **Original signatures must exist on form**

COMMON ERRORS

- 1) Corrections in Depositor Account Number and Bank Routing Number
- 2) Alternations that appear on original form are not acceptable (i.e. white out, strike overs, cross-outs, etc.)
- 3) Depositor Account Title not filled in
- 4) Depositor Account Title does not match Name of Payee
- 5) No signatures

For bank changes, please include PMS Account Number(s) at the top of the form

Standard Form 1199A
(Rev. June 1987)
Prescribed by Treasury
Department
Treasury Dept. Cir. 1076

OMB No. 1510-0007

DIRECT DEPOSIT SIGN-UP FORM

DUNS # _____

DIRECTIONS

- To sign up for direct deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
- A separate form must be completed for each type of payment sent by Direct Deposit.
- The number and type of payment are printed on Government award letters. (Check on the back of this form.) This information is also on beneficiary/annuitant award letters and other notices from the Government agency.
- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

SECTION 1 (TO BE COMPLETED BY PAYEE)

A NAME OF PAYEE (last, first, middle initial) ABC Corporation, Inc. ADDRESS (street, route, P.O. Box, APO/FPO) 123 ABC Street - Suite 123 CITY Anywhere STATE US ZIP CODE 12345 TELEPHONE NUMBER AREA CODE (123) 555-5678 ext. 910		D TYPE OF DEPOSITOR ACCOUNT <input checked="" type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS E DEPOSITOR ACCOUNT NUMBER 1 2 3 4 5 - 0 1 2 3	
B NAME OF PERSON(S) ENTITLED TO PAYMENT Leave Blank C CLAIM OR PAYROLL ID NUMBER Type/Print 9-Digit Tax ID # Prefix _____ Suffix _____		F TYPE OF PAYMENT (Check only one) <input type="checkbox"/> Social Security <input type="checkbox"/> Fed Salary/Mil. Civilian Pay <input type="checkbox"/> Supplemental Security Income <input type="checkbox"/> Mil. Active <input type="checkbox"/> Railroad Retirement <input type="checkbox"/> Mil. Retiree <input type="checkbox"/> Civil Service Retirement (OPM) <input type="checkbox"/> Mil. Survivor <input type="checkbox"/> VA Compensation or Pension <input checked="" type="checkbox"/> Other Dept of _____ (if new)	
PAYEE/JOINT PAYEE CERTIFICATION I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form I authorize my payment to be sent to the financial institution named below to be deposited to the designated account. SIGNATURE ABC Corporation Representative DATE 00-00-00 SIGNATURE _____ DATE _____		G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY (if applicable) TYPE N/A AMOUNT _____ JOINT ACCOUNT HOLDERS' CERTIFICATION (optional) I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.	

SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)

GOVERNMENT AGENCY NAME Awarding Agency Information & Contact Person	GOVERNMENT AGENCY ADDRESS Awarding Agency Address
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SECTION 3 (TO BE COMPLETED BY FINANCIAL INSTITUTION)

NAME AND ADDRESS OF FINANCIAL INSTITUTION ABC Bank Name 123 Bank Street Bank, US 99999		ROUTING NUMBER 1 2 3 4 5 6 7 8 9	CHECK DIGIT 9
DEPOSITOR ACCOUNT TITLE ABC Corporation, Inc.			

FINANCIAL INSTITUTION CERTIFICATION

I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31 CFR Parts 240, 209, and 210.

PRINT OR TYPE REPRESENTATIVE'S NAME ABC Bank Name Representative	SIGNATURE OF REPRESENTATIVE ABC Bank Name Representative	TELEPHONE NUMBER (123) 555-0987	DATE 00-00-00
--	--	---	-------------------------

Financial institutions should refer to the GREEN BOOK for further instructions.

THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE.

1

NSN 7540-01-059-0224 1199-207



We have new banking information. How do we update PMS? You must submit a new Direct Deposit Sign-Up Form (SF-1199A) and send the form directly to the Payment Management Services (unless otherwise instructed by your awarding agency). The form can be obtained from your Financial Institution or from our web page (<https://pms.psc.gov>) under the section “How Do I...Access PMS” Grant Recipients and then select International Bank Account Instructions and SF-1199A Form.

How do we know the banking has been updated? Your accountant liaison will send you an Email confirmation once receipt of your forms. You can check the Payment Data Inquiry for T/C that states “**PNT**”. Adhoc Grantee Inquiry – Payment Data

T/C*	***DEBIT**	**POSTED**	*****AMOUNT*****	*DATE**	SCHED*	**CONFIRM*
Z27		06/21/2012	\$100,000.00			
	SPRMC011CA106		\$100,000.00			
PNT		06/14/2012	\$.00	120614	63991	
Z27		05/03/2012	\$100,000.00			
	SPRMC011CA106		\$100,000.00			

How do we update our organizations information (Name, DUNS, Address)? For name changes, you must submit a copy of the IRS Letter and/or Executive Order which states the old name and the new name (documentations should be sent to your grants officer and your PMS Liaison Accountant). For DUNS and address changes, you can provide this information on your organizations letterhead with an authorized signature directly to your grants officer. **How do we know the information has been updated?** Once the next quarter’s reports are generated, you will be able to see the updated information.



Listed below are some of the agencies currently serviced by PMS.

The HHS agencies are:

Administration for Children and Families (ACF)
Administration for Community Living (ACL); formerly Administration on Aging (AOA)
Agency for Healthcare Research and Quality (AHRQ)
Centers for Disease Control and Prevention (CDC)
Centers for Medicare & Medicaid Services (CMS), legacy HCFA
Food and Drug Administration (FDA)
Health Resources and Services Administration (HRSA)
Indian Health Service (IHS)
National Institutes of Health (NIH)
Office of the Secretary (OS)
Substance Abuse and Mental Health Services Administration (SAMHSA)

The Federal Non-HHS agencies and departments include:

Department of Agriculture (USDA)
Corporation for National & Community Service (CNCS)
Department of Homeland Security (DHS)
Department of Labor (DOL)
Department of State (DOS)
Department of the Treasury (Treas.)
Department of Veterans Affairs (VA)
Executive Office of the President (EOP)
National Aeronautics and Space Administration (NASA)
Small Business Administration (SBA)
United States Agency for International Development (USAID)



Internet Access

Payment Management Services
Home Page
<https://pms.psc.gov>

Hours of Operation

Monday through Friday:
5:00 a.m. until 11:00 p.m. EST*

Saturday and Sunday:
9:00 a.m. until 9:00 p.m. EST*

*Requests for payment submitted
after 5:00 p.m. EST will be
processed as if received on the next
business day.

Help Desk Number

Telephone #: 877/614-5533
E-Mail: PMSSupport@psc.hhs.gov

PMS Federal Holidays

Payment Management Services is considered an
Essential Government Office due to the nature of
its business activities. This means as a general
rule, PMS remains open for business year round
except Federal Holidays and bank holidays.

Payment Management Services is closed on the following Federal holidays

New Year's Day
Martin Luther King, Jr. Day
President's Day
Memorial Day
Fourth of July
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day

Returning Funds

- **All** funding requested via the Payment Management System, must be returned back to our office for proper credit.
- **All** returns should include (1) PMS Account Number(s), (2) Grant Number, (3) Amount, and (4) reason for return (excess cash, interest, etc). If you are not able to provide this information on the transmission, please send an E-Mail to your liaison accountant informing them of the return and include all information stated above.
- **Remember to update your FCTR to reflect the funds return.**
- Once the funds have been received and posted back to your PMS Account, you can check the payment data inquiry screen.
- On electronic returns there are fields in place for submitting information with the financial data. Please make use of these fields. Please include pertinent subaccount information if it applies.



The Payment Management Services prefers that you return funds using **ACH Direct Deposit (REX or Remittance Express) or FedWire.**

ACH Returns (Direct Deposit)

Returning funds to DPM via ACH (Automated Clearing House) means you will most likely be returning funds to DPM in the manner in which they were received at your organization. You will need the following information:

- The DPM ACH Routing Number is: **051036706**
- The DPM DFI Accounting Number: **303000**

Bank Name: Credit Gateway - ACH Reciever

Location: St. Paul, MN

FedWire Returns

A FedWire return is a return via a WIRE. You will need the following information:

- The DPM FedWire Routing Number: **021030004**
- The DPM ALC (Agency Location Code): **75010501**

Bank Name: Federal Reserve Bank
Treas NYC/Funds Transfer Division

Location: New York, NY

ALC is known as our
Account Number

(*Please note that if your organization initiates a payment, then it is likely to incur a charge from your Financial Institution for this type of payment.)



Check Returns

Please allow 4-6 weeks for processing of a payment by check to be applied to the appropriate PMS account.

If a recipient does not have electronic remittance capability, please be sure to use the following information:

- Check made payable to The Department of Health and Human Services
- Indicate your Payment Management System (PMS) Account Number (PAN) on the check. [NOTE: The Payment Management System (PMS) Account Number (PAN) is the same series of alpha-numeric characters which are used for payment request purposes (for example: C1234G1)].
- Mail the Check to:

HHS Program Support Center
PO Box 530231
Atlanta, GA 30353-0231

Please include a brief statement explaining the nature of the return.

Specific Information



Department of Health and Human Services
PSC Program Support Center
 Payment Management System

HOME ABOUT US AWARDING AGENCIES GRANT RECIPIENTS

WELCOME!
 Payment Management System (PMS) is a one-stop shop for grant payments. PSC is committed to improving the quality of our solutions to better serve our customers. Please note, our Web address has changed to <https://pms.psc.gov>.
[Learn more about us »](#)

HOW DO I ...

Access PMS Reset my Password FFR Information Return Funds

Grant Recipients
 To obtain access to the Payment Management System (PMS), Grantees must complete the below

- Domestic Bank Account Instructions and SF-1199A Form
- International Bank Account Instructions and SF-1199A Form
- PMS System Access Form

Submit completed forms to the designated PSC Account Liaison. Visit the [PMS Access Procedures](#) page for further information.
 * Federal Awarding Agencies visit the [Awarding Agencies - PMS Access Procedures](#) page for further information.

» Audit Confirmation Procedures
 » Cancelled Awards
 » Do Not Pay Information
 » FFR Due Dates
 » FFR Information
 » PMS Access Procedures
 » PMS Payment File Upload
 » PMS User Self Certification
 » Reports
 » Returning Funds / Interest
 » Roles and Responsibilities
 » Administration for Children and Families
 » Department of Agriculture
 » Department of State
 » NASA
 » Grant Recipient Forms

Specific information can be found under the section “Grant Recipients”



Thank You for Attending

