



Program Support Center

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THE BUSINESS OF
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Financial Management Portfolio

Payment Management Services

Payment Management System Overview For Grantees

DOL-VETS SF Region HVRP PAC

July 29, 2020

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U.S. Department of Health and Human Services



Agenda

- Roles and Responsibilities
- Organization & System User Establishment/Changes
- Inquiries & Online Reports
- Requesting Payment
- General Information
- Question and Answer Period



- Operating the Payment Management System (PMS) which is a centralized payment and cash management system which accomplishes all payment-related activities from the time of award through closeout.
- Making payments to recipients
- Processing payment transaction files to the Federal Reserve Bank System and U.S. Treasury
- Managing cash flow to recipients
- Performing payee/recipient account management
- Reporting disbursement data to awarding agencies
- Facilitating debt collection for all awards funds paid through PMS



- Resolving disbursement reporting issues with award recipients
- Maintaining system security
- Providing Liaison Accountant support
- Providing Help Desk support

PMS functions as the intermediary between Awarding Agencies and Award Recipients, with particular emphasis on:

1. Expediting the flow of cash between the Federal government and recipient;
2. Transmitting recipient disbursement data back to the awarding agencies; and
3. Managing cash flow advances to grant recipients.

Primary responsibilities include:

- Registering recipients
- Issuing award notices
- Authorizing the funds that post in the Payment Management System
- Monitoring awards
- Closing out awards
- Reconciling their accounting records to the PMS information



Organization Establishment / Changes & System User



- **All organizations** must have a separate PMS account for their DOL-VETS grants; regardless if you already have a PMS Account Number (PAN) for 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. (Ex. If you have a grant from the US Department of Veterans Affairs, your Department of Labor-Vets grant will not be in the same PMS PAN).
- The instructions for obtaining access to the Payment Management System and adding Banking information to your account(s) are located on our webpage <https://pms.psc.gov> under the Grant Recipient tab.



GRANT RECIPIENT INFORMATION TAB

U.S. Department of Health & Human Services

PSC Payment Management System
Program Support Center

Home About Us Find PMS Liaison Accountant **Grant Recipients** Awarding Agencies Training

Welcome

Payment Management System (PMS)
PSC is committed to improving the quality of service for our customers. Please note, our Web address is <https://pms.psc.gov>.

[Learn More About Us >](#)

GENERAL INFORMATION:

- Access - New User Request
- Access - Make Changes
- Access - Deactivate User
- Adhoc Grantee Inquiry
- APEX Manual
- Audit Confirmation Procedures
- Banking - Add/Change
- Cancelled Awards
- Do Not Pay Information
- Funding Request Formula
- Grant Recipient FAQs
- Returning Funds/Interest
- Roles and Responsibilities
- Update Contact Information

AGENCY SPECIFIC INFORMATION:

- Administration for Children and Families
- Department of State
- NASA

Grant Recipients

The Payment Management System (PMS) is a tool to help you manage your Financial Report (FFR). Primary responsibilities include: E... by requesting funds from the Payment Management System... reimbursement unless otherwise specified in your Notice of Award, reporting cash disbursements to the Payment Management System and Maintaining your accounting records.

General Information and Agency Specific Information can be found under the section "Grant Recipients"

- For user access establishment, change, deactivation and contact information update actions, a supervisor at your organization must approve the request. If you are the highest ranking person at your organization, you would list yourself as the supervisor, and you will need to approve the request. The supervisor does not need access to PMS to approve the request.
- When a banking establishment or change request is submitted, everyone that has access to the PMS account will receive an email notification, that the request has been entered.
- To update your organization's information (Name, EIN, DUNS and Address) in the PMS, you should contact your Grants Management Specialist at DOL and they will have the change entered for you.
- If you are locked out of the Payment Management System, and the email address in the system is incorrect, please contact the PMS Helpdesk at 1-877-614-5533 or PMSSupport@psc.hhs.gov.



Accessing Payment Management System

U.S. Department of Health & Human Services

PSC Payment Management System
Program Support Center

[Home](#) [About Us](#) [Find PMS Liaison Accountant](#) [Grant Recipients](#) [Grantors](#) [Training](#) [Support](#) [Request Access](#) [Login](#)

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

“Click Login”

“Enter Username and Password”

Select “I agree statement”

Select “Login”

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 >](#)

▲ SYSTEM ALERTS!

Login.Gov is Now Available

Grant Recipients now have the option to use Login.gov to login to PMS. [Additional information.](#)

New Payment Screens and Features Coming Soon

The payment screens will have a new look and feel plus enhancements. [Additional information.](#)

Update SAM.GOV Information

All grantees must have an active status in SAM.Gov for awarding agencies to register new grantees or make changes to existing grantee's information in PMS. Review the information in SAM.Gov, verify the accuracy and make any necessary updates. SAM.GOV requires a yearly renewal to stay active.

Grant Recipients

The Payment Management System (PMS) is a tool to help grant recipients draw down funds and file the Federal Financial Report (FFR). Primary responsibilities include: Executing awards; Maintaining minimum federal cash on hand by requesting funds from the Payment Management System only for immediate disbursement (3 business days) and reimbursement unless otherwise specified in your Notice of Award; Reporting cash disbursements to the Payment Management System and Maintaining your accounting records.





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) (if applicable)





Department of Health and Human Services

Program Support Center

User:GRANTEEUSER | [Logout](#)
TUE 07/28/2020
TRAINING / TRAINING

Inquiry
Adhoc Grantee Inquiry
Stored Grantee Inquiries
Payment
Disbursement
User Account Maintenance
Dashboard

Procedures

1-Click ?
2-Click Open
3-Double Click Name

PMS Adhoc Grantee Inquiry

Screen Help

Return To Menu
Grantee Inquiry

Inquiry Type:

Account Balance Data
Authorization Transactions
Payment Data
Summary Grant Data

Continue
Cancel

For more information about this Website Call the Help Desk at (877) 614-5533, or Send E-Mail to PMSSupport@psc.gov

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

Click the “Run Inquiry” Button

Cancel



Authorized grant award information, payments made and funds available

SUBACCOUNT	*****AUTHORIZED*****	*****PAYMENTS*****	***FUNDS AVAILABLE***
HV12345HV8	\$500,000.00	\$415,538.19	\$84,461.81
			\$84,461.81 AVAILABLE AMT > 90 DAYS (EXPIRED)
HV12345HV0	\$500,000.00	\$.00	\$500,000.00
HV67891HV9	\$500,000.00	\$436,855.48	\$63,144.52
HV67891HV0	\$500,000.00	\$.00	\$500,000.00

PMS must obtain approval from the Awarding Agency if a recipient requests 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 document 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
	Z999B1			

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

PIN:Z999 ACC:Z999B1 DOC:HV12345HV0 AGY:FLAVT5A OLD AGY:T5A AUTH TC's Follow --
 T/C* *****FCO***** *****INC-AUTH***** POST DATE START DATE END DATE ISSUE DATE
 050 2020-T5AKHV0-4122 500,000.00 07/27/2020 07/01/2019 06/30/2021 07/27/2020
 NET TC: 500,000.00

PIN:Z999 ACC:Z999B1 DOC:HV12345HV8 AGY:FLAVT5A OLD AGY:T5A AUTH TC's Follow --
 T/C* *****FCO***** *****INC-AUTH***** POST DATE START DATE END DATE ISSUE DATE
 050 2020-T5AKHV0-4122 500,000.00 07/27/2020 07/01/2018 06/30/2019 07/27/2020
 NET TC: 500,000.00

PIN:Z999 ACC:Z999B1 DOC:HV67891HV0 AGY:FLAVT5A OLD AGY:T5A AUTH TC's Follow --
 T/C* *****FCO***** *****INC-AUTH***** POST DATE START DATE END DATE ISSUE DATE
 050 2020-T5AKHV0-4122 500,000.00 07/27/2020 07/01/2020 06/30/2023 07/27/2020
 NET TC: 500,000.00

PIN:Z999 ACC:Z999B1 DOC:HV67891HV9 AGY:FLAVT5A OLD AGY:T5A AUTH TC's Follow --
 T/C* *****FCO***** *****INC-AUTH***** POST DATE START DATE END DATE ISSUE DATE
 050 2020-T5AKHV0-4122 500,000.00 07/27/2020 07/01/2019 06/30/2021 07/27/2020
 NET TC: 500,000.00

PMS Adhoc Grantee Inquiry

- 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



T/C*	***DEBIT**	**POSTED**	*****AMOUNT*****	*DATE**	SCHED*	**CONFIRM*
927	06/30/2020	06/29/2020	\$29,189.68	200629	63954	4038093785
	HV67891HV9		\$29,189.68			
927	06/30/2020	06/29/2020	\$3,768.44	200629	63954	4038093363
	HV67891HV9		\$3,768.44			
927	06/15/2020	06/12/2020	\$42,729.14	200612	63919	4038072314
	HV67891HV9		\$42,729.14			
927	05/19/2020	05/18/2020	\$40,990.12	200518	53861	4038040262
	HV67891HV9		\$40,990.12			
927	03/31/2020	03/30/2020	\$30,350.50	200330	33753	4037981330
	HV67891HV9		\$30,350.50			
927	03/20/2020	03/19/2020	\$27,574.60	200319	33732	4037969215
	HV67891HV9		\$27,574.60			
927	02/25/2020	02/24/2020	\$37,407.60	200224	23675	4037935085
	HV67891HV9		\$37,407.60			
927	12/30/2019	12/27/2019	\$34,066.46	191227	123557	4037861724
	HV67891HV9		\$34,066.46			
927	12/17/2019	12/16/2019	\$36,263.47	191216	123529	4037845659
	HV67891HV9		\$36,263.47			
927	11/20/2019	11/19/2019	\$49,187.42	191119	113473	4037812124
	HV67891HV9		\$49,187.42			
927	09/26/2019	09/25/2019	\$29,855.38	190925	93357	4037740928
	HV67891HV9		\$29,855.38			
927	09/13/2019	09/12/2019	\$45,902.38	190912	93325	4037724162
	HV67891HV9		\$45,902.38			
927	08/16/2019	08/15/2019	\$29,570.29	190815	83265	4037689619
	HV67891HV9		\$29,570.29			
927	07/01/2019	06/28/2019	\$1,232.00	190628	63165	4037631063
	HV12345HV8		\$1,232.00			
927	06/28/2019	06/27/2019	\$32,735.98	190627	63162	4037629020
	HV12345HV8		\$32,735.98			
927	06/12/2019	06/11/2019	\$43,930.22	190611	63121	4037605865
	HV12345HV8		\$43,930.22			
927	05/13/2019	05/10/2019	\$35,077.84	190510	53056	4037567829
	HV12345HV8		\$35,077.84			
927	03/28/2019	03/27/2019	\$22,560.66	190327	33949	4037509002
	HV12345HV8		\$22,560.66			
927	03/19/2019	03/18/2019	\$55,638.48	190318	33927	4037496298
	HV12345HV8		\$55,638.48			
927	02/13/2019	02/12/2019	\$39,633.40	190212	23848	4037454213
	HV12345HV8		\$39,633.40			
PNT		08/14/2018	\$.00	180814	83416	
PIN:12345	ACC:12345B1		\$852,393.67	Total Advances Listed	Pay Hits: 28	
			\$852,393.67	Total Advances	Pay Count: 28	
	HV67891HV9		\$436,855.48	Total Subacct Advances Listed		
	HV12345HV8		\$415,538.19	Total Subacct Advances Listed		

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 document 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
	Z999B1		

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

Run Inquiry

Cancel



Grant Disbursement Amount

For B type accounts, this disbursements will automatically equal the drawn amount of the grant.

DS (Document Status)

C = Closed

O = Opened

P = Closing Transaction
Begun

Awarding
Agency
Identifier

PMS Document
#

Grant Award
Amount
Authorized

Amount
Drawn from
Grant

AGY	*****GRANT*****	*****AUTHORIZED*****	*****DISBURSED*****	*RPT DISB*	DS
T	HV12345HV8	\$500,000.00	\$415,538.19		O
T	HV12345HV0	\$500,000.00	\$.00		O
T	HV67891HV9	\$500,000.00	\$436,855.48		O
T	HV67891HV0	\$500,000.00	\$.00		O

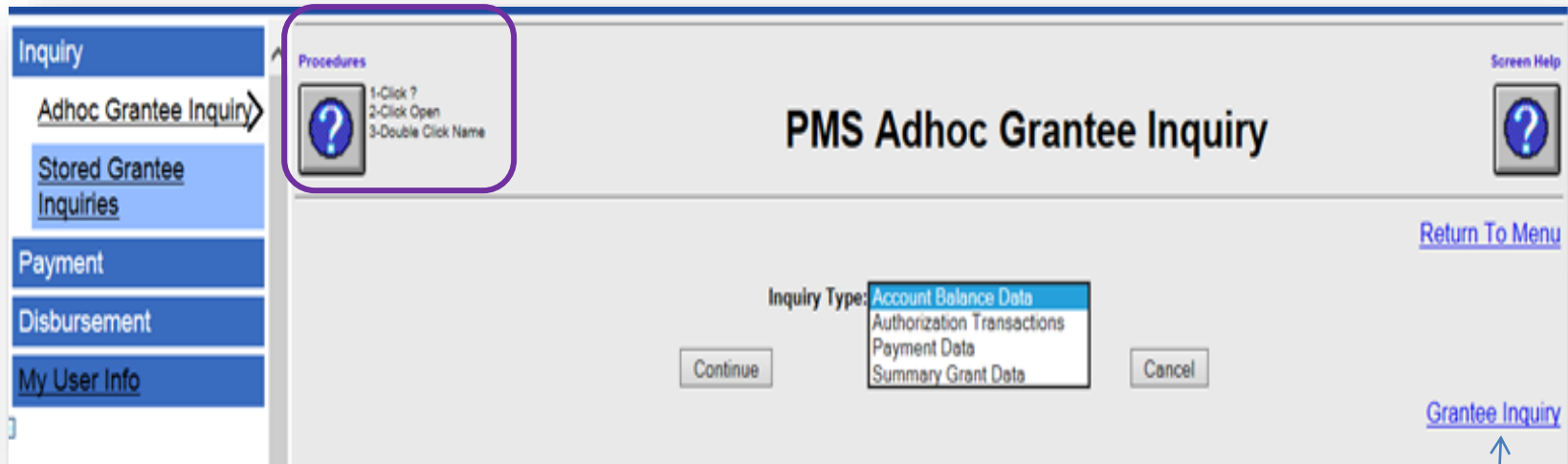
	*****AUTHORIZED*****	*****DISBURSED*****
TOTAL:	\$2,000,000.00	\$852,393.67

A photograph of the Earth's horizon from space, showing the blue sky and white clouds of the planet.

APEX Inquiries

Apex inquiries will allow you to download the inquiry results.

- **Authorization Transactions**
Award amount, budget period and date posted in PMS
- **Payment Data**
Payment History including payments deposited and rejected
- **Grant Summary**
Authorized award information, payments made, disbursements reported on the FFR -FCTR and funds available at the grant document level.
- **Sub-Account Summary**
Authorized award information, payments made, disbursements reported on the FFR -FCTR and funds available at the sub account level.



The screenshot shows the 'PMS Adhoc Grantee Inquiry' web application. On the left is a navigation menu with links: '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 title 'PMS Adhoc Grantee Inquiry' and a 'Screen Help' icon (a question mark in a box). Below the title is a 'Return To Menu' link. In the center, there is an 'Inquiry Type:' label followed by a dropdown menu. The dropdown menu is open, showing four options: 'Account Balance Data' (highlighted in blue), 'Authorization Transactions', 'Payment Data', and 'Summary Grant Data'. Below the dropdown are 'Continue' and 'Cancel' buttons. In the bottom right corner, there is a 'Grantee Inquiry' link. A purple box highlights a 'Procedures' section in the top left, containing a question mark icon and the text: '1-Click ?', '2-Click Open', and '3-Double Click Name'. A blue arrow points from the 'Grantee Inquiry' link to the text box below.

Apex Reports allow you to download the report information in a CSV or HTML format.

Click “**Grantee Inquiry**”, to access the Apex Reports.

The instructions for using the Apex Inquiries can be found on our webpage under Grant Recipients – Apex Reports.



[Adhoc Grantee Inquiry](#) (APEX Report)

GRANTEE INQUIRY SEARCH CRITERIA

Inquiry type: *

☒ **Authorization Transactions** ☐ Payment Transactions ☐ Grant Summary ☐ Subaccount Summary

Payee Account: *

Z999B1

Grant Award / Document Number:

Posted Date Range:

From:

To:

Save this inquiry:

☐

Run Inquiry

Clear

1. Select the Inquiry Type
2. Enter the Payee Account Number
3. You can enter the Document number or leave this field blank
4. Click "Run Inquiry"



DOCUMENT NUMBER : HV12345HV0

PAYEE ACCOUNT	AGENCY TITLE	TRANSACTION CODE	FISCAL YEAR	CAN	OBJECT CLASS CODE	INCREMENTAL AUTH AMT	AUTHORIZATION ISSUE DATE	AUTHORIZATION POST DATE ↓	BUDGET START DATE	BUDGET END DATE
Z999B1	DOL-VETERANS EMPLOYMENT & TRAINING SERVICE	050	2020	T5AKHV0	4122	\$500,000.00	07/27/2020	07/27/2020	07/01/2019	06/30/2021
						\$500,000.00				

The results screen provides information in a format that can be sorted.



PSC Payment Management System

Grant Award / Document Number:

Posted Date Range:

From:

To:

Save this inquiry:

☐

Run Inquiry

Clear

Q v

Go

Actions v

Columns

Filter

Data >

Format >

Report >

Download

DOCUMENT NUMBER

PAYEE ACCOUNT	DOCUMENT NUMBER	AGENCY TITLE	ON	FISCAL YEAR	CAN	OBJECT CLASS CODE	INCREMENTAL AUTH AMT
Z999B1	HV12345HV8	DOL-VETERANS EMPLOYMENT & TRAINING SERVICE		2020	T5AKHV0	4122	\$500,000.00
Z999B1	HV67891HV0	DOL-VETERANS EMPLOYMENT & TRAINING SERVICE	050	2020	T5AKHV0	4122	\$500,000.00

Click on the Action drop down arrow and select "Download".

You can then choose to download in CSV or HTML format.

Save this inquiry:

☐

Run Inquiry

Clear

Q v

Go

Actions v

Download

x

Choose report download format:



CSV



HTML

Cancel

AGENCY TITLE	TRANSACTION CODE	FISCAL YEAR
DOL-VETERANS EMPLOYMENT & TRAINING SERVICE	050	2020
DOL-VETERANS EMPLOYMENT & TRAINING SERVICE	050	2020
DOL-VETERANS EMPLOYMENT & TRAINING SERVICE	050	2020
Z999B1	HV67891HV9	



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	PAYEE ACC	DOCUMENT	AGENCY T	TRANSACTION	FISCAL YEAR	CAN	OBJECT CL	INCREMENT	AUTHORIZ	AUTHORIZ	BUDGET S	BUDGET END DATE	
2	Z999B1	HV12345H	DOL-VETE	50	2020	T5AKHV0	4122	#####	#####	#####	7/1/2018	#####	
3	Z999B1	HV67891H	DOL-VETE	50	2020	T5AKHV0	4122	#####	#####	#####	7/1/2020	#####	
4	Z999B1	HV67891H	DOL-VETE	50	2020	T5AKHV0	4122	#####	#####	#####	7/1/2019	#####	
5	Z999B1	HV12345H	DOL-VETE	50	2020	T5AKHV0	4122	#####	#####	#####	7/1/2019	#####	

This is the CSV file format. This can be saved as an Excel document.

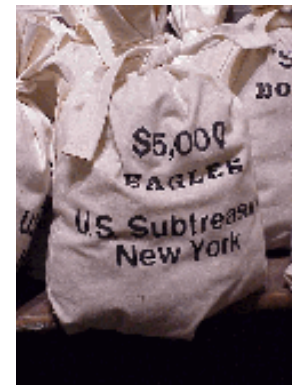


Requesting Payment



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 (l) of OMB Circular A-110, Federal funds are required to be maintained in interest bearing bank accounts. Interest earned is to be remitted to PMSvc annually. Interest up to \$250 may be retained to cover administrative expenses.



Requesting Funds on Sub Accounted Accounts

- Inquiry
- Payment
- Request for Payment
- Payment File Processing
- Disbursement
- User Account Maintenance
- Dashboard

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 "Account"



Request for Payment



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.

+ **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.

Person Requesting Funds

First Name * :
 Last Name * :
 Middle Initial :
 Phone No. * : - - -
 E-Mail Address :

Payment Details

Payment Due Date* :
 Expected Disbursement
 Amount \$ * :
 Cash on Hand \$ * :
 Payment Request Amount
 \$ * :

Account Details

Account Number:
 DUNS: -

☐ Check here if information shown is correct; otherwise, please update.

* 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.



Request for Payment



Account Review

Account Number: Z999B1

DUNS: 999999999 -

Name: Test U

Phone No: (301)555-1212 Ext.

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

Payment Due Date: 07/28/2020

Payment Request

Amount \$: \$7,000.00

Sub Account(s)

<input type="checkbox"/> HV12345HV0	<input checked="" type="checkbox"/> HV12345HV8	<input checked="" type="checkbox"/> HV67891HV0	<input type="checkbox"/> HV67891HV9
-------------------------------------	--	--	-------------------------------------

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



Request for Payment



Account Review

Account Number: Z999B1

DUNS: 999999999 -

Name: Test U

Phone No: (301)555-1212 Ext:

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

Payment Due Date: 07/28/2020

Payment Request

Amount \$: \$7,000.00

Subaccount Bank Account	Unexpired Funds (A)	Expired Funds (B)	In-Transit Payments (C)	Total Funds (A+B-C)	Subacct Amt Requested \$
HV12345HV8 #####67890	\$500,000.00	\$0.00	\$0.00	\$500,000.00	4000
HV67891HV0 #####67890	\$500,000.00	\$0.00	\$0.00	\$500,000.00	3000

Request_Payment

GOTO Subacct

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



Request for Payment

[Screen Help](#)

[Return To Menu](#)

Request Payment Completed Transaction Info

Account:	Z999B1	Payment Request Amount:	\$7,000.00
Request Date:	07/27/2020	DUNS Number:	999999999-
Settlement Date	07/28/2020		
Subaccount		Amount	
HV12345HV8		\$4,000.00	
HV67891HV0		\$3,000.00	

Payment Request is in Process, The Transaction Number For Future Reference:4038107417

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. EST will be processed as if received on the next business day.

1. Review Information on screen
2. Click "Done"

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



Request for Payment

Screen Help



[Return To Menu](#)

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



Reason for Denied Payments / Manual Review Flags

- **Agency Restriction**
 - Awarding agency has the authority to restrict grant funding and payment requests
- **Expired Grants**
 - Grants in which it is 90 days or more past the end date that is posted in the Payment Management System. 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



Payment Management Services General Information



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

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

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.)



Returning funds via check will result in a processing delay. Please allow 4-6 weeks for processing of a payment by check to be applied to the appropriate PMS account.

To return interest on a grant not paid through the PMS, make your check payable to the Department of Health and Human Services.

Mail the Check to:

HHS Program Support Center
PO Box 979132
St. Louis, MO 63197

To ensure proper credit to your PMS Account, you must include the PMS Account Number (PAN) and Grant Document/Sub-account. You should also send the information to your PMS Liaison Accountant.



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:

Appraisal Subcommittee (ASC)
Department of Agriculture (USDA)
Corporation for National & Community Service (CNCS)
Department of Defense (DOD)
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)



Training Resources and Sessions

MANAGING
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U.S. Department of Health & Human Services

PSC Payment Management System
Program Support Center



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Find PMS Liaison Accountant

Grant Recipients ▾

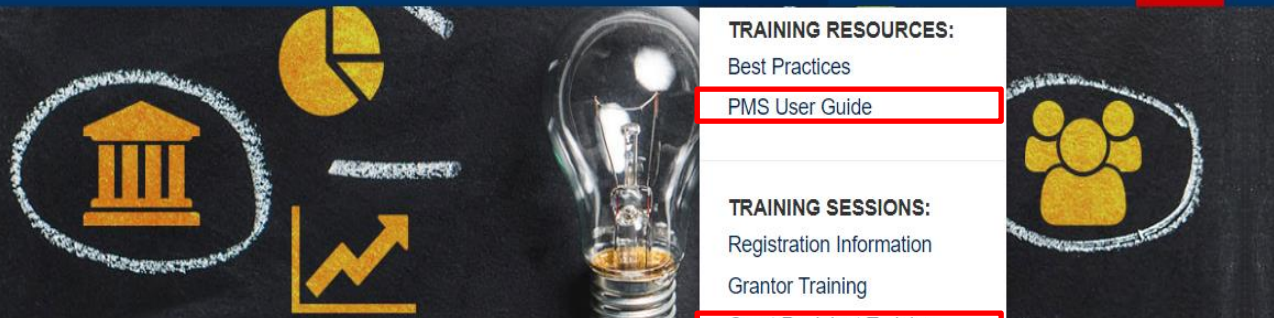
Grantors ▾

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Request Access

Login



TRAINING RESOURCES:

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[PMS User Guide](#)

TRAINING SESSIONS:

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TRAINING RESOURCES:

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PMS User Guide

The PMS User Guide provides instructions on how you can obtain, change or deactivate access, withdraw funds and file Financial Report electronically in PMS.

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PSC
VALUES

CURIOSITY

We continually
question.

PARTNERSHIP

We are bound to
our customers
and each other.

SIMPLICITY

Clean solutions
maximize value.

IMPACT

We accomplish
amazing
amounts of
important work.

PASSION

We inspire each
other with our thirst
for excellence in
public service. 43



Upcoming Training Sessions

The Payment Management Services (PMSvc) will host **Webinar Training Sessions** for recipient organizations. Webinar Training Sessions will feature training on system access, completing a payment request, performing account inquiries, requesting reports, and completing the Federal Financial Report. A question and answer period will be provided at the conclusion of each webinar. Training Sessions are two (2) hours long.

All requests must be received two days prior to training session. Send an E-Mail to PMS_Training@psc.hhs.gov

GRANTEE WEBINAR TRAINING SESSIONS SCHEDULE (US Eastern Time):

- Wednesday, August 19, 2020 – 7 am to 9 am
- Wednesday, October 21, 2020 – 1 pm to 3 pm
- Wednesday, November 18, 2020 – 3 pm to 5 pm



Thank You for Attending



DOL-VETS Contact

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