

PROGRAM SUPPORT CENTER

PSC/FMP



AGENDA

- Background
- Goals
- Federal Financial Report Module
- Live Demo
- Questions

Background

Standard Form 425/Federal Financial Report (FFR) data reported to different systems

- Quarterly reporting in Payment Management System (PMS)
- Annual reporting in multiple systems

VETS executed government-wide objectives to reduce recipient burden

- DATA Act Section 5 Grants Pilot
- OMB Memo 18-24
- President's Management Agenda (PMA)

Goal

VETS goal is to consolidate federal financial reporting through the Payment Management System for recipients by June, 2022

- Improve consistency with one source reporting
- Share financial data across HHS
- Assist in grant monitoring and closeout
- Reduce expired award payments



Currently the following awarding agencies leverage the PMS FFR functionality:

STAFFDIV's & OPDIV's within HHS:

- Administration for Children and Families (ACF)
- Administration for Community Living (ACL)
- Centers for Medicare & Medicaid Services (CMS)
- Assistant Secretary for Preparedness and Response (ASPR)
- Office of the National Coordinator for Health Information Technology (ONC)
- Office of the Inspector General (OIG)

Non-HHS agencies:

- EOP
- USDA
- Department of Treasury
- Department of State
- Department of Veterans Affairs
- Department of Labor
- Election Assistance Commission
- Appraisal Subcommittee

PAYMENT MANAGEMENT SYSTEM



FEDERAL FINANCIAL REPORT (FFR) MODULE

PMS Functionalities

Grant Recipient:

- ✓ Provides availability to search FFR's based on different criteria's Ex. Payee Account, Grant Document number etc.
- ✓ Ability to upload supporting documentation
- ✓ Group Functionality to prepare and certify multiple FFR's at once.

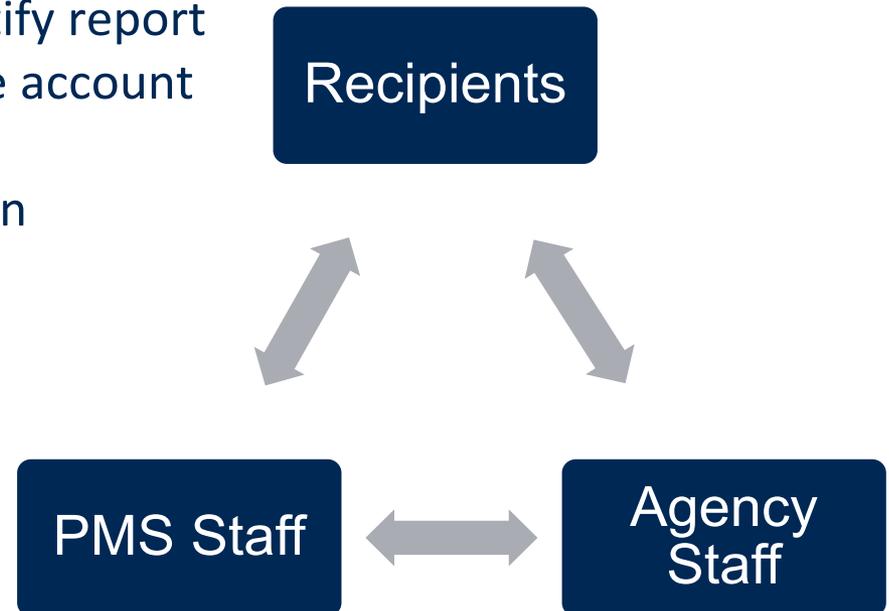
Grantor Agencies:

- ✓ PMS offers a real-time interface to Push and Pull Federal Financial Report Data to the Grant Management System
- ✓ Automated payment validations to ensure FFR's are reconciled prior to submission.
- ✓ Run compliance report
- ✓ Automated notifications to recipients ex. Delinquency Notices
- ✓ Offer various reporting frequencies are available ex. Monthly reports for high-risk recipients
- ✓ Use the Build FFR Functionality to build a custom FFR report

PMS FFR User Roles and Responsibilities

Recipients:

- Request access to FFR
- View, Prepare, Revise and/or certify report
- Combine Authorities on the same account
- View Submission History
- Upload supporting documentation



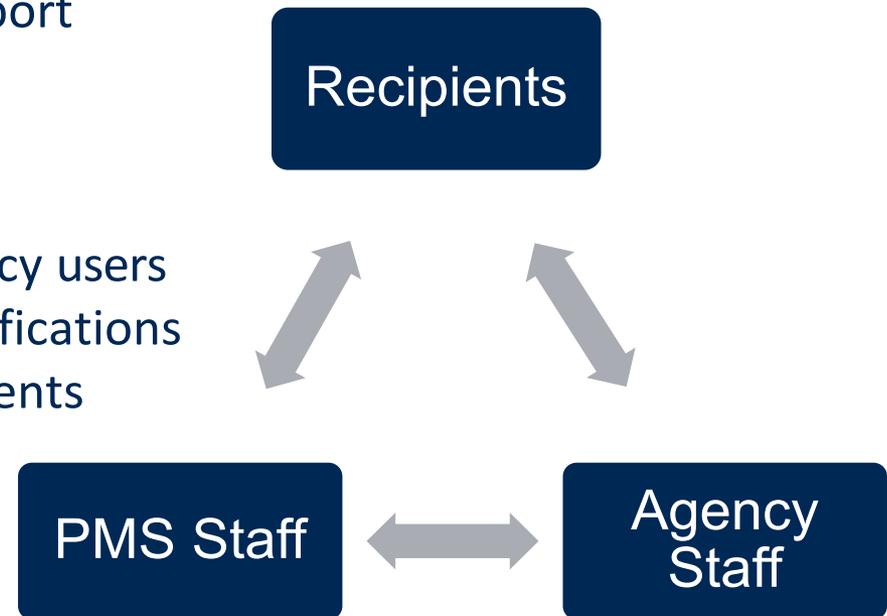
PMS FFR User Roles and Responsibilities Cont'd

Agency Users:

- Provide information for FFR's to be created in PMS
- Review (Approve or Reject) FFR report
- Run Compliance Reports

PMS Staff

- Grant access to recipient and agency users
- Create FFRs based on agency specifications
- Provide technical support to recipients
- Provide FFR trainings



PAYMENT MANAGEMENT SYSTEM



DEMO

Navigating to the Federal Financial Report

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

PSC | Payment Management System

Advanced menu ×

APEX Reports >

Federal Financial Reporting >

User Account Maintenance >

Dashboard

Return to Main Page

PMS USER ACCOUNT NOTIFICATIONS

Expired Will Expire within 5 days Will Expire within 10 days

	Notification	Count	By
1	FFR Delinquent Reports	19 reports	
2	FFR Ready for Prepare/Certify	243 reports	
3	Number of Days until Password Change Required	42 days	2022-07-26 03:17:25 PM
4	Number of Days until Recertification Required	224 days	2023-01-24 12:00:00 AM
5	Payee Accounts	20 accounts	

Records per page 5 Displaying 1 to 5 of 5 items

For more information or assistance please contact us at 1-877-614-5533 or PMSSupport@psc.hhs.gov. [Privacy Policy](#)

Navigating to the Federal Financial Report Cont'd

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
PSC Payment Management System

Search

< Federal Financial Reporting x

- FFR Agency User Guide
- FFR Grantee User Guide
- Federal Financial Report**
- Build Federal Financial Report
- Agency Status Report

Payment Management System Federal Financial Report - Search

To search for a Federal Financial Report for a specific PAN or Federal Grant ID, enter the specific value. Both fields can be searched for partial matches by using an asterisk (*). Select other optional fields to refine your search.

Payee Account Number (PAN): ⓘ Federal Grant ID: ⓘ

Reporting Period: Report Status:

Delinquent Reports: Agency ID:

🔍 Search Results (0)

<input type="checkbox"/>	Payee ▲	Federal Grant ID ▲	Agency ⌵	Report Type ⌵	Reporting Period End Date ▼	Reporting Period Due Date ⌵	Report Submit Date ⌵	Report Status ⌵
Press Search to display results.								

⏪ ⏩ Records per page 10 Showing 0 to 0 of 0 entries

Federal Financial Reports Search

Federal Financial Report - Search

To search for a Financial Status Report for a specific PAN or Federal Grant ID, enter the specific value. Both fields can be searched for partial matches by using an asterisk (*). Select other optional fields to refine your search.

Payee Account Number (PAN): **Federal Grant ID:**

Reporting Period: **Report Status:**

Delinquent Reports:

Search Results (11)									
Payee	Federal Grant ID	Agency ID	Frequency	Report End Date	Report Due Date	Report Submit Date	Report Status	Delinquent	Actions
0000P	16ABCDEF0GH	FHHAG99	Annual	2016-09-30	2016-12-29	2017-01-19	Report Available to be Complete		
0000P	16ABCDEF0GH	FHHAG99	Final	2017-09-30	2017-12-29	2018-09-26	Regional Awarding Agency Approval		
0000P	16ABCDEF0GH	FHHAG99	Annual	2016-09-30	2016-12-29	2017-01-19	HQ Awarding Agency Approval		
0000P	16ABCDEF0GH	FHHAG99	Final	2017-09-30	2017-12-29	2018-09-26	Regional Awarding Agency Approval		
0000P	16ABCDEF0GH	FHHAG99	Annual	2017-09-30	2017-12-29	2017-12-13	Regional Awarding Agency Approval		
0000P	16ABCDEF0GH	FHHAG99	Final	2018-09-30	2019-01-30	2018-12-14	Regional Awarding Agency Review Rejection		
0000P	16ABCDEF0GH	FHHAG99	Annual	2017-09-30	2017-12-29	2017-12-13	Regional Awarding Agency Approval		
0000P	16ABCDEF0GH	FHHAG99	Final	2018-09-30	2019-01-30	2018-12-14	Regional Awarding Agency Approval		
0000P	16ABCDEF0GH	FHHAG99	Semi-Annual	2018-03-31	2018-04-30	2018-04-06	HQ Awarding Agency Approval		
0000P	16ABCDEF0GH	FHHAG99	Final	2018-09-29	2019-01-30	2018-12-14	Report Certified/Pending Agency Approval		

- FFR's can be searched based on different criteria's Ex. Payee Account, Grant Document number etc.
- From the Search Result, Under Actions, Select Review to display the FFR

FFR Information (1 of 7)

Federal Financial Report - Details

REPORT WORKFLOW:

Report Available

Prepare Report

Certify Report

Agency Review

Completed

Prepare Report

Report Details

Status History

Documents

Revision History

Notifications

All Details

FEDERAL FINANCIAL REPORT

(Prescribed by OMB A-102 and A-110)

1. Federal Agency and Organizational Element to Which Report is Submitted:

HHS-ADMINISTRATION FOR CHILDREN & FAMILIES

2. Federal Grant / Subaccount:

04CH01121801

3. Recipient Organization (Name and complete address including Zip code):

UNIVERSITY OF ALABAMA HOSPITALS
1720 8TH AVENUE SOUTH
BIRMINGHAM, AL 35233

4a. UEI:

YND4PLMC9AN7

4b. EIN:

1636005396A1

5. Recipient Account Number or Identifying Number:

2021212



Block 1: Federal agency: This read-only field will prepopulate to read “[Veterans' Employment and Training Service](#)”

Block 2: Federal grant number: This field will prepopulate the alpha-numeric grant number cited on your award document. Verify this grant number is correct. Grantees will complete one SF-425 for each grant number.

Block 3: Recipient organization: This field will prepopulate the grantee organization’s legal name and address and should match the name and address on the award document.

Block 4a. UEI number: This field will be prepopulated based on the UEI number provided by the awarding agency.

Block 4b. EIN: This field will prepopulate the grantee organization’s employer identification number (EIN).

Block 5. Recipient account number: This field should be populated by the grantee noting their recipient account number or organization’s identifier number.

FFR Information (2 of 7)

6a. Report Frequency:	Semi-Annual	
*6b. Report Type:	Interim Report ▼	
*7. Basis of Accounting:	Accrual ▼	
8. Project/Grant Period (month,day,year):	From: 09/30/2016	To: 09/29/2019
9. Reporting Period End Date (month,day,year):	03/31/2017	

Block 6: Report Type: This field is prepopulated based on the requirements received from the awarding agency. The final SF-425 is due 120 days after the grantee has reported all federal expenses for all awards issued under the same grant number or after the grant period end date of the award. A grantee must draw all funds prior to the submission of the final FFR. Grantee is no longer eligible to draw down funds 120 days after the end of the period of performance and the grantee forfeits the remaining eligible balance.

Block 7: Basis of accounting: Mark the appropriate box to specify whether a cash or accrual basis was used for recording financial transactions related to the award.

- Cash basis of accounting refers to the accounting method in which expenses are recorded when they are paid.
- Accrual basis of accounting refers to the accounting method in which expenses are recorded when they are incurred.

Block 8. Project/grant period (from/to): This field will prepopulate with the time period covered by the grant number. Verify this information is correct.

Block 9: Reporting period end date: This field is prepopulated based on the requirements provided by the awarding agency. For final FFRs, the reporting period end dates shall be the end date of the project or grant period.

FFR Information (3 of 7)

*10. Transactions:

Cumulative

(Use lines a-c for single or multiple grant reporting)

Federal Cash (on the GRANT LEVEL) for 10AA000001:

a. Cash Receipts:

153,257.23

b. Cash Disbursements:

153,257.22

c. Cash on Hand (line a minus b):

0.01

Block 10: Transactions: Enter cumulative amounts from the date of the award's inception through the end date of the reporting period specified in "Block 9. Reporting period end date." The cumulative amount is calculated by adding all expenses incurred to date, including all previously reported expenses. Use "Block 12. Remarks" to provide further details or explanations necessary about information listed in this section.

Federal cash

Block 10a. Cash receipts: This field is prepopulated based on the current drawdown in Payment Management System. For quarterly reports its based on all the drawdowns that occurred from the date of award thru the reporting period end date. For final reports, its based on all the drawdowns that occurred thru the liquidation period.

Block 10b. Cash disbursements: This field is prepopulated based on the last reported disbursements by the grantee.

Block 10c. Cash on hand: This field is auto-calculated based on the formula Cash receipts (10A) - Cash disbursements (10B)

FFR Information (4 of 7)

Federal Expenditures and Unobligated Balance:

d. Total Federal funds authorized:	<input type="text" value="200,000.00"/>
e. Federal share of expenditures:	<input type="text"/>
f. Federal share of unliquidated obligations:	<input type="text"/>
g. Total Federal share (sum of lines e and f):	<input type="text" value="0.00"/>
h. Unobligated balance of Federal funds (line d minus g):	<input type="text" value="200,000.00"/>

Federal expenditures and unobligated balance

Block 10d: Total federal funds authorized: This field will pre-populated with the appropriate amount of federal funds authorized as of the reporting period end date. This information can also be found on the award documentation.

Block 10e: Federal share of expenditures: Enter the cumulative amount of federal fund expenditures. The cumulative amount is calculated by adding all expenses incurred to date. The cumulative amount includes all federal share of expenditures for the life of the grant.

Block 10f: Federal share of unliquidated obligations: If a grantee is using accrual/cash basis of accounting and submits a final SF-425, "Block 10f. Federal share of unliquidated obligations" should always be reported "\$0.00" because unliquidated obligations are not acceptable on final reports.

Block 10g: Total federal share: This field will prepopulate with the calculated sum of "Blocks 10e. Federal share of expenditures" and "10f. Federal share of unliquidated obligations."

Block 10h: Unobligated balance of federal funds: This field will prepopulate with the calculated difference of "Block 10d. Total federal funds authorized" and "Block 10g. Total federal share" based on prior period submissions. Upon reporting the current information, this block will recalculate to include the updated information.

FFR Information (5 of 7)

Recipient Share:	
i. Total recipient share required:	20,000.00
j. Recipient share of expenditures:	
k. Remaining recipient share to be provided (line i minus j):	0.00
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):	

Recipient Share

Block 10i: Total recipient share required: This field will be prepopulated with the appropriate amount of federal funds authorized as of the reporting period end date. This information has been provided to PMS by the awarding agency and it can also be found on the award documentation.

Block 10j: Recipient share of expenditures: Enter the cumulative amount of federal fund expenditures. The cumulative amount is calculated by adding all expenses incurred to date. The cumulative amount includes all federal share of expenditures for the life of the grant.

Block 10k: Remaining recipient share to be provided: This field will be prepopulated with the calculated difference of "Block 10i. Total recipient share required" and "Block 10j. Recipient share of expenditures". Upon reporting the current information, this block will recalculate to include the updated information. Note: if the recipient share of expenditures are greater than recipient share required, then "\$0" will be reflected. Additionally, the grantee must ensure that they meet their matching requirements per the terms and condition of the grant.

Program Income:

Block 10l: Total Federal Program Income Earned: Enter the amount of Federal program income earned. Do not report any **program** income here that is being allocated as part of the recipient's cost sharing amount included in Line 10j.

Block 10m: Program Income Expended in Accordance With the Deduction Alternative: Enter the amount of program income that was used to reduce the Federal share of the total project costs.

Block 10n: Program Income Expended in Accordance With the Addition Alternative: Enter the amount of program income that was added to funds committed to the total project costs and expended to further eligible project or program activities.

Block 10o: Unexpended Program income (Line 10l Minus Line 10m or Line 10n): This field will be prepopulated with the calculated difference of "Line 10l minus Line 10m or Line 10n". This amount equals the program income that has been earned but not extended, as of the reporting period end date.

FFR Information (6 of 7)

11. Indirect Expense:

a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
<input type="text" value=""/>	0.00	<input type="text" value=""/>				
<input type="text" value=""/>	0.00	<input type="text" value=""/>				
g. Totals:					0.00	0.00

Indirect expense: Enter cumulative amounts from the date of the inception of the award through the end date of the reporting period specified in “Block 9. Reporting period end date.” The cumulative amount is calculated by adding all expenses incurred to date. Use the multiple rows to indicate separate types and rates. Use “Block 12. Remarks” to provide further details and explanations necessary about information listed in this section.

Block 11a: Type If applicable: The grantee should state whether the indirect cost rate(s) is (are) provisional, predetermined, final, or fixed.

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

Block 11c: Period from; period to; If applicable: Enter the beginning and ending effective dates for the rate(s).

Block 11d: Base If applicable: Enter the amount of the base against which the rate(s) was (were) applied.

Block 11e: Amount charged If applicable: This field will prepopulate a calculation indicating the amount of indirect costs charged during the time period specified (11b x 11d). Verify this information is correct.

Block 11f: Federal share If applicable: Enter the federal share of the amount listed in “Block 11e. Amount charged.”

Block 11g: If applicable Totals If applicable: This field will pre-populate a calculation indicating the summed amounts of “Block 11d. Base,” “Block 11e. Amount charged,” and “Block 11f. Federal share.”

FFR Information (7 of 7)

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

*Prepared by:

Phone No.:

+1 (888) 777-6666

Email Address:

email.address@mail.com

Date Report Prepared:

02/28/2019

Block 12: Remarks If applicable: Use “Block 12. Remarks” to provide further details and explanations necessary about information listed in this report, specifically “Block 10. Transactions.” Use “Block 12. Remarks” to provide an explanation why the grantee is delinquent in submitting the SF-425.

Block 13: Certification Mandatory: The certifying official is the individual who has the knowledge and authority to certify that the figures reported on the SF-425 are accurate and complete.

Block 13a: Name and title of authorized certifying official: This line item will be pre-populated with the certifying official’s name and title.

Block 13b: Signature of authorized certifying official: The authorized certifying official must sign here; therefore from the dropdown box, please select the authorized certifier.

Block 13c: Telephone: This line item is pre-populated with the telephone number (including area code and extension) for the individual listed in “Block 13a. Name and title of authorized certifying official.”

Block 13d: E-mail address: This line item is pre-populated with the e-mail address of the individual listed in “Block 13a. Name and title of authorized certifying official.”

Block 13e: Date report prepared/submitted: This line item is pre-populated based on when the grantee certifies the report in Payment Management System.

Block 14: Agency use only Not applicable : This section reserved for federal agency use only.

How to Update Permissions or Request Access

Grantees who do not have access to PMS should submit a new user access request to PMS. Copy or Click on the link below and follow the instructions to request access:

<https://pms.psc.gov/grant-recipients/access-newuser.html>

Grantees who currently have access to PMS and are submitting/certifying the FFR's on behalf of their organization, should login to PMS and update their permissions to request access to the FFR Module. Copy or click on the link below and follow the instructions on how to update user permission: <https://pms.psc.gov/grant-recipients/access-changes.html>

Note: It can take up to 3 days to process the User Access Request.

System Manual and Reports

The Payment Management website provides you guidance on how to access financial reports that provides grantees an overview of how to run online inquiries in the system. Additionally, the website also provides you information on how to access the available user guides.

❑ Reports that are available is as follows:

- ❑ Adhoc Grantee Inquiry Report: <https://pms.psc.gov/grant-recipients/adhoc-grantee-inquiry.html>
- ❑ Apex Manual: <https://pms.psc.gov/grant-recipients/apex-manual.html>

❑ User guides that are available is as follows:

- ❑ Adhoc Grantee Inquiry User Guide: <https://pms.psc.gov/pms-user-guide/adhoc-grantee-inquiries.html>
- ❑ FFR User Guide: <https://pms.psc.gov/pms-user-guide/federal-financial-report.html>
- ❑ Apex Manual: <https://pms.psc.gov/pms-user-guide/apex-reports-manual.html>



PMS Information

Internet Access

Payment Management Services
Home Page
pms.psc.gov

Hours of Operation

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

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

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

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
Juneteenth National Independence Day
Fourth of July
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day

Point of Contacts

Help Desk Information:

Telephone Number: 877-614-5533

E-Mail: PMSSupport@psc.hhs.gov

Submit an Online Ticket: https://gditshared.servicenowservices.com/hhs_pms.

Inquiries

For all inquiries related to liquidation extensions which includes date changes in PMS, expired payment rejections, missing FFR's, FFR due date changes and incorrect data populated on Lines items 1 thru 9 of the FFR in PMS please contact the Grants Management Officer or Grants Management specialist listed on the Notice of Grant Award.

For all inquiries related to the data populated on the FFR for Line item 10a. Cash Receipts, 10b. Cash Disbursements and line item 10d. Total Federal Funds Authorized and technical assistance needed, please contact PMS Helpdesk. Please ensure that you provide the Payee Account Number (PAN), PMS Document Number and Sub-account number and provide the details of the issue.

You may also contact your PMS Liaison Accountant. To locate your accountant, please select the link below.

<https://pms.psc.gov/find-pms-liaison-accountant.html>

Thank You

CONTACT INFORMATION:

Mausami Kothari

Director, PMS

Office: 301-492-5505

Mobile: 202-868-7701

Email: Mausami.Kothari@psc.hhs.gov