Veterans' Employment and Training Service

Payment Management System (PMS)

This session should familiarize you with navigating the PMS to find, track, and complete your quarterly Federal Financial Reports (FFR)

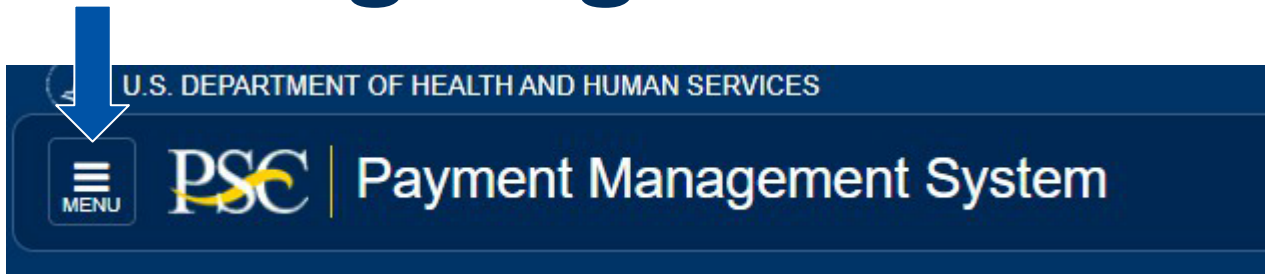
PMS Functionalities for Grant Recipients

- System Functionalities
  - Able to search FFRs using Payee Account Number (PAN) or Federal Grant ID
    - Best to search by PAN if you have more than one active grant
  - Prepare and certify multiple FFRs at once
  - Upload supporting documentation
- Grant Recipients Can
  - Review previous FFRs
  - View, prepare, revise and/or certify FFRs (based on roles)
  - Combine authorities on the same account
  - View submission history
  - Upload supporting documentation

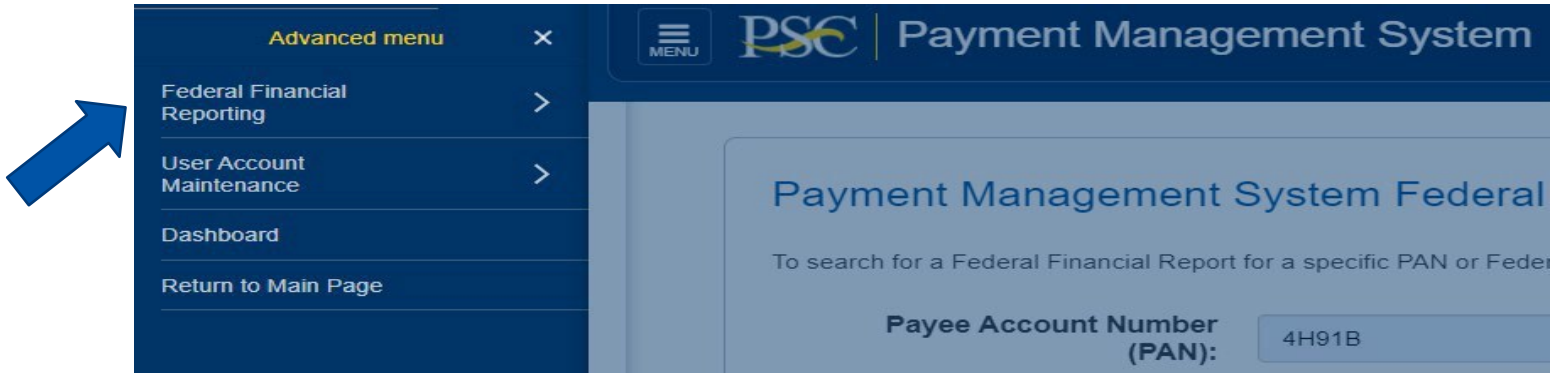
PMS Report Generation

- FFRs
  - Report is generated by the data warehouse system currently called GrantSolutions
    - GrantSolutions uses the organizational and grant-specific information from your application as well as Awarding Agency information input into the system
    - When generated, the report is delivered to the PMS for completion quarterly
    - If for any reason there is an error with your administrative data or award amount, you can communicate through the form's Remarks Section to your Grant Officer's Technical Representative (GOTR)
  - Financial information is entered on your FFRs by the PMS
    - While there are editable fields, the PMS will enter the cumulative amount of funds you have drawn from your account through the end of the reporting period
    - There are several auto-calculated totals the form will provide as well
    - If for any reason there is an error with your financial data, in an area that you cannot edit, you can communicate through the form's Remarks Section to your GOTR

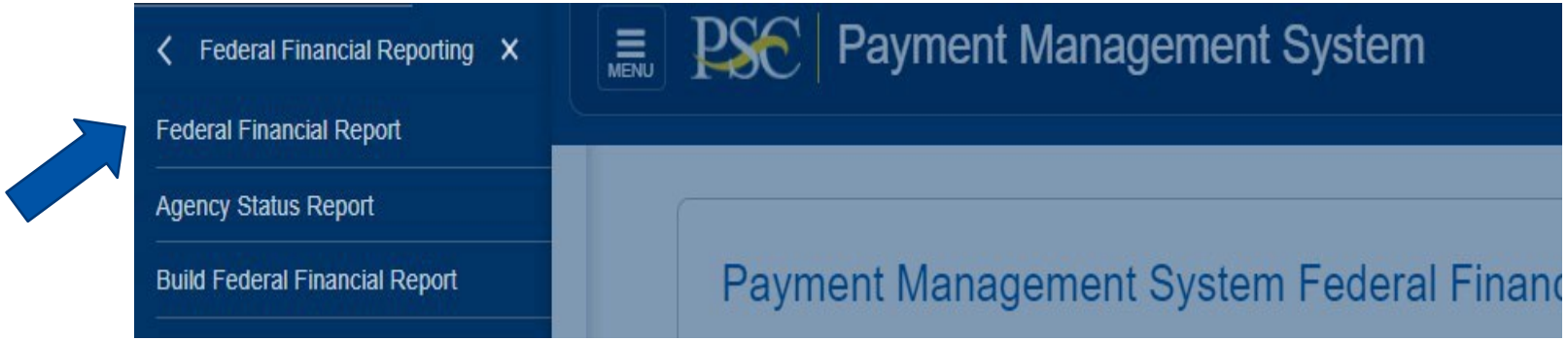
Navigating to the FFR in the PMS



Click Menu to open to the Advanced menu



Click Federal Financial Reporting from the Advanced menu



Click Federal Financial Report from the Federal Financial Reporting menu

Federal Financial Reports Search

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:	All Periods	**Report Status:**	All Report Statuses
Delinquent Reports:	Show All Reports	**Agency ID:**	All Grant Agencies
Form:	Show SF-425 and ETA-9130	**DOL ETA-9130 Region:**	All Regions

Clear Form | Search | Cancel

FFRs can be searched by:
PAN or Federal Grant ID

	Payee	Federal Grant ID	Agency	Report Type	Reporting Period End Date	Reporting Period Due Date	Report Submit Date	Report Status	Form Type	Delinquent	Actions
☐	[redacted]	[redacted]	DOL/VETS	Quarterly	2023-06-30	2023-07-30		Report Available to be completed	SF-425		
☐	[redacted]	[redacted]	DOL/VETS	Quarterly	2023-03-31	2023-04-30	2023-04-27	Awarding Agency Approval	SF-425		
☐	[redacted]	[redacted]	DOL/VETS	Quarterly	2022-12-31	2023-01-30	2023-01-30	Awarding Agency Approval	SF-425		

From the search result, under the Actions column, select Review to display the associated FFR pending action

Veterans' Employment and Training Service (VETS) Report Tracking (1 of 2)

This is a partial (VETS) view of the Dashboard in the PMS to show Delinquent and Ready for Approval FFRs

PMS USER ACCOUNT NOTIFICATIONS

Expired *Will Expire within 5 days* *Will Expire within 10 days*

	Notification	Count	By	Actions
1	FFR Delinquent Reports	10 reports		
2	FFR Ready for Agency Approval	112 reports		

This partial (VETS) listing shows delinquent FFRs when selecting the Action icon on the Dashboard above (line 1).

	Payee	Federal Grant ID	Agency	Report Type	Reporting Period End Date	Reporting Period Due Date	Report Submit Date	Report Status	Form Type	Delinquent	Actions
	[redacted]	[redacted]	DOL/VETS	Quarterly	2024-04-30	2024-05-30		Report Available to be completed	SF-425		
	[redacted]	[redacted]	DOL/VETS	Quarterly	2024-03-31	2024-04-30		Report Available to be completed	SF-425		
	[redacted]	[redacted]	DOL/VETS	Quarterly	2024-03-31	2024-04-30		Report Available to be completed	SF-425		
	[redacted]	[redacted]	DOL/VETS	Final	2023-12-31	2024-04-29		Report Prepared by Grantee	SF-425		

VETS can view all reports and the status of each report throughout the life cycle of the award. Your GOTR also tracks your quarterly reports through the PMS for timeliness and accuracy.

FFRs are reported as delinquent 1 day after the posted Reporting Period Due Date.

VETS Report Tracking (2 of 2)

This is a partial (VETS) view of the Dashboard in the PMS to show report history and status.

PMS USER ACCOUNT NOTIFICATIONS

Expired | Will Expire within 5 days | Will Expire within 10 days

	Notification	Count	By	Actions
1	FFR Delinquent Reports	10 reports		
2	FFR Ready for Agency Approval	112 reports		

This partial (VETS) listing shows FFRs Ready for Agency Approval when selecting the Action icon on the Dashboard above (line 2).

	Payee	Federal Grant ID	Agency	Report Type	Reporting Period End Date	Reporting Period Due Date	Report Submit Date	Report Status	Form Type	Delinquent	Actions
	[redacted]	[redacted]	DOL/VETS	Quarterly	2024-03-31	2024-04-30	2024-04-23	Report Certified/Pending Agency Approval	SF-425		
	[redacted]	[redacted]	DOL/VETS	Quarterly	2024-03-31	2024-04-30	2024-04-18	Report Certified/Pending Agency Approval	SF-425		
	[redacted]	[redacted]	DOL/VETS	Quarterly	2024-03-31	2024-04-30	2024-04-18	Report Certified/Pending Agency Approval	SF-425		
	[redacted]	[redacted]	DOL/VETS	Quarterly	2024-03-31	2024-04-30	2024-04-05	Report Certified/Pending Agency Approval	SF-425		

The Report Status column tracks your FFR from creation to approval (status options are below):

- Report Available to be completed – GrantSolutions has delivered information to PMS to generate your report
- Report Prepared by Grantee – Your representative has completed the financial information, but the report is not Certified yet
- Report Certified/Pending Agency Approval – Your representative has Certified your report (shown above)
- Awarding Agency Approval – Your GOTR has accepted and approved your report

Actions to Track FFRs in the PMS (1 of 2)

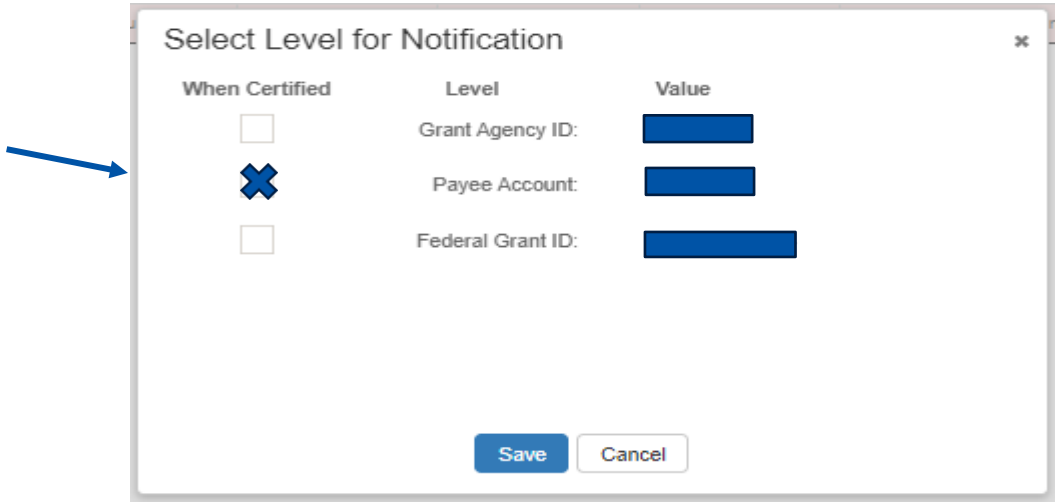
This partial (VETS) listing shows FFRs in the PMS when searching by PAN.

	Payee	Federal Grant ID	Agency	Report Type	Reporting Period End Date	Reporting Period Due Date	Report Submit Date	Report Status	Form Type	Delinquent	Actions
☐	[redacted]	[redacted]	DOL/VETS	Annual	2022-06-30	2022-09-28	2022-08-30	Awarding Agency Approval	SF-425		
☐	[redacted]	[redacted]	DOL/VETS	Quarterly	2021-12-31	2022-01-30	2022-05-24	Awarding Agency Approval	SF-425		
☐	[redacted]	[redacted]	DOL/VETS	Quarterly	2021-09-30	2021-10-30	2022-01-27	Awarding Agency Approval	SF-425		
☐	[redacted]	[redacted]	DOL/VETS	Quarterly	2021-06-30	2021-07-30	2021-11-08	Awarding Agency Approval	SF-425		

- The reports in the image above are not subscribed to by the user.
- The red X next to the envelope icon means the user is not subscribed to track actions related to this report.
- To ensure the PMS notifies you when the report(s) are certified, you can subscribe to be notified.
- Click on the envelope icon and a pop-up will appear offering you choices of what level you would like to be notified.

Actions to Track FFRs in the PMS (2 of 2)

Regardless of the report you clicked the envelope for (Actions column), you will see the image below:



- When choosing the best level to track the reports, please select the Payee Account level.
- Selecting the Federal Grant ID would only notify you of the specific grant ID listed. For HVRP grants with multiple-year funding, the PMS would not notify you of the other active grants you are responsible for.
- Selecting the Grant Agency ID is fine if you are a smaller organization, but if you are a part of a larger organization with grants supported by the PMS you would receive notices for all active grants for the organization as well as yours.

FFR Information (1 of 7)

Federal Financial Report - Details

REPORT WORKFLOW: Report Available | Prepare Report | Certify Report | Agency Review | Completed

Preview 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:	DOL-VETERANS EMPLOYMENT & TRAINING SERVICE
2. Federal Grant / Subaccount:	[redacted]
3. Recipient Organization (Name and complete address including Zip code):	[redacted]
4a. UEI:	[redacted]
4b. EIN:	[redacted]
5. Recipient Account Number or Identifying Number:	[redacted]

- Block 1: Federal agency: This field will prepopulate with VETS' name.
- 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*. Grant recipients complete one Standard Form (SF)-425 for each grant number per quarter until the end of the period of performance (PoP).
- Block 3: Recipient organization: This field will prepopulate your organization's legal name and address as entered on the SF-424 and should match the name and address on the award document. *Verify this name is the same as recorded in the agency's System for Award Management (SAM) registration.*
- Block 4a. UEI number: This field will prepopulate your organization's Unique Entity Identifier (UEI) provided by your SAM registration.
- Block 4b. EIN: This field will prepopulate your organization's Employer Identification Number (EIN) provided by your Internal Revenue Service (IRS) registration.
- Block 5. Recipient account number: This field will prepopulate the account number or other identifying number assigned by the PMS. This should not include bank account information.

FFR Information (2 of 7)

6. Report Type:	Quarterly
7. Basis of Accounting:	Accrual
8. Project/Grant Period:	From: 10/01/2022 To: 12/31/2024
9. Reporting Period End Date:	06/30/2023

- Block 6: Report Type: This field will prepopulate based on the requirements received from the awarding agency. The final SF-425 is due 120 days after the grant recipient has reported all federal expenses for all awards issued under the same grant award or after the grant PoP end date. A grant recipient must draw down all funds prior to the submission of the final FFR. Grant recipients are no longer eligible to draw down funds 120 days after the end of the PoP.
- Block 7: Basis of accounting: Select the appropriate box to specify whether a cash or accrual basis was used for recording financial transactions related to the award. All HVRP grants awarded after July 1, 2024, are required to report on the accrual method of accounting in which expenses are recorded when they are incurred.
- Block 8. Project/grant period (from/to): This field will prepopulate with the full PoP of the award. Verify this information is correct.
- Block 9: Reporting period end date: This field will prepopulate based on the requirements provided by the awarding agency. For final FFRs, the reporting period end date shall be the PoP end date.

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 [redacted]	
a. Cash Receipts:	560,769.55
b. Cash Disbursements:	560,769.55
c. Cash on Hand (line a minus b):	0.00

- Block 10: Transactions: Enter *cumulative* amounts from the award date through the reporting period end date, specified in Block 9. Use “Block 12. Remarks” to provide further details or explanations necessary about information listed in this section. A common error is reporting only the current quarter’s cash receipts and cumulative cash disbursements, leading to a negative balance. Negative figures indicate an error and must be corrected prior to submission to your GOTR for review and approval.

Federal Cash

- Block 10a. Cash receipts: This field should report the cumulative amounts of federal cash transactions. For quarterly reports, it is based on all the draw downs that occurred from the award date through the reporting period end date. For final reports, it is based on all the draw downs that occurred from the award date through the liquidation period.
- Block 10b. Cash disbursements: This field will prepopulate based on all draw downs from the award date through the end of the reporting period.
- Block 10c. Cash on hand: This field is auto-calculated based on the formula Cash receipts (10A) - Cash disbursements (10B). Per guidance, a maximum of three days' worth of cash on hand is authorized for operating expenses and immediate cash needs. If the amount of cash on hand exceeds this limit you must communicate through the form's Remarks Section to your GOTR.

FFR Information (4 of 7)

Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized:	3,036,043.00
e. Federal share of expenditures:	
f. Federal share of unliquidated obligations:	
g. Total Federal share (sum of lines e and f):	0.00
h. Unobligated balance of Federal funds (line d minus g):	3,036,043.00

Federal expenditures and unobligated balance

- Block 10d: Total federal funds authorized: This field will prepopulate with the appropriate amount of federal funds authorized as of the reporting period end date. This information can also be found in the award document.
- Block 10e: Federal share of expenditures: Enter the cumulative amount of federal fund expenditures. The cumulative amount is based on all expenditures that occurred from the award date through the reporting period end date. It is crucial to accurately enter the cumulative federal share of expenditures according to the grant's basis of accounting.
- Block 10f: Federal share of unliquidated obligations: Enter the amount of unliquidated obligations (if any). When submitting your final FFR, the recorded amount must be "$0.00," because unliquidated obligations may not be reported on final reports.
- Block 10g: Total federal share: This field will prepopulate with the calculated sum of 10e and 10f.
- Block 10h: Unobligated balance of federal funds: This field will prepopulate with the calculated difference of 10d and 10g.

FFR Information (5 of 7)

Recipient Share:	
i. Total recipient share required:	0.00
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 and line n):	0.00

Recipient Share: (if applicable)

- Block 10i: Total recipient share required: This field will prepopulate with the appropriate amount of federal funds authorized as of the reporting period end date. This information has been provided to the 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 includes all federal share of expenditures for the life of the grant.
- Block 10k: Remaining recipient share to be provided: This field will prepopulate with the calculated difference of 10i. and 10j.

Program Income: (Not applicable to most HVRP grant awards)

- 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 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 prepopulate with the calculated difference of 10l minus 10m or 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
1.					0.00	
2.					0.00	
						Add Line
			g. Totals:	0.00	0.00	0.00

Indirect expense:

Enter cumulative amounts from the date of the award through the end date of the reporting period specified in Block 9. Use the multiple rows to indicate separate types and rates, as applicable. You can add lines as necessary in this section. Use Block 12 to provide further details and explanations necessary about information listed in this section, if applicable.

- Block 11a: Type: The grant recipient should select whether each indirect cost rate is provisional, predetermined, final, or fixed.
- Block 11b: Rate: Enter the indirect cost rate in effect during the reporting period.
- Block 11c: Period from, Period to; Enter the beginning and ending effective dates for the rate.
- Block 11d: Base: Enter the amount of the base against which the rate was applied.
- Block 11e: Amount charged: 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: Enter the federal share of the amount listed in 11e.
- Block 11g: Totals: This field will prepopulate a calculation indicating the summed amounts of 11d, 11e,and 11f.

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.:	
Email Address:	
Date Report Prepared:	

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:	-
b. Signature of Authorized Certifying Official:	
c. Telephone (Area code, number and extension):	
d. Email Address:	
e. Date Report Submitted:	

- Block 12: Remarks (if applicable): Use this block to provide further details and explanations necessary about any information listed in this report. This is a direct way to communicate to your GOTR about your report. This is also the area where the report preparer verifies their information is accurately recorded on the report. The preparer's information should prepopulate based on log-in information in the PMS.
- Block 13: Certification Mandatory: The certifying official is the individual who has the knowledge and authority to certify that the figures reported on the FFR are accurate and complete.
- Block 13a: Name and title of authorized certifying official: This will prepopulate with the certifying official's name and title.
- Block 13b: Signature of authorized certifying official: The authorized certifying official must sign here; therefore, please select the authorized certifier from the drop-down box.
- Block 13c: Telephone: This will prepopulate with the telephone number (including area code and extension) for the individual listed in 13a. Block 13d: E-mail address: This will prepopulate with the e-mail address of the individual listed in 13a.
- Block 13e: Date report prepared/submitted: This will prepopulated based on when the report is certified in the PMS.

Questions

How to Update Permissions or Request Access

- Grant recipients who do not have access to the PMS should submit a new user access request. Copy or click on the following link and follow the instructions to request access.
- Grant recipients who currently have access to the PMS and are submitting/certifying the FFRs on behalf of their organization should log in to the PMS and update their permissions to request access to the FFR Module for new awards. Copy or click on the following link and follow the instructions on how to update user permission.
- Note: It can take up to 7 to 10 business days to process a New User Access Request.

System Manual and Reports and Log In Help

- The PMS provides you guidance on how to access financial reports and provides grant recipients an overview of how to run online inquiries in the system. Additionally, the website also provides you with information on how to access the available user guides.
- For general help logging in, follow the logging into PMS instructions.
- The PMS help desk cannot provide PANs or PINs for your account. These are used for verification processes within the PMS. This information can be found in your welcome letter from the Office of Grants Management. If you do not have your award letter with this information, you may contact the Grants Management Specialist listed on your award document for assistance.