

BEGIN SESSION 2

Nicole Dunning: Yes, thank you Rocco. The Payment Management System is the system that you will use to draw down grant funds. In this presentation, I will give you an overview of the Division of Payment Management, which houses the Payment Management System.

I will give you information on accessing the system and doing account inquiries. You will learn how to access the Payment Management System and perform payment requests.

You'll also learn how to do the PSC 272 electronic reporting system. You'll learn about remittances and information sources.

The mission of the Division of Payment Management is to provide world class, grant-type payments, cash management, grant-accounting support services to HHS and other Federal departments and agencies; to disburse, account for, and manage Federal grant-type funds; to offer a full service in centralized grant payment and cash management system which receives payments, edits for accuracy and content, transmits to either the Federal Reserve Bank or the U.S. Treasury for deposits into the grantee's bank account.

The objectives of the Division of Payment Management are to provide a central point for grant type payments, interest collection and debt management; to provide for efficient cash management, to provide service and capability for all government agencies, to provide recipients on-line capabilities to request funds and query balances; to provide agencies on-line access to financial grant information and financial reporting; to enable

operational efficiencies through economics of scale; and to provide a central grant site database for Federal Government.

Our Organization History

In 1969 the Payment Management System was developed for NIH. In 1989 we began offering our services to cross-servicing agencies. In 1995 the program support center which houses the Payment Management System was established.

And due to the success of the Payment Management System, it was selected as one of two grant type payment - two grant payment systems for the entire Federal Government.

The other system is Treasury's Automated Standard Application for Payment, which is also known as ASAP.

In July 2000, we launched the current version of the Payment Management System, which is what we use today. This system is available via the Internet.

We service Federal - 14 Federal departmental-level customers. Within those agencies there are 53 grant-awarding offices and agencies.

This is our organizational chart. Our current Acting Director is Mr. Brian Harris. Within the Division of Payment Management there are two payment branches as shown directly under the DPM Director.

The payment branches are staffed by liaison accountants who assist grant recipients with payment process, with financial reporting functions, and with getting access to information within the system.

Each grant recipient is assigned to a specific liaison accountant, primarily depending on your account type and geographic location.

These are the services that are offered by the Division of Payment Management. We offer centralized payment, cash management, grant accounting, financial reporting, debt management, audit assistance and staff support.

This is a grant life cycle. This will show you the role that you as a grantee play as well as what the awarding agency does and what the Division of Payment Management does.

You as the grantee, when you submit your application it is reviewed by the awarding agency. Once it is approved the grant data is submitted to the Payment Management System.

The Payment Management System will update its database and then you the grantee are able to draw funds from our system.

On a quarterly basis you will complete the 272 Federal cash transaction report and you will report your disbursements for these grants.

The PMS transmits this information to the awarding agencies. And the awarding agencies review this information for compliance with regulations.

Once the authorization, disbursed amount and payments amount equal in the Payment Management System, then the awarding agency is able to close your grant.

Getting started, what you will need from us. First - what we will need with you, I'm sorry. We'll need your direct deposit form. The only form that we

accept is the SF 1199 A. We'll also need a contact information sheet with you - from you which will provide us with your name, title, phone number, email address and your PIN number.

What you'll need from us - the PIN and PAN number for your account. You'll need a user name and password so that you can access the Payment Management System. And you'll need a password to access the electronic PSC 272 reporting system.

This is a standard Form 1199 A, which is the only banking form that we accept. Some common errors that occur on this form are that there are corrections in the depositor account number and bank routing number, the depositor account title is not filled in, the depositor account title does not match the name of the payee.

Section 1B of this form should only have the name of the payee. It should never have the name of a person, as grants are not issued to people. You could access the form by going to our Web site at www.dpm.psc.gov. You can click on "Grant Recipient Information" and you can click on "Forms."

This is the contact information sheet. This is the form that we use to collect your information. You should send in this form with the 1199 form.

You can also get this sheet off our Web site if you go to grant recipient info, go to forms and it's listed under the primary contact form.

In order to access the Payment Management System, you'll need to go to our Web site, which is www.dpm.psc.gov. The hours of operation for the Payment Management System are 7 a.m. to 6:30 p.m. Eastern Standard Time Monday through Friday.

If for any reason you should need a password reset, you may contact the PMS help desk at 1-877-614-5533. Their fax number is 301-443-8362. Or you can email them at pmssupport@psc.gov.

This is our Web page. Again you would go to www.dpm.psc.gov. You would click on the “Payment Management System” or “SmartLink.” And then you would have three options.

You'll have smart link payment request, Payment Management System and electronic 272. In order to access the payment system, you would click on either the “SmartLink” payment request or the “Payment Management System.”

Also notice to the right under status, when the system is available it will say “available.” If it's unavailable during business hours then it means that it's just been taken down for servicing and it will be back up shortly.

Your first time going into our system you will use the user name that you were given and you will use a temporary password that you were given.

And you will enter that information into these links. And you will select okay. If it's your first time logging into our system, under the information access bar, you will see the words your password is temporary, you must change it now to access on the new options.

If this is not your first time going into the system, the system will have a note letting you know how many days you have until your password expires.

Also underneath the writing there is a DPM message board which generally lets you know the next date that the 272 is due.

Once you click the access bar you'll come into the system, and you will be directed to my user info. If this is your first time going into the system, this is the only option that you will have.

You will need to change your password first before going on to do anymore functions in the Payment Management System.

In order to change your password, you'll click on "My User Info." And then you will go to the middle of your screen. You will enter the temporary password that was given to you, and you will enter your new password, and you'll be prompted to confirm the password. The password must be at least eight characters long. It must contain at least one letter and it must contain at least one number.

Once you enter this information you will click on "Change." And then you'll be prompted to enter this information again. You'll enter the user name that you were given and you'll enter your new password. You'll select okay.

And if your password has been accepted, you will see this message that says change transaction complete. Then you'll be able to do any other functions that you choose into the Payment Management System.

Next we'll talk about ad hoc grantee inquiries. There are four inquiries in the Payment Management System. You can check your account balance, any authorization transactions, the payment data and your summary grant data.

In order to get to your inquiries, once you're in the system you can click on "Inquiry" and then hit - click on "Ad Hoc Grantee Inquiries." Then you would select the drop down menu which is in the middle of your screen.

If you have any questions on any definitions of your inquiries, you're more than welcome to click on the question mark which is in the upper right-hand corner.

The first inquiry that we're going to look at is the account balance data. You're going to come to this next screen in which you must enter your PIN or payee account number.

Then you would click on "Run Inquiry." And the account - this inquiry will tell you how much you have authorized. It will show you the payments issued in total and the funds that you have available.

The next inquiry is your authorization transaction. You would select that inquiry and click on "Continue." You would enter your PIN or payee account number.

This inquiry will show you all of the authorizations that have ever been issued and put into this account. You'll have your PIN and PAN number at the top. You'll see a T C which stands for transaction code.

The common code that you will see in this system will be an O5O, which would be an obligation. Next to it you will see a string of numbers which is fiscal year common accounting information.

Next to that you'll see the incremental authorization amount of each award. At the bottom of each award you will see a net TC, which would be the net - the total amount of the award issued.

You will see a post date which would be the date that the award posted in the Payment Management System. You will see the start and end dates of your

grants which should match your notice of grant award. And you'll see the issue date, which should match your notice of grant award as well.

Your next inquiry is your payment data. You'll select payment data and you'll click on "Continue." You enter your PIN or payee account number.

And this will be a listing of all the payments that you've ever received out of the Payment Management System. The common transaction code is a 927. The debit date is the date that the funds were deposited into the bank.

The posted date is the date that you request your funds. The amount is the amount of your request. Then you will have the date. Then you'll have the schedule, this would be the schedule that went to the Federal Reserve or Treasury, and then you'll see a confirmation number.

At the bottom of your screen you'll see a total of all the advances on the accounts.

The next inquiry is your summary grant data. You will select "summary grant data" and click "Continue." You will enter your PIN or payee account number.

And then you'll see a listing of all of your grants. The first column will be - it will say AGY and that will just be an agency identifier. And then you'll see your grant numbers.

You'll see the authorized amount for each grant. Then you'll see a column that says "disbursed." This is the last cumulative amount that you reported on 272 for this grant.

Under the RPD - RPT disbursed - that is the date for the 272 that you last reported on this grant.

The last letters that you will see will be “DS,” which stand for document status, and “O” will mean that the grant is still open. A “C” will mean that the grant is closed.

In the middle of the screen you will see your total authorized amount, which would be your total authorizations in the account. And then you'll see the total disbursed amount, which would be the cumulative amount of all your grants, the disbursements that you've reported on those grants.

Next we'll talk about requesting funds from the Payment Management System. Once you're in the Payment Management System, you can click on “Payment” and then you'll click on “Request for Payment.”

You'll enter your payee account number and then you'll click on “Accounts.” You will then enter your information, your name, your phone number, your email address.

Your payment due date will always be the next business day. If for any reason you need to request funds in advance, you can do - you can put a payment request in the system for up to 30 days in advance.

You need to contact your PMS accountant, and we'll set your account for warehouse and so that you can put in your payment request for a future date.

The expected disbursement amount will be the amount that you're expecting to disburse. Cash on hand would be cash on hand - any Federal funds that you have left over from a previous Federal draw.

This does not mean that's your own personal company's funds. This is something that would be left over from a previous Federal draw only. And your payment request amount will be the amount that you plan on dis - spending at this time.

Once you enter that information, you'll click on "Continue." This is what your screen will look like once you've have all of your information filled in. And then once you've finished, you can click "Continue."

Then it will show you a summary of your payment requests. And if it's okay, then click on "Request Payment."

And this [slide showing screen capture] "Request Payment/Complete Transaction Information." This does give you a reference number. However, if you have any questions regarding a payment, you will need to call with the payee account number.

Once you come to this screen you can click on "Done."

Next we'll talk about reasons that payments are denied. They may be denied because of an agency restriction, reasonableness.

You are given a grant period. We will contact you to find out if we believe that you're drawing excess amounts. However, the payment can be rejected for reasonableness.

They will be rejected if your PSC 272 is late. The PSC 272 is due 45 days after the quarter end date. Your payment request can be rejected because of excess cash on hand that is reported on your 272.

On your 272 if you do have cash on hand, you are given the option of reporting how many days it will take you for your cash balance to get to zero.

Also your payment request may be rejected due to agency approval and confirmation.

The PSC 272, it's used by Federal grant awarding agencies. They're compared with the 269 financial status report. Some awarding agencies base their de-obligations based on the 272 report.

The 272 is used as a cash management tool for the Federal Government as well as the grantee. It is a data source for audit purposes. The data source for the measurement of Federal grant performance as well.

The Payment Management System recipient reporting requirements are consistent with OMB policies and the standards for government-wide reporting.

In order to account for the use of Federal funds, grant recipients are required to complete the Federal Cash Transaction Report. The Division of Payment Management uses an automated PSC 272 as approved by OMB for the electronic reporting.

The DPM's electronic 272 system uses the Internet to provide a fast, efficient and easy way to meet the PSC 272 reporting requirements.

The PSC 272 reports are furnished to all recipients with active PMS accounts. A PSC 272 and its corresponding reports, PSC 272-A through G, are produced for each recipient payee account, if applicable.

Since recipients may have more than one account in the Payment Management System, those recipients may receive more than one PSC 272.

The PSC 272 reports are generated for the end of each calendar quarter, December 31, March 31, June 30 and September 30.

The PSC 272 reports are generated the first weekend after the end of each quarter. The electronic 272 data is generally available on the following Monday or Tuesday. PSC 272 reports are due 45 days after the end of a quarter.

In order to access the PSC 272, you will go to our Web site, which is www.dpm.psc.gov. You will click on the “Electronic 272.” And then you will click on “Electronic 272 Reporting.”

You will then enter your PIN and your password. The PIN is the root of your payee account number.

You will then come to a menu. It will list all of your accounts under the PIN. You will select the account that you'd want to work on at this time.

You will then come to another menu, where you will have your 272-A, which is your Federal cash transaction report. This is the screen that you will actually complete.

You will have a PSC 272-B, which is the statement of cash accountability. This form is for informational purposes.

You will have a 272-F which is an authorization for future periods should you have a grant that's been awarded which starts at a later date.

You'll have a 272-G which would be your inactive documents report. The documents are moved from the 272-A to the inactive documents report if you have reported your grant fully disbursed, or if it is six months after the grant period.

That does not mean that you can't report on this grant. It's just moved to an inactive status and you'll need to return it to an active status if you need too.

Then you will have the 272, which is the status of Federal cash. First we'll start with the 272-A form. This is the form. Column A will be your grant number. Column B will be your recipient accounting code or agency identifier.

This form, this code - this field is optional. You do not need to fill in this field. However, if you have multiple grants you may want to label them so you'll know which grants they are.

Column C will be the authorized amount for each grant. Column D will be the cumulative previously reported amount that you reported on the grant on the last 272 for which port - reported disbursements for that grant.

Column E is where you will complete the 272 for the quarter. You will report your cumulative expenditures as of that quarter end date.

Cumulative means everything that you spent from the beginning of the grant to the quarter end date. It will include what you previously reported.

You are to only report disbursements that you are charging to the grant on the PSC 272.

If you cannot find a grant on the 272-A that you need to report, you can go to your 272-G. The 272-G, as I stated earlier, is the inactive documents report. You will go to that report, you will click on the grant. And then you will see a message that says move to 272-A.

You will then go back to your 272-A to report disbursements on that grant. You'll notice that the grant that you moved will show up at the very bottom of the 272-A.

If for any reason that there are grants that you need to report on and you do not find them on the 272-A or the 272-G, you do have an option of adding those grants to 272-A.

You would click on the option “Click Here To Add Documents Missing From Above” and not on Form 272-G. And the system will give you fields to complete the information for those grants.

After you've finished entering all of your disbursements, then you would click on the “Refresh/Update Screen” button and then you would click on “Return to Form 272.”

You will then come to the 272 page, which is your statement of Federal cash. Line 1 is the cash on hand beginning of the reporting period. It should match the same as the cash on hand at the end of the reporting period on your previous 272.

The 92 would be total receipts during the quarter. This will be any drawdowns that you had during the quarter.

Line 3 is your total cash available. This will be Line 1, so that's Line 2. Line 4 is your net disbursements that you just reported on your 272-A. The net

disbursements are the difference between what you're reporting on this 272 and what you previously reported on the 272.

Line 5 is your cash on hand at the end of the period. You would subtract Line 4 from Line 3 to get your cash on hand. If you have a negative cash on hand that means that we owed you money at the end of that quarter.

If you have a positive cash on hand that means that you had Federal funds left on hand at the end of the quarter and that you drew down more funds than you disbursed.

If you have positive cash on hand then you would need to complete Line 6 to let us know how many days it would take for your cash balance to get to zero.

You do not need to fill out Line 7 and 8 as we do not collect this information anymore. You would then click at the bottom of the screen where it says "Click Here To Certify This Electronic 272."

You will come to this screen. It will give you a summary of the 272 information that you just entered. Then you'll have two boxes to complete - two sets of boxes to complete.

The first one will be Electronic 272 Certified By. The second one would be Electronic 272 Prepared By. The certifier and the preparer can be the same person. And yes you will need to fill in both sets of boxes.

Once you completed these you will see "Upload this Electronic 272." Once you click the button, then you will get this pop up reminder to print, sign and fax your form.

If you have a pop up blocker then you would just simply click on “File” and click on “Print” on your browser.

This is the 272-B, the Statement of Cash Accountability. As I stated earlier this form is for information purposes only. The top portion of this form will be a summary of the 272 information from your previous 272.

The document activity box will list any activity such as if your grant moved from the active documents to your inactive documents grant accounts, or if your grant closed or if it expired.

Next you'll see advances to payee during the quarter. This will be a list of all the drawdowns that you made during the quarter. At the bottom of this report you'll see your total cash accountability that takes in all the changes that have happened to your account during the quarter.

Next you'll see your PSC 272-F. This is the authorization for future periods. If it was awarded in this period and it doesn't start until the next quarter, this is where you will be able to see that information.

You'll see the grant number. You'll see the incremental amount. You'll see the cumulative amount of the award. And you'll see the begin date of that award.

If for any reason you would need to return funds to the Division of Payment Management you may do so by ACH next day, ACH same day or by check.

This is our information that you would just need to use to send that information to us. If you are sending any checks, please make the check payable to the U.S. Department of Health and Human Services and you would submit to the Division of Payment Management.

Please make sure that in the memo field of your check that you write the payee account number and grant number.

If for any reason that you receive an error, msg 467 when you are attempting to draw funds from your account, please contact your awarding agency, as your awarding agency has not obligated your award.

If you need a password reset, you may contact the PMS help desk. This is their contact information and the information that they'll need from you.

Your password does expire every 90 days. Within those 90 days you would need to change your password. You cannot use the same password within a 365-day period. You must have different passwords each time that you change it.

If you have any questions you may contact the PMS help desk or you may contact the PMS accountant that handles your account.

If you do not know who the accountant is that handles your account, you're more than welcome to contact me and I'll be happy to refer you to that person.

That concludes my presentation of the Payment Management System.