Financial Management Service
Division of Payment Management

Overview of the Payment Management System (PMS)
Federal Financial Report (FFR)
Financial Status Report (FSR)

Department of Veterans Affairs
"Supportive Services for Veteran Families (SSVF) / VA National Center on Homelessness Among Veterans"

Updated: September 9, 2014
Welcome to the Department of Health and Human Services Payment Management System (PMS). This PowerPoint presentation is to introduce our office, the Division of Payment Management (DPM), to you. DPM is the division within the Program Support Center of the Department of Health and Human Services (HHS) responsible for the Payment Management System (PMS) and for ensuring proper cash management of Federal grant monies. The PMS is an automated system electronically accessible by recipients for funding and reporting purposes.

You have been notified via Department of Veterans Affairs, that your program “Supportive Services for Veteran Families (SSVF) / VA National Center on Homelessness Among Veterans” will be required to submit the Federal Financial Reports (FFR) Financial Status Report (FSR) using form SF-425. You will be submitting the Financial Status Report (FSR) via the Payment Management System and this training will provide information on how to complete the annual FSR in the Payment Management System.
The Office of Management and Budget (OMB) requires that federal agencies transition to the Federal Financial Report (FFR) beginning with Fiscal Year 2010 reports (for the quarter ending 12/31/2009).

The Federal Financial Report (FFR or Standard Form 425) will consolidate and replace the SF 269 (Financial Status Report) and PSC 272 (Federal Cash Transactions Report) with a single report.

Effective January 01, 2010, the FFR functionality will be available to all users of the Payment Management System for their first quarter fiscal year 2010 reports.

If the recipients previously filed cash transaction reports using the PSC-272, the new FFR form and the FFR Attachment for reporting disbursements for multiple grants must be filed.

If recipients previously filed financial status reports using the SF-269, they should request guidance from their awarding agency specialists regarding the financial status information the agency requires to be reported and the reporting frequency. Recipients may refer to the notice of grant award (NGA) which states the name and telephone number of the grant management officer or grants management specialist at the respective awarding agency who administers grant or cooperative agreement funds.
Financial Status Report (SF-269)

How Grantees Report on Single Grants
Welcome to the Payment Management Services web site!

*** THIRD QUARTER FCTR AVAILABLE ***


For links to the training slides, due dates and other FFR related information please go to our FFR Information page.

*** IMPORTANT NOTICE FOR AWARDING AGENCIES ***

A new Agency Inquiries Manual has been added to PMS under Inquiries ->Expanded Inquiries menu. The purpose of the Agency Inquiries Manual is to consolidate in one place an overview and description of how to navigate the online inquiries in the Payment Management System.

*** IMPORTANT NOTICE FOR HHS GRANTEES ONLY ***

PMS has important information regarding the HHS transition to subaccounts for FY2014 awards. You can read about the transition at the HHS Subaccounting section, under Grant Recipient Info.

*** 2009 FIXED YEAR FUNDS WILL CANCEL ON SEPTEMBER 30, 2014 ***

Awards funded using a 2009 fixed appropriation will cancel on September 30, 2014. Undrawn award funding issued from 2009 fixed appropriation account funds will no longer be available for program expenditures, obligations or payment requests in the Payment Management System. The last day to draw funds on awards issued using 2009 fixed appropriation funds is September 29, 2014 at 5:00pm ET (unless the awarding agency has implemented an earlier cut-off date). All awards issued using 2009 fixed appropriation funds must be closed and all remaining balances canceled by September 30, 2014. For additional details, go to the PMS canceled awards page under Grant Recipient Info.
Click on “Payment Management System”

“Unavailable” Status means you are accessing PMS after hours.
**User name**: Established by DPM (case sensitive)

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

*For first time users, the initial password is provided by DPM.*
Please be aware of the # of days before your password expires.

You must change your temporary password once you access the system.

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

Messages from DPM:

* DATE 02/26/2004 --------------------------------------------No. 10429444360

BASELINE PROD MM-DD-YY AM XXXXX Testing

Messages from DPM:

* DATE 05/07/2010 --------------------------------------------No. 1103223973

Highlights of New & Improved Features
The single link to Federal Financial Report (FFR) has been replaced with direct links to the FFR Federal Cash Transaction Report (FCTR) and the FFR Financial Status.

For more information about this Website
Call the Help Desk at (310) 419-4824, or Send E-Mail to info@psc.gov
Completing the FFR Financial Status Report (FSR)

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

Click the PMS menu heading entitled: “Disbursement”

Click the subheading entitled: “FFR Financial Status Report”

Enter your PMS Account Number

Select the Reporting Period “ALL”

Click Continue
For Listing of All Reports

Financial Status Report
All Report Screen

All Report Listing
Payee Account Contains
Status: ALL REPORT STATUSES

<table>
<thead>
<tr>
<th>Action</th>
<th>Payee</th>
<th>Fed Grant ID</th>
<th>Agency ID</th>
<th>Frequency</th>
<th>End Date</th>
<th>Due Date</th>
<th>Submit Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>I want to...</td>
<td></td>
<td>2014-VA-294-ADM13</td>
<td>FVASMSS</td>
<td>Final</td>
<td>30-SEP-2014</td>
<td>14-NOV-2014</td>
<td></td>
<td>N</td>
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<td>N</td>
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</table>

1. Select Grant Desired
2. Select Desired Action

- Please Note the Due Date of the Grant & the Status

Report Status:
A -- Report Approved by Awarding Agency
N -- Report Available/To Be Completed
P -- Report Certified/Pending Agency Approval
R -- Report Rejected by Awarding Agency
S -- Report Prepared/Not Certified
Federal Financial Status Report

<table>
<thead>
<tr>
<th>FEDERAL FINANCIAL REPORT</th>
<th>(Prescribed by OMB A-102 and A-110)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Federal Agency and Organizational Element to Which Report is Submitted</td>
<td>2. Federal Grant or Other Identifying Number</td>
</tr>
<tr>
<td>MSS-VA-SUPPORTIVE SERVICES FOR VETERAN FAMILIES</td>
<td>2014-VA-294-ADM13</td>
</tr>
<tr>
<td>3. Recipient Organization (Name and complete address including Zip code)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Final</td>
<td>Final</td>
<td>Cash</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. Project/Grant Period (month, day, year)</th>
<th>9. Reporting Period End Date (month, day, year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: 10/01/2013</td>
<td>To: 09/30/2014</td>
</tr>
<tr>
<td>09/30/2014</td>
<td></td>
</tr>
</tbody>
</table>

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

**Federal Cash (on the GRANT LEVEL) for 2014-VA-294-ADM13:**

a. Cash Receipts
b. Cash Disbursements
c. Cash on Hand (line a minus b)
(Use lines d-o for single grant reporting)

**Federal Expenditures and Un obrigated Balance:**

d. Total Federal funds authorized
e. Federal share of expenditures
f. Federal share of unliquidated obligations
g. Total Federal share (sum of lines e and f)
h. Unobligated balance of Federal funds (line d minus g)

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Total grant funding received via PMS
Total expenditures for grant award

Grant Authorization is automatically pre populated

Please contact your grants officer if you need assistance with the context of this form and entering data.
**Recipient Share:**
- i. Total recipient share required
- j. Recipient share of expenditures
- k. Remaining recipient share to be provided (line i minus j)

**Program Income:**
- l. Total Federal program income earned
- m. Program income expended in accordance with the deduction alternative
- n. Program income expended in accordance with the addition alternative
- o. Unexpended program income (line l minus line m or line n)

**Indirect Expense**
- a. Type
- b. Rate
- c. Period From
- d. Period To
- e. Base
- f. Amount Charged
- g. Federal Share

[Table continues with data entry fields for each row.

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

Prepared by: ___________________________
Phone No.: ___________________________
Email Address: _________________________

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 in accordance with 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 10, 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

14. Agency use only

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**Please contact your grants officer if you need assistance with the context of this form and entering data.**

**Do not complete, per VA GMO.**

**Use this section for any additional information or comments.**
Once all information has been completed, you may certify, save, or cancel the report.
Once all information has been completed and you click on the “certify” button.

You should receive the following message.

Read and click “Ok”
The certifier information will automatically pre-populate.

Check the small box under 13b.

Click on “Submit”
The Financial Status Report has now been submitted and has been routed to VA for review and approval/rejection.

Click the button "Return to List" to see the status updates.

Federal Financial Status Report

Certify

Transaction Complete

You may select another process from the menu. OR

Return to List

OR

Repeat Same Transaction Type
If you file after the due date, once you have completed, submitted, & certified the report, the status will still say delinquent until VA completes its review process. As long as the status is “P”, you are compliant.

### Financial Status Report

#### All Report Screen

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Form should be submitted for each individual who needs access to PMS

If you don’t remember your PMS Account, please provide the Tax ID Number/EIN

Form must be completed in its entirety and have signature in order for it to be valid

Please print legible or type

Once completed, please fax to Anthony Holland at 301/492-4581 or 4571. If multiple forms, please fax each one separately. (This is a form system not an actual fax machine)

No Cover Letter Required

Section 4: Select “ONE” in each category, if applicable.

Note: VA you will only make a selection in the Payment and/or FSR Column Only.

At this time, you are not required to complete the FCTR.
Thank you for attending today’s session.
Have a great day!

*Your DPM Accountant Liaison*

Anthony Holland, Sr.
301/492-4991 or Anthony.Holland@psc.hhs.gov