Financial Reporting & APEX reports
2022 HRSA Healthy Grants Workshop

June 15, 2022

Mausami Kothari
Director
Payment Management System (PMS)

Vision: Healthy Communities, Healthy People
Agenda

• Background
• Goals
• Federal Financial Report Module
• APEX Report Live Demo
Background

• Standard Form 425/Federal Financial Report (FFR) data reported to different systems
  o Quarterly reporting in Payment Management System (PMS)
  o Annual reporting in the Electronic Handbook (EHB)

• HHS Government-wide objectives to reduce recipient burden
  o DATA Act Section 5 Grants Pilot
  o OMB Memo 18-24
  o President’s Management Agenda (PMA)
Goals

Consolidate financial reporting through the Payment Management System for recipients by October 2020

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

Federal Financial Report (FFR) Module
PMS Functionality for Users

• Provides ability to search FFRs based on different criteria (e.g., Payee Account, Grant Document Number)

• Ability to upload supporting documentation

• Group Functionality allowing recipients to certify, download, or print multiple FFRs at the same time

• Section 10 fields can be set up as editable, non-editable, pre-populated, auto-calculated, or validated
Controls and Validations Implemented in PMS

• Final FFR cannot have unliquidated obligations
• Cash Receipts (10a) = Expenditures (10e) on Final FFRs
• FFR cannot be edited during agency review
• Excess cash on hand (10c) requires justification
• FFR changes require detailed explanation
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.)

**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

**Recipients**

**Agency Staff**

**PMS Staff**
Payment Management System
Demo
Navigating to the Federal Financial Report

- Inquiry
- Payment
- Disbursement
- View PSC272 Reports
- FFR Cash Transaction Report
- FFR Interest Income
- Federal Financial Report
- FFR File Transfer
- My User Info
- Account Maintenance
FFR Information

Federal Financial Report - Details

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

Prepare Report
- Report Details
- Status History
- Documents
- Revision History

FEDERAL FINANCIAL REPORT

1. Federal Agency and Organizational Element to Which Report is Submitted: ADMINISTRATION FOR CHILDREN
2. Federal Grant / Subaccount: 10AA000001
3. Recipient Organization (Name and complete address including Zip code): CENTER FOR GENERIC RESEARCH 100 Some Street Anywhere, VA 22222
4a. DUNS Number: 100000001
4b. EIN: 1000000001A1
5. Recipient Account Number or Identifying Number: 0000P
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>6a. Report Frequency</td>
<td>Semi-Annual</td>
</tr>
<tr>
<td>6b. Report Type</td>
<td>Interim Report</td>
</tr>
<tr>
<td>7. Basis of Accounting</td>
<td>Accrual</td>
</tr>
<tr>
<td>8. Project/Grant Period (month, day, year):</td>
<td>From: 09/30/2016, To: 09/29/2019</td>
</tr>
<tr>
<td>9. Reporting Period End Date (month, day, year):</td>
<td>03/31/2017</td>
</tr>
</tbody>
</table>
FFR Information (Page 3)

10. Transactions:

(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
### Federal Expenditures and Unobligated Balance:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>d. Total Federal funds authorized</td>
<td>200,000.00</td>
</tr>
<tr>
<td>e. Federal share of expenditures</td>
<td></td>
</tr>
<tr>
<td>f. Federal share of unliquidated obligations</td>
<td></td>
</tr>
<tr>
<td>g. Total Federal share (sum of lines e and f)</td>
<td>0.00</td>
</tr>
<tr>
<td>h. Unobligated balance of Federal funds (line d minus g)</td>
<td>200,000.00</td>
</tr>
</tbody>
</table>
### FFR Information (Page 6)

#### 11. Indirect Expense:

<table>
<thead>
<tr>
<th>a. Type</th>
<th>b. Rate</th>
<th>c. Period From</th>
<th>Period To</th>
<th>d. Base</th>
<th>e. Amount Charged</th>
<th>f. Federal Share</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
<tr>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

| g. Totals: | 0.00 | 0.00 | 0.00 |
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
Payment Management System
Grantee APEX Report
Grantee Inquiry APEX Report

• **Authorization Transactions**
  Award amount, budget period and date posted in PMS

• **Payment Transactions**
  Payment History including payments deposited and rejected

• **Grant Summary**
  Grant expenditures reported on the most recent FFR 425 Federal Cash Transaction Report (FCTR)

• **Subaccount Summary**
  Authorized grant award information, payments made and funds available
How to Access the APEX Reports

Select Grantee Inquiry on the bottom right side.

Utilizing the APEX Report will allow you download data to an Excel Spreadsheet.
Authorization Transactions

Award amount (obligation and de-obligation of funds), budget period and date authorization posted in PMS

1. Select your Inquiry Type
2. Enter your PMS Account Number (PAN)
3. Enter other data (if desired)
4. Select “Run Inquiry”
### Authorization Transactions (Continued)

<table>
<thead>
<tr>
<th>PAYEE ACCOUNT</th>
<th>AGENCY TITLE</th>
<th>TRANSACTION CODE</th>
<th>FISCAL YEAR</th>
<th>CAN</th>
<th>OBJECT CLASS CODE</th>
<th>INCREMENTAL AUTH AMT</th>
<th>AUTHORIZATION ISSUE DATE</th>
<th>AUTHORIZATION POST DATE</th>
<th>BUDGET START DATE</th>
<th>BUDGET END DATE</th>
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<td>191</td>
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<td>398160D</td>
<td>4151</td>
<td>$0.00</td>
<td>10/14/2015</td>
<td>01/01/2016</td>
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<td>2014</td>
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<td>4151</td>
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<td>$722,199.00</td>
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</tbody>
</table>
Payment Transactions

Payment History including payments deposited and rejected

1. Select your Inquiry Type
2. Enter your Payee Account (PAN)
3. Enter other data (if desired)
4. Select “Run Inquiry”
## Payment Transactions (Page 2)

### 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

### Payment Transactions

<table>
<thead>
<tr>
<th>REQUEST DATE</th>
<th>PAYMENT TRANSACTION ID</th>
<th>PAYEE ACCOUNT</th>
<th>TRANSACTION CODE</th>
<th>SUBACCOUNT</th>
<th>SUBACCOUNT REQUESTED AMOUNT</th>
<th>TOTAL PAYMENT REQUEST AMOUNT</th>
<th>POST DATE</th>
<th>DEBIT DATE</th>
<th>SCHEDULE NUMBER</th>
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<tbody>
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<td>$348,568.10</td>
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<td>02/22/2022</td>
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<tr>
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<td></td>
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<td>$348,568.10</td>
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<table>
<thead>
<tr>
<th>REQUEST DATE</th>
<th>PAYMENT TRANSACTION ID</th>
<th>PAYEE ACCOUNT</th>
<th>TRANSACTION CODE</th>
<th>SUBACCOUNT</th>
<th>SUBACCOUNT REQUESTED AMOUNT</th>
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<th>POST DATE</th>
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</tr>
</tbody>
</table>
Note: You can select any column to sort data
Grant Summary

Grant expenditures reported on the most recent FFR 425 Federal Cash Transaction Report (FCTR)

1. Select your Inquiry Type
2. Enter your Payee Account (PAN)
3. Enter other data (if desired)
4. Select “Run Inquiry”
## Grants Summary (Continued)

<table>
<thead>
<tr>
<th>PAYEE ACCOUNT</th>
<th>AWARDING AGENCY TITLE</th>
<th>DOCUMENT NUMBER</th>
<th>GRANT AUTHORIZATION AMOUNT</th>
<th>DISBURSEMENT AMOUNT</th>
<th>PAYMENTS</th>
<th>LAST DISBURSEMENT REPORT DATE</th>
<th>AWARD START DATE</th>
<th>AWARD END DATE</th>
<th>FUNDS ID</th>
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<tbody>
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<td>20H8CCS35077CV</td>
<td>3-HEALTH RESOURCES &amp; SERVICES ADMINISTRATION</td>
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<td>$57,103.00</td>
<td>$57,103.00</td>
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<td>03/15/2020</td>
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<tr>
<td>20H8ECS38661C4</td>
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<tr>
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<td>3-HEALTH RESOURCES &amp; SERVICES ADMINISTRATION</td>
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<td>04/01/2020</td>
<td>03/31/2021</td>
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</tr>
</tbody>
</table>
1. Select your Inquiry Type
2. Enter your PMS Account Number (PAN)
3. Enter other data (if desired)
4. Select “Run Inquiry”
Some subaccounts will have a matching document number

<table>
<thead>
<tr>
<th>SUBACCOUNT</th>
<th>AUTHORIZATION AMOUNT</th>
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<th>FUNDS AVAILABLE</th>
<th>DOCUMENT NUMBER</th>
<th>AWARD START DATE</th>
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<td>04/30/2022</td>
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<tr>
<td>20-COVID19-BPHC-C3</td>
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<td>$635,405.00</td>
<td>$0.00</td>
<td>20H8DC36011C3</td>
<td>04/01/2020</td>
<td>03/31/2021</td>
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<tr>
<td>HEALTHCARECENTERS_18</td>
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<td>$1,642,625.00</td>
<td>21H8FS40402C6</td>
<td>04/01/2021</td>
<td>03/31/2023</td>
<td>N</td>
<td>O</td>
</tr>
</tbody>
</table>
How to Download to Excel

Do you want to open or save `authorization_transactions.csv` (5.31 KB) from prinsect.dpm.psc.gov?
What Do You Think?
How to Update Permissions or Request Access

Grantees who do not have access to PMS must **submit a new user access request.**
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.**
https://pms.psc.gov/grant-recipients/access-changes.html

It can take up to 3 days to process the User Access Request.
System Manual and Reports

Available Reports:

User Guides:
Questions?
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 p.m. ET will be processed as if received on the next business day.

Help Desk Number
Telephone: 877-614-5533
Email the Help Desk (PMSSupport@psc.hhs.gov)

Submission of Online Ticket
https://gditshared.servicenowservices.com/hhs_pms

PMS Federal Holidays
Payment Management Services is considered an Essential Government Office due to the nature of its business activities. This means, as a 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 Day
- Fourth of July
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day
Contact Information

Mausami Kothari
Director, PMS

Email (Mausami.Kothari@psc.hhs.gov)