



HRSA
**Healthy
Grants**
WORKSHOP

HRSA
Health Resources & Services Administration

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**
 - Quarterly reporting in Payment Management System (PMS)
 - Annual reporting in the Electronic Handbook (EHB)
- **HHS Government-wide objectives to reduce recipient burden**
 - DATA Act Section 5 Grants Pilot
 - OMB Memo 18-24
 - 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

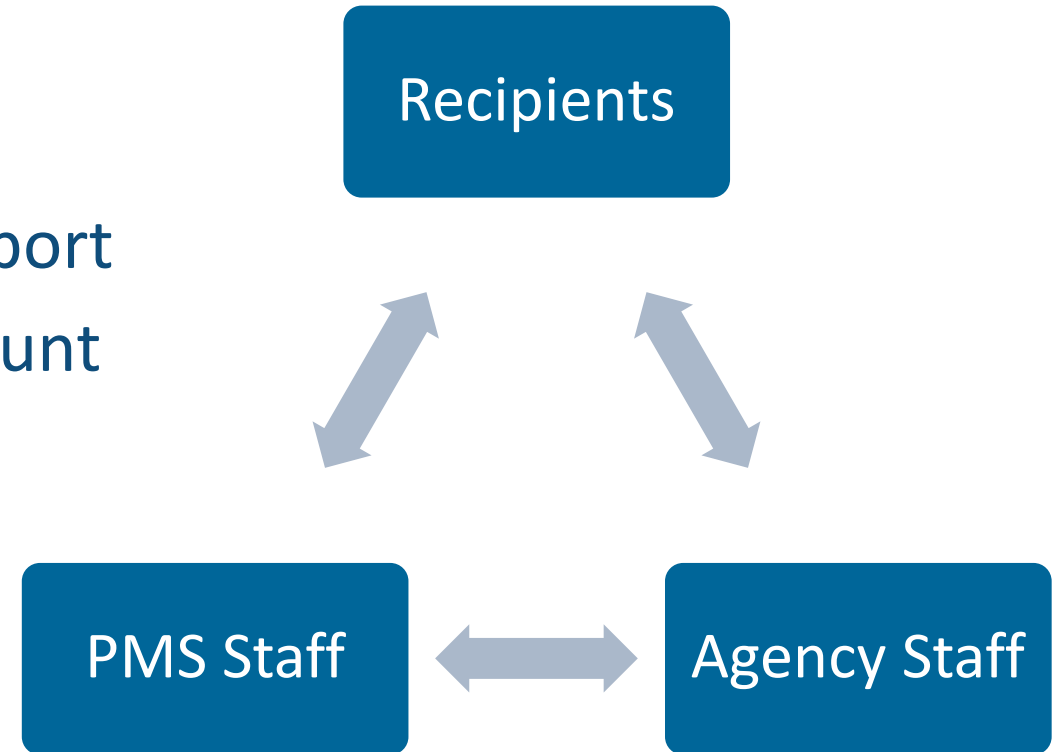
- Final FFR cannot have unliquidated obligations
- Cash Receipts (10a) = Expenditures (10e) on Final FFRs
- FFR cannot be edited during agency review
- Excess cash on hand (10c) requires justification
- FFR changes require detailed explanation



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



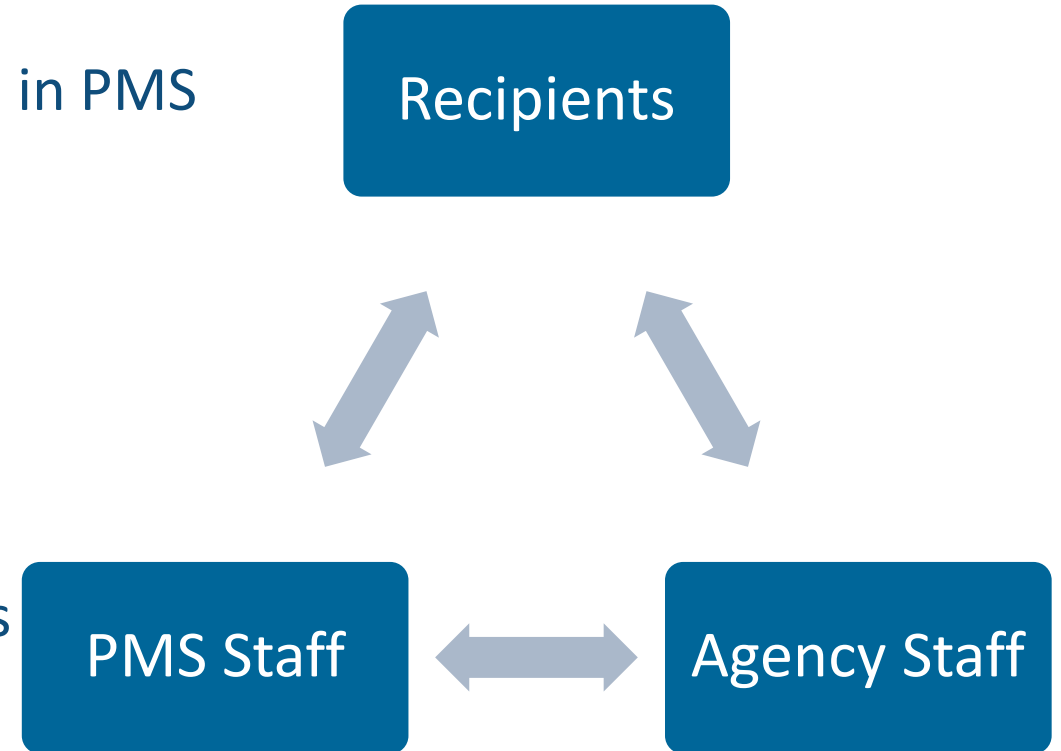
PMS FFR User Roles and Responsibilities (Cont.)

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



Payment Management System Demo



Navigating to the Federal Financial Report

The screenshot shows the main page of the PSC Payment Management System. On the left is a vertical navigation menu with the following items: Inquiry, Payment, Disbursement, View PSC272 Reports, FFR Cash Transaction Report, FFR Interest Income, Federal Financial Report (highlighted with an orange arrow), FFR File Transfer, My User Info, and Account Maintenance. The main content area features the PSC logo, the text 'Payment Management System Main Page', the Department of Health & Human Services USA logo, and contact information: 1 - 877 - 614 - 5533 | PMSSupport@psc.gov.



Federal Financial Reports Search

- Inquiry
- Payment
- Disbursement
- [View PSC272 Reports](#)
- [FFR Cash Transaction Report](#)
- [FFR Interest Income](#)
- [Federal Financial Report](#)
- [FFR File Transfer](#)
- My User Info
- Account Maintenance

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.

Reporting Period:
 Report Status:

Delinquent Reports:

Search Results (11) Group Actions

Payee	Federal Grant ID	Agency ID	Frequency	Report End Date	Report Due Date	Report Submit Date	Report Status	Delinquent	Actions
<input type="checkbox"/>	0000P	16ABCDEF GH	FHHAG99	Annual	2016-09-30	2016-12-29	2017-01-19	Report Available to be Complete	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	0000P	16ABCDEF GH	FHHAG99	Final	2017-09-30	2017-12-29	2018-09-28	Regional Awarding Agency Approval	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Review
<input type="checkbox"/>	0000P	16ABCDEF GH	FHHAG99	Annual	2016-09-30	2016-12-29	2017-01-19	HQ Awarding Agency Approval	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	0000P	16ABCDEF GH	FHHAG99	Final	2017-09-30	2017-12-29	2018-09-28	Regional Awarding Agency Approval	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	0000P	16ABCDEF GH	FHHAG99	Annual	2017-09-30	2017-12-29	2017-12-13	Regional Awarding Agency Approval	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	0000P	16ABCDEF GH	FHHAG99	Final	2018-09-30	2019-01-30	2018-12-14	Regional Awarding Agency Review Rejection	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	0000P	16ABCDEF GH	FHHAG99	Annual	2017-09-30	2017-12-29	2017-12-13	Regional Awarding Agency Approval	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	0000P	16ABCDEF GH	FHHAG99	Final	2018-09-30	2019-01-30	2018-12-14	Regional Awarding Agency Approval	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	0000P	16ABCDEF GH	FHHAG99	Semi-Annual	2018-03-31	2018-04-30	2018-04-06	HQ Awarding Agency Approval	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	0000P	16ABCDEF GH	FHHAG99	Final	2018-09-29	2019-01-30	2018-12-14	Report Certified/Pending Agency Approval	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



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

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

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



FFR Information (Page 2)

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	



FFR Information (Page 3)

*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



FFR Information (Page 4)

Federal Expenditures and Unobligated Balance:

d. Total Federal funds authorized:

200,000.00

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):

200,000.00



FR Information (Page 5)

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):



FFR Information (Page 6)

11. Indirect Expense:

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



FFR Information (Page 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



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**

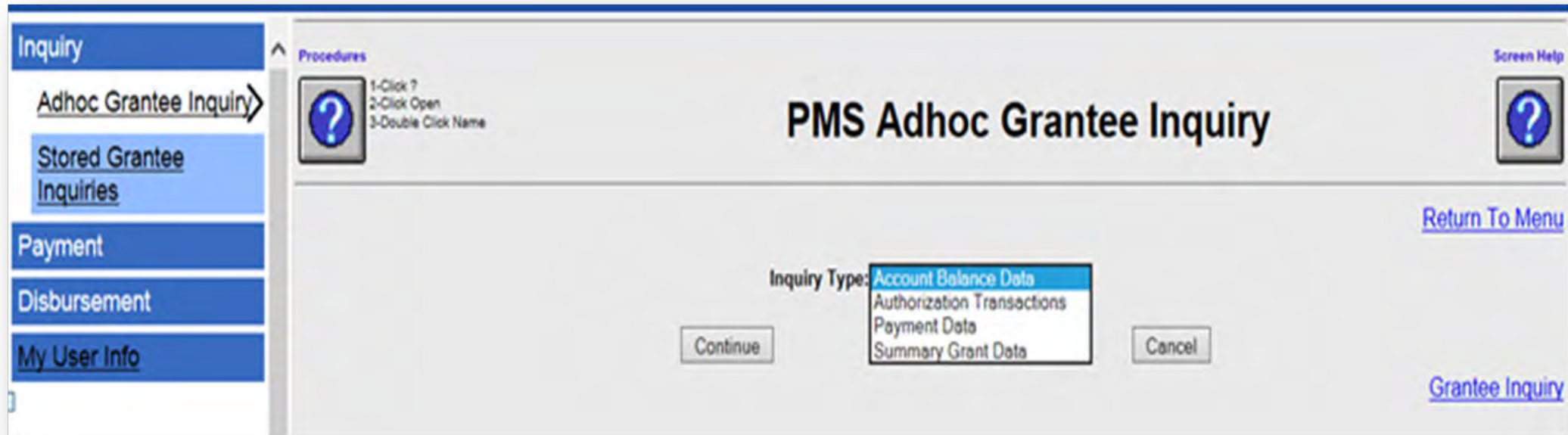
Grant expenditures reported on the most recent FFR 425 Federal Cash Transaction Report (FCTR)

- **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

GRANTEE INQUIRY SEARCH CRITERIA

Inquiry type: * **Authorization Transactions** Payment Transactions Grant Summary Subaccount Summary

Payee Account: *

Grant Award / Document Number: ^

Posted Date Range: From:  To: 

Save this inquiry:

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)

Q ▾ Go Actions ▾ * All amounts are displayed in USD.

▾ DOCUMENT NUMBER ×

1 - 45 of 45

DOCUMENT NUMBER : 14H80CS24173

PAYEE ACCOUNT	AGENCY TITLE	TRANSACTION CODE	FISCAL YEAR	CAN	OBJECT CLASS CODE	INCREMENTAL AUTH AMT	AUTHORIZATION ISSUE DATE	AUTHORIZATION POST DATE ↓	BUDGET START DATE	BUDGET END DATE
	3-HEALTH RESOURCES & SERVICES ADMINISTRATION	191	2014	398160D	4151	\$0.00	10/14/2015	01/01/2016	05/01/2014	04/30/2015
	3-HEALTH RESOURCES & SERVICES ADMINISTRATION	059	2014	398160D	4151	\$0.00	10/14/2015	10/15/2015	05/01/2014	04/30/2015
	3-HEALTH RESOURCES & SERVICES ADMINISTRATION	050	2013	398160C	4151	\$62,201.00	03/03/2015	03/04/2015	05/01/2014	04/30/2015
	3-HEALTH RESOURCES & SERVICES ADMINISTRATION	050	2015	398160E	4151	\$9,501.00	12/06/2014	12/09/2014	05/01/2014	04/30/2015
	3-HEALTH RESOURCES & SERVICES ADMINISTRATION	050	2014	398160D	4151	\$200,638.00	09/10/2014	09/11/2014	05/01/2014	04/30/2015
	3-HEALTH RESOURCES & SERVICES ADMINISTRATION	050	2014	398160D	4151	\$25,851.00	08/12/2014	08/13/2014	05/01/2014	04/30/2015
	3-HEALTH RESOURCES & SERVICES ADMINISTRATION	050	2014	398160D	4151	\$722,199.00	05/01/2014	04/17/2014	05/01/2014	04/30/2015



Payment Transactions



Payment History including payments deposited and rejected

GRANTEE INQUIRY SEARCH CRITERIA

Inquiry type: * Authorization Transactions **Payment Transactions** Grant Summary Subaccount Summary

Payee Account: *

Subaccount: ^

Paid Date Range: From:  To: 

Payment Transaction ID:

Save this inquiry:

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)

Q ▾ Go Actions ▾ * All amounts are displayed in USD.

REQUEST DATE ×
 PAYMENT TRANSACTION ID ×

1 - 69 of 69

REQUEST DATE : 02/18/2022, PAYMENT TRANSACTION ID : 4038914172

PAYEE ACCOUNT	TRANSACTION CODE	SUBACCOUNT	SUBACCOUNT REQUESTED AMOUNT	TOTAL PAYMENT REQUEST AMOUNT	POST DATE	DEBIT DATE	SCHEDULE NUMBER
-----	927	HEALTHCARECENTERS_18	\$348,568.10	\$348,568.10	02/18/2022	02/22/2022	23291
			\$348,568.10				

REQUEST DATE : 12/01/2021, PAYMENT TRANSACTION ID : 4038803176

PAYEE ACCOUNT	TRANSACTION CODE	SUBACCOUNT	SUBACCOUNT REQUESTED AMOUNT	TOTAL PAYMENT REQUEST AMOUNT	POST DATE	DEBIT DATE	SCHEDULE NUMBER
	927	HEALTHCARECENTERS_18	\$269,811.46	\$269,811.46	12/01/2021	12/02/2021	123114

T/C (Transaction Codes)
 908 = Return of Funds
 911 = Return of Interest
 916 = Fed Wire "Same" Day Payments

T/C (Transaction Codes)
 927 = ACH "Next" Day Payments
 Z27 = Payment was rejected
 PNT = Banking Updated



Payment Transactions (Page 3)

Uncheck the boxes to get a different layout

Arrow means that the data is being sorted by this column

Q Go Actions * All amounts are displayed in USD.

REQUEST DATE PAYMENT TRANSACTION ID

1 - 69 of 69

PAYEE ACCOUNT	TRANSACTION CODE	SUBACCOUNT	SUBACCOUNT REQUESTED AMOUNT	TOTAL PAYMENT REQUEST AMOUNT	REQUEST DATE	POST DATE	DEBIT DATE	SCHEDULE NUMBER	PAYMENT TRANSACTION ID
	927	HEALTHCARECENTERS_18	\$348,568.10	\$348,568.10	02/18/2022	02/18/2022	02/22/2022	23291	4038914172
	927	HEALTHCARECENTERS_18	\$269,811.46	\$269,811.46	12/01/2021	12/01/2021	12/02/2021	123114	4038803176
	927	HEALTHCARECENTERS_18	\$171,307.24	\$171,307.24	09/29/2021	09/29/2021	09/30/2021	93974	4038716097
	927	HEALTHCARECENTERS_18	\$39,890.98	\$39,890.98	06/01/2021	06/01/2021	06/02/2021	63703	4038548978
	927	HEALTHCARECENTERS_18	\$110,262.59	\$110,262.59	04/27/2021	04/28/2021	04/29/2021	43628	4038502874

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)

GRANTEE INQUIRY SEARCH CRITERIA

Inquiry type: * Authorization Transactions Payment Transactions **Grant Summary** Subaccount Summary

Payee Account: *

Grant Award / Document Number: ^

Fund Status: ▾

Document Status: All
 Open "O"
 Closed "C"

Save this inquiry:

1. Select your Inquiry Type
2. Enter your Payee Account (PAN)
3. Enter other data (if desired)
4. Select "Run Inquiry"



Grants Summary (Continued)



<input type="text" value="Q"/> <input type="button" value="Go"/> <input type="button" value="Actions"/> 1 - 7 of 7									
PAYEE ACCOUNT ↓	AWARDING AGENCY TITLE	DOCUMENT NUMBER	GRANT AUTHORIZATION AMOUNT	DISBURSEMENT AMOUNT	PAYMENTS	ⓘ LAST DISBURSEMENT REPORT DATE	AWARD START DATE	AWARD END DATE	ⓘ FUNDS EX
	3-HEALTH RESOURCES & SERVICES ADMINISTRATION	20H8CCS35077CV	\$57,103.00	\$57,103.00	\$57,103.00	12/31/2020	03/15/2020	01/31/2021	Y
	3-HEALTH RESOURCES & SERVICES ADMINISTRATION	20H8ECS38661C4	\$188,944.00	\$0.00	\$0.00	12/31/2021	05/01/2020	04/30/2022	N
	3-HEALTH RESOURCES & SERVICES ADMINISTRATION	20H8DCS36011C3	\$635,405.00	\$635,405.00	\$635,405.00	03/31/2021	04/01/2020	03/31/2021	Y



Subaccount Summary

Authorized grant award information, payments made and funds available

GRANTEE INQUIRY SEARCH CRITERIA

Inquiry type: * Authorization Transactions Payment Transactions Grant Summary **Subaccount Summary**

Payee Account: *

Subaccount: ^

Grant Award / Document Number: ^

Fund Status: ▾

Document Status: All Open "O" Closed "C"

Save this inquiry:

1. Select your Inquiry Type
2. Enter your PMS Account Number (PAN)
3. Enter other data (if desired)
4. Select "Run Inquiry"

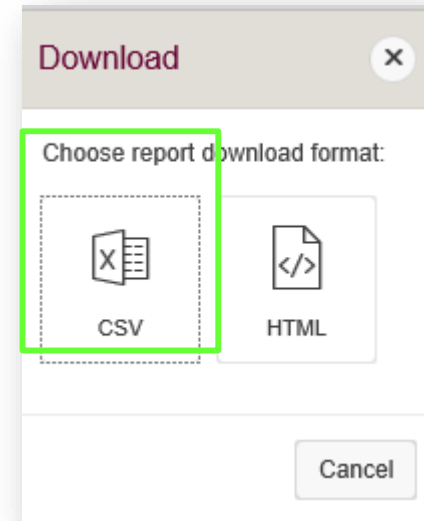
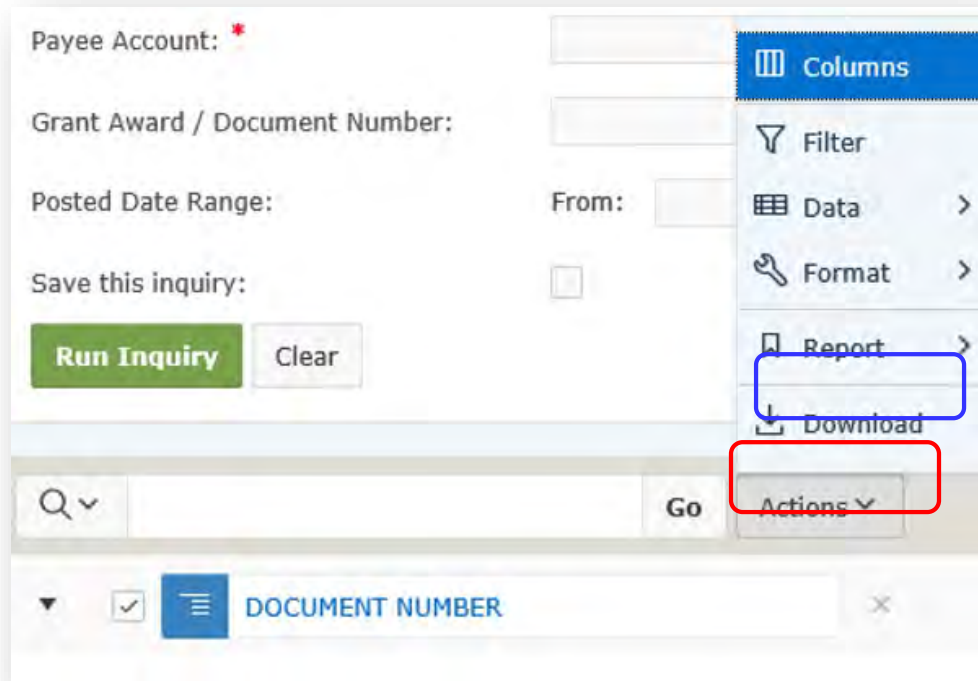
Subaccount Summary (Continued)

1 - 7 of 7										
PAYEE ACCOUNT ↓	AWARDING AGENCY TITLE	SUBACCOUNT	AUTHORIZATION AMOUNT	PAYMENTS	FUNDS AVAILABLE	DOCUMENT NUMBER	AWARD START DATE	AWARD END DATE	FUNDS EXPIRED	DS
	3-HEALTH RESOURCES & SERVICES ADMINISTRATION	20-COVID19BPHC-CV	\$57,103.00	\$57,103.00	\$0.00	20H8CCS35077CV	03/15/2020	01/31/2021	Y	C
	3-HEALTH RESOURCES & SERVICES ADMINISTRATION	20-COVID19-BPHC-C4	\$188,944.00	\$0.00	\$188,944.00	20H8ECS38661C4	05/01/2020	04/30/2022	N	O
	3-HEALTH RESOURCES & SERVICES ADMINISTRATION	20-COVID19BPHC-C3	\$635,405.00	\$635,405.00	\$0.00	20H8DCS36011C3	04/01/2020	03/31/2021	Y	O
	3-HEALTH RESOURCES & SERVICES ADMINISTRATION	HEALTHCARECENTERS_18	\$4,998,579.00	\$4,595,217.31	\$403,361.69	18H80CS24173	05/01/2018	04/30/2022	N	O
	3-HEALTH RESOURCES & SERVICES ADMINISTRATION	21H8FCS40402C6	\$1,642,625.00	\$0.00	\$1,642,625.00	21H8FCS40402C6	04/01/2021	03/31/2023	N	O

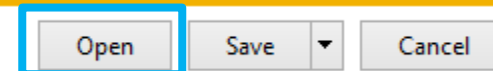
Some subaccounts will have a matching document number



How to Download to Excel



Do you want to open or save **authorization_transactions.csv** (5.31 KB) from **pmssectr.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:

- [Adhoc Grantee Inquiry Report \(https://pms.psc.gov/grant-recipients/adhoc-grantee-inquiry.html\)](https://pms.psc.gov/grant-recipients/adhoc-grantee-inquiry.html)
- [Apex Manual \(https://pms.psc.gov/grant-recipients/apex-manual.html\)](https://pms.psc.gov/grant-recipients/apex-manual.html)

User Guides:

- [Adhoc Grantee Inquiry User Guide \(https://pms.psc.gov/pms-user-guide/adhoc-grantee-inquiries.html\)](https://pms.psc.gov/pms-user-guide/adhoc-grantee-inquiries.html)
- [FFR User Guide \(https://pms.psc.gov/pms-user-guide/federal-financial-report.html\)](https://pms.psc.gov/pms-user-guide/federal-financial-report.html)
- [Apex Manual \(https://pms.psc.gov/pms-user-guide/apex-reports-manual.html\)](https://pms.psc.gov/pms-user-guide/apex-reports-manual.html)



Questions?

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 \(PMSSupport@psc.hhs.gov\)](mailto: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

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