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I.

OVERVIEW

Introduction to the Payment Management System

The Payment Management System (PMS) is a centralized grants payment and cash management system, operated by the HHS Program Support Center (PSC), Division of Payment Management (DPM). The Payment Management System accomplishes all payment-related activities for HHS grants from the time of award through closeout of a grant. In addition, the Payment Management System provides these same services for several major Federal agencies outside of HHS. These "cross-serviced" agencies include among others: Department of Labor, Department of Agriculture, and Department of Interior. The Payment Management System processed over $179 billion in payments in fiscal year 1999 to grant recipients.

PMS was developed for the purpose of creating a central system that is capable of paying most Federal assistance grants, block grants, and contracts. The main purpose of this system is to serve as the fiscal intermediary between awarding agencies and the recipients of grants and contracts, with particular emphasis on:

1. Expediting the flow of cash between the Federal government and recipients;
2. Transmitting recipient disbursement data back to the awarding agencies; and
3. Managing cash flow advances to grant recipients.

Awarding agencies are responsible for:

- Registering recipients (DPM personnel perform this function for cross-serviced agencies),
- Issuing award notices,
- Inputting authorization data into the Payment Management System,
- Monitoring programs and grants,
- Closing out awards, and
- Reconciling their accounting records to the Payment Management System information.

Recipients are responsible for:

- Executing grants,
- Maintaining minimum federal cash on hand by requesting funds from the Payment Management System only for immediate disbursement,
- Reporting cash disbursements to the Payment Management System, and
- Maintaining their own accounting records.

DPM personnel are responsible for:

- Operating the Payment Management System,
- Making payments to recipients,
- Managing cash flow to recipients,
- Performing payee/recipient account management,
- Maintaining user/recipient liaison,
- Reporting disbursement data to awarding agencies, and
- Debt collection.

The Department of Treasury is responsible for:

- Establishing cash management policies,
- Operating the Government On-Line Accounting Link System (GOALS),
- Operating the Electronic Certification System (ECS) for processing of Fedwire payments, check payments, and certain ACH transactions.

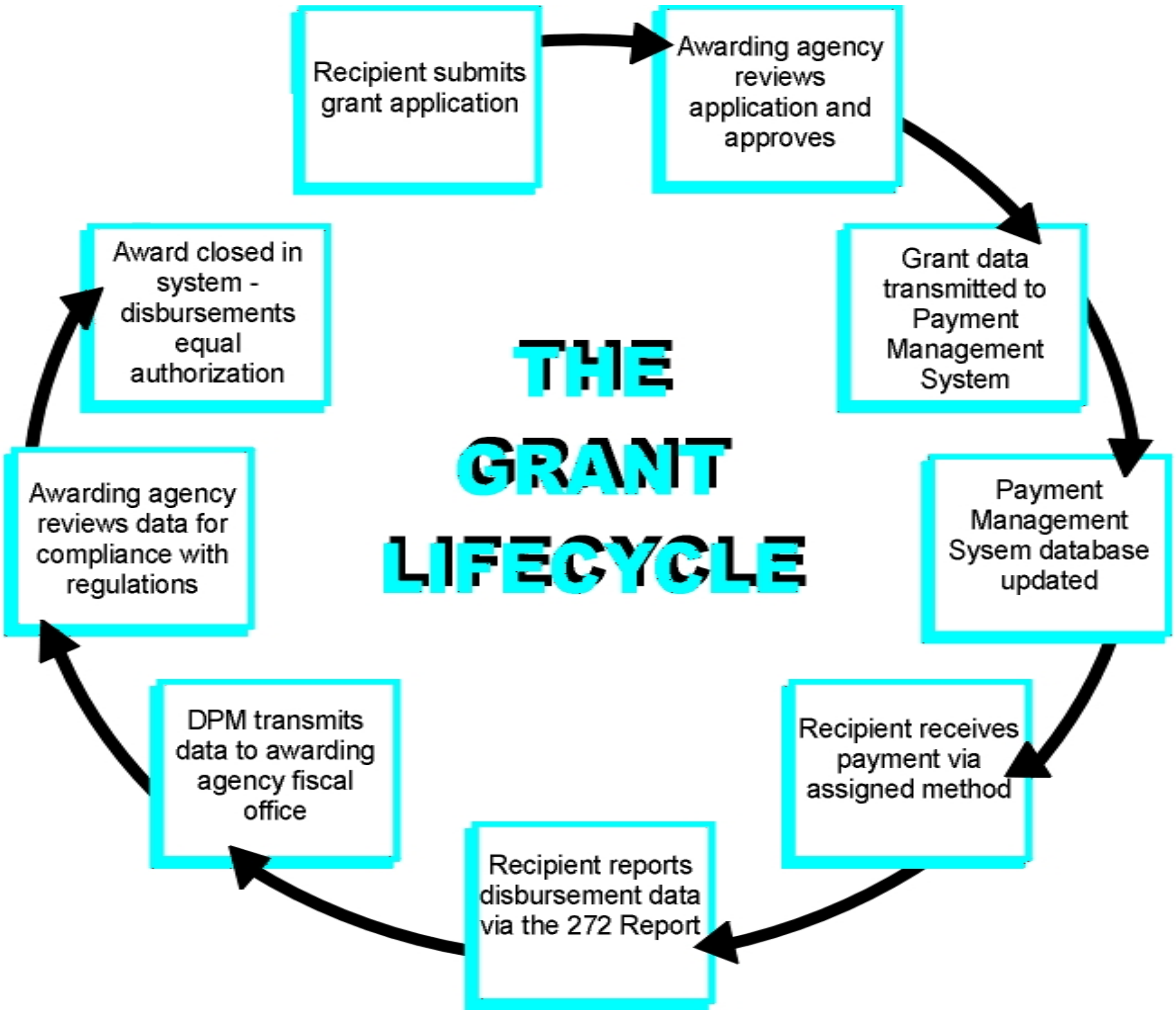
The Federal Reserve Banks are responsible for:

- Operating the Fedline network, and
- Processing Automated Clearing House (ACH) and Fedwire direct deposit payments to payee’s / recipients' bank accounts.

The recipient's financial institutions are responsible for:

- Receiving ACH and Fedwire payments for credit to recipient accounts, and
- Maintaining recipient bank accounts.

DPM, in operating the PMS, acts as the intermediary between awarding agencies and grant recipients. The PMS grant or contract life cycle is depicted in the diagram on the following page.


Recipient submits grant application
Awarding agency reviews application and approves
Grant data transmitted to Payment Management System
Payment Management Sysem database updated
Recipient receives payment via assigned method
Recipient reports disbursement data via the 272 Report
DPM transmits data to awarding agency fiscal office
Awarding agency reviews data for compliance with regulations
Award closed in system - disbursements equal authorization
THE GRANT LIFECYCLE

II.

GETTING STARTED

Using the User's Guide . . . . *Introduction - 6*

System Requirements . . . . *Introduction - 8*

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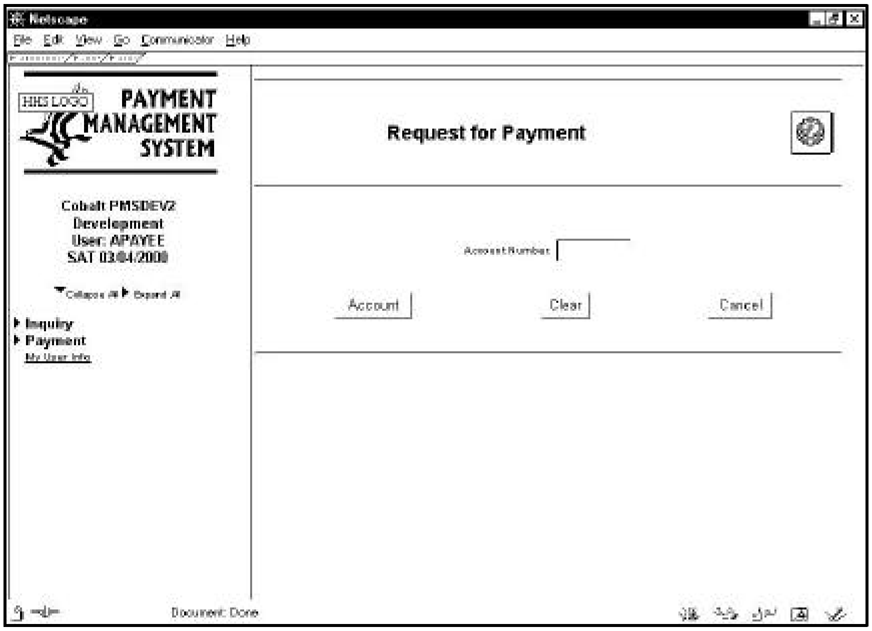
Using The User's Guide

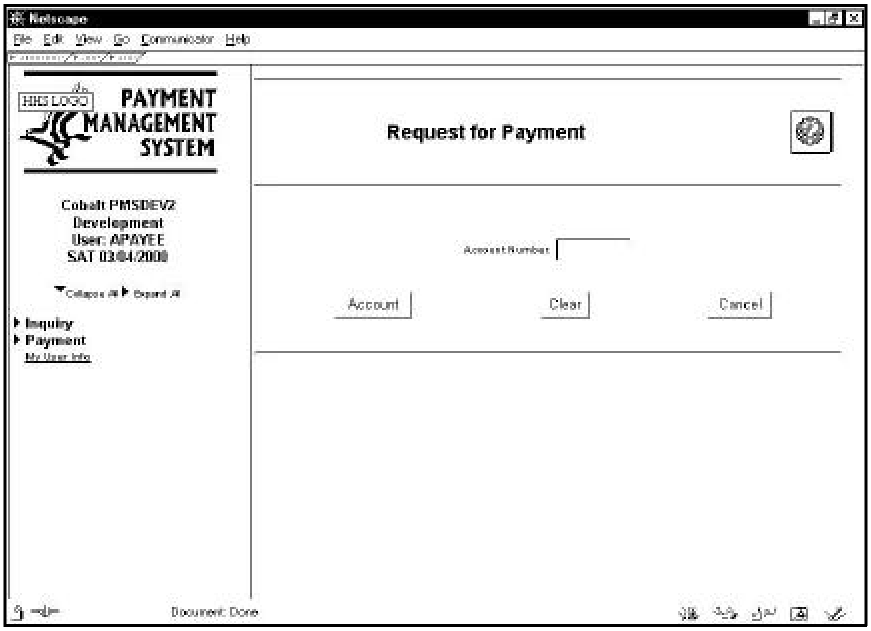

Netscape
File Edit View Go Communicator Help
HHS LOGO
PAYMENT MANAGEMENT SYSTEM
Collapse All
Expand All
Inquiry
Payment
My User Info
Request for Payment
Account Number:
Account
Clear
Cancel

Cobalt PMSDEV2
Development
User: APAYEE
SAT 03/04/2000

Document: Done

Sample - 1

scr_using_guide_recip_1of1.jpg


Netscape
File Edit View Go Communicator Help
HHS LOGO
PAYMENT MANAGEMENT SYSTEM
Collapse All
Expand All
Inquiry
Payment
My User Info
Request for Payment
Account Number:
Account
Clear
Cancel

Cobalt PMSDEV2
Development
User: APAYEE
SAT 03/04/2000

Document: Done

Sample - 2

scr_using_guide_recip_1of1.jpg

The majority of the pages which describe each of the transactions of the New Payment Management System are organized in the following manner.

1. Each transaction is presented in a format similar to this. Images displaying an example of the transaction are displayed on the left-hand page. The text that describes the steps required to complete the transaction is listed on the right-hand page with the image name referenced in parenthesis.

2. The shaded box in the top left-hand corner of the left page displays the menu path one must follow to execute the described transaction. Each line represents a separate menu level.

3. A description of the transaction is shown as the title on the left page. When a transaction has more than two images associated with it, additional pages are required. The title on these additional pages includes the word “continued”.

4. Page numbers are located in the bottom left-hand corner of the left-hand page and the bottom right-hand corner of the right-hand page. For convenience pages are arranged in the same order as the system menu.

System Requirements

The following chart will help you determine any upgrades required to access the New Payment Management System. To effectively use the chart, it is necessary for you to first determine your computer's operating system.

- If you believe you have an older version of Windows (3.0 or 3.1), open you **PROGRAM MANAGER**, click on **HELP**, then on **ABOUT**.
- If you believe you have a later version of Windows or Windows NT, a **START** icon will appear on the bottom left corner of your screen.
- If you have a MacIntosh processor, click **APPLE**, then on **THIS COMPUTER**.
- To determine your Web browser version, open your browser, click on **HELP**, then on **ABOUT**.

Your Current Configuration	Action Required
PC: Windows 95, 98, NT 4.0 Explorer 4.x or Netscape 4.x Browser	No Action Required.
MacIntosh: Explorer 4.x or Netscape 4.x	No Action Required.
Wndows 3.0 or 3.1	Upgrade to Windows 95, 98, or NT 4.0 w/ Explorer 4.x or Netscape 4.x Browser (or greater). You may need to add additional disk storage.
DOS	Upgrade your computer to Windows 95, 98, NT 4.0 w/Explorer 4.x or Netscape 4.x Browser (or greater).
Netscape 3.x or Explorer 3.x or any version less than 4.x	Upgrade your browser to Explorer 4.x or Netscape 4.x Browser (or greater).
Internet access not available	You will need Explorer 4.x or Netscape 4.x Browser (or greater) and a modem because DPM will offer an Internet "dial-up" connection.

System Access Options

The Payment Management System can be accessed in three different ways. Answer the following questions to determine the best method of access for you.

1. *Do you have access to the Internet through an Internet Service Provider (ISP) or a local area network?*

If you answered yes to this question, then it is best for you to access the New Payment Management System through the Internet. You will need a browser, preferably Internet Explorer version 4.x or greater or Netscape 4.x or greater. If you do not already have one of these browsers installed, refer to the Internet Browser section of this manual for web addresses where they are available for download.

When you have one of these browsers installed simply access the internet through your ISP or local area network as you normally would. You can get to the New Payment Management System website using the following address:

http://dpmlink.dpm.psc.gov

2. *Do you have access to a computer and a modem, but do not have access to the internet?*

If you answered no to the first question and yes to this question, then it is best for you to dial into the New Payment Management System. Because each computer system is slightly different, it is best to have a qualified technician modify your configuration for dial-up networking. Instructions for dial-up networking for Windows 95/98 is provided in the section of the manual entitled Dial-Up Networking for Windows 95/98. For other operating systems, please refer to your owners manuals.

Use the following information to dial into the New Payment Management System:

Telephone Number:	1-877-813-8532
Username for Dial-Up:	call the Payment Management System Help Desk 301-443-4854
Password for Dial-Up:	call the Payment Management System Help Desk 301-443-4854

Once you have successfully dialed into the Division of Payment Management you can then load your browser and go to the New Payment Management System website using the following address:

http://dpmlink.dpm.psc.gov

3. *Do you have access to a touch-tone telephone?*

If you answered no to the first two questions and yes to this question, you may be eligible to use your telephone to dial into the New Payment Management System using Cashline. Contact your DPM Account Representative for Cashline access information.

Dial-Up Networking for Windows 95/98

Part I: Installing Dial-Up Networking for Windows 95/98

1. Click **START**.
2. Select **PROGRAMS** from the Start Menu.
3. Select **ACCESSORIES**. If you see Dial-up Networking, skip to Part II. If you do not see Dial-up Networking, continue to step 4.
4. Click **START**.
5. Select **SETTINGS**.
6. Select **CONTROL PANEL**.
7. Double-click on **ADD/REMOVE PROGRAMS**.
8. Click on the **WINDOWS SETUP** tab.
9. Click on **COMMUNICATIONS** to highlight it.
10. Click on the **DETAILS** button to see a list of components.
11. Click in the box to the left of **DIAL-UP NETWORKING** to select or check it.
12. Click **OK**.
13. Click **APPLY** to begin the installation. The installation will take awhile.
14. Once installation is complete you will be prompted to restart Windows. Click **YES** to restart Windows to put your changes into effect.

Part II: Enabling the TCP/IP Networking Protocol

1. Click **START**.
2. Select **SETTINGS**.
3. Select **CONTROL PANEL**.
4. Double-click on **NETWORK** to display the installed network components.
5. The Configuration tab is active by default. Click **ADD**.
6. Click on **PROTOCOL** to highlight.
7. Click **ADD**.
8. Under Manufacturers, click on **MICROSOFT**.
9. Under Network Protocols, click on **TCP/IP**.
10. Click **OK**. You are now back at the main Network window. If you see Dial-up Networking, skip to Part III. If you do not see Dial-up Networking, continue to step 11.
11. Click **ADD**.
12. Click on **ADAPTER** to highlight.
13. Click **ADD**.
14. Under Manufacturers, click on **MICROSOFT**.
15. Under Network Adapters, click on **DIAL-UP ADAPTER**.
16. Click **OK**.
17. Once installation is complete you will be prompted to restart Windows. Click **YES** to restart Windows to put your changes into effect.

Part III: Configure the Modem and TCP/IP in Dial-Up Networking

1. Click **START**– Programs - Accessories; select Dial-Up Networking, and then double click on **MAKE NEW CONNECTION**.
2. Name the connection “DPM Access”, select your modem (or install it if not installed yet), then choose Configure.
3. Select your modem's COM port. For maximum speed, enter 38400 for 14.4 modems, and 57600 for 28.8.
4. Go to the Connection tab. Make sure Data Bits is 8, Parity is None, Stop Bits is 1.
5. Check "Wait For Dial Tone Before Dialing" and set "Cancel The Call If Not Connected Within Secs" to 90.
6. Select Advanced. Set the Flow Control to Hardware. Choose OK, choose OK again, then choose Next.
7. Enter the access phone number (301-881-3537) . Choose Next, then Finish.
8. Highlight the connection icon that you created and choose File, Properties. Uncheck the "Use Country Code and Area Code" option.
9. Choose Server Type. The type of dial-up server is "PPP: Windows 95, Windows NT 3.5, Internet."
10. Then uncheck everything here except "Enable Software Compression" and the "TCP/IP" network protocol.
11. Select TCP/IP Settings. Mark "Server Assigned IP Address" and "Specify Name Server Addresses."
12. Enter your primary as 128.231.128.251 and secondary 0.0.0.0.0. DNS server addresses.
13. At the bottom, check "Use IP Header Compression" and "Use Default Gateway on Remote Network."
14. Choose **OK**, then **OK** again, then **OK** once more.

Internet Explorer

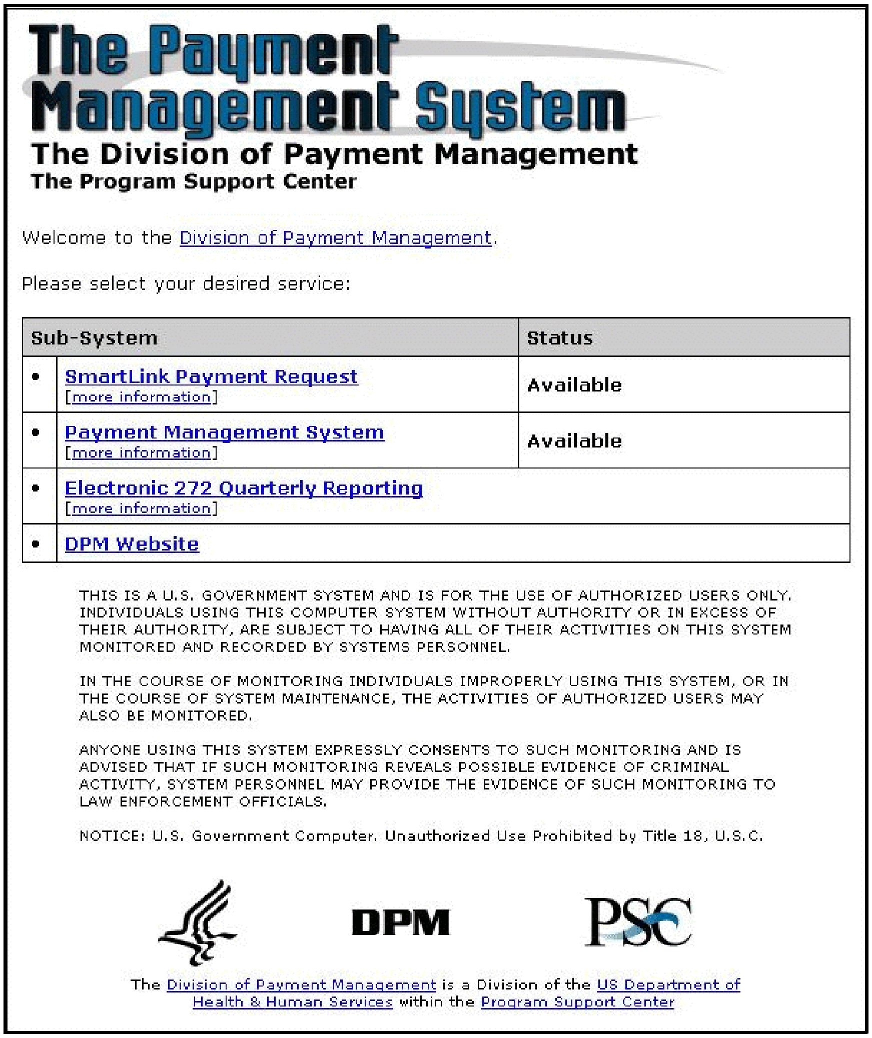
For information about downloading the latest version of Internet Explorer visit the following website:

http://www.microsoft.com/windows/ie/download/default.asp

Netscape

For information about downloading the latest version of Netscape, visit the following website:

http://www.netscape.com/download/



The Payment Management System

The Division of Payment Management

The Program Support Center

Welcome to the Division of Payment Management.

Please select your desired service:

	Sub-System	Status
•	SmartLink Payment Request [more information]	Available
•	Payment Management System [more information]	Available
•	Electronic 272 Quarterly Reporting [more information]	
•	DPM Website	

THIS IS A U.S. GOVERNMENT SYSTEM AND IS FOR THE USE OF AUTHORIZED USERS ONLY. INDIVIDUALS USING THIS COMPUTER SYSTEM WITHOUT AUTHORITY OR IN EXCESS OF THEIR AUTHORITY, ARE SUBJECT TO HAVING ALL OF THEIR ACTIVITIES ON THIS SYSTEM MONITORED AND RECORDED BY SYSTEMS PERSONNEL.

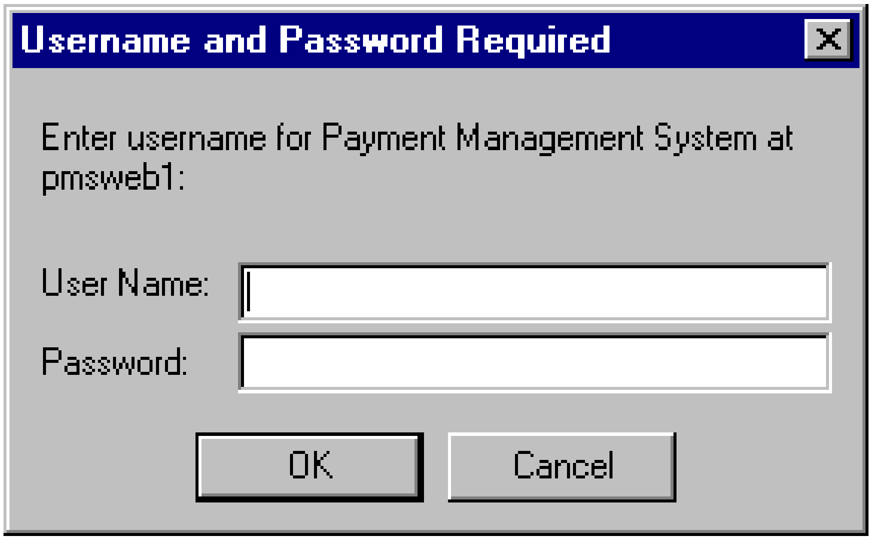
IN THE COURSE OF MONITORING INDIVIDUALS IMPROPERLY USING THIS SYSTEM, OR IN THE COURSE OF SYSTEM MAINTENANCE, THE ACTIVITIES OF AUTHORIZED USERS MAY ALSO BE MONITORED.

ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING AND IS ADVISED THAT IF SUCH MONITORING REVEALS POSSIBLE EVIDENCE OF CRIMINAL ACTIVITY, SYSTEM PERSONNEL MAY PROVIDE THE EVIDENCE OF SUCH MONITORING TO LAW ENFORCEMENT OFFICIALS.

NOTICE: U.S. Government Computer. Unauthorized Use Prohibited by Title 18, U.S.C.

The Division of Payment Management is a Division of the US Department of Health & Human Services within the Program Support Center

Welcome Screen



Enter username for Payment Management System at pmsweb1:

User Name:

Password:

Login Screen

The First Time You Log In

1. Connect to the Payment Management System website using the following address: http://dpmlink.dpm.psc.gov.
2. From the welcome screen click on the Payment Management System subsystem you want to access. The system status is displayed in the right-hand column of the welcome screen. During standard operating hours you should see the message "Available," meaning the system is available for you to submit payment requests. To request funds or make an inquiry click on the words "Smartlink Payment Request." Your web browser may notify you that you are about to enter a secure site. Click **CONTINUE**, **YES**, or **OK** as appropriate.
3. Enter your User Name and Password in the spaces provided (Login Screen). Your User Name is the word DPMGATE plus your Payee Account (PAN). For example, if your PAN is A301G, your User Name is DPMGATEA301G. You must use all capital letters for your User Name. The letters "DPM" plus your "Old" or "Current" identification number from the old Payment Management System is your password.
4. Click **OK**. You will be taken to the introductory message screen. You should see a message that says that your password is temporary and that you will need to change your password before you can use any other menu options.
5. Click the **CLICK HERE TO ACCESS THE PAYMENT MANAGEMENT SYSTEM** button. You will be taken to the Payment Management System welcome screen and menu.
6. Click on the My User Info option at the bottom of the menu on the left-hand side.
7. Next to the label Old Password, enter your current password.
8. Enter your new password in the field labeled New Password. Your new password must be at least the minimum length, if it is not you will be prompted with an error message. Your password may be any combination of number and letters, but must contain at least one of each.

   N NOTE: Your password should be something you can easily remember because you should NEVER write your password down. It should also be non-obvious; don't use your name, your dog's name, or anything easily connected to you (like initials or your name backwards). Passwords are case-sensitive, which means "PURPLE," "purple," and "PUrple" are different passwords.

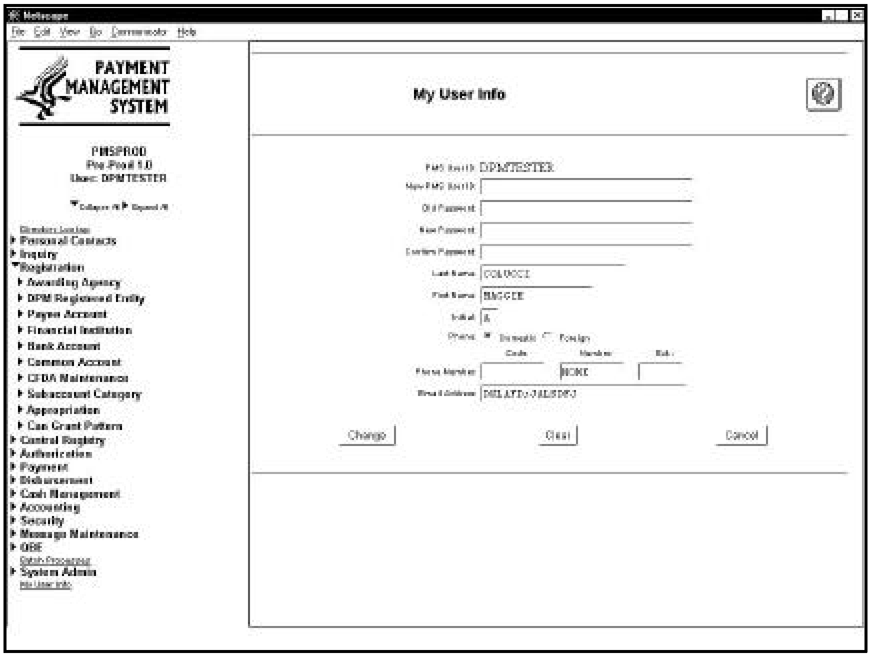
   N NOTE: Internet security is constantly evolving and may require the rules for passwords to change. Any changes will be reflected in the system error messages and the system on-line help.

9. Enter your new password again in the field labeled Confirm Password. It must match the password entered in step 2 exactly.
10. Verify the rest of your information which includes phone number and e-mail address. Make any necessary changes.
11. Click **CHANGE**. You will be presented with a screen confirming the change and will immediately see a message from your browser that says "Authorization Failed."
12. Click **OK**.
13. Re-enter your User Name and new Password. You are now logged into the system and ready to begin.

(continued)

Subsequent Logins

1. Connect to the Payment Management System website using the following address: http://dpmlink.dpm.psc.gov
2. From the welcome screen click on the Payment Management System subsystem you want to access. The system status is displayed in the right-hand column of the welcome screen. During standard operating hours you should see the message “Available,” meaning the system is available for you to submit payment requests. To request funds or make an inquiry click on the words “Smartlink Payment Request.” Your web browser may notify you that you are about to enter a secure site. Click **CONTINUE**, **YES**, or **OK** as appropriate.
3. Enter your User Name and Password in the spaces provided (Login Screen). Your password will be what you changed it to the first time you logged in.
4. Click **OK**. You will be taken to the introductory message screen.
5. Click the **CLICK HERE TO ACCESS THE PAYMENT MANAGEMENT SYSTEM** button. You will be taken to the Payment Management System welcome screen and menu.


Netscape
File Edit View Go Communicator Help
PAYMENT MANAGEMENT SYSTEM
PMSPROD
Pre-Prod 1.0
User: DPMTESTER
Collapse All Expand All
Personal Contacts
Inquiry
Registration
Awarding Agency
DPM Registered Entity
Payee Account
Financial Institution
Bank Account
Common Account
CFDA Maintenance
Subaccount Category
Appropriation
Can Grant Pattern
Central Registry
Authorization
Payment
Disbursement
Cash Management
Accounting
Security
Message Maintenance
OBE
Batch Processing
System Admin
My User Info
Change
Clear
Cancel

My User Info

PMS User ID: DPMTESTER
New PMS User ID:
Old Password:
New Password:
Confirm Password:
Last Name: COLUCCI
First Name: MAGGIE
Initial: A
Phone: ● Domestic ○ Foreign
Phone Number: Code: Number: NONE Ext.:

Changing Your User Information

scr_user_info.jpg

The Payment Management System stores information about each system user including your user ID, password, name, phone number, and e-mail address information. You may modify all of the information at any time.

Password Expirations

Payment Management System passwords expire every 90 days. When you first login to the system, the welcome screen displays a message telling you when your password is due to expire.

To Change Your Password

1. Enter your current password in the field labeled Old Password. Passwords are case sensitive, which means "PURPLE," "purple," and "PUrple" are different passwords.

2. Enter your new password in the field labeled New Password. Your new password must be at least the minimum length, if it is not you will be prompted with an error message. Your password may be any combination of numbers and letters, but must contain at least one of each.

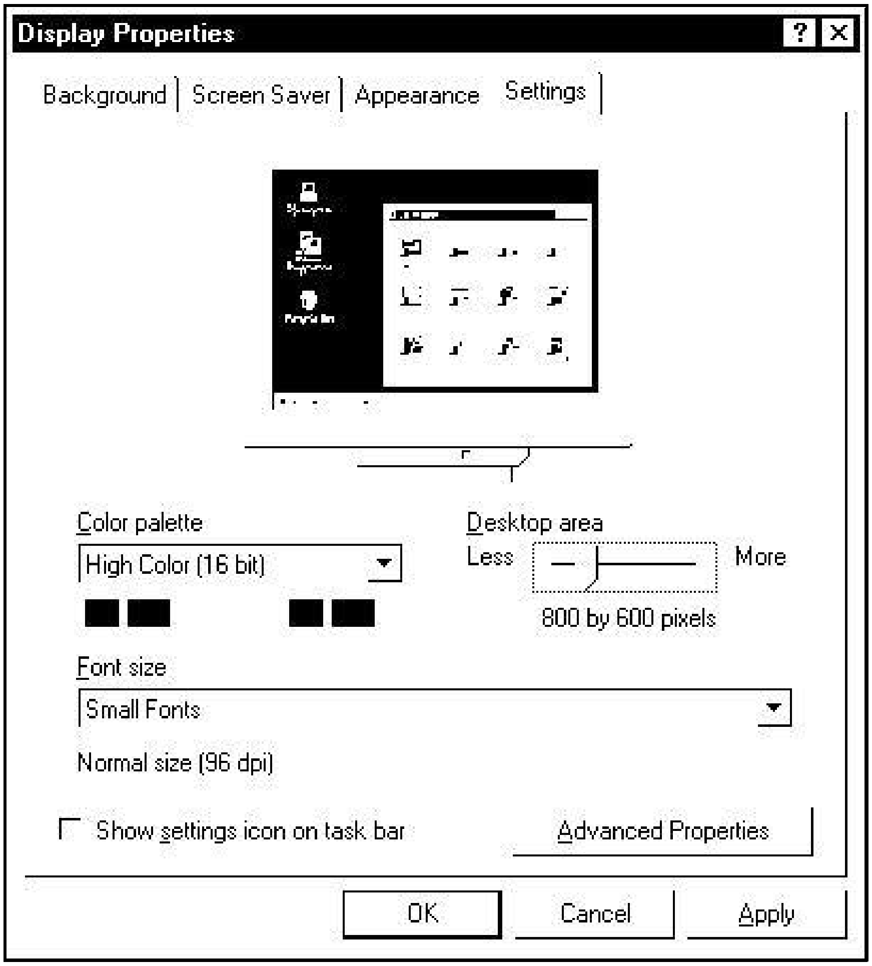
   N NOTE: Your password should be something you can easily remember because you should NEVER write your password down. It should also be non-obvious; don't use your name, your dog's name, or anything easily connected with you (like your initials or your name backwards). Passwords are case sensitive, which means "PURPLE," "purple," and "PUrple" are different passwords.

3. Enter your new password again in the field labeled Confirm Password. It must match the password entered in step 2 exactly.

4. Click **CHANGE**. You will be presented with a screen confirming the change and will immediately see a message from your browser that says "Authorization Failed."

5. Click **OK**.

6. Re-enter your PMS User ID and new password. You should now be logged in.


Display Properties
Background
Screen Saver
Appearance
Settings
Advanced Properties
OK
Cancel
Apply

Color palette: High Color (16 bit)

Desktop area: Less — More

800 by 600 pixels

Font size: Small Fonts

Normal size (96 dpi)

☐ Show settings icon on task bar

Changing Your Screen Resolution - 1

scr_chg_res.jpg

Your screen resolution may be adjusted to make screen objects appear larger or smaller. In general, the higher the resolution, the smaller things appear. Your monitor and display adapter determine whether you can change your screen resolution. Below are the basic instructions for changing your screen resolution in the Windows95/NT, Windows 3.1, and MacIntosh environments.

WINDOWS 95/NT

Use the following steps to change your screen resolution in the Windows95/NT environment.

1. Click **START.**
2. Click on **SETTINGS**.
3. Click on **CONTROL PANEL.**
4. Double-click on **DISPLAY.**
5. Click on the **SETTINGS** tab.
6. In the area labeled Desktop Area, drag the slider to select a resolution (Changing Your Screen Resolution - 1). The recommended resolution for using the Payment Management System is 800 X 600. A lower resolution of 640 x 480 will make the screens appear larger and may require the use of the scroll bars to view all of the information on a given screen. A higher resolution of 1024 x 768 will make the screens appear smaller and is sometimes difficult to read.
7. Click **OK**. You will get a message that says "Windows will now adjust your display settings. This could take a few seconds during which your screen might flicker. If windows does not reappear correctly, wait 15 seconds, and your original settings will appear."
8. Click **OK.** Your screen resolution should change. You will be asked if you want to keep the new settings. Click **YES** to change or **NO** to return to your original settings.

WINDOWS 3.1

1. Double-click on the **MAIN** group icon to open the group window.
2. Double-click on **WINDOWS SETUP**.
3. Click on **OPTIONS** to reveal the menu.
4. Click on **CHANGE SYSTEMS SETTINGS**.
5. Use the **DISPLAY** list box to change the screen resolution.

MACINTOSH

1. Click on **APPLE** to expose the menu.
2. Click on **CONTROL PANEL**.
3. Click on **MONITORS**.
4. Click in **OPTIONS**.
5. If you see a list of monitor options, then it will allow you to change your screen resolution. If there is no list then you do not have the capability.

Exiting the System

When you log into the Payment Management System, after entering your username and password, you are taken to the message screen where messages from the Division of Payment Management are posted to users. Once you click on the **CLICK HERE TO ACCESS THE PAYMENT MANAGEMENT SYSTEM** button a new browser window is opened. To completely exit the Payment Management System all open browser windows must be closed. To close an open browser window, click the X in the top right hand corner of the browser window.

Logging In as a Different User

Until all windows of the browser are closed, you are essentially still logged into the system. Therefore to logout and log back in as a different user, it is necessary to close all browser windows, restart the browser, and re-connect to the Payment Management System website.

III.

THE PAYMENT MANAGEMENT SYSTEM ENVIRONMENT

Introduction to the Desktop . . . . Introduction - 25

Using the Menu . . . . Introduction - 26

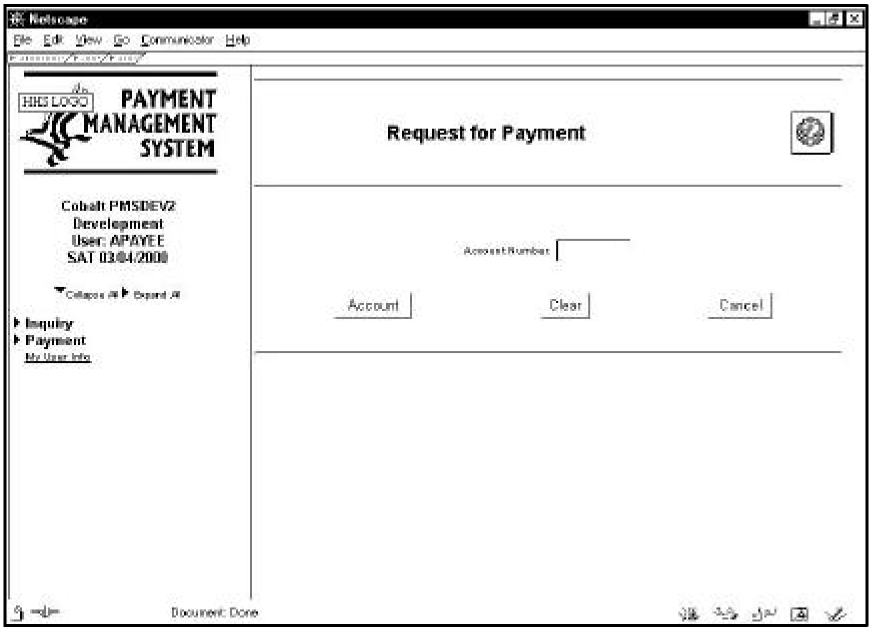
Using Input Forms . . . . Introduction - 28

Using Screen Objects . . . . Introduction - 30

Standards for Data Entry . . . . Introduction - 34

Using Help . . . . Introduction - 35

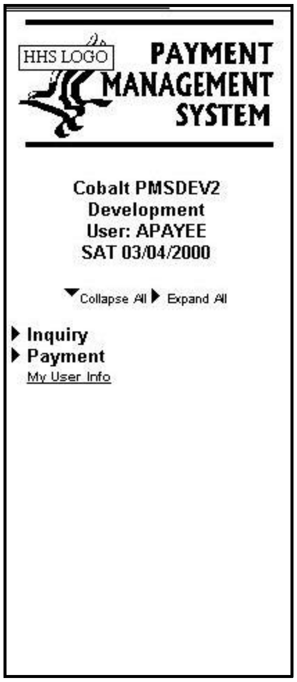
Below is an example of a typical Payment Management System screen. The screen is split into two frames. The left frame contains the Payment Management System menu. Details on the use of the menu are found in the following section.


Netscape
File Edit View Go Communicator Help
HHS LOGO
PAYMENT MANAGEMENT SYSTEM
Cobalt PMSDEV2
Development
User: APAYEE
SAT 03/04/2000
Collapse All Expand All
Inquiry
Payment
My User Info
Request for Payment
Account Number
Account
Clear
Cancel
Document: Done

MENU **INPUT FORM**

scr_using_guide_recip_1of1.jpg

The right frame contains the Payment Management System input forms. Details on using these inputs forms are found in the subsection "Using Input Forms."



Cobalt PMSDEV2
Development
User: APAYEE
SAT 03/04/2000

Once you have passed the login sequence you are ready to use the system. The Payment Management System menu will always appear on the left-hand side of your screen.

The top section of the menu displays the HHS logo, the version of the software, and the name of the user currently logged in.

Expanding the Menu

When you first login, the menu will appear in its most compressed form displaying only the highest level menu items. The items listed on the menu will vary depending on your system access rights. You have the choice of expanding the menu one menu item at a time or expanding the entire menu all at once.

- To expand the entire menu, click the < button next to EXPAND ALL, just beneath the HHS logo.
- To expand the menu one menu item at a time to expose additional choices, click the < button to the left of a menu item.

If the menu becomes too long to display on one screen, a scroll bar will appear on the right-hand side of the menu frame. To scroll down, click the down arrow at the bottom of the scroll bar. To scroll up, click the up arrow at the top of the scroll bar.

Contracting the Menu

Just like expanding, you have a choice of contracting the entire menu all at once or contracting a specific menu item.

! To contract the entire menu, click the ? button next to COLLAPSE ALL, just beneath the HHS logo.

! To hide additional choices beneath the selected menu item, contract the menu item one item at a time by clicking the ? button to the left of a menu item.

Completing a Transaction

You will need to expand the menu until you expose a set of executable choices. Executable choices are displayed in the form of links. In the Payment Management System, a link is a connection from one screen to another. The default format for a link is one or more words highlighted with color, underlining, or both, however if you have changed your browser's default settings, they may look different. Begin a transaction by clicking on the underlined word.

L **EXAMPLE:** To establish an Awarding Agency, click on Establish beneath Awarding Agency. Remember, click only on the words.

N **NOTE:** By default, a menu choice will appear blue until it has been executed. This is called an unfollowed link. After it has been executed it is called a followed link and will appear purple by default. You can change the colors used to denote unfollowed and followed links within your Internet browser.

Using Input Forms

When you click on a menu item to begin a transaction, the right-hand side of the screen will load the appropriate input form. The Payment Management System uses several different screen objects to obtain and display data.

Depending on the display area settings of your computer and the complexity of each input form, a form may be too long to display on a single screen. In that case, a scroll bar will appear on the right-hand side of the input form. To scroll down, click the down arrow at the bottom of the scroll bar. To scroll up, click the up arrow at the top of the scroll bar.

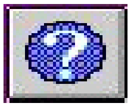
Command Buttons

The following command buttons appear on the majority of the Payment Management System input forms:

Click on the **CLEAR** button to erase any inputted data and reset an input form to its defaults.

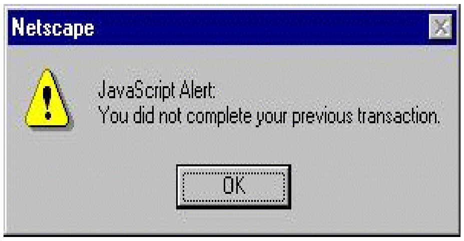
Click on the **CANCEL** button to cancel a process and prevent a transaction from occurring. You will be presented with a screen that verifies your cancellation.

In most cases, the Payment Management System uses a series of screens to complete a transaction. In general, click on the **CONTINUE** button to continue to the next screen.



Clicking on this button will display the help file associated with the active screen.

If you attempt to select a different menu item before completing all of the requirements for the current transaction, a warning message will appear similar to the following:



JavaScript Alert:
You did not complete your previous transaction.

The message may look slightly different depending on the browser you are using. After clicking **OK**, you may either:

- select a different menu item, or
- select the same menu item to begin the current transaction again.

Using Screen Objects

The Payment Management System uses eight types of screen objects to obtain and display data. Below are examples and instructions on how to use each of these objects.

N NOTE: Throughout this documentation, the words "click mouse button" or "click" refer to clicking the left mouse button once unless otherwise noted.

Text Entry Boxes

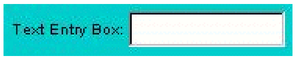


Figure A

A text entry box is an area where you can enter text. To use a text box do the following:

1. Place the mouse pointer inside the text box. The mouse pointer should change to an I-beam, a vertical line that blinks.
2. Click the mouse button.
3. Type the new text or edit the existing entry.

List Boxes

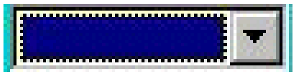


Figure B

In most cases, it is quicker and easier to select a value from a list than to remember a value to type. PMS uses list boxes to give you a list of choices. Using a list box also helps to ensure accuracy and uniformity of data in the databases which is extremely important to all users. To use a list box do the following:

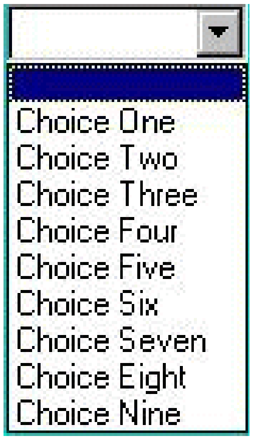


Figure C

1. Place the mouse pointer on the arrow on the right-hand side of the list box as shown in Figure B and click. A list similar to the one shown in Figure C will appear. If the list is long, a scroll bar will also appear on the right.

2. To find your choice you may use either of the following methods:

   - Place the mouse pointer inside the list box. The mouse pointer will change to an I-beam. Click the mouse button. Type the first character of your selection. The system will scroll the list to the first item beginning with that character. Or,

   - Use the scroll bar to scroll through the list to find your choice.

3. Click on the list item of your choice to select it. Your selection will automatically appear in the list box.

Multiple-Selection List Boxes

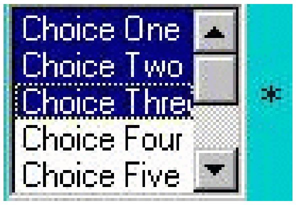


Figure D

In some cases it may be necessary to make multiple selections from a list. PMS indicates that multiple selections are possible by displaying an asterisk (*) on the right side of the list box. To make a multiple selection from a list box do the following:

Contiguous Selections (Figure D)

1. Click on first item to be selected.
2. While holding the SHIFT key down, click on the last choice. All of the items in between the first item selected and the last item selected will be highlighted. You may select either the start or the end of the list first.

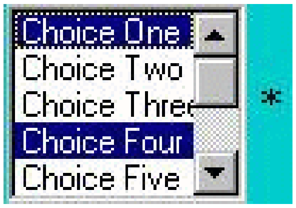


Figure E

Non-Contiguous Selections (Figure E)

1. Click on the first item to be selected.
2. While holding the CTRL key down, click on your next choice. It will be highlighted, too.
3. Repeat step 2 until all selections are made.

Radio Buttons

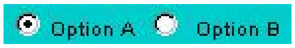


Figure F

In the Payment Management System, a radio button is a round button that specifies one option out of a group of options. In the example to the left, Option A is the selected value. To make a selection do the following:

1. Place the mouse pointer on the radio button itself.
2. Click the mouse button to select.

Since these are mutually exclusive you can choose only one option. Selecting one option will automatically de-select the other.

Check Boxes

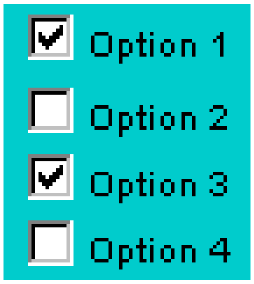


Figure G

Within the system, a check box is a square button that specifies one or more selected values. In the example to the left, Option 1 and Option 3 are the selected values. To make a selection:

1. Place the mouse pointer on the check box itself.
2. Click the mouse button to select.
3. Repeat steps 1 and 2 for each selection.

N **NOTE:** Clicking on check box again will de-select it.

Command Buttons

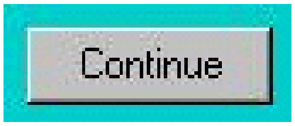


Figure H

Command buttons are buttons that you click to execute a command. Command buttons will cause an update or a new screen to appear. To use a command button do the following:

1. Place the mouse pointer on the button.
2. Click the mouse button.

Text/List Combo Box

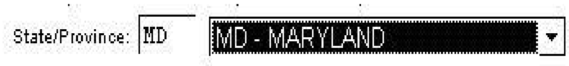

State/Province: MD MD - MARYLAND

Figure I

A text/list combo box gives you the option of typing in the text yourself, or selecting from a list. The text/list combo consists of a text box right next to a list box. To use a text/list combo box do the following:

1. Place the mouse pointer inside the text box. The mouse pointer should change to an I-beam, a vertical line that blinks.
2. Click the mouse button
3. Type the new text or edit the existing entry
4. Hit the TAB key or click the mouse button in another field. The value that corresponds to the text entered should appear in the list box for verification.

OR

1. Place the mouse pointer on the arrow on the right-hand side of the list box and click. If the list is long, a scroll bar will also appear on the right.
2. Use the scroll bar to scroll through the list to find your choice.
3. Click on the list item of your choice to select it. Your selection will appear in the list box and its corresponding value in the text box for verification.

LookUps

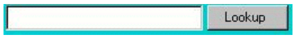


Figure J

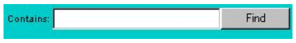

Contains:
Find

Figure K

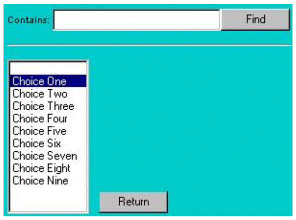

Contains:
Find
Choice One
Choice Two
Choice Three
Choice Four
Choice Five
Choice Six
Choice Seven
Choice Eight
Choice Nine
Return

Figure L

PMS uses lookups when there are too many values to display in an ordinary list box. If you already know the value you are looking for, you may simply type it in yourself. However, if you need to lookup the value do the following:

1. Click on the **LOOKUP** button as shown in Figure J. You will see a screen similar to Figure K.

2. Enter all or part of the value in the text box and click the **FIND** button. PMS will find all the items that contain the text you entered and display only those in the list box below. Please be as specific as possible to limit the number of found values. Only the first 500 will be displayed.

3. From the limited list (Figure L) you can then scroll to find the value you want, click on it to select, and click the **RETURN** button.

4. After you have looked up your selection it will appear in the box shown in Figure J.

Standards for Data Entry

The Payment Management System uses the following standards for data entry:

TYPE	DEFINITION	VALID VALUES
Currency	The dollar sign ($) is optional.	$100 or 100
	For amounts larger than $1,000; commas are optional.	1,000 or 1000
	For exact dollar amounts, the decimal point is optional.	150 or 150.00
	For negative amounts, the minus sign must appear to the left of the number.	-199.99
Dates	All dates within the Payment Management System should be entered in the format MM/DD/YYYY where: MM = 1-2 digit month DD = 1-2 digit day YYYY = 4-digit year	1/1/1999 11/21/2000
Mandatory	Any field with a red label (as opposed to black) is a mandatory field. This means that you must enter a valid value in the field before you can continue.	

Getting Into Help

Clicking the ? button on any Payment Management System screen will open a separate browser to view help files. The help file associated with the current screen will be displayed.

Navigating Through Help

Using Links

Each Payment Management System help screen may contain links to other pages. A link is a connection from one page to another. You find a link by looking for one or more words highlighted with color and underlined. In the Payment Management System, a link is a connection from one screen to another. The default format for a link is one or more words highlighted with color, underlining, or both, however if you have changed your browser's default settings, they may look different. To use a link:

1. Point the mouse cursor over a link.
2. Click once on the highlighted text. This transfers the page content from the current page to the page associated with your selection.

An unfollowed link is a connection to a page that you have not yet viewed. By default, unfollowed links are blue. A followed link is a connection to a page that you have viewed. By default, followed links are purple.

N **NOTE:** You can change the colors used to denote unfollowed and followed links within your Internet browser.

Going Back

Click on your browser's **BACK** button to go back to the previous page.

Going Foward

Click on your browser's **FORWARD** button to go forward to the next page.

The Help Index

Click on the INDEX button on any help screen to go directly to the Payment Management System help index.

The Glossary

Need further information about a term or acronym? Click on the GLOSSARY button on any help screen to go directly to the Payment Management System Glossary.

Exiting Help

Click on the EXIT HELP button to exit help and return to the Payment Management System screen you were working on.

IV.

PAYMENT

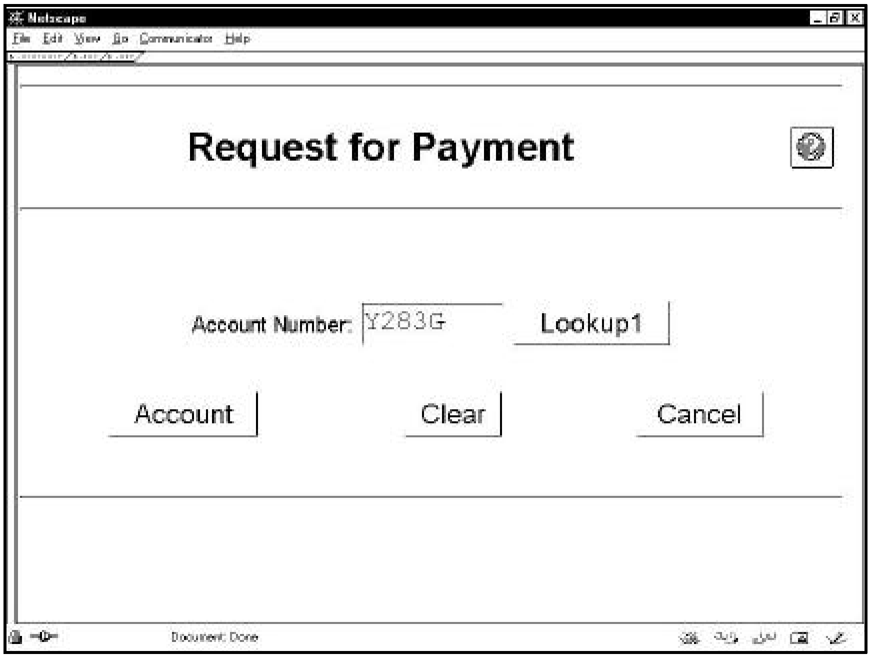
Requesting a Payment . . . . Payment - 2

From an Account with no Subaccounts . . . . . . Payment - 2

From an Account with Subaccounts . . . . Payment - 6

Requesting a Payment

from an account with no subaccounts

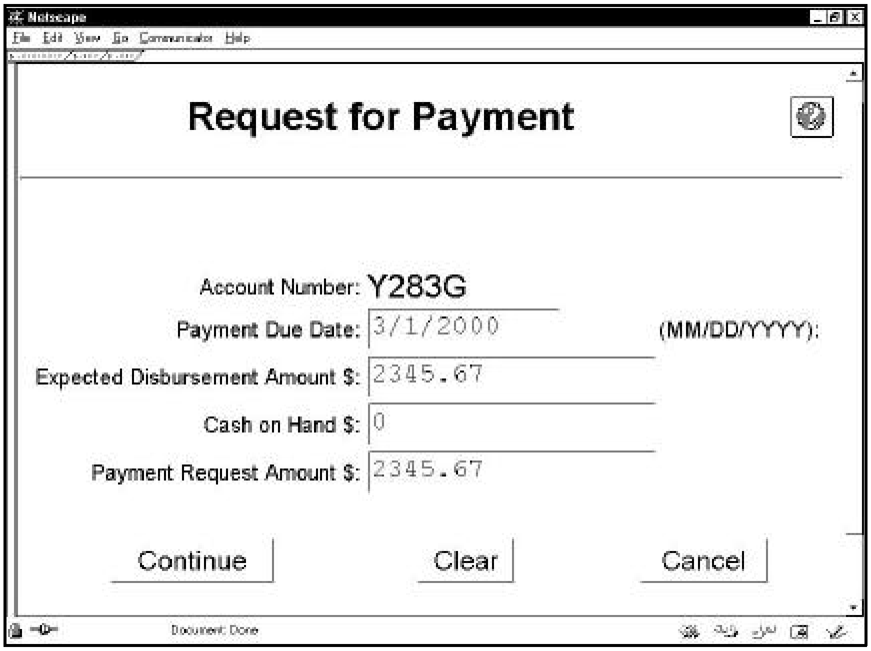

Netscape
File Edit View Go Communicator Help
Lookup1
Account
Clear
Cancel
Document: Done

Request for Payment

Account Number: Y283G

Request - 1

scr_pay_rfp_nosub_1of4.jpg


Netscape
File Edit View Go Communicator Help
Continue
Clear
Cancel
Document: Done

Request for Payment

Account Number: Y283G
Payment Due Date: 3/1/2000 (MM/DD/YYYY):
Expected Disbursement Amount $: 2345.67
Cash on Hand $: 0
Payment Request Amount $: 2345.67

Request - 2

scr_pay_rfp_nosub_2of4.jpg

The Request for Payment menu option is used to make a request for payment from an account that may or may not have subaccounts. The Payment Management System uses a series of screens to prompt you for the information it needs to process your request for payment. To make a request for payment from an account with no subaccounts, follow the steps outlined below.

1. Enter or lookup your Account Number (Request -1). (For information about using the lookup feature, refer to the section entitled “Using Screen Objects”.)

2. Click **ACCOUNT**.

   If you entered an invalid payee account number you will receive an error message. Verify and re-enter or lookup your payee account number and repeat step #2.
   The account number you selected will appear at the top of the screen (Request - 2).

3. Enter the Payment Due Date. The payment due date is the date that the funds need to be available. PMS will release the funds so that they will be delivered on the date specified. The date must be valid and in the format MM/DD/YYYY where MM is the 1-2 digit month, DD is a 1-2 digit day, and YYYY is a 4-digit year.

   The date value to be entered depends on the type of payment you are requesting. If it is a normal ACH payment, the payment due date should be the next business day. Recipients that have been previously approved by their DPM Account Representative can warehouse payment requests up to 30 days in advance. In some cases, recipients may be eligible to receive a wire transfer the same day. Contact your DPM account representative for details.

4. Enter the Expected Disbursement Amount. The Expected Disbursement Amount is the amount of disbursement the recipient expects to pay out upon the receipt of the payment. This amount must be positive and be equal to the sum of the Payment Request Amount plus the Cash on Hand.

5. Enter the Cash on Hand. The Cash on Hand is the amount of Federal cash that the recipient has on hand at the time of the payment request. This amount may be positive to reflect the actual cash balance or negative to request reimbursement for funds already spent.

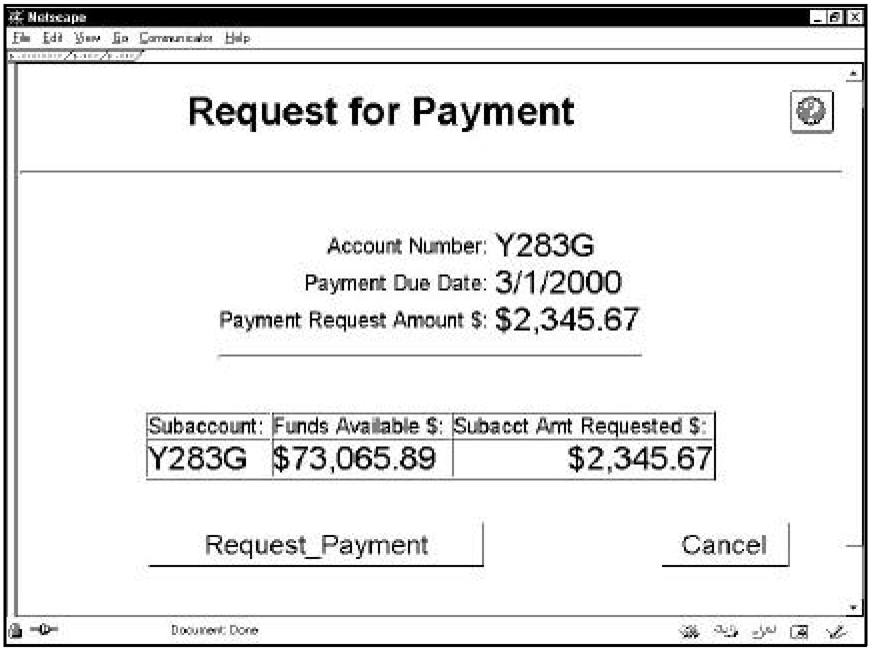
   N **NOTE:** For the initial payment request for an account the Cash on Hand must be zero.

6. Enter the Payment Request Amount. The Payment Request Amount is the total amount of money requested. This amount plus the Cash On Hand must equal the Expected Disbursement Amount.

   N **NOTE:** Since funds will be available the next business day, recipients should request funds only for immediate cash disbursement.

Requesting a Payment

from an account with no subaccounts - (continued)

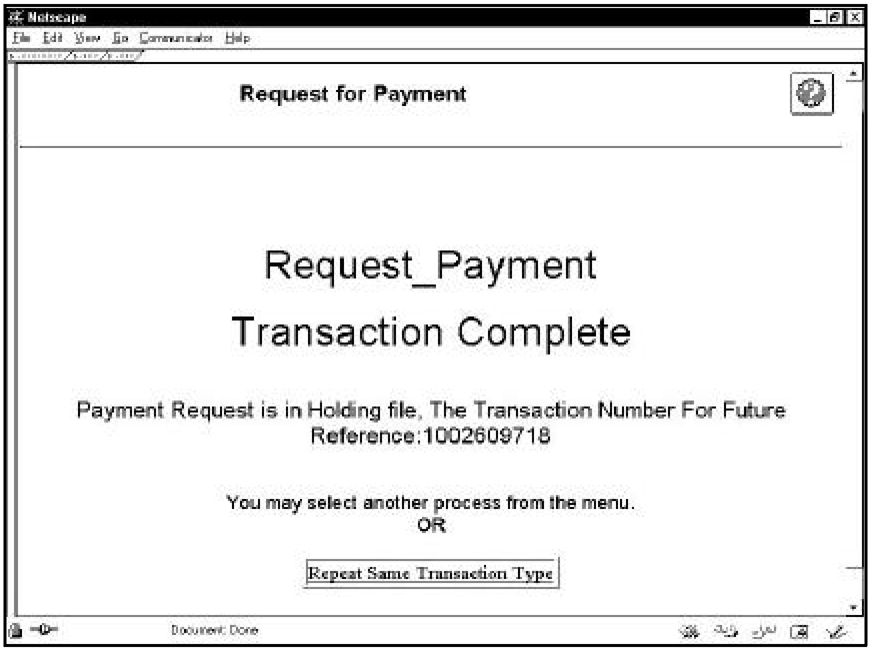

Netscape
File Edit View Go Communicator Help
Request_Payment
Cancel
Document: Done

Request for Payment

Account Number: Y283G
Payment Due Date: 3/1/2000
Payment Request Amount $: $2,345.67

Subaccount:	Funds Available $:	Subacct Amt Requested $:
Y283G	$73,065.89	$2,345.67

Request - 3 scr_pay_rfp_nosub_3of4.jpg


Netscape
File Edit View Go Communicator Help
Repeat Same Transaction Type
Document: Done

Request for Payment

Request_Payment

Transaction Complete

Payment Request is in Holding file, The Transaction Number For Future Reference:1002609718

You may select another process from the menu.
OR

Request - 4 scr_pay_rfp_nosub_4of4.jpg

7. Click **CONTINUE**.

8. Click **REQUEST_PAYMENT** (Request - 3).

9. If there are no problems with the information entered, you will be presented with a screen confirming the transaction and displaying a transaction number to use for future reference. (Request - 4) If the screen indicates that the request is in process, you should expect to receive funds the next business day. If the screen indicates that the request is in the holding file, it is currently awaiting DPM review. To make another request for payment click on **REPEAT SAME TRANSACTION TYPE**, otherwise choose new transaction from the system menu.

Potential Problems

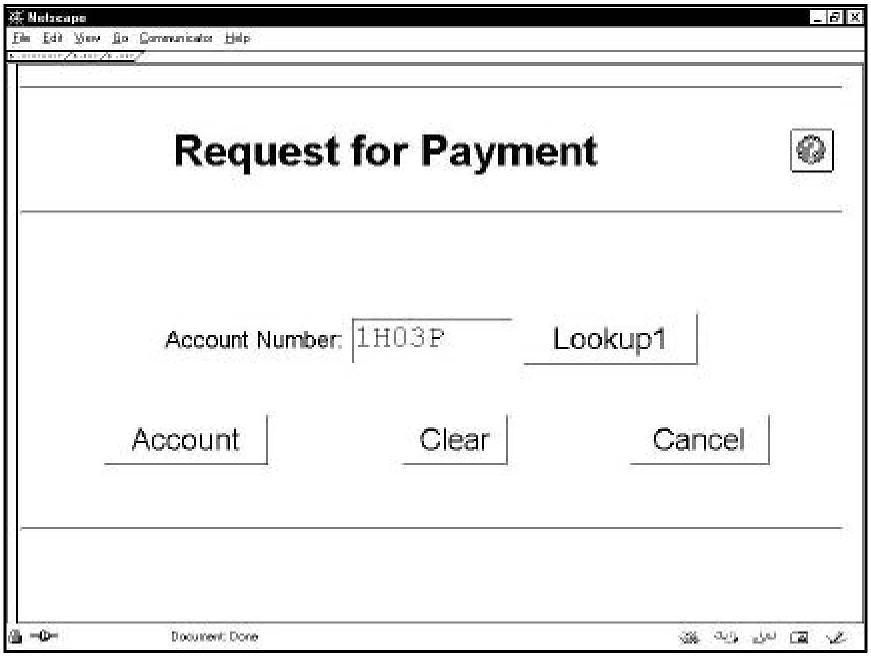
- **Invalid Payment Due Date.**
  The Payment Due Date should be the next business day unless you are a recipient that has been previously approved by their DPM Account Representative to warehouse payments in which case the Payment Due Date may be up to 30 days in advance. The payment due date may not be a banking holiday or a weekend.

- **Potential Duplicate Payment Request**
  PMS checks the date the request was entered, the account number, the payment due date, the expected disbursement amount, the cash on hand and, the payment request amount, to determine if the request might be a duplicate of a previous payment request. If it suspects a duplicate, you will be asked to verify that the request is indeed a new one.

- **Insufficient Funds**
  PMS checks your account to ensure that there is enough funds to cover your request. If there is not, you will receive a message indicating insufficient funds. Either reduce the payment request amount or cancel the transaction.

Requesting a Payment

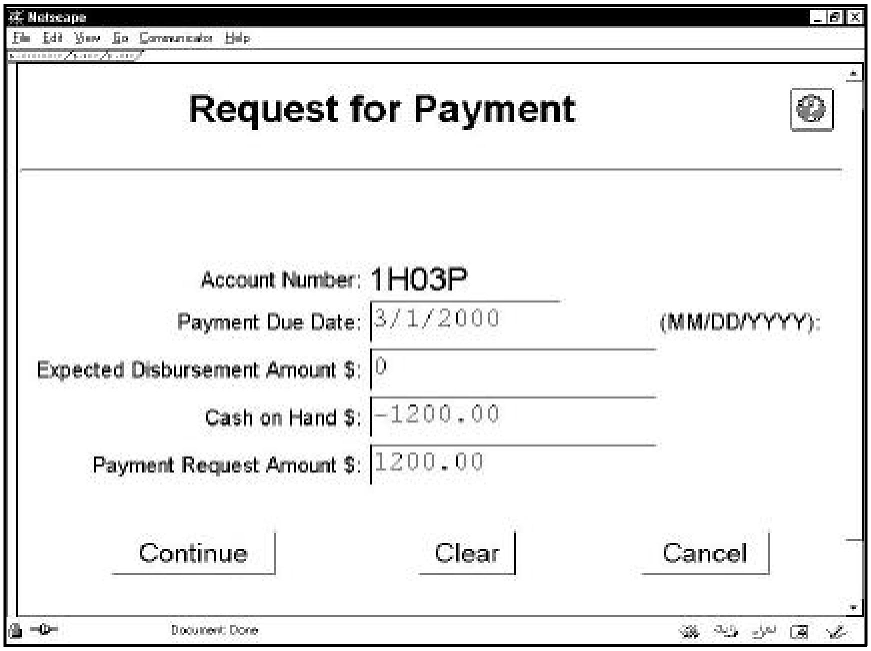
from an account with subaccounts


Netscape
File Edit View Go Communicator Help
Request for Payment
Lookup1
Account
Clear
Cancel
Document: Done

Account Number: 1H03P

Request - 1

scr_pay_rfp_1of4.jpg


Netscape
File Edit View Go Communicator Help
Request for Payment
Continue
Clear
Cancel
Document: Done

Account Number: 1H03P
Payment Due Date: 3/1/2000 (MM/DD/YYYY):
Expected Disbursement Amount $: 0
Cash on Hand $: -1200.00
Payment Request Amount $: 1200.00

Request - 2

scr_pay_rfp_2of4.jpg

The Request for Payment menu option is used to make a request for payment from an account that may or may not have subaccounts. The Payment Management System uses a series of screens to prompt you for the information it needs to process your request for payment. To make a request for payment from an account with subaccounts, follow the steps outlined below.

1. Enter or lookup your Account Number (Request -1). (For information about using the lookup feature, refer to the section entitled "Using Screen Objects".)

2. Click **ACCOUNT**.

   If you entered an invalid payee account number you will receive an error message. Verify and re-enter or lookup your payee account number and repeat step #2. The account number you selected will appear at the top of the screen (Request - 2).

3. Enter the Payment Due Date. The payment due date is the date that the funds need to be available. PMS will release the funds so that they will be delivered on the date specified. The date must be valid and in the format MM/DD/YYYY where MM is the 1-2 digit month, DD is a 1-2 digit day, and YYYY is a 4-digit year.

   The date value to be entered depends on the type of payment you are requesting. If it is a normal ACH payment, the payment due date should be the next business day. Recipients that have been previously approved by their DPM Account Representative can warehouse payment requests up to 30 days in advance. In some cases, recipients may be eligible to receive a wire transfer the same day. Contact your DPM account representative for details.

4. Enter the Expected Disbursement Amount. The Expected Disbursement Amount is the amount of disbursement the recipient expects to pay out upon the receipt of the payment. This amount must be positive and be equal to the sum of the Payment Request Amount plus the Cash on Hand.

5. Enter the Cash on Hand. The Cash on Hand is the amount of Federal cash that the recipient has on hand at the time of the payment request. This amount may be positive to reflect the actual cash balance or negative to request reimbursement for funds already spent.

   N **NOTE:** For the initial payment request for an account the Cash on Hand must be zero.

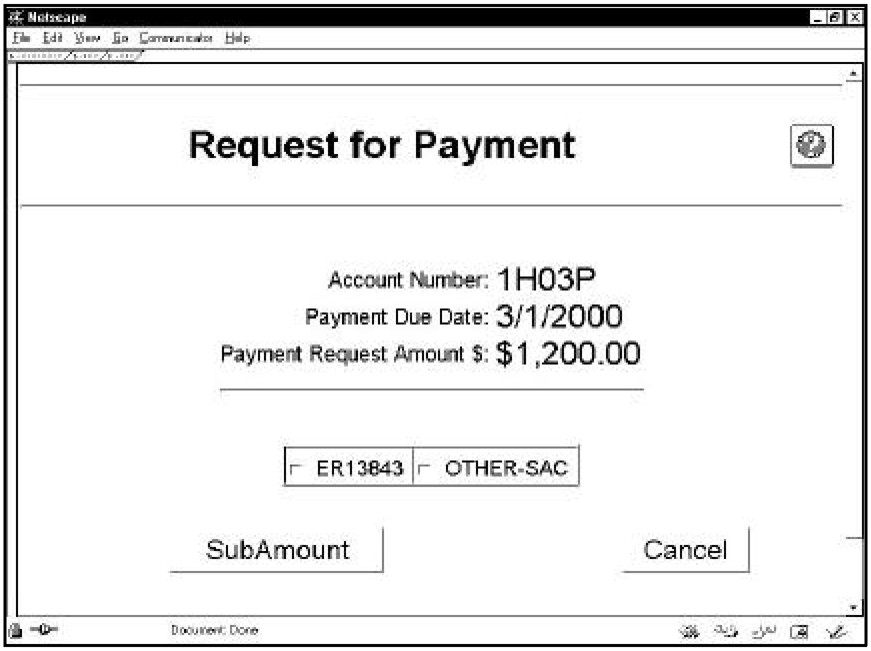
6. Enter the Payment Request Amount. The Payment Request Amount is the total amount of money requested. This amount plus the Cash On Hand must equal the Expected Disbursement Amount.

   N **NOTE:** Since funds will be available the next business day after requested, recipients should request funds only for immediate cash disbursement.

7. Click **CONTINUE**.

Requesting a Payment

from an account with subaccounts - (continued)


Netscape
File Edit View Go Communicator Help
SubAmount
Cancel
Document: Done

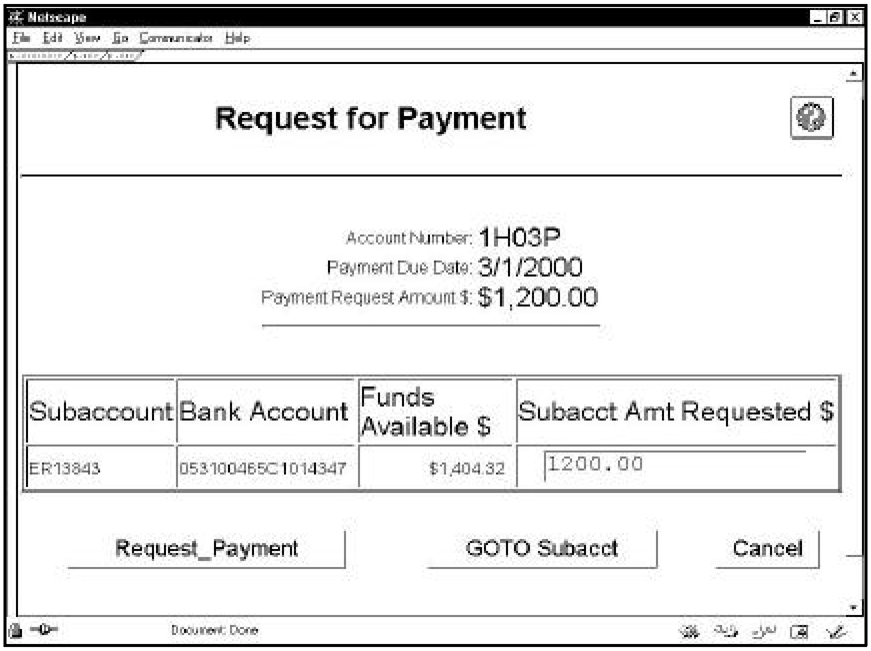
Request for Payment

Account Number: 1H03P
Payment Due Date: 3/1/2000
Payment Request Amount $: $1,200.00

☐ ER13843 ☐ OTHER-SAC

Request - 3

scr_pay_rfp_3of4.jpg


Netscape
File Edit View Go Communicator Help
Request_Payment
GOTO Subacct
Cancel
Document: Done

Request for Payment

Account Number: 1H03P
Payment Due Date: 3/1/2000
Payment Request Amount $: $1,200.00

Subaccount	Bank Account	Funds Available $	Subacct Amt Requested $
ER13843	053100465C1014347	$1,404.32	1200.00

Request - 4

scr_pay_rfp_4of4.jpg

8. Select the subaccount(s) you wish to request the payment from by clicking in their respective check boxes. You must select at least one subaccount (Request - 3)

9. Click **SUBAMOUNT**.

10. Enter the Subaccount Payment Amount for each selected subaccount. There must be an amount for every subaccount even if it is zero. The sum of the Subaccount Payment Amounts must equal the total Payment Request Amount.Use the **GOTO SUBACCT** button to go back to the screen on which you selected subaccounts.

11. Click **REQUEST_PAYMENT** (Request - 4).

12. If there are no problems with the information entered, you will be presented with a screen confirming the transaction and displaying a transaction number to use for future reference. If the screen indicates that the request is in process, you should expect to receive funds the next business day. If the screen indicates that the request is in the holding file, it is currently awaiting DPM review. To make another request for payment click on **REPEAT SAME TRANSACTION TYPE**, otherwise choose new transaction from the system menu.

Potential Problems

- **Invalid Payment Due Date.**
  The Payment Due Date should be the next business day unless you are a recipient that has been previously approved by their DPM Account Representative to warehouse payments in which case the Payment Due Date may be up to 30 days in advance. The payment due date may not be a banking holiday or a weekend.

- **Potential Duplicate Payment Request**
  PMS checks the date the request was entered, the account number, the payment due date, the expected disbursement amount, the cash on hand, the payment request amount, the subaccounts selected, and the subaccount amounts to determine if the request might be a duplicate of a previously payment request. If it suspects a duplicate, you will be asked to verify that the request is indeed a new one.

- **Insufficient Funds**
  PMS checks your account to ensure that there is enough funds to cover your total request and individual subaccount amount. If there is not, you will receive a message indicating insufficient account funds or specific subaccount funds. Either reduce the payment request amount or cancel the transaction.

- **No Bank Account**
  One or more of the subaccounts selected does not have an associated bank account within the Payment Management System. Your request for payment cannot be processed. Please call your DPM Account Representative to rectify the situation.

- **Different Bank Accounts**
  You will get an error message if the subaccounts involved with your payment request have different bank accounts. If this occurs, submit the payment request for each subaccount with different bank accounts separately.

V.

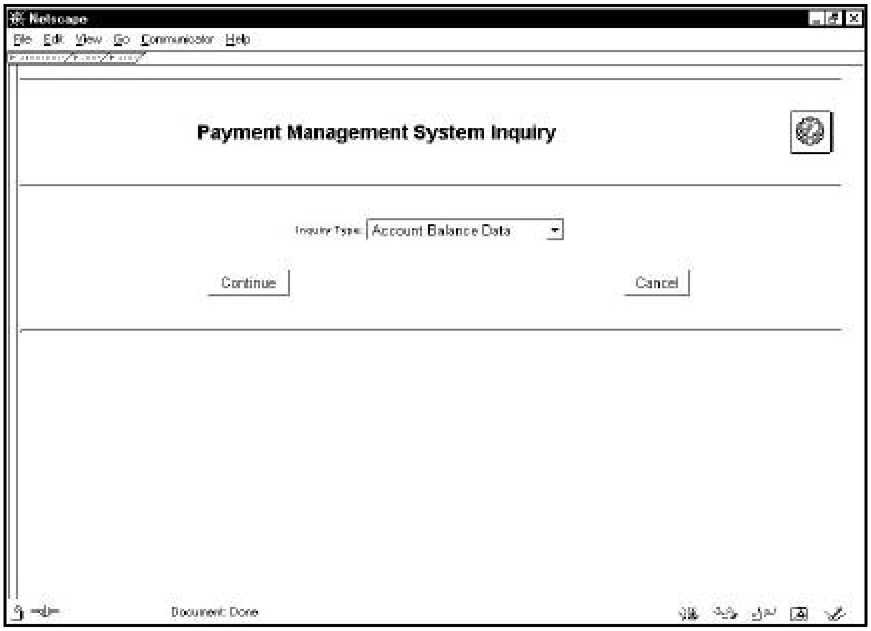
QUERYING THE SYSTEM

Running and Saving Inquiries . . . . *Query - 3*
Use this option for creating, running, and storing Grantee Inquiries in the Payment Management System.

Adhoc Grantee Inquiries . . . . *Query - 5*
Use this option to access the four predefined inquiries are available for use by grantees including: Account Balance Data, Authorization Transactions, Payment Data, and Summary Grant Data.

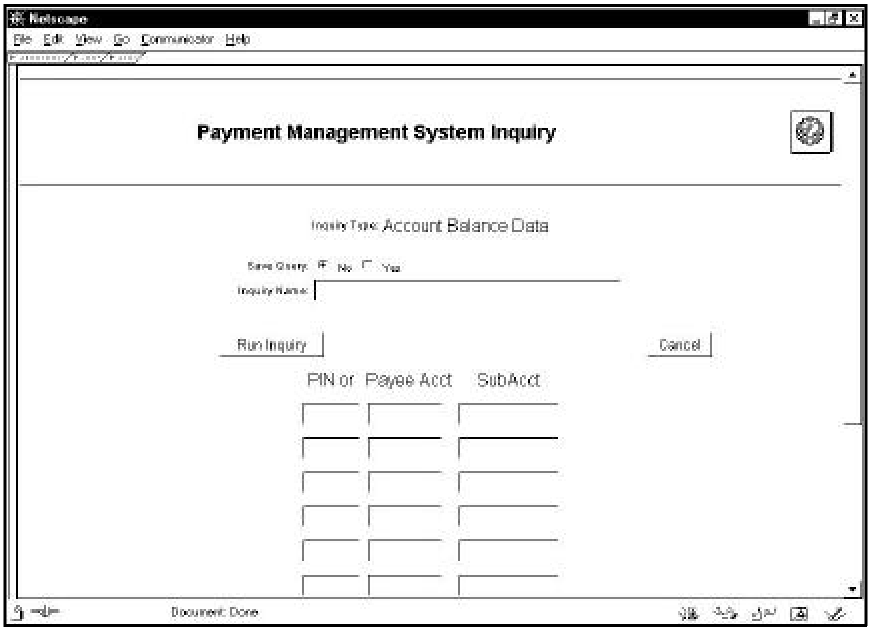
Stored Grantee Inquiries . . . . *Query - 28*
Use this option retrieve, change, and re-run inquires stored using the Adhoc Grantee Inquiry option.

Running and Saving Grantee Inquiries


Netscape
File Edit View Go Communicator Help
Payment Management System Inquiry
Continue
Cancel
Document: Done

Inquiry Type: Account Balance Data

Run - 1 scr_inq_adhoc_grantee_1of2.jpg


Netscape
File Edit View Go Communicator Help
Payment Management System Inquiry
Run Inquiry
Cancel
PIN or
Payee Acct
SubAcct
Document: Done

Inquiry Type: Account Balance Data

Save Query: ☑ No ☐ Yes

Inquiry Name:

Run - 2 scr_inq_adhoc_grantee_2of2.jpg

Use this process for creating, running, and storing Grantee Inquiries in the Payment Management System.

1. On the Adhoc Grantee Inquiry screen, select the type of inquiry from the list provided (Run -1). The type of inquiry selected determines what information will be returned.
2. Click **CONTINUE**.
3. Enter the criteria you will use as a basis for your query in the fields provided (Run - 2). Details about each specific type of inquiry can be found on the pages that follow.
4. Indicate whether or not you wish to save the query using the radio buttons next to the Save Query label.
5. If you indicated that you wish to save the query, enter an Inquiry Name on the line below. An Inquiry Name can be up to 50 characters in length.
6. Click **RUN INQUIRY**. After searching has completed, the results of your query will be displayed on your screen.

By saving the inquiry, you may retrieve and re-rerun it at any point using the Stored Grantee Inquiries option. However, if you want to save the results of the inquiry to a file, use the following steps.

7. Click on the right-hand side of the screen where the output of the inquiry is displayed.
8. If you are using Netscape as your browser, click on **(F)ile (S)ave Frame As.** You will be prompted with a dialog box prompting you for the directory or folder that you want to save the file in. Click **SAVE** to save the file.
9. If you are using Internet Explorer as your browser, click on **(F)ile (S)ave As.** You will be prompted with a dialog box prompting you for the directory or folder that you want to save the file in. Click **SAVE** to save the file.

Adhoc Grantee Inquiries

Account Balance Data . . . . Query - 6

This inquiry provides total authorized, total payments and funds available balance for the Account and all its Subaccounts if applicable.

Authorization Transactions . . . . Query - 10

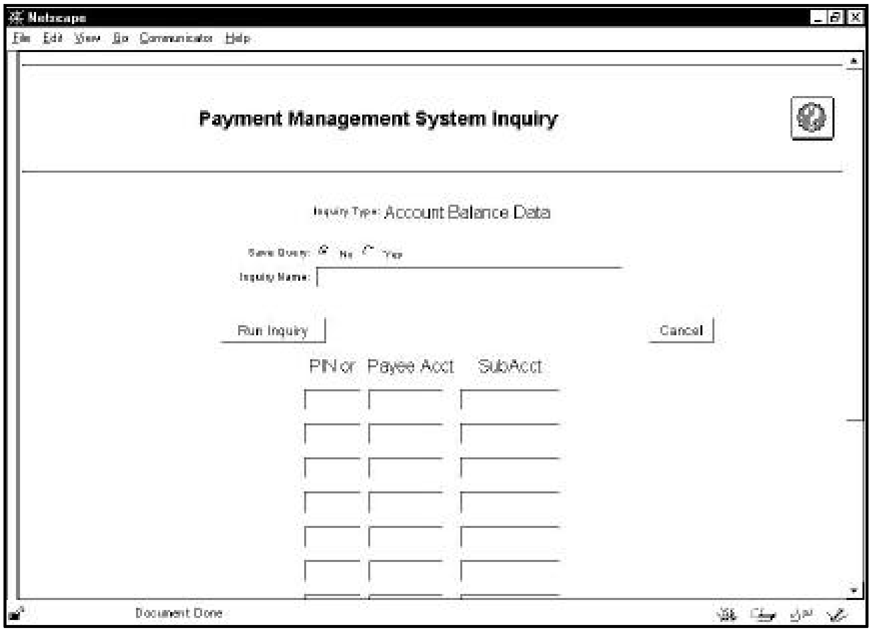
This inquiry displays an audit trail of all authorization (obligation) transactions posted for a grant. It contains the detail supporting transactions for all grants under the PIN, Payee Account(s) or Grant Number(s).

Payment Data . . . . Query - 16

This inquiry display a history of all payments and other payment related transactions, or payments of a specific subaccount, or payments within specific start and end dates, or for a specific confirm number.

Summary Grant Data . . . . Query - 22

This inquiry displays Authorized and Disbursed totals for each grant number. The grantee may enter the PIN, Payee Acct, or specific grant.


Netscape
File Edit View Go Communicator Help
Run Inquiry
Cancel
Document Done

Payment Management System Inquiry

Inquiry Type: Account Balance Data

Save Query: ● No ○ Yes
Inquiry Name:

PIN or Payee Acct		SubAcct

Account Balance Data - 1

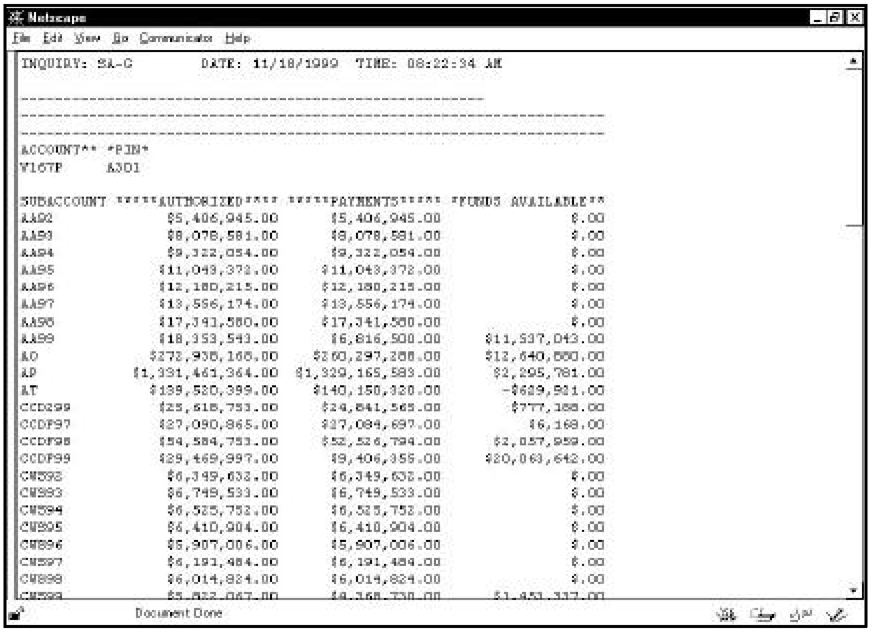
scr_adhoc_grantee_abd_fillin.jpg

This inquiry provides total authorized, total payments and funds available balance for the Account and all its subaccounts, if applicable. The two most recent payment transactions for the Account display at the end of the inquiry.

Heading Descriptions on the Input Screen (Account Balance Data - 1)

PIN	Payee Identification Number; either four or five characters in length; identifies the recipient's business office where the financial responsibility and accounting for payments made to that organization rests. Each PIN has one or more Payee Account numbers. Inquiry using the PIN displays all Payee Account numbers under the PIN. For "old" PINs converted from the old legacy system the PIN is four characters in length. For "new" PINs created in the New Payment Management System the PIN is five characters in length.
PAYEE ACCT	Payee Account Number; either five or seven characters in length; identifies the type of grant activity obligated under this Account. The type defines whether the Account has Subaccounts and also whether 272 reporting is required For "old" Accounts converted from the old legacy system the Account is five characters in length. For "new" Accounts created in the New Payment Management System the Account is seven characters in length.
SUB ACCT	Subaccount Code; from two to ten characters in length; identifies major programs, grants or contracts within a Payee Account. It is the Code which the recipient cites on the payment request. If a SubAcct is not entered on the screen, then all SubAccts are displayed for the PIN or Payee Account.

Account Balance Data (continued)



```
INQUIRY: SA-G        DATE: 11/18/1999  TIME: 08:22:34 AM

-------------------------------------------------------
--------------------------------------------------------------------
--------------------------------------------------------------------
ACCOUNT** *PIN*
V167P     A301

SUBACCOUNT *****AUTHORIZED**** *****PAYMENTS***** *FUNDS AVAILABLE**
AA92             $5,406,945.00      $5,406,945.00               $.00
AA93             $8,078,581.00      $8,078,581.00               $.00
AA94             $9,322,054.00      $9,322,054.00               $.00
AA95            $11,043,372.00     $11,043,372.00               $.00
AA96            $12,180,215.00     $12,180,215.00               $.00
AA97            $13,556,174.00     $13,556,174.00               $.00
AA98            $17,341,580.00     $17,341,580.00               $.00
AA99            $18,353,543.00      $6,816,500.00     $11,537,043.00
AO             $272,938,168.00    $260,297,288.00     $12,640,880.00
AP           $1,331,461,364.00  $1,329,165,583.00      $2,295,781.00
AT             $139,520,399.00    $140,150,320.00       -$629,921.00
CCD299          $25,618,753.00     $24,841,565.00        $777,188.00
CCDF97          $27,090,865.00     $27,084,697.00          $6,168.00
CCDF98          $54,584,753.00     $52,526,794.00      $2,057,959.00
CCDF99          $29,469,997.00      $9,406,355.00     $20,063,642.00
CW592            $6,349,632.00      $6,349,632.00               $.00
CW593            $6,749,533.00      $6,749,533.00               $.00
CW594            $6,525,752.00      $6,525,752.00               $.00
CW595            $6,410,904.00      $6,410,904.00               $.00
CW596            $5,907,006.00      $5,907,006.00               $.00
CW597            $6,191,484.00      $6,191,484.00               $.00
CW598            $6,014,824.00      $6,014,824.00               $.00
CW599            $5,822,067.00      $4,368,730.00      $1,453,337.00
```

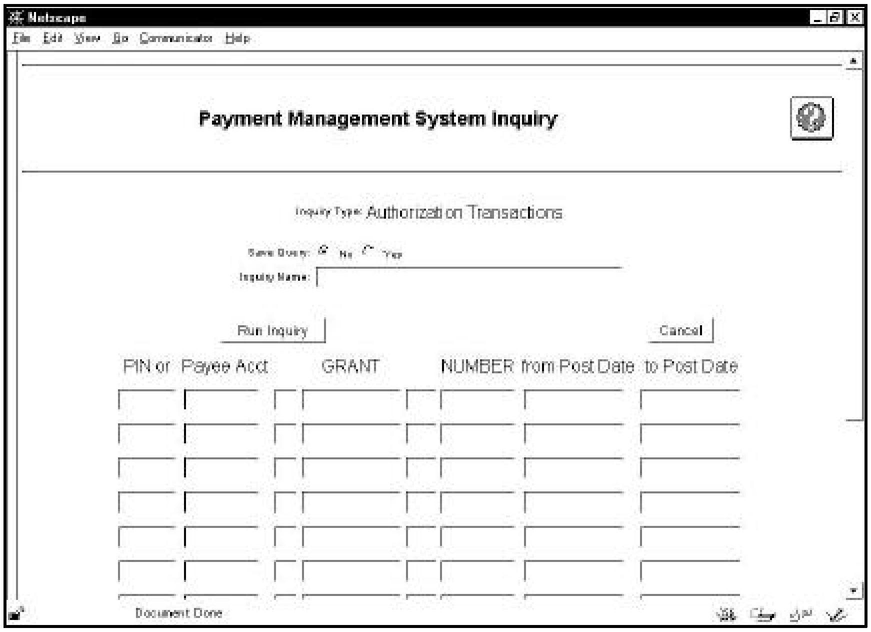
Account Balance Data - 2

scr_adhoc_grantee_abd_results.jpg

Heading Descriptions on the Output (Account Balance Data - 2)

AUTHORIZED	Total authorization for the Subaccount or the Account. This is the total obligation amount which has been awarded.
PAYMENTS	Cumulative payments made to grantee for the Subaccount or the Account.
FUNDS AVAILABLE	Authorized minus payments. This is the available balance of funds.
LAST and PREV ACCT TRANSACTION	Last two payments or payment related transactions under the Payee Account number. If the inquiry is for a specific Subaccount, the last two payment transactions may or may not contain that Subaccount.
LIST TOTAL	Summary totals of **only** the Subaccounts which are 'listed' in the inquiry report.
ACCT TOTAL	Summary totals of **all** the Subaccounts which are in the Payee Account, regardless of whether it is "listed" in the inquiry report or not.
DEBITED	Date funds were paid into grantee's bank account, or effective date of the payment related transaction. For a Smartlink ACH payment it is the next business day after the Posted date.
POSTED	Date the payment request updated to the Payment Management System. For a Smartlink ACH payment it is usually the date of the payment request.
SCHD	Schedule on which payment was transmitted to the Federal Reserve Bank.
AMOUNT	The total amount of the payment or payment related transaction.

Authorization Transactions


Netscape
File Edit View Go Communicator Help
Run Inquiry
Cancel
Document Done

Payment Management System Inquiry

Inquiry Type: Authorization Transactions

Save Query: ● No ○ Yes

Inquiry Name:

PIN or Payee Acct GRANT NUMBER from Post Date to Post Date

Authorization Transaction - 1

scr_adhoc_grantee_at_filin.jpg

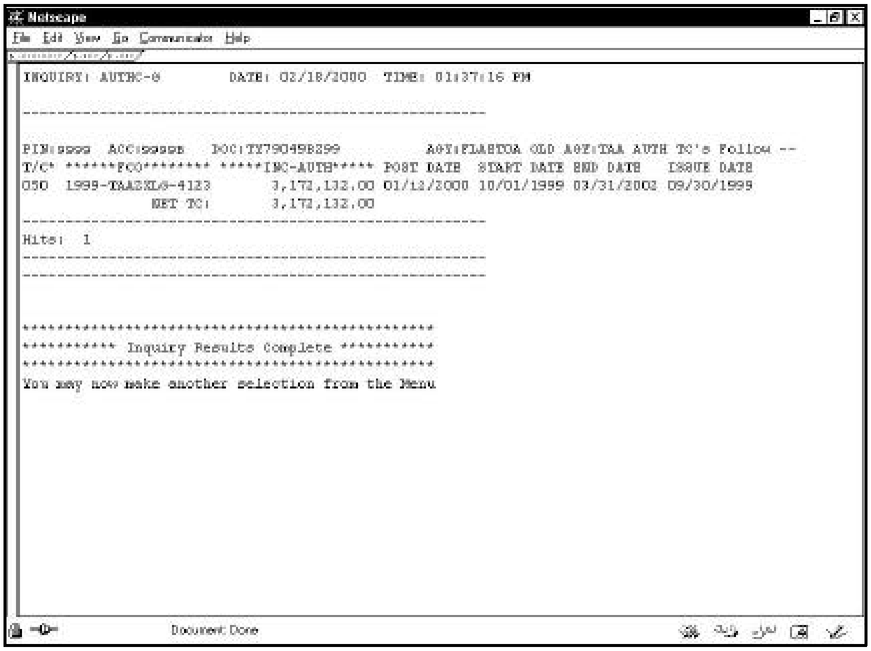
This inquiry displays an audit trail of all authorization (obligation) transactions posted for a grant. It contains the detail supporting transactions for all grants under the PIN, Payee Account(s) or Grant Number(s).

Heading Descriptions on the Input Screen (Authorization Transactions - 1)

PIN	Payee Identification Number; either four or five characters in length; identifies the recipient's business office where the financial responsibility and accounting for payments made to that organization rests. Each PIN has one or more Payee Account numbers. Inquiry using the PIN displays all Payee Account numbers under the PIN. For "old" PINs converted from the old legacy system the PIN is four characters in length. For "new" PINs created in the New Payment Management System the PIN is five characters in length.
PAYEE ACCT	Payee Account Number; either five or seven characters in length; identifies the type of grant activity obligated under this Account. The type defines whether the Account has Subaccounts and also whether 272 reporting is required. For "old" Accounts converted from the old legacy system the Account is five characters in length. For "new" Accounts created in the New Payment Management System the Account is seven characters in length.
GRANT NUMBER	Grant, Contract or Award Number used to obligate funds in the New Payment Management System. This number **may not** be the same as the Subaccount Code which is entered on the Payment Request screen and it **may not** be the same obligation number as it appears on your Grant Award Document. The grant number consists of four parts: Prefix, Core, Extension and Suffix. The typical grant number consists of the 10 character Core only. If so, then enter Core Grant Number in the second longest box on the screen. Not all agencies use the Prefix (1 character), Extension (2 characters) and Suffix (7 characters).
POST DATE	The date the authorization (obligation) transaction was posted to the database. The grantee can specify the time period for an inquiry at the PIN, Payee Acct or Grant level. The 'from' date is the beginning of the period and the 'to' date is the end of the period (e.g., from '01/01/1999' to '12/31/1999'). If the inquiry is for a specific day, then enter the same date in both the 'from' and 'to' dates, (e.g., from '06/15/2000' to '06/15/2000').

Adhoc Grantee Inquiries

Authorization Transactions (continued)


Netscape
File Edit View Go Communicator Help
Document: Done

```
INQUIRY: AUTHC-0        DATE: 02/18/2000  TIME: 01:37:16 PM

--------------------------------------------------------

PIN:9999  ACC:99998   DOC:TX790498299         AGY:FLASTOA OLD AGY:TAA AUTH TC's Follow --
T/C* ******FCO******** *****INC-AUTH***** POST DATE  START DATE END DATE   ISSUE DATE
050  1999-TAAZXL6-4123       3,172,132.00 01/12/2000 10/01/1999 03/31/2002 09/30/1999
              NET TC:       3,172,132.00
--------------------------------------------------------
Hits:  1
--------------------------------------------------------
--------------------------------------------------------


**************************************************
*********** Inquiry Results Complete ***********
**************************************************
You may now make another selection from the Menu
```

Authorization Transaction - 2

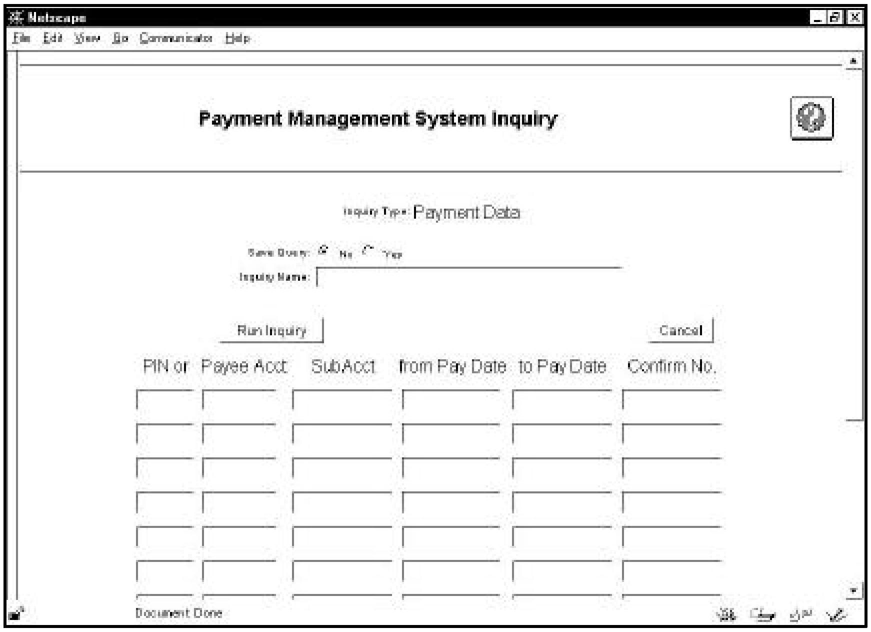
scr_adhoc_grantee_at_results.jpg

Heading Descriptions on the Output (Authorization Transaction - 2)

AGY	Identifies the agency which awarded the grant indicated. New Agency Code is an expansion of the OLD AGY. It is a new code as a result of converting to the New Payment Management System. It is seven characters in length.
N NOTE:	For those Accounts which were converted from the old legacy system there will be both AGY and OLD AGY codes.
OLD AGY	Identifies the agency which awarded the grant indicated. Old Agency Code is the code as it existed in the old legacy Payment Management System. It is three characters in length.
N NOTE:	For those Accounts created in the New Payment Management System there will **not** be any code for OLD AGY.

T/C	Transaction Code. Identifies the “type” of transaction submitted by the awarding agency. 050 - A standard authorization (obligation) transaction. The amount is normally positive but can be negative when the authorization is de-obligated or there is a reduction to a prior authorization. 051 - An obligation transaction used by HHS agencies. 053 - An obligation transaction used by HHS agencies. 055 - A cancellation of unexpended authorization (obligation) inexpired Accounts. This transaction is used by HHS agencies. 056 - A reversal of TC 055 transaction. This transaction is used by HHS agencies. 057 - The cancellation of an accounts receivable refund or reimbursement in expired Accounts. This transaction is used by HHS agencies. 058 - A transaction which triggers the grant segment (FCO or FY/CAN/Object Class) to “close” at the next 272 process. Document Status for that specific FCO will change to ‘C’ if the authorized, disbursed and charged advance amounts are equal. 059 - A transaction which triggers the entire grant award document to “close” at the next 272 process. Document Status for the grant will change to ‘C’ if the authorized, disbursed and charged advance amounts are equal.
FCO	Acronym for Fiscal Year, Common Accounting Number and Object Class. It is the level of funding for a grant. A grant can have one or multiple FCOs for as many fiscal years and funding sources as necessary.
FISCAL YEAR	A period of any twelve consecutive months used as an accounting period. It is the fiscal year of the CAN listed.

COMMON ACCOUNTING NUMBER	Either a eleven or a seven character field. The first seven or characters identify the awarding agency. See definitions for AGY and OLD AGY. For HHS agencies the last four characters represent an internal accounting number which, when used with the fiscal year, classifies financial transaction by agency programs, appropriations, budget activity structure, and catalogue of federal domestic assistance. For Non-HHS agencies the last four characters usually identify the funding code/source (or appropriation) for the grant.
OBJECT CLASS	Also known as Object Classification. It is an extension of the major object and sub-object classes of transactions prescribed in Office of Management and Budget Circular No. A-12 and special codes prescribed by Treasury Department Circular No. 1073. Object Class also represents further breakdowns of funding under a CAN.
INC AUTH	Incremental Authorization. Total authorized amount of this transaction. Any negative amounts will be preceded by a hyphen (e.g., -500.00 for minus $500).
POST DATE	The date the transaction was updated into the database.
START DATE	The beginning date of the grant award period. It is the first day of drawdown capability.
END DATE	The ending date of the grant award period. It is not necessarily the last day of drawdown capability.
ISSUE DATE	The effective or issue date of the grant award. It is usually the date the award was signed or approved.
NET TC	The net total of all authorization (obligation) transactions for the grant number.
HITS	The number of authorization transactions listed for the grant number in the inquiry report.


Netscape
File Edit View Go Communicator Help
Run Inquiry
Cancel
Document Done

Payment Management System Inquiry

Inquiry Type: Payment Data

Save Query: ● No ○ Yes

Inquiry Name:

PIN or	Payee Acct	SubAcct	from Pay Date	to Pay Date	Confirm No.

Payment Data - 1

scr_adhoc_grantee_pd_filin.jpg

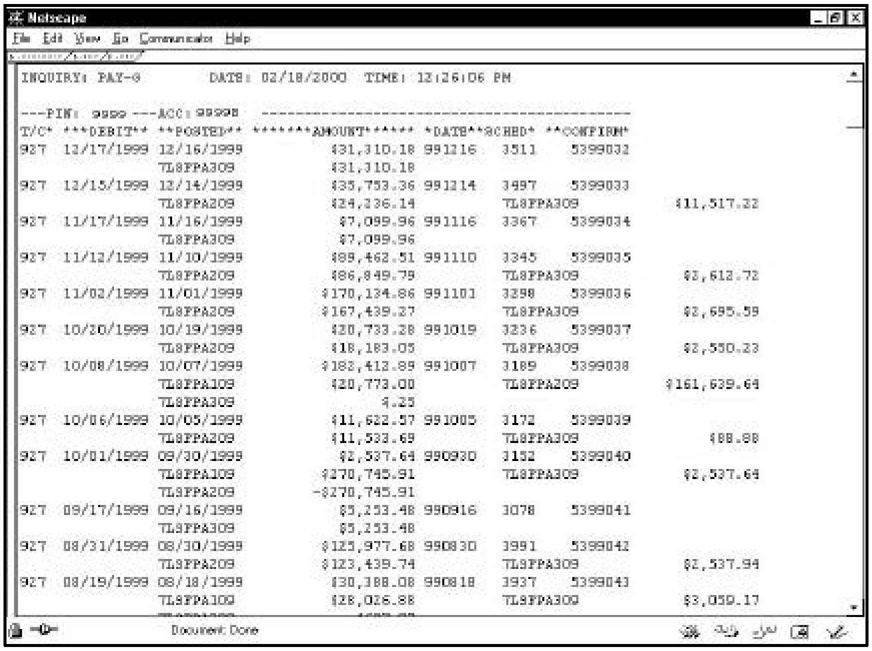
This inquiry display a history of all payments and other payment related transactions, or payments of a specific subaccount, or payments within specific start and end dates, or for a specific confirm number. Summary totals are at the end of each inquiry report. Transactions are listed in chronological order beginning with the most recent activity.

Heading Descriptions on the Input Screen (Payment Data - 1)

PIN	Payee Identification Number; either four or five characters in length; identifies the recipient's business office where the financial responsibility and accounting for payments made to that organization rests. Each PIN has one or more Payee Account numbers. Inquiry using the PIN displays all Payee Account numbers under the PIN. For "old" PINs converted from the old legacy system the PIN is four characters in length. For "new" PINs created in the New Payment Management System the PIN is five characters in length.
PAYEE ACCT	Payee Account Number; either five or seven characters in length; identifies the type of grant activity obligated under this Account. The type defines whether the Account has Subaccounts and also whether 272 reporting is required. For "old" Accounts converted from the old legacy system the Account is five characters in length. For "new" Accounts created in the New Payment Management System the Account is seven characters in length.
SUB ACCT	Subaccount Code; from two to ten characters in length; identifies major programs, grants or contracts within a Payee Account. It is the Code which the recipient cites on the payment request. If a SubAcct is not entered on the screen, then all SubAccts are displayed for the PIN or Payee Account.
PAY DATE	The Debit or Paid date of the payment(s). The grantee can specify the time period for an inquiry at the PIN, Payee Acct or SubAcct level. The 'from' date is the beginning of the period and the 'to' date is the end of the period (e.g., from '01/01/1999' to '12/31/1999'). If the inquiry is for a specific day, then enter the same date in both the 'from' and 'to' dates, (eg: from '06/15/2000' to '06/15/2000').
CONFIRM NO.	System generated number displayed on the screen when a payment request has been accepted. Grantee can reference this number if there are any questions about the payment request.

Adhoc Grantee Inquiries

Payment Data (continued)



```
INQUIRY: PAY-G        DATE: 02/18/2000  TIME: 12:26:06 PM

---PIN: 9999 ---ACC: 99998  ------------------------------------------
T/C* ***DEBIT** **POSTED** *******AMOUNT****** *DATE**SCHED* **CONFIRM*
927  12/17/1999 12/16/1999          $31,310.18 991216   3511    5399032
                TL8FPA309           $31,310.18
927  12/15/1999 12/14/1999          $35,753.36 991214   3497    5399033
                TL8FPA209           $24,236.14          TL8FPA309          $11,517.22
927  11/17/1999 11/16/1999           $7,099.96 991116   3367    5399034
                TL8FPA309            $7,099.96
927  11/12/1999 11/10/1999          $89,462.51 991110   3345    5399035
                TL8FPA209           $86,849.79          TL8FPA309           $2,612.72
927  11/02/1999 11/01/1999         $170,134.86 991101   3298    5399036
                TL8FPA209          $167,439.27          TL8FPA309           $2,695.59
927  10/20/1999 10/19/1999          $20,733.28 991019   3236    5399037
                TL8FPA209           $18,183.05          TL8FPA309           $2,550.23
927  10/08/1999 10/07/1999         $182,412.89 991007   3189    5399038
                TL8FPA109           $20,773.00          TL8FPA209         $161,639.64
                TL8FPA309                $.25
927  10/06/1999 10/05/1999          $11,622.57 991005   3172    5399039
                TL8FPA209           $11,533.69          TL8FPA309              $88.88
927  10/01/1999 09/30/1999           $2,537.64 990930   3152    5399040
                TL8FPA109          $270,745.91          TL8FPA309           $2,537.64
                TL9FPA209         -$270,745.91
927  09/17/1999 09/16/1999           $5,253.48 990916   3078    5399041
                TL9FPA309            $5,253.48
927  08/31/1999 08/30/1999         $125,977.68 990830   3991    5399042
                TL9FPA209          $123,439.74          TL9FPA309           $2,537.94
927  08/19/1999 08/18/1999          $30,388.08 990818   3937    5399043
                TL9FPA109           $28,026.88          TL9FPA309           $3,050.17
```

Payment Data - 2

scr_adhoc_grantee_pd_results.jpg

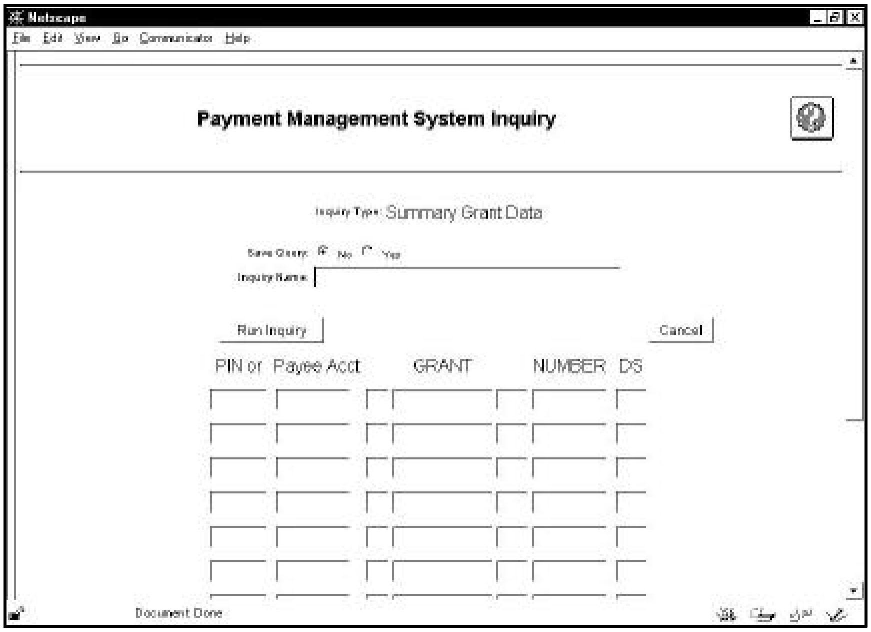
Heading Descriptions on the Output (Payment Data - 2)

T/C	Transaction Code. Identifies the “type” of transaction. The typical transaction is a TC 927 Smartlink next day payment. TC 927 is the only transaction code that can be initiated by the grantee. 927 - Smartlink ACH payment 906 - Journal Voucher (processed by DPM staff) 908 - Return or transfer of funds 911 - Interest returned 916 - Wire payment (‘same’ day payment) 920 - 1081 (transfer of funds between federal agencies) AH1- Archived payment amount (payments that have been removed from the database). R27 - Reverse 927 Smartlink payment (after 927 posts, but prior to payment) T27 - Cancellation/refund of 927 Smarklink Payment (Before Confirmation) 902 - Old LOC payment **(No longer used)** 904 - Treasury check payment **(No longer available)** 912 - Old TFCS payment **(No longer used)** 914 - Treasury check payment, includes subaccounts **(No longer available)**
DEBIT	Date funds were paid into grantee’s bank account, or effective date of payment related transaction. For a Smarklink ACH payment (Transaction Code 927), this is the next business day after the POSTED date.
POSTED	Date the request/transaction posted to the Payment Management System. For a Smarklink ACH payment (Transaction Code 927), this is usually the date of the payment request.
DATE	Date of the Schedule. If there is no schedule, then it is the posted or credit date.
SCHED	Schedule on which payment was transmitted to Federal Reserve Bank.
CONFIRM	Number provided grantee after a payment request has been completed.

TOTAL ADVANCES LISTED and TOTAL SUBACCOUNT ADVANCES LISTED	Net total of payment transactions displayed in the inquiry report.
TOTAL ADVANCES	Net total of all payment transactions for the Payee Account regardless of whether it is “listed” in the inquiry report or not.
PAY HITS	Number of payment transactions listed in the inquiry report.
PAY COUNT	Number of payment transactions for the Payee Account regardless of whether it is “listed” in the inquiry report or not.

Adhoc Grantee Inquiries

Summary Grant Data


Netscape
File Edit View Go Communicator Help
Payment Management System Inquiry
Inquiry Type: Summary Grant Data
Save Query: ● No ○ Yes
Inquiry Name:
Run Inquiry
Cancel
PIN or Payee Acct GRANT NUMBER DS
Document Done

Summary Grant Data - 1 scr_adhoc_grantee_sgd_fillin.jpg

This inquiry displays Authorized and Disbursed totals for each grant number. The grantee may enter the PIN, Payee Acct, or specific grant. Grant numbers must match exactly as they are obligated by the awarding agency.

Heading Descriptions on the Input Screen (Summary Grant Data - 1)

PIN	Payee Identification Number; either four or five characters in length; identifies the recipient's business office where the financial responsibility and accounting for payments made to that organization rests. Each PIN has one or more Payee Account numbers. Inquiry using the PIN displays all Payee Account numbers under the PIN. For "old" PINs converted from the old legacy system the PIN is four characters in length. For "new" PINs created in the New Payment Management System the PIN is five characters in length.
PAYEE ACCT	Payee Account Number; either five or seven characters in length; identifies the type of grant activity obligated under this Account. The type defines whether the Account has Subaccounts and also whether 272 reporting is required. For "old" Accounts converted from the old legacy system the Account is five characters in length. For "new" Accounts created in the New Payment Management System the Account is seven characters in length.
GRANT NUMBER	Grant, Contract or Award Number used to obligate funds in the New Payment Management System. This number **may not** be the same as the Subaccount Code which is entered on the Payment Request screen and it **may not** be the same obligation number as it appears on your Grant Award Document. The grant number consists of four parts: Prefix, Core, Extension and Suffix. The typical grant number consists of the 10 character Core only. If so, then enter Core Grant Number in the second longest box on the screen. Not all agencies use the Prefix (1 character), Extension (2 characters) and Suffix (7 characters).

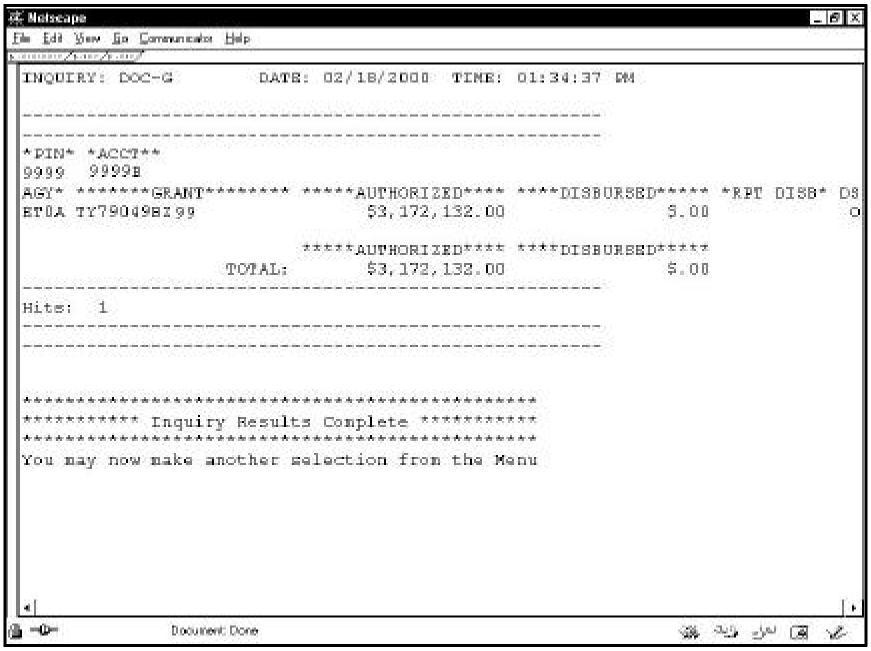
DS

Document Status. A one character code which identifies the status of the document. Entering a document status allows the grantee to limit the inquiry report to grants with specific document status.
Document Status Codes:

1. **O** = Open, no TC 059 posted
2. **C** = Closed, recipient has been notified on PSC 272 report, if applicable
3. **R** = Reopened, document is closed but will reopen on next PSC 272 report
4. **E** = TC 059 posted, authorized and disbursed amounts are equal and recipient will be notified on next PSC 272 report
5. **P** = TC 059 posted, authorized and disbursed amounts are NOT equal
6. **X** = TC 059 posted, document reopened but will re-close on next PSC 272 report

N **NOTE:** If you enter a ‘N’ (for **not**) followed by the status code, all codes except the specific code will be displayed. (e.g., ‘nc’ will list only grants that are **not closed**.)

Summary Grant Data (continued)


Netscape
File Edit View Go Communicator Help
Document: Done

```
INQUIRY: DOC-G        DATE: 02/18/2000  TIME: 01:34:37 PM

------------------------------------------------------
------------------------------------------------------
*PIN* *ACCT**
9999  9999B
AGY* *******GRANT******** *****AUTHORIZED**** ****DISBURSED***** *RPT DISB* DS
ET0A TY79049BZ99                $3,172,132.00               $.00             O

                          *****AUTHORIZED**** ****DISBURSED*****
                   TOTAL:       $3,172,132.00               $.00
------------------------------------------------------
Hits:  1
------------------------------------------------------
------------------------------------------------------


************************************************
*********** Inquiry Results Complete ***********
************************************************
You may now make another selection from the Menu
```

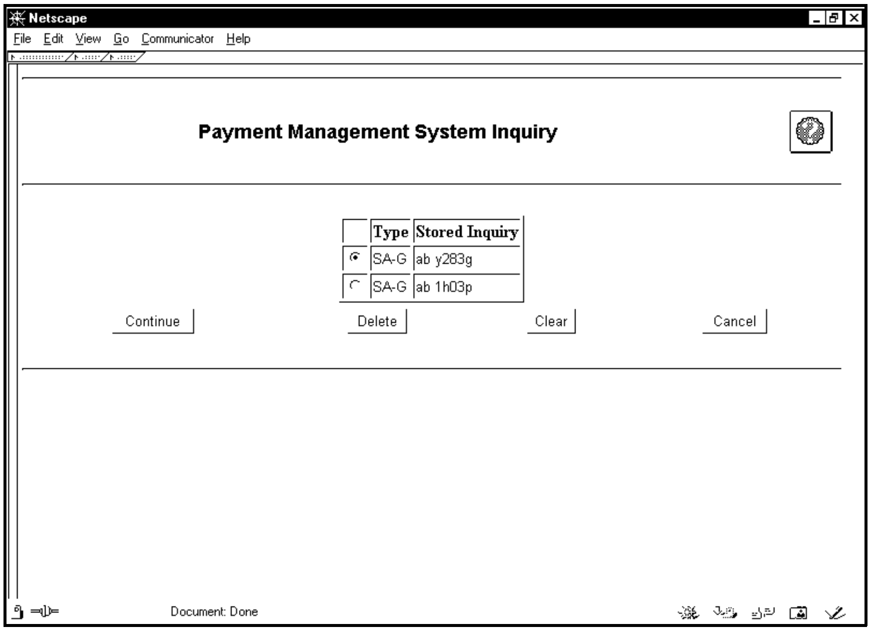
Summary Grant Data - 2

scr_adhoc_grantee_sgd_results.jpg

Heading Descriptions on the Output (Summary Grant Data - 2)

AUTHORIZED	Total authorization for the grant number. This is the total obligation amount which has been awarded.
DISBURSED	For those Accounts which are required to report 272 disbursements, this is the total amount of disbursements/expenditures which have been reported to date. Usually these Accounts end with the letter ‘P’ or ‘G’. For those Accounts which are not required to report 272 disbursement's, this is the total payments to date. Usually these Accounts end with the letter ‘B’.
RPT DISB	Report of Disbursements Date. This is the most recent reporting period date that disbursements have been reported to PMS for this grant on the PSC 272 report.
DS	Document Status. A one character code which identifies the status of the document. Entering a document status allows the grantee to limit the inquiry report to grants with specific document status. Document Status Codes: 1. **O** = Open, no TC 059 posted 2. **C** = Closed, recipient has been notified on PSC 272 report, if applicable 3. **R** = Reopened, document is closed but will reopen on next PSC 272 report 4. **E** = TC 059 posted, authorized and disbursed amounts are equal and recipient will be notified on next PSC 272 report 5. **P** = TC 059 posted, authorized and disbursed amounts are NOT equal 6. **X** = TC 059 posted, document reopened but will re-close on next PSC 272 report
TOTAL	Total Authorized and Total Disbursed for the grant numbers listed in the inquiry report.
HITS	Number of grant numbers listed in the inquiry report.

Stored Grantee Inquiries


Netscape
File Edit View Go Communicator Help
Continue
Delete
Clear
Cancel
Document: Done

Payment Management System Inquiry

	Type	Stored Inquiry
●	SA-G	ab y283g
○	SA-G	ab 1h03p

Stored Grantee Inquiries - 1

scr_stored_grantee_1of1.jpg

Use this option to retrieve, change, and re-run, Stored Grantee Inquiries. The process for retrieving a stored inquiry is outlined below.

1. Select the stored inquiry from the list provided (Stored - 1). You will only see a list of the inquiries you have saved. The list is sorted by type for your convenience.
2. Click **CONTINUE**.
3. Review the inquiry criteria and make a decisions of whether or not to change it, re-run it, or re-save it. At this point you may:

   A. Click **RUN INQUIRY** to re-run the inquiry. After searching has completed, the results of your query will be displayed on your screen; or

   B. Click **CANCEL**. You will be presented with a screen confirming the transaction.

VI.

GLOSSARY OF TERMS AND ACRONYMS

Access Category

The access category(s) assigned to a user determine which menu options the user will be able to access when they are logged into the Payment Management System.

Account Number

A code assigned by the Payment Management System to identify recipient accounts.

Account Type Code

A code which represents the type of account. The expanded Account Type code includes a number to allow for up to 9 of each type per PIN.

VALUE	DESCRIPTION	
G#	General	reports quarterly via 272
P#	Reports ROD	has subaccounts and reports quarterly via 272
B#	Block	has subaccounts but no quarterly reporting
V#	Reimbursable financing	
D#	Delay of Drawdown	
A#	Agency restricted	
F#	DPM Restricted	

Activity

The code which identifies the budget activity for HHS grant award documents. It is the major activity as set forth by the budget office(s).

Agency Acronym

The value of the Agency Acronym field varies depending on whether you are establishing a parent, awarding body, or awarding body subdivision.

VALUE	DESCRIPTION
Parent (Level 1)	The acronym associated with the parent agency.
Awarding Body (Level 2)	The acronym associated with the awarding body.
Awarding Body Subdivision (Level 3)	The acronym associated with the awarding body subdivision.

(continued)

Agency Title

The value of the Agency Title field varies depending on whether you are establishing a parent, awarding body, or awarding body subdivision.

VALUE	DESCRIPTION
Parent (Level 1)	The title of the parent agency.
Awarding Body (Level 2)	The title of the awarding body.
Awarding Body Subdivision (Level 3)	The title of the awarding body subdivision.

Agency Type

The type of agency either Federal, State, or Other.

Appropriation/Appropriation ID

The symbol which identifies the fund classification and symbol to be used to report back to Treasury on the monthly SF-224. It includes codes which represent the department or agency primarily responsible for administration of the fund; the fiscal year(s) during which the appropriation is available for obligation; and the basic fund group and numerical identification of the appropriation.

REG (Regular)	2 positions	a. If the appropriation is a direct appropriation to the Federal agency, the identifying code, as assigned by Treasury, is recorded in this field. b. If the appropriation is a transfer appropriation to another Government Department, the two-digit symbol of the other Government Department is recorded in this field. c. If the appropriation is a transfer appropriation from another Government Department, the two-digit DHHS symbol "75" is recorded in this field.
TR (Transferred)	2 positions	a. If the appropriation is a direct appropriation to DHHS, this field is left blank. b. If the appropriation is a transfer appropriation to another Government Department, the two-digit DHHS symbol "75" is recorded in this field. c. If the appropriation is a transfer from another Government Department, the two-digit symbol of the other Government Department is recorded in this field.

(continued)

APPROPRIATION/APPROPRIATION ID (Continued)

FY (Fiscal Year)	3 positions	a. If the appropriation is a multi-year appropriation, the last digit of the fiscal year that begins the multi-year period is recorded in the left most position of the field. A slash (/) is recorded in the middle position. The last digit of the fiscal year that ends the multi-year period is recorded in the right most position. b. If the appropriation is a no-year appropriation, alpha "X" is recorded in the left most position of the field. The remaining two positions are blank. c. If the appropriation is an annual-year appropriation, the year is recorded in the left most position of the field. The remaining two positions are blank.
I.D. Number	4 positions	The basic four digits of the appropriation is recorded in this field.
SUFFIX	3 positions	In this field is recorded limitation digits that are a part of the appropriation symbol. The decimal point will not be recorded in this field. Such limitations generally are used to: a. identify the agency or department which is administering the transfer appropriation; or b. identify the agencies from which advances are received for Consolidated Working Fund accounts.

Appropriation Description

A detailed description of the appropriation.

Approver Category

The Approver Category authorized to approve, release, and confirm payee accounts respectively. For a given payee account each group must be different.

The approver and releaser have roles in approving bank accounts. The approver, confirmer, and releaser all have roles in processing payment request exceptions.

Audit Control Number

A control number found on an audit request to be used for tracking purposes.

Audit Notification Date

Date on which payee is notified of an audit for one of the payee's accounts.

(continued)

Audit Performed

Indicates whether an audit has been performed on the payee account.

Audit Status

The status of an audit on a payee account.

VALUE	DESCRIPTION
Under Review	When an audit is being performed, the audit is "Under Review" until a response is given to the audit agency.
Final Response	When DPM has researched any cash management audit findings and has returned the appropriate response to the audit agency, the status is changed to final response.

Authorization

A legal award document permitting the Payment Management System to advance/reimburse a recipient for services. (See Award)

Authorization Amount

The total cumulative amount of all awards issued with a document number (through the end of the reporting period). The amount does not contain any authorizations with effective dates starting after the ending date of this report.

Authorized Approver/Releaser/Confirmer Group

The Approver Category authorized to approve, release, and confirm payee accounts respectively. For a given payee account each group must be different.
The approver and releaser have roles in approving bank accounts. The approver, confirmer, and releaser all have roles in processing payment request exceptions.

Automated Clearinghouse (ACH)

A nationwide electronic payments system.

Automated Clearinghouse (ACH) Payment

A method of payment available to recipients whereby the recipient determines the immediate cash needed and then receives cash via direct deposit to their bank account.

Award

A legal document, generated by an awarding agency which permits The Payment Management System to advance/reimburse a recipient for services. (See Authorization)

(continued)

Awarding Agency ID

A new 7-digit code used to identify the awarding agency.

POSITION	DESCRIPTION
1	A 1-digit code used to indicate awarding agency type.
2-3	A 2-digit code used to identify the awarding agency parent.
4-5	A 2-digit code used to identify the awarding body.
6-7	A 2-digit code used to identify the awarding body subdivision.

Award Number

Grant, Contract, or Award Number used to obligate funds in the New Payment Management System. This number may not be the same as the Subaccount Code which is entered on the Payment Request screen and it may not be the same obligation number as it appears on your Grant Award Document.

The grant number consists of four parts: Prefix, Core, Extension and Suffix. The typical grant number consists of the 10 character Core only. If so, then enter Core Grant Number in the second longest box on the screen. Not all agencies use the Prefix (1 character), Extension (2 characters) and Suffix (7 characters).

Awarding Body Code

The code which represents the awarding body, the second highest level of the awarding agency. This represents the sub-agency/OPDIV within a department of federal agency.

Awarding Body Subdivision Code

The code which represents the awarding body subdivision, the lowest level organization/regional office which is funding the grant awards.

Awarding Agency Level

VALUE	DESCRIPTION
Parent (Level 1)	The highest level of an awarding agency. For a Federal Awarding Agency this would generally be a Department or an Independent Agency.
Awarding Body (Level 2)	The second highest level of the awarding agency.
Awarding Body Subdivision (Level 3)	The lowest level organization/regional office which is funding the grant awards.

(continued)

Award Number

Grant, Contract or Award Number used to obligate funds in the New Payment Management System. This number may not be the same as the Subaccount Code which is entered on the Payment Request screen and it may not be the same obligation number as it appears on your Grant Award Document.

The grant number consists of four parts: Prefix, Core, Extension and Suffix. The typical grant number consists of the 10 character Core only. If so, then enter Core Grant Number in the second longest box on the screen. Not all agencies use the Prefix (1 character), Extension (2 characters) and Suffix (7 characters).

Bank Account Number

A number assigned by the financial institution to identify the bank account.

Bank Account Type

The type of bank account.

VALUE	DESCRIPTION
Checking	A bank account against which the depositor can draw checks payable on demand.
Savings	A bank account that accumulates interest.

Batch Count

The number of records included in the batch as indicated in the trailer record.

Batch Date

The date of the authorization batch as read from the batch header record.

Batch ID

An identification number generated by the Payment Management System at the time the batch is processed.

Batch Total

The total of the incremental authorization amounts of all of the records included in the batch as indicated in the batch trailer record.

Block Grant

Grants that are primarily issued to general purpose governmental units in accordance with a statutory formula. Such grants can be used for a variety of activities within a broad functional area. Funds are considered disbursed upon receipt by the recipient's bank. Block Grants are issued by HHS

(continued)

Budget End Date
The date the grant period ends.

Budget Period
This is usually a 12 month period covered by an approved budget supporting an award. This term is used in connection with funding project period awards.

Budget Start Date
The date a grant becomes effective.

Cash On Hand
The amount of Federal cash actually received by the recipient less his Federal share of disbursements as reported on the Payment Management System automated PSC 272. This balance must not include unpaid amounts for such items as accruals, accounts payable, etc. This amount may be positive to reflect the actual cash balance or negative to reflect reimbursement for funds already spent.

Cashline
A voice-response payment request application accessible from a touch-tone telephone and used only by recipients who do not have accounts with subaccounts.

CFDA
Catalog of Federal Domestic Assistance.

CFDA Agency ID
A two-digit code which identifies the Federal agency responsible for administering programs listed in the Catalog of Federal Domestic Assistance.

Closeout (of an award)
Discontinuation of an award after services have been provided, all disbursements have been made, and the Final Report of Expenditures has been submitted, accepted, recorded, and is in agreement with the advances and disbursements reflected in The Payment Management System.

(continued)

CMIA90

CMIA90 is the Cash Management Improvement Act of 1990. This act states that if a payee falls under this act, the payee will only request funds to meet immediate needs. If they have more cash in their bank account than is required to immediately pay their bills, the payee(s) must pay the Government interest on the excess cash. If payee(s) request money and the Government does not send the money to them, the Government owes the payee(s) interest on their cash shortfall.

CMIA 90

VALUE	DESCRIPTION
Yes	The payee may submit the request to the Payment Management System even if they do not have a cash balance large enough to cover the amount requested. This request will be placed on the payment holding table so that the Payment Management System accountant can resolve the problem if possible.
No	The payee(s) do not fall under the CMIA and may not submit a request to the Payment Management System if they do not have a cash balance large enough to cover the amount requested.

Common Accounting Number (CAN)

An eleven-digit number composed of two separate parts. The first seven characters of the CAN identify the awarding agency.

For HHS, the last four characters of the CAN is an internal accounting number which, when used with the fiscal year, classifies financial transactions by awarding agency programs, appropriations, budget activity structure, and Catalog of Federal Domestic Assistance.

For non-HHS activity, the last four characters of the CAN usually identify the funding code/source (or appropriation) as assigned by the awarding agency.

Computed Count

The number of records included in the batch as computed by Payment Management System batch processing.

Computed Total

The total of the incremental authorization amounts of all of the records included in the batch as computed by Payment Management System batch processing.

Confirmation Date

The date when notification is received from FRB that the funds have been returned to DPM.

Confirmation Number

A system-generated number assigned to each payment request.

(continued)

Contact Type

VALUE	DESCRIPTION
Accounting	Person or organization to be contacted regarding problem resolution of recording of payments, grant data, or other finance related issues.
Budgeting	Person or organization to be contacted to discuss or resolve budget related issues.
Financial	Person or organization associated with financial institutions receiving grantee funds from DPM.
Grants	Person or office responsible for issuing or managing grants.
Reporting	Person or office receiving or sending reports to and from DPM.
Requesting	Person or office responsible for requesting payment of funds.
General	Contacts that do not fit other listed categories.

Count Difference

The difference between the Batch Count and the Computed Count.

CTX Version

Two-character code representing a given version of the CTX record format used by financial institutions.

Current Cumulative Disbursements

The cumulative total of the Federal share of net disbursements made against award authorizations up through the reporting period end date. For reporting, net disbursements are defined as actual payments made to the project or program (i.e. , checks, warrants, or cash payments), including the amount of advances and payments less refunds to subgrantees or subcontractors, interdepartmental charges where allowable, payroll and fringe benefit charges as recorded by the recipient's payroll distribution system, and the amount to which the recipient is entitled for indirect costs, less any applicable credits (e.g., program income, refunds for projects costs, etc.). For purposes of this instruction, gross payroll charges, including fringe benefits, may be included; however, see note below. Amounts reported should not exceed award authorizations which were in effect during the period. Cash disbursements which are later disallowed by program officials should be deleted from the subsequent report. State agencies which administer AFDC, Medicaid, or Social Service Awards should not report cash disbursements which program officials have deferred.

N **NOTE:** Although gross payroll cost may be reported, Federal funds should not be drawn for unpaid FICA, income taxes, fringe benefits, and other accrued expenditures until needed for disbursement.

(continued)

Date of Transfer

The date of transfer is entered in the format MM/DD/YYYY and should be the current date or a date in the past that reflects the date that the transfer should have taken place.

Days Cash On Hand

The number of days until the cash on hand will be disbursed.

Debit Date

The date that the treasury notifies DPM that funds officially transferred to the recipient.

Disbursement

Amounts paid for goods and services. Normally, federal funds are considered disbursed when funds have been released to pay for program and/or project costs.

Disbursements Last Period

A cumulative total of the Federal share of net disbursements made against the award authorization as reported by the recipient on its most recent PSC 272 processed through the Payment Management System. This amount is preprinted by DPM and furnished to the recipient.

Disbursement TC Code

The code which indicates the transaction code on the disbursement transactions which are provided to the Awarding Body Subdivision twice every month. TC181 is for transactions in "B" Account types and TC084 is for all other account types.

Disbursement TC Code

VALUE	DESCRIPTION
Already Expensed (TC084)	Disbursement treated as an accrual
To Be Expensed (TC181)	Disbursement treated as an expense

Document Number

See Award Number or Grant Number

Document Reference

A 3-digit code which identifies a particular type of document.

(continued)

DPM

Division of Payment Management

Dunning Status

The code which indicates the dunning status of an Account Number. The dunning status will be set or removed by the cash management process.

VALUE	DEFINITION
No Dunning in Progress	Default value. A payee account has been established but no cash management findings have been encountered.
Dunning TC is on holding file	When the cash management process encounters a dunning condition, a holding file notification is provided to the DPM accountant responsible for the payee account.
Active Dunning is in progress	The DPM accountant responsible for the payee account has approved the holding file condition.
User has postponed dunning action	The DPM accountant responsible for the payee account has determined that the dunning edits for the payee account should not be invoked at this time but should be delayed until a later date.

DUNS Number

The Dun & Bradstreet D-U-N-S (Data Universal Numbering System) number is a unique nine-digit code which helps identify and link companies worldwide. This number is assigned by Dun & Bradstreet and is used as a standard identifier for doing business with government agencies via Electronic Data Interchange (EDI).

DUNS + 4

DUNS + 4 is a four-character suffix assigned by the trading partner to identify a division or affiliate.

EDI

Electronic Data Interchange

Effective Date

The date a bank account becomes available for transactions.

(continued)

Entity Identification Number (EIN)

A three-part coding scheme of twelve characters used to identify organizations and individuals. A "1" in the first position of the EIN identifies the recipient as an organization; a "2" means an individual. The next nine characters are the Internal Revenue Service tax number identification (TIN) for organizations or the social security number (SSN) for individuals. The last two characters will be "A1" thru "ZZ" for an organization to identify its various components, or blanks for an individual.

Entity Identification Number

POSITION	VALUE	DESCRIPTION
1	1	Identifies the recipient as an organization
	2	Identifies the recipient as an individual
2-10	This is the standard Employer Identification Number (EIN) issued by the Internal Revenue Service and furnished to HHS by the organization. When this EIN is not available for use to HHS, a pseudo code will be assigned to the organization that is compatible, but does not overlap, with the EIN.	
11-12	A suffix to follow the EIN to provide distinction between organizational entities that are assigned a single EIN. The entities could be subsidiaries, divisions, branches, subdivisions, or other organizational groupings of a major organizational entity. The suffix is assigned by the CRS for additions and is cited by the user on all changes or deletions for organizations. This field must be left blank for individuals.	

Entity Type

A composite data element consisting of a combination of characteristics class and special interest class.

Characteristics Class	2 positions	A classification of organizational and individual entities with whom HHS conducts business that classifies the entity according to governmental and ownership direction or authority, individual or group distinction and fiscal makeup.
Special Interest Class	2 positions	A classification according to occupation, activity, and field of specialization or concern.
VALUES		
1010	Individual-Individual Traveler	
1017	Individual-Student	
1034	Individual-Medical Doctor	
1071	Individual-Consultant	
2010	Individual (local traveler)	
2076	Individual (local traveler)-Supplier Organization (service, supplies, material and equipment)	
2111	Federal-Educational Department	
2114	Federal-Library and Museum	
2115	Federal-Research Institution, Foundation, Laboratory	
2119	Federal-Other Educational Organization	
2131	Federal-Environmental Organization	

(continued)

2132	Federal-Health Department
2133	Federal-Hospital, Clinic, Health Ctr, Institution, Mental Health Ctr
2135	Federal-Nursing Home or Other Domiciliary Care Facility
2136	Federal-Other Health Organization
2151	Federal-Community Action Organization
2152	Federal-Law Enforcement Agency (including criminal rehabilitation)
2153	Federal-Rehabilitation Organization (other than criminal)
2154	Federal-Social Services Department
2155	Federal-Other Social Services Organization
2172	Federal-Financial Institution
2173	Federal-Indian Tribal Council
2174	Federal-Intermediary Organization (insurance, etc.)
2175	Federal-Planning and Administrative Organization
2176	Federal-Supplier Organization (service, supplies, material and equipment)
2177	Federal-Other Special Interest Organization
2211	Interstate-Educational Department
2214	Interstate-Library and Museum
2215	Interstate-Research Institution, Foundation, Laboratory
2231	Interstate-Environmental Organization
2232	Interstate-Health Department
2233	Interstate-Hospital, Clinic, Health Ctr, Institution, Mental Health Ctr
2235	Interstate-Nursing Home or Other Domiciliary Care Facility
2236	Interstate-Other Health Organization
2251	Interstate-Community Action Organization
2252	Interstate-Law Enforcement Agency (including criminal rehabilitation)
2253	Interstate-Rehabilitation Organization (other than criminal)
2254	Interstate-Social Services Department
2255	Interstate-Other Social Services Organization
2272	Interstate-Financial Institution
2273	Interstate-Indian Tribal Council
2274	Interstate-Intermediary Organization (insurance, etc.)
2275	Interstate-Planning and Administrative Organization
2276	Interstate-Supplier Organization (service, supplies, material and equipment)
2277	Interstate-Other Special Interest Organization
2311	State-Educational Department
2312	State-Elementary and Secondary School
2313	State-University, College, Jr. College
2314	State-Library and Museum
2315	State-Research Institution, Foundation, Laboratory
2316	State-School Board and School District
2318	State-Vocational and Training School
2319	State-Other Educational Organization
2331	State-Environmental Organization
2332	State-Health Department
2333	State-Hospital, Clinic, Health Ctr, Institution, Mental Health Ctr
2335	State-Nursing Home or Other Domiciliary Care Facility
2336	State-Other Health Organization
2351	State-Community Action Organization
2352	State-Law Enforcement Agency (including criminal rehabilitation)
2353	State-Rehabilitation Organization (other than criminal)
2354	State-Social Services Department
2355	State-Other Social Services Organization
2372	State-Financial Institution

(continued)

2373	State-Indian Tribal Council
2374	State-Intermediary Organization (insurance, etc.)
2375	State-Planning and Administrative Organization
2376	State-Supplier Organization (service, supplies, material and equipment)
2377	State-Other Special Interest Organization
2411	County-Educational Department
2412	County-Elementary and Secondary School
2413	County-University, College, Jr. College 2414 County-Library and Museum
2415	County-Research Institution, Foundation, Laboratory
2416	County-School Board and School District
2418	County-Vocational and Training School
2419	County-Other Educational Organization
2431	County-Environmental Organization
2432	County-Health Department
2433	County-Hospital, Clinic, Health Ctr, Institution, Mental Health Ctr
2435	County-Nursing Home or Other Domiciliary Care Facility
2436	County-Other Health Organization
2451	County-Community Action Organization
2452	County-Law Enforcement Agency (including criminal rehabilitation)
2453	County-Rehabilitation Organization (other than criminal)
2454	County-Social Services Department
2455	County-Other Social Services Organization
2472	County-Financial Institution
2473	County-Indian Tribal Council
2474	County-Intermediary Organization (insurance, etc.)
2475	County-Planning and Administrative Organization
2476	County-Supplier Organization (service, supplies, material and equipment)
2477	County-Other Special Interest Organization
2511	City-Educational Department
2512	City-Elementary and Secondary School
2513	City-University, College, Jr. College
2514	City-Library and Museum
2515	City-Research Institution, Foundation, Laboratory
2516	City-School Board and School District
2518	City-Vocational and Training School
2519	City-Other Educational Organization
2531	City-Environmental Organization
2532	City-Health Department
2533	City-Hospital, Clinic, Health Ctr, Institution, Mental Health Ctr
2535	City-Nursing Home or Other Domiciliary Care Facility
2536	City-Other Health Organization
2551	City-Community Action Organization
2552	City-Law Enforcement Agency (including criminal rehabilitation)
2553	City-Rehabilitation Organization (other than criminal)
2554	City-Social Services Department
2555	City-Other Social Services Organization
2572	City-Financial Institution
2573	City-Indian Tribal Council
2574	City-Intermediary Organization (insurance, etc.)
2575	City-Planning and Administrative Organization
2576	City-Supplier Organization (service, supplies, material and equipment)
2577	City-Other Special Interest Organization
2611	Special Unit of Govt-Educational Department

(continued)

2612	Special Unit of Govt-Elementary and Secondary School
2613	Special Unit of Govt-University, College, Jr. College
2614	Special Unit of Govt-Library and Museum
2615	Special Unit of Govt-Research Institution, Foundation, Laboratory
2616	Special Unit of Govt-School Board and School District
2618	Special Unit of Govt-Vocational and Training School
2619	Special Unit of Govt-Other Educational Organization
2631	Special Unit of Govt-Environmental Organization
2632	Special Unit of Govt-Health Department
2633	Special Unit of Govt-Hospital, Clinic, Health Ctr, Institution, Mental Health Ctr
2635	Special Unit of Govt-Nursing Home or Other Domiciliary Care Facility
2636	Special Unit of Govt-Other Health Organization
2651	Special Unit of Govt-Community Action Organization
2652	Special Unit of Govt-Law Enforcement Agency (including criminal rehabilitation)
2653	Special Unit of Govt-Rehabilitation Organization (other than criminal)
2654	Special Unit of Govt-Social Services Department
2655	Special Unit of Govt-Other Social Svcs Organization
2672	Special Unit of Govt-Financial Institution
2673	Special Unit of Govt-Indian Tribal Council
2674	Special Unit of Govt-Intermediary Organization (insurance, etc.)
2675	Special Unit of Govt-Planning and Administrative Organization
2676	Special Unit of Govt-Supplier Organization (service, supplies, material and equipment)
2677	Special Unit of Govt-Other Special Interest Organization
2711	Sponsored Organization-Educational Department
2712	Sponsored Organization-Elementary and Secondary School
2713	Sponsored Organization-University, College, Jr. College
2714	Sponsored Organization-Library and Museum
2715	Sponsored Organization-Research Institution, Foundation, Laboratory
2716	Sponsored Organization-School Board and School District
2718	Sponsored Organization-Vocational and Training School
2719	Sponsored Organization-Other Educational Organization
2731	Sponsored Organization-Environmental Organization
2732	Sponsored Organization-Health Department
2733	Sponsored Organization-Hospital, Clinic, Health Ctr, Institution, Mental Health Ctr
2735	Sponsored Organization-Nursing Home or Other Domiciliary Care Facility
2736	Sponsored Organization-Other Health Organization
2751	Sponsored Organization-Community Action Organization
2752	Sponsored Organization-Law Enforcement Agency (including criminal rehabilitation)
2753	Sponsored Organization-Rehab Organization (other than criminal)
2754	Sponsored Organization-Social Services Department
2755	Sponsored Organization-Other Social Svcs Organization
2772	Sponsored Organization-Financial Institution
2773	Sponsored Organization-Indian Tribal Council
2774	Sponsored Organization-Intermediary Organization (insurance, etc.)
2775	Sponsored Organization-Planning and Administrative Organization
2776	Sponsored Organization-Supplier Organization (service, supplies, material and equipment)
2777	Sponsored Organization-Other Special Interest Organization
2811	Other(Towns,Villages,American Indian Tribe)-Educational Department
2812	Other(Towns,Villages,American Indian Tribe)-Elementary and Secondary School
2813	Other(Towns,Villages,American Indian Tribe)-University, College, Jr. College
2814	Other(Towns,Villages,American Indian Tribe)-Library and Museum
2815	Other(Towns,Villages,American Indian Tribe)-Research Institution, Foundation, Laboratory
2816	Other(Towns,Villages,American Indian Tribe)-School Board and School District

2818	Other(Towns,Villages,American Indian Tribe)-Vocational and Training School
2819	Other(Towns,Villages,American Indian Tribe)-Other Educational Organization
2831	Other(Towns,Villages,American Indian Tribe)-Environmental Organization
2832	Other(Towns,Villages,American Indian Tribe)-Health Department
2833	Other(Towns,Villages,American Indian Tribe)-Hospital, Clinic, Health Ctr, Institution, Mental Health Ctr
2835	Other(Towns,Villages,American Indian Tribe)-Nursing Home or Other Domiciliary Care Facility
2836	Other(Towns,Villages,American Indian Tribe)-Other Health Organization
2851	Other(Towns,Villages,American Indian Tribe)-Community Action Organization
2852	Other(Towns,Villages,American Indian Tribe)-Law Enforcement Agency (including criminal rehabilitation)
2853	Other(Towns,Villages,American Indian Tribe)-Rehab Organization (other than criminal)
2854	Other(Towns,Villages,American Indian Tribe)-Social Services Department
2855	Other(Towns,Villages,American Indian Tribe)-Other Social Svcs Organization
2872	Other(Towns,Villages,American Indian Tribe)-Financial Institution
2873	Other(Towns,Villages,American Indian Tribe)-Indian Tribal Council
2874	Other(Towns,Villages,American Indian Tribe)-Intermediary Organization (insurance, etc.)
2875	Other(Towns,Villages,American Indian Tribe)-Planning and Administrative Organization
2876	Other(Towns,Villages,American Indian Tribe)-Supplier Organization (service, supplies, material and equipment)
2877	Other(Towns,Villages,American Indian Tribe)-Other Special Interest Organization
4111	Public Non-Profit-Educational Department
4112	Public Non-Profit-Elementary and Secondary School
4113	Public Non-Profit-University, College, Jr. College
4114	Public Non-Profit-Library and Museum
4115	Public Non-Profit-Research Institution, Foundation, Laboratory
4116	Public Non-Profit-Educational Department-School Board and School District
4118	Public Non-Profit-Vocational and Training School
4119	Public Non-Profit-Other Educational Organization
4131	Public Non-Profit-Environmental Organization
4132	Public Non-Profit-Health Department
4133	Public Non-Profit-Hospital, Clinic, Health Ctr, Institution, Mental Health Ctr
4135	Public Non-Profit-Nursing Home or Other Domiciliary Care Facility
4136	Public Non-Profit-Other Health Organization
4151	Public Non-Profit-Community Action Organization
4152	Public Non-Profit-Law Enforcement Agency (including criminal rehabilitation)
4153	Public Non-Profit-Rehabilitation Organization (other than criminal)
4154	Public Non-Profit-Social Services Department
4155	Public Non-Profit-Other Social Services Organization
4172	Public Non-Profit-Financial Institution
4173	Public Non-Profit-Indian Tribal Council
4174	Public Non-Profit-Intermediary Organization (insurance, etc.)
4175	Public Non-Profit-Planning and Administrative Organization
4176	Public Non-Profit-Supplier Organization (service, supplies, material and equipment)
4177	Public Non-Profit-Other Special Interest Organization
4211	Private Non-Profit-Educational Department
4212	Private Non-Profit-Elementary and Secondary School
4213	Private Non-Profit-University, College, Jr. College
4214	Private Non-Profit-Library and Museum
4215	Private Non-Profit-Research Institution, Foundation, Laboratory
4216	Private Non-Profit-School Board and School District
4218	Private Non-Profit-Vocational and Training School
4219	Private Non-Profit-Other Educational Organization

(continued)

4231	Private Non-Profit-Environmental Organization
4232	Private Non-Profit-Health Department
4233	Private Non-Profit-Hospital, Clinic, Health Ctr, Institution, Mental Health Ctr
4235	Private Non-Profit-Nursing Home or Other Domiciliary Care Facility
4236	Private Non-Profit-Other Health Organization
4251	Private Non-Profit-Community Action Organization
4252	Private Non-Profit-Law Enforcement Agency (including criminal rehabilitation)
4253	Private Non-Profit-Rehabilitation Organization (other than criminal)
4254	Private Non-Profit-Social Services Department
4255	Private Non-Profit-Other Social Services Organization
4272	Private Non-Profit-Financial Institution
4273	Private Non-Profit-Indian Tribal Council
4274	Private Non-Profit-Intermediary Organization (insurance, etc.)
4275	Private Non-Profit-Planning and Administrative Organization
4276	Private Non-Profit-Supplier Organization (service, supplies, material and equipment)
4277	Private Non-Profit-Other Special Interest Organization
4311	Private Profit (large business)-Educational Department
4312	Private Profit (large business)-Elementary and Secondary School
4313	Private Profit (large business)-University, College, Jr. College
4314	Private Profit (large business)-Library and Museum
4315	Private Profit (large business)-Research Institution, Foundation, Laboratory
4316	Private Profit (large business)-School Board and School District
4318	Private Profit (large business)-Vocational and Training School
4319	Private Profit (large business)-Other Educational Organization
4331	Private Profit (large business)-Environmental Organization
4332	Private Profit (large business)-Health Department
4333	Private Profit (large business)-Hospital, Clinic, Health Ctr, Institution, Mental Health Ctr
4335	Private Profit (large business)-Nursing Home or Other Domiciliary Care Facility
4336	Private Profit (large business)-Other Health Organization
4351	Private Profit (large business)-Community Action Organization
4352	Private Profit (large business)-Law Enforcement Agency (including criminal rehabilitation)
4353	Private Profit (large business)-Rehabilitation Organization (other than criminal)
4354	Private Profit (large business)-Social Services Department
4355	Private Profit (large business)-Other Social Services Organization
4372	Private Profit (large business)-Financial Institution
4373	Private Profit (large business)-Indian Tribal Council
4374	Private Profit (large business)-Intermediary Organization (insurance, etc.)
4375	Private Profit (large business)-Planning and Administrative Organization
4376	Private Profit (large business)-Supplier Organization (service, supplies, material and equipment)
4377	Private Profit (large business)-Other Special Interest Organization
4411	Private Profit (small business)-Educational Department
4412	Private Profit (small business)-Elementary and Secondary School
4413	Private Profit (small business)-University, College, Jr. College
4414	Private Profit (small business)-Library and Museum
4415	Private Profit (small business)-Research Institution, Foundation, Laboratory
4416	Private Profit (small business)-School Board and School District
4418	Private Profit (small business)-Vocational and Training School
4419	Private Profit (small business)-Other Educational Organization

(continued)

4431	Private Profit (small business)-Environmental Organization
4432	Private Profit (small business)-Health Department
4433	Private Profit (small business)-Hospital, Clinic, Health Ctr, Institution, Mental Health Ctr
4435	Private Profit (small business)-Nursing Home or Other Domiciliary Care Facility
4436	Private Profit (small business)-Other Health Organization
4451	Private Profit (small business)-Community Action Organization
4452	Private Profit (small business)-Law Enforcement Agency (including criminal rehabilitation)
4453	Private Profit (small business)-Rehabilitation Organization (other than criminal)
4454	Private Profit (small business)-Social Services Department
4455	Private Profit (small business)-Other Social Services Organization
4472	Private Profit (small business)-Financial Institution
4473	Private Profit (small business)-Indian Tribal Council
4474	Private Profit (small business)-Intermediary Organization (insurance, etc.)
4475	Private Profit (small business)-Planning and Administrative Organization
4476	Private Profit (small business)-Supplier Organization (service, supplies, material and equipment)
4477	Private Profit (small business)-Other Special Interest Organization
6111	Foreign Non-Profit-Educational Department
6112	Foreign Non-Profit-Elementary and Secondary School
6113	Foreign Non-Profit-University, College, Jr. College
6114	Foreign Non-Profit-Library and Museum
6115	Foreign Non-Profit-Research Institution, Foundation, Laboratory
6116	Foreign Non-Profit-School Board and School District
6118	Foreign Non-Profit-Vocational and Training School
6119	Foreign Non-Profit-Other Educational Organization
6131	Foreign Non-Profit-Environmental Organization
6132	Foreign Non-Profit-Health Department
6133	Foreign Non-Profit-Hospital, Clinic, Health Ctr, Institution, Mental Health Ctr
6135	Foreign Non-Profit-Nursing Home or Other Domiciliary Care Facility
6136	Foreign Non-Profit-Other Health Organization
6151	Foreign Non-Profit-Community Action Organization
6152	Foreign Non-Profit-Law Enforcement Agency (including criminal rehabilitation)
6153	Foreign Non-Profit-Rehabilitation Organization (other than criminal)
6154	Foreign Non-Profit-Social Services Department
6155	Foreign Non-Profit-Other Social Services Organization
6172	Foreign Non-Profit-Financial Institution
6173	Foreign Non-Profit-Indian Tribal Council
6174	Foreign Non-Profit-Intermediary Organization (insurance, etc.)
6175	Foreign Non-Profit-Planning and Administrative Organization
6176	Foreign Non-Profit-Supplier Organization (service, supplies, material and equipment)
6177	Foreign Non-Profit-Other Special Interest Organization
6211	Foreign Profit-Educational Department
6212	Foreign Profit-Elementary and Secondary School
6213	Foreign Profit-University, College, Jr. College
6214	Foreign Profit-Library and Museum
6215	Foreign Profit-Research Institution, Foundation, Laboratory
6216	Foreign Profit-School Board and School District
6218	Foreign Profit-Vocational and Training School
6219	Foreign Profit-Other Educational Organization
6231	Foreign Profit-Environmental Organization
6232	Foreign Profit-Health Department
6233	Foreign Profit-Hospital, Clinic, Health Ctr, Institution, Mental Health Ctr
6235	Foreign Profit-Nursing Home or Other Domiciliary Care Facility

6236	Foreign Profit-Other Health Organization
6251	Foreign Profit-Community Action Organization
6252	Foreign Profit-Law Enforcement Agency (including criminal rehabilitation)
6253	Foreign Profit-Rehabilitation Organization (other than criminal)
6254	Foreign Profit-Social Services Department
6255	Foreign Profit-Other Social Services Organization
6272	Foreign Profit-Financial Institution
6273	Foreign Profit-Indian Tribal Council
6274	Foreign Profit-Intermediary Organization (insurance, etc.)
6275	Foreign Profit-Planning and Administrative Organization
6276	Foreign Profit-Supplier Organization (service, supplies, material and equipment)
6277	Foreign Profit-Other Special Interest Organization
6311	International (US and Foreign or more Foreign organizations)-Educational Department
6312	International (US and Foreign or more Foreign organizations)-Elementary and Secondary School
6313	International (US and Foreign or more Foreign organizations)-University, College, Jr. College
6314	International (US and Foreign or more Foreign organizations)-Library and Museum
6315	International (US and Foreign or more Foreign organizations)-Research Institution, Foundation, Laboratory
6316	International (US and Foreign or more Foreign organizations)-School Board and School District
6318	International (US and Foreign or more Foreign organizations)-Vocational and Training School
6319	International (US and Foreign or more Foreign organizations)-Other Educational Organization
6331	International (US and Foreign or more Foreign organizations)-Environmental Organization
6332	International (US and Foreign or more Foreign organizations)-Health Department
6333	International (US and Foreign or more Foreign organizations)-Hospital, Clinic, Health Ctr, Institution, Mental Health Ctr
6335	International (US and Foreign or more Foreign organizations)-Nursing Home or Other Domiciliary Care Facility
6336	International (US and Foreign or more Foreign organizations)-Other Health Organization
6351	International (US and Foreign or more Foreign organizations)-Community Action Organization
6352	International (US and Foreign or more Foreign organizations)-Law Enforcement Agency (including criminal rehabilitation)
6353	International (US and Foreign or more Foreign organizations)-Rehabilitation Organization (other than criminal)
6354	International (US and Foreign or more Foreign organizations)-Social Services Department
6355	International (US and Foreign or more Foreign organizations)-Other Social Services Organization
6372	International (US and Foreign or more Foreign organizations)-Financial Institution
6373	International (US and Foreign or more Foreign organizations)-Indian Tribal Council
6374	International (US and Foreign or more Foreign organizations)-Intermediary Organization (insurance, etc.)
6375	International (US and Foreign or more Foreign organizations)-Planning and Administrative Organization
6376	International (US and Foreign or more Foreign organizations)-Supplier Organization (service, supplies, material and equipment)
6377	International (US and Foreign or more Foreign organizations)-Other Special Interest Organization
8311	Private Profit (large local vendor)-Educational Department
8312	Private Profit (large local vendor)-Elementary and Secondary School
8313	Private Profit (large local vendor)-University, College, Jr. College

(continued)

8314	Private Profit (large local vendor)-Library and Museum
8315	Private Profit (large local vendor)-Research Institution, Foundation, Laboratory
8316	Private Profit (large local vendor)-School Board and School District
8318	Private Profit (large local vendor)-Vocational and Training School
8319	Private Profit (large local vendor)-Other Educational Organization
8836	Private Profit (large local vendor)-Other Health Organization
8851	Private Profit (large local vendor)-Community Action Organization
8352	Private Profit (large local vendor)-Law Enforcement Agency (including criminal rehabilitation)
8353	Private Profit (large local vendor)-Rehabilitation Organization (other than criminal)
8354	Private Profit (large local vendor)-Social Services Department
8355	Private Profit (large local vendor)-Other Social Services Organization
8372	Private Profit (large local vendor)-Financial Institution
8373	Private Profit (large local vendor)-Indian Tribal Council
8374	Private Profit (large local vendor)-Intermediary Organization (insurance, etc.)
8375	Private Profit (large local vendor)-Planning and Administrative Organization
8376	Private Profit (large local vendor)-Supplier Organization (service, supplies, material and equipment)
8377	Private Profit (large local vendor)-Other Special Interest Organization
8411	Private Profit (small local vendor)-Educational Department
8412	Private Profit (small local vendor)-Elementary and Secondary School
8413	Private Profit (small local vendor)-University, College, Jr. College
8414	Private Profit (small local vendor)-Library and Museum
8415	Private Profit (small local vendor)-Research Institution, Foundation, Laboratory
8416	Private Profit (small local vendor)-School Board and School District
8418	Private Profit (small local vendor)-Vocational and Training School
8419	Private Profit (small local vendor)-Other Educational Organization
8431	Private Profit (small local vendor)-Environmental Organization
8432	Private Profit (small local vendor)-Health Department
8433	Private Profit (small local vendor)-Hospital, Clinic, Health Ctr, Institution, Mental Health Ctr
8435	Private Profit (small local vendor)-Nursing Home or Other Domiciliary Care Facility
8436	Private Profit (small local vendor)-Other Health Organization
8451	Private Profit (small local vendor)-Community Action Organization
8452	Private Profit (small local vendor)-Law Enforcement Agency (including criminal rehabilitation)
8453	Private Profit (small local vendor)-Rehabilitation Organization (other than criminal)
8454	Private Profit (small local vendor)-Social Services Department
8455	Private Profit (small local vendor)-Other Social Services Organization
8472	Private Profit (small local vendor)-Financial Institution
8473	Private Profit (small local vendor)-Indian Tribal Council
8474	Private Profit (small local vendor)-Intermediary Organization (insurance, etc.)
8475	Private Profit (small local vendor)-Planning and Administrative Organization
8476	Private Profit (small local vendor)-Supplier Organization (service, supplies, material and equipment)
8477	Private Profit (small local vendor)-Other Special Interest Organization

(continued)

EIN Prefix

Indicates whether an entity is an organization or an individual.

Ending Cash

This amount is computed by the recipient on the 272 and represents the total amount of Federal cash on hand at the end of the reporting period. (Line 3, less line 4, plus or minus line 5.) This figure should be reconcilable to the recipient's actual Federal cash balance as supported by it's books and records as of this reporting period.

Error Resolution Code

VALUE	DEFINITION
M04	Accepted
M05	Accepted, changed amount

Executive Title

The title of the person who is the DPM contact for the organization (i.e., Director of Financial Operations).

Expected Disbursement Amount

The amount of disbursement the recipient expects to pay out upon the receipt of the payment. This amount must be positive and be equal to the sum of the Payment Request Amount plus the Cash on Hand.

Federal Reserve Bank (FRB)

The Federal Reserve System is the central bank of the United States made up of twelve Federal Reserve district banks. The Federal Reserve System is responsible for formulating and implementing the nation's monetary policy in order to promote sustainable economic growth and stable prices. In other words, the Federal Reserve is responsible for monitoring money and credit conditions in the country and for providing enough money and credit so that the economy can operate as closely as possible to full employment, with steady growth and stable prices.

Fiscal Year

Basis for prefix to the CAN; it represents the fiscal year of availability of the funds obligated -- a 12-month period of time to which the annual budget applies.

Formal Title

Titles are designations added to names of individuals denoting roles, rank, degrees, honors, etc. (examples: "Dr.", "Rev", "Col"). The official title of the person signing/certifying the 1199A for an organization. Note: Mr., Miss, Mrs., and Ms. are not titles.

FTP

File Transfer Protocol

General Ledger Account

A book, file, or other device which contains the accounts needed to reflect, in summary and in detail, the financial position and the results of financial operations of a governmental unit.

General Ledger Account Number

Identifier for a general ledger account.

Government (Indicator)

This field indicates whether or not the recipient is associated with a federal government agency.

Yes	Federal Government
No	State or Local Government

Grant Number

Grant, Contract or Award Number used to obligate funds in the New Payment Management System. This number **may not** be the same as the Subaccount Code which is entered on the Payment Request screen and it **may not** be the same obligation number as it appears on your Grant Award Document.

The grant number consists of four parts: Prefix, Core, Extension and Suffix. The typical grant number consists of the 10 character Core only. If so, then enter Core Grant Number in the second longest box on the screen. Not all agencies use the Prefix (1 character), Extension (2 characters) and Suffix (7 characters).

Grant Pattern Code

The identifier that links the grant award to a subaccount.

(continued)

HHS

Department of Health and Human Services

Incremental Amount

The total authorized amount of this transaction. If a decimal point is entered, it MUST be followed by two numbers. If no decimal point is entered, then whole dollars is assumed.

Input Media Type

The format for any data sent into the Payment Management System.

VALUE	DEFINITION
File	Files will be transmitted via FTP
Tape	Files will be sent on a tape
Internet	Files will be transmitted via the Internet

Interest Income

Interest earned on advances of Federal funds must be reported annually by all recipients except states, instrumentalities of states, and Indian tribal organizations. However, states must report interest on advances for research and development awards, but not other types of awards. Indian tribal governments are exempt from reporting interest on advances for awards made to them under the Authorities of Sections 102, 103, and 104 of the Indian Self-determination Act pending disbursement.

All recipients must limit Federal cash drawdowns to the minimum amounts needed and must time drawdowns to coincide with the actual immediate cash requirements in carrying out the approved program or project. This means that recipients receiving monthly cash advances (TREASURY CHECKS) must request only enough Federal cash to cover the Federal share of anticipated disbursements for the ensuing month--less any Federal cash that will be on hand when that month begins. Recipients drawing down Federal cash "as needed" must schedule draws of Federal cash to coincide as closely as administratively feasible with the actual date of related cash disbursements. Any interest earned on Federal funds must be reported, except as noted above. If owed interest is reported to The Payment Management System, DPM will add the interest to the total available cash for the next reporting period and will increase the recipient's FEDERAL CASH ACCOUNTABILITY by the same amount. Therefore, there is no need to remit money to DPM.

Interest earned on Federal funds received by a recipient from a third party (defined as interest earned on Federal funds not pending disbursement), must be accounted for to the Federal Government. States and Indian tribal organizations are not exempt from this requirement and such interest must be reported on line 8 of the PSC 272 Report.

Some Recipient(s) may be authorized to retain certain amounts of income as specified in Federal regulations.

Internal Organization Code

For HHS agencies, it identifies numerous data elements varying in length and associated with an accounting transaction to identify the types of funds affected. Non-HHS agencies do not follow the same structure as HHS agencies; however it identifies the funding source for the award document.

Issue Date

The date of the grant award document.

Ledger

A group of accounts in which are recorded the financial transactions of a governmental unit or other organization. A ledger is a summary of transactions according to the accounts affected.

Location Address

Designates the actual address or physical location of an entity and consists of enough information to do a site visit.

Specifying the location address and the mailing address is a multi-step process which differs depending on what you are entering the address for and if you are entering a foreign or domestic address.

Mailing Address

Not the actual/physical address, but one that contains words such as "box", "post office box" or "PO drawer". Generally, mailing address in and of itself would be inadequate to actually visit that entity. No geographical data other than the country code is captured for mailing addresses.

Specifying the location address and the mailing address is a multi-step process which differs depending on what type of address you are entering and whether you are entering a foreign or domestic address.

Manual Review

Indicates whether or not a manual review is required for the payee account.

VALUE	DEFINITION
Yes	Manual review by DPM is required before payments are processed.
No	If funds are available and the payment passes all edits, payments may be processed without review.

Manual Review Reason Code

The reason for the manual review.

VALUE	DEFINITION
Awarding Agency monitoring required	The awarding agency requests that they be notified when a recipient requests funds. These requests should not be paid until any special requirements set forth by the awarding agency are met.
High risk recipient	It has been determined by either the awarding agency, audit groups, or DPM that an organization is not financially sound and may not remain in business.
Approval required by another office	An organization within the awarding agency must approve a request for payment before the payment may be made by DPM.
Audit review in progress	The recipient is being audited for violations of laws or regulations. Each payment request must be reviewed before payment is allowed.

Manual Review Reason Text

An explanation of the reason for manual review.

Match and Delete

If marked YES, and if there is a TC from a balanced Agency batch that matches a holding file TC and has the opposite reverse code, then both transactions will be deleted.

Minority Owner

The code which indicates whether or not the financial institution has minority ownership.

Modifier Code

Indicates the type of authorization transaction.

VALUE	DESCRIPTION
3	initial authorization
5	amendment

(continued)

Net Disbursements

Net disbursements is computed on PSC 272-A by subtracting the "Total Federal Share of Net Disbursements-Prior Period" from the"Total Federal Share of Net Disbursements-Current Period." The amount entered must agree with Net Disbursements as reported on PSC 272-A.

Object Class (OC)

Object class codes, also known as Objective Classification codes, are an extension of the major object and sub-object classes of transactions prescribed in Office of Management and Budget Circular No. A-12 and special codes prescribed by Treasury Department Circular No. 1073. The object class code is essential to the automated accounting process and must be used for every financial transaction recorded. Object classes represent further breakdown of funding under a CAN.

Old Agency Code

Three alphanumeric characters used to identify an awarding agency.

OMB

Office of Management and Budget.

Org Name

The full name of an organization.

Output Media Type

The format for any data sent out from the Payment Management System.

VALUE	DESCRIPTION
File	Files will be transmitted via FTP
Internet	Files will be transmitted via Internet

Parent Code

The code which represents the parent, the highest level of the awarding agency.

Payee

A Payment Management System recipient that receives the advances, PSC 272 report, and other information from the Payment Management System. The name and address associated with the payee's EIN is the main contact point with the Payment Management System for all the recipient EIN's that may be associated with that payee.

(continued)

Payee Account Number

The Payment Management System account associated with a payee. The payee account number is normally the combination of the PIN (payee identification number) and the account type code. If there is more than one payee account number with the same PIN and account type code, a sequential number is added as a suffix. Examples: A301G and A301G1.

Payee Identification Number (PIN)

A 4-5 digit alphanumeric code used by the Payment Management System to associate the Entity Identification Number (EIN) with the recipient's business office where the financial responsibility and accountability for payments made to that organization rests. Each organization's business office is assigned a PIN and is referred to as a payee.

Payment Due Date

The date that the funds need to be available. The Payment Management System will release the funds so that they will be delivered on the date specified. The date must be valid and in the format MM/DD/YYYY where MM is the two-digit month, DD is a two-digit day, and YYYY is a four-digit year.

The date value to be entered depends on the type of payment you are requesting. If it is a normal ACH payment, the payment due date should be the next business day. Recipients that have been previously approved by their DPM Account Representative can warehouse payment requests up to 30 days in advance. In some cases, recipients may be eligible to receive a wire transfer the same day. Contact your DPM account representative for details.

Payment Request Amount

The total amount of money requested. This amount plus or minus the Cash On Hand must equal the Expected Disbursement Amount. Since funds will be available by the next business day after they are requested, recipients are expected to request funds for immediate cash disbursements only, and not to maintain excessive balances for future disbursements.

Payment Request Source Code

The format in which payment requests will be made.

VALUE	DESCRIPTION
Cashline/voice response	Payment requests will be made via Cashline.
Smartlink	Payment requests will be made via Smartlink.
Batch	Payment requests will be made in batch.
Manual	Payment requests will be made manually.

(continued)

Payment Type Code

The code which indicates the payment method which will be chosen for a payment request made within the Payment Management System for a given Payee Account.

VALUE	CODE	DEFINITION
Warehousing	F	Allows the submission of a payment up to thirty calendar days before a payment is required to be deposited in the requestor's bank.
Treasury Check	R	Allows grantee to receive payment via paper check sent to grantee from the Department of Treasury through the U.S. Postal Service.
ACH	S	Payment directly deposited to requestor's bank account via the Federal Reserve System.
Batch ACH	K	Allows requestor to submit request for funds through a file transfer process.
Wire	W	Same day payments made through the Treasury Fed Wire process.

PMS Contact

A contact associated with an awarding agency, a registered entity, or a financial institution.

Posted Date

The date that the data was officially entered into the PMS records.

Primary Account Indicator

Indicates whether the bank account is the payee's primary account. In general, a payee should have only one primary account, however there are exceptions.

VALUE	DEFINITION
Yes	Bank account is the primary account.
No	Bank account is a secondary account.

PSC

Program Support Center

PSC 272

FORM#	FORM/REPORT	CONTENTS
n/a	Transmittal letter	A cover letter containing instructions regarding the attached reports.
PSC 272	Federal Cash Transactions Report, Status of Federal Cash	An overview of the status of the account which contains data provided by the Payment Management System to the recipient.
PSC 272-A	Federal Cash Transactions Report	Shows the award authorization and prior cumulative disbursements reported against individual awards. The recipient reports current net disbursements cumulative through current reporting period and indicates any documents that are missing from this report (PSC 272-A). In addition, the Payment Management System will "echo back" resolution of previously reported award problems.
PSC 272-B	Statement of Cash Accountability	Shows the detail of total cash accountability reflected in the Payment Management System and a reconciliation report whereby the recipient can indicate advance payment problems to the Payment Management System.
PSC 272-C	Error Correction Document	Provides an optional mechanism for the recipient to report problems with the Payment Management System data systematically and know that follow-up action will be taken.
PSC 272-E	Major Program Statement	Shows advances and cash accountability by major program. This includes programs such as Medical Assistance Payments, Medicaid Administration and Training, AFDC Benefits Payments, Block Grants, etc.
PSC 272-F	Authorizations for Future Periods	Lists authorizations that have been posted to the Payment Management System database, but for which the starting date has not yet arrived.
PSC 272-G	Inactive Documents Report	Lists all awards posted in the Payment Management System database that have become inactive during the current period or during a prior period

Recipient or Recipient Organization

Any State or local unit of government, educational institution, or public or private nonprofit organization/individual that receives grants, contracts, and/or loans from the Department of Health and Human Services and cross-serviced agencies.

Record Format Code

The code that identifies the record format for a financial institution.

VALUE	DESCRIPTION
3	CTX
2	CCD+
1	CCD

Record Type

The code that identifies the type of PSC 272 record.

VALUE	DEFINITION
1	272
2	905
3	964

Registration Type

Indicates whether the registered entity is a payee or a recipient. A registered entity with a pseudo EIN, or individuals, can be registered as payees only.

Report of Disbursement Date

The last date of the quarter.

Reverse Code

Indicates if the authorization amount is positive or negative.

N **NOTE:** For Transaction Code TC055 the value of 1 is negative and the value of 2 is positive.

VALUE	DESCRIPTION
1	positive
2	negative

(continued)

Reverse Code Authorization Batch

The code which indicates whether or not an Awarding Body Subdivision takes into consideration the "plus" and "minus" signs (of the individual transactions) when calculating the Batch Total Amount on the Authorization Batch Trailer Record.

VALUE	DESCRIPTION
Hash Total	does not take into consideration the "plus" and "minus" signs
Real [Net] Total	does take into consideration the "plus" and "minus" signs

Routing Number

The code assigned by the American Banking Association used as the identification by which FRB distributes ACH payments to financial institutions or by which Treasury distributes wires to financial institutions.

Segmented Mailing Option

This option indicates whether the 272 should be sent as a whole or segmented according to the different recipients associated with the payee.

VALUE	DESCRIPTION
Yes	272 will be segmented
No	272 will not be segmented

Send Zero Disbursement TC

A YES (transaction code) indicates that zero disbursement transactions will be reported back to the Agency by the Payment Management System each month.

Special Report Code

Used to indicate whether reports will be produced at the fiscal year/common account/object class (FCO) level or at the document level.

VALUE	DESCRIPTION
Y	reports produced at the FCO level
N	reports produced at the document level

SSN

Social Security Number - used to identify individuals within the Payment Management System.

Station Symbol

Agency locator code consisting of...

Part 1	7501	
Part 2 (one of the following)	0502	FRB letter of credit
	0500	for ACH
	0501	Other

Subaccount Code

For HHS, A 2-10 digit code in The Payment Management System designation of a major program within a payee account; accounts are subdivided into subaccounts for accounting and cash control.

L **EXAMPLES:** MT = Medicaid Training and Administration; AP = Aid to Families with Dependent Children

For non-HHS, the 2-10 digit subaccount code may or may not be a designation of a major program within a payee account. It can also be the grant award.

Subaccount Name

Describes the program or activity which is being funded by the subaccount code.
For HHS, it is the designation of a major program for both Public Assistance and Block Grant activity.

L **EXAMPLES:** Medicaid Training and Administration, Aid to Families with Dependent Children.

For non-HHS, it is the designation of a major program or the description of an individual grant award.

L **EXAMPLES:** Boating Access, Homeless Vets.

Subactivity

The code which identifies the sub-budget activity (positions 1 and 2) and sub/sub-budget activity (positions 3 and 4) for HHS grant award documents. It is the sub-budget activity as set forth by the budget office(s).

Subcontractor Advance Amt

The amount, entered by the recipient, of undisbursed advances held by secondary recipients at the end of the reporting period.

(continued)

Subsidiary Account

One of a group of related accounts which support in detail the debit and credit summaries recorded in a control account. An example is the individual property taxpayers' accounts for taxes receivable in the general ledger.

Subsidiary Ledger

A group of subsidiary accounts the sum of the balances of which is equal to the balance of the related control account.

TC

Transaction Code.

Temporary Stop Payment

The code which indicates whether or not all payment requests will be rejected for a payee account.

TIN

Tax Identification Number - payroll identification number assigned by the Internal Revenue Service.

Total Difference

The difference between the Batch Total and the Computed Total.

Transaction Code

The type of authorization transaction.

VALUE	DEFINITION
C27	cancellation of warehoused ACH payment
R27	cancellation of not to be confirmed payment request
T27	unconfirmed returned ACH payment request
U27	confirmation of returned ACH payment request
Z27	rejected ACH payment request
050	indicates an initial or follow-on entry
051	reserved for HHS use
052	reserved for HHS use
053	reserved for HHS use
055	indicates the cancellation of an expired year
056	indicates the reverse of a canceled year

(continued)

Transaction code (continued)

058	indicates that the Common Account for Grant should be closed
059	indicates that the document should be closed
905	R272 disbursement detail
906	Internal DPM journal voucher
908	return of excess funds by recipient
911	interest returned by recipient
916	FED Wire payment
920	inter-governmental agency transfer of funds
927	ACH payment
953	create an in-transit authorization
954	review an in-transit authorization
956	approve an in-transit authorization
957	reverse an in-transit authorization

Transaction Type

The code which identifies the type of transaction being processed/posted. It is a standardized accounting entry developed according to the type of transaction. The transaction defines all the accounting and General Ledger updates.

Treasury ID

The first two digits of the Treasury Appropriation Symbol which will be entered on the SF-224 for this funding activity. This identifies the Federal agency.

Type of Action

The type of interagency payment transfer performed.

VALUE	DEFINITION
Withdraw from the Payment Management System	Funds are transferred from an account balance in the Payment Management System to another federal agency or entity.
Pay to the Payment Management System	Funds are transferred from another federal agency or entity to the Payment Management System account.

(continued)

Type of Transfer

VALUE	DESCRIPTION
1. Between G accounts	Transfer funds between two general (G) accounts.
2. An account with subaccounts	Use this option to transfer funds from one or more subaccounts of an account to one or more subaccounts of the same account.
3. Between G account (to) and an account with subaccounts	Use this option to transfer funds from one or more subaccounts of an account to a general (G) account.
4. Between G account (from) and an account with subaccounts	Use this option to transfer funds from a general (G) account to one or more subaccounts of another account.
5. Two accounts with subaccounts	Use this option to transfer funds from one or more subaccounts of an account to one or more subaccounts of another account.

User Type

VALUE	DEFINITION
Payee/Recipient	
Payee Administrator	
Awarding Agency User	
Agency Administrator	
DPM Staff	

Warehouse Payments

Payments that are released at a later date. Warehouse payment requests may be made up to 30 days in advance.

Wire Routing Number

Identifies a bank that another bank will use to receive wire transfers from FRB if they do not have the capability of doing so themselves.