

HEALTH AND HUMAN SERVICES
(HHS)/PAYMENT MANAGEMENT
SYSTEM (PMS)
CLOSEOUT INSTRUCTIONS

September 2009

HHS/PMS Closeout Instructions

Once the ADO has determined that an agreement can be closed in HHS/PMS the ADO will provide a copy of the closeout amendment (REE-451) from ARIS/AIMS to the appropriate Area employee responsible for maintaining the HHS/PMS.

The ADO or the responsible person for HHS/PMS should check the accounting system to ensure that the agreement information matches the closeout information and prints the screen for the official file.

Closing an agreement in HHS/PMS is a 2-step On-Line Authorization process. A user can have both on-line authorization capability and approve on-line authorization capability; however, the user who enters an on-line authorization **cannot** approve the same on-line authorization.

User #1:

Logs onto HHS/PMS

Prints FCO/E Report

Click on Authorization menu option

Click on On-Line Authorization

Fills in the blanks on the On-Line Authorization form

Clicks Submit

User #2:

Logs onto HHS/PMS

Click on Authorization menu option

Click on On-Line Authorization Approval

Click button to the left of the authorization transaction to approve

Click Select

Review on-line authorization for correctness

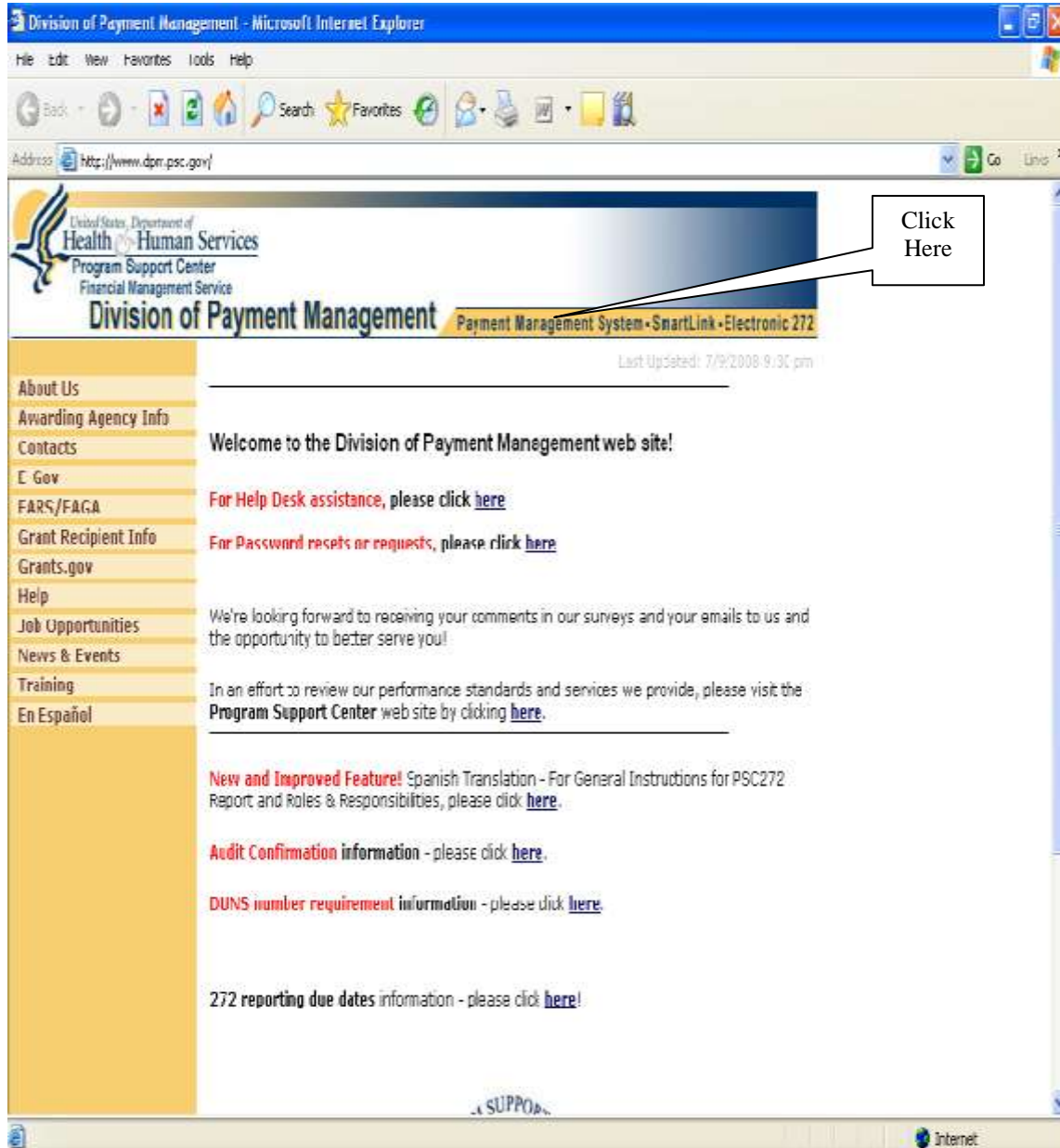
Click on Approve or Disapprove

The following 4 sections outline the agreements closeout procedures in HHS/PMS.

A. How to Logon to HHS.....	3
B. How to Print FCOE/Report.....	6
C. How to Enter On-Line Authorizations.....	10
D. How to Approve Online Authorizations.....	16

Section A How to Logon to HHS

Go to the HHS Division of Payment Management Web site: <http://www.dpm.psc.gov/>



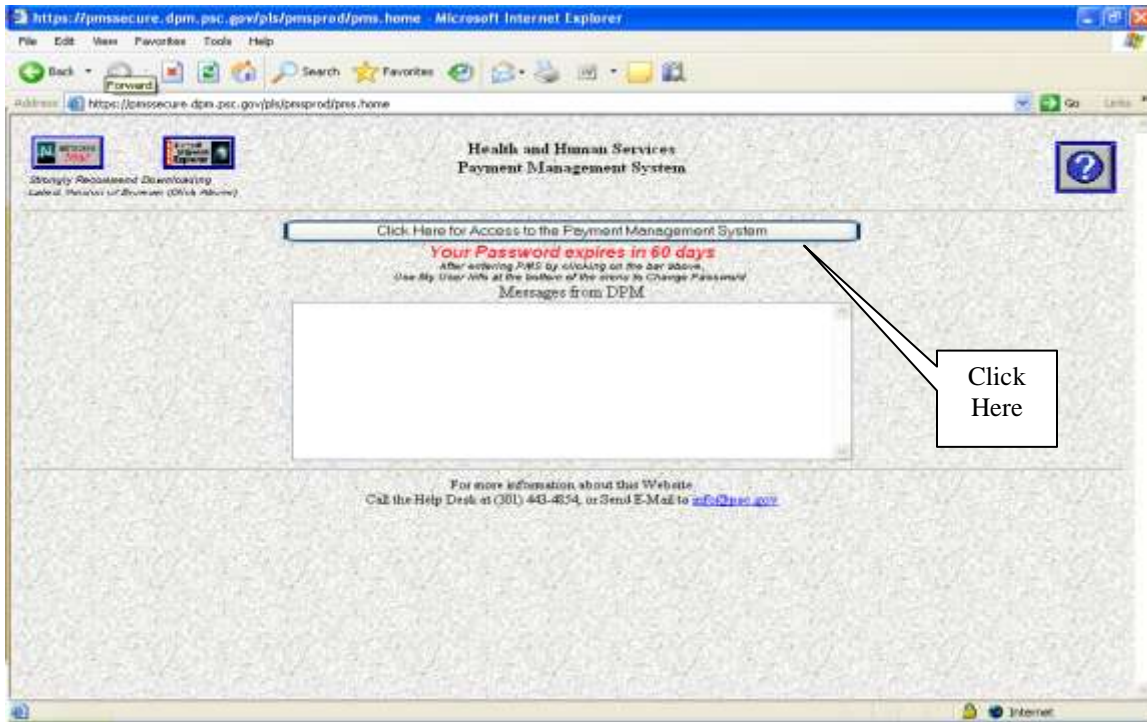
- Click on the “Payment Management System” link at the top, center of the page.



- Click on the "Payment Management System" link.



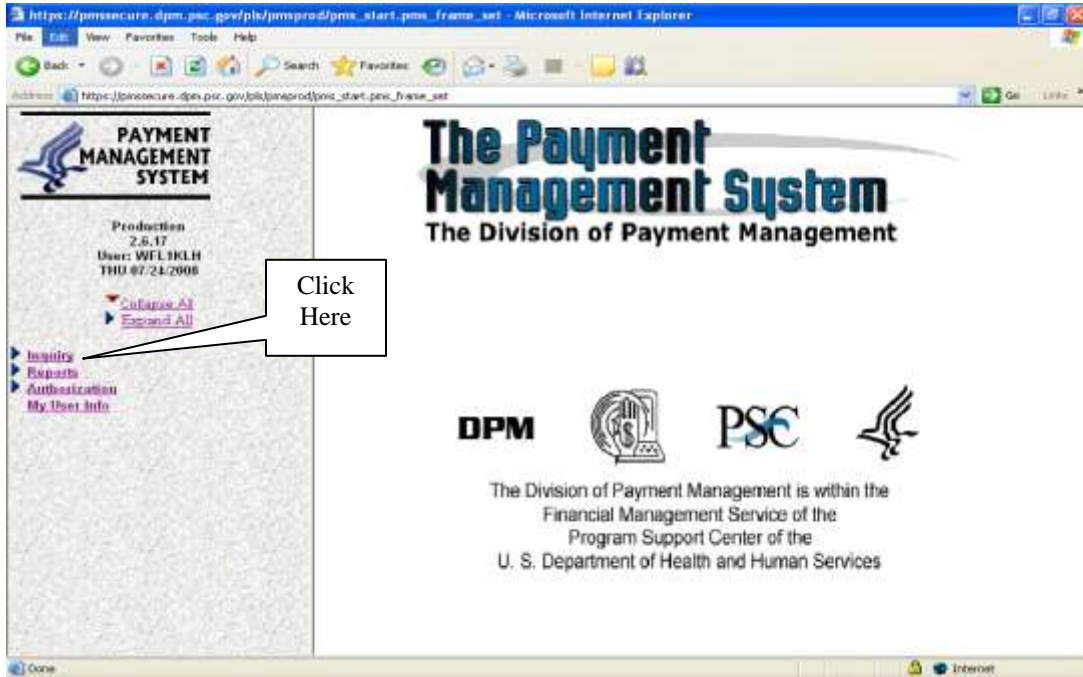
- Enter your Username and Password into space provided in the Login Box.
- Click "OK."



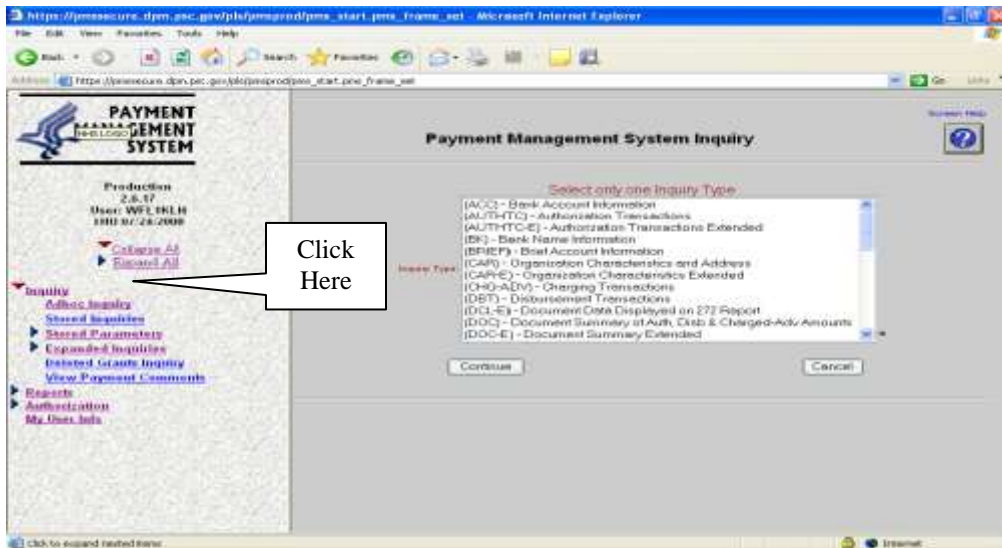
- Click on the “Click Here for Access to the Payment Management System” access bar.

You are now logged on to HHS/PMS.

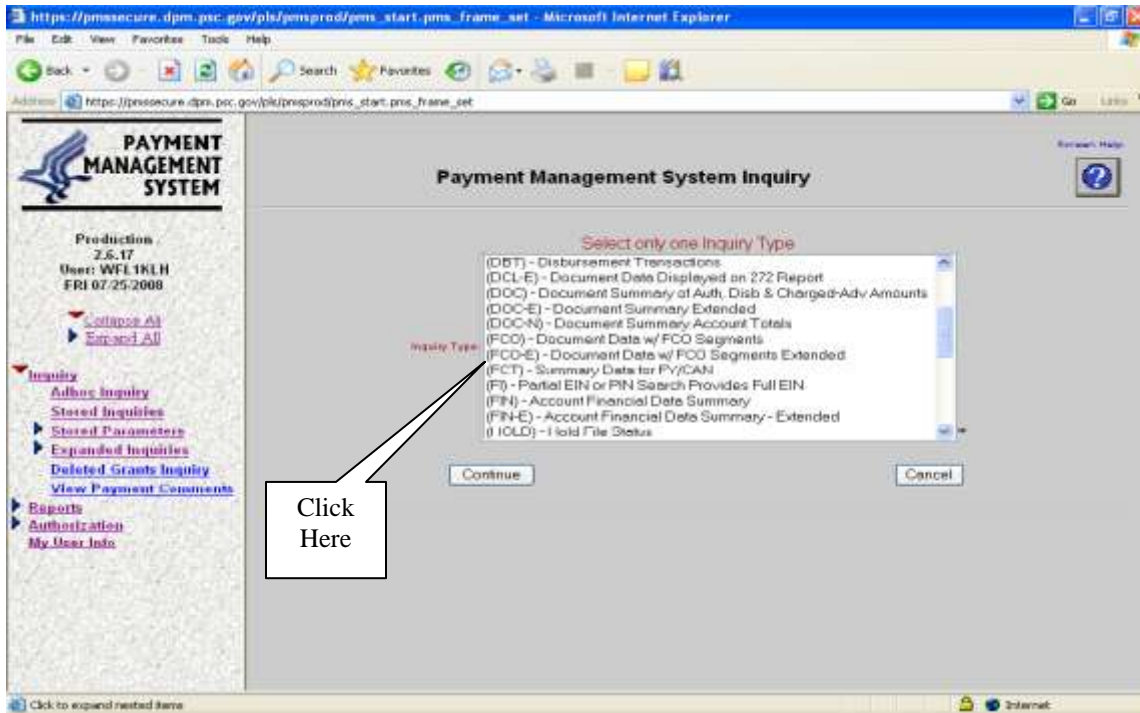
Section B How to Print FCOE/Report



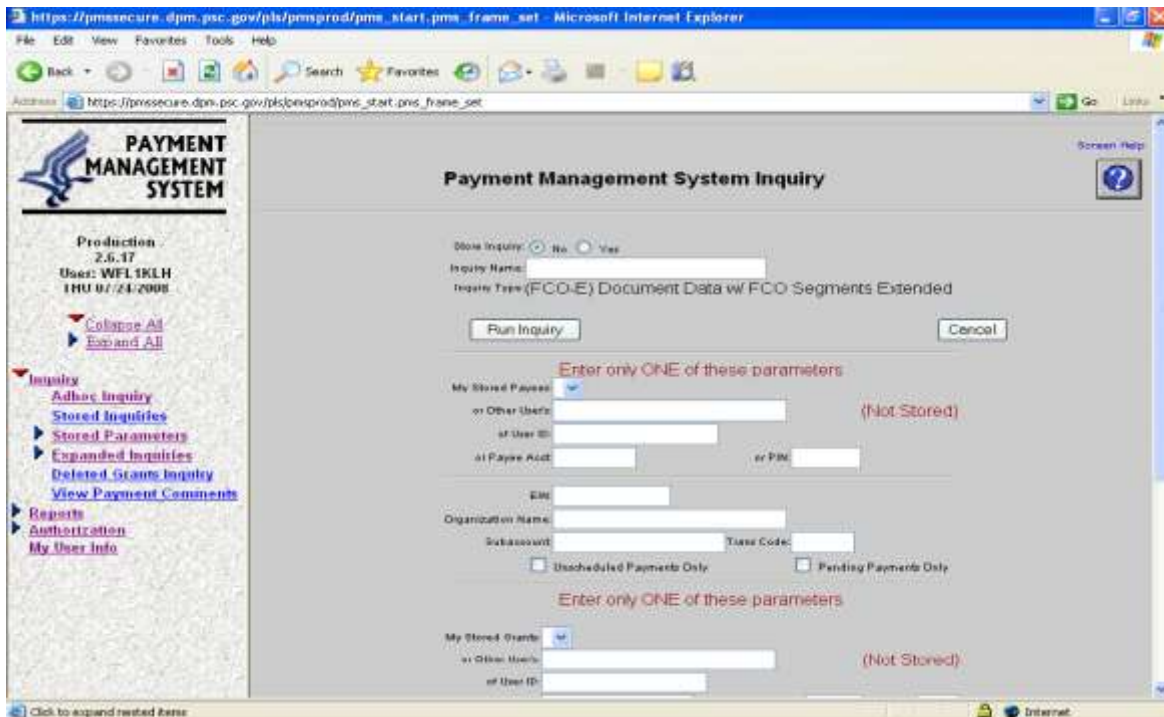
- Click the “Inquiry” link on the side bar, and an expanded list of inquiries will appear beneath the link.



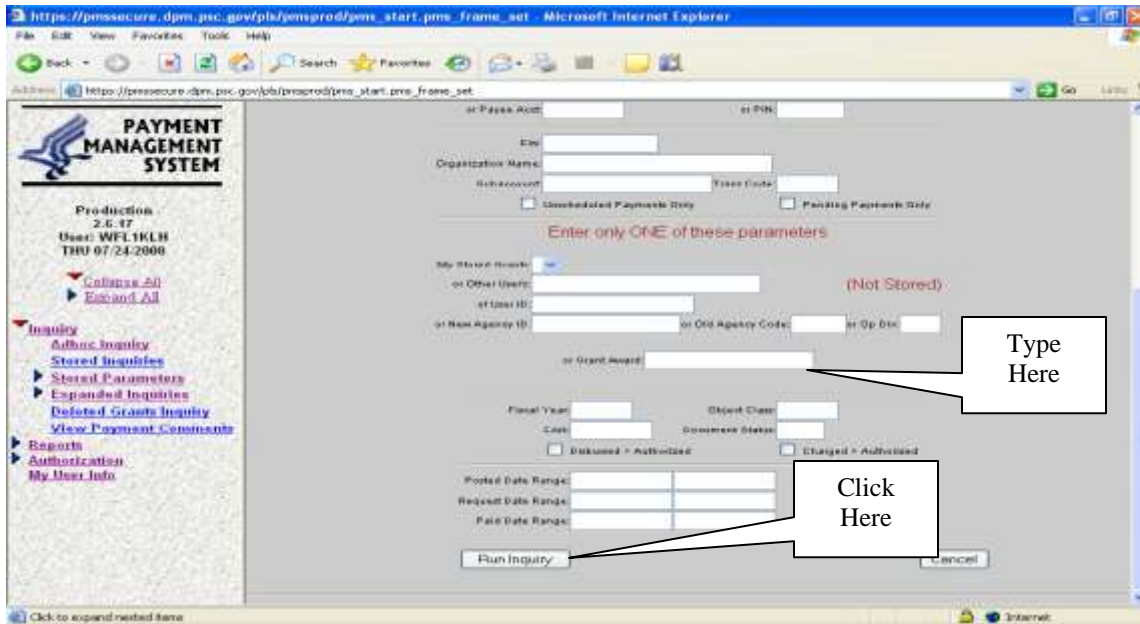
- Click on “Adhoc Inquiry” to be prompted to this screen.



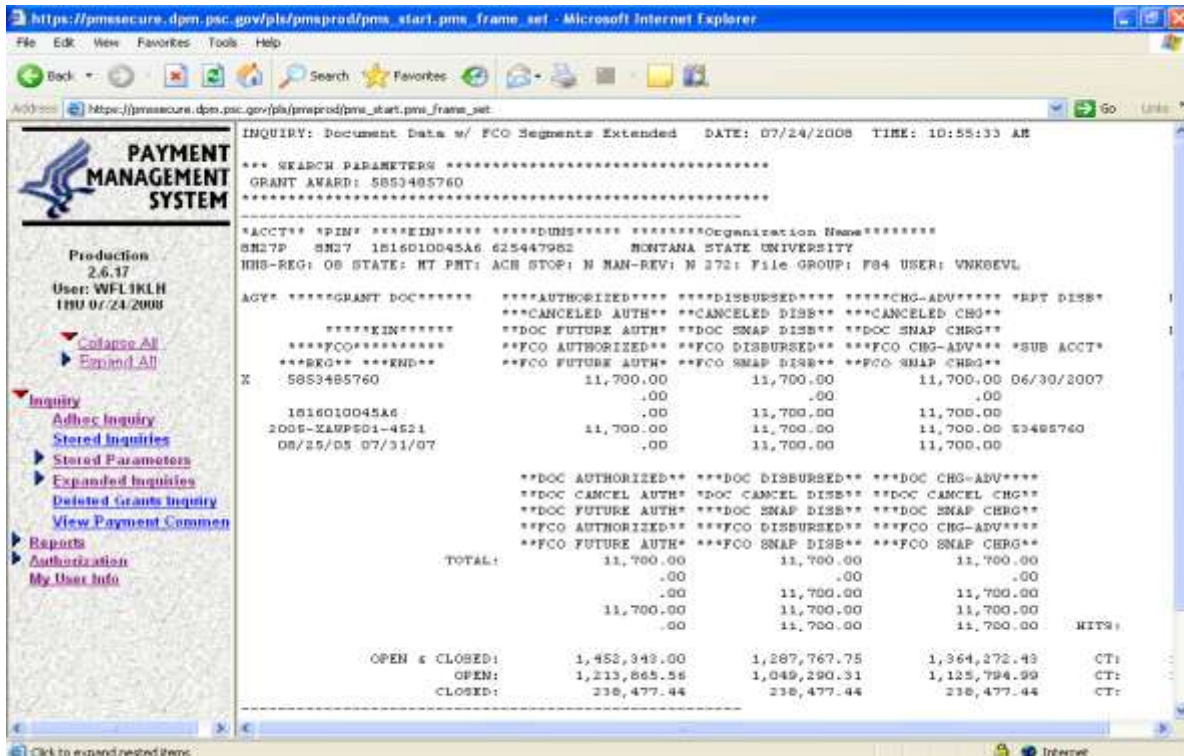
- Scroll down on the “Inquiry Type” list and select “(FCO-E) - Document Data w/ FCO Segments Extended,” then click “Continue.”



- The FCO-E Inquiry search screen will appear.



- Scroll down to the 4th section. In the “or Grant Award” box, enter the grant/agreement ID number (without hyphens) i.e., 5853485760.
- Click “Run Inquiry.”



- The FCO-E table for the specified grant/agreement will appear.
- Change the print layout to “Landscape” and print the FCO-E report for the file and to refer back to during the closeout process.

Sample FCO-E Report

https://pmssecure.dpm.psc.gov/pls/pmsprod/pms_start.pms_frame_set - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://pmssecure.dpm.psc.gov/pls/pmsprod/pms_start.pms_frame_set

INQUIRY: Document Data w/ FCO Segments Extended DATE: 07/24/2008 TIME: 12:13:40 PM

*** SEARCH PARAMETERS *****

GRANT AWARD: 5854302302

ACCT *PIN* ****EIN***** *UNSN***** *****Organization Name*****

6J28P 6J28 1480771751A 929773554 KANSAS STATE UNIVERSITY

HHS-REG: 07 STATE: KS PMT: ACH STOP: N MAN-REV: N 272: File GROUP: F84 USER: VNK8EVL

AGY*	*****GRANT DOC*****	****AUTHORIZED****	****DISBURSED****	****CHG-ADV****	*RPT DISB*	RS	DS
	*****EIN*****	**DOC FUTURE AUTH*	**DOC SNAP DISB**	**DOC SNAP CHR**		RI	CT
	****FCO*****	**FCO AUTHORIZED**	**FCO DISBURSED**	**FCO CHG-ADV**	*SUB ACCT*		FS
	***BEG** ***END**	**FCO FUTURE AUTH*	**FCO SNAP DISB**	**FCO SNAP CHR**			
X	5854302302	119,807.00	119,807.00	119,807.00	06/30/2007	I	0
	1480771751A	5,535.00	5,535.00	5,535.00			
	2002-XAMP201-4521	5,535.00	5,535.00	5,535.00	54302302		0
	02/01/02 01/31/04	.00	5,535.00	5,535.00			
	2002-XAMP293-4521	60,300.00	60,300.00	60,300.00	54302302		0
	02/01/02 01/31/04	.00	60,300.00	60,300.00			
	2003-XAMP301-4521	5,000.00	5,000.00	5,000.00	54302302		
	02/01/02 05/31/05	.00	5,000.00	5,000.00			
	2003-XAMP306-4521	48,972.00	48,972.00	48,972.00	54302302		
	02/01/02 01/31/07	.00	48,972.00	48,972.00			
	TAL:	119,807.00	119,807.00	119,807.00			
		5,535.00	5,535.00	5,535.00			
		.00	119,807.00	119,807.00			
		119,807.00	119,807.00	119,807.00			
		.00	119,807.00	119,807.00			

HITS: 1

KEY

1: Issue Date

2: Award Number

3: EIN

4: Object Class

5: CAN

6: Budget End Date

7: Budget Start Date

8: Fiscal Year

Click to expand nested items

Internet

Section C How to Enter On-Line Authorizations

Closing an agreement in HHS is done on the same screen that is used to open or amend a grant/agreement. To close a grant/agreement you must close it using the On-Line Authorization.

INQUIRY: Document Data w/ FCO Segments Extended DATE: 07/24/2008 TIME: 10:55:33 AM

*** SEARCH PARAMETERS *****
GRANT AWARD: 5853485760

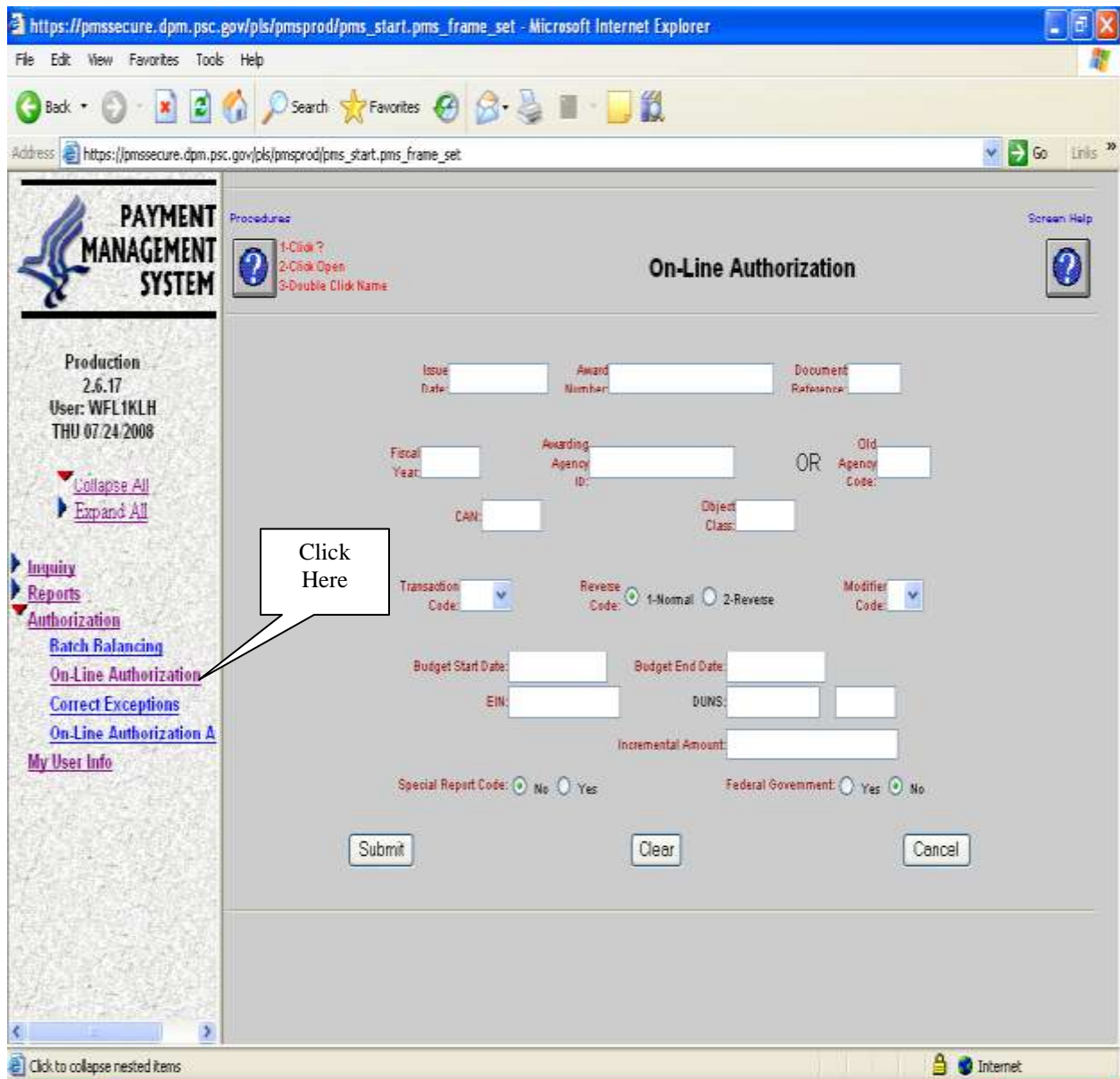
ACCT *PIN* ****EIN***** *****DUNS***** *****Organization Name*****
8M27P 8M27 1816010045A6 625447982 MONTANA STATE UNIVERSITY
HES-REG: 08 STATE: MT PNT: ACH STOP: N MAN-REV: N 272: File GROUP: F84 USER: VNKBEVL

AGY* *****GRANT DOC***** ****AUTHORIZED**** **DISBURSED**** ****CHG-ADV**** *RPT DISB*
****CANCELED AUTH** **CANCELED DISB** **CANCELED CHG**
*****EIN***** **DOC FUTURE AUTH* **DOC SNAP DISB** **DOC SNAP CHRG**
****FCO***** **FCO AUTHORIZED** **FCO DISBURSED** **FCO CHG-ADV** *SUB ACCT*
***BEG** ***END** **FCO FUTURE AUTH* **FCO SNAP DISB** **FCO SNAP CHRG**

X	5853485760	11,700.00	11,700.00	11,700.00	06/30/2007
	1816010045A6	.00	.00	.00	
	2005-ZAWPS01-4521	.00	11,700.00	11,700.00	
	08/25/05 07/31/07	11,700.00	11,700.00	11,700.00	53485760
		.00	11,700.00	11,700.00	
TOTAL:		11,700.00	11,700.00	11,700.00	
		.00	.00	.00	
		.00	11,700.00	11,700.00	
		11,700.00	11,700.00	11,700.00	
		.00	11,700.00	11,700.00	HITS:
OPEN & CLOSED:		1,452,343.00	1,287,767.75	1,364,272.43	CT:
OPEN:		1,213,865.56	1,049,290.31	1,125,794.99	CT:
CLOSED:		238,477.44	238,477.44	238,477.44	CT:

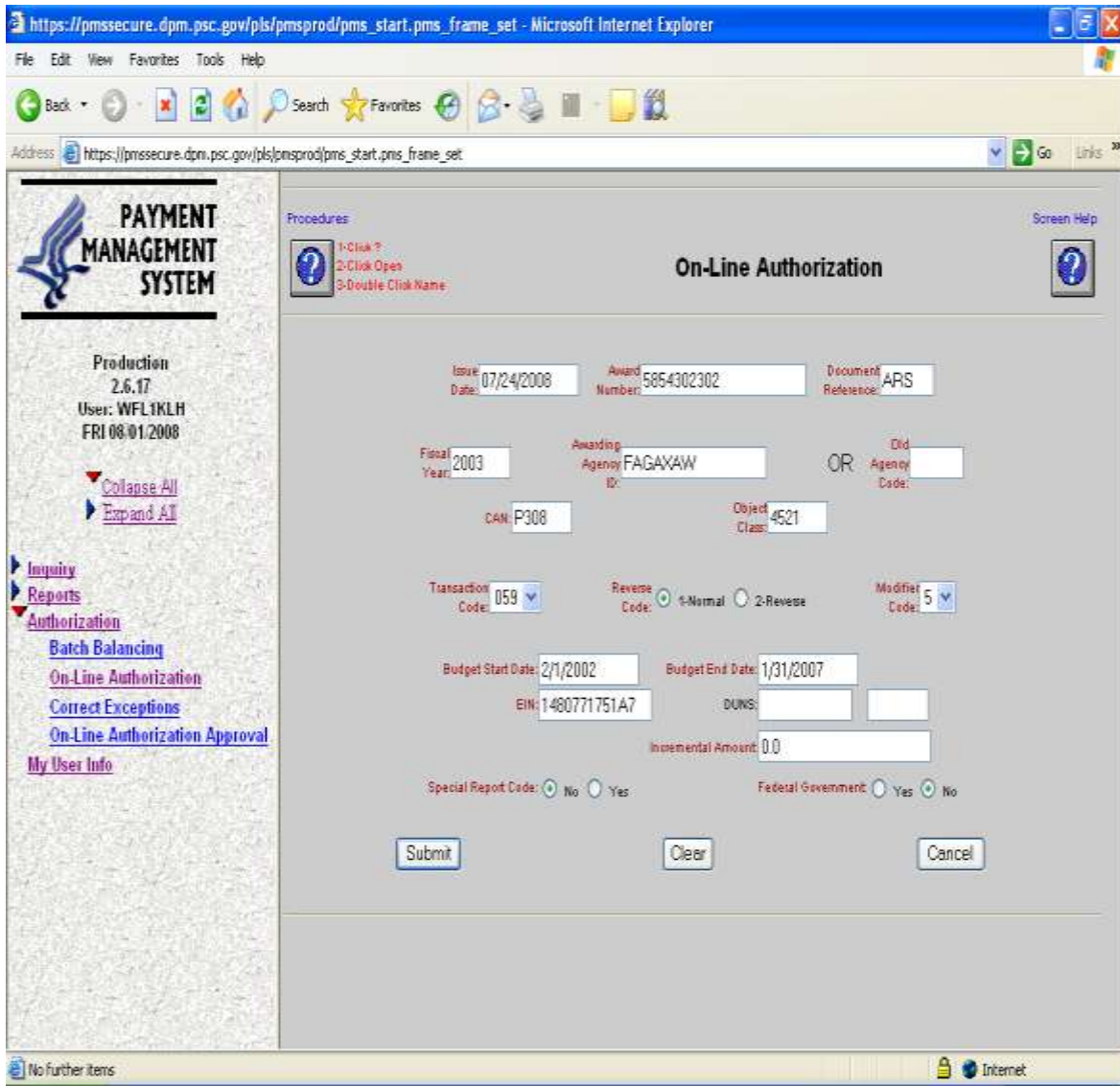
Click Here

- Click “Authorization” on the left-hand sidebar. Four authorization options will appear below it.

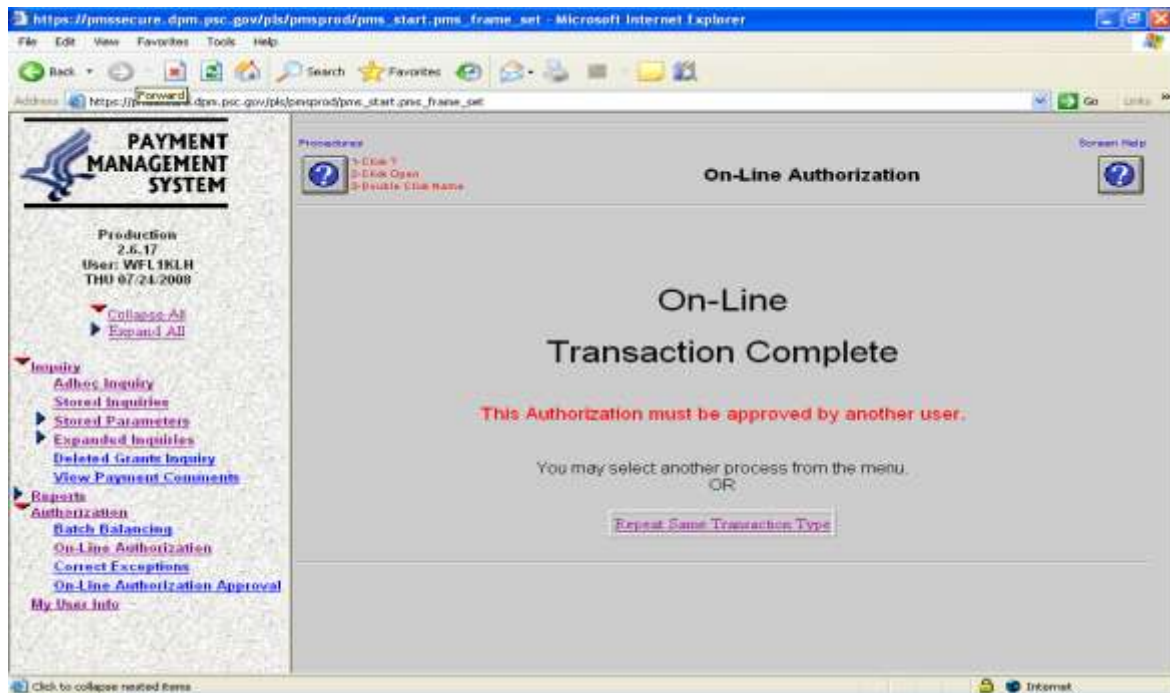


- Click on “On-Line Authorization.” The system redirects to the On-Line Authorization screen.

- Complete the following information on the “On-Line Authorization” form using the information on the Document Data w/FCO Segments Report printed previously. (See sample Document Data w/FCO Report on Page 53 of these instructions.)
 - Issue Date: Date you are doing the close-out. (See #1)
 - Award Number: Grant/Agreement number with no dashes. (See #2)
 - Document Reference: Will always be “ARS”
 - Fiscal Year: Most current fiscal year (if multiple). Closing only one FY will close the whole grant (See #8)
 - Awarding Agency ID: “FAGAXA?” with the (?) representing the unique alpha letter for your Area, i.e. “FAGAXAW”
 - Old Agency Code: Leave blank
 - CAN: 4 digit alphanumeric funding code or source (appropriation) assigned by ARS the awarding agency; Common Accounting Number; also referred to as Internal Org Code. (See #5)
 - Object Class: 4 digit alphanumeric Object Classification code assigned by the ARS awarding agency; it is a further breakdown of funding under a CAN. (See #4)
 - Transaction Code: "050" for initial, amendment or follow-on transactions "059" to close a grant/agreement, ARS does not use 055 or 056. To close an agreement, the code is always “059.”
 - Reverse Code: Usually “1- Normal,” but if the authority of the grant is being reduced at the same time it is being closed, use “2- Reverse.”
 - Modifier Code: "3" for initial obligation "5" for follow-on transactions or amendments. Always use “5” when closing.
 - Budget Start Date: Date that appears on the FY you are closing
 - Budget End Date: Last date the agreement was extended to. (See #6)
 - EIN: Must be exactly as it appears on the FCO-E print-out { 12 digits }. (See #3)
 - DUNS: Leave blank.
 - Incremental Amount: Leave blank if the authority of the grant is not being reduced.
 - Special Report Code: No
 - Federal Government: No

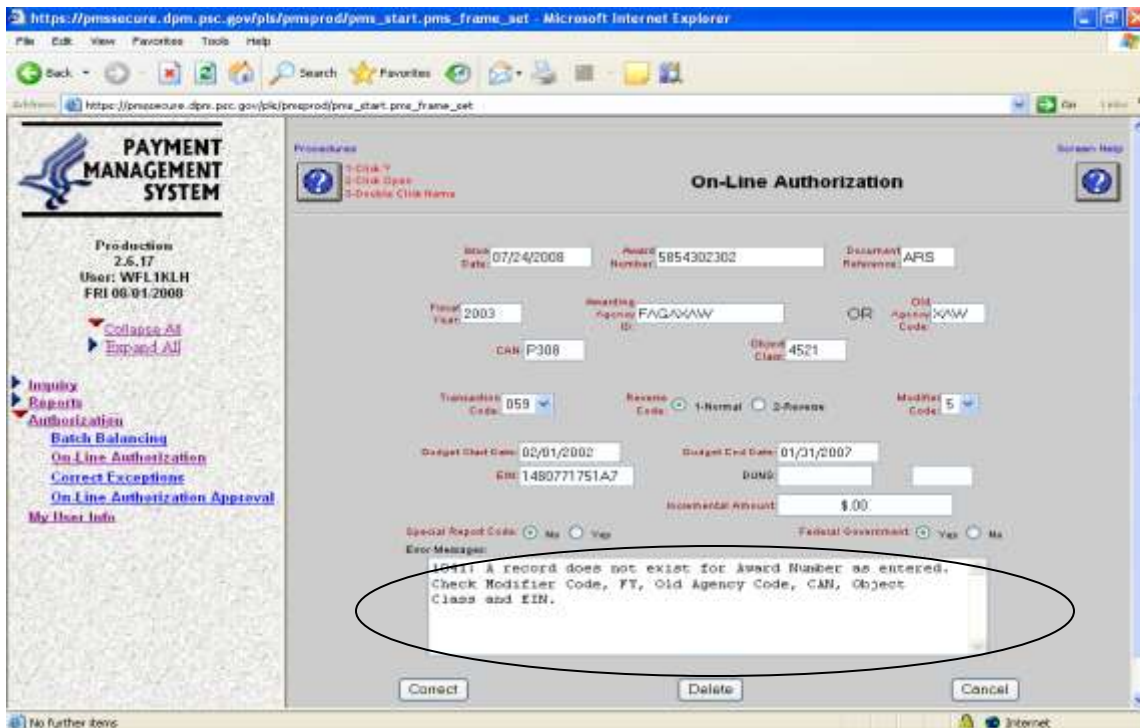


- Print the screen before clicking “Submit.” All of the information entered to this point will be saved.
- Click Submit.



- If all information was entered correctly, a screen verifying the completion will appear.

- If there are problems with the data entered, you will receive a list of error messages that you can scroll down to read. At this point you may:



- Correct the problems and click “Correct” until all of the problems have been corrected and the transaction is accepted. The verification screen will then appear.
- Click “Cancel” to exit the transaction temporarily. As long as you have clicked “Submit” at least once before cancelling, your information will be saved and can be retrieved later to complete the transaction using the Correct Exception menu option.

If the transaction was completed the Authorization is awaiting approval. Approving an on-line authorization is accomplished using the On-Line Authorization Approval function of the PMS.

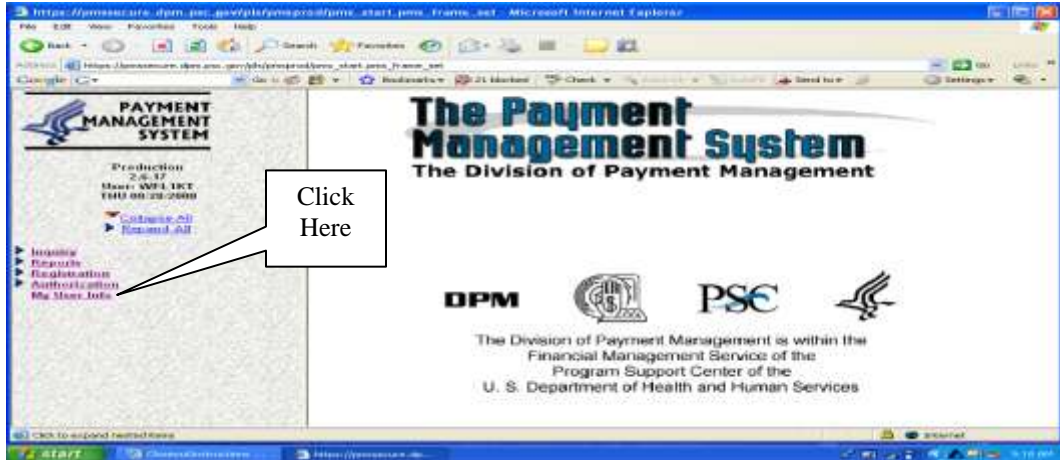
Once the on-line transaction is completed, to totally complete closing out the grant/agreement, the approving official must approve the transaction on-line.

Section D

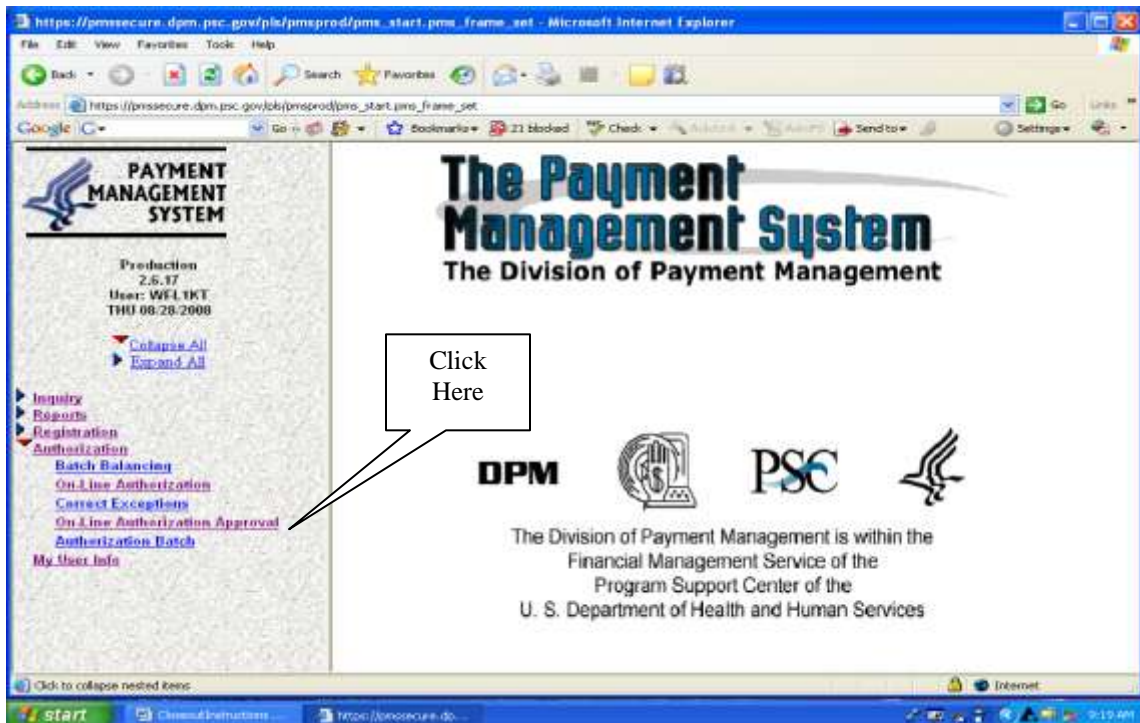
How to Approve Online Authorizations

To approve authorizations entered into the system through the On-Line Authorization feature of the HHS/PMS, you must do the following:

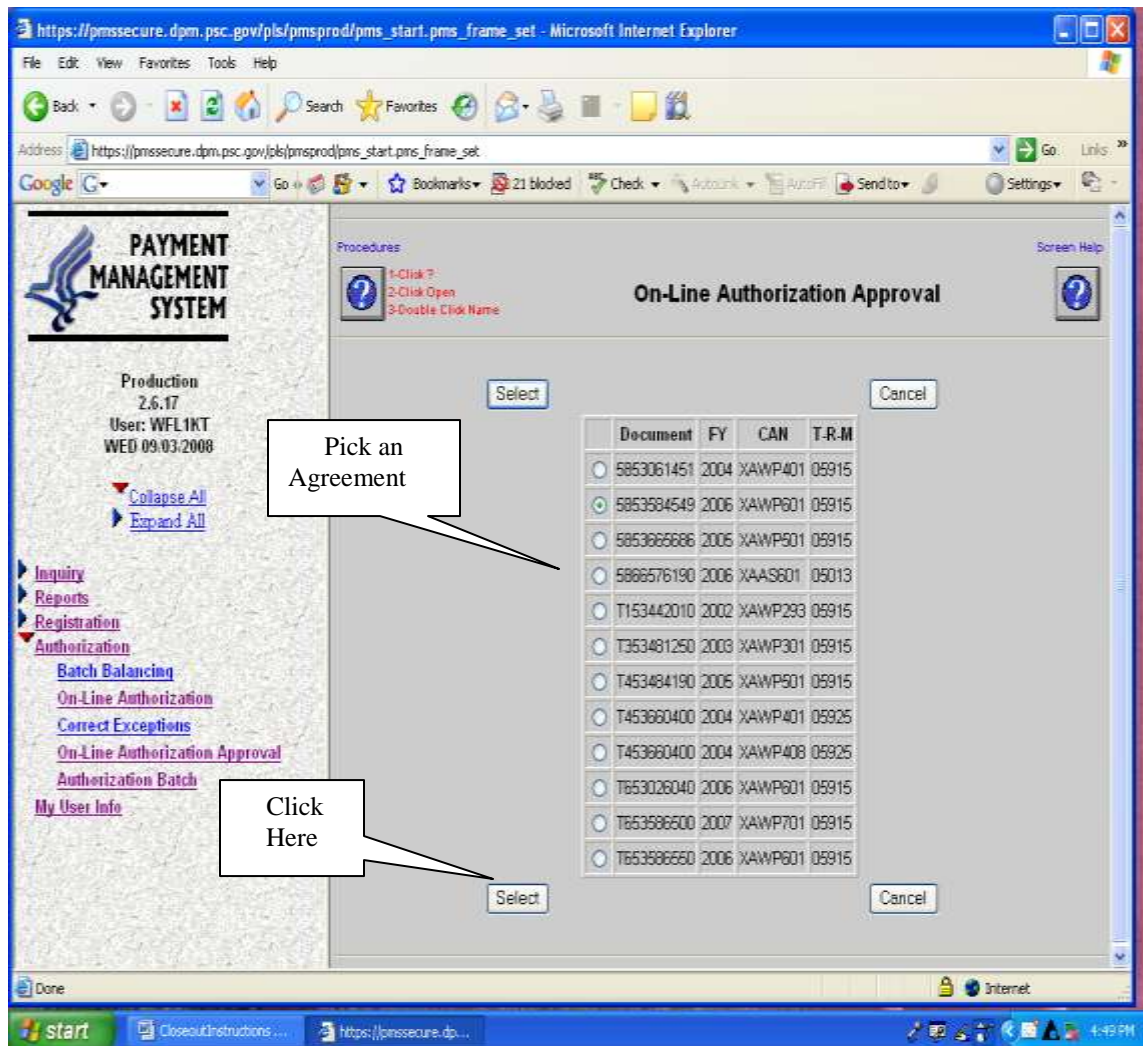
Go to the HHS Division of Payment Management Web site: <http://www.dpm.psc.gov/>



- Click “Authorization” on the left-hand sidebar. Four authorization options will appear below it.



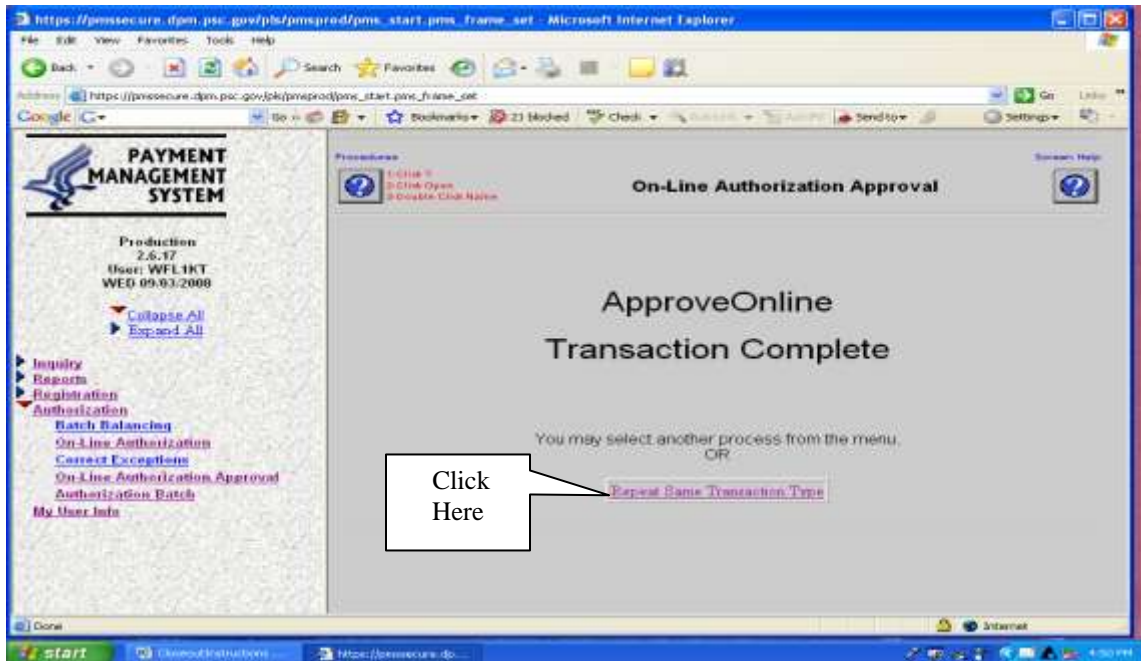
- Click “On-Line Authorization Approval” on the left-hand sidebar. Selecting this option will present a list of authorizations to approve.



- Click the agreement you want to approve.
- Click the select button.
 - The On-Line Authorization, as entered in its entirety, will display. Review the authorization transaction. The Approver **cannot** change any data; all the fields are protected. If the transaction can be processed then Approve the transaction.



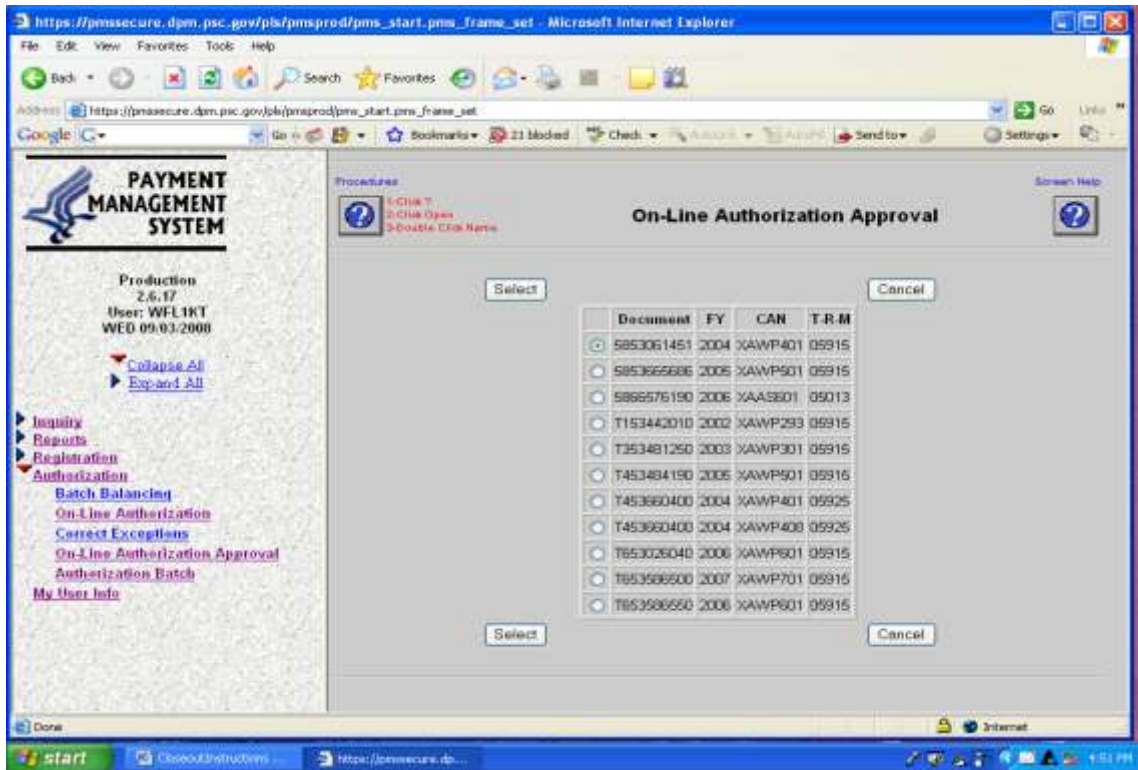
- Review the information associated with the authorization. At this point you may:
 - Click “Approve” to approve the authorization. You will be presented with a screen confirming the transaction is complete.



- To perform the same transaction click on the “Repeat Same Transaction Type,” otherwise choose a new transaction from the system menu.



- Click “Reject” to reject the authorization. You will be presented with a screen confirming the rejection which will permanently delete the authorization record, or click “Cancel Delete.” To perform the same transaction “click” on “Repeat Same Transaction Type,” or choose a new transaction from the system menu.
 - **TO REJECT THE AUTHORIZATION TRANSACTION:**
 - The On-Line Authorization, as entered in its entirety, will display. Review the authorization transaction. The Approver **cannot** change any data; all the fields are protected. If the transaction cannot be processed then “Reject” the transaction.
 - **If the transaction is deleted and it needs to be corrected and processed, then it must be reentered using the On-Line Authorization screen.**
- Click “Cancel” to take you back to the preset list of approvals.



You may now either logout of HHS/PMS or you may perform another transaction.