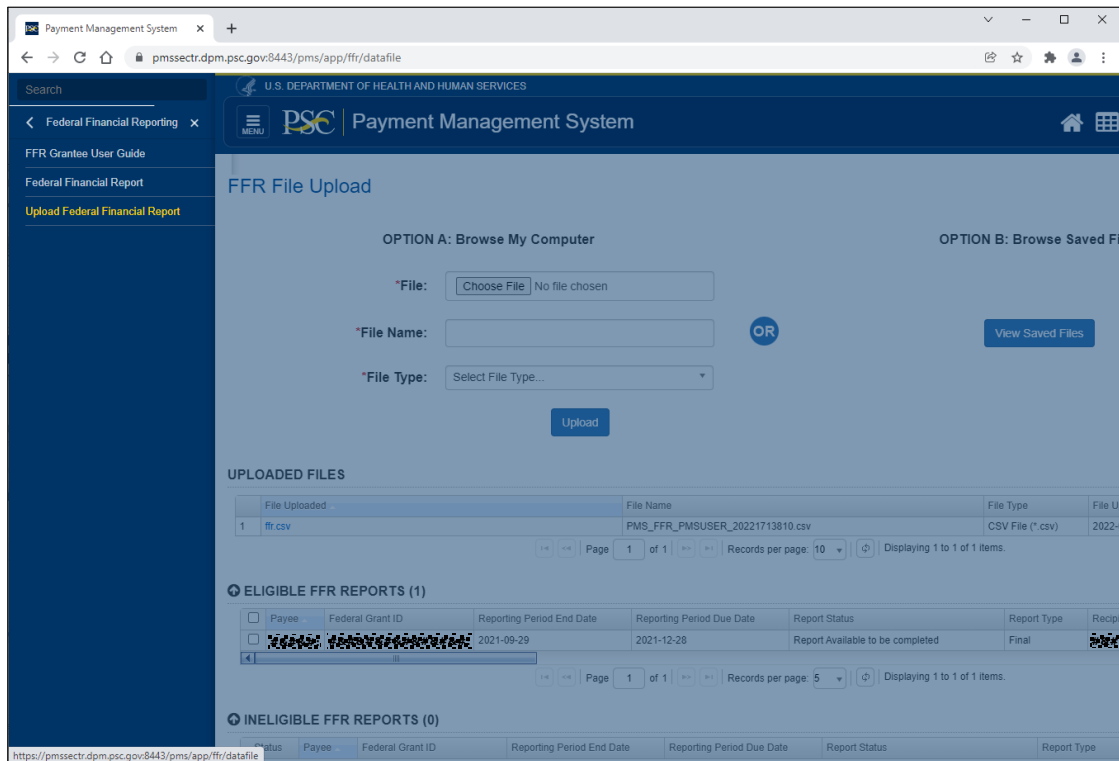


Payment Management System
Federal Financial Report (FFR)
Report updates option: Upload Federal Financial Report

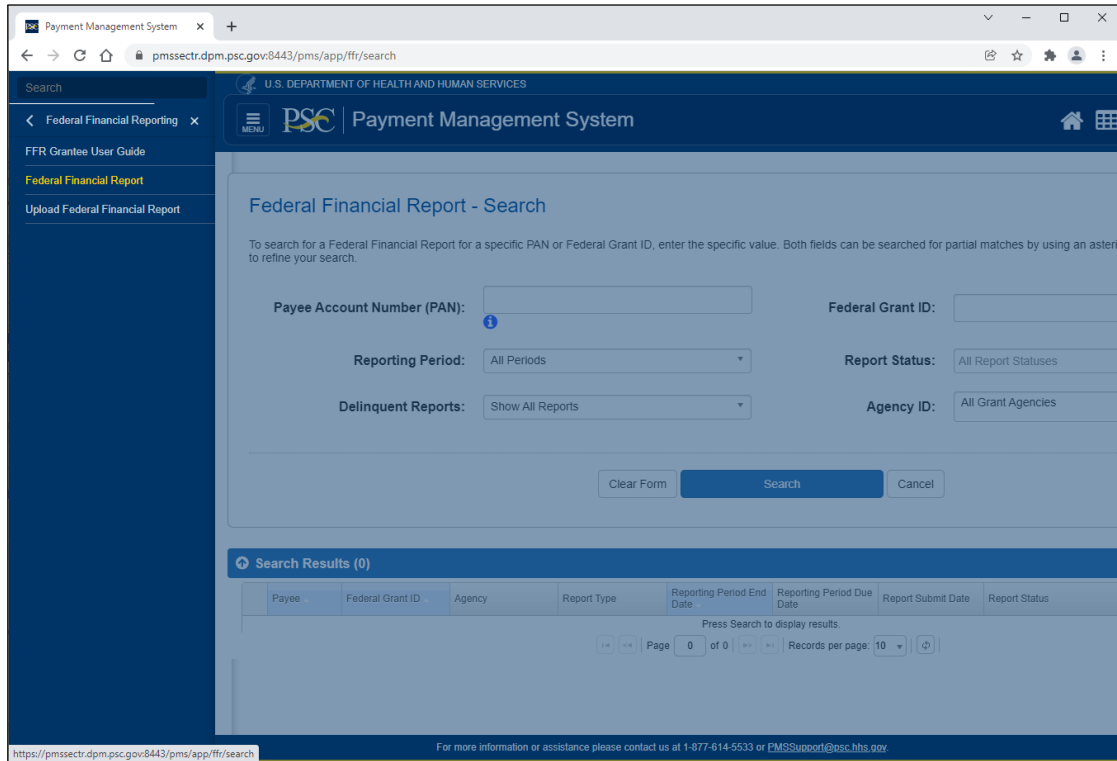


The Upload Federal Financial Report feature uses a specific file format which can be obtained from the Federal Financial Report - Search screen.

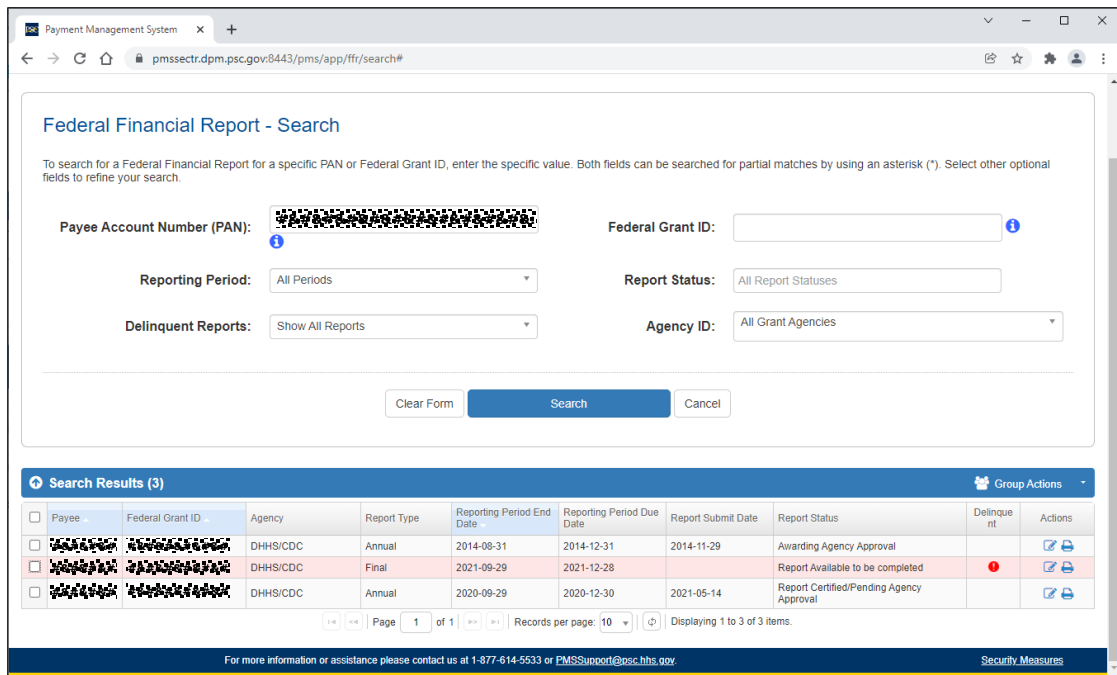
- Summary of all steps (additional details provided below for each step with screen preview)
 1. Proceed to the Federal Financial Report - Search screen.
 - a. Enter Payee Account Number or Federal Grant ID and select the Search button.
 - b. Identify the report documents in the Search Results and select one or more desired report document(s) via the selection box to the left side of each report document.
 - c. With report document(s) selected; select the Download option within the Group Actions on the top, right side of the Search Results display.
 - d. Save the file (csv file type/format) to the desired folder on your computer. The default file name will be FFR.csv, but you can alter the file name as desired. (i.e. name the file with the current date, payee account number, or other helpful identifying details.)
 2. Outside of the Payment Management System application.
 - a. Edit the downloaded FFR csv file with a spreadsheet or file editing application.
 - b. Update the desired information in the applicable places and save the file. The file type should remain as csv type/format and the file is ready for upload processing. Refrain from inserting additional commas or fields in the file which might alter the format expected in the upload process.
 3. Back to the Payment Management System application.
Proceed to the Upload Federal Financial Report screen.
 - a. Using Option A, select the FFR.csv file that was just updated and saved on your computer. Revise the File Name field if desired, but not necessary if pre-populated. Select File Type of CSV and select Upload button to process.
 - b. Payment Management System application will provide confirmation of a successful upload of the Federal Financial Report information provided. The uploaded files list will include the successfully uploaded file details.
 - c. The Grant document FFRs from the uploaded file will be displayed within the Eligible FFR Reports and Ineligible FFR Reports lists. For the Ineligible FFR Reports, a status message is available for each Grant document by hovering your mouse over the status icon in the list.
 - d. To proceed, select one or more desired report document(s) via the selection box to the left side of each report document in the Eligible FFR Reports list. Select Prepare option at the bottom of the displayed page.
 - e. Select Enforce Warnings on the displayed message.
 - A Success message will be displayed if no errors were encountered. Select Ok to proceed and select Done on the FFR File Upload page to complete the transaction.
 - An Error message will be displayed if errors are encountered. Select Show/Hide details... and review the error message(s) for corrective actions necessary to proceed. If the errors can be corrected within the uploaded file (ffr.csv), a new download may not be necessary. On the FFR File Upload page, remove the currently uploaded file (ffr.csv) by selecting Remove action option to the far right of the Uploaded Files list. Open the file (ffr.csv) and make the additional changes, then redo the steps to upload the modified file.

csv file type/format – comma separated values file type

Proceed to the Federal Financial Report - Search screen.

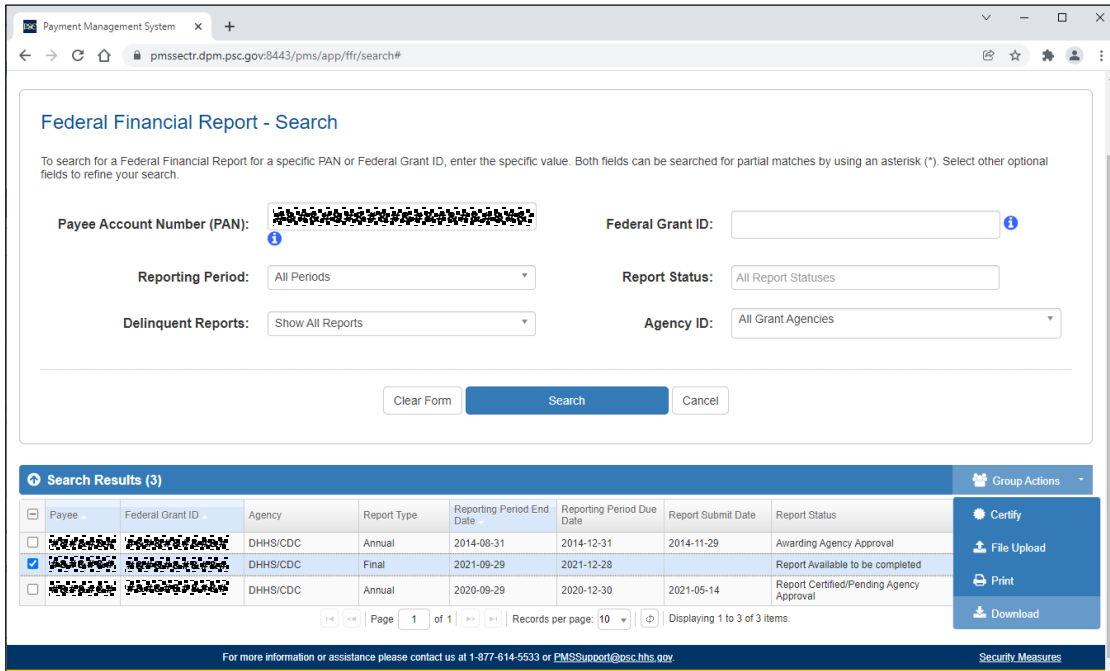


Enter Payee Account Number or Federal Grant ID and select the Search button.



Identify the report documents in the Search Results and select one or more desired report document(s) via the selection box to the left side of each report document.

With report document(s) selected; select the Download option within the Group Actions on the top, right side of the Search Results display.



Federal Financial Report - Search

To search for a Federal Financial Report for a specific PAN or Federal Grant ID, enter the specific value. Both fields can be searched for partial matches by using an asterisk (*). Select other optional fields to refine your search.

Payee Account Number (PAN): Federal Grant ID:
 Reporting Period: Report Status:
 Delinquent Reports: Agency ID:

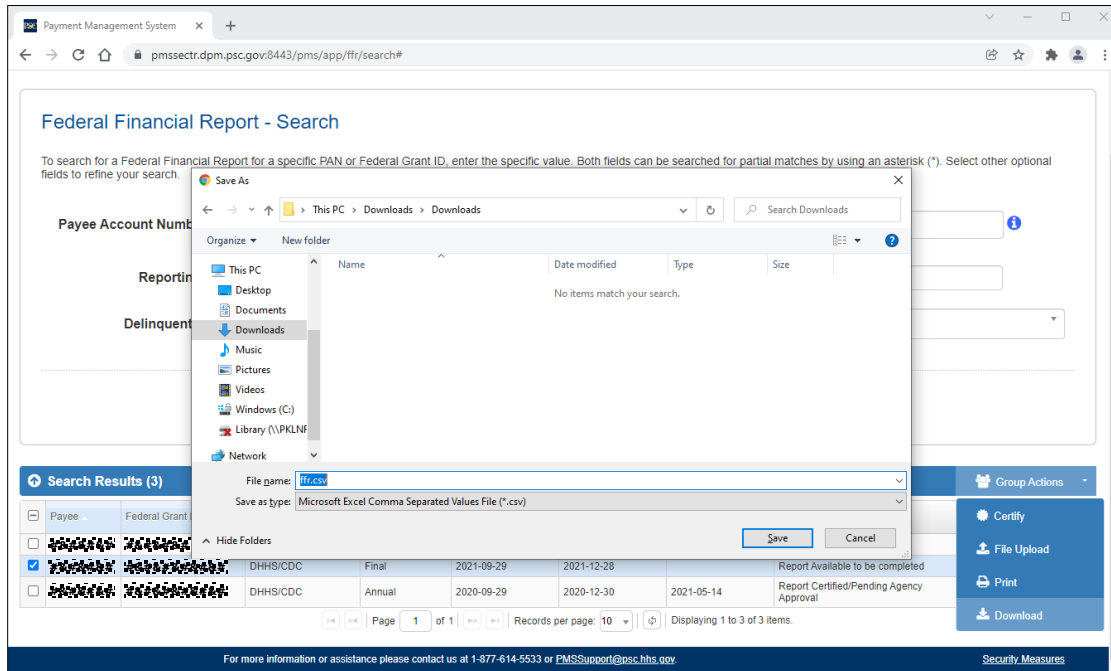
Search Results (3) Group Actions

<input type="checkbox"/>	Payee	Federal Grant ID	Agency	Report Type	Reporting Period End Date	Reporting Period Due Date	Report Submit Date	Report Status	
<input type="checkbox"/>	[Redacted]	[Redacted]	DHHS/CDC	Annual	2014-08-31	2014-12-31	2014-11-29	Awarding Agency Approval	<input type="button" value="Certify"/> <input type="button" value="File Upload"/> <input type="button" value="Print"/> <input type="button" value="Download"/>
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	DHHS/CDC	Final	2021-09-29	2021-12-28		Report Available to be completed	
<input type="checkbox"/>	[Redacted]	[Redacted]	DHHS/CDC	Annual	2020-09-29	2020-12-30	2021-05-14	Report Certified/Pending Agency Approval	

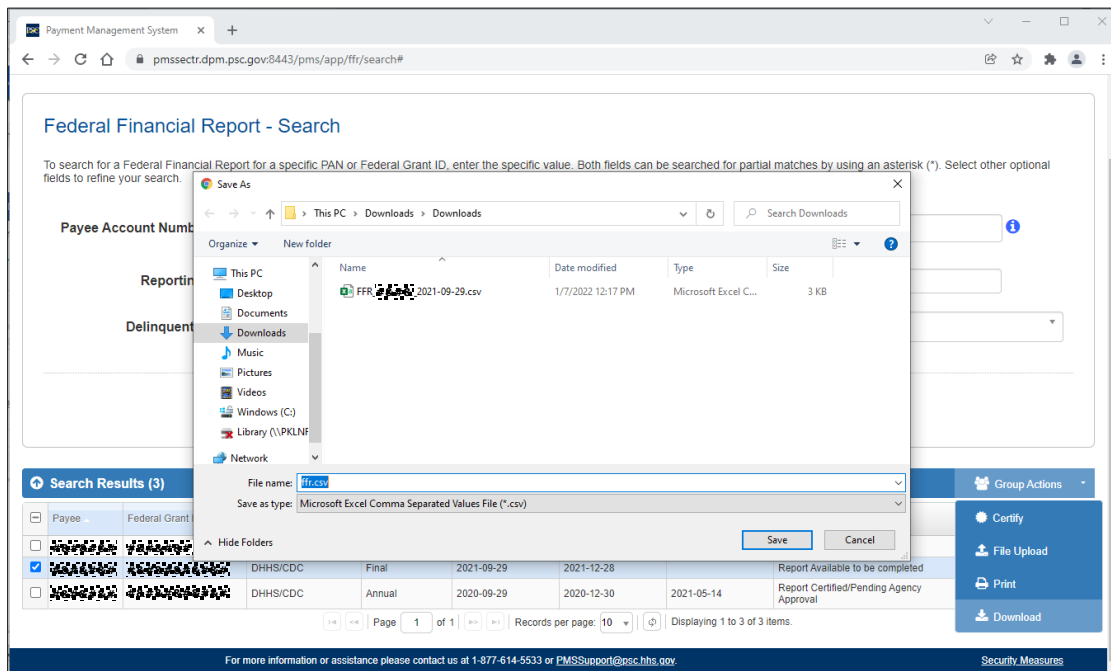
Page of Records per page: Displaying 1 to 3 of 3 items.

For more information or assistance please contact us at 1-877-614-5533 or PMSsupport@psc.bhs.gov Security Measures

Save the file (csv file type/format) to the desired folder on your computer.

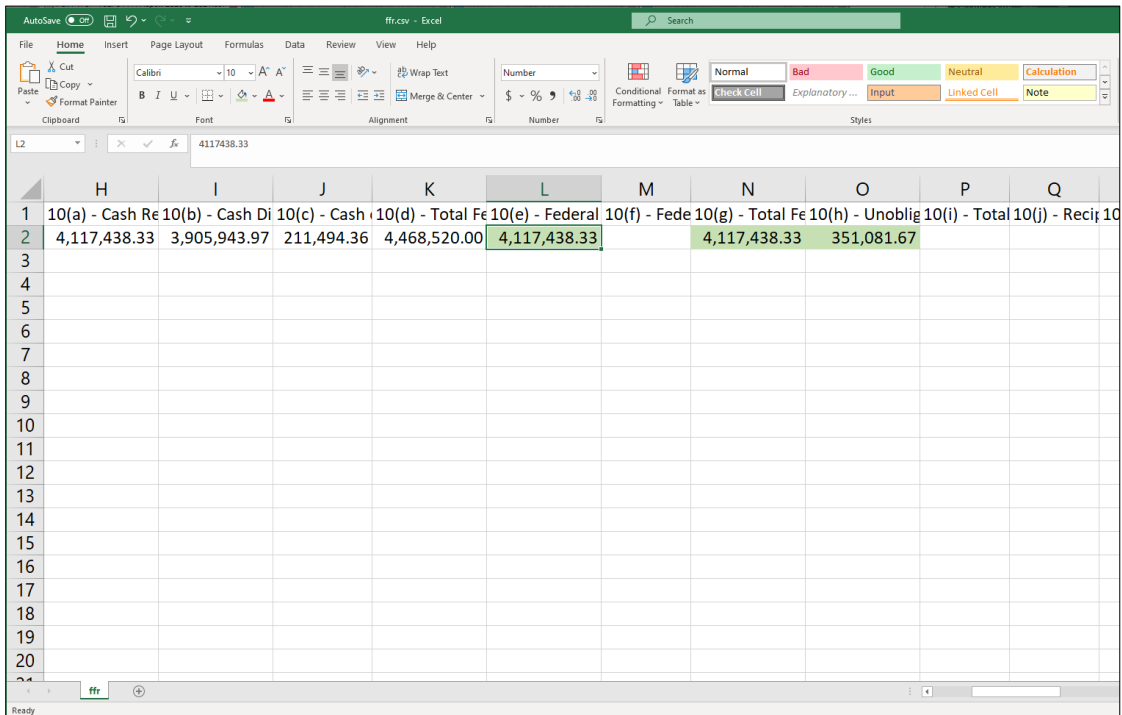
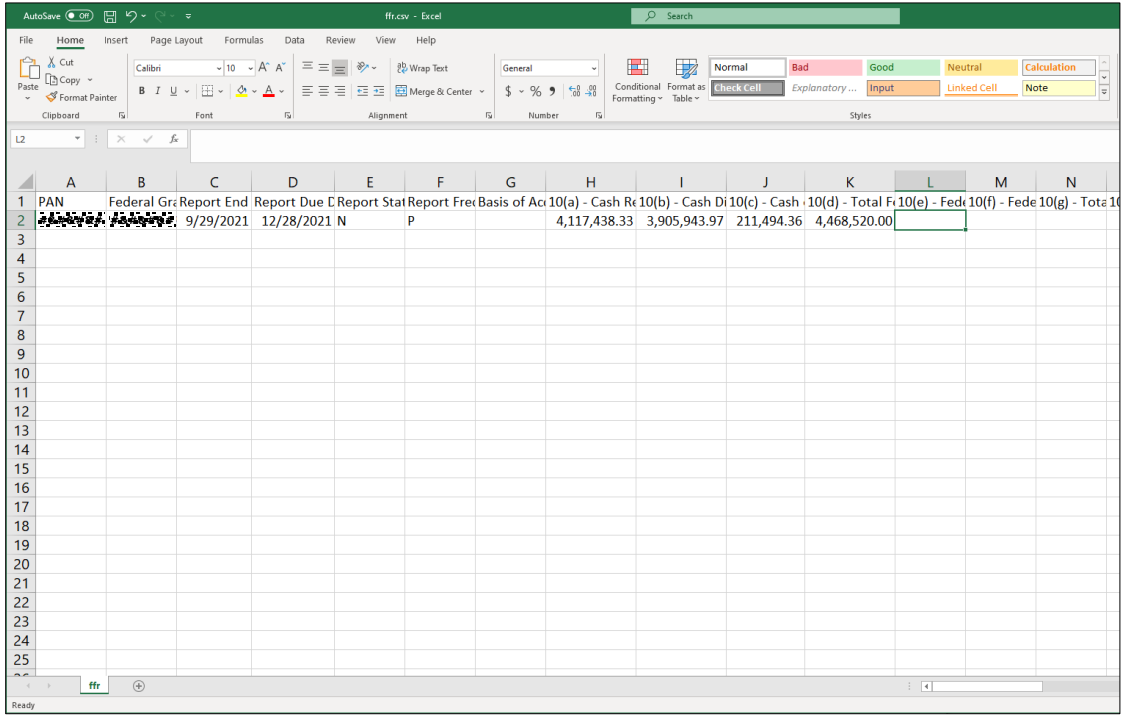


The default file name will be FFR.csv, but you can alter the file name as desired. (i.e. name the file with the current date, payee account number, or other helpful identifying details.)



The next steps are outside the Payment Management System application.

- Edit the downloaded FFR csv file with a spreadsheet or file editing application.
- Update the desired information in the applicable places and save the file.
- The file type should remain as csv type/format and ready for upload processing. Refrain from inserting additional commas or fields in the file which might alter the format expected in the upload process.



Back to the Payment Management System application.

Proceed to the Upload Federal Financial Report screen.

Two FFR File Upload Options exist:

Option A – Upload a csv type/format file from the computer.

Option B – View files previously uploaded and not yet fully processed.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
PSC Payment Management System

FFR File Upload

OPTION A: Browse My Computer **OPTION B: Browse Saved Files**

*File: No file chosen

*File Name:

*File Type:

UPLOADED FILES

File Uploaded	File Name	File Type	File U
1 ffr.csv	PMS_FFR_PMSUSER_20221713810.csv	CSV File (*.csv)	2022-4

Page 1 of 1 | Records per page: 10 | Displaying 1 to 1 of 1 items.

ELIGIBLE FFR REPORTS (1)

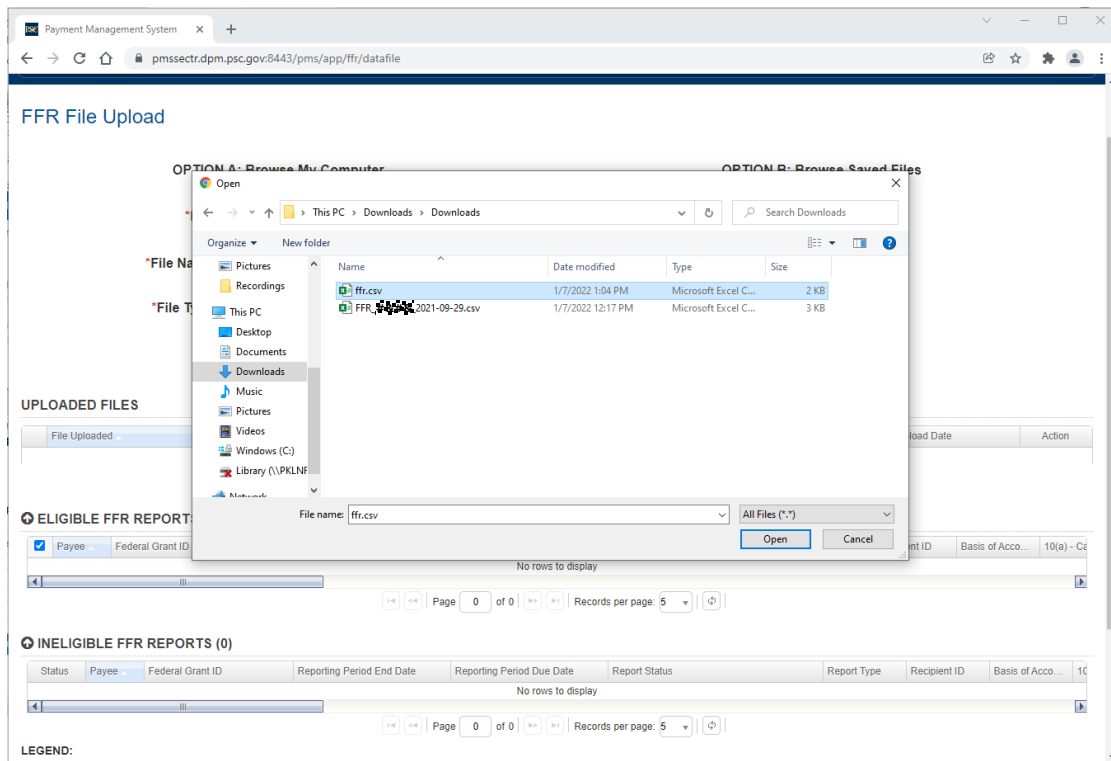
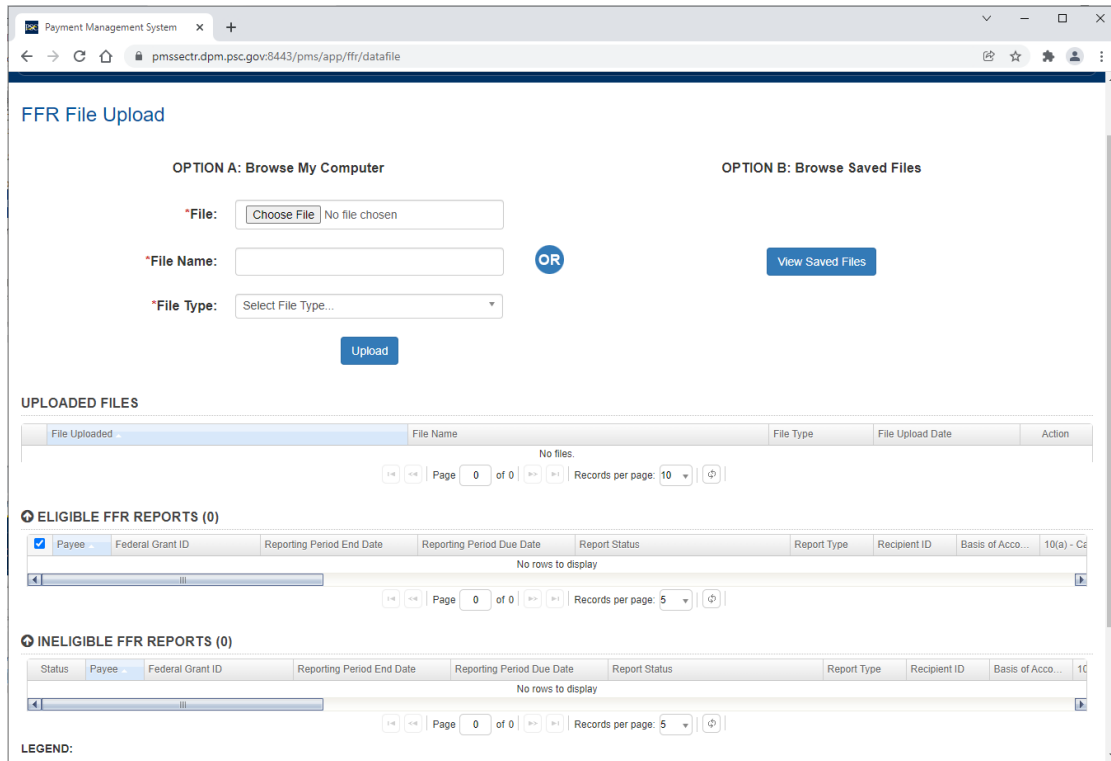
Payee	Federal Grant ID	Reporting Period End Date	Reporting Period Due Date	Report Status	Report Type	Recep
<input type="checkbox"/>	[REDACTED]	2021-09-29	2021-12-28	Report Available to be completed	Final	[REDACTED]

Page 1 of 1 | Records per page: 5 | Displaying 1 to 1 of 1 items.

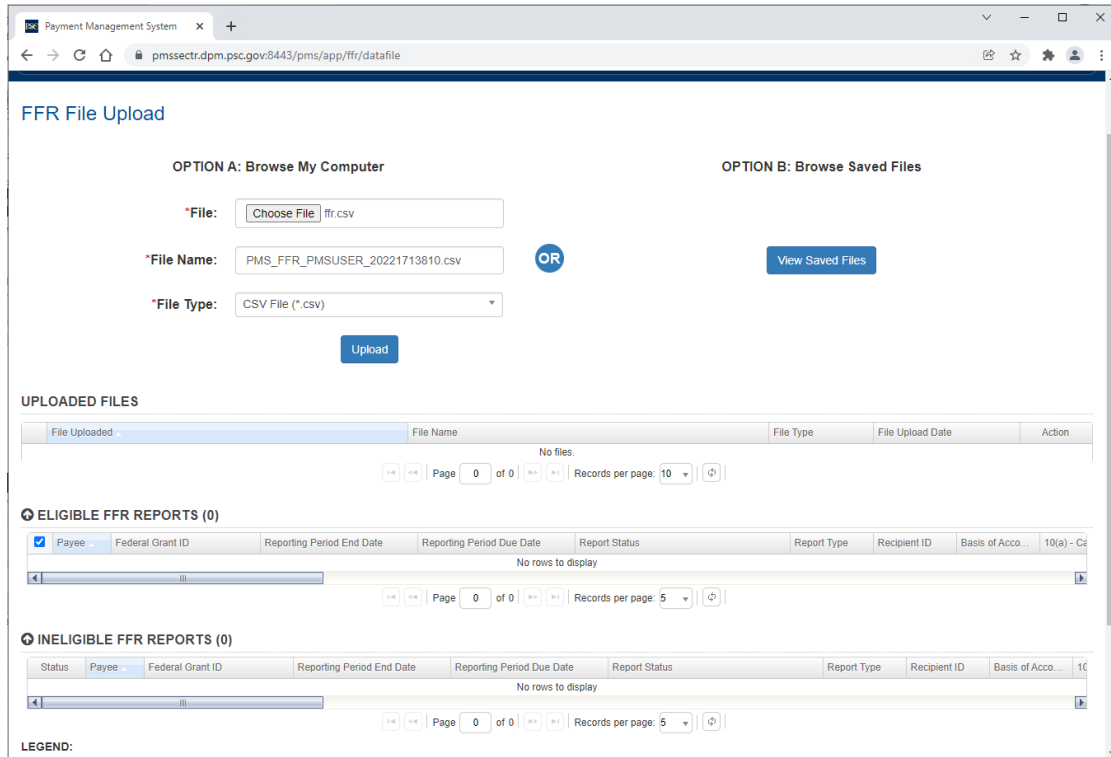
INELIGIBLE FFR REPORTS (0)

Payee	Federal Grant ID	Reporting Period End Date	Reporting Period Due Date	Report Status	Report Type
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Using Option A, select the FFR.csv file that was just updated and saved on your computer.



Revise the File Name field if desired, but not necessary if pre-populated.
Select File Type of CSV and select Upload button to process.



FFR File Upload

OPTION A: Browse My Computer **OPTION B: Browse Saved Files**

*File: ffr.csv

*File Name: **OR**

*File Type:

UPLOADED FILES

File Uploaded	File Name	File Type	File Upload Date	Action
No files.				

Page 0 of 0 | Records per page: 10

ELIGIBLE FFR REPORTS (0)

<input checked="" type="checkbox"/> Payee	Federal Grant ID	Reporting Period End Date	Reporting Period Due Date	Report Status	Report Type	Recipient ID	Basis of Acco...	10(a) - C...
No rows to display								

Page 0 of 0 | Records per page: 5

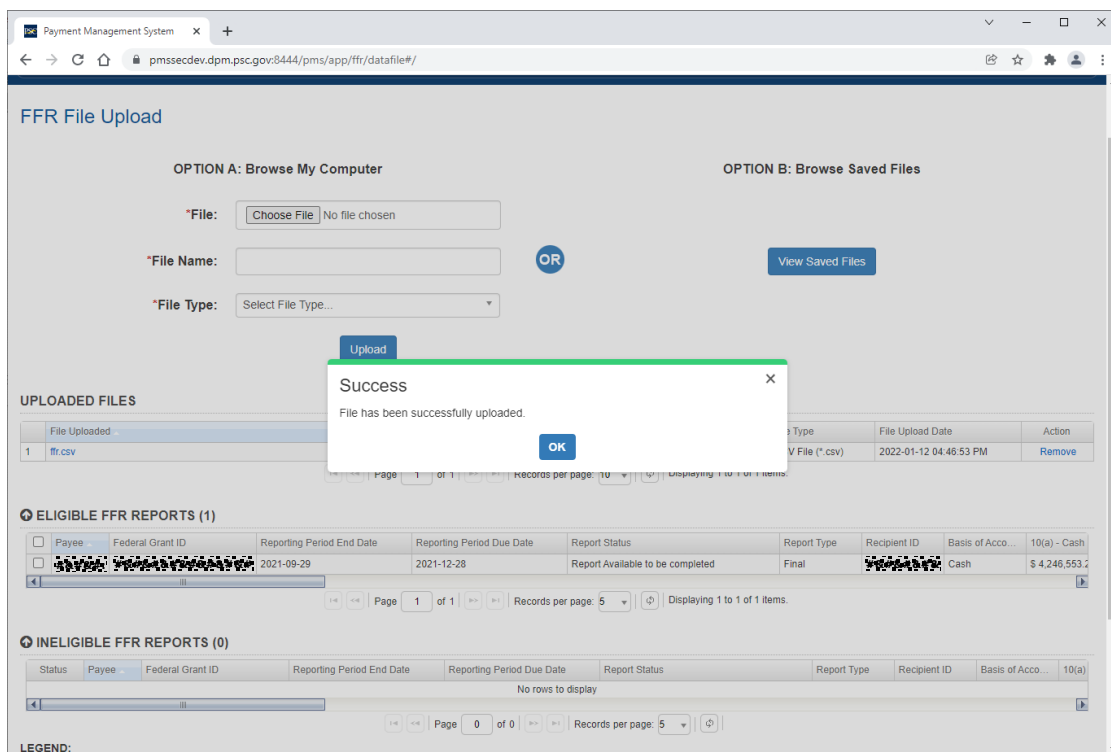
INELIGIBLE FFR REPORTS (0)

Status	Payee	Federal Grant ID	Reporting Period End Date	Reporting Period Due Date	Report Status	Report Type	Recipient ID	Basis of Acco...	10(a)
No rows to display									

Page 0 of 0 | Records per page: 5

LEGEND:

Payment Management System application will provide confirmation of a successful upload of the Federal Financial Report information provided.



FFR File Upload

OPTION A: Browse My Computer **OPTION B: Browse Saved Files**

*File: No file chosen

*File Name:

*File Type:

UPLOADED FILES

File Uploaded	File Name	File Type	File Upload Date	Action
1	ffr.csv	CSV File (*.csv)	2022-01-12 04:46:53 PM	<input type="button" value="Remove"/>

Page 1 of 1 | Records per page: 10 | Displaying 1 of 1 items

ELIGIBLE FFR REPORTS (1)

<input type="checkbox"/> Payee	Federal Grant ID	Reporting Period End Date	Reporting Period Due Date	Report Status	Report Type	Recipient ID	Basis of Acco...	10(a) - Cash
<input type="checkbox"/>		2021-09-29	2021-12-28	Report Available to be completed	Final		Cash	\$ 4,246,553.2

Page 1 of 1 | Records per page: 5

INELIGIBLE FFR REPORTS (0)

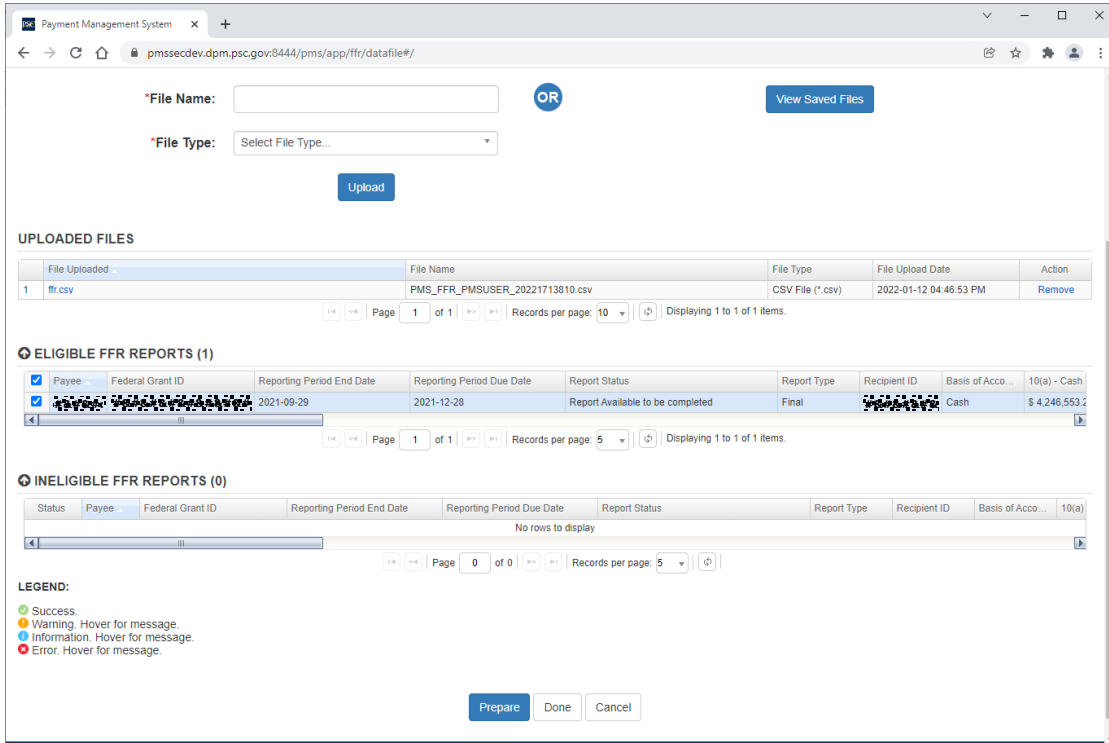
Status	Payee	Federal Grant ID	Reporting Period End Date	Reporting Period Due Date	Report Status	Report Type	Recipient ID	Basis of Acco...	10(a)
No rows to display									

Page 0 of 0 | Records per page: 5

LEGEND:

The Grant document FFRs from the uploaded file will be displayed within the Eligible FFR Reports and Ineligible FFR Reports lists. For the Ineligible FFR Reports, a status message is available for each Grant document by hovering your mouse over the status icon in the list.

To proceed, select one or more desired report document(s) via the selection box to the left side of each report document in the Eligible FFR Reports list. Select Prepare option at the bottom of the displayed page.



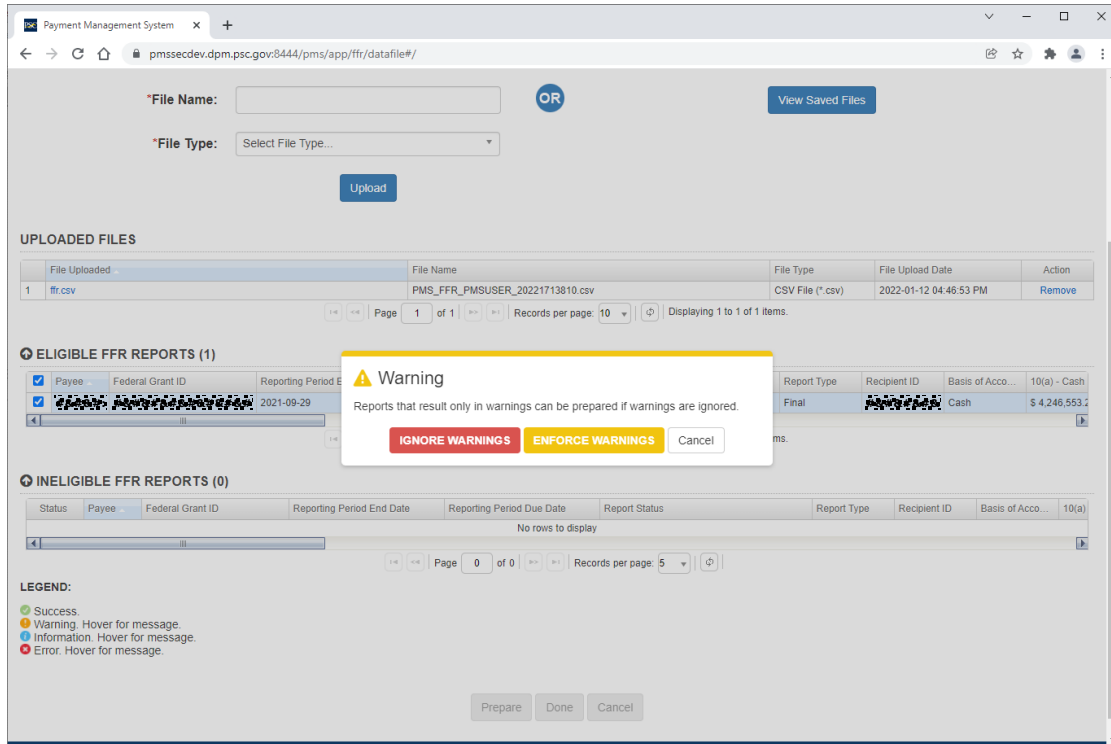
The screenshot shows the 'Payment Management System' interface. At the top, there are input fields for 'File Name' and 'File Type', an 'Upload' button, and a 'View Saved Files' button. Below this is the 'UPLOADED FILES' section, which contains a table with one row: 'ffr.csv' (File Name: PMS_FFR_PMSUSER_20221713810.csv, File Type: CSV File (*.csv), File Upload Date: 2022-01-12 04:48:53 PM, Action: Remove). Below the table are navigation controls for the uploaded files.

The next section is 'ELIGIBLE FFR REPORTS (1)', which contains a table with one row: 'Payee: [redacted]' (Federal Grant ID: [redacted], Reporting Period End Date: 2021-09-29, Reporting Period Due Date: 2021-12-28, Report Status: Report Available to be completed, Report Type: Final, Recipient ID: [redacted], Basis of Acco...: Cash, 10(a) - Cash: \$ 4,246,553.2). Below the table are navigation controls for the eligible reports.

The next section is 'INELIGIBLE FFR REPORTS (0)', which contains a table with no rows and the text 'No rows to display'. Below the table are navigation controls for the ineligible reports.

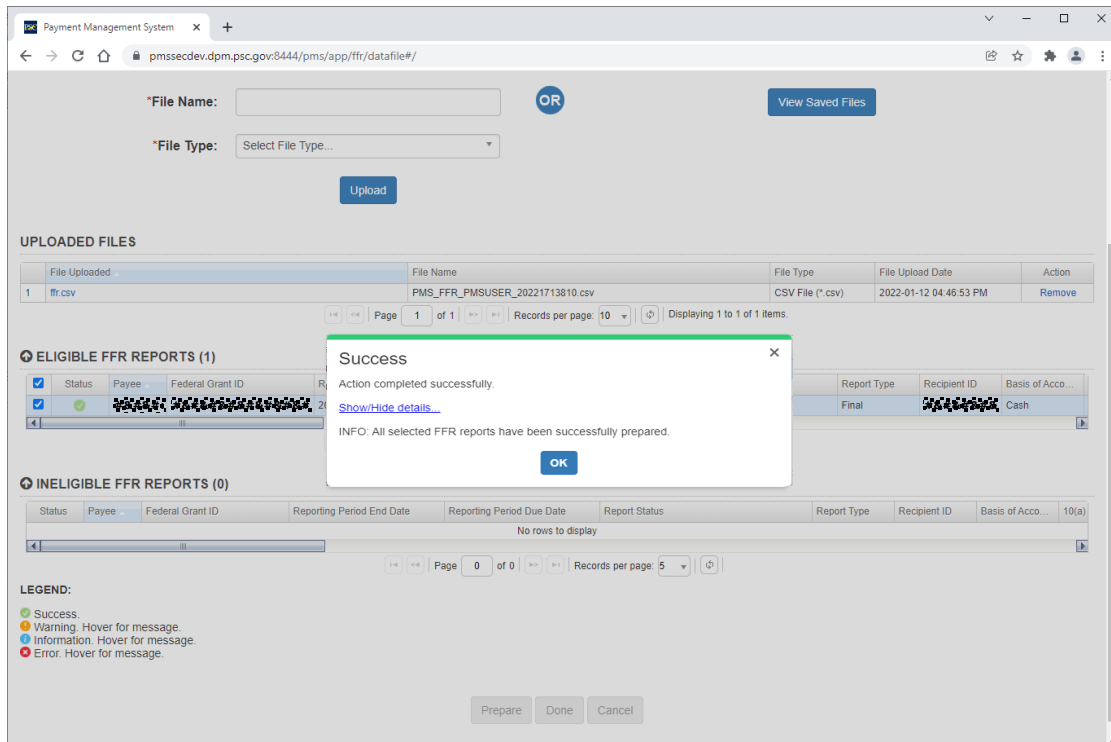
At the bottom, there is a 'LEGEND' section with four items: Success (green circle), Warning. Hover for message (orange circle), Information. Hover for message (blue circle), and Error. Hover for message (red circle). Below the legend are three buttons: 'Prepare', 'Done', and 'Cancel'.

Select Enforce Warnings on the displayed message.



The screenshot shows the 'Payment Management System' interface. At the top, there are input fields for 'File Name' and 'File Type', an 'Upload' button, and a 'View Saved Files' button. Below this is a table titled 'UPLOADED FILES' with one row: 'fr.csv', 'PMS_FFR_PMSUSER_20221713810.csv', 'CSV File (*.csv)', '2022-01-12 04:46:53 PM', and a 'Remove' link. The main section is 'ELIGIBLE FFR REPORTS (1)', which contains a table with columns: Status, Payee, Federal Grant ID, Reporting Period End Date, Reporting Period Due Date, Report Status, Report Type, Recipient ID, Basis of Acco..., and 10(a). A warning dialog box is overlaid on the table, with the title 'Warning' and the message 'Reports that result only in warnings can be prepared if warnings are ignored.' The dialog has three buttons: 'IGNORE WARNINGS' (red), 'ENFORCE WARNINGS' (yellow), and 'Cancel'. Below the table is the 'INELIGIBLE FFR REPORTS (0)' section, which is currently empty. A legend at the bottom left explains the status icons: Success (green circle), Warning (yellow circle), Information (blue circle), and Error (red circle). At the bottom of the page are 'Prepare', 'Done', and 'Cancel' buttons.

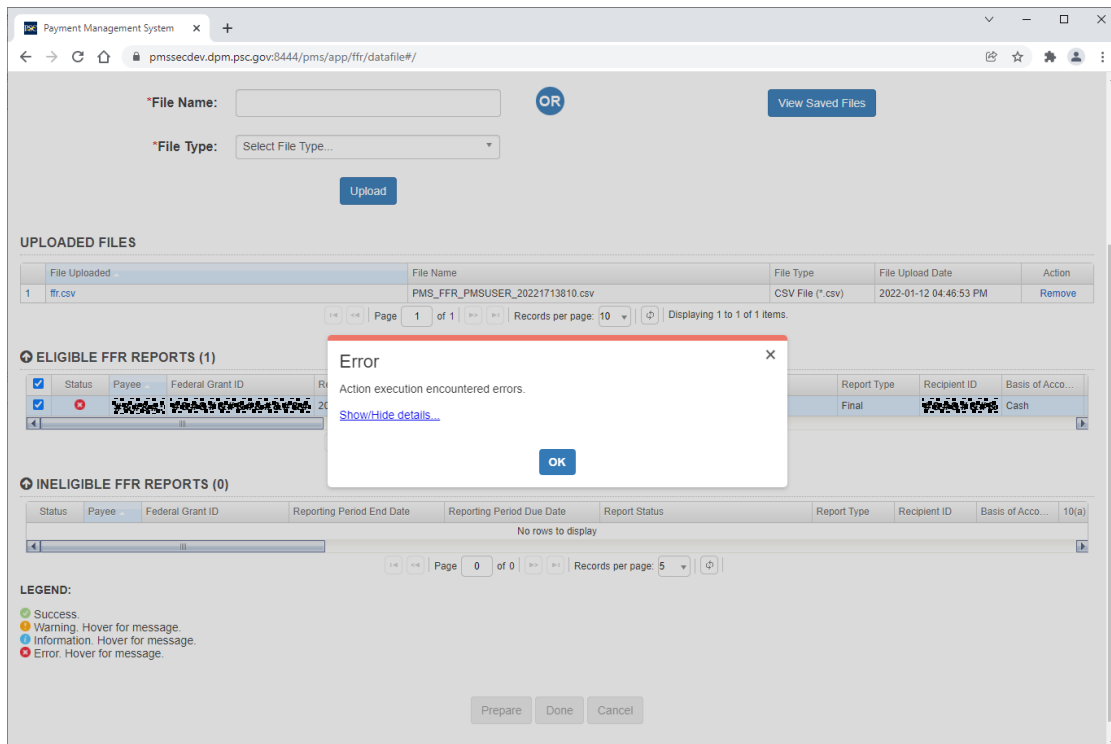
- Success : If no errors were encountered, a success message will be displayed. Select Ok to proceed and select Done on the FFR File Upload page to complete the transaction.



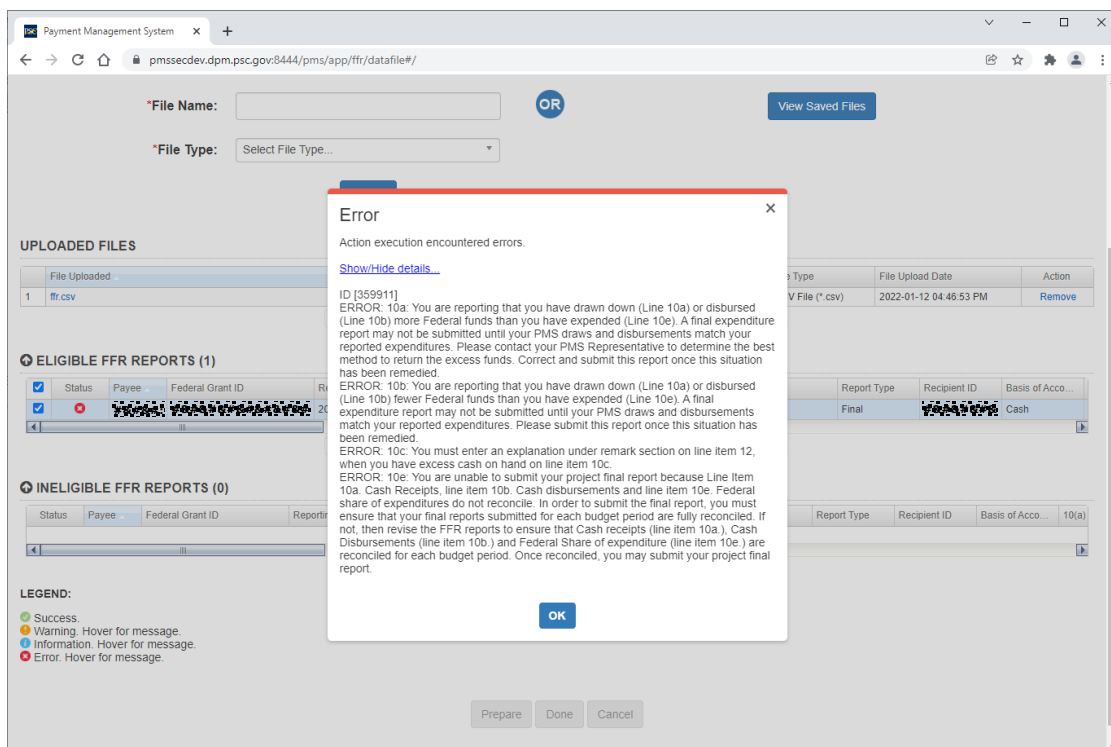
This screenshot shows the same interface as the previous one, but with a 'Success' dialog box overlaid. The dialog box has the title 'Success' and the message 'Action completed successfully.' Below the message is a link 'Show/Hide details...' and an 'INFO: All selected FFR reports have been successfully prepared.' message. There is an 'OK' button at the bottom of the dialog. The background interface is dimmed, showing the 'UPLOADED FILES' table, the 'ELIGIBLE FFR REPORTS (1)' table (now with a green success icon in the Status column), and the 'INELIGIBLE FFR REPORTS (0)' section. The legend and bottom buttons ('Prepare', 'Done', 'Cancel') are also visible.

- Error : If errors are encountered, an error message will be displayed. Select Show/Hide details... and review the error message(s) for corrective actions necessary to proceed. If the errors can be corrected within the uploaded file (ffr.csv), a new download may not be necessary.

On the FFR File Upload page, remove the currently uploaded file (ffr.csv) by selecting Remove action option to the far right of the Uploaded Files list. Open the file (ffr.csv) and make the additional changes, then redo the steps to upload the modified file.



The screenshot shows the 'Payment Management System' interface for uploading FFR files. At the top, there are fields for 'File Name' and 'File Type' with an 'Upload' button. Below this is a table of 'UPLOADED FILES' with one entry: 'ffr.csv' (File Name: PMS_FFR_PMSUSER_20221713810.csv, File Type: CSV File (*.csv), File Upload Date: 2022-01-12 04:46:53 PM, Action: Remove). A modal dialog box titled 'Error' is open, displaying the message: 'Action execution encountered errors.' with a 'Show/Hide details...' link and an 'OK' button. Below the dialog, there are sections for 'ELIGIBLE FFR REPORTS (1)' and 'INELIGIBLE FFR REPORTS (0)'. A legend at the bottom left explains the status icons: Success (green), Warning (orange), Information (blue), and Error (red).



This screenshot shows the same interface as above, but with a more detailed error dialog box. The dialog title is 'Error' and the message is 'Action execution encountered errors.' with a 'Show/Hide details...' link. The detailed error text reads: 'ID [359911] ERROR: 10a: You are reporting that you have drawn down (Line 10a) or disbursed (Line 10b) more Federal funds than you have expended (Line 10e). A final expenditure report may not be submitted until your PMS draws and disbursements match your reported expenditures. Please contact your PMS Representative to determine the best method to return the excess funds. Correct and submit this report once this situation has been remedied. ERROR: 10b: You are reporting that you have drawn down (Line 10a) or disbursed (Line 10b) fewer Federal funds than you have expended (Line 10e). A final expenditure report may not be submitted until your PMS draws and disbursements match your reported expenditures. Please submit this report once this situation has been remedied. ERROR: 10c: You must enter an explanation under remark section on line item 12, when you have excess cash on hand on line item 10c. ERROR: 10e: You are unable to submit your project final report because Line Item 10a. Cash Receipts, line item 10b. Cash disbursements and line item 10e. Federal share of expenditures do not reconcile. In order to submit the final report, you must ensure that your final reports submitted for each budget period are fully reconciled. If not, then revise the FFR reports to ensure that Cash receipts (line item 10a), Cash Disbursements (line item 10b) and Federal Share of expenditure (line item 10e) are reconciled for each budget period. Once reconciled, you may submit your project final report.' The dialog includes an 'OK' button. The background interface remains the same as in the previous screenshot.