

Adhoc Grantee Inquiries

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

- Account Balance Data - Authorized grant award information, payments made and funds available
- Authorization Transactions - Award amount, budget period and date posted in PMS
- Payment Data - Payment History including payments deposited and rejected
- Summary Grant Data - Grant expenditures reported on the most recent FFR 425 Federal Cash Transaction Report (FCTR)

Once you have accessed the Payment Management System, on the left-side menu:

1. Select "Inquiry"
2. Select "Adhoc Grantee Inquiry"
3. Choose one of the four (4) inquiry types described above, from the dropdown menu
4. Select the "Continue" button

The screenshot displays the PMS Adhoc Grantee Inquiry interface. On the left, a vertical menu contains the following items: "Inquiry" (highlighted in blue), "Adhoc Grantee Inquiry" (with a right-pointing arrow), "Stored Grantee Inquiries", "Payment", "Disbursement", and "My User Info". The main content area is titled "PMS Adhoc Grantee Inquiry" and includes a "Procedures" section with a question mark icon and the text: "1-Click ? 2-Click Open 3-Double Click Name". Below this, the "Inquiry Type:" dropdown menu is open, showing four options: "Account Balance Data" (highlighted), "Authorization Transactions", "Payment Data", and "Summary Grant Data". At the bottom of the form, there are "Continue" and "Cancel" buttons.

Account Balance Data

PMS Adhoc Grantee Inquiry

Inquiry Type: Account Balance Data

Save Query: No Yes

Inquiry Name:

Run Inquiry

Cancel

PIN or Payee Acct	SubAcct
Z8888P1	

Run Inquiry

Cancel

1. Entering an Inquiry Name is not necessary. Only use this if you wish to save your query for a later date.
2. Enter the assigned PMS "Payee Account Number (PAN)" Note: You may also enter the PMS sub-account number, if desired.
3. Select the "Run Inquiry" button.

```
ACCOUNT** *PIN*
Z8888P1  Z8888
```

SUBACCOUNT	*****AUTHORIZED*****	*****PAYMENTS*****	***FUNDS AVAILABLE***
90CITEST01	\$65,000.00	\$.00	\$65,000.00
REFSS16	\$50,000.00	\$.00	\$50,000.00
SAVP16	\$30,000.00	\$.00	\$30,000.00
TANF16	\$20,000.00	\$.00	\$20,000.00
TCSE16	\$8,000,000.00	\$.00	\$8,000,000.00
	*****AUTHORIZED*****	*****PAYMENTS*****	***FUNDS AVAILABLE***
LIST TOTAL	\$8,165,000.00	\$.00	\$8,165,000.00
ACCT TOTAL	\$8,165,000.00	\$.00	\$8,165,000.00

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*DEBITED** **POSTED** *SCHD* *****AMOUNT*****
LAST ACCT TRANSACTION          10/26/2016          $ .00
-----
```

Authorized grant award information, payments made and funds available

PMS must obtain approval from an Awarding Agency if a grantee requests funds from an "expired" grant. An "expired" grant is one that is more than 90 days past the Budget End Date.

Payment requests will be rejected if approval is not received within three (3) business days of notification from PMS Liaison Staff.

Authorization Transactions

PMS Adhoc Grantee Inquiry

Inquiry Type: Authorization Transactions

Save Query: No Yes

Inquiry Name:

PIN or Payee Acct	Document Num	from Post Date	to Post Date
Z888P1			

1. Entering an Inquiry Name is not necessary. Only use this if you wish to save your query for a later date.
2. Enter the assigned PMS "Payee Account Number (PAN)" Note: You may also enter the PMS sub-account number, if desired.
3. Select the "Run Inquiry" button.

INQUIRY: AUTHC-G DATE: 11/04/2016 TIME: 12:15:10 PM

```
-----
PIN:Z8888 ACC:Z8888P1 DOC:16TESTSAVP      AGY:FHHAG99 OLD AGY:G99 AUTH TC's Follow --
T/C* *****FCO*****      *****INC-AUTH*****      POST DATE      START DATE      END DATE      ISSUE DATE
050 2016-G9916AV-4115      30,000.00      10/25/2016      06/30/2016      06/30/2017      10/25/2016
      NET TC:      30,000.00

PIN:Z8888 ACC:Z8888P1 DOC:16TST1RSOC      AGY:FHHAG99 OLD AGY:G99 AUTH TC's Follow --
T/C* *****FCO*****      *****INC-AUTH*****      POST DATE      START DATE      END DATE      ISSUE DATE
050 2016-G998FM6-4115      50,000.00      10/20/2016      10/01/2016      10/01/2018      10/20/2016
      NET TC:      50,000.00

PIN:Z8888 ACC:Z8888P1 DOC:16TST1TANF      AGY:FHHAG99 OLD AGY:G99 AUTH TC's Follow --
T/C* *****FCO*****      *****INC-AUTH*****      POST DATE      START DATE      END DATE      ISSUE DATE
050 2016-G996115-4115      20,000.00      10/25/2016      10/01/2016      10/01/2017      10/25/2016
      NET TC:      20,000.00

PIN:Z8888 ACC:Z8888P1 DOC:90CITEST01      AGY:FHHAG97 OLD AGY:G97 AUTH TC's Follow --
T/C* *****FCO*****      *****INC-AUTH*****      POST DATE      START DATE      END DATE      ISSUE DATE
050 2016-G974122-4151      65,000.00      10/28/2016      06/01/2016      06/30/2016      10/28/2016
      NET TC:      65,000.00
-----
```

Hits: 4

Award amount, budget period and date posted in PMS

Payment Data

PMS Adhoc Grantee Inquiry

Inquiry Type: Payment Data

Save Query: No Yes

Inquiry Name:

Run Inquiry
Cancel

PIN or	Payee Acct	SubAcct	from Pay Date	to Pay Date	Confirm No.
	Z8888P1				

Run Inquiry
Cancel

1. Entering an Inquiry Name is not necessary. Only use this if you wish to save your query for a later date.
2. Enter the assigned PMS "Payee Account Number (PAN)" Note: You may also enter the PMS sub-account number, if desired.
3. Select the "Run Inquiry" button.

INQUIRY: PAY-G DATE: 11/04/2016 TIME: 12:16:17 PM

---PIN: Z8888---ACC: Z8888P1-----

T/C* ***DEBIT** **POSTED** *****AMOUNT***** *DATE**SCHED* **CONFIRM*

927		11/04/2016	\$1,500.00	4036054647	
	SAVP16		\$200.00	TCSE16	\$1,000.00
	TANF16		\$300.00		
PNT		10/26/2016	\$.00		
PIN:Z8888 ACC:Z8888P1			\$1,500.00	Total Advances Listed	Pay Hits: 2
			\$.00	Total Advances	Pay Count: 2
			\$200.00	Total Subacct Advances Listed	
			\$1,000.00	Total Subacct Advances Listed	
			\$300.00	Total Subacct Advances Listed	

 ***** Inquiry Results Complete *****

 You may now make another selection from the Menu

T/C (Transaction Codes):

- 908 - Return of Funds
- 911 - Return of Interest
- 916 - Fed Wire "Same" Day Payments
- 927 - ACH "Next" Day Payments
- Z27 - Payment was rejected
- PNT - Banking Updated

Summary Grant Data

PMS Adhoc Grantee Inquiry

Inquiry Type: Summary Grant Data

Save Query: No Yes

Inquiry Name:

PIN or	Payee Acct	Document Num	DS
	Z888P1		

1. Entering an Inquiry Name is not necessary. Only use this if you wish to save your query for a later date.
2. Enter the assigned PMS "Payee Account Number (PAN)" Note: You may also enter the PMS sub-account number, if desired.
3. Select the "Run Inquiry" button.

INQUIRY: DOC-G DATE: 11/04/2016 TIME: 12:17:35 PM

```
-----  
*PIN* *ACCT**  
Z8888 Z8888P1  
AGY *****GRANT***** *****AUTHORIZED***** *****DISBURSED***** *RPT DISB* DS  
G 16TESTSAVP                    $30,000.00                    $ .00                    O  
G 16TST1RSOC                    $50,000.00                    $ .00                    O  
G 16TST1TANF                    $20,000.00                    $ .00                    O  
G 16TST1TCSE                    $8,000,000.00                    $ .00                    O  
G 90CITEST01                    $65,000.00                    $ .00                    O  
  
                         *****AUTHORIZED***** *****DISBURSED*****  
                         TOTAL:                    $8,165,000.00                    $ .00  
-----
```

Hits: 5

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

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

Column Definitions:

- AGY - Awarding Agency identifier
- *GRANT* - PMS Grant Award #
- *AUTHORIZED* - Grant award amount authorized
- *DISBURSED* - Amount reported on the FCTR
- *RPT DISB* - Date disbursements were last reported
- DS (code)
 - C - Closed
 - O - Open
 - A - Active Grant
 - I - Inactive Grant
 - P - Closing Transaction Begun