



## Foreign Assistance Data Review (FADR) Recipient Quick Reference Guide Payment Management System (PMS) Payments Requests and Reporting Guidance 2021

### What is the Foreign Assistance Data Review (FADR)?

The Foreign Assistance Data Review (FADR) is an initiative at the Department of State to improve the overall quality, reliability, and availability of foreign assistance data to provide Congress, Department leadership and the public with an accurate picture of the Department's foreign assistance portfolios. FADR affects the way foreign assistance is tracked and accounted for in the Department and impacts many Department financial systems.

The FADR initiative improves the tracking and reporting of Foreign Assistance by adding additional fields to the fiscal information, which captures geographical and programmatic information about the assistance. The geographical information captures either an individual country, region/sub-region or world-wide tag. Program information is also captured and corresponds to the Standard Program Structure and Definitions (SPSD). The additions of this programmatic and geographical information in our enterprise systems allows us to track Foreign Assistance funding and report more accurately and provide accurate information to the public who we serve through ForeignAssistance.gov!

### Do the FADR Requirements Apply to my Award?

To find out if FADR applies to your federal assistance award and this guide is right for you answer the following questions:

- Is your award funded by Foreign Assistance (check the authorization field on your DS1909)?
- Is your award payment method PMS?
- Does your award's Subaccount contain more characters than your award number or you may have more than one Subaccount?

It is important to note that before drawing down or reporting, you may need additional instruction in order to choose the correct PMS subaccount.

**For additional information, please reach out to your Department of State (DOS) Award Team for instructions on how to you choose**

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Produced by The Office of Federal Assistance Financial Management (CGFS/FPRA/FAFM)



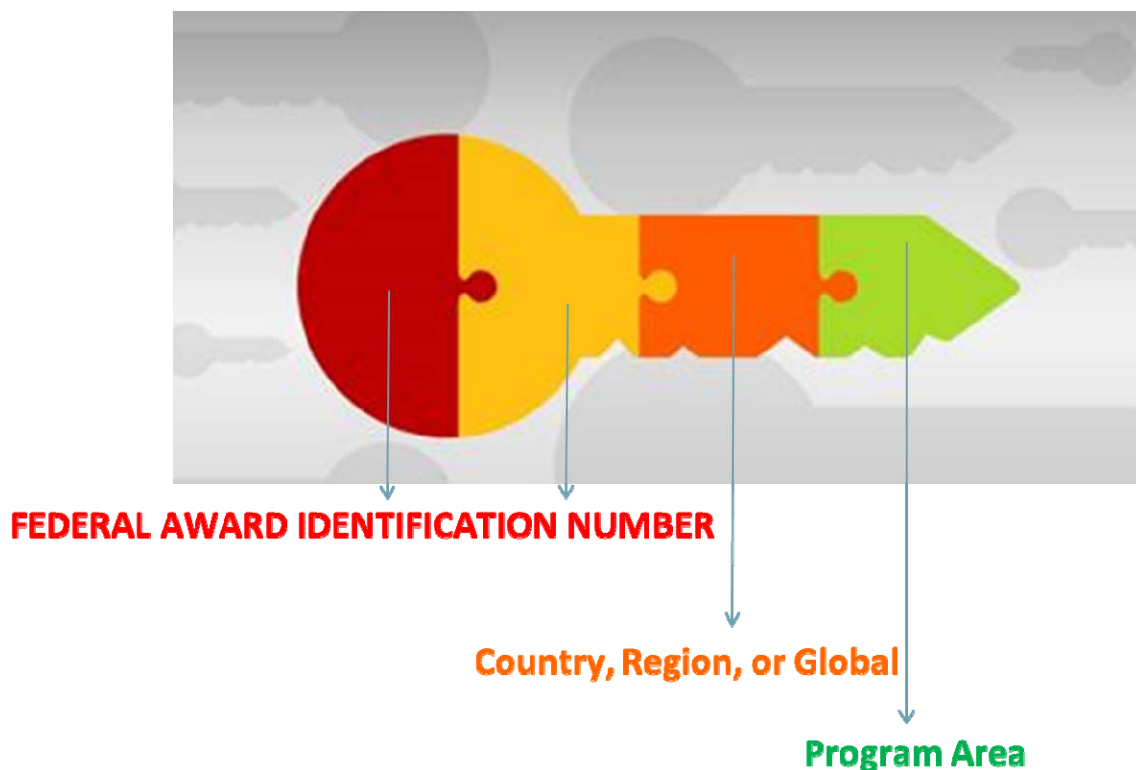
## What is the Timeline for FADR?

Beginning in mid-December 2020, all new authorizations and payments referencing those authorizations with Foreign Assistance Funding will be required to have the following FADR Fields:

- Benefiting Country (region, sub-region or world-wide)
- Program Area

## What is changing in the Payment Management System (PMS)?

Geographical and program area information is now coded within the Subaccount. As a result, it is now possible to assign more than one Benefiting Country / Program Area to a single award.





## **Requirements under FADR**

Your award documentation should indicate FADR requirements that may impact payment and reporting.

Where there is more than one line of accounting, your award will indicate specific fiscal information corresponding to FADR. Work with your DOS award team to clearly identify:

- PMS Subaccount(s)
- Corresponding FADR Country/Program Area
- Amounts of Federal and Cost Share
- Instructions on Reporting
- Instructions on Requesting payment



## **Reporting Requirements in PMS**

- You are required to report on each Subaccount individually
- Your accounting systems must separately track and record financial information specific to each subaccount
- When utilizing PMS's financial reporting functionality to complete, your SF-424 Federal Financial Report must reflect financial information based on the PMS subaccount which corresponds to the appropriate FADR Data Element.

## **Draw-Down Requirements in PMS**

- You must request funds based on the correct PMS Subaccount which corresponds to the appropriate FADR Data Element. Where there is more than one Subaccount, Funds must be requested separately.

## **FADR Budget Rebalancing**

- You must request a FADR Data Element Realignment if you determine that you will exceed the funding provided to a specific Subaccount corresponding to FADR Data Element as identified your award agreement.



## Single Country Example with One PMS Subaccount

Mexico = MEX

Political Competition and Consensus-Building = DR.3

Subaccount: SLMAQM21GRXXXXMEXDR.3

PMS Document Number:  
20212021001210008

**Note the addition of the FADR Element to the subaccount.**

**With 1 Data Element, PMS process will be unchanged.**



In this example, note that only one PMS subaccount has been created. The Program area and Country are coded within the Subaccount in PMS. For each Subaccount created, note that there is a corresponding PMS document number. The process for reporting and drawing down funds within PMS will remain unchanged since only one subaccount has been created for the award.



## Regional Example with One PMS Subaccount

Two Countries (Regional):



Western Hemisphere = QX1

Political Competition and Consensus-Building = DR.3

Subaccount: SLMAQM21GR0107 QX1 DR.3

PMS Document Number: 20212021001210000

**\* 1 data element, PMS process will be unchanged**

Similar to the single country example, note that only one PMS subaccount has been created. The Program area and Country (or Region) are coded within the Subaccount in PMS. For each Subaccount created, note that there is a corresponding PMS document number. The process for reporting and drawing down funds within PMS will remain unchanged since only one subaccount has been created for the award.



## World-Wide Example with One PMS Subaccount

Two or More Countries not regionally aligned:



**Political Competition and Consensus-Building = DR.3**

Subaccount: **SLMAQM21GR0107TX9DR.3**

PMS Document Number: **20212021001210009**

**\*When programming in more than one country, which doesn't fit into a region, they can be combined and reported globally, such as a grouping of Mexico and Italy.**

As with the regional example, note that only one PMS subaccount has been created. The Program area and Country (or Region or world-wide) are coded within the Subaccount in PMS. For each Subaccount created, note that there is a corresponding PMS document number. The process for reporting and drawing down funds within PMS will remain unchanged since only one subaccount has been created for the award.



## Examples with Two or More PMS Subaccount

Two Countries with separate subaccounts:

Mexico = MEX



Italy = ITA

Political Competition and Consensus-Building = DR.3

Subaccount: SLMAQM21GR0107MEXDR.3

PMS Document Number: 20212021001210008

Subaccount: SLMAQM21GR0107ITADR.3

PMS Document Number: 20212021001210009

Note here each country is treated separately and assigned a unique PMS Subaccount. For each unique Subaccount created, there is a corresponding PMS document number. Recipients must track funds according to the country / program areas identified. Funds must be drawn-down and reported against the correct PMS Subaccount. The award total will be split between the available subaccounts. Adjusting the amount will require amendment.





## Examples with Two or More PMS Subaccount

### Cost Amendment adding FADR Subaccount

Mexico = MEX

Political Competition and Consensus-Building = DR.3

Original Subaccount:

SLMAQM19GR0107

PMS Document Number:

18192021001210008

**New** Subaccount:

SLMAQM19GR0107MEXDR.3

PMS Document Number:

20212021001210009

**FADR  
Subaccount**



Note the here that additional funds added are subject to FARD requirements. Recipients must track funds according to the country / program areas identified. Funds must be drawn-down and reported against the correct PMS Subaccount. The award total will be split between the original subaccount amount and newly created FADR subaccount.





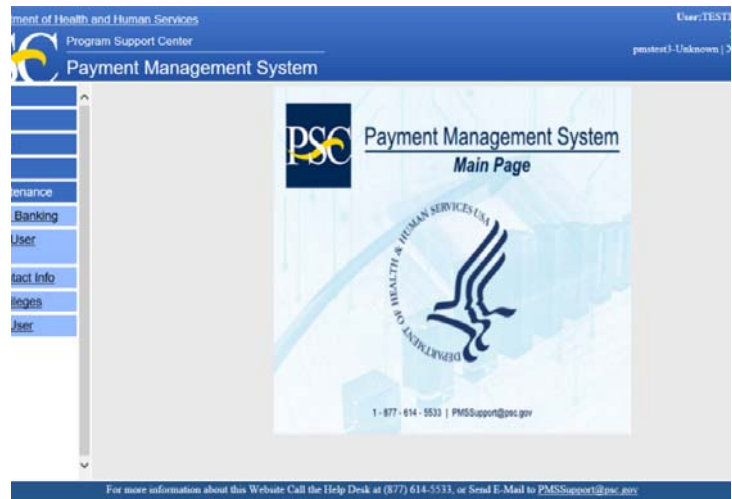
# Foreign Assistance Data Review (FADR) Recipient Quick Reference Guide Payment Management System (PMS) 2021

## Requesting Funds in the Payment Management System

Your award documentation should indicate if you are required to use PMS for payment and reporting.

It is critical to select the appropriate Subaccount in PMS that corresponds to the correct FADR information.

When Reporting, it is equally critical to accurately report expenditures against the correct obligation (PMS document number).



## Requesting Funds

Recipients select the appropriate subaccount corresponding to the correct FADR Data Element. Here's an example where more than one subaccount exists for a single award. Note the FADR information when selecting the correct account for draw-down.

### Sub Account(s)

<input type="checkbox"/> SPRMCO18CA0012	<input type="checkbox"/> SPRMCO18CA0022	<input type="checkbox"/> SPRMCO19GR0211	<input type="checkbox"/> SPRMCO20GR0001
<input type="checkbox"/> SPRMCO20GR0001 PANEG.5	<input type="checkbox"/> SPRMCO20GR0001 QX5EG.5	<input type="checkbox"/> SPRMCO21CA0034 ALBPS	<input type="checkbox"/> SPRMCO21GR0078 COGDR.4
<input checked="" type="checkbox"/> SPRMCO21GR0116	<input checked="" type="checkbox"/> SPRMCO21GR0116 BRADL	<input checked="" type="checkbox"/> SPRMCO21GR0116 BRADR	<input type="checkbox"/> SPRMCO21GR0209
<input type="checkbox"/> SPRMCO22CA0079			

1. For each sub-account, enter the amount you are requesting
2. If you need a copy of screen, print before you click "Request Payment"
3. Click on Request Payment



## Financial Reporting in the Payment Management System

Your award documentation should indicate if you are required to report financial information in PMS..

In PMS, the SF-425 has two components Federal Cash Transaction Report (FCTR) and the Financial Status Report (FSR).

The Federal Cash Transaction Report (FCTR) must be completed at least one business day prior to completing the Financial Status Report (FSR)

### Federal Cash Transaction Report (FCTR)

#### Disbursement

[View PSC272 Reports](#)

[FFR Cash Transaction Report](#)

[FFR Interest Income](#)

[Federal Financial Report](#)

[FFR File Transfer](#)

[FFR Grantee User Guide](#) \*\*

For the FFR Cash Transaction Report, recipients report at the PMS Grant Document Level (DOS Obligation). The process for reporting Disbursements remains unchanged. PMS requires Recipients to report on each obligation, not at the Subaccount level. The second part of the FFR process consolidates the report at the subaccount level. As you may recall from our examples, each unique subaccount creates a separate PMS Document Number. This way, when recipients report expenditures at the document level they will correctly be assigned to the appropriate PMS Subaccount.

<a href="#">Save</a>	<a href="#">Certify</a>	<a href="#">Report Disbursements</a>	<a href="#">Cancel</a>
FEDERAL FINANCIAL REPORT		(Prescribed by OMB A-102 and A-110)	
1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number	

The “**Cum Federal Cash Disb**” Column is the amount that is transferred to the second reporting component, the Federal Financial Report. Select Report Disbursements to update total expenditure for all applicable PMS Document numbers. Ensure you have identified the correct PMS Document number that corresponds to the Subaccount / FADR Country / Program area. Reach out to your award team if there is any question and avoid inadvertently reporting expenditures to the wrong PMS Document number.



# Foreign Assistance Data Review (FADR) Recipient Quick Reference Guide Payment Management System (PMS) 2021

## Financial Reporting in the Payment Management System

### Federal Financial Report (FFR)

The FCTR must be completed at least one business day prior to starting the FFR portion of the report!

In PMS, the SF-425 FFR portion is completed on the subaccount level. Recipients can search by either Payee Account Number or PMS Subaccount.

### Recipients can search by either Payee Account Number or PMS Subaccount.

Select the PMS Subaccount corresponding to the appropriate FADR Data Element under Federal Grant ID

#### Disbursement

[View PSC272 Reports](#)[FFR Cash Transaction Report](#)[FFR Interest Income](#)[Federal Financial Report](#)[FFR File Transfer](#)[FFR Grantee User Guide](#)

#### 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

Payee Account Number (PAN):

Federal Grant ID:

Reporting Period:

Report Status:

Delinquent Reports:

[Clear Form](#)

[Search](#)

[Cancel](#)

Federal Grant ID	Agency ID	Frequency	Report Type	Reporting Period End Date	Reporting Period Due Date	Report Submit Date	Report Status
SLM	FDSTRIE	Quarterly	Interim Report	2019-12-31	2020-01-30		Report Available to be completed
SLM	FDSTRIE	Quarterly	Interim Report	2019-09-30	2019-10-30		Report Available to be completed
SLM	FDSTRCT	Final	Final	2019-09-28	2019-12-27		Report Available to be completed
SNE	FDSTRNA	Final	Final	2014-03-14	2014-06-12		Report Available to be completed
SNE	FDSTRNA	Quarterly	Interim Report	2012-12-31	2013-01-30		Report Available to be completed
SNE	FDSTRNA	Quarterly	Interim Report	2012-09-30	2012-10-30		Report Available to be completed

Verify the disbursements totals are correct and correspond to the correct Subaccount within PMS!



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## Financial Reporting in the Payment Management System

### Federal Financial Report (FFR)

Complete the FFR report for each PMS subaccount that corresponds to your award. The award total will be divided between any PMS Subaccount. For example, your award may be for a total of 10,000 USD, and this total may be divided between two separate subaccounts of 5,000 USD each corresponding to FADR data (i.e. two countries).

When completing the FFR report, verify the expenditures are accurately reported and that the data supplied corresponds to the correct Subaccount / FADR Country and program area.

#### Disbursement

[View PSC272 Reports](#)[FFR Cash Transaction Report](#)[FFR Interest Income](#)[Federal Financial Report](#)[FFR File Transfer](#)[FFR Grantee User Guide](#)

#### Federal Financial Report - Details

REPORT WORKFLOW: [Report Available](#) [Prepare Report](#) [Certify Report](#) [Agency Review](#) [Completed](#)

[Prepare Report](#) [Report Details](#) [Status History](#) [Documents](#) [Revision History](#)

##### FEDERAL FINANCIAL REPORT

(Prescribed by OMB)

1. Federal Agency and Organizational Element to Which Report is Submitted:	RIE-STATE BUREAU OF OCEANS & INTERNAT ENV SCIENTIFIC AFFAIRS	
2. Federal Grant / Subaccount:	SLMAQM1 [REDACTED]	
3. Recipient Organization (Name and complete address including Zip code):		
4a. DUNS Number:	ACTIVE	
4b. EIN:		
5. Recipient Account Number or Identifying Number:		
6. Report Frequency:	Quarterly	
*7. Basis of Accounting:	Accrual	
8. Project/Grant Period (month,day,year):	From: 08/24/2018	To: 02/29/2020
9. Reporting Period End Date (month,day,year):	12/31/2019	
*10. Transactions:	Cumulative	
(Use lines a-c for single or multiple grant reporting)		
Federal Cash (on the GRANT LEVEL) for SLMAQM1BGR2157:		
a. Cash Receipts:		221,660.05
b. Cash Disbursements:		221,660.05
c. Cash on Hand (line a minus b):		0.00