

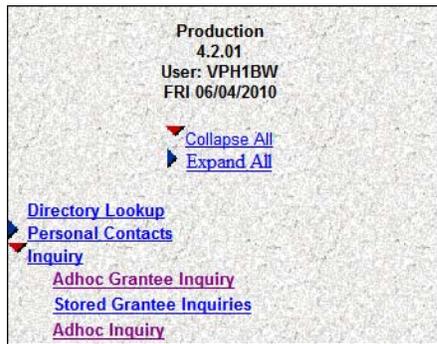
## Purpose and Use

This report will display details of the individual payments made to the customer. Details include the date that the payment request was submitted, the date the payment was debited from the customer’s bank account, the amount of the payment, as well as the confirmation number of the transaction.

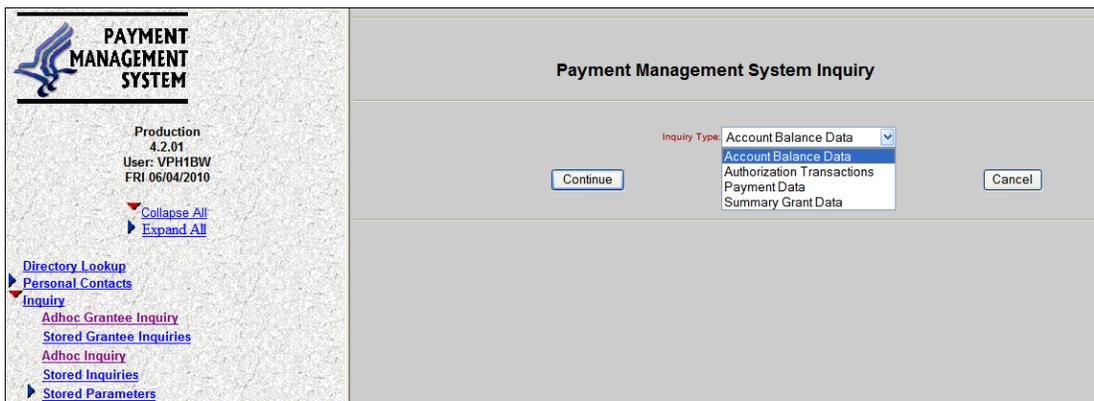
## Steps for Running the Report

Reference the following steps for running the Summary Grant Data report

- 1.0 From the PMS home screen, click “Expand All” to display the “Inquiry Grantee Inquiry” menu.
- 2.0 Select the “Adhoc Grantee Inquiry” sub menu hyperlink illustrated below:



- 3.0 From the Inquiry Type” drop down menu, select “Payment Data” and click the “Continue button illustrated below.



- 4.0 Enter the customer’s PIN or Payee Acct. Number (PAN) in the fields illustrated below, and click the “Run Inquiry” button. There are two “Run Inquiry” buttons listed. Either button may be used to run the query.

**Important Note:** A PIN or PAN must be used to perform the query. Using the PIN Number is a more broad search method, and will display all account (PANS) linked to the specific TAX ID that is associated to the PIN.

Extra spaces after the PIN or PAN will cause the query to fail.

**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.
<input style="width: 100%;" type="text"/>				
<input style="width: 100%;" type="text"/>				

- 5.0 The following “Payment Data” report will display.

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INQUIRY: PAY-G          DATE: 06/04/2010  TIME: 12:44:02 PM
-----PIN: XXXX  ---ACC: XXXX  -----
T/C*  ***DEBIT**  **POSTED**  *****AMOUNT*****  *DATE**SCHED*  **CONFIRM*
927          06/03/2010          $2,800,426.71  100604  63388  4033386925
927  05/27/2010  05/25/2010          $1,084,898.01  100526  53357  4033373333
927  05/27/2010  05/25/2010          $2,561,988.44  100526  53357  4033373283
927  04/29/2010  04/28/2010          $1,075,246.38  100428  43260  4033332271
927  04/16/2010  04/15/2010          $1,236,538.41  100415  43215  4033314346
927  04/14/2010  04/13/2010          $2,443,164.46  100413  43205  4033309634
927  03/31/2010  03/30/2010           $869,686.96  100330  33154  4033289427
927  03/22/2010  03/19/2010          $1,787,085.86  100319  33116  4033274442
927  03/08/2010  03/05/2010          $2,708,340.51  100305  33061  4033254856
927  02/26/2010  02/25/2010           $715,832.76  100225  23024  4033241974
927  02/18/2010  02/17/2010          $448,811.19  100217  23989  4033228981
    
```

**Field Explanations**

<b>Field</b>	<b>Description</b>
T/C	Transaction Code
DEBITED	This field displays the date that the payment or transaction was debited to the customer’s bank account.
POSTED	This field displays the date that request for the payment or transaction was made within PMS.
AMOUNT	This field displays the amount of the payment or transaction.
DATE	This field displays the date that the transaction was processed. If the payment request was made/posted after 5.00 P.M., this date will be the following business day.
SCHD	Schedule on which payment was transmitted to Federal Reserve Bank.
CONFIRM	This field displays the confirmation number of the payment transaction.

**ACCT TOTAL**

This section displays the total awards, total payments received and total funds available for the grants associated with each individual sub account listed under the customer’s PIN/PAN used to generate the report.

This section also factors in any cancelled payments, along with any payments that are currently in transit, to display the total “NET FUNDS AVAILABLE”.

<b>Field</b>	<b>Description</b>
SUB ACCOUNT	This field displays the Sub Account Number, which identifies the specific customer sub account.
AUTHORIZED	This field displays the total award amount for all grants associated to the sub account listed under the customer’s PIN/PAN.
PAYMENTS	This field displays the total payments received by the customer for all grants associated with the sub account listed under the customer’s PIN/PAN.
FUNDS AVAILABLE	This field displays the total funds available to the customer for all grants associated with the sub account listed under the customer’s PIN/PAN. Cancelled payments and payments in transit are factored in, to calculate the “Net Funds Available” figure.