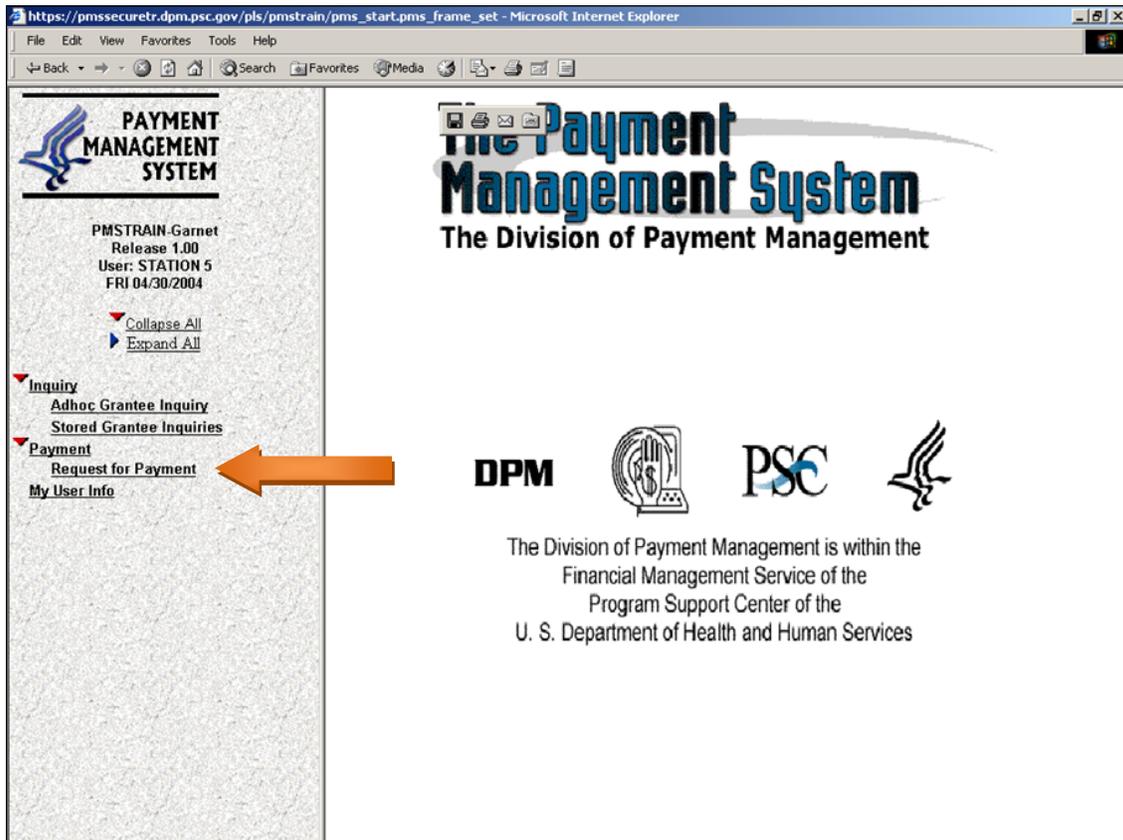


Job Aid – Instructions for Requesting Payments

In order to submit a request for payment, the customer will need to log into the Payment Management/SmartLink System, and complete the following steps:

1. From the PMS home screen, click on “Payment” to expand the “Payment” menu.
2. Click on “Request for Payment” to display the “Request for Payment Screen.”



Job Aid – Instructions for Requesting Payments

- The following “Request for Payment” screen will display. Enter the Payee Account Number (PAN) in the “Account Number” field illustrated below.

Important Note: The Helpdesk shall NOT use the Lookup function. The grantee needs to know the correct account number so that he/she does not draw funds from the incorrect account.

Request for Payment

Account Number: Lookup1

Account Clear Cancel

0 second response time.

- After the Account Number has been selected or entered, click on the “Account” button to proceed.

Account Number: 2AA5P Lookup1

Account Clear Cancel

Job Aid – Instructions for Requesting Payments

- The next screen that the customer will see is the “Request for Payment” illustrated below.

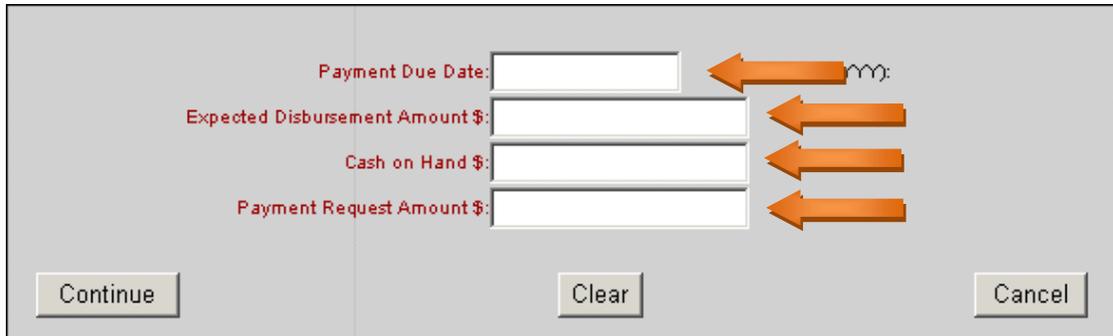
The screenshot shows a web browser window with the URL https://pmssecuretr.dpm.psc.gov/pls/pmstrain/pms_start.pms_frame_set. The page title is "Request for Payment". On the left is a navigation menu for the "PAYMENT MANAGEMENT SYSTEM" with options like "Inquiry", "Payment", and "My User Info". The main content area shows the account number "2AA5P" and a section titled "Person Requesting Funds". There is a checkbox to verify the information, followed by input fields for "First Name" (John), "Initial", "Last Name" (Smith), "Area Code" (703), "Phone No." (555), "Ext." (1212), and "E-Mail Address" (john.smith@smithorg.com). Below these are fields for "Payment Due Date", "Expected Disbursement Amount", "Cash on Hand", and "Payment Request Amount". At the bottom are "Continue", "Clear", and "Cancel" buttons.

- The first section is entitled “**Person Requesting Funds**” This displays the contact information for the person that last drew funds on the account. This information can be updated. If no changes are necessary, click the check box illustrated below.

This close-up view highlights the "Person Requesting Funds" section. An orange arrow points to the checkbox labeled "Check here if information shown is correct; otherwise, please update." Below this are the input fields for contact information: "First Name: John", "Initial:", "Last Name: Smith", "Area Code: 703", "Phone No.: 555", "Ext.: 1212", and "E-Mail Address: john.smith@smithorg.com".

Job Aid – Instructions for Requesting Payments

7. There are **four required entry fields** on this screen. The customer must enter information in each required field before continuing.



The screenshot shows a form with four input fields, each with an orange arrow pointing to it from the right, indicating they are required. The fields are labeled in red text: "Payment Due Date:", "Expected Disbursement Amount \$:", "Cash on Hand \$:", and "Payment Request Amount \$:". Below the fields are three buttons: "Continue", "Clear", and "Cancel".

Payment Due Date: The payment due date is the date the payment will be deposited in your bank. It must be entered in the MM/DD/YYYY format.

For standard accounts, this is the next business day.

For same day payment accounts (states with Treasury State Agreements for CMIA only), it is the same day as the request is entered.

For warehousing accounts the payment due date can be up to 30 days in the future. Warehousing must be set up through the DPM Liaison Accountant.

Expected Disbursement Amount: The expected disbursement amount should be equal to the amount of checks being written to cover grant program expenses, or the amount of expenses to be paid using the funds from this drawdown or payment request.

Cash on Hand: This field should equal the amount of cash in your bank account left over from previous funds requests. Optimally this number should be zero.

Payment Request Amount: This is the "Expected Disbursement Amount" minus the "Cash on Hand". Typically, customers should go to a zero balance (or as close as possible to zero) of cash on hand after the request. Disbursements or expenses should equal the amount requested plus any remaining cash on hand.

After these required fields have been entered, lick on the "Continue" button.

Job Aid – Instructions for Requesting Payments

- The following confirmation screen will display. For PANs that have sub accounts, the option to allocate payments across the sub accounts is available.

In most cases a subaccount is linked directly to a grant number. However, a few agencies group the programs under a single subaccount where the subaccount can be linked to several grant numbers.

The customer will have to choose the subaccounts to charge by clicking on the box next to each sub account number.

After all the selections have been made, have the customer click on the “SubAmount” button to proceed to the next screen.

The screenshot displays the 'Request for Payment' interface within the Payment Management System. The browser address bar shows the URL: https://pmssecuretr.dpm.psc.gov/pls/pmstrain/pms_start.pms_frame_set. The page title is 'Request for Payment'. The left sidebar contains the system logo and navigation menu items: 'Inquiry' (Adhoc Grantee Inquiry, Stored Grantee Inquiries), 'Payment' (Request for Payment), and 'My User Info'. The main content area displays the following information: Account Number: 2AA5P, Name: PM S Trainer, Phone: (301) 443-1660, E-Mail Address: info@psc.gov, Payment Due Date: 05/04/2004, and Payment Request Amount: \$1,000.00. Below this information, three subaccounts are listed with checkboxes: 123456789, FE12345, and FE55555. At the bottom of the form, there is a 'SubAmount' button and a 'Cancel' button. An orange arrow points to the 'SubAmount' button. The footer of the page indicates a '1 second response time.'

Job Aid – Instructions for Requesting Payments

- The following sub account screen will display. The customer must verify that the correct sub accounts have been selected, and then enter the amount for each subaccount in the field labeled “SubAcct Amt Requested”.

Important Note: It is not necessary to list an amount for each sub account. For example, in the illustration listed below, amounts are entered in the top and bottom sub accounts, with no information being entered in the middle sub account. The total of these amounts must equal the “Payment Request Amount” from the Payment Request screen.

The “GOTO Subacct” button navigates the customer back a screen which displays a list of the subaccounts selected on the previous screen, the bank account linked to that subaccount, the funds available for the subaccount and an amount requested field.

Once all sub amounts have been entered, click on the “Request Payment” button. If all fields are completed correctly the transaction will be sent to PMS and go through a series of on-line edits.

https://pmssecuretr.dpm.psc.gov/pls/pmstrain/pms_start.pms_frame_set - Microsoft Internet Explorer

File Edit View Favorites Tools Help

PAYMENT MANAGEMENT SYSTEM

PMSTRIN.Garnet
Release 1.00
User: STATION 5
MON 05/03/2004

[Collapse All](#)
[Expand All](#)

Inquiry
[Adhoc Grantee Inquiry](#)
[Stored Grantee Inquiries](#)

Payment
[Request for Payment](#)
[My User Info](#)

Request for Payment

Account Number: 2AA5P

Name: PM S Trainer
(301) 443 - 1660 Ext.: _____
E-Mail Address: info@psc.gov

Payment Due Date: 05/04/2004
Payment Request Amount \$: \$1,000.00

Subaccount	Bank Account	Funds Available \$	Subacct Amt Requested \$
123456P 99	0123456789	\$1,109,365.80	500
PE12345	0123456789	\$0.00	
PE55555	0123456789	\$142,233.28	500

Request_Payment GOTO Subacct Cancel

0 second response time.

Job Aid – Instructions for Requesting Payments

10. The following confirmation screen will display.

The customer will receive a message noting that the payment request is “In Process” or their payment request is on a “Hold File”

CONFIRMATION MESSAGE READS "PAYMENT REQUEST IS IN PROCESS THE TRANSACTION NUMBER FOR FUTURE REFERENCE #####"

The “In process” message means that the request went through PMS edits with no problems or issues. You can expect to receive the funds in the bank account listed, on the next business day.

CONFIRMATION MESSAGE READS "PAYMENT REQUEST IS IN HOLDING FILE. THE TRANSACTION NUMBER FOR FUTURE REFERENEC #####"

The "Holding File" message indicates that the payment request must first be reviewed by the DPM Liaison Accountant staff. The DPM staff will review the request within 2 hours and either release the payment or cancel the request. In the event that the payment request is cancelled, a DPM Liaison Accountant will notify you. If you are not contacted by the DPM staff, it is safe to assume the funds will be in the bank account within the next business day.

Job Aid – Instructions for Requesting Payments

The screenshot shows a web browser window with the URL https://pmssecuretr.dpm.psc.gov/pls/pmstrain/pms_start.pms_frame_set. The browser title is "Microsoft Internet Explorer".

PAYMENT MANAGEMENT SYSTEM

PMSTRIN-Garnet
Release 1.00
User: STATION 5
MON 05/03/2004

[Collapse All](#)
[Expand All](#)

Inquiry
[Adhoc Grantee Inquiry](#)
[Stored Grantee Inquiries](#)

Payment
[Request for Payment](#)
[My User Info](#)

Request for Payment

Request Payment
Completed Transaction Info

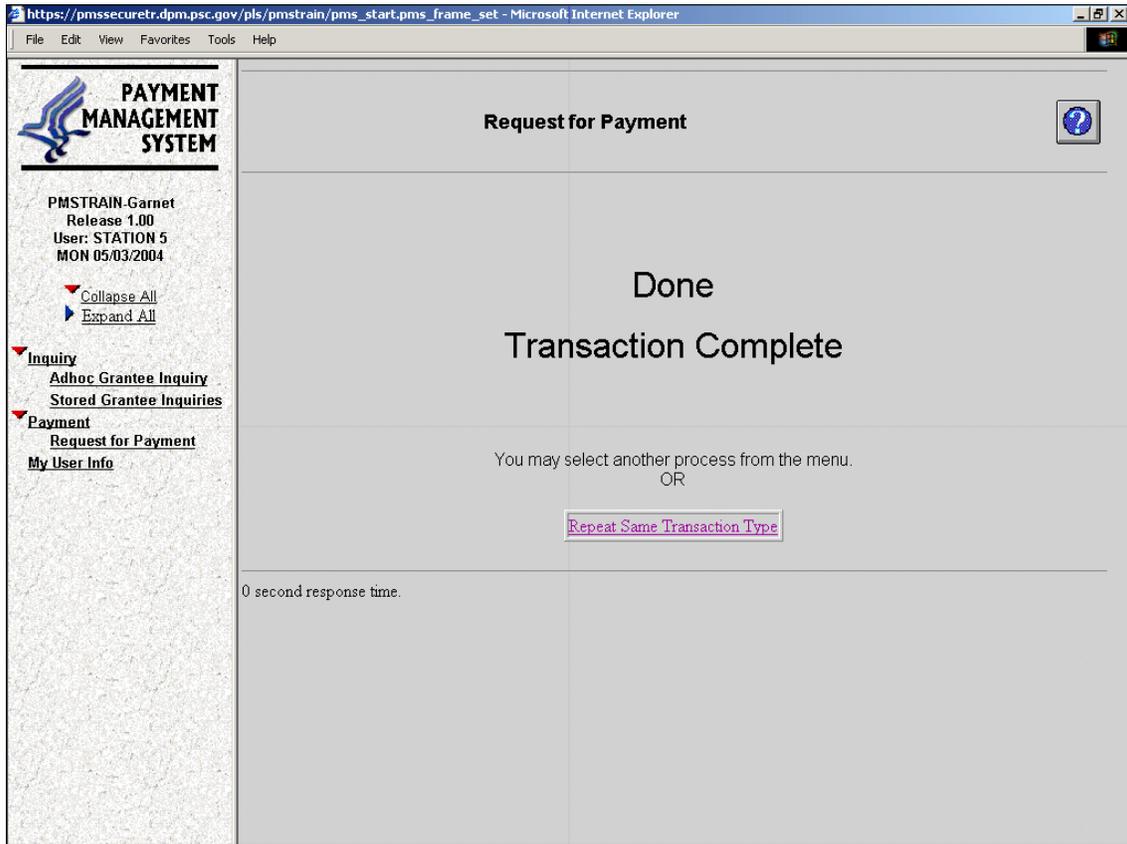
Account:	2AA5P	Payment Request Amount:	\$1,000.00
Request Date:	05/03/2004	Settlement Date:	05/04/2004
Subaccount	123456P99	Amount	\$500.00
	PE55555		\$500.00

Payment Request is in Process, The Transaction Number For Future Reference: 0123456789

2 second response time.

Job Aid – Instructions for Requesting Payments

The final screen the customer will see after clicking “Done” is shown below:



The screenshot shows a web browser window with the URL https://pmssecuretr.dpm.psc.gov/pls/pmstrain/pms_start.pms_frame_set. The browser title is "Microsoft Internet Explorer". The page content is as follows:

PAYMENT MANAGEMENT SYSTEM

PMSTRAIN-Garnet
Release 1.00
User: STATION 5
MON 05/03/2004

[Collapse All](#)
[Expand All](#)

Inquiry
[Adhoc Grantee Inquiry](#)
[Stored Grantee Inquiries](#)

Payment
[Request for Payment](#)
[My User Info](#)

Request for Payment

Done

Transaction Complete

You may select another process from the menu.
OR

[Repeat Same Transaction Type](#)

0 second response time.

Job Aid – Instructions for Requesting Payments

Potential Problems

Below are some potential problems that customers could experience when requesting payment.

Invalid Payment Due Date

The Payment Due Date should be the next business day unless you are a recipient that has been previously approved by their DPM Accountant Representative to warehouse payments in which case the Payment Due Date may be up to 30 days in advance. The payment due date may not be a banking holiday or a weekend.

Potential Duplicate Payment Request

PMS checks the date the request was entered, the account number, the payment due date, the expected disbursement amount, the cash on hand, the payment request amount, the subaccounts selected, and the subaccount amounts to determine if the request might be a duplicate of a previously payment request. If it suspects a duplicate, you will be asked to verify that the request is indeed a new one.

Insufficient Funds

PMS checks your account to ensure that there is enough funds to cover your request. If there is not, you will receive a message indicating insufficient funds. Either reduce the payment request amount or cancel the transaction.

Reasonable Payment Request Amounts

The 1/24 reasonableness check will be performed for all new accounts. An error message will appear if the payment request amount exceeds 1/24 of the total authorized amount. This prevents new recipients from requesting all their funds at one time or requesting excessive funds in the beginning.

No Bank Account

One or more of the subaccounts selected does not have an associated bank account within the Payment Management System. Your request for payment cannot be processed. Please call your DPM Account Representative to rectify the situation.

Job Aid – Instructions for Requesting Payments

Different Bank Accounts

You will get an error message if the subaccounts involved with your payment request have different bank accounts. If this occurs, submit the payment request for each subaccount with different bank accounts separately.