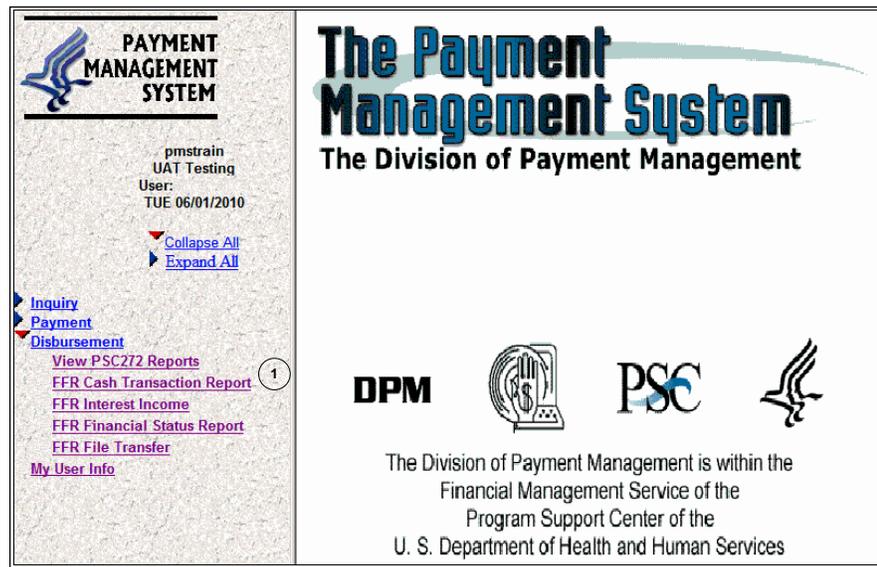
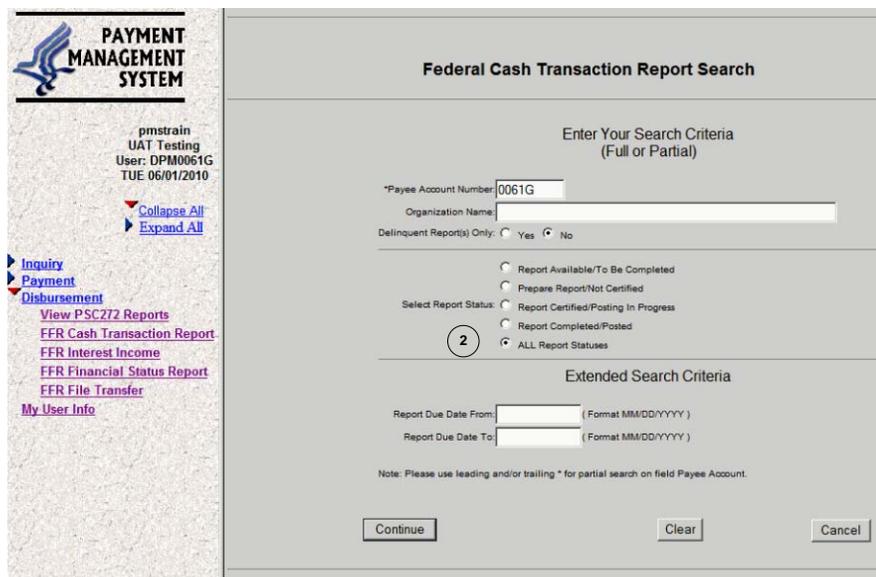


Process to Verify Posting

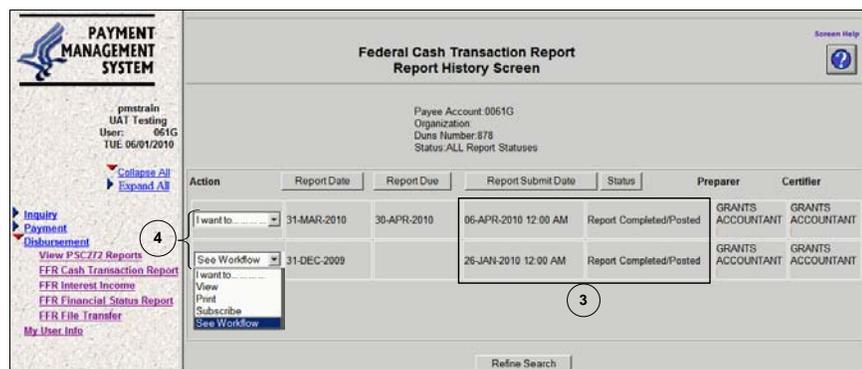
From the Disbursements Menu select the type of report to for which to search. In the following example, the selected report type is 'FFR Cash Transaction Report' ¹.



Clicking on 'FFR Cash Transaction Report' will take the user to the search screen for the report type—in this case the Federal Cash Transaction Screen. To identify all available reports and their status, enter the Payee Account Number then click on the 'All Report Statuses' radio button ². Click on the 'Continue' button to view the status of all reports.



After clicking on 'Continue' the following 'Report History Screen' is shown listing all reports and their status ³. Both of the listed reports are completed and posted. You can



Verifying Posting

also click on the drop down arrow and click on 'See Workflow' ⁴.

This brings up the workflow screen which displays (in color), the current position in the workflow. In the following example, the 'Workflow Screen' shows the report has been posted ⁵.

PAYMENT MANAGEMENT SYSTEM

pmstrain
UAT Testing
User: DPM0061G
TUE 06/01/2010

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

[Inquiry](#)
[Payment](#)
[Disbursement](#)
[View PSC272 Reports](#)
[FFR Cash Transaction Report](#)
[FFR Interest Income](#)
[FFR Financial Status Report](#)
[FFR File Transfer](#)
[My User Info](#)

Federal Cash Transaction Workflow Screen Screen Help

5

Report Available → Prepare → Certify → Posting → **Posted**

Payee Account: 0061G
Organization:
Duns Number:
Report Due Date:
Report Date: 31-DEC-09
Status: Report Completed/Posted

Preparer Information		Certifier Information		DPM Information	
Date Prepared:	02-JAN-10	Date Certified:	26-JAN-10	User Group:	F22A
Name:	GRANTS ACCOUNTANT	Name:	GRANTS ACCOUNTANT	Name:	LINDA M. JOHNSON
Phone:	931-221-7673	Phone:		Phone:	301-443-9249
Email:		Email:		Email:	lmjohnson@psc.gov

Overall there are five positions on the workflow screen: Report Available, Prepare, Certify, Posting and Posted.

- Report Available: the prior quarter's report is available in PMS for completion. This generally occurs within 3 business days of the beginning of the new quarter.
- Prepare: the report is being prepared; i.e., someone with preparer privileges has accessed the report and has begun completing it.
- Certify: the report is being certified; i.e., someone with certifier privileges has accessed the report.
- Posting: the report has been certified but has not yet posted in PMS. Certified reports post on the next day following certification.
- Posted: the report has been posted—i.e., recorded—in PMS.