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# Establishing an Intended Recipient's Payment Method before Obligating Funds for a New Award in FBMS

Branch of Financial Assistance Policy and Oversight  
& Branch of Financial Assistance Systems

January 15, 2013

# AGENDA

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- Acronyms and Resources
- Process Steps:
  1. Verify SAM and DUNS compliance
  2. Identify existing/establish new FBMS Vendor Record
  3. Verify GRANTS Flag in Data Line Field
  4. Verify if payment method is established
  5. Establish a payment method
  6. Release award in PRISM

# ACRONYMS



Acronym	Expansion
ASAP	Treasury's Automated Standard Application for Payments
CFR	Code of Federal Regulations
DAESR	Daily ASAP Enrollment Status Report
DUNS	Dun & Bradstreet's Data Universal Numbering System
FA	Financial assistance (i.e. grants & cooperative agreements)
FAPO	Service's Financial Assistance Policy & Oversight Branch
FAS	Service's Financial Assistance Systems Branch
FBMS	Financial & Business Management System
IBC	Interior Business Center
ITS	Treasury's International Treasury Services
MDM_BVR	Master Data Maintenance Bureau Vendor Requestor
PMO	FBMS Program Management Office
SAM	System for Award Management

# RESOURCES



What	Where
All documents referenced in this presentation	<a href="https://inside.fws.gov/go/post/Payments-New">https://inside.fws.gov/go/post/Payments-New</a>
DUNS Search webpage	<a href="http://creditreports.dnb.com/webapp/wcs/stores/servlet/AdvancedCompanySearch?storeId=11154&amp;catalogId=71154&amp;blnMdsbPortalFlag=false">http://creditreports.dnb.com/webapp/wcs/stores/servlet/AdvancedCompanySearch?storeId=11154&amp;catalogId=71154&amp;blnMdsbPortalFlag=false</a>
DUNS Register webpage	<a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>
FAPO & FAS InsideFWS pages	<a href="https://inside.fws.gov/go/post/FAPO-About">https://inside.fws.gov/go/post/FAPO-About</a> or search by keyword "FinancialAssistance"
SAM website	<a href="http://sam.gov">http://sam.gov</a>

# Step 1- Verify SAM & DUNS compliance

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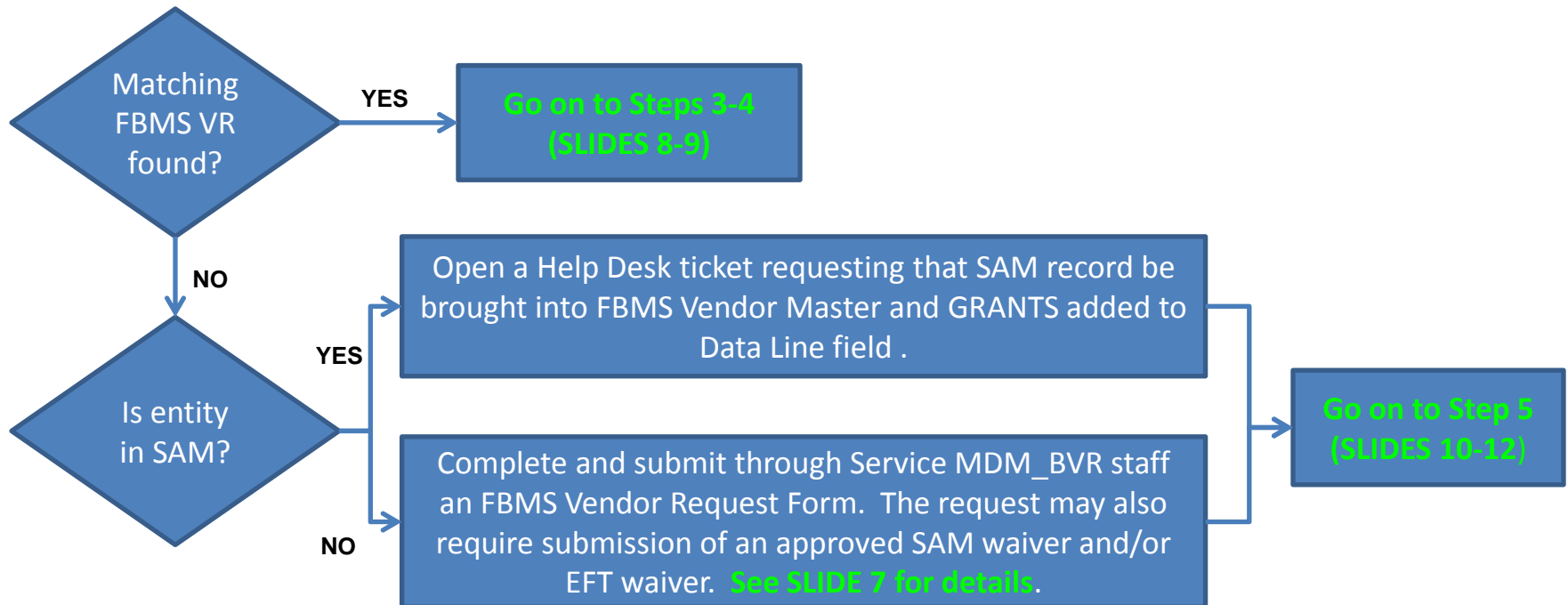


- SAM/DUNS registration mandated in 2 CFR Part 25
- Exempt: Individuals applying on their own behalf
- Entity may be waived if:
  - We must avoid compromising classified info or national security or jeopardizing personal safety
  - A foreign entity receiving less than \$25K for project outside the U.S. and we find compliance impractical
- Go to SAM.gov and search by DUNS
- SAM profile must be “Active” through entire award performance period. If not:
  - Manual payments will not be processed
  - ASAP payments will fail to clear to cash
  - New awards will not release in PRISM

# Step 2- Identify/Establish FBMS Vendor Record



- Search FBMS Vendor Master
  - Follow [How to Look Up a Vendor in FBMS for Users with Financial Assistance Roles](#) document
- Process diagram:



## Step 2- Create vendor through MDM\_BVR staff

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- For SAM exempted/waived entities only!
- Complete and submit the [FBMS Vendor Request Form](#) through Service MDM\_BVR staff
- See tips in Step 2B(2) of the [Establishing an Intended Recipient's Payment Method before Obligating Funds for a New Award in FBMS](#) guidance
- May also require an approved SAM waiver and/or EFT waiver
- Once request is complete, search FBMS Vendor Master for new record to confirm all data is correct
- Go on to Step 3 (next slide)

## Step 3- Verify GRANTS flag in Data Line Field

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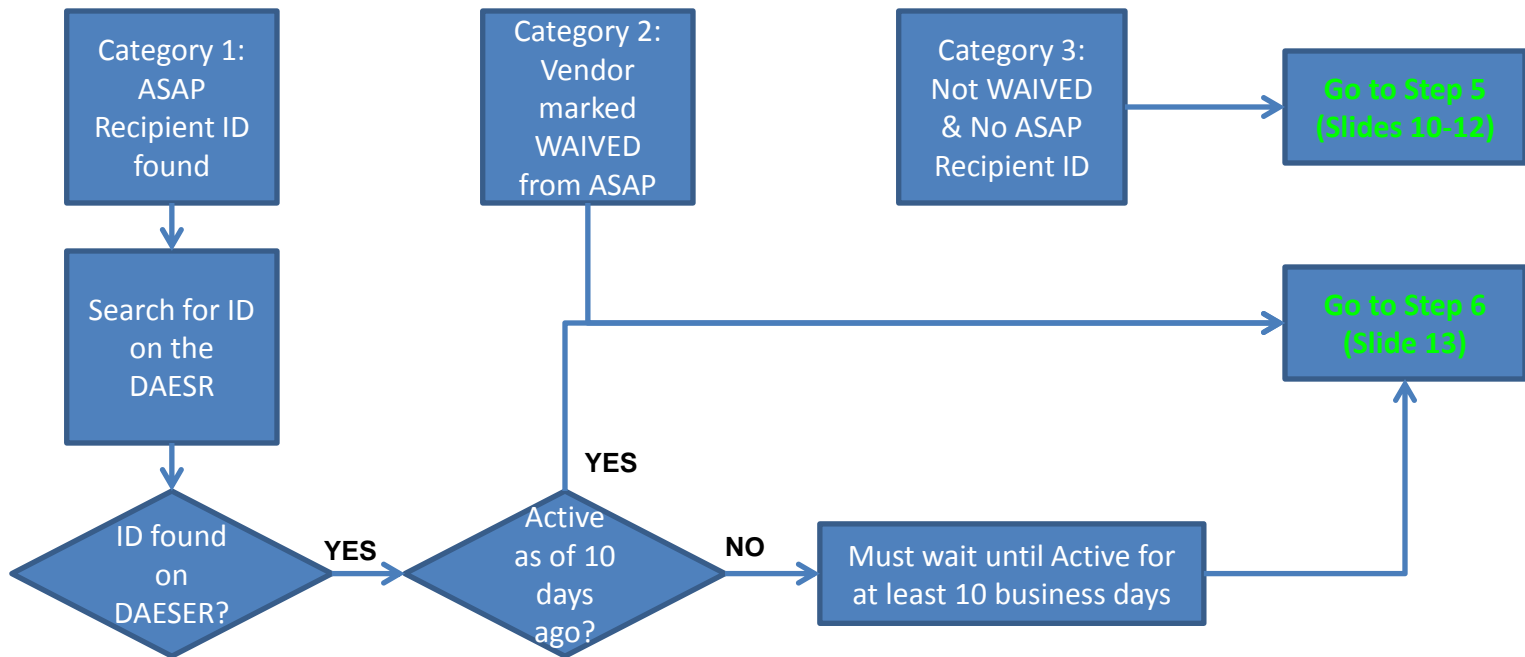
- The word “GRANTS” must appear on the Data Line field on the FBMS Vendor Record (interface brings into PRISM)
- Follow the [How to Look up a Vendor in FBMS for Users with Financial Assistance Roles](#) document to view the Data Line field
- If “GRANTS” not found, open an FBMS Help Desk ticket to have it added
- Once ticket is resolved, search for the vendor record in FBMS to verify that the GRANTS flag was added



# Step 4- Verify Payment Method is Established



- Follow the [How to Look up a Vendor in FBMS for Users with Financial Assistance Roles](#) document to view the ASAP Recipient ID and ASAP Waiver fields
- Process diagram:



# Step 5- Establish a Payment Method

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Select one of the following payment methods, as appropriate:

- A. Submit ASAP Enrollment request for a domestic entity
- B. Submit ASAP Waiver request for a non-domestic entity or domestic individual

# Step 5A- ASAP Enrollment

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## Enroll a domestic entity in ASAP:

1. Complete Section 4 of [ASAP Enrollment Form](#) and send to intended recipient
2. Once intended recipient returns form to *program office*, complete section 5 and submit to [fwhqfas@fws.gov](mailto:fwhqfas@fws.gov)
3. FAS Branch logs form, verifies information and initiates enrollment in ASAP
4. The [ASAP Enrollment Process Flowchart](#) details the steps. The intended recipient must take action in ASAP! FAS Branch will notify program office when enrollment is complete. Go on to Step 6.

# Step 5B- ASAP Waiver

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Waive an individual or non-domestic entity from ASAP:

1. Complete the [USFWS ASAP Waiver Request List Template](#).
2. Submit by email to [fwhqfas@fws.gov](mailto:fwhqfas@fws.gov) by 12:00 p.m. ET on Fridays.
3. FAS Branch will submit consolidated lists to PMO on Mondays.
4. FAS Branch will send program point of contact an email when waiver is approved. Go on to Step 6.

# Step 6- AGO Releases Award in PRISM

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- AGO is responsible for making sure all required steps are complete BEFORE obligating funds
- FAS Branch is monitoring FBMS for awards released before process is complete

For information on payments to foreign entities, see [Guidance on Processing Grant and Cooperative Agreement Payments to Non-Domestic Recipients](#).

For information on manual payments to domestic ASAP-waived entities, go to <https://inside.fws.gov/go/post/Payments-New>.

# QUESTIONS?

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