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# Financial Management – Vendor Management



***November 1st Launch***

***Release Notes***

# FM Payment Processing Inc 1 Issuer Resources (1 of 4)

| FM Payment Processing Inc 1 (Vendor Management) | Planned PROD Deployment |
|---|---|
| Timing | Saturday, November 1st |

**Step 1: *Create/Approve Payee Group***

**Overview**

- *The Financial Management Application enables Issuers to create Payee Groups to authorize one or more Issuers to receive payment from CMS.*

**Issuer Activities**

**Create a Payee Group**

- Issuers will create a Payee Group from the Financial Management page to authorize one or more Issuers to receive payment from CMS
- Issuers will enter Payee Groups information including:
  - Point of contact information
  - Address
  - Bank account information
- The Submitter may add (or remove) unassigned Issuers to the Payee Group
- After Submitting a Payee Group, Issuers will verify their 1099 Address

**Approve a Payee Group**

- Issuer designated payee approver will select TIN associated with desired Payee Group and click Show Payee Group
- Payee Groups marked "Pending Approval" are ready to be approved
- Verify data and select "Approve Payee Group", "Disapprove Payee Group", or "Cancel" to return at a later time

**Roles**

- This step is completed by the Payee Group Submitter
- This step is completed by the Payee Group Approver
  - Payee Group Approver cannot edit the Payee Group Information

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# FM Payment Processing Inc 1 Issuer Resources (2 of 4)

| FM Payment Processing Inc 1 (Vendor Management) | Planned PROD Deployment |
|---|---|
| **Timing** | **Saturday, November 1st** |

**Step 2: *Create/Approve Financial Information Form (FIF)***

***Overview***

- *Following Approval of the Payee Group. Issuers will want to return to the Enterprise Identity Management Portal (EIDM) to create, approve and submit the issuer's Financial Information Form (FIF).*

***Issuer Activities***

**Create a Financial Information Form (FIF)**

- Issuers create Financial Information Forms (FIFs) to submit financial information to CMS and receive payment from CMS
- FIFs contain financial authorities':
  - Contact Information
  - Address
  - Bank account information
  - Financial Institution data
- On the Financial Information Form summary page, select the Tax Identification Number (TIN) and click on "Show Financial Information Forms" to create FIF
- FIFs cannot be created until Payee Group is approved

**Approve a Financial Information Form (FIF)**

- Select TIN associated with desired FIF and click Show Financial Information Forms
- FIFs marked "Pending Approval" are ready to be approved
- Verify data and select "Approve Financial Information", "Disapprove Financial Information", or "Cancel" to return at a later time
- To verify CMS approval, issuers should check the summary group for the status of the FIF form
- If the FIF is rejected, the FIF will show a status of "disapproved" on the FIF Summary Page
  - The FIF Submitter and Approver will need to resubmit the FIF to CMS for approval

***Roles***

- This step is completed by the FIF Submitter

- This step is completed by the FIF Approver
  - FIF Approver cannot edit FIF Information

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# FM Payment Processing Inc 1 Issuer Resources (3 of 4)

| FM Payment Processing Inc 1 (Vendor Management) | Planned PROD Deployment |
|---|---|
| Timing | Saturday, November 1st |

**Step 3: *CMS Approval/ Disapproval of Financial Information Form (FIF)***

| | | |
|---|---|---|
| *Overview* | • *Following the issuer 's submission of a FIF, CMS will approve or disapprove the FIF. Once Approved the FIF will be submitted to* CMS central financial system for payment processing. | |
| *Issuer Activities* | **FIF is Approved by CMS**<br>• There is no notification system for CMS Approval. Issuers will need to check the Financial Information Form Summary page for FIF approval status<br>• Following approval, there are no other steps necessary for Issuer to take from this point. | **FIF is Disapproved by CMS**<br>• There is no notification system for CMS Approval. Issuers will need to check the Financial Information Form Summary page for FIF approval status.<br>• If Disapproved the **FIF Submitter** will need to edit and recomplete the FIF data.<br>  • Following FIF submission the **FIF Approver** will need to verify and approve the FIF.<br>  • At this point FIF roles will need to check the FIF Summary page for FIF approval status |
| | • All FIF Roles | • All FIF Roles |
| | | |

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# FM Payment Processing Inc 1 Issuer Resources (4 of 4)

| FM Payment Processing Inc 1 (Vendor Management) | Planned PROD Deployment |
|---|---|
| Timing | Saturday, November 1st |

| Notes | Vendor Management |
|---|---|
| | • Issuers may access the Financial Management application through the Enterprise Identity Management Portal (EIDM)<br>• Issuers will assign users to submit or approve data through the Role Request functionality within the HIOS Module<br>• More detailed guidance and a step by step guide can be found in the *Issuers Financial Management User Guide* found in the REGTAP library<br>• For questions please refer to the CMS Help Desk email: CMS_FEPS@cms.hhs.gov or call 1-855-CMS-1515. |

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