

FedDebt Online Functionality Manually Entering Payments

1. Access the Internet
2. Enter FedDebt Production URL: <https://feddebt.fms.treas.gov/FedDebtWeb>
3. On the FMS Enterprise Single Sign On screen enter the following:
 - a. User ID
 - b. Password

FMS Enterprise Single Sign On Log In - Windows Internet Explorer

https://ssologin4.fms.treas.gov/esso/smfmsloginesso.fcc?TYPE=33554433&REALMOID=06-bd3bb4fd-2682-1023-b7b;

File Edit View Favorites Tools Help

FMS Enterprise Single Sign On Log In

Change Password Forgot your Password? Forgot your User Id? Register ?

fms
Enterprise Single Sign On

Log In To: <https://feddebt.fms.treas.gov/FedDebtWeb/>

Select an authentication method and enter your credentials

Log In using your FMS:

SSO User ID and Password ▶

SecurID Token

PKI Certificate

To log in using your FMS Single Sign On User ID and Password, please enter your User ID and Password.

User ID: AgencyUser01

Password: *****

Log In Reset

[Forgot your User Id?](#)

[Forgot your Password?](#)

WARNING
WARNING
WARNING

You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties. This computer and the automated systems, which run on it, are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by federal law.

Accessibility | Contacts | Privacy Policy
U. S. Department of the Treasury - Financial Management Service

Trusted sites 100%

Note: FedDebt Role dictates functionality capability. See FedDebt Role Information.

4. Select **“Log In”**

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5. You will be directed to the **Privacy Statement** page.



6. Select “agree”

7. You will be directed to the **FedDebt: menu** page.

8. Select **Financial transactions** under the **Financial processing** heading.

Note: The Creditor Agency Financial Supervisor role is the only agency user who can perform this function.



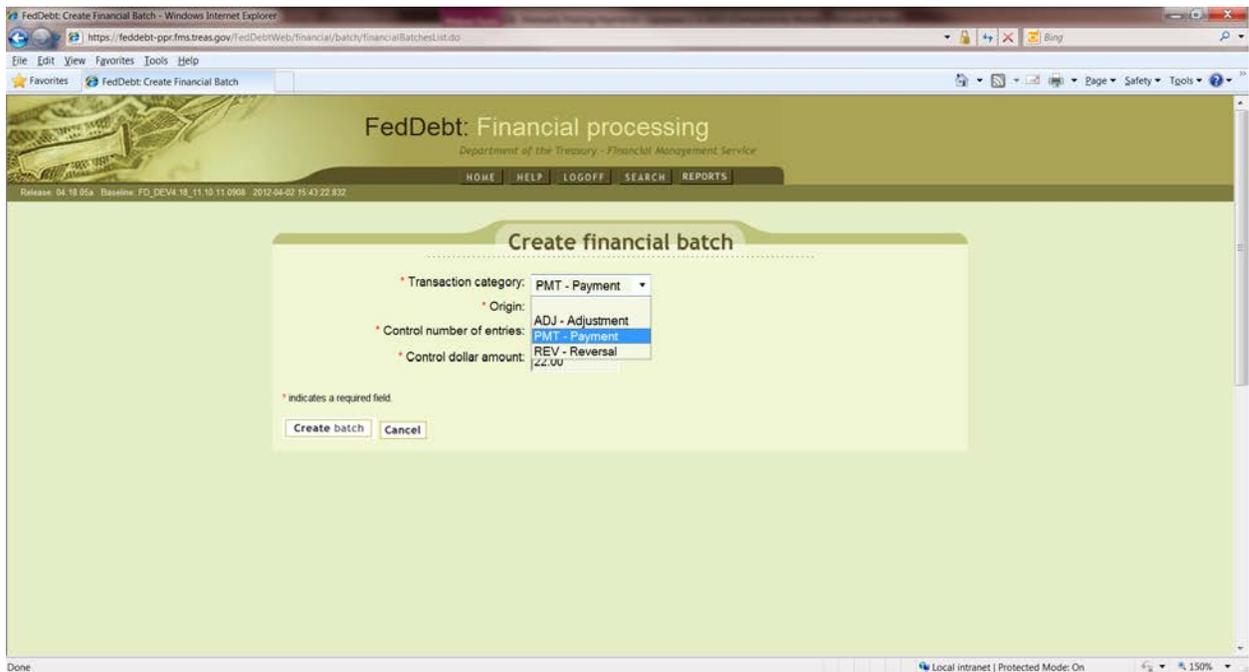
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9. You will be directed to the **Financial batches** screen. Select 'Enter batch'.



10. You will be directed to the **Create financial batch** screen.

11. Select the type of transaction to be performed from the **Transaction category** drop down box.



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12. Select **AGCY – Agency** from the **Origin** drop down box.

The screenshot shows the 'Create financial batch' form in a web browser. The form has the following fields and values:

- Transaction category: PMT - Payment
- Origin: AGCY - Agency (dropdown menu is open)
- Control number of entries: AGCY - Agency
- Control dollar amount: 22.00

Buttons: Create batch, Cancel

13. Enter the number of transactions being performed in the **Control number of entries** field.

14. Enter the dollar amount of the transaction in the **Control dollar amount** field.
Note: Only numerical digits are to be used in this field. Using “\$” in Control dollar amount field will result in an error message.

The screenshot shows the 'Create financial batch' form with the following updated values:

- Transaction category: PMT - Payment
- Origin: AGCY - Agency
- Control number of entries: 1
- Control dollar amount: 22.00

Buttons: Create batch, Cancel

A 'Create Financial Batch' button is also visible in the top right corner of the form area.

15. Select “**Create batch**”.

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16. You will be directed to the **Financial batch entry** screen.

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Department of the Treasury - Financial Management Service

HOME HELP LOGOFF SEARCH REPORTS

Release: 04.10.05a Baseline: FD DEV4.10.11.10.11.0000 2012-04-02 15:56:40.955

Financial batch entry

Transaction category: **PMT** Origin: **AGCY** Batch number: **PMT20120402C0000617832** Batch status: **Pending**
Program: **01/X2011FDR/XZ1T**

* Control number of entries: * Control dollar amount:
Current number of entries: Current dollar amount:
Remaining entries: Remaining dollar amount:

Sel	Status	Type	FedDebt case ID	Originating transaction ID	Instrument number	Transaction amount	App	RPS	User ID
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Transaction type:

* indicates a required field
RPS - Reverse Payment To Suspend

17. Select the type of transaction from the **Transaction type** drop down box.

18. Select **“Add entry”**.

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19. You will be directed to the **Create MIAPT transaction** screen.

The screenshot shows a web browser window with the title "FedDebt: Create Manual Identified Agency Payment (MIAPT) transaction - Windows Internet Explorer". The address bar shows the URL: <https://feddebt-ppr.fms.treas.gov/FedDebtWeb/financial/batch/financialBatchEntriesList.do>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. A Favorites bar shows a link to "FedDebt: Create Manual Identified Ag...".

The main content area features a header with the text "FedDebt: Financial processing" and "Department of the Treasury - Financial Management Service". Below the header is a navigation bar with links for HOME, HELP, LOGOFF, SEARCH, and REPORTS. A status bar at the bottom left displays "Release: 04.18.06a Baseline: FD_DEV4.18_11.10.11.0908 2012-04-02 18:10:28.097".

The central focus is a form titled "Create MIAPT transaction". The form contains the following fields and labels:

- * Payment date: (mm/dd/yyyy)
- ** FedDebt Case ID:
- ** Payment Agreement ID:

Below the fields, there is a legend:

- * indicates a required field.
- ** enter data in one of these fields if payment is not being apportioned.
- ** payment agreement id is required for payment agreement payment.

At the bottom of the form, there are three buttons: "Next", "Apportion payment", and "Cancel".

20. Enter the date the debtor made the payment in the **Payment date** field.

21. Enter the appropriate **FedDebt Case ID** in the corresponding field.

22. Select **"Next"**

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23. You will be directed to the **Enter manual identified agency payment (MIAPT)** screen.

FedDebt: Manual Identified Agency Payment (MIAPT) Payment Entry - Windows Internet Explorer
https://feddebt-ppr.fms.treas.gov/FedDebtWeb/financial/transaction/addPayment.do

File Edit View Favorites Tools Help

Favorites FedDebt: Manual Identified Agency P...

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Release: 04.18.05a Baseline: FD_DEV4.18.11.10.11.0903 2012-04-02 16:11:00.868

Enter manual identified agency payment (MIAPT)

Origin: AGCY FedDebt case ID: 2012001001A Payment date: 03/30/2012

Debtor name: Smith, Bobby
Bureau: General Training
Program: FedDebt Accounts Receivable

* Payment amount: 22.00

* Instrument type:
Bank Check
Certified Check
Credit Card
Money Order
Other Instrument
Personal Check
Wired/EFT

SF 215 number:
Lockbox ID:
If type is credit card:
* Credit card type:
* Authorization number:

* indicates a required field.

Save Previous Cancel

24. Enter the amount of the payment in the **Payment amount** box.
25. Select the method of payment from the **Instrument type** drop down box.
26. If the instrument type is a check, enter the check number in the **Instrument number** box.
27. Select **Save** when finished.

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28. You will be directed to the **Financial batch entry** screen.

29. Select **Cancel**.

The screenshot displays the FedDebt Financial processing interface. At the top, there is a header with the FedDebt logo and navigation links: HOME, HELP, LOGOFF, SEARCH, and REPORTS. Below the header, the page title is "Financial batch entry".

Transaction category: **PMT** Origin: **AGCY** Batch number: **PMT20101211C0000481504** Batch status: **Pending**
Program: **01/X201/FDR/X21T**

* Control number of entries: * Control dollar amount:
Current number of entries: **1** Current dollar amount: **\$50.00**
Remaining entries: **0** Remaining dollar amount: **\$0.00**

Sel	Status	Type	FedDebt case ID	Originating transaction ID	Instrument number	Transaction amount	App
<input type="checkbox"/>	Ready to Post	MIAPT	2010001303A	M00000000004416901	234567	50.00	

Transaction type:

* indicates a required field.

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30. You will be directed to the **Financial Batches** screen.

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HOME HELP LOGOFF SEARCH REPORTS

Release: 04.18.05a Baseline: FD_DEV4.18_11.10.11.0903 2012-04-02 16:19:24.89

Financial batches

Select	Batch status	Batch ID	Trans category	Origin	Control number of entries	Control amount	Current number of entries	Current amount
<input type="checkbox"/>	Pending	PMT20120402C0000617834	PMT	AGCY	1	22.00	1	22.00

Total number of transactions: 1

Enter batch Edit batch Remove batch

Save batch as pending Approve and process batch Notes

Refresh Exit

Note: The Creditor Agency Financial Supervisor who enters a batch cannot approve the batch. This is due to a system of checks and balances.

31. Select Exit.