

To: SPS Subscribers  
Subject: March 1, 2025 SPS Release (REL 50.1.0)

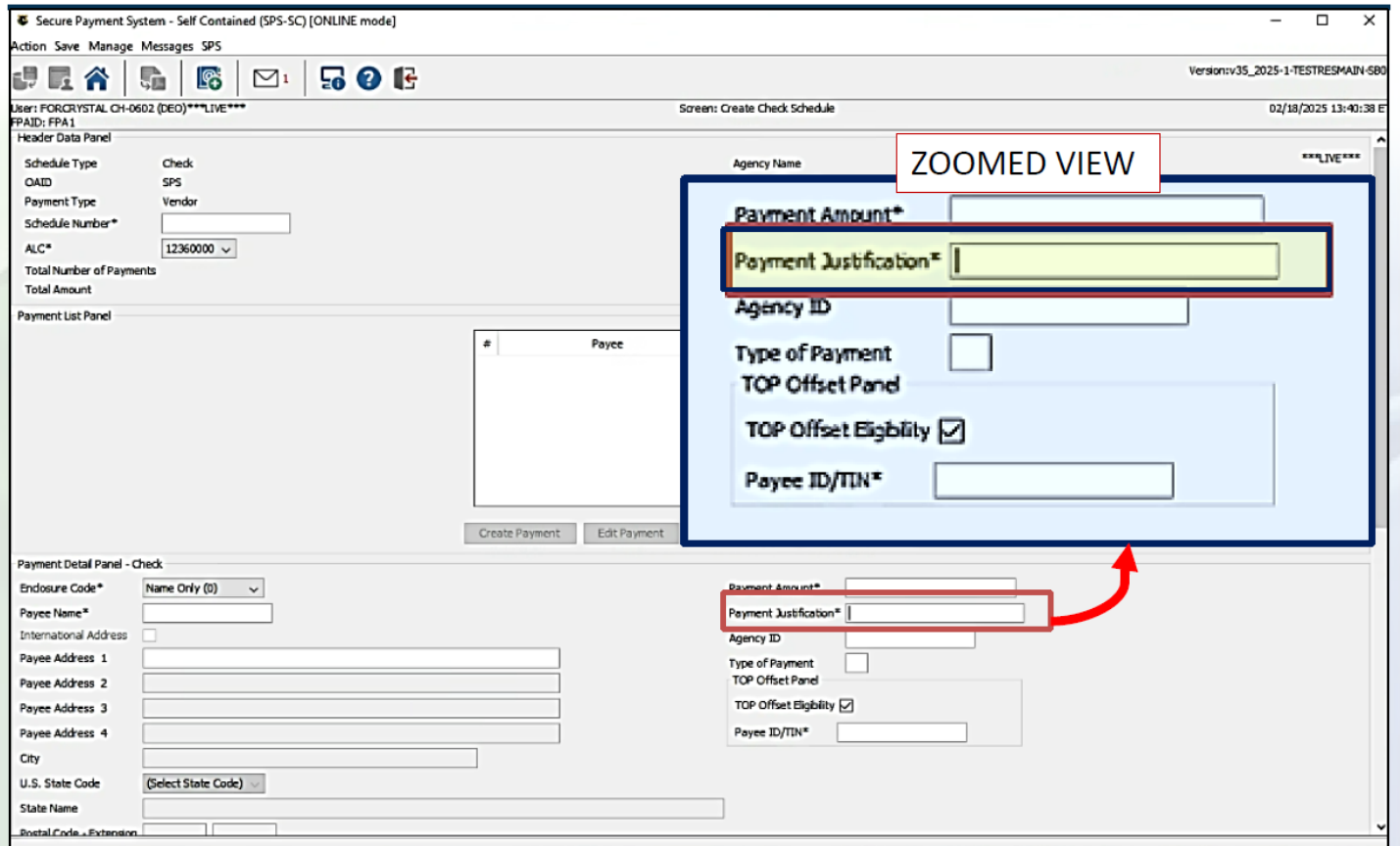
## 1. Introduction

This document explains “What’s New” with the newest release of the Secure Payment System (SPS REL 50.1.0). This new release is in production as of Saturday, March 1, 2025. All users will receive updates automatically upon first login on or after March 1, 2025.

## 2. Type A Payment Justification Input

With this release, the Department of the Treasury's Bureau of the Fiscal Service will require agencies to include a payment justification for all payments of Schedule Type Same Day Pay (WIRE) and Type A Schedule Types (Check, Manual Check, ACH, ACH Prenote, Same Day ACH and Instant) with a Payment Type of Vendor or Miscellaneous. Summary Schedules are unaffected by this change. To accommodate this request, Fiscal Service will add a new field to the payment entry screen (Example 1). For the 440, the 440 File Format has been updated to accept this data, or the information can be added at import upload (Example 2).

While payment justification may be a required field, Fiscal Service **will not** adjudicate the validity of the justification, as it remains the paying agency's responsibility to ensure certified payments comply with applicable laws and Executive Orders.



Secure Payment System - Self-Contained (SPS-SC) [ONLINE mode]

Action Save Manage Messages SPS

User: FORCRYSTAL CH-0602 (DEO)\*\*\*LIVE\*\*\*  
FPAID: FPA1

Screen: Create Check Schedule

Version: v35\_2025-1-TESTRESMAIN-580

02/18/2025 13:40:38 E

Header Data Panel

Schedule Type: Check  
OASD: SPS  
Payment Type: Vendor  
Schedule Number\*:   
ALC\*: 12360000  
Total Number of Payments:   
Total Amount:

Payment List Panel

# Payee

Create Payment Edit Payment

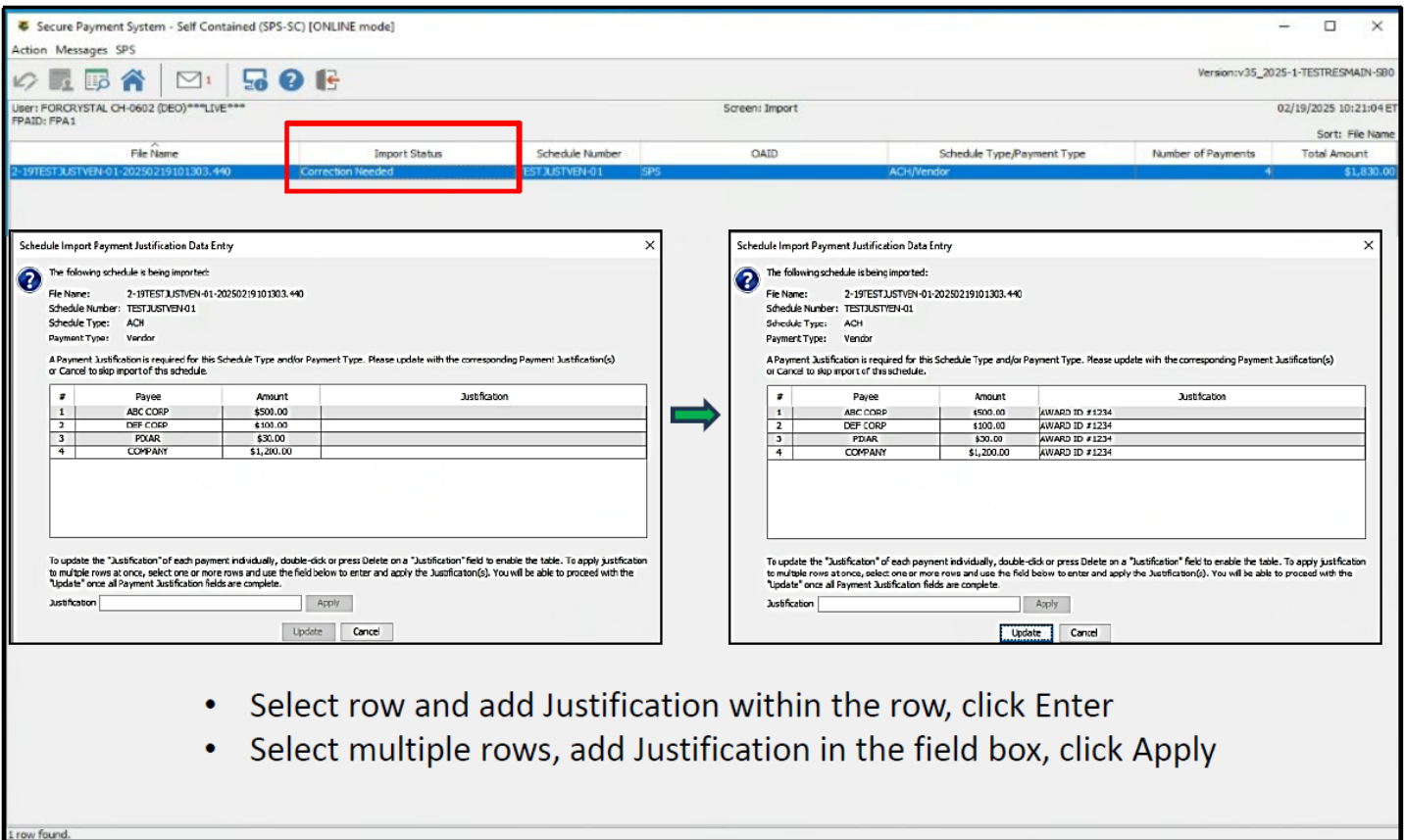
Payment Detail Panel - Check

Endorse Code\*: Name Only (0)   
Payee Name\*:   
International Address: ☐  
Payee Address 1:   
Payee Address 2:   
Payee Address 3:   
Payee Address 4:   
City:   
U.S. State Code: (Select State Code)   
State Name:   
Postal Code - Extension:

Agency Name:

Payment Amount\*:   
Payment Justification\*:   
Agency ID:   
Type of Payment:   
TOP Offset Panel:   
TOP Offset Eligibility: ☒  
Payee ID/TIN\*:

Example 1



Secure Payment System - Self-Contained (SPS-SC) [ONLINE mode]

Version: v35\_2025-1-TESTRESMADN-580

User: FORCRYSTAL CH-0602 (DEC)\*\*\*LIVE\*\*\* FPAID: FPA1

Screen: Import

02/19/2025 10:21:04 ET

File Name	Import Status	Schedule Number	OAID	Schedule Type/Payment Type	Number of Payments	Total Amount
2-19TESTJUSTVEN-01-20250219101303.440	Correction Needed	TESTJUSTVEN-01	SPS	ACH/Vendor	4	\$1,830.00

Sort: File Name

**Schedule Import Payment Justification Data Entry**

The following schedule is being imported:

File Name: 2-19TESTJUSTVEN-01-20250219101303.440  
Schedule Number: TESTJUSTVEN-01  
Schedule Type: ACH  
Payment Type: Vendor

A Payment Justification is required for this Schedule Type and/or Payment Type. Please update with the corresponding Payment Justification(s) or Cancel to skip import of this schedule.

#	Payee	Amount	Justification
1	ABC CORP	\$500.00	
2	DEF CORP	\$100.00	
3	FGH	\$30.00	
4	COMPANY	\$1,200.00	

To update the "Justification" of each payment individually, double-click or press Delete on a "Justification" field to enable the table. To apply justification to multiple rows at once, select one or more rows and use the field below to enter and apply the Justification(s). You will be able to proceed with the "Update" once all Payment Justification fields are complete.

Justification:

**Schedule Import Payment Justification Data Entry**

The following schedule is being imported:

File Name: 2-19TESTJUSTVEN-01-20250219101303.440  
Schedule Number: TESTJUSTVEN-01  
Schedule Type: ACH  
Payment Type: Vendor

A Payment Justification is required for this Schedule Type and/or Payment Type. Please update with the corresponding Payment Justification(s) or Cancel to skip import of this schedule.

#	Payee	Amount	Justification
1	ABC CORP	\$500.00	AWARD ID #1234
2	DEF CORP	\$100.00	AWARD ID #1234
3	FGH	\$30.00	AWARD ID #1234
4	COMPANY	\$1,200.00	AWARD ID #1234

To update the "Justification" of each payment individually, double-click or press Delete on a "Justification" field to enable the table. To apply justification to multiple rows at once, select one or more rows and use the field below to enter and apply the Justification(s). You will be able to proceed with the "Update" once all Payment Justification fields are complete.

Justification:

- Select row and add Justification within the row, click Enter
- Select multiple rows, add Justification in the field box, click Apply

1 row found.

Example 2


### 3. SPS Support for Microsoft Windows Operating Systems

The list of supported Operating Systems is Windows 10 and 11. The exact detail of this support is as follows: Windows 11 is fully supported on Desktop, Laptop and Tablet form factors. Windows 10 is fully supported on Desktop, Laptop and Tablet form factors until the termination of support by Microsoft, expected to be October 2025.

### 4. Java Plug-in version support for SPS

Since SPS is no longer accessible from a Browser, there is no dependency on Java Web Plug-in versions installed (if any).

### 5. FYI – SPS Help

On any data entry field, hit F1 for more information on what is required in that field. For complete instructions, the user manuals are available by clicking on this icon. 

### 6. Upcoming Changes to SPS

The next update to SPS will be a new installer package released in April. It is recommended to update to the newest installer package as soon as possible to keep SPS up to date with all available enhancements. In June we



will have a functionality release that will allow users to keep their custom window and table configurations, across sessions, plus other enhancements and bug fixes. Dates subject to change, more details will be shared with the SPS User community before the release dates.

## **7. For More Information**

Please contact Federal Disbursement Services SPS Production Support at [Production.Support.Section@fiscal.treasury.gov](mailto:Production.Support.Section@fiscal.treasury.gov) for questions, concerns, or additional information.