

Federal Program Office User Manual

Revise Approved Procurement Request or Correct ACCS Lines on a Funded Award

NOAA Grants Online Program Management Office

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Overview

This document provides instructions for the Federal Program Officer tasked with modifying several components of the Procurement Request and Commitment of Funds (PRCF): the Federal Share, the Authorizing Official (Budget Officer), the Requestor, and/or the Accounting Classification Code Structure (ACCS) Lines.

Only the assigned Federal Program Officer (FPO) for the PRCF can initiate Revise Approved ACCS Lines or Correct ACCS Lines. Those actions can also be completed by a delegate with the **same** level of access as the FPO; an Uncertified FPO cannot complete this action on behalf of a Certified FPO.

Initially this document explains how to Revise Approved ACCS Lines for a Procurement Request that has progressed to the point of approval by the Authorizing Official. Approval by the Authorizing Official corresponds to Step 17 on the UNI-3 process map or Step 16 on the COMP-4 process map.



NOTE: UNI-3 is located on the last page of the <u>Universal Process Map</u>. COMP-4 is located on the last page of the <u>Competitive Process Map</u>.

The first section explains Revised Approved ACCS Lines for an <u>Award File Associated With An Application</u>. As a sub-component of this section, we identify two methods used to access the Revise Approved button:

- Navigate to Revise Approved ACCS Lines from the Application tab
- Navigate to Revise Approved ACCS Lines from the Inbox tab

The second section demonstrates the use of Revised Approved ACCS Lines for an <u>Award File Not Associated with an Application</u>.

The third section of this document describes the steps to <u>Correct ACCS Lines</u>. The Correct ACCS Lines task is performed when the workflow has progressed to the point of approval by the Grants Officer (GMD-1, Step 10). GMD-1 is located on the 3rd page of the <u>Grants Management Process Map</u>.

This document includes two examples of how to correct an ACCS Line:

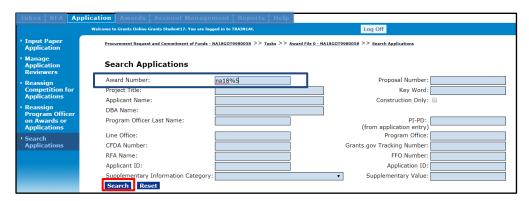
- Correct One ACCS Line
- Divide One ACCS Line Into More Than One ACCS Lines

Revise Approved – Award File Associated with an Application

This section focuses on modifying an ACCS Line on the Procurement Request and Commitment of Funds (PRCF) when it has been signed by the Authorizing Official (Budget Officer) but has not been signed by the Grants Officer.

Navigate From the Application Tab

- 1. Click the **Application Tab** and click the **Search Applications** link on the left Navigation Pane or in the Document Pane.
- 2. Specify data for one of the data fields visible on the screen. In this example, the Award Number is used to locate the application. Click the **Search** button.

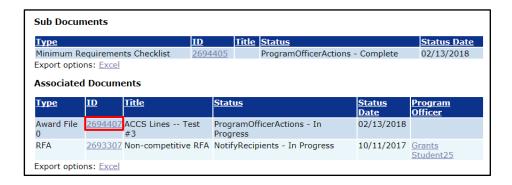


3. From the results presented, click the ID link next to the application you wish to view.

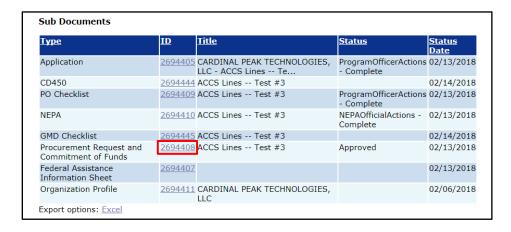


- 4. While on the Application launch page, scroll to the bottom of the page and locate the Associated Documents header.
 - If the Revise Approved ACCS Lines is for a new Award, locate Award File 0.
 - If the Revise Approved ACCS Lines is associated with an Award continuation, locate the appropriate Award File in Progress (the information under the Type column header).

The image below is from a new Award (Award File 0). Click the **ID** link associated with that Award File.



5. While on the Award File 0 launch page, locate the Sub-Documents header. Click the **ID** link for the Procurement Request and Commitment of Funds.



6. From the Procurement Request and Commitment of Funds launch page, click the **Go** to Procurement Request and Commitment of Funds Details Page link.

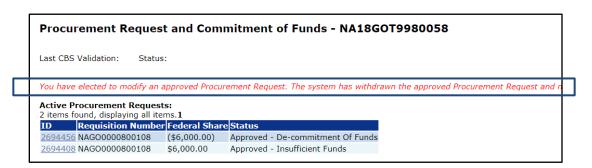


7. Click the **Revise Approved** button on the Procurement Request and Commitment of Funds details page.



On the next screen image, note the message in red letters, surrounded by a blue box.
 You have elected to modify an approved Procurement Request. The system
 has withdrawn the approved Procurement Request and made a copy for you
 to work on.

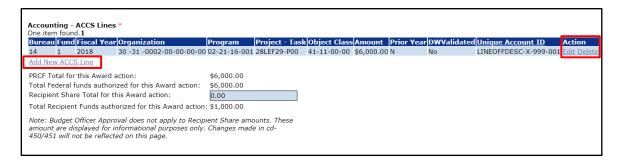
When the **Revise Approved** task is selected, the system makes a duplicate of the original PRCF. The duplicate PRCF is where the user enters the new/updated ACCS Lines.



In this example, under the **Active Procurement Requests** header, there are two items:

Funds were withdrawn from PRCF request; the ID is 2694456.
 The status is Approved – De-Commitment of Funds. De-commitment of funds is indicative that funds have been disassociated with the current award.

- ID 2694408 is associated with the original approved PRCF request. The Status is Approved – Insufficient Funds. The term Approved – Insufficient Funds should not be taken literally. The terminology is a holdover from the original system design.
- 9. The image below shows the bottom portion of the PRCF screen after the Revise Approve button was clicked. Under the Accounting ACCS Lines* header click the appropriate link to: Edit, Delete, or Add New ACCS Line. Remember the Accounting ACCS Lines* is a mandatory data element.

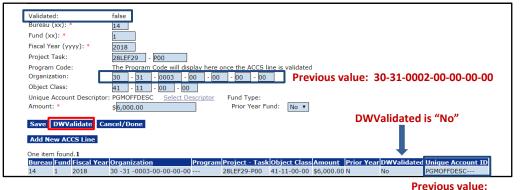


10. Enter a new value for the Amount*, the ACCS Line, and the Unique Account Descriptor (if required). Click the **Save** button.



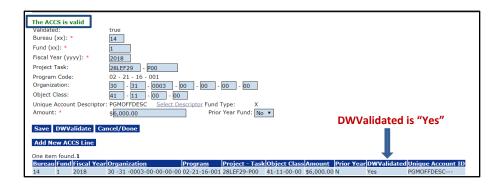
NOTE: The Unique Account Descriptor is optional for some agencies. If that data element is required by your agency click the **Select Descriptor** link and select from the available options.

11. Observe that two data elements have been modified: the Organization Code and Unique Account Descriptor. Click the **DWValidate** button.

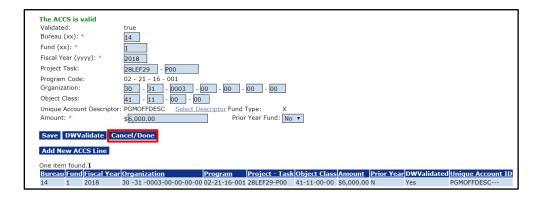


Previous value: LINEOFFDESC-X-999-001

12. The message **The ACCS** is valid is now visible on the screen. DWValidated in the screen image below is "Yes." In the previous image the value for that data element was "No."



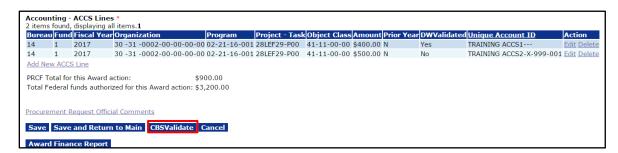
13. To return to the previous page, click the **Cancel/Done** button.



14. If the Award is not interfaced, advance to Step 17.

If the Award is interfaced (NOAA is currently the only agency that processes interfaced Awards), the PRCF Amount* must be validated against the Commerce Business Systems (CBS) database. A successful validation indicates the current availability of funds for the Award. Click the **CBSValidate** button.

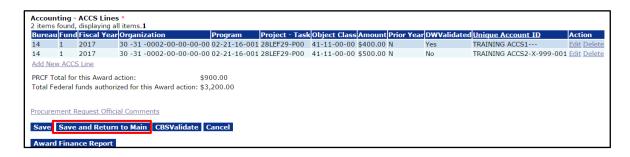
**** IMPORTANT NOTE: The next two images are from another example ****



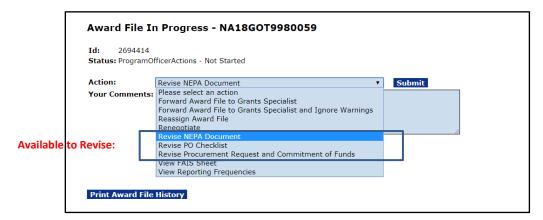
15. If the PRCF Amount* validates against the CBS database, the message shown below is visible. If the PRCF Amount* does not validate, any errors must be corrected before the user can proceed. For assistance resolving error messages, contact the Grants Online Help Desk.



16. Click the Save and Return to Main button.

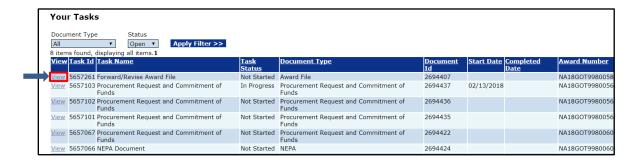


17. The objective of this document is to instruct the user how to revise ACCS Lines associated with the Procurement Request and Commitment of Funds. As is shown in the screen image below, the NEPA Document and the PO Checklist can also be modified by the Assigned Program Officer. To revise either of those two Award File components, the Assigned Program Officer (or his/her delegate with the **same** access level) selects the appropriate item on the Award File In Progress launch page.



Navigate From the Inbox Tab

 Navigate to the Your Tasks page. Click the View link for the Forward/Revise Award File task.



2. While on the Award File 0 launch page, from the Action dropdown menu, select **Revise Procurement Request and Commitment of Funds**. Click the **Submit** button.



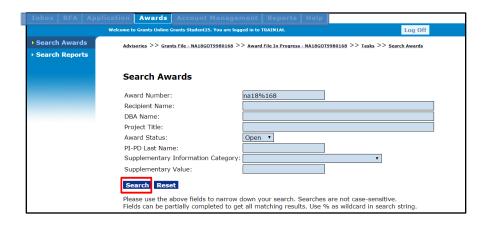
3. From the Procurement Request and Commitment of Funds page, click the **Revise**Approved button.



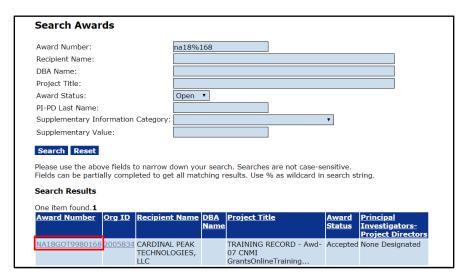
- 4. After the user clicks the **Revise Approved** button, a screen similar to that shown in Step 8 in the Navigate From the Application tab section is visible.
- 5. Complete the remaining steps in the Navigate From the Application tab section starting with Step 9.

Revise Approved – Award File Not Associated with an Application

- 1. While on the Awards tab, select the **Search Awards** link.
- 2. On the Search Awards screen, type in a portion of the Award Number. Click the **Search** button.



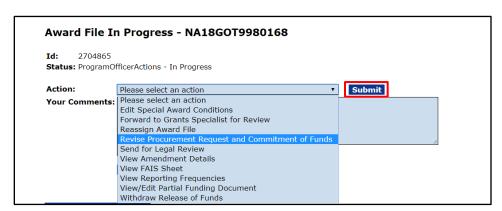
3. From the Search Results returned, click the **Award Number** link that corresponds to the appropriate award. In this example we have narrowed the search to the point that only one Award Number was returned from the search.



4. The Grants File launch page is visible. Scroll to the bottom of the page until Sub-Documents is in view. Click the **ID** link for the appropriate Award File in Progress line item.



5. While on the Award File in Progress launch page, select Revise Procurement Request and Commitment of Funds. Click the **Submit** button.

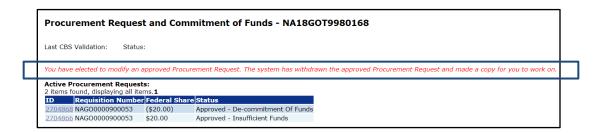


6. Just below the Procurement Request and Commitment of Funds header, click the **Revised Approved** button.

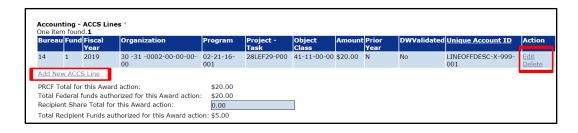


7. Note the message in red letters surrounded by a blue box.

You have elected to modify an approved Procurement Request. The system has withdrawn the approved Procurement Request and made a copy for you to work on.



 Scroll to the bottom of the screen, just below the Accounting – ACCS Lines* header and locate the Edit link, the Delete link, and the Add New ACCS Line link. Click the appropriate link to modify an ACCS Line, to delete an ACCS Line, or to specify an additional ACCS Line.

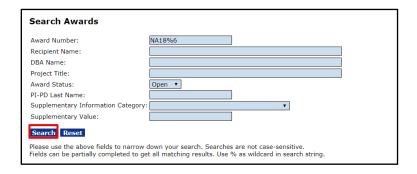


- 9. The next few steps have been diagrammed in the previous section. For that reason the steps are mentioned below without the screen images.
- 10. When finished making changes to the ACCS Line click the **DWValidate** button to ensure the ACCS Line is valid.
- 11. When the ACCS Line is valid message is visible click the Save button or the Save and Return to Main button.
- 12. While on that screen (for interfaced awards) click the **CBS Validate** button to ensure funds are <u>currently</u> available.
- 13. **NOAA Only:** When successfully validated, follow the path of approval by the Request Authorizing Official. With approval by the Budget Official (Request Authorizing Official), the Award File may be sent to the Grants Specialist. Afterward, the Grants Officer approves the Award File and therefore obligates funds.
 - **EDA:** Future versions of this document will include detailed steps for the EDA process.

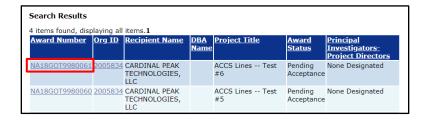
Correct ACCS Lines (Award File with or without an Application)

After an Award File has been accepted by the Grant Recipient (Grantee) modifications can still be made to the ACCS Lines. A correction to the ACCS Lines is a way to update the budget from which an Award is funded; it does not permit a modification of the Award amount. Although the user does not have a task in his/her Inbox, s/he can modify the ACCS Lines associated with an Award File.

1. To navigate to the point where the ACCS Lines can be updated, complete the following steps: Click the **Awards** tab. Click the **Search Awards** link and enter information for one of the data elements on the screen. Click the **Search** button.



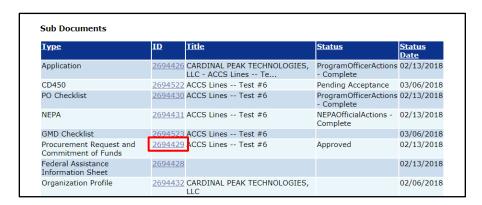
2. From the Search results, click the **Award Number** link for the appropriate Award File.



3. The Grants File page is visible. Scroll to the Sub-Documents header and click the **ID** link for Award File 0 or the appropriate Award File # (e.g., Award File 1).



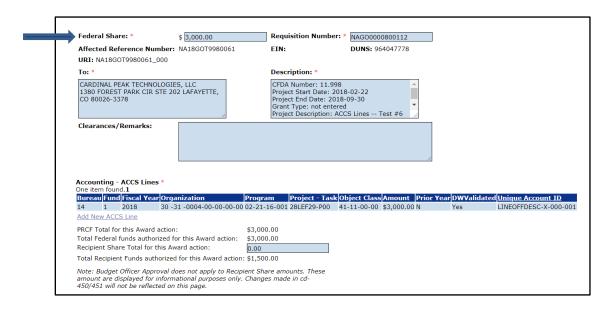
4. While on the Award File 0 (or Award File #) page, scroll to the Sub-Documents header and click the **ID** link for the PRCF that is to be modified.



5. From the PRCF launch page, click the **Go to Procurement and Commitment of Funds Details Page.**



6. This is the bottom portion of the PRCF screen **before** the **Correct ACCS Lines** button is clicked.

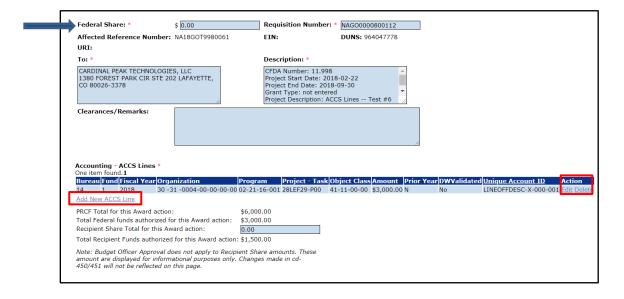


7. Note the two messages at the top of the PRCF Details screen: This Document Is Locked and This Request Is Approved. Below these two messages, locate and click the Correct ACCS Lines button. The Correct ACCS Lines button is only visible when Step 10 (Initiate Award Obligation) on the Grants Management Process Map (GMD-1) has been completed by the Grants Officer.

Correction of the ACCS Lines is an opportunity to update the budget from which an Award is funded; this **is not** an opportunity to change the amount of the award.

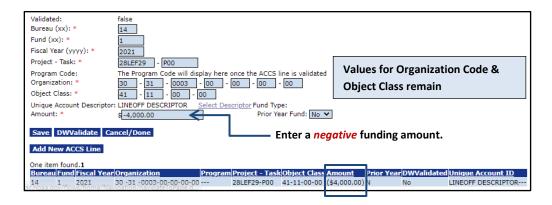


8. This is the bottom portion of the PRCF screen *after* the Correct ACCS Lines button was clicked. Under the Accounting – ACCS Lines* header click the appropriate links to: **Edit**, **Delete**, or **Add New ACCS Line**. Accounting ACCS Lines* is a mandatory data element. The net sum of all ACCS Lines corrections must be \$0.00.

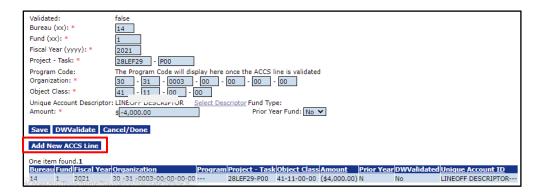


Correct One ACCS Line

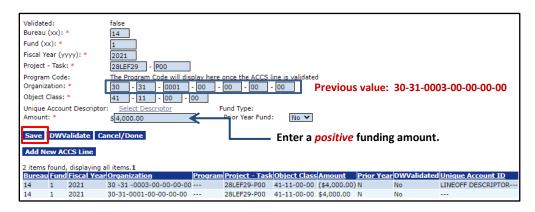
 In this example, we will update a single ACCS Line. The initial step is to edit the amount of the existing ACCS Line. Click the **Edit** link. Enter a negative funding amount.



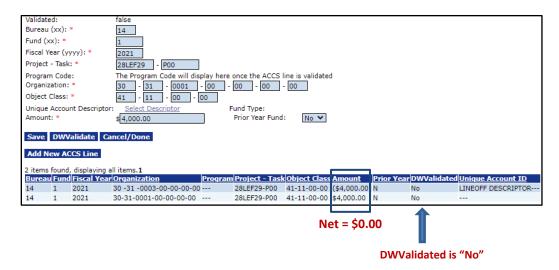
2. Click the Add New ACCS Line button.



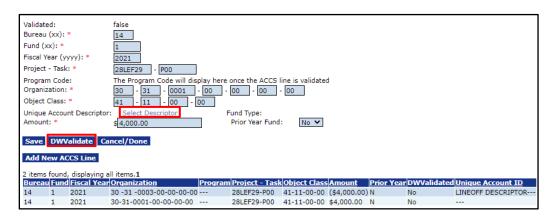
3. Enter a positive funding amount and a new ACCS Line. The Federal Funding amount should not be changed. When finished with data entry, click the **Save** button.



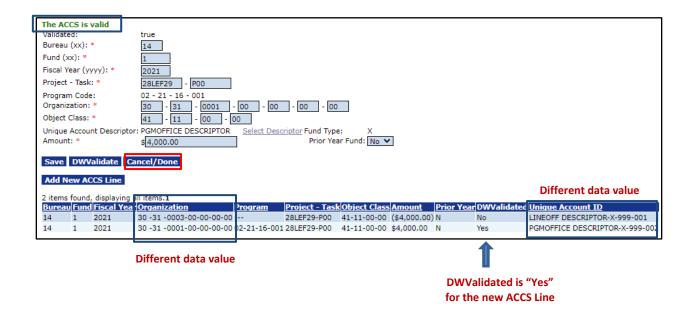
4. In the image below, there are two ACCS Lines, one with a negative dollar amount and one with a positive dollar amount.



5. If required by your agency, enter the Unique Account Descriptor and click the **DWValidate** button.

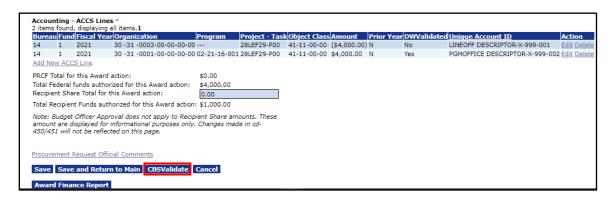


6. The message **The ACCS** is valid is visible on the screen. Note the Organization Code and the Unique Account Descriptor are different than that used for the original ACCS Line. To return to the previous page, click the **Cancel/Done** button.



7. If the Award is not interfaced, advance to Step 9.

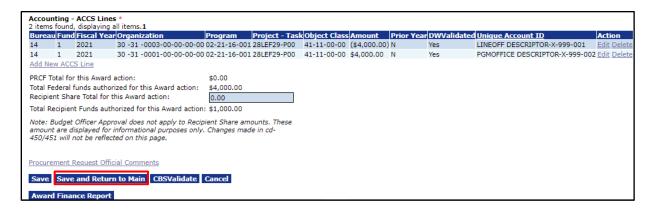
If the Award is interfaced (NOAA is currently the only agency that processes interfaced Awards), the next step is to validate the PRCF Amount* against the Commerce Business Systems (CBS) database. Click the **CBSValidate** button.



8. The message displayed on the screen confirms that the Procurement Request and Commitment of funds was validated in CBS. If the PRCF Amount* does not validate, the errors must be corrected before the user can proceed. For assistance resolving error messages, contact the Grants Online Help Desk.



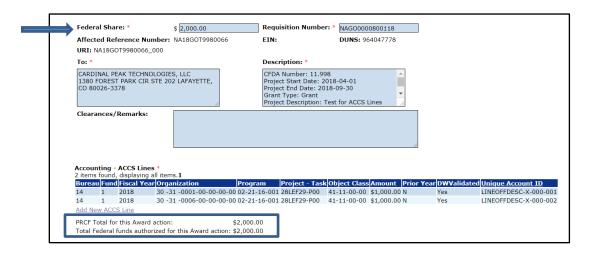
9. Click the Save and Return to Main button.



10. The next step involves approval of the ACCS Lines. Steps 6 & 7 on the last page of the <u>Procurement Request Process Maps</u> must be performed whether changing one ACCS Line into another ACCS Lines (as shown in this section) or dividing one ACCS Line into more than one ACCS Line (as shown in the next section).

Divide one ACCS Line into More Than One ACCS Line

- In this example, one ACCS Line is divided between two ACCS Lines. To navigate to
 the point where a single ACCS Line may be divided into two or more ACCS Lines,
 repeat Steps <u>1 to 5</u> in the Correct ACCS Lines (Award File with or Without an
 Application) section.
- 2. This is the bottom portion of the PRCF screen **before** the **Correct ACCS Lines** button is clicked.



3. Note the two messages at the top of the PRCF Details screen: This Document Is Locked and This Request Is Approved. Below these two messages, locate and click the Correct ACCS Lines button. The Correct ACCS Lines button is only visible when Step 10 (Initiate Award Obligation) on the Grants Management Process Map (GMD-1) has been completed by the Grants Officer.

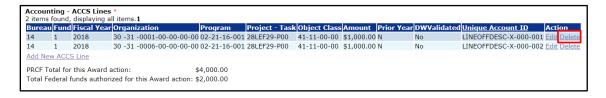


4. The image below shows the bottom portion of the PRCF screen after the Correct ACCS Lines button was clicked. Under the Accounting – ACCS Lines* header click the appropriate links to: Edit, Delete, or Add New ACCS Line.

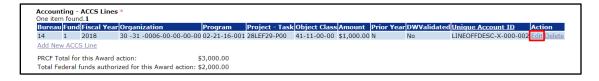
Correction of the ACCS Lines provides an opportunity to update the budget from which an Award is funded; this **is not** an opportunity change the amount of the award.



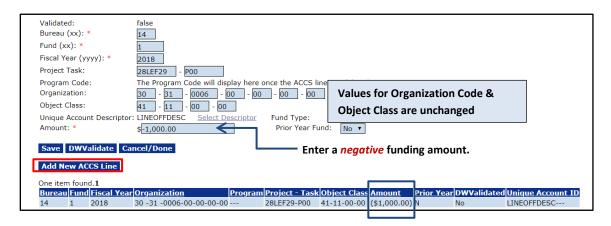
5. Since we only want to correct one ACCS Line, click the **Delete** link to remove the ACCS Line we don't want to modify.



6. Click the **Edit** link for the remaining ACCS Line.



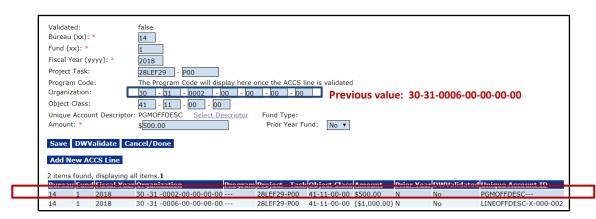
 Enter a negative funding amount. Click the Save button. The result is a negative value for the amount associated with the current ACCS Line. Click the Add New ACCS Line button.

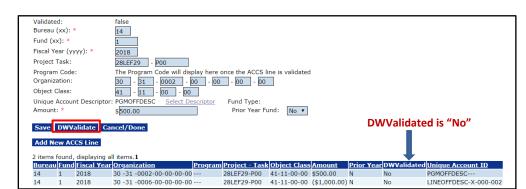


8. When presented with a blank screen, enter information for the new ACCS Line. The amount associated with the new ACCS Line should be a positive funding amount. If multiple ACCS Lines are entered, the combined funding amount for all new ACCS Lines must equal the funding amount of the ACCS Line that was replaced.

When finished with data entry, click the Save button.

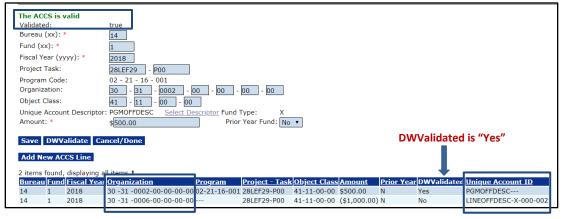
9. If required by your agency, click the **Select Descriptor** button and select from the list of options. The image below shows an updated ACCS line.





10. Click the **DWValidate** button to ensure the validity of the newly-entered ACCS Line.

11. The message **The ACCS** is valid is visible on the screen. The Organization Code and the Unique Account Descriptor are different than that used for the original ACCS Line.

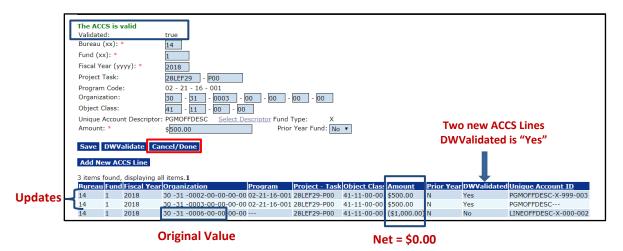


Different data values

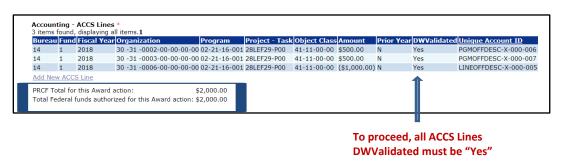
Different data values

- Repeat Steps 7 to 11 in this section as many times as is necessary to enter subsequent ACCS Lines.
- 13. When the ACCS Line is validated, the screen shown on the next page is visible. Note the Organization Code and the Unique Account Descriptor are different than that used for the original ACCS Line.

14. Also observe that the net value of the Amount is \$0.00 – no money has been added to the Award. Click the **Cancel/Done** button to return to the previous screen.



15. In the image below, note that the *PRCF Total for this Award action* and the *Total Federal Funds authorized for this Award action* are the same amounts as the \$2,000.00 shown in Step 2 of this section.



16. Complete Steps 7 to 10 in the Correct One ACCS Line section.