



Lead Budget Officer and Program Office Training Manual ASAP TAS/BETC Processing

NOAA Grants Online Program Management Office

February 2015
Version 4.15

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Overview

The Department of Treasury's Bureau of Fiscal Service (BFS) is requiring changes in Automated Standard Application for Payments (ASAP) in order to satisfy new Central Accounting Reporting System (CARS) reporting requirements. Agencies are required to report Treasury Account Symbol (TAS) and Business Entity Reporting Code (BETC) information associated with accounting transactions to CARS beginning in FY15. Prior to these system changes all NOAA awards were processed in ASAP as *Regular Accounts*, but going forward new NOAA awards, except Cooperative Institutes (CI) awards, will be processed as *Control Detail Accounts*.

What is TAS (Treasury Account Symbol)?

TAS is the receipt, expenditure, appropriation, and other fund account symbols and titles assigned by Treasury. It is used in combination with the BETC to determine the transaction effect on the Fund Balance with Treasury.

What is BETC (Business Entity Reporting Code)?

BETC is a code (up to 8 characters) used in the Central Accounting Reporting System (CARS, formerly named the GWA system) to indicate the type of activity being reported, such as disbursements, adjustments, collections, investments, etc. This code must accompany the TAS and the dollar amounts in order to classify the transaction against the fund balance with Treasury.

What is the difference between *Regular Accounts* and *Control Detail Accounts*?

Regular Accounts

NOAA Awards are currently processed as *Regular Accounts*. When a recipient logs into ASAP to draw down grant funds from an award processed as a Regular Account, they simply request a lump sum to be disbursed from the total balance of authorized funds on the award. They have no knowledge of the various kinds of federal funds that may have been used to obligate the federal share of the grant.

Even though the recipients will not see any changes for Regular Account awards and there are no Grants Online changes for Regular Account awards, there are some changes in how the drawdowns are processed between CBS and ASAP:

- Requires the use of percentages at the account level (related to each TAS assigned to an award)
- Percentages are calculated on the Undelivered Order (UDO) balance and must be recalculated when funds are added/subtracted from an award that has more than one TAS
- New Profiles must be submitted to ASAP when percentages change
- Percentages must always add up to 100% of the UDO balance

NOTE: *These changes to regular accounts increase the potential for percentage differences and payment allocation issues between systems on awards with two or more TAS values.*

Control Detail Accounts

Each award processed as a *Control Detail Account* will reflect the total award funding amount authorized, broken out by a list of associated Unique Account IDs. The recipient will have to select one or more Unique Account IDs and the amount per Unique Account ID when requesting payments. There is a one-to-one correspondence between Unique

Account IDs and the ACCS lines on a Procurement Request in Grants Online. The Unique Account IDs are only unique within a particular Award, and the Unique Account IDs are for the benefit of the Recipient when using ASAP.gov. They are not intended to be a tracking mechanism for NOAA or the Program Office.

Updates to Grants Online

There are two fundamental changes in the Grants Online system to accommodate the mandated changes for awards processed as *Control Detail Accounts*. The changes are as follows:

1. Ability to setup the Unique Account Descriptor codes (Lead Budget Officer)
2. Updates to the Procurement Request Process (Federal Program Officer)



NOTES:

1. The ASAP Enrollment process has not changed.
2. The ASAP TAS/BETC Control Detail process will only affect new grant awards and their amendments that are approved by the Grants Officer after the deployment of the new system release on February 17, 2015.
3. Cooperative Institute awards will continue to be processed as Regular Accounts at this time and will not be using Unique Account IDs.
4. Once an award is set up in one account type (Regular or Control Detail) it cannot be changed for the life of the award.

Setting up the Unique Account Descriptors – Lead Budget Officer

The Unique Account IDs are limited by ASAP to 30 characters. NOAA has developed the following structure for the Unique Account IDs that will be sent to ASAP:

Characters 1-20: Unique Account Descriptor (Provided by the Program Office)

Character 21: Dash (“-“)

Character 22: Fund Type Indicator: “R”, “T”, or “X”

- R – Reimbursable funds
- T – One, two, or three-year funds
- X – No-year funds

Character 23: Dash (“-“)

Characters 24-26: Amendment Number

(Displayed as “999” until the Grants Officer approval)

Character 27: Dash (“-“)

Characters 28-30: ACCS Line Number

(According to order of data entry into Grants Online)

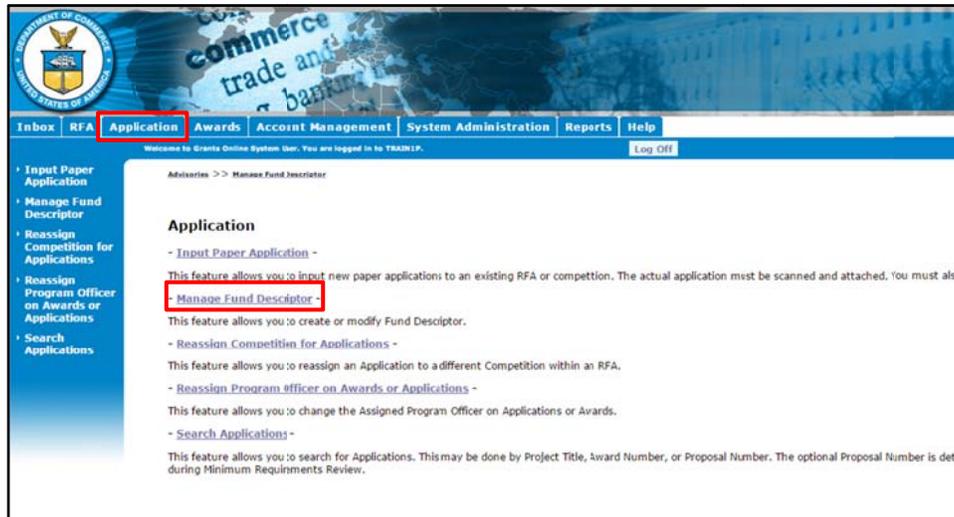
Only the first 20 characters of the NOAA Unique Account IDs are customizable by the Program Office. Those 20 characters are called the Unique Account Descriptor.

A new Grants Online role has been created called the Lead Budget Officer. The Lead Budget Officer has the responsibility of maintaining all of the Unique Account Descriptor codes in the Grants Online system for a particular Line Office. There can be more than one person with the Lead Budget Officer role within a Line Office.

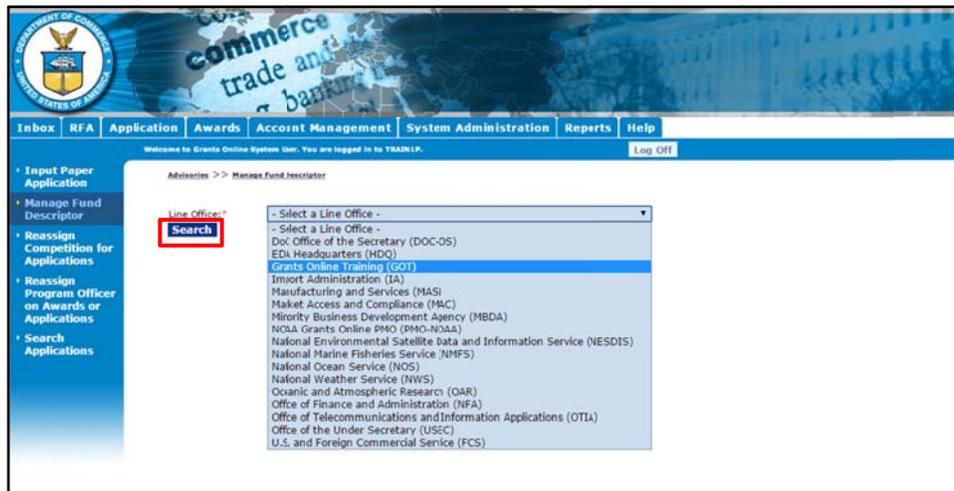


NOTE: *The 20-character Unique Account Descriptor is generally related to a Fund / Program rather than an ACCS. The full 30-character Unique Account IDs are associated internally with a particular ACCS on a funded award action but are unique only within that award.*

1. Click the **Application** tab.
2. Click the **Manage Fund Descriptor** link.



The Manage Fund Descriptor screen is displayed. Choose the appropriate Line Office to add the Unique Account Descriptor (TAS BETC code). *Only Line Offices associated with the user's account will be available from the dropdown options.* Click the **Search** button.



3. A listing of all Unique Account Descriptors for the selected Line Office is displayed and can be re-sorted by clicking on any of the column headings. The Lead Budget Officer can now edit or delete existing codes using the links under the "Actions" column. To add a new code, click the **Add New** link at the bottom of the displayed list.

The screenshot shows the 'Manage Fund Descriptor' page in the Grants Online System. The page header includes the Department of Commerce logo and navigation tabs: In box, RFA, Application, Awards, Account Management, System Administration, Reports, and Help. A welcome message states 'Welcome to Grants Online System User. You are logged in to TRAIN2P.' and a 'Log Off' button is present.

The main content area displays a table of Unique Account Descriptors. The table has the following columns: Line/Program Office, Descriptor, Identifying Information, Status, and Actions. The 'Add New' button is highlighted with a red box at the bottom of the table.

Line/Program Office	Descriptor	Identifying Information	Status	Actions
GOT	GRANTSTRAIN LINEOFF1	Training Descriptor at Line Office Level	A	Edit Delete
GOT	GRNT TRN LINE OFC 2	TRAINING-De\$cript0r @ L0 Level	A	Edit Delete
OCPO	123 ACCT DESCRIPTOR	You can start with Numbers	A	Edit Delete
OCPO	456	Numbers sort above letters. Inactive records are still seen by Lead Budget Officer.	I	Edit Delete
OCPO	ADMNISTRATIVE	This one is for administrative activities. The recipient will not see this description in ASAP.	A	Edit Delete
OCPO	EQUIPMENT		A	Edit Delete
OCPO	GRANTS TRAIN 2	Training Descriptor 2	A	Edit Delete
OCPO	GRANTSONLINETRAIN_1	Training Descriptor 1	A	Edit Delete
OCPO	LABOR		A	Edit Delete
OCPO	RESEARCH		A	Edit Delete
OTA	NEWDESCRIPTOR	Descriptor for demo	A	Edit Delete

[Add New](#)

4. To enter a Unique Account Descriptor for the entire Line Office, do not make a selection in the Program Office field. The system will automatically enter the Line Office abbreviation for that record. To enter a Unique Account Descriptor for a particular Program Office, choose the Program Office first.

Enter the new code in the Unique Account Descriptor field. Enter any Identifying Information that will be meaningful for the Program Office users. The Status field will default to "Active" but may be changed to "Inactive". To add this entry to the lookup table click the **Save and Return to Main** button. The system will return the user to the previous screen.

The screenshot shows the 'Manage Fund Descriptor' form in the Grants Online System. The form is titled 'Advisories >> Tasks >> Manage Fund Descriptor'. It contains the following fields and buttons:

- Program Office:** A dropdown menu with 'GOT One Commerce Program Office (OCPO)' selected.
- Unique Account Descriptor:** A text input field containing 'CodeName'.
- Identifying Information:** A long, empty text input field.
- Status:** A dropdown menu with 'Active' selected.
- Buttons:** 'Save', 'Save and Return to Main', and 'Cancel'.

The 'Save and Return to Main' button is highlighted with a red box. The 'CodeName' field is also highlighted with a red box.



NOTE: The **Save** button will add a record to the lookup table but will keep the user on the same screen. If another change is made and saved while still on the screen, the previous data will be overwritten.

- When the Lead Budget Officer returns to the main screen, all Unique Account Descriptors for the chosen Line Office are displayed, including the one that was just entered. The user can now edit, delete, add a new code or simply leave this screen by clicking on a different tab, left menu option, or the **Log Off** button.

Advisories >> Tasks >> Manage Fund Descriptor

Line/Program Office	Descriptor	Identifying Information	Status	Actions
GOT	GRAITSTRAIN LINEOFF1	Training Descriptor at Line Office Level	A	Edit Delete
GOT	GRNT TRN LINE OFC 2	TRAINING-Descriptor @ LO Level	A	Edit Delete
OCPO	123 ACCT DESCRIPTOR	You can start with Numbers	A	Edit Delete
OCPO	456	Numbers sort above letters. Inactive records are still seen by Lead Budget Officer.	I	Edit Delete
OCPO	ADMINISTRATIVE	This one is for administrative activities. The recipient will not see this description in ASAP	A	Edit Delete
OCPO	CODENAME		A	Edit Delete
OCPO	EQUIPMENT		A	Edit Delete
OCPO	GRAITS TRAIN 2	Training Descriptor 2	A	Edit Delete
OCPO	GRAITSONLINETRAIN_1	Training Descriptor 1	A	Edit Delete
OCPO	LABOR		A	Edit Delete
OCPO	RESEARCH		A	Edit Delete
OTA	NEWDESCRIPTOR	Descriptor for demo	A	Edit Delete

[Add New](#)



NOTE: To insert several records at one time, the Lead Budget Officer may submit a spreadsheet of Unique Account Descriptors to the Grants Online Help Desk. The spreadsheet should include the Program Office abbreviation used in Grants Online (or leave blank for the Line Office), the Account Descriptor (20 characters or less), and the Identifying Information (100 characters or less). The Help Desk will create a ticket for the Lead Budget Officer and provide notification when the upload of the Unique Account Descriptors has been completed.

Procurement Request Process – Program Officers and Staff

1. The ASAP TAS BETC changes affect the “Accounting - ACCS Lines” section of the Procurement Request and Commitment of Funds screen. When adding the ACCS line(s) to the Procurement Request, click the **Add New ACCS Line** link.

To: SKILLIGALEE INC
10448 Azalea RD Berlin,
MD 21811-3107

Ship To:

Requisition Contact Person: Grant FPOspec
Telephone Number: 202-555-1212

Line Item: 1
Description: CFDA Number: 11.999
Project Start Date: 2015-01-01
Project End Date: 2015-12-31
Grant Type: not entered
Project Description: ASAP TAS
Quantity: 1
Unit Issue: EACH

Clearances/Remarks:

Accounting - ACCS Lines
No CD435 ACCS Lines have been defined.
Add New ACCS Line

PRCF Total for this award action: \$0.00
Total Federal funds authorized for this Award action: \$250.00
Recipient Share Total for this Award action: 0.00
Total Recipient Furds authorized for this Award action: \$250.00

Note: Budget Officer Approval does not apply to Recipient Share amounts. These amount are displayed for informational purposes only. Changes made in id-450/451 will not be reflected on this page.

[Procurement Request Official Comments](#)

Save **Save and Return to Main** **CBSValidate** **Cancel**

[Award Finance report](#)

2. On the next screen the following changes have been made:
 - Addition of the Unique Account Descriptor link
 - Addition of the Fund Type label which the system will automatically populate

Validated: false

Bureau (xx): 14

Fund (xx): 0

Fiscal Year (yyyy): 2015

Project Task: -

Program Code: The Program Code will display here once the ACCS line is validated

Organization: - - - - -

Object Class: - - - 00 - 00

Unique Account Descriptor: [Select Descriptor](#) **Fund Type:**

Amount: \$ - Prior Year Fund: No

Save **DWValidate** **Cancel/Done**

Add New ACCS Line

No CD435 ACCS Lines have been defined.

3. Enter the appropriate information into the following fields:

- Project
- Task
- Organization
- Object Class
- Amount

- The system will update the Fund (xx) data field based on the Project and Task.
- The Fiscal Year can be changed to an earlier year if using prior year funds. If the Fiscal Year is changed by the user, the system will change the Prior Year Fund flag to "Yes".

Click the **Save** button.

Validated:	false
Bureau (xx): *	14
Fund (xx): *	01
Fiscal Year (yyyy): *	2015
Project Task:	28LE29 - P00
Program Code:	The Program Code will display here once the ACCS line is validated
Organization:	30 - 31 - 0002 - 00 - 00 - 00 - 00
Object Class:	41 - 11 - 00 - 00
Unique Account Descriptor:	Select Descriptor
Amount: *	\$250.00
Fund Type:	
Prior Year Fund:	No ▼

Save DWValidate Cancel/Done

Add New ACCS Line

No CD435 ACCS Lines have been defined.

- The new ACCS Line is displayed at the bottom of the page and the **DWValidate** button is now enabled. Click the **DWValidate** button. The **DWValidate** button uses the data from the Project and Task fields to retrieve the correct Program Code to fill in the full ACCS line.

Validated: false

Bureau (xx): * 14

Fund (xx): * 1

Fiscal Year (yyyy): * 2015

Project Task: 28LEF29 - P00

Program Code: The Program Code will display here once the ACCS line is validated

Organization: 30 - 31 - 0002 - 00 - 00 - 00 - 00

Object Class: 41 - 11 - 00 - 00

Unique Account Descriptor: [Select Descriptor](#) Fund Type: No

Amount: * \$250.00 Prior Year Fund: No

Save DWValidate Cancel/Done

Add New ACCS Line

One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DWValidated	Unique Account Code
14	1	2015	30-31-0002-00-00-00-00	---	28LEF29-P00	41-11-00-00	\$250.00	N	No	---



NOTE: The Data Warehouse (DW) validation is an optional step for the Federal Program Officer or Program Office Staff user. It is not needed for adding the Account Descriptor. However, this validation must be completed before the Budget Officer can approve the Procurement Request.

- The user can now click the **Select Descriptor** link to choose the Unique Account Descriptor.

The ACCS is valid

Validated: true

Bureau (xx): * 14

Fund (xx): * 1

Fiscal Year (yyyy): * 2015

Project Task: 28LEF29 - P00

Program Code: 02 - 21 - 16 - 001

Organization: 30 - 31 - 0002 - 00 - 00 - 00 - 00

Object Class: 41 - 11 - 00 - 00

Unique Account Descriptor: [Select Descriptor](#) Fund Type: No

Amount: * \$250.00 Prior Year Fund: No

Save DWValidate Cancel/Done

Add New ACCS Line

One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DWValidated	Unique Account Code
14	1	2015	30-31-0002-00-00-00-00	02-21-16-001	28LEF29-P00	41-11-00-00	\$250.00	N	Yes	---



NOTE: If the **DWValidate** button was clicked, the user will see above the "Validated:" label a message indicating whether or not the ACCS line is valid. If it is valid, the Program Code will be automatically populated.

- A list of the available Unique Account Descriptors is displayed. To filter by a Program Office, select the appropriate Program Office from the dropdown and click the Apply Filter button. Click the **Select** link next to the Descriptor to be associated with the current ACCS line being added to the Procurement Request.

Program Office: **Apply Filter >>**

Unique Account Descriptor:

Line/Program Office	Descriptor	Identifying Information	Action
GOT	GRANTSTRAIN LINEOFF1	Training Descriptor at Line Office Level	Select
GOT	GRNT TRN LINE OFC 2	TRAINING-De\$criptOr @ LO Level	Select
OCPO	123 ACCT DESCRIPTOR	You can start with Numbers	Select
OCPO	ADMINISTRATIVE	This one is for administrative activities. The recipient will not see this description in ASAP.	Select
OCPO	EQUIPMENT		Select
OCPO	GRANTS TRAIN 2	Training Descriptor 2	Select
OCPO	GRANTSONLINETRAIN_1	Training Descriptor 1	Select
OCPO	LABOR		Select
OCPO	RESEARCH		Select
OTA	NEW DESCRIPTOR	Descriptor for demo	Select

Cancel



NOTE: Line Office level Unique Account Descriptors are not currently available in the filter options. They are only visible when the filter is set to “- All -”, and will appear in the list sorted alphabetically along with the Program Offices.

- The user is returned to the ACCS details screen where the selected Descriptor is now displayed.

The ACCS is valid

Validated: true

Bureau (xx): *

Fund (xx): *

Fiscal Year (yyyy): *

Project Task: -

Program Code:

Organization:

Object Class:

Unique Account Descriptor: Fund Type:

Amount: * Prior Year Fund:

Save **DWValidate** **Cancel/Done**

Add New ACCS Line

One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DW Validated	Unique Account Code
14	1	2015	30-31-0002-00-00-00-00	02-21-16-001	28LEF29-P00	41-11-00-00	\$250.00 N		Yes	NEW DESCRIPTOR-X-999-001



NOTE: The Fund Type is automatically populated by the system based on the Fund code in the Data Warehouse associated with the Project, Task, and Program Codes. Therefore, it will not be populated on the screen if the DW validation has not completed successfully marking the ACCS line as valid.

There are three possible Fund Types:

- R – Reimbursable funds
- T – One, two, or three-year funds
- X – No-year funds

8. The user can now click **Add New ACCS Line** and repeat steps 2-7 or click the **Cancel/Done** button to return to the Procurement Request Details screen.
9. Once the user returns to the Procurement Request and Commitment of Funds screen the full ACCS line(s) along with the full Unique Account ID will be displayed.

The user can continue to process and forward the Procurement Request as usual.

To: SKILLIGALEE INC
10448 Azalea RD Berlin,
MD 21011-3107

Ship To: 20020 Century Blvd,
Germantown, ME 20874-
1143 USA

Requisition Contact Person: Grant FPOspec
Telephone Number: 002-555-1112

Line Item: 1
Description: Project End Date: 2015-12-31
Grant Type: not entered
Project Description: ASAP TAS
BETC Training Application
Quantity: 1
Unit Issue: EACH

Clearances/Remarks:

Accounting - ACCS Lines
One item found: 1

Bureau	Fund	Fiscal Year	Organization	Program	Project	Task	Object Class	Amount	Prior Year	DW	Validated	Unique Account Code	Action
14	1	2015	30 -31 -0002-00-01-00-00	02-21-16-001	28LEF29-P00	41-11-00-00	\$250.00	N	Yes			NEW DESCRIPTOR-X-999-001	edit delete

[Add New ACCS Line](#)

PRCF Total for this Award action: \$250.00
Total Federal funds authorized for this Award action: \$250.00
Recipient Share Total for this Award action: \$250.00
Total Recipient Funds authorized for this Award action: \$250.00

Note: Budget Officer Approval does not apply to Recipient Share amounts. These amount are displayed for informational purposes only. Changes made in cd-450/451 will not be reflected on this page.

Procurement Request Official Comments

[Save](#) [Save and Return to Main](#) [CBSValidate](#) [Cancel](#)

[Award Finance Report](#)



NOTE: Occasionally, when the ACCS line is edited by the user, the full Unique Account ID does not display properly on the Procurement Request details screen. If the user clicks the Save and Return to Main button, then returns to the Procurement Request details screen the full Unique Account ID is displayed.

Reduction in Funding Process – Program Officers and Staff

1. Select the option to Reduce Funding of this Award from the Grants File screen.

Grants File - NA15

Id: 2275779
Status: Accepted

Action: Reduce Funding of this Award Submit

Your Comments:

Spell Check

Save Comment

2. Two tasks will be generated in the user's inbox. Select the Procurement Request task. When you are ready to add the ACCS lines to reduce the funding click on the **Select ACCS Line** link.

Accounting - ACCS Lines *

No CD435 ACCS Lines have been defined.

[Select ACCS Line](#)

PRCF Total for this Award action: \$0.00

Total Federal funds authorized for this Award action: \$-50.00

3. On the next screen you will see the ACCS lines that have already been used for that award. Select the line(s) that will be used to reduce the funding and enter a negative number in the Amount data field. Click **Save** and then the **Cancel/Done** button to return to the previous screen.

Select Accs Line And Enter Amount :

2 items found, displaying all items.1

<input type="checkbox"/>	Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount
<input checked="" type="checkbox"/>	14	6	2015	10 -01 -0002-00-00-00-00	01-01-02-000	1BK3BCT-P00	41-11-00-00	-20
<input checked="" type="checkbox"/>	14	1019	2015	20 -01 -0001-00-00-00-00	04-04-01-005	N4M5CHK-PCK	41-11-00-00	-30

Save Cancel/Done

Previous Selection:

No CD435 ACCS Lines have been defined.

- The selected ACCS lines will appear on the Procurement Request details screen along with the Unique Account IDs that were originally associated with those ACCS lines.

Accounting - ACCS Lines
2 items found, displaying all items.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DWValidated	Unique Account Code
14	6	2015	10 -01 -0002-00-00-00-00	01-01-02-000	1BK3BCT-P00	41-11-00-00	(\$20.00)	N	Yes	COSTAL CLEANUP 12344-R-000-001
14	1019	2015	20 -01 -0001-00-00-00-00	04-04-01-005	M4M5CHK-PCK	41-11-00-00	(\$30.00)	N	Yes	No Program Office-T-000-002

[Select ACCS Line](#)

PRCF Total for this Award action: \$0.00
Total Federal funds authorized for this Award action: \$-50.00



NOTE: Because the reduction of funding on an award can only be done using already obligated ACCS lines, the user will not have the opportunity to manually enter new ACCS lines and will not need to select new Unique Account Descriptors.

- If additional changes need to be made to the ACCS lines after returning to the Procurement Request details screen, the user can click on the Select ACCS Line link again and the system will display available ACCS lines on the award along with the previous selection. The user can now select the same or different lines from the available records and enter the appropriate (negative) amounts. Click **Save** and then the **Cancel/Done** button to return to the previous screen.

Select Accs Line And Enter Amount :
2 items found, displaying all items.1

<input type="checkbox"/>	Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount
<input checked="" type="checkbox"/>	14	6	2015	10 -01 -0002-00-00-00-00	01-01-02-000	1BK3BCT-P00	41-11-00-00	-30
<input checked="" type="checkbox"/>	14	1019	2015	20 -01 -0001-00-00-00-00	04-04-01-005	M4M5CHK-PCK	41-11-00-00	-20

Save **Cancel/Done**

Previous Selection:
2 items found, displaying all items.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount
14	6	2015	10 -01 -0002-00-00-00-00	04-01-005	1BK3BCT-P00	41-11-00-00	-20.0
14	1019	2015	20 -01 -0001-00-00-00-00	04-01-005	M4M5CHK-PCK	41-11-00-00	-30.0

The user can continue to process and forward the Procurement Request as usual.

Procurement Request Process – Budget Officer

The Budget Officer has the same ability to modify a Procurement Request document as a Federal Program Officer or Program Office Staff user. Upon receipt of the task to Review Procurement Request and Commitment of Funds, the Budget Officer will normally have four options:

- Approve Procurement Request
- Return Procurement Request to PO
- Review/Edit Procurement Request and Commitment of Funds
- Withdraw Procurement Request

If the “Approve Procurement Request” option is not available there will be two other options:

- Add Account Descriptor
- Validate ACCS Lines

These additional options provide a clue to the Budget Officer regarding the possible issues preventing approval. Both of the options function like the “Review/Edit Procurement Request and Commitment of Funds” option and will simply take the user to the Procurement Request Details screen to make the necessary updates. Once all edit checks have been satisfied, the “Approve Procurement Request” option will be available.