Agenda

• Introductions
• Housekeeping
• Objectives
• Background
• ASAP Account Types
• Detail Account ID(s)
• ASAP Payment Request Screens
• Contact information
• Questions
Objectives

1. Gain a high level understanding of ASAP Control Detail Accounts and NOAA’s recent implementation

2. Learn how to make payment requests in ASAP.gov for Control Detail Accounts for NOAA awards
• Closing Fiscal Year 14 required additional down time due to the Department of the Treasury mandates requiring changes in the Automated Standard Application for Payments (ASAP) in order to satisfy new Central Accounting Reporting System (CARS) reporting requirements effective Fiscal Year 2015. DoC required additional time to execute the required changes and transmit updates to ASAP accordingly before removing the temporary suspend for each ASAP Account.

• The changes in ASAP impacted the government bureaus. Recipients were not impacted by the Treasury mandates.

• ASAP did not introduce new account types with this change. The DoC historically only used one of the available account types for its awards.

• Due to the changes in the reporting requirements and related complexities, NOAA chose to begin using a different account type in ASAP for new awards. However, additional development was required in order to effectively use the other account type. Those changes are now in place.
ASAP Account Types

- **An ASAP Account Type:**
  - Can be either:
    1. Regular
    2. Control Detail
  - *Cannot be modified* - Once an account type is established on an award it must remain throughout the life of the grant and cannot be changed

- **Existing Awards:**
  - NOAA Awards received on or before 2/13/2015 remain Regular Accounts in ASAP.gov
  - Payment requests remain the same – there are no changes

- **New Awards:**
  - Awards received on or after 2/17/2015 will appear as Control Detail Accounts in ASAP.gov
  - Payment requests will require selecting Detail Account ID(s) for funds withdrawal

1 *Exception:*
New Cooperative Institute (CI) Awards will continue to appear as Regular Accounts in ASAP.gov
Control Detail Accounts

- Treasury requires Detail Account ID(s) on each Control Detail Account.
- The Detail Account ID(s) must be unique within each award (no two Detail Account ID(s) can be the same on a single award).
- Each Detail Account ID may be up to 30 characters in length.
- A Cumulative Draw Limit is associated with each Detail Account ID. The Cumulative Draw Limit indicates the maximum funds that can be drawn from the Detail Account ID. The sum of all Cumulative Draw Limits is the total amount authorized on the award. Note this should not be confused with the amount of the Grant itself. The amount authorized will be less than or equal to the amount awarded.
- Detail Account ID(s) appear on the payment screen in alphabetical order. It is recommended Recipients accept the ASAP.gov sort default.
- Each Control Detail Account will show the total remaining authorized funds available on the award with a list of all Detail Account ID(s) associated with the award.
- Payment requests require entering a dollar amount on one or more Detail Account ID(s).
Each bureau determines the values to populate in the Detail Account ID(s).

NOAA will populate the Detail Account ID(s) to aid the Recipient in determining which Detail Account ID to select when more than one exists on an award.

Detail Account ID(s) will consist of 4 segments separated by dashes.

Detail Account ID(s) should be reviewed starting with the first segment and then looking at each subsequent segment of the Detail Account ID when more than one exists on the award.
Detail Account ID Segments:

1. Descriptor (20)
2. Fund Type indicator (1)
3. Grants Online Amendment Number (3)
4. Grants Online Accounting Line Number on the Amendment (3)

• The Descriptor contains a brief description related to the work performed to aid the Recipient when requesting payments

• There are 3 possible values for the Fund Type indicator: “R”, “T”, or “X”

In the event there are two or more Detail Account ID(s) on an award with the same Descriptor, then the Fund Type indicator should be reviewed to determine which order to request funds:

➢ Detail Account ID(s) with “R” in the second segment should always be drawn first
➢ Detail Account ID(s) with “X” in the second segment should always be drawn last

• Segments three and four are used in the event there are two or more Detail Account ID(s) with the same values in Segments one and two. When the Descriptor and Fund Type are the same on more than one Detail Account ID, then make payment requests based on the lowest Amendment number first
Award 1 has the following Detail Account ID(s) with the same Descriptor:

1. MARINE MAMMALS-X-000-001
2. MARINE MAMMALS-T-000-002
3. MARINE MAMMALS-R-001-001

The order in which the funds were added to the award appears above.

However, the order the Detail Account ID(s) will display in ASAP.gov appears below:

1. MARINE MAMMALS-R-001-001
2. MARINE MAMMALS-T-000-002
3. MARINE MAMMALS-X-000-001

Notice how the “R” appears first and the “X” appears last in ASAP.gov. This is the default sort in ASAP.gov that NOAA intentionally leveraged to help recipients forcing Detail Account ID(s) with “R” funds at the top of the list when two or more Descriptors are the same. **Draw the funds from the fund type “R” first when two or more Detail Account ID(s) have the same Descriptor. Draw the funds from fund type “X” last.**
Award 2 has the following Detail Account ID(s) with the same Descriptor:

1. SALMON RECOVERY ACT-T-000-001
2. SALMON RECOVERY ACT-X-000-002
3. SALMON RECOVERY ACT-R-001-001
4. SALMON RECOVERY ACT-T-002-001
5. SALMON RECOVERY ACT-X-002-002
6. SALMON RECOVERY ACT-R-002-003

The order in which the funds were added to the award appears above.

However, the order the Detail Account ID(s) will display in ASAP.gov appears below:

1. SALMON RECOVERY ACT-R-001-001
2. SALMON RECOVERY ACT-R-002-003
3. SALMON RECOVERY ACT-T-000-001
4. SALMON RECOVERY ACT-T-002-001
5. SALMON RECOVERY ACT-X-000-002
6. SALMON RECOVERY ACT-X-002-002

Notice how the fund types are “grouped together” with the Descriptors all the same and the Amendment/Line #s in order. This also leverages the default sort order in ASAP.gov making it easier to chose the Detail Account ID looking at the Amendment/Line #. Draw Fund type “R” first and Fund Type “X” last. Draw the funds from the lowest Amendment/Line number first when two or more Detail Account ID(s) have the same Descriptor/Fund Type combination.
Multiple Detail Account ID(s) Continued

Award 3 has the following Detail Account ID(s) with multiple Descriptors:

1. SALMON RECOVERY ACT-T-000-001
2. COUNCIL COMMISSION-X-000-002
3. SALMON RECOVERY ACT-R-001-001
4. MARINE MAMMALS-T-002-001
5. COUNCIL COMMISSION-X-002-002
6. SALMON RECOVERY ACT-R-002-003

The order in which the funds were added to the award appears above.

However, the order the Detail Account ID(s) will display in ASAP.gov appears below:

1. COUNCIL COMMISSION-X-000-002
2. COUNCIL COMMISSION-X-002-002
3. MARINE MAMMALS-T-002-001
4. SALMON RECOVERY ACT-R-001-001
5. SALMON RECOVERY ACT-R-002-003
6. SALMON RECOVERY ACT-T-000-001

Notice how the Detail Account ID(s) appear in alpha order taking into account all 4 segments of the Detail Account ID. Draw the funds from the appropriate Descriptor based on work performed and follow the NOAA guidelines based on Fund Type, then Amendment/Line #.
ASAP.gov
Payment Request Screens
Go to the Inquiries Tab and Select the “Account Detail Profile Inquiry” menu option
Account Detail Profile Inquiry Step 1

Enter:

1. NOAA’s ALC
2. User Recipient ID
3. NOAA Award #

Select the output format desired

In this example a PDF file is selected

Then click “Continue”
The User input in Step 1 generates the inquiry results. This second step confirms the processing of the inquiry. The results do not appear automatically. The User must go back to the Inquiries Tab and Select “Retrieve Results.”
Inquiry Results

Review the list of available inquiry results and make a selection.

Select “Open” for the results and click “OK”.
This inquiry on Award example 1 from previous slide provides the status of each Account Detail ID with the Cumulative Draw Limit and the Cumulative Amount Drawn to Date. It does not reflect the Remaining Balance per Account Detail ID (An enhancement was requested to update this report accordingly).

**Before making a payment request, run the Account Detail Profile Inquiry.** This will provide information to determine what is available on each Account Detail ID. The inquiry above was before any payments were made. Therefore, the full Cumulative Draw Limit on each Account Detail ID is available for withdrawal.
Account Detail Profile Inquiry Results

Automated Standard Application for Payments
ACCOUNT DETAIL PROFILE INQUIRY

Account Type: Control Account
Account ID: FNA15NMF4690142
Description: NOAA/AGANT/NMFS
Total Cumulative Draw Limit: $250.00
Available Balance: $250.00

<table>
<thead>
<tr>
<th>Account Detail ID</th>
<th>Account Status</th>
<th>Cumulative Draw Limit</th>
<th>Cumulative Draws/BE/RP To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALMON RECOVERY ACT-R-001-001</td>
<td>Open</td>
<td>$50.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>SALMON RECOVERY ACT-R-002-003</td>
<td>Open</td>
<td>$44.60</td>
<td>$0.00</td>
</tr>
<tr>
<td>SALMON RECOVERY ACT-T-000-001</td>
<td>Open</td>
<td>$27.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>SALMON RECOVERY ACT-T-002-001</td>
<td>Open</td>
<td>$65.50</td>
<td>$0.00</td>
</tr>
<tr>
<td>SALMON RECOVERY ACT-X-000-002</td>
<td>Open</td>
<td>$23.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>SALMON RECOVERY ACT-X-002-002</td>
<td>Open</td>
<td>$39.90</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Award Sample 2
### Automated Standard Application for Payments

**ACCOUNT DETAIL PROFILE INQUIRY**

- **ALC/Region:** 13140001
- **Recipient ID:** 5134856
- **Account ID:** FNA15NMF4693144
  - **Short Name:** NOAA
  - **Short Name:** VIMS

**Account Type:** Control Account
- **Account ID:** FNA15NMF4693144
- **Description:** NOAAAGRANTNMFS
- **Total Cumulative Draw Limit:** $210.00
- **Available Balance:** $210.00

<table>
<thead>
<tr>
<th>Account Detail ID</th>
<th>Account Status</th>
<th>Cumulative Draw Limit</th>
<th>Cumulative Draws/ER/EP To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUNCIL COMMISSION-X-000-002</td>
<td>Open</td>
<td>$30.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>COUNCIL COMMISSION-X-002-002</td>
<td>Open</td>
<td>$50.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>MARINE MAMMALS-T-002-001</td>
<td>Open</td>
<td>$15.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>SALMON RECOVERY ACT-R-001-001</td>
<td>Open</td>
<td>$35.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>SALMON RECOVERY ACT-R-002-003</td>
<td>Open</td>
<td>$60.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>SALMON RECOVERY ACT-T-000-001</td>
<td>Open</td>
<td>$20.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Award Sample 3**
No change
Go to the Payment Requests Tab and Select the Initiate Payment Request (PR) menu option
ASAP Payment Request Step 1

Select:
1. Bank Relationship
2. Payment Request Type
3. Payment Method
4. Settlement Date (auto populates for Fedwire. ACH enter next or future business day)
No Change

Enter Account ID (NOAA Award #)
Awards with a Control Detail Account type will display as shown above. The available balance reflects what remains available to draw on the Award (factoring in any previous payments).
Enter an amount per Account ID
(based on work performed and following NOAA's guidance above related to the Account ID names)

Notice the “Total” field. This is the sum of the requested amounts per Account ID
Review the amounts requested and make changes as needed
ASAP Payment Request Step 4
## Payment Transaction Confirmation

**Payment Request Sequence Number:** 02-25-2015 70605139  
**Payment Request Type:** Individual  
**Payment Method:** FEDWIRE  
**Bank Relationship:** 901404305 TEST  
**Requested Settlement Date:** 02/25/2015  
**Requested Date and Time:** 02/25/2015 16:38  
**Total Items:** 1

<table>
<thead>
<tr>
<th>Sequence #</th>
<th>Account ID</th>
<th>Account Status</th>
<th>Request Reference Number</th>
<th>Available Balance</th>
<th>Remittance Code</th>
<th>Remittance Amount</th>
<th>Amount Requested</th>
<th>Payment Request Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>00001/1</td>
<td>FNA15NM40 93144</td>
<td>Open</td>
<td>TRAINING</td>
<td>$100.00</td>
<td></td>
<td></td>
<td></td>
<td>Sent to Funds</td>
</tr>
<tr>
<td></td>
<td>FNA15NM40 93144</td>
<td>COUNCIL COMMISSION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FNA15NM40 93144</td>
<td>MARINE MAMMALS-T</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FNA15NM40 93144</td>
<td>SALMON RECOVERY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FNA15NM40 93144</td>
<td>SALMON RECOVERY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Recipient:** VIRGINIA INSTITUTE OF MARINE (5134856)  
**Federal Agency:** NATIONAL OCEANIC AND ATMOSPHER (13140001)  
**Cash On Hand:** Total: $110.00
Since the available balance is listed in summary and not in detail, entering an amount for the Account ID may exceed the cumulative draw limit for the account.
If the amount requested on any Account ID exceeds the cumulative draw limit for the ID the User will receive the error messages as displayed above.
The sum of each Account ID payment request should be less than or equal to the Available Balance. Note the Payment Total of $115 exceeds the Available Balance of $100.00. The system will display an error message after clicking “Continue”
When the Total payment amount exceeds the Available an error message will display indicating the payment will cause the balance to drop below zero as illustrated above.
Inquiry after the $110.00 payment

**Available balance**

(210.00 – 110.00)

**Cumulative Draws to Date updated to show individual payment amounts per Account Detail ID**

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### Automated Standard Application for Payments
**ACCOUNT DETAIL PROFILE INQUIRY**

**Account Type:** Control Account  
**Account ID:** FNA15NMF4693144  
**Description:** TRAINING  
**Available Balance:** $100.00

<table>
<thead>
<tr>
<th>Account Detail ID</th>
<th>Status</th>
<th>Cumulative Draw Limit</th>
<th>Cumulative Draws/BRP To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUNCIL COMMISSION-X-000-002</td>
<td>Open</td>
<td>$20.00</td>
<td>-$20.00</td>
</tr>
<tr>
<td>COUNCIL COMMISSION-X-002-002</td>
<td>Open</td>
<td>$50.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>MARINE MAMMALS-T-002-001</td>
<td>Open</td>
<td>$15.00</td>
<td>-$15.00</td>
</tr>
<tr>
<td>SALMON RECOVERY ACT-R-001-001</td>
<td>Open</td>
<td>$35.00</td>
<td>-$35.00</td>
</tr>
<tr>
<td>SALMON RECOVERY ACT-R-002-003</td>
<td>Open</td>
<td>$80.00</td>
<td>-$40.00</td>
</tr>
<tr>
<td>SALMON RECOVERY ACT-T-000-001</td>
<td>Open</td>
<td>$20.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Report generated on 02/25/2015 at 16:53  
ASAP.gov  
Page 1 of 1
Notice the Account Detail ID with the “Closed” Account Status. When NOAA receives a payment resulting in an Award where one or more Account ID’s reach the Cumulative Draw Limit (available balance = zero), NOAA will transmit a transaction to ASAP.gov changing the Account Status from “Open” to “Closed.”
Return ACH

The Return ACH screen shows Payment Amounts Associated with Account ID(s)

Enter the amount to Return related to each Account ID

Amounts entered greater than the original payment amount will display an error message as illustrated on the right.
Book Entry Adjustments will require entering amounts by Account ID on Control Detail Accounts. Any adjustment on a Regular accounts is entered in a lump sum on the award. Adjustments can be made between a Control Detail and a Regular Account.

<table>
<thead>
<tr>
<th>Account ID</th>
<th>Decrease Available Balance by this Amount</th>
<th>Increase Available Balance by this Amount</th>
<th>Available Balance</th>
<th>Cumulative Authorized Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Control Detail Account Awards and related Account ID(s)**

**Regular Account Awards**
Contact Information

- **ASAP.gov functionality**

  Bureau of the Fiscal Service ASAP Customer Service Number
  **Kansas City Financial Center**

  Phone: **855-868-0151**

  Please listen and follow the prompts for ASAP

  Hours of Operation: **6:30 AM - 5:30 PM Central Time (Monday - Friday)**

  Email: [kfc.asap@fms.treas.gov](mailto:kfc.asap@fms.treas.gov)

- **General Award information**

  Contact your NOAA Program Officer/Grants Specialist
Questions