



# Grantee Training Manual

# Federal Financial Reports

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## Document Conventions

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**Overview** Welcome to the Grants Online Training Manual. This manual is set up to provide you with step-by-step information to accomplish tasks within Grants Online. The manual is logically sequenced based on the National Oceanic and Atmospheric Administration's (NOAA) Grants lifecycle process and is written to address your role within Grants Online.

**Using this Guide** Use the following writing conventions as a guide in using the manual. The manual uses block label text in order to scan for the information desired.

### Text Conventions

#### Text; Example

Text in Bold; Click **Done**

Text in Italics; *RFA Details* screen appears.

Text in Bold Italics; ***Name***

Text in All Caps; LOGIN

#### What it means.

Indicates a command.

Indicates a screen.

Indicates data to be entered into a field.

Indicates a field name.

### Notes and Warnings

Notes and Warnings are used to indicate information or advisories when using Grants Online.



**Note:** A note is used to inform you about additional information during the procedure or process.



**Warning!** Business process may not work as desired or a procedure may produce an undesirable effect.

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## Grants Online Overview

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**Overview** The National Oceanic and Atmospheric Administration (NOAA) offers a variety of competitive and non-competitive grants or awards to various communities including states, universities, and non-profit organizations. Prior to the advent of Grants Online, the processing of grants was a paper-based task involving time-consuming human interactions and program polices to process the grants and to ensure the awarding of the grant is given to the most qualified applicant for a competitive award, and for qualified designated applicants of non-competitive awards.

As part of its strategy to move scientifically and operationally into the 21<sup>st</sup> century, Grants Online was developed. Grants Online is an E-Government initiative to create an automated tool that will support the end to end grants process from solicitation through closeout of an award. Grants Online significantly streamlines and unifies grants processing throughout all of NOAA, allowing the agency to increase efficiencies related to mission goals.

Grants Online serves the NOAA community in its efforts to meet its mission goals more effectively and has achieved the following:

- Interface with Grants.gov to ensure applicants can apply for grants electronically, thereby dramatically decreasing the number of paper applications
- Reduction in processing time by incorporating workflows between Federal Program Officers (FPO), Grants Management Division (GMD), Federal Assistance Law Division (FALD), and Reviewers.

### Grants Online Software Description

**About Grants Online** Grants Online operates in a web environment. As such, you will be required to use an internet browser to log in and use Grants Online. No software is required for installation. As Grants Online is web-based, you may access the system anywhere at anytime provided that you have internet access. Logins and passwords are required and will be relayed to you once you are established within the system.



**Note:** You must have an Internet connection in order to access Grants Online.

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## Getting Started

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**Overview** When you are using any Windows-based software, navigation and ease of use are key components. Grants Online incorporates an intuitive Graphic User Interface (GUI) that assists end users to navigate and use the system appropriately. In Grants Online, all actions within the system can be made through mouse and keyboard.

**Overview** Grants Online is accessible through your web browser, specifically Internet Explorer.

### Accessing Grants Online

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1. Click on the Internet Explorer Icon on your desktop
  - Internet Explorer browser opens
2. Enter the following URL information in your address bar of your browser:  
<https://grantsonline.rdc.noaa.gov> then press **ENTER**
  - *Grants Online Login* page appears

## Logging in to Grants Online

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1. If you haven't already, contact the Grants Online Help Desk to obtain your Username and Password.
  - Phone: 301-444-2112 or toll free at 1-877-662-2478.
  - Email: grantsonline.helpdesk@noaa.gov
2. Enter your assigned **Username**
3. Enter your assigned **Password**
4. Click **Enter**



### Warning!

If you entered your username or password incorrectly you will see an error message in red on the screen. After three unsuccessful attempts to log in, the system will lock you out and you will have to contact the Grants Online Help Desk to unlock your account

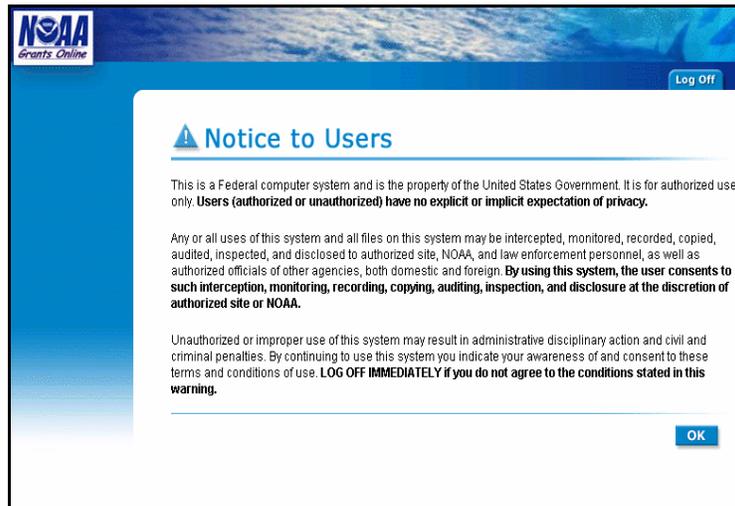
If nothing happens when you click enter, it means the server is down and will need to be restarted.

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## Logging in to Grants Online

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5. The Notice to Users screen appears
6. Review disclaimer information and click **OK**



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## Completing a Federal Financial Report

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**Overview** This manual will help you learn how to search, complete, and submit Federal Financial Reports using Grants Online.

**Manual Objectives**

The Federal Financial Reports module will review the following topics:

- Federal Financial Reports Overview
- Processing Federal Financial Reports
- Forward Federal Financial Reports to the agency

### ***What You'll Need to know about Federal Financial Reports***

Federal Financial Reports are generated the day after the end date of the reporting period. A Federal Financial Report can also be generated if there is a Special Award Condition requesting an alternate frequency.

The final Federal Financial Report covers the life of the award and the recipient has 90 days after the end of an award to submit the report. Post-award actions must be reported in the final report, along with the activities that occurred during the reporting period. Any activities such as paying salaries or final expenditures that occurred during the 90 day window prior to the final report being submitted should also be included in the final report.

## Accessing and Completing a SF-269A Financial Status Report

1. Select the “**Award**” tab from the navigation panel, located at the top of the webpage.
2. Select the “**Search Reports**” link from the left hand menu.



3. The “*Search Financial and Project Progress Reports*” launch page will appear. From this page, there are several report search options available using various search criteria.
4. Enter the **Award Number** and select the “**Financial Reports**” radio button. Alternatively, you may select the Delinquent Only checkbox to view all delinquent financial reports.

 **Note:** If you do not know the Award number, select the Financial Reports radio button, followed by selecting “**Search.**” This will return all awards for which you are designated as a representative. If you are an Authorized Representative or Business/Financial Representative, all Awards for your organization will be displayed. Alternatively, you may narrow the search by entering the Award Number or entering other search criteria.

The screenshot shows the "Search Financial and Project Progress Reports" form. The form includes the following fields and options:

- Award Number :** A text input field (highlighted with a red box).
- Recipient Name :** A text input field.
- Period Start Date :** Two date input fields separated by a hyphen.
- Program Officer Name :** A text input field with the subtext "(First Name or Last Name)".
- Report Type :** A group of radio buttons: Progress Reports, **Financial Reports** (highlighted with a red box), SF270 Reports, and All Reports.
- Delinquent Only :** A checkbox.
- Buttons:** Search and Reset.
- Search Report Results** section at the bottom.

5. The search results will be displayed at the bottom of the page. Notice the status of each report located in the “Status” column. The affiliated status for each financial report is defined below:
- **Accepted** – The report has been submitted and accepted by NOAA.
  - **Not Delinquent** – The place holder has been created and report is ready to be submitted. The report is not delinquent due to the fact that the report due date has not passed.
  - **Delinquent** –The report was not submitted to NOAA prior to the report due date. Although the report was not submitted by the required date, it can still be submitted to NOAA via Grants Online.
  - **Withdrawn** –The report was accepted by NOAA but subsequently withdrawn for correction. A



**Note:** If you enter search criteria into more than one field, you are asking the system to search and match all the information you entered. We recommend you enter a limited amount of search criteria to ensure the most accurate results.

correcting report is created for every withdrawn report.

- **Replaced** - The original report created has been withdrawn and replaced with a new report.

**Search Report Results**

685 items found, displaying 601 to 685. [\[First/Prev\]](#) [1](#), [2](#), [3](#), [4](#), [5](#), [6](#), [7](#) [\[Next/Last\]](#)

Report	Award Number	Reporting Period Start	Reporting Period End	Due Date	Program Officer	Status	Recipient
<a href="#">SF-272: Federal Cash Transactions Report</a>	NA03NMF4570378	10/01/2005	03/31/2006	04/30/2006	Derek M. Orner	Withdrawn	Virginia Institute of Marine Science
<a href="#">SF-272: Federal Cash Transactions Report</a>	NA04NMF4550390	04/01/2006	09/30/2006	12/29/2006	Kelly A. Taranto	Accepted	Virginia Institute of Marine Science
<a href="#">SF-272: Federal Cash Transactions Report</a>	NA03NMF4540022	10/01/2006	12/31/2006	03/31/2007	Maria J. Uitterhoeve	Accepted	Virginia Institute of Marine Science
<a href="#">SF-272: Federal Cash Transactions Report</a>	NA16OP1487	04/01/2003	09/30/2003	10/30/2003	Quay Frances Dortch	Delinquent	Virginia Institute of Marine Science

Note: If a Financial Status Report record is not available for submission, contact the Grants Online Help Desk to have the necessary report record added to the system.

- Locate the report to be completed and select the actual report name link from the “**Reports**” column. (i.e. SF -269 Financial Status Report)

**Search Report Results**

685 items found, displaying 601 to 685. [First/Prev] 1, 2, 3, 4, 5, 6, 7 [Next/Last]

Report	Award Number	Reporting Period Start	Reporting Period End	Due Date	Program Officer	Status	Recipient
<a href="#">SF-269: Financial Status Report</a>	NA16OP1487	10/01/2002	03/31/2003	04/30/2003	Quay Frances Dortch	Accepted	Virginia Institute of Marine Science
<a href="#">SF-269: Financial Status Report</a>	NA16OP1487	09/01/2001	09/30/2001	10/31/2001	Quay Frances Dortch	Delinquent	Virginia Institute of Marine Science
<a href="#">SF-269: Financial Status Report</a>	NA04NMF4550390	10/01/2004	09/30/2006	12/29/2006	Kelly A. Taranto	Delinquent	Virginia Institute of Marine Science

- The “*SF-269: Financial Status Report*” launch page will be displayed. Review the “**Report Header Information**” section verifying the reporting period, report type and the report due date.
- Select the “**Go to SF-269: Financial Status Report Details**” link.

**NOAA Grants Online**

Inbox RFA Application Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Jane Lopez. Log Off

Advisories >> Search Awards >> Search Reports >> SF-269: Financial Status Report - FINAL - NA04NMF4550390

**SF-269: Financial Status Report - FINAL - NA04NMF4550390**

**Id:** 2080242  
**Creator:** System Account **Create Date:** 04/20/2007  
**Status:** Delinquent **Status Date:** 04/20/2007  
**Last Edited User:** System Account

[Go to SF-269: Financial Status Report - FINAL Details Page >>](#)

This document currently has no tasks assigned to you.

9. The “*Financial Status Report – SF-269A*” details page is displayed. Review the detailed Financial Report information and verify all fields. Complete the report by populating the mandatory fields (denoted by a *\**) with data. All information should be verified and/or entered into the following sections:

- **Federal Agency and Organizational Element to Which Report is Submitted**
- **Federal Grant or Other Identifying Number Assigned by Federal Agency**
- **Recipient Organization**
- **EIN Number**
- **Recipient Identifying Number or Account Number**
- **Final Report**
- **Basis**
- **Funding/Grant Period**
- **Period Covered by this Report**
- **Transactions**
- **Indirect Expense**
- **Remarks**
- **Certification**

Please see the next page for a screen shot of the SF-269A Financial Status Report details page.



Note: Upon accessing the “SF-269: Financial Status Report” details page, you are automatically prompted to the short version of the form, also known as the SF-269A. To complete the long version of the form, also known as the, SF-269, first complete Steps 1-8 under the “Completing a SF-269A Financial Status Report” section listed above, prior to completing the steps below.



Advisories >> Search Awards >> Search Reports >> SF-269: Financial Status Report - FINAL - NA04NMF4550390

### Financial Status Report

**1. Federal Agency and Organzational Element to Which Report is Submitted**

Department of Commerce/NOAA

**2. Federal Grant or Other Identifying Number Assigned by Federal Agency**

NA04NMF4550390

**3. Recipient Organization**

Virginia Institute of Marine Science  
P.O. Box 1346, Gloucester Point, VA 23062 USA

**4. EIN Number**

546001802

**5. Recipient Identifying Number or Account Number**

**6. Final Report**

Yes  No

**7. Basis\***

Cash  Accrual

**8. Funding/Grant Period** From: 10/01/2004 - To: 09/30/2006

**9. Period covered by this Report** October 01, 2004 - September 30, 2006

**10. Transactions:**

	I Previously Reported	II This Period	III Cumulative
a. Total outlays*	\$ <input type="text"/>	\$ <input type="text"/>	\$0.00
b. Recipient Share of outlays	\$ <input type="text"/>	\$ <input type="text"/>	\$0.00
c. Federal Share of outlays*	\$ <input type="text"/>	\$ <input type="text"/>	\$0.00
d. Total Unliquidated Obligations*			\$ <input type="text"/>
e. Recipient share of unliquidated obligations*			\$ <input type="text"/>
f. Federal share of unliquidated obligations*			\$ <input type="text"/>
g. Total Federal Share(Sum of lines c and f)			\$0.00
h. Total Federal funds authorized for this funding period			\$ <input type="text" value="157,263.00"/>
i. Unobligated balance of Federal Funds(line h minus line g)			\$157,263.00

**11. Indirect Expense:**

a. Type of Rate(Place "X" in appropriate box)  Provisional  Predetermined  Final  Fixed  None/NA

b. Rate  %

c. Base \$

d. Total Amount \$

e. Federal Share \$

**12. Remarks:**

**13. Certification:** I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

**Typed or Printed Name and Title:**

**Telephone (Area code, number and extension):**

**Date Report Submitted:**

[Click here to use the long version of this form](#)

Clicking **Save and Return to Main** will start workflow if not already started.

*This form is not validated and cannot be forwarded to NOAA. Clicking the Save button will show validation issues.*

### Accessing and Completing a SF-269 Financial Status Report

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1. First, complete steps 1-9 from the "[Accessing and Completing a SF-269A Report](#)" section above.
2. From the "SF-269: Financial Status Report" details page, scroll down to the bottom of the page and select the link entitled, "**Click here to use the long version of this form**"

**13. Certification:** I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquid obligations are for the purposes set forth in the award documents.

**Typed or Printed Name and Title:** \_\_\_\_\_

**Telephone (Area code, number and extension):** \_\_\_\_\_

**Date Report Submitted:** \_\_\_\_\_

[Click here to use the long version of this form](#)

Clicking *Save and Return to Main* will start workflow if not already started.

3. The SF-269 (long version) will appear. The difference between the long and short version of these forms is that some sections on the long version includes additional details. The long form contains thirteen sections of detailed Financial Report information, including the fields that are locked and cannot be edited. All fields requiring data to be entered are flagged with a red asterisk (\*). Although some fields cannot be edited, all fields should be reviewed for accuracy. All of the information in each section listed below should be verified and/or data should be entered into the following fields:
  - **Federal Agency and Organizational Element to Which Report is Submitted**
  - **Federal Grant or Other Identifying Number Assigned by Federal Agency**
  - **Recipient Organization**
  - **EIN Number**
  - **Recipient Identifying Number or Account Number**
  - **Final Report**
  - **Basis**
  - **Funding/Grant Period**
  - **Period covered by this Report**
  - **Transactions**
  - **Indirect Expense**
  - **Remarks**
  - **Certification**

Please see the next page for a screen shot of the SF-269 Financial Status Report details page.



Note: If you enter information into the SF-269A form (short version) and decide to alternate to the SF-269 form (long version), all information entered will automatically carry over the new form upon switching versions.

Advisories >> Search Awards >> Search Reports >> SF-269: Financial Status Report - FINAL - NA04NMF4550390

**Financial Status Report**

**1. Federal Agency and Organizational Element to Which Report is Submitted**  
 Department of Commerce/NOAA

**2. Federal Grant or Other Identifying Number Assigned by Federal Agency**  
 NA04NMF4550390

**3. Recipient Organization**  
 Virginia Institute of Marine Science  
 P.O. Box 1346, Gloucester Point, VA 23062 USA

**4. EIN Number** 546001802  
**5. Recipient Identifying Number or Account Number**

**6. Final Report**  Yes  No

**7. Basis\***  Cash  Accrual

**8. Funding/Grant Period** From: 10/01/2004 - To: 09/30/2006

**9. Period covered by this Report** 10/01/2004 - 09/30/2006

**10. Transactions:**

	I Previously Reported	II This Period	III Cumulative
a. Total outlays*	\$ <input type="text"/>	\$ <input type="text"/>	\$0.00
b. Refunds, Rebates etc	\$ <input type="text"/>	\$ <input type="text"/>	\$0.00
c. Program Income used in accordance with the deduction alternative	\$ <input type="text"/>	\$ <input type="text"/>	\$0.00
d. Net outlays (Line a, less the sum of lines b and c)	\$0.00	\$0.00	\$0.00
<b>Recipient's share of net outlays, consisting of:</b>			
e. Third Party(ind-kind) contributions	\$ <input type="text"/>	\$ <input type="text"/>	\$0.00
f. Other Federal Awards Authorized to be used to match this award	\$ <input type="text"/>	\$ <input type="text"/>	\$0.00
g. Program Income used in accordance with the matching or cost sharing alternative	\$ <input type="text"/>	\$ <input type="text"/>	\$0.00
h. All other recipient outlays not shown on lines e, for g	\$ <input type="text"/>	\$ <input type="text"/>	\$0.00
i. Total recipient share of net outlays (Sum of lines e,f,g and h)	\$0.00	\$0.00	\$0.00
j. Federal share of net outlays (line d less line i)*	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
k. Total Unliquidated Obligations*			\$ <input type="text"/>
l. Recipient share of unliquidated obligations*			\$ <input type="text"/>
m. Federal share of unliquidated obligations*			\$ <input type="text"/>
n. Total Federal Share(Sum of lines j and m)			\$0.00
o. Total Federal funds authorized for this funding period			\$157,263.00
p. Unobligated balance of Federal Funds(line o minus line n)			\$157,263.00

**Program Income, consisting of:**

q. Disbursed program income shown on lines c and/or g above \$

r. Disbursed Program Income using the addition alternative \$

s. Undisbursed Program Income \$

t. Total Program Income realized (Sum of lines q,r and s) \$

**11. Indirect Expense:**

a. Type of Rate(Place "X" in appropriate box)  Provisional  Predetermined  Final  Fixed  None/NA

b. Rate %  0.0

c. Base \$

d. Total Amount \$

e. Federal Share \$

**Remarks:**

**13. Certification:** I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

**Typed or Printed Name and Title:** \_\_\_\_\_

**Telephone (Area code, number and extension):** \_\_\_\_\_

**Date Report Submitted:** \_\_\_\_\_

[Click here to use the short version of this form](#)

Clicking **Save and Return to Main** will start workflow if not already started.

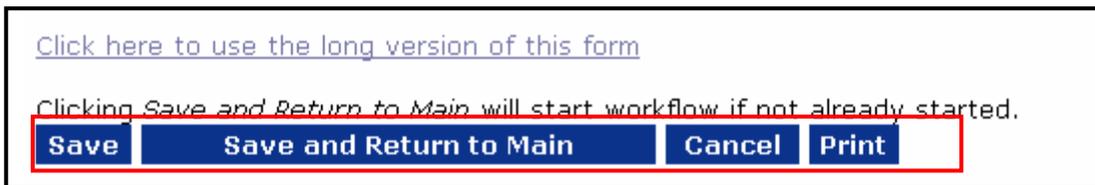
*This form is not validated and cannot be forwarded to NOAA. Clicking the Save button will show validation issues.*

## Saving and Submitting a SF-269A or SF-269 Financial Status Report

---

Once all the information has been verified on either the SF-269A or SF-269 report, save the form and start workflow. Starting the workflow consists of routing the report through multiple approvals prior to sending it to NOAA for review and acceptance.

1. From the bottom of the *SF-269A or SF-269 form*, there are several options available.
  - **“Save”** – this option saves all information entered on the form without starting workflow.
  - **“Save and Return to Main”** – this option saves all information entered on the form and also starts the workflow process. The Financial Status Report will then be routed to the report creator for review and approval.
  - **“Cancel”** – this option returns you to the *“Go to SF-269: Financial Status Report”* launch page. If this option is selected prior to saving, all data entered will be lost.
  - **“Print”** -this option generates a .pdf, printer-friendly version of the report.



2. Select **“Save”** to capture all data entered and validate the form.
3. If there are no validation issues found, select **“Save and Return to Main”** to start workflow. A review task will be sent to the creator’s inbox for review.



Note: When saving the report, the data is validated against *Cash Receipts (drawdowns)* and *Federal Funds Authorized* in the CBS system. Selecting save validates the form. If the form is not validated, it cannot be forwarded to NOAA. Upon selecting “Save” any validation issues will be displayed at the top of the page in red.

4. Select the “Inbox” tab, followed by the “Task” link.
5. Select the “View” link, next to the review task.

NOAA Grants Online

Inbox RFA Application Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Jane Lopez. Log Off

Search Awards >> Search Reports >> Advisories >> SF-269: Financial Status Report - NA16OP148Z >> SF-269: Financial Status Report - FINAL - NA04NMF4550390

### Your Tasks

Document Type: All Status: Open Apply Filter >>

2 items found, displaying all items.1

View	Completed Date	Task Status	Document Type	Task Name	Start Date	Document Id	Task Id	Award Number	Proposal Number	Applicant Name
<a href="#">View</a>		Not Started	SF-269: Financial Status Report	Review SF-269 Report		2080242	464471	NA04NMF4550390	15135	Virginia Institute of Marine Science
<a href="#">View</a>		In Progress	SF-269: Financial Status Report	Review SF-269 Report	04/18/2007	2080240	464301	NA16OP1487	N/A	Virginia Institute of Marine Science

6. The SF-269: Financial Status Report launch page will appear. The action dropdown menu will contain the following three options:
  - **Forward SF-269 Report to Agency** – This option forwards the report to NOAA for approval. (This option is only available to users that have the Authorized Representative or Business/Finance Representative-Submitting roles. If you do not have one of these two roles, you will only have the next two options available.)
  - **Forward SF-269 Report to Authorized Representative** – This option routes the report to an internal authorized representative for approval prior to the report being submitted to NOAA.
  - **Review/Edit SF-269 Details** – This option opens the SF-269A or SF-269 details page for review. The document is not locked and revisions can be made prior to sending for approval.

### SF-269: Financial Status Report - FINAL - NA04NMF4550390

**Id:** 2080242  
**Creator:** System Account **Create Date:** 04/20/2007  
**Status:** Delinquent: RecipientFinancialRepresentativeActions - Not Started **Status Date:** 04/23/2007  
**Last Edited User:** [Jane A. Lopez](#)

**Action:** Please select an action

**Your Comments:** Please select an action  
Forward SF-269 Report to Agency  
Forward SF-269 to Authorized Representative  
Review/Edit SF-269 Details

7. Select the **“Review /Edit SF-269 Details”** option from the action dropdown menu, followed by **“Submit.”** (Note: The screen below is only a portion of the entire Financial Status Report form.)
8. Review and/or edit the report and select **“Save and Return to Main”** once complete.

**Financial Status Report**

<b>1. Federal Agency and Organizational Element to Which Report is Submitted</b> Department of Commerce/NOAA	<b>2. Federal Grant or Other Identifying Number Assigned by Agency</b> NA04NMF4550390
<b>3. Recipient Organization</b> Virginia Institute of Marine Science P.O. Box 1346, Gloucester Point, VA 23062 USA	
<b>4. EIN Number</b>	546001802
<b>5. Recipient Identifying Number or Account Number</b>	<input type="text"/>
<b>6. Final Report</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>7. Basis*</b>	<input checked="" type="radio"/> Cash <input type="radio"/> Accrual

[Click here to use the long version of this form](#)

Clicking *Save and Return to Main* will start workflow if not already started.

**Save** **Save and Return to Main** **Cancel** **Print**

9. You will be prompted to the **“SF-269 Financial Status Report”** launch page.
10. Select **“Forward SF-269 Report to Agency”** from the action dropdown menu, followed by **“Submit.”**

**SF-269: Financial Status Report - FINAL - NA04NMF4550390**

**Id:** 2080242  
**Creator:** System Account  
**Status:** Delinquent: RecipientFinancialRepresentativeActions - In Progress  
**Last Edited User:** [Jane A. Lopez](#)  
**Create Date:** 04/20/2007  
**Status Date:** 04/23/2007

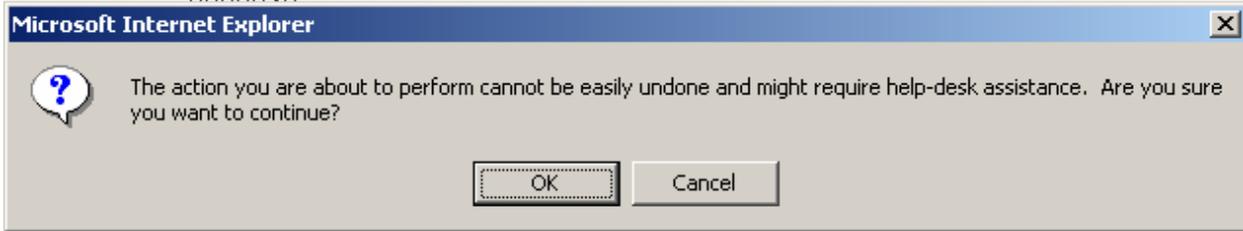
**Action:**  **Submit**

**Your Comments:**   
Forward SF-269 Report to Agency  
Forward SF-269 to Authorized Representative  
Review/Edit SF-269 Details

**Spell Check**

**Save Comment**

11. A warning message will appear, select “OK” to proceed.



If you do not have the role of Authorized Representative or Business/Finance Representative-Submitting, you must select “Forward SF-269 to Authorized Representative” for review and approval. The Authorized Representative for your organization will receive a task entitled, “Review SF-269 Report.” This task will allow the Authorized Representative access the task via the Task Inbox, and to review, edit and approve the SF-269. After reviewing the report, the Authorized Representative will have the option to “Forward SF-269 Report to Agency” from their action dropdown menu.



**Note:** Page 28, Step 10-17 details the workflow of the report if, “Forward SF-269 Report to Agency” is selected.



**Warning:** The **Forward to Agency** workflow action is carries the legal weight of a wet-ink signature.

Once the report is forwarded to the NOAA, there are two possible workflow routes. If there were comments entered into the “Remarks” field on the SF-269A or SF-269 form, the report will be sent to the Grants Management Division for approval. If there were no comments entered, the report will automatically be approved and the following notification will be sent to your notification inbox:

**Your Notifications**

[New Features!](#)

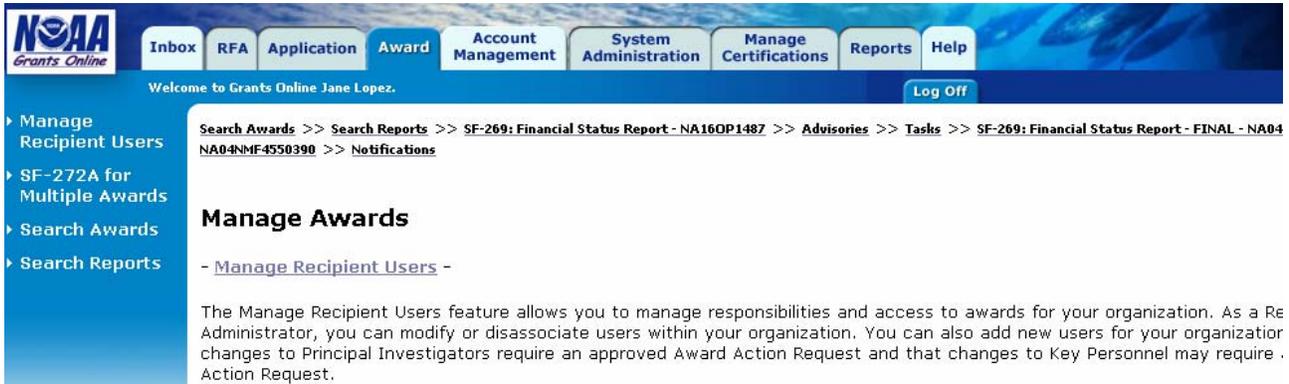
534 items found, displaying 1 to 100. [First/Prev] [1](#), [2](#), [3](#), [4](#), [5](#), [6](#) [Next/Last]

Action	From	Sent	Subject
<input type="checkbox"/> <a href="#">View Notification</a> <input type="checkbox"/> <a href="#">View Task</a>	Vivian Smith	04/23/2007 02:21:47 PM	SF-269: Financial Status Report - FINAL for Award NA04NMF4550390 has been accepted

If a report requires Grants Management Division approval, the notification above will automatically be sent to your notification inbox upon approval. If you do not receive notification of approval of the report, please contact the Grants Online Help Desk for further assistance.

## Accessing and Submitting a SF-272: Financial Cash Transactions Report

1. Select the “Award” tab, followed by the “Search Reports” link.



The screenshot shows the NOAA Grants Online interface. The top navigation bar includes tabs for 'Inbox', 'RFA', 'Application', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. The 'Award' tab is selected. Below the navigation bar, there is a breadcrumb trail: 'Search Awards >> Search Reports >> SF-269: Financial Status Report - NA16OP1487 >> Advisories >> Tasks >> SF-269: Financial Status Report - FINAL - NA04NA04NMF4550390 >> Notifications'. The main content area is titled 'Manage Awards' and includes a link for '- Manage Recipient Users -'. A descriptive paragraph follows: 'The Manage Recipient Users feature allows you to manage responsibilities and access to awards for your organization. As a Re Administrator, you can modify or disassociate users within your organization. You can also add new users for your organization. Changes to Principal Investigators require an approved Award Action Request and that changes to Key Personnel may require an Award Action Request.'

2. The “Search Financial and Project Progress Reports” launch page will appear. From this page, there are several report search options available using various search criteria.

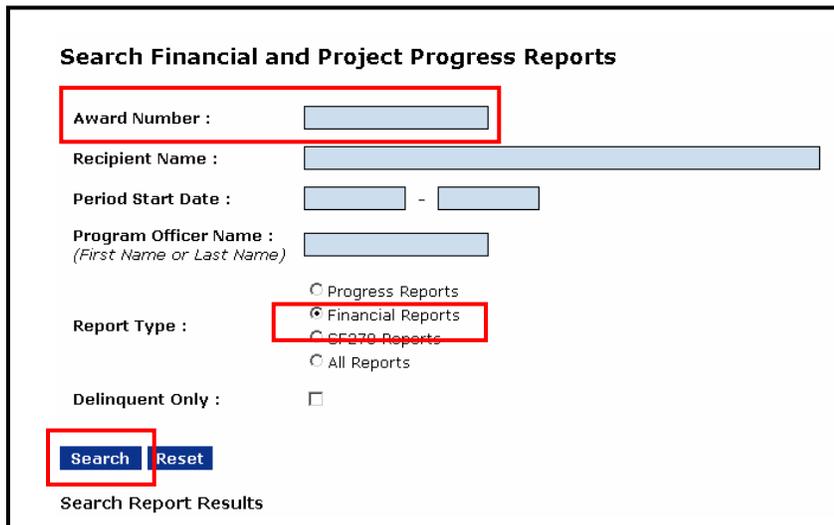


**Note:** If you enter search criteria into more than one field, you are asking the system to search and match all the information you entered. We recommend you enter a limited amount of search criteria to ensure the most accurate results.

3. Enter the **Award Number**

and select the “Financial Reports” radio button. Select the “Delinquent Only” checkbox to view all delinquent reports only.

4. Select “Search.”



The screenshot shows the 'Search Financial and Project Progress Reports' form. The form includes the following fields and options:

- Award Number :** A text input field, highlighted with a red box.
- Recipient Name :** A text input field.
- Period Start Date :** Two date input fields separated by a hyphen.
- Program Officer Name :** A text input field with the subtext '(First Name or Last Name)'. Below it are radio buttons for 'Progress Reports', 'Financial Reports' (selected), 'SF270 Reports', and 'All Reports'. The 'Financial Reports' radio button is highlighted with a red box.
- Delinquent Only :** A checkbox.
- Search** and **Reset** buttons, both highlighted with red boxes.
- Search Report Results** label at the bottom.

5. The search results will be displayed at the bottom of the page. Notice the status of each report located in the “Status” column. The affiliated status for each financial report is defined below:
  - **Accepted** – The report has been submitted and accepted by NOAA.
  - **Not Delinquent** – The place holder has been created and report is ready to be submitted. The report is not delinquent due to the fact that the report due date has not passed.
  - **Delinquent** –The report was not submitted to NOAA prior to the report due date. Although the report was not submitted by the required date, it can still be submitted to NOAA via Grants Online.
  - **Withdrawn** –The report was accepted by NOAA but subsequently withdrawn for correction. A correcting report is created for every withdrawn report.
  - **Replaced** – The original report created has been withdrawn and replaced with a new report.

Search Report Results							
685 items found, displaying 601 to 685. [First/Prev] 1, 2, 3, 4, 5, 6, 7 [Next/Last]							
Report	Award Number	Reporting Period Start	Reporting Period End	Due Date	Program Officer	Status	Recipient
<a href="#">SF-269: Financial Status Report</a>	NA04NMF4550390	10/01/2004	09/30/2006	12/29/2006	Kelly A. Taranto	Accepted	Virginia Institute of Marine Science
<a href="#">SF-272: Federal Cash Transactions Report</a>	NA16OP1487	04/01/2003	09/30/2003	10/30/2003	Quay Frances Dortch	Delinquent	Virginia Institute of Marine Science
<a href="#">SF-272: Federal Cash Transactions Report</a>	NA03NMF4570378	04/01/2005	07/31/2005	08/30/2005	Derek M. Orner	Delinquent	Virginia Institute of Marine Science
<a href="#">SF-272: Federal Cash Transactions Report</a>	NA04NMF4570375	04/01/2006	09/30/2006	10/30/2006	Derek M. Orner	Delinquent	Virginia Institute of Marine Science



**Note:** If you do not know the Award number, select the Financial Reports radio button, followed by “**Search.**” This will return all awards for which you are designated as a representative. If you are an Authorized Representative or Business/Financial Representative, all Awards for your organization will be displayed. Alternatively, you may narrow the search by entering the Award number or entering other search criteria.



**Note:** If a Financial Status Report record is not available for completion and submission, contact the Grants Online Help Desk to have the necessary report record added to the system. Please review the terms and conditions of your award before doing so. The Help Desk will not insert reports that are not due.

6. Locate the SF-272: Federal Cash Transaction Report to be completed. Select the actual report name link from the “**Reports**” column. (i.e. SF -272 Federal Cash Transaction Report).

**Search Report Results**

685 items found, displaying 601 to 685. [[First/Prev](#)] [1](#), [2](#), [3](#), [4](#), [5](#), [6](#), [7](#) [[Next/Last](#)]

Report	Award Number	Reporting Period Start	Reporting Period End	Due Date	Program Officer	Status	Recipient
<a href="#">SF-272: Federal Cash Transactions Report</a>	NA05NMF4551134	04/01/2006	09/30/2006	10/30/2006	Kelly A. Taranto	Delinquent	Virginia Institute of Marine Science

7. The “**SF-272 Federal Cash Transaction Report**” launch page will be displayed. Review the “**Report Header Information**” section, verifying the reporting period, report type and the report due date.

8. Select the link entitled, “**Go to SF-272 Federal Cash Transaction Report Details Page.**”

**SF-272: Federal Cash Transactions Report - NA05NMF4571241**

Id: 2078775  
 Creator: [Production Control](#) Create Date: 04/05/2007  
 Status: Delinquent Status Date: 04/05/2007  
 Last Edited User: [Production Control](#)

[Go to SF-272: Federal Cash Transactions Report Details Page >>](#)

This document currently has no tasks assigned to you.

---

**Report Header Information**

Report Period: 04/01/2006 - 09/30/2006 Report Type: SF-272: Federal Cash Transactions Report Final Report: No  
 Due On: 10/30/2006 Submitted On: N/A  
 Accepted On: N/A Accepted By: N/A

5. The SF-272 form will appear. The form contains thirteen sections of detailed Financial Report information, including the fields that are locked and cannot be edited. All fields requiring data to be entered are flagged with a red asterisk (\*). Although some fields cannot be edited, all fields should be reviewed for accuracy. All of the information in each section listed below should be verified and/or data should be entered into the following fields
- **Federal Agency and Organizational Element to Which Report is Submitted**
  - **Recipient Organization**
  - **Federal Employer Identification No**
  - **Federal grant or other identification number**
  - **Recipient's account number or identifying number**
  - **Letter of credit number**
  - **Last payment voucher number**
  - **Payment Vouchers credited to your account**
  - **Treasury checks received (*whether or not deposited*)**
  - **Payment Vouchers credited to your account**
  - **Treasury checks received (*whether or not deposited*)**
  - **Period covered by this report**
  - **Status of Federal Cash**
  - **Cash Requirements Days**
  - **Other information**
  - **Remarks**
  - **Certification (The certification fields will automatically populate with the signature and additional information once the workflow has been started and the Authorized Representative forwards the report to NOAA.**

Please see the next page for a screen shot of the SF-272: Federal Cash Transaction details page.

<b>Federal Cash Transactions Report</b>		<b>OMB APPROVAL NO. 0348-0003</b>	
		1. Federal sponsoring agency and organizational element to which this report is submitted: Department of Commerce/NOAA	
<b>2. Recipient Organization:</b>  Virginia Institute of Marine Science  P.O. Box 1346, Gloucester Point, VA 23062 USA		4. Federal grant or other identification number NA05NMF4571241	5. Recipient's account number or identifying number <input type="text"/>
		6. Letter of credit number <input type="text"/>	7. Last payment voucher number <input type="text"/>
		<i>Give total number for this period</i>	
		8. Payment Vouchers credited to your account <input type="text"/>	9. Treasury checks received (whether or not deposited) <input type="text"/>
<b>3. Federal Employer Identification No.</b> 546001802		<b>10. PERIOD COVERED BY THIS REPORT</b>	
		FROM April 01, 2006	TO September 30, 2006
<b>11. Status of Federal Cash</b>		a. Cash on hand at beginning of reporting period *	\$ <input type="text"/>
		b. Letter of credit withdrawals *	\$ <input type="text"/>
		c. Treasury check payments	\$0.00 <input type="text"/>
		d. Total receipts (Sum of lines b and c)	\$0.00
		e. Total cash available (Sum of lines a and d)	\$0.00
		f. Gross disbursements *	\$ <input type="text"/>
		g. Federal share of program income *	\$ <input type="text"/>
		h. Net disbursements (Line f minus line g)	\$0.00
		i. Adjustments of prior periods	\$ <input type="text"/>
		j. Cash on hand at end of period *	\$ <input type="text"/>
<b>12. The amount shown on line 11j, above, represents cash requirements for the ensuing</b> <input type="text"/> * days		<b>13. Other information</b>	
		a. Interest income	\$ <input type="text"/>
		b. Advances to subgrantees or subcontractors	\$ <input type="text"/>
<b>14. Remarks</b>			
<div style="border: 1px solid black; height: 100px; width: 100%;"></div> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Spell Check"/> </div> <p style="font-size: small; margin-top: 5px;">Cash on hand greater than \$5,000 per award for more than 5 ensuing days use requires an explanation.</p>			
<b>15. CERTIFICATION</b>			
I certify to the best of my knowledge and belief that this report is true in all respects and that all disbursements have been made for the purpose and conditions of the grant or agreement.	Authorized	Signature	Date Report Submitted
	Certifying Official	Typed or Printed Name and Title	Telephone

[Determine Withdrawals from the Automated Standard Application for Payments \(ASAP\) system >>](#)

*This form is not validated and cannot be forwarded to NOAA. Clicking the Save button will show validation issues.*

Clicking *Save and Return to Main* will start workflow if not already started.

6. Select the “**Determine Withdrawals from the Automated Standard Application for Payments (ASAP) system**” link from the bottom of the SF-272 form to populate the Letter of Cash Withdrawals (Item 11b). You have to option to enter the dollar amount in the “Letter of Cash Withdrawals” field , but you can use this system functionality to generate the exact dollar amount from the NOAA accounting system. This is not a required step.

[Determine Withdrawals from the Automated Standard Application for Payments \(ASAP\) system >>](#)

*This form is not validated and cannot be forwarded to NOAA. Clicking the Save button will show validation issues.*

Clicking *Save and Return to Main* will start workflow if not already started.

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

## Saving and Submitting a SF-272

---

Once all the information has been verified on either the SF-272, it is time to save the form and start workflow. Starting the workflow consists of routing the report through multiple approvals prior to the form being received by NOAA for acceptance.

1. From the bottom of the SF-272 form, there are several options available:
  - **“Save”** – This option saves all information entered in the report without starting workflow.
  - **“Save and Return to Main”** – This option saves all information entered in the report and also starts the workflow process. The Financial Status Report will then be routed to the report creator for review and approval.
  - **“Cancel”** – This option returns the user to the SF-272: Federal Cash Transactions Report launch page. If this option is selected prior to saving, all data entered will be lost.
  - **“Print”** -This option generates a .pdf printer-friendly version of the report.

[Determine Withdrawals from the Automated Standard Application for Payments \(ASAP\) system >>](#)

*This form is not validated and cannot be forwarded to NOAA. Clicking the Save button will show validation issues.*

Clicking *Save and Return to Main* will start workflow if not already started.

**Save** | **Save and Return to Main** | **Cancel** | **Print**

2. Select **“Save”** to capture all data entered and validate the form.
3. If there are no validation issues to be corrected, select **“Save and Return to Main”** to start workflow. A review task will be sent to the creator’s inbox for review. The creator of the task should access their task inbox and proceed with the following steps.



Note: Selecting “Save” validates the form along with saving any data entered. Any issues found will be displayed at the top of the screen in red. Once all issues are resolved, the report can be forwarded. If the form is not validated, you will not have the option to forward the report to NOAA.

4. Select the “Inbox” tab, followed by the “Task” link.
5. Select the “View” link, next to the “Review SF-272 Report” task.

The screenshot shows the NOAA Grants Online interface. At the top, there is a navigation bar with tabs: **Inbox**, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. The 'Inbox' tab is highlighted with a red box. Below the navigation bar, a welcome message reads 'Welcome to Grants Online Jane Lopez.' and a 'Log Off' button is visible.

On the left side, there is a vertical menu with options: Advisories, Archived Notifications, Notifications, Send Message, Task Management, and **Tasks** (highlighted with a red box).

The main content area displays 'Your Tasks' with filter options for Document Type (All) and Status (Open), and an 'Apply Filter >>' button. Below the filters, it states '2 items found, displaying all items. 1'.

<a href="#">View</a>	Completed Date	Task Status	Document Type	Task Name	Start Date	Document Id	Task Id	Award Number	Proposal Number	Applicant Name
<a href="#">View</a>		Not Started	SF-272: Federal Cash Transactions Report	Review SF-272 Report		2078775	464516	NA05NMF4571241	26	Virginia Institute of Marine Science

6. The “SF-272” Federal Cash Transactions Report” launch page will be displayed. From the action dropdown menu there are several options:
  - **Forward SF-272 Report to Agency** – This option will forward the report to NOAA for approval. (This option is only available to users that have the Authorized Representative or Business/Finance Representative-Submitting roles. If you do not have one of these two roles, only the next two options available.)
  - **Forward SF-272 Report to Authorized Representative** – This option sends the report to an internal authorized representative for approval prior to the report being submitted to NOAA.
  - **Review/Edit SF-272 Details** – This option opens the SF-269A or SF-269 details page for review. The document is not locked and revisions can be made prior to sending for approval.

**SF-272: Federal Cash Transactions Report - NA05NMF4571241**

**Id:** 2078775  
**Creator:** [Production Control](#) **Create Date:** 04/05/2007  
**Status:** Delinquent: RecipientFinancialRepresentativeActions - Not Started **Status Date:** 04/23/2007  
**Last Edited User:** [Jane A. Lopez](#)

**Action:** Review/Edit SF-272 Details Submit

**Your Comments:** Please select an action  
Forward SF-272 Report to Agency  
Forward SF-272 to Authorized Representative  
Review/Edit SF-272 Details

Spell Check

Save Comment

7. Select the “**Review /Edit SF-272 Details**” option from the action dropdown menu, followed by “**Submit.**” The “SF-272 Federal Cash Transaction Report” details page will be displayed. Review and make any edits to the form as needed. (Note: The screen shot below is only a portion of the entire Federal Cash Transaction Report form.)

<p style="text-align: center;"><b>Federal Cash Transactions Report</b></p> <hr/> <p><b>2. Recipient Organization:</b></p> <p>Virginia Institute of Marine Science</p> <p>P.O. Box 1346, Gloucester Point, VA 23062 USA</p>	<p style="text-align: center;"><small>Give total number for this period</small></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="padding: 2px;">1. Federal sponsoring agency and organizational element to which this report is submitted:</td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 2px;">Department of Commerce/NOAA</td> </tr> <tr> <td style="padding: 2px;">4. Federal grant or other identification number</td> <td style="padding: 2px;">5. Recipient's account number or identifying number</td> </tr> <tr> <td style="text-align: center; padding: 2px;">NA05NMF4571241</td> <td style="text-align: center; padding: 2px;"><input style="width: 80%;" type="text" value="98989"/></td> </tr> <tr> <td style="padding: 2px;">6. Letter of credit number</td> <td style="padding: 2px;">7. Last payment voucher number</td> </tr> <tr> <td style="text-align: center; padding: 2px;"><input style="width: 80%;" type="text" value="098897"/></td> <td style="text-align: center; padding: 2px;"><input style="width: 80%;" type="text"/></td> </tr> <tr> <td style="padding: 2px;">8. Payment Vouchers credited to your account</td> <td style="padding: 2px;">9. Treasury checks received (whether or not deposited)</td> </tr> <tr> <td style="text-align: center; padding: 2px;"><input style="width: 80%;" type="text"/></td> <td style="text-align: center; padding: 2px;"><input style="width: 80%;" type="text"/></td> </tr> </table> <p style="text-align: center; padding: 2px;"><b>10. PERIOD COVERED BY THIS REPORT</b></p>	1. Federal sponsoring agency and organizational element to which this report is submitted:		Department of Commerce/NOAA		4. Federal grant or other identification number	5. Recipient's account number or identifying number	NA05NMF4571241	<input style="width: 80%;" type="text" value="98989"/>	6. Letter of credit number	7. Last payment voucher number	<input style="width: 80%;" type="text" value="098897"/>	<input style="width: 80%;" type="text"/>	8. Payment Vouchers credited to your account	9. Treasury checks received (whether or not deposited)	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
1. Federal sponsoring agency and organizational element to which this report is submitted:																	
Department of Commerce/NOAA																	
4. Federal grant or other identification number	5. Recipient's account number or identifying number																
NA05NMF4571241	<input style="width: 80%;" type="text" value="98989"/>																
6. Letter of credit number	7. Last payment voucher number																
<input style="width: 80%;" type="text" value="098897"/>	<input style="width: 80%;" type="text"/>																
8. Payment Vouchers credited to your account	9. Treasury checks received (whether or not deposited)																
<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>																

[Determine Withdrawals from the Automated Standard Application for Payments \(ASAP\) system >>](#)

Save
Save and Return to Main
Cancel
Print

8. After reviewing, select “**Save and Return to Main**” to return to the launch page.
9. If you do not have the role of Authorized Representative or Business/Finance Representative-Submitting, you will still only have the option to Review the SF-272 or Forward to the Authorized Representative.
10. For demonstration purposes, select “**Forward to Authorized Representative,**” followed by “**Submit.**” (Remember, if you have the option to “Forward SF-272 Report to Agency,” there is no need to forward it to the Authorized Representative, unless specified within your organization.)

11. A “Review SF-272: Federal Cash Transaction Report” task will be sent to the Authorized Representative task inbox for review.



**Note:** If you have the role of Authorized Representative and you select to “Forward SF-272 to Authorized Representative,” it may appear that you are receiving the task twice. This is not the case. The first time you receive the task, you are receiving it as the creator or initiator of the report. The second time you receive the task, you are acting as the Authorized Representative.

12. Select the “Inbox” tab, followed by the “Task” link.



**Note:** If there is more than one Authorized Representative listed in the organization, the “Review SF-272” task will be forwarded to the Inbox of each Authorized Representative. The first Authorized Representative to view the task becomes the owner of the task and must complete the task. The task will be canceled from the Inbox of the other Authorized Representatives. To view any canceled task in your task inbox, select the “Closed” option from the Status dropdown menu, followed by “Apply Filter.” If there are any canceled tasks, the canceled status will be displayed in the “Task Status” column.

13. Select the “**View**” link next to the task entitled, “**Review SF-272: Federal Cash Transaction Report.**” Notice the task status is listed as “Not Started.”

**Your Tasks**

Document Type:  Status:  [Apply Filter >>](#)

2 items found, displaying all items.1

<a href="#">View</a>	Completed Date	Task Status	Document Type	Task Name	Start Date	Document Id	Task Id	Award Number	Proposal Number	Applicant Name	Approved Federal Funding
<a href="#">View</a>		Not Started	SF-272: Federal Cash Transactions 272 Report	Review SF-Report		2078775	464518	NA05NMF4571241	26	Virginia Institute of Marine Science	N/A

14. From the action dropdown menu, the Authorized Representative has the following options:
- **Forward SF-272 Report to Agency** – This option forward the SF-272 to NOAA for approval.
  - **Return SF-272 Report for Revisions** – This option returns the SF-272 Report to the creator for revisions.
  - **Review/Edit SF-272 Details** – This option opens the SF-272 details page for review. The document is not locked and revisions can be made prior to sending for approval.
15. Select “**Review/Edit SF-272 Details,**” followed by “**Submit.**” Review and/or edit the form and select “**Save and Return to Main**” from the bottom of the page details page.

- Once the document has been reviewed and is ready for submission, select **“Forward SF-272 Report to Agency,”** followed by **“Submit”** from the action dropdown menu. There is also an option to enter comments into the **“Your Comments”** box, followed by selecting **“Save Comment.”**

**SF-272: Federal Cash Transactions Report - NA05NMF4571241**

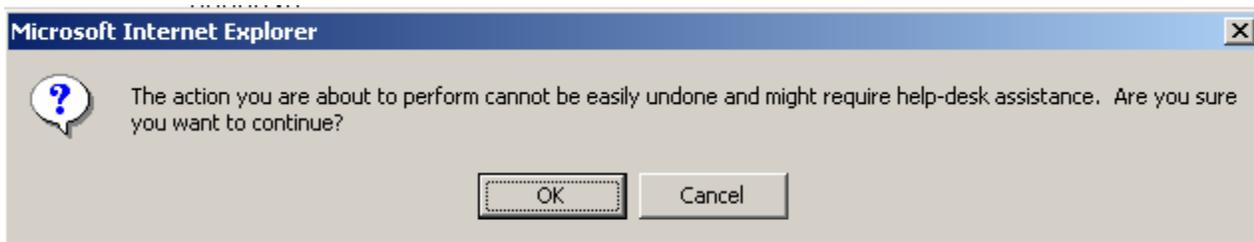
**Id:** 2078775  
**Creator:** [Production Control](#) **Create Date:** 04/05/2007  
**Status:** Delinquent: RecipientAuthorizedRepresentativeActions - Not Started **Status Date:** 04/23/2007  
**Last Edited User:** [Jane A. Lopez](#)

**Action:** Please select an action

**Your Comments:** 

Please select an action  
Forward SF-272 Report to Agency  
Return SF-272 Report for Revisions  
Review/Edit SF-272 Details

- A warning message will appear, select **“OK”** to proceed.



- Once the report has been forwarded to the agency, there are two possible workflow routes. If there were comments entered into the **“Remarks”** field on the SF-272 form, the report will be sent to the Grants Management Division for approval. If there were no comments entered, the report automatically be approved and the notification below will be sent to your notification inbox. The same notification will also be sent once the report has been reviewed and approved by the Grants Management Division. If you do not receive a notification indicating the report has been approved, please contact the Grants Online Help Desk for assistance.

**Your Notifications**

[New Features!](#)

538 items found, displaying 1 to 100. [First/Prev] [1](#), [2](#), [3](#), [4](#), [5](#), [6](#) [Next/Last]

Action	From	Sent	Subject
<input type="checkbox"/> <a href="#">View Notification</a> <a href="#">View Task</a>	Lamar Revis	04/23/2007 05:47:59 PM	SF-272: Federal Cash Transactions Report for Award NA05NMF4571241 has been accepted

## Accessing and Submitting a SF-272A: Multiple Awards Report

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A SF-272A can be submitted by any organization that has more than one active award in Grants Online. This option will allow you to view, create, or replace a SF-272 Financial Cash Transactions Report for multiple awards in the same organization.

1. Select the **“Award”** tab, followed by the **“SF-272A for Multiple Awards”** link.
2. If there are any existing multiple Award SF-272A’s already created, they will be listed at the top of the page under the “Existing Multiple Award SF-272 Documents” section.
3. To create a new SF-272A, select the **“Start Date”** of the reporting period from the dropdown menu.
4. Select **“Create Multiple Award SF-272A.”**

The screenshot shows the NOAA Grants Online interface. At the top, there is a navigation bar with tabs for Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. Below the navigation bar, a welcome message reads "Welcome to Grants Online Jane Lopez." and a "Log Off" button is visible. The main content area displays the breadcrumb path: "Advisories >> SF-272: Federal Cash Transactions Report - NA05NMF4571241 >> Tasks >> Notifications >> SF-272A for Multiple Awards". The page title is "SF-272A Overview Page for Virginia Institute of Marine Science". Under the heading "Existing Multiple Award SF-272A Documents", it says "None". Below this, there is a prompt: "Create a new Multiple Award SF-272A for the six month period beginning:". There are two dropdown menus: the first is set to "April 1st" and the second is set to "2006". At the bottom of this section is a blue button labeled "Create Multiple Award SF-272A".



**Warning!** You are not able to create an SF-272A for any financial reports with a period end date in the future. Also, if you attempt to create a SF-272 for only one award, you will receive an error message. This option is only available for organizations with more than one active award in Grants Online.

5. The "Multiple Award SF-272A" page is displayed. This page is divided into two sections, "Awards Included in this SF-272" and "Awards Not Included in this SF-272."
6. Use the boxes to the left of each row to select the awards to be included in the SF-272A.
7. After the selections are made, select the "Save" button. (The button shown in the picture below was changed.)

**Multiple Award SF-272A for Virginia Institute of Marine Science**

**Awards Included in this SF-272:**

None

**Awards Not Included in this SF-272:**

<input type="checkbox"/>	Award Number	Award Start	Award End	Award Status	CZM Section	Project Title	Report Type	Report Status	Report ID	Principal Investigators
<input type="checkbox"/>	<a href="#">NA04NMF4570361</a>	10/01/2004	09/30/2005	Closed - 03/13/2007		Assessing asian oyster dispersion and potential risk of reproduction using a Chesapeake Bay hydrodynamic model with age-distribution functions	SF-272	Accepted	<a href="#">2068464</a>	Harry Wang
<input type="checkbox"/>	<a href="#">NA04NMF4570422</a>	10/01/2004	09/30/2007	Accepted		Pathogenic bonamia sp. from North Carolina: field and laboratory trials to characterize potential risk to c. ariakensis in the mid-Atlantic region	SF-272	Accepted	<a href="#">2060758</a>	Eugene Burreson

Export options: [Excel](#)

**Add Selected Awards to Report**

8. The awards are now listed under the “Awards Included in this SF-272A” section.

**Multiple Award SF-272A for Virginia Institute of Marine Science**

Awards Included in this SF-272:

Remove	Award Number	Award Start	Award End	Award Status	CZM Section	Project Title	Recipient Account No.	Net Disbursements
<input type="checkbox"/>	<a href="#">NA04NMF4570387</a>	04/01/2004	09/30/2007	Accepted		Dredge survey gear assessment for blue crab		\$ [ ] *
<input type="checkbox"/>	<a href="#">NA04NMF4570386</a>	07/01/2004	06/30/2007	Accepted		Oyster Restoration Monitoring Program-Virginia		\$ [ ] *
<b>Totals</b>								<b>\$0.00</b>

9. Scroll to the right side of the page and enter data into the appropriate fields for those awards that will be included in the SF-472A report. All required fields are flagged with a red asterisk (\*).

**Multiple Award SF-272A for Virginia Institute of Marine Science**

Awards Included in this SF-272:

Remove	Award Number	Award Start	Award End	Award Status	CZM Section	Project Title	Recipient Account No.	Net Disbursements	Net Disbursements Total	Is Final?	Principal Investigators
<input type="checkbox"/>	<a href="#">NA04NMF4570387</a>	04/01/2004	09/30/2007	Accepted		Dredge survey gear assessment for blue crab		\$ [ ] 0 *	\$ [ ] 0 *	N	John Hoenig
<input type="checkbox"/>	<a href="#">NA04NMF4570386</a>	07/01/2004	06/30/2007	Accepted		Oyster Restoration Monitoring Program-Virginia		\$ [ ] 0 *	\$ [ ] 0 *	N	Eugene Burreson
<b>Totals</b>								<b>\$0.00</b>	<b>\$0.00</b>		

10. Once all of the data has been entered, select the “Go to the SF-272 Details Page” link. If you are not ready to proceed to the SF-272 details page, you have the option to save the data for later use by selecting “Save.” Select “Print” to populate a printable .pdf version of the SF-272A.

[Go to the SF-272 Details Page >>](#)

Save
Cancel
Print

11. The SF-272 form will appear. This form contains multiple sections of detailed Financial Report information, including the fields that are locked and cannot be edited. Although some fields cannot be edited, all fields should be reviewed for accuracy. **(Please refer to page 22, Steps 10-11 for the steps to completing a SF-272 form.)**

<b>Federal Cash Transactions Report</b>		<b>OMB APPROVAL NO. 0348-0003</b>	
		1. Federal sponsoring agency and organizational element to which this report is submitted: Department of Commerce/NOAA	
<b>2. Recipient Organization:</b>  Virginia Institute of Marine Science  P.O. Box 1346, Gloucester Point, VA 23062 USA	4. Federal grant or other identification number  N/A	5. Recipient's account number or identifying number  N/A	
	6. Letter of credit number  <input type="text"/>	7. Last payment voucher number  <input type="text"/>	
	<i>Give total number for this period</i>		
	8. Payment Vouchers credited to your account  <input type="text"/>	9. Treasury checks received (whether or not deposited)  <input type="text"/>	
<b>3. Federal Employer Identification No.</b>  546001802		<b>10. PERIOD COVERED BY THIS REPORT</b> <b>FROM</b> October 01, 2006	<b>TO</b> March 31, 2007
<b>11. Status of Federal Cash</b>	a. Cash on hand at beginning of reporting period *	\$ <input type="text"/>	
	b. Letter of credit withdrawals *	\$ <input type="text"/>	
	c. Treasury check payments	\$ 0.00 <input type="text"/>	
	d. Total receipts (Sum of lines b and c)	\$ 0.00	
	e. Total cash available (Sum of lines a and d)	\$ 0.00	
	f. Gross disbursements *	\$ <input type="text"/>	
	g. Federal share of program income *	\$ <input type="text"/>	
	h. Net disbursements (Line f minus line g)	\$ 0.00	
	i. Adjustments of prior periods	\$ <input type="text"/>	
	j. Cash on hand at end of period *	\$ <input type="text"/>	
<b>12. The amount shown on line 11j, above, represents cash requirements for the ensuing</b> <input type="text"/> * days	<b>13. Other information</b>		
	a. Interest income	\$ <input type="text"/>	
	b. Advances to subgrantees or subcontractors	\$ <input type="text"/>	
<b>14. Remarks</b>			
<div style="border: 1px solid black; height: 100px; width: 100%;"></div> <input type="text"/> <input type="button" value="Spell Check"/> <p style="font-size: small; margin-top: 5px;">Cash on hand greater than \$5,000 per award for more than 5 ensuing days use requires an explanation.</p>			
<b>15. CERTIFICATION</b>			
I certify to the best of my knowledge and belief that this report is true in all respects and that all disbursements have been made for the purpose and conditions of the grant or agreement.	Authorized	<b>Signature</b>	<b>Date Report Submitted</b>
	Certifying  Official	<b>Typed or Printed Name and Title</b>	<b>Telephone</b>

[Determine Withdrawals from the Automated Standard Application for Payments \(ASAP\) system >>](#)

[Go to the SF-272A Details Page >>](#)

*This form is not validated and cannot be forwarded to NOAA. Clicking the Save button will show validation issues.*

## Saving and Submitting a SF-272A

---

After all information has been verified on either the SF-272 and SF-272A forms, save and start workflow. Starting the workflow consists of routing the report through multiple approvals prior to the report being received by NOAA for acceptance.

1. From the bottom of the SF-272 form there are several options available:
  - **Save** – This option saves all information entered in the report without starting workflow.
  - **Save and Return to Main** – This option saves all data entered in the report and also starts the workflow process. The Federal Financial Report will then be routed to the report creator for review and approval.
  - **Cancel** – This option returns the “SF-272 Financial Cash Transactions Report” launch page. If this option is selected prior to saving, all information entered will be lost.
  - **Print** – This option generates an Adobe file (.pdf) printer-friendly version of the report.

[Determine Withdrawals from the Automated Standard Application for Payments \(ASAP\) system >>](#)

*This form is not validated and cannot be forwarded to NOAA. Clicking the Save button will show validation issues.*

Clicking *Save and Return to Main* will start workflow if not already started.

**Save** | **Save and Return to Main** | **Cancel** | **Print**

2. Select “**Save**” to capture all data entered and validate the form.
3. If there are no validation issues to be corrected, select “**Save and Return to Main**” to start workflow. A review task will be sent to the creator’s inbox for review. The creator of the task should access his/her task inbox and proceed with the following steps.



Note: Selecting “Save” validates the form along with saving any data entered. Any issues found will be displayed at the top of the screen in red. Once all issues are resolved, the report can be forwarded. If the form is not validated, you will not have the option to forward the report to NOAA.

4. Select the “**Inbox**” tab, followed by the “**Task**” link.
5. Select the “**View**” link, next to the “Review SF-272A For Multiple Awards” task.

**Your Tasks**

Document Type:  Status:  [Apply Filter >>](#)

3 items found, displaying all items. 1

<a href="#">View</a>	<a href="#">Completed Date</a>	<a href="#">Task Status</a>	<a href="#">Document Type</a>	<a href="#">Task Name</a>	<a href="#">Start Date</a>	<a href="#">Document Id</a>	<a href="#">Task Id</a>	<a href="#">Award Number</a>	<a href="#">Proposal Number</a>	<a href="#">Applicant Name</a>	<a href="#">Approved Federal Funding</a>	<a href="#">Total Federal Funding</a>
<a href="#">View</a>		In Progress	SF-272A For Multiple Awards	Review Multiple Award SF-272 Report	04/23/2007	2080287	464521	N/A	N/A	Virginia Institute of Marine Science	N/A	N/A



**Note:** If you have the role of Authorized Representative and you select to “Forward SF-272 to Authorized Representative,” it may appear that you are receiving the task twice. This is not the case. The first time you receive the task, you are receiving it as the creator or initiator of the report. The second time you receive the task, you are acting as the Authorized Representative.

The “Multiple Award SF-272A” launch page will be displayed. From the action dropdown menu there are several options available:

- **Review/Edit SF-272 Details** – This option opens the SF-272 details page for review and edits.
- **Review/Edit SF-272A Details** – This option opens the SF-272A details page containing all multiple awards affiliated with the report.

**Multiple Award SF-272A for Virginia Institute of Marine Science**

**Id:** 2080287  
**Creator:** [Jane A. Lopez](#) **Create Date:** 04/23/2007  
**Status:** Not Delinquent: RecipientFinancialRepresentativeActions - In Progress **Status Date:** 04/23/2007  
**Last Edited User:** [Jane A. Lopez](#)

**Action:**  [Submit](#)

**Your Comments:**

[Spell Check](#)

[Save Comment](#)

- Select the **“Review /Edit SF-272 Details”** option from the action dropdown menu, followed by **“Submit.”** The “SF-272 Federal Cash Transaction Report” details page will be displayed. Review and make any edits to the form as needed. (Note: The screen shot below is only a portion of the entire Federal Cash Transaction Report form.)

<b>Federal Cash Transactions Report</b>	1. Federal sponsoring agency and organizational element to which this report is submitted: Department of Commerce/NOAA	
	4. Federal grant or other identification number NAO5NMF4571241	5. Recipient's account number or identifying number 98989
2. Recipient Organization: Virginia Institute of Marine Science P.O. Box 1346, Gloucester Point, VA 23062 USA	6. Letter of credit number 098897	7. Last payment voucher number [ ]
	<i>Give total number for this period</i>	
	8. Payment Vouchers credited to your account [ ]	9. Treasury checks received (whether or not deposited) [ ]
10. PERIOD COVERED BY THIS REPORT		
<a href="#">Determine Withdrawals from the Automated Standard Application for Payments (ASAP) system &gt;&gt;</a>		
<span>Save</span> <span style="border: 2px solid red; padding: 2px;"><span>Save and Return to Main</span></span> <span>Cancel</span> <span>Print</span>		

- After review, select **“Save and Return to Main.”** You will be prompted to the “Multiple Award SF-272” launch page.



**Note:** If you opted to review the “SF-272A,” you must also review the “SF-272” page before you will receive the option from your action dropdown menu to move the report forward.

Notice that you now have more options in your action dropdown menu. If you do not have the role of Authorized Representative or Business/Finance Representative-Submitting, you will only have the option to Review the SF-272 or SF-272A or Forward SF-272A to the Authorized Representative.

- Select **“Forward SF-272A Report to Agency”** followed by **“Submit.”** (To view the workflow of the report, if “Forward SF-272A to Authorized Representative” is selected, refer to page 28, Steps 10-17.)

**Multiple Award SF-272A for Virginia Institute of Marine Science**

**Id:** 2080286  
**Creator:** [Jane A. Lopez](#) **Create Date:** 04/23/2007  
**Status:** Delinquent: RecipientFinancialRepresentativeActions - In Progress **Status Date:** 04/23/2007  
**Last Edited User:** [Jane A. Lopez](#)

**Action:** Please select an action

**Your Comments:** 
 Please select an action  
 Forward SF-272A Report to Agency  
 Forward SF-272A to Authorized Representative  
 Review/Edit SF-272 Details  
 Review/Edit SF-272A Details

- Once the report has been forwarded to the agency, there are two possible workflow routes for the report. If there were comments entered into the “Remarks” field on the SF-272 form, the report will be sent to the Grants Management Division for approval. If there were no comments entered, the report will automatically be approved and the notification below will be sent to your notification inbox. If Cash on hand at end of period is greater than \$5000, a comment in the “Remarks” field is mandatory. If approval was required by the Grants Management Division, the notification will be sent once the report has been reviewed and approved by the Grants Management Division. If you do not receive a notification indicating approval of the report, please contact the Grants Online Help Desk for assistance.

**Your Notifications**

[New Features!](#)

538 items found, displaying 1 to 100. [First/Prev] [1](#), [2](#), [3](#), [4](#), [5](#), [6](#) [Next/Last]

Action	From	Sent	Subject
<input type="checkbox"/> <a href="#">View Notification</a> <input type="checkbox"/> <a href="#">View Task</a>	Lamar Revis	04/23/2007 05:47:59 PM	SF-272: Federal Cash Transactions Report for Award NA05NMF4571241 has been accepted

## Accessing and Reviewing a Financial Reports from the Grants File page

The section below reviews the process of accessing Financial Status reports from the grants file page and replacing reports.

1. Select the **Awards** tab, followed by the **Search Awards** link from the left hand menu.



2. Enter the **Award Number**, followed by selecting **Search**.



**Note:** If you do not know the Award number, select **Search** without entering any search criteria. This will return all awards for which you are designated as a representative.

### Search Awards

Recipient Name:

Award Number:

Please use the above fields to narrow down your search.  
Award Number Searches are not case-sensitive, and award numbers can be partially filled in to get all matching results.

3. The search results will populate at the bottom of the page. Locate the Award number and click on the actual **Award Number** link to access the Grants File page.

### Search Results

98 items found, displaying all items.1

Award Number	Org ID	Recipient Name	Project Title	Award Status
<a href="#">NA04NMF4550390</a>	1000516	Virginia Institute of Marine Science	Research Program: FY 05 Virginia Cooperative Mari...	Accepted
<a href="#">NA04NMF4550410</a>	1000516	Virginia Institute of Marine Science	Enhanced Education and Training of Under-represent...	Accepted
<a href="#">NA03NMF4540022</a>	1000516	Virginia Institute of Marine Science	Administrative and Travel Management Support for t...	Accepted

- The Grants File page will be displayed. Scroll down the page and located the section entitled, "Financial Reports." All financial reports including SF-269s, SF-269As, SF-272s, and SF272As will be located here. Also listed under the "Status" column is a description of the reports condition such as "Delinquent", "Submitted", "Accepted", etc.

**Grants File - NAO6NMF4570303**

**Id:** 2051623  
**Creator:** System Account **Create Date:** 06/28/2006  
**Status:** Accepted **Status Date:** 08/29/2006  
**Last Edited User:** System Account

**Action:**

**Your Comments:**

**Attachments:**

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**Grant Information**

<b>CFDA Number:</b>	11.457	<b>Award Period:</b>	09/01/2006 - 08/31/2008	<b>Program Office:</b>	Fisheries Chesapeake B Office (CBPO)
<b>Program Officer:</b>	Derek Orner	<b>Program Officer Phone:</b>	4102675676	<b>Program Officer Email:</b>	test@aa.com
<b>Total Federal Funding:</b>	\$167,745.00	<b>Total Non Federal Funding:</b>	\$32,819.00	<b>Multi-Year:</b>	No
<b>Organization Name:</b>	Virginia Institute of Marine Science	<b>Electronic Recipient:</b>	Yes	<b>ASAP Recipient:</b>	Yes
<b>Progress Report Frequency:</b>	Semi-Annually	<b>SF-272 Frequency:</b>	Semi-Annually	<b>SF-269 Frequency:</b>	Comprehensive - a fina report is not required
<b>Final Reports Due On:</b>	11/29/2008	<b>Closeout Date:</b>	N/A		
<b>Project Title:</b>	The Influence of Spatial Arrangement of habitats on Tidal Marsh Fish Communities within Mobjack Bay, Virginia				

**Sub Documents**

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date
Award Package	2052130	The Influence of Spatial Arrangement of habitats o...	System Account	08/29/2006	System Account	Accepted	04/05/2007
Award File	2051625	The Influence of Spatial Arrangement of habitats o...	System Account	06/28/2006	System Account	Accepted	06/28/2006

Export options: [Excel](#)

**Associated Documents**

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date	Program Officer
Award Action Request	2070824	No Cost Extension - Without Invocation of Expanded...	Maria Gill	02/16/2007	Maria Gill		02/16/2007	
Award Action Request	2070825	No Cost Extension - Invocation of Expanded Authori...	Maria Gill	02/16/2007	Maria Gill		02/16/2007	

Export options: [Excel](#)

**Financial Reports**

Type	ID	Period Start	Period End	Due Date	Status	Amount Requested
SF-272: Federal Cash Transactions Report	2068548	09/01/2006	09/30/2006	10/30/2006	Accepted	N/A
SF-272: Federal Cash Transactions Report	2079590	10/01/2006	03/31/2007	04/30/2007	Not Delinquent	N/A

Export options: [Excel](#)

**Progress Reports**

Type	ID	Period Start	Period End	Due Date	Status
Performance Progress Report	2073458	09/01/2006	02/28/2007	03/30/2007	Delinquent

Export options: [Excel](#)

- To view the Financial Report details page, select the ID number next to the report that you wish to view. When the launch page opens, select the blue link at the top of the screen guiding you to the report details page.

Financial Reports						
Type	ID	Period Start	Period End	Due Date	Status	Amount Requested
SF-272: Federal Cash Transactions Report	<a href="#">2068549</a>	09/01/2006	09/30/2006	10/30/2006	Accepted	N/A
SF-272: Federal Cash Transactions Report	<a href="#">2079590</a>	10/01/2006	03/31/2007	04/30/2007	Not Delinquent	N/A

Export options: [Excel](#)

## Replacing a Report

Any Federal Financial Report (or Project Progress Report) for open Awards can be replaced with a new report. Replacing a report consist of removing the original report submitted and accepted and replacing it with a new report. The new report will be sent through the same approval workflow as all other financial reports. There is no limit on the number of times a report can be replaced, but there are some basic guidelines to keep in mind.

- There is no need to replace old reports migrated into Grants Online unless there is a significantly wrong “Cash on Hand” value in the SF-272.
- Only accepted reports can be replaced.
- Reports cannot be replaced on closed awards.

1. From the Grants File page, locate the report to be replaced under the “Financial Reports’ section.
2. Click on the **ID** number link affiliated with the report.

Financial Reports						
Type	ID	Period Start	Period End	Due Date	Status	Amount Requested
SF-272: Federal Cash Transactions Report	<a href="#">2068549</a>	09/01/2006	09/30/2006	10/30/2006	Accepted	N/A
SF-272: Federal Cash Transactions Report	<a href="#">2079590</a>	10/01/2006	03/31/2007	04/30/2007	Not Delinquent	N/A

Export options: [Excel](#)

3. The financial report launch page will appear.
4. Select “**Replace Report,**” from the action dropdown menu, followed by “**Submit.**”

**Multiple Award SF-272A for Virginia Institute of Marine Science**

**Id:** 2080286  
**Creator:** [Jane A. Lopez](#) **Create Date:** 04/23/2007  
**Status:** Accepted **Status Date:** 04/23/2007  
**Last Edited User:** System Account

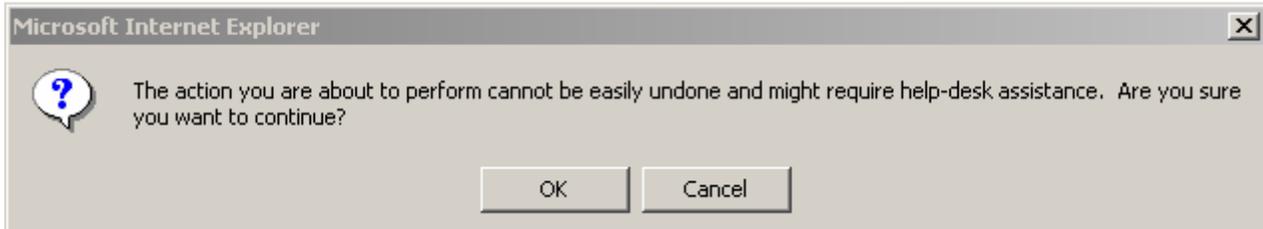
**Action:** Please select an action ▼ Submit

**Your Comments:** Please select an action  
Replace Report  
View SF-272 Details  
View SF-272A Details

Spell Check

Save Comment

- A warning message will appear, select “OK” to proceed.



- Upon selecting “OK,” you will be directed to your Task inbox and a message will be displayed showing the action status.
- A new task will be generated allowing a new report to be entered in place of the replaced report. Select the “View” link next to the new task.

**Your Tasks**

*Replace Report is complete.*

Document Type:  Status:  [Apply Filter >>](#)

2 items found, displaying all items.1

<a href="#">View</a>	Completed	Task	Document	Task	Start	Document	Task	Award	Proposal	Applicant	Approved	Total
	Date	Status	Type	Name	Date	Id	Id	Number	Number	Name	Federal Funding	Federal Funding
<a href="#">View</a>		Not Started	SF-272A For Multiple Awards	Review Multiple Award SF-272 Report		2080289	464525	N/A	N/A	Virginia Institute of Marine Science	N/A	N/A

- The financial report launch page will be displayed. From the action dropdown menu, you will have the option to review/edit the original report that was submitted.

**Multiple Award SF-272A for Virginia Institute of Marine Science**

**Id:** 2080289  
**Creator:** [Jane A. Lopez](#) **Create Date:** 04/23/2007  
**Status:** Not Delinquent: RecipientFinancialRepresentativeActions - Not Started **Status Date:** 04/23/2007  
**Last Edited User:** [Jane A. Lopez](#)

**Action:**  [Submit](#)

**Your Comments:**

[Spell Check](#)

[Save Comment](#)

9. Notice that the status of the financial report on the Grants File page will be updated to reflect the replacement. The status will change from “Withdrawn” to “Replaced” upon acceptance of the replacement report.

**Financial Reports**

Type	ID	Period Start	Period End	Due Date	Status	Amount Requested
Multiple Award SF-272A	<a href="#">2080287</a>	10/01/2006	03/31/2007	04/30/2007	Withdrawn	N/A
Multiple Award SF-272A	<a href="#">2080289</a>	10/01/2006	03/31/2007	04/30/2007	Not Delinquent: RecipientFinancialRepresentativeActions - Not Started	N/A
SF-272: Federal Cash Transactions Report	<a href="#">1164160</a>	10/01/2004	03/31/2005	04/30/2005	Accepted	N/A

**For additional assistance or questions, please contact the Grants Online Help Desk 1-877-662-2478 or via email at [grantsonline.helpdesk@noaa.gov](mailto:grantsonline.helpdesk@noaa.gov).**