



Federal Program Office

User Manual

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

NOAA Grants Online Program Management Office

February 2019
Version 4.26

Table of Contents

| | |
|--|-----------|
| OVERVIEW | 5 |
| REVISE APPROVED – AWARD FILE ASSOCIATED WITH AN APPLICATION | 6 |
| NAVIGATE FROM THE APPLICATION TAB | 6 |
| NAVIGATE FROM THE INBOX TAB | 13 |
| REVISE APPROVED – AWARD FILE NOT ASSOCIATED WITH AN APPLICATION | 15 |
| CORRECT ACCS LINES (AWARD FILE WITH OR WITHOUT AN APPLICATION) | 19 |
| CORRECT ONE ACCS LINE | 22 |
| DIVIDE ONE ACCS LINE INTO MORE THAN ONE ACCS LINE | 25 |

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Overview

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

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

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



NOTE: UNI-3 is located on the last page of the [Universal Process Map](#).
COMP-4 is located on the last page of the [Competitive Process Map](#).

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

- Navigate to Revise Approved ACCS Lines from the [Application tab](#)
- Navigate to Revise Approved ACCS Lines from the [Inbox tab](#)

The second section demonstrates the use of Revised Approved ACCS Lines for an [Award File Not Associated with an Application](#).

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

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

- [Correct One ACCS Line](#)
- [Divide One ACCS Line Into More Than One ACCS Lines](#)

Revise Approved – Award File Associated with an Application

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

Navigate From the Application Tab

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

The screenshot shows the 'Search Applications' form in the Grants Online system. The 'Award Number' field is populated with 'na18%5'. The 'Search' button is highlighted with a red box. The form includes various other fields for search criteria such as Project Title, Applicant Name, DBA Name, Program Officer Last Name, Line Office, CFDA Number, RFA Name, Applicant ID, Supplementary Information Category, Proposal Number, Key Word, Construction Only, PI-PD, Program Office, Grants.gov Tracking Number, FFO Number, Application ID, and Supplementary Value.

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

| Search Results | | | | | | | | | | | | | | |
|--|----------------|-----------------|--|--|----------|-------------------|-----|------|--------|----|--------------------------------------|----------------------------|--------------|--------------|
| 15 items found, displaying all items.1 | | | | | | | | | | | | | | |
| ID | Award Number | Proposal Number | Project Title | Applicant | DBA Name | Program Officer | LO | PO | CFDA | PI | RFA | FFO | Grants.gov # | Applicant ID |
| 2694405 | NA18GOT9980058 | | ACCS Lines -- Test #3 | CARDINAL PEAK TECHNOLOGIES, LLC | | Student17, Grants | GOT | OCPO | 11.998 | | Non-competitive RFA | NOAA-GOT-OCPO-2018-2005441 | | 2005834 |
| 2693358 | NA18GOT9980005 | | TRAINING RECORD - What a great idea !! | INSTITUTE FOR GLOBAL ENVIRONMENTAL STRATEGIES, INC., THE | IGES | Student24, Grants | GOT | OCPO | 11.998 | | First Award of FY 2018 | NOAA-GOT-OCPO-2018-2005446 | | 2001731 |
| 2694367 | NA18GOT9980055 | | Application for ACCS Lines -- Feb 2018 | CARDINAL PEAK TECHNOLOGIES, LLC | | Student23, Grants | GOT | OCPO | 11.998 | | First Award of FY 2018 | NOAA-GOT-OCPO-2018-2005446 | | 2005834 |
| 2693934 | NA18GOT9980053 | | requested application | CARDINAL PEAK TECHNOLOGIES, LLC | | Student14, Grants | GOT | OCPO | 11.998 | | Coastal Resilience Mini Grant Awards | NOAA-GOT-OCPO-2018-2005488 | | 2005834 |

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

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

Sub Documents

| Type | ID | Title | Status | Status Date |
|--------------------------------|---------|-------|----------------------------------|-------------|
| Minimum Requirements Checklist | 2694405 | | ProgramOfficerActions - Complete | 02/13/2018 |

Export options: [Excel](#)

Associated Documents

| Type | ID | Title | Status | Status Date | Program Officer |
|--------------|---------|-----------------------|-------------------------------------|-------------|----------------------------------|
| Award File 0 | 2694407 | ACCS Lines -- Test #3 | ProgramOfficerActions - In Progress | 02/13/2018 | |
| RFA | 2693307 | Non-competitive RFA | NotifyRecipients - In Progress | 10/11/2017 | Grants Student25 |

Export options: [Excel](#)

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

| Sub Documents | | | | |
|---|-------------------------|---|----------------------------------|-------------|
| Type | ID | Title | Status | Status Date |
| Application | 2694405 | CARDINAL PEAK TECHNOLOGIES, LLC - ACCS Lines -- Te... | ProgramOfficerActions - Complete | 02/13/2018 |
| CD450 | 2694444 | ACCS Lines -- Test #3 | | 02/14/2018 |
| PO Checklist | 2694409 | ACCS Lines -- Test #3 | ProgramOfficerActions - Complete | 02/13/2018 |
| NEPA | 2694410 | ACCS Lines -- Test #3 | NEPAOfficialActions - Complete | 02/13/2018 |
| GMD Checklist | 2694445 | ACCS Lines -- Test #3 | | 02/14/2018 |
| Procurement Request and Commitment of Funds | 2694408 | ACCS Lines -- Test #3 | Approved | 02/13/2018 |
| Federal Assistance Information Sheet | 2694407 | | | 02/13/2018 |
| Organization Profile | 2694411 | CARDINAL PEAK TECHNOLOGIES, LLC | | 02/06/2018 |
| Export options: Excel | | | | |

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

Procurement Request and Commitment of Funds - NA18GOT9980058

Id: 2694408
Status: Approved
[Go to Procurement Request and Commitment of Funds Details Page >>](#)

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

Procurement Request and Commitment of Funds - NA18GOT9980058

THIS DOCUMENT IS LOCKED

THIS REQUEST IS APPROVED
Revise Approved
Last CBS Validation: Status:

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

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

Procurement Request and Commitment of Funds - NA18GOT9980058

Last CBS Validation: Status:

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

Active Procurement Requests:
2 items found, displaying all items.1

| ID | Requisition Number | Federal Share | Status |
|-------------------------|--------------------|---------------|-----------------------------------|
| 2694456 | NAGO0000800108 | (\$6,000.00) | Approved - De-commitment Of Funds |
| 2694408 | NAGO0000800108 | \$6,000.00 | Approved - Insufficient Funds |

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

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

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

Accounting – ACCS Lines *

One item found.1

| Bureau | Fund | Fiscal Year | Organization | Program | Project - Task | Object Class | Amount | Prior Year | DWValidated | Unique Account ID | Action |
|--------|------|-------------|--------------------------|--------------|----------------|--------------|------------|------------|-------------|-----------------------|-------------|
| 14 | 1 | 2018 | 30 -31 -0002-00-00-00-00 | 02-21-16-001 | 28LEF29-P00 | 41-11-00-00 | \$6,000.00 | N | No | LINEOFFDESC-X-999-001 | Edit Delete |

[Add New ACCS Line](#)

PRCF Total for this Award action: \$6,000.00
 Total Federal funds authorized for this Award action: \$6,000.00
 Recipient Share Total for this Award action: 0.00
 Total Recipient Funds authorized for this Award action: \$1,000.00

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

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



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

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

Validated: false

Bureau (xx): 14

Fund (xx): 1

Fiscal Year (yyyy): 2018

Project Task: 28LEF29 - P00

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

Organization: 30 - 31 - 0003 - 00 - 00 - 00 - 00 **Previous value: 30-31-0002-00-00-00-00**

Object Class: 41 - 11 - 00 - 00

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

Amount: \$6,000.00

Save DWValidate Cancel/Done

Add New ACCS Line

One item found.1

| Bureau | Fund | Fiscal Year | Organization | Program | Project - Task | Object Class | Amount | Prior Year | DWValidated | Unique Account ID |
|--------|------|-------------|--------------------------|---------|----------------|--------------|------------|------------|-------------|-------------------|
| 14 | 1 | 2018 | 30 -31 -0003-00-00-00-00 | --- | 28LEF29-P00 | 41-11-00-00 | \$6,000.00 | N | No | PGMOFFDESC--- |

DWValidated is "No"

Previous value: LINEOFFDESC-X-999-001

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

The ACCS is valid

Validated: true
 Bureau (xx): * 14
 Fund (xx): * 1
 Fiscal Year (yyyy): * 2018
 Project Task: 28LEF29 - P00
 Program Code: 02 - 21 - 16 - 001
 Organization: 30 - 31 - 0003 - 00 - 00 - 00 - 00
 Object Class: 41 - 11 - 00 - 00
 Unique Account Descriptor: PGMOFFDESC Select Descriptor Fund Type: X
 Amount: * \$6,000.00 Prior Year Fund: No

Save DWValidate Cancel/Done

Add New ACCS Line

One item found.1

| Bureau | Fund | Fiscal Year | Organization | Program | Project - Task | Object Class | Amount | Prior Year | DWValidated | Unique Account ID |
|--------|------|-------------|------------------------------------|--------------------|----------------|-------------------|------------|------------|-------------|-------------------|
| 14 | 1 | 2018 | 30 - 31 - 0003 - 00 - 00 - 00 - 00 | 02 - 21 - 16 - 001 | 28LEF29 - P00 | 41 - 11 - 00 - 00 | \$6,000.00 | N | Yes | PGMOFFDESC--- |

DWValidated is “Yes”

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

The ACCS is valid

Validated: true
 Bureau (xx): * 14
 Fund (xx): * 1
 Fiscal Year (yyyy): * 2018
 Project Task: 28LEF29 - P00
 Program Code: 02 - 21 - 16 - 001
 Organization: 30 - 31 - 0003 - 00 - 00 - 00 - 00
 Object Class: 41 - 11 - 00 - 00
 Unique Account Descriptor: PGMOFFDESC Select Descriptor Fund Type: X
 Amount: * \$6,000.00 Prior Year Fund: No

Save DWValidate Cancel/Done

Add New ACCS Line

One item found.1

| Bureau | Fund | Fiscal Year | Organization | Program | Project - Task | Object Class | Amount | Prior Year | DWValidated | Unique Account ID |
|--------|------|-------------|------------------------------------|--------------------|----------------|-------------------|------------|------------|-------------|-------------------|
| 14 | 1 | 2018 | 30 - 31 - 0003 - 00 - 00 - 00 - 00 | 02 - 21 - 16 - 001 | 28LEF29 - P00 | 41 - 11 - 00 - 00 | \$6,000.00 | N | Yes | PGMOFFDESC--- |

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

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

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

Accounting - ACCS Lines *

2 items found, displaying all items.1

| Bureau | Fund | Fiscal Year | Organization | Program | Project - Task | Object Class | Amount | Prior Year | DWValidated | Unique Account ID | Action |
|--------|------|-------------|------------------------------------|--------------------|----------------|-------------------|----------|------------|-------------|--------------------------|-------------|
| 14 | 1 | 2017 | 30 - 31 - 0002 - 00 - 00 - 00 - 00 | 02 - 21 - 16 - 001 | 28LEF29 - P00 | 41 - 11 - 00 - 00 | \$400.00 | N | Yes | TRAINING ACCS1--- | Edit Delete |
| 14 | 1 | 2017 | 30 - 31 - 0002 - 00 - 00 - 00 - 00 | 02 - 21 - 16 - 001 | 28LEF29 - P00 | 41 - 11 - 00 - 00 | \$500.00 | N | No | TRAINING ACCS2-X-999-001 | Edit Delete |

[Add New ACCS Line](#)

PRCF Total for this Award action: \$900.00
 Total Federal funds authorized for this Award action: \$3,200.00

[Procurement Request Official Comments](#)

Save Save and Return to Main CBSValidate Cancel

Award Finance Report

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

Procurement Request and Commitment of Funds - NA17GOT9980005

Last CBS Validation: 03/22/2017 4:51:21 PM Status: Valid

16. Click the **Save and Return to Main** button.

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

| Bureau | Fund | Fiscal Year | Organization | Program | Project - Task | Object Class | Amount | Prior Year | DWValidated | Unique Account ID | Action |
|--------|------|-------------|--------------------------|--------------|----------------|--------------|----------|------------|-------------|--------------------------|---|
| 14 | 1 | 2017 | 30 -31 -0002-00-00-00-00 | 02-21-16-001 | 28LEF29-P00 | 41-11-00-00 | \$400.00 | N | Yes | TRAINING ACCS1--- | Edit Delete |
| 14 | 1 | 2017 | 30 -31 -0002-00-00-00-00 | 02-21-16-001 | 28LEF29-P00 | 41-11-00-00 | \$500.00 | N | No | TRAINING ACCS2-X-999-001 | Edit Delete |

[Add New ACCS Line](#)

PRCF Total for this Award action: \$900.00
Total Federal funds authorized for this Award action: \$3,200.00

[Procurement Request Official Comments](#)

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

[Award Finance Report](#)

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

Available
to Revise

Award File In Progress - NA18GOT9980059
Id: 2694414
Status: ProgramOfficerActions - Not Started
Action:

Revise NEPA Document

Submit
Your Comments:

Please select an action
Forward Award File to Grants Specialist
Forward Award File to Grants Specialist and Ignore Warnings
Reassign Award File
Renegotiate
Revise NEPA Document
Revise PO Checklist
Revise Procurement Request and Commitment of Funds
View FAIS Sheet
View Reporting Frequencies

Print Award File History

Navigate From the Inbox Tab

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

Your Tasks

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

8 items found, displaying all items.1

| | Task Id | Task Name | Task Status | Document Type | Document Id | Start Date | Completed Date | Award Number |
|----------------------|---------|---|-------------|---|-------------|------------|----------------|----------------|
| View | 5657261 | Forward/Revise Award File | Not Started | Award File | 2694407 | | | NA18GOT9980058 |
| View | 5657103 | Procurement Request and Commitment of Funds | In Progress | Procurement Request and Commitment of Funds | 2694437 | 02/13/2018 | | NA18GOT9980056 |
| View | 5657102 | Procurement Request and Commitment of Funds | Not Started | Procurement Request and Commitment of Funds | 2694436 | | | NA18GOT9980056 |
| View | 5657101 | Procurement Request and Commitment of Funds | Not Started | Procurement Request and Commitment of Funds | 2694435 | | | NA18GOT9980056 |
| View | 5657067 | Procurement Request and Commitment of Funds | Not Started | Procurement Request and Commitment of Funds | 2694422 | | | NA18GOT9980060 |
| View | 5657066 | NEPA Document | Not Started | NEPA | 2694424 | | | NA18GOT9980060 |

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

Award File 0 - NA18GOT9980058

Id: 2694407
Status: ProgramOfficerActions - Not Started

Action: **Submit**

Your Comments:

Please select an action

- Forward Award File to Grants Specialist
- Forward Award File to Grants Specialist and Ignore Warnings
- Reassign Award File
- Renegotiate
- Revise NEPA Document
- Revise PO Checklist
- Revise Procurement Request and Commitment of Funds**

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

Procurement Request and Commitment of Funds - NA18GOT9980058

THIS DOCUMENT IS LOCKED

THIS REQUEST IS APPROVED

Revise Approved

Last CBS Validation: Status:

Active Procurement Requests:
Nothing found to display.

Withdrawn Procurement Requests:
Nothing found to display.

Request Authorizing Official: *

| Name | Title | Telephone |
|---------------|-------|--------------|
| NOAA Official | | 301-555-1212 |

Additional Reviewers:
Nothing found to display.

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

Revise Approved – Award File Not Associated with an Application

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

Search Awards

Award Number: na18%168

Recipient Name:

DBA Name:

Project Title:

Award Status: Open

PI-PD Last Name:

Supplementary Information Category:

Supplementary Value:

Search **Reset**

Please use the above fields to narrow down your search. Searches are not case-sensitive. Fields can be partially completed to get all matching results. Use % as wildcard in search string.

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

Search Awards

Award Number: na18%168

Recipient Name:

DBA Name:

Project Title:

Award Status: Open

PI-PD Last Name:

Supplementary Information Category:

Supplementary Value:

Search **Reset**

Please use the above fields to narrow down your search. Searches are not case-sensitive. Fields can be partially completed to get all matching results. Use % as wildcard in search string.

Search Results

One item found. **1**

| Award Number | Org ID | Recipient Name | DBA Name | Project Title | Award Status | Principal Investigators-Project Directors |
|-----------------------|---------|---------------------------------|----------|---|--------------|---|
| NA18GOT9980168 | 2005834 | CARDINAL PEAK TECHNOLOGIES, LLC | | TRAINING RECORD - Awd-07 CNMI GrantsOnlineTraining... | Accepted | None Designated |

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

| Sub Documents | | | | | | |
|--------------------------------|-------------------------|---|-------------------------------------|-------------|-----------------|---------------------|
| Type | ID | Title | Status | Status Date | Federal Funding | Non-Federal Funding |
| Award Package | 2702034 | TRAINING RECORD - Awd-07 CNMI GrantsOnlineTraining... | Accepted | 12/10/2018 | \$80,000.00 | \$20,000.00 |
| Special Award Condition Report | 2702034 | Special Award Condition Report | | | \$0.00 | \$0.00 |
| Award File In Progress | 2702323 | TRAINING RECORD - Awd-07 CNMI GrantsOnlineTraining... | | 06/11/2018 | \$0.00 | \$0.00 |
| Award File In Progress | 2704865 | TRAINING RECORD - Awd-07 CNMI GrantsOnlineTraining... | ProgramOfficerActions - In Progress | 12/10/2018 | \$20.00 | \$5.00 |
| Award File 0 | 2701986 | TRAINING RECORD - Awd-07 CNMI GrantsOnlineTraining... | Accepted | 06/10/2018 | \$80,000.00 | \$20,000.00 |
| Award File 1 | 2704853 | TRAINING RECORD - Awd-07 CNMI GrantsOnlineTraining... | Approved | 12/10/2018 | \$80.00 | \$20.00 |
| Award File 2 | 2704857 | TRAINING RECORD - Awd-07 CNMI GrantsOnlineTraining... | Approved | 12/10/2018 | \$60.00 | \$15.00 |
| Award File 3 | 2704861 | TRAINING RECORD - Awd-07 CNMI | Approved | 12/10/2018 | \$40.00 | \$10.00 |

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

Award File In Progress - NA18GOT9980168

ID: 2704865
Status: ProgramOfficerActions - In Progress

Action:

Please select an action

Please select an action
Edit Special Award Conditions
Forward to Grants Specialist for Review
Reassign Award File
Revise Procurement Request and Commitment of Funds
Send for Legal Review
View Amendment Details
View FAIS Sheet
View Reporting Frequencies
View/Edit Partial Funding Document
Withdraw Release of Funds

Submit

Your Comments:

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

EDA: Future versions of this document will include detailed steps for the EDA process.

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

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

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

Search Awards

Award Number:
Recipient Name:
DBA Name:
Project Title:
Award Status:
PI-PD Last Name:
Supplementary Information Category:
Supplementary Value:

Please use the above fields to narrow down your search. Searches are not case-sensitive. Fields can be partially completed to get all matching results. Use % as wildcard in search string.

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

| Search Results | | | | | | |
|---------------------------------------|---------|---------------------------------|----------|-----------------------|--------------------|---|
| 4 items found, displaying all items.1 | | | | | | |
| Award Number | Org ID | Recipient Name | DBA Name | Project Title | Award Status | Principal Investigators-Project Directors |
| NA18GOT9980061 | 2005834 | CARDINAL PEAK TECHNOLOGIES, LLC | | ACCS Lines -- Test #6 | Pending Acceptance | None Designated |
| NA18GOT9980060 | 2005834 | CARDINAL PEAK TECHNOLOGIES, LLC | | ACCS Lines -- Test #5 | Pending Acceptance | None Designated |

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

| Sub Documents | | | | | | | |
|--------------------------------|-------------------------|--------------------------------|--|-------------|-----------------|---------------------|--|
| Type | ID | Title | Status | Status Date | Federal Funding | Non-Federal Funding | |
| Award Package | 2694522 | ACCS Lines -- Test #6 | Pending Acceptance | 03/06/2018 | \$3,000.00 | \$1,500.00 | |
| Special Award Condition Report | 2694522 | Special Award Condition Report | | | \$0.00 | \$0.00 | |
| Award File 0 | 2694428 | ACCS Lines -- Test #6 | Approved: RecipientAuthorizedRepresentativeActions - Not Started | 03/06/2018 | \$3,000.00 | \$0.00 | |

Export options: [Excel](#)

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

| Sub Documents | | | | |
|---|-------------------------|---|------------------------------------|-------------|
| Type | ID | Title | Status | Status Date |
| Application | 2694426 | CARDINAL PEAK TECHNOLOGIES, LLC - ACCS Lines -- Te... | Program Officer Actions - Complete | 02/13/2018 |
| CD450 | 2694522 | ACCS Lines -- Test #6 | Pending Acceptance | 03/06/2018 |
| PO Checklist | 2694430 | ACCS Lines -- Test #6 | Program Officer Actions - Complete | 02/13/2018 |
| NEPA | 2694431 | ACCS Lines -- Test #6 | NEPA Official Actions - Complete | 02/13/2018 |
| GMD Checklist | 2694523 | ACCS Lines -- Test #6 | | 03/06/2018 |
| Procurement Request and Commitment of Funds | 2694429 | ACCS Lines -- Test #6 | Approved | 02/13/2018 |
| Federal Assistance Information Sheet | 2694428 | | | 02/13/2018 |
| Organization Profile | 2694432 | CARDINAL PEAK TECHNOLOGIES, LLC | | 02/06/2018 |

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

Procurement Request and Commitment of Funds - NA18GOT9980061

Id: 2694429
Status: Approved

[Go to Procurement Request and Commitment of Funds Details Page >>](#)

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

Federal Share: *

Requisition Number: *

Affected Reference Number: NA18GOT9980061
 EIN:

URI: NA18GOT9980061_000
 To: *

CARDINAL PEAK TECHNOLOGIES, LLC
 1380 FOREST PARK CIR STE 202 LAFAYETTE, CO 80026-3378

Description: *

CFDA Number: 11.998
 Project Start Date: 2018-02-22
 Project End Date: 2018-09-30
 Grant Type: not entered
 Project Description: ACCS Lines -- Test #6

Clearances/Remarks:

Accounting - ACCS Lines *
 One item found.1

| Bureau | Fund | Fiscal Year | Organization | Program | Project - Task | Object Class | Amount | Prior Year | DW Validated | Unique Account ID |
|--------|------|-------------|--------------------------|--------------|----------------|--------------|------------|------------|--------------|-----------------------|
| 14 | 1 | 2018 | 30 -31 -0004-00-00-00-00 | 02-21-16-001 | 28LEF29-P00 | 41-11-00-00 | \$3,000.00 | N | Yes | LINEOFFDESC-X-000-001 |

[Add New ACCS Line](#)

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

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

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

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

Procurement Request and Commitment of Funds - NA18GOT9980061

THIS DOCUMENT IS LOCKED

THIS REQUEST IS APPROVED

Correct ACCS Lines

Last CBS Validation: Status:

Active Procurement Requests:
Nothing found to display.

Withdrawn Procurement Requests:
Nothing found to display.

Request Authorizing Official: *

| Name | Title | Telephone |
|---------------|-------|--------------|
| NOAA Official | | 301-555-1212 |

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

Federal Share: * \$ 0.00 **Requisition Number: *** NAG00000800112

Affected Reference Number: NA18GOT9980061 **EIN:** **DUNS:** 964047778

URI:

To: * **Description: ***

CARDINAL PEAK TECHNOLOGIES, LLC
1380 FOREST PARK CIR STE 202 LAFAYETTE,
CO 80026-3378

CFDA Number: 11.998
Project Start Date: 2018-02-22
Project End Date: 2018-09-30
Grant Type: not entered
Project Description: ACCS Lines -- Test #6

Clearances/Remarks:

Accounting - ACCS Lines *

One item found.1

| Bureau | Fund | Fiscal Year | Organization | Program | Project - Task | Object Class | Amount | Prior Year | DWValidated | Unique Account ID | Action |
|--------|------|-------------|--------------------------|--------------|----------------|--------------|------------|------------|-------------|-----------------------|-------------|
| 14 | 1 | 2018 | 30 -31 -0004-00-00-00-00 | 02-21-16-001 | 28LEF29-P00 | 41-11-00-00 | \$3,000.00 | N | No | LINEOFFDESC-X-000-001 | Edit Delete |

Add New ACCS Line

PRCF Total for this Award action: \$6,000.00

Total Federal funds authorized for this Award action: \$3,000.00

Recipient Share Total for this Award action: 0.00

Total Recipient Funds authorized for this Award action: \$1,500.00

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

Correct One ACCS Line

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

Validated: false
 Bureau (xx): * 14
 Fund (xx): * 1
 Fiscal Year (yyyy): * 2018
 Project Task: 28LEF29 - P00
 Program Code: The Program Code will display here once the ACCS line is validated
 Organization: 30 - 31 - 0004 - 00 - 00 - 00 - 00
 Object Class: 41 - 11 - 00 - 00
 Unique Account Descriptor: LINEOFFDESC Select Descriptor
 Amount: * \$-3,000.00 Fund Type: Prior Year Fund: No

Values for Organization Code & Object Class remain

Save DWValidate Cancel/Done
 Add New ACCS Line

One item found.1

| Bureau | Fund | Fiscal Year | Organization | Program | Project - Task | Object Class | Amount | Prior Year | DWValidated | Unique Account ID |
|--------|------|-------------|------------------------------------|---------|----------------|--------------|--------------|------------|-------------|-------------------|
| 14 | 1 | 2018 | 30 - 31 - 0004 - 00 - 00 - 00 - 00 | --- | 28LEF29-P00 | 41-11-00-00 | (\$3,000.00) | N | No | LINEOFFDESC--- |

Enter a **negative** funding amount.

2. Click the **Add New ACCS Line** button.

Validated: false
 Bureau (xx): * 14
 Fund (xx): * 1
 Fiscal Year (yyyy): * 2018
 Project Task: 28LEF29 - P00
 Program Code: The Program Code will display here once the ACCS line is validated
 Organization: 30 - 31 - 0004 - 00 - 00 - 00 - 00
 Object Class: 41 - 11 - 00 - 00
 Unique Account Descriptor: Select Descriptor
 Amount: * \$-3,000.00 Fund Type: Prior Year Fund: No

Save DWValidate Cancel/Done
 Add New ACCS Line

One item found.1

| Bureau | Fund | Fiscal Year | Organization | Program | Project - Task | Object Class | Amount | Prior Year | DWValidated | Unique Account ID |
|--------|------|-------------|------------------------------------|---------|----------------|--------------|--------------|------------|-------------|-------------------|
| 14 | 1 | 2018 | 30 - 31 - 0004 - 00 - 00 - 00 - 00 | --- | 28LEF29-P00 | 41-11-00-00 | (\$3,000.00) | N | No | LINEOFFDESC--- |

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

Validated: false
 Bureau (xx): * 14
 Fund (xx): * 1
 Fiscal Year (yyyy): * 2018
 Project Task: 28LEF29 - P00
 Program Code: The Program Code will display here once the ACCS line is validated
 Organization: 30 - 31 - 0002 - 00 - 00 - 00 - 00
 Object Class: 41 - 11 - 00 - 00
 Unique Account Descriptor: Select Descriptor
 Amount: * \$3,000.00 Fund Type: Prior Year Fund: No

Previous value: 30-31-0004-00-00-00-00

Save DWValidate Cancel/Done
 Add New ACCS Line

2 items found, displaying all items.1

| Bureau | Fund | Fiscal Year | Organization | Program | Project - Task | Object Class | Amount | Prior Year | DWValidated | Unique Account ID |
|--------|------|-------------|------------------------------------|---------|----------------|--------------|--------------|------------|-------------|-------------------|
| 14 | 1 | 2018 | 30 - 31 - 0004 - 00 - 00 - 00 - 00 | --- | 28LEF29-P00 | 41-11-00-00 | (\$3,000.00) | N | No | LINEOFFDESC--- |

Enter a **positive** funding amount.

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

Validated: false
 Bureau (xx): * 14
 Fund (xx): * 1
 Fiscal Year (yyyy): * 2018
 Project Task: 28LEF29 - P00
 Program Code: The Program Code will display here once the ACCS line is validated
 Organization: 30 - 31 - 0002 - 00 - 00 - 00 - 00
 Object Class: 41 - 11 - 00 - 00
 Unique Account Descriptor: Select Descriptor Fund Type: No
 Amount: * \$3,000.00 Prior Year Fund: No

Save DWValidate Cancel/Done

Add New ACCS Line

2 items found, displaying all items.1

| Bureau | Fund | Fiscal Year | Organization | Program | Project - Task | Object Class | Amount | Prior Year | DWValidated | Unique Account ID |
|--------|------|-------------|------------------------------------|---------|----------------|--------------|--------------|------------|-------------|-------------------|
| 14 | 1 | 2018 | 30 - 31 - 0004 - 00 - 00 - 00 - 00 | --- | 28LEF29-P00 | 41-11-00-00 | (\$3,000.00) | N | No | LINEOFFDESC--- |
| 14 | 1 | 2018 | 30-31-0002-00-00-00-00 | --- | 28LEF29-P00 | 41-11-00-00 | \$3,000.00 | N | No | --- |

Net = \$0.00

DWValidated is "No"

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

Validated: false
 Bureau (xx): * 14
 Fund (xx): * 1
 Fiscal Year (yyyy): * 2018
 Project Task: 28LEF29 - P00
 Program Code: The Program Code will display here once the ACCS line is validated
 Organization: 31 - 30 - 0002 - 00 - 00 - 00 - 00
 Object Class: 41 - 11 - 00 - 00
 Unique Account Descriptor: Select Descriptor Fund Type: No
 Amount: * \$3,000.00 Prior Year Fund: No

Save DWValidate Cancel/Done

Add New ACCS Line

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

The ACCS is valid
 Validated: true
 Bureau (xx): * 14
 Fund (xx): * 1
 Fiscal Year (yyyy): * 2018
 Project Task: 28LEF29 - P00
 Program Code: 02 - 21 - 16 - 001
 Organization: 30 - 31 - 0002 - 00 - 00 - 00 - 00
 Object Class: 41 - 11 - 00 - 00
 Unique Account Descriptor: LINEOFFDESC Select Descriptor Fund Type: X
 Amount: * \$3,000.00 Prior Year Fund: No

Save DWValidate Cancel/Done

Add New ACCS Line

2 items found, displaying all items.1

| Bureau | Fund | Fiscal Year | Organization | Program | Project - Task | Object Class | Amount | Prior Year | DWValidated | Unique Account ID |
|--------|------|-------------|------------------------------------|--------------|----------------|--------------|--------------|------------|-------------|-------------------|
| 14 | 1 | 2018 | 30 - 31 - 0004 - 00 - 00 - 00 - 00 | --- | 28LEF29-P00 | 41-11-00-00 | (\$3,000.00) | N | No | LINEOFFDESC--- |
| 14 | 1 | 2018 | 30 - 31 - 0002 - 00 - 00 - 00 - 00 | 02-21-16-001 | 28LEF29-P00 | 41-11-00-00 | \$3,000.00 | N | Yes | LINEOFFDESC--- |

Same data value

Different data value

DWValidated is "Yes"

Grants Online – Update ACCS Lines

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

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

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

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

| Bureau | Fund | Fiscal Year | Organization | Program | Project - Task | Object Class | Amount | Prior Year | DWValidated | Unique Account ID | Action |
|--------|------|-------------|--------------------------|--------------|----------------|--------------|----------|------------|-------------|--------------------------|---|
| 14 | 1 | 2017 | 30 -31 -0002-00-00-00-00 | 02-21-16-001 | 28LEF29-P00 | 41-11-00-00 | \$400.00 | N | Yes | TRAINING ACCS1--- | Edit Delete |
| 14 | 1 | 2017 | 30 -31 -0002-00-00-00-00 | 02-21-16-001 | 28LEF29-P00 | 41-11-00-00 | \$500.00 | N | No | TRAINING ACCS2-X-999-001 | Edit Delete |

[Add New ACCS Line](#)

PRCF Total for this Award action: \$900.00
Total Federal funds authorized for this Award action: \$3,200.00

[Procurement Request Official Comments](#)

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

[Award Finance Report](#)

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

Procurement Request and Commitment of Funds - NA17GOT9980005

Last CBS Validation: 03/22/2017 4:51:21 PM Status: Valid

- Click the **Save and Return to Main** button.

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

| Bureau | Fund | Fiscal Year | Organization | Program | Project - Task | Object Class | Amount | Prior Year | DWValidated | Unique Account ID | Action |
|--------|------|-------------|--------------------------|--------------|----------------|--------------|------------|------------|-------------|-----------------------|---|
| 14 | 1 | 2018 | 30 -31 -0004-00-00-00-00 | 02-21-16-001 | 28LEF29-P00 | 41-11-00-00 | \$2,500.00 | N | Yes | LINEOFFDESC--- | Edit Delete |
| 14 | 1 | 2018 | 30 -31 -0003-00-00-00-00 | 02-21-16-001 | 28LEF29-P00 | 41-11-00-00 | \$2,500.00 | N | Yes | LINEOFFDESC-X-000-001 | Edit Delete |

[Add New ACCS Line](#)

PRCF Total for this Award action: \$10,000.00
Total Federal funds authorized for this Award action: \$5,000.00
Recipient Share Total for this Award action:
Total Recipient Funds authorized for this Award action: \$500.00

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

[Procurement Request Official Comments](#)

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

[Award Finance Report](#) [Award Document Report](#)

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

Divide one ACCS Line into More Than One ACCS Line

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

Federal Share: * \$ 2,000.00 **Requisition Number:** * NAG0000800118

Affected Reference Number: NA18GOT9980066 **EIN:** **DUNS:** 964047778

URI: NA18GOT9980066_000

To: *
CARDINAL PEAK TECHNOLOGIES, LLC
1380 FOREST PARK CIR STE 202 LAFAYETTE,
CO 80026-3378

Description: *
CFDA Number: 11.998
Project Start Date: 2018-04-01
Project End Date: 2018-09-30
Grant Type: Grant
Project Description: Test for ACCS Lines

Clearances/Remarks:

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

| Bureau | Fund | Fiscal Year | Organization | Program | Project - Task | Object Class | Amount | Prior Year | DWV | Validated | Unique Account ID |
|--------|------|-------------|---------------------------------------|-------------|----------------|--------------|--------|------------|-----|-----------|-----------------------|
| 14 | 1 | 2018 | 30 -31 -0001-00-00-00-00 02-21-16-001 | 28LEF29-P00 | 41-11-00-00 | \$1,000.00 | N | Yes | | | LINEOFFDESC-X-000-001 |
| 14 | 1 | 2018 | 30 -31 -0006-00-00-00-00 02-21-16-001 | 28LEF29-P00 | 41-11-00-00 | \$1,000.00 | N | Yes | | | LINEOFFDESC-X-000-002 |

[Add New ACCS Line](#)

PRCF Total for this Award action: \$2,000.00
Total Federal funds authorized for this Award action: \$2,000.00

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

Procurement Request and Commitment of Funds - NA18GOT99800

THIS DOCUMENT IS LOCKED

THIS REQUEST IS APPROVED

Correct ACCS Lines

Last CBS Validation: Status:

Active Procurement Requests:
Nothing found to display.

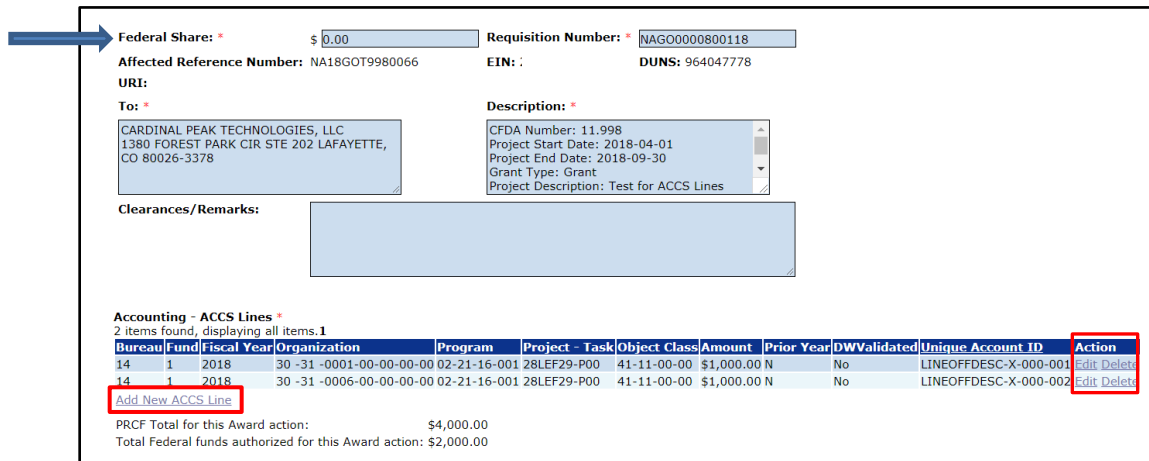
Withdrawn Procurement Requests:
Nothing found to display.

Request Authorizing Official: *

| Name | Title | Telephone |
|---------------|-------|--------------|
| NOAA Official | | 301-555-1212 |

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

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



Federal Share: * \$ 0.00 Requisition Number: * NAG0000800118

Affected Reference Number: NA18GOT9980066 EIN: DUNS: 964047778

URI:

To: * CARDINAL PEAK TECHNOLOGIES, LLC
1380 FOREST PARK CIR STE 202 LAFAYETTE,
CO 80026-3378

Description: * CFDA Number: 11.998
Project Start Date: 2018-04-01
Project End Date: 2018-09-30
Grant Type: Grant
Project Description: Test for ACCS Lines

Clearances/Remarks:

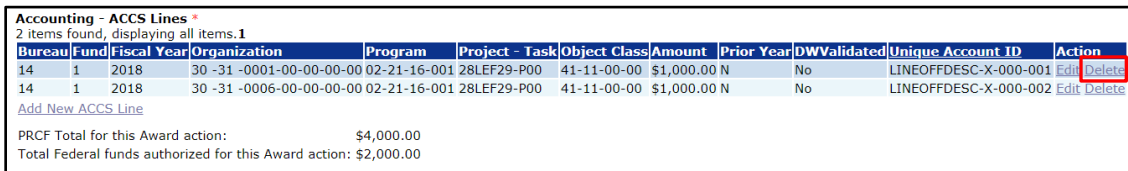
Accounting - ACCS Lines *
2 items found, displaying all items.1

| Bureau | Fund | Fiscal Year | Organization | Program | Project - Task | Object Class | Amount | Prior Year | DWValidated | Unique Account ID | Action |
|--------|------|-------------|--------------------------|--------------|----------------|--------------|------------|------------|-------------|-----------------------|---|
| 14 | 1 | 2018 | 30 -31 -0001-00-00-00-00 | 02-21-16-001 | 28LEF29-P00 | 41-11-00-00 | \$1,000.00 | N | No | LINEOFFDESC-X-000-001 | Edit Delete |
| 14 | 1 | 2018 | 30 -31 -0006-00-00-00-00 | 02-21-16-001 | 28LEF29-P00 | 41-11-00-00 | \$1,000.00 | N | No | LINEOFFDESC-X-000-002 | Edit Delete |

[Add New ACCS Line](#)

PRCF Total for this Award action: \$4,000.00
Total Federal funds authorized for this Award action: \$2,000.00

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



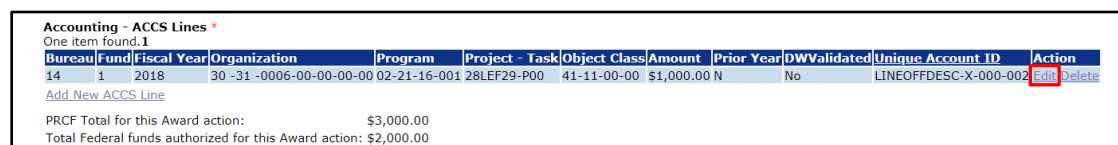
Accounting - ACCS Lines *
2 items found, displaying all items.1

| Bureau | Fund | Fiscal Year | Organization | Program | Project - Task | Object Class | Amount | Prior Year | DWValidated | Unique Account ID | Action |
|--------|------|-------------|--------------------------|--------------|----------------|--------------|------------|------------|-------------|-----------------------|---|
| 14 | 1 | 2018 | 30 -31 -0001-00-00-00-00 | 02-21-16-001 | 28LEF29-P00 | 41-11-00-00 | \$1,000.00 | N | No | LINEOFFDESC-X-000-001 | Edit Delete |
| 14 | 1 | 2018 | 30 -31 -0006-00-00-00-00 | 02-21-16-001 | 28LEF29-P00 | 41-11-00-00 | \$1,000.00 | N | No | LINEOFFDESC-X-000-002 | Edit Delete |

[Add New ACCS Line](#)

PRCF Total for this Award action: \$4,000.00
Total Federal funds authorized for this Award action: \$2,000.00

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



Accounting - ACCS Lines *
One item found.1

| Bureau | Fund | Fiscal Year | Organization | Program | Project - Task | Object Class | Amount | Prior Year | DWValidated | Unique Account ID | Action |
|--------|------|-------------|--------------------------|--------------|----------------|--------------|------------|------------|-------------|-----------------------|---|
| 14 | 1 | 2018 | 30 -31 -0006-00-00-00-00 | 02-21-16-001 | 28LEF29-P00 | 41-11-00-00 | \$1,000.00 | N | No | LINEOFFDESC-X-000-002 | Edit Delete |

[Add New ACCS Line](#)

PRCF Total for this Award action: \$3,000.00
Total Federal funds authorized for this Award action: \$2,000.00

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

Validated: false
 Bureau (xx): * 14
 Fund (xx): * 1
 Fiscal Year (yyyy): * 2018
 Project Task: 28LEF29 - P00
 Program Code: The Program Code will display here once the ACCS line is validated
 Organization: 30 - 31 - 0006 - 00 - 00 - 00 - 00
 Object Class: 41 - 11 - 00 - 00
 Unique Account Descriptor: LINEOFFDESC [Select Descriptor](#) Fund Type: No
 Amount: * \$-1,000.00
 Prior Year Fund: No

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

Add New ACCS Line

One item found. 1

| Bureau | Fund | Fiscal Year | Organization | Program | Project - Task | Object Class | Amount | Prior Year | DWValidated | Unique Account ID |
|--------|------|-------------|------------------------------------|---------|----------------|--------------|--------------|------------|-------------|-------------------|
| 14 | 1 | 2018 | 30 - 31 - 0006 - 00 - 00 - 00 - 00 | --- | 28LEF29-P00 | 41-11-00-00 | (\$1,000.00) | N | No | LINEOFFDESC--- |

Enter a **negative** funding amount.

Values for Organization Code & Object Class are unchanged

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

When finished with data entry, click the **Save** button.

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

Validated: false
 Bureau (xx): * 14
 Fund (xx): * 1
 Fiscal Year (yyyy): * 2018
 Project Task: 28LEF29 - P00
 Program Code: The Program Code will display here once the ACCS line is validated
 Organization: 30 - 31 - 0002 - 00 - 00 - 00 - 00 **Previous value: 30-31-0006-00-00-00-00**
 Object Class: 41 - 11 - 00 - 00
 Unique Account Descriptor: PGMOFFDESC [Select Descriptor](#) Fund Type: No
 Amount: * \$500.00
 Prior Year Fund: No

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

Add New ACCS Line

2 items found, displaying all items. 1

| Bureau | Fund | Fiscal Year | Organization | Program | Project - Task | Object Class | Amount | Prior Year | DWValidated | Unique Account ID |
|--------|------|-------------|------------------------------------|---------|----------------|--------------|--------------|------------|-------------|-----------------------|
| 14 | 1 | 2018 | 30 - 31 - 0002 - 00 - 00 - 00 - 00 | --- | 28LEF29-P00 | 41-11-00-00 | \$500.00 | N | No | PGMOFFDESC--- |
| 14 | 1 | 2018 | 30 - 31 - 0006 - 00 - 00 - 00 - 00 | --- | 28LEF29-P00 | 41-11-00-00 | (\$1,000.00) | N | No | LINEOFFDESC-X-000-002 |

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

Validated: false
 Bureau (xx): * 14
 Fund (xx): * 1
 Fiscal Year (yyyy): * 2018
 Project Task: 28LEF29 - P00
 Program Code: The Program Code will display here once the ACCS line is validated
 Organization: 30 - 31 - 0002 - 00 - 00 - 00 - 00
 Object Class: 41 - 11 - 00 - 00
 Unique Account Descriptor: PGMOFFDESC Select Descriptor Fund Type: No
 Amount: * \$500.00 Prior Year Fund: No

Save DWValidate Cancel/Done

Add New ACCS Line

2 items found, displaying all items. 1

| Bureau | Fund | Fiscal Year | Organization | Program | Project - Task | Object Class | Amount | Prior Year | DWValidated | Unique Account ID |
|--------|------|-------------|------------------------------------|---------|----------------|--------------|--------------|------------|-------------|-----------------------|
| 14 | 1 | 2018 | 30 - 31 - 0002 - 00 - 00 - 00 - 00 | --- | 28LEF29-P00 | 41-11-00-00 | \$500.00 | N | No | PGMOFFDESC--- |
| 14 | 1 | 2018 | 30 - 31 - 0006 - 00 - 00 - 00 - 00 | --- | 28LEF29-P00 | 41-11-00-00 | (\$1,000.00) | N | No | LINEOFFDESC-X-000-002 |

DWValidated is "No"

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

The ACCS is valid
 Validated: true
 Bureau (xx): * 14
 Fund (xx): * 1
 Fiscal Year (yyyy): * 2018
 Project Task: 28LEF29 - P00
 Program Code: 02 - 21 - 16 - 001
 Organization: 30 - 31 - 0002 - 00 - 00 - 00 - 00
 Object Class: 41 - 11 - 00 - 00
 Unique Account Descriptor: PGMOFFDESC Select Descriptor Fund Type: X
 Amount: * \$500.00 Prior Year Fund: No

Save DWValidate Cancel/Done

Add New ACCS Line

2 items found, displaying all items. 1

| Bureau | Fund | Fiscal Year | Organization | Program | Project - Task | Object Class | Amount | Prior Year | DWValidated | Unique Account ID |
|--------|------|-------------|------------------------------------|--------------|----------------|--------------|--------------|------------|-------------|-----------------------|
| 14 | 1 | 2018 | 30 - 31 - 0002 - 00 - 00 - 00 - 00 | 02-21-16-001 | 28LEF29-P00 | 41-11-00-00 | \$500.00 | N | Yes | PGMOFFDESC--- |
| 14 | 1 | 2018 | 30 - 31 - 0006 - 00 - 00 - 00 - 00 | --- | 28LEF29-P00 | 41-11-00-00 | (\$1,000.00) | N | No | LINEOFFDESC-X-000-002 |

DWValidated is "Yes"

Different data values

Different data values

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

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

The ACCS is valid
Validated: true

Bureau (xx): * 14
Fund (xx): * 1
Fiscal Year (yyyy): * 2018
Project Task: 28LEF29 - P00
Program Code: 02 - 21 - 16 - 001
Organization: 30 - 31 - 0003 - 00 - 00 - 00 - 00
Object Class: 41 - 11 - 00 - 00
Unique Account Descriptor: PGMOFFDESC Select Descriptor Fund Type: X
Amount: * \$500.00 Prior Year Fund: No

Save DWValidate Cancel/Done

Add New ACCS Line

3 items found, displaying all items.1

| Bureau | Fund | Fiscal Year | Organization | Program | Project - Task | Object Class | Amount | Prior Year | DWValidated | Unique Account ID |
|--------|------|-------------|----------------------------|--------------|----------------|--------------|--------------|------------|-------------|-----------------------|
| 14 | 1 | 2018 | 30 - 31 - 0002-00-00-00-00 | 02-21-16-001 | 28LEF29-P00 | 41-11-00-00 | \$500.00 | N | Yes | PGMOFFDESC-X-999-003 |
| 14 | 1 | 2018 | 30 - 31 - 0003-00-00-00-00 | 02-21-16-001 | 28LEF29-P00 | 41-11-00-00 | \$500.00 | N | Yes | PGMOFFDESC--- |
| 14 | 1 | 2018 | 30 - 31 - 0006-00-00-00-00 | 00-00 --- | 28LEF29-P00 | 41-11-00-00 | (\$1,000.00) | N | No | LINEOFFDESC-X-000-002 |

Original Value Net = \$0.00

Two new ACCS Lines
DWValidated is "Yes"

Updates

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

Accounting - ACCS Lines *

3 items found, displaying all items.1

| Bureau | Fund | Fiscal Year | Organization | Program | Project - Task | Object Class | Amount | Prior Year | DWValidated | Unique Account ID |
|--------|------|-------------|----------------------------|--------------|----------------|--------------|--------------|------------|-------------|-----------------------|
| 14 | 1 | 2018 | 30 - 31 - 0002-00-00-00-00 | 02-21-16-001 | 28LEF29-P00 | 41-11-00-00 | \$500.00 | N | Yes | PGMOFFDESC-X-000-006 |
| 14 | 1 | 2018 | 30 - 31 - 0003-00-00-00-00 | 02-21-16-001 | 28LEF29-P00 | 41-11-00-00 | \$500.00 | N | Yes | PGMOFFDESC-X-000-007 |
| 14 | 1 | 2018 | 30 - 31 - 0006-00-00-00-00 | 02-21-16-001 | 28LEF29-P00 | 41-11-00-00 | (\$1,000.00) | N | Yes | LINEOFFDESC-X-000-005 |

Add New ACCS Line

PRCF Total for this Award action: \$2,000.00
Total Federal funds authorized for this Award action: \$2,000.00

To proceed, all ACCS Lines
DWValidated must be "Yes"

16. Complete Steps [7-10](#) in the Correct One ACCS Line section.

