



Federal Program Office

User Manual

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

NOAA Grants Online Program Management Office

June 2021
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	26

This page intentionally left blank

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 filled with 'na18%5'. The 'Search' button is highlighted with a red box. Other fields include 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.

ID	Award Number	Proposal Number	Project Title	Applicant	DBA Name	Program Officer	LO	PO	CFDA	PI	RFA	EEO	Grants.gov #	Applicant ID
2694403	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				

- 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 >>

- 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:

- 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:
 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:

Bureau (xx): *

Fund (xx): *

Fiscal Year (yyyy): *

Project Task:

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

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

Object Class:

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

Amount: * Prior Year Fund:

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

[Add New ACCS Line](#)

One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	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

- 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”

↓

- 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---

- 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

- 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

- 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](#)

[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.

Award File In Progress - NA18GOT9980059

Id: 2694414
Status: ProgramOfficerActions - Not Started

Action:

Your Comments:

Available to Revise:

- Revise NEPA Document
- Revise PO Checklist
- Revise Procurement Request and Commitment of Funds
- View FAIS Sheet
- View Reporting Frequencies

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:

8 items found, displaying all items. 1

View	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:

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

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

Grants Online – Update ACCS Lines

- 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 Submit

Your Comments:
 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

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

Award File Header Information

RFA Name:	CNMI June 2018 non-comp	Funding Opportunity Number:	NOAA-GOT-OCPO-2018-2005580
CFDA Number:	11.998	Award File Period:	N/A - N/A
Program Officer:	Grants Student21	Program Officer Phone:	301-555-1212 EXT-null
Grants Specialist:	NOAA Grants Specialist-GOT	Grants Specialist Phone:	301-555-1212 EXT-
Federal Funding:	\$20.00	Non Federal Funding:	\$5.00 NON-INTERFACED
Project Title:	TRAINING RECORD - Awd-07 CNMI GrantsOnlineTraining Session		
Organization Name:	CARDINAL PEAK TECHNOLOGIES, LLC	DBA Name:	null
Multi-Year:	No-Release	ASAP Recipient:	Yes
		High Risk Recipient:	No

Procurement Request and Commitment of Funds - NA18GOT9980168

THIS DOCUMENT IS LOCKED

THIS REQUEST IS APPROVED

Revised Approved

Last CBS Validation: Status:

- 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.

Procurement Request and Commitment of Funds - NA18GOT9980168

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
2704868	NAGO0000900053	(\$20.00)	Approved - De-commitment Of Funds
2704866	NAGO0000900053	\$20.00	Approved - Insufficient Funds

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

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	2019	30-31-0002-00-00-00	02-21-16-001	28LEF29-P00	41-11-00-00	\$20.00	N	No	LINEOFFDESC-X-999-001	Edit Delete

[Add New ACCS Line](#)

PRCF Total for this Award action: \$20.00
 Total Federal funds authorized for this Award action: \$20.00
 Recipient Share Total for this Award action: 0.00
 Total Recipient Funds authorized for this Award action: \$5.00

9. The next few steps have been diagrammed in the previous section. For that reason the steps are mentioned below without the screen images.
10. When finished making changes to the ACCS Line click the **DWValidate** button to ensure the ACCS Line is valid.
11. When the **ACCS Line is valid** message is visible click the **Save** button or the **Save and Return to Main** button.
12. While on that screen (for interfaced awards) click the **CBS Validate** button to ensure funds are 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](#)

Grants Online – Update ACCS Lines

- 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:** **DUNS:** 964047778

URI: NA18GOT9980061_000

To: * **Description:** *

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 to 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: *** NAG0000800112

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	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): * 2021
 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
 Object Class: * 41 - 11 - 00 - 00
 Unique Account Descriptor: LINEOFF DESCRIPTOR Select Descriptor Fund Type:
 Amount: * \$-4,000.00 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	2021	30 - 31 - 0003 - 00 - 00 - 00 - 00	---	28LEF29-P00	41-11-00-00	(\$4,000.00)	N	No	LINEOFF DESCRIPTOR---

Values for Organization Code & Object Class remain

Enter a **negative** funding amount.

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

Validated: false
 Bureau (xx): * 14
 Fund (xx): * 1
 Fiscal Year (yyyy): * 2021
 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
 Object Class: * 41 - 11 - 00 - 00
 Unique Account Descriptor: LINEOFF DESCRIPTOR Select Descriptor Fund Type:
 Amount: * \$-4,000.00 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	2021	30 - 31 - 0003 - 00 - 00 - 00 - 00	---	28LEF29-P00	41-11-00-00	(\$4,000.00)	N	No	LINEOFF DESCRIPTOR---

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): * 2021
 Project - Task: * 28LEF29 - P00
 Program Code: The Program Code will display here once the ACCS line is validated
 Organization: * 30 - 31 - 0001 - 00 - 00 - 00 - 00 Previous value: 30-31-0003-00-00-00-00
 Object Class: * 41 - 11 - 00 - 00
 Unique Account Descriptor: Select Descriptor Fund Type:
 Amount: * \$4,000.00 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	2021	30 - 31 - 0003 - 00 - 00 - 00 - 00	---	28LEF29-P00	41-11-00-00	(\$4,000.00)	N	No	LINEOFF DESCRIPTOR---
14	1	2021	30-31-0001-00-00-00-00	---	28LEF29-P00	41-11-00-00	\$4,000.00	N	No	---

Enter a **positive** funding amount.

- 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): * 2021
 Project - Task: * 28LEF29 - P00
 Program Code: The Program Code will display here once the ACCS line is validated
 Organization: * 30 - 31 - 0001 - 00 - 00 - 00 - 00
 Object Class: * 41 - 11 - 00 - 00
 Unique Account Descriptor: Select Descriptor Fund Type:
 Amount: * \$4,000.00 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	2021	30-31-0003-00-00-00-00	---	28LEF29-P00	41-11-00-00	(\$4,000.00)	N	No	LINEOFF DESCRIPTOR---
14	1	2021	30-31-0001-00-00-00-00	---	28LEF29-P00	41-11-00-00	\$4,000.00	N	No	---

Net = \$0.00

DWValidated is "No"

- 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): * 2021
 Project - Task: * 28LEF29 - P00
 Program Code: The Program Code will display here once the ACCS line is validated
 Organization: * 30 - 31 - 0001 - 00 - 00 - 00 - 00
 Object Class: * 41 - 11 - 00 - 00
 Unique Account Descriptor: Select Descriptor Fund Type:
 Amount: * \$4,000.00 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	2021	30-31-0003-00-00-00-00	---	28LEF29-P00	41-11-00-00	(\$4,000.00)	N	No	LINEOFF DESCRIPTOR---
14	1	2021	30-31-0001-00-00-00-00	---	28LEF29-P00	41-11-00-00	\$4,000.00	N	No	---

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

Grants Online – Update ACCS Lines

The ACCS is valid

Validated: true

Bureau (xx): * 14

Fund (xx): * 1

Fiscal Year (yyyy): * 2021

Project - Task: * 28LEF29 - P00

Program Code: 02 - 21 - 16 - 001

Organization: * 30 - 31 - 0001 - 00 - 00 - 00 - 00

Object Class: * 41 - 11 - 00 - 00

Unique Account Descriptor: PGMOFFICE DESCRIPTOR [Select Descriptor](#) Fund Type: X

Amount: * \$4,000.00 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	2021	30 - 31 - 0003 - 00 - 00 - 00 - 00	---	28LEF29-P00	41-11-00-00	(\$4,000.00)	N	No	LINEOFF DESCRIPTOR-X-999-001
14	1	2021	30 - 31 - 0001 - 00 - 00 - 00 - 00	02-21-16-001	28LEF29-P00	41-11-00-00	\$4,000.00	N	Yes	PGMOFFICE DESCRIPTOR-X-999-002

Different data value (pointing to Organization column)

Different data value (pointing to Unique Account ID column)

DWValidated is "Yes" for the new ACCS Line (pointing to DWValidated column)

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

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

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	2021	30 - 31 - 0003 - 00 - 00 - 00 - 00	---	28LEF29-P00	41-11-00-00	(\$4,000.00)	N	No	LINEOFF DESCRIPTOR-X-999-001	Edit Delete
14	1	2021	30 - 31 - 0001 - 00 - 00 - 00 - 00	02-21-16-001	28LEF29-P00	41-11-00-00	\$4,000.00	N	Yes	PGMOFFICE DESCRIPTOR-X-999-002	Edit Delete

[Add New ACCS Line](#)

PRCF Total for this Award action: \$0.00

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

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.

[Procurement Request Official Comments](#)

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

Award Finance Report

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

Procurement Request and Commitment of Funds - NA21GOT9980101

Last CBS Validation: 06/15/2021 9:31:0 AM Status: Valid

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

ID	Requisition Number	Federal Share	Status
2857421	NAGO0000100215	(\$4,000.00)	Approved - De-commitment Of Funds
2857418	NAGO0000100215	\$4,000.00	Approved - Insufficient Funds

9. 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	2021	30 -31 -0003-00-00-00-00	02-21-16-001	28LEF29-P00	41-11-00-00	(\$4,000.00)	N	Yes	LINEOFF DESCRIPTOR-X-999-001	Edit Delete
14	1	2021	30 -31 -0001-00-00-00-00	02-21-16-001	28LEF29-P00	41-11-00-00	\$4,000.00	N	Yes	PGMOFFICE DESCRIPTOR-X-999-002	Edit Delete

[Add New ACCS Line](#)

PRCF Total for this Award action: \$0.00
 Total Federal funds authorized for this Award action: \$4,000.00
 Recipient Share Total for this Award action:
 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.

[Procurement Request Official Comments](#)

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

Award Finance Report

10. 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 to 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:** * NAGO0000800118
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	DWValidated	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: * Description: *

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

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

Grants Online – Update ACCS Lines

- 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: Prior Year Fund: No

Amount: * \$1,000.00

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

Add New ACCS Line

Enter a **negative** funding amount.

Values for Organization Code & Object Class are unchanged

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---

- 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.

- 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: Prior Year Fund: No

Amount: * \$500.00

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 - 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:
 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 to 11 in this section as many times as is necessary to enter subsequent ACCS Lines.

13. When the ACCS Line is validated, the screen shown on the next page is visible. Note the Organization Code and the Unique Account Descriptor are different than that used for the original ACCS Line.

Grants Online – Update ACCS Lines

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

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

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

