# Award Cash Management $ervice

**The Award Cash Management $ervice (ACM$)** is NSF's approach to award payments and post-award financial processes. This approach requires the submission of award level payment amounts each time funds are requested. Awardee Preparers, Certifiers and Financial Representatives are able to access ACM$.
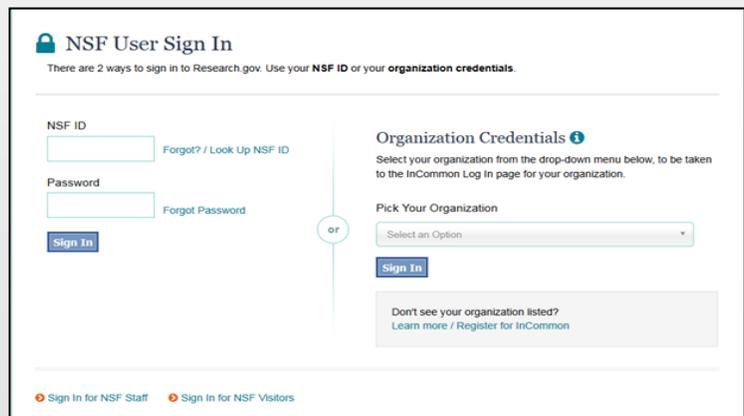
## Access the Award Cash Management $ervice

To access ACM$, financial users must go to Research.gov and complete the following steps:

**1.** On the Research.gov homepage, select **Log In** at the top of the page.

**2.** On the NSF User Log In page, enter your NSF ID and Password (same as FastLane ID and password) and click **Log In**. If your organization appears in the drop-down list, you can log in with your organization credentials.

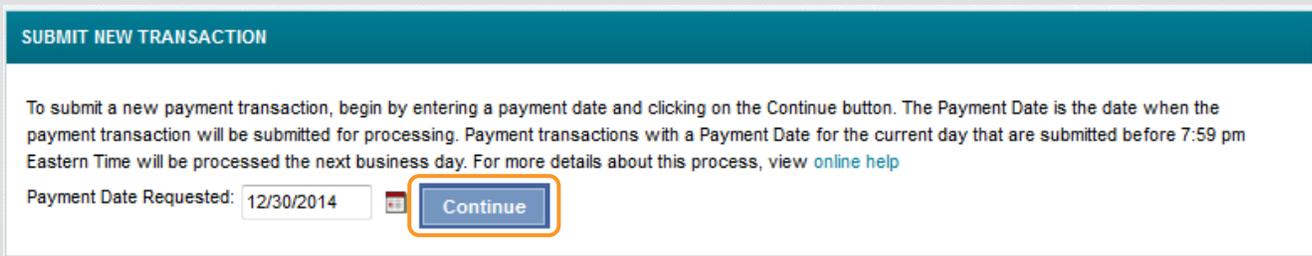**3.** Click **Award Cash Management $ervice** underneath ACM$ dashboard.
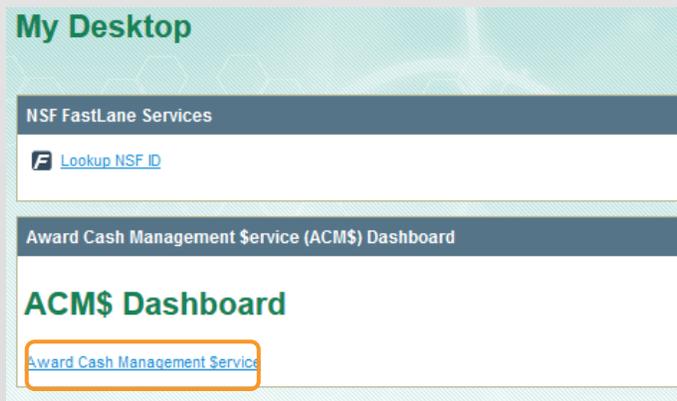
# Review your Organization Summary Page

The Organization Summary Page shows transactions requiring attention; the links for submitting new transactions or searching for transactions or awards; and transaction status lists for draft transactions, transactions awaiting certification, and transactions received by NSF.

| My Desktop | Awards & Reporting | Manage Financials | Administration |
|---|---|---|---|

**Award Cash Management $ervice**

Organization Summary

- Submit New Transaction
- Search for Transaction or Award
- Draft Transactions
- Awaiting Certification
- Received Transactions
- Historical Transactions
- All Open Awards

ACM$ Help

## Award Cash Management $ervice (ACM$)

### Organization Summary

Organization Name: Wright State University ▼ [Go]

Organization ID: 0001016000

View Open Awards
View Recently Closed Awards

**The following transactions require attention:**
- Draft transactions >>
- Received transactions >>

**SUBMIT NEW TRANSACTION**

To submit a new payment transaction, begin by entering a payment date and clicking on the Continue button. The Payment Date is the date when the payment transaction will be submitted for processing. Payment transactions with a Payment Date for the current day that are submitted before 7:59 pm Eastern Time will be processed the next business day. For more details about this process, view online help

Payment Date Requested: 12/30/2014 [📅] [Continue]

### Search for Transaction or Award

**Quick Search | Advanced Transaction Search | Advanced Award Search**

# Create a Payment Transaction

**1.** Awardee preparers can navigate to the Submit New Transaction box. Enter a payment date and click Continue.  Current date is default  or can be changed to future date for warehousing.

**SUBMIT NEW TRANSACTION**

To submit a new payment transaction, begin by entering a payment date and clicking on the Continue button. The Payment Date is the date when the payment transaction will be submitted for processing. Payment transactions with a Payment Date for the current day that are submitted before 7:59 pm Eastern Time will be processed the next business day. For more details about this process, view online help

Payment Date Requested: 12/30/2014 [📅] [Continue]

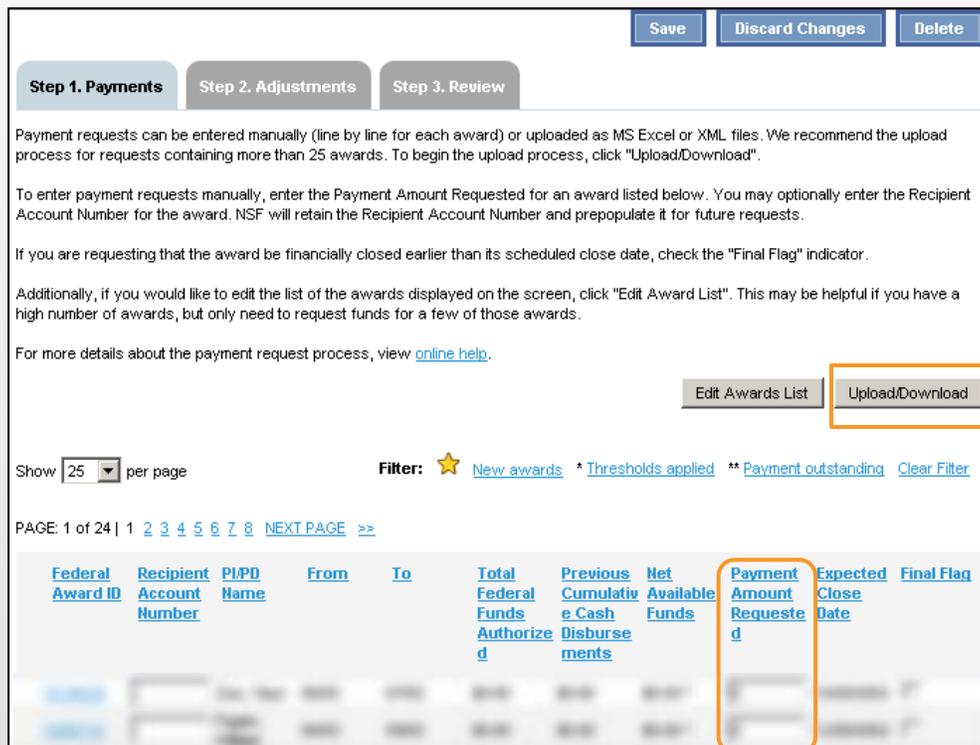*Note: The Submit New Transaction box will only appear when you are logged in as a Preparer.*

# Create a Payment Transaction

**2** To create a payment transaction, for open awards click **Payments tab**.

| Step 1. Payments | Step 2. Adjustments | Step 3. Review |

**3.** Enter a payment amount in the Payment Amount Requested field for one or more Federal Award IDs. You can also click on the Upload/Download button to use the MS Excel or XML (XLS, XLSX) processes.  Amounts can be +/- dollars & cents.



**4.** Click Save.



- The Payment Transaction has been saved.

Or click Adjustments tab to financially closed awards.

# Make an Adjustment Request to a Closed Award

**1.** To make an adjustment request to a closed award, click on the **Adjustments Tab**.

*Note: Users can also access a list of closed awards by clicking on the "View Recently Closed Awards" link on the Organization Summary Page or by completing an Advance Award Search and setting the Award Status filter to "Closed".*

| Step 1. Payments | Step 2. Adjustments | Step 3. Review |
| --- | --- | --- |

To enter adjustment requests, enter the Federal Award ID for each financially closed award included in the request and click "Validate Awards". Once the award is validated, ACM$ will display the financial information for the award.

Enter the Adjustment Requested amount for each award. This amount will be positive to increase award expenses and initiate a payment or negative to decrease award expenses.

To remove any awards from the adjustment request, select checkboxes next to awards you would like to remove from the request and click "Remove Selected". For more details about the adjustment request process, view online help.

Users must provide a brief justification in order to enter adjustment(s) to closed awards. The justification should describe in brief general terms the reasons for the adjustment(s). A single justification can be used for multiple awards.

**Justification**

**2.** Enter the Federal Award ID for each closed award you want to adjust and click Validate Awards. You may enter up to 5 awards for validation.

*Note: You must enter a justification in order to complete an adjustment.*

*Note: The Federal Award must be financially closed to be adjusted and the expenses must have been incurred during the life of the award.*

Validate Awards    Remove Selected

Filter: * Thresholds applied  ** Payment outstanding  Clear Filter

| Federal Award ID | Financial Closed Date | Previous Cumulative Cash Disbursement | Balance Available for Upward Adjustment | Balance Available for Downward Adjustment | Adjustment Eligibility Status | Adjustment Requested |
| --- | --- | --- | --- | --- | --- | --- |
| ☐ | | | | | | |
| ☐ | | | | | | |
| ☐ | | | | | | |
| ☐ | | | | | | |
| ☐ | | | | | | |

Validate Awards    Remove Selected

| Totals: | | $0.00 | $0.00 | $0.00 | | $0.00 |

**3.** Once a Federal Award ID is validated, the amount available for upward adjustment and downward adjustment will display, as well as eligible, ineligible and downward. Enter the adjustment amount into the Adjustment Requested field. A positive amount represents an upward adjustment. A negative amount represents a downward adjustment.

| Federal Award ID | Financial Closed Date | Previous Cumulative Cash Disbursement | Balance Available for Upward Adjustment | Balance Available for Downward Adjustment | Adjustment Eligibility Status | Adjustment Requested |
| --- | --- | --- | --- | --- | --- | --- |
| ☐ | | | | | | |

**4.** Click Save. ⟶ | Save | Discard Changes | Delete |

# Review and Forward Payment Transactions

To review and forward a payment transaction for certification:
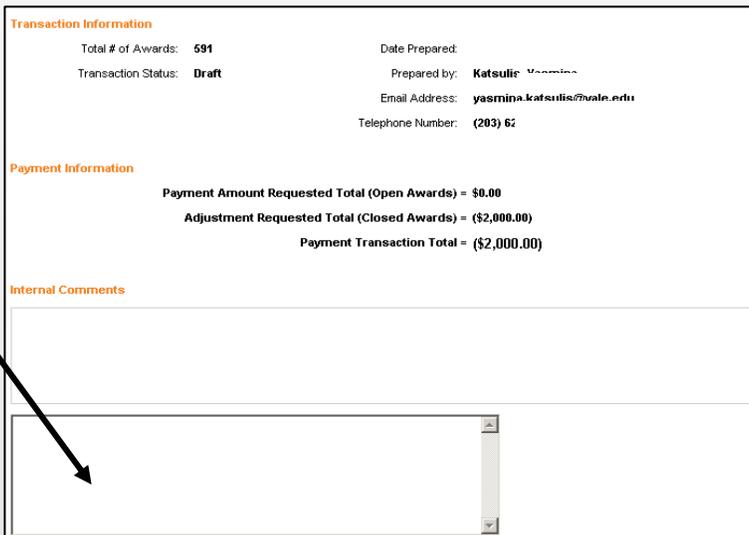
**1.** Click on the **Review Tab**.

| Step 1. Payments | Step 2. Adjustments | Step 3. Review |

**Transaction Information**

| | | |
|---|---|---|
| Total # of Awards: | **591** | Date Prepared: |
| Transaction Status: | **Draft** | Prepared by: **Katsulis, Yasmina** |
| | | Email Address: **yasmina.katsulis@yale.edu** |
| | | Telephone Number: **(203) 62** |

**Payment Information**

Payment Amount Requested Total (Open Awards) = **$0.00**

Adjustment Requested Total (Closed Awards) = **($2,000.00)**

Payment Transaction Total = **($2,000.00)**

**Internal Comments**

**2.** If desired, provide a comment on the transaction.

*Note: Comments are for internal use of your org and are not visible to the NSF grant accountants.*

**3.** If desired, provide remarks on the transaction.

**Remarks**

Awardees should use this section to explain fully any adjustments resulting from an audit, investigation, or internal review or to provide information to NSF that may clarify items or issues that are related to submission of the payment transaction.

*Note: The National Science Foundation will be able to view remarks added by the Preparer.*

**4.** Click **Forward for Certification** to complete.

Forward for Certification

# Certify a Payment Transaction

To certify a payment transaction, complete the following steps after logging into Research.gov as a Certifier and selecting the ACM$ link:

**1.** From the Organization Summary Screen scroll down to the Awaiting Awardee Certification box.

**2.** Select the Transaction ID number of the transaction you would like to certify.

| Awaiting Awardee Certification | | | | | View All Awaiting Certification |
| --- | --- | --- | --- | --- | --- |
| **Transaction ID** | **Date Certified / Prepared** | **Certified / Prepared by** | **Total # of Awards** | **Payment Transaction Total** | **Payment Date Requested** | **Transaction Status** |
| 85 | | | | | |

**3.** Review the transaction and, if desired, provide comments and/or remarks.

| Payments | Adjustments | **Review** |
| --- | --- | --- |

**Transaction Information**

| | | |
| --- | --- | --- |
| Total # of Awards: | **1** | Date Prepared: |
| Transaction Status: | **Awaiting Certification** | Prepared by: |
| | | Email Address: |
| | | Telephone Number: |
| | | Date Certified: |
| | | Certified By: |
| | | Email Address: |
| | | Telephone Number: |

**Payment Information**

Payment Amount Requested Total (Open Awards) = $4.00

Adjustment Requested Total (Closed Awards) = $0.00

Payment Transaction Total = $4.00

**Internal Comments**

# Certify a Payment Transaction

**4.** Once you are satisfied with your review and ready to submit, check the certify box and then click Certify & Submit Transaction.

### Certification

☑ I, John Doe , certify:

For all grantees:

By submitting this electronic request for cash disbursement, I certify to the best of my knowledge and belief that the expenditures, disbursements, and cash receipts associated with this request for payment are for the purposes and objectives set forth in the solicitation, proposal, and award letter, and comply with the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact in NSF proposals, reports, and any other communication submitted to NSF, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise. (See, e.g., U.S. Code Title 18, Sections 287, 1001 and 1343; Title 31, Sections 3729-3730 and 3801-3812).

Additional Certifications applicable only for SBIR/STTR grantees:

A. That the principal investigator and the small business firm have not accepted funding for the same or overlapping work except as stated in the underlying proposal;

B. That all proposals describing the same or overlapping work have been declined or withdrawn;

C. That the primary employment of the principal investigator, as defined by the applicable NSF Program Solicitation, is with the small business firm and will continue to be during the conduct of the research throughout the award period, and that the principal investigator is currently available to perform the proposed work;

D. That the grantee is a small business as defined in the SBA Eligibility Guide at: https://www.sbir.gov/sites/default/files/elig_size_compliance_guide.pdf

[ Certify & Submit Transaction ]  [ Reject Transaction ]

*Note: Clicking "Reject Transaction" will send the Transaction back to Draft Status.*

# Edit a Draft Payment Transaction

To edit a draft payment transaction, complete the following steps after logging into Research.gov as a Preparer and selecting the ACM$ link:

**1.** On the ACM$ Organization Summary Page, scroll down to Draft Transactions.

**Draft Transactions**                                                            View All Drafts

| Transaction ID | Date Last Saved | Saved by |
|---|---|---|
| 84 | | |

**2.** Select the Transaction ID number that you want to edit.

**Draft Transactions**

**Transaction ID**

84

**3.** You will then go to the Step 1 of the payment transaction process which will display the draft transaction.

Save | Discard Changes | Delete

| Step 1. Payments | Step 2. Adjustments | Step 3. Review |

Payment requests can be entered manually (line by line for each award) or uploaded as MS Excel or XML files. We recommend the upload process for requests containing more than 25 awards. To begin the upload process, click "Upload/Download".

To enter payment requests manually, enter the Payment Amount Requested for an award listed below. You may optionally enter the Recipient Account Number for the award. NSF will retain the Recipient Account Number and prepopulate it for future requests.

If you are requesting that the award be financially closed earlier than its scheduled close date, check the "Final Flag" indicator.

Additionally, if you would like to edit the list of the awards displayed on the screen, click "Edit Award List". This may be helpful if you have a high number of awards, but only need to request funds for a few of those awards.

For more details about the payment request process, view online help.

Edit Awards List | Upload/Download

Show 25 per page    Filter: ★ New awards    * Thresholds applied    ** Payment outstanding    Clear Filter

PAGE: 1 of 24 | 1  2  3  4  5  6  7  8  NEXT PAGE  >>

| Federal Award ID | Recipient Account Number | PI/PD Name | From | To | Total Federal Funds Authorized | Previous Cumulative Cash Disbursements | Net Available Funds | Payment Amount Requested | Expected Close Date | Final Flag |
|---|---|---|---|---|---|---|---|---|---|---|

# Search for Payment Transactions and Awards

To search for payment transactions and awards, complete the following steps after logging into Research.gov and selecting the ACM$ link:

**1.** Enter a Transaction ID or Federal Award ID and click Search to perform a Quick Search.
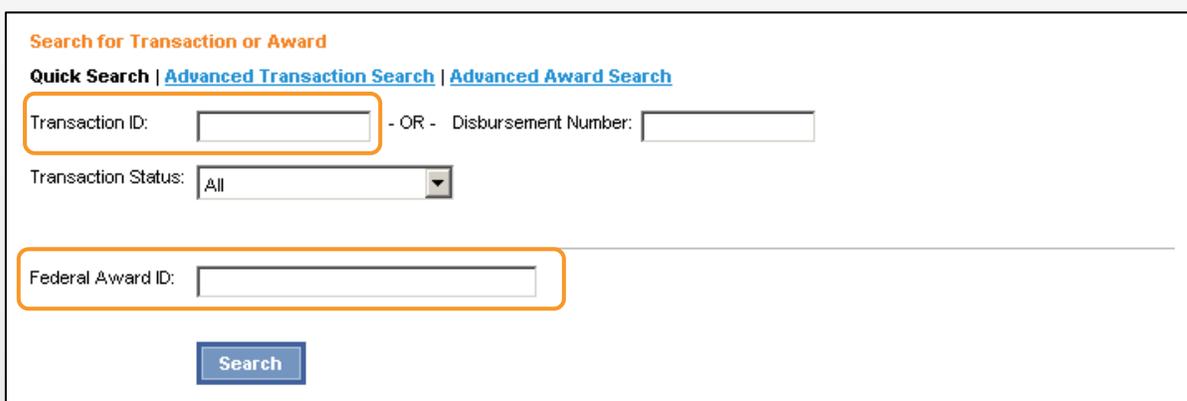


**2.** You can also search for an ACM$ originated payment transaction or award level payment information by clicking on the Advanced Search links: