

Procedures for NSF ACM\$

The Award Cash Management Service (ACM\$) provides financial service processing for award payments through a “grant by grant” method. NSF has implemented this process in order to increase transparency and accountability of federal funds. ACM\$ is accessed through www.Research.gov and allows grantee institutions to submit cash requests and adjustments to open and closed awards, as well as access award-level information on payments and award balances. Since its inception, grantees no longer are required to submit the NSF FCTR for quarterly reporting.

Internal Procedures for requesting funds through ACM\$:

1. Download a working copy of the Excel file from Research.gov listing the University’s current open NSF grant awards. The file may be unprotected, allowing the preparer to re-sort and use as necessary in preparing the cash request.
2. Add the payment request amount based on the numbers provided by the 272B’s which are calculated through the Banner Billing Module after month end.
3. Using FGRFAAC in Banner, pull the NSF Letter of Credit account code 12212 activity for the month. Drop these numbers into a column inserted into the Excel file and compare to the numbers provided by the 272B.
4. Compare and reconcile the differences between the two columns of numbers, determining whether awards have ‘on hold’, deficit or other issues.
5. Correct any issues, such as rerunning the 272B process, if possible to ensure the payment request amount is as accurate as possible. Make the necessary corrections in the spreadsheet.
6. All adjustments to funds that have ended within 120 days of the draw submission will have to be pulled into the spreadsheet manually and a justification for the draw or return of funds will require an explanation.
7. When the reconciliation is complete, it is reviewed by the University certifying official before uploading into research.gov.
8. After the certifying official completes their review, the preparer should download a final copy of the Excel worksheet and then paste the values from the working file Payment Amount Requested and the Recipient Account Number columns into the corresponding column(s) in the final Excel file. The final Excel file can then be uploaded to ACM\$.
9. An email will go out to all preparers and certifiers alerting them of a transaction awaiting review and certification.
10. The certifying official will review the uploaded file, print out a pdf copy for the permanent file and certify the request for funds. The funds are then sent to UND’s bank account on record with research.gov within 2-3 business days.

Notes:

- *The most common causes of failures with the MS Excel upload process is that users unprotect the Excel download worksheet, make their updates and then try to upload the worksheet to ACM\$. The second most common cause of an upload failure is that users inadvertently paste formulas into the worksheet.*
- *The Recipient Account Number Field is a “text format” field in the ACM\$ Excel worksheet. When pasting values into the Recipient Account Number column, users should use the “Paste Values” function as opposed to pasting formulas, formatting or numbers. Pasting values insures that the Recipient Account Number field retains its original cell formatting and reduces the risk of worksheet upload errors.*
- *For more information, please go to the ACM\$ Informational Page on Research.gov, and see the ACM\$ XML File Upload Process Frequently Asked Questions, Data Dictionary and Instruction Guide. Note: Excel and XML upload options are only available for payment requests on open awards but not adjustment requests on closed awards. Instructions for accessing the ACM\$ Informational page are under question 4.*