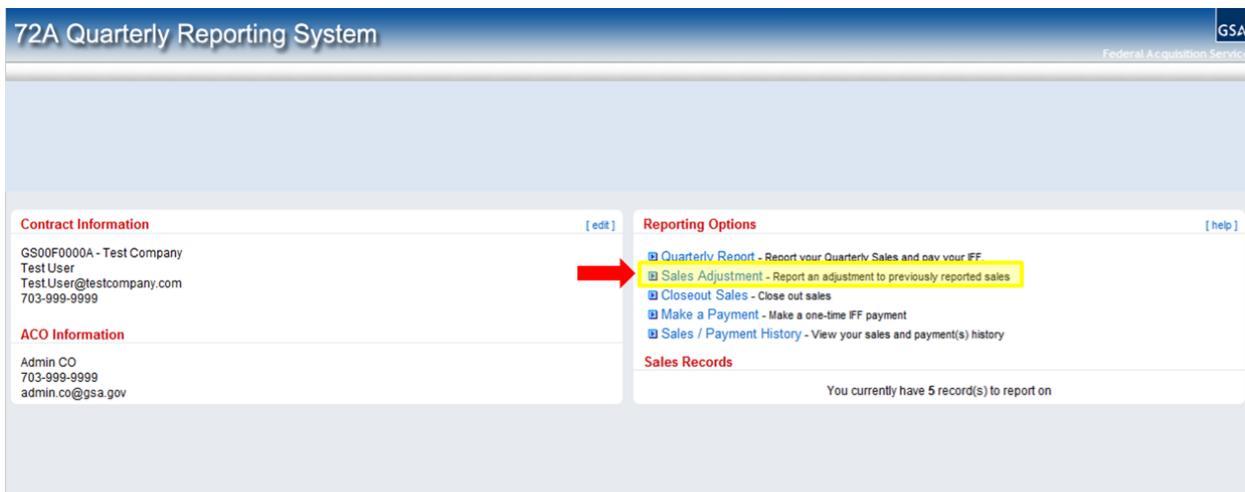


Completing Sales Adjustments

In some instances, you may find that you inadvertently made a reporting error or that previously reported sales need to be modified as a result of an assessment. These sales should be adjusted by completing a sales adjustment in the 72A Quarterly Reporting System (<https://72a.gsa.gov>).

Step 1: go to <https://72a.gsa.gov>. Log in using your contract number and password (*HINT: Do NOT use hyphens in your contract number*). Please note that new contractors must register your contract to receive a logon credential by using the “New Contractor? Register Here” link at the <https://72a.gsa.gov> login box.

Step 2: Select “Sales Adjustment” from the list of “Reporting Options.” on the right side of the page:



The screenshot shows the 72A Quarterly Reporting System interface. The page title is "72A Quarterly Reporting System" and the GSA logo is in the top right corner. The page is divided into two main sections: "Contract Information" and "Reporting Options".

Contract Information: [edit]
GS00F0000A - Test Company
Test User
Test User@testcompany.com
703-999-9999

ACO Information:
Admin CO
703-999-9999
admin.co@gsa.gov

Reporting Options: [help]

- Quarterly Report - Report your Quarterly Sales and pay your FF
- Sales Adjustment - Report an adjustment to previously reported sales**
- Closeout Sales - Close out sales
- Make a Payment - Make a one-time FF payment
- Sales / Payment History - View your sales and payment(s) history

Sales Records:
You currently have 5 record(s) to report on

A red arrow points to the "Sales Adjustment" option in the Reporting Options list.

Step 3: Select the reporting period that requires an adjustment.



The screenshot shows the "Sales Adjustment - Step 1" screen in the 72A Quarterly Reporting System. The page title is "72A Quarterly Reporting System" and the GSA logo is in the top right corner. The page has a navigation bar with "Home", "Report Sales", and "Profile" links.

Sales Adjustment - Step 1

What quarter and year do you need to adjust?

03/31/2008 [Continue]

Demo System | Contact Us : 72Aadmin@gsa.gov - 703-605-9992 or Toll Free: 877-495-4849

Step 4: Now enter the updated amount that should be reported for each affected quarter (*HINT: Do NOT enter the difference between the actual amount and amount originally reported, just the total sales*). Please remember that only the SIN numbers that have adjustments need to be filled. All others can be left blank.

Sales Adjustment - Step 2

Instructions: Only the SIN numbers that have adjustments for are required to be filled. A reason for the adjustment is required, you can enter this in the next step.

Adjustment Quarter: 03/31/2008

SIN	Previous Sales Amount	Adjustment Amount
132 33	\$76,359.00	<input type="text"/>
132 33STLOC	\$0.00	<input type="text"/>
132 34	\$21,492.00	<input type="text"/>
132 34STLOC	\$0.00	<input type="text"/>
132 50	\$0.00	<input type="text"/>
132 50STLOC	\$0.00	<input type="text"/>
132 51	\$15,200.00	<input type="text"/>
132 51STLOC	\$0.00	<input type="text"/>

[Back](#) [Continue](#)

Step 5: The final step involves inputting your contact information and answering some questions regarding the sales adjustment. All questions require an answer before the sales adjustment can be processed.

Sales Adjustment - Step 3

Instructions: All the fields below are required. Please answer the following questions to complete your sales adjustment request.

Provide a contact phone number & email address ****Required****

Email Address

Phone Number

How was the sales reporting error discovered? ****Required****

- During a Contractor Assistance Visit (CAV) with your Industrial Operations Analyst (IOA)
- During a self-audit of sales records required by your Administrative Contracting Officer (ACO)
- During an internal audit at your firm
- During an Inspector General (IG) Audit conducted by an IG Auditor
- None of the above

If "None of the above" was selected, please explain.

4000 characters remaining.

What is the reason for the sales adjustment? ****Required****

4000 characters remaining.

How did the sales reporting error occur? ****Required****

4000 characters remaining.

What action is your firm taking to prevent the reporting error from recurring? ****Required****

In some cases, the contractor might owe additional Industrial Funding Fee as a result of the sales adjustment. In this case, please return to main screen of the 72A Quarterly Reporting System and pay IFF using the “Make a Payment” option. Note that one payment may be applied to span multiple quarters. If the opposite is true and the sales adjustment resulted in a credit, please subtract the credit amount of future IFF quarterly payments due until the net remaining is zero. Contact your Industrial Operations Analyst (IOA) for confirmation of your remaining IFF balance.

Additional assistance can be found by contacting the 72A Quarterly Reporting System help desk for technical troubleshooting. The help desk can be reached at:

E-mail: 72Aadmin@gsa.gov

Phone: 703-605-9992

Toll Free: 877-495-4849

IOA Lookup Tool: https://vsc.gsa.gov/tools/aco_ioa.cfm

Note: The “Previous Sales Amount” column is generally updated on an overnight batch process. If you are requesting a Sales Adjustment the same day you reported your sales, the “Previous Sales Amount” column will likely not reflect the sales you reported that day.