

Escalation Report

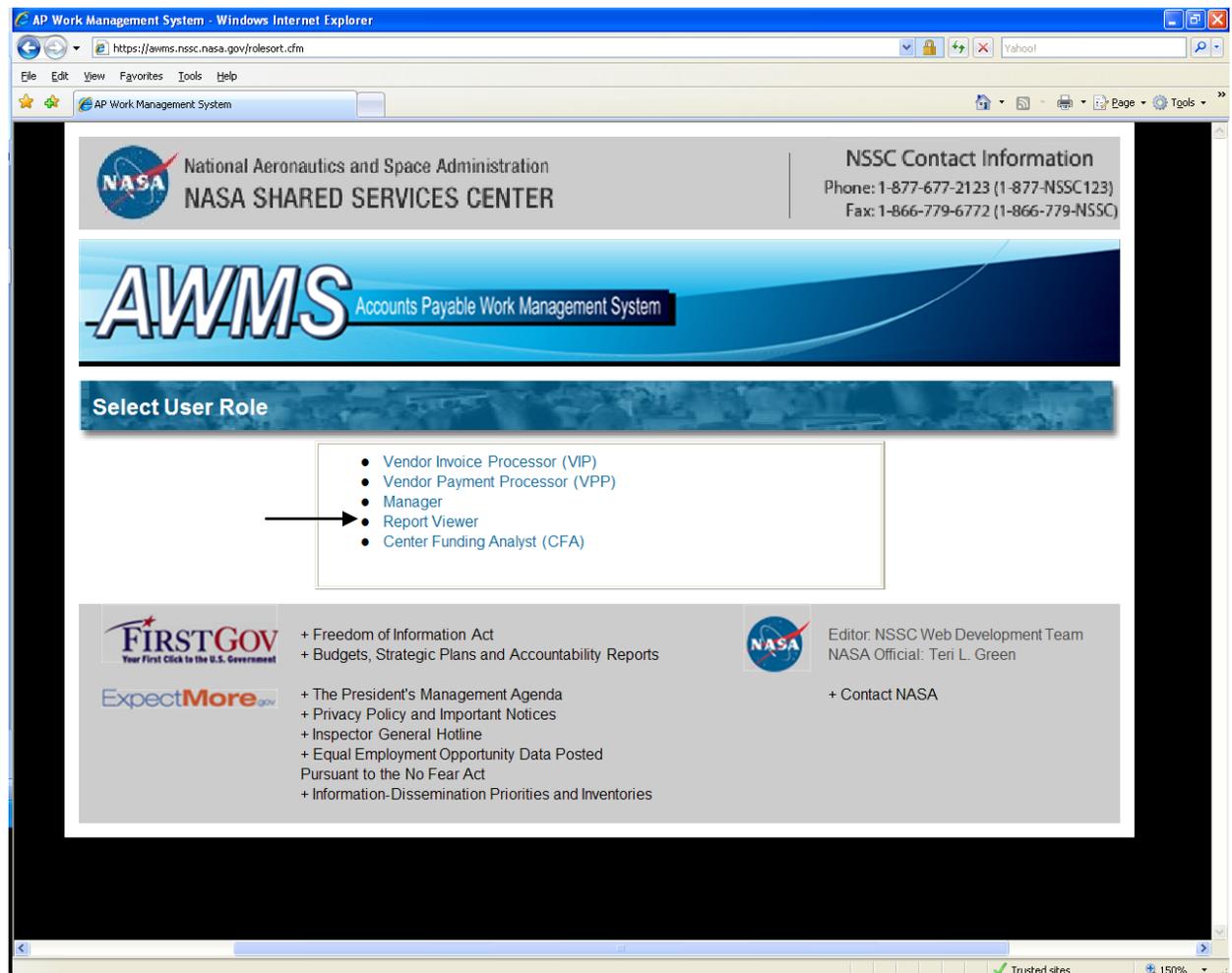
- ❖ Access AWMS – multiple roles:

Link: <https://awms.nssc.nasa.gov/rolesort.cfm>

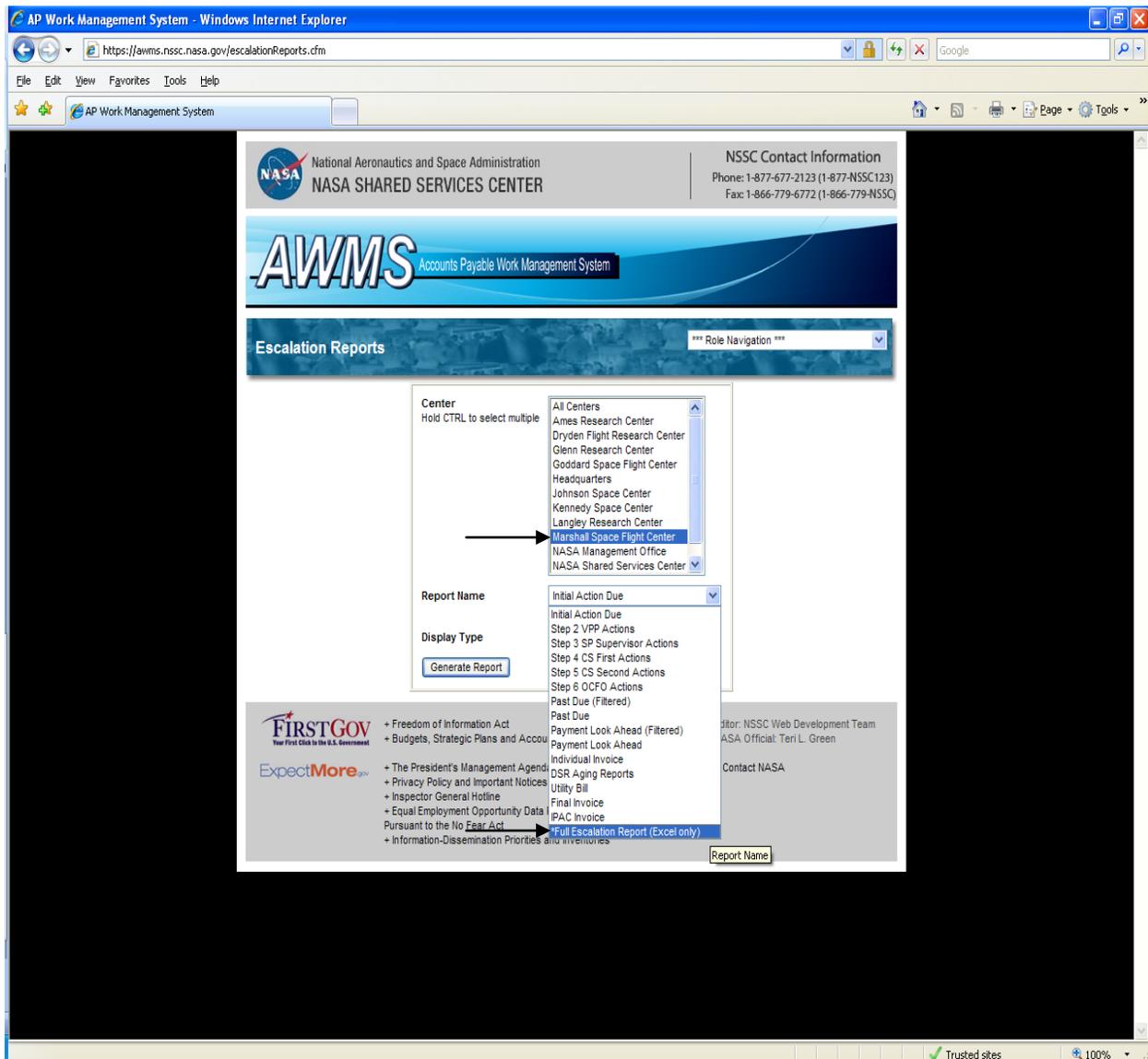
- ❖ Access from NSSC Home Page :

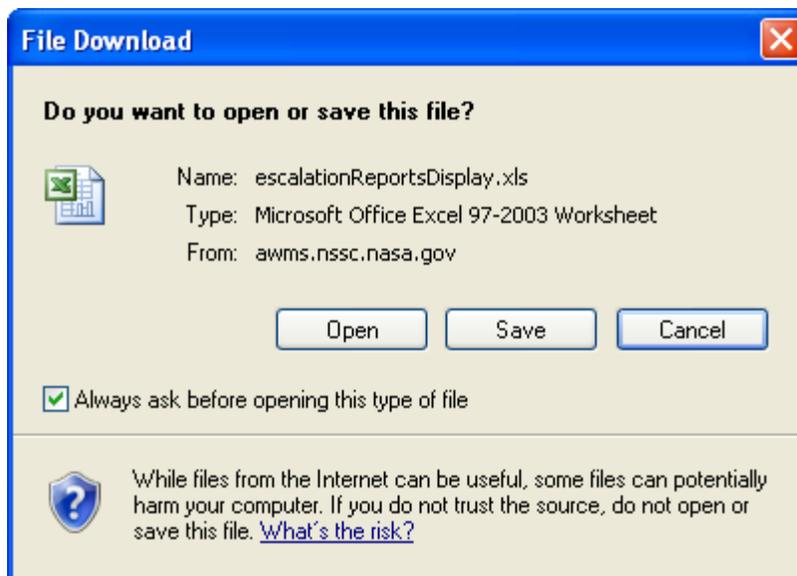
- www.nssc.nasa.gov
 - Customer Service
 - Accounting Services
 - Accounts Payable
 - Logging in to AWMS: <https://awms.nssc.nasa.gov/>

1. Log in to AWMS
2. Select “Report Viewer” role



3. Select a specific Center or "All Centers" for all
4. Select "Full Escalation Report (Excel only)" from the drop down on "Report Name"
5. Click "Generate Report"





6. Select “Open” to view as an Excel file or “Save” to save the file to a folder.
 - (generation of the report may take a few minutes)

Sample output

D:\Documents and Settings\salee\My Documents\AWMS Escalation report.htm - Windows Internet Explorer

D:\Documents and Settings\salee\My Documents\AWMS Escalation report.htm

To help protect your security, Internet Explorer has restricted this webpage from running scripts or ActiveX controls that could access your computer. Click here for options...

AWMS Composite Escalation Report

AIN	CENTER	DOC TYPE	DOC NUMBER	LC AMOUNT	POTENTIAL DUE DATE	DAYS TIL DUE	DAYS PAST	SAP INVOICE TEXT	REFERENCE FROM SAP	INVOICE REC
62	MSFC	RE	5601475098	2320	4/23/2011		100	\$ 03/25 533LATE-split DD 04/22	NNM10AA83T 10628	
62	MSFC	RE	5601423147	0	5/1/2011		92	Rejected 04/14	NNM11AA02P 3	
62	MSFC	RE	5601451763	15831	6/26/2011		36	WOA 06/13 DD 06/24	NNX11CH38P 11052732	
62	MSFC	RE	5601463868	21000	7/23/2011		9	WOA 6/24 due 7/22	NNX11CC13C 947	
62	MSFC	RE	5601467184	0	7/29/2011		3	\$07/01 WOA 07/28 (Inv. Amt. \$38,283.00)	NNX11CB93C 31140	
62	MSFC	RE	5601467199	23333	7/29/2011		3	WOA 07/01 DD 07/28	NNX11CB90C 6366-1	
62	MSFC	RE	5601467750	24000	7/30/2011		2	WOA 07/06 due 07/29	NNX11CC08C 1	
62	MSFC	RE	5601467817	0	7/30/2011		2	WOA 07/06 \$ 07/06 inv amt 25000.00 due 07/29	NNX11CC11C 219	
62	MSFC	RE	5601467961	0	7/31/2011		1	WOA 07/06 \$ 07/29 (\$25,000.00) DD 07/29	NNX11CB98C INV-0000037712	
62	MSFC	RE	5601468046	0	8/4/2011	3		\$07/06 WOA 07/06 DD 08/03 (Inv. Amt. \$6,490.27)	NNM07AB54T 0048	
62	MSFC	RE	5601468032	0	8/4/2011	3		WOA 7/06 \$ 7/06 (inv amt 133,571.74) due 8/03	NNM06AA10Z 0082	
62	MSFC	RE	5601468886	0	8/5/2011	4		\$07/07 WOA 07/07 DD 08/04 (Inv. Amt. \$210,478.00)	NNM11AA47T 198243-005	
62	MSFC	RE	5601468969	0	8/6/2011	5		WOA 7/14 \$ 7/08(inv amt 5,731,855.09) due 8/05	NNM09AA20C 103	
62	MSFC	RE	5601470243	179808	8/10/2011	9		WOA 07/12 DD 08/09	NNM08AA04Z 310-53T-33	
62	MSFC	RE	5601470178	286043	8/10/2011	9		WOA 07/12 DD 08/09	NNM08AA04Z 310-71T-34	
62	MSFC	RE	5601470662	70555	8/10/2011	9		\$ 7/12 direct submission due 8/09	NNM08AA18C 40	
62	MSFC	RE	5601471287	0	8/11/2011	10		WOA 07/13 \$ 07/13 (\$312,736.66) 533 DD 08/10	NNM07AA77C 9000-0051	
62	MSFC	RE	5601471311	123029	8/11/2011	10		\$ 07/13 due 08/04	NNM07AA01C 00000134	
62	MSFC	RE	5601471922	0	8/11/2011	10		WOA 07/14 \$ 07/14 (\$16,176.19) 103/105 DD 08/10	NNM11AA75D 1596	
62	MSFC	RE	5601472039	9379	8/11/2011	10		WOA 7/13 DD 8/10	NNM06AA12Z INV-0001594456	
62	MSFC	RE	5601472802	0	8/12/2011	11		\$07/14 WOA 07/14 DD 08/11 (Inv. Amt. \$30,000.00)	NNX11CH44P 009424	
62	MSFC	RE	5601472857	8028	8/12/2011	11		WOA (wa) 07/15 DD 08/11 IPA	MX1100 4	
								WOA 07/13 \$ 07/13 (\$312,736.66) 533 DD		

escalationReportsDisplay

My Computer 100%

(Continued)

D:\Documents and Settings\salee\My Documents\AWMS Escalation report.htm - Windows Internet Explorer

D:\Documents and Settings\salee\My Documents\AWMS Escalation report.htm

File Edit View Favorites Tools Help

AP Work Management System D:\Documents and Sett...

To help protect your security, Internet Explorer has restricted this webpage from running scripts or ActiveX controls that could access your computer. Click here for options...

INVOICE RECEIVED DATE	APPROVER NAME	STATUS	APPROVAL PENDING	DAYS APPROVAL OPEN	COST PENDING	DAYS COST OPEN	FUNDING PENDING	DAYS FUNDING OPEN	GRA PENDING	DAYS
3/24/2011	Belinda Triplett	parked			3/25/2011	91				
4/1/2011	Pamela L Jackson	parked								
5/27/2011	Bumgardner, Julie	parked								
6/23/2011	Brockway, Steven M	parked								
6/29/2011	ALBRIGHT, KEN	parked								
6/29/2011	Cuty, Nancy	parked								
6/30/2011	ALBRIGHT, KEN	parked								
6/30/2011	Brockway, Steven M	parked								
7/1/2011	Brockway, Steven M	parked								
7/5/2011	Tammy Bissell	parked			7/6/2011	18				
7/5/2011	Stacey E. Crocker	parked			7/6/2011	18				
7/6/2011	W. D. Dehollander	parked			7/7/2011	17				
7/7/2011	Charla Pledger	parked			7/8/2011	16				
7/11/2011	Leslie F. Keith	parked								
7/11/2011	Leslie F. Keith	parked								
7/11/2011		parked			7/12/2011	14				
7/12/2011	Debbie Matthews	parked								
7/12/2011		parked			7/13/2011	13				
7/12/2011	Timothy H. Carson	parked								
7/12/2011	Andrea B. Tobias	parked								
7/13/2011	ALBRIGHT, KEN	parked								
7/13/2011		parked	7/15/2011	11						

escalationReportsDisplay

My Computer 100%

4/30/2012

(Continued)

D:\Documents and Settings\salee\My Documents\AWMS Escalation report.htm - Windows Internet Explorer

D:\Documents and Settings\salee\My Documents\AWMS Escalation report.htm

File Edit View Favorites Tools Help

AP Work Management System D:\Documents and Sett...

To help protect your security, Internet Explorer has restricted this webpage from running scripts or ActiveX controls that could access your computer. Click here for options...

8/1/2011

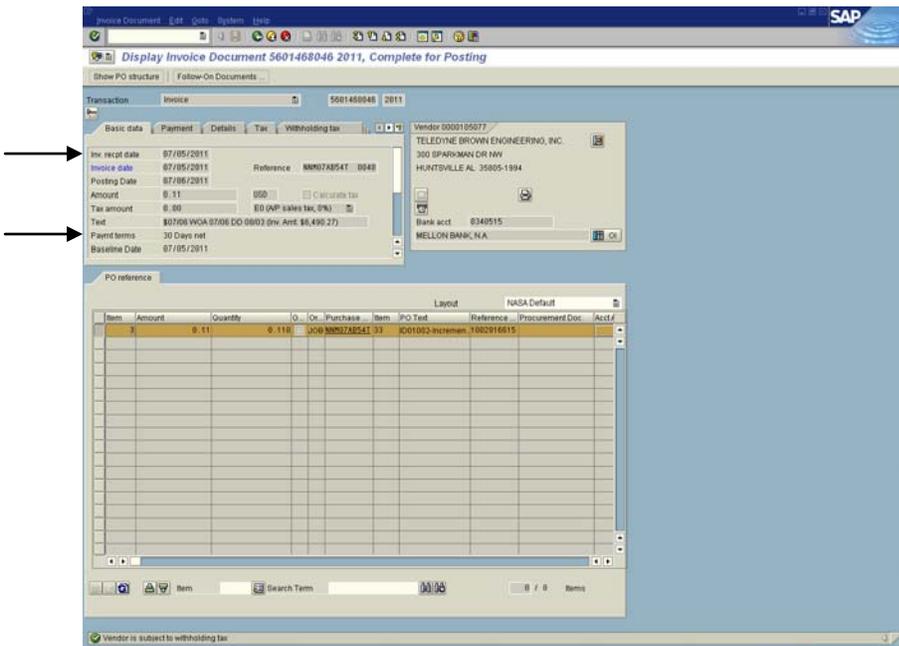
OPEN	FUNDING PENDING	DAYS FUNDING OPEN	GRA PENDING	DAYS GRA OPEN	WORKFLOW PENDING	DAYS WORKFLOW OPEN	VENDOR	PMT TERMS	FINAL
91							THE AEROSPACE CORPORATION	NT30	N
					4/11/2011	79	FEDERATION OF GALAXY EXPLORERS	NT30	N
					6/13/2011	35	KWJ ENGINEERING INC.	NT30	N
					6/24/2011	26	ZYBEK ADVANCED PRODUCTS INCORPORATE	NT30	N
					7/1/2011	21	HONEYBEE ROBOTICS LTD	NT30	N
					7/1/2011	21	CREARE INCORPORATED	NT30	N
					7/6/2011	19	CFD RESEARCH CORPORATION	NT30	N
					7/6/2011	19	APPLIED SENSOR RESEARCH & DEVELOPME	NT30	N
					7/6/2011	19	GLOBAL SCIENCE & TECHNOLOGY, INC.	NT30	N
18					7/6/2011	19	TELEDYNE BROWN ENGINEERING, INC.	NT30	N
18					7/6/2011	19	TELEDYNE BROWN ENGINEERING, INC.	NT30	N
17					7/7/2011	18	SCIENCE APPLICATIONS INTERNATIONAL	NT30	N
16					7/14/2011	13	JACOBS TECHNOLOGY INC.	NT30	N
					7/12/2011	15	DYNAMIC CONCEPTS, INC.	NT30	N
					7/12/2011	15	DYNAMIC CONCEPTS, INC.	NT30	N
14							MASSACHUSETTS INSTITUTE OF TECHNOLO	NT30	N
					7/13/2011	14	WILL TECHNOLOGY, INC.	NT30	N
13							LOCKHEED MARTIN CORPORATION	NT30	N
					7/14/2011	13	URS FEDERAL TECHNICAL SERVICES, INC	NT30	N
					7/13/2011	14	SCIENCE APPLICATIONS INTERNATIONAL	NT30	N
					7/14/2011	13	LYNNTECH INC.	NT30	N
							UNIVERSITIES SPACE RESEARCH ASSOCIA	NT30	N

escalationReportsDisplay

My Computer

Column Explanation:

1. AIN: Agency Identification Number (Business Area)
2. Center: Center in which the invoice is being paid.
3. Doc Type: (i.e. RE, KG, RF, ZN, KU...)
4. Doc Number: DRN (SAP Document Reference Number)
5. LC Amount: Invoice amount (.01 or .11) There was a small amount of cost available; enough to route for approval and cost concurrently.
6. Potential Due Date: Date invoice is due according to the received date plus the net terms. (see example: Inv recpt date + net terms)



7. Days Til Due: Days left until the invoice is due (SBAP = Small Business-Due Immediately; IPAC = IPAC)
8. Days Past: Days past the invoice due date.
9. SAP Invoice Text: Status of the invoice and date routed to the Center. Reference: Text Field Explanation Codes (WOA = Waiting On Approval, \$ = Cost, Funding, etc)
10. Reference from SAP: Contract number and invoice number

11. Invoice Received Date: Date invoice was received at the DBO (Designated Billing Office)
12. Approver Name: SAP P-Group Person or AWMS IAW Person
13. Status: "parked" invoice is in open status in SAP.
14. Approval Pending: Date invoice was routed through AWMS / IAW for approval.
15. Days Approval Open: Days the approval request has been pending in AWMS.
16. Cost Pending: Date invoice was routed through AWMS for cost.
17. Days Cost Open: Days the cost request has been pending in AWMS.
18. Funding Pending: Date invoice was routed through AWMS for funding.
19. Days Funding Open: Days the funding request has been pending in AWMS.
20. GRA Pending: Date invoice was routed through AWMS for goods receipt and approval.
21. Days GRA Open: Days the GRA request has been pending in AWMS.
22. Workflow Pending: Date invoice was routed through SAP Workflow for approval.
23. Days Workflow Open: Days the approval request has been pending in SAP.
24. Vendor: Payee on invoice.
25. PMT Terms: Contract Payment Terms; (SBAP, IPAC)
26. Final: Final Invoice Indicator
27. IPAC: IPAC Indicator