

National Aeronautics and Space Administration

NASA Shared Services Center Stennis Space Center, MS 39529-6000 www.nssc.nasa.gov

# NASA Shared Services Center Process Work Instruction

NSPWI-9710-0002 Revision 12.0

Effective Date:	October 20, 2023
Expiration Date:	October 20, 2024

# Fleet Charge Card Agency and Center Program Coordinator Roles and Responsibilities

- FOR NSSC INTERNAL USE ONLY -

**Responsible Office: Financial Management Services Division** 

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Responsible Office: Financial Management Ser	vices Division	
SUBJECT: Fleet Charge Card Agency and Center Program Coordinator Roles and Responsibilities		

# Approved by

Teri Green (Acting) Chief, Financial Management Division

Date

RELEASED - Printed documents may be obsolete; validate prior to use.

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# **DOCUMENT HISTORY LOG**

Status	Document	Effective	Description of Change
(Basic/Revision/	Version	Date	
Cancelled)			
Basic	1.0	03/01/2012	Basic Release
Revision	2.0	02/13/2015	Document originated under NSWI- 9710-0002 and was renumbered to NSPWI-9710-0002 in accordance with the NSSC Document Management Program Procedural Instruction, NSNPI-1410-0001.
Revision	3.0	06/02/2016	Audit reference added to Purpose and roles modified in Appendix.
Revision	4.0	10/01/2016	Updated for new NPD 5104.1 Government Charge Card
Revision	5.0	12/22/2017	Updated Fleet Charge Card Assurance Form
Revision	6.0	3/15/2019	Adding Fleet Card Review Recommendations Added Fleet Commander Reports Created an appendix for JPMC reports
Revision	7.0	6/28/2019	Removed the JPMC appendix as JPMC access no longer exists.
Revision	8.0	6/28/2020	Update to reflect Chief, FMD and routine review
Revision	9.0	6/28/2021	Update to reflect Chief, FMD and routine review
Revision	10.0	6/30/2022	Routine Review
Revision	11.0	10/15/2022	Added manual instructions to pull credit card statements.
Revision	12.0	10/20/2023	Routine Review

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#### 1.0 Purpose

The National Aeronautics and Space Administration (NASA) Shared Services Center (NSSC) provides oversight and conducts internal control reviews related to the NASA Fleet Charge Card Program as the Lead Agency Program Coordinator (APC). Center APCs (CAPC) provide Center level support including issuance and control of charge cards, monitoring of Center charge card activity, handling of Center charge card issues and approval of payment of Center fleet card accounts.

#### 2.0 Authority

This position description is performed within the Financial Management Services Division (FMSD) under the authority of the Chief, FMSD. Links to referenced authority documents for detailed roles and responsibilities are located on the NSSC Customer Service Web site as well as the NASA Policy Directive (NPD) 5104.1.

#### 3.0 Applicable Documents and References

- NASA Fleet Charge Card Management Plan
- Office of Management Budget (OMB) Circular A-123 Appendix B Improving the Management of Government Charge Card Program
- NPD 1200.1E NASA Internal Control
- NPD 5104.1 Government Charge Cards
- General Service Administration (GSA) Transportation Regulations

#### 4.0 Process

#### Fleet Commander Delinguency Reports

Run this report to determine the status of your account(s). This report shows billing amounts, exposure, and amounts that are delinquent. Run and review this report to determine when accounts are delinquent 31 days or more. This report will be used to ensure there are no delinquencies and prevent fleet cards from being suspended. If delinquencies appear that have been requested for payment, contact the NSSC Contact Center (nssc-contactcenter@mail.nasa.gov)with a cc to the Lead APC to ensure payment requests have been processed by NSSC Accounts Payable and the payment of the Fleet Centrally Billed Account (CBA) will be processed-To ensure the payment

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was applied to the appropriate account. If payment has not been requested, the account will suspend 61 days after the statement date.

Note: The CAPC view is different from the views shown below. All CAPC reports will default to the Center(s) assigned to your profile.

			_	
				Fleet
				Commander
Monthly		11th of the month		Online
	Monthly	Monthly	Monthly 11th of the month	Monthly 11th of the month

Steps to run Fleet Commander Reports:

1. Log into Fleet Commander. Login (fleetcommanderonline.com)

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(Content of the state of the st	nderonline.com/app/auth/userLogin.do 👂 - 🔒 U.S. Bank National Association [ 🖒 🎉 Login 🛛 x	A ★ Ø
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Login		
	New User?	
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	Fax or email your application:	
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	Unauthorized access is prohibited. Usage may be monitored.	
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\*Enhanced Security: Once you have entered your User ID and Password, you will be prompted to enter your six-digit pass code, as shown below. You can set this up to go to your email or a mobile phone.

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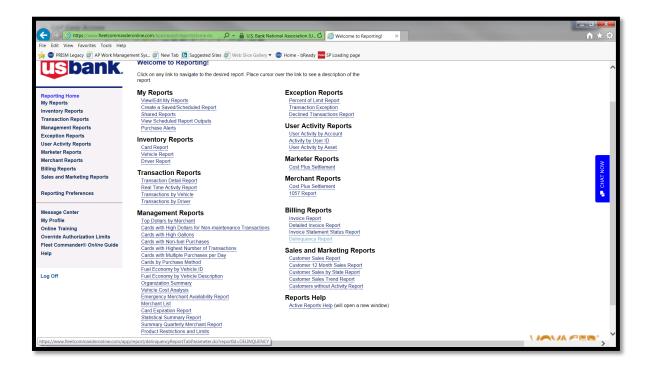
<b>us</b> bank.	Enter the passcode.	
	We sent a six-digit code to your email iri*******	****@nasa.gov. Your code will expire in ten
Home	minutes. Six-digit code	
	1	
Login	Cancel	Send new code Continue

2. Put your cursor on the "Reporting" tab at the top of screen.

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	Home   Manage Profile   Account Maintenance   Reporting	Billing	
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usbank.			
	Click on any link to navigate to the desired report. Place cursor o report.	ver the link to see a description of the	
Reporting Home	My Reports	Exception Reports	
My Reports	View/Edit My Reports	Percent of Limit Report	
Inventory Reports	Create a Saved/Scheduled Report Shared Reports	Transaction Exception Declined Transactions Report	
Transaction Reports	View Scheduled Report Outputs		_
Management Reports	Purchase Alerts	User Activity Reports	2
Exception Reports	Inventory Reports	User Activity by Account Activity by User ID	N N N N N N N N N N N N N N N N N N N
User Activity Reports	Card Report	User Activity by Asset	HA I
Marketer Reports	Vehicle Report		<u> </u>
Merchant Reports	Driver Report	Marketer Reports Cost Plus Settlement	
Billing Reports	Transaction Reports		
Sales and Marketing Reports	Transaction Detail Report	Merchant Reports	
Reporting Preferences	Real Time Activity Report	Cost Plus Settlement 1057 Report	
Reporting Preferences	Transactions by Driver		
Message Center	Management Reports	Billing Reports	
My Profile	Top Dollars by Merchant Cards with High Dollars for Non-maintenance Transactions	Invoice Report	
User Management	Cards with High Gallons	Detailed Invoice Report	
Online Training	Cards with Non-fuel Purchases	Invoice Statement Status Report Delinguency Report	
Manual Authorization	Cards with Highest Number of Transactions Cards with Multiple Purchases per Day		
Override Authorization Limits	Cards by Purchase Method	Sales and Marketing Reports	
Reset PIN Count	Fuel Economy by Vehicle ID	Customer Sales Report Customer 12 Month Sales Report	
Fleet Commander® Online Guide	Fuel Economy by Vehicle Description	Customer Sales by State Report	
Help	Organization Summary Vehicle Cost Analysis	Customer Sales Trend Report	
	Emergency Merchant Availability Report	Customers without Activity Report	
Log Off	Merchant List	Reports Help	~
	Card Expiration Report	Active Reports Help (will open a new window)	
``			

3. Under the Billing Reports group click on "Delinquency Report."

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- 4. This brings up the report template. This is where you can set certain criteria, such as date parameters and your accounts, if you have access to multiple accounts. Also, you can schedule your report to run on a weekly or monthly schedule.
- 5. Select the desired format in the Output Format dropdown. There are no set criteria for the standard Delinquency Report, so you will need to enter the criteria. Select the applicable Center hierarchy by selecting "Use Organization Levels", then click the link next to it that says "Change Organization Levels".

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(C) Attps://www.fleetcomma	nderonline.com/app/report/delinguency/Report 🔎 - 🔒 U.S. Bank National Association [ 🖒 🖉 Create a Delinguency Report ×
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Fleet Commander® Online	
	Home Manage Profile Account Maintenance Reporting Billing
	Create a Delinquency Report
usbank.	
	This report shows billing amounts, exposure, and amounts that are delinquent.
	* = required
Reporting Home	Preview Report View Entire Report Save/Schedule Cancel
My Reports	
Inventory Reports Transaction Reports	Select Report Parameters
Management Reports	Select criteria below then click "Preview Report" or "View Entire Report" to create your report. "Preview
Exception Reports	Select Interima below then citck: "Preview Report or or "New Entire Report" to create your report. "Preview Report" and Entire Report "Weil Report" to Create your report. "Preview Report" and Report "Weil Report" to Create your report. "Preview Report" and Report "Weil Report" to Create your report. "Preview Report "Weil Report" to Create your report. "Preview Report" to Create your report. "Preview Report "Weil Report" to Create your report. "Preview Repor
User Activity Reports	
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Billing Reports Invoice Report	Display report in Excel V format.
Detailed Invoice Report Invoice Statement Status Report	Data Access Parameters
Delinquency Report	Use Accounts   Change Accounts  Change Accounts
Sales and Marketing Reports	
	Use Organization Levels <u>Change Organization Levels     Change Organization Levels     </u>
Reporting Preferences	
Message Center	Reset To Defaults
My Profile User Management	Preview Report View Entire Report Save/Schedule Cancel
Online Training	Preview report view crime report save/scriedule cancer
Manual Authorization	
Override Authorization Limits	
Reset PIN Count	
Fleet Commander® Online Guide	
Help	
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6. Click on Select Account to choose the applicable Center.

Create a Delinquency Report: Sele	ct Organization Level
Enter in any of the following search criteria: Organization Name: Org Level:	Account Name: Account Number: Select Account Use an asteriak (*) in place of letters
Search To select an Organization and its inherited childre	n, select its checkbox in the tree below.

7. Click on the applicable Account Number.

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alast as Assault by allaly			
Search Results	ing on its account number.		
Accounts 1 - 12 of 12			
Account Number	Account Name	Organization	Account Status
869406652	NASA-AFRC	NASA	3
869406686	NASA-ARC	NASA	0
369406710	NASA-CSBF	NASA	9
369406694	NASA-GRC	NASA	9
369406744	NASA-GSFC	NASA	9
369406751	NASA-HQ	NASA	9
369406678	NASA-JSC	NASA	9
369406702	NASA-KSC	NASA	9
889408738	NASA-LARC	NASA	9
889408789	NASA-MAF	NASA	9
869406660	NASA-MSFC	NASA	9
869406728	NASA-WFF	NASA	

8. Save the criteria, then the system brings you back to the main report page. Click View Entire report and your report will be created.

ile Edit View				?reportId=DELINQUENCY&userReportId						
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Change Report Parameters	View Entire Report	Save/ Schedule		Download Download Download as Excel as CSV Tab Delimit						Log Ou
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Note: If you have multiple center access you may need to drill down into the *Organization Trees* and select the applicable *Organization Name (see below)*.

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Export Search Results
Organization Trees - Search Results 1 organizations of your 14 data entitlements.
Organization Name
NA SA-AFRC
- NASA-ARC
- NA SA-C SBF
- NA SA-GRC
- NA SA-G SFC
_ 🗆 NA SA-HQ
- NA SA-J SC
_ 🗆 NA SA-K SC
_ NA SA-LARC
🗆 NA SA-MAF
_ 🗆 NA SA-MSFC
NA SA-WFF
Save Org Levels Cancel

 Schedule the report to run monthly, on after the monthly invoice has been generated around the 11<sup>th</sup> of each month. To save the report with the criteria, Click on Save/Schedule the report, choose parameters; and then, save report.

Create a Delinquency Report This report shows billing amounts, exposure, and amounts that are delinquent.  • = required Preview Report View Entire Report Select Report Parameters	My Reports: Save/Schedule a Report Select oriteria from the tabs below. When finished, click "Save Report. * = required Name.* Schedule Report
Select oriteria below then click "Preview Report" or "New Entire Report" to create your report. "Preview Report" will display the first 25 rows of the report. Clicking "Save!Schedule" allows you to save your selected drives and schedule the report to run on a periodic basis. Click "Reset To Defaults" to reset the form. Dutput Format Display report in Excel  format. Data Access Parameters Use Accounts Anasocomes Anasocomes (Use Accounts)	C Sobie Scheduling for fulls Report  Duration  Location
Reset To Defaults           Preview Report         View Entire Report           Save/Schedule         Cancel	Email Notification  Notify me via email when this report has run and is available for viewing  Any time it runs  Only when the report contains data  Save Report [Cance]

You can be notified via email when this report has run and the report is available for viewing. The report will run as you have it scheduled, or you can process the report immediately.

#### PROGRAM MONITORING REPORTS

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#### U.S. Bank Voyager Program Monitoring Reports

Report Name	Frequency	When to run	Source System	Minimum Validation
Card Report (Inventory Report)	11th of the month or after the MonthlyFleet Command		Fleet Commander Online	100% Review
Declined Transaction Report (Exception Reports)	Weekly	At the end of each week	Fleet Commander Online	100% Review
Transaction Detail Report (Transaction Reports)	Monthly	11 <sup>th</sup> of the month or after the monthly statement is issued whichever is last.	Fleet Commander Online	100% Review

Note: All reports and subsequent correspondence, including e-mails and documentation of phone calls, should be retained by the CAPC for three years. When requests for clarification are sent to card users, the CAPC should provide the card user with one week to respond before notifying the card user's supervisor.

Abuse and/or misuse has occurred, if transactions were attempted or posted that are contrary to or do not comply with governing rules, regulations, policies, procedures and/or established guidelines.

#### Card Report (100% Review) – Inventory Reports

Go to Reporting Tab, select Card Report under Inventory Reports (shown below).

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Server Commander® Online     Note of Management Registry            were finance water Management Registry         were finance water Management	ie Edit View Favorites Iools H	elp		
Yet     Water Work     Report V	🛓 🔳 Travel Home Federal 🧉 Instri	uctions - US Census B 💿 Office 365 Resources Insi 🚭 Missic	n Support Directora 🍯 Stennis Space Center - Off. 🔝 IdMAX 🎧 CFO A-123A Process Docu 🗢 For NSSC Em	ployees - NS 🗢 NASA SPACE - Standard P
Vote       Model Adaption         Vote	eet Commander® Online			
Vote       Model of Application				
Vote       Model of Application		Home Manage Profile Account Maintenance Reporting	Billing	
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Select desired Output Format. The following parameters should be used when running the Card Report: Card Parameters select "All." Start/End dates will be the 11<sup>th</sup> of previous month to the 10<sup>th</sup> of the current month, select all in card tie field, select all in the card prompt (example shown below)

Create a Card	Report
This report shows o	ard status and card details by account or by organization level.
* = required	, , , ,
Preview Report	View Entire Report Save/Schedule Cancel
Select Report Pa	
Select oriteria belor Report" will display	w then click "Preview Report" or "View Entire Report" to create your report. "Preview y the first 25 rows of the report. Clicking "Save/Schedule" allows you to save your
selected criteria an	nd schedule the report to run on a periodic basis.
Click "Reset To De	faults' to reset the form.
Output Format	
Display report in	Excel format.
Data Access Pa	rameters
(ii) Use Accounts. <sup>4</sup>	Change Accounts
All Associated Ac	
⊖ Use Organizati	
	rganization Lovels
Card Parameter Card Status:	Active     Include Expired Cards     Locked Cards Only     Cards Scheduled for Cancellation Only
Card Status:	Active V Linclude Expired Cards Looked Cards Only LiCards Scheduled for Cancellation Only
Card Status Date	
O Al Date	
Start Dat	04/11/2021
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Card Tie:	All All
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Card Prompt:	Al .
Caro Prompt:	Driver
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Card Activity:	With and Without Activity 🗸 in the last 30 🗸 days
CODE 1:	
CODE 2	
CODE 3	
CODE 4	
CODE 4	
Reset To Defaults	
reset To Defaults	1
Preview Report	Vew Entire Report Save/Schedule Cancel

Click preview report to run report.

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Parameters	Report Save/			ownload as ib Delimited						Log C
VOYAG	ER Card	Listing Report rt Date: 02/21/2019	review Preview	Preview Preview	Preview Preview	Preview Preview	Preview Preview	Preview Preview	Preview Preview	Preview Preview
Account Number 869406702		Card ID Card Status	Card Status Date Lock St 01/31/2019 UNLOC			tion Code Trans Per D	ay Limit Trans Per Day	y H/S Ind Trans Per Cy	cl Limit Trans Per Cyc	I H/S Ind S Per Cyc
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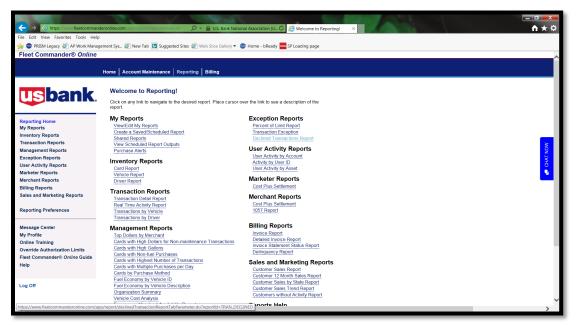
#### **Declined Transactions Report (Exception Reports)**

This report will be used to review all declined transactions for the statement period and verify that no fraudulent activity has been attempted. If fraud is suspected, send an email to the contact Center (nssc-contactcenter@mail.nasa.gov) and cc the Lead APC to assist in reissuing a new charge card, if necessary. Be aware that the Lead APC may need to provide support in the event that multiple instances of attempted external fraud are delineated as declined transactions.

<u>IMPORTANT Note:</u> Fleet Commander only allows users to view transactions that occurred within the last 7 days. CAPC will have to run the report <u>weekly</u> to obtain the data for the Monthly Assurance Report. *Recommend CAPC use the report schedule feature to ensure you capture the data for monthly review.* 

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Put your cursor on "Reporting" tab at the top of screen. Click "Declined Transaction Report" which is listed under Exception Reports



Select Report Parameters; and then, select Preview Report. Run weekly or more frequently, if needed.

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Reporting Home We Reports Wenterly Reports Transaction Reports Transaction Reports Execution Reports Execution Reports Management Reports Microbian Reports Billing Reports Billing Reports Billing Reports Billing Reports Billing Reports Billing Reports Billing Reports Billing Preferences	Create a Declined Transactions Report         This report shows transactions that declined authorization with a declined reason code.         ** a regurd         Prevent Report       Ware Effect Report         Sete Report Parameter       Cat and Set Column         Sete Report Parameter       Cat and Set Column         Sete Report Parameter       Cat and Set Column         Cat And Set Column       Cat and Set Column         Sete Report Parameter       Cat and Set Column         Cat And Set Column       Cat and Set Column         Sete Report Parameter       Change Accounts         An Accounts       Change Column         An Accounts       Change Column         Seter Column       Change Column         Option Control in New York       Change Column         Seter Column       Change Column         Option Control in New York       Change Column         Option Control in New York       Change Column         Option Control in New York       Change Control in New York         Option Control in New York       Change Control in New York         Option Control in New York       Change Control in New York         Option Control in New York       Change Control in New York         Option Control in New York       Change Control in New York	<b>PORT NOO</b>
Online Training Manual Authorization Override Authorization Limits Reset PIN Count Fleet Commander® Online Guide Help	curvini date.  Reset To Defaults  Proview Report View Entre Report SaveSchedule Cancel	Note: The ' from ' date cannot be more than 7 days prior to the current date.
Log Off K	Preview Report View Enter Report Schedule Cancel	

**Preview Report** 

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Change Report Parameters	View Entire Report	Save/ Schedule	Download	Download Dov	wnload Down	load as lelimited									Log Out
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esponse Date	Reponse Time	Account ID	Account Name	Org Level 1 ID	Card Number	Tied To Type	Tied To ID	Prompt Type	Prompt ID Entered	Invoice Number	Request Amount	Participant Cd	Merchant Account	Number	Mercha
2/05/2019	14:25:01	869406744	NASA-GSFC	100028717	100103	V	586560	DRIVER	034811	003600525870	1.00	153	677354000079	Number	ROYAL FA
2/05/2019	14:27:13	869406744	NASA-GSFC	100028717	100103	Veve	586560	DRIVER	000626	003600525985	1.00	153	677354000079	Pre	ROYAL F
/05/2019	15:09:51	869406744	NASA-GSFC	100028717	100095	V	282049	DRIVER	037701	003600527683	1.00	153	677354000127		ROYAL F
/05/2019	15:14:57	869406744	NASA-GSFC	100028717	100095	V	282049	DRIVER	015332	003600527865	1.00	153	677354000127		ROYAL P
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2/06/2019	17:47:57	869406744	NASA-GSFC	100028717	100072	v	001072	DRIVER	000490	903700891202	100.00	012	9946476	111	SFM 415
2/07/2019	17:18:15	869406744	NASA-GSFC	100028717	100104	v	404880	DRIVER	000347	903800989935	1.00	215	00603095100		SUNOCC
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2/07/2019	17:23:01	869406744	NASA-GSFC	100028717	100104	V	404880	DRIVER	000347	903800990370	20.00	215	00603095100	Pre	SUNOCO
2/07/2019	21:55:31	869406744	NASA-GSFC	100028717	100104	V	404880	DRIVER	000347	903900012594	250.00	012	4783379		JNI SERV
2/11/2019	11:34:10	869406769	NASA-MAF	100028717	100028	V	001028	DRIVER	182238	904200282333	250.00		4812715		BIG CAT
					view										view
Preview															

#### **Transaction Detail Report – (Transaction Reports)**

This report will be used to validate that the transactions charged on fleet charge card accounts are appropriate and comply with regulations. All charges on the report should have a corresponding receipt.

E-mail the card user, if abuse/misuse is suspected and obtain clarification on the charge. If abuse/misuse is still suspected based on the response, send an e-mail to the card user and their supervisor stating the government charge card appears to have been used inappropriately. Further action is dependent upon Center practice. See Appendix B for a sample e-mail notification.

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#### Go to Reporting tab and then select Transaction Exception.

ome Manage Profile Account Maintenance Reporting	ommig
Welcome to Reporting!	
Click on any link to navigate to the desired report. Place cursor	over the link to see a description of the report.
My Reports	Exception Reports
View/Edit My Reports	Percent of Limit Report
Create a Saved/Scheduled Report	Transaction Exception
Shared Reports	Declined Transactions Report
View Scheduled Report Outputs	
Purchase Alerts	User Activity Reports
	User Activity by Account
Inventory Reports	Activity by User ID
Card Report	User Activity by Asset
Vehicle Report	Marketer Reports
Driver Report	Cost Plus Settlement
Card Inactivity Report	
Transaction Reports	Merchant Reports
Transaction Detail Report	Cost Plus Settlement
Real Time Activity Report	1057 Report
Transactions by Vehicle	Billing Reports
Transactions by Driver	
Management Deports	Invoice Report
Management Reports	Detailed Invoice Report Invoice Statement Status Report
Top Dollars by Merchant	Delinquency Report
Cards with High Dollars for Non-maintenance Transactions Cards with High Gallons	Validated Statement Report
Cards with Non-fuel Purchases	Inactive Card Fees Report
Cards with Highest Number of Transactions	
Cards with Multiple Purchases per Day	Sales and Marketing Reports
Cards by Purchase Method	Customer Sales Report
Fuel Economy by Vehicle ID	Customer 12 Month Sales Report
Fuel Economy by Vehicle Description	Customer Sales by State Report
Organization Summary	Customer Sales Trend Report
Vehicle Cost Analysis	Customers without Activity Report
Emergency Merchant Availability Report	Reports Help
Merchant List	Active Reports Help
Card Expiration Report	
Statistical Summary Report	
Summary Quarterly Merchant Report	
Product Restrictions and Limits	

**RELEASED - Printed documents may be obsolete; validate prior to use.** 

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Select the *Data Access Parameters* using Account or Org Level, Select *Transaction Parameters*, and select applicable *Exception Parameters*. Select **Preview Report** to run report. **Save/Schedule** to set up reoccurring report runs, if needed. **IMPORTANT NOTE**: Start Date cannot precede January 1, 2019

Create a Transaction Exception Report	
This report shows transactions that have been flagged with an exception code. identifying questionable purchases or misuse. * = required	. This report is useful in
Preview Report View Entire Report Save/Schedule Cancel	
Select Report Parameters Order and Sort Columns	
Select criteria below then click "Preview Report" or "View Entire Report" to cre Report" will display the first 25 rows in the Report.	eate your report. "Preview
Click "Reset To Defaults" to reset the form.	
Data Access Parameters	
Use Accounts:* Ch	ange Accounts
Specific Cards: Ch All Associated Cards	ange Cards
Use Organization Levels:* <u>Ch</u> All Associated Organization Levels	ange Organization Levels
Specific Cards: All Associated Cards Ch	ange Cards
Transaction Parameters         Transaction Dates: (NoteSome exceptions are created at the time of the monthly line)         Transactions         Posted       in the Last Day         Imm/dd/yyyy         Transactions         Posted during         Current/Unbilled         billing cycle.	2021 Note: Start date
	nsactions Exceptions
Reset To Defaults         Preview Report         View Entire Report         Save/Schedule         Cancel	Note: Start date cannot precede January 1, 2019.

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#### Monthly Fleet Statements

#### Monthly Fleet Statements for Vehicles are in Fleet Commander

Log into Voyager at <u>https://www.fleetcommanderonline.com</u> to pull the Fleet Card Statements.

USbank VOYAGER	
Home	Login Usename
Contact us	
System requirements	Password Show
Privacy policy	Log in

#### (Two-factor authentication is required)

USbank VOYAGER			
Home	Login We sent a six-digit code to your XXX-XXX-2472.	Your code will evoire in ten	minutes
Contact us	Six-digit code	rour code will expire in ten	minutes.
System requirements	1		
Privacy policy	Cancel	Send new code	Continue

Click the "Billing" tab on the left side on the screen then "View statements"

usbank Voyage	ĒR	
	,	Microsoft Internet Explorer no longer compai with Voyager.
Orivers	>	Urgent: enhanced security authentication is required for all users by 9/30/2022.
₩ Vehicles	>	You have 0 System Messages in the <u>Message</u>
Reports	>	Personal Messages
Billing	>	View statements
Transactions		Make a payment

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Results will appear as shown below.

Select the billing period that you are looking for from the View Statements Current Activity dropdown, then click "View."

usbank. Voy	AGER			
Account Select an account	ŕ	Search Results Accounts 1 - 13 of 13		
	_	Account Information Sort by: Account Name V	Make Payment	View Statements
E Cards	>	869406652 - NASA-AFRC L1 Name: NASA	۶	Current Activity View
S Drivers	>	869406686 - NASA-ARC L1 Name: NASA	۵ (\$	Current Activity View
स्क Vehicles	>	869406710 - NASA-CSBF L1 Name: NASA	•	Current Activity View
		869406694 - NASA-GRC L1 Name: NASA	•	Current Activity View
Reports	>	869406744 - NASA-GSFC L1 Name: NASA	•	Current Activity View
Billing	>	869406751 - NASA-HQ L1 Name: NASA	•	Current Activity View

The requested statement will pop up on the screen to view (shown below). To save the statement click Download as PDF.

**NOTE**: Do not print to PDF (These files save as a much larger file and cannot be emailed).

Create current month folder.

Save statement as *AFRC Fleet Acct Stmt MMDDYY*. File the reports at: N:\FM Division\Fleet Billing Statement.

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Closing 05/10/2021 - Work - Microsoft Edge	_		×
beta     file     fileetcommanderonline.com/app/report/accountSummaryReport.do		Ð	
VOYAGER	Clos	ing (	05/1
Download as PDF Download as Excel Statement			
This statement has not been validated yet.			
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VOYAGER			
NASA-HQ Payment due on or befor ATTN ROSE BUTLER Please return this portior 300 E STREET SW RM1B85 US Bank Voyager Fleet 3 WASHINGTON DC 20546-0002 US Bank Vational Asso	n with yo Systems	our ch	ecł
			•
© 2021 U.S. Bank National Association - Unauthorized access is prohibited. Usage may be mo	onitored.		

#### **Branded Fleet Cards for Aircraft**

#### Branded Fleet Cards for Aircraft are in US Bank Access Online

Statements for Branded Fleet Cards (NOTE: These are only for branded Fleet cards which are for aircraft.)

\*\*Only three NASA Centers have Branded Fleet Cards: ARC, LaRC and WFF\*\* Log in to US Bank Access Online at <u>https://www.access.usbank.com/</u>

Enter NASA in Organization Short Name then enter your User ID and Password

usba	nk. Access <sup>®</sup> Online
Contact Us Login	Welcome to Access Online! Please enter the information below and login to begin. * = required Organization Short Name:* NASA
	User ID:* Password:* Login

(Requires two-factor authentication)

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usbank. Access®Online	Usbank. Access <sup>®</sup> Online
Login Enhanced Security Authentication Please proceed to verify your identity Text Passcode Mobile Number:***** You expressly consent to receiving text messages. Message and data rates may apply and you're responsible for any such charges. Continue	Login Enhanced Security Authentication Please enter the code we sent to your mobile number. It will expire in 10 minutes. You may request another code after one minute. *=required One-Time Passcode:* Send me another code

#### Select Account Information at left Under "Statement" Select Managing Account Statement

<mark>us</mark> bai	nk. Access <sup>®</sup> Online
System Administration Account Administration Transaction Management Account Information	Account Information
Statement     Account Profile	Statement
Reporting Data Exchange	View account statement(s).
My Personal Information	<ul> <li>Cardholder Account Statement</li> </ul>
Home	<u>Managing Account Statement</u> <u>Diversion Account Statement</u>

Enter the Account Number in Company Name then click Search

NASA Branded Fleet cards: ARC 14115, LARC 14127, and WFF 14126 NSSC Process Work Instruction

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usba					
System Administration Account Administration Transaction Management Account Information • Statement	Managing Account Statement Search & Select a Managing Account				
<ul> <li>Statement</li> <li>Account Profile</li> <li>Reporting</li> <li>Data Exchange</li> <li>My Personal Information</li> </ul>	View Cardholder Account   View Diversion Account				
Home	Managing Account Search				
Email Center Contact Ua	Search for a Managing Account by Managing Account Number, Account Unique ID, Name, or Company Number.				
Training	Managing Account Number (Last 4 digits):				
Government Services					
	Managing Account Unique ID: 👔				
	OR				
	Managing Account Name:				
	OR				
	Last Name: First Name:				
	OR				
	Company Number:				
	OR 14115				
	Search				

#### Click search Select the Billing Cycle from the drop-down box Click View Statement

Account Information Managing Account Statement	
Managing Account Number: ************************************	Switch Accounts
To view a statement, select a cycle and click the "View Statement" button. Please N be used for remittance of payment; it is for display purposes only.	lote: The statement cannot
Select Billing Cycle:	
09/12/2022 ~	
View Statement	

The requested statement will pop up on the screen to view (shown below).

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usbank.	
U.S. BANK GOVERNMENT SERVICES	ACCOUNT NUMBER
P.O. BOX 6348 FARGO ND 58125-6348	ACCOUNT BALANCE \$0.00
	CURRENT BILLING ACTIVITY 0.00
UIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	AMOUNT ENCLOSED \$

Click Download at top right of statement

Save statement as PDF to the folder at N:\FM Division\Fleet Billing Statement\FY 2021\\*current month, \* and use the following naming scheme: *ARC Branded Fleet Acct Stmt\_MMDDYY* (this is the billing cycle end date)

Name 🔓 î	✓ Date modified	Туре	Size
📜 AFRC Fleet Acct Stmt 091222	9/12/2022 7:25 AM	Adobe Acrobat D	16 KB
📜 ARC Branded Fleet Acct Stmt 091222	9/13/2022 9:44 AM	Adobe Acrobat D	3,067 KB
📆 ARC Fleet Acct Stmt 091222	9/12/2022 7:31 AM	Adobe Acrobat D	16 KB
📆 CSBF Fleet Acct Stmt 091222	9/12/2022 7:33 AM	Adobe Acrobat D	16 KB
🖾 Email acknowledgement 2	9/13/2022 12:06 PM	Outlook Item	59 KB
🖂 Email acknowledgement	9/12/2022 9:01 AM	Outlook Item	57 KB
GRC Fleet Acct Stmt 091222	9/12/2022 7:36 AM	Adobe Acrobat D	16 KB

Click on Switch Accounts to pull up the next statement

Send <u>all</u> Fleet statements (Regular and Branded) via **encrypted** email to <u>NSSC-accountspayable@nasa.gov</u>, and include all credit card POCs on the list located at: <u>N:\FM Division\Service Provider - Internal Controls\POC LIST</u>.

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Responsible Office: Financial Management Services Division			
SUB JECT: Elect Charge Card Agency and Center Program Coordinator Roles			

August 2022 Fleet Card Statements				
Dukes, Melinda G. (NSSC-NSSC)[Service Provider] To ONSSC-AccountsPayable Cc Mitton, John A. (NSSC-XD01B); Osongy, Chris (NSSC-XD01B); Bolar, Jennifer L. ( Benoit, Janel C. (NSSC-NSSC)[Service Provider]		所 Reply All	$\rightarrow$ Forward	
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GRC Fleet Acct Stmt 081022.pdf GSFC Fleet Acct Stmt 081022.pdf				*
Good Morning, Please find attached thirteen (13) Fleet Card statements for processing. Please note there was no current billing activity for HQ, IPL, or WFF aircraft.				for

Save a copy of the sent email and acknowledgement email received, under the current FY and months folder on shared drive N:\FM Division\Fleet Billing Statement.

#### **DELINQUENCY REPORTS**

#### **US Bank Access Online Delinquency Reports**

Account Suspension (Program			
Management)	Monthly		Access Online
Past Due	Monthly	1st of the month	Access Online

#### Steps to Run Access Online Reports:

1. Log into Access Online. Welcome to Access Online (usbank.com)

NSSC Process Work Instruction	NSPWI-9710-0	002 Revision 12.0
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Responsible Office: Financial Managem	ent Services Division	

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	Please enter the information below an	d login to begin.			
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	User ID:*	<sup>′</sup> Enter Organization <sub>1</sub> short name, User ID			
	Password:*	and Password. Click			
		"Login"			
	Login	5	J		
	Forgot your password?				
	Register Online				
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\*Enhanced Security: Once you have entered your User ID and Password, you will be prompted to select a method of delivery for a passcode. Once received, enter your sixdigit pass code, as shown below. You can set this up to go to your email or a mobile phone.

usbank. Access Online	Login Enhanced Security Authentication
Login Enhanced Security Authentication	Please enter the code we sent to your email address. It will expire in 10 minutes. You may request another code after one minute.
Please choose a method to verify your identity.	*=required
<ul> <li>Text Passcode Mobile Number; ************************************</li></ul>	One-Time Passcode:*
You expressly consent to receiving text messages. Message and data rates may apply and you're responsible for any such charges.	Continue << Back

From the home screen click on "Reporting" located on the left side of screen." This brings up several categories of reports available in Access Online.

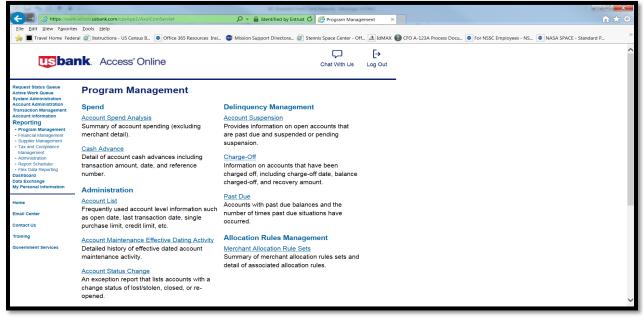
NSSC Process Work Instruction	NSPWI-9710-0002 Revision 12.0		
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Responsible Office: Financial Management Services Division			

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Transaction Management Account Information Reporting	General program management activities and monitor company policy compliance.	Estimate sales/use tax, tr 1099/1057 vendors, and	ack spending for				
<ul> <li>Program Management</li> <li>Financial Management</li> </ul>	Financial Management	regulatory reporting.					
<ul> <li>Supplier Management</li> <li>Tax and Compliance</li> </ul>	Monitor expenditures, track variances and	Administration					
Management • Administration	manage account allocations.	These reports allow admi	nistrators to support				
Report Scheduler	Supplier Management	system functionality.					
Flex Data Reporting     Dashboard	These reports manage supplier relationships,						
Data Exchange My Personal Information	support supplier negotiations, and manage						
	spending by category.						
Home							
Email Center							
Contact Us	Report Scheduler						
Training	View and maintain current scheduled reports.						
Government Services							
	Flex Data Reporting						
	Create and maintain adhoc reports.						
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© 2019 U.S. Bank		R019.1066	9.0 COLO 02-20-2019 12	231:50 CST			

Click *Program Management> Delinquency Management>Account Suspension* to run a report of accounts currently past due



Sort report by defaults to Days Currently Past Due and Past Due Balance. The last two sort by fields default to "No Sort" as shown in the print screen below. You can use these fields to further sort your data.

NSSC Process Work Instruction	NSPWI-9710-0	002 Revision 12.0
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Request Status Queue Active Work Queue System Administration Account Administration	Program Management Account Suspension		
Transaction Management Account Information Reporting • Program Management	By default this report will return all results associated with blank fields, unless o results, enter specific criteria in blank fields.	herwise noted. To limit	
Financial Management     Supplier Management     Tax and Compliance	* = required		
Tax and Compliance     Management     Administration	Sort Report By		
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Home	Report Output Billing Type Current Balanc	A	
Email Center	Output Type: Date of Last Pa	yment	
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Training	Output Parameter Page Placement: Past Due Balar	ice	
Government Services	Selection defines the location of the Parameter Page details on Statement Date		
	Group Report By		
	○ Processing Hierarchy Position: *		
	If selected, a processing hierarchy position is required. Bank' Agent' Company' Division Department'		~

Select the desired report output>select "Group Report By" Processing Hierarchy Position radial button

Enter bank number, agent number and company number as shown in the print screen below:

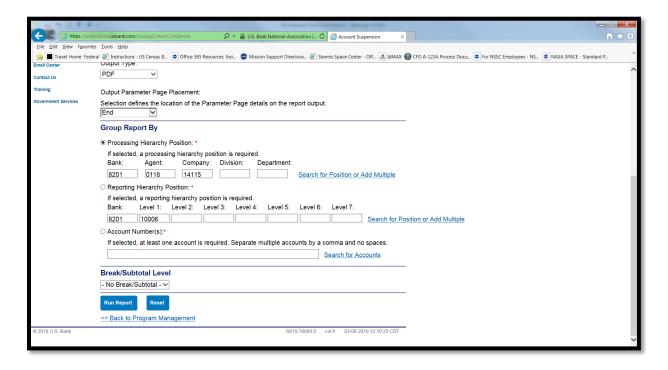
#### Note: the company number is Center specific.

Once parameters are entered, click run report. Users will have the options to Open or Save report

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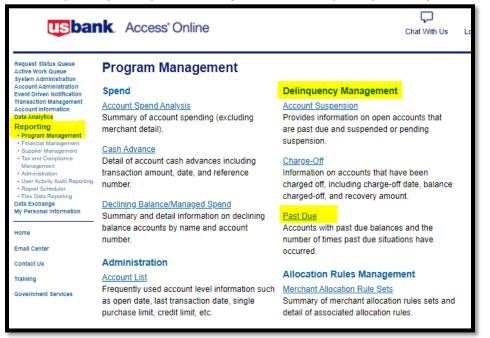
Responsible Office: Financial Management Services Division

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#### **Past Due Report**

Go to Reporting>Program Management>Delinquency Management>Past Due



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and Responsibilities	-		

Enter bank, agent and company numbers. Then click "Run Report"

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	If selected, a processing hierarchy position is required.
	Bank: Agent: Company: Division: Department:
	8201 0118 14217 Search for Position or Add Multiple
	O Reporting Hierarchy Position: *
	If selected, a reporting hierarchy position is required.
	Bank: Level 1: Level 2: Level 3: Level 4: Level 5: Level 6: Level 7:
	Search for Position or Add Multiple
	○ Account Number(s).*
	I selected, at least one account is required. Separate multiple accounts by a comma and no spaces.
	Search for Accounts
	Break/Subtotal Level
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	Run Report Reset Create Scheduled Report
	<< Back to Program Management
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#### U.S. Bank Program Monitoring Reports

Report Name	Frequency	When to run	Source System	Minimum Validation
Account Suspension Report	Monthly	16th of the month	Access Online	100% Review
Declined Transactions Authorizations Report	Weekly	Beginning or end of week	Access Online	100% Review
Transaction Detail Report	Monthly	16th of the month	Access Online	100% Review

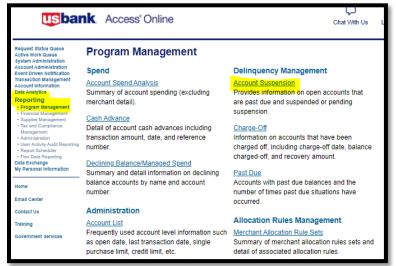
Note: All reports and subsequent correspondence, including e-mails and documentation of phone calls, should be retained by the CAPC for three years. When requests for clarification are sent to card users, the CAPC should provide the card user with one week to respond before notifying the card user's supervisor.

Abuse and/or misuse has occurred, if transactions were attempted or posted that are contrary to or do not comply with governing rules, regulations, policies, procedures and/or established guidelines.

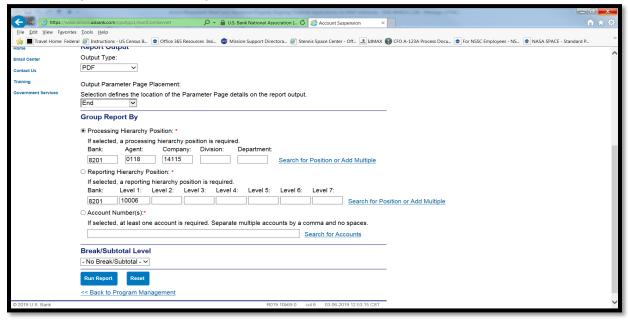
NSSC Process Work Instruction	NSPWI-9710-00	002 Revision 12.0		
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#### **Account Suspension Report**

Click on Reporting>Program Management>Delinquency Management>Account Suspension



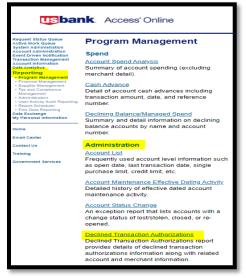
Enter the following in the report template: bank, agent and company number. Then, click run report to execute report



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#### **Declined Transaction Authorization Report**

Select Reporting>Program Management>Administration>Declined Transaction Authorization



This will bring up the declined transaction template. Enter the start and end dates for the reporting period. US Bank Branded Fleet card billing cycle ends on the 10<sup>th</sup> of each month. This is an example of the parameters the CAPC would enter into the template: Jan 11, 2019 to Feb 10, 2019.

"Merchants" defaults to ALL. Do not change this field.

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Home Email Center Contact Us Training Government Services	MerchantS            @ Merchant Category Code Group:          Note: Hold down the Ctrl key to make multiple selections.         All AIRLINE AUTORY DEALERS BUILDING SERVIC         O Merchant Category Codes:         To limit the results from the default of "all," enter a MCC or search. Separate multiple MCCs by a comma and no spaces.	
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	Merchant Names:	
	To limit the results from the default of "all," enter a full or partial "begins with" merchant name and add it to the list.	
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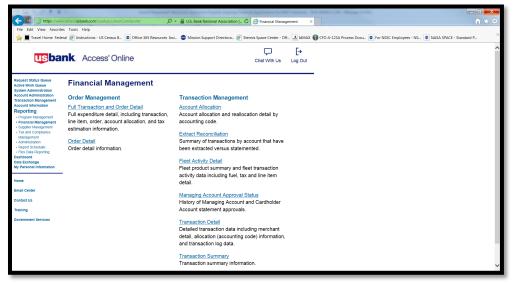
and Responsibilities

In the "group report by" section enter the bank, agent and company numbers in the processing hierarchy position, then click run report.

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	If selected, a processing hierarchy position is required.	
	Bank: Agent: Company: Division: Department:	
	8201 0118 14115 Search for Position or Add Multiple	
	Reporting Hierarchy Position: *	
	If selected, a reporting hierarchy position is required.	
	Bank: Level 1: Level 3: Level 4: Level 5: Level 6: Level 7:	
	Search for Position or Add Multiple	
	Account Number(s):*	- 11
	If selected, at least one account is required. Separate multiple accounts by a comma and no spaces.	- 11
	Search for Accounts	
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	Run Report Reset	
	<< Back to Program Management	
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#### **Transaction Detail Report**

Navigate to Reporting>Financial Management>Transaction Management>Transaction Detail



This brings up the template shown below. Under date select Transaction Date range enter the dates for the reporting period. **NOTE:** US Bank billing cycle ends on the 10<sup>th</sup> of each month. Example of date parameters Jan 11, 2019 to Feb 10, 2019.

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Merchants- select "All"

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⊖ Merchant Names:	Search for Codes	
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Report Output- select desired report output.

Group report by defaults to the processing hierarchy position. Enter bank, agent and company. Company number is Center specific.

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	O Account Number(s):*					
	If selected, at least one accou	nt is required. Separate multiple	accounts by a comma and no	spaces.		
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Click "Run Report" to execute report

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	Search for Accounts			
Break/Subtotal Level				
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⊖ Yes ● No				
Note: Page Break is applicable only if a Break	/Subtotal Level is chosen.			
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#### 5.0 Objective

The objective of this document is to identify reports for the NASA CAPCs to manage the Center Fleet Charge Card Program and in turn provide information to Center managers and supervisors of card users with inappropriate transactions. Such instructions will

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also allow Center Fleet APCs to verify compliance with Center, Agency, and Federal policies and procedures.

#### 6.0 Roles and Responsibilities

Roles and responsibilities are applicable for the Lead APC, CAPCs and the Agency Transportation Manager.

The scope includes reports to be run for all Center fleet charge card activity as well as the Fleet APC Roles and Responsibilities.

#### 7.0 Records

Documentation will be uploaded to TechDoc (FM/Fleet card) to maintain a permanent record of the documentation. These records are included in the functional Master Records Index (MRI) that provides retention/disposition authority.

#### 8.0 Cancellation/Supersession of Previous Documents

This document supersedes version 11.0 and is designed to give guidance for Center APCs to perform their duties. The roles and responsibilities identified within this guide are primarily applicable to CAPC personnel.

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# APPENDIX A: ACRONYMS AND ABBREVIATIONS

ALR	Audit Liaison Representative	
APC	Agency Program Coordinator	
CAPC	Center Agency Program Coordinator	
СВА	Centrally Billed Account	
СС	Courtesy Copy	
EAS	Electronic Access System	
FMSD	Financial Management Services Division	
GSA	General Services Administration	
HQ	Headquarters	
LMD	Logistics Management Division	
NPD	NASA Policy Directive	
NSSC	NASA Shared Services Center	
OCFO	Office of the Chief Financial Officer	
OIG	Office of the Inspector General	
ОМВ	Office of Management and Budget	
I		

NSSC Process Work Instruction

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# APPENDIX B: SAMPLE E-MAIL NOTIFICATIONS

To: Employee Name From: Issuing Official Name Subject: Validation of Fleet Charge Card Transaction(s)

During a monthly review of the NSSC's Fleet Charge Card account transactions, it has been determined that the Transportation Officer has not received a receipt for the transaction below. The charge(s) include:

10/19/15 – XYZ Gas Station – Slidell, LA - \$17.94

Please provide an explanation in writing for the above charge(s) within three business days in addition to the applicable receipt. If you feel a mistake has been made or have any questions regarding the Government Fleet Charge Card policy, please call me at X-XXXX. Thank you in advance for your cooperation.

Regards, Issuing Official Name Issuing Official Title Issuing Official Contact Information

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# APPENDIX C: LEAD APC ROLES AND RESPONSIBILITIES

The Lead APC is responsible for:

- Serving as the point of contact for implementation of Agency fleet charge card procedural requirements.
- Communicating with the Agency Transportation Manager to substantiate compliance with internal controls and process improvements related to fleet charge cards.
- Supporting internal and external audits and reviews by communicating with auditors, CAPCs, Headquarters (HQ), the Center/Agency Audit Liaison Representative (ALR), and/or the Agency Transportation Manager.
- Validating and reporting results for Agency Delinquency Report by no later than the fifth business day of the following month to HQ.
- Soliciting and documenting responses from CAPCs monthly on their compliance with the instructions provided in this document.
- Ensuring the following:
  - Relevant issues are communicated between the card-issuing bank and the CAPCs.
  - Information on NASA policy, received from the Agency Transportation Manager, is communicated to the CAPCs.
  - NASA APC training curriculum is updated as necessary.
  - "Best practices" are identified and communicated to CAPCs.
  - Appropriate internal controls are in place. Such assurance can be obtained by monitoring Agency charge card activities to provide reasonable assurance that card use is in compliance with Federal and Agency policies and procedures and/or by obtaining monthly verification from Center Fleet APCs (see Appendix G).
  - Appropriate participation in all audits and reviews.
  - Periodic communications with CAPCs, as required.

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- Communication of any significant deficiency in the effectiveness and efficiency of the Agency Fleet Charge Card Program to the NASA Agency Transportation Manager for consideration of Agency-level action.
- 10. Ensure the update and submission of the annual NASA Fleet Charge Card Management Plan to OMB as required by Circular A-123, Appendix B.
- 11.NSSC Fleet Charge Card APC should review Fleet CAPC records semi-annually to assure receipts are being maintained and reconciliations accomplished.
- 12. A semi-annual review of CAPC List and SATERN Training for Fleet APCs, should be performed by the Agency Lead APC to ensure both are up to date.

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### APPENDIX D: CENTER SPECIFIC APC ROLES AND RESPONSIBILITIES

The Center Fleet APCs will:

- 14. Facilitate the resolution of all card account issues by communicating with the card-issuing bank and the Lead APC as appropriate.
- 15. Assuring that all Procurement policies are followed and implemented. The current single purchase limit threshold is \$10,000. All transactions above that amount must involve Center Procurement personnel to assure compliance with Procurement policy.
- 16. Identify best practices and submit to the Lead APC for consideration of Agency implementation.
- 17. Support the Lead APC in the standardization of an Agency Fleet Charge Card internal controls program.
- 18. Notifying the Lead APC immediately, if issues arise that increase risk to the Agency's Fleet Charge Card Program.
- 19. Inform the Lead APC when circumstances result in the need to update the Roles and Responsibilities.
- 20. Communicate with auditors as requested by HQ, the Center/Agency ALR, and/or the Lead APC.
- 21. Monitor fleet charge card delinquencies monthly and report issues to Center officials as appropriate.
- 22. Ensure charges to CBAs are valid.
- 23. Ensure appropriate administration of the Center Fleet CBAs.
- 24. Report any identified fleet charge card misuse to Center officials as appropriate.
- 25. (Center officials may include the card user's supervisor/manager and/or the Office of Human Capital.)

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- 26. Run specific Electronic Access System (EAS) reports on a monthly basis to monitor card account activity and assist the Lead APC in the update of Agency training materials, as necessary.
- 27. Monitor and complete APC training prior to appointment by attending or completing appropriate training classes as well as the refresher training every three years.
- 28. Perform the function of closing card accounts or setting up new card accounts for new vehicles.
- 29. Run and review the reports as designated in Sections 1 and 2 according to the frequency outlined using the instructions provided and provide monthly assurance reports as a result of the review to the Lead APC by the third calendar day of the following month (see Appendix G).
- 30. Send timely notifications to Center card users and follow up as needed when questionable items appear on reports or are found during a review/audit.
- 31. Notify other Center personnel timely (Human Resources, Supervisor, etc.), consistent with Center procedures, when questionable items appear on reports or are found during a review/audit.
- 32. Ensure an alternate CAPC is identified, trained and their information provided to the Lead APC.
- 33. Respond timely to the Lead APC's inquiries regarding compliance with such instructions.
- 34. Retain all documentation results for all audits, reviews, monitoring, and analysis; follow up according to records retention schedules (three years). Reports should be retained, regardless of whether data appeared on the (positive results) or not (negative results).
- 35. Receive, reconcile, and request payment of CBA invoices timely.

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# APPENDIX E: AGENCY TRANSPORTATION MANAGER ROLES AND RESPONSIBILITIES

The Agency Transportation Manager is responsible for:

- Managing the development of Agency-wide fleet charge card policy.
- Serving as the senior point of contact for formulation of Agency fleet charge card policy and procedural requirements.
- Communicating verbally and in writing with the Lead APC to confirm compliance with internal controls and process improvements related to fleet charge cards.
- Coordinating audits of fleet charge cards by the OIG are conducted in accordance with NPD 9800.1A, NASA Office of Inspector General Programs.
- Coordinating audits on fleet charge cards by the OCFO, LMD and other responsible Agency-level offices at NASA Headquarters are conducted in accordance with NPD 1210.2, NASA Surveys, Audits, and Reviews Policy.
- Hosting audits by internal and/or external organizations when such reviews are announced.

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# APPENDIX F: SUMMARY OF CENTER APC REPORTS

			<u>Source</u>	<u>Minimum</u>
Report Name	<b>Frequency</b>	<u>When to Run</u>	<u>System</u>	<b>Validation</b>
		11th of the month		
		or after the		
		monthly		
		statement is	Fleet	
Delinquency Report		issued; whichever	Commander	
(Billing Report)	Monthly	is last.	Online	100% Review
			Fleet	
Delinquency Report		1st of every	Commander	
(Billing Report)	Monthly	month	Online	100% Review
			Fleet	
Card Report			Commander	
(Inventory Report)	Monthly	11th of the month	Online	100% Review
Declined Transaction		Schedule to run at		
Report (Exception		the end of each	Fleet	
Report)	Weekly	week	Commander	100% Review
		11th of the month		
		or after the		
		monthly		
		statement is	Fleet	
Transaction Detail Report		issued; whichever	Commander	
(Transaction Reports)	Monthly	is last.	Online	100% Review
Mandatory Training	Semi-			
Verification	Annual	APR/OCT	SATERN	100% Review
		11 <sup>th</sup> of the Month		
		or later if the 11 <sup>th</sup>		
		falls on a	Fleet	
Monthly Billing		weekend or	Commander	_
Statement	Monthly	holiday.	Online	N/A

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## APPENDIX G: SAMPLE OF MONTHLY FLEET CARD ASSURANCE REVIEW

The following report shall be completed by each Center Fleet APC component and forwarded to the Lead APC monthly.

enter:			
atement Period Reviewed ()			Date Submitted:
ne following reports were review rocedures and have not found an		-	ity according to the current Agency ted:
REPORT NAME	SOURCE SYSTEM	# OF ISSUES IDENTIFIED	ACTIONS TAKEN FOR EACH ISSUE
	MONTH	LY (OCT - NOV)	)
DELINQUENCY REPORT (BILLING REPORTS)	FLEET COMMANDER		
CARD EXPIRATION (BILLING	FLEET		
REPORTS)	COMMANDER		
DECLINES TRANSACTION REPORT	FLEET		
(EXCEPTION REPORTS)	COMMANDER		
TRANSACTION DETAIL REPORT (TRANSACTION REPORTS)	FLEET COMMANDER		
	COMINANDER		
	QUARTERLY (	JAN/ APR/ JUL	/ост)
MANDATORY TRAINING VERIFICATION (APCs are current			
with Training)	SATERN		
By checking this box, you certify,	as the Center APC, †	hat receipts have bee	n maintained for all fuel transactions in accord
th the Agency policy and procedures. If	you cannot check th	uis box, a justification	is required below:

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atement Period Reviewed (Cycle e following reports were review			Date Submitted: ty according to the current Agency
ocedures and have not found an	iy exceptions unle	ess otherwise note	ed:
REPORT NAME	SOURCE SYSTEM	# OF ISSUES IDENTIFIED	ACTIONS TAKEN FOR EACH ISSUE
	MONTH	LY (JAN - DEC)	
ACCOUNT SUSPENSION (Program Management Reports)	ACCESS ONLINE	<u> </u>	
AST DUE ( <b>Program Management</b> <b>Reports</b> )	ACCESS ONLINE	·	
ACCOUNT SUSPENSION ( <b>Program</b> Management Reports)	ACCESS ONLINE	·	
DECLINED TRANACTIONS AUTHORIZATION ( <b>Program</b> <b>Management Reports</b> )	ACCESS ONLINE	·	
TRANSACTION DETAIL REPORT Financial Management Reports)	ACCESS ONLINE	·	
	SEMI-ANNU	UALLY(APR/OC	Т)
MANDATORY TRAINING VERIFICATION (APPROVING OFFICIALS)	SATERN	·	
By checking this box, you certify, h the Agency policy and procedures. If			n maintained for all fuel transactions in accor is required below:

RELEASED - Printed documents may be obsolete; validate prior to use.