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NASA Shared Services Center Service Delivery Guide **NSSC-FM-SDG-0012 Basic**

Effective Date: October 1, 2009
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Continuous Monitoring Program

Responsible Office: Financial Management Division

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October 5, 2009

Date

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APPENDIX (continued)

Appendix G AP CMP Control Activity 6.9 149

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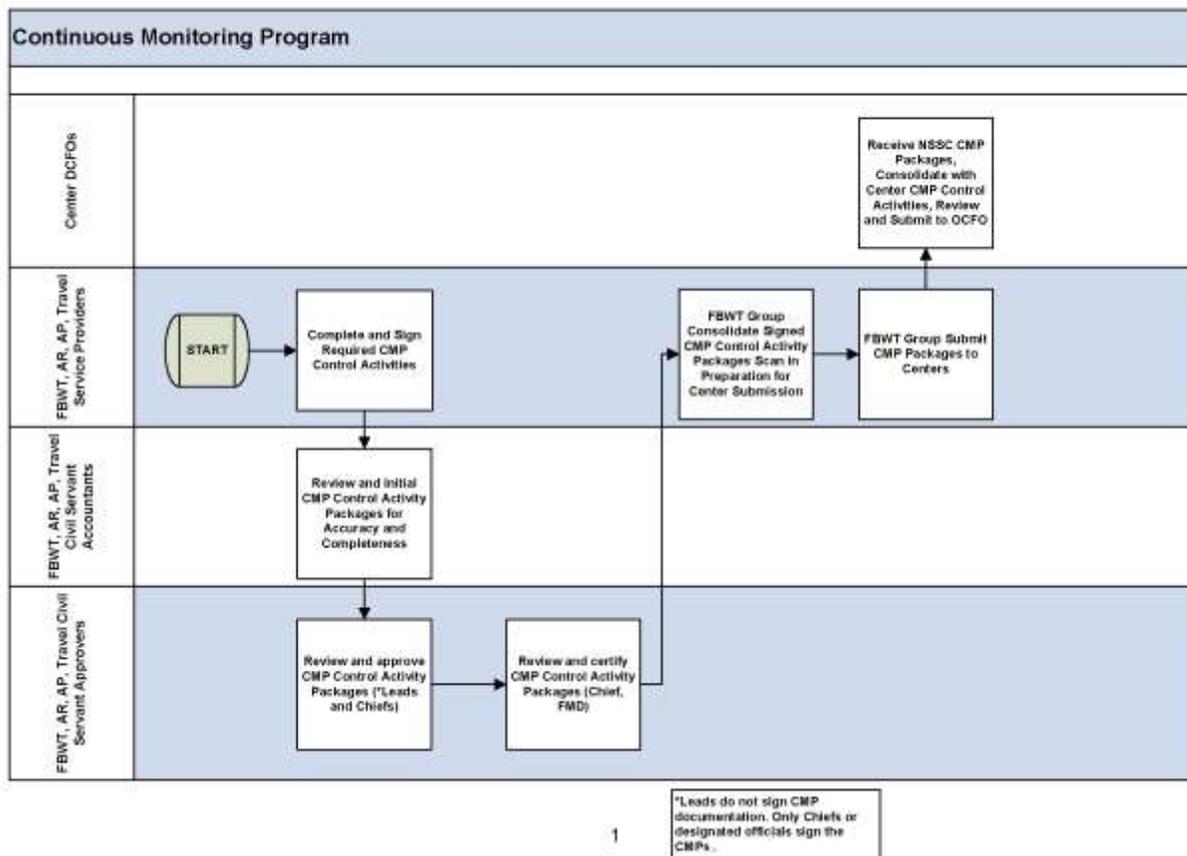
CONTINUOUS MONITORING PROGRAM ACTIVITIES

Introduction

The NSSC utilizes the latest version of the Agency approved Continuous Monitoring Program (CMP) Guide to complete all CMP activities. This document supplements the CMP Guide and describes detailed actions needed to extract data to accomplish validations for each CMP Control Activity. Each CMP Control Activity is described, and the specific SAP Transaction Codes and selection criteria are outlined. This document outlines in a separate process each of the required CMP Control Activities for each applicable functional area within the NSSC Financial Management Division. The applicable review and approval processes for all CMP Control Activities within an organization culminating in the final review of the consolidated packages by the NSSC Chief, Financial Management Division are also described.

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PROCESS—COMPLETING CONTINUOUS MONITORING PROGRAM ACTIVITIES



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Roles & Responsibilities

Process 1 –Completing FBWT Continuous Monitoring Program Activities		
Roles and Responsibilities	Action	Tips/Notes
<p>Step 1</p> <p>NSSC, FBWT Service Provider</p> <p>Complete CMP Control Activity 2a.1: Reconcile Treasury Transactions to SAP Cash Transactions</p>	<p>Purpose: Validate that the net total of the collections and disbursements from Treasury/SAP 224 equals the total of the detailed information from the SAP transaction register for preparation of CMP Control Activity 2a.1 certification sheet.</p> <p>Frequency: Monthly. Due to the centers' DCFO 3 work days before the 14th of the following month.</p> <p>Action 1. Assemble FMS 224 Treasury documentation to support Control Activity 2a.1.</p> <p>a) Make a copy of the following documentation from the transmitted FMS 224 package:</p> <p>1) Retrieve and print a copy of the current month Treasury vs. SAP Transmission Summary spreadsheet from N: drive, Financial Accounting Branch, FBWT, Center, Month folder</p> <p>2) Retrieve and print a copy of the final current month 'Month SOD Items' spreadsheet from N:drive, Financial Accounting Branch, FBWT, Center, Month</p> <p>3) Final SAP 224</p> <p>4) Treasury total page from GWA RFC/TDO Payments for the report month</p> <p>5) Retrieve and print a copy of the current month GOALS Statement of Difference from N: drive, Financial Accounting Branch, FBWT, Center, Month folder</p>	<p>Action 1- Refer to Continuous Monitoring Program</p> <p>Action 1- Use copies of the documentation from the day of the FMS 224 transmittal to prepare CMP 2a.1.</p>

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Roles and Responsibilities	Action	Tips/Notes
	<p>6) GOALS Deposit totals</p> <p>7) Treasury total page from IPAC Received & Sent for the report month</p> <p>8) Final FMS 224 transmitted</p> <p>9) Pre-transmitted approved FMS 224, including Chief, Financial Management Division signature and date</p> <p>10) Pre-transmitted approved FMS 224</p> <p>11) Manual calculation of control totals of disbursements and collections for Section II and Section III of the 224</p> <p>12) Print a copy of the e-mail from OCFO/Data Analysis Branch (DAB) approving the transmittal of the FMS 224</p> <p>13) Any letters of delegation</p> <p>Action 2. Compile CMP package and certification sheet.</p> <p>a) Retrieve Control Activity Certification sheet from N:drive, Financial Accounting Branch, FBWT, CMP Desk Guides</p> <p>b) Add Center Name, if necessary</p> <p>c) Add Business Area No, if necessary</p> <p>d) Change Report Month to current month being reported</p> <p>e) Add Control Activity No./Title, if</p>	

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Roles and Responsibilities	Action	Tips/Notes
	<p>necessary</p> <p>f) In the Preparer's section put an "X" by No exceptions or Exceptions statement</p> <p>g) List any differences with a description and explanation in the "Description of Exceptions" section of the Control Activity Certification cover sheet</p> <p>h) Update the Preparer's Name</p> <p>i) Check Control Activity Certification sheet for completeness, accuracy and compliance with Continuous Monitoring Program Guidelines</p> <p>j) Click File</p> <p>k) Click Save as</p> <p>l) Save in N:drive, Financial Accounting Branch, FBWT, Center, Month folder as Center abbreviation_month_Control Activity 2a.1Certification</p> <p>m) Click 'Print' icon to print sheet</p> <p>n) Compile backup documentation behind cover sheet.</p> <p>o) Initial and date all backup documentation</p> <p>p) Sign certification sheet as preparer and date</p> <p>q) Provide to Supervisor, Service Provider for initialed approval</p> <p>r) Provide completed package to FBWT Civil Servant Accountant for review</p>	

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Roles and Responsibilities	Action	Tips/Notes
	and initialed approval	
<p>Step 2</p> <p>NSSC FBWT Service Provider</p> <p>Reconcile FMS SF 224 (GWA) to SAP 224 (Extracted from Trial Balance)</p>	<p>Purpose: To compile data reported in the FMS 224 and the SAP trial balance for all FBWT activity for current period activity for preparation of CMP Control Activity 2a.2 certification sheet.</p> <p>Frequency: Monthly. Due to the centers' DCFO 3 work days before the 14th of the following month.</p> <p>Action 1. Using the Receipts & Collections and Gross Disbursements Sections from the SAP generated 224 populate the SAP 224 portion of the Excel spreadsheet template for CMP 2a.2 comparison.</p> <ol style="list-style-type: none"> a) Retrieve the CMP 2a.2 comparison Excel template from the previous month in the N:drive, Financial Accounting Branch , FBWT, Center, Month folder b) Retrieve the scanned SAP generated 224 that was transmitted from the Center folder for the report month c) Col. II tab of the comparison excel template is (Receipts & Collections) and Col. III tab is (Gross Disbursements) d) Save as current month e) Change prior month date to current month f) Change prior period to current period g) Zero out previous months amount in the FMS SF 224 column and the SAP 	<p>Step 3-Refer to Continuous Monitoring Program for additional guidance</p>

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	<p>224 column of the Col II tab and the Col III tab in the Excel spreadsheet template</p> <p>h) Populate the current period appropriation detail from SAP generated 224 (Receipts & Collections) to the SAP 224 column in Col2 of the template</p> <p>i) When entering amounts from the SAP generated 224 (Receipts & Collections) column in Col2 of the template use the amount as stated (debit entries as debits and credit entries as credits)</p> <p>j) Populate the current period appropriation detail from SAP generated 224 (Gross Disbursements) to the SAP 224 column in Col3 of the template</p> <p>k) When entering amounts from the SAP generated 224 (Gross Disbursements) column in Col3 of the template use the opposite sign of amounts listed on the SAP generated 224 (debit entries as credits and credit entries as debits)</p> <p>l) Validate totals agree from the SAP generated 224 to the Excel template for Receipts & Collections and Gross Disbursements</p> <p>m) Click File</p> <p>n) Click Save as</p> <p>o) Save in N:drive, Financial Accounting Branch, FBWT, Center, Month, CMP as Center abbreviation_CMP2a.2 Comparison_month year.xls</p>	

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Roles and Responsibilities	Action	Tips/Notes
	<p>Action 2. Using the Section I AOF dollars from the transmitted FMS 224, update the Activity 2a.2 Col II tab and the Activity 2a.2 Col III tab information in the 'Center abbreviation_CMP2a2 Comparison_monthyear' Excel spreadsheet.</p> <p>a) Retrieve the Scanned FMS 224 that was transmitted from the Center folder for the report month</p> <p>b) Open the 'Center abbreviation_CMP2a2 Comparison_month year' spreadsheet</p> <p>c) Enter the current period appropriation detail from the FMS 224 col. (2), <i>Receipts and Collections credited to Appropriation or Fund Accounts'</i> to the FMS 224 column on the Activity 2a.2 Col II Tab in the Center abbreviation_ CMP2a2 Comparison_month year' worksheet</p> <p>d) Enter the current period appropriation detail from the FMS 224 col. (3), <i>Gross Disbursements</i> to the FMS 224 column on the Activity 2a.2 Col III Tab in the Center abbreviation_ CMP2a2 Comparison_ month year' worksheet</p> <p>e) Make sure the column 2 and column 3 totals on the Excel spreadsheet equal the totals for column 2 and column 3 on the transmitted FMS 224. If they do not match, then enter explanation in additional explanation column of spreadsheet.</p>	

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Process 1 –Completing FBWT Continuous Monitoring Program Activities		
Roles and Responsibilities	Action	Tips/Notes
	<p>f) Save Excel spreadsheet</p> <p>Action 3. Compile CMP package with listed documents and forward to the FBWT accountant for review.</p> <p>a) Retrieve Control Activity Certification sheet from N:drive, Financial Accounting Branch, FBWT, CMP Desk Guides</p> <p>b) Add Center Name, if necessary</p> <p>c) Add Business Area No, if necessary</p> <p>d) Change Report Month to current month being reported</p> <p>e) Add Control Activity No./Title, if necessary</p> <p>f) In the Preparer's section put an "X" in No exceptions or Exceptions statement</p> <p>g) List each difference with a description and explanation in the 'Description of Exception' section of the Control Activity Certification cover sheet</p> <p>h) Update the Preparer's Name.</p> <p>i) Check Control Activity Certification sheet for completeness, accuracy and compliance with Continuous Monitoring Program Guidelines</p> <p>j) Click File</p> <p>k) Click Save as</p> <p>l) Save in N: drive, Financial Accounting Branch, FBWT, Center, Month folder as Center</p>	

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Roles and Responsibilities	Action	Tips/Notes
	<p>abbreviation_month_Control Activity 2a.2 Certification</p> <p>m) Click 'Print' icon to print sheet</p> <p>n) Compile a CMP package with the following: Certification sheet, FMS 224(transmitted copy), SAP generated 224, Column II excel worksheet, and Column III excel worksheet</p> <p>o) Initial and date all backup documentation</p> <p>p) Sign package as preparer and date</p> <p>q) Provide to Supervisor, Service Provider for initialed approval</p> <p>r) Provide completed package to FBWT Civil Servant Accountant for review and initialed approval</p>	<p>Refer to Appendix A for list of all documents required as back up.</p>
<p>Step 3</p> <p>NSSC FBWT Service Provider</p> <p>Complete CMP Control Activity 2a.3: Reconcile FBWT balances to GWA (Cash Template)</p>	<p>Purpose: To ensure that cash balances are complete and reconcile to Treasury.</p> <p>Frequency: Monthly</p> <p>Action 1. Run GWA treasury report of increases and decreases to fund balances by Treasury symbol. Save two versions PDF and excel.</p> <p>a) Log in to GWA at www.gwa.gov</p> <p>b) Click Reports</p> <p>c) Select ALC Transactions under ALC Statement</p> <p>d) 'Select All' in Agency Field</p> <p>e) Select appropriate ALC from</p>	

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Roles and Responsibilities	Action	Tips/Notes
	<p>Reporting ALC dropdown menu</p> <p>f) Leave Treasury Account Symbol field blank</p> <p>g) Select All in Activity Type field</p> <p>h) Select the current fiscal year from the Accounting Period dropdown menu</p> <p>i) Click button next to 'Month of'</p> <p>j) Select appropriate month from dropdown menu</p> <p>k) Click 'View transactions'</p> <p>l) Click 'Print in PDF'</p> <p>m) Click Save As</p> <p>n) Click the dropdown arrow next to Save in:</p> <p>o) Click NSSC-shared N: drive from dropdown selection</p> <p>p) Scroll to Financial Accounting Branch folder and double click</p> <p>q) Double click on FBWT folder</p> <p>r) Double click on appropriate center folder</p> <p>s) Double click on appropriate center month</p> <p>t) Name file as center abbreviation, underscore, GWA, underscore, monthdayyear (mmddyy)</p> <p>u) Click save button</p>	

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Roles and Responsibilities	Action	Tips/Notes
	<ul style="list-style-type: none"> v) Repeat actions a) through k) w) Click 'Download' button x) Click to mark the button next to 'Excel' for Download File Type y) Click the box next to 'Include table headings' under Options z) Click the 'Download' button aa) Click Open in pop-up box that appears bb) Click File at the top of report cc) Click Save As dd) Click the dropdown arrow next to Save in: ee) Click NSSC-shared N:drive from dropdown selection ff) Scroll to Financial Accounting Branch folder and double click gg) Double click on FBWT folder hh) Double click appropriate center folder ii) Double click on appropriate month folder jj) Name file as center abbreviation, underscore, GWA, underscore, monthdayyear (mmddyy) kk) Click Save button ll) Add a column to the downloaded report labeled 'Treasury Beginning Balance' before the 'Increase to 	<p>Action 1w)-This is the spreadsheet used to calculate the TREAS column numbers for the FBWT Cash Recon Template.</p>

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Roles and Responsibilities	Action	Tips/Notes
	<p>Balance' column</p> <p>mm) Add a column to the downloaded report labeled 'HHS/DOI/GSA, 80F3875 and 80F3885' after the 'Decrease to Balance'</p> <p>nn) Add a column to the downloaded report labeled 'Foreign Payments State Department' after the 'HHS/DOI/GSA, 80F3875 & 80F3885' column</p> <p>oo) Add a column to the report labeled 'Treasury Ending Balance' after the 'Foreign Payment, State Department' column</p> <p>pp) Enter the Treasury ending balances from the previous month's FBWT Recon Template in the center_GWA_mmddyy report in the column labeled 'Treasury Beginning Balance' next to the appropriate AOF</p> <p>qq) Include a formula in the current month report in the 'Treasury Ending Balance' column that will add the amounts in the following columns: 'Treasury Beginning Balance', 'Increase to Balance', and subtract 'Decrease to Balance', 'HHS/DOI/GSA, 80F3875 & 80F3885', and 'Foreign Payment, State Department' columns to put the result in the 'Treasury Ending Balance' column</p> <p>rr) Add formulas at the bottom of each of the above columns to add the amounts of the column at the bottom</p> <p>ss) Add 'Totals' to the bottom row at the</p>	<p>Action 1mm) Put the DOI ALC amount (ALC= 14019999) in this column</p> <p>Action 1oo)-Only enter the Treasury ending balances from the previous month that have current month activity in the GWA Increase/decrease columns.</p> <p>Action 1qq)-The sum of the total increase column and the total decrease column should equal the NET TOTAL, SECTION 1 on the transmitted FMS 224.</p>

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	<p>end of data in the 'Treasury Account Symbol' column</p> <p>tt) Be sure the total of 'Treasury Ending Balance' matches the totals of the other columns adding together as well as the totals in that column.</p> <p>Action 2. Run GWA report for 80F3875 activity and save two versions PDF and excel.</p> <p>a) Go to Reports page of GWA and select Transactions under Account Statement</p> <p>b) Leave Agency and Bureau as is</p> <p>c) Be sure Account type is All Expenditure in the dropdown field</p> <p>d) Select Clearing Accounts from the Fund Type dropdown menu</p> <p>e) Select 80F3875 from the Treasury Account Symbol dropdown menu</p> <p>f) Leave Activity Type as 'All'</p> <p>g) Select the appropriate fiscal year from the Account Period dropdown menu</p> <p>h) Select the appropriate month from the 'Month of ___only' dropdown menu</p> <p>i) Click 'View Transactions'</p> <p>j) Click 'Print in PDF'</p> <p>k) Click 'Save As"</p> <p>l) Click the dropdown arrow next to</p>	<p>Action 2-This report is necessary to capture amounts submitted by the Department of Interior against AOF 80F3875 for payroll information. This is reflected on the report as the reporting ALC 14019999. The amount transmitted by DOI as a decrease is offset by the amount transmitted by each NASA center as an increase. The net for 80F3875 for payroll/labor data should be zero.</p>

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Roles and Responsibilities	Action	Tips/Notes
	<p>Save in</p> <p>m) Click NSSC-shared N: drive from dropdown selection</p> <p>n) Scroll to Financial Accounting Branch folder and double click</p> <p>o) Double click on FBWT folder</p> <p>p) Double click on appropriate center folder</p> <p>q) Double click on appropriate center month</p> <p>r) Name file as center abbreviation, underscore, GWA3875, underscore, monthdayyear(MMDDYYYY)</p> <p>s) Click save button</p> <p>t) Repeat actions a) through h)</p> <p>u) Click 'Download' button</p> <p>v) Click button next to 'Excel' for Download File Type</p> <p>w) Check the box next to 'Include table headings'</p> <p>x) Click 'Download' button</p> <p>y) Click Open in pop-up box that appears</p> <p>z) Click File at the top of report</p> <p>aa) Click Save As</p> <p>bb) Click the dropdown arrow next to Save in:</p>	

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Process 1 –Completing FBWT Continuous Monitoring Program Activities		
Roles and Responsibilities	Action	Tips/Notes
	<p>compared</p> <p>g) Note any variances</p> <p>Action 4. Run GWA report for Department of State/GSA activity.</p> <p>a) Log in to GWA</p> <p>b) Click Reports</p> <p>c) Select Transactions under Account Statement</p> <p>d) Select NASA-(80) in Agency Field</p> <p>e) Leave – (8000) in Bureau/Distribution Field</p> <p>f) Leave – ‘All ‘(expenditure) and Account Type</p> <p>g) Leave – ‘All’ in Fund Type</p> <p>h) Leave Treasury Account Symbol field blank</p> <p>i) Select All in Activity Type field</p> <p>j) Select the current fiscal year from the Accounting Period dropdown menu</p> <p>k) Click button next to ‘Month of’</p> <p>l) Select appropriate month from dropdown menu</p> <p>m) Click ‘View transactions’</p> <p>n) Click ‘Download’</p> <p>o) Select ‘Excel’</p> <p>p) Under options, Click ‘Include Table</p>	<p>The net for 80F3885 for LOC data should be zero</p> <p>Action 3e)-These journal vouchers are provided to the FBWT by the functional areas for labor and grant personnel from the center.</p> <p>Action 4 – This Department of State query is only used for JSC. The GSA query is only used for GSFC. Both should be pulled no sooner than the 4th business day of the month, but the query should be pulled on the 7th business day of the month to verify no changes have taken place.</p>

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Process 1 –Completing FBWT Continuous Monitoring Program Activities		
Roles and Responsibilities	Action	Tips/Notes
	<p style="text-align: center;">Headings'</p> <p>q) Click 'Open'</p> <p>r) Click the dropdown arrow next to Save in:</p> <p>s) Click NSSC-shared N: drive from dropdown selection</p> <p>t) Scroll to Financial Accounting Branch folder and double click</p> <p>u) Double click on FBWT folder</p> <p>v) Double click on appropriate center folder</p> <p>w) Double click on appropriate center month</p> <p>x) Name file as center abbreviation, underscore, GWA, underscore, monthdayyear (mmddyy)</p> <p>y) Click save button</p> <p>z) Open the Spreadsheet</p> <p>aa) Sort by ALC and then by appropriation</p> <p>bb) Filter to view ALC 19000003, 800008768, and 80008769 for Department of State; filter to view ALC 47000016 for GSA.</p> <p>cc) Subtotal ALC by appropriation</p> <p>Action 5. Update FBWT Cash Template 2a.3 with previously run GWA reports.</p>	

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Process 1 –Completing FBWT Continuous Monitoring Program Activities		
Roles and Responsibilities	Action	Tips/Notes
	<ul style="list-style-type: none"> a) Retrieve the FBWT Cash Reconciliation Template for center being reviewed from N: drive, Financial Accounting Branch, FBWT, Center, Month, CMP2a3 b) Open FBWT Cash Reconciliation Template c) Go to previous month tab d) Copy this tab e) Rename tab to current month f) Retrieve GWA3885 report previously saved g) Retrieve GWA3875 report previously saved h) Enter new appropriation symbols, if necessary, to spreadsheet i) Copy amounts (copy and paste) by appropriation symbol from GWA reports into the TREAS column of the FBWT Cash Reconciliation Template j) Click Save icon to save changes <p>Action 6. Run SAP GR55/ZAFT report for current period.</p> <ul style="list-style-type: none"> a) Log into SAP b) Type GR55 in the SAP Easy Access box. Click green arrow. c) Type ZAFT in the Report Group box. d) Use the following selection values: 	<p>Action 5a)-Spreadsheet format is 'Center abbreviation, Month, Year, FBWT Cash Recon Template.'</p>

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	<p>Fiscal Year = YYYY (current fiscal year); Company code = NASA; Period- Current period</p> <p>e) Use the following Selection values: Account = 1010.1000 to 1010.9999; Business Area = see appendix C for 2 digit code applicable to center;</p> <p>f) Click on execute button</p> <p>g) Click on System</p> <p>h) Click on List</p> <p>i) Click Save</p> <p>j) Click on Local Files</p> <p>k) Click on spreadsheet</p> <p>l) Save in N: Financial Accounting Branch, FBWT, Center, Month, CMP folder as CMP_GR55 Total 2a3.xls</p> <p>m) Click 'Generate'</p> <p>Action 7. Update SAP GR55 ZAFT amounts in the FBWT Cash Reconciliation Template (excel spreadsheet) for CMP activity 2a.3.</p> <p>a) Enter amounts by AOF from SAP GR55 report into the SAP –Table 95 column of the FBWT Cash Reconciliation Template for Activity 2a3</p> <p>b) Be sure formulas are in place and calculating properly</p> <p>c) Once all amounts are entered, review noted variances</p>	<p>Action 6d)-Refer to Appendix B for Fiscal year and appropriate Period to use.</p> <p>Action 6e)-Click on yellow arrow and click on select ranges tab, input account data, then click save (clock)</p>

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	<ul style="list-style-type: none"> d) Research variances between Treasury and SAP cash balances e) If necessary, contact appropriate user for explanation and plan to correct f) Update CMP 2a.3 template as necessary g) Compare updated CMP 2a.3 template to the Treasury vs. SAP OCFO DAB reconciliation report. h) Save any changes to the FBWT Cash Reconciliation Template <p>Action 8. Prepare Control Certification approval cover sheet for CMP Activity 2a.3.</p> <ul style="list-style-type: none"> a) Retrieve Control Activity Certification sheet from N:drive, Financial Accounting Branch, FBWT, CMP Desk Guides b) Add Center Name, if necessary c) Add Business Area No, if necessary d) Change Report Month to current month being reported e) Add Control Activity No./Title, if necessary f) In the Preparer's section, put an "X" on the No exceptions or Exceptions statement g) Update the Preparer's Name h) Update the Description of Exceptions to include the most recent noted Exceptions with the root cause, 	<p>Action 7d)-Possible variances: SAP cash transaction posted with a blank ALC and an SR was submitted but the fix wasn't in place before that period's FMS224 was transmitted; an invoice was posted and cleared to cash with one center's BA and another's ALC; SVU AR migration postings to 1010.9821; Fund Balance Warrants issues due to 9998 corrections posting to 1010.5000; Treasury shows activity that is not posted in SAP in either the correct AOF or suspense AOF, etc.</p>

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	<p>amount, estimated completion date</p> <p>i) Check Control Activity Certification sheet for completeness, accuracy and compliance with CMP Guidelines</p> <p>j) Click File at the top of page</p> <p>k) Click Save As</p> <p>l) Click the dropdown arrow next to Save in:</p> <p>m) Click NSSC-shared N:drive from dropdown selection</p> <p>n) Scroll to Financial Accounting Branch folder and double click</p> <p>o) Double click on FBWT folder</p> <p>p) Double click appropriate center folder</p> <p>q) Double click on appropriate month folder</p> <p>r) Save in N:drive, Financial Accounting Branch, FBWT, Center, Month folder as Center abbreviation_month_Control Activity 2a.3 Certification</p> <p>s) Click Save button</p> <p>t) Print the certification sheet</p> <p>u) Combine the following documents: Certification sheet, current month Cash Recon Template, GR55/ZAFT report, GWA spreadsheet, GWA3875 spreadsheet, GWA3885 spreadsheet, actual reports from Treasury GWA, GWA account transaction report for ALCs</p>	

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	<p>(80008768 and 80008769), Treasury vs. SAP OCFO DAB reconciliation, HHS final appropriation activity per OCFO.</p> <p>v) Initial and date each sheet of backup documentation</p> <p>w) Sign package as preparer and date.</p> <p>x) Provide to Supervisor, Service Provider for initialed approval.</p> <p>y) Compile reports and supporting documentation and give to FBWT Civil Servant for initialed approval</p>	<p>Refer to Appendix A for list of all documents required as back up.</p>
<p>Step 4</p> <p>NSSC FBWT Service Provider</p> <p>Complete CMP Control Activity 2a.6: Validate Treasury confirmations postings to FBWT</p>	<p>Purpose: To compare Treasury Confirmation to confirmations recorded in SAP.</p> <p>Frequency: Monthly</p> <p>Action 1. Run SAP report 'ZSE16_FMTC_SCHNO'.</p> <p>a) Log into SAP</p> <p>b) Type ZSE16_FMTC_SCHNO in the white box in upper left beside the green check mark</p> <p>c) Click on menu bar (1st of 4 boxes under Data Browser: Initial Screen)</p> <p>d) Next to 'Run On' type the first day of the month to last day of the month.</p> <p>e) Next to Agency Loc Cd type appropriate ALC</p>	<p>Action 1d)-May need to include the last day of the prior month to capture payment run that confirmed by Treasury the next month</p>

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	<p>Action 2. Print a copy of the TDO Payments report from the last day of the reporting month.</p> <p>a) Make a copy of the TDO Payments report from the last day of the reporting month</p> <p>b) Compare the payment total on TDO Payments to the payment total of the FMTC_SCHNO SAP report</p> <p>c) If the totals do not match, you may have to rerun the SAP ZSE16_FMTC_SCHNO report with the beginning run date of the last day of the previous month</p> <p>Action 3. Compare Treasury TDO payments with the SAP confirmation data. Work any variances.</p> <p>a) Compare total on the GWA TDO Payment report with total on the SAP report saved as 'Center abbreviation, CMP 2a.6, Month, Year</p> <p>b) If there is a difference, look on the TDO payments report for cancelled checks or foreign payments</p> <p>c) If there are cancelled checks/foreign payments, then add/subtract the individual amounts to/from the Total FMTC_SCHNO amount on the SAP CMP 2a.6 spreadsheet</p> <p>d) The totals should be equal</p> <p>Action 4. Prepare Control Certification approval cover sheet for CMP Activity 2a.6.</p> <p>a) Retrieve Control Activity Certification</p>	<p>Action 2- Use a copy of the TDO Payments report from GWA from the FMS 224 transmission package</p> <p>Action 2c)-Differences between the two reports could be: 1)The schedule could have been set up to run on the last day but not actually confirmed by Treasury until the first day of the next month; 2) there were cancelled checks during the report month; 3) there were foreign or manual payments.</p>

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	<p>sheet from N:drive, Financial Accounting Branch, FBWT, CMP Desk Guides</p> <p>b) Add Center Name, if necessary</p> <p>c) Add Business Area No, if necessary</p> <p>d) Change Report Month to current month being reported</p> <p>e) Add Control Activity No./Title, if necessary</p> <p>f) In the Preparer’s section put an “X” by No exceptions or Exceptions statement</p> <p>g) Update the Preparer’s Name,</p> <p>h) List any differences that are not valid reconciling items with explanation and description in the ‘Description of Exceptions’ section</p> <p>i) Check Control Activity Certification sheet for completeness, accuracy and compliance with Continuous Monitoring Package Guidelines.</p> <p>j) Click File at the top of page</p> <p>k) Click Save As</p> <p>l) Click the dropdown arrow next to Save in:</p> <p>m) Click NSSC-shared N:drive from dropdown selection</p> <p>n) Scroll to Financial Accounting Branch folder and double click</p> <p>o) Double click on FBWT folder</p>	

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	<p>p) Double click appropriate center folder</p> <p>q) Double click on appropriate month folder</p> <p>r) Save as Center abbreviation_month_Control Activity 2a.6 Certification</p> <p>s) Click Save button</p> <p>t) Print the certification sheet</p> <p>u) Combine the following support documentation: Certification sheet, SAP ZSE16_FMTC_SCHNO report, and Treasury TDO payments report</p> <p>v) Initial and date each sheet of backup documentation</p> <p>w) Sign package as preparer and date</p> <p>x) Provide to Supervisor, Service Provider for initialed approval.</p> <p>y) Compile reports and supporting documentation and give to FBWT Civil Servant for review and initialed approval</p>	<p>Refer to Appendix A for list of all documents required as back up.</p>
<p><u>Step 5</u></p> <p>NSSC FBWT Service Provider</p> <p>Complete CMP Control Activity 2d.1: Aging of Budget Clearing (Suspense) Accounts based on SAP and Treasury Balances over</p>	<p>Purpose: Prepare documentation for Suspense items that are over 60 days old. Any items that have been in suspense over 60 days will be an exception.</p> <p>Frequency: Monthly</p> <p>Action 1. Run SAP FBL3N report for account 2400.</p> <p>a) Log into SAP</p>	<p>Action 1-Suspense items are aged based on the document and posting date in SAP which corresponds with the date on which the</p>

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60 days	<ul style="list-style-type: none"> b) Type FBL3N in the white box in the upper left corner beside the green check mark c) Click green check mark d) Under G/L account selection enter account 2400.0000 to 2400.9999 e) Click Dynamic Selection box in the upper left corner (red, green, and blue box) f) In the box that pops up, scroll to the bottom of the box g) Enter appropriate Business Area for the Center you are working h) Click Execute (clock) i) When report comes back, scroll to the bottom of the report where the total appears j) Do a screen print and save to excel spreadsheet k) Click File, then Save As l) Click NSSC shared drive N: m) Scroll to Financial Accounting Branch folder and double click on it n) Double click on FBWT folder o) Double click on appropriate center folder p) Double click on appropriate month folder q) Name file as center abbreviation, 	source document was received

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<p>NSSC FBWT Service Provider</p> <p><u>Complete Budget Clearing Template to support CMP Control Activity 2d.1: Suspense Accounts over 60 Days</u></p>	<p>underscore, CMP 2d.1, underscore, monthyear</p> <p>r) Click Save button</p> <p>Action 2. Update previous month's Budget Clearing Template for any suspense transactions that were cleared in the current month.</p> <p>a) Retrieve the Budget Clearing Template from the prior month N: Financial Accounting Branch, FBWT, Center, Month folder and make updates as needed</p> <p>b) Compare Items on the suspense spreadsheet to the FBL3N total documentation to be sure they equal</p> <p>c) Fill in 'Reason Still in Suspense' on the template as known; if applicable.</p> <p>d) Fill in 'Area' column on the template with the Center or NSSC functional area responsible for posting the transaction to the appropriate AOF or making correction in order to remove the item from suspense</p> <p>e) Save all updates</p> <p>Action 3. Run GR55/ZAOF for NON3885, NON3875 (any applicable suspense accounts) for 1010 account totals and 2400 account totals.</p> <p>a) Log into SAP</p> <p>b) Type GR55 in field at top left on main menu</p> <p>c) Type ZAOF in open field</p>	<p>Action 2. The Budget Clearing Template is completed by a Service Provider.</p> <p>Action 2c)-The FBWT civil servant would have prepared a journal voucher to reverse any items out of a suspense account that cleared to a suspense account in the current month.</p>

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	<ul style="list-style-type: none"> d) Click green checkmark of press Enter on keyboard e) Type 0 in first period field f) Type current report period in second period field g) Type 1010.1000 to 1010.9999 in fields next to Or values under Accounts h) Type appropriate business area in the field next to Or values under Business Area Set ID i) Click Multiple Selection button (box with yellow arrow) to the right of Or values fields under Fund Set ID j) Click Select Single Values tab k) Type NON3875 on first line l) Type NON3885 on second line m) Click Copy (clock) n) On main screen click Execute (clock) to run report o) When report appears click Customizing of Local Layout icon p) Click Hardcopy q) Retrieve hardcopy printout r) Return to SAP screen s) Click green back arrow t) Delete selections under Accounts 	

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	<ul style="list-style-type: none"> u) Type in 2400.1000 to 2400.2000 in fields next to Or values under Accounts v) Click Execute (clock) w) When report appears, click Customizing of Local Layout icon x) Click Hardcopy y) Retrieve hardcopy printout z) Compare totals by fund for each report to each other and to total for each fund on the Month Suspense spreadsheet (all should equal) <p>Action 4. Retrieve Budget Clearing Template for suspense accounts over 60 days that were created in Step 5, Action 2.</p> <ul style="list-style-type: none"> a) Retrieve 'Budget Clearing Template' from N:drive, Financial Accounting Branch, FBWT, Center, Month folder b) Print the Budget Clearing Template c) Add this to backup documentation from Actions 1-3 above <p>Action 5. Retrieve JV templates for suspense reversal JVs that were reviewed in Step 5, Action 2.</p> <ul style="list-style-type: none"> a) Retrieve 'Month Suspense JV Templates' from N:drive, Financial Accounting Branch, FBWT, Center, Month folder b) Print suspense reversal JVs with <u>signed</u> by....\ in the designated signature fields showing that the 	

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	<p>originals are signed</p> <p>c) Retrieve hardcopy support documentation for each suspense reversal JV from Tech Doc</p> <p>d) Make copies of each page of support documentation</p> <p>e) Put support documentation with printed JV template</p> <p>f) Add this to backup documentation from Actions 1-4 above</p> <p>Action 6. Prepare Control Certification approval cover sheet for CMP Activity 2d.1.</p> <p>a) Retrieve Control Activity Certification sheet from N:drive, Financial Accounting Branch, FBWT, CMP Desk Guides</p> <p>b) Add Center Name, if necessary</p> <p>c) Add Business Area No, if necessary</p> <p>d) Change Report Month to current month being reported</p> <p>e) Add Control Activity No./Title, if necessary</p> <p>f) In the Preparer's section, put an "X" by No exceptions or Exceptions statement</p> <p>g) Update the Preparer's Name.</p> <p>h) Update the Description of Exceptions to include the most recent noted Exceptions with the root cause, amount, estimated completion date</p>	<p>Action 6-Refer to Continuous Monitoring Program for further guidance.</p>

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	<ul style="list-style-type: none"> i) Check Control Activity Certification sheet for completeness, accuracy and compliance with CMP Guidelines j) Click File at the top of page k) Click Save As l) Click the dropdown arrow next to Save in: m) Click NSSC-shared N:drive from dropdown selection n) Scroll to Financial Accounting Branch folder and double click o) Double click on FBWT folder p) Double click appropriate center folder q) Double click on appropriate month folder r) Save as Center abbreviation_month_Control Activity 2d1 Certification s) Click Save button t) Print the certification sheet u) Initial and date each sheet of backup documentation v) Sign package as preparer and date. w) Compile the following support documentation: Certification sheet, SAP FBL3N report, SAP GR55/ZAOF for 1010 accounts, SAP GR55/ZAOF for 2400 accounts, current month suspense spreadsheet, JV template 	<p>Refer to Appendix A for list of all documents required as back up</p>

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	<p>with support documents</p> <p>x) Provide to Supervisor, Service Provider for initialed approval</p> <p>y) Compile reports and supporting documentation and give to FBWT Civil Servant for review and initialed approval</p>	
<p><u>Step 6</u></p> <p>NSSC FBWT Service Provider</p> <p>Complete CMP Control Activity 2d.2: Analysis of suspense accounts/reconciliation to trial balance</p>	<p>Purpose: Prepare documentation for the analysis of suspense items on the Suspense spreadsheet compared to the GR55/ZAFB trial balance. Differences will be an exception on the certification sheet. If totals equal there are no exceptions on the certification sheet.</p> <p>Frequency: Monthly</p> <p>Action 1. Run GR55 ZAFB trial balance for Suspense account 2400.</p> <p>a) Log into SAP</p> <p>b) Type GR55 in the SAP Easy Access box</p> <p>c) Click green check mark box</p> <p>d) Type ZAFB in the Report Group box</p> <p>e) Use the following selection values: Fiscal Year = YYYY (current fiscal year); Company code – NASA; Period- Current period</p> <p>f) Use the following Selection groups: Account = 2400.0000 to 2400.2000; Business Area = see appendix C for 2 digit code applicable to center</p> <p>g) Click on execute button</p>	

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	<ul style="list-style-type: none"> h) When report comes back, scroll to bottom of report where total appears. i) Do a screen print and save to a Word document j) Save in N:drive, Financial Accounting Branch, FBWT, Center, Month as CMP_GR55 Total 2d.2.xls <p>Action 2. Make sure the center suspense aging spreadsheet equals the GR55 ZAFT Trial Balance.</p> <ul style="list-style-type: none"> a) Retrieve Budget Clearing Template that was updated in Step 5 from N:drive, Financial Accounting Branch, FBWT, Center, Month b) Compare the totals on the Center Month Suspense spreadsheet and the GR55 ZAFT trial balance c) Note any differences and work to resolve or explain <p>Action 3. Prepare Control Certification approval cover sheet for CMP Activity 2d.2.</p> <ul style="list-style-type: none"> a) Retrieve Control Activity Certification sheet from N:drive, Financial Accounting Branch, FBWT, CMP Desk Guides b) Add Center Name, if necessary c) Add Business Area No, if necessary d) Change Report Month to current month being reported e) Add Control Activity No./Title, if necessary 	

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	<ul style="list-style-type: none"> f) In the Preparer’s section put an “X” by No exceptions or Exceptions statement g) Update the Preparer’s Name. h) List any differences between the Suspense spreadsheet and the ZAFT report with explanation and description in the ‘Description of Exceptions’ section i) Click File at the top of page j) Click Save As k) Click the dropdown arrow next to Save in: l) Click NSSC-shared N:drive from dropdown selection m) Scroll to Financial Accounting Branch folder and double click n) Double click on FBWT folder o) Double click appropriate center folder p) Double click on appropriate month folder q) Save as Center abbreviation_month_Control Activity 2d.2 Certification r) Click Save button s) Print the certification sheet t) Initial and date each sheet of backup documentation u) Sign package as preparer and date. 	<p style="text-align: right;">Refer to Appendix A for list of all documents required as back up.</p>

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	<ul style="list-style-type: none"> v) Compile the following documentation: Certification sheet, current month Suspense spreadsheet, SAP GR55/ZAFT report w) Provide to Supervisor, Service Provider for initialed approval. x) Compile reports and supporting documentation and give to FBWT Civil Servant for review and initialed approval. 	
<p><u>Step 7</u></p> <p>NSSC FBWT Service Provider</p> <p>Complete CMP Control Activity 2d.3: NON 3875, 3880, 3845, and 3885 funds review</p>	<p>Purpose: Prepare documentation for analysis of SAP Trial balance GR55 ZFUN for NON 3875, 3880, 3845, and 3885.</p> <p>Frequency: Monthly</p> <p>Action 1. Run the GR55 ZFUN trial balance report from SAP and review to make sure that there are no other GL accounts besides 1010 or 2400 posting to the 80F3875, 80F3880, 80F3845 or 80F3885 Funds.</p> <ul style="list-style-type: none"> a) Log into SAP b) Type GR55 in the field box c) Click the green checkmark d) Enter ZAOF in the field next to 'Report' e) Click the Execute button (clock) f) Enter the appropriate fiscal year in the field next to 'Fiscal Year' g) Enter '0' in the field next to the first Period h) Enter current period in the field next 	

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	<p>to the second Period</p> <ul style="list-style-type: none"> i) Type the appropriate center business area in the field next to 'Or Values' under Business Area Set ID j) Click the multiple selection arrow to the right of 'Or Values' under 'Fund Set ID' k) Click the 'Select Single Values' tab l) Type NON3875 in the field under Single Value m) Press Tab twice n) Type NON3845 on the next line o) Press Tab twice p) Type NON3885 on the next line q) Press Tab twice r) Type NON3880 on the next line s) Click the Copy button (clock) t) Click the Execute button (clock) u) When the report appears, click the Print button (printer) to print a copy <p>Action 2. Prepare Control Certification approval cover sheet for CMP Activity 2d.3.</p> <ul style="list-style-type: none"> a) Retrieve Control Activity Certification sheet from N:drive, Financial Accounting Branch, FBWT, CMP Desk Guides b) Add Center Name, if necessary 	

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	<ul style="list-style-type: none"> c) Add Business Area No, if necessary d) Change Report Month to current month being reported e) Add Control Activity No./Title, if necessary f) In the Preparer’s section put an “X” by No exceptions or Exceptions statement g) Update the Preparer’s Name. h) List any amounts on accounts other than 1010 and 2400 with explanation and description in the ‘Description of Exceptions’ section i) Click File at the top of page j) Click Save As k) Click the dropdown arrow next to Save in: l) Click NSSC-shared N:drive from dropdown selection m) Scroll to Financial Accounting Branch folder and double click n) Double click on FBWT folder o) Double click appropriate center folder p) Double click on appropriate month folder q) Save as Center abbreviation_month_Control Activity 2d.3 Certification r) Click Save button 	

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	<ul style="list-style-type: none"> s) Print the certification sheet t) Initial and date each sheet of backup documentation u) Sign package as preparer and date. v) Compile the following documentation: Certification sheet, SAP GR55/ZFUN report w) Provide to Supervisor, Service Provider for initialed approval. x) Compile reports and supporting documentation and give to FBWT Civil Servant for review and initialed approval. 	<p>Refer to Appendix A for list of all documents required as back up.</p>
<p>Step 8</p> <p>NSSC Service Provider</p> <p>Complete CMP Control Activity 12: Review for Blank and Mismatched Accounting Dimensions (CMP 12.1, 12.2, 12.3, 12.4)</p>	<p>Purpose: Final Review for blank and mismatched accounting data in SAP for compilation of Continuous Monitoring Program Activity 12.</p> <p>Frequency: Monthly</p> <p>Action 1. Run the SAP GR55 by BA to validate that there are no blank ALCs on FBWT transactions for CMP 12.1.</p> <ul style="list-style-type: none"> a) Log into SAP b) In the open field on the main menu page type the transaction code GR55 c) Click the green arrow next to the box or press Enter on the keyboard d) Type 'ZAOF' in the box next to Report Group e) Click the Execute button (clock) f) Type the appropriate fiscal year in 	

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	<p>the field next to Fiscal Year</p> <p>g) Company code should be NASA</p> <p>h) Enter period 1 through current fiscal period in both fields next to Period</p> <p>i) Enter 1010.1000 to 1010.9999 in the fields next to 'Or Values' under Accounts</p> <p>j) Enter appropriate business area in the 'Or values' field under Business Area Set ID</p> <p>k) Click Execute button (clock) to begin running the trial balance report</p> <p>l) After report appears, do a screen print</p> <p>m) Press Ctrl, Alt, and Print Scrn buttons</p> <p>n) Open a blank document in Word</p> <p>o) Click in the Word document</p> <p>p) Click the right mouse button</p> <p>q) Click Paste</p> <p>r) Return to SAP, GR55 report</p> <p>s) Click on Agency Loc Cd under Variation: Characteristics</p> <p>t) Click paper next to blank space (indicates blank ALC)</p> <p>u) Once report appears, press Ctrl, Alt, and Print Scrn buttons</p> <p>v) Click in opened Word document</p>	

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	<ul style="list-style-type: none"> w) Click the right mouse button x) Click Paste y) Click File z) Click Save as aa) Click dropdown to display path beside 'Save in' bb) Click NSSC shared drive N: cc) Scroll to Financial Accounting Branch folder and double click on it dd) Double click on FBWT folder ee) Double click on appropriate center folder ff) Double click on appropriate month folder gg) Name file as center abbreviation, underscore, CMP 12.1, underscore, monthyear hh) Click Save button <p>Action 2. Run the SAP GR55 by ALC to validate that the ALC is correct for the BA on FBWT transactions for CMP 12.2.</p> <ul style="list-style-type: none"> a) Open a separate session in SAP by clicking on the Create a New Session button on the upper right of the screen (looks like a sunburst) b) Open GR55/ZAOF c) Type the appropriate fiscal year in 	

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	<p>the field next to Fiscal Year</p> <p>d) Company code should be NASA</p> <p>e) Enter period 1 through current fiscal period in both fields next to Period</p> <p>f) Enter 1010.1000 to 1010.9999 in the fields next to 'Or Values' under Accounts</p> <p>g) Enter appropriate center ALC in the 'Or values' field under Agency Location Code</p> <p>h) Click the Execute button</p> <p>i) Once report appears, press Ctrl, Alt, and Print Scrn buttons</p> <p>j) Open a blank document in Word</p> <p>k) Click in the Word document</p> <p>l) Click the right mouse button</p> <p>m) Click Paste</p> <p>n) Return to SAP, GR55 report</p> <p>o) Click on Business Area under Variation: Characteristics</p> <p>p) Click on each of the listed Business Areas and do a screen print of each report result and add to open Word document</p> <p>q) Once all reports resulting from above are pasted into the Word document, click File</p> <p>r) Click 'Save as'</p>	

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	<ul style="list-style-type: none"> s) Click dropdown to display path beside 'Save in' t) Click NSSC shared drive N: u) Scroll to Financial Accounting Branch folder and double click on it v) Double click on FBWT folder w) Double click on appropriate center folder x) Double click on appropriate month folder y) Name file as center abbreviation, underscore, CMP 12.2, underscore, monthyear z) Click Save button <p>Action 3. Use SAP GR55 report from Action 1 to validate that the BA is correct for the ALC for CMP 12.3.</p> <ul style="list-style-type: none"> a) Open a separate session in SAP by clicking on the Create a New Session button on the upper right of the screen (looks like a sunburst) b) Open GR55/ZAOF c) Type the appropriate fiscal year in the field next to Fiscal Year d) Company code should be NASA e) Enter period 1 through current fiscal period in both fields next to Period 	

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	<ul style="list-style-type: none"> f) Enter 1010.1000 to 1010.9999 in the fields next to 'Or Values' under Accounts g) Enter appropriate center BA in the 'Or values' field under Business Area Set ID h) Click the Execute button i) Once report appears, press Ctrl, Alt, and Print Scrn buttons j) Open a blank document in Word k) Click in the Word document l) Click the right mouse button m) Click Paste n) Return to SAP, GR55 report o) Click on Agency LOC CD under Variation: Characteristics p) Click on each of the listed ALCs and do a screen print of each report result and add to open Word document q) Once all reports resulting from above are pasted into the Word document, click File r) Click 'Save as' s) Click dropdown to display path beside 'Save in' t) Click NSSC shared drive N: u) Scroll to Financial Accounting Branch folder and double click on it 	

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	<ul style="list-style-type: none"> v) Double click on FBWT folder w) Double click on appropriate center folder x) Double click on appropriate month folder y) Name file as center abbreviation, underscore, CMP 12.3, underscore, monthyear z) Click Save button <p>Action 4. Use SAP GR55 report from Action 2 to validate that there are no postings with blank funds for CMP 12.4.</p> <ul style="list-style-type: none"> a) Return to SAP, GR55 report b) Click on Fund under Variation: Characteristics c) Click small white arrow next to Fund Set ID under Variation: Fund d) Click on screen next to blank space (this indicates a blank fund) e) Once report appears, press Ctrl, Alt, and Print Scrn buttons f) Open a new Word document g) Click in the open document h) Click the right mouse button i) Click Paste j) Click File in the upper left corner of document 	

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	<ul style="list-style-type: none"> k) Click 'Save as' l) Click dropdown to display path beside 'Save in' m) Click NSSC shared drive N: n) Scroll to Financial Accounting Branch folder and double click on it o) Double click on FBWT folder p) Double click on appropriate center folder q) Double click on appropriate month folder r) Name file as center abbreviation, underscore, CMP 12.4, underscore, monthyear s) Click Save button <p>Action 5. Prepare Control Certification approval cover sheets for CMP Activity 12.1, 12.2, 12.3, and 12.4.</p> <ul style="list-style-type: none"> a) Retrieve Control Activity Certification sheet from N:drive, Financial Accounting Branch, FBWT, CMP Desk Guides b) Add Center Name to each sheet, if necessary c) Add Business Area No to each sheet, if necessary d) Change Report Month to current month being reported on each sheet e) Add Control Activity No./Title to each sheet, if necessary 	

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	<ul style="list-style-type: none"> f) In the Preparer's section put an "X" by No exceptions or Exceptions statement g) Update the Preparer's Name, h) List any amounts posted as blank ALC with explanation and description in the 'Description of Exceptions' section of certification sheet for CMP Activity 12.1 i) List any amounts where the BA is not correct for the center ALC being reviewed with explanation and description in the 'Description of Exceptions' section of certification sheet for CMP Activity 12.2 j) List any amounts where the ALC is not correct for the BA being reviewed with explanation and description in the 'Description of Exceptions' section of certification sheet for CMP Activity 12.3 k) List any amounts that posted with a blank fund with explanation and description in the 'Description of Exceptions' section of certification sheet for CMP Activity 12.4 l) Click File at the top of page m) Click Save As n) Click the dropdown arrow next to Save in: o) Click NSSC-shared N:drive from dropdown selection p) Scroll to Financial Accounting Branch 	

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	<p style="text-align: center;">folder and double click</p> <p>q) Double click on FBWT folder</p> <p>r) Double click appropriate center folder</p> <p>s) Double click on appropriate month folder</p> <p>t) Save as Center abbreviation_month_Control Activity 12.1 Certification (name each sheet for each of the activities accordingly)</p> <p>u) Click Save button</p> <p>v) Print the certification sheets</p> <p>w) Initial and date each sheet of backup documentation</p> <p>x) Sign package as preparer and date.</p> <p>y) Compile the following documents for each CMP activity: Certification sheet, Word document with print screens of SAP GR55/ZAOF reports with any exceptions highlighted (created in Actions 1-4 above)</p> <p>z) Provide to Supervisor, Service Provider for initialed approval.</p> <p>aa) Compile reports and supporting documentation and give to FBWT Civil Servant for review and initialed approval</p>	<p>Refer to Appendix A for list of all documents required as back up.</p>
<p><u>Step 9</u></p> <p>NSSC Civil Servant Accountant</p>	<p>Purpose: Receive CMP documentation from Service Provider for final review, initial of certification sheets, and forwarding to appropriate person for final review, approval and signature.</p>	

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Review CMP Control Activity Documentation and Prepare Packages for Further Approval	<p>Frequency: Monthly</p> <p>Action 1. Receive and review CMP documentation from FBWT Service Provider.</p> <ul style="list-style-type: none"> a) Receive signed certification sheet with backup documentation for each CMP Activity completed in Steps 1-8 above b) Review all documentation for each CMP activity for accuracy and completeness c) Validate noted variances are accurate and documentation completely supports all variances d) Validate that any calculations on any documentation is accurate e) Ensure all documentation is initialed and dated by Service Provider who compiled and Supervisor, Service Provider f) Initial and date each backup document as reviewer g) Ensure pages not already marked with CMP activity number is marked accordingly to ease compilation if pages are separated from CMP Activity Certification Sheet h) Coordinate with FBWT Service Provider for any needed corrections, additional documentation, explanations, etc i) Coordinate with centers on any variances that existed prior to FBWT transition to NSSC or for variances 	<p>Action 1a)-Documentation will be received as FBWT Service Provider completes each step, not all at once.</p>

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	<p>caused by center activity; e.g. corrective actions per Competency Center or OCFO that affect report period but are justified</p> <p>j) Once all documentation is reviewed and considered valid, and complete, initial and date the certification sheet.</p> <p>k) Present documentation to Financial Accounting Branch, Lead for review, initialed, approved, and dated</p> <p>l) Make corrections, as necessary, if the Lead returns with questions or further explanations and return to the Lead when complete</p>	
<p>Step 10</p> <p>NSSC Civil Servant Approvers</p> <p>Review CMP Control Activity Documentation for Approval and Signature</p>	<p>Purpose: Final review, approval, and signature of CMP certification sheets by authorized approvers.</p> <p>Frequency: Monthly</p> <p>Action 1. Receive CMP packages from FAB, Lead for final reviews and approval signatures.</p> <p>a) FAB Lead forwards to Chief, FAB for review and approval signature and date in Reviewer's Section</p> <p>b) Chief, FAB reviews</p> <p>c) If there are questions, the CMP package is returned to FAB Lead to get explanation or correction from preparer</p> <p>d) If there are no questions, Chief, FAB signs and dates in Reviewer's Section</p>	

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	<ul style="list-style-type: none"> e) Signed packages are forwarded to Chief, Financial Management Division for final review f) Once Chief, FMD reviews and concurs on all functional area CMP packages; a NSSC Memo Coversheet is signed and attached for each Center's CMP package. 	

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<p>Step 1</p> <p>NSSC AR Service Provider</p> <p>Complete CMP Control Activity 3.1: Reconcile source documents to accounts receivable reports</p>	<p>Purpose: Validate all receivable balances by customer source documentation in the reimbursable agreement to General Ledger postings for the receivables in SAP.</p> <p>Frequency: Quarterly.</p> <p>3.1a and 3.1b should be Separated as the date parameters are set for different open dates.</p> <p>3.1a Purpose of reconciliation: To validate the balances in accounts receivable to outstanding bills and other documentation.</p> <p>Action 1. Run S_ALR_87012173 List of Customer Line items for accounts 1310.0000, 1340.0000, and 1360.0000 for Account Groups: Federal (ZFED) and Non Federal (ZCOM/ZEPY).</p> <ol style="list-style-type: none"> a) Log into SAP b) Type S_ALR_87012173 in the SAP Easy Access box c) Click green arrow d) Click the Dynamic Selections Icon  to add criteria to the report e) Select the business area, G/L accounts, and Account group by double clicking them to add to the list of search criteria. f) Click on the multiple selections arrow  next to the Account Group text box and enter ZCOM, 	<p>Note: As the Service Providers complete the AR CMP's, update AR CMP checklist electronically. When complete, forward to lead, who will then forward to Civil Servants to complete their part of the checklist. Once all AR CMP's are complete, the CS's will print the checklist, and have the preparer and reviewer sign for completed package. The checklist is located on the N-drive at N:\Accounts Payable Accounts Receivable\CMPs\AR CMP Checklist.pdf</p>

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	<p>ZEPY, and ZFED as the range of Account Groups.</p> <p>g) Click the multiple selections arrow  for G/L accounts and list the range of accounts to include: 1310.0000, 1340.0000, and 1360.0000 and 1310.3000</p> <p>h) Choose Business area appropriate for the center needed.</p> <p>i) Make sure Open Items are selected and enter the last day of the second month in quarter as the Open at Key Date.</p> <p>j) Execute by clicking the clock icon in the top left portion of the screen.</p> <p>k) Print the report. Also save file to N: drive. In SAP go to List / Export / Local File / unconverted. N:\Accounts Payable\Accounts Receivable\Accounts Receivable\CMP's</p> <p>l) Verify that every bill listed on the report has been printed backup documentation.</p> <p>m) Discrepancies must be identified, investigated and monitored until resolved.</p> <p>n) Put SAP print out as back up.</p> <p>3.1b Run S_ALR_87012173 with above instructions. Use third month in the quarter for date parameter instead of second month.</p> <p>Use T-Code XD03</p>	

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	<p>Verify trading partner in customer master file to list of Trading Partners</p> <p>Action 2. Prepare Control Certification approval cover sheet for CMP Activity 3.1a and 3.1b.</p> <ul style="list-style-type: none"> a) Retrieve Control Activity Certification approval template from N:\Accounts Payable_Accounts Receivable\Accounts Receivable\CMP's b) Add center Name, if necessary c) Add Business Area, if Necessary d) Change Report month to current month being reported e) Add Control Activity No./Title, if Necessary f) In the Preparer's section place a check mark beside No Exceptions or Exceptions statement g) Update the preparer's name, and prepared date. h) Update any other necessary information, including description of necessary exceptions. i) Total all exceptions on coversheet. j) Once completed, save each CMP cover sheet with backup documentation on N: Drive at N:\Accounts Payable_Accounts Receivable\report submissions. File name format for each CMP should 	<p>Note: All exceptions should be listed on the Cover sheet, even if you have to continue listing them on a second page. All variances should be noted in detail in the "Description of Exceptions" area at the bottom of the page. All exceptions should then be summarized / totaled at the end.</p> <p>Note: All backup should be on 8 ½ x 11 letter size paper.</p> <p>Note: Place checkmarks on the backup data indicating your validation.</p> <p>Note: Provide all reports and checklists to AR Lead for review / approval prior to submitting to Certifying Officer.</p>

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	<p>be: Center's Name_CMP#_date. Example: JSC_CMP3.1_March2008</p> <p>k) Print out each cover sheet and all backup. SP preparer is to sign the cover sheet and initial and date each backup sheet. SP Supervisor is to validate all CMPs before submission to certifying officers.</p> <p>l) SP preparer is to submit hard copies of signed cover sheets and initialed backup documentation to their respective Certifying Officer.</p> <p>m) Signed CMPs and back up are to be scanned and saved on the N: drive at N:\Reports\FY200X\ Current period\Current month).</p>	
<p>Step 2</p> <p>NSSC AR Service Provider</p> <p>Complete CMP Control Activity 3.2: Validate aging of accounts receivable</p>	<p>Purpose: To reconcile the AR aging report to the trial balance, review balances over 45 days to determine whether collectible, and selectively validate balances to source documentation.</p> <p>Frequency: Monthly</p> <p>Action 1: Run the SAP GR55 Z6TB (Trial Balance) and compare to the report SAP ZFI_AGING1310 (AR 1310 Account Aging).</p> <p>a) Login to SAP</p> <p>b) Type GR55 in the SAP Easy access box</p> <p>c) Click the green Check mark</p> <p>d) Type Z6TB in the Report Group box</p>	

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	<p>e) Click the Execute button</p> <p>f) The Fiscal year and Company code fields should automatically be updated. Manually update the To Period field to appropriate period reporting.</p> <p>g) On the Selection Groups tab, enter the appropriate center number in the Business area (Or Values) text box. <i>Example: 72 (JSC)</i></p> <p>h) Click the execute button to generate the report.</p> <p>i) Copy a screenshot of the GR55 report in Excel.</p> <p>j) Add a header and footer to the document. Go to File→Page Setup→ Header/Footer → Custom Header→Left Section. Type “Control Activity 3.2: Validate Aging of Accounts Receivable”. Go to Customer Footer→ Left Section and type “GR55 Z6TB”. In the Right Section type Month / Year. (Example April 2008)</p>	<p>Note: Save to the directory where you save reports for the CMP Example: Save on drive X/TROR folder/FYXX/X Mth as Center X Mth FY 20XX GR55 Z6TB</p> <p><i>Example: JSC March 2008 GR55 Z6TB</i></p>

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	<p>k) In Page Setup go to the Page tab. In the Orientation section Click on Landscape and in the Scaling section, click the <Fit to 1 Page> button.</p> <p>l) Save this spreadsheet to N: Accounts Payable_Accounts Receivable → Accounts Receivable → CMP's → Center → Fiscal Year → Month → Center ~ CA 3.2 GR55 Z6TB ~ Month Year.</p> <p>Action 2: Run the Accounts Receivable aging report (ZFI_AGING1310).</p> <p>a) In SAP, Type ZFI_AGING1310 in the easy access box</p> <p>b) In the Account Group/ range field, click on the arrow and list ZCOM, ZEPY, ZFED.</p> <p>c) Enter the Business area for the appropriate center</p> <p>d) Enter the G/L Account range by clicking on the arrow next to the text box and entering the accounts 1310.0000, 1310.3000, 1340.0000, and 1360.0000</p>	

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	<ul style="list-style-type: none"> e) Enter the appropriate Accounting Period. f) Enter the appropriate Fiscal year. g) Click the execute button. h) Export the file to an Excel spreadsheet by clicking on List→ Export → Spreadsheet. Click the green check mark on the subsequent information boxes and choose Table and Microsoft Excel. i) Format Excel spreadsheet to display header. Go to File → Page Setup → Header/Footer → Customer Header → Left Section. Type "Control Activity 3.2: Validate Aging of Accounts Receivable". In the right hand section click the <#> button, space, type "of", space, then press the <+> button. Click <ok>. j) Also format spreadsheet to have footer. Go back to Page Setup→ Header/Footer tab → Custom Footer → Left 	

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	<p>Section → type in Center “ZEPY ARAGING”. In the right section type in Month Year</p> <p>k) Go to Page Setup → Page tab → Orientation. Click the <Landscape> button.</p> <p>l) Hide all unnecessary columns.</p> <p>m) Do a print preview. Adjust page breaks as necessary to make sure all Columns can fit on to one page. (Note: This does not mean Rows. This report can be more than one page.)</p> <p>n) Highlight the first Row blue.</p> <p>o) Bold the letters and make them white.</p> <p>p) At the bottom of the spreadsheet total each column and bold the totals. (Note: Verify that the totals match)</p> <p>q) Format the figures to be \$X.XX.</p> <p>r) Label the totals as Total AGING. Highlight in Gray.</p> <p>s) Compare the amounts</p>	

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	<p>for the 1310, 1340 and 1360 accounts on the AR aging and the Z6TB report; all should match.</p> <p>t) Any differences must be identified, researched and resolved until eliminated.</p> <p>u) Make four copies of the AGING tab and move them to the end of the workbook. Name the tabs ZCOM, ZEPY, ZFED and status over 60 days.</p> <p>v) On the ZCOM tab delete all ZEPY and ZFED. Do the same for the next two tabs. (Note: Each tab has their own Account Group) Fourth tab – sort by days old column, delete any receivable less than 60 days. And less than \$ 250,000. Add status column . Give brief status of each receivable</p> <p>w) Update the Footer to read “Center Account GROUP AGING”. (Ex. “SSC ZCOM AGING”).</p> <p>Action 3. Selectively validate balances to source documentation.</p>	<p>Note: All exceptions should be listed on the Cover sheet, even if you have to continue listing them on a second page. All variances should be noted in detail in the “Description of Exceptions” area at the bottom of the page. All exceptions should then be summarized / totaled at the end.</p> <p>Note: All backup should be on 8 ½ x 11 letter size paper.</p> <p>Note: Place checkmarks on the backup data on GR55, highlight and total 1310, 1340, and 1360 indicating your validation.</p> <p>Note: Provide all reports and checklists to AR Lead for review / approval prior to submitting to Certifying</p>

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	<p>Action 4. Prepare Control Certification approval cover sheet for CMP Activity 3.2.</p> <ul style="list-style-type: none"> a) Retrieve Control Activity Certification approval template from N:\Accounts Payable_Accounts Receivable\Accounts Receivable\CMP's b) Add center Name, if necessary c) Add Business Area, if Necessary d) Change Report month to current month being reported e) Add Control Activity No./Title, if Necessary f) In the Preparer's section put check mark beside No Exceptions or Exceptions statement g) Update the preparer's name, and prepared date. h) Update any other necessary information, including description of necessary exceptions. i) Total all exceptions on coversheet. j) Once completed, save 	Officer.

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	<p>each CMP cover sheet with backup documentation on N: Drive at N:\Accounts Payable_Accounts Receivable\report submissions. File name format for each CMP should be: Center's Name_CMP#_date. Example: JSC_CMP3.2_March2008</p> <p>k) Print out each cover sheet and all backup. (Note: All five spreadsheets.) SP preparer is to sign the cover sheet and initial and date each backup sheet. SP Supervisor is to validate all CMPs before submission to certifying officers.</p> <p>l) SP preparer is to submit hard copies of signed cover sheets and initialed backup documentation to their respective Certifying Officer.</p> <p>m) Signed CMPs and back up are to be scanned and saved on the N: drive at N:\Reports\FY200X\Current period\Current month).</p>	

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<p>Step 3</p> <p>NSSC AR Service Provider</p> <p>Complete CMP Control Activity 3.3: Validate allowance for doubtful accounts and compliance with Treasury policies</p>	<p>Purpose: To prepare and maintain a record of detailed balances in the Allowance for Doubtful Accounts, and amounts that have been transferred to Treasury.</p> <p>Frequency: Monthly</p> <p>Action 1. Run the GR55 ZAOF report</p> <ol style="list-style-type: none"> a) Login to SAP b) Type GR55 in the SAP Easy access box c) Click the green arrow d) Type ZAOF in the Report Group box e) Click the Execute button f) The Fiscal year and Company code should be automatically updated g) Accounts are from inception so enter 0 in the From period field (first period field) and the appropriate period in the To period field (second period field) h) In the Accounts Or Value(s) field, click on the  for multiple selections and on separate lines, enter 1319.0000, 1349.0000, and 1369.0000 i) On the Selection Groups tab, enter the appropriate center number in the 	<p>Note: Save to the directory where you save reports for the CMP Example: Save on drive X/TROR folder/FYXX/X Mth as Center X Mth FY 20XX GR55 Z6TB</p> <p>Example: JSC March 2008 GR55 Z6TB</p>

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	<p>Business area Or value(s) text box. <i>Example: 72 (JSC)</i></p> <p>j) Click the execute button to generate the report.</p> <p>k) Print the report.</p> <p>l) Save the report.</p> <p>m) Go to Systems → List → Save → Local File → Unconverted. Save to the N: Accounts Payable_Accounts Receivable\Accounts Receivable\CMP's\Center\FYXX\Month and name is Center ~ CA 3.3 GR55 ZAOF ~ Month Year.txt</p> <p>n) Print copy of most recent quarterly Allowance for Doubtful Accounts Schedule</p> <p>o) Retrieve Control Activity Certification approval template from N:\Accounts Payable_Accounts Receivable\Accounts Receivable\CMP's</p> <p>p) Add center Name, if necessary</p> <p>q) Add Business Area, if Necessary</p> <p>r) Change Report month to current month being reported</p> <p>s) Add Control Activity No./Title, if Necessary</p> <p>t) In the Preparer's section put check mark beside No</p>	

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<p>Control Activity 3.3b: Validate allowance for Doubtful Accounts and compliance with Treasury policies.</p>	<p>Exceptions or Exceptions statement</p> <ul style="list-style-type: none"> u) Update the preparer's name, and prepared date. v) Update any other necessary information, including description of necessary exceptions. w) Total all exceptions on coversheet. x) Once completed, save each CMP cover sheet with backup documentation on N: Drive at N:\Accounts <p>Action 2: Run the Accounts Receivable aging report (ZFI_ARAGING1310).</p> <ul style="list-style-type: none"> a) In SAP, Type (ZFI_AGING1310) in the easy access box b) In the Account Group/ range field, click on the arrow and list ZCOM, ZEPY, and ZFED. c) Enter the Business area for the appropriate center d) Enter the G/L Account range by clicking on the arrow next to the text box and entering the accounts 1310.0000,1310.3000, 1340.0000, and 1360.0000 e) Enter the appropriate 	<p>Note: Balances over 180 days should be transferred to Treasury.</p> <p>Note: All exceptions should be listed on the Cover sheet, even if you have to continue listing them on a second page. All variances should be noted in detail in the "Description of Exceptions" area at the bottom of the page. All exceptions should then be summarized / totaled at the end.</p>

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	<p>Accounting Period.</p> <p>f) Enter the appropriate Fiscal year.</p> <p>g) Click the execute button.</p> <p>h) Export the file to an Excel spreadsheet by clicking on List→ Export → Spreadsheet. Click the green check mark on the subsequent information boxes and choose Table and Microsoft Excel.</p> <p>i) Format excel spreadsheets the same as CA 3.2.</p> <p>j) Compare the amounts for the 1310, 1340 and 1360 accounts on the AR aging and the Z6TB report, all should match.</p> <p>k) Any differences must be identified, researched and resolved until eliminated.</p> <p>Action 3. Prepare Control Certification approval cover sheet for CMP Activity 3.3b.</p> <p>a) Retrieve Control Activity Certification approval template from</p>	<p>Note: All backup should be on 8 ½ x 11 letter size paper.</p> <p>Note: Place checkmarks on the backup data indicating your validation.</p> <p>Note: Provide all reports and checklists to AR Lead for review / approval prior to submitting to Certifying Officer.</p>

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	<p>N:\Accounts Payable_Accounts Receivable\Accounts Receivable\CMP's</p> <p>b) Add center Name, if necessary</p> <p>c) Add Business Area, if Necessary</p> <p>d) Change Report month to current month being reported</p> <p>e) Add Control Activity No./Title, if Necessary</p> <p>f) In the Preparer's section put a check mark beside No Exceptions or Exceptions statement</p> <p>g) Update the preparer's name, and prepared date.</p> <p>h) Update any other necessary information, including description of necessary exceptions.</p> <p>i) Total all exceptions on coversheet.</p> <p>j) Once completed, save each CMP cover sheet with backup documentation on N: Drive at N:\Accounts Payable_Accounts Receivable\report submissions. File name</p>	

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	<p>format for each CMP should be: Center's Name_CMP#_date. Example: JSC_CMP3.3_March2008</p> <p>k) Print out each cover sheet and all backup. SP preparer is to sign the cover sheet and initial and date each backup sheet. SP Supervisor is to validate all CMPs Before submission to certifying officers.</p> <p>l) SP preparer is to submit hard copies of signed cover sheets and initialed backup documentation to their respective Certifying Officer.</p> <p>m) Signed CMPs and back up are to be scanned and saved on the N: drive at N:\Reports\FY200X\Current period\Current month).</p>	

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<p>Step 4</p> <p>NSSC AR Service Provider</p> <p>Complete CMP Control Activity 3.4: Review for credit balances</p>	<p>Purpose: To determine validity of credit balances in Accounts Receivable by sorting the Customer Line Items report by amount and customer, and investigating any discrepancies that need to be resolved.</p> <p>Frequency: Monthly</p> <p>Action 1: Run the Customer Line Items report in SAP (S_ALR_87012173)</p> <p style="margin-left: 20px;">a) Refer to CMP 3.1 Customer Line Items (S_ALR_87012173) list and review for credit balances</p> <p style="margin-left: 20px;">b) Any Credit balances should be investigated, made note of, and resolved.</p> <p>Action 2. Prepare Control Certification approval cover sheet for CMP Activity 3.4.</p> <p style="margin-left: 20px;">a) Retrieve Control Activity Certification approval template from N:\Accounts Payable\Accounts Receivable\Accounts Receivable\CMP's</p> <p style="margin-left: 20px;">b) Add center Name, if necessary</p> <p style="margin-left: 20px;">c) Add Business Area, if Necessary</p> <p style="margin-left: 20px;">d) Change Report month to current month being reported</p>	<p>Note: All exceptions should be listed on the Cover sheet, even if you have to continue listing them on a second page. All variances should be noted in detail in the "Description of Exceptions" area at the bottom of the page. All exceptions should then be summarized / totaled at the end.</p> <p>Note: All backup should be on 8 ½ x 11 letter size paper.</p> <p>Note: Place checkmarks on the backup data indicating your validation.</p> <p>Note: Provide all reports and checklists to AR Lead</p>

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	<ul style="list-style-type: none"> e) Add Control Activity No./Title, if Necessary f) In the Preparer's section put a check mark beside No Exceptions or Exceptions statement g) Update the preparer's name, and prepared date. h) Update any other necessary information, including description of necessary exceptions. i) Total all exceptions on the coversheet. j) Once completed, save each CMP cover sheet with backup documentation on N: Drive at N:\Accounts Payable_Accounts Receivable\report submissions. File name format for each CMP should be: Center's Name_CMP#_date. Example: JSC_CMP3.4_March2008 k) Print out each cover sheet and all backup. SP preparer is to sign the cover sheet and initial and date each backup sheet. SP Supervisor is 	for review / approval prior to submitting to Certifying Officer.

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	<p>to validate all CMPs Before submission to certifying officers.</p> <p>l) SP preparer is to submit hard copies of signed cover sheets and initialed backup documentation to their respective Certifying Officer.</p> <p>m) Signed CMPs and back up are to be scanned and saved on the N: drive at N:\Reports\FY200X\ Current period\Current month).</p>	
<p>Step 5</p> <p>NSSC AR Service Provider</p> <p>Complete CMP Control Activity 7.4: Validate recording of custodial liabilities and liabilities for non-entity assets</p>	<p>Purpose: Review ZFUN report to ensure that there are only balances against NON1099, NON1435, NON3220, and NON3200, to validate recording of Custodial Liabilities and Liabilities for Non-Entity Assets are recorded for deposit with Treasury.</p> <p>Frequency: Monthly</p> <p>Action 1: Run the GR55 ZFUN account reconciliation tool for accounts 2980.0000, 2985.0000, 5990.0000, 5991.0000, 5993.0000, and 5994.0000</p> <p>a) Login to SAP</p> <p>b) Type GR55 in the SAP Easy access box</p> <p>c) Click the green arrow</p>	<p>Note: No balances in these accounts should be in funds other than Treasury funds. (NONXXXX)</p>

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	<p>d) Type ZFUN in the Report Group box</p> <p>e) Click the Execute button</p> <p>f) The Fiscal year and Company code should be automatically updated</p> <p>g) Accounts are from inceptions so enter 1 in the From period field (first period field) and the appropriate period in the To period field (second period field)</p> <p>h) In the Accounts Or value(s) selection field click  to open the multiple selections screen</p> <p>i) On different lines enter the different account numbers 2980.0000, 2985.0000, 5990.0000, 5991.0000, 5993.0000, and 5994.0000</p> <p>j) On the Business area Or value(s) tab, enter the appropriate business area</p> <p>k) Click the Execute button</p> <p>l) Verify that the balances only apply to Treasury funds</p>	

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	<p>(NONXXXX) only</p> <p>m) Any discrepancies should be investigated, researched and resolved</p> <p>n) Print report and save local file report to N: drive as a .txt file.</p> <p>Action 2. Prepare Control Certification approval cover sheet for CMP Activity 7.4.</p> <p>a) Retrieve Control Activity Certification approval template from N:\Accounts Payable_Accounts Receivable\Accounts Receivable\CMP's</p> <p>b) Add center Name, if necessary</p> <p>c) Add Business Area, if Necessary</p> <p>d) Change Report month to current month being reported</p> <p>e) Add Control Activity No./Title, if Necessary</p> <p>f) In the Preparer's section put a check mark beside No Exceptions or Exceptions statement</p>	<p>Note: All exceptions should be listed on the Cover sheet, even if you have to continue listing them on a second page. All variances should be noted in detail in the "Description of Exceptions" area at the bottom of the page. All exceptions should then be summarized / totaled at the end.</p> <p>Note: All backup should be on 8 ½ x 11 letter size paper.</p> <p>Note: Place checkmarks on the backup data indicating your validation.</p> <p>Note: Provide all reports and checklists to AR Lead for review / approval prior to submitting to Certifying Officer.</p>

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	<p>g) Update the preparer's name, and prepared date.</p> <p>h) Update any other necessary information, including description of necessary exceptions.</p> <p>i) Total all exceptions on coversheet.</p> <p>j) Once completed, save each CMP cover sheet with backup documentation on N: Drive at N:\Accounts Payable_Accounts Receivable\report submissions. File name format for each CMP should be: Center's Name_CMP#_date. Example: JSC_CMP7.4_March2008</p> <p>k) Print out each cover sheet and all backup. SP preparer is to sign the cover sheet and initial and date each backup sheet. SP Supervisor is to validate all CMPs Before submission to certifying officers.</p> <p>l) SP preparer is to submit hard copies of signed cover sheets and initialed backup documentation to their respective Certifying</p>	

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	<p>Officer.</p> <p>m) Signed CMPs and back up are to be scanned and saved on the N: drive at N:\Reports\FY200X\Current period\Current month).</p>	
<p>Step 6</p> <p>NSSC AR Service Provider</p> <p>Complete CMP Control Activity 7.5: Validate postings to Treasury custodial accounts</p>	<p>Purpose: Review Transactions in G/L accounts 2980.0000 and 2985.0000 and validate to source documents to ensure that the transactions have been properly recorded in the appropriate fund symbol.</p> <p>Frequency: Quarterly</p> <p>Action 1: Run the Transaction Register Report in SAP (FMFG_E_TRANS_REG)</p> <p>a) Login to SAP</p> <p>b) Type FMFG_E_TRANS_REG in the SAP Easy access box</p> <p>c) Click the execute icon</p> <p>d) The Company code (NASA) should already be filled in</p> <p>e) Enter the Fiscal year</p> <p>f) Enter the posting periods from 0 to the current period in the proper text field</p>	

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	<p>g) Under the Specific Options Tab, enter the appropriate number for the center in the Business Area Field</p> <p>h) Under the Specific Options tab, on the Account Number field, Click the Multiple selections icon </p> <p>i) On separate lines, enter the account numbers 2980.0000 and 2985.0000</p> <p>j) Click the execute button on that screen to include the accounts, then click the execute button on the Transaction register screen to run the report</p> <p>k) Click the Change Layout Icon and add G/L Account Short text and Text fields to the Displayed Columns by double clicking on them.</p> <p>l) Click the green check mark to add the selected columns</p> <p>m) Verify that the custodial accounts (2980.0000 and (2985.0000) have valid treasury related</p>	

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	<p>transactions in the proper funds (NON1099, NON1435, and NON3220)</p> <p>n) Investigate and correct any discrepancies</p> <p>o) Print report from SAP</p> <p>p) Save report as local file to N: drive as a .txt format.</p> <p>Action 2. Selectively validate balances to source documentation</p> <p>Action 3. Prepare Control Certification approval cover sheet for CMP Activity 7.5.</p> <p>a) Retrieve Control Activity Certification approval template from N:\Accounts Payable_Accounts Receivable\Accounts Receivable\CMP's</p> <p>b) Add center Name, if necessary</p> <p>c) Add Business Area, if Necessary</p> <p>d) Change Report month to current month being reported</p> <p>e) Add Control Activity No./Title, if Necessary</p> <p>f) In the Preparer's</p>	<p>Note: All exceptions should be listed on the Cover sheet, even if you have to continue listing them on a second page. All variances should be noted in detail in the "Description of Exceptions" area at the bottom of the page. All exceptions should then be summarized / totaled at the end.</p> <p>Note: All backup should be on 8 ½ x 11 letter size paper.</p> <p>Note: Place checkmarks on the backup data indicating your validation.</p> <p>Note: Provide all reports and checklists to AR Lead for review / approval prior to submitting to Certifying Officer.</p>

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	<p>section put check mark beside No Exceptions or Exceptions statement</p> <p>g) Update the preparer's name, and prepared date.</p> <p>h) Update any other necessary information, including description of necessary exceptions.</p> <p>i) Total all exceptions on coversheet.</p> <p>j) Once completed, save each CMP cover sheet with backup documentation on N: Drive at N:\Accounts Payable_Accounts Receivable\report submissions. File name format for each CMP should be: Center's Name_CMP#_date. Example: JSC_CMP7.5_March2008</p> <p>k) Print out each cover sheet and all backup. SP preparer is to sign the cover sheet and initial and date each backup sheet. SP Supervisor is to validate all CMPs Before submission to certifying officers.</p> <p>l) SP preparer is to submit</p>	

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	<p>hard copies of signed cover sheets and initialed backup documentation to their respective Certifying Officer.</p> <p>m) Signed CMPs and back up are to be scanned and saved on the N: drive at N:\Reports\FY200X\Current period\Current month).</p>	
<p>Step 7</p> <p>NSSC Civil Servant</p> <p>Review CMP Control Activity Documentation and Prepare Packages for Further Approval</p>	<p>Purpose: Receive CMP documentation from AR Service Provider for final review, and forwarding to appropriate person for final review, approval and signature.</p> <p>Frequency: Monthly</p> <p>Action 1. Receive and review CMP documentation from Service Provider.</p> <p>a) Receive signed certification sheet with backup documentation for each CMP Activity completed</p> <p>b) Review all documentation for each CMP activity for accuracy and completeness</p> <p>c) Validate noted variances are accurate and documentation completely supports all variances</p> <p>d) Validate that any calculations on any documentation is accurate</p> <p>e) Ensure all documentation is initialed and dated by Service Provider who compiled</p>	

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	<ul style="list-style-type: none"> f) Coordinate with AR Service Provider for any needed corrections, additional documentation, explanations, etc g) Coordinate with centers on any variances that existed prior to AR transition to NSSC or for variances caused by center activity; e.g. corrective actions per Competency Center or OCFO that affect report period but are justified h) Once all CMP packages are reviewed and certification sheets are signed, compile documentation in logical order 	
<p>Step 8</p> <p>NSSC Civil Servant Approvers</p> <p>Review CMP Control Activity Documentation for Approval and Signature</p>	<p>Purpose: Final review, approval, and signature of NSSC Memo Coversheet by authorized approvers.</p> <p>Frequency: Monthly</p> <p>Action 1. Receive CMP packages from Civil Servants for final reviews and approval signatures.</p> <ul style="list-style-type: none"> a) AR Civil Servant forwards to FSB for review b) FSB Senior Accountant reviews then forwards to Chief, Financial Services Branch for review and approval signature and date in Reviewer's Section c) If there are questions, the CMP package is returned to AR Civil Servants to get explanation or correction from preparer d) If there are no questions, FSB 	

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	<p>Senior Accountant forwards to Chief, FSB.</p> <p>e) Chief, FSB reviews</p> <p>f) If there are questions, the CMP package is returned to AR Civil Servants to get explanation or correction from preparer</p> <p>g) If there are no questions, Chief, FSB signs and dates in Reviewer's Section</p> <p>h) Signed packages are forwarded to Chief, Financial Management Division for final review</p> <p>i) Once Chief, FMD reviews and concurs, Once Chief, FMD reviews and concurs, the NSSC Memo Coversheet is signed and attached.</p>	

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<p>Step 1</p> <p>NSSC Service Provider</p> <p>Complete CMP Control Activity 6.1: Validate subsidiary ledger to the trial balance (2110.1000)</p>	<p>Purpose: To Validate that the subsidiary ledger for 2110.1000 agrees to the ending balance in 2110.1000 on the trial balance Continuous Monitoring Program 6.1</p> <p>Frequency: Monthly</p> <p>Action 1. Run Transaction code: SAP 'GR55' by BA, G/L account: 2110.1000, and Period to verify that the balance in 2110.1000 from GR55 agrees to the balance on the FBL1N for CMP 6.1.</p> <ol style="list-style-type: none"> a) Log into SAP b) In the open field on the main menu page type the transaction code GR55 c) Click the to execute button (clock icon) d) Type 'Z002' in the box e) Click the Execute button (clock icon) f) Type the appropriate fiscal year in the field next to Fiscal Year g) Company code should be NASA h) Enter reporting period i) Enter G/L code 2110.1000 under Account Number or Value(s) field j) Enter appropriate business area Set ID or value(s) field k) Click Execute button (clock) to begin running the trial balance report l) After report appears, do a screen print m) Place cursor on the screen, press Shift, Ctrl, Alt, and Print Screen buttons 	<p>Note: As the Service Providers complete the AP CMP's, update AP CMP checklist electronically. When complete, forward to lead, who will then forward to Civil Servants to complete their part of the checklist. Once all AP CMP's are complete, the CS's will print the checklist, and have the preparer and reviewer sign for completed package. The checklist is located on the N-drive at N:\Accounts Payable Accounts Receivable\CMPs\AP CMP Checklist.pdf</p>

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	<ul style="list-style-type: none"> n) Scroll to the last page of the 6.1 CMP report to a blank page o) Click in the Word document p) Click the right mouse button q) Click Paste r) Title the page: (GR55 for 'Center abbreviation' (BA'XX') for Period 'XX') <p>Action 2. Run Transaction code: SAP 'FBL1N' by BA, G/L account: 2110.1000, Open Items, and Period to verify that the balance on 2110.1000 from FBL1N agrees to the balance in theGR55 for CMP 6.1.</p> <ul style="list-style-type: none"> a) Log into SAP b) In the open field on the main menu page type the transaction code FBL1N c) Hit 'Enter' d) Select the 'Dynamic Selections' button (flag icon) e) Enter G/L code 2110.1000 under Accounts f) Enter appropriate business area g) Select 'Open' and enter 'last day' of reporting period h) At the bottom, check only the box next to 'Normal' i) Click Execute button (clock icon) to begin running the FBL1N report j) After report appears, do a screen print 	

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Roles and Responsibilities	Action	Tips/Notes
	<ul style="list-style-type: none"> k) Place cursor on the screen, press Shift, Ctrl, Alt, and Print Screen buttons l) Scroll to the last page of the 6.1 CMP report to a blank page m) Click in the Word document n) Click the right mouse button o) Click Paste p) Title the page: (FBL1N for 'Center abbreviation' (BA'XX') for Period 'XX') <p>Action 3. Certification</p> <ul style="list-style-type: none"> a) Retrieve Control Activity Certification sheet b) Add Center Name to each sheet c) Add Business Area No to each sheet d) Change Report Month to current month being reported on each sheet e) Add Control Activity No./Title to each sheet f) In the Preparer's section circle No exceptions or Exceptions statement g) Update the Preparer's Name, Prepared Date h) List any out of balance with explanation and description in the 'Description of Exceptions' section of certification sheet for CMP Activity 6.1 i) Click File at the top of page j) Click Save As k) Click the dropdown arrow next to Save in: 	

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	<ul style="list-style-type: none"> l) Click NSSC-shared N:drive from dropdown selection m) Scroll to Account Payable/Accounts Receivable folder and double click n) Scroll to Report Submissions folder and double click o) Double click CMP Reports folder p) Double click appropriate center folder q) Double click on appropriate month folder r) Save as CMP Report Number and description of document s) Click Save button t) Print the certification sheets u) Sign first page and initial and date each sheet of backup documentation v) Compile reports and supporting documentation and give to SP AP/AR Manager for review and signature w) Submit signed copy to AP NSSC Civil Servant 	
<p><u>Step 2</u></p> <p>NSSC Service Provider</p> <p>Complete CMP Control Activity 6.2A and B: Validate and review accounts payable aging (2110.1000)</p>	<p>Purpose of Reconciliation: Accounts Payable that has been recorded in the subsidiary ledgers for invoices received are paid in a timely manner. Accounts Payable reviews items where there are open items that the due date in SAP shows greater than 30 days from the current date. A status and explanation for each item due in over 30 days should be provided. Review balances outstanding over 180 days and determine the validity of the amounts. Discrepancies must be identified,</p>	

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	<p>investigated, and monitored until permanently resolved.</p> <p>Frequency: Monthly</p> <p>Action 1. Run the SAP ZFI_AGING 2110</p> <ul style="list-style-type: none"> a) Log into SAP b) In the open field on the main menu page type the transaction code ZFI_AGING2110 c) Type 2110.1000 in the G/L Account field d) Type Business Area in the appropriate field e) Click Execute f) Once the report has run, download to an excel spreadsheet. g) Click on Local File h) Click Spreadsheet i) Click the Green check mark j) Click dropdown to display path beside 'Directory' k) Click on the NSSC Shared drive N: <ul style="list-style-type: none"> l) Scroll to Accounts Payable_Accounts Receivable folder and double click on it m) Scroll to Reports Submission folder and double click on it n) Double click on AP CMP Reports folder o) Double click on appropriate center folder p) Double click on appropriate month folder 	

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	<ul style="list-style-type: none"> q) Save as _CMP Report Number and description document r) Click Save button s) Open file t) Delete column with vendor name u) Scroll through spreadsheet v) For any document that is in columns 30 days or more, an explanation will be needed. w) Research the document in FB03 to determine if it has been posted. x) Click Save As y) Click the dropdown arrow next to Save in: z) Click NSSC- shared N:drive from dropdown selection aa) Scroll to Account Payble/Accounts Receivable folder and double click bb) Scroll to Report Submissions folder and double click cc) Double Click AP CMP Reports folder dd) Double click appropriate center folder ee) Double click appropriate month folder ff) Save as _CMP Report Number and description of document gg) Click Save button <p>Action 2. Certification</p>	

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	<ul style="list-style-type: none"> a) Retrieve Control Activity Certification sheet b) Add Center Name to each sheet c) Add Business Area No to each sheet d) Change Report Month to current month being reported on each sheet e) Add Control Activity No./Title to each sheet f) In the Preparer's section circle No exceptions or Exceptions statement g) List any out of balance with explanation and description in the 'Description of Exceptions' section of certification sheet for CMP Activity 6.2A and B For details on how to explain exceptions See Appendiz F. h) Click File at the top of page i) Click Save As j) Click the dropdown arrow next to Save in: k) Click NSSC-shared N:drive from dropdown selection l) Scroll to Account Payable/Accounts Receivable folder and double click m) Scroll to Report Submissions folder and double click n) Double click AP CMP Reports folder o) Double click appropriate center folder p) Double click on appropriate month folder q) Save as CMP Report Number and description of document 	

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	<ul style="list-style-type: none"> r) Click Save button s) Print the certification sheets t) Sign first page and initial and date each sheet of backup documentation u) Compile reports and supporting documentation and give to SP AP/AR Manager for review v) Submit signed copy to AP NSSC Civil Servant 	
<p><u>Step 3</u></p> <p>NSSC Service Provider</p> <p>Complete CMP Control Activity 6.9: Validate Disbursements</p>	<p>Purpose: Accounts Payable disbursing transactions that reduce the total accounts payable liability on the balance sheet have been properly recorded in the subsidiary ledgers and reconcile with the source documents</p> <p>Frequency: Quarterly</p> <p>Action 1. Run the ZFI_AP_PMT_STAT report from SAP</p> <ul style="list-style-type: none"> a) Log into SAP b) Input T-Code ZFI_AP_PMT_STAT c) Input Pay Run Date (include start and ending dates of the period being reviewed) d) Select Payment Method (D,C, and X) e) Select Business Area f) Click Execute g) Export Report to Excel Spreadsheet h) Save Spreadsheet on the "N" drive and notify appropriate Civil Servant Accountant i) Open the Spreadsheet from the N drive and 	

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	<p style="text-align: center;">save to desktop</p> <p>Action 2. NSSC AP Service Providert</p> <ul style="list-style-type: none"> a) Run the Army Stat Sampling Software on the total Spreadsheet based on the parameters of Confidence Level – 95%, Population, Expected Error Rate – 10%, Precision – 4.9% and Sample Size b) Provide a listing of the stat sample listing by center to the Lead AP Vendor Payment Processor by assigned centers <p>Action 3. NSSC AP SP VPP will review in SAP the documents on the samples and the attached source documentation individually</p> <ul style="list-style-type: none"> a) Open the document in SAP using T-code MIR4 b) Click on the attachment list c) Review each document and verify information matches what had been input to SAP. This includes contract or purchase order number, invoice number, invoice date, invoice receipt date, dollar amount, vendor name. d) Print a copy of the top page of each invoice document, initial and date that verification has been accomplished e) Create a discrepancy spreadsheet for any items that do not match the requirements in “c” above. Print and initial and date all sheets f) Complete the Control Activity Certification – Center Level Cover sheet – Note any exception found by description, root cause, value and estimated completion date for 	

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	<p style="text-align: center;">correction</p> <p style="text-align: center;">g) Complete the CMP 6.9 Validate Disbursement Checklist</p> <p>Action 4. Certification</p> <p style="text-align: center;">a) Retrieve Control Activity Certification sheet</p> <p style="text-align: center;">b) Add Center Name to each sheet</p> <p style="text-align: center;">c) Add Business Area No to each sheet</p> <p style="text-align: center;">d) Change Report Month to current month being reported on each sheet</p> <p style="text-align: center;">e) Add Control Activity No./Title to each sheet</p> <p style="text-align: center;">f) In the Preparer's section circle No exceptions or Exceptions statement</p> <p style="text-align: center;">g) List any out of balance with explanation and description in the 'Description of Exceptions' section of certification sheet for CMP Activity 6.9 For details on how to explain exceptions See Appendix F.</p> <p style="text-align: center;">h) Click File at the top of page</p> <p style="text-align: center;">i) Click Save As</p> <p style="text-align: center;">j) Click the dropdown arrow next to Save in:</p> <p style="text-align: center;">k) Click NSSC-shared N:drive from dropdown selection</p> <p style="text-align: center;">l) Scroll to Account Payable/Accounts Receivable folder and double click</p> <p style="text-align: center;">m) Scroll to Report Submissions folder and double click</p> <p style="text-align: center;">n) Double click AP CMP Reports folder</p>	

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	<ul style="list-style-type: none"> o) Double click appropriate center folder p) Double click on appropriate month folder q) Save as CMP Report Number and description of document r) Click Save button s) Print the certification sheets t) Sign first page and initial and date each sheet of backup documentation u) Compile reports and supporting documentation v) Submit Cover sheet, checklist, and backup documentation (invoice copy and discrepancy spreadsheet) to SP AP/AR Manager Supervisor for review and signature w) Submit signed copy to AP NSSC Civil Servant 	
<p>Step 4</p> <p>NSSC Service Provider</p> <p>Complete CMP Control Activity 6.10: Validate disbursements in transit have been cleared</p>	<p>Purpose of Reconciliation: Accounts Payable balances recorded in the subsidiary ledgers have been properly reduced for payment transactions that have been confirmed with Treasury. Disbursements in transit balances in account 2120.0000 have been cleared.</p> <p>Frequency: Monthly</p> <p>Action 1. Run the SAP -ZCONFIRMATION</p> <ul style="list-style-type: none"> a) Log into SAP b) In the open field on the main menu page type the transaction code ZCONFIRMATION c) Click the green check next to the box or press Enter on the keyboard 	

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	<ul style="list-style-type: none"> d) Type the following 2000000000 to 2999999999 for the Accounting Document e) Type the appropriate fiscal year f) Type 50 for Posting key g) Type the appropriate Business Area h) Type Clearing date for report Month (i.e. 5/1/2008-5/31/2008) i) Type ZAH for Transaction key j) Type 2120.0000 for General ledger account k) Click the Execute button (clock) l) Scroll to the bottom to view total m) Copy into a Word document by placing the cursor on the screen, press Shift, Ctrl, Alt, and Print Screen buttons n) Open a blank document in Word o) Click in the Word document p) Click the right mouse button q) Click Paste r) Title the page (Zconfirmation for 'Center abbreviation; (BA'XX') for Period 'XX') <p>Action 2. Run Transaction code: SAP 'GR55' by BA, G/L account 2120.0000, and Period to verify that the balance in 2120.0000 from GR55 agrees to the balance on the Zconfirmation for CMP 6.10 Use SAP GR55 Z002</p> <ul style="list-style-type: none"> a) Open a separate session in SAP by clicking 	

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	<p>on the Create a New Session button on the upper right of the screen (looks like a sunburst)</p> <p>b) Open GR55</p> <p>c) Type Z002 in Report Group field</p> <p>d) Click the Execute button (clock icon)</p> <p>e) Type appropriate fiscal year if it doesn't default</p> <p>f) Company code should default to NASA</p> <p>g) Type appropriate Period</p> <p>h) Type 2120.0000 in Account Number Or value(s) field</p> <p>i) Type appropriate business area in Business Area Or value(s) field</p> <p>j) Click the Execute button</p> <p>k) Once report appears, press Ctrl, Alt, and Print Scrn buttons</p> <p>l) Open a blank document in Word</p> <p>m) Click in the Word document</p> <p>n) Click the right mouse button</p> <p>o) Click Paste</p> <p>p) Title the page: (GR55 Z002 for 'Center abbreviation; (BA'XX') for Period 'XX')</p> <p>q) Click on Total</p> <p>r) The next screen should be "Federal Ledger items for fiscal year 2008". At this screen, click on appropriate period</p>	

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	<ul style="list-style-type: none"> s) Scroll to the bottom to view total t) Copy into a Word document by holding Ctrl+Alt+Shift+Print Scrn. Then press Ctrl+V on a blank Word document. Type “Unconfirmed DIT’s for DFRC(BA24) for Period 8” . This header is center and period specific. <p>Action 4. Certification</p> <ul style="list-style-type: none"> a) Retrieve Control Activity Certification sheet b) Add Center Name to each sheet c) Add Business Area No to each sheet d) Change Report Month to current month being reported on each sheet e) Add Control Activity No./Title to each sheet f) In the Preparer’s section circle No exceptions or Exceptions statement g) List any out of balance with explanation and description in the ‘Description of Exceptions’ section of certification sheet for CMP Activity 6.10 For details on how to explain exceptions See Appendix F. h) Click File at the top of page i) Click Save As j) Click the dropdown arrow next to Save in: k) Click NSSC-shared N:drive from dropdown selection l) Scroll to Account Payable/Accounts Receivable folder and double click 	

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	<ul style="list-style-type: none"> m) Scroll to Report Submissions folder and double click n) Double click AP CMP Reports folder o) Double click appropriate center folder p) Double click on appropriate month folder q) Save as Center CMP Report Number and description of document r) Click Save button s) Abbreviation CMP Report Number t) Click Save button u) Print the certification sheets v) Sign first page and initial and date each sheet of backup documentation w) Compile reports and supporting documentation and give to SP AP/AR Manager for review and signature x) Submit signed copy to AP NSSC Civil Servant 	
<p>Step 5</p> <p>NSSC Service Provider</p> <p>Complete CMP Control Activity 6.11: Validate status of parked open items</p>	<p>Purpose of reconciliation: To ensure invoices are processed timely and to ensure that no duplicate invoices are parked in SAP.</p> <p>Frequency: Monthly</p> <p>Action 1. Run T-Code ZFI_AP_INVC_STAT the SAP Invoice Stat Report by BA or T-Code FBL1N to validate any duplicate parked documents. This report should be executed on the long running server</p> <ul style="list-style-type: none"> a) Log into SAP 	

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	<ul style="list-style-type: none"> b) In the open field on the main menu page type the transaction code ZFI_AP_INVC_STAT c) Type appropriate Business Area in the Business area field d) Type 10/01/2003 to end of CMP month end date in the Invoice Receipt Date fields e) Check Vendor and select Open for Standard Invoices f) Select Open for Travel Invoices g) Select Open for IPAC Invoices h) Click Execute i) Once the report has run, download to an excel spreadsheet. j) Click on Local File k) Click Spreadsheet l) Click the Green check mark m) Click dropdown to display path beside 'Directory' n) Click on the NSSC Shared drive N: o) Scroll to Accounts Payable_Accounts Receivable folder and double click on it p) Scroll to Reports Submission folder and double click on it q) Double click on AP CMP Reports r) Double click on appropriate center folder s) Name file as CMP Report Number and 	

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	<p style="text-align: center;">description of document</p> <p>t) Click Save button</p> <p>Action 2. Open file</p> <p>a) Delete column with vendor name</p> <p>b) Sort the spreadsheet by vendor number and then by amount</p> <p>c) Remove all “rejected” invoices from spreadsheet</p> <p>d) Scroll through spreadsheet</p> <p>e) Look for any document that has the same vendor number and amount</p> <p>f) Research the documents in MIR4 to determine if they are duplicate invoices</p> <p>g) In the cell beside the last column, type explanation for what appears to be duplicates</p> <p>h) Save the spreadsheet</p> <p>Action 3 (FBL1N Option). Run T-Code T-Code FBL1N by business area to validate any duplicate parked documents</p> <p>a) In the open Field on the main menu page type the transaction code FBL1N</p> <p>b) Hit Enter</p> <p>c) Selecte the Dynamic Selections button (flag icon)</p> <p>d) Enter appropriate business area</p> <p>e) Select ‘Open Items’ and enter ‘last day’ of reporting period</p>	

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	<ul style="list-style-type: none"> f) Under Type at the bottom, check only the box next to 'Parked items' g) Click Execute button (clock icon) to begin running the FBL1N report h) After report appears, do a screen print i) Place cursor on the screen, press Shift, Ctrl, Alt, and Print Screen buttons j) Scroll to the last page of the 6.1 CMP report to a blank page k) Click in the Word document l) Click the right mouse button m) Click Paste n) Title the page: (FBL1N for 'Center abbreviation' (BA'XX') for Period 'XX') <p>Action 4. Certification</p> <ul style="list-style-type: none"> a) Retrieve Control Activity Certification sheet b) Add Center Name to each sheet c) Add Business Area No to each sheet d) Change Report Month to current month being reported on each sheet e) Add Control Activity No./Title to each sheet f) In the Preparer's section circle No exceptions or Exceptions statement g) List any out of balance with explanation and description in the 'Description of Exceptions' section of certification sheet for CMP Activity 6.11 For details on how to explain exceptions 	

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	<p>See Appendix F</p> <p>h) Click File at the top of page</p> <p>i) Click Save As</p> <p>j) Click the dropdown arrow next to Save in:</p> <p>k) Click NSSC-shared N:drive from dropdown selection</p> <p>l) Scroll to Account Payable/Accounts Receivable folder and double click</p> <p>m) Scroll to Report Submissions folder and double click</p> <p>n) Double click AP CMP Reports folder</p> <p>o) Double click appropriate center folder</p> <p>p) Double click on appropriate month folder</p> <p>q) Save CMP Report Number and description of document</p> <p>r) Click Save button</p> <p>s) Print the certification sheets</p> <p>t) Sign first page and initial and date each sheet of backup documentation</p> <p>u) Compile reports and supporting documentation and give to SP AP/AR Manager for review and signature</p> <p>v) Submit signed copy to AP NSSC Civil Servant</p>	
Step 6 NSSC Service Provider	Purpose: To ensure payments and adjustments properly reduced canceled payables balances to zero.	

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Complete CMP Control Activity 7.8: Validate cancelled payables payments and reductions.	<p>Frequency: Monthly</p> <p>Responsibility: Centers</p> <p>Action 1. Run the SAP GR55 ZFUN, SAP_FMFG_E_TRANS_REG</p> <ol style="list-style-type: none"> a) Log into SAP b) In the open field on the main menu page type the transaction code GR55 c) Click the green arrow next to the box or press Enter on the keyboard d) Type 'ZFUN' in the box next to Report Group e) Click the Execute button (clock) f) Type the appropriate fiscal year in the field next to Fiscal Year g) Company code should be NASA h) Enter period 1 through current fiscal period in both fields next to Period i) Enter 1010.6300 and 2960.0000 in the fields next to 'Or Values' under Accounts j) Enter appropriate business area in the 'Or values' field under Business Area Set ID k) Click Execute button (clock) to begin running the trial balance report l) After report appears, screen print m) Press Ctrl, Alt, and Print Screen buttons n) Open a blank document in Word o) Click in the Word document 	

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	<p>p) Click the right mouse button</p> <p>q) Click Paste</p> <p>Action 2. Run the SAP GR55 FMFG_E_TRANS_REG,</p> <p>a) Log into SAP</p> <p>b) In the open field on the main menu page type the transaction code FMFG_E_TRANS_REG</p> <p>c) Click the green arrow next to the box or press Enter on the keyboard</p> <p>d) Click the Execute button (clock)</p> <p>e) Type the appropriate fiscal year in the field next to Fiscal Year</p> <p>f) Company code should be NASA</p> <p>g) Enter period current fiscal period in the field next to Period</p> <p>h) Enter first date and last date of current month for Posting Date</p> <p>i) Enter appropriate business area</p> <p>j) Enter 1010.6300 TO 2960.0000 in the fields next to 'Or Values' under Accounts</p> <p>k) Click Execute button (clock) to begin running the trial balance report</p> <p>l) After report appears, screen print</p> <p>m) Press Ctrl, Alt, and Print Screen buttons</p> <p>n) Open a blank document in Word</p> <p>o) Click in the Word document</p>	

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	<ul style="list-style-type: none"> p) Click the right mouse button q) Click Paste r) Title the page: (Transaction Register for 'Center abbreviation' (BA'XX') for Period 'XX') s) Click Save As t) Click the dropdown arrow next to Save in: u) Click NSSC-shared N:drive from dropdown selection v) Scroll to Account Payable/Accounts Receivable folder and double click w) Scroll to Report Submissions folder and double click x) Double click AP CMP Reports folder y) Double click appropriate center folder z) Double click on appropriate month folder aa) Save as CMP Report Number and description of document bb) Click Save button cc) Print the certification sheets dd) Sign first page and initial and date each sheet of backup documentation ee) Compile reports and supporting documentation. ff) Submit Cover sheet, checklist, and backup documentation (invoice copy and discrepancy spreadsheet) to SP AP/AR Manager Supervisor for review and 	

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Roles and Responsibilities	Action	Tips/Notes
	<p style="text-align: center;">signature</p> <p>Action 3. Analysis/review procedure to be performed:</p> <p>Compare transactions recorded in 1010.6300 and 2960.0000 and determine that they agree at the detail level and in total. Differences between these two balances should be due to a differences between the payments amount and the actual payment made (these are valid) Investigate and correct any differences that do not relate to the invoices payments.</p> <p>Action 5. Certification</p> <ol style="list-style-type: none"> a) Retrieve Control Activity Certification sheet b) Add Center Name to each sheet c) Add Business Area No to each sheet d) Change Report Month to current month being reported on each sheet e) Add Control Activity No./Title to each sheet f) In the Preparer's section circle No exceptions or Exceptions statement g) List any out of balance with explanation and description in the 'Description of Exceptions' section of certification sheet for CMP Activity 7.8 For details on how to explain exceptions See Appendix F h) Click File at the top of page i) Click Save As j) Click the dropdown arrow next to Save in: k) Click NSSC-shared N:drive from dropdown 	

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Process 3 –Completing AP Continuous Monitoring Program Activities		
Roles and Responsibilities	Action	Tips/Notes
	<p>selection</p> <ul style="list-style-type: none"> i) Scroll to Account Payable/Accounts Receivable folder and double click m) Scroll to Report Submissions folder and double click n) Double click CMP Reports folder o) Double click appropriate center folder p) Double click on appropriate month folder q) Save as Center abbreviation_CMP Report Number r) Click Save button s) Print the certification sheets t) Sign first page and initial and date each sheet of backup documentation u) Compile reports and supporting documentation and give to SP AP/AR Manager for review and signature v) Submit signed copy to AP NSSC Civil Servant 	
<p><u>Step 7</u></p> <p>NSSC Civil Servant</p> <p>Review CMP Control Activity Documentation and Prepare Packages for Further Approval</p>	<p>Purpose: Receive CMP documentation from AP Service Provider for final review, and forwarding to appropriate person for final review, approval and signature.</p> <p>Frequency: Monthly</p> <p>Action 1. Receive and review CMP documentation from Service Provider.</p> <ul style="list-style-type: none"> a) Receive signed certification sheet with backup documentation for each CMP Activity 	

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Process 3 –Completing AP Continuous Monitoring Program Activities		
Roles and Responsibilities	Action	Tips/Notes
	<p>completed</p> <p>b) Review all documentation for each CMP activity for accuracy and completeness</p> <p>c) Validate noted variances are accurate and documentation completely supports all variances</p> <p>d) Validate that any calculations on any documentation is accurate</p> <p>e) Ensure all documentation is initialed and dated by Service Provider who compiled</p> <p>f) Coordinate with AP Service Provider for any needed corrections, additional documentation, explanations, etc</p> <p>g) Coordinate with centers on any variances that existed prior to AR transition to NSSC or for variances caused by center activity; e.g. corrective actions per Competency Center or OCFO that affect report period but are justified</p> <p>h) Once all CMP packages are reviewed and certification sheets are signed, compile documentation in logical order</p>	
<p>Step 8</p> <p>NSSC CMP Control Activity Documentation for Approval and Signature</p>	<p>Purpose: Final review, approval, and signature of CMP NSSC Memo Coversheet by authorized approvers.</p> <p>Frequency: Monthly</p> <p>Action 1. Receive CMP packages from Civil Servants for final reviews and approval signatures.</p> <p>a) AP Civil Servant forwards to FSB for review.</p> <p>b) FSB Senior Accountant reviews then forwards to Chief, Financial Services Branch for review and approval signature and date in</p>	

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Process 3 –Completing AP Continuous Monitoring Program Activities		
Roles and Responsibilities	Action	Tips/Notes
	<p>Reviewer's Section</p> <p>c) If there are questions, the CMP package is returned to AP Civil Servants to get explanation or correction from preparer</p> <p>d) If there are no questions, FSB Senior Accountant forwards to Chief FSB for review and approval signature and date in Reviewer's Section</p> <p>e) Chief, FSB reviews</p> <p>f) If there are questions, the CMP package is returned to AP Civil Servants to get explanation or correction from preparer</p> <p>g) If there are no questions, Chief, FSB signs and dates in Reviewer's Section</p> <p>h) Signed packages are forwarded to Chief, Financial Management Division for final review</p> <p>i) Once Chief, FMD reviews and concurs, the NSSC Memo coversheet is signed and attached.</p>	

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Process 4 –Completing Travel Continuous Monitoring Program Activities		
Roles and Responsibilities	Action	Tips/Notes
<p>Step 1</p> <p>NSSC Civil Servant</p> <p>Complete CMP Control Activity 6.2: Validate and review accounts payable aging (2110.1000)</p>	<p>Purpose: Validate and review Accounts Payable liability that has been recorded in the subsidiary ledgers for invoices received are paid in a timely manner. Accounts payable liabilities in 2110.1000 for invoices received are not more that 30 days past the system calculated Net Due Date.</p> <p>Frequency: Monthly. Due to the centers' DCFO 2 work days before the 14th of the following month.</p> <p>Action 1. Run Accounts Payable Aging Reports from SAP for all 10 centers.</p> <ol style="list-style-type: none"> a) Log into SAP b) Type ZFI_AGING2110 in the SAP Easy Access box c) Click Get Variant d) Use the following selection criteria values: G/L Account: 2110.1000 Business Area: Enter appropriate code, see appendix C for 2 digit code applicable to center Vendor: 1 to 99999 Open items as of date: date as of the last day of the previous month Select Summary Report Select Create ALV Report (online) e) Click Execute (clock) f) When report comes back, scroll to the bottom of the report where the total appears and screen print g) Save to excel spreadsheet Select List, Export, Spreadsheet, green check, pivot table, Microsoft Excel h) Click File, Save Copy As i) Click nssc shared drive N:\TRAVEL\Periodic Monitoring\CMP 6.2 	

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Process 4 –Completing Travel Continuous Monitoring Program Activities		
Roles and Responsibilities	Action	Tips/Notes
	<p style="text-align: center;">Aging</p> <p>j) Select the appropriate month folder</p> <p>k) Name file as center abbreviation underscore CMP 6.2 underscore month year</p> <p>Action 2. Format Excel Summary worksheet for all 10 centers</p> <p>a) Using excel open new document</p> <p>b) Create a new worksheet</p> <p>c) Rename worksheet to Summary</p> <p>d) Highlight data from original worksheet and copy to new Summary worksheet</p> <p>e) In the Summary worksheet add auto sum totals for each column</p> <p>f) Compare the print screen from SAP to ensure all totals are the same</p> <p>g) Delete columns that have blank data fields for totals</p> <p>h) Change all field rows with a sum of 31 days or more listed in each column with a fill color</p> <p>i) Delete all remaining rows without a fill color</p> <p>j) On the left side of the spread sheet add columns for each of the following: Description, Root Cause and Estimated Completion Date</p> <p>Action 3. Analysis where there are open items that the due date in SAP shows greater then 30 days from the current date for all 10 centers</p>	

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Process 4 –Completing Travel Continuous Monitoring Program Activities		
Roles and Responsibilities	Action	Tips/Notes
	<p>a) Using SAP (FBL1N) investigate all discrepancies by vendor number. Example outages are as follows:</p> <ol style="list-style-type: none"> 1) Credit memos due to outstanding Bills of Collection 2) Travel advances awaiting final repayment 3) WBS changes in process 4) Treasury cancellations in process 5) Center actions (cleanup activities or other) <p>b) Contact center to determine status of discrepancies as needed</p> <p>c) In excel document explanation of status for each discrepancy including Description, Root Cause, and Estimated Completion Date.</p> <p>Note: NSSC Travel will not be completing separate Certification Sheets for the 6.2 submission, therefore, the needed data (description, root cause, and estimated completion date) will be provided on the spreadsheet for AP to use and fill in on their Certification Sheet.</p>	
<p><u>Step 2</u></p> <p>NSSC Civil Servant</p> <p>Review CMP Control Activity Documentation and Prepare Packages for Further Approval</p>	<ol style="list-style-type: none"> 1. Travel Preparer prints and submits worksheets to the Travel Reviewer to be reviewed. 	
<p><u>Step 3</u></p> <p>NSSC Civil Servant Approvers</p> <p>Review CMP Control</p>	<ol style="list-style-type: none"> 1. Travel Reviewer reviews the worksheet documentation and initials each sheet for each Center. 2. Travel Reviewer gives approval for the Preparer to submit documentation to Accounts Payable. 	

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Process 4 –Completing Travel Continuous Monitoring Program Activities		
Roles and Responsibilities	Action	Tips/Notes
Activity Documentation for Approval and Signature	Note: AP will prepare the Certification Sheets for the entire 6.2 submission. They will utilize the Travel worksheets to complete any statuses on exceptions.	

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Process 5- Completing Grant Continuous Monitoring Activities		
Roles and Responsibilities	Action	Tips/Notes
<p>NSSC Service Provider</p> <p>Complete CMP Control Activity 2b.1: Validate HHS drawdown postings to IDOC (Intermediate document) postings in SAP</p>	<p>Purpose: To determine that drawdown postings related to HHS grants are properly recorded in SAP and transactions are recorded timely in the proper period. Grant related letter of credit (LOC) drawdowns are posted to SAP through the Department of Health and Human Services (HHS) Payment Management System (PMS), referred to as the "HHS interface". Recipient organization requests for funds are submitted through PMS. The transaction is written to tape and forwarded to the Richmond Federal Reserve Bank where it is electronically transmitted to the recipient organization's financial institution the next business day. The "HHS interface" posts daily drawdown amounts to SAP each established grants/cooperative agreements for the grantee. HHS drawdown invoice receipts are recorded in SAP to reflect the drawdown amounts based on two-way match logic, where the cost and disbursement amounts are recorded simultaneously.</p> <p>Frequency: Monthly</p> <p>Action 1. Run DHHS/PMS daily "Confirmed Payment" Report by Center</p> <ul style="list-style-type: none"> • Log into DHHS/PMS at http://www.dpm.psc.gov/ • On left of screen, click on "Expand All" • On left of screen, click on "Online file Access" • Select from drop-down list "Confirmed Payments Transaction Spreadsheet" • Click on "Continue" • Select from list desired Center • Click on "Select" • Click on "Get File" • Screen displays – Do you want 	<p>Note: As the Service Providers complete the Grant CMP's, update Grant CMP checklist electronically. When complete, forward to lead, who will then forward to Civil Servants to complete their part of the checklist. Once all Grant CMP's are complete, the Civil Servants will print the checklist, and have the preparer and reviewer sign for completed package. The checklist is located on the "N" Drive at: N:/Accounts Payable_Accounts Receivable\CMPs\GR ANT CMP Checklist.pdf</p>

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Process 5- Completing Grant Continuous Monitoring Activities		
Roles and Responsibilities	Action	Tips/Notes
	<p>to open or save this file?</p> <ul style="list-style-type: none"> • Click on “Save” • Save file to desired location • Double click on file • A new Screen will display • Click on “Extract” • Choose desired location where you want to save the ‘extracted file’ • Click on “Extract” • Navigate to location where extracted file was saved to • Open file • Click on column “A” • Select “Data” Tab • Select “Text to Columns” • Select “Delimited” – click on “Next” • Select “Tab” and “Semicolon” – click on “Next” • Click on ‘Finish’ • Save • A message will display ‘... this file may contain features that’ – click on “Yes” • Combine all individual days into one spreadsheet and sum columns. <p>Action 2. Run SAP T-Code: “Z_HHS_IDOC_VIEW” Report by Center</p> <ul style="list-style-type: none"> • Log into SAP • Run T-Code: Z_HHS_IDOC_VIEW • Business Area is the Center number • IDOC creation date – enter dates applicable 	

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Process 5- Completing Grant Continuous Monitoring Activities

Roles and Responsibilities	Action	Tips/Notes
	<ul style="list-style-type: none"> IDOC Status – select all buttons Execute Export to Excel Spreadsheet & sum columns <p>Action 3. Run SAP T-Code “FBL1N”</p> <ul style="list-style-type: none"> Log into SAP Run T-Code: FBLIN Vendor Line Item Display – click on third icon from left (rainbow colored icon) Dynamic selections popup – scroll down to document type Click the arrow icon and insert “ZH” and “ZL” Execute Dynamic selections popup – insert Center number in “Business Area” Scroll down screen to ‘Line item selection’ – ‘Status’ Click on “All items” Insert desired date range (example: 08/01/2009 to 08/31/2009) In ‘Type’ box, check each of the boxes Execute Export to Excel spreadsheet & sum columns <p>Action 4. Run SAP T-Code “GR55”</p> <ul style="list-style-type: none"> Log into SAP Run T-Code: GR55 Report Group – ZAOF Execute Fiscal Year – insert year Company code – NASA 	

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Process 5- Completing Grant Continuous Monitoring Activities		
Roles and Responsibilities	Action	Tips/Notes
	<ul style="list-style-type: none"> • Period - insert current period (ex: 11 – corresponds to 11th month of FY) • Period - insert current period (ex: 11 – corresponds to 11th month of FY) • Scroll down to first “Or value(s)” – insert 1010.2000 to 1010.2999 • Scroll down to second “Or value(s)” – insert Business Area Number (ex: 10 = HQ) • Execute <p>Action 5. Prepare Work Paper</p> <ul style="list-style-type: none"> • Cut and paste data from Confirmed Payment Report and IDOC View into work paper. Data to be compared on work paper are: Grant Number, Amount, CAN and Transaction Date (on SAP portion of work paper, IDOC number is also referenced). The work paper columns are summed. The total acquired from the GR55 Report is indicated. Any differences between the two systems are displayed to the right of the work paper. <p>Action 6. Certification</p> <ul style="list-style-type: none"> • Retrieve control Activity Certification sheet • Add Center name to each sheet • Add Business Area number to each sheet • Change report month to current month being reported on each 	

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Process 5- Completing Grant Continuous Monitoring Activities		
Roles and Responsibilities	Action	Tips/Notes
<p>Step 2</p> <p>NSSC Service Provider</p> <p>Complete CMP Control Activity 2b.2: Reconcile Authorizations and Disbursements between HHS and SAP</p>	<p>sheet</p> <ul style="list-style-type: none"> • Add Control Activity Number / Title to each sheet • In Preparer's section, indicate if "No Exceptions" or "Exceptions" statement • Update the Preparer's name, and prepared date • List any out of balance with explanation and description in the 'Description of Exceptions' section of certification sheet • Save file • Print Certification sheets • Sign first page and initial and date each sheet of backup documentation • Compile reports and supporting documentation and give to SP FM Manager for review and signature • Submit signed copy to FM-Grants NSSC Civil Servant <p>Purpose: To determine the cumulative undrawn authority in SAP-BW reconciles to HHS records.</p> <p>Frequency: Monthly</p> <p>Action 1. Run DHHS/PMS "Synchronization Report" by Center</p> <ul style="list-style-type: none"> • Log into DHHS/PMS at http://www.dpm.psc.gov/ • On left of screen, click on "Expand All" • On left of screen, click on 	

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Process 5- Completing Grant Continuous Monitoring Activities		
Roles and Responsibilities	Action	Tips/Notes
	<p style="text-align: center;">"Online file Access"</p> <ul style="list-style-type: none"> • Select from list "HHS Synchronization Transaction Spreadsheet" • Click on "Continue" • Select from list desired Center • Click on "Select" • Click on "Get File" • Screen displays – Do you want to open or save this file? • Click on "Save" • Save file to desired location • Double click on file • A new Screen will display • Click on "Extract" • Choose desired location where you want to save the 'extracted file' • Click on "Extract" • Navigate to location where extracted file was saved to • Open file • Click on column "A" • Select "Data" Tab • Select "Text to Columns" • Select "Delimited" – click on "Next" • Select "Tab" and "Semicolon" – click on "Next" • Click on 'Finish' • Save • A message will display '... this file may contain features that' – click on "Yes" • Scrub Spreadsheet • Remove all "B" Accounts from report (move to separate tab in 	

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Process 5- Completing Grant Continuous Monitoring Activities		
Roles and Responsibilities	Action	Tips/Notes
	<p>workbook)</p> <ul style="list-style-type: none"> • Remove all accounts with a status of “C” (move to separate tab in workbook) • Remove all accounts with a status of “P” (move to separate tab in workbook) • Remove all accounts with a status of “E” (move to separate tab in workbook) • Add a column beside “Charged Amount” and title this “Undrawn Authority” • Total Report by Grant Number: • Place cursor on the first Payee ID; choose “Group” on the excel ribbon • Choose row and “OK” • Choose Subtotal from excel ribbon • Click on “OK” • A screen will display: • “At each change in” change to document • “Use function:” change to sum • “Add subtotal to:” choose Authorized, Charged, Undrawn and UNCLICK the last choice SPCL • Choose the 3 boxes; Replace current subtotal, page break between groups, summary below data • Click on “OK” <p>Action 2. Run Business Warehouse “PRRPT33 – POs by PLI/ALI-ITD” by Center</p> <ul style="list-style-type: none"> • Log into i-View at 	

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Process 5- Completing Grant Continuous Monitoring Activities

Roles and Responsibilities	Action	Tips/Notes
	<p style="text-align: center;">https://iview.ifmp.nasa.gov/irj/portals</p> <ul style="list-style-type: none"> • Click on “SAP Business Warehouse” • Click on “Purchasing” • Click on “PRRPT33 – POs by PLI/ALI – ITD • Enter Plant (Center) • Enter Fiscal Year • Enter Purchasing Document Type = YG, YH, YS • Execute • Remove the following column fields: Funds Center, Funded Program, Material Group, PO ALI, PO PLI, PR, PR PLI • Add the following column fields: Administratively Com, Validity Period Star, Validity Period End • Export to Excel • Scrub Report • Delete rows 1-54 • Sort by Administratively Com column • Scroll to the bottom until yellow “results” are displayed – delete all of these rows • Hide the following rows: Cum ITD Cost, ITD Uncosted Obligations • Sort data as desired <p>Action 3. Prepare Work Paper</p> <ul style="list-style-type: none"> • Reconcile between Sync and BW Reports • Copy grant number and totals as applicable per column from 	

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Process 5- Completing Grant Continuous Monitoring Activities		
Roles and Responsibilities	Action	Tips/Notes
	<p style="text-align: center;">Sync Report</p> <ul style="list-style-type: none"> • Copy grant number and totals as applicable per column from BW Report • Compare differences between reports • List differences individually on bottom of work paper including VID. <p>Action 4. Certification</p> <ul style="list-style-type: none"> • Retrieve control Activity Certification sheet • Add Center name to each sheet • Add Business Area number to each sheet • Change report month to current month being reported on each sheet • Add Control Activity Number / Title to each sheet • In Preparer's section, indicate if "No Exceptions" or "Exceptions" statement • Update the Preparer's name, and prepared date • List any out of balance with explanation and description in the 'Description of Exceptions' section of certification sheet • Save file • Print Certification sheets • Sign first page and initial and date each sheet of backup documentation • Compile reports and supporting documentation and give to SP FM Manager for review and 	

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Process 5- Completing Grant Continuous Monitoring Activities		
Roles and Responsibilities	Action	Tips/Notes
<p><u>Step 3</u></p> <p>NSSC Service Provider</p> <p>Complete CMP Control Activity 2b.3: Clearing balances in 1010.2000 to 1010.2999 for cancelling funds</p>	<p style="text-align: center;">signature</p> <ul style="list-style-type: none"> • Submit signed copy to FM-Grants NSSC Civil Servant <p>Purpose: Investigate and implement procedures to ensure 1010.2000 balances are cleared to 1010.2999 before the funds cancel.</p> <p>Frequency: Annual</p> <p>Action 1. Run a listing of FBL1N for the ZHHS vendor, open items</p> <ul style="list-style-type: none"> • Get the vendor's Award Number (Tax Number 4) from SAP T-Code XK03 • Get the vendor's EIN Number (Tax Number 3) from SAP T-Code XK03 • Use T-code F-53 for ZH documents and F-52 for ZL documents • Enter document date (from FBL1N listing) • Use current date for posting date • Leave type as "KZ" • Enter Award Number in the REFERENCE • Enter the EIN in the DOC HEADER TEXT • Enter 1010.2999 IN Bank Data Account • Enter Business Area • Enter amount of document being cleared • Enter ZHHS Vendor number in 	

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Process 5- Completing Grant Continuous Monitoring Activities		
Roles and Responsibilities	Action	Tips/Notes
	<p>the Open Item Session Account</p> <ul style="list-style-type: none"> • In additional Sections, check document number • Enter document number of ZF document being cleared. Note: You cannot enter more than one document number, to do multiple listings causes mis-postings • Click on “POST” • Depress “Enter” Key twice • A 15# Clearing Number will be displayed • Run FBL1N again for the vendor. The item should now be closed. <p>Action 2. Certification</p> <ul style="list-style-type: none"> • Retrieve control Activity Certification sheet • Add Center name to each sheet • Add Business Area number to each sheet • Change report month to current month being reported on each sheet • Add Control Activity Number / Title to each sheet • In Preparer’s section, indicate if “No Exceptions” or “Exceptions” statement • Update the Preparer’s name, and prepared date • List any out of balance with explanation and description in the ‘Description of Exceptions’ section of certification sheet • Save file 	

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Process 5- Completing Grant Continuous Monitoring Activities		
Roles and Responsibilities	Action	Tips/Notes
	<ul style="list-style-type: none"> Print Certification sheets Sign first page and initial and date each sheet of backup documentation Compile reports and supporting documentation and give to SP FM Manager for review and signature Submit signed copy to FM-Grants NSSC Civil Servant 	

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Process 6 –Final Review and Certification of Consolidated Continuous Monitoring Program Packages		
Roles and Responsibilities	Action	Tips/Notes
<p><u>Step 1</u></p> <p>NSSC Service Provider</p> <p>CMP Activity Consolidation, Scanning, Forwarding for Final Review and Forwarding to Centers</p>	<p>Purpose: Receive signed FBWT, AR, AP, and Travel CMP packages for consolidation and scanning to make available to centers.</p> <p>Frequency: Monthly</p> <p>Action 1. Receive signed CMP packages and take to Document Imaging for scanning.</p> <ul style="list-style-type: none"> a) Receive signed CMP packages after all reviews are completed b) Take signed CMP packages to Document Imaging for scanning and saving into TechDoc with routing slip showing where to save the documents c) Once CMP package is scanned, save it to the shared drive and load to the secure file server 	

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METRICS

Initiating Office/Entity	Deliverable (Output)	Receiving Office/Entity	Metric
[Name of office/entity]	[Name of deliverable-	[Name of office/entity-	[Describe metric- Goal = [Describe

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PRIVACY DATA

All participants involved must ensure protection of all data covered by the Privacy Act.

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SYSTEM COMPONENTS

Existing Systems

IT System Title	IT System Description	Access Requirements	IT System Interfaces
SAP/IEMP	Integrated Financial Management System	<i>Various SAP roles applicable to each functional area.</i>	
Treasury GOALS II	Treasury system used to extract reports of Statement of Difference activity by ALC; Deposit/Debit Voucher activity	User Role from Treasury	
Treasury IPAC	Treasury system used to extract reports of IPAC transactions for a specified time period	User Role from Treasury	
Treasury CashLink II	Treasury system used to extract reports of deposits/debit vouchers for cash collections deposited with Treasury	User Role from Treasury	
Treasury GWA	Treasury system used to extract reports of vendor payment schedules paid by Treasury Regional Finance Centers (RFCs); FMS 224 submission by ALC and on behalf of ALC by other agencies.	User Role from Treasury	
Tech Doc	Document imaging system for document storage and retention	User Role at NSSC	

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CUSTOMER CONTACT CENTER STRATEGY

The NSSC Contact Center Service Delivery Guide provides details regarding menu positioning, routing, and escalation of inquiries for this activity.

The NSSC Customer Contact Center can be reached via phone, fax or e-mail.

Email queries: nssc-contactcenter@nasa.gov

Fax queries: 1-866-779-6772

Phone queries: 1-877-NSSC123 (or 1-877-677-2123)

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APPENDIX

Appendix A FBWT CMP List of Valid Backup Documentation

Instructions for Compiling the Backup Documentation for the 224 and CMP Packages

224 PACKAGE

1. Signed and Transmitted FMS SF 224 (GWA) by the Financial Accounting Branch Chief
2. Final associated SAP Generated 224
3. Email from HQ OCFO granting submission of the FMS SF 224 (GWA)
4. Pre-transmitted FMS SF 224 (GWA) signed by the NSSC Chief Financial Officer (CFO);
5. Pre-transmitted FMS SF 224 (GWA) initialed for DAB approval
6. Manual calculation of control totals of Disbursements and Collections for Section II and Section III of the 224 (if applicable), titled and dated
7. Treasury vs. SAP reconciliation – titled and dated
8. TDO Payments
9. Deposit Totals
10. IPAC's Sent
11. IPAC's Received
12. Delegation of authority letters (if applicable)
13. Statement of Difference Item Details for the applicable months

CMP PACKAGE

1. NASA Center Certification of Financial Management Information Letter
2. 2a.1 Control Activity Certification –
 - a. exceptions or no exceptions are noted by an X in the preparer's section;
 - b. the preparer will be the service provider
 - c. the certification will be reviewed, initialed and dated by the service provider supervisor
 - d. the certification will then be reviewed, initialed and dated by the corresponding accountant
 - e. the certification will then be reviewed, initialed and dated by the lead accountant
 - f. the reviewer will be the FAB Chief
 - g. the description of exceptions section will include:

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- i. item = the SAP or Treasury transaction
 - ii. description = type of transaction and who will process it (ie IPAC to be processed by MSFC)
 - iii. root cause = why it was an exception
 - iv. value = the amount of the transaction
 - v. the estimated completion date = when anticipated to be closed
 - vi. person responsible= point of contact for the exception
- h. total all exceptions at the end and **double underline**
- 3. Treasury to SAP Reconciliation – recap spreadsheet to show SOD
- 4. Applicable month’s Statement of Difference Item Details
- 5. Final approved SAP 224
- 6. TDO Payments Report
- 7. Goals II Statement of Differences for Disbursements and Deposits
- 8. Goals II Deposit Totals
- 9. IPACS Sent
- 10. IPACS Received
- 11. Transmitted FMS 224
- 12. Pre transmitted approved by Chief Financial Officer (CFO) FMS 224 including the date printed
- 13. Pre transmitted initialed for DAB approval FMS 224 including the date printed
- 14. Manual calculation of control totals of Disbursements and Collections for Section II and Section III of the 224 (if applicable)
- 15. Email from NASA HQ OCFO granting submittal of the 224.
- 16. Copy of all delegations of authority if applicable
- 17. 2a.2 CONTROL ACTIVITY CERTIFICATION –
 - a. exceptions or no exceptions are noted by an X in the preparer’s section
 - b. the preparer will be the service provider
 - c. the certification will be reviewed, initialed and dated by the service provider supervisor
 - d. the certification will then be reviewed, initialed and dated by the corresponding accountant
 - e. the certification will then be reviewed, initialed and dated by the lead accountant
 - f. the reviewer will be the FAB Chief
 - g. the description of exceptions section will include:
 - i. item = the SAP or Treasury transaction
 - ii. description = type of transaction and who will process it (ie IPAC to be processed by MSFC)
 - iii. root cause = why it was an exception
 - iv. value = the amount of the transaction
 - v. the estimated completion date = when anticipated to be closed

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- vi. person responsible= point of contact for the exception
- h. total all exceptions at the end and double underline
- 18. Final transmitted FMS SF 224 (GWA) – including the date printed
- 19. Final SAP Generated 224 – including the date printed
- 20. Compiled Template – Column II Receipts and Collections FMS SF 224 (GWA) vs. SAP Generated 224 Column 2 Receipts & Collections; Column III Gross Disbursements FMS SF 224 (GWA) vs. SAP Generated 224 Column III Gross Disbursements
- 21. 2a.3 CONTROL ACTIVITY CERTIFICATION–
 - a. exceptions or no exceptions are noted by an X in the preparer’s section
 - b. the preparer will be the service provider
 - c. the certification will be reviewed, initialed and dated by the service provider supervisor
 - d. the certification will then be reviewed, initialed and dated by the corresponding accountant
 - e. the certification will then be reviewed, initialed and dated by the lead accountant
 - f. the reviewer will be the FAB Chief
 - g. the description of exceptions section will include:
 - i. item = the SAP or Treasury transaction
 - ii. description = type of transaction and who will process it (ie IPAC to be processed by MSFC)
 - iii. root cause = why it was an exception
 - iv. value = the amount of the transaction
 - v. the estimated completion date = when anticipated to be closed
 - vi. person responsible= point of contact for the exception
 - h. total all exceptions at the end and double underline
- 22. FBWT Cash Recon Template with an explanation for each difference
- 23. GR55/ZAFT Report Totals Only
- 24. GWA report exported to excel
- 25. GWA report hardcopy printout with increase and decrease data
- 26. GWA 3875 exported to excel
- 27. GWA 3875 report hardcopy printout with increase and decrease data
- 28. GWA 3885 exported to excel
- 29. GWA 3885 report hardcopy printout with increase and decrease data
- 30. GWA Account Statement DOI/HHS/State Department/GSA report hardcopy printout
- 31. Treasury vs. SAP per OCFO DAB (Jack’s Recon) monthly report
- 32. 2a.6 CONTROL ACTIVITY CERTIFICATION -
 - a. exceptions or no exceptions are noted by an X in the preparer’s section
 - b. the preparer will be the service provider

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- c. the certification will be reviewed, initialed and dated by the service provider supervisor
 - d. the certification will then be reviewed, initialed and dated by the corresponding accountant
 - e. the certification will then be reviewed, initialed and dated by the lead accountant
 - f. the reviewer will be the FAB Chief
 - g. the description of exceptions section will include:
 - i. item = the SAP or Treasury transaction
 - ii. description = type of transaction and who will process it (ie IPAC to be processed by MSFC)
 - iii. root cause = why it was an exception
 - iv. value = the amount of the transaction
 - v. the estimated completion date = when anticipated to be closed
 - vi. person responsible= point of contact for the exception
 - h. total all exceptions at the end and double underline
33. TDO Payments
34. SAP FMTC_SCHNO Table with manual calculation for any differences in TDO Payments
35. 2d.1 CONTROL ACTIVITY CERTIFICATION -
- a. exceptions or no exceptions are noted by an X in the preparer's section
 - b. the preparer will be the service provider
 - c. the certification will be reviewed, initialed and dated by the service provider supervisor
 - d. the certification will then be reviewed, initialed and dated by the corresponding accountant
 - e. the certification will then be reviewed, initialed and dated by the lead accountant
 - f. the reviewer will be the FAB Chief
 - g. the description of exceptions section will include:
 - i. item = the SAP or Treasury transaction
 - ii. description = type of transaction and who will process it (ie IPAC to be processed by MSFC)
 - iii. root cause = why it was an exception
 - iv. value = the amount of the transaction
 - v. the estimated completion date = when anticipated to be closed
 - vi. person responsible= point of contact for the exception
 - h. total all exceptions at the end and double underline
36. Screen print of SAP FBL3N Screen for GL Account 2400.0000 to 2400.9999 (exclude 80X6500 & 80X6501)

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37. Screen print of SAP GR55 ZAOF for BA, Funds NON3875 and NON3885, and Accounts 1010.1000 thru 1010.9999
38. Screen print of SAP GR55 ZAOF for BA, Funds NON3875 and NON3885, and Account 2400.1000 to 2400.2000
39. Copy of the Aged Suspense Budget Clearing spreadsheet for fund 80F3885 and 80F3875, subtotaled by age (0-30, 31-60, over 60 days) and then totaled by 3885 and 3875
40. Copy of any Suspense/Reversal JVs and their backup documentation
41. 2d.2 CONTROL ACTIVITY CERTIFICATION -
 - a. exceptions or no exceptions are noted by an X in the preparer's section
 - b. the preparer will be the service provider
 - c. the certification will be reviewed, initialed and dated by the service provider supervisor
 - d. the certification will then be reviewed, initialed and dated by the corresponding accountant
 - e. the certification will then be reviewed, initialed and dated by the lead accountant
 - f. the reviewer will be the FAB Chief
 - g. the description of exceptions section will include:
 - i. item = the SAP or Treasury transaction
 - ii. description = type of transaction and who will process it (ie IPAC to be processed by MSFC)
 - iii. root cause = why it was an exception
 - iv. value = the amount of the transaction
 - v. the estimated completion date = when anticipated to be closed
 - vi. person responsible= point of contact for the exception
 - h. total all exceptions at the end and double underline
42. Copy of the Aged Suspense Budget Clearing spreadsheet for fund 80F3885 and 80F3875, subtotaled by age (0-30, 31-60, over 60 days) and then totaled by 3885 and 3875
43. Screen Print of SAP GR55 ZAFT Report for GL Account 2400.0000 to 2400.2000
44. 2d.3 CONTROL ACTIVITY CERTIFICATION -
 - a. exceptions or no exceptions are noted by an X in the preparer's section
 - b. the preparer will be the service provider
 - c. the certification will be reviewed, initialed and dated by the service provider supervisor
 - d. the certification will then be reviewed, initialed and dated by the corresponding accountant
 - e. the certification will then be reviewed, initialed and dated by the lead accountant
 - f. the reviewer will be the FAB Chief

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- g. the description of exceptions section will include:
 - i. item = the SAP or Treasury transaction
 - ii. description = type of transaction and who will process it (ie IPAC to be processed by MSFC)
 - iii. root cause = why it was an exception
 - iv. value = the amount of the transaction
 - v. the estimated completion date = when anticipated to be closed
 - vi. person responsible= point of contact for the exception
- h. total all exceptions at the end and double underline
- 45. Print screen of SAP ZFUN for BA, and Funds NON3875, NON3885, NON3845 and NON3880
- 46. 12.1 CONTROL ACTIVITY CERTIFICATION-
 - a. exceptions or no exceptions are noted by an X in the preparer's section
 - b. the preparer will be the service provider
 - c. the certification will be reviewed, initialed and dated by the service provider supervisor
 - d. the certification will then be reviewed, initialed and dated by the corresponding accountant
 - e. the certification will then be reviewed, initialed and dated by the lead accountant
 - f. the reviewer will be the FAB Chief
 - g. the description of exceptions section will include:
 - i. item = the SAP or Treasury transaction
 - ii. description = type of transaction and who will process it (ie IPAC to be processed by MSFC)
 - iii. root cause = why it was an exception
 - iv. value = the amount of the transaction
 - v. the estimated completion date = when anticipated to be closed
 - vi. person responsible= point of contact for the exception
 - h. total all exceptions at the end and double underline
- 47. Print screen of SAP GR55 ZAOF for BA and accounts 1010.1000-1010.9999 including print screen for the BA under the fund set and print screen for any blank ALCs expanded on the right to show items with a blank ALC.
- 48. 12.2 CONTROL ACTIVITY CERTIFICATION-
 - a. exceptions or no exceptions are noted by an X in the preparer's section
 - b. the preparer will be the service provider
 - c. the certification will be reviewed, initialed and dated by the service provider supervisor
 - d. the certification will then be reviewed, initialed and dated by the corresponding accountant

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- e. the certification will then be reviewed, initialed and dated by the lead accountant
 - f. the reviewer will be the FAB Chief
 - g. the description of exceptions section will include:
 - i. item = the SAP or Treasury transaction
 - ii. description = type of transaction and who will process it (ie IPAC to be processed by MSFC)
 - iii. root cause = why it was an exception
 - iv. value = the amount of the transaction
 - v. the estimated completion date = when anticipated to be closed
 - vi. person responsible= point of contact for the exception
 - h. total all exceptions at the end and double underline
49. Print screen of SAP GR55 ZAOF for ALC and accounts 1010.1000-1010.9999 including print screens for each BA listed on the left and expanded on the right to show activity for BA.
50. 12.3 CONTROL ACTIVITY CERTIFICATION-
- a. exceptions or no exceptions are noted by an X in the preparer's section
 - b. the preparer will be the service provider
 - c. the certification will be reviewed, initialed and dated by the service provider supervisor
 - d. the certification will then be reviewed, initialed and dated by the corresponding accountant
 - e. the certification will then be reviewed, initialed and dated by the lead accountant
 - f. the reviewer will be the FAB Chief
 - g. the description of exceptions section will include:
 - i. item = the SAP or Treasury transaction
 - ii. description = type of transaction and who will process it (ie IPAC to be processed by MSFC)
 - iii. root cause = why it was an exception
 - iv. value = the amount of the transaction
 - v. the estimated completion date = when anticipated to be closed
 - vi. person responsible= point of contact for the exception
 - h. total all exceptions at the end and double underline
51. Print screen of GR55 ZAOF for BA and accounts 1010.1000-1010.9999 including print screen for the applicable ALC listed on the left and expanded on the right to show activity for ALC.
52. 12.4 CONTROL ACTIVITY CERTIFICATION-
- a. exceptions or no exceptions are noted by an X in the preparer's section
 - b. the preparer will be the service provider

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- c. the certification will be reviewed, initialed and dated by the service provider supervisor
 - d. the certification will then be reviewed, initialed and dated by the corresponding accountant
 - e. the certification will then be reviewed, initialed and dated by the lead accountant
 - f. the reviewer will be the FAB Chief
 - g. the description of exceptions section will include:
 - i. item = the SAP or Treasury transaction
 - ii. description = type of transaction and who will process it (ie IPAC to be processed by MSFC)
 - iii. root cause = why it was an exception
 - iv. value = the amount of the transaction
 - v. the estimated completion date = when anticipated to be closed
 - vi. person responsible= point of contact for the exception
 - h. total all exceptions at the end and double underline
53. Print screen of SAP GR55 ZAOF for ALC including print screen for blank fund listed on the left and expanded on the right to show activity for blank fund.

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Appendix B Table of Fiscal Year and Periods

Fiscal Years and Periods		
Fiscal Year	Fiscal Month	SAP Period
200X	October	1
200X	November	2
200X	December	3
200X	January	4
200X	February	5
200X	March	6
200X	April	7
200X	May	8
200X	June	9
200X	July	10
200X	August	11
200X	September	12

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Appendix C Agency Location Code Listing

AGENCY LOCATION CODE (ALC) LISTING

<i>Code</i>	<i>Name</i>	<i>Code</i>	<i>ALC</i>
01	<i>Agency wide</i>	<i>Agency</i>	<i>80-00-0087</i>
10	<i>NASA Headquarters</i>	<i>HQ</i>	<i>80-00-0001</i>
21	<i>Ames Research Center</i>	<i>ARC</i>	<i>80-00-1201</i>
22	<i>Glenn Research Center</i>	<i>GRC</i>	<i>80-00-0701</i>
23	<i>Langley Research Center</i>	<i>LaRC</i>	<i>80-00-0501</i>
24	<i>Dryden Flight Research Center</i>	<i>DFRC</i>	<i>80-00-0024</i>
51	<i>Goddard Space Flight Center</i>	<i>GSFC</i>	<i>80-00-0002</i>
55	<i>NASA Management Office at JPL</i>	<i>NMO</i>	<i>80-00-0055</i>
62	<i>George C. Marshall Space Flight Center</i>	<i>MSFC</i>	<i>80-00-4901</i>
64	<i>Stennis Space Center</i>	<i>SSC</i>	<i>80-00-0101</i>
72	<i>Johnson Space Center</i>	<i>JSC</i>	<i>80-00-0004</i>
76	<i>Kennedy Space Center</i>	<i>KSC</i>	<i>80-00-4904</i>

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Appendix D AR CMP Schedule

To reference the CMP Schedule, see the shared drive:

N:\Accounts Payable_Accounts Receivable\CMPs

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Appendix E AP CMP Schedule

CMP ITEM

This should list the number of the exception (ex. 1, 2, 3, etc).

EXCEPTION AMOUNT

The amount or the difference that is being reported. If there are multiple items, then the total net amount should be entered at the bottom of this column.

DESCRIPTION

This should contain information that answers the question "What?". Describe the item and include Document #'s, dates, vendor #'s, etc. (ex. Bill of Collection for Vendor # for travel overpayment, Doc # 18000xxxxx dated 9/25/08 or IPAC # xxxxx from Vendor# for printing order dated 9/30/08)

RESOLUTION

This should contain information that answers the question "Why?". Describe Why this is an exception, what made it an error, is it in SAP incorrectly or not at all, etc. (ex. User entered Doc Type SA instead of BL which caused the SGL postings to hit 4610 instead of 4650 or IPAC came in on the last day of the month and was not able to be posted in SAP)

RESOLUTION DATE

This should contain information that answers the questions "When (Date)?" . When do you expect the correction or entry to be completed...usually it should be by the end of the next month but if the correction has already been completed in the first days of the new period, put the actual date of the correction. **N/A is not an option for this field.** If the error has an SR and you don't anticipate it happening quickly, put a date for the next quarter end or in extreme cases, the year end date.

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Also put how it will be fixed. Will the item be entered in the first days of the next period, will the item be reversed and corrected in the system or will it be researched with the center for guidance or policy decisions.

SR REFENCED

Include the SR number if applicable. This should only be used if there is a pending SR applicable.

PERSON RESPONSIBLE

Lastly, This should contain information that answers the questions "Who?". include Who is responsible for fixing the item. (ex. NSSC will record the item in the next month, Center will reverse and repost correctly or Item will be corrected by NSSC when guidance is received on SR xxxxx)

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Appendix F AP CMP Exceptions Requirements

DESCRIPTION

This should contain information that answers the question “What?”. Describe the item and include Document #'s, dates, names, etc. (ex. Bill of Collection for Vendor # for travel overpayment, Doc # 18000xxxxx dated 9/25/08 or IPAC # xxxxx from Vendor# for printing order dated 9/30/08)

ROOT CAUSE

This should contain information that answers the question “Why?”. Describe Why this is an exception, what made it an error, is it in SAP incorrectly or not at all, etc. (ex. User entered Doc Type SA instead of BL which caused the SGL postings to hit 4610 instead of 4650 or IPAC came in on the last day of the month and was not able to be posted in SAP)

VALUE

The amount of the difference that is being reported. If there are multiple items, then the total net amount should be entered at the bottom of this column.

ESTIMATED COMPLETION DATE

This should contain information that answers the questions “When? How? And Who?”. When do you expect the correction or entry to be completed...usually it should be by the end of the next month but if the correction has already been completed in the first days of the new period, put the actual date of the correction. N/A is not an option for this field. If the error has an SR and you don't anticipate it happening quickly, put a date for the next quarter end or in extreme cases, the year end date.

Also put How it will be fixed. Will the item be entered in the first days of the next period, will the item be reversed and corrected in the system or will it be researched with the center for guidance or policy decisions. Include the SR number if applicable.

Lastly, include Who is responsible for fixing the item. (ex. NSSC will record the item in the next month, Center will reverse and repost correctly or Item will be corrected by NSSC when guidance is received on SR xxxxx)

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Appendix G AP CMP Control Activity 6.9

Stat Sampling for 3rd Quarter FY 2009 – CMP 6.9 Validate Disbursement

Scope and Methodology Used:

Reports were generated utilizing the following parameters within SAP:

Report Name: ZFI_AP_PMT_STAT
 Payment Run Date: 05/31/2009 to 06/30/2009
 Business Areas: 10-HQ/NSSC; 21-ARC; 22-GRC; 23-LARC; 24-DFRC; 51-GSFC; 62-MSFC; 64-SSC; 72-JSC; and 76-KSC

Each center report is saved as a Microsoft Excel Spreadsheet. All ten (10) Excel spreadsheets will be combined to get a total population, assigning ID numbers to each line item.

The stat sampling software used is "Army Stat Sampling Software". The following parameters were used:
 Confidence Level – 95%;
 Population – 5,446
 Expected Error Rate – 10%;
 Precision – 2.9%;
 Seed – 14420
 Sample Size of Total - 139

The sampling documents were extracted from the combined spreadsheet by ID Number. An individual spreadsheet was created for each center. The Center's spreadsheet was distributed to FM Service Provider personnel for disbursement validation. The validation consisted of validating the amounts disbursed and recorded in SAP (ZFI_AP_PMT_STAT) to the actual source document invoices and other payment authorizing documents.

Internal Controls

Once the validation is completed it is reviewed and approved Accounts Payable Senior Accountant, Chief, Financial Services Branch and approved by Financial Management Division Chief, Once approved submitted to Financial Accounting Branch for submission to Headquarters OCFO.

Note: All documentation below is attached to CMP 6.9 with above instructions.

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Backup Documentation - Stat Sampling Software

D:\DOCUME~1\mlfrank\LOCALS~1\Temp\wza661\SSS60.EXE

**ATTRIBUTE SAMPLING
DETERMINE SAMPLE SIZE**

POPULATION: 5782

CONFIDENCE INTERVAL (1 - 9): 9

EXPECTED ERROR RATE (1 - 50%): 18

DESIRED SAMPLING PRECISION (.01 - 18%): 2.98

ERRORS:

RESULTS: SAMPLE SIZE IS 139 CHANGE PARAMETERS? **N**

D:\DOCUME~1\mlfrank\LOCALS~1\Temp\wza661\SSS60.EXE

**139 INTERVAL SAMPLING NUMBERS
FOR THE RANGE OF 1 TO 5782 (SEED 766)
CMP 6.9 3RD QUARTER FY09**

NUMBER	RANDOM NUMBER	NUMBER	RANDOM NUMBER	NUMBER	RANDOM NUMBER
1.	28	2.	69	3.	118
4.	151	5.	192	6.	233
7.	274	8.	315	9.	356
10.	397	11.	438	12.	479
13.	528	14.	561	15.	682
16.	643	17.	684	18.	725
19.	766	20.	807	21.	848

HIT ANY KEY TO CONTINUE, "Q" TO STOP LIST, OR Escape TO TERMINATE

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139 INTERVAL SAMPLING NUMBERS
 FOR THE RANGE OF 1 TO 5782 (SEED 766)
 CMP 6.9 3RD QUARTER FY09

NUMBER	RANDOM NUMBER	NUMBER	RANDOM NUMBER	NUMBER	RANDOM NUMBER
22.	889	23.	930	24.	971
25.	1,012	26.	1,053	27.	1,094
28.	1,135	29.	1,176	30.	1,217
31.	1,258	32.	1,299	33.	1,340
34.	1,381	35.	1,422	36.	1,463
37.	1,504	38.	1,545	39.	1,586
40.	1,627	41.	1,668	42.	1,709

HIT ANY KEY TO CONTINUE, "Q" TO STOP LIST, OR Escape TO TERMINATE

D:\DOCUME~1\mlfrank1\LOCALS~1\Temp\wza661\SSS60.EXE

139 INTERVAL SAMPLING NUMBERS
 FOR THE RANGE OF 1 TO 5782 (SEED 766)
 CMP 6.9 3RD QUARTER FY09

NUMBER	RANDOM NUMBER	NUMBER	RANDOM NUMBER	NUMBER	RANDOM NUMBER
43.	1,750	44.	1,791	45.	1,832
46.	1,873	47.	1,914	48.	1,955
49.	1,996	50.	2,037	51.	2,078
52.	2,119	53.	2,160	54.	2,201
55.	2,242	56.	2,283	57.	2,324
58.	2,365	59.	2,406	60.	2,447
61.	2,488	62.	2,529	63.	2,570

HIT ANY KEY TO CONTINUE, "Q" TO STOP LIST, OR Escape TO TERMINATE

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139 INTERVAL SAMPLING NUMBERS
FOR THE RANGE OF 1 TO 5782 (SEED 766)
CMP 6.9 3RD QUARTER FY09

NUMBER	RANDOM NUMBER	NUMBER	RANDOM NUMBER	NUMBER	RANDOM NUMBER
64.	2,611	65.	2,652	66.	2,693
67.	2,734	68.	2,775	69.	2,816
70.	2,857	71.	2,898	72.	2,939
73.	2,980	74.	3,021	75.	3,062
76.	3,103	77.	3,144	78.	3,185
79.	3,226	80.	3,267	81.	3,308
82.	3,349	83.	3,390	84.	3,431

HIT ANY KEY TO CONTINUE, "Q" TO STOP LIST, OR Escape TO TERMINATE

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139 INTERVAL SAMPLING NUMBERS
FOR THE RANGE OF 1 TO 5782 (SEED 766)
CMP 6.9 3RD QUARTER FY09

NUMBER	RANDOM NUMBER	NUMBER	RANDOM NUMBER	NUMBER	RANDOM NUMBER
85.	3,472	86.	3,513	87.	3,554
88.	3,595	89.	3,636	90.	3,677
91.	3,718	92.	3,759	93.	3,800
94.	3,841	95.	3,882	96.	3,923
97.	3,964	98.	4,005	99.	4,046
100.	4,087	101.	4,128	102.	4,169
103.	4,210	104.	4,251	105.	4,292

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139 INTERVAL SAMPLING NUMBERS
 FOR THE RANGE OF 1 TO 5782 <SEED 766>
 CMP 6.9 3RD QUARTER FY09

NUMBER	RANDOM NUMBER	NUMBER	RANDOM NUMBER	NUMBER	RANDOM NUMBER
106.	4,333	107.	4,374	108.	4,415
109.	4,456	110.	4,497	111.	4,538
112.	4,579	113.	4,620	114.	4,661
115.	4,702	116.	4,743	117.	4,784
118.	4,825	119.	4,866	120.	4,907
121.	4,948	122.	4,989	123.	5,030
124.	5,071	125.	5,112	126.	5,153

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139 INTERVAL SAMPLING NUMBERS
 FOR THE RANGE OF 1 TO 5782 <SEED 766>
 CMP 6.9 3RD QUARTER FY09

NUMBER	RANDOM NUMBER	NUMBER	RANDOM NUMBER	NUMBER	RANDOM NUMBER
127.	5,194	128.	5,235	129.	5,276
130.	5,317	131.	5,358	132.	5,399
133.	5,440	134.	5,481	135.	5,522
136.	5,563	137.	5,604	138.	5,645
139.	5,686	140.	*****	141.	*****

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RANDOM SAMPLING RESULTS FOR GRC
For Period April 1, 2009 to June 30, 2009

Random Sampling ID No.	SAP Doc No	Center Processed	Supporting Documentation Attached	Information Validated					Document Number	NOTES
				Invoice Date	Invoice Received Date	Vendor Paid	Invoice Amount Paid	Contract Number		
1504	5601073970	NSSC	Yes	yes	correct	correct	correct	correct	correct	
1545	5601067216	NSSC	Yes	yes	correct	correct	correct	correct	correct	
1586	5601068399	NSSC	Yes	yes	correct	correct	correct	correct	correct	
1627	5601065250	NSSC	Yes	yes	correct	correct	correct	correct	correct	
1668	5601069486	NSSC	Yes	yes	correct	correct	correct	correct	correct	This invoice was previously short paid. This payment was for the remainder due which is noted on the invoice.
1709	5601069774	NSSC	Yes	yes	correct	correct	correct	correct	correct	
1750	5601070618	NSSC	Yes	yes	correct	correct	correct	correct	correct	
1791	5601072985	NSSC	Yes	yes	correct	correct	correct	correct	correct	
1832	5601072915	NSSC	Yes	yes	correct	correct	correct	correct	correct	
1873	5601083148	NSSC	Yes	yes	correct	correct	correct	correct	correct	
1914	5601084768	NSSC	Yes	yes	correct	correct	correct	correct	correct	
1955	5601085238	NSSC	Yes	yes	correct	correct	correct	correct	correct	
1996	5601076226	NSSC	Yes	yes	correct	correct	correct	correct	correct	
2037	5601075628	NSSC	Yes	yes	correct	correct	correct	correct	correct	
2078	5601077179	NSSC	Yes	yes	correct	correct	correct	correct	correct	
2119	5601062147	NSSC	Yes	yes	correct	correct	correct	correct	correct	
2160	5601090128	NSSC	Yes	yes	correct	correct	correct	correct	correct	
2201	5601080072	NSSC	Yes	yes	correct	correct	correct	correct	correct	

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Service Delivery Guide

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Vendor Name	Cleared Document Number	Vendor Reference Number	Clearing Document Number	Clearing Date	Business Area	Fiscal Year	Debit/Credit Indicator	Document Type	Posting Date	Document In	Document Out	G/L Account Number	Fund
K&J INCOI	5601073970	NNC05BA	130010614	6/2/2009	22	2009	H	RE	5/20/2009	5/11/2009	2110.1000		
AES COF	5601067216	NNC09QA	130010608	6/2/2009	22	2009	H	RE	5/6/2009	4/30/2009	2110.1000		
DEFENSE	5601068398	NNC07RA	13001074E	6/3/2009	22	2009	H	RE	5/13/2009	4/27/2009	2110.1000		
MCHANIK	5601065250	NNX09CA	13001074E	6/3/2009	22	2009	H	RE	6/1/2009	4/30/2009	2110.1000		
GENERAL	5601069496	NNC08CA	13001080E	6/4/2009	22	2009	H	RE	5/12/2009	######	2110.1000		
COLORAD	5601069774	NNC07CA	130010971	6/5/2009	22	2009	H	RE	5/12/2009	5/11/2009	2110.1000		
EOJZ ALL	5601070618	NNC04BA	130011242	6/8/2009	22	2009	H	RE	5/19/2009	5/6/2009	2110.1000		
LIMITED	5601072985	NNC08BA	130011309	6/9/2009	22	2009	H	RE	5/19/2009	5/5/2009	2110.1000		
AES COF	5601072915	NNC09BA	130011311	6/9/2009	22	2009	H	RE	6/2/2009	5/15/2009	2110.1000		
C/O EDIE	5601083148	NNC06QA	130011324	6/11/2009	22	2009	H	KU	6/9/2009	6/5/2009	2110.1000		
C/O OHIO	5601084768	NNC07BA	130011342	6/12/2009	22	2009	H	RE	6/11/2009	4/15/2009	2110.1000		
C/O EDIE	5601085238	NNC06QA	130011461	6/15/2009	22	2009	H	KU	6/11/2009	6/9/2009	2110.1000		
ZI TECHI	5601075628	NNC08BA	13001148C	6/16/2009	22	2009	H	RE	6/1/2009	4/30/2009	2110.1000		
NET INI	5601077179	NNC09VB	130011845	6/22/2009	22	2009	H	RE	6/15/2009	5/18/2009	2110.1000		
FT AME	5601062147	NNC09BA	13001196E	6/24/2009	22	2009	H	RE	6/22/2009	4/23/2009	2110.1000		
AMERITEC	5601090128	NNC08RA	13001201C	6/25/2009	22	2009	H	KU	6/24/2009	6/4/2009	2110.1000		
FRAGON	5601080072	NNC08CB	13001231E	6/26/2009	22	2009	H	RE	6/5/2009	6/1/2009	2110.1000		