

National Aeronautics and
Space Administration

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

NASA Shared Services Center Service Delivery Guide

NSSDG-9200-0003 Revision Version 17.0

Effective Date: March 30, 2023

Expiration Date: March 30, 2026

FUND BALANCE WITH TREASURY DAILY REPORTING SERVICE DELIVERY GUIDE

Responsible Office: Financial Management Services Division

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Approved by

Alison Butsch
Chief, Financial Management Services Division

Date

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DOCUMENT HISTORY LOG

Status (Basic/Revision/ Cancelled)	Document Version	Effective Date	Description of Change
Basic	Basic	02/21/2008	Basic release
Revision	A	05/7/2009	<ul style="list-style-type: none"> Added purpose, frequency for each step; rearranged steps to reflect efficient flow; updated steps referencing Periodic Monitoring Controls PMC actions to now reference CMP actions; added review blank commitment item, functional area and accounting dimensions to daily process; added use of summary spreadsheet; added additional tables as appendices. Revision based on enhanced processes and procedures Removed references to the CMP activities. Updated per Grants re-engineering for the use of suspense and JV's
Revision	3.0	03/14/2011	<ul style="list-style-type: none"> Revision based on enhanced processes and procedures <ul style="list-style-type: none"> Added purpose; background; Continuous Monitoring Program (CMP) Activities; requirements and definitions; rearranged steps to reflect efficient flow; added A123 preventative and detective controls; added IT download definitions for SAP and Treasury reports; added IT upload definitions for SAP and

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			<p>Treasury reports; clarification on starting time for monthly reporting; deleted reference to “process flow boxes” in all steps; defined acronyms and added all acronyms to Appendix C, Acronym List; Step 5 added Actions 2 – 4; Step 6 deleted actions for blank commitment item and blank functional area; replaced Step 7 with FBWT automated ACaRT reconciliation report; total revision of Step 8; changed Step 9 to Service Provider roles and responsibilities; Step 10 changed to SOD Format Verification; Step 11 changed to Reconciling Labor/DOI Labor Cost Voucher; Step 12 changed to Reconciling HHS/Letter of Credit; Step 13 changed to Civil Servant and Service Provider Cash Clinic; Step 14 changed to Civil Servant Oversight Sub Team – SOD spreadsheet and ACaRT reconciliation report; Step 15 changed to Month End Reconciliation; added Step 16 – Step 18; updated Appendices A through F; added Appendices G through J.</p> <ul style="list-style-type: none"> • Revision based on update to roles and responsibilities between Civil Servants and Service Provider personnel. Document originated under NSSC-FM-SDG-0007 and renumbered to NSSDG-9200-
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			0003 to align with SDNS numbering system adopted in March 2010
Revision	4.0	09/27/2011	<ul style="list-style-type: none"> Removed the numbering scheme on the A123 preventive and detective controls
Revision	5.0	10/18/2012	<ul style="list-style-type: none"> Added the control activities as listed on the A-123 process narratives; updated the SF224 review process on third business day; updated the FIDO process to change approvers during review.
Revision	6.0	06/01/2013	<ul style="list-style-type: none"> Updated titles within NSSC FBWT Branch and eliminate review from FMD Division Chief Updated CMP Listing to reflect changes (elimination of CMP 12.2, 2a.6 and change of 2d.3 to 2d.3a)
Revision	7.0	05/14/2014	<ul style="list-style-type: none"> Updated CMP titles Deleted FBWT Step #5 (ACART Reports Unidentified DRN Report (as needed)) and Step #12 ("NMO Only" Reconciling HHS (Letter of Credit (as needed))) Updated Step 1 to reflect the change of receiving various SAP reports from the NEACC Updated Steps #2 - #8 and #13 to reflect the Manual or Automated steps to perform actions Deleted UnidDRN report from Step #7, Action 1 Updated Step #8, Action 3 and Step #9, Action 1 due to change of FBWT webpage

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			<ul style="list-style-type: none"> • Updated Payroll/Labor Disbursements document types on Step 10, Action 1 • Updated Step #13, Action 2, #7 to reflect day 3 action • Updated process on Step #13, Action 4, #3 • Updated process on Step #16, Action 2, #22 • Revised Appendix A, B, and H to reflect changes • Updated ALC Listing to reflect Center name change
Revision	8.0	02/20/2015	<ul style="list-style-type: none"> • Updated CMP changes to include deletion of CMP 2a.1 and title changes to 2a.2 and 2a.3 • Removed Unidentified Document Reference Report • Added Note throughout the document that the FBWT macro has been updated to run all Treasury and ACART reports • Added Appendices K through O • Changed title of Statement of Differences (SOD) Report to FBWT Differences Reports Report • Added automated instructions using the FBWT macro to wash items in ACART • Updated the Payroll Reconciliation Process and added Note referencing Appendix L – DOI vs SAP Payroll Reconciliation • Updated the Prepare FMS 224 Report section to include

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			process as current GWA full reporters <ul style="list-style-type: none"> • Updated SGL Accounts in Appendix E • Updated Payroll SGL and doc types in Appendix G • Updated name of SOD report and added GWA Report to Appendix H
Revision	9.0	06/22/2015	<ul style="list-style-type: none"> • Updated SDG to new formatting requirements • Added Appendix R
Revision	10.0	01/20/2016	<ul style="list-style-type: none"> • FIDO process updated to include the complete consolidated FIDO uploaded to TechDoc (not only FWBT FIDO) • Added Appendix S- Monthly FIDO Process • Changed all references from Remedy to ServiceNow • Added the process of creating a ServiceNow ticket and assigning to FBWT L3 once GWA FMS 224's are posted
Revision	11.0	01/20/2017	<ul style="list-style-type: none"> • Add CMP Matrix monthly posting process • Add CMP Exception type designation process • Remove FIDO • Update MACRO data • Update format • Remove Section II and Section III review • Update Treasury report descriptions on the Transmission Summary report in the FMS 224 package
Revision	12.0	02/01/2018	<ul style="list-style-type: none"> • Add CMP Matrix automation process

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			<ul style="list-style-type: none"> • Add Current CMP SP Checklist • Delete Appendix P – Checklist outdated • Updated Appendix Alphabetical order • Replaced “SOD” With “FBWT Differences Report” throughout document • Updated HQ Donation Process in Appendix U
Revision	13.0	08/14/2018	<ul style="list-style-type: none"> • Add BOT automation that will run the FBWT Daily Reports from Treasury and ACART and save them on the N:Drive
Revision	14.0	02/28/2019	<ul style="list-style-type: none"> • Add Process 5: FBWT ServiceNow Escalation Process
Revision	15.0	02/18/2021	<ul style="list-style-type: none"> • Add RFC Cancellation Process • Split FBWT SDG into two documents. 1 daily SDG and 1 Monthly Reporting SDG
Revision	16.0	12/06/2022	<ul style="list-style-type: none"> • Add Return Payments Process 6 in new Scope App
Revision	17.0		<ul style="list-style-type: none"> • Update escalation process to include CS L3.

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1.0 Background

Fund Balance with U.S. Treasury (FBWT) (US Standard General Ledger Account 1010). FBWT is the aggregate amount of funds on deposit with Treasury. FBWT is increased by (1) receiving appropriations, re-appropriations, continuing resolutions, appropriation restorations, and allocations; and (2) receiving transfers and reimbursements from other agencies. FBWT is reduced by (1) disbursements made to pay liabilities or to purchase assets, goods, and services; (2) investments in U.S. securities (securities issued by Treasury); (3) cancellation of expired appropriations; (4) transfers and reimbursements to other entities or to the Treasury; and (5) sequestration or rescission of appropriations.

Reconciling FBWT accounts is a key internal control process. It assures the reliability of the Government's receipt and disbursement data reported by National Aeronautics and Space Administration (NASA). Therefore, NASA must perform timely reconciliation and implement an effective and efficient reconciliation process. NASA documents these reconciliations and makes them available to management, auditors and Treasury, if requested. NASA shall ensure that all adjustments are researched and traceable to supporting documents.

2.0 Purpose

To perform the daily Fund Balance with Treasury duties in order to prepare and report the Statement of Transactions (FMS 224) and associated reports to Treasury according to the accounting policy and related management requirements necessary to establish financial control over NASA's FBWT and other cash resources not part of the FBWT. The SP is responsible for documenting and maintaining all Macros/Scripts utilized in these processes.

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3.0 Applicability/Scope

The Cash Reconciliation Process focuses on reconciling the data maintained in NASA's financial accounting system, Systems Applications and Processes (SAP), with the data maintained by the U.S. Department of Treasury (Treasury). As part of this process, FBWT reviews account balances by appropriation and fund prior to submitting the Financial Management Service (FMS) 224 - Statement of Transactions report to Treasury.

The NASA Shared Services Center (NSSC) performs a Continuous Monitoring Program (CMP) Review and Reconciliation Activity package to help identify and account for any imbalances in the FBWT and suspense account items. The NSSC Chief, Financial Management Division (FMD) submits the report to the Center Deputy Chief Financial Officers (DCFO) as part of the monthly CMP package. After the Center has reviewed the CMP package, the Center DCFO sends the package to the NASA Headquarters Office of Chief Financial Officer (OCFO).

4.0 Records

Records shall be maintained in accordance with NPR 1441.1, NASA Records Retention Schedules.

5.0 Cancellation/Supersession of Previous Documents

This version (NSSDG-9200-0003 Revision 17.0) supersedes version 16.0 of the same document.

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PROCESS 1 - DAILY DOWNLOAD OF FUND BALANCE WITH TREASURY REPORT

Download Reports from Treasury and Upload SAP and Treasury Information into ACaRT

NSSC IT Service Provider:

On a daily basis, or more frequently as necessary during month/quarter/year end, the NSSC Information Technology (IT) Service Provider (SP) downloads the following reports from Treasury and receives from Agency Applications Office (AAO) the following SAP reports:

- A. SAP – General Table Display (Transaction Code SE17)
- B. SAP – Federal Payment Settlement List (Transaction Code ZFI AP PMT STAT)
- C. Treasury – Intra-Governmental Payments and Collections (IPAC) support listing (listing of IPACs from <https://ipac.fms.treas.gov/>)
- D. Treasury – TDO Payments (electronic payments and cancelled checks from CARS website at <https://gwa.fms.treas.gov/>)
- E. Treasury – Collection Voucher Support Listing (listing of cleared deposits from the CARS website at <https://gwa.fms.treas.gov/>)

NOTE: The information from Treasury is not real time. Treasury reports reflect data through the most recent business day before the reports are generated. However, SAP reports reflect data through the day before reconciliation.

- 1. The IT SP uploads the SAP and Treasury information into ACaRT. The ACaRT tool is used to generate the following types of transaction reports:
 - a. IPAC Variance Report
 - b. RFC Payment Variance Report
 - c. Deposit Variance Report

NOTE: See IT Work Instruction for ACaRT.

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STEP 1. FBWT Reconciliation- IPAC Reports

NSSC FBWT Service Provider:

Validate Treasury totals captured in ACaRT with actual Treasury totals and then prepare IPAC Variance spreadsheet each work day for previous day's activity during the report period.

NOTE: All steps going forward begin no later than the 4th business day of each month. This is due to FBWT Escalation Process.

MANUAL STEPS

1. ACaRT IPAC Reports - Run IPAC variance report from ACaRT and note Treasury total.
 - a. Access the ACaRT via internet at <https://acart.nssc.nasa.gov>.
 - b. Select Reports from Main Menu, Treasury IPAC/SAP Summary.
 - c. Select appropriate Business Area (See Appendix D, ALC Listing); Accounting Period (Appendix F, Fiscal Year/Periods); Fiscal Year (Appendix F, Fiscal Year/Periods)
 - d. Click 'Submit', Select 'Export Results to Excel' button, Save to "Desktop"; Open, Yes
 - e. Select File, Save as, Browse, Change Save as type to Excel Workbook
 - f. Save to N: drive, FAB/FBWT/Center/Month/Day as Center abbreviation, underscore, IPACVar, underscore, monthdayyear (mmddyy), initials of originator.
 - g. Click on spreadsheet tab, Right click on tab name, Click Move or Copy, Click in the checkbox next to Create Copy to create an exact copy of the 1st tab then OK.
 - h. Right click on the 1st tab, Click 'Rename', Rename first tab 'Original'.
 - i. Go to second tab, Rename second tab as 'CURRENT MTH IPAC VAR REPORT'.

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- j. On Second tab, Click on Row 5, Filter on Column I (Variance) and select Zero amount
 - k. Delete all "0" Variance Transactions and Un-filter.
 - l. Format to print landscape, all 'Columns' on one page and save
2. Run **Treasury** IPAC Sent and Received pdf reports to compare and validate to Treasury IPAC totals in ACaRT.
 - a. Log in to Treasury IPAC system via internet at <https://ipac.fiscal.treasury.gov/IPAC/>.
 - b. Click 'Query' button from left side of the main screen.
 - c. Click to select 'IPAC Transaction Report Selection' from the drop-down menu next to Report type.
 - d. Type the appropriate ALC in the field next to ALC under Parameters. (See Appendix D, ALC and Business Area (BA) list)
 - e. Leave Transaction Type default set to 'All Transaction types'.
 - f. Enter report start and end date (XX/XX/XXXX) in appropriate fields. (Start date will be beginning of the month and end date will be prior day)
 - g. Leave Third Party Submitter default set to 'Include'.
 - h. Select 'Totals Only' beside Sent by Your ALC.
 - i. Leave Output format default set to 'PDF'.
 - j. Leave Report format default set to 'Standard'.
 - k. Click 'Submit' at bottom right, Download when ready, Save to 'Desktop' (temporarily), Open file from Desktop; Go to File, 'Save as' to N Drive/FAB/FBWT/Center/Month/Current Day.
 - l. Name file as Center abbreviation, underscore, IPACSentTot, underscore, monthdayyear (mmddyyyy), initials of originator then save

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- m. On IPAC website click back button once on browser bar to return to IPAC Transaction Report Selection.
- n. Select "Totals Only" next to 'Received by Your ALC' at the bottom.
- o. Click 'Submit' at bottom right, Download when ready, Save to 'Desktop' (temporarily), Open file from Desktop, Go to File, 'Save as' to N Drive/FAB/FBWT/Center/Month/Current Day.
- p. Name file as Center abbreviation, underscore, IPACRcdTot, underscore, monthdayyear (mmddyyyy), initials of originator then save.
- q. On the IPAC Variance Report spreadsheet (second tab) add totals from IPACSentTot report and IPACRcdTot report to the bottom of Column G titled IPAC Sent Total and IPAC Rcd Total, subtotal these two amounts and save
- r. Compare this total to the total noted in Action 1 (Treasury amount from the IPAC Variance Report) to ensure AcaRT has all Treasury IPAC activity captured. If balanced, skip to Step 2.
- s. Submit ServiceNow ticket to IT and call IT Lead if there is a variance between Treasury and AcaRT totals.
- t. Notify all FBWT SP that totals do not match; reports will be available once the correction has been made in AcaRT.

STEP 2. FBWT Reconciliation- RFC Reports

NSSC FBWT Service Provider:

Validate Treasury RFC totals with AcaRT and prepare RFC Payment Variance spreadsheet each work day for previous day's activity during the report period.

MANUAL STEPS

1. Run Agency Confirmation Report in AcaRT to create Regional Financial Center Variance (RFCVar) report.

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- a. Access ACaRT via internet at <https://acart.nssc.nasa.gov>
 - b. Select Reports from Main Menu, then 'Agency Confirmation Report'
 - c. Select appropriate Business Area (See Appendix D, ALC Listing); Accounting Period (Appendix F, Fiscal Year/Periods); Fiscal Year (Appendix F, Fiscal Year/Periods)
 - d. Click 'Execute Query' button, Export Results to Excel' button, Save to 'Desktop' (temporarily), Open file from Desktop, Go to File, Save as, Browse, Change Save as type to Excel Workbook
 - e. Save to N: drive, FAB/FBWT/Center/Month/Day as Center abbreviation, underscore, RFCVar, underscore, monthdayyear (mmddyy), initials of originator.
 - f. Click on spreadsheet tab, Right click on tab name, Click Move or Copy, Click in the checkbox next to Create Copy to create an exact copy of the 1st tab then OK.
 - g. Right click on the 1st tab, Click 'Rename', Rename first tab 'Original'.
 - h. Go to second tab, Rename second tab as 'CURRENT MTH RFC VAR REPORT'.
 - i. On Second tab, Click on Row 3, Filter on Column H (Variance) by Zero amount
 - j. Delete all zero Variance Transactions and Un-filter
 - k. Sort second tab of Excel file by Column C
 - l. Format to print landscape, all 'Columns' on one page and save.
2. Run GWA TDO Payments report from Treasury to compare and validate the 'ALC Total' on the Agency Confirmation Report in ACaRT. (Manual Step)

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- a. Log into GWA via internet at <https://www.gwa.fms.treas.gov/>.
- b. Click Reports at top left of screen.
- c. Click TDO Payments under Support Listings.
- d. Click on correct Center ALC from the drop-down box next to ALC.
- e. Leave 'All' on drop-down menu next to RFC Code.
- f. Click the correct month, day, and year from the drop-down menus next to Begin Date (use current month, beginning of month, and current year).
- g. Click the correct month, day, and year from the drop-down menus next to End Date (use the current month, the day before the current day, and current year).
- h. Click Download button, then CSV beside Download Format, Download, Save to 'Desktop' (temporarily), Open file from Desktop, Go to File, Save As, Browse
- i. Save to N: drive, FAB/FBWT/Center/Month/Day as Center abbreviation, underscore, TDOPayTot, underscore, monthdayyear (mmddyy), initials of originator, Save.
- j. On the RFC Variance Report spreadsheet (second tab) add totals from TDO Payment Totals Report to the bottom of Column F (Certified No Check Net) titled 'TDO Pay Total' and save.
- k. Compare this total to the total noted in Action 1 (Treasury amount from the RFC Variance Report) to ensure ACaRT has all Treasury RFC activity captured. If balanced, skip to Step 3.
- l. Submit ServiceNow ticket to IT and call IT Lead if there is a variance between Treasury and ACaRT totals.

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- m. Notify all FBWT SP that totals do not match; reports will be available once the correction has been made in ACaRT.

STEP 3. FBWT Reconciliation-ACaRT Deposit/Debit Voucher Reports

NSSC FBWT Service Provider:

Validate Treasury Collection Voucher Support Listing totals with Treasury Amount Grand Total in ACaRT and prepare Deposit Ticket/Debit Voucher Variance spreadsheet each work day for previous day's activity during the report period.

MANUAL STEPS

1. Run Deposit Ticket/Debit Voucher Report in ACaRT to create DepVar spreadsheet. (Manual Step)
 - a. Access ACaRT via internet at <https://acart.nssc.nasa.gov>.
 - b. Select Reports from Main Menu, Deposit Ticket/Debit Voucher.
 - c. Select appropriate Business Area (See Appendix D, ALC Listing); Accounting Period (Appendix F, Fiscal Year/Periods); Fiscal Year (Appendix F, Fiscal Year/Periods)
 - d. Click 'Execute Query', Select 'Export Results to Excel' button, Save to 'Desktop' (temporarily), Open file from Desktop, Go to File, Save as, Browse, Change Save as type to Excel Workbook
 - e. Save to N; drive, FAB/FBWT/Center/Month/Day as Center abbreviation, underscore, DepVar, underscore, monthdayyear (mmddyy), initials of originator.
 - f. Click on spreadsheet tab, Right click on tab name, Click Move or Copy, Click in the checkbox next to Create Copy to create an exact copy of the 1st tab then OK.
 - g. Right click on the 1st tab, Click 'Rename', Rename first tab 'Original'.

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- h. Go to second tab, Rename second tab as 'CURRENT MTH DEP VAR REPORT'.
 - i. On Second tab, Click on Row 5, Filter on Column K (Variance) by Zero amount.
 - j. Delete all zero Variance Transactions and Un-filter.
 - k. Format to print landscape all 'Columns' on one page and save
2. Run CARS Collection Voucher Support Listing report from Treasury to compare and validate the "Treasury Amount Grand Total" on the Deposit Ticket/Debit Voucher Report in ACaRT.
- a. Log into CARS –
HTTPS://www.gwa.fms.treas.gov/gwa/reportsHome?SUBNAV_NAM E=Statement%20of%20Difference
 - b. Click on "Reports"
 - c. Click on "Statement of Difference" on 2nd header row
 - d. Under "Support Listings", Click "Collection Voucher Support Listing Filter"
 - e. Select appropriate ALC, Accounting period, leave as pdf, View Report, Save to 'Desktop' (temporarily), Open file from Desktop, Go to File, Save as, Browse
 - f. Save to N: drive, FAB/FBWT/Center/Month/Day as center abbreviation, underscore, DepTot, underscore, monthdayyear (mmddyy), report monthyear, initials of originator, Save
 - g. On the Deposit Variance Report spreadsheet (second tab) add total from Deposit Total Report to the bottom of Column I (Treasury Amount) titled 'Deposit Total' and save

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- h. Compare this total to the total noted in Step 3 Action 1 (Treasury amount from the Deposit Variance Report) to ensure ACaRT has all Treasury Deposit activity captured.
- i. Submit ServiceNow ticket to IT and call IT Lead if there is a variance between Treasury and ACaRT totals.
- j. Notify FBWT SP that totals don't match; reports will be available once the correction is made in ACaRT.

MACRO- ENABLED STEPS FOR ALL FBWT DAILY REPORTS

Running all Daily Reports

1. Install 'FBWT' macro from N:\Financial Accounting Branch\FBWT\Macros\fbwt.xlam
2. Run all Treasury Reports through Excel macro.
3. FBWT tab, Report Launcher button on the task bar
4. Select Center and Daily Treasury Reports in the drop downs

FBWT Reports

Today Only thru Yesterday This Mth Last Mth

ALC 80000001 - HQ - 10

Month Day Year

Begin Date 5 1 2015

End Date 5 11 2015

DAILY TREASURY REPORTS

Execute

Next the macro will prompt you to login in using your Fiscal Service Single Sign On log in

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The macro will run 3 CARS reports – 1. TDO Payment Report, 2. Collection Voucher Support Listing and 3. GWA Account Statement.

For NSSC Employees - NS... CARS for the Web Google NSSC Request Manageme... bReady Enterprise Home ... FBWT

Forgot your Password? Forgot your User Id? Register ?

BUREAU OF THE Fiscal Service
U.S. DEPARTMENT OF THE TREASURY

Log In To: <https://www.gwa.fms.treas.gov/gwa/Home>

Select an authentication method and enter your credentials

Log In using your Fiscal Service ID:

SSO User ID and Password ▶

SecurID Token

PKI Certificate

To log in using your Fiscal Service Single Sign On User ID and Password.

User ID:

Password:

Log In Reset

[Forgot your User Id?](#)

[Forgot your Password?](#)

5. Next the macro will prompt you save each report in the Center folder.

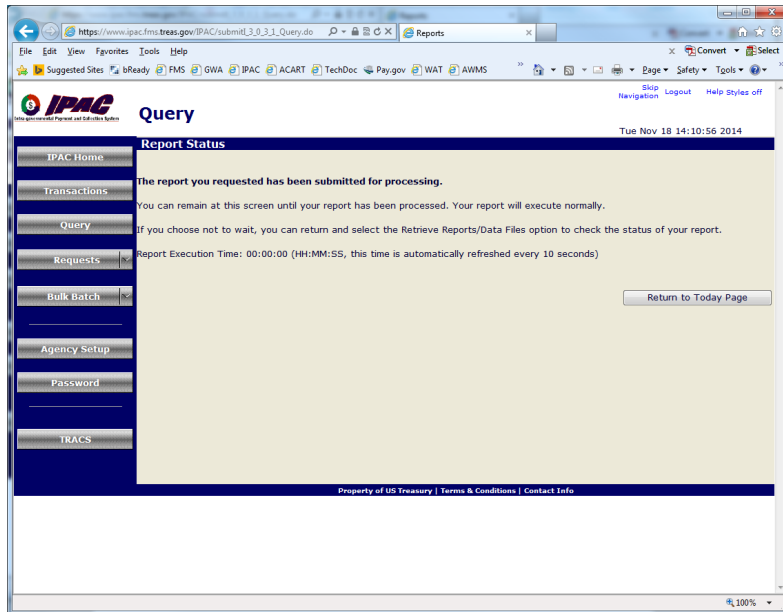
Save Workbook?

Would you like to save this workbook to N:\Financial Accounting Branch\FBWT\GSFC\FY 2015\2 November 2014\GSFC_11-18-14\GSFC_TDOPayTot_11-18-2014_kmparker.xlsx?

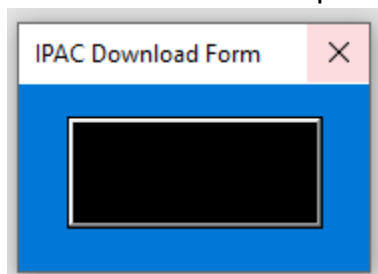
Yes No

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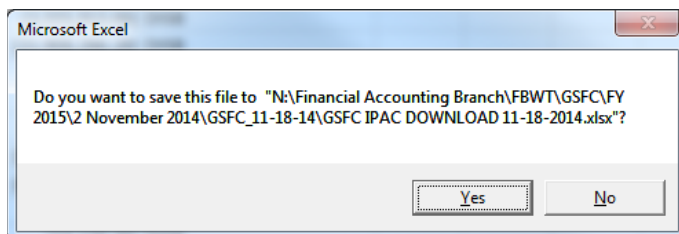
6. Next the macro will run the IPAC Download Report. This is the screen you will see when it is spooling for information. Select open.



7. When the download opens you will select this format button



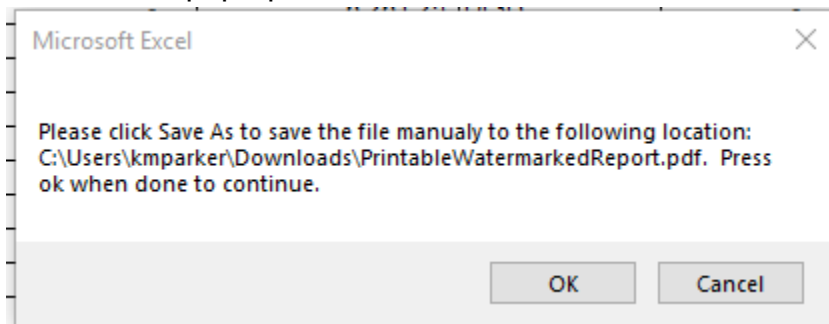
8. Select yes to save in proper folder



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IPAC DRN	Originating ALC	Customer ALC	Contact Email Address	Summary Amount	# Detail Items	Accomplished Date	Detail Line	Purchase Order Number	Detail Amount
2714254	80000002	80000001	judy.h.trowbridge@nasa.gov	1,049,257.00	77	11/3/2014	1	I3P ACES DMND ADV	12,000.00
2714254	80000002	80000001	judy.h.trowbridge@nasa.gov	1,049,257.00	77	11/3/2014	2	I3P ACES DMND ADV	50,000.00
2714254	80000002	80000001	judy.h.trowbridge@nasa.gov	1,049,257.00	77	11/3/2014	3	I3P ACES DMND ADV	20,000.00
2714254	80000002	80000001	judy.h.trowbridge@nasa.gov	1,049,257.00	77	11/3/2014	4	I3P ACES DMND ADV	105,000.00
2714254	80000002	80000001	judy.h.trowbridge@nasa.gov	1,049,257.00	77	11/3/2014	5	I3P ACES DMND ADV	105,240.50
2714254	80000002	80000001	judy.h.trowbridge@nasa.gov	1,049,257.00	77	11/3/2014	6	I3P ACES DMND ADV	132,000.00

9. Next report to run will be the TDO Payment Report –Select yes to save
10. Collection voucher support listing (Deposits)
11. GWA Account Statement – excel – verify date and select ok. When report opens, yes to save
12. GWA Account Statement – pdf - verify date and select ok. Select open, follow directions in pop-up box



13. Next it will run ACART reports – IPAC Variance, Deposit Variance, RFC Variance (TDO Payments), and the Recon Report.
14. As each report is run it will ask to open and save. Select yes and it will move on to the next ACART report.
15. When the last ACART report is run the macro will automatically close all the excel reports that are open.

****REPORTS ARE COMPLETE. NEXT TO BALANCE THE ACART RECONCILIATION REPORT**

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BOT PIONEER AUTOMATED STEPS FOR ALL FBWT DAILY REPORTS

1. ACaRT email is received from IT when ACaRT has been updated
2. ACaRT email kicks off Automated FBWT BOT DAILY reports
3. Email is received in FBWT Email box when reports are complete

STEP 4. FBWT Reconciliation- SAP Reports-Review for Blank and Mismatched Accounting Dimensions, Review for Appropriation of Funds AOF (801099, 801435, 803200 & 803220) activity for Gross Disbursements on SAP 224.

NSSC FBWT Service Provider:

Run reports from SAP to review activity for blank funds, blank ALC, blank business area and to review activity for mismatched ALC and business area. Review for AOF (801099, 801435, 803200 & 803220) activity for Gross Disbursements on SAP 224. Run Daily.

MANUAL STEPS (BA/ALC Reports)

1. Run SAP GR55 report by business area to check for blank or mismatched ALC on FBWT transactions.
 - a. Log into SAP. Type the GR55 search box and enter.
 - b. Report Group = ZAOF, then select execute (clock).
 - c. Fiscal year = current fiscal year. (See Appendix F, Fiscal Year/Periods); Company code = NASA; Period = Current accounting fiscal period in both fields; 'Or values' under Accounts = 1010.0000 to 1010.9999; 'Or values' field under Business Area Set ID = Appropriate BA (See Appendix D for a list of BAs by Center), Click Execute button (clock) to begin running the trial balance report.
 - d. Once the report appears, scroll to the bottom of the page where the total can be seen.

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- e. Use the 'Print Scrn' button on the keyboard or 'snipping tool' to make a print screen of the page and paste (Ctrl V) on a blank Word document.
 - f. Return to SAP, GR55 report displayed on the screen.
 - g. Under the header 'Variation: Characteristics', click on Agency Loc Cd.
 - h. Under the header 'Variation: Agency Loc Cd', click the paper icon next to the blank space (indicates blank ALC).
 - i. Use the 'Print Scrn' button on the keyboard or 'snipping tool' to make a print screen of the page and paste (Ctrl V) on the word document from Action 1-e.
 - j. Return to displayed SAP, GR55 report. Under the header 'Variation: Agency Loc Cd', click on each of the listed ALCs, scroll to the bottom of each page to display the **total** and do a screen print of each report result and add to the open Word document.
 - k. Under the header 'Variation: Characteristics', click on Fund; then under Variation: Fund: click on the triangle at left of Fund Set ID to display all funds
 - l. Click on Blank Fund; then print screen, add to the open word document.
 - m. Once all print screens are completed Add header to each page "Center abbreviation, underscore, Business Area, underscore, GR55BA, underscore, mm/dd/yyyy".
 - n. Click 'Save as', Browse, to N Drive/FAB/FBWT/Center/Month/Current Day
 - o. Name file as center abbreviation, underscore, GR55BA, underscore, monthdayyear (mmddyy), initials of originator then Save.
 - p. Note any differences between screenshots on the BA report. Investigate and report any differences needing corrective action.
2. Validate that business area (BA) is correct for Center's ALC.

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- a. Go back to GR55/ZAOF and delete Business Area; 'Or values' under Agency Location Code = Appropriate ALC (See Appendix D for list of BA by Center), click Execute button (clock) to begin running the trial balance report.
- b. Once the report appears, scroll to the bottom of the page to display total
- c. Use the 'Print Scrn' button on the keyboard or 'snipping tool' to make a print screen of the page and paste (Ctrl V) on a blank Word document.
- d. Return to the displayed SAP, GR55 report.
- e. Under the header 'Variation: Characteristics', click on Business Area
- f. Under the header 'Variation: Business Area', click on each of the listed business areas, scroll to bottom of page to display totals and do a screen print of each report result and paste each into the open Word document.
- g. Return to the displayed SAP, GR55 report.
- h. Under the header 'Variation: Characteristics', click on Fund; then under Variation: Fund: click on the triangle at left of Fund Set ID to display all funds.
- i. Click on the screen next to the blank space (this indicates a blank fund).
- j. Once the report appears, click on Blank Fund; then print screen, add to the open word document.
- k. Add header to each page "Center Abbreviation, underscore, Business Area, underscore, GR55ALC, underscore, mm/dd/yyyy.
- l. Click 'Save as', Browse, to N Drive/FAB/FBWT/Center/Month/Current Day
- m. Name file as center abbreviation, underscore, GR55ALC, underscore, monthdayyear (mmddyy), initials of originator then Save

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- n. Note any differences between screenshots on the ALC report. Investigate and report any differences needing corrective action.
3. Run SAP 224 to check for negative disbursements for miscellaneous receipt funds. Run report daily.
 - a. Log into SAP type the transaction code FMFG_E_SF224 in the open field on the main menu page, enter.
 - b. Click Variant icon, Delete NS #, execute
 - c. Highlight Variant name "Center SF224" (example- HQ SF224) from Variant Directory and click checkmark.
 - d. Verify that the following boxes have the correct data on the "Selection" tab: (Company Code= NASA, ALC, Last Posting Date of Period = Last day of current month, Fiscal Year = Current Fiscal Year, Fiscal Period = Current Fiscal Period; select all of the following: Full 224 Report, Include all internal ALCs, Create Detail Report in batch and Local Workstation) and click execute button.
 - e. SF-224 Statement of Transactions detail report will appear.
 - f. Scroll down and search for AOF 801099, 801435, 803200 & 803220 activity. Note any amount reported under the heading "Gross Disbursements" for above AOFs.
 Notify appropriate functional area to correct any amount under "Gross Disbursement" before month end SF224 reporting.

MACRO- ENABLED STEPS – BA/ALC Reports

1. Install FBWT macro from N:\Financial Accounting Branch\FBWT\Macros\fbwt.xlam.
2. Select BA-ALC Macro under Daily Reports Box.
3. Select Center
4. Select "Both" next to "BA/ALC?"
5. Select OK.

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6. Verify totals match on BA report.
7. Verify totals match on ALC report.

**MACRO- ENABLED STEPS - Review for Appropriation of Funds AOF
(801099, 801435, 803200 & 803220) activity for Gross Disbursements on
SAP 224**

1. Install FBWT macro from N:\Financial Accounting
Branch\FBWT\Macros\fbwt.xlam.
2. Select SOD, Recon, 224 button under Daily Reports Box.
3. Select Center, 224 Excel/GWA, Daily 224 Spreadsheet (1st box on left)
4. Allow on SAP screen, Yes
5. Difference should be zero

**PROCESS 2 – DAILY FUND BALANCE WITH TREASURY
RECONCILIATION REPORT**

FBWT Reconciliation-Treasury IPAC/SAP Summary

NSSC FBWT Service Provider:

Purpose: Begin reconciling cash variances and compiling daily documentation.

Frequency: Beginning on the 4th workday to be completed each workday for prior day's activities during period.

MANUAL STEPS – ACART UNAVAILABLE

Action 1. Create Current Day Recon spreadsheet from prior day

1. Open the Summary Recon spreadsheet from N: drive, Financial Accounting
Branch, FBWT, Center folder, Month folder.
2. Click in the Summary Recon on the previous day's tab.
3. Click the right mouse button.
4. Click 'Move or Copy'.
5. Click in the checkbox next to Create Copy.
6. Click on newly created tab.

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7. Click the right mouse button.
8. Click 'Rename'.
9. Rename tab as current date.
10. Delete 'Original Tab'.
11. In Cell A1 change thru date to prior day. In Cell A2 change Date to Current day

Action 2. Run SAP transaction register for 1010 accounts and update Summary Recon spreadsheet.

1. Log into SAP.
2. Type FMFG_E_TRANS_REG in the open field at the top left of the main menu screen.
3. Press Enter or click green checkmark.
4. Enter Current Fiscal Year in the General section at the top of the screen.
5. Enter the current posting period in the field next to 'Posting Period'.
6. Enter entry date corresponding to the first day of the month in the first field next to 'Entry Date' and enter the entry date of the previous calendar day in the second field: e.g., 4/1/08 to 4/20/08.
7. Remove any already populated data from the Funds Center field in the Specific Options section.
8. Enter the correct BA next to Business Area in the Specific Options section.
9. Enter 1010.0000 to 1010.9999 next to Account Number in the Specific Options section.
10. Uncheck 'Show by Original Document' box in the Options section.
11. Check 'Fill Text Descriptions'.
12. If available, click in the field next to Layout.
13. Click on correct layout.
14. Click Execute icon (clock).
15. When report displays, click the "buttons" next to each account number to compress the details and only show the totals in the Debit Amount, Credit Amount, and Tran. Currency columns.
16. Make a print screen of the transaction register page.

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Action 3. Populate Summary Recon spreadsheet with amounts from SAP transaction register and Treasury reports.

1. Review the softcopy documentation from Action 1 and Action 2.
2. Return to the open Summary Recon for the current day.
3. Enter the SAP totals for each 1010.XXXX account that correspond with the Disbursements, LOC and Deposits columns (Row 13).

HQ/NSSC - SAP Transaction Register thru date 02/17/2020							
HQ/NSSC - Reconciliation Current Date 02/18/2020			Disbursements:	LOC:	Deposits:		
			1010.5100,	1010.2000,	1010.4114,	1010.1000,	
			1010.6100,	1010.2500,	1010.5215,	1110.0000	
			1010.6155,	1010.2600,	1010.5220,		
			1010.6300,	1010.2999	1010.5225,		
			1010.8100,		1010.5240,		
			1010.9821		1010.5255,		
					1010.6150,		
					1010.8200,		
					1010.8300,		
					1010.8400,		
					1010.9888		
						Totals	
SAP			(69,363,645.46)	(10,923.54)	366,536.62	-	(69,008,032.38)
LOC				10,923.54			

4. Review the softcopy TDOPayTot report referenced in Process 1, Step 2.
5. Enter the 'ALC 80XXXXXX Total' (same sign) amount from the TDOPayTot report into Column D of the Summary Recon Spreadsheet in the cell next to TDO Payment at the bottom of the Recon Report

91	TDO Payments (CARS) (Step 3 AA to LL)	57,755,261.20
----	---------------------------------------	---------------

6. Enter the Grand Total (same sign) from the bottom of the IPACRcdTot and IPACSentTot report into Column D of the Summary Recon spreadsheet in the cell to next to Treasury IPACS at the bottom of the Recon Report (See Process 1, Step 1)

92	Treasury IPACs (Step 2 HH to AAA and LLL to OOO)	2,946,788.90
----	--	--------------

7. Review the softcopy DepTot report.
8. Enter the Grand Total (opposite sign) into Column F of the Summary Recon spreadsheet in the cell next to Collection Voucher Support Listing (CARS) at the bottom of the Recon Report (See Process 1, Step 3)

	Collection Voucher Support Listing (CARS)	(378,334.87)
--	---	--------------

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9. Note the amount in Column D and Column F in the 'Difference' row of the Summary Recon Spreadsheet. If this is not zero you will need to research to find the reason for the variance to net this amount to zero.

Action 4. Populate the Summary Recon spreadsheet with new variances and delete cleared variances. Also, track clearing of prior month items.

1. Review softcopy IPACVar report for current month activity.
2. Update the Summary Recon Spreadsheet (in 'Current Month IPACs' section, Column D) with any IPAC variances from the current month that are not yet posted in SAP.
3. Enter the IPAC DRN in Column A of the Summary Recon spreadsheet: e.g., '12345678'.
4. Delete any IPAC variances from the Summary Recon (in 'Current Month IPACs' section, Column D) that were previously not in SAP but have now cleared.
5. Update the Summary Recon Spreadsheet (in Prior Month Transactions section, should be Column D) with any IPAC amounts that posted in SAP in the 'current' period to clear IPACs that occurred in a prior month (use opposite sign from the sign in SAP).
6. Enter the SAP Doc Number, IPAC DRN and SGL # in Column A of the Summary Recon spreadsheet: e.g., 1400004267 – 029102140001 – SGL 1010.5100 will clear prior month FBWT Differences.
7. Review softcopy RFCVar report for current month activity.
8. Update the Summary Recon (in 'TDO Payments' section, Column D) with any RFC (vendor payments) variances from the current month that are not yet posted in SAP.
9. Enter the payment schedule number and check range from TDO Payment Report into Column A of the Summary Recon spreadsheet: e.g. 200206036 - 01354505 01354505.
10. Delete any RFC variances from the Summary Recon Spreadsheet (in 'TDO Payments' section) that were previously not in SAP but have now cleared.
11. Update the Summary Recon Spreadsheet (in Prior Month Transactions section, should be Column D) with any amounts that posted in SAP in the 'current' period to clear unconfirmed RFCs that occurred in a prior month (use opposite sign from the sign in SAP).

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12. Enter SAP Doc Number, SAP Reference text, and SGL # in Column A of the Summary Recon spreadsheet: e.g., '1400004567 – TREASNASA12345 – SGL 1010.5100'.
13. Review softcopy DepVar report for current month activity.
14. Update the Summary Recon Spreadsheet (in Current Month Deposits section, Column F) with any deposit variances from the current month that are not yet posted in SAP (same sign).
15. Enter the Treasury DRN number of the deposit variance in Column A of the Summary Recon spreadsheet: e.g., '124567'.
16. Delete any deposit variances from the Summary Recon (in 'Current Month Deposits' section) that were previously not in SAP but have now cleared.
17. Update the Summary Recon Spreadsheet (in the 'Prior Month Deposits' section, in the column tied to 1010 account item posted to; should be Column F) with any amounts that posted in the 'current' period to clear deposits that occurred in a prior month (use opposite sign from the sign in SAP) .
18. Enter SAP Doc Number, SAP Reference text, and SGL # in Column A of the Summary Recon spreadsheet: e.g., '1400004268 – 00124567-001 – SGL 1010.5215'.
19. If the Total SAP 224 amount is more than Total Treasury Confirmations amount in bottom section, then review SAP for prior day transactions that may need to be added to the Summary Recon Spreadsheet.
20. Once these items have been added, review the amount in 'Difference' row of Column D, E, F, G in the bottom section of the Summary Recon spreadsheet; amount should be zero but if not, proceed to **Action 5**.

Action 5. Utilize SAP transaction register to identify postings to SAP that are not captured in ACaRT such as labor and PCS taxes.

1. Return to transaction register report display in SAP.
2. Click Account header, 'Filter' icon (funnel) by 1010.8100, enter,
3. Click on the Document Type header, 'Subtotal' icon (E/E), click white buttons to compress to Totals only

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DT	User name	DocumentNo	Account	Σ	Debit Amount	Σ	Credit Amount	Σ	Trans. Currency	Re
KD							6,204,415.77			6,204,415.77-
KI					556,893.89		7,825,113.12			7,268,219.23-
KZ					37,772.00					37,772.00
XB					89,844.07		89,844.07			
XD					2,049.91		12,207,900.14			12,205,850.23-

- Look for amounts posted to document type XD.
- If there are postings to XD check the amount to see if it matches the amount of the difference from **Action 4, #20**; if so, update the Summary Recon spreadsheet in Payroll section with this amount (opposite sign from SAP; if the difference is closer to zero proceed to next action).
- Return to SAP transaction register report and review data showing the totals for XD.
- Next click the "button" beside document type KI to expand.
- Look in the text field for postings that reference a travel authorization number: e.g., 64-SSC0700992 or 64CP06T370. (It also helps to use the NS# of anyone posting PCS/ETDY taxes).
- Click on the Text header, then 'Filter' icon.
- Type in the Center BA followed by an asterisk to filter for postings with the travel authorization in the text field indicative of a PCS Tax posting: e.g., 64*(sometimes there will be other center BA numbers shown), then enter
- Click on the document in the SAP transaction register to be sure the document posting references PCS Taxes (should say Center PCS or ETDY Taxes in the Doc. Hdr Text of the document).
- Add posting amounts for PCS Taxes to the XD amount to see if this is the total difference; if so, update the Summary Recon spreadsheet to show the total XD amount and the total KI doc type for PCS taxes.
- Once these items have been updated, review the amount in 'Difference' row of Column D, E, F, G in the bottom section of the Summary Recon spreadsheet; amount should be zero in all cells. Save spreadsheet

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MANUAL STEPS – ACART AVAILABLE

ACaRT reconciliation report process in ACaRT database each work day for previous day's activity during the report period.

1. Log into ACaRT to run automated reconciliation report. Validate that all Treasury items have been entered in SAP or that outstanding items and clearing of prior month FBWT Differences are captured and analyzed.
 - Note: SAP control totals for disbursements, LOC and deposits are automatically populated at the top of the Automated ACaRT Reconciliation Report. The LOC column below the SAP column is a validation for (1010.2000, 1010.2500 and 1010.2999).
 - Note: The ACaRT reconciliation report calculates the differences between the amounts posted in the current period in SAP per the transaction register and the Treasury transaction amounts for the current month.
 - Note: IPACs – Prior month entries should clear a Statement of Difference with Treasury for the month the IPAC occurred or current month outstanding IPACs not recorded in SAP.
 - Note: Variances on the RFCVar report can be caused by 1) payment confirmations from Treasury not posted into SAP or 2) Treasury errors such as duplicate posting or non-posting of data, or 3) reversals out of SAP that did not get re-entered into SAP with DRN number or to go with a canceled payment.

Action 1. Run Daily Reconciliation Report From ACART

1. Access the ACaRT via internet at <https://acart.nssc.nasa.gov>
2. Select Tools tab from Main Menu then Reconciliation Report from the drop-down box.

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3. Select appropriate Business Area (See Appendix D, ALC Listing); Accounting Period (Appendix F, Fiscal Year/Periods); Fiscal Year and Execute Year (Appendix F, Fiscal Year/Periods)
4. Click 'Execute Query', Select 'Export Results to Excel', Save to Desktop (temporarily), Open file from Desktop, go to file, Save as, Browse, Change Save as type to Excel Workbook
5. Save to N: drive, FAB/FBWT/Center/Month/Center ACART Recon folder as Center abbreviation, Recon, underscore, month-day-year (mm-dd-yyyy).
6. Click on spreadsheet tab, Right click on tab name, Click Move or Copy, click in the checkbox next to Create Copy to create an exact copy of the 1st tab then OK.
7. Right click on the 1st tab, click 'Rename', Rename first tab 'Original'.
8. Go to second tab, Rename second tab as 'CURRENT DATE' (mm-dd-yyyy).
9. Format Columns D through H as Accounting with 2 decimals.
10. Validate SAP control totals on Recon report with SAP transaction register totals by (disbursements, Letter of Credit LOC, Deposits)

HQ/NSSC - SAP Transaction Register thru date 02/10/2020		Disbursements:	LOC:	Deposits:		
HQ/NSSC - Reconciliation Current Date 02/11/2020		1010.5100, 1010.6100, 1010.6155, 1010.6300, 1010.8100, 1010.9821	1010.2000, 1010.2500, 1010.2600, 1010.2999	1010.4114, 1010.5215, 1010.5220, 1010.5225, 1010.5240, 1010.5255, 1010.6150, 1010.8200, 1010.8300, 1010.8400, 1010.9888	1010.1000, 1110.0000	
SAP						Totals
LOC		(46,007,070.16)	(5,904.19)	365,878.85	-	(45,647,095.50)
			5,904.19			

11. Validate that the Treasury control totals on Recon report match totals from Daily Treasury reports (TDO, IPACs sent and received, and Deposit Total).

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TDO Payments (CARS) (Step 3 AA to LL)		28,016,500.19		
Treasury IPACs (Step 2 HH to AAA and LLL to OOO)		17,884,115.23		
Collection Voucher Support Listing (CARS)				(377,566.85)

12. Check for items that wash (debit and credit = zero) but are still reported on the reconciliation report (ex. Reversals/re-entries, original IPACs/rejection IPACs). See 'Wash Items from Recon' below.

13. Conduct analysis of outstanding variances between SAP and Treasury because reconciliation difference must be 'zero'

Difference					
------------	--	--	--	--	--

14. Check for offsets between deposit and disbursement accounts

Action 2. Run SAP transaction register for 1010 accounts and update Summary Recon spreadsheet.

1. Log into SAP.
2. Type FMFG_E_TRANS_REG in the open field at the top left of the main menu screen, hit enter
3. Company code = NASA; Fiscal year = current fiscal year. (See Appendix F, Fiscal Year/Periods); Posting Period = Current accounting fiscal period; Entry Date = 1st day of month through prior day e.g., 4/1/08 to 4/20/08.
4. Remove any already populated data from the Funds Center field in the Specific Options section.
5. Business Area = appropriate Center BA (See Appendix D, Agency Location Code (ALC) Listing)
6. Account Number = 1010.0000 to 1010.9999
7. Uncheck 'Show by Original Document' box in the Options section.
8. Check 'Fill Text Descriptions.
9. Click in the field next to Layout and select correct layout, execute (clock).

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Federal Transaction Register

General

Company Code: NASA to

Fiscal Year: 2020 to

Posting period: 5 to

Posting Date: to

Document Date: to

Ref. document number: to

Smart Doc. Number: to

Entry Date: 02/01/2020 to 02/10/2020

Time of Entry: 00:00:00 to 00:00:00

User name: to

Specific Options

Funds application: to

Fund: * to

Funds Center: * to

Funded Program: to

Functional Area: to

Business Area: 10 to

Profit Center: to

Account Number: 1010.0000 to 1010.9999

Option

☐ Show by Original Document

☒ Fill Text Descriptions

☐ Use Secondary Derivation

Reporting

Layout: CASHRECON

- When report displays, click the “buttons” next to each account number to compress the details and only show the totals in the Debit Amount, Credit Amount, and Tran. Crcy columns.
- Press Ctrl, Alt and Print Scrn to make a print screen of the transaction register page and paste under Payroll worksheet at the bottom of the Recon Report

Federal Transaction Register											
Period	Posting Date	Entered on	Document Date	Funds Ctr	DT	User name	DocumentNo	Account	Debit Amount	Credit Amount	Trans. Currency
								1010.2000	5,904.19	5,904.19	
								1010.5000	700,000.00	700,000.00	
								1010.5100	6,684,893.76	9,648,647.84	2,963,754.08
								1010.5215	360,188.00		360,188.00
								1010.5240	112.01		112.01
								1010.6100	13,335.46	23,955,437.63	23,942,102.17
								1010.8100	686,515.23	19,787,729.14	19,101,213.91
								1010.8300	3,570.84		3,570.84
								1010.8400	2,008.00		2,008.00

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Action 3. Adding FBWT Reason Codes to Recon

- For Deposits, go to Service Now and search on Deposit Treasury DRN – add FBWT Reason Code, FMC#, Customer and amount in Comments Field Column I (ex. AR Advance pending Center posting – FMC0231574 – FEDEX - \$500.00). Go into case to verify FBWT Reason Code is correct

Case	Dollar Amount	FBWT Reason	Document Reference Number ▲	Customer
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="*482910"/>	<input type="text" value="Search"/>
<u>FMC0246369</u>	\$12.00	AR Collection pending NSSC posting	00482910-001	<u>WILLIAM TODD</u>

- Prior Month Deposits
 - Clears Prior Month FBWT Difference
 - AP or AR Reversal pending...
 - Accounting moves for whatever reason

PRIOR MONTH DEPOSITS	AR or AP by GL	DOC DATE	DATE ENTERED				
1600000149 - 00150960-001 - SGL 1010.5215		1/4/2016	2/16/2016	1. Clears Prior month SOD	(48,474.71)		Clear prior month SOD
1400000893 - 00608747-002,ADV,SO 32699 - SGL 1010.5225		1/28/2016	2/2/2016	2. AR/AP Reversal	(33.81)		Clear prior month SOD
1400000894 - 00608747-002,ADV,SO 32698 - SGL 1010.5225		1/28/2016	2/2/2016	depending on GL Account	(1,318.63)		Clear prior month SOD
1400000889 - 00863751-002,ADV,SO 32412 - SGL 1010.5240		1/29/2016	2/1/2016	3. JV moves	(429.74)		Clear prior month SOD
1400000890 - 00863751-002,ADV,SO 32411 - SGL 1010.5240		1/29/2016	2/1/2016	This section comes from SAP entries due to Doc Date and GL Account	(16,759.71)		Clear prior month SOD
1400000912 - 00863751-009,ADV,SO 32875 - SGL 1010.5240		1/29/2016	2/5/2016		(3,577.64)		Clear prior month SOD
1400000913 - 00863751-009,ADV,SO 32876 - SGL 1010.5240		1/29/2016	2/5/2016		(91.73)		Clear prior month SOD

- Current Month Deposits
 - AR Collections pending either Center or NSSC action
 - Travel or AP Refunds
 - AP or AR Reversal – original Deposit will show up as outstanding

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CURRENT MONTH DEPOSITS	DOC DATE				
520156 New Treasury Deposits	2/2/2016	Unposted Checks Report - use Deposit Details button to add to Recon	2,161.44		AR Advance pending Center posting - FMC20163 Japan Aerospace Exploration Agency - \$2,161.44
150974 Current Month Only	2/16/2016	Service Now search	405,424.00		AR Advance pending Center posting - FMC0022127 - MOOG INC - \$405,424.00
616917	2/16/2016		28.87		Travel Refund or Overpayment pending NSSC posting - FMC2066 - Jeffrey Bolognese - \$28.87
863762 ←	2/17/2016	Incorrect DRN in SAP	11,266.64	needs to be corrected	PENDING DRN CORRECTION

2. Prior Month Transactions – SAP transactions by AP or AR by GL
 - a. Clears Prior Month FBWT Difference
 - b. AP or AR Reversal pending...
 - c. Accounting moves for whatever reason

PRIOR MONTH TRANSACTIONS	DOC DATE	DATE ENTERED			
1500047481 - 021150170004 NNG10AZ021 - SGL					
1010.8100 AR or AP by GL	10/18/2013	2/4/2016	(1,138.13)	Same scenarios as Prior Month	Manual 224 adj for Oct 2013/Feb 2016
1500043188 - 8498528T0005 A0MEM - SGL 1010.8100	10/20/2015	2/8/2016	(31.36)	Deposit Section	AP IPAC pending Goods Receipt

3. Current month IPACs, open IPAC Download Report from today in N Drive Center Daily Folder and search by IPAC DRN – add a general description of IPAC type to Recon in Comments field such as “GPO, OPM, NARA, FEDMIL. You will add full comment to Recon after working FBWT Differences Report
 - a. AP and AR IPACs pending...
 - i. NSSC or Center action
 - ii. Rejection pending Reversal
 - iii. Clears Prior Month FBWT Difference
 - iv. DOI IPACs to clear payroll and PCS/TDY Taxes

CURRENT MONTH IPACS	ACCOMPLISHED DATE			AP IPAC Comments come from	
082A819G AP and AR Treasury	2/10/2016	(1,651.82)	IPAC Download		AP IPAC pending Center cost
2714582	2/11/2016	1,138.13			Manual 224 adj for Oct 2013/Feb 2016
1160418 Documents	2/12/2016	(20,407,371.76)	Invoice Stat Report/FBLIN		Clears with PP201604, 2/11/2016
16007032	2/12/2016	(1,015.07)	Transaction Register for newly posted		AP IPAC pending Center Cost
785HV5D4	2/12/2016	(15,963.20)	IPACs (Resolved today)		AP IPAC pending Center Cost
785HV5DF	2/12/2016	(8,334.60)			AP IPAC pending Center Cost
785HV5DM	2/12/2016	(28,437.39)			AP IPAC pending Center Cost
785HV5DN	2/12/2016	(875.85)	AR IPACs in Services Now only		AP IPAC pending Center Cost
785HV5DR	2/12/2016	(8,770.87)			AP IPAC pending Center Cost

4. TDO Payments
 - a. AP payment Schedule pending SAP clearing – Unconfirmed DIT
 - b. AP EFT Cancellations pending NSSC Reversal

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- c. Foreign Payments pending NSSC posting
- d. Current Month Doc Date AP Reversal...
- e. Non-224 Offset Transactions – AR Refunds

TDO PAYMENTS	CONFIRMED DATE						
160209038 - 54436567 54436567	2/10/2016	(120.35)	AP Payments				Offset between 1010.6100 to 1010.5215
0000GF027 - 00000000 00000000	2/17/2016	(5,500.00)	AP EFT Cancellations 310-#-###				AP Foreign Payment pending NSSC posting
160216004 - 02102173 02102195	2/17/2016	(11,802,467.15)	Foreign Payments 0000GF###				
160216006 - 02102159 02102163	2/17/2016	(16,682.39)					
160216017 - 02102003 02102014	2/17/2016	(4,873.98)	Current month Doc Date AP Reversals				
160216025 - 05648259 05648306	2/17/2016	(28,231.24)					
160216028 - 54637828 54637828	2/17/2016	(48,474.71)	Offsets - AR Refunds				

- 5. Other Section – Items added manually to Balance Recon
 - a. Non-224 Offset Transactions – between disbursement and collection account
 - b. DRN Corrections
 - c. Salary Offsets pending...
 - d. Current Month SAP Entries pending...

OTHER	DOC DATE	DATE ENTERED	Items added to Balance Recon	Offsets - TDO Pmts	
1800000729 - - SGL 1010.5100	2/9/2016	2/10/2016	(0.04)		SAP Entry pending Center correction
1300043977 - TREASASA 16060 - SGL 1010.5215	2/10/2016	2/11/2016		120.35	Offset between 1010.6100 to 1010.5215
2400004282 - - SGL 1010.5100	2/17/2016	2/17/2016	120.44		SAP Entry pending NSSC IPAC
1400003806 - 0086362-001,ADV,SO 33044 - SGL 1010.5240	2/17/2016	2/17/2016		(10,984.97)	PENDING DRN CORRECTION

****NOTE** Complete FBWT Reason Code can be found in the dropdown on the FBWT Differences Report Spreadsheet. Add complete comment to the Recon**

- e. In ACART add comments from Recon by selecting the pencil and typing in the appropriate reason for the item. Comments should reference who has action (NSSC/Center/Agency) and what is pending (cost/funding/GPO/GSA/support documentation, etc.).

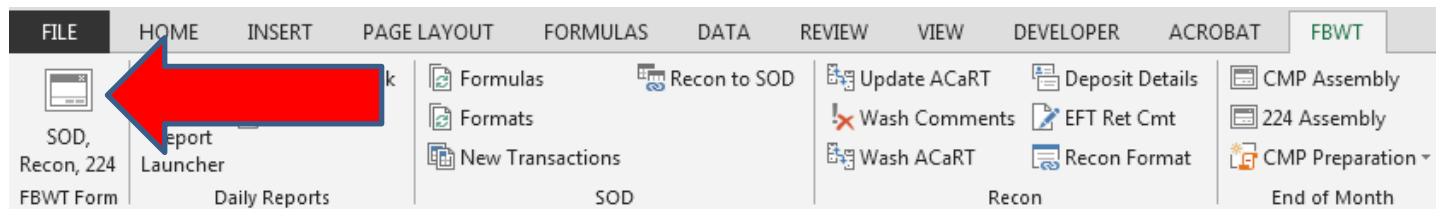
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CURRENT MONTH IPACS	ACCOMP DATE							
W 00215443	03/02/2020		21,186.00					
W 00215445	03/02/2020		(13,406.87)					
W 00215446	03/02/2020		106.85					
W 02715990	03/02/2020		981,797.00					
W 02805109	03/02/2020		18,698.45					
W 03005646	03/02/2020		14,230.00					

- f. Click refresh icon on the webpage after making any changes

MACRO- ENABLED STEPS

1. Install FBWT macro from N:\Financial Accounting Branch\FBWT\Macros\fbwt.xlam.
2. Open Excel, go to FBWT Tab, and select 'SOD, Recon, 224' button on the far left



3. Select Center and 'Recon Only' to open the Recon run today. Go back to FBWT tab and select 'SOD, Recon, 224' button again and select 'Prior Day Recon' to open Recon run yesterday.

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4. When the prior day recon is open scroll to the section below the Recon – “Center_BA_PAYROLL & DAILY DIT WORKSHEET BACKUP for ACaRT RECONCILIATION REPORT”
5. Copy this section and paste on the Recon run today. You will use this information later.

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COLUMN TOTALS		(7,094,498.36)	28,511,365.62	483,641.57	-	21,900,508.83
TDO Payments (Goals II) (Step 3 AA to LL)		125,866,280.82				125,866,280.82
Treasury IPACs (Step 2 HH to AAA and LLL to OOO)		(59,702,768.63)				(59,702,768.63)
CashLink (or Goals II-Statement of Difference)				(1,870,026.05)		(1,870,026.05)
Total Treasury Confirmations		66,163,512.19	-	(1,870,026.05)	-	64,293,486.14
Difference		-	-	-	-	-
GSFC_51 - PAYROLL & DAILY DIT WORKSHEET BACKUP for AcaRT RECONCILIATION REPORT						
Date: 11/17/2014						
Payroll Details as shown in SAP	DT	Amount as shown in SAP	Comments			
Payroll 1010.8100 (without PCS Tax)	XD	19,190,677.61	B201423 11/6/14			
Payroll 1010.8100 (without PCS Tax)	XD					
DOI IPAC for Payroll (not in SAP) Total Charged to Appropriation	DOI IPAC	(19,193,836.29)	IPAC DRN 1115285			
DOI IPAC for Payroll (not in SAP) Total Charged to Appropriation	DOI IPAC					
PCS Taxes 1010.6100	KI	675.86	11/5/2014 Doc 1500002203			
PCS Taxes 1010.6100	KI					
	KI					
PCS Taxes 1010.6100	KI					
PCS Taxes 1010.6100	KI					
	KI					
ExTDY IPAC	IPAC					
ExTDY IPAC	IPAC					
TRUE OUTAGE		(2,482.82)				
DAILY DIT CALCULATION						
Previous Day DIT Unconfirmed Amount from Reconciliation (enter as debit)		25,505,174.62				
SAP TRESANASA amount cleared for current transaction reg day only (enter as credit)		(25,505,174.62)				
Difference due to previous unconfirmed DIT		-				
TDO amounts for current transaction register date only (enter as debits)						
Schedule Num.	Date	Amount	Comments			
141113022	11/14/2014	9,130.75				
141113024	11/14/2014	23,467.30				
141113032	11/14/2014	201,944.38				
141113048	11/14/2014	505.99				

6. On Current Day Recon spreadsheet, go to FBWT tab, select Recon Format

FILE	HOME	INSERT	PAGE LAYOUT	FORMULAS	DATA	REVIEW	VIEW	DEVELOPER	ACROBAT	FBWT
SOD, Recon, 224 FBWT Form	Report Launcher	Unposted Chk Reversals	Formulas Formats New Transactions	Recon to SOD	Update ACaRT Wash Comments Wash ACaRT	Deposit Details EFT Ret Cmt Recon Format	CMP Assembly 224 Assembly			
	Daily Reports		SOD		Recon		End of Month			

7. Prior day Payroll-XD amount will be copied and added to current day recon. Prior day TDO amount from the section below will be moved to DAILY DIT CALCULATION. Current TDO payments on Recon will be moved to bottom section.

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8. This amount will move to the DAILY DIT CALCULATION and the current TDO payments will replace these.
9. Open SAP and run Transaction register for the current month, in SAP use T-Code "FMFG_E_TRANS_REG" - Transaction Register
10. Open Find Variant – this is run per center. "Center letters then transreg" (gsfctransreg) and delete your NS# in Created by

The screenshot shows the 'Find Variant' dialog box in SAP. The 'Variant' field is populated with 'gsfctransreg'. The 'Environment' field is empty. The 'Created by' field is highlighted in yellow. The 'Changed by' field is empty. The 'Original language' field is empty. There are five yellow arrow buttons on the right side of the dialog. At the bottom left, there are two icons: a green checkmark and a red X.

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Federal Transaction Register

Federal Transaction Register

General

Company Code	NASA	to		→
Fiscal Year	2015	to		→
Posting period	2	to		→
Posting Date		to		→
Document Date		to		→
Ref. document number		to		→
Entry Date	11/18/2014	to		→
Time of Entry	00:00:00	to	00:00:00	→
User name				→

Specific Options

Funds application		to		→
Fund		to		→
Funds Center	*	to		→
Funded Program		to		→
Functional Area		to		→
Business Area	10	to		→
Profit Center		to		→
Account Number	1010.1000	to	1010.9999	→

Option

☐ Show by Original Document

☒ Fill Text Descriptions

☐ Use Secondary Derivation

Reporting

Layout CASHRECON

11. A personal Layout will have to be created and saved on your own computer before this will run
12. This screen shot will be placed under the payroll section you pasted on the recon for today.

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Federal Transaction Register

Entered on	Doc. Date	Funds Ctr	DT	User name	DocumentNo	Account	Debit Amount	Credit Amount	Trans. Currency	Ref
						1010.2000	506,000.00	642,000.00	136,000.00-	
						1010.2999		506,000.00	506,000.00-	
						1010.5100	29,234,541.40	5,946,884.76	23,287,656.64	
						1010.5215	57.36	582.28	524.92-	
						1010.5225	416.38	3,455.99	3,039.61-	
						1010.5240	528.28	142.75	385.53	
						1010.6100	1,128,213.34	56,815,937.72	55,687,724.38-	
						1010.6150	30,998.15		30,998.15	
						1010.8100	141,396.77	20,735,964.14	20,594,567.37-	
						1010.8400		156.08	156.08-	

BALANCING THE RECON

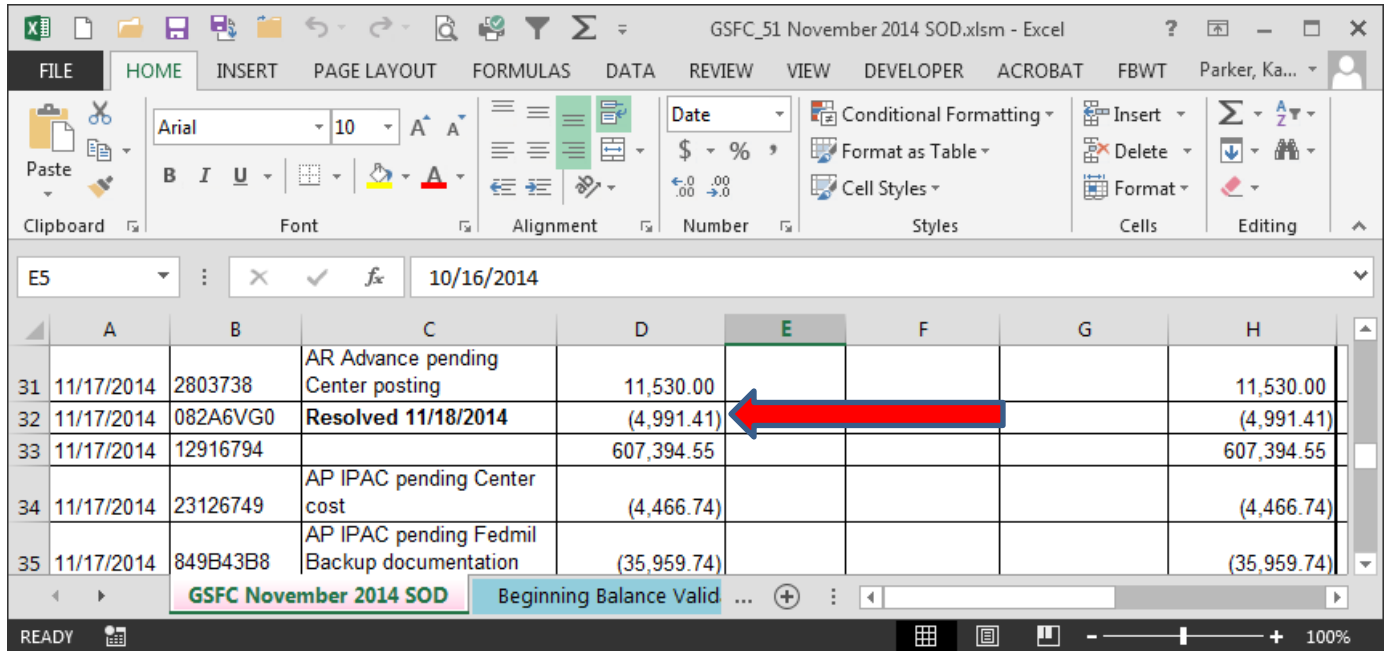
1. The goal is for the two yellow boxes "Difference" to be zero. If it is not, then we will use SAP and ACART to determine the reason for the outage and make that addition or deletion on the Recon as needed.

Total SAP 224		(71,456,326.71)	-	1,870,087.72
COLUMN TOTALS		(5,042,917.39)	31,708,634.54	436,752.64
TDO Payments (Goals II) (Step 3 AA to LL)		131,622,994.00		
Treasury IPACs (Step 2 HH to AAA and LLL to OOO)		(60,166,667.29)		
CashLink (or Goals II-Statement of Difference)				(1,870,087.72)
Total Treasury Confirmations		71,456,326.71	-	(1,870,087.72)
Difference		-	-	-

2. Once the Recon is balanced you will need to transfer and remove items on the FBWT Differences Report

You will remove items that are on the FBWT Differences Report but posted in SAP yesterday. For example, yesterday the IPAC on the FBWT Differences Report below in the amount of (4,991.41) was posted in SAP (so we marked it resolved yesterday). Today we will remove that item from the FBWT Differences Report since it is no longer outstanding. The same with any other items on the FBWT Differences Report that were posted in SAP the prior day. It is best to go open the transaction register for yesterday only and remove the items that are posted.

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GSFC_51 November 2014 SOD.xlsm - Excel

	A	B	C	D	E	F	G	H
31	11/17/2014	2803738	AR Advance pending Center posting	11,530.00				11,530.00
32	11/17/2014	082A6VG0	Resolved 11/18/2014	(4,991.41)				(4,991.41)
33	11/17/2014	12916794		607,394.55				607,394.55
34	11/17/2014	23126749	AP IPAC pending Center cost	(4,466.74)				(4,466.74)
35	11/17/2014	849B43B8	AP IPAC pending Fedmil Backup documentation	(35,959.74)				(35,959.74)

READY

WASH ITEMS FROM RECON

Manual Instructions to Wash Items

- In ACaRT, use the 'Wash' feature to delete those items that are correct and should be removed.
 - Select "W" for first item that matches and enter wash comment (Ex. WASH; 0254628, 1500012345) in box under Document Wash, select enter.
 - Confirm comment and click "X" to close comment box.

Macro-Enabled Instructions to Wash Items

- Open the Reconciliation report and click on the FBWT tab and then click on "Wash Comments" in the Recon task bar
- A pop up box will appear "Recon Range of Cells" asking to select a single cell from each row of the Recon that needs to be updated in ACaRT

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3. Select the cells in Column I to be updated. Click ok. Only the items that wash each other can be selected at this time.
4. The macro will insert the Wash comments.
5. Next, Click on "Wash ACaRT" in the Recon task bar
6. A pop up box will appear "Recon Range of Cells" asking to select a single cell from each row of the Recon that needs to be washed from ACaRT
7. Select the rows that need to be washed then OK
8. The macro will open ACaRT and enter the wash comments
9. Verify all items that need to be washed have been removed from ACaRT
10. Remove the washed items from the Recon report
 - a. Click Execute Query to refresh the reconciliation report and the item should no longer appear.
 - b. Continue this process until items have been researched and corrected. Common differences include: reversals incomplete; DRNs missing or incorrect; document date incorrect; payroll or Permanent Change of Station (PCS) taxes.

CASH RECONCILIATION REVIEW AND STATUS

NSSC FBWT Service Provider:

Review ACaRT and SAP reports and ACaRT Reconciliation spreadsheet to monitor reconciliation status, provide guidance, coordinate correction postings, review status of variances for aging and provide updates to OCFO and Centers each work day for previous day's activity during the report period. (Manual Steps)

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1. Retrieve and review ACaRT and SAP reports developed in Process 1 above.
(Manual Steps)
 - a. Retrieve IPACVar report, RFCVar report, DepVar report, GR55BA, GR55ALC and Recon Summary spreadsheet from N: drive, Financial Accounting Branch, FBWT, Center folder, Month folder, Current day folder.
 - b. Review balances and variances for completeness. Update FBWT Differences spreadsheet in Process 3, with the items from the Summary recon worksheet for prior month that have cleared in SAP during the current period. Make sure to include the date cleared, SAP document number, and amount cleared.
 - c. Assist and guide in identification of any remaining variance amounts.
 - d. Communicate and coordinate with NSSC and Center functional area leads and users on any correction postings as necessary.
 - e. If necessary, submit Service Request (SR) to Competency Center for any system related issues.
2. Review SAP 224 balances daily. (Manual Steps)
 - a. Log into SAP.
 - b. Type FMFG_E_SF224 in the open field at the top of the main screen, click the green checkmark.
 - c. Click the 'Get Variant' icon (stair steps).
 - d. Delete user ID from the Created by field, then click Execute icon (clock).
 - e. Select the correct Center's variant by clicking on it to highlight it, then Click the green checkmark.
 - f. If necessary, change the 'Last Posting Date of Period' to the last day of the report month.

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- g. If necessary, change the Fiscal Year.
- h. If necessary, change the Fiscal Period to the period corresponding to the month to be reported, then click 'Execute' icon (clock).

MACRO-ENABLED STEPS

1. Select FBWT Ribbon in Excel.
2. Click on "SOD, Recon, 224" FBWT Form
3. Select Center and click the "224 Excel/GWA" button
4. Select "Daily 224 Spreadsheet" button (1st button on the left)

PROCESS 3 – DAILY FUND BALANCE WITH TREASURY DIFFERENCE REPORT

NSSC FBWT Service Provider:

The FBWT SP creates a FBWT Differences Report to identify any transactions (e.g., IPACs, cancelled checks, collections, disbursements) that remain un-posted after the reconciliation each work day for previous day's activity during the report period. The FBWT SP reports the unmatched items to the NASA Center in the CMP along with the submission of the FMS224 package.

Note: The FBWT Differences spreadsheet is included with the 224 packages as well as the CMP packages.

MANUAL STEPS

At beginning of each month, copy FBWT Differences report from previous month end. Retrieve file from following path N: drive, Financial Accounting Branch, FBWT, Center, Month.

- a. Report header should be FBWT Differences Reports – Center – reconciliation as of Month Day YYYY.

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- b. Disbursements column headings should be Treasury Date, Item/DRN, Reason, Beginning Balance, FBWT Differences Report Creation/Clearing Date, SAP Doc#, Amount Cleared and Ending Balance.
- c. Collections column headings should be Beginning Balance, FBWT Differences Report Creation/Clearing Date, SAP Doc#, Amount Cleared and Ending Balance.
- d. The reporting requirement for publishing the FBWT Differences Reports report on the FM web page for Center review states that the FBWT Differences Report for each Center will be available beginning by the end of the 4th working day of the month. The Center FBWT Differences Reports report will be uploaded to the web every day by close of business for previous day activity.
- e. The ending balance for each month that had activity should become the beginning balance listed by individual transaction item which still has an outstanding balance.
- f. The ending balance for partially cleared transactions will become the current month beginning balance.
- g. The FBWT Differences Reports report order should be to record oldest months to current month outstanding activity.
- h. Each month with outstanding disbursement and/or collection transactions should have a total line (e.g. Total Month YYYY FBWT Differences Report).
- i. Each month's total line should have a calculation for total beginning balance, total amount cleared and total ending balance per month.
- j. The following calculations should be shown at the bottom of each Center's report. Net current Month FBWT Differences Report, Total FBWT Differences Report ≤ 31 Days, Net Prior Month FBWT Differences Report, TOTAL CENTER FBWT Differences Report and Net Total FBWT Differences Report.

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- k. If prior month reversal transactions are outstanding at month end, they must be moved to current month per direction from OCFO (see SR# 222860).
 - Roll Reversals into CM FBWT Differences Reports: Any reversals that are posted during the month and not re-entered and cleared to cash prior to month end will be rolled up into current month FBWT Differences Reports using the date that the reversal was posted in the system (reversal entry date).
- l. Verify all formatting and formulas.
- m. Complete your daily FBWT Differences Reports report and validate that disbursements and collections agree with ACaRT reconciliation balance for the day. FBWT Differences Reports report should be saved with cursor in cell A1 so that when the spreadsheet is opened it will always be at the top of the page. Log into TechDoc and save each Centers' daily FBWT Differences Reports file. The FBWT Differences Reports report saved in TechDoc will be automatically uploaded each day to the FM FBWT Community web page for access by NASA Centers.

Action 1. Create New FBWT Differences Report for new month

1. At beginning of each month copy FBWT Differences Reports report from previous month-end and place in Current Month folder
2. Rename to Current Month Center abbreviation_BA Month YYYY SOD, then open
3. Click on Beginning Balance Validation tab, 'Clean SOD' for new month button (2nd box on right of screen). It will automatically go back to SOD tab. A new month has been created and all resolved items have been removed.
4. There should be a dropdown in the Reason column (Column C) in the current month section. If not, copy a comment from prior month (or another center SOD) and paste in this cell and select Unconfirmed DITs from the dropdown.
5. Add DIT in the cell (Column B, Item/DRN) to the left of Unconfirmed DITs and prior day date in Column A

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- Unhide rows below the bottom of the FBWT Differences Report, remove the amount in Offset Section and Save.

Action 2. Working Daily FBWT Differences Report

- Open current day Reconciliation and FBWT Differences Report
- Add amount from Recon Column D and F 'COLUMN TOTALS' row to the FBWT Differences Report in the control totals section at the bottom 'Curr. Mth ending Balance + Prior Month Amount Cleared' cells in Column H and M
- Remove items from FBWT Differences Report that cleared in SAP on the prior day
- Remove any items that washed on the Recon
- Add new items from Daily Recon that are not on FBWT Differences Report
- To add new current day differences from the Recon to the FBWT Differences Report, insert rows where needed and copy date, DRN and amount into proper cells. (New Deposits, IPACs, Foreign Payments, Returned payments, Payroll/PCS/ETDY Taxes, new items in prior month deposits, prior month transaction and Other Section). Prior month amounts on FBWT Differences Report will be in amount cleared. Current month amounts will be in Beginning balance.
- Check for new Payroll and PCS/ETDY Taxes. If new add to the FBWT Differences Report manually

****NOTE** See Reconciling Labor/DOI (Department of Interior) section below. This will be used to verify payroll every two weeks.**

- Only remove items in prior month that have an amount in Amount Cleared when they resolve. DO NOT REMOVE ITEMS IN PRIOR MONTH WITH BEGINNING BALANCE.

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9. When removing items that are resolved, delete whole row not just contents
10. When resolved items have been removed and new items added to FBWT Differences Report, the Sum Total in the hidden section should be zero in both columns
11. Add FBWT reasons from the dropdown to each new item based on info from Invoice Stat Report, Service Now, and IPAC Download report
12. Use Invoice Stat Report and IPAC Download Report for AP IPACs
13. Use Service Now to get comments for AR IPACs and Deposits
14. When balanced, verify all formatting, formulas, then highlight differences yellow or red based on age of difference, then hide bottom control totals section at the bottom
15. Scroll to the top of the FBWT Differences Report and select cell A1 and save.
16. Upload to Techdoc (See Process 4 for instructions for Techdoc upload)
17. Validate FBWT Differences Report loaded to the NASA Website

Action 3. FBWT Differences Report Upload Verification

Verify Center FBWT Differences Report spreadsheet formats each work day for previous day's activity during the report period. (Manual Steps).

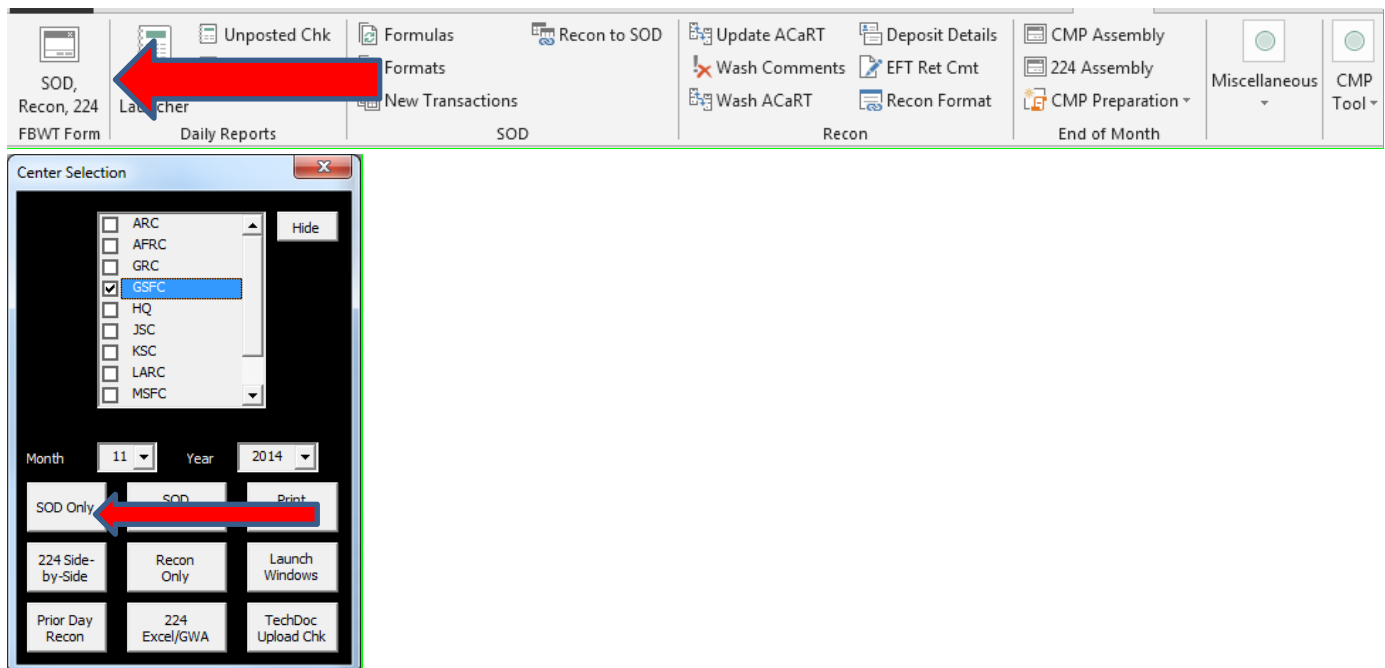
1. Log into FM Services FBWT page
 - a. Access Fund Balance with Treasury (FBWT) via intranet at <https://www.nssc.nasa.gov/fbwt>
 - b. Click on "Current Month FBWT Differences Report" and verify:
 - i. Date is correct ("data as of" date and "reconciliation" date are correct)
 - ii. Document opens with the top in the upper left

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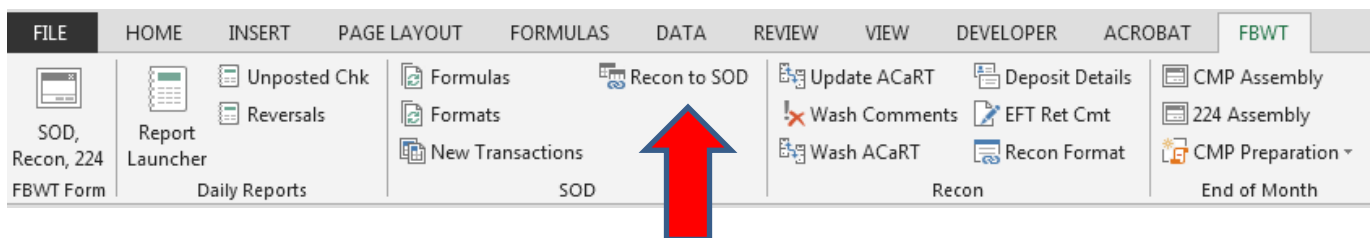
- iii. Correct Center is attached to correct link

MACRO-ENABLED STEPS

1. Go to FBWT Tab, SOD RECON 224 button, and open FBWT Differences Report.



2. Select 'Recon to SOD' in SOD section of FBWT tab.



3. This button will change the date on the SOD

FBWT Differences - GSFC - Reconciliation as of November 18, 2014 - Data as of November 17, 2014			11/17/2014
Disbursements		Collections	

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- It will open the hidden rows at the bottom of the FBWT Differences Report and add totals from the Recon to the Curr. Mth Ending Balance + Prior Month Amount Cleared Disbursement and Collection cells, Column H and M.

Recon					
Total SAP 224		(71,456,326.71)	-	1,870,087.72	
COLUMN TOTALS		(5,042,917.39)	31,708,634.54	436,752.64	
TDO Payments (Goals II) (Step 3 AA to LL)		131,622,994.00			
Treasury IPACs (Step 2 HH to AAA and LLL to OOO)		(60,166,667.29)			
CashLink (or Goals II-Statement of Difference)				(1,870,087.72)	
Total Treasury Confirmations		71,456,326.71	-	(1,870,087.72)	

FBWT Differences Report					
Curr. Mth Ending Balance + Prior Month Amount Cleared		(5,042,991.85)			436,827.10
Manual 224 Entry					0.00
Opposite Sign Recon Column Totals		5,042,917.39			(436,752.64)
Sum Total		(74.46)			74.46

- Go to SAP transaction register and filter on entry date for yesterday (See Process 2 Action 2 to run Transaction Register).

You will use this information to remove entries currently on FBWT Differences Report that have now been posted in SAP (simply delete the row from the FBWT Differences Report). The amount in the Unconfirmed DIT cell should have updated automatically when you did Recon Format earlier. Verify the amount just to be safe.

- Next, move FBWT Differences Report and Summary Recon on separate screens

SOD, Recon, 224 FBWT Form	Report Launcher Daily Reports	Unposted Chk Reversals	Formulas Formats New Transactions	Recon to SOD	Update ACaRT Wash Comments Wash ACaRT	Deposit Details EFT Ret Cmt Recon Format	CMP Assembly 224 Assembly CMP Preparation
			SOD		Recon		End of Month

On either screen select the New Transactions button on the 'FBWT' tab, go to the Summary recon and select the new items that need to be added to the FBWT Differences Report, hit ok, double click on the FBWT Differences Report, select ok. This will add them to the FBWT Differences Report.

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7. Check to see if the FBWT Differences Report is in balance. There are many different reasons you might not balance, see some examples below:

- Offsets between disbursement and collection accounts
- SAP Payroll posting pending DOI IPAC
- PCS Taxes pending DOI IPAC or SAP posting
- Payroll difference between payroll and DOI IPAC
- A rejection IPAC was done and washed from the recon but not deleted from FBWT Differences Report

****NOTE** See Reconciling Labor/DOI (Department of Interior) section below. This will be used to verify payroll every two weeks.**

Reconciling Labor/DOI (Department of Interior) Labor Cost Voucher versus Center/NSSC Payroll Transactions

NSSC FBWT Service Provider:

Purpose: To Reconcile DOI Payroll IPAC with Center/NSSC Payroll Transactions (SAP: "XD" payroll posting, PCS tax Posting and EXT TDY IPACs)

How Often: Biweekly or when prior pay period adjustments are being processed by NSSC Travel for PSC/Ext TDY Taxes.

Using the Payroll & Daily DIT worksheet that is located under the ACaRT Reconciliation report, you will keep track of each Payroll amount, PCS Taxes, DOI Payroll IPAC, and Extended TDY IPACs. Identify the transaction amount in the Comment field on the spreadsheet with the pay period, date and Transaction DRN (reference). This will ensure all data is reconciled by pay period.

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177	Total Treasury Confirmations		71,067,762.59	-	(120,683.90)	-	70,947,078.69
178	Difference		-	-	-	-	-
179							
180	HQ_10 - PAYROLL & DAILY DIT WORKSHEET BACKUP for ACaRT RECONCILIATION REPORT						
181	Payroll Details as shown in SAP	DT	Amount as shown in SAP	Comments			
182	DOI IPAC for Payroll (not in SAP) Total Charged to Appropriation	IPAC	(8,993,807.25)	12/5/2014 IPAC DRN 1118235 PP 1425			
183	DOI IPAC for Payroll (not in SAP) Total Charged to Appropriation	IPAC	(9,765,668.21)	12/19/2014 IPAC DRN 1119942 PP 1426			
184	Payroll 1010.8100 (without PCS Tax)	XD	8,985,480.80	12/4/2014 PP 1425			
185	Payroll 1010.8100 (without PCS Tax)	XD	9,764,184.57	12/26/2014 PP 1426			
186	PCS Taxes 1010.8100	KI	1,360.98	12/4/2014 -(1500008586, 1500014635, 1500015760, 1500015761, 1500015758, 1500015759)			
187	PCS Taxes 1010.8100	KI					
188	PCS Taxes 1010.8100	KI					
189	PCS Taxes 1010.8100 (Ext TDY Taxes)	IPAC	(127.11)	12/10/2014 DRN:2803758			
190	PCS Taxes 1010.6100 (Ext TDY Taxes)	IPAC	(337.91)	12/10/2014 DRN 2803759			

PCS Taxes – SAP transaction processed by NSSC Travel department using document type “KI”

When PCS/EXT TDY taxes are processed in SAP the word “TAX” is referenced in the Doc. Hdr Text field of the document. ACaRT recognizes this and puts the amount in the appropriate section on the Recon report.

	A	B	C	D	E
98	PAYROLL				
99	Payroll - XD			17,944,088.40	
100	PCS Taxes				
101	PCS Taxes			57,870.91	
102	Total SAP 224			(108,308,091.56)	-
103	COLUMN TOTALS			(12,888,808.33)	726,688.41
104	TDO Payments (Goals II) (Step 3 AA to LL)			101,769,879.16	
105	Treasury IPACs (Step 2 HH to AAA and LLL to OOO)			6,538,212.40	

To verify amount:

Run SAP Transaction Register through prior day. Subtotal “Reference” column and look for sap transactions that have a TA # referenced (see below). The Total of all SAP transactions for PSC/EXT TDY should match what is on your ACaRT Recon Report for PCS Taxes but have the Opposite sign. If not, you will need to research further. (See “Analysis of Variance” section of instructions :)

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Year	Peri...	Pstng D...	Doc. Date	Entered	DocumentNo	Funds Ctr	Account	DT	Σ Debit	Σ Credit Amount	Σ Trans. Currency	Crcy	Reference	Text	User
			12/17/2014							11,881.21	11,881.21	USD			
										1,036.77	1,036.77	USD	10CP11T113		
2015	3	12/17/2...	12/17/...		1500008690	10	1010.81...	KI		44.67	44.67	USD			NS000389
2015	3	12/17/2...	12/17/...		1500008690	10	1010.81...	KI		992.10	992.10	USD			NS000389
										446.87	446.87	USD	10CP10T142		
										2,024.81	2,024.81	USD	22000001483		
										2,374.48	2,374.48	USD	62000002424		
										1,892.10	1,892.10	USD	62000002595		
2015	3	12/17/2...	12/17/...		1500008684	10	1010.81...	KI		1,405.72	1,405.72	USD			NS000389
2015	3	12/17/2...	12/17/...		1500008684	10	1010.81...	KI		81.53	81.53	USD			NS000389
2015	3	12/17/2...	12/17/...		1500008683	10	1010.81...	KI		404.85	404.85	USD			NS000389
										409.58	409.58	USD	62000004171		
										284.08	284.08	USD	72000004169		
										323.00	323.00	USD	72000005868		
										3,035.06	3,035.06	USD	76000000993		
										54.46	54.46	USD	76ADT000017245		

Doc.Type : KI (IPAC Vendor Payments) Normal document					
Doc. Number	1500008715	Company Code	NASA	Fiscal Year	2015
Doc. Date	12/18/2014	Posting Date	12/18/2014	Period	03
Calculate Tax	<input type="checkbox"/>				
Ref.Doc.	10000001069				
Doc. Currency	USD				
Doc. Hdr Text	ETDY TAXES LARC DECEMBER				

Itm	PK	Account	Account short text	Amount	Funds Center	Funded Program
1	50	1010.8100	IPAC Disb or Ref CY	559.70-		
2	25	10000008	DOI TAX REMITTANCE V	559.70		
*				0.00		

This PCS/EXT SAP amount will need to be added to the Payroll & Daily DIT worksheet that is located under the Reconciliation report next to "PCS Taxes 1010.8100".

	A	B	C	D	E	F	G	H
180	HQ 10 - PAYROLL & DAILY DIT WORKSHEET BACKUP for ACaRT RECONCILIATION REPORT							
181	Payroll Details as shown in SAP			DT	Amount as shown in SAP	Comments		
182	DOI IPAC for Payroll (not in SAP) Total Charged to Appropriation			IPAC	(8,993,807.25)			
183	DOI IPAC for Payroll (not in SAP) Total Charged to Appropriation			IPAC	(9,765,668.21)			
184	Payroll 1010.8100 (without PCS Tax)			XD	8,985,480.80	12/4/2014		
185	Payroll 1010.8100 (without PCS Tax)			XD	9,764,184.57			
186	PCS Taxes 1010.8100			KI	1,360.98	12/4/2014 -(1500008586, 1500014635, 1500015760, 1500015761, 1500015758, 1500015759)		
187	PCS Taxes 1010.8100			KI				
188	PCS Taxes 1010.8100			KI				

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Additional pay periods in the month: Follow the same steps above however, ACaRT recon total for PCS Taxes is a running total from beginning of month to prior day. So each pay periods PCS/EXT SAP amount will need to be added to the Payroll & Daily DIT worksheet to reconcile pay period.

73	Payroll 1010.8100 (without PCS Tax)		XDI	9,286,014.58	PP 1317 8/15/2013
74	Payroll 1010.8100 (without PCS Tax)		XD	9,081,632.65	PP 1318 8/29/2013
					PP 1316 8/1/2013 SAP doc# 1500115936, 1500114630, 1500114600, 1500114601, 1500115933, 1500115934, 1500115930, 1500114631, 1500115938, 1500115939, 1500114596, 1500114597, 1500114598, 1500115929, 150015928, 1500114611, 1500114610,
75	PCS Taxes 1010.8100		KI	20,450.78	PP 1316 8/9/2013 SAP doc# 1500116099
76	PCS Taxes 1010.8100		KI	551.06	PP 1317 8/14/2013 SAP doc# 1500120019 - 1500120031
77	PCS Taxes 1010.8100		KI	16,122.09	PP1317 8/15/13 SAP doc# 1500121480; 1500121482 - 1500121495; 1500121498 - 1500121499
78	PCS Taxes 1010.8100		KI	16,831.99	

/

EXT TDY IPACs – Are processed in SAP by NSSC Travel department using document type “KI”

IPAC Transactions will show on the ACaRT Recon report in the “Current Month IPAC” Section.

23		ACCOMPLISHED						
24	CURRENT MONTH IPACS	DATE						
25	1072715	8/2/2013		(9,041,433.02)				DOI IPAC PP
26	2803432	8/2/2013		(2,806.89)				Ext TDY IPAC
27	2803433	8/2/2013		(435.94)				Ext TDY IPAC
28	3004575	8/2/2013		(2,240.44)				Ext TDY IPAC
29	3103447	8/2/2013		(812.61)				Ext TDY IPAC
30	3103448	8/2/2013		(1,885.36)				Ext TDY IPAC
31	3103451	8/2/2013		(583.63)				Ext TDY IPAC
32	3103452	8/2/2013		(600.47)				Ext TDY IPAC

These are verified by opening the “IPAC Download” spreadsheet located in your daily reports folder. Open the spreadsheet and filter by “Extended TDY Taxes” in the “PurchaseOrderNumber” (Column I).

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	B	C	D	E	F	G	H	I	D
1	OriginatingAI	CustomerAI	ContactEmailAddress	SummaryAr	# Detail It	Accomplish	Detail Lin	PurchaseOrderNum	
93	80000004	80000001	rose.taverna-1@nasa.gov	2,806.89	1	8/2/2013	1	Extended TDY Taxes	
94	80001201	80000001	rose.taverna-1@nasa.gov	2,435.38	1	8/2/2013	1	Extended TDY Taxes	
95	80004901	80000001	rose.taverna-1@nasa.gov	38.78	1	8/2/2013	1	Extended TDY Taxes	
96	80000701	80000001	rose.taverna-1@nasa.gov	812.61	1	8/2/2013	1	Extended TDY Taxes	
97	80000701	80000001	rose.taverna-1@nasa.gov	1,885.36	1	8/2/2013	1	Extended TDY Taxes	

Add all of the EXT TDY IPAC to the Payroll & Daily DIT worksheet that is located under the Reconciliation report next to "PCS Taxes 1010.8100 (Ext TDY Taxes)".

65	Difference				-	-	-	-	-
66	HQ_10 - PAYROLL & DAILY DIT WORKSHEET BACKUP for ACaRT RECONCILIATION REPORT								
67									
68	Payroll Details as shown in SAP				DT	Amount as shown	Comments		
81	PCS Taxes 1010.8100 (Ext TDY Taxes)				IPAC	(2,806.89)	PP 1316 8/2/2013 IPAC DRN 2803432		
82	PCS Taxes 1010.8100 (Ext TDY Taxes)				IPAC	(435.94)	PP 1316 8/2/2013 IPAC DRN 2803433		
83	PCS Taxes 1010.8100 (Ext TDY Taxes)				IPAC	(2,240.44)	PP 1316 8/2/2013 IPAC DRN 3004575		
84	PCS Taxes 1010.8100 (Ext TDY Taxes)				IPAC	(812.61)	PP 1316 8/2/2013 IPAC DRN 3103447		

Payroll Labor – SAP entry processed by Center using document type "XD" and SGL 1010.8100

To verify Current Pay period total: Run SAP Transaction Register through prior day. Select "Reference" column and select "filter". Key B2014* (2014 - payroll calendar year) in the reference field. This will return the current amounts for payroll. Subtotal Reference to get the total amount of payroll posted for current pay period.

Determine values for filter criteria

Select.

Reference to

Transaction currency to

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Federal Transaction Register

Peri...	Entered on	Doc. Date	Funds ...	DT	DocumentNo	Account	Debit	Credit Amount	Transaction Currency	Reference
		12/04/2014					408.58	10,153,747.63	10,153,339.05-	
		12/18/2014					1,16...	10,459,828.16	10,458,664.83-	
								1,493.79	493.79-	B20142623141218121125
3	12/18/2014			23	XD	100292030	1010.8100	2.00	2.00-	
3	12/18/2014			23	XD	100292030	1010.8100	0.86	0.86-	
3	12/18/2014			23	XD	100292030	1010.8100	1.39	1.39-	
3	12/18/2014			23	XD	100292030	1010.8100	4.28	4.28-	

This payroll amount will need to be added to the Payroll & Daily DIT worksheet that is located under the Reconciliation report next to Payroll 1010.8100 (without PCS Tax).

70	Total Treasury Confirmations				72,623,298.99	-	(426,482.87)	-
71	Difference				-	-	-	-
72	LARC_23 - PAYROLL & DAILY DIT WORKSHEET BACKUP for AcaRT RECONCILIATION REPORT							
73	Date: 12/31/2014							
74	Payroll Details as shown in SAP			DT	Amount as shown in SAP	Comments		
75	Payroll 1010.8100 (without PCS Tax)			XD	10,153,339.05	B201425 12/4/2014		
76	Payroll 1010.8100 (without PCS Tax)			XD	10,458,664.83	B201426 12/18/2014		

In the Payroll section AcaRT will recognize the SAP total using doc type "XD" and SGL account 1010.8100 and it will be automatically updated each pay period of the month.

97	1500014617 - 00419619-001 - SGL 1010.5225	11/24/2014	11/25/2014		
98	PAYROLL				
99	Payroll - XD			17,944,088.40	
100	PCS Taxes				
101	PCS Taxes			57,870.91	
102	Total SAP 224			(108,308,091.56)	

DOI IPAC - After each payroll DOI will create an IPAC to clear that payroll and PCS/Ext TDY Taxes. The IPAC amount will be added to this section to verify any outage.

IPAC Transactions will show on the AcaRT Recon report in the "Current Month IPAC" Section.

23		ACCOMPLISHED					
24	CURRENT MONTH IPACS	DATE					
25	1072715	8/2/2013	(9,041,433.02)				DOI IPAC PP

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These are verified by opening the "IPAC Download" spreadsheet located in your daily reports folder. Open the spreadsheet and filter by "IBC-POD" in the "PurchaseOrderNumber" (Column I).

	A	B	C	D	E	F	G	H	I	J	K
1	IPAC DRN	Originating	CustomerA	ContactEmailAddress	SummaryAr	# Detai	Accompli	Deta	Purcha	DetailAmount	Description
86	1072715	14019999	80000001	Kimberly_G_Foster-Packard@ibc.doi.gov	9,041,433.02	2	8/2/2013		1 IBC-POD	8,683,271.48	TOTAL CHARGE TO APPROPRIATION FOR PAY PERIOD201316
87	1072715	14019999	80000001	Kimberly_G_Foster-Packard@ibc.doi.gov	9,041,433.02	2	8/2/2013		2 IBC-POD	358,161.54	TOTAL CHARGE TO APPROPRIATION FOR PAY PERIOD201316

Enter the IPAC amount to the Payroll & Daily DIT worksheet next to DOI IPAC for Payroll (not in SAP) Total Charge to Appropriation

LARC_23 - PAYROLL & DAILY DIT WORKSHEET BACKUP for ACaRT RECONCILIATION REPORT			
Date: 12/31/2014			
Payroll Details as shown in SAP	DT	Amount as shown in SAP	Comments
Payroll 1010.6100 (without PCS Tax)	XD	10,153,339.05	B201425 12/4/2014
Payroll 1010.6100 (without PCS Tax)	XD	10,458,664.83	B201426 12/18/2014
DOI IPAC for Payroll (not in SAP) Total Charged to Appropriation	DOI IPAC	(10,155,917.19)	IPAC DRN 1118237
DOI IPAC for Payroll (not in SAP) Total Charged to Appropriation	DOI IPAC	(10,459,454.24)	IPAC DRN 1119944

The Net Total of Payroll for each pay period (Payroll XD entries, PCS Tax entries, Ext TDY IPACs, and DOI IPAC) should be zero. If there is an amount next to TRUE OUTAGE then you must compare all these to the Labor Cost Voucher and POD from WAT and PCS Tax Report from travel.

LARC_23 - PAYROLL & DAILY DIT WORKSHEET BACKUP for ACaRT RECONCILIATION REPORT			
Date: 12/31/2014			
Payroll Details as shown in SAP	DT	Amount as shown in SAP	Comments
Payroll 1010.6100 (without PCS Tax)	XD	10,153,339.05	B201425 12/4/2014
Payroll 1010.6100 (without PCS Tax)	XD	10,458,664.83	B201426 12/18/2014
DOI IPAC for Payroll (not in SAP) Total Charged to Appropriation	DOI IPAC	(10,155,917.19)	IPAC DRN 1118237
DOI IPAC for Payroll (not in SAP) Total Charged to Appropriation	DOI IPAC	(10,459,454.24)	IPAC DRN 1119944
PCS Taxes 1010.6100	KI	789.41	12/17/2014 SAP Doc 1500008714, 1500008715
PCS Taxes 1010.6100	KI		
ExtTDY IPAC	IPAC	2,578.14	IPAC DRN 3004831
ExtTDY IPAC	IPAC		
TRUE OUTAGE		0.00	

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Action 4. FBWT Civil Servant L3 Review

NSSC FBWT Civil Servant:

Review FBWT Differences Report spreadsheets and ACaRT Reconciliation Report a maximum of one week prior to month end.

1. Review FBWT Differences Report Spreadsheets using ACaRT Reconciliation report to validate data. (Look for any errors such as transposition errors of supporting document numbers or erroneous dates or inconsistent reasons between ACART and the differences document.)
2. Document quality control metrics by creating a ServiceNow Case/Quality tab entry for corrections required by the Service Provider and route the ticket to FBWT Level 2 for resolution.

NOTE: See 'Monthly Reporting SDG' for instructions on performing FMS 224 and CMP (Continuous Monitoring Process) Monthly Reporting.

PROCESS 4– DAILY UPLOAD TO TECHDOC AND NSSC WEB

A. UPLOADING FBWT DIFFERENCES REPORTS

MANUAL STEPS

1. Access NSSC TechDoc Login via intranet at <https://internal.nssc.nasa.gov/>, click on the 'TechDoc' link in the "NSSC Employee Portal Quick Links" section.
2. Click on the FM "cabinet", "FAB" folder, "FBwT" folder, "FY_YYYY" folder, "Center_BA" folder, "SOD" folder with Description of FBWT Differences Report.
3. Click on the "white sheet of paper", Select "Reserve" on the left of the screen, Type "Update to website" in the "reason" box and click "OK."

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4. Click on the word "Replace" on the left of the screen, Type "Update to website" in the "reason" box and click "Next."
5. Click on the "Browse" button to find the current FBWT Differences Report file and populate the "File" box. Follow the path to locate the latest version of the FBWT Differences Report "N:/Financial Accounting Branch/FBWT/Center/FY YYYY/Month YYYY/Center_BA Month YYYY FBWT Differences Report."
6. Click on the FBWT Differences Report file to populate the "File" box in TechDoc. The "Fetch Access" box should be "Normal". The "Keep Document reserved after replacing it" should be "unchecked." Click the "OK" button to proceed.
7. Click on the word "Release" on the left of the screen. Use the number in the dropdown box next to "Generation" to populate the "Revision" box.
8. Type "update for website" in the box next to "Reason" and then click the "Next" button.
9. Uncheck the box next to "render the Generation to a watermarked PDF file and click "OK."
10. Click on the disk on the left side of the generation number to view the FBWT Differences Reports spreadsheet.

MACRO-ENABLED STEPS

1. Open an excel worksheet, go to the FBWT tab, select the 'Report Launcher' button on the left.
2. Select "ALC" and in the dropdown below 'End Date', select "TechDoc SOD Upload" and click execute.
3. Browse to your center FBWT Differences Report and select the current month FBWT Differences Reports report.

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4. FBWT Differences Reports report will then be loaded into TechDoc.
5. All Center FBWT Differences Reports spreadsheets can be viewed and downloaded from the Financial Management Services FBWT web page daily. The FBWT Differences Reports data posted to the web will be as of the previous day activities.
 - a. Launch NSSC internal Web homepage.
 - b. Click on “NSSC Services” at top of homepage.
 - c. Under “Financial Management Services”, click on Fund Balance with Treasury.
 - d. To open each Center’s FBWT Differences Reports report click “Current Month FBWT Differences Reports” to display the Center FBWT Differences Reports report.

B. UPLOADING FBWT RECONCILIATION REPORT MANUAL STEPS

1. Access NSSC TechDoc Login via intranet at <https://internal.nssc.nasa.gov/>, click on the ‘TechDoc’ link in the “NSSC Employee Portal Quick Links” section.
2. Click on the FM “cabinet”, “FAB” folder, “FBwT” folder, “FY_YYYY” folder, “Center_BA” folder, “Recon” folder with Description of FBWT Differences Report.
3. Click on the “white sheet of paper”, Select “Reserve” on the left of the screen, Type “Update to website” in the “reason” box and click “OK.”
4. Click on the word “Replace” on the left of the screen, Type “Update to website” in the “reason” box and click “Next.”

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5. Click on the “Browse” button to find the current FBWT Differences Report file and populate the “File” box. Follow the path to locate the latest version of the FBWT Differences Report “N:/Financial Accounting Branch/FBWT/Center/FY YYYY/Month YYYY/Center_BA Month YYYY FBWT Differences Report.”
6. Click on the FBWT Differences Report file to populate the “File” box in TechDoc. The “Fetch Access” box should be “Normal”. The “Keep Document reserved after replacing it” should be “unchecked.” Click the “OK” button to proceed.
7. Click on the word “Release” on the left of the screen. Use the number in the dropdown box next to “Generation” to populate the “Revision” box.
8. Type “update for website” in the box next to “Reason” and then click the “Next” button.
9. Uncheck the box next to “render the Generation to a watermarked PDF file and click “OK.”
10. Click on the disk on the left side of the generation number to view the FBWT Reconciliation Report

MACRO-ENABLED STEPS

1. Open an excel worksheet, go to the FBWT tab, select the ‘Report Launcher’ button on the left.
2. Select “ALC” and in the dropdown below ‘End Date’, select “TechDoc Recon Upload” and click execute.
3. Browse to your FBWT center and select the current month FBWT Reconciliation report (Example: MSFC ACART Recon February 2020).
4. FBWT Reconciliation report will then be loaded into TechDoc.

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PROCESS 5 – FUND BALANCE WITH TREASURY ESCALATION

STEP 1. NSSC Service Provider (SP) FBWT Escalator **Downloads** FBWT Differences Report Reports from Web

Automation using the “UniPath Robot”

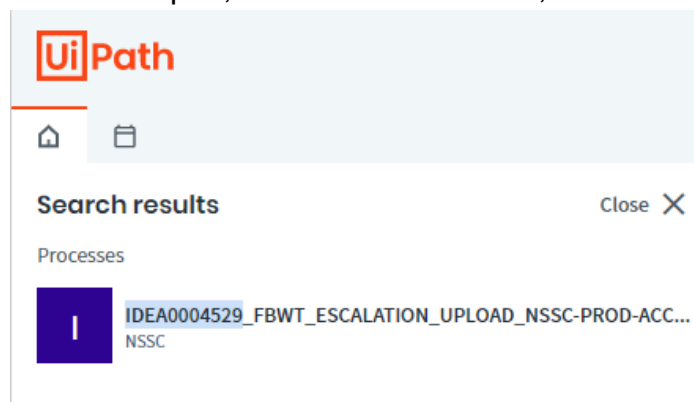
A. UniPath Robot will:

1. Download all center's FBWT Differences Report reports from the web
2. Format to add additional columns and rows listed in manual process below.
3. View "Item/DRN" column for any duplicates and will highlight item if duplicated
4. Save each center file as “XLSX” format to the month and daily folder located in the following path: *N:\Financial Accounting Branch\FBWT\Daily FBWT Differences Reports\FY\Month\current day folder*

B. Go to the “UiPath Robot” on the taskbar and open it.

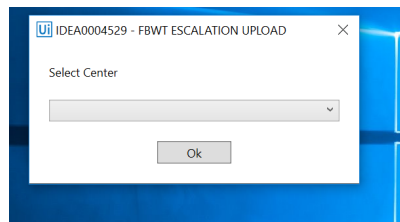


C. Once it is open, Select IDEA0004529,



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- D. click the dropdown and go to “**Download All**” or you can download one individual center. (The only reason you may need to download one center would be if there was an issue with one of the centers when downloading all of them.)



Automation using the “Macro” in Excel

- A. Open Excel
- B. Click FBWT Ribbon
- C. Click “Differences Report Downloader” macro under Escalation section.
- D. Macro will:
 1. Download all center’s FBWT Differences Report reports from the web
 2. Format to add additional columns and rows listed in manual process below.
 3. View "Item/DRN" column for any duplicates and will highlight item if duplicated
 4. Save each center file as “XLSX” format to the month and daily folder located in the following path: *N:\Financial Accounting Branch\FBWT\Daily FBWT Differences Reports\FY \Month\current day folder*

Manual

- A. Go to <https://www.nssc.nasa.gov/fbwt>
 1. Click on Fund Balance with Treasury (FBWT)
 2. Select Report of Each Center to open
 3. Save report in “XLSX” Excel Worksheet format to folder *N:\Financial Accounting Branch\FBWT\Daily FBWT Differences Reports\FY \Month\current day folder*

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4. Delete the AOF (TAS) from the Reason field, if applicable
5. Delete Resolved items
6. Delete "DIT" row
7. Add "Location" to Column N row 3
8. Add "Month" to Column O row 3
9. Add "FY" to Column P row 3
10. For each transaction you will need to fill in the 3 columns
 - a. Location = Center full name (ex: Stennis Space Center)
 - b. Month = Current Month (ex: December)
 - c. FY = Current Fiscal Year (ex: 2018)
 - d. Add borders to new columns and rows to match spreadsheet
11. Delete the second page of the worksheet
12. Hit "Save"

STEP 2. NSSC Service Provider (SP) FBWT Escalator *Uploads* FBWT Differences Report into Service Now

All FBWT Differences Reports need to be saved in the "Daily FBWT Differences Reports" folder as instructed in *Step 1*.

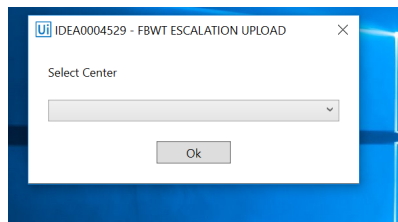
Automation using the "UniPath Robot"

- A. Go to *N:\Financial Accounting Branch\FBWT\Daily FBWT Differences Reports\FY \Month\current day folder*
 1. The prior day Statement of Differences will be downloaded in the Daily Folder for all 11 centers.
 2. Go through each center's Statement of Difference and remove any difference that has been resolved. (Use SAP Invoice Stat Report, SAP Federal Transaction Register, ServiceNow Case, IRIS and IPAC Download Report to check for resolved differences)
 3. After all resolved differences have been removed, go back to the "UiPath Robot" on the taskbar and open it.



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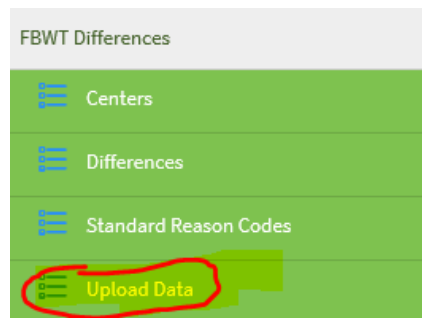
4. Once it is open, click the dropdown and go to **“Upload All”** or you can upload one individual center. **(The only reason you may need to upload one center would be if there was an issue with one of the centers when uploading all of them.)**



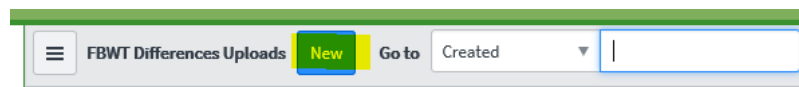
5. The UniPath Robot will automatically upload all centers to ServiceNow. **(This process will take 12 minutes due to a lag in uploading)**

Manual

- A. Open Service Now and click on “Upload Data” found under “FBWT Differences Reports.”



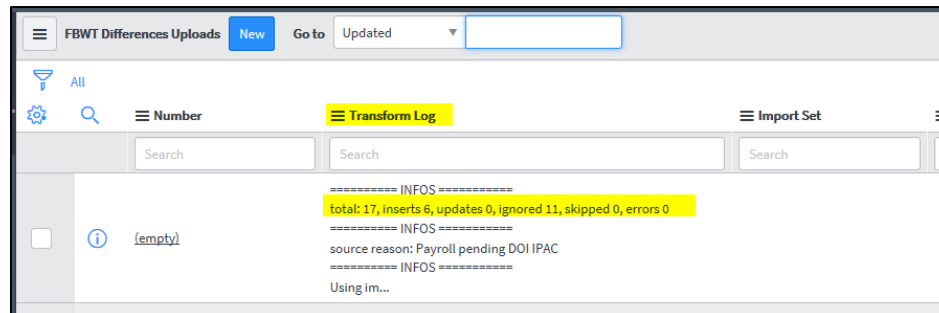
- B. Click “New”



- C. Navigate to *N:\Financial Accounting Branch\FBWT\Daily FBWT Differences Reports\FY \Month\current day folder* and drag and drop each center’s file into Service Now
- D. Click “Save” to stay on Page
- E. Click “Submit” to return to previous page

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F. To Validate all transactions are imported, review the “Transform Log”



- G. Continue process for each Center until all are uploaded. (Wait about 1 minute in between each upload to allow the system enough time to load all differences)
- H. Results = Each Transaction will create a FBWT Differences Report record that will be used to escalate the transaction until it is resolved.

STEP 3. Escalation using the FBWT Differences Report Record

Each transaction listed on the Center’s FBWT Differences Report will create a FBWT Differences Report record in Service Now when the report is uploaded daily. The record will be used to track the items escalation steps until it has been resolved. Any transaction that is outstanding more than 6 business days is identified and the below escalation notification steps are performed.

For any differences carried forward from the previous month, the escalation processor will continue escalation of the transaction from the last point of escalation depending on the age of the transaction.

- A. Identify transactions **aged 6 business days** on the FBWT Differences Report
1. Review transaction and validate the status based on the transaction type using below Steps 4 thru 9.
 - a. Use Step 4 for IPACs pending Cost

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- b. Use Step 5 for IPACs pending Funding
- c. Use Step 6 for validating goods receipt and acceptance
- d. Use Step 7 for deposit transactions pending center posting
- e. Use Step 8 for deposit transactions pending NSSC posting
- f. Use Step 9 for all SAP Documents resulting in FBWT Differences Reports.

2. Determine if there is a valid status
 - a. The FBWT escalator processor determines if the initial transaction notification was completed timely.
 - b. Was the last status entry made timely?
3. If the status is updated in SNOW or IRIS by the transaction processor within a day of the Day 6 email being sent, the FBWT Escalator will input a "Status Update" in the record and does not send out a "Day 6 email".
 - a. Input the Status Change- (it will be either a "Reversal" or a "Status change"
 - b. Input the date in the "Status Change Date" field
 - c. Include the status in the work notes from IRIS, an email or SNOW

STATUS UPDATES

FBWT Status Change Logs

Status Change	Status Change Date
+ Insert a new row...	

Notification Activities

Work notes

Work notes

Post

4. If status is valid and there are no updates, an email is sent to transaction processor requesting status of action and date of resolution for outstanding FBWT Differences Report
 - a. Open FBWT Differences Report transaction record in ServiceNow
 - b. Select Day 6 Email template icon (this will open email template)

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DAY 6 EMAIL

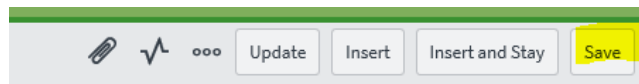
Email Template

FBWT Difference Initial Email



- c. Address email to the transaction processor that is responsible for status on transaction. If there is not a transaction processor assigned to the task either in IRIS or in SNOW, use the Center POC Contact List folder located in the following path: [N:\Financial Accounting Branch\FBWT\FBWT escalation process\Center POCs](#). You can also add additional information to email, if required. (See Appendix J for FBWT Standard Email template)
- d. ServiceNow will auto-populate “Day 6 email Sent”

- 5. If the status changed, but still remains a FBWT Differences Report.
 - a. Update the FBWT transaction record in the ServiceNow FBWT Differences Report record with Day 6 Email Response and Day 6 Email CRD.
 - b. “Save” or “Update” the record



- c. Continue to follow the escalation process
- 6. If the FBWT Differences Report is “Resolved”
 - a. Open the FBWT Differences Report record in ServiceNow,
 - b. Click “Yes” in the dropdown under the “Resolution” section.

RESOLUTION

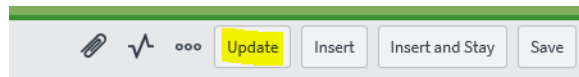
Resolved Yes

* Resolution Date

Resolution Document

- c. Put the resolution date and document number
- d. Select “Update” at the top of the record

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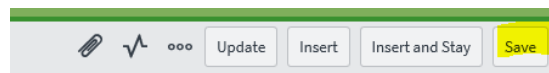
7. If the FBWT Differences Report is *“Partially Resolved”*
 - a. Open the FBWT Differences Report record in ServiceNow,
 - b. Click “Partially Resolved” in the dropdown under the “Resolution” section.

RESOLUTION

Resolved Partially Resolved ▼

Resolution Document

- c. The record must be “Saved” prior to entering the document number and date. Select “Save” at the top of the record.



- d. Put the resolution date and resolved amount. Once the record has been “saved” again, the new ending balance will automatically generate.

PARTIALLY RESOLVED AMOUNT

Partially Resolved Amounts			
	Date Paid	Resolved Amount	Previous Ending Balance
+	Insert a new row...		

- e. Select “Update” at the top of the record

B. Identify transactions *aged 9 business days* on the FBWT Differences Report

1. Review transaction and validate the status based on the transaction type using below Steps 4 thru 9
 - a. Use Step 4 for IPACs pending Cost
 - b. Use Step 5 for IPACs pending funding
 - c. Use Step 6 for validating goods receipt and acceptance
 - d. Use Step 7 for deposit transactions pending center posting
 - e. Use Step 8 for deposit transactions pending NSSC posting

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- f. Use Step 9 for all SAP Documents resulting in FBWT Differences Reports.
2. Check for response from transaction processor to 1st escalation email (Day 6 email)
3. On Day 9, if response is received and transaction processor fails to complete resolution action by commitment date provided in Day 6 Email Response and CRD, and there has not been any "Status Updates" in the FBWT record, FBWT SP escalator will draft a Day 9 email of failure to resolve FBWT Differences Report.
 - a. Day 9 Email will be addressed to transaction processor and the supervisor and will CC FBWT L3 Lead and any related back-up designees. FBWT L3 will begin tracking if no response has been received and will contact the POC if no response is received by Day 11. (This process will be accelerated 5 days prior to the last business day of the month.) If there is not a transaction processor assigned to the task either in IRIS or in SNOW, use the Center POC Contact List folder located in the following path: [N:\Financial Accounting Branch\FBWT\FBWT escalation process\Center POCs](#). You can also add additional information to email, if required. (See Appendix J for FBWT Escalation Standard email template)
4. If the status is updated in SNOW or IRIS by the transaction processor within a day of the Day 9 email being sent, the FBWT Escalator will input a "Status Update" in the record and does not send out a "Day 9 email".
 - a. Input the Status Change- (it will be either a "reversal" or a "Status change"
 - b. Input the date in the "Status Change Date" field
 - c. Include the status in the work notes from IRIS, an email or SNOW

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STATUS UPDATES

FBWT Status Change Logs

Status Change

Status Change Date

+

Insert a new row...

Notification Activities

Work notes

Post

- C. Identify transactions ***aged 11 business days*** on the FBWT Differences Report
1. Review transaction and validate the status based on the transaction type using below Steps 4 thru 9
 - a. Use Step 4 for IPACs pending Cost
 - b. Use Step 5 for IPACs pending funding
 - c. Use Step 6 for validating goods receipt and acceptance
 - d. Use Step 7 for deposit transactions pending center posting
 - e. Use Step 8 for deposit transactions pending NSSC posting
 - f. Use Step 9 for all SAP Documents resulting in FBWT Differences Reports.
 2. NSSC FBWT SP will call the transaction processor requesting status of action and date of resolution for outstanding FBWT Differences Report. Use the Center POC Contact List folder located in the following path: [N:\Financial Accounting Branch\FBWT\FBWT escalation process\Center POCs](#).
 - a. Input the date in the “Phone Call” field
 - b. Input transaction processor name in the “Phone Call Point of Contact” field
 - c. Input the “Phone Call Response” field
 - d. Input the “Phone Call CRD” (Committed Resolution Date), *if one is provided*.

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PHONE CALL

Phone Call Due Date	<input type="text" value="2019-08-16"/>
Phone Call	<input type="text"/>
Phone Call Point of Contact	<input type="text"/>
Phone Call Response	<div style="border: 1px solid #ccc; height: 40px;"></div> <small>Characters left: 256</small>
Phone Call CRD	<input type="text"/>

D. Identify transactions **aged 16 business days** on the FBWT Differences Report

1. Review transaction and validate the status based on the transaction type using below Steps 4 thru 9
 - a. Use Step 4 for IPACs pending Cost
 - b. Use Step 5 for IPACs pending funding
 - c. Use Step 6 for validating goods receipt and acceptance
 - d. Use Step 7 for deposit transactions pending center posting
 - e. Use Step 8 for deposit transactions pending NSSC posting
 - f. Use Step 9 for all SAP Documents resulting in FBWT Differences Reports.

2. NSSC FBWT SP will call the transaction processor supervisor requesting status of action and date of resolution for outstanding FBWT Differences Report. Use the Center POC Contact List folder located in the following path: [N:\Financial Accounting Branch\FBWT\FBWT escalation process\Center POCs.](#)
 - a. Use NASA Org chart to locate supervisor if one is not provided on the Center POC Contact List above:
https://orgpub.nssc.nasa.gov/OPSilverlight/PF_NASA/Service/chart/load/PF_NASA
 - b. Input the date of the call in the “Day 16 Supervisor Phone Call” field
 - c. Input the supervisors name in the “Day 16 Point of Contact” field
 - d. Input the supervisors response in the “Day 16 Response” field

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- e. Input the “Day 16 CRD” (Committed Resolution Date), *if one is provided*

DAY 16 SUPERVISOR PHONE CALL

Day 16 Due Date	2019-08-23
Day 16 Supervisor Phone Call	<input type="text"/>
Day 16 Point of Contact	<input type="text"/>
Day 16 Response	<input type="text"/>
	Characters left: 256
Day 16 CRD	<input type="text"/>

E. Identify transactions **Greater than 20 days** on the FBWT Differences Report

1. Review transaction and validate the status based on the transaction type using below Steps 4 thru 9
 - a. Use Step 4 for IPACs pending Cost
 - b. Use Step 5 for IPACs pending funding
 - c. Use Step 6 for validating goods receipt and acceptance
 - d. Use Step 7 for deposit transactions pending center posting
 - e. Use Step 8 for deposit transactions pending NSSC posting
 - f. Use Step 9 for all SAP Documents resulting in FBWT Differences Reports.
2. NSSC FBWT SP will call the transaction processor requesting status of action and date of resolution for outstanding FBWT Differences Report. Use the Center POC Contact List folder located in the following path: [N:\Financial Accounting Branch\FBWT\FBWT escalation process\Center POCs](#).
 - a. Input the date of the call in the “Phone Call (Greater) Date” field
 - b. Input the POC in the “Phone Call (Greater) POC” field
 - c. Input the response of the call in the “Phone Call Response(Greater)” field
 - d. Make any extra notes in the Work notes

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GREATER THAN 20 DAYS			
Greater Than 20 Days Call Logs			
⚙	☰ Phone Call (Greater) Due Date	☰ Phone Call (Greater) Date ▼	☰ Phone Call (Greater) POC
✖ ⓘ	2019-08-23	(empty)	☰ Phone Call Response (Greater)
+	Insert a new row...		

STEP 4. Validate IPAC Transactions that are Pending Cost

- A. Run **FBL1N** (Vendor Line Items) vendor history to look for duplicate invoices and previous rejections
 1. Review SAP to determine if the cost amount is correct:
 2. In SAP, enter t-code **ME23N**
 3. Select “other purchase order” on the ribbon at the top under “Purchase Order” (Shift F5) and enter the PO/contract number
 4. Select Financial Data Tab
 5. Uncosted Values = funds not costed
 6. Check FBL1N to see if there are other parked invoices for the same award number that require cost
- B. If Cost is available: go to ZFI_AP_CONSOLE and enter the DRN
- C. Navigate to the IRIS document
- D. If center action is complete, email notification is sent to NSSC SP IPAC VPP requesting posting status.
- E. If center action is pending, email notification is sent to center POC document is assigned to in IRIS
- F. If document is unassigned, email notification is sent to center Cost POCs
- G. Copy email into Service Now transaction task
- H. Email communication is attached in IRIS

STEP 5. Validate IPAC Transactions that are pending Goods Receipt / Acceptance actions

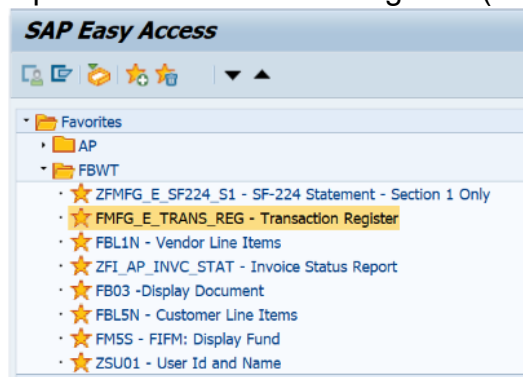
- A. Run **FBL1N** vendor history to look for duplicate invoices and previous rejections
- B. Review SAP to determine if the Goods Receipt amount is correct:
 1. In SAP, enter T-code **ME23N**
 2. Select “other purchase order” and enter the PO/contract number

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3. Identify supply lines invoiced
4. Select Line item(s)
5. Review each PLI invoices
6. Determine of 103/105 is complete
- C. Navigate to the IRIS document
- D. If center action is complete, email notification is sent to NSSC SP IPAC VPP requesting posting status.
- E. If center action is pending, email notification is sent to center POC document is assigned to in IRIS
- F. If document is unassigned, email notification is sent to center Goods Receipt POCs
- G. Copy email into ServiceNow transaction record
- H. Email communication is attached in IRIS

STEP 6. Validate Deposit Transactions that are pending Center Posting

- A. Locate ServiceNow Case for transaction (**For AR only**)
- B. Review Work log to verify Advance notification was sent to center
- C. Validate transaction is not posted in SAP
 1. Open SAP Transaction Register (FMFG_E_TRANS_REG)



2. Company Code = NASA
3. Fiscal Year – Current Fiscal Year
4. Entry Date = Beginning of Month to Current Date
5. Fund = *
6. Fund Center = *
7. Business Area = Center BA
8. Account Number = 1010.0000 to 1010.9999
9. Layout – CASHRECON

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Federal Transaction Register

General

Company Code: NASA to

Fiscal Year: 2019 to

Posting period: 11 to

Posting Date: to

Document Date: to

Ref. document number: to

Smart Doc. Number: to

Entry Date: 08/05/2019 to

Time of Entry: 00:00:00 to 00:00:00

User name: to

Specific Options

Funds application: to

Fund: * to

Funds Center: * to

Funded Program: to

Functional Area: to

Business Area: 10 to

Profit Center: to

Account Number: 1010.0000 to 1010.9999

Option

☐ Show by Original Document

☒ Fill Text Descriptions

☐ Use Secondary Derivation

Reporting

Layout: CASHRECON

10. Execute

Federal Transaction Register

General

Company Code: NASA to

Fiscal Year: 2019 to

Posting period: 11 to

Posting Date: to

Document Date: to

Ref. document number: to

Smart Doc. Number: to

Entry Date: 08/05/2019 to

Time of Entry: 00:00:00 to 00:00:00

User name: to

Specific Options

Funds application: to

Fund: * to

Funds Center: * to

Funded Program: to

Functional Area: to

Business Area: 10 to

Profit Center: to

Account Number: 1010.0000 to 1010.9999

Option

☐ Show by Original Document

☒ Fill Text Descriptions

☐ Use Secondary Derivation

Reporting

Layout: CASHRECON

11. Subtotal by reference and look for Transaction DRN and amount

Federal Transaction Register

Federal Transaction Register

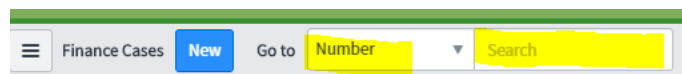
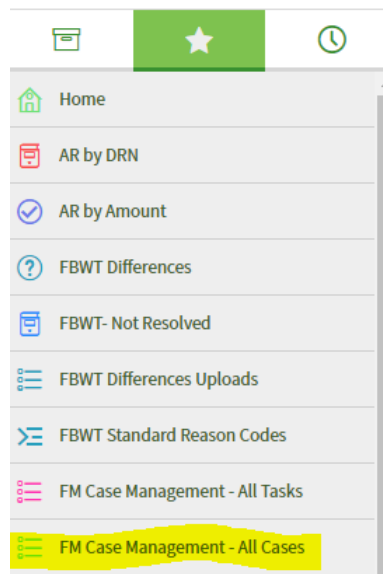
Year	Period	Posting Date	Entered Doc.	Date Funds	Ctr	DT	User	Document	No	Account	Debit	Credit	Amount	Trans.	Currency	Reference	Text
										1010.5100	59,011.39	94,710.00	35,698.61				
										1010.6100		11,705,611.20	11,705,611.20				
										1010.8100	15,974.97	527,902.71	511,927.74				

- D. If transaction is posted, update FBWT ServiceNow Difference record in “FBWT Differences Reports” with SAP document number and date. Resolve record.
- E. If transaction is not posted, FBWT Escalator will follow escalation process.

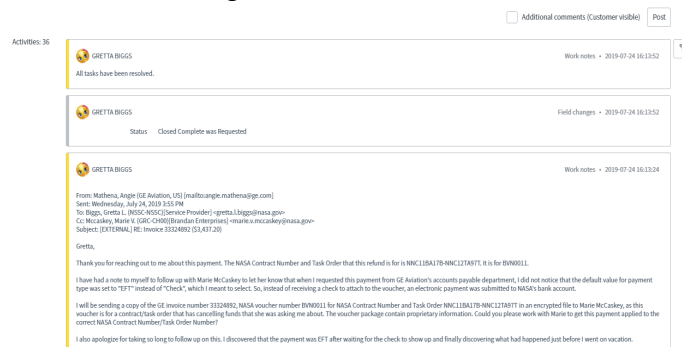
STEP 7. Validate Deposit Transactions that are pending NSSC Posting

- A. Locate ServiceNow Case for transaction. Search by Case number. **(For AR only)**

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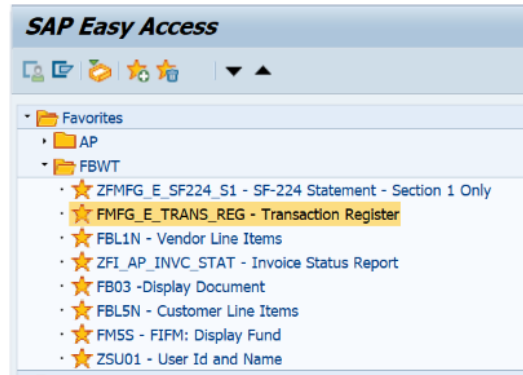
B. Review Work log to validate status



C. Validate transaction is not posted in SAP

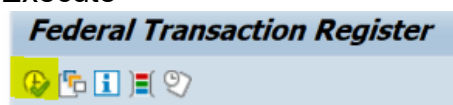
1. Open SAP Transaction Register (FMFG_E_TRANS_REG)

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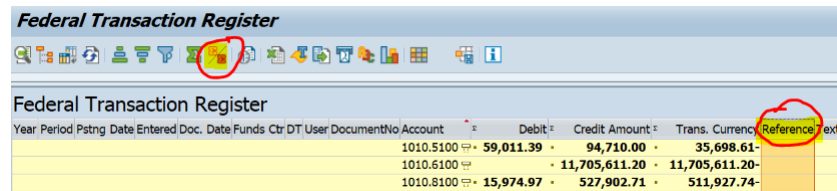
2. Company Code = NASA
3. Fiscal Year – Current Fiscal Year
4. Entry Date = Beginning of Month to Current Date
5. Fund = *
6. Fund Center = *
7. Business Area = Center BA
8. Account Number = 1010.0000 to 1010.9999
9. Layout – CASHRECON

10. Execute



11. Subtotal by reference and look for Transaction DRN and amount

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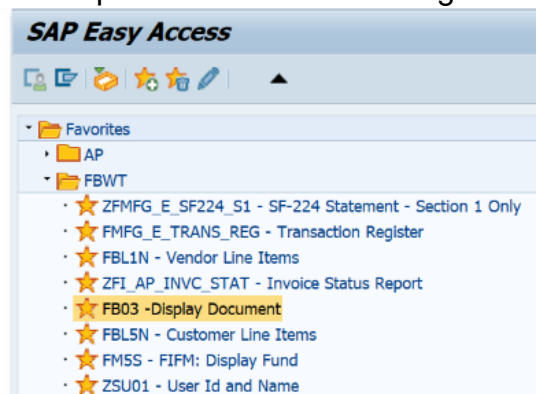


Federal Transaction Register									
Year	Period	Pstng	Date	Entered	Doc.	Date	Funds	Ctr	DT
Account	Debit	Credit	Amount	Trans.	Currency	Reference	Text		
1010.5100	59,011.39	94,710.00	35,698.61						
1010.6100		11,705,611.20	11,705,611.20						
1010.8100	15,974.97	527,902.71	511,927.74						

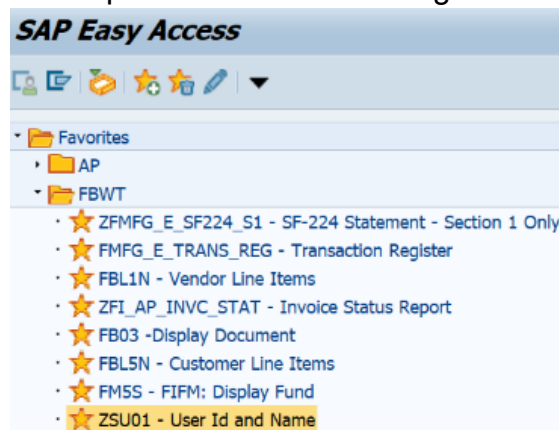
- D. If transaction is posted, update ServiceNow transaction record in “FBWT Differences Reports” with SAP document number and date. Resolve record.
- E. If transaction is not posted, FBWT Escalator will follow escalation process.

STEP 8. Validate status on all SAP document numbers that result in FBWT Differences Reports

- A. Look up document in SAP using T-Code **FB03** (Display Document)



- B. Find the user ID# (Example NS000529, NS001504)
- C. Look up User ID# in SAP using T-Code **ZSU01** (User ID and Name)

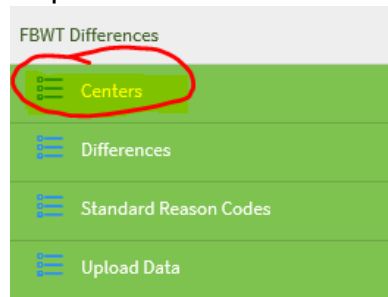


- D. If transaction is not posted, FBWT Escalator will follow escalation process.

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STEP 9. Mid-Month Escalation

- A. In ServiceNow, click on “FBWT Centers” found under “FBWT Differences Reports”



- B. Click into the column “# of FBWT Differences Reports”

The screenshot shows the 'FBWT Differences Report' table. The column '# of FBWT Differences' is highlighted in yellow. The table lists various centers and their corresponding number of differences reports.

Center	# of FBWT Differences
Headquarters	132
Armstrong Flight Research Center	9
Marshall Space Flight Center	9
Ames Research Center	5
Goddard Space Flight Center	24
Stennis Space Center	13
Langley Research Center	9
(empty)	1
Glenn Research Center	5
Kennedy Space Center	12
Jet Propulsion Laboratory	4
Johnson Space Center	11
Sum	234

- C. Click on the “Mid-Month Escalations” tab and go to the Email Template

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D. NSSC FBWT SP sends email with a report of all outstanding FBWT Differences Reports to the applicable Center finance DCFOs or designated point of contact. Use the Point of Contact list in this link: <N:\Financial Accounting Branch\FBWT\FBWT escalation process\Center POCs>, go to the “Mid-Month Escalation” tab within the spreadsheet. (See *Appendix J for FBWT Escalation Standard email template*).

1. Report will show all transactions but will emphasize those that remain a difference that will be “red” if the FBWT Differences Report is greater than 20 days old and will be “yellow” if the FBWT Differences Report is under 20 days old and not resolved by month end.

E. The 25th of the month (If the 25th falls on a weekend, it will fall on the following business day), NSSC FBWT meets via Mid-Month Status Call with applicable Center finance DCFOs or designated point of contact, FBWT Process Champion, transaction processor and the transaction processor supervisor on escalated outstanding differences. (Note: This telecom would replace the “Cash Call” telecom and enhance the level of authority of participants. At this stage in the escalation, FBWT Differences Reports should be minimal; therefore, the participation in this call should be reduced to only challenging differences that require intervention.)

1. Any correspondence related to this escalation step will be added to the work log of the Mid-month.

STEP 10. Month End Notification

A. On the last business day of the month, NSSC FBWT SP meets via Month End Status Call. Only the person responsible for resolving the transactions remaining will need to attend this call to provide an updated status.

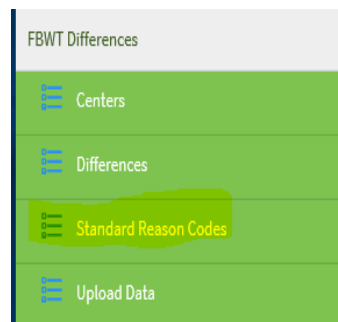
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(Attendance is not required) The phone call should be a notification that the processor is aware of the transaction and is currently working the action.

1. Date and notation of conversation is added to the work log in the ServiceNow record.

STEP 11. Updating Standard Reason Codes in Service Now

- A. User must have access to “FBWT Standard Reason Codes” group in Service Now. If you do not have access to the “FBWT Standard Reason Codes” group, you will need to submit a NAMS request. (See FBWT Supervisor for NAMS information to submit)
- B. Click on “FBWT Standard Reason Codes” found under “FBWT Differences Reports”



- C. To Add a New reason, click “New” at the top of page
 1. Type in the new Reason Code
 2. Click Save to stay on page
 3. Click Submit to return to previous page

- D. To “Inactivate” existing reason
 1. Click on reason in Reason Code List

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- Click the “Check” in the “Active” box to make the reason inactive. (This will mark the reason as “false” and it will not appear as a selection. The reason will however, keep the historic records on the transactions it was used for before inactivating it.)
- Reason Code can be made Active by checking the box

<p>AVAILABLE FOR LOOKUP</p> <p>Active <input checked="" type="checkbox"/></p>	<p>AVAILABLE FOR LOOKUP</p> <p>Active <input type="checkbox"/></p>
--	---

- “True” means the Reason code is Active
- “False” means the Reason code is Inactive

≡ Active		≡ Reason Code	
Search		Search	
<u>true</u>	<input checked="" type="checkbox"/>	FBWT Difference pending center action	
<u>true</u>	<input checked="" type="checkbox"/>	FBWT Reason Test 1 mfurey	
<u>false</u>	<input checked="" type="checkbox"/>	Test 2	
<u>false</u>	<input checked="" type="checkbox"/>	Khanh Demo Sprint	

PROCESS 6 – RETURN PAYMENT PROCESS

This process is for payments processed on payment proposals that have been returned by Treasury. FBWT receives the Treasury notification and creates Service Now request and assign to appropriate Finance functional area that the return is for.

To be able to retrieve return payment cancellation notices you will need to request TCIS access in NAMS and have ITRA installed on your computer.

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STEP 1. FBWT SP receives an email from

FOCA administrators@fiscal.treasury.gov with return payment summary.

****Note:** This return payment information will also show up in TDO section on the Center's FBWT Reconciliation Report

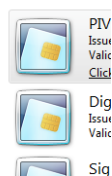
310-9-009 - 00000000 00000000	4/24/2019	109.84
-------------------------------	-----------	--------

STEP 2. Make sure that your PIV Badge is inserted into computer

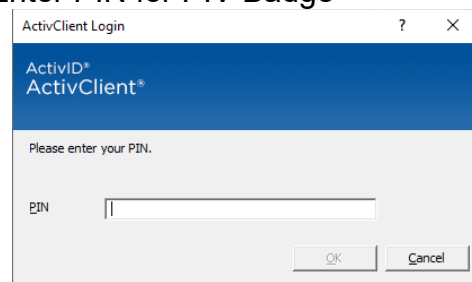
STEP 3. Open Microsoft Edge or Chrome to copy link to log into TCIS:
<https://tcis.fms.treas.gov/>

STEP 4. Select the certificate with your Treasury User ID

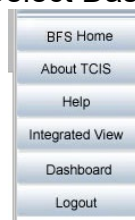
Select a Certificate



STEP 5. Enter PIN for PIV Badge



STEP 6. Select Dashboard



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STEP 7. **Select ALC and submit**

STEP 8. Click on the link for the return 310-9-### pdf button on the bottom right

[Click Schedule # below for details.](#)

Cancellation Schedules for:				
Selected Date: 04/24/2019				
Schedule #	Sched. Type	Item Count	Summary	Account
ALC: 80000004 RFC: 310				
310-9-011	145	1	\$349.48	
Total:		1	\$349.48	

STEP 9. This will pop up after clicking the link. Select the pdf version

[Cancellation Detail listed below](#)

Details for Schedule #:	310-9-011	Schedule Type:	145	ALC:	80000004
-------------------------	-----------	----------------	-----	------	----------

Payee ID	Payee Name	Symbol	Check / ACH #	Return Reason Code	Cancellation Date	Cancellation Amount	Agency Credit Category	TAS	Payment Date	Payment Schedule
374983994	BARTELL,GARREN	*310	4898798	02	04/24/2019	349.48		08020192020 0115000	04/19/2019	00000190418009

STEP 10. Save this pdf in the FBWT, Center, Month, Return Payment folder as GSFC \$109.84 310-9-009 FMT#####

Details for Schedule #: 310-9-011
For Schedule Type: 145
For Cancellation Date: 04/24/2019
For ALC: 80000004

Payee ID	Payee Name	Object Code	Symbol	Check / ACH #	Return Reason Code	Cancellation Date	Cancellation Amount	TAS	Payment Date	Payment Schedule
374983994	BARTELL,GARREN		*310	4898798	02	04/24/2019	349.48	08020192020 0115000	04/19/2019	00000190418009
Total							349.48			

Run Date: 04/25/2019

STEP 11. Step 4: In SAP - go to ZFI_AP_PMT_STAT – Payment Status

STEP 12. Enter Payment Schedule Number with 2 leading zeros and execute

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Federal Payment Settlement List

Payment Run Date to

Identification

--- or ---

Payment Schedule Number to


Company Code Selection

Paying company code to

Sending company code to

Further Selection

STEP 13. Look for the amount and click into the 2000 doc

Federal Payment Settlement List															
<div></div>															
Payment Ru	Payment Ru	Treas. dis	Schedule N	Paying Com	Sending ...	Agency Loc	Agency Loc	Payment ...	Clearing D	Posting Da	Due Date	Gross ...	Disc/Pe...	Net Amt	Vendor Nu
04/18/20...	NSJST		00190418009	NASA	NASA	80000004	X0028	P	2000069799	04/18/2019	04/18/2019	4.65	0.00	4.65	00000393
04/18/20...	NSJST		00190418009	NASA	NASA	80000004	X0028	P	2000069771	04/18/2019	04/18/2019	58.54	0.00	58.54	00000066
04/18/20...	NSJST		00190418009	NASA	NASA	80000004	X0028	P	2000069800	04/18/2019	04/18/2019	99.00	0.00	99.00	00000564
04/18/20...	NSJST		00190418009	NASA	NASA	80000004	X0028	P	2000069794	04/18/2019	04/18/2019	135.86	0.00	135.86	00000330
04/18/20...	NSJST		00190418009	NASA	NASA	80000004	X0028	P	2000069778	04/18/2019	04/18/2019	159.20	0.00	159.20	00000072
04/18/20...	NSJST		00190418009	NASA	NASA	80000004	X0028	P	2000069796	04/18/2019	04/18/2019	176.95	0.00	176.95	00000375
04/18/20...	NSJST		00190418009	NASA	NASA	80000004	X0028	P	2000069770	04/18/2019	04/18/2019	191.68	0.00	191.68	00000065
04/18/20...	NSJST		00190418009	NASA	NASA	80000004	X0028	P	2000069776	04/18/2019	04/18/2019	205.38	0.00	205.38	00000070
04/18/20...	NSJST		00190418009	NASA	NASA	80000004	X0028	P	2000069773	04/18/2019	04/18/2019	231.00	0.00	231.00	00000069
04/18/20...	NSJST		00190418009	NASA	NASA	80000004	X0028	P	2000069793	04/18/2019	04/18/2019	237.71	0.00	237.71	00000305
04/18/20...	NSJST		00190418009	NASA	NASA	80000004	X0028	P	2000069801	04/18/2019	04/18/2019	237.96	0.00	237.96	00000626
04/18/20...	NSJST		00190418009	NASA	NASA	80000004	X0028	P	2000069784	04/18/2019	04/18/2019	240.91	0.00	240.91	00000089
04/18/20...	NSJST		00190418009	NASA	NASA	80000004	X0028	P	2000069774	04/18/2019	04/18/2019	246.87	0.00	246.87	00000070
04/18/20...	NSJST		00190418009	NASA	NASA	80000004	X0028	P	2000069779	04/18/2019	04/18/2019	259.30	0.00	259.30	00000073
04/18/20...	NSJST		00190418009	NASA	NASA	80000004	X0028	P	2000069775	04/18/2019	04/18/2019	262.71	0.00	262.71	00000070
04/18/20...	NSJST		00190418009	NASA	NASA	80000004	X0028	P	2000069798	04/18/2019	04/18/2019	274.31	0.00	274.31	00000382
04/18/20...	NSJST		00190418009	NASA	NASA	80000004	X0028	P	2000069782	04/18/2019	04/18/2019	276.50	0.00	276.50	00000084
04/18/20...	NSJST		00190418009	NASA	NASA	80000004	X0028	P	2000069781	04/18/2019	04/18/2019	333.08	0.00	333.08	00000079
04/18/20...	NSJST		00190418009	NASA	NASA	80000004	X0028	P	2000069803	04/18/2019	04/18/2019	349.48	0.00	349.48	00000640

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Federal Payment Settlement List

Payment Ru	Payment Ru	Vendor Num	Vendor Name	Cleared Do	Cleared ...	Vendor Ref	533 Indica	Clearing D	Clearing D	Late Code	Late Reaso	Business A	Fiscal Y...	Debit
04/18/20...	NSJST	0000037527	CAMPANA SHARON ELAINE	1900055470	2	72000055572		1300069842	04/19/2019			72	2019 H	
04/18/20...	NSJST	0000006596	DANIEL BRIAN A	1900055452	2	72000055694		1300069823	04/19/2019			72	2019 H	
04/18/20...	NSJST	0000007062	GRAF JOHN C	1900055589	2	72000053860		1300069826	04/19/2019			72	2019 H	
04/18/20...	NSJST	0000006985	GEYER MARK S	1900055444	2	72000054875		1300069825	04/19/2019			72	2019 H	
04/18/20...	NSJST	0000030578	FLORES SAMUEL	1900055446	2	72000055966		1300069813	04/19/2019			72	2019 H	
04/18/20...	NSJST	0000062613	FOLLMAN JACOB JAY	1900055691	2	23000047491		1300069818	04/19/2019			72	2019 H	
04/18/20...	NSJST	0000008961	STICH JOSEPH S	1900055415	2	72000055844		1300069830	04/19/2019			72	2019 H	
04/18/20...	NSJST	0000007036	GOOD MICHAEL TIMOTHY	1900055424	2	72000055889		1300069816	04/19/2019			72	2019 H	
04/18/20...	NSJST	0000007362	HUDSON DAVID J	1900055413	2	72000055564		1300069839	04/19/2019			72	2019 H	
04/18/20...	NSJST	0000007036	GOOD MICHAEL TIMOTHY	1900055499	2	72000055191		1300069817	04/19/2019			72	2019 H	
04/18/20...	NSJST	0000038249	MOORE ANNETTE M	1900055554	2	72000055472		1300069820	04/19/2019			72	2019 H	
04/18/20...	NSJST	0000008495	RABOIN JASEN L	1900055407	2	72000055135		1300069807	04/19/2019			72	2019 H	
04/18/20...	NSJST	0000007972	MCCULLOUGH JOHN A	1900055433	2	72000054223		1300069829	04/19/2019			72	2019 H	
04/18/20...	NSJST	0000064077	BARTELL GARREN	1900049836	2	72000054366		1300069840	04/19/2019			72	2019 H	

STEP 14. This tells you if it is AP, AR or Travel

- A. Accounts Payable Payment Run ID is 5 digits and the first two are always letters. The Letters will be the “center” then the “pmt meth” type. (Example: ND085 = NMO Pymt Method D) can also have pymt Method of T for Freight and shipping (Example: MT085)

Doc.Type : ZP (A/P- Payments - F110) Normal document

Doc. Number	2000045497	Company Code	NASA	Fiscal Year	2019
Doc. Date	02/14/2019	Posting Date	02/14/2019	Period	05
Calculate Tax	<input type="checkbox"/>				
Doc. Currency	USD				
Payment Run ID	02/14/2019 - ND085				

Itm	PK	Account	Account short text	Amount	Funds Center	Funded Program
1	25	166289	APRE INSTRUMENTS, L.	60,011.00		
2	50	2120.0000	Disbursements In-Tra	60,011.00-		
*				0.00		

- B. Travel Payment Run ID is always 5 digits letters and 11 ends in “T” (Example: NSHQT)

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Doc.Type : ZP (A/P- Payments - F110) Normal document							
Doc. Number		2000069803		Company Code	NASA	Fiscal Year	2019
Doc. Date		04/18/2019		Posting Date	04/18/2019	Period	07
Calculate Tax		<input type="checkbox"/>					
Doc. Currency		USD					
Payment Run ID		04/18/2019 - NSJST					

Itm	PK	Account	Account short text	Amount	Funds Center	Funded
1	25	64077	BARTELL,GARREN	349.48		
2	50	2120.0000	Disbursements In-Tra	349.48-		
*				0.00		

C. Accounts Receivable Doc Types are ZQ and Payment Run ID

Doc.Type : ZQ (A/R- Payments - F110) Normal document						
Doc. Number		2000046352		Company Code		NASA
Doc. Date		02/15/2019		Posting Date		02/15/2019
				Fiscal Year		2019
				Period		05
Calculate Tax <input type="checkbox"/>						
Doc. Currency USD						
Payment Run ID 02/15/2019 - OR508						

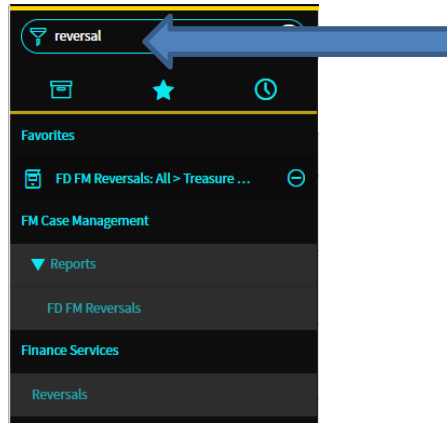
Itm	PK	Account	Account short text	Amount	Funds Center	Funded Program
1	09	118245	Ball Aerospace	9,578.19	55	392259.02.11.S543.15
2	50	2120.0000	Disbursements In-Tra	9,578.19-		
*				0.00		

STEP 15. Create Service Now Reversal Request using “Reversals Form”

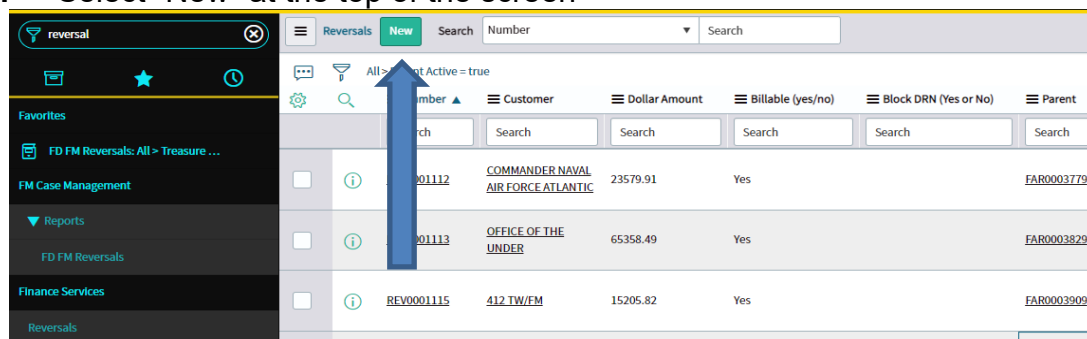
STEP 16. Go to Service Now _ https://esd.nasa.gov/nav_to.do?uri=%2Fhome.do%3F

STEP 17. Type “reversal” in the Filter Navigator

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STEP 18. Select “New” at the top of the screen



STEP 19. Open Return Payment information from Treasury to complete Reversal form in Service Now

Details for Schedule #: 310-2-027
For Schedule Type: 145
For Cancellation Date: 09/08/2022
For ALC: 80000001

Payee ID	Payee Name	Object Code	Symbol	Check / ACH #	Return Reason Code	Cancellation Date	Cancellation Amount	TAS	Payment Date	Paym Sche
367119077	JAMBUL		*310	3965263	02	09/08/2022	592.18	08020222023 0122000	09/06/2022	0000022
Total							592.18			

Run Date: 09/09/2022

STEP 20. Fields to Complete on Reversal Form:

- Customer – click on Magnifying glass icon
- Pull up return payment – find Payee Name
- Input part of the Payee Name in the Name search field

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Users New Search Name

All

Name Center Abbrev User ID Em

Search Search Search Search

(empty)

(empty)

D. Select Customer if available

Users New Search Name Search

1 to 20 of 226,278

All > Name >= natesan

Name Center Abbrev User ID Email

Search Search Search Search

Natesan Jambulingam natesan.jambulingam@nasa.gov

Natesh Manikoth natesh.manikoth@faa.gov natesh.manikoth@faa.gov

Natesh Manikoth HQ nmanikot natesh.manikoth@faa.gov

E. IF Customer is not available, select new

Users New Search

F. Add Name, First, Last, Middle and Submit

User New record Submit

User ID

Name Fred A Smith

First name Fred

Last name Smith

Middle name A

Email

Calendar integration Outlook

Time zone System (US/Central)

Business phone


Callback number


G. Location – Type in Center or Click magnifying glass to search




Location Headquarters

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H. Request Category – click on magnifying glass and select Category based on Payment Schedule

Request Category 

 **Category**

-  [DOMESTIC TRAVEL](#)
-  [ACCOUNTS PAYABLE](#)
-  [ACCOUNTS RECEIVABLE](#)


I. Research Steps to determine Category

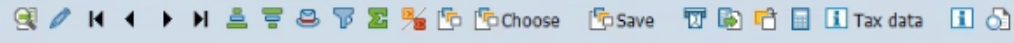
J. Go to SAP and input the “2000” doc number – FB03


K. Environment – Payment usage

L. Look for the original payment – double click

M. Click on Moon over the Mountain icon to get the right view

 **Document Overview - Display**



Doc.Type : ZT  Normal document

Doc. Number 100074859 Company Code NASA Fiscal Year 2022

Doc. Date 08/22/2022 Posting Date 08/23/2022 Period 11

Calculate Tax ☐

Ref.Doc. IBA9672849822260


Doc. Currency USD


Doc. Hdr Text DIFULVIO MICHAEL


IR Date 08/22/2022

Item	FK	Account	Account short text	Amount	Funds center	Funded Program
1	40	6100.2113	Trvl Resrch, Tech 6	60.00	23	951888
2	31	173559	US BANK NATIONAL ASS	60.00-		

N. Request Subcategory - click on magnifying glass and select RETURN PAYMENTS

Request Subcategory 

 **Subcategory**

-  [RETURN PAYMENTS](#)

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O. Assignment Group – pick based on Category

Assignment Group

- FM - CONFERENCE TRACKING L2
- FM - CONFERENCE TRACKING L3
- FM - COS CONTROL PANEL
- FM - DEBT WAIVER CALENDAR USER
- FM - DOMESTIC TRAVEL L2
- FM - DOMESTIC TRAVEL L3
- FM - FBWT L2
- FM - FBWT L3

P. Fill in info at bottom of Reversal form and SAVE

Q. Original Clearing Doc Number (2000#)

R. Center

S. Dollar Amount

Reversals - REV0001259
New record

Vendor Number

Reversal Reason

Billable (yes/no)

Original Clearing Doc Number (2000#)

Customer Number

Center

Dollar Amount

Original SAP Document

T. Short desc auto populates = Add Schedule #


Short Description

U. Copy short description into Work Notes

Work notes

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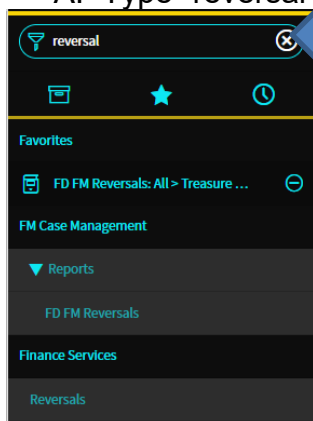
V. Attach Return Payment Document from Treasury (Saved in Return Payments folder by Center) to REV

Manage Attachments (1):  HQ Return Payment - JAMBULING...

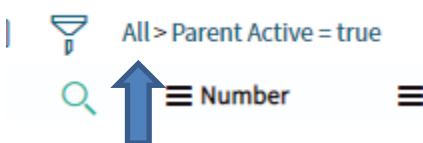
STEP 21. TO LOCATE IN SERVICE NOW AND SAVE BREADCRUMB

STEP 22. Go to Service Now - https://esd.nasa.gov/nav_to.do?uri=%2Fhome.do%3F

A. Type “reversal” in the Filter Navigator



B. Click on All



C. In Request Subcategory right click on Return Payment and “Show Matching”

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≡ Number	≡ Customer	≡ Request Category	≡ Request Subcategory	≡ Assignment Group
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>

REV0001272

KANITRA TYLER

DOMESTIC TRAVEL

RETURN PAYMENTS

FM - DOMESTIC TRAVEL L2

CUSTOMER CONTACT CENTER STRATEGY

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

The NSSC CCC can be reached via phone, fax, or e-mail:

E-mail queries: nssc-contactcenter@nasa.gov

Fax queries: 1-866-779-6772

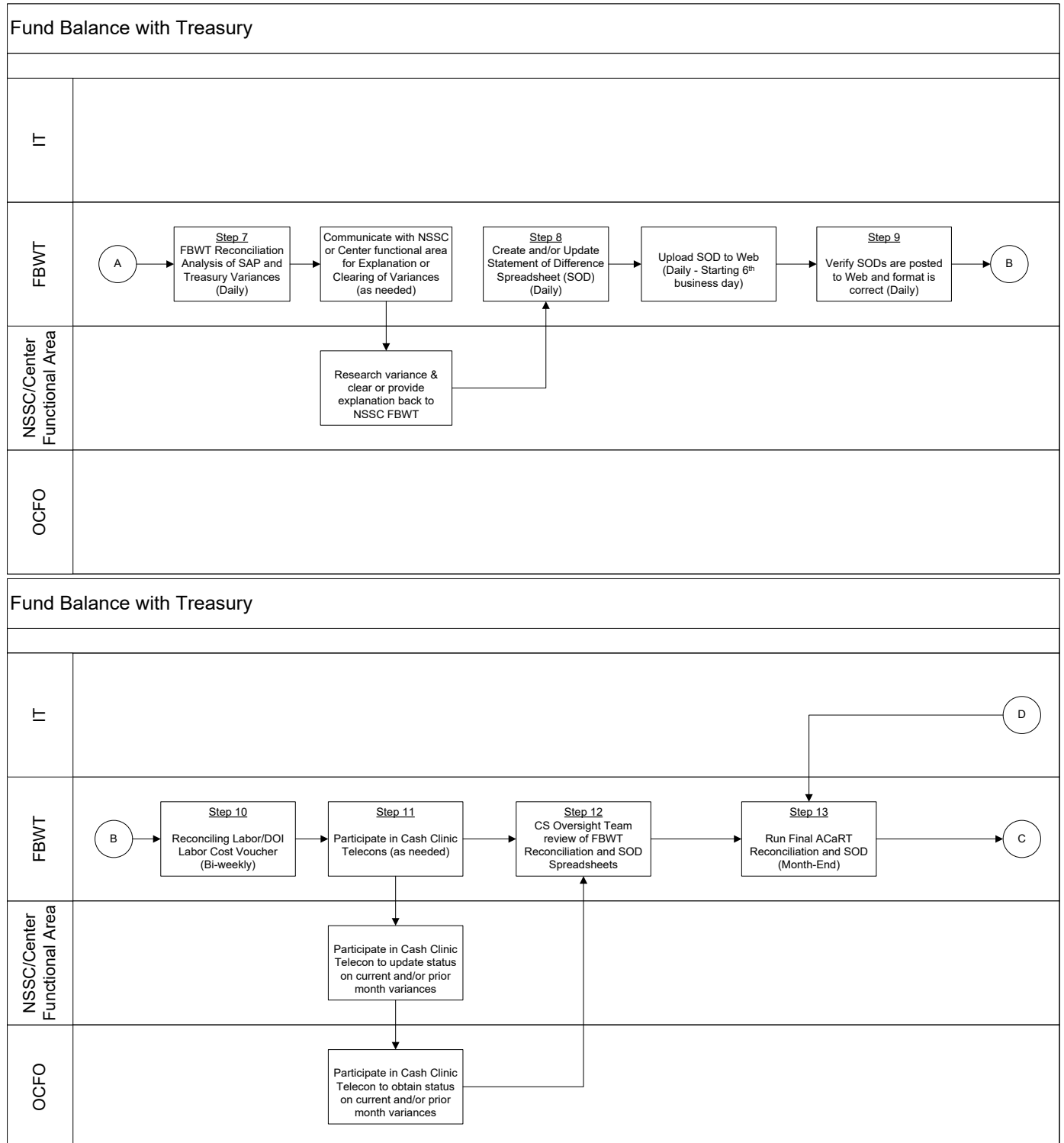
Phone queries: 1-877-NSSC123 (or 1-877-677-2123)

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APPENDIX A – CROSS FUNCTIONAL FLOWCHART

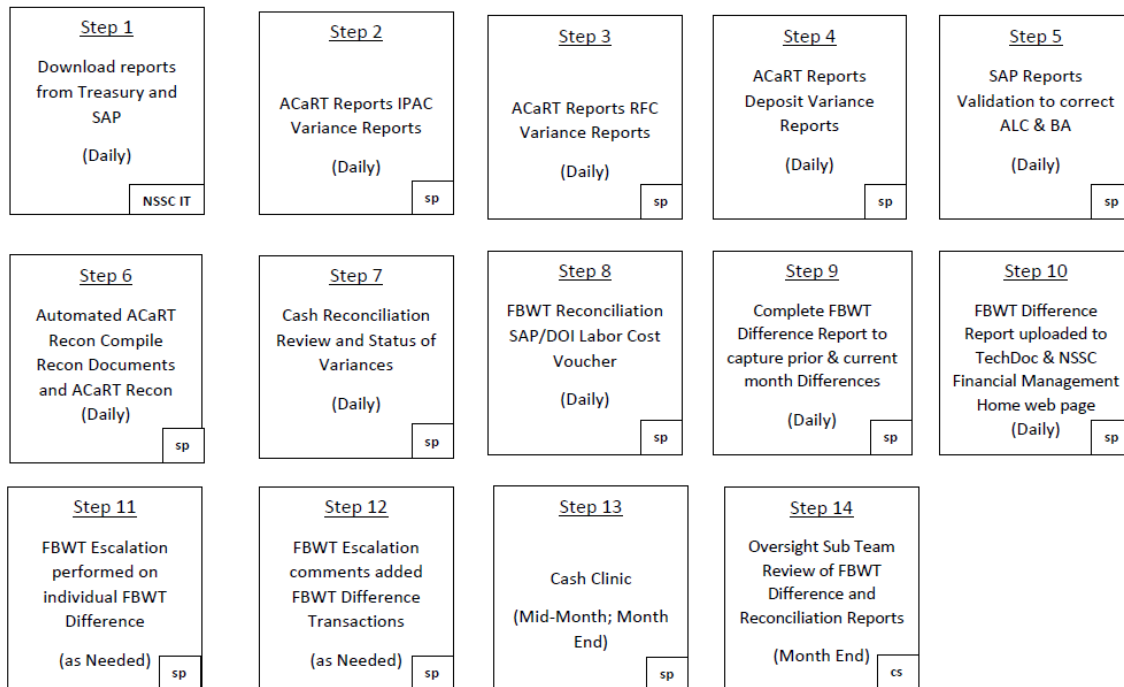
Fund Balance with Treasury	
IT	<p>Step 1 Run and Download SAP SE17 Query Reports and Treasury Reports. Upload SAP & Treasury Data into ACaRT (Daily)</p>
FBWT	<p>Steps 2 thru 4 Validate Treasury Totals in ACaRT to actual Treasury totals for IPAC, RFC, Deposits (Daily)</p> <p>Step 5 SAP Reports – Review for blank and mismatched Accounting Dimensions & Negative Disbursements (Daily)</p> <p>Step 6 Run Automated ACaRT Reconciliation Report (Daily)</p> <p>A</p>
NSSC/Center Functional Area	
OCFO	

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APPENDIX B –PROCESS – DAILY FUND BALANCE WITH TREASURY WORK PROCESS FLOW DIAGRAM



NSSC IT = NSSC Information Technology

SP = Service Provider

CS = Civil Servant

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APPENDIX C – FUND BALANCE WITH TREASURY ACRONYM

AAO	Agency Application Office
ACaRT	Agency Cash Reconciliation Tool
ACR	Agency Confirmation Report
ALC	Agency Location Code
AOF	Appropriation of Funds
AP	Accounts Payables
AR	Accounts Receivables
BA	Business Area
BPD	Bureau of Public Debt
CMP	Continuous Monitoring Program
CSV	Comma Separated Values
CTA	Classification Transactions and Accountability
DAB	Data Analysis Branch
DCFO	Deputy Chief Financial Officer
DepVar	Deposit Variance
DOI	Department of Interior
DRN	Document Reference Number
FBWT	Fund Balance with Treasury
FBWT CS Accountant	Fund Balance with Treasury Civil Service Accountant
FIDO	Federal Interagency Databases Online

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FMD	Financial Management Division
FMS	Financial Management Services
FPA	Federal Program Agencies
FY	Fiscal Year
GWA	Government Wide Accounting
HHS	Health and Human Services
IAS	Information Access System
IT	Information Technology
IEMP	Integrated Enterprise Management Program
IPAC	Intra-Governmental Payment and Collection Systems
IPACRcdTot	Intra-Governmental Payment and Collection Received Total
IPACSentTot	Intra-Governmental Payment and Collection Sent Total
IPACVar	Intra-Governmental Payment and Collection Variance Report
JV	Journal Voucher
LOC	Letter of Credit
NASA	National Aeronautics and Space Administration
NATS	NASA Audit Tracking Systems
NSSC	NASA Shared Services Center
OCFO	Office of the Chief Financial Officer

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OCFO/DAB	Office of the Chief Financial Officer/Data Analysis Branch
OMB	Office of Management and Budget
PCS	Permanent Change of Station
PMC	Periodic Monitoring Controls
POC	Point of Contact
RFC	Regional Financial Center
RFC Var	Regional Financial Center Variance
SAP	Systems Applications and Processes
SAP/IEMP	SAP/Integrated Enterprise Management Program
SGL	Standard General Ledger
SOD	Statement of Difference
SP	Service Provider
SR	Service Request
TAS	Treasury Account Symbol
TDO	Treasury Disbursing Offices
TDOPayTot	Treasury Disbursing Offices Pay Total
USSGL	U.S. Standard General Ledger
WAT	Web Access Tool

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APPENDIX D – AGENCY LOCATION CODE (ALC) LISTING

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

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APPENDIX E – SGL-1010 ACCOUNTS TO BE USED FOR SAP MANUAL CASH CLEARING ENTRIES

Account	Description	Example of Use	FMS 224 Column
1010.1000	Converted FBWT for AP, AR, CO type trans	Blocked; no longer available	3
1010.2000	Drawdowns (HHS)	HHS/LOC drawdown invoice posts in SAP	3
1010.2500	Drawdowns-Transfer from HHS	HHS/LOC suspense elimination JV (debit)	3
1010.2999	HHS Year End Closing	HHS Year End Closing & Final 272 Disbursement	3
1010.5100	IPAC Collections	IPAC collections (IPACs originated by NASA to collect from other agencies)	2
1010.5215	SF-215 and SF-5515 Collections	Check and cash collections in payment of new receivables (i.e. FOIA) or adjustments based on debit voucher (usually bounced check)	2
1010.5220	Fedwire Collections	Fedwire collections in payment of new receivables	2
1010.5225	Pay.Gov Credit Card Collections	Pay.Gov Credit Card collections in payment of new receivables	2

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1010.5255	Advances from non-federal customers removed from expiring AOF to 80x6500	Expiring advance dollars must be reduced to the value of the sales order line. Remaining advance dollars will be posted to a special deposit account until the new budget has been distributed and the sales order has been updated with a new line for the new program year funding.	2
1010.6100	Disbursements and Adjustments	Disbursements: travel payments, vendor payments, IPAC payments (IPACs originated by other agencies taking money from NASA), IPAC payment adjustments (IPACs originated by other agencies refunding back to NASA)	3
1010.6150	Checks and Cash Refunds Current Year	Check and cash collections in payment of new receivables	2
1010.6300	Disbursements of Canceled Payables	Disbursements of Canceled Payables	3
1010.7120	Investment in US Securities (par) with Bureau of Public Debt BPD	Investments	3
1010.7130	Redemption of US securities (par) with BPD	Investments	2

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1010.7200	Unrealized discounts with BPD	Investments	2
1010.7300	Earning .2 with BPD	Investments	2
1010.8100	Refunds Of Current Year Obligations - IPAC	IPAC refunds of current year funds from outside Agencies (net to disbursement)	3
1010.8200	Refunds Of Current Year Obligations - Fedwire	Fedwire refunds of current year funds from outside Agencies	2
1010.8300	Refunds Of Current Year Obligations – Pay.Gov Credit Card	Pay.Gov Credit Card refund of current year funds from outside Agencies (net to disb)	3
1010.8400	Refunds Of Current Year Obligations - SF215	Check/cash (SF215) refund of prior year funds from outside Agencies	2
1010.9817	Cash Transactions Not Reported on SF224	DOI labor/payroll suspense elimination JV (credit)	None
1010.9818	Cash Transactions Not Reported on SF224	HHS/LOC suspense elimination JV (credit)	None
1010.9821	AR Transition	AR Transition	None
1010.9888	Cash Transactions Not Reported on SF224	Cash Transactions Not Reported on SF224	None

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APPENDIX F – FISCAL YEARS AND PERIODS

Fiscal Years and Periods		
Fiscal Year	Fiscal Month	SAP Period
20XX	October	1
20XX	November	2
20XX	December	3
20XX	January	4
20XX	February	5
20XX	March	6
20XX	April	7
20XX	May	8
20XX	June	9
20XX	July	10
20XX	August	11
20XX	September	12

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APPENDIX G – FBWT FORMS AND REPORTS

Continuous Monitoring Program
ACaRT Deposit Variance Report
Fund Balance with Treasury (FBWT) Differences Report
ACaRT IPAC Variance Report (Variance and Outstanding)
ACaRT Regional Finance Center (RFC) Payment Variance Report
SAP - Federal Payment Settlement List (Transaction Code ZFI AP PMT STAT)
SAP - General Table Display (Transaction Code SE17)
SAP - Transaction Register Report (Transaction Code FMFG_E_TRANS_REG)
Treasury- Government Wide Accounting (GWA) Account Statement
Treasury - Intra-Governmental Payments and Collections (IPAC) support listing
Treasury – Collection Voucher Support Listing
Treasury - Treasury Disbursing Office (TDO) Payments (electronic payments and cancelled checks)

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APPENDIX H – POSITION PAPER DUAL PROCESS FOR HANDLING FBWT DIFFERENCES REPORTS

Position Paper – Dual Process for Handling Statement of Differences (SODs)

- Roll Reversals into Current Month (CM) SODs
- Carry Newly Accomplished SODs as New SODs

Submitted by the NSSC February 4, 2010

OCFO requested change in FBWT process

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A specific concern expressed was related to two SAP reversal transactions completed on December 31, 2009. The NSSC Travel Office was working on a GSFC travel document related to resolving a Service Request (SR) from the NEACC. This resulted in two Statement of Differences (SODs) for GSFC, one in May 2006 and the other in October 2006. The SR was to correct advance liquidation postings originally completed at the Center. The overall concern expressed relates to the current approved Agency process of recording FBWT transactions based on the Treasury Accomplished Date.

History

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By using these fields for reconciling NASA's FBWT, items that are outstanding between Treasury and SAP are aged and categorized based upon the Treasury Accomplished Date. Any items that had previously been cleared to cash in SAP and subsequently reversed and not cleared to cash during the same period become SODs and are categorized by the Treasury Accomplished Date.

Additionally, previous guidance received from the OCFO DAB on September 22, 2008 directed the Agency to carry SODs in the month/year that the original transaction occurred at Treasury which is the Treasury Accomplished Date.

"Colleagues,

I wanted to provide clarification regarding the use of document dates in SAP for cash clearing documents affecting the FMS 224. For the sake of consistency, all Centers and the NSSC should enter the same document date as the Treasury Accomplished date when preparing and entering cash clearing documents. This creates a stronger audit trail since document dates will be consistent with the Treasury Accomplished date from the original Treasury transaction (IPACs, RFC, etc.). Also, this methodology should serve to reduce the number of manual 224 adjustments needed. Please note that posting date

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For example:

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The SOD spreadsheet that was created by the NSSC and is currently maintained daily for each center records the transaction level detail for each SOD for each center. This spreadsheet allows the Agency to properly and accurately keep track of SODs and monitor their progress/clearing.

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- Roll Reversals into CM SODs

The NSSC interprets this to mean that any reversals that are posted during the month and not re-entered and cleared to cash prior to month end will be rolled up into current month SODs using the date that the reversal was posted in the system (reversal entry date). This means that when the documents are finally re-entered and cleared to cash in SAP, the processor will need to clear those documents to cash using the entry date that the cash reversals were posted. If entry date is not used as the document date, then issues will occur with trying to match the document dates correctly and properly clear the SODs.

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Treasury/NASA Guidance

The current Agency process is based on the Treasury Financial Manual (TFM).

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- Section 5.2.2 - Report all transactions by the disbursing office symbol and the month accomplished.
- Section 5.2.2.1 – This section allows NASA FMS 224 reporting entities to correct prior month(s) Statement of Differences for Disbursements by providing corrections to amounts incorrectly reported and identifying the previous month(s) that NASA is correcting.
- Section 5.2.2.1.1 – Separate the current month transactions from prior month transactions. Include the month and the year of prior month transactions to correct the Statement of Differences.
- Section 5.2.3.2 – This section allows NASA FMS 224 reporting entities to correct prior month(s) Statement of Differences for Deposits by providing corrections to amounts incorrectly reported and identifying the previous month(s) that NASA is correcting.
- Section 5.2.3.3.3 – Separate the current month transactions from prior month transactions. Include the month and the year of prior month transactions to correct the Statement of Differences.

System Changes Required

When all reversal cash documents are posted in SAP, regardless of their age, the document date for the reversal document needs to be changed so that the reversal document does not inherit the document date from the original document that is being reversed. The document date on the reversal cash document needs to be the system date of the reversed cash document. This will prevent the reversal from creating a SOD in the month that the document was originally cleared to cash (Accomplished Date) and will put the SOD into the current month. When the document is able to subsequently be re-entered and cleared to cash, the document date for the cash clearing document needs to be the entry date of the reversal cash document in order to clear the SOD that was created in the month that the reversal was performed. For example:

1. A cash document has a document date of October 15, 2009, which corresponds to the Treasury Accomplished Date.
2. The cash document is reversed on December 10, 2009 to correct a WBS on the invoice.
3. SAP is currently hardcoded to use October 15, 2009 as the document date on the cash reversal. However, when this occurs, an SOD is created for October 2009. SAP would need to be modified to use December 10, 2009 as the document date of the cash reversal document. December 10, 2009 is the entry date of the cash reversal document. This will create an SOD for

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December 2009 per OCFO's request. All processes and procedures regarding the AP/AR document that is being corrected would continue to be followed.

4. When the document is re-entered and is ready to be re-cleared to cash, the processor would use December 10, 2009 (the entry date of the cash reversal document) when they re-clear the document to cash. It is imperative that this system date be used when re-clearing the document to cash. It is standard practice for the reversing and re-entry transactions to be performed in the same month, however a situation may occur that prevents this from occurring. If posting date is used instead of entry date, then SODs will be created between months if the reversal and re-entry are not done in the same month.

If the system change in #3 above is not feasible, then manual adjustments will be required for each reversal cash document on the FMS 224 Section II and/or Section III Breakout. Manual adjustments will be required in order to prevent SODs from being created in prior months.

Action	Current Process	Proposed Process – SAP reprogramming possible	Proposed Process – SAP reprogramming not possible
Document posted and cleared to cash	Posted with Accomplished Date of 10/09 - No SOD	N/A	N/A
Document reversed for correction in 11/09	Posted with Accomplished Date of 10/09	Posted with Reversal Entry Date of 11/09 – SOD in 11/09 - manually track this move on the SOD spreadsheet to ensure proper clearing	Posted with Accomplished Date of 10/09 – SOD created in 10/09 - Manual adjustment required to move SOD from 10/09 to 11/09 - manually move transaction on the SOD spreadsheet to ensure proper clearing

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Document re-entered and re-cleared	Posted with Accomplished Date of 10/09 to clear SOD	Posted with Reversal Entry Date of 11/09 to clear SOD – this will be a process change	Posted with Reversal Entry Date of 11/09 to clear SOD – this will be a process change
Resource Impact	N/A		

Regardless of the feasibility of the system change, all reversals will need to be manually tracked in order to be able to monitor their re-entry and ensure the correct dates are used as well as ensure the documents are being worked. This is a workload impact, keeping in mind that the current process allows FBWT to see what items are outstanding from their respective accomplished months. The functional areas would need to manually track these items as well to ensure that they use the correct date when re-entering the documents and clearing them to cash. As documents are moved from their original accomplished date and rolled into current month SODs, the connection/tie to the original Treasury date is lost and requires manual tracking to be able to properly clear them to the new SOD date.

Suggestions

- The NSSC suggests the OCFO consult Treasury to ensure that the requested changes comply with Treasury Guidelines.
- It would be beneficial if all prior year reversals requested by the centers, the NEACC, or the NSSC require OCFO approval prior to being processed in SAP. This could minimize the number of reversals that are requested and processed in SAP, therefore minimizing the risk for the agency.
- The NSSC suggests that the OCFO QAD validate this process change to ensure the agency maintains proper and adequate internal controls.
- The NSSC suggests that the OCFO implement the revised policy on SODs once SAP is modified.

Action Plan

Action Required	Responsible Party	Due Date
Identify finalized requirements	OCFO	OCFO will no longer allow correcting transaction that cause a new SOD to be posted to prior

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		months and/or prior FY based on its original accomplished date.
Discuss change with Treasury	OCFO	OCFO had a discussion with Treasury. Treasury will allow for posting new creating SOD to prior month, but it was not the spirit of the guidance.
Determine feasibility to change SAP	NEACC	SR 222860
Modify SAP, if applicable	NEACC	
Change Management between NSSC and centers	OCFO	?
Train functional areas (NSSC and centers) on new process	NSSC	Process already in place.
Modify ACaRT SOD spreadsheet	NSSC	Task completed
Update EPSS	NEACC	
Update SDGs (FBWT, AP, AR, Travel)	NSSC	
Update FMOP	OCFO	
Concur on required supporting documentation in 224 packages	OCFO & NSSC	
Implement Revised Policy	OCFO & NSSC	

Resource Impacts

Activity	Current Process	New Process- SAP Reprogrammed (Automated)	New Process – SAP Not Reprogrammed (Manual)

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SAP Process	Automated process using Treasury Accomplished Date (TAD)	Automated process using TAD and Entry Date for reversals. Use Entry Date for re-entry.	Automated TAD and Manual Adjustment to use Entry Date for Reversals. Use Entry Date for manual re-entry.
ACaRT Process	Automated process using Treasury Accomplished Date (TAD)	Process flow is based on SAP logic. SOD spreadsheet will need to be modified.	Process flow is based on SAP logic. SOD spreadsheet will need to be modified.
SOD Spreadsheet Process	Automated process using Treasury Accomplished Date (TAD)	Additional data fields and columns required to track back to TAD.	Manual move from prior month to current; tracking of moves for completion of 224 process
FMS 224 Process	Automated process using Treasury Accomplished Date (TAD)	No Impact	Manual move from prior month to current; tracking of moves for completion of 224 process; manual adjustment to 224 sections 2 & 3
FBWT Resource Impact	N/A	No Impact to SP FBWT	Manual detailed processing of reversal SOD items to track by entry date. Additional manual 224 section 2 and section 3 entries to capture the reversal entry date items.
NSSC Resource Impact			

SUMMARY

Summary of requested process change

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- Reversals or corrections will be recorded in the month the reversal is posted. This will ensure SODs, if created, are recorded in the month the reversal is posted.
- Reversal package worksheets currently used by AP and Travel will require adjustment to include the reversal entry date.
- NASA Financial Management Operating Procedure (NFMOP) V6-C02-001 would need to be updated to reflect this new process requirement.

Potential risks

- The change in process, if not system corrected, will result in additional manual adjustments to the SAP 224. Manual adjustments are prone to human error.
- The change in process will involve manual efforts to track SODs by both the functional areas as well as FBWT.
- There is potential to lose the visibility or the audit trail back to the original Treasury transaction, which could be a potential audit finding.
- There a possibility of affecting 1099 reporting by either over reporting or underreporting disbursements to vendors based upon the proposed process.

Required manual changes in processes (may be temporary or permanent if SAP cannot be configured correctly)

See attached example SOD spreadsheet (Example A), Section II and III Breakout (Example B), and SAP 224 (Example C).

Required SAP reprogramming to change system logic based on new requirement to record SODs by SAP reversal entry date instead of Treasury Accomplished Date

- The requested change will require reprogramming SAP to record the document date for cash reversals only as the entry date of the cash reversal document.
- This will result in dual programming logic (if this is possible). Newly accomplished SODs will be recorded based on Treasury Accomplished Date. Prior year/prior month transactions that result from reversals will be recorded based on SAP cash reversal entry date.

Reprogramming open issues

- Determine if change can be configured into SAP.

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OCFO Response

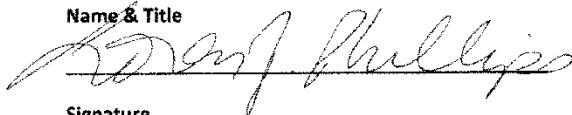
The OCFO is confirming our request to the NSSC to record newly created Statement of Differences (SOD) related to prior accomplished dates as New SOD. We have confirmed our position with Treasury (November 2010) and it is in line with the reporting requirements.

We also acknowledge the possible risk identified if a system enhancements is not implemented. Therefore, we have submitted SR 222860 requesting a modification to the current SAP generated Statement of Transactions Report (SF 224) as documented.

OCFO Concurrence

Loren J. Phillips, Chief, Data Analysis Branch

Name & Title



Signature

12-16-2010

Date

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- Roll Reversals into Current Month (CM) SODs
- Carry Newly Accomplished SODs as New SODs

Submitted by the NSSC February 4, 2010

- Section 5.2.2 - Report all transactions by the disbursing office symbol and the month accomplished.
- Section 5.2.2.1 – This section allows NASA FMS 224 reporting entities to correct prior month(s) Statement of Differences for Disbursements by providing corrections to amounts incorrectly reported and identifying the previous month(s) that NASA is correcting.
- Section 5.2.2.1.1 – Separate the current month transactions from prior month transactions. Include the month and the year of prior month transactions to correct the Statement of Differences.
- Section 5.2.3.2 – This section allows NASA FMS 224 reporting entities to correct prior month(s) Statement of Differences for Deposits by providing corrections to amounts incorrectly reported and identifying the previous month(s) that NASA is correcting.
- Section 5.2.3.3.3 – Separate the current month transactions from prior month transactions. Include the month and the year of prior month transactions to correct the Statement of Differences.

System Changes Required

When all reversal cash documents are posted in SAP, regardless of their age, the document date for the reversal document needs to be changed so that the reversal document does not inherit the document date from the original document that is being reversed. The document date on the reversal cash document needs to be the system date of the reversed cash document. This will prevent the reversal from creating a SOD in the month that the document was originally cleared to cash (Accomplished Date) and will put the SOD into the current month. When the document is able to subsequently be re-entered and cleared to cash, the document date for the cash clearing document needs to be the entry date of the reversal cash document in order to clear the SOD that was created in the month that the reversal was performed. For example:

1. A cash document has a document date of October 15, 2009, which corresponds to the Treasury Accomplished Date.
2. The cash document is reversed on December 10, 2009 to correct a WBS on the invoice.
3. SAP is currently hardcoded to use October 15, 2009 as the document date on the cash reversal. However, when this occurs, an SOD is created for October 2009. SAP would need to be modified to use December 10, 2009 as the document date of the cash reversal document. December 10, 2009 is the entry date of the cash reversal document. This will create an SOD for

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December 2009 per OCFO's request. All processes and procedures regarding the AP/AR document that is being corrected would continue to be followed.

4. When the document is re-entered and is ready to be re-cleared to cash, the processor would use December 10, 2009 (the entry date of the cash reversal document) when they re-clear the document to cash. It is imperative that this system date be used when re-clearing the document to cash. It is standard practice for the reversing and re-entry transactions to be performed in the same month, however a situation may occur that prevents this from occurring. If posting date is used instead of entry date, then SODs will be created between months if the reversal and re-entry are not done in the same month.

If the system change in #3 above is not feasible, then manual adjustments will be required for each reversal cash document on the FMS 224 Section II and/or Section III Breakout. Manual adjustments will be required in order to prevent SODs from being created in prior months.

Action	Current Process	Proposed Process – SAP reprogramming possible	Proposed Process – SAP reprogramming not possible
Document posted and cleared to cash	Posted with Accomplished Date of 10/09 - No SOD	N/A	N/A
Document reversed for correction in 11/09	Posted with Accomplished Date of 10/09	Posted with Reversal Entry Date of 11/09 – SOD in 11/09 - manually track this move on the SOD spreadsheet to ensure proper clearing	Posted with Accomplished Date of 10/09 – SOD created in 10/09 - Manual adjustment required to move SOD from 10/09 to 11/09 - manually move transaction on the SOD spreadsheet to ensure proper clearing

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Document re-entered and re-cleared	Posted with Accomplished Date of 10/09 to clear SOD	Posted with Reversal Entry Date of 11/09 to clear SOD – this will be a process change	Posted with Reversal Entry Date of 11/09 to clear SOD – this will be a process change
Resource Impact	N/A		

Regardless of the feasibility of the system change, all reversals will need to be manually tracked in order to be able to monitor their re-entry and ensure the correct dates are used as well as ensure the documents are being worked. This is a workload impact, keeping in mind that the current process allows FBWT to see what items are outstanding from their respective accomplished months. The functional areas would need to manually track these items as well to ensure that they use the correct date when re-entering the documents and clearing them to cash. As documents are moved from their original accomplished date and rolled into current month SODs, the connection/tie to the original Treasury date is lost and requires manual tracking to be able to properly clear them to the new SOD date.

Suggestions

- The NSSC suggests the OCFO consult Treasury to ensure that the requested changes comply with Treasury Guidelines.
- It would be beneficial if all prior year reversals requested by the centers, the NEACC, or the NSSC require OCFO approval prior to being processed in SAP. This could minimize the number of reversals that are requested and processed in SAP, therefore minimizing the risk for the agency.
- The NSSC suggests that the OCFO QAD validate this process change to ensure the agency maintains proper and adequate internal controls.
- The NSSC suggests that the OCFO implement the revised policy on SODs once SAP is modified.

Action Plan

Action Required	Responsible Party	Due Date
Identify finalized requirements	OCFO	

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Discuss change with Treasury	OCFO	
Determine feasibility to change SAP	NEACC	
Modify SAP, if applicable	NEACC	
Change Management between NSSC and centers	OCFO	
Train functional areas (NSSC and centers) on new process	NSSC	
Modify ACaRT SOD spreadsheet	NSSC	
Update EPSS	NEACC	
Update SDGs (FBWT, AP, AR, Travel)	NSSC	
Update FMOP	OCFO	
Concur on required supporting documentation in 224 packages	OCFO & NSSC	
Implement Revised Policy	OCFO & NSSC	

Resource Impacts

Activity	Current Process	New Process- SAP Reprogrammed (Automated)	New Process – SAP Not Reprogrammed (Manual)
SAP Process	Automated process using Treasury Accomplished Date (TAD)	Automated process using TAD and Entry Date for reversals. Use Entry Date for re-entry.	Automated TAD and Manual Adjustment to use Entry Date for Reversals. Use Entry Date for manual re-entry.

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ACaRT Process	Automated process using Treasury Accomplished Date (TAD)	Process flow is based on SAP logic. SOD spreadsheet will need to be modified.	Process flow is based on SAP logic. SOD spreadsheet will need to be modified.
SOD Spreadsheet Process	Automated process using Treasury Accomplished Date (TAD)	Additional data fields and columns required to track back to TAD.	Manual move from prior month to current; tracking of moves for completion of 224 process
FMS 224 Process	Automated process using Treasury Accomplished Date (TAD)	No Impact	Manual move from prior month to current; tracking of moves for completion of 224 process; manual adjustment to 224 sections 2 & 3
FBWT Resource Impact	N/A	No Impact to SP FBWT	Manual detailed processing of reversal SOD items to track by entry date. Additional manual 224 section 2 and section 3 entries to capture the reversal entry date items.
NSSC Resource Impact			

SUMMARY

Summary of requested process change

- Reversals or corrections will be recorded in the month the reversal is posted. This will ensure SODs, if created, are recorded in the month the reversal is posted.
- Reversal package worksheets currently used by AP and Travel will require adjustment to include the reversal entry date.
- NASA Financial Management Operating Procedure (NFMOP) V6-C02-001 would need to be updated to reflect this new process requirement.

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Potential risks

- The change in process, if not system corrected, will result in additional manual adjustments to the SAP 224. Manual adjustments are prone to human error.
- * • The change in process will involve manual efforts to track SODs by both the functional areas as well as FBWT.
- There is potential to lose the visibility or the audit trail back to the original Treasury transaction, which could be a potential audit finding.
- * • There a possibility of affecting 1099 reporting by either over reporting or underreporting disbursements to vendors based upon the proposed process.

Required manual changes in processes (may be temporary or permanent if SAP cannot be configured correctly)

See attached example SOD spreadsheet (Example A), Section II and III Breakout (Example B), and SAP 224 (Example C).

Required SAP reprogramming to change system logic based on new requirement to record SODs by SAP reversal entry date instead of Treasury Accomplished Date

- The requested change will require reprogramming SAP to record the document date for cash reversals only as the entry date of the cash reversal document.
- This will result in dual programming logic (if this is possible). Newly accomplished SODs will be recorded based on Treasury Accomplished Date. Prior year/prior month transactions that result from reversals will be recorded based on SAP cash reversal entry date.

Reprogramming open issues

- Determine if change can be configured into SAP.

OCFO Response

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OCFO Concurrence

Greg Bauri DCFO 4/12/2011

Name & Title

Signature

Date

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Rollins, Michele M. (NSSC-XD013)

From: Epperson, Cindy H. (NSSC-XD010)
Sent: Tuesday, April 19, 2011 4:46 PM
To: Mosteller, Peggy J. (NSSC-XD013); Rollins, Michele M. (NSSC-XD013); Caldwell, James C. (NSSC-NSSC)[Service Provider]; Barnes, Gail (NSSC-NSSC)[Service Provider]
Cc: Green, Teri L. (NSSC-XD011)
Subject: FW: Signed by Mr. Bowie - NSSC Position Paper - SOD process change
Attachments: NSSC Position Paper - SOD signed TB.pdf

From: Phillips, Loren J. (HQ-IM010)
Sent: Tuesday, April 19, 2011 3:48 PM
To: Epperson, Cindy H. (NSSC-XD010); Ward, Bruce E. (HQ-IM000)
Cc: GLENN, DOUGLAS A. (HQ-IM010); Ejiasa, Cyprian O. (HQ-IM010); Bowie, Terry (HQ-IM000); Gross, Shirley (HQ-IA000)[KPMG LLP]
Subject: Signed by Mr. Bowie - NSSC Position Paper - SOD process change

Hello All,

Mr. Bowie has approved the process change for the treatment of Newly created SOD. I have attached the signed copy of the position paper. This should close out the Action Item 2010-04/2010-12N.

Thanks,

Loren J. Phillips

*OCFO/Financial Management Division
National Aeronautics and Space Administration | Room 8A40
Chief, Data Analysis Branch | Loren.J.Phillips@nasa.gov
(202) 358-0291 (direct) | (202) 358-2952 (fax) | (202) 527-2065 (Mobile)*

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APPENDIX I – OMB CIRCULAR A-123 MANAGEMENT'S RESPONSIBILITY FOR INTERNAL CONTROL

The below link references OMB Circular A-123:

http://www.whitehouse.gov/omb/circulars_a123_rev

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APPENDIX J – FBWT ESCALATION STANDARD EMAILS

Initial Email

(Transaction POC):

(Location/Center) has a Fund Balance with Treasury (FBWT) Difference for the below transaction that is currently aged (# aged days). The NASA Shared Services Center is requesting that you provide a status and expected date for the required action to be completed so that the transaction can be posted in SAP to resolve the FBWT Differences Report.

(This should be the data from FBWT Differences Report record) (Should include: Amount; Item/DRN; Reason)

The NSSC will continue to escalate this transaction in order to support the timely resolution of the FBWT Differences Report.

All outstanding escalated transactions will be reviewed during the Mid-Month FBWT Differences Report status call on 25th of the month (If the 25th falls on a weekend, it will fall on the following business day). The person responsible for resolving this transaction will need to attend this call to provide an updated status.

Monthly Status Call Meeting information:

Date: The 25th of the month (If the 25th falls on a weekend, it will fall on the following business day)

Time: 10:00 am (Central)

Dial in #: 844-467-6272 Passcode: 439037

Please contact the NSSC FBWT team if you have any questions.

Regards,

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[Need to enter email sender name]

Follow up email

Dear (Transaction POC [we want to enter a center POC name]):

This is a follow-up email that requires your attention. (Location) has a Fund Balance with Treasury (FBWT) Difference for the below transaction that is **currently aged (# aged days)**. **Please provide a status and the expected date of resolution as soon as possible.** (add bold and highlight as shown)

(This should be the data from FBWT Differences Report record) (Should include: Amount; Item/DRN; Reason)

The NSSC will continue to escalate this transaction in order to support the timely resolution of the FBWT Differences Report.

All outstanding escalated transactions will be reviewed during the Mid-Month FBWT Differences Report status call on 25th of the month (If the 25th falls on a weekend, it will fall on the following business day). The person responsible for resolving this transaction will need to attend this call to provide an updated status.

Monthly Status Call Meeting information:

Date: The 25th of the month (If the 25th falls on a weekend, it will fall on the following business day)

Time: 10:00 am (Central)

Dial in #: 844-467-6272 Passcode: 439037

Please contact the NSSC FBWT team if you have any questions.

Regards,

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[Need to enter email sender name]

Mid-Month Email

Attached is the current (Month) Fund Balance with Treasury (FBWT) Difference report for (Location) which list the outstanding FBWT Differences Reports. The ending balance column indicates what the CMP exception type will be if the transaction has not been resolved by month end. Escalation actions that have been performed to date are located in the hidden text of the Status column. All pending IRIS transaction information is located in the hidden text of the Item/DRN column.

The NSSC will continue to escalate remaining transactions in order to support the timely resolution of the FBWT Differences Report.

All outstanding escalated All outstanding escalated transactions will be reviewed during the Mid-Month FBWT Differences Report status call on 25th of the month (If the 25th falls on a weekend, it will fall on the following business day). The person responsible for resolving this transaction will need to attend this call to provide an updated status.

Monthly Status Call Meeting information:

Date: The 25th of the month (If the 25th falls on a weekend, it will fall on the following business day)

Time: 10:00 am (Central)

Dial in #: 844-467-6272 Passcode: 439037

Please contact the NSSC FBWT team if you have any questions.

Regards,

[Need to enter email sender name]