



National Aeronautics and  
Space Administration

**NASA Shared Services Center**  
*Stennis Space Center, MS*  
39529-6000  
[www.nssc.nasa.gov](http://www.nssc.nasa.gov)

## **NASA Shared Services Center Service Delivery Guide**

**NSSDG-9200-0004    Revision 12.0**

**Effective Date:    January 25, 2016**  
**Expiration Date:    January 25, 2019**

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# **FINANCIAL MANAGEMENT DIVISION**

## **Accounts Payable Invoice Processing**

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**Responsible Office: Financial Management Division**  
**Accounts Payable**

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## Approved by

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 for Peggy Mosteller  
 Chief, Financial Management Division

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 Date

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## DOCUMENT HISTORY LOG

| Status<br>(Basic/Revision/<br>Cancelled) | Document<br>Version | Effective<br>Date | Description of Change   |
|--|---------------------|-------------------|---|
| Basic                                    |                     | 02/21/2008        | Basic Release   |
| Revision                                 | A                   | 04/17/2008        | <p>Add Job Aid Procedures for Accounts Payable Certification Process (p15-16)</p> <p>Schedule under "Objectives" (p 6-7)</p> <p>Deleted Reference to Payment Proposal Certification and Submission to treasury</p> <p>Add text codes for FBL1N report in the text field based on the status of the invoice (p17)</p> <p>Add SBIR Phase 1 - 1st invoice approval information (p16)</p> <p>Add Award Fees information (p17)</p> <p>Funding Requirements (p20)</p> <p>Update the goods receipt process for AWMS (p19)</p> <p>Add the UUPIC Process (p21)</p> <p>Add the Baseline Date Process (p110)</p> <p>Add Appendix A SAP Workflow for Electronic Invoice Routing (p41-43)</p> <p>Add Appendix B Escalation Process (p44)</p> |

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|----------|---|-----------|---|
|          |   |           | Add Appendix C Treasury Offset Program (p45)<br>Add Appendix D Metric Tracking System Reporting (p46-48)  |
| Revision | B |           | Add Appendix F AP Certification Procedures<br><br>Add Appendix G Single Quantity Supply<br>PLI/Percentage Split PLI Issue Example<br><br>Added note that SEWP fees do not need approval<br><br>Made dispositional changes from JSC<br><br>Remove FI Invoice Process into separate SDG – per JSC comments<br><br>Updated Appendix M Disbursement Move Process Flow<br><br>Add Appendix P AP Royalty Payment Process Flow |
| Revision | C | 6/18/2008 | Updated Appendix C Escalation Process<br><br>Updated Appendix H Agency Process Flow<br><br>Updated Appendix M Disbursement Move Process Flow  |
| Revision | D | 7/18/2008 | Updated Text Field Code Explanations (p19)  |

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|          |     |            | Added request funding procedure (p 19-20)                     |
|          |     |            | Added process for notifying cost of un-approved invoice (p24) |
| Revision | E   | 11/12/2008 | Added process for Same Day payments(p155)                     |
|          |     | 1/12/2009  | Added International Transactions Instructions (p156-157)      |
|          |     | 01/27/2009 | Added IPAC Instructions (p112-121)                            |
|          |     | 02/23/2009 | Added process for Refund (SR132708) (p159 – 163)              |
|          |     |            | Updated CBA Process Flow (p84-89)                             |
|          |     | 04/21/2009 | Updated Closeout Process Flow (p122-125)                      |
|          |     | 04/23/2009 | Partial Payment Process (p164-165)                            |
|          |     |            | Updated Credit Memo process (p13)                             |
|          |     |            | Updated Royalty Process Flow (p126-128)                       |
| Revision | 7.0 | 05/26/2009 | Utility Payment Document Types (p105)                         |
|          |     | 4/5/2010   | Updated Royalty Process Flow (p 192)                          |
|          |     | 10/25/2010 | Updated Reversal Process (p42-45)                             |
|          |     | 09/1/2009  |   |

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|  |  | 09/10/2010 | Posting Vendor Refund Collections in SAP for Contracts (p76 – p 80) |
|  |  | 11/1/2010  | Posting Credits to Closed Contracts (p81 - 104)                     |
|  |  | 12/15/2010 | Cash Grant Closeout Process (p107)                                  |
|  |  |            | Accounts Payable Paperless Work Flow chart (p 61)                   |
|  |  |            | Royalty Payment Notification Letter (p193)                          |
|  |  |            | Updated ICB Award Process Flow (p200)                               |
|  |  |            | Working Capital Fund Process Flow(p204)                             |
|  |  |            | Grant Closeout Coversheet (p196)                                    |
|  |  |            | Administrator's Fund Payments (p111)                                |
|  |  | 08/31/2011 | Removed Un-liquidated Obligations Process Flow                      |
|  |  | 09/23/2011 | Working Capital Fund Advance and Liquidation Process (p112)         |
|  |  |            | Working Capital Fund Process Flow(p211)                             |
|  |  |            | NSSC AP IPAC Work Around Process Flow (p184)                        |
|  |  |            | Document originated under NSSC-FM-SDG-0010.                         |

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|          |     |            | Renumbered to NSSDG-9200-0004 on 01/12/12 to align with the SDNS numbering system.  |
| Revision | 8.0 | 06/15/2014 | <p>Deleted IPAC process (p 12,16)</p> <p>Updated all EPSS links (p 17, 26, 28, 29, 34, 41, 43, 44, 45, 54, 60, 61, 63, 69, 71, 72)</p> <p>Changed CCR to SAM (p 19,56)</p> <p>Deleted Template for Rejection Letter (p22)</p> <p>Updated Text Field Explanations (p23)</p> <p>Updated SBIR (p23, 26)</p> <p>Deleted Note On Shipping and Receiving Escalation (p24)</p> <p>Deleted IPAC Note (p26)</p> <p>Interest That Exceeds The Budget Note (p30)</p> <p>Add Step 9 for Interest Paid By FI (p31)</p> <p>Add Note for International Payment Rejection (p36)</p> <p>Updated Disbursement Move Process (p47-49)</p> <p>Updated Posting Refunds (p 81)</p> |

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|          |     |            | Accounts Payable – Document Type  |
|          |     |            | Add Text Field Code Explanations (p194)   |
|          |     |            | Add AP Process Narratives   |
| Revision | 8.0 | 06/15/2014 | <p>Corrected CAGE Code Assignment Information (p.19)</p> <p>Added Agency Contract / Split Funding Note (p. 23)</p> <p>Added WAWF Note (p. 23)</p> <p>Added ARC Interest Process (p. 30)</p> <p>Added Travel Payment Process (p. 36-40)</p> <p>Corrected N:\ Drive path for Bills of Collection folder (p. 78, 86, 88, 89)</p> <p>Replaced Dryden with Armstrong (p. 80, 83, 86)</p> <p>Adjusted spacing and alignment (p.75-90)</p> <p>Added JMPC Purchase Card / Fleet / CBA due dates (p. 97)</p> <p>Added FIDO Manual Sheet Note (p. 118)</p> <p>Corrected link (p. 124)</p> <p>Added WAWF Note in Appendix H (p. 123)</p> |

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|--|--|--|---|
|  |  |  | <p>Replaced Appendix N – Invoice Reversal &amp; Disbursement Move Worksheet (p. 166)</p> <p>Replaced Appendix X – Text Field Code Explanation (p. 195)</p> <p>Added Appendix Y – Award Fee Payment Transmittal Sheet (p. 196)</p> <p>Added Appendix Z – Excluded Parties Process (p. 197)</p> <p>Added Appendix AA – Delegation of Authority for GRC to Delay Payments for Late Cost Report Submittals (p. 198-199)</p> <p>Added Appendix BB – Approved Early CBA Payments White Paper (p. 200 – 203)</p> <p>Added Appendix CC – Early / Accelerated Payment Approval Procedures for Exceptions to the Prompt Payment Act (p. 203 – 205)</p> <p>Added Appendix DD – Executive Branch Memorandum on Providing Prompt Payment to Small Business Subcontractors (p. 206 – 210)</p> <p>Added Appendix EE – Invoicing Phase I &amp; IA Process Flow (p 210 - 211 )</p> |
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| Revision | 10.0 | 12/16/2014 | Updated Utility workaround process for invoices received without a contract number (p 18)   |
| Revision | 11   | 05/12/2015 | <p>Added foreign vendor payment information (p 53)</p> <p>Added Process 7 – Providing Invoice Copies (p 71)</p> <p>Update NSSC address (p 96)</p> <p>Updated NSSC Accounts Payable Agency Process Flow (p 128)</p> <p>Updated WAWF Document Workflows for Phase I and Phase IA ( p 204)</p> <p>Added Recapture Audit Process – Appendix FF</p> <p>Added note regarding OCFO no Same Day Payments (p 170)</p> <p>Updated Foreign Payment method (p 172)</p> <p>Add note review IRIS for posting guidance (p 32 &amp; 108 chart)</p> <p>Add eInvoicing Interface Reconciliation process (p 171)</p> |
| Revision | 12   | 04/08/2016 | Update Remedy Reference with ServiceNow   |

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|  |  |  | <p>Small Business Terms - CO Bus Size</p> <p>Update process to return improper invoice</p> <p>Update process for Good Receipt request via SAP IRIS Console</p> <p>Update 'Approval CV' tab for WAWF vouchers</p> <p>Update FI Budget Exceeded process</p> <p>Update EEO Payment Process</p> <p>Update Invoice Reversal Process</p> <p>Update Posting Vendor Refund Process</p> <p>Add more reference to FIDO Manual Adjustment Spreadsheet</p> <p>Update time-line for Quarterly International Report</p> <p>Update Appendix FF – Recapture Audit Process and IDR Form</p> <p>Add Appendix GG – Vendor Refund Temporary process</p> <p>Add Appendix HH – 100% Voucher Examination</p> |
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## Introduction

The National Aeronautics and Space Administration (NASA) Shared Services Center (NSSC) will process invoices for all NASA Centers in accordance with the following regulations:

- A. The Prompt Payment Act
- B. The NASA Procedural Requirements (NPR)
- C. NASA Enterprise Performance Support System (EPSS)
- D. Other Applicable Federal regulations
- E. NASA Policies and Procedures

## Purpose

To outline Agency procedures followed by the NSSC related to providing payment and required reporting for vendor payments.

## Applicability/Scope

In accordance with Federal regulations and NASA policy, the NSSC is responsible for providing voucher examination and payment services including assembling, reviewing, processing, recording, reporting, and reconciling commercial and government invoices. The NSSC shall process all documents in accordance with the Prompt Payment Act. The NSSC shall process payables from the receipt of the initial invoice to payment based on acceptance by NASA.

The NSSC shall use Core Financial Software – Systems, Applications and Products (SAP) R/3 – to perform the financial management activities. Financial Management is required to use Business Objects (BOBJ) for reporting, query and reconciliation activity. NSSC is required to adhere to NPRs, NASA’s Enterprise Performance Support System (EPSS), and other applicable Federal regulations and NASA policies and procedures.

## Privacy Information

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

## Records

Records shall be maintained in accordance with NPR 9615, NASA Records Retention Schedules. These records are included in the Financial Management Division (FMD) functional

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Master Records Index (MRI), applicable NASA Records Retention Schedule (NRRS) or General Records Schedule (GRS) items that provide retention/disposition authority.)

### **Cancellation/Supersession of Previous Documents**

This document supersedes NSSDG-9200-0004 Revision 11.0.

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## PROCESS 1 – VENDOR PAYMENT PROCESS

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### Receipt of Vendor Invoices

Vendor invoices are time and date-stamped upon receipt at the NSSC unless otherwise indicated in the contract. Regardless of transfer method (US mail, fax, e-mail or Secure File Transfer (SFT)) the processing within the NSSC Document Center is very similar and results in a full-text indexed electronic document cataloged in the NSSC Library. (Wide Area Workflow (WAWF) is the repository for invoices received via WAWF/iRAPT). The Vendor Payment Processor (VPP) retrieves invoices from the Accounts Payable Work Management System (AWMS), and performs initial checks (i.e., vendor information, contract number, dates, amount, terms, invoice numbers, and descriptions are present on invoice) and parks the invoice in Systems, Applications, and Products (SAP). To ensure compliance with the Prompt Payment Act, the VPP manually inputs the date the invoice was received, in SAP, if applicable. Invoices received via WAWF/iRAPT are auto parked by the NEACC eInvoice interface.

### Processing of Vendor Invoices

Each VPP accesses his or her assigned parked vendor invoices in SAP and ensures each invoice is valid according to the Prompt Payment Act. If the invoice does not meet the requirements of the Prompt Payment Act, the VPP returns the invoice to the vendor accompanied by a letter detailing its deficiencies, within seven days of receipt of the invoice. The VPP attaches a copy of the rejection letter in TechDoc, ME23N, ME33K and in SAP with the Document Reference Number (DRN) for the rejected invoice. For Wide Area Workflow (WAWF), the VPP rejects the invoice in SAP and the interface rejects the invoice in WAWF automatically. No letter is created. The VPP also tracks the returned invoice, includes an explanation on all returned invoices, and correctly matches them with re-submitted invoices. The VPP completes the due date calculation and Financial Management Services (FMS) Treasury calculator for interest, if applicable.

The VPP then performs a two or three-way match (compares the invoice with the purchase order (PO) and if applicable, the goods receipt) on the invoice in SAP to compare the PO quantity and dollar amount with those same figures on the invoice. If costing, funding or GR/IR is required, the VPP routes applicable requests via SAP Invoice Routing and Information System (IRIS) Request Console (ZFI\_AP\_Console). If the invoice passes all the status checks, the VPP requests approval via IRIS Request Console. VPP selects "Approval CV" tab for WAWF/iRAPT invoices that require approval. After all approvals are obtained, the VPP then posts the invoice in SAP. Invoices such as Defense Contract Audit Agency (DCAA), direct submission, and procurement designated billing office (DBO) that come in already approved are not routed through IRIS.

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### **SAP - Payment Proposal/ Schedule Process**

After vendor invoices are approved and posted in SAP, the VPP generates the payment proposal/schedule for all invoices due for payment within 15 calendar days and invoices for small business contracts, which are due immediately. The Accounts Payable (AP) Certifying Officer reviews the payment proposal/schedule and coordinates with the VPP to correct any exceptions prior to payment. After any exceptions are resolved, the VPP resubmits the payment proposal/schedule.

The AP Certifying Officer verifies the detailed payment proposal/schedule and certifies the proposal schedule, which creates a file for Treasury in SAP. The file is submitted to Treasury via the payment run interface 12A in SAP. The VPP retrieves the summary pre-edit schedule (number of invoices, total dollar value of payments, schedule number, Agency Location Code (ALC), and control number) from bReady Web Access Tool (WAT).

### **Secured Payment System (SPS) - Payment Proposal/Schedule Certification Process**

The VPP imports the PAM Validation Report into SPS.

The SPS Certification process is performed by the AP Certifying Officer using the Treasury Secure Payment System (SPS) and the SAP t-code FMFG\_SPS\_SUMM. The SAP t-code FMFG\_SPS\_SUMM generates a single upload file per payment schedule per execution. The AP Certifying Officer validates the SPS payment with the pre-edit and the SPS Summary Report. Once all data is verified, the Certifying Officer certifies the payment schedule in SPS.

The NASA Enterprise Application Competency Center (NEACC) initiates the interface from Treasury confirmation to SAP. If any payments are unconfirmed after the Treasury interface runs, the AP Certifying Officer reviews open Disbursements in Transit (DITs) within SAP. If the vendor received payment, the AP Certifying Officer submits an NASA Integrated Service Management (NISM) request to the NEACC requesting a re-run of the interface to confirm the payment. At month end, the NSSC VPP runs transaction code GR55 Z002 for 2120.0000 to verify there are no unconfirmed payments as of the end of the month and that the balance in 2120.0000 is zero. The NSSC monitors Electronic Funds Transfer (EFT) payment cancellations and unconfirmed payments from Treasury and resolves them for re-issuance of payment.

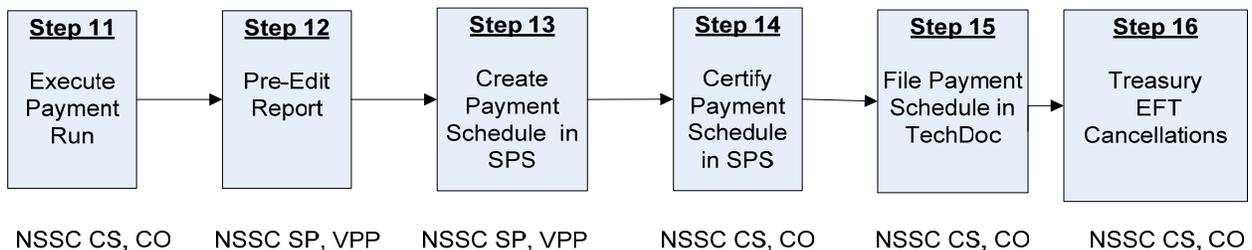
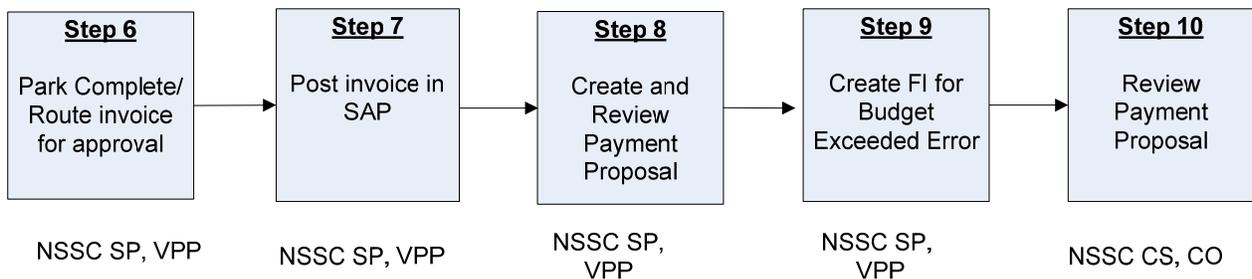
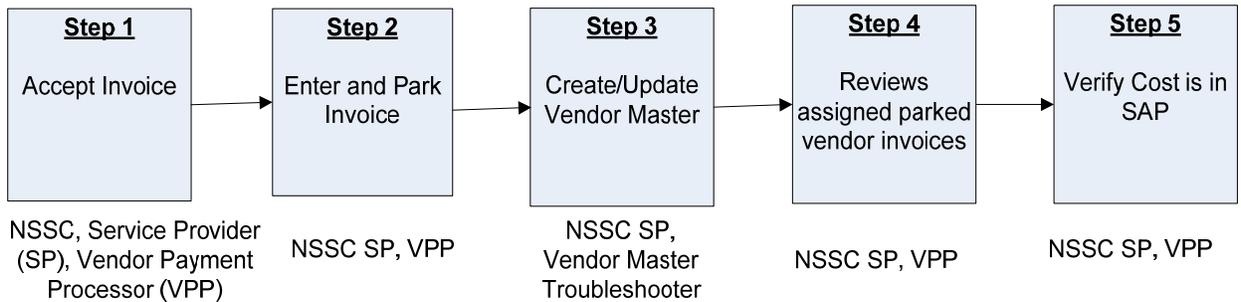
When a vendor contacts the NSSC concerning a payment they did not receive, the VPP researches the reason for payment interruption in SAP. If the payment was issued to the correct vendor, the VPP creates a ServiceNow Case and submits a Task to L3 requesting the report from the Treasury Check Information System (TCIS.) Confirmation reports received from Treasury and EFT cancellation reports from Pay.gov provide the basis for the VPP to determine if the payment cleared Treasury. If it has cleared, the VPP will determine if the payment was

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issued to the correct vendor, and if so, the VPP will inform the requesting vendor of the payment status. If the payment was issued to an incorrect vendor, the VPP will submit a Bill of Collection (BOC)/Invoice Data Requirement (IDR) Form to Accounts Receivable (AR) to collect the erroneous payment from the vendor who was paid in error prior to reissuing the payment to the correct vendor.

The Treasury Offset Program (TOP) is a centralized offset program administered by the FMS Debt Management Services (DMS) to collect delinquent debts owed to federal agencies and states. If the NSSC receives a call from a vendor regarding an offset of a payment, the NSSC advises the vendor to call Treasury for details of the offset (800-304-3107).

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**STEP 1. NSSC Service Provider (SP), VPP**

**Accept Invoice (Control Activity 11.7.3.1)**

A. Accept Non-WAWF Invoice from AWMS

Note: Invoices received via WAWF are automatically parked by NEACC interface.

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VPP uses the following steps to accept non-WAWF invoices:

1. Logs into Accounts Payable Work Management System (AWMS)
2. Clicks on the **Manager queue**
3. Double clicks on the first invoice.

**Note:** From the [Vendor Invoice Processor \(VIP\)](#) Role, the “Get Next” button takes the next invoice in the First in First out (FIFO) queue based on Invoice Receipt Date

4. Click on “[Open in New Window](#)” next to “External Invoice Link”

B. Performs initial checks

1. Ensures the invoice from Document Imaging (DI) is date stamped with date received

**Note:** All non-WAWF invoices pass through and are date/time stamped by NSSC Document Imaging (DI.) Use the Designated Billing Office (DBO) receipt stamp date to calculate due date for invoices that have a DBO other than NSSC. DBOs include NSSC DI date and time stamp, NASA Center or Defense Contract Audit Agency (DCAA,) Defense Contract Management Command (DCMC,) Defense Contract Management Agency (DCMA,) or Office of Naval Research (ONR) date.

**Note:** The WAWF received date is the received date for invoices submitted via WAWF.

2. Ensures the invoice has Vendor name, address, description of services and goods, contract number, date, amount, and invoice number
3. Flags invoice in SAP for discount, construction, milestone payments (i.e., 7 day or 14 day) or payment in less than 30 days, if applicable. Small Business terms are automatically flagged as indicated in contract, NASA Data Tab Additional Data; CO Bus Size = 01.

| Additional Data |      |                        |                                     |
|-----------------|------|------------------------|-------------------------------------|
| Mod. Number     | 0002 | Contract Type          | FF                                  |
| PPC             | SB   | 533 or Cost Reportable | <input checked="" type="checkbox"/> |
|                 |      | CO Bus Size            | 01                                  |

**Note:** Invoices flagged for payment in less than 30 days will be moved to the top of the queue in AWMS.

4. Verifies information captured by DI in AWMS is correct. If not, corrects information and saves

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C. Invoices Not Accepted

1. If the invoice was routed to the wrong department at NSSC, VPP adds enough information in the work log for DI to reroute and clicks "Return to DI" in AWMS
2. If the invoice does not provide required information, VPP parks the invoice in SAP and returns the invoice to the vendor. If there is no Contract/PO number on the invoice, VPP parks the invoice in SAP with 'Return' in the PO/Contract number position in the DRN Reference field, updates the invoice data and rejects the invoice to the vendor

**Output:** Acceptance of invoice.

**STEP 2. NSSC SP, VPP**

**Review and Park Invoice (Control Activity 11.7.3.1)**

- A. VPP uses T-Codes ME23N/ME33K/ZFI\_OLA\_PO to review PO status prior to parking an invoice

1. VPP types the PO number in Other Purchase Order Field (Shift F5) and presses Enter

**Note:** For Center "Utility company" invoices without a contract number, the VPP parks the invoice without a contract number. The external Tech Doc link is e-mailed to the Center POC to update the contract number and sends invoice back to NSSC Accounts Payable. The VPP attaches the updated link to the parked document and processes as normal.

2. Makes sure the Item information is displayed by clicking the 'Expand Item Detail' icon next to Item
3. Matches KRED to ZREM via the Cage Code

**Note:** If SAP returns error message "Vendor XXXXXX is not an Invoicing Party for Purchase Order NNXXXXXXXXX, Vendor XXXXXX, PORG XXX," VPP submits a ServiceNow Task to the Vendor Master Maintainer to partner correct ZREM and KRED.

**Note:** When parking, check. XK03 to be sure that the ZREM is not blocked by clicking Extras in the menu bar and clicking Block Data in the drop down menu.

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4. Makes sure the Header information is displayed by clicking on the 'Expand Item Detail' icon next to Header
5. Reviews Status tab. The difference between Delivered and Invoiced is the amount of available cost, minus trashed or unknown lines.
6. Reviews Financial Data tab. The difference between Total Obligation Amount and Invoices paid is the amount of available funds, minus any DITs not cleared by treasury interface (1300#).
7. Reviews the Financial Data tab. The difference between Total Obligation Amount and Costed Values is the amount left to cost, minus any DITs not cleared by treasury interface (1300#).
8. Reviews the Deliver/Invoice tab to determine payment terms
9. Reviews the Additional Data to determine contract validity start and end dates. If end date is expired, routes invoice for approval via SAP IRIS Request Console

B. If no ZREM exists:

1. VPP temporarily parks the invoice against the NASA KRED (149541)
2. Flags invoice to be sent to the AP Vendor Master Maintainer by clicking "Move to Case" in AWMS

VPP uses T-Code MIR7 and ZMIR7 to park invoice. For Step-by-Step End User Procedures, refer to NASA's EPSS at <https://epss.nasa.gov/gm/workplace> and click on SAP – Core Financials / Accounts Payable / Sub Process Area / Enter Invoice / ZMIR7 or MIR7 – Enter and Park Logistics Invoice Verification (LIV) Invoice (End User Procedure).

**Note:** In Assignment edit boxes include VPP initials.

**Note:** If SAP returns error message "Vendor XXXXXX is not an Invoicing Party for Purchase Order NNXXXXXXXX, Vendor XXXXXX, PORG XXX," VPP submits a ServiceNow Task to the Vendor Master Maintainer to partner correct ZREM and KRED.

Reference field should include PO number or contract number followed by two spaces and the invoice number

Reference field for invoices with outline agreements should include Outline Agreement/Task Order followed by two spaces and the invoice number

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**Note:** The Doc type for American Recovery and Reinvestment Act (ARRA) invoices is RF. (SR 190976) If no ZREM vendor exists

3. Note in the AWMS log to have a ZREM created
4. Create a note in SAP that a ZREM vendor has been requested and the date

**Note:** Vendor Master update may take up to 48 hours if a NASA Integrated Service Management (NISM) request is submitted to correct the data. If the Vendor Master update is not completed by the payment due date, the VPP will alert the Vendor Master Maintainer, who will elevate the NISM request to an emergency level. Once the document is parked, the VPP uses MIR4 to go back into that document and adds invoice URL

5. Enters Invoice DRN
6. Clicks Display Document
7. Clicks the Services for Object icon
8. Clicks the Create icon
9. Clicks Create External Document (URL)
10. Types "Invoice" in the Title edit box
11. Cuts and pastes the link from tech doc in the Address edit box
12. Clicks the green check icon
13. Clicks the yellow arrow exit icon
14. Look at query by vendor number in SAP – FBL1N to check for duplicate payments
  - a) If invoice is a duplicate, deletes parked document
  - b) If invoice is not a duplicate, continues

15. **Goes back to AWMS and record the DRN from SAP and click Parked in SAP**

C. If a credit is received on an invoice for overpayment

1. VPP reviews invoice in its entirety
2. If a credit appears on the invoice for a previous overpayment, the VPP parks the credit portion as a separate DRN notating the reimbursement/overpayment on the original DRN. Indicates Partial 1, 2 in the DRN Text Field.

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3. Posts the invoice and the credit memo and links them together for the payment

**Note:** The process to enter a Credit Memo (CM) is exactly the same as the process to enter a regular Material Management (MM) invoice or CM. CMs should remain in the park status until the CM can be applied and cleared against the debit in the same month. If a future invoice will not be submitted, submit a Bill of Collection (BOC)/IDR to AR for collection. The Doc Type for LIV (MM) invoice is RE and KG for Non-PO Credit memo invoice. A credit memo for supplies on a goods receipt (103/105) is parked as transaction type subsequent credit memo.

**Output:** Parked LIV/MM invoice

### STEP 3. NSSC SP, AP Vendor Master Maintainer

#### **Create/Update Vendor Master/ZREM - Control Activity (11.7.5.2)**

For Step-by-Step End User Procedures for creating or updating Vendor Master information, refer to NASA's EPSS at <https://epss.nasa.gov/gm/> - EPSS SAP > Core Financials > Accounts Payable > Job Aids > NASA Vendor SAM Frontend

A. Vendor Master Maintainer receives ServiceNow Task requesting new ZREM

1. Using the CAGE Code, and/or DUNS from the KRED provided in the NSR, searches SAP using T-Code XK03 for existing ZREM for the vendor.
  - a) If no ZREM is in SAP, opens SAM and searches for an active SAM registration for the vendor.
    - i. If the vendor has an active SAM
      - Opens the NASA Vendor Web frontend
      - Creates a new ZREM
      - Links it to the vendor's KRED for the DUNS used to create the ZREM.
    - ii. Some foreign vendors do not have a SAM registration. In these cases, using information from the KRED and from the invoice
      - Completes a Request for New/Change ZREM Vendor Master Record form. Banking is not necessary since foreign vendors are paid by ITS.

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- Attaches form to an NISM request and submits to NEACC
- iii. If a vendor's SAM is expired
- Emails Vendor POCs in expired SAM requesting they re-activate the SAM
  - When the SAM is re-activated, continues with creating a ZREM as in 1 a) i above.
- b) When the new ZREM is created, add to the ServiceNow Task and return to the requestor.
- Note:** Occasionally vendors change their mailing address or banking information and SAP has to be updated. Existing ZREMs for vendors with active SAM records update automatically from SAM when the vendor makes changes to their SAM record.
- Note:** The interface between SAM and SAP runs 4 nights each week. If the vendor updates their SAM and the update is needed in SAP before the interface runs in order to make a payment on time, the Vendor Master Maintainer will submit a request to NEACC in NISM for the update.
- B. Vendor Master Maintainer receives ServiceNow Task requesting ZREM update because a payment is returned by Treasury for incorrect banking, the vendor has called the Contact Center or vendor indicates on an invoice that their information has changed
1. Using the CAGE Code, and/or DUNS from the ZREM provided in the NSR, searches SAP using T-Code XK03 for existing ZREM for the vendor and checks to see if the ZREM has a Purchasing and/or Posting Block
    - a) If the ZREM is not blocked, opens SAM and searches for an active SAM registration for the vendor
      - i. If the vendor has an active SAM and it shows the new banking
        - Opens the NASA Vendor Web frontend
        - Updates the ZREM
      - ii. If the vendor's SAM shows the old banking or is expired

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- Emails POCs in SAM requesting they update or re-activate the SAM
- When the SAM is updated or re-activated, updates ZREM as in 1 a) i above.

2. When the ZREM is updated, updates Work Notes in the Task and return to the requestor

**Output:** New or updated ZREM

- C. Vendor Master Maintainer receives ServiceNow Task requesting update of KRED / ZREM link

1. Signs into SAP, enters T-Code ZFI\_AP\_UPDATE\_PRTNR and presses Enter
2. On the Single Vendor Partner Update screen, enters the KRED with the incorrect link in the KRED Vendor field and clicks the Execute icon and a message displays verifying the link has been removed
3. Signs into Vendor System
  - a) Clicks the Update Vendor tab
  - b) Enters the correct ZREM to link to the KRED in the SAP ID: field
  - c) Clicks the Next>> button. The Update vendor in SAP screen displays with ZREM information.
  - d) In the Linked KRED Vendors box, click the Update KRED Links button. The Add KRED Link screen displays
  - e) Clicks the Add KRED Link button
  - f) Types the KRED in the Linked KRED vendor ID: box and click the Add Link button. When the KRED displays in the Linked KRED Vendors box, clicks the Finish button on the Add KRED Link screen.
  - g) Add note to the ServiceNow Task that the KRED/ZREM link has been updated and reassign the ServiceNow Task to requestor

**Output:** Updated KRED/ZREM link

#### **STEP 4. NSSC SP, VPP**

##### **Review Parked Invoices – (Control Activity 11.7.3.1)**

- A. The VPP uses this procedure to perform quality validations

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1. Runs T-Code FBLIN in SAP to pull a list of all parked documents by center.
2. Validates all invoices from DI are date stamped with date received
3. Validates the invoice meets prompt payment requirements
4. Validates there is only one Contract/purchase order listed on the invoice or rejects the invoice
5. Views contract in Contract Management Module (CMM) to verify invoice is in line with contract terms and conditions
6. Validates invoice has not been previously paid by running FBL1N by vendor number
7. Validates the invoice and back up documentation matches or rejects the invoice
8. Verifies freight is authorized on the contract
  - a) Approval is not needed for the shipping line on an invoice.
  - b) Freight may be put on the General Ledger (GL) using G/L account 6100.2200 if authorized and not a separate line item.
9. Verifies the correct ZREM is used
10. Validates if there is a notice of assignment on the contract
11. Works invoices previously marked construction contract, milestone payment, small business or payment due less than 30 day first
12. If an invoice does not meet the requirements of the Prompt Payment Act, follow the guidelines in Appendix CC.

Use the following codes to include in the text field based on the status of the invoice

**Note:** This information should be first in the text field.

Requested Cost: \$ MM/DD

Requested Approval: WOA MM/DD

Requested 103/105: 103/105 MM/DD

Funding: Funding MM/DD

Requested Approval & Balance of Cost: WOA MM/DD, \$ MM/DD (\$\$\$\$.\$\$)

Pending Supplement Documentation: SD MM/DD

Partial Payment: Partial Payment #

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Rejected Invoice: Rejected MM/DD

Credit Memo: CR MEMO MM/DD

Final Invoice in Closeout: FIN INV MM/DD C/O

Invoice Reversal Billable: B

FI Invoice for Interest Payment: Original SAP Doc #

Late Invoice: LATE ## (reason code number)

**Note:** Award Fees can be paid via mod or invoice.

**Output:** Acceptance of invoice.

**STEP 5. NSSC SP, VPP**

**Verify Cost is in SAP – Validate Invoice – Services/Validate Invoice – Goods  
(Control Activity 11.7.3.1)**

A. Determines if 2 or 3-way match

1. For 2-way match (PO and invoice) where costing is not required, continues with Step 6
2. For 3-way match (Receiving and Inspection Report/Cost, and Invoice) where costing is not required, continues with Step 6
3. For 3-way match for services, requests cost via the SAP IRIS Request Console
4. For 3-way match for goods, a 103 and 105 is required in SAP for costs

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### Cost Worksheet:

- Status Tab:
- Ordered minus Invoiced = Un-liquidated Obligations
- Delivered – Invoiced = Cost
- Amount of Invoice – Total of Cost (that’s available) = Cost Needed
- T-Code ZFI\_OLA\_PO is also used to determine available PO cost status on contracts with unexercised options where values on the status tab are not accurate.
- Financial Tab: Costed vs uncosted values, minus any DIT not interfaced in SAP.

B. If no obligation is available, the VPP requests and receives funding via SAP IRIS Request Console before requesting cost, unless some uncosted obs are available

1. Logs into SAP T-Code (ZFI\_AP\_CONSOLE.) Refer to EPSS Job Aid [https://epss.nasa.gov/gm/PerformSearch?SO=rel&object=1.25.201&format=EU\\_SearchXML.shtml&mode=EU&illegals=&O1=any&MH=2000&visibletext=IRIS&P1=IRIS](https://epss.nasa.gov/gm/PerformSearch?SO=rel&object=1.25.201&format=EU_SearchXML.shtml&mode=EU&illegals=&O1=any&MH=2000&visibletext=IRIS&P1=IRIS) - SAP Core Financials > Account Payable > Job Aids > Invoice Routing and Information System (IRIS)
2. Updates the Comments with information for the funding Point of Contact (POC)
3. Clicks ‘Route.’ Center CFO Funding POC will check IRIS periodically each day and fund or status the invoice in SAP within three business days and complete fund request in IRIS
4. Once funding is received, requests cost if needed

**Note:** AWMS option for agency contracts or split funding. Use “Copy to New” to create a new record.

C. If insufficient cost is available, the VPP requests and receives cost via SAP IRIS Request Console

1. Logs into SAP T-Code (ZFI\_AP\_CONSOLE.) Refer to EPSS Job Aid [https://epss.nasa.gov/gm/PerformSearch?SO=rel&object=1.25.201&format=EU\\_SearchXML.shtml&mode=EU&illegals=&O1=any&MH=2000&visibletext=IRIS&P1=IRIS](https://epss.nasa.gov/gm/PerformSearch?SO=rel&object=1.25.201&format=EU_SearchXML.shtml&mode=EU&illegals=&O1=any&MH=2000&visibletext=IRIS&P1=IRIS) - SAP Core Financials > Account Payable > Job Aids > Invoice Routing and Information System (IRIS)

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2. Updates Comments to include amount needed plus other information, if needed
  3. Clicks 'Route Request'
- D. Center Chief Financial Officer (CFO) Cost POC will check IRIS periodically each day and costs or status the invoice in SAP within three business days.
- E. If Goods Receipt Acceptance (103/105) is not in SAP, logs into SAP IRIS Request Console to request Goods Receipt
1. Selects PLI's requiring Goods Receipt Acceptance (103/105), clicks refresh
  2. Adds comments if needed
  3. Clicks 'Route Request'
- F. Center Goods Receipt Acceptance POC checks IRIS periodically each day and coordinates the goods receipt acceptance or statuses the invoice in SAP within three business days and completes IRIS request.
- G. If approval is required, logs into SAP IRIS Request Console and completes IRIS request.
- a. Selects 'Approval CV' for WAWF/iRAPT cost vouchers

- H. Delegated Approver logs in to IRIS and approves invoice

## STEP 6. NSSC SP, VPP

### Delete or Change Parked Invoice (Control Activity 11.7.3.1)

**VERY IMPORTANT NOTE:** When a parked invoice is in edit mode, ALWAYS change the Posting Date to the current date.

For Step-by-Step End User Procedures for posting, changing or deleting a parked LIV invoice, refer to NASA's EPSS at <https://epss.nasa.gov/gm/workplace> - SAP > Core Financials > Accounts

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Payable > System Role > Vendor Invoice Processor > MIR4 – Delete, Change or Post parked Invoice (End User Procedure)

**Note:** Solutions for Enterprise-Wide Procurement (SEWP) fees do not need approval

**Note:** Shipping charges do not need approval unless stated in F.A.R.

- A. Once VPP receives approval, proceeds to Step 7 to Post Invoice
- B. If the invoice is rejected, the VPP ensures that the invoice is returned to the vendor, accompanied by the SAP Rejection letter detailing the deficiencies of the invoice
- C. Repeats Step 6 to enter improper invoice information
- D. Attaches Rejection Letter to invoice in TechDoc, ME23N, ME33K, and the DRN
- E. If the invoice is approved for partial payment, repeats Step 6 to change, reduces the amount, and proceeds to Step 7
- F. Goes back to Step 2 to park a new invoice for the remaining amount as Partial 2

## STEP 7. NSSC SP, VPP

### Post Parked Invoice (Control Activity 11.7.3.1)

For Step-by-Step End User Procedures for posting, changing or deleting a parked LIV invoice, refer to NASA's EPSS at <https://epss.nasa.gov/gm/workplace> - SAP > Core Financials > Accounts Payable > System Role > Vendor Invoice Processor > MIR4 – Delete, Change or Post parked Invoice (End User Procedure)

**Note:** If the invoice is due interest and exceeds budget, exclude the invoice from Prompt Payment Act (PPA) in order to pay the principal. The interest should be paid via Financial Invoice (FI). The FI DRN should be parked and reference of the parked DRN made on the principal DRN prior to submitting the proposal (see Step 9).

**NOTE:** THE VPP WILL REVIEW THE SAP CONSOLE AND NOTES ENTERED IN IRIS FOR SPECIFIC POSTING GUIDANCE PROVIDED BY THE CENTER.

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Verify SAP is calculating the correct interest amount, use the simulate button to ensure SAP is calculating the correct interest amount

- A. When insufficient budget is available to pay the interest penalty at the time of the invoice, VPP parks an FI for the interest payment and requests funding through SAP IRIS Request Console
- B. Adds the 1900 to the 5600 number in SAP and on the FI Interest Sheet for the interest FI before submitting the payment proposal
- C. VPP uses the funding request template and e-mails the request to DI to be scanned into AWMS
- D. Once the request has been uploaded into AWMS, the VPP updates the DRN and routes the request for funding via SAP IRIS Request Console
- E. VPP excludes the original late document from PPA by using Transaction Code FMG-Exclude Invoice from PPA calculation

**Note:** The VPP should check the due date on the follow-documents.

## **STEP 8. NSSC SP, VPP**

### **Prepare and Review Payment Proposal (Control Activity 11.7.4.1)**

For Step-by-Step End User Procedures, refer to NASA's EPSS at <https://epss.nasa.gov/gm/workplace> - SAP > Core Financials > Accounts Payable > System Role > Agency Vendor Payment Processor > ZF110 PRO – Create and Verify Payment Proposal (End User Procedure)

A. The Numbering Sequence for payment proposals is as follows:

1. The first digit will be used to identify the Center (letter sequence also used by Procurement) of the payment schedule. (O = NMO)
2. The second digit will identify the schedule type of payment:

D = Vendor/EFT, (MM & FI Invoices) Excluding Legal/Torts

C = Non-EFT, Vendor Check Payments

E = Claims for Employee-Reimbursements and Royalty Payments (begins w/7000), settlements and student loan reimbursements (FI Invoice)

T = Transportation / Freight Invoices / General Bill of Lading (GBA)

L = (FI Invoice) Torts, Legal

F = Foreign ITS Payments (by wire transfer) or Electronic Funds Transfers (EFT) payments to domestic banks for foreign vendors

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B = ICB Payments  
X = JPMC, CBA, Fleet, Purchase Card, IBA Split  
R = Refund (payments issued on behalf of AR)

\*Exception\*: "NE" will always be used as the NSSC Center identifier for Reimbursements since the NSSC is using working capital funds for employee reimbursements

**Important Note:** It is critical that the payment proposal is verified with FBL1N for accuracy and any errors are corrected prior to certification.

**Note:** VPPs MUST BE CERTAIN TO INDICATE THE RANGE OF VENDORS ON THE "ADDITIONAL LOG" TAB.

**Note:** If there is an invoice due interest and exceeds budget, exclude from Prompt Payment Act (PPA) in order to pay principal. The interest should be paid via FI. The FI DRN should be parked prior to submitting the proposal (See Step 9).

**Note:** Pay Accelerated Payments invoices within proximity to due date provided by the Civil Servant.

**STEP 9. NSSC SP, VPP**

**Create FI when Interest Exceeds Budget**

For Step-by-Step End User Procedures for posting, changing or deleting a parked LIV invoice, refer to NASA's EPSS at <https://epss.nasa.gov/gm/workplace> - SAP > Core Financials > Accounts Payable > System Role > Vendor Invoice Processor > FB60 – Enter FI Invoice (End User Procedure) / FVB0 – Enter FI Invoice (End User Procedure)

**Note:** In Assignment edit boxes include VPP initials.

**Note:** Enter the same invoice criteria from the late invoice

- Invoice date
- Received date
- Reference field

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Reference field should include PO number or contract number followed by two spaces, the invoice number, another space and INT.

**Note:** For JPMC interest payments, include the statement account number followed by one space and INT.

- A. Once document is parked, VPP uses FBV0 to go back into that document and attach the Interest Sheet.
- B. VPP parks a FI for the interest payment and request funding through SAP IRIS Request Console.
- C. VPP uses the funding request template and e-mails the request to DI to be scanned into AWMS.
- D. Once the request is uploaded into AWMS, the VPP updates the DRN and routes the request for funding.
- E. Once funding is received, the VPP enters the funding information in the DRN in SAP
- F. The VPP enters the reason for delay in the Detail tab.
- G. The interest payment will be processed on the next payment proposal

**OUTPUT:** Interest paid.

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**STEP 10. NSSC Civil Servant (CS), Certifying Officer**

**Review Payment Proposal**

**Certifying Officer uses this procedure to review payment proposal.**

- A. The AP Certifying Officer reviews the payment proposal and supporting documentation in SAP (Payment Proposal Report) ZFI\_AP\_PMT\_CERT to verify the invoices meet the following criteria:
1. All invoices are attached to payment document in SAP or submitted in WAWF and stamped with date received.
  2. Evidence of receipt and acceptance by an authorized official is complete.
  3. Validates the signature approval with the appropriate Center's list of authorized invoice approvers.
  4. Interest reason codes in SAP are accurate.
  5. Invoices are paid in accordance with the Prompt Payment Regulation.

If any of the above criteria is not met, and a payment is identified as an exception, the AP Certifying Officer notifies the VPP via a ServiceNow Task of the exception to be researched and corrected prior to the payment of the invoice. Once the exception is corrected, the invoice is then re-initiated on the payment proposal.

**Output:** Proposal reviewed.

**STEP 11. NSSC CS, Certifying Officer**

**Execute Payment Run (Control Activity 11.7.4.1)**

For Step-by-Step End User Procedures for executing a payment run, refer to NASA's EPSS at <https://epss.nasa.gov/gm/workplace> - SAP > Core Financials > Accounts Payable > Sub Process Area > Execute and Management Payment > ZF110\_PRUN – Execute Payment Run

Once the payment proposal has been reviewed and no exceptions remain, the AP Certifying Officer executes the payment run (collection of invoices that will be submitted to Treasury for disbursement) in SAP using the transaction code ZF110\_PRUN. SAP automatically interfaces the payment file which notifies Treasury that a payment schedule has been initiated from NASA. Upon completion, the Certifying Officer notifies the VPP via ServiceNow Task that the payment run has been executed.

**Output:** Payment Run executed.

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**STEP 12. NSSC SP, VPP**

**Retrieve Treasury Pre-Edit Report (Control Activity 11.7.4.1)**

- A. VPP receives ServiceNow Task advising the payment has been run
- B. VPP waits 15-30 minutes after the Payment Run was executed in SAP
- C. VPP logs into bReady
- D. Clicks on Systems
- E. Clicks on Web Access Too (WAT)
- F. Clicks on dropdown arrow beside PROD
- G. Clicks on dropdown arrow beside CF
- H. Selects center and clicks on dropdown arrow
- I. Clicks on dropdown arrow beside Treasury pre-edit
- J. Chooses current pre-edit report
- K. Clicks on View button (eye)
- L. Prints report in PDF
- M. Saves "B" schedule in Paperless folder for center (i.e. MD049112410B)

**Output:** Pre-Edit Report.

**STEP 13. SPS Data Entry Operator NSSC SP, VPP**

Create Payment Schedule in Treasury's SPS

- A. GWA Reporter - 440 file import:
  1. After Pre-Edit is returned, VPP executes SAP T-code (FMFG\_SPS\_SUMM)
  2. Identifies the payment schedule requiring certification (payment schedule number)
  3. Clicks Populate table button to identify the record and select for edit
  4. Adds the Control Number from the pre-edit received by WAT tool
  5. Adds the date that the payment is required to be made by Treasury (usually the next business day)
  6. Specifies Output File name and located on user local drive for the file to be saved
  7. Unchecks Test
  8. Clicks Update Control Number and Create File

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9. Uploads file in SPS – Log into SPS
10. Clicks the Import Icon
11. Finds the saved text file created from FMFG\_SPS\_SUMM t-code
12. Clicks Submit and gets a Successful Read status
13. Highlights the schedule line
14. Clicks Action
15. Clicks Submit to the CO Icon
16. Import Schedules Submitted to CO box displays
17. Clicks OK.
18. Clicks Arrow to return to main screen

**Output:** Payment schedule created in SPS

**B.** VPP looks up TAS/BETCs for Manual Payments for GWA Reporter

1. Logs into SAP
2. Identifies invoices that are on proposal
3. Records Fund used for each payment

**C.** Executes SAP T-Code SQ01 query Z\_TAS\_ NASA

1. Completes this process for each fund on payment proposal
2. Enters each TAS/BETC component and amount for each fund used on the payment

**D.** Uploads file in SPS

1. Logs into SPS for GWA Reporter with 440 file
2. Clicks the Import Icon
3. Finds the saved text file created from T-Code FMFG\_SPS\_SUMM
4. Clicks Submit
5. Gets a Successful Read status
6. Highlights the schedule line
7. Clicks Action
8. Submits to the CO
9. Import Schedules Submitted to CO box displays
10. Clicks OK
11. Clicks 'Return to Main'
12. VPP sends ServiceNow Task back to CS

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**Note:** Use the same process for TDO payments (payment to foreign vendors with domestic bank accounts).

**Note:** Upon notification that an international payment is rejected, first review that the payment information was entered correctly into the SPS or International Treasury Services (ITS.gov). If no obvious errors are found, the Contracting Officer (CO) will determine if the banking information has changed and will assist in resolving the error to reissue the payment timely.

**Output:** Payment schedule is created in SPS

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**STEP 14. NSSC CS, Certifying Officer**

**Certify Payment Schedule in Treasury's SPS**

**A. Certifying Officer uses the following procedure to Certify payment schedule in SPS.**

1. Logs into SPS
2. Clicks on the schedule to be certified
3. Clicks on the **Certify with Viewing** icon
4. Verifies all information (dollar amount, # of payments, ALC, payment date, TAS/BETC etc.)
5. Clicks on **Certify Schedule** icon. A successful block should appear with the schedule number.
6. After certification of schedule, goes to **View Extracted Schedules**.
7. Clicks twice on the date created column to sort the current schedules
8. Clicks on the Certified Schedule to get the **Summary Detail** and prints to Adobe. Saves as "A" schedule in paperless folder for Center. (i.e., MD049112410A)
9. Combines each file and signs using their Electronic Signature.
10. Resolves ServiceNow Task
11. VPP resolves related ServiceNow Case

**Output:** Certification of Payment in SPS.

**STEP 15. NSSC CS, Certifying Officer**

**File Certified Schedule in TechDoc**

- A. SPS Confirmation
- B. Pre-Edit Report
- C. Payment Proposal
- D. Payment Settlement List

**Output:** Payment Schedule is filed in TechDoc.

**STEP 16. NSSC CS, Certifying Officer**

**Treasury Confirmations**

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*Certifying Officer receives an e-mail from Treasury with a link to Pay.gov for all EFT cancellations and uses this procedure to process EFT cancellations from Treasury.*

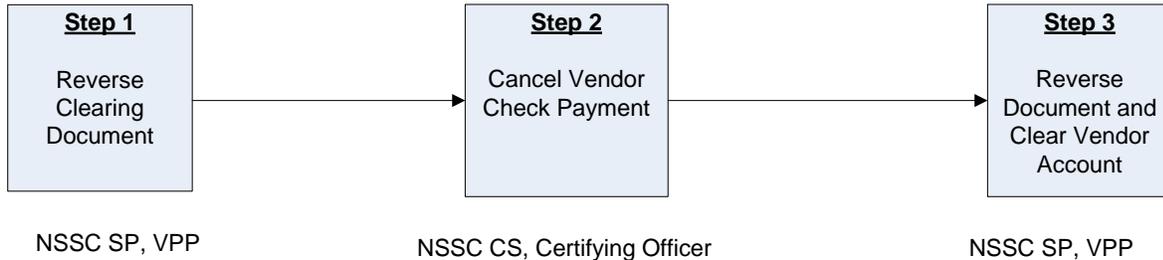
**Note:** EFT cancellations for same day payments are not received via Pay.gov.

- A. Logs into Pay.Gov at <https://www.pay.gov/paygov/>
- B. Click on Pending Bills
- C. Clicks on the Bill Details # to view the Detailed Cancellation Report that provides the Payee Name, Reason for Return, Agency Schedule Number, Amount, etc.
- D. Generate a ServiceNow Case/Task notifying the NSSC VPP to research the reason for cancellation. Once resolved, the NSSC VPP and the Certifying Officer reverses the cancelled payment in SAP using the manual cancellation process and reissues the payment on the next payment proposal.

**Output:** Reversal of EFT cancellation.

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## PROCESS 2 – PROCEDURES FOR RECERTIFYING PAYMENTS



### STEP 1. NSSC Service Provider (SP), VPP

#### Reverse Clearing Document

For Step-by-Step End User, refer to NASA's EPSS at <https://epss.nasa.gov/gm/workplace> - SAP > Core Financials > Accounts Payable > System Role > Agency Vendor Payment Processor > FBRA – Reverse Clearing Document (End User Procedure)

Once the clearing document has been reversed, the document is in open status and can be reversed.

**Output:** Reversal of Clearing Document.

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**STEP 2. NSSC CS, Certifying Officer**

**Cancel Vendor Check Payment**

Certifying Officer uses Step-by-Step End User Procedures on NASA's EPSS at <https://epss.nasa.gov/gm/workplace> and clicks on SAP – Core Financials / Accounts Payable / Sub Process Area / Recertify Payment / FCH8 – Cancel Check Payment

Once Treasury Confirmation is reversed and reset via

- A. Determines the check number for the paid invoice
- B. Reverse and reset the cleared invoice
- C. Cancel the confirmed check

**Output:** Vendor Check Payment will be canceled.

**STEP 3. NSSC SP, VPP**

**Reverse Document**

VPP uses this procedure to cancel a LIV invoice in order to make correction to original and re-enter. LIV invoice must be open and not be cleared by another document.

For Step-by-Step End User, refer to NASA's EPSS at <https://epss.nasa.gov/gm/workplace> - SAP > Core Financials > Accounts Payable > System Role > Agency Vendor Payment Processor > MR8M – Reverse Invoice and Re-enter (End User Procedure)

**Note:** If a posted document is reversed, the VPP adds a note to the old and new document noting the reason for the reversal.

**Comment:** When this procedure is completed the invoice is reversed and the original invoice can be re-entered. FI documents can then be cleared through F-53.

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**STEP 4. NSSC SP, VPP**

**Clear Vendor Account**

This activity is used to clear the vendor account for specific document numbers (invoices or credit memos). The original erroneous invoice has been cancelled by reversing the invoice with a credit memo.

For Step-by-Step End User, refer to NASA's EPSS at  
<https://epss.nasa.gov/gm/workplace> - SAP > Core Financials > Accounts Payable > System Role > Vendor Payment Processor > F-44 – Clear Vendor

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## PROCESS 3 – PROCESS FOR PAYMENT OF FI INVOICES

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The NSSC processes payments of FI invoices for all NASA Centers. In accordance with Federal regulations and NASA policy, the NSSC is responsible for providing payment and required reporting for FI invoice payments for all NASA Centers. The NSSC shall provide voucher examination and payment services including assembling, reviewing, processing, recording, reporting, and reconciling commercial and government invoices. The NSSC shall process all documents in accordance with the Prompt Payment Act, the NPR, EPSS, and other applicable Federal regulations and NASA policies and procedures. The NSSC shall process payables from the receipt of the initial invoice to payment based on acceptance by NASA.

### Receipt of FI Invoices

Vendor or Center Financial Management POC completes and forwards approved invoice, backup documentation, and the FI coversheet with the line(s) of accounting and approval signature to NSSC Document Center. Invoices are time and date-stamped upon receipt at the NSSC. **(Control Activity 11.7.3.2)** Regardless of transfer method (US mail, fax, download or e-mail) the processing within the NSSC Document Center is very similar and results in a full-text indexed electronic document cataloged in the NSSC Library. The invoices are retrieved by the VPP, from the AWMS, who performs additional checks (e.g., banking information in vendor master, vendor master data correct) and then parks the invoices in SAP. To ensure compliance with the Prompt Payment Act, the VPP manually inputs the receipt date in SAP.

### Processing of FI Invoices

In SAP, each VPP accesses his/her assigned parked vendor invoices. The VPP is responsible for ensuring that the invoice is valid according to the Prompt Payment Act. If the invoice does not meet the requirements of the Prompt Payment Act, the VPP is responsible for ensuring that the invoice is returned to the vendor/center within 7 days of receipt, accompanied by a letter detailing the deficiencies of the invoice. The VPP is also responsible for tracking and including an explanation on all returned invoices, and correctly matching them with the re-submitted invoices. The VPP completes the due date calculation worksheet and FMS Treasury calculator for interest or discounts, if applicable. (Control Activity 11.7.3.2)

If the invoice passes all the status checks, the VPP then posts the invoice in SAP. If the invoice fails the status checks, the VPP will reroute invoice to the Center via SAP IRIS Console funding queue to correct budget-exceeded issues, derivation rules, and internal order/object class issues, etc. Upon completion of the any correction(s), the invoice will be posted.

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### **SAP - Payment Proposal/ Schedule Process**

After vendor invoices are approved and posted in SAP, the VPP will generate the payment proposal/schedule for all invoices due within 15 calendar days and small businesses (due immediately). The AP Certifying Officer reviews the payment proposal/schedule and coordinates with the VPP to correct any exceptions as needed prior to payment. Once exceptions are corrected, the vendor invoice is scheduled for payment. (Control Activity 11.7.3.2)

The AP Certifying Officer verifies the detailed payment proposal/schedule, certifies the proposal schedule, which creates the file for Treasury in SAP. The file will be submitted to Treasury via the payment run interface 12A in SAP. The VPP retrieves the summary pre-edit schedule (number of invoices, total dollar value of payments, schedule number, ALC, and control number) from via bReady WAT. (Control Activity 11.7.3.2)

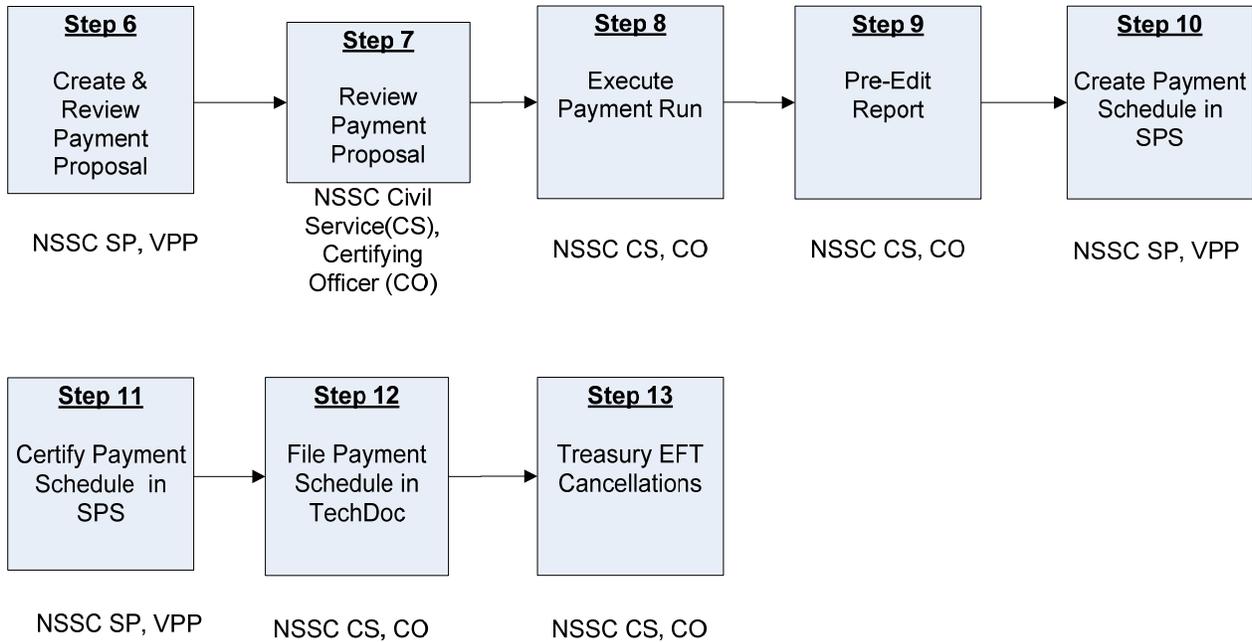
### **SPS - Payment Proposal/ Schedule Certification Process**

The VPP enters the summary payment schedule in the Treasury SPS. The AP Certifying Officer validates the SPS payment schedule with the pre-edit schedule. Once all data is verified, the Certifying Officer certifies the payment schedule in SPS. (Control Activity 11.7.4.1)

The Treasury confirmation is interfaced into SAP at the NEACC. If any payments are unconfirmed after the Treasury interface has run, the AP Certifying Officer reviews open DITs within SAP. If the vendor received payment, the AP Certifying Officer submits a NASA Integrated Service Management (NISM) to the NEACC requesting a re-run of the interface to confirm the payment. On a monthly basis, the NSSC VPP runs transaction code GR55 Z002 for 2120.0000 to verify there are no unconfirmed payments as of the end of the month and that the balance in 2120.0000 is zero. The NSSC monitors EFT payment cancellations and unconfirmed payments from Treasury and resolves them for re-issuance of payment. (Control Activity 11.7.4.2)

When a vendor contacts the NSSC concerning a payment that they did not receive, the VPP will research the reason for payment interruption in SAP. If the payment was issued to the correct vendor, the VPP will work with the NEACC and/or Treasury to see why the payment did not clear and will reissue the payment once the error(s) has been corrected. The VPP may only reissue payment after receiving notification from Treasury that the original payment was rejected. Confirmation reports received from Treasury and EFT cancellation reports from Pay.gov provide the basis for the VPP to determine if the payment cleared Treasury. If it has cleared, the VPP will determine if the payment was issued to the correct vendor, and if so, the VPP will inform the requesting vendor of the payment status. If the payment was issued to an incorrect vendor, the VPP will submit a BOC/ IDR to AR to collect the erroneous payment from the vendor prior to reissuing the check to the correct vendor.

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## STEP 1. NSSC SP, VPP

### Receive and Review FI Invoice (Control Activity 11.7.3.2)

A. VPP uses the following steps to receive and review the invoice from AWMS:

1. Logs into AWMS
2. Clicks on the **Manager queue**
3. Locates and double clicks on FI invoice
4. Clicks the Open in New Window next to the external invoice link to view the invoice.

**Note:** From the [Vendor Invoice Processor \(VIP\)](#) Role, the “Get Next” button takes the next invoice in the First In First Out (FIFO) queue based on Invoice Receipt Date.

5. Performs initial checks
6. Ensures the invoice from Document Imaging (DI) is date stamped with date received
7. Ensures the invoice has Vendor name, address, date, amount, invoice number, description of services/ goods invoiced
8. Flags invoice for discount, construction, milestone payments, or payment in less than 30 days

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9. If the invoice is not valid (not a NASA invoice) for payment, parks the vendor document under the NASA KRED (149541) and rejects

a) Click "Parked in SAP"

10. If the invoice does not meet the requirements of the Prompt Payment Act, park the invoice in SAP to include a reason for return, and ensure that the invoice is returned to the vendor within 7 days of receipt, accompanied by a letter detailing the deficiencies of the invoice. VPP will also enter 'Rejected MM/DD' in the text field and attach a copy of the rejection letter to the SAP document, and to the invoice in TechDoc.

**Output:** Acceptance of invoice.

## STEP 2: NSSC SP, VPP

### Enter and Park Invoice

A. VPP uses T-Code FB60 to enter and park a vendor invoice for which there is no contract or purchase number issued

1. VPP enters Invoice Document Number
2. Clicks Display Document
3. Clicks the Services for Object icon
4. Clicks the Create Icon
5. Clicks Create External Document (URL)
6. Types "Invoice" in the Title edit box
7. Cuts and pastes the link from TechDoc in the Address edit box
8. Clicks the green check icon
9. Clicks the yellow arrow exit icon

B. VPP uses Step-by-Step End User Procedures on NASA's EPSS at <https://epss.nasa.gov/gm/workplace> and clicks on SAP – Core Financials /

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Accounts Payable / System Role / Vendor Invoice Processor / FB60 – Enter FI Invoice (End User Procedure)

**Note:** In *Assignment* edit boxes included VPP assignment code.

Reference field should include PO number or contract number, if applicable, followed by two spaces and then the invoice number

Once document is parked, use FB60 to go back into that document and add URL to invoice.

All invoices should be parked. If returned, enter reason code in SAP. Include “Rejected MM/DD” in the text field and attach rejection letter to SAP document and to the invoice in TechDoc.

If a ZREM needs to be updated or created, the VPP will send a ServiceNow Task to the Vendor Master Maintainer to create/update Vendor Master.

Add the ServiceNow Task number and a note that a ZREM vendor has been requested and the date.

**Look at query by vendor number in SAP – FBL1N to check for duplicate payments**

- If invoice is a duplicate, delete parked document
- If invoice is not a duplicate, continue

Go back to Step 1 and click Get Next or Manager Queue.

**OUTPUT:** Parked FI Invoice

### **STEP 3. NSSC SP, Vendor Master Maintainer**

Create / Update ZREM for FI Vendor (**Control Activity 11.7.5.2**)

A. Vendor Master Maintainer receives ServiceNow Task requesting new ZREM

1. Performs alpha search in SAP using T-Code XK03 to verify there is no existing ZREM for the vendor.
  - a) If no ZREM is in SAP, opens SAM and searches for an active SAM registration for the vendor.

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- i. If the vendor has an active SAM
    - Opens the NASA Vendor Web frontend
    - Creates a new ZREM
  - ii. If the vendor does not have a SAM registration, emails ACH form (SF 3881) to vendor to complete
- b) When the completed ACH form is received from the vendor
- i. Completes a Request for New/Change ZREM Vendor Master Record form.
  - ii. Attaches form to an NISM request and submits to NEACC
- c) When the new ZREM is created, add to the ServiceNow Task and return to the requestor.

**Note:** Occasionally vendors change their mailing address or banking information and SAP has to be updated. Existing ZREMs for vendors with active SAM records update automatically from SAM when the vendor makes changes to their SAM record.

**Note:** The interface between SAM and SAP runs 4 nights each week. If the vendor updates their SAM and the update is needed in SAP before the interface runs in order to make a payment on time, the Vendor Master Maintainer will submit a request to NEACC in NISM for the update.

**Output:** New or updated ZREM for FI Vendor

#### **STEP 4. NSSC SP, VPP**

##### **Review Parked Invoices (Control Activity 11.7.3.2)**

VPP runs FBL1N in SAP to pull a list of all parked documents by Center and performs quality validations:

1. Validate that all original invoices from DI are dated stamped with date received
2. Validate the invoice has vendor name, address, date, amount, payment terms, invoice number, description of services/good invoiced
3. Validate invoice has not been previously paid
4. Check ZREM Vendor Number

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5. If the invoice does not meet the requirements of the Prompt Payment Act, the VPP is responsible for ensuring that the invoice is returned to the Center Submitter or rejected to the vendor.

**Output:** Acceptance of invoice.

**STEP 5. NSSC SP, VPP**

**Post, Change/Delete a Parked FI Invoice (Control Activity 11.7.3.2)**

VPP uses Step-by-Step End User Procedures on NASA's EPSS at <https://epss.nasa.gov/gm/workplace> and clicks on SAP – Core Financials / Accounts Payable / Sub Process Area / Enter Invoice / FBV2 –Adjust, Reject, or Delete FI Invoice Amount

**Output:** Posted invoice.

**STEP 6. NSSC SP, VPP**

**Create and Review Payment Proposal (Control Activity 11.7.4.1)**

VPP uses Step-by-Step End User Procedures on NASA's EPSS at <https://epss.nasa.gov/gm/workplace> and clicks on SAP – Core Financials / Accounts Payable / System Role / Agency Vendor Payment Processor / ZF110PRO – Create and Verify Payment Proposal (End User Procedure)

- A. Completes vendor payment proposal
- B. Creates ServiceNow Case and submits Task per proposal to CO

**Note:** It is critical that the payment proposal is verified for accuracy and any errors are corrected prior to certification.

**Output:** Completed vendor payment proposal and create ServiceNow Case and submits Task per proposal to CO.

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**STEP 7. NSSC CS, Certifying Officer**

**Review Payment Proposal**

The AP Certifying Officer reviews the payment proposal and supporting documentation to verify the invoices meet the following criteria:

- A. All invoices are attached to payment document in SAP and stamped with date received.
- B. Evidence of receipt and acceptance by an authorized official is complete.
- C. Validates the signature approval with the appropriate Center's list of authorized invoice approvers.
- D. Interest reason codes in SAP are accurate.
- E. Invoices are paid in accordance with the Prompt Payment Regulation.

If any of the above criteria is not met, and a payment is identified as an exception, the AP Certifying Officer notifies the VPP via a ServiceNow Task of the exception to be researched and corrected prior to the payment of the invoice. Once the exception is corrected, the invoice is then re-initiated on the payment proposal.

Output: Proposal reviewed.

**STEP 8: NSSC CS, CERTIFYING OFFICER**

**Execute Payment Run**

Once the payment proposal has been reviewed and no exceptions remain, the AP Certifying Officer executes the payment run (collection of invoices that will be submitted to Treasury for disbursement) in SAP using the transaction code ZF110\_PRUN. SAP automatically interfaces the payment file which notifies Treasury that a payment schedule has been initiated from NASA. Upon completion, the AP Certifying Officer notifies the VPP via ServiceNow Task that the payment run has been executed.

The Certifying refers to NASA's EPSS at <https://epss.nasa.gov/gm/workplace> and click on SAP – Core Financials > Accounts Payable > Sub Process Area > Execute and Management Payment > ZF110\_PRUN – Execute Payment Run

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**Output:** Payment Run Executed

**STEP 9. NSSC SP, VPP**

**Review Treasury Pre-edit schedule (Control Activity 11.7.4.1)**

Prior to performing the following procedure, VPP waits 15-30 minutes after the Payment Run is executed in SAP.

- A. VPP logs into bReady.
- B. Clicks on Systems
- C. Clicks on Web Access Tool (WAT)
- D. Clicks on drop down arrow beside PROD
- E. Clicks on drop down arrow beside CF
- F. Selects center and clicks on drop down arrow.
- G. Clicks on drop down arrow beside Treasury\_pre-edit
- H. Chooses current pre-edit report
- I. Clicks on View button (eye)
- J. Prints report in PDF
- K. Saves as "B" schedule in Paperless folder for Center. (i.e., MD049112410B)

**Output:** Pre-Edit Report.

**STEP 10. SPS Data Entry Operator NSSC SP, VPP**

**Create Payment Schedule in Treasury's SPS**

- A. VPP performs the following steps to create a Treasury file.
  1. Logs into SPS to input Payment Schedule
  2. After Pre-Edit is returned, executes SAP T-Code FMFG\_SPS\_SUMM
  3. Identifies the payment schedule requiring certification (payment schedule number)
  4. Clicks Populate table button to identify the record and select for edit
  5. Adds the Control Number from the pre-edit received by WAT tool
  6. Adds the date that the payment is required to be made by Treasury (usually the next business day)
  7. Specifies Output File name and located on user local drive for the file to be saved
  8. Unchecks Test
  9. Clicks Update Control Number and Create File
  10. Uploads file in SPS – Log into SPS

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11. Clicks the Import Icon
12. Finds the saved text file created from FMFG\_SPS\_SUMM T-Code
13. Clicks submit and receives a Successful Read status
14. Highlights the schedule line
15. Clicks Action
16. Clicks Submit to the CO Icon
17. Receives an Import Schedules Submitted to CO box
18. Clicks OK
19. Clicks Arrow to return to main screen

Output: Payment schedule is created in SPS

B. Looks up TAS/BETCs for Manual Payments for GWA Reporter

1. Logs into SAP
2. Identifies invoices that are on proposal
3. Records Fund used for each payment

C. Executes SAP t-code SQ01 query Z\_TAS\_ NASA

1. Completes this process for each fund on payment proposal
2. Enters each TAS/BETC component and amount for each fund used on the payment

D. Uploads file in SPS

1. Logs into SPS for GWA Reporter with 440 file
2. Clicks the Import Icon
3. Finds your saved text file created from FMFG\_SPS\_SUMM t-code
4. Clicks Submit
5. Receives a Successful Read status
6. Highlights the schedule line
7. Clicks Action
8. Submits to the CO
9. Receives an Import Schedules Submitted to CO box
10. Clicks OK
11. Clicks Return to Main

**Note:** Enter each TAS/BETC component and amount for each fund used on the payment

**Note:** Use the same process for TDO payments (payment to foreign vendors with domestic bank accounts).

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1. Saves
2. Submits notification to Certifying Officer via ServiceNow Task.

**Output:** Treasury file created.

**STEP 11. NSSC CS Certifying Officer**

**Certify payment schedule in Treasury's SPS**

1. Log into SPS
2. Will see list of schedules
3. Click on the schedule to be certified
4. Click on the Certify with Viewing icon
5. Verify all information (dollar amount, # of payments, ALC, payment date etc).
6. Validate TAS/BETC component and amount for each fund used on the payment.
7. Click on Certify Schedule icon
8. A successful block should appear with the schedule number.
9. After certification of schedule, go to View Extracted Schedules
10. Click on the Certified Schedule to get the Summary Detail and print to Adobe, Save as "A" schedule in paperless folder for Center
11. Combine each file and sign using Certified Officer Electronic Signature.

**Output:** Certification of Payment in SPS.

**STEP 12. NSSC CS, Certifying Officer**

**Payment Schedule File**

Files the combined file for each certified schedule in TechDoc:

1. SPS Confirmation
2. Pre-Edit Report
3. Payment Proposal
4. Payment Settlement List
5. Resolves ServiceNow Task

**Output:** Payment Schedule is filed in TechDoc.

**STEP 13. NSSC Civil Servant, Certifying Officer**

**Receipt of Payment Cancellations**

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Certifying Officer will receive an e-mail from Treasury with a link to Pay.gov for all EFT cancellations.

**Note:** EFT cancellations for same day payments are not received via Pay.gov.

Certifying Officer uses this procedure to process EFT cancellations from Treasury.

1. Log in to Pay.Gov at <https://www.pay.gov/paygov/>
2. Click on Pending Bills
3. Click on the Bill Details # to view the Detailed Cancellation Report that provides the Payee Name, Reason for Return, Agency Schedule Number, Amount, etc.
4. Generate a ServiceNow Case/Task notifying the NSSC VPP to research the reason for cancellation. Once resolved, the NSSC VPP and the Certifying Officer reverses the cancelled payment in SAP using the manual cancellation process and reissues the payment on the next payment proposal.

**Output:** Reversal of EFT cancellation.

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## **PROCESS 4 – FINANCE INVOICE (FI) EEO PAYMENT PROCESS**

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The NSSC processes payments of FI invoices for all NASA Centers. In accordance with Federal regulations and NASA policy, the NSSC is responsible for providing payment and required reporting for FI invoice payments for all NASA Centers. The NSSC shall provide voucher examination and payment services including assembling, reviewing, processing, recording, reporting, and reconciling commercial and government invoices. The NSSC shall process all documents in accordance with the Prompt Payment Act, the NPR, EPSS, and other applicable Federal regulations and NASA policies and procedures. The NSSC shall process payables from the receipt of the initial invoice to payment based on acceptance by NASA.

### **Receipt of FI Invoices – EEO Settlement**

Center Financial Management POC completes and forwards approved invoice, backup documentation designating EEO settlement, and the FI coversheet with the line(s) of accounting and approval signature to NSSC Document Center. Invoices are time and date-stamped upon receipt at the NSSC. (Control Activity 11.7.3.2) The FI Coversheet is separated from the backup documentation and processed into AWMS. The invoices are retrieved by the VPP, from the AWMS, who performs additional checks (e.g., banking information and requesting a new ZREM) as this payment is 1099 reportable to the employee. If the backup documentation is with the FI Cover Sheet link, VPP returns the link to DI to split the FI Cover Sheet. The VPP then parks the invoice in SAP.

If the invoice passes all the status checks, the VPP then posts the invoice in SAP. If the invoice fails the status checks, the VPP will reroute invoice to the Center via SAP IRIS Console to correct budget exceeded issues, derivation rules and internal order/object class issues, etc. Upon completion of correction(s) the invoice will be posted. This type of FI payment for EEO settlement will be payment method E, doc type KR, and paid on “E” proposal.

### **SAP - Payment Proposal/ Schedule Process**

After vendor invoices are approved and posted in SAP, the VPP will generate the payment proposal/schedule for all invoices due within 15 calendar days and small businesses (due immediately). The AP Certifying Officer reviews the payment proposal/schedule and coordinates with the VPP to correct any exceptions as needed prior to payment. Once exceptions are corrected, the vendor invoice is scheduled for payment. (Control Activity 11.7.3.2)

The AP Certifying Officer verifies the detailed payment proposal/schedule, certifies the proposal schedule, which creates the file for Treasury in SAP. The file will be submitted to Treasury via the payment run interface 12A in SAP. The VPP retrieves the summary pre-edit schedule

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(number of invoices, total dollar value of payments, schedule number, ALC, and control number) from via bReady WAT. (Control Activity 11.7.3.2)

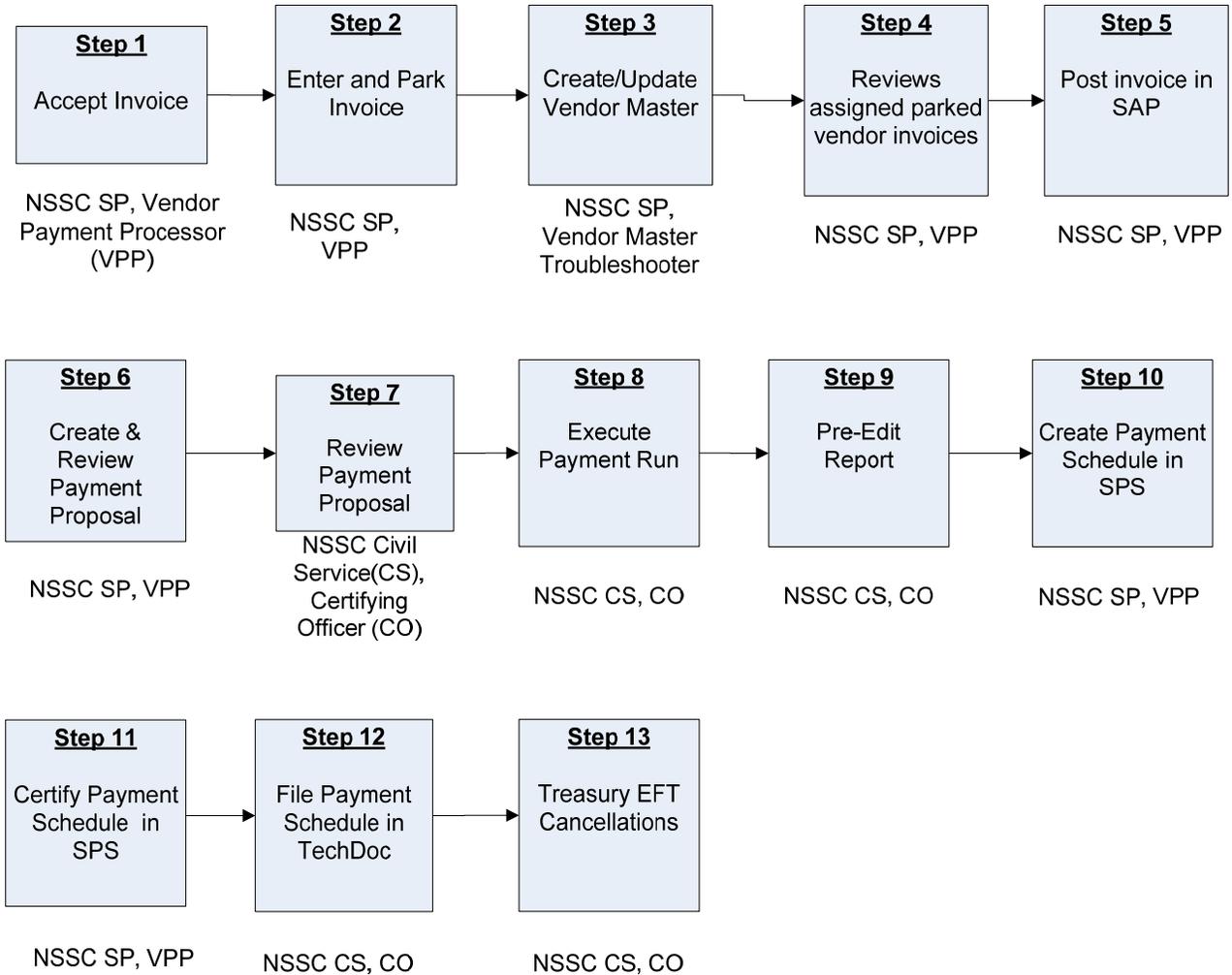
### **SPS - Payment Proposal/ Schedule Certification Process**

The VPP enters the summary payment schedule in the Treasury SPS. The AP Certifying Officer validates the SPS payment schedule with the pre-edit schedule. Once all data is verified, the Certifying Officer certifies the payment schedule in SPS. (Control Activity 11.7.4.1)

The Treasury confirmation is interfaced into SAP at the NEACC. If any payments are unconfirmed after the Treasury interface has run, the AP Certifying Officer reviews open DITs within SAP. If the vendor received payment, the AP Certifying Officer submits an e-mail to the NEACC requesting a re-run of the interface to confirm the payment. On a monthly basis, the NSSC VPP runs transaction code GR55 Z002 for 2120.0000 to verify there are no unconfirmed payments as of the end of the month and that the balance in 2120.0000 is zero. The NSSC monitors EFT payment cancellations and unconfirmed payments from Treasury and resolves them for re-issuance of payment. (Control Activity 11.7.4.2)

When a vendor contacts the NSSC concerning a payment that they did not receive, the VPP will research the reason for payment interruption in SAP. If the payment was issued to the correct vendor, the VPP will work with the NEACC and/or Treasury to see why the payment did not clear and will reissue the payment once the error(s) has been corrected. The VPP may only reissue payment after receiving notification from Treasury that the original payment was rejected. Confirmation reports received from Treasury and EFT cancellation reports from Pay.gov provide the basis for the VPP to determine if the payment cleared Treasury. If it has cleared, the VPP will determine if the payment was issued to the correct vendor, and if so, the VPP will inform the requesting vendor of the payment status. If the payment was issued to an incorrect vendor, the VPP will submit a BOC/ IDR to AR to collect the erroneous payment from the vendor prior to reissuing the check to the correct vendor.

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**STEP 1. NSSC SP, VPP**

**Receive and Review FI Invoice (Control Activity 11.7.3.2)**

- A. Retrieve invoice from AWMS
  - 1. VPP logs into AWMS
  - 2. Clicks on the **Manager queue**
  - 3. Locates and double clicks on the FI invoice.
  - 4. Clicks on Open in New Window next to the external invoice link to view the invoice
  
- B. Performs initial checks
  
- C. Ensures original invoice from DI is date stamped with received date
- D. Ensures the invoice has Vendor name, address, date, amount, payment terms, invoice number, description of services/good invoiced
- E. Flags invoice for discount, construction, milestone payments, or pay less than 30 days invoices in SAP
- F. If the invoice is not valid (not a NASA invoice) for payment, parks vendor document under the NASA KRED (149541) and rejects
  - a) Click "Parked in SAP"
  
- G. If the invoice does not meet the requirements of the Prompt Payment Act, parks the invoice in SAP to include a reason for return, and ensures that the invoice is returned to the vendor within 7 days of receipt, accompanied by a letter detailing the deficiencies of the invoice. VPP also enters 'Rejected MM/DD' in the text field and attaches a copy of the rejection letter to the SAP document, and to the invoice in TechDoc

**STEP 2. NSSC SP, VPP**

**Enter and Park Invoice**

- A. The VPP uses T-Code FB60 to add URL to park an invoice
  - 1. Enters T-code FB60

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2. Enters Invoice Document Number
3. Clicks Display Document
4. Clicks the Services for Object icon
5. Clicks the Create Icon
6. Clicks Create External Document (URL)
7. Types "Invoice" in the Title edit box
8. Cuts and pastes the link from TechDoc in the Address edit box
9. Clicks the green check icon
10. Clicks the yellow arrow exit icon

- B. For Step-by-Step End User, refer to NASA's EPSS at <https://epss.nasa.gov/gm/workplace> - SAP > Core Financials > Accounts Payable > System Role > Vendor Invoice Processor > FB60 – Enter FI Invoice (End User Procedure)

**Note:** In Assignment edit boxes included VPP assignment code.

**Note:** Reference field should include PO number or contract number, if applicable, followed by two spaces and then the invoice number.

**Note:** All invoices should be parked. If returned, enter reason code in SAP. Include "Rejected MM/DD" in the text field and attach rejection letter in SAP document.

**Note:** If a ZREM needs to be created or updated, the VPP sends an ServiceNow Task to Vendor Master Maintainer to create/update Vendor Master and put note in the Notes tab

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**STEP 3. NSSC SP, Vendor Master Maintainer**

**Creates / Updates ZREM for FI EEO Vendor (Control Activity 11.7.5.2)**

A. Vendor Master Maintainer receives ServiceNow Task ticket requesting new ZREM

1. Performs alpha search in SAP using T-Code XK03 to verify there is no existing ZREM for the EEO Recipient.
  - ii. If no ZREM is in SAP, contacts center POC to request an ACH form (SF 3881) be completed by the recipient.
- b) When the completed ACH form is received
  - Completes a Request for New/Change ZREM Vendor Master Record form.
  - Attaches form to an NISM request and submits to NEACC
- c) When the new ZREM is created, add to the ServiceNow Task and return to the requestor.

**Output:** New or updated ZREM for FI EEO Vendor

**Look at query by vendor number in SAP – FBL1N to check for duplicate payments**

- B. If invoice is a duplicate, delete parked document
- C. If invoice is not a duplicate, continue

**OUTPUT:** Parked FI invoice.

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## PROCESS 5 – DISBURSEMENT MOVE PROCESS

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### Internal Controls

- The goal when performing this function is to process the request while minimizing the impact to cost, invoices, Fund Balance with Treasury (FBWT), Standard General Ledger (SGL), etc. All cost adjustments will occur to specific Service Entry Sheets (SES) to determine appropriate invoices and follow-on documents to reverse. The SES with the least amount of impact should be selected, i.e., most recent SES/avoid SES from previous fiscal years, SES where invoices associated to disbursements in transit do not have discounts or interest, and SES with the least amount of invoices.
- Processing reversals and re-entries for a given contract/request should be done within one day for better internal control over the process by not leaving invoices open for possible double payment and ensuring everything that is reversed is re-entered. The Certifying Officers will coordinate the time to process reversals with the VPPs and Center Requester to ensure process is completed correctly and timely.
- Moves can be re-entered if they are accomplished on the same day. Emergencies will be reviewed on a case-by-case basis

### Special Instructions

Input data **required** for invoice clearing to cash (F-52 or F-53) screen:

1. **Document Date** = Enter document date (mmddyyyy) as shown on the Reversal of Treasury Confirmation (FBRA) (13\_ \_ \_ \_ \_) screen.
2. **Reference Field** = Enter reference data description as shown on the Reversal of Treasury Confirmation reference screen. If blank use Treasury Confirmation number (13\_ \_ \_ \_ \_).
3. **Text Field** = Enter Reversal of Treasury Confirmation (13\_ \_ \_ \_ \_) number followed by the original SAP invoice number (56\_ \_ \_ \_ \_) and fiscal year (YYYY) of transaction.

Invoice Reversal and Disbursement Move Process – AP Invoices

#### Process Steps

1. Request submitted
2. ServiceNow Case/Task created by DI, VPP, CO
3. Perform Research, as needed
4. Notify Certifying Officer
5. Reverse Transaction in SAP

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6. Notify Center, as needed
7. Post corrected transaction in SAP
8. Resolve the ServiceNow Case/Task

**STEP 1. NSSC DI, VPP or Certifying Officer**

**Create ServiceNow Case/Task**

ServiceNow Case/Task will be created based on the following:

- If the reversal is the result of a Center request, a ServiceNow Case/Task is created prompted by Center’s submission to NSSC DI
- If the reversal is the result of an FBWT request, a ServiceNow Case/Task is created prompted by a request from FBWT
- If the reversal is the result of an NSSC error, a ServiceNow Case/Task is created by the VPP
- If the reversal is the result of an EFT Cancellation, a ServiceNow Case/Task is generated by the Certifying Officer

ServiceNow Case SubCategory should be set to “Reversal” for all Center requests. FBWT requests and NSSC error requests, SubCategory should be set to “Return Payments” for EFT Cancellations.

**STEP 2. NSSC SP, VPP**

**Create FD FM Reversals Tab in ServiceNow**

- A. At the top right of the Case, choose “Create FD” (Reversal Tab) and then add reversal information to the FDFRV Tab
- B. Enters available information
  1. Customer / Vendor Name as it appears in SAP
  2. Customer / Vendor Number from SAP
  3. Center Abbrev from pull down menu
  4. Reversal Reason from the pull down menu
  5. Dollar Amount to be reversed
  6. Multiple Docs to be reversed – N/A to AP
  7. Original SAP Document No identified on Reversal package
  8. SAP Cash Doc Number to be Reversed is the original Treasury Doc Number
  9. SAP Cash Doc Date is the Original Confirmation Date

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10. Treasury Document Reference Number – Enter “TREASNASA nnnnn”
11. Clear to Cash Doc Number – Credit Memo/ Invoice Clearing to Cash (F-52 or F-53) Enter N/A if not applicable.
12. Billable versus Non-Billable – Select Billable if reversal is billable (center requested).

**STEP 3. NSSC SP, VPP**

**Obtain CO Approval to Process**

Assigns ServiceNow Task to Certifying Officer requesting approval to process the reversal.

**Note: Reversals are not to be processed before 10 a.m. due to the Treasury interface clearing payments.**

**STEP 4. NSSC SP, VPP**

**Reverse Transactions in SAP**

After receiving the ServiceNow Task approving the process, the VPP will complete the Reversal using the steps outlined on the Invoice Reversal and Disbursement Move Worksheet. The form should be completed using Adobe Professional. Once Treasury Document (FBRA) action is completed, VPP will assign ServiceNow Task to Certifying Officer to perform Reversal of Check # (FCH8).

**Note: VPP immediately adds ServiceNow Case Number to the SAP DRN for reference during the reversal process.**

**STEP 5. NSSC CS, CO**

**Record Treasury Check**

- A. Certifying Officer will perform FCH8, record the treasury check # and the new 2000 doc in the ServiceNow Task work notes and route the Task back to the VPP.

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B. For EFT Cancellations, ServiceNow Task should be routed to appropriate person for corrections. (i.e., Customer refunds – Accounts Receivable L2, Vendor Master corrections – AP Vendor Maintainer)

C. VPP performs MR8M & F-44 steps outlined in the Reversal process.

**STEP 6. NSSC SP, VPP**

**Notify Center, as needed**

If Center action is required, notifies the center that the action can be completed. Record the center notification event in the ServiceNow Task Work Notes.

**STEP 7. NSSC SP, AP VPP**

**Post corrected transaction in SAP**

The VPP performs the remaining steps outlined on the Invoice Reversal and Disbursement Move Worksheet and makes any applicable notes in the ServiceNow Task Work Notes.

**STEP 8. NSSC SP, AP VPP**

**Resolve the ServiceNow Case/Task**

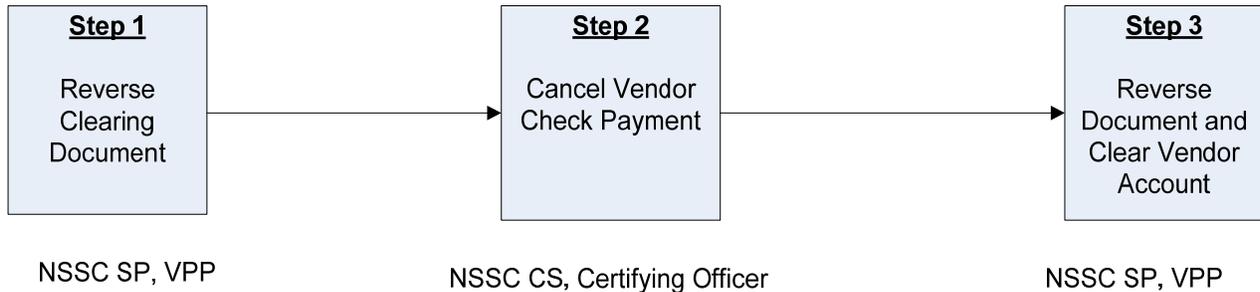
The reversal form and any supporting documentation should be attached to the ServiceNow Task and SAP. In SAP, the attachments should be attached to the original DRN and the new DRN generated after the MIRO action. Enter "B" (if Billable) then the NSR# in the text field of the reversed DRN (RZ).

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## PROCESS 6 – RECERTIFYING FI VENDOR PAYMENT

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**STEP 1:      NSSC SP, VPP**

**Reverse Clearing Document**

- A. VPP uses Step-by-Step End User Procedures on NASA’s EPSS at <https://epss.nasa.gov/gm/workplace> and clicks on SAP – Core Financials / Accounts Payable / System Role / Agency Vendor Payment Processor/ FBRA – Reverse Clearing Document (End User Procedure)

**Note:** Once the clearing document has been removed the document is now in an open status and can be reversed. Add a “Payment Block” to the DRN Follow On document.

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## STEP 2. **NSSC CS, Certifying Officer**

### Cancel Vendor Check Payment

#### Transaction Code

**FCH8**

#### Purpose

Cancel Vendor Check Payment.

#### Process > Sub-process

Accounts Payable → Execute and Manage Payments

#### Background

1. Determine the check number for the paid invoice
2. Reverse and reset the cleared invoice
3. Cancel the confirmed check

#### Prerequisites

Treasury Confirmation must be reversed and reset via FBRA prior to canceling check payment.

**Output:** Vendor Check Payment will be canceled

For step-by-step end user procedures, refer to NASA's EPSS at:  
<https://epss.nasa.gov/gm/workplace> and click on the following:

-  SAP – Core Financials
-  Accounts Payable
-  Sub Process Area
-  Recertify Payment
-  FCH8 – Cancel Check Payment

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**STEP 3. NSSC SP, VPP**

**Cancel FI Invoice**

VPP uses the procedure to reverse an FI invoice in order to make corrections to the original and re-enter. The FI invoice must be open and not be cleared by another document.

VPP uses Step-by-Step End User Procedures on NASA's EPSS at <https://epss.nasa.gov/gm/workplace> and clicks on SAP – Core Financials / Accounts Payable / Sub Process Area / Enter Invoice / FB08 – Reverse Invoice and Re-enter (End User Procedure)

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## PROCESS 7 – PARTIAL PAYMENT PROCESS

### STEP 1. NSSC SP, VPP

#### Make Partial Payments

The VPP will post the invoice if it has been approved for the total amount without any changes. With the COs approval, the VPP partial pays the invoice. At the time the partial payment invoice is posted, the VPP should create a new SAP document for the remaining balance of the invoice.

A. In the original SAP document, types partial #1 in the Text Field.

The screenshot displays the SAP 'Display Invoice Document' interface for document 5601740737 in 2013. The 'Basic data' tab is active, showing the following details:

- Inv. receipt date: 01/28/2013
- Invoice date: 01/25/2013
- Posting Date: 02/19/2013
- Amount: 37,313.00
- Tax amount: 0.00
- Text: Partial #1
- Payment terms: Due immediately
- Baseline Date: 01/25/2013

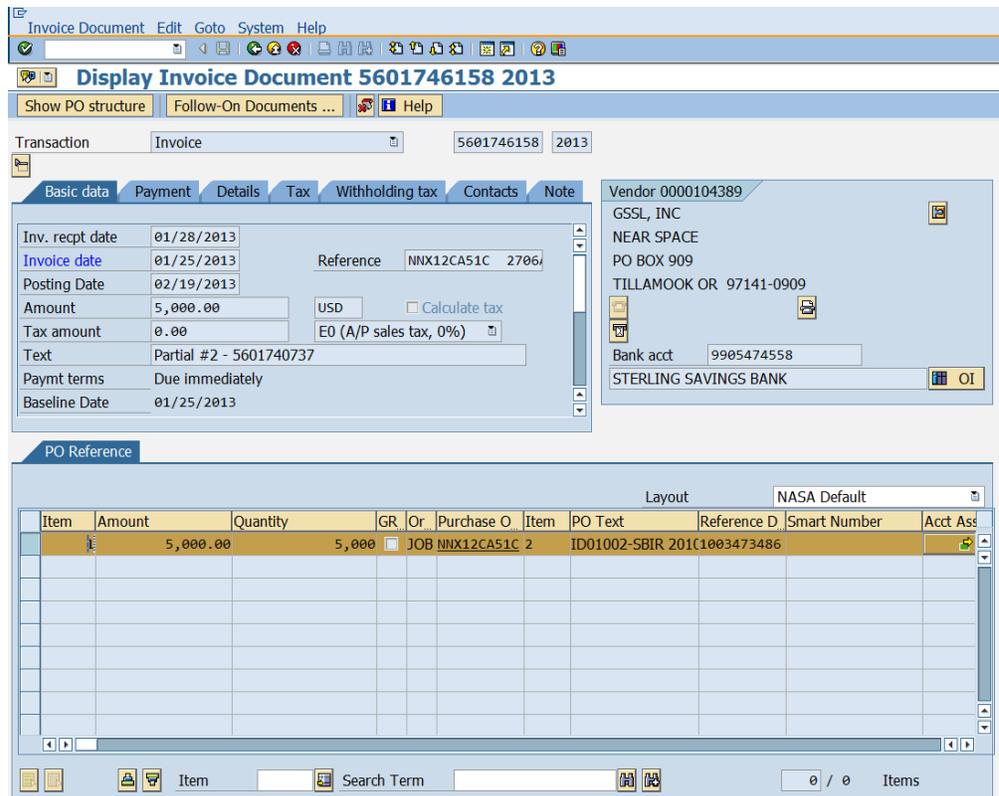
The 'PO Reference' table below shows the following items:

| Item | Amount    | Quantity   | GR | Or | Purchase O | Item         | PO Text                     | Reference D | Smart Number | Acct Ass |
|------|-----------|------------|----|----|------------|--------------|-----------------------------|-------------|--------------|----------|
| 1    | 4,011.10  | 4,011.100  |    |    | JOB        | NNX12CA51C 2 | ID01002-SBIR 201(1003399936 |             |              |          |
| 2    | 23,162.05 | 23,162.050 |    |    | JOB        | NNX12CA51C 2 | ID01002-SBIR 201(1003436990 |             |              |          |
| 3    | 10,139.85 | 10,139.850 |    |    | JOB        | NNX12CA51C 2 | ID01002-SBIR 201(1003473486 |             |              |          |

B. In the new SAP document, adds an (A) at the end of the reference field, after the Contract/PO number and invoice #.

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- C. Types in the Text field, Partial 2, 3, 4, etc. and reference the original DRN.
- D. Attaches any pertinent documents (invoices, approvals, e-mail correspondence, etc.) from the original SAP document.



- E. Posts the new SAP document for the remaining balance due when cost and/or funding have been received.

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## PROCESS 8 – POSTING VENDOR REFUND COLLECTIONS IN SAP FOR CONTRACTS

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### STEP 1. NSSC, SP, AR

#### Receive / Save Vendor Refund on Contract

1. Level 2 (L2) A/R receives the ServiceNow Task, and researches to verify that the collection should be deposited by the NSSC
2. Clicks on the “Document Imaging Link” to view collection in TechDoc.

**Note:** Saves the collection so it can be found later in order to attach it to the completed credit memo.

3. Creates FD FM Accounts Receivables Tab
4. On the FDFAR tab, enters the following:

“Customer Name,” “Dollar Amount,” “Collection Type,” “Collection Category” (for Vendor Refunds, this is “Vendor Overpayment”) and “Date of Check” (For checks, it is the day the check was written. For Pay.gov collections, this is the “Date of Treasury Confirmation”). If “unidentified check,” mark “Yes” and insert comments

5. AR L2 accesses the Center-specific BOC folder on the N-Drive Drive (N:\Bills of Collection) to see if there is an open BOC for the collection received. If there is a BOC, the funding information on the IDR form provides center and contract information, and should be verified in SAP

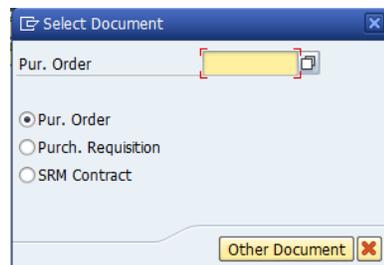
**Note:** If other random numbers are listed on the collection or in the backup documentation, pull up AWMS to look for the original invoice there.

6. Relates the ServiceNow Case number listed in the IDR form to the current check/Pay.gov ServiceNow Case.
7. If there is NOT an open BOC, then further researches as to where to post the collection
8. If you do NOT have the Contract number (often listed on the collection and/or on its backup documentation), but you know the Center for which the collection is to be posted, contact the NSSC AP Center-specific lead. If they are unable to help (or if you do not know what Center the collection is for), contact the company that sent the collection. If you still need more information, it is then okay to contact the Center AP POC (after all other avenues have been exhausted).

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9. Once you have the Contract number, open ME23N in SAP to begin researching Contract.

10. Click the  icon which will open this box



11. Enter Pur. Order = Contract Number, then enter.

12. Click the “Item” icon 

13. Click on the “Purchase Order History” tab.

14. Scrolls down to the “Tr./Ev. Goods receipt” section. This section should have several 5600 documents listed. Clicks on any of these documents.

15. This will open a screen that will show the ZREM vendor to which the posting will be made. Make note of this vendor number.

16. Go into FBL1N in SAP. Enter the vendor number.

17. While in FBL1N, check to see if there is a credit memo already parked (or even posted) for the collection.

- a) If there is a CLEARED credit memo already in FBL1N for this contract and amount, contact AP immediately. This may be a duplicate collection which needs to be returned to the vendor.
  - i. If this is found to be a duplicate collection, reroute the Task to AR Level 3 (AR L3) specifying in the “Work Notes” that the check is NOT TO BE DEPOSITED and should be returned to the vendor.
- b) If there is an OPEN credit memo already in FBL1N for this contract and amount, this collection will be used to clear the open credit memo to cash in Step 4 after deposit confirmation is received from AR L3. This open credit memo will verify the Center to which the collection will need to be deposited.
- c) If there is a parked credit memo already in FBL1N for this contract and amount, use the Center information on this parked credit memo to verify the Center to which the collection will need to be deposited.

18. Go into ServiceNow

- a) Enter the Center in the “A/R Center” field on the FDFAR tab.
- b) Enter the Contract and Vendor information in the “Work Notes” and specify that the ticket is being routed to AR L3 for deposit to given center.
- c) Route Task to AR L3 Center-specific POC in “Work in Progress” status.

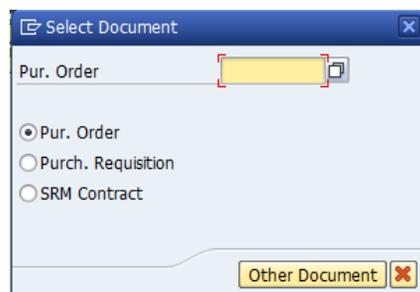
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**Output:** Collection Task Routed to AR L3 for deposit to correct Center.

## STEP 2. NSSC, SP, AR, AP VPP

### Verifying Fund Status on Contract

- A. VPPs follow the procedure below when the Task is received back by AR L2 from AR L3 in Work in Progress status
1. AR L2 routes the Task to AP VPP Center POC
  2. Task is placed in "Pending" status by VPP while researching the contract
  3. VPP opens ME23N in SAP.
  4. Clicks the  icon to open this box in which Pur. Order = Contract Number



5. Clicks the Header icon
6. Goes to NASA Data Tab
7. Selects NASA Information
8. Checks the Admin. Comp. Date. If there is a date the contract is closed out, checks to see if the funds are cancelled. If the funds are not cancelled, creates an IDR for AR with the funding information. AR will establish a BOC and post the refund. If there is no date in the Admin. Comp. Date, check the status of the fund.
9. Clicks the "Item" icon  Item
10. From drop down Item Menu, select Line Item (PLI) to which the collection will be posted.
11. Goes to the services tab and clicks on  icon to open this box

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- Double clicks Fund which will pull up the box below. The Reversal Date listed is the date the funds have been (or will be) canceled.

- If the date is in the past, the fund is canceled and the check needs to be deposited to Misc. Receipts. AP VPP assigns the Task to AR L2 in Work in Progress status informing AR to post the collection to Misc. Receipts. Includes detail of research to determine miscellaneous receipts in Work Notes.
- If the date is in the future, the fund is not canceled and the collection is be posted to the Contract
- Goes into ServiceNow FDFAR and checks the CA\$HLINK Confirmation to be sure the check was deposited to the correct center Area Locator Code (ALC). (See list below.)

**Note:** If the ALC does not match the Center for which the collection should have been made, the Journal Voucher (JV) process for Erroneous Deposits (and the corresponding necessary Intra-Governmental Payment and Collection (IPAC)) is needed before proceeding in the SAP posting process.

- Verifies the Voucher Number and Voucher Date on the CA\$HLINK Confirmation match the information entered into the FDFAR tab (on the Date of Cashlink Confirmation and Document Reference Number fields respectively).

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**Output:**

- Verification that Fund is not canceled and is able to accept posting of collection.
- Verification of CA\$HLINK data accuracy in the FDFAR Tab.

**Note: ALC List**

Ames – 80001201  
 Armstrong – 80000024  
 Glenn – 80000701  
 Goddard – 80000002  
 HQ – 80000001  
 Johnson – 80000004  
 Kennedy – 80004904  
 Langley – 80000501  
 Marshall – 80004901  
 Stennis – 80000101  
 JPL & NMO – 80000055

**Note:** The process for Erroneous Deposits JVs can be found in the Accounts Receivable Non-Reimbursable SDG.

**Note:** The DRN must be 12 characters in total. The CA\$HLINK Confirmation “Voucher Number” in ServiceNow will have two zeroes at the beginning of the number as well as a dash and 3 more characters after it. The 3 characters at the end denote in what numerical position the deposit was within the batch (the third deposit in the batch would be denoted “-003”). Example: Voucher Number listed on CA\$HLINK is 215786. This would become 00215786-001 (if this deposit were the first or only item in the batch).

Note: AP L2 will determine if original Disbursement was prior year or current year.

- If prior year disbursement and funds are expired but not canceled, post refund to disbursement.

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- b) If disbursement is current year and fund are unexpired, post refund.
- c) If disbursement year is undetermined, VPP parks Credit Memo, enters "Refund" in the DRN Reference Field and routes to the center via SAP IRIS Console "Fund" queue for posting guidance. (Refer to Appendix GG for Temporary Vendor Refund process).

### STEP 3. NSSC, SP VPP

#### Posting Credit Memo for Purchase Order Collections

##### A. AP VPP uses T-Code MIRO/FB60 to post Credit Memo

1. If there is an OPEN credit memo in FBL1N for this contract and amount, this collection will be used to clear the open credit memo. If this is the case, skip directly to Step 3.
2. If there is a PARKED credit memo already in FBL1N for this contract and amount, verify that all data is entered correctly (see No. 3 – 12 below) and post parked Credit Memo. To do this:
  - a) Go to the top and choose "Document" and then "Change"
  - b) Go to the top and choose "Edit" and then "Display/Change"
  - c) From here, you can make any changes needed prior to posting.
3. At top, Transaction = Credit Memo or Subsequent Credit if GR/IR
4. Populate the following fields on the "Basic Data" Tab:
  - a) Invoice Receipt Date & Document Date
    - i. For checks, use AR date entered in ServiceNow/FDFAR.
    - ii. For Pay.gov collections, this is the "Transaction Date."
  - b) Reference = Contract Number Invoice Number/Check Date
  - c) Amount = Amount of collection (not to exceed amount of BOC if there is one. Any interest/penalties/fees will be posted at a later time by the AR Customer Payment Processor [AR CPP]).
  - d) Text
    - i. For checks "Contract # - Vendor Refund – Check #" (Example: NNG061585T – Vendor Refund – CK: 1563)
    - ii. For Pay.gov "Contract # - Vendor Refund – Pay.gov" (Example: NNG061585T – Travel Refund – Pay.gov)
5. Populate the following fields on the "Payment" Tab:
  - a) Pmnt Block = Blocked for collection
  - b) House Bank = "TREAS"
6. Populate the following fields on the "Details" Tab:
  - a) Doc.Type = KG/RE/KW
  - b) Inv.Party = Vendor Number
  - c) Bus. Area = Center Number (see list to the right).

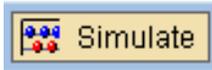
|  |  |
|--|--|
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- d) Assignment = Contract Number
- e)
- 7. Refer to Appendix GG – Temporary Vendor Refund Process
- 8. Click “Enter.” The “light” at the top of the box should move to green.



This signifies that everything balances.

- 9. Click the “Simulate” button.



- 4. Checks posting for accuracy and clicks the Orange Disc button to post



Retains 5600 number for next steps of process.

**Output:** Credit Memo (5600#) is posted under Vendor ID.

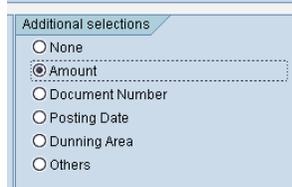
#### **STEP 4. NSSC SP, VPP**

##### **Clearing Check/Pay.gov Collection to Cash**

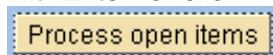
- A. VPP uses T-Code F-52 to clear the check or Pay.gov collection to cash
  - 1. Populate the following fields:
    - a) Document Date = “Voucher Date” on the CA\$HLINK confirmation attached in the “Document Imaging Link” section of the ServiceNow/FDFAR Tab.
    - b) Type – Refer to Appendix V - Refund Posting Document Types
    - c) Reference & Doc.Header Text = DRN. This can be found on the AR tab (it has been populated by AR L3) or it can be found on the CA\$HLINK confirmation under “Voucher Number.”
    - d) Clearing Text & Text = DRN (Vendor Refund – CM: 560000xxxx) Example: 00218786-001 (Vendor Refund – CM: 5601001529)
    - e) Account = (see Appendix V for GL Accounts)
    - f) Business Area = (see list in right column)
    - g) Amount = Amount of Credit Memo posted in Step 3.
    - h) Account = Vendor Number

|  |  |
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- i) Under “Additional selections,” click Circle next to “Amount”



- j) Hit “Enter”  
k) Enter the Amount again.  
l) Hit “Enter” or click “Process Open Items” button.



- m) The amount in the “Not Assigned” box should equal \$0.  
n) Post



- o) You may get a “yellow” cautionary light after posting, just hit “Enter” and write down the clearing document (1500) number.

**Note:** If you use the CA\$HLINK Confirmation “Voucher Number” you will need to add two zeroes to the beginning of the number as well as a dash and 3 more characters after it (a DRN must be 12 characters in total). The 3 characters at the end denote in what numerical position the deposit was within the batch (the third deposit in the batch would be denoted “-003”). Example: Voucher Number listed on CA\$HLINK is 215786. This would become 00215786-001 (if this deposit were the first or only item in the batch).

2. If there **is** an open Bill of Collection (BOC) for this refund, notated with an “AR Bill Number” (1800#) in the FDFAR tab:
- a) Open ServiceNow
    - i. Enter the 1500 clearing document number under the “FDFAR” tab in the section labeled “SAP Document Number.”
    - ii. Enter the 5600 credit memo and the 1500 clearing document number in the “Cash Posting/Clearing Doc.” Field of the FDFAR.
    - iii. If there are no interest/penalties/or admin fees associated with the customer, VPP assigns the Task (in Work in Progress Status) to AR L2 to complete the AR posting on the bill.

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- iv. If there are interest/penalties/admin fees, the Task needs to be forwarded to the AR Center-specific Customer Collection Processor (AR CPP) to post interest. The AR CPP will then forward the Task to the AR Account Maintainer (AM) to complete the AR posting on the bill and to resolve ticket.
3. If there is **no** open Bill of Collection (BOC) for this collection:
- a) Open ServiceNow
    - i. Enter the 1500 clearing document number under the "FDFAR" tab in the section labeled "Cash Posting/Clearing Doc."
    - ii. AP L2 will enter the 5600 credit memo and the 1500 clearing document number in the FDFAR.
    - iii. AP L2 will resolve Task.

**Note:** If you use the CA\$HLINK Confirmation "Voucher Number" you will need to add two zeroes to the beginning of the number as well as a dash and 3 more characters after it (a DRN must be 12 characters in total). The 3 characters at the end denote in what numerical position the deposit was within the batch (the third deposit in the batch would be denoted "-003"). Example: Voucher Number listed on CA\$HLINK is 215786. This would become 00215786-001 (if this deposit were the first or only item in the batch).

**Note:** Business Areas:

Ames = 21  
 Armstrong = 24  
 Glenn = 22  
 Goddard = 51  
 Headquarters = 10  
 Johnson = 72  
 Kennedy = 76  
 Langley = 23  
 Marshall = 62  
 Stennis = 64

**Note:** "Quantity" field

- a) If there is dollar amount in "Quantity," overwrite this with the amount of the collection as well.
- b) If there is nothing in "Quantity," leave this field blank.
- c) If there are actual item quantities (e.g., 1, 2, 12, 23), go to "Transaction" at the top and change "Credit Memo" to say

|  |  |
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“Subsequent Credit.” If you do this, you will not change any information under “Quantity” and will leave the amounts as is.  
d) AP VPP/Lead enters the SAP CM DRN, clearing number and other information on the FIDO Manual Adjustment Spreadsheet at (N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Payable\AP Reports Working Copies\FIDO\_Manuals for NBID)

**Output:** Credit memo is cleared to cash and ServiceNow Task and Case is Resolved.

**STEP 5. NSSC, SP, VPP**

**Attaching Check/Pay.gov soft copy to SAP posting documents**

1. Go into MIR4 in SAP and populate the following fields:
  - a) Invoice Document Number = 5600/1700 Credit Memo Number
  - b) Fiscal Year
  - c) Enter
2. Click on the icon in the top left corner of the screen.



This will pull up another box of icons.

3. Click on the icon that looks like a piece of paper with a paper clip.



4. Click “New” icon
5. Select “Create Attachment”
6. Browse hard-drive to find the original check/pay.gov soft copy that you saved in Step 1 (when check/collection was originally received).
7. Select the document and click the green check mark.



8. If there is a BOC, browse N:Drive to find IDR form (N:\Bills of Collection).
9. Select the document and click the green check mark.



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10. Go into FB03 in SAP and populate the following fields:
  - a) Document Number = 1500/1700 Clearing Document Number
  - b) Fiscal Year
  - c) Enter
11. Click on the icon in the top left corner of the screen.



This will pull up another box of icons.

12. Click on the icon that looks like a piece of paper with a paper clip.



13. Click "New" icon
14. Select "Create Attachment"
15. Browse hard-drive to find the original check/pay.gov soft copy that you saved in Step 1 (when check/collection was originally received).
16. Select the document and click the green check mark.



17. If there is a BOC, browse N:Drive to find IDR form (N:\Bills of Collection).
18. Select the document and click the green check mark.



**Note:** If for any reason, you do not have a copy of the original check or Pay.gov saved on your hard-drive, go to TechDoc and save the document to your hard-drive so you can attach it to the posted credit memo.

**Output:** The soft copy of the check/Pay.gov is now attached to the credit memo and clearing documents in SAP.

## STEP 6. NSSC, SP, VPP

### Open AR BOC

1. If there is an Open BOC AP L2 will route Task back to AR L2 to clear the BOC
2. Open ServiceNow. Update the following fields
  - a) Type: Accounts Receivable
  - b) Item: Check (or Pay.gov)

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- c) General Tab:
  - i. Group: AR L2
  - ii. Individual: Leave Blank

**Output: The Task is sent to AR L2 to Clear Open BOC.**

The screenshot shows the SAP 'Enter Incoming Invoice' screen for Company Code NASA. The 'Basic data' tab is selected, displaying the following information:

- Transaction: Credit memo
- Balance: 0.00
- Inv. recpt date: 10/01/2008
- Document date: 10/01/2008
- Posting Date: 10/07/2008
- Amount: 7145.60
- Reference: NNX08TR82P
- Text: NNX08TR82P/Vendor Refund /check # 120004
- Company Code: NASA Agency Washington DC

Below the basic data, there is a table for PO reference and G/L account. The table has the following columns: Item, Amount, Quantity, G..., Or..., Purchase..., Item, PO Text, Reference..., Procurement Doc., and Acct #. The table is currently empty.

**Invoice Receipt Date & Document date** = Date in ServiceNow on "FDFAR" tab

**Reference** = Contract #

**Amount** = Amount

Responsible Office: Accounts Payable

SUBJECT: Accounts Payable Invoice Processing

Invoice Document Edit Goto System Help

Enter Incoming Invoice: Company Code NASA

Show PO structure Show worklist Hold Simulate Messages Help

Transaction Credit memo Balance 0.00

Basic data Payment Details Tax Withholding tax

BaselineDt Pay Terms Days  
Due on Days  
Discount Days net  
Fixed  
Pmt Method Pmt Meth. Sup. Pmt Block Blocked for Payment  
Inv.ref.  
Part. Bank House Bank TREAS  
Payment Ref.

PO reference G/L account

Purchase Order/Scheduling Agreement Goods/service items  
Layout NASA Default

| Item | Amount | Quantity | G... | Or... | Purchase ... | Item | PO Text | Reference ... | Procurement Doc. | Acct# |
|------|--------|----------|------|-------|--------------|------|---------|---------------|------------------|-------|
|      |        |          |      |       |              |      |         |               |                  |       |

Item Search Term 0 / 0 Items

P01 (1) (600)

**Pmnt Block:** Choose "Blocked for Payment" from Drop-Down Menu

**House Bank** = TREAS

Responsible Office: Accounts Payable

SUBJECT: Accounts Payable Invoice Processing

Invoice Document Edit Goto System Help

### Enter Incoming Invoice: Company Code NASA

Show PO structure Show worklist Hold Simulate Messages Help

Transaction: Credit memo Balance: 0.00

Basic data Payment Details Tax Withholding tax

Unpl. Del. Csts  
Currency  
Doc. Type: KG (Vendor credit me) Inv. Party: 117356  
Inv. rcpt date: 10/01/2008 Bus. Area: 10  
Assignment: NNX08TR82P G/L: 2110.1000  
Header Text  
Reason f. delay

Vendor 0000117356  
ESI INTERNATIONAL INC  
901 NORTH GLEBE RD STE 200  
ARLINGTON VA 22203-1808  
Bank acct: 26891859  
BANK OF AMERICA

PO reference G/L account

Purchase Order/Scheduling Agreeeme... Goods/service items  
Layout: NASA Default

| Item | Amount | Quantity | G... | Or... | Purchase ... | Item | PO Text | Reference ... | Procurement Doc. | Acct # |
|------|--------|----------|------|-------|--------------|------|---------|---------------|------------------|--------|
|      |        |          |      |       |              |      |         |               |                  |        |

Vendor 117356 is subject to withholding tax P01 (1) (600)

**Doc Type** = KG

**Inv. Party** = Vendor #

- Hit Enter (It will now pull vendor info up on the right. Check to be sure there is banking information. This proves it is a "ZREM" vendor)

**Inv. Receipt Date** = Create Date in ServiceNow on "FDFAR" Tab

**Bus Area** = Center

**Assignment** = Contract #

|  |  |
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Document Date: 09/28/2008    Type: KZ    Company Code: NASA  
Posting Date: 09/30/2008    Period: 12  
Document Number:   
Reference: 00090907-001  
Doc. Header Text: 00090907-001    Trading part: BA  
Clearing text: 00090907-001 Clear Credit Memo 1700034314

**Bank data**  
Account: 1010.5215    Business Area: 76  
Amount: 2959.86  
Bank charges:   
Value date: 09/30/2008    Profit Center:   
Text: 00090907-001 Clear Credit Memo 17...

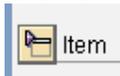
**Open item selection**  
Account: 36936  
Account Type: K     Other accounts  
Special G/L ind:     Standard OIs  
Print advice no.:   
 Distribute by age  
 Automatic search

**Additional selections**  
 None  
 Amount  
 Document Number  
 Posting Date  
 Dunning Area  
 Others

! No open items were found    P01 (1) (600)    iempmsfc82    INS

### Verifying Fund on PO#

- Open PO in SAP T-Code: ME23N
- Click on "Item" icon



From Drop Down "Item" Menu, select Line Item (PLI) to which the collection will be posted.

Go to the "Services" tab and click on  icon.

It will open a box that looks like this

|  |  |                |
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Account Assignment of Service in Line 10

|                 |                       |                 |      |
|-----------------|-----------------------|-----------------|------|
| GL Account:     | 6100.2538             | Company Code    | NASA |
| Business Area   | 72                    |                 |      |
| CO Area         | NASA                  |                 |      |
| Cost Center     | 720X11                |                 |      |
| Order           | FC000000              |                 |      |
| WBS Element     | 501570.01.05.02.02.03 |                 |      |
| Fund            | EXCX22009D            |                 |      |
| Functional Area | 733B                  |                 |      |
| Funds Center    | 72                    | Commitment Item | 2530 |
| Earmarked Funds |                       |                 | 0    |

Account Assignment

- Double Click on the “Fund”

Fund Edit Goto Extras Environment System Help

Display Fund: Basic Screen

Long text... Change history... Change documents Classification

|         |            |        |  |
|---------|------------|--------|--|
| FM Area | NASA       | Agency |  |
| Fund    | EXCX22009D |        |  |

Names

|             |                  |
|-------------|------------------|
| Name        | Space Operations |
| Description | Space Operations |

Basic data

|                     |            |             |            |
|---------------------|------------|-------------|------------|
| Valid from          | 10/01/2008 | Valid To    | 09/30/9999 |
| Fund Type           | DIRB       | Direct Fund |            |
| Authorization group | ALLOW      |             |            |

Additional data

|   |             |                  |            |
|---|-------------|------------------|------------|
| Bdgt profile fund                       |             |                  |            |
| Customer for fund                       |             |                  |            |
| Funds application                       | 8009/100115 | Space Operations |            |
| <input type="checkbox"/> Balance update |             | Expiration Date  | 09/30/2010 |
|   |             | Reversal Date    | 09/30/2015 |

- The “Reversal Date” listed is the date the funds have been (or will be) canceled.
  - If the date is in the past, then the fund is canceled and the check needs to be posted to Misc. Receipts. Forward the Task to AR L2 (in “Work in Progress” status) informing him/her to post the collection to Misc. Receipts. Add detailed research step to determine miscellaneous receipts in AWMS work log.
  - If the date is in the future, then the fund is not canceled and it is okay to post the collection to the Contract.

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Space Operations

Expiration Date

Reversal Date

### Locating Accounting Information on P-Card Refunds

- Open PO in SAP T-Code: ME23N

- Click on icon 

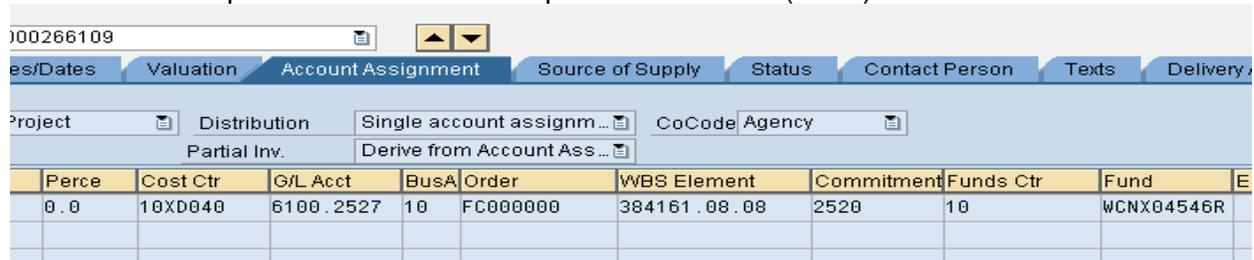


- Enter PC#

- Click "Enter"

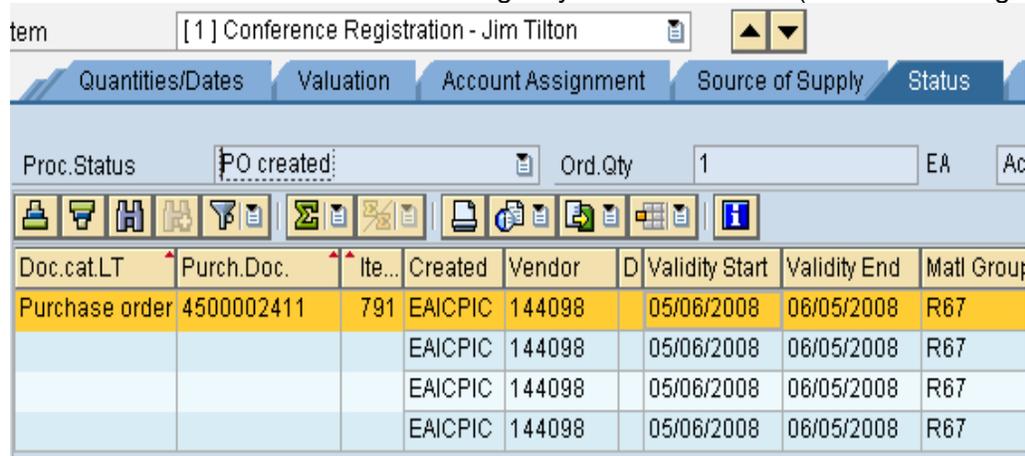
- On  choose PLI that the refund is for (, ink, bookshelf, etc.)

- Click on "Account Assignment" tab. This will give you all information needed to post the refund. Open new SAP Screen to post Credit Memo (FB65).



| Perce | Cost Ctr | G/L Acct  | BusA | Order    | WBS Element  | Commitment | Funds Ctr | Fund       | E |
|-------|----------|-----------|------|----------|--------------|------------|-----------|------------|---|
| 0.0   | 10XD040  | 6100.2527 | 10   | FC000000 | 384161.08.08 | 2520       | 10        | WCNX04546R |   |

- Click on "Status" tab. This will give you the Vendor #. (BOA or JPMorgan Chase)



| Doc.cat.LT     | Purch.Doc. | Ite... | Created | Vendor | D | Validity Start | Validity End | Matl Group |
|----------------|------------|--------|---------|--------|---|----------------|--------------|------------|
| Purchase order | 4500002411 | 791    | EAICPIC | 144098 |   | 05/06/2008     | 06/05/2008   | R67        |
|                |            |        | EAICPIC | 144098 |   | 05/06/2008     | 06/05/2008   | R67        |
|                |            |        | EAICPIC | 144098 |   | 05/06/2008     | 06/05/2008   | R67        |
|                |            |        | EAICPIC | 144098 |   | 05/06/2008     | 06/05/2008   | R67        |

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- If “NO” Vendor is listed, each Center has its own Purchase card Vendor. The Bus Area from the “Account Assignment” tab will indicate if the refund is for your Center’s credit card vendor.

**All Tuition Training is paid for by NSSC. Therefore, all refunds are posted by AR. AP will provide cardholder name and information to AR via ServiceNow/Task. AP will include the holder name in the Customer field of the Task and assign to AR to post.**

- If it is determined that the collection was erroneously deposited to incorrect ALC, make comment in Task Work Notes. Then immediately route the Task back to AR L2 to process JV and IPAC funds to Correct ALC. Once funds are moved, the Task will be returned to you for posting. Use the IPAC DRN and Doc Date noted in the Activity Log when posting the payment to avoid FBWT outages.

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## Posting Credits to Closed Contracts

### Guidance on Credit/Refunds to Closed Contracts and Grants from OCFO

#### Existing Practice

It has come to our attention that the practice has been to post credits/refunds directly to closed contracts and grants. The purpose of this guidance is to end that practice and provide alternative approach. Effective Date of New Guidance is: May 1, 2012.

#### New Guidance

If a credit/refund is received for a contract/grant that has been closed and the Appropriation that provided initial funding for the contract or grant is not in cancelled phase, process a refund due receivable and liquidate the receivable by applying the credit/refund against it.

#### Reversal of Prior Credits/Refunds

The NSSC will reverse prior years' credits/refunds posted against closed grants/contracts in two phases. In Phase 1, which is going on now, the NSSC will reverse all current year credits/refunds posted against closed contracts/grants. If an MR11 (De-obligation) had been executed against the line item of the contract in which the credit/refund was posted, the credit cannot be reversed. In phase 2, following completion of Phase 1, the NSSC will reverse credits/refunds posted in prior years against closed contracts and grants.

Steps for new refunds/credits received for closed Commercial PO's/Contracts:

1. NSSC receives a vendor refund check
2. AR L3 routes an ServiceNow Case/Task to AR L2 to determine which Center the check should be deposited against
3. AR L2 routes the Task back to AR L3 with the Center information
4. AR L3 deposits the check to the appropriate Center ALC and routes the Task back to AR L2 with the DRN
5. AR L2 routes Task to AP L2 to determine how the refund should be posted. AP L2 (Lead VPP) will determine how the refund should be posted and confirm posting decision with AP SP Lead.
  - a. The applicable contract is open (not Administratively Complete) and the funds are not cancelled, AP will post the refund against the applicable contract line item and close the NRS.
  - b. The applicable contract is Administratively Complete and the funds are not cancelled, AP will notify AR via a Task with an IDR attached that will contain the funding information for the posting. AP will determine the funding information based upon the information provided on the refund check/credit memo. AR will establish the BOC and post the refund to the bill of collection. AR will close the Task after posting.

|  |  |
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- c. The applicable contract contains only Cancelled Funds. AP will notify AR that the refund needs to be posted to Miscellaneous Receipts. AR will post the refund to Miscellaneous Receipts and close the Task.

Steps for reversing refunds/credits already posted to closed Commercial PO's/Contracts. This process will be utilized for items identified by OCFO.

1. NSSC receives the list of documents to correct from OCFO.
2. NSSC will validate that the list does not include items posted to Cancelled Funds and that an MR11 has not been done since the credit was posted. Note: the list should only contain items that fall into category "b" above.
3. AP L2 will reverse the credit/refund and notify AR via a Task with an IDR attached that will contain the funding information for the posting. The funding information for posting should be the same accounting information from the contract line item where the credit/refund was previously posted. AP L2 (Lead VPP) will determine how the refund should be posted and confirm posting decision with AP SP Lead before routing the Task to AR L2.
4. AR L2 will establish the BOC and post the refund to the BOC and close the Task after posting.

|  |  |                |
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## Administrator's Fund Payments

### **THIS PROCESS IS STILL UNDER REVIEW**

~~The Administrative Office sends Headquarters (HQ) two forms of payment for reimbursement: NASA Form 1081 and NASA Form 1082.~~

~~The NASA Form (NF) 1081, Request for Use of Official Representational Fund, is used for an advance of funds. The NF 1082, Claim for Reimbursement and/or Accounting for Advance from the Official Representational Fund, is used as a claim for reimbursement. It will be forwarded to the NSSC from the Regional Finance Office (RFO) with the following: date, contract number, reference invoice number, Purchase Line Item (PLI) to be used, amount, reason for request, and signatures of the payee, requesting official, and approving official. The contract is established so that only one PLI is to be used per invoice number. When the NF 1082 is submitted, receipts must be included with the submittal.~~

~~When there is an overage in the advance, the payee will return the funds to the NSSC Accounts Receivable office with a copy of the original NF1081 and/or NF 1082 so that proper credit may be applied to the specific PLI that was originally disbursed. Settlement will be within 90 days of the event~~

~~To process payments:~~

- ~~— Go to XK03 to find Vendor Number.~~
- ~~— Use T-Code MIRO to process payment.~~
- ~~— The payment method would either be E-Employee or D-Corporation.~~
- ~~— Terms of payment is SBAP.~~

~~The Administrator's Fund payments should not be cleared to cash.~~

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## METRICS

| Initiating Office/Entity                       | Deliverable (Output)      | Receiving Office/Entity | Metric   |
|--|---------------------------|-------------------------|--|
| Financial Management Division/Accounts Payable | Payment of Vendor Invoice | Vendor                  | Process and Pay 98% of invoices On-time.<br><br>Green: >=98%<br>Yellow: >=97% and <98%<br>Red: <=97%   |
| Financial Management Division/Accounts Payable | Payment of Vendor Invoice | Vendor                  | Pay no more than \$200 in interest penalties per \$1M in payments.<br><br>Green: <=\$200 per \$1M<br>Yellow: > \$200 and <= \$300 per \$1M<br>Red: > \$300 per \$1M  |
| Financial Management Division/Accounts Payable | Working Capital Fund      | Vendor                  | 95% of advances with complete funds commitment documents are processed within four business days.<br><br>Process 95% of liquidation transactions with available funding by the end of the calendar month that the services are billed. |

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## SYSTEM COMPONENTS

### Existing and New Systems

| IT System Title                                     | IT System Description                                     | Access Requirements     | IT System Interfaces                           |
|---|---|-------------------------|--|
| SAP/Integrated Enterprise Management Program (IEMP) | Integrated Financial Management System                    | User Role at NSSC       | SPS, bReady, CMM                               |
| bReady Portal/WAT                                   | System used for retrieving Pre-Edit Report                | User Role at NSSC       | SAP/IEMP, SPS                                  |
| Pay.gov   | System used for notification of EFT Cancellations         | User Role from Treasury |  |
| SPS   | Secure Payment System for certifying payments to Treasury | User Role from Treasury | SAP/IEMP                                       |
| Treasury Check Information System (TCIS)            | Treasury System used to view and/or cancel check payment  | User Role from Treasury |  |
| ITS.gov   | Treasury System used to process foreign payments          | User Role from Treasury |  |
| TechDoc/DI  | System used for capturing invoice images                  | User Role at NSSC       | Accounts Payable Work Management System - AWMS |
| Accounts Payable Work Management System (AWMS)      | System for receiving and tracking invoices                | User Role at NSSC       | TechDoc/DI                                     |
| IT System Title                                     | IT System Description                                     | Access Requirements     | IT System Interfaces                           |

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|--|---|-------------------------|-------------|
| CMM  | System used viewing contract information  | User Role at NSSC       | SAP, bReady |
| System for Award Management (SAM)            | System used to verify banking information   | User Role at NSSC       | SAP         |
| Government On-Line Accounting System (GOALS) | Treasury System used to view and/or process Intra-governmental payments                                       | User Role from Treasury |             |
| Payment Management System (PMS)              | Department of Health and Human Services (DHHS) System used to view and/or process AP Grants/Letter of Credits | User Role from DHHS     | SAP         |
| Wide Area Work Flow (WAWF)                   | Department of Defense (DOD) system used for electronic invoices   | User Role from DOD/WAWF | SAP         |
| Invoice Routing Information System (IRIS)    | System for routing and tracking invoices  |                         |             |
| ServiceNow                                   | System for vendor, customer inquiries and NSSC internal communication.  | User Role at NSSC       |             |

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## CUSTOMER CONTACT CENTER STRATEGY

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

E-mail: [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov)

Fax: 1-866-779-6772

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

### Document Imaging

All incoming documents will be received into the NSSC TechDoc Center, where they will be processed and electronically filed. Documents may be sent to the NSSC as follows:

E-mail: [NSSC-AccountsPayable@nasa.gov](mailto:NSSC-AccountsPayable@nasa.gov)

Fax: 1-866-209-5415

Mail:

NASA Shared Services Center

Building 1111, Jerry Hlass Rd.

Stennis Space Center, MS 39529.

### Relevant Points of Contact at the NSSC:

Financial Management Division – CS

Michele Rollins

NASA Shared Services Center

Building 1111 Jerry Hlass Rd.

Stennis Space Center, MS 39529

Phone: 228-813-6322

E-mail: [Michele.M.Rollins@nasa.gov](mailto:Michele.M.Rollins@nasa.gov)

Financial Management Division – SP

Sarita Harper

NASA Shared Service Center

Building 1111 Jerry Hlass Rd.

Stennis Space Center, MS 39529

Phone: 228-813-6913

E-mail: [Sarita.Harper@nasa.gov](mailto:Sarita.Harper@nasa.gov)

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## APPENDICES

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Appendix A - NSSC Accounts Payable (AP) Roles and Responsibilities

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| PROCESS   | ROLES AND RESPONSIBILITIES POST TRANSITION |         |         |   |                             |             |
|---|--|---------|---------|---|-----------------------------|-------------|
|   | VENDOR                                     | NSSC SP | NSSC CS | PROCUREMENT or Other Approving Official | CONTRACT CLOSING SPECIALIST | CENTER COST |
| AP PO/CONTRACT CLOSEOUT   |  |         |         |   |                             |             |
| VENDOR SUBMITS INVOICE TO NSSC  | X  |         |         |   |                             |             |
| ASSIGN INVOICE TO FM AP   |  | X       |         |   |                             |             |
| RETRIEVES INVOICE FROM AP WORK MANAGEMENT SYSTEM (AWMS)   |  | X       |         |   |                             |             |
| PERFORM PRELIMINARY VALIDATION  |  | X       |         |   |                             |             |
| PARK/POST INVOICE IN SAP  |  | X       |         |   |                             |             |
| RETURN INCORRECT INVOICE TO VENDOR IF DBO IS THE CENTER   |  | X       |         |   |                             |             |
| REQUEST FOR SAM INFORMATION, IF NEEDED FOR VENDOR MASTER  |  | X       |         |   |                             |             |
| ROUTES FINAL INVOICE FOR COST/FUNDS/APPROVAL VIA SAP IRIS REQUEST CONSOLE; Approval CV for WAWF Cost Vouchers |  | X       |         |   |                             |             |
| VERIFIES TERMS AND CONDITIONS ARE MET   |  |         |         |   | X                           |             |
| ENSURE CLAUSES ARE MET  |  |         |         |   | X                           |             |
| IF CLAUSES ARE NOT MET, RETURN INVOICE TO VENDOR  |  | X       |         |   |                             |             |
| ENSURE DCAA AUDIT IS COMPLETE   |  |         |         |   | X                           |             |
| COMPLETE CONTRACT COMPLETION STATEMENT  |  |         |         |   | X                           |             |
| VERIFY THE RECEIPT OF CONTRACTOR'S RELEASE FORM   |  |         |         |   | X                           |             |
| VERIFY PURCHASE ORDER/ CONTRACT BALANCE IS CORRECT  |  |         |         |   | X                           |             |
| PROVIDE ADDITIONAL FUNDS  |  |         |         | X                                       |                             |             |
| PROCESS FINAL INVOICE TO INCLUDE PAYMENT COMPLETION   |  | X       | X       |   |                             |             |
| REMOVE EXCESS COST  |  |         |         |   |                             | X           |
| VERIFY UNLIQUIDATED OBLIGATIONS   |  |         |         | X                                       |                             |             |
| VERIFIES DEOBLIGATIONS  |  |         |         |   | X                           |             |
| REQUEST PROCUREMENT MOD CONTRACT TO DEOBLIGATE FUNDS  |  |         |         |   | X                           |             |
| MOD CONTRACT TO DE-OBLIGATE FUNDS & FORWARDS TO CLOSE OUT SPECIALIST AT CENTER                                |  |         |         | X                                       |                             |             |
| COMPLETE FILE AND FORWARD TO CENTER RECORD RETENTION  |  |         |         |   | X                           |             |

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| PROCESS   | ROLES AND RESPONSIBILITIES POST TRANSITION |         |         |   |                         |          |
|---|--|---------|---------|---|-------------------------|----------|
|   | VENDOR                                     | NSSC SP | NSSC CS | PROCUREMENT or Other Approving Official | OFFICE OF CHIEF COUNSEL | NEACC AP |
| NOTICE OF ASSIGNMENT/ ASSIGNMENT OF CLAIMS  |  |         |         |   |                         |          |
| LEGAL DOCUMENTS RECEIVED AT CENTER  |  |         |         | X                                       |                         |          |
| ENSURES THAT ANOTHER NOTICE OF ASSIGNMENT/ASSIGNMENT OF CLAIMS FOR EXISTING CONTRACT DOES NOT ALREADY EXIST |  |         |         | X                                       |                         |          |
| ENSURE THAT CONTRACT MEETS ELIGIBILITY REQUIREMENT FOR AN ASSIGNMENT  |  |         |         | X                                       |                         |          |
| FORWARD DOCUMENTS TO OFFICE OF CHIEF COUNSEL FOR CONCURRENCE  |  |         |         | X                                       |                         |          |
| ENSURE THAT CONTRACT MEETS ELIGIBILITY REQUIREMENT FOR AN ASSIGNMENT  |  |         |         |   | X                       |          |
| RETURN DOCUMENTS THAT HAVE NOT MET ELIGIBILITY REQUIREMENTS   |  |         |         |   | X                       |          |
| SENDS DOCUMENTS BACK TO PROCUREMENT   |  |         |         |   | X                       |          |
| MODIFIES CONTRACT AND FORWARDS TO NSSC  |  |         |         | X                                       |                         |          |
| ENSURE BANKING INFORMATION IS CORRECT   |  | X       |         |   |                         |          |
| VERIFY THAT BANKING INFORMATION IS CURRENT IN VENDOR MASTER IN SAP  |  | X       |         |   |                         |          |
| ENSURE THAT CONTRACT RECORDS ARE NOTED AND THAT THE VENDOR MASTER UPDATES ARE MADE TO THE ZREM              |  | X       |         |   |                         |          |
| REQUEST FOR SAM INFORMATION, IF NEEDED FOR VENDOR MASTER  |  | X       |         |   |                         |          |
| SUBMITS NISM TO NEACC FOR VENDOR MASTER   |  | X       |         |   |                         |          |
| PROCESS NISM AND UPDATE VENDOR MASTER   |  |         |         |   |                         | X        |
| NSSC CS AP LEAD SIGNS AND DATES THREE COPIES  |  |         | X       |   |                         |          |

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| PROCESS  | ROLES AND RESPONSIBILITIES POST TRANSITION |         |         |            |          |
|--|--|---------|---------|------------|----------|
|  | VENDOR                                     | NSSC SP | NSSC CS | CENTER POC | NEACC AP |
| AP FI INVOICE PROCESS FLOW   |  |         |         |            |          |
| VENDOR SUBMITS INVOICE   | X  |         |         |            |          |
| CENTER POC SENDS APPROVED INVOICE WITH BACKUP TO NSSC DOCUMENT CENTER WITH COVER SHEET VIA EMAIL OR FAX. G/L ACCOUNT ASSIGNMENT TO BE ASSIGNED AND APPROVED BY DESIGNATED APPROVING OFFICIAL PRIOR TO SENDING TO THE NSSC. |  |         |         | X          |          |
| ASSIGN INVOICE TO FM AP  |  | X       |         |            |          |
| RETRIEVES INVOICE FROM AP WORK MANAGEMENT SYSTEM (AWMS)  |  | X       |         |            |          |
| PERFORM PRELIMINARY VALIDATION   |  | X       |         |            |          |
| IF IMPROPER INVOICE, RETURN TO CENTER POC  |  | X       |         |            |          |
| REQUEST FOR VENDOR ACH INFORMATION, IF NEEDED FOR VENDOR MASTER  |  | X       |         |            |          |
| SUBMITS NISM TO NEACC FOR VENDOR MASTER  |  | X       |         |            |          |
| PROCESS NISM AND UPDATES VENDOR MASTER IN SAP  |  |         |         |            | X        |
| PERFORMS QUALITY VALIDATION  |  | X       |         |            |          |
| PARK AND POST INVOICE IN SAP   |  | X       |         |            |          |
| VPP PREPARES PAYMENT PROPOSAL IN SAP   |  | X       |         |            |          |
| CERTIFYING OFFICER (CO) REVIEW PAYMENT PROPOSAL AND BACKUP DOCUMENTATION   |  |         | X       |            |          |
| CORRECT ANY DISCREPANCIES WITH PAYMENT PROPOSAL  |  | X       |         |            |          |
| CO CREATES PAYMENT RUN   |  |         | X       |            |          |
| CO OBTAINS A SCHEDULE NUMBER FROM SAP  |  |         | X       |            |          |
| VPP OBTAINS A PRE-EDIT REPORT  |  | X       |         |            |          |
| DEO CREATES TREASURY FILE IN SPS   |  | X       |         |            |          |
| CO EXECUTES PAYMENT TO TREASURY  |  |         | X       |            |          |
| MONITOR EFT CANCELLATIONS VIA PAY.GOV AND UNCONFIRMED DIT'S VIA SAP  |  |         | X       |            |          |
| USE MANUAL CANCELLATION PROCESS TO REISSUE PAYMENT   |  | X       | X       |            |          |
| COORDINATE WITH NEACC TO RESOLVE UNCONFIRMED PAYMENTS  |  |         | X       |            | X        |
| REISSUE PAYMENTS   |  | X       |         |            |          |

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| PROCESS  | ROLES AND RESPONSIBILITIES POST TRANSITION |         |         |                                   |             |
|--|--|---------|---------|-----------------------------------|-------------|
|  | REQUESTOR                                  | NSSC SP | NSSC CS | PROCUREMENT OR OUTSIDE BUYER ROLE | CENTER COST |
| <b>DISBURSEMENT MOVE PROCESS</b>   |  |         |         |                                   |             |
| PREPARES DEOB/COST/DISB REDUCTION FORM AND SUBMITS TO NSSC AP VIA FAX OR EMAIL                               | X  |         |         |                                   |             |
| RECEIVES AND VERIFIES IF THERE IS ADEQUATE UN-DISBURSED COST ON THE CONTRACT FOR THE INVOICES TO BE REPOSTED |  | X       |         |                                   |             |
| CHECKS DISBURSEMENTS FOR INTEREST/DISCOUNTS  |  | X       |         |                                   |             |
| CONTACT CENTER POC IF COST/FUNDING IS NEEDED.  |  | X       |         |                                   |             |
| REVERSES THE CLEARING DOC  |  | X       |         |                                   |             |
| REVERSES THE CHECK INFORMATION   |  |         | X       |                                   |             |
| REVERSES AND CLEARS THE INVOICE AND NOTIFIES REQUESTER, CENTER SGL AND COST.                                 |  | X       |         |                                   |             |
| AS NEEDED, REMOVES COST AND NOTIFIES PROCUREMENT.  |  |         |         |                                   | X           |
| ADJUST OBLIGATIONS, ISSUES CONTRACT MOD, AND NOTIFIES COST WHEN COMPLETE                                     |  |         |         | X                                 |             |
| IDENTIFIES SPECIFIC LINES OF ACCOUNTING TO BE USED FOR REPOSTING OF INVOICE AND NOTIFIES NSSC VPP            |  |         |         |                                   | X           |
| REPOST DISBURSEMENT AND CLEAR TO CASH  |  | X       |         |                                   |             |
| VERIFY THAT TRANSACTIONS ARE IN BALANCE AND NOTIFIES COST AND CENTER SGL WHEN COMPLETE                       |  | X       |         |                                   |             |

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| PROCESS   | ROLES AND RESPONSIBILITIES POST TRANSITION |         |         |                      |                                  |                               |
|---|--|---------|---------|----------------------|----------------------------------|-------------------------------|
|   | VENDOR                                     | NSSC SP | NSSC CS | PURCHASE CARD HOLDER | CENTER PURCHASE CARD COORDINATOR | CENTER PURCHASE CARD APPROVER |
| PURCHASE CARD (PCARD) - STATEMENT DUE UPON RECEIPT OF RECONCILIATION  |  |         |         |                      |                                  |                               |
| CREATES A ORDER LOG AND COMMITS FUNDS IN SAP  |  |         |         | X                    |                                  |                               |
| VENDOR PAYMENT PROCESSOR (VPP) RECEIVES COPY OF PREVIOUS MONTH'S INVOICE FROM ServiceNow  |  | X       |         |                      |                                  |                               |
| VPP SENDS THE STATEMENT TO THE CENTER VIA SAP IRIS CONSOLE AS FI APPROVAL QUEUE   |  | X       |         |                      |                                  |                               |
| OBTAINS PCARD DATA AND NOTIFIES CARD HOLDERS THAT DATA IS AVAILABLE   |  |         |         |                      | X                                |                               |
| RECONCILES PCARD CHARGES AND SUBMITS TO PURCHASE CARD APPROVER  |  |         |         | X                    |                                  |                               |
| REVIEWS AND APPROVES PCARD RECONCILIATIONS  |  |         |         |                      |                                  | X                             |
| RUNS UNRECONCILED TRANSACTIONS REPORT AND WORKS WITH PURCHASE CARD HOLDER FOR APPROVAL.   |  |         |         |                      | X                                |                               |
| INVESTIGATES DISCREPANCIES AND/OR APPROVES AND FORWARDS TO CENTER PCARD COORDINATOR.  |  |         |         |                      |                                  | X                             |
| SUBMITS VALIDATION SPREADSHEET TO AP FOR PAYMENT, SUBMITS NISM TO RECOMMIT CREDITS, AND CONDUCTS "TRANSACTION AUDIT."   |  |         |         |                      | X                                |                               |
| AP VPP REVIEWS RECONCILIATION SPREADSHEET AND VALIDATES INTERFACE CREATED INVOICES AND CREDIT MEMOS IN ORDER TO PROCESS MISSING CHARGES, POST INVOICES IF NECESSARY |  | X       |         |                      |                                  |                               |
| VENDOR PAYMENT PROCESSOR (VPP) PREPARES PAYMENT PROPOSAL IN SAP   |  | X       |         |                      |                                  |                               |
| CERTIFYING OFFICER (CO) REVIEW PAYMENT PROPOSAL AND BACKUP DOCUMENTATION  |  |         | X       |                      |                                  |                               |
| VPP CORRECTS ANY DISCREPANCIES WITH PAYMENT PROPOSAL  |  | X       |         |                      |                                  |                               |
| CO CREATES PAYMENT RUN  |  |         | X       |                      |                                  |                               |
| CO OBTAINS A SCHEDULE NUMBER FROM SAP   |  |         | X       |                      |                                  |                               |
| VPP OBTAINS A PRE-EDIT REPORT   |  | X       |         |                      |                                  |                               |
| DATA ENTRY OPERATOR (DEO) CREATES TREASURY FILE IN SPS  |  | X       |         |                      |                                  |                               |
| CO EXECUTES PAYMENT TO TREASURY   |  |         | X       |                      |                                  |                               |

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| PROCESS  | ROLES AND RESPONSIBILITIES POST TRANSITION |         |         |                      |                                  |                               |
|--|--|---------|---------|----------------------|----------------------------------|-------------------------------|
|  | VENDOR                                     | NSSC SP | NSSC CS | PURCHASE CARD HOLDER | CENTER PURCHASE CARD COORDINATOR | CENTER PURCHASE CARD APPROVER |
| PURCHASE CARD (PCARD) - STATEMENT DUE UPON RECEIPT OF RECONCILIATION, Cont'd.                  |  |         |         |                      |                                  |                               |
| MONITOR EFT CANCELLATIONS VIA PAY.GOV AND UNCONFIRMED DISBURSEMENTS IN TRANSIT (DIT'S) VIA SAP |  |         | X       |                      |                                  |                               |
| USE MANUAL CANCELLATION PROCESS TO REISSUE PAYMENT   |  | X       | X       |                      |                                  |                               |
| COORDINATE WITH NEACC TO RESOLVE UNCONFIRMED PAYMENTS  |  |         | X       |                      |                                  |                               |
| REISSUE PAYMENTS   |  | X       |         |                      |                                  |                               |

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| PROCESS  | ROLES AND RESPONSIBILITIES POST TRANSITION |         |         |                        |
|--|--|---------|---------|------------------------|
|  | VENDOR                                     | NSSC SP | NSSC CS | CENTER CBA COORDINATOR |
| <b>CBA CONCUR TRAVEL STATEMENT DUE UPON RECEIPT OF RECONCILIATION</b>  |  |         |         |                        |
| VENDOR SUBMITS STATEMENT TO NSSC   | X  |         |         |                        |
| VPP RETRIEVES COPY OF STATEMENT FROM AWMS AND SENDS TO CENTER POC VIA SAP IRIS REQUEST CONSOLE CENTER APPROVAL QUEUE. (NOTE: NSSC STATEMENT IS SUBMITTED VIA SAP IRIS REQUEST CONSOLE TO NSSC FUNDS QUEUE) |  | X       |         |                        |
| REVIEWS/RECONCILES CHARGES AND SUBMITS DISPUTED CLAIMS TO VENDOR   |  |         |         | X                      |
| PREPARES RECONCILIATION SPREADSHEET, ENTERS INVOICES IN SAP, AND SUBMITS TO NSSC AP FOR PAYMENT  |  |         |         | X                      |
| CONTACT A/R IF BILL OF COLLECTION IS NEEDED  |  |         |         | X                      |
| VENDOR PAYMENT PROCESSOR (VPP) PREPARES PAYMENT PROPOSAL IN SAP  |  | X       |         |                        |
| CERTIFYING OFFICER (CO) REVIEW PAYMENT PROPOSAL AND BACKUP DOCUMENTATION   |  |         | X       |                        |
| VPP CORRECTS ANY DISCREPANCIES WITH PAYMENT PROPOSAL   |  | X       |         |                        |
| CO CREATES PAYMENT RUN   |  |         | X       |                        |
| CO OBTAINS A SCHEDULE NUMBER FROM SAP  |  |         | X       |                        |
| VPP OBTAINS A PRE-EDIT REPORT  |  | X       |         |                        |
| DATA ENTRY OPERATOR (DEO) CREATES TREASURY FILE IN SPS   |  | X       |         |                        |
| CO EXECUTES PAYMENT TO TREASURY  |  |         | X       |                        |
| MONITOR EFT CANCELLATIONS VIA PAY.GOV AND UNCONFIRMED DISBURSEMENTS IN TRANSIT (DIT'S) VIA SAP   |  |         | X       |                        |
| USE MANUAL CANCELLATION PROCESS TO REISSUE PAYMENT   |  | X       | X       |                        |
| COORDINATE WITH NEACCTO RESOLVE UNCONFIRMED PAYMENTS   |  |         | X       |                        |
| REISSUE PAYMENTS   |  | X       |         |                        |
| REVERSAL CORRECTION REQUESTED  |  |         |         | X                      |
| REVERSE CLEARING, CHECK AND NOTIFY CTR POC   |  | X       | X       |                        |
| REVERSE SAP DOCUMENT AND NOTIFY NSSC   |  |         |         | X                      |
| REENTER AND CLEAR DOCUMENT   |  | X       |         |                        |

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| PROCESS  | ROLES AND RESPONSIBILITIES POST TRANSITION |         |         |            |          |
|--|--|---------|---------|------------|----------|
|  | VENDOR                                     | NSSC SP | NSSC CS | CENTER POC | NEACC AP |
| FLEET CARD PROCESS - DUE UPON RECEIPT                                    |  |         |         |            |          |
| VENDOR SUBMITS INVOICE   | X  |         |         |            |          |
| ASSIGN INVOICE TO FM AP  |  | X       |         |            |          |
| RETRIEVES INVOICE FROM AP WORK MANAGEMENT SYSTEM (AWMS)                  |  | X       |         |            |          |
| PERFORM PRELIMINARY VALIDATION   |  | X       |         |            |          |
| IF IMPROPER INVOICE, RETURN TO VENDOR                                    |  | X       |         |            |          |
| PARKS INVOICE IN SAP   |  | X       |         |            |          |
| REQUEST FOR VENDOR ACH INFORMATION, IF NEEDED FOR VENDOR MASTER          |  | X       |         |            |          |
| SUBMITS NISM TO NEACC CENTER FOR VENDOR MASTER                           |  | X       |         |            |          |
| PROCESS NISM AND UPDATES VENDOR MASTER IN SAP                            |  |         |         |            | X        |
| PERFORMS QUALITY VALIDATION  |  | X       |         |            |          |
| DETERMINE IF COSTING/FUNDING/ IS REQUIRED                                |  | X       |         |            |          |
| ROUTE INVOICE TO CENTER VIA SAP IRIS CONSOLE                             |  | X       |         |            |          |
| ENTERS COST/FUNDS IN SAP   |  |         |         | X          |          |
| UPDATES IRIS LOG TO REFLECT COMPLETION OF COST/FUNDING                   |  |         |         | X          |          |
| ROUTE FOR INVOICE APPROVAL VIA SAP IRIS REQUEST CONSOLE                  |  | X       |         |            |          |
| APPROVE INVOICE  |  |         |         | X          |          |
| POST INVOICE IN SAP  |  | X       |         |            |          |
| VPP PREPARES PAYMENT PROPOSAL IN SAP                                     |  | X       |         |            |          |
| CERTIFYING OFFICER (CO) REVIEW PAYMENT PROPOSAL AND BACKUP DOCUMENTATION |  |         | X       |            |          |
| CORRECT ANY DISCREPANCIES WITH PAYMENT PROPOSAL                          |  | X       |         |            |          |
| CO CREATES PAYMENT RUN   |  |         | X       |            |          |
| CO OBTAINS A SCHEDULE NUMBER FROM SAP                                    |  |         | X       |            |          |
| VPP OBTAINS A PRE-EDIT REPORT  |  | X       |         |            |          |
| DEO CREATES TREASURY FILE IN SPS   |  | X       |         |            |          |
| CO EXECUTES PAYMENT TO TREASURY  |  |         | X       |            |          |
| MONITOR EFT CANCELLATIONS VIA PAY.GOV AND UNCONFIRMED DIT'S VIA SAP      |  |         | X       |            |          |
| USE MANUAL CANCELLATION PROCESS TO REISSUE PAYMENT                       |  | X       | X       |            |          |
| COORDINATE WITH NEACC TO RESOLVE UNCONFIRMED PAYMENTS                    |  |         | X       |            | X        |
| REISSUE PAYMENTS   |  | X       |         |            |          |

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| PROCESS  | ROLES AND RESPONSIBILITIES POST TRANSITION |         |         |                |          |
|--|--|---------|---------|----------------|----------|
|  | CENTER LICENSE ADMIN                       | NSSC SP | NSSC CS | CENTER FUNDING | NEACC AP |
| AP ROYALTY PROCESS   |  |         |         |                |          |
| CENTER LICENSE ADMINISTRATOR PREPARES ROYALTY SPREADSHEET AND SENDS TO NSSC                    | X  |         |         |                |          |
| RETRIEVES SPREADSHEET FROM AP WORK MANAGEMENT SYSTEM (AWMS)                                    |  | X       |         |                |          |
| VALIDATES RECIPIENT'S VENDOR MASTER FILE   |  | X       |         |                |          |
| CREATES INVOICE IN SAP   |  | X       |         |                |          |
| IF VENDOR NEEDS TO BE CREATED/UPDATED, SUBMITS NISM TO NEACC FOR VENDOR MASTER                 |  | X       |         |                |          |
| PROCESS NISM AND UPDATES VENDOR MASTER IN SAP  |  |         |         |                | X        |
| REQUESTS ACCOUNTING DATA FROM CENTER   |  | X       |         |                |          |
| PROVIDES ACCOUNTING DATA VIA IRIS  |  |         |         | X              |          |
| VENDOR PAYMENT PROCESSOR (VPP) PREPARES PAYMENT PROPOSAL IN SAP                                |  | X       |         |                |          |
| CERTIFYING OFFICER (CO) REVIEW PAYMENT PROPOSAL AND BACKUP DOCUMENTATION                       |  |         | X       |                |          |
| VPP CORRECTS ANY DISCREPANCIES WITH PAYMENT PROPOSAL   |  | X       |         |                |          |
| CO CREATES PAYMENT RUN   |  |         | X       |                |          |
| CO OBTAINS A SCHEDULE NUMBER FROM SAP  |  |         | X       |                |          |
| VPP OBTAINS A PRE-EDIT REPORT  |  | X       |         |                |          |
| DATA ENTRY OPERATOR (DEO) CREATES TREASURY FILE IN SPS   |  | X       |         |                |          |
| CO EXECUTES PAYMENT TO TREASURY  |  |         | X       |                |          |
| MONITOR EFT CANCELLATIONS VIA PAY.GOV AND UNCONFIRMED DISBURSEMENTS IN TRANSIT (DIT'S) VIA SAP |  |         | X       |                |          |
| USE MANUAL CANCELLATION PROCESS TO REISSUE PAYMENT   |  | X       | X       |                |          |
| COORDINATE WITH NEACC TO RESOLVE UNCONFIRMED PAYMENTS  |  |         | X       |                |          |
| REISSUE PAYMENTS   |  | X       |         |                |          |

| PROCESS                                     | ROLES AND RESPONSIBILITIES POST TRANSITION |         |  |  |
|---|--|---------|--|--|
|   | NSSC SP                                    | NSSC CS |  |  |
| REPORTING REQUIREMENTS                      |  |         |  |  |
| PREPARE FIDO REPORTS                        | X  |         |  |  |
| INTERNATIONAL TRANSACTIONS REPORTS          | X  |         |  |  |
| CONTINUOUS MONITORING PROGRAM (CMP) REPORTS | X  |         |  |  |
| REVIEW/APPROVE ALL REPORTS                  |  | X       |  |  |

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#### Appendix B – IRIS Escalation Report

The escalation report was created as a reference for Center POC's to verify the status of pending invoices. This report includes invoices routed for approval, cost, funding, and Goods Receipt and Approval (GRAP).

Note: The link for the escalation report job aid is as follows:

EPSS › SAP - Core Financials › Accounts Payable › Job Aids › Invoice Routing and Information System (IRIS)

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Appendix C - Treasury Offset Program (TOP)

FMS Debt Management Service (DMS) Treasury notifies the payee and the payment agency about the offsets and transmits the offset monies to the appropriate creditor agency. The vendor should have received notification from Treasury if there was an offset, and can call the Treasury Offset Program (TOP) Call Center at 1-800-304-3107 regarding questions about the offset.

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## Appendix D - Reporting

### Purpose

The CFOs Council of the United States presents the Metric Tracking System (MTS). MTS is a performance measurement system that captures key financial management indicators across the Federal Government. The tool's intent is to provide government managers, Congress, and other stakeholders information to assess the financial management health of the Federal Government as a whole and for each individual agency. Tracking performance on indicators helps to guide financial management reforms and targets resources to areas where better stewardship of Federal financial resources is needed. MTS can be accessed via the Federal Interagency Databases Online (FIDO) at [www.fido.gov/](http://www.fido.gov/).

### Accounts Payable

<http://www.fms.treas.gov/eft/regulations.html>

Metric 4a, Electronic Payments measures electronic payments made to vendors. EFT is a requirement of the Debt Collection Improvement Act of 1996 (DCIA) for payments made to government vendors. These payments involve the electronic transfer of funds and payment-related information used by the Federal government for payments to businesses that provide goods and services to Federal agencies and other payment recipients, such as educational institutions. These payments are made to contractors, businesses and/or utility companies for goods or services. Generally, the Federal agency will execute a purchase order or contract and the vendor will provide a bill or invoice against the purchase order or contract for goods or services rendered.

### Examples of vendor payments include:

- Administrative contracts
- Training programs
- Leases
- Space and building rental services
- Equipment
- Contractors

Travel and/or Employee Reimbursements Payments should not be included in this metric (Payment Type P and E). Due to the financial system payment classification issue, Centers must ensure only vendor payments are reported to MTS. A system request change will be initiated to properly classify payments as outlined in FMS "Federal Agency Guidance for Classifying Payments" dated November 2004 (See Appendix 1)

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The “Total # of Vendor and Credit Card Payments” equals the number of EFT payments + the number of checks + the number of credit card payments for the month. Centers should refer to payment types C = Checks, D = EFT/ACH, and X = CTX.

Payment types C+D+X = Total # of Vendor and Credit Card Payments.

The “# EFT Vendor Payments” represents payment type D = EFT/ACH.

The “# Credit Card Payments” represents payment type D (EFT/ACH) P-Card + X (CTX) CBA/Fleet. Centers should ensure only payments related to credit card are included in the total. The total should reflect the number of credit card payments made to i.e., JP Morgan Chase (JPMC) and NOT the number of charges.

**For the purpose of this metric, use the following definitions:**

Payment type C = Checks represent one check payment to one invoice.

Payment type D = EFT/ACH represents one vendor payment to one invoice.

Payment type X = CTX represents one payment to multiple invoices to the same vendor i.e., JPMC. CTX payments to vendors other than JPMC should be reported as payment type D, EFT/ACH.

The observation section of this metric should be utilized to explain variances of more than +/- 10% from the previous month submission. Comments will assist OCFO in providing an explanation to the CFO Council at the Office of Management and Budget (OMB).

Data is reported monthly and should be submitted utilizing NASA Audit Tracking System (NATS).

OCFO will initiate a monthly NATS request to Centers Deputy Chief Financial Officer (DCFO) with the due date of the 5th working day. Submissions should be reported on the MTS Input Form. Amounts should be entered as “actual” on the MTS Input Form.

Metric 5a, Percent Non-Credit Card Invoices Paid on Time focuses on non-credit card invoices paid timely in accordance with the Prompt Payment Act. The Prompt Payment rule ensures that federal agencies pay vendors in a timely manner. Prompt Payment assesses late interest penalties against agencies that pay vendors after a payment due date. This metric excludes credit card invoices.

The “% of All Invoices Paid on Time – Invoices” = 
$$\frac{\text{Amount of Paid on Time}}{\text{Total Amount of Invoices Paid}}$$

The “Amount Paid on Time” represents payment types C = Checks and D = EFT/ACH paid timely in accordance with the Prompt Payment Act. SAP transaction code ZFI\_AP\_PMT\_STAT is a helpful tool to extract data for this metric. Manual payments entered on the FIDO Manual Adjustment Spreadsheet must be included in the transactions with the ZFI\_AP\_PMT\_STAT report.

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The observation section of this metric should be utilized to explain variances of more than +/- 10% from the previous month submission. Comments will assist OCFO in providing an explanation to the CFO Council at OMB.

Data is reported monthly and should be submitted utilizing NATS. OCFO will initiate a monthly NATS request to Centers DCFO with the due date of the 5th working day. Submissions should be reported on the MTS Input Form. Amounts should be entered as "actual" on the MTS Input Form.

Metric 5b, Interest Penalties Paid measures interest penalties paid in accordance with the Prompt Payment Act. Amounts include all vendor payment types (C = Checks, D = EFT/ACH, and X = CTX) subject to the Prompt Payment Act. Interest is calculated from the day after payment was due until the day payment is made. The interest rate in effect on the day after the payment due date is used to calculate the interest penalty.

The "Interest Penalties Paid Penalty Amount" represents the total amount reported in USSGL 6330.2550, Interest – Prompt Payment related to vendor payments only. Amount should represent interest penalties paid within the current month only.

The "Total Amount of Invoices Paid" represents amounts included in payment types C = Checks, D = EFT/ACH, and X = CTX. SAP transaction code AP\_PMT\_STAT report is a helpful tool to extract data for this metric, and the FIDO Manual Adjustment Sheet which is uploaded at the beginning of each month for an automatic push to NSSC Business Intelligence Datamart (NBID) nightly at 7 pm on the 1<sup>st</sup> – 7<sup>th</sup> calendar day of each month.

The observation section of this metric should be utilized to explain variances of more than +/- 10% from the previous month submission. Comments will assist OCFO in providing an explanation to the CFO Council at OMB.

Data is reported monthly and should be submitted utilizing NATS. OCFO will initiate a monthly NATS request to Centers DCFO with the due date of the 5th working day. Submissions should be reported on the MTS Input Form. Amounts should be entered as "actual" on the MTS Input Form.

### Reporting Due Dates

Completed FIDO reports including all backup is due from the NSSC AP and AR SPs by close of business on the 2nd working day of each month.

Completed FIDO reports including all backup is due from NSSC AP and AR Branches to the FBWT/Internal Controls (IC) Branch on the 4th working day of each month.

FBWT/IC Branch will submit all FIDO reports in NATS on the 5<sup>th</sup> working day of each month.

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## International Transactions Reporting

Instructions for the International Transactions are found at:

[http://nodis3.gsfc.nasa.gov/displayDir.cfm?Internal\\_ID=N\\_PR\\_9310\\_001A\\_&page\\_name=Chapter2](http://nodis3.gsfc.nasa.gov/displayDir.cfm?Internal_ID=N_PR_9310_001A_&page_name=Chapter2)

### Purpose

This report is to address NASA's policy and role in ensuring that transactions affecting international balance of payments are reported as required by the Department of Commerce.

NASA is required to report transactions affecting the international balance of payments in accordance with the requirements specified in OMB Directive No. 19.

### Roles and Responsibilities

The NSSC is responsible for the preparation and submission of Centers' reports on international transactions. NSSC should provide the reports to NASA HQ, OCFO, Financial Management Division (FMD) Director.

The NASA OCFO is responsible for the preparation and submission of the consolidated agency-wide Report on International Transactions of the Federal Government to the Department of Commerce.

### Report Requirements

Transactions to be reported relate to payments and receipts that affect the balance of payments. They include transactions between NASA and a foreign entity such as a foreign government, foreign corporations excluding U.S. business offices of such corporations, foreign incorporated subsidiaries, foreign business offices of U.S. corporations, foreign individuals residing in foreign countries, NASA personnel stationed abroad or traveling abroad, and U.S. business organizations for services to be performed abroad. Report sections provide transaction data for:

- a. Expenses and other debits.
- b. Receipts and other credits.
- c. Financing, which is the difference between the total "expenses and other debits" and the total "receipts and other credits."

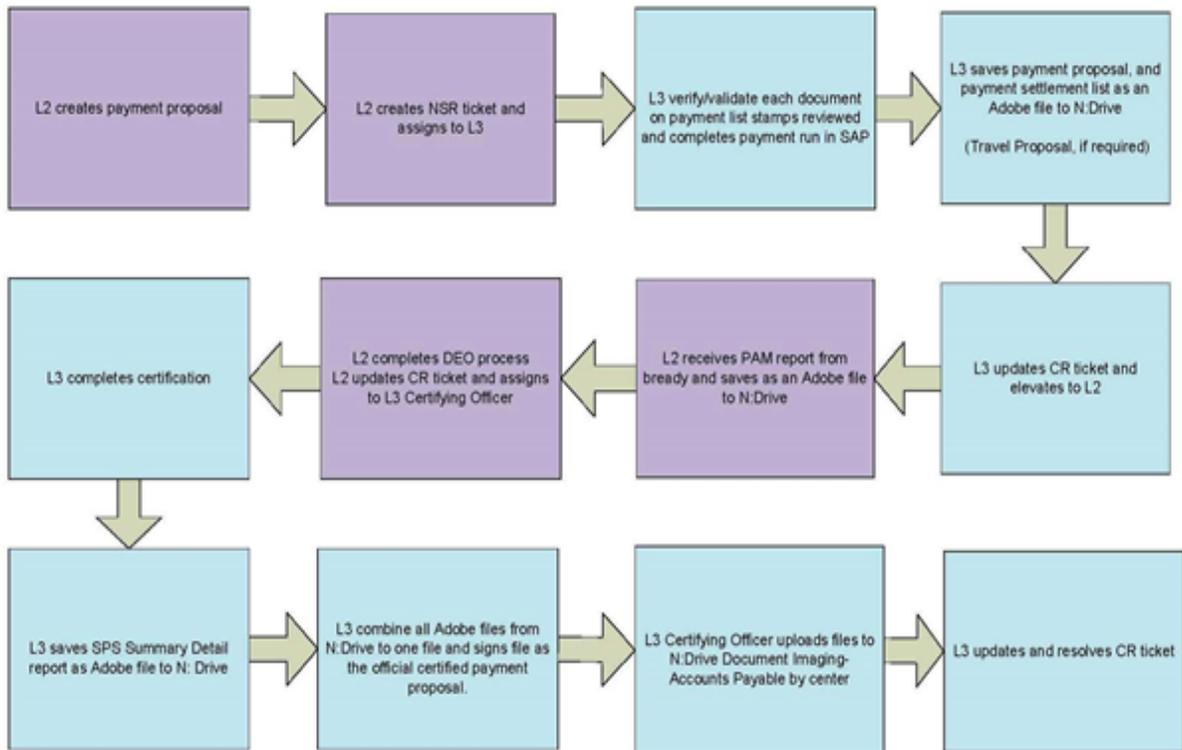
### Reporting Due Dates

NSSC should submit combined Centers' reports to AP L3 by the 15<sup>th</sup> calendar day of each month. L3 will review the consolidated file and submit to the NASA HQ, OCFO, FMD Director no later than the 30<sup>th</sup> calendar day after the end of the calendar quarter being reported. The NASA HQ, OCFO, FMD personnel may request reports earlier and request submission via NATS. When applicable, negative reports are required to be submitted.

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Appendix E - Accounts Payable (AP) Paperless Work Flow

## Payment Proposal Paperless Work Flow



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## Appendix F - AP Certification Procedures

The following procedures outline the Paperless Process Accounts Payable Certifying Officer's will use to certify vendor payments. The intent of this job aid is to establish a standard, efficient process to allow a large volume of payments to be processed by the NSSC.

### Procedures for Certifying Invoices for AP:

- Pull up the Payment Proposal in SAP using T-Code ZF110\_PRUN. After inputting the proposal Run Date and Identification #, click on the Proposal tab (with eyeglasses) to bring up the Payments List. Verify the payment proposal date prepared by the VPP and the payment run date are the current date. If the date of the proposal is not the current date, the certifier will reject the proposal back to the VPP. From this list, verify the Business Area and the Pmt Meth Supl are the same Center. Also check the Payment Method for the payment type being paid (D, E, etc.). In the Type field, verify that all boxes are green, and not red. If there are red circles, then these should be the same exceptions to be found later in the Exception Report to be worked with the VPP's. In the Payment Volumes box at the bottom of the page, the Outgoing Payment will be the total amount of all invoices being paid.

### Using the ZFI\_AP\_PMT\_CERT and the Payment Proposal, enter the Vendor # to view the invoice link to check:

- INT Date Stamp verifying that the invoice is paid within # of days allowed (7, 14, 30 days, etc.). If not, check to see if penalty is being paid, if applicable.
- If invoice is a partial pay, check to ensure the received date in SAP is the actual received date of the invoice. The received date in SAP should not be manipulated to avoid a penalty payment, if interest is due.
- Vendor name and invoice amount are the same on invoice and payment proposal.
- Invoice approved by CO or other designated approving official on updated CO lists from Centers.
- If invoice is an FI Interest payment, ensure that the GL account paid against is 6330.2550. If not, return the payment to the VPP for correction.

### Check the Payment Proposal tabs in SAP, (created by the VPP), for the following information:

- Parameter tab – check the “Pmnt Meths” is “D” or whatever type is being paid based on Proposal # (Identification); Vendor #'s should always fall between 100000-999999.
- Free Selection tab – check the business area to verify the center being paid
- Additional Log tab – Make sure 1<sup>st</sup> (Due date check), 2<sup>nd</sup> (Payment method selection in all cases), and 4<sup>th</sup> (Line items of the payment documents) boxes are checked; Vendor #'s should always fall between 100000-999999.

Check the Payment Run Log to verify vendor accounts and dollar amounts

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Check the Payment List Exception Report to verify what didn't make the payment run. Work the invoice exceptions with the VPP.

**On the Payment Automation Manager (PAM) Report, verify:**

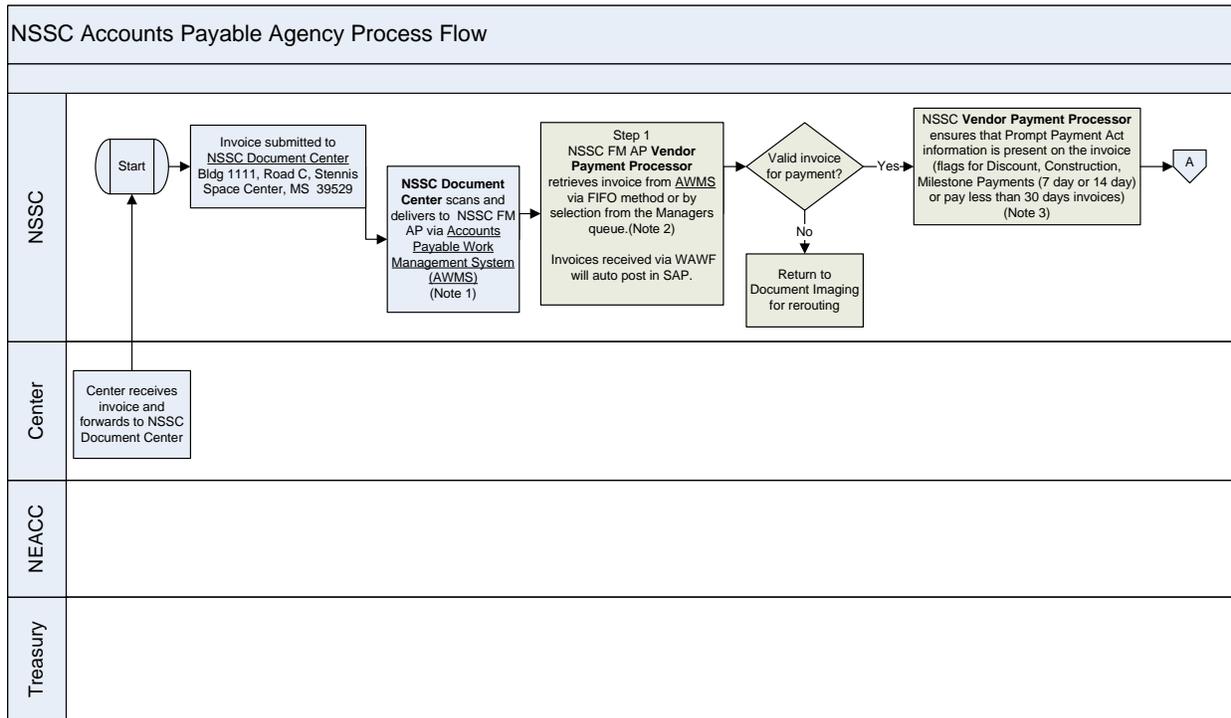
- Agency ID and ALC Number is the same business area (Center) being paid on the payment proposal
- Amount from PAM Report equals amount being paid on Payment List
- Schedule number is the same as the schedule number from the ZSE16\_FMTC\_SCHNO T-Code run

**In SPS, prior to certifying, verify:**

- Total Amount
- Agency Name
- Destination Regional Finance Center (RFC)
- ALC
- Schedule #
- Total # of Payments
- Payment Date
- Summary Type Code
- Control #

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### Appendix G - NSSC Accounts Payable Agency Process Flow



**NSSC Customer Contact Center**  
 Fax: 1-866-779-6772  
 Phone Queries: 1-877-677-2123  
 Email: nssc-contactcenter@nasa.gov  
**Invoice Submission:**  
 Fax: 1-866-209-5415  
 Email: NSSC-AccountsPayable@nasa.gov

**Note 1:** All invoices, except Cost vouchers delegated to WAWF, will go through the NSSC Document Center. For invoices that have a designated billing office (DBO) other than NSSC, use the DBO contract stamp received date to calculate the due date (NSSC Document Center date and time stamp or DCAA, DCMC, or DCMA Date). Invoices received via WAWF will auto park in SAP by the NEACC Interface and the WAWF received date will be used to calculate the invoice due date.

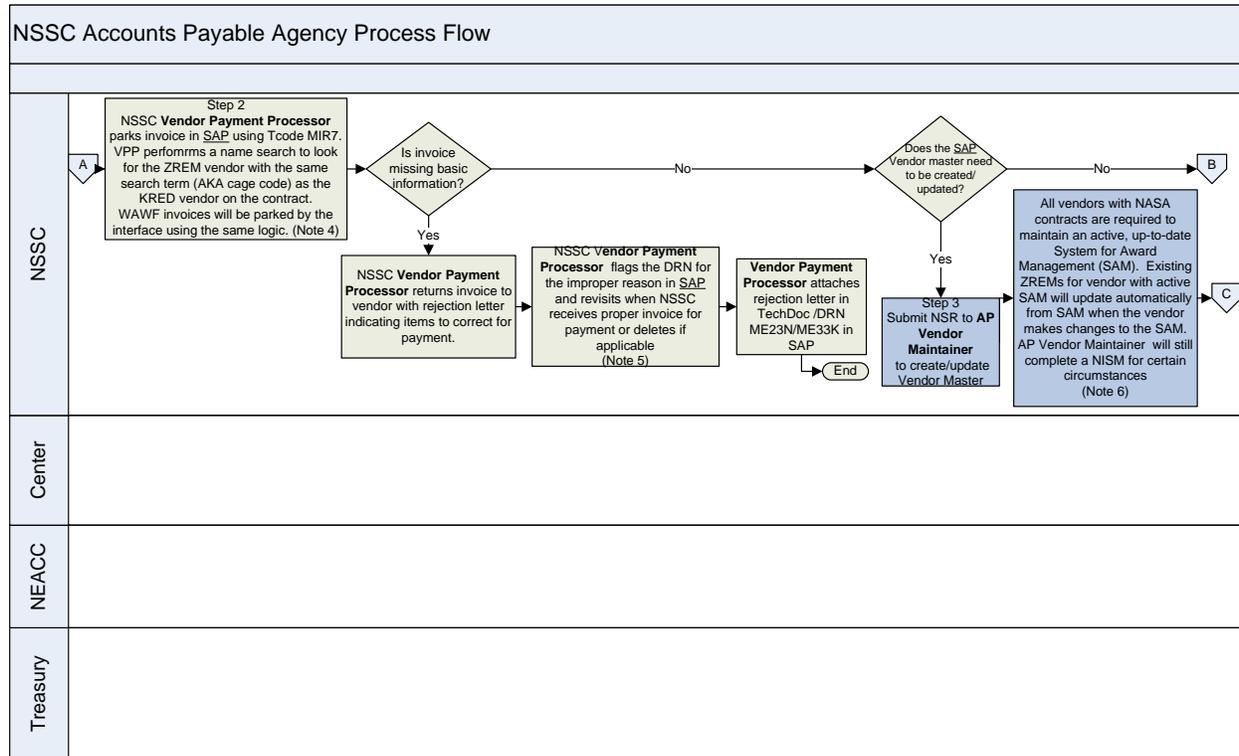
**Note 2:**

- Award Fees can be paid via mod or invoice.
- SEWP fees are paid without approval unless the fee is higher than the set authority. If higher then AP will go to the Contracting Officer for further authority.
- Invoices flagged for payment less than 30 days move to the top of the queue in AWMS

**Note 3:** VPP performs the following quality checks:

- Ensures that all invoices from Document Imaging are date stamped with date received
- Ensures the invoice contains vendor name, address, contract number, date, amount, payment terms, invoice number, description of services/good invoiced
- Flags invoice in SAP for discount, construction, milestone payments, or payment in less than 30 days

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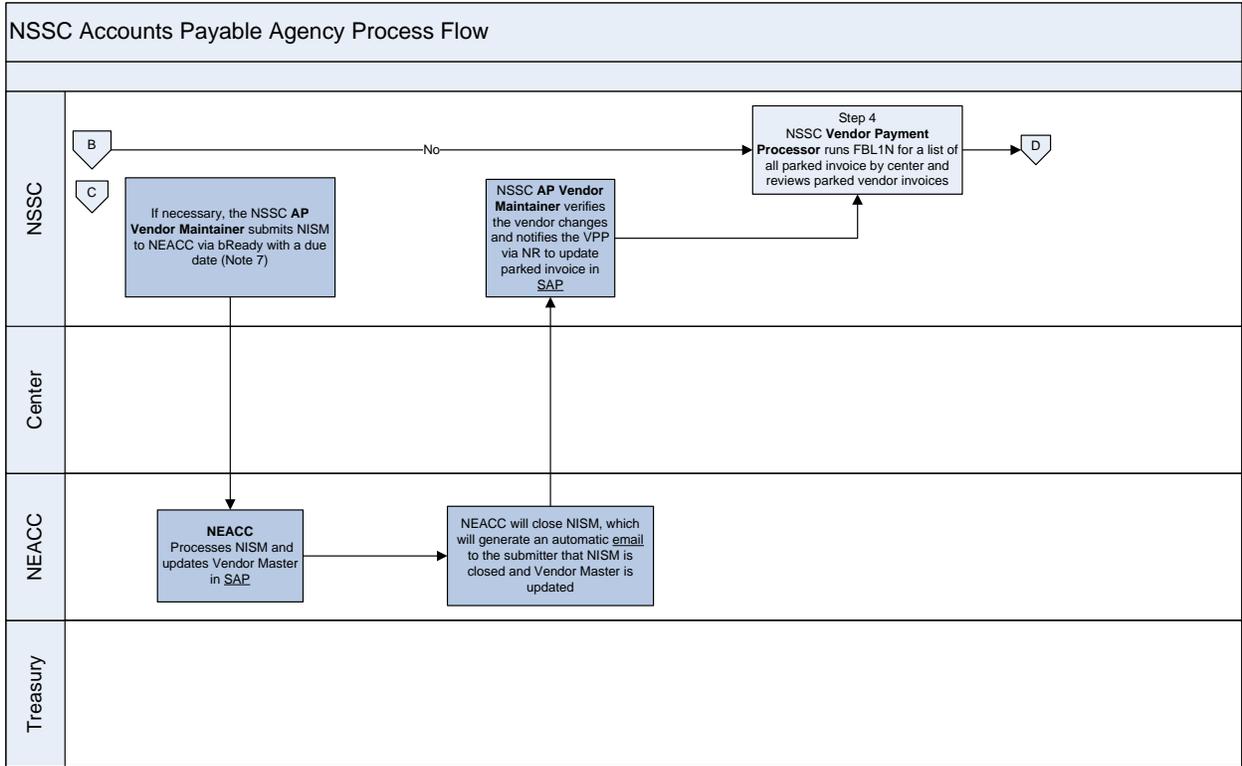


**Note 4:** If no ZREM vendor exists, then the invoice should be temporarily parked against the KRED vendor or the NASA KRED (149541) and returned to Remedy to be sent to the AP Vendor Maintainer to create a ZREM Vendor

**Note 5:** If invoice was previously rejected you must remove the improper invoice date and enter the previously returned document number and fiscal year. Reference EPSS MIR4 - Delete, Change, or Post Parked Invoice (End User Procedure). Include "Rejected" in the text field and attach rejection letter in SAP

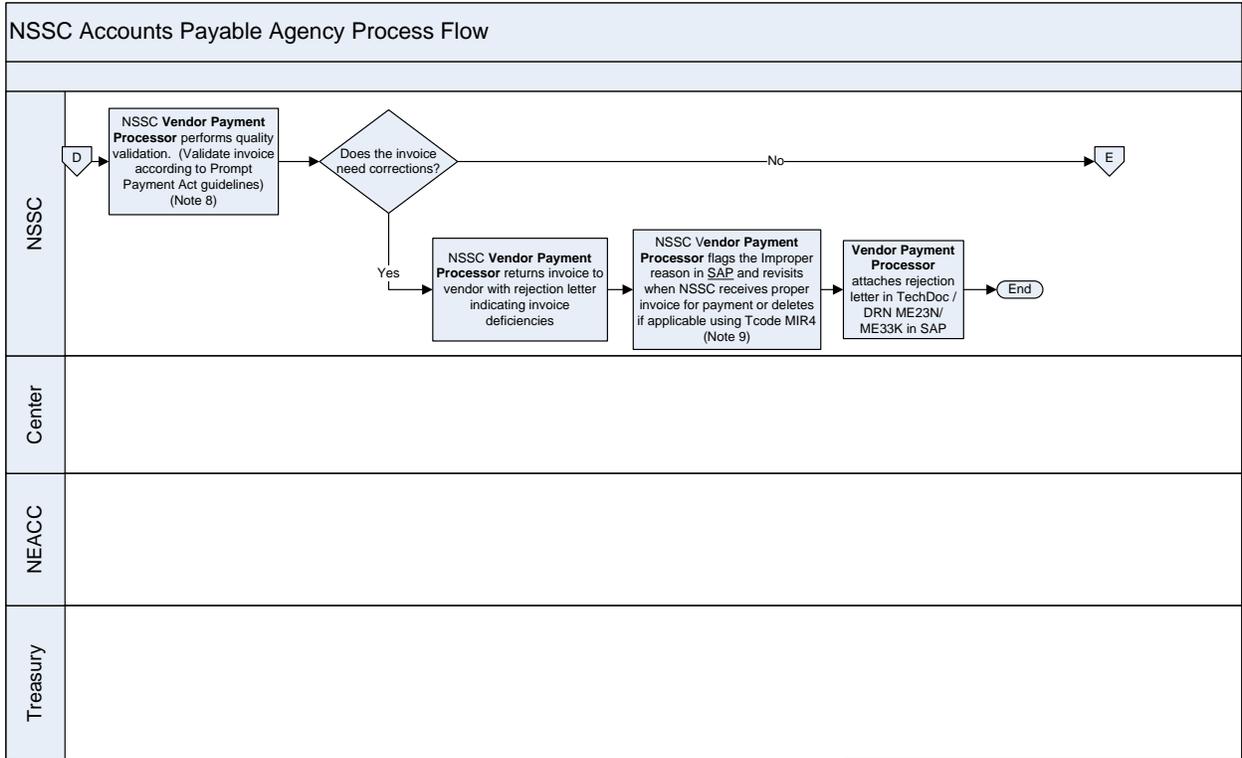
**Note 6:** Integrated Service Management Request (NISM) is submitted to block/unblock ZREM at the procurement level to prevent auto updates for one or more centers; to block/unblock ZREMs for posting to one or more center; to set up ZREMs for assignment of payments; to create a ZREM for a foreign vendor, ZPAC, ZROY, and ZHHS vendor; to schedule a ZREM for deletion; to make any changes that cannot be done through the SAM system.

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**Note 7:** Vendor Master update sometimes takes 48 hours after NISM is submitted with correct data. If Vendor Master update is not completed by the due date, the NSSC Business Process Lead will go in the diary and elevate NISM to an emergency

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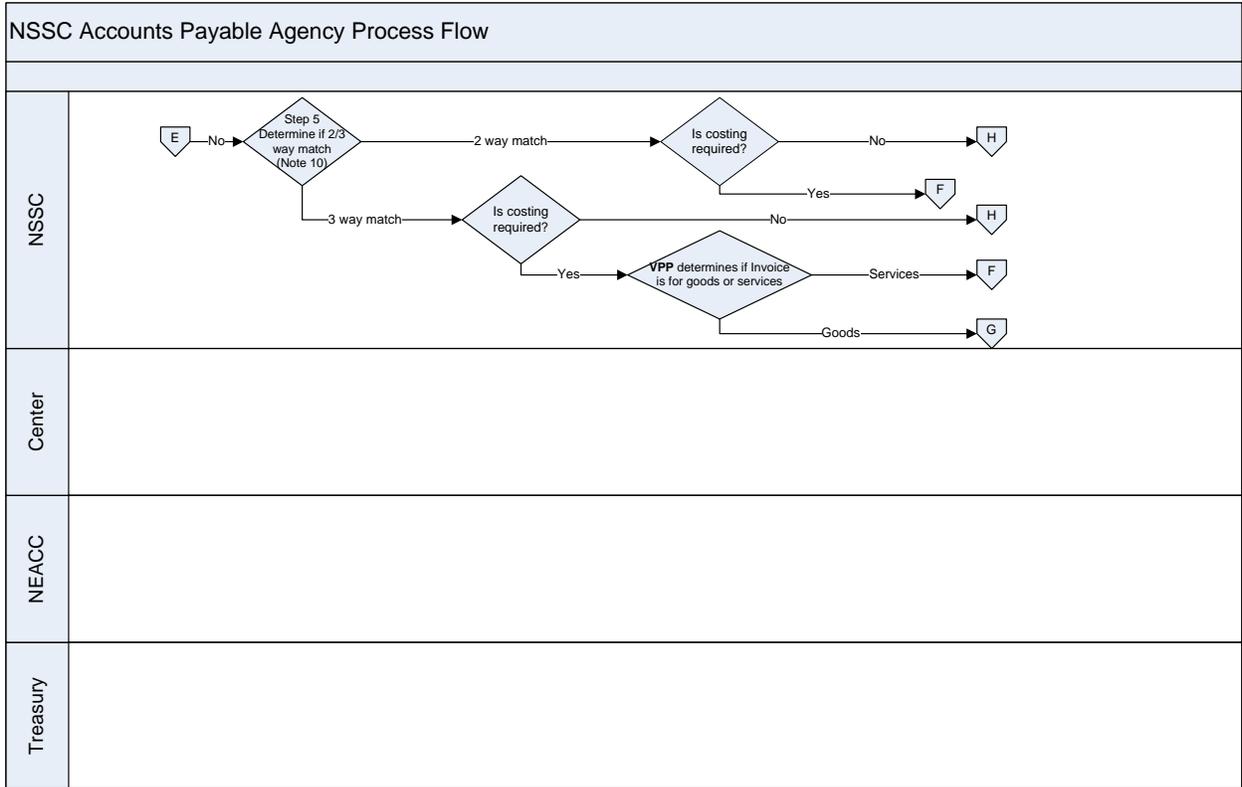


**Note 8:** VPP performs the following quality checks:

1. Validate that all invoices from Document Imaging are dated stamped with received date
2. Validate the invoice has Vendor name, address, contract number, date, amount, payment terms, invoice number, description of services/good invoiced
3. View contract in CMM to verify invoice is in line with contract
4. Validate invoice has not been previously paid
5. Validate if freight is authorized on the contract.
6. Checks ZREM Vendor Number
7. Validate if there is a notice of assignment on the contract
8. Invoices previously marked construction contract, milestone payment, small business or payment due less than 30 day are worked first

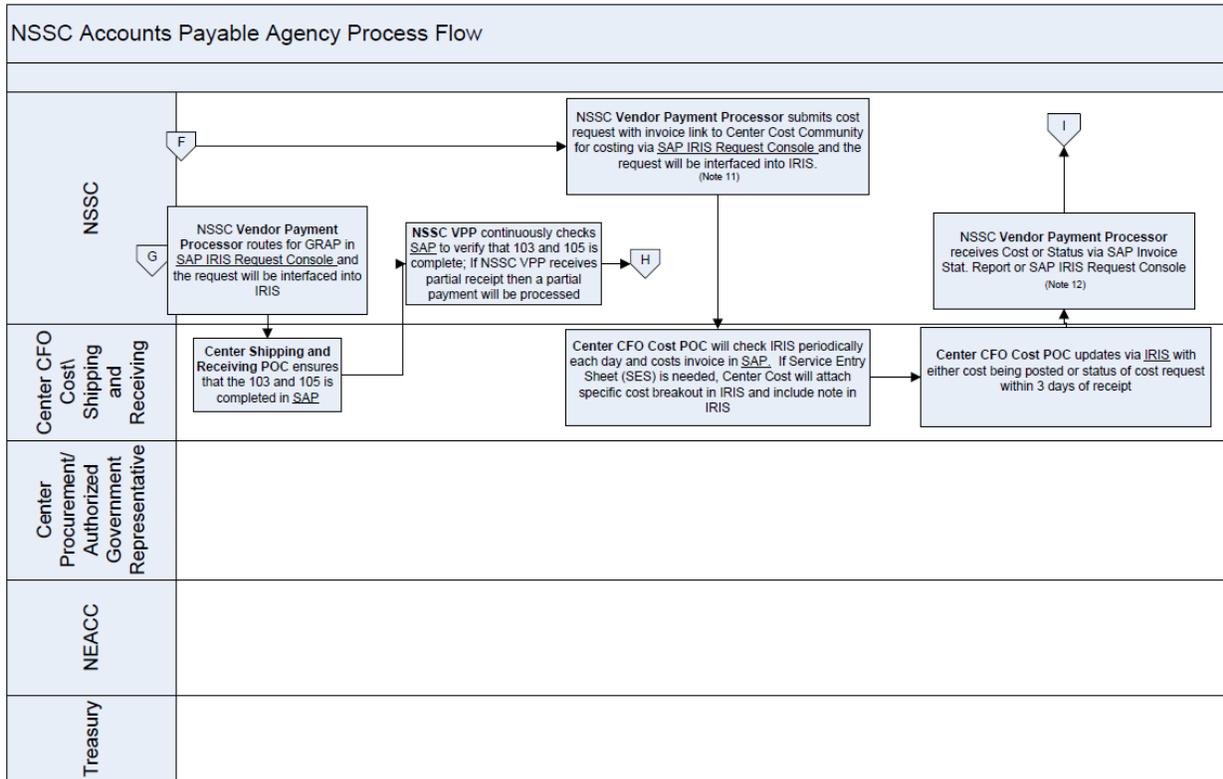
**Note 9:** If invoice was previously rejected you must remove the improper invoice date and enter the previously returned document number and fiscal year. Reference EPSS MIR4 - Delete, Change, or Post Parked Invoice (End User Procedure)

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**Note 10:** 2 way match is Purchase Order and Invoice  
 3 way match is Purchase Order, Receiving and Inspection Report/Cost, and Invoice

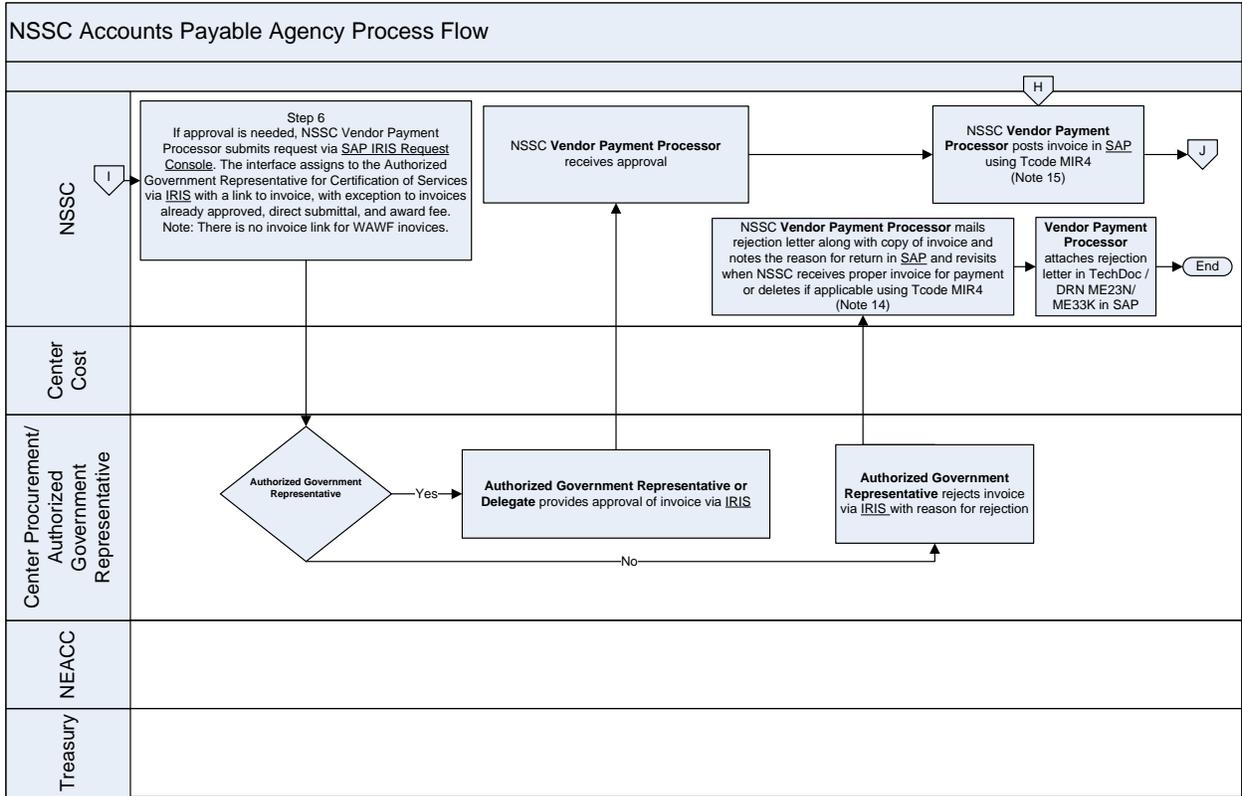
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Note 11: VPP use SAP Tcode (ZFLAP\_CONSOLE). VPP will use the Override Center Default to route cost request to other funding centers.

Note 12: VPP reviews SAP Tcode (ZFLAP\_CONSOLE) and IRIS comments to check for specific posing guidance.

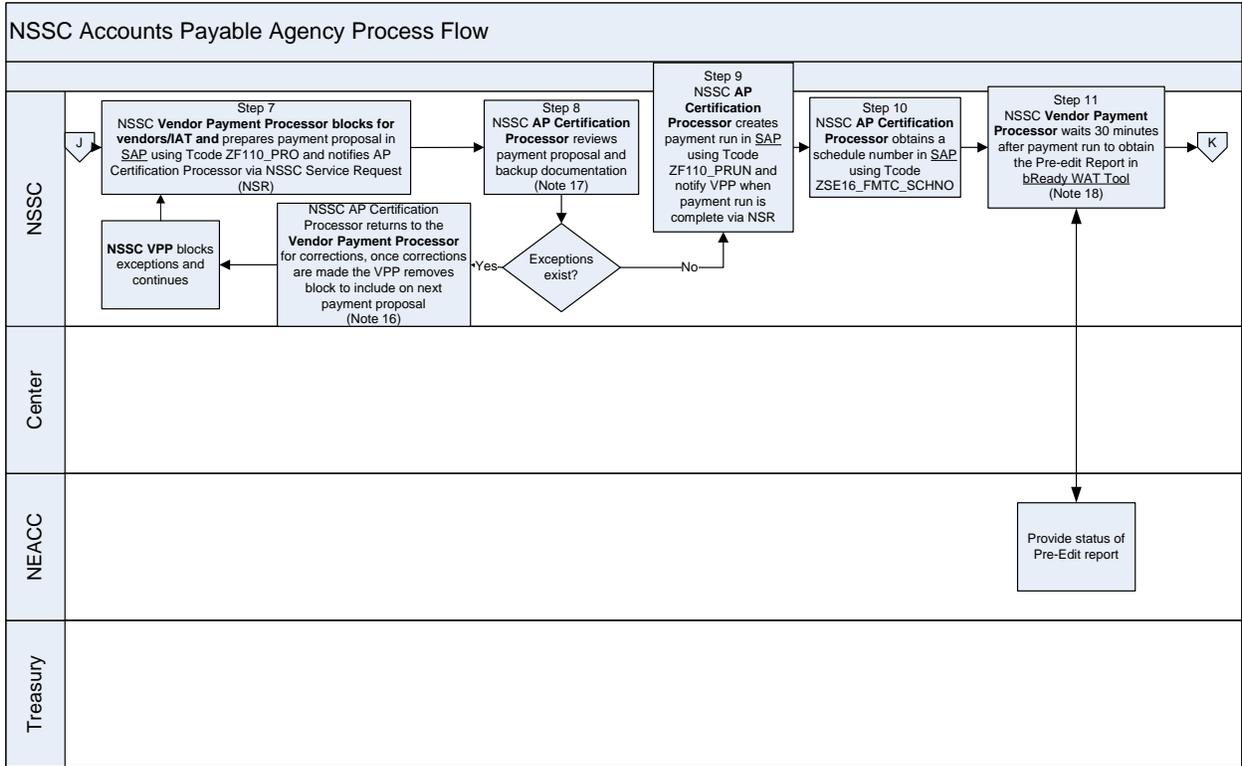
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**Note 14:** If invoice was previously rejected you must remove the improper invoice date and notate the previously returned document number and fiscal year. Reference EPSS MIR4 - Delete, Change, or Post Parked Invoice (End User Procedure). WAWF invoices are rejected via the Rejection Interface.

**Note 15:** If applicable, add interest reason code. Use treasury calculator and match with SAP calculation

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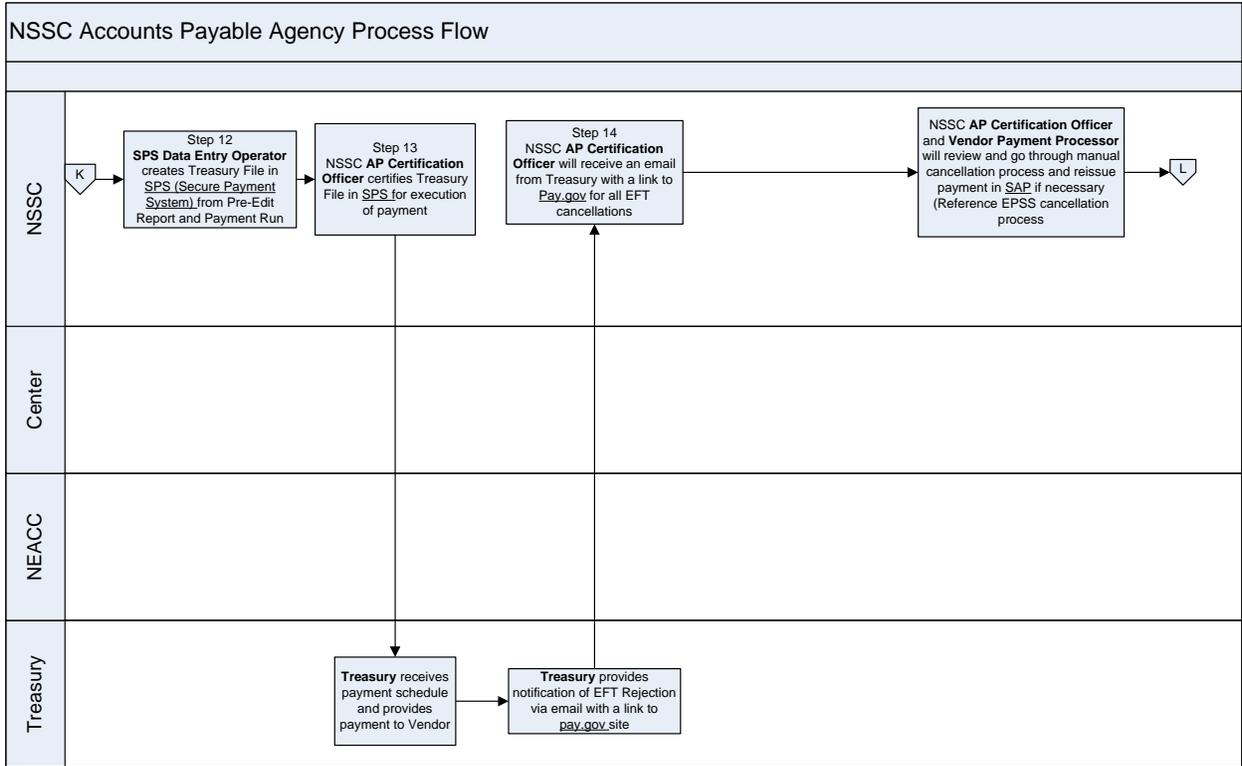


**Note 16:** Any invoices previously flagged for discounts, construction, milestone payments, small business, due in less than 30 days, etc are worked immediately

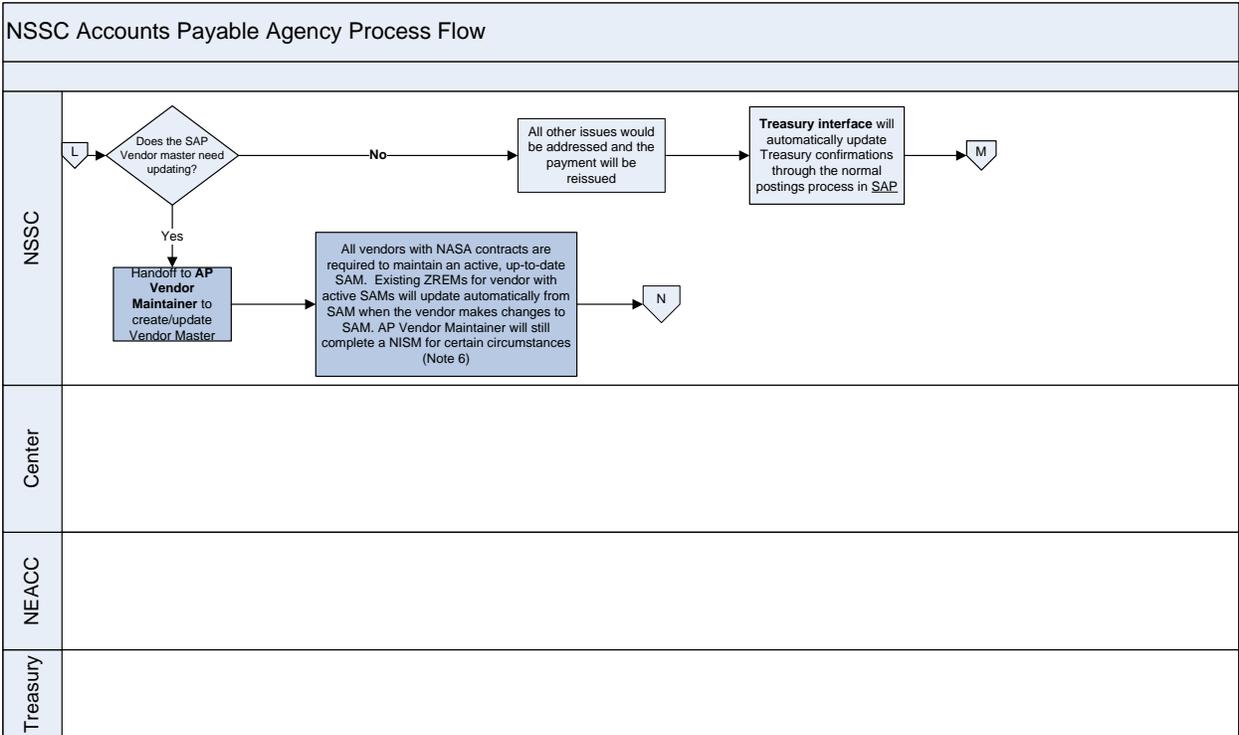
**Note 17:** AP Certification Processor reviews invoice and backup documentation for:  
 Proper invoice with date received  
 Proper obligating document  
 Proper evidence of receipt and acceptance by an authorized official  
 Validate interest reason codes in SAP

**Note 18:** If Pre-Edit report is not received timely, SP notifies the CS to contract the NEACC for status

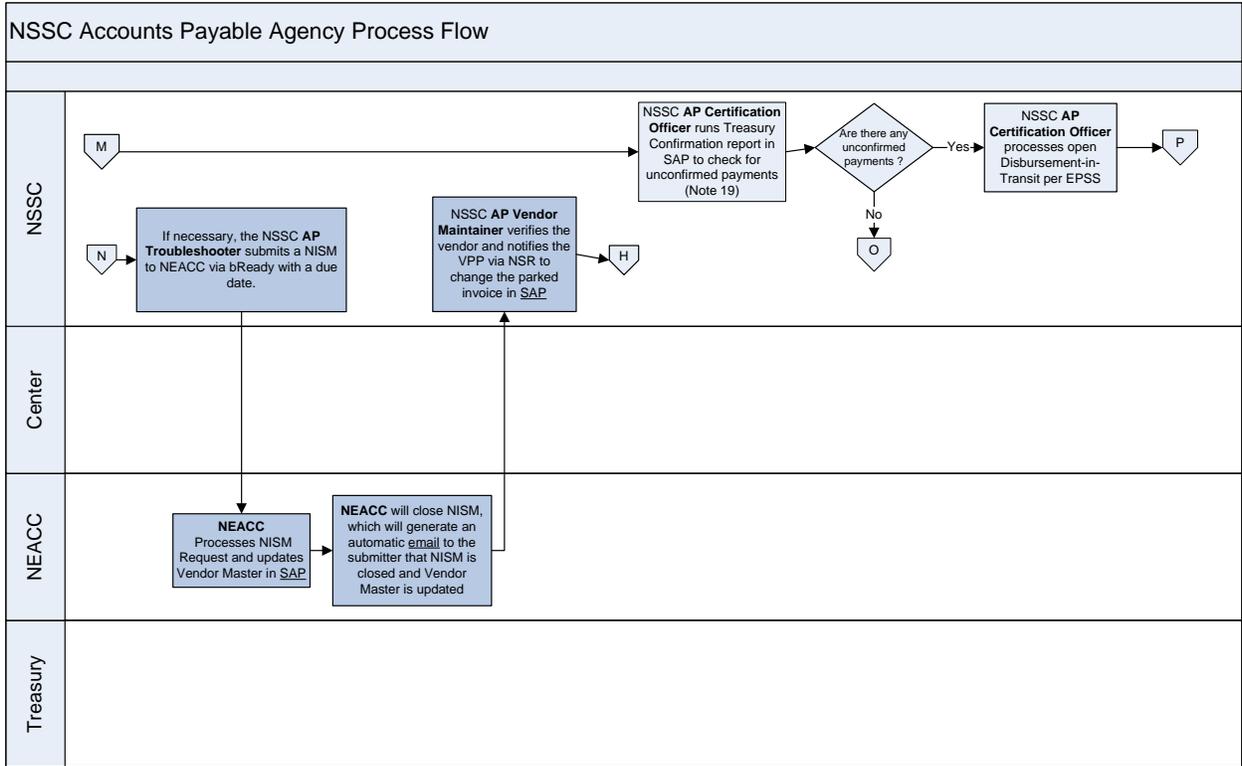
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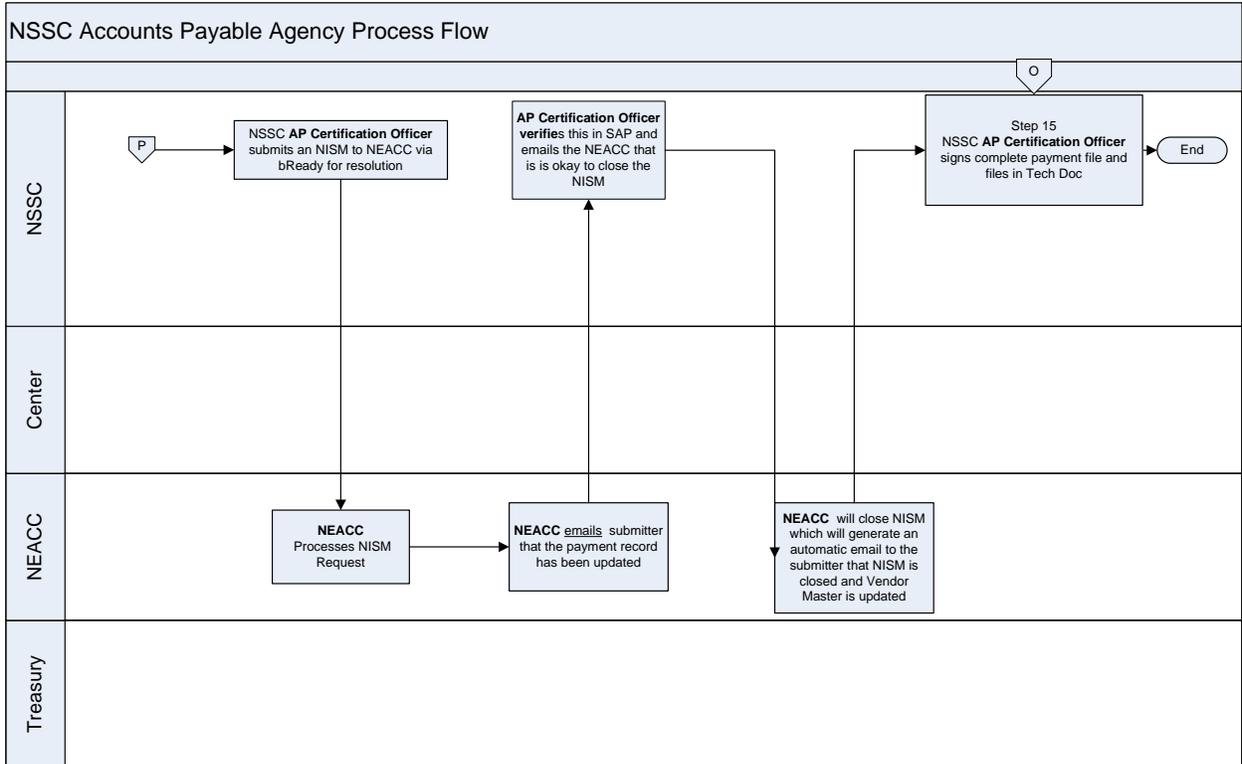


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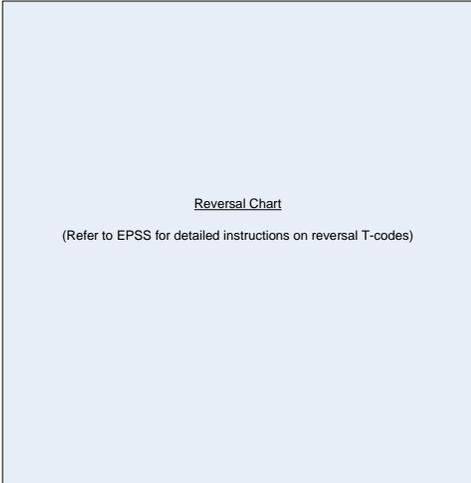


**Note 19:** Treasury Confirmation Reports  
 1. ZFL\_SCHED\_AOF  
 2. ZFL\_AP\_PMT\_STAT  
 3. ZCONFIRMATION

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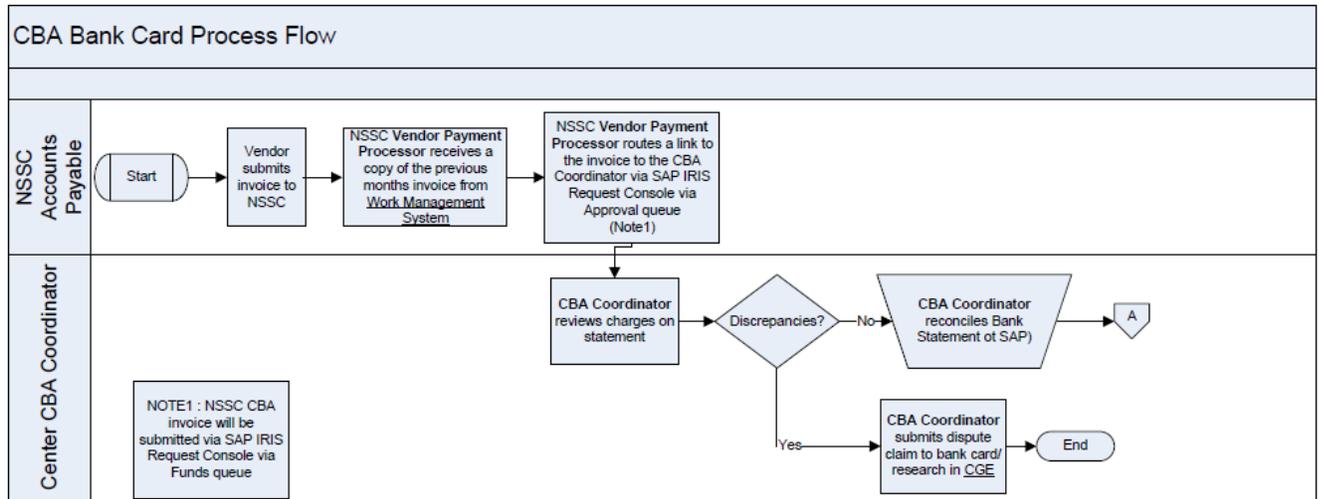


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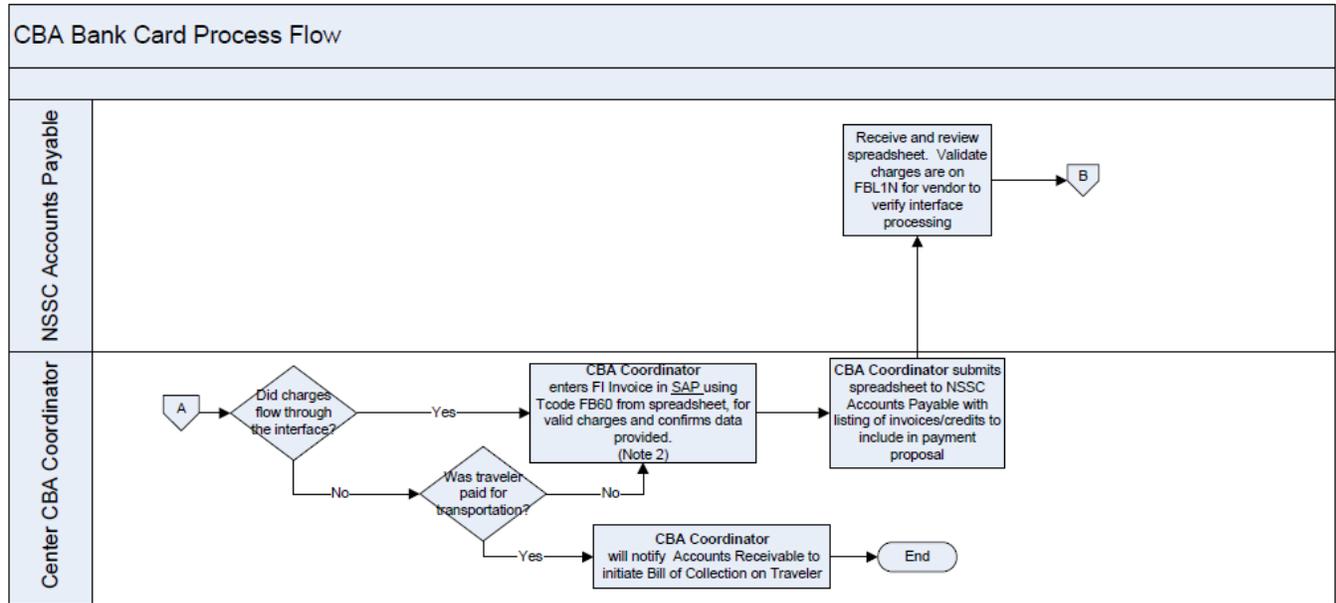
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| NSSC Accounts Payable Agency Process Flow   |   |
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| Notes   | <p> <u>Reversal Chart</u><br/>           (Refer to EPSS for detailed instructions on reversal T-codes)         </p> |

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Appendix H - CBA Bankcard Process Flow

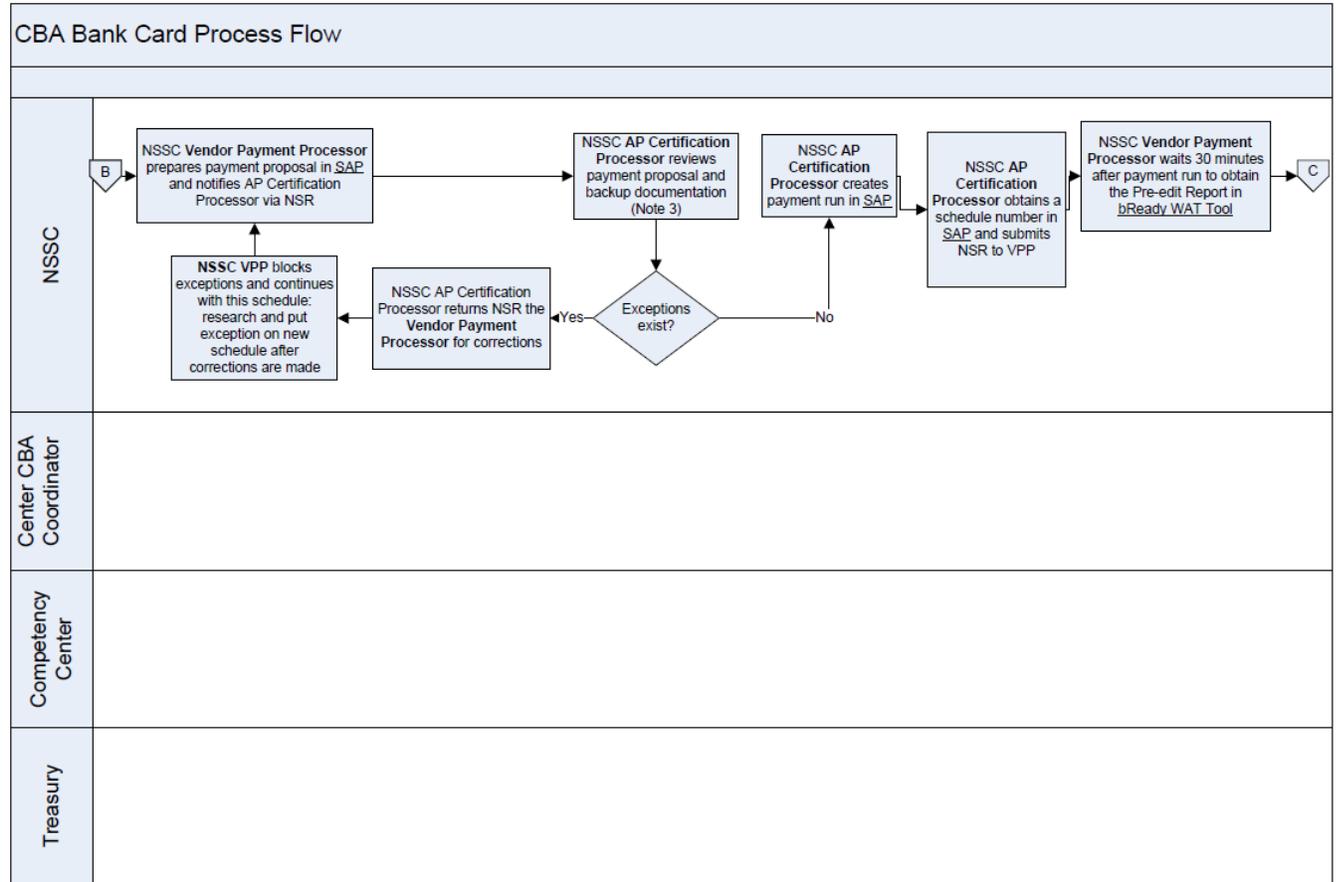


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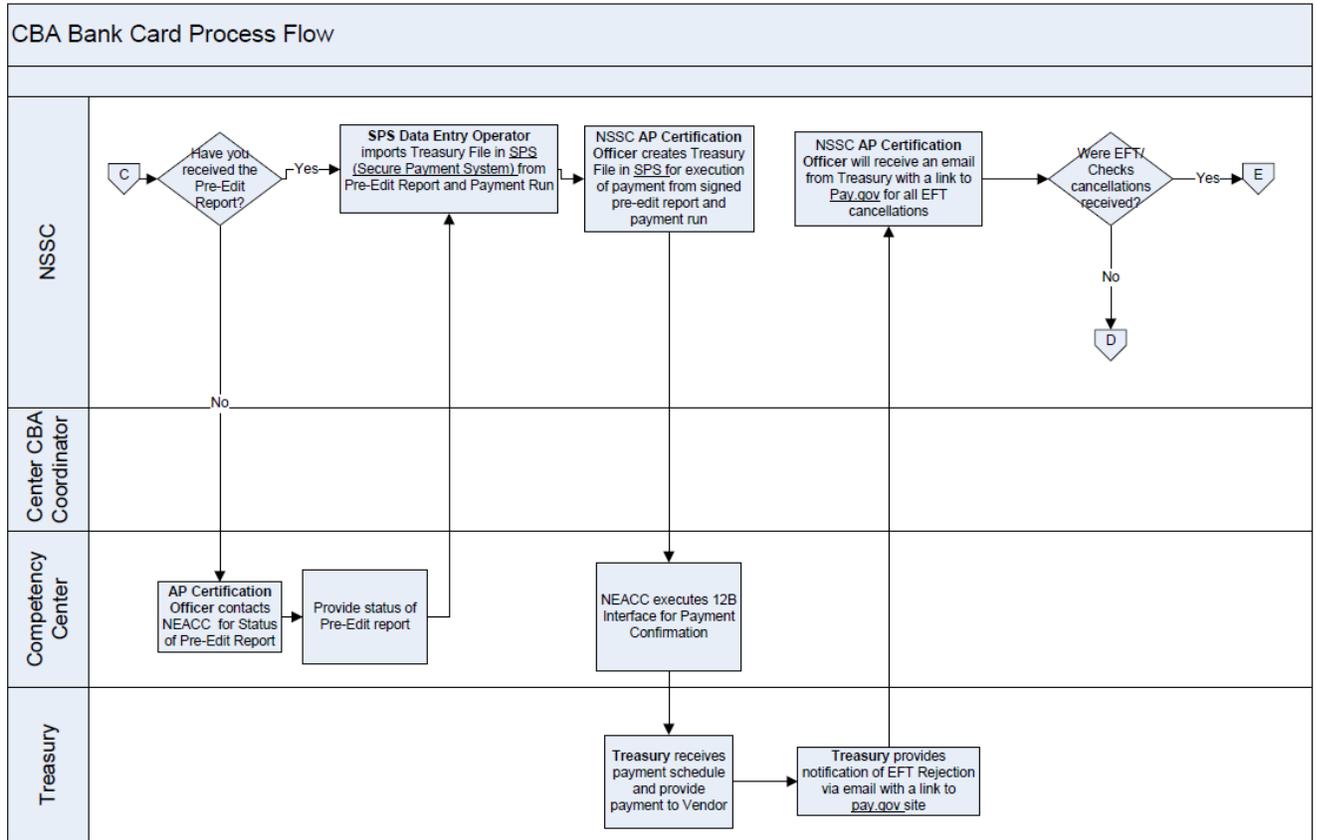
**Note 2:** If interface post incorrect charges, delete document from SAP

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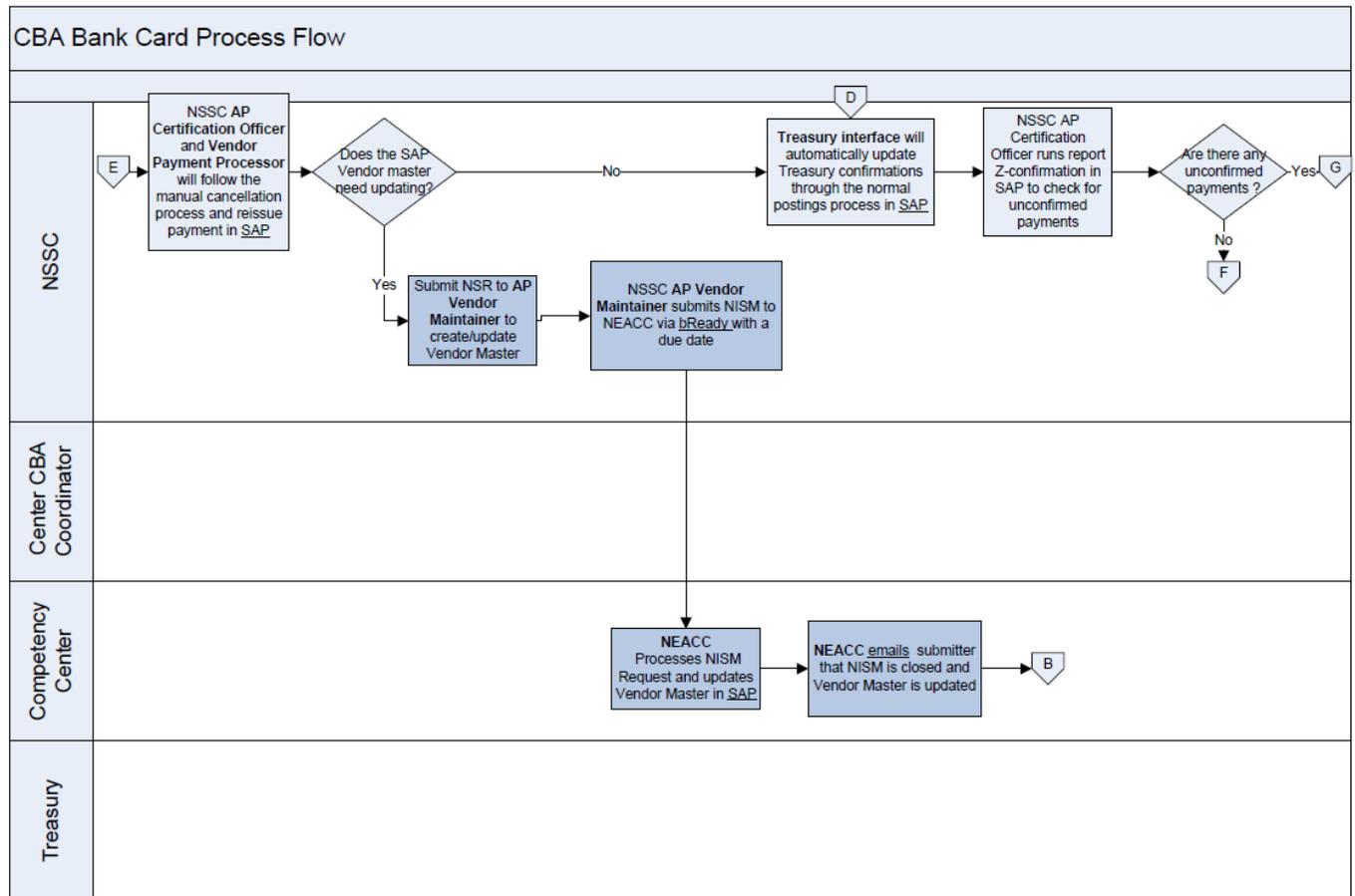


**Note 3:** AP Certification Processor reviews invoice and backup documentation for:  
 Proper invoice with date received  
 Proper obligating document  
 Proper evidence of receipt and acceptance by an authorized official  
 Validate interest reason codes in SAP

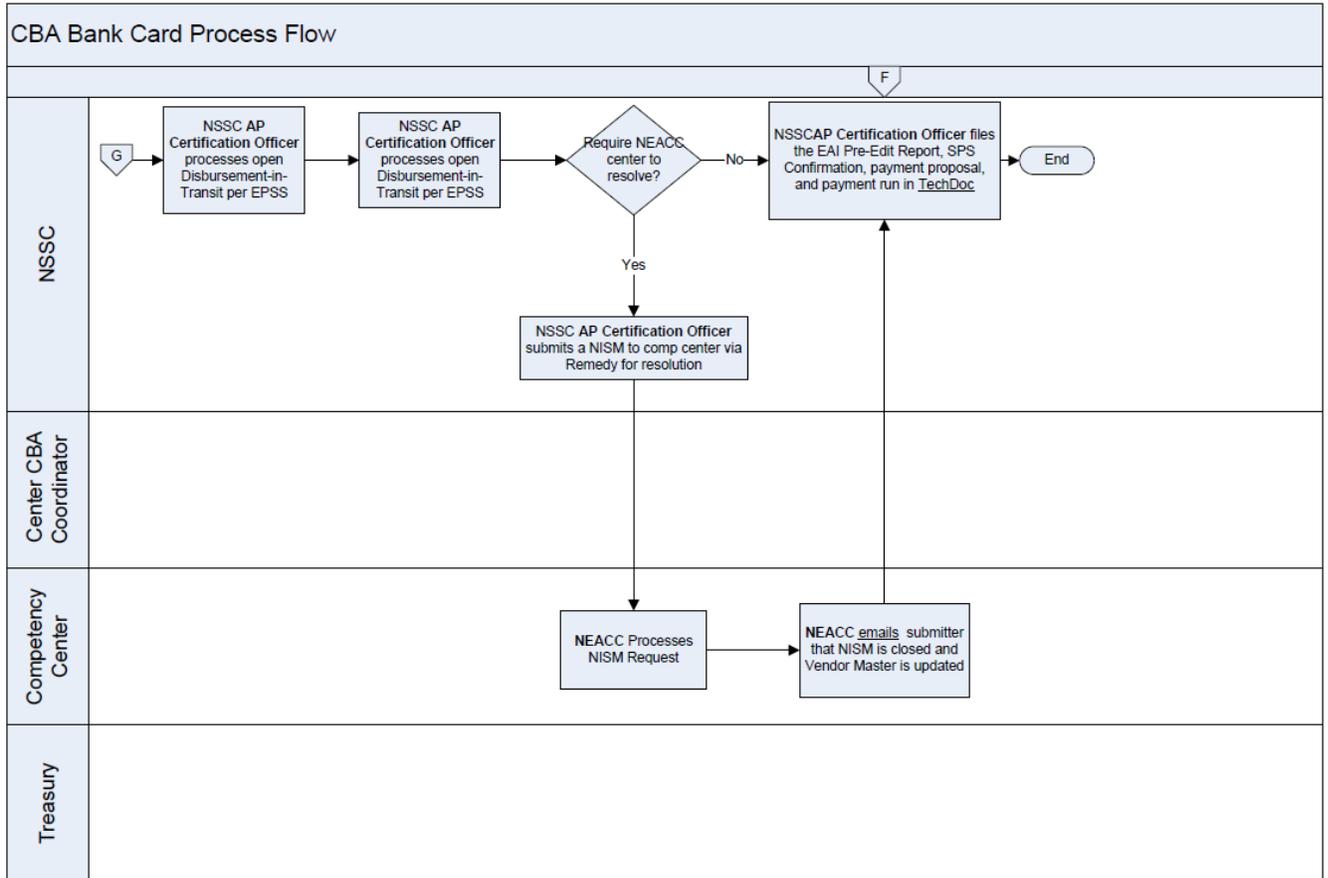
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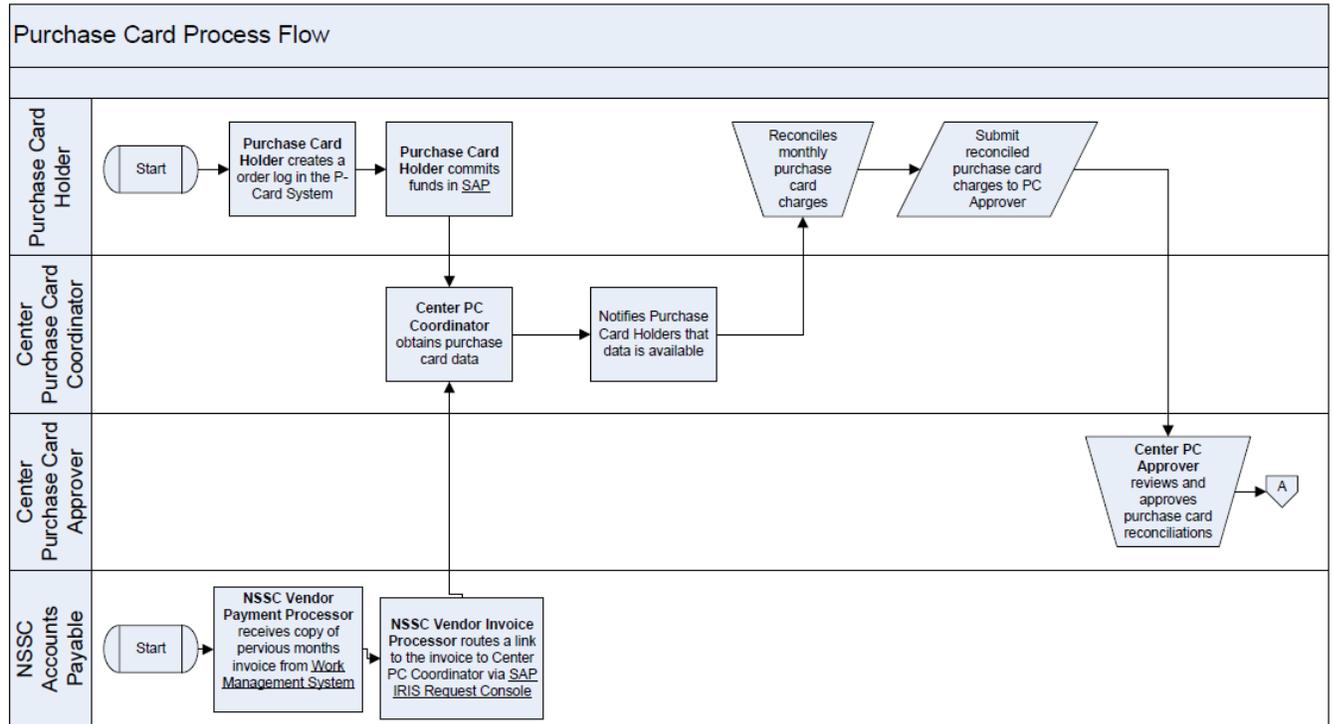


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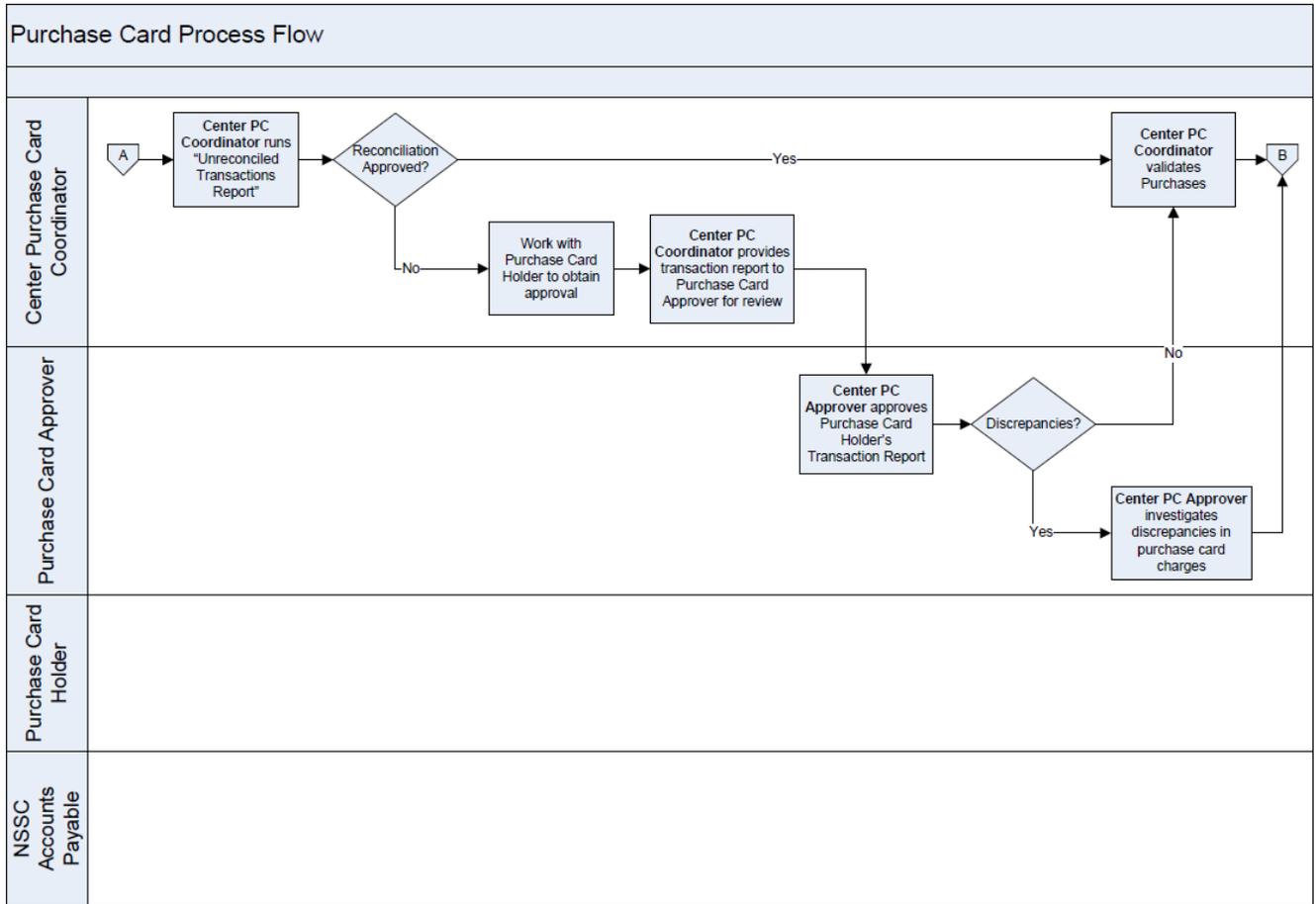


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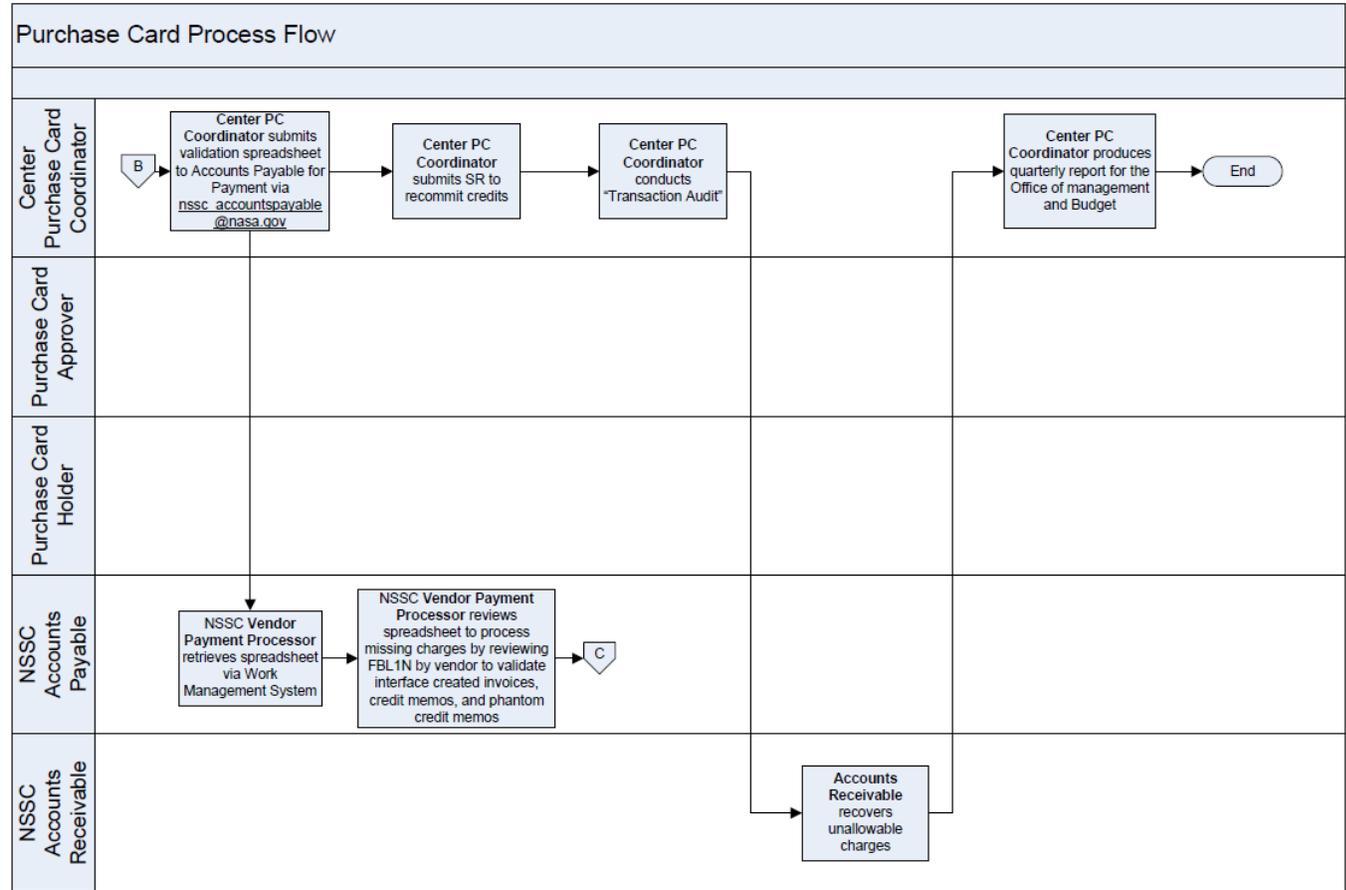
Appendix I - Purchase Card Process Flow



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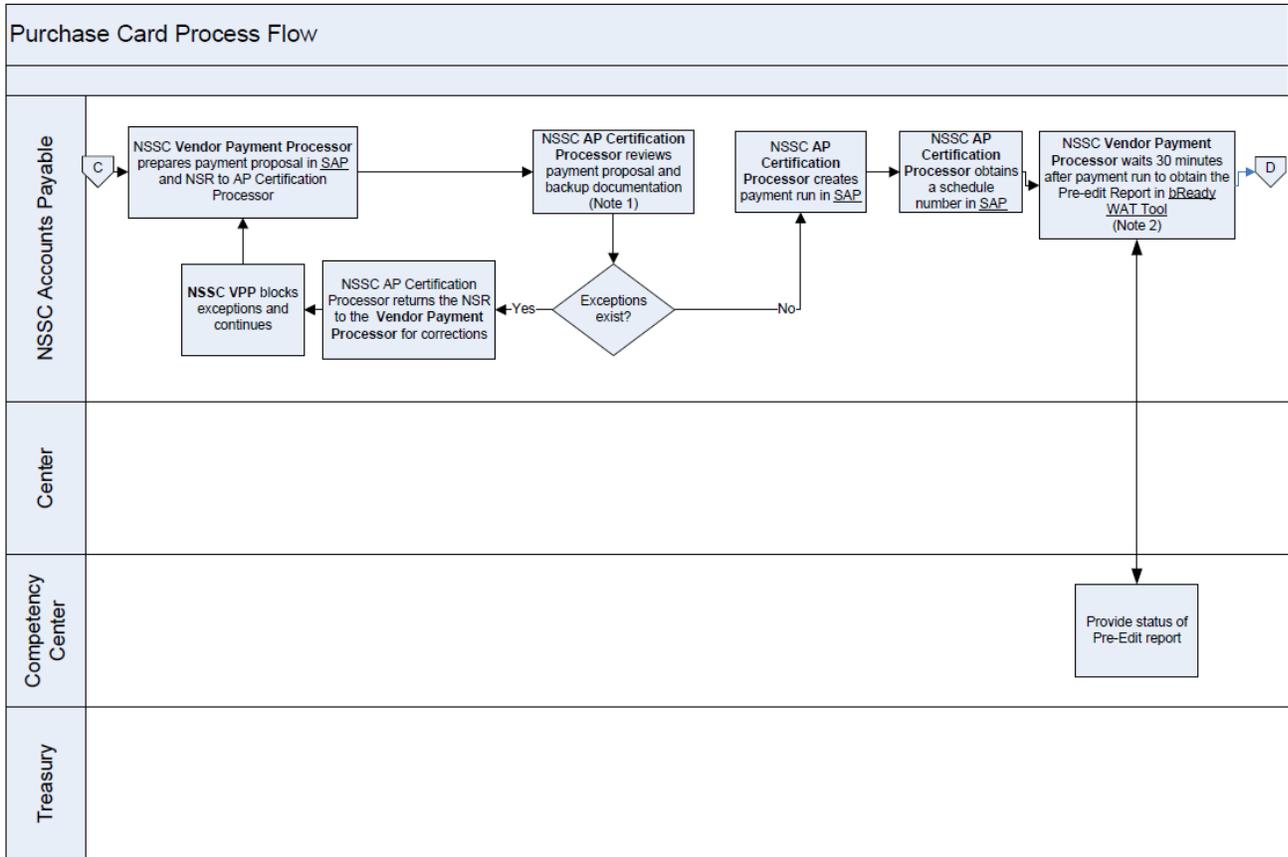


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NSSC Customer Contact Center  
 Fax: 1-866-779-6772  
 Phone Queries: 1-877-677-2123  
 Email: nssc@nasa.gov

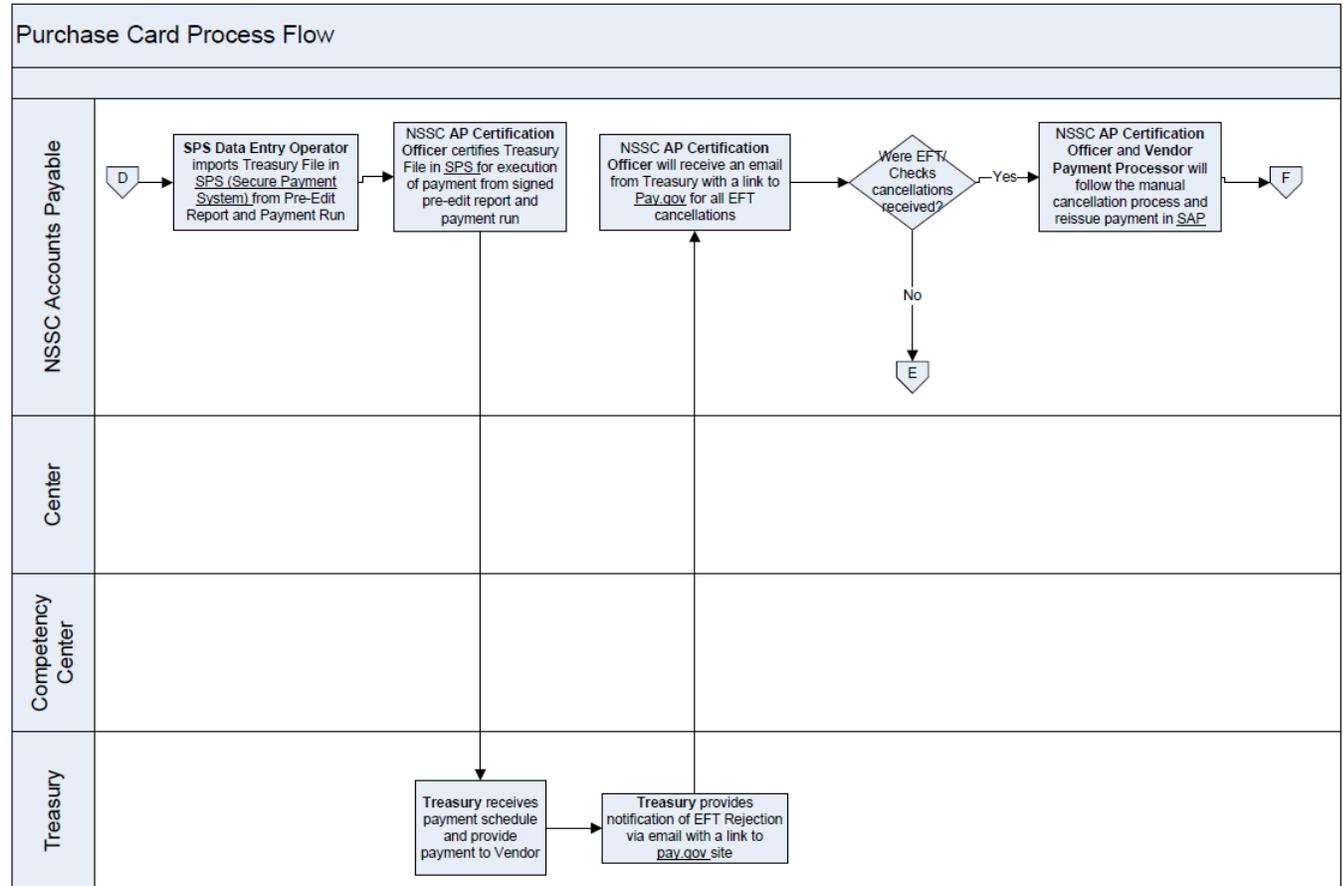
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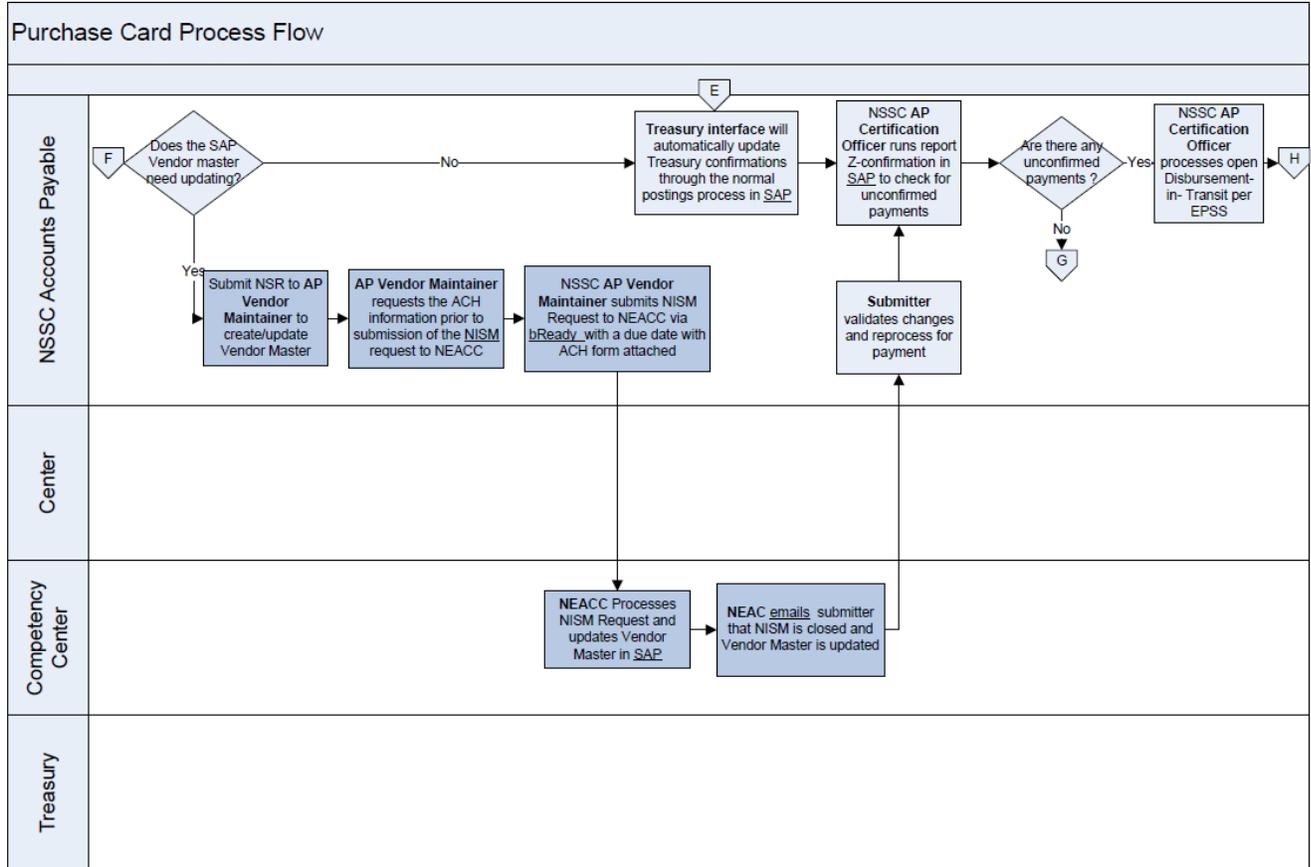
**Note 1:** AP Certification Processor reviews invoice and backup documentation for:  
 Proper invoice with date received  
 Proper obligating document  
 Proper evidence of receipt and acceptance by an authorized official  
 Validate interest reason codes in SAP 4

**Note 2:** If Pre-Edit report is not received timely, AP Certification Processo

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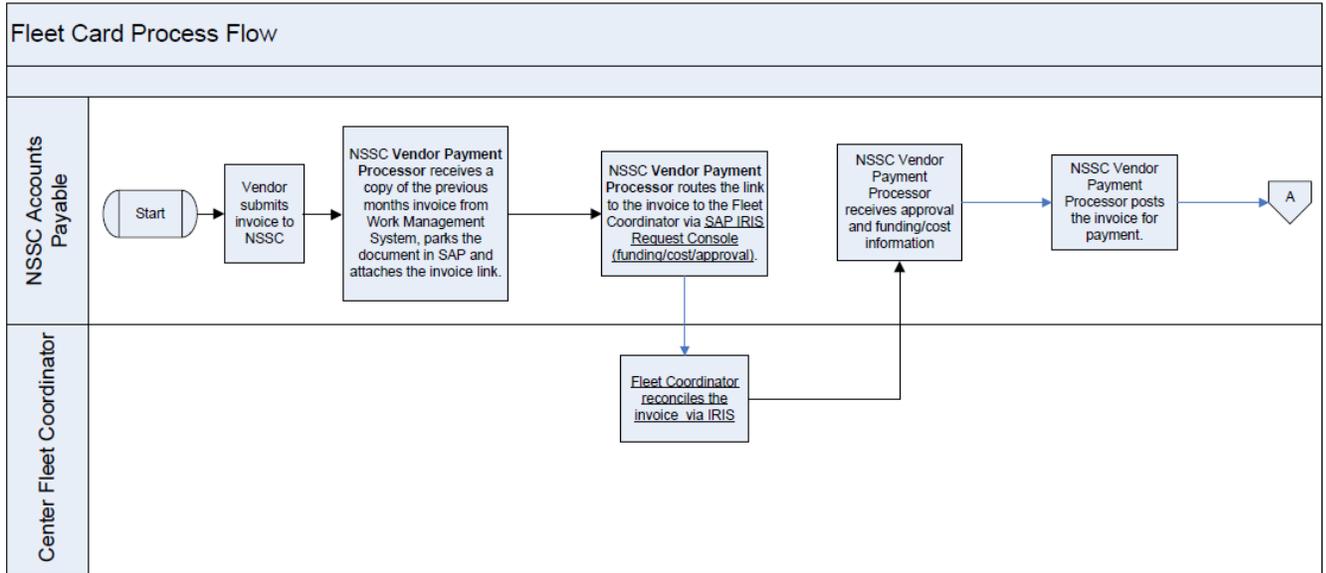


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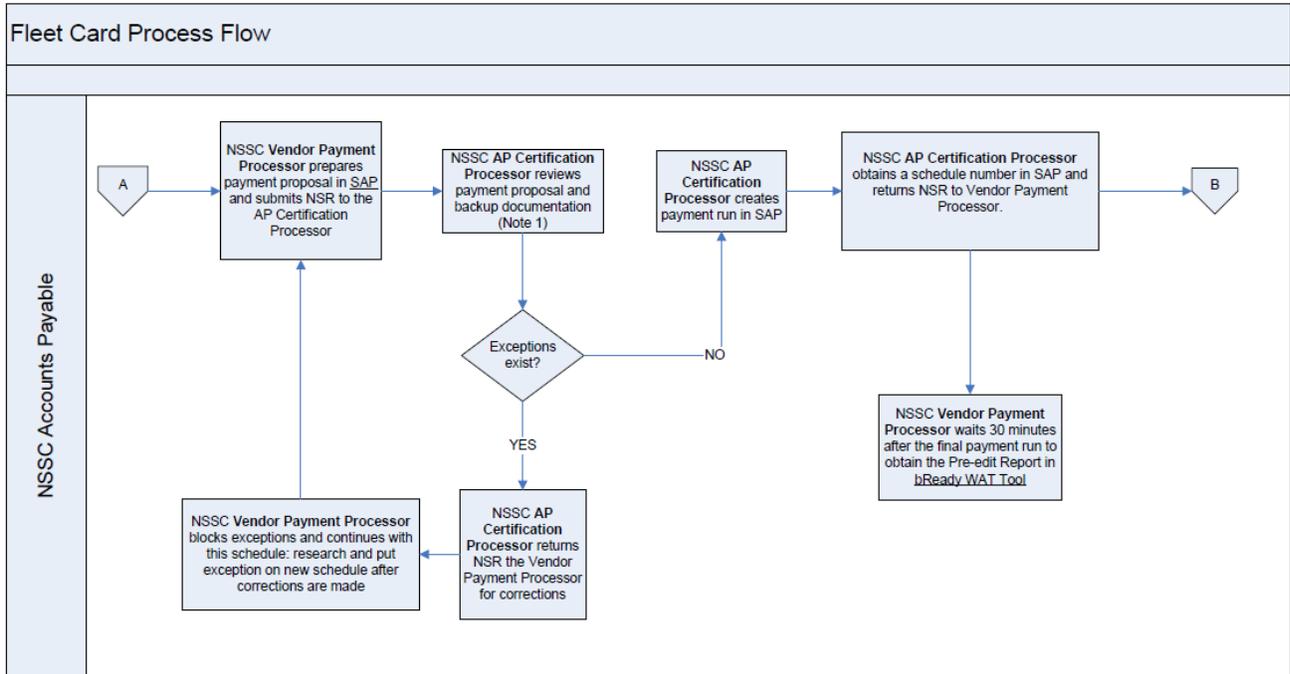


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Appendix J - Fleet Card Process Flow

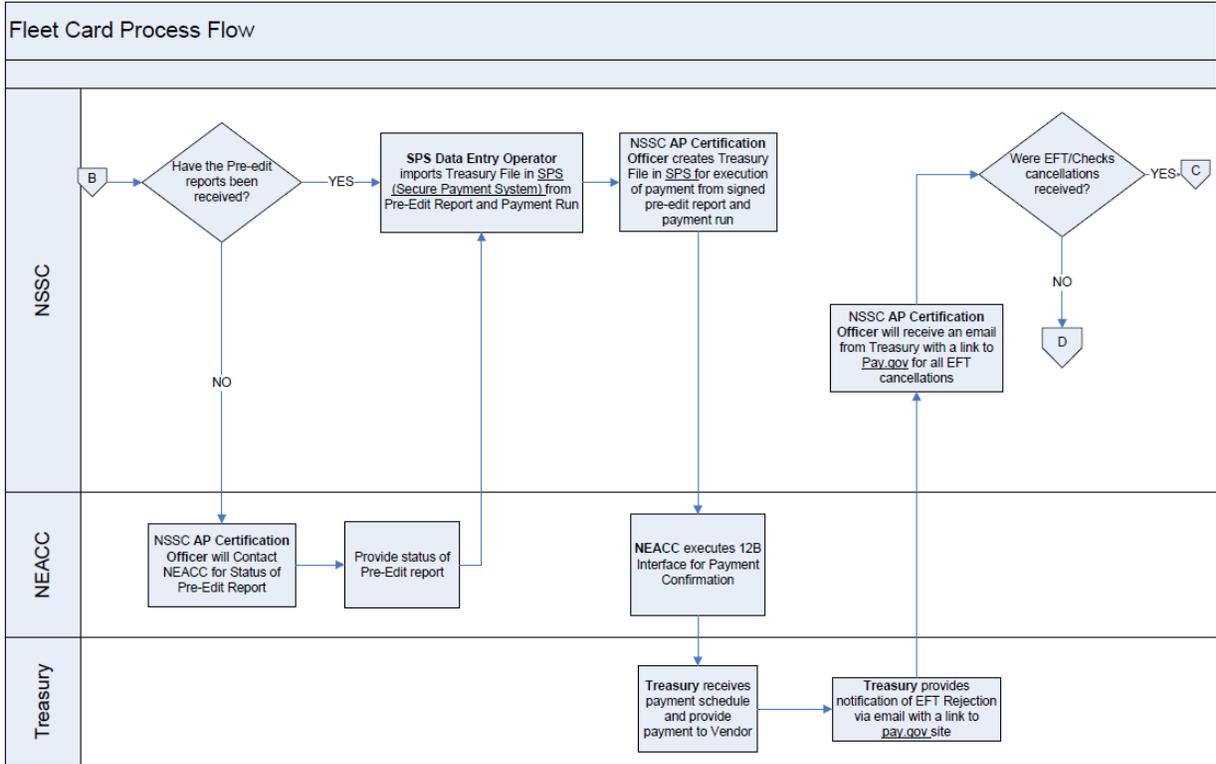


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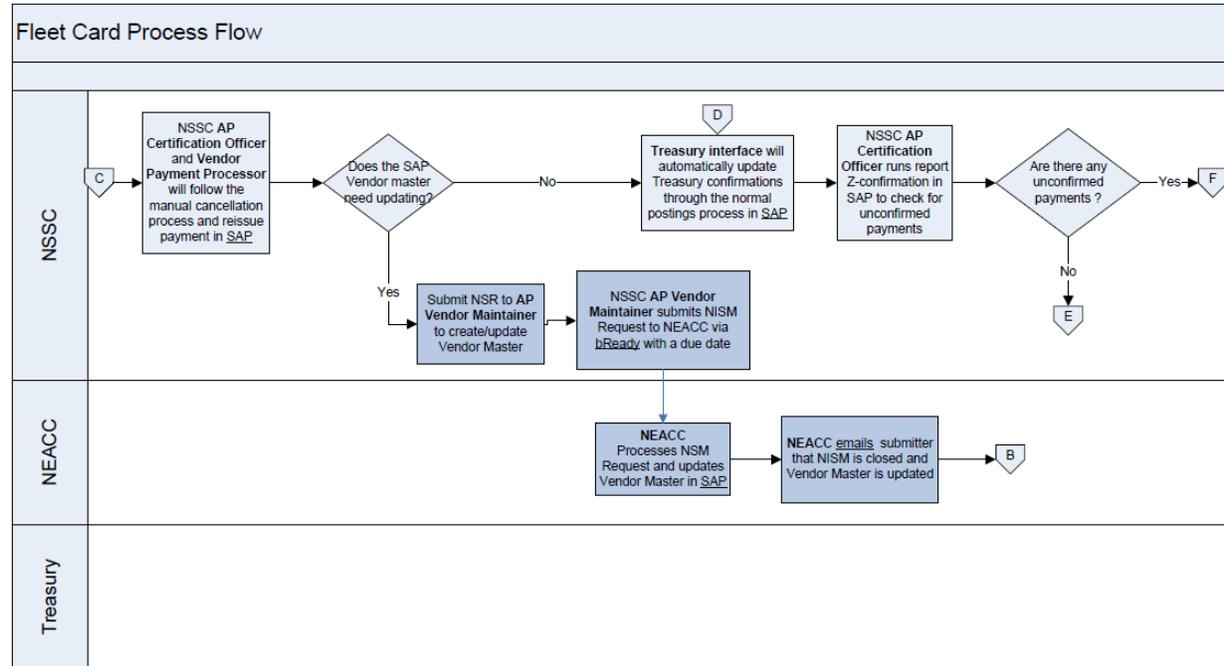


**Note 1:** AP Certification Processor reviews invoice and backup documentation for:  
 Proper invoice with date received  
 Proper obligating document  
 Proper evidence of receipt and acceptance by an authorized official  
 Validate interest reason codes in SAP

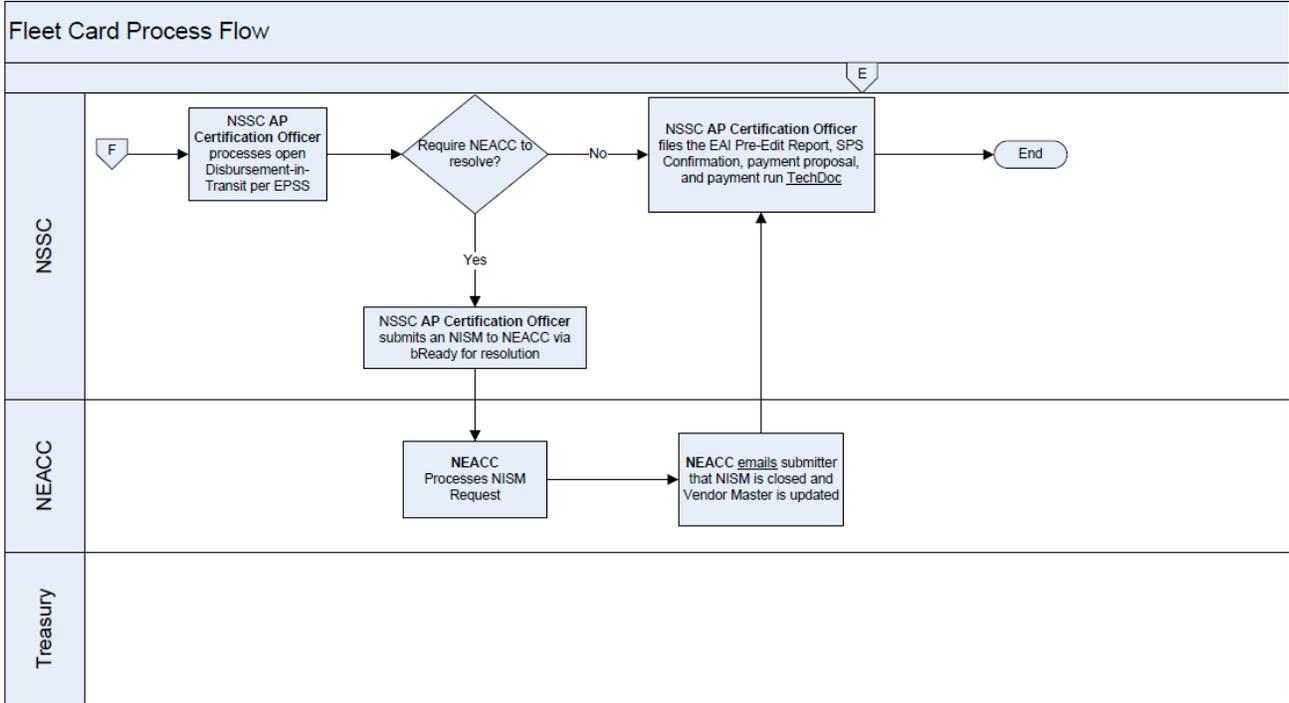
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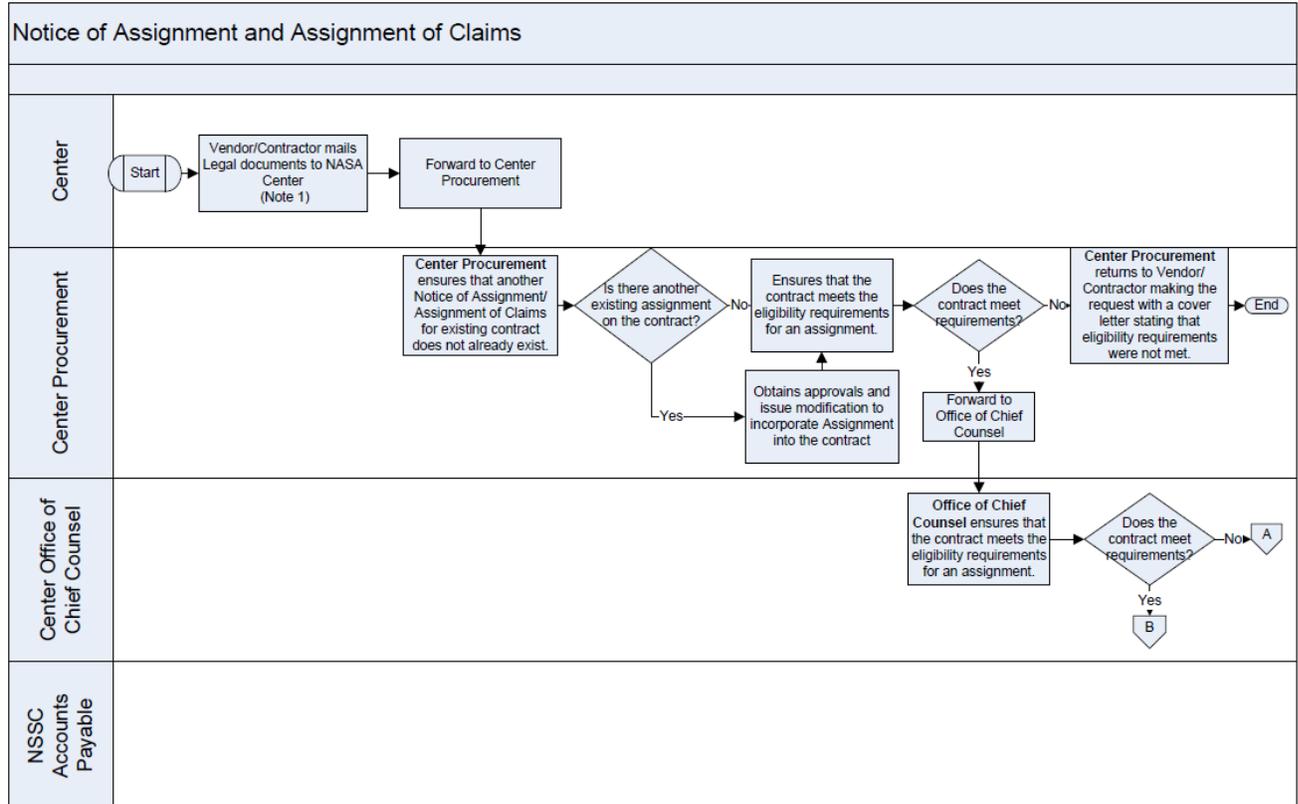


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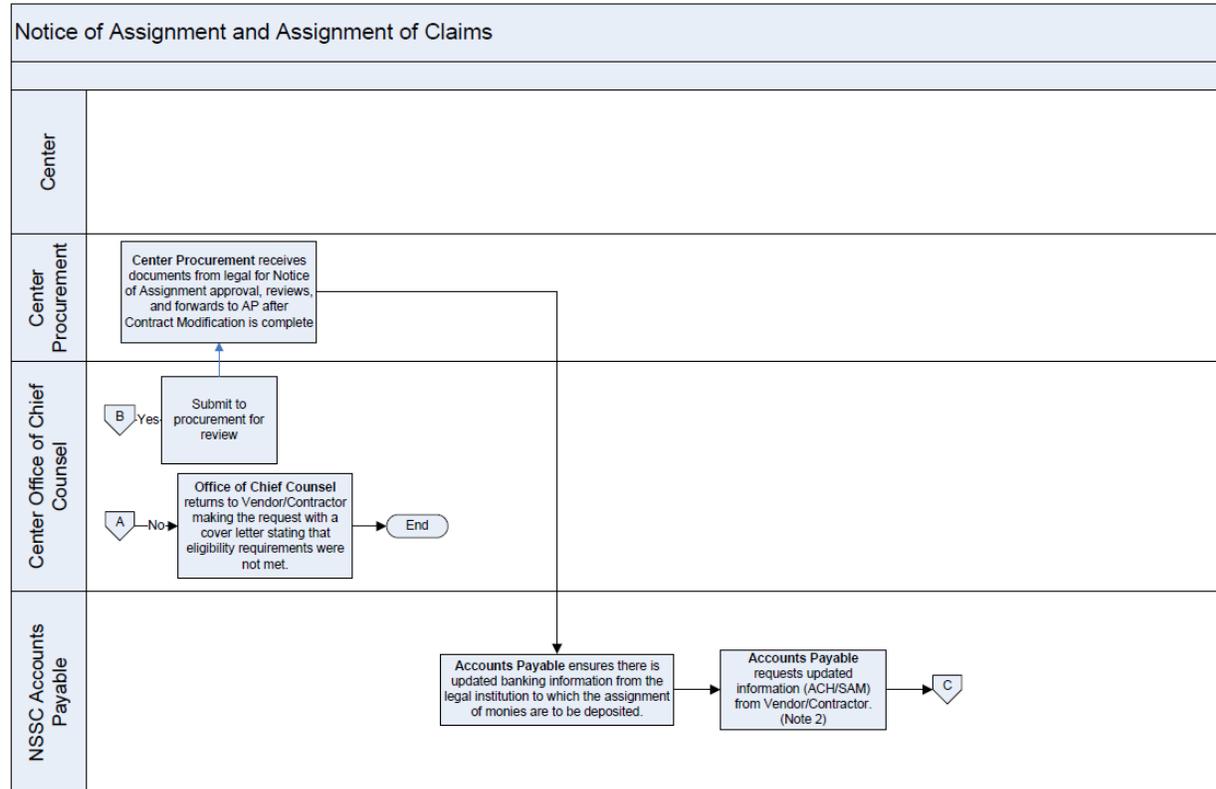
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Appendix K - Notice of Assignment and Assignment of Claims



**Note 1:** Documents must be in compliance with the above-referenced regulatory statutes.  
 Includes the Notice of Assignment and the Assignment of Claims.  
 Signed and notarized (for corporations the corporate seal must be on documents) The other requirements can be gleaned from the regulatory guidance Assignment of Claims Act (31 U.S.C 3727.41 U.S.C.15) and FAR subpart 32.8)

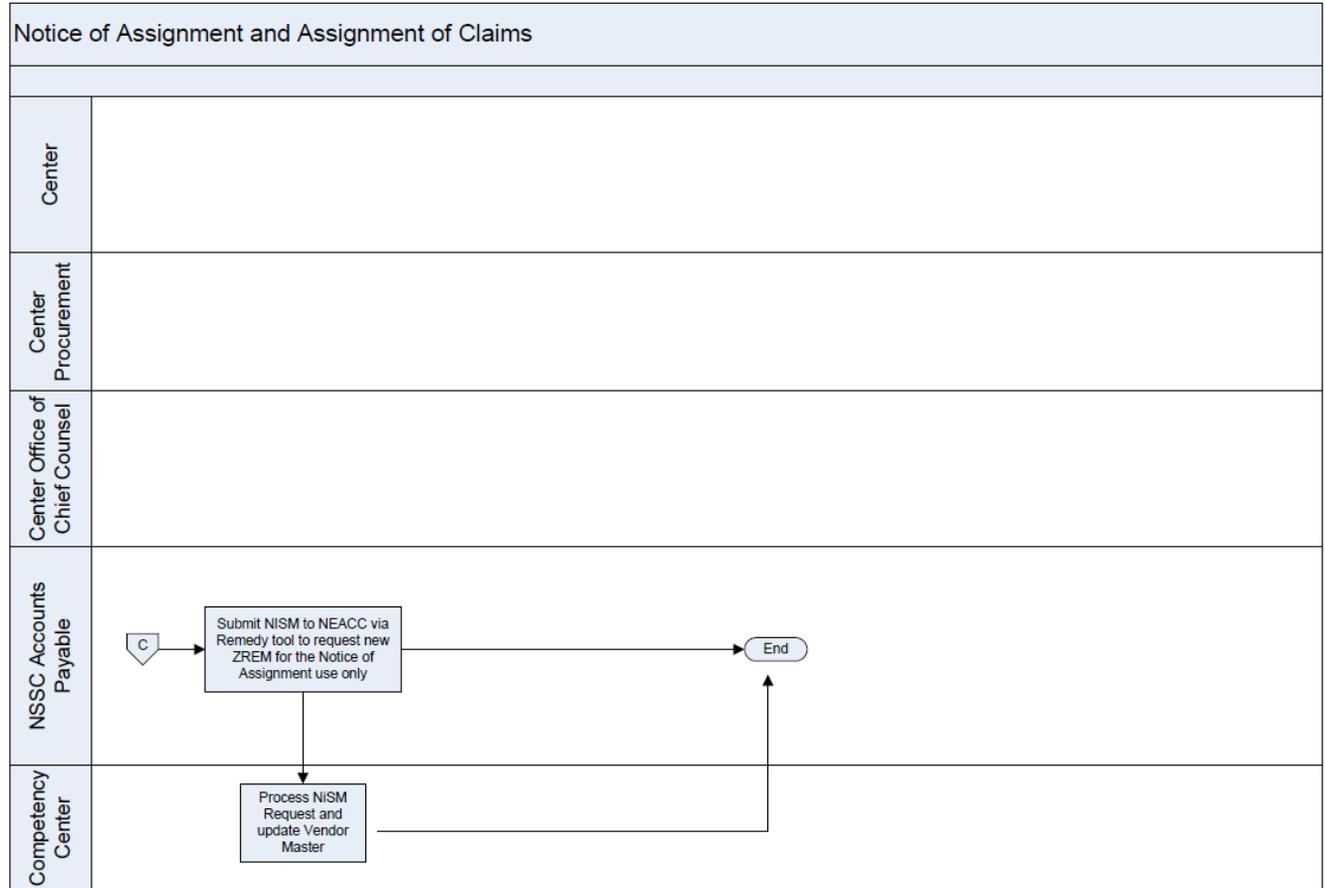
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Note 2: It is not always a part of the package originally receive and must be requested by the Finance person

- Routing Transit Number
- Checking or Savings Account Number
- Contact information is also critical
- Name, address and phone number of the institution receiving the money under the assignment.

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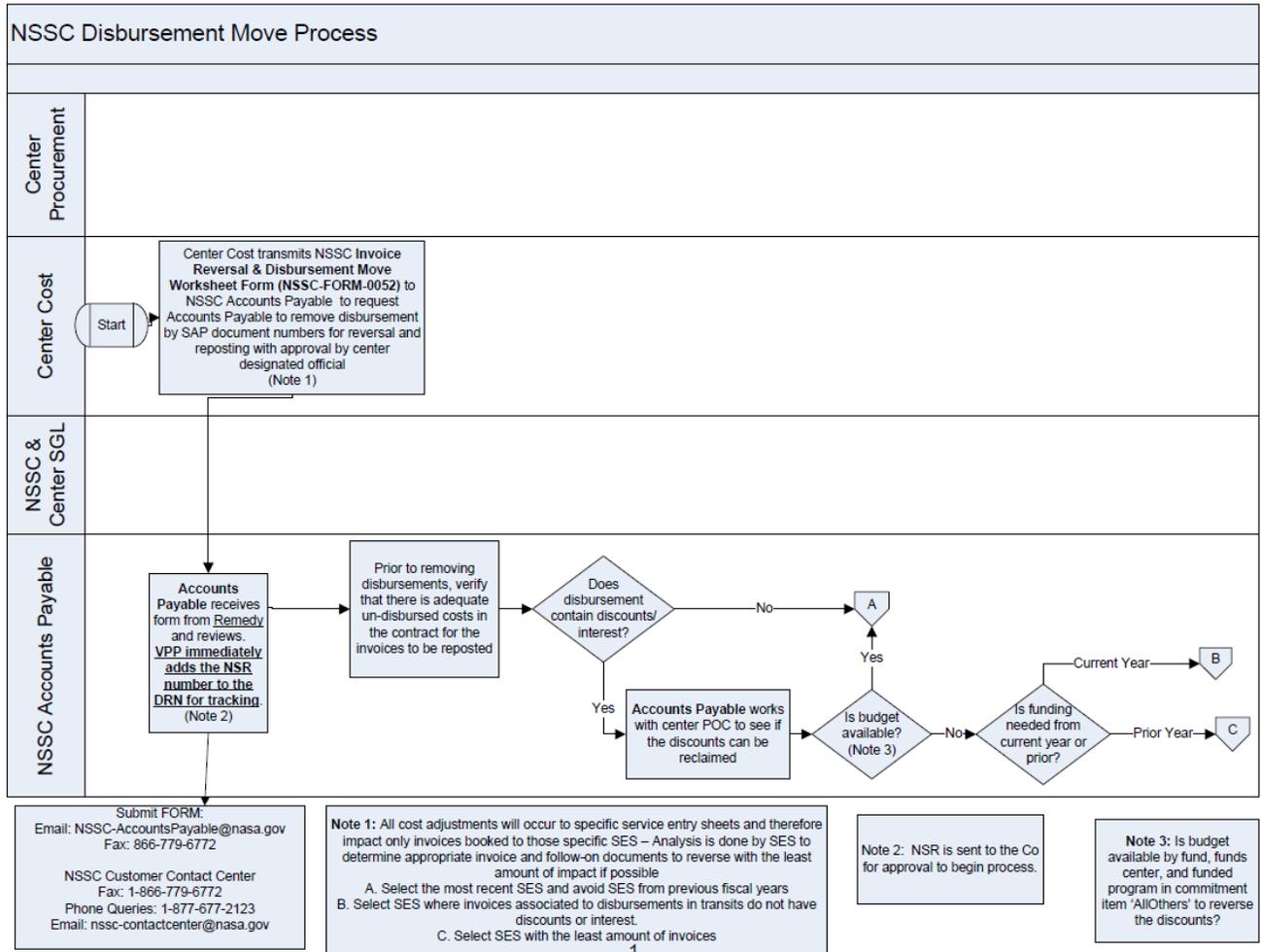
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Notice of Assignment and Assignment of Claims

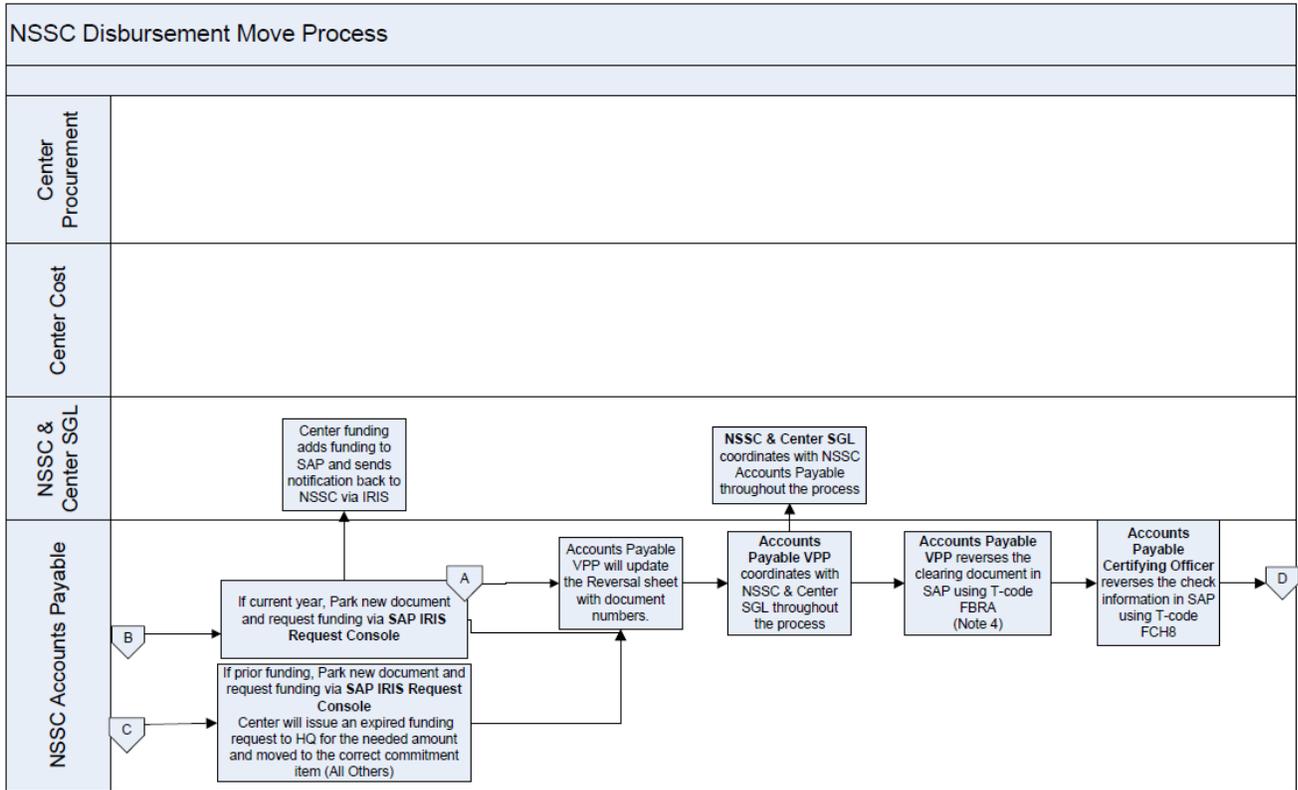
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| Notes | <p>Note: Most contracts are complete and go through the close-out process without ever receiving a legal Release of Assignment document. The contract is closed out through normal processes. In cases where there has been a release of assignment, vendor will be as listed in SAM. When shared, the Center will get concurrence prior to submitting an NISM to update to current SAM information.</p> | <p>Note: Additional reasons for return of the legal documents are: Incorrect contract number stated in the legal binding instruments, the name of the Agency is incorrect, e.g. they note that it is U.S. Department of Education instead of noting that NASA is the Agency, or the documents themselves do not follow the pattern noted in the regulatory guidance noted above. Documents then follow the process of returning that was mentioned earlier along with a cover letter noting the deficiency.</p> |
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Appendix L - Disbursement Move Process Flow

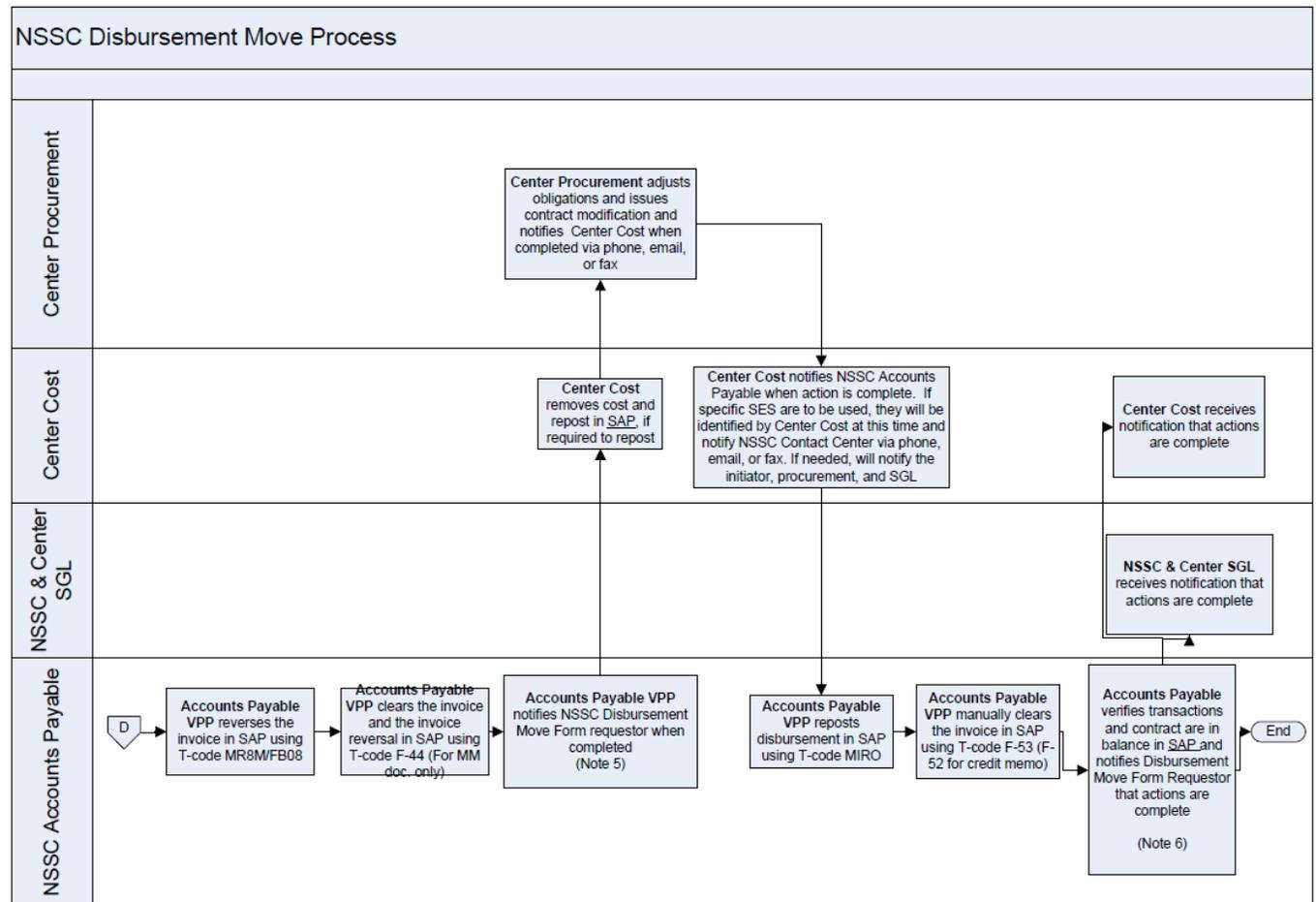


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**Note 4:** The VPP lead will notify the VPPs not to post in a particular contract while updates are being done. VPP lead will start Disbursement Move worksheet to capture all original and reposted document numbers. Disbursement reversals and reposts will be in accordance with current EPSS guidelines to include interest and discounts if applicable.

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Note 5: All steps are documented on the Reversal Form.

Note 6: Once the reversal is completed, the NSR worklog is updated and set to Resolve status.

Note: If the reversal is billable, Place a "B" in the text field of the "reversed" document and check the Billable box on the NSR Reversal tab.

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| NSSC Disbursement Move Process |   |
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| Appendix 1                     | <p><b>DE-OBLIGATION SITUATIONS</b></p> <p>If amount to be de-obligated has not been costed/disbursed (i.e., obligation is greater than cost/disbursement), use SAP T-code ME22N and create modification de-obligating the funds.</p> <p>If amount to be de-obligated has been costed but not disbursed, reverse the goods/service receipts first, then using SAP T-code ME22N creates the modification de-obligating the funds.</p> <p>If amount to be de-obligated has been costed and invoice created (but payment has not been made), reverse the invoice first (this will need to be coordinated with Accounts Payable), then reverse the goods/service receipts, then use SAP T-code ME22N and create modification de-obligating the funds. Relates to comments under point 4 – pertains to actions that AP has or has not taken on the associated invoice(s).</p> <p>If amount to be de-obligated has been costed and invoice created and payment has been made, suggest waiting until the payment has been confirmed with Treasury, then start the reversal process with the confirmation &amp; payment documents, reverse the invoice, and work backwards through the goods/service receipt documents, etc. (as noted above).</p> <p>If reversals and normal modifications cannot be done, then MR11 may be the solution.<br/>NOTE: SAP T-code ME22N used only for converted documents FY07 forward documents are done directly in CMM.</p> |

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## NSSC Disbursement Move Process

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| Appendix 2 | <p><b>MR11 Process</b></p> <p>MR11 is a transaction to clear the difference between the costed Goods Receipt (GR) amount and the invoiced Invoice Receipt (IR) amount. This difference is returned to budget when the transaction is executed. De-obligates undisbursed obligations</p> <p style="text-align: center;"><b>De-obligation Alternatives and MR11 Uses</b></p> <p><i>This job aid is not applicable to the Cancelled Payables scenario for MR11.</i></p> <p><i>This job aid details the use of MR11, its various impacts of MR11, and alternatives to using MR11. An MR11 Request should be submitted through the IFM Service Request System (see below for MR11 De-obligation Request Form). There is no dollar restriction regarding the use of MR11; however, there are specific guidelines which must be followed regarding its execution (see Guidelines below).</i></p> <p>For Supplies, MR11 is appropriate for use in all situations where disbursement is less than cost or obligation.</p> <p>1. For Services, MR11 is appropriate (without restriction) ONLY if no other activity is expected on the associated PO/contract line item in the future (close-out situation).</p> <p><i>Note: Due to HHS impacts, MR11 is not an appropriate de-obligation method for use on Grants and Cooperative Agreements. See De-obligation Alternatives, below.</i></p> <p><i>Note: MR11 is executed at the accounting line item level. However, the PO/contract line item (PLI) must be marked for close-out prior to executing MR11. See Guidelines below.</i></p> <p><b>De-obligation Alternatives</b></p> <p><i>MR11 execution is reflected in the Accounting and Funds Management Modules of SAP. However, it is only reflected in the Purchase Order History tab in the Materials Management Module. MR11 does not update the associated Purchase Order line item net price nor does it update the Purchase Order Header level fields that reflect the ordered or obligated amounts. Therefore, the following de-obligation alternatives should be considered.</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If amount to be de-obligated has not been costed/disbursed (i.e., obligation is greater than cost/disbursement), use ME22N and create modification de-obligating the funds.</li> <li><input type="checkbox"/> If amount to be de-obligated has been costed but not disbursed, reverse the goods/service receipts first, then using ME22N creates the modification de-obligating the funds.</li> <li><input type="checkbox"/> If amount to be de-obligated has been costed and invoice created (but payment has not been made), reverse the invoice first (this will need to be coordinated with Accounts Payable), then reverse the goods/service receipts, then use ME22N and create modification de-obligating the funds. Relates to comments under point 4 – pertains to actions that AP has or has not taken on the associated invoice(s). Note: Additional Accounts Payable comments are presented below.</li> <li><input type="checkbox"/> If amount to be de-obligated has been costed and invoice created and payment has been made, suggest waiting until the payment has been confirmed with Treasury, then start the reversal process with the confirmation &amp; payment documents, reverse the invoice, and work backwards through the goods/service receipt documents, etc. (as noted above). Note: Additional Accounts Payable comments are presented below.</li> <li><input type="checkbox"/> If reversals and normal modifications cannot be done, then MR11 may be the solution.</li> </ul> <p><b>MR11 Impacts to the Accounts Payable</b></p> |
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NSSC Disbursement Move Process

Appendix 2

If MR11 is used for services on an on-going contract, the amount cleared in the MR11 execution is re-proposed on invoices – which could result in paying against a de-obligated amount.

After MR11 has ran the amount that has been deob/decost will still be proposed as available cost to post a disbursement against. This is applicable when MR11 is used for services PO's/PLI's and it is NOT a contract closeout situation. (SAP is still addressing this issue.).

Users will need to subtract the proposed amount by the amount of the deob/decost.

The system will allow the users to post an invoice based on the incorrect proposed amounts, which will result in FI and FM being out of balance. Invoices that have been posted with the incorrect proposed cost would need to be corrected starting with the reversal of the clearing documents (if applicable). Center SGL will need to be notified to help work the discrepancy. Users should create a credit memo EXACTLY like the original invoice to minimize the negative quantity/zero dollar issues associated with the MR8M reversal transactions. Then MR11 would have to be run again to correct FI/FM with an end result of additional budget being drawn down when the corrections are made.

The PO History tab will display the deob/decost amounts on the Account Maintenance line. A template will be provided to AP for record keeping purposes for the particular contracts that are affected by this situation. The template would need to include the PLI, ALI and the complete accounting string for the applicable line item. This template will be completed and updated by the Competency Center for each request of MR11 execution against a PO. The updated information will be distributed to the AP point of contact for each applicable center.

Requests to use MR11 for this situation require coordination with the Competency Center for the initial execution. The AP department for each associated center then needs to complete additional documentation (with the Competency Center) and monitoring activities. Correction efforts will be required if subsequent invoices are posted against the "de-obligated" amounts, and must be coordinated with the Competency Center.

**Recommendation**

The use of MR11 is not recommended for all de-obligation actions. The de-obligation alternatives listed above should be considered. If it is determined that the obligating document does fit the criteria as stated in the MR11 Uses/Limitations above; then the template should be completed and attached to an Service Request.

Note: All uncosted obligations must be deobligated through CMM before the PLIs are marked closed and an MR11 run to de-obligate the costed but undisbursed obligations.

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NSSC Disbursement Move Process

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| Appendix 2 | <p><b>Guidelines</b></p> <p>Guidelines to be followed prior to completing the template:</p> <ul style="list-style-type: none"> <li>Make sure Final Invoice Flag is clicked on each PLI.</li> <li>Make sure Delivery Complete Flag is clicked on each PLI.</li> <li>Make sure Invoices do not exceed cost on each PLI. This has to be fixed another way.</li> <li>If there are no invoices posted on a given PLI that the center wants MR11 run against they should NOT submit the request.</li> <li>Cost should back out the Service Entry Sheet.</li> <li>Procurement should then de-obligate funds per the user procedure.</li> </ul> <p>Guidelines to be followed for template completion:</p> <ul style="list-style-type: none"> <li>Each template should be prepared using the following categories to separate the work:</li> <li>Expiring funds with large dollar amounts remaining.</li> <li>Expiring funds with small dollar amounts remaining (recommend \$1000.00 and under).</li> <li>Canceling funds.</li> <li>All others.</li> <li>The template should contain no more than 25 entries and each service request should have no more than 4 templates attached.</li> <li>This will enable the Competency Center (CC) to balance the workload.</li> <li>When preparing the service request in the short description enter: 'MR11- expiring funds &gt;1000; MR11 – expiring funds &lt;1000; MR11- canceling funds; MR11 - other.</li> <li>This will help the CC to prioritize the work.</li> <li>Submit all MR11 service requests SR Type <b>Master Data/Batch Job Request</b>.</li> <li>All service requests entered by August 31<sup>st</sup> will be completed by year-end.</li> </ul> <p>This MR11 de-obligation form is in EPSS at the following location: SAP – Core Financials/Purchasing -SAP/Job Aids/Purchasing - Awards and Obligations/Request for MR11 De-obligation Form.</p> |
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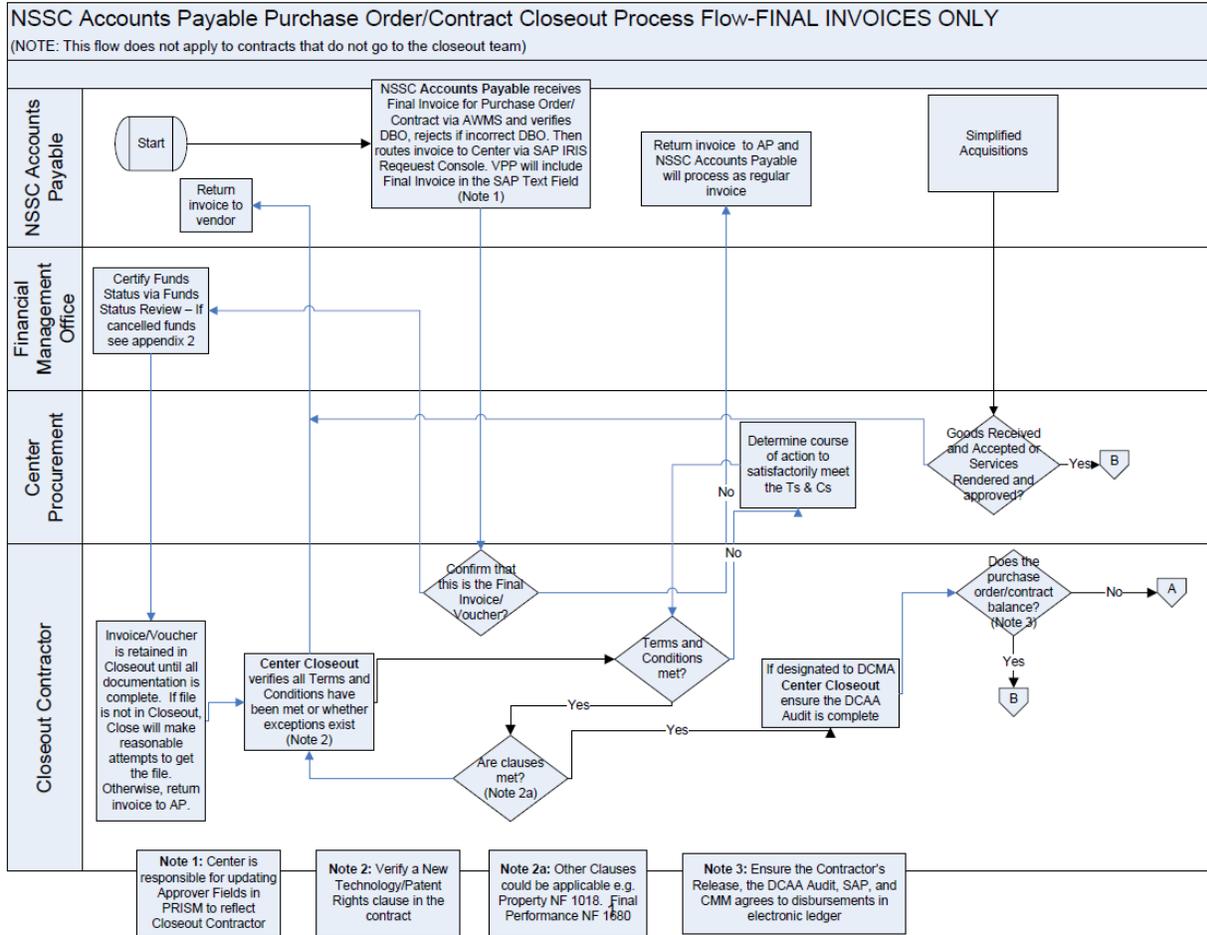
Appendix M - Invoice Reversal and Disbursement Move

Clear Record
Print Record
E-Mail Record

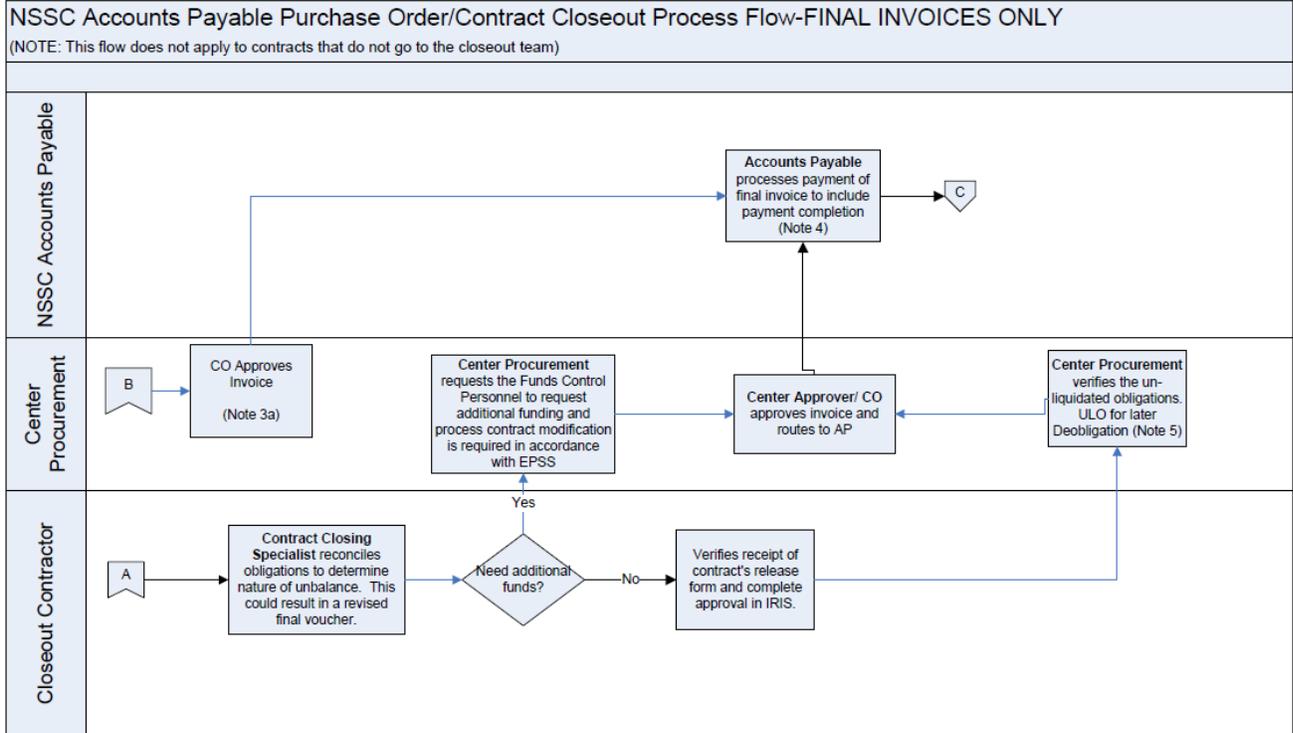
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| <b>NATIONAL AERONAUTICS AND SPACE ADMINISTRATION</b><br>NASA SHARED SERVICES CENTER<br>STENNIS SPACE CENTER, MS 39529-6000 |                                  | <b>Invoice Reversal &amp; Disbursement Move Worksheet</b> |                    |
| Fax when completed to 866-779-6772 or send via e-mail to NSSC-AccountsPayable@nasa.gov                                     |                                  |   |                    |
| 1a. NASA Center  |                                  | 1b. Submit Date   |                    |
| 1c. Contract / Purchase Order Number   |                                  |   |                    |
| 1d. ZREM Vendor Number   |                                  |   |                    |
| 1e. Invoice Number   | 1f. Invoice Date                 | 1g. Receipt Date  | 1h. Amount USD     |
| 1j. Original Service Entry Sheet (ME23M)   |                                  |   | 1k. SAP Entry Date |
| 1l. PLI / ALI  | 1m. Original SAP Document Number | 1n. Fiscal Year   |                    |
| To be completed by NSSC Financial Management   |                                  |   | SAP Entry Date     |
| 2a. Original Clearing Doc Number   | 20                               | FY  |                    |
| 2b. Treasury Confirmation  | 13 / 15                          | FY  |                    |
| 2c. Treasury Confirmation Date   |                                  |   |                    |
| 2d. Reversal of Treasury Confirmation (FBRA)   | 13 / 15                          | FY  |                    |
| 2e. Treasury Reference (TreasNASA#)  |                                  |   |                    |
| 2f. Treasury Check Number  |                                  |   |                    |
| 2g. Reversal of Check # Clearing Doc (FCH8)  | 20                               |   |                    |
| 2h. Block Original DRN   |                                  |   |                    |
| 2i. Invoice Reversal (MR8M or FB08)  |                                  |   |                    |
| 2j. Clear Vendor (F-44)  | 10                               |   |                    |
| 2k. Invoice Re-Entry (MIRO or MIR7)  | 56                               |   |                    |
| 2l. Invoice Clearing to Cash (F-52 or F-53)  | 15                               |   |                    |
| 2m. Billable   | <input type="checkbox"/> Yes     | <input type="checkbox"/> No                               |                    |
| 2n. Remedy NSR Number  |                                  |   |                    |
| 3. Reason for Reversal: Special Instructions   |                                  |   |                    |
|  |                                  |   |                    |
| <b>Requestor</b>   | 4a. Name                         | 4b. Signature   | 4c. Date           |
|  | 4d. Title                        | 4e. E-mail Address  | 4f. Phone Number   |
| <b>Center Approval</b>   | 5a. Name                         | 5b. Signature   | 5c. Date           |
|  | 5d. Title                        | 5e. E-mail Address  | 5f. Phone Number   |
| <b>Procurement Approval</b>  | 6a. Name                         | 6b. Signature   | 6c. Date           |
|  | 6d. Title                        | 6e. E-mail Address  | 6f. Phone Number   |
| <b>NSSC FM Approval</b>  | 7a. Name                         | 7b. Signature   | 7c. Date           |
|  | 7d. Title                        | 7e. E-mail Address  | 7f. Phone Number   |

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## Appendix N - NSSC Accounts Payable Purchase Order/Contract Closeout Flow



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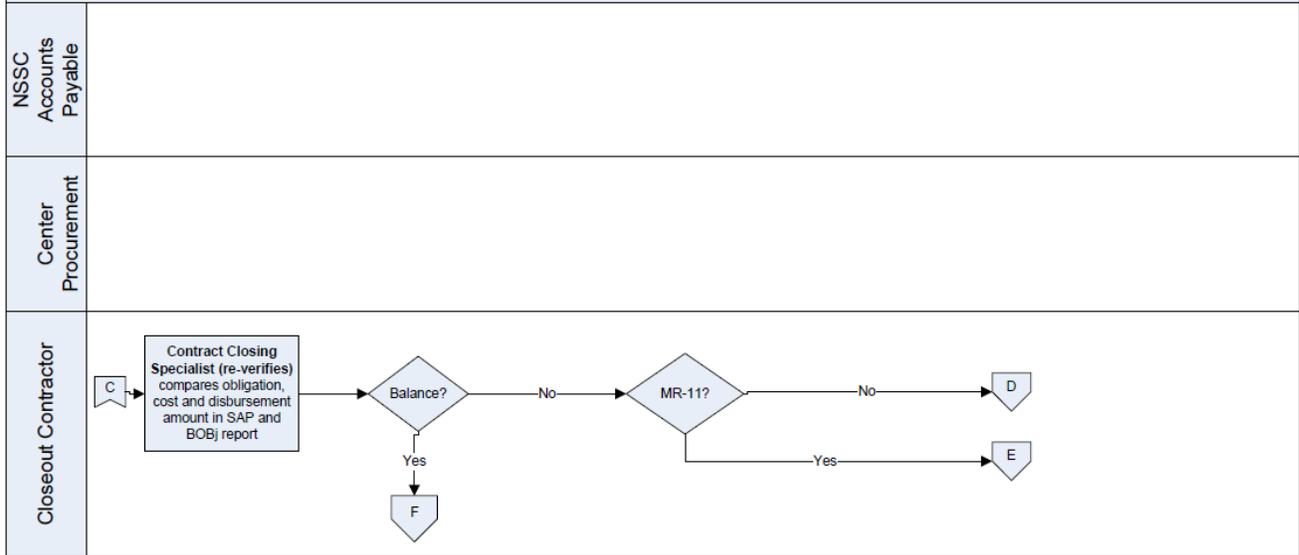


**Note 4:** Ensure vendor's banking information in SAP is correct before processing payment

**Note 5:** Deobligation occurs after final invoice payment. Go to Flag C

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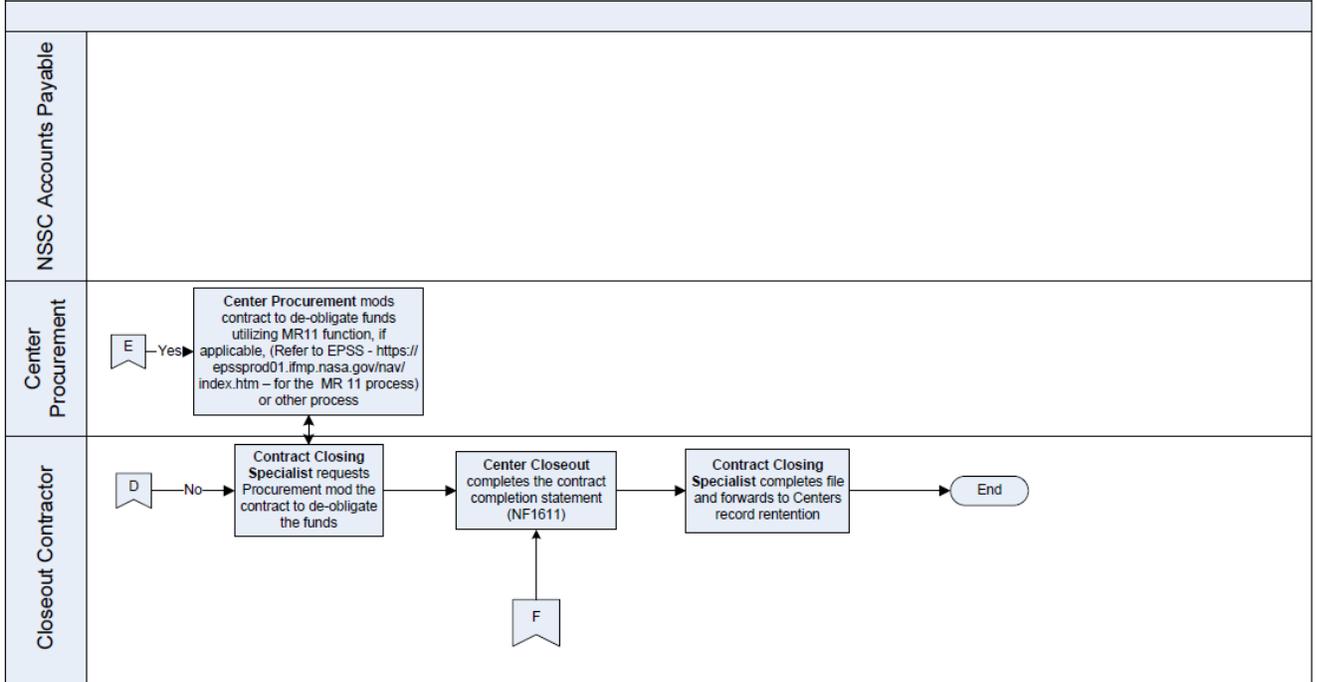
**NSSC Accounts Payable Purchase Order/Contract Closeout Process Flow-FINAL INVOICES ONLY**  
 (NOTE: This flow does not apply to contracts that do not go to the closeout team)



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NSSC Accounts Payable Purchase Order/Contract Closeout Process Flow-FINAL INVOICES ONLY

(NOTE: This flow does not apply to contracts that do not go to the closeout team)



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**NSSC Accounts Payable Purchase Order/Contract Closeout Process Flow-FINAL INVOICES ONLY**

(NOTE: This flow does not apply to contracts that do not go to the closeout team)

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| Appendix 1 | <p><b>Guidelines</b></p> <p>Guidelines to be followed prior to completing the template:</p> <ul style="list-style-type: none"> <li>Make sure Final Invoice Flag is clicked on each PLI.</li> <li>Make sure Delivery Complete Flag is clicked on each PLI.</li> <li>Make sure Invoices do not exceed cost on each PLI. This has to be fixed another way.</li> <li>If there are no invoices posted on a given PLI that the center wants MR11 run against they should NOT submit the request.</li> <li>Cost should back out the Service Entry Sheet.</li> <li>Procurement should then de-obligate funds per the user procedure.</li> </ul> <p>Guidelines to be followed for template completion:</p> <ul style="list-style-type: none"> <li>Each template should be prepared using the following categories to separate the work:</li> <li>Expiring funds with large dollar amounts remaining.</li> <li>Expiring funds with small dollar amounts remaining (recommend \$1000.00 and under).</li> <li>Canceling funds.</li> <li>All others.</li> <li>The template should contain no more than 25 entries and each service request should have no more than 4 templates attached.</li> <li>This will enable the Competency Center (CC) to balance the workload.</li> <li>When preparing the service request in the short description enter: 'MR11- expiring funds &gt;1000; MR11 – expiring funds &lt;1000; MR11-canceling funds; MR11 - other.</li> <li>This will help the CC to prioritize the work.</li> <li>Submit all MR11 service requests SR Type <b>Master Data/Batch Job Request</b>.</li> <li>All service requests entered by August 31<sup>st</sup> will be completed by year-end.</li> </ul> <p>This MR11 de-obligation form is in EPSS at the following location: SAP – Core Financials/Purchasing -SAP/Job Aids/Purchasing - Awards and Obligations/Request for MR11 De-obligation Form.</p> |
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NSSC Accounts Payable Purchase Order/Contract Closeout Process Flow-FINAL INVOICES ONLY  
 (NOTE: This flow does not apply to contracts that do not go to the closeout team)

Appendix 2

**Closeout Expired/Cancelled Funds**

FMR Volume 6, Chapter 8

8.5.3 Other Liabilities. These liabilities, not included in separate chapters of this volume include Accounts Payable from Cancelled Appropriations, Custodial Liability, Liability on Non-Entity Assets, Estimated Clean Up Liability, and Other Liabilities. These accounts are defined below:

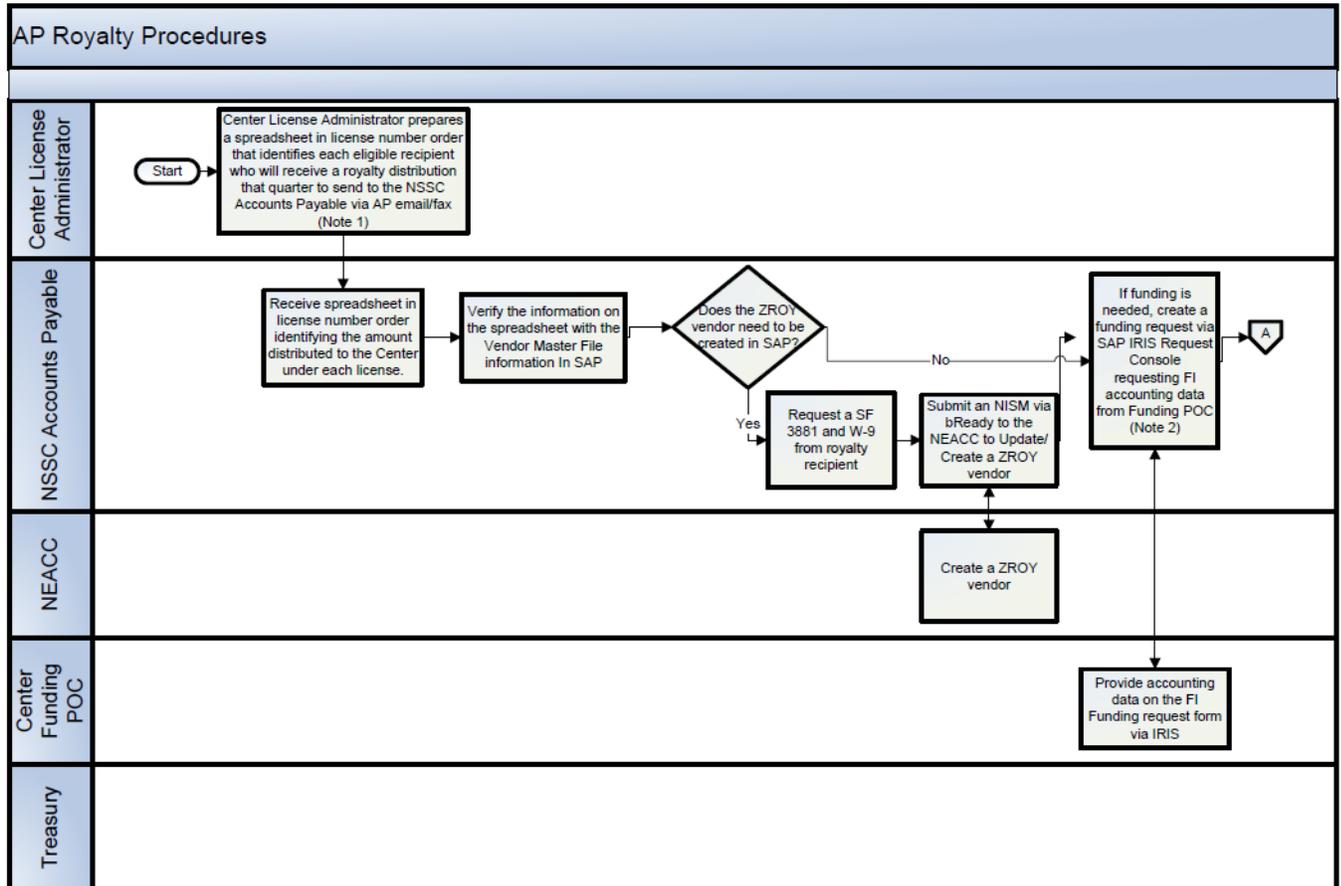
Accounts Payable from Canceled Appropriations (SGL Account 2960). When an appropriation account is closed, any remaining balances in the account are required to be cancelled and are not available for obligation or expenditure for any purpose. However, legitimately incurred obligations that have not been paid at the time an appropriation is cancelled should be reinstated to Accounts Payable Canceled and paid out of a current unexpired appropriation that is available for obligation for the same purpose as the closed account.

**NSSC Process for Closeout Expired/Cancelled Funds**

- Upon receipt of final invoice, the NSSC Vendor Payment Processor (VPP) will route invoice via SAP IRIS Request Console to the Center Closeout Contractor.
- The NSSC VPP will route invoice via SAP IRIS Request Console to Center Funding POC to validate funds. If the funds are expired or cancelled, the Center Funding POC will provide additional funds to the NSSC via IRIS to process payment.
- Upon receipt of Center Closeout Contractor approval and funding, the NSSC VPP will process the invoice for payment.

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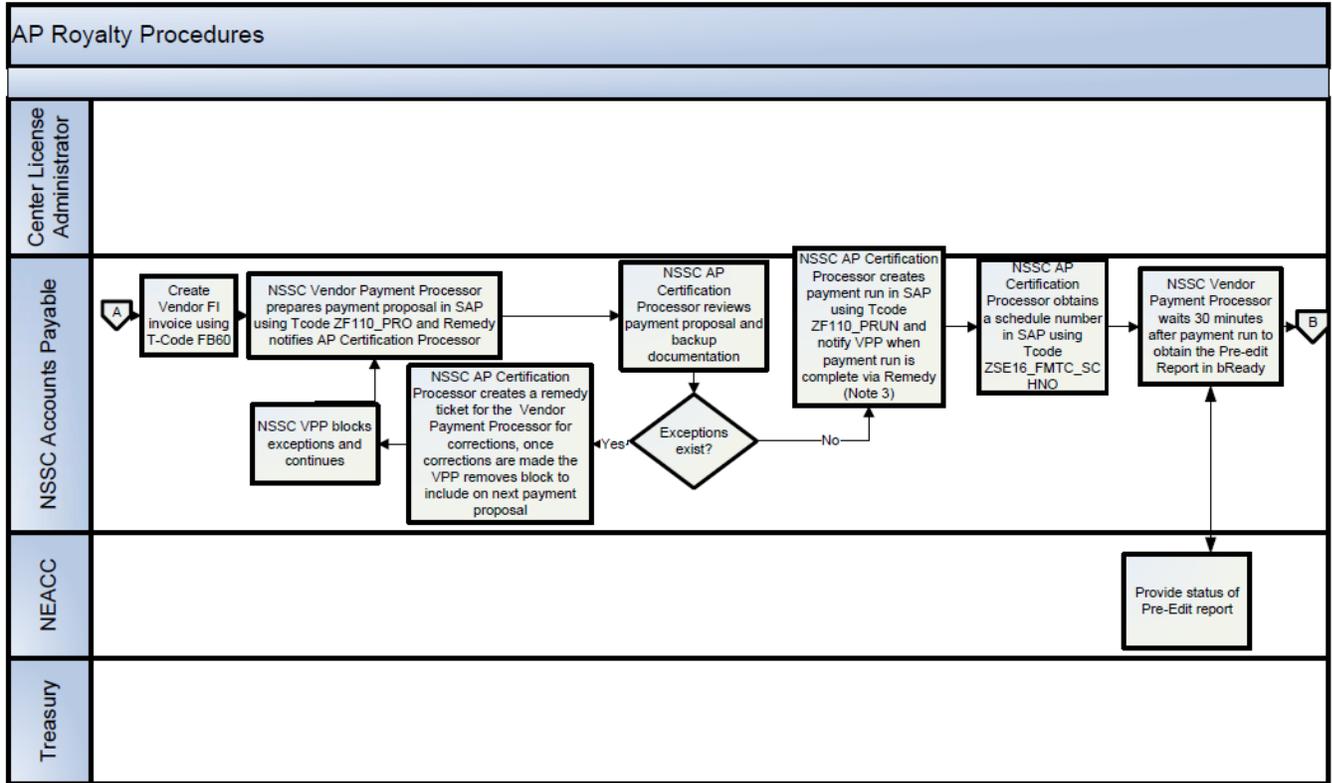
## Appendix O - AP Royalty Procedures Process Flow



Note 1: Spreadsheet will contain the following information: License #, Licensee Company, Recipient(s), Recipient's Distribution, Center's Distribution, Miscellaneous amount, FY Quarter, Year, Licensed patent(s)/Patent Application(s)

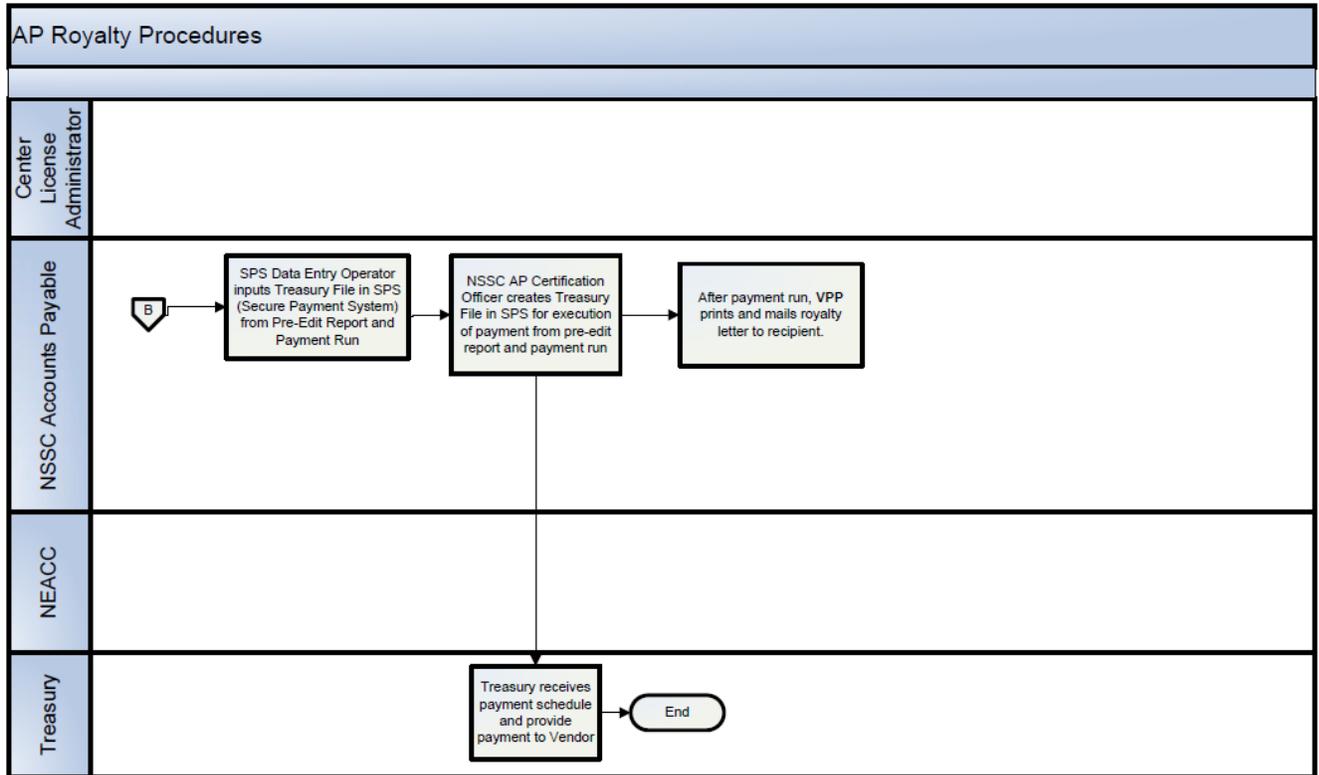
Note 2: Accounting data needed: Fund, Funds Center, WBS, G/L Account, Cost Center, and Internal Order (a.k.a. Function Code).

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Note 3: Automated Royalty letters are processed using Tcode ZFI\_ROYALTY\_LTR. VPP prints and mails Royalty Payment Notification letter to non-NASA royalty recipients. Letter should be attached in SAP.

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## Sample Royalty Payment Letter

National Aeronautics and Space Administration



NASA Shared Services Center  
Stennis Space Center, MS 39529-6000

Reply to Attn of: **Financial Management Division**

Month Day, Year

(Mr./Mrs. Inventor's First Name Last Name)  
(Street Address)  
(City, State Zip)

Subject: Notification of Royalty Payment  
License Number \_\_\_\_\_

NASA received a royalty payment for the total amount of \$ \_\_\_\_\_. A royalty payment in the amount of \$ \_\_\_\_\_ was processed for payment to you on 2011-07-11 (date processed in SAP).

Please visit [HTTPS://WWW.NSSC.NASA.GOV/VENDORPA](https://www.nssc.nasa.gov/vendorpa) to review the NASA Procedural Requirements (NPR 2092.1A) on how NASA processes the distribution of royalties.

If you have any questions, or need further assistance, please contact us at 1-877-677-2123 (1-877-NSSC123) or by email at [NSSC-CONTACTCENTER@NASA.GOV](mailto:NSSC-CONTACTCENTER@NASA.GOV).

Thank you .

NSSC Accounts Payable  
Web: [HTTPS://WWW.NSSC.NASA.GOV/CUSTOMERS](https://www.nssc.nasa.gov/customers)  
Fax: 1-866-779-6772

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***“Sample SAP Automatic Payment Notification E-mail”***

Original Message-----

From: SAP System Administrator [mailto:p01adm@ifmadm.ifmp.nasa.gov]  
 Sent: Wednesday, July 15, 2009 11:07 AM  
 To: Mudgett, Michael A. (NSSC-XD030)  
 Subject: Travel Payment Notification to Employee MUDGETT MI

Document Number: 2000129042 and Invoice Number: 1900106212 Line Item Within  
 Accounting Document: 002

Travel Authorization Number: XXXXXXXXXXXXXXX

Beginning Date is: 07/14/2009

Total Payment is xxxxxx USD

Due Date of Paid Items is: 07/15/2009

Expect reimbursement in your account within the next 2 to 3 business days

No Action by you is required at this time

DO NOT REPLY TO THIS MESSAGE - This message was sent to you via the SAP Workflow Administrator

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## Appendix P – Foreign Payments

- Payments to Foreign vendors will be submitted via International Treasury System (ITS)
- Invoices identified to be disbursed to foreign vendors, will be posted and blocked.
- Payment will be entered in ITS in accordance with the Prompt Payment due date
- Payment information will be retrieved from the vendor invoice and entered into ITS
- VPP accesses ITS within 2-3 days after submitting the payment to retrieve a confirmation
- VPP manually clears the document to cash in SAP using the ITS confirmation date
- Upon notification that an international payment is rejected, first review that the payment information was entered correctly into International Treasury Services (ITS.gov). If no obvious errors are found, the Contracting Officer (CO) will determine if the banking information has changed and will assist in resolving the error to reissue the payment timely.
- VPP enters the SAP DRN, clearing number and other information on the FIDO Manual Adjustment Spreadsheet at (N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Payable\AP Reports Working Copies\FIDO\_Manuals for NBID)
- As of November 19, 2015, Same Day Payments are prohibited as per OCFO

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## Appendix Q – eInvoicing Interface Reconciliation Process

The following procedures outline the WAWF and SAP reconciliation process the NSSC will use if there are failed invoices between WAWF and SAP. The intent of this job aid is to establish a standard process that would correct invoices that failed the interface into SAP.

Procedures for NSSC to monitor the interface and notify NEACC of failed invoices:

- NSSC receives daily eInvoicing Interface Reconciliation and monitors the results.
- NSSC notifies NEACC if failed invoices are identified
- Note: Status “Waiting to process” indicates invoices submitted after daily interface. Invoices in Waiting to Process will interface the next day when the interface is turned on.

Sample Email Notification:

From: eInvoicing System User [mailto:EINVCPI@msfc.nasa.gov]  
 Sent: Wednesday, December 16, 2015 8:01 PM  
 To: Herring, Lisa G. (NSSC-XD015); Backes, Barry C. (NSSC-NSSC)[Service Provider]; SONGY, CHRIS (NSSC-XD015); Rollins, Michele M. (NSSC-XD01A); Martin, Tracey L. (NSSC-NSSC)[Service Provider]; HARPER, R SARITA (NSSC-NSSC)[Service Provider]  
 Cc: Cooklis, Laurie (MSFC-IS60)[EAST]; Battle, Undrell (MSFC-IS60)  
 Subject: eInvoicing Interface Reconciliation for 12/16/2015

This message contains results from the daily automated execution of the eInvoicing Interface Reconciliation Report.  
 Use SAP t-code ZFI\_AP\_EINVC\_RECON to manually execute this report.

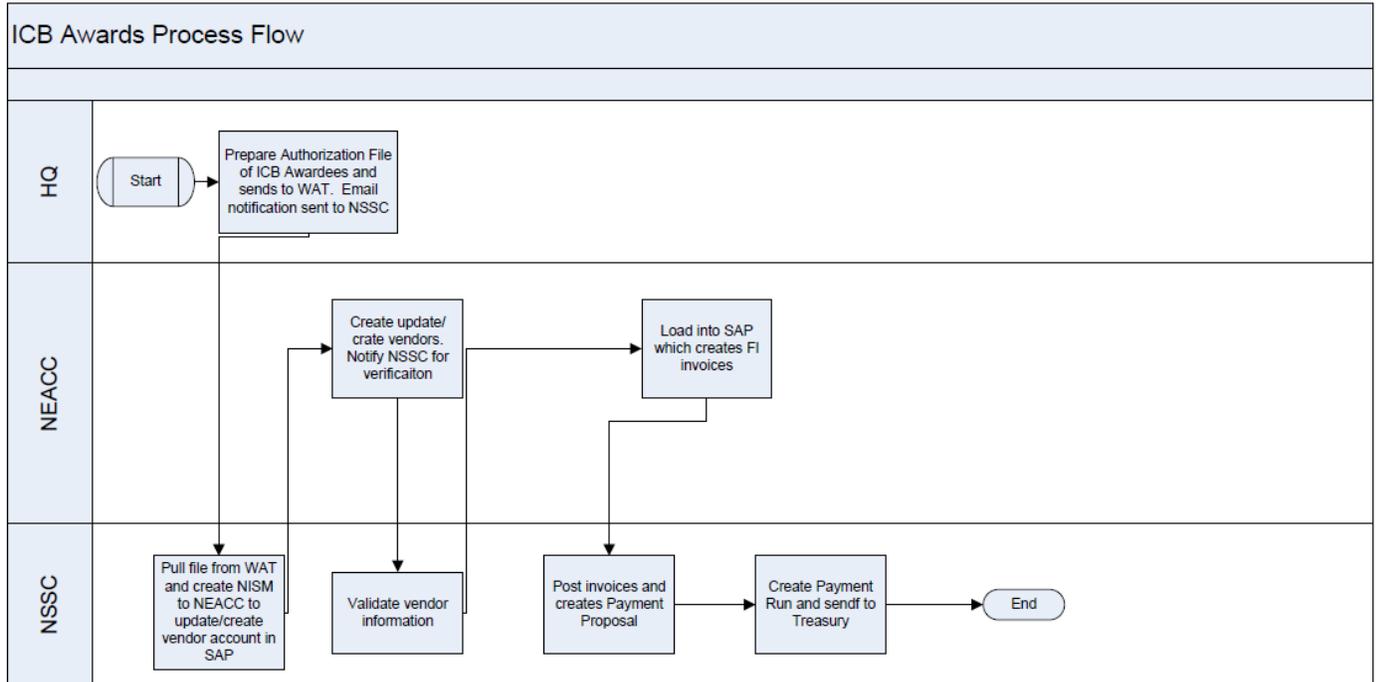
Results from the 12/16/2015 execution:  
 Successfully Processed: 26  
 Failed to process: 0  
 Waiting to process: 0

Files that have failed to process:  
 None ()

This is an automated email. Please do not reply to this email.  
 To be removed from the distribution list, please submit an SR to the NEACC.

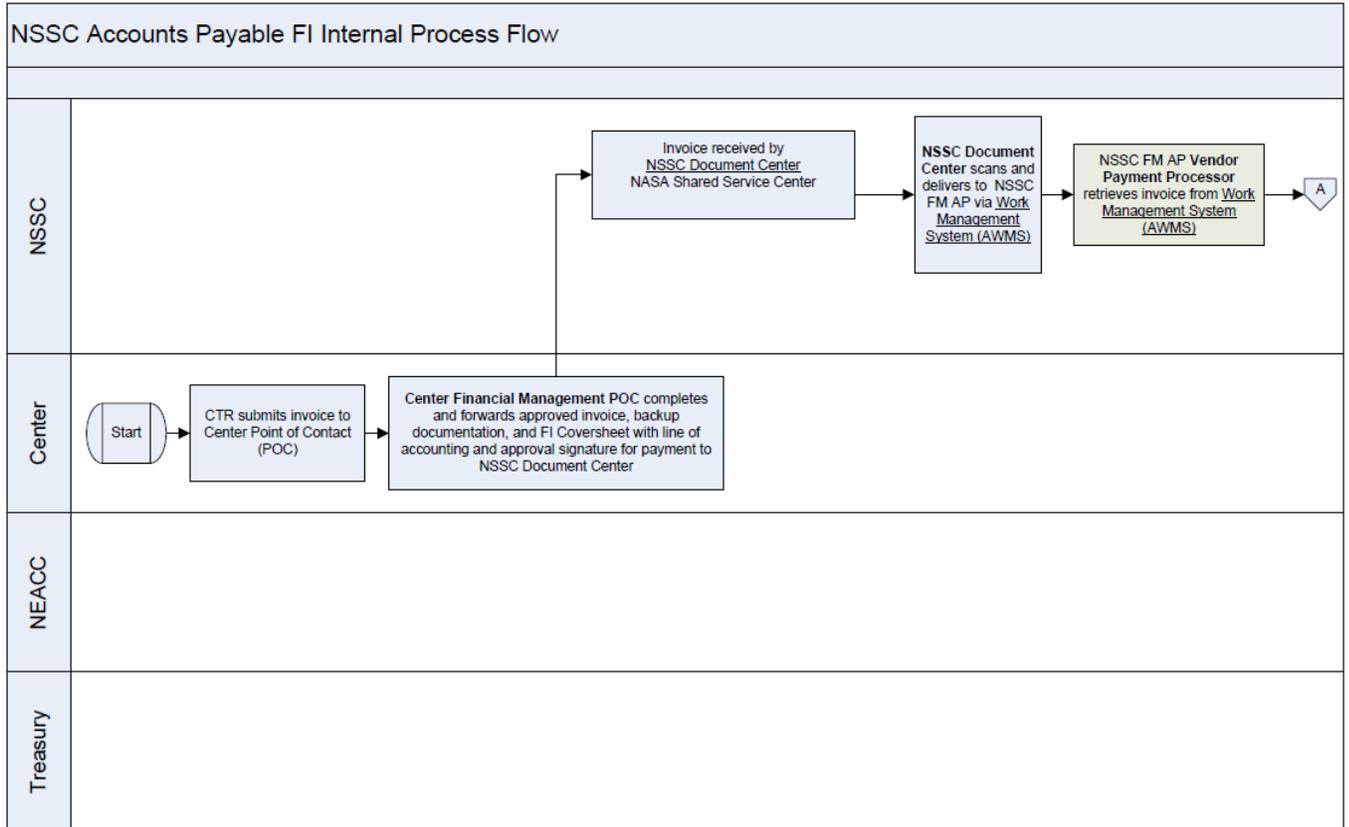
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Appendix R - ICB Award Process Flow



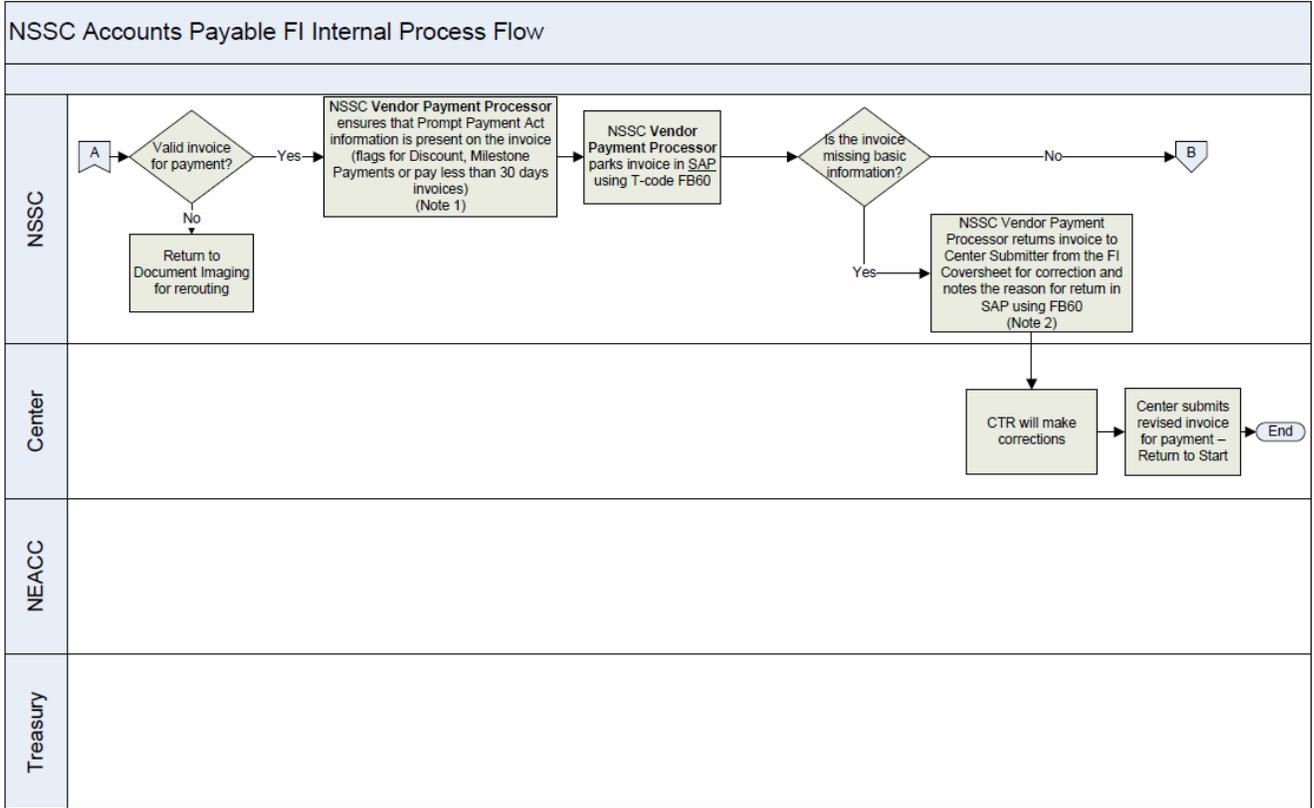
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Appendix S - Finance Only Invoice (FI) Process Flow



**NSSC Customer Contact Center**  
 Fax: 1-866-779-6772  
 Phone Queries: 1-877-677-2123  
**Invoice Submission:**  
 Fax: 1-866-209-5415  
 Email: NSSC-AccountsPayable@nasa.gov

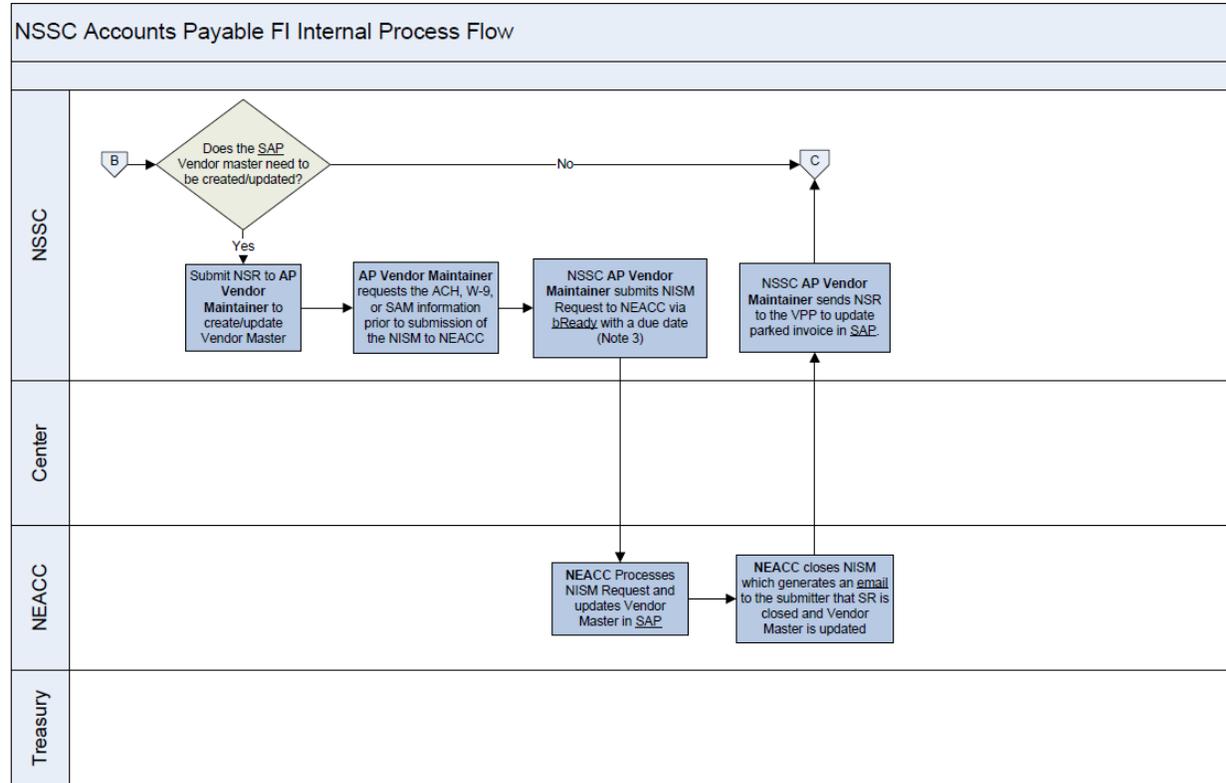
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**Note 1:** VPP performs the following quality checks:  
 1. Ensures that all invoices from Document Imaging are dated stamped with date received  
 2. Ensures the invoice contains vendor name, address, date, amount, payment terms, invoice number, description of services/good invoiced  
 3. Flags invoice in SAP for discount, construction, milestone payments, or payment in less than 30 days

**Note 2:** If invoice was previously rejected you must remove the improper invoice date and enter the previously returned document number and fiscal year. Reference EPSS - Delete, Change, or Post Parked Invoice (End User Procedure). Will include Rejected in the text field and attach rejection letter in SAP

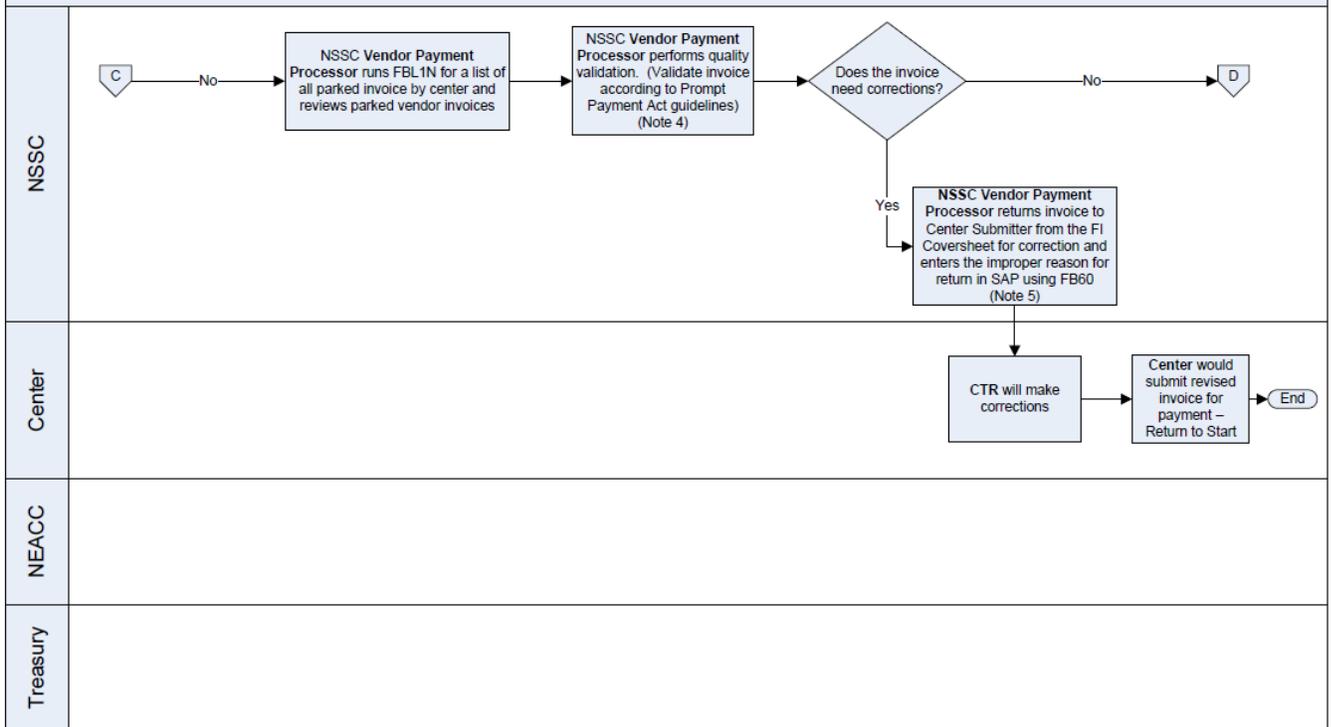
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**Note 3:** Vendor Master update usually takes 48 hours after NISM is submitted with correct data. If Vendor Master update is not completed by the due date, the NSSC Business Process Lead will go in the diary and elevate NISM to an emergency

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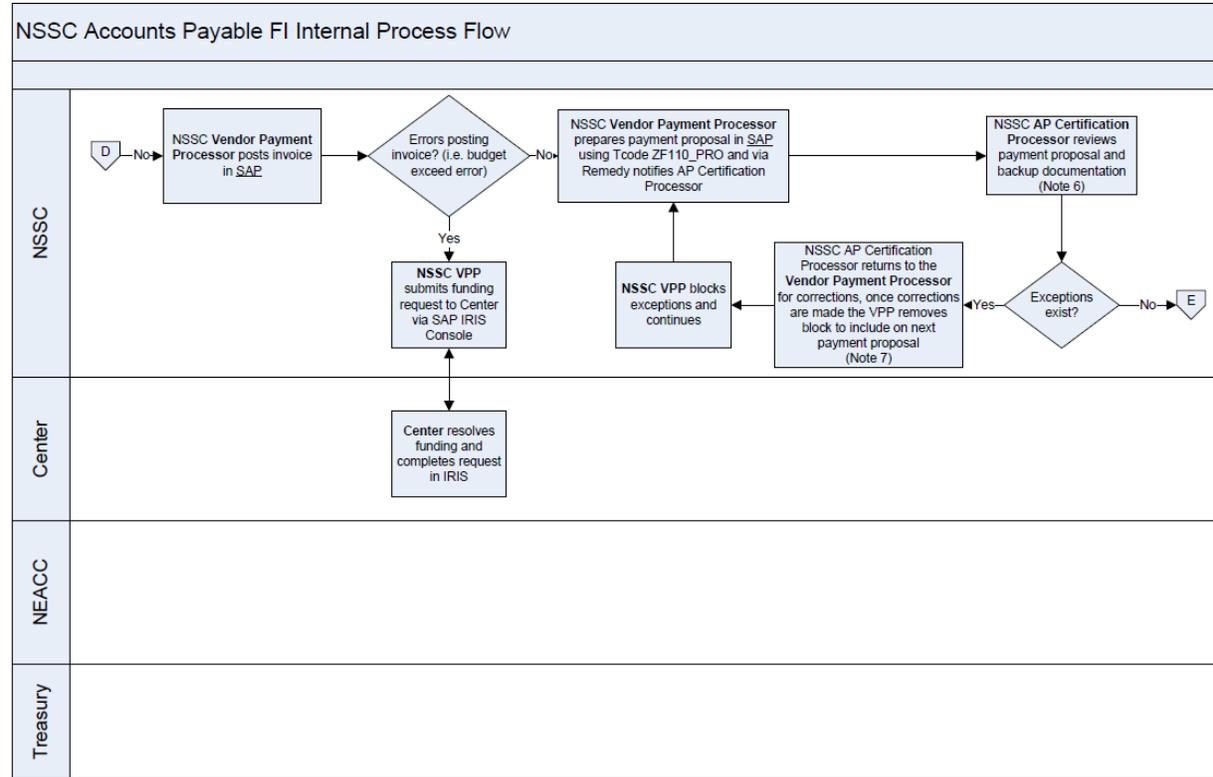
NSSC Accounts Payable FI Internal Process Flow



**Note 4:** VPP performs the following quality checks:  
 1. Validate that all original invoices from Document Imaging are dated stamped with received date  
 2. Validate the invoice has date, amount, payment terms, invoice number, description of services/good invoiced  
 3. Validate invoice has not been previously paid  
 4. Checks ZREM Vendor Number  
 6. Invoices previously marked milestone payment, small business or payment due less than 30 day are worked first

**Note 5:** If invoice was previously rejected you must remove the improper invoice date and enter the previously returned document number and fiscal year. Reference EPSS - Delete, Change, or Post Parked Invoice (End User Procedure)

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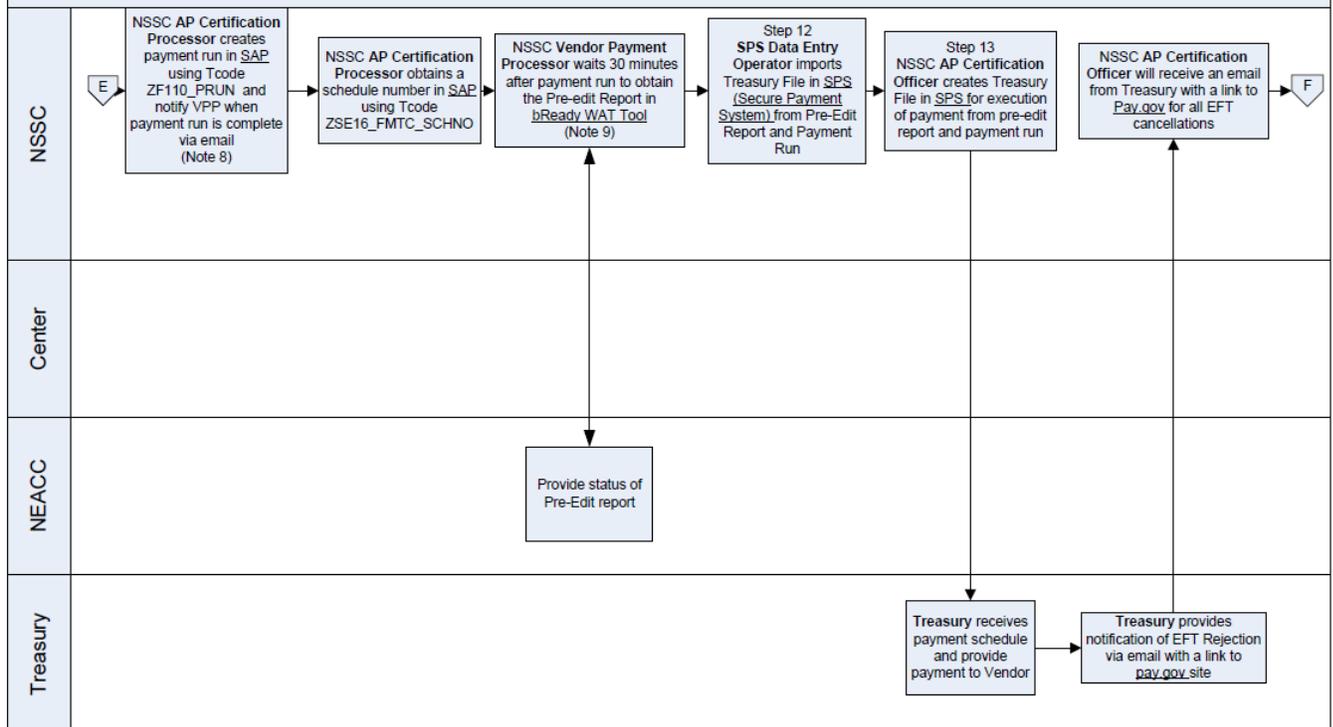


**Note 6:** AP Certification Processor reviews invoice and backup documentation for:  
 Proper invoice with date received  
 Proper evidence of receipt and acceptance by an authorized official  
 Validate interest reason codes in SAP

**Note 7:** Any invoices previously flagged for discounts, milestone payments, small business, due in less than 30 days, etc are worked immediately

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**NSSC Accounts Payable FI Internal Process Flow**

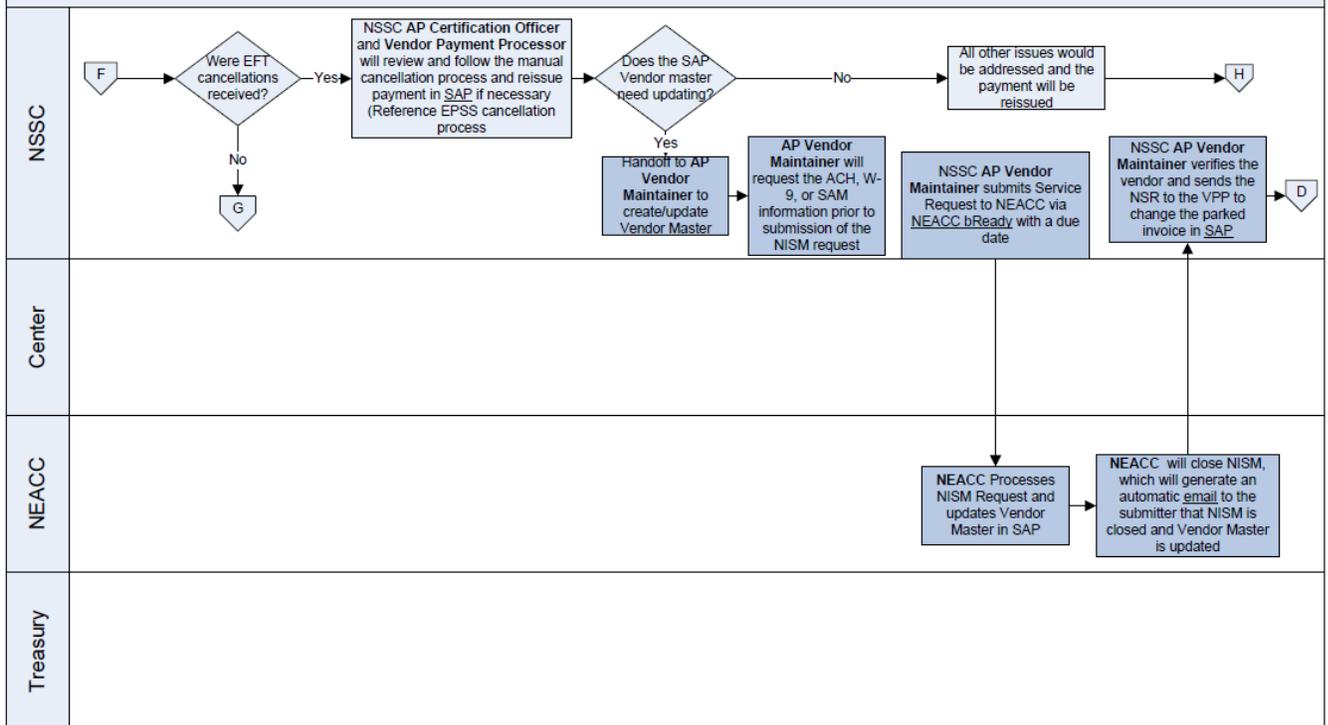


**Note 8:** NSSC AP Certification Processor also provides the payment run reports to VPP

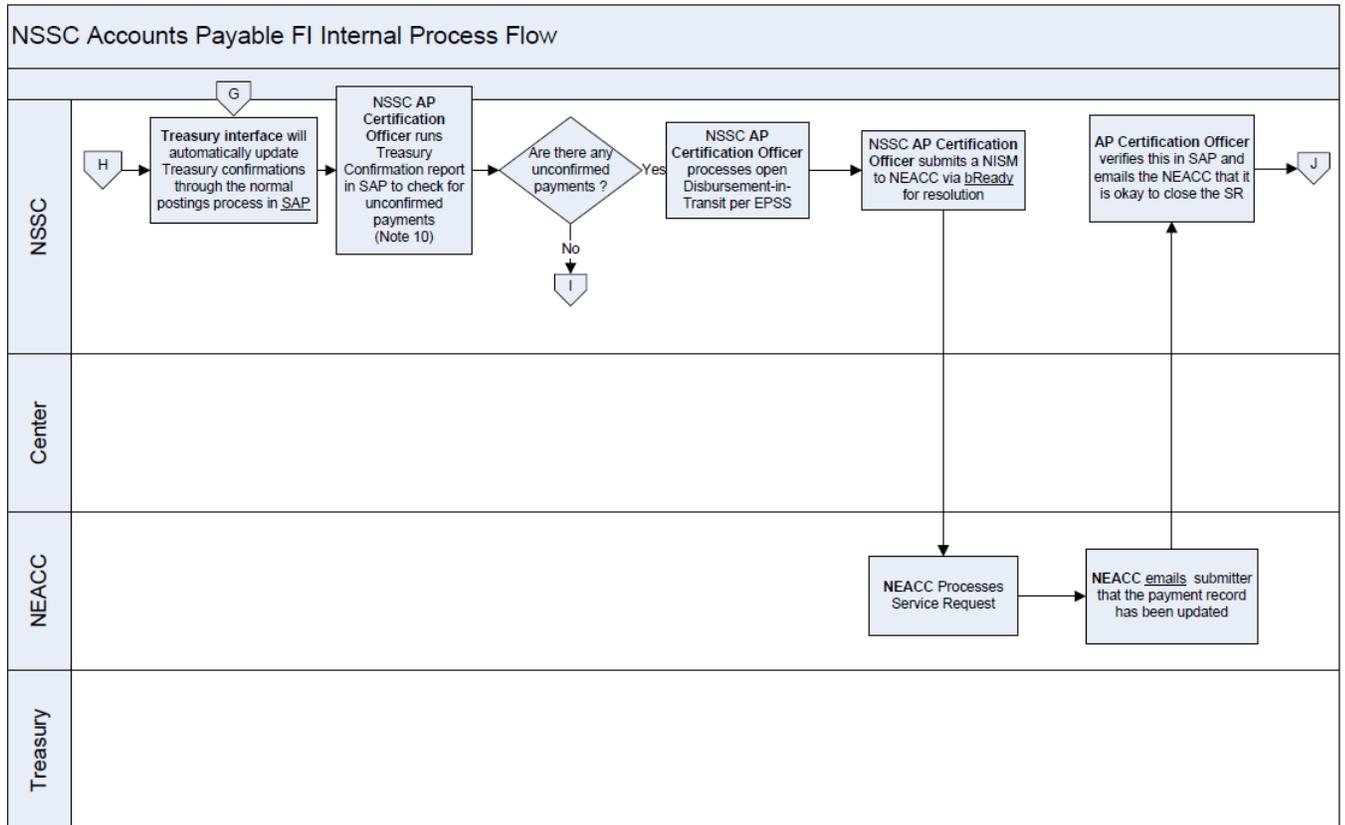
**Note 9:** If Pre-Edit report is not received timely, the AP Certification Processor contacts the NEACC for status

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NSSC Accounts Payable FI Internal Process Flow

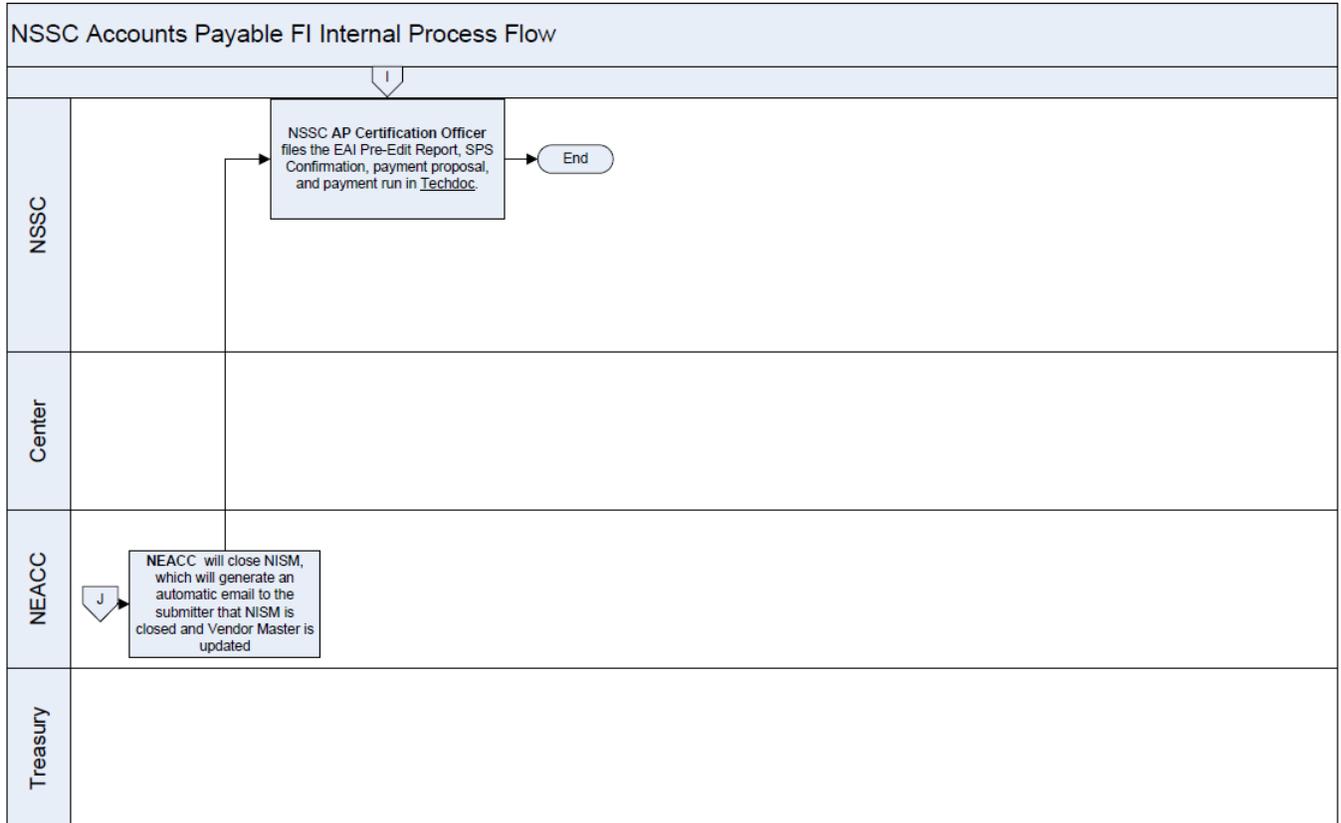


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**Note 10:** Treasury Confirmation Reports  
 1. ZFI\_SCHED\_AOF  
 2. ZFI\_AP\_PMT\_STAT  
 3. ZCONFIRMATION

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| NSSC Accounts Payable FI Internal Process Flow |  |
|--|--|
| Notes  | <div style="border: 1px solid black; width: 80%; margin: 20px auto; padding: 10px;"> <p> <a href="#">Reversal Chart</a><br/>           (Refer to EPSS for detailed instructions on reversal T-codes)         </p> </div> |

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Appendix T - NPR 9631 Disbursements

*NPR 9631.1.2.8 Large Disbursements: NASA shall report large disbursements in advance of request for disbursement to services RFC.*

*NPR 9631.1.2.8.1 A: Large disbursement includes single transactions, multiple transactions of a common nature, and repetitive transactions totaling \$50 million or more.*

*NPR 9631.1.2.8.3: Large disbursements must be reported in advance of the transaction settlement date. A minimum of two business days' notice is required for disbursements totaling \$50 million or more. If the disbursement will be over \$500 million, a minimum of five business days is required.*

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## Appendix U - Refund Posting Document Types

| Collection Source  | Accounts Payable/Travel Credit Memo Document Type | Accounts Payable/Travel Clearing Document Type | Accounts Payable/Travel General Ledger Clearing Account |
|--|---|--|---|
| <b>Cash/Checks</b>   |   |  |   |
| Check- Current Year (CY)<br><i>Exception: Posting items that are Disbursement Adjustments must be posted using 1010.6150</i> | MM – RE   | MM – KZ  | 1010.6150   |
|  | FI - KG   | FI - KZ  | 1010.6150   |
| Check- Prior Year (PY)   | MM – KW   | MM – KS  | 1010.5215   |
|  | FI - KW   | FI - KV  | 1010.5215   |
| <b>Fedwire</b>   |   |  |   |
| Fedwire-CY   | MM – RE   | MM – KZ  | 1010.8200   |
|  | FI - KG   | FI – KZ  | 1010.8200   |
| Fedwire-PY   | MM – KW   | MM – KS  | 1010.5220   |
|  | FI - KW   | FI – KV  | 1010.5220   |
| <b>Pay.gov Credit Card</b>   |   |  |   |
| Pay.gov Credit Card- CY  | MM – RE   | MM – KZ  | 1010.8300   |
|  | FI - KG   | FI – KZ  | 1010.8300   |
| Pay.gov Credit Card – PY   | MM – KW   | MM – KS  | 1010.5225   |
|  | FI - KW   | FI – KV  | 1010.5225   |
| <b>Pay.gov ACH</b>   |   |  |   |
| Pay.gov ACH- CY  | MM – RE   | MM – KZ  | 1010.8400   |
|  | FI - KG   | FI – KZ  | 1010.8400   |
| Pay.gov ACH-PY   | MM – KW   | MM – KS  | 1010.5240   |
|  | FI - KW   | FI – KV  | 1010.5240   |
| <b>IPAC</b>  |   |  |   |
| IPAC -CY   | MM – ZC   | MM – KI  | 1010.8100   |
|  | FI – ZC   | FI – KI  | 1010.8100   |
| IPAC -PY   | MM –ZC  | MM – KI  | 1010.5100   |
|  | FI – ZC   | FI – KI  | 1010.5100   |

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## Appendix V - Document Types – Accounts Payable



### Document Types – Accounts Payable

Last update: 11/11/2014

| Doc Type | Description                           |
|----------|---------------------------------------|
| CR       | Clear Down Payment                    |
| GO       | General Obligation (Funds Commitment) |
| KA       | Vendor Document (Adjustment)          |
| KB       | Fed Mil - Invoice                     |
| KC       | Fed Mil - Credit                      |
| KD       | Vendor Down Payment                   |
| KG       | Vendor Credit Memo                    |
| KI       | IPAC Vendor Payment                   |
| KR       | Vendor Invoice                        |
| KS       | Vendor Pmt 4972                       |
| KU       | MM Utility Payment (blocked)          |
| KV       | Vendor Pmt 4972 FICM                  |
| KW       | Vendor Refund 4972                    |
| KZ       | Vendor Payment                        |
| KX       | Cancelled Payable                     |
| RE       | Invoice – Gross                       |
| RF       | Invoice – ARRA                        |
| RM       | Invoice – Earned Award Fee Payments   |
| RU       | FJ Utility Payment (blocked)          |
| RZ       | Invoice – Cancel                      |
| SA       | G/L Account Document (JV)             |
| SB       | G/L Account Posting (blocked)         |
| WE       | Good Receipt for Purchase Order       |
| XE       | GR Accrual Invoice                    |
| XI       | A/P IPAC Outgoing (blocked)           |
| XN       | NSMS Interface (blocked)              |
| XO       | IPAC Journal Voucher (blocked)        |
| XP       | HHS Journal Voucher (blocked)         |
| YA       | Commercial PO                         |
| YB       | Non-Commercial PO                     |
| YC       | TO/DO Other Contract                  |
| YE       | Contract                              |
| YF       | Space Act Agreement                   |
| YG       | Grants                                |

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### Document Types – Accounts Payable

Last update: 11/11/2014

| Doc Type | Description                                 |
|----------|---|
| YH       | Cooperative Agreements                      |
| YI       | NDPR  |
| YK       | SBIR/STTR                                   |
| YN       | Outside Proc. - Training                    |
| YO       | Outside Proc - Other                        |
| YQ       | A-E Order                                   |
| YS       | Contract - Letter of Credit                 |
| YX       | NSMS Order                                  |
| YY       | P-Card Order                                |
| Z2       | IPAC Invoice MM (2-way match) (blocked)     |
| Z3       | IPAC Credit Memo MM (2-way match) (blocked) |
| ZB       | Student Loan Invoice                        |
| ZC       | IPAC Credit Memo                            |
| ZD       | Credit Card Invoice                         |
| ZF       | HHS SF272 Invoice                           |
| ZG       | GBL Invoice                                 |
| ZH       | HHS Drawdown Invoice                        |
| ZI       | IPAC Invoice                                |
| ZJ       | A/R IPAC Adjustment Outbound                |
| ZL       | HHS Drawdown Credit Memo                    |
| ZM       | Manual Payment (blocked)                    |
| ZN       | Shipping Invoice                            |
| ZP       | A/P Payments – F110                         |
| ZQ       | A/R Payments – F110                         |
| ZR       | Bank Reconciliation                         |
| ZS       | Payment by Check                            |
| ZV       | Payment Clearing                            |
| ZW       | HHS 272 Credit Memo                         |
| ZX       | A/R IPAC Inbound                            |
| ZY       | A/R IPAC Inbound Suspense                   |

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## Appendix W - Text Field Code Explanations

### Text Field Code Explanations

|                                      |                                   |
|--------------------------------------|-----------------------------------|
| Requested Cost                       | \$ MM/DD                          |
| Requested Approval                   | WOA MM/DD                         |
| Partial Payment                      | Partial Payment #                 |
| Funding                              | Funding MM/DD                     |
| Invoice Reversal Billable            | B                                 |
| FI Invoice for Interest Payment      | Original SAP Doc #                |
| Late Invoice                         | LATE ## (reason code number)      |
| Pending Supplement Documentation     | SD MM/DD                          |
| Requested Approval & Balance of Cost | WOA MM/DD, \$ MM/DD (\$\$\$.\$\$) |
| <hr/>                                |                                   |
| Requested 103/105                    | 103/105 MM/DD                     |
| Credit Memo                          | CR MEMO MM/DD                     |
| Final Invoice in Closeout            | FIN INV MM/DD C/O                 |
| SBIR/STTR                            | SBIR/STTR (\$, WOA, etc.)         |

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Appendix X - Award Fee Payment Transmittal Sheet

Clear Form
Print Record
E-mail Record

|  |  |   |
|--|--|---|
|   | NATIONAL AERONAUTICS AND SPACE<br>ADMINISTRATION<br><br>NASA SHARED SERVICES CENTER<br>STENNIS SPACE CENTER, MS 39529-6000 | <h3 style="margin: 0;">Award Fee Payment Transmittal</h3> |
| <b>Urgent - This Payment Must be Processed Immediately</b> <input type="checkbox"/> Print Blank Form   |  |   |
| Attach Award Fee Modification and Send Form by E-mail to <a href="mailto:NSSC-AccountsPayable@nasa.gov">NSSC-AccountsPayable@nasa.gov</a> or Fax to 866-209-5415 |  |   |
| 1. Contract Number:  | 2. Contractor Name:  | 3. Modification Number:                                   |
| <input style="width: 100%;" type="text"/>  | <input style="width: 100%;" type="text"/>  | <input style="width: 100%;" type="text"/>                 |
| 4. Authorized Payment Amount:  | 5. NASA Center:  |   |
| <input style="width: 100%;" type="text"/>  | <input style="width: 100%;" type="text"/>  |   |
| 6. Center Point of Contact (POC):  | 7. Center POC Phone Number:  |   |
| <input style="width: 100%;" type="text"/>  | <input style="width: 100%; text-align: center;" type="text" value="9999999999"/>   |   |
| 8. Comments:   |  |   |
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### Appendix Y - Excluded Parties List System (EPLS) Process – (11.7.5.3)

The EPLS, which is a part of the SAM, is a Web-based system that identifies those parties excluded from receiving Federal contracts, certain subcontracts, and certain types of Federal financial and non-financial assistance and benefits. The EPLS provides a list of administrative and statutory exclusions across the entire government, and individuals barred from entering the United States.

On a monthly basis the NSSC CS AP Certifying Officer runs the EPLS in SAM and forwards it to the AP SP Vendor Master Maintainer, who then runs an Excel macro to compare the entities on the EPLS to the SAP vendor database. The resulting list provides the ZREM number, vendor name, and constituent information for entities from the EPLS with a ZREM in SAP.

When a ZREM vendor appears on the EPLS, the Vendor Master Maintainer submits a request in the NEACC NASA Integrated Service Management (NISM) system to have the ZREM blocked for posting. In cases where the vendor has an invoice(s) parked or posted for payment on the ZREM, the Vendor Master Maintainer creates a ServiceNow Task and assigns it to the NSSC AP Payment Team Lead for the Center the invoice is posted against. The Payment Team Lead then contacts the CO for the contract referenced on the invoice and the CO advises the Payment Team Lead how to proceed with payment to the vendor. When the CO advises the Team Lead to go ahead with payment of the invoice(s), the Team Lead notates the ServiceNow Task and assigns it back to the Vendor Master Maintainer, who unblocks the ZREM for payment and advises the Team Lead when done. The payment team then processes the invoice(s) for payment as usual.

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**Step 1**  
 Runs report from EPLS in SAM and forwards to FM AP VMM

**Step 2**  
 Runs Excel macro to compare entities on EPLS to SAP vendor database

**Step 3**  
 If vendor is identified, SR is created to NEACC requesting ZREM to be blocked for posting.,

**Step 4**  
 ZREM is blocked in SAP

**Step 5**  
 Notify NSSC AP Center Lead VPP that ZREM will be blocked.

**Step 6**  
 If vendor has active contract, contact CO and inform that vendor is on Excluded Parties List

**Step 7**  
 Advise NSSC AP Center Lead VPP on how to proceed with payments on any further invoices from vendor.

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## Appendix Z - Delegations of Authority for GRC to Delay Payments for Late Cost Report

National Aeronautics and  
Space Administration  
  
**John H. Glenn Research Center**  
**Lewis Field**  
Cleveland, OH 44135-3191



March 12, 2014

Reply to Attn of: CH

TO: B/Chief Financial Officer

FROM: CH/Deputy Procurement Officer

SUBJECT: Delegation of Authority to Delay Payments for Late Cost Report Submittals

To institute and streamline the corrective action process mutually developed by our organizations, your office is hereby authorized to take the corrective action available under all cost-reimbursable contracts to delay payments on cost and fee invoices. The contractual authority to delay payments is expressly provided in Section 3.10 of NASA Procedural Requirement 9501.2E, "NASA Contractor Financial Management Reporting."

It is understood that the process will consist of a monthly review by a Cost Accountant of the Office of the Chief Financial Officer's receipt of the 533M reports and then a preparation of a list of contracts where the report is four or more business days late, or where there have been two or more late submittals in the last six months. It is only under those two circumstances that this authority is provided. The Contracting Officers will be provided with this list.

The Center Cost Accountant will monitor the SAP e-Invoicing Report for WAWF invoices that require cost. Non-WAWF invoices will be routed for cost as needed through the Accounts Payable Work Management System (AWMS). The Center Cost Accountant will monitor all cost requests to identify invoices that should have payment delayed as a result of the late 533 submission. At a minimum, the note/e-mail should request that payment be made no sooner than 45 days after receipt of a proper invoice. A justification shall be included in the request that states payment will be delayed per NPR 9501.2E due to delinquent 533 submissions. Please see the matrix below for a summary of the required actions. Guidance from the Cost Accountant will be retained in SAP to document the delayed payment. A letter signed by the Deputy Chief Financial Officer will be sent to the contractor informing them of the payment delay. The Center should note that invoices with delayed payment terms may result in exceptions for CMP Control Activity 6.2 because the invoice will have payment terms greater than 30 days. *In addition, if sufficient cost exists to post an invoice, the invoice will not be routed to the Cost Accountant. Therefore, it is likely that the invoice will be paid within Prompt Pay because the system is not currently configured to flag those invoices to the NSSC to subsequently delay payment.*

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All contractors have been notified that the Center is increasingly concerned about late cost report submittals and that payments may be delayed without further advance notice. It is hoped that this clear, consistent, and strong corrective action process will result in more timely cost report submittals so that less time will be spent in chasing them down and more time will be available for your office to record costs and for our Contract Management Teams to analyze and act on issues that are revealed.

**Summary of required actions to monitor cost and submit a delayed payment request to the NSSC:**

| Invoice Receipt Method | Cost Request Method               | Delay Payment Request Method from Center Cost Accountant   |
|------------------------|-----------------------------------|--|
| WAWF                   | Center monitor e-Invoicing Report | e-mail request to NSSC Customer Contact Center   |
| non-WAWF               | NSSC sends AWMS Cost Request      | Enter request in AWMS work log that states "DELAY PAYMENT REQUEST 15 DAYS PER NPR 9501.2E – DELINQUENT 533 SUBMISSION" |

This authority is effective immediately and will remain in effect unless and until formally rescinded by the Procurement Officer or Deputy Procurement Officer.

  
Mark W. Manthey

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## Appendix AA - Approved Early CBA Payments White Paper

### Item #8 2-11-01

Analysis For Paying JPMorgan Chase Travel Card CBAs Prior To Dates Permitted By Prompt Payment

Michele Rollins

Because JPMorganChase (JPMC) is treated like a regular vendor, the JPMC Charge Card Statement payments are due according to Prompt Payment— 30 days after the NSSC as the Designated Billing Office receives the statement. However, because the volume of transactions on the Travel CBAs has increased dramatically with eTravel and JPMC strictly enforces suspension of accounts for any amounts not paid within 60 days of the statement date, the centers would like to have the option to be able to pay their statements earlier than the time frames that are allowed by Prompt Pay. By paying the statements earlier than Prompt Payment allows, the centers will be allowed to more easily reconcile their statements and ensure that prior month payments were properly posted to their accounts. Based upon this, an analysis was performed on the Travel CBAs, comparing the rebates received for the 3<sup>rd</sup> quarter of 2009 to the increased productivity rebates that may be received by paying such statements earlier than Prompt Payment allows. That analysis is as follows:

The net charge volume basis used in the calculations (\$8,778,641.21) was the actual basis used by JPMC to calculate NASA's 3<sup>rd</sup> quarter 2009 rebate. This was the baseline for comparison purposes for the agency's Travel CBAs.

The productivity refund for the 3<sup>rd</sup> quarter rebate was .12% for 33 days, meaning that NASA's average for paying the Travel Card CBAs was 33 days from the statement date and this equated to a rebate of .12% of the basis. This resulted in a net productivity refund of \$10,534.38 for the quarter (basis of \$8,778,641.21\*.0012).

3 scenarios are listed below for paying the statements earlier and what the rebate impact is:

#### Scenario 1

Reduce the payment date allowed by Prompt Pay by an additional 7 days and pay the statement by the 26<sup>th</sup> day after the statement date. This means that the payment would be received by the bank prior to the next cycle close and the centers would be able to reconcile the following month more easily and verify that the payments for the prior month were properly applied to their account.

The productivity refund is .19% for 26 days. The rebate would increase to \$16,679.42 (constant basis of \$8,778,641.21\*.0019) for the quarter. This is a net rebate increase of \$6145.04 (\$16,679.42 – current rebate of \$10,534.38). With a net charge volume basis of \$8,778,641.21, this equates to a "discount" of .07% (\$6145.04 potential increased rebate/\$8,778,641.21 basis) for paying the statement earlier and obtaining a higher rebate.

To calculate whether this is advantageous to the government, the Treasury Discount Calculator was used. Using the Treasury discount calculator, the discount percentage is .0007 from above; the total days in the payment period is 26 (to pay the statement by the 26<sup>th</sup> day after the statement date to stay constant with the current rebate calculations); the days left in the discount period is 19 (the number of days left from the time the invoice is physically received by the DBO {average receipt is the 22<sup>nd</sup> of each

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**Item #8 2-11-01**

Analysis For Paying JPMorgan Chase Travel Card CBAs Prior To Dates Permitted By Prompt Payment

Michele Rollins

month, which is 7 days from the statement date} until the 26<sup>th</sup> day after the statement date {this is the 11<sup>th</sup> calendar day of the following month}). The Treasury Current Value of Funds Rate for 2009 is 3%. Based upon this, the effective annual discount rate is 3.6%, which exceeds the current value of funds rate. Therefore the Treasury Discount Calculator indicated that the discount may be accepted.

**Scenario 2**

Reduce the payment date allowed by Prompt Pay by an additional 6 days and pay the invoice by the 27<sup>th</sup> day after the statement date. This means that the payment would also be received by the bank prior to the next cycle close and the centers would be able to reconcile the following month more easily and verify that the payments for the prior month were properly applied to their account:

The productivity refund is .18% for 27 days. The rebate would increase to \$15,801.55 (constant basis of \$8,778,641.21\*.0018) for the quarter. This is a net rebate increase of \$5267.17 (\$15,801.55 – current rebate of \$10,534.38). With a net charge volume basis of \$8,778,641.21, this equates to a “discount” of .06% (\$5267.17 potential increased rebate/\$8,778,641.21 basis) for paying the statement earlier and obtaining a higher rebate.

To calculate whether this is advantageous to the government, the Treasury Discount Calculator was used. Using the Treasury discount calculator, the discount percentage is .0006 from above; the total days in the discount period is 26 (to pay the statement by the 26<sup>th</sup> day after the statement date to stay constant with the current rebate calculations); the days left in the discount period is 20 (the number of days left from the time the invoice is physically received by the DBO {average receipt is the 22<sup>nd</sup> of each month} until the 27<sup>th</sup> day after the statement date {this is the 11<sup>th</sup> calendar day of the following month}). The Treasury Current Value of Funds Rate for 2009 is 3%. Based upon this, the effective annual discount rate is 3.6%, which exceeds the current value of funds rate. Therefore the Treasury Discount Calculator indicated that the discount may be accepted.

**Scenario 3**

Reduce the payment date allowed by Prompt Pay by an additional 5 days and pay the invoice by the 28<sup>th</sup> day after the statement date. This means that the payment may be received by the bank prior to the next cycle close and the centers may be able to reconcile the following month more easily and verify that the payments were properly applied to their account:

The productivity refund is .17% for 28 days. The rebate would increase to \$14,923.69 (constant basis of \$8,778,641.21\*.0017) for the quarter. This is a net rebate increase of \$4389.31 (\$14,923.69 – current rebate of \$10,534.38). With a net charge volume basis of \$8,778,641.21, this equates to a “discount”.of

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Item #8 2-11-01

Analysis For Paying JPMorgan Chase Travel Card CBAs Prior To Dates Permitted By Prompt Payment

Michele Rollins

.05% (\$4389.31 potential increased rebate/\$8,778,641.21 basis) for paying the statement earlier and obtaining a higher rebate.

To calculate whether this is advantageous to the government, the Treasury Discount Calculator was used. Using the Treasury discount calculator, the discount percentage is .0005 from above; the total days in the discount period is 28 (to pay the statement by the 28<sup>th</sup> day after the statement date); the days left in the discount period is 20 (the number of days left from the time the invoice is physically received by the DBO {average receipt is the 22<sup>nd</sup> of each month} until the 28<sup>th</sup> day after the statement date {this is the 11<sup>th</sup> calendar day of the following month}). The Treasury Current Value of Funds Rate for 2009 is 3%. Based upon this, the effective annual discount rate is 3.6%, which exceeds the current value of funds rate. Therefore the Treasury Discount Calculator indicated that the discount may be accepted.

**Conclusion:**

It is suggested that the centers have the option to be allowed to request payment of their Travel CBAs at least by the 26<sup>th</sup> or 27<sup>th</sup> day after the charge card cycles end so that the centers will benefit from increased rebates as well as be able to more easily reconcile their accounts and be able to see payments post on the next statement instead of tracking such payments over multiple cycles/statements.

*This action is approved, based on the agreement that the NSSC will report monthly to OCFD (DAB) the Centers who requested early payment.*

*Sam E. Wood*  
11-14-11

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## Appendix BB - Early/Accelerated Payment Approval Procedures for Exceptions to the Prompt Payment Act

Provide an e-mail to AP (CS) with justification memo attached.

Justification should include at a minimum the following:

- Vendor Name
- Contract Number
- Invoice Number
- Payment Amount
- Reason for Early Payment
- POC name and phone number (if different from Procurement Officer)
- Procurement Officer's name
- Procurement Officer's approval

Based on the Prompt Payment Act (<http://fms.treas.gov/prompt/5cfr1315.pdf>) the NSSC requires approval from Procurement in memo form be received prior to making early payments to vendors that are not within the scope of the Prompt Payment Act and not specified in the contract. These types of payments are the exception not the rule for making payments. Approved requests will be processed the day received if request are received before 1 p.m. CST and must be to the Certifying Officer not later than 2 p.m. CST, if request is received after 1p.m. CST payment will be processed on the next business day. Exceptions to this rule must be approved by the AP Lead (CS). **Examples of requests for early approvals are hardship cases i.e., (to meet payroll), periodicals, small business, invoice received at Center prior to transition but NSSC never received, etc.**

An Agency shall make payments no more than seven days prior to the payment due date, but as close to the due date as possible, unless the Agency head or designee has determined, on a case-by-case basis for specific payments, that earlier payment is necessary. This authority must be used cautiously, weighing the benefits of making a payment early against the good stewardship inherent in effective cash management practices. An Agency may use the "accelerated payment methods" in §1315.5 when it determines that such earlier payment is necessary.

(a) A single invoice under \$2,500

Payments may be made as soon as the contract, proper invoice, receipt and acceptance documents are matched except where statutory authority prescribes otherwise and except where otherwise contractually stipulated (e.g., government-wide commercial purchase card). Vendors shall be entitled to interest penalties if invoice payments are made after the payment due date.

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“A single invoice under \$2,500” clarify that payments of credit card invoices under \$2,500 may be made without verification that goods have been received (see Treasury Financial Manual 4–4500, Government Purchase Cards). OMB concurred.

(b) Small Business (as defined in Federal Acquisition Regulations (FAR) 19.001 (48 Code of Federal Regulations (CFR) 19.001))

Agencies may pay a small business as quickly as possible, when all proper documentation, including acceptance, is received in the payment office and before the payment due date. Such payments are not subject to payment restrictions stated elsewhere in this part. Vendors shall be entitled to interest penalties if invoice payments are made after the payment due date.

(c) Emergency payments

Payments related to emergencies and disasters (as defined in the Robert T. Stafford Disaster Relief Act and Emergency Assistance, Pub. L. 93–288, as amended (42 U.S.C. 5 121 et seq.); payments related to the release or threatened release of hazardous substances (as defined in the Comprehensive Environmental Response Compensation and Liability Act of 1980, Pub. L. 96–510, 42 U.S.C. 9606); and payments made under a military contingency (as defined in 10 U.S.C. 101(a)(13)) may be made as soon as the contract, proper invoice, receipt and acceptance documents or any other agreement are matched. Vendors shall be entitled to interest penalties if invoice payments are made after the payment due date.

Discount means an invoice payment reduction offered by the vendor for early payment.

Rebate means a monetary incentive offered to the Government by Government-wide commercial purchase card issuers to pay purchase card invoices early.

### **§ 1315.8 Rebates**

Agencies shall determine government-wide commercial purchase card payment dates based on an analysis of the total costs and total benefits to the Federal government as a whole, unless specified in a contract. When calculating costs and benefits, agencies are expected to include the cost to the government of paying early. This cost is the interest the government would have earned, at the Current Value of Funds rate, for each day that payment was not made. Agencies may factor in benefits gained from paying early due to, for example, streamlining the payment process or other efficiencies. A rebate formula is provided in § 1315.17 and at the Prompt Payment Web site at [www.fms.treas.gov/prompt/index.html](http://www.fms.treas.gov/prompt/index.html).

### **Accelerating Agency Payments to Small Business Contractors**

Per OMB memorandum dated September 14, 2011, it is the policy of the Executive Branch that agencies shall exercise their PPA authority to the full extent permitted by law, to establish an earlier, accelerated date for their making of payments to small business contractors. Effective November 1, 2011, to the extent practicable, Federal agencies shall establish a goal of paying small business contractors within 15 days of receiving proper documentation, including an invoice for the amount due and confirmation that the goods or services have been received and accepted by the Federal Government. The payment terms to small business contractors will not

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change so interest will not accrue on a net 30 award unless the payment is made after the 30 days allowed by PPA. Effective November 1, 2011, the NSSC will be processing all small business invoices as soon as the required approval, cost, etc. is received.

**Travel CBA/FLEET PCARD Payments  
CAN BE PAID UPON RECEIPT OF RECONCILIATION**

All early payment requests are to be sent to the NSSC Customer Contact Center via e-mail at [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov) or fax to 1-866-779-6772 (1-866-779-NSSC).

**References:**

**5 CFR 1315 Prompt Pay Procedures - <http://fms.treas.gov/prompt/5cfr1315.pdf>**

**FAR 52.213-1 Fast Payment Procedures - [http://acquisition.gov/far/current/html/Subpart%2013\\_4.html](http://acquisition.gov/far/current/html/Subpart%2013_4.html)**

**Prompt Pay - [www.fms.treas.gov/prompt/index.html](http://www.fms.treas.gov/prompt/index.html)**

**OMB Memo for Accelerating Payments to Small Businesses for Goods and Services - <http://www.whitehouse.gov/sites/default/files/omb/memoranda/2011/m11-32.pdf>.**

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Appendix CC - Executive Branch Memorandum on Providing Prompt Payment to Small Business Subcontractors

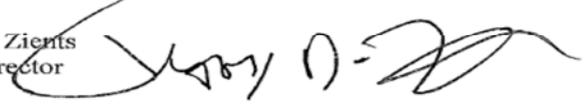


EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D. C. 20503

July 11, 2012

M-12-16

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: Jeffrey D. Zients  
Acting Director 

SUBJECT: Providing Prompt Payment to Small Business Subcontractors

The Administration is strongly committed to supporting small business growth and prosperity, as an engine to drive economic activity and job creation throughout the country. As part of this commitment, the Administration has taken steps to enhance small businesses' opportunities to contract with the Federal Government, as well as to ensure that the government promptly and efficiently pays small businesses when they contract to provide goods and services to the government.

On September 14, 2011, the Office of Management and Budget (OMB) issued Memorandum 11-32, "Accelerating Payments to Small Business for Goods and Services." That memorandum established "the Executive Branch policy that, to the full extent permitted by law, agencies shall make their payments to small business contractors as soon as practicable, with the goal of making payments within 15 days" of receipt of relevant documents.<sup>1</sup> Such acceleration helps to improve cash flow for small businesses, increases liquidity, unlocks capital for the purposes of investment and growth, and increases small business participation in Federal contracting.

In furtherance of this policy, and to further preserve and increase small business participation in all levels of Federal contracting by improving cash flow, this memorandum establishes the Executive Branch policy that, to the full extent permitted by law, agencies shall take these steps outlined in this memorandum to ensure that prime contractors are able to pay their small business subcontractors in a prompt fashion.<sup>2</sup> In particular, agencies should, to the full extent permitted by law, temporarily accelerate payments to all prime contractors, in order to allow them to provide prompt payments to small business subcontractors. Of note, this memorandum does not affect the application of the Prompt Payment Act's (PPA) late-payment interest penalty provisions.

<sup>1</sup> Pursuant to the implementing regulations for the Prompt Payment Act (PPA), relevant documents include a proper invoice for the amount due and confirmation that the goods and services have been received and accepted by the Federal Government.

<sup>2</sup> As defined at 48 C.F.R. Part 3.502-1, a prime contractor "means a person who has entered into a prime contract with the United States," and a subcontractor "(1) means any person, other than the prime contractor, who offers to furnish or furnishes any supplies, materials, equipment, or services of any kind under a prime contract or a subcontract entered into in connection with such prime contract; and (2) includes any person who offers to furnish or furnishes general supplies to the prime contractor or a higher tier subcontractor."

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## BACKGROUND

Under the Prompt Payment Act (PPA) and OMB's implementing regulations,<sup>3</sup> and as outlined in OMB Memorandum 11-32, a Federal agency is generally required to make payments within 30 days from when the agency receives proper documentation. If an agency does not pay a vendor the amount due by the "required payment date" prescribed by the PPA, the agency must pay the vendor a late-payment interest penalty.

In accordance with the PPA, agencies generally pay prime contractors no earlier than seven days in advance of this 30-day deadline. However, the PPA and OMB's implementing regulations authorize agencies to make accelerated payments when the agency determines that doing so is "necessary." In addition, OMB's regulations specifically support agencies in making accelerated payments to small businesses, stating that "[a]gencies may pay a small business as quickly as possible, when all proper documentation, including acceptance, is received in the payment office and before the payment due date."<sup>4</sup>

Pursuant to the policy established in Memorandum 11-32, Federal agencies have already taken steps to accelerate payments to small business prime contractors. In consultation with OMB and Treasury, Federal agencies have accelerated of payments to small business prime contractors while protecting the good stewardship inherent in effective cash management practices, as required by the PPA. These actions have been taken during a period in which the cost of capital for the Federal Government has been low, and therefore the government is able to remit payments along an accelerated timeline without jeopardizing prudent cash management practices.

## ACCELERATING PAYMENTS TO SMALL BUSINESS SUBCONTRACTORS

To further this policy, with respect to small businesses that are subcontractors, agencies shall take steps, as outlined below and to the full extent permitted by law, to ensure that prime contractors disburse the funds that they receive from the Federal Government to their small business subcontractors in a prompt manner.

To assist in expediting contractor payments to small business subcontractors, agencies shall, to the full extent permitted by law, temporarily establish an earlier, accelerated date for making agency payments to all prime contractors. Consistent with the policy for small business prime contractors established in Memorandum 11-32, agencies are encouraged to make payments to all prime contractors as soon as practicable, with a goal of paying all prime contractors within 15 days of receiving proper documentation. In accordance with the above, agencies should begin accelerating payments to all prime contractors as soon as practicable.

While this temporary policy is in effect, agencies shall encourage prime contractors to –

- accelerate payments to their small business subcontractors;
- consider modifying their existing contracts with small business subcontractors without consideration or fees to include a clause providing that the prime contractor

<sup>3</sup> The PPA is at 31 U.S.C. Chapter 39. OMB's implementing regulations are at 5 C.F.R. Part 1315.

<sup>4</sup> 5 C.F.R. § 1315.5(b). The provision also explains that earlier payments to small businesses "are not subject to payment restrictions stated elsewhere" in OMB's PPA regulations. These restrictions include the instruction to agencies that their PPA authority to make an earlier payment "must be used cautiously." 5 C.F.R. § 1315.4(j).

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will pay the small business subcontractor along an accelerated timetable to the maximum extent practicable; and

- insert a similar clause in their future contracts with small businesses subcontractors;

To assist in this effort, OMB is requesting that the Federal Acquisition Regulatory Council (FAR Council) develop standard wording for a clause that would be included in the agency's contract with the prime contractor, pursuant to a deviation, providing for prompt payment from the prime contractor to its small business subcontractors. OMB is encouraging the FAR Council to consider as an example the provision in the PPA that, for the purposes of construction contracts awarded by an agency, flows down an accelerated payment schedule to subcontractors for satisfactory contract performance.<sup>5</sup> OMB is further requesting that the FAR Council undertake a rulemaking, in consultation with the Small Business Administration, to develop a standard clause that may be incorporated into future prime contracts and subcontracts (for activities other than construction) to address prompt payments to small business subcontractors.

The acceleration of payments to all prime contractors is a one year, temporary, transitional policy that provides for immediate assistance to small businesses, while affording agencies and prime contractors time to insert contract clauses as described above, or take other appropriate steps, to ensure that prime contractors provide prompt payment to their small business subcontractors. On a date one year after the date of this memorandum, the policy of automatically accelerating all payments to prime contractors shall terminate. At that time, agencies shall cease making accelerated payments to all prime contractors pursuant to the temporary, transitional policy. OMB will then provide further guidance on the appropriate steps that agencies should consider to ensure that small business subcontractors continue to be paid promptly by their prime contractors. Such steps may include continuing to provide accelerated payment to prime contractors that have inserted contract clauses as described above, exercising flexibility that is being considered as part of the implementing regulations of the Small Business Jobs Act that enables agency contracting officers to consider a prime contractor's commitment to paying small business subcontractors in a prompt manner as part of a contract award determination, or other measures as OMB deems appropriate.

This further guidance will be informed in part by an evaluation of the progress agencies have made, and information they have collected, in ensuring prompt payment to small business subcontractors, as well as analysis of the economic conditions facing small businesses at that time. Accordingly, within six months, and again within one year, of the date of this memorandum, each agency shall report to OMB on –

1. the agency's progress in making accelerated payments to all prime contractors, to the full extent permitted by law, pursuant to the temporary, transitional policy established by this memorandum and designed to expedite contractor payments to small business subcontractors;

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<sup>5</sup> This PPA provision is implemented in the Federal Acquisition Regulation (FAR) at 48 C.F.R. Part 52.232-27.

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2. the progress of the agency's twenty-five largest prime contractors in incorporating prompt payment clauses in their subcontracts with small businesses; and
3. the progress of any other steps that the agency has undertaken to ensure that small business subcontractors are paid in a prompt manner.

In the immediate term, agencies should encourage small business prime contractors to accelerate payments to their small business subcontractors. However, the issuance of this memorandum and its implementation do not change the application of Memorandum 11-32, which remains in effect unless and until OMB issues further superseding guidance.

This memorandum does not affect the application of the PPA's late-payment interest penalty provisions. Under the PPA and OMB's implementing regulations, the interest penalty is triggered when an agency does not pay the contractor the amount due by "the required payment date." This memorandum and its implementation do not modify the "required payment date" and do not otherwise modify the operation of the interest penalty.

If you have any questions regarding this memorandum, please contact Mathew Blum ([mblum@omb.eop.gov](mailto:mblum@omb.eop.gov)), Associate Administrator of the Office of Federal Procurement Policy, or Norman Dong ([ndong@omb.eop.gov](mailto:ndong@omb.eop.gov)), Deputy Controller of the Office of Federal Financial Management.

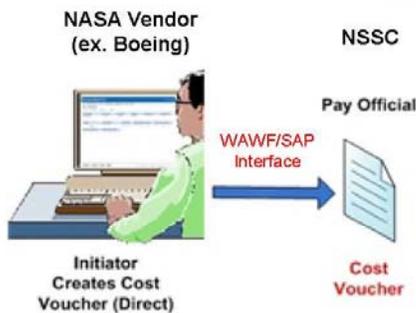
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Appendix DD - eInvoicing Phase I & IA Process Flow Charts

**nssc** WAWF Document Workflows for NASA  
May 2013 Phase I Interface

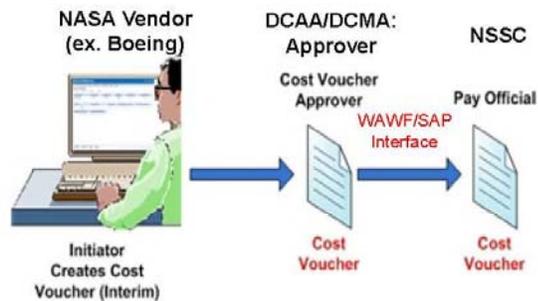
**Cost Voucher: Direct**

Direct Submission Authorized

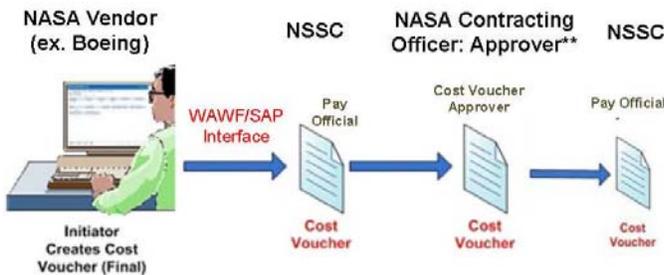


**Cost Voucher: Interim**

Vendor Does Not Have Direct Submission Authority



**Cost Voucher: Final**



**NOTES:**

- Cost Voucher Workflows vary depending upon the risk criteria determined by DCAA and whether the document is a final voucher or not.
- Invoices will automatically post in SAP if all required cost/funding/goods receipt is available. Invoices will automatically park in SAP if additional action is required before posting.
- \*\*During Phase I, Final Cost Vouchers will be routed to the NASA Contracting Officer for approval by NSSC using the current Agency process.

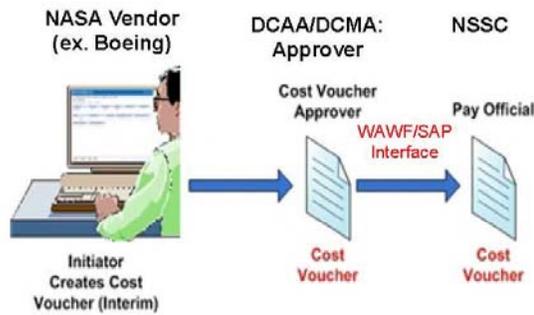
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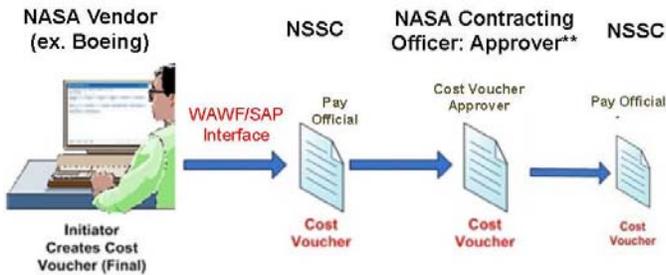
## WAWF Document Workflows for NASA May 2014 Phase IA Interface



### Cost Voucher: Interim



### Cost Voucher: Final



**NOTES:**

- Cost Voucher Workflows will vary depending upon whether the document is a final voucher.
- Invoices will automatically post in SAP if all required cost/funding/goods receipt is available. Invoices will automatically park in SAP if additional action is required before posting.
- **\*\*During Phase IA, Final Cost Vouchers will be routed to the NASA Contracting Officer for approval by NSSC using the current Agency process.**

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Appendix EE – Acronyms

| Acronym | Definition                                     |
|---------|--|
| ACH     | Automated Clearing House                       |
| ALC     | Agency Location Code                           |
| AP      | Accounts Payable                               |
| AR      | Accounts Receivable                            |
| AR-CPP  | Accounts Receivable Customer Payment Processor |
| ARC     | Ames Research Center                           |
| AFRC    | Armstrong Flight Research Center               |
| ARRA    | American Recovery and Reinvestment Act         |
| AWMS    | Accounts Payable Work Management System        |
| BOC     | Bill of Collection                             |
| CAGE    | Commercial and Government Entity               |
| CBA     | Centrally Billed Account                       |
| CFO     | Chief Financial Officer                        |
| CFR     | Code of Federal Regulations                    |
| CGE     | Concur Government Edition                      |
| CM      | Credit Memo                                    |
| CMM     | Contract Management Module                     |
| CO      | Contracting Officer                            |
| COR     | Contracting Officer's Representative           |
| CS      | Civil Servant                                  |
| DBO     | Designated Billing Office                      |
| DCAA    | Defense Contract Audit Agency                  |
| DCFO    | Deputy Chief Financial Officer                 |
| DCIA    | Debt Collection Improvement Act                |

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|       |  |
|-------|--|
| DCMC  | Defense Contract Management Command        |
| DHHS  | Department of Health and Human Services    |
| DI    | Document Imaging                           |
| DIT   | Disbursements in Transit                   |
| DMS   | Debt Management Services                   |
| DOD   | Department of Defense                      |
| DRN   | Document Reference Number                  |
| DUNS  | Data Universal Numbering System            |
| EFT   | Electronic Funds Transfer                  |
| EPLS  | Excluded Parties List System               |
| EPSS  | Enterprise Performance Support System      |
| FAR   | Federal Acquisition Regulations            |
| FBWT  | Fund Balance with Treasury                 |
| FI    | Finance Invoice                            |
| FIDO  | Federal Interagency Databases Online       |
| FIFO  | First In First Out                         |
| FMD   | Financial Management Division              |
| FMOP  | Financial Management Operational Procedure |
| FMS   | Financial Management Services              |
| FOB   | Free On Board                              |
| GL    | General Ledger                             |
| GOALS | Government On-Line Accounting System       |
| GRAP  | Goods Receipt and Approval                 |
| GRC   | Glenn Research Center                      |
| GSFC  | Goddard Space Flight Center                |
| HQ    | Headquarters                               |

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|       |   |
|-------|---|
| IC    | Internal Controls                             |
| IDR   | Invoice Data Requirement                      |
| IEMP  | Integrated Enterprise Management Program      |
| IPAC  | Intra-Governmental Payment and Collection     |
| IRIS  | Invoice Routing and Information System        |
| JPMC  | JP Morgan Chase                               |
| JSC   | Johnson Space Center                          |
| JV    | Journal Voucher                               |
| KSC   | Kennedy Space Center                          |
| LARC  | Langley Research Center                       |
| LIV   | Logistics Invoice Verification                |
| MM    | Material Management                           |
| MSFC  | Marshall Space Flight Center                  |
| MTS   | Metric Tracking System                        |
| NASA  | National Aeronautics and Space Administration |
| NATS  | NASA Audit Tracking System                    |
| NBID  | NSSC Business Intelligence Datamart           |
| NEACC | NASA Enterprise Application Competency Center |
| NF    | NASA Form                                     |
| NISM  | NASA Integrated Service Management System     |
| NPR   | NASA Procedural Requirements                  |
| NSR   | NSSC Service Request                          |
| NSSC  | NASA Shared Services Center                   |
| OCFO  | Office of the Chief Financial Officer         |
| OMB   | Office of Management and Budget               |
| ONR   | Office of Naval Research                      |

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|        |  |
|--------|--|
| PAM    | Payment Automation Manager                     |
| PMS    | Payment Management System                      |
| PO     | Purchase Order                                 |
| POC    | Point of Contact                               |
| PPA    | Prompt Payment Act                             |
| RFC    | Regional Finance Center                        |
| SAM    | System for Award Management                    |
| SAP    | Systems, Applications, and Products            |
| SBIR   | Small Business Innovation Research             |
| SES    | Senior Executive Service                       |
| SEWP   | Solution for Enterprise-Wide Procurement       |
| SGL    | Standard General Ledger                        |
| SN     | ServiceNow                                     |
| SP     | Service Provider                               |
| SPS    | Secured Payment System                         |
| SR     | Service Request                                |
| SSC    | Stennis Space Center                           |
| TA     | Travel Authorization                           |
| T-Code | SAP Transaction Code                           |
| TCIS   | Treasury Check Information System              |
| TOP    | Treasury Offset Program                        |
| TPP    | Treasury Payment Program                       |
| UUPIC  | Universal Uniform Personal Identification Code |
| VPP    | Vendor Payment Processor                       |
| WAT    | Web Access Tool                                |
| WAWF   | Wide Area WorkFlow                             |



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NSSC IC creates a ServiceNow Case/TASK that includes the collection package, marks it as high priority and forwards to NSSC AR L3 for processing.

The following actions are taken:

- NSSC AR L3 reviews the package, forwards the Task to NSSC AP L3, requests the package be reviewed and an Invoice Data Requirements (IDR) form be completed (if required).
- AP L3 reviews the package and forwards to AP L2 for analysis.
- AP L2 analyzes the erroneous payment and determines whether a Bill of Collection (BOC) is required (i.e., the vendor may have sent in a correction via a subsequent invoice, therefore it would not require a bill because it has already been “collected”.)
- AP L2 sends the Task to AP L3 for validation of their review.
  - If a bill is required, an IDR form should be created and attached to the Task. The IDR should include **“FOR RECAPTURE AUDIT”** in the “Explanation of Debt” section and should include the appropriate indicator for Recapture Audit.
  - If a bill is not required (i.e., a credit was issued by vendor on subsequent invoice), AP L2 will update the notes of the Task by documenting the subsequent invoice where the correction was made and attach a copy of it to the Task.
  
- NSSC AP L3 reviews and assigns the Task to NSSC AR L2
- NSSC AR L2 receives the Task and performs the following:
  - If bill is required - creates a Bill of Collection in SAP and sends the bill to the vendor/customer. Updates the AR Improper Payments Audit.xls spreadsheet with new receivable.
  - If bill is not required because the amount has already been credited through the AP invoice process, the AR Improper Payment Audit.xls spreadsheet is updated with the credited invoice information.
- NSSC AR L2 forwards the Task to AR L3 for validation of the spreadsheet.
- NSSC AR L3 forwards to NSSC IC.
- NSSC IC updates the IC “Tracking of Recapture credits” spreadsheet and resolves the TASK.

#### Monthly Recapture Tracking Actions:

NSSC AR L2 updates the Improper Payments Audit.xls spreadsheet on a monthly basis to reflect those bills and/or collections processed each month related to the Recapture Audit. If there were no changes during that particular month, a file for that month is still created. The following process is followed and tracked via ServiceNow:

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**AR Invoice Data Requirements Form**

|                                   |   |                                       |
|-----------------------------------|---|---------------------------------------|
| <b>X</b>                          | <b>Please establish a bill with the following requirements.</b> |                                       |
| <b>Vendor Name:</b>               |   | <b>SN Case - BOC Request #</b>        |
| <b>Center :</b>                   |   | <b>SN Case - Collection Receive</b>   |
| <b>Address:</b>                   |   | <b>SN Case - Rescind # (if applic</b> |
| <b>Date of Cash Disbursement:</b> |   | <b>Customer#</b>                      |
| <b>Phone Number:</b>              |   |                                       |
| <b>Contract / PO Number:</b>      |   | <b>AR BILL</b>                        |
| <b>Original 5600 Doc:</b>         |   | <b>AP CREDIT MEMO</b>                 |
| <b>Vendor Number:</b>             |   | <b>AP CLEARING DC</b>                 |
| <b>EIN/TIN</b>                    |   | <b>AR CREDIT MEMO</b>                 |
| <b>TOTAL AMOUNT:</b>              |   |                                       |

**EXPLANATION OF DEBT**

| PLEASE PUT AN "X" IN APPROPRIATE BOX IF                     |                          |
|---|--------------------------|
| AP (CLOSED CONTRACT)  | <input type="checkbox"/> |
| FAILED IDOC (OPEN FUNDS)<br><i>(FUNDS NOT YET CANCELED)</i> | <input type="checkbox"/> |
| FAILED IDOC (CANCELED FUNDS)                                | <input type="checkbox"/> |
| RECAPTURE AUDIT   | <input type="checkbox"/> |

**Refund to the Appropriation Bill Requires All Data Listed Below**

|                                   |  |
|-----------------------------------|--|
| <b>GL Account:</b>                |  |
| <b>TAS (if Federal Customer):</b> |  |
| <b>Cost Center:</b>               |  |
| <b>Internal Order:</b>            |  |
| <b>WBS:</b>                       |  |
| <b>Fund:</b>                      |  |
| <b>Fund Center:</b>               |  |
| <b>Funds Commitment:</b>          |  |
| <b>Submitted by:</b>              |  |
| <b>Date:</b>                      |  |

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- AR L2 updates the spreadsheet, creates a ServiceNow Case/Task, marks it High Priority and forwards it to AR L3 for review.
- AR L3 validates the spreadsheet and forwards Task to AP L3.
- AP L3 reviews the spreadsheet and forwards to AP L2 for analysis.
- AP L2 analyzes the spreadsheet and determines whether a collection has been received via invoice credit.
  - If collection **has** been received via invoice credit, AP L2 makes a note in the log indicating which bills received a credit, attaches backup documentation to Task and forwards to AP L3 for validation.
    - AP L3 sends the Task to AR L2 for spreadsheet update.
    - Once update is complete, the spreadsheet is attached to the TASK and forwarded to AR L3.
  - If **no** collection has been received via invoice credit, AP L2 updates the Task noting that there are no credits and returns to AP L3.
- AP L3 reviews the results and forwards to AR L3.
- AR L3 validates and forwards Task to NSSC IC.
- IC reviews spreadsheet, ensures clarity, forwards to OCFO QAD and resolves Task.

**NOTE:** Rescissions of Bills of Collection related to recapture audit will only originate

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**Appendix GG - Vendor Refunds [Receipt of Previously Disbursed Amounts] – Temporary Accounting Guidance – DRAFT**

***This process only applies to prior year disbursements of unexpired funds.***

Return of Prior Year Disbursement Due To – Contractor Invoice Corrections, DCAA Indirect Cost Rate Audits/Adjustments, or other. **See Treasury Transaction Codes C132 or D108**  
[http://fm.fiscal.treasury.gov/v1/supplements/ussgl/ussgl\\_part\\_2/Part2\\_2016\\_Combined.pdf](http://fm.fiscal.treasury.gov/v1/supplements/ussgl/ussgl_part_2/Part2_2016_Combined.pdf)

**Overview:**

Anticipated recoveries are affected by entries that reduce a prior year obligation of unexpired funds. Those entries would get recorded as Downward Adjustments using accounts 4871, 4872, 4971, or 4972. Before the amounts may be obligated again, permission must be received from OMB in the form of an apportionment (SF-132). This obligation is considered to be a new obligation by OMB and when applicable to prior year obligations of unexpired funds.

A reduction to obligations may occur when contracts or task orders are modified, finalized or closed out. Obligations may also be reduced when a refund is received on a previously disbursed amount. A refund received on a disbursement of a prior year is recorded in account 4972, Downward Adjustments of Prior-Year Paid Delivered Orders – Obligations, Refunds Collected.

**Process:**

1. The NSSC deposits checks received daily, Treasury confirms checks on the following day, and then the NSSC routes the check confirmation to the Accounts Payable Branch the day after checks have been confirmed. The NSSC will use the Invoice Routing and Information System-IRIS (funding queue with comment in reference field) to route the document (refund/receipt of funds) to the Centers within the month funds are received or 3 days after checks are confirmed by Treasury. The document is routed for any or all of the following:
  - a. To notify the Center that funds have been received that are or may be related to a prior year disbursement and providing the intended treatment of the funds.
  - b. To request information needed by the NSSC which may be related to type of receipt, the original disbursement document, applicable fund, or any other additional information.
2. The Center reviews the information provided in IRIS to determine the correct application of the funds received. The Center determines which funds are applicable, if the amount of anticipated recoveries is sufficient, and if re-obligation is needed. The Center performs the following prior to proceeding to 3 below.
  - a. Determine if the anticipated recovery balance and apportionment amount are sufficient to allow for the recovery and re-obligation of funds.
  - b. If the anticipated recovery balance and apportionment amount are not sufficient to allow for the recovery and re-obligation of funds, notify the OCFO Budget Division of the condition and submit an updated estimate for anticipated recoveries.

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3. The Center creates a CRQ to receive permission from the OCFO Funds Control and Distribution Branch to record the recognition of an anticipated recovery. Centers must receive approval to record entries to account 4310.0000, Anticipated Recoveries of Prior-Year Obligations. In order for proper routing, CRQs should be entered as follows:

### Agency Approved JV's in NISM

Please select the Type of Request\*  Change Request  Incident

Do you work in the NEACC?\*  Yes  No

Submitter Center\*  ▼

Type of Change\*  ▼

Line of Business\*  ▼

Application Name\*  ▼

Service Area\*  ▼

4. The Center responds to the NSSC's request in IRIS within the month funds are received or 3 days after the receipt of the notification in IRIS.
  - a. Acknowledging receipt of funds and approving, correcting, or adding to the information provided by the NSSC.
  - b. Directing the NSSC to process the refund.
5. When the NSSC receives the approval of the Center to proceed, the following is performed.
  - a. The NSSC records a credit memo and clears the credit memo to cash leaving the fund status as expensed and payable, not invoiced (2110.9000). This is performed within the month funds are received or no later than 2 days after the receipt of funds and information needed for posting, whichever comes first. Follow Vendor Refund Processing EPSS Job Aid

| Proprietary                             | Budgetary                               |
|---|---|
| <b>Credit Memo &amp; Clear to Cash</b>  |   |
| Debit – 1010.XXXX<br>Credit – 2110.1000 | Debit – 4972.0000<br>Credit – 4901.0000 |
| Debit – 2110.1000<br>Credit – 2110.9000 |   |

- b. The Center recognizes the realization of the anticipated recovery by entering a Journal Voucher to record the following entry as soon as possible following the recording of the credit memo. This is performed within the month funds are received or no later than 2

|  |  |
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days after the receipt of funds and information provided for posting, whichever comes first.

*Permission was previously received in 3 above.*

| Proprietary | Budgetary                               |
|-------------|---|
|             | Debit – 4590.1000<br>Credit – 4310.0000 |

*Note: Monitor accounts payable aging reports to support analysis needed to determine if refunded amounts represent valid payables/delivered orders (account 4901), obligations/undelivered orders (account 4801), or if the procurement is closed and the refund should be returned to budget (account 4610). Use normal processing to record entries to undelivered orders or finalizing an order/contract.*

**If the anticipated recovery balance and apportionment amount are sufficient to allow for the re-obligation of funds stop here, do not proceed to number 6.**

6. If there is a need to de-obligate the refunded amount or the refund exceeds the anticipated recovery and apportionment amounts, the Center reverses the payable/expense and records an allotment (MR11).

| Proprietary                             | Budgetary                               |
|---|---|
| Debit – 2110.9000<br>Credit – 6100.XXXX | Debit – 4971.0000<br>Credit – 4610.0000 |
| Debit – 5700.0000<br>Credit – 3107.0000 |   |

*Note: These funds are not available for obligation prior to receipt of obligational authority from OMB. The OCFO Funds Control and Distribution Branch will monitor account 4610 activity related to CRQs that were approved in step 3 above to ensure that balances made available are not obligated prior to receipt of obligational authority from OMB.*

7. Prepare JV to record entries to close the additional downward adjustment caused by the MR11 entry.

| Proprietary | Budgetary                               |
|-------------|---|
|             | Debit – 4901.0000<br>Credit – 4971.0000 |
|             | Debit – 4310.0000<br>Credit – 4590.1000 |

8. After the OCFO Budget Division requests and received anticipated recovery and obligational authority. You may record the re-obligation of funds where needed (4801 entry or \*4901 entry).

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| Proprietary   | Budgetary  |
|---|--|
|   | Debit – 4610.0000<br>Credit – 4801.0000<br>*Credit – 4901.0000 |
| <b>*Record if recording delivered orders – account 4901 above</b> |  |
| *Debit – 6100.0000<br>Credit –2110.9000                           |  |
| *Debit – 5700.0000<br>Credit – 3107.0000                          |  |

9. If the OCFO Budget Division does not request or receive anticipated recovery or obligational authority, the funds may not be re-obligated. **Step 8 will not be performed** and the OCFO Funds Control and Distribution Branch will record the entry to recognize the funds as unapportioned.

| Proprietary | Budgetary                               |
|-------------|---|
|             | Debit – 4610.0000<br>Credit – 4450.0000 |

**References:**

1. OCFO – Anticipated Recovery Guidance
2. EPSS – Vendor Refund Processing Job Aid - <https://epss.nasa.gov/gm/folder-1.11.568898?originalContext=1.11.8190>
3. TFM Supplement – USSGL TFM PART 2 FISCAL YEAR 2016 REPORTING  
[http://tfm.fiscal.treasury.gov/v1/supplements/ussgl/ussgl\\_part\\_2/Part2\\_2016\\_Combined.pdf](http://tfm.fiscal.treasury.gov/v1/supplements/ussgl/ussgl_part_2/Part2_2016_Combined.pdf)



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**Treasury Transaction Codes** - This table provides general ledger entries by Treasury T-code

|   |                  |
|---|------------------|
| Refund collection of <b><i>unexpired funds</i></b> . No Refund Receivable.                  |                  |
| <b>Treasury Transactions</b> – Authority Previously Anticipated Record C132, B134, and A122 |                  |
| <b>Proprietary</b>  | <b>Budgetary</b> |
| <b><i>C132 To record the refunds collected on prior- year paid delivered orders</i></b>     |                  |
| Debit – 101000  | Debit – 497200   |
| Credit - 610000   | Credit – 431000  |
| <b><i>B134 Reverse</i></b>  |                  |
| Debit – 570000  |                  |
| Credit – 310700   |                  |
| <b><i>A122 If Previously Anticipated</i></b>  |                  |
|   | Debit – 459000   |
|   | Credit – 461000  |
| <b><i>B306 To obligate funds – undelivered orders</i></b>                                   |                  |
|   | Debit – 461000   |
|   | Credit – 480100  |
| <b><i>B406 To obligate funds – delivered orders</i></b>                                     |                  |
|   | Debit – 461000   |
|   | Credit – 490100  |
| <b><i>B134 To record appropriations used this fiscal year</i></b>                           |                  |
| Debit – 570000  |                  |
| Credit – 310700   |                  |

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## Appendix HH - 100% Voucher Examination

- Cessation of DCAA Support to NASA and Review of Cost Vouchers - As of Friday, November 27, 2015, DCAA auditors stopped approving NASA cost-type vouchers in Wide Area Work Flow (WAWF), thus rejecting the vouchers.
  - Center Procurement will access WAWF and approve the voucher for those selected for audit/approval by the Risk-base Logic
  - WAWF invoices received by NSSC marked (WAWF – Direct Submit) will be routed for approval via SAP IRIS Console

The screenshot shows the 'Details' tab of a voucher in the SAP IRIS Console. The fields are as follows:

|                 |                          |            |           |
|-----------------|--------------------------|------------|-----------|
| Unpl. Del. Csts | 0.00                     |            |           |
| Currency        | USD                      | Exch. Rate | 1.00000   |
| Doc. Type       | RE (Invoice - gross)     | Inv. Party | 126499    |
| Inv. recpt date | 03/14/2016               | Bus. Area  | 72        |
| Assignment      | LNA                      | G/L        | 2110.1000 |
| Header Text     | WAWF - Direct Submit     |            |           |
| Collect.inv.    | 0                        |            |           |
| Reason f. delay | <input type="checkbox"/> |            |           |

- As of April 1, 2016, all WAWF Voucher submissions will interface directly into SAP
  - SAP documents will be marked 'iRAPT' or 'iRAPT Direct Submit'
  - VPPs routes all WAWF invoices for approval via SAP IRIS Console using the 'Approval CV' tab

The screenshot shows the 'Details' tab of a voucher in the SAP IRIS Console. The fields are as follows:

|                 |                          |            |           |
|-----------------|--------------------------|------------|-----------|
| Unpl. Del. Csts | 0.00                     |            |           |
| Currency        | USD                      | Exch. Rate | 1.00000   |
| Doc. Type       | RE (Invoice - gross)     | Inv. Party | 108808    |
| Inv. recpt date | 04/11/2016               | Bus. Area  | 72        |
| Assignment      | CU                       | G/L        | 2110.1000 |
| Header Text     | iRAPT                    |            |           |
| Collect.inv.    | 0                        |            |           |
| Reason f. delay | <input type="checkbox"/> |            |           |

The screenshot shows the 'Details' tab of a voucher in the SAP IRIS Console. The fields are as follows:

|                 |                          |            |           |
|-----------------|--------------------------|------------|-----------|
| Unpl. Del. Csts | 0.00                     |            |           |
| Currency        | USD                      | Exch. Rate | 1.00000   |
| Doc. Type       | RE (Invoice - gross)     | Inv. Party | 140769    |
| Inv. recpt date | 04/08/2016               | Bus. Area  | 72        |
| Assignment      | CU                       | G/L        | 2110.1000 |
| Header Text     | iRAPT - Direct Submit    |            |           |
| Collect.inv.    | 0                        |            |           |
| Reason f. delay | <input type="checkbox"/> |            |           |