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Space Administration

**NASA Shared Services Center**  
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[www.nssc.nasa.gov](http://www.nssc.nasa.gov)

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

**NSSDG-9200-0004    Revision 7.0**

**Effective Date:**    Jan 6, 2012  
**Expiration Date:**    Jan 6, 2017

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# **Accounts Payable Invoice Processing**

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**Responsible Office: Accounts Payable**

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## Approved by

/s/ Kenneth L. Newton

Kenneth L. Newton  
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January 6, 2012

Date

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## DOCUMENT HISTORY LOG

Status (Basic/Revision Cancelled)	Document Version	Effective 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>Add a process for Continuous Monitoring and Control Program and FIDO Metrics (p 49-50)</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</p>

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			(p44) Add Appendix C Treasury Offset Program (p45) Add Appendix D Metric Tracking System Reporting (p46-48)
Revision	B		Add Appendix F AP Certification Procedures Add Appendix G Single Quantity Supply PLI/Percentage Split PLI Issue Example Added note that SEWP fees do not need approval Made dispositional changes from JSC Remove FI Invoice Process into separate SDG – per JSC comments Updated Appendix M Disbursement Move Process Flow Add Appendix P AP Royalty Payment Process Flow
Revision	C	6/18/2008	Updated Appendix C Escalation Process Updated Appendix H Agency Process Flow 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)  Added International Transactions Instructions (p156-157)
		1/12/2009	Added IPAC Instructions (p112-121)
		01/27/2009	Added process for Refund (SR132708) (p159 – 163)
		02/23/2009	Updated CBA Process Flow (p84-89)  Updated Closeout Process Flow (p122-125)
		04/21/2009	Partial Payment Process (p164-165)  Updated Credit Memo process (p13)
		04/23/2009	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	Posting Vendor Refund Collections in SAP for Contracts (p76 – p 80)

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		09/10/2010	Posting Credits to Closed Contracts (p81 - 104)
		11/1/2010	Cash Grant Closeout Process (p107)
		12/15/2010	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)
			Removed Unliquidated Obligations Process Flow
			Working Capital Fund Advance and Liquidation Process (p112)
		08/31/2011	Working Capital Fund Process Flow(p211)
		09/23/2011	NSSC AP IPAC Work Around Process Flow (p184)
			Document originated under NSSC-FM-SDG-0010. Renumbered to NSSDG-9200-0004 on 01/12/12 to align with the SDNS numbering system.

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## Vendor Payment Process

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### **Introduction**

The NASA Shared Services Center (NSSC) will process payment of vendor invoices for all NASA Centers. In accordance with Federal regulations and NASA policy, the NSSC is responsible for providing payment and required reporting for vendor payments. 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 NASA Procedural Requirements (NPR), NASA's Enterprise Performance Support System (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.

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## Objectives

### 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, download or email) 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 Vendor Invoice Processor (VIP), from the Work Management System, who performs initial checks (i.e. vendor information, contract number, dates, amount, terms, invoice numbers, and descriptions are present on invoice) and then parks the invoice in SAP. To ensure compliance with the Prompt Payment Act, the VIP manually inputs the date the invoice was received in SAP, if applicable.

### Processing of Vendor Invoices

In SAP, each Vendor Payment Processor (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 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. VPP will work with Center Funds Control personnel to get funding for interest payments.

The VPP then performs a two or three-way match (compares the invoice with the 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 is required, the VPP will request cost via the Work Management System. If the invoice passes all the status checks, the VPP places the invoice in *Park Complete* status, where the invoice is automatically routed through the SAP workflow to designated approvers, or uses the Work Management System for the invoices that are to be routed as designated in SAP PO text field per UUPIC. Invoices, such as DCAA, Direct Submission, and procurement DBO, that come in already approved will not be routed through SAP Workflow or Work Management System. After all approvals are obtained, the VPP then *Posts* (a command in SAP that saves the document and updates the general ledger) the invoice in SAP.

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For Intra-governmental Payment and Collection (IPAC) only, the downloaded IPAC collection or payment document to the appropriate Agency Location Code (ALC) will be used as the invoice document. If additional invoices are submitted for these charges, they will be considered backup documentation to the original downloaded IPAC document. The VPP then Posts the invoice in SAP and then routes through AWMS for to Center POC for notification and concurrence. Concurrence is assumed unless Center POC notifies otherwise. If Center POC does not concur with the IPAC charges, the Center should provide reason for non-concurrence and if valid the NSSC will reject the IPAC back to sender with explanation of why IPAC is being rejected.

IPAC invoices must be posted in SAP in the month for which the charges are submitted in the IPAC system. Those that cannot be posted will cause an outage with Treasury by ALC and a variance for the SF-224 reconciliation. If an invoice cannot be processed in the SAP system for the month, a listing of the items not entered by ALC will be maintained by the VPP and can be obtained by the Funds Balance with Treasury (FBWT) group from the NSSC Shared Drive. Vendor payment schedules are not required for IPAC invoices. Charges or collections will be posted to the SAP system using document types ZI, Z2, Z3, ZC, KB, or KC and then cleared using the T-codes F-52 or F-53. IPAC DRN will be entered into the header text field, followed by the contract number.

If NSSC receives calls about the Treasury offset program (TOP) from Vendors, the NSSC will advise the vendor to call Treasury for details about the offset.

### **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 7 calendar days. The Accounts Payable Certification Processor reviews the payment proposal/schedule, and he/she will instruct the VPP to make any necessary adjustments. After an adjustment is made, the vendor invoice is scheduled for payment. *[Note: This action is not required for IPAC invoices.]*

The Accounts Payable Certifying Officer verifies the detailed payment proposal/schedule, certifies the proposal, 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 schedule (number of invoices, total dollar value payments and control number) from Treasury via bReady.

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## SPS - Payment Proposal/ Schedule Certification Process

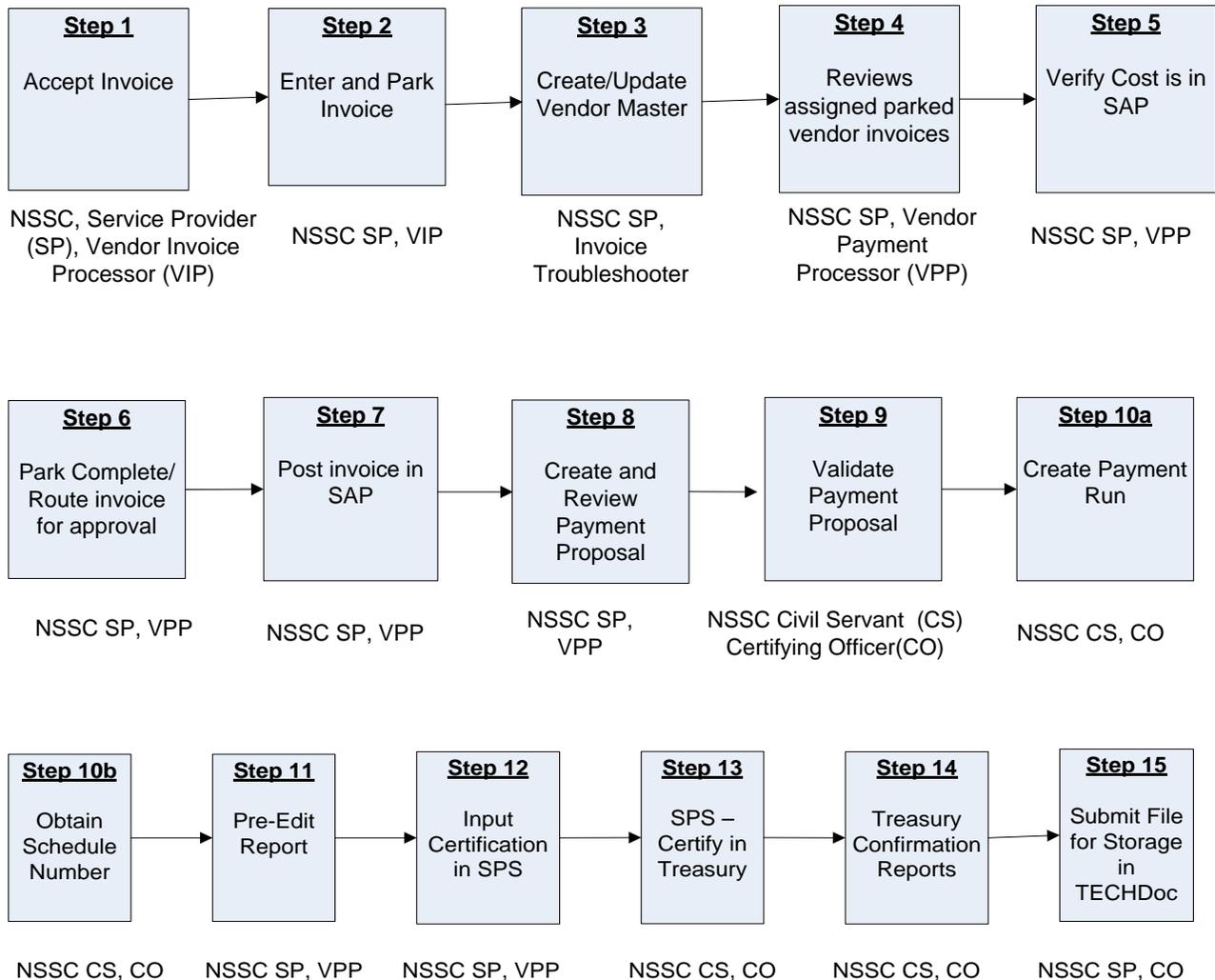
The VPP enters the summary schedule in the Secured Payment System (SPS). The Certifying Officer checks each payment on the proposal and compares the summary report to the totals of the SAP detailed payment proposal/schedule file. Once the totals are verified, the Certifying Officer certifies the data in SPS and submits the file to the Treasury.

The Treasury confirmation is interfaced into SAP at the NASA Enterprise Application Competency Center (NEACC). The Confirmation file is posted to SAP via Interface 12B and confirmations are available for viewing in SAP. The NSSC then verifies the confirmed data in SAP. The Certifying Officer compares the summary schedule (ZSE16\_FMTC\_SCHNO) with the Z\_Confirmation detail report. If the summary is confirmed and the detail is not, then the Certifying Officer issues a Service Request to the NEACC for resolution. This is done on a weekly basis, except during the last week of the month, when it is done daily to ensure there is no statement of difference with the SF-224 reconciliation. The NSSC will monitor EFT payment cancellations and unconfirmed payments from Treasury and resolve them for re-issuance of payment.

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 vendor's banking information or other problems have been corrected via an SR to the NEACC to update vendor master. The VPP may only reissue payment after receiving notification from Treasury that the original payment was rejected. Confirmation reports received from Treasury and checking the Pay.gov system 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 forward the vendor information to Accounts Receivable to collect the payment from the vendor who was paid in error prior to reissuing the check to the correct vendor.

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## Roles & Responsibilities

Process 1 –Vendor Payment Process		
Roles and Responsibilities	Action	Tips/Notes
<p><b>Step 1</b></p> <p><b>NSSC, Service Provider, Vendor Invoice Processor (VIP), Vendor Payment Processor (VPP)</b></p> <p>Accept Invoice</p>	<p><b>Purpose</b></p> <p>Accepts invoice from Work Management System:</p> <ol style="list-style-type: none"> <li>1. Logs into Work Management System</li> <li>2. Clicks on the <b>Get Next</b> Link</li> </ol> <p><b>Performs initial checks:</b></p> <ol style="list-style-type: none"> <li>1. Ensures the invoice from Document Imaging is date stamped with date received</li> <li>2. Ensures the invoice has Vendor name, address, description of services and goods, contract number, date, amount, payment terms, and invoice number</li> <li>3. Flags invoice in SAP for discount, construction, milestone payments (i.e. 7 day or 14 day), small business, or payment in less than 30 days</li> <li>4. Verify information captured by document imaging (DI) in Accounts Payable Work Management System is correct, if not correct, correct information and save <ul style="list-style-type: none"> <li>▪ If the invoice was routed to the wrong department at NSSC, the vendor document is returned to Document Imaging for rerouting. <ol style="list-style-type: none"> <li>a. Add enough information in the work log for Document Imaging to reroute</li> <li>b. Click "Return to Document Imaging" in the Work Management System</li> <li>c. Click "Get Next"</li> </ol> </li> <li>▪ If the invoice does not meet the requirements, park the invoice in SAP using the word 'Return' in the PO number field</li> </ul> </li> </ol> <p><b>Note:</b> The VPP will reject the invoice to the vendor.</p>	<p>The "Get Next" button takes the next invoice in the First In First Out (FIFO) queue based on Invoice Receipt Date.</p> <p><b>Note:</b> All invoices will go through the NSSC Document Center. For invoices that have a designated billing office (DBO) other than NSSC, you will need to use the DBO contract stamp date to calculate due date (NSSC Document Center date and time stamp or DCAA, DCMC, or DCMA Date). Document Imaging will version returned invoices with same invoice number</p> <p><b>Note:</b> Invoices flagged for payment less than 30 days will be moved to top of queue in AWMS</p>

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Process 1 –Vendor Payment Process		
Roles and Responsibilities	Action	Tips/Notes
	<b>Output:</b> Acceptance of invoice.	
<p><b>Step 2</b></p> <p><b>NSSC, Service Provider, Vendor Invoice Processor (VIP)</b></p> <p>Enter and Park Invoice</p>	<p><b>Purpose</b></p> <p>Use this procedure to enter and park a vendor invoice which references a contract or purchase order.</p> <p><b>Trigger</b></p> <p>Perform this procedure when a vendor invoice is received through the Accounts Payable Work Management System (AWMS) which references a contract or purchase order.</p> <p><b>Prerequisites</b></p> <p>None</p> <p><b>Look at purchase order in SAP - ME23N</b></p> <ol style="list-style-type: none"> <li>a. Click "Other Purchase Order(PO)" icon</li> <li>b. Type in PO number and hit enter</li> <li>c. Make sure your Item information is displayed by clicking on the 'Expand Item Detail' icon next to Item</li> <li>d. Navigate to the Purchase Order History Tab, click on a recent 5600# to display the last invoice to be posted against this PO (this is a good way to make sure you are using the most current ZREM vendor number).</li> <li>e. Make sure your Header information is displayed by clicking on the 'Expand Item Detail' icon next to Header</li> <li>f. Look at Status tab, the difference between Delivered and Invoiced is the amount still to be invoiced</li> <li>g. Look at the Deliver/Invoice tab to see payment terms</li> <li>h. Look at the Additional Data to see contract validity start and end dates</li> </ol> <p><b>Menu Path to Park Invoice</b></p>	<p><b>Note:</b> The process to enter a parked IPAC invoice or Credit Memo (CM) is exactly the same as the process to enter a regular Material Management (MM) invoice or CM except that a different document type is selected in the Doc Type field on the Details Tab. Doc Types for IPAC are Z1, Z2, Z3, or ZC for IPAC Invoice. Fed Mil Doc Types are KB for Fed Mil Invoice and KC for Fed Mil Credit Memos. Use DRN process located on N: drive for entering IPAC.</p> <p>Credit Memos should remain in the park status until the CM can be applied and cleared against the debit in the same month. The Doc Type for LIV(MM) invoice is RE and KG for Non-PO Credit memo invoice.</p> <p>The Doc type for</p>

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Process 1 –Vendor Payment Process		
Roles and Responsibilities	Action	Tips/Notes
	<p>Use the following menu path(s) in SAP to begin this transaction:</p> <p>Select → <b>Logistics</b> → <b>Materials Management</b> → <b>Logistics Invoice Verification</b> → <b>Document Entry</b> → <b>Park Invoice</b> screen.</p> <p><b>Transaction Code</b></p> <p>MIR7,ZMIR7</p> <p><b>Helpful Hints</b></p> <p>None</p> <p><b>Procedure</b></p> <p>For Step by Step End User Procedures, refer to NEACC EPSS at:  <a href="https://epssprod01.ifmp.nasa.gov/nav/index.htm">https://epssprod01.ifmp.nasa.gov/nav/index.htm</a>  and click on the following:</p> <ul style="list-style-type: none"> <li> SAP – Core Financials</li> <li> Accounts Payable</li> <li> System Role</li> <li> Vendor Invoice Processor</li> <li> ZMIR7 or MIR7 – Enter and Park LIV Invoice (End User Procedure)</li> </ul> <p><b>Note:</b> In <i>Assignment</i> edit boxes included VIP initials.</p> <p>Reference field should include PO number or contract number followed by two spaces and then the invoice number</p> <p>If no ZREM vendor exists, then the invoice should be temporarily parked against the KRED vendor and flagged to be sent to the AP Troubleshooter to have a ZREM Vendor created.</p> <p>Create a note in SAP that ZREM vendor has been requested and the date.</p> <p>Once document is parked, use MIR4 to go back</p>	<p>Recovery Act (ARRA) invoices is RF. (SR 190976)</p>

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Process 1 –Vendor Payment Process		
Roles and Responsibilities	Action	Tips/Notes
	<p>into that document and add URL to invoice.</p> <ol style="list-style-type: none"> <li>1. Tcode MIR4</li> <li>2. Enter Invoice Document No</li> <li>3. Click Display Document</li> <li>4. Click the Services for Object icon</li> <li>5. Click the Create icon</li> <li>6. Click Create External Document (URL)</li> <li>7. Type "Copy of Invoice" in the Title edit box</li> <li>8. Cut and paste the link from tech docs in the Address edit box</li> <li>9. Click the green check icon</li> <li>10. Click the yellow arrow exit icon</li> </ol> <p><b>Look at query by vendor number in SAP – FBL1N to check for duplicate payments</b></p> <ul style="list-style-type: none"> <li>▪ If invoice is a duplicate, delete parked document</li> <li>▪ If invoice is not a duplicate, continue</li> </ul> <p>Go back to AWMS and record the DRN from SAP and click Parked in SAP</p> <p>click Get Next.</p> <p><b>Output:</b> Parked LIV/MM invoice.</p>	<p><b>Note:</b> SAP is set up to check for duplicate invoices. SAP will notify you that you have a duplicate invoice if the vendor field, reference field, and amounts match a previous invoice. It is very important to be consistent on entering the reference field to ensure the duplicate check works properly (Reference Duplicate Payments (Job Aid) on EPSS).</p>

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Process 1 –Vendor Payment Process		
Roles and Responsibilities	Action	Tips/Notes
<p><b>Step 3</b></p> <p><b>NSSC, Service Provider, Invoice Troubleshooter</b></p> <p>Create/Update Vendor Master</p>	<p><b>Purpose</b></p> <p>Use this procedure to create/update the vendor master</p> <p><b>Trigger</b></p> <p>Perform this procedure when a Vendor Master needs to be created or updated</p> <p><b>Prerequisites</b></p> <p>All vendors with NASA contracts are required to maintain an active, up-to-date CCR. Existing ZREMs for vendors with active CCRs will update automatically from the CCR when the vendor makes changes to the CCR.</p> <p>To create a ZREM for a vendor with a current CCR</p> <ol style="list-style-type: none"> <li>1. Log into the Vendor CCR system</li> <li>2. Click the <i>Add Vendor</i> tab, enter the vendor's DUNS in the DUNS field, click the down arrow by the <i>Vendor Type:</i> field and select ZREM, then click the <i>Next&gt;&gt;</i> button at the bottom of the screen</li> <li>3. On the <i>Add vendor to SAP</i> screen click the <i>Add Vendor</i> button. A box will display with the new ZREM and ask if you would like to add a KRED. Click the <i>Yes, I would like to link KRED vendors</i> button. On the <i>Add KRED Link</i> box click the <i>Add KRED Link</i> button. Another dialog box will display with the field <i>Linked KRED vendor ID:</i>. Enter the vendor's KRED in the box and click the <i>Add Link</i> button. Another box will display with the KRED and vendor's name. If the information is correct, click the <i>Finish</i> button.</li> <li>4. Another screen advises <i>Vendor successfully added to SAP</i>. Click the <i>Add another vendor&gt;&gt;</i> button at the bottom of the screen to create another vendor.</li> <li>5. Update Vendor in SAP, using MIR4</li> </ol> <p><b>Output:</b> Updated Vendor Master.</p>	<p><a href="https://bready.nasa.gov/portal/server.pt/community/bready_home_community/203">https://bready.nasa.gov/portal/server.pt/community/bready_home_community/203</a></p> <p>Vendor Master update usually takes 48 hours after SR is submitted with correct data. If Vendor Master update is not completed by the due date, the NSSC will go in the diary and elevate SR to an emergency request.</p> <p>Please follow the instructions below and create a <b><u>Dummy Cage Code for your ZREM.</u></b></p> <p>Search Term 1' field on the SAP Vendor Master load file is a required field and will be used to capture the CAGE Code. Every effort must be made to assign a CAGE Code to all</p>

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		<p>purchasing vendors (account group KRED) requiring conversion. It is understood that some CAGE codes may not exist and may be difficult to obtain for certain types of vendors. Foreign and Intergovernmental vendors are two types that centers have experienced difficulty in obtaining CAGE codes. At the time of conversion, the following numbering scheme will be used to populate the Search Term 1 field if the Cage Code is not available:</p> <p><b>Foreign Vendors:</b>  1st – 4th position = 'CODE'; 5th position = 'F' for foreign;  6nd/7th position = center AIN (62, 22, 24, etc.);  8th/9th/10th position = consecutive number (01, 02, etc.) Example: CODEF62001. This number will also be used in the Tax Code 1 field of the foreign vendors.</p> <p><b>Intergovernmental</b></p>

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		<p><b>Vendors (ZPAC):</b> 1st – 5th position = 'USGVT'; 6th/7th position = center AIN (62, 22, 24, etc.); 8th/9th/10th position = consecutive number (01, 02, etc.) Example: USGVT22001</p> <p><b>All others</b> = 1st – 4th position = 'CODE'; 5th/6th position = Center AIN (62, 22, 24, etc.); 7th/8th/9th/10th position = consecutive number (01, 02, etc.) Example: CODE240001</p>
<p><b>Step 4</b></p> <p><b>NSSC, Service Provider, Vendor Payment Processor (VPP)</b></p> <p>Reviews assigned parked vendor invoices</p>	<p>Run FBL1N in SAP to pull a list of all parked documents by center.</p> <p><b>Performs quality validations:</b></p> <ol style="list-style-type: none"> <li>1. Validate that all invoices from Document Imaging are date stamped with date received</li> <li>2. Validate the invoice meets prompt payment requirements</li> <li>3. View contract in CMM to verify invoice is in line with contract</li> <li>4. Validate invoice has not been previously paid by running FBL1N by vendor number</li> <li>5. Verify that freight is authorized on the contract. FOB site other then center (Example FOB (Free On Board) to NASA means shipping should be deducted from the invoice). <ul style="list-style-type: none"> <li>▪ If freight is greater than \$100, a receipt is required and should be requested from the</li> </ul> </li> </ol>	<p>Reference job aide on N: drive – 'VPP FBL1N Query for Parked Documents'</p>

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	<p>vendor.</p> <ul style="list-style-type: none"> <li>▪ Freight should be put on the G/L using G/L account 6100.2200 if authorized and not a separate line item.</li> </ul> <ol style="list-style-type: none"> <li>6. Verify the correct ZREM Vendor Number is used</li> <li>7. Validate if there is a notice of assignment on the contract</li> <li>8. Invoices previously marked construction contract, milestone payment, small business or payment due less than 30 day are worked first</li> <li>9. Verify SAP is calculating the correct due date, use the simulate button to ensure the due date calculation is correct</li> <li>10. Verify SAP is calculating the correct interest amount, use the simulate button to ensure SAP is calculating the correct interest</li> </ol> <ul style="list-style-type: none"> <li>▪ VPP will work with Center Budget personnel to get funding for interest payments – Note use SGL account 6330.2550 when completing an FI for interest payments</li> </ul> <p>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. If returned, include Return in the reference field and attach rejection letter in SAP document and to the invoice in tech docs</p> <ul style="list-style-type: none"> <li>▪ Rejected invoices will stay in the system for 6 months if the invoice was received before 09/01/2009 and rejected invoices received after 09/01/2009 will stay in the system 60 days, when the VPP will go into SAP in delete parked rejected invoices.</li> <li>▪ Go to Step 6 to change parked document and enter improper invoice information</li> </ul> <p>Use the following codes to include in the text field</p>	<p>Template for invoice rejection letter is on the NSSC shared drive in the AP_AR directory, forms folder. File name is "Invoice Rejection Letter example</p> <p>FMOP for Rejecting and Deleting Invoices FMOP: 9631.1-P01-A  <a href="http://www1.nas.a.gov/pdf/388784main_FMOP_Deleting%20Rejected%20Invoice">http://www1.nas.a.gov/pdf/388784main_FMOP_Deleting%20Rejected%20Invoice</a></p>

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	<p>based on the status of the invoice</p> <p><b>Note:</b> This information should be first in the text field</p> <p>Requested Cost: \$ MM/DD</p> <p>Requested Approval: WOA MM/DD</p> <p>Requested 103/105: 103/105 MM/DD</p> <p>Partial Payment: Partial Payment #</p> <p>Rejected Invoice: Rejected MM/DD</p> <p>Credit Memo: CR MEMO MM/DD</p> <p>Final Invoice in Closeout: FIN INV MM/DD C/O</p> <p>Invoice Reversal Billable: B</p> <p>Invoice Reversal Non-Billable: NB</p> <p>FI Invoice for Interest Payment: Original SAP Doc #</p> <p>Late Invoice: LATE ## (reason code number)</p> <p><b>Note:</b> SBIR Phase 1 – 1<sup>st</sup> invoice does not need approval.</p> <p>Award Fees can be paid via mod or invoice</p> <p><b>Output:</b> Acceptance of invoice.</p>	<p><a href="#">es_09232009_Final%20Verison_508%20Compliant.pdf</a></p>
<p><b>Step 5</b></p> <p><b>Vendor Payment Processor- Service Provider</b></p> <p>Verify Cost is in SAP</p>	<p>1. Determine if 2/3 way match</p> <ul style="list-style-type: none"> <li>▪ For 2 way match where costing is not required, continue with Step 6</li> <li>▪ For 3 way match where costing is not required, continue with Step 6</li> <li>▪ For 3 way match for services, request cost via the Work Management System</li> <li>▪ For 3 way match for goods, a 103 and 105 is required in SAP for costs</li> </ul> <p><b>Cost Worksheet:</b></p> <ul style="list-style-type: none"> <li>▪ Ordered minus Invoiced = Unliquidated Obligations</li> <li>▪ Delivered – Invoiced = Cost</li> <li>▪ Amount of Invoice – Total of Cost (that's out there) = Cost Needed</li> </ul>	<p>2 way match is Purchase Order and Invoice</p> <p>3 way match is Purchase Order, Receiving and Inspection Report/Cost, and Invoice</p>

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	<ul style="list-style-type: none"> <li>▪ 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.</li> </ul> <p>2. If no obligation is available, the VPP will request and receive funding via AWMS before requesting cost.</p> <ul style="list-style-type: none"> <li>▪ Login to Work Management System to request funding from the appropriate POC</li> <li>▪ Enter Invoice Number and/or Contract Number</li> <li>▪ Click Search</li> <li>▪ You can open the pending invoice you want to route by double clicking any of the data fields. You can also view the Work Log and the invoice image without opening the invoice window.</li> <li>▪ The next screen will be populated with all data available for the record selected</li> <li>▪ Update the Work Log with information for the funding POC</li> <li>▪ Click 'Route for Funding'</li> <li>▪ Center CFO Funding POC will check Work Management Center Web Page periodically each day and fund or status the invoice in SAP within 3 Business Days.</li> <li>▪ Once funding is received, request cost if needed</li> </ul> <p>3. Login to Work Management System to request cost from appropriate center</p> <ul style="list-style-type: none"> <li>▪ Enter Invoice Number and/or Contract Number</li> <li>▪ Click Search</li> <li>▪ Enter Center</li> <li>▪ Verify all the fields are correct</li> <li>▪ Update Work Log to include amount needed plus other information, if needed</li> <li>▪ Click Route for Cost</li> <li>▪ Continue with next search or exit</li> </ul>	<p>For 3 way match for goods, a 103 and 105 is required in SAP for costs</p> <p><b>Note:</b> If Center Shipping and Receiving has not provided Receiving Acceptance before 5 business days; NSSC will call COTR for proof of delivery. If proof of delivery cannot be provided, invoice will be rejected</p>

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	<ol style="list-style-type: none"> <li>4. Center CFO Cost POC will check Work Management Center Web Page periodically each day and costs or status the invoice in SAP within 3 Business Days.</li> <li>5. If Goods Receipt Acceptance (103/105) is not in SAP, Login to AWMS to request <ul style="list-style-type: none"> <li>▪ Enter Invoice Number and/or Contract Number</li> <li>▪ Click Search</li> <li>▪ Enter Center</li> <li>▪ Update Work Log to include detailed request</li> <li>▪ Click Route to GRAP</li> <li>▪ Continue with next search or exit</li> </ul> </li> <li>6. Center Good Receipt Acceptance POC will check Work Management Center Web Page periodically each day and coordinate the goods receipt acceptance or status the invoice in SAP within 3 Business Days</li> </ol>	
<p><b>Step 6</b></p> <p><b>Vendor Payment Processor – Service Provider</b></p> <p>Park Complete/Route invoice for approval</p>	<p><b>MIR4 - Delete, Change, or Post Parked Invoice (End User Procedure) (MIR4)</b></p> <p><b>Purpose</b> Use this procedure to Post, <b>Change/Delete</b> a parked LIV invoice.</p> <p><b>Trigger</b> Perform this procedure when an LIV invoice is parked and postings or changes need to be made.</p> <p><b>Prerequisites</b> LIV invoice in parked status</p> <p><b>Menu Path</b> Use the following menu path(s) in SAP to begin this transaction: Select <b>Logistics → Materials Management → Logistics Invoice Verification → Further Processing → Display Invoice Document</b> to go to the <i>Display Invoice Document</i> screen.</p>	<p><b>Note:</b> IPACs are posted and then get concurrence. IPACs do not need to be part of the payment run, you will need to go into SAP and manually clear to cash Refer to NASA's IEM EPSS at: <a href="https://epssprod01.ifmp.nasa.gov/nav/index.htm">https://epssprod01.ifmp.nasa.gov/nav/index.htm</a> and click on the following:</p> <ul style="list-style-type: none"> <li> SAP – Core Financials</li> <li> Accounts Payable</li> <li> Sub Process</li> </ul>

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Roles and Responsibilities	Action	Tips/Notes
	<p><b>Transaction Code</b></p> <p>MIR4</p> <p><b>Helpful Hints</b></p> <p><b>Note:</b> SBIR Phase 1 – 1<sup>st</sup> invoice does not need approval.</p> <p>SEWP fees do not need approval.</p> <p><b>Procedure</b></p> <p>For Step by Step End User Procedures, refer to NAECC IEM EPSS at:  <a href="https://epsprod01.ifmp.nasa.gov/nav/index.htm">https://epsprod01.ifmp.nasa.gov/nav/index.htm</a>  and click on the following:</p> <ul style="list-style-type: none"> <li> SAP – Core Financials</li> <li> Accounts Payable</li> <li> System Role</li> <li> Vendor Invoice Processor</li> <li> MIR4 – Delete, Change, or Post parked Invoice (End User Procedure)</li> </ul> <p>When a %UUPIC% is present in the header text field in SAP ME23N AWMS Workaround will be used in the place of SAP Workflow.</p> <p>When SAP Business Workplace is not used, an email with link to invoice will be forwarded to Authorized Government Representative for approval via the Work Management System</p> <p>Ref to Appendix B for details on approval process</p> <p>Refer to Appendix C to start the escalation process.</p> <ul style="list-style-type: none"> <li>▪ Once you receive approval, repeat Step 6 to Post Invoice.</li> <li>▪ If the invoice is rejected, the Vendor Payment</li> </ul>	<p>Area</p> <ul style="list-style-type: none"> <li> Execute and Manage Payments</li> <li> F-52 – Post Incoming Payments Clear Credit Memo to Cash or F-53 – Post Outgoing Payments Clear to Cash</li> </ul> <p><b>Note:</b> VERY IMPORTANT whenever a parked invoice is in edit mode the following two steps should ALWAYS be done:</p> <ul style="list-style-type: none"> <li>▪ Change the Posting Date to the current date</li> <li>▪ Delete the PO number, press enter and then re-enter the PO number and press enter</li> </ul> <p><b>Note:</b> GRC, KSC, JSC &amp; SSC will use workflow with the exception of Outside Buyer of (Outside PROC-other or</p>

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	<p>Processor is responsible for ensuring that the invoice is returned to the vendor accompanied by a letter detailing the deficiencies of the invoice.</p> <ul style="list-style-type: none"> <li>• Repeat Step 6 to enter improper invoice information</li> <li>• Attach Rejection Letter to invoice in Document Imaging</li> </ul> <p>▪ If the invoice is approved for partial payment, repeat Step 6 to change, reduce the amount, and post</p> <ul style="list-style-type: none"> <li>• Go back to Step 2 to park a new invoice for the remaining amount</li> </ul> <p><b>Output:</b> You have park completed LIV invoice</p> <p><b>Park Complete only invoices that are not already approved, direct submittals, and award fee invoices.</b></p>	Outside PROC-Trng).
<p><b><u>Step 7</u></b></p> <p><b>Vendor Payment Processor – Service Provider</b></p> <p>Post invoice in SAP</p>	<p><b>MIR4 - Delete, Change, or Post Parked Invoice (End User Procedure) (MIR4)</b></p> <p><b>Purpose</b></p> <p>Use this procedure to <b>Post</b>, Change/Delete a parked LIV invoice.</p> <p><b>Trigger</b></p> <p>Perform this procedure when an LIV invoice is parked and postings or changes need to be made.</p> <p><b>Prerequisites</b></p> <p>LIV invoice in parked status</p> <p><b>Menu Path</b></p> <p>Use the following menu path(s) in SAP to begin this transaction:</p> <p>Select <b>Logistics → Materials Management → Logistics Invoice Verification → Further</b></p>	

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	<p><b>Processing</b> → <b>Display Invoice Document</b> to go to the <i>Display Invoice Document</i> screen.</p> <p><b>Transaction Code</b> MIR4</p> <p><b>Helpful Hints</b> None</p> <p><b>Procedure</b> For Step by Step End User Procedures, refer to NAECC IEM EPSS at: <a href="https://epssprod01.ifmp.nasa.gov/nav/index.htm">https://epssprod01.ifmp.nasa.gov/nav/index.htm</a> and click on the following:</p> <ul style="list-style-type: none"> <li> SAP – Core Financials</li> <li> Accounts Payable</li> <li> System Role</li> <li> Vendor Invoice Processor</li> <li> MIR4 – Delete, Change, or Post parked Invoice (End User Procedure)</li> </ul> <p><b>Note:</b> Always go back into the follow-on documents to check your due date</p> <p><b>Output:</b> Posted Invoice</p>	
<p><b>Step 8</b></p> <p><b>Vendor Payment Processor – Service Provider</b></p> <p>Create Payment Proposal</p>	<p><b>Purpose</b> Use this procedure to create vendor payment proposal.</p> <p><b>Trigger</b> Perform this procedure when vendor payments need to be executed.</p> <p><b>Prerequisites</b> Vendor invoices due to pay.</p> <p><b>Menu Path</b> This transaction must be executed directly. There</p>	<p>Pay invoices within proximity to due</p>

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Roles and Responsibilities	Action	Tips/Notes
	<p>is no menu path available.</p> <p><b>Transaction Code</b> F110,ZF110_PRO</p> <p><b>Helpful Hints</b> None</p> <p><b>Procedure</b> For Step by Step End User Procedures, refer to NAECC IEM EPSS at: <a href="https://epssprod01.ifmp.nasa.gov/nav/index.htm">https://epssprod01.ifmp.nasa.gov/nav/index.htm</a> and click on the following:</p> <ul style="list-style-type: none"> <li> SAP – Core Financials</li> <li> Accounts Payable</li> <li> System Role</li> <li> Agency Vendor Payment Processor</li> <li> ZF110 PRO – Create and Verify Payment Proposal (End User Procedure)</li> </ul> <p><b>Comments</b> It is critical that the payment proposal is verified for accuracy and any errors are corrected prior to certification.</p> <p><b>Note:</b> PLEASE BE CERTAIN THAT YOU ALWAYS INDICATE YOUR RANGE OF VENDORS ON THE "ADDITIONAL LOG" TAB.</p> <p><b>Output:</b> Completed vendor payment proposal</p>	<p>date (up to 6 days prior)</p> <p>The Numbering Sequence for payment proposals. The <b>first digit</b> will be used to identify the Center (letter sequence also used by Procurement) of the payment schedule. The <b>second digit</b> will identify the schedule type of payment</p> <p><b>D= Vendor/EFT, Purchase Card, (MM &amp; FI Invoices) Excluding Legal/Torts.</b></p> <p><b>C= Non-EFT, Vendor Check Payments</b></p> <p><b>E= Claims for Employee-Reimbursements and Royalty Payments ( begins w/7000) (FI Invoice)</b></p> <p><b>T= Transportation / Freight Invoices</b></p> <p><b>L= (FI Invoice) Torts, Legal</b></p> <p><b>F= Foreign Check Payments (by wire transfer)</b></p> <p><b>B= ICB Payments</b></p>

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Roles and Responsibilities	Action	Tips/Notes
		<p><b>X</b>= CBA, Fleet</p> <p><b>I</b>= Interest Payment (FI Invoice)</p> <p><b>R</b>= Refund (payments issued on behalf of AR)</p> <p><b>Exception:</b> NMO = NMR</p> <p><b>*Exception*:</b> "NE" will always be used as the centers identifier for Reimbursements since the NSSC is using working capital funds on employee reimbursements.</p>
<p><b>Step 9</b></p> <p><b>Accounts Payable Certifying Officer – Civil Servant</b></p> <p>Review Payment Proposal</p>	<p><b>Purpose</b></p> <p>Use this procedure to review payment proposal.</p> <p><b>Trigger</b></p> <p>Perform this procedure when a remedy ticket is received from a VPP</p> <p><b>Prerequisites</b></p> <p>A payment proposal has been created</p> <p><b>Procedure</b></p> <p>Performs the following checks:</p> <ol style="list-style-type: none"> <li>1. Proper invoice with date received</li> <li>2. Proper obligating document</li> <li>3. Proper evidence of receipt and acceptance by an authorized official</li> <li>4. Validate interest reason codes in SAP</li> <li>5. Verifies that the correct ZREM is used along with the correct banking information.</li> <li>6. Verify if the proper DBO date is used</li> <li>7. Verify if the PO is for goods, that the proper PLIs are selected; that the information on the invoice matches the PO (vendor name and address, PO number, amount, invoice</li> </ol>	

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<b>Vendor Payment Processor – Service Provider</b>	<p>number, etc.)</p> <ol style="list-style-type: none"> <li>8. Verify the proper approving official certified the invoice</li> <li>9. Verify any discounts or penalty are correctly calculated using the FMS Treasury calculator</li> <li>10. Verify freight receipt is attached if more than \$100.</li> <li>11. If exceptions exist, return to VPP for corrections</li> </ol> <ol style="list-style-type: none"> <li>1. Correct exceptions and</li> <li>2. Block exception in SAP, if needed</li> <li>3. Return to Step 7</li> </ol>	
<p><b>Step 10a</b></p> <p><b>Accounts Payable Certifying Officer – Civil Servant</b></p> <p>Create Payment Run</p>	<p><b>Purpose</b></p> <p>Use this procedure to execute a payment proposal.</p> <p><b>Trigger</b></p> <p>Perform this procedure when a payment proposal is ready to be executed.</p> <p><b>Prerequisites</b></p> <p>A payment proposal has been created</p> <p><b>Menu Path</b></p> <p>N/A</p> <p><b>Transaction Code</b></p> <p>ZF110_PRUN</p> <p><b>Helpful Hints</b></p> <p>None</p> <p><b>Procedure</b></p> <p>For Step by Step End User Procedures, refer to NAECC IEM EPSS at:  <a href="https://epssprod01.ifmp.nasa.gov/nav/index.htm">https://epssprod01.ifmp.nasa.gov/nav/index.htm</a>  and click on the following:</p>	

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Roles and Responsibilities	Action	Tips/Notes
	<ul style="list-style-type: none"> <li> SAP – Core Financials</li> <li> Accounts Payable</li> <li> Sub Process Area</li> <li> Execute and Management Payment</li> <li> ZF110_PRUN – Execute Payment Run</li> </ul> <p><b>Comments</b></p>	
<p><b>Step 10b</b></p> <p><b>Accounts Payable Certifying Officer – Civil Servant</b></p> <p>Obtain Schedule Number</p>	<p><b>Purpose</b></p> <p>Use this procedure to obtain schedule number.</p> <ol style="list-style-type: none"> <li>1. Use transaction code <b>ZSE16_FMTC_SCHNO</b>.</li> <li>2. Click on <b>&lt;Table Contents&gt;</b> button.</li> <li>3. Enter <b>Identification #</b>.</li> <li>4. Click <b>&lt;Execute&gt; (Clock)</b>.</li> <li>5. Print.</li> <li>6. Drill down on SCHEDULE NO and Print.</li> </ol> <p><b>After the SAP R/3 session:</b> No action required.</p> <p><b>Output:</b> Create Payment Run and Obtain Schedule Number.</p>	
<p><b>Step 11</b></p> <p><b>Vendor Payment Processor – Service Provider</b></p> <p>Pre-Edit Report</p>	<p>Wait 30 minutes after the Payment Run in SAP.</p> <ol style="list-style-type: none"> <li>1. Log into bReady.</li> <li>2. Click on Systems</li> <li>3. Click on Web Access Tool (WAT).</li> <li>4. Click on drop down arrow beside PROD.</li> <li>5. Click on drop down arrow beside CF</li> <li>6. Select Center and click on drop down arrow.</li> <li>7. Click on drop down arrow beside Treasury pre-edit.</li> <li>8. Choose current pre-edit report.</li> <li>9. Click on View button (eye).</li> <li>10. Print report in PDF.</li> <li>11. Save as “B” schedule in Paperless folder for Center. (i.e MD049112410B)</li> </ol> <p><b>Output:</b> Pre-Edit Report</p>	<p><a href="https://bready.nas.a.gov/portal">https://bready.nas.a.gov/portal</a></p>

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Process 1 –Vendor Payment Process		
Roles and Responsibilities	Action	Tips/Notes
<p><b>Step 12</b></p> <p><b>SPS Data Entry Operator – Service Provider</b></p> <p>Input Certification</p>	<ol style="list-style-type: none"> <li>1. Log into SPS to input Certification.</li> <li>2. Click <b>&lt;New Page Bottom&gt;</b> <ul style="list-style-type: none"> <li>▪ Summary , Note: If you are processing a same day payment for bank to bank payments to foreign vendors, you should click Same Day Pay</li> <li>▪ Use Pre-Edit Report to enter the following:</li> <li>▪ Destination – enter applicable treasury center</li> <li>▪ ALC#</li> <li>▪ Tab</li> <li>▪ Schedule</li> <li>▪ Total # of Payments # of vendors paying</li> <li>▪ line items</li> <li>▪ Payment Date</li> <li>▪ Summary Type Code (Vendor or Miscellaneous)</li> <li>▪ Sub-Type Code (EFT)</li> <li>▪ Control#</li> <li>▪ Symbol: Enter type of payment, schedule ID #</li> <li>▪ Amount</li> <li>▪ Enter remarks if required</li> </ul> </li> <li>3. Click the <b>Add</b> button twice to add to Treasury Account Symbol box</li> <li>4. Save</li> <li>5. Submit to Certifying Officer via paperless process</li> </ol> <p><b>Output:</b> Treasury file created.</p>	
<p><b>Step 13</b></p> <p><b>Certifying Officer – Civil Servant</b></p> <p>SPS – Certify in Treasury</p>	<ol style="list-style-type: none"> <li>1. Log into SPS (Treasury).</li> <li>2. You should see a list of schedules.</li> <li>3. Highlight on the row you want to certify.</li> <li>4. Click on the <b>Certify with Viewing</b> icon.</li> <li>5. Verify all information (dollar amount, center, etc.)</li> <li>6. Click on <b>Certify Schedule</b> icon.</li> <li>7. A successful block should appear with the schedule number.</li> <li>8. After certification of all schedules for that time, go to <b>View Extracted Schedules</b>.</li> <li>9. Click twice on the date created column to sort the current schedules.</li> </ol>	

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Process 1 –Vendor Payment Process		
Roles and Responsibilities	Action	Tips/Notes
	10. Click on the Schedule to get the <b>Summary Detail</b> and save. 11. Combine all files with the <b>Summary Detail</b> report. 12. Certify and Review each file using the Certifying Officer's Signature Card and Review Stamp. 13. Submit complete Payment Proposal file to TechDoc.  <b>Output:</b> Certification of Payment	
<b>Step 14</b>  <b>Certifying Officer – Civil Servant</b>  Treasury Confirmation Reports	AP Certifying Officer will receive an email from Treasury with a link to Pay.gov for all EFT cancellations.  <b>Note:</b> EFT cancellations for same day payments are not received via Pay.gov.  <b>Purpose</b> Use this procedure to view EFT cancellations from Treasury.  <b>Procedure</b> <ol style="list-style-type: none"> <li>1. Log in to Pay.Gov at</li> <li>2. Click on Pending Bills</li> <li>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.</li> </ol> <b>Output:</b> Notification of EFT cancellations.  Generate Remedy Ticket notifying Vendor Payment Processor to research and update information in SAP and go through manual cancellation process and reissue payment in SAP.  -----  Three days after certification is complete, log into SAP for Treasury confirmations.	<a href="https://www.pay.gov/paygov/">https://www.pay.gov/paygov/</a>

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Process 1 –Vendor Payment Process		
Roles and Responsibilities	Action	Tips/Notes
	<p><b>Purpose</b> Use this procedure to confirm Treasury payments.</p> <p><b>Transaction Code</b> ZFI_SCHED_AOF</p> <p><b>Procedure</b></p> <ol style="list-style-type: none"> <li>Use transaction code <b>ZFI_SCHED_AOF.</b></li> <li>Enter <b>Identification #.</b></li> <li>Click &lt;Execute&gt; (Clock).</li> <li>Check for Confirmation # and Print.</li> </ol> <p>-----</p> <p><b>Purpose</b> Report provides status and payment details for invoices.</p> <p><b>Transaction Code</b> ZFI_AP_PMT_STAT</p> <p><b>Procedure</b></p> <ol style="list-style-type: none"> <li>Use transaction code <b>ZFI_AP_PMT_STAT</b></li> <li>Enter <b>Identification #.</b></li> <li>Click &lt;Execute&gt; (Clock).</li> <li>Check to ensure that clearing document numbers are <b>1300#'s.</b></li> </ol> <p>-----</p> <p><b>Purpose</b> Use this procedure to confirm Treasury payments.</p> <p><b>Prerequisite</b> Invoices have been processed through the payment program in SAP and Disbursement in Transit (DIT) documents generated.</p> <p><b>SCREEN: SAP Easy Access</b></p> <p><b>Transaction Code</b></p>	

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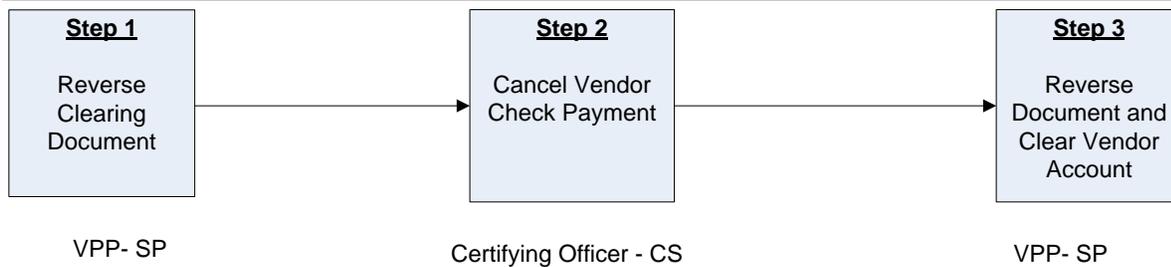
Process 1 –Vendor Payment Process		
Roles and Responsibilities	Action	Tips/Notes
	<p>ZCONFIRMATION. <b>SCREEN: Drilldown for Treasury Confirmations</b></p> <ol style="list-style-type: none"> <li>1. Enter <b>Company Code</b>.</li> <li>2. Enter <b>Accounting Document</b>.</li> </ol> <p> <i>This will be the DIT document number(s) or range(s) of numbers.</i></p> <ol style="list-style-type: none"> <li>3. Enter <b>Fiscal Year</b>.</li> <li>4. Enter <b>Document Type</b> (optional).</li> <li>5. Enter <b>Posting Key</b>.</li> </ol> <p> <i>The Posting Key should always be 50.</i></p> <ol style="list-style-type: none"> <li>6. Enter <b>Business Area</b> (optional).</li> <li>7. Enter Clearing Date (optional).</li> <li>8. Enter Transaction Key (optional).</li> <li>9. Enter General Ledger Account (optional).</li> <li>10. Execute the transaction (F8).</li> </ol> <p>This transaction will display a list of all clearing documents for the specified DIT documents.</p> <p>To save this list to an excel spreadsheet: Select <b>List</b>.</p> <ol style="list-style-type: none"> <li>1. Select <b>Export</b>.</li> <li>2. Select <b>Spreadsheet</b>.</li> <li>3. Check <b>Ok</b>.</li> <li>4. Select <b>Table</b> and check <b>Ok</b>.</li> <li>5. Check <b>Ok</b>.</li> </ol> <p> <i>When the data appears in Excel, you <b>MUST</b> do a "Save As" and rename the file to retain the data. You cannot save the sheet "as is."</i></p> <p><b>Output:</b> Treasury Confirmation Reports</p>	

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Process 1 –Vendor Payment Process		
Roles and Responsibilities	Action	Tips/Notes
<b>Step 15</b>  <b>Certifying Officer – Civil Servant</b>  Close Payment Run	Combines payment packet and file in TechDoc:  <ul style="list-style-type: none"> <li>• SPS Confirmation</li> <li>• Pre-Edit Report</li> <li>• Payment Proposal</li> <li>• Auto Payment</li> <li>• Payment Summary</li> <li>• Payment List</li> <li>• Exception List</li> <li>• Payment Medium</li> <li>• Schno Report</li> </ul> <b>Output:</b> Close payment run.	

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## Procedures for Recertifying Payments



Process 2 –Recertifying Vendor Payment Process		
Roles and Responsibilities	Action	Tips/Notes
<b>Procedures for Recertifying Payments</b>  <b>Step 1</b>  <b>Vendor Payment Processor – Service Provider</b>  Reverse Clearing Document	<b>Purpose</b> Use this procedure to reverse out a clearing document  <b>Trigger</b> Perform this procedure when a document must be corrected or reversed.  <b>Prerequisites</b> <ul style="list-style-type: none"> <li>A document exists with a clearing document</li> </ul> <b>Menu Path</b> Use the following menu path(s) to begin this transaction: <b>Select Accounting → Financial Accounting → Accounts Payable → Document → Reset Cleared Items</b>  <b>Transaction Code</b> FBRA  <b>Procedure</b> For step-by-step end user procedures, refer to NAECC IEM EPSS at: <a href="https://epssprod01.ifmp.nasa.gov/nav/index.htm">https://epssprod01.ifmp.nasa.gov/nav/index.htm</a> and click on the following:  SAP – Core Financials	

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Process 2 –Recertifying Vendor Payment Process		
Roles and Responsibilities	Action	Tips/Notes
	<ul style="list-style-type: none"> <li> Accounts Payable</li> <li> System Role</li> <li> Agency Vendor Payment Processor</li> <li> FBRA – Reverse Clearing Document (End User Procedure)</li> </ul> <p><b>Comments</b></p> <p>Once the clearing document has been removed the document is now in an open status and can be reversed.</p> <p><b>Output:</b> Reversal of Clearing Document</p>	
<p><b><u>Step 2</u></b></p> <p><b>Certifying Officer – Civil Servant</b></p> <p>Cancel Vendor Check Payment</p>	<p><b>Transaction Code</b></p> <p>FCH8</p> <p><b>Purpose</b></p> <p>Cancel Vendor Check Payment.</p> <p><b>Process &gt; Sub-process</b></p> <p>Accounts Payable → Execute and Manage Payments</p> <p><b>Menu Path</b></p> <p>Accounting → Financial Accounting → Accounts Payable → Document entry → Vendor invoice → Invoice</p> <p><b>Background</b></p> <ul style="list-style-type: none"> <li>• Determine the check number for the paid invoice</li> <li>• Reverse and reset the cleared invoice</li> <li>• Cancel the confirmed check</li> </ul> <p><b>Prerequisites</b></p> <p>Treasury Confirmation must be reversed and reset via FBRA prior to canceling check payment.</p> <p><b>Output:</b> Vendor Check Payment will be canceled</p> <p><b>Procedure</b></p>	

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Process 2 –Recertifying Vendor Payment Process		
Roles and Responsibilities	Action	Tips/Notes
	<p>For step-by-step end user procedures, refer to NAECC IEM EPSS at:  <a href="https://epsprod01.ifmp.nasa.gov/nav/index.htm">https://epsprod01.ifmp.nasa.gov/nav/index.htm</a>  and click on the following:</p> <ul style="list-style-type: none"> <li> SAP – Core Financials</li> <li> Accounts Payable</li> <li> Sub Process Area</li> <li> Recertify Payment</li> <li> FCH8 – Cancel Check Payment</li> </ul>	
<p><b><u>Step 3</u></b></p> <p><b>NSSC Vendor Payment Processor – Service Provider</b></p> <p>Reverse Document</p>	<p><b>Purpose</b></p> <p>Use this procedure to cancel a LIV invoice in order to make correction to original and re-enter.</p> <p><b>Trigger</b></p> <p>Perform this procedure when an invoice needs correction and must be reversed.</p> <p><b>Prerequisites</b></p> <p>LIV invoice must be open and not be cleared by another document.</p> <p><b>Menu Path</b></p> <p>Use the following menu path(s) to begin this transaction:</p> <p><b>Select Logistics → Materials Management → Logistics Invoice Verification → Further Processing → Cancel Invoice Document to go to the <i>Cancel Invoice Document</i> screen.</b></p> <p><b>Transaction Code</b></p> <p>MR8M</p> <p><b>Helpful Hints</b></p> <p>None</p> <p><b>Procedure</b></p> <p>For step-by-step end user procedures, refer to NAECC IEM EPSS at:  <a href="https://epsprod01.ifmp.nasa.gov/nav/index.htm">https://epsprod01.ifmp.nasa.gov/nav/index.htm</a></p>	

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Process 2 –Recertifying Vendor Payment Process		
Roles and Responsibilities	Action	Tips/Notes
<p><b>NSSC Vendor Payment Processor – Service Provider</b></p> <p>Clear Vendor Account</p>	<p>and click on the following:</p> <ul style="list-style-type: none"> <li> SAP – Core Financials</li> <li> Accounts Payable</li> <li> System Role</li> <li> Agency Vendor Payment Processor</li> <li> MR8M – Reverse Invoice and Re-enter (End User Procedure)</li> </ul> <p><b>Comments</b></p> <p><i>You have Reversed an invoice and are now ready to re-enter original invoice. FI documents can then be cleared through F-53</i></p> <p>-----</p> <p><b>Purpose</b></p> <p>This activity is used to clear the vendor account for specific document numbers (invoices or credit memos).</p> <p><b>Transaction Code</b></p> <p>F-53</p> <p><b>Prerequisites</b></p> <p>The original erroneous invoice has been cancelled by reversing the invoice with a credit memo.</p> <p><b>Process &gt; Sub-Process</b></p> <p>Accounts Payable → Recertify Payments</p> <p><b>Menu Path</b></p> <p>Accounting → Financial Accounting → Accounts Payable → Account → Clear</p> <p><b>Roles</b></p> <p>Vendor Payment Processor</p> <p><b>Background</b></p> <p>Performed as needed by the Vendor Payment Processor to clear the vendor account when an erroneous invoice has been reversed.</p>	

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Process 2 –Recertifying Vendor Payment Process		
Roles and Responsibilities	Action	Tips/Notes
	<p><b>Output:</b> Vendor account is cleared</p> <p>Procedure</p> <p>For step-by-step end user procedures, refer to NAECC IEM EPSS at:  <a href="https://epssprod01.ifmp.nasa.gov/nav/index.htm">https://epssprod01.ifmp.nasa.gov/nav/index.htm</a>  and click on the following:</p> <ul style="list-style-type: none"> <li> SAP – Core Financials</li> <li> Accounts Payable</li> <li> Sub Process Area</li> <li> Enter Invoice</li> <li> F-53 – Clear Vendor</li> </ul>	

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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.  Green: >=98% Yellow: >=97% and <98% Red: <=97%
Financial Management Division/Accounts Payable	Payment of Vendor Invoice	Vendor	Pay no more than \$200 in interest penalties per \$1M in payments.  Green: <=\$200 per \$1M Yellow: > \$200 and <= \$300 per \$1M Red: > \$300 per \$1M
Financial Management Division/Accounts Payable	Working Capital Fund	Vendor	95% of advances with complete funds commitment documents are processed within 4 business days.  Process 95% of liquidation transactions with available funding by the end of the calendar month that the services are billed.

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## ***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, FBWT, 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.
- Exceptions: Moves will not be accomplished the last week of the calendar month due to FBWT outages.
- 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\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ ).

**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. NSR created in Remedy 7.5 by DI, VPP, CO
3. Perform Research, as needed
4. Notify Certifying Officer
5. Reverse Transaction in SAP
6. Notify Center, as needed
7. Post corrected transaction in SAP
8. Resolve the Remedy ticket

### **Step 2: NSR Created in Remedy 7.5 by Document Imaging, VPP, Certifying Officer**

NSR ticket will be created based on the following:

- If the reversal is the result of a Center request
  - You should receive the NSR prompted by center submission / DI
- If the reversal is the result of an FBWT request

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- You should receive an email directly from FBWT
- If the reversal is the result of an NSSC error
  - Ticket will be generated by VPP\_
- If the reversal is the result of an EFT Cancellation
  - Ticket will be generated by Certifying Officer\_

*Remedy NSR Category Tier 3 should be set to "Reversal" for all Center request, FBWT request, and NSSC error request. Category Tier 3 should be set to "Return Payments" for EFT Cancellations.*

### Step 2B: Completion of the Reversal form in Remedy

From the Functional Area Records box, choose "Reversal" and then "Create" to add a Reversal Form to the ticket.

Complete the following. You may not be able to complete all the fields at first, but complete the ones you know.

1. Customer /Vendor Name - *Type in Vendor Name (as it appears in SAP).*
2. Vendor Number - *Type in Vendor Number (from SAP)*
3. Center Abbrev - *Select Center Abbreviation from pull down menu*
4. Reversal Reason – *Select the appropriate Reversal Reason from the pull down menu*
5. Amount – *Amount to be reversed*
6. Multiple Docs to be reversed – *N/A to AP*
7. Original SAP Document No – *This refers to the original SAP document identified on Reversal package*
8. SAP Cash Doc No to be Reversed – *Type in Reversal of Treasury Confirmation (FBRA)*
9. SAP Cash Doc Date - *Original Confirmation Date*
10. Treasury Document Reference Number – *Enter "TREASNASA nnnnn"*
11. Clear to Cash Doc # - *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*

### Step 5: Reverse Transactions in SAP

- 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 FBRA action is completed, VPP will assign ticket to Certifying Officer to perform Reversal of Check #.
- Certifying Officer will perform FCH8, then record the treasury check # and the new 2000 doc in the Remedy work log and route the ticket back to the VPP.
- For EFT Cancellations, ticket should be routed to appropriate person for corrections. (i.e. Customer refunds – AR, Vendor Master corrections – AP Troubleshooter)
- VPP performs MR8M & F-44 steps outlined in the Reversal process.

### Step 6: Notify Center, as needed

If a Center action is required, notify the center that the action can be completed. Record the center notification event in the Remedy Work Log.

### Step 7: Posted corrected transaction in SAP

The VPP performs the remaining steps outlined on the Invoice Reversal and Disbursement Move Worksheet and make any applicable notes in the Remedy Work log.

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### Step 8: Resolve the Remedy Ticket

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

## ***Invoice Reversal and Disbursement Move Process – AP IPACs***

### Process Steps

1. Request submitted
2. NSR created in Remedy 7.5 by DI, VPP
3. Perform Research, as needed
4. Reverse Transaction in SAP
5. Notify Center, as needed
6. Post corrected transaction in SAP
7. Resolve the Remedy ticket

### Step 2: NSR created in Remedy 7.5

NSR ticket will be created based on the following:

- If the reversal is the result of a Center request
  - You should receive the NSR prompted by center submission / DI
- If the reversal is the result of an FBWT request
  - You should receive an email directly from FBWT
- If the reversal is the result of an NSSC error
  - Ticket will be generated by VPP

*Remedy NSR Category Tier 3 should be set to "Reversal" for all Center request, FBWT request, and NSSC error request.*

### Step 2B: Completion of the Reversal form in Remedy

From the Functional Area Records box, choose "Reversal" and then "Create" to add a Reversal Form to the ticket.

Complete the following. You may not be able to complete all the fields at first, but complete the ones you know.

1. Customer /Vendor Name - *Type in Vendor Name (as it appears in SAP).*
2. Vendor Number - *Type in Vendor Number (from SAP)*
3. Center Abbrev - *Select Center Abbreviation from pull down menu*
4. Reversal Reason – *Select the appropriate Reversal Reason from the pull down menu*
5. Amount – *Amount to be reversed*
6. Multiple Docs to be reversed – *N/A to AP*
7. Original SAP Document No–*This refers to the original SAP document identified on the Reversal package*
8. SAP Cash Doc No to be Reversed – *This would be the 1500#*
9. SAP Cash Doc Date - *Accomplish Date of the IPAC*
  1. Treasury Document Reference Number – *DRN from IPAC*
  2. Clear to Cash Doc # - *New 1500 #.*

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3. Billable versus Non-Billable – *Select Billable if reversal is billable*

**Steps 4: Reverse Transactions in SAP**

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.

**Step 5: Notify Center, as needed**

If a Center action is required, notify the center that the action can be completed. Record the center notification event in the Remedy Work Log.

**Step 6: Posted corrected transaction in SAP**

The VPP performs the remaining steps outlined on the Invoice Reversal and Disbursement Move Worksheet and make any applicable notes in the Remedy Work log.

**Step 7: Resolve the Remedy Ticket**

The reversal form and any supporting documentation should be attached to the Remedy ticket and SAP. In SAP, the attachments should be attached to the original DRN and the new DRN generated after the MIRO action. Enter "B" or "NB" then the NSR# in the text field.

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***NASA Shared Services Center Intra-Governmental Payment and Collection (IPAC) Processing Procedure:***

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*The Intra-Governmental Payment and Collection (IPAC) system was implemented December 2001. IPAC is a major component of the Government On-Line Accounting Link System II (GOALS II). It uses state-of-the-art technology with a three-tiered client server platform and provides flexibility in communications with access via a Web browser or host-to-host.*

*Federal Program Agencies (FPA) initiate the transfer of funds by signing a Trading Partner Agreement (TPA). A Trading Partner Agreement allows the transfer of funds between the agencies. As part of the TPA process, the IPAC originating agency provides the IPAC customer agency with clear and appropriate instructions for transmitting requisition/order information. When a TPA is established each agency obtains the Treasury Account Symbol and all other relevant information needed to process an IPAC transaction. All TPAs provide business rules authorized by the appropriate authority within each potential agency and the agreement must implement negotiations regarding TPA disputes and disagreements in a timely manner.*

*When a TPA has been satisfied between FPAs they may begin to process transactions through the IPAC System and immediate collections or payments will be satisfied. When a payment transaction is processed through the IPAC system it credits the originating agency's Agency Location Code (ALC) and charges the customer agency's ALC. For collections the customer agency's ALC is charged and the originating agency's ALC is credited.*

*The NSSC currently receives IPAC transactions from a variety of government agencies. Currently the NSSC recognizes that not all NASA Centers are posting IPAC transactions using the same business rules. Therefore, in coordination with Headquarters OCFO, the NSSC has developed a standard process across the agency for posting IPAC transactions. There were approximately 13,822 IPAC transactions posted for all of NASA for FY 2007. When NASA received these transactions, the Department of Treasury had already charged or credited NASA's ALCs. This being the case, the rationale to hold these transactions out of the accounting system pending additional approval is not warranted. Posting the valid and complete transactions upon receipt allows NASA records to balance with U. S. Treasury records, ensures timely posting of IPAC transactions, properly reflects disbursement of funds, eliminates or reduces FMS 224 statement of differences and reduces bottlenecks in IPAC transaction posting.*

*NSSC Process to Post IPAC Transactions:*

- 1. The NSSC IPAC Processor downloads IPAC transactions data from GOALS II for each center. The IPAC Processor distributes the downloaded information to the applicable NSSC Vendor Payment Processor (VPP).*
- 2. The VPP performs the following IPAC validations based on the downloaded data from GOALS II: purchase order number, obligation amount in SAP, type of*

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- payment, originating ALC, customer ALC, document reference number, dollar amount and accomplish date.*
3. *After validation of the IPAC transaction, the transaction is posted to the accounting records, if cost is sufficient. If cost is not sufficient, the VPP prepares a cost ticket and forwards it to the Cost Accountant. Cost is added and the ticket is returned to the VPP. The VPP then posts the transaction in the accounting system.*
  4. *The transaction is then routed for approval. If the IPAC transaction is not approved it is rejected back to the submitter and reversed out of the accounting system.*

Distribution:

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Marshall Space Flight Center/Mr. Harp  
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Office of the Chief Financial Officer/Ms. Jefferson  
Institutions and Management/Budget Management and Systems Support/Mr. Bridge  
NSSC Executive Director/Mr. Arbuthnot  
NSSC Deputy Director/Ms. Short  
NSSC Service Delivery/Mr. Newton  
NSSC Business and Administration/Ms. Dubuisson  
NSSC Acting Chief Financial Officer/Mr. Carson  
NSSC Financial Management Division Chief/Ms. Epperson  
NSSC Financial Services Branch Chief/Ms. Green

### **REJECTING IPACS**

#### **Reason for Rejecting IPACS**

1. Purchase order exceeded obligation or closed.
2. Incomplete Information
3. Billed in Error
4. No Funds Available
5. Incorrect PO#, Contract#, IAG#, Blank PO# (with the exception of IPACs with no PO number for the following agencies: GPO, FBI fingerprints, FTS, GSA, OPM, then the NSSC will contact the Center POC and request the PO number rather than reject the IPAC)
6. Transactions charged against an incorrect ALC
7. Duplicate charged
8. Partial receipt of the order
9. Order not received at all
10. Goods failed test
11. Work hasn't been performed.

#### **Cutoff period for processing IPACS**

1. IPACS should be accomplished by the last 3 business days of the month.
2. When an erroneous IPAC is received after the cutoff period the transactions should be rejected explaining the reason for rejection.

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3. *IPAC rejection should occur within 90 days of receiving the initial IPAC transaction.*

### **Rejecting IPAC transaction out of the IPAC system**

*Adjustments may be made to payments or collections received by your ALC. That is, you can not make an adjustment to a transaction that was originated by your ALC. More than one adjustment can be made to a single payment or collection transaction, as long as the sum of each of the detail item adjustments does not exceed the total of the original line item amount. Adjustments can be processed against payments or collections that are ninety days old or less.*

1. Main tab - Click Transactions from the left menu bar on the IPAC Today page to display the IPAC Transactions page. Type the ALC and the Customer ALC. Select [Payment or Collection](#), [Adjustment](#), [Zero Dollar](#), [Incomplete](#) or [SGL Information](#) from items in the Transaction Type list. After you select the Adjustment transaction type, the ALC, Customer ALC and Transaction Type fields cannot be edited.
  - Required fields are denoted by an asterisk \*.
  - Type the Document Reference Number (assigned to original payment or collection) and the DO Symbol (for ALC that originated the transaction) and click Find.
  - If you need the DO Symbol, click the Organization Info link next to Customer ALC data field.
  - To enter an adjustment, select the detail line item at the bottom of the page. Detail information for the original payment or collection will appear in a scrolling window. The visible items include: the Line Number, ALC, Type, Cust ALC, the Amount, and the description that was entered for the detail. Click Edit.
  - If you wish to adjust the entire transaction (which includes all line items), click the Adjust Entire Transaction button. This will generate a Transaction Confirmation.
  - To determine what to type into the Sender TAS field, type a wildcard (use the percent symbol %) (20%, for example). Then click Find next to the BETC label. The Search Results list will display. Click the down arrow next to Search Result List to find the wildcard occurrence that you want. Select the wildcard and the TAS and BETC fields are populated.
  - If you choose, type information into the Description, Miscellaneous, Contact Name (first & last), and Contact Phone Number fields.

*Type the amount of your adjustment in the Detail Amount field. This amount represents the total amount of the IPAC that is being rejected.*

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## ***FI Payment Process***

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### **Introduction**

The NASA Shared Services Center (NSSC) will process payment 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. 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 NASA Financial Management Requirements (FMR), NASA's Enterprise Performance Support System (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.

### **Objectives**

#### **Receipt of Vendor Invoices**

Center Financial Management POC completes and forwards approved invoice, backup documentation, and FI Coversheet with line of accounting and approval signature to NSSC Document Center. Invoices are time and date-stamped upon receipt at the NSSC, unless otherwise indicated in the contract. Regardless of transfer method (US Mail, Fax, Download or email) 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 Vendor Invoice Processor (VIP), from the Work Management System, who performs additional checks (e.g. banking information in vendor master, vendor master data correct) and then parks them in SAP. To ensure compliance with the Prompt Payment Act, the VIP manually inputs the receipt date in SAP.

#### **Processing of Vendor Invoices**

In SAP, each Vendor Payment Processor (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 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.

If the invoice passes all the status checks, the VPP then posts (a command in SAP that saves the document and updates the general ledger) the invoice in SAP. If the invoice fails the status checks, the VPP will return invoice to the Center FM Office VPP to correct budget-exceeded issues, derivation rules, and internal order/object class issues, etc. The invoice will be posted.

If NSSC receives calls about the Treasury offset program (TOP) from Vendors, the NSSC will advise the vendor to call Treasury for details about the offset.

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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. The Accounts Payable Certification Processor reviews the payment proposal/schedule, and he/she will instruct the VPP to make any necessary adjustments. After an adjustment is made, the vendor invoice is scheduled for payment. *[Note: This action is not required for IPAC invoices.]* After an adjustment is made, Accounts Payable Certification Processor certifies the vendor invoices for payment.

The Accounts Payable Certifying Officer verifies the detailed payment proposal/schedule, certifies the proposal, which creates the file for Treasury in SAP. The file will be submitted to Treasury via the Payment Run Interface 12A in SAP. The Accounts Payable Certifying Officer also creates the summary schedule (number of invoices, total dollar value payments and control number) from EDI via bReady and forwards it to the Secured Payment System (SPS) Data Entry Operator.

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

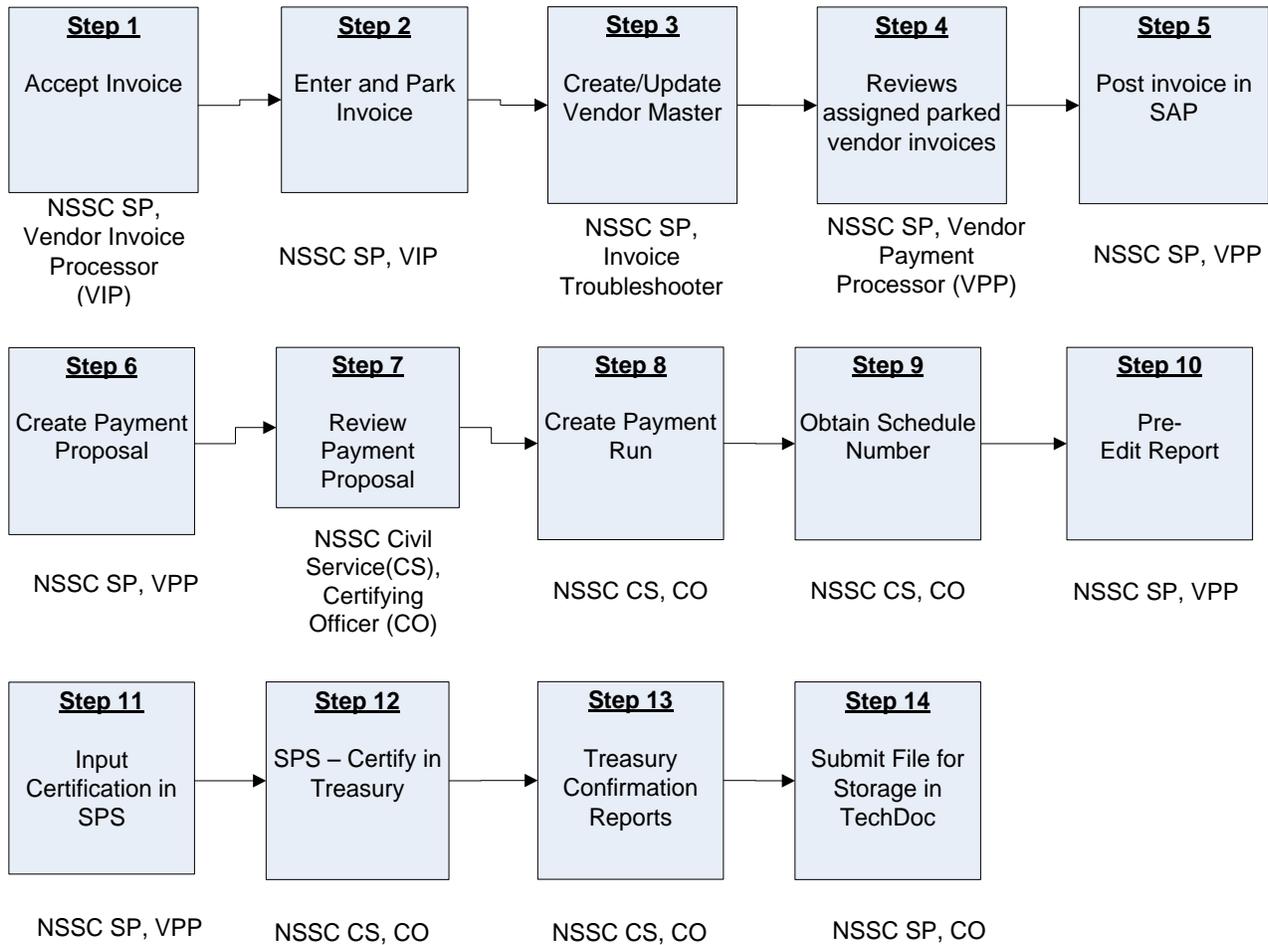
After the data is entered, the summary payment proposal/schedule data is verified by one of the Certification Officers. The Certification Officer compares the summary report to the totals of the SAP detailed payment proposal/schedule file. Once the totals are verified, the Certification Officer certifies the data in SPS and submits the file to the Treasury. Treasury will then compare the certified summary file with the detailed file sent from SAP.

The Treasury confirmation is interfaced into SAP at the NASA NEACC. The Confirmation file is posted to SAP via Interface 12B and confirmations are available for viewing in SAP. The NSSC then verifies the confirmed data in SAP. The Certifying Officer compares the summary schedule (ZSE16\_FMTC\_SCHNO) with the Z\_Confirmation detail report. If the summary is confirmed and the detail is not, then the Certifying Officer issues a Service Request to the NEACC for resolution. This is done on a weekly basis, except during the last week of the month, when it is done daily to ensure there is no statement of difference with the 224 reconciliation. The NSSC will monitor EFT payment cancellations and unconfirmed payments from Treasury and resolve them for re-issuance of payment.

When the vendor does not receive a payment, 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 vendor's banking information or other problems have been corrected via an SR to the NEACC to update vendor master. The VPP may only reissue payment after receiving notification from Treasury that the original payment was rejected. Confirmation reports received from Treasury 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. VPP will work with the NEACC to resolve all un-posted DIT's in SAP. If the payment was issued to an incorrect vendor, the VPP will forward the vendor information to Accounts Receivable to collect the payment from the vendor who was paid in error prior to reissuing the check to the correct vendor.

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## FI Invoice Process



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Process 3 –FI Payment Process		
Roles and Responsibilities	Action	Tips/Notes
<p><b>Step 1</b></p> <p><b>NSSC, Service Provider, Vendor Invoice Processor (VIP), Vendor Payment Processor (VPP)</b></p> <p>Accept Invoice</p>	<p><b>Purpose</b></p> <p>Accept invoice from Work Management System.</p> <ol style="list-style-type: none"> <li>3. Log into Work Management System.</li> <li>4. Click on the <b>Get Next</b> Link.</li> </ol> <p>Performs initial checks:</p> <ol style="list-style-type: none"> <li>1. Ensures that all original invoices from Document Imaging are dated stamped with received date</li> <li>2. Ensures the invoice has Vendor name, address, date, amount, payment terms, invoice number, description of services/good invoiced</li> <li>3. Flags invoice for discount, construction, milestone payments, or pay less than 30 days invoices in SAP</li> </ol> <ul style="list-style-type: none"> <li>▪ If the invoice is not valid (not a NASA invoice) for payment, the vendor document is returned to Document Imaging for rerouting. <ol style="list-style-type: none"> <li>a. Click “Return to Document Imaging” in the Work Management System</li> <li>b. Click “Get Next”</li> </ol> </li> <li>▪ 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. VIP will also enter ‘Rejected’ in the text field in attach a copy of the rejection letter to the SAP document</li> </ul> <p><b>Output:</b> Acceptance of invoice</p>	<p>The “Get Next” button takes the next invoice in the First In First Out (FIFO) queue based on Invoice Receipt Date.</p> <p>Template for invoice rejection letter is on the NSSC shared drive in the AP_AR directory, forms folder. File name is “Invoice Rejection Letter example.”</p>

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Process 3 –FI Payment Process		
Roles and Responsibilities	Action	Tips/Notes
<p><b><u>Step 2</u></b></p> <p><b>NSSC, Service Provider, Vendor Invoice Processor (VIP), Vendor Payment Processor (VPP)</b></p> <p>Enter and Park Invoice</p>	<p><b>Purpose</b></p> <p>Use this procedure to enter and park a vendor invoice for which there is no contract or purchase number issued</p> <p><b>Trigger</b></p> <p>Perform this procedure when a vendor invoice has been received that needs to be parked in FI.</p> <p><b>Prerequisites</b></p> <p>None</p> <p><b>Menu Path</b></p> <p>Use the following menu path(s) to begin this transaction:</p> <p>Select → Accounting → Financial Accounting → Accounts Payable → Document Entry → Invoice screen.</p> <p><b>Transaction Code</b></p> <p>FB60</p> <p><b>Helpful Hints</b></p> <p>None</p> <p>Procedure For Step by Step End User Procedures, refer to NASA's IEM EPSS at: <a href="https://epssprod01.ifmp.nasa.gov/nav/index.htm">https://epssprod01.ifmp.nasa.gov/nav/index.htm</a> and click on the following:</p> <ul style="list-style-type: none"> <li> SAP – Core Financials</li> <li> Accounts Payable</li> <li> System Role</li> </ul>	

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Process 3 –FI Payment Process		
Roles and Responsibilities	Action	Tips/Notes
	<p> Vendor Invoice Processor</p> <p> FB60 – Enter FI Invoice (End User Procedure)</p> <p>Note: In <i>Assignment</i> edit boxes included VIP initials.</p> <p>Reference field should include PO number or contract number followed by two spaces and then the invoice number</p> <p>Once document is parked, use FBV2 to go back into that document and add URL to invoice.</p> <ol style="list-style-type: none"> <li>1. Tcode FBV2</li> <li>2. Enter Invoice Document No</li> <li>3. Click Display Document</li> <li>4. Click the Services for Object icon</li> <li>5. Click the Create Icon</li> <li>6. Click Create External Document (URL)</li> <li>7. Type “Copy of Invoice” in the Title edit box</li> <li>8. Cut and paste the link from tech docs in the Address edit box</li> <li>9. Click the green check icon</li> <li>10. Click the yellow arrow exit icon</li> </ol> <p>All invoices should be parked. If returned enter reason code in SAP. Include Rejected in the text field and attach rejection letter in SAP document</p> <p>If the SAP Vendor Master needs to be updated or created/updated, the Vendor Invoice Processor will handoff to Troubleshooter to create/update Vendor Master.</p>	

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Process 3 –FI Payment Process		
Roles and Responsibilities	Action	Tips/Notes
	<p>Go back to Step 1 and click Get Next.</p> <p><b>OUTPUT:</b> Parked FI invoice.</p> <p>Put a note in the notes tab that ZREM vendor has been requested and the date.</p> <p><b>Look at query by vendor number in SAP – FBL1N to check for duplicate payments</b></p> <ul style="list-style-type: none"> <li>▪ If invoice is a duplicate, delete parked document</li> <li>▪ If invoice is not a duplicate, continue</li> </ul> <p>Go back to Step 1 and click Get Next.</p> <p><b>OUTPUT:</b> Parked LIV/MM invoice.</p>	
<p><b><u>Step 3</u></b></p> <p><b>NSSC, Service Provider, Invoice Troubleshooter</b></p> <p>Create/Update Vendor Master</p>	<p><b>Purpose</b></p> <p>Use this procedure to create/update the vendor master</p> <p><b>Trigger</b></p> <p>Perform this procedure when a Vendor Master needs to be created or updated</p> <p><b>Prerequisites</b></p> <p><b>None</b></p> <p>Request the ACH, W-9, or CCR information from the vendor prior to submission of the service request</p> <ol style="list-style-type: none"> <li>1. Log into bReady</li> <li>2. Scroll down and click 'Remedy' under IEMP Reference Tools and Utilities; the IEM Service Request System Window will display</li> </ol>	

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Process 3 –FI Payment Process		
Roles and Responsibilities	Action	Tips/Notes
	<ol style="list-style-type: none"> <li>3. In the left pane select 'New Request'</li> <li>4. Enter information in the Transaction -Short Description field. Give a brief description of this request.</li> <li>5. Click the down arrow to the right of the SR Type field and select 'Master Data' from the list</li> <li>6. In the Description Field type a detailed description of the service request</li> <li>7. Click the down arrow to the right of the 'Application' field and select 'Core Financial' from the list, then select PO to Payment Confirmation, Accounts Payable, Accounts Payable from the cascading dropdown lists</li> <li>8. Click the down arrow to the right of the 'Type' field and select 'Master Data'</li> <li>9. In the 'Submitter Phone' field enter your phone number in xxx-xxx-xxxx format</li> <li>10. Click the 'Fill Info' button</li> <li>11. Click the down arrow button to the right of the 'Priority/Severity' field and select a priority from the dropdown list. Priority will usually be 'Medium'</li> <li>12. Enter a Requested Due Date</li> <li>13. Click Attachments tab at the top of the screen</li> <li>14. Click in the first line under file name, then click the 'Add' button</li> <li>15. Browse for file name and attach file</li> <li>16. Click OK</li> </ol>	

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Process 3 –FI Payment Process		
Roles and Responsibilities	Action	Tips/Notes
	17. After completing the above fields, select 'Submit new request' on the left side menu and write down the SR# and Input the SR# into your SR Log Spreadsheet  18. Log out of BReady  19. Submitter will receive an email stating SR is closed. Open SR  20. Click Diary Editor to receive Vendor Number  21. Update Vendor in SAP  <b>OUTPUT:</b> Updated Vendor Master.	
<b>Step 4</b>  <b>NSSC, Service Provider, Vendor Payment Processor (VPP)</b>  Reviews assigned parked vendor invoices	Run FBL1N in SAP to pull a list of all parked documents by center. Performs quality validations: <ol style="list-style-type: none"> <li>1. Validate that all original invoices from Document Imaging are dated stamped with date received</li> <li>2. Validate the invoice has vendor name, address, date, amount, payment terms, invoice number, description of services/good invoiced</li> <li>3. Validate invoice has not been previously paid</li> <li>4. Checks / ZREM Vendor Number               <ul style="list-style-type: none"> <li>▪ If the invoice does not meet the requirements of the Prompt Payment Act, the Vendor Invoice Processor is responsible for ensuring that the invoice is returned to the Center Submitter.</li> </ul> </li> </ol> <b>Output:</b> Acceptance of invoice.	

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Process 3 –FI Payment Process		
Roles and Responsibilities	Action	Tips/Notes
<p><b><u>Step 5</u></b></p> <p><b>NSSC, Service Provider, Vendor Payment Processor (VPP)</b></p> <p>Post, Change/Delete a Parked FI Invoice</p>	<p><b>Purpose</b></p> <p>Use this procedure to <b>post</b>, change/delete a parked FI Invoice Amount (down only).</p> <p><b>Trigger</b></p> <p>Perform this procedure when an FI invoice is parked and postings or changes need to be made.</p> <p><b>Prerequisites</b></p> <ul style="list-style-type: none"> <li>• FI invoice in parked status</li> </ul> <p><b>Menu Path</b></p> <p>Use the following menu path(s) to begin this transaction:</p> <ul style="list-style-type: none"> <li>• <b>Select</b> → Accounting → Financial Accounting → Accounts Payable → Document → Parked Documents → Change → <b>Enter</b>.</li> </ul> <p><b>Transaction Code</b></p> <p><b>FBV2 / FBVO</b></p> <p><b>Helpful Hints</b></p> <p><i>None</i></p> <p><b>Procedure</b></p> <p>For Step by Step End User Procedures, refer to NASA's IEM EPSS at:  <a href="https://epssprod01.ifmp.nasa.gov/nav/index.htm">https://epssprod01.ifmp.nasa.gov/nav/index.htm</a>  and click on the following:</p> <ul style="list-style-type: none"> <li> SAP – Core Financials</li> <li> Accounts Payable</li> <li> Sub Process Area</li> <li> Enter Invoice</li> </ul>	

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Process 3 –FI Payment Process		
Roles and Responsibilities	Action	Tips/Notes
	 FBV2 –Adjust, Reject, or Delete FI Invoice Amount  <b>Comments</b> You have altered a parked FI invoice  <b>Output:</b> Posted Invoice	
<b>Step 6</b>  <b>NSSC, Service Provider, Vendor Payment Processor (VPP)</b>  Create Payment Proposal	<b>Purpose</b> Use this procedure to create vendor payment proposal.  <b>Trigger</b> Perform this procedure when vendor payments need to be executed.  <b>Prerequisites</b> Vendor invoices due to pay.  <b>Menu Path</b> This transaction must be executed directly. There is no menu path available.  <b>Transaction Code</b> <b>F110,ZF110_PRO</b>  <b>Helpful Hints</b>  <i>None</i>  <b>Procedure</b> For Step by Step End User Procedures, refer to NASA's IEM EPSS at: <a href="https://epssprod01.ifmp.nasa.gov/nav/index.htm">https://epssprod01.ifmp.nasa.gov/nav/index.htm</a> and click on the following:   SAP – Core Financials	

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Process 3 –FI Payment Process		
Roles and Responsibilities	Action	Tips/Notes
	<ul style="list-style-type: none"> <li> Accounts Payable</li> <li> System Role</li> <li> Agency Vendor Payment Processor</li> <li> ZF110 PRO – Create and Verify Payment Proposal (End User Procedure)</li> </ul> <p><b>Comments</b></p> <p>It is critical that the payment proposal is verified for accuracy and any errors are corrected prior to certification.</p> <p><b>Output:</b> Completed vendor payment proposal.</p>	
<p><b><u>Step 7</u></b></p> <p><b>NSSC, Civil Servant, Certifying Officer</b></p> <p>Review Payment Proposal</p>	<p><b>Purpose</b></p> <p>Use this procedure to review payment proposal.</p> <p><b>Trigger</b></p> <p>Perform this procedure when an email is received from a VPP</p> <p><b>Prerequisites</b></p> <p>A payment proposal has been created</p> <p><b>Procedure</b></p> <p>Performs the following checks:</p> <ol style="list-style-type: none"> <li>1. Proper invoice with date received</li> <li>2. Proper obligating document</li> <li>3. Proper evidence of receipt and acceptance by an authorized official</li> <li>4. Validate interest reason codes in SAP</li> <li>5. Verifies that the correct ZREM is used along with the correct banking information.</li> </ol>	

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Process 3 –FI Payment Process		
Roles and Responsibilities	Action	Tips/Notes
	6. If exceptions exist, return to VPP for corrections 7. Create a Remedy Ticket for exceptions 8. Block exception in SAP Return to Step 6	
<b><u>Step 8</u></b>  <b>NSSC, Civil Servant, Certifying Officer</b>  Create Payment Run	<p><b>Purpose</b> Use this procedure to execute a payment proposal.</p> <p><b>Trigger</b> Perform this procedure when a payment proposal is ready to be executed.</p> <p><b>Prerequisites</b> A payment proposal has been created</p> <p><b>Menu Path</b> N/A</p> <p><b>Transaction Code</b> <b>ZF110_PRUN</b></p> <p><b>Helpful Hints</b> <i>None</i></p> <p><b>Procedure</b> For Step by Step End User Procedures, refer to NASA's IEM EPSS at:  <a href="https://epssprod01.ifmp.nasa.gov/nav/index.htm">https://epssprod01.ifmp.nasa.gov/nav/index.htm</a>            and click on the following:</p> <ul style="list-style-type: none"> <li> SAP – Core Financials</li> <li> Accounts Payable</li> </ul>	

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Process 3 –FI Payment Process		
Roles and Responsibilities	Action	Tips/Notes
	<ul style="list-style-type: none"> <li> Sub Process Area</li> <li> Execute and Management Payment</li> <li> ZF110_PRUN – Execute Payment Run</li> </ul> <p><b>Comments</b></p>	
<p><b><u>Step 9</u></b></p> <p><b>NSSC, Civil Servant, Certifying Officer</b></p> <p>Obtain Schedule Number</p>	<p><b>Purpose</b></p> <p>Use this procedure to obtain schedule number.</p> <ol style="list-style-type: none"> <li>1. Use transaction code <b>ZSE16_FMTC_SCHNO</b>.</li> <li>2. Click on <b>&lt;Table Contents&gt;</b> button.</li> <li>3. Enter <b>Identification #</b>.</li> <li>4. Click <b>&lt;Execute&gt; (Clock)</b>.</li> <li>5. Print.</li> <li>6. Drill down on SCHEDULE NO and Print.</li> </ol> <p>7. <b>After the SAP R/3 session:</b> No action required.</p> <p><b>Output:</b> Create Payment Run and Obtain Schedule Number.</p>	<p>bReady: <a href="https://bready.nasa.gov/portal/server.pt/community/bready_home_community/203">https://bready.nasa.gov/portal/server.pt/community/bready_home_community/203</a></p>
<p><b><u>Step 10</u></b></p> <p><b>NSSC, Service Provider, Vendor Payment Processor (VPP)</b></p> <p>Pre-Edit Report</p>	<p>Wait 30 minutes after the Payment Run in SAP.</p> <ol style="list-style-type: none"> <li>1. Log into bReady.</li> <li>2. Click on Systems</li> <li>3. Click on Web Access Tool (WAT).</li> <li>4. Click on drop down arrow beside PROD.</li> <li>5. Click on drop down arrow beside CF</li> <li>6. Select Center and click on drop down arrow.</li> <li>7. Click on drop down arrow beside Treasury_pre-edit.</li> <li>8. Choose current pre-edit report.</li> <li>9. Click on View button (eye).</li> <li>10. Print report in PDF.</li> <li>11. Save as “B” schedule in Paperless folder for Center. (i.e MD049112410B)</li> </ol>	

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Process 3 –FI Payment Process		
Roles and Responsibilities	Action	Tips/Notes
	<i>Output: <b>Pre-Edit Report</b></i>	
<p><b><u>Step 11</u></b></p> <p><b>NSSC, Service Provider, Vendor Payment Processer</b></p> <p>Input Certification</p>	<ol style="list-style-type: none"> <li>1. Log into SPS to input Certification.</li> <li>2. Click <b>&lt;New Page Bottom&gt;</b> <ul style="list-style-type: none"> <li>▪ Summary , Note: If you are processing a same day payment for bank to bank payments to foreign vendors, you should click Same Day Pay</li> <li>▪ Use Pre-Edit Report to enter the following: <ul style="list-style-type: none"> <li>▪ Destination – enter applicable treasury center</li> <li>▪ ALC#</li> <li>▪ Tab</li> <li>▪ Schedule</li> <li>▪ Total # of Payments # of vendors paying</li> <li>▪ line items</li> <li>▪ Payment Date</li> <li>▪ Summary Type Code (Vendor or Miscellaneous)</li> <li>▪ Sub-Type Code (EFT)</li> <li>▪ Control#</li> <li>▪ Symbol: Enter type of payment, schedule ID #</li> <li>▪ Amount</li> <li>▪ Enter remarks if required</li> </ul> </li> </ul> </li> <li>3. Click the <b>Add</b> button twice to add to Treasury Account Symbol box</li> <li>4. Save</li> <li>5. Submit to Certifying Officer via paperless process</li> </ol> <p><b>Output:</b> Treasury file created.</p>	

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Process 3 –FI Payment Process		
Roles and Responsibilities	Action	Tips/Notes
<p><b>Step 12</b></p> <p><b>NSSC, Civil Servant, Certifying Officer</b></p> <p>SPS – Certify in Treasury</p>	<ol style="list-style-type: none"> <li>1. Log into SPS (Treasury).</li> <li>2. You should see a list of schedules.</li> <li>3. Highlight on the row you want to certify.</li> <li>4. Click on the <b>Certify with Viewing</b> icon.</li> <li>5. Verify all information (dollar amount, center, etc.)</li> <li>6. Click on <b>Certify Schedule</b> icon.</li> <li>7. A successful block should appear with the schedule number.</li> <li>8. After certification of all schedules for that time, go to <b>View Extracted Schedules</b>.</li> <li>9. Click twice on the date created column to sort the current schedules.</li> <li>10. Click on the Schedule to get the <b>Schedule Detail</b> and save.</li> <li>11. Combine all files with the <b>Schedule Detail</b> report</li> <li>12. <b>Certify and Review</b> each file using the Certifying Officer's <b>Signature Card</b> and <b>Review Stamp</b>.</li> <li>13. Submit complete Payment Proposal file to TechDoc.</li> </ol> <p><b>Output:</b> Certification of Payment</p>	
<p><b>Step 13</b></p> <p><b>NSSC, Civil Servant, Certifying Officer</b></p> <p>Treasury Confirmation Reports</p>	<p>AP Certification Officer will receive an email from Treasury with a link to Pay.gov for all EFT cancellations.</p> <p><b>Purpose</b></p> <p>Use this procedure to view EFT cancellations from Treasury.</p> <p><b>Procedure</b></p> <ol style="list-style-type: none"> <li>1. Log in to Pay.Gov at</li> <li>2. Click on Pending Bills</li> <li>3. Click on the Bill Details # to view the Detailed Cancellation Report that provides the Payee Name, Reason for</li> </ol>	

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Process 3 –FI Payment Process		
Roles and Responsibilities	Action	Tips/Notes
	<p>Return, Agency Schedule Number, Amount, etc.</p> <p><b>Output:</b> Notification of EFT cancellations.</p> <p>Generate Remedy Ticket notifying Vendor Payment Processor to research and update information in SAP and go through manual cancellation process and reissue payment in SAP.</p> <p>-----</p> <p>Three days after certification is complete, log into SAP for treasury confirmations.</p> <p><b>Purpose</b> Use this procedure to confirm Treasury payments.</p> <p><b>Transaction Code</b> <b>ZFI_SCHED_AOF</b></p> <p><b>Procedure</b></p> <ol style="list-style-type: none"> <li>1. Use transaction code <b>ZFI_SCHED_AOF</b>.</li> <li>2. Enter <b>Identification #</b>.</li> <li>3. Click <b>&lt;Execute&gt; (Clock)</b>.</li> <li>4. Check for Confirmation # and Print.</li> </ol> <p>-----</p> <p><b>Purpose</b> Report provides status and payment details for invoices.</p> <p><b>Transaction Code</b> <b>ZFI_AP_PMT_STAT</b></p>	

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Process 3 –FI Payment Process		
Roles and Responsibilities	Action	Tips/Notes
	<p><b>Procedure</b></p> <ol style="list-style-type: none"> <li>1. Use transaction code <b>ZFI_AP_PMT_STAT</b></li> <li>2. Enter <b>Identification #</b>.</li> <li>3. Click <b>&lt;Execute&gt; (Clock)</b>.</li> <li>4. Check to ensure that clearing document numbers are <b>1300#’s</b>.</li> </ol> <p>-----</p> <p><b>Purpose</b></p> <p>Use this procedure to confirm Treasury payments.</p> <p><b>Prerequisite</b></p> <p>Invoices have been processed through the payment program in SAP and Disbursement in Transit (DIT) documents generated.</p> <p><b>SCREEN: SAP Easy Access</b></p> <ol style="list-style-type: none"> <li>1. Use transaction code <b>ZCONFIRMATION</b>.</li> </ol> <p><b>SCREEN: Drilldown for Treasury Confirmations</b></p> <ol style="list-style-type: none"> <li>2. Enter <b>Company Code</b>.</li> <li>3. Enter <b>Accounting Document</b>.</li> </ol> <p> <i>This will be the DIT document number(s) or range(s) of numbers.</i></p> <ol style="list-style-type: none"> <li>4. Enter <b>Fiscal Year</b>.</li> <li>5. Enter <b>Document Type</b> (optional).</li> <li>6. Enter <b>Posting Key</b>.</li> </ol> <p> <i>The Posting Key should always be 50.</i></p> <ol style="list-style-type: none"> <li>7. Enter <b>Business Area</b> (optional).</li> <li>8. Enter <b>Clearing Date</b> (optional).</li> <li>9. Enter <b>Transaction Key</b> (optional).</li> <li>10. Enter <b>General Ledger Account</b></li> </ol>	

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Roles and Responsibilities	Action	Tips/Notes
	<p><i>(optional).</i></p> <p>11. <i>Execute the transaction (F8).</i></p> <p>This transaction will display a list of all clearing documents for the specified DIT documents.</p> <p>To save this list to an excel spreadsheet:</p> <ol style="list-style-type: none"> <li>1. Select <b>List</b>.</li> <li>2. Select <b>Export</b>.</li> <li>3. Select <b>Spreadsheet</b>.</li> <li>4. Check <b>Ok</b>.</li> <li>5. Select <b>Table</b> and check <b>Ok</b>.</li> <li>6. Check <b>Ok</b>.</li> </ol> <p> <i>When the data appears in Excel, you <b>MUST</b> do a "Save As" and rename the file to retain the data. You cannot save the sheet "as is."</i></p> <p><b>Output:</b> Treasury Confirmation Reports</p> <p>-----</p> <p>Work with Vendor Payment Processor to go through manual cancellation process and reissue payment in SAP</p>	
<p><b>Step 14</b></p> <p><b>NSSC, Civil Servant, Certifying Officer</b></p> <p>Close Payment Run</p>	<p>Receive completed payment packet and file in Document Imaging</p> <ul style="list-style-type: none"> <li>○ WAT Pre-Edit Report</li> <li>○ SPS Confirmation</li> <li>○ Payment Proposal</li> <li>○ Payment Run</li> </ul> <p><b>Output:</b> <i>Close payment run.</i></p>	

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Process 3 –FI Payment Process		
Roles and Responsibilities	Action	Tips/Notes
<p><b>Procedures for Recertifying Payments</b></p> <p><b><u>Step 1</u></b></p> <p><b>NSSC, Service Provider, Vendor Payment Processor (VPP)</b></p> <p>Reverse Clearing Document</p>	<p><b>Purpose</b></p> <p>Use this procedure to reverse out a clearing document</p> <p><b>Trigger</b></p> <p>Perform this procedure when a document must be corrected or reversed.</p> <p><b>Prerequisites</b></p> <ul style="list-style-type: none"> <li>• A document exists with a clearing document</li> </ul> <p><b>Menu Path</b></p> <p>Use the following menu path(s) to begin this transaction:</p> <p><b>Select Accounting → Financial Accounting → Accounts Payable → Document → Reset Cleared Items</b></p> <p><b>Transaction Code</b></p> <p><b>FBRA</b></p> <p><b>Procedure</b></p> <p>For step-by-step end user procedures, refer to NASA's IEM EPSS at:  <a href="https://epssprod01.ifmp.nasa.gov/nav/index.htm">https://epssprod01.ifmp.nasa.gov/nav/index.htm</a>  and click on the following:</p> <ul style="list-style-type: none"> <li> SAP – Core Financials</li> <li> Accounts Payable</li> <li> System Role</li> <li> Agency Vendor Payment Processor</li> <li> FBRA – Reverse Clearing Document (End User Procedure)</li> </ul> <p><b>Comments</b></p>	

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Process 3 –FI Payment Process		
Roles and Responsibilities	Action	Tips/Notes
	<p>Once the clearing document has been removed the document is now in an open status and can be reversed.</p> <p><b>Output:</b> Reversal of Clearing Document</p>	
<p><b><u>Step 2</u></b></p> <p><b>NSSC, Civil Servant, Certifying Officer</b></p> <p>Cancel Vendor Check Payment</p>	<p><b>Transaction Code</b> FCH8</p> <p><b>Purpose</b> Cancel Vendor Check Payment.</p> <p><b>Process &gt; Sub-process</b> Accounts Payable → Execute and Manage Payments</p> <p><b>Menu Path</b> Accounting → Financial Accounting → Accounts Payable → Document entry → Vendor invoice → Invoice</p> <p><b>Background</b></p> <ul style="list-style-type: none"> <li>• Determine the check number for the paid invoice</li> <li>• Reverse and reset the cleared invoice</li> <li>• Cancel the confirmed check</li> </ul> <p><b>Prerequisites</b> Treasury Confirmation must be reversed and reset via FBRA prior to canceling check payment.</p> <p><b>Output</b> Vendor Check Payment will be canceled</p>	

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Process 3 –FI Payment Process		
Roles and Responsibilities	Action	Tips/Notes
	<p><b>Procedure</b> For step-by-step end user procedures, refer to NASA's IEM EPSS at: <a href="https://epsprod01.ifmp.nasa.gov/nav/index.htm">https://epsprod01.ifmp.nasa.gov/nav/index.htm</a> and click on the following:</p> <ul style="list-style-type: none"> <li> SAP – Core Financials</li> <li> Accounts Payable</li> <li> Sub Process Area</li> <li> Recertify Payment</li> <li> FCH8 – Cancel Check Payment</li> </ul>	
<p><b>Step 3</b></p> <p><b>NSSC, Civil Servant, Certifying Officer</b></p> <p><b>NSSC, Service Provider, Vendor Payment Processor (VPP)</b></p>	<p><b>Purpose</b> <i>Use this procedure to cancel a FI invoice in order to make correction to original and re-enter.</i></p> <p><b>Trigger</b> <i>Perform this procedure when an invoice needs correction and must be reversed.</i></p> <p><b>Prerequisites</b> FI invoice must be open and not be cleared by another document.</p> <p><b>Menu Path</b> <i>Use the following menu path(s) to begin this transaction:</i></p> <p>Select <b>Logistics → Materials Management → Logistics Invoice Verification → Further Processing → Cancel Invoice Document</b> to go to the <i>Cancel Invoice Document</i> screen.</p> <p><b>Transaction Code</b> <b>FB08</b></p> <p><b>Helpful Hints</b></p>	

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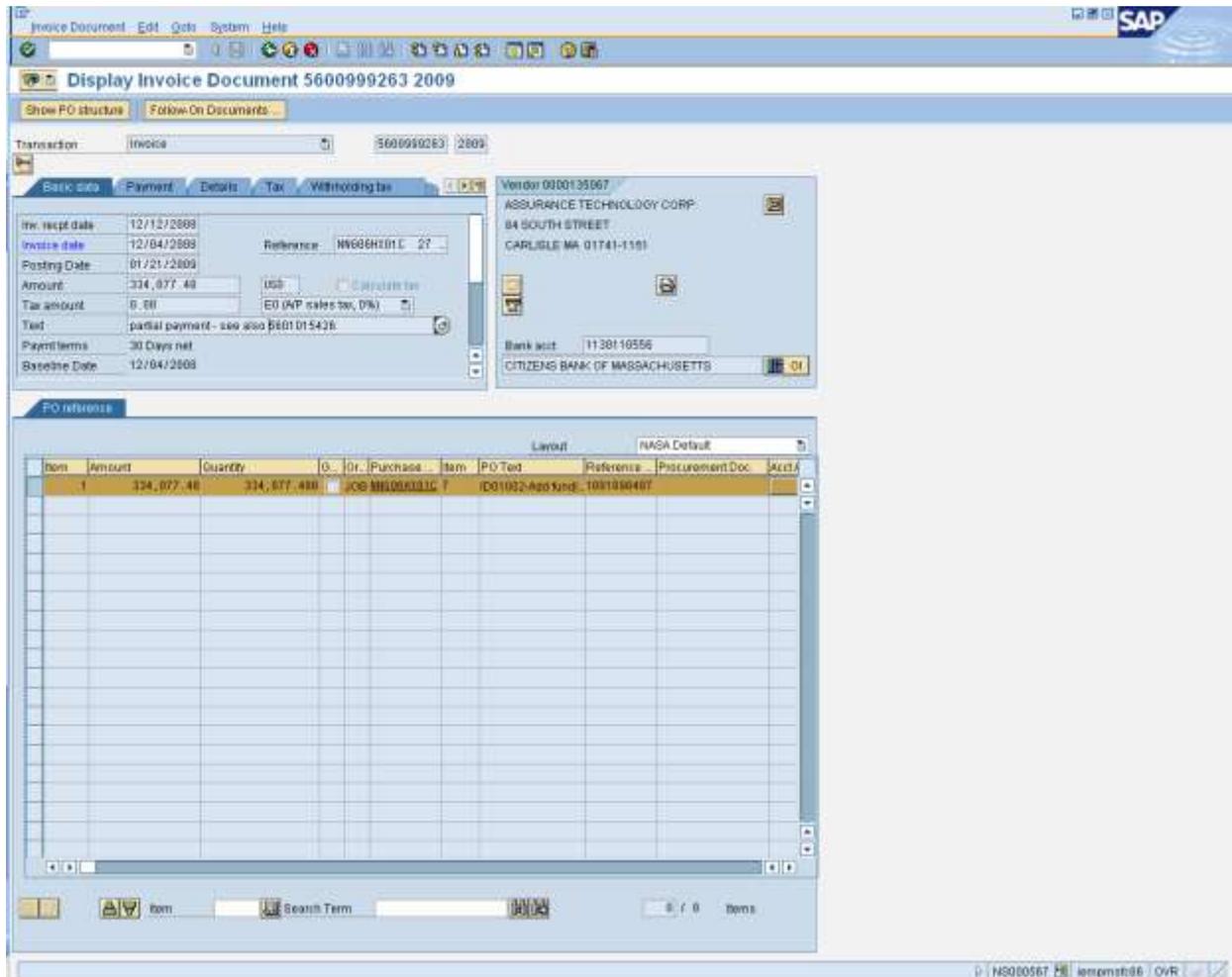
Process 3 –FI Payment Process		
Roles and Responsibilities	Action	Tips/Notes
	<p><i>None</i></p> <p><b>Procedure</b></p> <p>For step-by-step end user procedures, refer to NASA's IEM EPSS at:  <a href="https://epsprod01.ifmp.nasa.gov/nav/index.htm">https://epsprod01.ifmp.nasa.gov/nav/index.htm</a>  and click on the following:</p> <ul style="list-style-type: none"> <li> SAP – Core Financials</li> <li> Accounts Payable</li> <li> System Role</li> <li> Agency Vendor Payment Processor</li> <li> FB08 – Reverse Invoice and Re-enter (End User Procedure)</li> </ul> <p>-----</p>	

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## Partial Payment Process

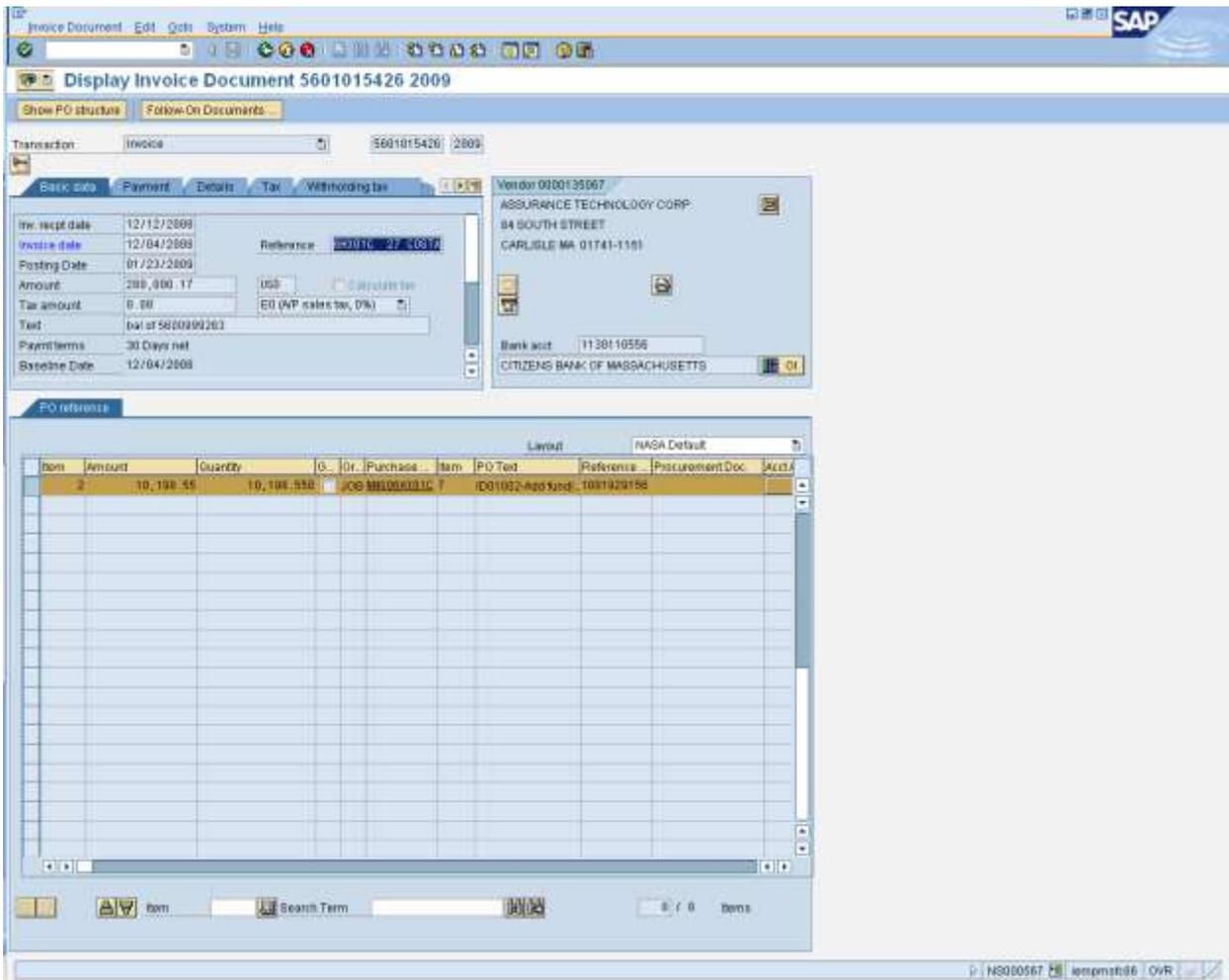
Vendor Payment Processor will post the invoice if it has been approved for the total amount without any changes. If the invoice has not been approved for the total amount then cut and paste the reason for the partial payment of the invoice into the notes tab on the invoice before posting. With the Contracting Officer's approval, the VPP partial pays when not enough cost is available to pay the total invoice. At the time the partial payment invoice is posted, the VPP should create new SAP document for the remaining balance of the invoice.

1. In the original SAP document, type partial payment and reference the newly created invoice for the balance in the Text Field.



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2. In the new SAP document, add an (A) at the end of the reference field, after the Contract/PO number and invoice #.
3. Next, type in the Text field, balance of (original SAP document number).
4. Attach any pertinent documents (invoices, approvals, email correspondence, etc.) from the old SAP document.



5. Post the new SAP document when cost and/or funding has been received.

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## Create Collection Document as a Deposit Fund Receipt for Non-Federal Customer with No Receivable to Refund

01/15/2009

**NOTE:** If the cash was posted to the suspense account (2400.1000 using fund NON3875 for non-federal customers), then the suspense posting must be reversed prior to posting the refund to the customer.

Once the cash has been reversed out of suspense, then the cash will need to be posted back into SAP as deposit fund receipts for refunding purposes. These transactions must be posted in the same period. Must validate that the customer exists, if not create the customer for refund purposes.

If customer number is one of the account lines, then any other accounts within the transaction will inherit the trading partner value from the customer.

**Step 1:** If the cash has been posted in suspense, this posting must be reversed out.

**Step 2:** The cash should be posted as a collection of cash into deposit fund receipts against the customer that requires a refund.

**Step 3:** For Non-Federal customers, the refund process requires the creation of a payment proposal in SAP whereby the Treasury will issue a check to the customer. A payment method of "5" or "6" will be required to be entered on the collection document (the document that you created in step 2). The payment proposal will automate the appropriate cash out postings and post them into SAP.

### **Caveats**

1. To refund the cash to customers, the following is required:
  - Posting of the collection into AR by customer
  - Posting of the refund through the payment proposal to treasury
2. No receivable invoice will be setup, but rather a collection document representing the dollars that need to be refunded will be created and the refund will be made referencing this document.
3. The collection document will be defined as non-appropriated with the fund center as "AIN-XXXX" (ex. 62-MSFC) and the fund cited will be "NON6500"
4. Refunds made to non-federal customers through the treasury need to have payment method "5" or "6" on the collection document.
5. Refunds posted from the deposit fund **do not** require the two step process that is required when posting to miscellaneous receipts.

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***I. Create Collection Document for Customer without an Open Item***

**SCREEN: SAP Easy Access**

1. Enter transaction code **FB01**.

**SCREEN: Post Incoming Payments: Header Data**

2. Enter **Document date**.
3. Enter **Type**.

*Note: Type will be DA.*

4. Enter **Company code**.
5. Enter **Period**.
6. Enter **Currency/rate**.
7. Enter **Doc. header text**.
8. Under First Line Item.
  - a. Enter **Posting Key**.

*Note: Posting key is 40 for cash received.*

- b. Enter **Account**.

*Note: Account is the GL Account for cash. Use 1010.5215. (This cash account is the one that is used to post the collection. Decision needs to be made if this is the correct cash account)*

- c. Click **<Enter>**.

**SCREEN: Enter Customer Document: Add GL Account item**

- d. Enter **Amount**.
  - e. Enter **Fund Center**.

*Note: Fund Center is "Center AIN". Example is 62-MSFC.*

- f. Enter **Fund**.

*Note: Fund is "NON6500" for deposit fund.*

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**SCREEN: Enter Customer Document: Add GL Account item**

1. Enter Next Line Item.
  - a. Enter **Posting Key**.

*Note: Posting key is 15 for customer number.*

- b. Enter **Account**.

*Note: Account refers to the customer number.*

- c. Click **<Enter>**.

**SCREEN: Enter Customer Document: Add GL Account item**

- d. Enter **Amount**.
  - e. Enter **Business Area**.
  - f. Enter **Payment Method**.

*Note: Payment Method "5" is entered when customer is non-federal.*

13. Click **<Post>**.

**II. Update Customer Master**  
**Update Customer Master for refund**

1. Use Transaction Code XD02

**On General Data**

Click on Control Data Tab:

Enter SSN, Tax ID, or all zeroes in field TAX CODE 1

**Under Company code**

Click on Payment Transaction Tab:

Enter 01 in Grouping Key

Check box for Single Payment

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### III Create Payment Proposal

#### **SCREEN: SAP Easy Access**

1. Use transaction code **ZF110\_PRO**.

#### **SCREEN: Automatic Payment Transactions: Status**

2. Enter **Run date**.
3. Enter **Identification**.
4. Click **<Parameter>**.
  - a. Verify **Posting date**.
  - b. Verify **Docs entered up to**.
  - c. Enter **Company Code**.
  - d. Enter **Pmnt meths**.

*Note: Payment Method "5" or "6" is entered for non-federal customer.*

- e. Enter **Next p/date**.

*Note: The next payment date will be the next day that you plan on executing a payment run.*

- f. Enter **Customer**.
- g. Enter **To**.

5. Click **<Free Selection>**.

*Note: Select a business area when running a payment proposal so that you will only pull in the invoices that apply to your center.*

- a. Enter **Field Name**.

*Note: Select from the dropdown menu **Business Area**.*

- b. Enter **Values**.

*Note: Enter the appropriate business area for your center. The business area is designated by your 2-digit center code such as 22 for GRC, 62 for MSFC, 21 for `ARC, etc.*

6. Click **<Additional Log>**.
  - a. Click **<Due date check>**.
  - b. Click **<Payment method selection in all cases>**.
  - c. Click **<Line items of the payment document>**.
  - d. Enter **Customers (from/to)**.
7. Click **<Printout/data medium>**.
  - a. Do Not select a **Variant**.

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*Note: A variant does not need to be entered for check payments.*

8. Click **<Status>**.

DIALOG BOX: Save data

9. Click **<Yes>** in dialog box.
10. Click **<Proposal>**.

**DIALOG BOX: Schedule Proposal**

11. Click **<Start Immediately>** in dialog box.
12. Click **<Enter>** twice.
13. Click **<Status>**.

*Note: System displays message that payment proposal has been created. User can then view the payment proposal by clicking on the payment log icon or go to edit, payment, payment list and look at or print the list of payments that are included in the proposal.*

**After the SAP R/3 session:**

Inform the Certification Processor now that the payment proposal has been created and is free of any errors.

14. Once the Certification Processor has run the payment proposal, verify that your postings are there and are correct. The following is what should have posted:

DR Customer number  
CR 2120.0000 (Disbursement in transit)

Once the treasury confirmation occurs, the system will post:

DR 2120.0000  
CR 1010.6100

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## Posting Refunds – SR195010

*The policy directive from the July 23, 2009 Cash Clinic has caused the NSSC FBWT team to prepare manual adjustments to the monthly FMS 224 packages to avoid creating statement of differences. Such adjustments are referred to as “1010.5215 to 1010.6100 offsets”.*

*In an effort to reduce the need to perform such manual adjustments, it is being proposed that 1010.8400 (Refunds of Prior Year Obligations – SF215) be used in example A below and 1010.8300 (Refunds of Current Year Obligations SF 215) be used in example B below. The general ledger account 1010.8300 is coded in the SAP 224 to be reported as a collection to Section III and as an offset to disbursements in Section I, column 3. This would eliminate the need to do manual adjustments to the monthly FMS 224 packages due to the receipt of these refunds.*

AGENDA FOR THE MEETING ON JULY 23, 2009 (conducted by Donna Dull)

**Results of discussion with Competency Center & NSSC & OCFO, continue with current policy of**

- A) 1010.5215 USED FOR REPORTING COLLECTIONS WHICH INCLUDE THE FOLLOWING: REFUNDS OF PAYMENTS ORIGINALLY MADE IN PRIOR FISCAL YEARS, CANCELLED OR RETURNED CHECKS ORIGINALLY ISSUED IN PRIOR FISCAL YEARS AND OTHER CORRECTIONS OF ERRORS MADE IN PRIOR FISCAL YEARS)
- B) 1010.6100 USED FOR REPORTING COLLECTIONS WHICH INCLUDE THE FOLLOWING: REFUNDS OF PAYMENTS MADE IN CURRENT YEAR, CANCELLED OR RETURNED CHECKS ORIGINALLY ISSUED IN THE CURRENT YEAR AND OTHER CORRECTION OF ERRORS MADE IN THE CURRENT FISCAL YEAR)

*Effective 04/01/2010, when posting refunds for prior year GL 1010.8400 should be used instead of 1010.5215, and refunds for current year should be posted to 1010.8300 instead of 1010.6100. The above states “Prior year obligations”; however, per FBWT, “obligations” referenced in above SR195010 refers to the year when the payment was disbursed not the year when the funds were actually obligated.*

*This process has been implemented to reduce the number of manual 224 postings. Credit card payments through pay.gov should be treated as a check.....so use 1010.8300 or 1010.8400. Basically, if the collection comes through CA\$HLINK, then use 1010.8300 or 1010.8400.*

*For payroll deductions **do not** use the 1010.8300 or 1010.8400 process. Those collections are not from a check (SF 215). Use the 1010.8300 or 1010.8400 only when the traveler (in your case) sends a check to NSSC to “offset” a previous payment made to them. AR will identify salary offsets in the Remedy CTI under Item as “**Salary Offset Received**”. These should be posted to 1010.6100.*

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## Posting Vendor Refund collections in SAP for Contracts

### Process 4 –Posting Vendor Refund collections in SAP for Contracts Process

Roles and Responsibilities	Action	Tips/Notes
<p><b>Step 1</b></p> <p><b>NSSC, Service Provider, Accounts Receivable</b></p> <p>Receive Vendor Refund on Contract</p>	<ol style="list-style-type: none"> <li>Level 2 (L2) A/R receives the Remedy ticket, and researches to verify that the collection should be deposited by the NSSC.</li> <li>Click on the “Document Imaging Link” to view collection in TechDoc.</li> <li>Save copy of the collection on your C: Drive (hard drive of your computer).</li> <li>On the AR tab, enter the following: “Customer Name,” “Customer Address,” “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 “Transaction Date”). If “unidentified check,” mark “Yes” and insert comments.</li> <li>L2 A/R accesses the center-specific Bill of Collection (BOC) folder on the N-Drive Drive (<i>N:\Accounts Payable_Accounts Receivable\Accounts Receivable\Bills of Collections\Center\Open Collections</i>) to see if there is an open BOC for the collection received. If there is a BOC, the funding information on the IDR form will provide center and contract information, and should be verified in SAP. <ol style="list-style-type: none"> <li>Relate the Remedy ticket number listed in the IDR form to the current check/Pay.gov Remedy ticket.</li> </ol> </li> <li>If there is NOT an open BOC, then further research is needed as to where to post the collection.</li> <li>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 Accounts Payable (AP) center-specific lead. If they are unable to help (or if you do not know what center the collection is for), contact</li> </ol>	<p><b>Note:</b> Be sure to save the collection somewhere that you will be able to find it later in order to attach it to the completed credit memo.</p> <p><b>Note: AWMS</b> If you happen to see other random numbers listed on the collection or in the backup documentation, you can pull up AWMS and see if you can find the original invoice that way.</p>

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### Process 4 –Posting Vendor Refund collections in SAP for Contracts Process

Roles and Responsibilities	Action	Tips/Notes
	<p>the company that sent the collection. If you still need more information, it is then okay to contact the center AP point of contact (after all other avenues have been exhausted).</p> <ol style="list-style-type: none"> <li>8. Once you have the Contract number, open ME23N in SAP to begin researching Contract.</li> <li>9. Click the  icon which will open this box  </li> <li>10. Pur. Order = Contract Number.</li> <li>11. Click the "Item" icon </li> <li>12. Click on the "Purchase Order History" tab.</li> <li>13. Scroll down to the "Tr./Ev. Goods receipt" section. This section should have several 5600 documents listed. Click on any of these documents.</li> <li>14. This will open a screen that will show the ZREM vendor to which the posting will be made. Make note of this vendor number.</li> <li>15. Go into FBL1N in SAP. Enter the vendor number.</li> <li>16. While in FBL1N, check to see if there is a credit memo already parked (or even posted) for the collection. <ol style="list-style-type: none"> <li>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. <ol style="list-style-type: none"> <li>i. If this is found to be a duplicate collection, reroute the Remedy Ticket to AR Level 3 (AR L3) specifying in the "Activity Log" that the</li> </ol> </li> </ol> </li> </ol>	<p><b>Note:</b> "ZREM" Vendors can be recognized here by the presence of banking information.</p>

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Process 4 –Posting Vendor Refund collections in SAP for Contracts Process		
Roles and Responsibilities	Action	Tips/Notes
	<p style="text-align: center;">check is NOT TO BE DEPOSITED and should be returned to the vendor.</p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul> <p>17. Go into Remedy</p> <ul style="list-style-type: none"> <li>a. Enter the Center in the “A/R Center” field on the AR tab.</li> <li>b. Enter the Contract and Vendor information in the “Activity Log” and specify that the ticket is being routed to AR L3 for deposit to given center.</li> <li>c. Route Remedy Ticket to AR L3 center-specific point of contact in “Work in Progress” status.</li> </ul> <p><b>Output:</b> Collection Remedy ticket Routed to AR Level 3 for deposit to correct center.</p>	

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Roles and Responsibilities	Action	Tips/Notes
<p><b>Step 2</b></p> <p><b>NSSC, Service Provider, Accounts Receivable</b></p> <p>Verifying Fund Status on Contract</p>	<ol style="list-style-type: none"> <li>Remedy Change Request ticket is received back by Level 2 (L2) A/R from AR Level 3 (AR L3) In <i>Work in Progress</i> Status.</li> <li>A/R (L2) will Route Change Request ticket to A/P (L2) Center POC.</li> <li>Change Request ticket is placed in “Pending/Parts” status by L2 while researching the contract.</li> <li>Open ME23N in SAP.</li> <li>Click the  icon which will open this box  </li> <li>Pur. Order = Contract Number.</li> <li>Click the “Item” icon  Item</li> <li>From Drop Down “Item” Menu, select Line Item (PLI) to which the collection will be posted.</li> <li>Go to the services tab and click on  icon.</li> <li>It will open a box that looks like this:  </li> <li>Double click on the “Fund” which will pull up a box that looks like this:</li> </ol>	<p><b>Note: <u>ALC List</u></b>  Ames – 80001201  Dryden – 80000024  Glenn – 80000701  Goddard – 80000002  HQ – 80000001  Johnson – 80000004  Kennedy – 80004904  Langley – 80000501  Marshall – 80004901  Stennis – 80000101  JPL &amp; NMO - 80000055</p> <p><b>Note:</b> The process for Erroneous Deposits JVs can be found in section _____.</p> <p><b>Note:</b> The DRN must be 12 characters in total. The CASHLINK Confirmation “Voucher Number” in Remedy will have two zeros 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</p>

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Roles and Responsibilities	Action	Tips/Notes
	 <p>12. The “Reversal Date” listed is the date the funds have been (or will be) canceled.</p> <p>d. If the date is in the past, then the fund is canceled and the check needs to be deposited to Misc. Receipts. Assign the Remedy ticket to AR L2 (in “Work in Progress” status) informing AR to post the collection to Misc. Receipts. Include detail of research to determine miscellaneous receipts in Remedy worklog.</p> <p>e. If the date is in the future, then the fund is not canceled and it is okay to post the collection to the Contract.</p> <p>13. Go into Remedy.</p> <p>14. Check the CA\$HLINK Confirmation to be sure the check was deposited to the correct ALC (see ALC list on the right).</p> <p>a. If the ALC does <b>not</b> match the center for which the collection should have been made, the JV process for Erroneous Deposits (and the corresponding necessary IPAC) is needed before proceeding in the SAP posting process.</p> <p>b. Verify that the “Voucher Number” and “Voucher Date” on the CA\$HLINK Confirmation match the information entered into the AR tab in Remedy (on the “Date of Cashlink Confirmation” and “Document Reference Number” fields respectively).</p>	<p>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).</p>

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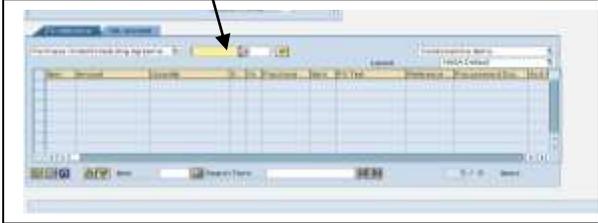
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Roles and Responsibilities	Action	Tips/Notes
	<p><b>Output:</b></p> <ul style="list-style-type: none"> <li>• Verification that Fund is not canceled and is able to accept posting of collection.</li> <li>• Verification of CASHLINK data accuracy in Remedy ticket.</li> </ul>	

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Process 4 –Posting Vendor Refund collections in SAP for Contracts Process		
Roles and Responsibilities	Action	Tips/Notes
<p><b><u>Step 3</u></b></p> <p><b>NSSC, Service Provider, VPP</b></p> <p>Posting Credit Memo for Purchase Order Collections</p>	<ol style="list-style-type: none"> <li>1. L2 will use transaction MIRO in SAP to post Credit Memo</li> <li>2. 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. If this is the case, skip directly to Step 4.</li> <li>3. If there is a PARKED credit memo already in FBL1N for this contract and amount, verify that all data is entered correctly (see #s 4 – 12 below) and post parked Credit Memo. To do this: <ol style="list-style-type: none"> <li>a. Go to the top and choose “Document” and then “Change”</li> <li>b. Go to the top and choose “Edit” and then “Display/Change”</li> </ol> <p>From here, you can make any changes needed prior to posting.</p> </li> <li>4. At top, “Transaction” = “Credit Memo”</li> <li>5. Populate the following fields on the “Basic Data” Tab: <ol style="list-style-type: none"> <li>a. Invoice Receipt Date &amp; Document Date <ol style="list-style-type: none"> <li>i. For checks, this is the date the check was received in TechDoc (this is usually noted on the far right side of the page).</li> <li>ii. For Pay.gov collections, this is the “Transaction Date.”</li> </ol> </li> <li>b. Reference = Contract Number</li> <li>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 Collection Processor [AR CPP]).</li> <li>c. Text <ol style="list-style-type: none"> <li>i. For checks “Contract # - Vendor Overpayment –</li> </ol> </li> </ol> </li> </ol>	<p><b><u>Note:</u></b> If for any reason, a check cannot be posted within 1 business day of it’s being deposited, it must be entered into the “Unposted Check Spreadsheets” on the N:Drive (N:\Statement of Difference to be Worked\AR IPAC Stat Report\UNPOSTED CHECKS)</p> <p><b><u>Note:</u></b> <b><u>Center Numbers:</u></b></p> <p style="text-align: center;">Ames = 21 Dryden = 24 Glenn = 22 Goddard = 51 Headquarters = 10 Johnson = 72 Kennedy = 76 Langley = 23 Marshall = 62 Stennis = 64</p>

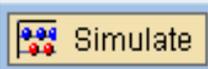
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Roles and Responsibilities	Action	Tips/Notes
	<p>Check #" (Example: NNG061585T – Vendor Overpayment – CK: 1563)</p> <p>ii. For Pay.gov “Contract # - Vendor Overpayment – Pay.gov” (Example: NNG061585T – Travel Overpayment – Pay.gov)</p> <p>6. Populate the following fields on the “Payment” Tab: a. Pmnt Block = Blocked for collection b. House Bank = “TREAS”</p> <p>7. Populate the following fields on the “Details” Tab: a. Doc.Type = KG b. Inv.Party = Vendor Number c. Bus. Area = Center Number (see list to the right). d. Assignment = Contract Number</p> <p>8. Bottom Section Under “PO Reference” tab, enter the Contract Number in the section noted below and hit “Enter”:</p>  <p>a. This will pull up all of the open items to which the money can be refunded. You should know which PLI to use based on the information you gathered in Step 1.</p> <p>9. Un-highlight all rows by hitting the icon at</p>	

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Roles and Responsibilities	Action	Tips/Notes
	<p>the bottom left of the screen that looks like this:</p>  <p>10. Highlight the row (PLI) to which you want to post the credit memo.</p> <p>11. Delete all other rows by clicking the icon at the bottom left of the screen that looks like this:</p>  <p>12. Enter the amount of the collection under “Amount.” This will probably mean writing over anything already listed in this field.</p> <p>13. “Quantity” field</p> <ol style="list-style-type: none"> <li>If there is dollar amount in “Quantity,” overwrite this with the amount of the collection as well.</li> <li>If there is nothing in “Quantity,” leave this field blank.</li> <li>If there are actual item quantities (e.g. 1, 2, 12, 23), go to “Transaction” at the top and change “Credit Memo” to say “Subsequent Credit.” If you do this, you will not change any information under “Quantity” and will leave the amounts as is.</li> </ol> <p>14. Click “Enter.” The “light” at the top of the box should move to green.</p>  <p>This signifies that everything balances.</p> <p>15. Click the “Simulate” button.</p>  <p>16. Check to be sure your posting looks correct and click the Orange Disc button to post.</p>  <p>Write down the 5600 number. You will</p>	

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Roles and Responsibilities	Action	Tips/Notes
	<p style="text-align: center;">need this in the next steps.</p> <p><b>Output:</b> Credit Memo (5600#) is posted under Vendor ID.</p>	

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Process 4 –Posting Vendor Refund collections in SAP for Contracts Process		
Roles and Responsibilities	Action	Tips/Notes
<p><b>Step 4</b></p> <p><b>NSSC, Service Provider, VPP</b></p> <p>Clearing Check/Pay.gov Collection to Cash</p>	<ol style="list-style-type: none"> <li>1. L2 will use transaction ID F-52 in SAP to clear the check or Pay.gov collection to cash. Populate the following fields: <ol style="list-style-type: none"> <li>a. Document Date = “Voucher Date” on the CA\$HLINK confirmation attached in the “Document Imaging Link” section of the Remedy ticket.</li> <li>b. Reference &amp; Doc.Header Text = Deposit Reference Number (DRN). This can be found on the Accounts Receivable tab (it has been populated by AR L3) or it can be found on the CA\$HLINK confirmation under “Voucher Number.”</li> <li>c. Clearing Text &amp; Text = DRN (Vendor Refund – CM: 560000xxxx) Example: 00218786-001 (Vendor Refund – CM: 5601001529)</li> <li>d. Account <ol style="list-style-type: none"> <li>i. 1010.8300 (for current fiscal year repayment)</li> <li>ii. 1010.8400 (for prior fiscal year repayment)</li> </ol> </li> <li>e. Business Area = (see list in right column)</li> <li>f. Amount = Amount of Credit Memo posted in Step 3.</li> <li>g. Account = Vendor Number</li> <li>h. Under “Additional selections,” click Circle next to “Amount”</li> </ol> </li> </ol>	<p><b>Note:</b> If you use the CA\$HLINK Confirmation “Voucher Number” you will need to add two zeros 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).</p> <p><b>Note:</b> <b>Business Areas:</b></p> <p>Ames = 21  Dryden = 24  Glenn = 22  Goddard = 51  Headquarters = 10  Johnson = 72  Kennedy = 76  Langley = 23  Marshall = 62  Stennis = 64</p>



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### Process 4 –Posting Vendor Refund collections in SAP for Contracts Process

Roles and Responsibilities	Action	Tips/Notes
	<ul style="list-style-type: none"> <li>i. Hit “Enter”</li> <li>j. Enter the Amount again.</li> <li>k. Hit “Enter” or click “Process Open Items” button.</li> </ul> <div style="border: 1px solid black; background-color: #d9ead3; padding: 2px; width: fit-content; margin: 5px 0;">Process open items</div> <ul style="list-style-type: none"> <li>l. The amount in the “Not Assigned” box should equal \$0.</li> <li>m. Post</li> </ul> <div style="border: 1px solid black; background-color: #d9ead3; padding: 2px; width: 20px; height: 20px; margin: 5px 0; text-align: center;">  </div> <ul style="list-style-type: none"> <li>n. You may get a “yellow” cautionary light after posting, just hit “Enter” and write down the clearing document ( 1500) number.</li> </ul> <p>2. If there <b>IS</b> an open BOC for this collection:</p> <ul style="list-style-type: none"> <li>a. Go into the IDR form on the N: Drive (<i>N:\Accounts Payable_Accounts Receivable\Accounts Receivable\Bills of Collections\Center\Open Collections</i>) and enter the 5600 credit memo and the 1500 clearing document numbers in the sections labeled “AP.”</li> <li>b. On the IDR form, enter the collection Remedy ticket number.</li> <li>c. Open Remedy <ul style="list-style-type: none"> <li>i. Enter the 1500 clearing document number under the “Accounts Receivable” tab in the section labeled “SAP Document Number.”</li> <li>ii. Enter the 5600 credit memo and the 1500 clearing document number in the Activity Log of the Remedy ticket (under the “Activity” tab).</li> <li>iii. If there are no interest/penalties/or admin fees associated with the customer, the</li> </ul> </li> </ul>	

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Process 4 –Posting Vendor Refund collections in SAP for Contracts Process		
Roles and Responsibilities	Action	Tips/Notes
	<p>ticket can be forwarded (in <i>Work in Progress</i> Status) to AR L2 to complete the AR posting on the bill.</p> <p>iv. If there are interest/penalties/admin fees, the ticket needs to be forwarded to the AR center specific Customer Collection Processor (AR CPP) to post interest. The AR CPP will then, in turn, forward the ticket to the AR AM to complete the AR posting on the bill and to resolve ticket.</p> <p>3. If there is <b>NOT</b> an open BOC for this collection:</p> <p style="padding-left: 20px;">a. Open Remedy</p> <p style="padding-left: 40px;">i. Enter the 1500 clearing document number under the “Accounts Receivable” tab in the section labeled “SAP Document Number.”</p> <p style="padding-left: 40px;">ii. L2 will enter the 5600 credit memo and the 1500 clearing document number in the Activity Log of the Remedy ticket (under the “Activity” tab).</p> <p style="padding-left: 40px;">iii. L2 will resolve ticket.</p> <p><b>Output:</b> Credit memo is cleared to cash and Remedy ticket is either Resolved or forwarded to AR for resolution.</p>	

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### Process 4 –Posting Vendor Refund collections in SAP for Contracts Process

Roles and Responsibilities	Action	Tips/Notes
<p><b>Step 5</b></p> <p><b>NSSC, Service Provider, VPP</b></p> <p>Attaching Check/Pay.gov soft copy to SAP posting documents</p>	<ol style="list-style-type: none"> <li>1. Go into MIR4 in SAP and populate the following fields:               <ol style="list-style-type: none"> <li>a. Invoice Document Number = 5600 Credit Memo Number</li> <li>b. Fiscal Year</li> <li>c. Enter</li> </ol> </li> <li>2. Click on the icon in the top left corner of the screen.               <div style="text-align: center;">  </div> <p>This will pull up another box of icons.</p> </li> <li>3. Click on the icon that looks like a piece of paper with a paper clip.               <div style="text-align: center;">  </div> </li> <li>4. Click "New" icon</li> <li>5. Select "Create Attachment"</li> <li>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).</li> <li>7. Select the document and click the green check mark.               <div style="text-align: center;">  </div> </li> <li>8. If there is a BOC, browse N:Drive to find IDR form (<i>N:\Accounts Payable_Accounts Receivable\Accounts Receivable\Bills of Collections\Center\Open Collections</i>).</li> <li>9. Select the document and click the green check mark.               <div style="text-align: center;">  </div> </li> <li>10. Go into FB03 in SAP and populate the following fields:               <ol style="list-style-type: none"> <li>a. Document Number = 1500 Clearing Document Number</li> <li>b. Fiscal Year</li> <li>c. Enter</li> </ol> </li> <li>11. Click on the icon in the top left corner of</li> </ol>	<p><b>Note:</b> 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.</p>

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Roles and Responsibilities	Action	Tips/Notes
	<p>the screen.</p>  <p>This will pull up another box of icons.</p> <p>12. Click on the icon that looks like a piece of paper with a paper clip.</p>  <p>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.</p>  <p>17. If there is a BOC, browse N:Drive to find IDR form (<i>N:\Accounts Payable_Accounts Receivable\Accounts Receivable\Bills of Collections\Center\Open Collections</i>).  18. Select the document and click the green check mark.</p>  <p><b>Output:</b> The soft copy of the check/Pay.gov is now attached to the credit memo and clearing documents in SAP.</p>	

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Roles and Responsibilities	Action	Tips/Notes
<p><b>Step 6</b></p> <p><b>NSSC, Service Provider, VPP</b></p> <p>Open A/R Bill of Collection</p>	<ol style="list-style-type: none"> <li>1. If there is an Open Bill of Collection (L2) A/P will route Remedy change request ticket back to (L2) A/R to clear the BOC</li> <li>2. Open Remedy Change Request. Update the following fields               <ol style="list-style-type: none"> <li>a. Type: Accounts Receivable</li> <li>b. Item: Check (or Pay.gov)</li> <li>c. General Tab:                   <ol style="list-style-type: none"> <li>I. Group: Accounts Receivable L2</li> <li>II. Individual: Leave Blank</li> </ol> </li> </ol> </li> </ol> <p><b>Output:</b> The Remedy Change Request is sent to A/R L2 to Clear Open Bill of Collection .</p>	

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*MIRO (CREDIT MEMO)*

The screenshot displays the SAP MIRO (Credit Memo) interface. The main window title is "Enter Incoming Invoice: Company Code NASA". The transaction type is set to "Credit memo" and the balance is 0.00. The "Basic data" tab is active, showing the following details:

- Inv. receipt date: 10/01/2008
- Document date: 10/01/2008
- Posting Date: 10/07/2008
- Amount: 7145.60
- Tax amount: [blank]
- Text: NNX08TR82P/Vendor Refund /check # 120004
- Company Code: NASA Agency Washington DC
- Agency Loc Cd: [blank]

The "Reference" field contains "NNX08TR82P". The "Tax" field is set to "E0 (A/P sales tax, 0%)". The "PO reference" and "G/L account" tabs are also visible. Below the main data entry area, there is a table for "Goods/service items" with columns for Item, Amount, Quantity, G..., Or..., Purchase..., Item, PO Text, Reference..., Procurement Doc., and Acct #. The table is currently empty. The status bar at the bottom indicates "P01 (1) (600) ier".

**Invoice Receipt Date & Document date** = Date Check Scanned in Tech Doc

**Preference** = Contract #

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 Agreeeme... Goods/service items  
Layout: NASA Default

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

0 / 0 Items

P01 (1) (600) ier

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

**House Bank** = TREAS

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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) Exch. Rate  
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

Item	Amount	Quantity	G...	Or...	Purchase ...	Item	PO Text	Reference ...	Procurement Doc.	Acct/

Vendor 117356 is subject to withholding tax

**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. This proves it is a "ZREM" vendor)

**Inv. Receipt Date** = Date Check Scanned into TechDoc

**Bus Area** = Center

**Assignment** = Contract #

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Document Edit Goto Settings System Help

**Post Incoming Payments: Header Data**

Process open items

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... Assignment

**Open item selection**

Account 36936  
 Account Type K  Other accounts  
 Special G/L ind  Standard OIs  
 Pmnt 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) iempmsfc8

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## 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

The screenshot shows the 'Account Assignment of Service in Line 10' dialog box with the following fields:

G/L Account:	6100.2538	Company Code	NASA
Business Area	72		
CO Area	NASA		
Cost Center	720X11		
Order	FC000000		
WBS Element	581570.01.05.02.02.03		
Fund	EXCX22009D		
Functional Area	733B		
Funds Center	72	Commitment Item	2530
Earmarked Funds	0		

- Double Click on the "Fund"

The screenshot shows the 'Display Fund: Basic Screen' with the following data:

FM Area	NASA	Agency	
Fund	EXCX22009D		
<b>Names</b>			
Name	Space Operations		
Description	Space Operations		
<b>Basic data</b>			
Valid from	10/01/2008	Valid To	09/30/9999
Fund Type	DIRB	Direct Fund	
Authorization group	ALLOW		
<b>Additional data</b>			
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.

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- If the date is in the past, then the fund is canceled and the check needs to be posted to Misc. Receipts. Forward the Remedy ticket 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 worklog.
- If the date is in the future, then the fund is not canceled and it is okay to post the collection to the Contract.

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 (Training, 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)

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tem [ 1 ] Conference Registration - Jim Tilton

Quantities/Dates Valuation Account Assignment Source of Supply Status

Proc. Status PO created Ord. Qty 1 EA Ac

Doc.cat.LT	Purch.Doc.	It...	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

- 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.
- **FYI: All Tuition Training is paid for by NSSC. There for all refunds are posted back to the center specific working capital fund (WBS) using the NSSC Vendor # 148370 (JPMorgan) or # 144096 (BOA)**
- *If it is determined that the collection was erroneously deposited to incorrect ALC, Make comment in Remedy CR Activity log. Then Immediately route the Remedy change request ticket back to A/R L2 to process JV and IPAC funds to Correct ALC. Once funds are moved, the ticket 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.*

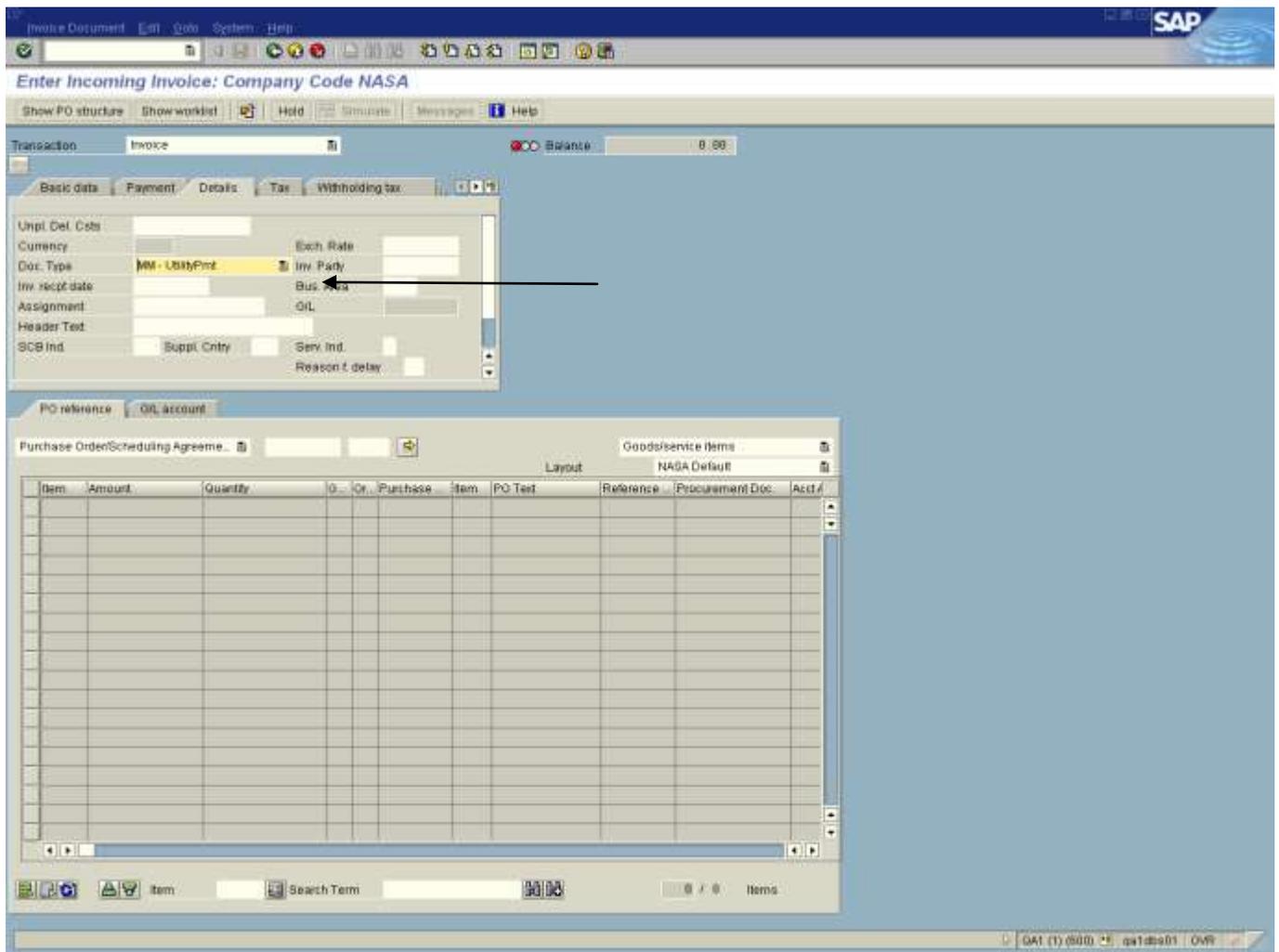
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## Utility Payment Document Types

Last update: 05/26/2009

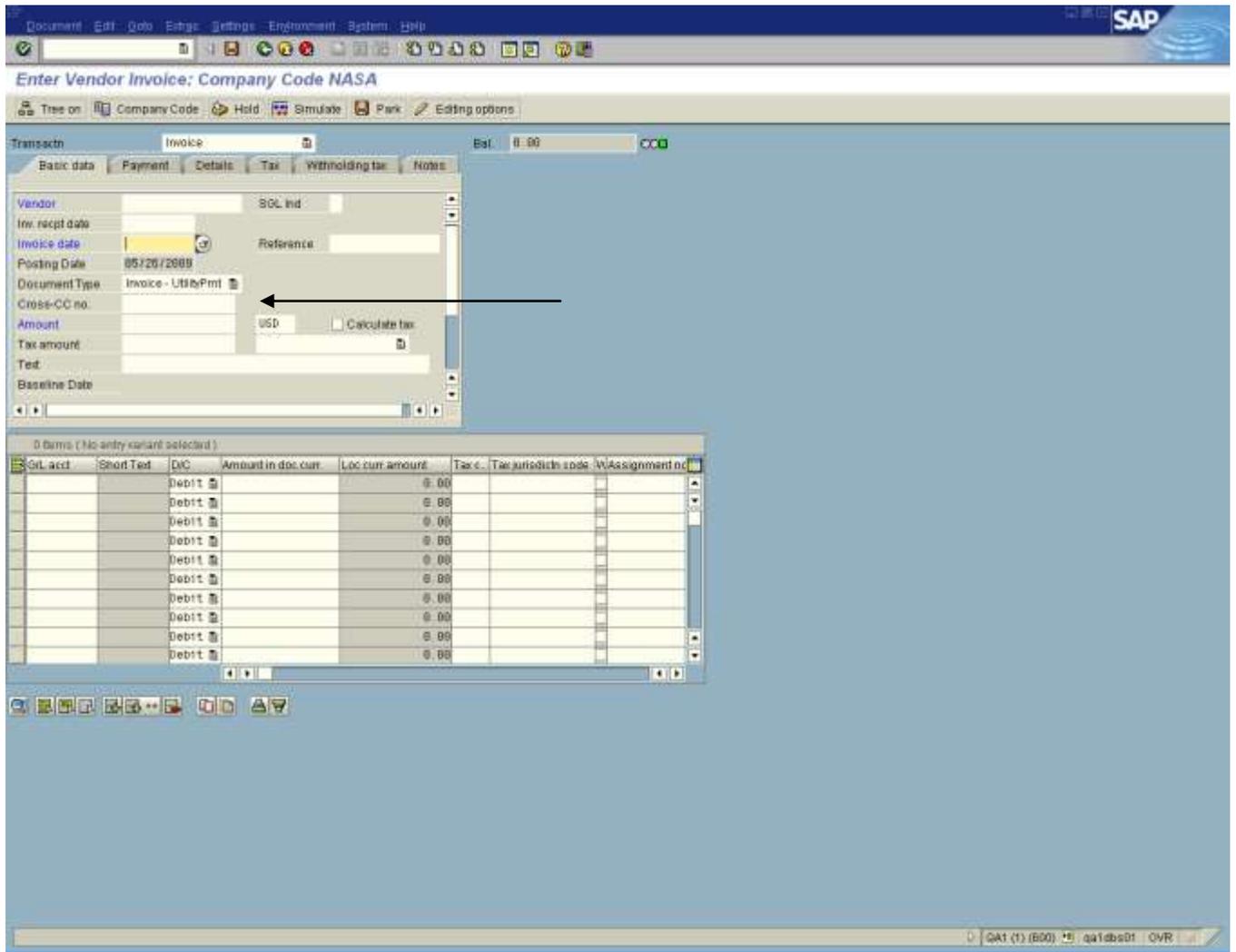
In order to track utility payments, the correct document type should be selected based on the type of invoice being created.

- When creating an invoice for a utility payment that references a PO, after entering the applicable t-code (example: MIRO, MIR7, ZMIR7) and required data elements, select the Details tab, and select Doc Type “**MM-UtilityPmt.**”
- Selecting this option will post a document type of **KU**.



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- When creating an invoice for a utility payment that does not reference a PO, after entering the applicable t-code (example: FB60) and required data elements, select the Basic Data tab, and select Document Type “**Invoice - UtilityPmt.**”
- Selecting this option will post a document type of **RU**.



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### Accounts Payable Cash Grant Closeout Process

- Legacy Grants personnel sends VPP a list of Cash Grants that should be in closeout
- VPP verifies that Grants are 1) Cash Grants and 2) fully paid out
- VPP fills out Cover Sheet for Grants Closeout with pertinent information (information taken from ME23N in SAP)
- VPP sends the Cover Sheet to (CS AP Lead) for approval (via Remedy)
- (CS AP Lead) approves or denies and sends signed Cover Sheet or reason for rejection back to VPP (via Remedy)
- VPP then forwards the Remedy Ticket to (Legacy) and to let them know that the approval had been received from the NSSC or the reason it has been denied
- VPP then attaches a copy of the signed Cover Sheet and a copy of the last invoice paid on the Grant in ME23N in SAP

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## Posting Credits to Closed Contracts

*The VPP is to notify the person in the P-Group or the UUPIC assigned to the contract and cc the center Legacy Closeout POC via email when posting credits to closed contracts. If the P-Group has been changed to the Legacy POC, then the VPP will route it to the contracting officer. If neither can be determined, the email should be sent to the person who approved the invoices prior to closeout and cc the Legacy Closeout POC.*

*All Credit refunds should be posted to the contract unless the funds are cancelled even if the contract is closed per Treasury Guidelines and the NASA Procedural Requirements (NPR).*

*Below are references in the NPR pertaining to refunds receivable and canceled appropriations.*

### *NPR 9610.1 Accounts Receivable*

**1.3.3.3.1** Refunds receivable are funds due to NASA. Generally, that covers situations in which the receipt is directly related to, and is a direct reduction of, a previously recorded expenditure. Thus, the recovery of an erroneous payment or overpayment which was erroneous at the time it was made qualifies as a refund to the appropriation originally charged. The rationale for crediting refunds to an appropriation account is to enable the account to be made whole for the overpayment that gave rise to the refund.

1.3.3.3.2 There is not a separate account for refunds receivable in the USSGL. Refunds receivable are treated as accounts receivable.

**1.3.7 Canceled Appropriations.** Appropriation cancellation does not in itself relieve NASA of the responsibility to pursue collection or recovery. Outstanding receivables shall be retained in the accounting records even though an appropriation is cancelled. Collections received after an appropriation closes shall be deposited in the Department of the Treasury's Account 3200, "Collections of Receivables from Canceled Accounts."

*Note that Account 3200 is not a USSGL account; it is a Treasury receipt account symbol.*

**1.3.8 Debt Collection ...** If the debt is collected after it is written-off, the amount collected must be deposited to Miscellaneous Receipts. ...

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### **ADMINISTRATOR'S FUND PAYMENTS**

*The Administrative Office sends Headquarters two forms of payment for reimbursement: NASA Form 1081 and NASA Form 1082.*

*The NASA Form 1081, Request for Use of Official Representational Fund, is used for an advance of funds. It will notate the dollar amount to be advanced, approval number, and signatures of Payee, Requesting Official and Approving Official.*

*Attention should be focused on Sections 3, 4, and 5 asking if an advance of funds is desired, amount desired, and date required.*

- If there is no advance desired, file the NASA Form 1081 until the NASA Form 1082 is received. Once the NASA Form 1082 is received proceed to disburse to the Payee the amount listed.
- If there is an advance of funds, disburse the amount advanced listed on the NASA Form 1081 to the Payee listed.

*The NASA Form 1082, Claim for Reimbursement and/or Accounting for Advance from the Official Representational Fund. This form will notate the reimbursement amount upon completion of the event and to whom payment should be made. The NASA Form 1082 may be submitted before the NASA Form 1081 under certain circumstances.*

*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 should be Net 6.
- To post to correct PLI, guidance is sometimes needed from Headquarters.

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

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## Working Capital Fund (WCF) Advance and Liquidation Process

### Process 5 - Working Capital Fund (WCF) Advance and Liquidation Process

Roles and Responsibilities	Action	Tips/Notes
<p><b>Step 1</b></p> <p><b>Center Resources Personnel</b></p> <p>Provide Funding</p>	<p>Center Resources Personnel create a Funds Commitment Document in SAP using Transaction Code (T-Code) FMZ1.</p> <p><b>Output:</b> Funds Commitment Document Posted in SAP and Document Number is Recorded.</p>	<p>Detailed instructions for processing this transaction in SAP can be found in the Enterprise Performance Support System (EPSS) at the following link  <a href="https://epss.nasa.gov/gm/workplace">https://epss.nasa.gov/gm/workplace</a></p> <p>Refer to the <i>FMZ1 – Create Funds Commitment Document (Non-Travel) Job Aid</i> at the following path in EPSS:</p> <ul style="list-style-type: none"> <li>› SAP – Core Financials</li> <li>› Accounts Payable</li> <li>› Sub Process Area</li> <li>› NSSC Advance Process</li> </ul>
<p><b>Step 2</b></p> <p><b>Center Resources Personnel</b></p> <p>Request Advance</p>	<p>Center Resources Personnel submits Working Capital Fund Advance Payment Request Form 76 to the NSSC</p> <p><b>Output:</b> Request for Advance Payment Submitted to NSSC via Fax or email</p>	<p>Working Capital Fund Advance Payment Request form is available on the NSSC AP website under Forms.  <a href="http://www.nssc.nasa.gov/ap">www.nssc.nasa.gov/ap</a></p>

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Roles and Responsibilities	Action	Tips/Notes
<b>Step 3</b> <b>NSSC Document Imaging</b> Receives Working Capital Fund Advance Payment Request Form 76	NSSC Document Imaging receives the Working Capital Fund Advance Payment Request Form 76 and generates an NSR to route to NSSC AP for processing  <b>Output:</b> NSR generated and routed to NSSC AP	
<b>Step 4</b> <b>NSSC AP</b> Records Down Payment Request	The NSSC AP team verifies that the funds commitment document is complete and contains adequate funding and records a Down Payment Request in SAP via Transaction Code F-47.  Note: If the funds commitment document is incomplete or contains inadequate funding, the requested will be rejected back to the Center for correction.  <b>Output:</b> Down Payment Request is posted and SAP Document Number is recorded.	Detailed instructions for processing this transaction in SAP can be found in EPSS at the following link <a href="https://epss.nasa.gov/gm/workplace">https://epss.nasa.gov/gm/workplace</a>  Refer to the <i>F-47-Down Payment Request Job Aid</i> at the following path in EPSS:  › <b>SAP – Core Financials</b> › <b>Accounts Payable</b> › <b>Sub Process Area</b> › <b>NSSC Advance Process</b>
<b>Step 5</b> <b>NSSC AP</b> Pays Advance	The NSSC AP team Pays the Advance in SAP via Transaction Code F-48.  <b>Output:</b> Down Payment (Advance) is posted and SAP document Number is recorded. NSR is routed to the AP IPAC Processor.	Detailed instructions for processing this transaction in SAP can be found in EPSS at the following link <a href="https://epss.nasa.gov/gm/workplace">https://epss.nasa.gov/gm/workplace</a>  Refer to the <i>F-48 - Pay Advance Job Aid</i> at the following

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Roles and Responsibilities	Action	Tips/Notes
		path in EPSS: › <b>SAP – Core Financials</b> › <b>Accounts Payable</b> › <b>Sub Process Area</b> › <b>NSSC Advance Process</b>
<u><b>Step 6</b></u>  <b>NSSC AP IPAC Team</b>  Generates IPAC	NSSC AP IPAC Team Generates IPAC in GOALS II.  <b>Output:</b> IPAC is generated in GOALS and attached to the NSR. NSR is routed to B&A and/or the I3P Business Office for processing as applicable.	Government On-line Accounting Link Information Access System II (GOALS)  Note: An IPAC will not be generated for Business Area 10; the NSR will be forwarded to B&A and/or the I3P Business Office for processing.
<u><b>Step 7</b></u>  <b>NSSC Business &amp; Administration Office (B&amp;A)</b> <b>NSSC I3P Business Office (I3PBO)</b>  Receives IPAC and Creates/Updates Sales Order	NSSC B&A Office and/or I3PBO receives the IPAC from AP via the NSR and creates a Sales Order via SAP Transaction Code VA01 if it is the first advance payment of the fiscal year or updates the applicable Sales Order via Transaction Code VA02 if it is not the first advance payment of the fiscal year.  <b>Output:</b> Sales Order is created/updated with advance funding received.	Detailed instructions for processing this transaction in SAP can be found in EPSS at the following link <a href="https://epss.nasa.gov/gm/workplace">https://epss.nasa.gov/gm/workplace</a>  Refer to the <i>VA01 – Create Sales Order or VA02 – Update Sales Order</i> Job Aid as applicable at the following path in

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Process 5 - Working Capital Fund (WCF) Advance and Liquidation Process		
Roles and Responsibilities	Action	Tips/Notes
		<p>EPSS:</p> <ul style="list-style-type: none"> <li>› SAP – Core Financials</li> <li>› Accounts Receivable</li> <li>› Sub Process Area</li> <li>› Create/Update Order</li> </ul> <p>Note: Sales Orders will contain one line item for each customer appropriation.</p>
<p><b>Step 8</b></p> <p><b>NSSC B&amp;A Office</b> <b>NSSC I3PBO</b></p> <p>Records Down Payment Request</p>	<p>NSSC B&amp;A Office and/or I3PBO records a down payment requests via SAP Transaction Code VA02.</p> <p><b>Output:</b> Down payment request is posted and SAP document number is recorded.</p>	<p>Detailed instructions for processing this transaction in SAP can be found in EPSS at the following link  <a href="https://epss.nasa.gov/gm/workplace">https://epss.nasa.gov/gm/workplace</a></p> <p>Refer to the VA02 –Create WCF Milestone Billing for SEWP or NSSC (End User Procedure – Steps 1 thru 17) at the following path in EPSS:</p> <ul style="list-style-type: none"> <li>› SAP – Core Financials</li> <li>› Accounts Receivable</li> <li>› Sub Process Area</li> <li>› Create Bill</li> </ul>

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Roles and Responsibilities	Action	Tips/Notes
<p><b>Step 9</b></p> <p><b>NSSC B&amp;A Office</b> <b>NSSC I3PBO</b></p> <p>Records Advance</p>	<p>NSSC B&amp;A Office and/or I3PBO records receipt of the down payment (advance) via SAP Transaction Code F-29.</p> <p><b>Output:</b> Down payment/advance is posted and SAP document number is recorded.</p>	<p>Detailed instructions for processing this transaction in SAP can be found in EPSS at the following link <a href="https://epss.nasa.gov/gm/workplace">https://epss.nasa.gov/gm/workplace</a></p> <p>Refer to the <i>F-29 – Post Advance Payment from WCF-SEWP or WCF-NSSC (End User Procedure)</i> at the following path in EPSS:</p> <ul style="list-style-type: none"> <li>› <b>SAP – Core Financials</b></li> <li>› <b>Accounts Receivable</b></li> <li>› <b>Sub Process Area</b></li> <li>› <b>Analyze and Record Payment</b></li> </ul>
<p><b>Step 10</b></p> <p><b>NSSC B&amp;A Office</b> <b>NSSC I3PBO</b></p> <p>Prepares Monthly NSSC/I3P Center Utilization Bill</p>	<p>NSSC B&amp;A Office prepares the Monthly NSSC Services and Training Purchases Center Utilization Bill and the I3PBO prepares the Monthly I3P Center Utilization Bill (FCART Report).</p> <p><b>Output:</b> Monthly Center Utilization Bills for NSSC Services and Training Purchases and I3P Services are prepared, published and provided to NSSC AP.</p>	<p>The Center Utilization Bills are prepared each month outside of SAP and show the cost of services rendered by Center during the month.</p>
<p><b>Step 11</b></p> <p><b>NSSC B&amp;A Office</b> <b>NSSC I3PBO</b></p> <p>Liquidates Advance Funding/Records Revenue</p>	<p>NSSC B&amp;A Office and I3PBO posts the liquidation of the advance to record revenue in the amount of the Center Utilization Bills for NSSC Services and Training Purchases, and I3P Services via SAP Transaction Code VA02.</p> <p><b>Output:</b> Advance funding liquidated/revenue</p>	<p>Detailed instructions for processing this transaction in SAP can be found in EPSS at the following link</p>

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Roles and Responsibilities	Action	Tips/Notes
	recorded in SAP.	<a href="https://epss.nasa.gov/gm/workplace">https://epss.nasa.gov/gm/workplace</a>  Refer to the VA02 – Create WCF Milestone Billing for SEWP or NSSC (End User Procedure – Steps 18 thru 32) at the following path in EPSS:  › <b>SAP – Core Financials</b> › <b>Accounts Receivable</b> › <b>Sub Process Area</b> › <b>Create Bill</b>
<b>Step 12</b>  <b>NSSC AP</b>  Liquidate Center Funds/Record Cost	NSSC AP receives the Monthly Center Utilization Bills and posts the liquidation of the Center advance funding to record cost via SAP transaction code FB60.  <b>Output:</b> Center advance funding liquidated/cost recorded against Center funds in SAP.  Note: The liquidation transaction will not be posted if inadequate Center funding is available.	Detailed instructions for processing this transaction in SAP can be found in EPSS at the following link <a href="https://epss.nasa.gov/gm/workplace">https://epss.nasa.gov/gm/workplace</a>  Refer to the FB60-Complex Posting End User Procedure at the following path in EPSS:  › <b>SAP – Core Financials</b> › › <b>Accounts Payable</b> › <b>Sub Process Area</b>

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		› <b>NSSC Advance Process</b>

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## PRIVACY DATA

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

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## SYSTEM COMPONENTS

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### Existing and New Systems

IT System Title	IT System Description	Access Requirements	IT System Interfaces
Remedy 7.5	System for vendor, customer inquiries and NSSC AP communication.	User Role at NSSC	
SAP/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
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/Document Imaging	System used for capturing invoice images	User Role at NSSC	Accounts Payable Work Management System - AWMS
Accounts Payable Work Management System	System for receiving and tracking invoices	User Role at NSSC	TechDoc/Document Imaging

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CMM	System used viewing contract information	User Role at NSSC	SAP, bReady
Central Contractor Registration (CCR)	System used to verify banking information	User Role at NSSC	SAP
GOALS	Treasury System used to view and/or process Intra-governmental payments	User Role from Treasury	
PMS	DHHS System used to view and/or process Accounts Payable Grants/Letter of Credits	User Role from DHHS	SAP

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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.

Email queries: [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov)

Fax queries: 1-866-779-6772

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

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### Document Imaging

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

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

Fax: 1-866-209-5415

Mail:

NASA Shared Services Center

Building 1111, Road C

Stennis Space Center, MS 39529.

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### Relevant Points of Contact at the NSSC:

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## APPENDICES

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

NSSC ACCOUNTS PAYABLE (AP) ROLES AND RESPONSIBILITIES						
PROCESS	ROLES AND RESPONSIBILITIES POST TRANSITION					
	VENDOR	NSSC SP	NSSC CS	PROCUREMENT or Other Approving Official	CENTER COST	NEACC AP
AP AGENCY PROCESS FLOW (MM Process)						
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		X				
REQUEST FOR CCR INFORMATION, IF NEEDED FOR VENDOR MASTER		X				
SUBMITS SR TO COMP CENTER FOR VENDOR MASTER		X				
PROCESS SR AND UPDATES VENDOR MASTER IN SAP						X
PERFORMS QUALITY VALIDATION		X				
DETERMINE IF COSTING REQUIRED		X				
ROUTE INVOICE TO CENTER VIA AWMS COST TOOL		X				
ENTERS COST IN SAP					X	
UPDATES AWMS COST LOG TO REFLECT COMPLETION OF COST					X	
ROUTE TO PROCUREMENT OR OTHER APPROVING OFFICIAL FOR INVOICE APPROVAL		X				
APPROVE INVOICE				X		
POST INVOICE IN SAP		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			X
REISSUE PAYMENTS		X				

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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						
RECEIVE FINAL INVOICE AT NSSC		X				
ROUTES FINAL INVOICE TO CLOSEOUT CONTRACTOR		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		
NOTIFY CONTRACT CLOSING SPECIALIST FOR CONTRACT CLOSEOUT		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	
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 CCR INFORMATION, IF NEEDED FOR VENDOR MASTER		X				
SUBMITS SR TO NEACC FOR VENDOR MASTER		X				
PROCESS SR AND UPDATE VENDOR MASTER						X
NSSC AP LEAD SIGNS AND DATES THREE COPIES			X			
UPDATE NOTICE OF ASSIGNMENT SPREADSHEET		X				
FORWARD SIGNED COPY TO REQUESTOR/FINANCIAL INSTITUTION		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
<b>PURCHASE CARD (PCARD)</b>						
CREATES A ORDER LOG AND COMMITS FUNDS IN SAP				X		
VENDOR PAYMENT PROCESSOR (VPP) RECEIVES COPY OF PREVIOUS MONTH'S INVOICE FROM REMEDY		X				
VPP EMAILS THE INVOICE TO THE CENTER PCARD COORDINATOR		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 SR 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		X				
PRODUCES QUARTERLY REPORT FOR THE OFFICE OF MANAGEMENT AND BUDGET					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				

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PROCESS	ROLES AND RESPONSIBILITIES POST TRANSITION			
	VENDOR	NSSC SP	NSSC CS	CENTER COST
IPAC				
IPAC PROCESSOR DOWNLOADS IPAC FROM GOALS, PARKS IPAC, & PROVIDES A HARD COPY TO TECH DOC FOR AP WORK MANAGEMENT SYSTEM (AWMS)		X		
AP VIP RETRIEVES IPACS FROM AWMS		X		
AP VIP ATTACHES IPAC IN SAP		X		
CONTACTS VENDOR POC FOR MISSING DATA		X		
ROUTE TO CENTER FOR COST VIA AWMS COST TOOL		X		
ENTERS COST IN SAP				X
UPDATES AWMS COST LOG TO REFLECT COMPLETION OF COST				X
POST IPAC IN SAP AND CLEARS TO CASH		X		
UPDATE IPAC SPREADSHEET WITH POSTED/CLEARED IPACS		X		
EMAIL CENTER POC FOR NOTIFICATION/APPROVAL		X		
PROCESS	ROLES AND RESPONSIBILITIES POST TRANSITION			
	HHS	NSSC SP	NSSC CS	
GRANTS/HHS PROCESSING				
FORWARD GRANTEE PACKAGE TO DHHS		X		
ESTABLISH OF PMS ACCOUNT WITH DHHS	X			
COMPLETION OF HHS VENDOR MASTER FORM		X		
VERIFY PIN IN PMS SYSTEM		X		
MONITOR/VERIFY INTERFACE PROCESS IN SAP		X		
PROCESS FAILED IDOC(S)		X		
CHECK AND CONFIRM DRAWDOWN (S)		X		
ASSIGNMENT OF AWARD NUMBER			X	
CREATE INCREASE/DECREASE AUTHORITY			X	
RESEARCH AND RESOLVE FAILURE/ISSUES		X		
REVIEW/SIGN NEW AWARD LETTERS (PMS)			X	
MONTHLY DRAWDOWN RECONCILIATION		X		
POST ZH INVOICE		X		
RECEIVE SF-425 ELECTRONICALLY FROM PMS		X		
CLOSURE OF GRANT		X		
REVIEW/VALIDATE CMP			X	

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PROCESS	ROLES AND RESPONSIBILITIES POST TRANSITION				
	CENTER LICENSE ADMIN	NSSC SP	NSSC CS	CENTER FUNDING	NEACC AP
<b>AP ROYALTY PROCESS</b>					
CENTER LICENSE ADMINISTRATOR PREPARES ROYALTY SPREADSHEET AND SENDS TO NSSC	X				
VALIDATES RECIPIENT'S VENDOR MASTER FILE		X			
RETRIEVES INVOICE FROM AP WORK MANAGEMENT SYSTEM (AWMS)		X			
IF VENDOR NEEDS TO BE CREATED/UPDATED, SUBMITS SR TO NEACC FOR VENDOR MASTER		X			
PROCESS SR AND UPDATES VENDOR MASTER IN SAP					X
REQUESTS ACCOUNTING DATA FROM CENTER		X			
PROVIDES ACCOUNTING DATA VIA AWMS				X	
CREATES INVOICE IN SAP		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		X
REISSUE PAYMENTS		X			
PROCESS	ROLES AND RESPONSIBILITIES POST TRANSITION				
	CENTER DCFO	NSSC SP	NSSC B&A		
<b>WORKING CAPITAL FUND</b>					
CREATE FUNDS COMMITMENT	X				
RECORD DOWN PAYMENT REQUEST		X			
IPAC PAYMENTS TO NSSC		X			
POST VENDOR DOWN PAYMENT		X			
ACCOUNTS PAYABLE RECEIVES IPAC		X			
AP FORWARDS IPAC TO B&A		X			
B&A CREATES SALES ORDER, OR UPDATES EXISTING SALES			X		
B&A CREATES DOWN PAYMENT REQUEST			X		
B&A POSTS ADVANCE/DOWN PAYMENT			X		
B&A PREPARES STATUS BILL/UTILIZATION REPORT AND DISTRIBUTES TO CENTER			X		
B&A POSTS LIQUIDATION OF ADVANCE TO RECORD REVENUE			X		
LIQUIDATE ADVANCE		X			
PROCESS	ROLES AND RESPONSIBILITIES POST TRANSITION				
	NSSC SP	NSSC CS			
<b>REPORTING REQUIREMENTS</b>					
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 - SAP Workflow for Electronic Invoice Routing

SAP Workflow provides automation for the invoice certification process and electronic communications between the NSSC Accounts Payable and Center Procurement. The electronic invoice approval allows the NSSC to send invoices electronically for certification thus eliminating the need for faxing and mailing documents.

### Electronic Invoice Approval via SAP Workflow

- Invoices will be entered in SAP (NSSC)
- Scanned invoice pages will be attached to the SAP document (NSSC)
- Invoices with attachments will be sent via workflow (NSSC)
- Workflow goes to the buyer (P-Group) in SAP (Center)
- Buyer must log into SAP to review the invoice via bReady/Procurement Link (Center)
- Buyer must obtain all necessary documentation (Center)
- Buyer can attach any documentation electronically in SAP (Center)
- Buyer forwards workflow item to Contracting Officer (CO) for approval (Center)
- CO approves workflow item in SAP via bReady/Procurement Link (Center)
- CO notifies the Buyer that the invoice has been certified (Center)
- After approval, the invoice is automatically routed in SAP to requester's inbox (NSSC)

### Workflow Messages

- Messages can be attached to workflow items in SAP
- Buyer must create a message to the CO
- Message must indicate that the invoice is ready to be certified
- Message must indicate the total amount to be paid on the invoice
- Message should explain any differences from amount on scanned invoice
- Message can outline any other issues, conditions, or exceptions
- CO must create a message to the Payment Processor
- Message must indicate that the CO is certifying the invoice
- Message must indicate the total amount to be paid on the invoice
- Message should explain any differences from amount on scanned invoice
- Message can outline any other issue, conditions, or exceptions

### Contracting Officer Requires Further Action by the Buyer

- CO creates a message attached to the workflow item
- Message must indicate why the invoice is not being certified
- Message must indicate the actions required by the Buyer
- CO forwards the workflow item back to the buyer
- Buyer completes the additional requirements
- Buyer creates a message attached to the workflow item
- Message must verify that the additional requirements have been met
- Message must indicate the total amount to be paid on the invoice
- Message should explain any differences from amount on scanned invoice
- Message can outline any other issues, conditions, or exceptions

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### Rejecting Invoices

- Buyer determines that the invoice cannot be certified
- Buyer creates a message attached to the workflow item
  - Message must indicate why the invoice cannot be certified
  - Message must indicate the actions being taken to correct the invoice
- Buyer rejects the invoice back to the payment processor
- Vendor submits corrected invoice
- Corrected invoice entered into SAP
- Approval process initiated for corrected invoice

### AWMS Workaround Process

Workaround Invoice Approval via Accounts Payable Work Management System (AWMS): The workaround process for invoice approval is for simple acquisition services or any invoice that approval can be legally delegated from Procurement to the COTR or technical monitor.

#### *Workaround:*

1. Procurement to populate UUPIC in CMM/Main/Text/NOTE
2. UUPIC Sample %999999999%
3. Information migrates to SAP Header Text

#### Requirements:

1. In order for workaround to be utilized, UUPIC must be populated
2. If UUPIC is missing, the invoice will be routed to the P-Group, no exceptions

### Designated Approver

- Will receive an email notification from NSSC@nasa.gov
- Will click on the link provided in the email for the AWMS system
- Will login with agency user id and follow instructions to post received and acceptance date, notes, and concurrence/ non-concurrence

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## Appendix C - Escalation Calendar

### Proposed Escalation Process for 7 Day Payment Cycle

Calendar Days (Prompt Pay)	Business Days (Approval)	Event	Action Completed
1	1	Invoice Received Analyzed & Routed for Approval	<b>AWMS</b> - Delegate and Alternate (if applicable) receive emails generated by Invoice Approval Workaround (IAW). <b>SAP Workflow</b> - P-Group receives e-mail that there is a new workflow item. System generates an e-mail notification every 2 days until invoice is either approved or rejected. <b>Cost</b> - Cost Group que would receive notification that cost is needed via AWMS. <b>103/105</b> - Logistics Group que receives notification that receipt/acceptance is needed via AWMS.
2	2	Awaiting Center Approval	
3	3	Courtesy phone call and e-mail reminder	<b>AWMS</b> - IAW generates reminder e-mail and VPP contacts Delegate and/or Alternate via phone as a courtesy reminder. <b>SAP Workflow</b> - VPP contacts P-Group via phone as a courtesy reminder and system continues to generate e-mail notification. <b>103/105</b> - VPP contact Center Logistics Group as a courtesy reminder.
4	4	VPP escalates to SP Supervisor/Lead * SP Supervisor/Lead asks for Civil Servants help if difficulties encountered.	<b>AWMS</b> - SP Supervisor/Lead contacts Contracting Officer/Center Approval POC via phone and follow-up e-mail. <b>SAP Workflow</b> - SP Supervisor/Lead contacts Principal Procurement Lead/Procurement Lead for Delegate/Alternate via phone and follow-up e-mail. <b>Cost</b> - SP Supervisor/Lead contacts Center Cost POC via phone and follow-up e-mail. <b>103/105</b> - SP Supervisor/Lead contacts Center Logistics POC via phone and follow-up e-mail.
5	5	NSSC receives approval	Computes Payment
WEEKEND(S) Excluded			
8	6		

**Note 1:** If the DBO is not the NSSC, approved and costed invoice must be received at the NSSC by C.O.B. on the 4th calendar day.

**Note 2:** This Escalation Process does not include final invoices handled through the Closeout Process.

**Note 3:** Outstanding AWMS invoice approvals, Cost approvals, and 103/105 will displayed on the NSSC Financial Community Website.

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**Proposed Escalation Process for 10 Day Payment Cycle**

Calendar Days (Prompt Pay)	Business Days (Approval)	Event	Action Completed
1	1	Invoice Received Analyzed & Routed for Approval	<b>AWMS</b> - Delegate and Alternate (if applicable) receive emails generated by Invoice Approval Workaround (IAW). <b>SAP Workflow</b> - P-Group receives e-mail that there is a new workflow item. System generates an e-mail notification every 2 days until invoice is either approved or rejected. <b>Cost</b> - Cost Group que would receive notification that cost is needed via AWMS. <b>103/105</b> - Logistics Group que receives notification that receipt/acceptance is needed via AWMS.
2	2	Awaiting Center Approval	
3	3	Courtesy phone call and e-mail reminder	<b>AWMS</b> - IAW generates reminder e-mail and VPP contacts Delegate and/or Alternate via phone as a courtesy reminder. <b>SAP Workflow</b> - VPP contacts P-Group via phone as a courtesy reminder and system continues to generate e-mail notification. <b>103/105</b> - VPP contact Center Logistics Group as a courtesy reminder.
4	4	Awaiting Center Approval	
5	5	VPP escalates to SP Supervisor/Lead * SP Supervisor/Lead asks for Civil Servants help if difficulties encountered.	<b>AWMS</b> - SP Supervisor/Lead contacts Contracting Officer/Center Approval POC via phone and follow-up e-mail. <b>SAP Workflow</b> - SP Supervisor/Lead contacts Principal Procurement Lead/Procurement Lead for Delegate/Alternate via phone and follow-up e-mail. <b>Cost</b> - SP Supervisor/Lead contacts Center Cost POC via phone and follow-up e-mail. <b>103/105</b> - SP Supervisor/Lead contacts Center Logistics POC via phone and follow-up e-mail.
WEEKEND(S) Excluded			
8	6	NSSC receives approval	Computes Payment
9	7		
10	8		

**Note 1:** If the DBO is not the NSSC, approved and costed invoice must be received at the NSSC by C.O.B. on the 8th calendar day.

**Note 2:** This Escalation Process does not include final invoices handled through the Closeout Process.

**Note 3:** Outstanding AWMS invoice approvals, Cost approvals, and 103/105 will displayed on the NSSC Financial Community Website.

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#### Escalation Process for 14 Day Payment Cycle

Calendar Days (Prompt Pay)	Business Days (Approval)	Event	Action Completed
1	1	Invoice Received Analyzed & Routed for Approval	<b>AWMS</b> - Delegate and Alternate (if applicable) receive emails generated by Invoice Approval Workaround (IAW). <b>SAP Workflow</b> - P-Group receives e-mail that there is a new workflow item. System generates an e-mail notification every 2 days until invoice is either approved or rejected. <b>Cost</b> - Cost Group que would receive notification that cost is needed via AWMS.
2	2		
3	3	Awaiting Center Approval	
4	4	Courtesy phone call and e-mail reminder	<b>AWMS</b> - IAW generates reminder e-mail and VPP contacts Delegate and/or Alternate via phone as a courtesy reminder. <b>SAP Workflow</b> - VPP contacts P-Group via phone as a courtesy reminder and system continues to generate e-mail notification. <b>103/105</b> - Logistics Group que receives notification that receipt/acceptance is needed via AWMS.
5	5	Awaiting Center Approval	
WEEKEND(S) Excluded			
8	6	VPP escalates to Service Provider Supervisor/Lead	<b>AWMS</b> - SP Supervisor/Lead contacts Contracting Officer/Center Approval POC via phone and follow-up e-mail. <b>SAP Workflow</b> - SP Supervisor/Lead contacts Contracting Officer via phone and follow-up e-mail. <b>Cost</b> - SP Supervisor/Lead contacts Center Cost POC via phone and follow-up e-mail. <b>103/105</b> - SP Supervisor/Lead contacts Center Logistics POC via phone and follow-up e-mail.
9	7	Awaiting Center Approval	
10	8	SP Supervisor/Lead escalates to Civil Servant	<b>AWMS</b> - Civil Servant contacts Center Approval POC. <b>SAP Workflow</b> - Civil Servant contacts Center Principal Procurement Lead/Procurement Lead for Delegate/Alternate via phone and follow-up with e-mail. <b>Cost</b> - Civil Servant contacts Center Cost Supervisor via phone and follow-up e-mail. <b>103/105</b> - Civil Servant contacts Center Logistics POC Supervisor via phone and follow-up e-mail.
11	9	NSSC receives approval	Computes Payment.
12	10		
WEEKEND(S) Excluded			
15	11		

**Note 1:** If the DBO is not the NSSC, approved and costed invoice must be received at the NSSC by C.O.B. on the 10th calendar

**Note 2:** This Escalation Process does not include final invoices handled through the Closeout Process.

**Note 3:** Outstanding AWMS invoice approvals, Cost approvals, and 103/105 will displayed on the NSSC Financial Community Wel

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### Escalation Process for 30 Day Payment Cycle

Calendar Days (Prompt Pay)	Business Days (Approval)	Event	Action Completed
1	1	Invoice Received Analyzed & Routed for Approval	<b>AWMS</b> - Delegate and Alternate (if applicable) receive emails generated by Invoice Approval Workaround (IAW). <b>SAP Workflow</b> - P-Group receives e-mail that there is a new workflow item. System generates an e-mail notification every 2 days until invoice is either approved or rejected. <b>Cost</b> - Cost Group que would receive notification that cost is needed via AWMS. (Funding issues see Note 2)
2	2		
3	3	Awaiting Center Approval	
4	4	Awaiting Center Approval	
5	5	Awaiting Center Approval	
WEEKEND(S) Excluded			
8	6	Awaiting Center Approval	
9	7	Courtesy phone call and e-mail reminder	<b>AWMS</b> - IAW generates reminder e-mail and VPP contacts Delegate and/or Alternate via phone as a courtesy reminder. <b>SAP Workflow</b> - VPP contacts P-Group via phone as a courtesy reminder and system continues to generate e-mail notification. <b>103/105</b> - Logistics Group que receives notification that receipt/acceptance is needed via AWMS.
10	8	Awaiting Center Approval	
11	9	Awaiting Center Approval	
12	10	Awaiting Center Approval	
WEEKEND(S) Excluded			
15	11	VPP escalates to Service Provider Supervisor/Lead	<b>AWMS</b> - SP Supervisor/Lead contacts Contracting Officer/Center Approval POC via phone and follow-up e-mail. <b>SAP Workflow</b> - SP Supervisor/Lead contacts Contracting Officer via phone and follow-up e-mail. <b>Cost</b> - SP Supervisor/Lead contacts Center Cost POC via phone and follow-up e-mail. <b>103/105</b> - SP Supervisor/Lead contacts Center Logistics POC via phone and follow-up e-mail.
16	12	Awaiting Center Approval	
17	13	Awaiting Center Approval	
18	14	Awaiting Center Approval	
19	15	SP Supervisor/Lead escalates to Civil Servant	<b>AWMS</b> - Civil Servant contacts Center Approval POC. <b>SAP Workflow</b> - Civil Servant contacts Center Principal Procurement Lead/Procurement Lead for Delegate/Alternate via phone and follow-up with e-mail. <b>Cost</b> - Civil Servant contacts Center Cost Supervisor via phone and follow-up e-mail. <b>103/105</b> - Civil Servant contacts Center Logistics POC Supervisor via phone and follow-up e-mail.
WEEKEND(S) Excluded			
22	16	NSSC receives approval	Computes Payment
23			
24			
25			Normal End-of Month Payment Cutoff
26			
WEEKEND(S) Excluded			
29			Normal End-of Month Payment Cutoff
30			

**Note 1:** This Escalation Process does not include final invoices handled through the Closeout Process.

**Note 2:** Outstanding AWMS invoice approvals, Cost approvals, and 103/105 will displayed on the NSSC Financial Community Website.

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### Appendix D - Treasury Offset Program

Financial Management Service (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 notification from Treasury if there was an offset, and can call the TOP Call Center at 1-800-304-3107 regarding questions about the offset.

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## Appendix E - Reporting

### Purpose

The Chief Financial Officer's 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 access via the Federal Interagency Databases Online (FIDO) at [www.fido.gov/mts](http://www.fido.gov/mts) .

### Accounts Payable

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

Metric 4a, Electronic Payments measures electronic payments made to vendors. Electronic Funds Transfer (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)

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.

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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 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 = Electronic Funds Transfer/Automatic Clearing House (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. JP Morgan Chase (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). Office of the Chief Financial Officer (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 Metric Tracking System (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.

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). Office of the Chief Financial Officer (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 Metric Tracking System (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 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.

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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 ZSE16\_FMTC\_SCHNO is a helpful tool to extract data for this metric.

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). Office of the Chief Financial Officer (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 Metric Tracking System (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 Accounts Payable and Accounts Receivable Service Providers on the 3rd working day of each month.

Completed FIDO reports including all backup is due from NSSC Financial Services Branch to the Financial Accounting Branch on the 4th working day of each month.

Financial Accounting Branch will submit all FIDO reports in NASA Audit Tracking System (NATS).

#### ***International Transactions Reporting***

*Instructions for the International Transactions are found at [http://nodis3.gsfc.nasa.gov/displayDir.cfm?Internal\\_ID=N\\_PR\\_9310\\_0001\\_&page\\_name=Chapter6](http://nodis3.gsfc.nasa.gov/displayDir.cfm?Internal_ID=N_PR_9310_0001_&page_name=Chapter6)*

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### **Purpose**

This report is to address the National Aeronautics and Space Administration's (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 the Office of Management and Budget (OMB) Directive No. 19.

### **Roles and Responsibilities**

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

The NASA Office of the Chief Financial Officer (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."

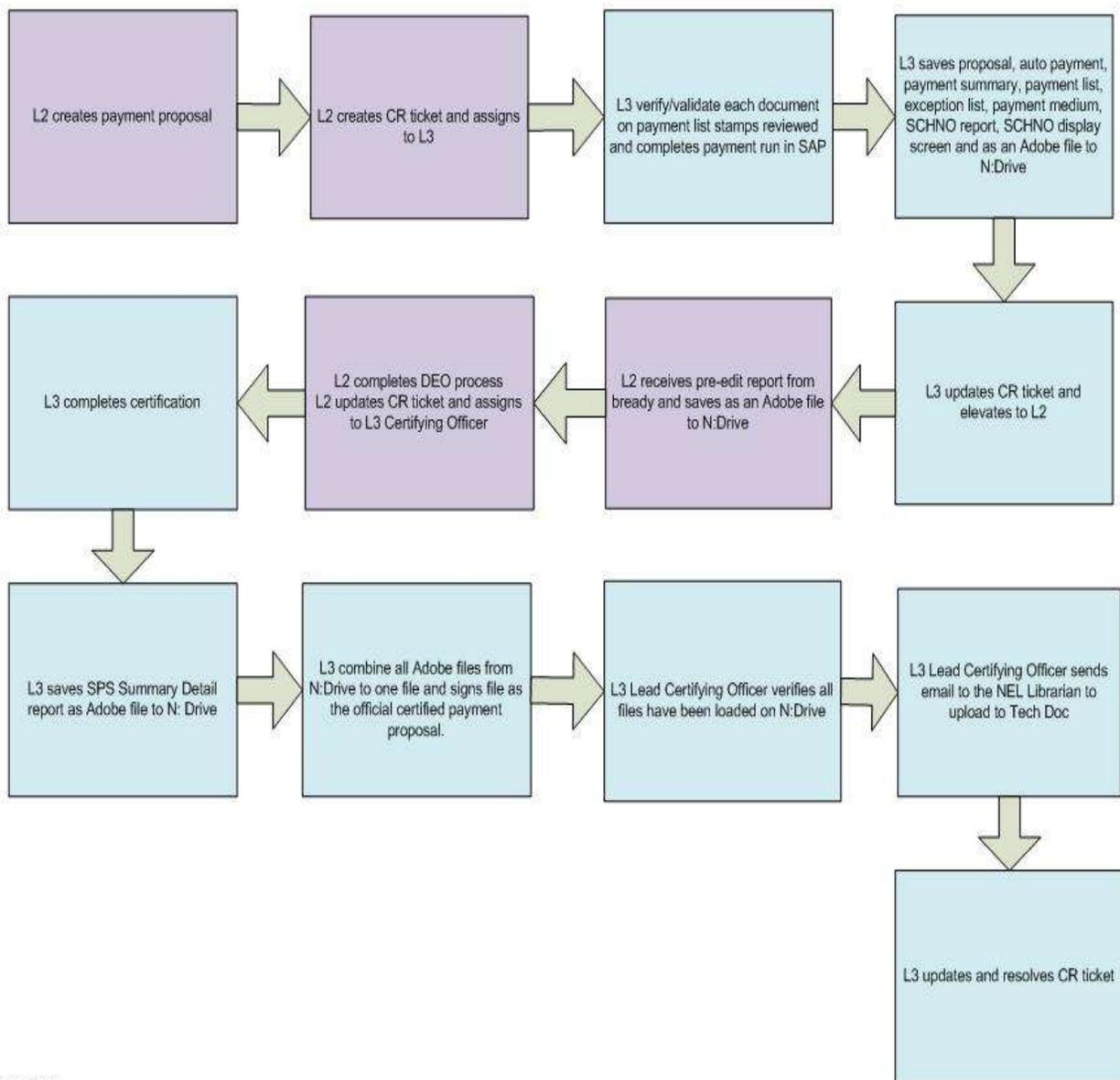
### **Reporting Due Dates**

NSSC should submit Centers' reports to the NASA Headquarters, OCFO, FMD Director no later than the 30th calendar day after the end of the calendar quarter being reported. The NASA Headquarters, OCFO, FMD personnel may request reports earlier and request submission via the NASA Audit Tracking System (NATS). When applicable, negative reports are required to be submitted..

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**Appendix F – Accounts Payable (AP) Paperless Work Flow**

**Payment Proposal Paperless Work Flow**



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## Appendix G – 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 Accounts Payable:

- ❖ 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 T-Code FBL1N 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 Contracting Officer or other designated approving official on updated CO lists from centers
- ❖ If invoice is an FI Interest payment, ensure that the General Ledger 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

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

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**On the WAT Pre-Edit Report, verify:**

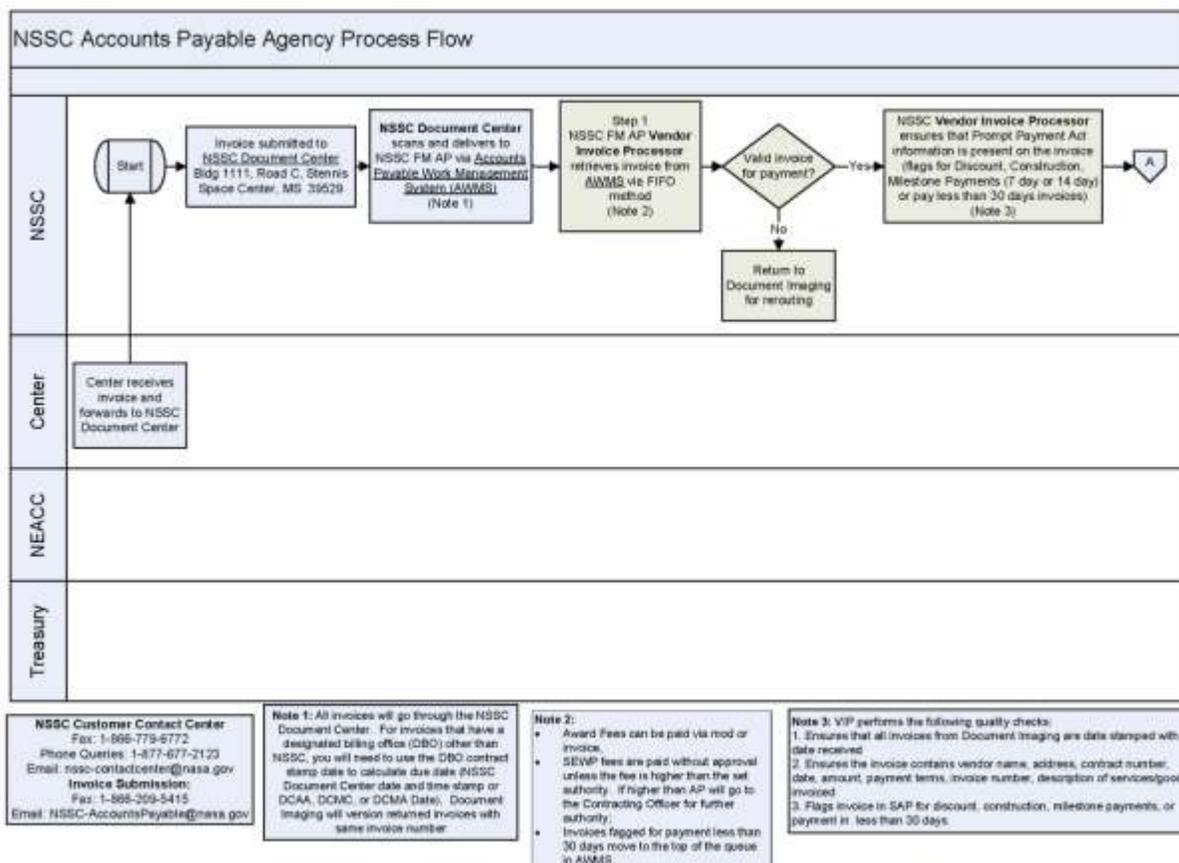
- ❖ Agency ID and ALC Number is the same business area (center) being paid on the payment proposal
- ❖ Amount from Pre-Edit Report equals amount being paid on Payment List
- ❖ Schedule number is the same as the schedule number from the ZSE16\_FMTC\_SCHNO T-Code run

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

- ❖ Total Amount
- ❖ Agency Name
- ❖ Destination RFC
- ❖ ALC
- ❖ Schedule #
- ❖ Total # of Payments
- ❖ Payment Date
- ❖ Summary Type Code
- ❖ Control #

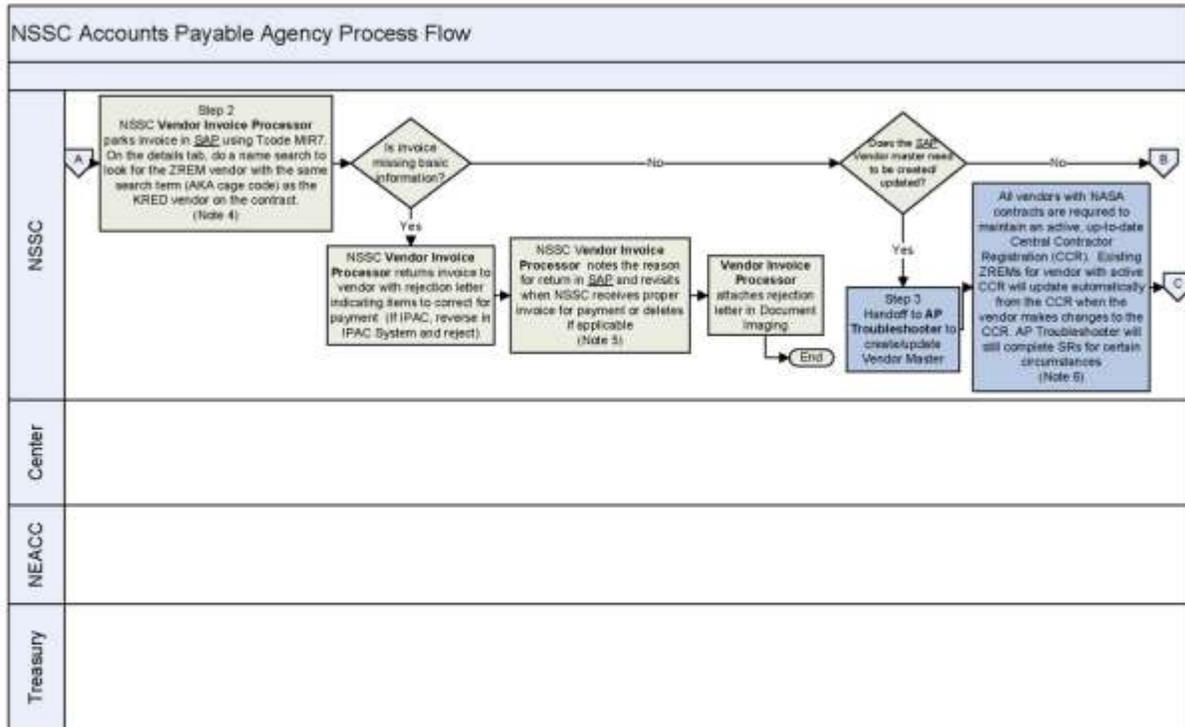
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## Appendix H - NSSC Accounts Payable Agency Process Flow



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**Note 4:** If no ZREM vendor exists, then the invoice should be temporarily parked against the KRED vendor and flagged to be sent to the AP Troubleshooter to create a ZREM Vendor

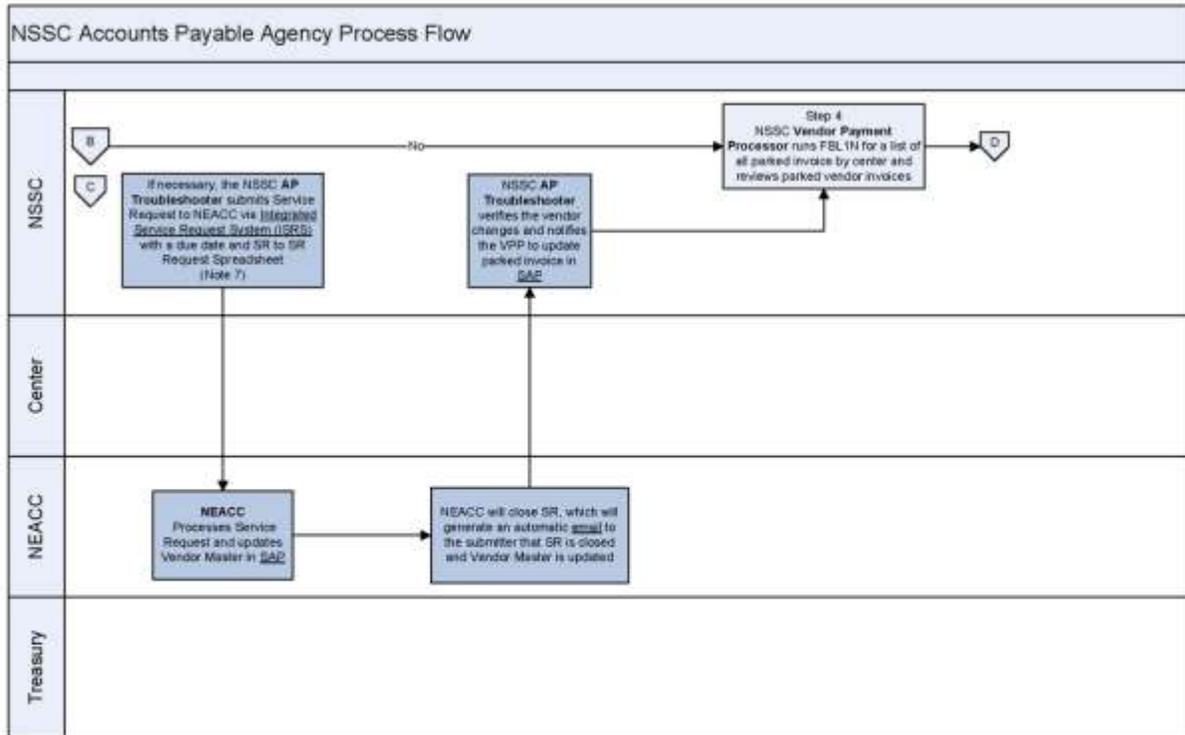
**Note 5:** If invoice was previously rejected you must remove the improper invoice date and enter the previously returned document number and fiscal year. Reference EPSS MIR4 - Delete, Change, or Post Parked Invoice (End User Procedure). Include "Rejected" in the text field and attach rejection letter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

**Note 6:** Integrated Service Request are 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, ZRDY, and ZHHS vendor; to schedule a ZREM for deletion; to make any changes that cannot be done through the CCR system.

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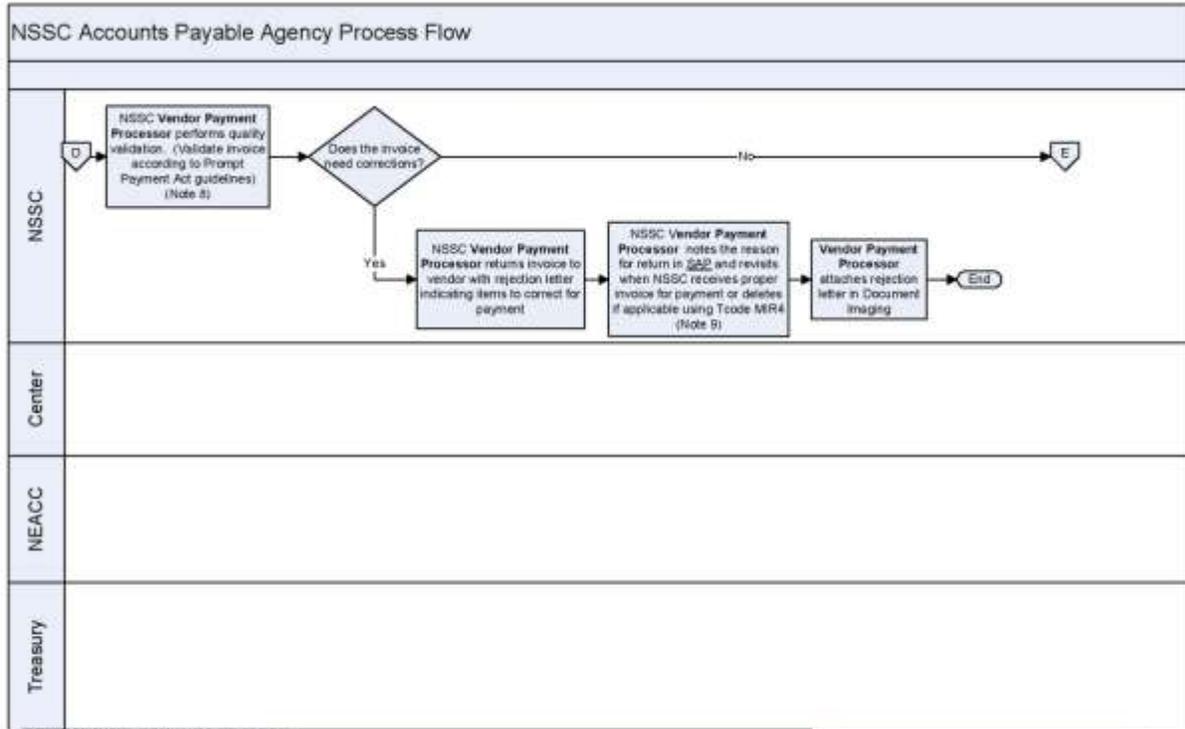
**SUBJECT: Accounts Payable Invoice Processing**



Note 7: Vendor Master update usually takes 48 hours after SR 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 SR to an emergency.

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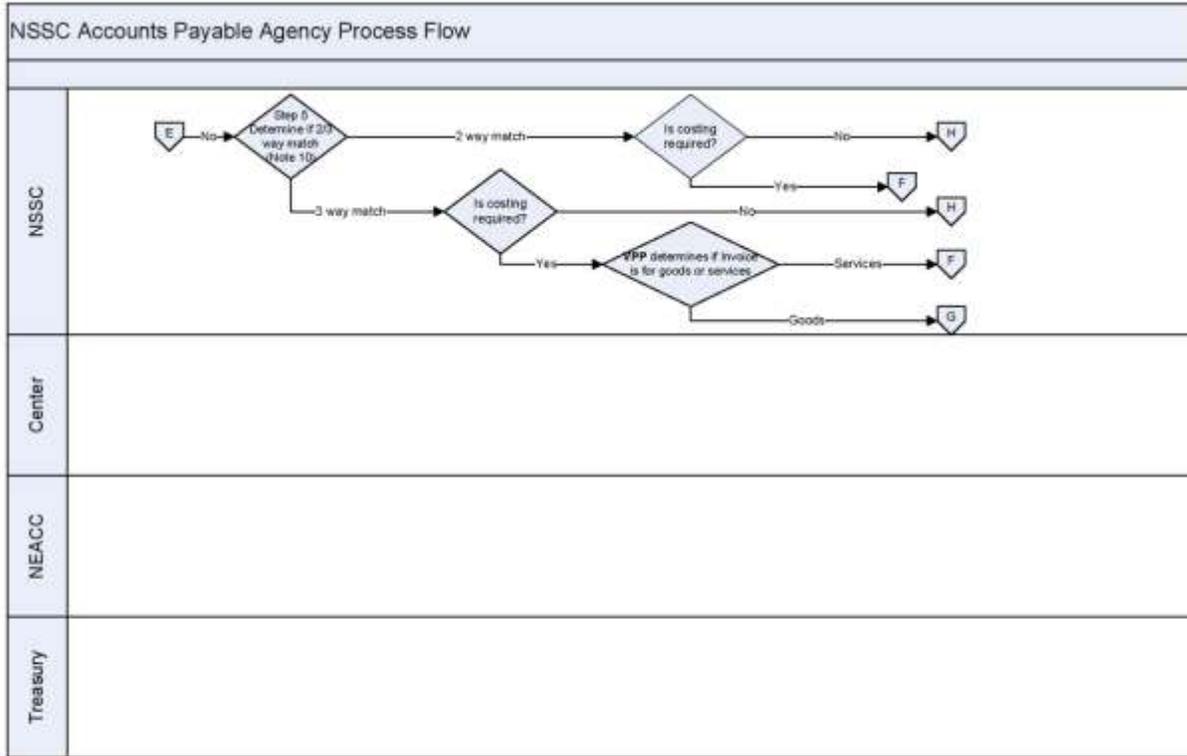
**Note 8:** VPP performs the following quality checks:

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. Enter freight on FI invoice if approved and if not identified with purchase order item, FOB site other than center
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 MR4 - Delete, Change, or Post Parked Invoice (End User Procedure)

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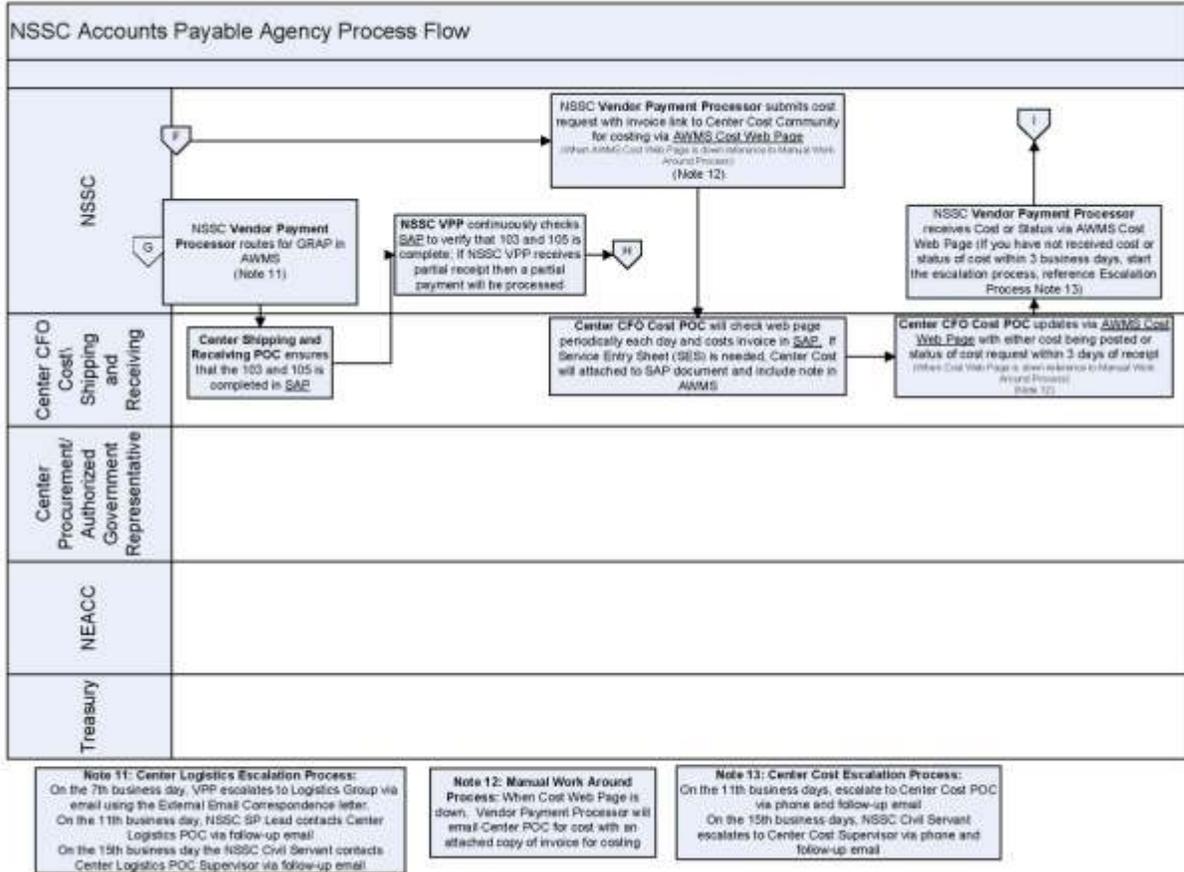
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**Note 10:** 2 way match is Purchase Order and Invoice  
 3 way match is Purchase Order, Receiving and Inspection Report/Cost, and Invoice

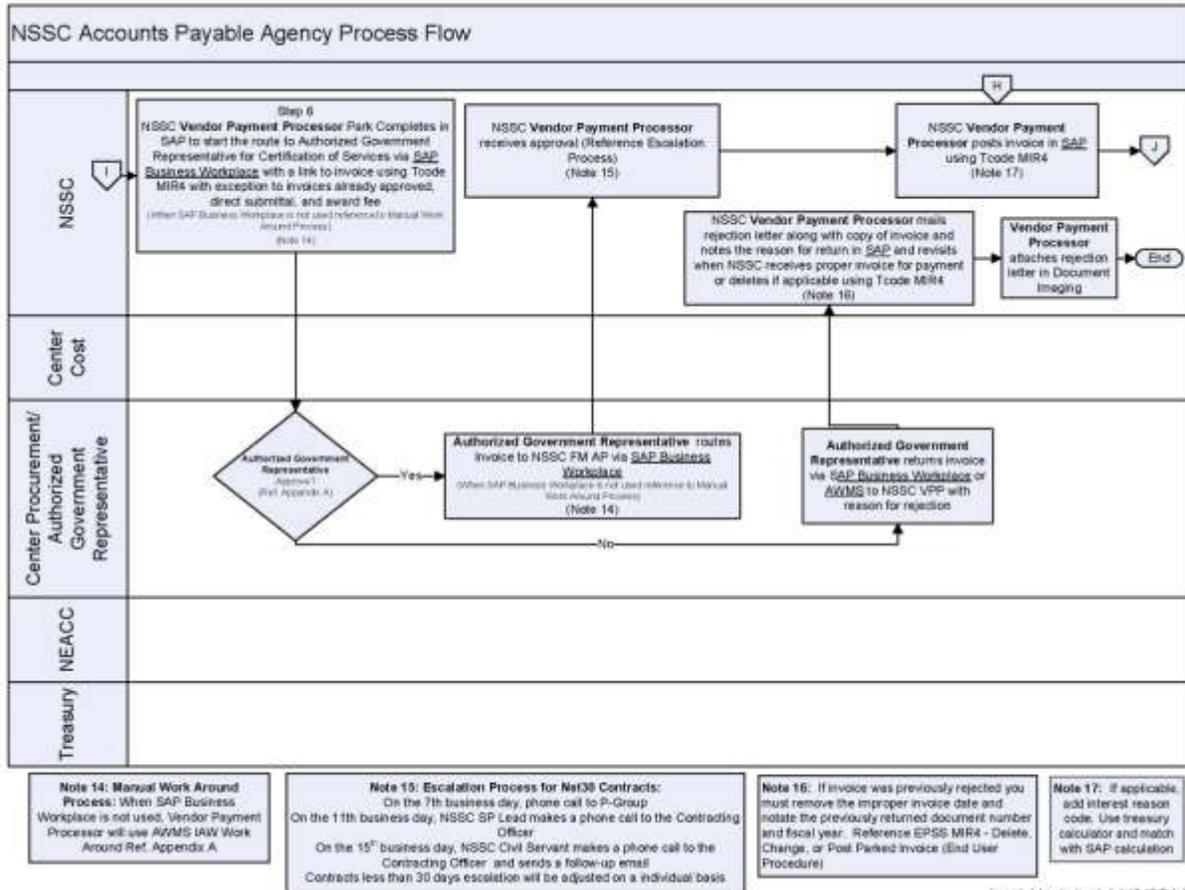
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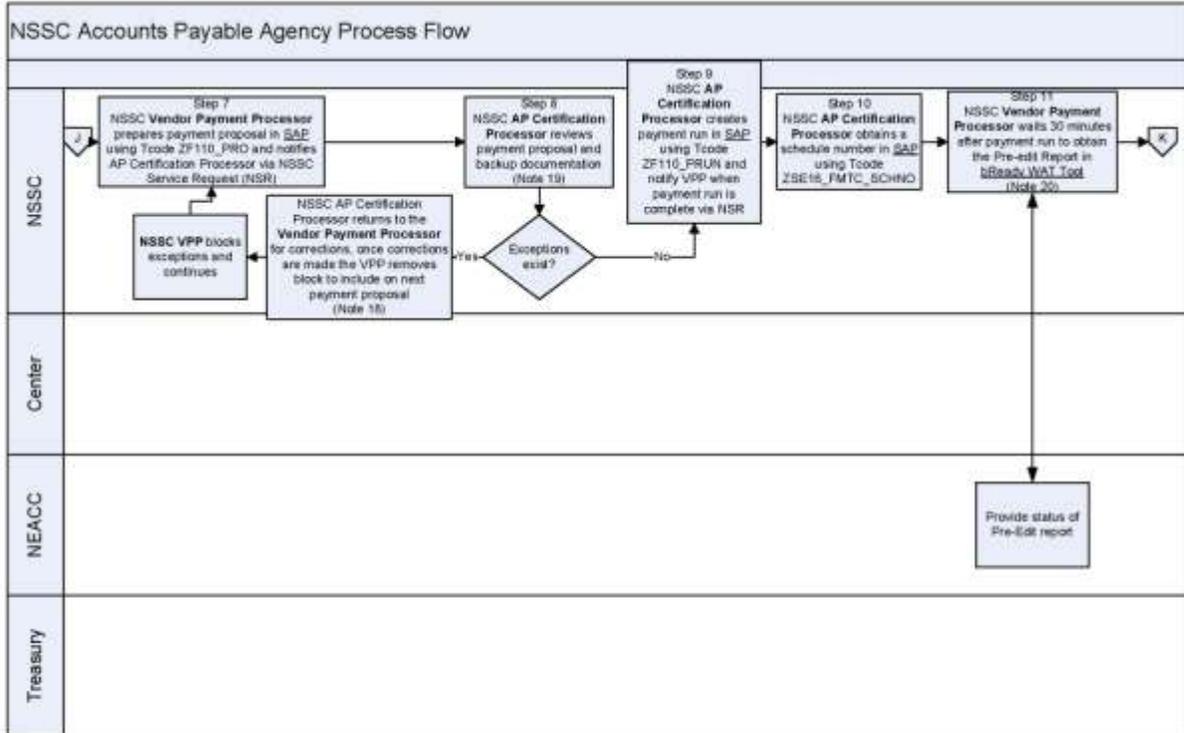


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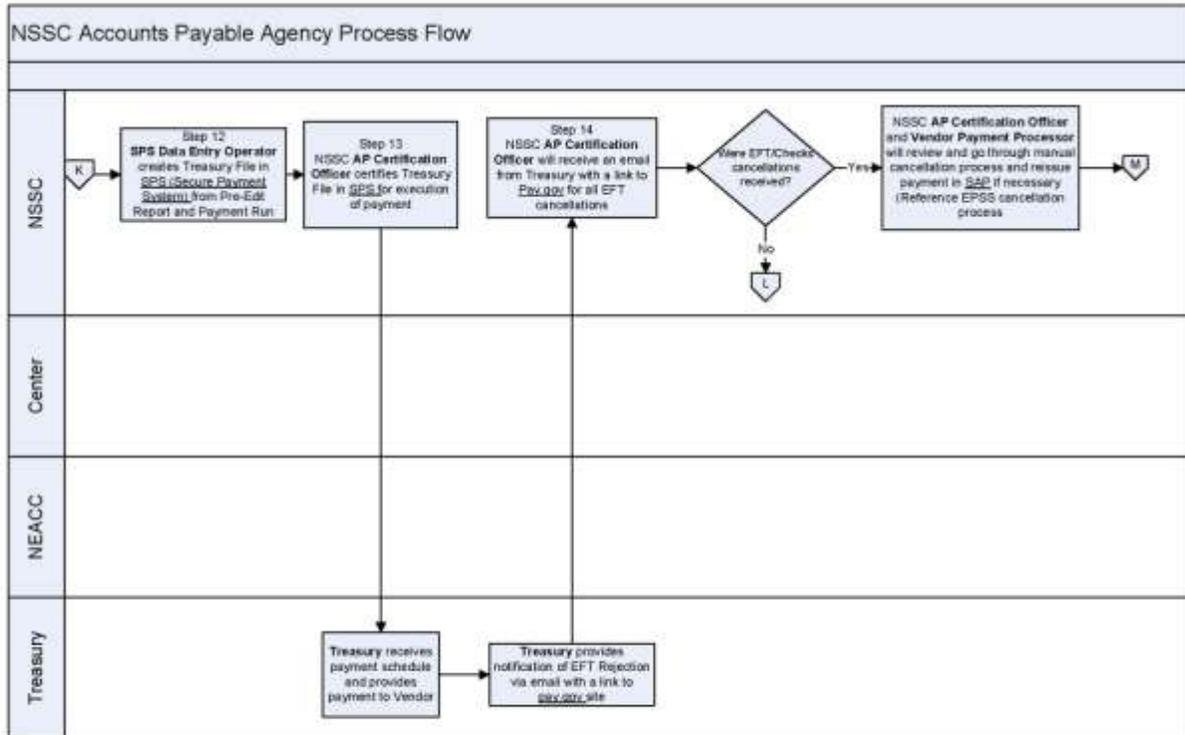
**Note 18:** Any invoices previously flagged for discounts, construction, milestone payments, small business, due in less than 30 days, etc are worked immediately

**Note 19:** AP Certification Processor reviews invoice and backup documentation for:  
 Proper invoices with date received  
 Proper obligating document  
 Proper evidence of receipt and acceptance by an authorized official  
 Validate interest reason codes in SAP

**Note 20:** If Pre-Edit report is not received timely, call the NEACC for status

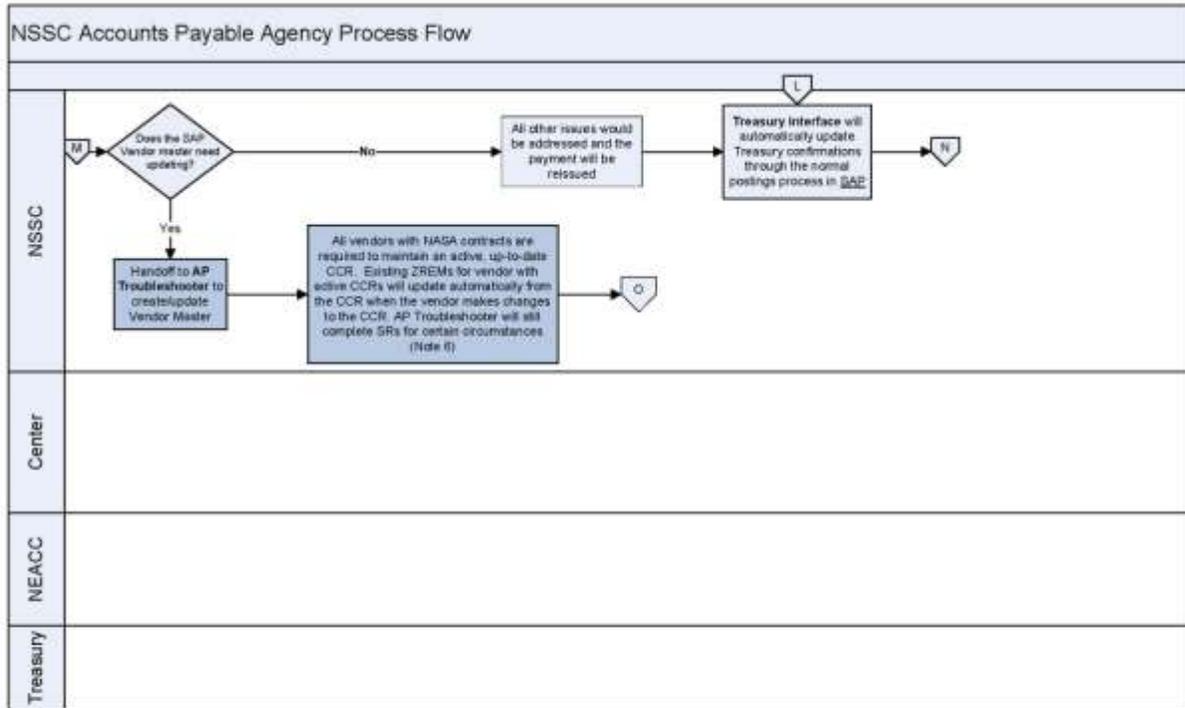
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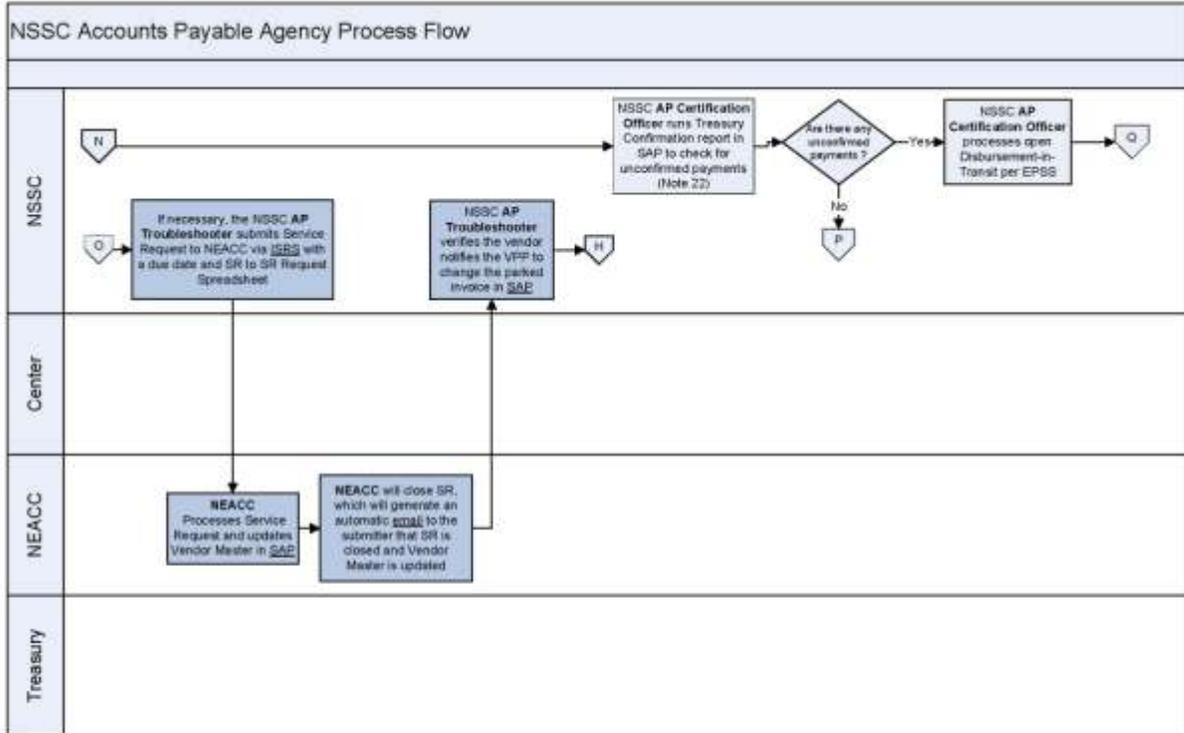
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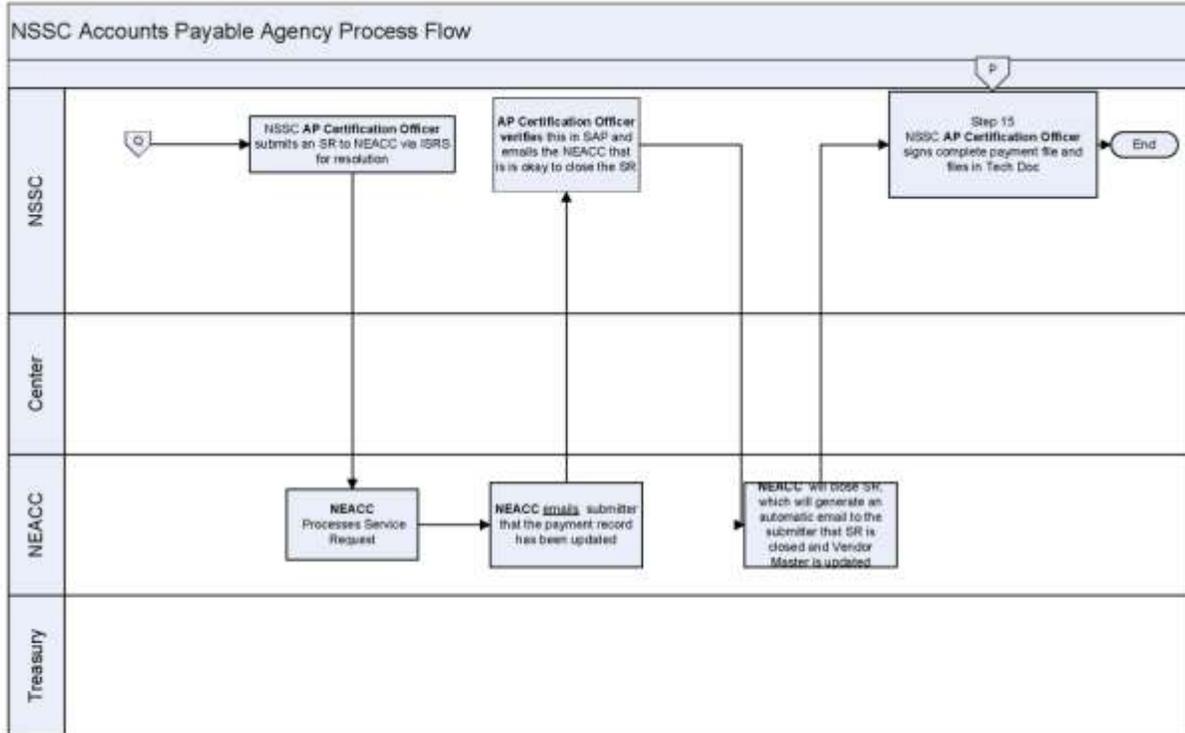
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**Note 22: Treasury Confirmation Reports**  
 1. ZFI\_SCHED\_AGF  
 2. ZFI\_AP\_PMT\_STAT  
 3. ZCONFIRMATION

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Notes	<div style="border: 1px solid #ccc; background-color: #e6f2ff; width: 80%; margin: 0 auto; padding: 10px; text-align: center;"> <p><u>Reversal Chart</u></p> <p>(Refer to EP55 for detailed instructions on reversal T-codes)</p> </div>

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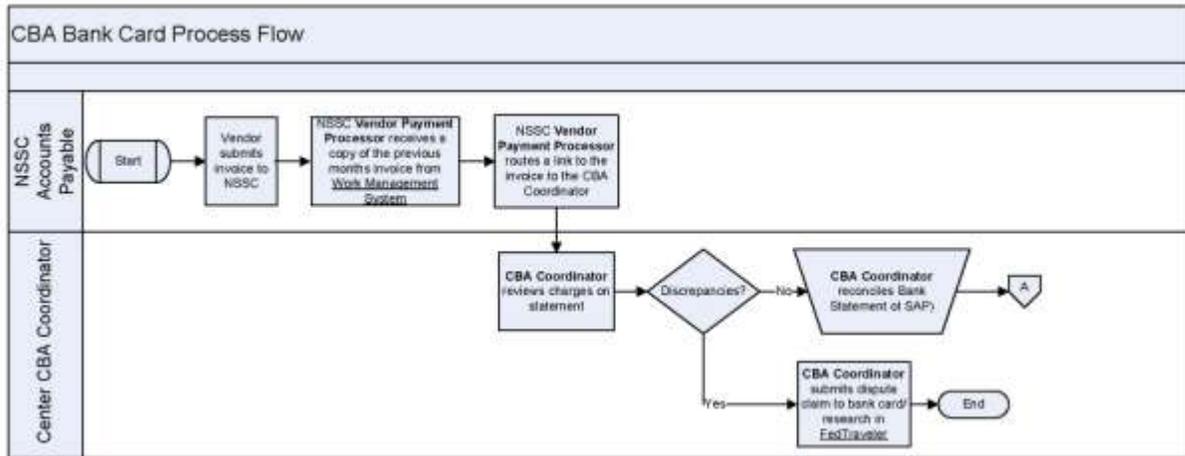
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Appendix A	
NSSC	<p><b>IF SAP WORKFLOW IS NOT USED</b></p> <p>When SAP Workflow is not used to obtain approval, the NSSC Vendor Payment Processor will route the invoice for approval to the Authorized Government Representative through AWMS Invoice Approval Workaround. The Authorized Government Representative will approve or reject the invoice, with comments and details if applicable, via AWMS reply to the NSSC Vendor Payment Processor, who will attach e-mail documentation to the SAP document. Both parties will utilize only the NASA assigned computer system network, which have Security software packages and entrust protections in place to prevent non-users to the systems.</p>
	<p><b>WHEN SAP WORKFLOW IS USED</b></p> <p>Refer to EPSS for detailed instructions.</p> <ol style="list-style-type: none"> <li>1. Approving official will sign onto the bReady CMM Home Page. bReady access will be based on access approvals and documentation as provided by the NASA IT Security officials.</li> <li>2. Click on the Approve Invoice Production Link. Click in the inbox folder to open workflow items</li> <li>3. Single click on the title of the workflow item to be reviewed. SAP parked document will appear on screen</li> <li>4. Click on the Services for Object button and go to the attachment list dropdown</li> <li>5. Double click on an attachment to open the document (invoice). You may then forward a copy of the document to the COTR, if needed, for their review</li> <li>6. Click the close button to close attachment. The Decision Step in Workflow will then be displayed. There will be the options of: <ul style="list-style-type: none"> <li>Approve Invoice</li> <li>Reject Invoice</li> <li>Cancel and keep work item in the inbox</li> </ul> </li> <li>7. The cancel and keep work item in the inbox will be the option if the Approving Official is not yet ready to make a decision. Otherwise, the approving official will click the Approve Invoice or Reject Invoice button. This will route back to the Vendor Payment Processor for processing. Workflow approval will be considered as electronic signature approval.</li> <li>8. As required, the approving official will then complete the title block. This will indicate the steps required for Financial Management office to complete. Examples: Reject invoice due to services not provided; approve invoice for payment; approve invoice for payment for only \$\$\$ amount due to modifications; etc. You can also click on the open the Long Message Text screen to add additional comments to add detailed comments.</li> <li>9. If needed, you can also click on the forward button and forward selected invoice. Choose Agent. Look in the X500ID listing to obtain e-mail addresses by names of persons to forward to. Double Click on the person selected to route forwarded workflow. Click Send</li> </ol>

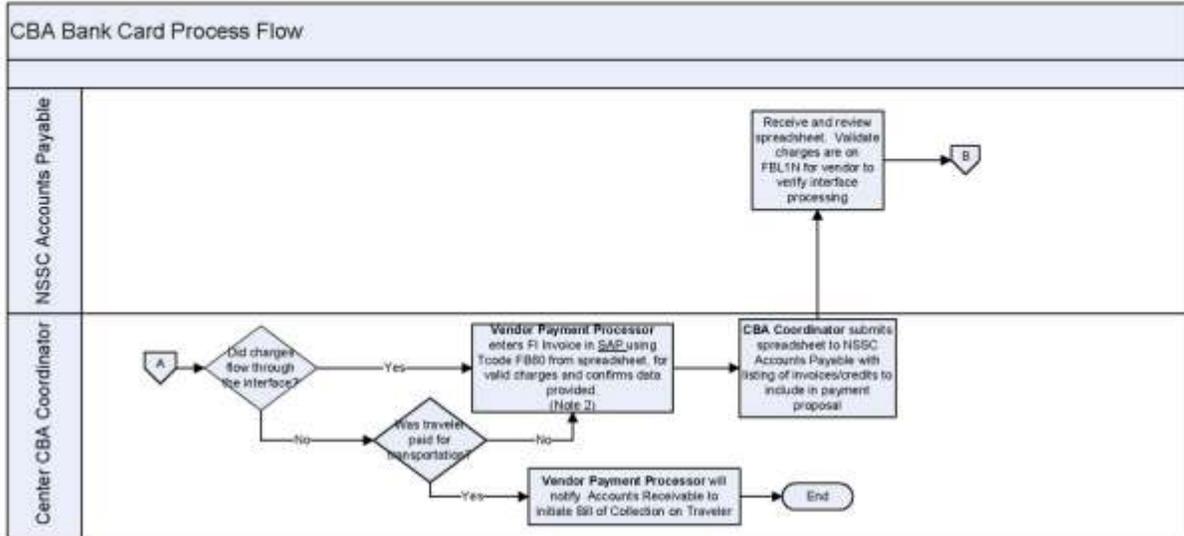
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### Appendix I - CBA Bank Card Process Flow

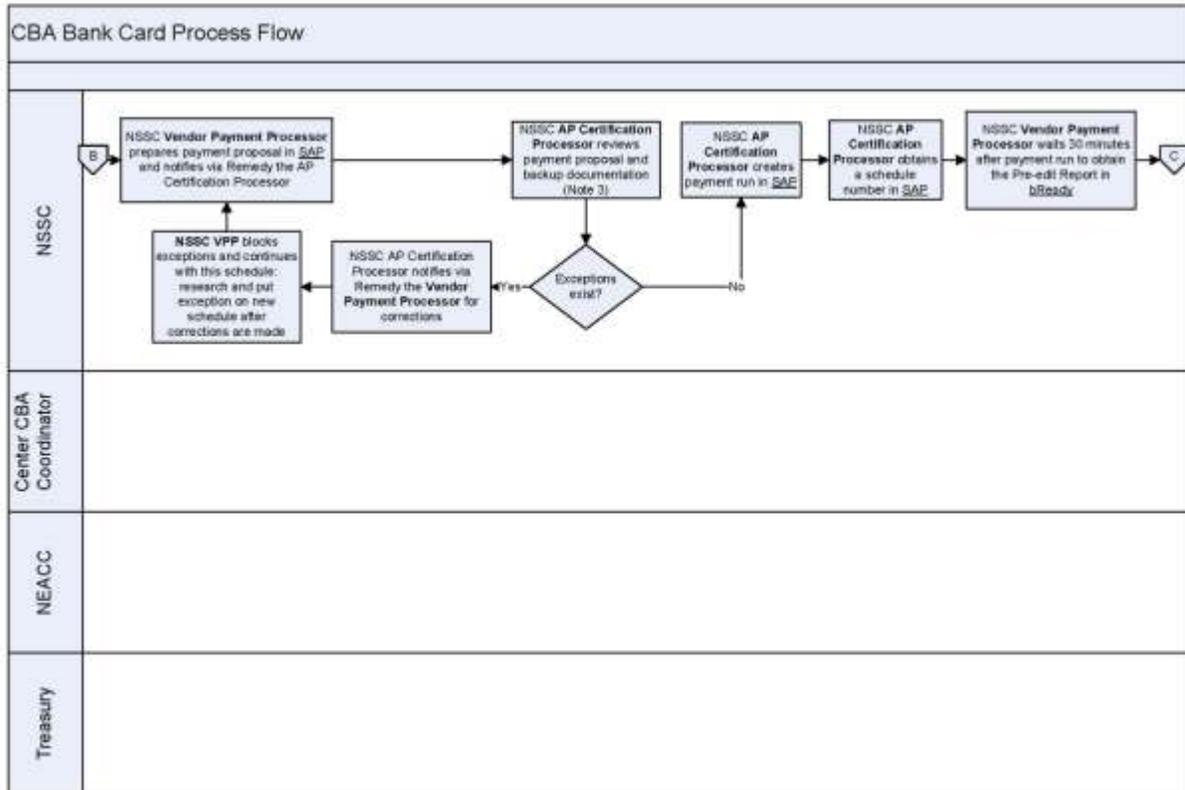


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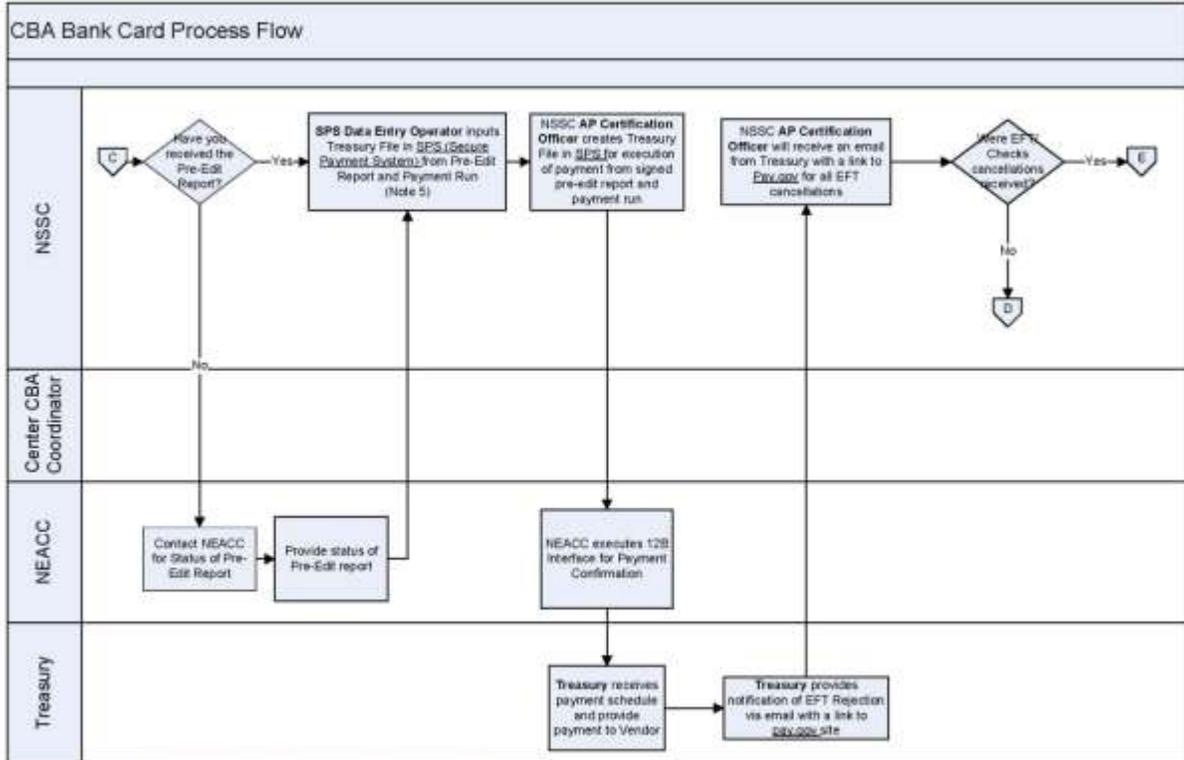
Note 2: If interface post incurred charges, delete in SAF.

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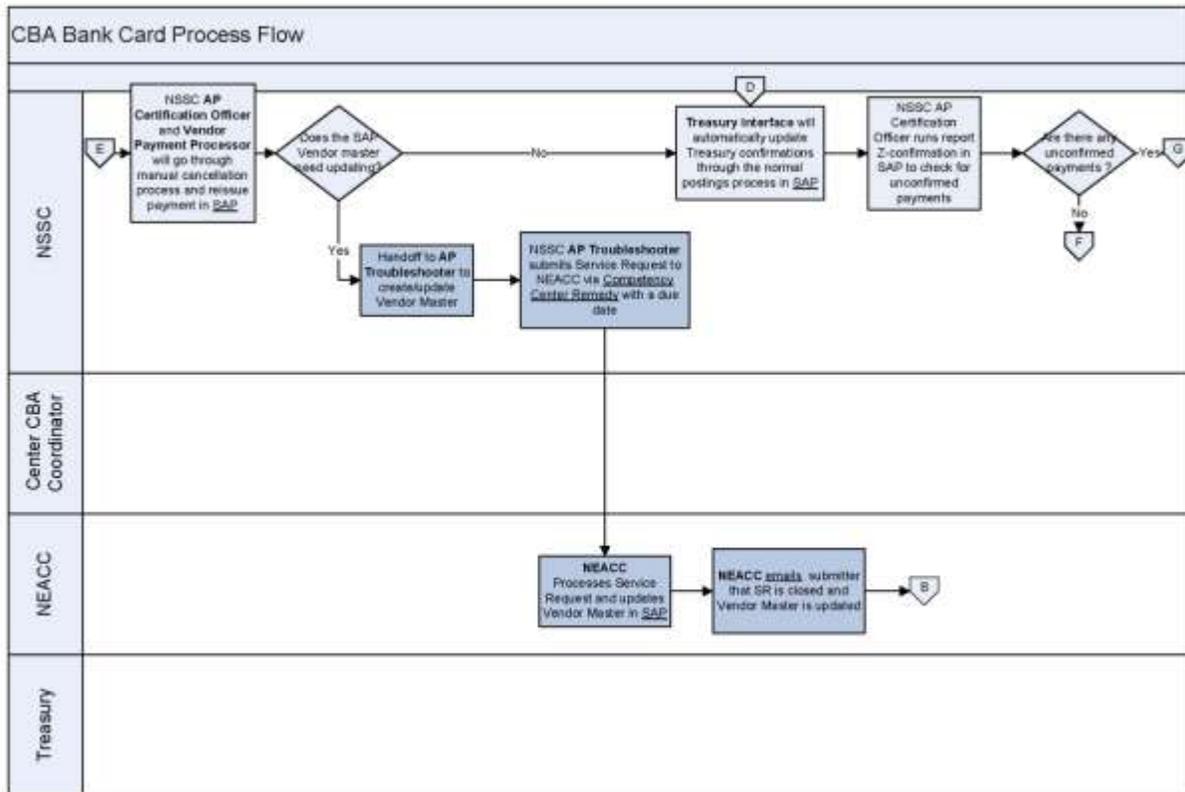
**Note 3:** AP Certification Processor reviews invoice and backup documentation for:  
 Proper invoice with date received  
 Proper obligating document  
 Proper evidence of receipt and acceptance by an authorized official  
 Validate interest reason codes in SAP

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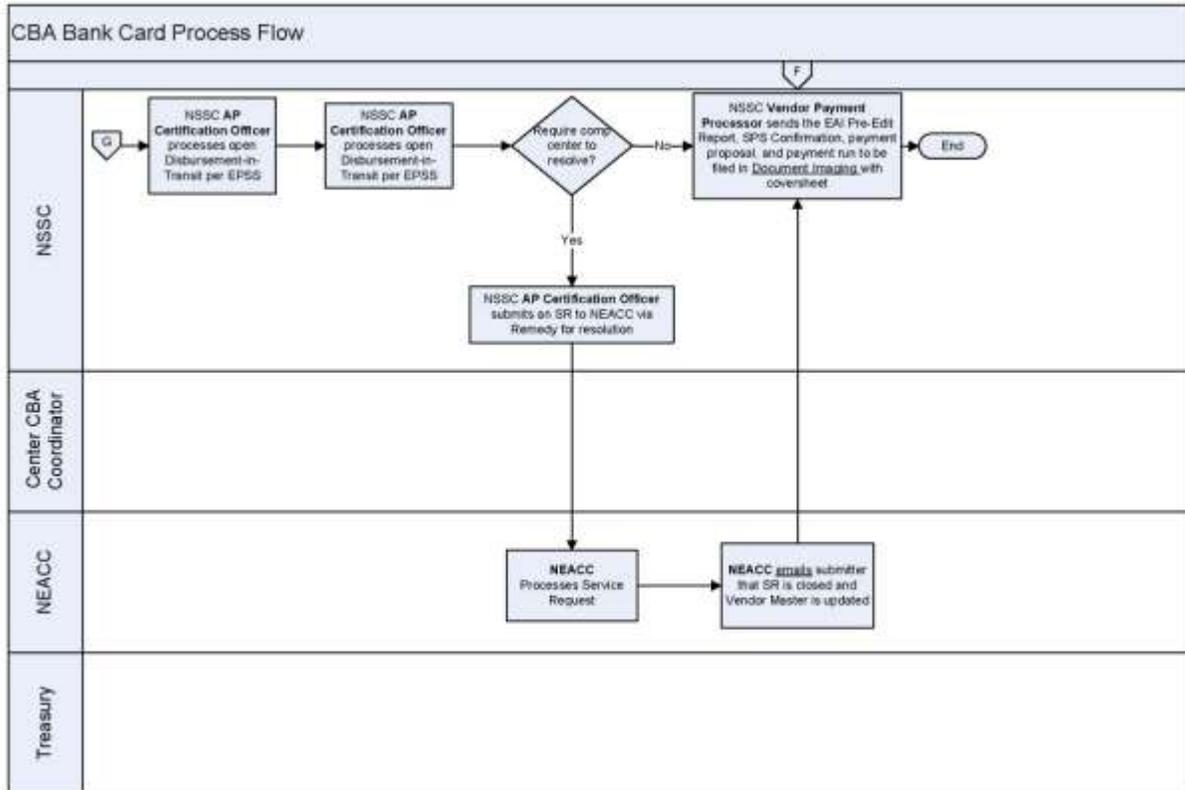


**Note 5:** When processing proposals with payment method X, select EDI/EFTACT21Z for the Summary Type Codes in the Secure Payment System (SPS).  
 All Payments will be available for review in SAP and TechDoc.

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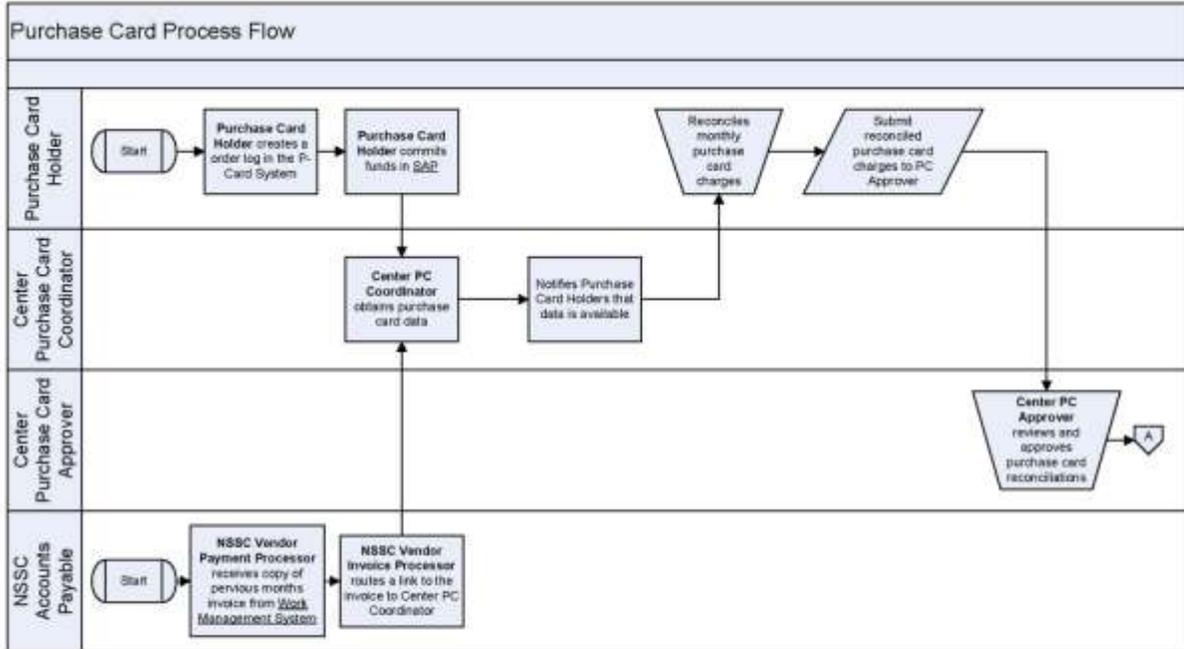


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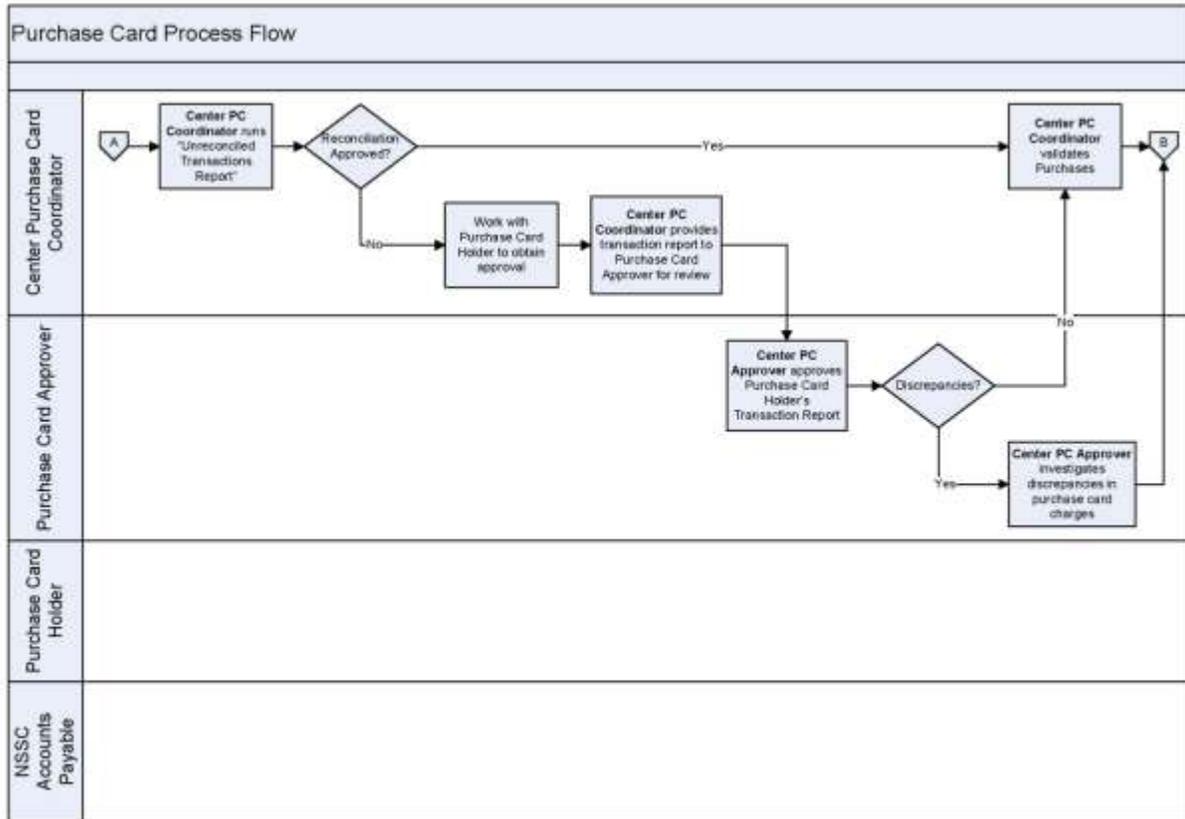


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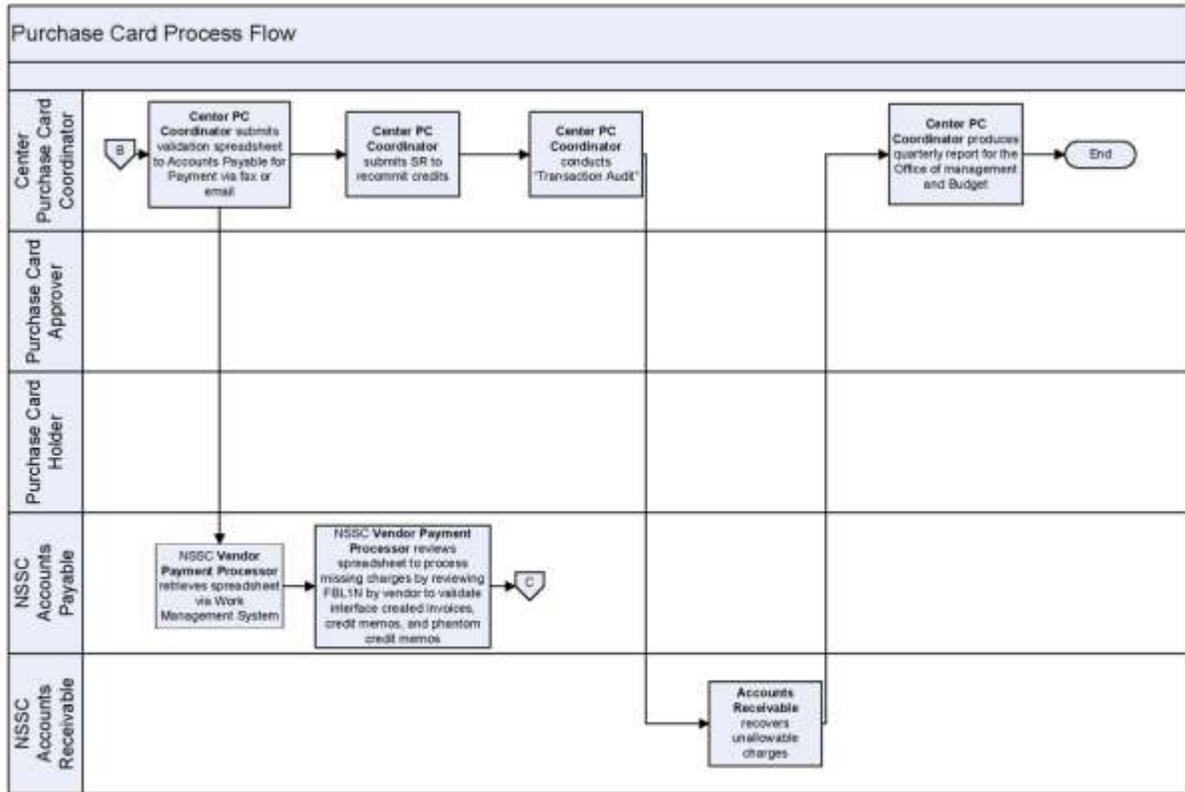
## Appendix J - Purchase Card Process Flow



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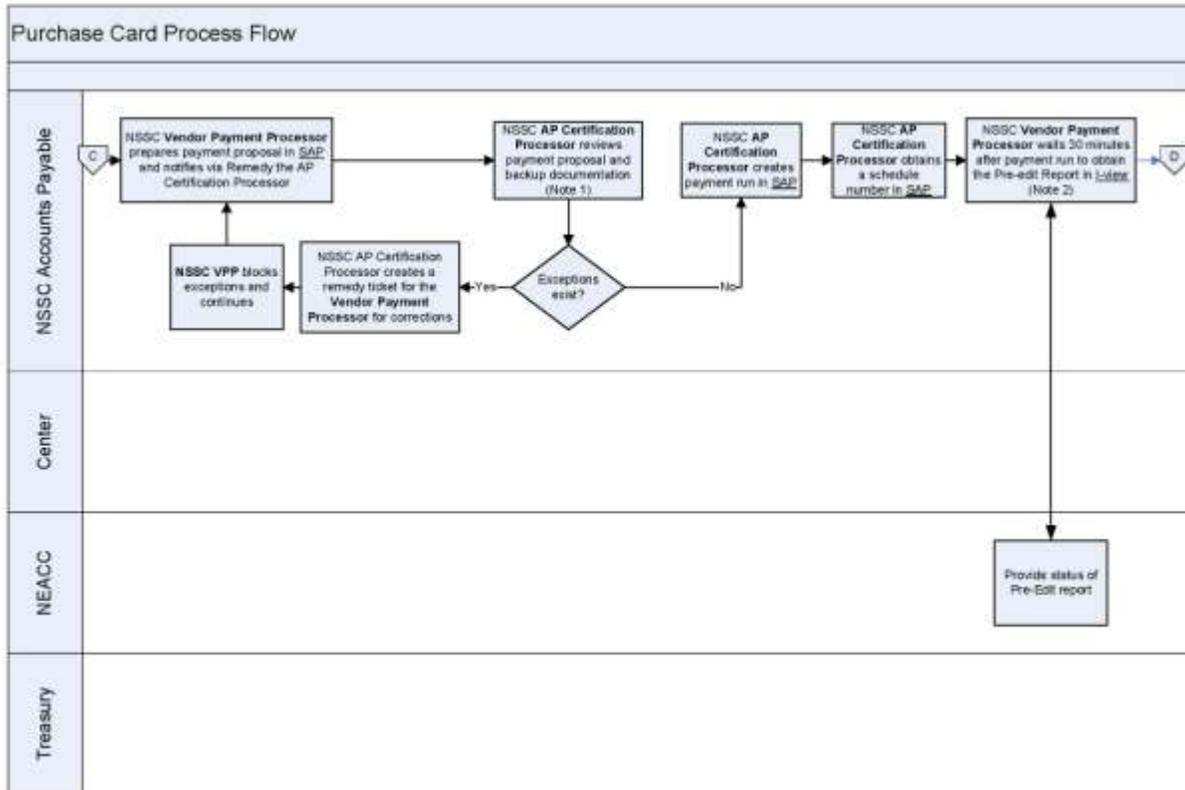


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NSSC Customer Contact Center  
 Fax: 1-866-779-6712  
 Phone Queries: 1-877-677-2123  
 Email: nssc-contactcenter@nasa.gov

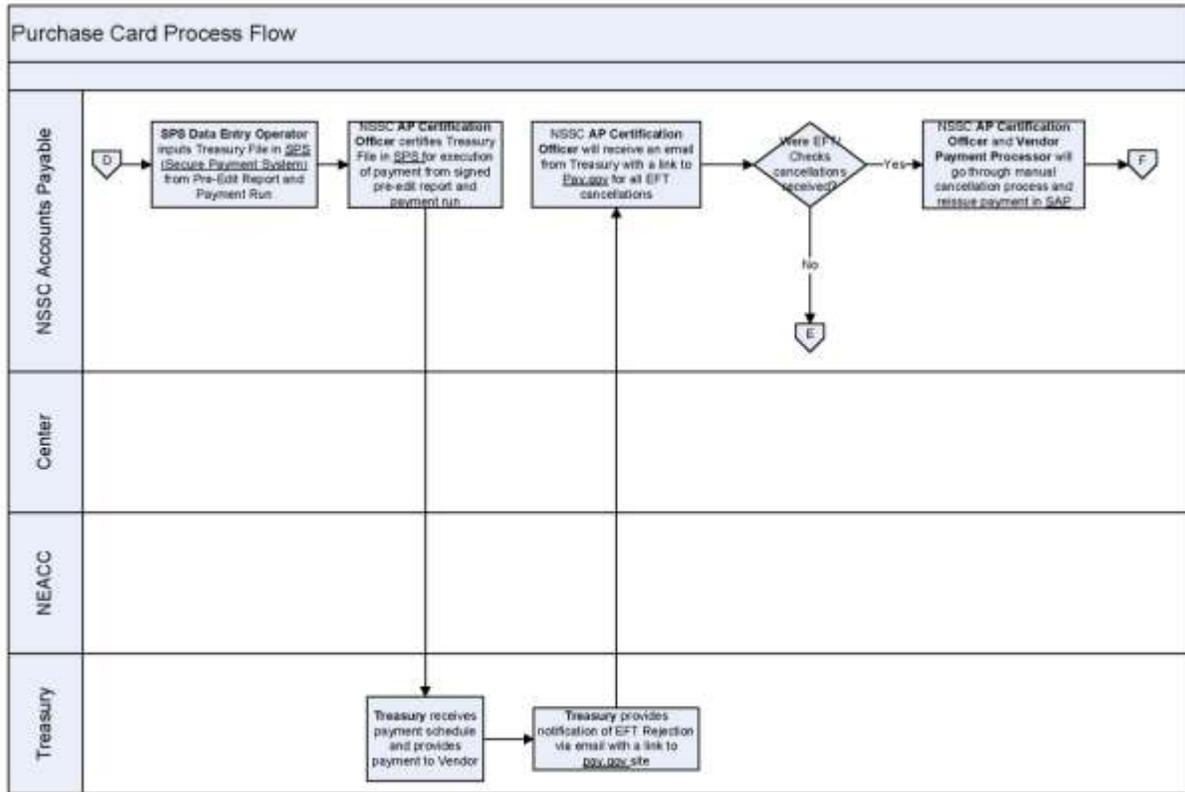
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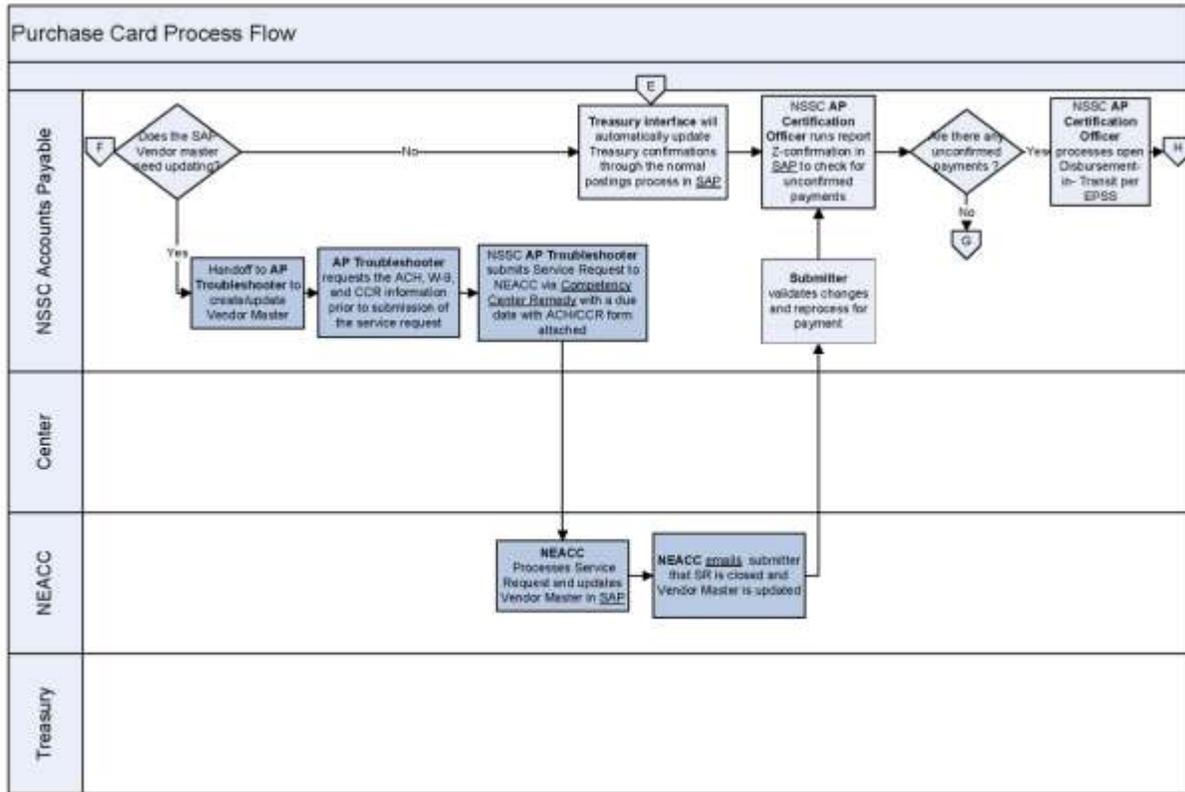
**Note 1:** AP Certification Processor reviews invoice and backup documentation for:  
 Proper invoice with date received  
 Proper obligating document  
 Proper evidence of receipt and acceptance by an authorized official  
 Validate interest reason codes in SAP 4

**Note 2:** If Pre-Edit report is not received timely, contact NEACC for status  
 Last Updated: 4 February 2011

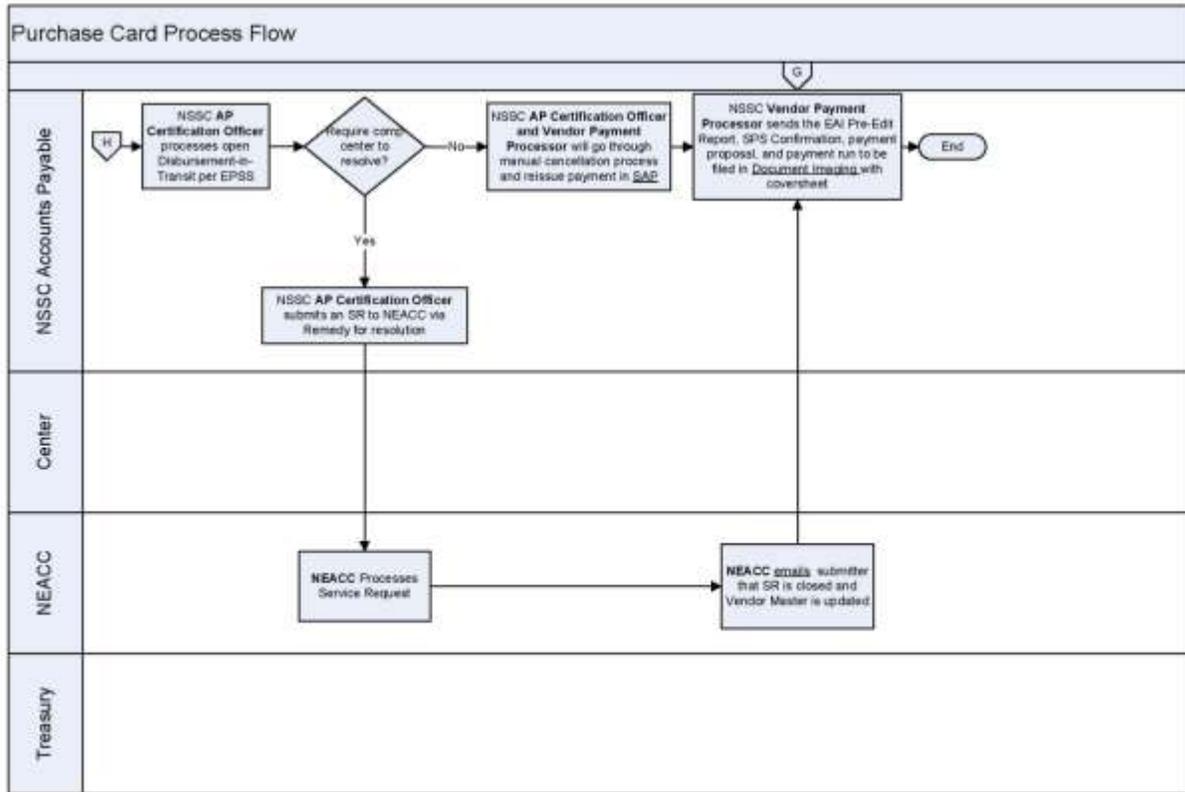
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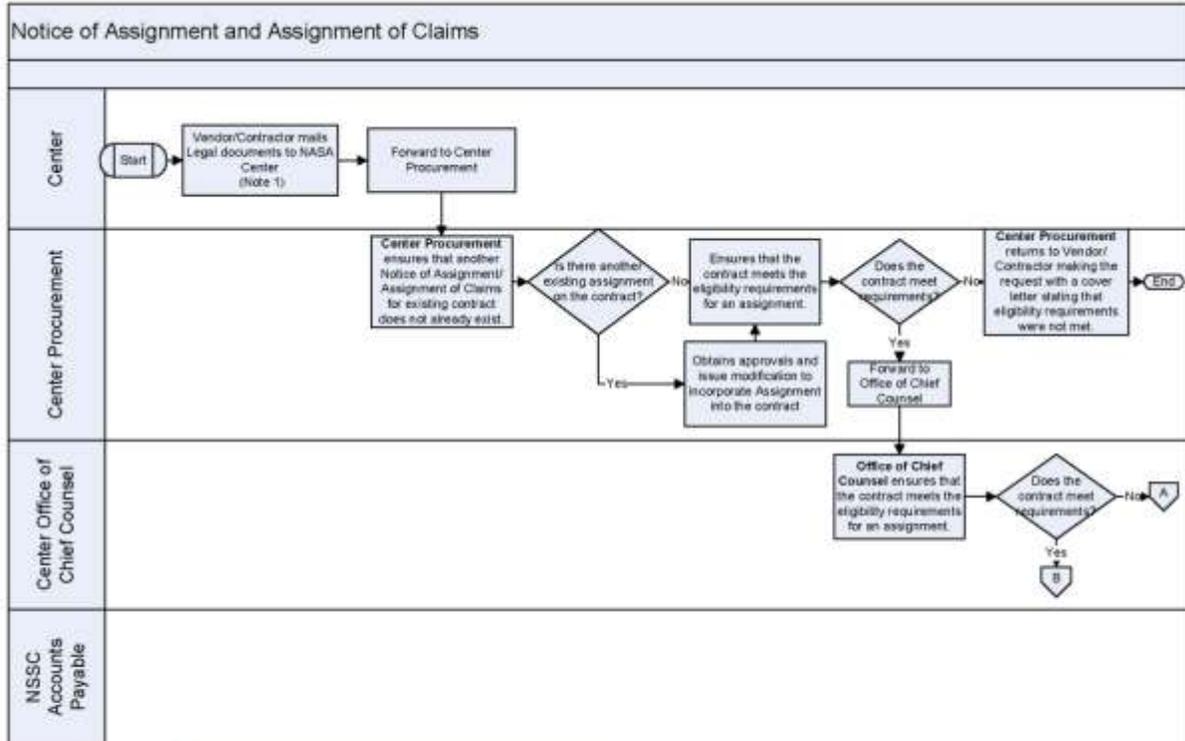


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## Appendix K - Notice of Assignment and Assignment of Claims

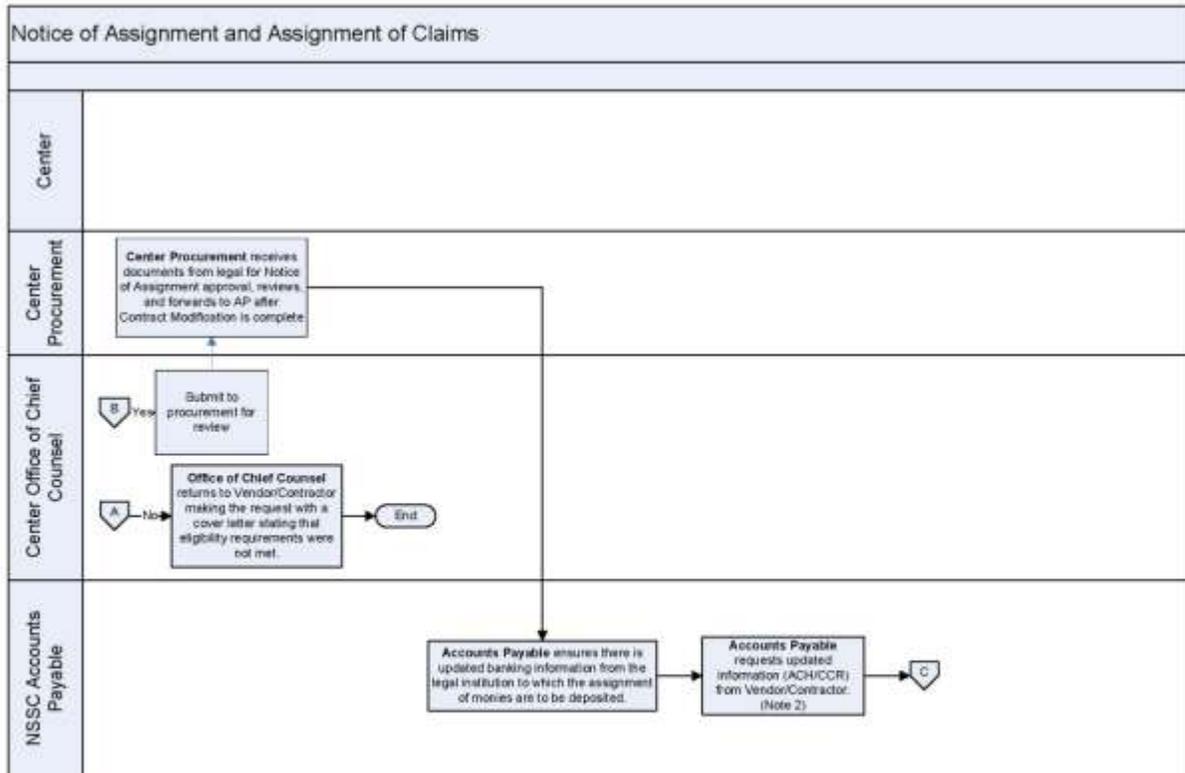


**Note 1:** Documents must be in compliance with the above-referenced regulatory statutes. Includes the Notice of Assignment and the Assignment of Claims Signed and notarized (for corporations the corporate seal must be on documents). The other requirements can be gleaned from the regulatory guidance Assignment of Claims Act (31 U.S.C. 3727, 41 U.S.C. 15) and FAR subpart 32.8).

1

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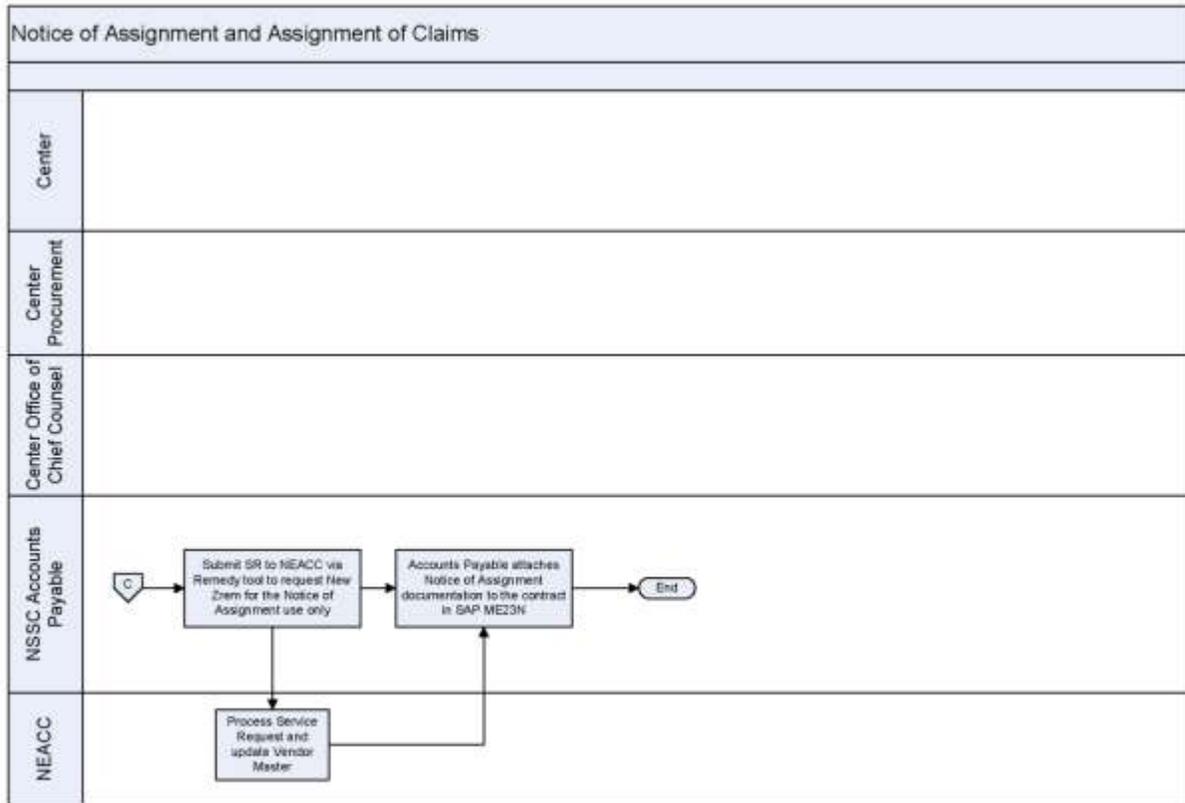


**Note 2:** It is not always a part of the package originally receive and must be requested by the Finance person.

- 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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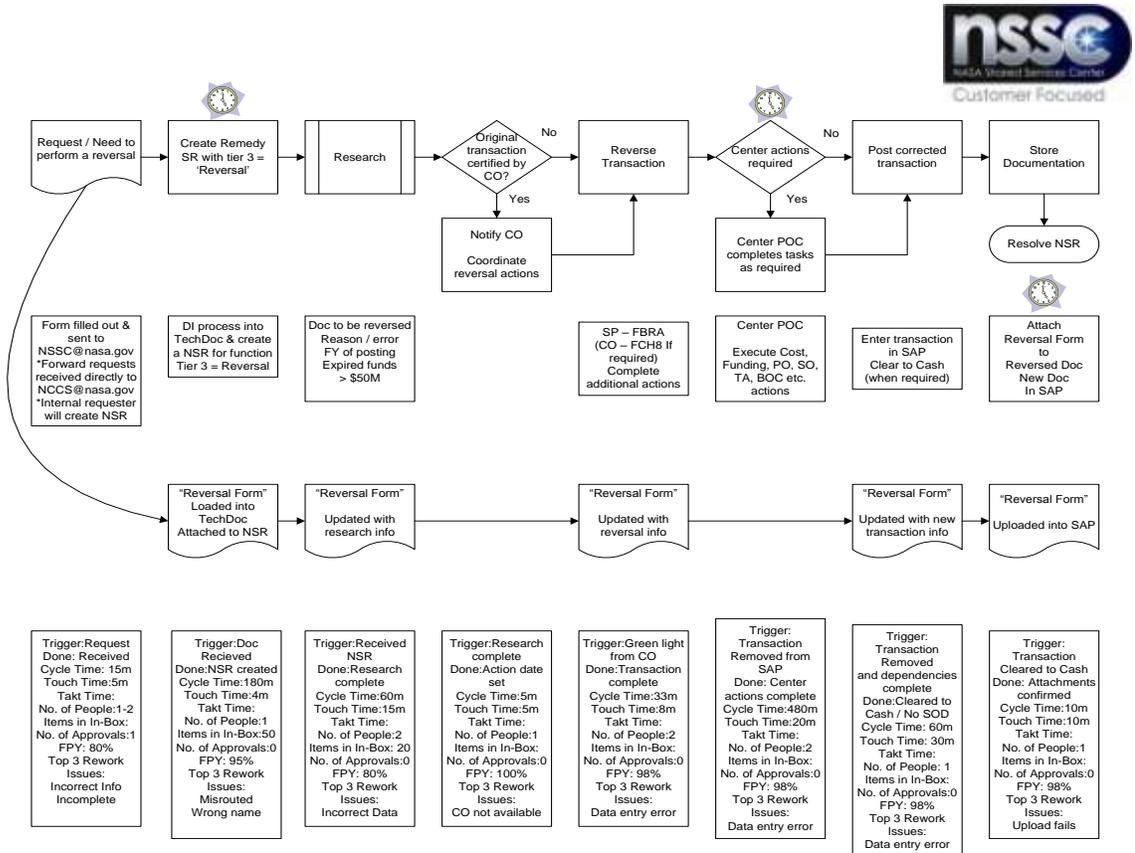


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Notice of Assignment and Assignment of Claims	
Notes	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 10px; width: 45%;"> <p>Note: Most contracts are complete and go through the close-out process 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 CCR. When shared, the Center will get concurrence prior to submitting an SR to update to current CCR information.</p> </div> <div style="border: 1px solid black; padding: 10px; width: 45%;"> <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> </div> </div>

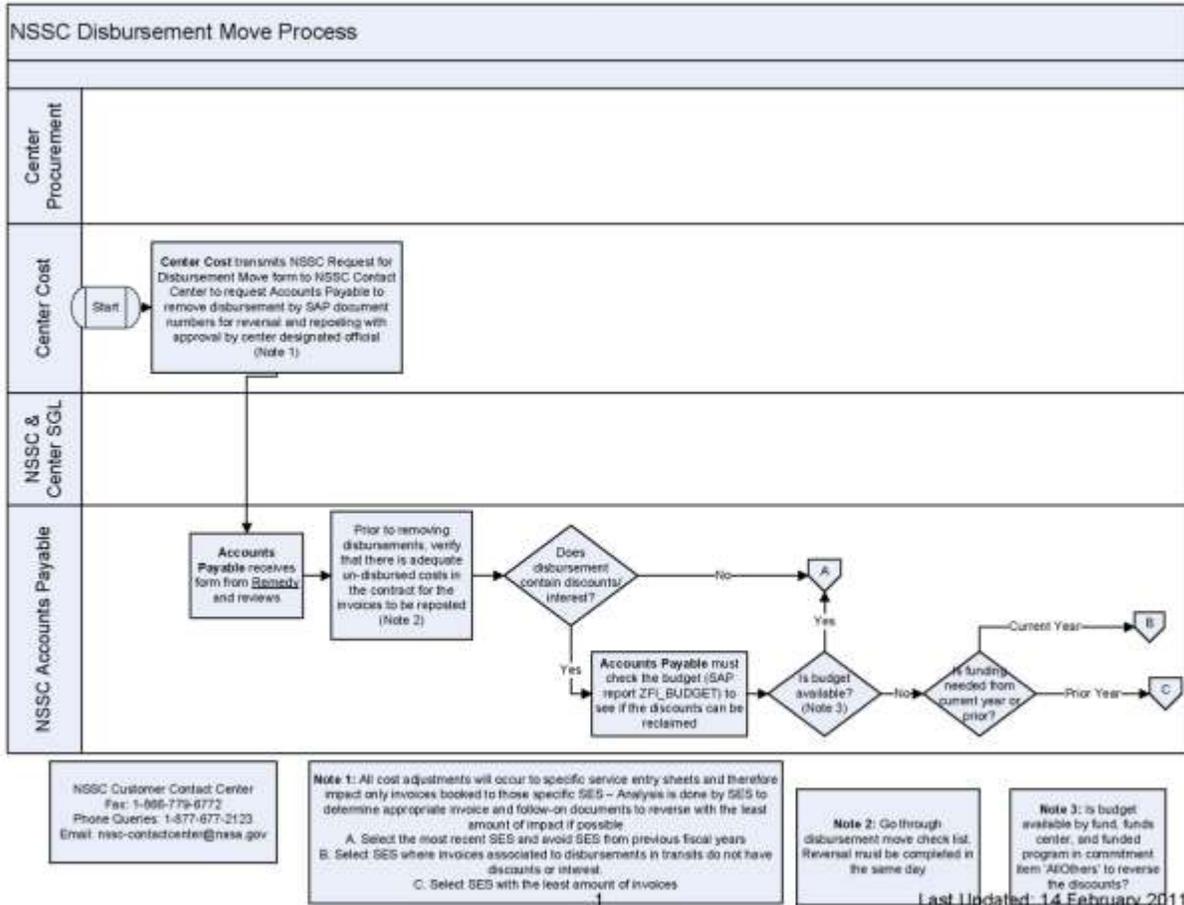
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## Appendix L - Disbursement Move Process Flow

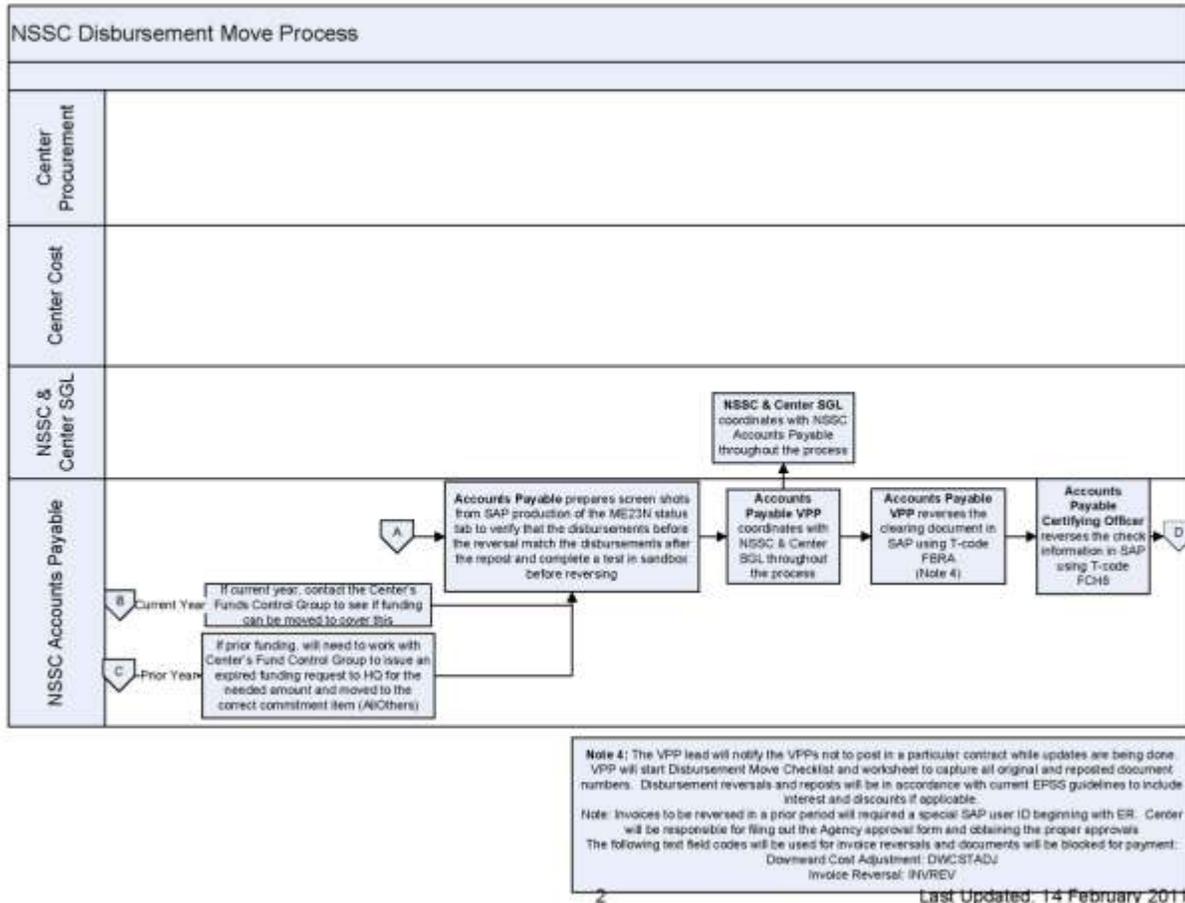


National Aeronautics and Space Administration

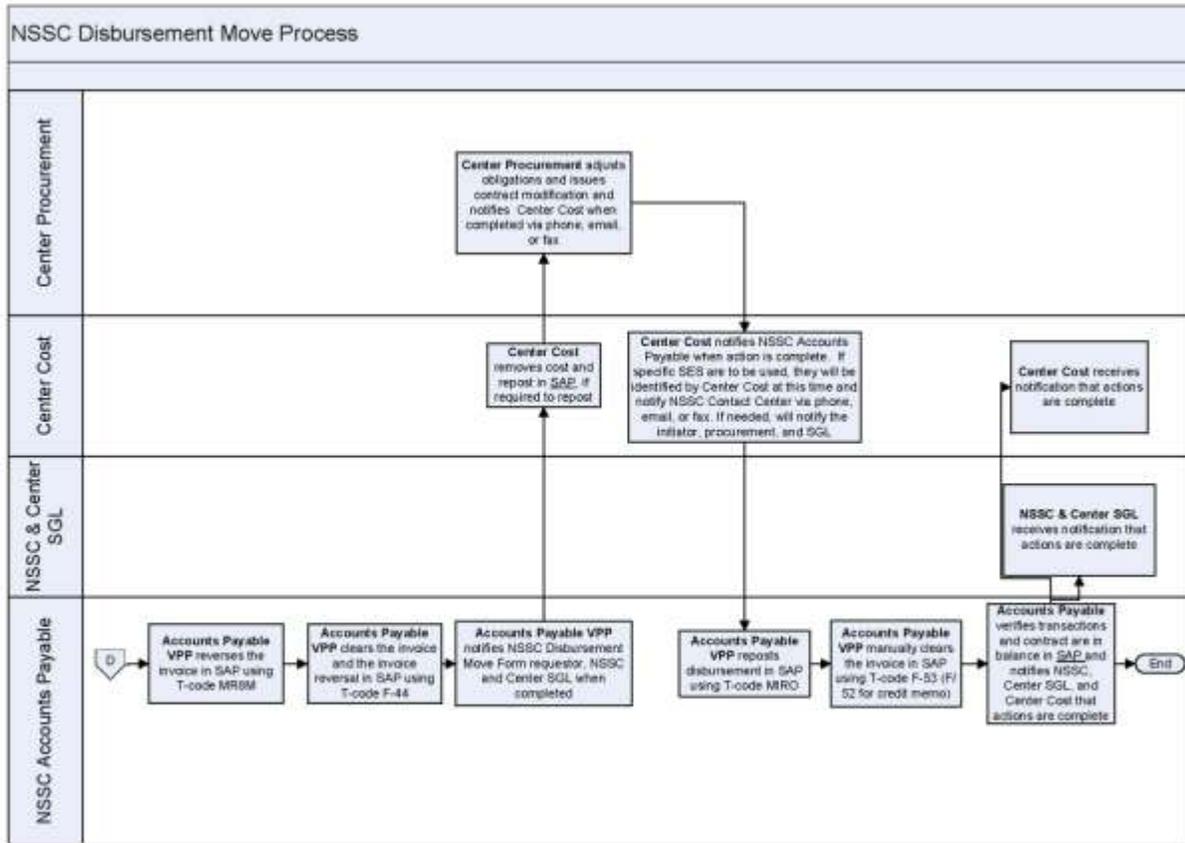
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NSSC Disbursement Move Process	
Appendix 1	<p><b>DE-OBLIGATION SITUATIONS</b></p> <p>If amount to be de-obligated has not been costed/dispursed (i.e., obligation is greater than cost/dispbursement), use SAP T-code ME22N and create modification de-obligating the funds.</p> <p>If amount to be de-obligated has been costed but not dispursed, 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</p> <p>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	
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 undischursed 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/dischursed (i.e., obligation is greater than cost/dischursement), 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). <i>Note: Additional Accounts Payable comments are presented below.</i></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). <i>Note: Additional Accounts Payable comments are presented below.</i></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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Appendix 2	<p>           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 SQL 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 MRBM 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.         </p> <p> <b>Recommendation</b> </p> <p>           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.         </p> <p>           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 undispursed obligations.         </p>

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NSSC Disbursement Move Process	
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> </ul> <p>The template should contain no more than 25 entries and each service request should have no more than 4 templates attached.</p> <p>This will enable the Competency Center (CC) to balance the workload.</p> <p>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.</p> <p>This will help the CC to prioritize the work.</p> <p>Submit all MR11 service requests SR Type <b>Master Data/Batch Job Request</b>.</p> <p>All service requests entered by August 31<sup>st</sup> will be completed by year-end.</p> <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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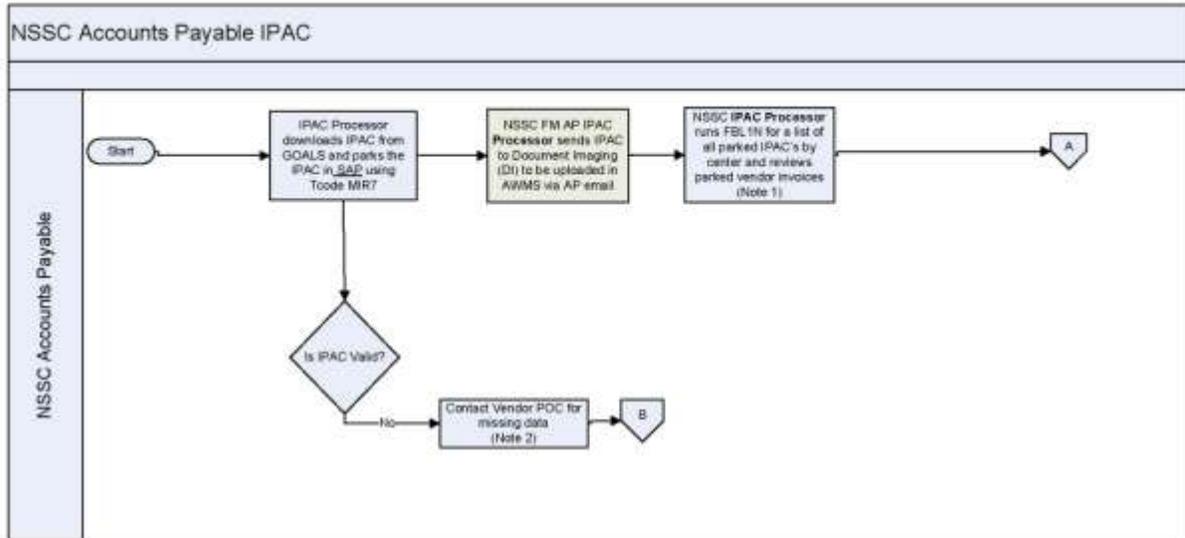
### Appendix M – Invoice Reversal and Disbursement Move Form

 National Aeronautics and Space Administration <b>NASA Shared Services Center</b> Dennis Space Center, MD 38294-0000		<b>INVOICE REVERSAL AND DISBURSEMENT MOVE WORKSHEET</b> <small>Fax Completed Form to 866-779-6772</small>	
NASA Center		Submit Date	
Purchase Order Number		SAP Entry Date	Initials
ZREM Vendor Number			
Invoice Number	Invoice Date	Receipt Date	Amount
Invoice Number	Invoice Date	Receipt Date	Amount
Invoice Number	Invoice Date	Receipt Date	Amount
Original Service Entry Sheet (MS238)	10		
Original Service Entry Sheet (MS238)	10		
Original Service Entry Sheet (MS238)	10		
PLI / ALI	PLI / ALI	PLI / ALI	
SAP Invoice Number	56	FY	
To Be Completed By NSSC Financial Management		SAP Entry Date	Initials
Original Clearing Doc. Number	20		
Treasury Confirmation	13/15	FY	
Reversal of Treasury Confirmation (PBR4)	13/15	FY	
Treasury Check Number			
Reversal of Check # Clearing Doc (FCHE)	30		
Invoice Reversal (MRM)	56		
Clearing Document (F44)	10		
Invoice Re-Entry (MR0)	56		
Invoice Clearing to Cash (F52 or F53)	15		
To Be Completed By Procurement		SAP Entry Date	Initials
Designated Funding			
Decommit Funding from PR			
Create New PR			
PR Release in SAP			
Procurement Accept PR			
Adopt PR into Contract			
Repost Service Entry Sheets			
Reason for Reversal: Special Instructions			
ORIGINAL TO: <b>Document Imaging</b>		COPY TO: <b>Financial Accounting</b>	
Date Stated		Date Completed	
NOTE: Moves will not be accomplished the last 4 days of the calendar month due to PBWT outages. Emergencies will be reviewed on an individual basis.			
Requestor	Name	Signature	Date
	Title	Email Address	Phone Number
Center Approval	Name	Signature	Date
	Title	Email Address	Phone Number
Procurement Approval	Name	Signature	Date
	Title	Email Address	Phone Number
NSSC FM Approval	Name	Signature	Date
	Title	Email Address	Phone Number

NSSC Form 010 3/1/2008 All previous editions are obsolete. (None)

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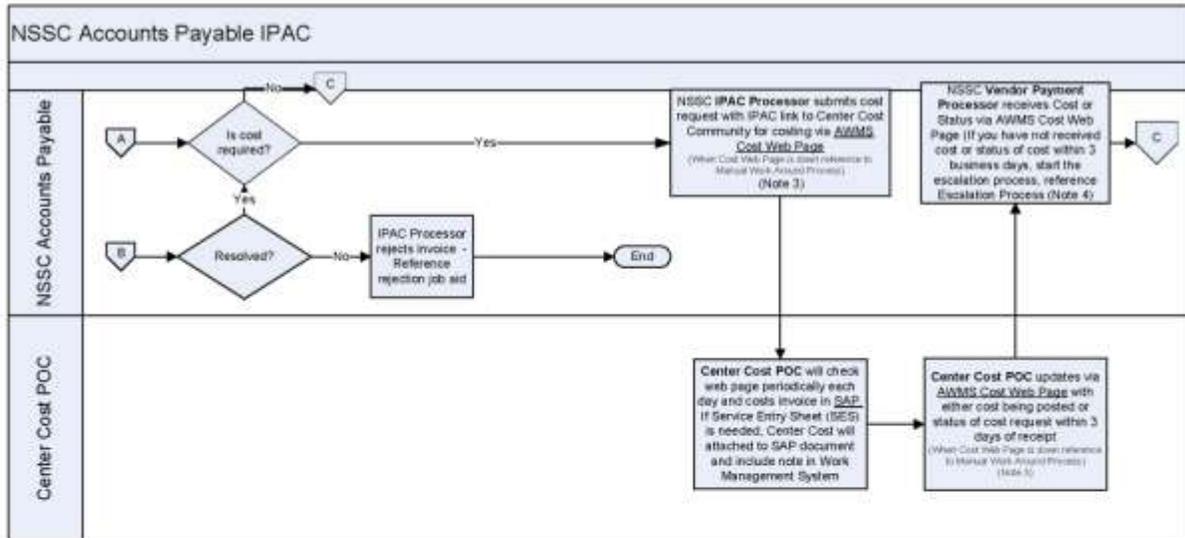
## Appendix N - NSSC Accounts Payable IPAC



**Note 1:** If IPAC is Fed MII & Interagency Agreements, reference job aid for detailed instructions on reconciling before processing

**Note 2:** Examples of missing data: purchase order number, interagency agreement number, supporting backup documentation

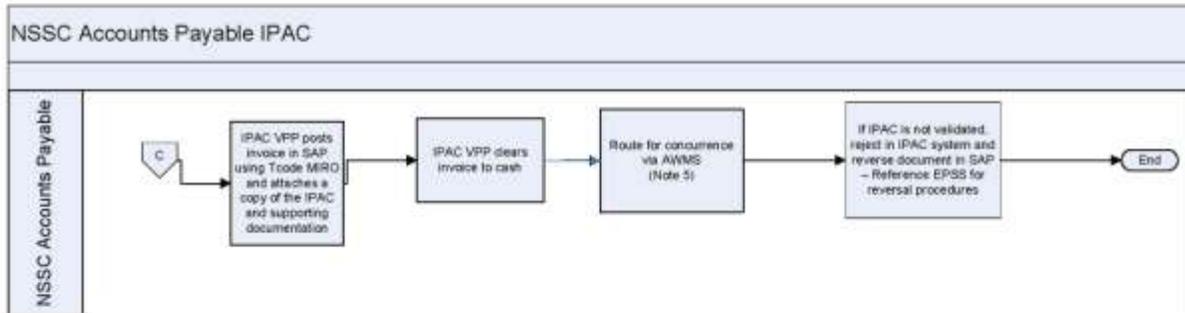
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**Note 3: Manual Work Around Process:** When AWMS Cost Web Page is down, IPAC Processor will email Center POC for cost with an attached copy of invoice for coding.

**Note 4: Center Cost Escalation Process:**  
 After 3 business days, escalate to Level 2 – Cost Lead  
 After 5 business days, escalate to Level 3 – Cost Supervisor

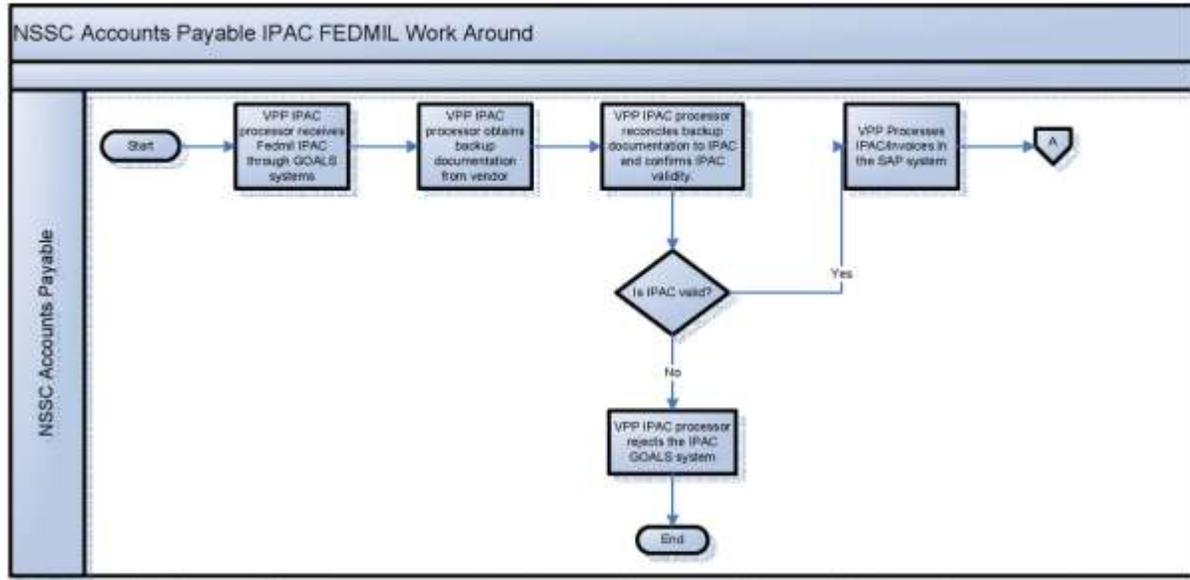
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Note 5: Concurrence is assumed unless Center POC notifies otherwise. If Center POC does not concur on the IPAC charges, the Center POC should provide reason for non-concurrence and if valid the NSSC will reject the IPAC back to sender with explanation of why IPAC is being rejected.

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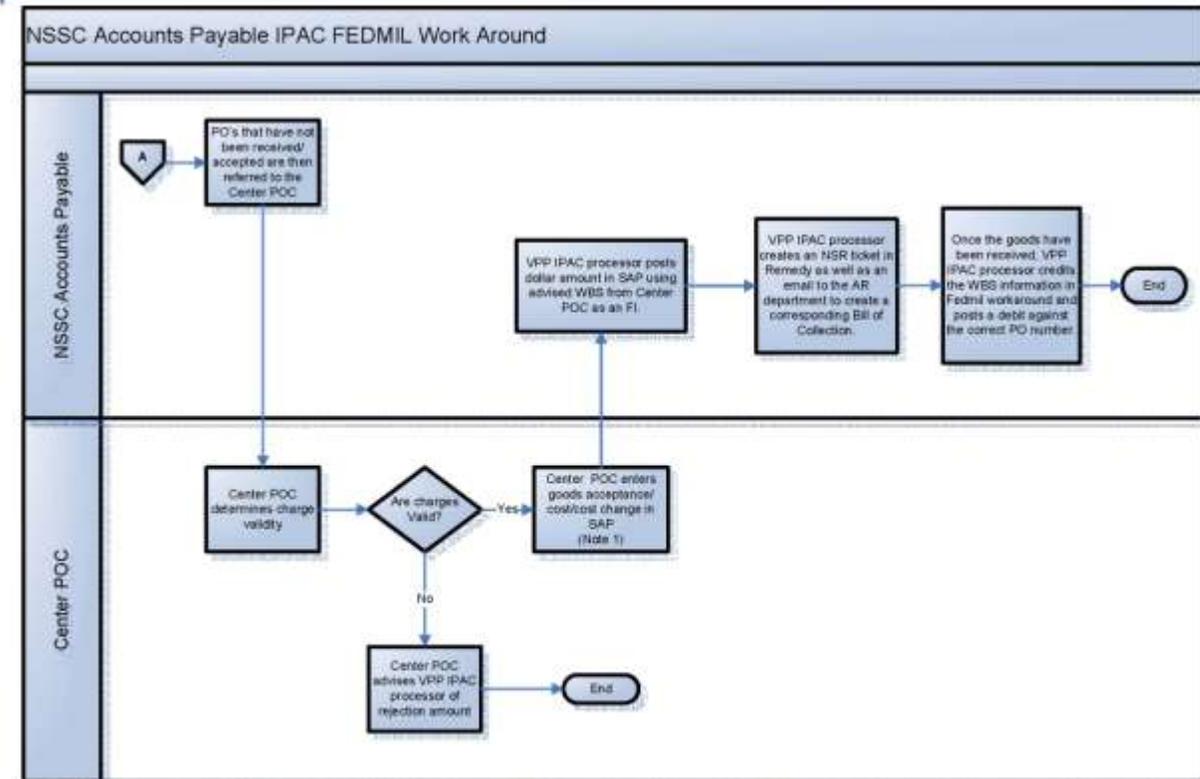
**Appendix O – NSSC A/P IPAC FEDMIL Work Around Process Flow**



Last Updated: 11/9/2011

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**SUBJECT: Accounts Payable Invoice Processing**



Note 1: If goods receipt/acceptance is not processed by month-end, Center POC advises VPP IPAC processor of WBS accounting information to post amount in - Initiating the Fedmil workaround process.

Last Updated: 11/9/2011

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## Appendix P – OCFO Letter IPAC Processing Procedure

National Aeronautics and  
Space Administration  
  
**Headquarters**  
Washington, DC 20546-0001



Reply to  
Attn of:

**Office of the Chief Financial Officer**

TO: Distribution

FROM: Deputy, Chief Financial Officer

SUBJECT: Intra-Governmental Payment and Collection (IPAC) Processing Procedure

*This memorandum provides information pertaining to NASA Shared Services Center (NSSC) process for posting IPAC transactions.*

*The Intra-Governmental Payment and Collection system's primary purpose is to provide a standardized interagency fund transfer mechanism for Federal Program Agencies (FPA). It facilitates intra-governmental Federal electronic commerce by transferring funds, with related descriptive accounting data, from one FPA to another. It also establishes standardized interagency payment, collection, and adjustment procedures through an internet based application.*

*The NSSC has assumed the responsibility for processing IPAC transactions for Wave I Centers and in the future will have this responsibility for all NASA Centers. After reviewing Agency IPAC process flows, PricewaterhouseCoopers (PWC) determined there were not sufficient internal controls in place to verify that services have been rendered before an IPAC transaction is posted to the accounting system. PWC recommended that the NSSC validate that services have been rendered by obtaining approval from the applicable NASA responsible activity before posting the transaction to the accounting system.*

*The NSSC recognizes the importance of validating receipt of services billed by IPAC but thinks that a more efficient and timely approach is to post the IPAC transaction upon receipt and validation of appropriate accounting data. After posting to the accounting records, the NSSC will obtain approval/concurrence that services were rendered. If services were not rendered or if there were other problems with the IPAC transaction that warranted rejection of the transaction, the NSSC will reject the transaction in accordance with established IPAC*

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*rules for Federal Program Agencies. This procedure ensures timely posting of IPAC transactions to the accounting system, facilitates keeping NASA records in balance with the U.S. Treasury, eliminates or reduces FMS 224 statement of differences and reduces bottlenecks in the IPAC transaction posting process.*

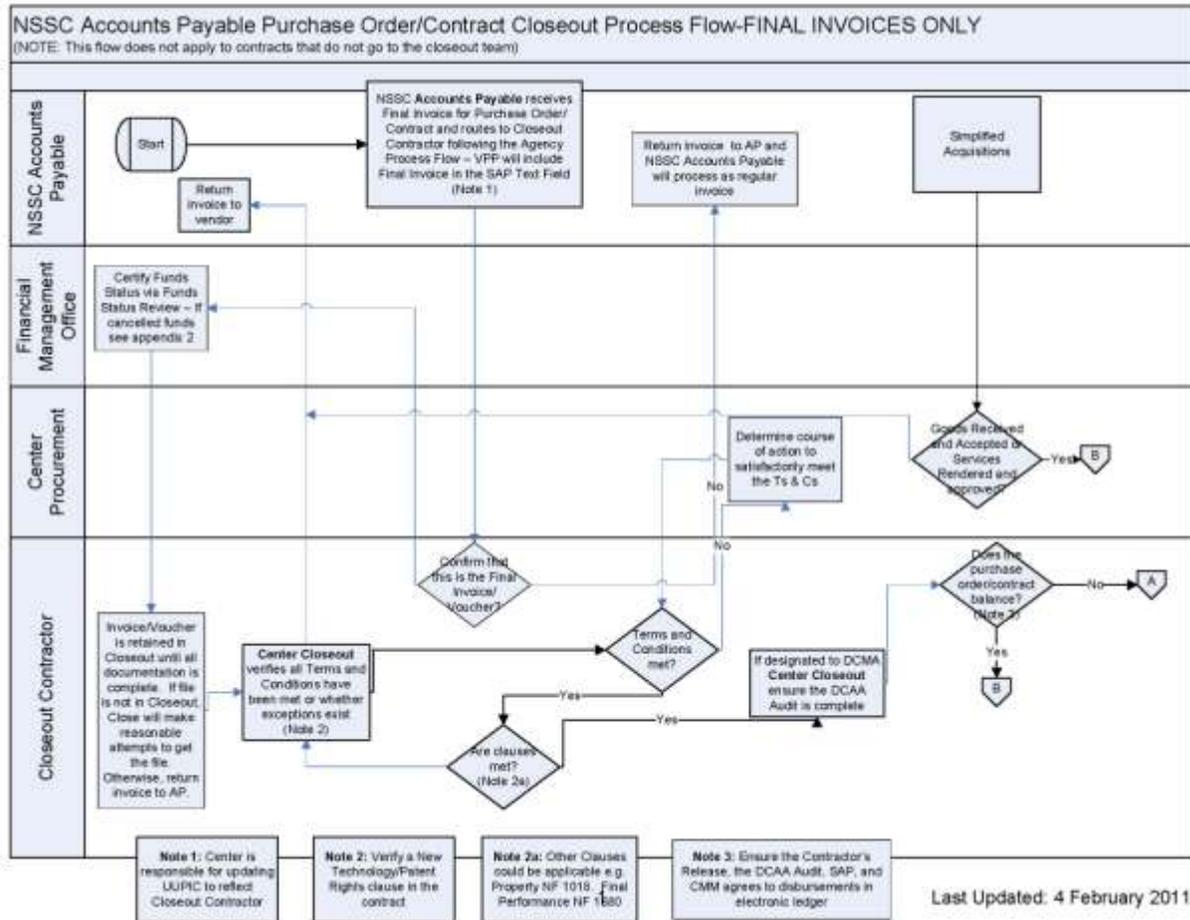
*Enclosed for your approval is the NSSC process to post IPAC transactions. Questions concerning this memorandum or the enclosed procedure may be addressed to Jimmy Carson, Acting Chief Financial Officer, NSSC, at (757) 864-9485 or email [james.r.carson@nasa.gov](mailto:james.r.carson@nasa.gov).*

*Sincerely,*

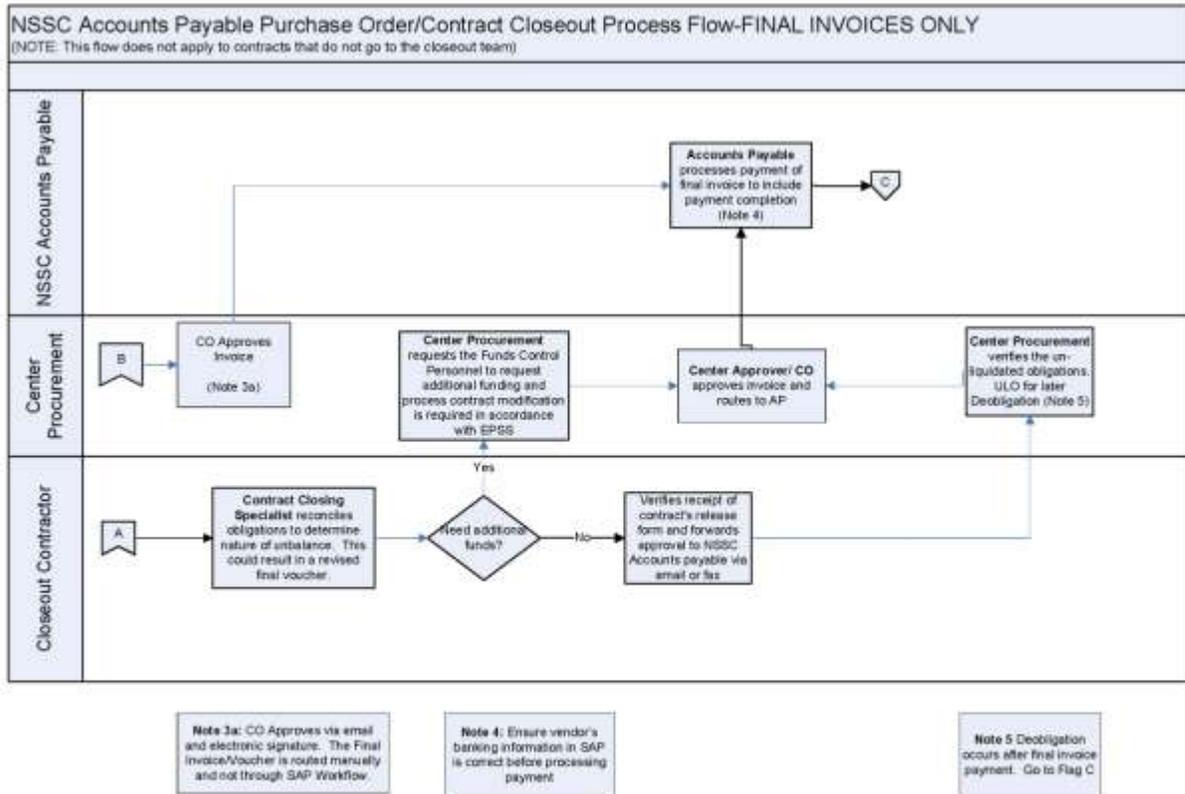
*Terry Bowie*

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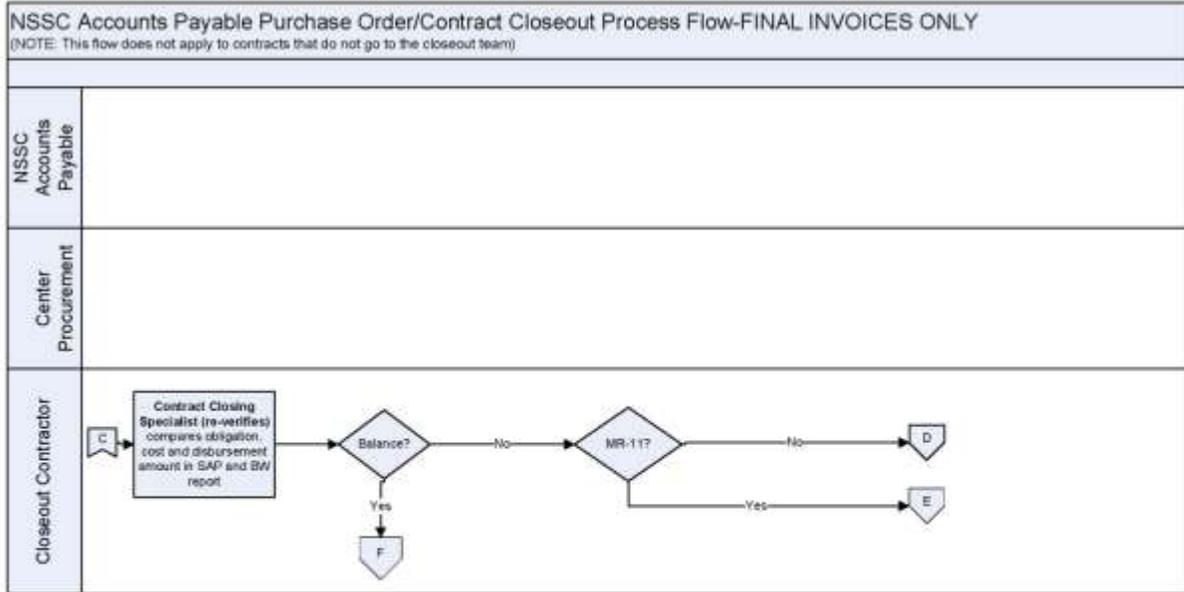
## Appendix Q - NSSC Accounts Payable Purchase Order/Contract Closeout Flow



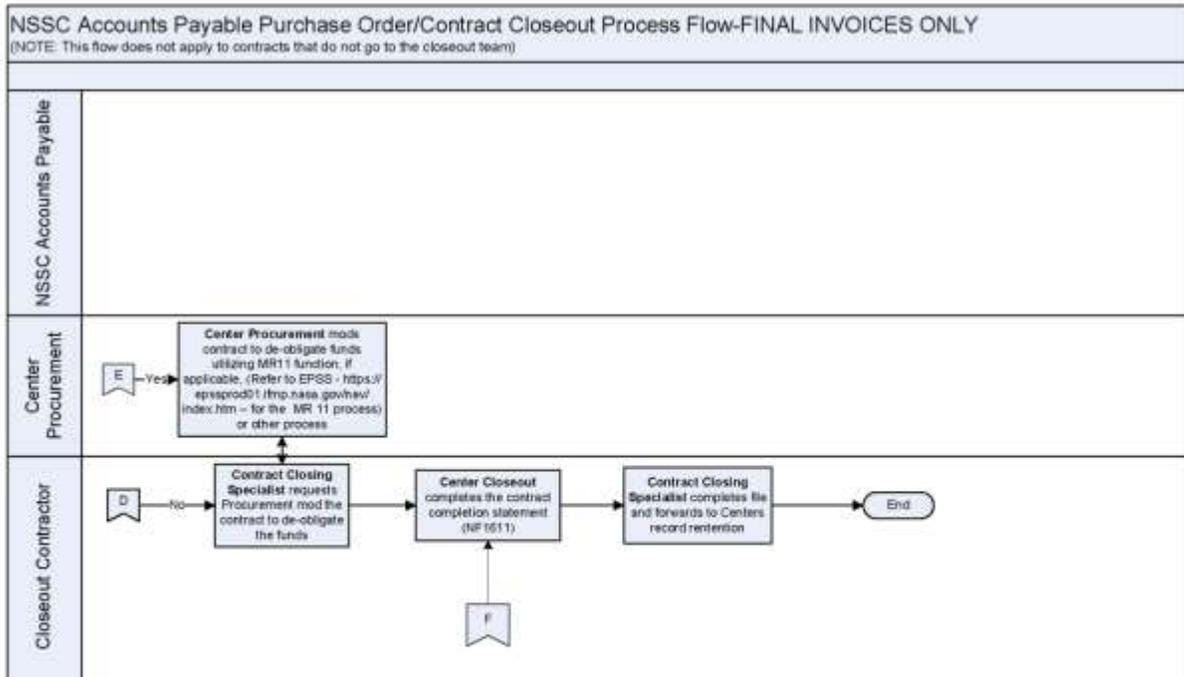
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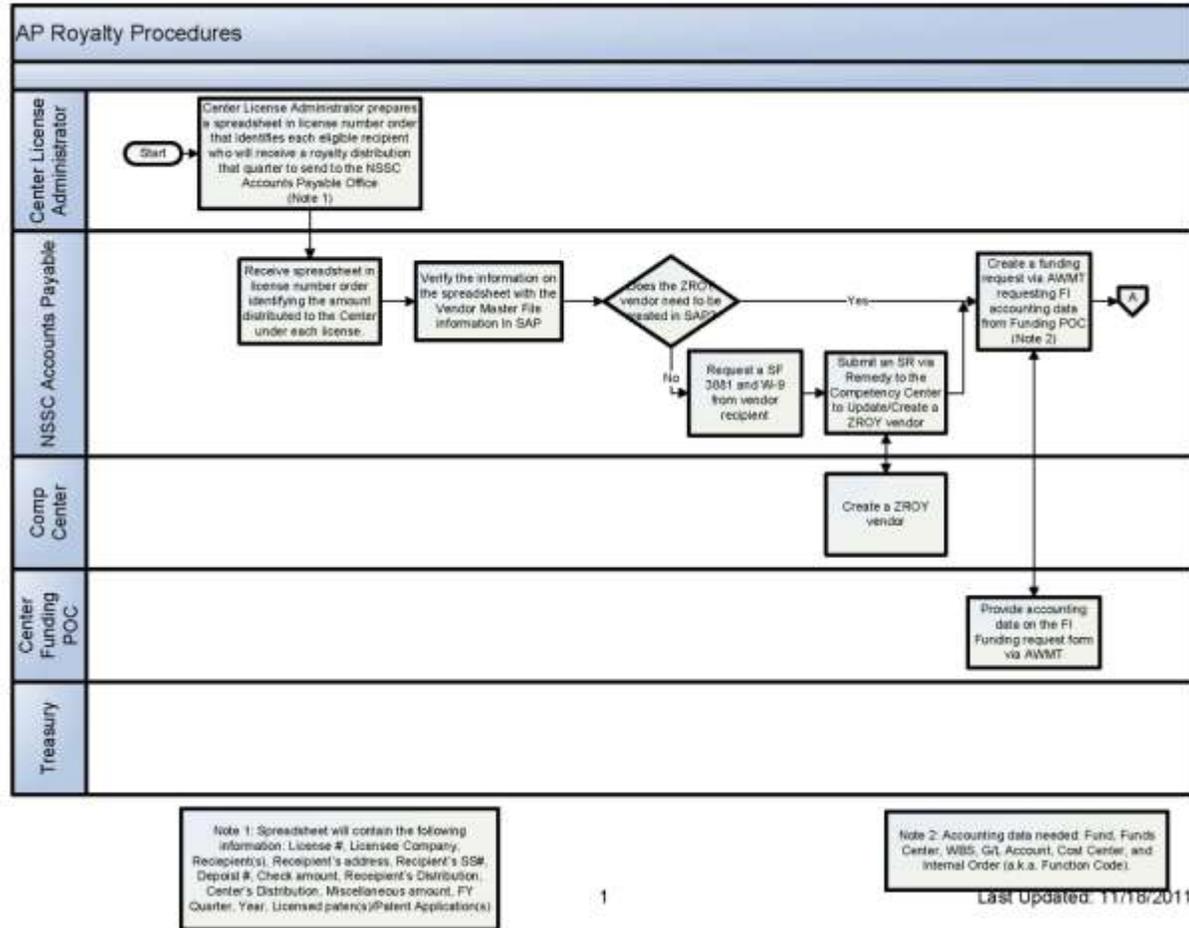
NSSC Accounts Payable Purchase Order/Contract Closeout Process Flow-FINAL INVOICES ONLY (NOTE: This flow does not apply to contracts that do not go to the closeout team)	
Appendix 1	<p><b>Guidelines</b></p> <p>Guidelines to be followed prior to completing the template:</p> <ul style="list-style-type: 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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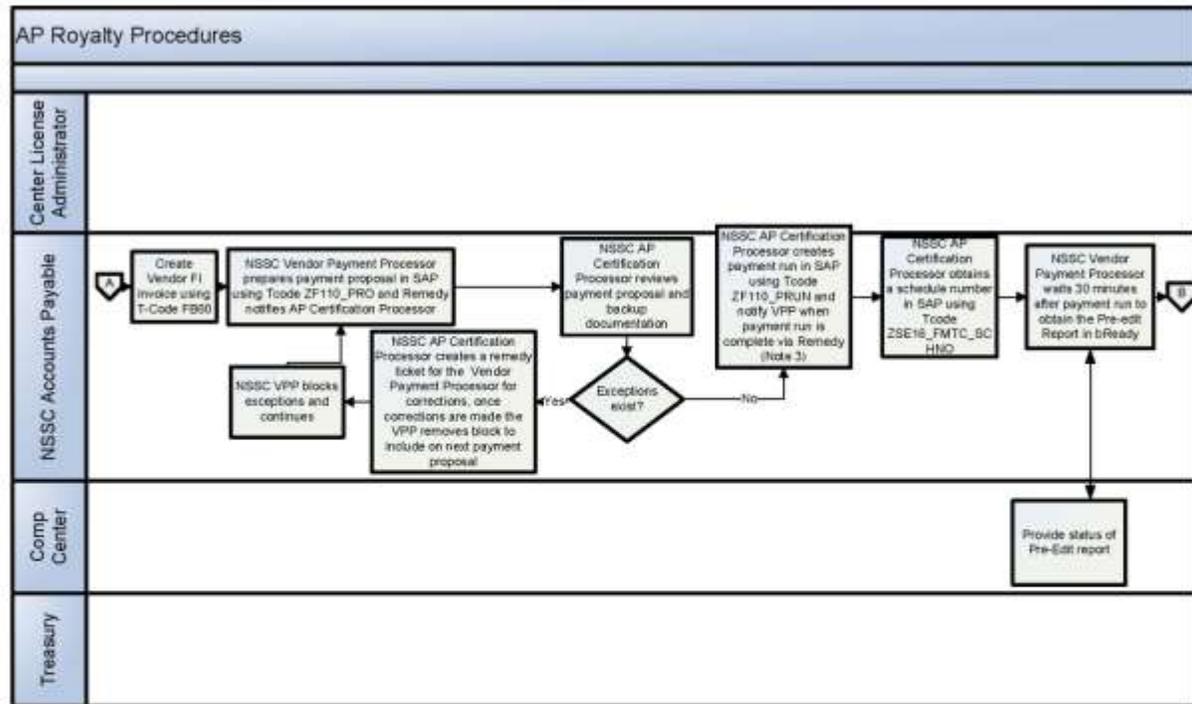
NSSC Accounts Payable Purchase Order/Contract Closeout Process Flow-FINAL INVOICES ONLY <small>(NOTE: This flow does not apply to contracts that do not go to the closeout team)</small>	
<b>Closeout Expired/Cancelled Funds</b>	
FMR Volume 6, Chapter 8	
8.5.3 Other Liabilities. These liabilities, not included 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:	
<b>Appendix 2</b>	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.
	<b><u>NSSC Process for Closeout Expired/Cancelled Funds</u></b>
	<ul style="list-style-type: none"> <li>• Upon receipt of final invoice, the NSSC Vendor Payment Processor (VPP) will route invoice via AWMS or SAP Workflow to the Center Closeout Contractor.</li> <li>• The Center Closeout Contractor will send 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 AWMS to process payment.</li> <li>• Upon receipt of Center Closeout Contractor approval and funding, the NSSC VPP will process the invoice for payment.</li> </ul>

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## Appendix R - AP Royalty Procedures Process Flow

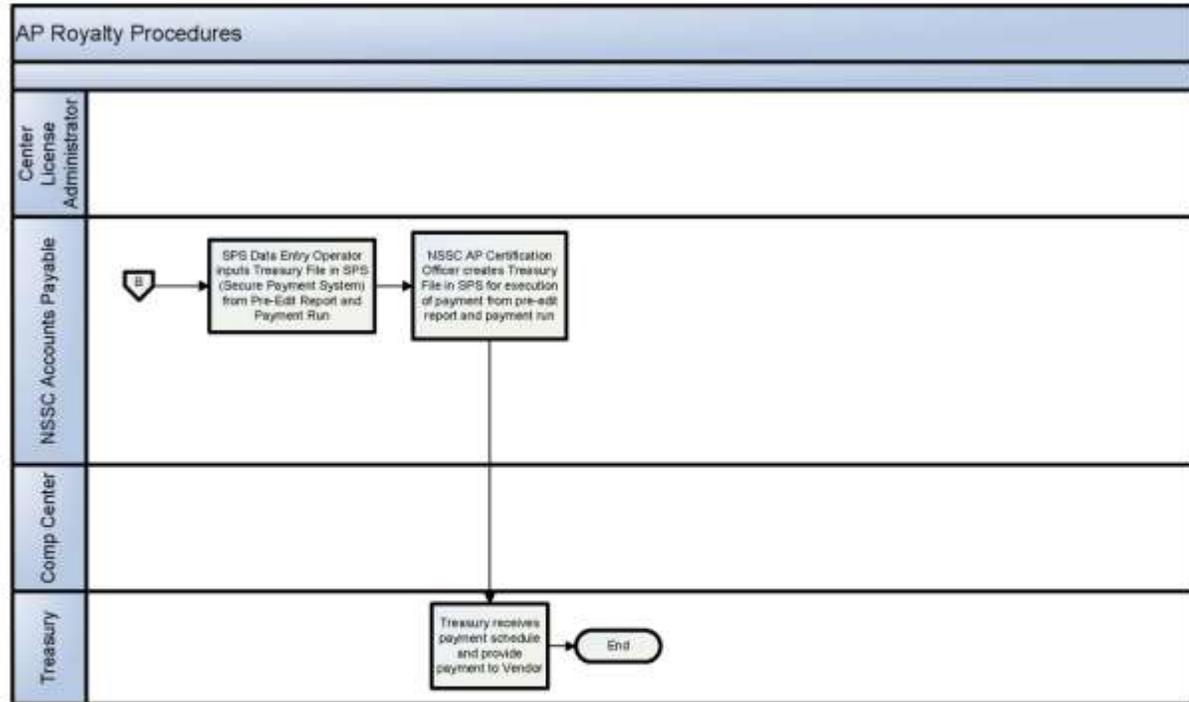


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Note 3: Automated Royalty letters are processed using Tcode ZFI\_ROYALTY\_LTR. VPP prints and mails Royalty Payment Notification letter to non-NASA royalty recipients. Letter should be attached in SAP.

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**“Royalty Payment Notification 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 Email"**

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 S - Same Day Payments to Foreign Vendors

Last update: 11/12/08

VPP will check the ZREM vendor to ensure that there is no banking information or information entered as a check in the vendor master file. VPP will provide a screenshot to the Certifying Officer (CO) showing no banking information. This is used to prevent a duplicate payment to the vendor (excludes from payment proposal).

VPP will post and clear the payment to cash before giving it to the CO. VPP will provide a screenshot to the CO showing posted and cleared document.

VPP will enter the payment in SPS and provide a copy of SPS entry to CO.

CO will validate the information in SPS for accuracy and then certify the payment.

CO will check SPS to ensure that payment has been confirmed by Treasury.

*Note: payments are Bank (New York) to Bank Transfers (Foreign Banks)*

*- Treasury will not make a same day payment from a bulk file. The bulk file is an interface from SAP to Austin Regional Finance Center (RFC) generates.*

*- All payments including Same Day Payment go through San Francisco RFC. The one exception not related to same day pay is EDI payments which are routed through Kansas City RFC.*

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## Appendix T – Cash Grant Closeout Coversheet

### Cash Grant Closeout Coversheet

National Aeronautics and Space Administration  
Goddard Space Flight Center – Finance Office

Grants and/or Cooperative Agreements  
Closeout Checklist

This file is complete in accordance with NASA closeout requirements 1260.77, Grant Closeout Procedures.

**Grant Number:**  
**Institution:**  
**Period of Performance:**  
**Center:**

### FINANCE SECTION

Obligated Amount: \$

Disbursed Amount: \$

De-obligate Amount: \$ PLI/ALI \_\_\_\_\_

Last Payment (Posted) Date:

Voucher No.:

Account Blocked in PMS:  Yes  No

Finance Reconciler: \_\_\_\_\_

Name:

Phone:

E-mail:

**Date of Reconciliation:**

### PROCUREMENT SECTION

Grant Officer: \_\_\_\_\_

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Date: \_\_\_\_\_

**FINANCE SECTION**

Emailed to Center (if applicable): \_\_\_\_\_

Attached in SAP: \_\_\_\_\_

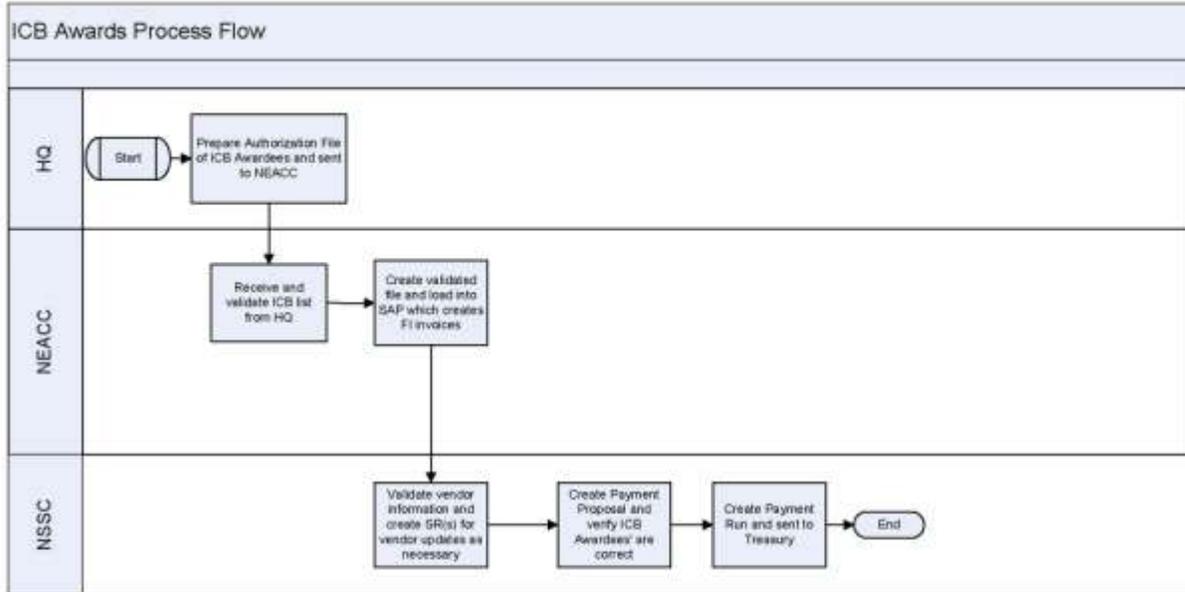
Spreadsheet Updated: \_\_\_\_\_

059 in PMS: \_\_\_\_\_

Spreadsheet Updated: \_\_\_\_\_

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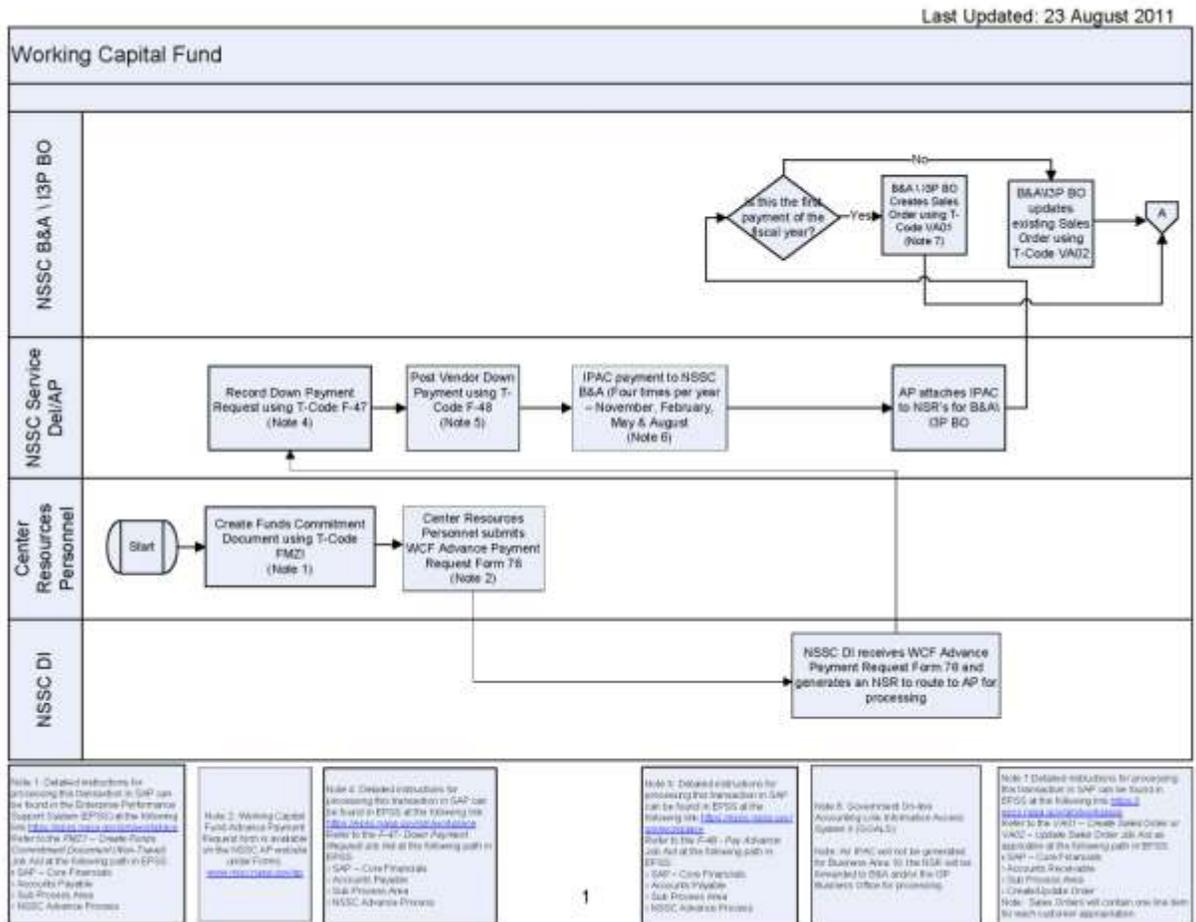
## Appendix U – ICB Award Process Flow



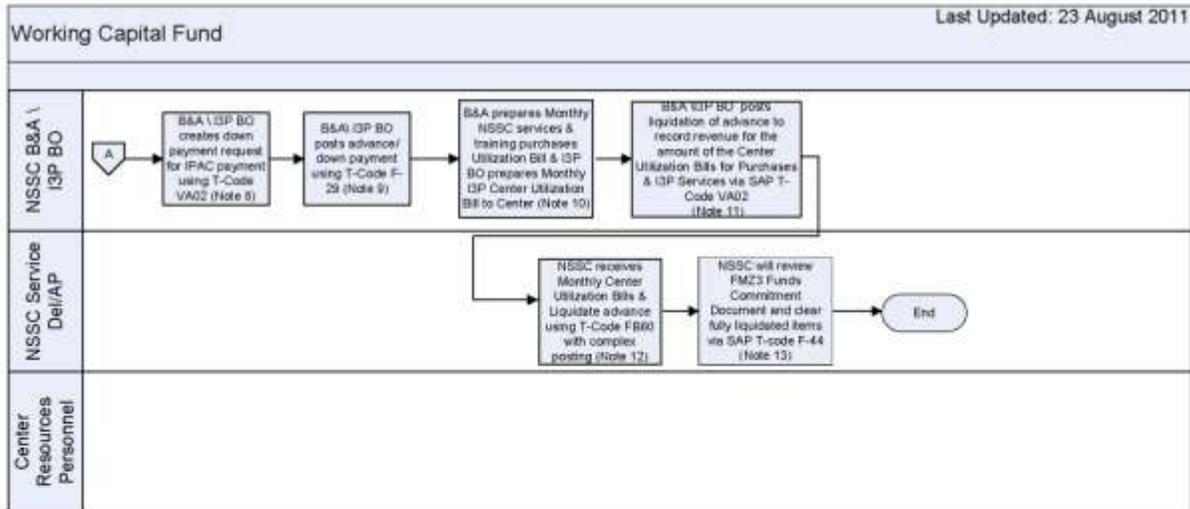
Last Updated: 4 February 2011

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## Appendix V – Working Capital Fund Process Flow



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Note 8: Detailed instructions for processing this transaction in SAP can be found in EPSS at the following link <https://epss.nasa.gov/gm/workplace>. Refer to the VA02 - Create WCF Milestone Billing for SEWP or NSSC (End User Procedure - Steps 1 thru 17) at the following path in EPSS:

- › SAP - Core Financials
- › Accounts Receivable
- › Sub Process Area
- › Create Bill

Note 9: Detailed instructions for processing this transaction in SAP can be found in EPSS at the following link <https://epss.nasa.gov/gm/workplace>. Refer to the F-29 - Post Advance Payment from WCF-SEWP or WCF-NSSC (End User Procedure) at the following path in EPSS:

- › SAP - Core Financials
- › Accounts Receivable
- › Sub Process Area
- › Analyze and Record Payment

Note 10: The Center Utilization Bills are prepared each month outside of SAP and show the cost of services rendered by Center during the month.

Note 11: Detailed instructions for processing this transaction in SAP can be found in EPSS at the following link <https://epss.nasa.gov/gm/workplace>. Refer to the VA02 - Create WCF Milestone Billing for SEWP or NSSC (End User Procedure - Steps 18 thru 32) at the following path in EPSS:

- › SAP - Core Financials
- › Accounts Receivable
- › Sub Process Area
- › Create Bill

Note 12: Detailed instructions for processing this transaction in SAP can be found in EPSS at the following link <https://epss.nasa.gov/gm/workplace>. Refer to the VA02 - Create WCF Milestone Billing for SEWP or NSSC (End User Procedure - Steps 18 thru 32) at the following path in EPSS:

- › SAP - Core Financials
- › Accounts Receivable
- › Sub Process Area
- › Create Bill

Note 13: Detailed instructions for processing this transaction in SAP can be found in EPSS at the following link <https://epss.nasa.gov/gm/workplace>. Refer to the F44 - Clear NSSC Advances and Liquidations (End User Procedure) at the following path in EPSS:

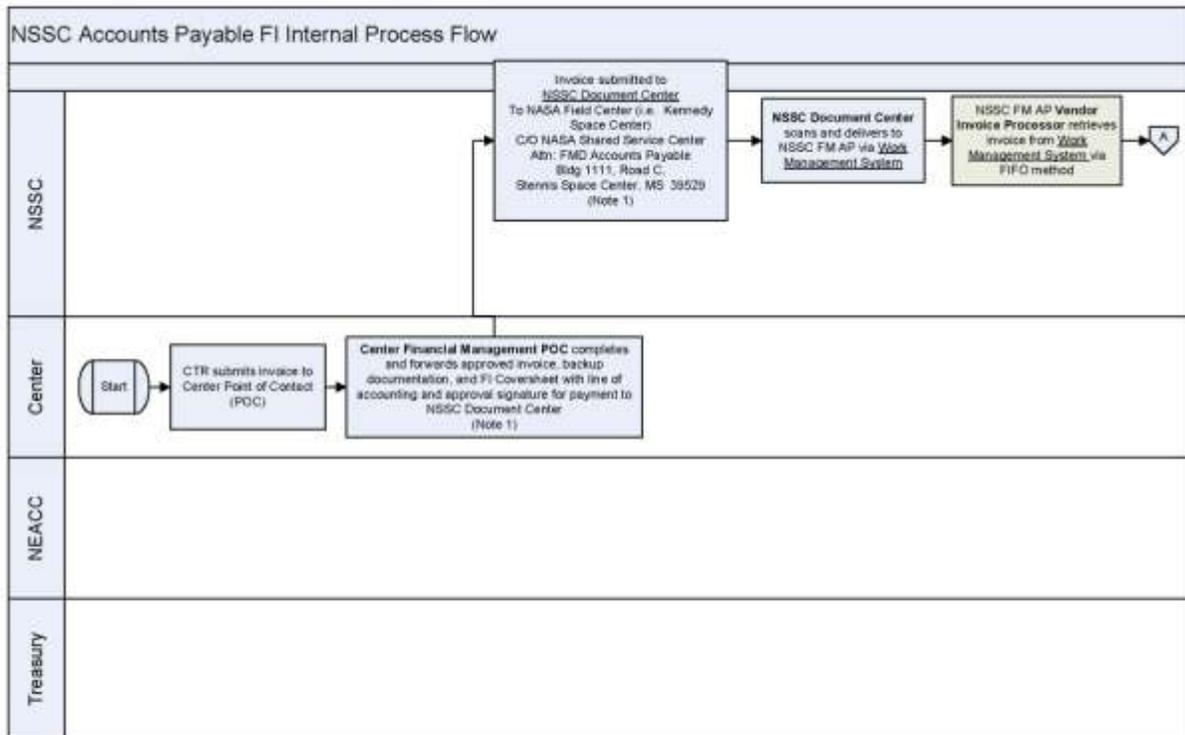
- › SAP - Core Financials
- › Accounts Payable
- › Sub Process Area
- › NSSC Advance Process

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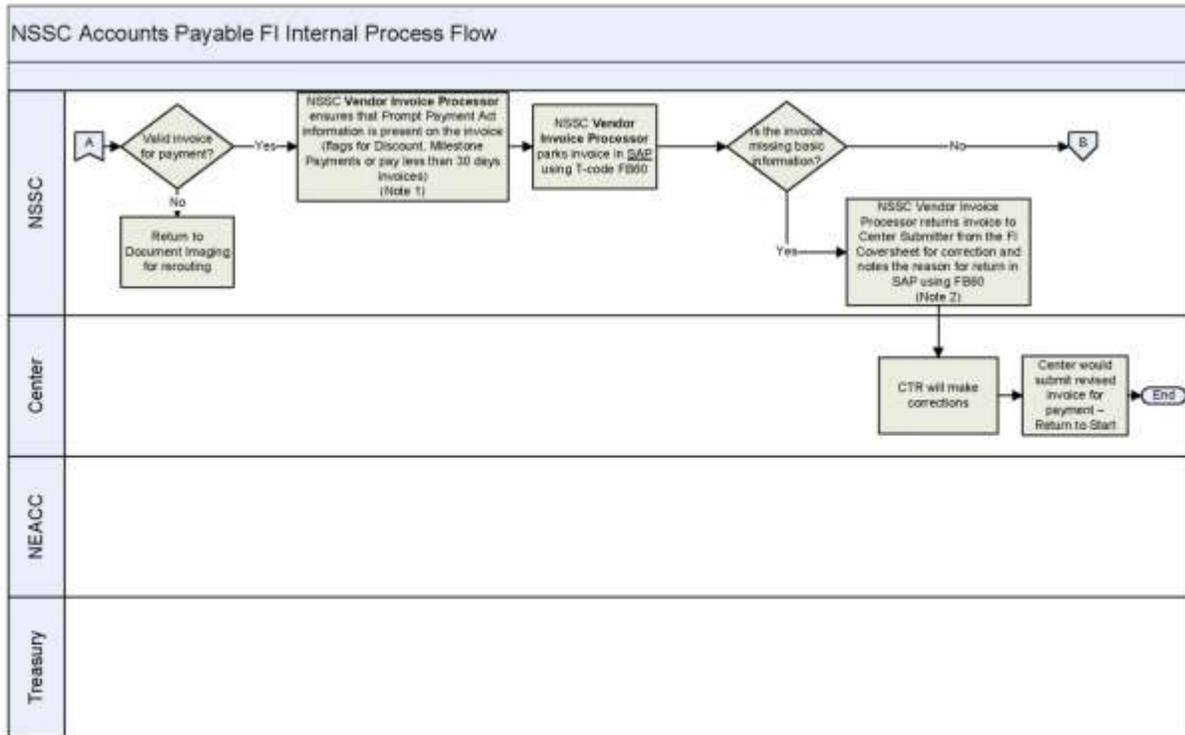
## Appendix W – FI Process Flow

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**NSSC Customer Contact Center**  
 Fax: 1-888-779-6772  
 Phone Queries: 1-877-677-2123  
 Invoice Submission:  
 Fax: 1-888-209-5415  
 Email: NSSC.AccountsPayable@nasa.gov

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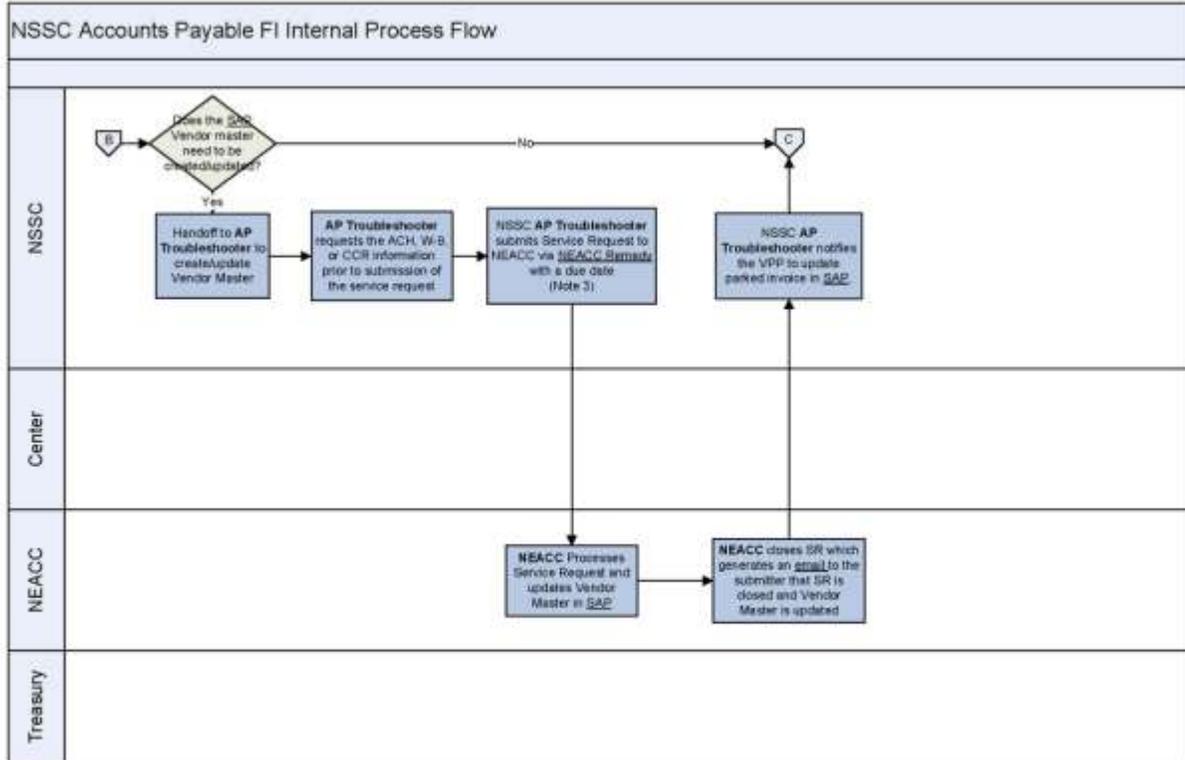
**Note 1:** VIP performs the following quality checks:

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

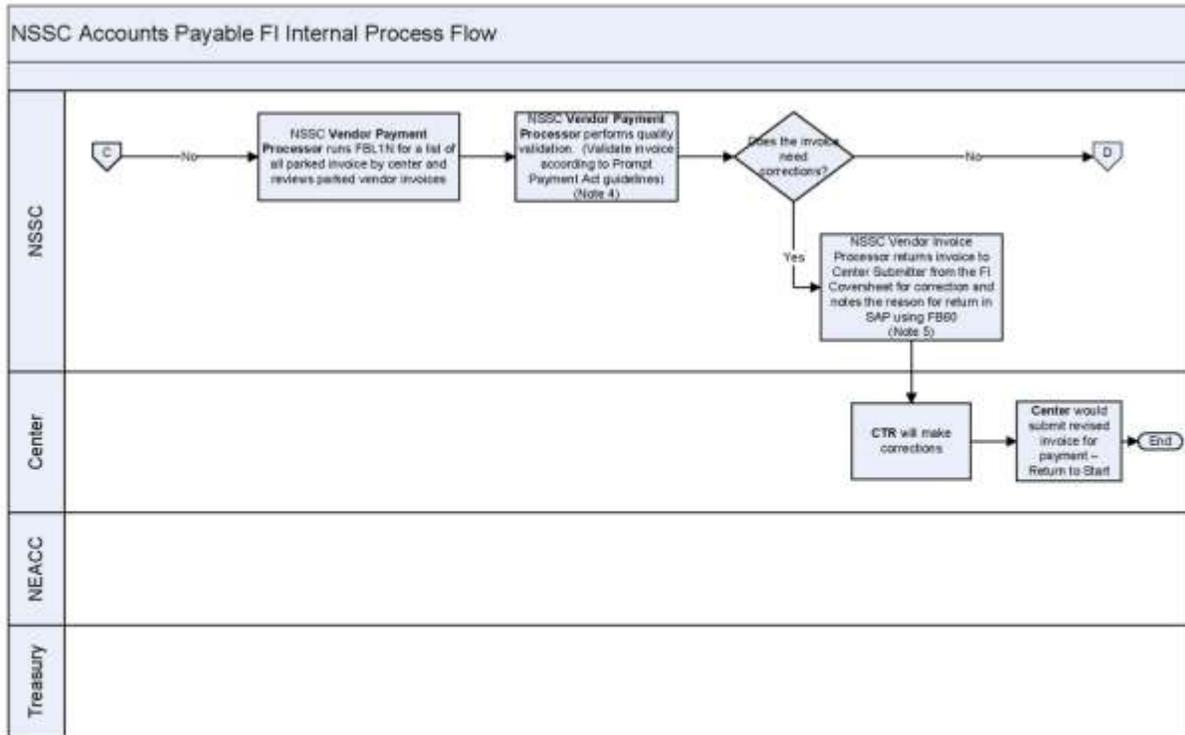
Responsible Office: Accounts Payable

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**Note 3:** Vendor Master update usually takes 48 hours after SR 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 SR to an emergency

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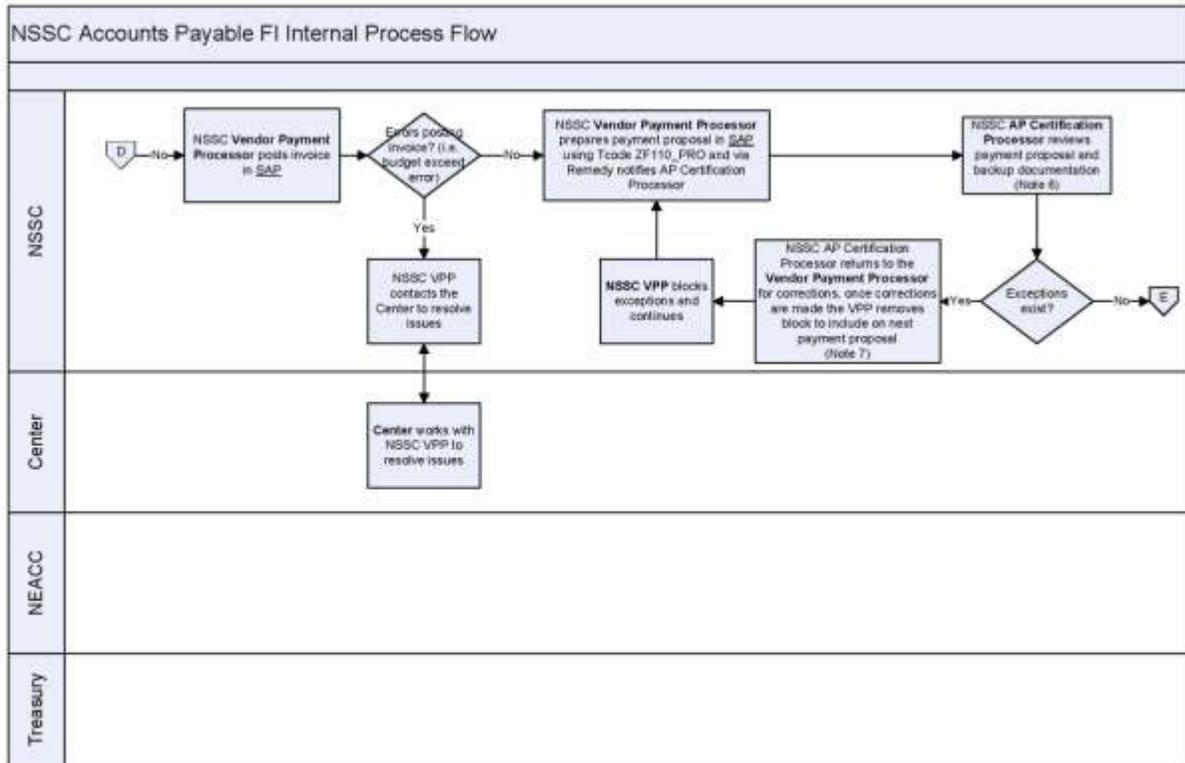


**Note 4:** VPP performs the following quality checks:

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)

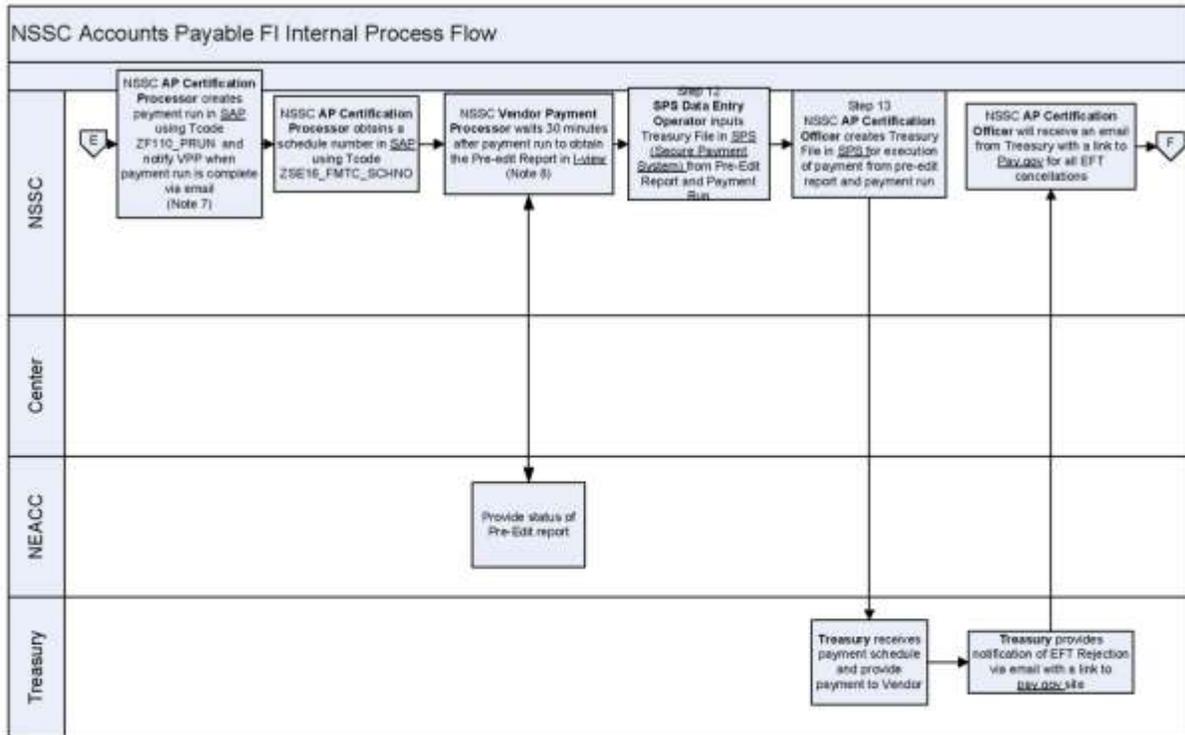
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**Note 6:** AP-Certification Processor reviews invoice and backup documentation for: Proper invoice with date received. Proper evidence of receipt and acceptance by an authorized official. Validate interest reason codes in SAP.

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

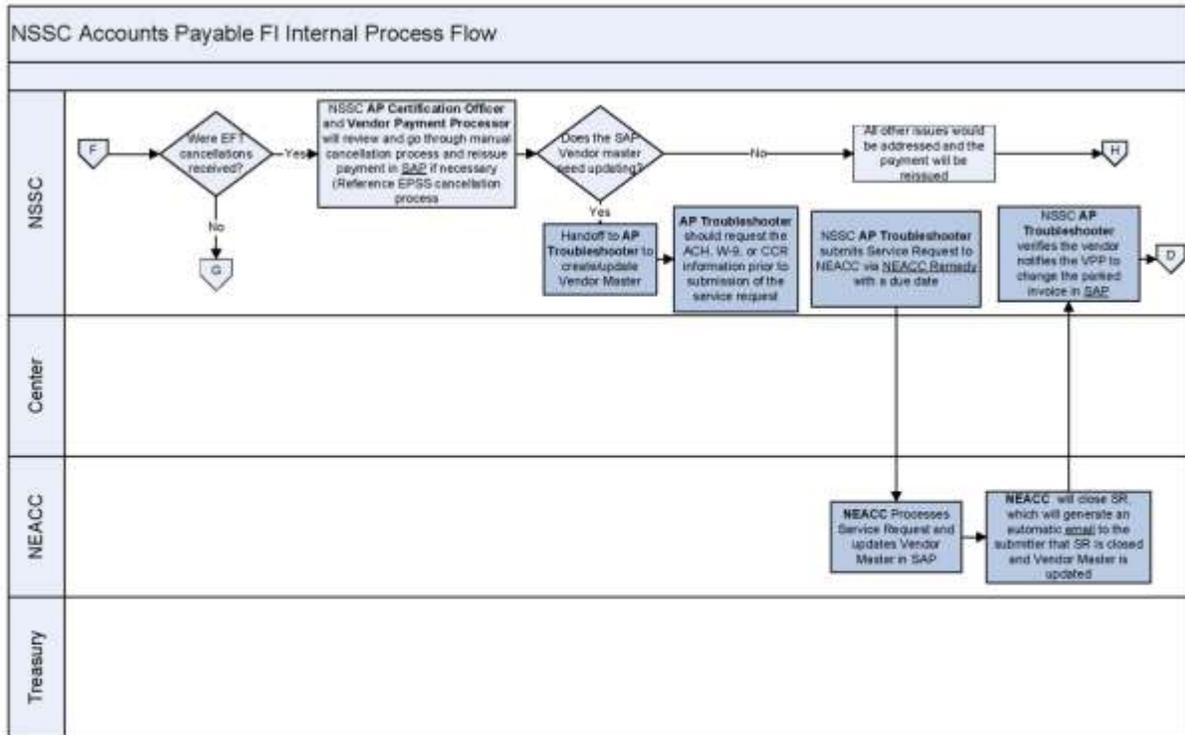
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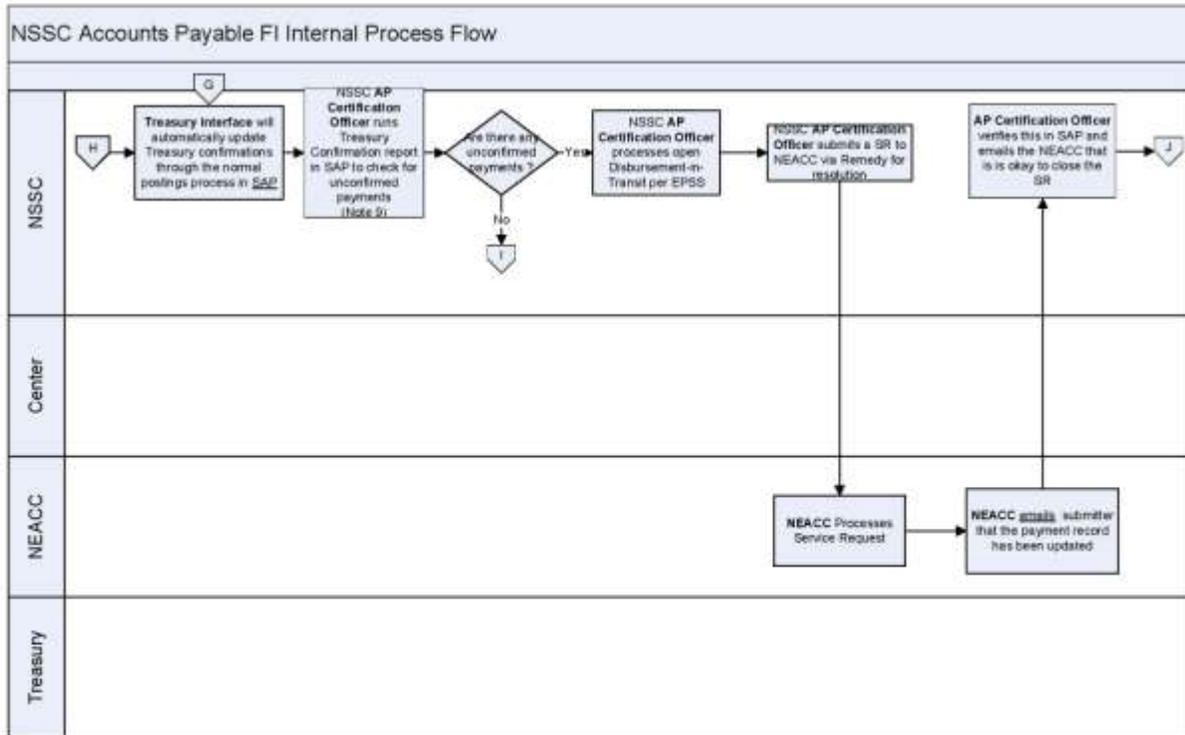
**Note 7:** NSSC AP Certification Processor also provides the payment run reports to VPP.

**Note 8:** If Pre-Edit report is not received timely, call the NEACC for status.

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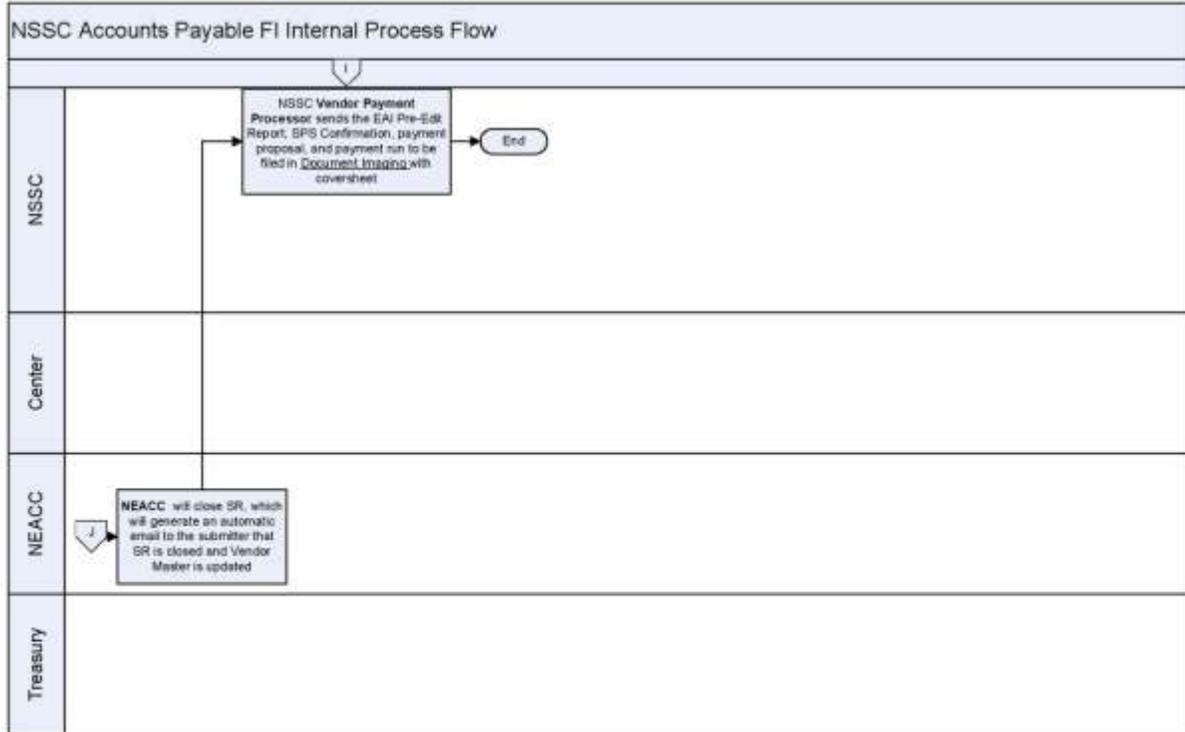


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**Note 3: Treasury Confirmation Reports**  
 1. ZFI\_SCHED\_AOF  
 2. ZFI\_AP\_PMT\_STAT  
 3. ZCONFIRMATION

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NSSC Accounts Payable FI Internal Process Flow	
Notes	 <p style="text-align: center;"> <u>Reversal Chart</u>            (Refer to EPSS for detailed instructions on reversal T-codes)         </p>