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NASA Shared Services Center Service Delivery Guide

NSSDG-9200-0005 Revision 4.0

Effective Date: April 10, 2016
Expiration Date: April 10, 2019

Accounts Payable (AP) Intra-Governmental Payment and Collection (IPAC) Processing

Responsible Office: Accounts Payable

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Approved by

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 Date

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DOCUMENT HISTORY LOG

Status (Basic/Revision/ Cancelled)	Document Version	Effective Date	Description of Change
Basic	1.0	05/13/2014	Basic release
Revision	2.0	03/02/2015	<p>Updated the references made to FBWT in the Processing of IPAC section (pg. 7)</p> <p>Added Automated Macro instructions for pulling IPACs and sending to DI (pg. 10)</p> <p>Added process for the TRACS IPACs and DOJ IPACs (pg. 11)</p> <p>Added additional pertinent information in the FedMil process (pgs. 35, 38, 39)</p> <p>Added Step 21 in FedMil process for removing items out of workaround using FB65 previously left out (pg. 49)</p> <p>Added Process 5 - Department of State Payments (pg. 55)</p> <p>Added Process 6 - Payments for NASA Working Capital Funds (pg. 56)</p> <p>Added the IPAC Actions at Quarter End (pg. 67)</p> <p>Added Appendix H for TRACS IPAC instructions (pg. 79)</p> <p>Added Appendix I for Job Aid VPP FBL1N Query for Open</p>

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			<p>Parked Documents (pg. 81)</p> <p>Added Appendix J Job Aid Macro to Clear IPACs (pg. 84)</p> <p>Added Appendix K for steps to Combine links manually in TechDoc using the Campus Search (pg. 93)</p> <p>Added process flow for WCF (pg. 96)</p> <p>Added Appendix M for WCF Advance Liquidations Job Aid (pg. 97)</p>
Revision	3.0	6/1/2015	<p>Removed Appendix A</p> <p>Added IRIS (Invoice Routing and Information System) to Existing Systems</p> <p>Updated all references from AWMS to IRIS as applicable</p> <p>Added IRIS routing instructions for approval, goods receipt, funding and routing for FI documents and approval</p> <p>Added Appendix Q- The Audit Documentation Request and Submission Process</p> <p>Added EPSS link for SAP T-codes F-47, F-48, & FB60 to Appendix L & M- WCF job aides</p>
Revision	4.0	9/2/2015	<p>All references to Remedy have been updated with ServiceNow</p> <p>Appendix M Job Aid Working Capital Fund (WCF) Advance & Liquidations updated with screen</p>

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			shots for ServiceNow and WCF Flow Chart updated
			Job Aid for the IPAC Park FedMil Bill Macro added

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1.0 Background

The National Aeronautics and Space Administration (NASA) Shared Services Center (NSSC) will process Intra-Governmental Payment and Collections (IPACs) for all NASA Centers. In accordance with federal regulations and NASA policy, the NSSC is responsible for providing IPAC and required reporting for vendor payments. The NSSC shall provide voucher examination and payment services including assembling, reviewing, processing, recording, reporting, and reconciling IPAC's. The NSSC shall process all documents in accordance with 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 IPAC to payment based on acceptance by NASA.

2.0 Purpose

Receipt of IPAC Invoices

IPAC invoices are retrieved from the IPAC.GOV system and time and date-stamped upon receipt at the NSSC. This results in a full-text indexed electronic document cataloged in the NSSC Library. The invoices are retrieved by the IPAC Vendor Payment Processor (VPP), from the Accounts Payable Work Management System (AWMS), who performs initial checks (i.e., Agency Location Code (ALC) information, contract number, dates, amount, and document reference numbers on invoice), and then parks the invoice in System Applications and Products (SAP).

Processing of IPAC Invoices

For IPAC only, the downloaded IPAC collection or payment document to the appropriate ALC will be used as the invoice document and attached to the Document Reference Number (DRN) in SAP. If additional invoices are submitted for these charges, they will be considered backup documentation to the original downloaded IPAC document. The VPP posts the invoice in SAP, then routes through the Invoice Routing and Information System (IRIS) for notification and concurrence. Concurrence is assumed unless the Center point of contact (POC) notifies otherwise. If the Center POC does not concur with the IPAC charges, the Center should provide a valid reason for non-concurrence, and, if valid, the NSSC will reject the IPAC back to sender with an explanation of why the IPAC is being rejected.

IPAC invoices must be posted in SAP and cleared to cash in the month for which the charges are submitted in the IPAC system. Those that cannot be posted and cleared will cause an outage between Treasury and SAP for the ALC that received the IPAC. The variance will be recorded on the Fund Balance with Treasury (FBWT) Differences

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spreadsheet for tracking purposes. Vendor payment schedules are not required for IPAC invoices. Charges or collections will be posted to the SAP system using document types ZI and ZC, and then cleared using the T-codes F-52 or F-53 with document type KI and GL Account 1010.8100 for current year document and 1010.5100 for prior year (Note: Prior year IPAC credits should be posted with doc type KW for MM and KS for clearing; see Appendix F). IPAC DRN succeeded by the IPAC detail number will be entered into the reference field of the invoice, followed by the contract number.

3.0 Applicability/Scope

In accordance with federal regulations and NASA policy, the NSSC is responsible for providing IPAC and required reporting for vendor payments. The NSSC shall provide voucher examination and payment services including assembling, reviewing, processing, recording, reporting, and reconciling IPAC's. The NSSC shall process all documents in accordance with the NPR, NASA's EPSS, and other applicable federal regulations and NASA policies and procedures. The NSSC shall process payables from the receipt of the initial IPAC to payment based on acceptance by NASA.

4.0 Privacy Information

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

5.0 Records

The AP IPAC Processing Service Delivery outlines processes that include the creation and receipt of NASA official records as defined by NPR 1441.1. These records are included in the Accounts Payable functional Master Records Index (MRI), applicable NASA Records Retention Schedule (NRRS) or General Records Schedule (GRS) items that provide retention/disposition authority.

6.0 Cancellation/Supersession of Previous Documents

This document supersedes NSSDG-9200-0005 Revision 2.0.

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Process 1 – IPAC Process

Retrieve IPAC from IPAC.GOV and save in Document Imaging (DI) Folder

STEP 1. NSSC, SERVICE PROVIDER (SP) VPP- Retrieve IPAC from IPAC.GOV

1. Login to IPAC.GOV
2. Select Query
 - a) Report type: IPAC Transaction Report Selection
 - b) ALC: Center ALC
 - c) Starting Date: Previous Business Day
 - d) Ending date: Previous Calendar Day
 - e) Third party submitter>Rec'd by your ALC>Sort by>ALC
3. Submit
4. Download file to the IPAC directory on the N: Drive (N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\IPAC\Center\FY XXXX\Period Number Month Name Year\Center Abbreviation_mm-dd-yy) i.e., N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\IPAC\GSFC\FY 2013\11 August 2013\GSFC_08-01-13
5. Repeat steps 1-4 until every Center ALC is download
6. Copy all files to the TechDoc AP-IPAC folder (N:\Document Imaging\Accounts Payable – IPAC) to be uploaded to AWMS

Automated Macro Instructions

1. Install IPAC macro from N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\IPAC\Automation Reference\IPAC.xlam
2. Select IPAC Ribbon in Excel
3. Click on "Report Launcher" under "Daily Reports"
4. Select "All ALCs" in the dropdown for "ALC"
5. Select "Yesterday" and the "Begin Date" and "End Date" will populate. Alternately, choose the "Month," "Day," or "Year" from the dropdowns for the "Begin and End Date"
6. Select "IPACs Received" from the dropdown
7. Check "Import to AWMS"
8. Click "Execute"
9. The macro will save the files to the Centers folders and the DI folder on the N drive
10. IPAC is retrieved by DI and entered into AWMS

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Accept IPAC

STEP 2: **NSSC, SP VPP-** Accepts Invoice from AWMS

1. Log into AWMS

Performs initial checks:

1. Ensures the invoice from DI is date stamped with date received
2. Ensures the IPAC has ALC information, a contract number, dates, amount, and DRNs
3. Verify information captured by DI in AWMS is correct. If not, then correct information and save
If the IPAC was routed to the wrong department at NSSC, the IPAC document is returned to DI for rerouting
 - a) Add enough information in the work log for DI to reroute
 - b) Click "Return to Document Imaging" in the Work Management System
4. If IPAC is a TRACS (Treasury Receivable Accounting and Collection System) IPAC select "Move to ServiceNow" in AWMS
 - a) Notate in the work log that the Financial Management Case/Task (FMC/FMT) should be routed to AP IPAC L2
 - b) See Appendix H for TRACS IPAC process
5. If IPAC is a Department of Justice (DOJ) IPAC select "Move to ServiceNow" in AWMS.
 - a) Notate in the work log that the FMC/FMT should be routed to AP IPAC L2
 - b) Await the arrival of the backup documentation from DOJ. Once received attach to the FMC/FMT and determine which Financial Management (FM) area is responsible for working the IPAC. After determination is made, route the FMC/FMT to the appropriate functional area

(Use campus Search at NSSC Web page to search for recurring DOJ IPACs or DOJ IPACS received in the past. Search by the purchase order (PO) number to determine what functional area processed the IPAC in the past. Alternately, Use T-code in SAP XK03 to search for the name of the Person/Company listed on the DOJ Backup documentation that the funds were collected from to determine which Functional area will process the IPAC.)

Enter and Park IPAC, Attach IPAC Link

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Step 3: NSSC, SP VPP- Use this procedure to enter and park/post an IPAC invoice which references a contract or PO

IPAC invoice is received through AWMS which references a contract or PO

1. Use the following menu path(s) in SAP to begin this transaction:

Select → **Logistics** → **Materials Management** → **Logistics Invoice Verification** → **Document Entry** → **Park Invoice screen**.

- a) Use transaction code MIR7, ZMIR7
- b) For step-by-step End-User Procedures, refer to NASA Enterprise Applications Competency Center (NEACC) EPSS at: <https://epss.nasa.gov/gm/workplace> and click on the following:
 -  SAP – Core Financials
 -  Accounts Payable
 -  System Role
 -  Vendor Invoice Processor
 -  ZMIR7 or MIR7 – Enter and Park LIV Invoice (End User Procedure)

(Note: *In Assignment edit boxes include IPAC VPP initials. Placing VPP initials in the Assignment field will indicate that you are working the invoice/credit and will see to its completion. Reference field should include IPAC DRN succeeded by the detail number of the IPAC in the following format: “0000”, i.e., Detail Number 2 would be XXXXXXXX0002, where XXXXXXXX is the IPAC DRN. The IPAC DRN with suffix should be followed by two spaces and then the PO number or contract number.)*

(Note: *Doc Type for IPAC is ZI invoices, ZC for credits and KW for prior year credits. For FedMil Workaround FI Invoices, use doc type KB for FedMil Invoice and KC for FedMil Credit Memos.)*

2. Once document is parked, use MIR4 to go back into that document and add URL to invoice
 - a) T-Code MIR4
 - b) Enter Invoice Document Number
 - c) Click Display Document
 - d) Click the Services for Object icon

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- e) Click the Create icon
 - f) Click Create External Document (URL)
 - g) Type "IPAC" in the Title edit box
 - h) Cut and paste the External Invoice link from AWMS in the Address edit box (should begin with ap.nssc rather than dm.nssc)
 - i) Click the green check icon
 - j) Click the yellow arrow exit icon
3. Look at query by vendor number in SAP – FBL1N to check for duplicate payments (See Step 4 below)
 4. Go back to AWMS and record the DRN from SAP, choose appropriate Center, and click 'Parked in SAP'

Validate IPAC

Step 4: NSSC, SP VPP- Run FBL1N in SAP to pull a list of all parked documents by Center and document types ZI, ZC, KB, and KC. See Appendix I Job Aid VPP FBL1N Query for Open Parked Documents

Performs quality validations:

1. Validate that all IPACs from DI are date stamped with date received
2. View IPAC agreement in Contract Management Module (CMM) to verify IPAC is in line with the IPAC agreement
3. Validate invoice has not been previously paid by running FBL1N by ZPAC number
4. Validate if there is a modification to the IPAC agreement authorizing disbursements to a third party

(Note: If IPAC does not contain valid information, it will be rejected in IPAC.GOV, deleted in SAP, and a note made in AWMS of the rejection.)

Step 5: NSSC, SP VPP- Determine if IPAC requires breakout or backup documentation

1. If IPAC needs backup/ breakout documentation, continue to Step 6
2. If IPAC does not need backup/ breakout documentation, continue to Step 9

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Step 6: NSSC, SP VPP-Determine if Backup or Supplemental Documentation has been received via ServiceNow.

1. If supplemental documentation has not been received, continue to Step 7
2. If supplemental documentation has been received, continue to Step 9

Step 7: NSSC, SP VPP-Request breakout or supplemental documentation via IRIS by routing for approval. See Step 13. If supplemental documentation is required from vendor, submit request to transaction contact listed on IPAC from backup documentation.

Request DI to combine links for backup and IPAC in TechDoc

Step 8: NSSC, SP VPP- Combine links for the IPAC and the backup in TechDoc

1. Create ServiceNow ticket to DI with the link to the IPAC and backup documentation to be combined or See Appendix K for steps to combine links manually in TechDoc using the Campus Search in lieu of DI combing the links. (This reduces the amount of time it takes to get the links combined)
2. Proceed to Step 11

Step 9:NSSC, SP VPP- Determine if IPAC is a FedMil

1. If IPAC is a FedMil, continue to step 7 of the FedMil IPAC Process
2. If IPAC is not a FedMil, proceed to step 10

Step 10: NSSC, SP VPP- Determine if IPAC is Agency-wide or a shared PO

1. If IPAC needs to be split, create IPACs to the other Centers based on breakout information using instructions in Appendix A. Repeat steps 1-9 for new IPACs
2. If IPAC does not need to be split, continue to Step 11

Step 11: NSSC, SP VPP- Determine if Funding and Cost/Goods Receipt is available

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1. Determine if two/three way match
 - For two-way match where costing is not required, continue with Step 15
 - a) For three-way match where costing is not required, continue with Step 15
 - b) For three-way match for services, request cost via IRIS, continue with Step 12
 - c) For three-way match for goods, a 103 and 105 is required in SAP for costs, continue with Step 12

(Note: Two-way match is a PO and invoice. Three-way match is PO, Receiving and Inspection Report/Cost, and Invoice)

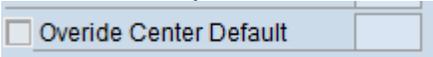
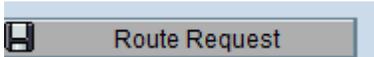
Step 12: NSSC, SP VPP-Request Funding/Cost/Goods Receipt in IRIS

1. If no obligation is available, the VPP will request and receive funding via IRIS before requesting cost
 - a) Log into IRIS Request Console in SAP using T-code: ZFI_AP_CONSOLE to route for funding
 - b) Enter "Invoice Document No." and "FY," hit Enter
Note that all fields have been pre-populated automatically by the parked invoice document in SAP. The IPAC box will be automatically checked based on the PO/contract being set up with a ZPAC
 - c) Copy and paste the Vendor Invoice Number into the "Vendor Invoice Number field" (the contract number will be automatically populated, it needs to be replaced with the invoice number)
 - d) If the PO/Contract contains funding lines for multiple Centers, then

Override Center Default

 select the "Override Center Default" in the SAP IRIS Request Console and choose which Center the invoice will be routed to
 - e) Click the "View Tab Screen" to proceed to the Request tasks screen
 - f) Click on the "Funding" tab. Enter Comments (optional) and Request Amt
 - g) Click "Route Request." A yellow triangle will appear indicating the request is waiting to be picked up by the IRIS Web application (interval is every 60 seconds).

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- h) Click 'Refresh'  button or any other tab. The icon will change to a "Clock"  when the request has been created on IRIS Web.
- i) The status of the action will change to "Pending"
- j) Once funding is received, request cost if needed
- k) If no cost is available, the VPP will request cost via IRIS
2. Log into IRIS Request Console in SAP using T-code: ZFI_AP_CONSOLE to request cost
- a) Enter "Invoice Document No." and "FY", hit Enter
Note that all fields have been pre-populated automatically by the parked invoice document in SAP. The IPAC box will be automatically checked based on the PO/contract be set up with a ZPAC
- b) Copy and paste the Vendor Invoice Number into the "Vendor Invoice Number field" (the contract number will be automatically populated, it needs to be replaced with the invoice number)
- c) If the PO/Contract contains funding lines for multiple Centers, then select the "Override Center Default"  in the SAP IRIS Request Console and choose which Center the invoice will be routed to
- d) Click the "View Tab Screen" to proceed to the Request tasks screen
- e) Click on the "Cost" tab. Enter Comments (optional) and Request Amt
- f) Click "Route Request" . A yellow triangle will appear indicating the request is waiting to be picked up by the IRIS web application (interval is every 60 seconds).
- g) Click 'Refresh'  button or any other tab. The icon will change to a "Clock"  when the request has been created on IRIS Web
- h) The status of the action will change to "Pending"
3. If Goods Receipt Acceptance (103/105) is not in SAP, the VPP will request and receive Goods Receipt via IRIS. Log into IRIS Request Console in SAP using T-code: ZFI_AP_CONSOLE to request "Goods Receipt"
- a) Enter "Invoice Document No." and "FY", hit Enter

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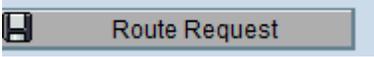
Note that all fields have been pre-populated automatically by the parked invoice document in SAP. The IPAC box will be automatically checked based on the PO/contract be set up with a ZPAC

- b) Copy and paste the Vendor Invoice Number into the “Vendor Invoice Number field” (the contract number will be automatically populated, it needs to be replaced with the invoice number)
 - c) Click the “View Tab Screen” to proceed to the Request tasks screen
 - d) Click on the “Goods Receipt” tab
 - e) Quantity and Price can be modified as needed per the invoice detail submitted
 - f) Change the quantity on the desired line (if needed) and press enter. Net Value is automatically adjusted
 - g) Select all lines required to be received per the vendor invoice
 - h) Click the “Refresh” button to remove a line not being routed
 - i) Enter Comments (optional)
 - j) Click “Route Request”. A yellow triangle will appear indicating the request is waiting to be picked up by the IRIS Web application (interval is every 60 seconds)
 - k) Click ‘Refresh’  button or any other tab. The icon will change to a “Clock”  when the request has been created on IRIS Web.
 - l) The status of the action will change to “Pending”
4. Use the following codes to include in the text field of the SAP Parked Invoice based on the status
1. Requested Cost: \$ MM/DD
 2. Requested 103/105: 103/105 MM/DD
 3. Requested Funding: Funding MM/DD
 4. Requested Supplemental Documentation: SD MM/DD

Step 13: NSSC, SP VPP- Route IPAC for Approval

1. Log into IRIS Request Console in SAP using T-code: ZFI_AP_CONSOLE to route for approval
 - a) Enter “Invoice Document No.” and “FY,” hit Enter
Note that all fields have been pre-populated automatically by the parked invoice document in SAP. The IPAC box will be automatically checked based on the PO/contract being set up with a ZPAC

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- b) Copy and paste the Vendor Invoice Number into the “Vendor Invoice Number field” (the contract number will be automatically populated, it needs to be replaced with the invoice number)
- c) Click the “View Tab Screen” to proceed to the Request tasks screen
- d) Click on the “Approval” tab. Enter Comments (optional)
- e) Click “Route Request”  A yellow triangle will appear indicating the request is waiting to be picked up by the IRIS web application (interval is every 60 seconds)
- f) Click ‘Refresh’  button or any other tab. The icon will change to a “Clock”  when the request has been created on IRIS Web.
- g) The status of the action will change to “Pending”
- h) An e-mail link to the invoice will be forwarded to the Authorized Government Representative for approval via IRIS

Step 14: Center-Post funds, costs, or Goods Receipt

1. Center POC will log into IRIS funding queue
 - a) Center POC will review funding request
 - b) Center POC will add funding in SAP
 - c) Center POC will fund complete request
2. Center POC will log into IRIS cost queue
 - a) Center POC will review Cost request
 - b) Center POC will add cost in SAP
 - c) Center POC will cost complete request
3. Center POC will log into IRIS Goods Receipt queue
 - a) Center POC will review Goods Receipt request
 - b) Center POC will add Goods Receipt in SAP
 - c) Center POC will complete Goods Receipt request

Step 15: NSSC, SP VPP-Verify Funding/Cost/Goods Receipt is received in SAP

1. Log into SAP and use T-code ZFI_AP_INVC_STAT
2. Choose “Open Items” and “Parked”

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3. Enter the "Business Area"
4. Enter IPAC "Document Types"
5. Click "Execute"
6. Check the status of the Cost, Funding and Good Receipt columns
7. The status will indicate "Pending" or "Complete"
8. Open document in SAP and verify if funding, cost, or goods receipt has been received. Funding should be checked in ME23N according to PO designated for IPAC

Step 16: NSSC, SP VPP-Post IPAC in SAP

When LIV invoice is parked, use MIR4 to post, change, or delete LIV invoice

Use the following menu path(s) in SAP to begin this transaction

1. Select **Logistics → Materials Management → Logistics Invoice Verification → Further Processing → Display Invoice Document** to go to the *Display Invoice Document* screen
 - a) Use code MIR4
 - b) For Step-by-Step End-User Procedures, refer to NEACC Integrated Enterprise Management (IEM) EPSS at: <https://epss.nasa.gov/gm/workplace>
 -  SAP – Core Financials
 -  Accounts Payable
 -  System Role
 -  Vendor Invoice Processor
 -  MIR4 – Delete, Change, or Post parked IPAC (End User Procedure)

(Note: Refer to EPSS job aid on posting partial credits to supply line items as applicable. <https://epss.nasa.gov/gm/workplace>  SAP – Core Financials  Accounts Payable  Job Aids  Processing a Credit for a Supply for Less than Amount Paid (Job Aid))

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Step 17: NSSC, SP VPP-Clear Vendor Account to Cash after the IPAC has been posted in SAP

IPAC documents are cleared to doc type KI

Use F-53 for invoice

1. For Step-by-Step End-User procedures, refer to NEACC IEM EPSS at: <https://epss.nasa.gov/gm/workplace> and click on the following:

-  SAP – Core Financials
-  Accounts Payable
-  Sub Process Area
-  Enter Invoice
-  F-53 – Clear Vendor

Use F-52 for credit memo

1. For Step-by-Step End-User procedures, refer to NEACC IEM EPSS at: <https://epss.nasa.gov/gm/workplace> and click on the following:

-  SAP – Core Financials
-  Accounts Payable
-  Sub Process Area
-  Execute and Manage Payments
-  F-52 - Post Incoming Payments Clear Credit Memo to Cash

(Note: This step has been automated with a Macro. See Appendix J Job Aid Macro to Clear IPACs)

Step 18: Center-Approve or Reject IPAC

1. Center POC will approve or reject IPAC invoice in IRIS.
2. If approved, no further action is necessary
3. If rejected, see Step 19 below

Step 19: NSSC, SP VPP- receives Reject in IRIS

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1. If Reject is received, Reject IPAC via IPAC.GOV by processing an Adjustment IPAC (applicable only if IPAC is rejected within 90 days of receipt). If IPAC is older than 90 days, then process IPAC to collect money back from Agency. Refer to Appendix O for instructions on rejecting an IPAC
2. If invoice has already been posted in SAP then the document will need to be reversed- See Process 4 NSSC IPAC Disbursement Move Process

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Process 2 – SF 1080 Payment Process

Create IPAC from SF1080

Step 1: NSSC, SP VPP-Accept Signed Standard Form (SF) 1080

Accept Invoice from AWMS

1. Log into AWMS

Perform initial checks:

1. Ensure the SF1080 from DI is date stamped with date received
2. Ensures the SF1080 has ALC information, a contract number, dates, amount, authorizing signature, and Financial Accounting information, including Treasury Account Symbol(s) (TAS) Business Event Type Code (BETC)
3. Verify information captured by DI in AWMS is correct. If not, then correct information and save

Enter and Park Invoice/ Credit

Step 2: NSSC, SP VPP-Use this procedure to enter and park/post a signed SF1080 invoice/credit that is received in AWMS which references a contract or PO

Use the following menu path(s) in SAP to begin this transaction

1. Select → Logistics → Materials Management → Logistics Invoice Verification → Document Entry → Park Invoice screen
 - a) Use transaction code MIR7, ZMIR7
 - b) For Step-by-Step End-User Procedures, refer to NEACC EPSS at: <https://epss.nasa.gov/gm/workplace> and click on the following:
 -  SAP – Core Financials
 -  Accounts Payable
 -  System Role
 -  Vendor Invoice Processor
 -  ZMIR7 or MIR7 – Enter and Park LIV Invoice (End-User Procedure)

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(Note: Doc Type for IPAC is ZI invoices or ZC for credits and KW for prior year credits. For FedMil Workaround FI Invoices, use doc type KB for FedMil Invoice and KC for FedMil Credit Memos.

2. Once document is parked, use MIR4 to go back into that document and add URL to invoice
 - a) T-code MIR4
 1. Enter invoice document number
 2. Click Display Document
 3. Click the Services for Object icon
 4. Click the Create icon
 5. Click Create External Document (URL)
 6. Type "SF1080" in the Title edit box
 7. Cut and paste the External Invoice link from AWMS in the Address edit box (should begin with ap.nssc rather than dm.nssc)
 8. Click the green check icon
 9. Click the yellow arrow exit icon

(Note: In Assignment, edit boxes include IPAC VPP initials (placing VPP initials in the Assignment field will indicate that you are working the invoice/credit and will see to its completion). Reference field should include IPAC DRN succeeded by the detail number of the IPAC in the following format: "0000", i.e., Detail Number 2 would be XXXXXXXX0002, where XXXXXXXX is the IPAC DRN. The IPAC DRN with suffix should be followed by two spaces and then the PO number or contract number)

3. Go back to AWMS and record the DRN from SAP and click Parked in SAP

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Step 3: NSSC, SP VPP-Validate SF1080

Run FBL1N in SAP to pull a list of all parked documents by Center and doc types ZI, ZC, KB, KW and KC

Perform quality validations:

1. View IPAC agreement in CMM to verify IPAC to be created is in line with the IPAC agreement
2. Validate invoice has not been previously paid by running FBL1N by ZPAC number
3. Validate if there is a modification to the IPAC agreement authorizing disbursements to a third party
4. If SF1080 does not contain valid information the vendor and/or Center POC will be notified, the parked invoice will be deleted in SAP, and a note made in AWMS of the rejection

Step 4: NSSC, SP VPP- Determine if IPAC requires breakout or backup documentation

1. If IPAC needs backup/ breakout documentation, continue to Step 6
2. If IPAC does not need backup/ breakout documentation, continue to Step 8

Step 5: NSSC, SP VPP- Determine if backup or supplemental documentation has been received via ServiceNow

1. If supplemental documentation has not been received, continue to Step 7
2. If supplemental documentation has been received, continue to Step 8

Step 6: NSSC, SP VPP-Request breakout or supplemental documentation

1. Request breakout or supplemental documentation in IRIS by routing for Approval. (See Step 13)
2. If supplemental documentation is required from vendor, submit request to transaction contact on IPAC for backup documentation.

Step 7: NSSC, SP VPP- Combine links for the IPAC and the backup in TechDoc.

Request DI to combine links for backup and IPAC in TechDoc

1. Create ServiceNow ticket to DI with the link to the IPAC and backup documentation to be combined

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2. Proceed to Step 11

Step 8: NSSC, SP VPP-Determine if IPAC is a FedMil

1. If IPAC is a FedMil, continue to step 9 of FedMil IPAC process
2. If IPAC is not a FedMil, proceed to step 10

Step 9: NSSC, SP VPP- Determine if the IPAC is Agency-wide or a shared PO

1. If IPAC needs to be split, create IPACs to the other Centers based on breakout information using the Appendix A section labeled “Guide to submitting IPACs.” Repeat steps for 1 – 9 for new IPACs
2. If IPAC does not need to be split, continue to Step 11

Step 10: NSSC, SP VPP-Determine if funding and cost is available

Determine if two/three way match

1. For two-way match where costing is not required, continue to step 14
2. For three-way match where costing is not required, continue with Step 14
3. For three-way match for services, request cost via IRIS, continue with Step 11
4. For three-way match for goods, a 103 and 105 is required in SAP for costs, continue with Step 11

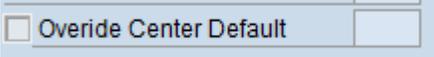
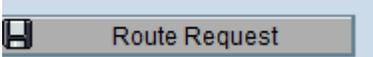
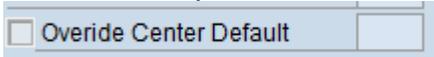
(Note: Two-way match is PO and Invoice. Three-way match is PO, Receiving and Inspection Report/Cost, and Invoice)

Step 11: NSSC, SP VPP- Request Funding/Cost/Goods Receipt in IRIS if needed to post IPAC in SAP.

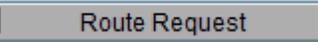
1. If no obligation is available, the VPP will request and receive funding via IRIS before requesting cost
 - a) Log into IRIS Request Console in SAP using T-code: ZFI_AP_CONSOLE to route for funding
 - b) Enter “Invoice Document No.” and “FY,” hit Enter.

Note that all fields have been pre-populated automatically by the parked invoice document in SAP. The IPAC box will be automatically checked based on the PO/contract being set up with a ZPAC vendor

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- c) Copy and paste the Vendor Invoice Number into the “Vendor Invoice Number field” (the contract number will be automatically populated, it needs to be replaced with the invoice number)
 - d) If the PO/Contract contains funding lines for multiple Centers then select the “Override Center Default”  in the SAP IRIS Request Console and choose which Center the invoice will be routed to
 - e) Click the “View Tab Screen” to proceed to the Request tasks screen
 - f) Click on the “Funding” tab. Enter Comments (optional) and Request Amt
 - g) Click “Route Request” . A yellow triangle will appear indicating the request is waiting to be picked up by the IRIS web application (interval is every 60 seconds)
 - h) Click “Refresh”  button or any other tab. The icon will change to a “Clock”  when the request has been created on IRIS Web
 - i) The status of the action will change to “Pending”
 - j) Once funding is received, request cost if needed
 - k) If no cost is available, the VPP will request cost via IRIS
2. Log into IRIS Request Console in SAP using T-code: ZFI_AP_CONSOLE to request cost
- a) Enter “Invoice Document No.” and “FY”, hit Enter
Note that all fields have been pre-populated automatically by the parked invoice document in SAP. The IPAC box will be automatically checked based on the PO/contract being set up with a ZPAC vendor
 - b) Copy and paste the Vendor Invoice Number into the “Vendor Invoice Number field” (the contract number will be automatically populated, it needs to be replaced with the invoice number)
 - c) If the PO/Contract contains funding lines for multiple Centers then select the “Override Center Default”  in the SAP IRIS Request Console and choose which Center the invoice will be routed to
 - d) Click the “View Tab Screen” to proceed to the Request tasks screen
 - e) Click on the “Cost” tab. Enter Comments (optional) and Request Amt

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f) Click "Route Request"   A yellow triangle will appear indicating the request is waiting to be picked up by the IRIS Web application (interval is every 60 seconds)

g) Click "Refresh"  button or any other tab. The icon will change to a "Clock"  when the request has been created on IRIS Web.
h) The status of the action will change to "Pending"

3. If goods receipt acceptance (103/105) is not in SAP, Log into IRIS to request goods receipt

a) Enter "Invoice Document No." and "FY", hit Enter. Note that all fields have been pre-populated automatically by the parked invoice document in SAP. The IPAC box will be automatically checked based on the PO/contract being set up with a ZPAC vendor
b) Copy and paste the Vendor Invoice Number into the "Vendor Invoice Number field" (the contract number will be automatically populated, it needs to be replaced with the invoice number)
c) Click the "View Tab Screen" to proceed to the Request tasks screen
d) Click on the "Goods Receipt" tab
e) Quantity and Price can be modified as needed per the invoice detail submitted
f) Change the quantity on the desired line (if needed) and press enter. Net Value is automatically adjusted
g) Select all lines required to be received per the vendor invoice
h) Click the "Refresh" button to remove a line not being routed
i) Enter Comments (optional)
j) Click "Route Request." A yellow triangle will appear indicating the request is waiting to be picked up by the IRIS Web application (interval is every 60 seconds)

k) Click "Refresh"  button or any other tab. The icon will change to a "Clock"  when the request has been created on IRIS Web.
l) The status of the action will change to "Pending"

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4. Use the following codes to include in the text field of the SAP Parked Invoice based on the status. This information should be first in the text field)
 1. Requested Cost: \$ MM/DD
 2. Requested 103/105: 103/105 MM/DD
 3. Requested Funding: Funding MM/DD
 4. Requested Supplemental Documentation: SD MM/DD)

Step 12: Center-POC will post funds, costs, or goods receipt

1. Center POC will log into IRIS funding queue
 2. Center POC will review funding request
 3. Center POC will add funding in SAP
 4. Center POC will fund complete request in IRIS
-
1. Center POC will log into IRIS cost queue
 2. Center POC will review cost request
 3. Center POC will add cost in SAP
 4. Center POC will cost complete request in IRIS
-
1. Center POC will log into IRIS goods receipt queue
 2. Center POC will review goods receipt request
 3. Center POC will add goods receipt in SAP
 4. Center POC will complete goods receipt request in IRIS

Step 13: NSSC, SP VPP-Verify Funding, Cost, or Goods Receipt has been received

1. Log into SAP and use T-code ZFI_AP_INVC_STAT
2. Choose "Open Items" and "Parked"
3. Enter the "Business Area"
4. Enter IPAC "Document Types"
5. Click "Execute"
6. Check the status of the Cost, Funding and Goods Receipt columns
7. The status will indicate "Pending" or "Complete"
8. Open document in SAP and verify if funding, cost, or goods receipt has been received. Funding should be checked in ME23N according to PO designated for IPAC

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Step 14: NSSC, SP VPP-Delete, change or post parked invoice (End User Procedure MIR4)

Post, change/delete a parked LIV invoice

- a) Use the following menu path(s) in SAP to begin this transaction:
 Select **Logistics → Materials Management → Logistics Invoice Verification → Further Processing → Display Invoice Document** to go to the Display Invoice Document screen.
 - a) Use transaction code MIR4
 - b) For Step-by-Step End-User Procedures, refer to NEACC IEM EPSS at: <https://epss.nasa.gov/gm/workplace>
 -  SAP – Core Financials
 -  Accounts Payable
 -  System Role
 -  Vendor Invoice Processor
 -  MIR4 – Delete, Change, or Post parked IPAC (End User Procedure)

Step 15: NSSC, SP VPP-Clear an invoice or credit memo to cash

Use transaction code F-53 for invoices, F-52 for credit memos

1. Use the following menu path for clearing invoices in F-53
 - a) Accounting → Financial Accounting → Accounts Payable → Document Entry → Outgoing Payment → F-53 – Post
 - b) For Step-by-Step End-User procedures, refer to NEACC IEM EPSS at: <https://epss.nasa.gov/gm/workplace> and click on the following:
 -  SAP – Core Financials
 -  Accounts Payable
 -  Sub Process Area
 -  Enter Invoice
 -  F-53 – Clear Vendor

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2. Use the following menu path for clearing credit memos
 - a) Accounting → Financial Accounting → Accounts Payable → Document Entry → Other → F-52 – Incoming Payment
 - b) For Step-by-Step End-User procedures, refer to NEACC IEM EPSS at:
<https://epss.nasa.gov/gm/workplace> and click on the following:
 -  SAP – Core Financials
 -  Accounts Payable
 -  Sub Process Area
 -  Execute and Manage Payments
 -  F-52 - Post Incoming Payments Clear Credit Memo to Cash
- (Note: IPAC documents are cleared to doc type KI.)*

Clear Vendor Account

Step 16: NSSC, SP VPP- Create IPAC to disburse funds to customer ALC. Funds disbursed to customer ALC to effectively pay invoice (SF1080)

(Note: See Appendix A-Guide to submitting an IPAC in Treasury IPAC Application-IPAC.gov)

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Process 3 – FEDMIL IPAC Process

Step 1: NSSC, SP VPP-Retrieve IPAC from IPAC.GOV and save in DI folder

1. Login to IPAC.GOV
2. Select Query
 - a. Report type: IPAC Transaction Report Selection
 - b. ALC: Center ALC
 - c. Starting Date: Previous Business Day
 - d. Ending date: Previous Calendar Day
 - e. Third party submitter > Received by your ALC > Sort by > ALC
3. Click Submit
4. Download file to the IPAC directory on the N: Drive (N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\IPAC\Center\FY XXXX\Period Number Month Name Year\Center Abbreviation_mm-dd-yy\) i.e., N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\IPAC\GSFC\FY 2013\11 August 2013\GSFC_08-01-13
5. Repeat steps 1-4 until every center ALC is downloaded
6. Copy all files to the TechDoc AP-IPAC folder (N:\Document Imaging\Accounts Payable – IPAC) to be uploaded to AWMS

(Note: This step has been automated with a Macro. See process 1-IPAC process-Step 1 Automated Instructions)

Step 2: NSSC, SP VPP-Accept invoice from Work Management System

Log into Work Management System

Perform initial checks:

1. Ensure the invoice from DI is date-stamped with date received
2. Ensure the IPAC has ALC information, a contract number, dates, amount, and document reference numbers
3. Verify information captured by DI in AWMS is correct. If not correct, correct information and save

If the IPAC was routed to the wrong department at NSSC, the IPAC document is returned to DI for rerouting

1. Add enough information in the work log for DI to reroute

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2. Click "Return to Document Imaging" in the Work Management System

Step 3: NSSC, SP VPP-Enter and park IPAC, attach IPAC link

Use this procedure to enter and park/post an IPAC invoice which references a contract or PO

An IPAC invoice is received through AWMS which references a contract or PO

1. Use the following menu path(s) in SAP to begin this transaction

Select → **Logistics** → **Materials Management** → **Logistics Invoice Verification** → **Document Entry** → **Park Invoice screen**.

- a) Use transaction code MIR7, ZMIR7
- b) For Step-by-Step End-User Procedures, refer to NEACC EPSS at: <https://epss.nasa.gov/gm/workplace> and click on the following:

-  SAP – Core Financials
-  Accounts Payable
-  System Role
-  Vendor Invoice Processor
-  ZMIR7 or MIR7 – Enter and Park LIV Invoice (End User Procedure)

(Note: In Assignment edit boxes include the IPAC VPP's initials (placing VPP initials in the Assignment field will indicate that you are working the invoice/credit and will see to its completion). The Reference field should include the IPAC DRN succeeded by the detail number of the IPAC in the following format: "0000," i.e., Detail Number 2 would be XXXXXXXX0002, where XXXXXXXX is the IPAC DRN. The IPAC DRN with suffix should be followed by two spaces and then the PO number or contract number.)

2. Once the document is parked, use MIR4 to go back into that document and add URL to invoice

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- a) T-Code MIR4
- b) Enter Invoice Document No
- c) Click Display Document
- d) Click the Services for Object icon
- e) Click the Create icon
- f) Click Create External Document (URL)
- g) Type "IPAC" in the Title edit box
- h) Cut and paste the External Invoice link from AWMS in the Address edit box (should begin with ap.nssc rather than dm.nssc)
- i) Click the green check icon
- j) Click the yellow arrow exit icon

Step 4: NSSC, SP VPP-Validate IPAC

Run FBL1N in SAP to pull a list of all parked documents by center and document types ZI, ZC, KB, KW and KC

Perform quality validation

1. Validate that all IPACs from DI are date stamped with date received
2. View IPAC agreement in CMM to verify IPAC is in line with the IPAC agreement
3. Validate invoice has not been previously paid by running FBL1N by ZPAC number
4. Validate if there is a modification to the IPAC agreement authorizing disbursements to a third party

If IPAC does not contain valid information, it will be rejected in IPAC.GOV, deleted in SAP, and a note made in AWMS of the rejection.

Step 5: NSSC, SP VPP-Determine if IPAC requires breakout or backup documentation

1. If IPAC needs backup/ breakout documentation, continue to Step 6
2. If IPAC does not need backup/ breakout documentation, continue to Process 1-IPAC Process Step 10

Step 6: NSSC, SP VPP-Determine if IPAC is a FedMil

1. If IPAC is a FedMil, continue to Step 7
2. If IPAC is not a FedMil, proceed to Process 1-IPAC Process Step 10

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Step 7: NSSC, SP VPP-Receive backup from DFAS or extract bill from NASA Aircraft Management Information System (NAMIS)

1. Log into NAMIS and download Excel version of bill.
<https://ndjsammweb.ndc.nasa.gov/namisjsc/Materials/MatMenu/>
2. Log into ServiceNow to save backup documentation from Defense Finance and Accounting Service (DFAS) and attach backup to SAP invoice

Note: The order number (PO number) on the bill will be similar to "80747832660329". When entering the PO number in SAP, the "807478" of the order number (DODAAC) would be replaced with "Z1" prefix for JSC, "G1" for GSFC and "D1" for AFRC. The PO referenced above would be "Z132660329."

Job Aid for Using the IPAC Park FedMil Bill Macro

GSFC and AFRC - SF1080 (Bill) is received as a PDF

JSC SF 1080 (Bill)- Retrieved from NAMIS as an Excel spreadsheet and does not need to be converted from a PDF.

1. Save Fedmil SF1080 bill as a PDF to your desktop.
2. Open Excel and click on the IPAC ribbon and choose Park FedMil Bill.
3. There will be a prompt to choose the saved backup.
4. Macro will convert PDF to an Excel document and save it.
5. Review any lines that are highlighted and make corrections to ensure the conversion resulted in the amount of the Bill. Clean up as necessary.
6. After the document is reconciled in Excel click on the IPAC tab and click on Park Fedmil Bill. Choose the center and click OK.
7. The macro will park all the debit lines and park all the credit lines as a separate document in SAP. The parked SAP document numbers will be

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displayed on the Excel spreadsheet. The macro also reconciles any differences between SAP and the billed amounts. Variances will be highlighted on the spreadsheet.

8. The variances will need to be parked as individual documents in SAP and routed via IRIS for goods receipt, price discrepancies, etc. See Step 9 below.

Step 8: NSSC, SP VPP- Combine links for the IPAC and the backup

1. Create ServiceNow ticket to DI with the link to the IPAC and backup documentation to be combined
2. Attach link with the combined documents to DRN in SAP

(Note: See Appendix K for steps to combine links manually in TechDoc using the Campus Search in lieu of DI combining the links. This reduces the amount of time it takes to get the links combined.)

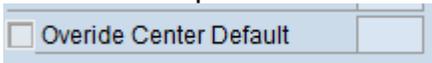
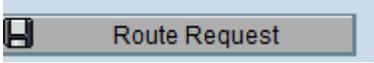
Step 9: NSSC, SP VPP- Route for goods receipt, price/quantity discrepancies via IRIS

1. Items that need goods receipts will be routed for goods receipt
 - a) Log into IRIS to request Goods Receipt
 - b) Enter "Invoice Document No." and "FY", hit Enter. Note that all fields have been pre-populated automatically by the parked invoice document in SAP. The IPAC box will be automatically checked based on the PO/contract being set up with a ZPAC
 - c) Copy and paste the Vendor Invoice Number into the "Vendor Invoice Number field" (the contract number will be automatically populated, it needs to be replaced with the invoice number)
 - d) Click the "View Tab Screen" to proceed to the Request tasks screen
 - e) Click on the "Goods Receipt" tab.
 - f) Quantity and Price can be modified as needed per the invoice detail submitted.
 - g) Change the quantity on the desired line (if needed) and press enter. Net Value is automatically adjusted.
 - h) Select all lines required to be received per the vendor invoice.
 - i) Click the "Refresh" button to remove a line not being routed.

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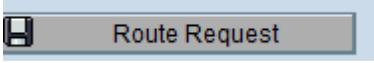
- j) Enter Comments (optional)
- k) Click "Route Request". A yellow triangle will appear indicating the request is waiting to be picked up by the IRIS Web application (interval is every 60 seconds)
- l) Click "Refresh"  button or any other tab. The icon will change to a "Clock"  when the request has been created on IRIS Web.
- m) The status of the action will change to "Pending"

2. Price discrepancies will be routed through the funding queue-

- a) Log into IRIS to request funding
- b) Enter "Invoice Document No." and "FY", hit Enter
Note that all fields have been pre-populated automatically by the parked invoice document in SAP. The IPAC box will be automatically checked based on the PO/contract being set up with a ZPAC
- c) Copy and paste the Vendor Invoice Number into the "Vendor Invoice Number field" (the contract number will be automatically populated, it needs to be replaced with the invoice number)
- d) If the PO/Contract contains funding lines for multiple Centers then select the "Override Center Default"  in the SAP IRIS Request Console and choose which Center the invoice will be routed to
- e) Click the "View Tab Screen" to proceed to the Request tasks screen
- f) Click on the "Funding" tab. Enter Comments (optional) and Request Amt
- g) Click on the "Funding" tab. Enter Comments (optional) and Request Amt
- h) Click "Route Request"  A yellow triangle will appear indicating the request is waiting to be picked up by the IRIS web application (interval is every 60 seconds)
- i) Click "Refresh"  button or any other tab. The icon will change to a "Clock"  when the request has been created on IRIS Web.
- j) The status of the action will update to "Pending"

3. Missing POs will be routed via the FI queue

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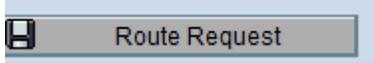
- a) Log into IRIS Request Console in SAP using T-code: ZFI_AP_CONSOLE to route for FI Funding
- b) Enter "Invoice Document No." and "FY," hit Enter. Note that all fields have been pre-populated automatically by the parked invoice document in SAP. The IPAC box will be automatically checked based on the PO/contract being set up with a ZPAC
- c) Copy and paste the Vendor Invoice Number into the "Vendor Invoice Number field" (the contract number will be automatically populated, it needs to be replaced with the invoice number)
- d) Click the "View Tab Screen" to proceed to the Request tasks screen
- e) Click on the "Funding" tab. Enter Comments (optional) and Request Amt
- f) Click "Route Request"  A yellow triangle will appear indicating the request is waiting to be picked up by the IRIS web application (interval is every 60 seconds)
- g) Click "Refresh"  button or any other tab. The icon will change to a "Clock"  when the request has been created on IRIS Web.
- h) The status of the action will change to "Pending".

4. FedMils will no longer route for approval (unless the amount is put in workaround- proceed to Step 5 below) – the goods receipt is the acceptance like a regular PO

FedMil Workaround Approval

5. Route for approval via IRIS if an amount is put into workaround
 - a) Log into IRIS Request Console in SAP using T-code: ZFI_AP_CONSOLE to route for Approval
 - b) Enter "Invoice Document No." and "FY", hit Enter. Note that all fields have been pre-populated automatically by the parked invoice document in SAP. The IPAC box will be automatically checked based on the PO/contract being set up with a ZPAC
 - c) Copy and paste the Vendor Invoice Number into the "Vendor Invoice Number field" (the contract number will be automatically populated, it needs to be replaced with the invoice number)
 - d) Click the "View Tab Screen" to proceed to the Request tasks screen

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- e) Click on the "Approval" tab. Enter Comments and Request Amt
- f) Click "Route Request"  A yellow triangle will appear indicating the request is waiting to be picked up by the IRIS web application (interval is every 60 seconds)
- g) Click "Refresh"  button or any other tab. The icon will change to a "Clock"  when the request has been created on IRIS Web.
- h) The status of the action will change to "Pending"

(Note: The bill may also contain credits: 1) SAP credits (the item was previously billed and paid) and a credit invoice needs to be posted against the PO, or, 2) Credits for items previously put into workaround. The items put into workaround will need to be taken out of workaround. See Step 21. These credit amounts will need to be parked separately)

Step 10: NSSC, SP VPP-Delete, change, or post parked invoice

Use this procedure to Post, Change/Delete a parked LIV invoice

Use MIR4 to complete this transaction

1. Use the following menu path(s) in SAP to begin this transaction:
Select **Logistics → Materials Management → Logistics Invoice Verification → Further Processing → Display Invoice Document** to go to the *Display Invoice Document* screen.
2. For Step-by-Step End-User Procedures, refer to NEACC IEM EPSS at:
<https://epss.nasa.gov/gm/workplace>
 -  SAP – Core Financials
 -  Accounts Payable
 -  System Role
 -  Vendor Invoice Processor
 -  MIR4 – Delete, Change, or Post parked IPAC (End-User Procedure)

(Note: Post FedMil items that have been received. Refer to EPSS job aid on posting partial credits to supply line items as applicable. <https://epss.nasa.gov/gm/workplace>

 SAP – Core Financials  Accounts Payable  Job Aids  Processing a Credit for a Supply for Less than Amount Paid (Job Aid)

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Step 11: NSSC, SP VPP-Clear the invoice or credit memo to cash

Use transaction code F-53 for invoices, F-52 for credit memos

1. Use the following menu path for posting invoices in F-53
 - a) Accounting → Financial Accounting → Accounts Payable → Document Entry → Outgoing Payment → F-53 – Post
 - b) For Step-by-Step End-User procedures, refer to NEACC IEM EPSS at:

<https://epss.nasa.gov/gm/workplace> and click on the following:

-  SAP – Core Financials
-  Accounts Payable
-  Sub Process Area
-  Enter Invoice
-  F-53 – Clear Vendor

2. Use the following menu path for posting credit memos F-52
 - a) Accounting → Financial Accounting → Accounts Payable → Document Entry → Other → F-52 – Incoming Payment
 - b) For Step-by-Step End-User procedures, refer to NEACC IEM EPSS at:

<https://epss.nasa.gov/gm/workplace> and click on the following:

-  SAP – Core Financials
-  Accounts Payable
-  Sub Process Area
-  Execute and Manage Payments
-  F-52 - Post Incoming Payments Clear Credit Memo to Cash

(Note: IPAC documents are cleared to doc type KI.)

Step 12: NSSC, SP VPP-Park remaining balance of FedMil IPAC for workaround

1. Park balance of IPAC in SAP- See Step 13 below
2. Route for Approval via IRIS for workaround (request information for FI invoice, Center should submit FI Invoice Approval Worksheet to NSSC-AccountsPayable@nasa.gov)

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(Note: JSC has FedMil exchange credits which are posted by the Center. These amounts should also be separated and parked until the Center POC has posted them. Route the document for Approval via IRIS. On the Bill the exchange credits are designated by a transaction code of GD, GN or GQ in the DIC column. Send the Center POC an e-mail with a list of the exchange credits, the Approval from IRIS and a copy of the IPAC. Once the Center POC notifies you that the credits have been posted, you can delete the parked document in SAP.)

Step 13: NSSC, SP VPP-Post FI document in SAP

Enter and post the FI invoice

Use the following menu path(s) to begin this transaction: Select → Accounting → Financial Accounting → Accounts Payable → Document Entry → Invoice screen.

Use transaction code FB60

1. For Step-by-Step End-User Procedures, refer to NASA's IEM EPSS at: <https://epss.nasa.gov/gm/workplace> and click on the following:

-  SAP – Core Financials
-  Accounts Payable
-  Sub Processor Area
-  Process NASA Initiated IPAC Payments
-  FB60 – Enter and Post IPAC Invoice (IPAC) (End User Procedure)

Step 14: NSSC, SP VPP-Clear Vendor Account for FI

Use transaction code F-53 to clear FI to cash

1. Use the following menu path for posting invoices in F-53
 - a) Accounting → Financial Accounting → Accounts Payable → Document Entry → Outgoing Payment → F-53 – Post
 - b) For Step-by-Step End-User procedures, refer to NEACC IEM EPSS at: <https://epss.nasa.gov/gm/workplace> and click on the following:

-  SAP – Core Financials
-  Accounts Payable
-  Sub Process Area
-  Enter Invoice

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 F-53 – Clear Vendor

Step 15: NSSC, SP VPP-Entry made to the FedMil Statement of Difference (SOD) Spreadsheet for Accounts Receivable (AR)

Note: The FedMil Workbook is located at <N:\Statement of Difference to be Worked\FedMils.xlsx>

1. In order to maintain control and visibility over these items to ensure credits and/or goods are received and the receivable is cleared, a log will be maintained by the NSSC. The log will identify each item pending credit or receipt of goods, the associated SAP document that posted IPAC, the associated SAP document where the Accounts Receivable was established, and the final receipt of the credit and posting of the credit.
2. Update spreadsheet with posted FI documentation. See Appendix R Spreadsheet Instructions for Outstanding FedMil.

Step 16: NSSC, SP VPP- Create FMC/FMT in ServiceNow to notify AR of new activity on FedMil SOD spreadsheet

1. Create an FMC/FMT ticket in ServiceNow and assign it to AR

Step 17: NSSC, AR Processor-SP-AR will post parallel entry of AP posting

1. AR establishes a receivable in the 1310 account

Step 18: NSSC, SP VPP- Enter and Park IPAC balance to be removed from FedMil Workaround

1. An IPAC invoice is received through AWMS which references a contract or PO

Use the following menu path(s) in SAP to begin this transaction:

Select **→Logistics →Materials Management→ Logistics Invoice Verification→ Document Entry→ Park Invoice screen.**

Use transaction code MIR7, ZMIRZ

1. For Step-by-Step End-User Procedures, refer to NEACC EPSS at: <https://epss.nasa.gov/gm/workplace> and click on the following:

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- 📁 SAP – Core Financials
- 📁 Accounts Payable
- 📁 System Role
- 📁 Vendor Invoice Processor
- 📁 ZMIR7 or MIR7 – Enter and Park LIV Invoice (End User Procedure)

(Note: *In Assignment edit boxes include IPAC VPP's initials (placing the VPP initials in the Assignment field will indicate that you are working the invoice/credit and will see to its completion). Reference field should include IPAC DRN succeeded by the detail number of the IPAC in the following format: "0000", i.e., Detail Number 2 would be XXXXXXXX0002, where XXXXXXXX is the IPAC DRN. The IPAC DRN with suffix should be followed by two spaces and then the PO number or contract number)*

2. Once document is parked, use MIR4 to go back into that document and add URL to invoice
 - a) T-Code MIR4
 - b) Enter Invoice Document No
 - c) Click Display Document
 - d) Click the Services for Object icon
 - e) Click the Create icon
 - f) Click Create External Document (URL)
 - g) Type "IPAC" in the Title edit box
 - h) Cut and paste the External Invoice link from AWMS in the Address edit box (should begin with ap.nssc rather than dm.nssc)
 - i) Click the green check icon
 - j) Click the yellow arrow exit icon
3. Look at query by vendor number in SAP – FBL1N to check for duplicate payments

Step 19: NSSC, SP VPP- Delete, change or post parked invoice (End user User procedure (MIR4))

1. Use the following menu path(s) in SAP to begin this transaction:

Select **Logistics → Materials Management → Logistics Invoice Verification → Further Processing → Display Invoice Document** to go to the Display Invoice Document screen.

- a) Use transaction code MIR4

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- b) For Step-by-Step End-User Procedures, refer to NEACC IEM EPSS at: <https://epss.nasa.gov/gm/workplace>
-  SAP – Core Financials
 -  Accounts Payable
 -  System Role
 -  Vendor Invoice Processor
 -  MIR4 – Delete, Change, or Post parked IPAC (End User Procedure)

Step 20: NSSC, SP VPP-Clear invoice to cash after the IPAC has been posted in SAP

Use transaction code F-53 to clear vendor account

1. Menu Path
Accounting → Financial Accounting → Accounts Payable → Document Entry → Outgoing Payment → F-53 - Post
2. For Step-by-Step End-User procedures, refer to NEACC IEM EPSS at: <https://epss.nasa.gov/gm/workplace> and click on the following:
 -  SAP – Core Financials
 -  Accounts Payable
 -  Sub Process Area
 -  Enter Invoice
 -  F-53 – Clear Vendor

(Note: IPAC documents are cleared to doc type KI.)

Step 21: NSSC, SP VPP-Enter and post a credit memo for an item received on the FedMil bill which was previously put into workaround. Perform this step when an item has been received or a credit has been received and needs to be taken out of workaround

Use transaction code FB65 to post the FI credit memo

1. Use the following menu path(s) to begin this transaction: Select → Accounting → Financial Accounting → Accounts Payable → Document Entry → Invoice screen.
2. For Step-by-Step End-User Procedures, refer to NASA's IEM EPSS at:

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<https://epss.nasa.gov/gm/workplace> and click on the following:

-  SAP – Core Financials
-  Accounts Payable
-  Sub Processor Area
-  Process NASA Initiated IPAC Payments
-  FB65 – Enter and Post IPAC Credit Memo (IPAC) (End User Procedure)

(Note: This step should be performed to take items out of workaround where the item has now been received in SAP or if a credit has been received (due to the FedMil Center POC filing a Supply Discrepancy Report (SDR))

Step 22: NSSC, SP VPP-Update FedMil SOD spreadsheet for items now received or credited

1. Update the FedMil SOD spreadsheet to include the amount cleared, SAP PO number, SAP invoice number, and the date cleared. See Appendix R Spreadsheet Instructions for Outstanding FedMil

Step 23: NSSC, SP VPP-Notify AR of new activity on the FedMil SOD spreadsheet

1. Create FMC/FMT ticket in ServiceNow and assign it to AR

Step 24: NSSC AR Processor-SP-AR posts entry to clear receivable in the 1310 account

1. AR removes the receivable related to the AP posting

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Process 4 - NSSC IPAC Disbursement Move Process

Step 1: NSSC, SP VPP-Reverse clearing document

Perform this procedure when a document with a clearing document must be corrected or reversed

Use the transaction code FBRA

- Use the following menu path(s) to begin this transaction:
Select Accounting → Financial Accounting → Accounts Payable → Document → Reset Cleared Items
- For Step-by-Step End-User procedures, refer to NEACC IEM EPSS at: <https://epssprod01.ifmp.nasa.gov/nav/index.htm> and click on the following:
 -  SAP – Core Financials
 -  Accounts Payable
 -  System Role
 -  Agency Vendor Payment Processor
 -  FBRA – Reverse Clearing Document (End User Procedure)

Once the clearing document has been removed the document is now in an open status and can be reversed

Step 2: NSSC, SP VPP-Cancel a LIV invoice in order to make correction to original and re-enter

LIV invoice must be open and not be cleared by another document

Use Transaction code MR8M

- Use the following menu path(s) to begin this transaction:
Select Logistics → Materials Management → Logistics Invoice Verification → Further Processing → Cancel Invoice Document to go to the *Cancel Invoice Document* screen.
- For Step-by-Step End-User procedures, refer to NEACC IEM EPSS at: <https://epssprod01.ifmp.nasa.gov/nav/index.htm> and click on the following:
 -  SAP – Core Financials
 -  Accounts Payable

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-  System Role
-  Agency Vendor Payment Processor
-  MR8M – Reverse Invoice and Re-enter (End User Procedure)

You have reversed an invoice and are now ready to re-enter original invoice. The original invoices and the reversal can then be cleared through F-44

Step 3: NSSC, SP VPP-Clear the vendor account for specific document numbers (invoices or credit memos)

Use transaction code F-44 when the original erroneous invoice has been cancelled by reversing the invoice

1. Menu Path
Accounting → Financial Accounting → Accounts Payable → Account → Clear
2. For Step-by-Step End-User procedures, refer to NEACC IEM EPSS at: <https://epssprod01.ifmp.nasa.gov/nav/index.htm> and click on the following:
 -  SAP – Core Financials
 -  Accounts Payable
 -  Sub Process Area
 -  Enter Invoice
 -  F-53 – Clear Vendor

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Process 5 - Department of State Payments

Step 1: Johnson Space Center (JSC) FM Specialist-Provides the information to NSSC to post the Department of State charges for the month

2. JSC FM Specialist emails the month Department of State charges workbook to the NSSC AP inbox
3. JSC FM Specialist distributes charges to the other Centers for their portion of the State Department charges via IPAC

Step 2: NSSC, SP VPP-Post and clear charges for each Center

1. Post and clear the charges received in the Department of State charges workbook in SAP and provide the SAP document number to the JSC Financial Management Specialist

(Note: See Appendix N Center Reference Guides for additional posting information for State Department charges. The activities performed to authorize the Department of State (via US Embassies) to make payments to vendors on behalf of NASA employees which are stationed in foreign countries in accordance with Prompt Payment Regulation, NPRs, EPSS and other applicable Federal and Agency regulations.)

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Process 6 - Payments for NASA Working Capital Funds

Step 1: NASA Centers-Submission of Working Capital Fund Advance

All NASA Centers pay the NSSC at a set rate for each transaction that the NSSC processes on behalf of the Center.

Based on projected use, the Centers pay these rates in advance and then liquidate the payments monthly as they use NSSC services.

Step 2: NSSC, SP VPP-Down payments/advances and liquidations are processed

NSSC AP is responsible for processing the down payments/advances and liquidation of all NASA Centers' monthly utilization bills via the NASA Working Capital Fund (WCF) in accordance with Prompt Payment Regulation, NPRs, EPSS and other applicable Federal and Agency regulations.

1. See Appendix M for WCF Advance and Liquidations Job Aid

(NSSC AP records the advance and down payment request from the NASA Center in SAP Core Financial and generates the IPAC in IPAC.gov. Upon receipt of the monthly Center utilization bills, NSSC AP posts the liquidation of the Center advance in SAP.)

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Metrics

Initiating Office/Entity	Deliverable (Output)	Receiving Office/Entity	Metric

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System Components

Existing Systems

IT System Title	IT System Description	Access Requirements	IT System Interfaces
ServiceNow	Workflow system.	User Role at NSSC	
SAP/Integrated Enterprise Management Program (IEMP)	Integrated Financial Management System	User Role at NSSC	Secure Payment System (SPS), bReady, CMM
bReady Portal/WAT	System used for retrieving Pre-Edit Report	User Role at NSSC	SAP/IEMP, SPS
TechDoc/Document Imaging	System used for capturing invoice images	User Role at NSSC	AWMS, IRIS
Accounts Payable Work Management System (AWMS)	System for receiving and tracking invoices	User Role at NSSC	TechDoc/Document Imaging
CMM	System used viewing contract information	User Role at NSSC	SAP, bReady
IPAC.GOV	Treasury System used to view and/or process Intra-governmental payments	User Role from Treasury	
Invoice Routing and Information System (IRIS)	Web application integrated with SAP in which users process requests for Cost, Good Receipts, Funding and Invoice Approval	User Role from NEACC	SAP, TechDoc/Document Imaging, bReady

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Customer Contact Center Strategy

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

E-mail: nssc-contactcenter@nasa.gov

Fax: 1-866-779-6772

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

Document Imaging (DI):

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

E-mail: NSSC-AccountsPayable@nasa.gov

Fax: 1-866-209-5415

Mail:

NASA Shared Services Center

Building 1111, Road C

Stennis Space Center, MS 39529

Relevant Points of Contact at the NSSC:

Financial Management Division - Civil Servant

Michele Rollins

NASA Shared Services Center

Building 1111

Stennis Space Center, MS 39529

Phone: 228-813-6322

E-mail: Michele.M.Rollins@nasa.gov

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Appendices

Appendix A – Guide to Submitting an IPAC In Treasury IPAC Application (IPAC.GOV)

1. Login to IPAC.GOV
2. Select Transactions in Left Column
3. Select Originating ALC for NASA Center ALC that you are submitting an IPAC for
4. Populate Customer ALC for agency that will be receiving IPAC from NASA
5. Select appropriate Transaction Type – Payment if submitting a payment, collection if collecting funds from customer ALC, Adjustment to reject an IPAC
 - a. For adjustments, follow guidance in section labeled “Rejecting IPAC Transaction out of the IPAC system” found in Appendix A
6. Enter TAS and BETC for Originating ALC in the Sender Treasury Account Symbol and Sender BETC fields
7. Enter TAS and BETC for Customer ALC in the Receiver Treasury Account Symbol and Receiver BETC fields
8. Populate Receiver Dept Code = 80
9. Populate the following fields with accurate information
 - a. PO number
 - b. Invoice Number
 - c. Obligating Document Number
10. Input any pertinent and/or useful information for the IPAC in the Description and Miscellaneous fields
11. Populate the Contact Name and Contact Phone number with VPP information
12. Pay Flag defaults to Final – This can be left as is
13. Unit of issue – Each (EA) for any service items, otherwise, specify a unit that corresponds to the supply item type (hint: refer to PO-Purchase line item (PLI))
14. Quantity – Specify Quantity
15. Populate Unit Price
16. Populate Detail Amount
17. Click Next
18. Click Next
19. Complete Journal Voucher (JV) information in Sender Standard General Ledger (SGL) accounts Screen
 - a. 1010 and 1310 are the SGLs to use (1010 and 1410 for Advances)
 - b. Debit Amount for 1010 if collecting funds for the originating ALC, Credit Amount for 1010 if disbursing funds for the originating ALC
 - c. Debit Amount for 1310 if disbursing funds for the originating ALC, Credit Amount for 1310 if collecting funds for the originating ALC
20. Click Next to complete IPAC

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- a. If there is more than one detail, click Add Detail and repeat steps 6 through 19 until all details are completed

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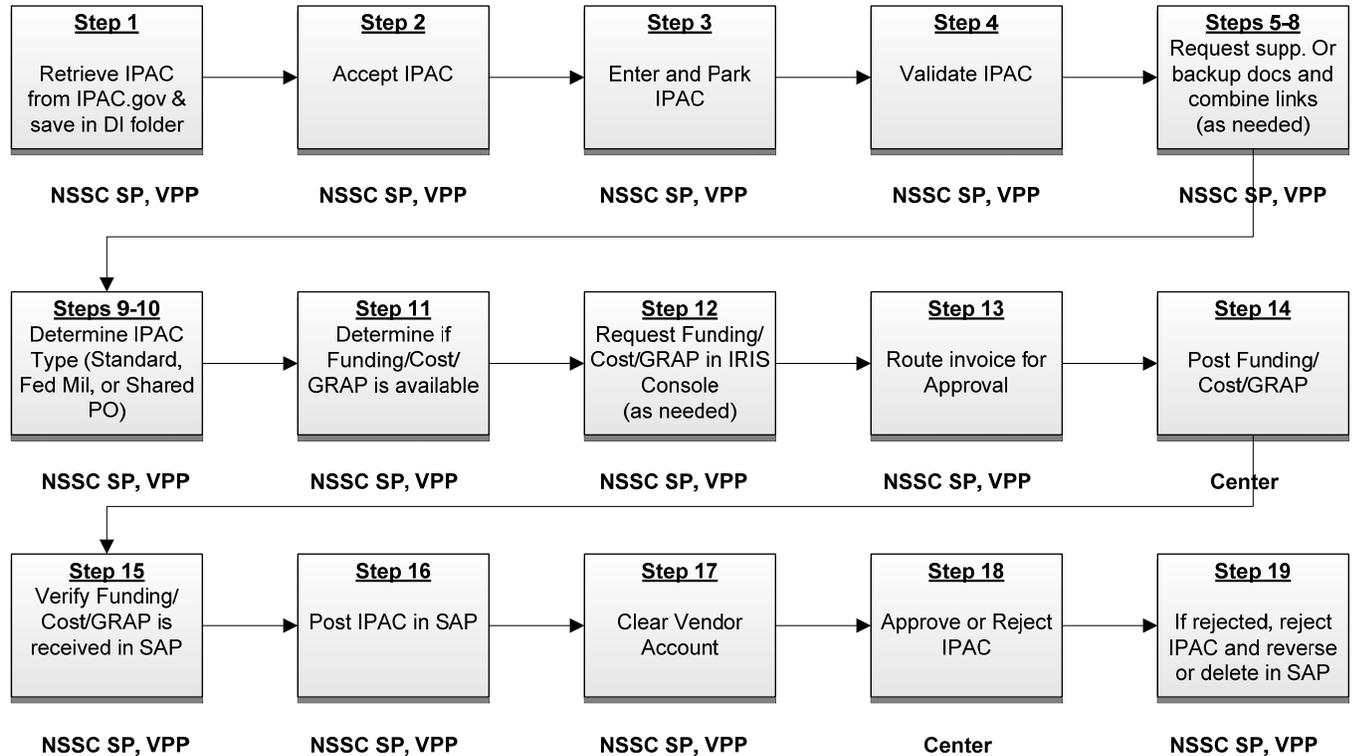
Appendix B - NSSC AP IPAC Roles and Responsibilities

NSSC ACCOUNTS PAYABLE IPAC ROLES AND RESPONSIBILITIES				
PROCESS	ROLES AND RESPONSIBILITIES POST TRANSITION			
	VENDOR	NSSC SP	NSSC CS	CENTER
IPAC				
IPAC VPP RETRIEVES IPAC FROM IPAC.GOV AND LOADS FILE IN TECH DOC FOLDER TO UPLOAD TO AWMS		X		
IPAC VPP RETRIEVES IPACS FROM AWMS		X		
IPAC VPP PARKS IPAC IN SAP		X		
IPAC VPP ATTACHES IPAC IN SAP		X		
CONTACTS VENDOR POC FOR MISSING DATA		X		
ROUTE TO CENTER FOR FUNDING VIA IRIS		X		
ENTERS FUNDING IN SAP				X
UPDATES IRIS FUNDING LOG TO REFLECT COMPLETION OF FUNDING				X
ROUTE TO CENTER FOR COST VIA IRIS		X		
ENTERS COST IN SAP				X
UPDATES IRIS COST LOG TO REFLECT COMPLETION OF COST				X
ROUTE TO CENTER FOR GRAP VIA IRIS GOODS RECEIPT		X		
ENTERS GRAP IN SAP				X
UPDATES IRIS GOODS RECEIPT LOG TO REFLECT COMPLETION OF GOODS RECEIPT				X
POST IPAC IN SAP AND CLEARS TO CASH		X		
ROUTE TO CENTER VIA IRIS FOR NOTIFICATION/APPROVAL		X		

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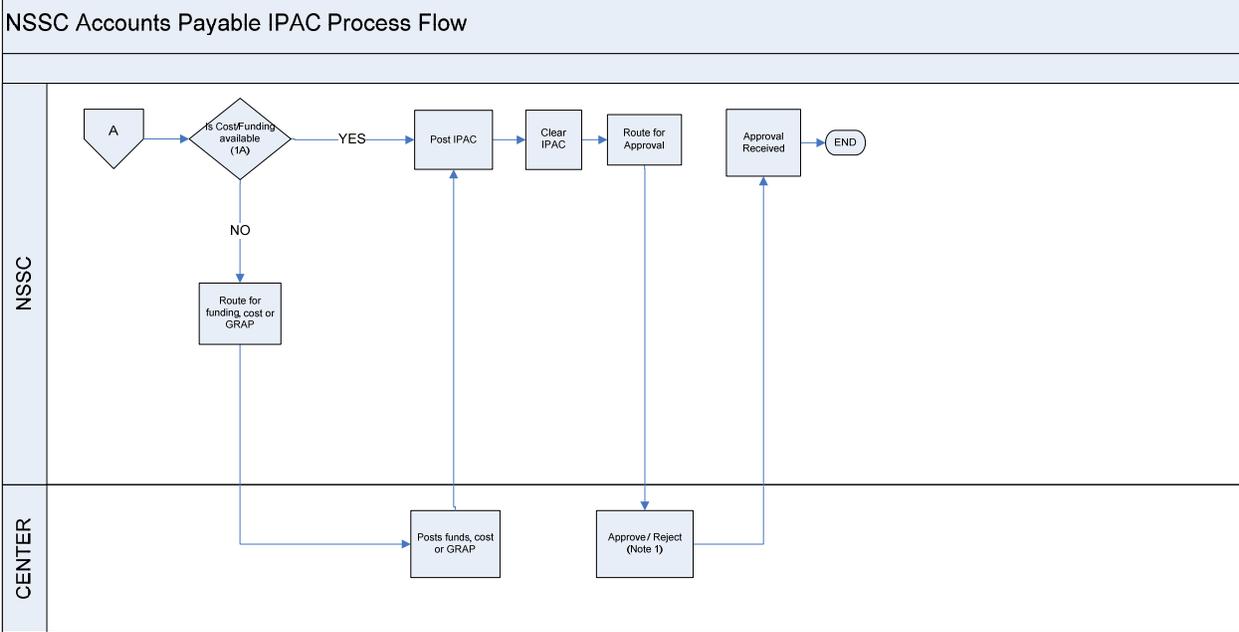
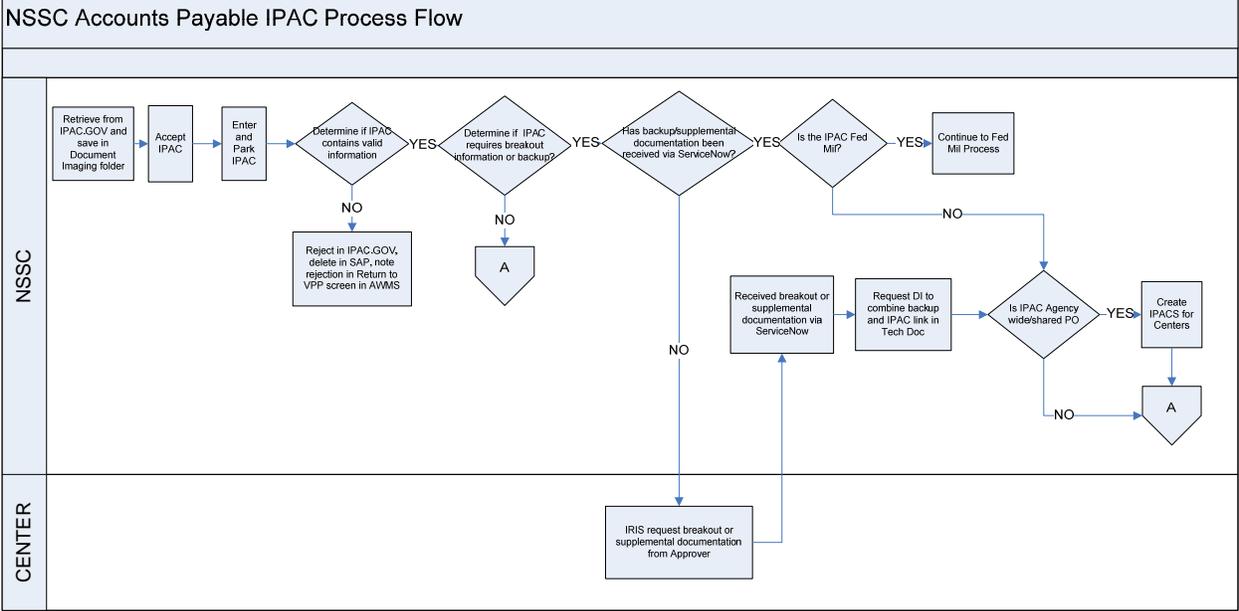
Appendix C- NSSC AP IPAC Process Flow

Note: The following is a high-level general overview of the standard IPAC process:



NSSC SP, VPP = NASA Shared Services Center Service Provider, Vendor Payment Processor

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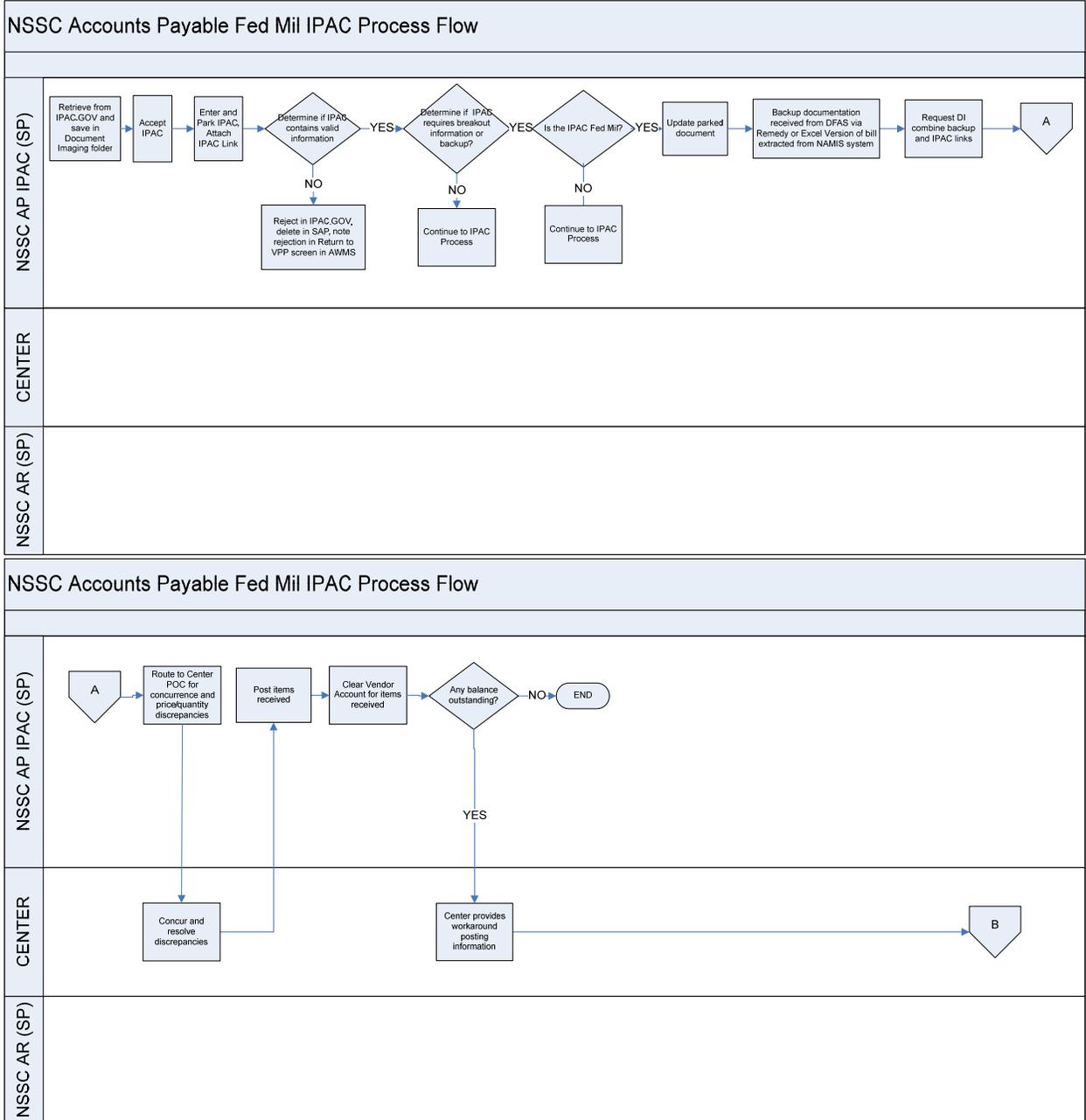


Note 1: If Rejected, the IPAC will be rejected in IPAC.GOV.

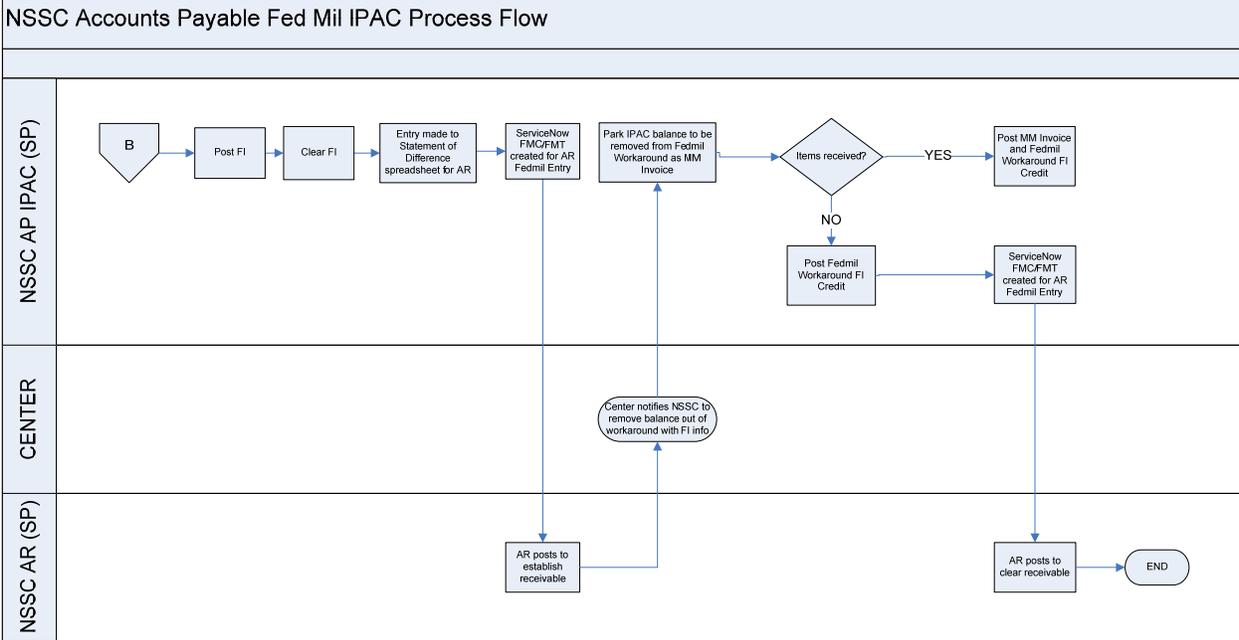
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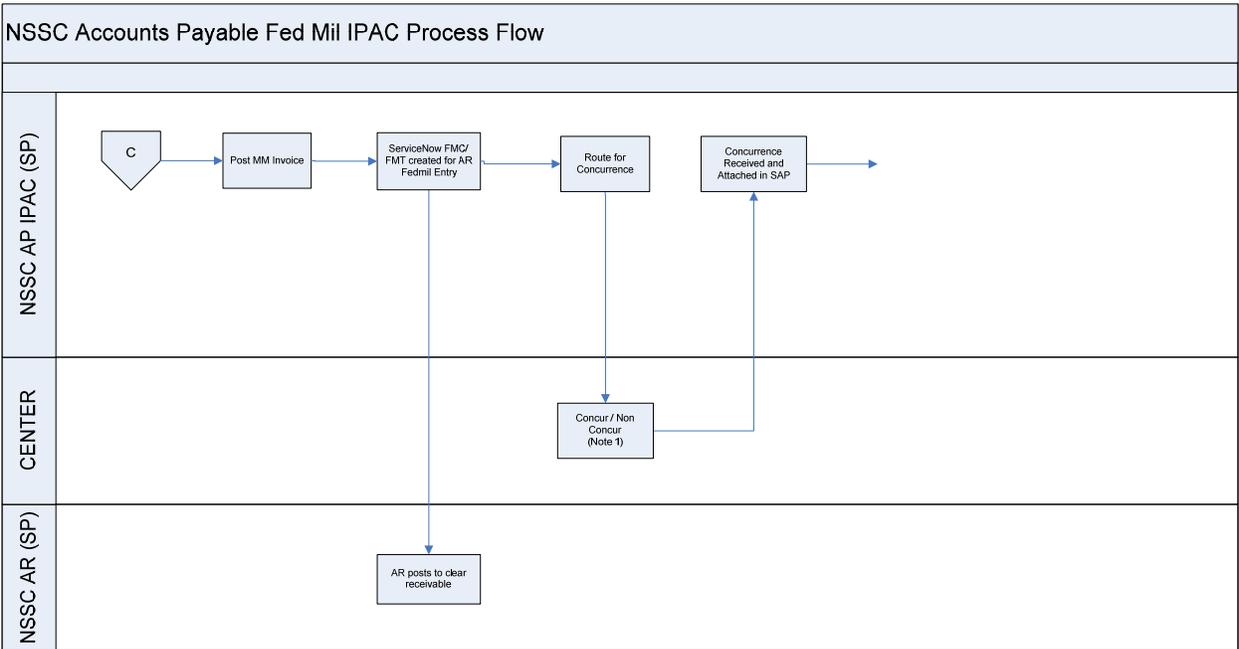
Appendix D - NSSC AP FEDMIL IPAC Process Flow



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Note 1: If non concurred, the IPAC will be rejected in IPAC.GOV.



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Appendix E - Invoice Reversal AND Disbursement Move Form

	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION NASA SHARED SERVICES CENTER STENNIS SPACE CENTER, MS 39529-6000	Invoice Reversal & Disbursement Move Worksheet	
Fax when completed to 866-779-6772 or send via e-mail to NSSC-AccountsPayable@nasa.gov			
1a. NASA Center	<input type="text"/>	1b. Submit Date	<input type="text"/>
1c. Contract / Purchase Order Number	<input type="text"/>		
1d. ZREM Vendor Number	<input type="text"/>		
1e. Invoice Number	1f. Invoice Date	1g. Receipt Date	1h. Amount USD
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1j. Original Service Entry Sheet (ME23N)			1i. Posted Date
<input type="text"/>			<input type="text"/>
1k. SAP Entry Date	<input type="text"/>		
1l. PLI / ALI	1m. Original SAP Document Number	1n. Fiscal Year	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
To be completed by NSSC Financial Management			SAP Entry Date
2a. Original Clearing Doc Number	20	FY	
2b. Treasury Confirmation	13 / 15	FY	
2c. Treasury Confirmation Date			
2d. Reversal of Treasury Confirmation (FBRA)	13 / 15	FY	
2e. Treasury Reference (TreasNASA#)			
2f. Treasury Check Number			
2g. Reversal of Check # Clearing Doc (FCH8)	20		
2h. Block Original DRN			
2i. Invoice Reversal (MR8M or FB08)			
2j. Clear Vendor (F-44)	10		
2k. Invoice Re-Entry (MIRO or MIR7)	56		
2l. Invoice Clearing to Cash (F-52 or F-53)	15		
2m. Billable	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2n. Remedy NSR Number			
3. Reason for Reversal: Special Instructions			
<input type="text"/>			
Requestor	4a. Name	4b. Signature	4c. Date
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Center Approval	4d. Title	4e. E-mail Address	4f. Phone Number
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Procurement Approval	5a. Name	5b. Signature	5c. Date
	<input type="text"/>	<input type="text"/>	<input type="text"/>
NSSC FM Approval	5d. Title	5e. E-mail Address	5f. Phone Number
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Requestor	6a. Name	6b. Signature	6c. Date
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Center Approval	6d. Title	6e. E-mail Address	6f. Phone Number
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Procurement Approval	7a. Name	7b. Signature	7c. Date
	<input type="text"/>	<input type="text"/>	<input type="text"/>
NSSC FM Approval	7d. Title	7e. E-mail Address	7f. Phone Number
	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Appendix F - NSSC AP Refund Posting Document Types

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

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Appendix G - Acronyms

ACRONYM	DEFINITION
ACES	Agency Consolidated End-User Services
ALC	Agency Location Code
AP	Accounts Payable
AR	Accounts Receivable
AWMS	Accounts Payable Work Management System
BETC	Business Event Type Code
BO	Business Office
CMM	Contract Management Module
DFAS	Defense Finance and Accounting Service
DHHS	Department of Health and Human Services
DI	Document Imaging
DO	Disbursing Office
DOJ	Department of Justice
DRN	Document Reference Number
EA	Each
EAST	Enterprise Applications Service Technologies
EPSS	Enterprise Performance Support System
FBI	Federal Bureau of Investigation
FBWT	Fund Balance with Treasury

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FM	Financial Management
FMC/FMT	Financial Management Case/Financial Management Task
FTS	Federal Technology Service
GPO	Government Printing Office
GRS	General Records Schedule
GSA	General Services Administration
I3P	Infrastructure Integration Program
IAA	Interagency Agreement
IAW	Invoice Approval Workaround
IDR	Invoice Data Requirements
IEM	Integrated Enterprise Management
IEMP	Integrated Enterprise Management Program
IPAC	Intra-governmental Payment and Collection
IRIS	Invoice Routing and Information System
IT	Information Technology
JSC	Johnson Space Center
JV	Journal Voucher
MRI	Master Records Index
NAMIS	NASA Aircraft Management Information System
NASA	National Aeronautics and Space Administration
NEACC	NASA Enterprise Applications Competency Center

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NICS	NASA Integrated Communications Services
NPR	NASA Procedural Requirements
NRRS	NASA Records Retention Schedule
NSSC	NASA Shared Services Center
OCFO	Office of the Chief Financial Officer
OPM	Office of Personnel Management
PLI	Purchase Line Item
PMS	Payment Management System
PO	Purchase Order
POC	Point of Contact
SAP	System, Applications and Products
SDR	Supply Discrepancy Report
SF	Standard Form
SGL	Standard General Ledger
SOD	Statement of Difference
SP	Service Provider
SPS	Secure Payment System
TAS	Treasury Account Symbols
TRACS	Treasury Receivable Accounting and Collection System
VPP	Vendor Payment Processor

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WCF	Working Capital Fund
WEST	Web Enterprise Service Technologies

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Appendix H - Job Aid-TRACS IPAC Process

1. Log into IPAC.gov system, click on TRACS:

- Click on Query
- Report type: EXTRACT & CREATE TRACS REPORT
- Input your ALC number
- Input Start Date:_____ End Date:_____ (INPUT ENTIRE MONTH)
- Check “Limited Payability Cancellation”; click on SUBMIT
- A Summary item will appear listing the bill number. Click: ALL; the Output Format will display PDF file; click ok.
- Once the “The report you requested has been completed” status appears, Click DOWNLOAD and then OPEN
- This will produce a summary with detail report which will give you a check serial number and check date

2. Log in to SAP:

- Use T code: ZFI_AP_PMT_STAT_PAYMENT STATUS
- Input payment run date: Range of Dates (look at check date from the summary with detail report from IPAC – then use the entire month for the date range)
- Input the business area
- Input C or 5 for payment method – click execute at top to run the report
- On the report look for the closest date before the check date then find an amount and start double-clicking on the 2000 numbers. (You may have to click on several to find the right one. The object is to match up the check serial number with the amount)
- Note that the Document Overview – Display screen will give the Doc Type such as ZT (Travel), ZQ (Accounts Receivable), etc.
- After you click on the 2000 number, then go to the top under ENVIRONMENT
- Click on the check information – the check numbers have 5 leading numbers first, then look for the check serial number. This should match the check serial number on the summary with detail report from the IPAC TRACS system.
- Extract copies of the IPAC, Summary Detail Report from TRACS, SAP Document Overview Display screen, and SAP Display Check Information screen. Attach these documents in the FMC/FMT ticket and route to the appropriate department based on the doc type specified above as a High

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status. For routing purposes - if the doc type indicates AP, Travel or AR, assign the ticket to the AP Center lead

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Appendix I - Job Aid for VPP Query on Open Parked Documents in SAP

USING T-CODE FBL1N-Vendor Line Items

1. Open SAP
2. Use T-code FBL1N
3. Click Dynamic Selections icon

The screenshot shows the SAP 'Vendor Line Item Display' (FBL1N) interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'Vendor Line Item Display' and contains several sections:

- Vendor selection:** Fields for 'Vendor account' and 'Company code' (with 'NASA' entered). There are 'to' fields and selection icons.
- Selection using search help:** Fields for 'Search help ID' and 'Search string', with a 'Search help' button.
- Line item selection:**
 - Status:** Radio buttons for 'Open items' (selected), 'Cleared items', and 'All items'. There are date fields for 'Open at key date' (12/16/2014), 'Clearing date', and 'Posting date'.
 - Type:** Checkboxes for 'Normal items', 'Special G/L transactions', 'Noted items', 'Parked items' (checked), and 'Customer items'.
- List Output:** Fields for 'Layout' and 'Maximum number of items'.

An arrow points to the 'Dynamic Selections' icon (a small square with a plus sign) in the toolbar above the 'Vendor selection' section.

4. Enter Business Area
5. Enter Payment Method Z
6. Enter Document Types: ZI, ZC, KB, KW, and KC

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The screenshot shows the 'Vendor Line Item Display' application window. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons. The main area is divided into several sections: 'Vendor master' with a tree view of fields like Industry, Created on, and Country; 'Document Number' fields for Posting Date, Document Date, Currency, Document Type (set to ZI), Business Area (set to 22), and Payment Method (set to Z); 'Vendor selection' with fields for Vendor account and Company code (set to NASA); 'Selection using search help' with Search help ID and Search string fields; 'Line item selection' with radio buttons for Status (Open items, Cleared items, All items) and checkboxes for Type (Normal items, Special G/L transactions, Noted items, Parked items, Customer items); and 'List Output' with a Layout field. A status bar at the bottom indicates 'The entered selections were not accepted'.

7. Click Open Items under Status and enter the date

8. Click Parked Items under Type

9. Click Execute 

10. The result is a list of open parked documents

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SAP

Vendor Line Item Display

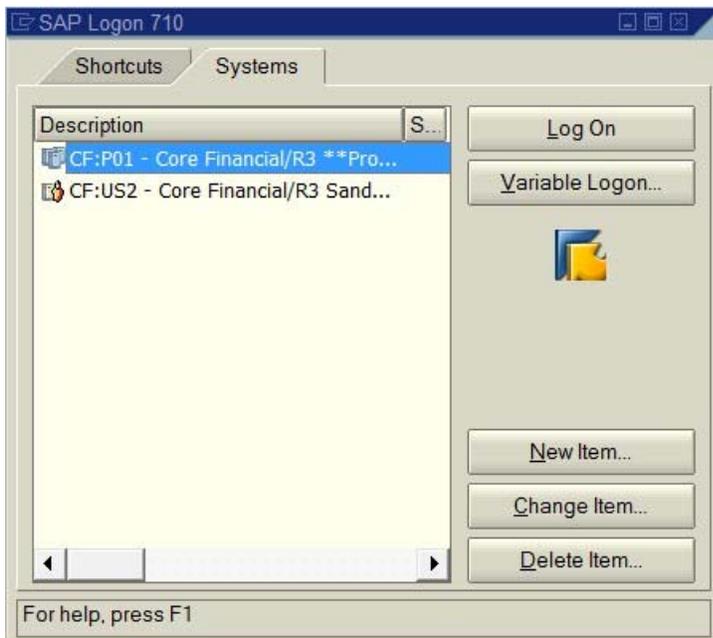
Vendor: NASA
Company Code: NASA
Name:
City:

St	PBk	BusA	Pmt	User	DocumentNo	Ty	Reference	Pmnt date	Pstng Date	Doc. Date	S	DD	LC amnt	Clrng doc.	Clearing	Text	Assign	PH	
<input type="checkbox"/>	▲		22	NS000146	1900030001	ZI	785HNTJ40001 NNC11IA081	12/09/2014	12/10/2014	12/09/2014			3,668.36-			Funding 12/10	KD	Z	
<input type="checkbox"/>	▲		22	NS000146	1900030023	ZI	021382090001 GRC6PD-09	12/15/2014	12/16/2014	12/15/2014			598.94-			SD 12/05 Pending PLI bre...	KD	Z	
<input type="checkbox"/>	▲		22	NS000146	1900020050	ZI	144850500001 ZNOH	12/12/2014	12/15/2014	12/12/2014			194.00-			SD 12/15 Pending backup	KD	Z	
<input type="checkbox"/>	▲		22	NS000146	1900030021	ZI	849845320001 NNC12IA15...	12/15/2014	12/16/2014	12/15/2014			13,681.85-				KD	Z	
<input type="checkbox"/>	▲		22	NS000146	1900030022	ZI	849845310001 NNC12IA151	12/15/2014	12/16/2014	12/15/2014			10.68-				KD	Z	
<input type="checkbox"/>	▲		22	NS000146	1900030024	ZI	849845360001 NNC12IA151	12/15/2014	12/16/2014	12/15/2014			478.68-				KD	Z	
													18,244.51-						

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Appendix J - Job Aid Macro to Clear IPACS

1. If you log in via desktop, perform this one-time step to ensure you have a high-speed Connection. On the SAP Logon GUI, select P01 and right-click on it to select Properties.



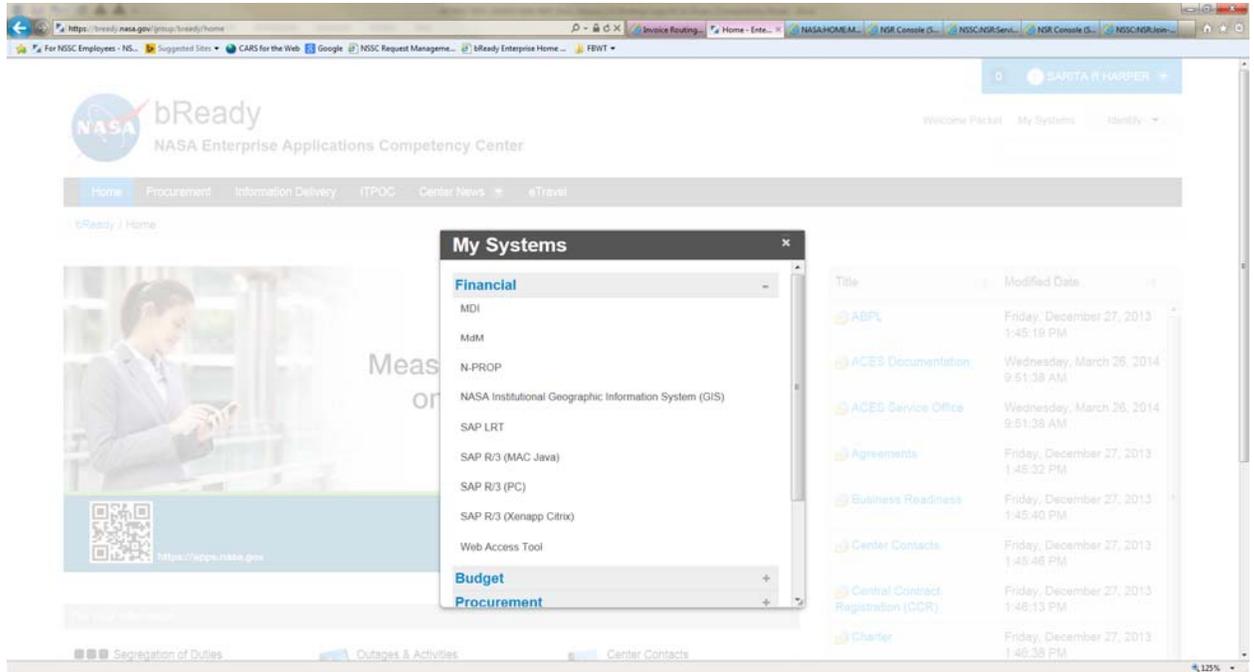
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2. Select the Network tab, then select High Speed Connection (LAN) if it isn't already selected, then click OK

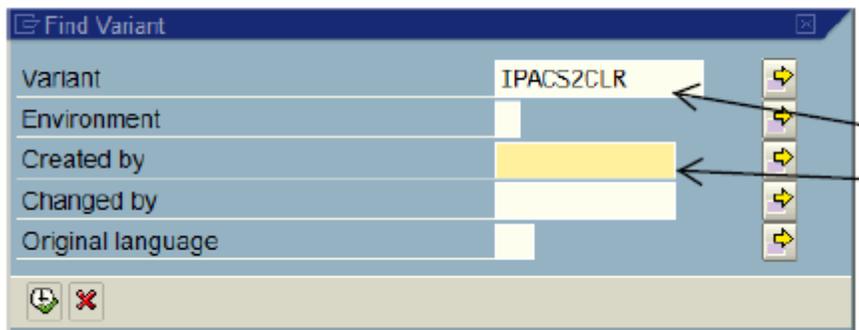
The screenshot shows the 'System Entry Properties' dialog box with the 'Network' tab selected. The 'Network Settings' section contains two radio button options: 'High Speed Connection (LAN)' (which is selected) and 'Low Speed Connection (Reduced Network Traffic)'. The 'Secure Network Settings' section includes an unchecked checkbox for 'Activate Secure Network Communication', an 'SNC Name' text field, and four radio button options: 'Authentication', 'Integrity', 'Encryption', and 'Maximum Security Settings Available' (which is selected). At the bottom of the dialog are 'OK', 'Cancel', and 'Help' buttons.

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- Alternately you may choose to logon to SAP via bReady (<https://bready.nasa.gov/group/bready/home>). Please ensure that another SAP session is not already open. If you have any active sessions of SAP, close them to ensure to open up a high-speed connection of SAP.



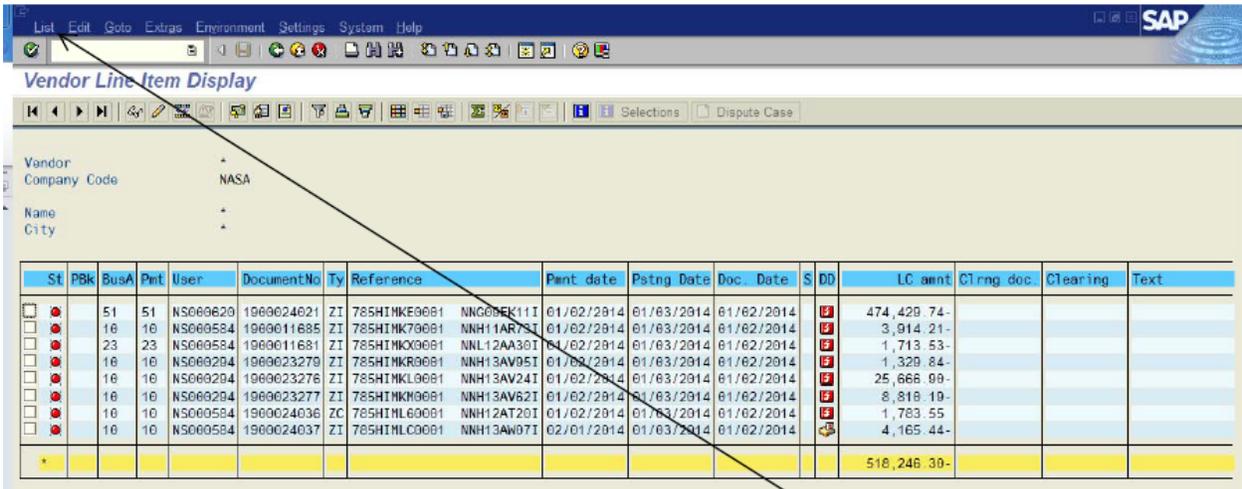
- Navigate to the SAP T-code FBLIN Click on the Variant Icon 
- Remove your user ID from the Created By criteria and type "IPACS2CLR" in the variant criteria



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6. Click Execute icon 

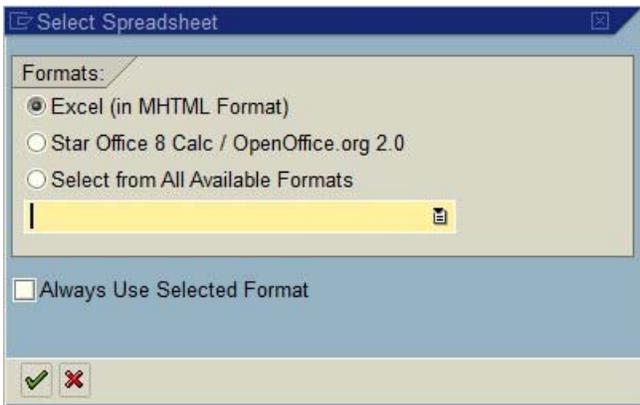
7. When the results are loaded, select List, Export, Spreadsheet



The screenshot shows the SAP Vendor Line Item Display interface. The vendor is NASA. The table below lists various items with their respective dates and amounts.

St	PBk	BusA	Pnt	User	DocumentNo	Ty	Reference	Pmt date	Pstng Date	Doc. Date	S	DD	LC amt	Clrng doc.	Clearing	Text
		51	51	NS000620	1900024021	ZI	785HINKE0001 NNG00EK111	01/02/2014	01/03/2014	01/02/2014			474,420.74-			
		10	10	NS000584	1900011685	ZI	785HINK70001 NNH11AR751	01/02/2014	01/03/2014	01/02/2014			3,914.21-			
		23	23	NS000584	1900011681	ZI	785HINKX0001>NNL12AA301	01/02/2014	01/03/2014	01/02/2014			1,713.53-			
		10	10	NS000204	1900023279	ZI	785HINKR0001>NNH13AV051	01/02/2014	01/03/2014	01/02/2014			1,320.84-			
		10	10	NS000204	1900023276	ZI	785HINKL0001>NNH13AV241	01/02/2014	01/03/2014	01/02/2014			25,666.00-			
		10	10	NS000204	1900023277	ZI	785HINKN0001>NNH13AV621	01/02/2014	01/03/2014	01/02/2014			8,810.10-			
		10	10	NS000584	1900024036	ZC	785HINL60001>NNH12AT201	01/02/2014	01/03/2014	01/02/2014			1,783.55-			
		10	10	NS000584	1900024037	ZI	785HINLC0001>NNH13AW071	02/01/2014	01/03/2014	01/02/2014			4,165.44-			
													518,246.30-			

8. The following prompt should default to “Excel (in MHTML Format)”. Leave this selected and click the check mark



The screenshot shows the 'Select Spreadsheet' dialog box. The 'Excel (in MHTML Format)' option is selected with a radio button. There are also options for 'Star Office 8 Calc / OpenOffice.org 2.0' and 'Select from All Available Formats'. A checkbox for 'Always Use Selected Format' is present and unchecked. At the bottom, there are checkmark and X icons for confirmation and cancellation.

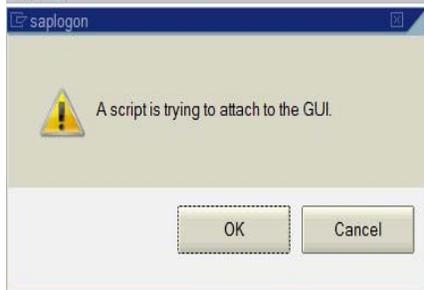
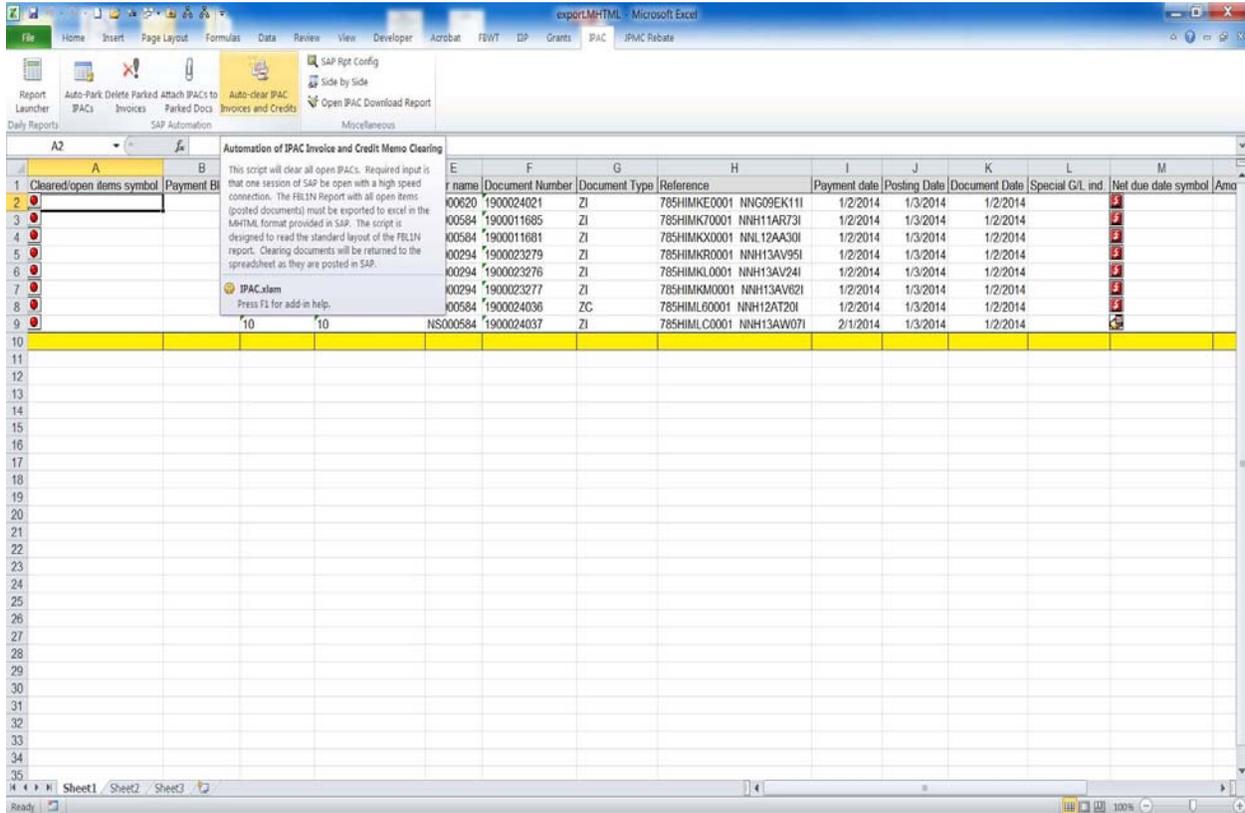
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9. Click Save. The spreadsheet will open in Excel after clicking Save.

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Cleared/open items symbol	Payment Block	Business Area	Pmt meth. supplement	User name	Document Number	Document Type	Reference	Payment date	Posting Date	Document Date	Special G/L ind	Net due date symbol
2			51	51	NS000620	1900024021	ZI	785HIMKE0001 NNG09EK111	1/2/2014	1/3/2014	1/2/2014		
3			10	10	NS000584	1900011685	ZI	785HIMK70001 NNH11AR731	1/2/2014	1/3/2014	1/2/2014		
4			23	23	NS000584	1900011681	ZI	785HIMKX0001>NNL12AA301	1/2/2014	1/3/2014	1/2/2014		
5			10	10	NS000294	1900023279	ZI	785HIMKR0001>NNH13AV951	1/2/2014	1/3/2014	1/2/2014		
6			10	10	NS000294	1900023276	ZI	785HIMKL0001>NNH13AV241	1/2/2014	1/3/2014	1/2/2014		
7			10	10	NS000294	1900023277	ZI	785HIMKM0001>NNH13AV621	1/2/2014	1/3/2014	1/2/2014		
8			10	10	NS000584	1900024036	ZC	785HIMLE0001>NNH12AT201	1/2/2014	1/3/2014	1/2/2014		
9			10	10	NS000584	1900024037	ZI	785HIMLC0001>NNH13AW071	2/1/2014	1/3/2014	1/2/2014		

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10. Once the spreadsheet is loaded in Excel, click on the IPAC ribbon. Select Auto-clear IPAC Invoices and Credits



Clear all IPACs in SAP using T-codes F-52 and F-53

Responsible Office: Accounts Payable

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

Document Edit Goto Settings Environment System Help

Post Outgoing Payments Process open items

Distribute diff. Charge off diff. Editing options Cash Disc. Due

Standard Partial Pmt Res.items Withldg tax

Account items 102115 NAVAL RESEARCH LABORATORY

Document	D.	Docume...	P.	Bu...	Da...	USD Gross	CashDiscount	CDPer
1900024021	ZI	01/02/2	31	51	0	474,429.74-		

Processing Status

Number of items	1	Amount entered	474,429.74-
Display from item	1	Assigned	474,429.74-
Reason code		Difference postings	
Display in clearing currency		Not assigned	0.00

1 items were selected

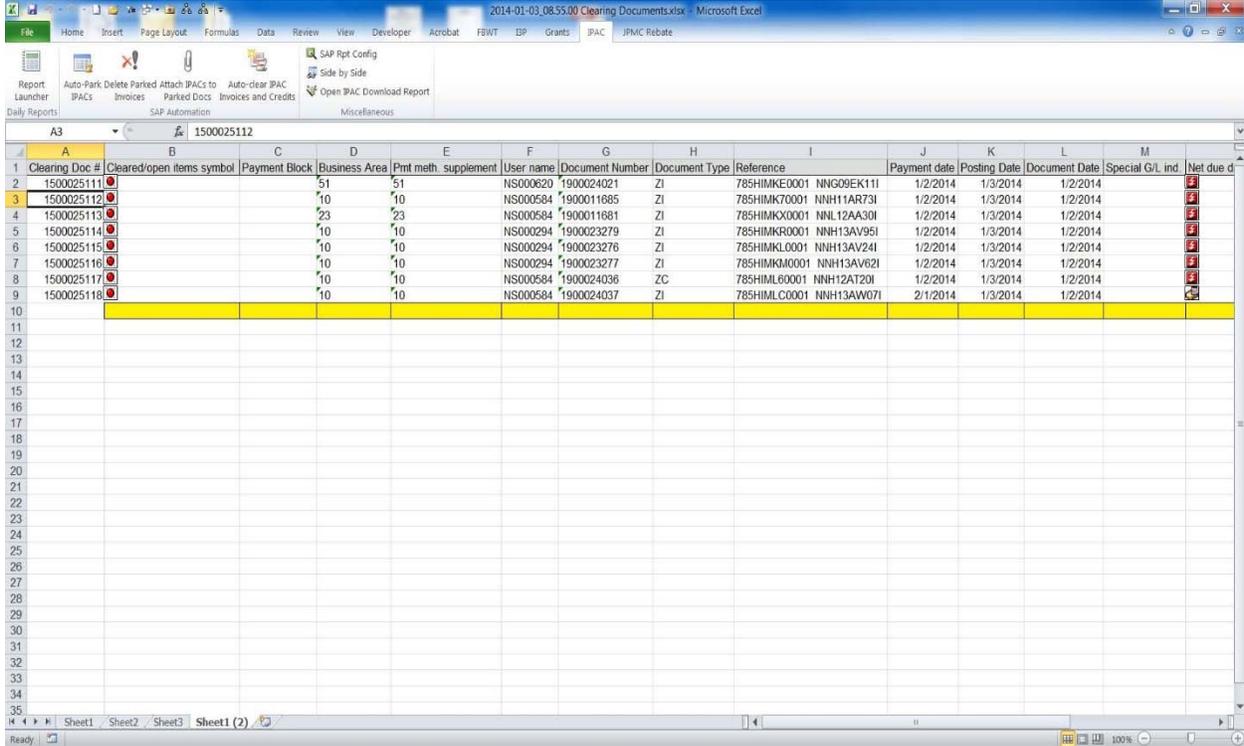
F-53 ndmsepa08 INS

Responsible Office: Accounts Payable

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The screenshot shows the SAP 'Post Outgoing Payments' screen. At the top, there is a menu bar with 'Document', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Post Outgoing Payments Enter selection criteria'. There are three tabs: 'Other selection', 'Other account', and 'Process open items'. The 'Parameters entered' section includes: Company Code (NASA), Account (109875), Account Type (K), and Special G/L ind. (with a checked 'Standard Ols' option). Below this is a table titled 'Document Number' with columns 'From', 'To', 'String', and 'Initial value'. The table has 20 rows, each with a yellow background. The 'String' and 'Initial value' columns contain checkboxes. At the bottom right, the status bar shows 'F-53', 'ndmsepa08', and 'INS'.

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When complete, all SAP Clearing document numbers should be populated on the spreadsheet. The spreadsheet will be automatically saved to the following path:
 N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\IPAC\Clearing Docs\FY YYYY\FYMonthNumber MMMM YYYY/YYYY-mm-dd_hh.mm.ss Clearing Documents.xlsx

Where MMMM= full name of the month

YYYY= four digit year

mm= month number in two-digit format

dd= day number in two-digit format

hh= hour number in two-digit format

mm= minute number in two-digit format

ss= second number in two-digit format

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Appendix K - Job Aid-Combining Links in TECHDOC Using the Campus Search

1. Save the IPAC and Backup documents as a PDF.
2. Open Document #1 and Document #2 and pen the page thumbnails for both documents
3. Drag document # 2 page(s) to document #1 to merge the documents. Save on your desktop
4. Go to the NSSC Web page (<https://internal.nssc.nasa.gov/>) and click on Campus Search under “Quick Links”
5. Search Field is “Text”. Enter the DRN of the IPAC in the Search text field. Click Search.

SearchNSSC NSSC Campus Search Engine

Help on searching Home

To perform the search, enter data into the one or more search fields, adjust the search options if necessary, and press the **Search** button to submit the request. Pressing the **Clear** button will reset all of the search criteria. Search fields with an asterisk (*) support a lookup feature if your browser supports JavaScript V1.1 or higher.

Search field: Text
Search text: 15055131

And Or And Not

Search field: Text
Search text:

And Or And Not

Search field: Text
Search text:

Maximum number of entries to show: 100

Show Thumbnails: No

Search Clear

Contact Us

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6. Click on the Document Number. This will take you to the document in TechDoc.

SearchNSSC NSSC Campus Search Engine

Back Home

Search Results: Showing search entry details because exactly 1 document satisfied your search criteria.

Click on the **Revision** to view the latest revision of the document.
Click on the **Document number** to view search entry details.

Host Name:	DM
Document Number:	FM AP IPAC 103 12-12-2014 07.32.41.1309 ←
Revision:	2.0
Title:	IPAC
Organization:	FM
Point of Contact:	SP, FM AP Lead
Document Type:	INV
Document Category:	PrivAct
Keywords:	Official_Record=Yes, Vital_Record=Yes, Box_No=MIC, Originating_ALC=24000001, Customer_ALC=80001201, DRN=15055131, Summary_Amount=\$21,753.50, Accomplished_Date=12/11/2014, PO_Number=1500XX80001201, Obligating_Doc_No=1500XX80001201, Detail_Amount=\$21,753.50, Detail_Number=1, WMS=Yes, Invoice_Date=12/11/2014, Date_Received=12/11/2014

Document Links:

Show Details:	https://searchnssc.nssc.nasa.gov/servlet/search?REQUEST=DETAILED&FIELD1=SM_ID&TEXT1=h1000d1981678&LAYUP=standard
Fetch Latest Rev:	https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=1981678&rev=\$latest
Show Info:	https://dm.nssc.nasa.gov/servlet/dm.web.StatusRetrieval?did=1981678

The following criteria was used to satisfy the search results shown above:

Search field:	Text
Search text:	15055131

7. Click "Reserve" under Document. Enter the Reason- Combining Links.

8. Click "Replace". Browse your computer for the combined Documents (IPAC & Backup) saved in #3.

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9. Click "Release". Enter the Revision number as the same number as the Generation number.

The screenshot shows the DocMgr interface for document management. The document details are as follows:

Document Status	
Number:	FM_AP_IPAC_103_12-12-2014_07.32.41.1309
Revision:	2.0
Title:	IPAC
Doc Type:	INV - Invoice
Organization:	FM - Financial Management
Point of Contact:	SP, FM AP Lead
Owner:	SP, FM Functional Manager
Reserved By:	
Resident Document:	Yes
Created:	12/12/2014 07:38:43
Released:	12/12/2014 12:54:05
Review Status:	Not currently in Review

Generations			
Generation	Revision	Create Date	Document Files
2.0	2.0	12/12/2014 12:53:54	pdf
1.0	1	12/12/2014 07:38:43	pdf

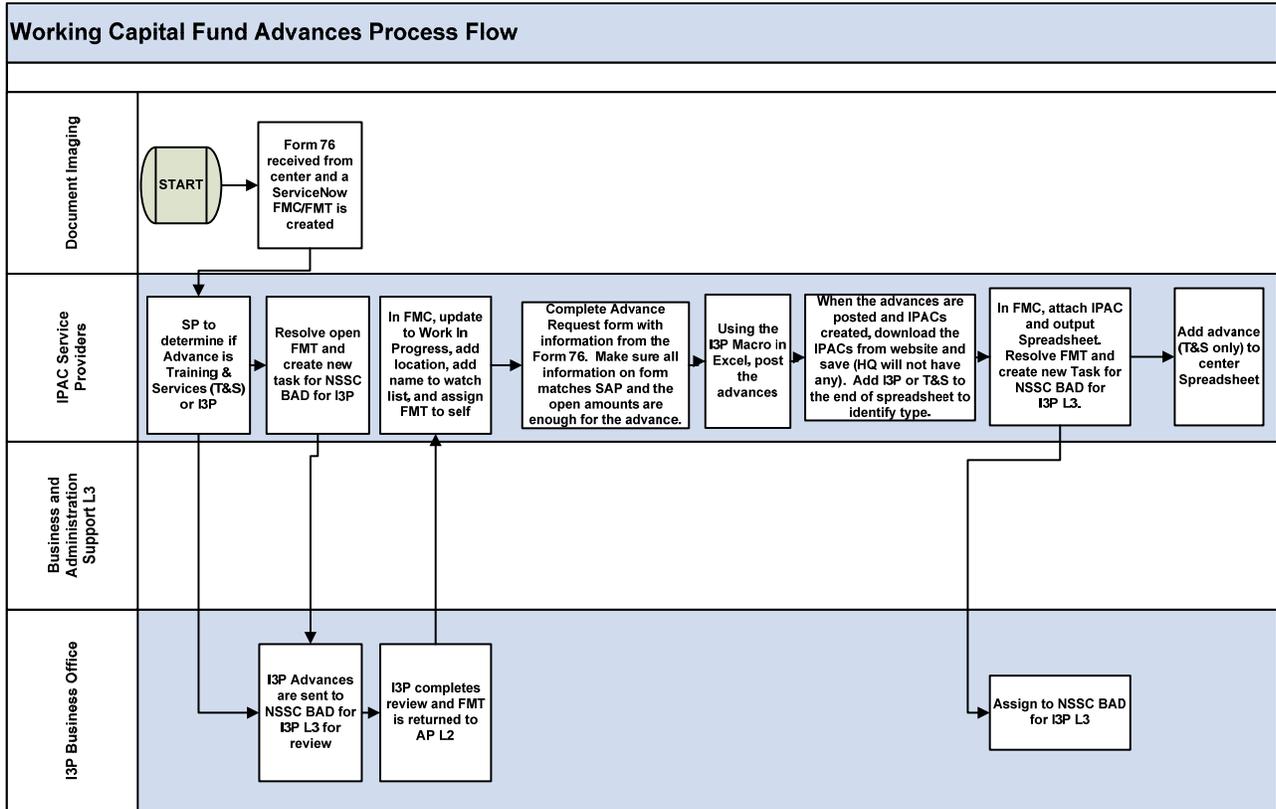
10. Uncheck "Watermark."

11. After a few minutes the links should be combined. Open the document in AWMS or SAP to verify.

12. When the document is released in AWMS, Click "Duplicate/Supporting."

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Appendix L - Working Capital Fund (WCF) Advances Process Flow



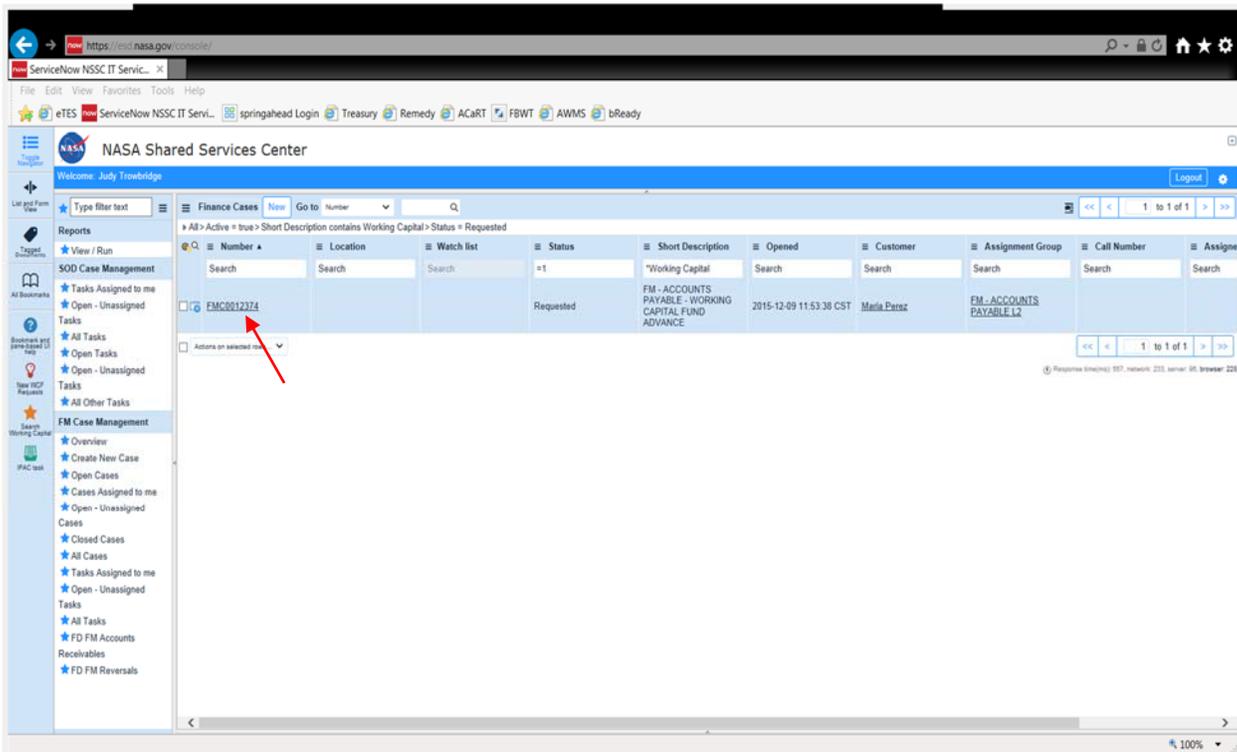
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Appendix M - Job Aid-Working Capital Fund (WCF) Advance & Liquidations

WCF Advance Payment Request Job Aid

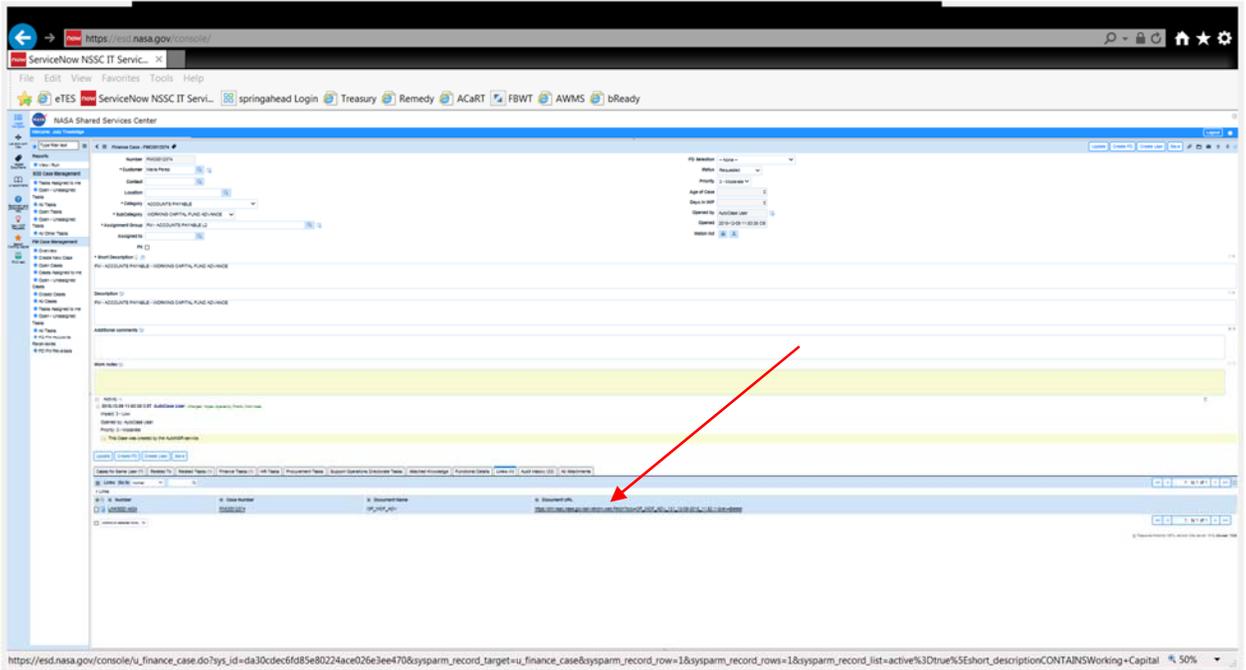
Agency Consolidated End-User Services (ACES), Enterprise Applications Service Technologies (EAST), NASA Integrated Communications Services (NICS), NETWORKX, Web Enterprise Service Technologies (WEST)

- Center submits WCF Form 76
- ServiceNow FMC/FMT is automatically generated by DI
- Find I3P and T&S Advance requests in ServiceNow Finance Silo-FM with Short Description of FM - ACCOUNTS PAYABLE - WORKING CAPITAL FUND ADVANCE new requests will be Status **“Requested”**

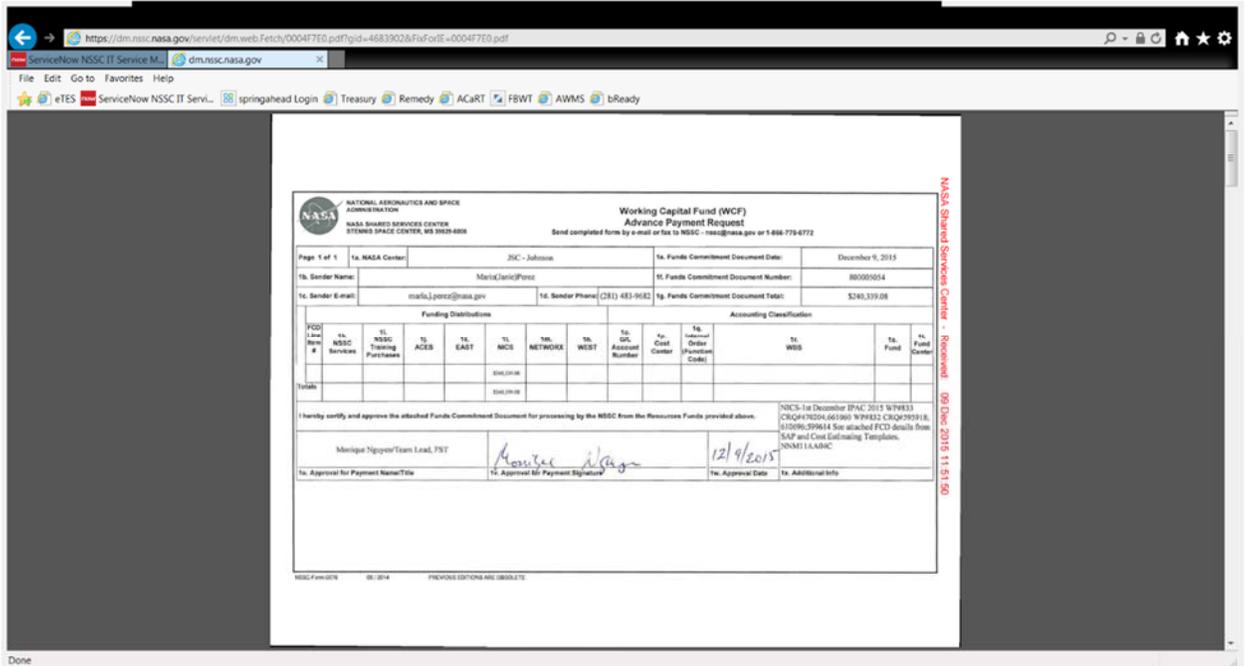


- Open Case by clicking on FMC#

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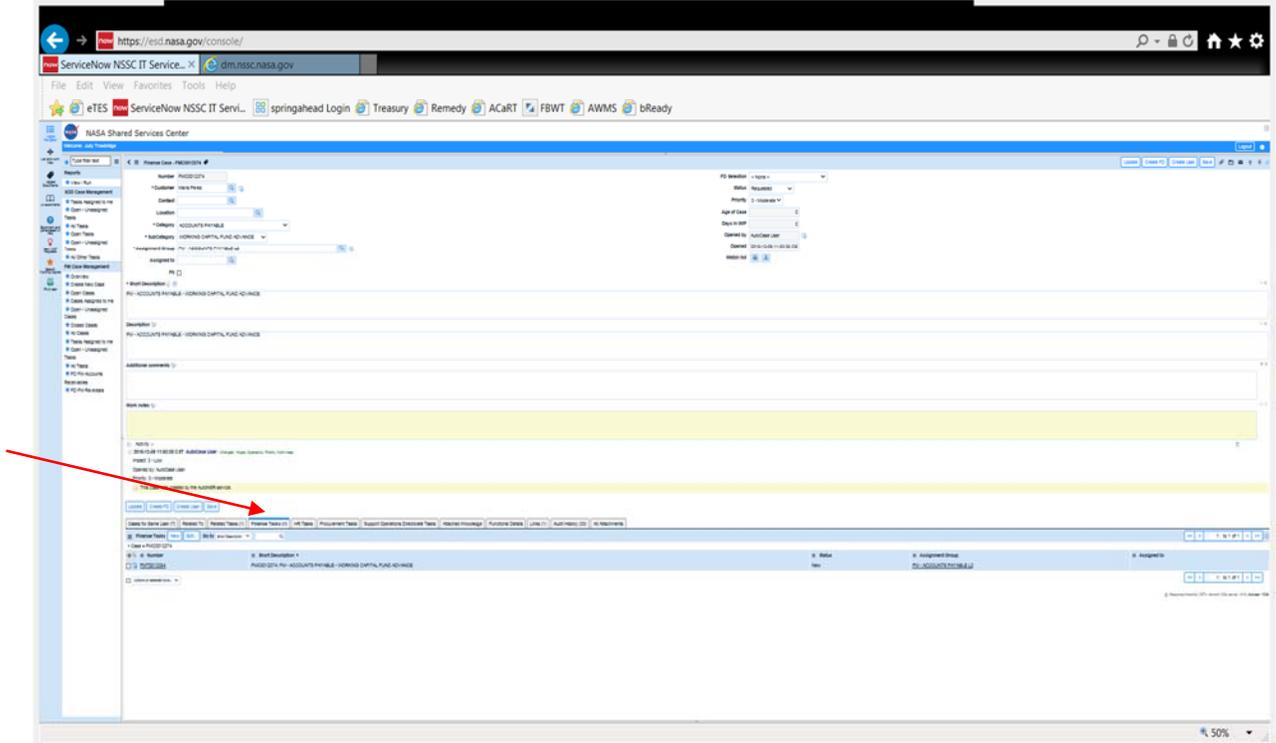


- Open link tab and click on URL link to open document



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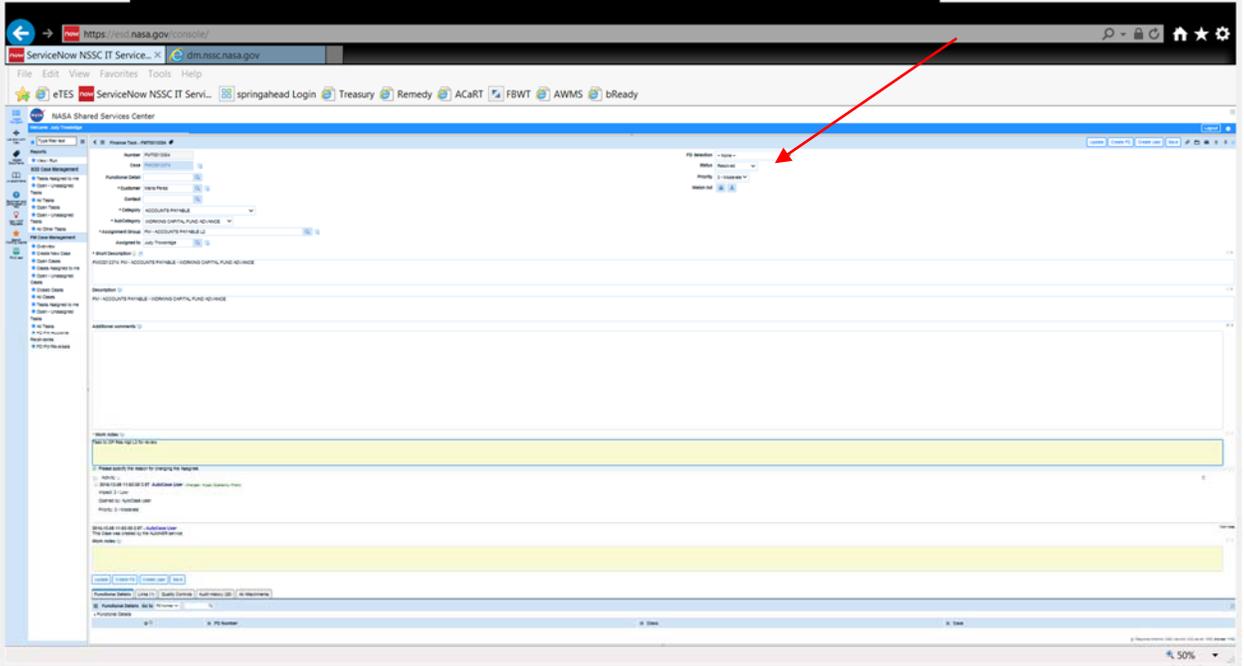
- Determine if Training & Services or I3P advance the I3P advances.
-
- I3P advance will be routed to L3 for review before processing (example of I3P advance request)
- Open Finance task



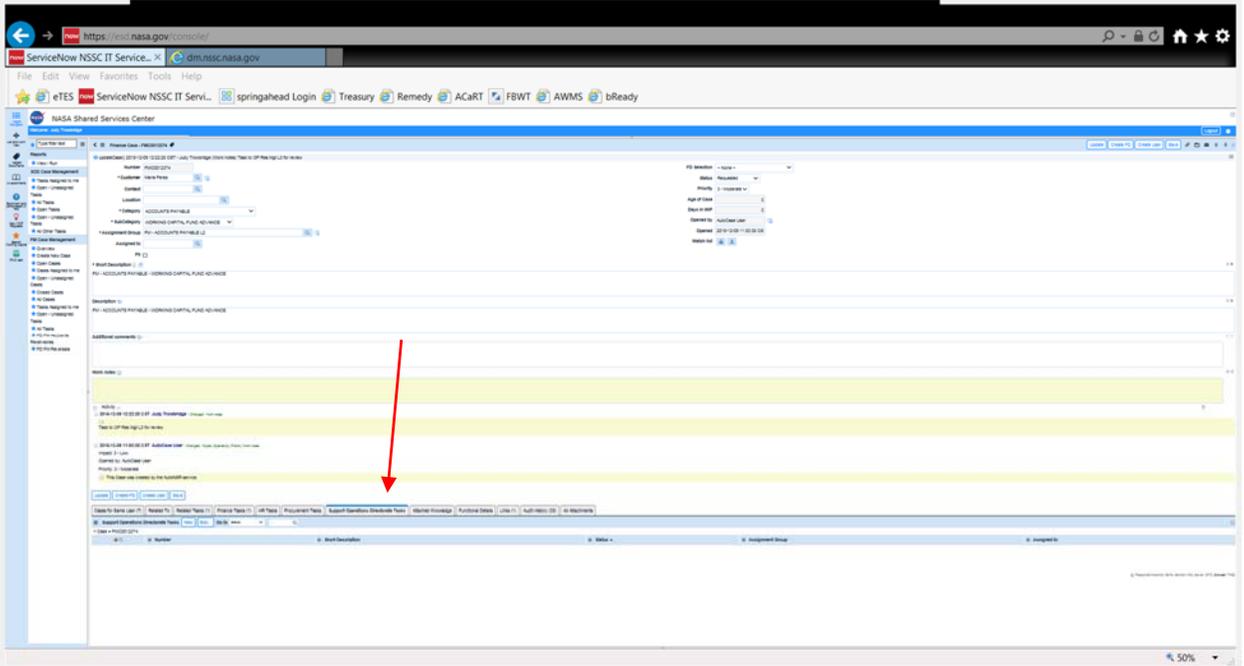
-
-
- Assign task to yourself then Resolve Finance Task with comments “Task to I3P Res Mgt L3 for review”

Responsible Office: Accounts Payable

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



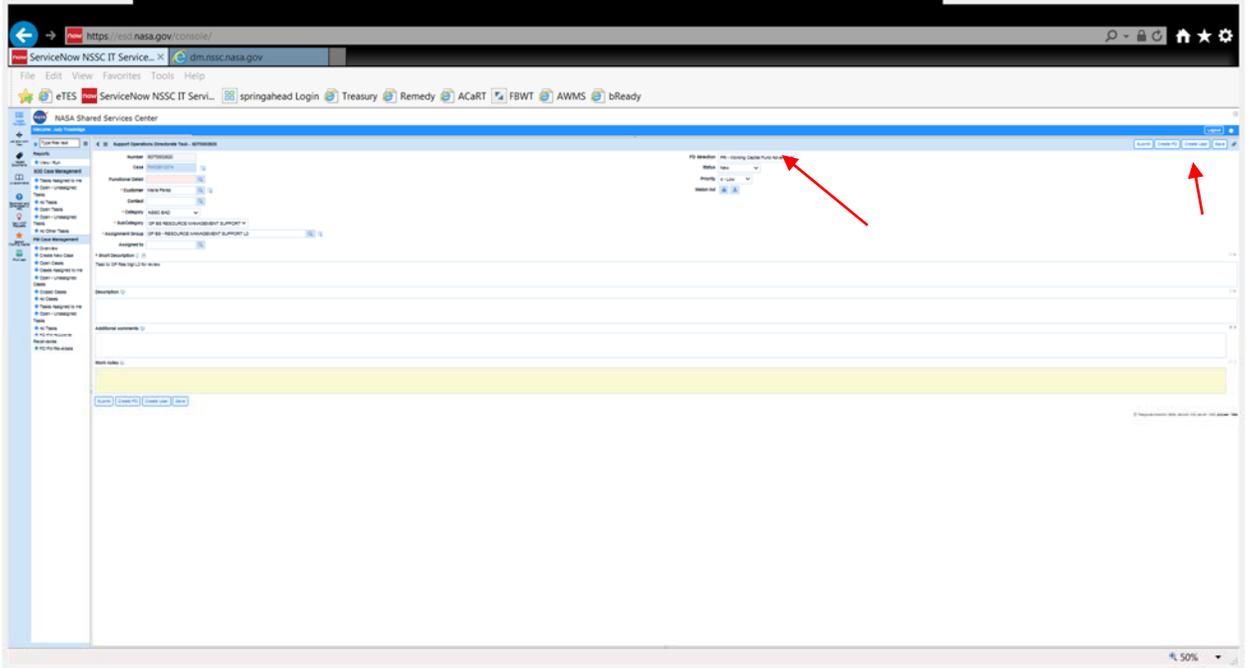
-
- Choosing Update takes you back to Case
- At Case level Open Support Operations Directorate Task (SOD) Tab



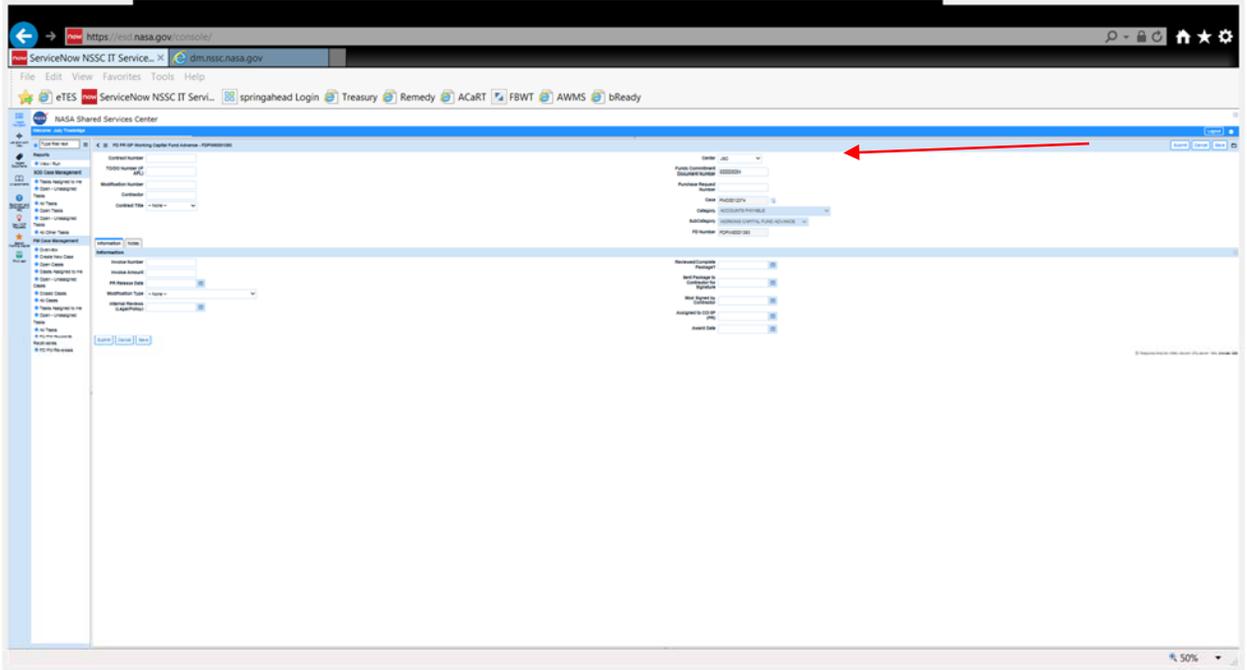
-
-
- Create New SOD Task by choosing NEW Fill in *required items,

Responsible Office: Accounts Payable

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- Create Functional Detail fill in center and FCD#

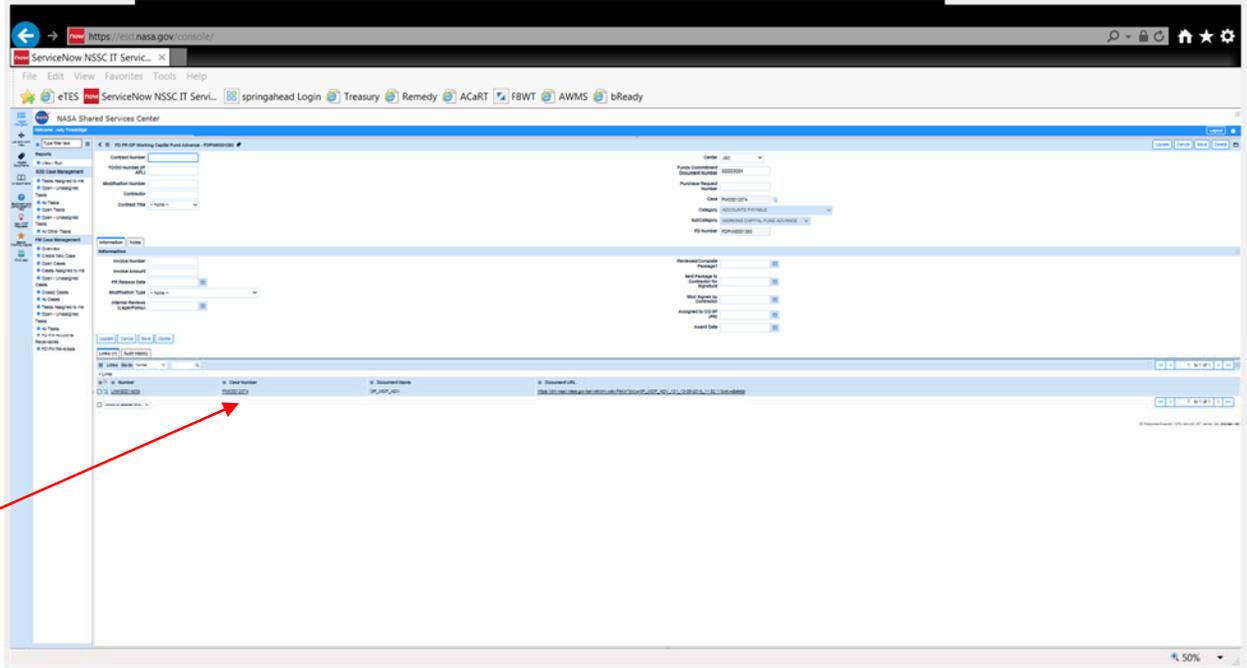


- Save

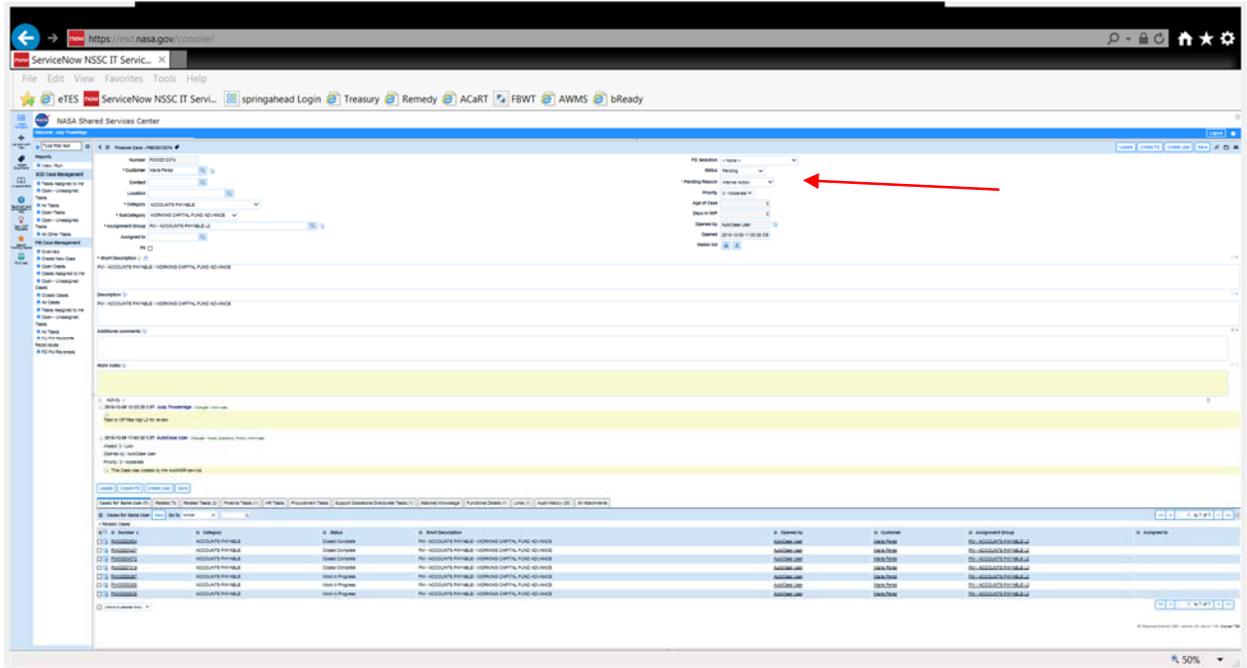
Responsible Office: Accounts Payable

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

- Go back and open case

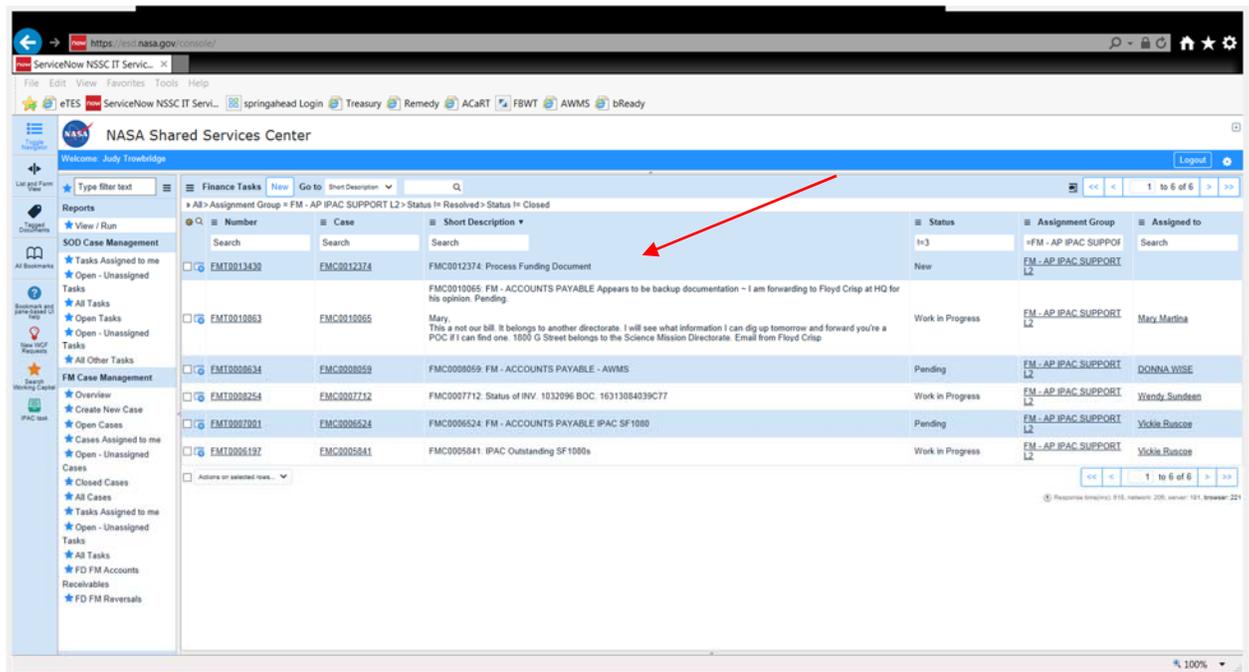


- Change Status to Pending; in Pending Reason drop down choose Internal Action.



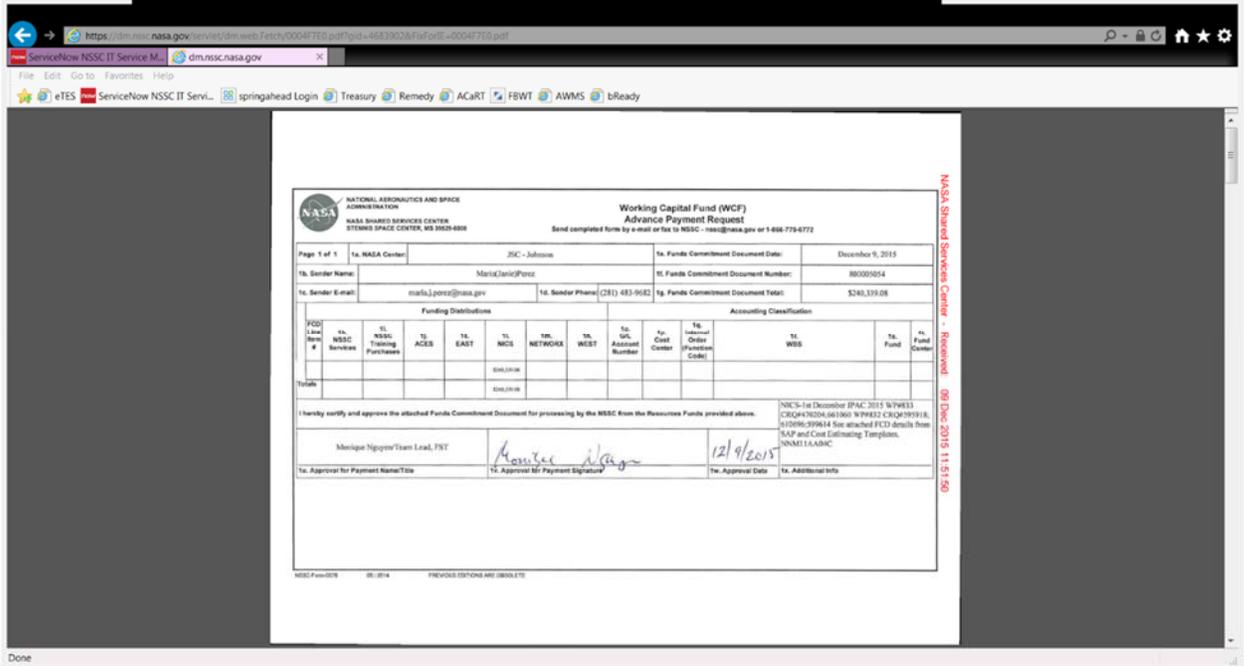
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- Save
- I3P Res Mgt L3 completes review creating a new Finance Task
- The task can be found in ServiceNow FM silo- FM-AP IPAC SUPPORT L2 with Short Description “Process Funding Document”

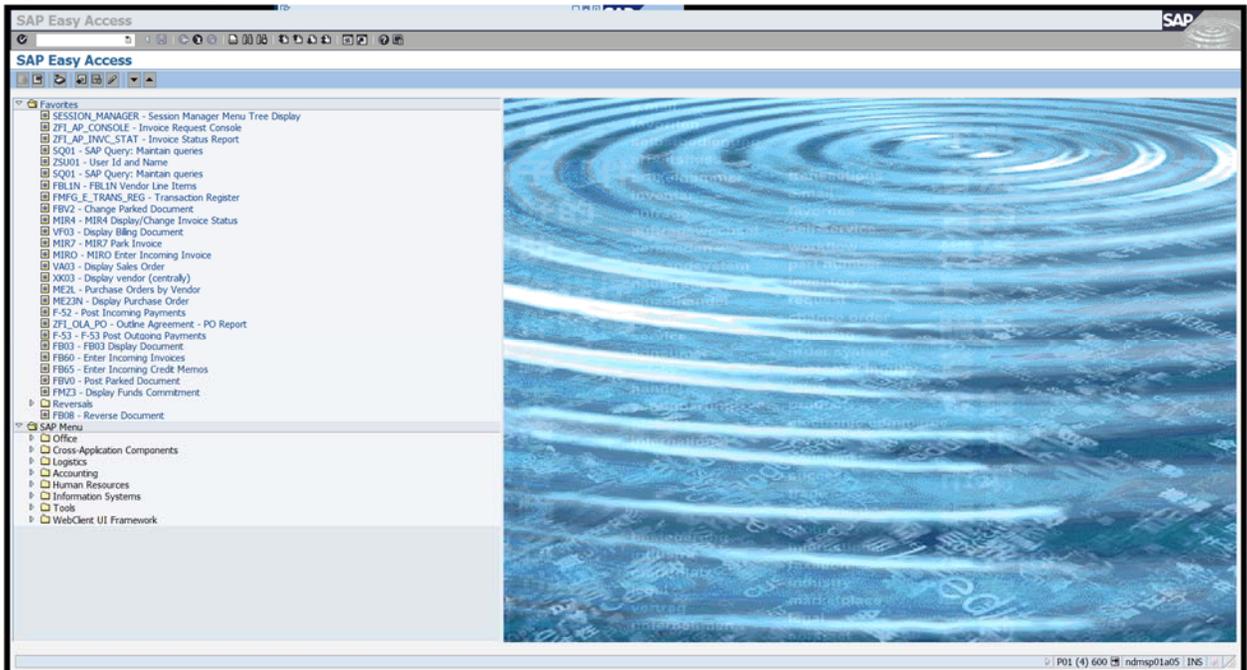


- Open Task opening link to review Form 76 FCD # with SAP information

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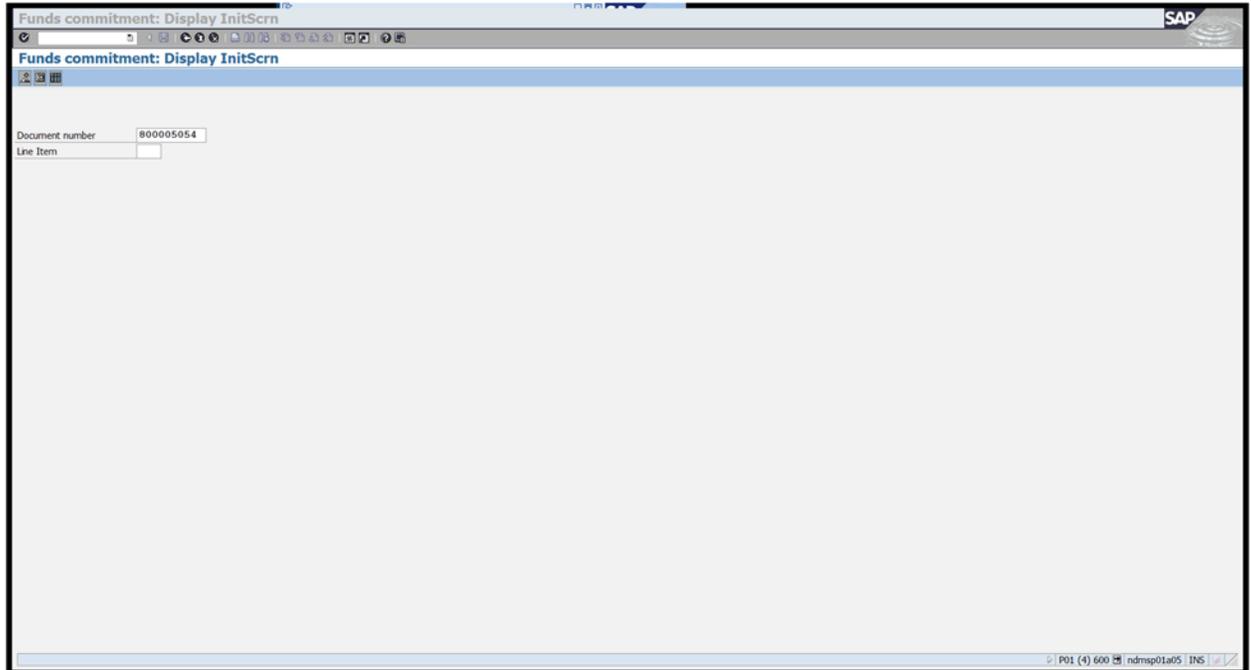


- Open SAP using T code FMZ3



- Input FCD# from Form 76 Display

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- Check for usage data by clicking Consumption button
- Verify it has been posted and that the correct vendor # is being used
- If any item does not match SAP or usage is problem, return to L3 with discrepancy information
- If all items are good proceed by preparing spreadsheet for processing data
- N:drive FM Division>Accounts Payable_Accounts Receivable>Open current year folder>Advance Request Form, Save spreadsheet to current year/month/date (example 2015-12-07 folder with 2015-12-07 Advance I3P) and Save

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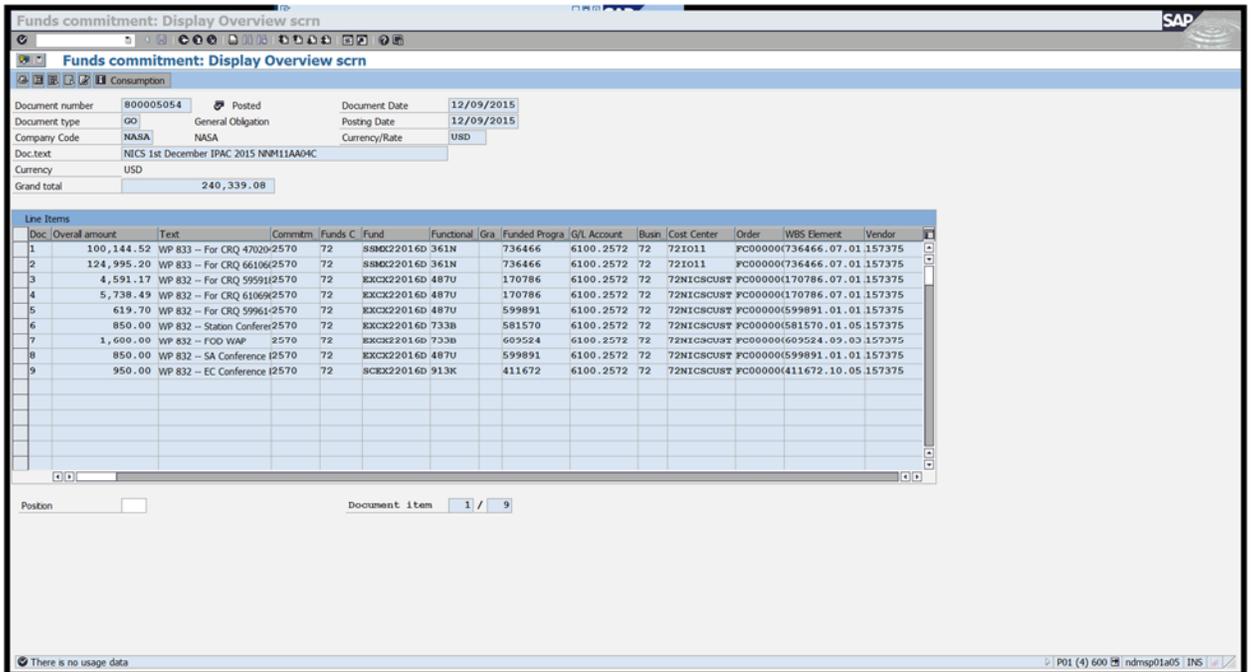
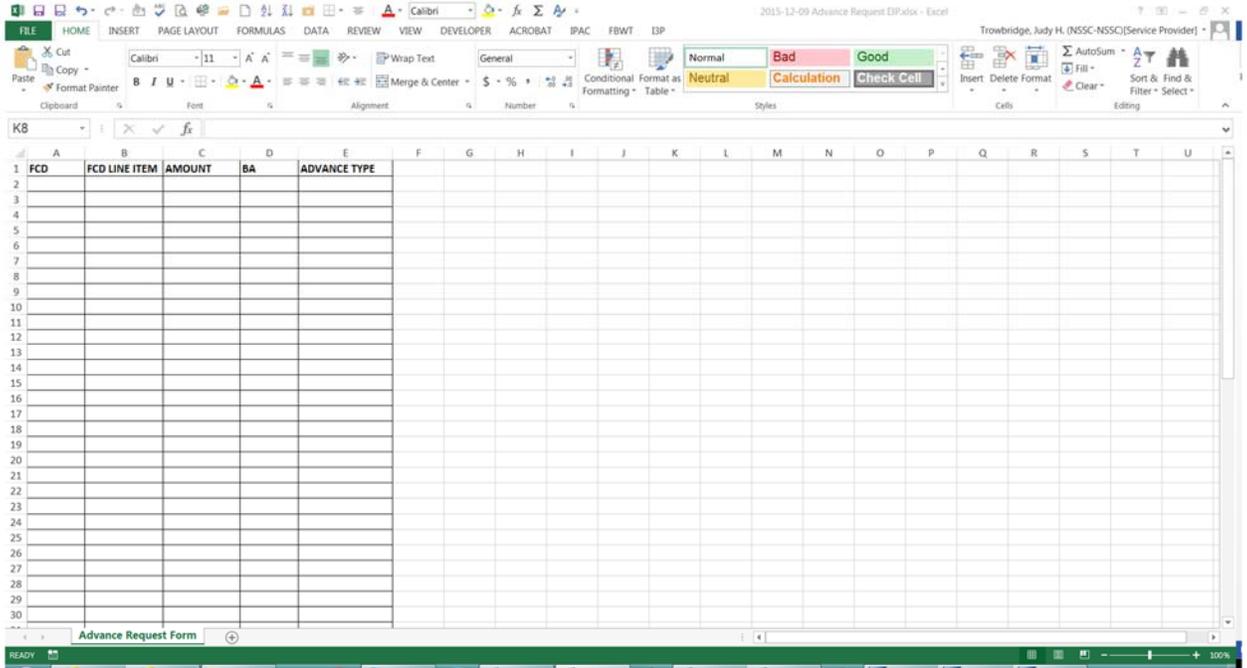
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Responsible Office: Accounts Payable

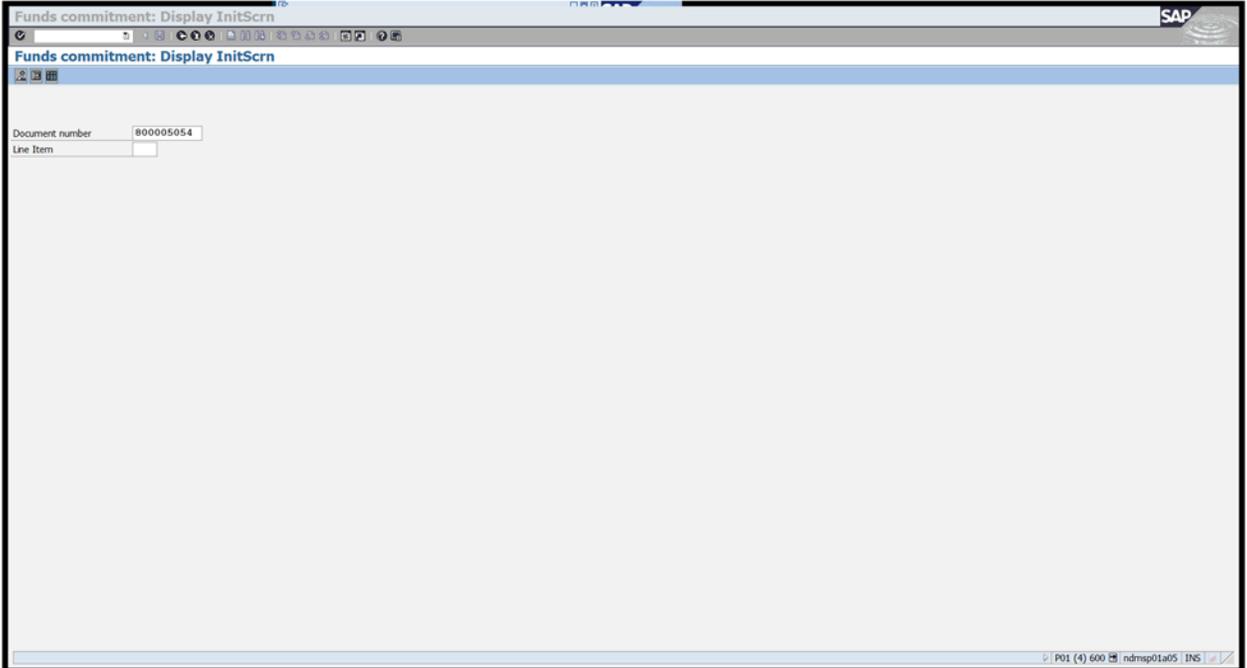
SUBJECT: AP Intra-Governmental Payment and Collection (IPAC) Processing



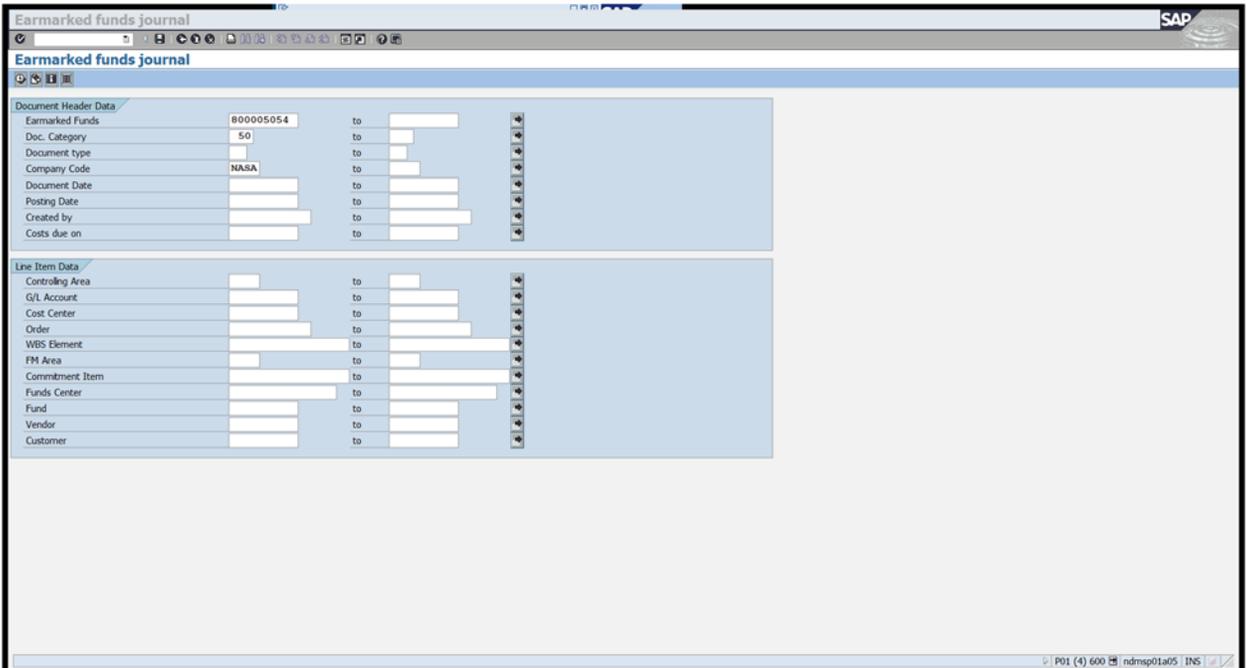
-
-
- Open processing list to retrieve items to be posted

Responsible Office: Accounts Payable

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



•



•

• Results

Responsible Office: Accounts Payable

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

Doc. No.	Item	Text	Amount	Open amt.	Document Header Text	Doc. Date	G/L Account	Funds Ctr	WBS Element	Cost Center	Fund	Order	Vendor
800005054	1	WP 833 - For CRQ 470204	100,144.52	100,144.52	NICS 1st December IPAC 2015 NNM11AA04C	12/09/2015	6100.2572	72	736466.07.01.05.03.33	721011	SSMX220160	FC000000	157375
800005054	2	WP 833 - For CRQ 661060	124,995.20	124,995.20	NICS 1st December IPAC 2015 NNM11AA04C	12/09/2015	6100.2572	72	736466.07.01.05.03.33	721011	SSMX220160	FC000000	157375
800005054	3	WP 832 - For CRQ 595918	4,591.17	4,591.17	NICS 1st December IPAC 2015 NNM11AA04C	12/09/2015	6100.2572	72	170786.07.01.27.01.84	72NICSCUST	EXCX220160	FC000000	157375
800005054	4	WP 832 - For CRQ 610696	5,738.49	5,738.49	NICS 1st December IPAC 2015 NNM11AA04C	12/09/2015	6100.2572	72	170786.07.01.27.01.84	72NICSCUST	EXCX220160	FC000000	157375
800005054	5	WP 832 - For CRQ 599614	619.70	619.70	NICS 1st December IPAC 2015 NNM11AA04C	12/09/2015	6100.2572	72	599891.01.01.01	72NICSCUST	EXCX220160	FC000000	157375
800005054	6	WP 832 - Station Conference Phone	850.00	850.00	NICS 1st December IPAC 2015 NNM11AA04C	12/09/2015	6100.2572	72	581570.01.05.08.05	72NICSCUST	EXCX220160	FC000000	157375
800005054	7	WP 832 - FOD WAP	1,600.00	1,600.00	NICS 1st December IPAC 2015 NNM11AA04C	12/09/2015	6100.2572	72	609524.09.03.01.01.36	72NICSCUST	EXCX220160	FC000000	157375
800005054	8	WP 832 - SA Conference Phone	850.00	850.00	NICS 1st December IPAC 2015 NNM11AA04C	12/09/2015	6100.2572	72	599891.01.01.01	72NICSCUST	EXCX220160	FC000000	157375
800005054	9	WP 832 - EC Conference Phone	950.00	950.00	NICS 1st December IPAC 2015 NNM11AA04C	12/09/2015	6100.2572	72	411672.10.05.01	72NICSCUST	SCCX220160	FC000000	157375

-
-
- Choose select layout

Layout	Layout description	Default setting
<u>/CBAVIEW</u>	CBA Travel View	
<u>/PROFILE</u>	Profile Default View	✓
<u>/TRAVELDEF</u>	Travel Default View	
<u>/ZNSSCULO</u>	Default NSSC ULO Layout	
<u>WCF</u>	WCF	

-
- Choosing WCF

Responsible Office: Accounts Payable

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

Earmarked funds journal

Date: 12/09/2015
Time: 11:00:46

Doc. No.	Item	Open amt.	Funds Ctr.
800005054	1	100,144.52	72
800005054	2	124,995.20	72
800005054	3	4,591.17	72
800005054	4	5,738.49	72
800005054	5	619.70	72
800005054	6	850.00	72
800005054	7	1,600.00	72
800005054	8	850.00	72
800005054	9	950.00	72

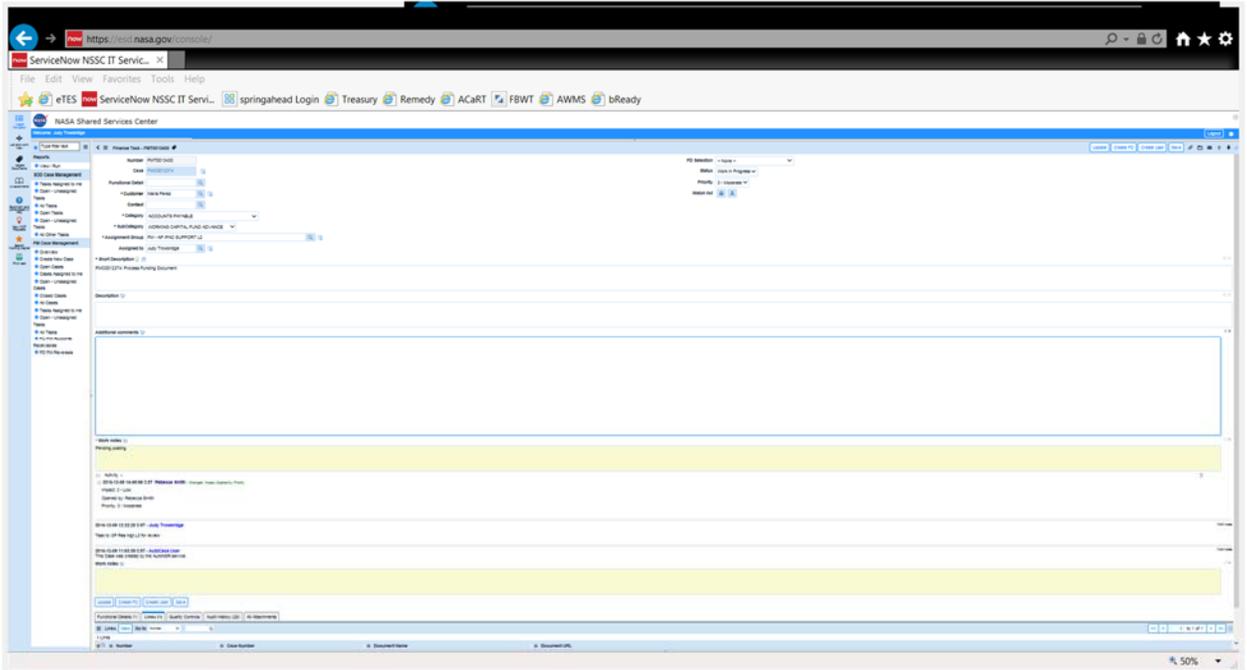
- List can be copied to input on Advance Spreadsheet
- Then add the advance type to spreadsheet

2015-12-09 Advance Request IPAC.xlsx

FCD	LINE ITEM	AMOUNT	BA	ADVANCE TYPE
800005054	1	100,144.52	72	IP NICS
800005054	2	124,995.20	72	IP NICS
800005054	3	4,591.17	72	IP NICS
800005054	4	5,738.49	72	IP NICS
800005054	5	619.70	72	IP NICS
800005054	6	850.00	72	IP NICS
800005054	7	1,600.00	72	IP NICS
800005054	8	850.00	72	IP NICS
800005054	9	950.00	72	IP NICS

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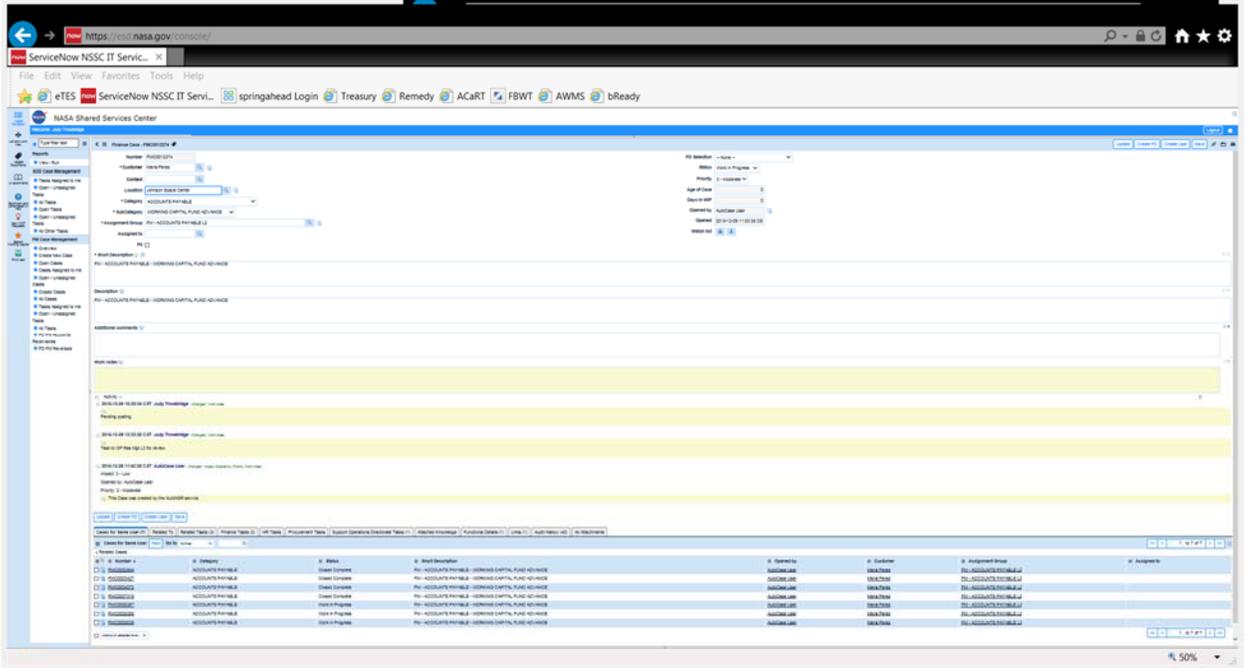
- Open Finance Task-Change Task to Work in Progress, assign task to yourself, input a comment in work notes “Pending Posting”
- If more than one Task returned from L3, repeat process for each Advance Request FCD#



-
-
- Open Case change status from Pending to Work in Progress and put center requesting advance in location
-

Responsible Office: Accounts Payable

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



- Post advances in SAP using I3P macro and Treasury system
- Macro creates output spreadsheet with Doc Reference # for IPAC's created, retrieve copy of center IPAC's from Treasury saving them to the same folder as Advance Request and Output spreadsheets

Responsible Office: Accounts Payable

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

JSC I3P IPAC 12-9-15.pdf - Adobe Acrobat Pro

File Edit View Window Help

Open Create Common Tools Fill & Sign Comment

1 / 18 60.6%

IPAC TRANSACTION REPORT
Selected for Document Reference Number : 02803923

Originating ALC	Customer ALC	Submitter ALC	PAYMENT	
80000004	80000001			
Document Reference Number		Summary Amount		
02803923		\$240,339.08		
Accomplished Date	Accounting Date	Number of Detail(s)	Originator DO Symbol	
12/09/2015	12/31/2015	9	X0028	
ALC Contact			Contact Phone	
Judy H. Trowbridge			228 813 6249	
Contact Email				
judy.h.trowbridge@nasa.gov				
Detail Number	Receiver Treasury Account Symbol	Receiver DUND+4	Sender Treasury Account Symbol	Sender DUND+4
1	080 X4546000		08020162017 0122000	
	Receiver BETC	Receiver DUND	Sender BETC	Sender DUND
	COLL		DIGB	
Purchase Order Number		Invoice Number		
I3P NIGS ADV		800005064		
Origating Document Number		Requisition Number	Contract Number	
I3P NIGS ADV				
CLIN		Jas Number		
ACT(trace number)		Job (Project) Number	Pay Flag	Receiver Dept Code
			P	80
Unit of Issue	Quantity	Unit Price	Detail Amount	
EA	1.00	\$100,144.52	\$100,144.52	
ACRN	Accounting Classification Code	FDN/AAA/ADSN	DOD Activity Address Code	
		0		
Transaction Contact			Contact Phone	
JUDY TROWBRIDGE			228-813-6249	
Transaction Description			Miscellaneous Information	
800005064-1 - 080X4546000 - I3P NIGS ADVANCE				
Document Numbers: 1500018431-F47, 1500018432-F48				
Page 1 of 18 12/9/2015				
Report Requested by: Judy H. Trowbridge			L3_D_3_1_TransactionPrintByDocRef	

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-
-

NSSC
Service Delivery Guide

NSSDG-9200-0005 Revision 4.0

Number

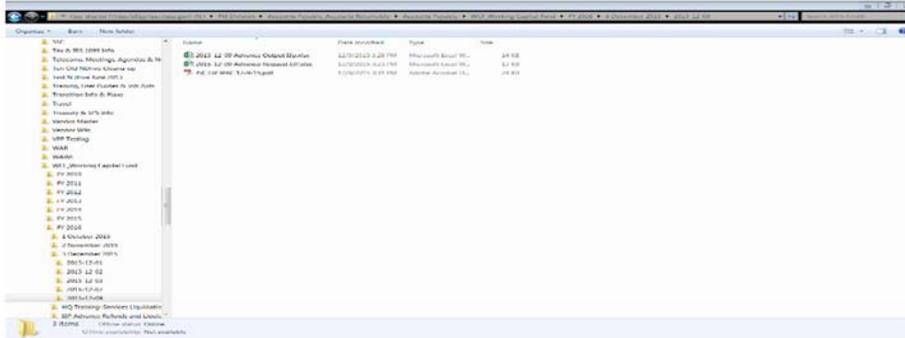
Effective Date: April 10, 2016

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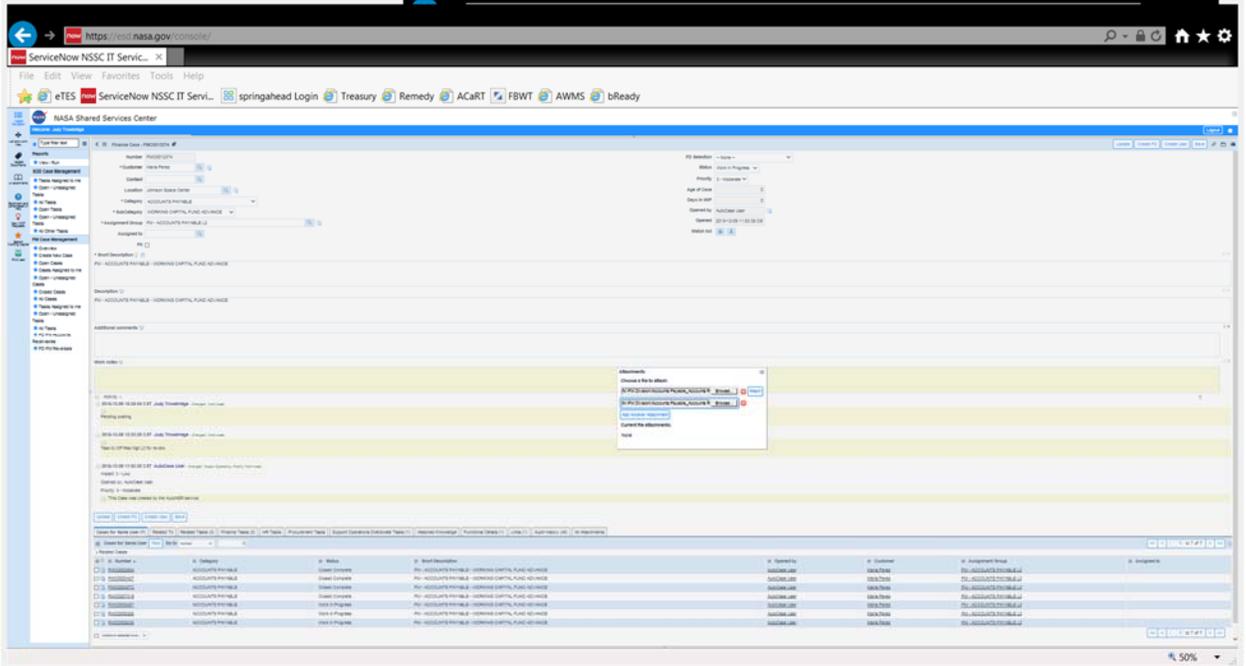
Responsible Office: Accounts Payable

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



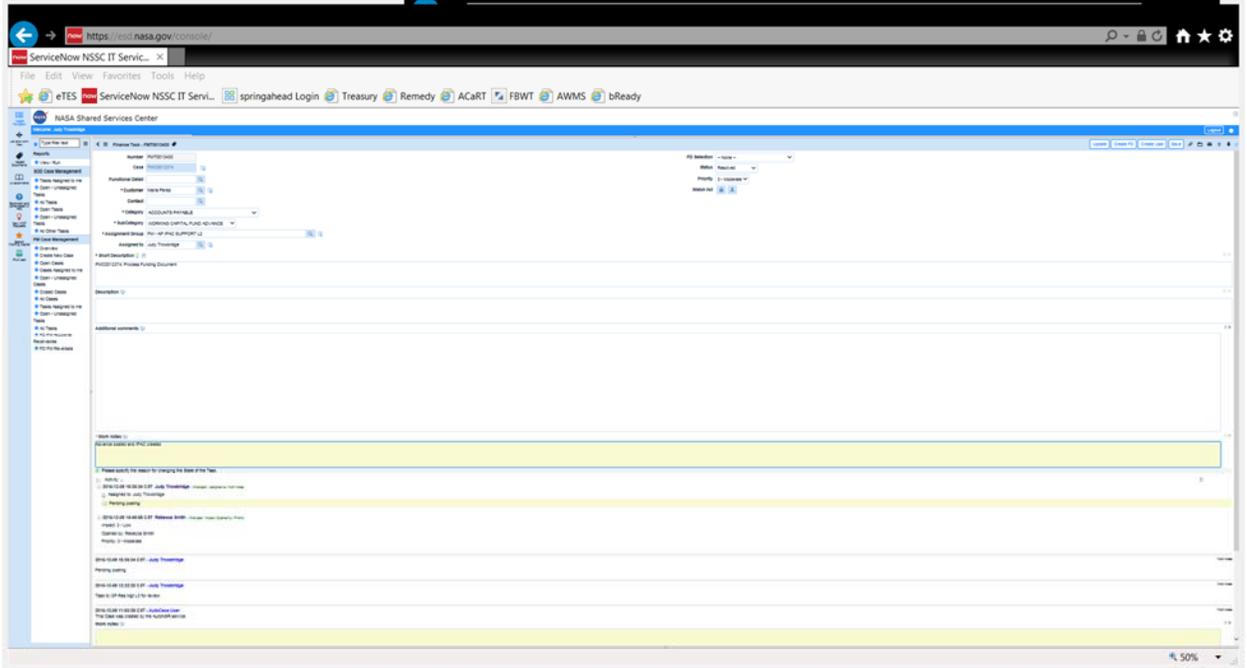
Responsible Office: Accounts Payable

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



-
- After attaching IPAC's and Output, Save
- Open Finance tab
-
- Open task that is Work in Progress

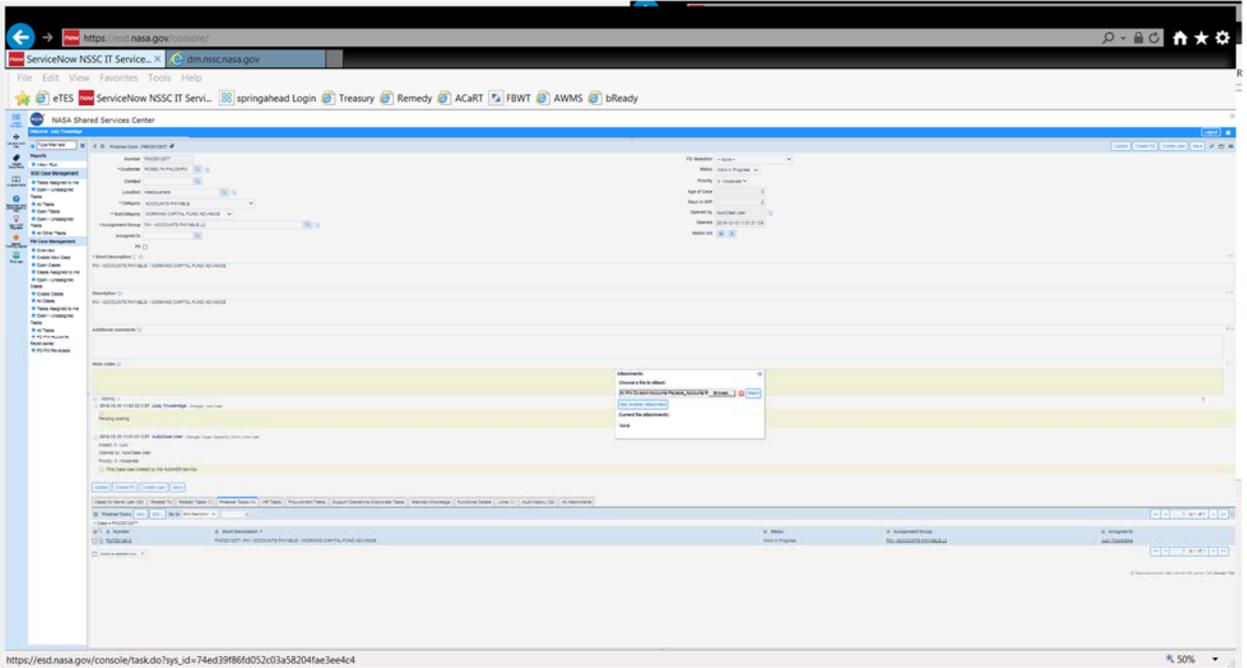
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Responsible Office: Accounts Payable	
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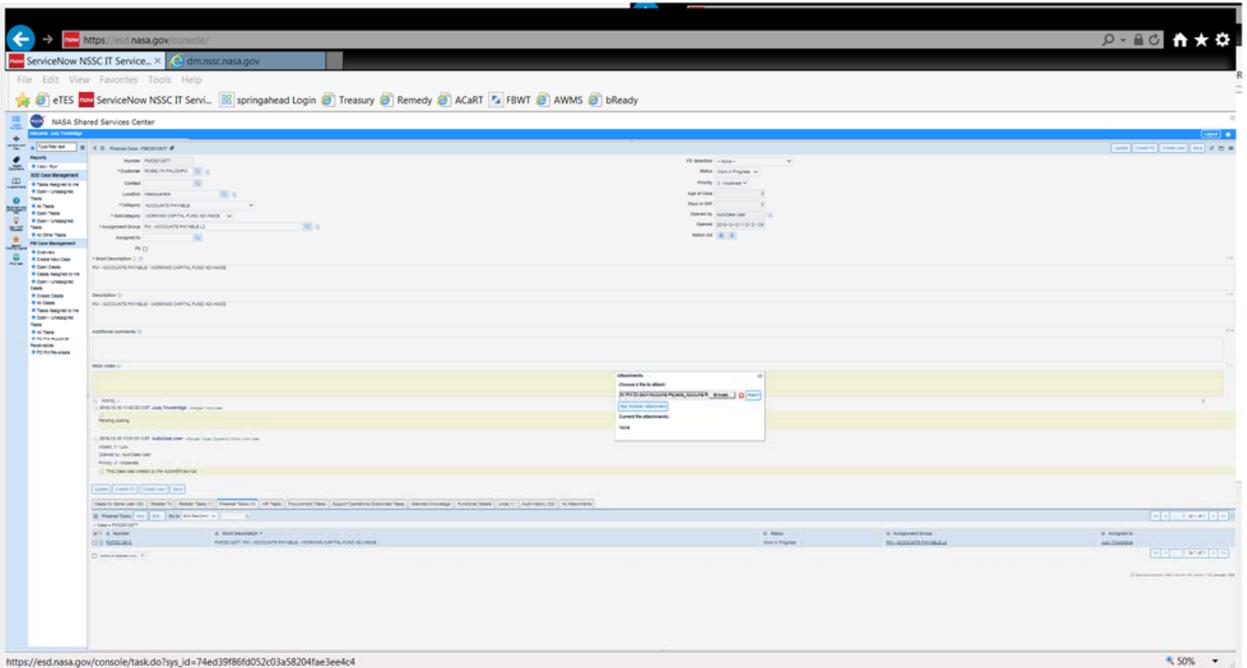
- Resolve task, work notes "Advance posted and IPAC created"
- Save

Responsible Office: Accounts Payable

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



- https://esd.nasa.gov/console/task.do?sys_id=74ed39f86fd052c03a58204fae3ee4c4
- Resolve Finance Task with Work notes “Advance posted and IPAC created”

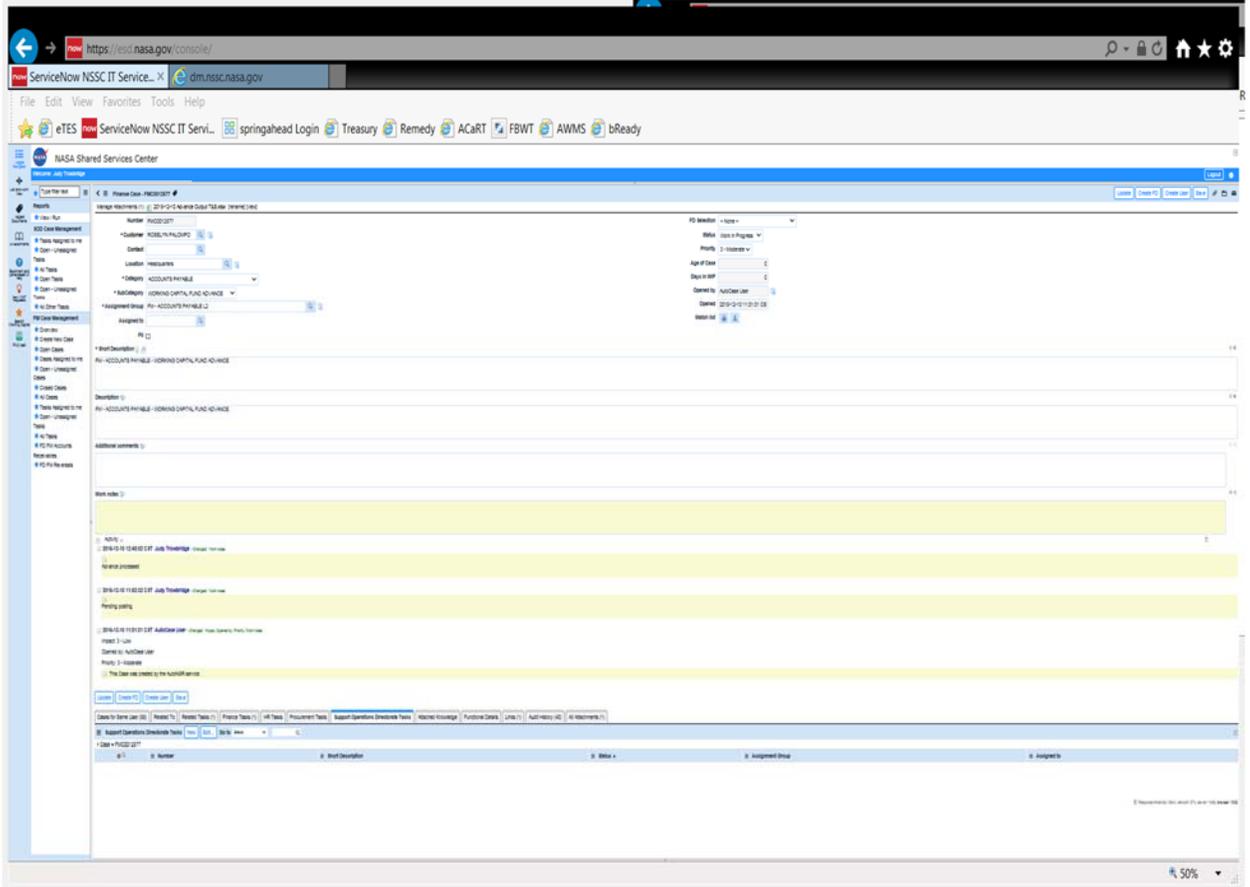


- https://esd.nasa.gov/console/task.do?sys_id=74ed39f86fd052c03a58204fae3ee4c4
- Save

Responsible Office: Accounts Payable

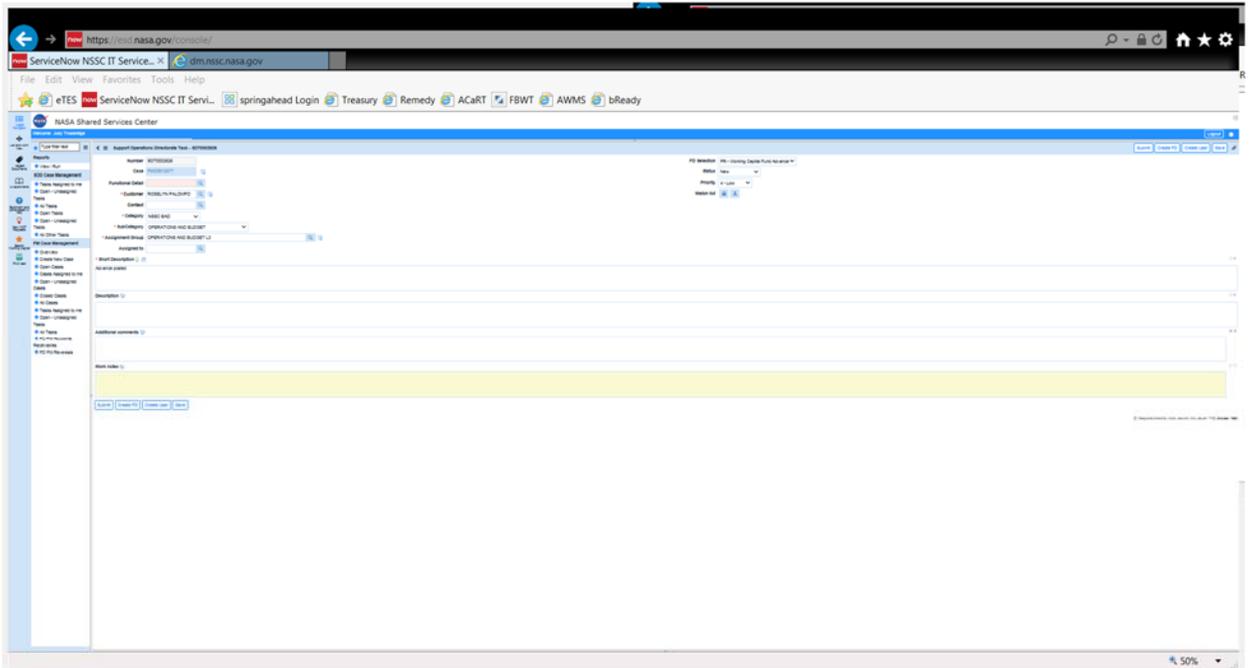
SUBJECT: AP Intra-Governmental Payment and Collection (IPAC) Processing

- Go to Case and open SOD tab create task



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Create SOD task by choosing new



- Assign to NSSC BAD/Operations & Budget/Operations & Budget L3, create FD
- Work notes type Advance posted and IPAC created
- Save
- All centers accept HQ will have spreadsheet under current year, enter the amount processed and FCD# & line# on spreadsheet for distinguishing Training or Services.

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- Open the document imaging link on the SN case to view the Form 76

https://dm.nssc.nasa.gov/servlet/dm.web.Fetch/00045A7B.pdf?gid=1315680 - Windows Internet Explorer

https://dm.nssc.nasa.gov/servlet/dm.web.Fetch/00045A7B.pdf?gid=1315680

File Edit Go To Favorites Help

Convert Select

Favorites Web Slice Gallery SAP

https://dm.nssc.nasa.gov/servlet/dm.w...

NSSC Received 3/22/12 3:25:48 PM [Central Standard Time]

NASA National Aeronautics and Space Administration
 NASA Shared Services Center
 Stevena Space Center, MS 39F29-6009

WCF Advance Payment Request
 Send completed form by email or fax to NSSC - nssc@nasa.gov or 1-866-779-6772

Pages: 1 of 1		NASA Center: JSC - Johnson	Funds Commitment Document Date: March 2, 2012
Sender Name: Maria(Danie)Perez		Funds Commitment Document Number: 806062214	
Sender Email: maria.j.perez@nasa.gov		Sender Phone: 281-483-5652	Funds Commitment Document Total: \$568,000.00

FCD Line Item #	Funding Distributions					Accounting Classification						
	NSSC Services	NSSC Training Purchases	ACES	EAST	NICS	WEST	GL Account Number	Cost Center	Internal Order (Function Code)	WBS	Fund	Fund Center
			\$18,000.00				6100.2572	72VA111	FC000000	086916.01.01.02.02.02	EXPX22012D	72
			\$350,000.00				6100.2572	72CA11	FC000000	176786.07.01.13.01.37	ENCX22012D	72
			\$200,000.00				6100.2572	72IC11	FC000000	736466.07.02.05.02	CASX12012D	72
Total:			\$568,000.00									

I hereby certify and approve the attached Funds Commitment Document for processing by the NSSC from the Resources Funds provided above.

Approval for Payment Name/Title: Maria(Danie)Perez FMS	Approval for Payment Signature: <i>Maria(Danie)Perez</i>	Approval Date: Mar 2, 2012
--	--	----------------------------

NSSC Form 0676 Basic version 1.1 04/2011 All previous versions are obsolete (Adobe 8.2)

#1088 P. 0027/002

v07/02/04/01/12 ID: 42

Unknown Zone | Protected Mode: Off

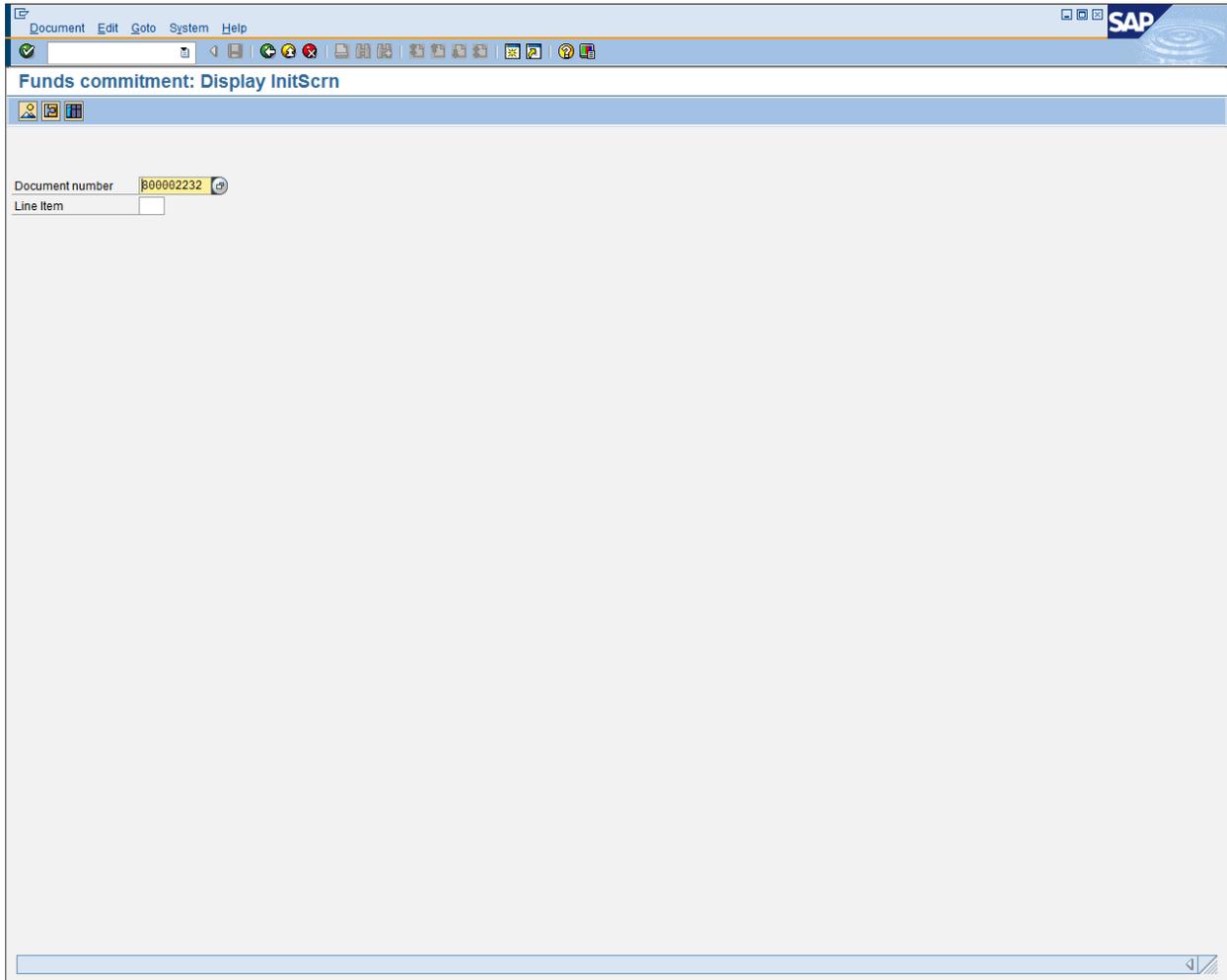
NSSC Service Delivery Guide	NSSDG-9200-0005 Revision 4.0
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- Open bReady in Internet Explorer (https://bready.nasa.gov)
- Sign on to SAP through bReady
 - Click on the Systems tab and sign onto **SAP R/3 (PC)**, the long running SAP server can also be used

The screenshot shows the bReady Enterprise Portal interface. A 'Systems Launcher' window is overlaid on the page, displaying a list of applications categorized under 'Financial'. An arrow points to the 'SAP R/3 (PC)' application. The background shows the portal's main content area, including a search bar, navigation tabs (Home, Budget, Financial, eTravel, MDM, Information), and a calendar for March 2012. The URL in the address bar is https://ep.nasa.gov/nasa.web.sapintegrator/Launcher?gui=win&cname=PORTAL_R3&env=P01.

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- Once in SAP, go to FMZ3



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- Enter the Funds Commitment Document Number from the Form 76 into the Document Number line and enter

https://dm.nssc.nasa.gov/servelet/dm.web.Fetch/00045A7B.pdf?gid=1315680 - Windows Internet Explorer

https://dm.nssc.nasa.gov/servelet/dm.web.Fetch/00045A7B.pdf?gid=1315680

File Edit Go To Favorites Help

Convert Select

Favorites Web Slice Gallery SAP

https://dm.nssc.nasa.gov/servelet/dm.w...

NSSC Received 3/2/2012 3:25:48 PM (Central Standard Time)

NASA National Aeronautics and Space Administration
NASA Shared Services Center
Greenbelt Space Center, MD 20729-6000

WCF Advance Payment Request
Send completed form by email or fax to NSSC - nssc@nasa.gov or 1-866-779-6772

Pages: 1 of 1 NASA Center: JSC - Johnson

Sender Name: Maria(Janie)Perez Funds Commitment Document Date: March 2, 2012
Sender Email: maria.j.perez@nasa.gov Sender Phone: 281-483-9682 Funds Commitment Document Number: #00002214
Funds Commitment Document Total: \$568,000.00

FCD Line Item #	NSSC Services	NSSC Training Purchases	Funding Distributions				Accounting Classification					
			ACES	EAST	NICS	WEST	GL Account Number	Cost Center	Internal Order (Function Code)	WBS	Fund	Fund Center
			\$18,000.00				61002372	72VA111	PC000000	086946.01.01.02.02.02	EXPX23012D	72
			\$130,070.00				61002372	72CA11	FC000000	176786.07.01.13.01.37	EXCX23012D	72
			\$290,000.00				61002372	72IC11	FC000000	736466.07.02.03.02	CASX12012D	72
Total:			\$568,000.00									

I hereby certify and approve the attached Funds Commitment Document for processing by the NSSC from the Resources Funds provided above.

Approval for Payment Name/Title: Maria(Janie)Perez FMS Approval for Payment Signature: *Maria(Janie)Perez* Approval Date: Mar 2, 2012

Additional Information: March IPAC for EIP-NNX11AA01 C-Vendor HP Enterprise Services, LLC- Electronic Data Systems

NSSC Form 0076 Basic version 1.1 08/2011 All previous versions are obsolete (Adobe 8.2)

Unknown Zone | Protected Mode: Off

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- Once into FMZ3, compare the line items in SAP to the line items on the form 76. Every line item and amount should be exactly the same.

The screenshot shows the SAP 'Funds commitment: Display Overview' screen. At the top, there is a menu bar with 'Document', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area displays document information:

- Document number: 880002232 (posted)
- Document Date: 03/15/2012
- Document type: 60 (General Obligation)
- Posting Date: 03/15/2012
- Company Code: NASA/USD (Agency)
- Currency/rate: USD
- Doc.text: GSFC ACES Advance NNM11AA04CI
- Currency: USD
- Grand total: 1,035,890.00

Below the document information is a table titled 'Line items' with the following columns: D., Overall amount, Text, Commitment Item, Funds Center, Fund, Func, Grant, and Funded Program. The table contains four rows of data:

D.	Overall amount	Text	Commitment Item	Funds Center	Fund	Func	Grant	Funded Program
1	273,465.00	GSFC ACES Advance NN..2570		51	CASX12012D	361..		736466
2	346,535.00	GSFC ACES Advance NN..2570		51	CASX12012D	361..		736466
3	215,890.00	GSFC ACES Advance NN..2570		51	CASX12012D	361..		736466
4	200,000.00	GSFC ACES Advance NN..2570		51	CASX12012D	361..		736466

At the bottom of the screen, there is a 'Position' field with a yellow highlight and a 'Document item' field showing '1 / 4'.

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- Always check consumption for open amounts on the funds commitment document.
- Click on the consumption tab

Document Edit Goto Extras Environment System Help

Funds commitment: Display Overview scrn

Consumption

Document number 809001982 posted Document Date 11/30/2011
 Document type 60 General Obligation Posting Date 11/30/2011
 Company Code NASA USD Agency Currency/rate USD
 Doc.text NSSC advance to fund KSC ACES Services Dec FY12
 Currency USD
 Grand total 6,976,871.04

D...	Overall amount	Text	Commitment Item	Funds Center	Fund	Func	Grant	Funded Program
1	115,189.81	KSC ISS ACES funding f...2570	2570	76	EXCX22012D	733...		609524
2	10,796.23	KSC ISS ACES funding f...2570	2570	76	EXCX22012D	733...		609524
3	50,013.96	KSC ISS ACES funding f...2570	2570	76	EXCX22012D	733...		609524
4	35,000.00	KSC MUSS/Utilization AC...2570	2570	76	EXCX22012D	733...		769347
5	166,244.48	KSC Commercial Crew A...2570	2570	76	EXPX22012D	547...		086916
6	3,570.52	KSC Commercial Crew A...2570	2570	76	EXPX22012D	547...		086916
7	109,672.15	KSC T&R ACES funding f...2570	2570	76	EXCX22011D	538...		485310
8	190,439.55	KSC T&R ACES funding f...2570	2570	76	EXCX22011D	538...		485310
9	93,402.94	KSC T&R ACES funding f...2570	2570	76	EXCX22011D	538...		485310
10	6,485.36	KSC T&R ACES funding f...2570	2570	76	EXCX22011D	538...		485310
11	2,508,471.55	KSC CMO ACES funding ...2570	2570	76	CASX12012D	361...		736466
12	108,972.24	KSC CMO ACES funding ...2570	2570	76	CASX12012D	361...		736466
13	264,131.16	KSC CMO ACES funding ...2570	2570	76	CASX12012D	361...		736466
14	479,778.22	KSC CMO ACES funding ...2570	2570	76	CASX12012D	361...		736466
15	204,002.67	KSC CMO ACES funding ...2570	2570	76	CASX12012D	361...		736466

Position Document item 1 / 53

Responsible Office: Accounts Payable

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- This will give the open amount for the line items

List Edit Goto Views Settings System Help

Earmarked Funds: Display Consumption History

Doc. No.	Item	Transaction	Reference	Consumptn	Crcty	Consumptn	LCurr	Not relev.	Not relev.	Del. Date	Doc. Date	Text	Revaluatns	Status	statst.
800001982	18	Down Payment	1500014472 NASA2012	0.00	USD	0.00	USD	6,640.93	6,640.93	12/20/2011	12/20/2011				
800001982	18	Down Payment	1500017307 NASA2012	0.00	USD	0.00	USD	4,427.29	4,427.29	12/01/2011	12/01/2011				
		Total Down payments		0.00	USD	0.00	USD	8,012.66	8,012.66						
		Invoice/Credit Memo	1900043056 NASA2012	0.00	USD	0.00	USD	754.90	754.90	02/29/2012	02/29/2012				
		Invoice/Credit Memo	1900025977 NASA2012	0.00	USD	0.00	USD	2,300.66	2,300.66	01/20/2012	01/20/2012				
		Total Invoices/credit memos		0.00	USD	0.00	USD	3,055.56	3,055.56						
		Consumpt.		11,068.22	USD	11,068.22	USD	0.00	0.00						
		Open amount		7,895.08	USD	7,895.08	USD	0.00	0.00						
	19	Receipt amt		15,934.24	USD	15,934.24	USD	0.00	0.00						
		Down Payment Request	1500014473 NASA2012	6,842.18	USD	6,842.18	USD	0.00	0.00	12/20/2011	12/20/2011				
		Down Payment Request	1500017308 NASA2012	4,561.45	USD	4,561.45	USD	0.00	0.00	12/01/2011	12/01/2011				
		Total Down payment requests		11,403.63	USD	11,403.63	USD	0.00	0.00						
		Down Payment	1900043063 NASA2012	0.00	USD	0.00	USD	722.08	722.08	02/29/2012	02/29/2012				
		Down Payment	1900025984 NASA2012	0.00	USD	0.00	USD	2,302.76	2,302.76	01/20/2012	01/20/2012				
		Down Payment	1500014474 NASA2012	0.00	USD	0.00	USD	6,842.18	6,842.18	12/20/2011	12/20/2011				
		Down Payment	1500017309 NASA2012	0.00	USD	0.00	USD	4,561.45	4,561.45	12/01/2011	12/01/2011				
		Total Down payments		0.00	USD	0.00	USD	8,378.79	8,378.79						
		Invoice/Credit Memo	1900043063 NASA2012	0.00	USD	0.00	USD	722.08	722.08	02/29/2012	02/29/2012				
		Invoice/Credit Memo	1900025904 NASA2012	0.00	USD	0.00	USD	2,302.76	2,302.76	01/20/2012	01/20/2012				
		Total Invoices/credit memos		0.00	USD	0.00	USD	3,024.84	3,024.84						
		Consumpt.		11,403.63	USD	11,403.63	USD	0.00	0.00						
		Open amount		4,530.61	USD	4,530.61	USD	0.00	0.00						
	20	Receipt amt		8,684.07	USD	8,684.07	USD	0.00	0.00						
		Down Payment Request	1500014475 NASA2012	3,721.83	USD	3,721.83	USD	0.00	0.00	12/20/2011	12/20/2011				
		Down Payment Request	1500009058 NASA2012	2,481.22	USD	2,481.22	USD	0.00	0.00	12/01/2011	12/01/2011				
		Total Down payment requests		6,203.05	USD	6,203.05	USD	0.00	0.00						
		Down Payment	1900043073 NASA2012	0.00	USD	0.00	USD	366.92	366.92	02/29/2012	02/29/2012				
		Down Payment	1900025994 NASA2012	0.00	USD	0.00	USD	1,164.08	1,164.08	01/20/2012	01/20/2012				
		Down Payment	1500014476 NASA2012	0.00	USD	0.00	USD	3,721.83	3,721.83	12/20/2011	12/20/2011				
		Down Payment	1500009059 NASA2012	0.00	USD	0.00	USD	2,481.22	2,481.22	12/01/2011	12/01/2011				
		Total Down payments		0.00	USD	0.00	USD	4,672.05	4,672.05						
		Invoice/Credit Memo	1900043073 NASA2012	0.00	USD	0.00	USD	366.92	366.92	02/29/2012	02/29/2012				
		Invoice/Credit Memo	1900025994 NASA2012	0.00	USD	0.00	USD	1,164.08	1,164.08	01/20/2012	01/20/2012				
		Total Invoices/credit memos		0.00	USD	0.00	USD	1,531.00	1,531.00						
		Consumpt.		6,203.05	USD	6,203.05	USD	0.00	0.00						
		Open amount		2,481.02	USD	2,481.02	USD	0.00	0.00						
	21	Receipt amt		74,932.12	USD	74,932.12	USD	0.00	0.00						
		Down Payment Request	1500014477 NASA2012	34,716.37	USD	34,716.37	USD	0.00	0.00	12/20/2011	12/20/2011				
		Down Payment Request	1500009060 NASA2012	23,144.25	USD	23,144.25	USD	0.00	0.00	12/01/2011	12/01/2011				
		Total Down payment requests		57,860.62	USD	57,860.62	USD	0.00	0.00						
		Down Payment	1900043043 NASA2012	0.00	USD	0.00	USD	6,323.20	6,323.20	02/29/2012	02/29/2012				
		Down Payment	1900025965 NASA2012	0.00	USD	0.00	USD	13,611.52	13,611.52	01/20/2012	01/20/2012				
		Down Payment	1500014478 NASA2012	0.00	USD	0.00	USD	34,716.37	34,716.37	12/20/2011	12/20/2011				

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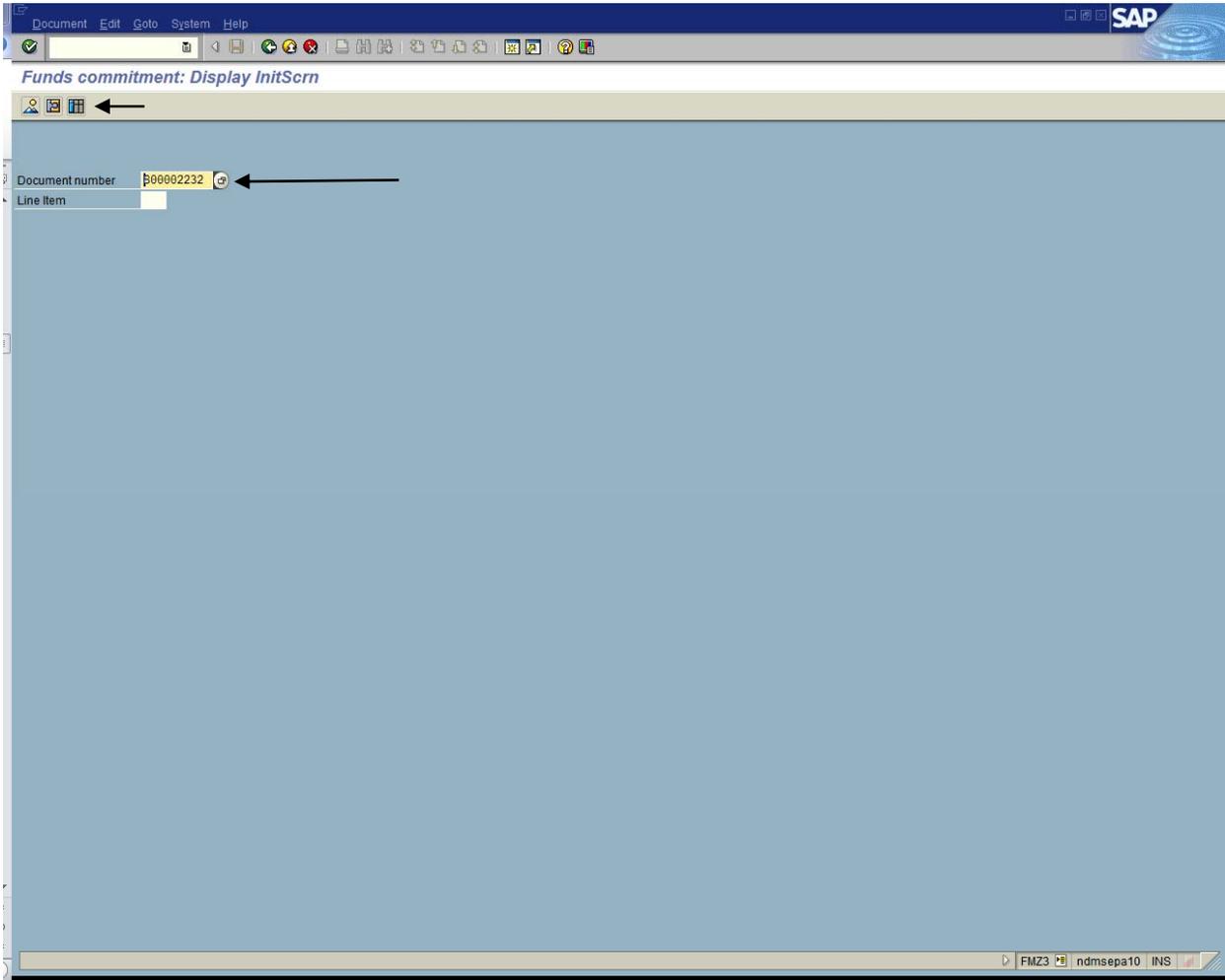
- Another way to check the consumption is to double click into the line item.

The screenshot shows the SAP 'Funds commitment: Display Detail scr' interface. The main data is as follows:

Line Item	880002232	1	Position	/ 4
Text: GSFC ACES Advance NNM11AA04CI				
Control data				
<input type="checkbox"/> Completion indicator	<input type="checkbox"/> Item blocked	<input type="checkbox"/> Item block	More	
Values				
Currency	USD			
Overall amount	273,465.00			
Open amount	273,465.00 ←			
Due on				
Referenced document				
Reservation	0			
<input type="checkbox"/> Set to 'Done'				
More data				
Vendor	157375	NASA SHARED SERVICES CENTER		
Customer				
Coding Block				
Fund	CASX12012D	Cost Center	5176NICSM	
Functional Area	361N	Grant		
Funds Center	51	WBS Element	736486.07.01.04.03.07.31	
		Commitment Item	2570	
More				

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- If you have multiple lines, you can also go to the FMZ3 screen, enter the document number and select the bar graph symbol



Responsible Office: Accounts Payable

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

- Select the excute tab

The screenshot displays the SAP 'Earmarked funds journal' interface. At the top, the menu bar includes 'Program', 'Edit', 'Goto', 'System', and 'Help'. The title bar shows 'Earmarked funds journal' and the SAP logo. A black arrow points to the 'Excute' tab icon in the top-left corner of the main window.

The main window is divided into two sections: 'Document Header Data' and 'Line Item Data'. Both sections contain a table of fields with values and navigation icons.

Document Header Data			
Earmarked Funds	800002232	to	
Doc. Category	50	to	
Document type		to	
Company Code	NASA	to	
Document Date		to	
Posting Date		to	
Created by		to	
Costs due on		to	

Line Item Data			
Controlling Area		to	
GL Account		to	
Cost Center		to	
Order		to	
WBS Element		to	
FM Area		to	
Commitment Item		to	
Funds Center		to	
Fund		to	
Vendor		to	
Customer		to	

The status bar at the bottom right shows 'FMZ3 ndmsep10 INS'.

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- Select the layout tab

The screenshot shows the SAP 'Earmarked funds journal' interface. The title bar includes 'List Edit Goto Views Settings System Help' and the SAP logo. Below the title bar is a toolbar with various icons. The main content area is titled 'Earmarked funds journal' and displays the following data:

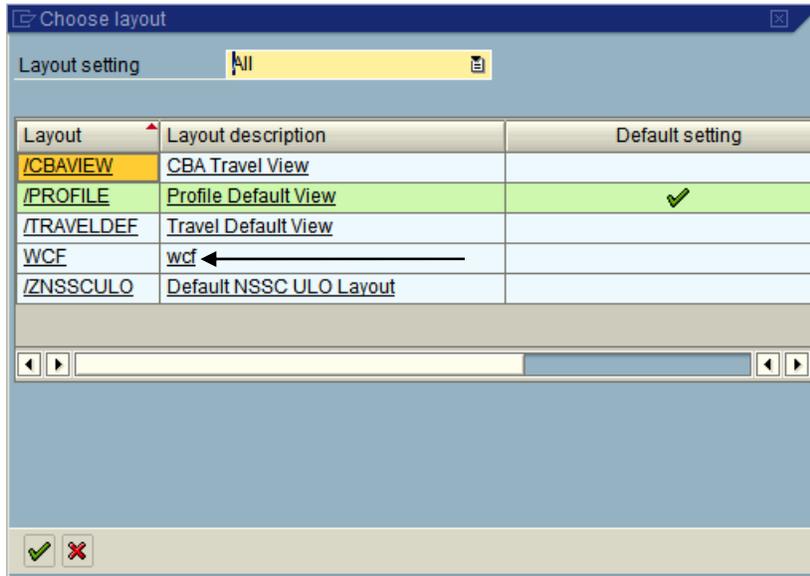
Date: 04/14/2014
Time: 12:24:04

Doc. No.	Item	Text	Amount	Open amt	Document Header Text	Doc. Date	GL Account	Funds Ctr	WBS Element	Cost Center	Fur
800002232	1	GSFC NICS Advance NNM11AA04CI Work Pkg 754-POST	273,485.00	0.00	GSFC NICS Advance NNM11AA04CI	03/15/2012	6100.2572	51	736466.07.01.04.03.07.31	5176NICSCM	CA5
800002232	2	GSFC NICS Advance NNM11AA04CI Work Pkg 754-POST	346,535.00	0.00	GSFC NICS Advance NNM11AA04CI	03/15/2012	6100.2572	51	736466.07.01.04.03.07.32	5176NICSCM	CA5
800002232	3	GSFC NICS Advance NNM11AA04CI Work Pkg 755-POST	215,890.00	0.00	GSFC NICS Advance NNM11AA04CI	03/15/2012	6100.2572	51	736466.07.01.04.03.07.32	5176NICSCM	CA5
800002232	4	GSFC NICS Advance NNM11AA04CI Work Pkg 755-POST	200,000.00	0.00	GSFC NICS Advance NNM11AA04CI	03/15/2012	6100.2572	51	736466.07.09.04.13.07.28	5176NICSCM	CA5

The interface also shows a status bar at the bottom with 'FMZ3' and 'ndmsep10 INS'.

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- Select WCF



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The screenshot displays the SAP 'Earmarked funds journal' interface. The title bar includes 'List Edit Goto Views Settings System Help' and the SAP logo. Below the title bar is a toolbar with various icons. The main content area is titled 'Earmarked funds journal' and shows the following data:

Date: 04/14/2014
Time: 12:34:38

Doc. No.	Item	Open amt	Funds Ctr	Amount	Vendor
800003380	1	1,135.29	22	1,135.29	157375
800003380	2	650.00	22	650.00	157375
800003380	3	264.68	22	264.68	157375
800003380	4	166.00	22	166.00	157375
800003380	5	115.00	22	115.00	157375
800003380	6	2,532.08	22	2,532.08	157375
800003380	7	6,012.68	22	6,012.68	157375
800003380	8	606.00	22	606.00	157375
800003380	9	2,403.26	22	2,403.26	157375
800003380	10	313.14	22	313.14	157375
800003380	11	445.11	22	445.11	157375

At the bottom of the window, a status bar shows 'Layout applied' and 'FMZ3 ndmsepa10 INS'.

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- Highlight columns Doc. No. through Funds Ctr

Earmarked funds journal

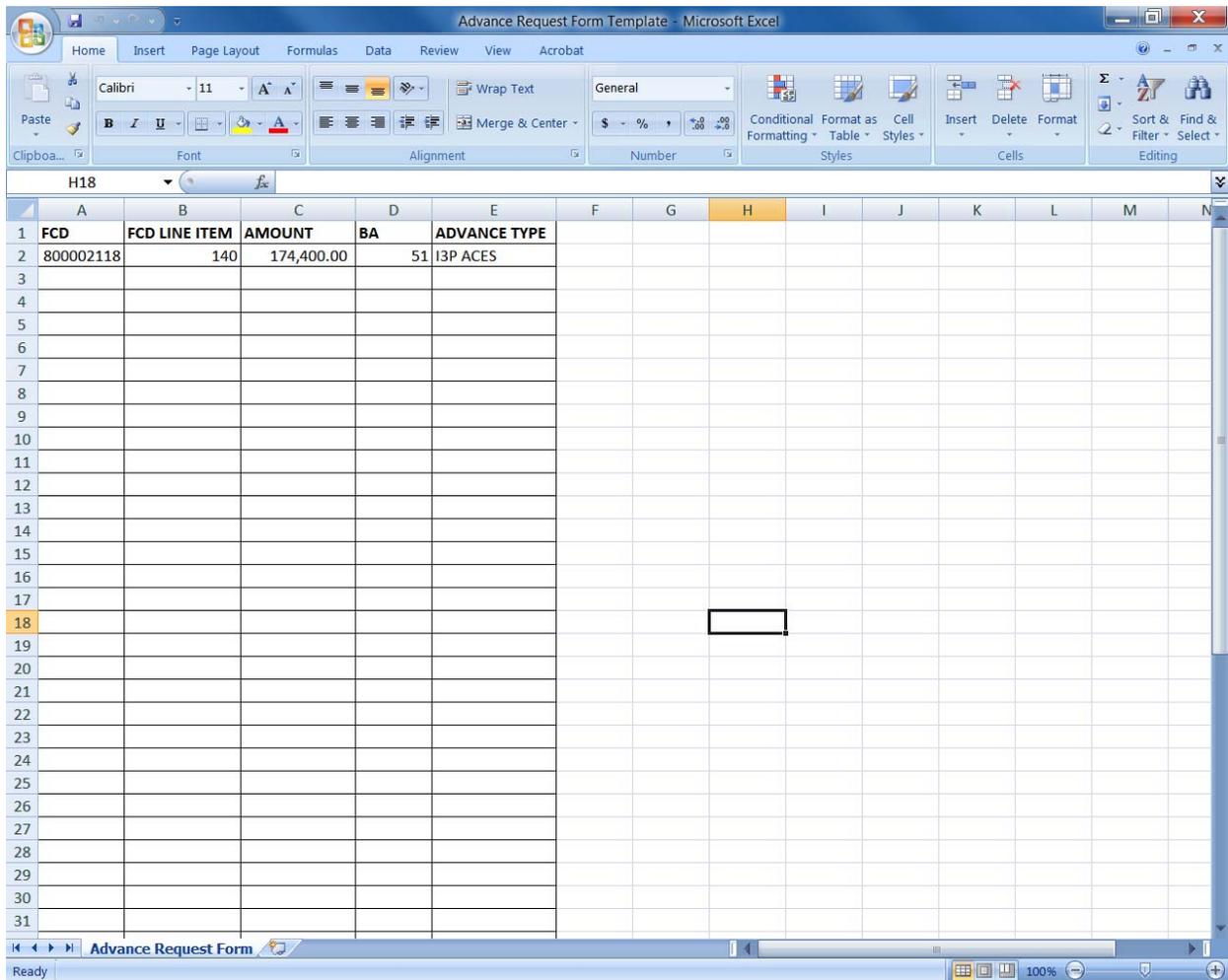
Date: 04/14/2014
Time: 12:35:01

Doc. No.	Itm	Open amt	Funds Ctr	Amount	Vendor
800003380	1	1,135.29	22	1,135.29	157375
800003380	2	650.00	22	650.00	157375
800003380	3	264.68	22	264.68	157375
800003380	4	166.00	22	166.00	157375
800003380	5	115.00	22	115.00	157375
800003380	6	2,532.08	22	2,532.08	157375
800003380	7	6,012.68	22	6,012.68	157375
800003380	8	606.00	22	606.00	157375
800003380	9	2,403.26	22	2,403.26	157375
800003380	10	313.14	22	313.14	157375
800003380	11	445.11	22	445.11	157375

- Right click and copy text and paste onto the Advance Request Form
- **If there are errors on the Form 76, go to ServiceNow and pull up the FMC/FMT**
- **Put the task into pending and assign the FMC/FMT back to I3P BO-Procurement Support L3**
- **Make an entry into "Work Info" stating the problem**

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- Once the Form 76 is verified with the Funds Commitment Document and is deemed correct, enter the information into the Working Capital Fund Advance Spreadsheet.
- The spreadsheet template that is located at:
N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\WCF_Working Capital Fund\Advance Request Form
- **You must create a separate spreadsheet for I3P and Training/Services**



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- **This spreadsheet must be used in order for the macro to work!**
- Enter the information on the Form 76 into the spreadsheet.

WCF Advance Payment Request
Send completed form by email or fax to NSSC - nssc@nasa.gov or 1-866-779-6772

Pages: 1 of 1 | NASA Center: JSC - Johnson

Sender Name: Bitsy Mendez | Funds Commitment Document Date: March 14, 2012
 Sender Email: gretchen.a.mendez@nasa.gov | Sender Phone: (281)483-4717 | Funds Commitment Document Number: 800002230
 Funds Commitment Document Total: \$4,500.00

FCD Line Item #	Funding Distributions						Accounting Classification					
	NSSC Services	NSSC Training Purchases	ACES	EAST	NCS	WEST	GL Account Number	Cost Center	Internal Order (Function Code)	WBS	Fund	Fund Center
1			\$4,500.00				5100.2572	72HA11	PC06000	672854.01.08.01	EXCX2201	72
Total:			\$4,500.00									

I hereby certify and approve the attached Funds Commitment Document for processing by the NSSC from the Resources Funds provided above.

Approval for Payment Name/Title: Bitsy Mendez/FMS | Approval for Payment Signature: *Bitsy Mendez* | Approval Date: March 15, 2012

Additional Information: Second IPAC for March 13P-NNXAA01C-Vendor HP Enterprise Services, LLC-Electronic Data Systems

NSSC Form 0376 Basic version 1.1 08/2011 All previous versions are obsolete (Adobe 8.2)

NSSC Received 3/15/2012 1:01:58 PM [Central Daylight Time]

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- The completed spreadsheet will look like below:

	A	B	C	D	E	F	G	H	I	J	K	L
1	FCD	FCD LINE ITEM	AMOUNT	BA	ADVANCE TYPE							
2	800002222	1	1,830.44	21	I3P ACES							
3	800002222	2	276.24	21	I3P ACES							
4	800002222	3	7,182.72	21	I3P ACES							
5	800002222	4	931.04	21	I3P ACES							
6	800002222	5	9,734.96	21	I3P ACES							
7	800002222	6	462.88	21	I3P ACES							
8	800002222	7	2,872.16	21	I3P ACES							
9	800002222	8	253.60	21	I3P ACES							
10	800002222	9	7,885.96	21	I3P ACES							
11	800002222	10	26,508.32	21	I3P ACES							
12	800002222	11	20,272.00	21	I3P ACES							
13	800002222	12	6,354.00	21	I3P ACES							
14	800002222	13	61,606.12	21	I3P ACES							
15	800002222	14	10,312.44	21	I3P ACES							
16	800002222	15	25,925.44	21	I3P ACES							
17	800002230	1	4,500.00	72	I3P ACES							
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
31												

- Save spreadsheet:

N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\WCF_Working Capital Fund\FY 2013\15 March 2013\Date of spreadsheet

Make sure you state it is I3P

- Close spreadsheet (Only if you have to download the I3P macro)
- Go to the N drive and add the I3P Macro

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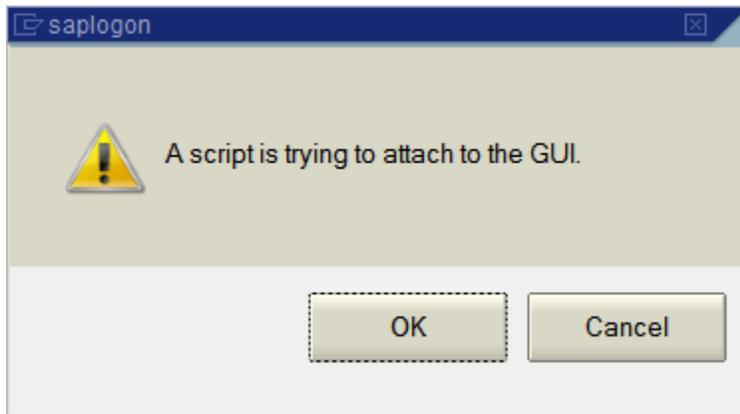
N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\WCF_Working Capital Fund\I3P

- An excel Security Notice will open. Click “Enable Macros”



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- There will be a pop up screen that says “Script is trying to attach to gui”, click OK



- The automation will then post the F47-Down payment request and F48-Pay Advance in SAP

Manual Steps for F-47- Procedure to create a down payment request

1. For Step-by-Step End-User procedures, refer to NEACC IEM EPSS at: <https://epss.nasa.gov/gm/workplace> and click on the following:
 - 📁 SAP – Core Financials
 - 📁 Accounts Payable
 - 📁 Sub Process Area
 - 📁 NSSC Advance Process
 - 📁 F-47 Down Payment Request (End User Procedure)

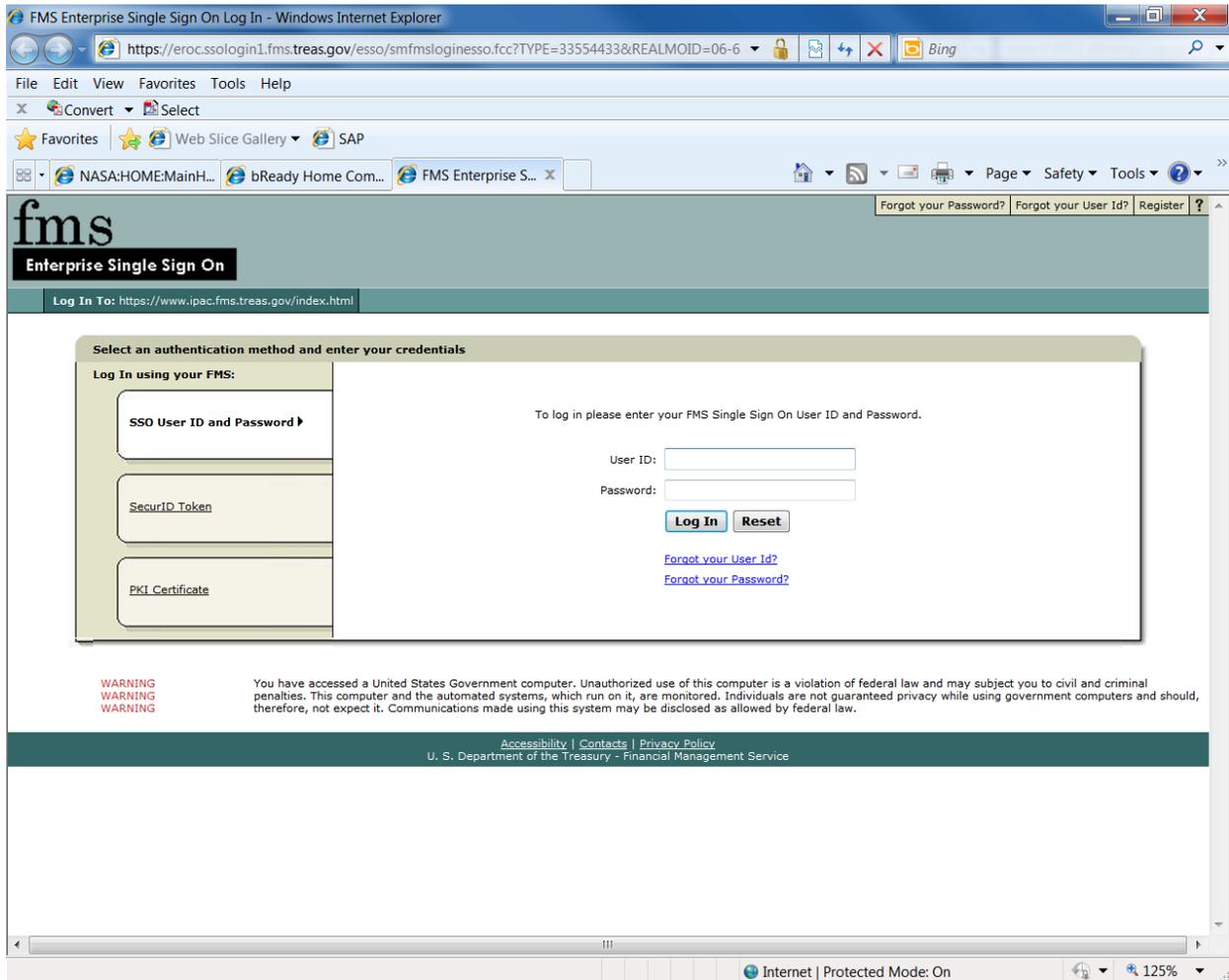
Manual Steps for F-48- Procedure to execute payment of an advance

1. For Step-by-Step End-User procedures, refer to NEACC IEM EPSS at: <https://epss.nasa.gov/gm/workplace> and click on the following:
 - 📁 SAP – Core Financials
 - 📁 Accounts Payable
 - 📁 Sub Process Area

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- 📁 NSSC Advance Process
- 📁 F-48 Pay Advance (End User Procedure)

- Once these 2 transactions have been posted, it will then prompt you to sign on to create the IPAC



- Once signed on, the IPACs for each center will be created (1 IPAC for each center). Each IPAC will have detail pages for each line item.
- Once the IPACs are created, the macro creates a spreadsheet with the 1500 number for the down payment request, 1500 number for the down payment, and

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IPAC document request number. This should be saved under the WCF folder on the N drive.

N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\WCF_Working Capital Fund\FY 2012\Date of posting

Funds	Commit	Doc	FCD	Line	Item	Amount	Business Area	Down Pmt Req #	Down Pmt #	Fund	AOF	IPAC DRN	Doc Date	Last Name	First Name	Phone Number	Email Address	Vendor	Advance Type
800002234				1		2789.6	21	1500046185	1500046191	EXPX22012D	8012/130124	03404223	3/20/2012	SUNDEEN	WENDY	228-813-6875	wendy.l.sundeen@nasa.gov	157375	BP ACES
800002234				2		5000	21	1500046186	1500046192	SPTX22012D	8012/130131	03404224	3/20/2012	SUNDEEN	WENDY	228-813-6875	wendy.l.sundeen@nasa.gov	157375	BP ACES
800002234				3		6870.2	21	1500046187	1500046194	SPTX22012D	8012/130131	03404225	3/20/2012	SUNDEEN	WENDY	228-813-6875	wendy.l.sundeen@nasa.gov	157375	BP ACES
800002234				4		1000	21	1500046188	1500046195	EXCX22012D	8012/130115	03404226	3/20/2012	SUNDEEN	WENDY	228-813-6875	wendy.l.sundeen@nasa.gov	157375	BP ACES
800002234				5		1680.1	21	1500046189	1500046196	SCEX22012D	8012/130120	03404227	3/20/2012	SUNDEEN	WENDY	228-813-6875	wendy.l.sundeen@nasa.gov	157375	BP ACES
800002234				6		1046.1	21	1500046190	1500046197	AERX22012D	8012/130126	03404228	3/20/2012	SUNDEEN	WENDY	228-813-6875	wendy.l.sundeen@nasa.gov	157375	BP ACES

- Once the auto posting is complete, go into SAP and crosscheck to make sure they have been posted.
- Once the advances are posted and IPACs are created, the spreadsheet and the IPACs will need to be attached to the FMC/FMT
- Go to the IPAC website and sign on. www.ipac.gov

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- Click on the “Query” tab on the left of the screen

The screenshot shows the IPAC Today web application. The browser is Internet Explorer, and the URL is https://www.ipac.fms.treas.gov/IPAC/. The page has a dark blue header with the IPAC logo and navigation links like 'Skip Navigation', 'Logout', and 'Help Styles off'. The main content area is white with a dark blue sidebar on the left. The sidebar has a 'Query' button highlighted. The main content area shows a message about system downtime on March 23, 2012, and a 'Must See Messages' section with the text 'ATTENTION ATTENTION ATTENTION'. The footer contains 'Property of US Treasury | Terms & Conditions | Contact Info'.

- In the “Report Type” field, choose “IPAC Transaction Report by Doc Ref Number” from the drop down menu
- In the “Document Ref. Nr.” Field, enter the IPAC DRN from the spreadsheet saved after the postings have been completed.

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IPAC Today - Windows Internet Explorer
 https://www.ipac.fms.treas.gov/IPAC/submitI_3_0_3_1_Query.do

File Edit View Favorites Tools Help
 Convert Select
 Favorites Web Slice Gallery SAP Home
 NSR Console (Searc... bReady Home Com... IPAC Today

IPAC
 Intra-governmental Payment and Collection System

Query

Skip Navigation Logout Help Styles off
 Tue May 08 12:26:21 2012
 Last Completed Tran - Accomplished Date: 2012-04-26 Doc Ref: 02909116 Amt: 200.00 ALC: 80000101 Cust ALC: 80000001

* Required fields

Report type * IPAC Transaction Report by Doc Ref Number

Parameters

ALC All

Customer/Parent ALC

Transaction type

Document ref. nr. * 03103240

Starting date

Ending date

Sender DUNS

Receiver DUNS

Purchase order nr.

Invoice nr.

Requisition nr.

Contract nr.

DO symbol

Internet | Protected Mode: On 125%

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- “Treasury Account Symbol Format” should be “As reported”
- Output format should be “PDF”

The screenshot shows the IPAC Today web application interface. The browser address bar displays the URL: https://www.ipac.fms.treas.gov/IPAC/submit_3_0_3_1_Query.do. The page contains several sections for configuring a report:

- Reclamation credits:** A list of items with radio buttons for Yes/No:
 - Unavailable check cancellation
 - Limited payability cancellation
 - Reversal
 - Miscellaneous Debit
 - Miscellaneous Credit
 - Reversal - Payment Over Cancellation
- Filter/Sort Options:**
 - Treasury Account Symbol Format: * As Reported, CGAC, STAR Component, STAR String
 - Third party submitter: Include, Exclude, Only
 - Sort by: ALC, Doc. ref. nr., Appropriation, Totals only
 - Output: Sent by your ALC, Rec'd. by your ALC
- Output:**
 - Output format: * PDF (dropdown menu)
 - Report format: * Standard, Condensed
- Report description:** A text input field.

At the bottom right, there are buttons for **Submit**, **Clear**, and **Help**. The footer of the page includes "Property of US Treasury | Terms & Conditions | Contact Info".

- Submit
- When the report is finished, Download

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Reports - Windows Internet Explorer
 https://www.ipac.fms.treas.gov/IPAC/submitI_3_0_3_1_Query.do

File Edit View Favorites Tools Help
 Convert Select

Favorites Web Slice Gallery SAP Home

NSR Console (Sear... bReady Home Com... Reports

IPAC
 Intra-governmental Payment and Collection System

Query

Skip Navigation Logout Help Styles off

Tue May 08 12:35:49 2012

Last Completed Tran - Accomplished Date: 2012-04-26 Doc Ref: 02909116 Amt: 200.00 ALC: 80000101 Cust ALC: 80000001

Report Status

The report you requested has been completed.

Download Return to Today Page

IPAC Home
 Transactions
 Query
 Requests
 Bulk Batch
 Agency Setup
 Password
 TRACS

Property of US Treasury | Terms & Conditions | Contact Info

Done Internet | Protected Mode: On 125%

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- The report will open in Adobe
- One IPAC will be created per center.
- *Headquarters will NOT have an IPAC
- Every line item per center will be on one IPAC with details for each line item.

IPAC TRANSACTION REPORT
Selected for Document Reference Number : 02803169

Originating ALC	Customer ALC	Submitter ALC	PAYMENT
80000004	80000001		
Document Reference Number	Summary Amount		
02803169	\$4,774,730.56		
Accomplished Date	Accounting Date	Number of Detail(s)	Originator
05/07/2012	05/31/2012	41	X0028

Total Advance Amount per Center

ALC Contact: Sharif M. Kharuf
Contact Email: sharif.m.kharuf@nasa.gov
Contact Phone: 2288136381

Detail Number	Receiver Treasury Account Symbol	Receiver DUNS+4	Sender Treasury Account Symbol	Sender DUNS+4
1	080 X4546000		08020112012 0115000	
	Receiver BETC	Receiver DUNS	Sender BETC	Sender DUNS
	COLL		DISB	
Purchase Order Number			Invoice Number	
I3P ACES ADV			800002271	
Obligating Document Number			Requisition Number	Contract Number
I3P ACES ADV				
CLIN	Jas Number			
ACT(trace number)	Job (Project) Number	Pay Flag	Receiver Dept Code	
		□	an	

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report[1].pdf - Adobe Reader

File Edit View Window Help

1 / 82 133%

Comment Sign

Sharif M. Kharuf 2288136381

Contact Email
sharif.m.kharuf@nasa.gov

Detail Number	Receiver Treasury Account Symbol	Receiver DUNS+4	Sender Treasury Account Symbol	Sender DUNS+4
1	080 X4546000		08020112012 0115000	
	Receiver BETC	Receiver DUNS	Sender BETC	Sender DUNS
	COLL		DISB	
Purchase Order Number		Invoice Number		
I3P ACES ADV		800002271		
Obligating Document Number		Requisition Number	Contract Number	
I3P ACES ADV				
CLIN	Jas Number			
ACT(trace number)	Job (Project) Number	Pay Flag	Receiver Dept Code	
		P	80	
Unit of Issue	Quantity	Unit Price	Detail Amount	
EA	1.00	\$14,487.00	\$14,487.00	
ACRN	Accounting Classification Code	FSN/AAA/ADSN	DOD Activity Address Code	
		0		
Transaction Contact		Contact Phone		
SHARIF KHARUF		228-813-6381		
Transaction Description		Miscellaneous Information		
800002271-3 - EXCX22011D - I3P ACES ADVANCE				
Document Numbers: 1500059936-F-47, 1500059937 - F-48				

Line item detail

- Save the IPACs on the N drive
- N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\WCF_Working Capital Fund\FY 2013\Month\Date of Posting
- Save as the Center the IPAC is related to (Ex. JSC WCF IPAC 3-20-2013 I3P)

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- Once you have pulled the IPAC, go to ServiceNow and attach the IPAC and Output spreadsheet to the FMC/FMT:

-



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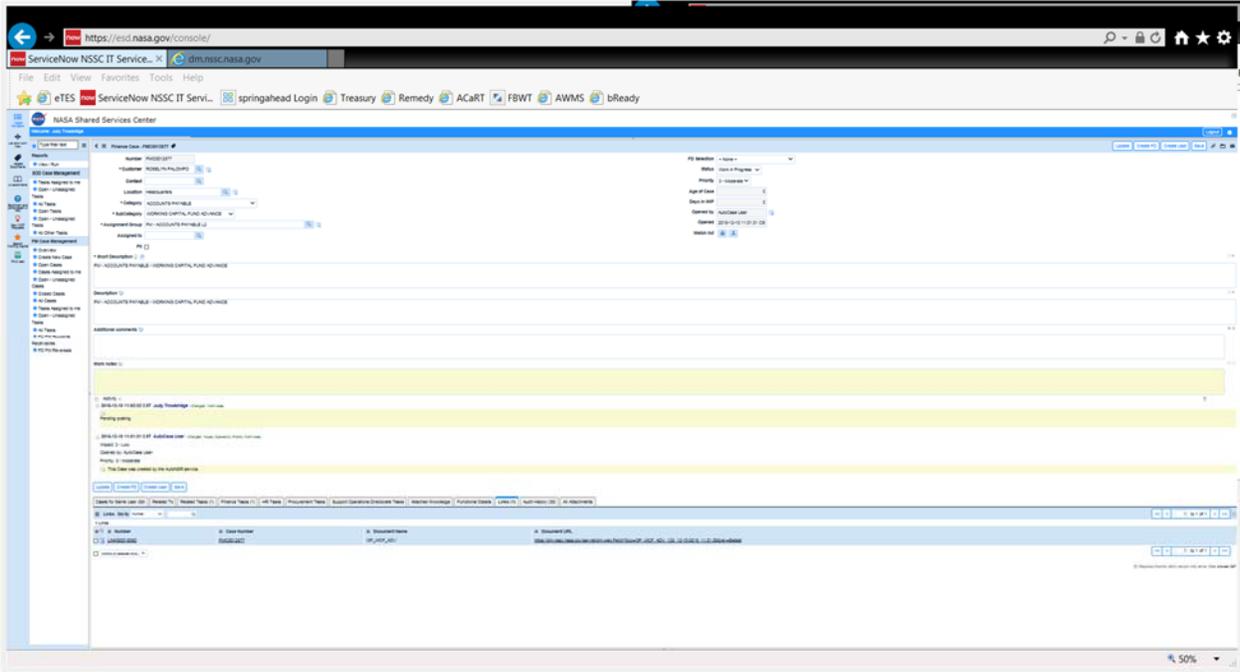


NSSC Services and NSSC Training Purchases



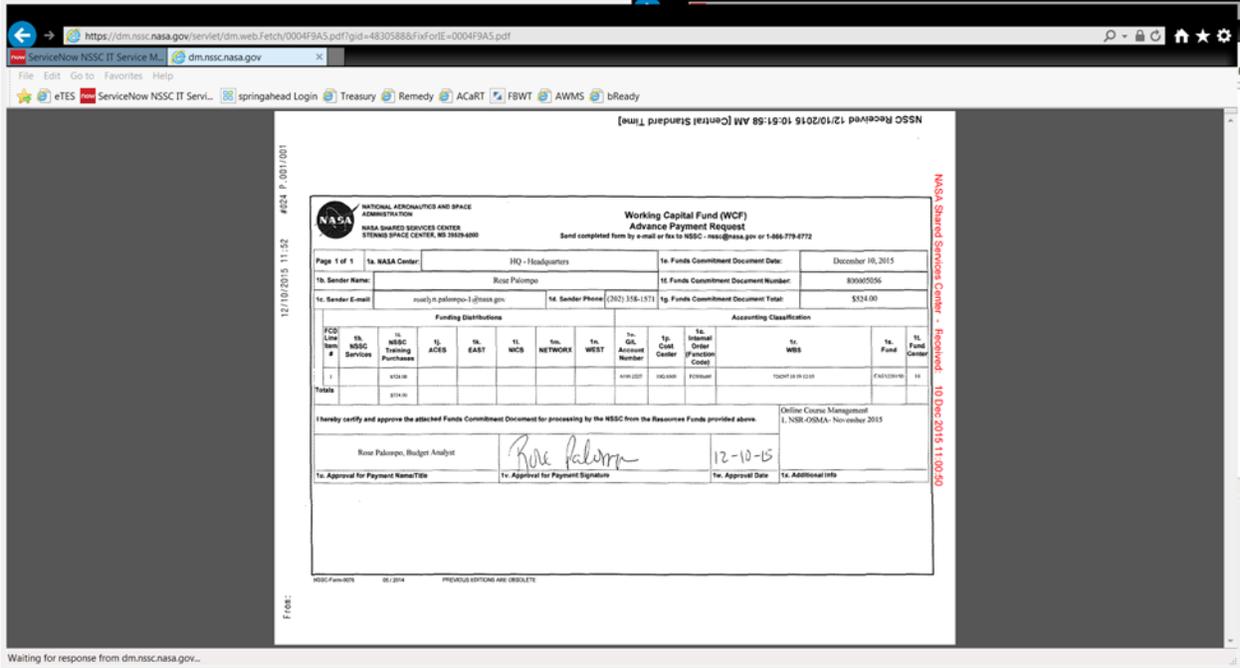
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Open case links tab



Determine if I3P or T&S

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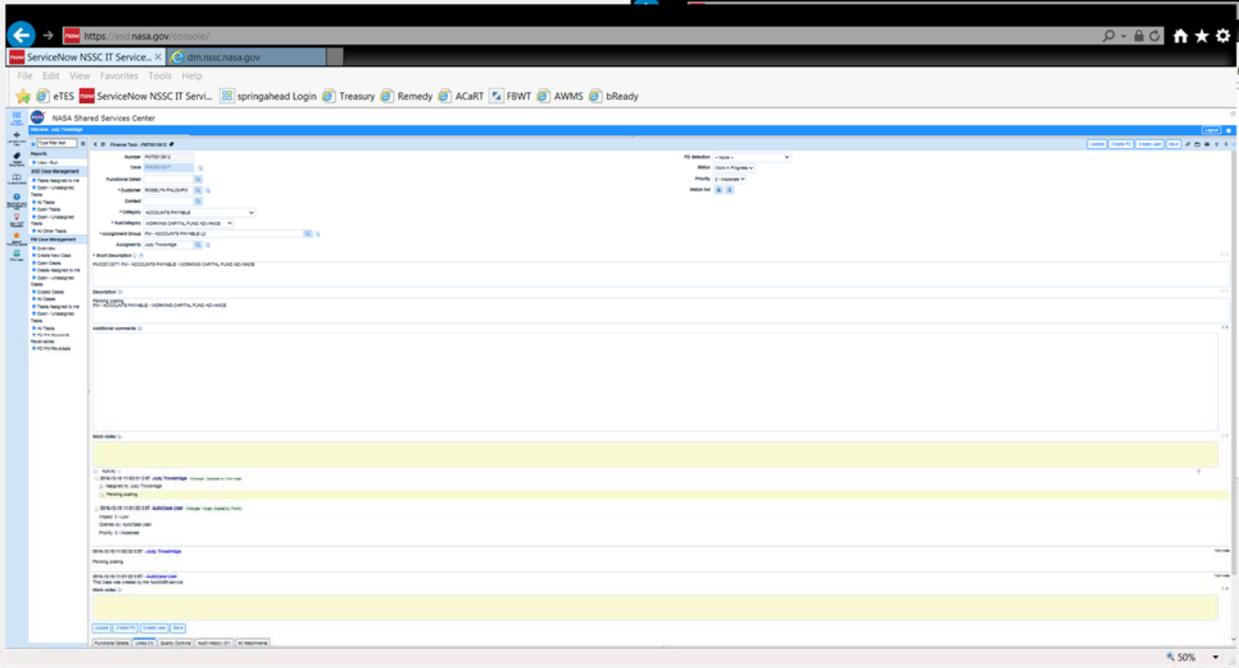


If T&S change case to WIP

Open Finance Task

Change status to WIP and assign to yourself with work notes Pending Posting

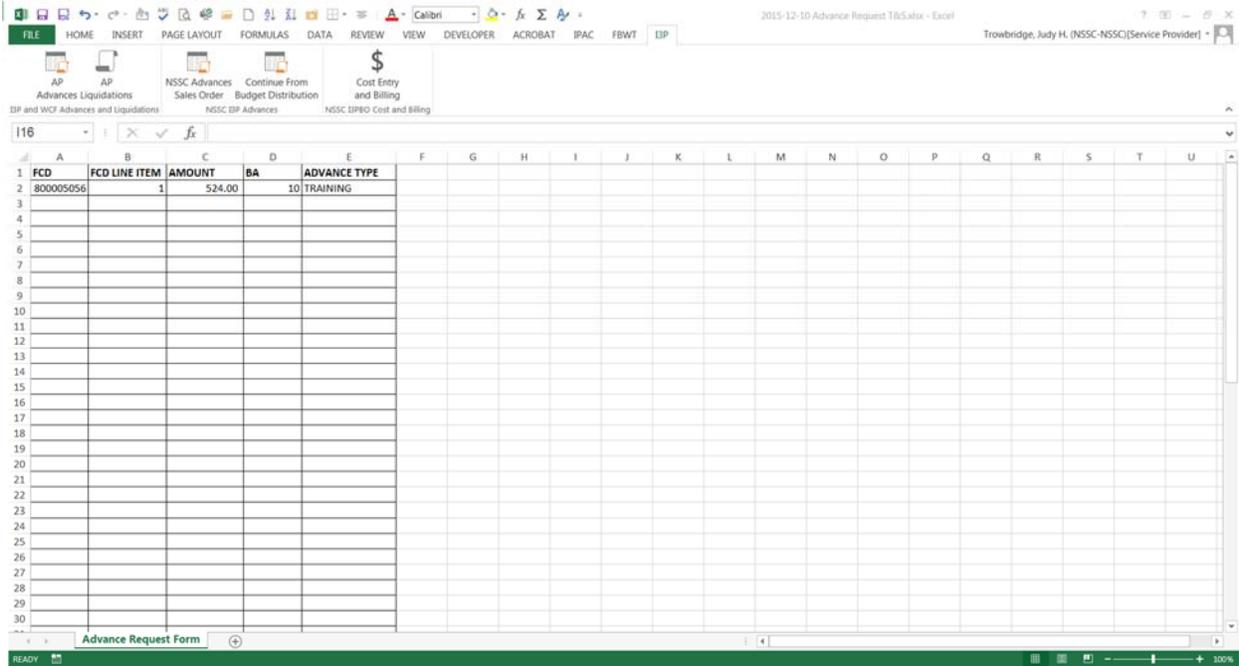
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Determine if FCD meets criteria for processing Consumption/Posted/Vendor by checking in SAP

If all criteria is okay proceed with processing by creating spreadsheet and then process in SAP with I3P advance macro

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After macro completes query copy of IPAC's to be saved to folder (if HQ no IPAC's will be produced)

Change name on output spreadsheet to reflect T&S

NSSC
Service Delivery Guide

NSSDG-9200-0005 Revision 4.0

Number

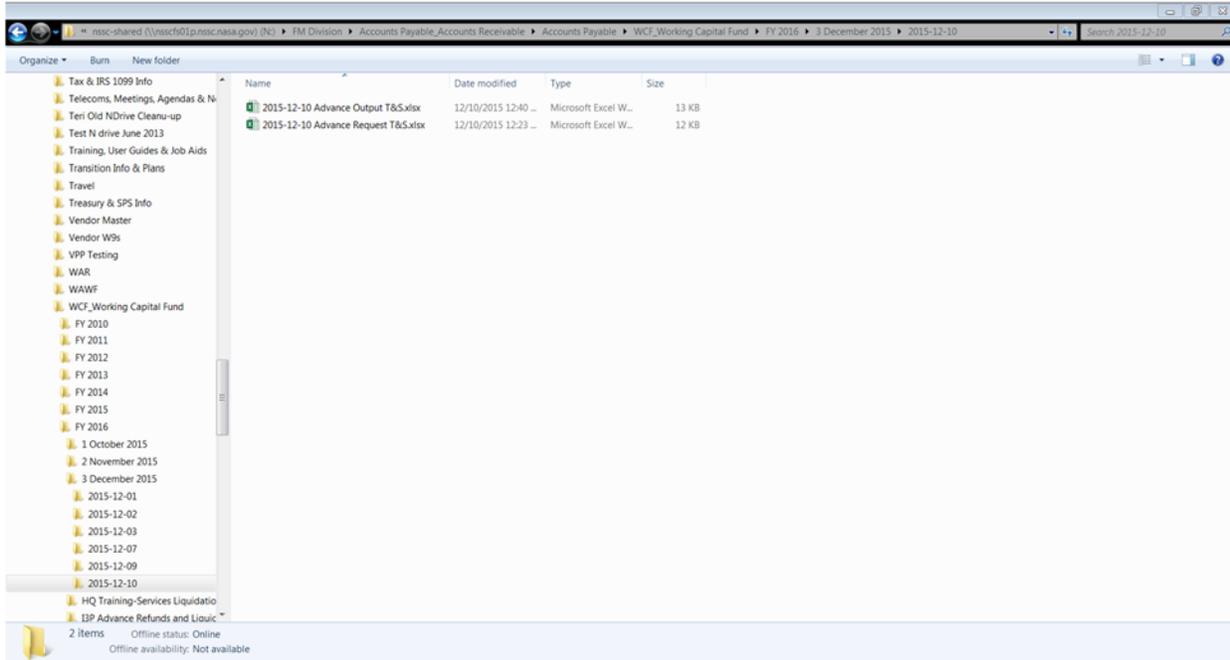
Effective Date: April 10, 2016

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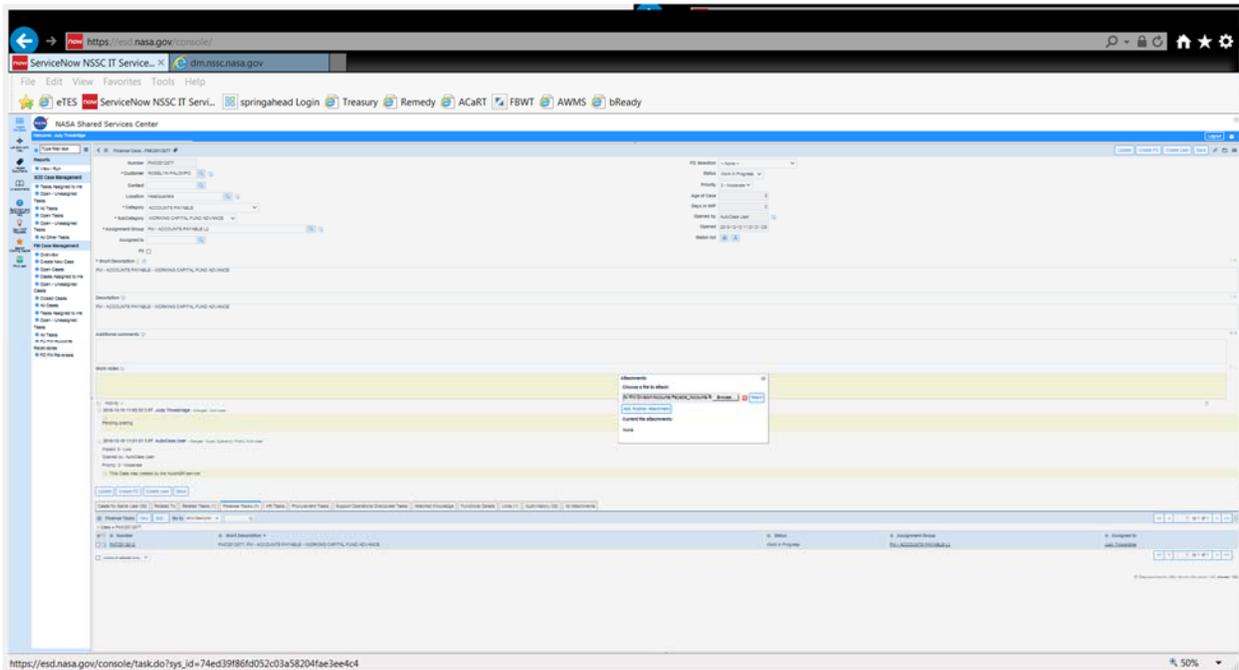
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Responsible Office: Accounts Payable

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

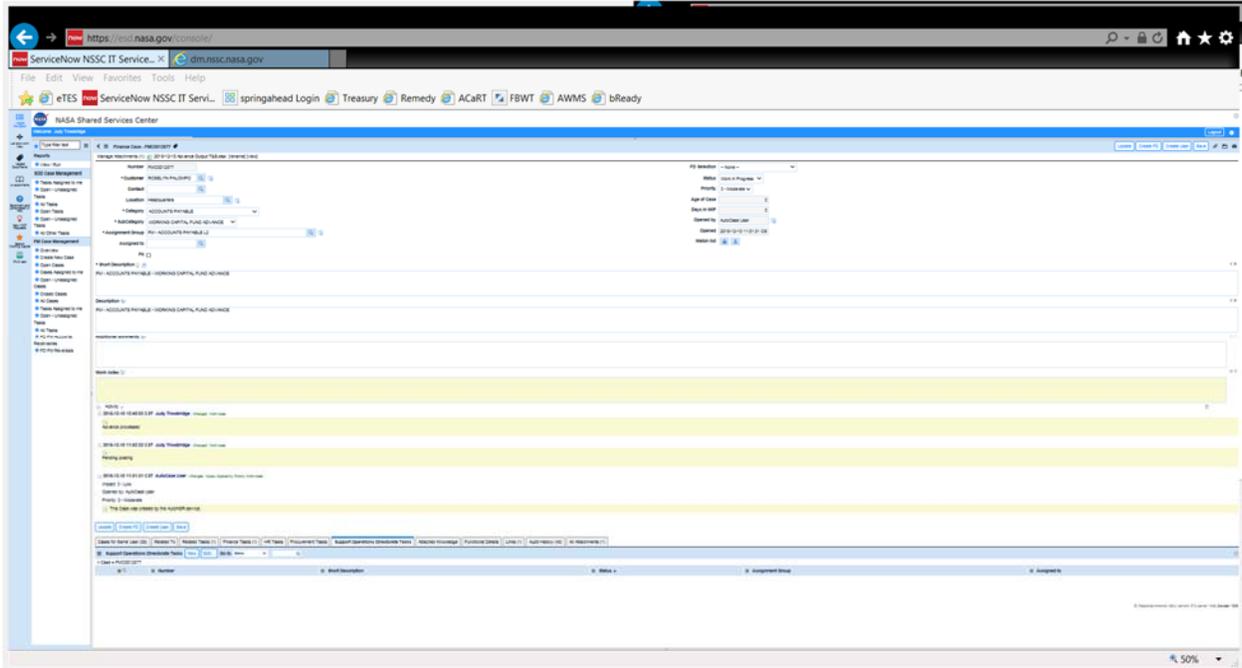


Attached spreadsheet and IPAC's (if IPAC's created) to case

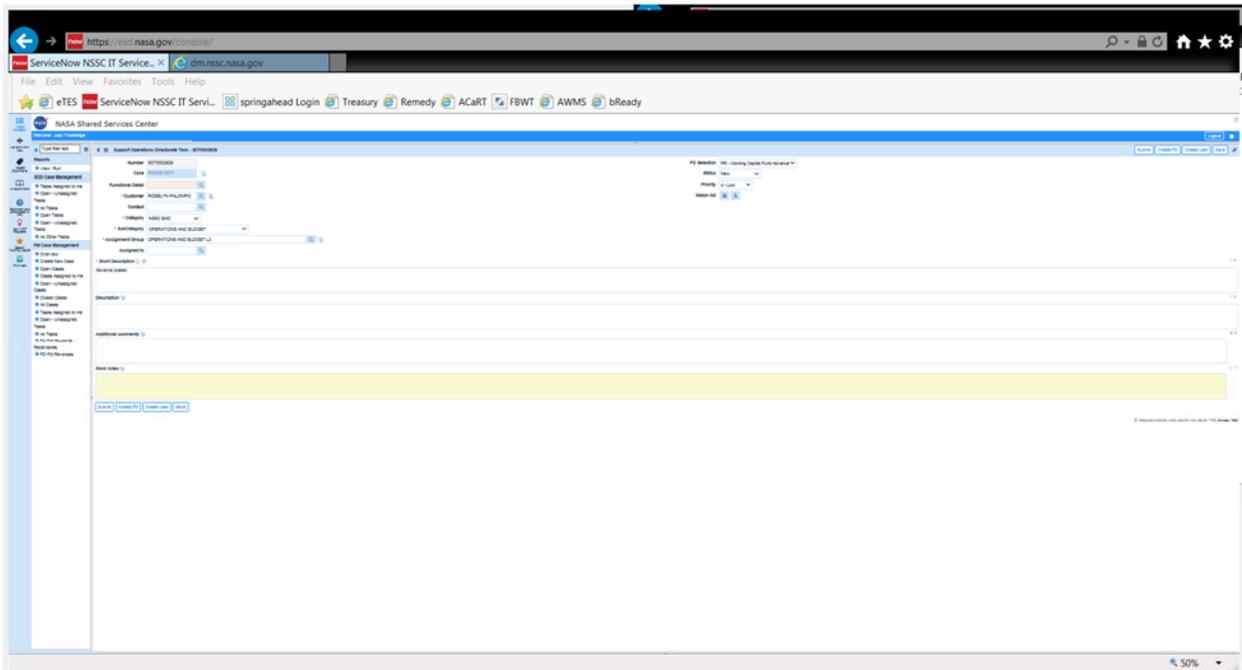


Responsible Office: Accounts Payable

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



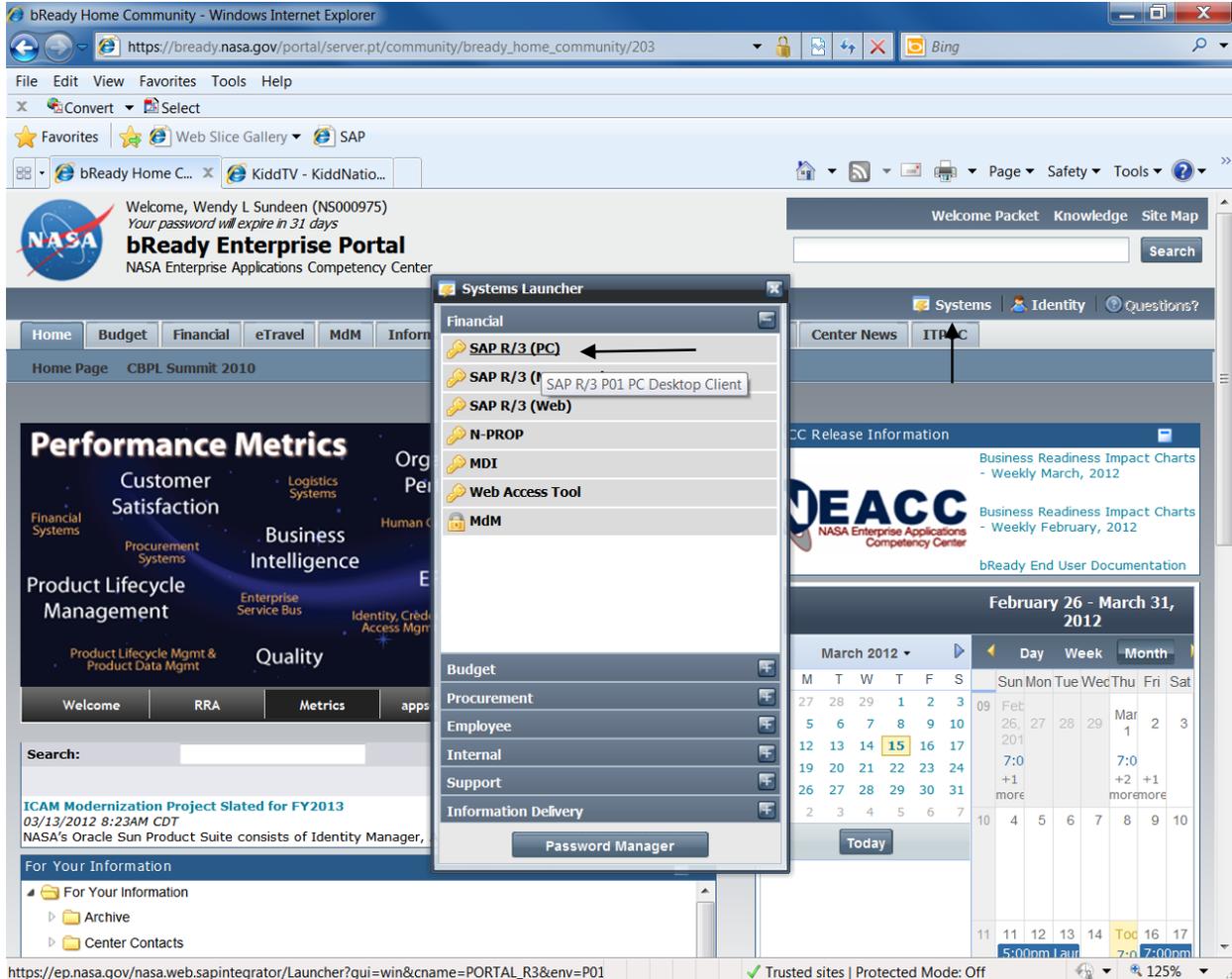
Create task by choosing new



Fill in drop down choices with Advance posted in work notes

Responsible Office: Accounts Payable

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



- Once in SAP, go to FMZ3

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Document Edit Goto System Help

SAP

Funds commitment: Display InitScr

Document number B00002232

Line Item

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- Enter the Funds Commitment Document Number from the Form 76 into the Document Number line and enter

https://dm.nssc.nasa.gov/servlet/dm.web.Fetch/00045A7B.pdf?gid=1315680 - Windows Internet Explorer

https://dm.nssc.nasa.gov/servlet/dm.web.Fetch/00045A7B.pdf?gid=1315680

File Edit Go To Favorites Help

Convert Select

Favorites Web Slice Gallery SAP

https://dm.nssc.nasa.gov/servlet/dm.w...

NSSC Received 3/2/2012 3:25:48 PM [Central Standard Time]

WCF Advance Payment Request
Send completed form by email or fax to NSSC - nssc@nasa.gov or 1-866-779-6772

Pages: 1 of 1 **NASA Center:** SSC - Johnson **Funds Commitment Document Date:** March 2, 2012

Sender Name: Maria(Janie)Perez **Funds Commitment Document Number:** 805002214

Sender Email: maria.j.perez@nasa.gov **Sender Phone:** 281-483-9682 **Funds Commitment Document Total:** \$568,000.00

FCD Line Item #	Funding Distributions					Accounting Classification						
	NSSC Services	NSSC Training Purchases	ACES	EAST	NICS	WEST	GL Account Number	Cost Center	Internal Order (Function Code)	WBS	Fund	Fund Center
			\$18,000.00				6100 2372	72VA111	PC000000	086946.01.01.02.02.62	EXX23012D	72
			\$330,000.00				6100 2372	72CA11	FC000000	176786.07.01.13.01.37	EXC822012D	72
			\$200,000.00				6100 2372	72IC11	FC000000	736466.07.02.03.02	CASX12012D	72
Total:			\$568,000.00									

I hereby certify and approve the attached Funds Commitment Document for processing by the NSSC from the Resources Funds provided above.

Approval for Payment Name/Title: Maria(Janie)Perez **FMS:** FMS **Approval for Payment Signature:** *Maria(Janie)Perez* **Approval Date:** Mar 2, 2012

Additional Information: March IPAC for EIP-NNX11AA01 C-Venfor HP Enterprise Services, LLC- Electronic Data Systems

NSSC Form 0676 Basic version 1.1 08/2011 All previous versions are obsolete (Adobe 8.2)

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- Always check consumption for open amounts on the funds commitment document.
- Click on the consumption tab

Document Edit Goto Extras Environment System Help

Funds commitment: Display Overview scrn

Consumption

Document number 899091982 posted Document Date 11/30/2011
 Document type 60 General Obligation Posting Date 11/30/2011
 Company Code NASA USD Agency Currency/rate USD
 Doc.text NSSC advance to fund KSC ACES Services Dec FY12
 Currency USD
 Grand total 6,976,871.04

D...	Overall amount	Text	Commitment item	Funds Center	Fund	Func	Grant	Funded Program
1	115,189.81	KSC ISS ACES funding f...	2570	76	EXCX22012D	733...		609524
2	10,796.23	KSC ISS ACES funding f...	2570	76	EXCX22012D	733...		609524
3	50,013.96	KSC ISS ACES funding f...	2570	76	EXCX22012D	733...		609524
4	35,000.00	KSC MUSS/Utilization AC...	2570	76	EXCX22012D	733...		769347
5	106,244.48	KSC Commercial Crew A...	2570	76	EXPX22012D	547...		088916
6	3,570.52	KSC Commercial Crew A...	2570	76	EXPX22012D	547...		088916
7	109,672.15	KSC T&R ACES funding f...	2570	76	EXCX22011D	538...		485310
8	190,439.55	KSC T&R ACES funding f...	2570	76	EXCX22011D	538...		485310
9	93,402.94	KSC T&R ACES funding f...	2570	76	EXCX22011D	538...		485310
10	6,485.36	KSC T&R ACES funding f...	2570	76	EXCX22011D	538...		485310
11	2,508,471.55	KSC CMO ACES funding ...	2570	76	CASX12012D	361...		736466
12	108,972.24	KSC CMO ACES funding ...	2570	76	CASX12012D	361...		736466
13	264,131.16	KSC CMO ACES funding ...	2570	76	CASX12012D	361...		736466
14	479,778.22	KSC CMO ACES funding ...	2570	76	CASX12012D	361...		736466
15	264,002.67	KSC CMO ACES funding ...	2570	76	CASX12012D	361...		736466

Position Document item 1 / 53

Responsible Office: Accounts Payable

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- This will give the open amount for the line items

List Edit Goto Views Settings System Help

Earmarked Funds: Display Consumption History

Doc. No.	Item	Transaction	Reference	Consumptn	Crcty	Consumptn	LCurr	Not relev.	Not relev.	Del. Date	Doc. Date	Text	Revaluatns	Status	statst.
800001982	18	Down Payment	1500014472 NASA2012	0.00	USD	0.00	USD	6,640.93	6,640.93	12/20/2011	12/20/2011				
800001982	18	Down Payment	1500017307 NASA2012	0.00	USD	0.00	USD	4,427.29	4,427.29	12/01/2011	12/01/2011				
		Total Down payments		0.00	USD	0.00	USD	8,012.66	8,012.66						
		Invoice/Credit Memo	1900043056 NASA2012	0.00	USD	0.00	USD	754.90	754.90	02/29/2012	02/29/2012				
		Invoice/Credit Memo	1900025977 NASA2012	0.00	USD	0.00	USD	2,300.66	2,300.66	01/20/2012	01/20/2012				
		Total Invoices/credit memos		0.00	USD	0.00	USD	3,055.56	3,055.56						
		Consumpt.		11,068.22	USD	11,068.22	USD	0.00	0.00						
		Open amount		7,895.08	USD	7,895.08	USD	0.00	0.00						
	19	Receipt amt		15,934.24	USD	15,934.24	USD	0.00	0.00						
		Down Payment Request	1500014473 NASA2012	6,842.18	USD	6,842.18	USD	0.00	0.00	12/20/2011	12/20/2011				
		Down Payment Request	1500017308 NASA2012	4,561.45	USD	4,561.45	USD	0.00	0.00	12/01/2011	12/01/2011				
		Total Down payment requests		11,403.63	USD	11,403.63	USD	0.00	0.00						
		Down Payment	1900043063 NASA2012	0.00	USD	0.00	USD	722.08	722.08	02/29/2012	02/29/2012				
		Down Payment	1900025984 NASA2012	0.00	USD	0.00	USD	2,302.76	2,302.76	01/20/2012	01/20/2012				
		Down Payment	1500014474 NASA2012	0.00	USD	0.00	USD	6,842.18	6,842.18	12/20/2011	12/20/2011				
		Down Payment	1500017309 NASA2012	0.00	USD	0.00	USD	4,561.45	4,561.45	12/01/2011	12/01/2011				
		Total Down payments		0.00	USD	0.00	USD	8,378.79	8,378.79						
		Invoice/Credit Memo	1900043063 NASA2012	0.00	USD	0.00	USD	722.08	722.08	02/29/2012	02/29/2012				
		Invoice/Credit Memo	1900025904 NASA2012	0.00	USD	0.00	USD	2,302.76	2,302.76	01/20/2012	01/20/2012				
		Total Invoices/credit memos		0.00	USD	0.00	USD	3,024.84	3,024.84						
		Consumpt.		11,403.63	USD	11,403.63	USD	0.00	0.00						
		Open amount		4,530.61	USD	4,530.61	USD	0.00	0.00						
	20	Receipt amt		8,684.07	USD	8,684.07	USD	0.00	0.00						
		Down Payment Request	1500014475 NASA2012	3,721.83	USD	3,721.83	USD	0.00	0.00	12/20/2011	12/20/2011				
		Down Payment Request	1500009058 NASA2012	2,481.22	USD	2,481.22	USD	0.00	0.00	12/01/2011	12/01/2011				
		Total Down payment requests		6,203.05	USD	6,203.05	USD	0.00	0.00						
		Down Payment	1900043073 NASA2012	0.00	USD	0.00	USD	366.92	366.92	02/29/2012	02/29/2012				
		Down Payment	1900025994 NASA2012	0.00	USD	0.00	USD	1,164.08	1,164.08	01/20/2012	01/20/2012				
		Down Payment	1500014476 NASA2012	0.00	USD	0.00	USD	3,721.83	3,721.83	12/20/2011	12/20/2011				
		Down Payment	1500009059 NASA2012	0.00	USD	0.00	USD	2,481.22	2,481.22	12/01/2011	12/01/2011				
		Total Down payments		0.00	USD	0.00	USD	4,672.05	4,672.05						
		Invoice/Credit Memo	1900043073 NASA2012	0.00	USD	0.00	USD	366.92	366.92	02/29/2012	02/29/2012				
		Invoice/Credit Memo	1900025994 NASA2012	0.00	USD	0.00	USD	1,164.08	1,164.08	01/20/2012	01/20/2012				
		Total Invoices/credit memos		0.00	USD	0.00	USD	1,531.00	1,531.00						
		Consumpt.		6,203.05	USD	6,203.05	USD	0.00	0.00						
		Open amount		2,481.02	USD	2,481.02	USD	0.00	0.00						
	21	Receipt amt		74,932.12	USD	74,932.12	USD	0.00	0.00						
		Down Payment Request	1500014477 NASA2012	34,716.37	USD	34,716.37	USD	0.00	0.00	12/20/2011	12/20/2011				
		Down Payment Request	1500009060 NASA2012	23,144.25	USD	23,144.25	USD	0.00	0.00	12/01/2011	12/01/2011				
		Total Down payment requests		57,860.62	USD	57,860.62	USD	0.00	0.00						
		Down Payment	1900043043 NASA2012	0.00	USD	0.00	USD	6,323.20	6,323.20	02/29/2012	02/29/2012				
		Down Payment	1900025965 NASA2012	0.00	USD	0.00	USD	13,611.52	13,611.52	01/20/2012	01/20/2012				
		Down Payment	1500014478 NASA2012	0.00	USD	0.00	USD	34,716.37	34,716.37	12/20/2011	12/20/2011				

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- Another way to check the consumption is to double click into the line item.

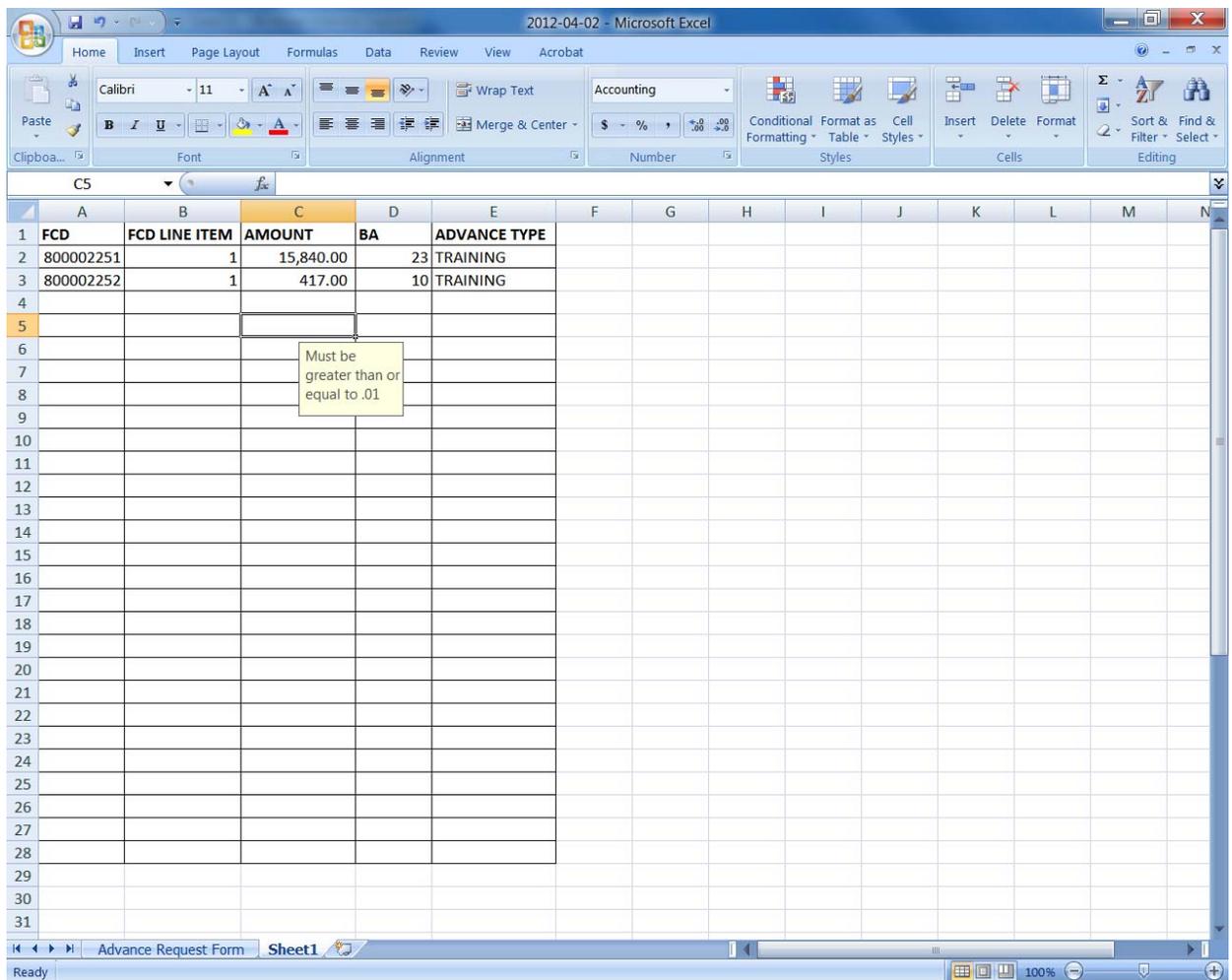
The screenshot shows the SAP 'Funds commitment: Display Detail scr' interface. The main data is as follows:

Line Item	880002232	1	Position	/ 4
Text: GSFC ACES Advance NNM11AA04CI				
Control data				
<input type="checkbox"/> Completion indicator	<input type="checkbox"/> Item blocked	<input type="checkbox"/> Item block	More	
Values				
Currency	USD			
Overall amount	273,465.00			
Open amount	273,465.00 ←			
Due on				
Referenced document				
Reservation	0			
<input type="checkbox"/> Set to 'Done'				
More data				
Vendor	157375	NASA SHARED SERVICES CENTER		
Customer				
Coding Block				
Fund	CASX12012D	Cost Center	5176NICSCM	
Functional Area	361N	Grant		
Funds Center	51	WBS Element	736466.07.01.04.03.07.31	
		Commitment Item	2570	
More				

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- Once the Form 76 is verified with the Funds Commitment Document and is deemed correct, enter the information into the WCF Advance Spreadsheet.
- The spreadsheet template that is located at:

N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\WCF_Working Capital Fund\FY 2012\Advance Request Form Template



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- **This spreadsheet must be used in order for the automation to work!**
- Enter the information on the Form 76 into the spreadsheet.

https://dm.nssc.nasa.gov/servlet/dm.web.Fetch/00048D26.pdf?gid=1332216 - Windows Internet Explorer

https://dm.nssc.nasa.gov/servlet/dm.web.Fetch/00048D26.pdf?gid=1332216

File Edit Go To Favorites Help

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Favorites Web Slice Gallery SAP

https://dm.nssc.nasa.gov/servlet/dm.w...

NASA National Aeronautics and Space Administration
NASA Shared Services Center
Stennis Space Center, MS 39529-8000

WCF Advance Payment Request

Send completed form by email or fax to NSSC - nssc@nasa.gov or 1-866-779-6772

Pages: 1 of 1 NASA Center: LARC - Langley Funds Commitment Document Date: April 2, 2012

Sender Name: Heather Price Funds Commitment Document Number: 800002251

Sender Email: Heather.L.Price@nasa.gov Sender Phone: (757) 864-7214 Funds Commitment Document Total: \$15,840

FCD Line Item #	Funding Distributions						Accounting Classification					
	NSSC Services	NSSC Training Purchases	ACES	EAST	NICS	WEST	GIL Account Number	Cost Center	Internal Order (Function Code)	WBS	Fund	Fund Center
1		\$15,840					61002527	23D1	FC000000	432938.11.01.07.41.22	CASX12012D	23
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
Total:		\$15,840										

I hereby certify and approve the attached Funds Commitment Document for processing by the NSSC from the Resources Funds provided above.

Heather Price, Accountant **HEATHER PRICE** Signature approved by HEATHER PRICE
Signature of HEATHER PRICE, Accountant, NSSC
Signature of HEATHER PRICE, Accountant, NSSC
Signature of HEATHER PRICE, Accountant, NSSC

Approval for Payment Name/Title: HEATHER PRICE Approval for Payment Signature: HEATHER PRICE Approval Date: _____

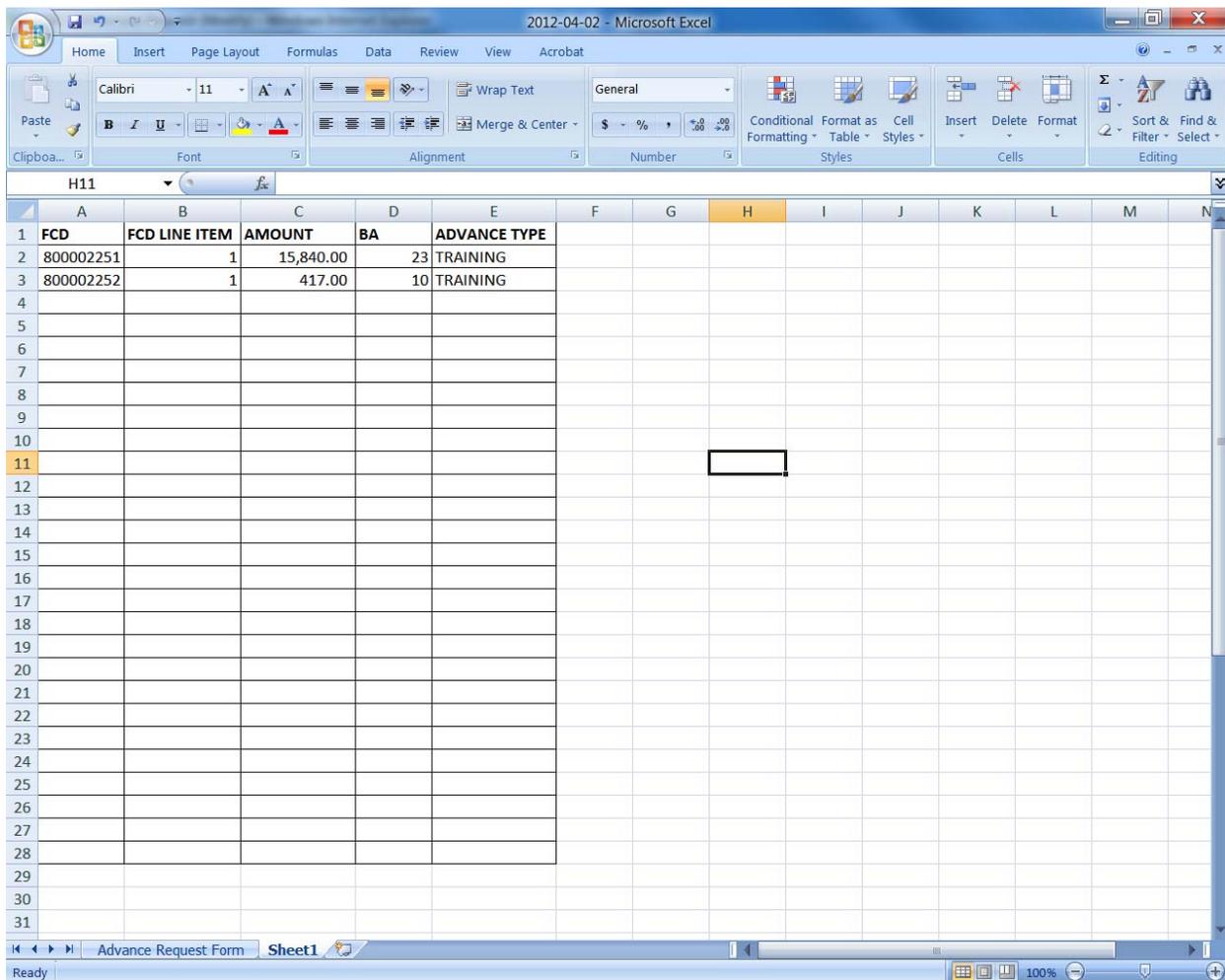
NSSC Form 0076 Basic version 1.1 08/2011 All previous versions are obsolete (FileNet 4.2)

Additional Information: FALCON 20 INITIAL PIC

Unknown Zone | Protected Mode: Off

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- The completed spreadsheet will look like below:



- Save spreadsheet:
 - N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\WCF_Working Capital Fund\FY 2013\7 April 2013\Date of spreadsheet
 - Make sure you state the spreadsheet is for Training and Services
- Close spreadsheet
- Go to the N drive and add the I3P Macro

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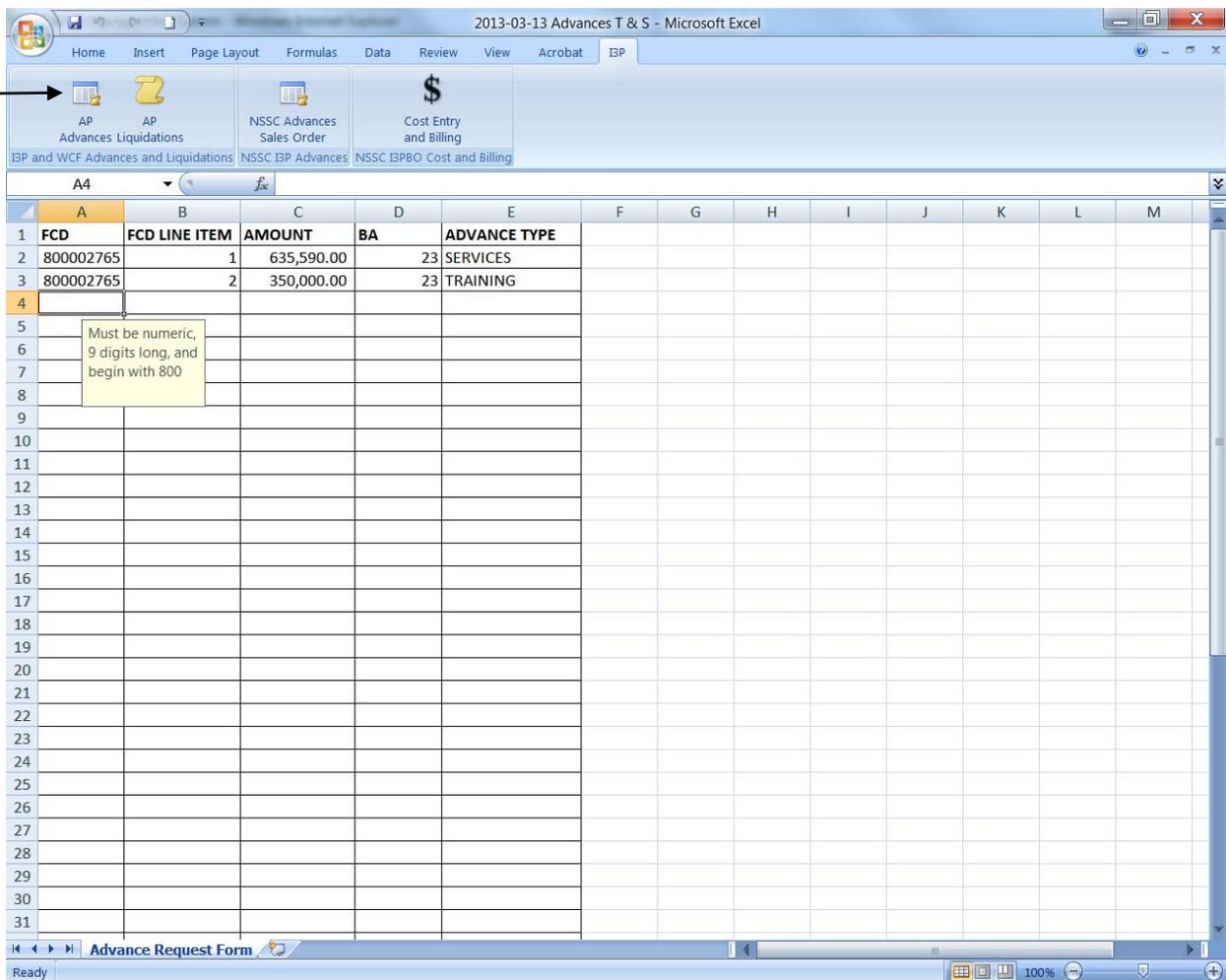
N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\WCF_Working Capital Fund\I3P

- An excel Security Notice will open. Click “Enable Macros”



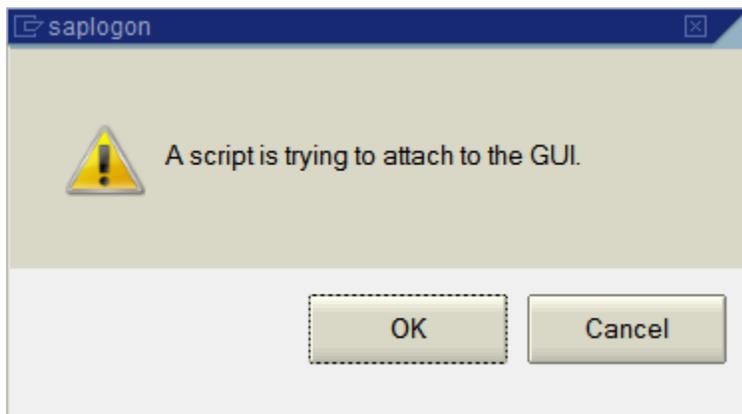
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- Once installed, the excel spreadsheet will display and “I3P” tab
- Once the Macro is installed onto your computer, you will not have to install it again. If updates are made, it will prompt you to update when excel is open.
- Close out Excel
- Open the saved Advance Spreadsheet
- When you are ready to post the advances, click the I3P tab
- Click the AP Advances Icon-only 1 time. Do not double click!!



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- There will be a pop up screen that says “Script is trying to attach to GUI”, click OK



- The automation will then post the F47-Down payment request and F48-Pay Advance in SAP

Manual Steps for F-47- Procedure to create a down payment request

1. For Step-by-Step End-User procedures, refer to NEACC IEM EPSS at: <https://epss.nasa.gov/gm/workplace> and click on the following:

- 📁 SAP – Core Financials
- 📁 Accounts Payable
- 📁 Sub Process Area
- 📁 NSSC Advance Process
- 📁 F-47 Down Payment Request (End User Procedure)

Manual Steps for F-48- Procedure to execute payment of an advance

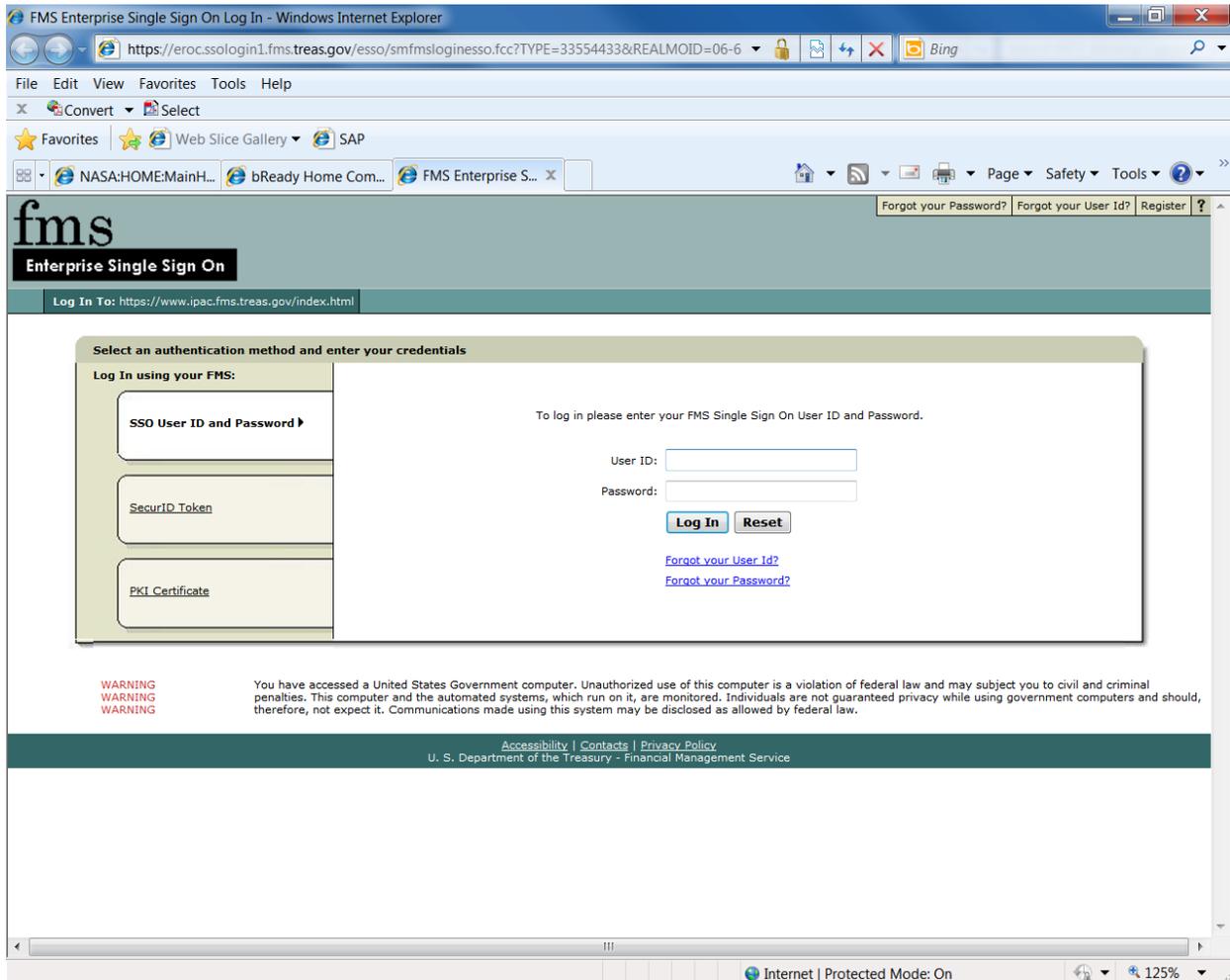
2. For Step-by-Step End-User procedures, refer to NEACC IEM EPSS at: <https://epss.nasa.gov/gm/workplace> and click on the following:

- 📁 SAP – Core Financials
- 📁 Accounts Payable
- 📁 Sub Process Area

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- 📁 NSSC Advance Process
- 📁 F-48 Pay Advance (End User Procedure)

- Once these 2 transactions have been posted, it will then prompt you to sign on to create the IPAC



- Once signed on, the IPACs for each line item will be created.
- One IPAC will be created for each center. The IPAC will contain detail pages for each line item.

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- Once the IPACs are created, the macro creates a spreadsheet with the 1500 number for the down payment request, 1500 number for the down payment, and IPAC document request number. This should be saved under the WCF folder on the N drive.

N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\WCF_Working Capital Fund\FY 2013\

The screenshot shows a Microsoft Excel spreadsheet titled '2013-03-13 Advance Output T & S - Microsoft Excel'. The spreadsheet has a header row (row 1) and data rows (rows 2-3). The header row contains the following columns: Funds Commit Doc, FCD Line Item, Amount, Business Area, Down Pmt Req #, Down Pmt #, Fund, AOF, IPAC DRN, Doc Date, Last Name, and First N. The data rows contain the following values:

	A	B	C	D	E	F	G	H	I	J	K	L
1	Funds Commit Doc	FCD Line Item	Amount	Business Area	Down Pmt Req #	Down Pmt #	Fund	AOF	IPAC DRN	Doc Date	Last Name	First N
2	800002765	1	635,590.00	23	1500052409	1500052410	CASX22013D	8013/140122	03004518	3/13/2013	SUNDEEN	WEND
3	800002765	2	350,000.00	23	1500052411	1500052412	CASX22013D	8013/140122	03004518	3/13/2013	SUNDEEN	WEND

- Once the auto posting is complete, go into SAP and crosscheck to make sure they have been posted.
- Once the advances are posted and IPACs are created, the spreadsheet and the IPACs will need to be attached to the FMC/FMT

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- Go to the IPAC website and sign on. www.ipac.gov
- Click on the “Query” tab on the left of the screen

IPAC Today - Windows Internet Explorer

https://www.ipac.fms.treas.gov/IPAC/

File Edit View Favorites Tools Help

Convert Select

Favorites Web Slice Gallery SAP

bReady Home Com... NASA:HOME:MainH... IPAC Today

Skip Navigation Logout Help Styles off

IPAC Today

Thu Mar 22 12:55:15 2012

Last Completed Tran - Accomplished Date: 2012-03-20 Doc Ref: 03404228 Amt: 1046.10 ALC: 80001201 Cust ALC: 80000001

Must See Messages

ATTENTION ATTENTION ATTENTION

IPAC will be unavailable on Friday, March 23, 2012 beginning at 8 p.m. (EST) until Saturday, March 24, 2012 at 6:00 a.m. (EST), for the deployment of Release 12.0.2 upgrade to the IPAC application. Please do not send any IPAC/RITS bulk files or try to access any IPAC On-line applications during this timeframe. IPAC will be back in operation on Saturday, March 24, 2012 at 6:00 a.m. (EST) and you can begin normal processing of transactions and generating reports.

Sorry for any inconvenience this may cause. Please call the Treasury Support Center at 866-809-5218 or email IPAC@stls.frb.org if you have any questions.

You can find all of this information and more at the IPAC website located at: www.fms.treas.gov/ipac.

Broadcast Messages

No Broadcast Messages found.

Property of US Treasury | Terms & Conditions | Contact Info

https://www.ipac.fms.treas.gov/IPAC/query.do?screenName=GOALSMENU&buttonName=IPAC

Internet | Protected Mode: On

125%

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- In the “Report Type” field, choose “IPAC Transaction Report by Doc Ref Number” from the drop down menu
- In the “Document Ref. Nr.” Field, enter the IPAC DRN from the spreadsheet saved after the postings have been completed.

N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\WCF_Working Capital Fund\FY 2013\Month\Day”

2013-03-13 Advance Output T & S - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Business Area	Advance Type	Doc Date	IPAC DRN	Amount									
2		23 SERVICES	3/13/2013	03004518	35,500.00									
3		23 TRAINING	3/13/2013	03004518	350,000.00									
4														
5														
6														
7														
8														
9														
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Output before IPACs Output after IPACs NSSC Advance Input

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IPAC Today - Windows Internet Explorer
 https://www.ipac.fms.treas.gov/IPAC/submitf_3_0_3_1_Query.do

File Edit View Favorites Tools Help

NSR Console (Searc... AP Work Managem... IPAC Today

Find: nnh Previous Next Options

IPAC
 Intra-governmental Payment and Collection System

Query

Skip Navigation Logout Help Styles off

Thu Mar 14 11:15:04 2013

Last Completed Tran - Accomplished Date: 2013-03-13 Doc Ref: 03004518 Amt: 985590.00 ALC: 80000501 Cust ALC: 80000001

* Required fields

Report type * IPAC Transaction Report by Doc Ref Number

Parameters

ALC All

Customer/Parent ALC

Transaction type

Document ref. nr. * 03004518

Starting date

Ending date

Sender DUNS

Receiver DUNS

Purchase order nr.

Invoice nr.

Requisition nr.

Contract nr.

DO symbol

Internet | Protected Mode: On 125%

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- “Treasury Account Symbol Format” should be “As reported”
- Output format should be “PDF”

The screenshot shows the IPAC Today web application interface. The browser address bar displays the URL: https://www.ipac.fms.treas.gov/IPAC/submitI_3_0_3_1_Query.do. The page content includes several sections for configuring a report:

- Filter/Sort Options:**
 - Treasury Account Symbol Format: * As Reported, CGAC, STAR Component, STAR String
 - Third party submitter: Include, Exclude, Only
 - Sent by your ALC: (selected)
 - Sort by: ALC, Doc. ref. nr., Appropriation, Totals only
 - Rec'd. by your ALC: (selected)
 - Sort by: ALC, Totals only
- Output:**
 - Output format: * PDF (selected in dropdown)
 - Report format: * Standard, Condensed
- Report description:** A text input field.

At the bottom right, there are buttons for **Submit**, **Clear**, and **Help**. The footer of the page reads: Property of US Treasury | Terms & Conditions | Contact Info.

- Submit

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- Once the query screen comes up, click download report

The screenshot shows the IPAC (Intra-Governmental Payment and Collection) web application interface. The browser window title is "Reports - Windows Internet Explorer" and the address bar shows the URL "https://www.ipac.fms.treas.gov/IPAC/submit1_3_0_3_1_Query.do". The page content includes a navigation menu on the left with buttons for "IPAC Home", "Transactions", "Query", "Requests", "Bulk Batch", "Agency Setup", "Password", and "TRACS". The main content area is titled "Query" and displays the following information:

Last Completed Tran - Accomplished Date: 2012-03-20 Doc Ref: 03404228 Amt: 1046.10 ALC: 80001201 Cust ALC: 80000001
Report Status
 The report you requested has been completed.

Below the message, there are two buttons: "Download" and "Return to Today Page". An arrow points to the "Download" button. The top right of the page shows the date "Thu Mar 22 13:07:06 2012" and links for "Skip Navigation", "Logout", and "Help Styles off". The footer of the page contains the text "Property of US Treasury | Terms & Conditions | Contact Info".

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The report will open in Adobe

- One IPAC will be created per center.
- *Headquarters will NOT have an IPAC
- Every line item per Center will be on one IPAC with details for each line item.

report[1].pdf - Adobe Acrobat Pro

File Edit View Window Help

1 / 4 103%

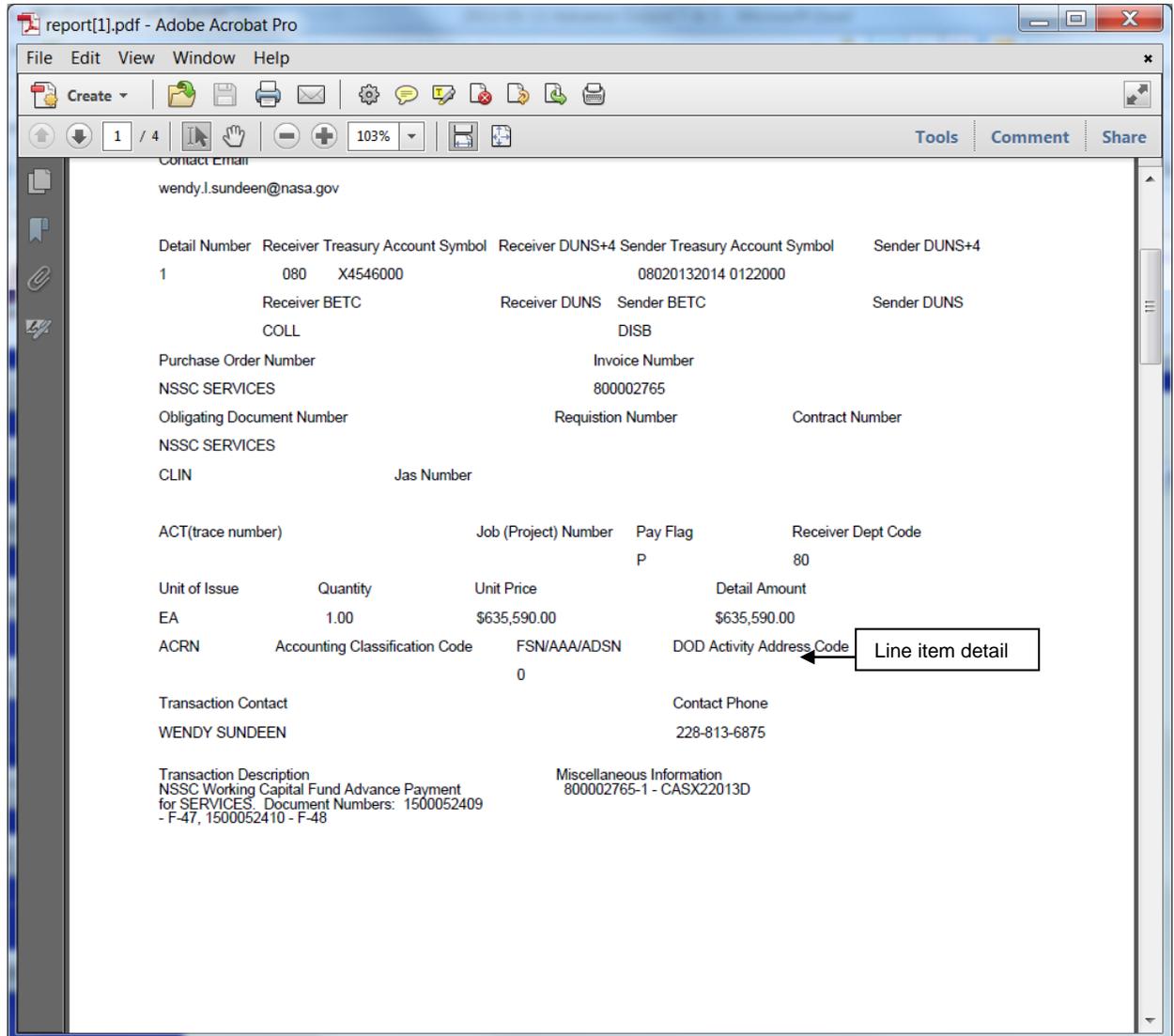
Total amount of IPAC per Center

IPAC TRANSACTION REPORT
Selected for Document Reference Number : 03004518

Originating ALC	Customer ALC	Submitter ALC	PAYMENT	
80000501	80000001			
Document Reference Number	Summary Amount			
03004518	\$985,590.00			
Accomplished Date	Accounting Date	Number of Detail(s)	Originator	
03/13/2013	03/31/2013	2	X0030	
ALC Contact			Contact Phone	
Wendy L. Sundeen			2288136875	
Contact Email				
wendy.l.sundeen@nasa.gov				
Detail Number	Receiver Treasury Account Symbol	Receiver DUNS+4	Sender Treasury Account Symbol	Sender DUNS+4
1	080 X4546000		08020132014 0122000	
	Receiver BETC	Receiver DUNS	Sender BETC	Sender DUNS
	COLL		DISB	
Purchase Order Number			Invoice Number	
NSSC SERVICES			800002765	
Obligating Document Number		Requisition Number		Contract Number
NSSC SERVICES				
CLIN	Jas Number			
ACT(trace number)		Job (Project) Number	Pay Flag	Receiver Dept Code
			P	80
Unit of Issue	Quantity	Unit Price		Detail Amount

Total Advance Amount per Center

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- Save the IPACs on the N drive
- N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\WCF_Working Capital Fund\FY 2013\Month\Date of Posting
- Save as the Center the IPAC is related to (Ex. Johnson WCF IPAC 3-14-2013 T & S)
- Once you have pulled the IPAC, go to ServiceNow and attach the IPAC and Output spreadsheet to the FMC/FMT:

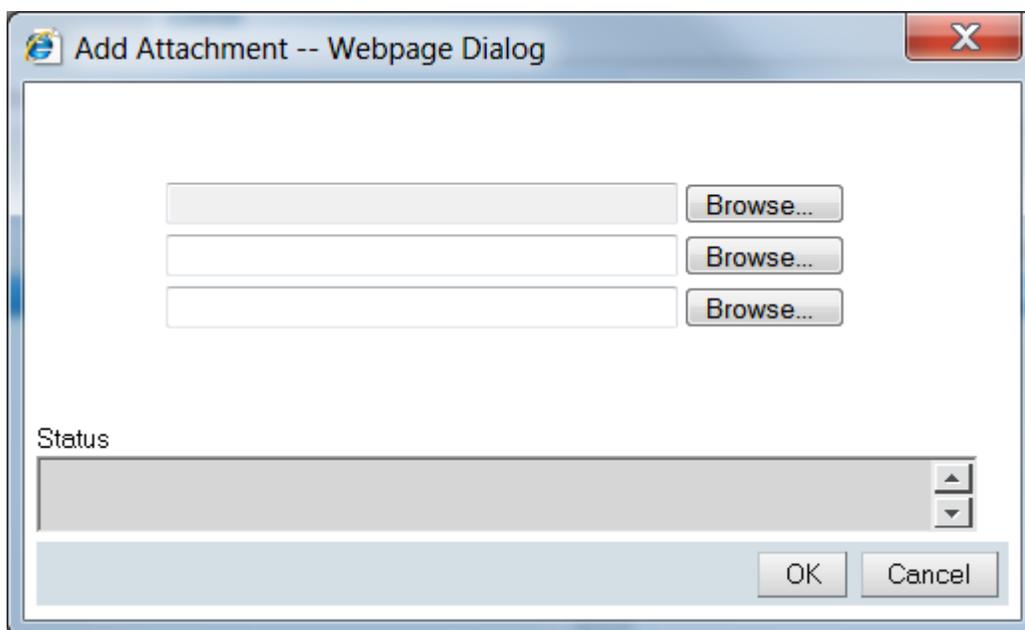
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- Pull up the FMC/FMT related to the advance
- Click the Relationships & Attachments tab
- Click the Add tab under the attachments section

The screenshot displays the 'NSSC:NSR:Service Request (Modify)' web application. The interface includes a navigation bar with options like 'Save', 'New search', 'New request', and 'Modify all'. The 'Requester Details' section contains fields for 'Full Name+', 'Corporate ID+', 'Phone Number+', 'Email Address', 'Company', 'Region', and 'Site'. The 'Attachments' section is currently selected, showing a table with columns for 'FileName', 'FileSize', and 'ModifiedByFullName'. An 'Add' button is highlighted with a red arrow, indicating the next step in the process. The browser's status bar at the bottom shows 'Trusted sites | Protected Mode: Off' and a zoom level of 125%.

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- The add attachment screen will appear
- Click the Browse tab and search for the files you need to attach



- Once you have selected your files, click ok
- Go to the task tab and double click into the Task
- Change the task status to “closed” and make a work info entry-Advance posted and IPAC created and Save

Responsible Office: Accounts Payable

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https://ars.nssc.nasa.gov/?cacheid=4d8c91ba - Task (nsscar01p.nssc.nasa.gov) - Windows Internet Explorer

NASA Shared Services Center **NSR Task** **R** REMEDY

Task Information

Summary	FM-ACCOUNTS PAYABLE-IPAC	Task ID	NT0000000084812
Description	FM-ACCOUNTS PAYABLE-IPAC	Task Status	Closed
Sequence	1	Status Reason	
		Priority	Low

General **Dates**

Requester Information

Login +	mbreson
Name +	MICHAEL S BRESON View
VIP	No
Phone No.	202.358.0577
Region	NORTH AMERICA
Site Group	NASA
Site	HQ
Company	NASA
Organization	HQ
Department	

Categorization

Category Tier 1	FINANCIAL MANAGEMENT
Category Tier 2	ACCOUNTS PAYABLE
Category Tier 3	WORKING CAPITAL FUND ADVANCE

Task Assignment

Assigned Group	FM - AP - IPAC L2
Assignee	KARLA J DENHAM

Task Data

Submitter	kdenham
Last Modified By	kdenham
Create Date	3/21/2012 10:28:41 AM
Modified Date	3/21/2012 10:29:10 AM

Work Info Entry Advance posted and IPAC created **Save** **Cancel**

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- Select Predefined Task

NSSC:NSR:Service Request (New) - Windows Internet Explorer

https://ars-test.nssc.nasa.gov/arsys/forms/nssc01t.nssc.nasa.gov/NSSC%3ANSR%3AService+Request/Default+Administrator+View/?cacheid=6a06c4dc

NSSC:NSR:Service Request (New)

Current mode: New

Save New search New request Modify all Searches My Reports Advanced search Clear Set to defaults Status history Logout Help

NASA Shared Services Center NSSC Service Request (NSR) NSR REMEDY

Requester Details

Full Name+ SHELLEY A LEE Email Address shelley.a.lee@email.nasa.gov Company NASA

Corporate ID+ salee View VIP No Region NORTH AMERICA

Phone Number+ 228.813.6318 Clear Site NSSC

General Tasks Relationships & Attachments Audit History & Quality Control

Task Sequence	Summary	Assigned To	Task Status	Priority	Create Date	Task Number
1	FM-ACCOUNTS PAYA...		New	Low	12/7/2011 9:16:05 AM	NT0000000000646

Select Predefined Task View Task Create New Task Cancel

Task Category Tier 1 Task Category Tier 2 Task Category Tier 3

Task Dates/Time

Scheduled Start Date Scheduled End Date Actual Start Date Actual End Date

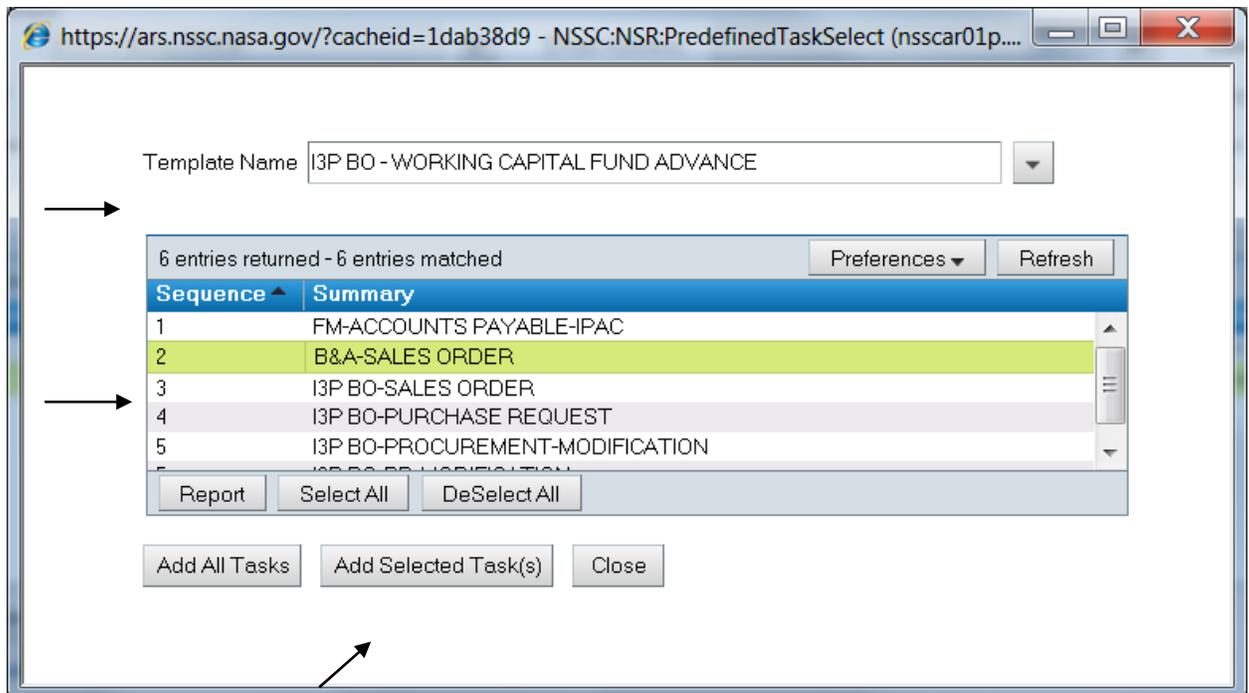
Task Last Modified By Task Modified Date

Save Print Close

salee | nssc01t.nssc.nasa.gov | 00:30 Trusted sites 100%

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- Select the I3P BO – Working Capital Fund Advance from the Template Name
- Select B & A – Sales Order
- Add Selected Task



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- Go to the General tab
- Change Status to Assigned
- Change Assigned Group to “B & A Support L3”
- Make a work info entry-Advance posted and IPAC created
- Save

- Enter the training/services advances onto the training/services spreadsheet for that particular center.

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- The spreadsheets are located at:

N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\WCF_Working Capital Fund\FY 2013

Under the Center name.

Liquidations-I3P

- I3P BO Sales Order Support L3 will generate an FMC/FMT to the IPAC team and attach the "Liquidation Report" as an Excel spreadsheet.

The screenshot shows the 'NSSC:NSR:Service Request (Modify)' web application. The user profile for Rebecca D. Smith is visible, with fields for Full Name, Email Address, Corporate ID, and Phone Number. The 'Attachments' section contains a table with the following data:

FileName	FileSize	ModifiedBy
04-2012 April Liquidation Report.xlsx	11979	REBECCA D SMIT

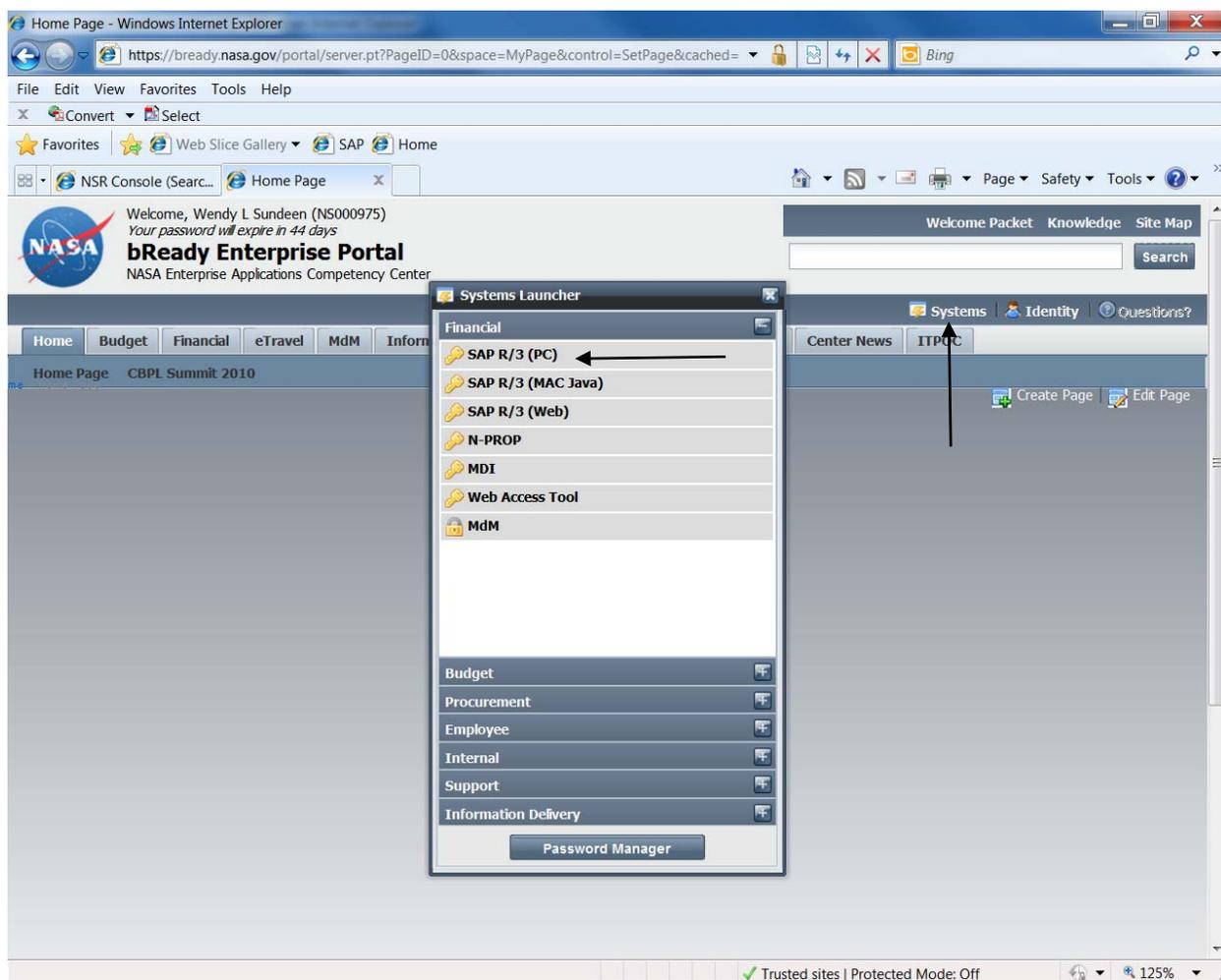
An arrow points to the '04-2012 April Liquidation Report.xlsx' entry in the Attachments table. The interface also includes a 'Relationships' section with an empty table and various navigation and action buttons at the bottom.

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- Go to the “General” tab
- Assign the FMC/FMT and list status as “Work in Progress”
- Make an entry into the Work Info box, “Pending Posting” and Save

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- Save as “Date and Liquidation I3P” and close the spreadsheet
- N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\WCF_Working Capital Fund\FY 2013\Liquidations 2013
- Go to bReady and open SAP (<https://bready.nasa.gov>)
- Click on the “systems” tab and choose SAP R/3 (PC)
- **You must be logged into SAP through bReady in order to use the macro**

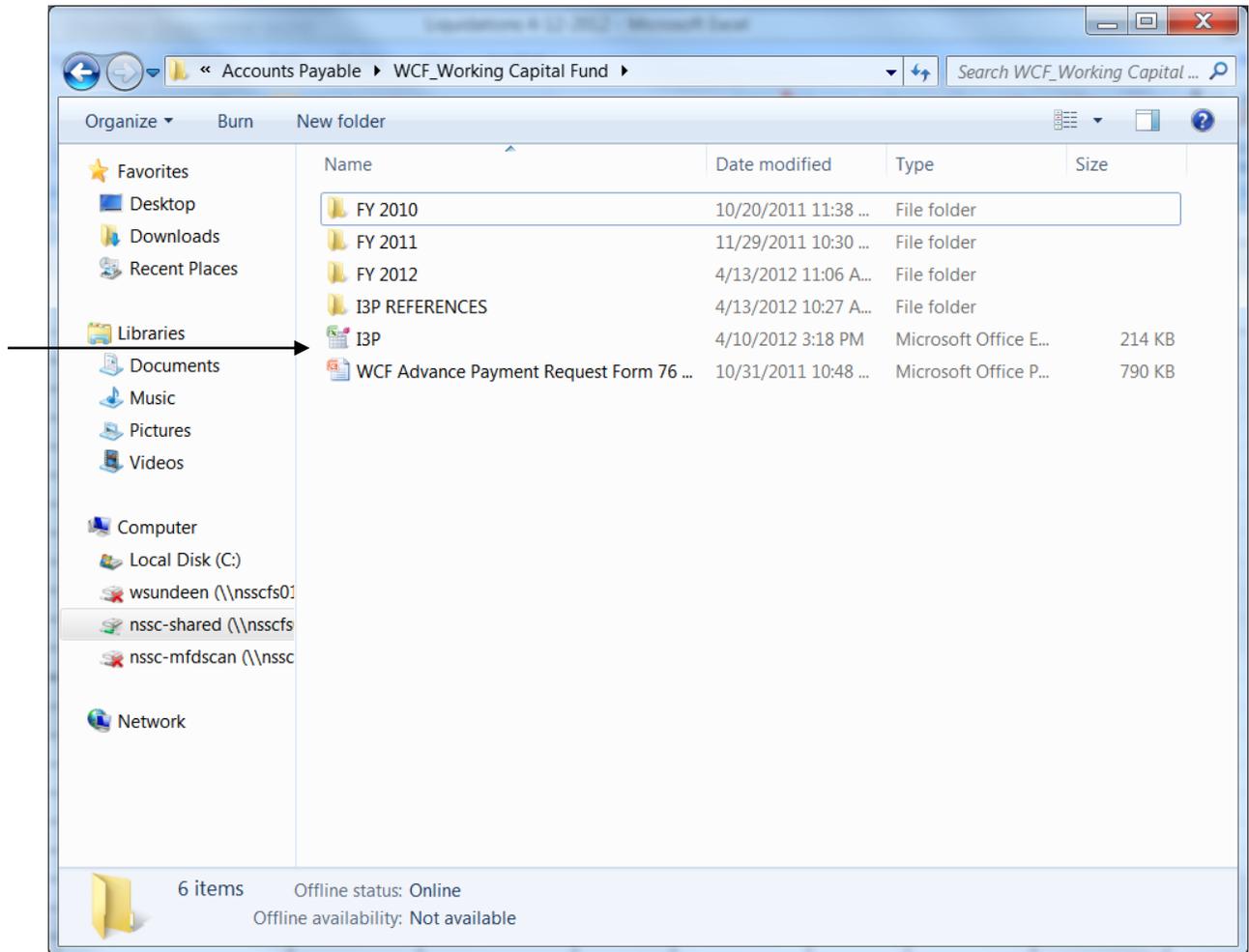


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- Go to the N Drive and open the I3P Macro

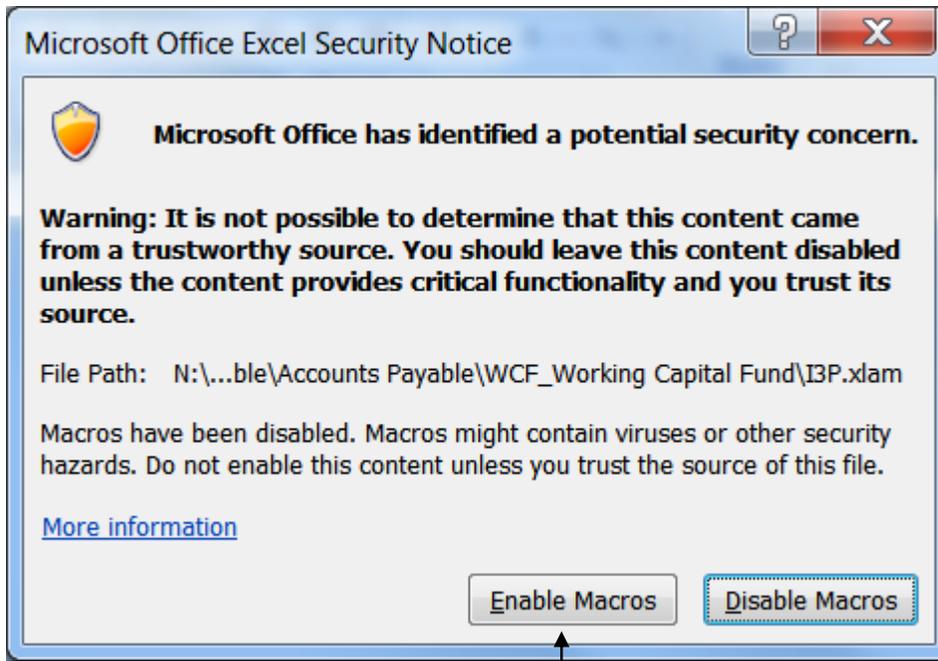
Located at:

N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\WCF_Working Capital Fund\I3P



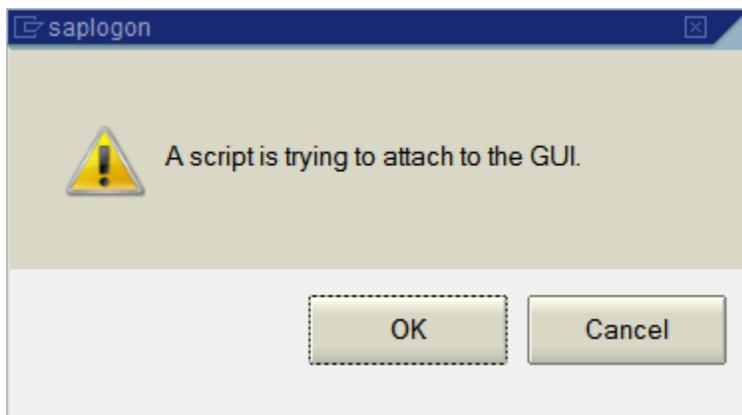
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- A Microsoft Office Excel Security Notice will open
- Click on the “Enable Macros” tab



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- A screen will pop up asking to attach a script to the GUI
- Click OK



- The automation will run and post the liquidations (FB60)

Manual Steps for FB60- Procedure to liquidate an advance document via FB60 using complex posting

2. For Step-by-Step End-User procedures, refer to NEACC IEM EPSS at: <https://epss.nasa.gov/gm/workplace> and click on the following:

- SAP – Core Financials
- Accounts Payable
- Sub Process Area
- NSSC Advance Process
- FB60 Complex Posting (End User Procedure)

- It will ask you to save, click yes
- The path to the file will be:

N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\WCF_Working Capital Fund\FY 2012\Month folder\Date folder

- The 1900#'s will be automatically posted to the spreadsheet

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- Go to the FMC/FMT and click the “Relationships & Attachments” tab
- Click “Add” under the attachments box

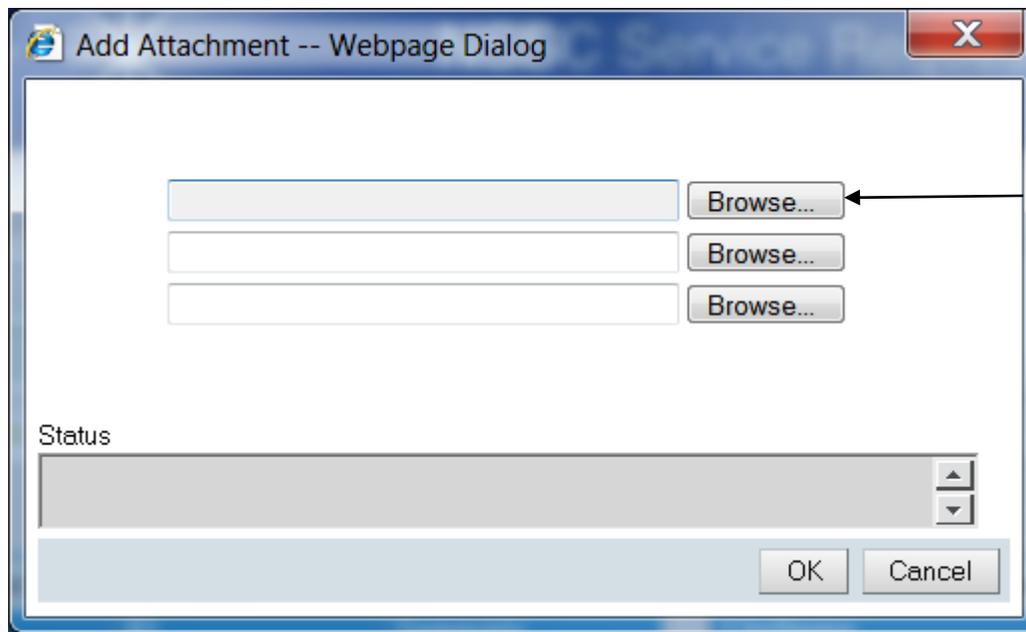
The screenshot displays the NSSC Service Request (NSR) web application. The browser window title is "NSSC:NSR:Service Request (Modify) - Windows Internet Explorer". The URL is "https://ars.nssc.nasa.gov/arsys/forms/nssc01p.nssc.nasa.gov/NSSC%3ANSR%3AService+Request". The page header includes "NASA Shared Services Center" and "NSSC Service Request (NSR)". The user is logged in as "REBECCA D SMITH" with email "rdsmit1@mail.nasa.gov". The "Relationships & Attachments" tab is selected. The "Attachments" section shows two entries:

FileName	FileSize	ModifiedByFullName
04-2012 April Liquidation Re...	11979	REBECCA D SMITH
2012-04-16 Liquidation Outp...	24830	WENDY L SUNDEEN

An "Add" button is visible below the attachments list, indicating where to click to add a new attachment.

- An add attachment box will appear, select browse

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- Select the “Liquidation Output” file
N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\WCF_Working Capital Fund\FY 2012\Month folder\Date folder
- Select “OK”
- The attachment will be added
- Select the “General” tab
- Change the status to “Resolved” and Save

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NSSC:NSR:Service Request (Modify) - Windows Internet Explorer

https://ars.nssc.nasa.gov/arsys/forms/nssc01p.nssc.nasa.gov/NSSC%3ANSR%3AService+Request

File Edit View Favorites Tools Help

Convert Select

Favorites Web Slice Gallery SAP

NSSC:NSR:Service Request (Modify)

Current mode: Modify

Save New search New request Modify all Searches My Reports Advanced search Clear Set to defaults Status history Logout Help

REMEDY

Requester Details

Full Name+ REBECCA D SMITH Email Address rdsmit1@mail.nasa.gov Company NASA

Corporate ID+ rdsmit1 View VIP No Region NORTH AMERICA

Phone Number+ 228.813.6485 Clear Site NSSC

General Tasks Relationships & Attachments Audit History & Quality Control Admin

Summary FM - ACCOUNTS PAYABLE Status Resolved

Description I3P MSFC April Liquidation Report - EAST Status Reason

Document Imaging Link Priority Low Rework No

Category Tier 1 FINANCIAL MANAGEMENT 6.3 Ticket ID

Category Tier 2 ACCOUNTS PAYABLE Name from TechDoc

Category Tier 3 ACCOUNTS PAYABLE TechDoc ID

Assigned Group FM - ACCOUNTS PAYABLE L2 Project Name

Assignee WENDY L SUNDEEN Requested End Date

Functional Area Records

Functional Area Create

Work Info

Type Research Information

Notes

Functional Area ModifiedByFullName Modified Date

javascript: Trusted sites | Protected Mode: Off 125%

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Liquidations-Training and Services

- You will receive an email with a link attached for the previous month's "Performance and Utilization Report"



Responsible Office: Accounts Payable

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

- Scroll down until you get each centers Utilization Report

https://searchpub.nssc.nasa.gov/ser/vlet/sm.web.Fetch/JANUARY_2013_Performance_and_Utilization_ - Windows Internet Explorer

https://searchpub.nssc.nasa.gov/ser/vlet/sm.web.Fetch/JANUARY_2013_Performance_and_Utilization_ - Bing

File Edit Go To Favorites Help

★ Favorites ★ SAP Home Web Slice Gallery CMP

https://searchpub.nssc.nasa.gov/ser/vlet/...

GSFC Center Utilization Report

GSFC		UTILIZATION						FUNDING				
Functional Area	Service (Transition Month)	FY13 Rate	FY13 Projected Utilization	Current Month Actual Utilization	YTD Actual Utilization	Remaining Balance Utilization	% Remaining Balance	FY 13 Projected \$	Current Month Actual \$	YTD Actual \$	Remaining Balance \$	% Remaining \$
Finance	Total Finance Services							\$5,117,807	\$322,783	\$1,364,019	\$4,753,848	79%
	Accounts Payable (Feb-Aug 08)	\$151	18,391	1,170	5,050	13,341	73%	\$2,770,171	\$176,333	\$760,664	\$2,009,508	73%
	Accounts Receivable (Feb-Aug 08)	\$64	10,817	593	2,266	8,521	79%	\$689,683	\$37,809	\$146,391	\$543,292	79%
	Payroll/Tax & Attendance Processing (Mar 06)	\$81	3,372	281	1,124	2,248	67%	\$271,491	\$22,624	\$90,497	\$180,994	67%
	EBWT 224 (Feb-Aug 08)	\$12	33,991	2,149	9,659	24,342	72%	\$493,187	\$23,391	\$114,369	\$282,829	72%
	Domestic Travel Services (June 06)	\$25	10,100	563	2,964	7,135	71%	\$256,737	\$14,311	\$75,344	\$181,394	71%
	PCS, Foreign and ETDY Services (March 06)	\$395	1,460	73	368	1,092	75%	\$577,037	\$28,852	\$145,445	\$431,592	75%
	PCS Relocation Counseling (Oct 06)	\$2,781	50	6	10	40	80%	\$139,063	\$16,688	\$27,813	\$111,250	80%
	Confidence Reporting (Oct 06)	\$3	3,372	281	1,124	2,248	67%	\$10,498	\$875	\$3,499	\$6,999	67%
Human Resources	Total Human Resources Services							\$2,971,987	\$270,415	\$993,207	\$1,978,679	67%
	Support to Personnel Programs (March 06)	\$157	3,372	281	1,124	2,248	67%	\$529,325	\$44,119	\$174,442	\$355,284	67%
	Employee Development and Training (July 06)	\$112	3,372	281	1,124	2,248	67%	\$377,050	\$31,421	\$125,683	\$251,367	67%
	Employee Benefits (March 06)	\$212	3,372	281	1,124	2,248	67%	\$716,357	\$59,696	\$238,786	\$477,571	67%
	HR & Training Information Systems (July 07)	\$177	3,372	281	1,124	2,248	67%	\$597,601	\$49,800	\$199,200	\$398,401	67%
	Record Keeping (Jan 08)	\$45	3,372	281	1,124	2,248	67%	\$151,103	\$12,592	\$50,368	\$100,735	67%
	Personal Action Processing (Jan 08)	\$89	4,110	345	1,444	2,666	65%	\$266,716	\$30,783	\$126,341	\$237,875	65%
	SES Case Documentation (April 06)	\$8,919	3	0	1	2	67%	\$26,757	\$0	\$8,919	\$17,838	67%
	Financial Disclosure Processing (Oct 09)	\$37	1,955	727	779	1,176	60%	\$71,686	\$26,658	\$28,564	\$43,122	60%
	On-Line Course Management (Oct 10)	\$122	290	16	60	200	77%	\$31,723	\$1,952	\$7,321	\$24,402	77%
	On-Site Training Purchases Transaction Fee (July 06)	\$115	905	115	255	650	72%	\$103,648	\$13,173	\$29,210	\$74,457	72%
	On-Site Training Purchases Cancellations	\$115	0	2	5	(5)	0%	\$0	\$229	\$573	(\$573)	0%
Procurement	Total Procurement Services							\$2,923,993	\$129,469	\$632,922	\$2,291,070	82%
	Procurement Processing and Other Admin Services (March 06)	\$51	3,372	281	1,124	2,248	67%	\$173,623	\$14,469	\$57,874	\$115,748	67%
	Agency Contracting Services (March 06)	\$68	3,372	281	1,124	2,248	67%	\$230,635	\$19,220	\$76,878	\$153,757	67%
	Grants Award (Oct 06)	\$2,166	525	14	33	472	90%	\$1,137,339	\$30,329	\$114,817	\$1,022,522	90%
	Grants Administration (Oct 06)	\$72	15,845	828	3,437	12,408	78%	\$1,146,314	\$59,902	\$248,651	\$897,662	78%
	ISIR/STTR Award (Oct 10)	\$2,166	43	0	6	37	86%	\$93,155	\$0	\$12,998	\$80,157	86%
	ISIR/STTR Administration (Oct 06)	\$72	1,025	42	179	846	83%	\$74,154	\$3,039	\$12,850	\$61,204	83%
	On-Site Training Purchases (July 07)	\$625	110	4	14	96	87%	\$68,775	\$2,501	\$8,753	\$60,022	87%
IT Services	Total Information Technology (IT) Services							\$906,739	\$75,478	\$303,913	\$602,826	67%
	Enterprise License Management (Oct 09)	\$4	26,520	2,310	8,840	17,680	67%	\$106,096	\$8,841	\$35,365	\$70,730	67%
	Enterprise Service Desk	\$265	3,016	251	1,005	2,011	67%	\$799,643	\$66,637	\$266,548	\$533,095	67%
Agency Services	Total Agency Services							\$281,191	\$20,933	\$83,730	\$197,460	67%
	ISP Business Office	\$83	3,016	251	1,005	2,011	67%	\$251,191	\$20,933	\$83,730	\$167,460	67%
Training Purchases \$	Payment of Training Purchases (On-Site - July 06, On-Site - July 07)	\$1	2,098,862	212,659	549,331	1,549,531	74%	\$2,098,862	\$212,659	\$49,331	\$1,549,531	74%
	GRAND TOTAL							\$14,269,638	\$1,081,726	\$3,826,823	\$10,442,815	74%

Note: Utilization Rates are consistent with the SLA which are displayed in whole dollars.

FY13 Funding Status	FY13 Bill (PPBE)	FY12 Utilization Adjustment	Adjusted FY13 Bill	IPAC's Submitted to Date	% Consumption of Funds Available for FY13**	Remaining FY13 Bill to be IPAC'd	Remaining Balance \$**
Services	\$ 12,170,776	\$ (761,219)	\$ 11,409,557	\$ 5,324,160	4%	\$ 6,085,388	\$ 2,808,896
Payment of Training Purchases	\$ 2,098,862	\$ (75,160)	\$ 2,023,712	\$ 974,282	3%	\$ 1,049,430	\$ 500,101
Total	\$ 14,269,638	\$ (836,379)	\$ 13,433,269	\$ 6,298,451	4%	\$ 7,134,818	\$ 3,308,997

January 2013

Unknown Zone | Protected Mode: Off

- You will use the spreadsheet for each center, but HQ. You will receive a ticket through ServiceNow containing all of HQ liquidations to post.
- Open the Training & Services Liquidation Template located at N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\WCF_Working Capital Fund\FY 2013\Training & Services Liquidation

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- From the Utilization Report enter the amounts to be liquidation into the spreadsheet-use the amounts under the Funding column, current month actuals.
- Once that information is entered, go to each center's individual spreadsheet located at:
N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\WCF_Working Capital Fund\FY 2013"Center"

NICE FLIGHT CENTER									
					Nov 12 Bill	Dec 12 Bill	Jan 13 Bill	Remaining Balance	Clear Doc
		FC Doc #	Line Item #	Amount	1900016814				
					1900016816				
					1900016831				
4	May IPAC -PY 12	Services	800002284	1	\$ 3,000,000.00			\$ -	
5	Sept IPAC PY12	Training	800002463	1	\$ 250,000.00	\$ 32,580.00		\$ -	
6	October IPAC- FY13	Services	800002540	1	\$ 2,281,475.00	\$ 788,736.00	\$ 813,216.00	\$ 585,269.00	\$ -
7	October IPAC-FY13	Training	800002552	1	\$ 449,566.00	\$ 72,825.00	\$ 188,698.00	\$ 188,043.00	\$ -
8	December IPAC- FY13	Services	800002614	1	\$ 3,042,694.00			\$ 233,798.00	\$ 2,808,896.00
9	December IPAC- FY13	Training	800002627	1	\$ 524,716.00			\$ 24,616.00	\$ 500,100.00
10								\$ -	
11								\$ -	
12								\$ -	
13	GSFC Total				\$ 9,548,451.00	\$ 894,141.00	\$1,001,914.00	\$1,031,726.00	\$3,308,996.00
14	ACES I3P								
15	Total								

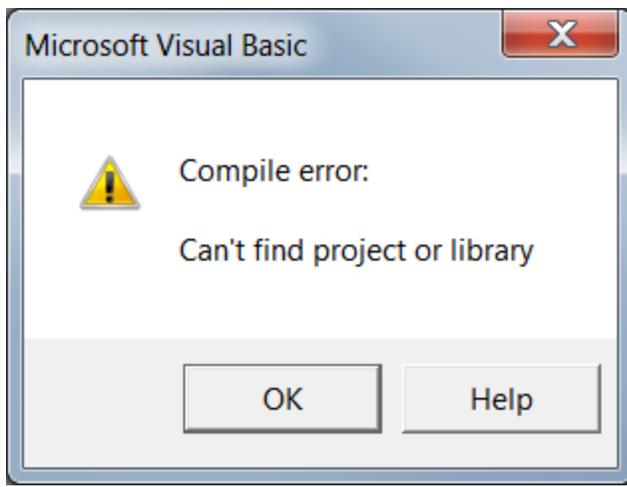
- Enter the amount of the liquidations on the spreadsheet and enter the Funds Commitment Document number and Line Item number on the Training and Services Liquidation spreadsheet

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- Run the Training and Services advances like you would the I3P Training and Services advance

Automation Error

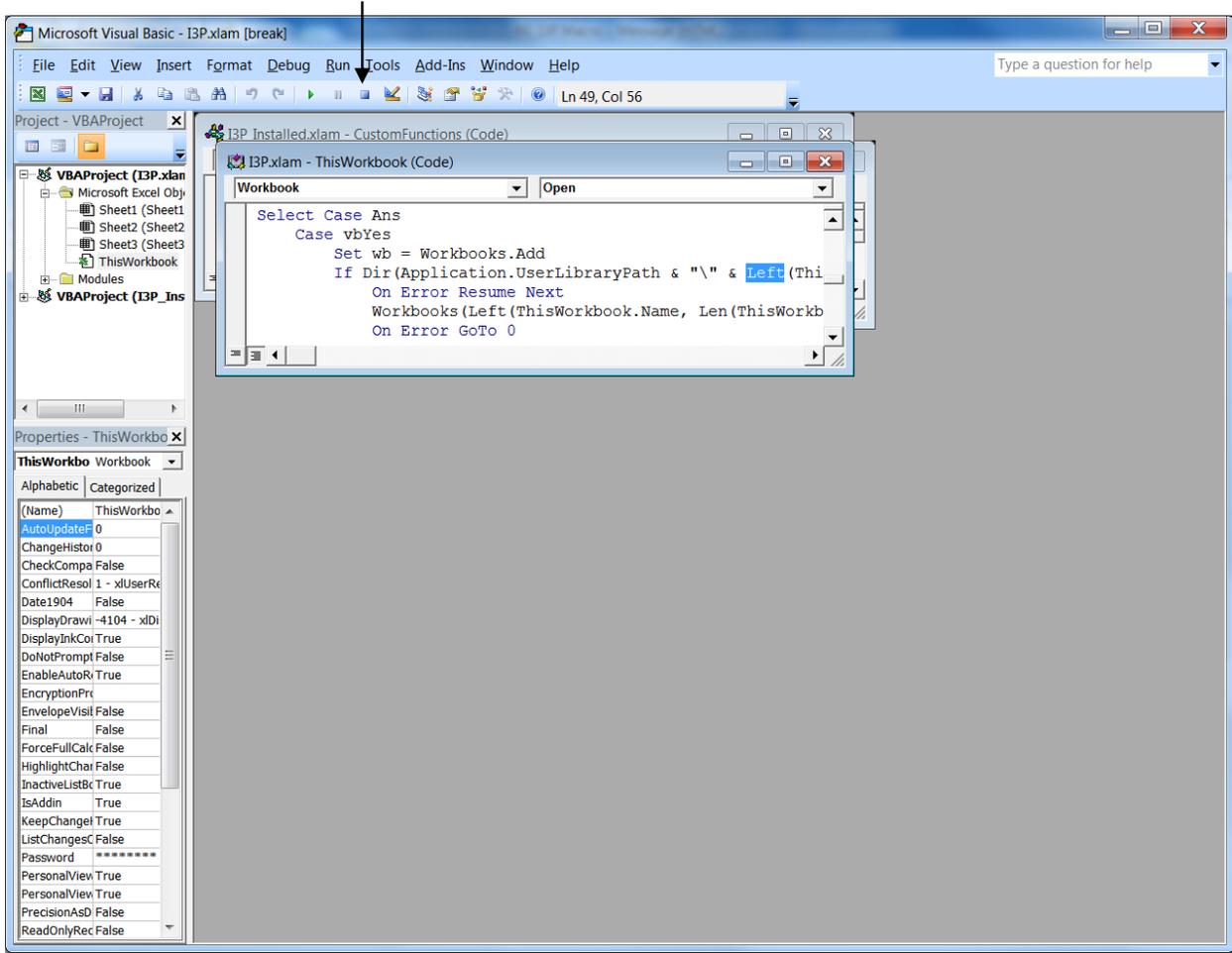
- If you receive the following error while trying to install the Macro for automation:



Responsible Office: Accounts Payable

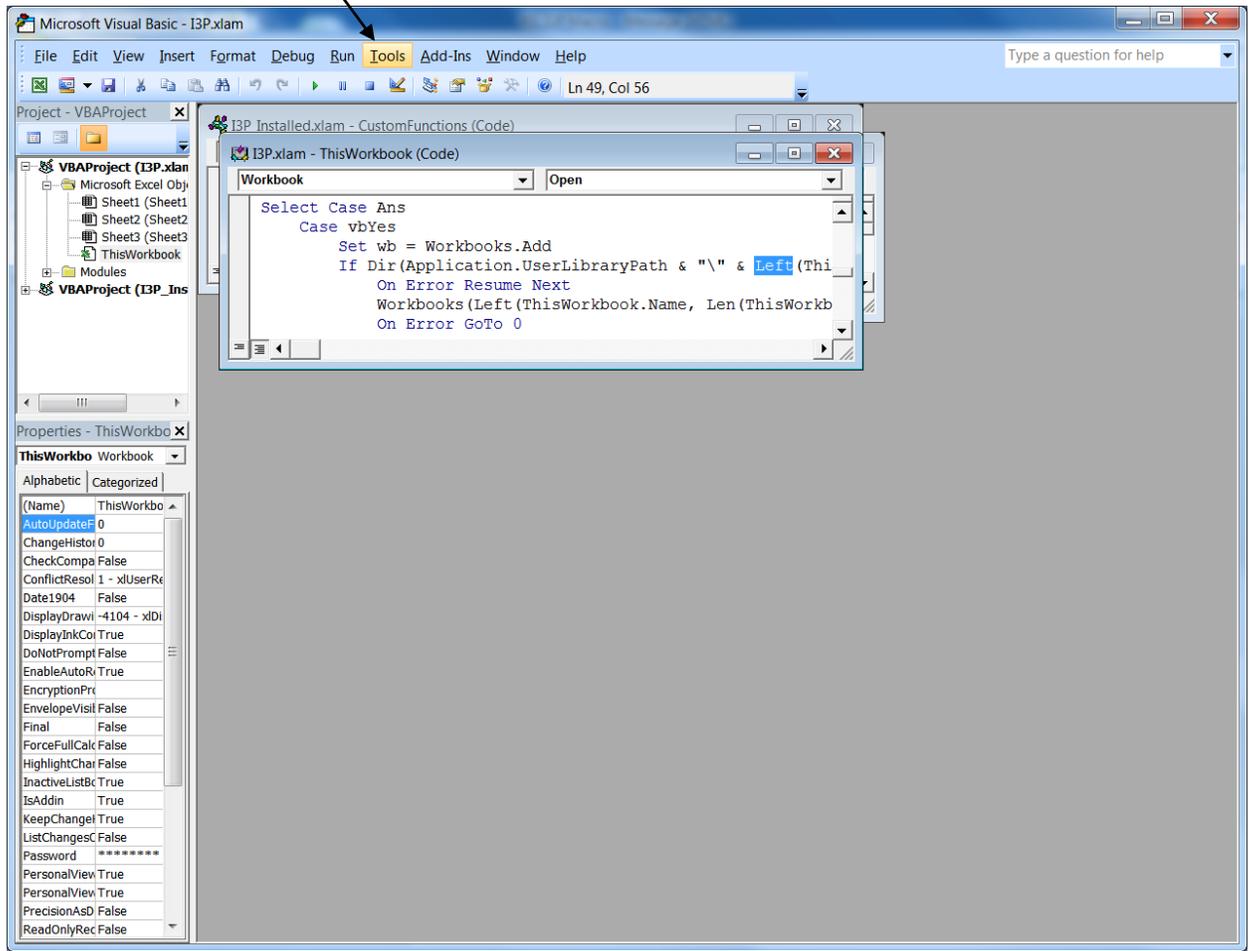
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- Stop the Macro by clicking on the “Stop” icon (blue square)



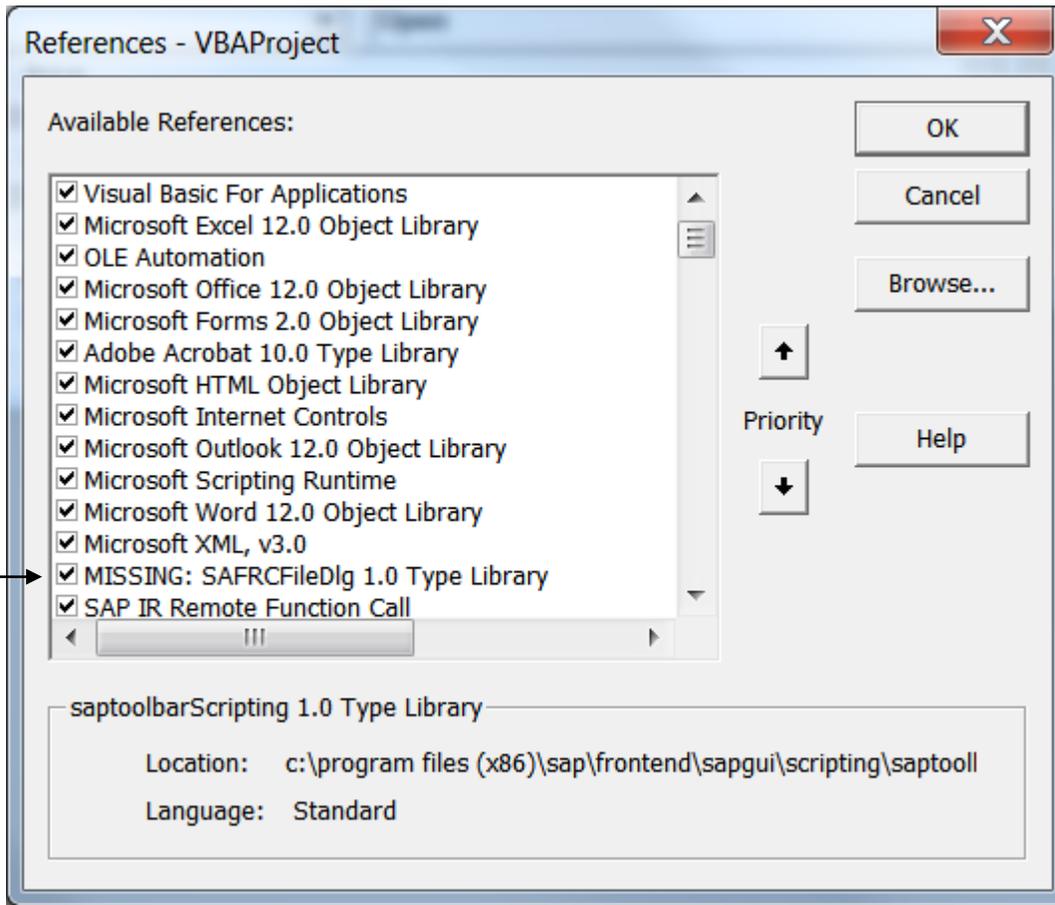
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- Click on the “Tools” tab
- Select “References”



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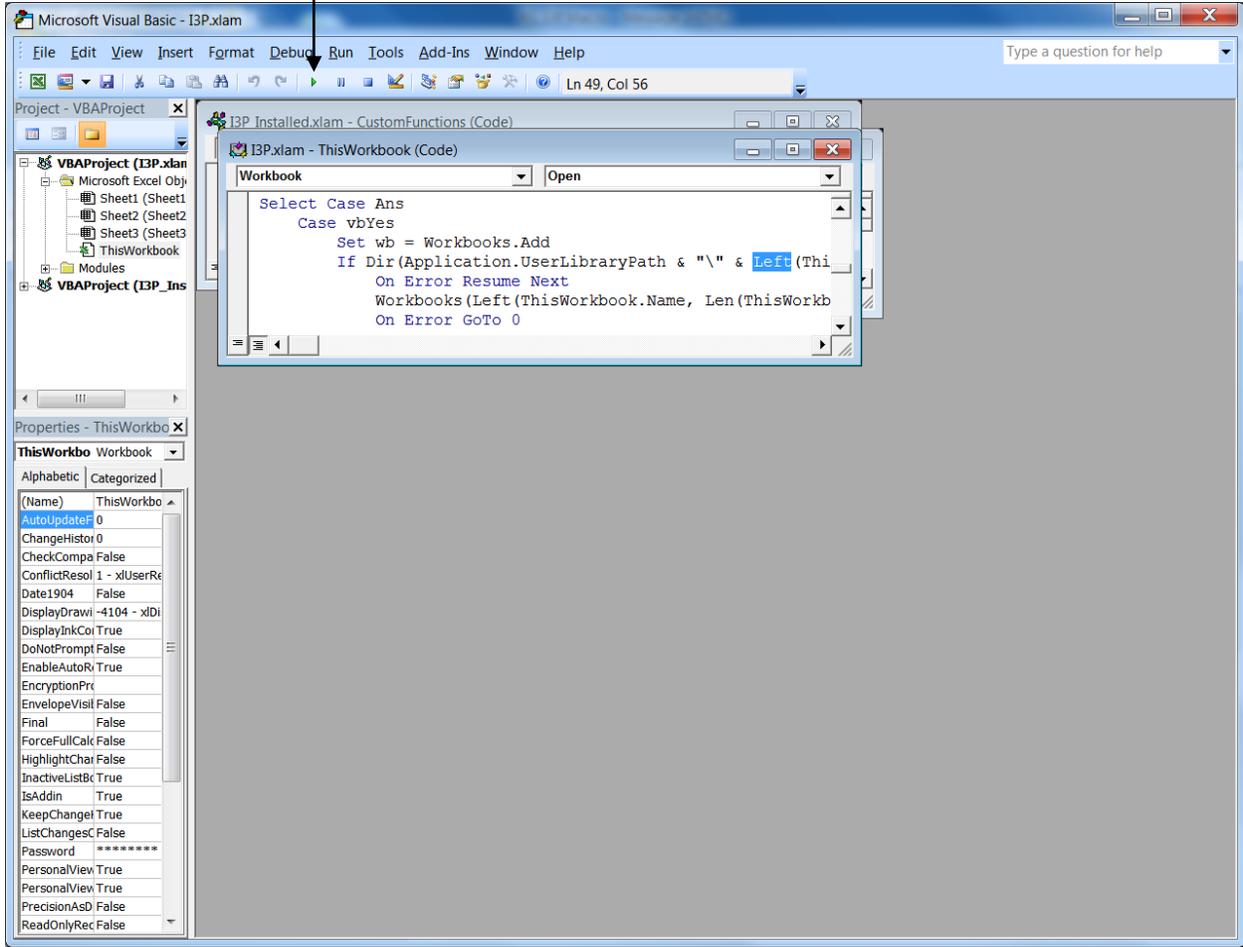
- Unclick the Reference that states “Missing” and then click OK



Responsible Office: Accounts Payable

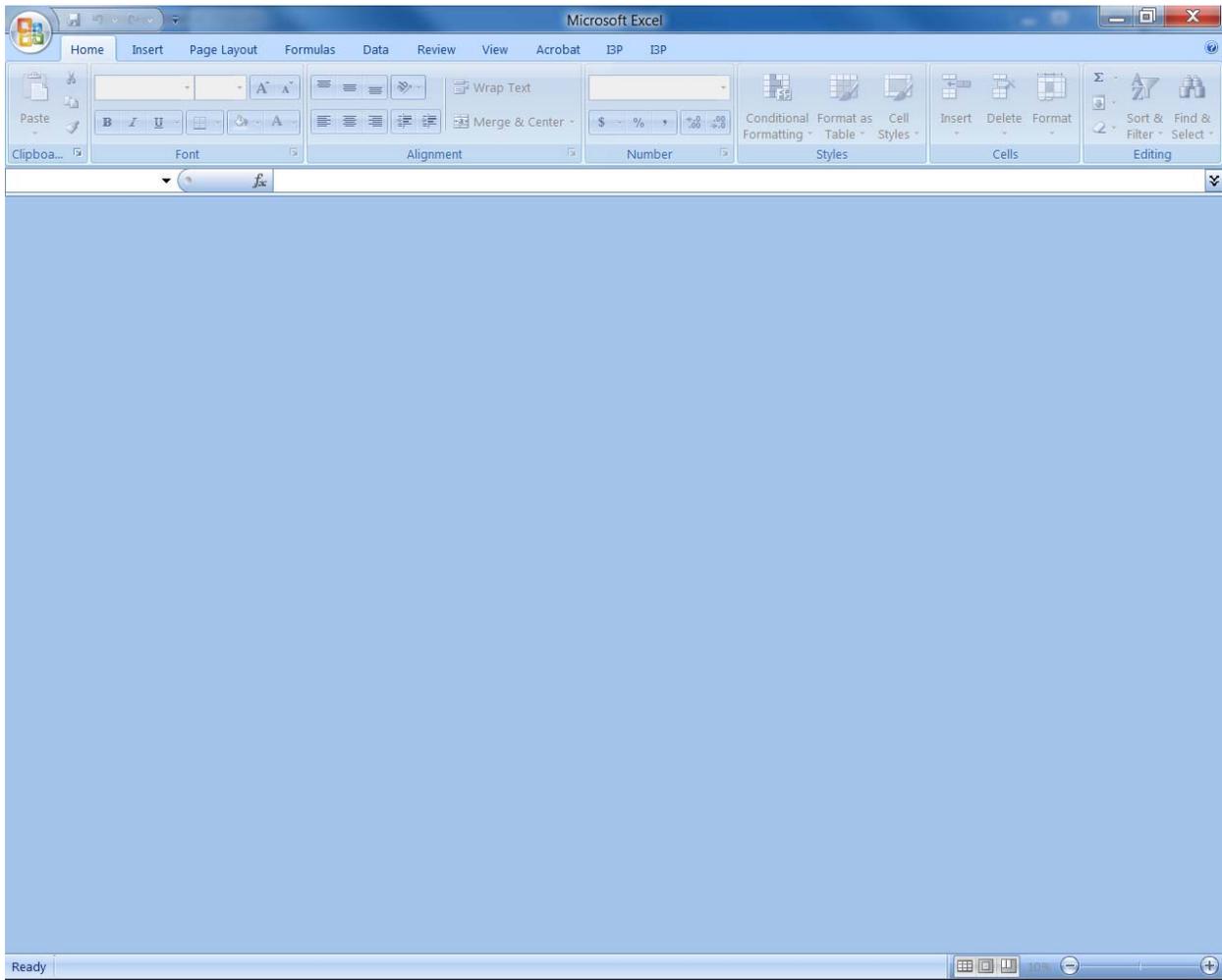
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Click the Restart icon (green arrow)



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- The following screen will appear:



- Close out Excel

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Appendix N – IPAC Center Reference Guides

ARMSTRONG FLIGHT RESEARCH CENTER	
IPAC TYPE	IPAC PROCESS
FBI	ZPAC 117766 - FI Invoice - Request funding/accounting information
FEDMIL - DoDAAC 809103 or N***** *See SDG Process Guide*	ZPAC is SMS - SF1080 received prior to IPAC and should be attached to IPAC upon receipt. Convert PO on bill as follows: If the number after the DoDAAC contains letter "P", replace the DoDAAC with "D1" to obtain the PO#. If the number after the DoDAAC does not contain letter "P", replace DoDAAC with "DGSA1" followed by remaining four digits
FUEL BILL (DFAS) - DODAAC 809103	Purchase Order number NND12CF01I - Attach SF1080 bill to IPAC and route to approver for PLI Breakout
GPO	Post to Requisition number listed on IPAC under the Purchase Order
GSA Fed Supply	Process same as FedMil ** See SDG FedMil Process Guide** Fed Supply is displayed on IPAC under the Contract Number.
GSA FLEET - BOAC 809010	ZPAC 117770 - FI Invoice - Request funding/accounting information - Process multiple details for Collection as one transaction - Process credits separately
GSA FTS	Use Purchase Order number listed on the IPAC.
GSA RENT	N/A
GSA TOPS	N/A
ICASS	N/A
NARA	Shared Purchase Order NNH12AU77I – (For example, PO#XXXXXXXXXX) Use AFRC PLI

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OPM from OPM	ZPAC 126645 - FI Invoice - Request backup invoice from OPM POC and link backup to IPAC in TechDoc - Then, Request funding/accounting information
OPM from Headquarters	ZPAC 126645 - FI Invoice - Extract backup invoice from HQ OPM Invoice in SAP - Link backup to IPAC in TechDoc - Then, Request funding / accounting info
ARMSTRONG FLIGHT RESEARCH CENTER	
IPAC TYPE	IPAC PROCESS
PAYROLL	E-mailed to the Center for posting via the IPAC macro upon initial morning download
STATE DEPARTMENT	Purchase Order number NND12AA51I (<i>For example, PO#XXXXXXXXXX</i>) - Backup for posting is provided by JSC and will normally arrive prior to IPAC
UNEMPLOYMENT	E-mailed to Center POCs for posting
US DEPARTMENT OF JUSTICE	N/A
US PATENT & TRADEMARK	ZPAC 109882 - FI Invoice - Will receive a signed SF1080 containing all accounting information to issue payment
WORKERS COMPENSATION	E-mailed to Center POCs for posting

AMES RESEARCH CENTER	
IPAC TYPE	IPAC PROCESS
FBI	N/A
FEDMIL	N/A

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FUEL BILLS (DFAS) - DODAAC 809101	Two PO's: A62762F (XP) or NNA09DC76I (A1) - SF1080 Fuel bill will arrive prior to IPAC with the PO number. IPAC will reference the SF1080 Bill number. Attach SF1080 to IPAC prior to routing for approval
GPO	PO# is GPO IPACS – Each IPAC detail is processed separately and routed to the approver for PLI to post
GSA FED SUPPLY	N/A
GSA FLEET - BOAAC 809001	PO# NNA12AB26I (not on IPAC) - Collection IPACs have multiple details and are processed as one transaction; Credit IPAC details must be processed individually
GSA FTS	N/A
GSA RENT	N/A
GSA TOPS	N/A
AMES RESEARCH CENTER	
IPAC TYPE	IPAC PROCESS
ICASS	N/A
NARA	Shared Purchase Order NNH12AU77I - Use ARC PLI
OPM from OPM	Two PO's: A68145DCO / A68204DCS - Post separately; Request backup invoice from OPM POC and link backup to IPAC in TechDoc - Then, route to approver for PO breakout
OPM from Headquarters	Two PO's: A68145DCO / A68204DCS - Post separately; Extract backup from HQ OPM Invoice in SAP - Link backup to IPAC in TechDoc - Then, route to approver for PO breakout
PAYROLL	E-mailed to the Center for posting via the IPAC macro upon initial morning download
STATE DEPARTMENT	N/A

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UNEMPLOYMENT	E-mailed to Center POCs for posting
US DEPARTMENT OF JUSTICE	N/A
US PATENT & TRADEMARK	A signed SF1080 from the center will contain all information to issue payment via a PO provided by the center
WORKERS COMPENSATION	E-mailed to Center POCs for posting
GLENN RESEARCH CENTER	
IPAC TYPE	IPAC PROCESS
FBI	N/A
FEDMIL	N/A
FUEL BILL (DFAS) - DODAAC 805501	SF1080 fuel bill and IPAC normally reference the PO number. There are multiple PO's for fuel. Attach the SF1080 to the IPAC and route for approval
GPO	PO# is GRCGPO-09 – Each IPAC detail is processed separately and routed to approver for PLI to post - Cost can be requested immediately as approver will provide PLI to cost accountant
GLENN RESEARCH CENTER	
IPAC TYPE	IPAC PROCESS
GSA Fed Supply	N/A
GSA FLEET - BOAAC 805010	PO# NNC14QA12D (not on IPAC) - Collection IPACs have multiple details and are processed as one transaction; Credit IPAC details must be processed individually
GSA FTS	N/A
GSA RENT	N/A
GSA TOPS	N/A

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ICASS	N/A
NARA	Shared Purchase Order NNH12AU771 - Use GRC PLI
OPM from OPM	ZPAC 106775 - FI Invoice - Request backup invoice from OPM POC and link backup to IPAC in TechDoc - Then, Request funding/accounting information
OPM from Headquarters	ZPAC 106775 - FI Invoice - Extract backup invoice from HQ OPM Invoice in SAP - Link backup to IPAC in TechDoc - Then, Request funding / accounting info
PAYROLL	E-mailed to the Center for posting via the IPAC macro upon initial morning download
STATE DEPARTMENT	N/A
UNEMPLOYMENT	ZPAC 124988 - FI Invoice - Request funding / accounting information
US DEPARTMENT OF JUSTICE	ZPAC 138434 - FI Prior Year Credit - Doc Type KW - DOJ Restitution IPACs reference ZNOH - Backup will follow to provide name from whom restitution was collected. Use the restitution spreadsheet on the NSSC Shared Drive to obtain account info for posting: FM Division \ AccountsPayable \ IPAC \ Center Quick Reference Guides \ GRC \ ZNOH Restitution
US PATENT & TRADEMARK	ZPAC 109882 - FI Invoice - Will receive a signed SF1080 containing all accounting information to issue payment
WORKERS COMPENSATION	ZPAC 124988 - FI Invoice - Request funding / accounting information
GODDARD FLIGHT RESEARCH CENTER	
IPAC TYPE	IPAC PROCESS
FBI	N/A

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FEDMIL - DoDAAC 803303 *See SDG Process Guide*	ZPAC is GSA or NRP - SF1080 received prior to IPAC and should be attached to IPAC upon receipt. Convert PO on bill by replacing the DoDAAC with "G1" to obtain the PO for SAP.
FUEL BILL (DFAS or KHI) - DoDAAC 803303	Route IPAC to approver for PO# and PLI Breakout. An SF1080 bill may or may not be received prior to the IPAC.
GPO	ZPAC 123093 - PO# is not noted on IPAC - Combine multiple details into one file and request PO, PLI/ALI from approver
GSA Fed Supply	N/A
GSA FLEET: BOAC 803001 ~ NNG08EI06I BOAC 80331W ~ NNG05CC88I BOAC 80331X ~ NNG08AT75I	BOAC corresponds to PO# - Collection IPACs have multiple details and are processed as one transaction; Credit IPAC details must be processed individually
GSA FTS	PO# is S87064F
GSA RENT (FPS RENT)	ZPAC 123090 - PO# S47309X - IPAC does not reference PO - Rent IPACs are received from ice.dhs.gov or from gsa.gov
GSA TOPS	N/A
ICASS	N/A
NARA	Shared Purchase Order NNH12AU77I - Use GSFC PLI
OPM from OPM	PO# is NNG09AZ35I and is not referenced on IPAC - Request backup invoice from OPM POC and link backup to IPAC in TechDoc
OPM from Headquarters	PO# is NNG09AZ35I and is not referenced on IPAC - Extract backup invoice from HQ OPM Invoice in SAP - Link backup to IPAC in TechDoc
PAYROLL	E-mailed to the Center for posting via the IPAC macro upon initial morning download
STATE DEPARTMENT	N/A

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UNEMPLOYMENT	E-mailed to Center POCs for posting
GODDARD FLIGHT RESEARCH CENTER	
IPAC TYPE	IPAC PROCESS
US DEPARTMENT OF JUSTICE	PO# is NNG08AL09I and is not referenced on IPAC
US PATENT & TRADEMARK	ZPAC 109882 - FI Invoice - Will receive a signed SF1080 containing all accounting information to issue payment
WORKERS COMPENSATION	E-mailed to Center POCs for posting
HEADQUARTERS	
IPAC TYPE	IPAC PROCESS
FBI	PO# W30764 - Backup received prior to IPAC and held in ServiceNow - Backup to be attached in SAP under the DRN for the IPAC once received - Route IPAC to approver for center breakout - Upon receipt of breakout, create an IPAC to the center(s) indicated on breakout for the amount(s) specified and route a copy of the backup to the center processor - Attach copy of IPACs to other centers to the HQ DRN - If no amount is broken out for HQ, delete DRN from SAP and notate in AWMS - If there is an amount for HQ on breakout, change the amount in SAP to post for that amount only
FEDMIL	N/A
FUEL BILL (DFAS)	N/A
GPO	Park each detail under PO# W30629 – Route to the approver for PO verification and the PLI to post
GSA Fed Supply	N/A

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GSA FLEET: BOAC 803302 ~ W30850 BOAC 80331Z ~ NNH13AW66I BOAC 803320 ~ NNH09AL47I	BOAC corresponds to PO# - Split IPAC by BOAAC and park each separately under corresponding PO# - Each PO is routed to a different approver - PO W30850 is PLI specific and breakout should be requested from approver - PO's NNH13AW66I and NNH09AL47I are posted to cost available (oldest funds first)
GSA FTS	ZPAC 129802 - Route to NSSC for cost and approval - NSSC will provide spreadsheet for breakout via ServiceNow
HEADQUARTERS	
IPAC TYPE	IPAC PROCESS
GSA RENT / FPS	PO# W30730 - Route to approver for PLI Breakout - PLI Breakout will include both GSA Rent and FPS - There may be a portion of the breakout assigned to NMO in which case an IPAC Collection will need to be created to NMO
GSA TOPS	IPAC DRN will begin with a "J" and "Topsbill" will be in the IPAC description - If Account Classification on IPAC is 252042, it can be posted under NNH12IA01P and routed to HQ for concurrence - All other Account Classifications will be routed to NSSC for PO/PLI Breakout which will be routed in ServiceNow.
ICASS	PO W30711 - IPAC received quarterly - Route to approver for PLI Breakout
NARA	Shared PO# NNH12AU77I - Center Breakout is received prior to IPAC and is stored in ServiceNow until IPAC is received - Upon receipt of IPAC, created IPAC Collections to Centers based on breakout - Process the HQ & JPL/NMO portion only - Attach breakout and copy of IPACs to other centers to HQ DRN in SAP
OPM	OPM IPACS for any other Purchase Order other than W30588 will be processed under the PO indicated on the IPAC

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OPM - HQ AGENCY	Agency OPM PO is W30588 - IPAC will be received to include charges for several NASA Centers - The backup usually arrives prior to the IPAC and breaks out the charges per center - Park the backup in SAP and route to approver for review - E-mail IPAC processors to let them know the DRN for the backup so they can extract their centers' portion - Upon receipt of IPAC, attach to same DRN and route for concurrence requesting a breakout - Upon receipt of breakout, an IPAC for collection will be created to each center per the breakout - Attach copy of IPACs to centers and change the amount to post to the HQ & OIG amounts on the spreadsheet - HQ & OIG each have assigned PLI's so be careful to post to the appropriate PLI
PAYROLL	E-mailed to the Center for posting via the IPAC macro upon initial morning download
HEADQUARTERS	
IPAC TYPE	IPAC PROCESS
STATE DEPARTMENT	Backup is typically received from JSC Center POC prior to IPAC - Combine backup with IPAC upon receipt - PO's are assigned for each type of currency - The amount for Spain (NNN05AA02C) is routed through the cost queue to GSFC - POC for PLI Breakout - All other currency can be posted per the breakout to its corresponding PO: W30757 - France / W30844 - Russia / W30747 - Bangkok
UNEMPLOYMENT	IPAC routed to NSSC approver for breakout
US DEPARTMENT OF JUSTICE	N/A
US PATENT & TRADEMARK	ZPAC 109882 - PO W30538 - IPAC payments are processed by GSFC POC - NSSC will post in SAP upon receipt
WORKERS COMPENSATION	IPAC routed to NSSC approver for breakout
JOHNSON SPACE CENTER	

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IPAC TYPE	IPAC PROCESS
FBI	PO is T-8636T - Process as FI Invoice - Funding/Accounting information is requested through the FI funding queue
FEDMIL - DoDAAC 807478 *See SDG Process Guide*	ZPAC SMS - A copy of the bill will arrive prior to the IPAC - Bill can be parked while waiting for IPAC - Combine backup bill behind the IPAC when received - The DoDAAC for each order number on bill will be replaced with Z1 when entering into SAP - Each page of the bill is entered into SAP as a separate transaction - See SDG Process Guide for Details
FUEL BILL (DFAS) - DODAAC 807402	PO is NNJ11ZA02I (not on IPAC) - IPAC routed for concurrence to approver; but breakout to post is requested by e-mail from Center POC
GPO	Two PO's: NNJ08JA75I / NNJ13JA50I - Park under NNJ13JA50I and route to approver for PO/PLI breakout
JOHNSON SPACE CENTER	
IPAC TYPE	IPAC PROCESS
GSA Fed Supply	ZPAC is GSA - Download bill https:// apps.cofo.gsa.gov/Web bill/ - Combine links for all IPAC details along with the bill together in TechDoc - If freight markup is included, it is posted separately as an FI using the same accounting info as the supply item - Fedsupply processed same as SMS FedMil - See SDG Process Guide
GSA FLEET: BOAC 807000 ~ NNJ10JB96I BOAC 807002 ~ NNJ12HA32I	BOAC corresponds to PO# - Split IPAC by BOAC and create two documents in SAP to route each to a different approver - Use IPAC DRN to download Fleet bill from VCSS Web site (https://vcss.ocfo.gsa.gov/) and attach bill to IPAC before routing to approvers
GSA FTS	N/A
GSA RENT	N/A

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GSA TOPS	Two PO's: NNJ07DA02I / NNJ08ZA07I - Download TOPS bill from TOPS Web site (https://topsbill.ftsbilling.gsa.gov/) to acquire split
ICASS	Route IPAC to approver for PO/PLI breakout
NARA	Shared Purchase Order NNH12AU77I - Use JSC PLI
OPM from OPM	ZPAC 127224 - PO# T-1183X - FI Invoice - Request backup invoice from OPM POC and link backup to IPAC in TechDoc - Then, Request funding/accounting information via the FI funding queue
OPM from Headquarters	ZPAC 127224 - PO# T-183X - FI Invoice - Extract backup invoice from HQ OPM Invoice in SAP - Link backup to IPAC in TechDoc - Then, Request funding / accounting information via FI funding queue
PAYROLL	E-mailed to the Center for posting via the IPAC macro upon initial morning download
STATE DEPARTMENT	ZPAC 109888 - Reference Field in SAP is: JSC/State Dept/Month Year - NO IPAC is received; however, a breakout will be provided from JSC via ServiceNow - Use breakout to post
UNEMPLOYMENT	E-mailed to Center POCs for posting
JOHNSON SPACE CENTER	
IPAC TYPE	IPAC PROCESS
US DEPARTMENT OF JUSTICE	N/A
US PATENT & TRADEMARK	ZPAC 109882 - FI Invoice - Will receive a signed SF1080 containing all accounting information to issue payment
WORKERS COMPENSATION	E-mailed to Center POCs for posting
KENNEDY SPACE CENTER	

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IPAC TYPE	IPAC PROCESS
FBI	ZPAC 114612 - IPAC is received from HQ IPAC processor - FI Invoice - Backup will be received prior to IPAC and needs to be linked to IPAC in TechDoc - Route combined link to approver requesting the funding/accounting info to post - Also, route a request in the funding queue stating that FI funding/accounting information is needed from the approver
FEDMIL	N/A
FUEL BILLS (DFAS): DoDAAC 809123 DoDAAC 804200 DoDAAC 804227 DoDAAC 804261	ZPAC 117761 - FI Invoice - SF1080 bill arrives prior to IPAC - When IPAC is received, link the SF1080 behind the IPAC in TechDoc - DoDAAC 809123 is routed to approver for concurrence and also in the FI funding queue stating that an "FI Approval & Input Sheet is needed from Gerrard Abraham" - All other DoDAACs are routed for approval and also via the FI funding queue stating that "FI Approval & Input Sheet is needed from Center POC"
GPO	PO NNK13OL36I - PO not on IPAC - Each IPAC detail is processed separately - Request cost and the cost accountant will either provide cost on the appropriate PLI or request funding if needed
GSA Fed Supply	N/A
GSA FTS	N/A
GSA RENT	N/A
GSA TOPS	ZPAC 109851 - PO# NNK13OM09I - IPAC lists J064*** as PO
KENNEDY SPACE CENTER	
IPAC TYPE	IPAC PROCESS

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GSA FLEET - DODAAC 804002	ZPAC 112115 - Multiple PO's not on IPAC - Collection IPACs have multiple details and are processed as one transaction; Credit IPAC details must be processed individually - Route to the approver and request the PO/PLI breakout - Also, route collections in the funding queue and note in the work log that funding info is needed from approver - Breakout is sent to NSSC-AccountsPayable
ICASS	N/A
NARA	Shared Purchase Order NNH12AU77I - Use KSC PLI
OPM from OPM	ZPAC 105967 - FI Invoice - Request backup invoice from OPM POC and link backup to IPAC in TechDoc - Then, Request FI funding/accounting information via FI funding
OPM from Headquarters	ZPAC 105967 - FI Invoice - Extract backup invoice from HQ OPM Invoice in SAP - Link backup to IPAC in TechDoc – route via FI funding queue
PAYROLL	E-mailed to the Center for posting via the IPAC macro upon initial morning download
STATE DEPARTMENT	ZPAC 112130 - PO# AV4008 (not on IPAC)
UNEMPLOYMENT	E-mailed to Center POCs for posting
US DEPARTMENT OF JUSTICE	N/A
US PATENT & TRADEMARK	A signed SF1080 from the center will contain all information to issue payment via a PO provided by the center
WORKERS COMPENSATION	E-mailed to Center POCs for posting

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LANGLEY RESEARCH CENTER	
IPAC TYPE	IPAC PROCESS
FBI	N/A
FEDMIL	Processed as a normal IPAC - PO will appear on IPAC
FUEL BILL (DFAS) - DODAAC 803301	ZPAC 108348 - SF1080 fuel bill is received prior to IPAC - Attach the SF1080 to the IPAC and route for concurrence to approver requesting the PO to post
GPO	ZPAC 117707 - Each IPAC detail is processed separately and routed to approver for the PO/PLI breakout to post
GSA Fed Supply	N/A
GSA FLEET - BOAC N0156161 BOAC N0523817 BOACN0538381 BOAC N0743901	Process according to PO or BOAC on IPAC Detail - Some details will note the NNL PO# and some will note the BOAC - If BOAC only is noted use the following to determine PO: BOAC N0156161 is PO# NNL11AA46I; N0523817 is PO#NNL12AA25I; N0538381 is PO# NNL12AA32I; N0743901 is PO# NNL13AA30I
GSA FTS	N/A
GSA RENT	N/A
GSA TOPS	Processed as a normal IPAC - PO will appear on IPAC
ICASS	N/A
NARA	Shared Purchase Order NNH12AU77I - Use LARC PLI
OPM from OPM	ZPAC 105967 - PO# RPO201415 not on IPAC - Request backup invoice from OPM POC and link backup to IPAC in TechDoc prior to routing for approval
OPM from Headquarters	ZPAC 105967 - PO# RPO201415 is not referenced on IPAC - Extract backup invoice from HQ OPM Invoice in SAP - Link backup to IPAC in TechDoc

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PAYROLL	E-mailed to the Center for posting via the IPAC macro upon initial morning download
STATE DEPARTMENT	N/A
LANGLEY RESEARCH CENTER	
IPAC TYPE	IPAC PROCESS
UNEMPLOYMENT	ZPAC 124988 - FI Invoice - Route to approver to request the funding/accounting data to post
US DEPARTMENT OF JUSTICE	N/A
US PATENT & TRADEMARK	A signed SF1080 from the center will contain all information to issue payment via a PO provided by the center
WORKERS COMPENSATION	ZPAC 124988 - FI Invoice - Route to approver to request the funding/accounting data to post
MARSHALL SPACE FLIGHT CENTER	
IPAC TYPE	IPAC PROCESS
FBI	N/A
FEDMIL	N/A
FUEL BILL (DFAS)	N/A
GPO	PO# is NNM12AA10I (not on IPAC) – Each IPAC detail is processed separately with oldest funds being disbursed first
GSA Fed Supply	N/A
GSA FLEET - BOAAC 804000	PO# NNM08AA06I (not on IPAC) - Collection IPACs have multiple details and are processed as one transaction; Credit IPAC details must be processed individually
GSA FTS	N/A

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GSA RENT	N/A
GSA TOPS	Two PO's: NNM10AA14I and NNM10AA18I - Route to approver for the PO breakout
ICASS	PO# MT0701
NARA	Shared Purchase Order NNH12AU77I - Use MSFC PLI
MARSHALL SPACE FLIGHT CENTER	
IPAC TYPE	IPAC PROCESS
OPM from OPM	PO# MX0801 not on IPAC - Request backup invoice from OPM POC and link backup to IPAC in TechDoc prior to routing for approval
OPM from Headquarters	PO# MX0801 is not referenced on IPAC - Extract backup invoice from HQ OPM Invoice in SAP - Link backup to IPAC in TechDoc
PAYROLL	E-mailed to the Center for posting via the IPAC macro upon initial morning download
STATE DEPARTMENT	PO# MT0701 - Japan; PO# MT1201 - Russia; PO# MT0901 - Guatemala; Backup normally arrives prior to IPACs - Send backup to ServiceNow and when IPACs arrive, attach the backup in SAP to the DRN for the IPAC
UNEMPLOYMENT	E-mailed to Center POCs for posting
US DEPARTMENT OF JUSTICE	N/A
US PATENT & TRADEMARK	A signed SF1080 from the center will contain all information to issue payment via a PO provided by the center
WORKERS COMPENSATION	E-mailed to Center POCs for posting
NASA MANAGEMENT OFFICE	
IPAC TYPE	IPAC PROCESS

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FBI	N/A
FEDMIL	N/A
FUEL BILL (DFAS)	N/A
GPO	N/A
GSA Fed Supply	N/A
GSA FLEET	N/A
GSA FTS	N/A
NASA MANAGEMENT OFFICE	
IPAC TYPE	IPAC PROCESS
GSA RENT	PO# NNN10AA01I - IPAC will be received from HQ for NMO portion of rent - in
GSA TOPS	N/A
ICASS	N/A
NARA	N/A
OPM from OPM	PO# NNN12AA02I - Request backup invoice from OPM POC and link backup to IPAC in TechDoc prior to routing for approval
OPM from Headquarters	PO# NNN12AA02I - Extract backup invoice from HQ OPM Invoice in SAP - Link backup to IPAC in TechDoc prior to routing for approval
PAYROLL	N/A
STATE DEPARTMENT	N/A
UNEMPLOYMENT	N/A
US DEPARTMENT OF JUSTICE	N/A

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US PATENT & TRADEMARK	N/A
WORKERS COMPENSATION	N/A
STENNIS SPACE CENTER	
IPAC TYPE	IPAC PROCESS
FBI	N/A
FEDMIL	N/A
FUEL BILL (DFAS)	N/A
GPO	N/A
GSA Fed Supply	N/A
STENNIS SPACE CENTER	
IPAC TYPE	IPAC PROCESS
GSA FLEET - BOAC 804006 BOAC 804045 BOAC 804056	ZPAC 125583 - PO# NS8205 - Collection IPACs have multiple details and are processed as one transaction; Credit IPAC details must be processed individually
GSA FTS (NCCIPS): BOAC 804084 BOAC804099	Two PO's: NNS13AA03I for BOAC 804084 or NNS14AA75I for BOAC 804099
GSA RENT	N/A
GSA TOPS	N/A
ICASS	N/A
NARA	N/A

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OPM from OPM	ZPAC 105967 - PO# NNS15AA211 - Request backup invoice from OPM POC and link backup to IPAC in TechDoc - If Backup received prior to IPAC, route immediately to the approver for review, do not wait on IPAC - Also, route IPAC upon receipt
OPM from Headquarters	N/A
PAYROLL	E-mailed to the Center for posting via the IPAC macro upon initial morning download
STATE DEPARTMENT	N/A
UNEMPLOYMENT	E-mailed to Center POCs for posting
US DEPARTMENT OF JUSTICE	N/A
US PATENT & TRADEMARK	ZPAC 109882 - FI Invoice - Will receive a signed SF1080 containing all accounting information to issue payment
WORKERS COMPENSATION	E-mailed to Center POCs for posting

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Appendix O – Rejecting IPACS

Reason for Rejecting IPACS

1. PO exceeded obligation or closed
2. Incomplete Information
3. Billed in Error
4. No Funds Available
5. Incorrect PO#, Contract#, Interagency Agreement (IAA), Blank PO# (with the exception of IPACs with no PO number for the following agencies: Government Printing Office (GPO), Federal Bureau of Investigation (FBI) fingerprints, Federal Technology Service (FTS), General Services Administration (GSA), Office of Personnel Management (OPM), then the NSSC will contact the Center Point of Contact (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 three 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
3. IPAC rejection should occur within 90 days of receiving the initial IPAC transaction

IPAC Actions at Quarter End (3 Business Days)- As of January, 2013 per the TFM Bulletin No. 2013-04 Vol. 1 - No IPAC can be processed in the IPAC System within the last three business days before the end of the quarter

	Situation	Action
1.	An AP IPAC is received within the last 3 business days of the month	Determine if it can be easily posted (e.g., without having to go to the Center for cost/funding/goods receipt). If yes, POST. If no, REJECT. The rejection should be completed within the same day, if possible.

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2.	An AP IPAC is received <u>prior to</u> the 3 business day downtime, but it is improper and needs to be rejected	Do not reject during 3 day downtime. Wait until beginning of following month and then reject. Exception: The only exception is if it came in the evening before the three day downtime and there was no opportunity to address the IPAC. In that case, reject on the 3rd business day prior to end of month. (i.e., do not wait until the 2 nd or 1 st business day prior to end of month)
3.	A Center to Center IPAC needs to be initiated (e.g., Erroneous Deposits, I3P items)	IPAC transactions within the Agency (Center to Center) can be made during the 3 day downtime
4.	A failed IDOC IPAC is received during the last 3 business days of the month	Post the IPAC to SAP per the normal process
5.	Payroll IPAC is received from DOI during last 3 business days of the month	Do not reject
6.	An AR IPAC is received within the last 3 business days of month.	Determine if it can be easily posted (i.e., without having to the Center for posting). If not easily posted, reject the IPAC. The rejection should be completed within the same day if possible. Reference the TFM in the rejection. As indicated in item 4 and 5, failed IDOC IPACs and Payroll IPACs should not be rejected.
7.	An AR IPAC is received prior to the 3 business days downtime, but needs to be rejected	Do not reject the IPAC during the 3 day downtime even if the rejection was pending a Center action. Wait until the beginning of the following month and then reject. Exception: The only exception is if it came in the evening before the 3-day downtime and there was no opportunity to address the IPAC. In that case, reject on the 3rd business day prior to end of month. (i.e., do not wait until the 2 nd or 1 st business day prior to end of month)

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**Note: This matrix may not be all inclusive. Additional exceptions should be handled on a case by case basis.*

Rejecting IPAC transaction out of the IPAC system

Adjustments may be made to payments or collections received by your ALC. That is, you cannot 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 Standard General Ledger ([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.
 - a) Required fields are denoted by an asterisk *
 - b) Type the Document Reference Number (assigned to original payment or collection) and the Disbursing Office (DO) Symbol (for ALC that originated the transaction) and click Find.
 - c) If you need the DO Symbol, click the Organization Info link next to Customer ALC data field.
 - d) 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.
 - e) 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.
 - f) 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.
 - g) If you choose, type information into the Description, Miscellaneous, Contact Name (first & last), and Contact Phone Number fields.

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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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Appendix P - Guidance on Credits/Refunds to Closed Contracts and Grants from Office of the Chief Financial Officer (OCFO)

Department of Health and Human Services (DHHS)

DHHS has been notified of the above changes. Effective, May 1, 2012, the DHHS will issue IPAC to the appropriate ALC for the amount of the credit/refund if the grant is closed and the Appropriation is not in cancelled phase. DHHS has also been notified of the reversal of credits/refunds posted in the DHHS Payment Management System (PMS) and issuing IPACs for all transactions, including any transactions posted by a Center. We are requesting the DHHS to send a notification to NASA's grantee noting the change in our process.

Grant/Contract Closeout Process

If grants/contracts closeout process works as it should, there will be no credits/refunds to closed grants/contracts. Before a grant or contract is closed, all grant/contract, all reports due from grantee/contractor must be requested and received, and all transactions reconciled, before the grant/contract can be properly closed. It is during this final review and reconciliation phase of the closeout process that any refunds/credits due will be identified and posted against the grant/contract before it is closed, so that when closed, it is closed. This problem of credit/refunds to closed contracts/grants can be avoided in the future by closing grants/contracts properly.

NSSC Steps for Posting Credits/Refunds Received for Intra-agency Agreements
Steps for new refunds/credits received for closed Intra-agency Agreements/IPAC's:

1. NSSC receives an IPAC refund.
2. AP IPAC L2 determines how the refund should be posted based on the below scenarios (a-c) and confirm posting decision with AP SP Lead.
 - a. The applicable Intra-agency PO/contract is open (not Administratively Complete) and the funds are not cancelled. AP will post the refund against the applicable contract line item.
 - b. The applicable Intra-agency PO/contract is Administratively Complete and the funds are not cancelled. AP will notify AR via a FMC/FMT with an AR Invoice Data Requirements (IDR) Form attached that will contain the funding information for the posting. AP will determine the funding information based upon the information provided on the IPAC refund. The FMC/FMT should include the IPAC Accomplished Date and DRN. AR will

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- establish the Bill of Collection and post the refund to the Bill of Collection.
AR will close the FMC/FMT after posting.
- c. The applicable Intra-agency PO/contract contains only Cancelled Funds.
AP will notify AR via a FMC/FMT that the refund needs to be posted to
Miscellaneous Receipts. The FMC/FMT should include the IPAC
Accomplished Date and DRN. AR will post the refund to Miscellaneous
Receipts and close the FMC/FMT.

Steps for reversing refunds/credits already posted to closed Intra-agency
Agreements/IPAC's. This process will be utilized for items identified by OCFO.

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

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Appendix Q - Guidance on Audit Documentation Request and Submission Process

The Audit Documentation Request and Submission Process (Chapter 1) and Requests for Extensions (Chapter 4) can be found in TechDoc- NSSC Process Work Instruction NSPWI-9000-0003 Revision 5.0.

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Appendix R- SPREADSHEET INSTRUCTIONS FOR OUTSTANDING FEDMIL EFFECTIVE 6/4/2015

The Outstanding FedMil spreadsheet is a tracking mechanism used to track any FedMil supplies identified by NASA Centers as needing to be placed in the FedMil workaround process. The FedMil workaround process represents supplies that the Centers have issues with (e.g. not receiving an ordered part or not being charged correctly for an ordered part). The spreadsheet tracks the open FedMil transactions and any credits received against those transactions.

The spreadsheet has 25 columns and is colored to represent the department responsible for populating the data. The Green columns are input by IPAC and the Blue columns are input by AR. The spreadsheet also has several tabs that are organized by Centers (GSFC, JSC, AFRC, and LaRC). There is a Total Outstanding tab which shows the totals (by Center) of the outstanding FedMils. This tab also allows IPAC and AR to balance their remaining balance to see if there are any variances. The Reference Field tab is used for the drop-down list selections on the Center tabs.

The IPAC input columns are as follows:

- FMC #— The FMC that IPAC created to notify AR of a debit/credit.
- IPAC Accomplish Date—The date the IPAC was received by NSSC.
- IPAC DRN#—The Document Reference Number associated with IPAC received by the NSSC.
- Original IPAC DRN#—The original IPAC DRN that paid for the FedMil Invoice. (A FedMil credit transaction will have a different IPAC DRN and Original IPAC DRN since it is referencing an ordered part)
- SF1080 & IPAC Bill #— The SF1080 bill number that is sent from the supplying Agency which lists all ordered parts.
- SAP PO#— The Purchase Order number that is associated with the FedMil workaround item. Each item will have a different number and any credits received will reference a previous PO#.
- Vendor #— The vendor number in SAP that references the supplying Agency.
- TAS— The Treasury Accounting Symbol associated with the IPAC.
- Fund— The fund associated with the FedMil transaction.
- Date Cleared— The date that the SAP document was posted and cleared.
- SAP FI Doc Posting # 1900/1700's— The document number that was posted for the FedMil transaction. A 1900# is for items put into the workaround. A 1700# is for credits against previous workaround items.
- Clearing doc #1500— The document number that cleared the 1900 or 1700 #s (second part of the transaction)
- Invoice AMT posted/cleared \$— The amount of the item placed in FedMil workaround. (1900 # only)

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- Credit Memo AMT posted \$— The amount of the credit for a FedMil workaround item (1700 # only). This is entered as a negative number.
- AP Balance remaining— The amount of the AP (IPAC) remaining balance. This balance represents the workaround items that are listed as outstanding.

The AR input columns are as follows:

- Customer #— The customer number in SAP that references the supplying Agency.
- Trading partner— The trading partner in SAP that references the supplying Agency.
- Date— The date that the SAP document was entered.
- AR Invoice/Credit Memo # 1800/1600's— The document number that was posted for the FedMil transaction. A 1800# is for items put into the workaround. A 1600# is for credits against previous workaround items.
- SAP Assignment #— The assignment number that is associated with the original FedMil workaround item. The SAP assignment number is used to tie related FedMil workaround items and/or the corresponding credits together.
- Invoice AMT posted \$— The amount of the item placed in FedMil workaround. (1800 # only)
- Credit Memo AMT posted \$— The amount of the credit for a FedMil workaround item (1600 # only). This is entered as a negative number.
- AR Balance remaining— The amount of the AR remaining balance. This balance represents the workaround items that are listed as outstanding.
- AR Reversal Amt— The amount of the document being reversed. This amount will be the opposite of original document posted. (e.g. Debit will be entered as a Credit)
- AR Rev Doc # 1800/1600's— The document number for the reversal of a FedMil workaround item and/or the items corresponding credit.
- FedMil Status— The status of the FedMil. OPEN means that there is still an outstanding balance. CLOSED means that the FedMil workaround item has been resolved and there is no longer an outstanding balance. REVERSED means that the FedMil workaround item and/or the corresponding credit has been reversed.

There are formatting and formulas requirements that are associated with the entry of these items.

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Formatting

- The FedMil workaround debits and credits are entered on its own individual rows. The credits should always be entered as a negative number.
- Each FedMil workaround debit and its corresponding credits are placed together on the spreadsheet with a border.
- There is only an outside border around the transactions. There are no borders within the transaction data.

Example:

2083520019	FHZ	EXC:X22005	09/19/09	1900123100	1500037028	\$822.16	\$0.00	\$822.16	2911	9700	09/30/09	1800005018	\$822.16	\$0.00	\$822.16	OPEN
2083510326	SMS	EXC:X22005	09/29/09	1900123091	1500037017	\$4,420.16	\$0.00	\$4,420.16	2910	9700	09/30/09	1800012059	\$4,420.16	\$0.00	\$4,420.16	OPEN
2083660081	SMS	EXC:X22005	09/29/09	1900123091	1500037017	\$11.48	\$0.00	\$11.48	2910	9700	09/30/09	1800005020	\$11.48	\$0.00	\$11.48	OPEN
2083260002 (\$362.31)																
2090260220 (\$200.92)																
2083510168 (\$276.26)	SMS	EXC:X22005	09/29/09	1900123093	1500037020	\$839.49	(\$276.26)	\$563.23	2910	9700	09/30/09	1800005022	\$839.49	(\$276.26)	\$563.23	OPEN
2083510168	SMS	EXC:X22005	03/29/10	1700003882	1500012828		(\$276.26)		2910	9700		1800002433		(\$276.26)		OPEN
2081970029	FHZ	EXC:X22005	09/29/09	1900123102	1500037031	\$256.29	\$0.00	\$256.29	2911	9700	09/30/09	1800012041	\$256.29	\$0.00	\$256.29	OPEN
2083260002	SMS	EXC:X22005	09/29/09	1900123098	1500037022	\$382.31	\$0.00	\$382.31	2910	9700	09/30/09	1800012043	\$382.31	\$0.00	\$382.31	OPEN
2083260002	SMS	EXC:X22005	09/29/09	1900123097	1500037025	\$120.77	\$0.00	\$120.77	2910	9700	09/30/09	1800012049	\$120.77	\$0.00	\$120.77	OPEN
2083260179 (\$7595.28)																
2083410249 (\$106)																
2081960143 (\$165.49)																
2093020164 (\$4.14)																
2083260179 (\$1515.22)																
2092100008 (\$113.16)	SMS	EXC:X22005	01/27/10	1900033224	1500007956	\$3,394.35	(\$1,799.07)	\$7,595.28	2910	9700	01/27/10	1800000745	\$3,394.35	(\$1,799.07)	\$7,595.28	OPEN
2093410249	SMS	EXC:X22005	02/02/10	1900035207	1500008342		(\$1.06)		2910	9700	02/02/10	1800000312		(\$1.06)		OPEN
2081960142	SMS	EXC:X22005	02/22/10	1900033632	1500011308		(\$165.49)		2910	9700	02/22/10	1800000553		(\$165.49)		OPEN
2093020164	SMS	EXC:X22005	03/09/10	1700003867	1500012388		(\$4.14)		2910	9700	04/29/10	1600001871		(\$4.14)		OPEN
2083260179	SMS	EXC:X22005	03/29/10	1700003891	1500012826		(\$1,515.22)		2910	9700	04/29/10	1600001872		(\$1,515.22)		OPEN
2092100008	SMS	EXC:X22005	09/13/10	1700009309	1500031248		(\$113.16)		2910	9700	02/23/11	1600002573		(\$113.16)		OPEN
2100670639 (\$49.72)																
2100680150 (\$94.20)																
2192820048 (\$9.35)	SMS	EXC:X22005	04/22/10	1900036372	1500015522	\$153.27	(\$49.72)	\$103.55	2910	9700	04/25/10	1800005255	\$153.27	(\$49.72)	\$103.55	OPEN
2100670639	SMS	EXC:X22005	05/14/10	1700002761	1500015929		(\$49.72)		2910	9700	05/25/10	1600004015		(\$49.72)		OPEN
2100760195 (\$528.05)																



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Formulas

- There are simple formulas for entries made for amounts that are used to calculate the remaining balance.
- The formula for the Remaining Balance column is the debit amount plus the credit amount. {\$\$\$ + (\$\$\$) = remaining balance}
- The formula for the credit memo amount posted (next to the debit entries only) would be the sum of all the credits entered on the spreadsheet. So every time a new credit is entered for a workaround item, that amount needs to be added to the overall sum of credits next to the debit entry.
- The formulas will be applied the same on both the IPAC columns and the AR columns.

Example

There are no credit amounts for this workaround item. So the remaining balance is \$256.29 + \$0 = \$256.29

Date cleared	SAP FI Doc Posting # 1900/1700's	Clearing doc #1500	Invoice AMT posted/cleared \$	Credit Memo AMT posted \$	AP Balance remaining
09/29/09	1900129102	1500037031	\$256.29	\$0.00	\$256.29
09/29/09	1900129095	1500037022	\$362.31	\$0.00	\$362.31
09/29/09	1900129097	1500037025	\$120.77	\$0.00	\$120.77
01/27/10	1900033224	1500007956	\$9,394.35	(\$1,799.07)	\$7,595.28
02/02/10	1900035207	1500008342		(\$1.06)	
02/22/10	1900033832	1500011388		(\$165.49)	
03/09/10	1700003667	1500012388		(\$4.14)	
03/29/10	1700003881	1500012826		(\$1,515.22)	
08/31/10	1700008309	1500031248		(\$113.16)	
04/21/10	1900036372	1500015522	\$153.27	(\$49.72)	\$103.55
05/14/10	1700002761	1500015929		(\$49.72)	

There are multiple credits for this workaround item(s).
 The credits are added together and the sum of the credits are put next to the debit posting.
 $(\$1.06) + (\$165.49) + (\$4.14) + (\$1515.22) + (\$113.16) = (\$1799.07)$
 The remaining balance is $\$9394.35 + (\$1799.07) =$

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- There are formulas located on the Total Outstanding Tab within the spreadsheet. This formula is the sum of the AP Balance Remaining Columns and the AR Balance Remaining Columns.
- The formula will show the FedMils total outstanding balance that AP and AR have listed for each Center.
- If a variance is showing, then the AP and AR balances are not correct and an error may have taken place or a debit/credit transaction is needing to be posted.

Example

Center	AP Balance remaining	AR Balance remaining	Variance
GSFC	\$321.06	\$321.06	\$ -
JSC	\$218,360.06	\$218,395.98	\$ (35.92)
AFRC	\$8,487.90	\$8,487.90	\$ -
LaRC	\$2,331.72	\$2,331.72	\$ -
Total Outstanding FedMils	\$229,500.74		

The Variance balances the AP and AR Balance Remaining columns. Any balances shown indicate that there is an error or that transaction entries need to be posted in SAP.

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Reversal Entries

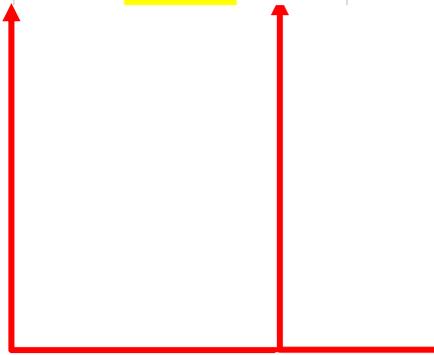
- Reversal entries are unique situation that may occasionally occur.
- All entries for reversals will be on AR's responsibility.
- Occasionally entries will have credits associated with an outstanding amount.
- In these cases, the Debit and all associated credits will be reversed in SAP.
- A new Debit (bill) will be established for the total sum of the Credits.
- Then the credit will be applied to the new bill in SAP.
- The original document date for the new debit and credits will be used.
- If any new debits (bill) and credits are created, the original IPAC information entered by AP will be used.
- These new debits and credits will be added to the spreadsheet under the existing entries.
- An additional formula entry is required for Reversed documents as the reversal of a document needs to show the original posting as zero.
- The entries in the AR Reversal Amt will be the opposite of what was originally entered (e.g. Debit will be entered as a Credit) so the entry will wash.
- The formula within the AP Balance Remaining and the AR Balance Remaining needs to be adjusted adding these entries.

$$\{\text{\$}\text{\$}\text{\$} + (\text{\$}\text{\$}\text{\$}) + [\text{Reversed } (\text{\$}\text{\$}\text{\$}) + \text{Reversed } \text{\$}\text{\$}\text{\$}] = \text{remaining balance}\}$$
- After the reversal information is input and the documents reversed will be set to a Reversed Status
- If any new debits and credits were input on the spreadsheet their status will reflect Closed

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Example

S	T	U	V	W	X	Y	Z
AR Invoice/Credit Memo # 1800/1600's	SAP Assignment #	Invoice AMT posted \$	Credit Memo AMT posted \$	AR Balance remaining	AR Reversal Amt	AR Rev Doc # 1800/1600's	FedMil Status
1800012030		\$134.20	\$0.00	\$134.20			OPEN
1800012033		\$19.16	\$0.00	\$19.16			OPEN
1800012034		\$105.60	\$0.00	\$105.60			OPEN
1800012036		\$17.13	\$0.00	\$17.13			OPEN
1800012035		\$157.81	(\$81.96)	\$0.00	(\$157.81)	18000	REVERSED
1600006567			(\$81.96)		81.96	16000	REVERSED



The Reversal Entries are entered as the opposite of the original posting to reverse the spreadsheet entry.

\$157.81 debit becomes a (\$157.81) credit

(\$81.96) credit becomes a \$81.96 debit

The FedMil Status is changed to Reversed

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S	T	U	V	W	X	Y	Z
AR Invoice/Credit Memo # 1800/1600's	SAP Assignment #	Invoice AMT posted \$	Credit Memo AMT posted \$	AR Balance remaining	AR Reversal Amt	AR Rev Doc # 1800/1600's	FedMil Status
1800012036		\$17.13	\$0.00	\$17.13			OPEN
1800012035		\$157.81	(\$81.96)	+X10+X11	(\$157.81)	18000	REVERSED
1600006567			(\$81.96)		81.96	16000	REVERSED



The balances for **both the AP and AR Balance Remaining columns** needs to be adjusted. The AR Reversal Amt needs to be added to the AP Balance Remaining and the AR Balance remaining. So that they both can reflect a zero balance.