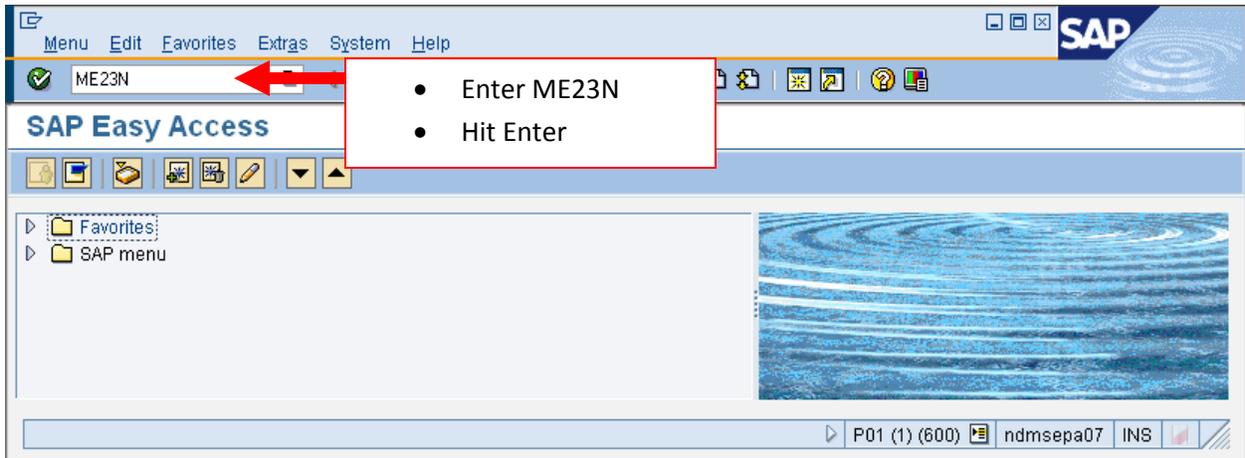
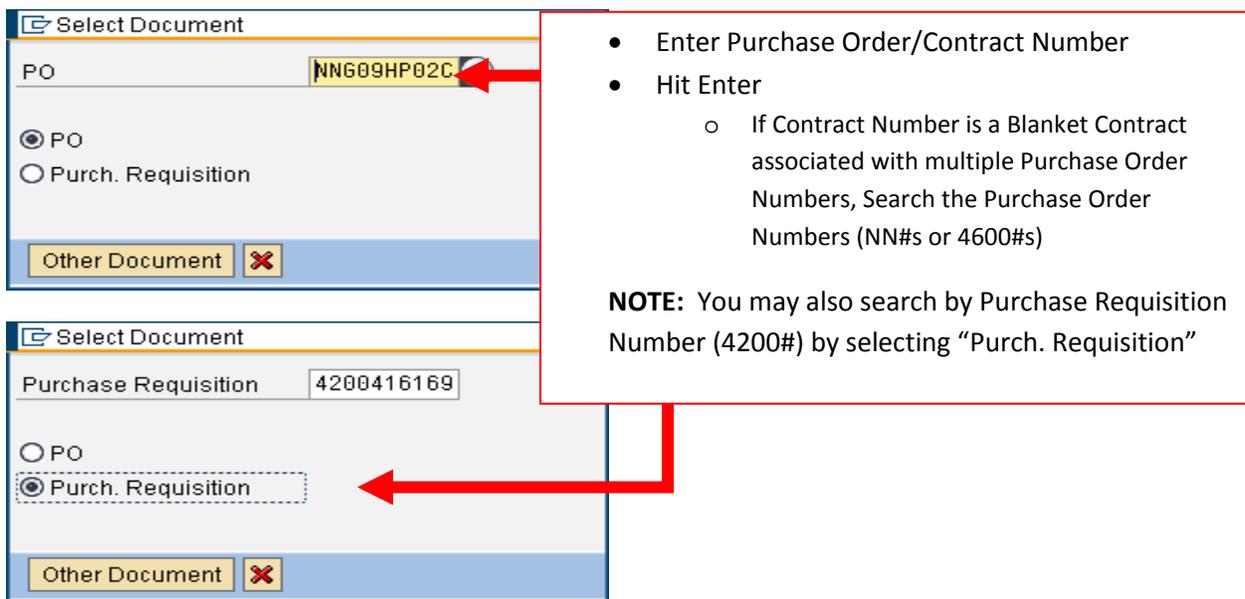
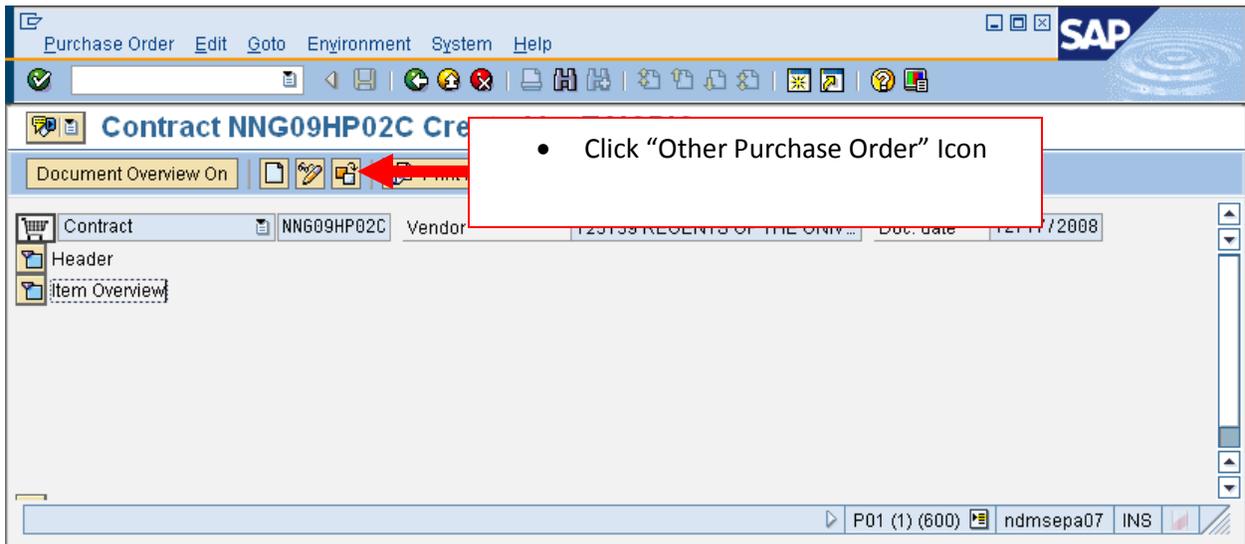


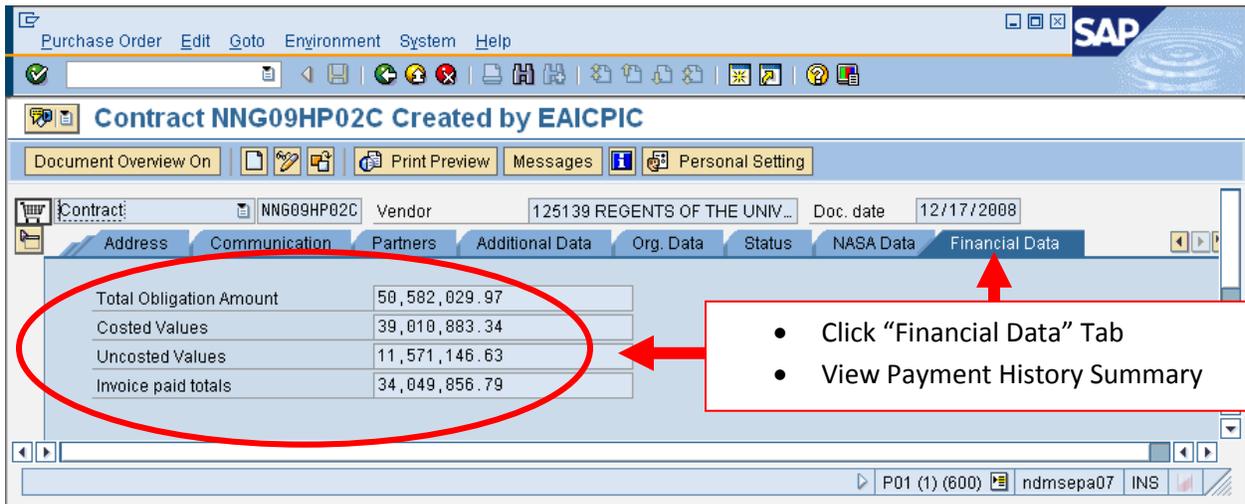
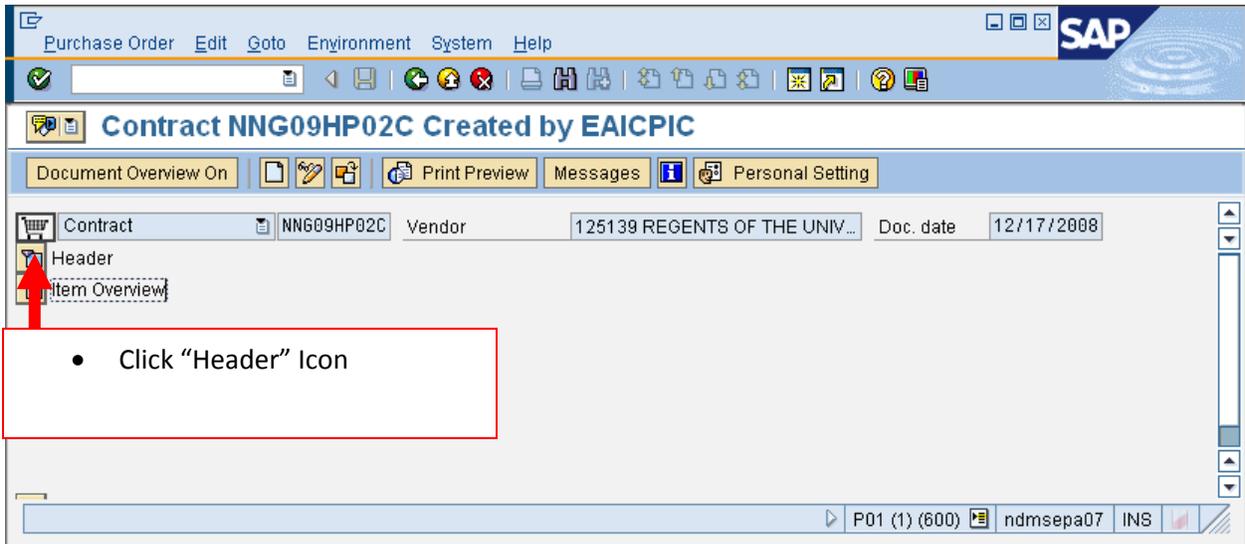
1. Access T-Code ME23N (Display Purchase Order)



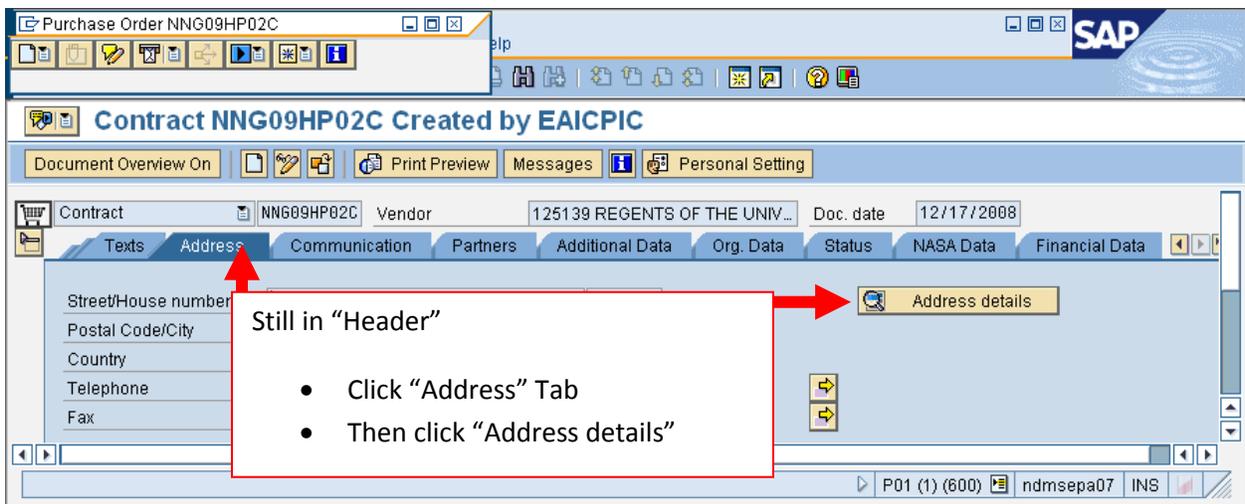
2. Search Purchase Order/Contract Number



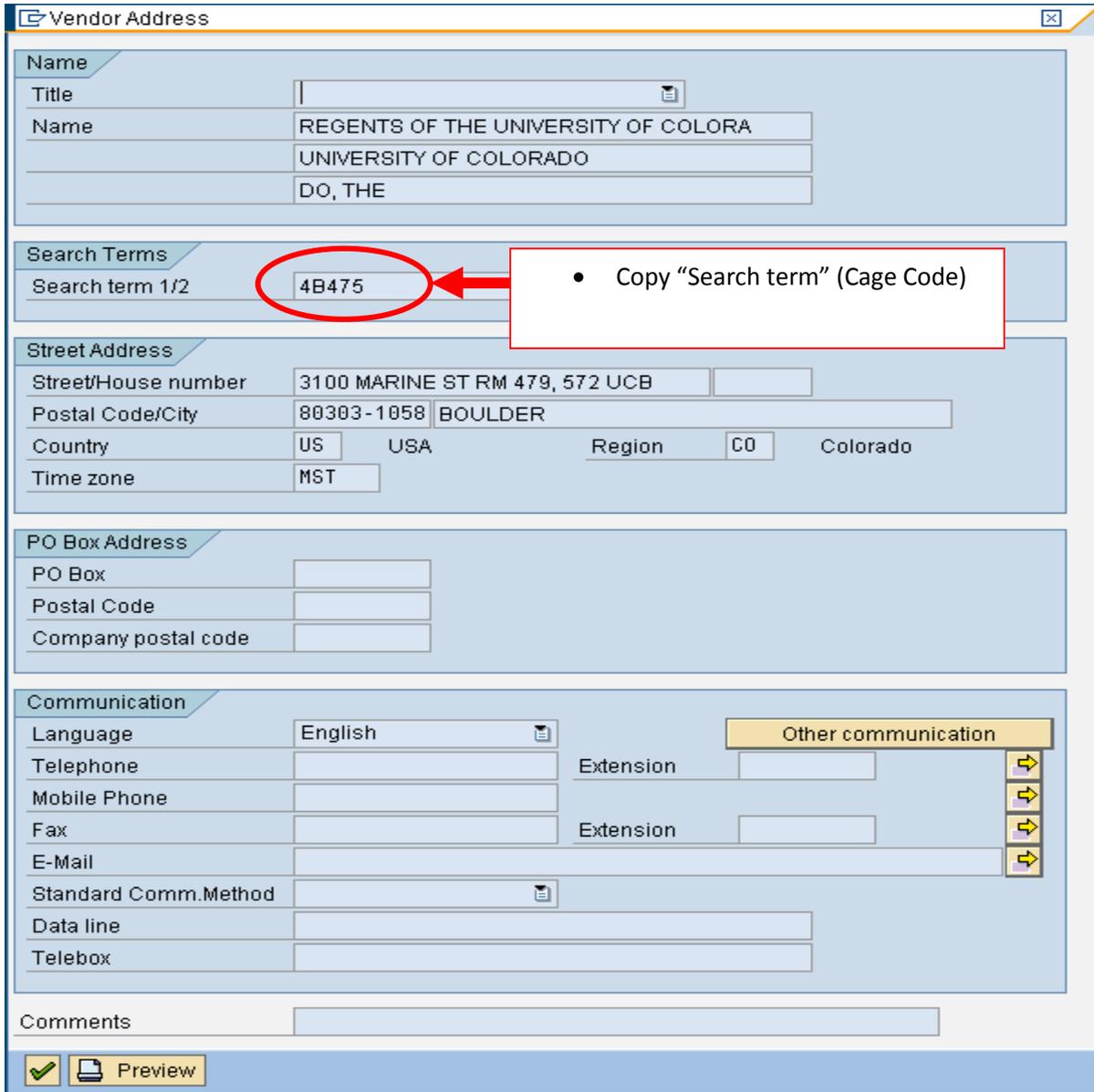
3. View Financial Data (Payment History Summary)



4. Locate and Copy Cage Code



HOW TO FIND PAYMENT HISTORY AND COPIES OF DOCUMENTS IN SAP



Vendor Address

Name

Title

Name REGENTS OF THE UNIVERSITY OF COLORADO
UNIVERSITY OF COLORADO
DO, THE

Search Terms

Search term 1/2 4B475

Street Address

Street/House number 3100 MARINE ST RM 479, 572 UCB

Postal Code/City 80303-1058 BOULDER

Country US USA Region CO Colorado

Time zone MST

PO Box Address

PO Box

Postal Code

Company postal code

Communication

Language English

Telephone Extension

Mobile Phone Extension

Fax Extension

E-Mail

Standard Comm.Method

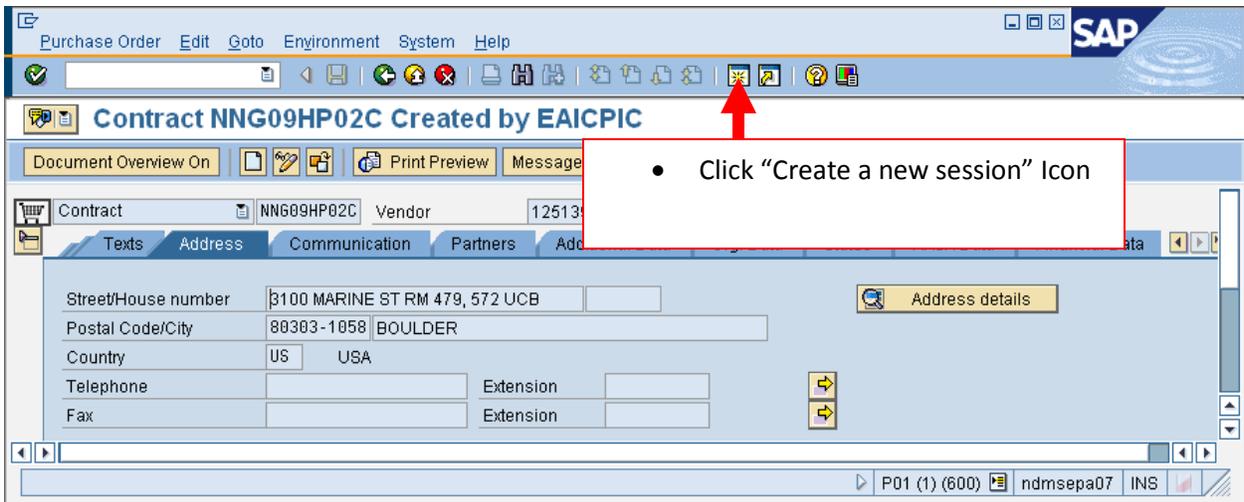
Data line

Telebox

Comments

Preview

- Copy "Search term" (Cage Code)



Purchase Order Edit Goto Environment System Help

Contract NNG09HP02C Created by EAICPIC

Document Overview On Print Preview Message

Contract NNG09HP02C Vendor 12513

Texts Address Communication Partners Add

Street/House number 3100 MARINE ST RM 479, 572 UCB

Postal Code/City 80303-1058 BOULDER

Country US USA

Telephone Extension

Fax Extension

Address details

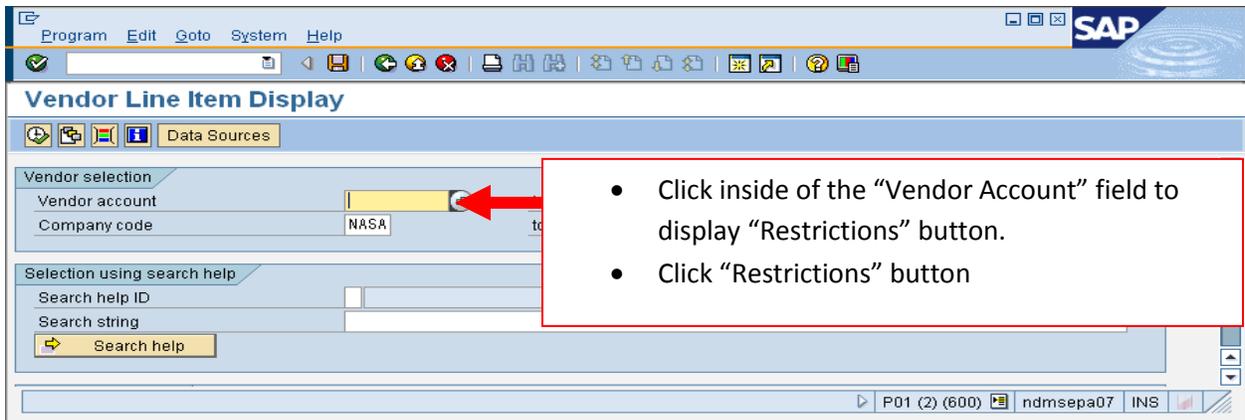
P01 (1) (600) ndmsepa07 INS

- Click "Create a new session" Icon

5. Access T-Code FBL1N (Vendor Line Item Display)



6. Locate ZREM (Vendor Number that holds banking information associated with paid invoices)



HOW TO FIND PAYMENT HISTORY AND COPIES OF DOCUMENTS IN SAP

Account Number of Vendor or Creditor (2)

NASA Search List (Account Group) NASA Account Group by POrg

Vendor

Purch. Organization

Group key

Account group

Country

Order currency

Name

Search term

Maximum No. of Hits

- Select "NASA Account Group by POrg" Tab
- Paste Search Term (Cage Code) into "Search Term" Field
- Hit Enter

Account Number of Vendor or Creditor (3) 114 Entries found

NASA Search List (Account Group) NASA Account Group by POrg

Vendor	POrg	Group	Group	Vendor
105528	ARC	ZREM	US U	
105528	DFRC	ZREM	US U	
105528	GRC	ZREM	US USD REGENTS OF THE UNIVERSITY OF COLORA	4B475
105528	GSFC	ZREM	US USD REGENTS OF THE UNIVERSITY OF COLORA	4B475
105528	HQ	ZREM	US USD REGENTS OF THE UNIVERSITY OF COLORA	4B475
105528	JSC	ZREM	US USD REGENTS OF THE UNIVERSITY OF COLORA	
105528	KSC	ZREM	US USD REGENTS OF THE UNIVERSITY OF COLORA	
105528	LARC	ZREM	US USD REGENTS OF THE UNIVERSITY OF COLORA	
105528	MSFC	ZREM	US USD REGENTS OF THE UNIVERSITY OF COLORA	
105528	NASA	ZREM	US USD REGENTS OF THE UNIVERSITY OF COLORA	
105528	NMO	ZREM	US USD REGENTS OF THE UNIVERSITY OF COLORA	4B475
105528	SSC	ZREM	US USD REGENTS OF THE UNIVERSITY OF COLORA	4B475
109198	ARC	ZREM	US USD REGENTS OF THE UNIVERSITY OF COLORA	4B475
109198	DFRC	ZREM	US USD REGENTS OF THE UNIVERSITY OF COLORA	4B475

- Sort by "Group"
- Note all ZREMs under "Vendor" to search detailed payment history for this Vendor Name

- Use scroll bar to ensure all ZREMs are captured

7. Search ZREM to view Payment History

The screenshot shows the SAP Vendor List (ZREM) interface. The window title is "Vendor List". The menu bar includes "Program", "Edit", "Goto", "System", and "Help". The toolbar contains various icons for navigation and actions. The main content area is divided into several sections:

- Vendor selection:** Includes fields for "Vendor account" (122724) and "Company code" (NASA). A red box labeled "A. Enter ZREM" points to the Vendor account field.
- Selection using search help:** Includes fields for "Search help ID" and "Search string", and a "Search help" button.
- Line item selection:** Includes a "Status" section with radio buttons for "Open items", "Cleared items", and "All items". The "All items" option is selected. A red box labeled "B. Select 'All Items'" points to this option. Below this are fields for "Open at key date" (08/21/2012), "Clearing date", and "Posting date".
- Type:** Includes a list of checkboxes: "Normal items", "Special G/L transactions", "Noted items", "Parked items", and "Customer items". All checkboxes are checked. A red box labeled "C. Check ALL boxes under 'Type'" points to each of these checkboxes.

At the top of the main content area, there is a toolbar with several icons. A red box labeled "D. Execute Query" points to the "Execute Query" icon (a magnifying glass with a checkmark).

The status bar at the bottom right shows "P01 (2) (600)", "ndmsep07", and "INS".

8. View Payment Transaction History

E. Click "Set Filter" Icon

F. Select "Reference" Column

St	PBk	BusA	Pmt	User	DocumentNo	Ty	Reference	doc.	ClearIn
	51	51	NS000584	100066510	AB		11/10/2010	100066510	11/10/2
	51	51	NS000584	100066510	AB		11/10/2010	100066510	11/10/2
	51	51	6S023427	100069822	AB		12/08/2006	100069822	12/08/2
	51	51	6S023427	100069822	AB		12/08/2006	100069822	12/08/2
	51	51	6S023427	100106631	AB		12/12/2006	100106631	12/12/2
	51	51	6S023427	100106631	AB		12/12/2006	100106631	12/12/2
	51	51	6S023427	100129810	AB		01/10/2007	100129810	01/10/2
	51	51	6S023427	100129810	AB		01/10/2007	100129810	01/10/2
	51	51	6S023427	100131447	AB		01/08/2007	100131447	01/08/2
	51	51	6S023427	100131447	AB		01/08/2007	100131447	01/08/2
	51	51	NS000584	100321647	AB		08/03/2012	100321647	08/03/2
	51	51	NS000584	100321647	AB		08/03/2012	100321647	08/03/2
	51	51	6S034440	1500002948	KZ		11/07/2003	1500002948	11/07/2
	51	51	6S023422	1500036235	KZ		12/05/2003	1500036235	09/21/2
	51	51	NS000584	1500086843	KZ	TREASNASA 12052	03/19/2012	1500086843	08/03/2
	51	51	NS000131	1900003077	KR	NNG09HP02C 1545340-029...	11/11/2011	2000016768	11/14/2
	51	51	NS000131	1900022495	KR	NNG09EI26C 1545556-026...	11/18/2011	2000023571	11/23/2
	10	10	NS000741	1900058902	KR	NNH10CC04C 1546525-011...	06/09/2011	2000145662	09/13/2
	10	10	NS000741	1900058903	KR	NNH10CC04C 1546525-012...	06/09/2011	2000145663	09/13/2
	51	51	6S007010	2000003144	ZP		10/19/2004	2000003144	10/19/2
	51	51	NS000646	2000007415	ZP		10/11/2011	2000007415	10/11/2
	51	51	NS000646	2000007416	ZP		10/11/2011	2000007416	10/11/2
	10	10	NS000646	2000007929	ZP		11/02/2010	2000007929	11/02/2
	51	51	6S007064	2000009444	ZP		11/10/2003	2000009444	11/10/2
	51	51	6S007010	2000014989	ZP		11/10/2004	2000014989	11/10/2
	51	51	NS000646	2000016407	ZP		11/07/2011	2000016407	11/07/2

G. Enter Purchase Order/Contract Number surrounded by * to filter invoices associated with your Purchase Order/Contract Number

Reference: *NNG09HP02C*

HOW TO FIND PAYMENT HISTORY AND COPIES OF DOCUMENTS IN SAP

H. Expand Column Width

- Click "Settings"
- Click "Columns"
- Click "Optimize Width"

Vendor Code: 122724 NASA
Name: REGENTS BOULDER

St	PBK	BusA	Pmt	User	Docu	amnt
51		51	51	NS000131	1900	1.89-
51	B	51	51	NS000584	5100	5.31
51		51	51	NS000584	5100	9.62
51		51	51	NS000584	5601	3.81-
51		51	51	NS000584	5601	2.70-
51		51	51	NS000584	5601063544	518,917.52-

I. View Transaction History

Note:
Clearing Documents:
 100# = Payment Reversal
 200# = Payment to Vendor
 1500# = Manual Clearing; Payment to Vendor
 Clearing Date: NSSC Payment Date (Funds should clear Treasury within 3 business days)

DocumentNo	Ty	Reference	Pmt date	Pstng Date	Doc. Date	S	DD	LC amnt	Clrng doc.	Clearing	T
5601580554	RE	NN609HP02C 1546170-027	03/22/2012	03/01/2012	02/17/2012			417,905.31-	100321647	08/03/2012	0
5601629292	RE	NN609HP02C 1545340-035	04/05/2012	06/20/2012	02/29/2012			927,348.53-	2000096994	06/21/2012	0
5601648304	RF	NN609HP02C 1546170-027	03/22/2012	08/02/2012	02/17/2012			417,905.31-	1500086843	08/03/2012	N
								34,049,888.68-			

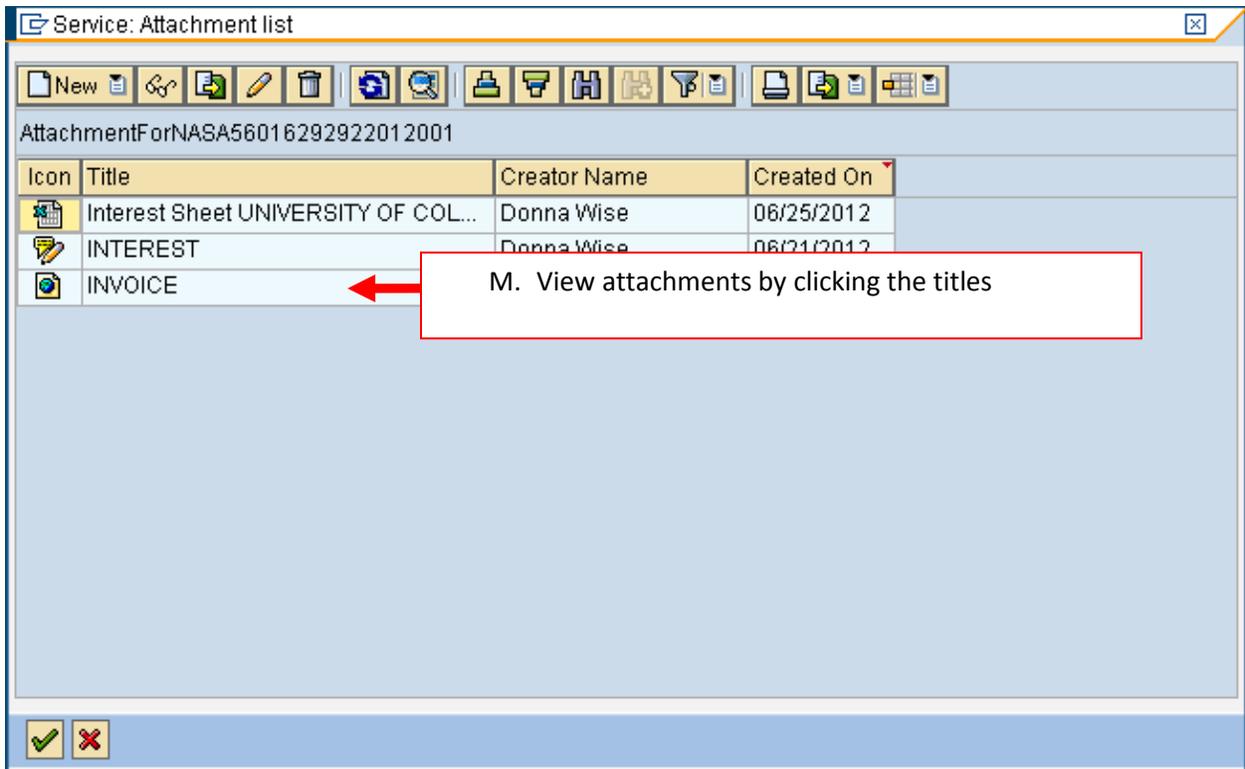
J. Double Click document to view attachments
(Copy of Invoice, Approval, Rejection Letter, Notes, etc.)

K. Click "Services for Object" Icon

L. Click "Attachment List" Icon

Vendor: 122724 REGENTS OF THE UNIVERSITY OF COLO... G/L Acc: 2110.1000
 Company Code: NASA 3100 MARINE ST
 Agency: BOULDER Doc. no.: 5601629292
 Line Item 1 / Invoice / 31
 Amount: 927,348.53 USD

Accounting Doc. Line Item NASA56016292922012...



N. Log in using your IdMAX Credentials (Agency User ID (AUID) and password) to view the secure invoice link. Note: Contractors will have to submit a NAMS request.

For assistance, please contact the NSSC Customer Contact Center at 1-877-677-2123 (1-877-NSSC123) or nssc-contactcenter@nasa.gov