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## **NASA Shared Services Center Service Delivery Guide NSSC-XX-SDG-XXXX Basic**

**Effective Date:** May 02, 2008  
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# **CONTINUOUS MONITORING PROGRAM**

**Responsible Office: Financial Management Division**

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## COMPLETING CONTINUOUS MONITORING PROGRAM ACTIVITIES

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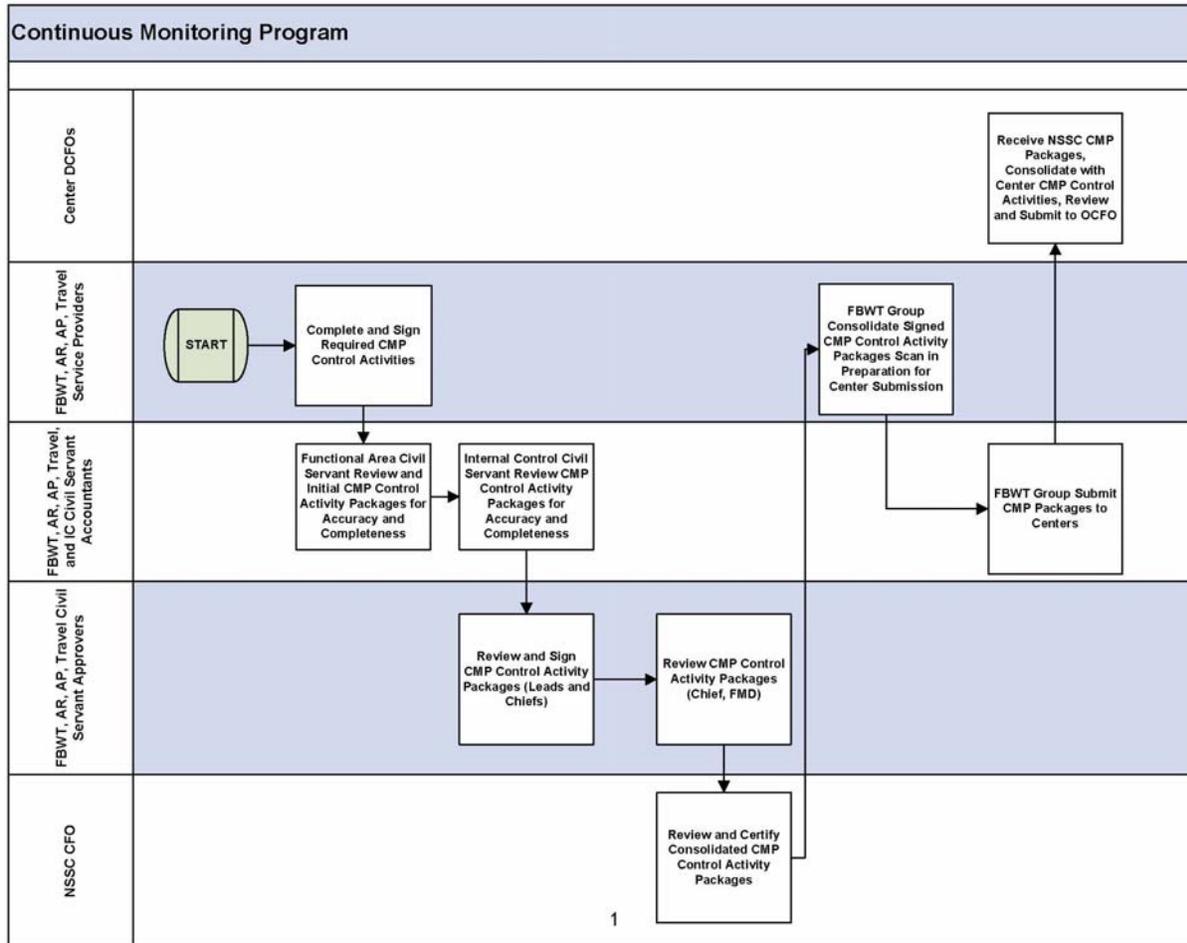
### Introduction

This document describes detailed actions needed to extract required data to accomplish the data validations for each Continuous Monitoring Program (CMP) Control Activity required by the Financial Management Requirement, Volume 19. Each CMP Control Activity is described and the specific SAP Transaction Codes and selection criteria are outlined. The document outlines in a separate process each of the required CMP Control Activities for each applicable organization within the NSSC Financial Management Division. The applicable review and approval processes for all CMP Control Activities within an organization culminating in the final review of the consolidated packages by the NSSC CFO are also described.

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## PROCESS-COMPLETING CONTINUOUS MONITORING PROGRAM ACTIVITIES



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## Roles & Responsibilities

Process 1 –Completing FBWT Continuous Monitoring Program Activities		
Roles and Responsibilities	Action	Tips/Notes
<p><b>Step 1</b></p> <p><b>NSSC, FBWT Service Provider</b></p> <p>Complete CMP Control Activity 2a.1: Reconcile Treasury Transactions to SAP Cash Transactions</p>	<p><b>Purpose:</b> Validate that the net total of the collections and disbursements from Treasury/SAP 224 equals the total of the detailed information from the SAP transaction register for preparation of CMP Control Activity 2a.1 certification sheet.</p> <p><b>Frequency:</b> Monthly. Due to the centers' DCFO 2 work days before the 12<sup>th</sup> of the following month.</p> <p><b>Action 1.</b> Assemble FMS 224 Treasury documentation to support Control Activity 2a.1.</p> <p>a) Make a copy of the following documentation:</p> <ol style="list-style-type: none"> <li>1) Treasury total page from GWA RFC/TDO Payments for the report month</li> <li>2) Treasury total page from IPAC Received &amp; Sent for the report month</li> <li>3) Treasury total page from Cash link 2 or GOALS II for the report month</li> </ol> <p>b) Retrieve and print a copy of Final SAP 224 from the FMS 224 transmittal package from <b>Step 13</b></p> <p>c) Retrieve and print a copy of final FMS 224 transmitted from the FMS 224 transmittal package from <b>Step 13</b></p>	<p>Action 1-Refer to FMR Vol. 19 Continuous Monitoring Program</p> <p><b>Action 1-</b> Use copies of the documentation from the day of the FMS 224 transmittal to prepare CMP 2a.1.</p>

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	<ul style="list-style-type: none"> <li>d) Retrieve and print a copy of the final transaction register GL accounts screen print from the FMS 224 transmittal package from <b>Step 13</b></li> <li>e) Retrieve and print a copy of the current month 'Month SOD Items' spreadsheet from N:drive, Financial Accounting Branch, FBWT, Center, Month</li> <li>f) Retrieve and print a copy of the current month GOALS Statement of Difference from N: drive, Financial Accounting Branch, FBWT, Center, Month folder</li> <li>g) Retrieve and print a copy of the current month Treasury vs. SAP spreadsheet from N: drive, Financial Accounting Branch, FBWT, Center, Month folder</li> <li>h) Print a copy of the e-mail from OCFO/DAB approving the transmittal of the FMS224</li> </ul> <p><b>Action 2.</b> Compile CMP package and certification sheet.</p> <ul style="list-style-type: none"> <li>a) Retrieve Control Activity Certification sheet from N:drive, Financial Accounting Branch, FBWT, CMP Desk Guides</li> <li>b) Add Center Name, if necessary</li> <li>c) Add Business Area No, if necessary</li> <li>d) Change Report Month to current month being reported</li> <li>e) Add Control Activity No./Title, if</li> </ul>	

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	<p>necessary</p> <p>f) In the Preparer's section put an "X" by No exceptions or Exceptions statement</p> <p>g) List any differences with a description and explanation in the 'Description of Exception's section of the Control Activity Certification cover sheet</p> <p>h) Update the Preparer's Name, Prepared Date</p> <p>i) Check Control Activity Certification sheet for completeness, accuracy and compliance with FMR Vol. 19</p> <p>j) Click File</p> <p>k) Click Save as</p> <p>l) Save in N:drive, Financial Accounting Branch, FBWT, Center, Month folder as Center abbreviation_month_Control Activity 2a.1Certification</p> <p>m) Click 'Print' icon to print sheet</p> <p>n) Compile backup documentation behind cover sheet. Documentation should include: certification sheet, Transmitted FMS 224 (has transmit date at top), Final SAP 224, e-mail approval of FMS224 from OCFO/DAB, Final Treasury TDO payments report, Final IPAC Sent report, Final IPAC Received report, Final GOALS II Deposit/Debit Voucher report, current month SOD spreadsheet,</p>	<p><b>Refer to Appendix A</b> for list of all documents required as back up.</p>

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	GOALS II SOD printout for current month  o) Initial and date all backup documentation  p) Sign package as preparer  q) Provide completed package to FBWT Civil Servant Accountant for review and initialed approval	
<b>Step 2</b>  <b>NSSC FBWT Service Provider</b>  Complete CMP Control Activity 2a.2: Reconcile Treasury Transactions to SAP Cash Transaction	<b>Purpose:</b> To compile data reported in the FMS 224 and the SAP trial balance for all FBWT activity for current period activity for preparation of CMP Control Activity 2a.2 certification sheet.  <b>Frequency:</b> Monthly. Due to the centers' DCFO 2 work days before the 12 <sup>th</sup> of the following month.  <b>Action 1.</b> Run three GR55 trial balances from SAP. a) Log into SAP  b) Type GR55 in the SAP Easy Access box  c) Click green arrow  d) Type ZAOF in the Report Group box  e) Use the following selection values: <b>Fiscal Year</b> = 2008 (current fiscal year) <b>Company code</b> – NASA <b>Period</b> - Current period (e.g. 5) <b>Period</b> - Current period (e.g. 5)  f) Use the following Selection groups: <b>Account</b> = 1010.1000 to 1010.4999 and 1010.5001 to 1010.8999 <b>Business Area</b> = see	<b>Step 3</b> -Refer to FMR Vol. 19 Continuous Monitoring Program for additional guidance

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	<p>appendix c for 2 digit code applicable to center <b>Agency Location Code:</b> see appendix c for 8 digit code applicable to center</p> <p>g) Click 'Execute' (clock)</p> <p>h) When report appears, click 'System'</p> <p>i) Click 'List'</p> <p>j) Click 'Save'</p> <p>k) Click Local Files</p> <p>l) Click button next to 'Spreadsheet'</p> <p>m) Click dropdown next to 'Directory' on pop-up screen</p> <p>n) Click dropdown menu in field next to 'Save in:'</p> <p>o) Save in N: Financial Accounting Branch, FBWT, Center, Month as CMP_GR55 Total 2a2.xls</p> <p>p) Click 'Generate'</p> <p>q) In the SAP report, click the green back arrow</p> <p>r) Click 'Multiple Selection' (yellow arrow) to right of Accounts or values fields</p> <p>s) Replace previous account values with 1010.5100, 1010.5215, 1010.8200, 1010.8400, 1010.7130, 1010.7200 &amp; 1010.7300</p> <p>t) Click Save (clock)</p>	

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Roles and Responsibilities	Action	Tips/Notes
	<ul style="list-style-type: none"> <li>u) Click Execute (clock)</li> <li>v) Repeat actions 1g) through 1n)</li> <li>w) Save in N:, Financial Accounting Branch, FBWT, Center, Month as CMP_GR55_Col2_2a2.xls</li> <li>x) Click 'Generate'</li> <li>y) Click green back arrow</li> <li>z) Replace previous account values with the following accounts: 1010.2000, 1010.2999, 1010.6100, 1010.6300, 1010.7120, 1010.1000, 1010.2500, 1010.8100, 1010.8300, &amp; 1110.0000</li> <li>aa) Click save (clock)</li> <li>bb) Click execute (clock)</li> <li>cc) Repeat actions 1g) through 1n)</li> <li>dd) Save in N:, Financial Accounting Branch, FBWT, Center, Month as CMP_GR55_Col3_2a2.xls</li> <li>ee) Click 'Generate'</li> </ul> <p><b>Action 2.</b> Using the Excel spreadsheets CMP_GR55_Col2_2a2.xls and CMP_GR55_Col3_2a2.xls populate the Excel spreadsheet template for CMP 2a.2 comparison.</p> <ul style="list-style-type: none"> <li>a) Retrieve the CMP 2a.2 comparison Excel template from the previous month in the N:drive, Financial Accounting Branch, FBWT, Center, Month folder</li> </ul>	

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	<ul style="list-style-type: none"> <li>b) Col. II tab is (GR55 col2) and Col. III tab is (GR55 col3)</li> <li>c) Save as current month</li> <li>d) Change prior month date to current month</li> <li>e) Change prior period to current period</li> <li>f) Zero out previous months amount in the FMS 224 column and the GR55 Col II column</li> <li>g) Enter the Current period appropriation detail from CMP_GR55_Col2_2a2.xls to the GR55 Col2 template</li> <li>h) Enter the Current period appropriation detail from CMP_GR55_Col3_2a2.xls to the GR55 Col3 template</li> <li>i) Click File</li> <li>j) Click Save as</li> <li>k) Save in N:drive, Financial Accounting Branch, FBWT, Center, Month, CMP as Center abbreviation_CMP2a2 Comparison_month year.xls</li> <li>l) Print GR55 Col2 and GR55 Col3 Excel spreadsheets</li> </ul> <p><b>Action 3.</b> Using the Section I AOF dollars from the transmitted FMS 224, update the Activity 2a.2 Col II tab and the Activity 2a.2 Col III tab information in the 'Center abbreviation_CMP2a2 Comparison_monthyear' Excel spreadsheet.</p>	

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	<ul style="list-style-type: none"> <li>a) Retrieve the Scanned FMS 224 that was transmitted from the Center folder for the report month</li> <li>b) Open the 'Center abbreviation_CMP2a2 Comparison_month year' spreadsheet</li> <li>c) Enter the current period appropriation detail from the FMS 224 col. (2), <i>Receipts and Collections credited to Appropriation or Fund Accounts'</i> to the FMS 224 column on the Activity 2a.2 Col II Tab in the Center abbreviation_CMP2a2 Comparison_month year' worksheet</li> <li>d) Enter the current period appropriation detail from the FMS 224 col. (3), <i>Gross Disbursements</i> to the FMS 224 column on the Activity 2a.2 Col III Tab in the Center abbreviation_CMP2a2 Comparison_month year' worksheet</li> <li>e) Make sure the column 2 and column 3 totals on the Excel spreadsheet equal the totals for column 2 and column 3 on the transmitted FMS 224</li> <li>f) Save Excel spreadsheet</li> </ul> <p><b>Action 4.</b> Compile CMP package with listed documents and forward to the FBWT accountant for review.</p> <ul style="list-style-type: none"> <li>a) Retrieve Control Activity Certification sheet from N:drive, Financial Accounting Branch,</li> </ul>	<p><b>Refer to Appendix A</b> for list of all documents required as back up.</p>

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	FBWT, CMP Desk Guides  b) Add Center Name, if necessary  c) Add Business Area No, if necessary  d) Change Report Month to current month being reported  e) Add Control Activity No./Title, if necessary  f) In the Preparer's section put an "X" in No exceptions or Exceptions statement  g) List each difference with a description and explanation in the 'Description of Exception's section of the Control Activity Certification cover sheet  h) Update the Preparer's Name, Prepared Date  i) Check Control Activity Certification sheet for completeness, accuracy and compliance with FMR Vol. 19  j) Click File  k) Click Save as  l) Save in N: drive, Financial Accounting Branch, FBWT, Center, Month folder as Center abbreviation_month_Control Activity 2a.2 Certification  m) Click 'Print' icon to print sheet  n) Compile a CMP package with the following: Certification sheet,	

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	<p>CMP_GR55_Total_2a2.xls;            CMP_GR55_Col2_2a2.xls;            CMP_GR55_Col3_2a2.xls; SAP            224; FMS 224 (transmitted copy);            GR55 col II spreadsheet; GR55            col III spreadsheet</p> <p>o) Initial and date all backup            documentation</p> <p>p) Sign package as preparer</p> <p>q) Provide completed package to            FBWT Civil Servant Accountant            for review and initialed approval</p>	
<p><b>Step 3</b></p> <p><b>NSSC FBWT Service            Provider</b></p> <p>Complete CMP Control            Activity 2a.3: Reconcile            FBWT balances to GWA</p>	<p><b>Purpose:</b> To ensure that cash balances            are complete and reconcile to Treasury.</p> <p><b>Frequency:</b> Monthly</p> <p><b>Action 1.</b> Run GWA treasury report of            increases and decreases to fund            balances by Treasury symbol.</p> <p>a) Log in to GWA at <a href="http://www.gwa.gov">www.gwa.gov</a></p> <p>b) Click Reports</p> <p>c) Select ALC Transactions under            ALC Statement</p> <p>d) Select appropriate ALC from            Reporting ALC dropdown menu</p> <p>e) Leave Treasury Account Symbol            field blank</p> <p>f) Select All in Activity Type field</p> <p>g) Select the current fiscal year from            the Accounting Period dropdown            menu</p> <p>h) Click button next to 'Month of'</p>	

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Roles and Responsibilities	Action	Tips/Notes
	<ul style="list-style-type: none"> <li>i) Select appropriate month from dropdown menu</li> <li>j) Click 'Download' button</li> <li>k) Click to mark the button next to 'Excel' for Download File Type</li> <li>l) Click the box next to 'Include table headings' under Options</li> <li>m) Click the 'Download' button</li> <li>n) Click Open in pop-up box that appears</li> <li>o) Click File at the top of report</li> <li>p) Click Save As</li> <li>q) Click the dropdown arrow next to Save in:</li> <li>r) Click nssc-shared N:drive from dropdown selection</li> <li>s) Scroll to Financial Accounting Branch folder and double click</li> <li>t) Double click on FBWT folder</li> <li>u) Double click appropriate center folder</li> <li>v) Double click on appropriate month folder</li> <li>w) Name file as center abbreviation, underscore, GWA, underscore, monthdayyear (mmddyy)</li> <li>x) Click Save button</li> <li>y) Add a column to the downloaded</li> </ul>	<p><b>Action 1w)</b>-This is the spreadsheet used to calculate the TREAS column numbers for the FBWT Cash Recon Template.</p>

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Roles and Responsibilities	Action	Tips/Notes
	report labeled 'Treasury Beginning Balance' before the 'Increase to Balance' column	
	z) Add a column to the report labeled 'Treasury Ending Balance' after the 'Decrease to Balance' column	<b>Action 1z)</b> Put the DOI ALC amount (ALC= 14019999) in this column
	aa) Enter the Treasury ending balances from the previous month's FBWT Recon Template in the center_GWA_mmddyy report in the column labeled 'Treasury Beginning Balance' next to the appropriate AOF	<b>Action 1aa)</b> -Only enter the Treasury ending balances from the previous month that have current month activity in the GWA Increase/decrease columns.
	bb) Include a formula in the current month report in the 'Treasury Ending Balance' column that will add the amounts in the following columns: 'Treasury Beginning Balance', 'Increase to Balance', and 'Decrease to Balance' to put the result in the 'Treasury Ending Balance' column	
	cc) Add formulas at the bottom of each of the above columns to add the amounts of the column at the bottom	
	dd) Add 'Totals' to the bottom row at the end of data in the 'Treasury Account Symbol' column	
	ee) Be sure the total of 'Treasury Ending Balance' matches the totals of the other columns adding together as well as the totals in that column.	<b>Action 1ee)</b> -The sum of the total increase column and the total decrease column should equal the NET TOTAL, SECTION 1 on the transmitted FMS 224.

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	<p><b>Action 2.</b> Run GWA report for 80F3875 activity.</p> <ul style="list-style-type: none"> <li>a) Go to Reports page of GWA and select Transactions under Account Statement</li> <li>b) Leave Agency and Bureau as is</li> <li>c) Be sure Account type is Expenditure in the dropdown field</li> <li>d) Select Clearing Accounts from the Fund Type dropdown menu</li> <li>e) Select 80F3875 from the Treasury Account Symbol dropdown menu</li> <li>f) Leave Activity Type as 'All'</li> <li>g) Select the appropriate fiscal year from the Account Period dropdown menu</li> <li>h) Select the appropriate month from the 'Month of ___only' dropdown menu</li> <li>i) Click 'Download' button</li> <li>j) Click button next to 'Excel' for Download File Type</li> <li>k) Check the box next to 'Include table headings'</li> <li>l) Click 'Download' button</li> <li>m) Click Open in pop-up box that appears</li> <li>n) Click File at the top of report</li> <li>o) Click Save As</li> <li>p) Click the dropdown arrow next to</li> </ul>	<p><b>Action 2-</b>This report is necessary to capture amounts submitted by the Department of Interior against AOF 80F3875 for payroll information. This is reflected on the report as the reporting ALC 14019999. The amount transmitted by DOI as a decrease is offset by the amount transmitted by each NASA center as an increase. The net for 80F3875 for payroll/labor data should be zero.</p>

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Process 1 –Completing FBWT Continuous Monitoring Program Activities		
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	<p>Save in:</p> <p>q) Click nssc-shared N:drive from dropdown selection</p> <p>r) Scroll to Financial Accounting Branch folder and double click</p> <p>s) Double click on FBWT folder</p> <p>t) Double click appropriate center folder</p> <p>u) Double click on appropriate month folder</p> <p>v) Name file as center abbreviation, underscore, GWA3875, underscore, monthdayyear (mmddyy)</p> <p>w) Click Save button</p> <p><b>Action 3.</b> Run GWA report for 80F3885 activity.</p> <p>a) Run the report from <b>Action 2</b> above but select 80F3885 from the Treasury Account Symbol dropdown menu</p> <p>b) Continue as with previous directions</p> <p>c) Name file as center abbreviation, underscore, GWA3885, underscore, monthdayyear (mmddyy)</p> <p>d) Compile the 80F3875 and 80F3885 reports</p> <p>e) Compare the amounts reported on the DOI and HHS ALCs to the payroll/labor and LOC JVs and</p>	<p><b>Action 3-</b>This report is necessary to capture amounts reported by the Department of Health and Human Services against 80F3885 for letter of credit information. This is reflected on the report as reporting ALC 75010502. The amount transmitted by DHHS as a decrease is offset by the amount reported by each NASA center as an increase. The net for 80F3885 for LOC data should be zero</p> <p><b>Action 3e)-</b>These journal vouchers are provided to the FBWT by the functional areas for labor and grant personnel</p>

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	<p>supporting documentation to identify which amount reported by DOI and HHS corresponds to which center's ALC</p> <p>f) Highlight the correct amounts being compared</p> <p>g) Note any variances</p> <p><b>Action 4.</b> Update FBWT Cash Template 2a.3 with previously run GWA reports.</p> <p>a) Retrieve the FBWT Cash Reconciliation Template for center being reviewed from N: drive, Financial Accounting Branch, FBWT, Center, Month</p> <p>b) Open FBWT Cash Reconciliation Template</p> <p>c) Go to previous month tab</p> <p>d) Copy this tab</p> <p>e) Rename tab to current month</p> <p>f) Retrieve GWA3885 report previously saved</p> <p>g) Retrieve GWA3875 report previously saved</p> <p>h) Enter new appropriation symbols, if necessary, to spreadsheet</p> <p>i) Copy amounts (copy and paste) by appropriation symbol from GWA reports into the TREAS column of the FBWT Cash Reconciliation Template</p> <p>j) Click Save icon to save changes</p>	<p>from the center. The documentation should be in the final FMS 224 package.</p> <p><b>Action 4a)</b>-Spreadsheet format is 'Center abbreviation, Month, Year, FBWT Cash Recon Template.'</p>

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	<p><b>Action 5.</b> Run SAP GR55/ZAFI report for current period.</p> <ul style="list-style-type: none"> <li>a) Log into SAP</li> <li>b) Type GR55 in the SAP Easy Access box. Click green arrow.</li> <li>c) Type ZAFI in the Report Group box.</li> <li>d) Use the following selection values: <b>Fiscal Year</b> = 2008 (current fiscal year); <b>Company code</b> = NASA; <b>Period</b>- Current period</li> <li>e) Use the following Selection values: <b>Account</b> = 1010.1000 to 1010.9999; <b>Business Area</b> = see appendix C for 2 digit code applicable to center; <b>Agency Location Code</b>: see appendix C for 8 digit code applicable to center</li> <li>f) Click on execute button</li> <li>g) Click on System</li> <li>h) Click on List</li> <li>i) Click Save</li> <li>j) Click on Local Files</li> <li>k) Click on spreadsheet</li> <li>l) Save in N: Financial Accounting Branch, FBWT, Center, Month, CMP folder as CMP_GR55 Total 2a3.xls</li> <li>m) Click 'Generate'</li> </ul>	<p><b>Action 5d)</b>-Refer to Appendix B for Fiscal year and appropriate Period to use.</p> <p><b>Action 5e)</b>-Click on yellow arrow and click on select ranges tab, input account data, then click save (clock)</p>

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	<p><b>Action 6.</b> Update SAP GR55 ZAFT amounts in the FBWT Cash Reconciliation Template (excel spreadsheet) for CMP activity 2a.3.</p> <ul style="list-style-type: none"> <li>a) Enter amounts by AOF from SAP GR55 report into the SAP –Table 95 column of the FBWT Cash Reconciliation Template for Activity 2a3</li> <li>b) Be sure formulas are in place and calculating properly</li> <li>c) Once all amounts are entered, review noted variances</li> <li>d) Research variances between Treasury and SAP cash balances</li> <li>e) If necessary, contact appropriate user for explanation and plan to correct</li> <li>f) Update CMP 2a.3 template as necessary</li> <li>g) Save any changes to the FBWT Cash Reconciliation Template</li> </ul> <p><b>Action 7.</b> Prepare Control Certification approval cover sheet for CMP Activity 2a.3.</p> <ul style="list-style-type: none"> <li>a) Retrieve Control Activity Certification sheet from N:drive, Financial Accounting Branch, FBWT, CMP Desk Guides</li> <li>b) Add Center Name, if necessary</li> <li>c) Add Business Area No, if necessary</li> </ul>	<p><b>Action 6d)</b>-Possible variances: SAP cash transaction posted with a blank ALC and an SR was submitted but the fix wasn't in place before that period's FMS224 was transmitted; an invoice was posted and cleared to cash with one center's BA and another's ALC; SVU AR migration postings to 1010.9821; Fund Balance Warrants issues due to 9998 corrections posting to 1010.5000; Treasury shows activity that is not posted in SAP in either the correct AOF or suspense AOF, etc.</p>

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	<ul style="list-style-type: none"> <li>d) Change Report Month to current month being reported</li> <li>e) Add Control Activity No./Title, if necessary</li> <li>f) In the Preparer's section, put an "X" on the No exceptions or Exceptions statement</li> <li>g) Update the Preparer's Name, Prepared Date</li> <li>h) Update the Description of Exceptions to include the most recent noted Exceptions with the root cause, amount, estimated completion date</li> <li>i) Check Control Activity Certification sheet for completeness, accuracy and compliance with FMR Vol. 19</li> <li>j) Click File at the top of page</li> <li>k) Click Save As</li> <li>l) Click the dropdown arrow next to Save in:</li> <li>m) Click nssc-shared N:drive from dropdown selection</li> <li>n) Scroll to Financial Accounting Branch folder and double click</li> <li>o) Double click on FBWT folder</li> <li>p) Double click appropriate center folder</li> <li>q) Double click on appropriate month folder</li> </ul>	

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	<ul style="list-style-type: none"> <li>r) Save in N:drive, Financial Accounting Branch, FBWT, Center, Month folder as Center abbreviation_month_Control Activity 2a.3 Certification</li> <li>s) Click Save button</li> <li>t) Print the certification sheet</li> <li>u) Combine the following documents: Certification sheet, current month Cash Recon Template, GR55/ZAFt report, GWA spreadsheet, GWA3875 spreadsheet, GWA3885 spreadsheet, actual reports from Treasury GWA</li> <li>v) Initial and date each sheet of backup documentation</li> <li>w) Sign package as preparer</li> <li>x) Compile reports and supporting documentation and give to FBWT Civil Servant for initialed approval</li> </ul>	<p><b>Refer to Appendix A</b> for list of all documents required as back up.</p>
<p><b>Step 4</b></p> <p><b>NSSC FBWT Service Provider</b></p> <p>Complete CMP Control Activity 2a.6: Validate Treasury confirmations postings to FBWT</p>	<p><b>Purpose:</b> To compare Treasury Confirmation to confirmations recorded in SAP.</p> <p><b>Frequency:</b> Monthly</p> <p><b>Action 1.</b> Run SAP report 'ZSE16_FMTC_SCHNO'.</p> <ul style="list-style-type: none"> <li>a) Log into SAP</li> <li>b) Type ZSE16_FMTC_SCHNO in the white box in upper left beside the green check mark</li> <li>c) Click on menu bar (1<sup>st</sup> of 4 boxes under Data Browser: Initial</li> </ul>	

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	Screen)	
	d) Next to 'Run On' type the first day of the month to last day of the month.	Action 1d)-May need to include the last day of the prior month to capture payment run that confirmed by Treasury the next month
	e) Next to Agency Loc Cd type appropriate ALC	<b>Action 1e)</b> -Refer to Appendix C for correct ALC to use for each NASA center.
	f) Click the execute button (clock)	
	g) When report appears, click System.	
	h) Click List	
	i) Click Save	
	j) Click Local	
	k) Click Spreadsheet	
	l) Click dropdown menu on pop-up screen next to 'Save in'	
	m) Save in N: Financial Accounting Branch, FBWT, Center, Month folder as 'Center abbreviation, underscore, CMP 2a.6. Month Year	
	n) Click 'Generate'	<b>Action 1q)</b> -Shrink columns to be able to print in a landscape format and still be able to read the numbers.
	o) Click on Headings for Check numbers	
	p) Format number to have zero decimal spaces	<b>Action 2-</b> Use a copy of the TDO Payments report from GWA from the FMS 224 transmission package
	q) Make sure the numbers in the schedule number, run on date, ALC, check number and amount are readable	
	r) Compress columns that have	<b>Action 2c)</b> -Differences

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	<p>blank data fields</p> <p>s) Make sure auto sum totals are correct for 'Local curr pmnt amnt' column</p> <p>t) Save</p> <p>u) Print</p> <p><b>Action 2.</b> Print a copy of the TDO Payments report from the last day of the month.</p> <p>a) Make a copy of the TDO Payments report from the last day of the month</p> <p>b) Compare the payment total on TDO Payments to the payment total of the FMTC_SHCNO SAP report</p> <p>c) If the totals do not match, you may have to rerun the SAP ZSE16_FMTC_SCHNO report with the beginning run date of the last day of the previous month</p> <p><b>Action 3.</b> Compare Treasury TDO payments with the SAP confirmation data. Work any variances.</p> <p>a) Compare total on the GWA TDO Payment report with total on the SAP report saved as 'Center abbreviation, CMP 2a.6, Month, Year</p> <p>b) If there is a difference, look on the TDO payments report for cancelled checks</p> <p>c) If there are cancelled checks, then add/subtract the individual</p>	<p>between the two reports could be: 1)The schedule could have been set up to run on the last day but not actually confirmed by Treasury until the first day of the next month; 2) there were cancelled checks during the report month.</p>

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	<p>amounts to/from the Total FMTC_SCHNO amount on the SAP CMP 2a.6 spreadsheet</p> <p>d) The totals should be equal</p> <p><b>Action 4.</b> Prepare Control Certification approval cover sheet for CMP Activity 2a.6.</p> <p>a) Retrieve Control Activity Certification sheet from N:drive, Financial Accounting Branch, FBWT, CMP Desk Guides</p> <p>b) Add Center Name, if necessary</p> <p>c) Add Business Area No, if necessary</p> <p>d) Change Report Month to current month being reported</p> <p>e) Add Control Activity No./Title, if necessary</p> <p>f) In the Preparer's section put an "X" by No exceptions or Exceptions statement</p> <p>g) Update the Preparer's Name, Prepared Date</p> <p>h) List any differences that are not valid reconciling items with explanation and description in the 'Description of Exceptions' section</p> <p>i) Check Control Activity Certification sheet for completeness, accuracy and compliance with FMR Vol. 19</p> <p>j) Click File at the top of page</p>	

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Roles and Responsibilities	Action	Tips/Notes
	<ul style="list-style-type: none"> <li>k) Click Save As</li> <li>l) Click the dropdown arrow next to Save in:</li> <li>m) Click nssc-shared N:drive from dropdown selection</li> <li>n) Scroll to Financial Accounting Branch folder and double click</li> <li>o) Double click on FBWT folder</li> <li>p) Double click appropriate center folder</li> <li>q) Double click on appropriate month folder</li> <li>r) Save as Center abbreviation_month_Control Activity 2a.6 Certification</li> <li>s) Click Save button</li> <li>t) Print the certification sheet</li> <li>u) Combine the following support documentation: Certification sheet, SAP ZSE16_FMTC_SCHNO report, and Treasury TDO payments report</li> <li>v) Initial and date each sheet of backup documentation</li> <li>w) Sign package as preparer</li> <li>x) Compile reports and supporting documentation and give to FBWT Civil Servant for review and initialed approval</li> </ul>	<p><b>Refer to Appendix A</b> for list of all documents required as back up.</p>

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<p><b>Step 5</b></p> <p><b>NSSC FBWT Service Provider</b></p> <p>Complete CMP Control Activity 2d.1: Suspense Accounts over 60 Days</p>	<p><b>Purpose:</b> Prepare documentation for Suspense items that are over 60 days old. Any items that have been in suspense over 60 days will be an exception.</p> <p><b>Frequency:</b> Monthly</p> <p><b>Action 1.</b> Run SAP FBL3N report for account 2400.0000 to 2400.2000.</p> <ol style="list-style-type: none"> <li>Log into SAP</li> <li>Type FBL3N in the white box in the upper left corner beside the green check mark</li> <li>Click green check mark</li> <li>Under G/L account selection enter account 2400.0000 to 2400.9999</li> <li>Click Dynamic Selection box in the upper left corner (red, green, and blue box)</li> <li>In the box that pops up, scroll to the bottom of the box</li> <li>Enter appropriate Business Area for the Center you are working</li> <li>Click Execute (clock)</li> <li>When report comes back, scroll to the bottom of the report where the total appears</li> <li>Do a screen print and save to excel spreadsheet</li> <li>Click File, then Save As</li> <li>Click nssc shared drive N:</li> </ol>	<p><b>Action 1-</b>Suspense items are aged based on the document and posting date in SAP which corresponds with the date on which the source document was received</p>

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Roles and Responsibilities	Action	Tips/Notes
	<ul style="list-style-type: none"> <li>m) Scroll to Financial Accounting Branch folder and double click on it</li> <li>n) Double click on FBWT folder</li> <li>o) Double click on appropriate center folder</li> <li>p) Double click on appropriate month folder</li> <li>q) Name file as center abbreviation, underscore, CMP 2d.1, underscore, monthyear</li> <li>r) Click Save button</li> </ul> <p><b>Action 2.</b> Update previous month's Suspense spreadsheet for any suspense transactions that were cleared in the current month.</p> <ul style="list-style-type: none"> <li>a) Retrieve the updated Suspense spreadsheet from that was completed in Step 15 from N: Financial Accounting Branch, FBWT, Center, Month folder</li> <li>b) Compare Items on the suspense spread sheet to the FBL3N total documentation to be sure they equal</li> <li>c) Fill in 'Reason Still in Suspense' on the template as known</li> <li>d) Fill in 'Area' column on the template with the Center or NSSC functional area responsible for posting the transaction to the appropriate AOF or making correction in order to remove the item from suspense</li> </ul>	<p><b>Action 2c)</b>-The FBWT civil servant would have prepared a journal voucher to reverse any items out of suspense account that cleared to the correct account in the current month.</p>

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	<p><b>Action 3.</b> Run GR55/ZAOF for NON3885, NON3875 (any applicable suspense accounts) for 1010 account totals and 2400 account totals.</p> <ol style="list-style-type: none"> <li>a) Log into SAP</li> <li>b) Type GR55 in field at top left on main menu</li> <li>c) Type ZAOF in open field</li> <li>d) Click green checkmark or press Enter on keyboard</li> <li>e) Type 0 in first period field</li> <li>f) Type current report period in second period field</li> <li>g) Type 1010.1000 to 1010.9999 in fields next to Or values under Accounts</li> <li>h) Type appropriate business area in the field next to Or values under Business Area Set ID</li> <li>i) Click Multiple Selection button (box with yellow arrow) to the right of Or values fields under Fund Set ID</li> <li>j) Click Select Single Values tab</li> <li>k) Type NON3875 on first line</li> <li>l) Type NON3885 on second line</li> <li>m) Click Copy (clock)</li> <li>n) On main screen click Execute (clock) to run report</li> <li>o) When report appears click</li> </ol>	

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	<p>Customizing of Local Layout icon</p> <p>p) Click Hardcopy</p> <p>q) Retrieve hardcopy printout</p> <p>r) Return to SAP screen</p> <p>s) Click green back arrow</p> <p>t) Delete selections under Accounts</p> <p>u) Type in 2400.1000 to 2400.2000 in fields next to Or values under Accounts</p> <p>v) Click Execute (clock)</p> <p>w) When report appears, click Customizing of Local Layout icon</p> <p>x) Click Hardcopy</p> <p>y) Retrieve hardcopy printout</p> <p>z) Compare totals by fund for each report to each other and to total for each fund on the Month Suspense spreadsheet (all should equal)</p> <p><b>Action 4.</b> Retrieve JV templates for suspense reversal JVs that were created in Step 9, Action 3.</p> <p>a) Retrieve 'Month Suspense JV Templates' from N:drive, Financial Accounting Branch, FBWT, Center, Month folder</p> <p>b) Print suspense reversal JVs with <a href="#">\signed</a> by....\ in the designated signature fields showing that the originals are signed</p>	

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	<ul style="list-style-type: none"> <li>c) Retrieve hardcopy support documentation for each suspense reversal JV from monthly folder of hardcopy documentation</li> <li>d) Make copies of each page of support documentation</li> <li>e) Put support documentation with printed JV template</li> <li>f) Add this to backup documentation from Actions 1 and 2 above</li> </ul> <p><b>Action 5.</b> Prepare Control Certification approval cover sheet for CMP Activity 2d.1.</p> <ul style="list-style-type: none"> <li>a) Retrieve Control Activity Certification sheet from N:drive, Financial Accounting Branch, FBWT, CMP Desk Guides</li> <li>b) Add Center Name, if necessary</li> <li>c) Add Business Area No, if necessary</li> <li>d) Change Report Month to current month being reported</li> <li>e) Add Control Activity No./Title, if necessary</li> <li>f) In the Preparer's section, put an "X" by No exceptions or Exceptions statement</li> <li>g) Update the Preparer's Name, Prepared Date</li> <li>h) Update the Description of Exceptions to include the most recent noted Exceptions with the</li> </ul>	<p><b>Action 5-</b>Refer to FMR Vol. 19 for Continuous Monitoring Program for further guidance.</p>

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	<p>root cause, amount, estimated completion date</p> <p>i) Check Control Activity Certification sheet for completeness, accuracy and compliance with FMR Vol. 19</p> <p>j) Click File at the top of page</p> <p>k) Click Save As</p> <p>l) Click the dropdown arrow next to Save in:</p> <p>m) Click nssc-shared N:drive from dropdown selection</p> <p>n) Scroll to Financial Accounting Branch folder and double click</p> <p>o) Double click on FBWT folder</p> <p>p) Double click appropriate center folder</p> <p>q) Double click on appropriate month folder</p> <p>r) Save as Center abbreviation_month_Control Activity 2a.2 Certification</p> <p>s) Click Save button</p> <p>t) Print the certification sheet</p> <p>u) Initial and date each sheet of backup documentation</p> <p>v) Sign package as preparer</p> <p>w) Compile the following support documentation: Certification sheet, SAP FBL3N report, SAP</p>	<p><b>Refer to Appendix A</b> for list of all documents required as</p>

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	GR55/ZAOF for 1010 accounts, SAP GR55/ZAOF for 2400 accounts, current month suspense spreadsheet, JV template with support documents  x) Compile reports and supporting documentation and give to FBWT Civil Servant for review and initialed approval	back up
<b>Step 6</b>  <b>NSSC FBWT Service Provider</b>  Complete CMP Control Activity 2d.2: Analysis of Suspense Accounts/Reconciliation to Trial Balance	<b>Purpose:</b> Prepare documentation for the analysis suspense items on Suspense spreadsheet compared to the GR55/ZAFT trial balance. Differences will be an exception on the certification sheet. If totals equal there are no exceptions on the certification sheet.  <b>Frequency:</b> Monthly  <b>Action 1.</b> Run GR55 ZAFT trial balance for accounts 2400.0000 to 2400.2000.  a) Log into SAP  b) Type GR55 in the SAP Easy Access box  c) Click green arrow  d) Type ZAFT in the Report Group box  e) Use the following selection values: <b>Fiscal Year</b> = 2008 (current fiscal year); <b>Company code</b> – NASA; <b>Period</b> - Current period  f) Use the following Selection groups: <b>Account</b> = 2400.0000 to 2400.2000; <b>Business Area</b> = see appendix C for 2 digit code	

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	<p>applicable to center</p> <p>g) Click on execute button</p> <p>h) Click on System</p> <p>i) Click on List</p> <p>j) Click Save</p> <p>k) Click on Local Files</p> <p>l) Click on spreadsheet</p> <p>m) Save in N:drive, Financial Accounting Branch, FBWT, Center, Month as CMP_GR55 Total 2d.2.xls</p> <p><b>Action 2.</b> Make sure the center suspense aging spreadsheet equals the GR55 ZAFT Trial Balance.</p> <p>a) Retrieve Month Suspense spreadsheet that was updated in Step 20 from N:drive, Financial Accounting Branch, FBWT, Center, Month</p> <p>b) Compare the totals on the Center Month Suspense spreadsheet and the GR55 ZAFT trial balance</p> <p>c) Note any differences and work to resolve or explain</p> <p><b>Action 3.</b> Prepare Control Certification approval cover sheet for CMP Activity 2d.2.</p> <p>a) Retrieve Control Activity Certification sheet from N:drive, Financial Accounting Branch, FBWT, CMP Desk Guides</p>	

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	<ul style="list-style-type: none"> <li>b) Add Center Name, if necessary</li> <li>c) Add Business Area No, if necessary</li> <li>d) Change Report Month to current month being reported</li> <li>e) Add Control Activity No./Title, if necessary</li> <li>f) In the Preparer's section put an "X" by No exceptions or Exceptions statement</li> <li>g) Update the Preparer's Name, Prepared Date</li> <li>h) List any differences between the Suspense spreadsheet and the ZAFT report with explanation and description in the 'Description of Exceptions' section</li> <li>i) Click File at the top of page</li> <li>j) Click Save As</li> <li>k) Click the dropdown arrow next to Save in:</li> <li>l) Click nssc-shared N:drive from dropdown selection</li> <li>m) Scroll to Financial Accounting Branch folder and double click</li> <li>n) Double click on FBWT folder</li> <li>o) Double click appropriate center folder</li> <li>p) Double click on appropriate month folder</li> </ul>	

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	<ul style="list-style-type: none"> <li>q) Save as Center abbreviation_month_Control Activity 2d.2 Certification</li> <li>r) Click Save button</li> <li>s) Print the certification sheet</li> <li>t) Initial and date each sheet of backup documentation</li> <li>u) Sign package as preparer</li> <li>v) Compile the following documentation: Certification sheet, current month Suspense spreadsheet, SAP GR55/ZAFT report</li> <li>w) Compile reports and supporting documentation and give to FBWT Civil Servant for review and initialed approval</li> </ul>	<p><b>Refer to Appendix A</b> for list of all documents required as back up.</p>
<p><b>Step 7</b></p> <p><b>NSSC FBWT Service Provider</b></p> <p>Complete CMP Control Activity 2d.3: NON 3875, 3880, 3885 funds review</p>	<p><b>Purpose:</b> Prepare documentation for analysis of SAP Trial balance GR55 ZFUN for NON 3875, 3880, and 3885.</p> <p><b>Frequency:</b> Monthly</p> <p><b>Action 1.</b> Run the GR55 ZFUN trial balance report from SAP and review to make sure that there are no other GL accounts besides 1010 or 2400 posting to the 80F3875, 80F3880, or 80F3885 Funds.</p> <ul style="list-style-type: none"> <li>a) Log into SAP</li> <li>b) Type GR55 in the field box</li> <li>c) Click the green checkmark</li> <li>d) Enter ZAOF in the field next to 'Report'</li> </ul>	

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	<ul style="list-style-type: none"> <li>e) Click the Execute button (clock)</li> <li>f) Enter the appropriate fiscal year in the field next to 'Fiscal Year'</li> <li>g) Enter '0' in the field next to the first Period</li> <li>h) Enter current period in the field next to the second Period</li> <li>i) Type the appropriate center business area in the field next to 'Or Values' under Business Area Set ID</li> <li>j) Click the multiple selection arrow to the right of 'Or Values' under 'Fund Set ID'</li> <li>k) Click the 'Select Single Values' tab</li> <li>l) Type NON3875 in the field under Single Value</li> <li>m) Press Tab twice</li> <li>n) Type NON3885 on the next line</li> <li>o) Press Tab twice</li> <li>p) Type NON3880</li> <li>q) Click the Copy button (clock)</li> <li>r) Click the Execute button (clock)</li> <li>s) When the report appears, click the Print button (printer) to print a copy</li> </ul> <p><b>Action 2.</b> Prepare Control Certification approval cover sheet for CMP Activity 2d.2.</p>	

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	<ul style="list-style-type: none"> <li>a) Retrieve Control Activity Certification sheet from N:drive, Financial Accounting Branch, FBWT, CMP Desk Guides</li> <li>b) Add Center Name, if necessary</li> <li>c) Add Business Area No, if necessary</li> <li>d) Change Report Month to current month being reported</li> <li>e) Add Control Activity No./Title, if necessary</li> <li>f) In the Preparer's section put an "X" by No exceptions or Exceptions statement</li> <li>g) Update the Preparer's Name, Prepared Date</li> <li>h) List any amounts on accounts other than 1010 and 2400 with explanation and description in the 'Description of Exceptions' section</li> <li>i) Click File at the top of page</li> <li>j) Click Save As</li> <li>k) Click the dropdown arrow next to Save in:</li> <li>l) Click nssc-shared N:drive from dropdown selection</li> <li>m) Scroll to Financial Accounting Branch folder and double click</li> <li>n) Double click on FBWT folder</li> <li>o) Double click appropriate center</li> </ul>	

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	<p>folder</p> <p>p) Double click on appropriate month folder</p> <p>q) Save as Center abbreviation_month_Control Activity 2d.3 Certification</p> <p>r) Click Save button</p> <p>s) Print the certification sheet</p> <p>t) Initial and date each sheet of backup documentation</p> <p>u) Sign package as preparer</p> <p>v) Compile the following documentation: Certification sheet, SAP GR55/ZFUN report with any invalid accounts highlighted</p> <p>w) Compile reports and supporting documentation and give to FBWT Civil Servant for review and initialed approval</p>	<p><b>Refer to Appendix A</b> for list of all documents required as back up.</p>
<p><b>Step 8</b></p> <p><b>NSSC Service Provider</b></p> <p>Complete CMP Control Activity 12: Review for Blank and Mismatched Accounting Dimensions (CMP 12.1, 12.2, 12.3, 12.4, 12.5)</p>	<p><b>Purpose:</b> Final Review for blank and mismatched accounting data in SAP for compilation of Continuous Monitoring Program Activity 12.</p> <p><b>Frequency:</b> Monthly</p> <p><b>Action 1.</b> Run the SAP GR55 by BA to validate that there are no blank ALCs on FBWT transactions for CMP 12.1.</p> <p>a) Log into SAP</p> <p>b) In the open field on the main menu page type the transaction code GR55</p>	

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	<ul style="list-style-type: none"> <li>c) Click the green arrow next to the box or press Enter on the keyboard</li> <li>d) Type 'ZAOF' in the box next to Report Group</li> <li>e) Click the Execute button (clock)</li> <li>f) Type the appropriate fiscal year in the field next to Fiscal Year</li> <li>g) Company code should be NASA</li> <li>h) Enter <b>period 1 through current</b> fiscal period in both fields next to Period</li> <li>i) Enter 1010.1000 to 1010.9999 in the fields next to 'Or Values' under Accounts</li> <li>j) Enter appropriate business area in the 'Or values' field under Business Area Set ID</li> <li>k) Click Execute button (clock) to begin running the trial balance report</li> <li>l) After report appears, do a screen print</li> <li>m) Press Ctrl, Alt, and Print Scrn buttons</li> <li>n) Open a blank document in Word</li> <li>o) Click in the Word document</li> <li>p) Click the right mouse button</li> <li>q) Click Paste</li> <li>r) Return to SAP, GR55 report</li> </ul>	

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	<ul style="list-style-type: none"> <li>s) Click on Agency Loc Cd under Variation: Characteristics</li> <li>t) Click paper next to blank space (indicates blank ALC)</li> <li>u) Once report appears, press Ctrl, Alt, and Print Scrn buttons</li> <li>v) Click in opened Word document</li> <li>w) Click the right mouse button</li> <li>x) Click Paste</li> <li>y) Click File</li> <li>z) Click Save as</li> <li>aa) Click dropdown to display path beside 'Save in'</li> <li>bb) Click nssc shared drive N:</li> <li>cc) Scroll to Financial Accounting Branch folder and double click on it</li> <li>dd) Double click on FBWT folder</li> <li>ee) Double click on appropriate center folder</li> <li>ff) Double click on appropriate month folder</li> <li>gg) Name file as center abbreviation, underscore, CMP 12.1, underscore, monthyear</li> <li>hh) Click Save button</li> </ul> <p><b>Action 2.</b> Use SAP GR55 report from Action 1 to validate that the ALC is</p>	

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	<p>correct for the BA for CMP 12.2.</p> <ol style="list-style-type: none"> <li>a) Return to GR55 report in SAP</li> <li>b) Open a new blank Word document</li> <li>c) Click on each of the listed ALCs in the GR55 report and do a screen print of each report result and paste in the open Word document</li> <li>d) Once all reports resulting from above are pasted into the Word document, click File</li> <li>e) Click 'Save as'</li> <li>f) Click dropdown to display path beside 'Save in'</li> <li>g) Click nssc shared drive N:</li> <li>h) Scroll to Financial Accounting Branch folder and double click on it</li> <li>i) Double click on FBWT folder</li> <li>j) Double click on appropriate center folder</li> <li>k) Double click on appropriate month folder</li> <li>l) Name file as center abbreviation, underscore, CMP 12.2, underscore, monthyear</li> <li>m) Click Save button</li> </ol> <p><b>Action 3.</b> . Run the SAP GR55 by ALC to validate that the BA is correct for the ALC on FBWT transactions for CMP 12.3.</p>	

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	<ul style="list-style-type: none"> <li>a) Open a separate session in SAP by clicking on the Create a New Session button on the upper right of the screen (looks like a sunburst)</li> <li>b) Open GR55/ZAOF</li> <li>c) Type the appropriate fiscal year in the field next to Fiscal Year</li> <li>d) Company code should be NASA</li> <li>e) Enter <b>period 1 through current</b> fiscal period in both fields next to Period</li> <li>f) Enter 1010.1000 to 1010.9999 in the fields next to 'Or Values' under Accounts</li> <li>g) Enter appropriate center ALC in the 'Or values' field under Agency Location Code</li> <li>h) Click the Execute button</li> <li>i) Once report appears, press Ctrl, Alt, and Print Scrn buttons</li> <li>j) Open a blank document in Word</li> <li>k) Click in the Word document</li> <li>l) Click the right mouse button</li> <li>m) Click Paste</li> <li>n) Return to SAP, GR55 report</li> <li>o) Click on Business Area under Variation: Characteristics</li> <li>p) Click on each of the listed</li> </ul>	

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	<p>Business Areas and do a screen print of each report result and add to open Word document</p> <p>q) Once all reports resulting from above are pasted into the Word document, click File</p> <p>r) Click 'Save as'</p> <p>s) Click dropdown to display path beside 'Save in'</p> <p>t) Click nssc shared drive N:</p> <p>u) Scroll to Financial Accounting Branch folder and double click on it</p> <p>v) Double click on FBWT folder</p> <p>w) Double click on appropriate center folder</p> <p>x) Double click on appropriate month folder</p> <p>y) Name file as center abbreviation, underscore, CMP 12.3, underscore, monthyear</p> <p>z) Click Save button</p> <p><b>Action 4.</b> Use SAP GR55 report from Action 3 to validate that there are no postings with blank funds for CMP 12.4.</p> <p>a) Return to SAP, GR55 report</p> <p>b) Click on Fund under Variation: Characteristics</p> <p>c) Click small white arrow next to Fund Set ID under Variation: Fund</p>	

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	<ul style="list-style-type: none"> <li>d) Click on screen next to blank space (this indicates a blank fund)</li> <li>e) Once report appears, press Ctrl, Alt, and Print Scrn buttons</li> <li>f) Open a new Word document</li> <li>g) Click in the open document</li> <li>h) Click the right mouse button</li> <li>i) Click Paste</li> <li>j) Click File in the upper left corner of document</li> <li>k) Click 'Save as'</li> <li>l) Click dropdown to display path beside 'Save in'</li> <li>m) Click nssc shared drive N:</li> <li>n) Scroll to Financial Accounting Branch folder and double click on it</li> <li>o) Double click on FBWT folder</li> <li>p) Double click on appropriate center folder</li> <li>q) Double click on appropriate month folder</li> <li>r) Name file as center abbreviation, underscore, CMP 12.4, underscore, monthyear</li> <li>s) Click Save button</li> <li>t) Note any differences between the totals on the report run by BA and the totals on the report run by</li> </ul>	

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	<p>ALC</p> <p><b>Action 5.</b> Use SAP GR55 report from Action 3 to validate that there are no postings with blank BAs for CMP 12.5.</p> <ol style="list-style-type: none"> <li>a) Return to SAP, GR55 report</li> <li>b) Click on Business Area under Variation: Characteristics</li> <li>c) Click paper next to blank space (indicates blank BA)</li> <li>d) Once report appears, press Ctrl, Alt, and Print Scrn buttons</li> <li>e) Open new blank Word document</li> <li>f) Click in the document</li> <li>g) Click the right mouse button</li> <li>h) Click Paste</li> <li>i) Click File</li> <li>j) Save as'</li> <li>k) Click dropdown to display path beside 'Save in'</li> <li>l) Click nssc shared drive N:</li> <li>m) Scroll to Financial Accounting Branch folder and double click on it</li> <li>n) Double click on FBWT folder</li> <li>o) Double click on appropriate center folder</li> <li>p) Double click on appropriate month folder</li> </ol>	

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	<ul style="list-style-type: none"> <li>q) Name file as center abbreviation, underscore, CMP 12.5, underscore, monthyear</li> <li>r) Click Save button</li> </ul> <p><b>Action 6.</b> Prepare Control Certification approval cover sheets for CMP Activity 12.1, 12.2, 12.3, 12.4 and 12.5.</p> <ul style="list-style-type: none"> <li>a) Retrieve Control Activity Certification sheet from N:drive, Financial Accounting Branch, FBWT, CMP Desk Guides</li> <li>b) Add Center Name to each sheet, if necessary</li> <li>c) Add Business Area No to each sheet, if necessary</li> <li>d) Change Report Month to current month being reported on each sheet</li> <li>e) Add Control Activity No./Title to each sheet, if necessary</li> <li>f) In the Preparer's section circle No exceptions or Exceptions statement</li> <li>g) Update the Preparer's Name, Prepared Date</li> <li>h) List any amounts posted as blank ALC with explanation and description in the 'Description of Exceptions' section of certification sheet for CMP Activity 12.1</li> <li>i) List any amounts where the ALC is not correct for the center BA being reviewed with explanation</li> </ul>	

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	<p>and description in the 'Description of Exceptions' section of certification sheet for CMP Activity 12.2</p> <p>j) List any amounts where the BA is not correct for the ALC being reviewed with explanation and description in the 'Description of Exceptions' section of certification sheet for CMP Activity 12.3</p> <p>k) List any amounts that posted with a blank fund with explanation and description in the 'Description of Exceptions' section of certification sheet for CMP Activity 12.4</p> <p>l) List any amounts that posted with blank BA with explanation and description in the 'Description of Exceptions' section of certification sheet for CMP Activity 12.5</p> <p>m) Click File at the top of page</p> <p>n) Click Save As</p> <p>o) Click the dropdown arrow next to Save in:</p> <p>p) Click nssc-shared N:drive from dropdown selection</p> <p>q) Scroll to Financial Accounting Branch folder and double click</p> <p>r) Double click on FBWT folder</p> <p>s) Double click appropriate center folder</p> <p>t) Double click on appropriate month folder</p>	

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	<ul style="list-style-type: none"> <li>u) Save as Center abbreviation_month_Control Activity 12.1 Certification (name each sheet for each of the activities accordingly)</li> <li>v) Click Save button</li> <li>w) Print the certification sheets</li> <li>x) Initial and date each sheet of backup documentation</li> <li>y) Sign package as preparer</li> <li>z) Compile the following documents for each CMP activity: Certification sheet, Word document with print screens of SAP GR55/ZAOF reports with any exceptions highlighted (created in Actions 1-5 above)</li> <li>aa) Compile reports and supporting documentation and give to FBWT Civil Servant for review and initialed approval</li> </ul>	<p><b>Refer to Appendix A</b> for list of all documents required as back up.</p>
<p><b>Step 9</b></p> <p><b>NSSC Civil Servant Accountant</b></p> <p>Review CMP Control Activity Documentation and Prepare Packages for Further Approval</p>	<p><b>Purpose:</b> Receive CMP documentation from Service Provider for final review, initial of certification sheets, and forwarding to appropriate person for final review, approval and signature.</p> <p><b>Frequency:</b> Monthly</p> <p><b>Action 1.</b> Receive and review CMP documentation from FBWT Service Provider.</p> <ul style="list-style-type: none"> <li>a) Receive signed certification sheet with backup documentation for each CMP Activity completed in Steps 15-22 above</li> </ul>	<p><b>Action 1a)</b>-Documentation will be received as FBWT Service Provider completes each step, not all at once.</p>

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	<ul style="list-style-type: none"> <li>b) Review all documentation for each CMP activity for accuracy and completeness</li> <li>c) Validate noted variances are accurate and documentation completely supports all variances</li> <li>d) Validate that any calculations on any documentation is accurate</li> <li>e) Ensure all documentation is initialed and dated by Service Provider who compiled</li> <li>f) Initial and date each backup document as reviewer</li> <li>g) Ensure pages not already marked with CMP activity number is marked accordingly to ease compilation if pages are separated from CMP Activity Certification Sheet</li> <li>h) Coordinate with FBWT Service Provider for any needed corrections, additional documentation, explanations, etc</li> <li>i) Coordinate with centers on any variances that existed prior to FBWT transition to NSSC or for variances caused by center activity; e.g. corrective actions per Competency Center or OCFO that affect report period but are justified</li> <li>j) Once all documentation is reviewed and considered valid, and complete, initial and date the cover page</li> <li>k) Once all CMP packages are</li> </ul>	

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	<p>reviewed and certification sheets are signed, compile documentation in logical order</p> <p>l) Present documentation to Financial Accounting Branch, Senior Accountant for review</p> <p>m) Make corrections, as necessary, if Senior Accountant returns with questions or further explanations and return to Senior Accountant when complete</p>	
<p><b>Step 10</b></p> <p><b>NSSC Civil Servant Approvers</b></p> <p>Review CMP Control Activity Documentation for Approval and Signature</p>	<p><b>Purpose:</b> Final review, approval, and signature of CMP certification sheets by authorized approvers.</p> <p><b>Frequency:</b> Monthly</p> <p><b>Action 1.</b> Receive CMP packages from FAB, Senior Accountant for final reviews and approval signatures.</p> <p>a) FAB Senior Accountant forwards to Internal Control FAB for review</p> <p>b) Internal Control FAB reviews then Forwards to Chief, FAB for review and approval signature and date in Reviewer's Section</p> <p>c) If there are questions, the CMP package is returned to FAB Senior Accountant to get explanation or correction from preparer</p> <p>d) If there are no questions, Internal Controls FAB Section forwards to Chief, FAB</p> <p>e) Chief, FAB reviews</p> <p>f) If there are questions, the CMP</p>	

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	<p>package is returned to FAB Senior Accountant to get explanation or correction from preparer</p> <p>g) If there are no questions, Chief, FAB signs and dates in Reviewer's Section</p> <p>h) Signed packages are forwarded to Chief, Financial Management Division for review</p> <p>i) Once Chief, FMD reviews and concurs, packages are forwarded to NSSC CFO for final review</p> <p>j) NSSC CFO reviews and signs CFO certification sheet</p>	

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Roles and Responsibilities	Action	Tips/Notes
<p><b>Step 1</b></p> <p><b>NSSC AR Service Provider</b></p> <p>Complete CMP Control Activity 3.1: Reconcile Source Documents to Accounts Receivable Reports</p>	<p><b>Purpose:</b> Validate all receivable balances by customer source documentation in the reimbursable agreement to General Ledger postings for the receivables in SAP.</p> <p><b>Frequency:</b> Quarterly.</p> <p><b>Action 1.</b> Run S_ALR_87012173 List of Customer Line items for accounts 1310.0000, 1340.0000, and 1360.0000 for Account Groups: Federal (ZFED) and Non Federal (ZCOM/ZEPY).</p> <ol style="list-style-type: none"> <li>Log into SAP</li> <li>Type S_ALR_87012173 in the SAP Easy Access box</li> <li>Click green arrow</li> <li>Click the Dynamic Selections Icon  to add criteria to the report</li> <li>Select the business area, G/L accounts, and Account group by double clicking them to add to the list of search criteria.</li> <li>Click on the multiple selections arrow  next to the Account Group text box and enter ZCOM, ZEPY, and ZFED as the range of Account Groups.</li> <li>Click the multiple selections arrow </li> </ol>	<p><b>Note:</b> As the Service Providers complete the AR CMP's, update AR CMP checklist electronically. When complete, forward to lead, who will then forward to Civil Servants to complete their part of the checklist. Once all AR CMP's are complete, the CS's will print the checklist, and have the preparer and reviewer sign for completed package. The checklist is located on the N-drive at <a href="N:\Accounts Payable Accounts Receivable\CMPs\AR CMP Checklist.pdf">N:\Accounts Payable Accounts Receivable\CMPs\AR CMP Checklist.pdf</a></p>

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	<p>for G/L accounts and list the range of accounts to include: 1310.0000, 1340.0000, and 1360.0000</p> <p>h) Choose Business area appropriate for the center needed.</p> <p>i) Make sure Open Items are selected and enter the last day of the prior month as the Open at Key Date.</p> <p>j) Execute by clicking the clock icon in the top left portion of the screen.</p> <p>k) Print the report. Also save file to N: drive. In SAP go to List / Export / Local File / unconverted. N:\Accounts Payable\Accounts Receivable\Accounts Receivable\CMP's</p> <p>l) Verify that every bill listed on the report has been printed as a BOC and that all totals match. Also verify that there are no credit amounts.</p> <p>m) Discrepancies must be identified, investigated and monitored until resolved.</p> <p>n) Put SAP print out as back up.</p>	

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	<p><b>Action 2.</b> Prepare Control Certification approval cover sheet for CMP Activity 3.1.</p> <ul style="list-style-type: none"> <li>a) Retrieve Control Activity Certification approval template from N:\Accounts Payable\Accounts Receivable\Accounts Receivable\CMP's</li> <li>b) Add center Name, if necessary</li> <li>c) Add Business Area, if Necessary</li> <li>d) Change Report month to current month being reported</li> <li>e) Add Control Activity No./Title, if Necessary</li> <li>f) In the Preparer's section circle No Exceptions or Exceptions statement</li> <li>g) Update the preparer's name, and prepared date.</li> <li>h) Update any other necessary information, including description of necessary exceptions.</li> <li>i) Total all exceptions on coversheet.</li> <li>j) Once completed, save</li> </ul>	<p><b>Note:</b> All exceptions should be listed on the Cover sheet, even if you have to continue listing them on a second page. All variances should be noted in detail in the "Description of Exceptions" area at the bottom of the page. All exceptions should then be</p>

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	<p>each CMP cover sheet with backup documentation on N: Drive at N:\Accounts Payable_Accounts Receivable\report submissions. File name format for each CMP should be: Center's Name_CMP#_date. <b>Example:</b> <b>JSC_CMP3.1_March2008</b></p> <p>k) Print out each cover sheet and all backup. SP preparer is to sign the cover sheet and initial and date each backup sheet. SP Supervisor is to validate all CMPs before submission to certifying officers.</p> <p>l) SP preparer is to submit hard copies of signed cover sheets and initialed backup documentation to their respective Certifying Officer.</p> <p>m) Signed CMPs and back up are to be scanned and saved on the N: drive at N:\Reports\FY200X\ Current period\Current month).</p>	<p>summarized / totaled at the end.</p> <p><b>Note:</b> All backup should be on 8 ½ x 11 letter size paper.</p> <p><b>Note:</b> Place checkmarks on the backup data indicating your validation.</p> <p><b>Note:</b> Include copies of any journal vouchers.</p> <p><b>Note:</b> Provide all reports and checklists to AR Lead for review / approval prior to submitting to Certifying Officer.</p>

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<p><b>Step 2</b></p> <p><b>NSSC AR Service Provider</b></p> <p>Complete CMP Control Activity 3.2: Validate Aging of Accounts Receivable</p>	<p><b>Purpose:</b> To reconcile the AR aging report to the trial balance, review balances over 45 days to determine whether collectible, and selectively validate balances to source documentation.</p> <p><b>Frequency:</b> Monthly</p> <p><b>Action 1:</b> Run the SAP GR55 Z6TB (Trial Balance) and compare to the report SAP ZCF_ARAGING (Accounts Receivable aging).</p> <ol style="list-style-type: none"> <li>a) Login to SAP</li> <li>b) Type GR55 in the SAP Easy access box</li> <li>c) Click the green Check mark</li> <li>d) Type Z6TB in the Report Group box</li> <li>e) Click the Execute button</li> <li>f) The Fiscal year and Company code fields should automatically be updated. Manually update the To Period field to appropriate period reporting.</li> <li>g) On the Selection Groups tab, enter the appropriate center number in the Business area (Or Values) text box. <i>Example: 72 (JSC)</i></li> </ol>	

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	<p>h) On the Selection Groups tab, type the Federal indicator in the Or values text box. (<i>N for non-federal, F for federal</i>)</p> <p>i) Click the execute button to generate the report.</p> <p>j) Copy a screenshot of the GR55 report in Excel.</p> <p>k) Add a header and footer to the document. Go to File→Page Setup→Header/Footer→Custom Header→Left Section. Type “Control Activity 3.2: Validate Aging of Accounts Receivable”. Go to Customer Footer→Left Section and type “GR55 Z6TB”. In the Right Section type Month / Year. (Example April 2008)</p> <p>l) In Page Setup go to the Page tab. In the Orientation section Click on Landscape and in the Scaling section, click the &lt;Fit to 1 Page&gt; button.</p> <p>m) Save this spreadsheet to N: Accounts Payable_Accounts Receivable → Accounts Receivable → CMP's → Center →</p>	<p><b>Note:</b> Save to the directory where you save reports for the CMP Example: Save on drive X/TROR folder/FYXX/X Mth as Center X Mth FY 20XX GR55 Z6TB  Example: <i>JSC March 2008 GR55 Z6TB</i></p> <p><b>Note:</b> The AR Aging report must be generated as soon as possible in the new month, as it cannot capture actual receivable balances as of a past date (Reflects new activity in their balances).</p> <p><b>Note: The Z6TB and the AR aging will also</b></p>

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	<p>Fiscal Year → Month → Center ~ CA 3.2 GR55 Z6TB ~ Month Year.</p> <p><b>Action 2:</b> Run the Accounts Receivable aging report (ZCF_ARAGING).</p> <ol style="list-style-type: none"> <li>In SAP, Type ZCF_ARAGING in the easy access box</li> <li>In the Account Group/range field, click on the arrow and list ZCOM, ZEPY, ZFED.</li> <li>Enter the Business area for the appropriate center</li> <li>Enter the G/L Account range by clicking on the arrow next to the text box and entering the accounts 1310, 1340, and 1360 (Ex. 1310.0000, etc.)</li> <li>Enter the appropriate Accounting Period.</li> <li>Enter the appropriate Fiscal year.</li> <li>Click the execute button.</li> <li>Export the file to an Excel spreadsheet by clicking on List→ Export → Spreadsheet. Click the green check</li> </ol>	<p><b>need to be run for the Federal accounts for comparison. When running the Aging choose ZFED in the Account Group/range and when running the Z6TB, type F for Federal instead of N.</b></p>

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	<p>mark on the subsequent information boxes and choose Table and Microsoft Excel.</p> <p>i) Format Excel spreadsheet to display header. Go to File → Page Setup → Header/Footer → Customer Header → Left Section. Type "Control Activity 3.2: Validate Aging of Accounts Receivable". In the right hand section click the &lt;#&gt; button, space, type "of", space, then press the &lt;++&gt; button. Click &lt;ok&gt;.</p> <p>j) Also format spreadsheet to have footer. Go back to Page Setup→ Header/Footer tab → Custom Footer → Left Section → type in Center "ZEPY ARAGING". In the right section type in Month Year</p> <p>k) Go to Page Setup → Page tab → Orientation. Click the &lt;Landscape&gt; button.</p> <p>l) Hide all unnecessary columns. The only columns needed are as follows: Customer, Account Group,</p>	

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	<p>DocumentNo, Amount in LC, Days Old, 0-30 Non-delinquent. 1-90, 91-180, 181-365, 366-2 years, 2 – 6, 6 -10 Years Delinquent</p> <p>m) Do a print preview. Adjust page breaks as necessary to make sure all <b>Columns</b> can fit on to one page. (Note: This does not mean <b>Rows</b>. This report can be more than one page.)</p> <p>n) Highlight the first Row Indigo.</p> <p>o) Bold the letters and make them white.</p> <p>p) At the bottom of the spreadsheet total each column and bold the totals. (Note: Verify that the totals match)</p> <p>q) Format the figures to be \$X.XX.</p> <p>r) Label the totals as Total ARAGING. Highlight in Gray.</p> <p>s) Compare the amounts for the 1310, 1340 and 1360 accounts on the AR aging and the Z6TB report; all should match.</p> <p>t) Any differences must be identified,</p>	

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	<p>researched and resolved until eliminated.</p> <p>u) Make three copies of the ARAGING tab and move them to the end of the workbook. Name the tabs ZCOM, ZEPY, and ZFED.</p> <p>v) On the ZCOM tab delete all ZEPY and ZFED. Do the same for the other two tabs. (Note: Each tab has their own Account Group)</p> <p>w) Update the Footer to read “Center Account GROUP ARAGING”. (Ex. “SSC ZCOM ARAGING”).</p> <p><b>Action 3.</b> Prepare Control Certification approval cover sheet for CMP Activity 3.2.</p> <p>a) Retrieve Control Activity Certification approval template from N:\Accounts Payable\Accounts Receivable\Accounts Receivable\CMP's</p> <p>b) Add center Name, if necessary</p> <p>c) Add Business Area, if Necessary</p> <p>d) Change Report month</p>	<p><b>Note:</b> All exceptions should be listed on the Cover sheet, even if you have to continue listing them on a second page. All variances should be noted in detail in the “Description of Exceptions”</p>

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	<p>to current month being reported</p> <p>e) Add Control Activity No./Title, if Necessary</p> <p>f) In the Preparer's section circle No Exceptions or Exceptions statement</p> <p>g) Update the preparer's name, and prepared date.</p> <p>h) Update any other necessary information, including description of necessary exceptions.</p> <p>i) Total all exceptions on coversheet.</p> <p>j) Once completed, save each CMP cover sheet with backup documentation on N: Drive at N:\Accounts Payable_Accounts Receivable\report submissions. File name format for each CMP should be: Center's Name_CMP#_date. <b>Example:</b> <b>JSC_CMP3.2_March2008</b></p> <p>k) Print out each cover sheet and all backup. (Note: All five spreadsheets.) SP preparer is to sign the</p>	<p>area at the bottom of the page. All exceptions should then be summarized / totaled at the end.</p> <p><b>Note:</b> All backup should be on 8 ½ x 11 letter size paper.</p> <p><b>Note:</b> Place checkmarks on the backup data indicating your validation.</p> <p><b>Note:</b> Include copies of any journal vouchers.</p> <p><b>Note:</b> Provide all reports and checklists to AR Lead for review / approval prior to submitting to Certifying Officer.</p>

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	<p>cover sheet and initial and date each backup sheet. SP Supervisor is to validate all CMPs before submission to certifying officers.</p> <p>l) SP preparer is to submit hard copies of signed cover sheets and initialed backup documentation to their respective Certifying Officer.</p> <p>m) Signed CMPs and back up are to be scanned and saved on the N: drive at N:\Reports\FY200X\Current period\Current month).</p>	
<p><b>Step 3</b></p> <p><b>NSSC AR Service Provider</b></p> <p>Complete CMP Control Activity 3.3: Validate Allowance for Doubtful Accounts and Compliance with Treasury Policies</p>	<p><b>Purpose:</b> To prepare and maintain a record of detailed balances in the Allowance for Doubtful Accounts, and amounts that have been transferred to Treasury.</p> <p><b>Frequency:</b> Monthly</p> <p><b>Action 1.</b> Run the GR55 ZAOF report</p> <p>a) Login to SAP</p> <p>b) Type GR55 in the SAP Easy access box</p> <p>c) Click the green arrow</p> <p>d) Type ZAOF in the Report Group box</p> <p>e) Click the Execute button</p>	<p><b>Note:</b> The AR aging will not display Allowance Accounts, so a manual report is kept at each center to record what has been sent to treasury.</p> <p><b>Note:</b> Balances over 180 days should be transferred to Treasury.</p>

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	<p>f) The Fiscal year and Company code should be automatically updated</p> <p>g) Accounts are from inceptions so enter 0 in the <b>From</b> period field (first period field) and the appropriate period in the <b>To</b> period field (second period field)</p> <p>h) In the Accounts Or Value(s) field, click on the  for multiple selections and on separate lines, enter 1319.0000, 1349.0000, and 1369.0000</p> <p>i) On the Selection Groups tab, enter the appropriate center number in the Business area Or value(s) text box. <i>Example: 72 (JSC)</i></p> <p>j) Click the execute button to generate the report.</p> <p>k) Print the report.</p> <p>l) Save the report.</p> <p>m) Go to Systems → List → Save → Local File → Unconverted. Save to the N: Accounts Payable_Accounts Receivable\Accounts Receivable\CMP's\Cent</p>	<p><b>Note:</b> Save to the directory where you save reports for the CMP Example: Save on drive X/TROR folder\FYXX/X Mth as Center X Mth FY 20XX GR55 Z6TB</p> <p>Example: JSC March 2008 GR55 Z6TB</p>

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	<p>er\FYXX\Month and name is Center ~ CA 3.3 GR55 ZAOF ~ Month Year.txt</p> <p><b>Action 2:</b> Run the Accounts Receivable aging report (ZCF_ARAGING).</p> <ol style="list-style-type: none"> <li>In SAP, Type ZCF_ARAGING in the easy access box</li> <li>In the Account Group/range field, click on the arrow and list ZCOM, ZEPY, and ZFED.</li> <li>Enter the Business area for the appropriate center</li> <li>Enter the G/L Account range by clicking on the arrow next to the text box and entering the accounts 1310, 1340, and 1360 (Ex. 1310.0000, etc.)</li> <li>Enter the appropriate Accounting Period.</li> <li>Enter the appropriate Fiscal year.</li> <li>Click the execute button.</li> <li>Export the file to an Excel spreadsheet by clicking on List→ Export → Spreadsheet. Click the green check mark on the subsequent information</li> </ol>	

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	<p>boxes and choose Table and Microsoft Excel.</p> <p>i) Format excel spreadsheets the same as CA 3.2.</p> <p>j) Compare the amounts for the 1310, 1340 and 1360 accounts on the AR aging and the Z6TB report, all should match.</p> <p>k) Any differences must be identified, researched and resolved until eliminated.</p> <p><b>Action 3.</b> Prepare Control Certification approval cover sheet for CMP Activity 3.3.</p> <p>a) Retrieve Control Activity Certification approval template from N:\Accounts Payable\Accounts Receivable\Accounts Receivable\CMP's</p> <p>b) Add center Name, if necessary</p> <p>c) Add Business Area, if Necessary</p> <p>d) Change Report month to current month being reported</p> <p>e) Add Control Activity</p>	<p><b>Note:</b> All exceptions should be listed on the Cover sheet, even if you have to continue listing them on a second page. All variances should be noted in detail in the "Description of Exceptions" area at the bottom of the page. All exceptions should then be summarized / totaled at the end.</p> <p><b>Note:</b> All backup should be on 8 ½ x</p>

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	<p>No./Title, if Necessary</p> <p>f) In the Preparer's section circle No Exceptions or Exceptions statement</p> <p>g) Update the preparer's name, and prepared date.</p> <p>h) Update any other necessary information, including description of necessary exceptions.</p> <p>i) Total all exceptions on coversheet.</p> <p>j) Once completed, save each CMP cover sheet with backup documentation on N: Drive at N:\Accounts Payable_Accounts Receivable\report submissions. File name format for each CMP should be: Center's Name_CMP#_date. <b>Example:</b> <b>JSC_CMP3.3_March2008</b></p> <p>k) Print out each cover sheet and all backup. SP preparer is to sign the cover sheet and initial and date each backup sheet. SP Supervisor is to validate all CMPs Before submission to certifying officers.</p>	<p>11 letter size paper.</p> <p><b>Note:</b> Place checkmarks on the backup data indicating your validation.</p> <p><b>Note:</b> Include copies of any journal vouchers.</p> <p><b>Note:</b> Provide all reports and checklists to AR Lead for review / approval prior to submitting to Certifying Officer.</p>

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	<ul style="list-style-type: none"> <li>l) SP preparer is to submit hard copies of signed cover sheets and initialed backup documentation to their respective Certifying Officer.</li> <li>m) Signed CMPs and back up are to be scanned and saved on the N: drive at N:\Reports\FY200X\Current period\Current month).</li> </ul>	
<p><b>Step 4</b></p> <p><b>NSSC AR Service Provider</b></p> <p>Complete CMP Control Activity 3.4: Review for Credit Balances</p>	<p><b>Purpose:</b> To determine validity of credit balances in Accounts Receivable by sorting the Customer Line Items report by amount and customer, and investigating any discrepancies that need to be resolved.</p> <p><b>Frequency:</b> Monthly</p> <p><b>Action 1:</b> Run the Customer Line Items report in SAP (S_ALR_87012173)</p> <ul style="list-style-type: none"> <li>a) Refer to CMP 3.1 Customer Line Items (S_ALR_87012173) list and review for credit balances</li> <li>b) Any Credit balances should be investigated, made note of, and resolved.</li> </ul> <p><b>Action 2.</b> Prepare Control Certification approval cover sheet for CMP Activity 3.4.</p> <ul style="list-style-type: none"> <li>a) Retrieve Control</li> </ul>	<p><b>Note:</b> All exceptions should be listed on the Cover sheet, even if you have to continue listing</p>

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	<p>Activity Certification approval template from N:\Accounts Payable_Accounts Receivable\Accounts Receivable\CMP's</p> <p>b) Add center Name, if necessary</p> <p>c) Add Business Area, if Necessary</p> <p>d) Change Report month to current month being reported</p> <p>e) Add Control Activity No./Title, if Necessary</p> <p>f) In the Preparer's section circle No Exceptions or Exceptions statement</p> <p>g) Update the preparer's name, and prepared date.</p> <p>h) Update any other necessary information, including description of necessary exceptions.</p> <p>i) Total all exceptions on the coversheet.</p> <p>j) Once completed, save each CMP cover sheet with backup documentation on N: Drive at N:\Accounts Payable_Accounts Receivable\report</p>	<p>them on a second page. All variances should be noted in detail in the "Description of Exceptions" area at the bottom of the page. All exceptions should then be summarized / totaled at the end.</p> <p><b>Note:</b> All backup should be on 8 ½ x 11 letter size paper.</p> <p><b>Note:</b> Place checkmarks on the backup data indicating your validation.</p> <p><b>Note:</b> Include copies of any journal vouchers.</p> <p><b>Note:</b> Provide all reports and checklists to AR Lead for review / approval prior to submitting to Certifying Officer.</p>

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	<p>submissions. File name format for each CMP should be: Center's Name_CMP#_date. <b>Example:</b> <b>JSC_CMP3.4_March2008</b></p> <p>k) Print out each cover sheet and all backup. SP preparer is to sign the cover sheet and initial and date each backup sheet. SP Supervisor is to validate all CMPs Before submission to certifying officers.</p> <p>l) SP preparer is to submit hard copies of signed cover sheets and initialed backup documentation to their respective Certifying Officer.</p> <p>m) Signed CMPs and back up are to be scanned and saved on the N: drive at N:\Reports\FY200X\Current period\Current month).</p>	
<p><b>Step 5</b></p> <p><b>NSSC AR Service Provider</b></p> <p>Complete CMP Control Activity 7.4: Validate Recording of Custodial Liabilities and Liabilities for</p>	<p><b>Purpose:</b> Review ZFUN report to ensure that there are only balances against NON1099, NON1435, NON3220, and NON3200, to validate recording of Custodial Liabilities and Liabilities for Non-Entity Assets are recorded for deposit with Treasury.</p> <p><b>Frequency:</b> Monthly</p> <p><b>Action 1:</b> Run the GR55 ZFUN account reconciliation tool for accounts 2980.0000,</p>	<p><b>Note:</b> No balances in these accounts should be in funds other than Treasury funds.</p>

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Non-entity Assets	<p>2985.0000, 5990.0000, 5991.0000, 5993.0000, and 5994.0000</p> <ol style="list-style-type: none"> <li>a) Login to SAP</li> <li>b) Type GR55 in the SAP Easy access box</li> <li>c) Click the green arrow</li> <li>d) Type ZFUN in the Report Group box</li> <li>e) Click the Execute button</li> <li>f) The Fiscal year and Company code should be automatically updated</li> <li>g) Accounts are from inceptions so enter 0 in the <b>From</b> period field (first period field) and the appropriate period in the <b>To</b> period field (second period field)</li> <li>h) In the Accounts Or value(s) selection field click  to open the multiple selections screen</li> <li>i) On different lines enter the different account numbers 2980.0000, 2985.0000, 5990.0000, 5991.0000, 5993.0000, and 5994.0000</li> <li>j) On the Business area</li> </ol>	(NONXXXX)

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	<p>Or value(s) tab, enter the appropriate business area</p> <p>k) Click the Execute button</p> <p>l) Verify that the balances only apply to Treasury funds (NONXXXX) only</p> <p>m) Any discrepancies should be investigated, researched and resolved</p> <p>n) Print report and save local file report to N: drive as a .txt file.</p> <p><b>Action 2.</b> Prepare Control Certification approval cover sheet for CMP Activity 7.4.</p> <p>a) Retrieve Control Activity Certification approval template from N:\Accounts Payable_Accounts Receivable\Accounts Receivable\CMP's</p> <p>b) Add center Name, if necessary</p> <p>c) Add Business Area, if Necessary</p> <p>d) Change Report month to current month being reported</p> <p>e) Add Control Activity</p>	<p><b>Note:</b> All exceptions should be listed on the Cover sheet, even if you have to continue listing them on a second page. All variances should be noted in detail in the "Description of Exceptions" area at the bottom of the page. All exceptions should then be summarized / totaled at the end.</p> <p><b>Note:</b> All backup should be on 8 ½ x 11 letter size paper.</p>

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	<p>No./Title, if Necessary</p> <p>f) In the Preparer's section circle No Exceptions or Exceptions statement</p> <p>g) Update the preparer's name, and prepared date.</p> <p>h) Update any other necessary information, including description of necessary exceptions.</p> <p>i) Total all exceptions on coversheet.</p> <p>j) Once completed, save each CMP cover sheet with backup documentation on N: Drive at N:\Accounts Payable_Accounts Receivable\report submissions. File name format for each CMP should be: Center's Name_CMP#_date. <b>Example:</b> <b>JSC_CMP7.4_March2008</b></p> <p>k) Print out each cover sheet and all backup. SP preparer is to sign the cover sheet and initial and date each backup sheet. SP Supervisor is to validate all CMPs Before submission to certifying officers.</p>	<p><b>Note:</b> Place checkmarks on the backup data indicating your validation.</p> <p><b>Note:</b> Include copies of any journal vouchers.</p> <p><b>Note:</b> Provide all reports and checklists to AR Lead for review / approval prior to submitting to Certifying Officer.</p>

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	<ul style="list-style-type: none"> <li>l) SP preparer is to submit hard copies of signed cover sheets and initialed backup documentation to their respective Certifying Officer.</li> <li>m) Signed CMPs and back up are to be scanned and saved on the N: drive at N:\Reports\FY200X\Current period\Current month).</li> </ul>	
<p><b>Step 6</b></p> <p><b>NSSC AR Service Provider</b></p> <p>Complete CMP Control Activity 7.5: Validate Postings to Treasury Custodial Accounts</p>	<p><b>Purpose:</b> Review Transactions in G/L accounts 2980.0000 and 2985.0000 and validate to source documents to ensure that the transactions have been properly recorded in the appropriate fund symbol.</p> <p><b>Frequency:</b> Quarterly</p> <p><b>Action 1:</b> Run the Transaction Register Report in SAP (FMFG_E_TRANS_REG)</p> <ul style="list-style-type: none"> <li>a) Login to SAP</li> <li>b) Type FMFG_E_TRANS_REG in the SAP Easy access box</li> <li>c) Click the execute icon</li> <li>d) The Company code (NASA) should already be filled in</li> <li>e) Enter the Fiscal year</li> </ul>	

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	<p>f) Enter the posting periods from 0 to the current period in the proper text field</p> <p>g) Under the Specific Options Tab, enter the appropriate number for the center in the Business Area Field</p> <p>h) Under the Specific Options tab, on the Account Number field, Click the Multiple selections icon </p> <p>i) On separate lines, enter the account numbers 2980.0000 and 2985.0000</p> <p>j) Click the execute button on that screen to include the accounts, then click the execute button on the Transaction register screen to run the report</p> <p>k) Click the Change Layout Icon and add G/L Account Short text and Text fields to the Displayed Columns by double clicking on them.</p> <p>l) Click the green check mark to add the selected columns</p> <p>m) Verify that the custodial accounts (2980.0000</p>	

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	<p>and (2985.0000) have valid treasury related transactions in the proper funds (NON1099, NON1435, and NON3220)</p> <p>n) Investigate and correct any discrepancies</p> <p>o) Print report from SAP</p> <p>p) Save report as local file to N: drive as a .txt format.</p> <p><b>Action 2.</b> Prepare Control Certification approval cover sheet for CMP Activity 7.5.</p> <p>a) Retrieve Control Activity Certification approval template from N:\Accounts Payable_Accounts Receivable\Accounts Receivable\CMP's</p> <p>b) Add center Name, if necessary</p> <p>c) Add Business Area, if Necessary</p> <p>d) Change Report month to current month being reported</p> <p>e) Add Control Activity No./Title, if Necessary</p> <p>f) In the Preparer's section circle No Exceptions or Exceptions statement</p>	<p><b>Note:</b> All exceptions should be listed on the Cover sheet, even if you have to continue listing them on a second page. All variances should be noted in detail in the "Description of Exceptions" area at the bottom of the page. All exceptions should then be summarized / totaled at the end.</p> <p><b>Note:</b> All backup should be on 8 ½ x 11 letter size paper.</p> <p><b>Note:</b> Place checkmarks on the backup data indicating your</p>

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	<p>g) Update the preparer's name, and prepared date.</p> <p>h) Update any other necessary information, including description of necessary exceptions.</p> <p>i) Total all exceptions on coversheet.</p> <p>j) Once completed, save each CMP cover sheet with backup documentation on N: Drive at N:\Accounts Payable_Accounts Receivable\report submissions. File name format for each CMP should be: Center's Name_CMP#_date. <b>Example:</b> <b>JSC_CMP7.5_March2008</b></p> <p>k) Print out each cover sheet and all backup. SP preparer is to sign the cover sheet and initial and date each backup sheet. SP Supervisor is to validate all CMPs Before submission to certifying officers.</p> <p>l) SP preparer is to submit hard copies of signed cover sheets and initialed backup documentation to their respective Certifying</p>	<p>validation.</p> <p><b>Note:</b> Include copies of any journal vouchers.</p> <p><b>Note:</b> Provide all reports and checklists to AR Lead for review / approval prior to submitting to Certifying Officer.</p>

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	<p>Officer.</p> <p>m) Signed CMPs and back up are to be scanned and saved on the N: drive at N:\Reports\FY200X\Current period\Current month).</p>	
<p><b>Step 7</b></p> <p><b>NSSC Civil Servant</b></p> <p>Review CMP Control Activity Documentation and Prepare Packages for Further Approval</p>	<p><b>Purpose:</b> Receive CMP documentation from AR Service Provider for final review, and forwarding to appropriate person for final review, approval and signature.</p> <p><b>Frequency:</b> Monthly</p> <p><b>Action 1.</b> Receive and review CMP documentation from Service Provider.</p> <p>a) Receive signed certification sheet with backup documentation for each CMP Activity completed</p> <p>b) Review all documentation for each CMP activity for accuracy and completeness</p> <p>c) Validate noted variances are accurate and documentation completely supports all variances</p> <p>d) Validate that any calculations on any documentation is accurate</p> <p>e) Ensure all documentation is initialed and dated by Service Provider who compiled</p> <p>f) Coordinate with AR Service Provider for any needed corrections, additional documentation, explanations, etc</p> <p>g) Coordinate with centers on any variances that existed prior to AR transition to NSSC or for variances caused by center activity; e.g. corrective actions per Competency Center or</p>	

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	<p>OCFO that affect report period but are justified</p> <p>h) Once all CMP packages are reviewed and certification sheets are signed, compile documentation in logical order</p>	
<p><b>Step 8</b></p> <p><b>NSSC Civil Servant Approvers</b></p> <p>Review CMP Control Activity Documentation for Approval and Signature</p>	<p><b>Purpose:</b> Final review, approval, and signature of CMP certification sheets by authorized approvers.</p> <p><b>Frequency:</b> Monthly</p> <p><b>Action 1.</b> Receive CMP packages from Civil Servants for final reviews and approval signatures.</p> <p>a) AR Civil Servant forwards to Internal Controls FAB for review</p> <p>b) Internal Controls FAB reviews then forwards to Chief, Financial Services Branch for review and approval signature and date in Reviewer's Section</p> <p>c) If there are questions, the CMP package is returned to AR Civil Servants to get explanation or correction from preparer</p> <p>d) If there are no questions, Chief, FSB signs and dates in Reviewer's Section</p> <p>e) Chief, FSB reviews</p> <p>f) If there are questions, the CMP package is returned to AR Civil Servants to get explanation or correction from preparer</p> <p>g) If there are no questions, Chief, FSB signs and dates in Reviewer's Section</p> <p>h) Signed packages are forwarded to Chief, Financial Management Division for review</p> <p>i) Once Chief, FMD reviews and concurs,</p>	

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	packages are forwarded to NSSC CFO for final review  j) NSSC CFO reviews and signs CFO certification sheet	

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<p><b>Step 1</b></p> <p><b>NSSC Service Provider</b></p> <p>Complete CMP Control Activity 6.1: Validate Subsidiary Ledger to the Trial Balance</p>	<p><b>Purpose:</b> To Validate that the subsidiary ledger for 2110.1000 agrees to the ending balance in 2110.1000 on the trial balance Continuous Monitoring Program 6.1</p> <p><b>Frequency:</b> Monthly</p> <p><b>Action 1.</b> Run Transaction code: SAP 'GR55' by BA, G/L account: 2110.1000, and Period to verify that the balance in 2110.1000 from GR55 agrees to the balance on the FBL1N for CMP 6.1.</p> <ol style="list-style-type: none"> <li>Log into SAP</li> <li>In the open field on the main menu page type the transaction code GR55</li> <li>Click the to execute button (clock icon)</li> <li>Type 'Z002' in the box</li> <li>Click the Execute button (clock icon)</li> <li>Type the appropriate fiscal year in the field next to Fiscal Year</li> <li>Company code should be NASA</li> <li>Enter reporting period</li> <li>Enter G/L code 2110.1000 under Accounts</li> <li>Enter appropriate business area</li> <li>Click Execute button (clock) to begin running the trial balance report</li> <li>After report appears, do a screen print</li> <li>Place cursor on the screen, press Shift, Ctrl, Alt, and Print Screen buttons</li> <li>Scroll to the last page of the 6.1 CMP report to a blank page</li> </ol>	<p><b>Note:</b> As the Service Providers complete the AP CMP's, update AP CMP checklist electronically. When complete, forward to lead, who will then forward to Civil Servants to complete their part of the checklist. Once all AP CMP's are complete, the CS's will print the checklist, and have the preparer and reviewer sign for completed package. The checklist is located on the N-drive at <a href="N:\Accounts Payable Accounts Receivable\CMPs\AP CMP Checklist.pdf">N:\Accounts Payable Accounts Receivable\CMPs\AP CMP Checklist.pdf</a></p>

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	<ul style="list-style-type: none"> <li>o) Click in the Word document</li> <li>p) Click the right mouse button</li> <li>q) Click Paste</li> <li>r) Title the page: (GR55 for 'Center abbreviation' (BA'XX') for Period 'XX')</li> </ul> <p><b>Action 2.</b> Run Transaction code: SAP 'FBL1N' by BA, G/L account: 2110.1000, Open Items, and Period to verify that the balance on 2110.1000 from FBL1N agrees to the balance in the GR55 for CMP 6.1.</p> <ul style="list-style-type: none"> <li>a) Log into SAP</li> <li>b) In the open field on the main menu page type the transaction code FBL1N</li> <li>c) Hit 'Enter'</li> <li>d) Select the 'Dynamic Selections' button (flag icon)</li> <li>e) Enter G/L code 2110.1000 under Accounts</li> <li>f) Enter appropriate business area</li> <li>g) Select 'Open' and enter 'last day' of reporting period</li> <li>h) At the bottom, check only the box next to 'Normal'</li> <li>i) Click Execute button (clock icon) to begin running the FBL1N report</li> <li>j) After report appears, do a screen print</li> <li>k) Place cursor on the screen, press Shift, Ctrl, Alt, and Print Screen buttons</li> <li>l) Scroll to the last page of the 6.1 CMP report</li> </ul>	

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	<p>to a blank page</p> <p>m) Click in the Word document</p> <p>n) Click the right mouse button</p> <p>o) Click Paste</p> <p>p) Title the page: (FBL1N for 'Center abbreviation' (BA'XX') for Period 'XX')</p> <p><b>Action 3. Certification</b></p> <p>a) Retrieve Control Activity Certification sheet</p> <p>b) Add Center Name to each sheet</p> <p>c) Add Business Area No to each sheet</p> <p>d) Change Report Month to current month being reported on each sheet</p> <p>e) Add Control Activity No./Title to each sheet</p> <p>f) In the Preparer's section circle No exceptions or Exceptions statement</p> <p>g) Update the Preparer's Name, Prepared Date</p> <p>h) List any out of balance with explanation and description in the 'Description of Exceptions' section of certification sheet for CMP Activity 6.1</p> <p>i) Click File at the top of page</p> <p>j) Click Save As</p> <p>k) Click the dropdown arrow next to Save in:</p> <p>l) Click NSSC-shared N:drive from dropdown selection</p> <p>m) Scroll to Account Payable/Accounts</p>	

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	Receivable folder and double click  n) Scroll to Report Submissions folder and double click  o) Double click CMP Reports folder  p) Double click appropriate center folder  q) Double click on appropriate month folder  r) Save as Center abbreviation_CMP Report Number  s) Click Save button  t) Print the certification sheets  u) Sign first page and initial and date each sheet of backup documentation  v) Compile reports and supporting documentation and give to SP AP/AR Manager for review	
<b>Step 2</b>  <b>NSSC Service Provider</b>  Complete CMP Control Activity 6.2: Validate and Review Accounts Payable Aging	<p><b>Purpose of Reconciliation:</b> Accounts Payable reviews items where there are open items that the due date in SAP shows greater than 30 days from the current date. A status and explanation for each item due in over 30 days should be provided. Review balances outstanding over 180 days and determine the validity of the amounts. Discrepancies must be identified, investigated, and monitored until permanently resolved.</p> <p><b>Frequency:</b> Monthly</p> <p><b>Action 1.</b> Run the SAP ZFI_AGING 2110</p> a) Log into SAP  b) In the open field on the main menu page type the transaction code ZFI_AGING2110  c) Type 2110.1000 in the G/L Account field	

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	<ul style="list-style-type: none"> <li>d) Type Business Area in the appropriate field</li> <li>e) Click Execute</li> <li>f) Once the report has run, download to an excel spreadsheet.</li> <li>g) Click on Local File</li> <li>h) Click Spreadsheet</li> <li>i) Click the Green check mark</li> <li>j) Click dropdown to display path beside 'Directory'</li> <li>k) Click on the NSSC Shared drive N:</li> <li>l) Scroll to Accounts Payable_Accounts Receivable folder and double click on it</li> <li>m) Scroll to Reports Submission folder and double click on it</li> <li>n) Double click on AP CMP Reports</li> <li>o) Double click on appropriate center folder</li> <li>p) Name file as center abbreviation, underscore, CMP 6.2, underscore, monthyear</li> <li>q) Click Save button</li> <li>r) Open file</li> <li>s) Delete column with vendor name</li> <li>t) Scroll through spreadsheet</li> <li>u) For any document that is in columns 30 days or more, an explanation will be needed.</li> <li>v) Research the document in FB03 to determine if it has been posted.</li> <li>w) In the cell beside the last column, type</li> </ul>	

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	<p>explanation for the over 30 days entries.</p> <p>x) Save the spreadsheet.</p> <p><b>Action 2. Certification</b></p> <p>a) Retrieve Control Activity Certification sheet</p> <p>b) Add Center Name to each sheet</p> <p>c) Add Business Area No to each sheet</p> <p>d) Change Report Month to current month being reported on each sheet</p> <p>e) Add Control Activity No./Title to each sheet</p> <p>f) In the Preparer's section circle No exceptions or Exceptions statement</p> <p>g) List any out of balance with explanation and description in the 'Description of Exceptions' section of certification sheet for CMP Activity 6.2</p> <p>h) Click File at the top of page</p> <p>i) Click Save As</p> <p>j) Click the dropdown arrow next to Save in:</p> <p>k) Click NSSC-shared N:drive from dropdown selection</p> <p>l) Scroll to Account Payable/Accounts Receivable folder and double click</p> <p>m) Scroll to Report Submissions folder and double click</p> <p>n) Double click CMP Reports folder</p> <p>o) Double click appropriate center folder</p>	

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	<ul style="list-style-type: none"> <li>p) Double click on appropriate month folder</li> <li>q) Save as Center abbreviation_CMP Report Number</li> <li>r) Click Save button</li> <li>s) Print the certification sheets</li> <li>t) Sign first page and initial and date each sheet of backup documentation</li> <li>u) Compile reports and supporting documentation and give to SP AP/AR Manager for review</li> </ul>	
<p><b>Step 3</b></p> <p><b>NSSC Service Provider</b></p> <p>Complete CMP Control Activity 6.9: Validate Disbursements</p>	<p><b>Purpose:</b> Accounts Payable disbursing transactions that reduce the total accounts payable liability on the balance sheet have been properly recorded in the subsidiary ledgers and reconcile with the source documents</p> <p><b>Frequency:</b> Quarterly</p> <p><b>Action 1.</b> Run the ZFI_AP_PMT_STAT report from SAP</p> <ul style="list-style-type: none"> <li>a) Log into SAP</li> <li>b) Input T-Code ZFI_AP_PMT_STAT</li> <li>c) Input Pay Run Date ( include start and ending dates of the period being reviewed)</li> <li>d) Select Payment Method ( D,C, and X)</li> <li>e) Select Business Area</li> <li>f) Click Execute</li> <li>g) Export Report to Excel Spreadsheet</li> <li>h) Save Spreadsheet on the “N” drive and notify appropriate Civil Servant Accountant</li> </ul>	

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	<p>i) Open the Spreadsheet from the N drive and save to desktop</p> <p><b>Action 2.</b> NSSC AP Civil Servant</p> <p>a) Run the Army Stat Sampling Software on the total Spreadsheet based on the parameters of Confidence Level – 95%, Population, Expected Error Rate – 10%, Precision – 4.9% and Sample Size</p> <p>b) Provide a listing of the stat sample items to the AP SP Supervisor</p> <p><b>Action 3.</b> NSSC AP SP Supervisor will distribute stat sample listing by center to the Lead AP Vendor Payment Processor by assigned centers</p> <p><b>Action 4.</b> NSSC AP SP VPP will review in SAP the documents on the samples and the attached source documentation individually</p> <p>a) Open the document in SAP using T-code MIR4</p> <p>b) Click on the attachment list</p> <p>c) Review each document and verify information matches what had been input to SAP. This includes contract or purchase order number, invoice number, invoice date, invoice receive date, dollar amount, vendor name.</p> <p>d) Print a copy of the top page of each invoice document, initial and date that verification has been accomplished</p> <p>e) Create a discrepancy spreadsheet for any items that do not match the requirements in “p” above. Print and initial and date all sheets</p>	

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	<p>f) Complete the Control Activity Certification – Center Level Cover sheet – Note any exception found by description, root cause, value and estimated completion date for correction</p> <p>g) Complete the CMP 6.9 Validate Disbursement Checklist</p> <p>h) Submit Cover sheet, checklist, and backup documentation (invoice copy and discrepancy spreadsheet) to the AP SP Supervisor</p> <p><b>Action 5. Certification</b></p> <p>a) Retrieve Control Activity Certification sheet</p> <p>b) Add Center Name to each sheet</p> <p>c) Add Business Area No to each sheet</p> <p>d) Change Report Month to current month being reported on each sheet</p> <p>e) Add Control Activity No./Title to each sheet</p> <p>f) In the Preparer’s section circle No exceptions or Exceptions statement</p> <p>g) List any out of balance with explanation and description in the ‘Description of Exceptions’ section of certification sheet for CMP Activity 6.9</p> <p>h) Click File at the top of page</p> <p>i) Click Save As</p> <p>j) Click the dropdown arrow next to Save in:</p> <p>k) Click NSSC-shared N:drive from dropdown selection</p>	

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	<ul style="list-style-type: none"> <li>l) Scroll to Account Payable/Accounts Receivable folder and double click</li> <li>m) Scroll to Report Submissions folder and double click</li> <li>n) Double click CMP Reports folder</li> <li>o) Double click appropriate center folder</li> <li>p) Double click on appropriate month folder</li> <li>q) Save as Center abbreviation_CMP Report Number</li> <li>r) Click Save button</li> <li>s) Print the certification sheets</li> <li>t) Sign first page and initial and date each sheet of backup documentation</li> <li>u) Compile reports and supporting documentation and give to SP AP/AR Manager for review</li> </ul>	
<p><b>Step 4</b></p> <p><b>NSSC Service Provider</b></p> <p>Complete CMP Control Activity 6.10: Validate Disbursements in Transit Have Been Cleared</p>	<p><b>Purpose of Reconciliation:</b> Accounts Payable balances recorded in the subsidiary ledgers have been properly reduced for payment transactions that have been confirmed with Treasury. Disbursements in transit balances in account 2120.0000 have been cleared.</p> <p><b>Frequency:</b> Monthly</p> <p><b>Action 1.</b> Run the SAP -ZCONFIRMATION</p> <ul style="list-style-type: none"> <li>a) Log into SAP</li> <li>b) In the open field on the main menu page type the transaction code ZCONFIRMATION</li> <li>c) Click the green check next to the box or press Enter on the keyboard</li> </ul>	

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	<ul style="list-style-type: none"> <li>d) Type the following 2000000000 to 2999999999 for the Accounting Document</li> <li>e) Type the appropriate fiscal year</li> <li>f) Type 50 for Posting key</li> <li>g) Type the appropriate Business Area</li> <li>h) Type Clearing date for report Month (i.e. 5/1/2008-5/31/2008)</li> <li>i) Type ZAH for Transaction key</li> <li>j) Type 2120.0000 for General ledger account</li> <li>k) Click the Execute button (clock)</li> <li>l) Scroll to the bottom to view total</li> <li>m) Copy into a Word document by holding Ctrl+Alt+Shift+Print Scrn. Then press Ctrl+V on a blank Word document. Type "Unconfirmed DIT's for DFRC(BA24) for Period 8" . This header is center and period specific.</li> <li>n) Open a blank document in Word</li> <li>o) Click in the Word document</li> <li>p) Click the right mouse button</li> <li>q) Click Paste</li> <li>r) Return to SAP, GR55 report</li> </ul> <p><b>Action 2.</b> Use SAP GR55 Z002</p> <ul style="list-style-type: none"> <li>a) Return to GR55 report in SAP</li> <li>b) Open a new blank Word document</li> <li>c) Click on each of the listed ALCs in the GR55</li> </ul>	

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	<p>report and do a screen print of each report result and paste in the open Word document</p> <p>d) Once all reports resulting from above are pasted into the Word document, click File</p> <p>e) Click 'Save as'</p> <p>f) Click dropdown to display path beside 'Save in'</p> <p>g) Click nssc shared drive N:</p> <p>h) Scroll to Financial Accounting Branch folder and double click on it</p> <p>i) Double click on FBWT folder</p> <p>j) Double click on appropriate center folder</p> <p>k) Double click on appropriate month folder</p> <p>l) Name file as center abbreviation, underscore, CMP 12.2, underscore, monthyear</p> <p>m) Click Save button</p> <p><b>Action 3. Run the SAP GR55</b></p> <p>a) Open a separate session in SAP by clicking on the Create a New Session button on the upper right of the screen (looks like a sunburst)</p> <p>b) Open GR55</p> <p>c) Click the green check next to the box or press Enter on the keyboard</p> <p>d) Type Z002 in Report Group field</p> <p>e) Click the Execute icon</p> <p>f) Type appropriate fiscal year if it doesn't default</p>	

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	<ul style="list-style-type: none"> <li>g) Company code should default to NASA</li> <li>h) Type appropriate Period</li> <li>i) Type 2120.0000 in Account Number Or value(s) field</li> <li>j) Type appropriate business area in Business Area Or value(s) field</li> <li>k) Type the appropriate fiscal year in the field next to Fiscal Year</li> <li>l) Company code should be NASA</li> <li>m) Enter period 1 through current fiscal period in both fields next to Period</li> <li>n) Enter 1010.1000 to 1010.9999 in the fields next to 'Or Values' under Accounts</li> <li>o) Enter appropriate center ALC in the 'Or values' field under Agency Location Code</li> <li>p) Click the Execute button</li> <li>q) Once report appears, press Ctrl, Alt, and Print Scrn buttons</li> <li>r) Open a blank document in Word</li> <li>s) Click in the Word document</li> <li>t) Click the right mouse button</li> <li>u) Click Paste</li> <li>v) Return to SAP, GR55 report</li> <li>w) Click on Total</li> <li>x) The next screen should be "Federal Ledger items for fiscal year 2008". At this screen, click on appropriate period</li> </ul>	

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	<p>y) Scroll to the bottom to view total</p> <p>z) Copy into a Word document by holding Ctrl+Alt+Shift+Print Scrn. Then press Ctrl+V on a blank Word document. Type “Unconfirmed DIT’s for DFRC(BA24) for Period 8” . This header is center and period specific.</p> <p><b>Action 4. Certification</b></p> <p>a) Retrieve Control Activity Certification sheet</p> <p>b) Add Center Name to each sheet</p> <p>c) Add Business Area No to each sheet</p> <p>d) Change Report Month to current month being reported on each sheet</p> <p>e) Add Control Activity No./Title to each sheet</p> <p>f) In the Preparer’s section circle No exceptions or Exceptions statement</p> <p>g) List any out of balance with explanation and description in the ‘Description of Exceptions’ section of certification sheet for CMP Activity 6.10</p> <p>h) Click File at the top of page</p> <p>i) Click Save As</p> <p>j) Click the dropdown arrow next to Save in:</p> <p>k) Click NSSC-shared N:drive from dropdown selection</p> <p>l) Scroll to Account Payable/Accounts Receivable folder and double click</p> <p>m) Scroll to Report Submissions folder and double click</p>	

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	<ul style="list-style-type: none"> <li>n) Double click CMP Reports folder</li> <li>o) Double click appropriate center folder</li> <li>p) Double click on appropriate month folder</li> <li>q) Save as Center abbreviation_CMP Report Number</li> <li>r) Click Save button</li> <li>s) Print the certification sheets</li> <li>t) Sign first page and initial and date each sheet of backup documentation</li> <li>u) Compile reports and supporting documentation and give to SP AP/AR Manager for review</li> </ul>	
<p><b>Step 5</b></p> <p><b>NSSC Service Provider</b></p> <p>Complete CMP Control Activity 6.11: Validate Status of Parked Open Items</p>	<p><b>Purpose of reconciliation:</b> To ensure invoices are processed timely and to ensure that no duplicate invoices are parked in SAP.</p> <p><b>Frequency:</b> Monthly</p> <p><b>Action 1.</b> Run the SAP Invoice Stat Report by BA to validate any duplicate parked documents.</p> <ul style="list-style-type: none"> <li>a) Go back to SAP</li> <li>b) In the open field on the main menu page type the transaction code ZFI_AP_INVC_STAT</li> <li>c) Type Business Area in the appropriate field</li> <li>d) Click Execute</li> <li>e) Once the report has run, download to an excel spreadsheet.</li> <li>f) Click on Local File</li> <li>g) Click Spreadsheet</li> </ul>	

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	<ul style="list-style-type: none"> <li>h) Click the Green check mark</li> <li>i) Click dropdown to display path beside 'Directory'</li> <li>j) Click on the NSSC Shared drive N:</li> <li>k) Scroll to Accounts Payable_Accounts Receivable folder and double click on it</li> <li>l) Scroll to Reports Submission folder and double click on it</li> <li>m) Double click on AP CMP Reports</li> <li>n) Double click on appropriate center folder</li> <li>o) Name file as center abbreviation, underscore, CMP 6.11, underscore, monthyear</li> <li>p) Click Save button</li> </ul> <p><b>Action 2. Open file</b></p> <ul style="list-style-type: none"> <li>a) Delete column with vendor name</li> <li>b) Sort the spreadsheet by vendor number and then by amount</li> <li>c) Remove all "rejected" invoices from spreadsheet</li> <li>d) Scroll through spreadsheet</li> <li>e) Look for any document that has the same vendor number and amount</li> <li>f) Research the documents in MIR4 to determine if they are duplicate invoices</li> <li>g) In the cell beside the last column, type explanation for what appears to be duplicates</li> <li>h) Save the spreadsheet</li> </ul>	

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	<p><b>Action 3. Certification</b></p> <ul style="list-style-type: none"> <li>a) Retrieve Control Activity Certification sheet</li> <li>b) Add Center Name to each sheet</li> <li>c) Add Business Area No to each sheet</li> <li>d) Change Report Month to current month being reported on each sheet</li> <li>e) Add Control Activity No./Title to each sheet</li> <li>f) In the Preparer's section circle No exceptions or Exceptions statement</li> <li>g) List any out of balance with explanation and description in the 'Description of Exceptions' section of certification sheet for CMP Activity 6.11</li> <li>h) Click File at the top of page</li> <li>i) Click Save As</li> <li>j) Click the dropdown arrow next to Save in:</li> <li>k) Click NSSC-shared N:drive from dropdown selection</li> <li>l) Scroll to Account Payable/Accounts Receivable folder and double click</li> <li>m) Scroll to Report Submissions folder and double click</li> <li>n) Double click CMP Reports folder</li> <li>o) Double click appropriate center folder</li> <li>p) Double click on appropriate month folder</li> <li>q) Save as Center abbreviation_CMP Report Number</li> </ul>	

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	<ul style="list-style-type: none"> <li>r) Click Save button</li> <li>s) Print the certification sheets</li> <li>t) Sign first page and initial and date each sheet of backup documentation</li> <li>u) Compile reports and supporting documentation and give to SP AP/AR Manager for review</li> </ul>	
<p><b>Step 6</b></p> <p><b>NSSC Service Provider</b></p> <p>Complete CMP Control Activity 7.8: Validate Cancelled Payables</p>	<p><b>Purpose:</b> To ensure payments and adjustments properly reduced canceled payables balances to zero.</p> <p><b>Frequency:</b> Monthly</p> <p><b>Responsibility:</b> Centers</p> <p><b>Action 1.</b> Run the SAP GR55 ZFUN, SAP_FMFG_E_TRANS_REG CMP 7.8</p> <ul style="list-style-type: none"> <li>a) Log into SAP</li> <li>b) In the open field on the main menu page type the transaction code GR55</li> <li>c) Click the green arrow next to the box or press Enter on the keyboard</li> <li>d) Type 'ZFUN' in the box next to Report Group</li> <li>e) Click the Execute button (clock)</li> <li>f) Type the appropriate fiscal year in the field next to Fiscal Year</li> <li>g) Company code should be NASA</li> <li>h) Enter period 1 through current fiscal period in both fields next to Period</li> <li>i) Enter 1010.6300 and 2960.0000 in the fields next to 'Or Values' under Accounts</li> </ul>	

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	<ul style="list-style-type: none"> <li>j) Enter appropriate business area in the 'Or values' field under Business Area Set ID</li> <li>k) Click Execute button (clock) to begin running the trial balance report</li> <li>l) After report appears, do a screen print</li> <li>m) Press Ctrl, Alt, and Print Scrn buttons</li> <li>n) Open a blank document in Word</li> <li>o) Click in the Word document</li> <li>p) Click the right mouse button</li> <li>q) Click Paste</li> <li>r) Return to SAP, GR55 report</li> <li>s) Click on Agency Loc Cd under Variation: Characteristics</li> <li>t) Click paper next to blank space (indicates blank ALC)</li> <li>u) Once report appears, press Ctrl, Alt, and Print Scrn buttons</li> <li>v) Click in opened Word document</li> <li>w) Click the right mouse button</li> <li>x) Click Paste</li> <li>y) Click File</li> <li>z) Click Save as</li> <li>aa) Click dropdown to display path beside 'Save in'</li> <li>bb) Click nssc shared drive N:</li> <li>cc) Scroll to Financial Accounting Branch folder</li> </ul>	

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	<p>and double click on it</p> <p>dd) Double click on proper folder</p> <p>ee) Double click on appropriate center folder</p> <p>ff) Double click on appropriate month folder</p> <p>gg) Name file as center abbreviation, underscore, CMP 7.8, underscore, monthyear</p> <p>hh) Click Save button</p> <p><b>Action 2.</b> Run the SAP GR55 FMFG_E_TRANS_REG,</p> <p>a) Log into SAP</p> <p>b) In the open field on the main menu page type the transaction code FMFG_E_TRANS_REG</p> <p>c) Click the green arrow next to the box or press Enter on the keyboard</p> <p>d) Click the Execute button (clock)</p> <p>e) Type the appropriate fiscal year in the field next to Fiscal Year</p> <p>f) Company code should be NASA</p> <p>g) Enter period 1 through current fiscal period in both fields next to Period</p> <p>h) Enter 1010.6300 TO 2960.0000 in the fields next to 'Or Values' under Accounts</p> <p>i) Enter appropriate business area in the 'Or values' field under Business Area Set ID</p> <p>j) Enter appropriate posting dates</p> <p>k) Click Execute button (clock) to begin running the trial balance report</p>	

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	<ul style="list-style-type: none"> <li>l) After report appears, do a screen print</li> <li>m) Press Ctrl, Alt, and Print Scrn buttons</li> <li>n) Open a blank document in Word</li> <li>o) Click in the Word document</li> <li>p) Click the right mouse button</li> <li>q) Click Paste</li> </ul> <p><b>Action 3.</b> Run the SAP, FMFG_E_TRANS_REG report</p> <ul style="list-style-type: none"> <li>a) Click on Agency Loc Cd under Variation: Characteristics</li> <li>b) Click paper next to blank space (indicates blank ALC)</li> <li>c) Once report appears, press Ctrl, Alt, and Print Scrn buttons</li> <li>d) Click in opened Word document</li> <li>e) Click the right mouse button</li> <li>f) Click Paste</li> <li>g) Click File</li> <li>h) Click Save as</li> <li>i) Click dropdown to display path beside 'Save in'</li> <li>j) Click nssc shared drive N:</li> <li>k) Scroll to Financial Accounting Branch folder and double click on it</li> <li>l) Double click on proper folder</li> </ul>	

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	<ul style="list-style-type: none"> <li>m) Double click on appropriate center folder</li> <li>n) Double click on appropriate month folder</li> <li>o) Name file as center abbreviation, underscore, CMP 7.8, underscore, month/year</li> <li>p) Click Save button</li> </ul> <p><b>Action 4.</b> Analysis/review procedure to be performed:</p> <p>Compare transactions recorded in 1010.6300 and 2960.0000 and determine that they agree at the detail level and in total. Differences between these two balances should be due to a differences between the payments amount and the actual payment made (these are valid) Investigate and correct any differences that do not relate to the invoices payments.</p> <p><b>Action 5.</b> Certification</p> <ul style="list-style-type: none"> <li>a) Retrieve Control Activity Certification sheet</li> <li>b) Add Center Name to each sheet</li> <li>c) Add Business Area No to each sheet</li> <li>d) Change Report Month to current month being reported on each sheet</li> <li>e) Add Control Activity No./Title to each sheet</li> <li>f) In the Preparer's section circle No exceptions or Exceptions statement</li> <li>g) List any out of balance with explanation and description in the 'Description of Exceptions' section of certification sheet for CMP Activity 7.8</li> <li>h) Click File at the top of page</li> </ul>	

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	<ul style="list-style-type: none"> <li>i) Click Save As</li> <li>j) Click the dropdown arrow next to Save in:</li> <li>k) Click NSSC-shared N:drive from dropdown selection</li> <li>l) Scroll to Account Payable/Accounts Receivable folder and double click</li> <li>m) Scroll to Report Submissions folder and double click</li> <li>n) Double click CMP Reports folder</li> <li>o) Double click appropriate center folder</li> <li>p) Double click on appropriate month folder</li> <li>q) Save as Center abbreviation_CMP Report Number</li> <li>r) Click Save button</li> <li>s) Print the certification sheets</li> <li>t) Sign first page and initial and date each sheet of backup documentation</li> <li>u) Compile reports and supporting documentation and give to SP AP/AR Manager for review</li> </ul>	
<p><b>Step 7</b></p> <p><b>NSSC Civil Servant</b></p> <p>Review CMP Control Activity Documentation and Prepare Packages for Further Approval</p>	<p><b>Purpose:</b> Receive CMP documentation from AP Service Provider for final review, and forwarding to appropriate person for final review, approval and signature.</p> <p><b>Frequency:</b> Monthly</p> <p><b>Action 1.</b> Receive and review CMP documentation from Service Provider.</p> <ul style="list-style-type: none"> <li>a) Receive signed certification sheet with</li> </ul>	

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	<ul style="list-style-type: none"> <li>backup documentation for each CMP Activity completed</li> <li>b) Review all documentation for each CMP activity for accuracy and completeness</li> <li>c) Validate noted variances are accurate and documentation completely supports all variances</li> <li>d) Validate that any calculations on any documentation is accurate</li> <li>e) Ensure all documentation is initialed and dated by Service Provider who compiled</li> <li>f) Coordinate with AP Service Provider for any needed corrections, additional documentation, explanations, etc</li> <li>g) Coordinate with centers on any variances that existed prior to AR transition to NSSC or for variances caused by center activity; e.g. corrective actions per Competency Center or OCFO that affect report period but are justified</li> <li>h) Once all CMP packages are reviewed and certification sheets are signed, compile documentation in logical order</li> </ul>	
<p><b>Step 8</b></p> <p><b>NSSC</b> CMP Control Activity Documentation for Approval and Signature</p>	<p><b>Purpose:</b> Final review, approval, and signature of CMP certification sheets by authorized approvers.</p> <p><b>Frequency:</b> Monthly</p> <p><b>Action 1.</b> Receive CMP packages from Civil Servants for final reviews and approval signatures.</p> <ul style="list-style-type: none"> <li>a) AP Civil Servant forwards to Internal Control Financial Accounting Branch for review.</li> <li>b) Internal Controls FAB reviews then forwards to Chief, Financial Services Branch for review and approval signature and date in</li> </ul>	

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	<p>Reviewer's Section</p> <p>c) If there are questions, the CMP package is returned to AP Civil Servants to get explanation or correction from preparer</p> <p>d) If there are no questions, Internal Controls Financial Accounting Branch forwards to Chief FSB for review and approval signature and date in Reviewer's Section</p> <p>e) Chief, FSB reviews</p> <p>f) If there are questions, the CMP package is returned to AP Civil Servants to get explanation or correction from preparer</p> <p>g) If there are no questions, Chief, FSB signs and dates in Reviewer's Section</p> <p>h) Signed packages are forwarded to Chief, Financial Management Division for review</p> <p>i) Once Chief, FMD reviews and concurs, packages are forwarded to NSSC CFO for final review</p> <p>j) NSSC CFO reviews and signs CFO certification sheet</p>	

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Roles and Responsibilities	Action	Tips/Notes
<p><b>Step 1</b></p> <p><b>NSSC Civil Servant Financial Mgmt Specialist</b></p> <p>Complete CMP Control Activity 6.2: Validate and Review Accounts Payable Aging 2110.1000</p>	<p><b>Purpose:</b> Validate and review Accounts Payable liability that has been recorded in the subsidiary ledgers for invoices received are paid in a timely manner. Accounts payable liabilities in 2110.1000 for invoices received are not more that 30 days past the system calculated Net Due Date.</p> <p><b>Frequency:</b> Monthly. Due to the centers' DCFO 2 work days before the 12<sup>th</sup> of the following month.</p> <p><b>Action 1.</b> Run Accounts Payable Aging Reports from SAP for all 10 centers.</p> <ol style="list-style-type: none"> <li>Log into SAP</li> <li>Type ZFI_AGING2110 in the SAP Easy Access box</li> <li>Click green arrow</li> <li>Use the following selection criteria values:  <b>G/L Account:</b> 2110.1000  <b>Business Area:</b> Enter appropriate code, see appendix C for 2 digit code applicable to center  <b>Vendor:</b> 1 to 99999  <b>Open items as of date:</b> date as of the last day of the previous month  Select <b>Summary Report</b>  Select <b>Create ALV Report (online)</b> </li> <li>Click Execute (clock)</li> <li>When report comes back, scroll to the bottom of the report where the total appears and screen print</li> <li>Save to excel spreadsheet  Select List, Export, Spreadsheet, green check, pivot table, Microsoft Excel</li> </ol>	

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	<ul style="list-style-type: none"> <li>h) Click File, Save Copy As</li> <li>i) Click nssc shared drive N:\TRAVEL\Periodic Monitoring\CMP 6.2 Aging</li> <li>j) Select the appropriate month folder</li> <li>k) Name file as center abbreviation underscore CMP 6.2 underscore month year</li> </ul> <p><b>Action 2.</b> Format Excel Summary worksheet for all 10 centers</p> <ul style="list-style-type: none"> <li>a) Using excel open new document</li> <li>b) Create a new worksheet</li> <li>c) Rename worksheet to Summary</li> <li>d) Highlight data from original worksheet and copy to new Summary worksheet</li> <li>e) In the Summary worksheet add auto sum totals for each column</li> <li>f) Compare the print screen from SAP to ensure all totals are the same</li> <li>g) Delete columns that have blank data fields for totals</li> <li>h) Change all field rows with a sum of 31 days or more listed in each column with a fill color</li> <li>i) Delete all remaining rows without a fill color</li> <li>j) On the left side of the spread sheet add columns for each of the following: Description, Root Cause and Estimated Completion Date</li> </ul>	

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	<p><b>Action 3.</b> Analysis where there are open items that the due date in SAP shows greater then 30 days from the current date for all 10 centers</p> <p>a) Using SAP (FBL1N) investigate all discrepancies by vendor number. Example outages are as follows:</p> <ol style="list-style-type: none"> <li>1) Credit memos due to outstanding Bills of Collection</li> <li>2) Travel advances awaiting final repayment</li> <li>3) WBS changes in process</li> <li>4) Treasury cancellations in process</li> <li>5) Center actions (cleanup activities or other)</li> </ol> <p>b) Contact center to determine status of discrepancies as needed</p> <p>c) In excel document explanation of status for each discrepancy including Description, Root Cause, and Estimated Completion Date.</p> <p>Note: NSSC Travel will not be completing separate Certification Sheets for the 6.2 submission, therefore, the needed data (description, root cause, and estimated completion date) will be provided on the spreadsheet for AP to use and fill in on their Certification Sheet.</p>	
<p><b>Step 2</b></p> <p><b>NSSC Civil Servant</b></p> <p>Review CMP Control Activity Documentation and Prepare Packages for Further Approval</p>	<ol style="list-style-type: none"> <li>1. Travel Preparer prints and submits worksheets to the Travel Reviewer to be reviewed.</li> </ol>	
<p><b>Step 3</b></p> <p><b>NSSC Civil Servant</b></p>	<ol style="list-style-type: none"> <li>1. Travel Reviewer reviews the worksheet documentation and initials</li> </ol>	

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Process 4 –Completing Travel Continuous Monitoring Program Activities		
Roles and Responsibilities	Action	Tips/Notes
<b>Approvers</b>  Review CMP Control Activity Documentation for Approval and Signature	each sheet for each Center. 2. Travel Reviewer gives approval for the Preparer to submit documentation to Accounts Payable.  Note: AP will prepare the Certification Sheets for the entire 6.2 submission. They will utilize the Travel worksheets to complete any statuses on exceptions.	

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Process 5 –Final Review and Certification of Consolidated Continuous Monitoring Program Packages		
Roles and Responsibilities	Action	Tips/Notes
<p><b>Step 1</b></p> <p><b>NSSC Service Provider</b></p> <p>CMP Activity Consolidation, Scanning, Forwarding for Final Review and Forwarding to Centers</p>	<p><b>Purpose:</b> Receive signed FBWT, AR, AP, and Travel CMP packages for consolidation and scanning to make available to centers.</p> <p><b>Frequency:</b> Monthly</p> <p><b>Action 1.</b> Receive signed CMP packages and take to Document Imaging for scanning.</p> <ol style="list-style-type: none"> <li>a) Receive signed CMP packages after all reviews are completed</li> <li>b) Take signed PMC packages to Document Imaging for scanning and saving into TechDoc with routing slip showing where to save the documents</li> <li>c) Once CMP package is scanned, retrieve each and notify FAB Civil Servant that packages are scanned and available for submission to the centers</li> <li>d) FAB Civil Servant submits CMP package to the NASA Centers</li> </ol>	

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## METRICS

Initiating Office/Entity	Deliverable (Output)	Receiving Office/Entity	Metric
[Name of office/entity]	[Name of deliverable-]	[Name of office/entity-]	[Describe metric- Goal = [Describe

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**PRIVACY DATA**

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

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## SYSTEM COMPONENTS

### Existing Systems

IT System Title	IT System Description	Access Requirements	IT System Interfaces
SAP/IEMP	Integrated Financial Management System	<i>Various SAP roles applicable to each functional area.</i>	
Treasury GOALS II	Treasury system used to extract reports of Statement of Difference activity by ALC; Deposit/Debit Voucher activity	User Role from Treasury	
Treasury IPAC	Treasury system used to extract reports of IPAC transactions for a specified time period	User Role from Treasury	
Treasury CashLink II	Treasury system used to extract reports of deposits/debit vouchers for cash collections deposited with Treasury	User Role from Treasury	
Treasury GWA	Treasury system used to extract reports of vendor payment schedules paid by Treasury Regional Finance Centers (RFCs); FMS 224 submission by ALC and on behalf of ALC by other agencies.	User Role from Treasury	
Tech Doc	Document imaging system for document storage and retention	User Role at NSSC	

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## CUSTOMER CONTACT CENTER STRATEGY

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

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

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

*Fax queries: 1-866-779-6772*

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

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## **APPENDIX**

### **Appendix A FBWT CMP List of Valid Backup Documentation**

1. NASA Center Certification of Financial Management Information Letter
2. 2a.1 Control Activity Certification –
  - a. exceptions or no exceptions are noted by an X in the preparer's section;
  - b. the preparer will be the service provider
  - c. the certification will be reviewed, initialed and dated by the service provider lead
  - d. the certification will then be reviewed, initialed and dated by the corresponding accountant
  - e. the certification will then be reviewed, initialed and dated by the lead accountant
  - f. the reviewer will be the FAB Chief
  - g. the description of exceptions section will include:
    - i. item = the SAP or Treasury transaction
    - ii. description = type of transaction and who will process it (ie IPAC to be processed by MSFC)
    - iii. root cause = why it was an exception
    - iv. value = the amount of the transaction
    - v. the estimated completion date = when anticipated to be closed
  - h. total all exceptions at the end and double underline
3. Treasury to SAP Reconciliation – recap spreadsheet to show SOD
4. Applicable month's Statement of Difference Item Details
5. Final approved SAP 224, including the date printed
6. TDO Payments Report
7. Goals II Statement of Differences for Disbursements and Deposits
8. Goals II Deposit Totals
9. Transaction Register Totals for 1010.2000-1010.8000 include the total for all accounts listed above
10. IPACS Sent
11. IPACS Received
12. Transmitted FMS 224
13. Pre transmitted approved FMS 224 including the date printed
14. Manual calculation of control totals of Disbursements and Collections for Section II and Section III of the 224 (if applicable)
15. Email from Charles granting submittal of the 224.
16. Copy of all delegations of authority if applicable
17. 2a.2 Control Activity Certification –
  - a. exceptions or no exceptions are noted by an X in the preparer's section
  - b. the preparer will be the service provider

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- c. the certification will be reviewed, initialed and dated by the service provider lead
  - d. the certification will then be reviewed, initialed and dated by the corresponding accountant
  - e. the certification will then be reviewed, initialed and dated by the lead accountant
  - f. the reviewer will be the FAB Chief
  - g. the description of exceptions section will include:
    - i. item = the SAP or Treasury transaction
    - ii. description = type of transaction and who will process it (ie IPAC to be processed by MSFC)
    - iii. root cause = why it was an exception
    - iv. value = the amount of the transaction
    - v. the estimated completion date = when anticipated to be closed
  - h. total all exceptions at the end and double underline
18. GR55 ZAO Reports (1010.1000, 1010.2000, 1010.5100)
19. Final approved SAP 224 – including the date printed
20. Manual calculation of control totals of Disbursements and Collections for Section II and Section III of the 224 (if applicable)
21. Compiled Template – Column 2 FMS 224 vs. GR55; Column 3 FMS 224 vs. GR55
22. 2a.3 Control Activity Certification–
- a. exceptions or no exceptions are noted by an X in the preparer’s section
  - b. the preparer will be the service provider
  - c. the certification will be reviewed, initialed and dated by the service provider lead
  - d. the certification will then be reviewed, initialed and dated by the corresponding accountant
  - e. the certification will then be reviewed, initialed and dated by the lead accountant
  - f. the reviewer will be the FAB Chief
  - g. the description of exceptions section will include:
    - i. item = the SAP or Treasury transaction
    - ii. description = type of transaction and who will process it (ie IPAC to be processed by MSFC)
    - iii. root cause = why it was an exception
    - iv. value = the amount of the transaction
    - v. the estimated completion date = when anticipated to be closed
  - h. total all exceptions at the end and double underline
23. FBWT Cash Recon Template with an explanation for each difference
24. GWA Report
25. SAP GR55 Report

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*26.2a.6 Control Activity Certification*

- a. exceptions or no exceptions are noted by an X in the preparer's section*
- b. the preparer will be the service provider*
- c. the certification will be reviewed, initialed and dated by the service provider lead*
- d. the certification will then be reviewed, initialed and dated by the corresponding accountant*
- e. the certification will then be reviewed, initialed and dated by the lead accountant*
- f. the reviewer will be the FAB Chief*
- g. the description of exceptions section will include:
 
  - i. item = the SAP or Treasury transaction*
  - ii. description = type of transaction and who will process it (ie IPAC to be processed by MSFC)*
  - iii. root cause = why it was an exception*
  - iv. value = the amount of the transaction*
  - v. the estimated completion date = when anticipated to be closed**
- h. total all exceptions at the end and double underline*

*27.TDO Payments*

*28.SAP FMTC\_SCHNO Table with manual calculation for any differences in TDO Payments*

*29.2d.1 Control Activity Certification*

- a. exceptions or no exceptions are noted by an X in the preparer's section*
- b. the preparer will be the service provider*
- c. the certification will be reviewed, initialed and dated by the service provider lead*
- d. the certification will then be reviewed, initialed and dated by the corresponding accountant*
- e. the certification will then be reviewed, initialed and dated by the lead accountant*
- f. the reviewer will be the FAB Chief*
- g. the description of exceptions section will include:
 
  - i. item = the SAP or Treasury transaction*
  - ii. description = type of transaction and who will process it (ie IPAC to be processed by MSFC)*
  - iii. root cause = why it was an exception*
  - iv. value = the amount of the transaction*
  - v. the estimated completion date = when anticipated to be closed**
- h. total all exceptions at the end and double underline*

*30.Screen print of SAP FBL3N Screen for GL Account 2400.1000*

*31.Screen print of SAP GR55 ZAOF for BA, ALC, Funds NON3875 and NON3885, and Accounts 1010.1000 thru 1010.9999*

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32. Screen print of SAP GR55 ZAOF for BA, Funds NON3875 and NON3885, and Account 2400.1000
33. Copy of the Aged Suspense Budget Clearing spreadsheet for fund 80F3885 and 80F3875, subtotaled by age (0-30, 31-60, over 60 days) and then totaled by 3885 and 3875
34. Copy of any Suspense/Reversal JVs and their backup documentation
- 35.2d.2 Control Activity Certification
- a. exceptions or no exceptions are noted by an X in the preparer's section
  - b. the preparer will be the service provider
  - c. the certification will be reviewed, initialed and dated by the service provider lead
  - d. the certification will then be reviewed, initialed and dated by the corresponding accountant
  - e. the certification will then be reviewed, initialed and dated by the lead accountant
  - f. the reviewer will be the FAB Chief
  - g. the description of exceptions section will include:
    - i. item = the SAP or Treasury transaction
    - ii. description = type of transaction and who will process it (ie IPAC to be processed by MSFC)
    - iii. root cause = why it was an exception
    - iv. value = the amount of the transaction
    - v. the estimated completion date = when anticipated to be closed
  - h. total all exceptions at the end and double underline
36. Copy of the Aged Suspense Budget Clearing spreadsheet for fund 80F3885 and 80F3875, subtotaled by age (0-30, 31-60, over 60 days) and then totaled by 3885 and 3875
37. GR55 ZAFT Report for GL Account 2400.\*
38. Print screen of GR55 ZAOF for BA, ALC, and Account 2400.0000-2400.1000
39. Print screen of GR55 ZAOF for BA, Funds NON3885 and NON3875, and account 2400.1000
40. Print screen of GR55 ZAOF for BA, Funds NON3885 and NON3875, and accounts 1010.1000-1010.9999
- 41.2d.3 Control Activity Certification
- a. exceptions or no exceptions are noted by an X in the preparer's section
  - b. the preparer will be the service provider
  - c. the certification will be reviewed, initialed and dated by the service provider lead
  - d. the certification will then be reviewed, initialed and dated by the corresponding accountant
  - e. the certification will then be reviewed, initialed and dated by the lead accountant

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- f. the reviewer will be the FAB Chief
  - g. the description of exceptions section will include:
    - i. item = the SAP or Treasury transaction
    - ii. description = type of transaction and who will process it (ie IPAC to be processed by MSFC)
    - iii. root cause = why it was an exception
    - iv. value = the amount of the transaction
    - v. the estimated completion date = when anticipated to be closed
  - h. total all exceptions at the end and double underline
42. Print screen of ZFUN for BA, and Funds NON3875 and NON3885
43. Print screen of ZFUN for BA, ALC, Funds NON3875 and NON3885, and accounts 1010.1000-1010.9999
44. Print screen of ZFUN for BA, ALC, and Funds NON3875 and NON3885
- 45.12.1 Control Activity Certification-
- a. exceptions or no exceptions are noted by an X in the preparer's section
  - b. the preparer will be the service provider
  - c. the certification will be reviewed, initialed and dated by the service provider lead
  - d. the certification will then be reviewed, initialed and dated by the corresponding accountant
  - e. the certification will then be reviewed, initialed and dated by the lead accountant
  - f. the reviewer will be the FAB Chief
  - g. the description of exceptions section will include:
    - i. item = the SAP or Treasury transaction
    - ii. description = type of transaction and who will process it (ie IPAC to be processed by MSFC)
    - iii. root cause = why it was an exception
    - iv. value = the amount of the transaction
    - v. the estimated completion date = when anticipated to be closed
  - h. total all exceptions at the end and double underline
46. Print screen of GR55 ZAOF for BA and accounts 1010.1000-1010.9999 including print screen for the BA under the fund set and print screen for any blank ALCs expanded on the right to show items with a blank ALC.
- 47.12.2 Control Activity Certification-
- a. exceptions or no exceptions are noted by an X in the preparer's section
  - b. the preparer will be the service provider
  - c. the certification will be reviewed, initialed and dated by the service provider lead
  - d. the certification will then be reviewed, initialed and dated by the corresponding accountant

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- e. the certification will then be reviewed, initialed and dated by the lead accountant
  - f. the reviewer will be the FAB Chief
  - g. the description of exceptions section will include:
    - i. item = the SAP or Treasury transaction
    - ii. description = type of transaction and who will process it (ie IPAC to be processed by MSFC)
    - iii. root cause = why it was an exception
    - iv. value = the amount of the transaction
    - v. the estimated completion date = when anticipated to be closed
  - h. total all exceptions at the end and double underline
48. Print screen of GR55 ZAOF for ALC and accounts 1010.1000-1010.9999 including print screens for each ALC listed on the left and expanded on the right to show activity for the ALC.
- 49.12.3 Control Activity Certification-
- a. exceptions or no exceptions are noted by an X in the preparer's section
  - b. the preparer will be the service provider
  - c. the certification will be reviewed, initialed and dated by the service provider lead
  - d. the certification will then be reviewed, initialed and dated by the corresponding accountant
  - e. the certification will then be reviewed, initialed and dated by the lead accountant
  - f. the reviewer will be the FAB Chief
  - g. the description of exceptions section will include:
    - i. item = the SAP or Treasury transaction
    - ii. description = type of transaction and who will process it (ie IPAC to be processed by MSFC)
    - iii. root cause = why it was an exception
    - iv. value = the amount of the transaction
    - v. the estimated completion date = when anticipated to be closed
  - h. total all exceptions at the end and double underline
50. Print screen of GR55 ZAOF for ALC and accounts 1010.1000-1010.9999 including print screen for the applicable BA listed on the left and expanded on the right to show activity for the ALC.
- 51.12.4 Control Activity Certification-
- a. exceptions or no exceptions are noted by an X in the preparer's section
  - b. the preparer will be the service provider
  - c. the certification will be reviewed, initialed and dated by the service provider lead
  - d. the certification will then be reviewed, initialed and dated by the corresponding accountant

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- e. the certification will then be reviewed, initialed and dated by the lead accountant
  - f. the reviewer will be the FAB Chief
  - g. the description of exceptions section will include:
    - i. item = the SAP or Treasury transaction
    - ii. description = type of transaction and who will process it (ie IPAC to be processed by MSFC)
    - iii. root cause = why it was an exception
    - iv. value = the amount of the transaction
    - v. the estimated completion date = when anticipated to be closed
  - h. total all exceptions at the end and double underline
52. Print screen of GR55 ZAOF for BA including print screen for blank fund listed on the left and expanded on the right to show activity for blank fund.
- 53.12.5 Control Activity Certification-
- a. exceptions or no exceptions are noted by an X in the preparer's section
  - b. the preparer will be the service provider
  - c. the certification will be reviewed, initialed and dated by the service provider lead
  - d. the certification will then be reviewed, initialed and dated by the corresponding accountant
  - e. the certification will then be reviewed, initialed and dated by the lead accountant
  - f. the reviewer will be the FAB Chief
  - g. the description of exceptions section will include:
    - i. item = the SAP or Treasury transaction
    - ii. description = type of transaction and who will process it (ie IPAC to be processed by MSFC)
    - iii. root cause = why it was an exception
    - iv. value = the amount of the transaction
    - v. the estimated completion date = when anticipated to be closed
  - h. total all exceptions at the end and double underline
54. Print screen of GR55 ZAOF for ALC and Accounts 1010.1000-1010.9999, including print screen of any blank business area on the left and expanded on the right to show activity for the blank BA.

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**Appendix B Table of Fiscal Year and Periods**

Fiscal Years and Periods		
Fiscal Year	Fiscal Month	SAP Period
2008	October	1
2008	November	2
2008	December	3
2008	January	4
2008	February	5
2008	March	6
2008	April	7
2008	May	8
2008	June	9
2008	July	10
2008	August	11
2008	September	12

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## Appendix C

### AGENCY LOCATION CODE (ALC) LISTING

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

### **Appendix D AR CMP Schedule**

To reference the CMP Schedule, see the shared drive:

N:\Accounts Payable\_Accounts Receivable\CMPs

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**Appendix E AP CMP Schedule**

To reference the CMP Schedule, see the shared drive:

N:\Accounts Payable\_Accounts Receivable\CMPs

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