

National Aeronautics and  
Space Administration

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

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

**NSSDG-9200-0008      Revision 9.0**

**Effective Date:**      July 30, 2021  
**Expiration Date:**    July 30, 2023

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### **Accounts Receivable – Collection/Deposit Process SDG**

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**Responsible Office: Accounts Receivable**

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### Approved by

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## DOCUMENT HISTORY LOG

Status (Basic / Revision / Cancelled)	Document Version	Effective Date	Description of Change
Basic	1.0	7/18/2016	Basic release
Revision	2.0	1/24/2017	<ul style="list-style-type: none"> <li>Updated jury duty process for verifying fund and disbursement date</li> <li>Updated process for routing of AWMS IPACs</li> <li>Updated Reimbursable Bill-Partial Payments Process</li> <li>Updated Salary Offset Reclassification Process</li> <li>Updated Appendix B – Added OCFO vice as POC</li> <li>Removed Appendix C – Check Reconciliation process in order to add to Audit/Reporting SDG</li> <li>Added Appendix for installing macros and add-ins</li> <li>Added statement for documenting and maintaining macros under Applicability Scope</li> <li>Formatted CS deposit instructions – moved from Appendix C to Process 2 in Deposit/Collection SDG</li> </ul>

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Revision	3	07/26/2017	<ul style="list-style-type: none"> <li>Added macro instruction in the posting fees process</li> <li>Updated process for posting collection with/without established receivable</li> <li>Updated Manual Deposit Process</li> </ul>
Revision	4	12/05/2017	<ul style="list-style-type: none"> <li>Added instructions for AR delegation of authority</li> <li>Added Tech Doc destruction process</li> </ul>
Revision	5	04/03/2018	<ul style="list-style-type: none"> <li>Added requirement of Legal citation for Service Request</li> <li>Updated to include Control Activities</li> <li>Added note to Refund Process of FCH8</li> <li>Added instruction for TechDoc Destruction changes</li> <li>Updated Donation Process</li> <li>Updated Refund Process</li> <li>Updated Reversal Process</li> </ul>
Revision	6	7/10/2018	<ul style="list-style-type: none"> <li>Updated Unidentified Check Process</li> <li>Added Process for Late Filing Fees</li> </ul>



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			<ul style="list-style-type: none"> <li>Added Appendix K for the Confirmation Macro process</li> <li>Added Process to post amounts for Restitution/Settlements</li> <li>Jury Duty Process – deleted NSSC Form 0061.</li> <li>Added reference BOBJ process</li> <li>Updated –Appendix B-JV Quick Reference Guide</li> <li>Journal Vouchers-Salary Offset Journal Voucher-Exception</li> <li>Added Appendix L – Debt Accounting Code-Jury Duty</li> </ul>
Revision	7	11/15/2019	<ul style="list-style-type: none"> <li>Updated Refund Process and add ITS payments to Refund Process.</li> <li>Added Appendix C Journal Voucher Review Matrix.</li> <li>Added to Journal Voucher Process: US Bank Journal Voucher is routed to BAD/I3P</li> <li>Updated JPMC to US Bank and added Quarterly Journal Voucher text field description.</li> </ul>

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			<ul style="list-style-type: none"> <li>Added a Note under Erroneous Deposit Process. Use this process to for NCCIPS transactions.</li> <li>Added new steps 5 and 6 of the deposit confirmation macro process under Appendix L-Confirmation Macro Process.</li> <li>Added SAM Cash Flow Profile process “Update the C-key TAS/BETC in OTCNet”</li> </ul>
Revision	8	3/26/2021	<ul style="list-style-type: none"> <li>Added to Payment Processor jury duty process-using funding form if funding isn’t available in BOBJ</li> <li>Added Posting Payments in CSNG Process</li> <li>Added how to pull Fed Debt Collections Process</li> <li>Added process to research Center Advance Postings</li> <li>Updated PP process to clear ITS Foreign payment using F-31</li> <li>Updated FBWT and 224 requests and deleted process to download/save FBWT SOD spreadsheet</li> </ul>

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			<ul style="list-style-type: none"> <li>• Added notes to manually update SAP text field on residual payment (1800#) doc after a recurring payment is posted.</li> <li>• Added how to research Bankcard number to determine correct NASA Center for deposit.</li> <li>• Added new naming scheme for AR Refund Payment Proposals</li> <li>• Added how to add a document link in a SN task.</li> <li>• Added Check Collection auto-routing process for AP Vendor and Travel Refunds.</li> <li>• Updated OTCnet Foreign Exchange Check Deposit process.</li> <li>• Updated Refund process with customer banking details and updating payment method.</li> <li>• Added a note: reversal of payment proposals</li> <li>• Reversal of Cash document-Salary Offset JVs.</li> </ul>
Revision	9	7/30/2021	<ul style="list-style-type: none"> <li>• Updated with changes to the deposit/IPAC Collection process due to the SN Case Migration project.</li> </ul>

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			<ul style="list-style-type: none"> <li>Added process flow appendices.</li> </ul>
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## INTRODUCTION

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

- A. Statement of Federal Financial Accounting Standard No. 1, “Accounting for Selected Assets and Liabilities,” September 1995

[http://files.fasab.gov/pdffiles/handbook\\_sffas\\_1.pdf](http://files.fasab.gov/pdffiles/handbook_sffas_1.pdf)

- B. Treasury Financial Manual (TFM) supplement, “Managing Federal Receivables”:

<https://www.fiscal.treasury.gov/dms/resources/managing-federal-receivables.html>

- C. “Federal Claims Collection Standards” 31 CFR 900-904:

<https://www.federalregister.gov/documents/2000/11/22/00-29284/federal-claims-collection-standards>

- D. “Debt Collection Authorities under the Debt Collection Improvement Act of 1996” 31 CFR 285:

<https://www.federalregister.gov/documents/2016/01/12/2015-33044/debt-collection-authorities-under-the-debt-collection-improvement-act-of-1996>

- E. Office of Management and Budget (OMB) Circular A-129 "Policies for Federal Credit Programs and Non-Tax Receivables," November 2000:

<https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/circulars/A129/a-129.pdf>

- F. “Debt Collection Improvement Act of 1996” [Public Law 104-134]

- G. 26 CFR 1.6050P-1 (IRS 1099-C, Collection of Debt)

- H. United States General Ledger; [Overview: US Standard General Ledger: Publications & Guidance: Financial Management Service](#)

- I. Federal Acquisition Regulation (FAR): <http://www.acquisition.gov/far/>

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J. Treasury Report on Receivables (TROR):

<https://fiscal.treasury.gov/dms/resources/debt-management-governmentwide-reports.html>

K. NASA Procedural Requirements (NPR):

[http://nodis3.gsfc.nasa.gov/lib\\_docs.cfm?range=9%5b0,1,2,3,4,5,6,7%5d](http://nodis3.gsfc.nasa.gov/lib_docs.cfm?range=9%5b0,1,2,3,4,5,6,7%5d)



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## PURPOSE

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This SDG outlines procedures followed by the NSSC Service Provider (SP) and Civil Servant (CS) as it relates to Accounts Receivable (AR) Collection/Deposit processing for all NASA Centers.

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## APPLICABILITY/SCOPE

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NSSC AR executes collections, deposit processing and reconciliations for all NASA Centers. These activities include but are not limited to:

- Processing all confirmed electronic payments
- Depositing and confirming all cash and check collections
- Posting collection transactions in the accounting system

**Note:** The SP is responsible for documenting and maintaining all Macros/Scripts utilized in these processes.

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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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## RECORDS

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Records shall be maintained in accordance with NPR 1441.1, NASA Records Retention Schedules

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## CANCELLATION/SUPERSESSION OF PREVIOUS DOCUMENTS

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This document supersedes a portion of NSSDG-9200-0008, Revision 8.

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## PROCESS 1 – RECEIVE/RESEARCH COLLECTION

### STEP 1. Receipt of Checks/Cash NSSC Mailroom – Control Activity

- A. Upon receipt of payment from the customer, the NSSC Mailroom Processor scans the check and/or cash receipt into the TechDoc electronic filing system. The NSSC Mailroom Processor records the checks in a chain of custody log and places the checks in a locked safe/cabinet until they are picked up. The NSSC Mailroom Processor also generates a Service Now (SN) Finance Accounts Receivable (FAR)/Finance Request Task (FRT) to NSSC AR Level 2 (L2) to notify these individuals that a check, cashier's check, money order and/or cash payment has been received by the NSSC Mailroom Processor.

**Note:** All checks must be processed through Document Imaging (DI). If the NSSC receives a check, cashier's check, money order outside of this process, it must be immediately sent to DI for proper processing.

**Note:** Each AR CS team member is considered a Collection Agent and has been individually assigned his/her own safe drawer. Each individual, along with NSSC's Security Department, has the combination to his/her safe drawer.

**Note:** In order to maintain security integrity, the combination to the safe(s) should be changed on an annual basis in July of each year, as employees leave, or if the combination is compromised. The NSSC has a standing "On Demand Service Stennis Work Request" (SWR) with the Facility Operating Systems Contract (FOSC Contract) to include lock-smith service. E-mail the NSSC Security POC (or FOSC POC directly) that the combination lock on a Mosler safe needs to be changed or serviced.

1. Mail is delivered daily to the NSSC secure mailroom and all checks are scanned into TechDoc.

**Note:** Cutoff for check scanning processing is 2:00 PM daily. If AR is notified after 2:00 PM, the checks will be processed the next appropriate time.

2. Check, cashier's check, money order, or cash arrives at the NSSC and is scanned into TechDoc by DI.

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3. DI creates a SN FAR/FRT for each check, cashier's check, money order, or cash payment received and routes to L2 Service Provider (SP).
4. DI runs a report from TechDoc which lists all checks received and scanned for a particular day. The CS Deposit Processor (DP) picks up the checks at 2:00 PM every business day.
5. The CS DP will walk to DI to review the report against the received checks. After the information has been validated and deemed accurate, the CS DP will sign the report digitally with Adobe Acrobat Professional using their badge and pin number. DI then uploads the report into TechDoc.
6. The SP Payment Processor (PP) receives the SN FRT and researches to verify that the check should be deposited by the NSSC. (See Step 4)

**Note:** The final NSSC mail run occurs at 3:00 pm each day. Collections received will be held in a locked safe/cabinet overnight by DI for distribution the following business day. For auditing purposes, reports will be generated to ensure accuracy and accountability.

**Note:** Per the Treasury Financial Manual, Section 2055—Frequency of Deposits

“Federal entity depositors must limit deposits to one per day. Federal entities must make deposits for credit to the U.S. Treasury's account without delay following the procedures below:

- Coordinate processing schedules that allow deposits to reach the financial institution before that financial institution's designated cut-off time;
- Federal entities must deposit receipts totaling \$5,000 or more on the same day received prior to depositary cutoff time. Deposits will be made as late as possible prior to the specified cutoff time to maximize daily deposit amounts. Collections totaling less than \$5,000 may be accumulated and deposited when the total reaches \$5,000. However, deposits must be made by Thursday of each week, regardless of the amount accumulated; and
- If using OTCnet Check Capture, the federal entity must scan checks daily even if the checks total less than \$5,000.

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## Section 2060—Reporting Large Deposits

Federal entities must report daily aggregate deposits (excluding Treasury checks) of \$50 million or more to the Bureau of the Fiscal Service's Cash Reporting Branch. See "Cash Forecasting Requirements" chapter at TFM Volume I, Part 6, Chapter 8500, section 8530, for instructions. However, federal entities must not accept any check written for more than \$99,999,999.99, as the Federal Reserve banks will not process checks over that amount. See Federal Reserve Banks Operating Circular 3, "Collection of Cash Items and Returned Checks," section 3.3."

### **STEP 2.** Receipt of Pay.gov/Fedwire Collection - **Deposit Processor**

- A. Collections received via Pay.gov and Fedwire have been deposited upon receipt at Treasury.
- B. Payments are confirmed by CS DP and the specific process steps are located in Appendix L.
- C. CS DP creates the FAR and FRT and assigns to SP PP.
- D. SP PP researches payment. (see Step 4)

### **STEP 3.** Receipt of IPAC – **Payment Processor**

- A. SP PP logs in to Accounts Payable Work Management System (AWMS) at <https://awms.nssc.nasa.gov/rolesort.cfm>

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B. Click on Manager Screen.

The screenshot shows the NASA Shared Services Center (NSSC) Accounts Payable Work Management System (AWMS) login page. The page has a blue header with the NASA logo and the text 'National Aeronautics and Space Administration NASA SHARED SERVICES CENTER'. To the right of the header is the 'NSSC Contact Information' section, which includes the phone number 1-877-677-2123 (1-877-NSSC123) and the fax number 1-866-779-6772 (1-866-779-NSSC). Below the header is a large blue banner with the text 'AWMS Accounts Payable Work Management System'. Below the banner is a red text box with the following message: 'ATTENTION AWMS USERS! AWMS actions are transitioning to a new application called IRIS (Invoice Routing Information System). After April 20, AWMS will no longer be used to route invoices for cost, funding, approval or goods receipts; on April 21, invoices will be routed for action through IRIS. E-mail notifications for any required actions will be sent from "msfc-cc-app-support" with a subject line starting with "Action Required...."'. Below the red text box is a 'Select User Role' dropdown menu. The dropdown menu is open, showing a list of roles: 'Vendor Payment Processor (VFP)', 'Manager', 'Report Viewer', and 'Center Funding Analyst (CFA)'. A red arrow points to the 'Manager' option. Below the dropdown menu is a footer section with the 'FIRST GOV' logo and a list of links to various government resources, including 'Freedom of Information Act', 'Budgets, Strategic Plans and Accountability Reports', 'The President's Management Agenda', 'Privacy Policy and Important Notices', 'Inspector General Hotline', 'Equal Employment Opportunity Data Posted Pursuant to the No Fear Act', and 'Information Dissemination Priorities and Inventories'. The footer also includes the NASA logo and the text 'Editor: NSSC Web Development Team NASA Official: Teri L. Green' and 'Contact NASA'.

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- C. Click on the radio button next to Yes to filter out IPACs. Click on the Search Button to apply filter.

NASA Aeronautics and Space Administration  
NASA SHARED SERVICES CENTER

NSSC Contact Information  
Phone: 1-877-677-2123 (1-877-NSSC123)  
Fax: 1-866-779-6772 (1-866-779-NSSC)

**AWMS** Accounts Payable Work Management System

**ATTENTION AWMS USERS!** AWMS actions are transitioning to a new application called IRIS (Invoice Routing Information System). After April 20, AWMS will no longer be used to route invoices for cost, funding, approval or goods receipts; on April 21, invoices will be routed for action through IRIS. E-mail notifications for any required actions will be sent from "msfc-cc-app-support" with a subject line starting with "Action Required....".

Manager \*\*\* Role Navigation \*\*\*

Invoice Number:   
 PO Number:   
 Contract Number:   
 Invoice Date:   
 Invoice Received Date:   
 Special Conditions: UB ☐ NET ☐  
 Customer ALC:   
 IPAC Invoice: Yes ☒ No ☐ All ☐  
 Search Reports Reset Filter

Total Invoices in new queue 19 Total Invoices work in progress 1

New Invoices | Work In Progress Invoices | Back to Top

Invoice Number	Purchase Order Number	Contract Number	Invoice Date	Invoice Received Date	Link Internal	Link External	Special Conditions	Customer ALC	IPAC Invoice
1791398		IPAC	07/15/2016	07/21/2016	Click Here	Click Here	N/A		
AP-00008340			07/20/2016	07/25/2016	Click Here	Click Here	N/A		
		GSFC FI	07/25/2016	07/25/2016	Click Here	Click Here	N/A		
NNF000380716R		NNA05CP11	07/27/2016	07/27/2016	Click Here	Click Here	N/A		
NNF000420716R		NNA05CR23	07/27/2016	07/27/2016	Click Here	Click Here	N/A		
07151600XXXXXX0390	MSFC		07/15/2016	07/29/2016	Click Here	Click Here	N/A		
		KSC recon	07/15/2016	07/29/2016	Click Here	Click Here	N/A		
AP-00008482			07/22/2016	07/29/2016	Click Here	Click Here	N/A		
LS012016			07/28/2016	07/29/2016	Click Here	Click Here	N/A		

- D. Scroll through IPACs to locate AR IPACs.

**Note:** You can click on the "Customer ALC" Column Heading to sort IPACs by Agency Location Code.

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E. Double click on IPAC to open routing screen.

National Aeronautics and Space Administration  
NASA SHARED SERVICES CENTER

NSSC Contact Information  
Phone: 1-877-677-2123 (1-877-NSSC123)  
Fax: 1-866-779-6772 (1-866-779-NSSC)

**AWMS** Accounts Payable Work Management System

**ATTENTION AWMS USERS!** AWMS actions are transitioning to a new application called IRIS (Invoice Routing Information System). After April 20, AWMS will no longer be used to route invoices for cost, funding, approval or goods receipts; on April 21, invoices will be routed for action through IRIS. E-mail notifications for any required actions will be sent from "msfc-cc-app-support" with a subject line starting with "Action Required..."

**Manager - Process Invoice**

Invoice Received Date: 07/13/2016  
 Invoice Date: 07/13/2016  
 Contract Number: N/A  
 Purchase Order Number: NN012W/F781  
 Invoice Number: 77305VCH0001  
 DRN:  
 Internal Invoice Link: <https://dm-test.nssc.nasa.gov> Open in New Window  
 External Invoice Link: <https://aptest.nssc.nasa.gov> Open in New Window  
 Utility Company Invoice: ☐  
 Final Invoice: ☐  
 IPAC Invoice: ☒  
 Center: Select a Center...  
 Work Log:

Parked in SAP AP Move to Case AR Move to Case Return to Queue  
 Return to DI Duplicate/Supporting Top of Queue

FIRSTGOV Your First Click to the U.S. Government  
 Expect More  
 Freedom of Information Act  
 Budgets, Strategic Plans and Accountability Reports  
 The President's Management Agenda  
 NASA  
 Editor: NSSC Web Development Team  
 NASA Official: Teri L. Green  
 Contact NASA

F. Update fields with information about IPAC, select correct center, and notate in work log AR IPAC for Center.



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#### G. Click AR Move to Finance Accounts Recievable

NSSC Contact Information  
Phone: 1-877-677-2123 (1-877-NSSC123)  
Fax: 1-866-779-6772 (1-866-779-NSSC)

**ATTENTION AWMS USERS!** AWMS actions are transitioning to a new application called IRIS (Invoice Routing Information System). After April 20, AWMS will no longer be used to route invoices for cost, funding, approval or goods receipts; on April 21, invoices will be routed for action through IRIS. E-mail notifications for any required actions will be sent from "msfc-cc-app-support" with a subject line starting with "Action Required..."

**Manager - Process Invoice**

Invoice Received Date: 07/13/2016  
 Invoice Date: 07/13/2016  
 Contract Number: N/A  
 Purchase Order Number: NN312W F76  
 Invoice Number: 773D6VQH001  
 DRN:  
 Internal Invoice Link: <https://dm-tas.lnss.nasa.gov> Open in New Window  
 External Invoice Link: <https://aptest.nssc.nasa.gov> Open in New Window  
 Utility Company Invoice: ☐  
 Final Invoice: ☐  
 IPAC Invoice: ☒  
 Center: Glenn Research Center  
 Work Log: AR IPAC for GRC

Parked in SAP | AP Move to Case | **AR Move to Case** | Return to Queue  
 Return to DI | Duplicate/Supporting | Top of Queue

#### H. Select OK to move the record to Finance Accounts Recievable

Message from webpage

Move this record to AR Case?

OK Cancel



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- I. Log into SN to update the FAR and FRT with IPAC information (See Appendix I for examples of FD and FAR's).
- J. Process accordingly.

**STEP 4. Research Collection - Payment Processor – Control Activity**

A. Update FAR and FRT with information from the check.

1. The SP PP will document information from the check by creating the AR Functional Detail (FD) with the Customer Name (SAP customer name), Dollar Amount (if not auto filled from the check received), AR Center, Collection Type, Collection Category, Date of Check (if not auto filled from date check was written), Check Number (if not auto filled), FBWT Reason Reason Code, and Expected Posting Date.
  - a) If the FBWT Reason is “AP Vendor refund pending NSSC posting” or “Travel Refund of overpayment pending NSSC posting”, determine if fees are pending against the BOC and check the fee box in the FD screen, if applicable. This is vital for the check collection auto routing process performed by AR L3 after a check has been deposited. See Step 3 below for researching BOC.

**Note:** The FBWT reason allows the Fund Balance with Treasury branch to understand the status of the amount not yet posted. Until the amount is posted, there will be a “difference” between Treasury and SAP.

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Accounts Receivable	Notes	Notification Activity	System	BOC	AR Refund	C2C IPAC
* Customer Name	JOHN DOE			Q	?	
Dollar Amount	75.48					
Under \$10	<input type="checkbox"/>					
* Check Number	1234					
* Date of Check	2020-06-30					
Agreement Number						
FOIA Request Number						
P-card Orderlog						
FBWT Reason	Travel Refund or overpayment pendii					
Fees	<input type="checkbox"/>					
Expected Posting Date	2020-06-30					
AR Center	Stennis Space Center			Q		
Collection Type	Check					
Collection Category	Travel Overpayment					
TAS/BETC	-- None --					
If Other, TAS/BETC						
Date of Treasury Confirmation	2020-06-30					
Document Reference Number	00451416-003					
Return/Refund Reason						

1000 characters remaining of 1000 characters

FD FM Accounts Receivables						
Customer	AUTUMN USER			SubCategory	CHECK	
Accounts Receivable	Notes	Notification Activity	System			
Customer Name	John Dow			Q	?	
Dollar Amount	100.00					
Under \$10	<input type="checkbox"/>					
Check Number	1234					
Date of Check	01/01/2016					
Agreement Number						
FOIA Request Number						
FBWT Reason	AR Advance pending Center po					
Expected Posting Date	01/31/2016					
AR Center	Headquarters			Q	?	
Collection Type	Check					
Collection Category	Reimbursable Agreement					
TAS/BETC	-- None --					
If Other, TAS/BETC						
Date of Treasury Confirmation	01/02/2016					
Document Reference Number	00012345-0001					
Return Reason						

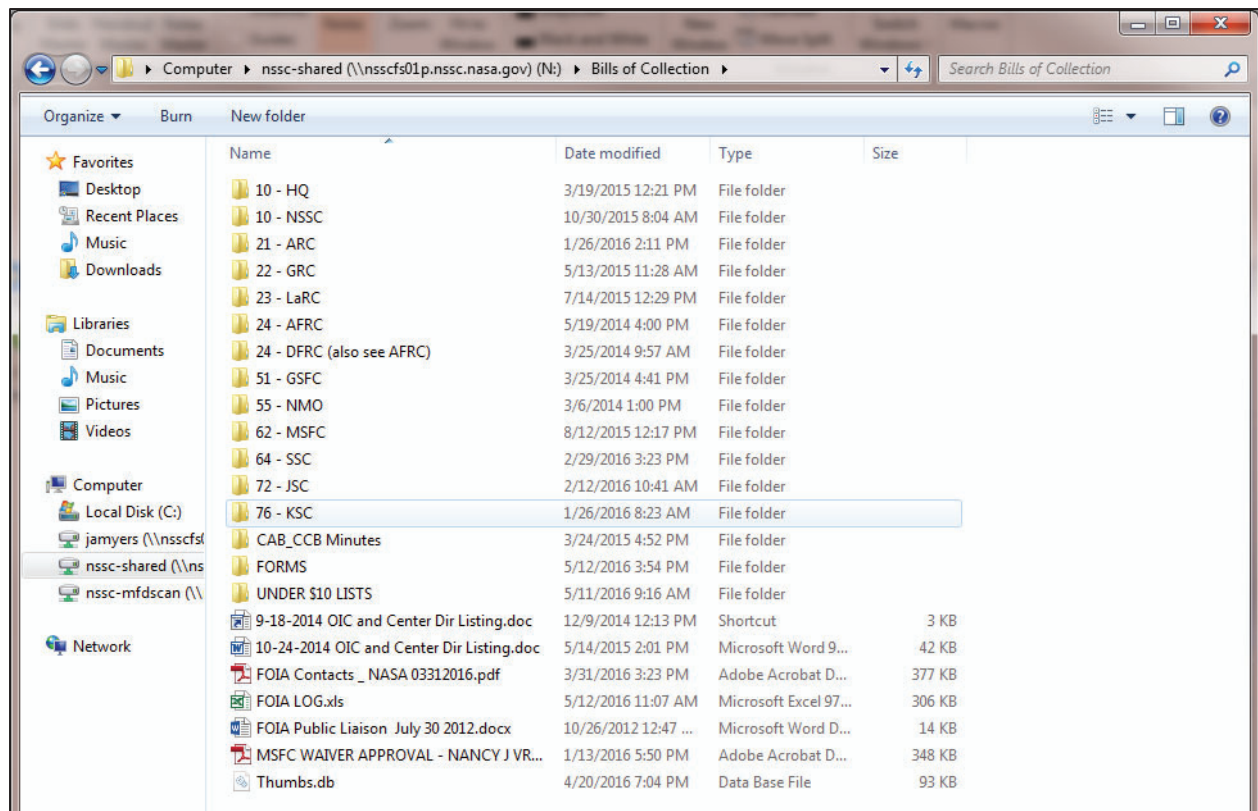
2. If the check is not able to be identified as to which Center it belongs and/or the purpose of the payment, research is required using any information you can find on the check or supporting documentation. (See also Appendix N – Resources – Accounts Receivable Research).
3. Carefully review all information on the Fedwire, Pay.gov, check and/or any imaged supporting documentation and envelope to see if a particular Center is noted as payee. Look for any NASA information to verify Center indicated, such as searching on the

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customer name, Agreement number, Contract number, Travel Authorization number, etc.

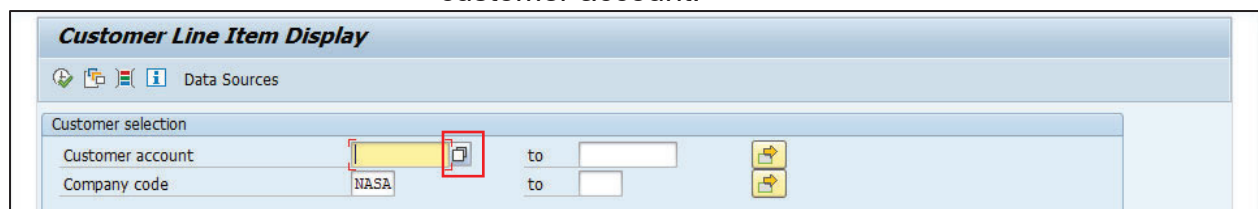
a) Search for an outstanding Bill of Collection.

i. Search the “Bill of Collection” folder on the N drive.



ii. Search on Customer name in FBL5N.

a. Search for Customer number by clicking radio button by customer account.



b. Search for customer name preceded by and followed by an asterisk to obtain the customer number.

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- c. Once you have the correct customer number, execute query.

- d. Scroll through list of transactions to see if there is an open bill for payment received.
- e. Consider that the amount paid by customer may include the full or partial amounts of interest/admin fee/penalty


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which are on separate SAP documents or a debt that was written off in a current or prior year.

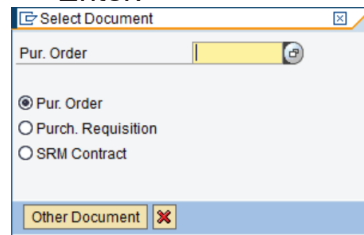
- iii. Execute Aging report to see if there are any open Bills.
  - a. Open ZCF\_ARAGING T-code in SAP.
  - b. Populate Account Group (ZCOM, ZEPY, and ZFED), Acct period, and Fiscal Year.

- c. Click Execute.
  - d. Scroll through list to see if there is an outstanding bill for customer.
4. Search for Space Act Agreement (SAA) # or Military Interdepartmental Purchase Request (MIPR) on check in SN, SAP T-code VA03, etc. (See also Appendix N-Resources-Accounts Receivable Research).
5. Search for Contract/Grant # on check - View contract in SAP using T-CODE ME23N:
  - a) Check to see if the payment is a grant refund using ME23N.


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b) In ME23N, select  icon.

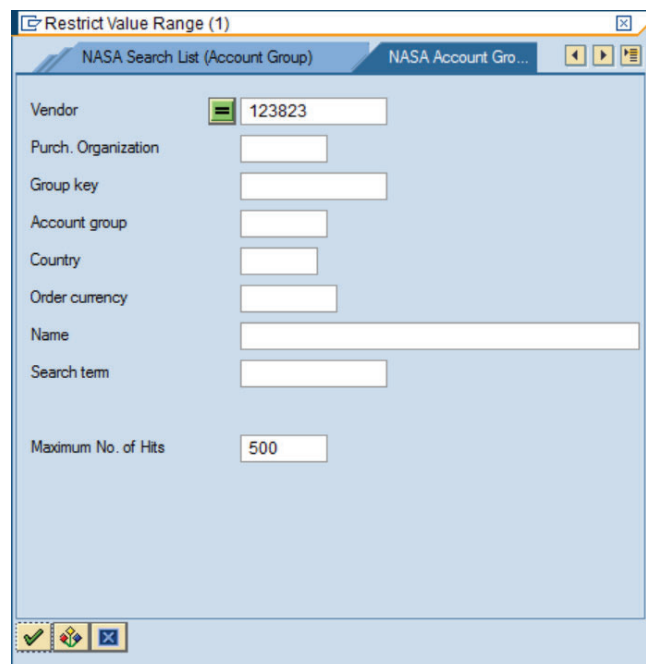
c) Enter Contract Number under “Purchase Order” and hit “Enter.”



d) Click inside the vendor name so that the radio button appears.

e) Click the radio button. 

f) Select “NASA Account Group by POrg” or “NASA Search List (Account Group)” tab.



g) If “Group” = “ZHHS” it is for a grant. If the check is a grant check, do not deposit the check. The check is to be returned to

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the payee with a copy of instructions for making payment to Health and Human Services (HHS).

Vend...	POrg	Group	Group	Cty	Crcy	Name 1
123823	GSFC		ZHHS	US	USD	UNIVERSITY
123823	NASA		ZHHS	US	USD	UNIVERSITY

6. Determine if there is a NASA contract identified in the supporting documentation for the check. NASA contracts usually begin with NNX, NNA, NNC, NND, NNG, NNH,>NNL, NNJ, NNK, NNM, NNS, NAS – followed by a series of numbers and letters. As of Fiscal Year 2019 NASA contracts can also begin with 80ARC, 80AFRC, 80GRC, 80GSFC, 80HQ, 80JSC, 80KSC, 80LARC, 80MSFC, 80NMO, 80NSSC, 80SSC.
7. Determine if payment is for an Accounts Payable Vendor by searching vendor name in FBL1N. Review to see if a Credit memo has been parked for the amount of the check or if there are any other outstanding credits. If needed, contact AP Center Lead for further information.

- a) Enter name in FBL1N proceed by and followed by an\*

The screenshot shows a software window titled "2: NASA Account Group by POrg". It contains several input fields for searching vendor information:

- Vendor
- Purch. Organization
- Group key
- Account Group
- Country
- Order currency
- Name: **ARCTIC SLOPE\*** (highlighted with a red box)
- Search term
- Maximum No. of Hits: 500

At the bottom right, there are three icons: a green checkmark, a red 'X', and a blue magnifying glass.



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- b) You will only need to review “ZREMs” that don’t have blocks.  
(In the example below, ZREM 164744).

Account Number of Vendor or Creditor (4) 48 Entries found

2: NASA Account Group by POrg

Vendor	POrg	Group	Group	Cty	Cr...	Name 1	SearchTerm	PstBlod
163960	LARC	KRED	US	USD	ARCTIC SLOPE TECHNICAL SERVICES, IN	6H8K6		
163960	MSFC	KRED	US	USD	ARCTIC SLOPE TECHNICAL SERVICES, IN	6H8K6		
163960	NASA	KRED	US	USD	ARCTIC SLOPE TECHNICAL SERVICES, IN	6H8K6		
163960	NMO	KRED	US	USD	ARCTIC SLOPE TECHNICAL SERVICES, IN	6H8K6		
163960	SSC	KRED	US	USD	ARCTIC SLOPE TECHNICAL SERVICES, IN	6H8K6		
168376	ARC	KRED	US	USD	ARCTIC SLOPE TECHNICAL SERVICES, IN	7EM26		
168376	DFRC	KRED	US	USD	ARCTIC SLOPE TECHNICAL SERVICES, IN	7EM26		
168376	GRC	KRED	US	USD	ARCTIC SLOPE TECHNICAL SERVICES, IN	7EM26		
168376	GSFC	KRED	US	USD	ARCTIC SLOPE TECHNICAL SERVICES, IN	7EM26		
168376	HQ	KRED	US	USD	ARCTIC SLOPE TECHNICAL SERVICES, IN	7EM26		
168376	JSC	KRED	US	USD	ARCTIC SLOPE TECHNICAL SERVICES, IN	7EM26		
168376	KSC	KRED	US	USD	ARCTIC SLOPE TECHNICAL SERVICES, IN	7EM26		
168376	LARC	KRED	US	USD	ARCTIC SLOPE TECHNICAL SERVICES, IN	7EM26		
168376	MSFC	KRED	US	USD	ARCTIC SLOPE TECHNICAL SERVICES, IN	7EM26		
168376	NASA	KRED	US	USD	ARCTIC SLOPE TECHNICAL SERVICES, IN	7EM26		
168376	NMO	KRED	US	USD	ARCTIC SLOPE TECHNICAL SERVICES, IN	7EM26		
168376	SSC	KRED	US	USD	ARCTIC SLOPE TECHNICAL SERVICES, IN	7EM26		
164744	ARC	ZREM	US	USD	ARCTIC SLOPE TECHNICAL SERVICES, IN	6H8K6		
164744	DFRC	ZREM	US	USD	ARCTIC SLOPE TECHNICAL SERVICES, IN	6H8K6		
164744	GRC	ZREM	US	USD	ARCTIC SLOPE TECHNICAL SERVICES, IN	6H8K6		
164744	GSFC	ZREM	US	USD	ARCTIC SLOPE TECHNICAL SERVICES, IN	6H8K6		
164744	HQ	ZREM	US	USD	ARCTIC SLOPE TECHNICAL SERVICES, IN	6H8K6		
164744	JSC	ZREM	US	USD	ARCTIC SLOPE TECHNICAL SERVICES, IN	6H8K6		
164744	KSC	ZREM	US	USD	ARCTIC SLOPE TECHNICAL SERVICES, IN	6H8K6		
164744	LARC	ZREM	US	USD	ARCTIC SLOPE TECHNICAL SERVICES, IN	6H8K6		
164744	MSFC	ZREM	US	USD	ARCTIC SLOPE TECHNICAL SERVICES, IN	6H8K6		
164744	NASA	ZREM	US	USD	ARCTIC SLOPE TECHNICAL SERVICES, IN	6H8K6		
164744	NMO	ZREM	US	USD	ARCTIC SLOPE TECHNICAL SERVICES, IN	6H8K6		
164744	SSC	ZREM	US	USD	ARCTIC SLOPE TECHNICAL SERVICES, IN	6H8K6		

Vendor	164744
Company Code	NASA
Name	ARCTIC SLOPE TECHNICAL SERVICES, IN
City	BELISVILLE

St	P	BusA	Pmt	U	DocumentNo	Ty	Reference	Pmnt date	Pstng Date	Doc. Date	S	D	LC amnt	C	Text
		10	10	-	5603190672	RE	80H0TRI8F0107 INV-0001157865B	11/25/2019	01/28/2020	11/25/2019	8		417.59	-	CR MEMO 11/25 ipp BOC 01/28 fmc0-
		10	10	-	5603230407	RE	80H0TRI7F0126 INV0001241674	12/13/2019	02/12/2020	12/13/2019	8		76.09	-	CR Memo 12/13 original drn 56031-

8. Determine if this is a Bankcard Refund or a NSSC Training Refund by looking for a PC number. Determine the Center/BA to deposit by utilizing screen above.



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The screenshot shows the 'Account Assignment' tab in the software. The 'TrackingNo' field is highlighted with a red box and contains the value 'PC11797461'. The 'Commitment' field is also highlighted with a red box and contains the value '2520'. Other fields visible include 'Status', 'Proc. St.', 'Item Material', 'Short Text', 'Quantity Unit', 'C Delivery Date', 'Outline Agreement', 'Item Created Requi...', 'Plant', 'Stor', 'Location', 'Material D...', 'Quantities/Dates', 'Valuation', 'Source of Supply', 'Status', 'Contact Person', 'Texts', 'Delivery Address', 'NASA Data', 'Public Sector', 'AccAssCat', 'Project', 'Distribution', 'Single account assignment', 'CoCode', 'NASA', 'Partial Inv.', 'Derive from Account Assignmen...', 'Status', 'Seq.No.A...', 'Quantity', 'Perce', 'Cost Ctr', 'G/L Acct', 'BusA', 'Order', 'WBS Element', 'Funds Ctr', and 'Fund'.

9. Determine if this is a travel payment by looking for a bill number or a Travel Authorization (TA) number. If bill number is listed, research bill in FB03 to verify Center.
10. If no NASA information is provided on the check or backup, review the check and backup for contact information to contact the company for more information.
11. If the check does not belong to NASA (i.e., check is made out to a specific person or to an entity other than the NSSC, NASA or US Treasury) and needs to be returned to the vendor for any reason, do not fill out the AR Functional Detail (FD) Tab. Simply forward the FRT to the CS DP with notes in the Work Log regarding the reason for return.

**Note:** Before the CS DP deposits the check, he/she should first note that the check is made out to the NSSC, NASA or US Treasury. If it is not, it must be returned.

#### B. Unidentified Check

1. If the check cannot be identified, do thorough research and notate research in the activity log.
2. If the initial research can't identify which center the collection should be deposited to reach out to a peer(s) to assess the deposit information. Any additional research should be notated in the activity log.

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3. If the center still cannot be identified, send FRT to SP Supervisor for approval to send Unidentified Check request.
4. Once unidentified check approval has been received, click the check box for Unidentified Check on the “AR FD” tab and insert comments. Once you “save” the FD, an automated email will be generated to the Centers which includes the tech doc link to view the check. The notification requests the Centers to determine whether the check belongs to them based on their knowledge.

### C. Send for Deposit

1. Update/Create the profile in SN for the customer. Place FRT in “New” status prior to routing to L3. Also, change the status reason to “High” if the payment is for center posting (i.e., Advance) or to “Critical” if the payment needs to be posted here at the NSSC.
2. The SP PP will then route the SN FRT to L3, so the CS DP can process the check through Over the Counter Net (OTCnet). The specific processing steps may be found in Accounts Receivable L3 Deposit Process.
3. Upon Treasury confirmation of deposited checks (steps located in Accounts Receivable L3 Deposit Process), the CS DP will record

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on the AR FD of the SN FRT the Document Reference Number and CIR Confirmation Date (Pay.gov number and Agency Tracking ID if a Pay.gov payment).

The screenshot shows the 'FD FM Accounts Receivables' form. The 'Accounts Receivable' tab is selected. The form includes fields for Customer Name (John Dow), Dollar Amount (100.00), Check Number (1234), Date of Check (01/01/2016), Agreement Number, FOIA Request Number, FBWT Reason (AR Advance pending Center po), Expected Posting Date (01/31/2016), AR Center (Headquarters), Collection Type (Check), Collection Category (Reimbursable Agreement), TAS/BETC (-- None --), If Other, TAS/BETC, Date of Treasury Confirmation (01/02/2016), Document Reference Number (00012345-0001), and Return Reason. A red box highlights the 'Date of Treasury Confirmation' and 'Document Reference Number' fields.

- D. Check Collection Auto-Route Process for AP Vendor or Travel Refunds
  1. AR L2 does research, enters data on FD, checks fee box if applicable, and routes to AR L3 for deposit.
  2. AR L3 follows Deposit Process and enters DRN and Treasury confirmation date, then selects “Save” or “Update.”
  3. If fee box is checked on the FD, the FRT will auto-route to AR L2 for posting fees when FBWT Reason is: “AP Vendor refund pending NSSC posting” or “Travel Refund or overpayment pending NSSC posting.”
  4. If the fee box is not checked on the FD, when FBWT Reason is: “AP Vendor refund pending NSSC posting” or “Travel Refund or overpayment pending NSSC posting” the FRT will auto-route to AP or to Travel for posting.

E. Erroneous Deposit to Incorrect Agency Location Code (ALC)

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1. Notate in the SN payment FRT work notes that the payment was sent to the incorrect ALC and notate the correct ALC.

2. Create IPAC to transfer the money from one ALC to another.

a) Log into the IPAC system at <https://www.ipac.fms.treas.gov>.

b) Click on Transactions.

c) ALC = The ALC you will be pulling the money FROM.

d) Customer ALC = The ALC you will be sending the money to.

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- e) Select “Payment” as the Transaction type.
- f) For a Center to Center IPAC, you can use the Treasury Account Symbol (TAS) 080X0122 as the Sender TAS and the receiver TAS.

<b>Sender</b>										
<b>TAS/BETC</b> <input checked="" type="radio"/> Enter TAS/BETC <input type="radio"/> Find TAS, Select BETC										
<b>Enter/Find:</b> (Choose One)										
Sender Treasury Account Symbol	*	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	Find
				080			X	0122	000	
Sender BETC	*	DISB								
CARS Reporter Requirement										
History List	SP   ATA   AID   BPOA   EPOA   A   MAIN   SUB   BETC ▼									
<b>Receiver</b>										
<b>TAS/BETC</b> <input checked="" type="radio"/> Enter TAS/BETC <input type="radio"/> Find TAS, Select BETC										
<b>Enter/Find:</b> (Choose One)										
Receiver Treasury Account Symbol	*	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	Find
				080			X	0122	000	
Receiver BETC	*	COLL								
CARS Reporter Requirement										
History List	SP   ATA   AID   BPOA   EPOA   A   MAIN   SUB   BETC ▼									

- g) Purchase order nr = TRANSFERRING FUNDS.
- h) Invoice nr = Incorrect center abbr. to correct center abbr.
- i) Obligating doc nr = Incorrect center abbr. to correct center abbr.
- j) Description = Transaction details and pertinent information go here such as BOC or Contract. Include Payee or Customer number and any information needed to post the IPAC correctly.
- k) Miscellaneous = FMC and Center POC (if applicable).

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Purchase order nr.	* ERRONEOUS DEPOSIT
Invoice nr.	* HQ TO GSFC
Obligating doc. nr.	* HQ TO GSFC
Description	ERRONEOUS DEPOSIT OF DRN 00123456-001. SENDING FROM HQ TO GSFC.
Miscellaneous	ERRONEOUS DEPOSIT OF DRN 00123456-001. SENDING FROM HQ TO GSFC.

- l) Contact Name = NSSC – Accounts Receivable.
- m) Contact phone nr = Contact Center Phone Number (877-677-2123)
- n) Leave “Pay Flag” as “Final”
- o) Unit of issue = EA
- p) Quantity = 1
- q) Unit Price = Amount of \$ you are moving.
- r) Detail Amount = Amount of \$ you are moving.

Contact Name	NSSC - Accounts Receivable
Contact phone nr.	877-677-2123
Pay flag	* Final
Unit of issue	* EA
Quantity	* 1
Unit price	* 100.00
Detail amount	* 100.00

- s) Click “Next.”

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t) Click “Next” again (because when moving money from Center to Center, this page does not have any required fields).

u) SGL:

i. Credit Amount =1010

ii. Debit Amount = 1310

iii. Then hit “Total” at the bottom.

Sender SGL Accounts			
SGL	F/N	Debit Amount	Credit Amount
1010	F ▼		100.00
1310	F ▼	100.00	
	F ▼		
	F ▼		
	F ▼		
	F ▼		
	F ▼		
	F ▼		
Net totals		100	100
<div> <span>Previous</span> <span>Next</span> <span>Add Detail</span> <span>Cancel</span> <span>Clear</span> <span>Help</span> </div>			

v) Click “Next.”

w) Look over all of the details to make sure there are no changes needed.

x) Click “Finished.”

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y) To save a copy of the IPAC:

- i. Click “Print.”
- ii. Click “OK.”
- iii. Output = PDF
- iv. Click “OK.”
- v. Click “Download.”

F. Put a note in the SN FRT’s work notes that the money has now been moved and attach a copy of the IPAC to the FRT. You will now set your FRT as “Pending” / “FRT Parts” and wait for the new IPAC to come through AWMS and into SN (next day). If it is close to month-end and this IPAC needs to be posted immediately, send a copy of the IPAC to AWMS by emailing it to [NSSC-Accountspayable@nasa.gov](mailto:NSSC-Accountspayable@nasa.gov). The IPAC will be imported into AWMS by Document Imaging. You can then use Process 1, Step 3, to route the IPAC to SN to create a new Finance Accounts Recievable to expedite processing.

1. To create a document link in SN, go to the FRT and click on “Link” tab at the bottom of the screen. Then click “New.”


The screenshot shows the top navigation bar of the SN FRT interface with tabs: Functional Details, Links, Quality Controls, Audit History (61), and All Attachments (2). Below the tabs is a toolbar with a hamburger menu icon, a 'Links' button, a 'New' button (highlighted in blue), a 'Search' button, a 'Document URL' dropdown menu, and a search input field. Below the toolbar is a section with a funnel icon and the word 'Links'. At the bottom of the interface are icons for a gear, a magnifying glass, a hamburger menu, and the text 'Number' and 'Case Number'.



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2. Add a document name, such as IPAC DRN. Unlock the document URL then copy and paste the document link. Click “Submit.”

\* Document Name

\* Document URL  

**Note:** Once your new IPAC FAR is created, relate it to the original FAR notated on the IPAC and resolve the original FAR. The payment can now be posted to the correct center (see Process – Posting Collection with Established Receivable) or the “Advance Notification” sent to the Center (see Process – Posting Collection without Established Receivable, Step 10).

#### G. Returned Payments (SF 5515)

1. When a customer’s check payment is returned due to insufficient funds, AR L3 receives a return collection in CIR.
2. AR PP will research for the original payment in SN.
3. AR PP will relate the FAR in SN.
4. If returned payment is for a Center Advance, AR PP will notify the center of the returned collection via SN by selecting the Returned Collections button on the FD form. (See Appendix I for example of FD).
5. If returned payment is related to an NSSC posting, AR PP will route a FRT to the appropriate functional area for reversal (if applicable).

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## PROCESS 2 – ACCOUNTS RECEIVABLE L3 DEPOSIT PROCESS

### Accounts Receivable Collections Process (Non Official Report)

#### STEP 1. Identify NASA Collections using CIR - **NSSC AR CS** – Control Activity

**Note:** CIR (Collections Information Repository) is a Treasury system that confirms NASA's collections. This system will confirm Pay.gov, Checks/Cash, and/or Fedwires. It also shows any Returned collections (5515) and Manual deposits.

**Note:** NSSC AR created a confirmation macro process that covers the manual processes from Steps 1 through 7. See Appendix L. Manual procedures should be used in the event the macro process is not available for use.

##### A. Log-in to CIR <https://cir.fiscal.treasury.gov/>

1. Click on Reports
2. Select the Voucher Report\_V2

**Note:** The report will be run twice unless there is a **holiday**. Holidays can push the dates forward causing the potential to miss some transactions.

3. Previous Business Date—Report will be run first
4. Today—Report will be run second after all of the collections have confirmed under the previous business date results
5. Previous Business Day—this report will be run after a holiday
6. Beginning Business Day Date and Ending Business Day Date— Dates must be manually entered on the left column under the Prompts Summary.
7. In the pop-up box, populate the Prompts
8. Select a Business Date Period:

**Note:** For Previous Business Date no changes need to be made

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9. Click on OK

B. Confirm collections

1. The Voucher Report pulls up—this report will show each transaction that has confirmed
2. Determine the type of collection transaction (each type has a separate process)—Pay.gov, OTCnet: E-Check Deposit, Credit Gateway: Fedwire, Return Items (5515), Manual Deposits
3. Open the Collections Workbooks, identify the collections that have been confirmed and those that need to be confirmed.

**Note:** The AR Collections Workbooks are spreadsheets listed by Center of all collections NASA receives. The ***FYXX\_Collections Workbook\_Deposits***, is for checks received, and the ***FYXX\_Collections Workbook\_PayGovFedwire***, is for any Pay.gov or Fedwires received. These workbooks aid the deposit processors in confirming collections through Treasury. All deposit processors must be diligent in assuring that all of the collections have been processed for posting/reversal. It is important that the workbook is populated and that the collections are processed correctly. When working in the spreadsheets, the deposit processor needs to ensure all collection workbook fields are populated and saved to [R:\Accounts Receivable\Collections Wkbks](#).

**STEP 2.** Match workbook amounts against confirmed amounts on the CIR report - **NSSC AR CS – Control Activity**

**Note:** It is important to match all the collections to ensure that they have been processed (making sure no duplicates have been processed).

**Note:** If the depositor is unsure that a collection has been processed, then additional research in the shared drive folders and Tech Doc should occur (e.g., same vendor for the same amount).

**Note:** OTCnet and Manual check deposits will be the only collections pre-populated on ***FYXX\_Collections\_Workbook\_Deposits***.

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**Note:** For Pay.gov payments, collection information will need to be entered into the ***FYXX\_Collections\_Workbook\_PayGovFedwire*** completely.


- A. In the CIR voucher report, double click on the number of financial transactions.
  1. Record information in the following fields of the collections workbook:
    - a) Voucher Date
    - b) Name
    - c) Amount
    - d) DRN
- B. Save the collections workbook as the information is entered to ensure that there is no data lost.
- C. Identify the number of financial transactions.

**STEP 3.** Export Collections as PDFs – **NSSC AR CS**

- A. For one (1) transaction in the financial transaction detail report, click on the arrow next to export in the top right.
  1. Export document as a PDF.
  2. In the pop-up box at the bottom of the screen, click the arrow next to Save and select “Save as”.
  3. Save file as **PDF** in the Deposit Confirmation file on R: in applicable FY, Month, and Day - Folder: R:\Accounts Receivable\Check Collections\Deposit Confirmations.
  4. Name document using naming scheme for pay.govs:  
***Voucher Number\_Fin Trans Count\_Payer  
Name\_Center~FY\_Year~Month\_Year~DRN-XXX***
  5. Save under the folder (the current date).

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B. For multiple transactions (2+), in the financial transaction detail report, additional steps should be taken to separate the transactions.

1. Click on the arrow next to Export  in the top right.
2. Export Document as an Excel spreadsheet.
3. In the pop-up box at the bottom of the screen, click the arrow next to Save and select "Save as".
4. Save file as an excel spreadsheet in the Deposit Confirmation file:  
Folder: [R:\Accounts Receivable\Check Collections\Deposit Confirmations](#) FY, Month, and Day folder.
5. Use the following naming scheme: Pay.gov\_Center.

**Note:** This naming scheme is just so you can come back and separate the collections.

6. Save under the folder (the current date).

**Note:** The transactions that were saved in the Excel spreadsheet need to be separated and saved into PDFs.

7. Open the Excel spreadsheet (may have to click the Enable Editing button).
8. Highlight all of the transactions.
9. Scroll to each cell that has **Transaction Detail for: XXXXXX**.
10. Highlight the cell yellow.
11. Create a tab from a copy of the original.
12. Right click on the original tab and select "Rename".

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13. Rename the tab with the Name of the payer found in the Party Name field.
14. Names might need to be abbreviated to fit within the tab.
15. Right click on the renamed tab and select Move or Copy.
16. Highlight the sheet and click the box next to Create a Copy.
17. Click Ok.
18. Rename the new tab that was created in the same scheme above replacing the Name of the Payer found in the Party Name field.
19. Continue the renaming and copying process until the number of new tabs equal the number of transactions (e.g., 3 transactions should have 3 separate tabs).
20. On the newly created tabs, modify the sheet to allow only one transaction per tab.
21. The named tab should only have the information related to that specific payer (e.g., the tab named Jon Doe should only have Jon Doe's information).
22. Using the highlighted cells as a guide, delete the information in the rows that are not needed by selecting the applicable rows, right-clicking, and clicking delete.
23. Look over the data within the tabs to ensure that all fields can be seen.
24. To expand the data, select the information by clicking the arrow in the left hand corner of the spreadsheet.
25. Once all data has been highlighted, hover the cursor between cells on the rows and columns and double-click.

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26. Once the data is correct on all tabs, click save.
27. One at a time, convert each tab into separate PDFs.
28. If Acrobat is on the tool bar, click Acrobat.
29. Click Create PDF.
30. Select the radio button next to Sheet(s).
31. Move the applicable sheet from the Sheets in Excel column to the Sheets in PDF column.
32. Select the applicable sheet.
33. Click Add or Remove (as applicable).
34. Click the arrow button.
35. Select the radio button next to fit to paper width.
36. Click convert to PDF.
37. Save file as **PDF** in the Deposit Confirmation file on R: in applicable FY, Month, and Day Folder: [R:\Accounts Receivable\Check Collections\Deposit Confirmations](#) Naming Scheme Pay.gov: **Voucher**  
**Number\_Fin Trans Count\_Payer**  
**Name\_Center~FY\_Year~Month\_Year~DRN-XXX**
38. If Acrobat is not on the toolbar, click file, and click print.
39. Select Adobe PDF under printer type.
40. Make sure Print Active Sheet is selected under Settings
41. Click the print button.

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Save file as **PDF** in the Deposit Confirmation file on R: in applicable FY, Month, and Day Folder: <R:\Accounts Receivable\Check Collections\Deposit Confirmations>

Naming Scheme Pay.gov: ***Voucher Number\_Fin Trans Count\_Payer Name\_Center~FY\_Year~Month\_Year~DRN-XXX***

42. Save under the folder (the current date).

43. Repeat the process until all spreadsheet tabs are converted as separate PDFs on the R: drive with the correct naming scheme.

C. For Fedwires, collection information will need to be entered into the workbook completely.



**Note:** Fedwires, SWIFT, and ACH credit payments are processed as Fedwires. These payments may have slight differences in the way the information appears on the report.

1. From the Financial Transaction Detail Report, record information in the following fields of the Collections Workbook:

- a) Center
- b) ALC
- c) Voucher Date
- d) Payer Name
- e) Payer Email
- f) Payer Type, if known (business or individual)
- g) Voucher Amount
- h) Voucher Number
- i) Financial Transaction Count
- j) Financial Transaction Number
- k) Reporting Program/Subprogram (Pay.gov, Credit Gateway:Fedwire, or Credit Gateway:ACH)
- l) Settlement Mechanism for Pay.gov (Card or ACH)
- m) File Name



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2. Save the collections workbook as the information is entered to ensure that there is no data lost.
  3. Identify the Number of Financial Transactions.
  4. For **1** transaction, in the Financial Transaction Detail Report click on the arrow next to Export  in the top right.
  5. Export Document as **PDF**.
  6. In the pop-up box at the bottom of the screen, click the arrow next to Save and select “Save as”.
  7. Save file as **PDF** in the Deposit Confirmation file on R: in applicable FY, Month, and Day Folder: <R:\Accounts Receivable\Check Collections\Deposit Confirmations>.
- Use the following naming scheme: ***Voucher Number\_Fin Trans Count\_Payer Name\_Center~FY\_Year~Month\_Year~DRN-XXX***
8. Save under the folder (the current date).
- D. For multiple transactions (**2+**), in the Financial Transaction Detail Report, additional steps should be taken to separate the transactions.
1. Click on the arrow next to Export  in the top right.
  2. Export Document as an Excel Spreadsheet.
  3. In the pop-up box at the bottom of the screen, click the arrow next to Save and select “Save as”.
  4. Save file as an Excel spreadsheet in the Deposit Confirmation file: Folder: <R:\Accounts Receivable\Check Collections\Deposit Confirmations> FY, Month, and Day folder.
  5. Use the following naming scheme: Fedwire\_Center.

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**Note:** This naming scheme is just so you can come back and separate the collections.

6. Save under the folder (the current date).

**Note:** The transactions that were saved in the excel spreadsheet need to be separated and saved into PDFs.

7. Open the Excel spreadsheet (may have to click the Enable Editing button).

8. Highlight all of the transactions.

9. Scroll to each cell that has **Message Summary: XXXXXX**.

10. Highlight the cell yellow.

11. Create a tab from a copy of the original.

12. Right click on the original tab and select "Rename".

13. Rename the tab with the name of the payer found in the originator name field.

14. Names might need to be abbreviated to fit within the tab.

15. Right click on the renamed tab and select Move or Copy.

16. Highlight the sheet and click the box next to Create a Copy.

17. Click Ok.

18. Rename the new tab that was created in the same scheme above-replacing the Name of the Payer found in the Originator Name field.

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19. Continue the renaming and copying process until the number of new tabs equal the number of transactions (e.g., 3 transactions should have 3 separate tabs).
20. On the newly created tabs, modify the sheet to allow only one transaction per tab.
21. All tabs need to include the Voucher Details information which is the information located above the Message Summary.
22. The named tab should only have the information related to that specific payer (e.g., the tab named Jon Doe should only have Jon Doe's information).
23. Using the highlighted cells as a guide, delete the information in the rows that are not needed by selecting the applicable rows, right-clicking, and clicking Delete.
24. Look over the data within the tabs to ensure that all fields can be seen.
25. To expand the data, select the information by clicking the arrow in the left hand corner of the spreadsheet.
26. Once all data has been highlighted, hover the cursor between cells on the rows and columns and double-click.
27. Once the data is correct on all tabs, click Save.
28. One at a time, convert each tab into separate PDFs.
29. If Acrobat is on the tool bar, click Acrobat.
30. Click create PDF.
31. Select the radio button next to Sheet(s).

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32. Move the applicable sheet from the Sheets in Excel column to the Sheets in PDF column.
  33. Select the applicable sheet.
  34. Click Add or Remove (as applicable).
  35. Click the arrow button.
  36. Select the radio button next to fit to paper width.
  37. Click Convert to PDF.
  38. If Acrobat is not on the toolbar, click file, and click print.
  39. Select Adobe PDF under printer type.
  40. Make sure print active sheet is selected under settings.
  41. Click the print button.
  42. Save file as **PDF** in the Deposit Confirmation file on R: in applicable FY, Month, and Day Folder: <R:\Accounts Receivable\Check Collections\Deposit Confirmations> Naming scheme:  
**Voucher Number\_Fin Trans Count\_Payer  
Name\_Center~FY\_Year~Month\_Year~DRN-XXX** Save under the folder (the current date).
- E. For Returned Items (5515s), collection information will need to be entered into the workbook completely.
1. From the Financial Transaction Detail Report, record information in the following fields of the Collections Workbook:
    - a) Voucher Date
    - b) Name
    - c) Amount
    - d) 5515

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2. Save the collections workbook as the information is entered to ensure that there is no data lost.
  3. In the Financial Transaction Detail Report, click on the arrow next to Export in the top right.
  4. Export Document as **PDF**.
  5. In the pop-up box at the bottom of the screen, click the arrow next to Save and select Save As.
  6. Save file as **PDF** in the Deposit Confirmation file on R: in applicable FY, Month, and Day Folder: <R:\Accounts Receivable\Check Collections\Deposit Confirmations>.
- F. Use the following naming scheme for all 5515s: ***Voucher Number\_Fin Trans Count\_Payer Name\_Center~FY\_Year~Month\_Year~DRN-XXX***  
Save under the folder (the current date)
- G. For Manual Deposits, update the Date the Deposit Confirmed in the Collections Workbook (Date will be current business date).
1. Click on the Voucher Number link twice.
  2. The Number of Financial Transactions will show as a zero.
  3. In the new page, the Financial Transaction Detail Report pulls up.
  4. Click on the arrow next to Export in the top right.
  5. Export document As **PDF**.
  6. In the pop-up box at the bottom of the screen, click the arrow next to save and select “Save As”.
  7. Save file as **PDF** in the Deposit Confirmation file on R: in applicable FY, Month, and Day Folder: <R:\Accounts Receivable\Check Collections\Deposit Confirmations>.

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8. Use the following naming scheme: Manual Deposit: ***Voucher Number\_Fin Trans Count\_Payer Name\_Center~FY\_Year~Month\_Year~DRN-XXX***  
Save under the folder that the original PDF transaction is saved.

H. For OTCnet deposits, confirm deposits pre-populated on the Collections Workbook.

1. The unconfirmed checks will be highlighted. Confirm and validate the ALC and amount in CIR with the ALC amount in the Collections Workbook.
2. After the ALC and amount has been reconciled, un-highlight the checks in the workbook.
3. In CIR, click on the Number of Financial Transactions twice.
4. In the new page, the Financial Transaction Detail Report pulls up.
5. Click on the arrow next to Export in the top right.
6. Export Document as **PDF**.
7. In the pop-up box at the bottom of the screen, click the arrow next to Save and select "Save as".
8. Save file as **PDF** in the Deposit Confirmation file on R: in applicable FY, Month, and Day Folder: <R:\Accounts Receivable\Check Collections\Deposit Confirmations>.
9. Use naming scheme: OTCnet: ***Voucher Number\_Fin Trans Count\_CIR MMDDYY\_Center*** and save under the folder (the current date).

I. Run the Voucher Report\_V2, For Today's Business Day.

1. Click the Refresh Data button (two blue arrows).
2. In the pop-up box, click Refresh Values.

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- a) Select Today
  - b) Click the black arrow to move the date into the selection box
  - c) Click on OK
3. Confirm the collections found in the Results by repeating the previous steps.
  4. Continue to confirm results in both Previous Business Day and Today reports until completed.

#### **STEP 4. Processing NASA Collections - NSSC AR CS**

**Note:** Pay.gov payments are processed at the beginning of each business day. The Pay.gov system that is available to customers 24 hours 7 days a week. Customers must access NASA's Pay.gov payment applications via the NSSC Customer Service Website.

<https://www.nssc.nasa.gov/PayGov/PayGovRequest.html>

- A. View the folder Deposit Confirmation folder  
<R:\AccountsReceivable\CheckCollections\Deposit Confirmations>.
- B. Save a copy of the PDF into the Document Imaging folder on the N: drive.
  1. Go to the following folder on the shared drive (this is a secured folder)  
<N:\Document Imaging\Pay.gov>.
  2. Save a copy of the Pay.gov PDF in this folder.

**Note:** The PDF will be automatically uploaded to Tech Doc and will disappear once the upload has been successful. The uploaded file will create an auto- FAR and FRT.

**Note:** Fedwires, SWIFT, and ACH Credits are payments in which the Payer initiates from their bank. This is an electronic payment where Deposit Processors are only notified of in CIR. Fedwires are pulled and confirmed from CIR only and the reports (Fedwires, SWIFT, and ACH Credits) will look slightly different depending on the wire method.

- C. View the folder Deposit Confirmation folder  
<R:\Accounts Receivable\Check Collections\Deposit Confirmations>.

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D. Save a copy of the PDF into the Document Imaging folder on the **N: drive**.

E. Go to the following folder on the shared drive (this is a secured folder)  
[N:\Document Imaging\Fedwire](#).

F. Save a copy of the Fedwire PDF in this folder.

**Note:** The PDF will then be automatically uploaded to Tech Doc and will disappear once the upload has been successful. The uploaded file will create an auto- FAR.

**Note:** Occasionally AR CS will receive returned items in CIR or OTCnet. These are returned items that customer's bank may reject due to insufficient funds, payment stopped, etc. The returned items will look slightly different in CIR (high-lighted in red) and show on the 5515 report for OTCnet.

G. View the folder Deposit Confirmation folder [R:\Accounts Receivable\Check Collections\Deposit Confirmations](#).

H. Save a copy of the PDF into the Tech Doc folder on the N: drive.

I. Go to the following folder on the shared drive (this is a secured folder)  
[N:\Document Imaging>Returns](#).

**Note:** The PDF will then be automatically uploaded to Tech Doc and will disappear once the upload has been successful. The uploaded file will create an auto- FAR.

J. Pull the 5515 Return Check Report (this is for a return check or stop payment).

K. Log-on to web-based OTCnet.

1. Select Reports on the right side, then select check processing reports.

2. Select the 5515 Debt Voucher Report.

a) Date: Enter dates of previous business day to current business day



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- b) Report Format: PDF
- c) Click NASA- National Aeronautics and Space Administration

**Note:** If no results then, log off and go to next step as no saving is necessary if results appear.

3. Save the PDF on the R: drive under the applicable FY, Month, and Day Folder: [R:\Accounts Receivable\Check Collections\Deposit Confirmations.](#)
  4. Use Naming Scheme for 5515: ***Voucher Number\_Fin Trans Count\_Payer Name\_Center~FY\_Year~Month\_Year~DRN-XXX***
  5. Save under the folder (the current date).
- L. Combine the 5515 Report PDF and the CIR PDF.
1. Open 5515 Report PDF
    - a) Under Tools, click Insert from File
    - b) In pop-up box, select the CIR PDF from the correct file path
    - c) Location: After
    - d) Page: Last
    - e) Click OK
- M. Scroll down to ensure that the PDFs were combined.
1. Ensure the CIR confirmation PDF matches the 5515 PDF.
    - a) Name
    - b) Amount
    - c) Center
- N. Click the Save button on the toolbar (this saves the PDF under the 5515 naming scheme).
- O. Save a copy of the PDF into the Tech Doc folder on the N: drive.
1. Go to the following folder on the shared drive (this is a secured folder)

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[N:\Document Imaging>Returns.](#)

2. Save a copy of the consolidated 5515 Report PDF package in this folder.

**Note:** The PDF will then be automatically uploaded to Tech Doc and will disappear once the upload has been successful. The uploaded file will create an auto FAR.

**Note:** There are two types of OTCnet Collections: (1) Check Capture and (2) Deposit Processing. Check Capture is when a check is scanned into OTCnet and sent to Treasury electronically. Deposit Processing is when cash or foreign negotiable items are manually entered into OTCnet and presented to a financial institution for manual deposit.

**Note:** Deposit Processing for OTCnet requires a manual deposit. A manual deposit is check or cash that does not meet the requirements for scanning within OTCnet. Confirmations on Manual Deposits will not occur unless there has been a manual deposit.

P. Combine the Manual PDF and the CIR PDF.

1. Open Manual PDF
2. Under Tools, click Insert from File
3. In pop-up box, select the CIR PDF from the correct file path
  - a) Location: After
  - b) Page: 1
  - c) Click OK

Q. Scroll down to ensure that the PDFs were combined.

1. Ensure the CIR confirmation PDF matches the Manual PDF.
  - a) Name
  - b) Amount
  - c) Center

R. Click the Save button on the toolbar (this saves the PDF under the Manual naming scheme).

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S. Save the PDF into the Tech Doc folder on the N: drive.

1. Go to the following folder on the shared drive (this is a secured folder)  
[N:\Document Imaging\Manual 215.](#)
2. Save a copy of the consolidated Manual PDF package in this folder.

**Note:** The PDF will then be automatically uploaded to Tech Doc and Will disappear once the upload has been successful. The uploaded file will not create an auto- FAR as the FAR already exists.

3. Log into Tech Doc and file the uploaded Manual PDF in the applicable date folder (/FM/AR/CHECK\_COLLECTIONS).

**Note:** The Manual PDF will be deposited in the same date the Manual collection was deposited.

**STEP 5.** Pull/Consolidate 215 Deposit Report – **NSSC AR CS**

A. Pull the 215 deposit report.

1. Log on to web-based OTCnet.
2. Select Reports on the right side.
3. Click on Check Processing Reports.
4. Select the 215 Deposit FRT Report.

**Note:** The date automatically defaults correctly (no change necessary).

5. Change the Report Format to: PDF.
6. Click NASA- National Aeronautics and Space Administration link.
7. Save the PDF on the R: drive under the applicable FY, Month, and Day  
Folder: [R:\Accounts Receivable\Check Collections\Deposit Confirmations](#)
8. Click the disk to save file under Naming Scheme:

**215\_Dep\_mmddyyyy**

- B. Consolidate the 215 report with the CIR ALC PDF files to create the Check Confirmation Package

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1. Open the 215 report
2. Under Tools, click Insert from File
3. In the pop-up, select all CIR Confirmations
4. Click open
5. Location: Before
6. Page: 1
7. Click OK
8. Save the PDF on the R: drive under the applicable FY, Month, and Day Folder: <R:\Accounts Receivable\Check Collections\Deposit Confirmations>
9. Use the following Naming Scheme: **Confirm Pkg MMDDYY~FY\_YYYY~MONTH\_YYYY** and save under the folder for the current date
10. Save a copy of the PDF into the Document Imaging folder on the N: drive - <N:\Document Imaging\Confirm Pkg>

**Note:** The uploaded confirmation package will not create a FAR, but will be created in the same folder as the Checks

11. After upload, file the Confirmation Package on the shared drive within the Confirm Pkg Folder: <R:\Accounts Receivable\Check Collections\Deposit Confirmations>
12. Log into Tech Doc and file the uploaded Confirm Pkg in the applicable date folder /FM/AR/CHECK\_COLLECTIONS

**Note:** The Confirmation Package will be filed in the previous business date Folder

**STEP 6. Process Collection FAR (Pay.govs, Fedwires, 5515 Returns) – NSSC AR CS – Control Activity**

- A. Complete Auto-generated FAR/FRT.
  1. Log-on to SN

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2. Click Finance Services-Services-Accounts Receivable
3. Look in the AR group for FARs which are in an unassigned status.
4. Open the FRT (these can be a mixture of Pay.govs, Fedwires, and/or 5515s depending on what was uploaded for that day).
 

**Note:** The type of collection will be identified in the FAR and FRT Subcategory field.
5. Open the collection document applicable to the FRT located at [R:\Accounts Receivable\Check Collections\Deposit Confirmations.](#)
6. In the FAR on the Accounts Receivable Tab, input the Requester Details.
  - a) Customer Name: For Pay.gov-Under payer details-Party name. For Fedwire-Under Batch details-company name
  - b) Dollar Amount: Transaction Amount (*Using the drop down box, select the correct currency*)
  - c) AR Center: Center receiving the deposit
  - d) Collection Type: applicable payment type
  - e) Date of Treasury Confirmation: Voucher date (*on CIR confirmation page. Date must be in MM/DD/YYYY format*)
  - f) Document Reference Number: 00Voucher#-00# (*on CIR confirmation page*)

**Note:** The 00# on the end is the number of collections for that center (if only one confirmed per CIR then it will be 001; if two confirmed then the first collection FAR/FRT will be 001 and the next collection task created will be 002)
7. Click Save
8. Select the FRT-Payment Processing FRT
  - a) It will automatically be assigned to FM-Accounts Receivable L3
  - b) Assign it to self

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c) Change status to Closed Complete

d) Click Update

e) Once Update is selected it will automatically return to the Record

9. Once the Payment Processing FRT is closed, a FRT will automatically be created for the collection to be researched and posted.

a) The FRT will automatically be assigned to FM-Accounts Receivable L2, FM-Accounts Payable L2, or Travel-L2. *(The Assignment group that the FRT is assigned to depends on the FBWT Reason selected and what the Fee selection is chosen on the Accounts Receivable Tab).*

10. Assign the Record to FM-Accounts Receivable L2

#### **STEP 7.** Update the Collections Workbook – **NSSC AR CS**

A. Navigate to: <R:\Accounts Receivable\Collections Wkbks>

B. Copy and paste the SN FAR and SN DRN # next to applicable confirmed collection

C. Save workbook

#### **STEP 8.** Confirm OTCnet Check/Deposit Processing collections – **NSSC AR CS** – **Control Activity**

A. Confirm OTCnet Finance Accounts Receivable

1. Open each Center's CIR PDF

2. Log-on to SN

3. Open the FRT and match it to the deposit on the CIR PDF

**Note:** For Check Capture (scanned checks), the CIR PDF will be used to match deposits. For Deposit Processing (Cash or Foreign items), the Manual Deposit PDF will be used to match deposits

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4. In the Record, under the Accounts Receivable tab, enter the Date of Treasury Confirmation (the Voucher date on the CIR report) and the Document Reference Number (00Voucher#-00#)
5. Click save
6. Select the FRT-Check Processing FRT
7. In the Work Notes box, type Deposit confirmed
8. Change Status to Closed Complete
9. Select Update
10. Proceed until all confirmed collection Records have been updated

**Note:** The 00# on the end is the number of checks for that center (if only one confirmed per CIR then it will be 001; if two confirmed then the first check will be 001 and the next check created will be 002). This information is found on the CIR PDF or the Manual 215.

**Note:** Each confirmed check is on a single page. The 001 or 002 can be determined by looking at the CIR PDF's page number.

**Note:** This process is completed after the previous business days deposits are confirmed through Collections Information Repository. Any JP Morgan Chase or Bank of America Checks that are for Rebates need to have a copy emailed to appropriate POC (this is just in the FAR as these collections are currently sent via Fedwire)

- B. Pick-up the checks from Document Imaging (can be Traveler's Checks, Money Orders, Checks, or Cash) at 2:00 pm everyday
  1. Review and digitally sign for checks via the Chain of Custody Report in Document Imaging
  2. Review check for the following:
    - a) Check #
    - b) Amount of Check

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- c) Name of Payer
- d) Date of check
- 3. If information is correct, sign the Chain of Custody Report using your PIV badge
- 4. If the information in the Chain of Custody is incorrect, Document Imaging must Correct the issue and rerun the report before it is signed
- 5. Review additional information on checks to determine method of deposit
- 6. Look at the following information on the checks
  - a) Signature
  - b) Date (make sure it is not past 6 months or is not voided)
  - c) Check in US dollars
  - d) Check is drawn on a US bank
  - e) Endorsement (as applicable)
  - f) The check is made out to NASA, NASA Center, NSSC, or US Treasury.

**Note:** If the signature is missing, the check is voided, or the endorsement is missing, then the check will need to be returned. The missing endorsement may be due to the check not belonging to NASA (e.g., checks received consist of refund checks sent from NASA to a customer)

- 7. To return voided checks (not deposited)
  - a) The FRT would be sent to AP to cancel the check within their system
  - b) Upon check cancellation, the FRT is sent back to AR and processed accordingly.

**Note:** If the check is not in US dollars or is drawn on a foreign bank, then the check will need to be manually deposited.

**Note:** If an money order does not have MICR information the money order will have to be manually deposited.

- 8. In SN, find the FAR # for each check. If not found in SN:



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- a) Log-on to Tech Doc
- b) Access FM/AR/Check\_Collections folder
- c) Search for check by name or date
- d) View the check to verify that it is the correct check
  - i. Click the disk to view
  - ii. Click the back button to return
- e) Obtain FAR #
  - i. Click the blue circle
  - ii. Scroll down and record the FAR # on backup check documentation

9. Search SN to see who has the FRT and request a status.

C. If the check is found in SN, open FRT, verify details and assign to Check Processing FRT L3 deposit processor.

**Note:** For multiple checks under the same name, you may have to open up more than one FRT and view the Accounts Receivable tab for the amount or check number to match it to the check you are processing.

**Note:** L2 Payment Processors have until 3:00pm to find the correct ALC for each check. If not found by 3:00pm, L3 may assist in finding the correct ALC. If drawn in Foreign currency/Foreign bank or is cash, then the deposit will have to be made via OTCnet Deposit Processing. The deposit FAR number (in the workbook) will not be the next sequential number, but will be typed as Manual.

1. Under FARs, Accts Receivable tab

- a) Verify the populated information against the check
- b) If the information is incorrect, return the FRT to L2
- c) Identify AR Center (this is where check is to be deposited)

2. Within the Collections Workbook ([R:\Accounts Receivable\Collections Wkbks](#)), copy and paste the checks information under the applicable Center and input the following information

- a) SN: Finance Accounts Recievable #
- b) Voucher Date: Date checks were deposited on

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- c) Name
  - d) Amount
  - e) Deposit Document Reference Number (DRN): This is in sequential order so assign the next number that followed the last deposit.
3. Assign the SN FRT to the L3 deposit processor who will be confirming the next business day
- a) Under Work Info in the Notes, type Pending Deposit Confirmation
  - b) Save FRT
  - c) Continue the process for each check

**STEP 9. OTCnet Check Capture – NSSC AR CS – Control Activity**

- A. Sort the Check capture checks by Center
- B. Use the Collections Workbook to obtain the Grand Total of all current checks for that Center's Batch
  - 1. In spreadsheet, highlight the amount cells and look at Sum and Count at bottom of screen
  - 2. Annotate the Deposit DRN #, the Grand Total, and the Count for each Center
  - 3. Save and close the Collections Workbook
- C. Make the deposit via the OTCnet system
  - 1. Log-on to OTCnet Local Bridge Application - OLB
  - 2. Log-on to OTCnet.
  - 3. Click the Check Processing tab
  - 4. Select the Check Scan
  - 5. Select the applicable OTC Endpoint (ALC) in which to make the deposit to
  - 6. Click Next
  - 7. Under Scan Controls: Click Start Scan
  - 8. Place Check in Scanner (with account numbers/micr line facing toward light)

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- a) The processing mode is Batch Mode which allows multiple checks to be scanned.
  - b) Continue to scan all checks for that ALC
  - c) Once completed, click Stop
9. Enter the Agency Form Data for each corresponding check image that appears
- a) Amount- Check amount
  - b) Name- Name of Payer
  - c) Center- applicable center
  - d) Batch ID- obtained from Spreadsheet ***\*Important\****
  - e) Verify that the information is input correctly
  - f) Click Save when fields are entered
  - g) Continue until all check information is input
  - h) Wait for the message in the top of the screen (in green) to disappear and gray out the Receipt button below
  - i) If the system prompts a **MICR correction** (shown as Check Processing Error)
  - j) Select Yes when prompted
  - k) Correct the check's accounting string
  - l) Click Save

**Note:** If the check will not process through with the corrections made, then you will have to deposit the check via the manual Deposit Processing method in OTCnet.

- m) Continue until all checks are processed to the applicable ALCs
  - n) To select a new ALC, scroll down and click the Previous button which will navigate back to the Check Scan screen
- D. Close Batch in OTCnet
1. Click the Previous button and navigate back to the Check Scan screen

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2. Review the Batch totals and Check count against the numbers annotated earlier from the Collections Workbook

**Note:** If the totals do not match and corrections are needed for the check(s) deposited, make the corrections prior to Closing the Batch

3. Click on the Check Processing tab
  - a) Click Batch Management
  - b) Enter a OTCnet user ID in the Cashier ID field
  - c) Check the Open box
  - d) Click Search
  - e) Click on the Batch ID number
  - f) To void a check, click the Void button
  - g) In the pop-up box, type in the correction reason
  - h) To correct a check, scroll down to the bottom of the page to view each scanned check
  - i) Select the check that needs to be corrected and make corrections as necessary
  - j) In the pop-up box, type in the correction reason
4. If corrections are not needed, close the Batch
  - a) Click the Check Processing Tab
  - b) Click Batch Management (top of screen)
  - c) Under Batch Status
    - i. Select Open
  - d) Click Search
 

**Note:** A Summary of Batches will be pulled up
  - e) Click Check All (this will place checkmarks in the boxes listed by the Batch IDs)
  - f) Click Close Batch
  - g) Click Confirm

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5. Enter Batch Controls for each ALC

- a) Enter Batch Control Count (total number of checks processed)
- b) Enter Batch Control Amount (total amount of checks processed)
- c) Click Next until all Batch Controls are entered
- d) Click the Print PDF Report button
- e) In the pop-up box, click Cancel
- f) Click the Confirm Report Print button
- g) File the checks in Tech Doc under the applicable FY, Month, and Day Folder: /FM/AR/CHECK\_COLLECTIONS

6. If the file is not available, then create new folder within Tech Doc

- a) Log in to Tech Doc
- b) Navigate to the area that the folder should be located at
- c) On the left hand side, click Create Folder
  - i. Enter the applicable Name (e.g., MM-DD-YYYY)
  - ii. Enter the applicable Description (e.g., Checks Deposited on MM/DD/YYYY)
  - iii. Uncheck the box next to Check to add myself to the Notification List
  - iv. Enter the Reason
  - v. Click Ok
  - vi. Click Next
  - vii. Select the following Access Lists by selecting a list under the Shared Lists column and clicking the Add button
- d) Owners
  - i. FM\_AR\_IG
  - ii. FM\_FAB\_IC\_CS
  - iii. IT\_DM
- e) Read
  - i. FM\_AR\_SP
  - ii. FM-FSB2\_SP
  - iii. FM\_FSB\_SP

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**Note:** All lists selected should show in the Selected Lists Column

f) Click Next

g) Click Ok

**Note:** If a check is to be returned, create a folder within the day it was returned

h) On the left hand side, click Create Folder

- i. Enter the applicable Name (e.g., Return)
- ii. Enter the applicable Description (e.g., Returned Checks)
- iii. Uncheck the box next to Check to add myself to the Notification List
- iv. Enter the Reason
- v. Click Ok
- vi. Click Next

i) Select the following Access Lists by selecting a list under the Shared Lists column and clicking the Add button

j) Owners

- i. FM\_AR\_IG
- ii. FM\_FAB\_IC\_CS
- iii. IT\_DM

k) Read

- i. FM\_AR\_SP
- ii. FM-FSB2\_SP
- iii. FM\_FSB\_SP

l) All lists selected should show in the Selected Lists Column

m) Click Next

n) Click Ok

**Note:** Secure checks in safe until the deposits are confirmed via Collections Information Repository (CIR)

## **STEP 10. OTCnet Deposit Processing – NSSC AR CS – Control Activity**

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**Note:** There are four different types of Deposit Processing items: (1) Domestic Cash/Checks, (2) Foreign Exchange Checks (for clearing) (3) Foreign Exchange Checks (for collections), and (4) Foreign Currency. Review section A, B,C, or D to determine which deposit type is being processed.

#### A. Domestic Cash/Checks

1. Identify that a manual deposit has been received.
2. View the SN FRT in order to verify Center where deposit should be made.
3. Update the SN FRT to reflect that this is a manual deposit.
4. Email the Deposit Reconciler and give a status of this collection.
5. Log-in to OTCnet.
6. On the Deposit Processing tab, select the Create Deposit drop down.
  - a) Select Create Deposit
  - b) Click on US Currency
7. On the Create Deposit Screen, under Select Organization Endpoint, click the plus sign to display all NASA Centers.
8. Once all centers are displayed, choose the applicable center for the deposit being made.
 

**Note:** You can only select one center at a time but can make a lump sum deposit (cash) to the same Center.
9. Define Deposit Preparation Information screen
  - a) Verify that the correct center was selected
  - b) Input the following fields
  - c) Enter the Deposit Total
  - d) Voucher date: Current Date (should be date that the cash is taken to the bank)

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- e) Enter the Fiscal Year
- f) Financial Institution: Hancock Bank
- g) Enter Cash Subtotal (as applicable)
- h) Enter the Denominations of any Cash (Paper and Coins) received in the Currency box (as applicable)
- i) Enter the count of each bill received
- j) Click Calculate after the Subtotal (for any type of deposit is entered; make sure the Deposit Variance includes the Total is Zero
- k) Click Next

#### 10. Define Subtotals by Accounting Code or TAS screen

- a) Under Agency Accounting Code, select the applicable accounting code from the drop-down
- b) Enter the amount of the check in the Foreign Amount box
- c) Click Add
- d) Ensure that the information appears and is correct
- e) Click Next

#### 11. Review Deposit Preparation Information screen

- a) Review that the deposit information is correct
- b) If not then Save as a Draft and go back into the deposit and correct
- c) Once verified, click Submit.

**Note:** OTCnet will display a confirmation indicating that the deposit ticket was submitted to Hancock Bank.

#### 12. Print OTCnet Deposit Ticket

- a) Click Print OTCnet Deposit Ticket
- b) Once the OTCnet Deposit ticket is printed for submission to Hancock Bank, click Print Deposit Ticket again



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c) Select Adobe PDF to save a copy to the Deposit Confirmations folder on the R: drive. <R:\Accounts Receivable\Check Collections\Deposit Confirmations>

d) Use Naming Scheme:  
**Payer Name\_Manual Center~FY\_YYYY\_MON\_YYYY**  
 (located under date folder in which the 215 OTCnet Deposit Ticket was created)

**Note:** This document will be combined with the Treasury confirmation once it is received.

13. File the Check Image in Tech Doc in a sub-folder titled Manual /FM/AR/CHECK\_COLLECTIONS

14. Bring the 215 OTCnet Deposit Ticket and cash to Hancock Bank located in Bldg.1100

**B. Foreign Exchange Check drawn on foreign bank (deposit for clearing)**

1. Determine if the check fits one of these two situations:

- a) Check is drawn on foreign bank and is payable in foreign currency, and when the name of the Country of Deposit **is** listed in the dropdown within OTCnet, it will be processed in OTCnet as a **foreign check item**.
- b) Checks drawn on foreign banks and made payable in US Dollars will be processed in OTCnet as foreign check items and users should select “Other” for the Country of Deposit.

**Note:** If name of the Country of Deposit **is not** listed in the dropdown within OTCnet, see “C.”

**Note:** These items will be treated as cash items. Cash letter items are immediately cleared and granted provisional credit within two business days following the day the financial agent receives the check. A separate deposit must be created for each type of foreign currency.

2. View the SN FRT in order to verify Center where deposit should be made.

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3. Update the SN FRT to reflect that this is a manual deposit.
4. Email the Deposit Reconciler and give a status of this collection
5. Email the Point of Contact (Admin Assistant) at the NSSC for creation of a UPS package to send the check to Bank of America.
6. Include the following information and request to be notified of the tracking number once the package has been created:

Bank of America  
Attn: Foreign Transit Items  
GA 4-004-02-02  
6000 Feldwood Rd  
College Park, GA 30349

7. After the UPS tracking number is received, update the SN FRT to reflect this number

**Note:** For same day pickup, the UPS Package information must be created prior to 12:45 pm.

8. Log-in to OTCnet
9. On the Deposit Processing tab, select the Create Deposit drop down
  - a) Select Create Deposit
  - b) Click on Foreign Check Item
10. On the Create Deposit screen, under Select Organization Endpoint, click the plus to display all NASA Centers
11. Once all centers are displayed, choose the applicable center for the deposit being made
12. Define Deposit Preparation Information screen
  - a) Verify that the correct center was selected
  - b) Verify Voucher date: Voucher date: Current Date (should be date that the check was mailed to the bank)
  - c) Input the following fields

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i. Country of Deposit (if made payable in US Dollars select “Other” for the Country of Deposit)

ii. Currency Code: select the applicable currency on the check (if US dollars does not appear on drop down list select OTHER)

iii. Foreign Currency Amount: the amount of the check

iv. Financial Institution: Bank of America

**Note:** The correct account for this type of deposit is DDA 1257268465

d) Scroll to the bottom of the screen and click Next

#### 13. Define Subtotals by Accounting Code or TAS screen

a) Under Agency Accounting Code, select the applicable accounting code from the drop-down

b) Enter the amount of the check in the Foreign Amount box

c) Click Add

d) Ensure that the information appears and is correct

e) Click Next

#### 14. Review Deposit Preparation Information screen

a) Review that the deposit information is correct

b) If not, save as a Draft and go back into the deposit and correct

c) Once verified, click Submit.

**Note:** OTCnet will display a confirmation indicating that the deposit ticket was submitted to the Bank

#### 15. Print 215 OTCnet Deposit Ticket

a) Click Print Deposit Ticket

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b) OTCnet Deposit ticket is printed for submission to the bank, click Print Deposit Ticket again

c) Select Adobe PDF to save a copy to the Deposit Confirmations folder on the R: drive. <R:\Accounts Receivable\Check Collections\Deposit Confirmations>

d) Use Naming Scheme: **Payer Name\_Manual Center~FY\_YYYY\_MON\_YYYY** (located under date folder in which the 215 Deposit FRT was created)

**Note:** This document will be combined with the Treasury confirmation once it is received

16. File the Check Image in Tech Doc in a sub-folder titled Manual /FM/AR/CHECK\_COLLECTIONS

17. Bring the UPS package containing the 215 OTCnet Deposit Ticket and Check to the mailroom

18. Update the SN FRT with currency conversion amount (if applicable), 215 OTCnet deposit ticket, tracking number, etc.

#### C. Foreign Exchange Check (**deposits for collections**)

1. Identify if the foreign exchange check is drawn on a foreign bank, made payable in foreign currency, and where the name of the Country of Deposit **is not** listed in the dropdown within OTCnet.

**Note:** These checks will be treated as **collection items**. Users should select 'Other' for items where the Country of Deposit **is not** listed. Collection items are forwarded to the foreign banks where the checks are drawn on for clearance, prior to credit being granted. This collection process takes approximately six to eight weeks to complete.

2. View the SN FRT in order to verify Center where deposit should be made
3. Update the SN FRT to reflect that this is a manual deposit
4. Email the Deposit Reconciler and give a status of this collection

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5. Email the Point of Contact (Admin Assistant) at the NSSC for creation of a UPS package to send the check to Bank of America.
6. Include the following information and request to be notified of the tracking number once the package has been created:

Bank of America  
Attn: Foreign Collections  
Mail Code: TX1-160-06-18  
1950 N Stemmons Fwy Ste. 6001  
Dallas, TX 75207

7. After the UPS tracking number is received, update the SN FRT to reflect this number

**Note:** For same day pickup, the UPS Package information must be created prior to 12:45 pm.

8. Log-in to OTCnet
9. On the Deposit Processing tab, select the Create Deposit drop down
  - a) Select Create Deposit
  - b) Click on Foreign Check Item
10. On the Create Deposit screen, under Select Organization Endpoint, click the plus to display all NASA Centers
11. Once all centers are displayed, choose the applicable center for the deposit being made
12. Define Deposit Preparation Information screen
  - a) Verify that the correct center was selected
  - b) Verify Voucher date: Voucher date: Current Date (should be date that the check was mailed to the bank)
  - c) Input the following fields
    - i. Country of Deposit (“Other”)

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ii. Currency Code: select the applicable currency on the check (if US dollars does not appear on drop down list select OTHER)

iii. Foreign Currency Amount: the amount of the check

iv. Financial Institution: Bank of America

**Note:** The correct account for this type of deposit is DDA 1257268465

d) Scroll to the bottom of the screen and click Next

#### 13. Define Subtotals by Accounting Code or TAS screen

a) Under Agency Accounting Code, select the applicable accounting code from the drop-down

b) Enter the amount of the check in the Foreign Amount box

c) Click Add

d) Ensure that the information appears and is correct

e) Click Next

#### 14. Review Deposit Preparation Information screen

a) Review that the deposit information is correct

b) If not, save as a Draft and go back into the deposit and correct

c) Once verified, click Submit.

#### 15. Print OTCnet Deposit Ticket

a) Click Print OTCnet Deposit Ticket

b) Once the OTCnet Deposit ticket is printed for submission to the bank, click Print Deposit Ticket again

c) Select Adobe PDF to save a copy to the Deposit Confirmations folder on the R: drive. <R:\Accounts Receivable\Check Collections\Deposit Confirmations>

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- d) Use Naming Scheme: **Payer Name\_Manual  
Center~FY\_YYYY\_MON\_YYYY** (located under date folder in which the 215 Deposit FRT was created)

**Note:** This document will be combined with the Treasury confirmation once it is received

15. File the Check Image in Tech Doc in a sub-folder titled Manual /FM/AR/CHECK\_COLLECTIONS
19. Bring the UPS package containing the 215 OTCnet Deposit ticket and the check to the mailroom
20. Update SN FRT with currency conversion amount (if applicable), 215 OTCnet deposit ticket, tracking number, etc.

#### D. Foreign Currency

1. Identify that a manual deposit has been received
2. View the FRT to see which Center the deposit needs to be made
3. Update the FRT to reflect that this is a manual deposit
4. Email the Deposit Reconciler and give a status of this collection
5. Email the Point of Contact at the NSSC for creation of a UPS package to send the check to Bank of America.
6. Include the following information and request to be notified of the tracking number once the package has been created:

Bank of America GBN-LA  
Mail Code: CA9-924-01-11  
2706 Media Center Drive  
Los Angeles, CA 90065-1733  
(800)387-1012

**Note:** For currency deposits greater than \$5,000, call Bank of America for a Brink's pickup.

7. After the UPS tracking number is received, update the SN FRT to reflect this number

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**Note:** For same day pickup, the UPS Package information must be created prior to 12:45 pm.

8. Log-in to OTCnet
9. On the Deposit Processing tab, select the Create Deposit drop down
  - a) Select Create Deposit
  - b) Click on Foreign Currency Cash Item
  - c) On the Create Deposit Screen, under Select Organization Endpoint, click the plus sign to display all NASA Centers
  - d) Once all centers are displayed, choose the applicable center for the deposit being made
10. Define Deposit Preparation Information screen
  - a) Verify that the correct center was selected
  - b) Input the following fields
    - i. Currency Code: select the applicable currency
    - ii. Foreign Currency Amount: the amount of the cash
    - iii. Financial Institution: Bank of America

**Note:** The correct account for this type of deposit is DDA 1233442049

- c) Scroll to the bottom of the screen and click Next
11. Define Subtotals by Accounting Code or TAS screen
  - a) Under Agency Accounting Code, select the applicable accounting code from the drop-down
  - b) Enter the amount of cash as shown in the Deposit Total Box
  - c) Click Add
  - d) Ensure that the information appears and is correct
  - e) Click Next



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## 12. Review Deposit Preparation Information screen

- Review that the deposit information is correct
- If not, save as a Draft and go back into the deposit and correct
- Once verified, click Submit.

**Note:** OTCnet will display a confirmation indicating that the deposit ticket has been submitted to Bank of America

## 13. Print 215 OTCnet Deposit Ticket

- Click Print 215 OTCnet Deposit Ticket
- Once the 215 OTCnet Deposit Ticket copy has been printed for submission to the bank, click Print Deposit FRT again
- Select Adobe PDF to save a copy to the Deposit Confirmations folder on the R: drive. <R:\Accounts Receivable\Check Collections\Deposit Confirmations>
- Use Naming Scheme: **Payer Name\_Manual Center~FY\_YYYY\_MON\_YYYY** (located under date folder in which the 215 Deposit FRT was created)

**Note:** This document will be combined with the Treasury confirmation once it is received

## 14. File the Check Image in Tech Doc in a sub-folder titled Manual-/FM/AR/CHECK\_COLLECTIONS

## 15. Bring the UPS package containing the 215 OTCnet Deposit Ticket and the cash to the mailroom

## 16. Update SN FRT with currency conversion amount (if applicable), deposit FRT, tracking number, etc.

# STEP 11. Editing Pay.gov Payments – **NSSC AR CS**

A. SN FAR /FRT will be received regarding Pay.gov Reoccurring Payments (i.e., stopping payments). Log-in to Pay.gov to edit transactions.

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**Note:** The Pay.gov system is available to customers 24 hours 7 days a week. Customers have an option to create reoccurring ACH payments by selecting the payment amount and payment frequency. Customers must access NASA's Pay.gov payment applications via the NSSC Customer Service Website. <https://www.nssc.nasa.gov/PayGov/PayGovRequest.html>

1. Under the Collections Control Panel, click the Search Transactions link
2. In the drop-down box next to Select Payment Type, select ACH

**Note:** There are four options available to search for customer payments

3. Search by Agency Tracking ID- found on the customers pay.gov pdf
  4. Search by Pay.gov ID- found on the customer's pay.gov pdf or can be given by customer from their confirmation e-mail
  5. Search by Transaction ID for PayPal or Dwolla- this option is not applicable
  6. Search by Transaction Details
    - a) Select application name and Transaction Date, Payment Date, or Amount
    - b) Choose the applicable search option by selecting the radio button and entering the information
- Note:** If the search had results, a list of customer payments will appear
- c) Under the Actions column, select the Edit link
  - d) Edit the payment as necessary by choosing the following options

i. Change Payment

ii. Cancel Payment

e) For e-mail confirmations, click the box next to the following selections

f) Send e-mail confirmation to customer

g) Send e-mail confirmation to user e-mail

7. Update SN FAR/FRT with confirmation e-mail and notification to user

## **STEP 12. Returning Checks – NSSC AR CS – Control Activity**

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**Note:** In some circumstances, checks will need to be returned back to the sender.

A. Identify a check that should be returned

1. L2 or L3 will identify a return check for the following reasons:

- a) Grant Payment
- b) Not endorsed
- c) Not made out to NASA or US Treasury
- d) Duplicate Payment
- e) Requested return from the Payer

B. Update the SN FAR/FRT with reasons for return

C. Notify AR L3 Check Reconciler of Check return (stating reason for return)

D. Access the NASA Letterhead template: <R:\Accounts Receivable\Check Collections\Deposit Confirmations\FYXXXX\Return Checks>

E. Complete the NASA Letterhead template

- 1. Type the letter to the customer/company explain the reasoning for the return
- 2. Include directions if the check needs to be sent back or to another address (i.e., DHHS)
- 3. Obtain AR L3 Supervisor signature
- 4. AR L3 Supervisor will review the letterhead and the check
- 5. Scan the signed letterhead and save to the Shared Drive: <R:\Accounts Receivable\Check Collections\Deposit Confirmations>
- 6. Save in the applicable Fiscal Year under the Returned Checks folder

F. Upload the letter into TechDoc

- 1. Navigate to the applicable FY, Month, and Day folder
- 2. If a return folder has been created and the check has been filed, continue
- 3. If a return folder has not been created, then create a folder within the day it was returned
- 4. On the left hand side, click Create Folder

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5. Enter the applicable Name (e.g., Return)
6. Enter the applicable Description (e.g., Returned Checks)
7. Uncheck the box next to Check to add myself to the Notification List
8. Enter the Reason
9. Click Ok
10. Click Next
11. Select the following Access Lists by selecting a list under the Shared Lists column and clicking the Add button

a) Owners

- i. FM\_AR\_IG
- ii. FM\_FAB\_IC\_CS
- iii. IT\_DM

b) Read

- i. FM\_AR\_SP
- ii. FM-FSB2\_SP
- iii. FM\_FSB\_SP

**Note:** All lists selected should show in the Selected Lists Column

12. Click Next
13. Click Ok
14. Upload the letter on top of the existing check image
15. Click the white page next to the check image in TechDoc
16. On the left hand column, click Reserve
17. Type Reason (e.g., Returned Check) and click ok
18. In the left had column, click Replace
19. Type Reason (e.g., Returned Check) and click next
20. Click Browse and navigate to the saved letterhead on the shared drive
21. Click ok
22. In the left had column, click Release

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23. Type Revision number (e.g., will be the same as the generation number)
24. Type Reason (e.g., Returned Check) and click next
25. Uncheck the box next to Render the Generation to a watermarked PDF file
26. Click Ok

G. Mail check via Certified Mail

1. Prepare envelope with Certified Mail label

H. Update and close FAR and FRT

1. Enter the Certified Mail # within the work notes of the FRT
2. Change Status of the FRT to Closed Complete

**STEP 13.** ACR Request Form – **NSSC AR CS**

- A. The Check Processing ACR Request Form is used when a check was processed incorrectly into OTCnet and requires Treasury to fix this issue.
  1. Identify the correction
  2. Notify FBWT Supervisor and L3 Check Reconciler of correction needed
  3. Access the Check Processing ACR Request Form on the shared drive <R:\Accounts Receivable\Check Collections\Deposit Confirmations>
  4. Open a copy of the ALC CIR confirmation report which shows the check that needs the correction
  5. Complete the Form
    - a) Agency Name: NASA
    - b) Individual Reference Number (IRN): Source Financial transaction ID on CIR report
    - c) Original Voucher Number: the confirming DRN
    - d) Settlement Date: Voucher Date
    - e) Original Agency Location Code (ALC+2): applicable center ALC
    - f) Original Dollar Amount:

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- g) Request Type: Debit or Credit
  - h) Request Reason: put an “X” in that applicable box
  - i) Additional Comments: enter a brief summary that states the reason for the correction
  - j) Section 2—Approving Official: This section needs to be completed by a Check Capture Supervisor.
6. User can verify OTCnet system roles within NAMS as necessary
  7. Save a copy of the ACR Form on the Shared Drive within the applicable FY and date folder
  8. E-mail the completed form to the OTC Support Center via e-mail to [FiscalService.OTCChannel@citi.com](mailto:FiscalService.OTCChannel@citi.com)
  9. OTC Support Center will assign a number to the request
  10. Follow-up as necessary
  11. Update FBWT Supervisor and L3 Check Reconciler on the status of correction

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## PROCESS 3 – POSTING COLLECTION WITH ESTABLISHED RECEIVABLE (CONTROL ACTIVITY)

**Note:** If fees have incurred on debt, they will need to be processed prior to posting principal. See Process - Posting Fees.

### STEP 1. Post Reimbursable Collections - Payment Processor

**Note:** Use “Document Date” (not “Process Date”) on CIR report as the posting date.

A. The PP will post information from SN FRT into SAP T-code F-28.

Accounts Receivable	Worknotes	Activity	System
Customer	AUTONSIR		
Dollar Amount	\$ 4,814.47		
Check Date			
Check Number			
Agreement Number			
FOIA Request Number			
P-Card Orderlog			
FBWT Reason	AR Collection pending NSSC posting		
Fee	N/A		
Expected Posting Date	2021-06-30		
DRN/IPAC Value			
DRN/IPAC			
Advance Notification	<input type="checkbox"/>		
Friendly Reminder	<input type="checkbox"/>		
Unidentified Check	<input type="checkbox"/>		
* AR Center	Jet Propulsion Laboratory		
* Collection Type	IPAC		
Collection Category	Other Receivables		
TAS	-- None --		
BETC	-- None --		
Date of Treasury Confirmation	2021-06-02		
Document Reference Number	210007800001		
Return/Refund Reason			
Customer Number	460		
Sales Order Number			
Line Item			
TA Number			
AR Bill Number			
Fiscal Year			
AR Bill Date			
Travel/AP/IR Credit Memo	1400000835		
Cash Posting/Clearing Doc	1400000835		
AR Credit Memo	1400000835		
Billable?	<input type="checkbox"/>		

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1. Enter the “Date of Treasury Confirmation” as “Document Date.”
2. Enter the Document Type (i.e.,DZ). This is found on the “Day-to-Day Posting Guide” [Posting Day-to-Day Non-Reim \(Job Aid\)](#) and determined by the type of payment.
3. Enter the “Document Reference Number” as the “Reference and Doc. Header Text.” and
4. Copy the information from the text field in the Bill of Collection and paste in the “Clearing Text” and “Text” fields.
5. Enter the Account number. This is also found on the “Day-to-Day Posting Guide” and is determined by the type of payment.
6. Enter Business Area.
7. Enter amount of check.
8. In “Open Item Selection”, enter the ZCOM Customer number in the “Account” field.
9. Click “Process Open Items.”
10. Select correct amount for posting.



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11. Click Simulate.

12. Verify that the debit and credit total \$0.00.

13. Click “post.” A posting number will be received.

14. Enter posting number in “Cash Posting/Clearing Doc” field on FD.

Cash Posting/Clearing Doc	1400000835
---------------------------	------------

15. Resolve SN FRT.

- B. If the payment is only a partial payment of the full amount due, notify the Account Maintainer in order to have the bill split into two separate bills. Process the bill for the amount received by following EPSS Day to Day posting.

**Note:** Partial payments are to be posted using Doc type DZ, DW or DX per EPSS Job Aid “F-28 – Apply Collection – Collection Not Equal to Receivable” located at: <https://epss.nasa.gov/gm/folder-1.11.568889?originalContext=1.11.8259>

- C. If the payment is for principal only and interest, penalty and/or administrative fees have been incurred, post according to Process – Posting Fees.

## STEP 2. Post Accounts Payable Vendor Overpayments - **Payment Processor**

### A. Open Contract

1. Auto/Manually Route the FRT to the AP Vendor Payment Processor (VPP) for posting in SAP.

**Note:** Collections with Subcategory: Check, Pay.gov, Fedwire and 5515 auto route according to the process flow in SN Finance Request.

2. The request should be marked “Critical.”, if applicable.

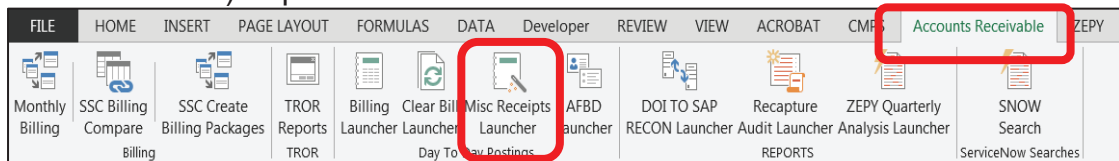
3. Notate in the work notes that the FRT should be routed to the AR Account Maintainer for resolution once posting is complete, if applicable.

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4. The AR Account Maintainer (AM) will verify AP/Travel 1500 doc posting in SAP to be sure it was posted for correct amount using t-code FB03.
5. The AR Account Maintainer (AM) will clear the bill with a Credit Memo.

**Note: “Clear Bill Launcher” Add-in Macro:** Step 2 [5] (above) should be completed using the AR “Clear Bill Launcher” Add-in Macro for full payments (see steps below).

- a) Open SN in Internet Explorer.
- b) Open the “AR-Functional Detail” and go to the “Accounts Receivable” tab.
- c) Open Microsoft Excel.



- d) Select the “Accounts Receivable” tab.  
**Note:** If you do not have this option in Excel, you can download this add-in at the link below:

- N:\FM Division\Accounts Payable\_Accounts Receivable\Macros
- Select “AP-AR.xlam”

- e) Click on “Clear Bill Launcher” on Excel ribbon.

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**CLEAR BILL FORM**

**BILL NUMBER**  
[Dropdown menu]

**FISCAL YEAR**  
2017 [Dropdown menu]

**AMOUNT**  
[Dropdown menu]

**CLEARING DOCUMENT**  
[Dropdown menu]

**PAYMENT DATE**  
[Dropdown menu]

**AR CLEARING DOCUMENT**  
[Dropdown menu]

**UPDATE** **OK**

- f) Click on “Update” (this will pull in most information needed for posting from the “Accounts Receivable” tab in SN).

**CLEAR BILL FORM**

**BILL NUMBER**  
1800005631 [Dropdown menu]

**FISCAL YEAR**  
2017 [Dropdown menu]

**AMOUNT**  
200.00 [Dropdown menu]

**CLEARING DOCUMENT**  
1500073404 [Dropdown menu]

**PAYMENT DATE**  
4/10/2017 [Dropdown menu]

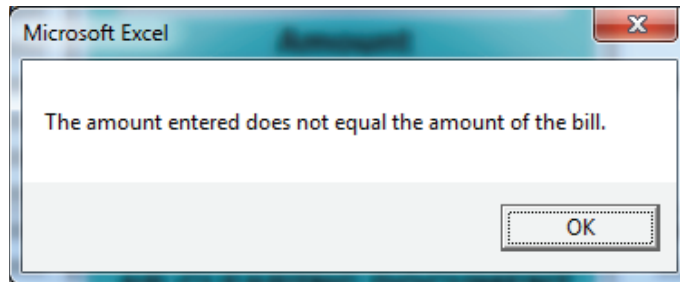
**AR CLEARING DOCUMENT**  
[Dropdown menu]

**UPDATE** **OK**

- g) Click the “OK” button.
- i. The macro opens FB03 and captures the amount, fund, fund center, document date and customer number.

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- ii. The amount from the bill should match. If it does not, it will return the error below:



- h) When the amounts match, the macro will clear the bill and will return a 1600 clearing document on the form.

**Manual “F-30” Credit Memo Instructions** (for use when “Clear Bill Launcher” Add-in Macro is unavailable and/or for partial collections).

- a) AR-AM creates a credit memo and clears using T-Code F-30.

**Post with Clearing: Header Data**

Choose open items Account Model

Document Date 01/01/2015 Type DG Company Code NASA  
Posting Date 09/04/2015 Period 12  
Document Number  
Reference 1500001234  
Doc.Header Text  
Clearing text JOHN DOE - 10JN65J001 - TRAVEL DEBT

**Transaction to be processed**

☐ Outgoing payment  
☐ Incoming payment  
☒ Credit memo  
☐ Transfer posting with clearing

**First line item**

PstKy 40 Account 6790.0000 SL Ind TType

- b) Doc Date = Voucher Date on “Cashlink Confirmation” (DRN date).
- c) Doc Type = DG

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- d) Reference = 1500 Clearing Document (verify amount of 1500 document posting).
- e) Clearing Text = Copy “Text” Field from Original Bill
- f) “Transaction to be processed” section
  - i. Check “Credit Memo” radio button.
- g) Posting Key – 40
- h) Account = 6790.0000
- i) Click “Choose Open Items.”

**Post with Clearing Add G/L account item**

Choose open items Process Open Items More data Account Model

G/L Account 6790.0000 Other Expenses Not Requiring Budgetary Resources  
Company Code NASA NASA

Item 1 / Debit entry / 40

Amount 100.00 USD ☐ Calculate tax

Fund ESAX220000  
Functional Area   
Funds Center 10 WBS Element   
Commitment Item NONR

Purchasing Doc.   
Assignment   
Text JOHN DOE - 10VH26G001 - TRAVEL DEBT Long Texts

Next Line Item  
PstKy ☐ Account ☐ SGL Ind ☐

- j) Amount
- k) Fund = from original bill in SAP.
- l) Fund Center = from original bill in SAP.
- m) Text = Copy text out of FBL5N for this bill.

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n) Click “Choose Open Items.”

The screenshot shows the SAP 'Post with Clearing Select open items' dialog box. The 'Process Open Items' button is highlighted. The 'Open Item Selection' section contains the following fields: 'Account' (119305), 'Account Type' (D), 'Special G/L ind' (empty), and 'Pmnt advice no.' (empty). There is a checkbox for 'Standard Ols' which is checked. Below these are three unchecked checkboxes: 'Other accounts', 'Distribute by age', and 'Automatic search'. The 'Additional Selections' section on the right has a list of radio buttons: 'None' (selected), 'Amount', 'Document Number', 'Posting Date', 'Dunning Area', 'Reference', 'Payment order', 'Collective invoice', and 'Document Type'.

o) Account = Customer number

p) Click “Process Open Items.”

q) Make sure “Not Assigned” is Net \$0.

**Note:** If this is a partial payment, you will copy the amount in “Not Assigned” and click on the “Res. Items” tab at the top. Enter the amount in the “Residual Items” column and hit Enter. “Not Assigned” should now be zero. Do not enter as a credit.

r) Post.

s) If this is a partial payment, go into the 1600 Doc and change the Bline date to the Bline date of the original bill (unless on a promissory note where you will change the Bline date to the next payment date).

6. For an AP debt, enter the 1600 Document number into the IDR Form on N: drive (N:\Bills of Collection) and move the IDR form to “Closed Bills” folder, if the balance is now \$0.

7. In SN, log your SAP Document 1600# in the “Cash Posting/Clearing Doc” field on the FAR and close the FRT, FAR will automatically close.

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**Note:** The transaction codes FB65 and F-52 ([FB65 - Enter Credit Memo and Park Post \(End User Procedure\)](#) and [F-52 - Post Incoming Payments Clear Credit Memo to Cash](#)) are performed by AP/Travel with PP roles. The transaction performed by AR (Account Maintainer) roles should be to post a T-code F-30 with a DG document type. This records a credit memo against the outstanding receivable, causing the two to net to zero. Whenever AP/Travel records the entry for the collection, AR records a credit memo to offset the outstanding bill amount. The SAP cash posting document (15000) posted by AP or Travel should be entered in the “Reference” field of the AR credit memo. This facilitates tracing the actual payment receipt using FBL5N.

#### B. Accounts Payable Closed Contract

**Note:** If fund is cancelled, bill was requested under fund NON3220 and the collection needs to be posted back using this fund.

1. Route the FRT to AP for validation.
2. If the contract has closed, AP will request funding approval from Center.
3. Once approval has been received, AP will route FRT back to AR for posting
4. AR PP will post payment to bill.
5. AR PP will need to validate if the customer is Federal or Non-Federal by searching for the trading partner.
6. Go to ME23N and select Other Purchase Order Number

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7. Enter the contract number associated with the request and click on Other Document.

The screenshot shows a 'Select Document' dialog box. The 'Pur. Order' tab is active. A search field at the top right contains the text 'NNH14AX75I'. Below the search field, there are three radio buttons: 'Pur. Order' (which is selected), 'Purch. Requisition', and 'SRM Contract'. At the bottom right of the dialog, there is a button labeled 'Other Document' with a red 'X' icon next to it. A red arrow points from this button down to the next screenshot.

8. Copy the Vendor Number.

The screenshot shows the 'Document Overview' page. The 'Vendor' field displays the text '109814 US COMMERCE DEPT'. The 'Conditions' tab is selected. At the bottom left, there is a button labeled 'NASA Information'. A red arrow points from the 'Vendor' field up to the 'Other Document' button in the previous screenshot.



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9. Go to XK03 and enter Vendor Number. Select all boxes under the General Data.

**Display Vendor: Initial Screen**

Vendor: 109814 US COMMERCE DEPT

Company Code: NASA NASA

Purch. Organization: HQ HQ Procurement

**General data**

- ☒ Address
- ☒ Control
- ☒ Payment transactions
- ☒ Contact Persons

10. Hit Enter two times and notate the Trading Partner.

Vendor: 109814 US COMMERCE DEPT BOULDER

**Account control**

Customer: Authorization:

Trading Partner: 1357 Corporate Group:

**Note:** If the Trading partner states NONFED, this is a non-Federal vendor. If there is a numerical trading partner, this is a Federal vendor.

11. Once the Trading Partner has been identified, the AR PP will identify the Treasury Accounting Symbol (TAS) by either the IPAC or the IDR form.

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a) Example of customer TAS on IPAC:

Originating ALC	Customer ALC	Submitter ALC	PAYMENT
13060001	80000001		
Document Reference Number		Summary Amount	
23133332		\$542.25	
Accomplished Date	Accounting Date	Number of Detail(s)	Originator DO Symbol
02/07/2017	02/28/2017	1	X0231
ALC Contact			Contact Phone
chun liu			3019758667
Contact Email			
chun.liu@nsl.gov			
Detail Number	Receiver Treasury Account Symbol	Receiver DUNS+4	Sender Treasury Account Symbol
1	08020152016 0120000		013 X4650000

b) Example of customer TAS on IDR:

Refund to the Appropriation Bill Requires All Data Listed Below	
GL Account:	6100.2530
TAS (if Federal Customer):	057 20162017 3600000
Cost Center:	21AOX
Internal Order:	FC000000
WBS:	869021.05.01.09.60
Fund:	SSMX22016D
Fund Center:	21
Funds Commitment:	2530

12. AR PP will post the collection in F-28

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### 13. Enter Posting Information from the SN FRT.

- Enter “Date of Treasury Confirmation” as “Document Date”
- Enter the Document Type (i.e.,DW). This is found on the “Day-to-Day Posting Guide” [Posting Day-to-Day Non-Reim \(Job Aid\)](#) and determined by the type of payment
- Enter the “Document Reference Number” as the “Reference and Doc. Header Text”
- Copy the information from the text field in the Bill of Collection and paste in the “Clearing Text” and “Text” fields
- Enter the GL Account Number. This is found in the Day-to-Day Posting Guide and is determined by the payment type
- Enter the Business Area
- Enter the amount of the payment
- In the “Open Item Selection” Account field enter the Customer Number
- Click “Process Open Items”

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14. Select the correct document for posting. Make sure the Not Assigned amount is \$0.00. Select Document and Simulate.

Document Edit Goto Settings Environment System Help

**Post Incoming Payments Process open items**

Distribute Difference Charge Off Difference Editing Options Cash Disc. Due

Standard Partial Pmt Res.Items WH Tax

Account items 120615 U.S. AIR FORCE

Document	D	Docume	P	Bus	Day	USD Gross	CashDiscount	CDPer.
1800000021	DR	03/23/2	01	10	0	16,544.04		

Processing Status

Number of items: 1

Display from item: 1

Reason code:

Display in clearing currency:

Amount entered: 16,544.04

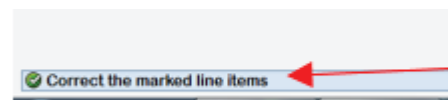
Assigned: 16,544.04

Difference postings:

Not assigned: 0.00

1 items were selected

15. The following message is received:



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16. Double click on the 1010 account to correct.

Document Date: 03/23/2017    Type: Dw    Company Code: NASA  
Posting Date: 03/23/2017    Period: 6  
Document Number: INTERNAL    Fiscal Year: 2017  
Reference: 1800006021  
Doc. Header Text: 1800006021    Trading part: BA

PK	BusA	Account	Description	USD	Amount	Tax amt
001	40	10	1010.5100 IPAC Collections		16,544.04	

D 16,544.04    C 0.00    16,544.04 \*    1 Line items

Other Line Items  
PstKy    Account    SGL Ind    TType

17. Click on the More Data box in order to enter the trading partner.

Document    Edit    Goto    Extras    Settings    Environment    System    Help

Post Incoming Payments Correct G/L account item

Choose open items    Process Open Items    More data    Account Model

G/L Account: 1010.5100 IPAC Collections  
Company Code: NASA NASA

Item 1 / Debit entry / 40  
Amount: 16,544.04 USD    ☐ Calculate tax

Fund:    Functional Area:    Funds Center:    Commitment Item: CASH    More

Value date: 03/23/2017  
Assignment:    Text: NR - NNH10AN75I (Vendor Overpayment)    Long Texts

Next Line Item  
PstKy    Account    SGL Ind

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18. For Federal customer, enter the trading partner notated from the Vendor number. For non-Federal customer, enter NONFED.

Federal

Non-Federal

The image shows two side-by-side screenshots of a software interface titled 'Post Incoming Payments Correct G/L account item'. Both screenshots have a menu bar (Document, Edit, Goto, Extras, Settings, Environment, System, Help) and a toolbar with icons. Below the menu bar are buttons: 'Choose open items', 'Process Open Items', 'More data', and 'Account Model'. The main form area contains fields for 'G/L Account' (1010 5100), 'Company code' (NASA), and 'IPAC Collections'. Under 'Item 1 / Debit entry / 40 / Addit. Details', there are fields for 'Amount' (542.25), 'USD', 'Amount in LC' (542.25), and 'USD'. A red circle highlights the 'Trading Partner' field, which contains '1357' in the left screenshot and 'NONFED' in the right screenshot. Below this are fields for 'Reference key 1' and 'Reference key 2'. At the bottom, there is a 'Next Line Item' section with 'PstKy' and 'Account' fields.

19. After the trading partner has been entered, click the back button to return to the simulate screen. Double click on the 1010 account to continue the postings. For non-Federal customers, skip to number 25.

20. For Federal customer, click on the More Button.

This screenshot shows the same software interface as the previous ones, but with more details visible. The 'Item 1 / Debit entry / 40' section includes fields for 'Amount' (542.25), 'USD', 'Fund', 'Functional Area', 'Funds Center', 'Value date' (03/23/2017), 'Assignment', and 'Text'. There is a 'Calculate tax' checkbox. The 'Commitment Item' field is set to 'CASH'. A red arrow points to a yellow 'More' button located to the right of the 'Commitment Item' field. Below the main form is a 'Next Line Item' section with 'PstKy' (40) and 'Account' (6790 0000) fields.



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21. Click on the US Govt box.

**Coding Block**

Business Area: 10

WBS Element:

Fund: SCEX22015D

Functional Area:

Commitment Item: NONR

Funds Center: 10

Material:

US Govt

22. Enter the TAS information.

Example: 13X4650

**US Government Fields**

Sublevel Prefix (TP):

Agency ID (TP): 013 Department of Commerce

AllcTrnsfrAgency (TP):

Begin Prd Avail (TP):

End Prd Avail (TP):

Avail Type Code (TP): X No-Year Accounts

Main Account (TP): 4650

Subaccount (TP): 000

BusinessEvtTypCd(TP):

Other examples of Federal TAS

**TAS: 97X4930.002**

US Government Fields

Sublevel Prefix (TP):

Agency ID (TP): 097 Department of Defense

AllcTrnsfrAgency (TP):

Begin Prd Avail (TP):

End Prd Avail (TP):

Avail Type Code (TP): X

Main Account (TP): 4930

Subaccount (TP): 002

BusinessEvtTypCd(TP):

**TAS: 69-57133400.005**

US Government Fields

Sublevel Prefix (TP):

Agency ID (TP): 057 Department of the Air Force

AllcTrnsfrAgency (TP): 069

Begin Prd Avail (TP): 2013

End Prd Avail (TP): 2013

Avail Type Code (TP):

Main Account (TP): 3400

Subaccount (TP): 005

BusinessEvtTypCd(TP):

**TAS: 9713/140400**

US Government Fields

Sublevel Prefix (TP):

Agency ID (TP): 097 Department of Defense

AllcTrnsfrAgency (TP):

Begin Prd Avail (TP): 2013

End Prd Avail (TP): 2014

Avail Type Code (TP):

Main Account (TP): 6400

Subaccount (TP): 000

BusinessEvtTypCd(TP):

**TAS: 21142080**

US Government Fields

Sublevel Prefix (TP):

Agency ID (TP): 021 Department of the Army

AllcTrnsfrAgency (TP):

Begin Prd Avail (TP): 2014

End Prd Avail (TP): 2014

Avail Type Code (TP):

Main Account (TP): 2080

Subaccount (TP): 000

BusinessEvtTypCd(TP):

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23. Click on the green check mark to return to the simulate screen.

The screenshot shows a form titled "No-Year Accounts". It contains the following fields:

- Avail Type Code (TP): X
- Main Account (TP): 4650
- Subaccount (TP): 000
- BusinessEvtTypCd(TP): (empty)

At the bottom left, there is a row of four icons: a green checkmark, a yellow padlock, a trash can, and a red X. A red arrow points to the green checkmark icon.

24. Double click on the 1010 account to enter the second part posting.

25. Enter the PstKy of 40 and the Account of 6790.0000.

The screenshot shows the "Post Incoming Payments Correct G/L account item" window. It contains the following fields and sections:

- Document Edit Goto Extras Settings Environment System Help
- Choose open items Process Open Items More data Account Model
- G/L Account: 1010.5100 IPAC Collections
- Company Code: NASA NASA
- Item 1 / Debit entry / 40
  - Amount: 542.25 USD
  - Calculate tax: ☐
  - Fund: (empty)
  - Functional Area: (empty)
  - Funds Center: (empty)
  - Commitment Item: CASH
  - Value date: 03/23/2017
  - Assignment: (empty)
  - Text: (empty)
- Next Line Item
  - PstKy: 40
  - Account: 6790.0000
  - GL Ind: (empty)

A red arrow points to the "PstKy" field in the "Next Line Item" section.

26. Hit enter to continue with the posting.



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27. Enter the Amount, Fund, Funds Center, and Text. Click the More Data button to enter the trading partner.

28. Enter the trading partner from the Vendor number or NONFED for non-Federal customer.

Non-Federal

Federal

29. Click the back button to return to the simulate screen.

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30. On the simulate screen, double click on the 6790.0000 account to continue.

31. For non-Federal customers, skip to number 35. For Federal customer, click on the More button.

**Post Incoming Payments Correct G/L account item**

Choose open items Process Open Items More data Account Model

G/L Account 6790.0000 Other Expenses Not Requiring Budgetary Resources  
Company Code NASA NASA

Item 2 / Debit entry / 40

Amount 542.25 USD  
Fund SCEX22015D  
Functional Area  
Funds Center 10  
WBS Element  
Commitment Item NONR  
More  
Purchasing Doc.  
Assignment  
Text NR - NNH15AB67I (AP Closed Contract) Long Texts

Next Line Item  
PstKy Account SGL Ind

32. Click on the US Govt button.

**Coding Block**

Business Area 10  
WBS Element  
Fund SCEX22015D  
Functional Area  
Commitment Item NONR  
Funds Center 10  
Material  
US Govt

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33. Enter the TAS information.

34. Click the green check mark to continue with the posting.

35. Enter the PstKy of 50 and the GL account from the IDR form in the account field.

36. Hit enter to continue.

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37. Enter the Amount, Business Area, Cost Center, Fund, Order, WBS Element, and Text. Click on the More Data button to enter Trading Partner.

**Post Incoming Payments Correct G/L account item**

Choose open items | Process Open Items | More data | Account Model

G/L Account: 6100.2530 Federal Interagency Agreements for Goods/Services  
Company Code: NASA NASA

**Item 3 / Credit entry / 50**

Amount: 542.25 USD  
Business Area: 10  
Fund: SCEX220150  
Sales Order:   
WBS Element: 811073.02.24.01.17  
Cost Center: 100G000  
Order: FC000000  
Network:   
Quantity:   
Assignment:   
Text: NR - NNH15AB67I (AP Closed Contract) Long Texts

**Next Line Item**

PstKy: Account: SGL Ind:

38. Enter the Trading Partner from the Vendor number for Federal customers or NONFED for non-Federal customer.

Example of Federal

**Post Incoming Payments Correct G/L account item**

Choose open items | Process Open Items | More data | Account Model

G/L Account: 6100.2530 Federal Interagency Agreements for Goods/Services  
Company code: NASA NASA

**Item 3 / Credit entry / 50 / Addit.Details**

Amount: 542.25 USD  
Amount in LC: 542.25 USD  
Settlmnt period:   
Trading Partner: 1357

**Next Line Item**

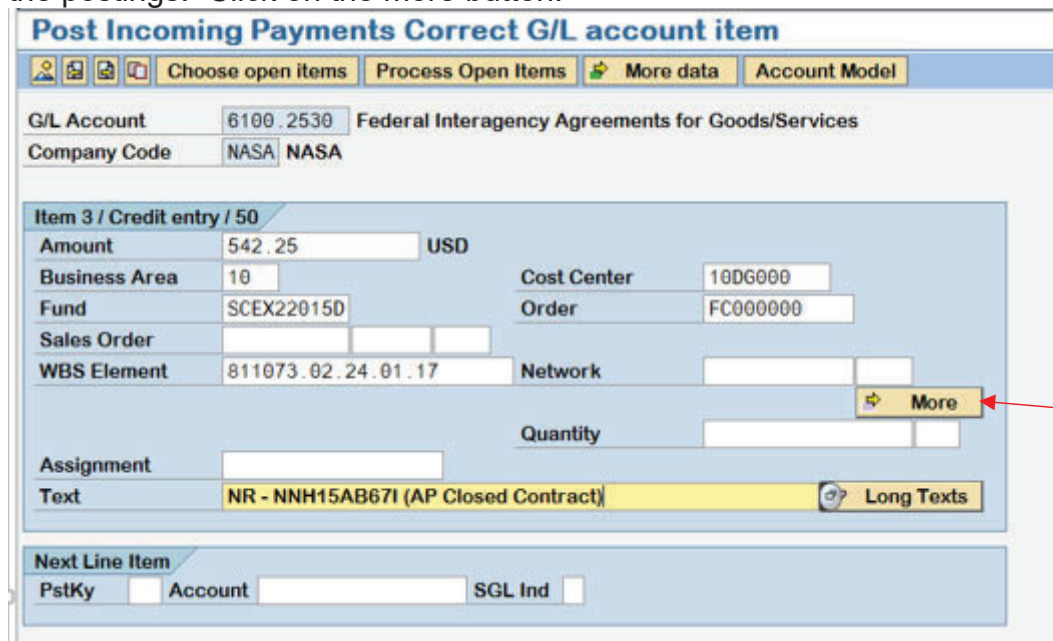
PstKy: Account: SGL Ind:

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39. Click the back button to return to simulate screen.

40. For non-Federal customers, verify that the total is \$0.00 and click Post to get the document number.

41. For Federal customers, click on the 6100 GL account number to complete the postings. Click on the more button.



**Post Incoming Payments Correct G/L account item**

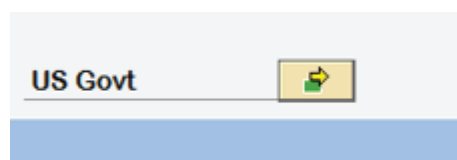
Choose open items | Process Open Items | More data | Account Model

G/L Account: 6100 2530 Federal Interagency Agreements for Goods/Services  
Company Code: NASA NASA

Item 3 / Credit entry / 50

Amount: 542.25 USD  
Business Area: 10 Cost Center: 10DG000  
Fund: SCEX220150 Order: FC000000  
Sales Order: Network:  
WBS Element: 811073.02.24.01.17 Quantity:  
Assignment:  
Text: NR - NNH15AB67I (AP Closed Contract) Long Texts

Next Line Item  
PstKy: Account: SGL Ind:



US Govt

42. Click on the US Govt button.

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43. Enter the TAS information.

44. Click on the green check mark to return to the previous screen.

45. Click on Document and Simulate to return to the Simulate screen.

46. Verify the total is \$0.00 and click Post to get the document number.

### STEP 3. Post Purchase Card (P-Card)/Tuition - **Payment Processor**

P-Card/Tuition payments are posted using the same guidelines as a closed contract. See Step 2, B.

### STEP 4. Post Transfer Debt – **Payment Processor**

A. Determine if the payment was made by a NASA employee for a salary overpayment or for health benefits.



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- B. Research the customer in FBL5N to find the original bill.
- C. Open the attachment with the funding information either received from the center or retrieved from BOBJ by the AM
  1. If the funding information is a prior fiscal year disbursement and the fund has not expired (Vendor Refund Process):
    - a) Email the center's Payroll Labor Analyst for funding guidance using the Vendor Refund Process Email Template (See -N: \FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\AR Forms and Templates\EMAIL TEMPLATES). Include all pertinent funding information in the email (i.e., Customer name, funding information from original bill, etc.) and copy your center's Payment Processor backup. Add a copy of the email to the work notes in the SN FRT.
    - b) Once the center's Payroll Labor Analyst responds, post the payment using the "Day-to-Day Posting Guide." [Posting Day-to-Day Non-Reim \(Job Aid\)](#)
  2. If the funding is a current fiscal year disbursement and the fund has not expired, post the payment using the "Day-to-Day Posting Guide." [Posting Day-to-Day Non-Reim \(Job Aid\)](#)
  3. If the funding is a prior fiscal year disbursement and the fund has expired, post the payment using the "Day-to-Day Posting Guide." [Posting Day-to-Day Non-Reim \(Job Aid\)](#)

**STEP 5. Post FOIA (Freedom of Information Act) - Payment Processor**

- A. The NSSC PP will determine if a customer account and/or a bill of collection needs to be established. Check FOIA log spreadsheet located in the "Bills of Collection" folder on the N: Drive for a current FOIA Bill.
- B. If no Bill of Collection is listed on the FOIA Log, Query Customer list in SAP using XD03 to see if customer exists. If Customer does not exist, NSSC PP creates Customer and sends FRT to AR AM to create the BOC.

**Note:** Customer Account is to be created for the company; not the requestor.

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**Note:** Use T-Code XD03 to query customer list. Query by name using asterisk as wild card at front and end of section of name.

**Note:** Use T-Code XD01 to create Customer Account

- C. If customer exists, but there is no BOC, send FRT to AR AM to create a BOC.
- D. If there is a bill listed, post FOIA payments according to the “Day-to-Day Posting Guide.” [Posting Day-to-Day Non-Reim \(Job Aid\)](#)
- E. Update AR Functional Detail with posting information (see Appendix I).

Customer Number	<input type="text"/>
TA Number	<input type="text"/>
AR Bill Number	<input type="text"/>
Travel/AP/MR Credit Memo	<input type="text"/>
Cash Posting/Clearing Doc	<input type="text"/>
AR Credit Memo	<input type="text"/>

- F. Update the FOIA log spreadsheet located in the “Bills of Collection” folder on the N: Drive with collection posting information.
- G. Before closing FAR , click “FOIA Notification” button on AR Functional Detail to send a notification of FOIA collection to the center FOIA Officers.

**Note:** It is important that the FOIA notification button be checked to initiate the email to the Center. The Center FOIA POC will not release the requested documents to the requestor without verification that payment has been made.



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Advanced Notification ☐

Returned Collection ☐

Receipt Notification ☐

**FOIA Notification ☐**

IPAC Rejection ☐

Unidentified Check ☐

Submit Cancel Save

H. Resolve the SN FRT and close the FAR.

## STEP 6. POST TRAVEL PAYMENTS - Payment Processor/Account Maintainer

- A. If the payment is for a Travel BOC, route the FRT to Travel for posting in SAP. The request should be marked “Critical”. The original BOC request should be related to the collection FAR.

Note: Collections with Subcategory: Check, Pay.gov, Fedwire and 5515 auto route according to the process flow in SN Finance Request.

- B. Request that the FRT be routed to the AR Account Maintainer for resolution once posting is complete, if applicable .

2015-10-06 09:17:29 Jennifer Myers Changed: Assigned to, Work notes

Assigned to: (Empty) was: Jennifer Myers

TA #64 [REDACTED]

SENDING TO TRAVEL FOR POSTING. NO FEES. PLEASE RETURN TO AR FOR CLEARING

- C. Type the Travel Authorization number in the “TA Number” field on the FAR within SN.

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Line Item	<input type="text"/>
TA Number	<input type="text"/>
AR Bill Number	<input type="text"/>
Fiscal Year	<input type="text"/>
AR Bill Date	<input type="text"/>

D. Travel will update the FRT within SN with the clearing document number.

Travel/AP/MR Credit Memo	<input type="text"/>
Cash Posting/Clearing Doc	<input type="text"/>
AR Credit Memo	<input type="text"/>

E. Update the work notes of the FRT to reflect that the FRT is being rerouted back to AR to complete posting, if applicable.

**Note:** Collections with Subcategory: Check, Pay.gov, Fedwire and 5515 auto route according to the process flow in SN Finance Request.

F. The FRT is then routed to AR AM in order to clear the bill (see Process – Posting Collection with Established Receivable, Step 2.A for posting guidelines). Once the bill is cleared, clearing document enter in the “Cash Posting/Clearing Doc” field in the SN FAR; the AR AM will resolve the FRT and FAR will auto close.

## STEP 7. Post Promissory Note - Payment Processor/Account Maintainer

**Note:** See “NSSDG-9200-0007 – AR Management of Debt Collection” – “Process – Promissory Notes” for complete process.

A. If the payment is for an installment payment on a promissory note, collection will be posted to interest, administrative fees, and penalty prior to posting to principle.

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- B. The AR PP posts the collection of interest, administrative fees and penalty using F-28 (see Process – Posting Fees) and updates the IDR form (“Amortization tab”) with the posting information.
- C. The BLINE date of the remaining principle due will be adjusted to the due date of the next unpaid scheduled payment (per the amortization schedule) and the text field will be manually updated (i.e., “Transfer Debt-Annual Leave – 03/30/2018”).
- D. The FRT is then re-routed back to the AM to create the next month’s interest bill.

**STEP 8. Research Customer Overpayment of Bill - Account Maintainer**

**Note:** If the payment received is more than the original bill, execute FBL5N to see in there is another outstanding bill for this customer.

- A. If there is another outstanding bill, contact the center or L3 for guidance on whether to apply the balance to the outstanding bill.
- B. If there is not another outstanding bill, the customer will need to be refunded (see Process - Refunds).
- C. If there is not another outstanding bill and the amount overpaid is less than \$1.00, post to Miscellaneous Receipts (see Process – Posting Collection without Established Receivable, Step 9).

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## PROCESS 4 – POSTING COLLECTION WITHOUT ESTABLISHED RECEIVABLE (CONTROL ACTIVITY)

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### STEP 1. Post Accounts Payable Vendor Overpayments - **Vendor Payment Processor**

#### A. Open Contract (AP Vendor Payment Processor)

1. Route the FRT to the AP Vendor Payment Processor (VPP) for posting in SAP, if applicable.

**Note:** Collections with Subcategory: Check, Pay.gov, Fedwire and 5515 auto route according to the process flow in SN.

2. The request should be marked “Critical”, if applicable
3. If the collection SubCategory is check pay.gov, Fedwire or 5515, when AP resolves the FRT a new FRT will be auto created and assigned to Accounts Receivable L2. If the collection subcategory is IPAC AP you can use the same FRT assigned to AP to manually assign to Accounts Receivable L2.

#### B. Closed Contract (AP VPP, AR PP, and AR AM)

1. Route the FRT to AP for validation.
2. If the contract has closed, AP will request funding information from Center.
3. Once funding has been received, AP will research fund to verify if the fund is cancelled.
4. If the fund is not cancelled, AP will create an IDR form and will route FRT back to AR for posting.
  - a) AR PP will research and create ZCOM customer, if applicable.
  - b) AR PP will route FRT to AR AM to create bill.
  - c) AR AM will create bill and route FRT to AR PP for posting.

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d) AR PP will post payment to bill

C. Closed Contract Cancelled Funds (AP VPP, AR PP, and AR AM)

1. Route the FRT to AP for validation.
2. If the contract has closed, AP will request funding information from Center.
  - a) Once funding has been received, AP will research fund to verify if the fund is cancelled.
  - b) If the fund is cancelled, AP will attach screen shots showing the status of the fund to the FRT and route to AR for posting to Miscellaneous Receipts.
  - c) AR PP will route FRT to AR AM for posting to Miscellaneous Receipts. (see Process – Posting Collection without Established Receivable, Step 9)

**STEP 2.** Post Purchase Card (P-Card)/Tuition Payments - **Payment Processor/Account Maintainer**

- A. P-Card reimbursements are made by employees when the P-Card is used in error. Reimbursements are requested by the Center and AR is not notified of the outstanding debt.
- B. Reimbursements are made by the cardholder via Pay.Gov. The cardholder will include the P-Card order log number (if one is associated with the transaction) and will identify the Center for reimbursement.
- C. The AR PP will complete the FRT the SN (see Appendix I for examples of FD) and will select Erroneous PCard Notification in order to send notification to NSSC Erroneous PCard group to provide an IDR form.
- D. Once the IDR form is received back from Erroneous PCard Group, AR PP will check for/create a ZCOM customer number.
- E. The FRT will then be sent to the AR AM to create the bill according to the IDR form. The AR AM will then send it back to the AR PP to post the payment according to the IDR form information.

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- F. Update the IDR form in the “Bills of Collection” folder with the clearing document, and then move the IDR form to the “Closed” folder for the correct center.

**STEP 3. Post FOIA Payments - Payment Processor/Account Maintainer**

- A. Check FOIA log spreadsheet located in the “Bills of Collection” folder on the N: Drive for a current FOIA Bill.
- B. If there is not a bill listed, route FRT to AR AM to contact center for FOIA letter and invoice.
- C. AR AM will create bill according to FOIA letter and route FRT to AR PP.
- D. AR PP will post FOIA payments (see Process – Posting Collection with Established Receivable, Step 5).

**STEP 4. Post Donations - Account Maintainer**

- A. See NASA Policy Directive (NPD) 1210.1G and NPR 9290.1A for guidance on the Acceptance and Use of Monetary Gifts and Donations.
- B. Unsolicited donations must be unconditional and are posted to the HQ Business Area unless otherwise directed and coordinated with the OCFO for posting. (**Note:** Conditional means the donation is designated for a specific project. NASA is unable to keep conditional donations.)
- C. All donation postings should be completed via JV according to the Day to Day posting guide once OCFO has been notified via email by CS and confirmation has been received to post.
- D. See Process - Journal Vouchers

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- E. Once JV has been posted, send an email to the OCFO POC containing the SAP document numbers and a screenshot of the posting.

**Note:** The CS should validate that L2 sent notification to OCFO that the JV has been posted by reviewing the SNOW work notes.

**STEP 5.** Post Jury Duty Payments - **Payment Processor**

- A. Follow the “Debt Accounting Code Process-Jury Duty” (See Appendix M) to obtain accounting code elements: G/L Account, Fund, WBS and Fund Center, Order
- B. If funding data cannot be determined through BOBJ
  - 1. Complete NSSC Form-0061
  - 2. Use the standard e-mail for “NSSC AR Funding Request” located on the N:drive AR Forms and Templates
- C. Once funding information has been identified, refer to EPPS “Day-to-Day Posting Guide” [Posting Day-to-Day Non-Reim \(Job Aid\)](#) for posting of jury duty JVs.
- D. See Process - Journal Vouchers

**STEP 6.** Post Commercial Card Service Contractor Rebates - **Payment Processor**

- A. Both Bank of America (BoA) and US Bank have acted as NASA Commercial Card Service Contractors. US Bank is the current contractor.
- B. US Bank sends the rebate quarterly, following the quarter of charges qualifying for the rebate.
- C. US Bank Rebates arrive to the AR department via four (4) SN FRTs; they come as four (4) Fedwire payments to HQ’s ALC for rebates on Fleet, PUR, IBA, & CBA for NASA charges made the previous quarter. Customer PP will request posting guidance from the Budget and Accounting Division (BAD) Office. Once guidance is received, the PP

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will create a JV and route in SN via a SOD FRT to the BAD Office for Approval.

- D. Once the JV is approved by the BAD Office, the PP will route to the AR Supervisor for review prior to posting. After posting, a SN FRT is routed to AR L3 to verify posting and attachments.

- E. See Process - Journal Vouchers

**Note:** Per Continuing Resolution (H.R. 933), page 64, NASA was granted the authority to retain within its WCF, refund or rebates received through NASA's credit card program.

**STEP 7.** Post JSC Department of State Charges/Proceeds – **Account Maintainer**

- A. JSC will send supporting documentation from the Department of State on the proceeds of the sale to the NSSC Customer Contact Center. The supporting documentation will indicate the sale of property and reference a JV that was posted by the Center. The supporting documentation should indicate that a posting to miscellaneous receipts is required.
- B. Once AR L2 Account Maintainer receives the SN FRT, the Account Maintainer will review the supporting documentation and ensure that the supporting documentation is included in the FAR and that the JV posted by the Center is referenced.
- C. The NSSC Account Maintainer will prepare a JV to miscellaneous receipts attaching the supporting documentation that was sent by JSC and reference the JV that was posted by the Center.
- D. See Process - Journal Vouchers.

**STEP 8.** Post Non-exchange Sale Proceeds – **Account Maintainer**

- A. If replacement items are not being purchased, the proceeds are considered “non-exchange.” Proceeds from sales that are not “exchange sale” must be returned to Treasury. This is accomplished by posting the proceeds to Miscellaneous Receipts (Collection – No



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Receivable – Other Revenue) as per the “Day-to-Day Posting Guide.”  
[Posting Day-to-Day Non-Reim \(Job Aid\)](#)

B. See Process - Journal Vouchers.

C. NPR 9250.1, Chapter 4.7.1.2a

**STEP 9.** Post Fees for Late Filing of OGE-450 – **Account Maintainer**

A. NASA Senior Executive Service (SES) employees are required to file an OGE-450 (Financial Disclosure) Form. If this form is not filed in a timely manner, the Chief Counsel offices at the Centers will bill a \$200 fee to the late filers. These fees are to be posted to Miscellaneous Receipts.

B. See Process – Journal Vouchers.

C. This is in compliance with 5 CFR 2634.704.

**STEP 10.** Post State Tax W2C adjustments IPAC for DOI

- A. Accounts Receivable is notified by the Accounts Payable IPAC Department an IPAC has been received for State Tax W2C adjustments.
1. Accounts Receivable – Payment Processor will reach out to the center to provide funding information. (Eg., 6100.XXXX)
  2. Upon receiving the center funding information Accounts Receivable Payment Processor will prepare a Journal Voucher using the Day to Day Posting guidance-Collections – NO Receivable – Refund to Appropriation.

**STEP 11.** Post Amounts for Restitution/Settlements –**Account Maintainer/Payment Processor**

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- A. Review all information on the collection received and determine whether it is a recurring payment for an existing restitution/settlement where NSSC has previously been provided with supporting documentation and posting guidance.

**Note:** Sometimes the check has a FRT number (rather than a name or contract) that can be used to tie back to an existing restitution/settlement.

1. Research Tech Doc folder: FM/AR/Restitution
2. Search SN for previous payments.
3. Research N drive folder: N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\Restitution
4. Research N drive folder: N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Payable\IPAC\DOJ

- B. Post recurring amount according to the guidance previously provided by Center, HQ Legal, or other POC.

1. Miscellaneous Receipts – Many times amounts must be posted to miscellaneous receipts because NASA cannot keep the money or the reference contract has cancelled funds. See Process 4 – Step 11 – Post Miscellaneous Receipts for process.
2. Accounts Payable Open Contract – Amounts to be posted to an open contract with funds not yet cancelled should be routed to AP for posting.
3. Accounts Payable Closed Contract – Route FRT to AP to complete IDR form in order to obtain funding. See Process 4 – Step 1, B for process.
4. Request backup documentation for new restitution/settlement amount by contacting POC information listed on IPAC or check. This is often a Department of Justice (DOJ) POC.

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5. If no contact information is available, request guidance from AR L3 Senior Accountant or backup.
  - a. AR L3 should contact HQ Legal (Acquisition Integrity Program Director), NSSC Research Activities Branch in Procurement, or NSSC Legal to obtain backup documentation and posting guidance.
  - b. Once posting guidance is received, AR L3 will route FRT to AR L2 for posting.
  - c. AR L2 will post collection.

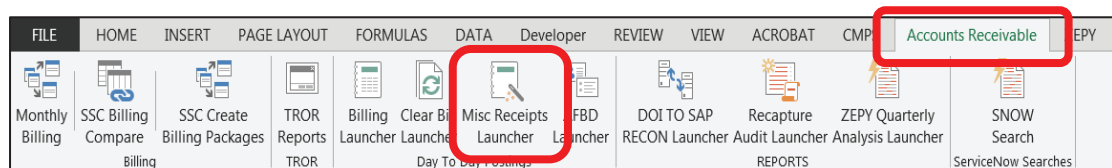
**STEP 12.** Post Miscellaneous Receipts – **Account Maintainer**

A. There are some payments received that do not have a contract or bill associated with them (i.e., HQ Book Sales, Restitution payments). These payments are to be posted to Miscellaneous Receipts.

B. Run “Misc Receipts Launcher” Add-in Macro.

**Note:** For manual instructions on parking a JV, please see EPSS instructions: [FB50 - Park a Journal Voucher](#);

1. Open SN in Internet Explorer.
2. Open the “AR-Functional Detail” and go to the “Accounts Receivable” tab.
3. Open Microsoft Excel.



4. Select the “Accounts Receivable” tab.

**Note:** If you do not have this option in Excel, you can download this add-in at the link below:

- [N:\FM Division\Accounts Payable Accounts Receivable\Macros](#)

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- Select “AP-AR.xlam”

5. Click on the “Misc Receipts Launcher” on Excel ribbon.

6. Click “Update” (this will pull in most information needed for posting from the “Accounts Receivable” tab in SN).

7. You will need to manually enter the Fund and JV number.

8. Click the “OK” button.

a) This will park both the part 1 and part 2 documents and will return the document numbers to the macro form.

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9. Input your “JV Explanation” using the drop down field.

10. Select the path for any backup that needs to be attached to the Misc. Receipts JV.

11. Select the location to which you want your JV packet to save.

12. Click “JV” button

a) This will create the JV spreadsheet and packet.

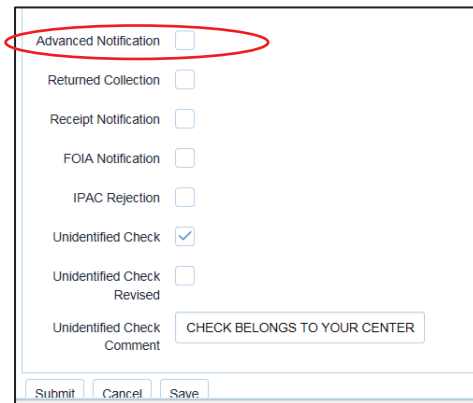
**Note:** Refer to EPSS Day-to-Day posting guide [Posting Day-to-Day Non-Reim \(Job Aid\)](#) for further guidance.

C. See “Process 9 - Journal Vouchers / STEP 3” for approval routing.

**STEP 13.** Send Advance Notifications – **Payment Processor**

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- A. If the Center is to post the deposit in SAP (i.e., Advance), check the “Advance Notification” box on the AR FD to generate an e-mail notice to the Center. Place the FRT in “Pending” / “Confirmation” status.



The screenshot shows a form with several checkboxes. The 'Advanced Notification' checkbox is checked and circled in red. Other checkboxes include 'Returned Collection', 'Receipt Notification', 'FOIA Notification', 'IPAC Rejection', 'Unidentified Check' (checked), 'Unidentified Check Revised', and 'Unidentified Check Comment'. A text box labeled 'CHECK BELONGS TO YOUR CENTER' is also visible. At the bottom are 'Submit', 'Cancel', and 'Save' buttons.

Advance payments include, but are not limited to:

- Royalty/License Fee “DE-####” or “DN-####”
- Space Act Agreement “SAA#-####”
- “SEWP”
- “Fuel”
- Solely Travel (JSC) “CB-####-####”
- “Recycle”
- “Lease” or “Rent”
- Property Proceeds
- Payments on Invoices sent by the Center to the Customer
- Other “Advances” and “Down Payments”

- B. Once the amount has been posted in SAP and a document number is generated, the SN FAR “Cash Posting/Clearing doc” field is updated with the posting document, and the FRT is resolved and the FAR can be closed.

1. Utilize T-code FBL3N to review center postings and obtain the Cash Posting/Clearing Doc.

- a. Click on “Dynamic Selections” (Red/Green flag ICON at top of the page) and scroll down inside the pop-up box to input Document Types and Business Area.

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**Note:** Document Type “DP” (a 1400# document) is utilized for Center Advance Down Payments. Occasionally, the Center will post IPAC Property Collections/Chargebacks as Doc Type “RL” (a 2400# document) or, the center may post to miscellaneous receipts using Doc Type “AR” (an 1800# document). Click on the yellow arrow next to Document Type to add doc types.

- b. Scroll down the page to input the G/L account selection. Click on the yellow arrow to input G/L accounts shown below.





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A screenshot of a form with six input fields, each with a dropdown arrow on the right. The fields are labeled: Customer Number, TA Number, AR Bill Number, Travel/AP/MR Credit Memo, Cash Posting/Clearing Doc, and AR Credit Memo. The 'Cash Posting/Clearing Doc' field is circled in red.

- C. **Payment Processor:** Occasionally, the center will send a BOC to the NSSC to process a Manual Advance Collection via IPAC.
1. Log in to <https://www.ipac.fms.treas.gov/IPAC/>
  2. Process a Collection IPAC from the Center ALC to the Customer ALC utilizing the information on the BOC
  3. Save a copy of the IPAC in the SN FRT
  4. Send a copy of the IPAC to AWMS via email to NSSC-AccountsPayable
    - i. When IPAC is imported into AWMS, assign to Accounts Receivable
    - ii. Relate the IPAC FAR to the original FAR received from the center
  5. Route the IPAC to the center as an Advance using steps A and B above.

#### STEP 14. EUL Clear Manual FI Bill

- A. NSSC Accounts Receivable receives a EUL request from the center to establish a FI document and clear the manual FI
1. Center submits a request to NSSC Accounts Receivable Account Maintainer to create a manual FI “DR” document using: Debit 1310.5909 and credit 5909.5909.
  2. The Payment Processor will clear manual FI Bill with document type “DZ” using: Credit 1310.5909 and a Debit to 1010.XXXX. (Note: if the center does not provide GL information, utilize 2400 document provided by center to determine GL account to post against 1010.XXXX).

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Optional Form 1114 (12-79)  
 Title 7, GAO Manual  
 501114-107

## BILL OF COLLECTION

<div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;"> <b>NASA AMES RESEARCH CENTER</b>        (Department or Establishment and Bureau or Office)        Moffett Field, CA 94035-1000        (ADDRESS)     </div> <div style="display: flex; align-items: flex-start;"> <div style="width: 10%; text-align: right; padding-right: 5px;">Payer</div> <div style="border: 1px solid black; padding: 5px; flex-grow: 1;"> <b>RRB/SMC/SYR - Dept of Air Force</b>  <div style="background-color: black; width: 100px; height: 30px; margin-top: 5px;"></div> </div> </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <b>BILL NO.</b>      19-013       </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> <b>DATE</b>      05/24/19       </div> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 10px;"> <b>DATE DUE:</b>  <b>UPON RECEIPT</b> </div> <p style="font-size: small; margin-top: 20px;">This bill should be returned by the payer with remittance.</p> <p style="font-size: x-small; margin-top: 10px;">SEE INSTRUCTIONS BELOW</p>
---	---

Date	DESCRIPTION	Quantity	Unit Price		Amount
			Cost	Per	
	MIPR#F2TS1A91230G001  WBS: 833011.02.01.49.824Z.19	1	\$1,100,000.00		\$1,100,000.00
<div>Accounting Classification:  5793600 299 ETLA 642611 3G6MSY 55400 C6438F 503000 F03000 ESP:QA SC: B1M FSR: 072647 PSR: 450241 DSR: 063357</div> <div>Payer's ALC: ALC: 00003801</div> <div>Ames ALC: 80-00-1201 Please make check payable to</div> <div>Mail to: NASA Shared Service Center (NSSC) FMD-Accounts Receivable Bldg 1111, Jerry Haas Road Stennis Space Center, MS 39529</div>					
AMOUNT DUE THIS BILL					\$ 1,100,000.00
If you have any questions on this bill, please contact :					
SALES ORDER: 41302		THIS IS NOT A RECEIPT		Denise Snow 650-604-2830	
Company Code# 3862				Tracy Fung 650-604-5297	
CD#		Date: 5/24/2019			

### INSTRUCTIONS

Tender of payment of the above bill may be made in cash, United States postal money order, express money order, bank draft or check to the office indicated. Such tender, when in any other form than cash, should be drawn to the order of NASA Ames Research Center.

Receipts will be issued in all cases where "cash" is received, and only upon request when remittance is in any other form. If tender of payment of this bill is other than cash or United States postal money order, the receipt shall not become an acquittance until such tender has been cleared and the amount received by NASA Ames Research Center.

Failure to receive a receipt for a cash payment should be promptly reported by the payer to the chief administrative officer of NASA Ames Research Center.

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## PROCESS 5 – POSTING FEES (CONTROL ACTIVITY)

**Note:** This is located on the Day-to-Day Posting Guide ([Posting Day-to-Day Non-Reim \(Job Aid\)](#)) page 2 “Collection with Receivable-Interest Revenue”.

**Note:** Fees need to be posted in the following order prior to posting principal: penalty, interest, and admin.

**Note:** A macro is utilized to perform this process.

### STEP 1. Posting of Fees Using Macro – **Payment Processor**

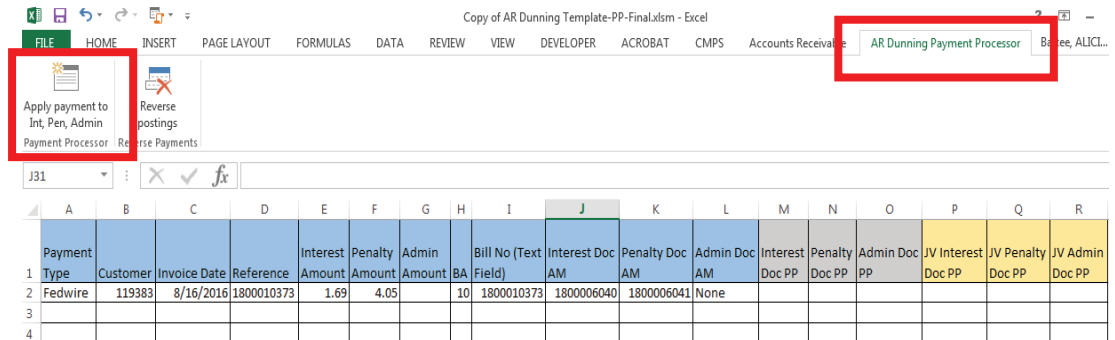
A. The Payment Processor will open the AR Dunning Template\_PP located N:\FM Division\Accounts Payable Accounts Receivable\Accounts Receivable\Dunning.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Payment Type	Customer	Invoice Date	Reference	Interest Amount	Penalty Amount	Admin Amount	BA	Bill No (Text Field)	Interest Doc AM	Penalty Doc AM	Admin Doc AM	Interest Doc PP	Penalty Doc PP	Admin Doc PP	JV Interest Doc PP	JV Penalty Doc PP	JV Admin Doc PP
2																		
3																		
4																		

B. Enter the following information under the blue headers:

1. Select the Payment Type from the drop-down list
2. Customer Number
3. Invoice Date
4. Reference
5. Amount in appropriate columns
6. BA
7. Bill No. (Text Field)
8. Document Number of the AM's postings

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C. Click the “AR Dunning Payment Processor” Tab

D. Click the “Apply payment to Int, Pen, Admin” Button

E. The macro will begin to post the documents and update the spreadsheet with the posting documents under the grey and gold headers.

## STEP 2. Posting First Part of Fees – MANUAL STEPS (used if Macro not available) - Payment Processor

A. Enter T-Code F-28.

**Post Incoming Payments: Header Data**

**Process Open Items**

Document Date: 9/1/2015    Type: DZ    Company Code: NASA  
Posting Date: 09/08/2015    Period: 12  
Document Number:   
Reference: 00312345-001  
Doc.Header Text: 00312345-001    Trading part.BA:   
Clearing text: 00312345-001 INT

**Bank Data**

Account: 1010.5215    Business Area: 10  
Amount: 5.00  
Bank charges:   
Value date: 09/08/2015    Profit Center:   
Text: 00312345-001 INT    Assignment:

**Open Item Selection**

Account: 119305  
Account Type: D    ☐ Other accounts  
Special G/L ind: Z    ☒ Standard OIs  
Pmnt advice no.:   
☐ Distribute by age  
☐ Automatic search

**Additional Selections**

☒ None  
☐ Amount  
☐ Document Number  
☐ Posting Date  
☐ Dunning Area  
☐ Others

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B. Document Date = DRN date of payment.

C. Doc Type = DZ

D. Current date = Posting Date.

E. Reference and Document Header Text = Payment DRN (Treasury Confirmation #).

F. Enter “INT” or “Penalty” or “Admin” in “Clearing Text” next to the payment DRN. Also, put this in the “Text” field under “Bank Data.”

G. “Bank Data” Account = Correct G/L that corresponds to payment type (i.e., Check=1010.5215, IPAC-1010.5100, etc.) See Day-to-day posting guide ([Posting Day-to-Day Non-Reim \(Job Aid\)](#)).

H. Amount = Dollar amount of fee.

I. Business Area = Enter correct Business Area.

J. “Open Item Selection” Account = Customer number

K. Special G/L ind

a) Z for Interest

b) Y for Penalty

c) V for Admin

L. Hit “Process Open Items.”

M. Deselect the amounts that you are not clearing, and verify that the balance at the bottom (Not Assigned) is zero.



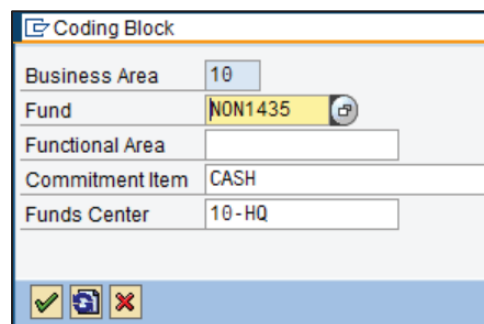
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a) Penalty or Admin = NON1099

b) Interest = NON1435

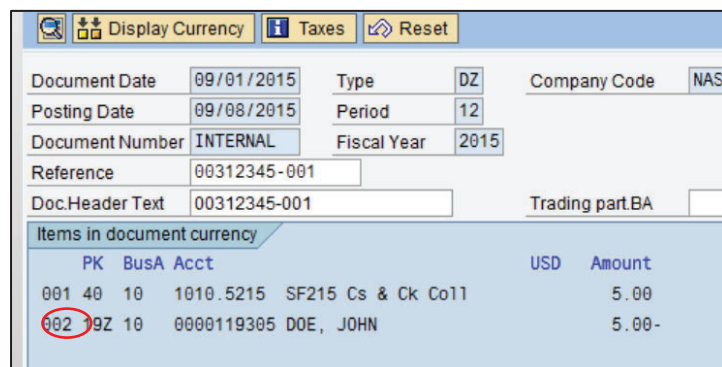
R. Funds Center = Center BA-Center Abbreviation (ex. 62-MSFC).

S. Click on the  button. “Functional Area” will populate itself.



T. Hit the  button, and then “Document” -> “Simulate.”

U. Verify “Z” for Interest, “Y” for Penalty, or “V” for Admin shows and that the 1010.XXXX and center are correct.



PK	BusA	Acct	USD	Amount
001	40	1010.5215 SF215 Cs & Ck Co11		5.00
002	9Z	10 0000119305 DOE, JOHN		5.00-

V.  Post.

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W. Log the document number you receive in your SN work notes.

**STEP 3.** Posting Second Part of Fees – MANUAL STEP (used if Macro is not available) - **Payment Processor**

**Note:** This is located on the Day-to-Day Posting Guide ([Posting Day-to-Day Non-Reim \(Job Aid\)](#)) pg. 2 “Collection with Receivable-Interest Revenue.”

- Enter T-code FB50.
- Document Date = DRN date of payment.
- Current date = Posting Date.
- Reference and Document Header Text = Payment DRN (Treasury Confirmation #).
- Doc. Header Text = Payment DRN + posting # from previous step.



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- F. Copy the “Doc Header Text” and put it in the “Text” field in the bottom portion (downstairs). Add “INT,” “PENALTY,” or “ADMIN” and the customer #.

- G. Document type = MR
- H. See “Day-to-Day Posting Guide” ([Posting Day-to-Day Non-Reim \(Job Aid\)](#)).
1. Debit G/L is 5993.0000.
  2. Credit G/L is 5994.0000.
- I. Amount = Dollar amount of fee (on Debit and Credit lines).
- J. Business Area = Enter correct Business Area.
- K. Funds Center = Center BA-Center Abbreviation (ex. 62-MSFC).
- L. Fund
1. Penalty or Admin = NON1099
  2. Interest = NON1435

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**Enter G/L Account Document: Company Code NASA**

Tree on Company Code Hold Simulate Park Editing options

Basic Data Details

Document Date 9/1/2015 Currency USD  
Posting Date 09/08/2015  
Reference 00312345-001  
Doc.Header Text 00312345-001 1400017000  
Document Type MR  
Company Code NASA NASA Washington DC

Amount Information  
Total Dr. 0.00 USD  
Total Cr. 0.00 USD

0 Items (No entry variant selected)

G/L acct	D/C	Amount	Text	Tradin...	B...	Funds center	Fund
5993.0000	D...	5.00	00312345-001 1400017000 INT/119305		10	10-HQ0P	NON1435
5994.0000	C...	5.00	00312345-001 1400017000 INT/119305		10	10-HQ0P	NON1435

M. Simulate and look over to see if any changes are needed.

N. Post.

O. Get 1000# and put in SN Finance Request work notes.

**Enter G/L Account Document: Company Code NASA**

Tree on Company Code Hold Simulate Park Editing options

Basic Data Details

Document Date Currency USD  
Posting Date 09/08/2015  
Reference  
Doc.Header Text  
Document Type ☒  
Company Code NASA NASA Washington DC

Amount Information  
Total Dr. 0.00  
Total Cr. 0.00

0 Items (No entry variant selected)

G/L acct	Short Text	D/C	Amount in doc curr.	Loc. curr. amount	Tax c...	Tax jurisdictn code
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		

Document 101092151 was posted in company code NASA

P. Go into the Customer # in FBL5N and sort by document.

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Q. Put the 1000# at the end of the 1400# text (posting # from previous step).

Customer Line Item Display

</

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## PROCESS 6 – FEDDEBT COLLECTION

### STEP 1. FedDebt Collection IPAC is received from AWMS through SN

- A. Payment Processor creates FAR (*Refer to Appendix I – Examples of SN FAR - IPAC Fed Debt*)
- B. Payment Processor pulls the FedDebt report from the FedDebt (Department of Treasury) system and saves the report on the N:drive in the N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\Fed Debt\FedDebt Reports folder.
  1. Log on to the CSNG Fiscal Treasury Website using Google Chrome:  
<https://xservice.fiscal.treasury.gov/csp/prod/os.artiva.web.page.Main.cls>
  2. Click on “IPAC Report” under Creditor Agency Reports.



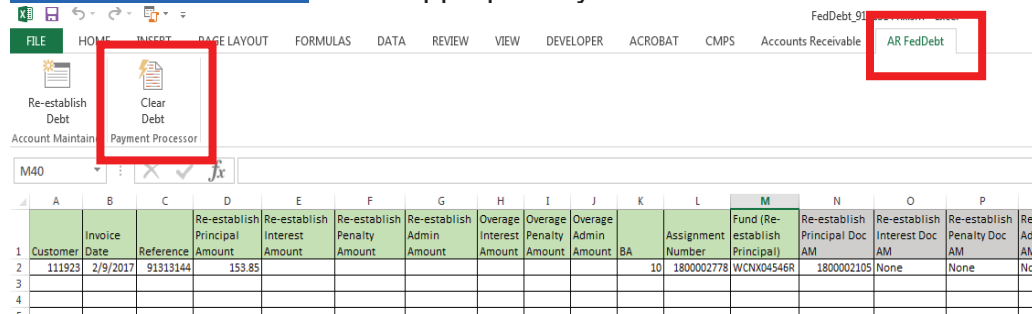
3. Input IPAC information and then click “Finish” at the bottom right.



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**STEP 4.** **Note:** For manual instructions, please refer to Process – Posting Fees or refer to page 7 of the [Day to Day Posting Guide](#) below.

- A. Payment Processor will open the Account Maintainer's file that is saved [N:\FM Division\Accounts Payable Accounts Receivable\Accounts Receivable\Fed Debt](#) in the appropriate year/month's folder.



1. Click the “AR FedDebt” Tab
2. Click the “Clear Debt” Button
3. The macro will post all of the interest, penalty, and admin documents.
4. The document numbers will be added to the spreadsheet under the gold colored headers.

AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO
Re-establish Principal Doc PP	Re-establish Interest Doc PP	Re-establish Penalty Doc PP	Re-establish Admin Doc PP	Overage Interest Doc PP	Overage Penalty Doc PP	Overage Admin Doc PP	JV Principal PP	JV Interest PP	JV Penalty PP	JV Admin PP	JV Overage Interest PP	JV Overage Penalty PP	JV Overage Admin PP
1	None	None	None	1400006045	1400006044	None	None	None	None	None	100178123	100178122	None
2	1400006048	1400006046	None	1400006049	1400006047	None	None	100178126	100178124	None	100178127	100178125	None

**Note:** The macro does not post the collection for the re-established principal documents.

**STEP 5.** Post collection for Re-established Principal, if necessary. Refer to page 7 of the [Day to Day Posting Guide](#).

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## PROCESS 7 – POSTING PAYMENTS IN CSNG FOR DEBTS REFERRED TO TREASURY

**Note:** This process is to be utilized if a customer payment is received after a debt is transferred to Treasury.

### STEP 1. Posting a Payment Received to the Cross Servicing NG (CSNG) System – Account Maintainer

- A. Log into the CSNG system in Chrome using the link below:  
<https://xservice.fiscal.treasury.gov/csp/prod/os.artiva.web.page.Main.cls>

- B. You will be directed to the Home screen. Select “Account Transaction Posting” under the “Creditor Agency Menu”.

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The screenshot shows the Artiva Web interface. On the left is a navigation bar with a 'Home' button. The main content area is divided into two sections: 'Creditor Agency Menu' and 'Creditor Agency Reports'. In the 'Creditor Agency Menu' section, the 'Account Transaction Posting' option is highlighted with a red rectangle. The 'Creditor Agency Reports' section lists various reports such as Agency Reconciliation, Detailed Disputes Report, Financial Activity Report, Financial Activity Report (Excel), New Case Entry Report, POD Detail Report, RTA Report, and IPAC Report.

C. In the “Account Transaction Posting” screen, click the  plus icon in the upper right corner.

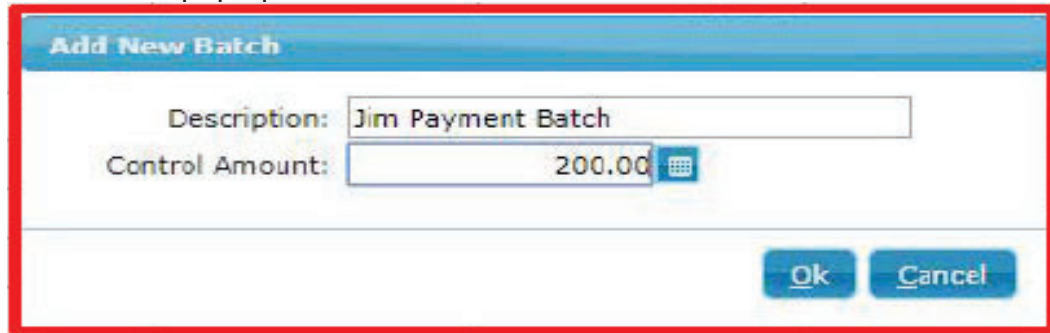
The screenshot shows the 'Account Transaction Posting' screen. At the top, there is a search bar and a 'Display Batches' section with 'All' and 'Own' buttons. Below this is a table with columns: Batch, Description, Status, Transactions, Ctr Amount, Payments, Adjustments, Bal/Upd, and Users. The table contains several rows of transaction data. In the upper right corner of the table area, there is a plus icon () which is highlighted with a red rectangle.

Batch	Description	Status	Transactions	Ctr Amount	Payments	Adjustments	Bal/Upd	Users
13699	payment	Balanced	2	5.00	5.00	1.15		JM05
13755	Insurance Payment	Balanced	2	474.99	474.99	109.61		SK10
13858	Test Batch JG08	Opened	1		3,018.36	0.00		JG08
13902	Test JG08-2	Opened	0			0.00		JG08
13903	DFAS IPAC	Opened		978.38				GR02, JG08
13909	DFAS IPAC	Balanced						GR02, JG08
13910	OLBP V090083 01/09/2019 BR	Balanced						BR02, JG08
13913	JG Agency	Opened	1		0.00	-50.00		JG08
13918	Man LPMT V 502974 CK 2021915 10/...	Opened	3		4,886.48	458.59		AB01
13928	CIR Import - Run 08	Opened	6,970		2,425,296.54	106,837.06		sys
13929	CIR Import - Run 09	Opened	6,307		1,174,029.95	84,075.13		sys
13936	CIR Import - Run 73	Opened	10,465		1,888,587.07	178,278.27		sys
13937	Test	Opened						JG08

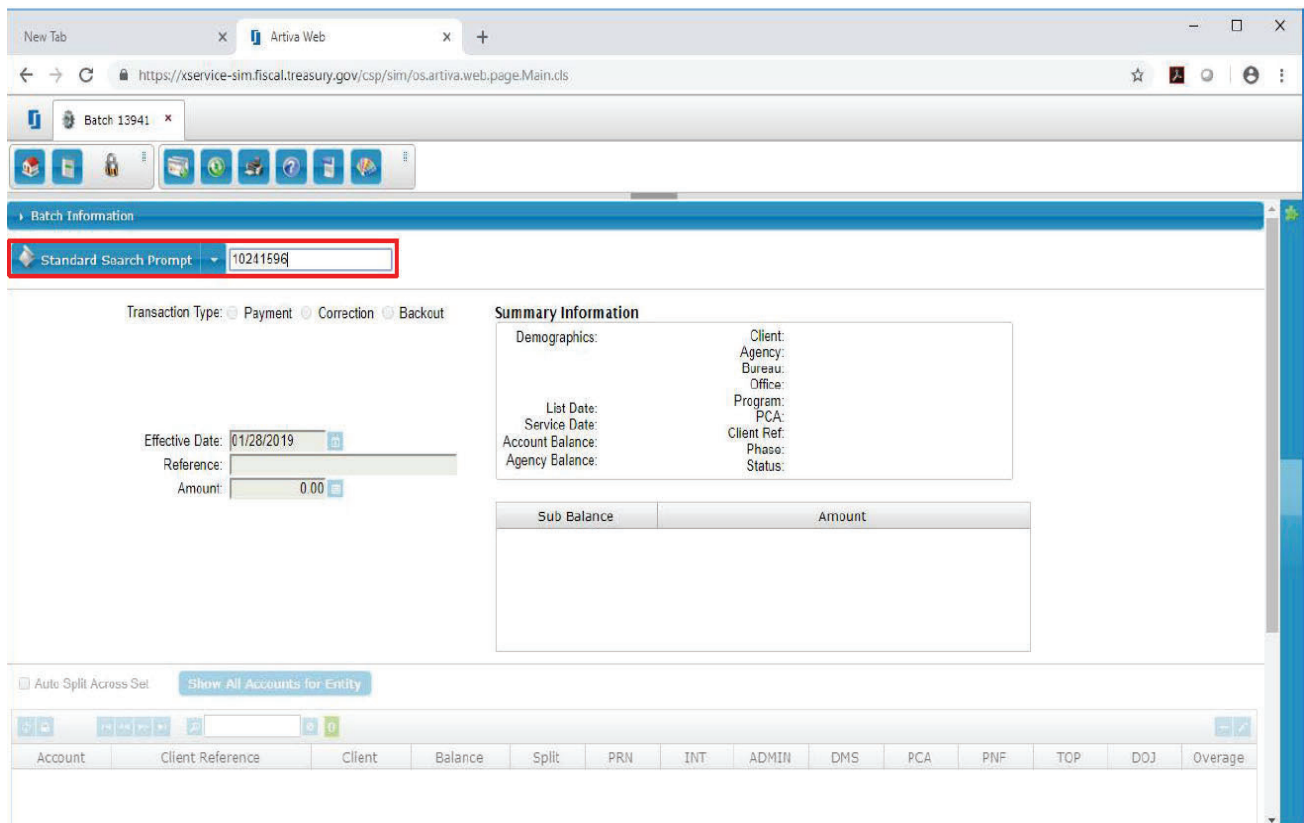


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- D. Enter a Batch Description and the total of the payment amounts in the “Add New Batch” pop up window and click OK.



- E. In the “Standard Search Prompt” field enter the CSNG (Artiva) Account Number created during the original Treasury Referral process (*Refer to NSSDG-9200-0007 Management of Debt Collection Process – Refer to Treasury*).



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1. Select "Payment" from the "Transaction Type".
2. Enter the Effective Date (Date Payment was received).
3. Enter Reference (Check number, DRN, etc.)
4. Enter Transaction Amount.
5. Press Enter on the keyboard.

Batch 13941

Batch Information

Standard Search Prompt 10241596

Transaction Type: ☒ Payment ☐ Correction ☐ Backout

Effective Date: 01/25/2019

Reference: Personal Check 1234

Amount: 100.00

Summary Information - Account 10241596

Demographics: **Frederick Flintstonian**  
123 Rocky Way  
Bedrock, AL 35000

List Date: 01/22/2019  
Service Date: 01/01/2013  
Account Balance: **\$6,964.93**  
Agency Balance: **\$6,964.93**

Client: 10 - Agency Training  
Agency: 20 - Department of the Treasury  
Bureau: FS01 - Bureau of the Fiscal Service  
Office: DCW - Program Accounting Division  
Program: ATIA  
PCA

Client Ref: ABC123  
Phase: INIT  
Status: NEWACCT

Sub Balance	Amount
ADMIN	25.00
DMS	0.00
DOJ	0.00
INT	114.41
PCA	0.00

☒ Auto Split Across Set Show All Accounts for Entity

Account	Client Reference	Client	Balance	Split	PRN	INT	ADMIN	DMS	PCA	PNF	TOP	DOJ	Overage
---------	------------------	--------	---------	-------	-----	-----	-------	-----	-----	-----	-----	-----	---------

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G. Payment information will populate. Uncheck the “Auto Split Across Set”.

Batch Information

Standard Search Prompt: 10241596

Transaction Type: ☒ Payment ☐ Correction ☐ Backout

Effective Date: 01/25/2019

Reference: Personal Check 1234

Amount: 100.00

**Summary Information - Account 10241596**

Demographics: **Frederick Flintstonian**  
 123 Rocky Way  
 Bedrock, AL 35000

List Date: 01/22/2019  
 Service Date: 01/01/2018  
 Account Balance: **\$6,964.95**  
 Agency Balance: **\$6,964.95**

Client: 10 - Agency Training  
 Agency: 20 - Department of the Treasury  
 Bureau: FS01 - Bureau of the Fiscal Service  
 Office: DCW - Program Accounting Division  
 Program: AT1A  
 PCA  
 Client Ref: ABC123  
 Phase: INIT  
 Status: NEWACCT

Sub Balance	Amount
ADMIN	25.00
DMS	0.00
DOJ	0.00
INT	114.41
PCA	0.00

☒ Auto Split Across Set    Show All Accounts for Entity

Account	Client Reference	Client	Balance	Split	PRN	INT	ADMIN	DMS	PCA	PNF	TOP	DOJ	Overage
10241596	ABC123	10	6,964.14	100.00	0.00	0.00	0.00	23.08	0.00	76.92	0.00	0.00	0.00

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H. Scroll to the bottom of the screen and click Save Transaction.

Amount: 100.00

Sub Balance	Amount
ADMIN	25.00
DMS	0.00
DOJ	0.00
INT	114.41
PCA	0.00

☒ Auto Split Across Set [Show All Accounts for Entity](#)

Account	Client Reference	Client	Balance	Split	PRN	INT	ADMIN	DMS	PCA	PNF	TOP	DOJ	Overage
10241596	ABC123	10	6,964.14	100.00	0.00	0.00	0.00	23.08	0.00	76.92	0.00	0.00	0.00

Split Remaining: 0.00 [Save Transaction](#)

I. The transaction has been added to the batch. Click on the left side of the “Batch Information” Header to display batch totals.

Batch Information

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Batch Information

Batch: 13941 - Jim Payment Batch  
Status: Opened

Adjustments: \$23.08  
Transactions: 2

Payments: \$100.00  
Control Amount: \$200.00

Balance Report | Delete Transactions | Balance | Update

Standard Search Prompt

Transaction Type: ☐ Payment ☐ Correction ☐ Backout

Effective Date: 01/28/2019  
Reference:  
Amount: 0.00

Summary Information

Demographics:

Client:  
Agency:  
Bureau:  
Office:  
List Date:  
Service Date:  
Program:  
PCA:  
Account Balance:  
Client Ref:  
Phase:  
Agency Balance:  
Status:

Sub Balance	Amount
ADMIN	25.00
DMS	0.00
DOJ	0.00
INT	114.41
PCA	0.00

Auto Split Across Set | Show All Accounts for Entity

Account | Client Reference | Client | Balance | Split | PRN | INT | ADMIN | DMS | PCA | PNF | TOP | DOJ | Overage

J. Repeat Steps F through I to add additional payments to the batch.

K. When complete, click the Home Icon in the upper left corner of the Batch Screen to return to the Account Transaction Posting Screen.

Batch Information

Batch: 13941 - Jim Payment Batch  
Status: Balanced

Adjustments: \$46.16  
Transactions: 4

Payments: \$200.00  
Control Amount: \$200.00

Balance Report | Delete Transactions | Balance | Update

L. To complete a batch, it must be balanced.

1. Click on the Bal/Upd column of the batch to be balanced.
2. Click the plus/add icon in the upper right corner to balance the batch.

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Account Transaction Posting

Drag a column and drop it here to group by that column

Batch	Description	Status	Transactions	Ctrl Amount	Payments	Adjustments	Sal/Upd	Users
13939	Jim Correction	Opened	0			0.00	<input type="checkbox"/>	JR01
13941	Jim Payment Batch	Opened	4	200.01	200.00	46.16	<input checked="" type="checkbox"/>	JR01

1/28/2019 16:25:34.724 [9798421]

M. If a batch is not balanced, you will receive an error message. Click OK in the pop up window to view the balance report. Two situations may cause a batch to be out of balance; the 'Payments' amount or the 'Ctrl Amount'.

Account Transaction Posting

Drag a column and drop it here to group by that column

Batch	Description	Status	Transactions	Ctrl Amount	Payments	Adjustments	Sal/Upd	Users
13939	Jim Correction	Opened	0			0.00	<input type="checkbox"/>	JR01
13941	Jim Payment Batch	Opened	6	200.00	300.00	69.24	<input checked="" type="checkbox"/>	JR01

Artiva Webstation


Batch 13941 not balanced

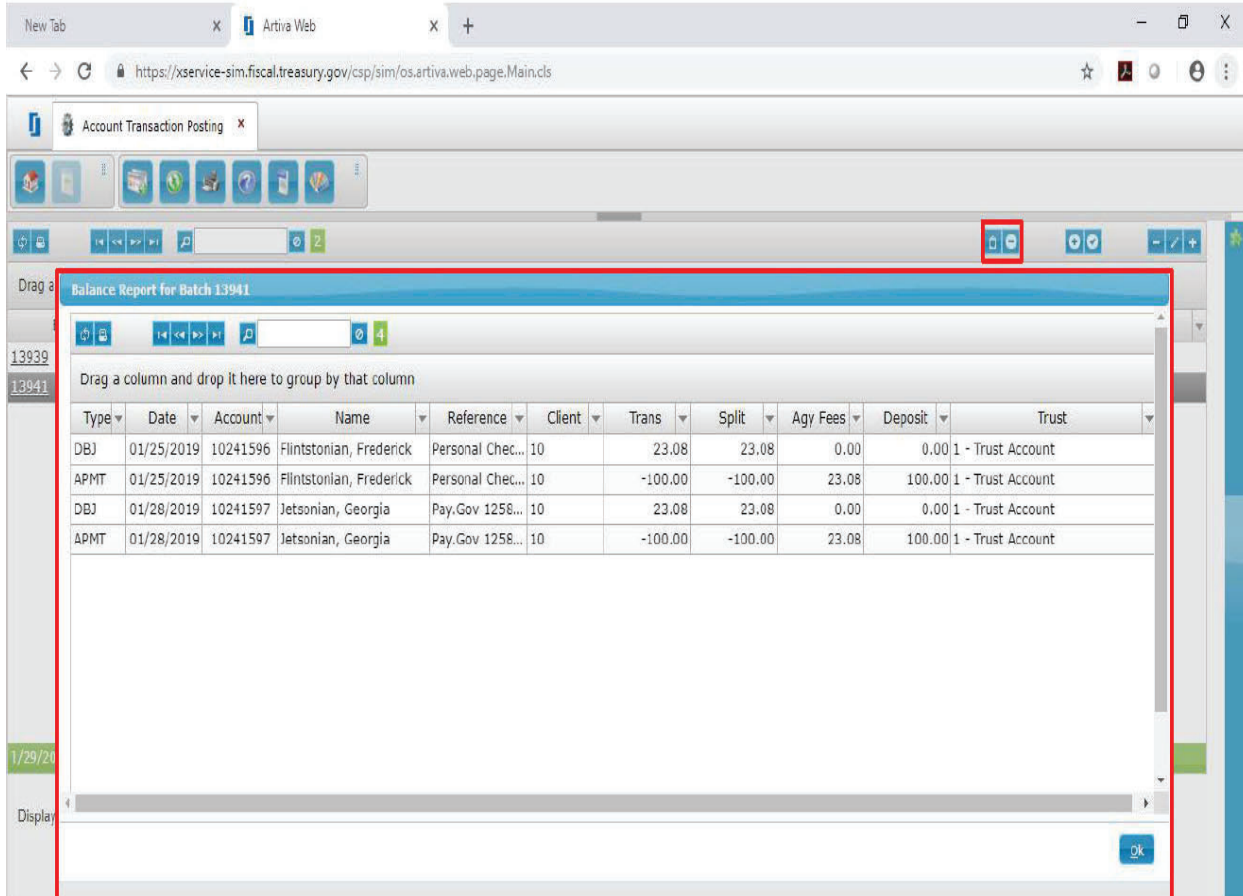
OK

1/28/2019 16:37:46.338 [9798435]

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- N. Click the  view button in the upper right of the screen to review transactions in the 'Balance Report' pop up window. Use this window to identify any transactions to be deleted. Click OK to continue.



Account Transaction Posting

Balance Report for Batch 13941

Drag a column and drop it here to group by that column

Type	Date	Account	Name	Reference	Client	Trans	Split	Agy Fees	Deposit	Trust
DBJ	01/25/2019	10241596	Flintstonian, Frederick	Personal Chec...	10	23.08	23.08	0.00	0.00	1 - Trust Account
APMT	01/25/2019	10241596	Flintstonian, Frederick	Personal Chec...	10	-100.00	-100.00	23.08	100.00	1 - Trust Account
DBJ	01/28/2019	10241597	Jetsonian, Georgia	Pay.Gov 1258...	10	23.08	23.08	0.00	0.00	1 - Trust Account
APMT	01/28/2019	10241597	Jetsonian, Georgia	Pay.Gov 1258...	10	-100.00	-100.00	23.08	100.00	1 - Trust Account

1/29/24

Display

OK



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- O. Click the minus ICON in the upper right corner. In the 'Transactions in Batch' pop up window, select the transaction to be deleted in the delete column and then click the Delete Transactions bar at the bottom of the screen.

Transactions in Batch 13941

Drag a column and drop it here to group by that column

Type	Date	Account	Name	Reference	Client	Amount	Delete
APMT	01/28/2019	10241597	Jetsonian, Georgia	Pay.Gov 125898456	10	-100.00	
DBJ	01/28/2019	10241597	Jetsonian, Georgia	Pay.Gov 125898456 - DMS ...	10	23.08	
APMT	01/25/2019	10241596	Flintstonian, Frederick	Personal Check 1234	10	-100.00	
DBJ	01/25/2019	10241596	Flintstonian, Frederick	Personal Check 1234 - DMS...	10	23.08	
						Σ -153.84	

1/29/2019 - 11:51:29:870 [9798570]

Delete Transactions Cancel

- P. A pop up window will appear to confirm the deletions. Click OK.

The following transaction(s) will be deleted. OK to continue, CANCEL to quit without deleting.

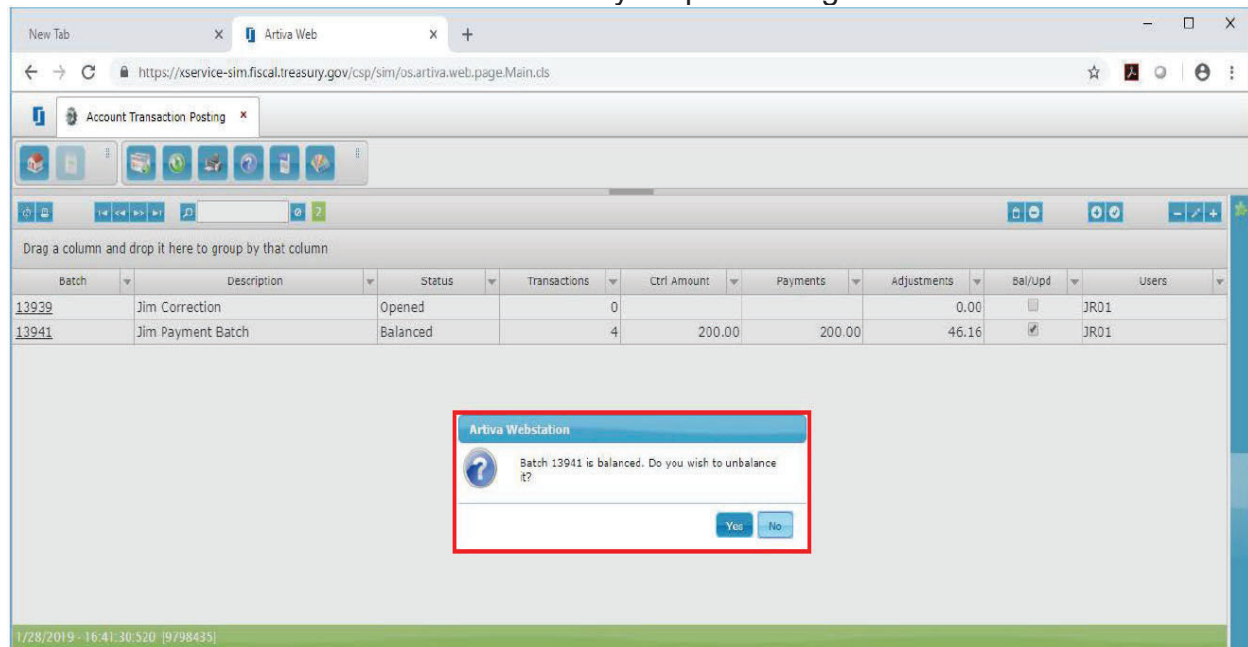
ID	Account	Cashier	Type	References	Eff Date	Trans Amt	Split Amt
50976130	10241596	JR01	APMT	Personal Check 1234	01/28/2019	-100	-100

Ok Cancel



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Q. Repeat Step L to recheck the batch balance. The batch is now balanced. Click NO in the Artiva Webstation pop up window and the batch will remain balanced. The batch is now ready for processing.



**Note:** This concludes the batch entry capabilities of the Creditor Agency (CA) Cashier Role. The Creditor Agency can only create and balance batches. Approval of Financial Batches is currently administered by the DMS Financial Team.

**BATCH APPROVAL:** Email the DMS Financial Team at [CrossServicingFinancials@fiscal.treasury.gov](mailto:CrossServicingFinancials@fiscal.treasury.gov)

Ensure the following information is included in the email:

- Batch Number
- Batch Description
- Batch Control Amount
- Agency POC information

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## PROCESS 8 – REFUNDS

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**Note:** If the amount to be refunded is less than \$1.00, the amount is not refunded, but posted to Miscellaneous Receipts.

**Note:** Reversal of Payment Proposals can not be completed before 10AM.

### STEP 1. Process the Refunds - Account Maintainer/Payment Processor

- A. Occasionally, a customer overpays a bill, the NSSC deposits a PMS Grant refund check, or the NSSC deposits a check that was not meant for NASA. In these situations the customer would need to be refunded. Both transactions used for refunding the customer (recording the collection document and processing the payment) need to be posted within the same period to prevent a FBWT difference.

**Note:** Payment Processor - When a refund is needed resulting from a deposit error made by the Payment Processor, he/she will need to research, reach out to the customer and verify or obtain banking information for the refund. All research should be documented in the FRT prior to assigning to the Account Maintainer.

**Note:** Centers may request a refund for a reimbursable and/or foreign customers. See NSSDG-9200-0002 Reimbursable SDG Process – Customer Refund.

- B. AR PP - Update Customer Master using SAP t-code XD02

1. On “Control Data” tab enter all zeroes in Tax Number 1 field (no dashes).

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- When customer banking information needs to be updated for ACH/EFT refunds, payment method “6”, the bill requestor needs to contact the customer for banking information and provide to AR. The PP will then update the “Payment Transactions” tab in the Customer Master file with the Country, Routing number (Bank Key), and Bank Account number. Scroll over to verify the correct Bank Name.

**Note:** If this is an AP vendor refund, AR will verify that the same banking information used by AP can be used for the refund. This information can be located in the AP Vendor ZREM file in T-code XK03.

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3. When a refund is requested via check, Payment method “5”, the requestor would need to submit a reason for a paper check.
  - (a) Once the reason has been submitted, the Account maintainer would update the current year Paper Check spreadsheet located at N: \FM Division/Paper Check requests.
  - (b) The AM would submit a SN FRT to AR L3 requesting approval to issue payment via check.
  - (c) Once approval is received, AM will attach backup documentation to the refund document in SAP with the SN FAR/FRT and a description “Approval to issue payment via check”.

**Change Customer: Company Code Data**

Other Customer | General Data | Sales Area Data | US Federal Government

Customer: 119305 | DOE, JOHN | IMAGINATION

Company Code: NASA | NASA

Account Management | **Payment Transactions** | Correspondence

**Payment data**

Terms of payment: Z000 | Tolerance group:

Credit memo payt term:

☐ Payment history record

**Automatic payment transactions**

Payment methods: 5 | Payment block:

Alternat.payer:

House Bank:

Grouping key: 01 | Pmt meth.supl.: 10

☒ Single payment

- C. FB01 – Account Maintainer – create collection document for customer without an open item.

**Note:** See EPSS Job Aid Refund from Deposit Account at [Refund from Deposit Fund \(Job Aid\)](#)

1. Document Date = Original DRN Date
2. **Note:** Deposit Fund collections; use 1800 as DRN and use reversal date of the 1800 as the DRN confirmation date.

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2. Doc Type = DA

3. Posting Date = Today

4. Reference Field = DRN of payment to be refunded

**Note:** If an identifying number/tracking information needs to be added to a refund, add the information after the FBWT DRN#. When viewing in SAP the data is cut-off, but all information is displayed when the refund is processed.

5. Doc. Hdr. Text = "Refund DRN" and number (e.g., Refund DRN xxxxxxx-001)

6. Post Key = 40 and Account = 1010.xxxx (see "Day-to-Day Posting Guide") [Posting Day-to-Day Non-Reim \(Job Aid\)](#) and enter.

7. Enter Amount of Refund \$

8. Fund Center ="AIN-XXXX" (e.g., 62-MSFC)

9. Appropriated Fund if available or NON6500 with approval.

a) Refunds for FOIA or when there is no open receivable will need to use NON6500.

b) If NON6500 is needed, route SN FAR to AR L2 Supervisor.

i. AR L2 Supervisor will submit a Service Request (CRQ) to Agency Applications Office (AAO) to have the fund opened.

ii. Notate SAP ID number and name of individuals responsible for processing refund (AM, PP, AP L2 Center Lead, AR Certifying Officer, and AP Certifying Officer).

iii. Once the CRQ has been approved and the fund opened, proceed with processing refund.

10. Post Key = 15 and Account = Customer Number and Enter.

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11. Enter Amount of Refund, Business Area, Payment Method (Check =5, EFT = 6), and Text = “Refund DRN xxxxxxxx-xxx”).

12. Document/Simulate to be sure your net total = \$0.00 and Post.

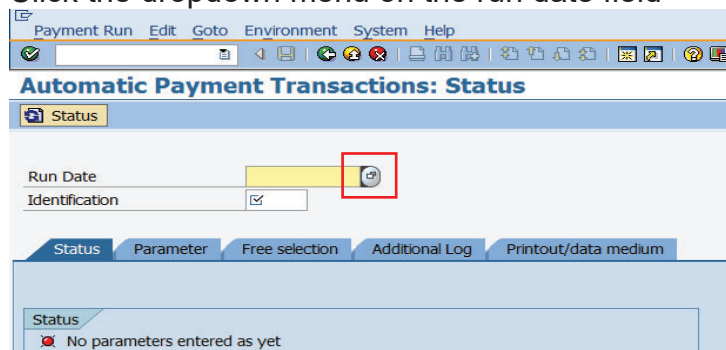
13. A 1600 Refund document is created.

**Note:** A brief explanation and/or any supporting documentation must be attached to the refund document in SAP by AR L2 prior to requesting a payment proposal. The Certifying Officers will review the explanation/documentation prior to certifying the refund payment.

D. AM will send FRT to PP to create Payment Proposal via ZF110-PRO.

1. Find the next sequential naming scheme for the Center.

a) Click the dropdown menu on the run date field



b) Enter a date range in the From Date to Date fields.

c) Enter Partial Center ID and an asterisk (\*). Click the green check.

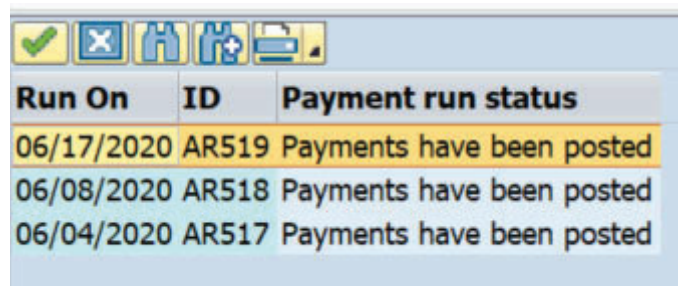


**Note:** Refund Proposal ID's begin with the following: AR5 (ARC), DR5 (AFRC), CR5 (GRC), GR5 (GSFC), HR5 (HQ), JR5

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(JSC), KR5 (KSC), LR5 (LaRC), MR5 (MSFC), OR5 (NMO), and SR5 (SSC). They also contain two additional numbers. These numbers start over every fiscal year. Example = AR501.

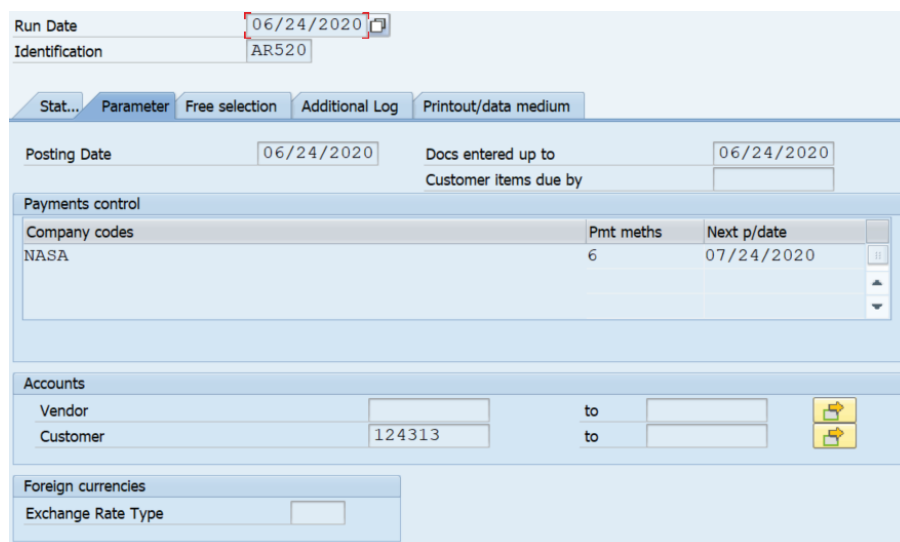
2. Use the next sequential ID number. E.g., AR520



Run On	ID	Payment run status
06/17/2020	AR519	Payments have been posted
06/08/2020	AR518	Payments have been posted
06/04/2020	AR517	Payments have been posted

3. Create the Payment Parameters under the Parameter Tab:  
Company Code = NASA

Pmt meths = 5 for check or 6 for ACH/EFT  
Next p/date = 30 days from current run date  
Customer number(s)



Run Date: 06/24/2020  
Identification: AR520

Stat... Parameter Free selection Additional Log Printout/data medium

Posting Date: 06/24/2020 Docs entered up to: 06/24/2020  
Customer Items due by:

Payments control

Company codes	Pmt meths	Next p/date
NASA	6	07/24/2020

Accounts

Vendor: to  
Customer: 124313 to

Foreign currencies  
Exchange Rate Type:

4. Select Free Selection Tab to enter Business area and document number.

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Selection criteria

Field Name	Values	Exclude values
Business Area	21	<input type="checkbox"/>
Document Number	1234567890	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

5. Select Additional Log tab. Check the boxes next to Due Date Check, Payment method selection in all FARs, and Line items of payment documents. Also, enter the customer number.

Required logging type

- ☒ Due date check
- ☒ Payment method selection in all cases
- ☐ Print method selection if not successful
- ☒ Line items of the payment documents

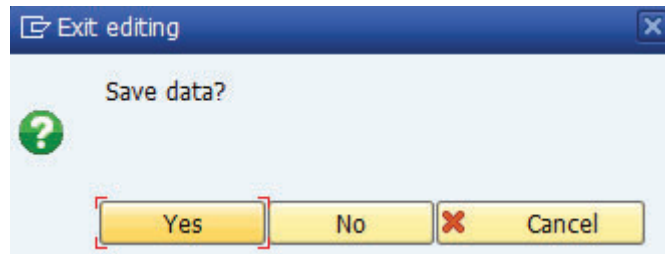
Accounts required

Vendors (from/to)	Customers (from/to)
	12345

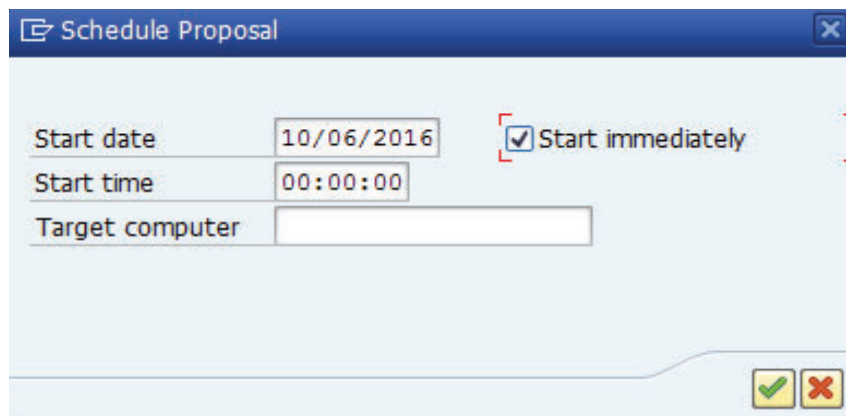


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6. Click on the Status tab and click Save.



7. Click on Proposal to process the proposal.
8. Select Start Immediately.



9. Hit Enter until the payment proposal has been created.

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The screenshot shows a software interface with a tabbed menu at the top: 'Status', 'Parameter', 'Free selection', 'Additional Log', and 'Printout/data medium'. The 'Status' tab is selected, and within it, a box labeled 'Status' contains two green checkboxes with the following text:

- ☒ Parameters have been entered
- ☒ Payment proposal has been created

- To display the Payment Proposal, select the “Proposal” icon with the glasses to verify that the business area and payment method match and verify the total outgoing payment matches the request received.

The screenshot shows a window titled **Automatic Payment Transactions: Status**. It features three icons: a yellow folder labeled 'Payment', a yellow folder with glasses labeled 'Proposal' (which is highlighted with a red box), and another yellow folder labeled 'Proposal'. Below the icons, there are two input fields:

- Run Date:** 06/24/2020 (with a calendar icon to the right)
- Identification:** AR520


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
Payments/exceptions									
Vendor	BusA	P...	P	Type	Amnt paid in LC	Cash discount (LC)	Lost cash disc.(LC)	Amount paid (FC)	p.ltns Name 1
					886,399.09	0.00	0.00	886,399.09	1 NORTHROP GRUMMAN CORPORATION
	21	21	6		886,399.09-	0.00	0.00	886,399.09-	1 NORTHROP GRUMMAN CORPORATION
					0.00	0.00	0.00	0.00	2


**Note:** If a 1200# DC refund doc was created, both parts (debit and credit) will appear on the payment proposal. The debit transaction will be blocked as shown by the red icon. The credit transaction will be green and will be refunded to the customer.

- a) If the outgoing payment amount does not match the amount requested, or if processing notification errors are received, open the proposal log for a detailed description.

## Automatic Payment Transactions: Status

 Payment

 Proposal

 Proposal

> \_\_\_\_\_ Payment method selection additional log

> Payment method selection for items due now to the amount of USD 57.30-

> Payment method "6" is being checked

> Bank details are being checked

> Customer/vendor bank details are being read

> Customer/vendor bank details are being checked

> Customer/vendor does not have any allowed bank details

> No permitted payment method exists

Information re. customer 122572 / paying company code NASA ...

... payment not possible because of reported error

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- b) Verify customer master was updated correctly in Step B above and verify the credit (refund) transaction is not blocked. Notify AM if any changes need to be made to the documents or if the customer master needs to be updated by the center.
- c) Once the corrections have been completed, re-run the payment proposal and verify the amount is correct.

E. Once payments have been verified, a SN FRT will be created to send to AR L3 for certification with the following criteria:

- Subcategory = PAYMENT PROPOSAL
- Assign Group = FM- ACCOUNTS RECEIVABLE L3
- Assigned To = (empty)
- Status = NEW
- Short Description = AR; Payment Proposal\_ MMDDYYYY\_ Proposal # (ie: AR; Payment Proposal\_06242020\_AR520)

F. PP will send the original refund FRT back to the AM with updated work notes to include the new FRT number routed to AR L3.

**Note:** If multiple requests have been received, create a new FAR to send one FRT to AR L3 and relate this FAR to all the refund requests.

G. After the payment has been certified, AR L3 will send the FRT to AP L2 to enter treasury report in Secured Payment System (SPS).

H. Once the payment has been entered in SPS, AM will verify that all payments have been processed by validating that a clearing (2000) doc has been entered for all refund documents. If a document has not been cleared, the payment has not been processed.

1. Once the payments have been verified, AM will notify the center that the payments have been processed.
2. AM will continue to monitor FAR until AP L3 has certified SPS information and closed the payment proposal FRT.

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3. Once the FRT is closed, AM can resolve the FRT, enter clearing document in FAR, if applicable and FAR will auto close.
- I. If the payment was processed using NON6500, it will need to be manually cleared per the following:
1. FBWT will notify AR L2 of outstanding Disbursement in Transit (DIT).
  2. AR AM will notify AR L2 Supervisor in order to request AAO re-open fund for clearing.
  3. Once the fund is opened, AR AM will notify AR L3 Certifying Officer who was entered into the FSCATT request via SN finance request to reverse the 2000XXXXXX clearing document via FCH8 and add this comment in the SN work notes: 'There is no confirmation document to reverse and no FBRA is needed. Please reverse via FCH8.'
  4. Once the clearing has been reversed, AR L3 will return SN FRT to AR AM.
  5. AR AM will clear the payment using T-code F-30.
    - a) Enter the Doc date provided by FBWT via SN FRT.
    - b) Enter Doc Type DZ.
    - c) Enter the document number to be cleared in Reference Field. (1600/1200 refund doc)
    - d) Enter Clearing Text "Manually Clear Doc Number (No 1300 Doc Received)".
    - e) Select "Outgoing Payment".
    - f) Enter PstKy of 50.

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g) Enter the GL account according to the type of document to be cleared.

I. If it is a 1200 doc, use GL account 1010.5215 for check.

II. If it is a 1600 doc, use the 1010.XXXX account used in the 1600 document's posting.

h) Click "Choose Open Items".

**Post with Clearing: Header Data**

Choose open items    Account Model

Document Date: 01/26/2016    Type: DZ    Company Code: NASA  
Posting Date: 01/28/2016    Period: 4  
Document Number:   
Reference: 1600005280  
Doc.Header Text:   
Clearing text: MANUALLY CLEAR 1600005280 (NO 1300 RECEIVED)

Transaction to be processed

☒ Outgoing payment  
☐ Incoming payment  
☐ Credit memo  
☐ Transfer posting with clearing

First line item

PstKy: 50    Account: 1010.5215    L Ind: ☐    TType: ☐

i) Enter amount to clear.

j) Click "Choose Open Items".

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### Post with Clearing Add G/L account item

Choose open items    Process open items    More data    Acct model

G/L Account: 1010.6100 Disbursements and Adjustments  
 Company Code: NASA Agency

Item 1 / Credit entry / 50

Amount: 1.06 USD

☐ Calculate tax

Fund:   
 Functional Area:   
 Funds Center:

Commitment Item: CASH

Value date: 04/29/2013

Assignment:

Text:  Long Texts

Next Line Item

PstKy:  Account:  SGL Ind:

k) Enter Customer number in Account Field.

l) Enter Special G/L ind if applicable.

m) Click "Process Open Items".

### Post with Clearing Select open items

Process open items

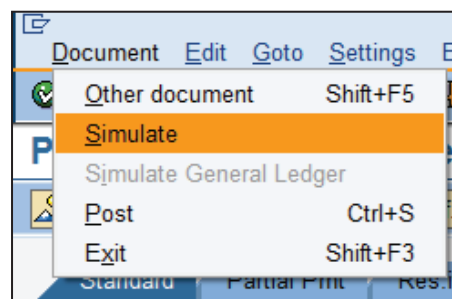
Open item selection	Additional selections
Account: 116065	<input checked="" type="radio"/> None <input type="radio"/> Amount <input type="radio"/> Document Number <input type="radio"/> Posting Date <input type="radio"/> Dunning Area <input type="radio"/> Reference <input type="radio"/> Payment order <input type="radio"/> Collective invoice <input type="radio"/> Document Type
Account Type: D	
Special G/L ind: <input type="text"/> <input checked="" type="checkbox"/> Normal OI	
Pmnt advice no.: <input type="text"/>	
<input type="checkbox"/> Other accounts <input type="checkbox"/> Distribute by age <input type="checkbox"/> Automatic search	

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n) Select the document to clear.

o) Make sure the net effect in “Not Assigned” is \$0.00

p) Select Document/Simulate.



q) Post to create 1400 clearing.

6. If the payment is for a foreign customer, it will need to be entered in the International Treasury System (ITS) and manually cleared in SAP.



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- a) AR AM will attach foreign banking information to SN FAR.
- b) AR AM will create a FRT and assign to AP L2. Mark as “Critical”.

**Note:** All parts of this process need to be completed by 1:00.

- c) AP L2 will use banking information attached to SN FAR to enter payment into ITS system.
- d) AP L2 will assign FRT to AP L3 for verification.
- e) Once information is verified, AP L3 will assign FRT back to AP L2 to enter information in Secure Payment System (SPS).
- f) AP L2 will assign FRT back to AP L3 to certify payment.
- g) AP L3 will assign FRT back to AP L2 to await acknowledgement of payment. It takes a minimum of 2 business days to receive the acknowledgement.
- h) AP L2 receives acknowledgement, attaches to document in SAP, and assigns FRT back to AR L2 to clear payment.
- i) AR PP will clear payment using F-31.

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- i. Document Date is the value date found on the Acknowledgement form

**Payments: Manage Payments**

Please print this page for record keeping. [Payment List](#) << Previous Next >>

Payment Status: Payment Acknowledged [View Audit Log](#)

Entry Date: 02/06/2013 Transaction Ref #: 0113020610000927

Agency Locator (ALC): 80000004 Schedule #: JR020

**Recipient Information**

Recipient ID: 115379

Recipient Name: UNIVERSITY OF SOUTHERN QUEENSLAND

Recipient Address: UNIVERSITY OF SOUTHERN QUEENSLAND  
P.O. BOX 4196 SPRINGFIELD CAMPUS  
SPRINGFIELD CENTRAL QLD 4300

**Bank Information**

Account Type: CHECKING

IBAN/Account #: BSB084961 516594575

Bank ID Format: SWIFT

Bank SWIFT Address: NATAAU3304B [Show SWIFT Detail](#)

Bank Number:

Bank Name:

Bank Address:

Bank Detail: /ACC/  
//  
//  
//

**Payment Information**

Type of Payment: VENDOR-CHARGE OUR Voucher Number:

Mode of Payment: ELECTRONIC Client/Commodities:

Recipient Country: AUSTRALIA-AU Aggregated Payment: NO

Value Date: 02/08/2013 FX Rate:

- ii. The Reference, DocHeader Text, and Clearing text are the Schedule # from the Acknowledgement.  
**Note:** Four zero's need to be added to the beginning of the schedule number (i.e., 0000JR020).
- iii. Doc Type = DZ (Reimbursable)
- iv. Account is the G/L account for cash. Use 1010.XXXX.  
AR PP should refer to the Day-to-Day Posting Guide.
- v. Enter the Business Area.
- vi. Enter the amount of the payment.
- vii. Text = Same as Clearing Text above (Schedule # preceded by four zeros)
- viii. Enter the Customer Number in the Account section.
- ix. If the original collection was an advance payment (DP), enter "A" in the special G/L indicator.

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- x. Click Process Open Items.

**Post Outgoing Payments: Header Data**

Process open items

Document Date 02/08/2013 Type DZ Company Code NASA  
Posting Date 02/21/2013 Period 5  
Document Number  
Reference 000JR020-001  
Doc.Header Text 000JR020-001 Trading part.BA  
Clearing text 000JR020-001

**Bank data**

Account 1010.6100 Business Area 72  
Amount 998.18  
Bank charges  
Value date 02/21/2013 Profit Center  
Text 000JR020-001 Assignment

**Open item selection**

Account 115379  
Account Type D ☐ Other accounts  
Special G/L ind A ☒ Standard Ols  
Pmnt advice no.  
☐ Distribute by age  
☐ Automatic search

**Additional selections**

☒ None  
☐ Amount  
☐ Document Number  
☐ Posting Date  
☐ Dunning Area  
☐ Others



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xiii. Verify the information is correct.

**Post Outgoing Payments Display Overview**

Document Date: 02/08/2013    Type: DZ    Company Code: NASA  
 Posting Date: 02/21/2013    Period: 5  
 Document Number: INTERNAL    Fiscal Year: 2013  
 Reference: 000JR020-001  
 Doc.Header Text: 000JR020-001    Trading part: BA

Items in document currency

PK	BusA	Acct		USD	Amount	Tax amnt
001	50	72	1010.6100 Disburse and Adj		998.18-	
002	09A	72	0000115379 University of South		998.18	

D 998.18    C 998.18    0.00 \* 2 Line items

xiv. Click post to receive a 1400# clearing document.

- j) AR PP updates the SN FAR with the clearing doc, notates this information in the FRT, and assigns FRT back to AR AM to notify center that payment has been completed.

## STEP 2. Returned/Uncashed Payments - Vendor Payment Processor/Account Maintainer

- A. If the payment is not cashed within a certain time period, cannot be delivered to the customer address or if returned by the customer, NASA is notified by

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Treasury via Treasury Receivable Accounting and Collection System (TRACS) IPAC.

1. AP IPAC will create a TRACS SN FAR and will route to AP L2 to reverse the payment in SAP. A FRT is then routed to AR L2 for research.
2. The refund may be reissued when the issue is resolved, or upon written approval from the Center.

**Note:** After the check is returned three times, elevate the issue to upper management for review. A returned refund can then be posted to Miscellaneous Receipts with approval from FM AP/AR SP Supervisor and FM CS AR Supervisor.

**Note:** If a center requested refund is returned (via TRACS) and Accounts Payable cannot reverse the Payment Proposal due to a cancelled fund, notify the center and obtain concurrence to post the IPAC directly to Miscellaneous Receipts.

- B. If a refund check (Treasury check) is returned, AP L3 receives a report from Treasury stating which checks are returned and reason for return.
  1. Review the reports to determine the reason.
  2. If the reason code is “02 – Undeliverable,” request a copy of the check and compare the address to the SAP Customer Master.
  3. If it matches, contact the requestor of the refund to ask them to verify the address with the customer.
  4. Once address has been verified, determine if corrections need to be made to SAP Customer Master.
  5. If changes need to be processed, send to PP to update customer.
  6. Once SAP Customer Master has been updated, PP will return FRT to AM to process refund.

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## PROCESS 9 – FUND STATUS CHANGE APPROVAL TRACKING TOOL (FSCATT) REQUEST FOR POSTING REFUNDS TO THE NON6500 FUND

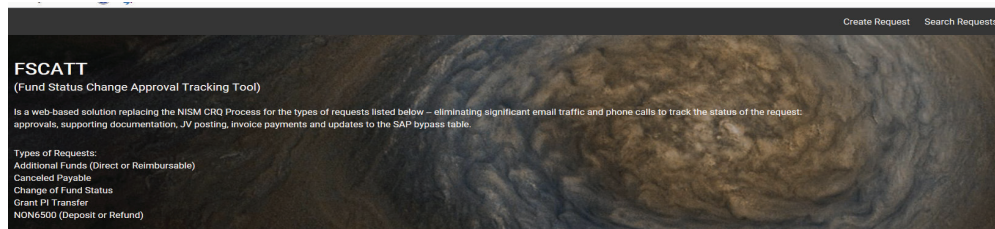
**Note:** This process requires a request to the AAO for action related to utilizing the NON6500 fund for a refund. This fund is locked down by the Agency and requires permission to post transactions for the following reasons:

- a) Customer overpayment on debt established/collected with a cancelled fund
- b) Collection received, but not related to NASA business
- c) Limited payability on cancelled funds – refunds processed prior year, check never cashed, funds cancelled.
- d) FOIA overpayments – FOIA debts are created under NON3220 appropriations.

### STEP 1. Create the Service Request/Change Request – Lead/ Account Maintainer/Payment Processor

#### A. Submit the Service Request via FSCATT

1. Receive SN FRT for a refund to be processed using NON6500 fund.
2. Access FSCATT (Fund Status Change Approval Tracking Tool):  
<https://fscatt.nasa.gov>
3. Select “Create Request” in the top right corner of the page.



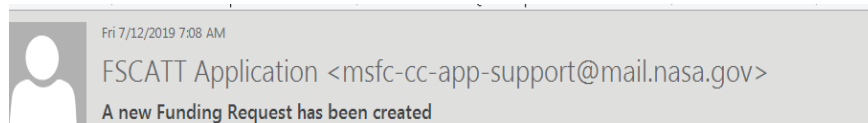
4. Enter data in the following required (\*) fields:

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- a) Description- Enter Customer Name and Customer Number
- b) Center – select “NSSC” dropdown menu.
- c) Request Type – NON6500 (Refund)
- d) Request Justification
- e) Legal Citation - Enter a legal citation which justifies the use of the fund. e.g., FOIA: NASA FOIA Reg. 14 CFR 1206.302(j) and for all NPR 9090 Chapter 2.5.1.10.
- f) If you need to attach documentation to the CRQ click on the paperclip icon.
- g) Select “Create” Request

The screenshot shows the 'Funding Request' form. The 'Description' field contains '1223131'. The 'Request Tracking Number' field is empty with a note 'Not Assigned Yet'. The 'Center' dropdown is set to 'NSSC'. The 'On Behalf Of' field contains 'e.g. John Smith'. The 'Request Type' dropdown is set to 'NON6500 (Refund)'. The 'Invoice Acceptance Date' field is empty with a note 'Click to select...'. The 'Center POC for SGL Account' field contains 'e.g. John Smith'. The 'Request Justification' and 'Legal Citation' fields are empty. There are checkboxes for 'Year End', 'Prompt Payment', 'Non-extended shuttle fund (pseudo fund)', 'Correction (PLI)', and 'Correction (WBS)'. A 'Create Request' button is at the bottom right.

- h) You should receive an e-mail confirmation your request has been created. e.g., below



5. Go to “Search Request”, select the CRQ you created and select “Line Items”. Enter or select data in the following fields:
  - a) Fund – NON6500
  - b) Fund Type – select “Canceled Funds”
  - c) Funded Program – enter “NA”
  - d) Total Amount per Fund/Funded Program Line Item- enter “0”
  - e) Amount Available at Center for Fund/Funded Program-enter “0”
  - f) Additional Amount Request – enter amount of refund



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- g) Purchase Order – enter “NA”
- h) WBS #/UPN – enter “NA”
- i) Comments – “NON6500 Refund Request”
- j) Select “Submit”

<b>Fund</b>
NON6500
<b>Fund Type</b>
Canceled Funds
<b>Funded Program</b>
NA
<b>Total Amount per Fund/Funded Program Line Item</b>
73.33
<b>Amount Available at Center for Fund/Funded Program</b>
0
<b>Additional Amount Requested</b>
73.33
<b>Purchase Order</b>
NA
<b>WBS #/UPN</b>
NA
<b>Comments</b>
NON6500 Refund Request

- 6. Go to “Pending Request”
- 7. Select your CRQ request and
- 8. Select “Workflow”
- 9. Select “Update”

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Funding Request
Line Items
Workflow
Scheduling
Activity Logs
Attachments
Current Status: In-Process

**Center Point of Contact**
Pending

A decision is currently pending.

Update

**Center Business Process Lead**
Pending

A decision is currently pending.

**DCFO Approver**
Pending

A decision is currently pending.

**Funds Control Distribution Branch Administrator**
Pending

A decision is currently pending.

Pending NSSC has deposited the funds

Pending Additional information requested from center POC

Pending Enough information and supporting documentation has been submitted

10. Click “Approve”- this action will start the approval process.

Request Decision

Comments (Optional)

Approved

Approve

Reject

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## STEP 2. Receive Approval for Service Request/Change Request – Lead/ Account Maintainer/Payment Processor

### A. Receive approval E-mail

Thu 7/18/2019 1:39 PM

FSCATT Application <msfc-cc-app-support@mail.nasa.gov>

**A Funding Request was approved**

Hartley, Dedra C. (NSSC-NSSC)[Service Provider]

Follow up. Start by Thursday, July 18, 2019. Due by Thursday, July 18, 2019.

If there are problems with how this message is displayed, click here to view it in a web browser.

**FSCATT**

This funding request has been approved.

You should now be able to schedule the necessary modifications to the fund in SAP.

Description	Process Refund to US Treasury Department of Labor- Customer Number: 123699, DRN: 00151292-001, dated 5/3/19
Center	NSSC
Type	NON6500 (Refund)
Justification	From: Hillard, Rose A. (NSSC-XD01A) Sent: Wednesday, June 26, 2019 3:08 PM To: Hartley, Dedra C. (NSSC-NSSC)[Service Provider] Cc: Parker, Jamie L. (NSSC-NSSC)[Service Provider] ; Furey, Margaret A. (NSSC-NSSC)[Service Provider] Subject: RE: GSFC Difference-FMC0201650 Dedra, Leslie concurred on issuing a check to DOL (POC is listed in the SNOW details). Treasury finally confirmed after going back and forth, that they would not be able to reverse credit to NASA. We'll need to post and then issue refund to DOL. Thank you, Rose
Citation	NPR 9090 Chapter 2.5.1.10

You may view this request by going to <https://fscatt.nasa.gov/redirect.html?route=/manageRequest/cdb4ef92-7b8b-44c5-9cdf-40d5e3ed4b30>

For technical issues, or if you feel you have received this email in error, please submit an [incident](#).

- Click the link at the bottom of the page of the e-mail to access FSCATT. The link will take you directly to the approved SR.

FSCATT Dedra Hartley Create Request Pending Request Search Requests

Funding Request Line Items Workflow **Scheduling** Activity Logs Attachments Current Status **Approved**

**Description \***  
Process Refund to US Treasury Department of Labor- Customer Number: 123699, DRN: 00151292-001, dated 5/3/19

**Request Tracking Number**  
19-4

**Center \***  
NSSC

**On Behalf Of**  
e.g. John Smith

**Request Type \***  
NON6500 (Refund)

**Invoice Acceptance Date**  
Click to select...

**Center POC for SQL Account**  
e.g. John Smith

**Request Justification \***  
From: Hillard, Rose A. (NSSC-XD01A) Sent: Wednesday, June 26, 2019 3:08 PM To: Hartley, Dedra C. (NSSC-NSSC)[Service Provider] Cc: Parker, Jamie L. (NSSC-NSSC)[Service Provider] ; Furey, Margaret A. (NSSC-NSSC)[Service Provider] Subject: RE: GSFC Difference-FMC0201650 Dedra, Leslie concurred on issuing a check to DOL (POC is listed in the SNOW details). Treasury finally confirmed after going back and forth, that they would not be able to reverse credit to NASA. We'll need to post and then issue refund to DOL. Thank you, Rose

**Legal Citation \***  
NPR 9090 Chapter 2.5.1.10

☐ Year End  
☐ Prompt Payment

- Select "Scheduling" Icon

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**SCATT** Debra Hartley [Create Request](#) [Pending Request](#) [Search Request](#)

[Funding Request](#)
[Line Items](#)
[Workflow](#)
[Scheduling](#)
[Activity Logs](#)
[Attachments](#)
Current Status: **Approved**

Modifier	X500	Modification Date	Fund	Action
No Rows To Show				

[Schedule New Modification](#)
[Send Changes to SAP](#)

### 3. Click “Schedule New Modification”

SAP Fund Modifier \*

e.g. John Smith

Modifier Account \*

Modification Date \*

Click to select...

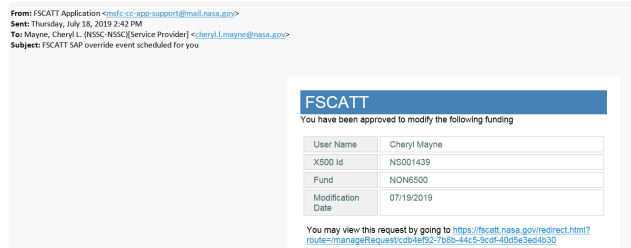
Fund

e.g. HSFY12002D

Add Schedule Modification

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- a) In “SAP Fund Modifier” field type the name of the user who will be posting in SAP, select the user name from the list.
- b) In “Modifier Account” field the User ID of the SAP Fund Modifier will default.
- c) In “Modification Date” field enter date or select date from calendar the date the posting will take place.
- d) In “Fund” field type the first few characters of the fund name and select it from the list.
- e) Click “Add Schedule Modification” to add user. If additional users are required.  
**Note:** If multiple modifiers are needed follow steps a. thru e. above.
- f) After all modifiers have been added, Click “Send changes to SAP”. All modifiers should receive an e-mail this process has been scheduled.



4. Route SN FRT to the Account Maintainer to create the refund document.  
Reference Process - Refunds.

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**STEP 3. Process DIT clearing– Lead/ Account Maintainer/Payment Processor**

**A. Receive notification DIT (Treasury Confirmation) did not clear from FBWT**

Good Morning,

FBWT has received the Treasury confirmation on the AR NON6500 refund for **NMO**. For SAP posting purposes, please use the following information to manually clear refund:

170118037 - 66611942 66611942	1/19/2017	(60,000.00)
-------------------------------	-----------	-------------

Amount: **\$60,000.00**

Treasury Confirmation Date: **1/19/2017**

1. Receive e-mail notification from FBWT
2. Access FSCATT <https://fscatt.nasa.gov>
3. Follow the process to add modifier(s) to SAP
4. Route SN FRT to the Account Maintainer to process manual clearing of refund. Reference Process – Refunds.

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## PROCESS 10 – JOURNAL VOUCHERS

**Note:** Journal Vouchers (JVs) are used for posting charge card (US Bank) rebates, jury duty, donations, allowance for bad debts, salary offset reclassifications, travel bill requests \$75 and under, funded leave, and miscellaneous receipts.

### STEP 1. Complete JV Log Entry - **Processor/Account Maintainer**

- A. To enter any JVs, open the JV Log spreadsheet, located at:  
<N:JV Log \20XX \ 20XX JV Log.xls>

**Note:** When applicable, use T-Code FV50 to add the Part II parked document number to the “Text” field on the Part I document number.

- B. Select the first available JV number from the spreadsheet and complete all necessary information next JV # selected.

**Note:** Highlight any skipped/unused AR JV entry numbers to indicate their availability.

**Note:** BAD Office maintains their own JV log.

### STEP 2. Enter JV in SAP - **Payment Processor/Account Maintainer** – Control Activity

- A. Use EPSS instructions for parking a JV, [FB50 - Park a Journal Voucher.](#)

**Note:** When posting the Quarterly US Bank IBA, CBA, PUR and Fleet Rebates, use the following in the SAP text field: “JV#-US Bank 1<sup>st</sup> Quarter (IBA, CBA, Fleet or PUR) Rebate”

- B. After JV has been parked in SAP

1. Open T-code SQ01
2. Select the “SGL Recon” group



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Query from User Group AR: Initial Screen	
Name	User group name
AR	Accounts Receivable
SGLFGN	SGL FINANCIAL GENERATOR
SGLRECON	SGL Recon Group

### 3. Select “Z\_Parked\_Docs”

Query from User Group SGLRECON: Initial Screen					
<div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div> <div>With variant</div> <div>In background</div> <div>Saved Lists</div> <div>Trash</div> </div> </div>					
Query area: Standard Area (Client-specific)					
Query: <input type="text"/>					
<div> <div>Quick Viewer</div> <div>Display</div> <div>Description</div> </div>					
<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>					
Queries of user group SGLRECON : SGL Recon Group					
Name	Title	InfoSet	Logical Database	Table/View/Join	InfoSet Title
FACTS2_DETAIL	Detail Query for FACTS 2 Table	FACTS2T_SUMMARY_TOTALS		FMUSGFACTS2T	FACTS II - SUMMARY TOTALS
Z_PARKED_DOCS	Parked Documents	Z_PARKED_DOCUMENTS		BKPF ...	Parked Documents
Z_POSTED_DOCS	Posted Documents	Z_POSTED_DOCUMENTS		FMUSFGA ...	Posted Journal Voucher Documents

- C. Enter the Fiscal Year and document number for the JV and execute query. This will create an Excel document.
- D. Once the Excel document has been created, save the file and then exit Excel.
- E. Reopen the Excel document and run the “Step 1 – Create JV” macro to create the JV form from the Excel spreadsheet (see below). The macro also enters the parked documents on the JV log. (See Appendix K for instructions on how to install macro.)

NASA Shared Services Journal Voucher															
Center Assigned Sequential JV Number					NSSC20170478					CASE		FMC0101356			
(Enter in Text Field in SAP)															
TCode	Document Number	Document Date	Type	G/L Acct	Amount	Trading Partner	Funds Center	Cost Center	Fund	Order	WBS Element	PK	Business Area	Document Header Text	Reference
FB50	180000891 - 10045386	7/20/2017	AR	1010.5215	28.07	NONFED	51-GSFC		NON1200			40	51	NSSC20170478	-001
FB50	180000891 - 10045386	7/20/2017	AR	5900.0000	(28.07)	NONFED	51-GSFC		NON1200			50	51	NSSC20170478	-001





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**STEP 3. Route JV for Approval - Payment Processor/Account Maintainer – Control Activity**

- A. Attach JV and all supporting documentation to JV FRT and route to AR SP Supervisor.
- B. An AR SP Lead and/or Supervisor or designee does a monthly review of each JV to ensure entry numbers are properly logged for accuracy.
- C. AR SP Supervisor adds initials/approval to JV and routes to CS via FRT for review.
  1. Exception: Miscellaneous Receipts JVs are first sent to SP - Finance Manager for review.
  2. Exception: US Bank Journal Vouchers are routed directly to BAD/I3P.
- D. CS uses EPSS Job Aid – [Posting Day to Day Non-Reim](#) for review of JVs.
  1. Review JV template and back-up documentation
    - a. Explanation of JV
    - b. Correcting or Source Entry
    - c. Document Type
    - d. Amount
    - e. G/L Accounts
    - f. Fund
    - g. Funds Center
    - h. Proper reviews by L2
- E. The CS will validate parked documents in SAP, as applicable. See Appendix C for Journal Voucher Review Matrix for more details on the different Journal Voucher types and what should be reviewed.
- F. CS initials their approval and the JV is routed to the CS AR Lead or designee for signature.

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- G. In the event a designee has been assigned to approve for the CS AR Lead, the designee should attach the delegation of authority email to the SN FRT.
- H. CS AR Lead or designee reviews the JV/supporting documentation, approves via digital signature and routes FRT to AR-L2.
- I. AR-L2 posts the JV document(s).
  - 1. SP must ensure receipt of completed JV authorization from CS before posting the JV.
- J. Save a copy of the signed/approved JV packet to [N:\Document Imaging\ FM-AR Journal Voucher](#) so that the JV packet can be auto-loaded also. SP must also attach a copy of the signed/approved JV packet to the posting document (In the FAR of a two-part posting, attach to the first-part posting document).
- K. Locate, move the collection in TechDoc, add RMA plan and final payment date, See Process 16 – TechDoc Destruction Process – Journal Voucher.
- L. Notate the posting documents in the work notes of the FRT.
  - 1. If the posting requires 2 steps (such as a Misc. Receipts JV) then notate both posting documents for validation.
- M. In the FAR of a JV that is a “cash” posting (1010.XXXX), update the AR Functional Detail with the JV document number in the “Cash Posting/Clearing Doc” field.
- N. Route the FRT back to the CS. The CS will verify that the JV was posted in SAP exactly as it was approved and verify the attachments and notate this validation in the FRT’s work notes. The CS must validate that the JV uses the correct GL accounts, and Business Area. If the JV posting has 2 steps, the CS must validate both steps were posted correctly. The CS will then resolve the FRT.

**Exceptions:**

- 1. The CS routes Salary Offset Journal Vouchers FRTs route back to AR L2.

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2. US Bank Journal Vouchers are routed to BAD/I3P to validate the SAP posting.

**Note:** Donation JV's will be reviewed by the CS to ensure L2 notified OCFO that they posted the donation to SAP. Review the SN Work notes to ensure this was completed. If not, return to SP for action.

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## PROCESS 11 – REVERSAL OF CASH DOCUMENT

### Reverse and Repost SAP Cash Document

**Note:** A reversal SN FRT is required for any SAP reversals involving cash (1010.XXXX). Exceptions include data entry errors detected on the day of entry and erroneous deposits. Also, rejected IPACs are not considered to be reversals.

**Note:** The reversal and re-entry must be accomplished on the same day. If this is not possible, notify FBWT.

**Note:** A reversal SN FRT is required in the following examples:

- Reversal of a BOC that has already been collected/cleared to cash.
- Reclassification of a Misc. Receipt posting.
- OCFO/Center Trading Partner Corrections.
- Any other reversal or correction involving a posting to GL 1010.XXXX.

**Note:** A copy of the check or IPAC and all supporting documentation should be attached to the SN FRT.

### STEP 1. Reversal of Cash Document - Account Maintainer

- A. Determine the need for the reversal. This may be detection of an error, Center request, or rescind of a BOC that has been collected (if the rescind involves the posting of a collection already posted).
- B. Create a Finance Accounts Receivable reversal request in SN using:
  1. Category: ACCOUNTS RECEIVABLE
  2. SubCategory: Reversal
  3. Assignment Group: FM - Accounts Receivable L2
  4. Under “Create Related Record” Selection on the Finance Accounts Receivable FRT, select “Reversal Record” from the drop down box

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Populate the Reversal Record (See Appendix I for examples of FAR's) seen below.

Customer	<input type="text"/>	Customer Number	<input type="text"/>
Vendor Number	<input type="text"/>	Center	<input type="text"/>
Reversal Reason	-- None --	Dollar Amount	0
Billable (yes/no)	Yes	Original SAP Document	<input type="text"/>
Original Clearing Doc Number (2000#)	<input type="text"/>	Original Clearing Doc Number FY	<input type="text"/>
Treasury Confirmation (1300/1500#)	<input type="text"/>	Treasury Confirmation FY	<input type="text"/>
Treasury Confirmation Doc Date	<input type="text"/>	Reversal of Treasury Confirmation (FBRA)	<input type="text"/>
Treasury Document Reference (TreasNAS#)	<input type="text"/>	Treasury Check Number	<input type="text"/>
Reversal of Check # Clearing Doc (FCH#)	<input type="text"/>	Block DRN (Yes or No)	-- None --
Invoice Reversal (MR&M or FB08)	<input type="text"/>	Clear Vendor (F-44)	<input type="text"/>
Invoice Re-Entry (S600/1900#)	<input type="text"/>	Invoice Clearing to Cash (F-S2 or F-S3)	<input type="text"/>
Parent Doc Number	<input type="text"/>	Parent Doc Number FY	<input type="text"/>
Financial Invoice (yes/no)	-- None --	Original SAP Document FY	<input type="text"/>
Contract/Purchase PPS Order Number	<input type="text"/>	PLI/ALI/Line number No.	<input type="text"/>
Delivery Order/Task Order Number	<input type="text"/>	SAP Posted Date	<input type="text"/>
Invoice Number	<input type="text"/>	Funds Commitment Document	<input type="text"/>

- “Customer, Customer Number, Center, Amount, Treasury confirmation Doc Date and Treasury Document Reference is auto filled from the original record FAR.
- “Reversal Reason” – Select the reversal reason that most closely matches the reason for your reversal request.

Cost Disbursement Move  
DIT Cancellation  
Rescinded BOC  
Downward Adjustment  
IPAC Reject  
OCFO Request  
Internal Data Entry Error  
External Data Entry Error  
(clear)

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- c) “Original SAP Document” – This refers to the original Bill of Collection.

**Note:** If the original BOC was collected via Salary Offset Journal vouchers, the JV(s) will not need to be reversed. The Travel Department will reverse their collection postings. If there are multiple JV’s, use the BOC number as reference and use the last payment date for the document date. If there is only one Salary Offset JV used the JV number for the DRN.

- d) “SAP Cash Doc Number to be Reversed” – Type in SAP Cash Document # (1010.xxxx entry) to be reversed. Examples are the 13000 doc for an Auto IPAC, a Check/Pay.gov Collection posting, a Manual IPAC, or a Misc. Receipt posting.
- e) “SAP Cash Doc Date” – Enter the date of the cash document to be reversed using the calendar icon to the right of the field.
- f) “Billable versus Non-Billable” Checkbox – Leave this unchecked. AR billables are pulled by Doc type in SAP
- g) “Multiple Documents to Reverse” Checkbox – This is used primarily when OCFO/Center requests several bills/IPACs to be reversed to correct a problem with the LOA or Trading Partner. Rather than create a FAR for each document, the batch is treated as one request. When this button is checked, the values in 4 to 7 are pre-filled with the word “Multiple”. Enter all documents to be reversed in the “Work Info Entry” section of the “Reversal” FD.
5. Attach any relevant SAP screenshots, rejected IPACs, or any other necessary information to the FRT.
6. Perform research to determine all documents that were impacted, the order of the reversal, T-codes to be used, and suggested reversal code. In the “Work Info Entry” field, create a detailed summary describing the nature of the reversal.

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C. If the reversal reason code needs L3 approval (see “Reversal Codes Requiring an L3 SN FAR/FRT” with Listed Examples in Appendix D), do the following steps:

1. AR L2 should include a suggested reversal reason code.
2. AR L2 will then elevate the FRT to AR L3.
3. AR L3 will review the attached documentation, the “FM - Reversals” FD, and the detailed “Work Info Entry” notes, and will confirm the reversal reason code or suggest a new one. AR L3 will then return the FRT to AR L2.

D. Reverse the document(s) in SAP. AR L2 will also attach any necessary documents supporting the reversal to the SAP reversal document(s). Once posted, AR L2 will populate the SAP reversal document number(s) in the FRT.

1. If the reversal is for a check/ACH proposal that needs correction, the following steps will need to occur.
2. Once the proposal has been completed, AR L2 Account Maintainer will monitor document for confirmation number (1300).
3. Once the confirmation has been received, AR Account Maintainer will assign FRT to AP L2 to begin reversal process. This process will not begin until 10:00.
4. AP L2 will reverse confirmation number with T-code FBRA and then assign FRT to a Certifying Officer .
5. The Certifying Officer will reverse clearing (2000) number with T-code FCH8 and then assign the FRT back to AP L2.
6. AP L2 will assign FRT to AR L2 to reverse the document.
7. AR Account Maintainer will reverse document in SAP and make necessary corrections.
8. AR Account Maintainer will manually clear corrected document using T-code F-30.
  - a) Enter the Doc date of original 1300.
  - b) Enter Doc Type DX.



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- c) Enter the corrected document number to be cleared in Reference Field.
- d) Enter Clearing Text “TREASNASA #” from Reference field of original 1300 Document.
- e) Select “Outgoing Payment”.
- f) Enter PstKy of 50.
- g) Enter GL Account from the original 1300 document.
- h) Click “Choose Open Items” Button.

**Post with Clearing: Header Data**

Choose open Items    Acct model

Document Date    04/25/2013    Type    DZ    Company Code    NASA

Posting Date    04/29/2013    Period    7

Document Number

Reference    1300070160

Doc.Header Text

Clearing text    TREASNASA 13143

Transaction to be processed

☒ Outgoing payment

☐ Incoming payment

☐ Credit memo

☐ Transfer posting with clearing

First line item

PstKy    50    Account    1010 . 6100    SGL Ind    TType

- i) Enter amount to be cleared.

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j) Click “Choose Open Items”.

**Post with Clearing Add G/L account item**

Choose open items   Process open items   More data   Acct model

G/L Account: 1010.6100 Disbursements and Adjustments  
Company Code: NASA Agency

Item 1 / Credit entry / 50

Amount: 1.06 USD ☐ Calculate tax

Fund:   
Functional Area:   
Funds Center:  Commitment Item: CASH

Value date: 04/29/2013  
Assignment:   
Text:

Next Line Item

PstKy:  Account:  SGL Ind:

- k) Enter Customer number in Account field.
- l) Enter “A” in Special G/L ind if the refund was for an advance. Otherwise, leave blank.
- m) Click “Process Open Items”.

**Post with Clearing Select open items**

Process open items

Open item selection	Additional selections
Account: 116065 <input type="button" value="Clear"/>	<input checked="" type="radio"/> None
Account Type: D	<input type="radio"/> Amount
Special G/L ind: <input type="text"/> <input checked="" type="checkbox"/> Normal OI	<input type="radio"/> Document Number
Pmnt advice no.: <input type="text"/>	<input type="radio"/> Posting Date
<input type="checkbox"/> Other accounts	<input type="radio"/> Dunning Area
<input type="checkbox"/> Distribute by age	<input type="radio"/> Reference
<input type="checkbox"/> Automatic search	<input type="radio"/> Payment order
	<input type="radio"/> Collective invoice
	<input type="radio"/> Document Type

n) Select the document to clear.

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o) Make sure the net affect in “not assigned” is \$0.00

**Post with Clearing Process open items**

Distribute Difference Charge Off Difference Editing Options Cash Disc. Due

Standard Partial Pmt Res.Items WH Tax

Account Items 119013 Baker & Hosteller LLP

Document N...	D...	Document...	P...	Bus...	Da...	USD Gross	CashDiscount	CDPer.
1600005103	DA	09/15/2...	15	76	63	178.91		

Processing Status

Number of items: 1  
Display from item: 1  
Reason code:  
Display in clearing currency:

Amount entered: 178.91  
Assigned: 178.91  
Difference postings:  
Not assigned: 0.00

- p) Select “Document/Simulate”.
- q) Make sure the net affect is \$0.00.
- r) Click “Post”.
- s) Enter 1400 document number in SN FAR.
- t) Close FAR/FRT.

- E. If the reversal action requires Center action (correction to Customer Master, for example), coordinate with Center to complete the action. Copy all Center correspondence into the SN FRT “Work Notes.”
- F. Post the corrected documents in SAP and update the SN FRT notes with the new document numbers.
- G. Make a screen shot of the SN Reversal form once it is complete and copy into a Word document. Attach the Word document to the reversal documents and the correcting documents in SAP and change the SN FRT status to “resolved.”

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**Exception:** AR L3 approval was required, do not resolve the FRT.  
Reassign it to AR L3 for validation of the posting(s) and SAP attachments.  
AR L3 will review the document in SAP for accuracy and for appropriate  
supporting documentation and resolve the FRT.

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## PROCESS 12 – FBWT AND 224 REQUESTS

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The Fund Balance with Treasury team reconciles cash postings between SAP and Treasury. A process has been established with FBWT to provide updates on items causing a reconciliation difference.

### **STEP 1.** Update Requests from FBWT - **Account Maintainer/Payment Processor**

A. For un-posted transactions, the AR SP will:

1. Create and/or update AR FAR the same day as the transaction is received with “FBWT Reason”, Document Reference Number and all other pertinent information. (See Appendix I – Examples of SN AR FAR’s.)
2. Update SN Work Notes with most recent status/information.
3. Respond to e-mails requesting status on un-posted transactions and reversals.
4. Monitor status on SOD spreadsheet items to ensure all transactions have been assigned a SN FAR and FRT is being worked. The latest spreadsheets can be located at: <https://www.nssc.nasa.gov/fbwt>.

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## PROCESS 13 – RETRIEVE MISCELLANEOUS RECEIPTS FROM TREASURY

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### STEP 1. Retrieve CY Miscellaneous Receipts from Treasury – **Account Maintainer/Payment Processor** – Control Activity

- A. NSSC will reverse CY Miscellaneous Receipt JV Posting. This will create an FBWT Statement of Difference (SOD).
- B. Refund sent to a Federal Customer.
  - 1. Center will post cash in document (1400#). This will resolve the FBWT SOD.
  - 2. Center will post cash out document (2400#).
  - 3. AR PP will create a manual IPAC to transfer funds to customer.
  - 4. AR PP will post IPAC according to EPSS Day to Day guidance.
- C. Refund of a Deposit.
  - 1. AR AM will create a cash in document using original document date from miscellaneous receipt JV reversal.
  - 2. AR PP will create payment proposal to refund funds to customer via check or ACH deposit.

### STEP 2. Retrieve PY Miscellaneous Receipts from Treasury – **Account Maintainer/Payment Processor** – Control Activity

**Note:** Prior year documents are not reversed.

- A. Center will send request to OCFO.
- B. OCFO will contact Treasury to obtain permission to withdraw the funds on the SF224 and also to obtain the correct AOF.
- C. OCFO will then notify NSSC to proceed with the refund withdraw from Treasury PY Misc. Receipt posting.

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#### D. Refund sent to a Federal Customer

1. Center will create a cash in document (1400#) using current month document date.
2. Center creates cash out document (2400#) using current month document date.
3. AR PP creates Manual IPAC Refund.
4. AR PP clears Manual IPAC according to EPSS Day to Day guidance.
5. FBWT will create a Manual 224 entry at month end to clear the cash in document.

#### E. Refund of a Deposit

1. Center creates a DP document (cash in) using current month document date.
2. FBWT will create a Manual 224 entry at month end to clear the DP document.

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## PROCESS 14 – CREDITS THAT FAIL GRANT INTERFACE

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### STEP 1. Notify NSSC AR - Center or NSSC AP

- A. Grantee sends a refund to the Payment Management System (PMS). The HHS grant interface cannot process/post the refund in SAP resulting in a failed interface document (I-DOC). The funds must be manually posted in SAP to avoid an SOD.
- B. The Center notifies the NSSC via email of the amount, date that the credit memo failed the interface and the reason (e.g., cancelled fund). The email is sent to [NSSC@NASA.gov](mailto:NSSC@NASA.gov) and a SN FAR/FRT is created and assigned to AR L2 (or, NSSC AP creates a SN FRT and assigns to AR).

**Note:** This same process below, is used for a payment received via check or IPAC on a closed Grant.

**Note:** To avoid an exception on CMP 2b.1, the amount must be posted in the month in which the credit failed the interface.

- C. The FRT will contain one of two things (see 1 & 2 below):
  1. NSSC AP will include instructions to post to Miscellaneous Receipts, due to cancelled funds.
 

**Note:** To determine the correct fund, reference TFM, supplement to Volume 1, R-19, 2010.

    - a. NON3200 = Collections of Receivables from Canceled Accounts (Cancelled Funds).
    - b. NON3220 = General Fund Proprietary Receipts, Not Otherwise Classified All Other.

**Note:** Grant Drawdowns are cleared to 1010.2999 when a grant is closed out or before the funds cancel (whichever happens first).



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**Document Overview - Display**

Doc. Type : DK ( Customer collection ) Normal document

Doc. Number : 1300150407    Company Code : NASA    Fiscal Year : 2018  
 Doc. Date : 09/28/2018    Posting Date : 09/28/2018    Period : 12  
 Calculate Tax : ☐  
 Ref. Doc. : FAILED IDOC  
 Doc. Currency : USD    Reversed by : 1300036848 / 2019  
 Doc. Bdr Text : FAILED IDOC

Item	PK	Account	Account short text	Amount	Funds Center	Funded Program	Fund	Cmt. Ite	Tr. Fnt	Text
1	40	1010.2999	BBS Year End Closing	0.01				CASH	NONPFD	CLEARING BILL 1800012326
2	40	6790.0000	Other Eng-Wor Bdyt R	0.01	51		SCEX220150	NONR	NONPFD	CLEARING BILL 1800012326
3	50	6100.4111	Grnts/Subsids/Contrib	0.01	51	222501	SCEX220150	4100	NONPFD	CLEARING BILL 1800012326
4	15	122873	NORTHWESTERN UNIVERS	0.01	-			RECV	NONPFD	CLEARING BILL 1800012326

Document Header: Company Code NASA

Document Type : DK ( Customer collection )  
 Doc. Header Text : FAILED IDOC  
 Card type : ☐ Card no. :  
 Request Number :  
 Reference : FAILED IDOC    Document Date : 09/28/2018  
 Posting Date : 09/28/2018  
 Currency : USD    Posting Period : 12 / 2018  
 Inv. recpt date :  
 Ref. Transactn : BRF    Accounting document  
 Reference key : 1300150407NASA2018    Log. System : SAPP01600  
 Entered by : NS000692  
 Entry Date : 09/28/2018    Time of Entry : 16:16:19  
 TCode : FB01  
 Changed on :    Last update :  
 Reversed by : 1300036848 / 2019  
 Reversal Reason : YT  
 Ref. key (head) 1 :    Ref. key 2 :

- NSSC AP will attach an IDR form with instructions to post back to the appropriation, due to a closed contract.

## STEP 2. Prepare JV if Miscellaneous Receipts posting is to be completed - Account Maintainer – Control Activity

**Note:** Reference EPSS “Day-to-Day Posting Guide” Job Aid: [Posting Day-to-Day Non-Reimbursable Bills/Collections and Managing Transactions](#), transaction “Collection – NO Receivable – Other Revenue.

### A. JV Posting Entries

- Doc Type = AR
- Reference = Grant #

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3. Debit 1010.2999 (“Standard General Ledger (SGL) - HHS Year End Closing”)
4. Credit 5900.0000 (“Other Revenue”)
5. Trading Partner = NONFED
6. Route to CS via SN FRT for review and initials/approval.

B. See “Process – Journal Vouchers.”

**STEP 3.** Post back to the appropriation (if IDR is attached) - **Payment Processor – Control Activity**

- A. Research/create a customer number using address provided on IDR form. Put customer number in FRT’s “Work Notes” and on AR FAR (See Appendix H for examples of FAR’s).
- B. Send to the Account Maintainer to create the BOC.
- C. Once FRT is received back from AM and bill is created, PP will post payment against BOC using F-28.
- D. AR PP will use “Day-to-Day Posting Guide” ([Posting Day-to-Day Non-Reim \(Job Aid\)](#)).
  1. Customer # derives GL 1310.3000 credit.
  2. 1010.XXXX - Determined by current year or prior year status and type of payment received.
  3. 40 – Debit ~ GL 6790.0000 will be used.
  4. 50 – Credit ~ GL provided by AP on IDR form will be used.

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**Note:** The IDR form will also provide the Fund, Fund Center, WBS, Cost center, and Order.

- E. Update the IDR in the BOC folder on the N: drive with posting document and move IDR to “Closed” folder.
- F. Update FAR in SN FRT with posting document and close the FRT and FAR.

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## PROCESS 15 – W-9 REQUEST PROCESS

Customer request W-9 (Request for Taxpayer Identification Number and Certification) form.

### STEP 1. Process W-9 Request - Account Maintainer

- A. W-9 Template is located at the following path: N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\AR Forms and Templates\W-9 templates.

**Note:** W-9 forms are downloaded from the IRS Website by AR CS.

- B. Complete the following fields in the W-9 Form:

1. Box 1 (Name) = NASA Shared Services Center for the Account of (Center) spelled out
2. Box 5 and 6 (NSSC Address) =  
Building 1111  
Jerry Hlass Road  
Stennis Space Center, MS 39529
3. Box 5 and 6 (Requestor's name and address) = Address of Requesting Company
4. Part I (Taxpayer Identification Number (TIN) / Employer Identification number = TIN of NASA Center

- C. Save a copy in the center specific folder located: N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\W9s and Employer Identification Numbers.

1. Naming convention: Customer Name-W9~Center  
(e.g., Old Dominion-W9~GSFC)

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D. Route completed W-9 Form (via SN FRT) to CS POC to verify the TIN with the Center.

**STEP 2.** Review W-9 - **Accounts Receivable Civil Servant (CS)**

A. AR CS will verify the TIN and other information entered in the W-9 form, sign it and route the FRT back to AR SP to mail.

**STEP 3.** Mail W-9 - **Account Maintainer**

A. AR SP will save a copy of the now signed W-9 over the unsigned copy located at: [N:\FM Division\Accounts Payable Accounts Receivable\Accounts Receivable\W9s and Employer Identification Numbers](#)

B. Upload a copy of the signed W9 into TechDoc by dropping a copy in the Document Imaging folder at: [N:\Document Imaging\AR - W9](#)

C. Mail W9 Form

D. Enter “Mailed W9” in the “Work Notes” of the FRT, resolve the FRT, and close the FAR.

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## PROCESS 16 – TECHDOC DESTRUCTION PROCESS-DIRECT RECEIVABLES

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**STEP 1. NSSC SP Account Maintainer** – Auto Drop the “IDR” (Accounts Receivable Invoice Data Requirements) form and IDR SN “BOC” tab to create a folder in TechDoc.

- A. Save File as : IDR\_1800001234~1800001234
- B. Go to: N:\Document Imaging\FM - Direct Receivables
- C. Locate the center folder and drop the saved IDR file
- D. This creates the main “IDR” folder in TechDoc.
- E. Auto Drop any subsequent documents associated with the “IDR” in the following location: N:\Document Imaging\FM - Direct Receivables using the naming scheme:

1. Dunning 1 <sup>st</sup>	Dunning1~1800001234
2. Dunning 2 <sup>nd</sup>	Dunning2~1800001234
3. Dunning Internal	Dunning3~1800001234
4. Returned Mail	Returned~1800001234
5. Friendly Reminder	Friendly~1800001234
6. Salary Offset	Salary~1800001234
7. Write-off	Write-off~1800001234
8. Waiver Request	WaiverRequest~1800001234
9. Waiver	Waiver~1800001234
10. Referred to Treasury	Treasury~1800001234
11. Proof of Debt	Proof~1800001234
12. Installment Request	Installment_Request~1800001234
13. Promissory Note	Promissory~1800001234
14. Salary Offset Journal Voucher	Reclass_JV~1800001234

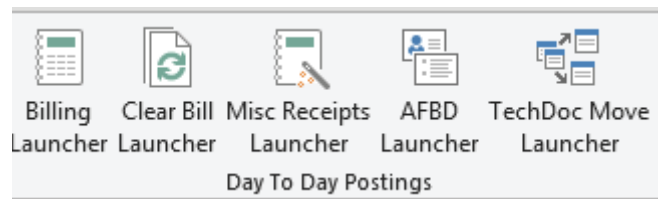
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/FM/AR/DIRECT RECEIVABLES/FY2017/HQ/1800006873				
		Name/Number	Rev	Description/Title
		HQ		FY17 Direct Receivables for HQ
		1800006873		
		FM_AR_DIR_999_09-18-2017_13.53.13.1	1	IDR_1800006873
		FM_AR_DIR_999_09-18-2017_13.58.16.7	1	Dunning1
		FM_AR_DIR_999_09-18-2017_13.58.16.8	1	Dunning2
		FM_AR_DIR_999_09-18-2017_13.58.16.9	1	Dunning3
		FM_AR_DIR_999_09-18-2017_14.03.19.10	1	Promissory_Request
		FM_AR_DIR_999_09-18-2017_14.03.19.11	1	Proof
		FM_AR_DIR_999_09-18-2017_14.03.19.12	1	Returned
		FM_AR_DIR_999_09-18-2017_14.03.19.8	1	Friendly
		FM_AR_DIR_999_09-18-2017_14.03.19.9	1	Installment_Request
		FM_AR_DIR_999_09-18-2017_14.03.20.13	1	Salary
		FM_AR_DIR_999_09-18-2017_14.03.20.14	1	Treasury
		FM_AR_DIR_999_09-18-2017_14.03.20.15	1	Waiver
		FM_AR_DIR_999_09-18-2017_14.03.20.16	1	Write-Off

**STEP 2. NSSC SP Account Maintainer** – Receiving the final payment for a Bill of Collection TechDoc Automated steps for finding, moving, adding the RMA file plan to folder and adding retention trigger date to record set.

A. Go to SN Functional Detail tab

B. Select TechDoc Move Launcher in the AR Ribbon in Excel



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**TECHDOC FORM**

**CATEGORY**

[Dropdown Menu]

**CENTER**

[Dropdown Menu]

**FISCAL YEAR**

2017 [Dropdown Menu]

**PAYMENT DATE**

[Dropdown Menu]

**ORIGINAL DOCUMENT**

[Dropdown Menu]

**UPDATE**

**TECHDOC LINK**

[Dropdown Menu]

**GET LINK** **TECHDOC**

- C. Select your Category
- D. Enter your Original Document
  1. Direct Receivables – e.g., 1800 Document
  2. Journal Voucher – JV Number
- E. Click update to get info from SN Functional Detail tab.
- F. Click “GET LINK” to get TechDoc Link for document to move.



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G. Click “TECHDOC” to move file.

**STEP 3. NSSC SP Account Maintainer** – Receiving the final payment for a Bill of Collection - TechDoc Manual steps for finding, moving, adding the RMA file plan to folder and adding retention trigger date to record set.

A. Finding the Collection Document for Bill of Collection request in Tech Doc

1. In TechDoc choose “Advance Search”
2. Under “Doc Type” select – “Accounts Receivable”
3. Under “Title” enter last name of customer – e.g., \*Flowers\*
4. To narrow search enter a date range into “Create Date”

The screenshot shows the DocMgr interface with the following components:

- Header:** DocMgr, dm.nssc.nasa.gov
- Navigation:** Explorer, Groups, My Work, Projects, Records, Reports, Reviews, Workflows, Admin, Support
- Quick Search:** Document for [search box]
- Folder List (Left Sidebar):**
  - Assoc Access
  - Assoc Notif
  - Create Document
  - Create Folder
  - Delete
  - Doc Default Access
  - Doc Default Comm
  - Doc Default Distr
  - Doc Default Notif
  - Explore
  - Explore Home
  - Explore Root
  - History
  - Modify
  - Move Contents
  - Set Default
  - Show...
  - Associations
  - Info
  - Shares
  - Tree
  - Help
- Main Content Area:**
  - Folder:** /FM/AR/BOC
  - Table Headers:** Name/Number, Rev, Description/Title
  - More Documents:** >Next (251-500) >>Last
  - Table Data:**

Name/Number	Rev	Description/Title
AR		Accounts Receivable
BOC		Bills of Collection
ARC		Ames
DFRC		Dryden
GRC		Glenn
GSFC		Goddard
JSC		Johnson
KSC		Kennedy
LARC		Langley
MSFC		Marshall
NSSC		NSSC
SSC		Stennis
01_FM_AR_BOC_12-28-2016_12.19.01		01-TEST
FM_AR_BOC_01-02-2009_13.39.41	1	LAMB, RON
FM_AR_BOC_01-05-2009_09.18.32	1	Rolfe, Jeanie
FM_AR_BOC_01-05-2009_11.47.53	1	CLIFTON, DARLA J.
FM_AR_BOC_01-05-2009_11.48.19	1	OLLIGES, SANDRA M.
FM_AR_BOC_01-08-2009_15.30.47	1	Hines, Paula
FM_AR_BOC_01-08-2009_15.31.53	1	Hines, Paula

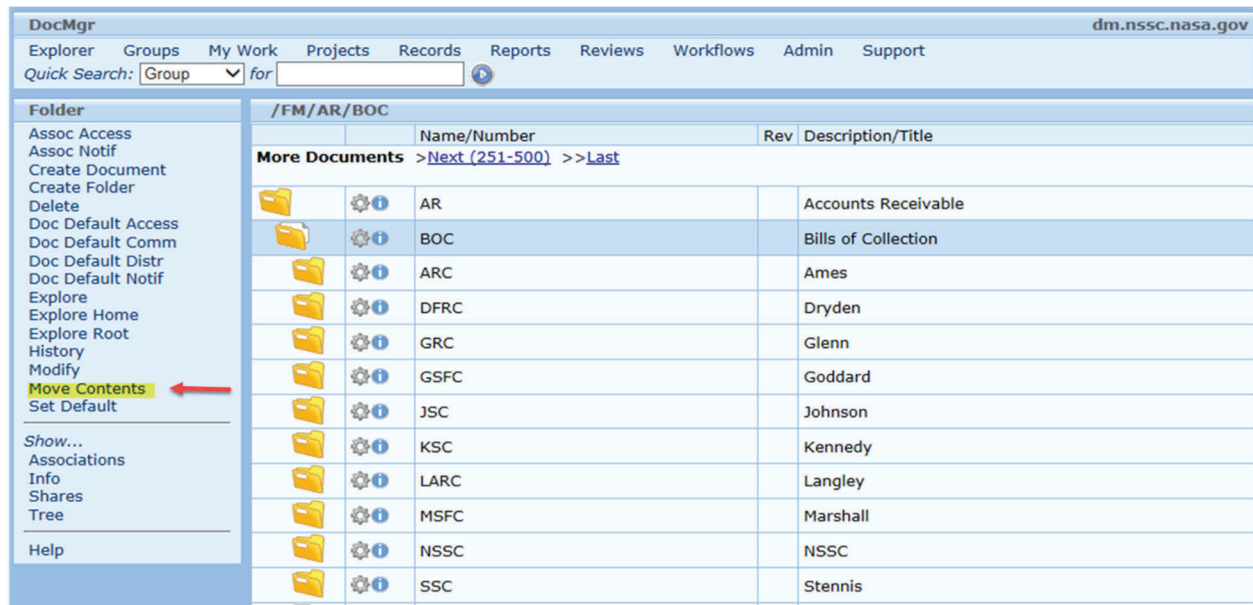
5. Find the document in the folder that needs to be modified.
6. Click on the paper Icon next to the document.

B. Moving File in TechDoc to Direct – IDR folder

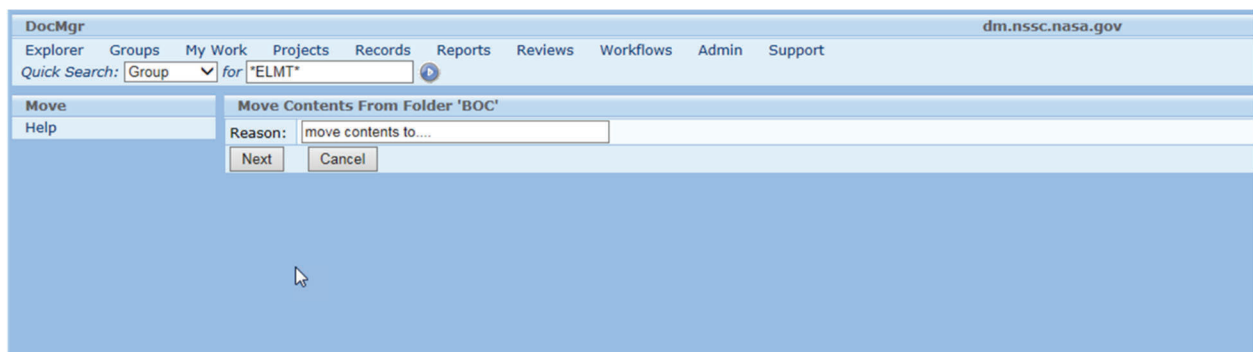
1. Navigate to the Folder containing the File to be moved.

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## 2. Click “Move Contents”



## 3. Enter Reason for moving contents



## 4. Check the box of the document(s) you wish to move.

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<input type="checkbox"/>	JSC	Johnson
<input type="checkbox"/>	KSC	Kennedy
<input type="checkbox"/>	LARC	Langley
<input type="checkbox"/>	MSFC	Marshall
<input type="checkbox"/>	NSSC	NSSC
<input type="checkbox"/>	SSC	Stennis
<input type="checkbox"/>	FM_AR_BOC_01-02-2009_13.39.41	LAMB, RON
<input type="checkbox"/>	FM_AR_BOC_01-05-2009_09.18.32	Rolfe, Jeanie
<input type="checkbox"/>	FM_AR_BOC_01-05-2009_11.47.53	CLIFTON, DARLA J.
<input type="checkbox"/>	FM_AR_BOC_01-05-2009_11.48.19	OLLIGES, SANDRA M.
<input type="checkbox"/>	FM_AR_BOC_01-08-2009_15.30.47	Hines, Paula
<input type="checkbox"/>	FM_AR_BOC_01-08-2009_15.31.53	Hines, Paula
<input type="checkbox"/>	FM_AR_BOC_01-21-2009_10.17.43	AMOS, HAWES
<input checked="" type="checkbox"/>	FM_AR_BOC_01-23-2009_14.34.46	Crumbly, Chris
<input type="checkbox"/>	FM_AR_BOC_01-23-2009_17.03.22	Bowman, Mark
<input type="checkbox"/>	FM_AR_BOC_01-29-2009_15.21.52	PARAZYNSKI, SCOTT
<input type="checkbox"/>	FM_AR_BOC_02-02-2009_11.28.04	Small-Harris, Shelia
<input type="checkbox"/>	FM_AR_BOC_02-04-2009_10.26.06	Harp, Seldon

Check box of document (s) you want to move

## 5. Click "Next" – need screen shot

DocMgr

Explorer Groups My Work Reports Reviews Support

Quick Search: Document for

dm.nssc.nasa.gov

dchartle Log Out Advanced Search

Move

Help

Navigate to Destination Folder or Cabinet to Move Contents to

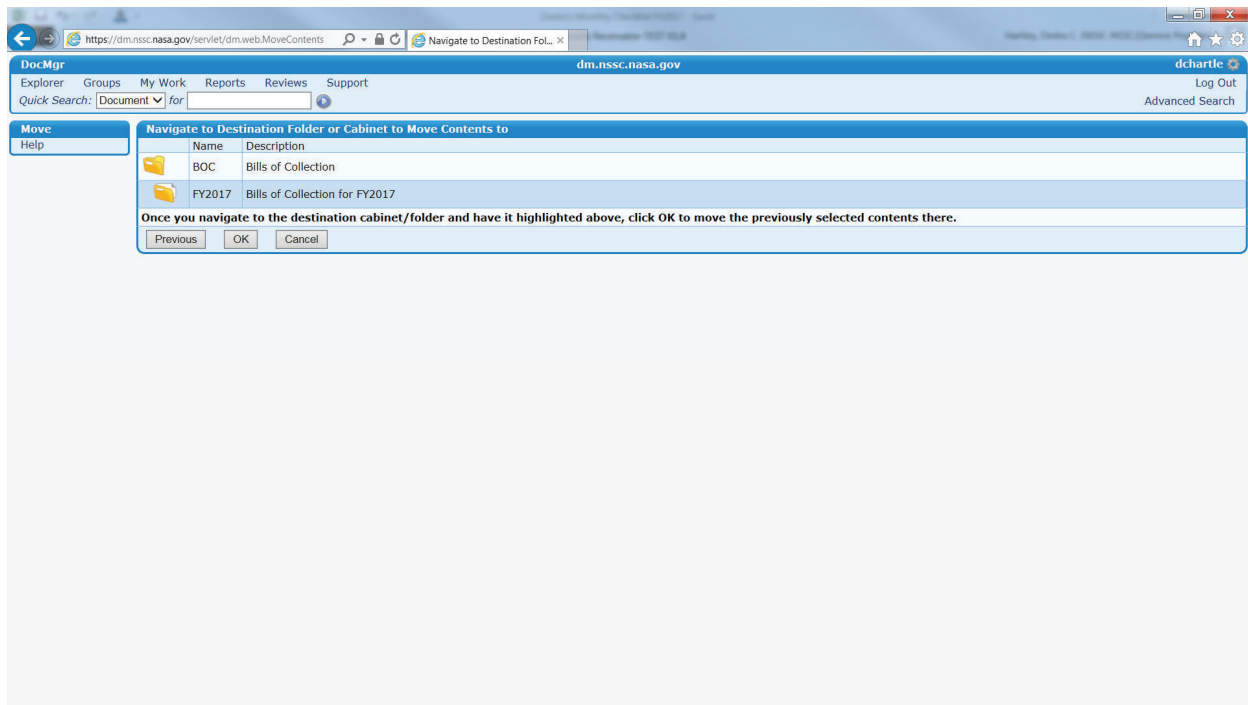
Name	Description
AR	Accounts Receivable
BOC	Bills of Collection
FY2008	Bills of Collection for FY2008
FY2009	Bills of Collection for FY2009
FY2010	Bills of Collections for FY2010
FY2011	Bills of Collection for FY2011
FY2012	Bills of Collection for FY2012
FY2013	Bills of Collection for FY2013
FY2014	Bills of Collection for FY2014
FY2015	Bills of Collection for FY2015
FY2016	Bills of Collection for FY2016
FY2017	Bills of Collection for FY2017

Once you navigate to the destination cabinet/folder and have it highlighted above, click OK to move the previously selected contents there.

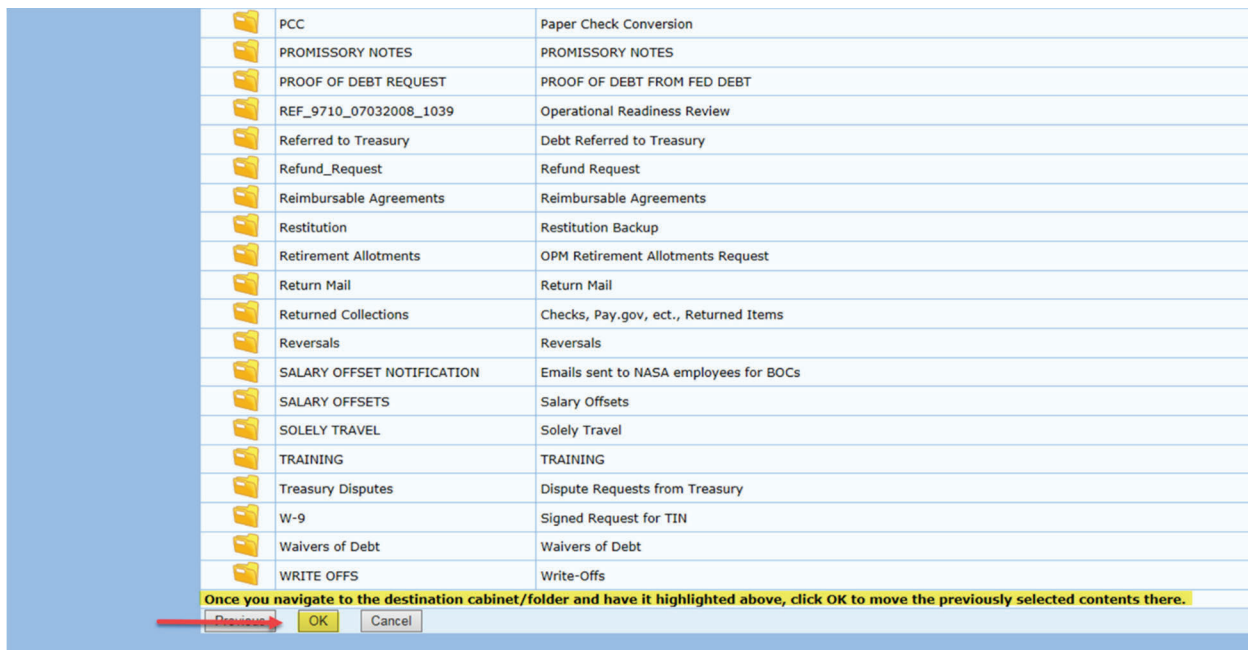
Previous OK Cancel

## 6. Select File to move contents

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## 7. Click “OK”



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### C. Add RMA file plan to folder

1. Navigate to and select the parent folder of the closed records containing the same final payment date.
2. Choose *Modify* from the left menu.

Folder	/FM/Travel/DOM/EXT_TDY/ARC/CARBAJAL_KEVIN/21ID0000000517			
Assoc Access		Name/Number	Rev	Description/Title
Assoc Notif		CARBAJAL_KEVIN		CARBAJAL, KEVIN
Create Document		21ID0000000517		21ID0000000517
Doc Default Access		FM_TRV_ETDY_2-01-2012_7.14	13.0	21ID0000000517, 11-7-11 thru 9-30-12, Atlantic City,NJ
Doc Default Comm		FM_TRV_ETDY_999_01-11-2013_13.12.04.1	1	EFC
Doc Default Distr		FM_TRV_ETDY_999_08-21-2012_10.46.52.1	1	EFC
Doc Default Notif		FM_TRV_ETDY_999_08-23-2012_08.38.13.1	1	EFC
Explore		FM_TRV_ETDY_999_09-07-2012_11.41.02.1	1	EFC
Explore Home		FM_TRV_ETDY_999_09-20-2012_12.28.58.1	1	EFC
Explore Root		FM_TRV_ETDY_999_09-25-2012_13.24.01.1	1	EFC
History		FM_TRV_ETDY_999_10-04-2012_11.00.51.1	1	EFC
Modify		FM_TRV_ETDY_999_10-11-2012_14.30.43.1	1	EFC
Move Contents		FM_TRV_ETDY_999_10-19-2012_12.36.36.1	1	EFC
Set Default		FM_TRV_ETDY_999_11-16-2012_15.11.13.1	1	EFC
Show...				
Associations				
Info				
Shares				
Tree				
Help				

3. Choose the correct RMA file plan from the drop-down menu.
  - a. Financial transaction records related to procuring goods and services, paying bills, collecting debts, accounting (GRS 1.1 Item 010) (used for DOM ITRA, ETDY and many other financial records)
  - b. If you are unsure of which file plan to use, please check the Finance MRI or contact Records Management.

<https://dm.nssc.nasa.gov/servlet/dm.web.ViewShare?name=MRIs&di d=791891>

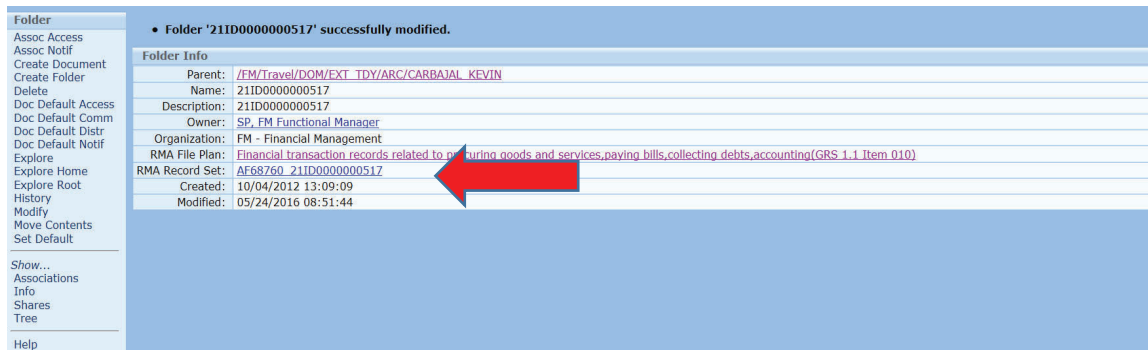
4. Enter reason (add RMA file plan to manage retention) and select OK.

Folder	Modify Folder '21ID0000000517'	
Help	Name:	21ID0000000517
	Description:	21ID0000000517
	Owner:	SP, FM Functional Manager
	<input type="checkbox"/> Check to add owner to the Notification List	
	Organization:	FM - Financial Management
	RMA File Plan:	Financial transaction records related to procuring goods and services, paying bills, collecting debts, accounting (GRS 1.1 Item 010)
	Reason:	add RMA file plan to manage retention
	OK	Cancel

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#### D. Add retention trigger date to Record set

1. At the “Folder Info” screen, select the *RMA Record Set*. (begins with AF)



Folder '21ID0000000517' successfully modified.

**Folder Info**

Parent: /FM/Travel/DOM/EXT\_TDY/ARC/CARBAJAL\_KEVIN

Name: 21ID0000000517

Description: 21ID0000000517

Owner: SP, FM Functional Manager

Organization: FM - Financial Management

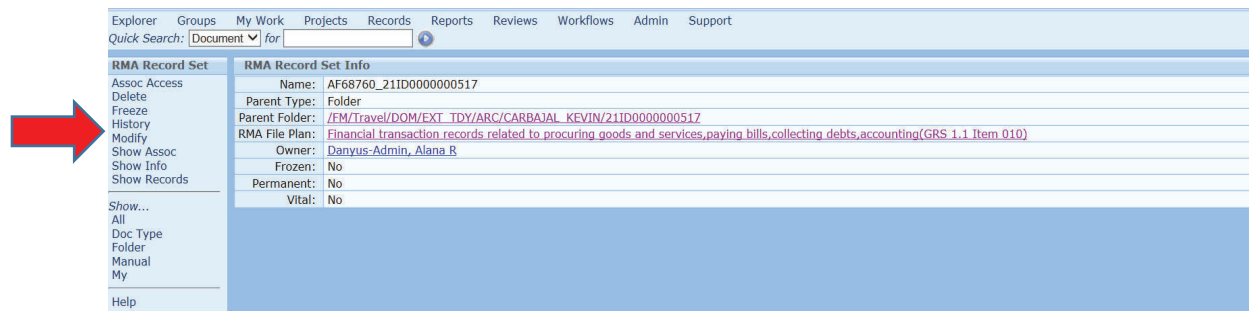
RMA File Plan: Financial transaction records related to procuring goods and services, paying bills, collecting debts, accounting (GRS 1.1 Item 010)

RMA Record Set: AF68760\_21ID0000000517

Created: 10/04/2012 13:09:09

Modified: 05/24/2016 08:51:44

2. At the “RMA Record Set Info” screen, choose *Modify* from the left menu.



Explorer Groups My Work Projects Records Reports Reviews Workflows Admin Support

Quick Search: Document for

**RMA Record Set**

Assoc Access

Delete

Freeze

History

Modify

Show Assoc

Show Info

Show Records

Show...

All

Doc Type

Folder

Manual

My

Help

**RMA Record Set Info**

Name: AF68760\_21ID0000000517

Parent Type: Folder

Parent Folder: /FM/Travel/DOM/EXT\_TDY/ARC/CARBAJAL\_KEVIN/21ID0000000517

RMA File Plan: Financial transaction records related to procuring goods and services, paying bills, collecting debts, accounting (GRS 1.1 Item 010)

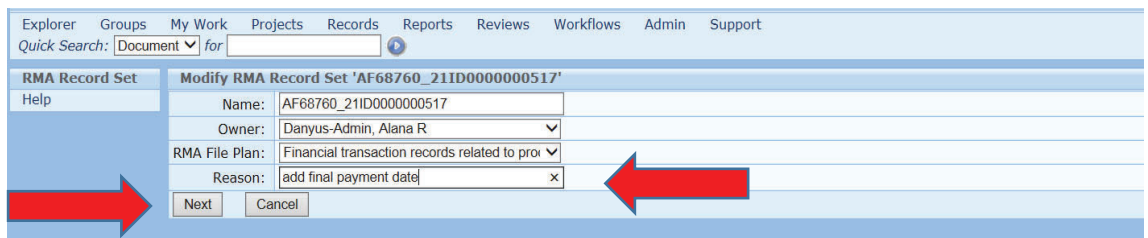
Owner: Danyus-Admin, Alana R

Frozen: No

Permanent: No

Vital: No

3. Enter reason and select NEXT.



Explorer Groups My Work Projects Records Reports Reviews Workflows Admin Support

Quick Search: Document for

**RMA Record Set**

Help

**Modify RMA Record Set 'AF68760\_21ID0000000517'**

Name: AF68760\_21ID0000000517

Owner: Danyus-Admin, Alana R

RMA File Plan: Financial transaction records related to procuring goods and services, paying bills, collecting debts, accounting (GRS 1.1 Item 010)

Reason: add final payment date

Next Cancel

4. Choose the retention trigger from the *New RMA Keyword* drop-down menu.
  - a. Final Payment Date



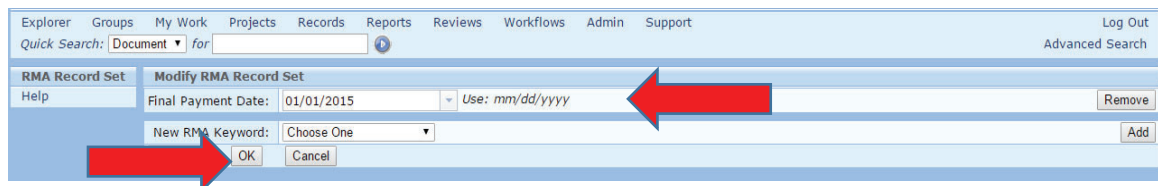
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5. Select *Add* from the right of the screen.

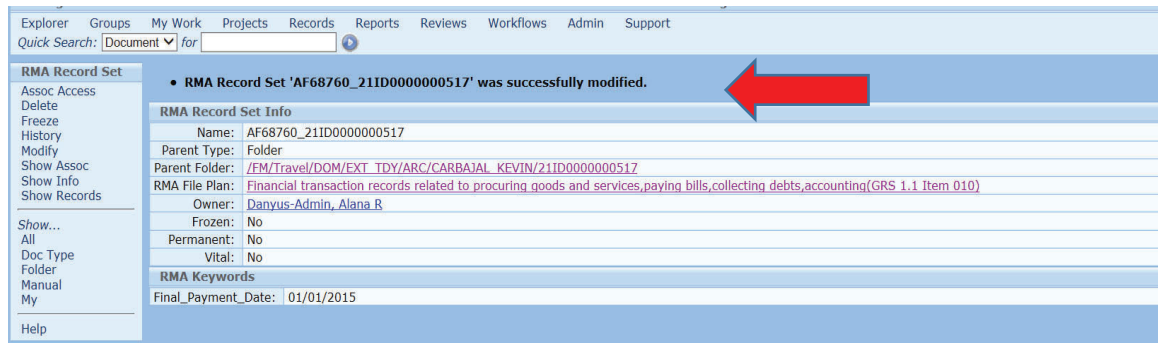


The screenshot shows the 'Modify RMA Record Set' form. It includes a 'New RMA Keyword' dropdown menu set to 'Final Payment Date', and buttons for 'Previous', 'OK', 'Cancel', and 'Add'. A red arrow points to the 'Add' button.

6. Enter the retention trigger date and select OK.



The screenshot shows the 'Modify RMA Record Set' form with the 'Final Payment Date' dropdown menu set to '01/01/2015'. A red arrow points to the 'OK' button.



The screenshot shows the 'RMA Record Set Info' page. A confirmation message at the top states: 'RMA Record Set 'AF68760\_21ID0000000517' was successfully modified.' A red arrow points to this message. Below the message, the details of the RMA Record Set are displayed, including Name, Parent Type, Parent Folder, RMA File Plan, Owner, Frozen status, Permanent status, Vital status, and RMA Keywords.

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## PROCESS 17 – TECHDOC DESTRUCTION PROCESS-JOURNAL VOUCHERS

**STEP 1. NSSC SP Account Maintainer** - Auto Drop the “Journal Voucher” (JV) to create a folder in TechDoc.

A. Save File –“NSSC20180123~FY18~NSSC20180123”

B. Go to: <N:\Document Imaging\FM – AR Journal Vouchers\type of JV>

1. AFDA
2. Closed Contract
3. Copyright License
4. Donations
5. EUL
6. Exchange Sales Proceeds
7. FY End Deposit Fund
8. HQ Books Sales
9. JP Morgan
10. Jury Duty
11. Restitution
12. SO Refund to MR
13. Travel Under \$10
14. Unclaimed Property

C. Locate the appropriate Journal Voucher folder and drop the saved Journal Voucher file.

D. This creates the main “Journal Voucher” folder in TechDoc.






**STEP 2. NSSC SP Account Maintainer** – Receiving the final payment for a Journal Voucher TechDoc Automated steps for finding, moving, adding the RMA file plan to folder and adding retention trigger date to record set.

A. Go to SN Functional Detail tab

B. Select TechDoc Move Launcher in the AR Ribbon in Excel



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Billing Launcher	Clear Bill Launcher	Misc Receipts Launcher	AFBD Launcher	TechDoc Move Launcher
Day To Day Postings				

TECHDOC FORM

CATEGORY

CENTER

FISCAL YEAR

2017

PAYMENT DATE

ORIGINAL DOCUMENT

UPDATE

TECHDOC LINK

GET LINK

TECHDOC

- C. Select your Category
- D. Enter your Original Document
- E. Direct Receivables – e.g., 1800 Document
- F. Journal Voucher – JV Number

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G. Click update to get info from SN Functional Detail tab.


H. Click “GET LINK” to get TechDoc Link for document to move.

I. Click “TECHDOC” to move file.

**STEP 3. NSSC SP Account Maintainer/Payment Processor** – Receiving the final payment for a Journal Voucher TechDoc Manual steps for finding, moving, adding the RMA file plan to folder and adding retention trigger date to record set.

A. Finding the Collection Document for Journal Voucher in Tech Doc

1. In TechDoc choose “Advance Search”.
2. Under “Doc Type” select – “Accounts Receivable”.
3. Under “Title” enter last name or business name of customer for the Journal Voucher of payment received – e.g., \*Bilbo\*.
4. To narrow search enter a date range into “Create Date” e.g., 08/15/2017 to 08/24/17.
5. Find the document in the folder that needs to be modified.
6. Click on the paper Icon next to the document.

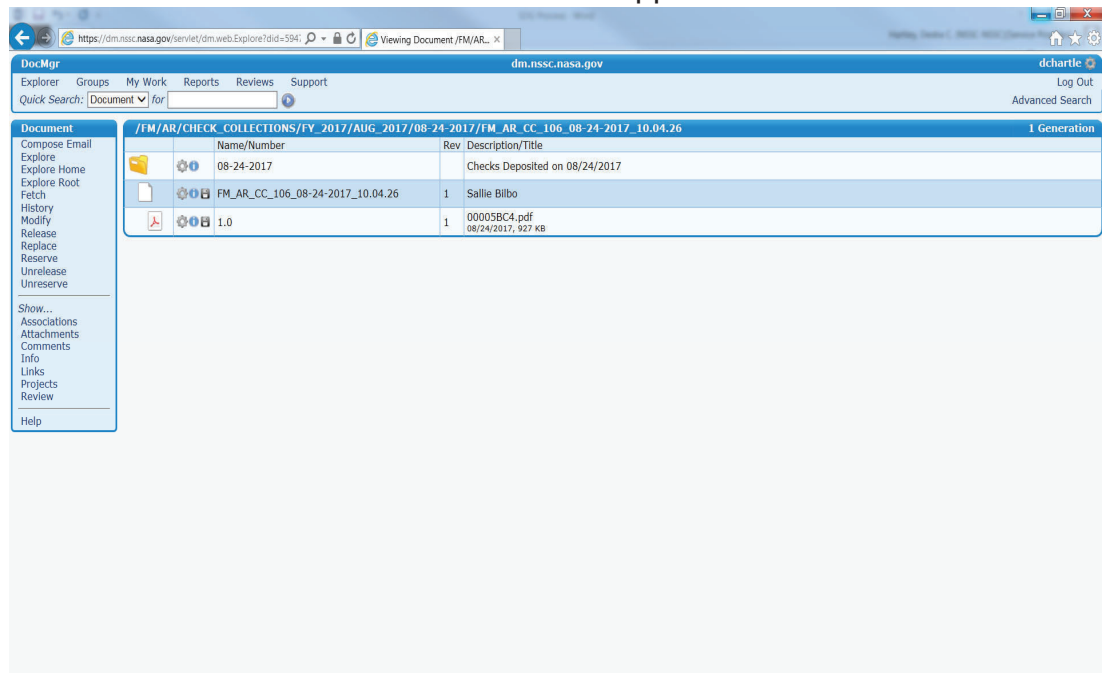
Document Search Results			
	Number	Rev	Title
	FM_AR_CC_106_08-24-2017_10.04.26	1	Sallie Bilbo

Advanced Document Search			
Number:	<input type="text"/>		
Title:	<input type="text" value="*Bilbo*"/>		
Owner:	<input type="text"/>		
Create Date:	<input type="text" value="08/15/2017"/>	to	<input type="text" value="08/24/2017"/> Use: mm/dd/yyyy
Modify Date:	<input type="text"/>	to	<input type="text"/> Use: mm/dd/yyyy
Point of Contact:	<input type="text"/>		
Reserved By:	<input type="text"/>		
Resident:	<input type="text"/>		
Doc Type:	<input type="text" value="AR - Accounts Receivable"/>		
Doc Category:	<input type="text"/>		
Organization:	<input type="text"/>		
In Review:	<input type="text"/>		
Attachments:	<input type="text"/>		
Comments:	<input type="text"/>		
Release Date:	<input type="text"/>	to	<input type="text"/> Use: mm/dd/yyyy
Last Revision:	<input type="text"/>		

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## 7. Click Folder Icon and “Move Contents” will appear on left side



## B. Moving File in TechDoc to Direct – IDR folder

1. Navigate to the Folder containing the File to be moved.
2. Click “Move Contents”

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The screenshot shows the DocMgr web application interface. The top navigation bar includes links for Explorer, Groups, My Work, Reports, Reviews, and Support. The main content area displays a folder view for the path /FM/AR/CHECK\_COLLECTIONS/FY\_2017/AUG\_2017/08-24-2017. A table lists the contents of this folder:





















Name/Number	Rev	Description/Title
AUG_2017		
08-24-2017		Checks Deposited on 08/24/2017
FM_AR_CC_106_08-24-2017_10.04.26	1	Sallie Bilbo
FM_AR_CC_106_08-24-2017_10.14.44	1	Game Changers LLC
FM_AR_CC_106_08-24-2017_10.27.50	1	Millennium Space Systems
FM_AR_CC_121_08-25-2017_10.23.45	1	Chain of Custody Report - 8/24/2017
FM_AR_CP_999_08-25-2017_07.48.34.1	1	Confirm Pkg 08252017

### 3. Enter Reason for moving contents

The screenshot shows the 'Move Contents From Folder' dialog box in the DocMgr application. The dialog is titled 'Move Contents From Folder 'BOC''. It contains a 'Reason:' label followed by a text input field with the placeholder text 'move contents to...'. Below the input field are 'Next' and 'Cancel' buttons.

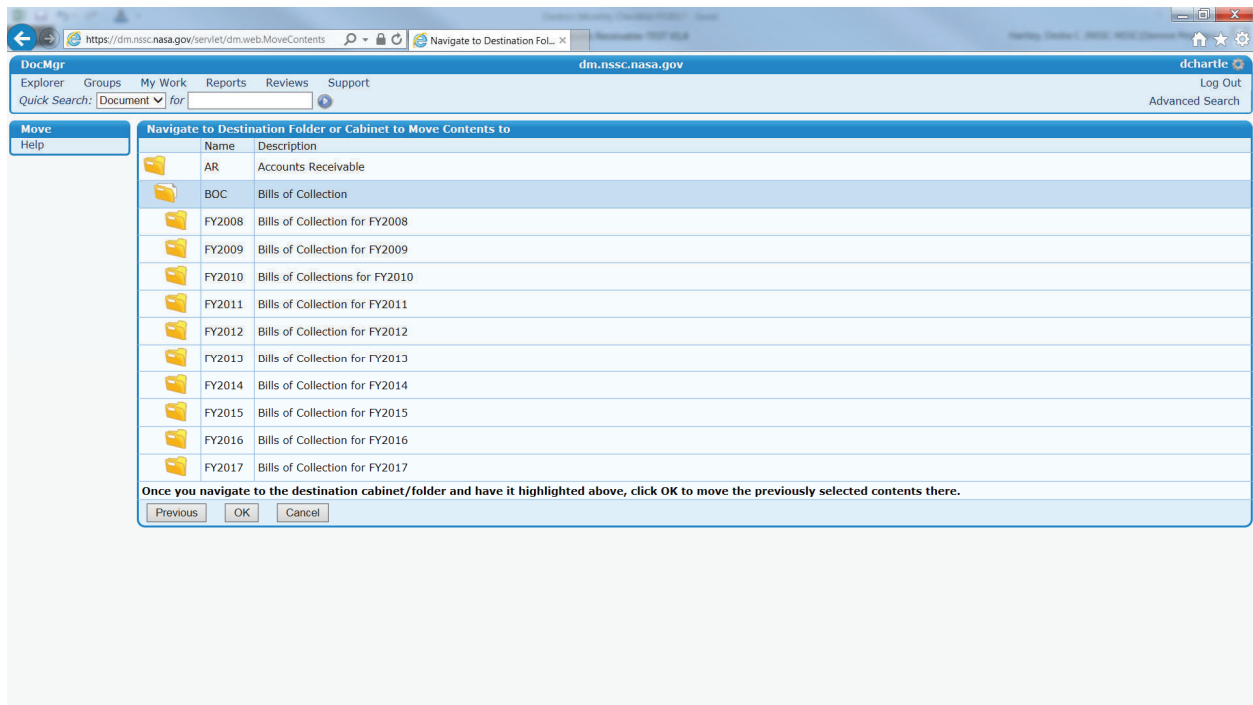
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4. Check the box of the document(s) you wish to move.

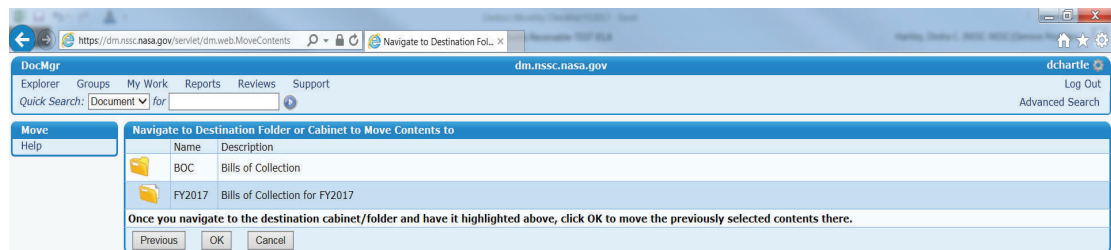
<div>Check box of document (s) you want to move</div>		<input type="checkbox"/>	JSC	Johnson
		<input type="checkbox"/>	KSC	Kennedy
		<input type="checkbox"/>	LARC	Langley
		<input type="checkbox"/>	MSFC	Marshall
		<input type="checkbox"/>	NSSC	NSSC
		<input type="checkbox"/>	SSC	Stennis
		<input type="checkbox"/>	FM_AR_BOC_01-02-2009_13.39.41	LAMB, RON
		<input type="checkbox"/>	FM_AR_BOC_01-05-2009_09.18.32	Rolfe, Jeanie
		<input type="checkbox"/>	FM_AR_BOC_01-05-2009_11.47.53	CLIFTON, DARLA J.
		<input type="checkbox"/>	FM_AR_BOC_01-05-2009_11.48.19	OLLIGES, SANDRA M.
		<input type="checkbox"/>	FM_AR_BOC_01-08-2009_15.30.47	Hines, Paula
		<input type="checkbox"/>	FM_AR_BOC_01-08-2009_15.31.53	Hines, Paula
		<input type="checkbox"/>	FM_AR_BOC_01-21-2009_10.17.43	AMOS, HAWES
		<input checked="" type="checkbox"/>	FM_AR_BOC_01-23-2009_14.34.46	Crumbly, Chris
		<input type="checkbox"/>	FM_AR_BOC_01-23-2009_17.03.22	Bowman, Mark
		<input type="checkbox"/>	FM_AR_BOC_01-29-2009_15.21.52	PARAZYNSKI, SCOTT
		<input type="checkbox"/>	FM_AR_BOC_02-02-2009_11.28.04	Small-Harris, Shelia
		<input type="checkbox"/>	FM_AR_BOC_02-04-2009_10.26.06	Harp, Seldon
		<input type="checkbox"/>	FM_AR_BOC_02-06-2009_11.33.16	BRADY, TIMOTHY
		<input type="checkbox"/>	FM_AR_BOC_02-11-2009_12.37.52	Weinberg, Norman

5. Click "Next" – need screen shot

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







## 6. Select File to move contents



## 7. Click "OK"

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	FedWire	FedWire Payments
	Funding Information Request	Form 0061 Center Funding Information
	IDR	IDR's - Bills Of Collection
	IPAC	IPAC Invoice
	Journal Voucher	Journal Voucher
	LABOR COST RECONCILIATION REPORT	SF-224-Labor Cost Reconciliation Report
	Monthly Billing	Monthly Billing
	PAY.GOV	Electronic Collections
	PCC	Paper Check Conversion
	PROMISSORY NOTES	PROMISSORY NOTES
	PROOF OF DEBT REQUEST	PROOF OF DEBT FROM FED DEBT
	REF_9710_07032008_1039	Operational Readiness Review
	Referred to Treasury	Debt Referred to Treasury
	Refund_Request	Refund Request
	Reimbursable Agreements	Reimbursable Agreements
	Restitution	Restitution Backup
	Retirement Allotments	OPM Retirement Allotments Request
	Return Mail	Return Mail
	Returned Collections	Checks, Pay.gov, ect., Returned Items
	Reversals	Reversals
	SALARY OFFSET NOTIFICATION	Emails sent to NASA employees for BOCs
	SALARY OFFSETS	Salary Offsets
	SOLELY TRAVEL	Solely Travel
	TRAINING	TRAINING
	Treasury Disputes	Dispute Requests from Treasury
	W-9	Signed Request for TIN
	Waivers of Debt	Waivers of Debt
	WRITE OFFS	Write-Offs
Once you navigate to the destination cabinet/folder and have it highlighted above, click OK to move the previously selected contents there.		
		

### C. Add RMA file plan to folder

1. Navigate to and select the parent folder of the closed records containing the same final payment date.
2. Choose *Modify* from the left menu.

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Folder	/FM/Travel/DOM/EXT_TDY/ARC/CARBAJAL_KEVIN/21ID0000000517			
		Name/Number	Rev	Description/Title
Assoc Access		CARBAJAL_KEVIN		CARBAJAL, KEVIN
Assoc Notif				
Create Document				
Doc Default Access		21ID0000000517		21ID0000000517
Doc Default Comm				
Doc Default Distr		FM_TRV_ETDY_2-01-2012_7.14	13.0	21ID0000000517, 11-7-11 thru 9-30-12, Atlantic City,NJ
Doc Default Notif		FM_TRV_ETDY_999_01-11-2013_13.12.04.1	1	EFC
Explore				
Explore Home		FM_TRV_ETDY_999_08-21-2012_10.46.52.1	1	EFC
Explore Root		FM_TRV_ETDY_999_08-23-2012_08.38.13.1	1	EFC
History		FM_TRV_ETDY_999_09-07-2012_11.41.02.1	1	EFC
Modify		FM_TRV_ETDY_999_09-20-2012_12.28.58.1	1	EFC
Move Contents		FM_TRV_ETDY_999_09-25-2012_13.24.01.1	1	EFC
Set Default		FM_TRV_ETDY_999_10-04-2012_11.00.51.1	1	EFC
Show...		FM_TRV_ETDY_999_10-11-2012_14.30.43.1	1	EFC
Associations		FM_TRV_ETDY_999_10-19-2012_12.36.36.1	1	EFC
Info		FM_TRV_ETDY_999_11-16-2012_15.11.13.1	1	EFC
Shares				
Tree				
Help				

3. Choose the correct RMA file plan from the drop-down menu.
  - a. Financial transaction records related to procuring goods and services, paying bills, collecting debts, accounting (GRS 1.1 Item 010) (used for DOM ITRA, ETDY and many other financial records)
  - b. If you are unsure of which file plan to use, please check the Finance MRI or contact Records Management.

<https://dm.nssc.nasa.gov/servlet/dm.web.ViewShare?name=MRIs&did=791891>

4. Enter reason (add RMA file plan to manage retention) and select OK.

Modify Folder '21ID0000000517'

Name: 21ID0000000517

Description: 21ID0000000517

Owner: SP, FM Functional Manager

☐ Check to add owner to the Notification List

Organization: FM - Financial Management

RMA File Plan: Financial transaction records related to procuring goods and services, paying bills, collecting debts, accounting (GRS 1.1 Item 010)

Reason: add RMA file plan to manage retention

OK Cancel

#### D. Add retention trigger date to Record set

1. At the "Folder Info" screen, select the *RMA Record Set*. (begins with AF)



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Folder '21ID0000000517' successfully modified.

**Folder Info**

Parent:	/FM/Travel/DOM/EXT_TDY/ARC/CARBAJAL_KEVIN
Name:	21ID0000000517
Description:	21ID0000000517
Owner:	SP_FM Functional Manager
Organization:	FM - Financial Management
RMA File Plan:	Financial transaction records related to procuring goods and services,paying bills,collecting debts,accounting(GRS 1.1 Item 010)
RMA Record Set:	AF68760_21ID0000000517
Created:	10/04/2012 13:09:09
Modified:	05/24/2016 08:51:44

2. At the “RMA Record Set Info” screen, choose *Modify* from the left menu.

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Quick Search: Document for

**RMA Record Set**

Assoc Access  
Delete  
Freeze  
History  
Modify  
Show Assoc  
Show Info  
Show Records

**RMA Record Set Info**

Name:	AF68760_21ID0000000517
Parent Type:	Folder
Parent Folder:	/FM/Travel/DOM/EXT_TDY/ARC/CARBAJAL_KEVIN/21ID0000000517
RMA File Plan:	Financial transaction records related to procuring goods and services,paying bills,collecting debts,accounting(GRS 1.1 Item 010)
Owner:	Danyus-Admin, Alana R
Frozen:	No
Permanent:	No
Vital:	No

3. Enter reason and select NEXT.

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Quick Search: Document for

**RMA Record Set**

Help

**Modify RMA Record Set 'AF68760\_21ID0000000517'**

Name:	AF68760_21ID0000000517
Owner:	Danyus-Admin, Alana R
RMA File Plan:	Financial transaction records related to pro
Reason:	add final payment date

Next Cancel

4. Choose the retention trigger from the *New RMA Keyword* drop-down menu.

a. Final Payment Date

5. Select *Add* from the right of the screen.

**RMA Record Set**

Help

**Modify RMA Record Set**

New RMA Keyword: Final Payment Date

Previous OK Cancel Add

6. Enter the retention trigger date and select OK.

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## PROCESS 18 – UPDATE THE C-KEY TAS/BETC IN OTCNET

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OCFO Data Analysis Branch sends a notification to AR L3 that the cash flow profiles have been updated with the new fiscal year in SAM. The cash flow profiles will include the C-Key TAS/BETC for each Center also known as the Agency Accounting Code. Once received, NSSC AR L3 will update OTC.net with the updated Agency Accounting Code and Endpoint Mapping for the new fiscal year.

**Note:** If an Agency has identified accounting codes as a Treasury Account Symbol (TAS), only TAS identified as Valid by Shared Accounting Module (SAM) will be available for mapping to an OTC Endpoint.

### STEP 2. NSSC Accounts Receivable L3 – Enter an Accounting Code

A. Log in OTCnet: <https://www.otcnet.fms.treas.gov/otcnet/views/home.xhtml>

1. Click the Administration tab.
2. From the Manage Organization menu, select Accounting Codes>Modify. The *Step 1 of 3 Select Organization Endpoint* page appears.
3. Select the highest level organization for which you want to add new accounting codes. The *Step 2 of 3: Update Accounting Codes* page appears.
4. You will see the existing accounting codes, their descriptions and TAS designations available for edit.
5. Select “Add More Lines” and a new section will appear with blank fields allowing you to specify new Accounting Codes, Descriptions, and TAS designations.

**Note:** To input additional accounting codes, click Add More Lines to insert additional rows to the table. You must fill in all lines if you wish to again “Add More Lines”.

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New Accounting Codes to be Added		
TAS	*Agency Accounting Code	*Description
<input type="checkbox"/>		

- Click on TAS box, input “8020/210122” in Agency Accounting Code field, and input “Cross Agency Support, NASA” in Description field. Then click **Next**.
- The *Step 3 of 3: Review Accounting Codes* page appears. Verify the information is correct and click **Submit**. A *Confirmation* page appears showing the accounting codes have been saved.

**Note:** If new accounting codes were added on the previous page, they will be displayed on the Review page at the bottom of the list of accounting codes.

### STEP 3. NSSC Accounts Receivable L3 – Map Accounting Codes to OTC Endpoints

A. Log in OTCnet: <https://www.otcnet.fms.treas.gov/otcnet/views/home.xhtml>

- Click the Administration tab.
- From the Manage Organization menu, select Accounting Codes and click Modify OTC Endpoint Mappings. The *Step 1 of 4: Select OTC Endpoint* page appears.
- Select the OTC Endpoint for which accounting code endpoint mapping you would like to assign (NASA – National Aeronautics & Space Administration).
- Under NASA – National Aeronautics & Space Administration, select the Center for which accounting code endpoint mapping you would like to assign. The *Step 2 of 4: View Assigned Accounting Codes* page appears.
- Click Assign Mappings. Enter “8020/210122 in the search criteria for Accounting Code (Starting With) and click Search.

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**Note:** All accounting codes that meet your search criteria and are not assigned to your OTC Endpoint display on the page. If you do not enter search criteria, all the accounting codes defined for the highest level organization appear.

6. The *Step 2 of 4 Continued: Search and Assign Accounting Codes* page appears. Check the Assign box(es) for the accounting codes that you want to assign and click Next.
7. The *Step 3 of 4: Assign Accounting Codes* page appears. Review and verify the accounting code(s) you would like to assign and click Next.
8. The *Step 4 of 4: Review Accounting Codes to Endpoint* page appears. Confirm the information is correct and click Submit to assign the accounting code(s) to the OTC Endpoint. A confirmation page appears showing that the accounting codes have been assigned to the OTC Endpoint
9. Click Manage Additional to update accounting code for other Centers, then Repeat Step 2.A.3 to 8.

**STEP 4. NSSC Accounts Receivable L3 – Remove old Accounting Codes to OTC Endpoints**

A. Log in OTCnet: <https://www.otcnet.fms.treas.gov/otcnet/views/home.xhtml>

1. Click the Administration tab.
2. From the Manage Organization menu, select Accounting Codes and click Modify OTC Endpoint Mappings. The *Step 1 of 4: Select OTC Endpoint* page appears.
3. Select the OTC Endpoint for which accounting code endpoint mapping you would like to assign (NASA – National Aeronautics & Space Administration).

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4. Under NASA – National Aeronautics & Space Administration, select the Center for which accounting code endpoint mapping you would like to assign. The *Step 2 of 4: View Assigned Accounting Codes* page appears.
5. Click Remove Mappings.
6. Check the Remove box(es) for the accounting codes that you want to remove. Click Next (Proceed to *Step 4 of 4: Review Accounting Codes from Endpoint*).
7. The *Step 4 of 4: Review Accounting Codes to Endpoint* page appears. Confirm the information is correct and click Submit to assign the accounting code(s) to the OTC Endpoint. A confirmation page appears showing that the accounting codes have been removed from the OTC Endpoint
8. Click Manage Additional to remove accounting code for other Centers, then Repeat Step 2.A.3 to 7.

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## SYSTEM COMPONENTS (EXISTING SYSTEMS)

IT System Title	IT System Description	Access Requirements
SN	System for work management and routing	User role at NSSC
SAP	Integrated Financial Management System	User role at NSSC
TechDoc	System for storing, reporting and documenting data	User role at NSSC
CIR(Collections Information Repository)	System for confirming Treasury deposits; replaced CA\$HLINK II	User role at NSSC
OTCnet	System for depositing paper checks; replaced PCC (Paper Check Conversion) OTC (Over-The-Counter)	User role at NSSC
Pay.gov	Treasury System for public payments	User role at NSSC
Business Objects (BOBJ) Analysis for Office	Business Warehouse for retaining SAP and other system data	User role at NSSC
FSCATT	Fund Status Change Approval Tracking Tool	User role at NSSC

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## CUSTOMER CONTACT CENTER STRATEGY

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The NSSC Customer Contact Center Service Delivery Guide provides details regarding routing and escalation of inquiries for this activity.

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## APPENDIX A - ACRONYM LIST

ACH	Automated Clearing House
ALC	Agency Location Code
AP	Accounts Payable
AR	Accounts Receivable
BA	Business Area
BAD	Budget and Accounting Division
BOA	Bank of America
BOBJ	Business Objects (BOBJ) Analysis for Office
BOC	Bill of Collection
CFR	Code of Federal Regulations
CIR	Collections Information Repository
CIRA	Central Image Research Archive
CMP	Continuous Monitoring Program
CS	Civil Servant
DI	Document Imaging
DOJ	Department of Justice
DOI	Department of the Interior
DP	Deposit Processor
DPM	Division of Payment Management
DRN	Document Reference Number



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EFT	Electronic Funds Transfer
EPSS	Enterprise Performance Support System
EUL	Enhanced Use Lease
FAR	SN Finance Accounts Receivable
FAR	Federal Acquisition Regulation
FBWT	Fund Balance with Treasury
FM	Financial Management
FMS	Financial Management Services
FOIA	Freedom of Information Act
FOSC	Facility Operating Systems Contract
FRT	SN Finance Request Task
FSCATT	Fund Status Change Approval Tracking Tool
GL	General Ledger
GSFC	Goddard Space Flight Center
HHS	Health and Human Services
HQ	Headquarters
IDR	Invoice Data Requirements
IPAC	Intra-Governmental Payment and Collection System
IRN	Item Reference Number
IRS	Internal Revenue Service
IT	Information Technology
JSC	Johnson Space Center

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JV	Journal Voucher
LOA	Line of Accounting
MIPR	Military Interdepartmental Purchase Request
MSFC	Marshall Space Flight Center
NASA	National Aeronautics and Space Administration
NPD	NASA Policy Directive
NPR	NASA Procedural Requirements
NSSC	NASA Shared Services Center
OCFO	Office of the Chief Financial Officer
OMB	Office of Management and Budget
OTCnet	Over the Counter Net
PAN	Payment Management System (PMS) Account Number
P-Card	Purchase Card
PCC	Paper Check Conversion
PMS	Payment Management System
PO	Purchase Order
POC	Point of Contact
PP	Payment Processor
RMA	Records Management Application
SAA	Space Act Agreement
SAP	Systems, Application and Products
SDG	Service Delivery Guide

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SES	Senior Executive Service
SF	Standard Form
SGL	Standard General Ledger
SN	Service Now
SOD	Statement of Difference
SP	Service Provider
SWR	Stennis Work Request
TA	Travel Authorization
TAS	Treasury Account Symbol
TFM	Treasury Financial Manual
TRACS	Treasury Receivable, Accounting, and Collection System
TROR	Treasury Report on Receivables due from the Public
UPS	United Parcel Service
USD	U.S. Dollars

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## APPENDIX B – JOURNAL VOUCHER QUICK REFERENCE GUIDE

Journal Vouchers Quick Reference Guide		
Type	Attachments	Description
1	JV Form Request to post funds to MR (if applicable) Cancelled Funds Screenshot (if applicable) Other Backup (if applicable) -IPAC (if not in related FAR) -Any other pertinent emails or backup -NPR References -etc. <i>Relate Collection / Posting Document FAR</i>	
	* Cancelled Funds	CTR - Customer/Vendor Name - Cancelled FUND - CASX122002D
	* Book Sales	CTR - Book Sales to Misc Receipts
	* Restitution/DOJ	CTR - Customer/Vendor Name - Restitution/DOJ
	* Less Than \$1.00	CTR - Customer/Vendor Name - Less than \$1.00
	* 2400 Doc to Misc. Receipts	CTR - Customer Name - Refund to Misc Receipts - Sales Order #
Type	Attachments	Description
2	JV Form	CTR - Employee - Reclassify - PPXXXX - PPXXXX
	IDR Form, FOIA Request, Payroll Transfer Debt Request, etc...	
	Bi-weekly Datamart Report for all applicable Pay Periods	
	BOBJ Screen Shot	

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		Other Backup (if applicable) -Any other pertinent emails or backup -IPAC if money moved between centers	
	<b>Type</b>	<b>Attachments</b>	<b>Description</b>
3	<b>Allowance for Bad Debt(Quarterly)</b>	JV Form AFBD (3.3A run) - All Tabs	CTR - AFBD - FYXXXX PXX
	<b>Type</b>	<b>Attachments</b>	<b>Description</b>
4	<b>Allowance for Bad Debt (Off Cycle)</b>	JV Form GR55-ZFUN (Showing Debit balances in 1319.0000, 1347.0000, 1367.0000, and 1377.0000)	CTR - AFBD - FYXXXX PXX
	<b>Type</b>	<b>Attachments</b>	<b>Description</b>
5	<b>Jury Duty</b>	JV Form BOBJ Screen Shot <i>Relate Collection / Posting Document FAR</i>	CTR - Employee Name - Jury Duty
	<b>Type</b>	<b>Attachments</b>	<b>Description</b>
6	<b>US Bank</b>	JV Form Email Authorization <i>Relate Collection / Posting Document FAR</i>	
	<b>* US Bank PUR REFUND 1Q 15 PMT</b>		US Bank PUR REFUND 1Q 15 PMT
	<b>* US Bank IBA REFUND 1Q 15 PMT</b>		US Bank IBA REFUND 1Q 15 PMT
	<b>* US Bank CBA REFUND 1Q 15 PMT</b>		US Bank CBA REFUND 1Q 15 PMT
	<b>* US Bank CBA REFUND 1Q 15 PMT</b>		US Bank CBA REFUND 1Q 15 PMT
	<b>Type</b>	<b>Attachments</b>	<b>Description</b>
7	<b>Donations</b>	JV Form Email from OCFO with authorization and posting information	HQ's Donation

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## APPENDIX C – JOURNAL VOUCHER REVIEW MATRIX

JV Type	Description	Validation steps:
<b>Miscellaneous Receipts</b>	<p>To post cash into the Treasury Miscellaneous Receipts Account. The reasons for posting to MR vary:</p> <ol style="list-style-type: none"> <li>1) Monies received cannot be kept by NASA per statute</li> <li>2) Monies received cannot be kept by NASA due to cancelled funds</li> <li>3) Center determines reimbursable customer's monies will not be sent back to them, but go to MR (due to small amount, or agreement with customer, etc.)</li> </ol>	<ol style="list-style-type: none"> <li>1) Ensure postings align with EPSS Day to Day Posting Guide</li> <li>2) Ensure backup documentation supports posting to MR (Center request or screenshot showing cancelled funds)</li> <li>3) 803200 (NON3200) should be used when posting due to cancelled funds</li> <li>4) 803220 (NON3220) should be used if funds are not cancelled</li> <li>5) Ensure amounts and/or totals are accurate according to backup</li> <li>6) Ensure JV explanation is correct and no misspellings</li> </ol>
<b>Salary Reclassification</b>	<p>A debt has been collected via an employee's salary for a travel debt (usually). AR is going to move (reclass) the cash from the labor funds so it can be posted to the travel funds commit document by the Travel Office. There will be a credit (cash out) to the cash account because it is being moved from the labor fund.</p>	<ol style="list-style-type: none"> <li>1) The accounting code should align with the employee's labor posting (seen in BOBJ report backup) and not the accounting code info of the travel debt request.</li> </ol>

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		<p>2) Ensure BOBJ report backup reflects the pay period of the reclassification noted on the debt report.</p> <p>3) Credit to Cash (1010) and Debit to Expense Account (6100.1xxx). Reference EPSS Day to Day Posting Guide.</p> <p>4) Document type is XB – this is a labor adjustment code</p> <p>5) Ensure amounts and/or totals are accurate according to backup</p>
<b>Jury Duty</b>	An employee has served on a Jury and received a check payment by the court for doing so. The full or partial amount cannot be kept since NASA is paying Administrative Court Leave for employee. Employee cannot be “double paid” by government entities and therefore turns check over or pays NASA the amount via check or Pay.gov.	<p>1) Ensure the amount is posted to the salary accounting information from which he/she was paid Court Leave. You should see this in the BOBJ report.</p> <p>2) Ensure postings align with the EPSS Day to Day Posting Guide</p> <p>3) Ensure the document type is correct. A different document type is used when the monies are received in the current FY, but the court leave was</p>

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		disbursed via their salary in the previous FY.
<b>Travel Debts \$75 and under</b>	An employee incurs a travel debt for \$75 and under. NASA's procedure is to establish the receivable but immediately write it off due to the low dollar value	<p>1) Ensure there is no dollar value exceeding \$75 for an individual travel voucher. You will see this on backup spreadsheet.</p> <p>2) Ensure postings: Debit 1310.9999 Credit 6790.0000 / Debit 1319.0000 and Credit 1310.9999. This shows the receivable and then the immediate write off.</p> <p>3) Ensure total amount at Fund level on backup spreadsheet is correct on JV – both the amount and the Fund</p>
<b>Allowance for Doubtful Accounts</b>	Each quarter the amount and age of outstanding debt is analyzed. There is an assumption that the Agency will not be able to collect all of the amount owed, therefore an "allowance" is journalized to account for this potential loss. Amounts are evaluated at month end and sometimes an adjustment is required more frequently than quarterly.	<p>1) Ensure postings follow the EPSS Day to Day posting guide. Pay close attention to each Fund and the associated GL for that Fund.</p> <p>2) Validate the backup to ensure the targeted adjustments are reflected on the JV amounts.</p> <p>3) Ensure the Fund on the backup matches to the Fund on the JV.</p> <p>4) If this is just a monthly adjustment (not at quarter</p>



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		end), ensure the amount and fund on the Trial balance report match to the JV. Ensure GL's are correct by the Fund.
<b>Funded Leave</b>	To record an accrual for NASA employees leave that has been earned but not yet used. Unfunded Leave is for leave on <b>working capital funds</b> and includes Annual Leave, Credit Hours and Comp Time.	<p>1) Ensure the backup documentation and calculations match the JV total.</p> <p>2) Ensure account 2210.0000 is credited.</p> <p>3) Ensure correct Working Capital Fund is used.</p>
<b>Donations</b>	A person, estate or trust wants to donate an amount to NASA to further the mission.	<p>1) Ensure postings follow the EPSS Day to Day Posting guide</p> <p>2) Ensure cash account 1010.4114 is used</p> <p>3) Ensure you have approval from OCFO via email backup acknowledging the donation can be posted (this is generally acknowledging the donated amount does not have stipulations placed on it by the donor).</p>
<b>Deposit Fund</b>	An amount may be temporarily posted to the deposit fund (80X6500) at year end closing. This is primarily used for amounts received from non-federal reimbursable customers where the Sales Order is not yet established and the advance cannot yet be posted. However, it is sometimes used to post other	<p>1) Ensure accounts 1010.5255 and 2400.1000 is used.</p> <p>2) Ensure OCFO has approved use of the Deposit</p>

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	non-federal amounts in order to prevent statement of difference at year end.	Fund (usually through an AAO Change Request process). CR number should be referenced.
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## APPENDIX D – NSSC ACCOUNTS RECEIVABLE REVERSAL PROCESS

1. Accounts Receivable (AR) L2 notes a transaction that must be reversed.
2. AR L2 assesses the transaction for the type of reversal and selects the most appropriate code should be used. Please see the examples listed in the reversal reason code Tables below.
  - a. If the reversal code is one that is listed in – Tables A, B or C, AR L2 should proceed with the reversal, ensuring that documentation is attached in SAP, if applicable. The reason for reversal should be clearly notated in attachment list area.
    - i. For example, if the specific reversal is the wrong fund was used in creating the bill, AR L2 would use reversal reason code X3 and reverse the transaction.
3. For any reversal reason codes that are not identified in Table A, B or C, NSSC AR L2 should create a SN FRT and elevate to L2 Supervisor for confirmation of reason code to be utilized from Table D. Use of codes from Table D require L2 AR Supervisor approval.
  - a. AR L2 initiates the reversal reason code confirmation request via SN using:
    - i. Category: Accounts Receivable
    - ii. Subcategory: Reversal
    - iii. Create a “Reversal” Functional Detail and populate the form for all cash account reversals (1010.XXXX).
    - iv. Attach any relevant SAP screenshots, rejected IPACs, or any other necessary information to the FRT
    - v. In the Work Info Notes field, create a detailed summary describing the nature of the reversal.
    - vi. AR L2 should also include a suggested reversal reason code from tables.
  - b. AR L2 will then elevate to AR L2 Supervisor.
    - i. The AR L2 Supervisor will review the attached documentation, Reversals tab, and detailed Work Info Notes, and confirm the given reversal reason code from tables, or suggest a new one. The AR L2 Supervisor will then return the FRT to AR L2.
4. Once confirmed, AR L2 will post the reversal using the reason code agreed upon in the FRT. AR L2 will also attach any necessary documents supporting the reversal in SAP.
5. At the beginning of each month, AR L3 will validate the reversal reason codes by running the Reversal Reason Code report in SAP. The reversal reason codes will be checked for accuracy, complete SAP attachments and that reversal reason is clearly notated.

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TABLE A - Bills		
<b>*All Reversals should have proper supporting documentation attached in SAP in order to support the Reversal Reason Code Selected.*</b>		
Code	Text	Examples
D1	Incorrect Doc Type Bill	The NSSC inputs the incorrect Doc Type on the billing document
V3	Incorrect Business Area Bill	The NSSC inputs the incorrect Business Area on the billing document*
W1	Rescinded by Payroll	Payroll rescinds Debt
W2	Reestablish Debt	Written-off Debt to Treasury but reestablished via Treasury collection of monies
W9	Approved Waiver	Debts that are waived
X1	Bill created against wrong GL account	This would be that the NSSC technician input the wrong GL account to post. (This would not be used if OCFO guidance changed triggering the GL to be changed)
X2	Incorrect Date Bill	NSSC inputs the incorrect date on the bill document
X3	Incorrect Fund Bill	NSSC inputs the incorrect fund on the billing document
Y1	Incorrect Fund Center Bill	The NSSC inputs the incorrect fund Center on the billing document
Y2	Transferred Debt	Transferred Payroll Debt
Y5	Posting Error Correction Bill	Wrong WBS, Cost Center, erroneously posted Debt when should be Credit Memo, erroneously posted Credit Memo when should be Debt; posting incorrect payment amount for a bill; bill posted as one type of debt and should be another (ZCOM, ZEPY, ZFED)
Y7	Rescinded by AP	IDR states "rescinded by AP"
Y8	Rescinded by Travel	Attach Rescinded BOC in SAP
Z1	Incorrect Customer Billed	Bill created under the incorrect customer number ( mailed, entered,

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		multiple customer numbers for same customer)
Z2	Incorrect Amount billed	Bill created for the wrong amount
X5	Center Request- incorrect amount billed	Center provided incorrect bill amount
X6	Center Request - wrong customer billed	Center provided wrong customer number

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TABLE B - Collections		
<p><b>*All Reversals should have proper supporting documentation attached in SAP in order to support the Reversal Reason Code Selected.*</b></p>		
Code	Text	Examples
C1	Incorrect Date Collection	NSSC inputs the incorrect date on the collection document
C2	Incorrect Fund Collection	NSSC inputs the incorrect fund on the collection document
C3	Incorrect Fund Center Collection	The NSSC inputs the incorrect fund Center on the collection document*
C4	Posting Error Correction Collection	Wrong WBS, Cost Center, erroneously posted Debt when should be Credit Memo, erroneously posted Credit Memo when should be Debt
C5	Incorrect Customer Collected	Collection applied to the incorrect customer number
C6	Incorrect Doc Type Collection	The NSSC inputs the incorrect Doc Type on the collection document
V1	Incorrect G/L Account Collection	The NSSC inputs the incorrect G/L Account on the collection document*
V2	Incorrect Business Area Collection	The NSSC inputs the incorrect Business Area on the collection document*
V4	Incorrect Amount Collection	The NSSC inputs the incorrect Amount on the collection document*
X9	IPAC- Customer rejection	Customer rejects IPAC
Z4	Returned Check for NSF	Used for any returned collections received (checks, fedwires, pay.govs)
Z5	Payment Applied to Incorrect Account	Payment applied to the wrong account number
Z6	Customer paid principle only	Reversed interest accrued due to customer only paying principle amount of bill
Z9	IPAC outbound interface error	

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TABLE C - Other		
<p><b>*All Reversals should have proper supporting documentation attached in SAP in order to support the Reversal Reason Code Selected.*</b></p>		
Code	Text	Examples
V5	Posting Error Refund	
V6	Macro/Script Error	
Z7	Reimbursable Refund - Reimbursable Other	Explanation within Notes section in SAP and/or backup documentation (emails, memos, etc.) If reversal is a result of an NSSC error, work with L3 to determine Reversal Code
Z8	Reversal of posting on suspense	
Z9	IPAC outbound interface error	
01	Reversal in current period	<b>DO NOT USE REVERSAL REASON CODE</b>
02	Reversal in closed period	<b>DO NOT USE REVERSAL REASON CODE</b>
03	Actual reversal in current period	<b>DO NOT USE REVERSAL REASON CODE</b>
04	Actual reversal in closed period	<b>DO NOT USE REVERSAL REASON CODE</b>
05	Accrual/deferral posting	<b>DO NOT USE REVERSAL REASON CODE</b>
H1	HHS reversal	<b>DO NOT USE REVERSAL REASON CODE</b>

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**TABLE D - Approval Required**

**\*All Reversals should have proper supporting documentation attached in SAP in order to support the Reversal Reason Code Selected.\***

Code	Text	Examples
W7	AP-Other	
W8	Travel-Other	
X4	Erroneous Bill	Previous disputed bill by customer where the debt was found to be invalid *
X8	Other - (explanation required)	Reversal reason does not fit into other reversal code categories. Full explanation required in Notes section of SAP with supporting documentation, if applicable
Y3	Timing Issue	FBWT Request or having to reverse interest, fees, or penalties due to the principle amount being paid within the allotted timeframe
Y4	No Open Receivable	A collection is posted without having a receivable established.
Y6	SR submitted	Fix per SR requires reversal
Y9	OCFO Guidance	Attach Email/memo from OCFO in SAP
Z3	Mutual Agreement with Customer	Agreement has been reached with customer to reverse an item that will not be billed to them.
X7	Center Request - other	Attach Email/memo from Center in SAP



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## APPENDIX E – EFT RETURN REASON CODES

### Reason for Return from Treasury

#### VA Checks:

Undeliverable

01

Remarried (Payee Code 10)

02

Deceased

03

Income Limitation

04

VA Requested or Payee Returned

05

Other

06

Replacement Check Returned

09

#### Tax Checks:

Holds

01

Undeliverable

02

Correspondence

03

#### EFT/Miscellaneous Checks:

Undeliverable/Banking information invalid

02

Deceased

06

VA Transmittal or Request

08

Other

10

Correspondence

11

Invalid/Missing RTN (Routing Transit Number)

60

Invalid/Missing Account Code (01-checking or 02-saving)

61

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## APPENDIX F – INSTRUCTIONS FOR RETURNING FUNDS TO THE DIVISION OF PAYMENT MANAGEMENT (DPM)

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### Returning Funds

The DPM prefers that you return funds using **ACH Direct Deposit** (REX or Remittance Express) or **FedWire**. If you are unable to use these two forms of deposit, please contact the **ONE-DHHS Finance Request** at (877) 614-5533 or click [here](#) to send an e-mail.

### IMPORTANT - PLEASE INCLUDE:

Your Payment Management System (PMS) Account Number (PAN) and PMS document number with your submission. [NOTE: The Payment Management System (PMS) Account Number (PAN) is the same series of alpha-numeric characters which are used for payment request purposes (for example: C1234G1)]. This is important so we know to whom to credit the funding.

Please include with each submission the reason for the return such as:

- is it Excess Cash
- funds not spent
- interest, part interest part other

On electronic returns there are fields in place for submitting information with the financial data. Please make use of these fields. Please include pertinent subaccount information if it applies.

---

### ACH Returns (Direct Deposit)

Returning funds to DPM via ACH (Automated Clearing House) means you will most likely be returning funds to DPM in the manner in which they were received at your organization.

You will need the following information:

- The DPM ACH Routing Number is: **051036706**
- The DPM DFI Accounting Number: **303000**

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**Bank Name:** Credit Gateway - ACH Receiver

**Location:** St. Paul, MN

### International ACH Returns (Direct Deposit)

If the payment is being sent in **U.S. Dollars (USD)** use the following instructions:

- Beneficiary Account: Federal Reserve Bank of New York/ITS (Can abbreviate: FRBNY/ITS)
- Bank: Citibank N.A. (New York)
- SWIFT Code: CITIUS33
- Account Number: 36838868
- Bank Address: 388 Greenwich Street, New York, NY 10013
- Payment Details (Line 70): Agency Name (abbreviated when possible) and ALC
- Agency POC: Michelle Haney, (301)492-5065

Note: For a USD payment, the payment sender must include **75010501** as the **Agency Locator Code** along with the name US Department of Health and Human Services in the Payment Details (Line 70) section of the SWIFT message. This information must be in this section of the payment instructions or ITS will not be able to identify for which Agency the payment is intended. Without this identifying information, ITS will be required to return the payment as unidentified or unpostable. The receiving account is in the name of “Federal Reserve Bank of New York/ITS” and the payment originator should list that as the name on the beneficiary account.

### FedWire Returns

A FedWire return is a return via a WIRE. You will need the following information:

- The DPM FedWire Routing Number: **021030004**
- The DPM ALC (Agency Location Code): **75010501**

**Bank Name:** Federal Reserve Bank

Treas NYC/Funds Transfer Division

**Location:** New York, NY

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Note: FedWire returns will not be posted to your account until the next business day.

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## Check Returns

If you choose to return funding via a check, please be sure to use the following information:

- Check made payable to The Department of Health and Human Services
- Indicate your Payment Management System (PMS) Account Number

(PAN) on the check. [NOTE: The Payment Management System (PMS) Account Number (PAN) is the same series of alpha-numeric characters which are used for payment request purposes (for example: C1234G1)].

- Mail the Check to:

HHS Program Support Center  
PO Box 530231  
Atlanta, GA 30353-0231

**Please include a brief statement explaining the nature of the return.**

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## APPENDIX G – PAY.GOV INSTRUCTIONS



Pay.gov has been developed to meet the Department of the Treasury's Financial Management Service Division's commitment to process collections electronically.

- Pay.gov is a secure, Government-wide, Internet collection portal.
- Pay.gov provides the ability to make payments by check, credit card, or debit card 24-hours-a-day.
- Pay.gov is Web-based, allowing customers to make payments from any computer with Internet access.
- Pay.gov does NOT require a login ID or password to use the service.

### For Bank Account (ACH) payments you will need:

- Account Holder Name
- Payment Amount
- Account Type
- ABA Routing Number
- Account Number
- Check Number
- Payment Date
- Contact Telephone Number
- Bill or Debt ID Number
- Contract/PO Number
- Travel Authorization Number
- Type of Debt

### For credit or debit card payments you will need:

- Account Holder Name
- Payment Amount
- Billing Address
- Card Type
- Card Number
- Security Code
- Expiration Date
- Payment Date
- Contact Telephone Number
- Bill or Debt ID Number
- Contract/PO Number
- Travel Authorization Number
- Type of Debt

\*Please note that credit card payments cannot be made in increments higher than \$24,999.99.

\*However, note that there is no limit on debit card payments. Only Visa, MasterCard, AMEX, and Discover are accepted.

### To make a payment:

- Go to the NASA Shared Services Center (NSSC) Web site at <https://www.nssc.nasa.gov/home>.
- On the right side of the screen, scroll down and click **Pay NASA**.
- Select the appropriate NASA Center from the **NASA Center** drop-down menu.
- Select **Direct** from the **Transaction Type** drop-down menu. Click the **Submit** button.
- A payment screen will appear. Payments can be made using an ACH Debit or a Credit Card.
- Enter payment information in the fields provided. The required fields are marked with a red asterisk.
- For **Bank Account Debit (ACH)** payment transactions, select the desired **Scheduled Payment Options**:
  - **One Time Payment**
  - **Multiple Payments** allows you to schedule the **Frequency of the Scheduled Payments** as well as the **Total Number of Recurring Payments**.
- Click the **Continue with ACH/Plastic Card Payment** button if the payment information entered is correct. To cancel the payment, click the **Cancel** button.
- Enter a personal email address to receive a confirmation number at the end of your transaction. Please retain this number for your records.

If you have any problems with the system during the payment process, please call Pay.gov Customer Service at 800-824-1373. For all other inquiries, please contact the NSSC Customer Contact Center at 877-877-2123.



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## APPENDIX H – FINANCE REQUEST TASK ELEVATION TO ACCOUNTS RECEIVABLE L3

Elevation to L3: All SN FRTs must be researched and fully documented prior to being elevated to L3. Listed below is the order of elevation for all FRTs.

### Order of Elevation:

1. L2 Payment Processor / Account Maintainer
2. L2 AR SP Supervisor or designee
3. L3 Primary POC. If the primary POC is unavailable, the L3 Back up POC
4. L3 AR Lead, if needed.
5. All returns for additional information are returned to L2 AR SP Supervisor or designee.

Prior to Elevating FRT to L3, please input the following information into the FRT:

1. Customer name
2. Customer Contact information (if applicable)
3. Customer SAP Account #
4. BOC#s
5. All e-mail Communications related to the FRT
6. Activity or steps taken prior to elevation
7. Reason for elevation
8. State what is requested from L3

**Types of FRTs to be elevated to L3:** Listed below are some of the more common issues that should be elevated to L3. Please note that this listing is not all inclusive.

1. All policy related questions should be routed to L3 for determination
  - a. L2 must reference any applicable Treasury, NPR, SDG, EPSS, or OCFO guidance in the FRT in question.
  - b. If there is not a policy related to the issue or if L2 is unsure of which policy is applicable to the matter, L2 must confer with the AR L2 Supervisor or designee prior to routing the FRT to L3.
  - c. L2 must document in the FRT the areas checked for guidance such as the SDG, EPSS, or NPR/NPD.
2. Customer Complaints and Treasury (FedDebt) disputes
  - a. Prior to routing FRT to L3, L2 should try to determine the reason for the complaint from the customer. Distinguish a customer dispute, Treasury dispute or a waiver request by making sure that the customer is claiming

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that they do not owe the charges on the bill. If the customer is requesting to speak to someone from L3, elevate the FRT with details.

- i. If the FRT is determined to be a dispute, determine whether the dispute is a Treasury dispute or a dispute of the validity of the bill.
  - ii. If the dispute is over the validity, AR L2 will route to the functional area who originated the bill. The functional area will review the bill for validation.
- b. If the request is determined not to be a valid dispute, AR L2 will provide the details of the original communication, if applicable in the notes of the work log (i.e., what charges on the bill that the customer does not agree with).
  - c. Relate FAR that are related to the complaint or Treasury dispute.
  - d. If it is determined to be a Treasury Dispute, AR L2 will escalate the FRT to AR L3 immediately.
  - e. Disputed debts from Treasury are time sensitive and should be routed to L3 immediately with the applicable supporting documentation.

NOTE: All disputed Reimbursable bill of collections must be routed to the Center for review.

### 3. TROR and CMP Returns

- a. Document the history of the CMP.
- b. Begin the correction process, if applicable.
- c. Route to L3 for review and approval.

NOTE: Questions from OCFO related to the TROR and CMPs should be elevated to L3 immediately with any notes attached.

### 4. Request for payment plans

- a. Determine if the debtor is a current NASA employee. If so, L2 should initiate a voluntary salary offset.
- b. Non-NASA Employees- provide the Center, customer number, bill of collection(s) number, and customer contact information, then route to L3 for review of promissory note.
- c. L3 will review promissory note for accuracy and return to L2 to contact customer.

### 5. Request for Waiver/Waiver Determination (please see waiver process for detailed steps.)



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- a. L2 should compile the waiver package to include all pertinent supporting documentation. Once complete, the FRT should be routed to L3 for review as indicated in the waiver process.
  - b. Once review is completed, L3 will resolve the “review” FRT in SN in order to auto generate the next step in the waiver process and create a new FRT assigned to L2 to route for approval.
6. Salary Offset Notification (Friendly Reminders)
  - a. L2 should determine which employees should be sent the friendly reminders.
  - b. Populate the appropriate information into the salary offset notification such as the bill number, customer name, dollar amount, and bill date.
  - c. Route the notification for review and approval to L3 via SN FRT
  - d. L3 review/approval the request.
  - e. After the review is completed route the FRT back to L2 who will send the notification to the employee via SN, save a copy in TechDoc and hold the FRT until DOI sends Payroll deductions.
7. Request for “Paid in Full” on receivables
  - a. Determine if the debtor can be provided an account statement to fulfill the request. If so, L2 should initiate an account statement and send to debtor.
  - b. If the customer has requested a receipt of check or “paid in full” on the account statement, L2 will elevate to L3 to finalize.



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## APPENDIX I – EXAMPLES OF SERVICE NOW AR FUNCTIONAL DETAIL TABS

### FOIA

Accounts Receivable
Worknotes
Activity
System

Custom 🔍 📄

Dollar Amount 🔍 📄

Check Date 🔍 📄

Check Number 🔍 📄

Agreement Number 🔍 📄

\* FOIA Request Number 21-NSSC-F-00414 🔍 📄

P-Card Orderlog 🔍 📄

FBWT Reason AR Collection pending NSSC posting 🔍 📄

Fee No 🔍 📄

Expected Posting Date 2021-07-31 🔍 📄

DRN/IPAC Value 🔍 📄

DRN/IPAC 🔍 📄

Advance Notification ☐

Friendly Reminder ☐

Salary Offset ☐

Erroneous P-Card Use ☐

Unidentified Check ☐

Returned Collection ☐

IPAC Rejection ☐

FOIA Notification ☒

\* AR Center Headquarters 🔍 📄

\* Collection Type Pay.gov Credit Card 🔍 📄

Collection Category FOIA 🔍 📄

TAB -- None -- 🔍 📄

BETC -- None -- 🔍 📄

Date of Treasury Confirmation 2021-07-07 🔍 📄

Document Reference Number 00757862-001 🔍 📄

Return/Refund Reason REFUND OVERPAYMENT \$35.85 🔍 📄

Customer Number 123456 🔍 📄

Sales Order Number 🔍 📄

Line Item 🔍 📄

TA Number 🔍 📄

AR Bill Number 1800007814 🔍 📄

Fiscal Year 2021 🔍 📄

AR Bill Date 2021-07-07 🔍 📄

Travel/AP/HR Credit Memo 🔍 📄

Cash Posting/Clearing Doc 1400010110/100282718 🔍 📄

AR Credit Memo 1400010110 🔍 📄

Billable? ☐

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## IPAC Payment

Accounts Receivable	Worknotes	Activity	System
Customer			
Dollar Amount	\$	2,787.18	
Check Date			
Check Number			
Agreement Number			
FOIA Request Number			
P-Card Orderlog			
FBWT Reason	AR Collection pending NSSC posting		
Fee	N/A		
Expected Posting Date	2021-06-30		
DRN/IPAC Value			
DRN/IPAC			
Advance Notification	<input type="checkbox"/>		
Friendly Reminder	<input type="checkbox"/>		
Unidentified Check	<input type="checkbox"/>		
* AR Center	Goddard Space Flight Center		
* Collection Type	IPAC		
Collection Category	Other Receivables		
TAS	— None —		
BETC	— None —		
Date of Treasury Confirmation	2021-06-02		
Document Reference Number	210007840001		
Return/Refund Reason			
Customer Number	869		
Sales Order Number			
Line Item			
TA Number			
AR Bill Number			
Fiscal Year			
AR Bill Date			
Travel/AP/MR Credit Memo	1400004988		
Cash Posting/Clearing Doc	1400004988		
AR Credit Memo	1400004988		
Billable?	<input type="checkbox"/>		

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## IPAC Fed Debt

Accounts Receivable	Worknotes	Activity	System
Customer	Zachary Morgan		
Dollar Amount	\$ 2,437.37		
Check Date			
Check Number			
Agreement Number			
FOIA Request Number			
P-Card Orderlog			
FBWT Reason	AR Collection pending NSSC posting		
Fee	N/A		
Expected Posting Date	2021-06-30		
DRN/IPAC Value			
DRN/IPAC			
Advance Notification	<input type="checkbox"/>		
Friendly Reminder	<input type="checkbox"/>		
Unidentified Check	<input type="checkbox"/>		
* AR Center	Kennedy Space Center		
* Collection Type	IPAC		
Collection Category	FedDebt		
TAS	-- None --		
BETC	-- None --		
Date of Treasury Confirmation	2021-06-03		
Document Reference Number	913503990001		
Return/Refund Reason			
Customer Number	124249		
Sales Order Number			
Line Item			
TA Number			
AR Bill Number	1800006434		
Fiscal Year	2021		
AR Bill Date	2021-06-08		
Travel/AP/MR Credit Memo			
Cash Posting/Clearing Doc	SEE NOTES		
AR Credit Memo			
Billable?	<input type="checkbox"/>		

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## P-Card

Accounts Receivable		Work	
Customer	NECSEL IP, INC.	* AR Center	Armstrong Flight Research Center
Dollar Amount	\$ 1,485.33	* Collection Type	Check
* Check Number	46290	Collection Category	PCard Refund
Agreement Number		TAS	-- None --
FOIA Request Number		BETC	-- None --
* P-Card Orderlog	PC11725576	Date of Treasury Confirmation	2021-05-25
FBWT Reason	AP PCard Refund pending NSSC Posi	Document Reference Number	00300446-001
Fee	N/A	Return/Refund Reason	
Expected Posting Date	2021-05-31	Customer Number	120816
DRN/IPAC Value		Sales Order Number	
DRN/IPAC		Line Item	
Advance Notification	<input type="checkbox"/>	TA Number	
		AR Bill Number	1800008144

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## IPAC Personal Property

Accounts Receivable	Worknotes	Activity	System
Customer	IPAC PERSONAL PROPERTY	<input type="text"/>	<input type="text"/>
Dollar Amount	\$ 2,315.50	<input type="text"/>	<input type="text"/>
Check Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Check Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Agreement Number	P41N0400	<input type="text"/>	<input type="text"/>
FOIA Request Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
P-Card Orderlog	<input type="text"/>	<input type="text"/>	<input type="text"/>
FBWT Reason	AR Advance pending Center posting	<input type="text"/>	<input type="text"/>
Fee	N/A	<input type="text"/>	<input type="text"/>
Expected Posting Date	2021-06-30	<input type="text"/>	<input type="text"/>
DRN/IPAC Value	<input type="text"/>	<input type="text"/>	<input type="text"/>
DRN/IPAC	<input type="text"/>	<input type="text"/>	<input type="text"/>
Advance Notification	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
* AR Center	Marshall Space Flight Center	<input type="text"/>	<input type="text"/>
* Collection Type	IPAC	<input type="text"/>	<input type="text"/>
Collection Category	Reimbursable Agreement	<input type="text"/>	<input type="text"/>
TAS	-- None --	<input type="text"/>	<input type="text"/>
BETC	-- None --	<input type="text"/>	<input type="text"/>
Date of Treasury Confirmation	2021-06-04	<input type="text"/>	<input type="text"/>
Document Reference Number	600974320001	<input type="text"/>	<input type="text"/>
Return/Refund Reason	<input type="text"/>	<input type="text"/>	<input type="text"/>
Customer Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sales Order Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Line Item	<input type="text"/>	<input type="text"/>	<input type="text"/>
TA Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
AR Bill Number	<input type="text"/>	<input type="text"/>	<input type="text"/>

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## Restitution Check

4000 characters remaining of 4000 characters

Accounts Receivable	Worknotes	Activity	System
Customer	Elizabeth Osborne		
Dollar Amount	\$ 496.29		
* Check Date	2021-09-28		
* Check Reason			
Agreement Number			
FOIA Request Number			
P-Card Orderlog			
FBWT Reason	AR Collection pending NSSC Misc Receipts Posting		
Expected Posting Date			
DEN/UPAC CODE			
DEN/UPAC			
Advance Notification	<input type="checkbox"/>		
Friendly Reminder	<input type="checkbox"/>		
Salary Offset	<input type="checkbox"/>		
Erroneous P-Card Use	<input type="checkbox"/>		
Unidentified Check	<input type="checkbox"/>		
Returned Collection	<input type="checkbox"/>		
IPAC Rejection	<input type="checkbox"/>		
FOIA Notification	<input type="checkbox"/>		
* AR Center	Kennedy Space Center		
* Collection Type	Check		
Collection Category	Restitution		
TAS	-- None --		
BETC	-- None --		
Date of Treasury Confirmation	2021-07-08		
Document Reference Number	00826126-001		
Return/Refund Reason			
Customer Number			
Sales Order Number			
Line Item			
TA Number			
AR Bill Number			
Fiscal Year			
AR Bill Date			
Treasury/AR Credit Memo			
Cash Posting/Clearing Doc			
AR Credit Memo			
Billable?	<input type="checkbox"/>		

## JSC DOJ

Accounts Receivable	Notes	Notification Activity	System
Customer Name	US DEPARTMENT OF JUSTICE		
Dollar Amount	\$242.50		
Under \$10	<input type="checkbox"/>		
Check Number	N/A		
Date of Check			
Agreement Number			
FOIA Request Number			
FBWT Reason	AR Collection pending Misc		
Expected Posting Date	2016-02-29		
AR Center	Johnson Space Center		
Collection Type	IPAC		
Collection Category	Misc. Receipts		
TAS/BETC	-- None --		
If Other, TAS/BETC			
Date of Treasury Confirmation	2016-02-08		
Document Reference Number	144944790001		
Return Reason			

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Returned Payment

Accounts Receivable
Worknotes
Activity
System

Customer

JEFFREY STACHEWICZ

Q

Dollar Amount

\$

55.85

Check Date

Check Number

Agreement Number

FOIA Request Number

P-Card Orderlog

FBWT Reason

Q

Fee

-- None --

Expected Posting Date

DEN/IPAC Value

DEN/IPAC

Advance Notification

☐

Friendly Reminder

☐

Salary Offset

☐

Erroneous P-Card Use

☐

Unidentified Check

☐

Returned Collection

☐

IPAC Rejection

☐

FOIA Notification

☐

\* AR Center

Headquarters

Q

\* Collection Type

Returned Item

Collection Category

-- None --

TAS

-- None --

BETC

-- None --

Date of Treasury Confirmation

2021-07-09

Document Reference Number

0003320-001

Return/Refund Reason

Customer Number

Sales Order Number

Line Item

TA Number

AR Bill Number

Fiscal Year

AR Bill Date

Travel/AP/AR Credit Memo

Cash Posting/Clearing Doc

AR Credit Memo

Billable?

☐

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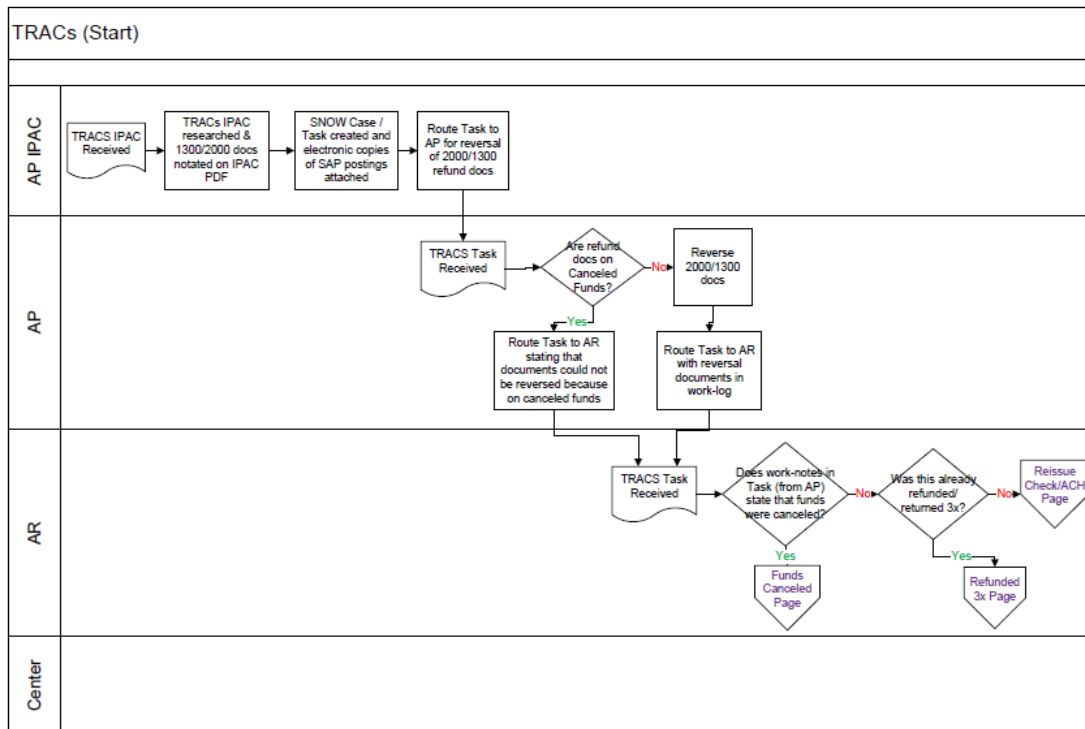
## Rejected IPAC

Accounts Receivable	Worknotes	Activity	System
Customer	DEPARTMENT OF THE SPACE FORCE		
* Dollar Amount	\$ 41,215.00		
Check Date			
Check Number			
Agreement Number			
FOIA Request Number			
P-Card Orderlog			
FBWT Reason	AR IPAC Rejection pending Center Guidance		
Fee	N/A		
Expected Posting Date	2021-06-30		
DRN/IPAC Value	021032570001		
DRN/IPAC	2021-06-01		
Friendly Reminder	<input type="checkbox"/>		
Unidentified Check	<input type="checkbox"/>		
IPAC Rejection	<input checked="" type="checkbox"/>		
* AR Center	Goddard Space Flight Center		
* Collection Type	IPAC		
Collection Category	Reimbursable Agreement		
TAS	-- None --		
BETC	-- None --		
Date of Treasury Confirmation	2021-06-02		
Document Reference Number	785LJ98F0001		
Return/Refund Reason	SHELLICE FORRESTER 216-204-6840/D: THE L		
Customer Number	6168		
Sales Order Number			
Line Item			
TA Number			
AR Bill Number	8000010305		
Fiscal Year	2021		
AR Bill Date	2021-05-27		
Travel/AP/MR Credit Memo			
Cash Posting/Clearing Doc			
AR Credit Memo			
Billable?	<input type="checkbox"/>		



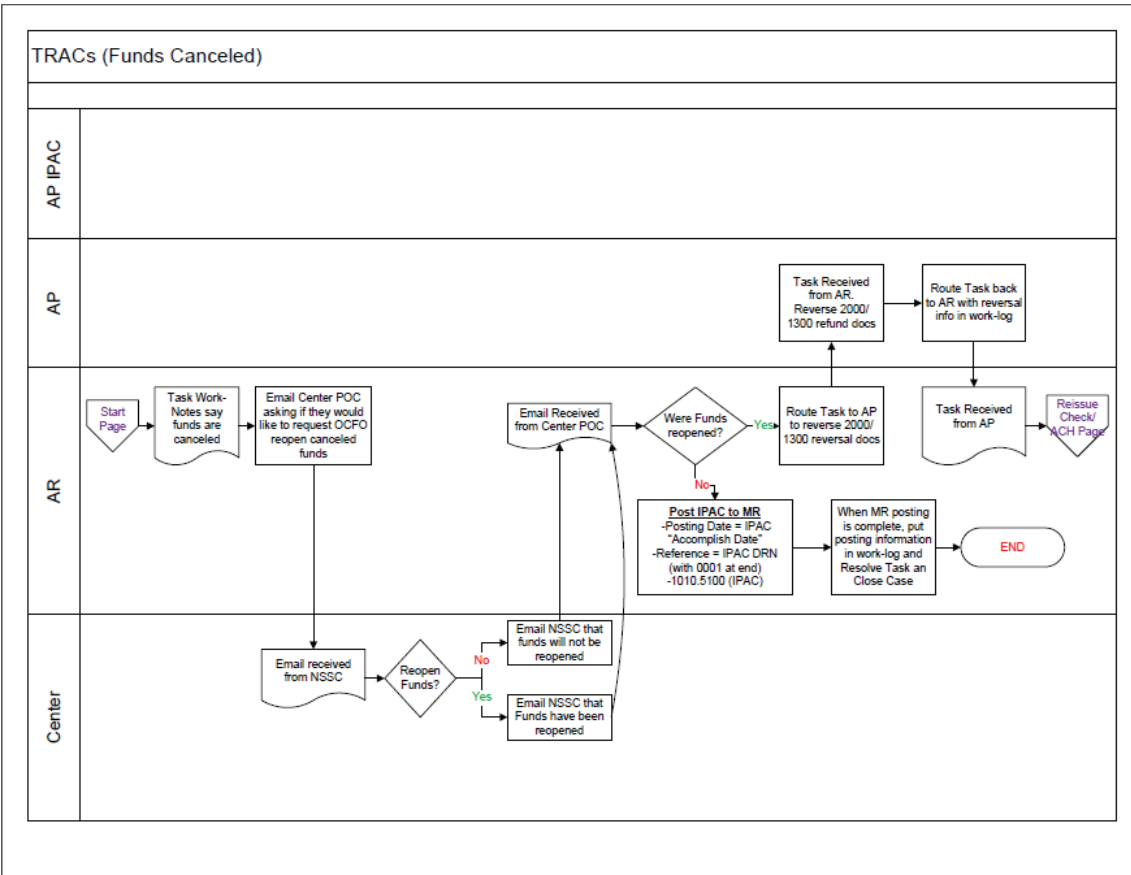
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## APPENDIX J– TRACS IPAC – RETURNED REFUND PROCESS FLOW

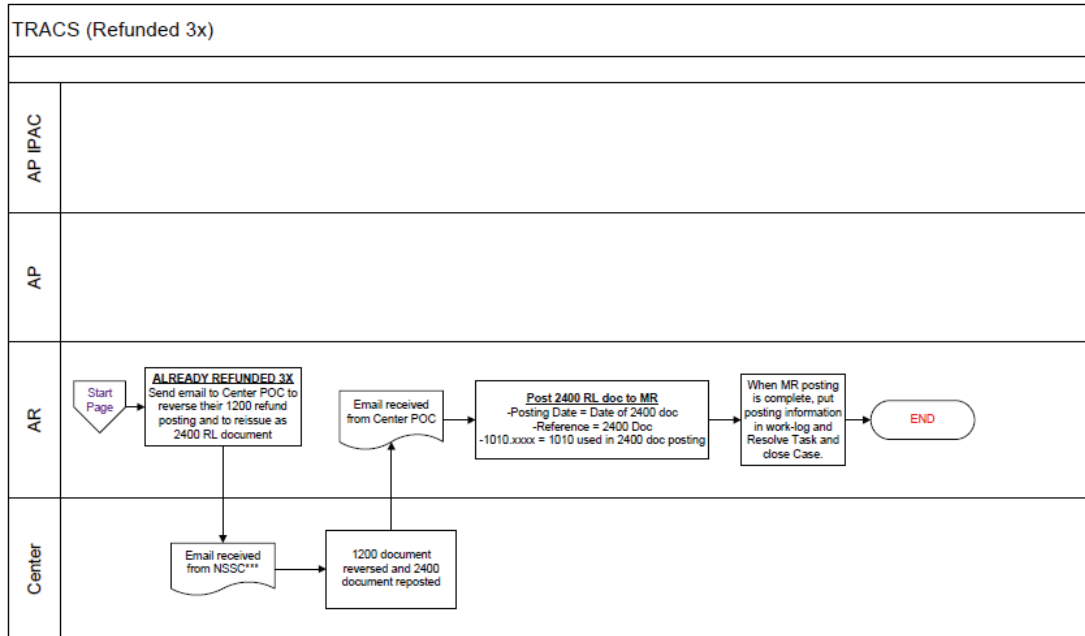


**AR Helpful Hint:** If you have several TRACS customers affected in one Case/Task (on one IPAC), it may be helpful to create a new Case/Task for each customer and relate back to the master/main Case as tracking all items in one Case can get confusing.

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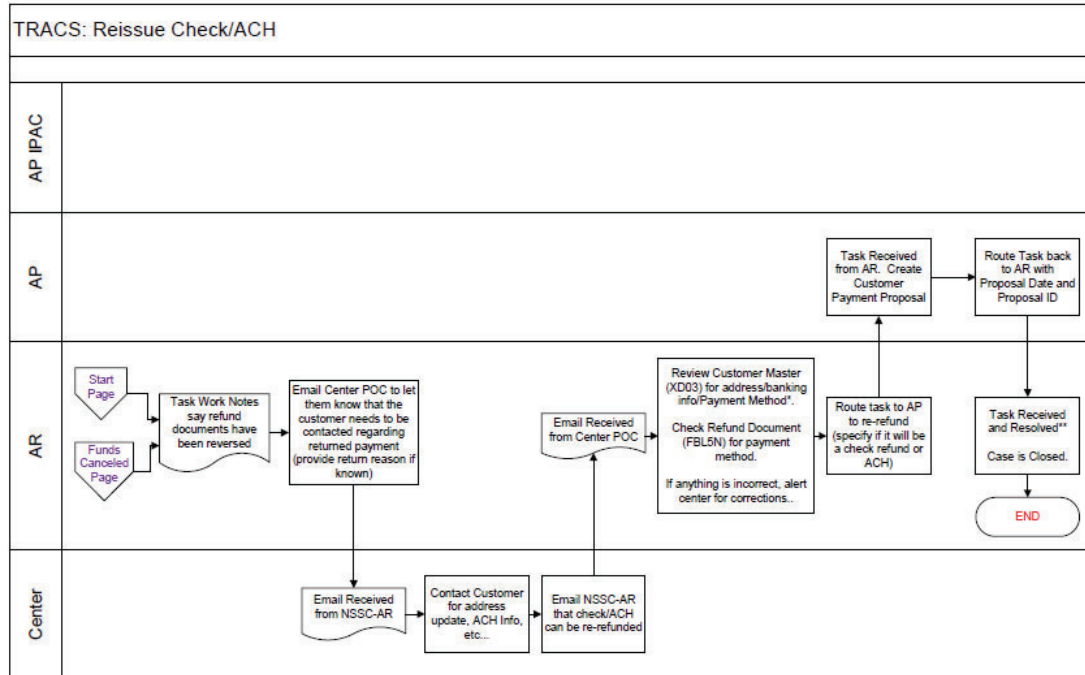


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\*\*\*If you cannot get center to do this reversal/ reposting step above, AM can reverse 1200 document and PP can repost 2400 RL document

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\*Payment Method  
Check = 5  
ACH = 6

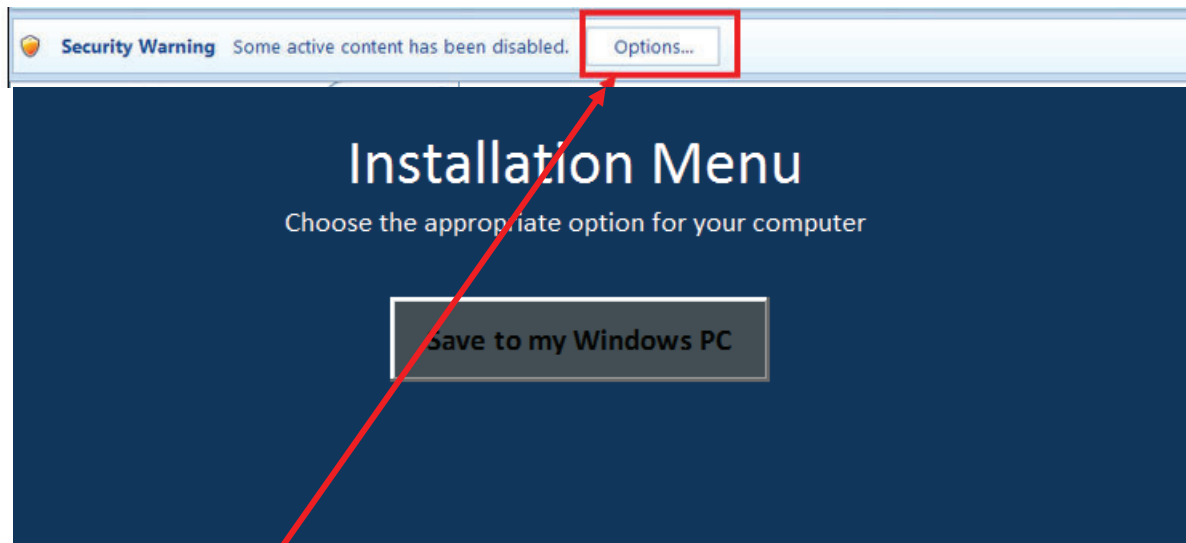
\*\*Some Centers request that proposal date and ID be emailed to them.

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## APPENDIX K – INSTALLING MACROS AND ADD-INS

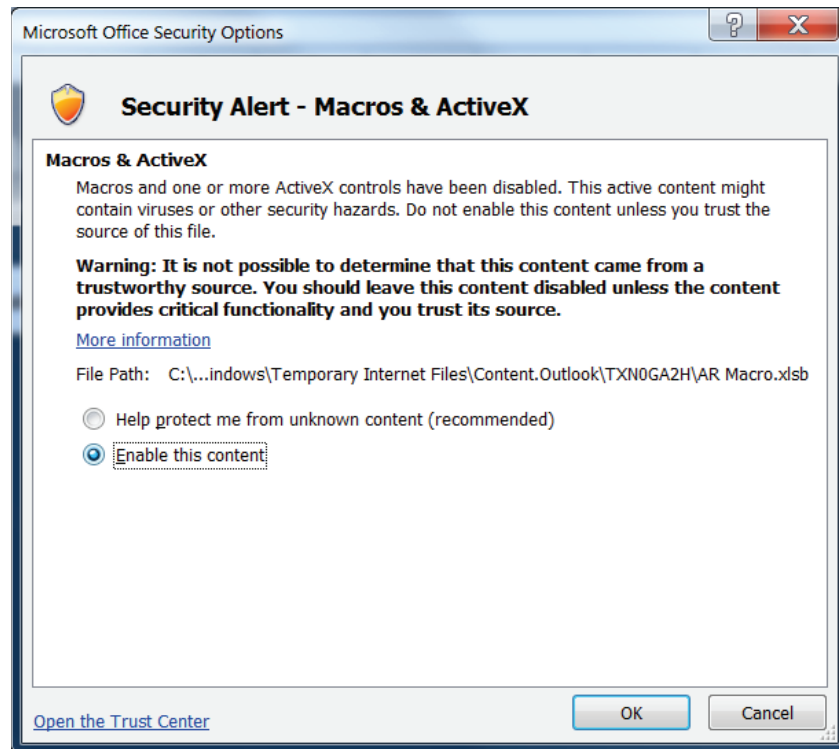
Installing the AR-Macro Catalog:

<N:\FM Division\Accounts Payable Accounts Receivable\Macros>

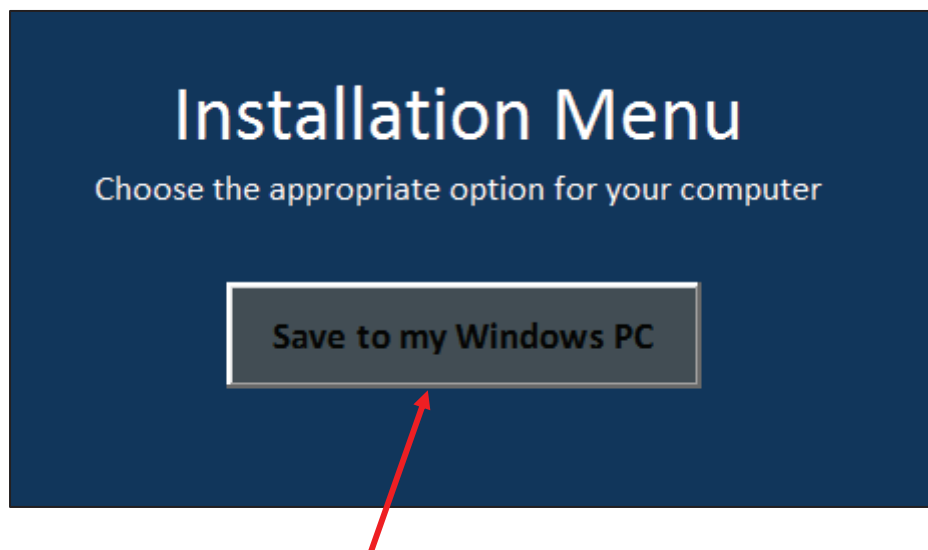


- Select “Options” Button

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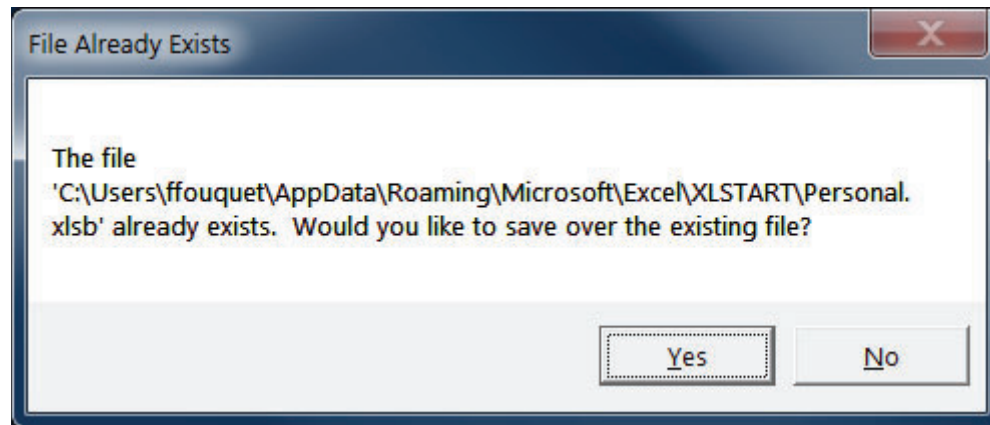


- OK

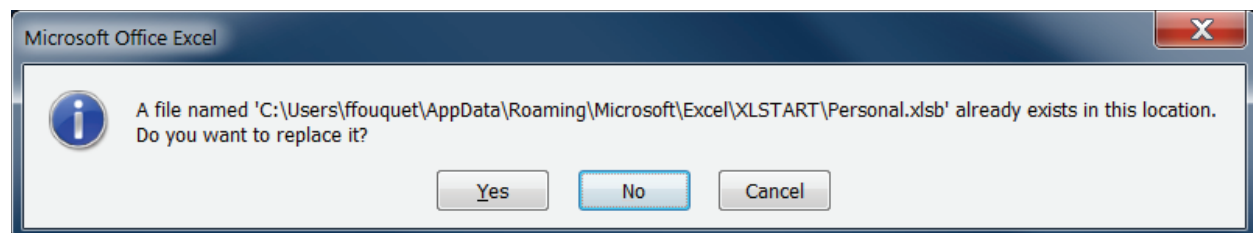


- Select the “Save to my Windows PC...” button

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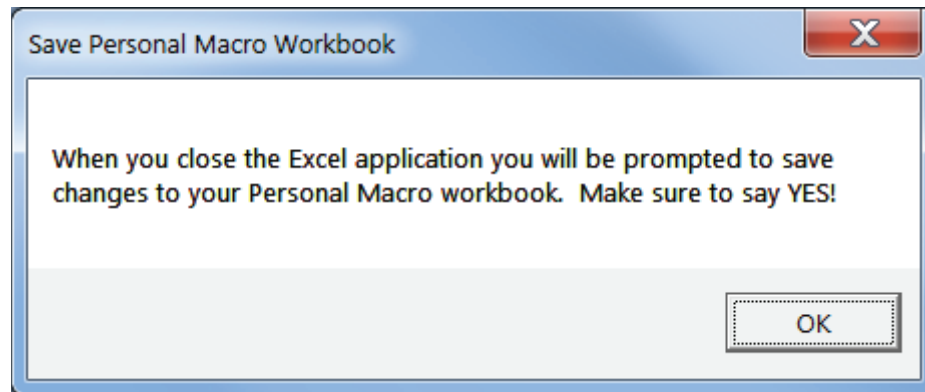


- If you get this message, select “Yes” if you don’t mind your personal workbook being overwritten. If you select no, it will create a “personal(2)” workbook.

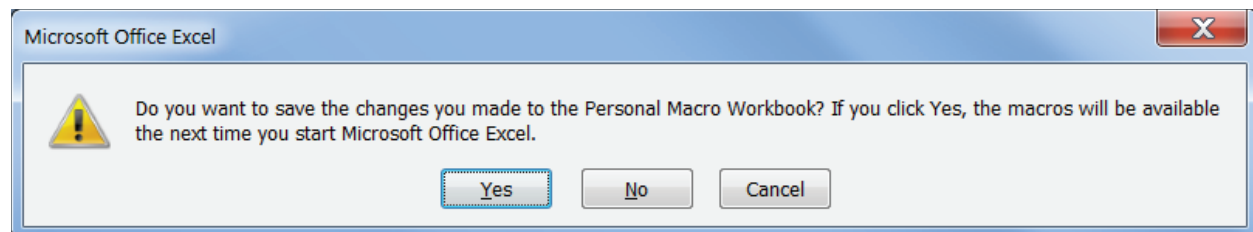


- If you get this message, select “Yes” if you don’t mind your personal workbook being overwritten. If you select no, it will create a “personal(2)” workbook.

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- Select “Yes”
- Close Excel

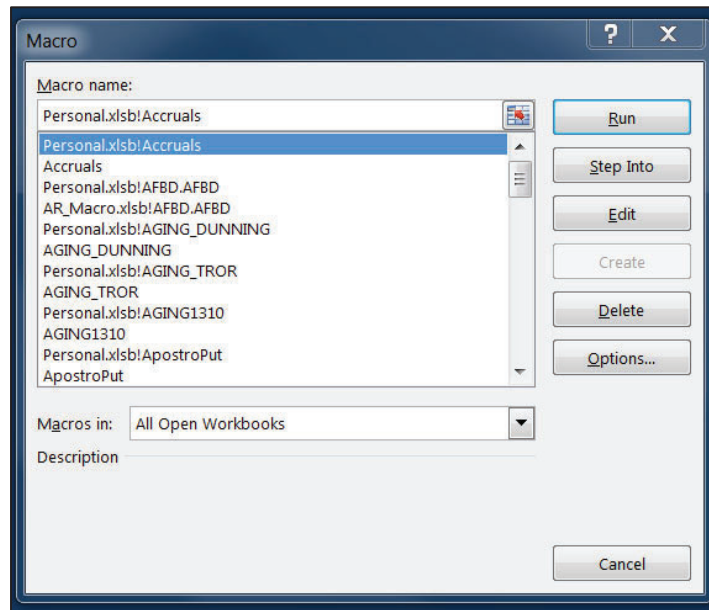


- Select “Yes”



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Next time you open Excel, the macros will be available to you.



### **Installing the AR-Billing Add-In**

<N:\FM Division\Accounts Payable Accounts Receivable\Macros\AR-Billing.xlam>

*(Double-clicking on this link will automatically download the add-in)*

### **Installing the AR-Billing Updater**

<N:\FM Division\Accounts Payable Accounts Receivable\Macros\Updater-AR-Billing.xlam>

*(Double-clicking on this link will automatically download this automatic updater)*

### **Installing the AP-AR Add-In for CMPs**

<N:\FM Division\Accounts Payable Accounts Receivable\Macros\AP-AR.xlam>

*(Double-clicking on this link will automatically download the add-in)*

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### **Installing the AP-AR updater**

[N:\FM Division\Accounts Payable Accounts Receivable\Macros\Updater-AP-AR.xlam](#)

*(Double-clicking on this link will automatically download this automatic updater)*

### **Installing the ZEPY Datamart Add-In**

[N:\FM Division\Accounts Payable Accounts Receivable\Macros\Zepy.xlam](#)

*(password protected since this does actual postings in SAP Production. This password is known by the AR-L2 Datamart Technician and the AR-L2 Supervisor)*

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## APPENDIX L – CONFIRMATION MACRO PROCESS

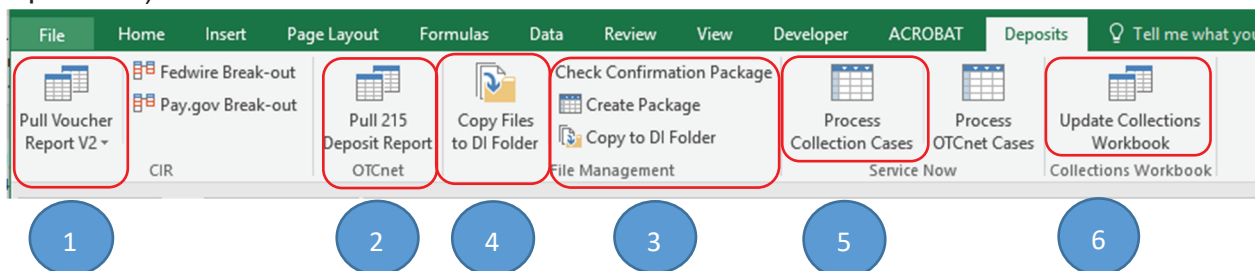
Please note that all processing files should remain in the main folder prior to running the confirmation Macro. For instance, ensure that the CIR (Collection Information Repository) Voucher Report spreadsheet exists in the previous day main folder (i.e.,.... R:\Accounts Receivable\Check Collections\Deposit Confirmations\FY20xx\P MMM 20YY\MMDDYYYYY):

Name	Date modified
5515 Returns	4/5/2019 7:13 AM
Back Up	4/5/2019 7:37 AM
Confirmation	4/5/2019 7:38 AM
Fedwire	4/5/2019 7:39 AM
Pay.Gov	4/5/2019 7:39 AM
CIR_VoucherReport_04052019	4/5/2019 7:23 AM
CIR_VoucherReport_04052019	4/5/2019 8:09 AM
CIR_VoucherReport_PriorDay_04052019	4/5/2019 7:15 AM

Navigate to the CIR website at <https://www.cir.fiscal.treasury.gov> and sign on. Once signed on, click on the launch reports tab.

Open a New Excel spreadsheet

(Request to Add MACRO to your Excel Add-In by contacting SP Financial Support Specialist)



Under the Excel tab, there is a Macro tab called “Deposits.”  
The numbered depictions are the steps to follow:

1. Click or select “Pull Voucher Report V2” macro button

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- a. Under this button, There are two options:
  - i. Previous Business Day
  - ii. Today
- b. Click or select “Previous Business Day”
  - i. This will navigate to CIR website and will pull the previous day’s report.
  - ii. Let it run until Excel pops up a complete confirmation dialog.
  - iii. If any previous day transactions were not pulled based on the Previous Day spreadsheet, the macro will pull missing transactions automatically.
  - iv. If nothing was pulled and the Excel Confirmation Dialog says “Completed”, check the Previous Day Voucher report to validate there are no new transactions.

**Note:** If an Excel error dialog pops up or didn’t pull as intended, see step 1.d. for corrective action.

- c. Click or select “Today”
  - i. Let it run until Excel pops up a complete confirmation dialog.
  - ii. It will pull today’s Transactions.
  - iii. Once Excel Confirmation Dialog says “Completed”, validate the Voucher report with the CIR report to ensure all data was pulled correctly.

**Note:** If an Excel error dialog pops up or didn’t pull as intended, see step 1.d. for corrective action.

- d. Validation
  - i. Confirm the VoucherReport and VoucherReport-PriorDays tabs match the total count and dollar amounts in the FTD tab of the Voucher Report spreadsheet:  
 Notice Today’s Total Count on Column J is 6 and Total dollar amount is \$72,032.42

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Notice PriorDays Total Count is 1 and Total Amount is \$411,012.39

[illegible]

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In the FTD Tab, we are expecting to see a Total Count of 7 and Total Amount of \$483,044.81. But FTD reflects a Total Count of 11 and Total Amount of \$425,461.81. This shows it is missing \$57,583.00.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Service Now Case	Service Now DRN	Service Now Coll Type	Center	Voucher ALC	Voucher Date	Payer Name	Payer Email	Payer Tyt	Voucher Amou	Voucher Number	Count	Order	Reporting Program/Subprogram	Settlement Mechanis	File Name
2	00040059-001	Fedwire	KSC	80004904	4/4/2019	NASA JFK SPACE CENT			411,012.39	040059	1	1	Credit Gateway:ACH		040059_1_NASA JFK SPACE CENT_FEDWIRE_KSC_FY_2019"APR_2019"00040059-001.pdf
3	00151281-001	Check	GSFC	80000002	4/4/2019	CHRISTOPHER ROUFF			1,684.45	151281	2	1	OTCnet:E-Check Deposit ACH		151281_1_CIR 04052019_GSFC.pdf
4	00151281-002	Check	GSFC	80000002	4/4/2019	C LYNN MYERS			588.14	151281	2	2	OTCnet:E-Check Deposit ACH		151281_1_CIR 04052019_GSFC.pdf
5	00293414-001	Pay.Gov Credi	GSFC	80000002	4/5/2019	ERIC RYAN SWITZER		Individual	31.50	293414	1	1	Pay.gov	CARD	293414_1_ERIC RYAN SWITZER_GSFC_FY_2019"APR_2019"002934001.pdf
6	00293415-001	Pay.Gov Credi	LARC	80000501	4/5/2019	WILLIAM RICHARDS		Individual	16.37	293415	1	1	Pay.gov	CARD	293415_1_WILLIAM RICHARDS_LARC_FY_2019"APR_2019"002934001.pdf
7	00676875-001	Check	ARC	80001201	4/4/2019	MILLENNIUM ENGINEERING			3,907.27	676875	3	1	OTCnet:E-Check Deposit CHECK		676875_1_CIR 04052019_ARC.pdf
8	00676875-002	Check	ARC	80001201	4/4/2019	AECOM TECHNOLOGY CORP			1,136.52	676875	3	2	OTCnet:E-Check Deposit CHECK		676875_1_CIR 04052019_ARC.pdf
9	00676875-003	Check	ARC	80001201	4/4/2019	GOLL LLC			1,065.12	676875	3	3	OTCnet:E-Check Deposit CHECK		676875_1_CIR 04052019_ARC.pdf
10	00751323-001	Check	MSFC	80004901	4/4/2019	BK MANUFACTURING CO			1,381.01	751323	2	1	OTCnet:E-Check Deposit CHECK		751323_1_CIR 04052019_MSFC.pdf
11	00751323-002	Check	MSFC	80004901	4/4/2019	BK MANUFACTURING CO			4,639.04	751323	2	2	OTCnet:E-Check Deposit CHECK		751323_1_CIR 04052019_MSFC.pdf
12															
13															
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32															
33															

It appears that the \$57,583.00 is tied to Voucher Number 700499 that was listed in the VoucherReport tab that was missing in the FTD tab.

1. To correct it, delete the row with the Voucher Number 700499 that was listed in the VoucherReport tab.
- ii. Click or select "Today" Macro once again
  1. By doing this, the Macro will look for transactions that were not pulled today and populate the missing Transaction on the bottom of the rows of both tabs.
- iii. If there is an error message like example highlighted in yellow below in FDT tab, you will need to follow the correction steps listed below:

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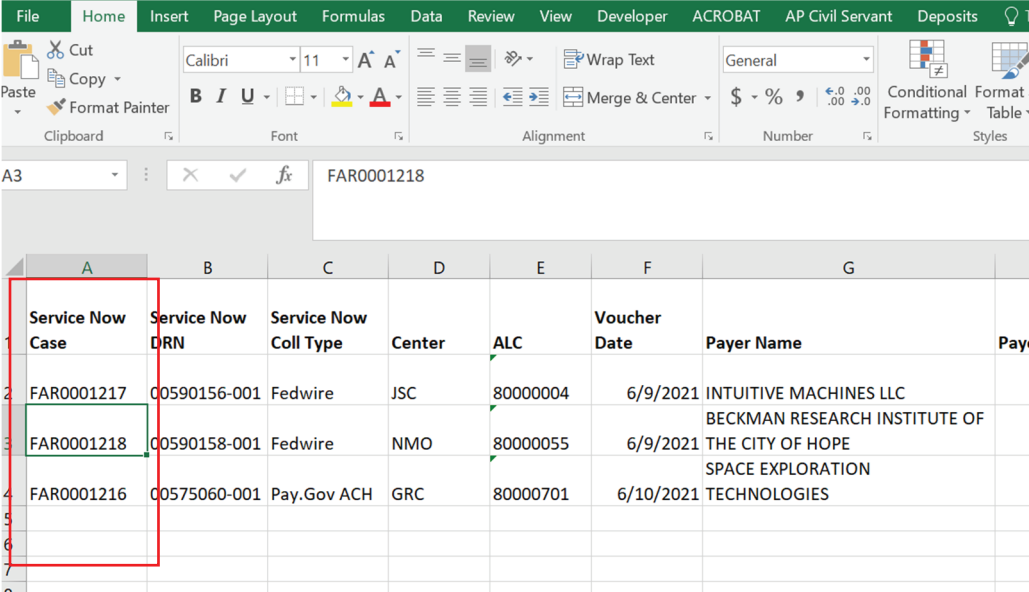
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Service Now	Service Now	Service Now		Voucher					Voucher	Fin Trans	Fin Trans	Reporting		Settlement	
	Case	DRN	Coll Type	Center	ALC	Date	Payer Name	Payer Email	Payer Typ	Voucher Amount	Number	Count	Order	Program/Subprogram	m	File Name
1																040059_1_NASA JFK SPACE
2		00040059-001	Fedwire	KSC	80004904	4/4/2019	NASA JFK SPACE CENT			411,012.39	040059	1	1	Credit Gateway ACH		CENT_FEDWIRE_KSC_FY_2019*APR_2019*00040059-001.pdf
3		00151281-001	Check	GSFC	80000002	4/4/2019	CHRISTOPHER ROUFF			1,684.45	151281	2	1	OTCnetE-Check Deposit ACH		151281_1_CIR 04052019_GSFC.pdf
4		00151281-002	Check	GSFC	80000002	4/4/2019	C LYNN MYERS			588.14	151281	2	2	OTCnetE-Check Deposit ACH		151281_1_CIR 04052019_GSFC.pdf
5		00293414-001	Pay.Gov Credi	GSFC	80000002	4/5/2019	ERIC RYAN SWITZER		Individual	31.50	293414	1	1	Pay.gov	CARD	293414_1_ERIC RYAN SWITZER_GSFC_FY_2019*APR_2019*002934001.pdf
6		00293415-001	Pay.Gov Credi	LARC	80000501	4/5/2019	WILLIAM RICHARDS		Individual	16.37	293415	1	1	Pay.gov	CARD	293415_1_WILLIAM RICHARDS_LARC_FY_2019*APR_2019*002934001.pdf
7		00676875-001	Check	ARC	80001201	4/4/2019	MILLENNIUM ENGINEERING			3,907.27	676875	3	1	OTCnetE-Check Deposit CHECK		676875_1_CIR 04052019_ARC.pdf
8		00676875-002	Check	ARC	80001201	4/4/2019	AECOM TECHNOLOGY CORP			1,136.52	676875	3	2	OTCnetE-Check Deposit CHECK		676875_1_CIR 04052019_ARC.pdf
9		00676875-003	Check	ARC	80001201	4/4/2019	GOLL LLC			1,065.12	676875	3	3	OTCnetE-Check Deposit CHECK		676875_1_CIR 04052019_ARC.pdf
10		00700499-001	Pay.Gov ACH	MSFC	80004901	4/5/2019				700499		1	1	Pay.gov	ACH	Error: Unable to pull data from the FTD report
11		00751323-001	Check	MSFC	80004901	4/5/2019	BK MANUFACTURING CO			1,381.01	751323	2	1	OTCnetE-Check Deposit CHECK		751323_1_CIR 04052019_MSFC.pdf
12		00751323-002	Check	MSFC	80004901	4/4/2019	BK MANUFACTURING CO			4,639.04	751323	2	2	OTCnetE-Check Deposit CHECK		751323_1_CIR 04052019_MSFC.pdf
13																

- iv. To correct error, delete the row with the Voucher Number 700499 that was listed on both the VoucherReport tab and the FTD tab. Click or select “Today” in the Macro once again
  1. By doing this, the Macro will look for the transactions that were not pulled today and populate the missing Transaction on the bottom of the rows of both tabs.
2. Click or select “Pull 215 Deposit Report OTCnet” macro button
  - a. This will navigate to OTCnet website.
  - b. Wait for the login to be available for entering your username and password
  - c. Let it run until Excel pops up a complete confirmation dialog.
3. Run the “Check Confirmation Package” macro button:
  - a. Run “Create Package”
    - i. This combines the 215 Deposit Report and the CIR check deposited reports into a confirmation package.
  - b. Run “Copy to DI (Document Imaging) Folder”
    - i. This will move a copy of the Confirmation Package to the Document Imaging folder and will move the original documents to its designated folders in the R: Drive.
    - ii. Let this run until Excel pops up a complete confirmation dialog.
  - c. Open the SN FAR for the checks. Update the Accounts Receivable Tab with the DRN (Document Reference Number) and Voucher Date. Open the FRT and change status to closed complete.
4. Run the “Copy Files to DI Folder”:
  - a. This step moves a copy of the Fedwires, Pay.gov, and 5515 files to the designated Document Imaging folders and generate a SN FAR.



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- i. This step also moves the Fedwires, Pay.gov, and 5515 files to the designated folders in the R: Drive.
  - ii. Let it run until Excel pops up a complete confirmation dialog.
5. Once the Fedwires, Pay.gov, and 5515 SN FAR have been generated, click or select the “Process Collection Finance Accounts Recievable ” button
  - a. This will navigate to SN. The macro will look up the FAR by the DRN and will populate the FAR, FRT, and the Accounts Receivable tab with the Customer Name, Dollar amount, Center, Collection Type, Confirmation Date, and Document Reference Number.
    - i. Let it run until Excel pops up a complete confirmation dialog.
  - b. Once the SN FAR is processed, the FRT Status will be changed to Close Complete and the “SN FAR ” will be completed with the FAR number.



Service Now Case	Service Now DRN	Service Now Coll Type	Center	ALC	Voucher Date	Payer Name	Pay
FAR0001217	00590156-001	Fedwire	JSC	80000004	6/9/2021	INTUITIVE MACHINES LLC	
FAR0001218	00590158-001	Fedwire	NMO	80000055	6/9/2021	BECKMAN RESEARCH INSTITUTE OF THE CITY OF HOPE	
FAR0001216	00575060-001	Pay.Gov ACH	GRC	80000701	6/10/2021	SPACE EXPLORATION TECHNOLOGIES	

6. Also, if a new customer name was created, it will be notated in the “Notes” column.



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Settlement Mechanism	File Name	Check Confirmation	Saved to DI	Notes
n Pkg	Folder			
	040059_1_NASA JFK SPACE			
	CENT_FEDWIRE_KSC~FY_2019~APR_2019~00040059-001.pdf		YES	
ACH	151281_1_CIR 04052019_GSFC.pdf	YES	YES	
ACH	151281_1_CIR 04052019_GSFC.pdf	YES	YES	
CARD	293414_1_ERIC RYAN SWITZER_GSFC~FY_2019~APR_2019~00293414-001.pdf		YES	New Customer created
CARD	293415_1_WILLIAM RICHARDS_LARC~FY_2019~APR_2019~00293415-001.pdf		YES	
CHECK	676875_1_CIR 04052019_ARC.pdf	YES	YES	
CHECK	676875_1_CIR 04052019_ARC.pdf	YES	YES	
CHECK	676875_1_CIR 04052019_ARC.pdf	YES	YES	
ACH	700499_1_ELECTROFORMED NICKEL			
ACH	INC_MSFC~FY_2019~APR_2019~00700499-001.pdf		YES	New Customer created
CHECK	751323_1_CIR 04052019_MSFC.pdf	YES	YES	
CHECK	751323_1_CIR 04052019_MSFC.pdf	YES	YES	

- c. If the macro is unable to process the document, the row the document is listed will be highlighted and the reason will be notated in the “Notes” column.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Service Now Case	Service Now DRN	Service Now Coll Type	Center	ALC	Voucher Date	Payer Name	Payer Email	Payer Type	Voucher Amount	Voucher Number	Fin Trans Count	Fin Trans Order	Reporting Program/Subprogram	Settlement Mechanism	File Name
FAR0001217	00590156-001	Fedwire	JSC	80000004	6/9/2021	INTUITIVE MACHINES LLC			71,942.74	590156	1	1	Credit Gateway/Fedwire		590156_1_INTUITIVE MACHINES LLC_FEDWIRE_JSC~FY_2021~JUN_2021~00590156
						BECKMAN RESEARCH INSTITUTE OF									590158_1_ITSGOV
FAR0001218	00590158-001	Fedwire	NMO	80000055	6/9/2021	THE CITY OF HOPE			78,236.00	590158	1	1	Credit Gateway/Fedwire		SERVICE_FEDWIRE_NMO~FY_2021~JUN_2021~00590158
						SPACE EXPLORATION									575060_1_SPACE EXPLORATION
FAR0001216	00575060-001	Pay.Gov ACH	GRC	80000701	6/10/2021	TECHNOLOGIES		Business	39,127.00	575060	1	1	Pay.gov	ACH	TECHNOLOGIES_GRC~FY_2021~JUN_2021~005750

- i. To process these, unhighlight the row, delete the “SN FAR” number, and delete the comments in the “Notes” column.
  - ii. Select the “Process Collection Finance Accounts Recievable ” button under the Deposits macro tab. This will run the macro again and the document will be processed.
6. Once all documents are processed, select the “Update Collections Workbooks” tab. This will update the collections workbook with the Pay.gov, Fedwire, and 5515 documents. The Collections workbook is located at N:\Accounts Receivable\Collections Wkbks\FY\FY\_Collections\_Workbook\_PayGovFedwire.
  - a. The documents will be entered by center with all of the information from the FTD tab on the Deposit Confirmation spreadsheet.

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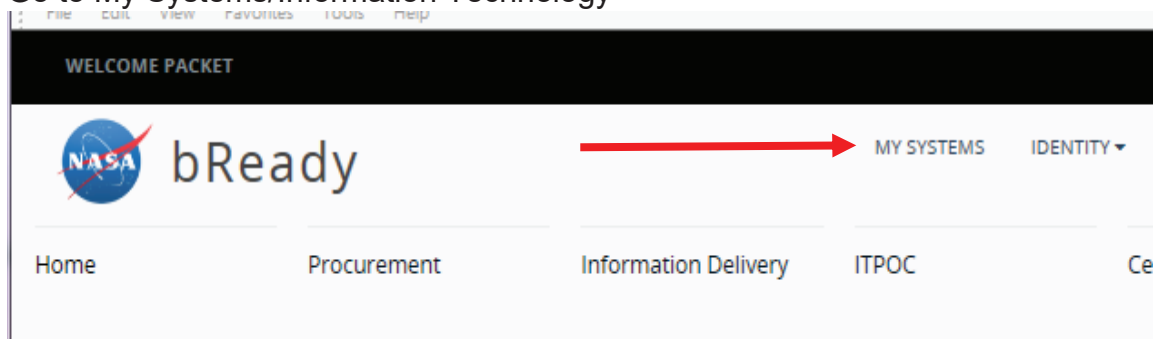
	A	B	C	D	E	F	G	H	I	J	K	
	Service Now Case	Service Now DRN	Service Now Coll Type	Center	ALC	Voucher Date	Payer Name	Payer Email	Payer Type	Voucher Amount	Voucher Number	Fin T
0	FMC0284277	00698369-001	Pay.Gov Credit Card	AFRC	80000024	3/29/2021	RACHEL SALTZMAN		Individual	70.5	698369	
1	FMC0285470	00250093-001	Pay.Gov ACH	AFRC	80000024	4/9/2021	HUMANETICS INNOVATIVE SOLUTIONS INC		Business	3000	250093	
2	FMC0285605	00250094-001	Pay.Gov ACH	AFRC	80000024	4/12/2021	JEREMY CABLE	amcable@ho	Individual	66.82	250094	
3	FMC0288511	00250095-001	Pay.Gov ACH	AFRC	80000024	5/12/2021	JEREMY CABLE	amcable@ho	Individual	66.82	250095	
4	FAR0001022	00700162-001	Fedwire	AFRC	80000024	5/20/2021	ITSGOV SERVICE			199347.15	700162	
5	FAR0001240	00250096-001	Pay.Gov ACH	AFRC	80000024	6/14/2021	JEREMY CABLE	amcable@ho	Individual	66.82	250096	
6												
7												
8												
9												
0												
1												
2												
3												
4												
5												
6												
7												
8												

- i. Let it run until Excel pops up a complete confirmation dialog.

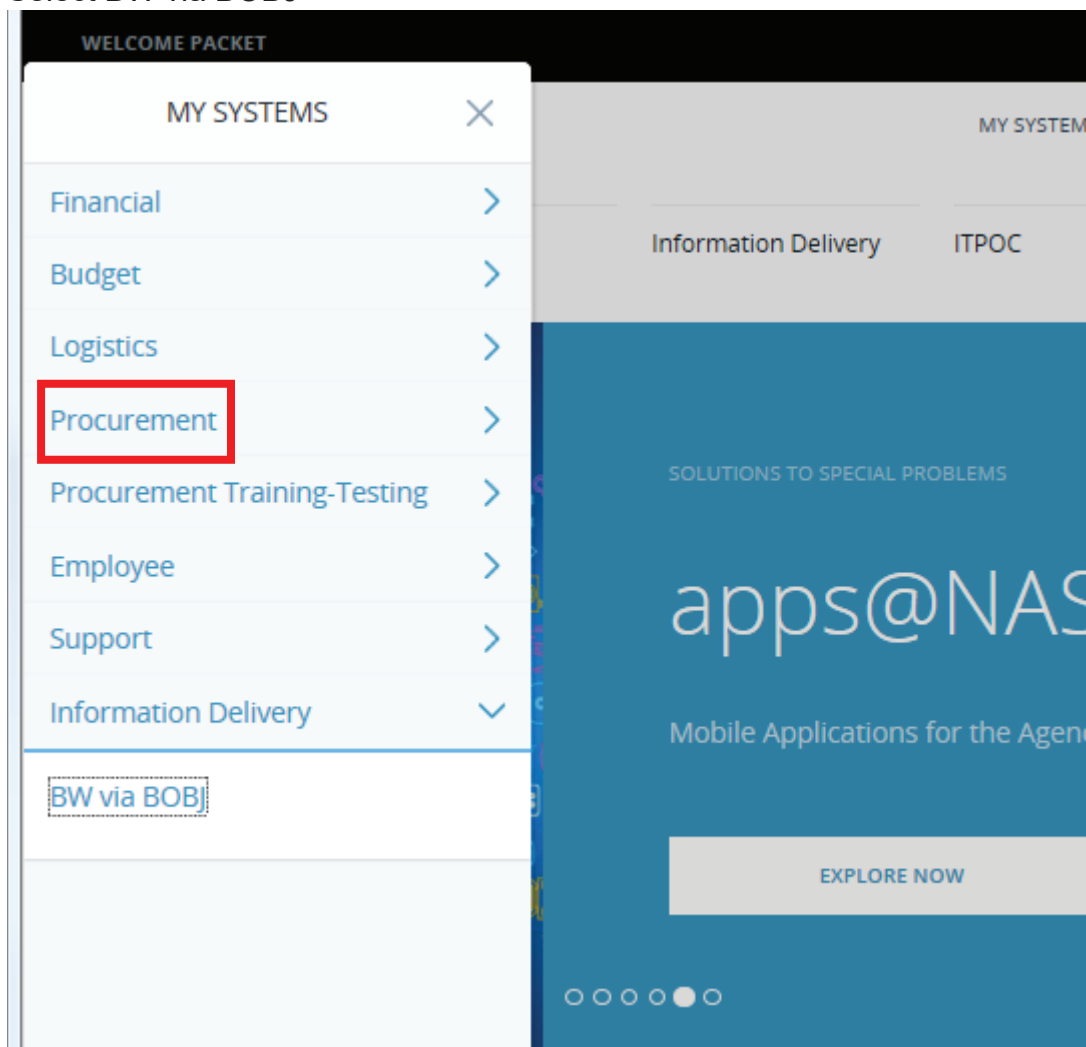
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## APPENDIX M – DEBT ACCOUNTING CODE PROCESS – JURY DUTY

1. Log into BOBJ via bReady; <https://bobjprd.ndc.nasa.gov/BOE/BI>
2. Go to My Systems/Information Technology

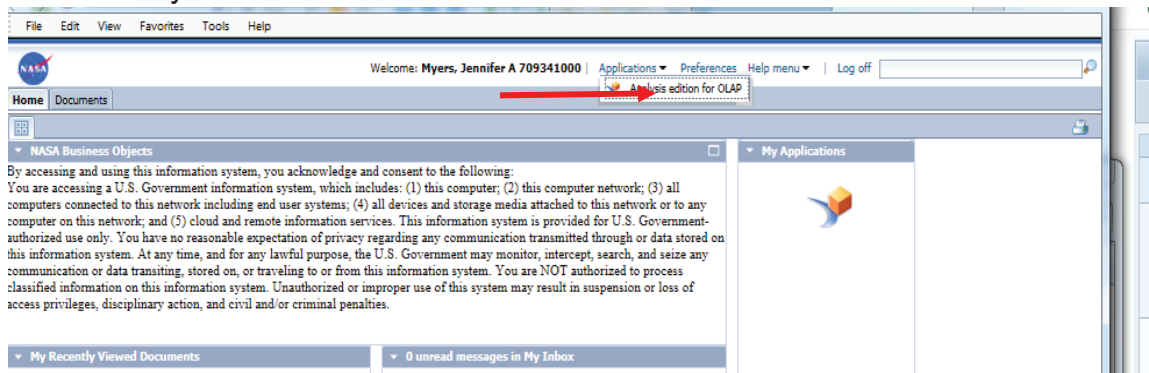


Select BW via BOBJ

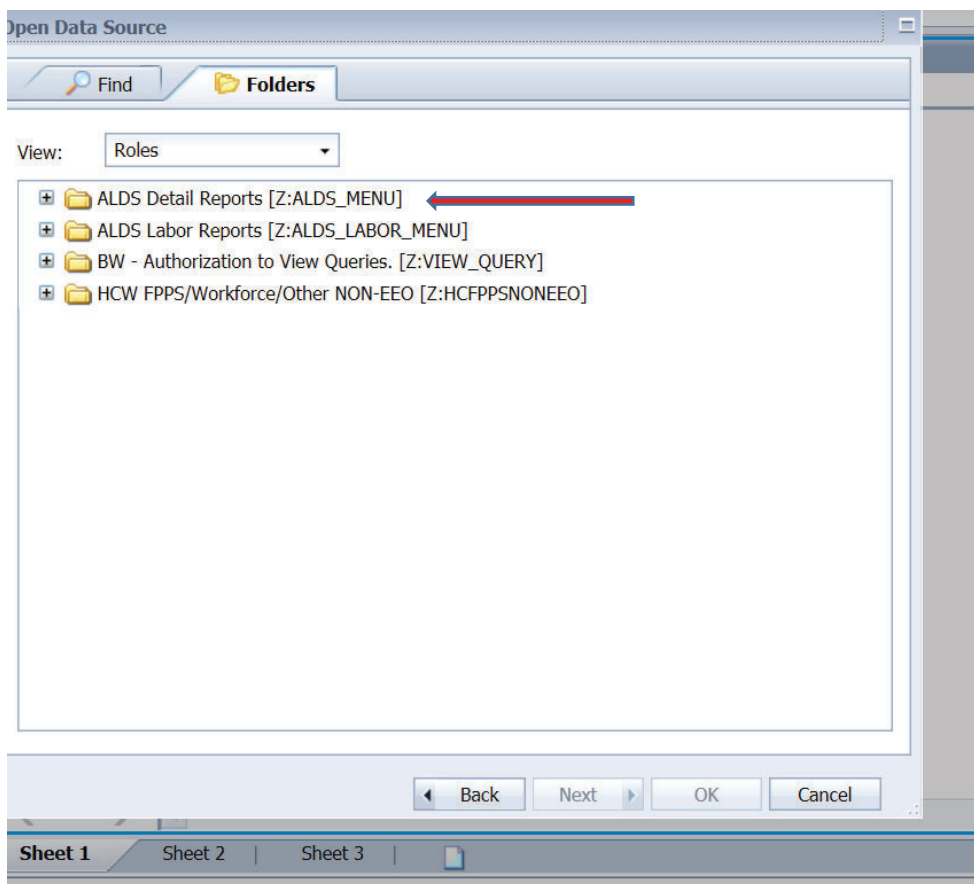


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### 3. Select Analysis Edition for OLAP

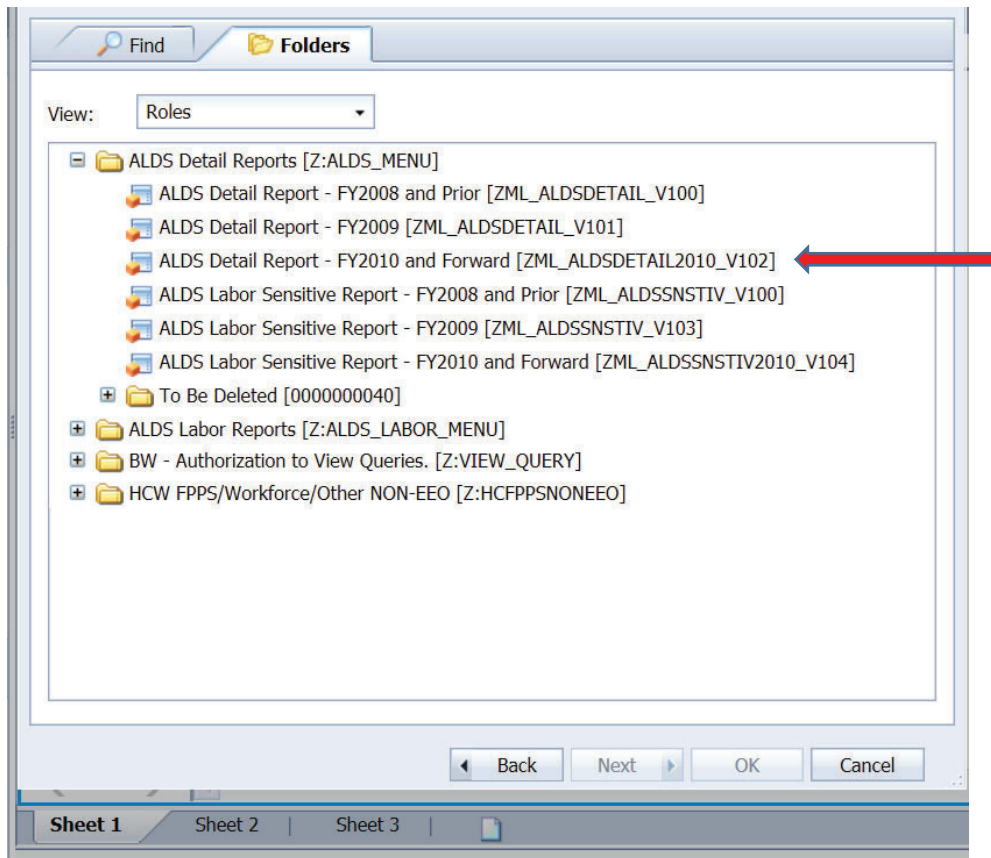


### 4. Select ALDS Detail Reports

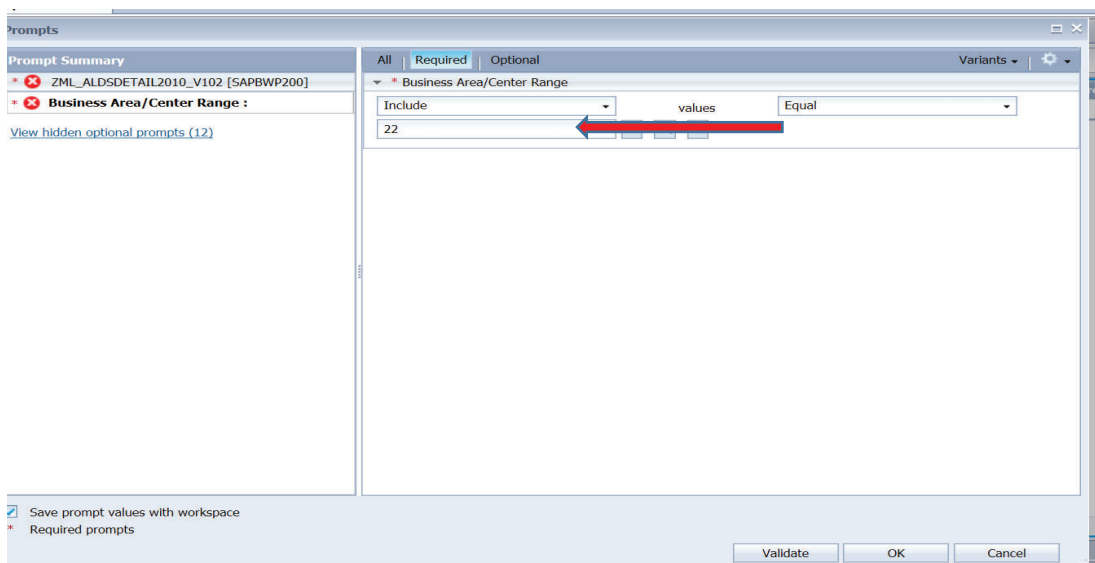


### 5. Double Click ALDS Detail Report – FY2010 and Forward

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## 6. Enter Business Area/Center Range



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## 7. Click View hidden option prompts

**Prompts**

**Prompt Summary**

- \* ZML\_ALDSDETAIL2010\_V102 [SAPBWP200]
- \* **Business Area/Center Range :**

[View hidden optional prompts \(12\)](#)

**All | Required | Optional**

\* **Business Area/Center Range**

Include values Equal

22

☒ Save prompt values with workspace

\* Required prompts

Validate OK Cancel

## 8. Select Period/Fiscal Year (Interval, Optional)

**Prompts**

**Prompt Summary**

- \* ZML\_ALDSDETAIL2010\_V102 [SAPBWP200]
- \* **Period/Fiscal Year (Interval, Optional) :**
- \* **Performance Period/Year (Interval, Optional) :**
- \* **Pay Code (Selection Options, Optional) :**
- \* **WBS Element :**
- \* **Cost Centers (Selection Options, Optional) :**
- \* **Fund :**
- \* **Project type Ind WBS :**
- \* **Object Class (Selection Options, Optional) :**
- \* **Doc Type :**
- \* **Commitment Item :**
- \* **Pay Period End Date :**
- \* **Fiscal Year Range - Optional :**

[View hidden required prompt \(1\)](#)

**All | Required | Optional**

Period/Fiscal Year (Interval, Optional)

Period/Fiscal Year (Interval, Optional)

Pay Code (Selection Options, Optional)

WBS Element

Cost Centers (Selection Options, Optional)

Fund

Project type Ind WBS

Object Class (Selection Options, Optional)

Doc Type

Commitment Item

Pay Period End Date

Fiscal Year Range - Optional

☒ Save prompt values with workspace

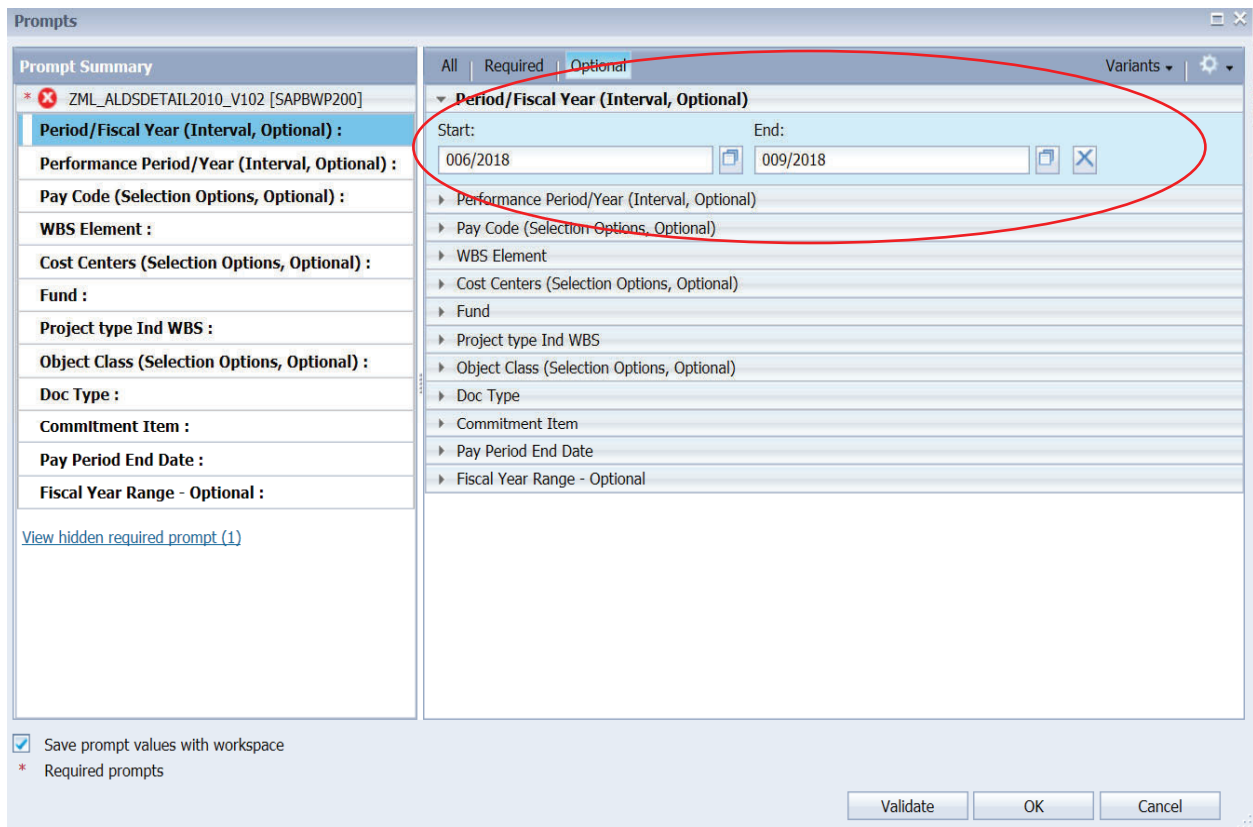
\* Required prompts

Validate OK Cancel

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9. Enter Period/Fiscal Year- eg. “Start:”-006/2018 “End”-009/2018 and then Click “Ok”

**Note:** If you are unable to determine the exact pay period the jury duty was performed, select the last three periods up to the current period. If you are still unable to determined the pay period widen your period range.



The screenshot shows the SAP Prompts dialog box. The 'Period/Fiscal Year (Interval, Optional)' prompt is selected and highlighted with a red oval. The 'Start' field contains '006/2018' and the 'End' field contains '009/2018'. The left pane shows a list of prompts, and the right pane shows a tree view of the selected prompt's components. The bottom of the dialog has buttons for 'Validate', 'OK', and 'Cancel'.

10. From the “Data” boxed area at the far left, drag and drop the following into the “Row” boxed area to the right of it (In this order): Employee Name, Pay Period YYYYMM, WBS Element, Fund, G/L Account, Pay Code, Order. Remove “Object Class” by dragging and dropping from “Row” boxed area to “Data” boxed area.



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Analysis 1

Employee Name	Pay Period YYYY	WBS Element	Fund	G/L Account	Pay Code	Order	Key Figures
Overall Result	Result	Result	Result	Result	Result	Result	Denied
HARPSTER, GEO	Result	Result	Result	Result	Result	Result	Denied
	201805						Denied
		904211.04.02.20	EXCX22018D				Denied
				Fede Hosp Insur			Denied
				COMP TIME USE			Denied
					FC000000 : Non		Denied
				CREDIT HOURS			Denied
					FC000000 : Non		Denied
				REGULAR HOUR			Denied
					FC000000 : Non		Denied
				FEGLI GS/GM FT			Denied
				COMP TIME USE			Denied
					FC000000 : Non		Denied
				CREDIT HOURS			Denied
					FC000000 : Non		Denied
				REGULAR HOUR			Denied
					FC000000 : Non		Denied
				Health GS/GM FT			Denied

- Double click on “Pay Code” in the “Rows” boxed area and deselect all the check boxes by removing the check mark in “Select Everything”. Then only select “Administrative Leave Court Used”, then click “ok”.



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File Edit View Favorites Tools Help

Page Safety Tools

Welcome: Hartley, Dedra C 146026442 | Applications Preferences Help menu | Log off

Home Documents New Analysis Workspace    New Analysis Worksp...

Analyze Insert Display

Filter Sort Calculations Conditional Formatting    Auto Update

Filter "Pay Code"

Individual Selection  
Range Selection

Display Show Selected

Select Everything  
Member (Text)

☒ ADMINISTRATIVE LEAVE COURT USED  
☒ COMP TIME USED  
☒ CREDIT HOURS USED  
☒ HOLIDAY NOT WORKED  
☒ REGULAR HOURS

Save Filter OK Cancel

Layout

Columns

Key Figures

Rows

Employee Name > Employee Name  
Pay Period YYYYMM > Pay Period  
WBS Element > WBS Element  
Fund > Fund  
G/L Account > G/L Account  
Pay Code > Pay Code  
Order > Order

Background

Analysis 1    406 rows by 16 columns, 6496 cells

Employee Name	Pay Period YYYYMM	WBS Element	Fund	G/L Account	Pay Code	Order	Key Figures Amount Excl Leave: Am
Overall Result	Result	Result	Result	Result	Result	Result	Denied
HARPSTER, GEO	Result	Result	Result	Result	Result	Result	Denied
	201805	Result	Result	Result	Result	Result	Denied
		904211.04.02.20	EXCK22018D	Result	Result	Result	Denied
				Fede Hosp Insur	Result	Result	Denied
				COMP TIME USE	Result	Result	Denied
				CREDIT HOURS	Result	Result	Denied
				REGULAR HOUR	Result	Result	Denied
				FEGLI GS/GM FT	Result	Result	Denied
				COMP TIME USE	Result	Result	Denied
				CREDIT HOURS	Result	Result	Denied
				REGULAR HOUR	Result	Result	Denied
				Health GS/GM FT	Result	Result	Denied

Sheet 1 Sheet 2 Sheet 3

https://botoprd.ndc.nasa.gov/BOE/BI    Home - bReady - Enterprise P...    BI launch pad

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Page Safety Tools

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Home Documents New Analysis Workspace    New Analysis Worksp...

Analyze Insert Display

Filter Sort Calculations Conditional Formatting    Auto Update

Data Prompts

ZML\_ALDSDETAIL2010\_V102 [SAPBW200]

ITD WBS Element  
Leave Category  
Mission/Mission Equivalent  
NASA Class Code  
Network  
Network Activity  
Obj Cls Grp Summary  
Object Class  
Order  
Pay Code  
Pay Date  
Pay Period End Date  
Pay Period YYYYMM  
Pay Plan  
Performance Period/Year  
Period/Fiscal Year  
Position Tenure  
Posting Date

Layout

Columns

Key Figures

Rows

Employee Name > Employee Name  
Pay Period YYYYMM > Pay Period  
WBS Element > WBS Element  
Fund > Fund  
G/L Account > G/L Account  
Pay Code > Pay Code  
Order > Order

Background

Analysis 1    35 rows by 16 columns, 560 cells

Employee Name	Pay Period YYYYMM	WBS Element	Fund	G/L Account	Pay Code	Order	Key Figures Amount Excl Leave: Am
Overall Result	Result	Result	Result	Result	Result	Result	
HARPSTER, GEO	Result	Result	Result	Result	Result	Result	
	201814	Result	Result	Result	Result	Result	
		747797.02.11.23	EXPX22018D	Result	Result	Result	
				Fede Hosp Insur	Result	Result	
				ADMINISTRATIV	Result	Result	
				FEGLI GS/GM FT	Result	Result	
				ADMINISTRATIV	Result	Result	
				Health GS/GM FT	Result	Result	
				ADMINISTRATIV	Result	Result	
				Reg Sal GS/GM FT	Result	Result	
				ADMINISTRATIV	Result	Result	
				Retiremnt GS/GM	Result	Result	
				ADMINISTRATIV	Result	Result	

Sheet 1 Sheet 2 Sheet 3

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12. To only display the information needed in the columns right click on each column title and then select “key”.

The screenshot shows the NASA BOE/BI web application interface. The top navigation bar includes 'Home', 'Documents', and 'New Analysis Workspace'. The left sidebar displays a tree view of data elements, with 'ZML\_ALDSDETAIL2010\_V102 [SAPBW200]' selected. The main workspace shows a table with columns: Employee Name, Pay Period, WBS Element, Fund, G/L Account, Pay Code, and Order. A context menu is open over the 'G/L Account' column, showing options like 'Filter', 'Sort', 'Totals', 'Show levels', 'Expand to level', 'Display as', 'Move to', 'Move before', 'Move after', 'Swap with', and 'Attributes'. The table data includes rows for 'Overall Result', 'HARPSTER, GEORGE', and various organizational units like 'Fede Hosen Insur...' and 'Health GS/GM F...'. The bottom of the interface shows a sheet navigation bar with 'Sheet 1', 'Sheet 2', and 'Sheet 3'.

13. Use the “Snipping Tool” to take a Screen Shot.

Note: Use G/L Account beginning with “6100.1xxx”.

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Analysis 1							
35 rows by 16 columns, 560 cells							
Employee Name	Pay Period	WBS Element	Fund	G/L Account	Pay Code	Order	Key Figures Total Hours Incl Le
Overall Result	Result	Result	Result	Result	Result	Result	24.000
HARPSTER, GEORGE	Result	Result	Result	Result	Result	Result	24.000
	201814	Result	Result	Result	Result	Result	24.000
		747797.02.11.23.03	EXPX22018D	Result	Result	Result	21.750
				USGL/6400.1241	Result	Result	0.000
					ADMINISTRATIVE LEAVE COURT USEC	Result	0.000
						FC000000	0.000
				USGL/6400.1211	Result	Result	0.000
					ADMINISTRATIVE LEAVE COURT USEC	Result	0.000
						FC000000	0.000
				USGL/6400.1221	Result	Result	0.000
					ADMINISTRATIVE LEAVE COURT USEC	Result	0.000
						FC000000	0.000
				USGL/6100.1111	Result	Result	21.750
					ADMINISTRATIVE LEAVE COURT USEC	Result	21.750
						FC000000	21.750
				USGL/6400.1231	Result	Result	0.000
					ADMINISTRATIVE LEAVE COURT USEC	Result	0.000
						FC000000	0.000

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## **APPENDIX N – RESOURCES - ACCOUNTS RECEIVABLE RESEARCH**

### ACCOUNTS RECEIVABLE RESEARCH RESOURCES

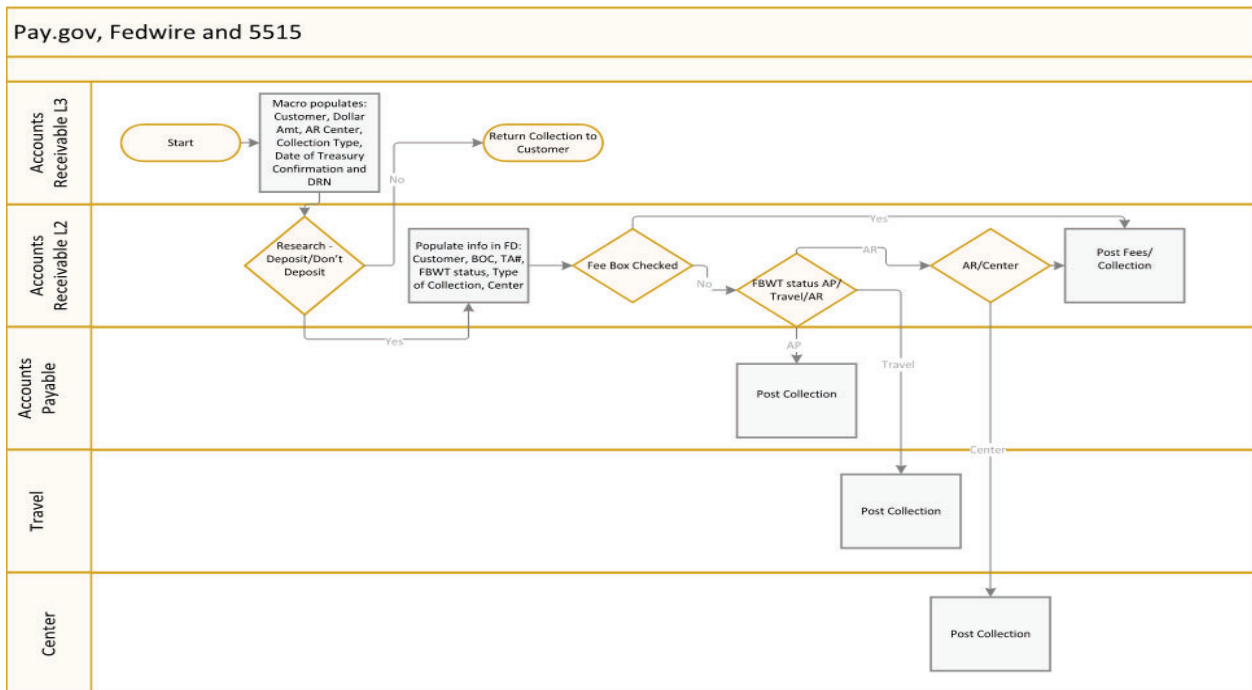
1. [N:\FM Division\Accounts Payable Accounts Receivable\Accounts Receivable\Service Delivery Guides \(SDGs\)](#)
2. [N:\FM Division\Accounts Payable Accounts Receivable\Accounts Receivable\Training\AR - Payment Processor Training -](#)
  - a) Accounts Receivable – Session 14 (Checks)~Training.ppt
  - b) Accounts Receivable – Session 36 (Searching an IPAC by DRN in IPAC System)~Training.pptx
  - c) AR Check Info.xlsx
3. [N:\Bills of Collection](#)
4. [N:\FM Division\Accounts Payable Accounts Receivable\Accounts Receivable\Restitution](#)
5. [N:\FM Division\Accounts Payable Accounts Receivable\Accounts Payable\IPAC\DOJ](#)
6. SN HISTORY
7. AWMS (Accounts Payable Work Management System) – <https://awms.nssc.nasa.gov/rolesort.cfm>
  - a) Vendor Payment Processor (VPP)
8. CAMPUS SEARCH – NSSC Home Page – NSSC Employee Portal - <https://searchnssc.nssc.nasa.gov/search/general.html>
9. SAP
  - a) FBL5N – Customer Line Items
  - b) FB03 – Display Document
  - c) VA03 – Display Sales Order (Can also search by Purchase Order)
  - d) VF03 – Display Billing Document

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- e) XD03 – Display Customer
- f) ZCF\_ARAGING – AR Aging by Periods
- g) ME23N – Display Purchase Order
- h) ME33K – Display Contract
- i) ZFI\_OLA\_PO – Outline Agreement – PO Report
- j) XK03 – Display Vendor
- k) FBL1N – Vendor Line Items
- l) FMZ3 – Display Funds Commitment
- m) ZFI\_AP\_PMT\_STAT – Payment Status

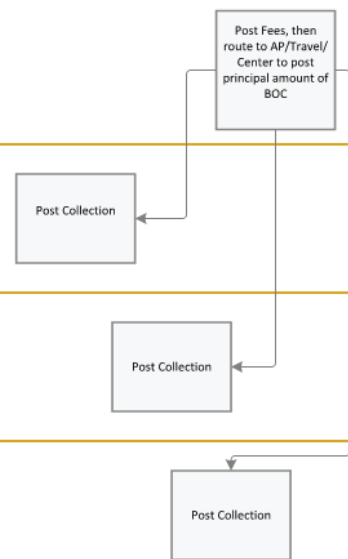
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## APPENDIX O – SERVICE NOW PAY.GOV, FEDWIRE, AND 5515 PROCESS FLOW

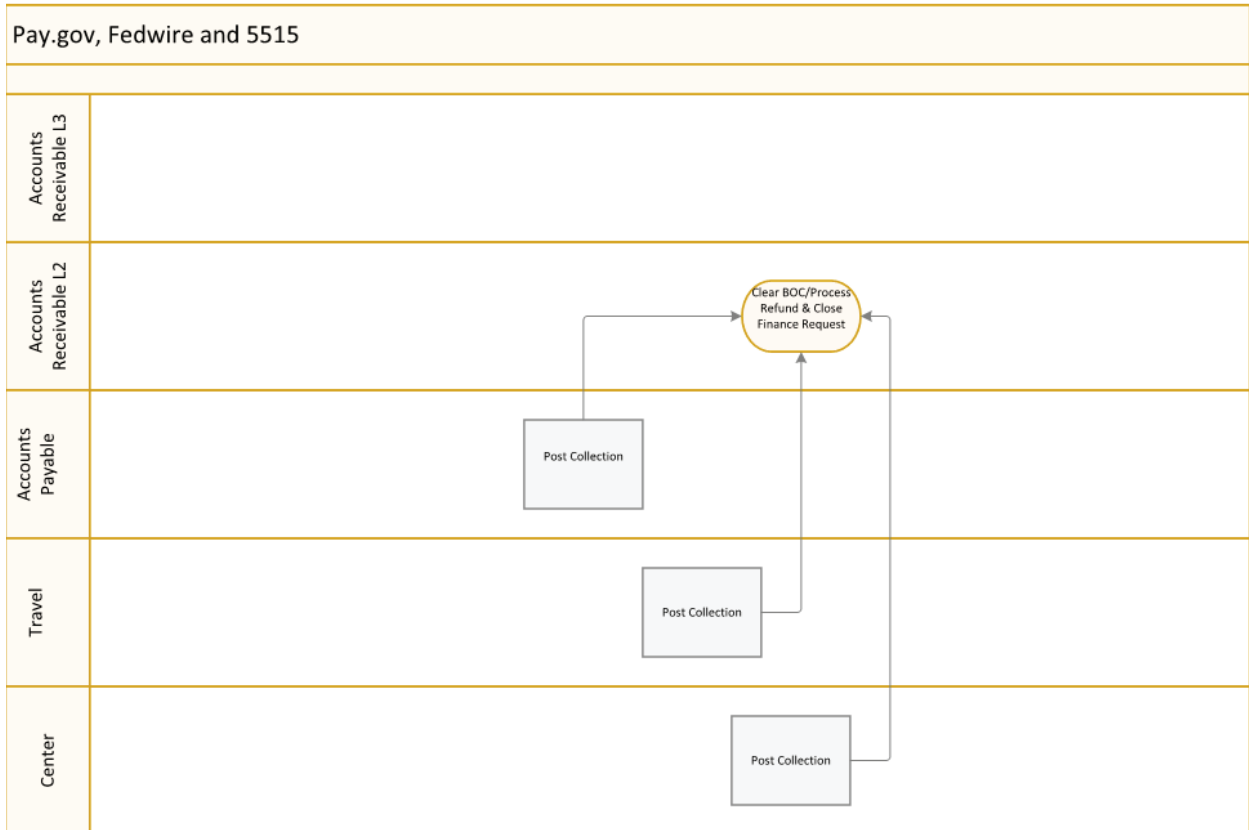


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Pay.gov, Fedwire and 5515	
Accounts Receivable L3	
Accounts Receivable L2	
Accounts Payable	
Travel	
Center	



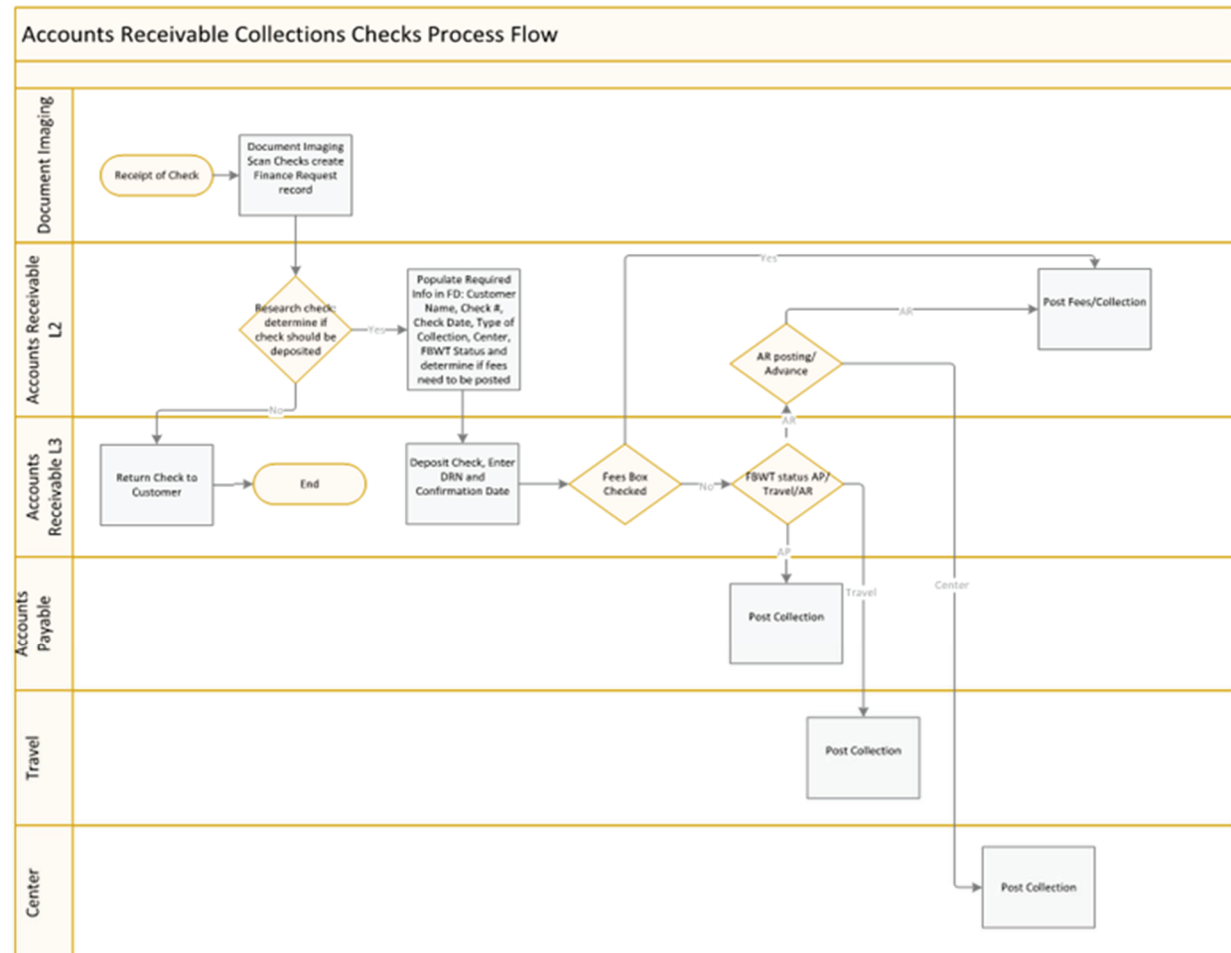
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Responsible Office: Accounts Receivable		
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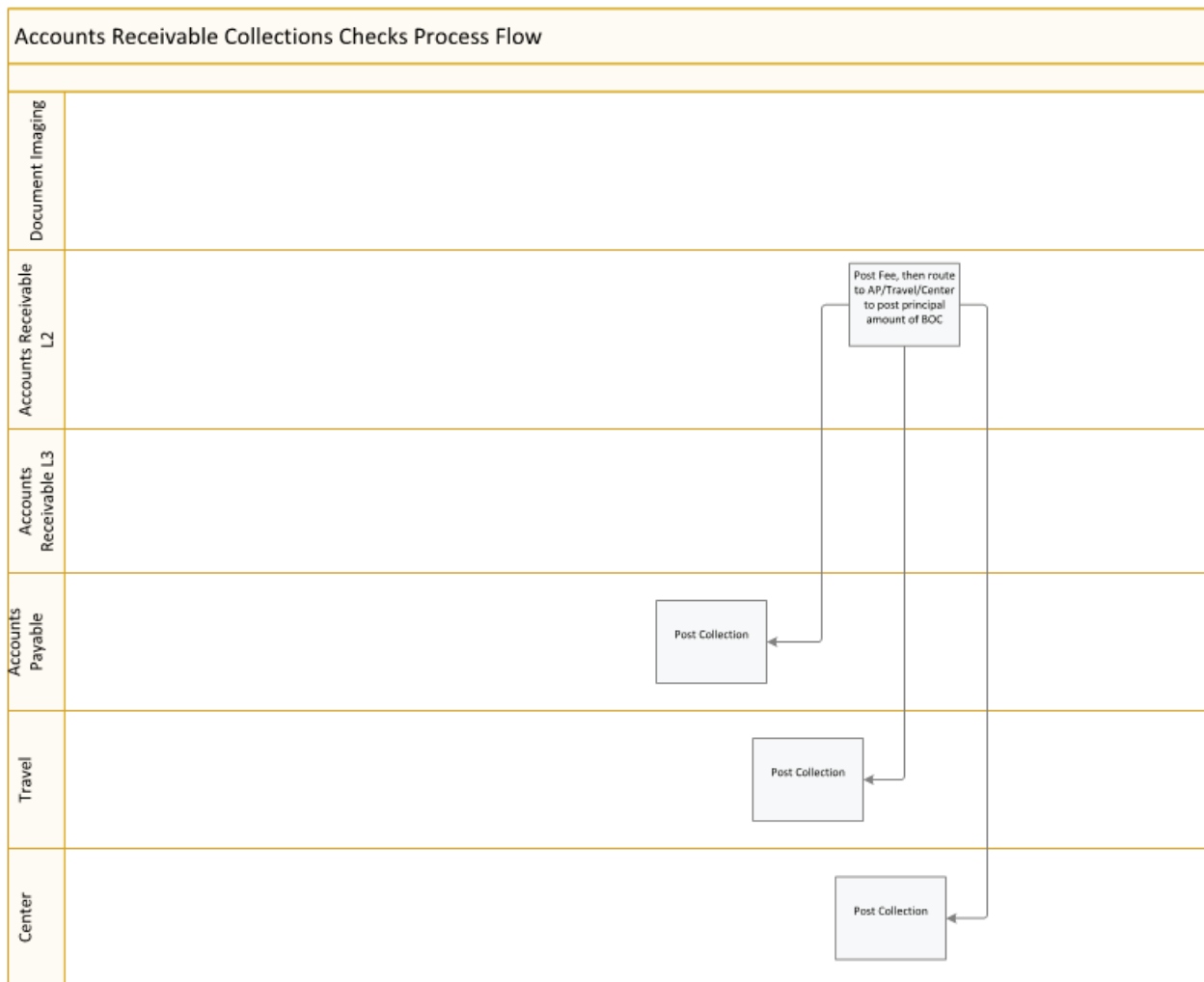


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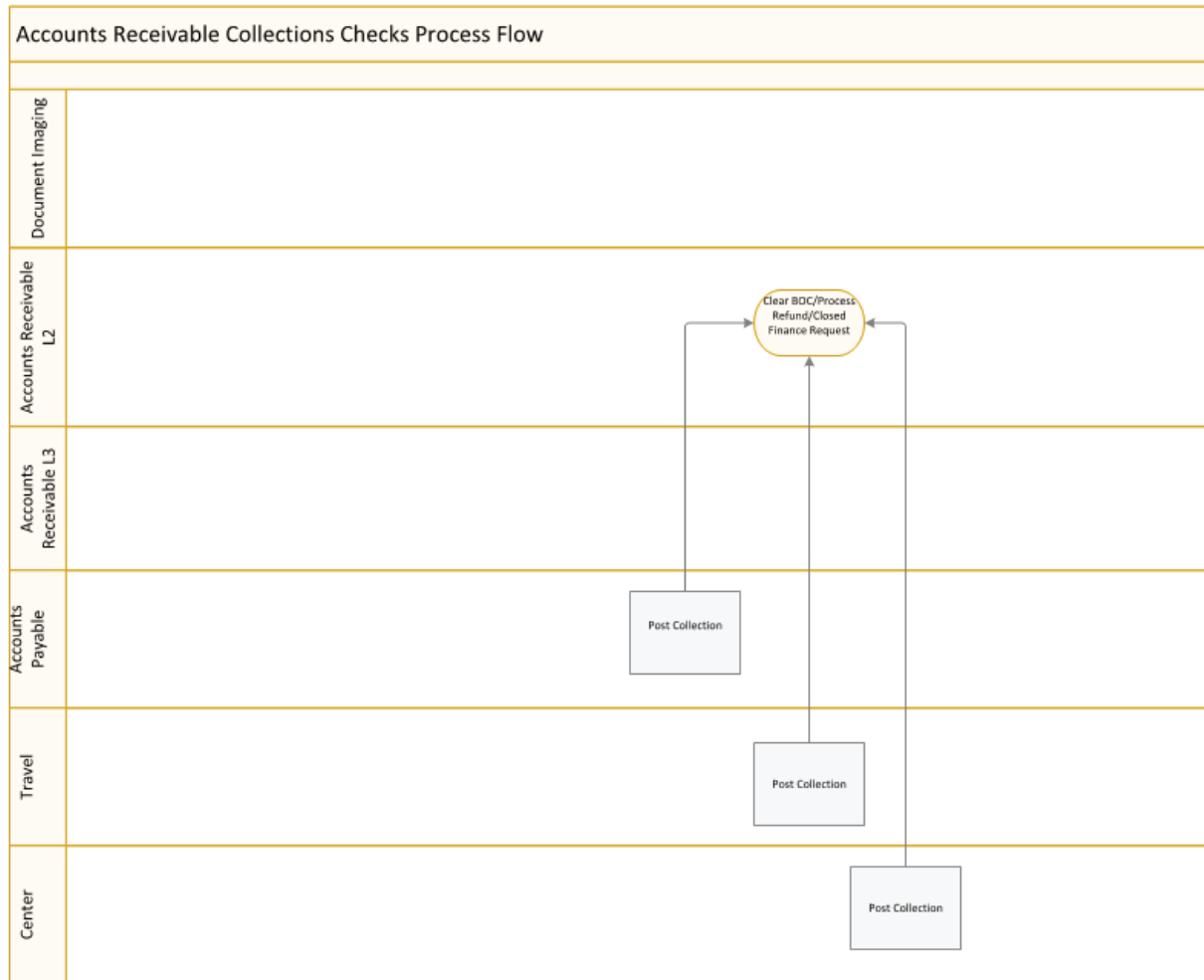
## APPENDIX P – SERVICE NOW CHECK DEPOSIT PROCESS FLOW



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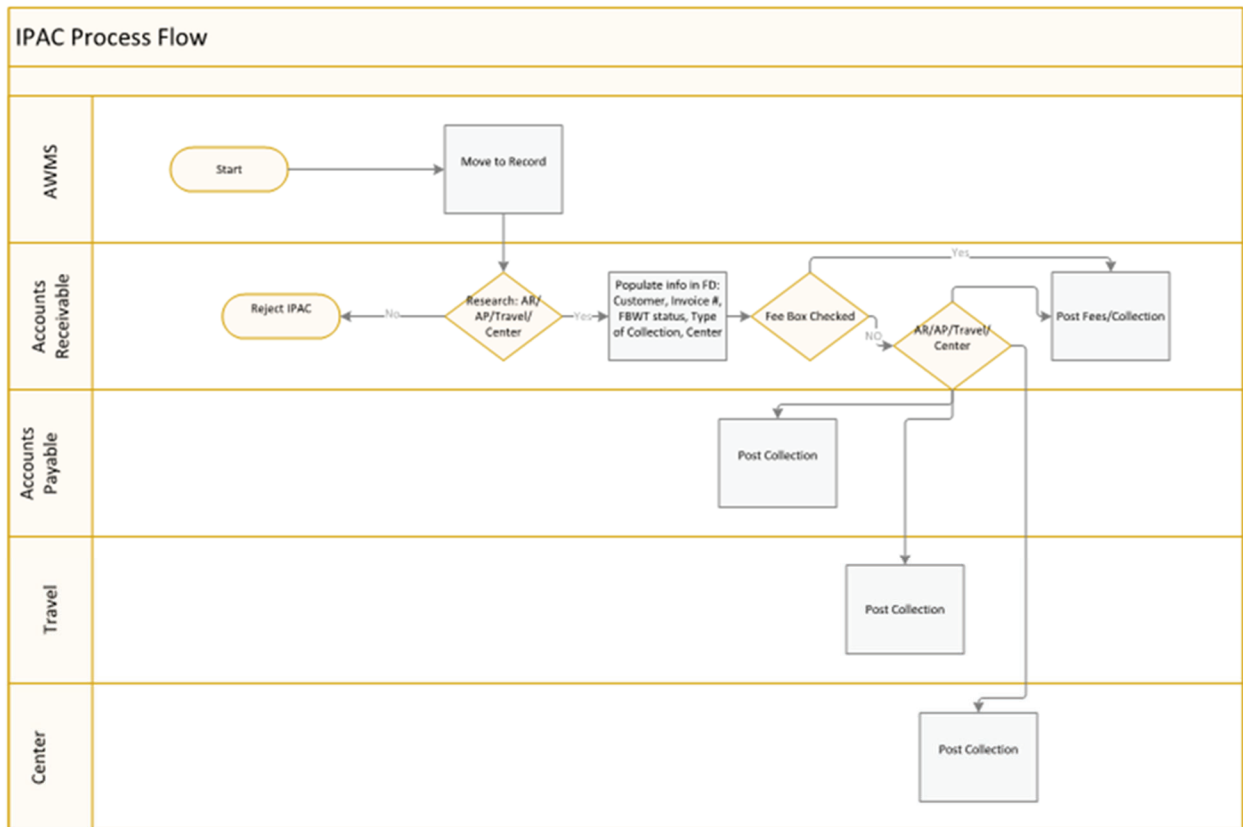


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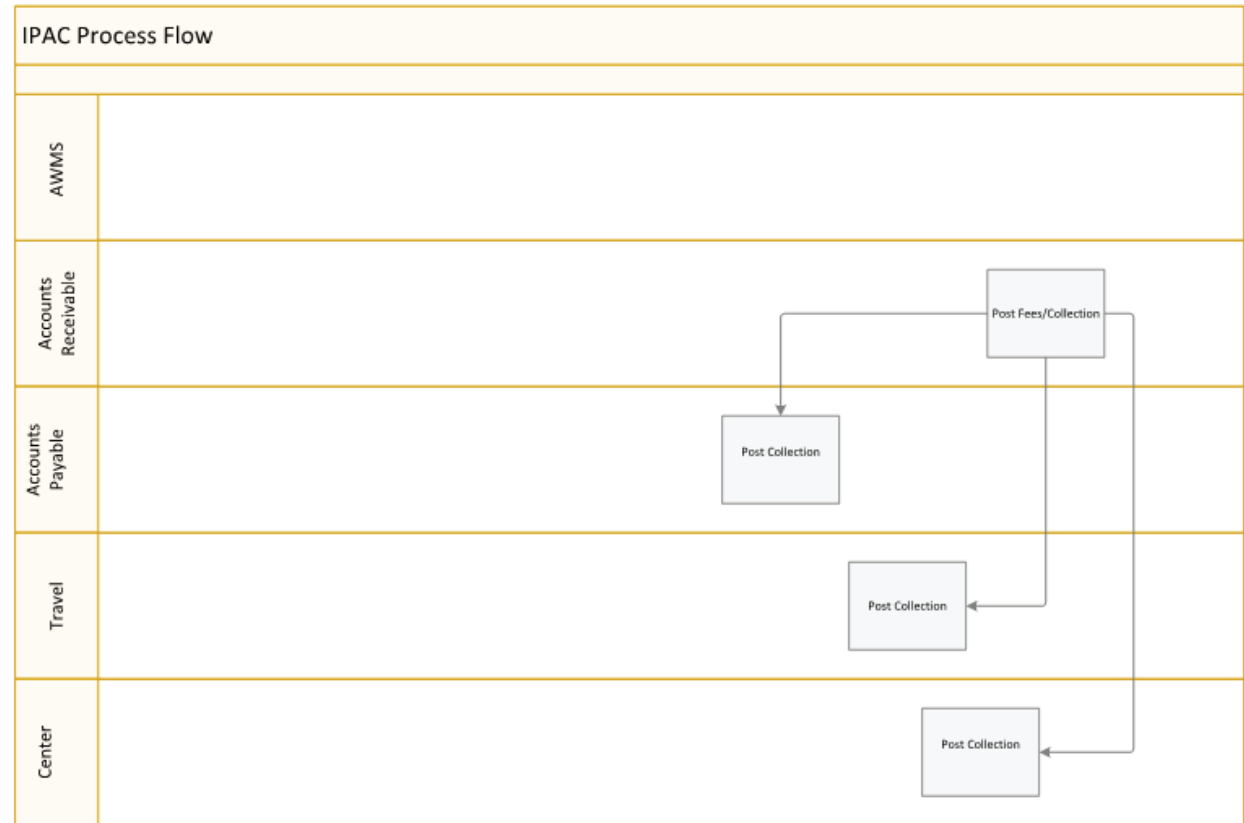


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## APPENDIX Q – SERVICE NOW IPAC PROCESS FLOW



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#### IPAC Process Flow

