

National Aeronautics and
Space Administration

NASA Shared Services Center
Stennis Space Center, MS
39529-6000
www.nssc.nasa.gov

NASA Shared Services Center Service Delivery Guide

NSSDG-9200-0002 Revision 18.0

Effective Date: December 10, 2021

Expiration Date: December 10, 2023

FINANCIAL MANAGEMENT SERVICES DIVISION ACCOUNTS RECEIVABLE REIMBURSABLE

Responsible Office: Accounts Receivable

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Approved by

ALISON
BUTSCH

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Date

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DOCUMENT HISTORY LOG

Status (Basic/Revision Cancelled)	Document Version	Effective Date	Description of Change
Basic		02/21/2008	Basic Release
Revision	A	04/17/2008	Added combination to safe changed semi-annually or as employee leaves, with On Demand SWR with Jacobs Technology (FOSC Contract) to include locksmith service (p 18)
			Corrected Deposit Processor from Collection Processor (pp 19-22)
			Enhanced PCC process (pp 19-20)
			Added T-Code F-28 to Post Incoming Payments (p 23)
			Added PWC observation of Deposit Reconciliation at least weekly (p 24)
			Added Job Aid for creating setup document to refund Solely Travel advance (p 41)
			Added BW GENRPT21 report to verify amount of remaining advance (p 42)
			On ZFI_AR_Billing, changed to 'excluding "Do NOT List \$0.00 To

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			Be Billed” from WBS element (p 42)
			Added Pay.gov insert to mailing (p 57)
			Added VA03 to retrieve Debit Memo Request number to reverse billing request when canceling bill (p 58)
			Added section in Automatic IPAC Confirmation process if IPAC was rejected by Treasury (p 62)
			Added note on spreadsheet containing list of customers requiring manual IPAC (p 63)
			Added section on Personal Property IPAC (pp 65-66)
			Added Exchange/Replacement/Surplus/ Recycle Sales/Reimbursable Sales Order (pp 75-77)
			Added CAAS (pp 78-87)
			Center Cost Accountant to notify NSSC cost complete – ready for PBR (p 42)
			Stabilization period NTE 90 days for e-mail spreadsheet of all postponements/rejections/cancellations (p 43)

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			Detail of reconciliations (pp 50-51)
			Further reconciliations (p 55)
			Further reconciliations (p 56)
			Correction of billing request prior to printing/posting bills (p 55)
			New Process Flow (p 92)
			Enhanced Receipt of checks/cash process (pp 17-32)
			Data parameters for PBR (p 42)
			Billing Threshold reduced to \$1 until OCFO approval of threshold (p 44)
			Move cost back from Canceled Column (p 53)
			No IPAC last four calendar days of month per Treasury (p 62)
Revision	B	04/17/2008	Added "Optional" for Centers to provide NSSC Reimbursable Agreements (p13)
			Added Advance Notification Tool steps (p15)
			Clarified Receipt of Checks/Cash Process (pp 17-24)
			Clarified Pay.gov payment process (pp 25-26)

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			Deleted Bank of America process (p 25)
			Identified receipt of advance/notification to Center (p 33)
			Identified steps for Unidentified Check Tool (pp 35-36)
			Clarified edits in SAP to prevent billing over Sales Order amount (pp 47 – 48)
			Added Parameters for PBR (p50)
			Clarified Exchange/Surplus/Recycle Sales/Reimbursable Sales Order Process (p.76)
Revision	C	06/18/2008	Added Pay.gov query (pp 25-26)
			Solely Travel refund process (p41)
			Omit bill with debit and credit from Automatic IPAC Process (p51)
Revision	D	07/18/2008	Updated with IPAC status spreadsheet (p 65) Reversal of IPAC posted in prior month (pp 66 – 67) Included AR Royalty Process (pp 89 – 92)

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Revision	7.0	06/08/2010	<p>Clarified partial rejection of IPAC's (p.73)</p> <p>Added Advance Reconciliation (p.75)</p>
			<p>Renumbered document from NSSC-FM-SDG-0008 to NSSDG-9200-0002. This is necessary to reflect newly adopted SDNS numbering scheme, which will be implemented on all NSSC documents upon development or revision.</p>
Revision	8.0	2/24/2014	<p>Added note instructing how to export PBR to excel.</p> <p>Analyzing PBR- IPAC Bills: If you have multiple line items, and one of them has a credit and debit (big enough to offset to credit), it is okay to bill all lines, however, you need to create separate bills for each line. Create a bill for the line with the debit credit and postpone the other line(s). Go back and bill that/those lines later.</p> <p>Added instruction to look up SO# using MIPR.</p> <p>Modified SSC Billing Backup – SSC to correct backup if does not match bill.</p> <p>Added partial payment adjustment of BLINE on residual.</p>

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			<p>Cash recorded to GL 1010.5215.</p> <p>Procedure for checks that are returned to customers (not deposited).</p> <p>Updated Reimbursable Solely Travel Process: JSC's Solely Travel will be processed during the monthly Reimbursable billing cycle.</p> <p>JSC Solely Travel clarification when costs do not match voucher and disputes.</p> <p>Added transfer of all Solely Travel files to TechDoc once billing is completed.</p> <p>Added Payment Method 6 for Customer Refunds.</p> <p>Added returned refund check procedure.</p> <p>Updated IPAC for excluding Trading Partners.</p> <p>Added deadline for adding DRN to auto IPAC postings.</p> <p>Modified TAS/BETC and FSN updates to Sales Orders.</p> <p>Clarified entry of reject DRN in the reversing document's Reference field.</p>
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			<p>Added procedure for monthly load of IPACs to TechDoc.</p> <p>Updated load to TechDoc instructions for Monthly IPAC files.</p> <p>Removed requirement to split Advance bills where more than one WBS/Fund billed on SO.</p> <p>Removed “Tip” that said to split Debit and Credit IPAC bills into two separate bills.</p> <p>Added “Advance” Pay.gov form to Appendix (Appendix C).</p> <p>Added NSSC Reversal Process to Appendix (Appendix F).</p>
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Revision	9.0	11/05/2014	<p>Updated the Run Pre-Billing Register and Analyze Billing Process.</p> <ul style="list-style-type: none"> • Unbilled Billing Request – ZFI_AR_R_BRQ_NBIL • Added Codes – 90 “Blocked Never Bill” and 92 “Blocked-Canc. Fund” <p>Updated Process 4 – Receipt of Checks/Cash/Step 1 – If a contract is identified in the supporting documentation route Remedy ticket to Accounts Payable for verification prior to requesting Center to post Advance.</p> <p>Updated Steps for entering a JV regarding two-step JV postings.</p> <p>Added METRIC Table.</p> <p>Updated Appendix F – NSSC Reversal Process with six additional new reversal reason codes (V1 – V6).</p>
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Revision	10.0	03/27/2015	<p>Solely Travel Reconciliation Process added</p> <p>CS Collections Process Notes</p> <p>Added as Appendix H with note in Receipts of Checks and Cash Process</p> <p>CS Check Reconciliation Process added as Appendix I with note in Receipt of Checks/Cash Process, Step 8 to refer to this Appendix for further process information</p> <p>Update step 6 of the EUL (Enhanced Use Lease) process</p> <p>Added W-9 Form Process</p> <p>Added the IPAC Invalid TAS Process</p>
Revision	11.0	6/16/2016	Release of Reimbursable SDG in new template with numerous changes and addition of screen shots to the SDG.
Revision	12.0	03/23/2017	Updated Role Names; Updated Billing Macro Steps; Updated checklist for completing monthly billing and Updated IPAC Processing Steps
Revision	13.0	12/20/2017	Updated TechDoc Macro and TechDoc Destruction Process; Update Preliminary Billing

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			Process; Added IPAC Macro instructions
Revision	14.0	04/03/2018	Updated IPAC Macro Proposal instructions Updated IPAC Proposal Process Updated Reversal Process Updated Solely Travel Process
Revision	15.0	04/01/2019	Updated IPAC Proposal Process Updated Manual Center to Center IPAC process Updated Code for blocking invoices not to be IPAC'd from "B" to "A" Added step for Federal customer bill under \$1. Updated Refund Process Updated EUL WBS information
Revision	16.0	11/15/2019	SDG Annual Review and Update
Revision	17.0	1/23/2020	Updated Cancelled bill process by adding VF02 to Release to Accounting.
		6/16/2020	Updated EUL/NHPA Process Updated Refund Process Updated Manual IPAC Process

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		8/28/2020	Updated NMO (JPL) Spool File number
		10/21/2020	Updated EUL and NHPA process Updated PBR Macro Analysis Updated Pre and Post Billing Macro Reports Added-Outside Reimbursable Billing Process Added reasons to reverse and create a new invoice Added reasons you don't have to reverse an invoice Added T-code and doc type to clear manual liquidation
Revision	18	12/10/2021	Updating with Service Now Case Migration changes to the Refund Request Process.

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INTRODUCTION

The National Aeronautics and Space Administration (NASA) Shared Services Center (NSSC) will complete the reimbursable billing and associated processes for all NASA Centers, in accordance with the following regulations:

- A. Statement of Federal Financial Accounting Standard No. 1, "Accounting for Selected Asset and Liabilities", Jun 2018;
http://files.fasab.gov/pdf/files/2018_fasab_handbook.pdf
- B. Treasury Financial Management supplement, "Managing Federal Receivables"
<https://fiscal.treasury.gov/crs/>
- C. "Federal Claims Collection Standards" 31 Code of Federal Regulations (CFR) 900-904;
<https://www.govinfo.gov/content/pkg/CFR-2011-title31-vol3/xml/CFR-2011-title31-vol3-subtitleB-chapIX.xml>
- D. "Debt Collection Authorities under the Debt Collection Improvement Act of 1996" 31 CFR285;
<https://www.govinfo.gov/app/details/CFR-2011-title31-vol2/CFR-2011-title31-vol2-part285/context>
- E. Office of Management and Budget (OMB) Circular A-129 "Policies for Federal Credit Programs and Non-Tax Receivables," January 2013;
<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 (Internal Revenue Service (IRS) 1099-C, Collection of Debt)
- H. United States General Ledger; <https://fiscal.treasury.gov/ussgl/>
- I. Federal Acquisition Regulation (FAR); <https://www.acquisition.gov/browse/index/far>
- 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\[0,1,2,3,4,5,6,7\]](http://nodis3.gsfc.nasa.gov/lib_docs.cfm?range=9[0,1,2,3,4,5,6,7])

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PURPOSE

To outline Agency procedures followed by the NSSC related to the processing of reimbursable billing services.

APPLICABILITY/SCOPE

In accordance with Federal regulations and NASA policy, the NSSC is responsible for providing reimbursable billing services including assembling, reviewing, processing, recording, reporting, and reconciling commercial and government bills, (Intra-Governmental Payment and Collection System (IPAC's)), etc.

The NSSC shall use Core Financial Software – Services, Applications and Products (SAP) R/3 – to perform billing activities. NSSC is required to adhere to NPRs, NASA's Enterprise Performance Support System (EPSS) guidance, and other applicable Federal regulations and NASA policies and procedures. The NSSC shall process receivables from the receipt of the initial notice of indebtedness to the final collection based on acceptance by NASA.

PRIVACY DATA

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

RECORDS

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

CANCELLATION/SUPERSESION OF PREVIOUS DOCUMENTS

This document supersedes NSSDG-9200-0002 Revision 17.0.

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PROCESS – PRE-BILLING ACTIVITIES

Pre-Billing Activities

(See Appendix B – Reimbursable Billing Flow charts)

STEP 1. Account Maintainer - Search TechDoc for the Center's Excluded Sales Order (SO) List. This list is used to identify Sales Orders to be excluded in the Reimbursable Billing process.

A. The "Center Request to Exclude Sales Orders from Reimbursable Billing" can be found in Tech Doc at the following path: FM>AR>EXCLUDE SO>FY>CENTER. (See Appendix D – Exclude Sales Order Form – NSSC Form 0086)

		NATIONAL AERONAUTICS AND SPACE ADMINISTRATION NASA SHARED SERVICES CENTER STENNIS SPACE CENTER, MS 39529-6000		Center Request to Exclude Sales Orders from Reimbursement Billing <i>Request must be sent to NSSC@NASA.GOV or Fax to 866-779-6772 before the last three business days of the month</i>	
Section 1. Basic Information					
*1a. Name: <div>Sierra Cogan</div>				Date/Time Field: <div>05/27/2014</div>	
*1b. NASA Centers: <div>AFRC - Armstrong Flight Research Center</div>				*1c. Phone: <div>(661) 276-2383</div>	
1d. Billing Month: <div>05 - May</div>		1e. Fiscal Year: <div>2014</div>			
Section 2. Reason to Exclude (Click "+" to add additional lines as applicable)					
Line Item #	2a. Sales Order:	2b. Reason to Exclude:	2c. If Other OCFO Approved, Please Provide Description:		
<div>1</div>	<div>27774</div>	<div>Sales Order Recon</div>			

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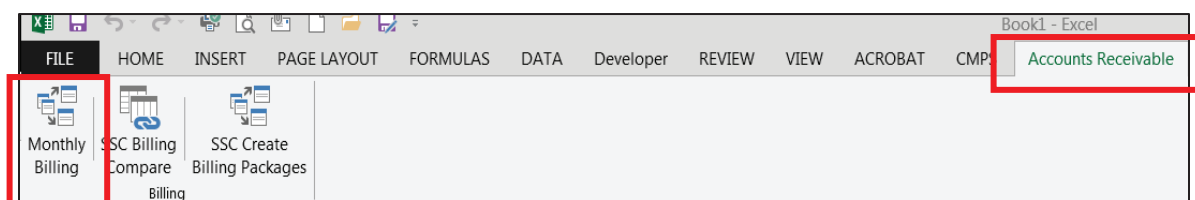
B. Common Reasons for Sales Order Exclusions:

1. An Open Service Request (SR) to fix an SAP problem.
2. NASA and the customer are working through reconciling their records.
3. Transient Fuel Sales Orders (GSFC) - A permanent exclusion list of these Sales Orders is saved in Goddard's Monthly Billing folder.
4. Solely Travel Sales Orders (JSC): Solely Travel Sales Orders are only excluded from monthly billing if they do not have an advance available against which to liquidate the bill. If a Solely Travel sales order (identifiable by the WBS) has an advance, follow the normal process; bill and liquidate during monthly billing. All other Solely Travel Sales Orders should be excluded until COCD (Commitments, Obligations, Cost, and Disbursements) matches (see Solely Travel Instructions).

NOTE: This form is due from the Centers by the 3rd to last business day of the month. Late submissions from the Center should be elevated to L3 for approval to exclude the Sales Order(s).

STEP 2. Account Maintainer - Run Exception Reports.

NOTE: STEP 2 – “A,” “B” and “C” below should be run using the “Accounts Receivable - Monthly Billing” Macro Add-In. The manual steps in A, B and C below should be used if the macro add-in is unavailable.



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AR Prebilling

Center
GSFC

Month
October

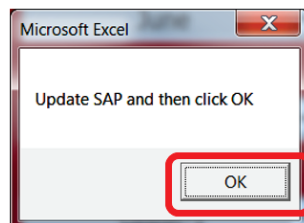
Fiscal Year
2016

Process
UBBR-1
Docs Missing In Accou
Rejected Costs

A. Macro (Excel) - Run “UBBR-1”

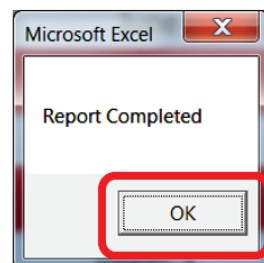
1. Open blank Excel worksheet
2. Click on “Accounts Receivable” Add-in
3. Select “Monthly Billing” icon
4. In the “AR Prebilling” red box drop-downs, select:
 - a) Center (**NOTE:** multiple centers can be selected by holding down the Ctrl key and highlighting each center).
 - b) Month
 - c) Fiscal Year
 - d) Process = “UBBR-1”
5. Click “OK”
6. If you have any changes to make in SAP - see Manual Steps below in B(C) (3), you can make them now in SAP and click “OK”. The macro will export your finished product after you click “OK”.

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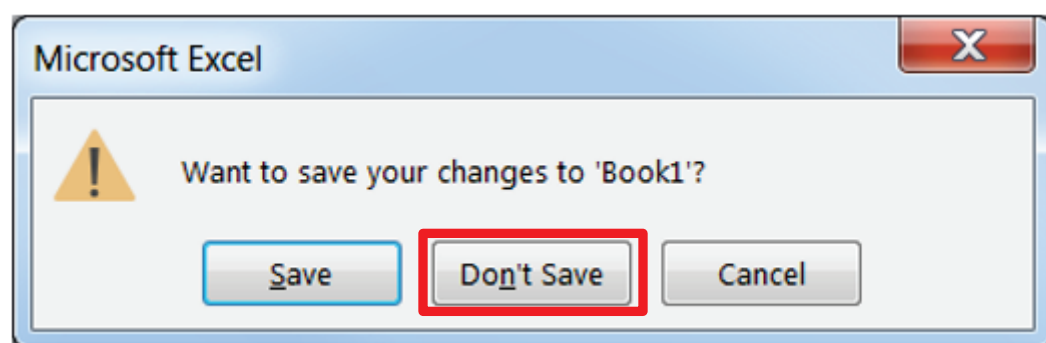


7. Click "OK".

NOTE: When you see this, your report has been automatically saved in your Monthly Billing folder on the N:Drive.



NOTE: When you close your blank excel workbook, you will get this message. **BE SURE TO CLICK "DON'T SAVE" TO BOOK1.**



B. **Manual Steps (SAP)** - Run the Unbilled billing Requests report (UBB1) using T-Code ZFI_AR_R_BRQ_NBIL

1. Enter Information into Sales Organization. (Business Area preceded by two zeroes)

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2. Click the “Execute” (clock) Icon at the top of the screen.

NOTE: SAP will not allow you to create a new billing request for a Sales Order if there is already an Unbilled Billing Request in the system. In addition, costs included in these billing requests will not display on the PBR. This report displays Billing Requests that have not been billed.

3. Review Report and make necessary changes. You will need to reject any unblocked Billing Requests.
 - a) Billing Block “92– Blocked-Canc. Fund”-Do not reject.
 - b) Billing Block “91-Billed w JV Perm B”-Do not reject.
 - c) Billing Block “90-Blocked Never Bill”- These type of billing blocks should be investigated. Contact your center POC. If it is determined a Billing Block “90-Blocked Never Bill” needs to be rejected, follow the instructions below:
 - i. Select Billing Request number with a “90” and double click to open it.

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Billing Request Items												
Bill Req	BRIt	Net value	Curr.	Created on	BB	BB	Rj	BS	SaTy	SOrg	Sales Ord	SOItm
800095125	000010	797.50	USD	05/01/2009	90			A	DR	0022	12139	000010
800095126		0.03	USD	05/01/2009	90			A	DR	0022	10433	000010
800095127		4.50	USD	05/01/2009	90			A	DR	0022	12251	000010
800101322		18,892.42	USD	09/16/2009	91			A	DR	0022	13567	000010
800101323		38.00	USD	09/16/2009	91			A	DR	0022	13914	000010
	000020	79,804.72	USD	09/16/2009	91			A	DR	0022	13914	000010
	000030	17,512.81	USD	09/16/2009	91			A	DR	0022	13914	000010
	000040	62,291.91	USD	09/16/2009	91			A	DR	0022	13914	000010
	000050	6,903.48	USD	09/16/2009	91			A	DR	0022	13914	000010
		26,559.93 USD										








- ii. Select “Change Billing Request” and the “green check mark”.

Select Report
<input checked="" type="checkbox"/> Display Billing Request <input type="checkbox"/> Change Billing Request <input type="checkbox"/> Create Billing Document
<input checked="" type="checkbox"/> Technical names on/off

- iii. “All Items” section - Go to the column labeled “Reason for Rejection” and choose “Reject Billing Request” from the drop-down list **for all lines**.

All items						
Item	Material	Target quantity	U...	Net value	Doc...	Reason for rejection
10R11		1	EA	0.01	USD	Reject Billing Request

- iv. Click the “Save” icon at the top of the screen.

<input checked="" type="checkbox"/> Sales document Edit Goto Extras Environment System Help
<input checked="" type="checkbox"/>       
Change Debit Memo Request 800202327: Overview

- v. Click the green check mark.

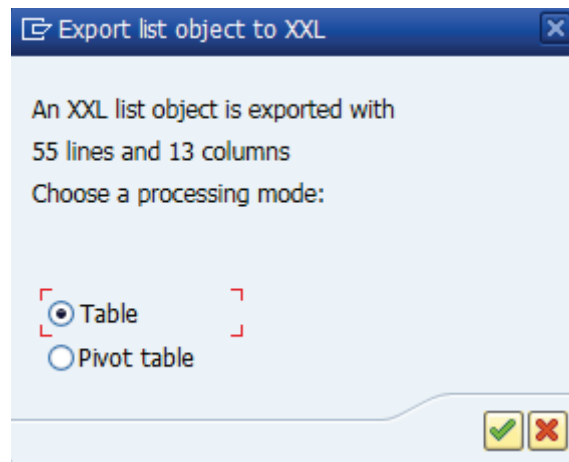
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4. Save file (Once all changes have been made) – in SAP:
5. Click the “Export” icon.

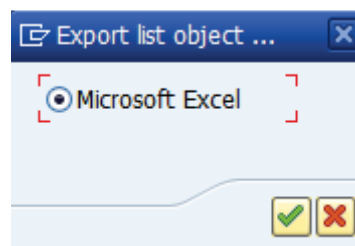
- a) Choose “Select from All Available Formats/Excel (In Existing XXL Format)”, then the green check mark (twice).

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b) Choose “Table” then click green check mark.



c) Click green check mark.



d) Excel: File – Save As:

e) Save to N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing\Center\Fiscal Year\Month
Naming Scheme: “Center Abbrev UBBR1 FY20XX PXX”.

Example: (AFRC UBBR1 FY2019 P08)

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C. Macro (Excel) – Run the “Docs Missing In Accounting”

AR Prebilling

Center
GSFC

Month
June

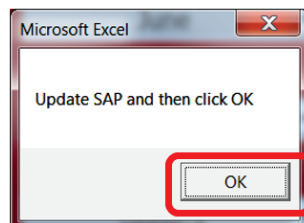
Fiscal Year
2019

Process
Docs Missing In Accounting

OK

1. Open blank Excel worksheet
2. Click on “Accounts Receivable” Add-in
3. Select “Monthly Billing” icon
4. In the “AR Prebilling” red box drop-downs, select:
 - a) Center (**NOTE:** multiple centers can be selected by holding down the Ctrl key and highlighting each center).
 - b) Month
 - c) Fiscal Year
 - d) Process = “Docs Missing In Accounting”
5. Click “OK”
6. If you have any changes to make in SAP - see Manual Steps below in B(C) (3), you can make them now in SAP and click “OK”. The macro will export your finished product after you click “OK”.

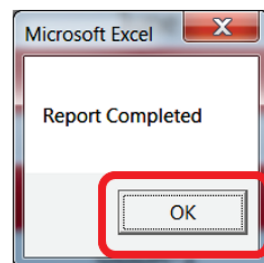
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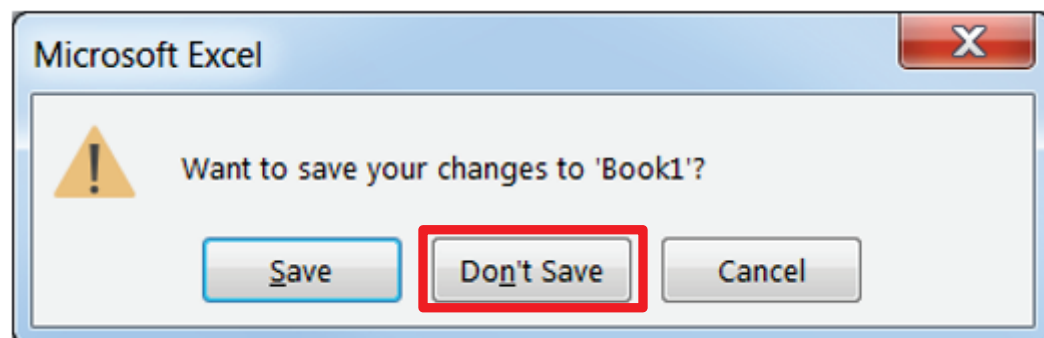
7. Click "OK".

NOTE: When you see this, your report has been automatically saved in your Monthly Billing folder on the N:Drive.

N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing\<CTR Billing>\<FYXXXX>\<Period - Month>\<CTR Missing in Accounting FYXXXX PXX>



NOTE: When you close your blank excel workbook, you will get this message. **BE SURE TO CLICK "DON'T SAVE" TO BOOK1.**



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D. Manual Steps (SAP) - Run the Documents Missing in accounting using T-Code ZFI_AR_R_BIL_NACC (un-posted documents). .

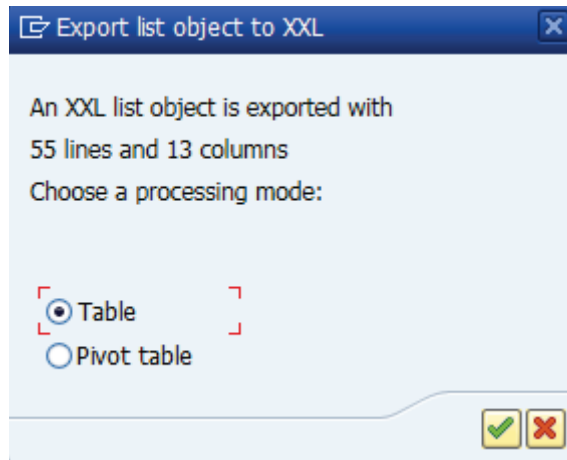
NOTE: If you received the “No Data was selected” message, screen shot the page and save in excel to your Monthly Billing folder on the N:Drive. Otherwise, export the data as a spreadsheet and save.

1. Click the “Export” icon.

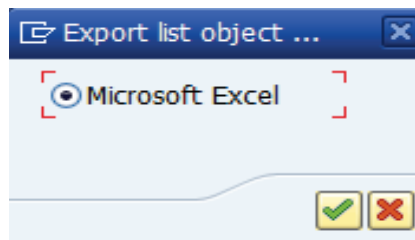
- a) Choose “Select from All Available Formats/Excel (In Existing XXL Format)”, then the green check mark (twice).

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b) Choose “Table” then click green check mark.



c) Click green check mark.



d) Excel: File – Save As:

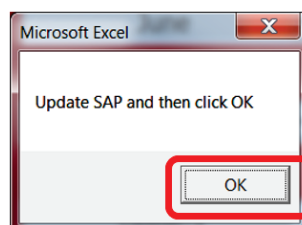
e) Save to N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing\Center\Fiscal Year\Month
Naming Scheme: “Center Abbrev Missing in Accounting FY20XX PXX”.

Example: (AFRC Missing in Accounting FY2019 P08)

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E. Macro (Excel) – Run the “Rejected Costs”

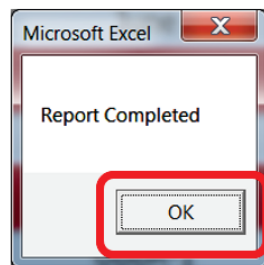
1. Open blank Excel worksheet
2. Click on “Accounts Receivable” Add-in
3. Select “Monthly Billing” icon.
4. In the “AR Prebilling” red box drop-downs, select:
 - a) Center (**NOTE:** multiple centers can be selected by holding down the Ctrl key and highlighting each center).
 - b) Month
 - c) Fiscal Year
 - d) Process = “Docs Missing In Accounting”
5. Click “OK”.
6. If you have any changes to make in SAP - see Manual Steps below in B(C)(3), you can make them now in SAP and click “OK”. The macro will export your finished product after you click “OK”.



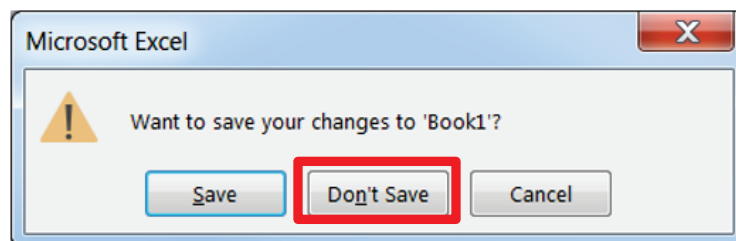
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7. Click "OK".

NOTE: When you see this, your report has been automatically saved in your Monthly Billing folder on the N:Drive.



NOTE: When you close your blank excel workbook, you will get this message. **BE SURE TO CLICK "DON'T SAVE" TO BOOK1.**



F. **Manual Steps (SAP) - Run the Rejected Costs** using T-Code **ZFI_AR_R_RRB_RJCT**

NOTE: If costs have been postponed 3 times or if costs have been rejected by Center, determine if cost can be billed. If so, un-reject cost. This report displays costs that while appearing on the Billing Register, will not bill because they have been "rejected".

1. Enter Business Area preceded by two zeroes into Sales Organization - 00XX Sales Order range 10420 to 99999. This displays bills that have been created by the billing module but are not posted in SAP. Click "Execute" icon (clock) at the top of the

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screen.

NOTE: If you received the “No Data was selected” message, screen shot the page and save in excel to your Monthly Billing folder. Otherwise, export the data as a spreadsheet and save.

1. If you have rejected costs to un-reject:
 - a) Double-click into the line item. (Make a note of the Sales Order Number)

Sales Ord	Item	Total Rejected	CO Object	Fund (DLI)	Cost Elem	TCurr	UM	Period	BusA	Pln
13565	000050	2,856.40								
17808	000040	1,704.74								
		4,561.14								

2. Double-click “RRB-Resource-Related Billing (DP91)”.

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NOTE: This is a back door into DP91.

3. DP91: Enter the SO number and hit “Enter”.

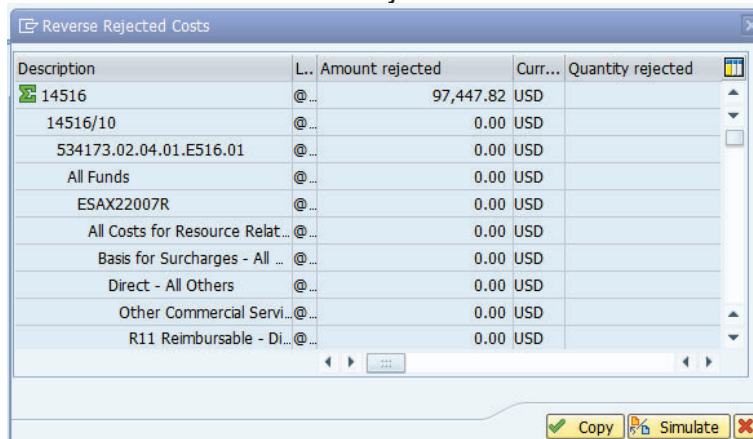
4. Click the “structure tree” icon to expand the panel to view all costs.

Description	Amt to be billed	Cur...	Qty to be billed	UM	% ...	Net value	Cur...
14516	97,447.82-	USD		*** **	100.00	97,447.82-	USD

5. Determine if it can be billed. If so you will need to “un-reject” this rejected costs.

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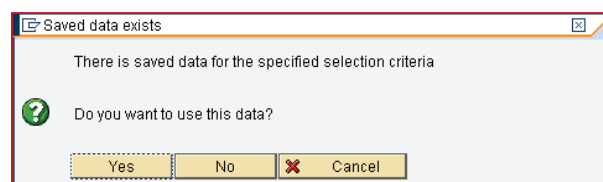
6. Select “Edit” and “Undo Rejection”.



Description	L.	Amount rejected	Curr...	Quantity rejected
14516	@	97,447.82	USD	
14516/10	@	0.00	USD	
534173.02.04.01.E516.01	@	0.00	USD	
All Funds	@	0.00	USD	
ESAX22007R	@	0.00	USD	
All Costs for Resource Relat...	@	0.00	USD	
Basis for Surcharges - All ...	@	0.00	USD	
Direct - All Others	@	0.00	USD	
Other Commercial Servi...	@	0.00	USD	
R11 Reimbursable - Di...	@	0.00	USD	

7. Notate the amount from the “Amount Rejected” column and then enter it into the “Amount Returned” column. Click the “Simulate” Button. Click the “Copy” Button. The cost will now appear in the “Open Amount Column”. Save it.

NOTE: When you next access the Sales order using DP91, you will be prompted. Respond by clicking the “Yes” button.



NOTE: You will need to “exclude” the line in your billing in DP91 so that it will not pull on the Billing Run.

NOTE: If cost nets to zero after the “Amount Rejected” refer to process “Run Pre-Billing Register and Analyze Billing, Step 3. E.”

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Subject: Accounts Receivable - Reimbursable

Resource-Related Billing Request: Initial Scr

Expenses Sales price Billing request

Sales and Distribution

Sales Document 21312

Sales Document Item to

Pricing

Pricing date

Source

Posting date to 07/31/2011

☐ Process Open Items Only

Multiple Selection for Item

Select Single Values Select Ranges Exclude Single Values Exclude Ranges

0..Single...

10

Multiple selection..

Billing request for resource-related billing document NS000360/07/28/2

Sales price Billing request

Amount Qty Percent

Description	S. Lo.	Original amount	Amt already billed	Amt already canceled	Open amount	Entry	Billing postpone	Amount postpone
21312		3,387,968.18	3,046,898.55	0.00	341,069.63		341,069.63	
21312/20		3,387,968.18	3,046,898.55	0.00	341,069.63		341,069.63	
921179.01.09.8799.11		3,387,968.18	3,046,898.55	0.00	341,069.63		341,069.63	
All Funds		3,387,968.18	3,046,898.55	0.00	341,069.63		341,069.63	
CASX12011R		3,387,968.18	3,046,898.55	0.00	341,069.63		341,069.63	
All Costs for Resource Relat.		3,387,968.18	3,046,898.55	0.00	341,069.63		341,069.63	
Basis for Surcharges - All		3,362,023.70	3,021,906.80	0.00	340,116.90		340,116.90	
Direct - All Others		3,362,023.70	3,021,906.80	0.00	340,116.90		340,116.90	
OPEXP Contract Operati.		3,362,023.70	3,021,906.80	0.00	340,116.90		340,116.90	
R11 Reimbursable - Dir.		1,017.81	1,017.81	0.00	0.00		0.00	
R11 Reimbursable - Dir.		286,226.48	286,226.48	0.00	0.00		0.00	
R11 Reimbursable - Dir.		154,907.76	154,907.76	0.00	0.00		0.00	
R11 Reimbursable - Dir.		2,579,754.75	2,579,754.75	0.00	0.00		0.00	
R11 Reimbursable - Dir.		340,116.90	0.00	0.00	340,116.90		340,116.90	
Basis for Surcharges - Lab.		19,908.48	18,955.75	0.00	952.73		952.73	

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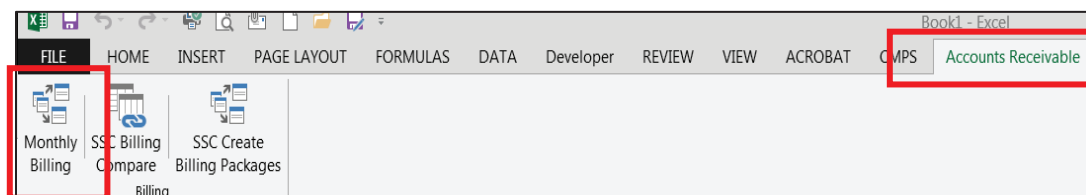
8. You will now see the line does not pull on the billing run. Save. This will keep the line from billing.

STEP 3. Account Maintainer- Run Reconciliation Reports.

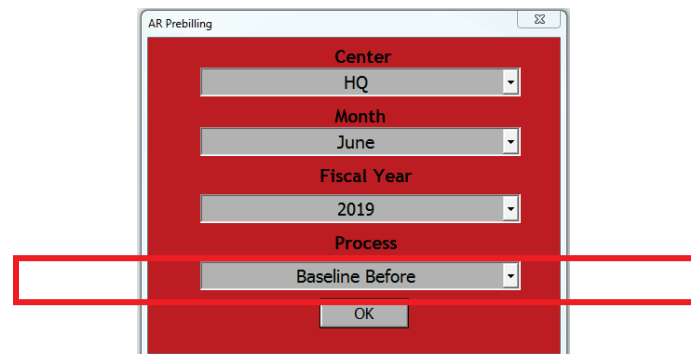
NOTE: STEP 3 – “A” (“1” & “2”) below should be run using the “Accounts Receivable - Monthly Billing” Add-In Macro. The manual steps in letter “A”, steps 1 and 2, should be used if the macro add-in is unavailable.

A. Macro (Excel) - Run the “Baseline Before” Reconciliation Report

1. Open blank Excel worksheet.
2. Click on “Accounts Receivable” Add-in.
3. Select “Monthly Billing” icon.
4. In the “AR Prebilling” red box drop-downs, select:
 - a) Center (**NOTE:** multiple centers can be selected by holding down the Ctrl key and highlighting each center).
 - b) Month
 - c) Fiscal Year
 - d) Process = “Docs Missing In Accounting”
5. Click “OK”.



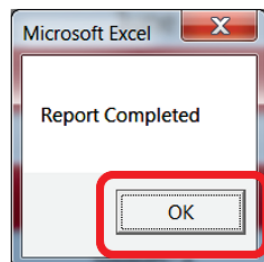
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The image shows a dialog box titled "AR Prebiling". It has a red background. Inside, there are five dropdown menus: "Center" (set to HQ), "Month" (set to June), "Fiscal Year" (set to 2019), "Process" (set to Baseline Before), and "OK". A red rectangular box highlights the "Process" dropdown menu.

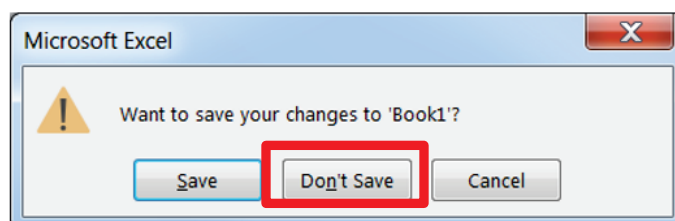
6. Click "OK".

NOTE: When you see this, your report has been automatically saved in your Monthly Billing folder on the N:Drive.



7. Click "OK".

NOTE: When you close your blank excel workbook, you will get this message. **BE SURE TO CLICK "DON'T SAVE" TO BOOK1.**



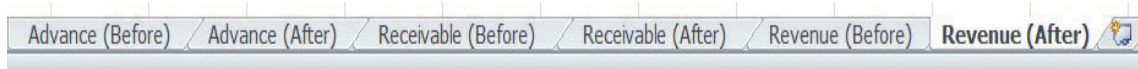
B. Manual Steps (SAP) – Reconciliation Reports using (Before and After)

NOTE: Reconciliations ensure that billing documents are properly posted in SAP and that the appropriate accounting "relationships" are maintained between the Proprietary books and Budgetary books. There are three

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reconciliations for Reimbursable Billing: Advances, Receivables and Revenues. Run the reports one at a time.

1. Open a new **Excel** workbook. This workbook will be used to save screen shots of the pre-billing **AND** post-billing reconciliations.
2. Label at tab at the bottom for each:
 - a) "Advance (Before)"
 - b) "Advance (After)"
 - c) "Receivable (Before)"
 - d) "Receivable (After)"
 - e) "Revenue (Before)"
 - f) "Revenue (After)"



3. Save the workbook in the Monthly Billing Folder on the N:Drive.
 - a) Save As: "HQ Baseline Recons FYXXXX PXX"
4. Run the "Baseline Before" Reconciliation Reports using T-Code RFMFGRCN_RP1.
 - a) ADVANCES

NOTE: (Compares accounts 2310 and 4222)

- i. Rule ID = Click the drop-down, select "Advances"

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Rule ID	Rule Name
ADVANCES	ITD 2310(REIM)=4222
ANTICIPRMB	Anticipated Reimbursable Reconciliation
ANTICPCOLL	Anticipated Collection 4060/4070 & 4590.2000
ANTICRECOV	Anticipated Recovery Recon 4310.XXXX/4590.1000
ANTICREIMB	Anticipated Reimbursable Recon 4210.XXXX/4590.0000
BUDGET	ITD 40XX-43XX=44XX-49XX
BUDGETOPROP	YTD 6100+6330+6400=49XX
CANCBUDG	CANCELLED FUNDS BUDGETARY ACCOUNTS CHECK
CANCPROP	CANCELLED FUNDS PROPRIETARY ACCOUNTS
CASH OUTLY	YTD Cash Outlay
DOWNWARDAD	YTD 4X7X = YTD 4310
DRCRRECON	DR/CR Recon by Business Area
EXPENDAPPR	YTD 5700=3107

ii. Click Execute (clock) at the top of the screen.

Select Saved Results

Rule ID: **ADVANCES**

iii. Populate the following five fields:

- "From Fiscal Year" = Current Fiscal Year
- "From period" = 00
- "To Fiscal Year" = Current Fiscal Year
- "To Period" = Current Period
- "Business Area" = Center BA

Specify Reconciliation Selection Criteria: Recon group FIN

Gen. Criteria: ITD 2310 REIM ITD 4222

Standard Criteria

Year/Period Selection

Starting/ending fiscal period

From fiscal year: 2019

From period: 00

To fiscal year: 2019

To period: 09

Posting period: [] to []

Selection fields for this rule

Agency Location Code: [] to []

Business Area: 10 to []

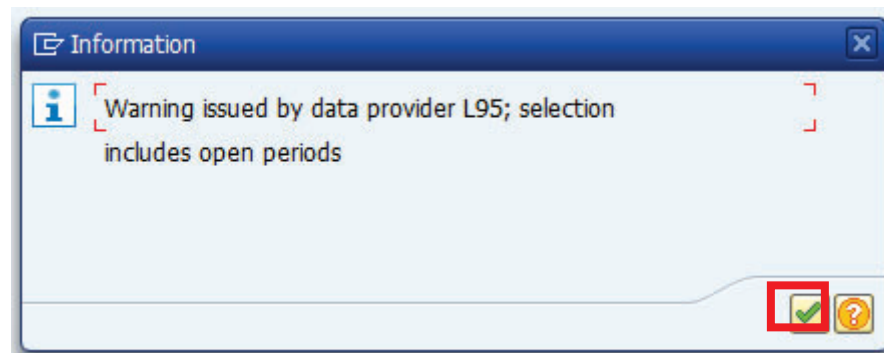
iv. Click Execute (clock) at the top of the screen.

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Specify Reconciliation Selection Criteria: Recon group FIN



v. Click green check mark.



Reconciliation Analysis: ITD 2310(REIM)=4222

Subtotal / Fund / Funds Ctr	ITD 2310 REIM	- ITD 4222	Difference
Total	209,450,315.33	209,450,315.33	
CASX12011R	0.00	0.00	
CASX12012R	0.00	0.00	
CASX22009R	0.00	0.00	
CASX22010R	0.00	0.00	
CASX22013R	19,146.98	19,146.98	

- vi. Use Alt+Print Screen to copy the reconciliation screen.
- vii. Paste (Ctrl+V) into the appropriate “(Before)” tab in the Excel workbook. (May have multiple screen shots to capture the full view)
- viii. Review “Difference” Column
 - ix. **The “Difference” column should be blank.** If it is not blank during pre-billing recons, this means an action was likely executed by the Center. Even if you do show a dollar amount in this column, make sure it matches again when you run the recon again after billing. This is a snapshot “prior to” and “after” billing.
 - x. If there is an item in the “Difference” column during pre-billing, research to ensure it is not an item requiring NSSC action for clearing. If not, email your Center POC

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and let them know so they can research and clear the issue.

b) RECEIVABLE

NOTE: (Compares accounts 1310 and 4251)

- i. Repeat steps from “Advance” as listed above, with the following adjustment:
- ii. Run ID = Receivable

The screenshot shows a software interface titled "Reconciliation Analysis Report". Below the title bar, there are three icons (a green checkmark, a document, and an information icon) followed by the text "Select Saved Results". Below this, there is a field labeled "Rule ID" which contains the text "RECEIVABLE". To the right of the text in the field is a small document icon.

c) REVENUES

NOTE: (Compares accounts 5200 to the sum of 4251 & 4252)

- i. Repeat steps from “Advance” as listed above, with the following adjustments:

d) Run ID = Revenues

The screenshot shows a software interface titled "Reconciliation Analysis Report". Below the title bar, there are three icons (a green checkmark, a document, and an information icon) followed by the text "Select Saved Results". Below this, there is a field labeled "Rule ID" which contains the text "REVENUES". To the right of the text in the field is a small document icon.

- i. From Period = 01

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The screenshot displays a software interface for setting standard criteria. The main section is titled 'Standard Criteria' and contains a 'Year/Period Selection' sub-section. Within this sub-section, there are four input fields: 'From fiscal year' (set to 2014), 'From period' (set to 01), 'To fiscal year' (set to 2014), and 'To period' (set to 06). A callout box labeled 'REVENUE' has an arrow pointing to the 'From period' field. Below these fields is a 'Posting period' section with two empty input boxes and a 'to' label, followed by a dropdown arrow. At the bottom, there is a 'Selection fields for this rule' section with two rows: 'Agency Location Code' with two empty input boxes and a 'to' label, and 'Business Area' with the value 51 in the first input box, a 'to' label, and an empty input box. Both rows in the bottom section have dropdown arrows to their right.

NOTE: At the end of each Fiscal Year, “Revenues” are zeroed, so balances are not carried over to the next fiscal year.

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PROCESS – RUN PRE-BILLING REGISTER AND ANALYZE BILLING

STEP 1. **Center** – Establish Reimbursable Agreements and Sales Orders

- A. The reimbursable process begins at the NASA Centers with the identification of the need to complete work for another government agency. The Centers are responsible for the creation and acceptance of the agreement. Once the Reimbursable agreements are accepted, the Center creates or updates a sale order(s) based on the information from the Reimbursable agreement in SAP.

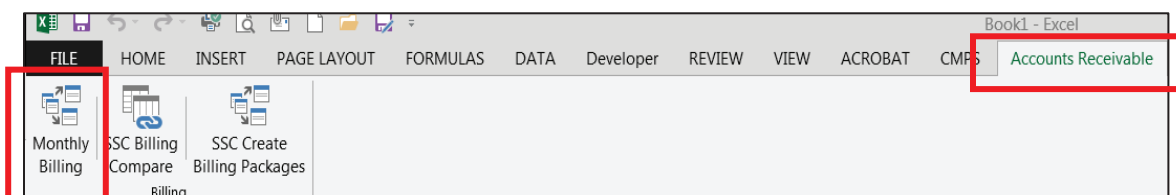
NOTE: The SO is based on the information provided by the reimbursable agreement that includes, but is not limited to customer information, expiration date of agreement, address, etc. Before the SO can be posted, a Work Breakdown Structure (WBS) must be established through Master Data Management (MdM) and uploaded into SAP. The Estimated Price Report [(EPR) is used to post the budget.

STEP 2. **Account Maintainer**– Run & verify accuracy of preliminary billing (Control Activity)

NOTE: STEP 2 – “B,” “C,” and “D” and STEP 3 – “A,” “B,” and “C” below should be run and analyzed using the “Accounts Receivable - Monthly Billing” Add-In.

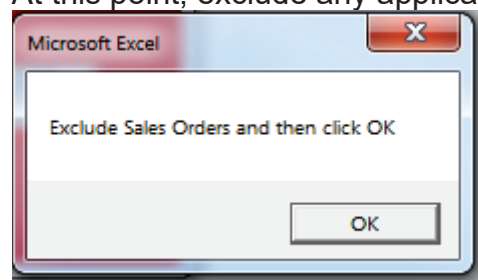
A. **Macro Steps** – Run PBR

1. Open blank Excel Worksheet.
2. Click on “Accounts Receivable” Add-in.
3. Select “Monthly Billing” icon.



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4. In the “AR Prebilling” red box, select the following:
 - a) Center **NOTE:** multiple centers can be selected by holding down the Ctrl key and highlighting each center).
 - b) Month
 - c) Fiscal Year
 - d) Process = Preliminary Billing Reg
5. Click Ok.
6. At this point, exclude any applicable sales orders.



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7. Go to SAP and click on the Multiple Selections next to Sales Order.

Customer Sales Order Billable Balances

Report Selection Criteria.

Business Area	24	to		
Customer		to		
Sales Order No.	10420	to	99999	
Fund		to		
WBS Element		to		
Fiscal Year & Period		to		

Cost of To Be Billed Amount:

☒ Do NOT List \$0.00 ToBe Billed

8. Enter Sales Order to exclude if applicable and click cop .

Multiple Selection for Sales Order No.

Select Single Values Select Ranges (1) Exclude Single Values Exclude Ranges

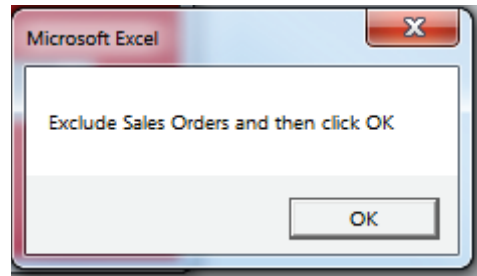
0. Single value

12345

Multiple selection..

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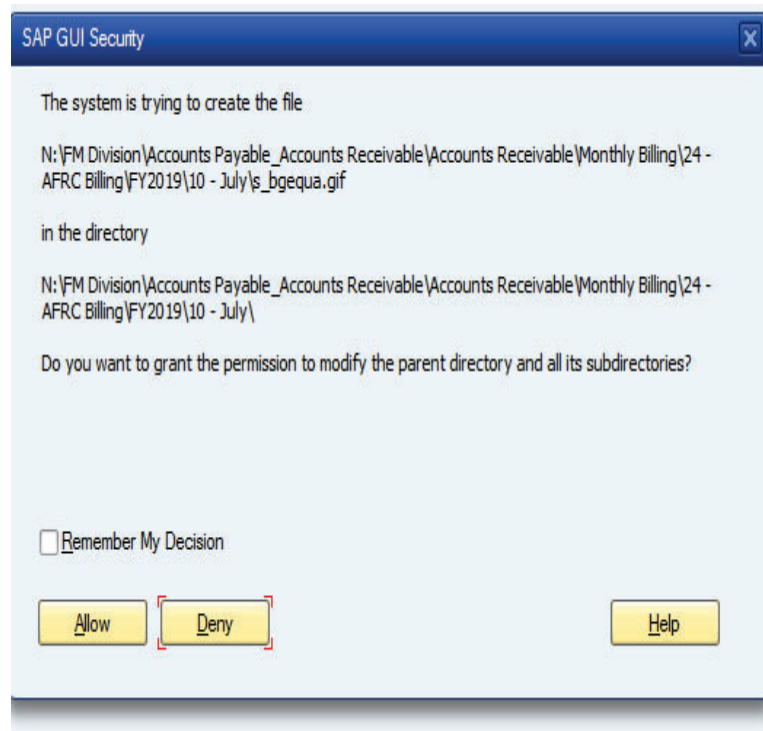
9. Once excluded Sales Order have been entered, click OK.



10. The macro will execute the PBR and will save to the N Drive.

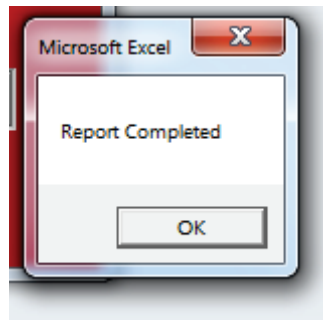
11. The macro will also save the html file.

- a) Click Allow to transfer the file to the N drive.



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12. Report has been completed.



13. The Macro has formatted the PBR and completed a preliminary analysis (See Step 3 A, B, C, D, E and F).

- If the number in the "Cust #" column is 5 digits or more, validate an advance is **not** available in the "Advance" column for "SO Line" at each "SO line" change (0010, 0020, etc.). Highlight each line under that Sales Order in pink.
 - Exception: If the customer number is 102124, 102132, 102133, 105856, 102139, 102142, 102888, 102138, 105855, 116715, 102135, 105856, 105857, 105858, 107833, 111622 or 111623 for BA 64-SSC, do **not** highlight in pink as these will never have an Advance. For these, type "E-mail Only" on the sales order's "Total" line in the "Other Reason" column.
- If the number in the "Cust #" column is 5 digits or more, validate an advance **is** available on the sales order "Total" line. Type "Advance" on the sales order's "Total" line in the "Other Reason" column.
 - Exception: Also include customer numbers 3406, 3862 and 4382 for BA 21-ARC in the above check. Even though these are not 5-digits, they are also "advance customers."
- If the number in the "Cust #" column is 4 digits **and** the "To be Billed" column has no credit amounts, type "Federal" on the sales order's "Total" line in the "Other Reason" column.
- On any sales order with multiple "SO Line" numbers, any of which are listed as a "Net Credit" in the "Other Reason" column; if the sum of a line item is a debit, highlight the rows of that line item number yellow and type "Force" in the "Other Reason" column.

14. Account Maintainer will perform a complete analysis of the PBR (See Step 3).

NSSC Account Maintainer runs a Preliminary Billing Report (PBR) using the ZFI_AR_Billing T-Code to analyze each bill for sufficient funding. When the preliminary bill is created, advances received are recognized as income in SAP.

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B. **Manual Steps** - Run PBR using T-Code ZFI_AR_BILLING on date as outlined on OCFO monthly processing schedule. (Manual steps only to be executed if the Macro is unavailable)

1. Enter information into the following fields: Business Area, Sales Order Number Range.
2. Click the arrow next to the range fields to enter SO to be Excluded.

NOTE: utilize the “Center Request to Exclude Sales Orders from Reimbursable Billing” form.

3. Check the “Do Not List \$0.00 to Be Billed.”

Customer Sales Order Billable Balances

Report Selection Criteria:

Business Area	64	to		[Arrow]
Customer		to		[Arrow]
Sales Order No.	10420	to	99999	[Arrow]
Fund		to		[Arrow]
WBS Element		to		[Arrow]
Fiscal Year & Period		to		[Arrow]

Cost of To Be Billed Amount:

☒ Do NOT List \$0.00 ToBe Billed

4. Once the report has been executed, export the PBR to Excel.
5. Click List → Export → Spreadsheet.
6. Click on the button for “All Available Formats” and select “Excel (in existing XXL Format)” from the drop-down menu.
7. Click the checkmark to continue.
8. Select the “Table” button from the options and click the checkmark.
9. An Excel window will open to display the exported report. Save file to: N:\FM Division\Accounts Payable_Accounts

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Receivable\Accounts Receivable\Monthly Billing\Center\Fiscal Year\Month\Center PBR FY20XX PXX".

10. Once the Excel file has been saved, save PBR-HTML file.



11. Hit Back Button.

12. Click List → Save/Send → File to export this screen (which shows all of the sales orders you excluded as well as the date and time of the report).

13. Save as an HTML file in your monthly billing folder.

14. Save file to: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing\Center\Fiscal Year\Month\Center PBR FY20XX PXX".

NOTE: Close the file that was previously saved and reopen it before formatting will be lost. Run Preliminary_Billing_Register macro in Excel.

STEP 3. Account Maintainer– Analyze Preliminary Billing Report to identify postponed costs and sufficient advance amounts.

A. Direct and Cancelled Funds. (Manual steps only to be executed if the Macro is unavailable)

1. Use T-Code FM5S to determine if a fund is cancelled.

NOTE: The NSSC will only postpone costs and will not cancel any cost unless directed in writing by Center. However, costs will be automatically cancelled by SAP, if postponed for three consecutive months.

Cancelled funds: though the SAP system will not allow billing on a cancelled fund, you will have to filter on the "fund" column and any line items on cancelled funds will need to be copied over to the "Other" column on your PBR. You can use T-Code FM5S to determine fund is cancelled.

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NOTE: The “Reversal Date” is the date the fund cancels.

2. Direct funds: you will have to filter on the “fund” column. Any line items on a “Direct” fund (a fund that ends with a “D”) will need to be postponed and the amount copied over the “Other” column on your PBR. How to Filter in Excel: On the Excel “data” tab at the top of the screen, select “Filter”. Click on the filter icon (it looks like a down arrow) beside the word “Fund” in column header. Select the funds which you want to research and postpone if necessary and copy amount to the “other” column on the PBR.

B. Advances (Manual steps only to be executed if the Macro is unavailable)

1. Review Outstanding Advances column in the PBR to determine if there is sufficient advance to bill the costs.

NOTE: Though the SAP system will not allow billing on a sales order where the “to be billed” amount is greater than the available advance, you will need to analyze the PBR and adjust. The Advance must be on

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the same Fund/WBS line as the costs to be billed in order to liquidate the Advance. If there are multiple rows with same Sales Order line item, there may be sufficient advance. Consider all rows with the same sales order line items together.

NOTE: Most 6-digit (non-federal) customers have advances, so the formula in the “Adv<Bill ZCOM” column checks for these by comparing the “To Be Billed” column to the “Advances” column, however, some less than 6-digit customers (federal customers) are also advance customers, so you will need to manually scan the “Advances” column for these.

2. Review All amounts in the “Adv<Bill ZCOM” column carefully-you will need to adjust.
3. If the advance covers all costs on the Sales Order Line item, type a “0” over the amount in the “Adv <Bill ZCOM”. The totals will adjust automatically.

Customer No:	Sales Order	SO Line	WBS Element	Fund	Advances	To be Billed	Credit	Adv<Bill ZCOM	Other	Available to be Billed
109395	17896	000020	340917.01.04.01.M714.12	CASX12012R	35,536.44	187.35	0.00	0.00		187.35
109395	17896	000020	340917.01.04.01.M714.12	CASX12012R	0.00	760.16	0.00	760.16		0.00
22714 Total					35,536.44	947.51	0.00	0.00	0.00	87.35

Customer No:	Sales Order	SO Line	WBS Element	Fund	Advances	To be Billed	Credit	Adv<Bill ZCOM	Other	Available to be Billed
109395	17896	000020	340917.01.04.01.M714.12	CASX12012R	35,536.44	187.35	0.00	0.00		187.35
109395	17896	000020	340917.01.04.01.M714.12	CASX12012R	0.00	760.16	0.00	0.00		760.16
22714 Total					35,536.44	947.51	0.00	0.00	0.00	947.51

4. If the advance will not cover all costs to be billed for the Sales Order Line item, bill cost up to the amount of the advance and postpone the remainder.

Customer No:	Sales Order	SO Line	WBS Element	Fund	Advances	To be Billed	Credit	Adv<Bill ZCOM	Other	Available to be Billed
107595	18057	000010	904518.03.04.9713.01	ESAX22006R	0.00	0.00	0.00	0.00		0.00
107595	18057	000020	904518.03.04.9714.01	ESAX22006R	2,949.07	3,610.09	0.00	661.02		2,949.07
13065 Total					2,949.07	3,610.09	0.00	661.02	0.00	2,949.07

- C. Net Credits at the SO Line Item (SOLI): Costs are to be analyzed on the PBR at the SOLI level (Manual steps only to be executed if the Macro is unavailable).

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1. Agency Applications Office (AAO) created a User Exit in SAP to postpone Net Credits automatically. If a SO has only one line item and the cost is a net credit, SAP postpones automatically.
2. Credit items should be billed as long as they are offset by debit costs within the same SOLI. Then, all other line items (without credit costs) can be lumped together and billed as one.

Cust #	SO	SO Line	WBS Element	Fund	Commitment Item	Advances	To be Billed	Credit	Adv<Bill ZCOM	Other	Available to be Billed	
911	13611	10	51R-615-40-4068-001	CASX12011R	OTHER	\$0.00	(\$50.00)	\$0.00	\$0.00	\$0.00	(\$50.00)	Bill 1 (\$250)
911	13611	10	51R-615-40-4068-001	CASX12011R	OTHER	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	
911	13611	10	51R-615-40-4068-001	CASX12011R	OTHER	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	
911	13611	20	51R-615-40-4068-002	CASX12012R	OTHER	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	Bill 2 (\$800)
911	13611	30	51R-615-40-4068-003	CASX22013R	OTHER	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	
		13611 Total						ZERO out			\$1,050.00	

NOTE: SAP User Edits: Sales orders with only one line item: If the credit is larger than the debit, the Sales Order will not bill.

3. Sales Orders with multiple line items (any of which contain credits), the Sales Order will not bill automatically. If you have a SOLI for example, SOLI 10, with debit and credit costs, the SO line item can be billed if the net cost is positive. If the SO has more than one line item to be billed, create a billing request for SOLI 10, and put any other SO line items on another bill.

Cust #	SO	SO Line	WBS Element	Fund	Commitment Item	Advances	To be Billed	Credit	Adv<Bill ZCOM	Other	Available to be Billed	"Other" Reason
911	14819	10	51R-615-40-4068-001	CASX12011R	OTHER	\$0.00	(\$300.00)	(\$300.00)			\$0.00	CREDIT LARGER THAN DEBIT
911	14819	10	51R-615-40-4068-001	CASX12011R	OTHER	\$0.00	\$100.00	\$0.00		\$100.00	\$0.00	
911	14819	10	51R-615-40-4068-001	CASX12011R	OTHER	\$0.00	\$0.00	\$0.00			\$0.00	
911	14819	10	51R-615-40-4068-001	CASX12011R	OTHER	\$0.00	\$50.00	\$0.00		\$50.00	\$0.00	CREDIT LARGER THAN DEBIT
911	14819	10	51R-615-40-4068-001	CASX12011R	OTHER	\$0.00	\$0.00	\$0.00			\$0.00	
		14819 Total					(\$150.00)	(\$300.00)		\$50.00	\$0.00	

4. Sales Orders with only one line item: If the debit is larger than the credit, the Sales Order will bill.

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Cust #	SO	SO Line	WBS Element	Commitment			To Be Billed	Credit	Adv<Bill	Other	Available to be Billed	"Other" Reason
				Fund	Item	Advances			ZCOM			
911	14819	10	51R-615-40-4068-001	CASX12011R	OTHER	\$0.00	(\$300.00)	\$0.00			(\$300.00)	
911	14819	10	51R-615-40-4068-001	CASX12011R	OTHER	\$0.00	\$300.00	\$0.00			\$300.00	
911	14819	10	51R-615-40-4068-001	CASX12011R	OTHER	\$0.00	\$0.00	\$0.00			\$0.00	
911	14819	10	51R-615-40-4068-001	CASX12011R	OTHER	\$0.00	\$50.00	\$0.00			\$50.00	
911	14819	10	51R-615-40-4068-001	CASX12011R	OTHER	\$0.00	\$0.00	\$0.00			\$0.00	
		14819 Total					\$50.00	\$0.00		\$0.00	\$50.00	
										Zero out the credit of \$300.00 that the formula pulled here.		

D. Solely Travel costs exceeded Advance Amount

1. Postpone the costs that exceed the advance amount so that a bill equal to the advance can be generated based on Step 1 of the Postponing Billable Cost Process.
2. Liquidate bill with advance based on the Liquidation of Advances Process Step 2.
3. Bill again so that the costs that exceed the advance can be billed to the customer.

NOTE: If an advance is not available, the Center will have worked this with the customer. In most cases an advance is required. (The SO amount should be adequate to cover the costs. The commitments/obligations would not have been allowed to post if they exceeded the budget.)

- E. Debit and Credit Cost that Net to Zero - If you notice on the PBR or a center requests credit cost and debit cost be billed that net to zero and the credit or debit cost is rejected.
1. To "un-reject" cost use Process – Pre-Billing Activities, Step 2. C. 3 thru 6.
 2. Postpone the debit cost in DP91 and create the billing request.
 3. To create invoice the credit cost use T-code VF01. Then create the billing request for the debit cost in DP91, then create the invoice using VF01.
 4. Then clear invoices using T-code F-30 with "AB" – "Transfer posting with clearing".

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- F. Federal Customer under \$1.00 – If the customer total on a Federal customer is under \$1.00, DP96 will not auto bill. If the invoice is not an IPAC customer (Mail Only, Faxed, Emailed or Advance), the bill will need to be manually created via DP91.

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PROCESS – POSTPONE BILLABLE COSTS

STEP 1. Account Maintainer– Postpone bills (Control Activity)

NOTE: Postponed bills reappear on the following month's billing request. All postponed bills are recorded on the Postponed Billing Worksheet.

A. Once costs have been determined to be postponed, start the transaction using the menu path or transaction code DP91.

1. Enter information into the following fields: “Sales Document” (SO #), change “Posting date to” Last day of Month.

NOTE: If a year shows up under the posting date, delete it and Execute (Enter Key).

Resource-Related Billing Request: Initial Screen

Expenses Sales price Billing request

Sales and Distribution

Sales Document 19305

Sales Document Item to

Pricing

Pricing date

Source

Posting date to 04/30/2010

☐ Process Open Items Only

SD Search Criteria

Purchase order no.

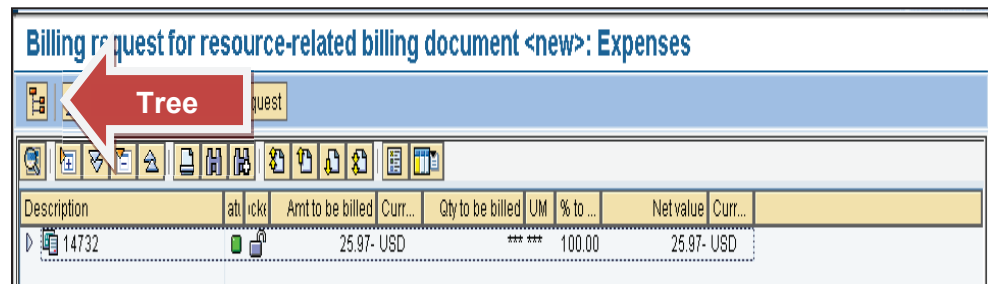
Sold-to party

WBS Element

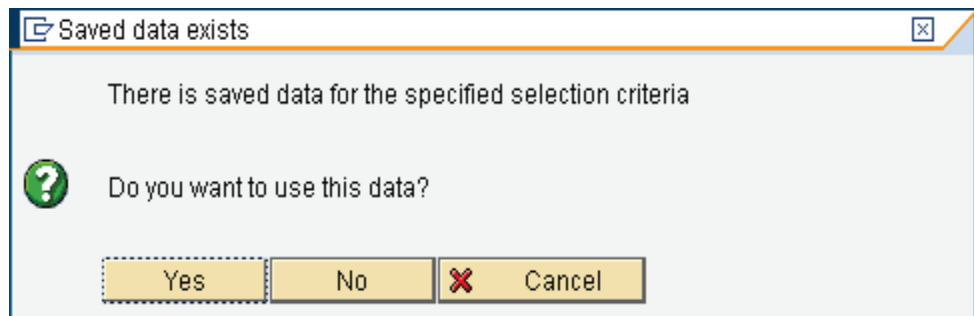
Conduct Search

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- Click the “Show/hide Structure tree.” Enter Amounts to postpone in the “Amount postponed” column. Click Save.



- If the following question appears in SAP, “Do you want to use saved Data?” select “No”. Only select “Yes” if it is data you’ve changed and saved. This guards against processing bills on which the Center has adjusted.



- To postpone cost in DP91, select Billing, postpone (vs. reject bill) and zero out amounts or reduce the amounts to be postponed on the line items in the “Amt to be billed” column. Ensure the amount being postponed moves to the Postponed column before saving or put amount to be postponed into the “Amount Postponed” column and zero the “Amount to be billed” column then hit Enter.

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Billing request for resource-related billing document <new>: Expenses

Amount Qty Percent

Description	S.	Lo.	Original amount	Amnt already billed	Amnt already canceled	Open amount	Amnt to be billed	Amou
14732			67,876.76	67,902.73	0.00	25.97-	25.97-	
1473210			67,876.76	67,902.73	0.00	25.97-	25.97-	
659877.02.02.937K.01			67,876.76	67,902.73	0.00	25.97-	25.97-	
All Funds			67,876.76	67,902.73	0.00	25.97-	25.97-	
ESAX22007R			67,876.76	67,902.73	0.00	25.97-	25.97-	
All Costs for Resource Relate...			67,876.76	67,902.73	0.00	25.97-	25.97-	
Basis for Surcharges - All Ot...			59,735.76	59,761.73	0.00	25.97-	25.97-	
Direct - All Others			59,735.76	59,761.73	0.00	25.97-	25.97-	
Other Commercial Service			45,380.50	45,406.47	0.00	25.97-	25.97-	
R11 Reimbursable - Dire			12,236.96	12,175.72	0.00	61.24	61.24	
R11 Reimbursable - Dire			33,143.54	33,203.56	0.00	60.02-	60.02-	
R11 Reimbursable - Dire			0.00	27.19	0.00	27.19-	27.19-	
OPEXP Sup & Mat Fuels &			14,478.50	14,478.50	0.00	0.00	0.00	
R11 Reimbursable - Dire			14,478.50	14,478.50	0.00	0.00	0.00	
Discounts Taken			123.24-	123.24-	0.00	0.00	0.00	
R11 Reimbursable - Dire			42.45-	42.53-	0.00	0.08	0.08	
R11 Reimbursable - Dire			26.02-	25.97-	0.00	0.05-	0.05-	
R11 Reimbursable - Dire			54.74-	54.74-	0.00	0.00	0.00	
R11 Reimbursable - Dire			0.03-	0.00	0.00	0.03-	0.03-	
CM&O Assessments			8,141.00	8,141.00	0.00	0.00	0.00	

NOTE: Use DP91 to postpone cost and create individual billing request or save data to be used when DP96 is run to create the billing requests.

NOTE: Unlike rejected amounts, postponed amounts will be included as billable in the next month's PBR unless postponed three consecutive times.

NOTE: Total all postponed costs and use with total PBR above to reconcile with Billing in VF04.

B. Trouble Shooting DP91

1. If you cannot get past the initial screen, check to ensure no year is entered.
2. If you receive a "hard error" (e.g., Cumulative amt billed will exceed SO Line #####/## value) and cannot save changes when trying to save postponed cost, consider the following:
 - a) Copy the amount over to both the "Other" column and the "Hard Error" column on the PBR.

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b) If it is a Line Item causing the issue, you will need to exclude the Line Item (Instructions below).

i. DP91 – Locating WBS Line Quickly

The screenshot shows the SAP 'Resource-Related Billing Request: Initial' screen. It includes tabs for 'Expenses', 'Sales price', and 'Billing request'. The 'Sales and Distribution' section contains fields for 'Sales Document' (12345) and 'Sales Document Item'. A red arrow points to the 'Sales Document' field with the label 'Sales Order'. The 'Pricing' section has a 'Pricing date' field. The 'Source' section has a 'Posting date to' field (04/30/2010) and a checkbox for 'Process Open Items Only'. A red arrow points to the 'Posting date to' field with the label 'Last day of month'. The 'SD Search Criteria' section has fields for 'Purchase order no.', 'Sold-to party', and 'WBS Element'. A 'Conduct Search' button is at the bottom. A yellow box with the text 'Click the arrow by Sales Document' points to the arrow icon next to the 'Sales Document' field. Below the main screen is a 'Multiple Selection for Item' dialog box with tabs for 'Select Single Values', 'Select Ranges', and 'Exclude Single Values'. The 'Select Single Values' tab is active, showing a list of items with a search bar and a 'Single...' button. The bottom of the dialog box has a toolbar with various icons and a 'Multiple selection..' button.

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ii. Click Binocular (Find) icon.

Billing request for resource-related billing document NS000559/02/25/2

Sales price | Billing request

Amount | Qty | Percent

Reject All | Entry | Billing, postpone

Description	S. Lo.	Original amount	Amt already billed	Amt already canceled	Open amount	Amt to be billed	Amount postponed
13216	13216/10	3,760,349.59	3,760,551.48	0.00	201.89		
685771.01.04.9S26.03	13216/10	599,049.12	599,049.12	0.00	0.00		

Find

Description: 23R-319-03-9S26-01

Choose "Exclude Single Values" Tab

✓ ✗

iii. Enter WBS (you can copy and paste from the PBR workbook) and hit "Enter". This takes you directly to the WBS without having to scroll through the entire sales order.

C. Billable Cost Cancelled

1. If a billable cost needs to be cancelled, reject the cost using T-Code DP91.

[DP91 - Create Resource-Related Billing Request \(End User Procedure\)](#)

NOTE: Contrary terms in DP91; use "Billing, Postponed" to reject cost; use "Billing, Reject" to postpone cost.

NOTE: DP96 is used to create batch billing requests. Adjustments may be made in DP91 for a cost posted against a SO. However, once the adjustments are completed, the user saves the data. When DP96 is executed, the program picks up the adjusted data for each SO as well as all SO that are billed for their entire cost. The result is all billing requests are generated automatically.

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PROCESS – FY TRAVEL ACCRUALS POSTPONEMENTS

Travel Accrual Postponements - There are times of the year when the center will request that Travel Accruals be postponed. One such time of the year is fiscal year end. When these requests are received and approved by L3, the following process must be followed.

STEP 1. Account Maintainer– Receive travel accrual information via e-mail from AAO. The e-mails are submitted the day before Fiscal Year End billing is performed.

RMB accruals													
Co Code	Bus. Area	GL Account	Fund	Center	Fund	Commitment	Func Area	Funded	Pr	FI Docume	FI Doc LI	FMAC Am	Sales Order
NASA	51	6100.211	51	CASX2201	2100	CASP	313229.20	1.01E+08	1	34.26	26523	740	
NASA	51	6100.218	51	CASX2201	2100	CASP	313229.01	1.01E+08	1	1260.2	26523	80	
NASA	51	6100.218	51	CASX2201	2100	CASP	313229.01	1.01E+08	1	424.80	26523	80	
NASA	51	6100.218	51	CASX2201	2100	CASP	313229.01	1.01E+08	1	21.27	26523	80	
NASA	51	6100.211	51	CASX2201	2100	CASP	313229.20	1.01E+08	1	714.55	26523	740	
NASA	51	6100.211	51	CASX2201	2100	CASP	313229.20	1.01E+08	1	2192.0	26523	740	
NASA	51	6100.218	51	CASX2201	2100	CASP	313229.01	1.01E+08	1	21.27	26523	80	
NASA	51	6100.218	51	CASX2201	2100	CASP	313229.01	1.01E+08	1	309.80	26523	80	
NASA	51	6100.218	51	CASX2201	2100	CASP	313229.01	1.01E+08	1	21.27	26523	80	
NASA	51	6100.218	51	CASX2201	2100	CASP	313229.01	1.01E+08	1	1122.4	26523	80	
NASA	51	6100.212	51	CASX1201	2100	CASP	506706.01	1.01E+08	1	37.11	24112	20	
NASA	51	6100.218	51	CASX2201	2100	CASP	329527.01	1.01E+08	1	21.27	26683	10	
NASA	51	6100.218	51	CASX2201	2100	CASP	313229.01	1.01E+08	1	557.80	26523	80	
NASA	51	6100.212	51	CASX1201	2100	CASP	506706.01	1.01E+08	1	21.27	24112	20	
NASA	51	6100.212	51	CASX1201	2100	CASP	506706.01	1.01E+08	1	53.25	24112	20	

STEP 2. Account Maintainer– Save and format travel accrual report.

A. Save file to: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing\Center\Fiscal Year\Month”Center Travel Accruals FY20XX PXX.

Note: The file may be sent to the NSSC as a Unicode Text field. When the file is saved on the N drive, make sure it is saved as an Excel spreadsheet.

B. Copy data to a new tab, label the first tab as “Raw Data” and second tab as “Travel Accruals”.

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C. Delete the following rows: “RMB accruals” row and any blank rows at the top, so the Header Row is on Row1.

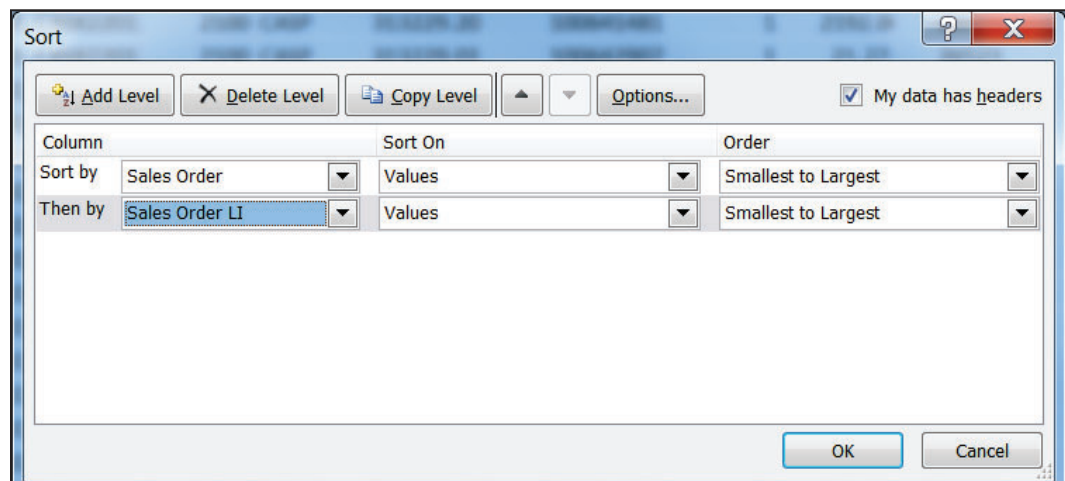
D. Highlight the “FMAC Amount Column”, Select “Ctrl” + “F” , Select “Replace” Tab, Find what = “-” and Replace with = “ ”, Click “Replace All” Button, Put “FMAC Amount” column in “Accounting” Format. Your spreadsheet can now be sorted and subtotaled.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Co Code	Bus. Area	GL Account	Fund Cent	Fund	Commitm	Func Area	Funded Pr	FI Document	FI Doc LI	FMAC Amount	Sales Order	Sales Order LI	
2	NASA	51	6100.211	51	CASX2201	2100	CASP	313229.20	1.01E+08	1	34.26	26523	740	
3	NASA	51	6100.218	51	CASX2201	2100	CASP	313229.01	1.01E+08	1	1260.2	26523	80	
4	NASA	51	6100.218	51	CASX2201	2100	CASP	313229.01	1.01E+08	1	424.80	26523	80	
5	NASA	51	6100.218	51	CASX2201	2100	CASP	313229.01	1.01E+08	1	21.27	26523	80	
6	NASA	51	6100.211	51	CASX2201	2100	CASP	313229.20	1.01E+08	1	714.55	26523	740	
7	NASA	51	6100.211	51	CASX2201	2100	CASP	313229.20	1.01E+08	1	2192.0	26523	740	
8	NASA	51	6100.218	51	CASX2201	2100	CASP	313229.01	1.01E+08	1	21.27	26523	80	
9	NASA	51	6100.218	51	CASX2201	2100	CASP	313229.01	1.01E+08	1	309.80	26523	80	
10	NASA	51	6100.218	51	CASX2201	2100	CASP	313229.01	1.01E+08	1	21.27	26523	80	
11	NASA	51	6100.218	51	CASX2201	2100	CASP	313229.01	1.01E+08	1	1122.4	26523	80	
12	NASA	51	6100.212	51	CASX1201	2100	CASP	506706.01	1.01E+08	1	37.11	24112	20	
13	NASA	51	6100.218	51	CASX2201	2100	CASP	329527.01	1.01E+08	1	21.27	26683	10	
14	NASA	51	6100.218	51	CASX2201	2100	CASP	313229.01	1.01E+08	1	557.80	26523	80	
15	NASA	51	6100.212	51	CASX1201	2100	CASP	506706.01	1.01E+08	1	21.27	24112	20	
16	NASA	51	6100.212	51	CASX1201	2100	CASP	506706.01	1.01E+08	1	53.25	24112	20	
17	NASA	51	6100.218	51	CASX2201	2100	CASP	329527.01	1.01E+08	1	318.80	26683	10	
18	NASA	51	6100.218	51	CASX2201	2100	CASP	313229.01	1.01E+08	1	21.27	26523	80	
19	NASA	51	6100.218	51	CASX2201	2100	CASP	313229.01	1.01E+08	1	1042.9	26523	80	
20	NASA	51	6100.212	51	CASX2201	2100	CASP	313229.01	1.01E+08	1	10.75	26523	120	
21	NASA	51	6100.213	51	CASX2201	2100	CASP	313229.04	1.01E+08	1	21.27	26523	350	
22	NASA	51	6100.218	51	CASX2201	2100	CASP	313229.01	1.01E+08	1	1770.4	26523	80	
23	NASA	51	6100.212	51	CASX2201	2100	CASP	313229.01	1.01E+08	1	252.90	26523	120	
24	NASA	51	6100.212	51	CASX2201	2100	CASP	313229.01	1.01E+08	1	426.55	26523	120	
25	NASA	51	6100.211	51	CASX1201	2100	CASP	060542.01	1.01E+08	1	647.80	24676	10	
26	NASA	51	6100.211	51	CASX1201	2100	CASP	060542.01	1.01E+08	1	21.27	24676	10	
27	NASA	51	6100.211	51	CASX1201	2100	CASP	060542.01	1.01E+08	1	1092.4	24676	10	
28	NASA	51	6100.212	51	CASX1201	2100	CASP	506706.01	1.01E+08	1	21.27	24112	20	
29	NASA	51	6100.212	51	CASX1201	2100	CASP	506706.01	1.01E+08	1	685.60	24112	20	
30	NASA	51	6100.212	51	CASX1201	2100	CASP	506706.01	1.01E+08	1	1200.8	24112	20	

Co Code	Bus. Area	GL Account	Fund Cent	Fund	Commitm	Func Area	Funded Pr	FI Document	Nbr	FI Doc LI	FMAC Amount	Sales Order	Sales Order LI
NASA	51	6100.213	51	CASX1201	2100	CASP	199008.02	100655354	1	\$	21.27	23115	20
NASA	51	6100.213	51	CASX1201	2100	CASP	199008.02	100654950	1	\$	7.27	23325	20
NASA	51	6100.212	51	CASX1201	2100	CASP	506706.01	100644675	1	\$	37.11	24112	20
NASA	51	6100.212	51	CASX1201	2100	CASP	506706.01	100649990	1	\$	21.27	24112	20
NASA	51	6100.212	51	CASX1201	2100	CASP	506706.01	100649982	1	\$	53.25	24112	20
NASA	51	6100.212	51	CASX1201	2100	CASP	506706.01	100640910	1	\$	21.27	24112	20
NASA	51	6100.212	51	CASX1201	2100	CASP	506706.01	100640907	1	\$	685.60	24112	20
NASA	51	6100.212	51	CASX1201	2100	CASP	506706.01	100640904	1	\$	1,200.85	24112	20
NASA	51	6100.212	51	CASX1201	2100	CASP	506706.01	100640633	1	\$	1,188.43	24112	20
NASA	51	6100.212	51	CASX1201	2100	CASP	506706.01	100640639	1	\$	21.27	24112	20
NASA	51	6100.212	51	CASX1201	2100	CASP	506706.01	100640636	1	\$	685.60	24112	20
NASA	51	6100.212	51	CASX1201	2100	CASP	506706.01	100645684	1	\$	21.27	24112	20
NASA	51	6100.212	51	CASX1201	2100	CASP	506706.01	100645677	1	\$	357.80	24112	20

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- Sort by “Sales Order” and then by Sales Order LI”.



- Subtotaling the Spreadsheet

- Select “Sales Order” under “At end change in”, Select “Sum” under “Use function” and Select “FMAC Amount” under “Add subtotal to:”

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- b) Select “Sales Order LI” under “At end change in”, Select “Sum” under “Use function”, select “FMAC Amount” under “Add subtotal to.” and Unselect “Replace Current Subtotals”. Sales Orders are now subtotaled.

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Subtotal

At each change in:
Sales Order LI

Use function:
Sum

Add subtotal to:

- ☐ Funded Program
- ☐ FI Document Nbr
- ☐ FI Doc LI
- ☒ FMAC Amount
- ☐ Sales Order
- ☐ Sales Order LI

☐ Replace current subtotals

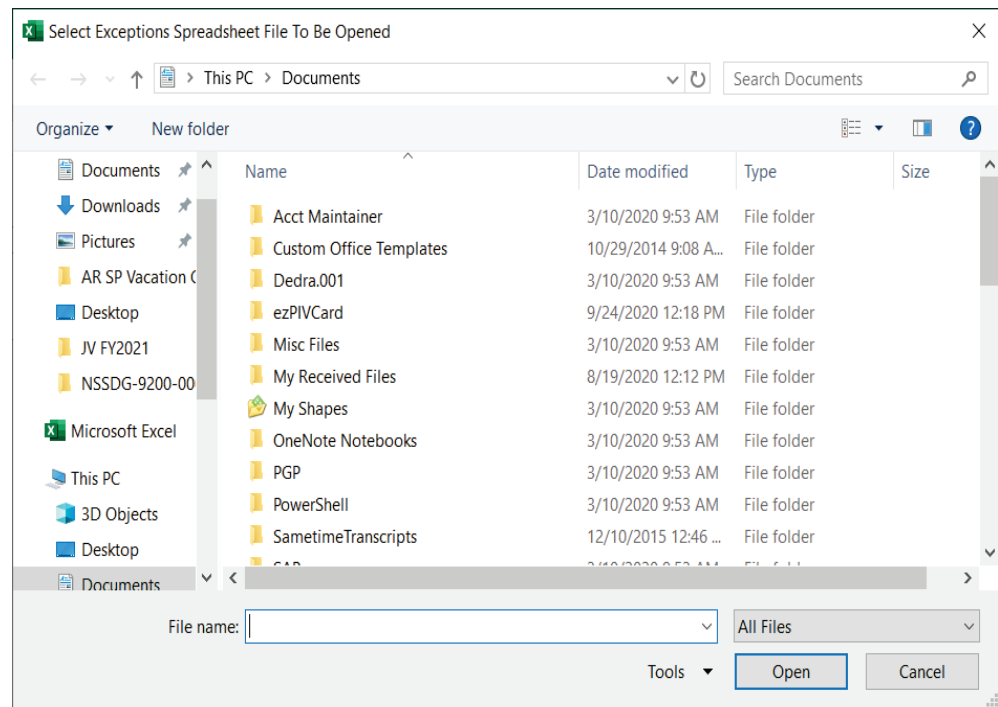
☐ Page break between groups

☒ Summary below data

Remove All OK Cancel

3. During the process of running the Preliminary Billing Report (PBR) the following screen pops up “Select Exceptions Spreadsheet File To Be Opened”

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4. Navigate to the appropriate period Monthly Billing folder on the N:Drive and select the centers “Travel Accrual” spreadsheet if available. Travel Accruals are highlighted in pink on the PBR.
5. Postpone Travel Accrual cost per Sales Order using T-code DP91.

NOTE: On the Preliminary Billing Report, you will move cost for Travel Accruals to the “Other Reason” column.

6. Account Maintainer After billing is complete, manually run a Preliminary Billing Report to validate Travel Accrual cost is still available to be billed. Save this Preliminary Billing Report on the original Travel Accrual spreadsheet and label tab “PBR of Trav Accr After Billing”.

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PROCESS – CREATE BILLING REQUEST AND PRINT BILLS

STEP 1. Account Maintainer– Create Single Billing Request (Control Activity)

For the costs that are not postponed, the NSSC Account Maintainer generates a billing request using transaction code DP91 or DP96. The billing request is based on the amount of cost on the preliminary billing register, with updates to individual billings and postponements, as applicable.

A. Creating a Single Billing Request Using T-Code DP91

1. Enter Sales Order, Date of Cost, and Hit Enter.

Resource-Related Billing Request: Initial Screen

Expenses Sales price **Billing request**

Sales and Distribution

Sales Document 19305

Sales Document Item to

Pricing

Pricing date

Source

Posting date to 04/30/2010

☐ Process Open Items Only

SD Search Criteria

Purchase order no.

Sold-to party

WBS Element

Conduct Search

2. Entry field – Select Postpone, reject from the drop-down box.
3. Enter the amount to be postponed in the “Amount Postponed” column.

NOTE: “Amt. to be billed” column will then adjust automatically.

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Billing request for resource-related billing document <new>: Expenses

Sales price Billing request

Amount Qty Percent

Bill All

Description	S.	Lo.	Open amount	Amt to be billed	Amount postponed	Amount rejected	Entry	Postpone, reject	Crcy	Alnd	ApRsn	Net va
28284			14,371.47	14,000.00	371.47				USD			
28284/2			14,371.47	14,000.00	371.47				USD			
313229.01.04.02.S284.14			14,371.47	14,000.00	371.47				USD			
All Funds			14,371.47	14,000.00	371.47				USD			
CASX22014R			14,371.47	14,000.00	371.47				USD			
All Costs for Resource Relat...			14,371.47	14,000.00	371.47				USD			
Basis for Surcharges - All ...			2,290.87	2,231.66	59.21				USD			
Direct - All Others			2,290.87	2,231.66	59.21				USD			
Other Commercial Servic...			13,421.88	13,074.95	346.93				USD			
R11 Reimbursable - Dir...			13,421.88	13,074.95	346.93				USD			
OPEXP Contract Resear...			15,712.75	15,306.61	406.14				USD			
R11 Reimbursable - Dir...			15,712.75	15,306.61	406.14				USD			
Basis for Surcharges - Trav...			12,080.60	11,768.34	312.26				USD			
Direct - Travel			12,080.60	11,768.34	312.26				USD			
OPEXP Pgm Trvl Develo...			12,080.60	11,768.34	312.26				USD			
R13 Reimbursable - Dir...			22,336.37	21,759.02	577.35				USD			
R13 Reimbursable - Dir...			10,255.77	9,990.68	265.09				USD			

- Verify the correct amount to bill is displayed in the "Amt. to be billed" column, and click "Billing Request", then "Yes" to execute.

NOTE: Billing Request number (Debit Memo Request) will display at the bottom of the screen.

Change Debit Memo Request 800111480: Overview

Debit Memo Reque... 800111480 Net value 15.00 USD

Sold-to party 840 FEDERAL AVIATION ADMIN. DOT / PO BOX 25710 / OKLAHOM

Ship-to party 840 FEDERAL AVIATION ADMIN. DOT / PO BOX 25710 / OKLAHOM

PO Number PO date

Sales Item overview Item detail Ordering party Procurement Reason for rejection

Billing Date 05/27/2010 Serv.rendered Pricing date 04/20/2009

Item	Material	Target quantity	U.	Net value	Reason for rejection	Description	Customer
10	R12	1	EA	15.00		LARC-RMB FAA Temp Assign of Ken M Jones	Retabur

Debit Memo Request 800111480 has been saved

VA02 us2dbs01 INS

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B. VF01 – Create Manual Bill.

1. Enter the billing request number created (it will automatically pull up the last billing request number created).

2. Hit “Enter” to be sure you have the correct billing request. Click the Save Icon. The bill number will display at the bottom of the screen.

NOTE: WAIT UNTIL NOON TO BEGIN STEP 2. Exception: You do not have to wait until noon to process DP96 “Fiscal Year End” (only September’s billing).

STEP 2. Account Maintainer– Create Batch Billing Request (Control Activity)

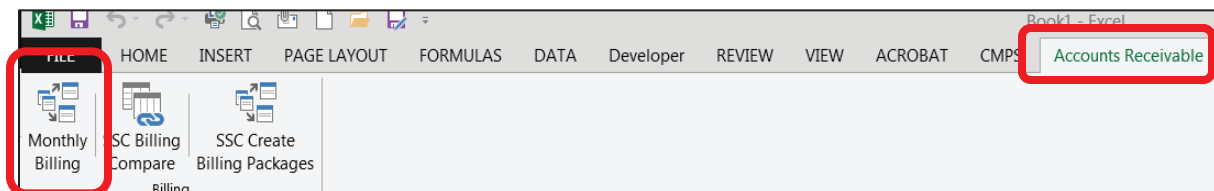
NOTE: STEP 2 – “B” & “C” below should be run using the “Accounts Receivable - Monthly Billing” Add-In. The manual steps in letter “A” & “B” should be used if the macro add-in is unavailable.

A. **Macro Steps** – Create Batch Billing Requests – DP96 Test Run

1. Open Blank Excel Worksheet.
2. Click on “Accounts Receivable” Add-in.

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3. Select “Monthly Billing” Icon.



The 'AR Prebilling' dialog box is shown with a red background. It contains several dropdown menus: 'Center' (set to 'GSFC'), 'Month' (set to 'October'), 'Fiscal Year' (set to '2016'), and 'Process' (set to 'DP96-Test'). The 'Process' dropdown is highlighted with a black box, and the 'DP96-Test' option is selected.

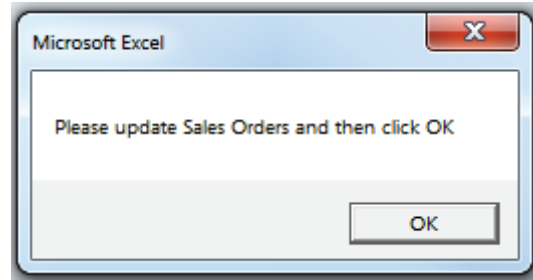
4. In the “AR Prebilling” red box, select the following.

- Center **NOTE:** multiple centers can be selected by holding down the Ctrl key and highlighting each center).
- Month
- Fiscal Year
- Process=DP96 – Test

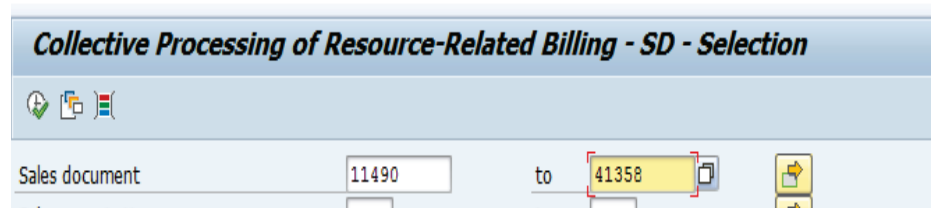
5. Click Ok.

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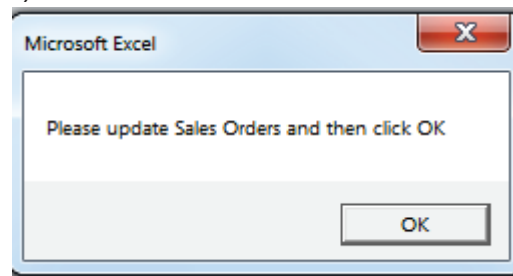
6. Sales Order need to be updated.



7. In SAP add the first and last sales order listed on the PBR in the From and To boxes.



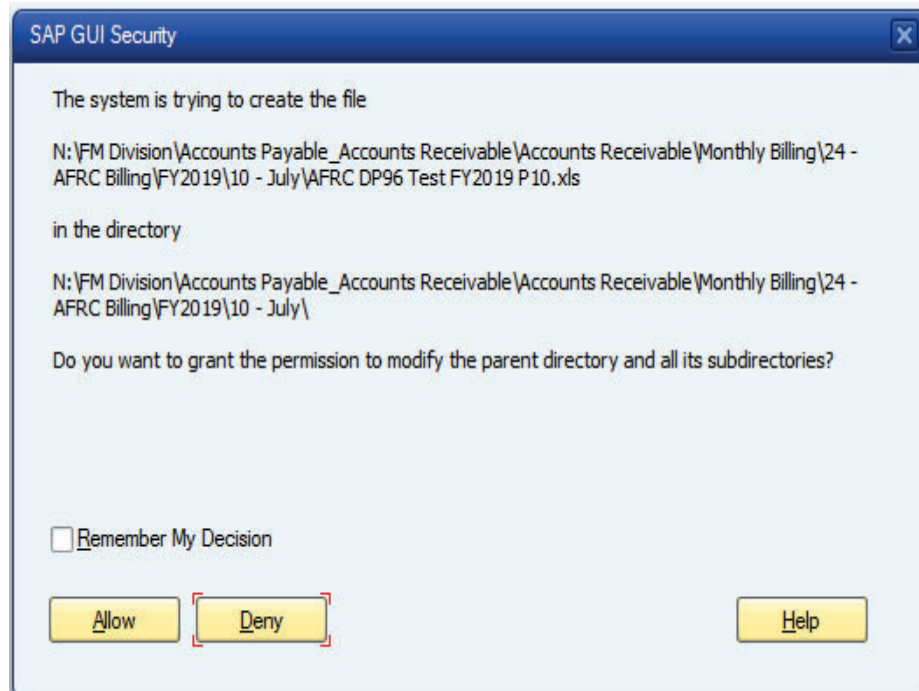
8. Click the multiple selections to exclude any sales order (if applicable).



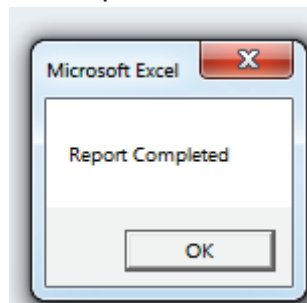
9. Click Ok.
10. The macro will execute the DP96 Test and will save the file on the N drive.

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11. Click Allow.



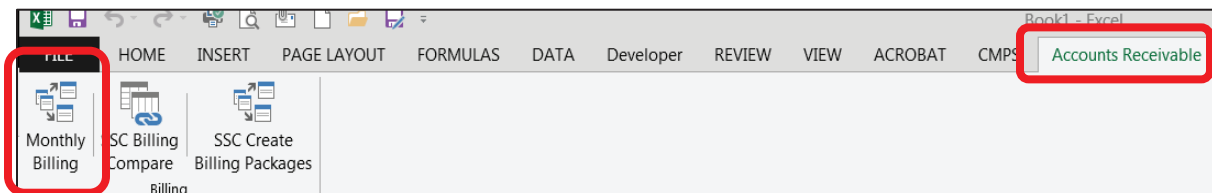
12. The report has been completed.



B. **Macro Steps** – Create Batch Billing Requests – DP96 Actual Run

1. Open Blank Excel Worksheet.
2. Click on “Accounts Receivable” Add-in
3. Select “Monthly Billing” Icon

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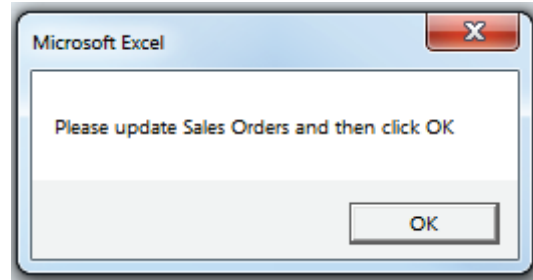


The 'AR Prebiling' dialog box is shown with a red background. It contains four dropdown menus: Center (AFRC), Month (July), Fiscal Year (2019), and Process (DP96-Actual). An OK button is located at the bottom center of the dialog box.

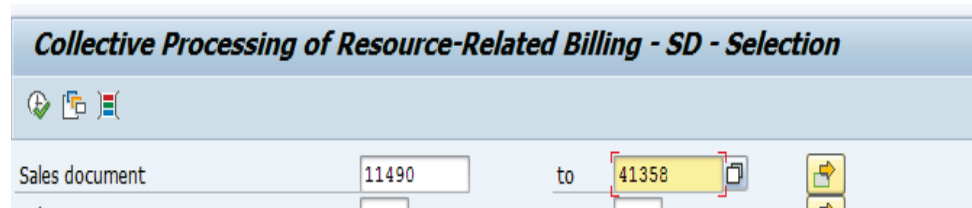
4. In the "AR Prebiling" red box, select the following.
 - a) Center **NOTE:** multiple centers can be selected by holding down the Ctrl key and highlighting each center, but for this T-code, process each center separately).
 - b) Month
 - c) Fiscal Year
 - d) Process=DP96 – Actual
5. Click Ok.

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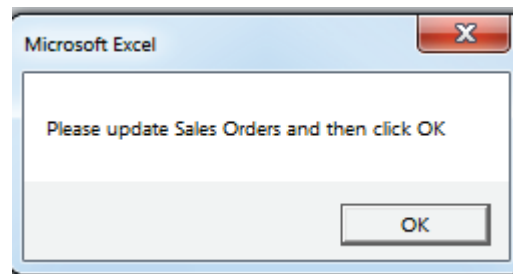
6. Sales Order need to be updated.



7. In SAP add the first and last sales order listed on the PBR in the From and To boxes.



8. Click the multiple selections to exclude any sales order (if applicable).

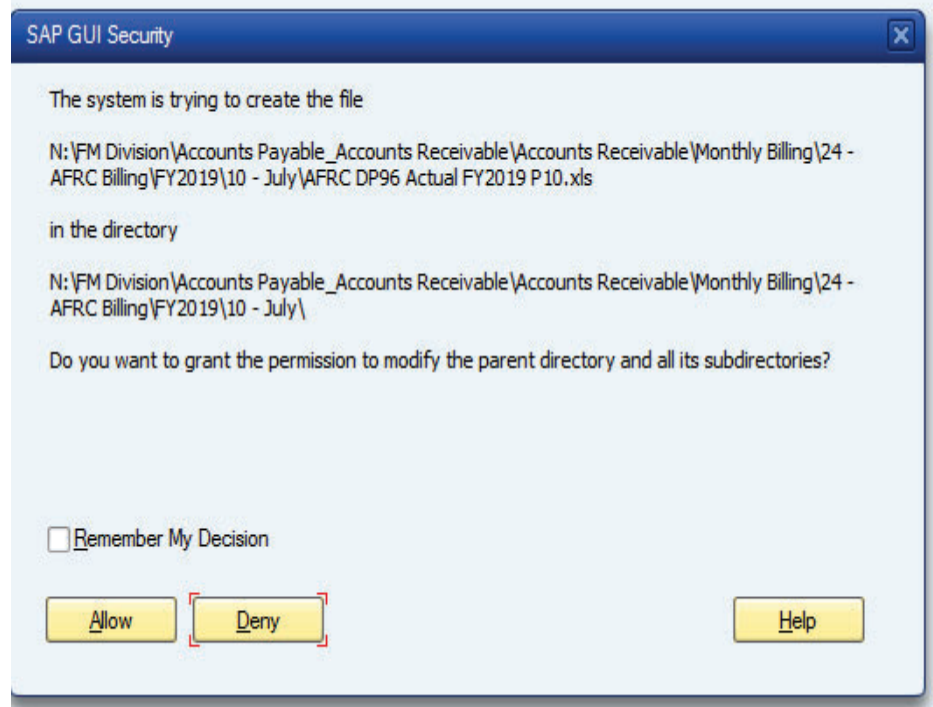


9. Click Ok.

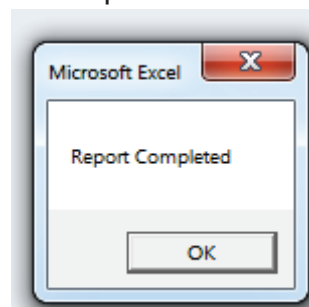
10. The macro will execute the DP96 Actual and will save the file on the N drive.

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11. Click Allow.



12. The report has been completed.



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13. The billing requests have been created.

Sales Doc.	Item	Status Text	Debit Memo Request	Credit Memo Request
13031	10	Cumulative amt billed will exceed SO Line 0000013031/000010 value		
13597	10	Cumulative amt billed will exceed SO Line 0000013597/000010 value		
13597	20	Cumulative amt billed will exceed SO Line 0000013597/000020 value		
13597	30	Cumulative amt billed will exceed SO Line 0000013597/000030 value		
11490	10	Sales Order excluded. To be billed amt 0.02- is a credit on line 000010.		
13555	10	Sales Order excluded. To be billed amt 0.77- is a credit on line 000010.		
39743	10	Sales Order excluded. To be billed amt 1,495.99- is a credit on line 000010.		
40712	10	Sales Order excluded. To be billed amt 10,770.67- is a credit on line 000010.		
39415	10	Sales Order excluded. To be billed amt 12,034.90- is a credit on line 000010.		
39557	10	Sales Order excluded. To be billed amt 15,655.39- is a credit on line 000010.		
32917	10	Sales Order excluded. To be billed amt 233.84- is a credit on line 000010.		
36958	10	Sales Order excluded. To be billed amt 31,996.06- is a credit on line 000010.		
27101	10	Sales Order excluded. To be billed amt 31.14- is a credit on line 000010.		
27112	10	Sales Order excluded. To be billed amt 51,514.00- is a credit on line 000010.		
13031	*	Sales Order not processed, 1 or more items failed advance/billing checks.		
13597	*	Sales Order not processed, 1 or more items failed advance/billing checks.		
33208	30	Sales document was saved	800259024	
35887	30	Sales document was saved	800259025	
38315	10	Sales document was saved	800259026	
39330	10	Sales document was saved	800259027	
39747	20	Sales document was saved	800259028	
40338	10	Sales document was saved	800259029	
40606	10	Sales document was saved	800259030	
40719	10	Sales document was saved	800259031	
40816	10	Sales document was saved	800259032	
40870	10	Sales document was saved	800259033	
41152	10	Sales document was saved	800259034	
41187	10	Sales document was saved	800259035	
41210	10	Sales document was saved	800259036	
41358	10	Sales document was saved	800259037	

C. **Manual Process:** Creating Batch Billing Requests using T-Code DP96 (Test Run).

1. Enter information into the following fields: SO Number Range into "Sales document" fields.
2. Click the arrow next to the range fields to enter Sales Orders to be excluded.

NOTE: Utilize the "Center Request to Exclude Sales Orders from Reimbursable Billing".

3. For Sales documents, enter the Sales Organization.

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4. Enter End of Month date into "Posting Date to".
5. Check the "Process Open Items Only" box.
6. Check the "Saved data" box.
7. Check the "Save Sales document" box.
8. Check the "Test Run".
9. Check the "Detail List" and Execute (Click the Clock Icon).

Collective Processing of Resource-Related Billing - SD - Selection

Sales document: 10967 to 20046
Sales organization: 0064 to
Distribution channel: to
Division: to
Sales office: to
Sales group: to
Purchase order no.: to
Created by: to
Date of creation: to

☒ Orders
☐ Quotations
☐ Contracts
☐ Sales Document Item
☐ Process individually

Source

Posting Date To: 03/31/2010 **End of month**
From Period:
Fiscal year from:
☒ Process Open Items Only

Further Options
☒ Saved data
☐ Refresh
Pricing date:

Save Options
☐ Save extract
☒ Save sales document

Processing Options
☒ Test Run
☒ Detail List

You can exclude any sales orders here

(NOTE: Do NOT include any hard errors here. We want to include these so they will be on the hard error kick-out report for the center)

(SEE LIST IN TECH-DOC)

10. Click the "Detail List" button to review results.
11. Click List.
12. Save.
13. Save to PC File spreadsheet.
14. Save File to: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing\Center\Fiscal Year\Month\Center DP96 Test FY20XX PXX".

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Processing Category	Number of Objects
Incorrect	0
Processed	490
Total	490

D. Creating Batch Billing Requests using T-Code DP96 (Actual Run).

- Follow the same steps in “Creating Batch Billing Requests using T-Code DP96”, uncheck “Test Run” and Save file to N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing\Center\Fiscal Year\Month\”Center DP96 Actual FY20XX PXX”.

Sales Doc.	Item	Status Text	Debit Memo Request	Credit Memo Request
10963	*	No Expenses to Be Billed / Document Flow Updated		
10964	10	No Expenses to Be Billed / Document Flow Updated		
10965	10	No Expenses to Be Billed / Document Flow Updated		
10966	10	No Expenses to Be Billed / Document Flow Updated		
11489	10	No Expenses to Be Billed / Document Flow Updated		
11490	10	No Expenses to Be Billed / Document Flow Updated		
11516	10	No Expenses to Be Billed / Document Flow Updated		
11541	10	No Expenses to Be Billed / Document Flow Updated		
11663	10	No Expenses to Be Billed / Document Flow Updated		

E. Troubleshooting DP96

- If you receive a runtime error, there are three potential causes:
 - SAP User has the Sales Order open.
 - Sales Order is set up incorrectly.
 - Files are too large.
 - Resolution 1: Open SAP in the Long Running Server.
 - Resolution 2: First, split the Sales Order numbers into two groups. For example, Sales Orders 10420 to 17000

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and Sales Orders 17000 to 99999. Process each group individually. If you get the runtime error on only one group, then keep narrowing down the request until the problem Sales Order can be identified. Leave in test mode until you resolve the issue-otherwise you run the risk of losing the postponements.

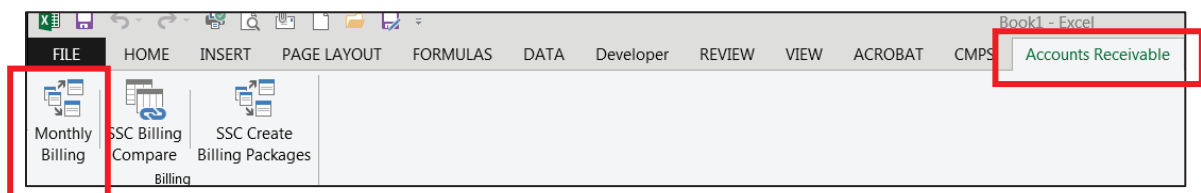
2. If you do not receive Billing Request numbers, you may have forgotten to select the “Save sales document” box on the request screen (DP96).

STEP 3. Account Maintainer– Reconcile Unbilled Billing Requests to PBR.

NOTE: STEP 3 – “B,” “C,” and “D” below should be run and reconciled using the “Accounts Receivable - Monthly Billing” Add-In.

A. Macro Steps – Run Unbilled Billing Requests (UBBR2)

1. Open blank Excel Worksheet.
2. Click on “Accounts Receivable” Add-in.
3. Select “Monthly Billing” Icon.



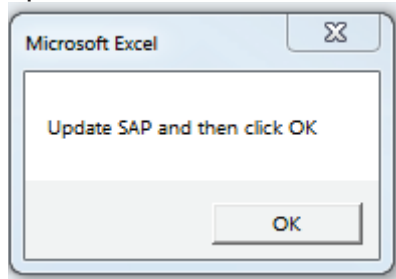
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The screenshot shows a window titled "AR Prebilling" with a red background. It contains four dropdown menus arranged vertically. The first menu is labeled "Center" and has "AFRC" selected. The second menu is labeled "Month" and has "July" selected. The third menu is labeled "Fiscal Year" and has "2019" selected. The fourth menu is labeled "Process" and has "UBBR-2" selected. Below these menus is an "OK" button.

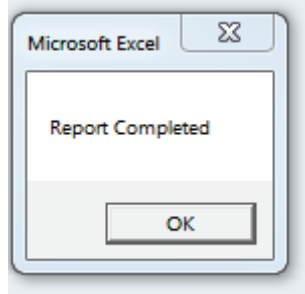
4. In the “AR Prebilling” red box, select the following.
 - a) Center **NOTE:** multiple centers can be selected by holding down the Ctrl key and highlighting each center, but for this T-code, process each center separately).
 - b) Month
 - c) Fiscal Year
 - d) Process=UBBR – 2
5. Click Ok.
6. The macro will pull the outstanding billing requests from the UBBR1 report executed in the Pre-billing.

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7. If there are any billing requests that need to be deleted or updated, update at this time and click OK.



8. The macro will complete the report and will save report on the N drive.



9. Compare the UBBR2 total to the PBR total.

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10. If the totals do not match, run the PBR – UBBR compare macro.

11. This macro will compare each sales order listed on each report and will list the details of any differences.

UBBR Net Amt	Difference between PBR and UBBR	Difference Location
--------------	---------------------------------	---------------------

12. Research each difference and adjust as needed.

13. After all adjustments are completed, proceed to Step 4.

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B. Manual Step - Run Unbilled Billing Requests using T-Code ZFI_AR_R_BRQ_NBIL. (Manual steps only to be executed if the Macro is unavailable)

1. Enter information into the following fields: Sales Organization. Click the Clock to Execute.

Exclude Unbilled Billing Requests found during UBBR1 here.

Billing Request Items												
Bill Req	BRIt	Net value	Curr.	Created on	BB	BB Rj	BS	SaTy	SOrg	Sales Ord	SOItm	
800095125	000010	797.50	USD	05/01/2009	90		A	DR	0022	12139	000010	
800095126		0.03	USD	05/01/2009	90		A	DR	0022	10433	000010	
800095127		4.50	USD	05/01/2009	90		A	DR	0022	12251	000010	
800101322		18,892.42	USD	09/16/2009	91		A	DR	0022	13567	000010	
800101323		38.00	USD	09/16/2009	91		A	DR	0022	13914	000010	
	000020	79,804.72	USD	09/16/2009	91		A	DR	0022	13914	000010	
	000030	17,512.81	USD	09/16/2009	91		A	DR	0022	13914	000010	
	000040	62,291.91	USD	09/16/2009	91		A	DR	0022	13914	000010	
	000050	6,903.48	USD	09/16/2009	91		A	DR	0022	13914	000010	
		26,559.93	USD									

C. Deleting/Rejecting Billing Request. (Manual steps only to be executed if the Macro is unavailable)

1. If you need to reject any billing requests for any reason, double-click the Billing Request number. From the list of options, select "Change Billing Request" and then click the checkmark.

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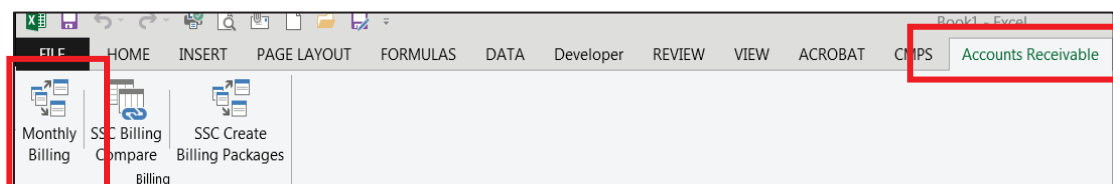
2. On lines that are not to be billed, go to the column “Reason for Rejection” and chose “Rejecting Billing Request” from the list. Then, Click Save.
- D. Exporting the “Unbilled Billing Report” (Manual steps only to be executed if the Macro is unavailable)
1. Click Export, Spreadsheet, Table, Excel and Save file to N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing\Center\Fiscal Year\Month\”Center UBBR2 FY20XX PXX”.
- E. Reconcile the Unbilled Billing Requests (UBB2) report to the Preliminary Billing report “Actual Bill” column.
1. Add any manual bills created to this report manually. After doing this, the total should match “Actual Bill” total on the Preliminary Billing Report. If there is a difference, it’s usually either a postponement error in your DP91 or it is cost that has been entered by the center after the Preliminary Billing Report was ran. Update the Preliminary Billing Report “Actual Bill” column to reflect the changes in cost.

STEP 4. Account Maintainer– Create Batch Bills.

NOTE: STEP 4 – “B,” below should be run and reconciled using the “Accounts Receivable - Monthly Billing” Add-In.

A. **Macro Steps** – Create Batch Bills

1. Open blank Excel Worksheet.
2. Click on “Accounts Receivable” Add-in.
3. Select “Monthly Billing” Icon.



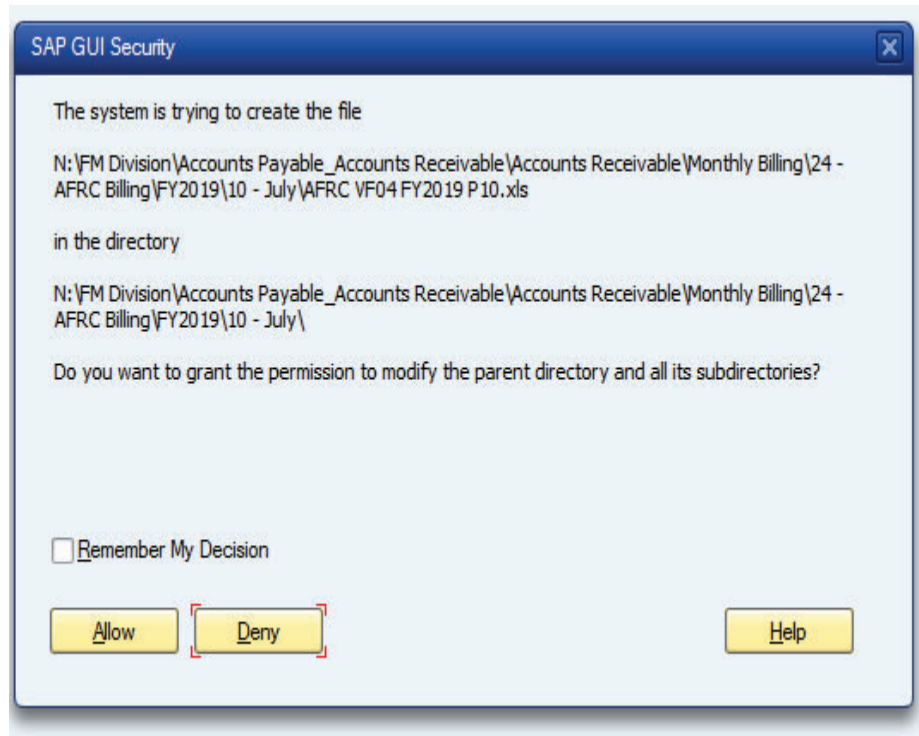
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The screenshot shows a window titled "AR Prebilling" with a red background. It contains four dropdown menus arranged vertically. The first menu is labeled "Center" and has "GSFC" selected. The second menu is labeled "Month" and has "October" selected. The third menu is labeled "Fiscal Year" and has "2016" selected. The fourth menu is labeled "Process" and has "VF04" selected. Below these menus is an "OK" button.

4. In the “AR Prebilling” red box, select the following:
 - a) Center NOTE: multiple centers can be selected by holding down the Ctrl key and highlighting each center, but for this T-code, process each center separately).
 - b) Month
 - c) Fiscal Year
 - d) Process = VF04
5. Click Ok.
6. The macro will pull the billing requests from the UBBR2 and will execute the VF04 process to create the bills.
7. The macro will create the VF04 spreadsheet and save to the N drive.

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8. Click Allow.



9. Once the report has been completed, go to the manual steps C to complete the VF04 process.

B. **Manual Steps** - Create Batch Bills using T-Code VF04.

1. Enter information into the following fields on the Selection tab: “SD Document (range of billing requests numbers from the UBBR2), Sales Organization, Check “Order related,” Check “No docs with billing block” and Un-check “Delivery-related.”

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Enter first and last DMR numbers here.

Remove Date is there is one.

SD Document: 800116415 to 800116572

Selection Default Data Batch and Update

Organizational Data

Sales Organization: 0064

Customer Data

Documents to be selected

☒ Order-related ☐ Delivery-related ☐ Rebate-related

☐ Intercompany Billing ☒ No docs with billing block ☐ Docs with SES Status

Check



- Click the "Display Bill List" button.

NOTE: It is very important to save a copy of this report to the Monthly Billing folder.


S	BiCat	SOrg	Billing Date	Sold-to pt	BillT	DstC	Document	DChl/Ov	DocCa	Address	Name of sold-to party	Sold-to Loc	Sort term	Counter	ShPt	POD st
X	A	0064	09/29/2009	1036	L2	US	800101976	01	01	L	104014 Air Force (AFCEE/ERD)	Columbus				
X	A	0064	09/29/2009	1044	L2	US	800101821	01	01	L	104083 MS Army Corps of Engineers	SSC				
X	A	0064	09/29/2009	1044	L2	US	800102095	01	01	L	104083 MS Army Corps of Engineers	SSC				
X	A	0064	09/29/2009	1044	L2	US	800102096	01	01	L	104083 MS Army Corps of Engineers	SSC				
X	A	0064	09/29/2009	1045	L2	US	800101865	01	01	L	104089 NASA Exchange	SSC				
X	A	0064	09/29/2009	1047	L2	US	800101818	01	01	L	104095 Naval Oceanographic Office	SSC				
X	A	0064	09/29/2009	1047	L2	US	800101830	01	01	L	104095 Naval Oceanographic Office	SSC				
X	A	0064	09/29/2009	1047	L2	US	800101938	01	01	L	104095 Naval Oceanographic Office	SSC				
X	A	0064	09/29/2009	1047	L2	US	800101950	01	01	L	104095 Naval Oceanographic Office	SSC				
X	A	0064	09/29/2009	1047	L2	US	800101955	01	01	L	104095 Naval Oceanographic Office	SSC				
X	A	0064	09/29/2009	1047	L2	US	800101956	01	01	L	104095 Naval Oceanographic Office	SSC				
X	A	0064	09/29/2009	1047	L2	US	800101957	01	01	L	104095 Naval Oceanographic Office	SSC				
X	A	0064	09/29/2009	1047	L2	US	800101958	01	01	L	104095 Naval Oceanographic Office	SSC				
X	A	0064	09/29/2009	1047	L2	US	800101990	01	01	L	104095 Naval Oceanographic Office	SSC				

- Click List, Save, File, Spreadsheet and Save file to N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing\Center\Fiscal Year\Month\"Center VF04 FY20XX PXX".

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NOTE: Prior to highlighting and printing the bills, verify the total amount of the billing requests matches the total of the PBR. If billing request was created for cost that was to be postponed on the PBR, reject the bad billing request (view in VA03 by SO # and reject bill request in VA02). If billing request was not created for a cost item that should have been created, create individual billing request in DP91 and re-run VF04.

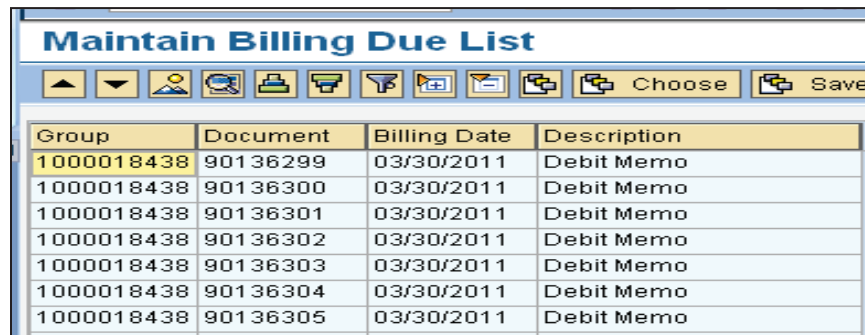
- C. To create Bills, go back to the report in SAP “Maintain Billing Due List”. Click the Paper Icon in the left corner, which highlights the entire report and Click the “Save” Icon.
- D. This is the number of bills created (See “No.” Column in Screen Shot below). Save this as a screen shot in a new tab in the VF04 and name it “Number of Bills.”

Maintain Billing Due List				
				
Group	Created	Created on	No.	Err.
1000018067	NS000360	04/29/2010	146	

- E. Click in the “No.” column and then select the “Documents” Button. This will pull up a list of all the “901...” billing documents that have been created.
- F. Save this list as another tab after the “Number of Bills” tab and name it “Bill Numbers”.

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NOTE: If for some reason, you neglect to save your VF04 900... billing documents, you can get them from the ZFI_AR_ALDP (Auto Liquidation) run later in the billing process.



Group	Document	Billing Date	Description
1000018438	90136299	03/30/2011	Debit Memo
1000018438	90136300	03/30/2011	Debit Memo
1000018438	90136301	03/30/2011	Debit Memo
1000018438	90136302	03/30/2011	Debit Memo
1000018438	90136303	03/30/2011	Debit Memo
1000018438	90136304	03/30/2011	Debit Memo
1000018438	90136305	03/30/2011	Debit Memo

1. If you get a number in the “Err” Column, rerun the Unbilled Billing Report again and you will notice the Billing Request(s) did not successfully bill (any that were not on your Unbilled Billing Report (UBBR1) would be those that errored out).
2. Attempt to manually bill these Billing Requests.
3. If the bills won’t bill, move the amount over to the “Other” column on your PBR and put the error reason you received in “Other Reason” column.

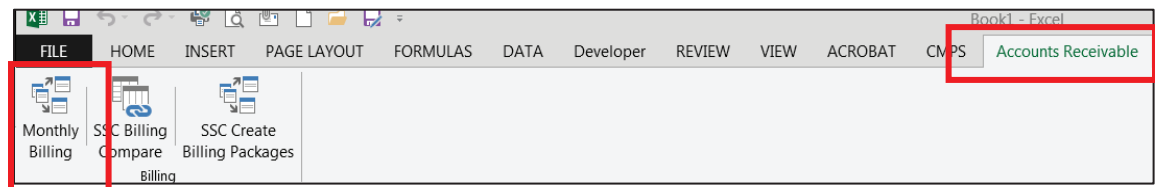
STEP 5. Account Maintainer– Create Billing Breakdown Report.

NOTE: STEP 5 – “B,” “C,” and “D” below should be run and reconciled using the “Accounts Receivable - Monthly Billing” Add-In.

A. Macro Steps – Create Billing Breakdown Report

1. Open blank Excel Worksheet.
2. Click on “Accounts Receivable” Add-in.
3. Select “Monthly Billing” Icon.

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The 'AR Prebilling' dialog box is shown with a red background. It contains four dropdown menus and an 'OK' button. The selections are as follows:

- Center: GSFC
- Month: October
- Fiscal Year: 2016
- Process: VF04 Billing Breakdown

4. In the "AR Prebilling" red box, select the following:
 - a) Center **NOTE:** multiple centers can be selected by holding down the Ctrl key and highlighting each center, but for this T-code, process each center separately).
 - b) Month
 - c) Fiscal Year
 - d) Process = VF04 Billing Breakdown
5. Click Ok.
6. The macro will pull the bill numbers created on the VF04 spreadsheet and will execute the billing breakdown in SAP.
7. Once the report is executed in SAP, it will format the spreadsheet and save the file on the N drive in the Monthly Billing folder.

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- B. **Manual Steps** - To create the Billing Breakdown use T-code ZAR_VF04_Billing.

AR Monthly Billing Results Report			
SD Billing Document	90196031	to	
Billing Date	08/28/2014	to	
Sales Organization	0051	to	
Customer Number		to	

1. Enter all 900... bill numbers into the "SD Billing Document" field (including any manual bills created).
2. Enter Date of Billing into the "Billing Date" field, enter Business Area # preceded by 2 zeroes into the "Sales Organization" field.



3. Click Execute.

- C. Once the report has executed export and save file.

1. Select the Export Icon.
2. Select Spreadsheet.
3. Select All Available Formats (Excel in Existing XXL Format) and click the green check mark.
4. Select Table and click the green check mark.
5. Save the Excel spreadsheet in N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing\Center\Fiscal Year\Month\Center VF04-Billing Breakdown FYxxxx Pxx".
6. Go into document "Center VF04-Billing Breakdown FYxxxx Pxx, Run "ZAR_BILLING_BREAKDOWN" Macro.

NOTE: ZAR_VF04_Billing Total should match "Actual Bill" total on PBR and also match the Unbilled Billing Report (UBB2) total.

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NOTE: The “ZAR_BILLING_BREAKDOWN” Macro formats the excel spreadsheet to look like the screenshot below.

Customer #	Customer Name	Trading Partner	Sales Order	SD Invoice	FI Invoice	Bill Date	Amount	Auto IPAC	Manual IPAC	Auto Liquidation	Manual Liquidation	Email
910	NATL OCEANIC & ATMOSPHERIC ADM COM	1354	35009	90233720	8000019554	09/29/2016	\$ 5,660.38	\$ 5,660.38				
910	NATL OCEANIC & ATMOSPHERIC ADM COM	1354	34889	90233719	8000019553	09/29/2016	\$ 408,621.00	\$ 408,621.00				
910	NATL OCEANIC & ATMOSPHERIC ADM COM	1354	34876	90233718	8000019552	09/29/2016	\$ 990,000.00	\$ 990,000.00				
910	NATL OCEANIC & ATMOSPHERIC ADM COM	1354	34844	90233717	8000019551	09/29/2016	\$ 1,407.84	\$ 1,407.84				
910	NATL OCEANIC & ATMOSPHERIC ADM COM	1354	34314	90233716	8000019550	09/29/2016	\$ 143,296.98	\$ 143,296.98				
910	NATL OCEANIC & ATMOSPHERIC ADM COM	1354	31942	90233715	8000019549	09/29/2016	\$ 8,574.00	\$ 8,574.00				
910	NATL OCEANIC & ATMOSPHERIC ADM COM	1354	31445	90233714	8000019548	09/29/2016	\$ 27,494.36	\$ 27,494.36				
910	NATL OCEANIC & ATMOSPHERIC ADM COM	1354	31081	90233713	8000019547	09/29/2016	\$ 21,924.84	\$ 21,924.84				
910	NATL OCEANIC & ATMOSPHERIC ADM COM	1354	30239	90233712	8000019546	09/29/2016	\$ 101.30	\$ 101.30				

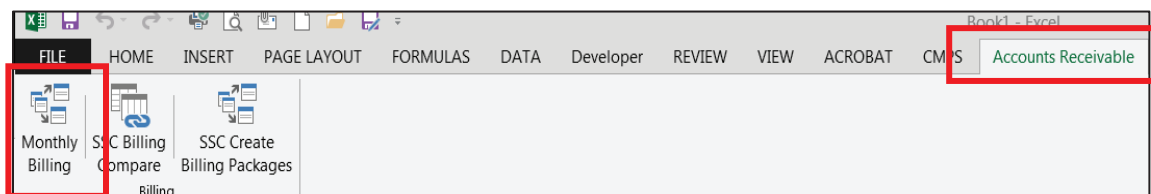
NOTE: Verify that all bills have been created using ZFI_AR_R_BRQ_NBIL.

STEP 6. Account Maintainer– Reconcile UBBR3 Report to UBBR1 Report.

NOTE: STEP 6 – “B” below should be run using the “Accounts Receivable - Monthly Billing” Add-In. (Manual steps only to be executed if the Macro is unavailable)

A. **Macro Steps** – Reconcile UBBR3 to UBBR1

1. Open blank Excel Worksheet.
2. Click on “Accounts Receivable” Add-in.
3. Select “Monthly Billing” Icon.



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4. In the “AR Prebilling” red box, select the following:
 - a) Center **NOTE:** multiple centers can be selected by holding down the Ctrl key and highlighting each center).
 - b) Month
 - c) Fiscal Year
 - d) Process = UBBR-3
5. Click Ok.
6. The macro will execute the UBBR3 report and save it on the N drive.
7. Once the report has been executed, open the UBBR3 report and the UBBR1 report to verify that totals are the same. If the totals are not the same, research to find the difference.
8. Go to Step 7.

B. **Manual Steps** - In SAP re-run the Unbilled Billing Requests use T-code ZFI_AR_R_BRQ_NBIL.

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NOTE: Do not exclude any sales orders.

1. To Export and Save, Select the Export Spreadsheet Icon, Select Spreadsheet, Table, Excel and Save as Center UBBR3 FY2015 P10.

NOTE: The UBBR1 (pre-billing) total should match this UBBR3. If it does not, you need to compare UBBR1 to UBBR3 and find the difference. It may be that you have a Billing Request that did not successfully bill in VF04 and you will need to manually bill this Billing Request in VF01.

STEP 7. Account Maintainer– Batch Printing of the Invoices

- A. Use T-code ZRCF_SPOOL_TO_EMAIL to request bills (in PDF format) to be e-mailed to the SAP Business Workplace Inbox. Bills must be requested by form type: 1080, 1081, and/or 1114.

1. Populate the following fields: “Spool Request Number”-Blank, “Spool Request Name”-1080 (and then use 1114), “Sales Org”- enter center number (add two zeroes in front), “From Current Date”-Today’s Date, “From Time”-auto populates.

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NOTE: NMO (JPL) enter 1081 verses 1080 in the “Spool request name” field.

2. Click “Clock” to Execute.

B. Click “Back” button to enter different type of invoice number (1114).

C. Choose “Inbox” icon from SAP home screen. Click on “Inbox”, Double Click on the File and Save.

NOTE: If bills are not requested, the bills will be e-mailed via an overnight process. Save the PDF format bills to N:\FM Division\Accounts_Payable Accounts_Receivable\Accounts Receivable\Monthly Billing\Center\Fiscal Year\Period.

STEP 8. Account Maintainer– Printing Individual SF1080 Invoices for Mailing

NOTE: Mail bills, as requested by Center. Include Pay.gov insert located at [https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=1021060&gen=\\$latest](https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=1021060&gen=$latest).

NOTE: For Stennis Space Center’s (SSC) bills, each bill should also include a billing reconciliation statement, with matching cost, to be e-mailed to the customer. No bills are to be mailed without the billing reconciliation statement as this information is contractually required to be provided to the customers per SSC’s agreements. Bills paid via Advance liquidation should be marked “PAID” prior to mailing to SSC’s customers. Bills that are emailed (and are not paid via IPAC or Advance) should have the BLINE date forwarded to the date the bill is emailed. (See Appendix – SSC Billing Reconciliation Process)

A. Access SAP and enter T-Code ZAR_VF04_BILLING.

1. Enter the following information: SD Billing Doc-Listing of Invoice Numbers; (see screen shot below) click arrow to enter a range of Invoice Numbers, Date, and Sales Organization.

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AR Monthly Billing Results Report

SD Billing Document: 90196031

Billing Date: 08/28/2014

Sales Organization: 0051





Customer Number:

to:

to:

to:

to:

Select Single Values (187)

Single value
90196031
90196032
90196033
90196034
90196035
90196036
90196037
90196038

2. Select Clock Icon to execute.

NOTE: To use this to spool manual bills, you must have an actual physical SAP printer set up as your default printer in ZSU3. (E.g. NSSC_N_ICPR144-51)

1080_PDF							
Bill Date	Customer #	Customer Name	Trading Partner	Sales Order	SD Invoice	FI Invoice	
11/27/2015	869	SAF/FMBIB-AFOY	5700	30412	90218772	8000003568	
11/27/2015	869	SAF/FMBIB-AFOY	5700	30701	90218773	8000003569	
11/27/2015	910	NATL OCEANIC & ATMOSPHERIC ADM COM	1354	32633	90218792	8000003588	
11/27/2015	910	NATL OCEANIC & ATMOSPHERIC ADM COM	1354	31942	90218791	8000003587	
11/27/2015	910	NATL OCEANIC & ATMOSPHERIC ADM COM	1354	31932	90218790	8000003586	
11/27/2015	910	NATL OCEANIC & ATMOSPHERIC ADM COM	1354	31838	90218789	8000003585	
11/27/2015	910	NATL OCEANIC & ATMOSPHERIC ADM COM	1354	31259	90218788	8000003584	
11/27/2015	910	NATL OCEANIC & ATMOSPHERIC ADM COM	1354	31080	90218787	8000003583	
11/27/2015	910	NATL OCEANIC & ATMOSPHERIC ADM COM	1354	30354	90218786	8000003582	
11/27/2015	910	NATL OCEANIC & ATMOSPHERIC ADM COM	1354	30229	90218785	8000003581	
11/27/2015	910	NATL OCEANIC & ATMOSPHERIC ADM COM	1354	30197	90218784	8000003580	
11/27/2015	910	NATL OCEANIC & ATMOSPHERIC ADM COM	1354	29686	90218783	8000003579	
11/27/2015	910	NATL OCEANIC & ATMOSPHERIC ADM COM	1354	28284	90218782	8000003578	
11/27/2015	910	NATL OCEANIC & ATMOSPHERIC ADM COM	1354	27531	90218781	8000003577	
11/27/2015	910	NATL OCEANIC & ATMOSPHERIC ADM COM	1354	21242	90218780	8000003576	
11/27/2015	910	NATL OCEANIC & ATMOSPHERIC ADM COM	1354	18552	90218779	8000003575	
11/27/2015	910	NATL OCEANIC & ATMOSPHERIC ADM COM	1354	31445	90218778	8000003574	
11/27/2015	910	NATL OCEANIC & ATMOSPHERIC ADM COM	1354	30323	90218777	8000003573	
11/27/2015	910	NATL OCEANIC & ATMOSPHERIC ADM COM	1354	30239	90218776	8000003572	
11/27/2015	910	NATL OCEANIC & ATMOSPHERIC ADM COM	1354	27530	90218775	8000003571	
11/27/2015	910	NATL OCEANIC & ATMOSPHERIC ADM COM	1354	26523	90218774	8000003570	
11/27/2015	910	NATL OCEANIC & ATMOSPHERIC ADM COM	1354	30323	90218410	8000003527	
11/27/2015	1013	GEOLOGICAL SURVEY INTERIOR	1408	23426	90218793	8000003589	

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3. Highlight the FEDERAL bills you need to print/save by clicking the block next to the line. Use “CTRL” button to select multiple lines.

4. Click 1080_PDF Button.

B. Enter T-Code SP01 (see screen shot below).

1. Date created – Enter Billing Date (date the spool was created) in both fields.

2. Select Clock Icon to execute.

The screenshot shows a software interface with two tabs: "Spool requests" and "Output requests". The "Spool requests" tab is selected. Below the tabs, there are four rows of input fields, each with a yellow clock icon to its right:

- Spool Request Number: [Empty field]
- Created By: NS000360
- Date created: 12/30/2015 to 12/3
- Client: 600

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- Put a check in the box next to the one you need to spool and then click the printer icon. This will manually print your bills. (see screen shot below)

Output Controller: List of Spool Requests

Spool no.	Type	Date	Time	Status	Pages	Title
<input checked="" type="checkbox"/> 908428		12/17/2015	15:09	Waiting	6	PBFORM S01S NS000360
<input type="checkbox"/> 907175		12/17/2015	11:21	Compl.	1	1080 0051 SAPMV60A

2 Spool requests displayed

=====

1 Spool req. being proc.

1 Spool requests completed

- To save an electronic copy, you can select the PDF icon (may take a few minutes for this icon to be available for use).

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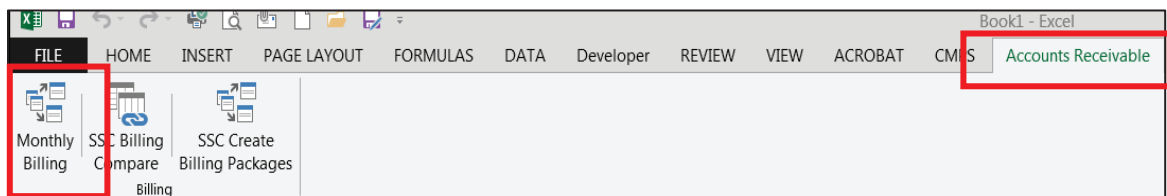
PROCESS – LIQUIDATION OF ADVANCES

STEP 1. Account Maintainer– Liquidate Advance to Sales Order (Control Activity)

NOTE: STEP 1 – “C,” “D,” “E,” “F” and “G” below should be run using the “Accounts Receivable – Monthly Billing” Add-In. (Manual steps only to be executed if the Macro is unavailable)

A. **Macro Steps** – Liquidate Advance to Sales Order (Test Run)

1. Open blank Excel Worksheet.
2. Click on “Accounts Receivable” Add-in.
3. Select “Monthly Billing” icon.



AR Prebilling

Center
GSFC

Month
October

Fiscal Year
2016

Process
ALDP Test

ALDP Actual

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4. In the “AR Prebilling” red box, select the following:

- a) Center **NOTE**: multiple centers can be selected by holding down the Ctrl key and highlighting each center).
- b) Month
- c) Fiscal Year
- d) Process = ALDP Test

5. Click Ok.

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6. The Macro will execute the Calculation, Simulating Posting report.

AR - Application of Down-Payments

Data Selection

Billing Document	<input type="text"/>	to	<input type="text"/>	
Payer	<input type="text"/>	to	<input type="text"/>	
Trading Partner	<input type="text"/>	to	<input type="text"/>	
Customer Group	<input type="text"/>	to	<input type="text"/>	
Account Group	<input type="text"/>	to	<input type="text"/>	
Billing Date	<input type="text"/>	to	<input type="text"/>	
Company Code	<input type="text"/>	to	<input type="text"/>	
Sales Organization	0024	to	<input type="text"/>	
Billing Type	<input type="text"/>	to	<input type="text"/>	
Sales Order	<input type="text"/>	to	<input type="text"/>	
Sales Order Type	<input type="text"/>	to	<input type="text"/>	
Payment Method	<input type="text"/>	to	<input type="text"/>	

Controls

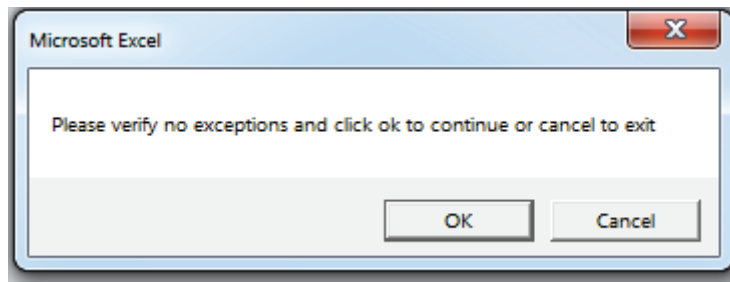
Posting Date	07/10/2019
<input type="checkbox"/> Excl Reversed / Reversal Inv	

Processing Mode

☐ Calculation, No Posting
☒ Calculation, Simulate Posting
☐ Calculation and Posting

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7. Once the report has been executed, verify that there are no exceptions.



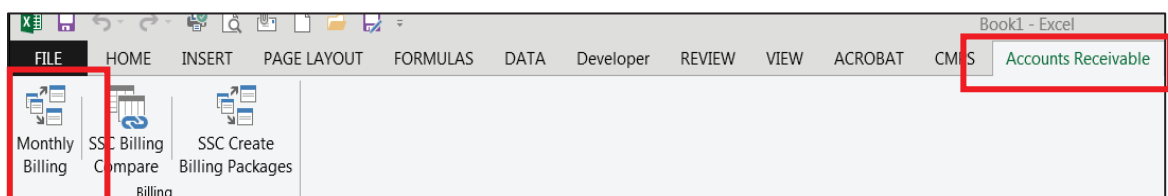
8. If there are no exceptions, click OK to complete the report and save it on the N drive in the Monthly Billing folder.
9. If there are exceptions, click Cancel and email the Center for assistance with these exceptions.

NOTE: Exceptions are due to the incorrect assignment number(s) being linked to the liquidation.

10. Once the center has made the corrections, re-run the ALDP-Test macro.
11. If there are no exceptions, click OK to save the report on the N drive.

B. **Macro Steps** – Liquidate Advance to Sales Order (Actual Run)

1. Open blank Excel Worksheet.
2. Click on “Accounts Receivable” Add-in.
3. Select “Monthly Billing” icon.



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The screenshot shows a window titled "AR Prebilling" with a red background. It contains four dropdown menus arranged vertically:

- Center:** The dropdown menu shows "AFRC" selected.
- Month:** The dropdown menu shows "July" selected.
- Fiscal Year:** The dropdown menu shows "2019" selected.
- Process:** The dropdown menu shows "ALDP Actual" selected.

At the bottom center of the dialog is an "OK" button.

4. In the "AR Prebilling" red box, select the following:
 - a) Center **NOTE:** multiple centers can be selected by holding down the Ctrl key and highlighting each center, but for this T-code, process each center separately).
 - b) Month
 - c) Fiscal Year
 - d) Process = ALDP Actual

5. Click Ok.

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6. The Macro will execute the Calculation and Posting report.

AR - Application of Down-Payments

Data Selection

Billing Document	<input type="text"/>	to	<input type="text"/>	
Payer	<input type="text"/>	to	<input type="text"/>	
Trading Partner	<input type="text"/>	to	<input type="text"/>	
Customer Group	<input type="text"/>	to	<input type="text"/>	
Account Group	<input type="text"/>	to	<input type="text"/>	
Billing Date	<input type="text"/>	to	<input type="text"/>	
Company Code	<input type="text"/>	to	<input type="text"/>	
Sales Organization	0024	to	<input type="text"/>	
Billing Type	<input type="text"/>	to	<input type="text"/>	
Sales Order	<input type="text"/>	to	<input type="text"/>	
Sales Order Type	<input type="text"/>	to	<input type="text"/>	
Payment Method	<input type="text"/>	to	<input type="text"/>	

Controls

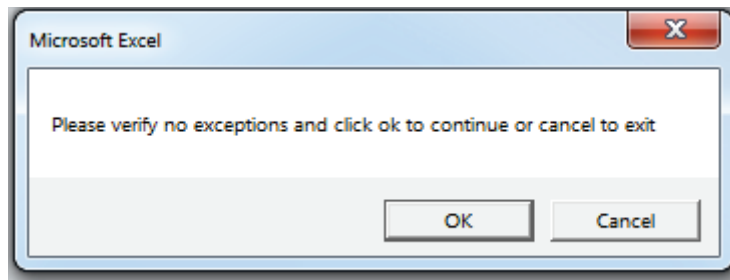
Posting Date	07/10/2019
<input type="checkbox"/> Excl Reversed / Reversal Inv	

Processing Mode

☐ Calculation, No Posting
☐ Calculation, Simulate Posting
☒ Calculation and Posting

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7. Once the report has been executed, verify that there are no exceptions.



8. If there are no exceptions, click OK to complete the report and save it on the N drive in the Monthly Billing folder.
9. If there are exceptions, click Cancel and email the Center for assistance with these exceptions.
10. Once the center has made the corrections, re-run the ALDP-Test macro.
11. If there are no exceptions, click OK to save the report on the N drive

NOTE: The NSSC Account Maintainer liquidates the Advances using ZFI_AR_ALDP for automatic liquidation in SAP and F-39 for manual liquidation for those Customers with bills for the month. The invoice and the liquidation documents will clear automatically at night.

NOTE: Advance must be posted to SO and cost must have been billed, T-Code: VF04- CR 4222 DR 4252, DR 1310 CR 5200, A710 & A714, T-Code F-39, DR 2310 CR 1310.

C. **Manual Steps** - Use T-Code ZFI_AR_ALDP.

NOTE: T-Code ZFI_AR_ALDP can be used for credit bills. This will create the entire process of placing the funds back to the down payment. The Centers will not have to run F-29 to manually place the funds back on the down payment.

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1. Enter Business Area proceeded by 2 zeroes into the “Sales Organization, Enter today’s date in “Posting Date” field, select “Calculation, Simulate Posting” and Execute.

NOTE: by selecting “Calculation, Simulate Posting” you are doing a test run to see what will liquidate when you later do your actual run.)

AR - Application of Down-Payments

Data Selection

Billing Document		to	
Payer		to	
Trading Partner		to	
Customer Group		to	
Account Group		to	
Billing Date		to	
Company Code		to	
Sales Organization	0064	to	
Billing Type		to	
Sales Order		to	
Sales Order Type		to	
Payment Method		to	

Controls

Posting Date: 05/27/2011

☐ Excl Reversed / Reversal Inv

Processing Mode

☐ Calculation, No Posting

☒ Calculation, Simulate Posting

☐ Calculation and Posting

- D. Analyze the list of bills produced for liquidating purposes. Validate that there is enough advance to liquidate each bill. Also, check for exceptions at the top of the report. A list of items that the liquidation program will not automatically liquidate in the batch will be shown. Each of these should be researched and probably liquidated manually.

AR - Application of Down-Payments

Processing Mode: Calculation, No Posting

Customers selected	68
Customers excluded because of processing exceptions	1
Customers processed	67
Invoices excluded because of processing exceptions	0
Invoices processed	214
Dpt items excluded because of processing exceptions	0
Down-payment transfer documents defined	29
Down-payment transfer documents with exceptions	0

Exceptions

NASA 109782
Cust not proc - orig dp cleared, dp transfer open 1400002489 2009 002

Invoices Processed

Orig Customer	Invoice	ITyp	C Assignment_No	TrPart	CG	Open_Receivable	Dpt_Transfers	Remaining_Receivable	DpTr_D0
0064	1036	90112654	L2	0090112654	5700	ZF	4,346.63	0.00	4,346.63
0064	1044	90112655	L2	0090112655	9600	ZF	1,894.12	0.00	1,894.12
0064	1044	90112656	L2	0090112656	9600	ZF	1,894.12	0.00	1,894.12
0064	1044	90112657	L2	0090112657	9600	ZF	568.43	0.00	568.43
0064	1045	90112658	L2	0090112658	NONFED	ZF	950.16	0.00	950.16
0064	1047	90112660	L2	0090112660	1700	ZF	243.61	0.00	243.61
0064	1047	90112661	L2	0090112661	1700	ZF	14.62	0.00	14.62

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E. Save listing of bill to an Excel spreadsheet. Select List, Save/Send, File, Text with Tabs and Save as "Center ALDP Test FY2014 P10".

1. Sort the spreadsheet so that all bills with zero remaining AR are together.

2. Validate that the zero remaining AR bills are to be liquidated.

F. Run ZFI_AR_ALDP again in Calculation and Posting mode, copying the bills to be liquidated from the Excel spreadsheet. A listing of all bills automatically liquidated will be produced with the liquidation document numbers.

G. Save the liquidation report to N:\FM Division\Accounts_Payable Accounts_Receivable\Accounts Receivable\Monthly Billing\Center\Fiscal Year\Month\"Center ADLP Actual FY#### P##".

STEP 2. Account Maintainer– Manual Liquidation of Advance to Sales Order (Control Activity).

F-39 - Manual Liquidation Of Advance (End User Procedure)

A. Use this for any items that errored out as "Exceptions" on the Auto Liquidation run, which you still need to liquidate.

Clear Customer Down Payment: Header Data			
Process down pmnts			
Document Date	09/30/2009	Type	DC
Posting Date	09/30/2009	Period	12
Document Number		Company Code	NASA
Reference	90112908		
Doc. Header Text	SO18740 - LINE 10		
Trading part.BA		Tax Report Date	
Customer			
Account	109782		
Relevant invoice			
Invoice ref.	8000016826	Line item	
		Fiscal year	2014
Transfer posting item(s) details			
Assignment			
Text	SO18740 - LINE 10		

1. Enter today's date in "Document Date".

2. Enter "DC" into "Type".

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3. Enter bill number into the "Reference" field.
4. Enter Sales Order number and Line number into "Doc. Header Text".
5. Enter customer number into "Account" field.
6. Enter 8000 FI Invoice number from bill into "Invoice Reference" field.
7. Enter current fiscal year into the "Fiscal year" field.
8. Enter Sales Order number and line number into the "Text" field.
9. Click "Process down pmnts" in the top left-hand corner.

Clear Customer Down Payment Choose down payments

Display Currency

Account 109782 Currency USD

Down Payments

Document	U...	S	Sales Doc...	It.	WBS Element	Fund	Amount	Available Amount	Transfer Posting
1400002489	2	A	18740	10	804911.02.09.8397.09	CASX22009R	30,000.00-	30,000.00-	
1400002812	2	A	18740	10	804911.02.09.8397.09	CASX22009R	353,078.50	163,726.27	
1400005418	2	A	18740	10	804911.02.09.8397.09	CASX22009R	967,635.20	282,258.76	
1400008131	2	A	18740	10	804911.02.09.8397.09	CASX22009R	1,138,000.00	737,845.76	
1400008806	2	A	18740	10	804911.02.09.8397.09	CASX22009R	1,420,018.00	120,625.66	
140001964	2	A	18740	10	804911.02.09.8397.09	CASX22009R	532,449.39	532,449.39	
140007447	2	A	18740	10	804911.02.09.8397.09	CASX22009R	100,000.00	100,000.00	
140008806	2	A	18740	10	804911.02.09.8397.09	CASX22009R	226,985.78	226,985.78	
140008812	2	A	18740	10	804911.02.09.8397.09	CASX22009R	173,537.02	173,537.02	
1400010521	2	A	18740	10	804911.02.09.8397.09	CASX22009R	13,338.00	13,338.00	
2400000123	2	A	18740	10	804911.02.09.8397.09	CASX22009R	5,000.55-	5,000.55-	
2400000126	2	A	18740	10	804911.02.09.8397.09	CASX22009R	45,000.00-	45,000.00-	
2400001166	2	A	18740	10	804911.02.09.8397.09	CASX22009R	95,748.93-	95,748.93-	
2400001175	2	A	18740	10	804911.02.09.8397.09	CASX22009R	13,218.00-	13,218.00-	
2400003107	2	A	18740	10	804911.02.09.8397.09	CASX22009R	320,000.00-	320,000.00-	
2400003110	2	A	18740	10	804911.02.09.8397.09	CASX22009R	100,000.00-	100,000.00-	
2400003139	2	A	18740	10	804911.02.09.8397.09	CASX22009R	5,000.00-	5,000.00-	
2400003143	2	A	18740	10	804911.02.09.8397.09	CASX22009R	330,000.00-	330,000.00-	

Display Item 1 / 25

Total 0.00

- B. Once the report has executed, select the line to post the liquidation against.
1. Sort the "Sales order" column in ascending order.
 2. Pick a line item (may be several rows) with enough funding that matches both the WBS and Fund (Sales Order line item) on the bill.
- NOTE:** Pick only Positive (debit) rows.
3. Enter amount in "Transfer Posting" column on this row or rows.
 4. Double check the "Total" field to ensure the total is correct.

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5. Hit "Enter" key.
6. Click "Document/Simulate" button.

Clear Customer Down Payment Display Overview

Display Currency Taxes Reset

Document Date: 09/30/2009 Type: DC Company Code: NASA
Posting Date: 09/29/2009 Period: 12
Document Number: INTERNAL Fiscal Year: 2009
Reference: 90112908
Doc. Header Text: Liquidate Down Payment Trading part BA

Items in document currency

PK	BusA	Acct	USD	Amount	Tax amt
001	09A	64 0000109782	Orbital Sciences Co	246,327.69	
002	16	64 0000109782	Orbital Sciences Co	246,327.69-	

7. Make sure the Net affect = 0, Select Post.

NOTE: Enter amount under the "Manual Advance" column on the "Billing Breakdown" of the spreadsheet.

8. Manually clear liquidation using F-30 (Doc Type "AB")

NOTE: the bill and liquidation should clear overnight, but this is a failsafe to be sure they do.

STEP 3. Account Maintainer– Insufficient Advance to Liquidate Bill

- A. If the advance is insufficient to liquidate the bill, cancel the bill using T-Code VF11.

NOTE: This should be determined prior to the bill being created. Don't bill if it can't be liquidated.

[VF11 - Cancel A Reimbursable Bill \(End User Procedure\)](#)

1. Enter the Invoice Number in the "Document" field.

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NOTE: It is very important the current date is populated in “Billing Date” and Hit Enter.

Document	Item	SD document categ.	Processing status	Bill
90112657		Debit memo	canceled	

2. Make sure this is the correct document, validate the amount and select the save icon. A 9000 number will appear at the bottom of the screen, this is the reversal document.

NOTE: When reversing a bill using VF11, attach backup indicating reason to the reversal document in SAP. If Center requests the reversal, attach the request. (See Appendix F - NSSC Reversal Process)

- B. After the bill is cancelled, postpone the cost that exceeds the available advance and re-bill up to the amount of the available advance using T-Code DP91.
- C. Liquidate the available advance against the new bill.

STEP 4. Account Maintainer–Advance Refunded (if necessary) – Refer to Appendix I

If an advance need to be refunded to the Customer due to actual cost of Reimbursable Agreement being less than advance once all costs have been posted, follow EPSS.

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NOTE: Center will determine with customer whether refund will be applied to new Reimbursable Agreement or if refund will be sent to customer. If new Reimbursable Agreement is to be established, Center will post refund to new agreement and create WBS and SO. If refund will be sent to customer, follow procedures to request AP to cut Treasury Check. [ZF110 PRO - Create and Verify Payment Proposal \(End User Procedure\)](#)
[ZF110 PRUN - Execute Payment Run](#)

[Reimbursable Refunds \(User Guide\) Scenario 3](#)

STEP 5. Account Maintainer– Cancellation of Incorrect Bill

- A. When cancelling a reimbursable bill, use T-code VF11; Use current date in the Billing Date Field. Failure to populate current date results in the original bill date being defaulted. If the original bill was created in a prior period, the cancellation document will not generate an accounting document. This is especially critical at year end, as September is still open for Periods 13-16 for year- end closeout

[VF11 - Cancel A Reimbursable Bill \(End User Procedure\)](#)

NOTE: When reversing a bill using VF11, attach backup indicating reason for the reversal document in SAP. If Center requests the reversal, attach the request.

NOTE: Ensure date on cancelling document is in the current month; when cancellation is complete; verify that accounting documents were created. This is where errors occur.

NOTE: When reversing bill using VF11, ensure that any IPAC clearing documents have been reversed by the Payment Processor.

- B. Reverse the Billing Request by using T-Code VA02.
[VA02 - WCF-SEWP Billing Plan Functionality User Guide for GSFC \(End User Procedure\)](#)

1. Enter doc number 8XXXXXXXXX. Reject billing request by selecting icon to the right of rejection column.

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NOTE: Use VA03 to retrieve the Debit Memo Request Number, which is the billing request number, to enter in VA02.

NOTE: If rejecting the entire bill, make sure each line is rejected.

NOTE: DP96 creates a billing request that can be seen under the SO. VF04 processes the billing requests to post and print the actual bills. To reverse a billing request, access VA02 and reject. (Ensure you don't reject the entire SO in the drop-down.) This rejection throws the cost back in the amount to be billed column in DP91.)

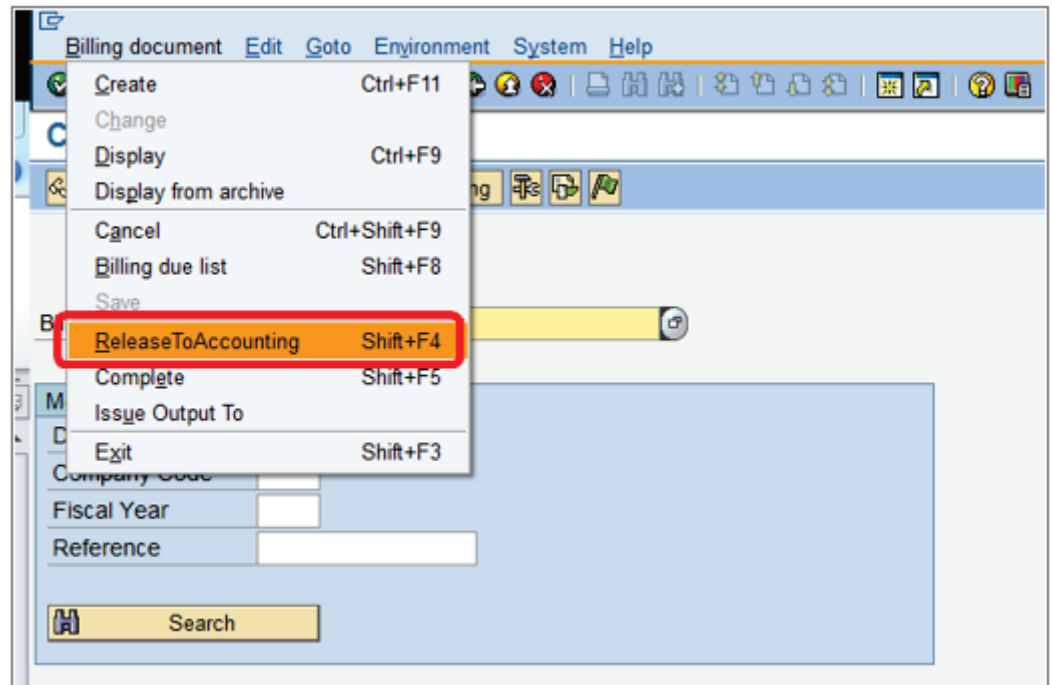
NOTE: The 8XXXX doc number on a printed bill is the accounting document under FI (Financial). It is not the same 8XXXX doc number that shows as a billing request on the SO in VA03.

NOTE: The billing request may be rejected for incorrect costs, incorrect date, etc.

2. When clearing the original bill and the reversal bill against each other in F-30, use Document Type "AB." Verify cost shows as billable again in T-Code DP91.
3. If the reversal bill is not available when attempting to clear the original bill, the cost needs to be "Released to Accounting".
4. Go to T-code VF02 and, enter the 900 number for the reversal bill.

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5. Go to “Billing Document” and select “Release to Accounting”.



6. Go to FBL5N to verify that the reversal bill is available to clear the original bill. If it is available, proceed with clearing the original bill.
- C. Invoice create during monthly reimbursable billing process with end of month date.

1. After invoice is cancelled using

[VF11 - Cancel A Reimbursable Bill \(End User Procedure\)](#)

2. Using T-code VF02
3. Go to “Header”
4. Change billing date
5. Select “Save”

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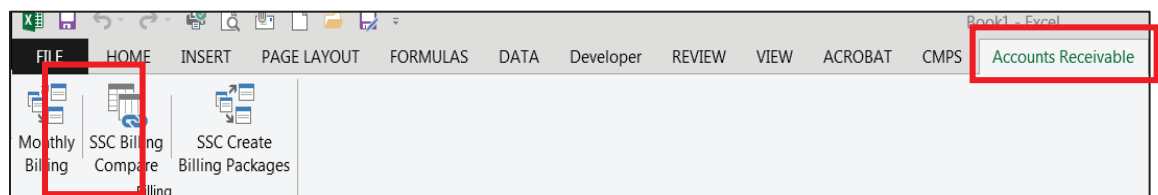
PROCESS – RUN LIST OF CUSTOMER LINE ITEMS

STEP 1. Account Maintainer– Run List of Customer Line Items Report.

NOTE: STEP 1 – “B” below should be run using the “Accounts Receivable - Monthly Billing” Add-In. (Manual steps only to be executed if the Macro is unavailable)

A. **Macro Steps** - Run List of Customer Line Items Report.

1. Open blank Excel Worksheet.
2. Click on “Accounts Receivable” Add-in
3. Select “Monthly Billing” Icon.



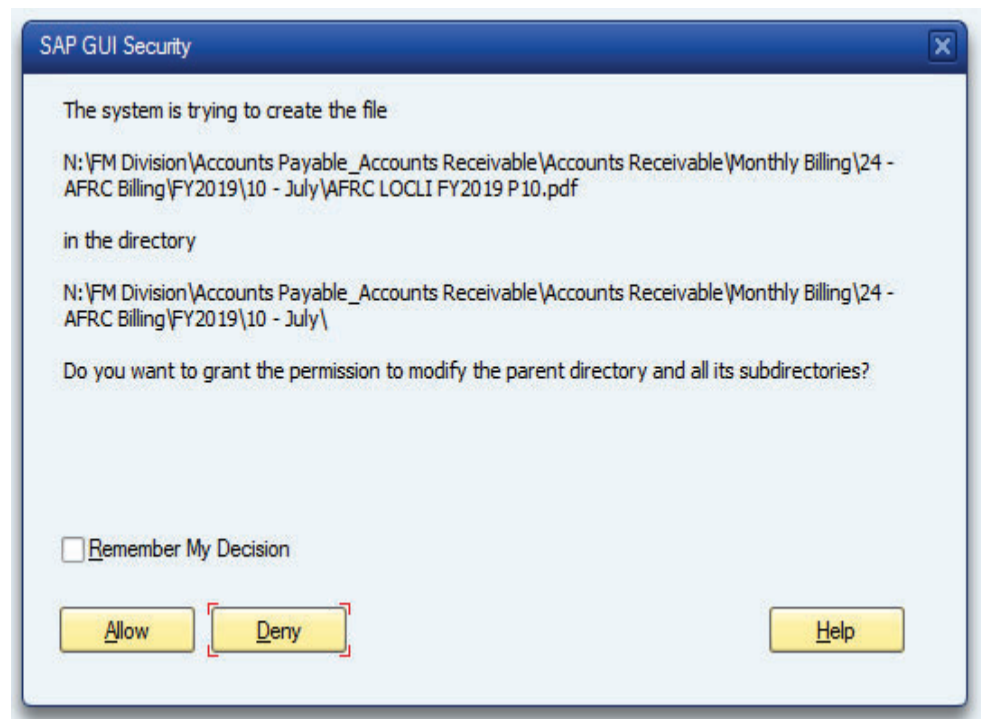
The 'AR Prebilling' dialog box is shown with the following settings:

- Center:** GSFC
- Month:** October
- Fiscal Year:** 2016
- Process:** Customer Line Items

An 'OK' button is located at the bottom of the dialog box.

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4. In the “AR Prebilling” red box, select the following:
 - a) Center **NOTE**: multiple centers can be selected by holding down the Ctrl key and highlighting each center).
 - b) Month
 - c) Fiscal Year
 - d) Process = Customer Line Items
5. Click OK.
6. This macro will execute the List of Customer Line Items report and will save it on the N drive in the Monthly Billing folder.
7. Click Allow.



8. Go to letter C.
- B. Run “List of Customer Open Items” using T-code S_ALR_87012173.”
1. Enter the date range (day of billing) into “All Items.”

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2. Select the flag Icon, enter “RV and DC” into the “Document Type” field and populate Center number into the “Business Area” field, click the Clock Icon to execute.
 3. Click the print Icon, go to the “Business Workplace” Inbox, double click on your file, and Save as e.g. “GSFC LOCLI FY2014 P10” on the N: Drive, in the Monthly Billing Folder.
- C. Compare ending balance on the “List of Customer Line Items” report to the “Preliminary Billing Report”. If there are any discrepancies, investigate and document on both reports.
- D. Compare liquidation totals on the “List of Customer Line Items” report to the “VF04 Billing Breakdown” report. If there are any discrepancies, investigate and document on both reports.

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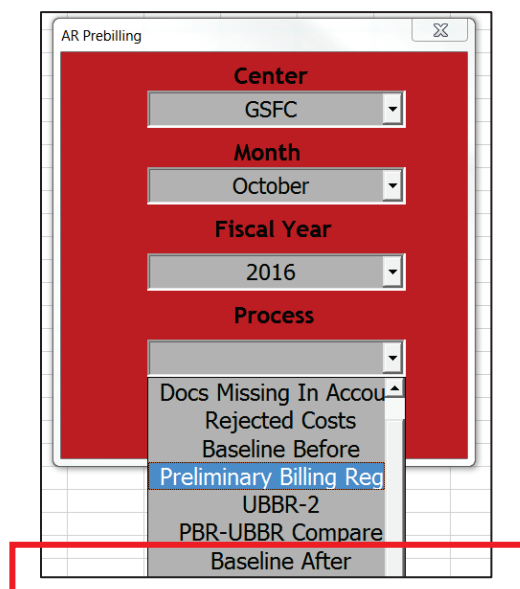
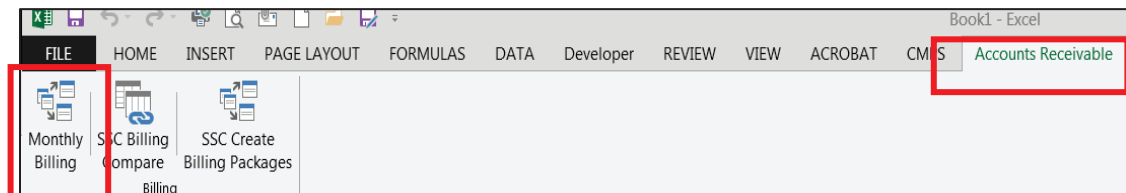
PROCESS – POST BILLING ACTIVITIES

STEP 1. Account Maintainer– Run Reconciliation Reports.

NOTE: STEP 1 – “B” (“1” & “2”) below should be run using the “Accounts Receivable - Monthly Billing” Add-In. (Manual steps only to be executed if the Macro is unavailable)

A. **Macro Steps** - Run Reconciliation Reports

1. Open blank Excel Worksheet.
2. Click on “Accounts Receivable” Add-in.
3. Select “Monthly Billing” icon.

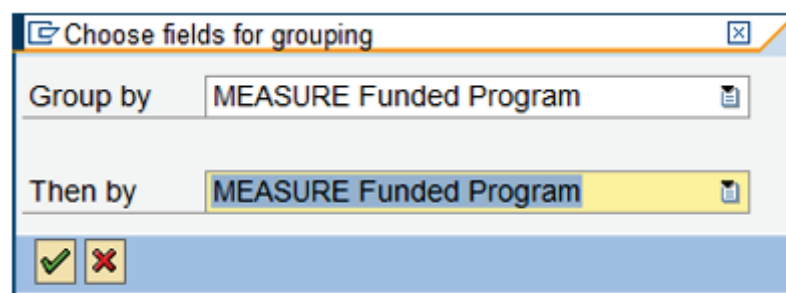


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4. In the “AR Prebilling” red box, select the following:
 - a) Center **NOTE**: multiple centers can be selected by holding down the Ctrl key and highlighting each center).
 - b) Month
 - c) Fiscal Year
 - d) Process = Baseline After
5. Click Ok.
6. This macro will execute the Baseline Reconciliation Reports and will add them to the “After” tabs on the Baseline Recons spreadsheet saved in the Monthly Billing folder on the N drive.
7. Verify there are no differences in each report.
8. If there is a difference, research to find what is causing the difference.
9. To research outages, manually run the report with the outage.
10. Once the report has been completed, click the “Breakdown” button.



11. Select the following fields for grouping:
 - a) Group by = Measure Funded Program
 - b) Then b = Measure Funded Pro ram



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12. Scroll down to the WBS causing the outage.

Reconciliation Analysis: L96 Advances (ITD 2310 (Reim) = 4222				
Breakdown Match Items Matching Options Definition Ba				
Subtotal / Funded Prg / Funded Prg	L96 ITD 2310	=	- L96 ITD 4222	Difference
▷ 199008.02.04.90.M706.11	12,102.96	=	12,102.96	
▷ 199008.02.04.90.M706.12	62,525.08	=	62,525.08	
▷ 199008.02.04.90.N567.11	1.00	=	1.00	
▷ 595551.01.04.55.J047.12	7.09	=	7.09	
▼ 622	34,930.32	≠	0.00	34,930.32
622	34,930.32	≠	0.00	34,930.32
▷ 774708.07.02.07.E683.01	17,444.43	=	17,444.43	
▷ 774708.07.03.01.I057.01	2,889.93	=	2,889.93	
▷ 804911.02.04.05.M882.11	2,199,764.00	=	2,199,764.00	
▷ 901335.01.04.55.H781.01	26,924.41	=	26,924.41	
▷ 904518	22,457.49	=	22,457.49	
▷ 923974.07.02.09.I985.09	88,666.80	=	88,666.80	
▷ 923974.07.02.09.I765.09	8,080.00	=	8,080.00	

13. Double click on this line to see a breakdown of transactions.



14. If the transaction causing the outage is from the reimbursable billing, reverse the bill and notify the center.


15. If the transaction causing the outage is from a center posting, notify the center.










- B. **Manual Steps** - Run Reconciliation Reports using T-Code RFMFGR CN_RP1. Reconciliations ensure that billing documents are properly posted in SAP and that the appropriate accounting “relationships” are maintained between the Proprietary and Budgetary ledgers. There are three reconciliations for Reimbursable Billing: Advances, Receivables and Revenues.

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Reconciliation Analysis Report

  Select Saved Results

Rule ID 


Rule ID	Rule Name
ADVANCES	ITD 2310(REIM)=4222
ANTICIPRMB	Anticipated Reimbursable Reconciliation
ANTICPCOLL	Anticipated Collection 4060/4070 & 4590.2000
ANTICRECOV	Anticipated Recovery Recon 4310.XXXX/4590.1000
ANTICREIMB	Anticipated Reimbursable Recon 4210.XXXX/4590.0000
BUDGET	ITD 40XX-43XX=44XX-49XX
BUDGTOPROP	YTD 6100+6330+6400=49XX
CANCBUDG	CANCELLED FUNDS BUDGETARY ACCOUNTS CHECK
CANCPROP	CANCELED FUNDS PROPRIETARY ACCOUNTS
CASH OUTLY	YTD Cash Outlay
DOWNWARDAD	YTD 4X7X = YTD 4310
DRCRRECON	DR/CR Recon by Business Area
EXPENDAPPR	YTD 5700=3107

Standard Criteria




Year/Period Selection

Starting/ending fiscal period

From fiscal year	2014	
From period	00	← ADVANCE & RECEIVABLE
To fiscal year	2014	
To period	06	

Posting period to 

Selection fields for this rule

Agency Location Code	to	 
Business Area	to	 
Commitment Item	to	 

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Reconciliation Analysis: ITD 2310(REIM)=4222			
Subtotal / Fund / Funds Ctr	ITD 2310 REIM	=	- ITD 4222 Difference
Total	366,709.09	=	366,709.09
▶ CASX22009R	619,908.29	=	619,908.29
▶ CASX22010R	626,501.33	=	626,501.33
▶ ESAX22007R	7,507.60	=	7,507.60
▶ ESAX22008R	360,019.53	=	360,019.53
▶ SAEX22004R	5,775.00	=	5,775.00

3. The “difference” column should be blank. If it is not blank during pre-billing recons, this could mean a transaction was processed by the center. Even if you do show a dollar amount in this column, make sure it matches again when you run the recon again after billing. This is a snapshot “prior to” and “after” billing. If there is an item “difference” column during pre-billing, email your Center POC and let, them know so they can research and clear the issue.
4. Click the drop-down feature, select “Receivables” and click Execute. Enter information into the following fields: From Fiscal Year, From period (00), To Fiscal Year, To Period (current period) and Business Area.
5. Click the drop-down feature, select “Revenues” and click Execute. Enter information into the following fields: From Fiscal Year, From period (01), To Fiscal Year, To Period (current period) and Business Area.

Standard Criteria	
Year/Period Selection	
Starting/ending fiscal period	
From fiscal year	2014
From period	01 ← REVENUE
To fiscal year	2014
To period	06
Posting period	to [] []
Selection fields for this rule	
Agency Location Code	to [] []
Business Area	51 to [] []

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NOTE: At the end of each Fiscal Year, “Revenues” are zeroed, so balances are not carried over to the next fiscal year.

STEP 2. Account Maintainer– Complete Monthly Billing Checklist.

- A. Complete the center’s “Monthly Billing Checklist” (see Appendix G).
- B. Save the “Monthly Billing Checklist” to N:\FM Division\Accounts_Payable Accounts_Receivable\Accounts Receivable\Monthly Billing\Center\Fiscal Year\Month\”Center Monthly Billing Checklist Fiscal Year Period”.
- C. Notify center Point of Contact, Payment Processor center POC, and CS and SP Supervisors that Billing is complete. In addition, ServiceNow Case/Task is created, subcategory “Monthly Billing”.

NOTE: The POC listing is found on the N Drive (N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\POC Listing)

- D. SP Supervisor receives Task and begins the review:
 1. Access “Monthly Billing” folder located: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing
 2. Review explanations on center “PBR” (Preliminary Billing Register) for unbilled cost.
 3. Review the total cost billed by comparing the following reports: “Actual Bill” total on the PBR, “net value” total, “amount” total on the “VF04 Billing Breakdown”, and total on the “List of Customer Line Items”.
 4. Review the total liquidations are correct by comparing the following reports: “ALDP Actual” total, “VF04 Billing Breakdown” (Auto Liquidation plus Manual Liquidation) and “List of Customer Line Items” G/L Account 2310.0000 all agree.
 5. SP Supervisor routes Task to Payment Processor to begin IPAC Process.

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E. Payment processor completes the “Collect Amounts via IPAC” process and route task to Account Maintainer.

F. Sales Invoice Processor (Account Maintainer) will run the SAP “ZFI_AGING1310” report and compare to ensure the outstanding debts match the “VF04 Billing Breakdown” spreadsheet. Any discrepancies should be documented and communicated to the Payment Processor.

G. Account Maintainer routes tasks to the SP Supervisor for review.

H. SP Supervisor begins the IPAC review:

1. Review and Compare “ZFI_AGING1310” and “VF04 Billing Breakdown” spreadsheet.
2. Run SAP “FBL3N” report to ensure all IPAC (Payment Proposals) have cleared 1310.5000 G/L Account and this report nets to zero.
3. Validate “Auto IPAC Bulk Confirmation Report” total.
 - a) Identify the range of DRN numbers for the center using the “Auto IPAC Bulk Confirmation” report.
 - b) Filter the range of DRN numbers on the “FBL3N” report and compare this to total to the “Auto IPAC Bulk Confirmation” report.

I. Resolve task.

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PROCESS – POSTING OF AN ADVANCE

Notify Center of receipt (Control Activity)

STEP 1. Payment Processor – Notify Center of Advance.

Upon receipt of a customer's payment, the NSSC CPP e-mails the Center Reimbursable Accountant and provides the details for the advance received, including Customer name, dollar amount, deposit ticket number, check sequence number and CIR Confirmation date.

- A. The NSSC CPP receives the Case for the Advance check. **Reference NSSDG-9200-2228 – Deposit and Collections for complete process on receiving payments and processing deposits.**
- B. Once the Confirmation information is entered, the Advance checkbox is clicked on the Functional Detail in ServiceNow. This generates an e-mail to Center personnel notifying them of receipt of an Advance check.

NOTE: The NSSC will provide (via ServiceNow email) the Customer Name, Amount, Confirmation Date, and DRN for Advance posting information with the TechDoc link.

STEP 2. Center – Record costs against appropriate reimbursable WBS.

- A. Center will post Advance in SAP using information provided in Notification.

STEP 3. Payment Processor – Verifies Center posting in SAP, updates FD tab, and resolves ServiceNow Task and closes Case.

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PROCESS – SOLELY TRAVEL

STEP 1. Center – Establish Customer/Solely Travel Agreement.

(See Appendix B – Reimbursable Billing Flow charts)

- A. Center establishes customer master and WBS for Solely Travel Agreement.
- B. Center establishes funding for solely travel agreement with SO and SAP Transaction-code FMBB.
- C. Center forwards expected advance information to NSSC via Advance notification Web form on the NSSC Web page.

STEP 2. Center – Record Advance.

- A. NSSC Collection Processor receives check and deposits per CIR process.
- B. NSSC Payment Processor will route advance payment to center via ServiceNow request.
- C. The Center will post advance into SAP via customer number.

NOTE: The JSC Astronaut Appearance office will request customers to include the CB Case # on remittances (check/pay.gov) to help quickly identify Solely Travel advance payments.

STEP 3. NSSC Travel Processor – Receive Travel Voucher/Receipts.

- A. NSSC Travel Processor receives Travel Voucher and all required receipts from NASA Employee.

STEP 4. Account Maintainer– Receive Reimbursable letter package from Center and update spreadsheet.

- A. NSSC receives Reimbursable letter package from Center via ServiceNow.
- B. Account Maintainer updates Solely Travel status spreadsheet located at:
N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing\72 - JSC Billing\JSC Solely Travel\PACKETS

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C. Input: Solely Travel ID #, Traveler, Sponsor, Customer, SO, CB#, ServiceNow.

STEP 5. Account Maintainer – Perform pre-billing analysis, bill preparation, and down payment liquidation.

(See Appendix G – Reimbursable Billing Refund Flow charts)

A. Account Maintainer receives an e-mail from AP that Centrally Billed Account (CBA) Reconciliation is complete.

B. Run T-Code ZRFI_REFISTAT by SO listed on Solely Travel status spreadsheet and compare Commitments, Obligations, Costs and Disbursements. All must match before refund or bill package can be prepared.

C. Prepare Refund or Bill Package.

1. Screen shots of the following needed: Preliminary Billing Report, Budget Status-Non-Full Cost, FBL5N, and FMZ3.

2. Pull Traveler's Expense Report from Travel System and verify it matches SAP FMZ3 (Funds Commitment) disbursement.

3. Create Travel Expense Breakdown.

4. Determine if cost still needs to be billed. If so, bill and liquidate against remaining advance if applicable.

- a) If necessary, postpone any cost that exceeds advance monies available, and then go back and bill the sponsor for this overage. (Reference NSSDG-9200-0007 – Management of Receivables)

5. Combine package.

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- D. Attach refund or bill package to all invoices associated with the SO/Solely Travel ID # in SAP.
- E. Auto-upload combined packet to TechDoc by dropping into Document Imaging folder on N: Drive named "Solely Travel."
- F. Update Solely Travel spreadsheet located: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing\72 - JSC Billing\JSC Solely Travel\PACKETS\.
- G. NSSC notifies Center via e-mail of any refund or bill to be issued to the customer/sponsor.

NOTE: For customers where there is no advance payment or the advance payment is inadequate to cover costs, prepare the bill after all costs are final so that only one bill is necessary.

NOTE: For international customers, review the address format at <http://www.usps.com>. These bills should be manually addressed to insure delivery.

NOTE: The JSC Astronaut Appearance office will instruct customers to reference the CB# on any inquiries to the NSSC Customer Contact Center regarding status of refunds due or other questions regarding billing.

STEP 6. Center – Initiate Process to generate refund or to mail bill and backup.

- A. In cases of an outstanding bill owed by sponsor to NASA:
 - 1. The Center e-mails NSSC permission to mail the outstanding bill and backup to the sponsor.
- B. In cases of a refund that NASA owes the Sponsor:
 - 1. The Center generates a refund document for remaining advance monies to be refunded to customer and notifies sponsor that refund is being processed.
 - 2. Center notifies NSSC that refund is ready to be paid out.

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NOTE: Information entered on the second line of the address section of the Customer Master will not print on Treasury- issued refund checks. NSSC Customer Contact Center phone number or Center Contact should be entered in the Reference field of the refund document.

NOTE: If a refund check (Treasury check) is returned, review the reports to determine the reason. If reason code 02 – Undeliverable, check the address.

STEP 7. Account Maintainer– Mail backup and initiate request for payment proposal with AP.

A. In cases of outstanding bill owed by sponsor to NASA:

1. Account Maintainer mails bill and backup to sponsor.

B. In cases of a refund that NASA owes the Sponsor:

1. Account Maintainer checks refund document and customer master for proper set up and notifies AP via Case of the need for customer payment proposal.
2. Refunds must be processed by the NSSC within five days of receipt of Center notifications. If possible, refunds will be done by Electronic Funds Transfer (EFT) versus check payment.

[Reimbursable Refunds \(User Guide\) Scenario 3](#)

STEP 8. Accounts Payable – Create customer payment proposal.

A. Accounts Payable receives Case for AR and creates customer payment proposal to refund customer/sponsor.

B. AP returns Case to AR upon completion with Proposal ID and date.

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STEP 9. NSSC Payment Processor – (If Necessary) manually clear foreign refund documents.

If payment is made outside of SAP (i.e., International Treasury System (ITS), Secure Payment System (SPS)), the documents will need to be manually cleared, as the system will not be able to perform this function. Follow below procedures provided by Competency Center, when prompted by AP prior to Certification step in AP.

NOTE: International Payments must be manually cleared with 1400 document.

A. SAP Easy Access – Enter transaction code F-31.

NOTE: Reference = 000JRXX-001, Doc Header text = 000JRXXX-001 and Clearing text = 000JRXXX-001. This is the Schedule # from the ITS Payment Acknowledgement preceded by four zeros (i.e., 0000JR020).

Post Outgoing Payments: Header Data

- a) Enter "Value date."
- b) Enter "Type."
- c) Input the "DZ" (Reimbursable) as the document type.
- d) Enter "Company code."
- e) Enter "Period."
- f) Enter "Reference."
- g) Enter "Doc. header text."
- h) Enter "Clearing text."

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1. Under First Line Item.

- a) Enter "Posting Key."
Posting key is "50" for cash being refunded.
- b) Enter "Account."
Account is the GL Account for cash. Use 1010.XXXX. AR
PP should refer to the Day-to Day Posting Guide.
- c) Click "Enter."

2. SCREEN: Enter GL Account Info.

- a) Enter "Amount."
- b) Enter "Business Area."
- c) Enter Text.

NOTE: Text= 0000JRXXX

3. Enter Next Line Item.

- a) Enter "Account."

NOTE: Account is the customer number.

- b) Enter SGL ind.

NOTE: Special GL Indicator is "A".

- c) Click "Enter."
- d) Click Document Simulate

4. Click "Post."

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NOTE: Once the document is saved, update the assignment value on the posting key 09 line with the Down Payment document assignment value. The RL document type will be included as SAP tracks all reductions to the down payment.

STEP 10. Account Maintainer– Notify Center of payment proposal information and resolve ticket.

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PROCESS – CUSTOMER REFUND

STEP 1. Center – Identify refund due.

- A. Determine Advance SO is complete and remaining unliquidated advance is due back to Customer.
- B. Determine type of refund (i.e. IPAC, Reclassification to down payment, EFT, Check, or International Wire Transfer (Foreign payment) processed outside SAP).

NOTE: If unliquidated advance is immaterial (less than \$1.00), Center may choose to reclassify as Miscellaneous Receipts rather than prepare a customer refund.

STEP 2. Center – Update customer master file.

- A. Center Customer Maintainer updates the Customer Master using T-code XD02. The Group Key is set to “01” and “Single Payment” box is checked. The customer Taxpayer Identification Number (TIN) is entered (if known), or a series of 9 zeros to be entered if TIN is unknown. Payment method may be updated in the Customer Master; but is not mandatory as long as the refund documents contain the payment method: Payment method 5 for a check, Payment method 6 for EFT. If payment method 6 will be used for the refund, center completes the customer banking information in the Customer Master.

Customer	124313	NORTHROP GRUMMAN CORPORATION	G/L acct	2310.0000
Company code	NASA	925 SOUTH OYSTER BAY RD		
NASA		BETHPAGE	Doc. no.	1200005044
Line Item 2 / Down pmnt received / 19 A				
Amount	886,399.09	USD		
Additional Data				
Due on	06/24/2020	Bus. Area	21	
Pmnt Block				
Pmt Method	6	Pmnt Meth.Sup.	21	
Sales Doc.	43019	10	0	US Govt
Clearing	06/24/2020	/	2000102137	
Assignment	12000050442020			
Text	REFUND SAA2-403514-1 SO 43019 NGC			Long text

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Account Managem...		Payment Transactions		Correspondence	
Payment data					
Terms of payment	2000	Tolerance group			
Credit memo payt term		<input type="checkbox"/> Payment history record			
Automatic payment transactions					
Payment methods	5	Payment block			
Alternat.payer		House Bank			
<input checked="" type="checkbox"/> Single payment		Grouping key	01		
		Pmt meth.supl.	24		

NOTE: The single payment option consolidates multiple SAP refund documents into a single remittance check.

NOTE: Paper checks (Payment method 5) must be routed for approval per 31 CFR 208.4 (Paper Check approval process see NSSDG-9200-0008-Collection and Deposit SDG-Process 8 Refunds-Step 1, B, 3)

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Addr... Control Data Payment Transactions

Account control

Vendor

Trading Partner

Reference data/area

Industry

Tax information

Tax Number 1

Tax Number 2

Tax Number 5

Addr... Control Data Payment Transactions

Bank Details

Ctry	Bank Key	Bank Account	Acct holder	Co... I...	IBANValue	Bk.typ.	Reference details	Collection Auth.	SWIFT/BIC	Bank name

Bank Data... Payment cards

NOTE: EFT is the preferred method for refunds.

- B. International Wire – Payment method 5 can be used for payments made outside of SAP.
- C. IPAC – Payment method does not need to be updated in customer master for refunds.



STEP 3. **Center** – If Center Posts refund document for EFT or check payment.

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A. Center uses T-code F-30 to establish a refund document with Doc Type “DC.”

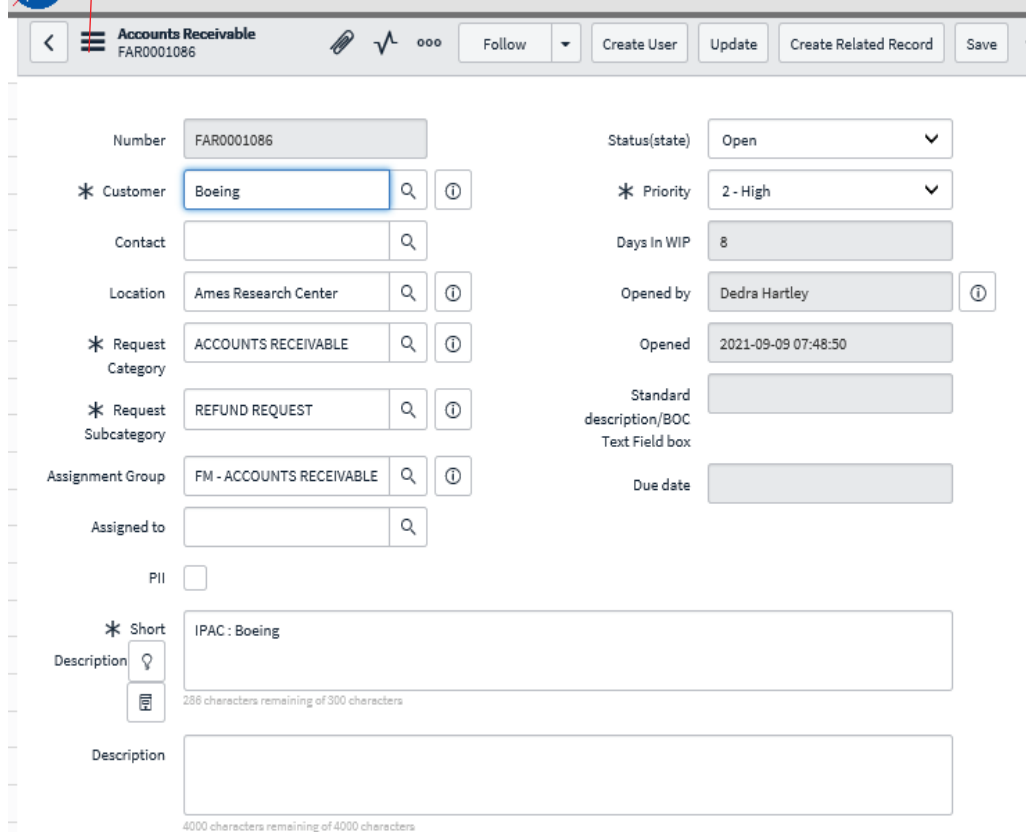
STEP 4. Center – Request issuance of refund.

- A. Center submits refund request via Refund request Portal. This creates a record in ServiceNow.
- B. The NSSC Account Maintainer validates the Customer Master Information referenced in Step 2, A and B.
- C. The NSSC Account Maintainer attaches back-up documentation in SAP to the refund doc (reason for refund) and validates the refund doc (credit) is not blocked.

			
AttachmentForNASA12000050442020002			
Icon	Title	Creator Name	Created On
	ARC ACH REFUND - CU 124313 SO 43019 LI 10 \$886,399	Alicia Warnsley	06/24/2020

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1. To print a refund from ServiceNow, click on Icon for “Additional Actions” on the FAR record



The screenshot shows the ServiceNow interface for an Accounts Receivable record. The record number is FAR0001086. The customer is Boeing. The request category is ACCOUNTS RECEIVABLE, and the request subcategory is REFUND REQUEST. The assignment group is FM - ACCOUNTS RECEIVABLE. The status is Open, and the priority is 2 - High. The record was opened by Dedra Hartley on 2021-09-09 07:48:50. The short description is IPAC : Boeing. The full description field is empty, with a character count of 4000 characters remaining of 4000 characters.

2. Select Export →PDF (Portrait).
3. Click Open

Do you want to open or save u_fd_fm_accounts_receivables.pdf from esd.nasa.gov?

Open Save Cancel

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4. Save the Document to attach to SAP.

Accounts Receivable Details Page 1

Report Title: Accounts Receivable Details
Run Date and Time: 2021-09-22 07:37:07 Central Daylight Time
Run by: Jennifer Myers
Table name: x_g_na5_fm_service_u_accounts_receivable

Accounts Receivable			
Number:	FAR0001086	Status(state):	Open
Call Number:		Pending Reason:	
Customer:	Boeing	Priority:	2 - High
Contact:		Days In WIP:	8
Location:	Ames Research Center	Opened by:	Dedra Hartley
Request Category:	ACCOUNTS RECEIVABLE	Opened:	2021-09-09 07:48:50
Request Subcategory:	REFUND REQUEST	Standard description/BOC Text Field box:	
Assignment Group:	FM - ACCOUNTS RECEIVABLE L2	Due date:	
Assigned to:		Reversal:	
PII:	false		
Short Description:			
IPAC : Boeing			
Description:			
Work notes:			
Additional comments:			

Accounts Receivable			
Customer:	Boeing	AR Center:	Ames Research Center
Dollar Amount:	\$410.00	Collection Type:	
Check Date:		Collection Category:	
Check Number:		TAS:	
Agreement Number:		BETC:	
FOIA Request Number:		Date of Treasury Confirmation:	
P-Card Orderlog:		Document Reference Number:	
FBWT Reason:		Return/Refund Reason:	Sales Order close out
Fee:		Customer Number:	125451
DRN/IPAC Value:		Sales Order Number:	45876
DRN/IPAC:		Line Item:	
Check Return to Customer?:		TA Number:	
Advance Notification:	false	AR Bill Number:	
Advanced Notification Revised:	false	Fiscal Year:	
Friendly Reminder:	false	AR Bill Date:	
Salary Offset:	false	Travel/AP/MR Credit Memo:	

STEP 5. Center or NSSC – Notify customer of refund.

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- A. Center Sales Invoice Processor notifies the customer that a refund is in process.

NOTE: A Treasury check issued to the customer will not provide an explanation or include backup. By notifying the customer in advance of the refund, the likelihood of the customer returning the check is reduced.

NOTE: If a refund check (Treasury check) is returned, review the Treasury reports to determine the reason. If reason code 02 – Undeliverable, check the address.

STEP 6. NSSC Account Maintainer/Payment Processor – Post Refund Document (See [EPSS Reimbursable Refunds User Guide](#))

- A. Create Cash out Document for a Manual IPAC.
 1. AR Account Maintainer creates credit billing request using DP91 and a credit bill using VF01.
 2. AR Account Maintainer updates FD Tab with billing documents and date and assigns task to AR Payment Processor to create Cash Out document. (See Step 8 D) for process to create manual IPAC).
- B. Create Cash Out Document for Auto IPAC.
 1. AR Account Maintainer creates credit billing request using DP91 and a credit bill using VF01.
 2. AR Account Maintainer assigns task to AR Payment Processor to create IPAC via IPAC Workbench. (See Step 8 E) for process to complete Auto IPAC).
- C. Create Credit Bill Refund via EFT/Check
 1. AR Account Maintainer creates credit billing request using DP91 and a credit bill using VF01. (See Step 8 A for process to issue payment)
- D. Create Credit Bill Refund via Reclassification

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1. AR Account Maintainer creates credit billing request using DP91 and a credit bill using VF01.
2. AR Account Maintainer verifies the amount available on the down payment.
3. If there is money available on the specific line, the AR AM will reclassify refund to down payment using ZFI-AR_ALDP.
4. If there is \$0.00 available, the AR AM will assign the task to AR PP to create a cash out document and will provide G/L account.
5. To find the correct G/L account, go to VA03 and enter the sales order number.

Display Sales Order: Initial Screen

Sales | Item overview | Ordering party | List of sales orders

Order: 26355

Search Criteria

Purchase Order No.

Sold-to party

Delivery

Billing Document

WBS Element

Search

6. In the Sales Order, click on Display Document Flow to see the list of transactions for this Sales Order.

Display NASA Reimbursables 26355: Overview

List of sales orders

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7. Scroll to the bottom of the list to find the last collection received.

Accounting document	EA	Amount	Date	Status
▼ Debit Memo Request 0800167612 / 10	1 EA	206,845.00 USD	09/28/2013	Completed
▼ Debit Memo 0090180162 / 10	1 EA	206,845.00 USD	09/28/2013	Completed
• Accounting document 8000021164	1 EA		09/28/2013	Cleared
• Accounting document 4801700363	1 EA		09/28/2013	Cleared
▼ Debit Memo Request 0800167612 / 20	1 EA	9,642.88 USD	09/28/2013	Completed
▼ Debit Memo 0090180162 / 20	1 EA	9,642.88 USD	09/28/2013	Completed
• Accounting document 8000021164	1 EA		09/28/2013	Cleared
• Accounting document 4801700363	1 EA		09/28/2013	Cleared
▼ Debit Memo Request 0800174569 / 10	1 EA	31,517.75- USD	03/04/2014	Completed
▼ Debit Memo 0090188001 / 10	1 EA	31,517.75- USD	03/04/2014	Completed
• Accounting document 8000002370	1 EA		03/04/2014	Cleared
• Accounting document 4800690514	1 EA		03/04/2014	Cleared
▼ Debit Memo Request 0800174569 / 20	1 EA	1,890.58- USD	03/04/2014	Completed
▼ Debit Memo 0090188001 / 20	1 EA	1,890.58- USD	03/04/2014	Completed
• Accounting document 8000002370	1 EA		03/04/2014	Cleared
• Accounting document 4800690514	1 EA		03/04/2014	Cleared
▼ Debit Memo Request 0800259208 / 10	1 EA	12,076.73- USD	07/23/2019	Completed
▼ Debit Memo 0090275650 / 10	1 EA	12,076.73- USD	07/23/2019	Completed
• Accounting document 8000009996	1 EA		07/23/2019	Cleared
• Accounting document 4801186474	1 EA		07/23/2019	Cleared

8. Go to FB03, and enter the 8000 number.

Display Document: Initial Screen

First Item
Editing Options

Keys for Entry View

Document Number 8000021164

Company Code NASA

Fiscal Year 2013

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9. Double click on the customer to pull up the payment information.

Document Overview - Display

Doc.Type : RV (Billing doc.transfer) Normal document

Doc. Number 8000021164 Company Code NASA Fiscal Year 2013
 Doc. Date 09/28/2013 Posting Date 09/28/2013 Period 12
 Calculate Tax ☐
 Ref.Doc. 0090180162
 Doc. Currency USD

Item	FK	Account	Account short text	Amount	Funds Center	Funded Program	Fund	Chmt	Tr.
1	01	3612	Defense Agencies	216,487.88				RECV	970
2	50	5200.0000	Rev frm Svcs Providd	206,845.00	76	329527.01.06.0821.13	CASX22013R	0200	970
3	50	5200.0000	Rev frm Svcs Providd	9,642.88	76	329527.01.06.0821.13	CASX22013R	0200	970
*				0.00					

10. If the clearing document is a 2000 number, the payment was received via IPAC.

Line Item 1 / Invoice / 01

Amount 216,487.88 USD

Additional Data

Bus. Area 76
 Disc. base 0.00 Disc. amount 0.00 USD
 Payt Terms 2000 Days/percent 0 0.000 % 0 0.000 % 0
 Bline Date 09/28/2013 Invoice Ref. / / 0
 Pmnt Block ☐
 Dunn. block ☐ Dunning key ☐
 Last dunned 0
 Clearing 10/18/2013 / 2000000305
 Assignment 0090180162
 Text Long text

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11. If the clearing document is a 14000 number, double click on the clearing document.

Line Item 1 / Invoice / 01

Amount 336,369.00 USD

Additional Data

Bus. Area 21

Disc. base 0.00 Disc. amount 0.00 USD

Payt Terms 2000 Days/percent 0 0.000 % 0 0.000 % 0

Blne Date 06/27/2019 Invoice Ref. / / 0


Pmnt Block ☐

Dunn. block ☐ Dunning key ☐

Last dunned 0

Clearing 07/08/2019 1400008853

Assignment 0090274898

Text  Long text


12. The account used for the collection is listed with the 1010 account.

Doc.Type : ZX (A/R - IPAC Inbound) Normal document			
Doc. Number	1400008853	Company Code	NASA
Doc. Date	07/05/2019	Posting Date	07/08/2019
Calculate Tax	<input type="checkbox"/>		
Ref.Doc.	084102550001		
Doc. Currency	USD		
Doc. Hdr Text	084102550001		

Itm	PK	Account	Account short text	Amount
1	40	1010.5100	IPAC Collections	336,369.00

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13. If the clearing document is a 1000 number, this is a liquidation.

Line Item 1 / Invoice / 01	
Amount	48,004.78 USD
Additional Data	
Bus. Area	21
Disc. base	0.00
Disc. amount	0.00 USD
Payt Terms	2000
Days/percent	0 0.000 % 0 0.000 % 0
Bline Date	06/27/2019
Invoice Ref.	/ / 0
Pmnt Block	<input type="checkbox"/>
Dunn. block	<input type="checkbox"/>
Dunning key	<input type="checkbox"/>
Last dunned	<input type="text"/> 0
Clearing	06/28/2019 / 100362544
Assignment	0090274912
Text	<input type="text"/>  Long text

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14. Go to FBL5N, enter the customer number, and change the layout to sort by sales order number.

Customer Line Item Display

📄 📊 📁 ⓘ Data Sources

Customer selection

Customer account 3406 to ⓘ

Company code NASA to ⓘ

Selection using search help

Search help ID

Search string

📄 Search help

Line item selection

Status

☐ Open items

Open at key date 07/24/2019

☐ Cleared items

Clearing date to ⓘ

Open at key date

☒ All items

Posting date to ⓘ

Type

☒ Normal items

☒ Special G/L transactions

☐ Noted items

☐ Parked items

☐ Vendor items

List Output

Layout /ZNASA_DP ⓘ

Maximum number of items

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15. After the report has executed, filter by the sales order number.

16. Double click on the DP document.

Sales Doc.	Item	Assignment	St	DocumentNo	Typ	Amt in loc.cur.
<input type="checkbox"/> 41130	10	14000084942019		1200004209	DC	48,004.78
<input type="checkbox"/> 41130	10	14000084942019		1400008494	DP	2,000,000.00-
** 41130	10					1,951,995.22-

17. Click on the Moon over Mountain to display accounting information.



Doc.Type : DP (Cst dpmt - reimb agr) Normal document					
Doc. Number	1400008494	Company Code	NASA	Fi	
Doc. Date	06/14/2019	Posting Date	06/25/2019	Pe	
Calculate Tax	<input type="checkbox"/>				
Ref.Doc.	084101390001 DP				
Doc. Currency	USD				
Doc. Hdr Text	DRN: 08410139 DP SO#41130				

Itm	PK	Account	Account short text	Amount	Fun
1	40	1010.5100	IPAC Collections	2,000,000.00	

18. Once the cash out document is created, the AR PP will assign the task back to the AR AM to notify the center and provide the SAP cash-out document.

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NOTE: The NSSC does not refund advances when there is a zero-advance balance. This is considered establishing an advance in SAP which is a Center role.

19. After the center is notified, resolve the case/task.



E. Create Credit Bill to be post to Misc. Receipts

1. AR Account Maintainer creates credit billing request using DP91 and a credit bill using VF01.
2. AR AM updates FD Tab with bill information and date and assigns task to AR PP to create cash out document.
3. AR PP creates cash out document using F-31.
4. AR PP updates FM Tab and assigns task to AR AM
5. AR AM posts the document to Misc. Receipts (see NSSDG-9220-0008 Coll & Deposit SDG Process – Journal Vouchers).

STEP 7. NSSC Account Maintainer – Verify Documentation.

- A. View the Refund Document in SAP using T-code FB03 or FBL5N -Customer Account and confirm the appropriate documentation (e.g., Refund request e-mail or Case) has been attached.

Credit Doc – Refund to Customer:

Customer	124313	NORTHROP GRUMMAN CORPORATION	G/L acct	2310.0000
Company code	NASA	925 SOUTH OYSTER BAY RD		
NASA		BETHPAGE	Doc. no.	1200005044
Line Item 2 / Down pmnt received / 19 A				
Amount	886,399.09	USD		
Additional Data				
Due on	06/24/2020	Bus. Area	21	
Pmnt Block				
Pmt Method	6	Pmnt Meth.Sup.	21	
Sales Doc.	43019	10	0	
Clearing	06/24/2020	/	2000102137	
Assignment	12000050442020			
Text	REFUND SAA2-403514-1 SO 43019 NGC			US Govt 
				 Long text

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AttachmentForNASA12000050442020002			
Icon	Title	Creator Name	Created On
	ARC ACH REFUND - CU 124313 SO 43019 LI 10 \$886,399	Alicia Warnsley	06/24/2020

B. Verify the correct customer is being refunded.

Customer	124313
Company Code	NASA
Name	NORTHROP GRUMMAN CORPORATION
City	BETHPAGE

St	Assignment	DocumentNo	Typ	Doc. Date	S	DD	Amt in loc.cur.	LCurr	Clrng doc.	Text
<input type="checkbox"/>		14000052652020	1200005044	DC	06/24/2020	A	886,399.09	USD	100417551	REFUND SAA2-403514-1 SO 43019 NGC
<input type="checkbox"/>		12000050442020	1200005044	DC	06/24/2020	A	886,399.09-	USD	2000102137	REFUND SAA2-403514-1 SO 43019 NGC
<input type="checkbox"/>							0.00	USD		

C. Confirm that the refund has not already been issued for the Sales Order.

D. Route Task to AR Payment Processor to create refund proposal.

NOTE: The verification process reduces the likelihood of duplicate refunds or refunds to the incorrect party.

STEP 8. AR Payment Processor – Prepare refund proposal.

A. AR Payment Processor establishes a payment proposal using T-code F110. Use payment method 5 for a check or payment method 6 for EFT. If payment method 6 is used, banking information for EFT refund should be completed in the Customer Master. If not, contact the Center and request an update. (See NSSDG_9200-0008 Collection & Deposit Process SDG – Refunds).

NOTE: When a 1200 refund Doc# is created by the center, both parts (debit and credit) will appear on the payment proposal. The debit will be blocked (indicated by a red icon) on the proposal. The center blocks the debit, so that only the

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credit will be sent to the customer. The debit will then clear overnight with the down payment from the sales order.

NOTE: When the Center creates a 1200# (DC) Refund Doc for an IPAC refund, DO NOT Auto-IPAC. These refunds are to be IPAC'd Manually. (See Step D below – AR Payment Processor creates manual IPAC – 3 through 5. Also see Collection & Deposit Process SDG – Payment Processor - Manual IPACs.)

- B. AR Payment Processor will create and assign a Task to AR L3 for Refund Proposal certification and will assign the original refund Task back to the AM for monitoring.
- C. International Wire Payments are made via ITS.gov; no payment proposal is created in SAP. AM will verify Foreign Banking Information has been provided by the Center and will assign a ServiceNow Task to the AP L2 Center Lead for processing. Once payment confirms, a Task is sent back to the PP to manually clear refund document using F-31. (See NSSDG_9200-0008 Coll & Deposit Process – Refunds – Step 7).
- D. AR Payment Processor creates a manual IPAC.
 - 1. AR PP creates Cash out document using F-31. The document date will be the date of the bill created by AR AM.
 - 2. AR PP updates FD Tab with cash out document and date.
 - 3. AR PP creates a Manual IPAC to refund cash to the customer (See NSSDG-9200-0008 Coll & Deposit SDG – Process Erroneous Deposit for steps to create a manual IPAC).
 - 4. AR PP posts IPAC in SAP, updates FD tab and assigns back to AR AM.
 - 5. AR AM notifies center that the refund is complete.
- E. AR Payment Processor creates auto-IPAC refund via workbench (see Collect Amounts via IPAC process- Step B below to create IPAC Proposal).

STEP 9. NSSC Certifying Officer – Certify and issue payment

- A. The Certifying Officer reviews backup attached to the Refund Document in SAP and certifies payment.

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B. Certifying Officer then routes the Payment Proposal Task to the Center AP L2 Lead to enter into SPS (Secure Payment System).

NOTE: Payment information is transmitted to Treasury and an EFT or Treasury check is sent to the customer.

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PROCESS – COLLECT AMOUNTS VIA IPAC

Initiate IPAC Batch Process to receive collections from Federal Customers (Control Activity)

STEP 1. Payment Processor – Creation of the IPAC Payment Proposal and Payment Run

- A. Once the Monthly Reimbursable Billing process has been completed, use the Account Maintainer's "VF04 - Billing Breakdown FY#### P##" saved at N:\FM Division\Accounts Payable_Accounts Receivable\Monthly Billing\Center\Fiscal Year\Month. Only one center (business area) can be processed at a time. The IPAC Payment Run and the DIT (Disbursement in Transit) query in SQ01 must be completed before the next center IPAC file can be generated. This will ensure that the IPACs have been sent to Treasury.

NOTE: Once the AR Payment Processor has completed all the IPAC proposals in SAP, an email will need to be sent to the other AR Payment Processors to begin the IPAC proposals for their assigned centers.

- B. Create IPAC file to upload into SAP.

For the federal customers who utilize the IPAC method of payment for collections, the NSSC CPP initiates an IPAC for the amount of the bill. The NSSC CPP uses the menu path or transaction code ZF110_IPAC to create a test (payment proposal) file to verify that the information matches from IPAC bills. Once the information is verified, the NSSC CPP processes all IPAC collections Payment Proposal and begins the next transaction using the menu path or transaction code Z_IPAC_AR_DIT. This process confirms the IPAC transaction was accepted and processed by Treasury. This process removes the AR and records the collection by posting a debit transaction to the SGL 1010.5100 (Cash) and a credit transaction to the SGL 1310.5000 (AR).

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ZF110_IPAC – PAYMENT WORKBENCH IPAC COLLECTIONS AND PAYMENTS

1. Create a payment proposal file by using T-Code ZF110_IPAC.

2. Find the Naming Scheme for the Center

- a) Click drop-down menu.

- b) Enter date range in the "From date" fields.

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c) Enter Business Area number and add an “*”

Restrict Values

From date: 05/01/2016 To: 06/08/2016

Identification: 23*

Number of Hits: 500

✓ ✗

Automatic Payment Transactions: Overview (1) 2 Entries found

Restrictions

Run On	ID	Payment run status
06/01/2016	23002	Payments have been posted
05/25/2016	23001	Payments have been posted

2 Entries found

3. Use the next sequential number available. Ex. 23003

Payment Run Edit Goto Environment System Help

Automatic Payment Transactions: Status

Status

Run Date: 06/08/2016

Identification: 23003

Status Parameter Free selection Additional Log Printout/data medium

Status

✗ No parameters entered as yet

4. Create the payment parameters using IPAC Payment Proposal macro.

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NOTE: This is only to be used when creating a large batch of IPAC Proposals at the beginning of the month. For all other IPAC proposals, enter the parameters manually (See Number 5).

- a) Enter Center
- b) Enter Proposal number
- c) Enter Run Date
- d) Enter Next Payment Date. This is always the next business day.
- e) Select Check VF04 Billing Breakdown from the “Process” drop-down

The screenshot shows a window titled "IPAC PROPOSAL" with a close button (X) in the top right corner. The window has a teal background and contains the following fields:

- Center:** A dropdown menu with "LARC" selected.
- Proposal Number:** A dropdown menu with "23003" selected.
- Run Date:** A dropdown menu with "06/08/2016" selected.
- Next Payment Date:** A dropdown menu with "06/09/2016" selected.
- Process:** A dropdown menu with "Check VF04 Billing Breakdown" selected.

At the bottom center of the window is an "OK" button.

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- f) This will check all the customer numbers to verify a payment method of “1” has been entered.
- g) If the Customer number is highlighted yellow, check to see if this is an item listed in the auto-IPAC column. If it is, the customer number will need to be updated in order to process the IPAC.
- h) This also checks that the terms on all the Sales Orders listed on the VF04 Billing Breakdown are “Z000”.
- i) If the Sales Order is highlighted yellow, the terms are not correct and further research is needed by the AM.
- j) If anything is not correct, the AR PP will notify the AR AM of discrepancy.
- k) AR AM will notify center to correct.
- l) All corrections will need to be done by the Center.
- m) Once corrections have been completed, select “Create Payment Proposal” from Process drop-down.

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The screenshot shows a software dialog box titled "IPAC PROPOSAL". It features a teal background with white text labels for each field. The fields are: "Center" (dropdown menu showing "LARC"), "Proposal Number" (dropdown menu showing "23003"), "Run Date" (dropdown menu showing "06/08/2016"), "Next Payment Date" (dropdown menu showing "06/09/2016"), and "Process" (dropdown menu showing "Create Payment Proposal"). Below these fields is a single "OK" button. The dialog box has a standard Windows-style title bar with a close button (X) in the top right corner.

- n) This will enter Parameters and run the payment proposal.
 - o) Once the proposal has been complete, this will also verify that the Business Area and Payment Method Supplement for each payment matches.
 - p) If there is a discrepancy, the AR PP will notify AR AM to contact center for correction.
 - q) After all corrections have been processed, go to Number 6.
5. Manual Steps for executing payment proposal.

NOTE: This is to be used in the event the Macro is not available or is not necessary (i.e. for credit IPACs, sporadically throughout the month or at the end of the month.)

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- a) Select the “Parameter” tab on the “Automatic Payment Transactions” and Populate the following fields:

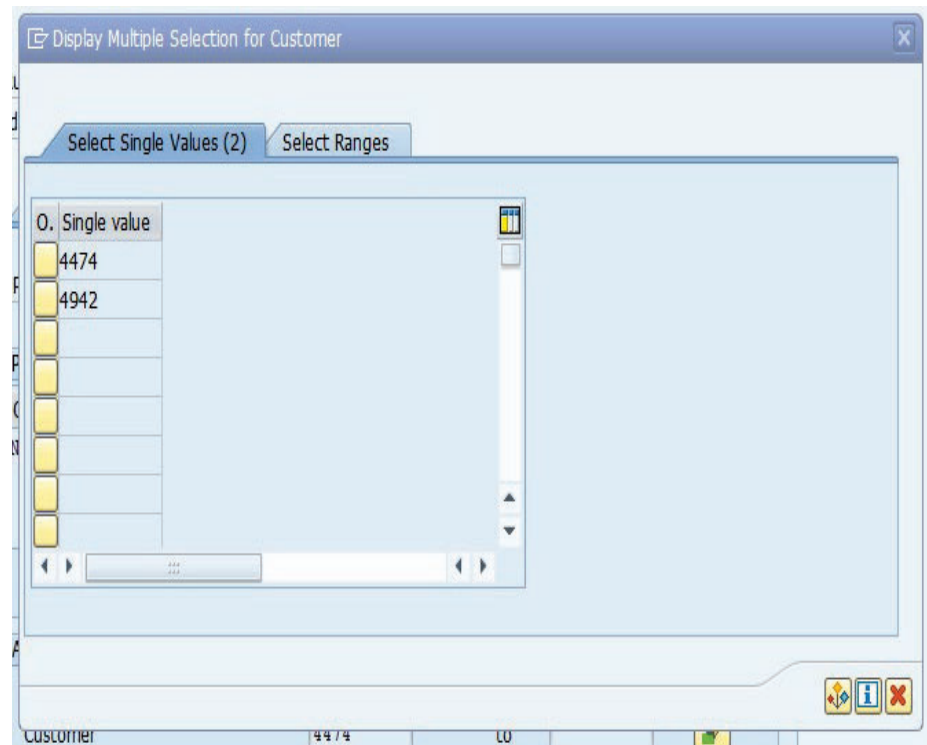
The screenshot shows the 'Automatic Payment Transactions: Parameters' window. The 'Parameter' tab is selected and highlighted with a red box. The window contains the following fields and sections:

- Run Date:** 06/08/2016
- Identification:** 23003
- Posting Date:** 06/08/2016
- Docs entered up to:** 06/08/2016
- Customer items due by:** (empty)
- Payments control:**

Company codes	Pmt meths	Next p/date
NASA	1	06/09/2016
- Accounts:**
 - Customer:** 1383 to 2803
- Foreign currencies:**
 - Exchange rate type:** (empty)

- “Company Codes” – NASA
- “Pmt meths”- 1
- “Next p/date”-Next calendar date
- Under “Accounts-Customer”- Customer Number Range, e.g. 1-9999 or up to 3 separate customer numbers.

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NOTE: If you need to add more than three customers, you need to enter a range of customers.

NOTE: Payment method “1” for collections and payment method “2” for refunds. Next p/date must be greater than the posting date entered.

NOTE: On the last day of the month, only enter the customer numbers needed.

b) Select the “Parameter” tab on the “Automatic Payment Transactions” and Populate the following fields:

- i. Choose “Document Type” – document type “RV”
- ii. Choose “Business Area” – Enter 2 digit Business Area Number you are processing, i.e. 23
- iii. Choose “Trading Partner” and Check Exclude Values – Enter Trading Partner with 2 leading “0’s” of the customer that does not need an IPAC generated.

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NOTE: This refers to any trading partner on the VF04 Billing Breakdown that is not included in the Auto-IPAC column. (i.e. Auto-liquidations, manual liquidations, mail, fax, and email)

NOTE: If only one document is needed, the document number can be entered.

- c) Select “Additional Log” tab in the “Automatic Payment Transactions” and populate the following fields:
 - i. Check the following boxes under “Required logging type”: “Due date check”, “Payment method selection in all cases and “Line items of the payment documents”.
 - ii. Enter range of customer numbers

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- d) Return to the “Status” tab on the “Automatic Payment Transactions” screen, it will prompt you to “Save” the Parameters

- e) Create an IPAC Proposal

- f) Select “Proposal” in the “Automatic Payment Transactions”.

- g) The “Schedule Proposal” box will pop up, choose only the option to “Start immediately”.

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Schedule Proposal

Start date: 06/08/2016

Start time: 00:00:00

Target computer:

☒ Start immediately

☐ Create payment medium

✓ ✗

- h) To monitor the status of the proposal, select “Status” in the “Automatic Payment Transactions”, all green boxes under status means the proposal is ready.

Automatic Payment Transactions: Status

Run Date: 06/08/2016

Identification: 23003

Status | Parameter | Free selection | Additional Log | Printout/data medium

Status

- Parameters have been entered
- Proposal is running

Proposal run has been scheduled

6. To display the Payment Proposal, select the “Proposal” icon with glasses.

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Payment Run Edit Goto Environment System Help

Automatic Payment Transactions: Status

Status Payment Run Proposal Proposal

Run Date 06/08/2016
Identification 23003

Status Parameter Free selection Additional Log Printout/data medium

Status

- Parameters have been entered
- Payment proposal has been created

Proposal Edit Goto Settings Environment System Help

Display Payment Proposal: Payments

Choose Display Back from find

Run On 06/08/2016 23003 Snd. CC NASA

Payments/exceptions

Vendor	BusA	P...	P	Ty...	Amnt paid in LC	Cash disct(LC)	Lost cash disct	Amount paid (FC)	p.itms	Name 1	Nar
23	23	1			9,578.47	0.00	0.00	9,578.47	1	DEPARTMENT OF THE AIR FORCE	DE
23	23	1			22,549.13	0.00	0.00	22,549.13	1	U.S. Department of Defense	U.S
					32,127.60	0.00	0.00	32,127.60	2		

Positioning
Number of line items 2

Payment volumes
Outgoing payment 0.00
Incoming payment 32,127.60

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7. Verify that the Business Area (BA) and Payment Method Supplement match on all lines. If it does not match, notify AM.
8. Verify all invoices that need to be IPAC'd.
 - a) Those bills that are determined not be IPAC'd (problem w/bill, Credit Bill, etc.) may be blocked.
 - i. Enter customer number in FBL5N.

Customer Line Item Display

Customer selection

Customer account: 4472 to: []

Company code: NASA to: []

Selection using search help

Search help ID: []

Search string: []

Search help

- ii. Double click online that needs to be blocked.

Customer Line Item Display

Customer: 4472
Company Code: NASA
Name: SAF/FMBIB-AFOY
City: Washington

St	Assignment	DocumentNo	Typ	Doc. Date	S	DD	Amt in loc.cur.	LCurr	Clring doc.	Text
	0090244863	8000013471	RV	06/29/2017		5	10,451.34	USD		
	0090246891	8000014123	RV	07/28/2017		5	29,677.75	USD		
	0090254213	8000007810	RV	01/30/2018		5	9,641.85	USD		

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iii. Click on the “Pencil” to edit document.

iv. Enter “A” in Pmnt Block and save changes.

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- v. After all documents have been blocked, delete original proposal by selecting Edit → Proposal → Delete.
- vi. Leave the parameters in the proposal.
- vii. Follow manual steps to re-run the proposal.
- viii. Verify that the totals match.

b) Add a screen shot of balanced proposal to the VF04_Billing Breakdown spreadsheet for the current day's tab.

Customer Name	Trading Partner	Sales Order	SD Invol	FI Invoice	Bill Date	Amount	Auto IPAC	Manual IF
4966 Department of Defense	9700	37527	90254115	8000007712	01/30/2018	\$ 41,129.97	\$ 41,129.97	
5191 Naval Air Systems Command HQ	1700	38072	90254117	8000007714	01/30/2018	\$ 324.11	\$ 324.11	
5272 Naval Air Systems Command HQ	1101	37331	90254119	8000007716	01/30/2018	\$ 4,059.84	\$ 4,059.84	
TOTAL COUNT						39	39	
TOTAL AMOUNT						\$ 1,026,566.69	\$ 1,026,566.69	\$

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9. Complete payment run.

The screenshot shows the 'Automatic Payment Transactions: Status' window. The 'Payment Run' button is highlighted with a red arrow. The 'Run Date' is 06/08/2016 and 'Identification' is 23003. The 'Status' section shows two checked items: 'Parameters have been entered' and 'Payment proposal has been created'.

- The "Schedule Payment" box will pop up.
- Choose "Start immediately" and "Create Payment Medium" then click the check mark icon.

NOTE: The payment medium will ensure that you create a file that is sent to the Treasury.

The screenshot shows the 'Schedule Payment' dialog box. The 'Start date' is 06/08/2016, 'Start time' is 00:00:00, and 'Target computer' is empty. The 'Start immediately' checkbox is checked. The 'Create payment medium' checkbox is also checked. The 'OK' button is highlighted with a green checkmark icon.

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- c) To monitor the status of the proposal, select “Status” in the “Automatic Payment Transactions”, yellow icons means report is running and all green boxes under status means the proposal is ready.

The screenshot shows the 'Automatic Payment Transactions: Status' window. The title bar includes 'Payment Run', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the title bar is a toolbar with various icons. The main area has a blue header with 'Status', 'Proposal', and 'Proposal' buttons. Below this, there are input fields for 'Run Date' (p6/08/2016) and 'Identification' (23003). A tabbed interface shows 'Status' as the active tab. The status area contains three green boxes with the following text: 'Parameters have been entered', 'Payment proposal has been created', and 'Payment run is ready to be started'.

The screenshot shows the 'Automatic Payment Transactions: Status' window after the payment run has been completed. The title bar and toolbar are the same as the previous screenshot. The main area has a blue header with 'Status', 'Payment', 'Proposal', and 'Proposal' buttons. Below this, there are input fields for 'Run Date' (p6/08/2016) and 'Identification' (23003). A tabbed interface shows 'Status' as the active tab. The status area contains three green boxes with the following text: 'Parameters have been entered', 'Payment proposal has been created', and 'Payment run has been carried out'. Below these boxes, it says 'Posting orders: 2 generated, 2 completed'.

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10. Click on “Payment” to display the DIT information.

Job Log Entries for F110-20160608-23003 / 09103000

Job log overview for job: F110-20160608-23003 / 09103000

Date	Time	Message text	Message class	Message no.	Message type
06/08/2016	09:10:30	Job started	00	516	S
06/08/2016	09:10:30	Step 001 started (program SAPP110S, variant 40000000394326, user ID NS000294)	00	550	S
06/08/2016	09:10:30	Format "X_PAPER" not defined for output device "SN003"	PT	002	S
06/08/2016	09:10:30	Log for payment run for payment on 06/08/2016, identification 23003	FZ	401	S
06/08/2016	09:10:30	>	FZ	693	S
06/08/2016	09:10:30	> Additional log for customer 1383 company code NASA	FZ	692	S
06/08/2016	09:10:30	>	FZ	693	S
06/08/2016	09:10:30	> Posting documents additional log	FZ	798	S
06/08/2016	09:10:30	> Document 20094483 company code NASA currency USD payment method 1	FZ	741	S
06/08/2016	09:10:30	> Lit PR Acct RA Amount Tax	FZ	743	S
06/08/2016	09:10:30	>	FZ	744	S
06/08/2016	09:10:30	> 001 15 0000001383 9,578.47 0.00	FZ	744	S
06/08/2016	09:10:30	> 002 40 1310.5000 9,578.47 0.00	FZ	744	S
06/08/2016	09:10:30	>	FZ	744	S
06/08/2016	09:10:30	>	FZ	693	S
06/08/2016	09:10:30	> Additional log for customer 2803 company code NASA	FZ	692	S
06/08/2016	09:10:30	>	FZ	693	S
06/08/2016	09:10:30	> Posting documents additional log	FZ	798	S
06/08/2016	09:10:30	> Document 2000094484 company code NASA currency USD payment method 1	FZ	741	S
06/08/2016	09:10:30	> Lit PR Acct RA Amount Tax	FZ	743	S
06/08/2016	09:10:30	>	FZ	744	S
06/08/2016	09:10:30	> 001 15 0000002803 22,549.13 0.00	FZ	744	S
06/08/2016	09:10:30	> 002 40 1310.5000 22,549.13 0.00	FZ	744	S
06/08/2016	09:10:30	>	FZ	744	S
06/08/2016	09:10:30	>	FZ	396	S
06/08/2016	09:10:30	End of log	00	550	S
06/08/2016	09:10:30	Step 002 started (program SAPPFAHM_SCHEDULE, variant 40000000117893, user ID NS000294)	PT	002	S
06/08/2016	09:10:30	Format "X_PAPER" not defined for output device "SN003"	PT	002	S
06/08/2016	09:10:31	Payment media created in format IPAC PG UPDL	RFIRL02	222	S
06/08/2016	09:10:32	No Payment Media Created in Format IPAC PG UPDL	RFIRL02	159	S
06/08/2016	09:10:32	Payment media created in format IPAC PG UPDL	RFIRL02	222	S
06/08/2016	09:10:32	No Payment Media Created in Format IPAC PG UPDL	RFIRL02	159	S
06/08/2016	09:10:32	Payment media created in format IPAC PG UPDL	RFIRL02	222	S
06/08/2016	09:10:32	No Payment Media Created in Format IPAC PG UPDL	RFIRL02	159	S
06/08/2016	09:10:32	Payment media created in format IPAC PG UPDL	RFIRL02	222	S
06/08/2016	09:10:32	No Payment Media Created in Format IPAC PG UPDL	RFIRL02	159	S
06/08/2016	09:10:32	Payment media created in format IPAC PG UPDL	RFIRL02	222	S
06/08/2016	09:10:32	No Payment Media Created in Format IPAC PG UPDL	RFIRL02	159	S
06/08/2016	09:10:32	Payment media created in format IPAC PG UPDL	RFIRL02	222	S
06/08/2016	09:10:32	No Payment Media Created in Format IPAC PG UPDL	RFIRL02	159	S

11. Use T-Code SQ01 Accounts Receivable Group query for Doc Ref. numbers for the IPAC Confirmation.

Query from User Group AP: Initial Screen

Name	User group name
AP	Accounts Payable
AP-NSSC	Accounts Payable
AR	Accounts Receivable
NSSC	NSSC AP Users
SGLRECON	SGL Recon Group

Choose Author and last user

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12. Choose query: Z_IPAC_AR_DIT

Query from User Group AR: Initial Screen

Query area: Standard Area (Client-specific)

Query:

Quick Viewer Display Description

Queries of user group AR : Accounts Receivable

Name	Title	InfoSet	Logical Database	Table/View/Join	InfoSet Title
FRBYSALEORDER	Funds Reservation By Sales Order	FUNDRESBYSALESORDER		KBLP ...	Funds Reservation by Sales Order
Z_ARCROSSWALK	AR Transition Report for Billed, Collected & Amts	Z_ARCROSSWALK		ZSD_CROSSWALK	MS43026:Z_ARCROSSWALK
Z_AR_BILDOCS	AR Billing Documents	Z_SD_1		VBRK ...	VBRK VBRP VBAP
Z_AR_INT-RATES	check table for interest rate values for Dunning	Z_AR_INTRATES		T056Z	MS42374:Z_AR_INTRATES
Z_AR_IPAC_CNFM	IPAC Confirmation Details	Z_AR_IPAC_STATS		FMFGT_IPAC_STATS	Z_AR_IPAC_STATS
Z_AR_SO	SOLI Details	Z_VBAP_VBAK		VBAK ...	VBAK_VBAP
Z_AR_WBS_4DIG	AR Four Digit WBS	Z_VBAP		VBAP ...	VBAP II
Z_BILLREQ_STAT	Billing Request Status	Z_BILLREQ_STATUS		VBRK ...	AR Billing Request Status
Z_CUSTOMER	Customer Record Details	Z_CUSTOMER		KNA1 ...	CUSTOMER MASTER
Z_CUSTOMER_AOF	Find Customer TAS from Sales Order Lines	Z_CUSTOMER_AOF		VBKD ...	MS42374:Z-CUST_AOF
Z_CUST_AOF_GVT	Find Customer TAS Components from US Government Fields	Z_CUST_AOF_GVT		VBKD ...	MS42374:Z_CUST_AOF_GVT
Z_CUST_TAS	Find component fields for Customer TAS string by Sales Order	Z_CUST_TAS		VBAK ...	MS42374:Z_CUST_TAS
Z_CUST_TRADE	Customer Number and Trading Partner with Customer Name	Z_CUSTOMER		KNA1 ...	CUSTOMER MASTER
Z_CUS_PMS	Customers & Payment Method Supplement with Recon Account	Z_CUSTOMER		KNA1 ...	CUSTOMER MASTER
Z_INVALID_CT	Find Invalid Customer TAS string by SO	Z_CUST_TAS		VBAK ...	MS42374:Z_CUST_TAS
Z_IPAC_AR_CLR	Find clearing docs for IPAC Collections	Z_IPAC_AR_CLEARING		FMFGT_IPAC_FILE ...	MS42374:Z_IPAC_AR_CLR
Z_IPAC_AR_DIT	Identify IPAC file elements with DIT	Z_IPAC_AR_DIT		FMFGT_IPAC_FILE ...	MS42374:Z_IPAC_AR_DIT
Z_IPAC_DOC_REF	IPAC Doc Ref values	Z_IPAC_DOC_REF		FMFGT_IPAC_FILE	MS0272807:Z_IPAC_DOC_REF
Z_IPAC_FILE	Details of IPAC Payment Files	Z_IPAC_FILE		FMFGT_IPAC_FILE	MS0272807:Z_IPAC_FILE
Z_IPAC_STATS	View IPAC file confirmation status	Z_IPAC_STATS		FMFGT_IPAC_STATS	MS0272807:Z_IPAC_STATS
Z_NASA_AOF_TAS	Find AOF and TAS from Fund	Z_NASA_AOF_TAS		FMFINCODE ...	MS42374:Z_NASA_AOF_TAS
Z_TAS_LOOKUP	Look up Customer TAS on table	Z_TAS_LOOKUP		ZFL_IPAC_CUS_TAS	MS42374:Z_TAS_LOOKUP

13. Use DIT Numbers from the IPAC Payment Run Log as parameter for query.

Identify IPAC file elements with DIT

Report-specific selections

Date: to

Fiscal Year: 2016 to

Accounting Document Number: to

Clearing Doc Number (DIT): 2000094483 to 2000094484

IPAC Document Reference Number: to

Relative Record No. from IPAC: to

US Fed IPAC processing File ID: to

Output specification

Layout:

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Report Edit Goto System Help									
Identify IPAC file elements with DIT									
Identify IPAC file elements with DIT									
Rel. Rec. No.	Doc.Ref.No.	Date	DocumentNo	Clrng doc.	=	Amount	Crcy	Year	US Fed. IPAC System File ID
0047	01603590	06/01/2016	8000011856	2000094484		22,549.13		2016	8000050116060128002
						22,549.13			8000050116060128002
0001	01604056	06/08/2016	8000012320	2000094483		9,578.47		2016	8000050116060832002
0002	01604057	06/08/2016	8000011856	2000094484		22,549.13		2016	8000050116060832002
						32,127.60			8000050116060832002
0003	01602632	04/01/2016	8000012320	2000094483		9,578.47		2016	8000050120160401001
						9,578.47			8000050120160401001
						64,255.20			

NOTE: Query contains information used in the IPAC Confirmation step using FMFG_IPAC_CFRM.

[XD02, XD03 - Change or Display A Customer Account \(End User Procedure\)](#)

IPAC Upload File Creation Process												
IPAC Upload File Creation Process												
RecNum	Company	Receiver	Receiver ALC	Invoice Doc	Year	Lnite...	Doc.Type	Acct...	Doc.R...	Clearing Doc	Ye...	= Clearing Am...
0001	NASA	0000002408	12400406	8000008714	2011	1	RV	D		N/A		5,190.00
0002	NASA	0000002408	12400406	8000008715	2011	1	RV	D		N/A		781,756.33
0003	NASA	0000002606	13140001	8000008723	2011	1	RV	D		N/A		1,154.07
0004	NASA	0000002606	13140001	8000008724	2011	1	RV	D		N/A		79,469.10
0005	NASA	0000001804	70060000	8000008708	2011	1	RV	D		N/A		74,869.00
0006	NASA	0000001804	70060000	8000008709	2011	1	RV	D		N/A		6,935.21
0007	NASA	0000002241	72000001	8000008711	2011	1	RV	D		N/A		22,373.04
0008	NASA	0000002241	72000001	8000008712	2011	1	RV	D		N/A		32,530.01
0009	NASA	0000002241	72000001	8000008713	2011	1	RV	D		N/A		39,248.00
												1,043,524.76

NOTE: If any bills were cancelled, manually clear the documents prior to running the automatic IPAC (unless cancelled bill occurred the previous day).

NOTE: To review postings for the IPAC transactions, you can click on the clearing document number (i.e., 2000xxxxx) and the posting showing the customer number will appear. You can also drill down to see the actual GL postings.

NOTE: Many trading partners do not accept payment during the last few business days of the month. This is stated in the Trading Partner agreement. The Treasury Financial Manual (TFM) restricts IPAC transactions the last three business days of the quarter.

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STEP 2. Payment Processor – Confirm IPAC file uploaded via Treasury.

A. Prior to executing the confirmation process, the operator must log into the Treasury System and execute the Bulk File Status Download. This will download a summary report and detail pages for each IPAC and each rejected transaction.

NOTE: Use this procedure to confirm the Treasury File update.

NOTE: Perform this procedure when the IPAC file has been uploaded to Treasury.

1. Log on to IPAC.gov.
2. Click on Bulk Batch on left-hand side.
3. Click on Bulk File Status.
4. Enter "8000000001" in the <Upload ALC> field.
5. Click Submit.
6. Use the radio button to choose the report you want to see.
7. Click <View Confirmation> or <View Errors>.
8. Click <Print>, then <OK>, then <OK> to pdf file.
9. When PDF pops up, save it to: N:\FM Division\Accounts_Payable Accounts_Receivable\Accounts Receivable\Monthly Billing\<Center>\<FY>\<Period>\PAYMENT PROCESSOR\< CTR_AUTO IPAC BULK FILE CONFIRMATION REPORT_DATE>.

Bulk File Confirmation Report			
Submitted Date: 03/31/2011		Logon ID: nasa0500	
Submitted Time: 12:05:47		File ID:120505	
Grand Net Total:	\$1,043,524.76 CR	File Name:	MACFAR001_20110331110408
Trans Submitted:	9	Current Status:	Transaction Processing/Completed
Trans Accepted:	9		
Trans Rejected:	0		
Sender ALC:	80004901	Starting Doc Ref No:	00022220
Net Total:	\$1,043,524.76 CR	Ending Doc Ref No:	00022228
Trans Submitted:	9		
Trans Accepted:	9		
Trans Rejected:	0		

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B. Start the transaction using T-Code FMFG_IPAC_CNFRM.

FMFG_IPAC_CNFRM - IPAC Upload File Confirmation Process (End User Procedure)

1. This process will post the General Ledger entry to Cash and reverse the AR In-Transit posting. (DR 1010.5100, CR 1310.5000). This process also reverses any rejected IPAC transactions created in the Z_FMFG_IPAC process.
2. Review open items in SGL 1310.5000 and resolve or reverse.
3. When you go into the Confirmation transaction, the system requires several pieces of information to be entered from the Bulk File Status Report that is downloaded from the Treasury system. Populate "Treasury Assigned File ID", "Fiscal Year", number of "Transactions Accepted", and number of "Transactions Rejected" (if any), "Total Transactions", "Amount of Accepted Trans.", and "Document Reference Number" (range).

NOTE: All information can be found on the "Bulk File Confirmation Report."

NOTE: When completing the confirmation for a prior year bill, the Payment Processor will need to use the prior fiscal year in the confirmation process.

IPAC Upload File Confirmation Process			
 			
Sender Information			
Company Code	NASA 		
Treasury Batch Processing Report			
Treasury Assigned File ID	120505		
Fiscal Year	2011		
Processing Date Range		to	
Transactions Accepted	9		
Transactions Rejected	0		
Total Transactions	9		
Amount of Accepted Trans.	1,043,524.76		
Document Reference Number	00022220	to	00022228
Clearing Document			
Document Date	03/31/2011		
Posting Date	03/31/2011		
Posting Period	6		

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4. If an IPAC transaction was rejected by Treasury, enter the Treasury Assigned File ID, Transactions Accepted, Transactions Rejected, Total Transactions, Amount of Accepted Transactions, and the Document Reference Number range from the Bulk File Confirmation Report. In the Rejected Transaction section, enter the Treasury Relative Record No. from the exported file of the IPAC Upload from Step 1 above.

- a) Simulate posting to ensure no errors occur.
- b) If all looks correct, uncheck Simulate and execute.

C. Save the confirmation report from SAP that appears on the screen.

1. To Export File and Save: Select List, Export, Local File, Text with Tabs, Save to N:\FM Division\Accounts_Payable
Accounts_Receivable\Accounts Receivable\Monthly
Billing\<Center>\AUTO IPAC CONFIRMATION ACTUAL\<DATE>.

NOTE: The Account Maintainer will update TechDoc with all billing documentation and the Payment Processor will update TechDoc with IPAC documentation. Files should be zipped into a single file and named using the convention LARC DECEMBER 2010~LaRC~FY2011. The zip file is then copied to N:\Document Imaging\Monthly Billing for loading to TechDoc via the AutoTD process.

STEP 3. Payment Processor – Reconcile with Treasury (Bulk Confirmation Report).

A. IPAC Confirmation Process

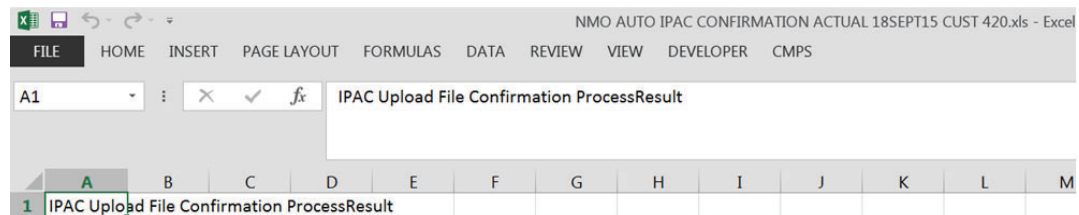
1. Using [FMFG IPAC CNFRM](#) above, reconcile IPAC interface with Treasury activity.

STEP 4. Payment Processor – Record IPAC DRN in SAP for IPACs reconciled with Treasury.

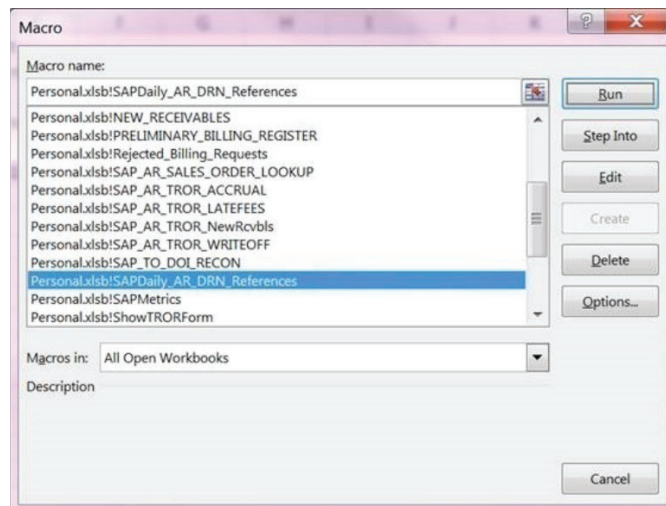
A. Automated Process

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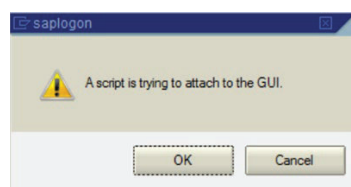
1. Open the centers “Auto IPAC Confirmation Actual” spreadsheet.



2. Select “View”, the Macro box will appear.
3. Select “Personal.xlsb!SAPDaily_AR_DRN_References” macro and click “Run”.



4. This prompt box will pop-up, click “OK”.



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B. Manual Process (to be used if macro is unavailable)

1. Using FBL3N, edit each 13XXX IPAC document and record the DRN in the reference field.
2. Add "0's" to ensure total of 12 digits, and number serially if more than one transaction per IPAC. For example, DRN "01234567" would be recorded as "012345670001"

NOTE: The Agency Cash Reconciliation Tool (ACART) tool will match SAP postings to Treasury transactions using the IPAC DRN. Addition of DRN to the reference field is to be accomplished no later than the third business day following the date of the Auto IPAC confirmation.

STEP 5. Payment Processor – Manual IPACs

- A. For those few Customers, who require manual IPAC due to information constraints, start the transaction by logging into the IPAC Web site, located at <https://www.ipac.fiscal.treasury.gov>
- B. Manual IPAC's are necessary for the following:
 1. Transaction Description
 2. Requisition Number – Some agencies may require this field to be filled in on the IPAC. The requisition number can be found on the IAA or Center can provide. If no requisition number can be found, the PO/IAA number may be inserted in the Requisition Field on the IPAC.
 3. IPAC Rejection – A required field is missing-(Any Reason Listed)
 4. Center to Center Transfers
 5. 2400 RL document refund
 6. Credit bill IPAC request on Prior Year Disbursement
 7. Erroneous deposit
 8. Center requests to IPAC under \$1.00
 9. Advance Only Reimbursable Customers

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a) 1200 DC Refund docs are processed manually by IPAC. If auto-IPAC is erroneously processed, reverse the 2000# doc and post IPAC manually with doc type ZX using special indicator "A".

b) Center will send a BOC to process a Manual Advance Collection IPAC (See Accounts Receivable Collections/Deposit Process SDG for full process to create and route an Advance IPAC).

C. Enter username and password and hit enter.

D. Click on Transactions.

E. On the next screen, enter the Center ALC and the Customer ALC, and click on the "Collection" button.

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NOTE: For Center-to-Center IPAC, the Transaction type will be “Payment”. The Sender ALC is the ALC providing the funds. The Customer ALC is the ALC receiving the funds.

F. On the IPAC - Collection Entry screen, enter the following information:

1. Enter Sender TAS/BETC and Receive TAS/BETC

2. Enter Purchase Order Number, Invoice Number, Obligor Document Number, Description-Line of Accounting information can be found, SAP T-Code -
VA03-Display Sales Order-enter sales order number, double click into “PO Number”, click on text tab and double click “Acct Classification”. If it’s not in the “Acct Classification” field, double click into the WBS and then click “Texts” tab.

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Purchase order nr.	* HHM402-10-0129
Invoice nr.	* 8000012845
Obligating doc. nr.	* 90141916
Description	1BXX H1DT100G1 1495 610000 HHM402-1-0129 S49205 \$350,000.00
Miscellaneous	

NOTE: Purchase Order Number is the MIPR Number. Invoice Number is the 8XXXXXXXXX SAP Document Number. Obligating Document Number is the 90XXXXXX SAP Bill Number. Transaction Description includes MIPR Number, Accounting Distribution, ALC Number, and Partner Code. This information is included in the Text field of the Sales Order.

NASA Reimbursables	22633	Purchase order no.	HHM402-1-0129
Sold-to party	2861	DEFENSE INTELLIGENCE AGENCY / BUILDING 6000 / WASH...	

Sales	Contract data	Shipping	Billing Document	Accounting	Conditions	Account assignment	Partners	Texts
-------	---------------	----------	------------------	------------	------------	--------------------	----------	-------

Txt ty.	Lang.	
• Header note	EN	9710100 4400 111DT9 25301 1BXX H1DT100G1 1495 610000 HHM402-1-0129 S49205 \$350,000.00
• Completion note		
• Acct. Classification	EN	

3. Enter Contact Name (NSSC- Accounts Receivable), Contact Phone Number (877-677-2123), Unit of Issue (EA), Quantity (1), Unit Price, and Detail Amount

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

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NOTE: Each ALC will have different requirements. Complete the information requested that is unique to that ALC.

G. Click on “Next” button on bottom of page.

H. If a Requisition nr. Is required by the receiving agency, retrieve from the Center or insert PO / IAA number in the requisition field. Then, click “next”.

*** Asterisk indicates required fields**

Requisition nr.	* <input type="text" value="91994618S0008"/>
	agreement # from block 1 of BS008
Cross Ref Document ref nr.	<input type="text"/>
Sender DUNS	<input type="text"/>
Sender DUNS+4	<input type="text"/>
Receiver DUNS	<input type="text"/>
Receiver DUNS+4	<input type="text"/>
Contract nr.	<input type="text"/>
CLIN	<input type="text"/>
JAS nr.	<input type="text"/>
ACT (Trace nr.)	<input type="text"/>
Job/Project nr.	<input type="text"/>
ACRN	<input type="text"/>
Account. class. code	<input type="text"/>
FSN/AAA/ADSN	<input type="text"/>
DOD activity addr. code	<input type="text"/>

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- I. On the SGL Accounts screen, enter “1010” in the SGL column, and enter the amount of the IPAC in the Debit Column. Enter “1310” in the SGL column, and the amount of the IPAC in the Credit column. Click Total at the bottom. Click Next.

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> <div>Previous</div> <div>Next</div> <div>Add Detail</div> <div>Cancel</div> <div>Clear</div> <div>Help</div> </div>			

- J. On the “IPAC – Collection Entry” screen, verify details to make sure everything is correct and click on the “Finished” button.
- K. Click on the “Print” button and save the file to the appropriate folder in TechDoc.

NOTE: Manual IPAC’s are posted using T-Code F-28.

NOTE: Center-to-Center IPAC’s are not posted at the NSSC. Both Centers are notified the IPAC has been completed and will post accordingly.

STEP 6. Payment Processor – IPAC Reversal due to Customer Rejection (If Necessary)

- A. Pull IPAC from AWMS.

NOTE: A reversal approval package is not required for posting a Customer IPAC reject, even if the collection was made in a prior period.

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NOTE: When reversing an IPAC go into the reversal document in SAP and enter the original DRN and the rejected DRN in the text field.

- B. Go to FB03 (8XXXX) or VF03 (9XXXX) and enter document number. This will provide the Customer number for that bill. This will also provide the documents that are needed to be adjusted.
- C. Using FBRA, “reverse and reset” the 13XXX document and the 20XXX clearing documents. If the IPAC is manual, reverse and reset the 14XXX document.
- D. Verify via FBL5N that the bill is now open.
- E. Open the 13XXX reversing document and note the reject DRN#(s) in the text of the reversal document so it can be easily located using FBL3N. Also, note the reject DRN#(s) to the right of the original DRN# in the Reference field.
- F. Give Rejected IPAC with information to Account Maintainer to research. If the Account Maintainer is unable to resolve the issue, the Account Maintainer will contact the Center for corrective actions.
 1. If the IPAC contains the incorrect FSN, typically used for Air Force customers, the NSSC will notify the Center via e-mail. For those Customers that have made FSN a requirement, the Center will work with the Customer to determine the valid FSN. The FSN is typically located in the Line of Accounting.

Once corrections are complete, the Center requests that the NSSC re-IPAC the collection.

- G. For partial rejections, have the Account Maintainer reverse the bill and billing document, create a new bill for the IPAC amount, post payment to new bill.
- H. If an IPAC has rejected during the monthly IPAC process, create a separate case in ServiceNow in order to send the notification to the center.

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PROCESS – EXCHANGE/SURPLUS/RECYCLE SALES/REIMBURSABLE SALES ORDER

STEP 1. GSA – IPAC funds to appropriate ALC.

A. GSA IPAC's receipts from excess sales to appropriate ALC.

NOTE: The Property Disposal Office is involved in the sale of excess government property such as furniture, Automated Data Processing (ADP), communication and photographic equipment to the general public. Depending on the excess item, there are three types of sales proceeds: exchange, surplus and recycle. Per Memorandum of Agreement (MOA) between NASA and GSA, all excess property sales will be through GSA.

NOTE: GSA shall receive 20% of gross proceeds per sale, with the ALC receiving the remaining 80%. However, for those items designated by NASA as unique property, the fee for GSA services shall be 10% of the proceeds, with the remaining 90% sent to the ALC.

STEP 2. NSSC AR Payment Processor– Notifies Center.

NSSC Account Payable Department downloads all IPAC's from Treasury into the AWMS system. NSSC Accounts Receivable imports the IPAC information into ServiceNow. NSSC Accounts Receivable notifies and provides the IPAC information via the Advance Notification from ServiceNow.

STEP 3. Center – Posts IPAC receipts in SAP and updates the Sales Order.

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PROCESS – EUL (ENHANCED USE LEASE)/NHPA (NATIONAL HISTORIC PRESERVATION ACT)

Enhanced Use Lease agreements represent contractual agreements entered into by NASA to lease property under EUL authority and the National Historic Preservation Act facilitates the collection and distribution of lease proceeds associated with NHPA related property. They both provide related support services associated with these leases. The amounts collected are used to cover the full costs to NASA in connection with the lease and the net proceeds of the lease (i.e., cash collections received in excess of the full cost of leases) are used for appropriate maintenance, revitalization and improvements.

STEP 1. Center – Center will create a SO for lease receipts and funds disbursements.

NOTE: Centers should use the current year fund (EULX0XXXXL for EUL or CASX320XXL for NHPA) to record all lease collection and cost activity.

STEP 2. NSSC – Receive Advance.

A. NSSC will receive advance and will notify Center via ServiceNow that funds are to be posted in SAP. Center will post the Advance in SAP.

NOTE: Advance represents lease payments and any interest collected for late payment. The Advance may also include in kind consideration in lieu of cash for rent and lessee paid repairs and improvements.

STEP 3. Center – Post lease related costs.

NOTE: Commitment, Obligation, Cost and Disbursement process will follow the reimbursable fund process within SAP.

STEP 4. NSSC – Bill costs and liquidate advances. (N Fund process)

A. Advance is liquidated during the monthly Reimbursable Billing process. Costs are billed and the bill is liquidated against the amount of un-liquidated advance.

STEP 5. Center – Reduce SO and cash out Net Proceeds. Post RL document E fund to reduce down payment for transfer of net proceeds.

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STEP 6. **Centers/NSSC** – Centers work with NSSC to execute FI bill on E Fund NSSC execute manual FI Bill “DR” Document type for amount of proceeds

- A. **NSSC** – Clear FI Bill with DZ document type. Notify Center when FI Bill is cleared.

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PROCESS – ROYALTY PROCEDURES ACCOUNTS RECEIVABLE

STEP 1. Licensee – Receive Royalty Payments and forward to NSSC AR.

- A. Licensee receives Royalty Checks and forwards to NSSC AR via Federal Express.

NOTE: To be an eligible recipient, one must be an inventor on a licensed patent or patent application who was either a NASA employee at the time the licensed invention was developed or has assigned his or her rights directly to NASA.

STEP 2. NSSC AR – Receive Royalty Payments.

- A. NSSC AR receives Royalty checks and Pay.gov notices from Licensee and Treasury's CIR.
- B. NSSC AR deposits check and provides information to Center via ServiceNow for Center to post in SAP.

STEP 3. Center Accounting Office – Post Royalty Payments in SAP.

- A. Center Accounting Office receives notice via e-mail notification from NSSC of deposit of Royalty Payment.
- B. Center posts Royalty Payment in SAP.
- C. Center notifies NSSC via Contact Center of completed SAP posting.

STEP 4. Center License Administrator – View copy of check.

STEP 5. Center – Receive letter of availability of funds.

STEP 6. Center Director – Send letter specifying distribution of funds.

STEP 7. Center License Administrator – Receive letter specifying distribution of funds.

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STEP 8. Center Accounting Office – Create SO, distribute budget and create customer down payment.

STEP 9. NSSC AR – Create billing request.

A. NSSC AR creates resource related billing request using T-Code DP91 through normal processing.

STEP 10. NSSC AR – Bill customer.

A. NSSC AR bills Customer using T-Code VF04 through normal processing.

STEP 11. NSSC AR – Clear down payment.

A. NSSC AR clears down payment using T-Code F-39 through normal processing.

STEP 12. NSSC AR – Complete a manual document clearing (if necessary).

A. NSSC AR manually clears documents using T-Code F-30, if clearing fails.

NOTE: Manual clearing is not necessary because automatic clearing occurs nightly with the clearing program. If auto clearing fails, liquidation can be cleared manually using SAP T-code F-30 “AB” document type.

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PROCESS - INVALID TAS PROCESS

Invalid TAS identified on an IPAC

The following steps should be taken if the NSSC identifies an invalid TAS on an IPAC:

STEP 1. NSSC AR Payment Processor and Supervisor – Receives the IPAC Download Report from NSSC AP IPAC section with Invalid TAS IPACs highlighted

STEP 2. NSSC AR Payment Processor – Send the IPAC Download Report to the Center POC (POC list is available at: <N:\FM Division\Accounts Payable Accounts Receivable\Accounts Payable\IPAC\IPAC Invalid TAS Process>).

- A. Send to the Primary and Alternate Center POCs.
- B. Please use the standard verbiage below in the e-mail to the Center POCs:
 “Attached is the IPAC Download report which contains highlighted IPAC transaction(s) that cite an Invalid Treasury Account Symbol (TAS). This IPAC transaction(s) will be rejected and the sending Agency will be notified of the invalid TAS via the IPAC rejection. You have been identified as the Center POC to contact regarding this rejection due to an invalid TAS. Please coordinate with the appropriate POCs to supply the correct TAS information to the sending Agency (customer) and update any contractual documents (e.g., IAA’s) with the correct TAS information as needed.”

STEP 3. NSSC AR Payment Processor – Reject IPAC.

- A. Use the following comment for the IPAC rejection: “Invalid TAS used; please contact ‘Center POC Name/phone number’ to obtain correct TAS information.
- B. Process rejection IPAC as normal.

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STEP 4. NSSC AR Account Maintainer – Reverse and Create New Invoice.

A. Reverse the original invoice using SAP T-code VF11 to cancel the invoice and UBBR to cancel the billing request.

NOTE: Reimbursable invoices only need to reverse for invalid TAS's. If the ALC or PO number is updated the invoices only needs to be reprinted if need.

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PROCESS – OUTSIDE REIMBURSABLE BILLING

Sales Order created with another Sales Order WBS

Step 1- NSSC receives request from Center and provide steps to correct the issue.

Step 2- NSSC post correction documents requested by Center.

A. Post a manual credit memo

1. Use SAP T-code FB75 to create credit memo for amount of correction using GL account 5200.0000 (Reimbursable)

The screenshot displays the SAP 'Enter Customer Credit Memo' transaction for Company Code NASA. The form includes the following fields and values:

- Customer: [Blank]
- Document date: 10/21/2020
- Posting Date: [Blank]
- Document Type: DG (Customer credit)
- Amount: [Blank]
- Tax amount: [Blank]
- Text: [Blank]
- Company Code: NASA
- Agency Loc Cd: [Blank]
- Payment Office: X0002

The bottom section shows a table with 0 items, all with a debit of 0.00.

G/L acct	Short Text	D/C	Amount in doc. curr.	Loc. curr. amount	Tax ...	Tax jurisdicn code	V Assignment
		Debit	0.00				
		Debit	0.00				
		Debit	0.00				
		Debit	0.00				
		Debit	0.00				
		Debit	0.00				
		Debit	0.00				
		Debit	0.00				
		Debit	0.00				
		Debit	0.00				

B. Post a cash out document using T-code

1. Use SAP T-code FBZ2 to create cash out document for the amount of the correction using GL provided by center

C. Post to Miscellaneous Receipts

1. Use Day to Day Posting guidance – Collection No Receivable – Other Revenue

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Document Edit Goto Settings Extras Environment System Help

Document Overview - Display

Doc.Type : DG (Customer credit memo) Normal document

Doc. Number	1600005331	Company Code	NASA	Fiscal Year	2020
Doc. Date	09/25/2020	Posting Date	09/25/2020	Period	12

Calculate Tax ☐

Ref.Doc. CREDIT ON 29170

Doc. Currency USD

Itm	PK	Account	Account short text	Amount	Funds Center	Funded Program	Fund	Cmnt Itc	Tr.Prt	Text
1	11	839	DEFENSE AGENCIES	31.25-						
2	40	5200.0000	Rev frm Svcs Providd	31.25	23	031102.02.07.05.98A1.14	CASK22014R	RECV 0200	9700	credit on 29170
*				0.00						

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METRICS

Initiating Office/Entity	Deliverable (Output)	Receiving Office/Entity	Metric
Accounts Receivable	Bill		98% of bills will be created without error attributed to the NSSC.
Accounts Receivable	Reimbursable Billing		Monthly Reimbursable Billing process run in accordance with the OCFO Monthly Processing Calendar.

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PRIVACY DATA

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

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SYSTEM COMPONENTS (EXISTING SYSTEMS)

IT System Title	IT System Description	Access Requirements
ServiceNow	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
IPAC	Treasury System for Intra-Governmental Payments and Collection	Web access, User role

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CUSTOMER CONTACT CENTER STRATEGY

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

AAO	Agency Applications Office
ACART	Agency Cash Reconciliation Tool
ACR	Adjustment, Correction or Rescission
ADP	Automated Data Processing
ALC	Agency Location Code
AP	Accounts Payable
AR	Accounts Receivable
BETC	Business Event Type Code
BOC	Bill of Collection
BW	Business Warehouse
CAAS	Contract Audit and Administration Services
CBA	Centrally Billed Account
CFR	Code of Federal Regulations
CIR	Collections Information Repository
CIRA	Central Image Research Archive
CM	Credit Memo
CMP	Continuous Monitoring Program
CPP	Customer Payment Processor
CS	Civil Servant

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CST	Central Standard Time
DI	Document Imaging
DP	Deposit Processor
DRN	Document Reference Number
EFT	Electronic Funds Transfer
EPR	Estimated Price Report
EPSS	Enterprise Performance Support System
EUL	Enhanced-Use Lease
FAR	Federal Acquisition Regulation
FAQ	Frequently Asked Question
FBWT	Fund Balance with Treasury
FDB	Funds Distribution Branch
FI	Finance Invoice
FRB	Federal Reserve Board
FSN	Field Station Number
GL	General Ledger
GSA	General Services Administration
HHS	Health and Human Services
HQ	Headquarters
IPAC	Intra-governmental Payment and Collection
IRS	Internal Revenue Service

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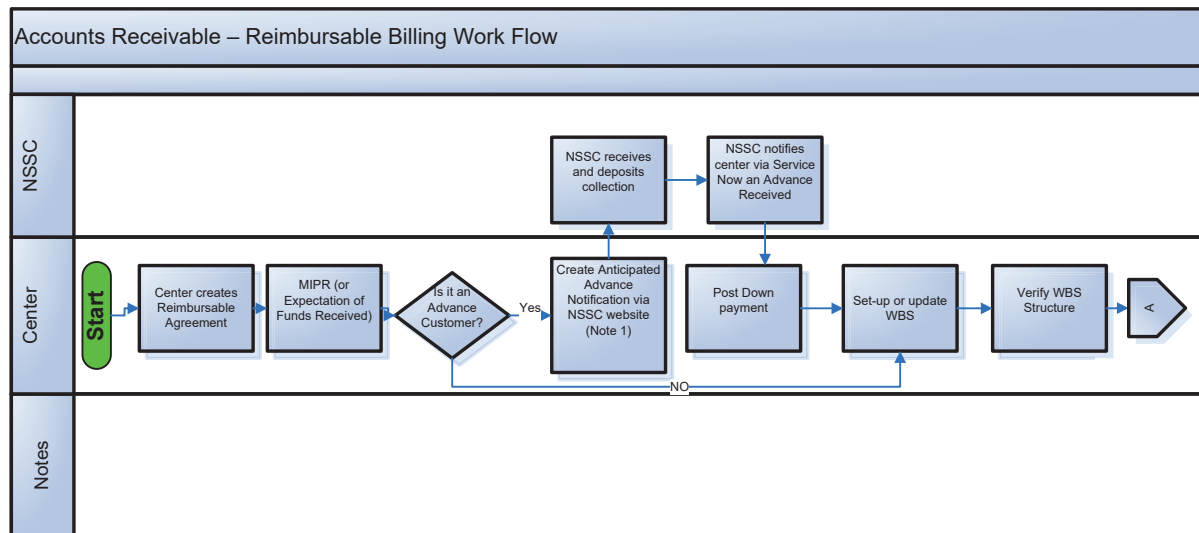
JPMC	JP Morgan Chase
JSC	Johnson Space Center
JV	Journal Voucher
MdM	Master Data Management
MIPR	Military Interdepartmental Purchase Request
MOA	Memorandum of Agreement
NASA	National Aeronautics and Space Administration
NPR	NASA Procedural Requirements
NSF	Non-Sufficient Funds
NSSC	NASA Shared Services Center
OCFO	Office of the Chief Financial Officer
OI/FERP	Office of Infrastructure/Facilities Engineering and Real Property
OMB	Office of Management and Budget
OTCnet	Over the Counter Net
PBR	Preliminary Billing Report
PIV	Personal Identity Verification
POC	Point of Contact
PP	Payment Processor
SAA	Space Act Agreement
SAP	Services, Applications and Products

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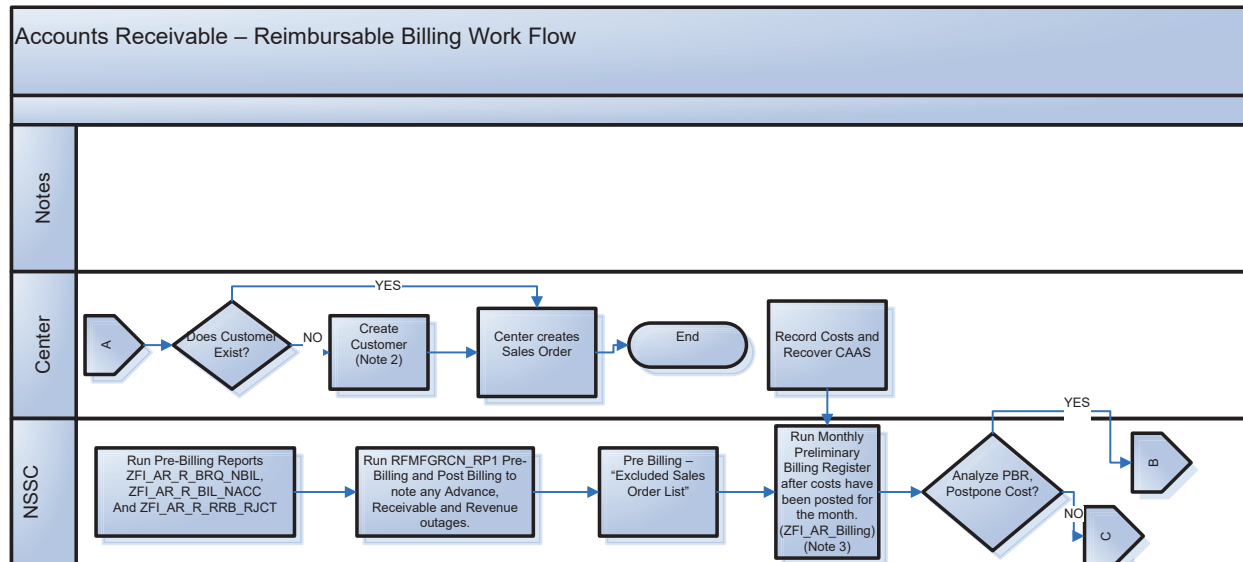
SF	Standard Form
SGL	Standard General Ledger
SO	Sales Order
SOD	Statement of Difference
SOLI	Sales Order Line Item
SP	Service Provider
SPS	Secure Payment System
SSC	Stennis Space Center
TAS	Treasury Accounting Symbol
TA	Travel Authorization
TFM	Treasury Financial Manual
TIN	Taxpayer Identification Number
TROR	Treasury Report on Receivables
WBS	Work Breakdown Structure

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APPENDIX B – REIMBURSABLE BILLING FLOW



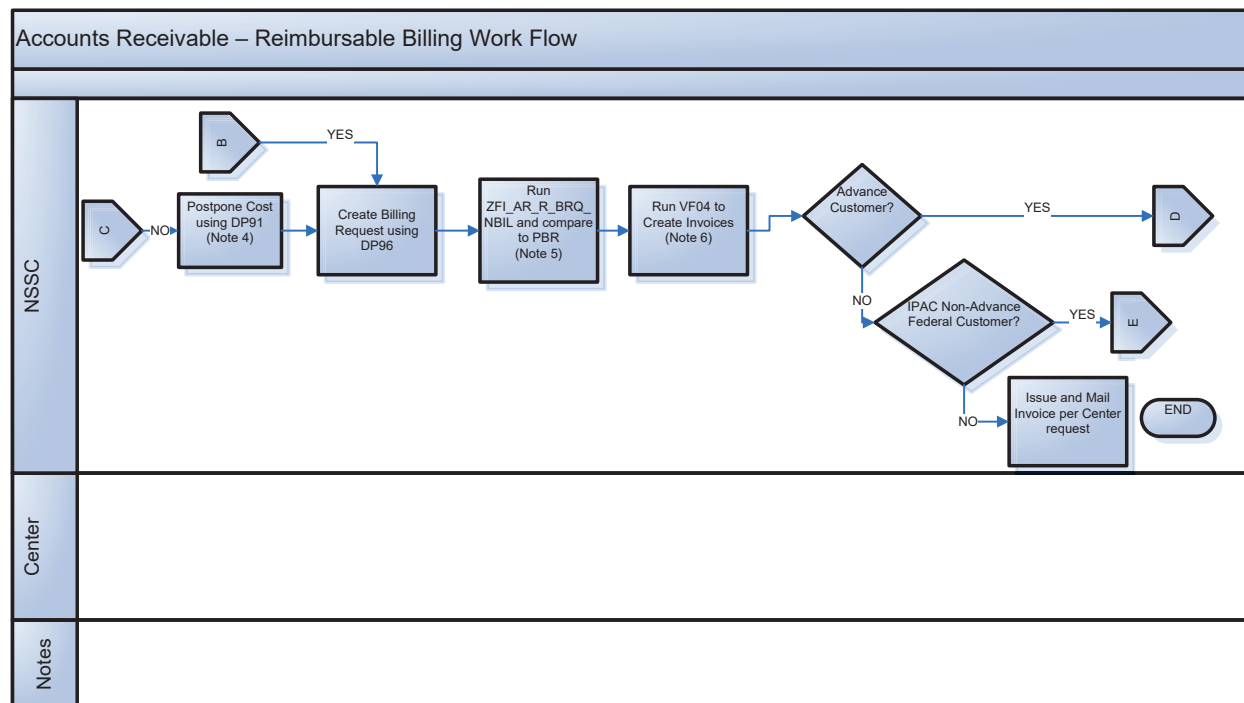
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Note 2: New customer accounts for Direct Accounts Receivable will be established by the NSSC. The NSSC process will include an additional review of the new/revised customer accounts once the new/revised customer account has been established. New/revised customer accounts for Reimbursable Accounts Receivable are established by the Center.

Note 3: Run Preliminary_BILLING_REGISTER macro in Excel to format PBR

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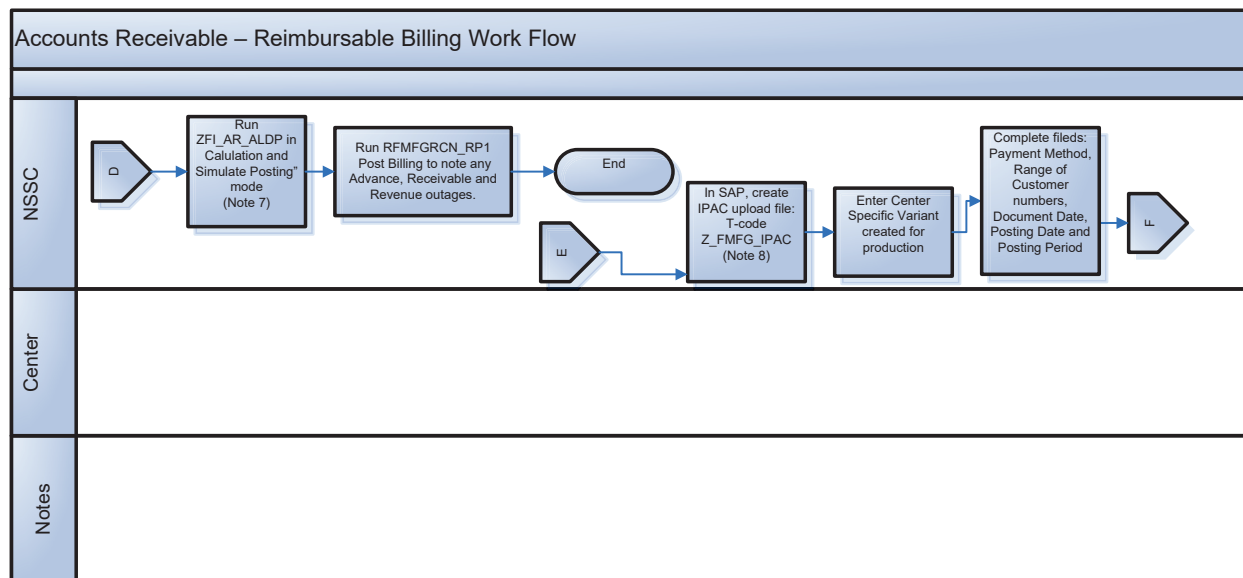


Note 4: Postpone the following: Cancelled Funds, Sales Order with net credits, debit amounts \$1 or less and Cost over the Advance

Note 5: The Unbilled Billing Requests report and the Preliminary Report are reconciled and if there are any discrepancies found the "Billing Request" is cancelled or updated in VA02.

Note 6: Run ZAR_BILLING_BREAKDOWN" Macro in Excel

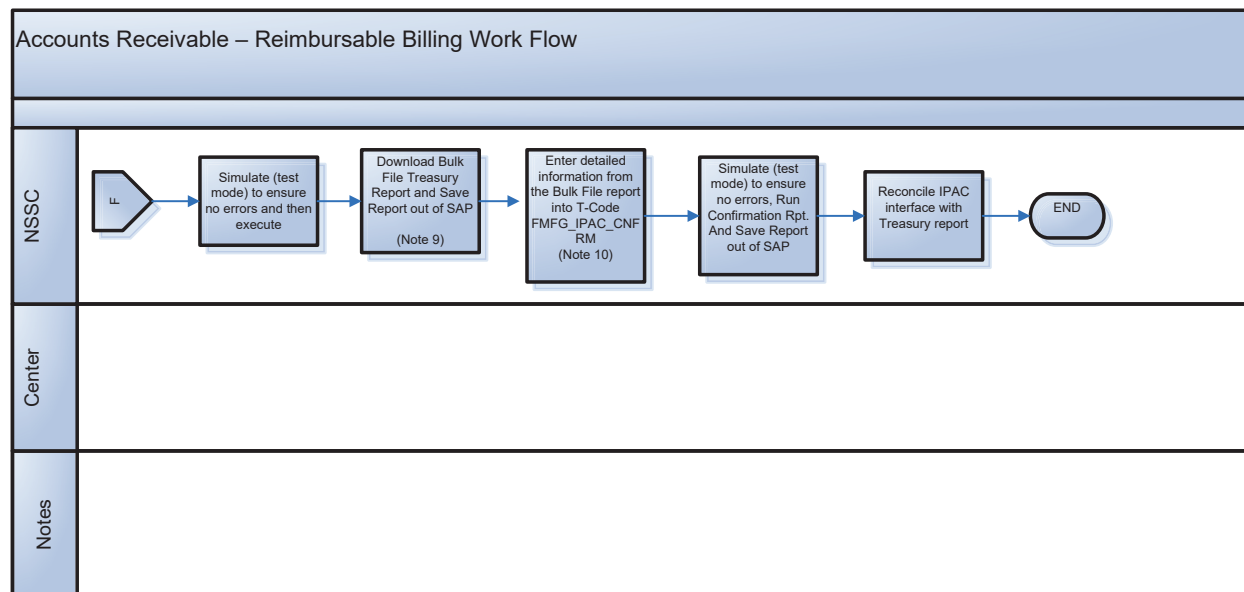
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Note 7: Use F-39 for Manual Liquidation when receiving any "Exceptions" during Auto Liquidations

Note 8: IPAC (Intragovernmental Payment and Collection System) In SAP use T-Code Z_FMFG_IPAC to initiate process in SAP, using the "Billing Breakdown" spreadsheet created by the Account Maintainer. After reconciliation is completed, IPACs are confirmed with T-Code FMFG_IPAC_CNFRM. Initiating IPAC creates and uploads the file into Treasury. The SAP posting is a debit to 1310.5000 (A/R in Transit) and a credit to 1310.0000 (A/R customer account). Document type "ZO" (the confirmation) creates an SGL entry that is a debit to 1010.5100 (cash account) and a credit to 1310.5000 (A/R in Transit).

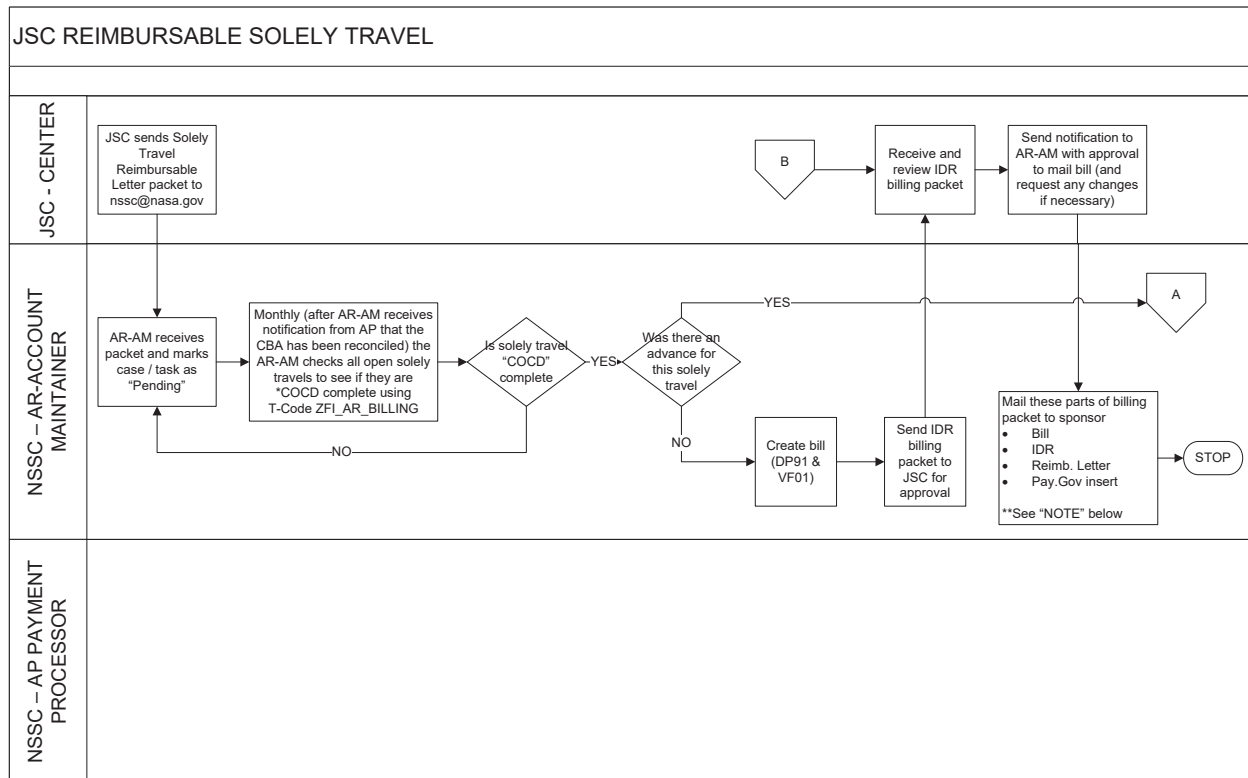
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Note 9: Notate any Rejected IPAC's and Notify Center for corrections via Service Now

Note 10: Enter Treasury Assigned File ID, Transactions Accepted, Transactions Rejected (due to TAS, etc), Total Transactions, Amount of Accepted Transactions, and the Document Reference Number range

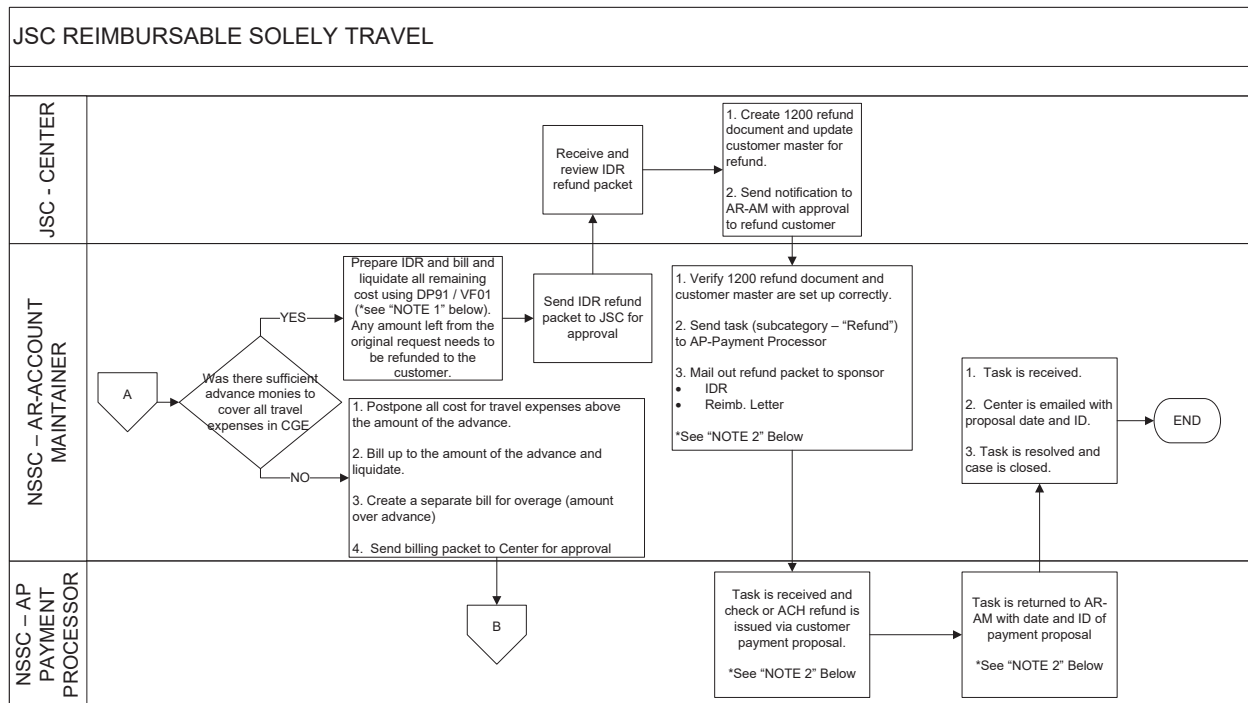
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* "COCD" = "Commitment," "Obligation", "Cost" & "Disbursement."
All must equal each other before processing a solely travel for billing or refund.

**NOTE: If federal customer (rare), send to AR-Payment Processor to IPAC

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* NOTE 1: For Solely Travel customers with advances, cost is billed and liquidated during the monthly reimbursable billing cycle. Any remaining cost, once COCD complete is billed and liquidated.

** NOTE 2 – If refund is to be paid via ACH for a Foreign customer (rare), JSC will email an encrypted document to AR-AM with Foreign Banking Information. This document is then forwarded (encrypted) to the AP-PP to refund outside of SAP. After this payment confirms (1 – 3 business days), the task is sent to the AR-Payment Processor to manually clear the 1200 refund document.

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APPENDIX C – PAY.GOV ADVANCE (REIMBURSABLE)



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
- Business Contact Name
- Company Name
- Contact Telephone Number
- Contact Email Address
- NASA Agreement/EPR Number
- NASA POC Name

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
- Business Contact Name
- Company Name
- Contact Telephone Number
- Contact Email Address
- NASA Agreement/EPR Number
- NASA POC Name

*Please note that credit card payments cannot be made in increments higher than \$24,999.99.

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*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 **Advances** 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 800-624-1373. For all other inquiries, please contact the NSSC Customer Contact Center at 877-677-2123.



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APPENDIX D – EXCLUDE SALES ORDER FORM – NSSC FORM 0086

Form available at: <https://forms.neacc.nasa.gov/documents/11002/203921/NSSC86.pdf/>

 NATIONAL AERONAUTICS AND SPACE ADMINISTRATION NASA SHARED SERVICES CENTER STENNIS SPACE CENTER, MS 39529-6000		Center Request to Exclude Sales Orders from Reimbursement Billing <small>Request must be sent to NSSC@NASA.GOV or Fax to 866-779-6772 before the last three business days of the month</small>	
Clear Form Print Record E-mail Record			
Section 1. Basic Information *Required			
*1a. Name:		Date/Time Field:	
<input type="text"/>		04/08/2014	
*1b. NASA Centers:		*1c. Phone:	
<input type="text"/>		9999999999	
1d. Billing Month:	1e. Fiscal Year:		
<input type="text"/>	<input type="text"/>		
Section 2. Reason to Exclude (Click "+" to add additional lines as applicable)			
+	Line Item #	2a. Sales Order:	2b. Reason to Exclude:
-	1		

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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 – ACCOUNTS RECEIVABLE MONTHLY BILLING CHECKLIST

Monthly Billing Checklist				
Center		CENTER		
Month/Year		MONTH, CALENDAR YEAR (FY20##)		
Complete?	Role	Action	"Save as" Example	
1	AM	Look in TechDoc for Sales Orders to be excluded from billing. Save copy of report	GSFC Excluded SO FY2014 P10	
2	AM	UBBR 1 - Review exception reports (Unbilled Billing Requests). Save a copy of report.	GSFC UBBR1 FY2014 P10	
3	AM	Review exception reports (Docs Missing in Accounting). Save a copy of report.	GSFC Missing in Accounting FY2014 P10	
4	AM	Review exception reports (Rejected Costs). Save a copy of report.	GSFC Rejected Costs FY2014 P10	
5	AM	Run the reconciliations (Advances, Receivables, Revenues). Save into an Excel workbook.	GSFC Baseline Recons FY2014 P10	
6	AM	In SAP, run the PBR and exclude Sales Orders, as necessary. Export PBR to Spreadsheet and format for analysis.	GSFC PBR FY2014 P10.xlsx	
7	AM	Save the PBR count as HTML	GSFC PBR FY2014 P10.html	
8	AM	Analyze PBR. Postpone Net Credit Costs, Cancelled Funds, Direct Funds, and Amounts Over the Advance. Note any split bills needed (Credit Commitment LIs on last day of the month IPAC bills)	NA	
9	AM	Postpone Costs using DP91. *If receive "Hard Error" indicating over SOLI, note on PBR.	NA	
10	AM	Create manual Billing Requests using DP91 to split bills.	NA	
11	AM	Create single bills using VFO1 for manual Billing Requests created. (Do this if the sales order has multiple lines that must be created separately).	NA	
12	AM	Run DP96 Test. Save the Test Detail files. Review errors and make necessary adjustments.	GSFC DP96 Test FY2014 P10	
13	AM	Run DP96 (Uncheck Test). Save the Actual Detail files	GSFC DP96 Actual FY2014 P10	
14	AM	UBBR 2 - Run and review Unbilled Billing Request report. Reconcile to PBR. Make adjustments, as needed. Save a copy in Excel. (Recon outage can occur if costs moved between when PBR was run and when billing requests created. If differences, need to review billing requests and match back to PBR.)	GSFC UBBR2 FY2014 P10	
15	AM	Create bills using VFO4. Save a list of billing requests displayed. Save Summary displayed after saving. Then, click documents button. Save list of SAP documents created.	GSFC VF04 & Billing Breakdown FY2014 P10	
16	AM	UBBR 3 - Run and review Unbilled Billing Request report. Compare to the 1st UBBER. Totals should match.	GSFC UBBER3 FY2014 P10	
17	AM	Request bill copies using ZRCF_SPOOL_TO_EMAIL. Combine 1114 and 1080 bills into one PDF.	GSFC BILLS FY2014 P10	
18	AM	Run Liquidation of Advances (Calculation, Simulate Posting) and review error log. Save.	GSFC ALDP Test FY2014 P10	
19	AM	Run Liquidation of Advances (Calculation and Posting) Save.	GSFC ALDP Actual FY2014 P10	
20	AM	Run Manual Liquidation using F-39 as needed.	NA	
21	AM	Review AR Special Instructions prior to updating Billing Breakdown	NA	
22	AM	ZAR_VF04_BILLING - Complete Billing Breakdown Spreadsheet for Payment Processor to use for IPAC purposes. Be sure to include bills from step 10.	NA	
23	AM	Run List of Customer Line Items (Should match PBR, UBBER2 and VF04 Billing Breakdown)	GSFC LOCLI FY2014 P10	
24	AM	Run Reimbursable Recons and address Outages. Save copies. This may involve coordination with center and/or reversal of bills.	Add to "After" tabs of Baseline Recon Workbook saved in Prebilling.	
25	AM	Request MAIL BILL copies using ZAR_VF04_BILLING	GSFC BILLS FY2014 P10	
26	AM	If any bills were reversed during the billing activities, attach backup to the reversal document in SAP.	NA	

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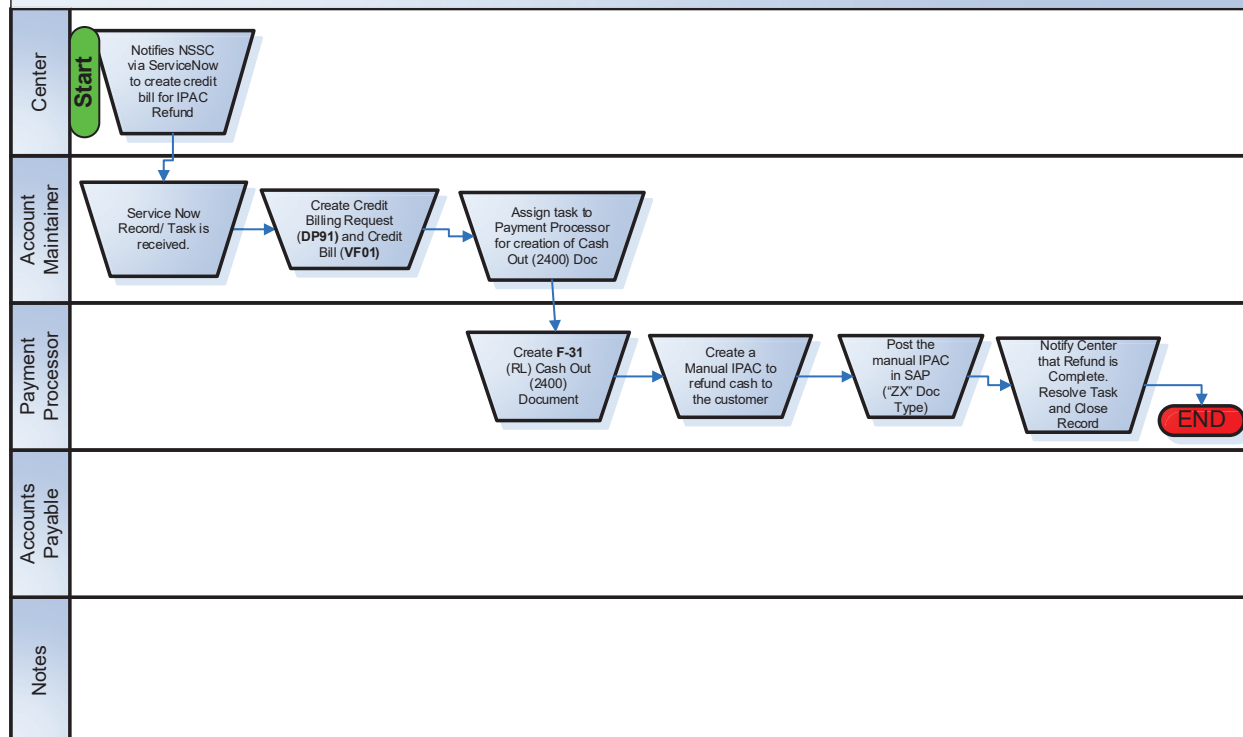
27	AM	Clean out any extra and/or erroneous files from your folder. Example: If you have an .xls and an .xlsx of the same file, only keep one.	NA
28	AM	Email Center Contact billing is complete	NA
29	AM	Create Case/Task that Billing is complete and send task to AR Supervisor for review.	Subcategory = Other Short Description = "IPAC (Month and Fiscal Year)"
30	AR Supervisor	Review billing and assign task to Payment Processor for IPACing.	
31	PP	IPAC. When complete, assign task to Account Maintainer	
32	AM	Run Aging and verify all IPACs have been completed (or rejected). Assign task to AR-Supervisor.	
33	AR Supervisor	Review task - Resolve Task - Close Case	
Notes			
Reminders		Get Signatures for all Federal SF1080s that must be Mailed, Faxed or Emailed.	
		Zip all billing files and load into TechDoc (Mid-Month Checklist)	

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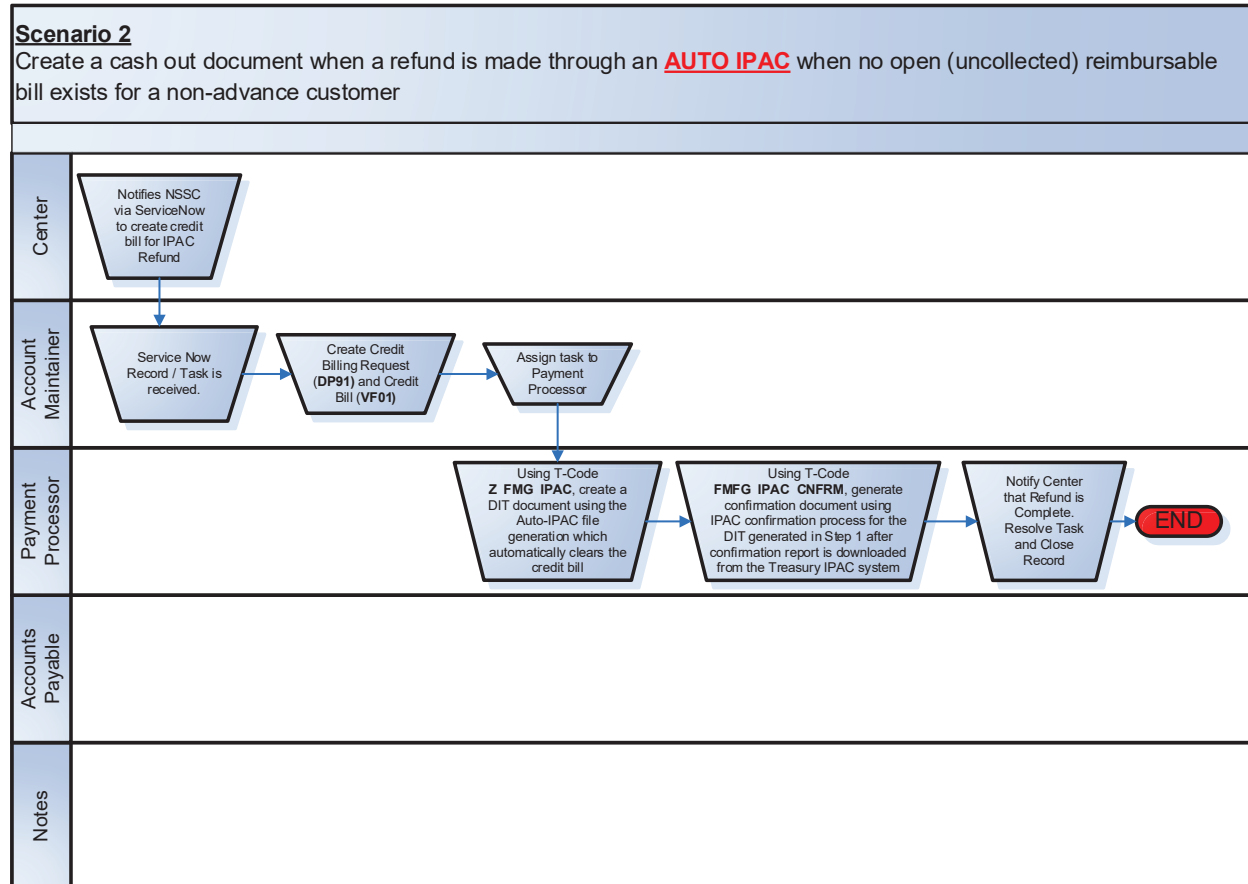
APPENDIX G – REIMBURSABLE BILLING REFUND FLOW CHARTS

Scenario 1

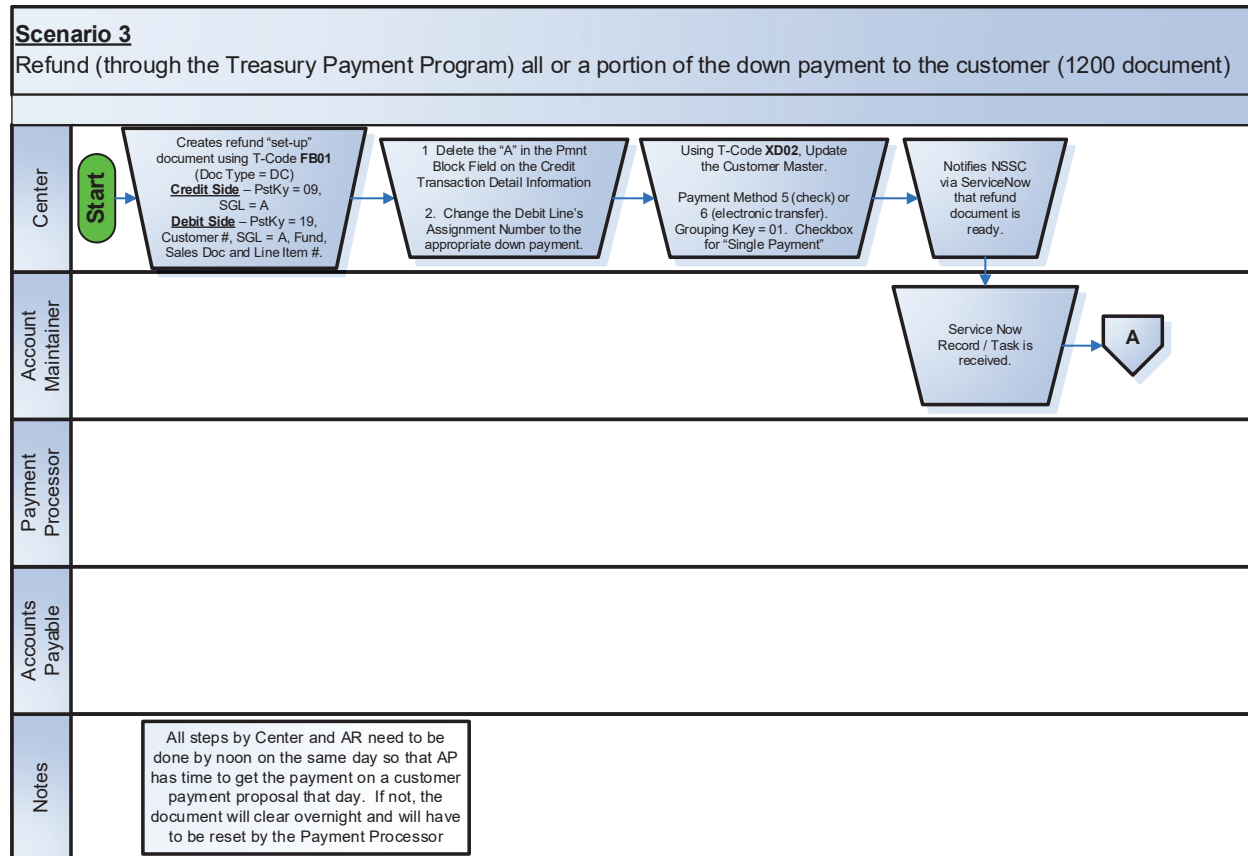
Create a cash out document when a refund is made through a **MANUAL IPAC** when no open (uncollected) reimbursable bill exists for a non-advance customer



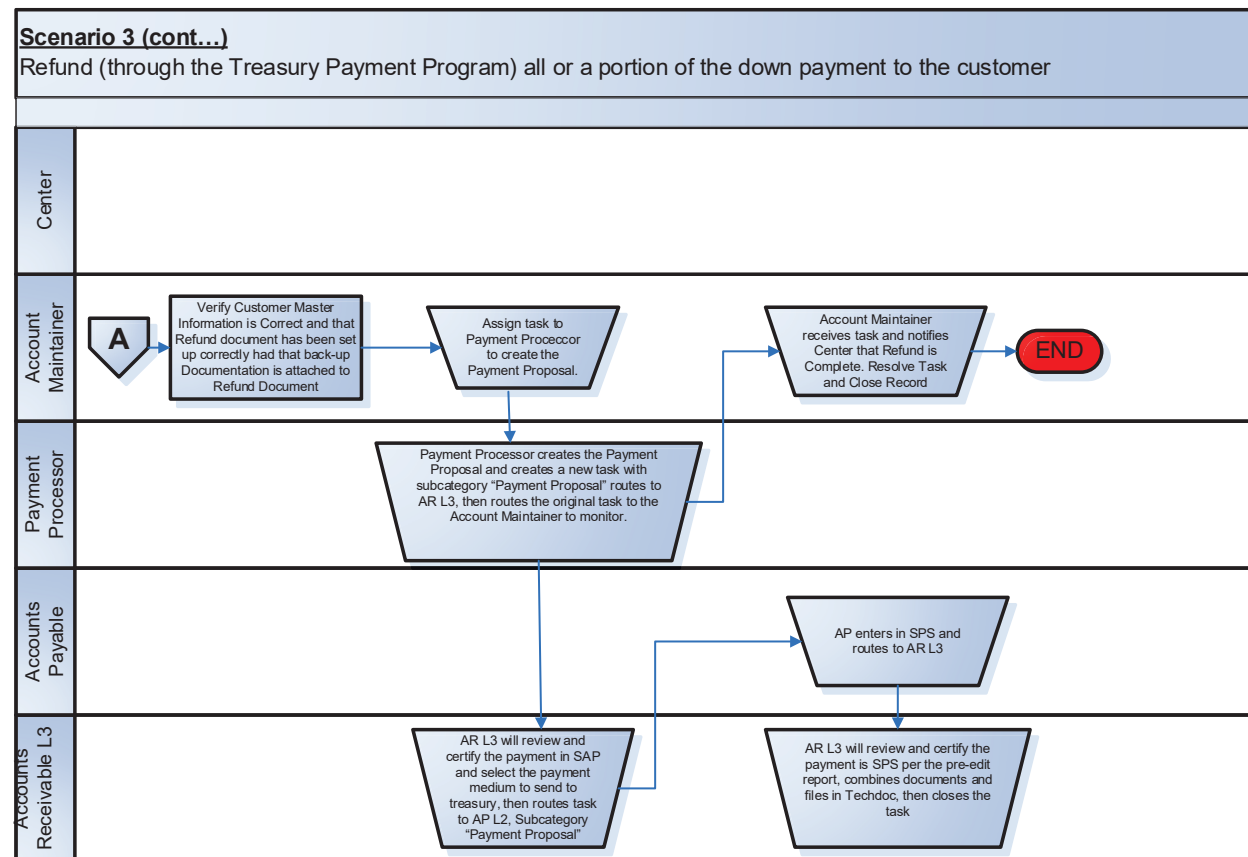
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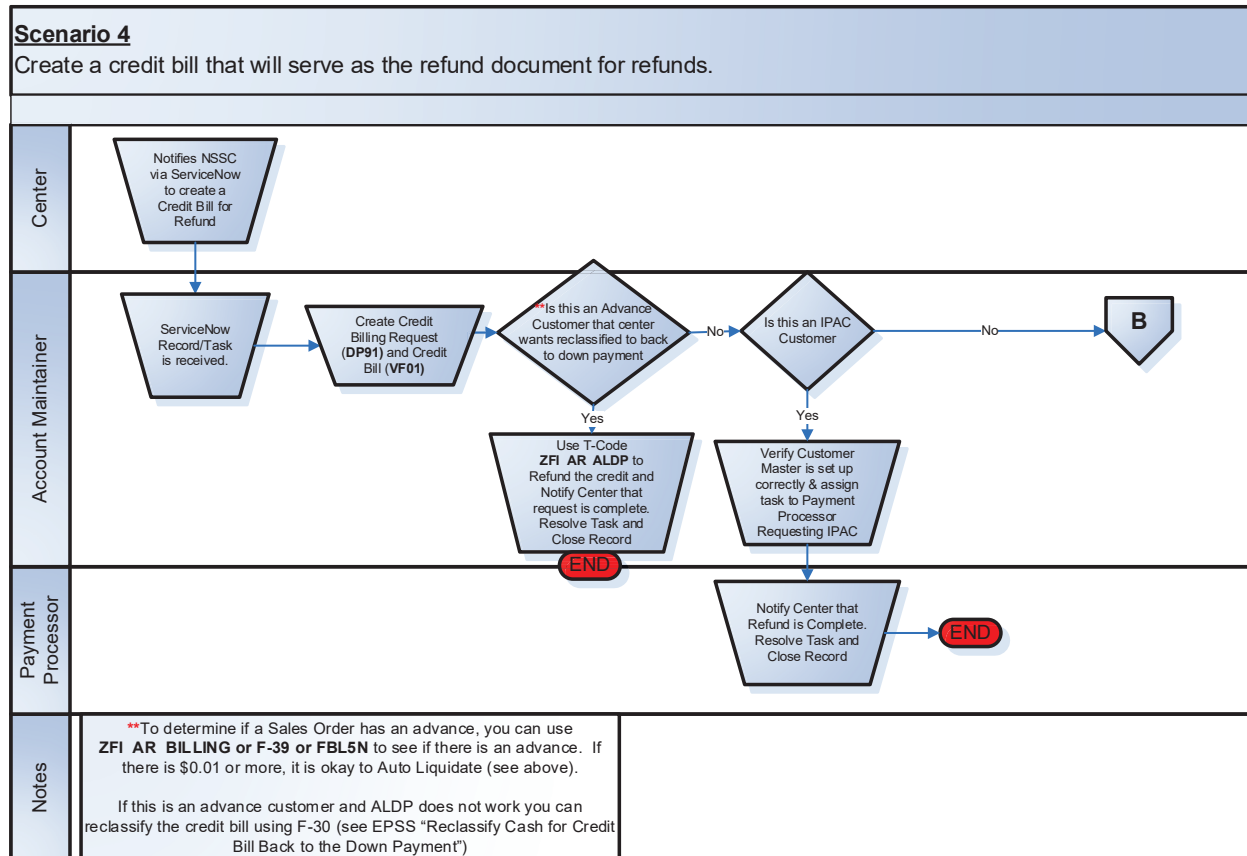
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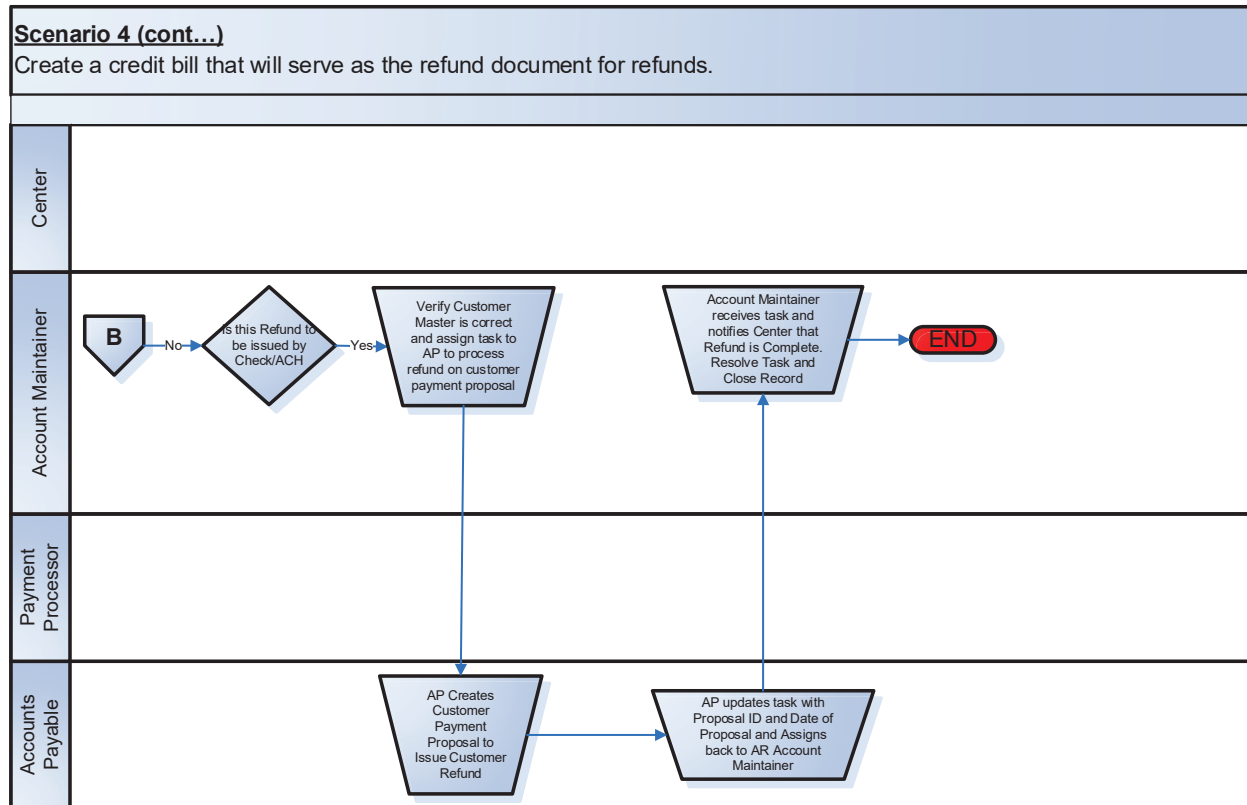
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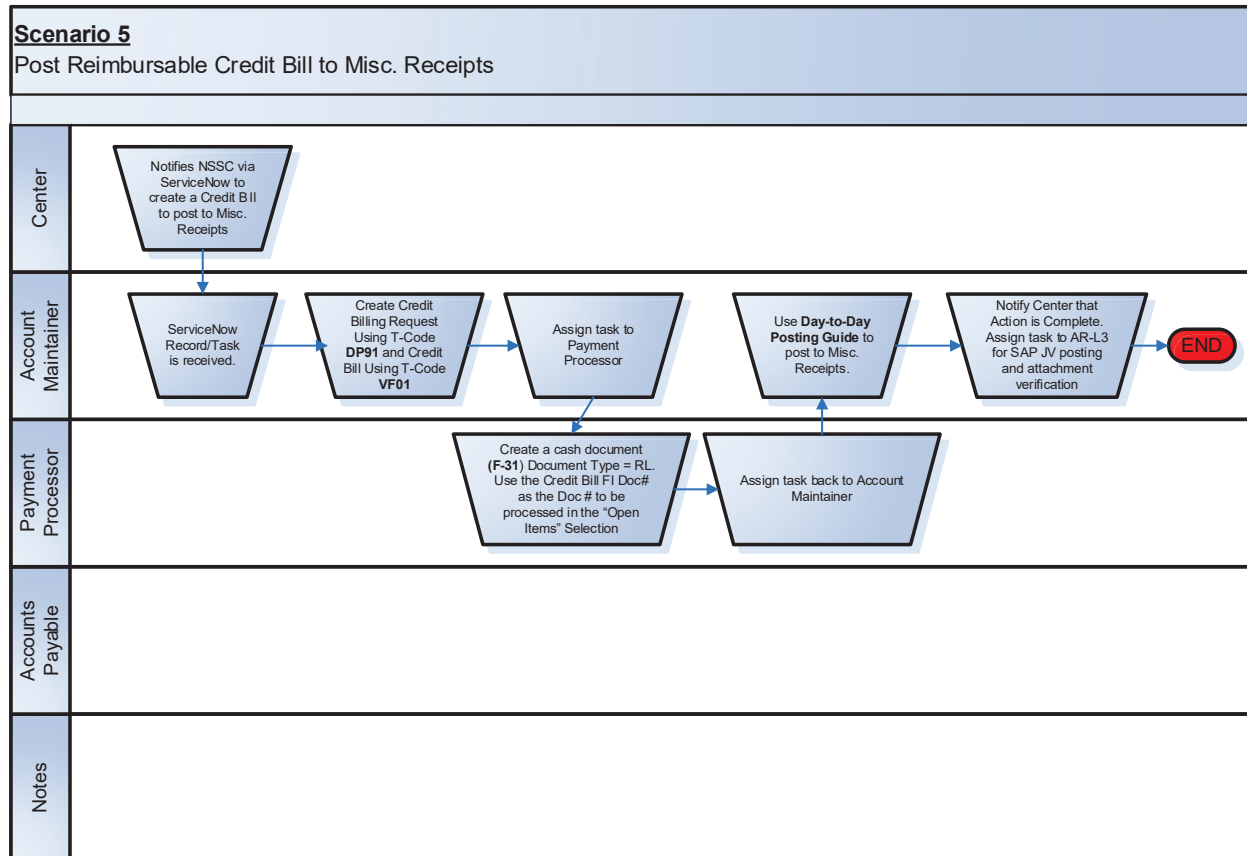
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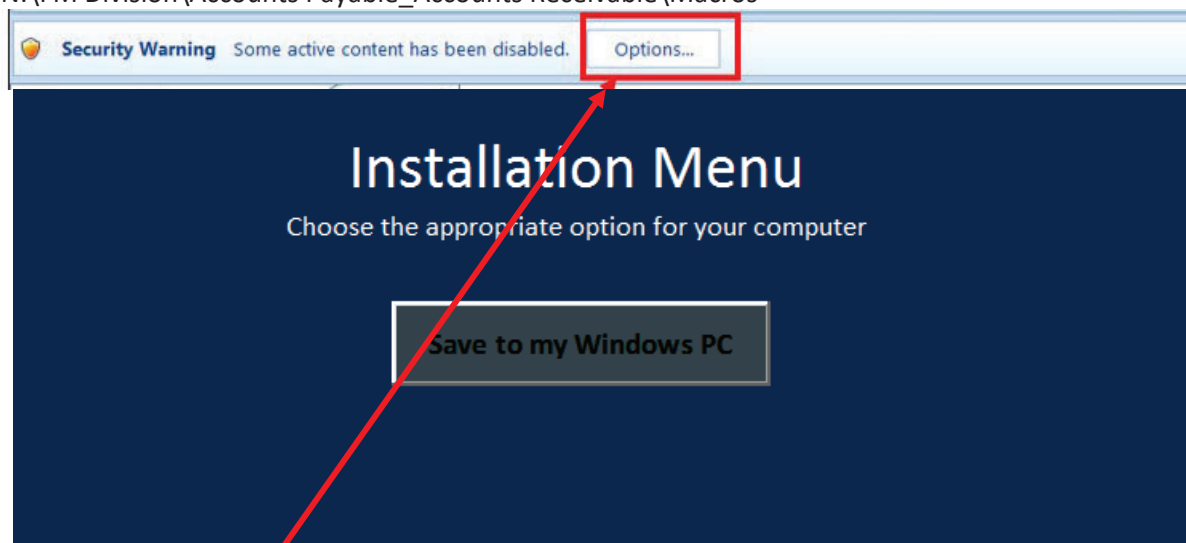


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APPENDIX H – INSTALLING MACROS AND ADD-INS

Installing the AR-Macro Catalog:

N:\FM Division\Accounts Payable_Accounts Receivable\Macros

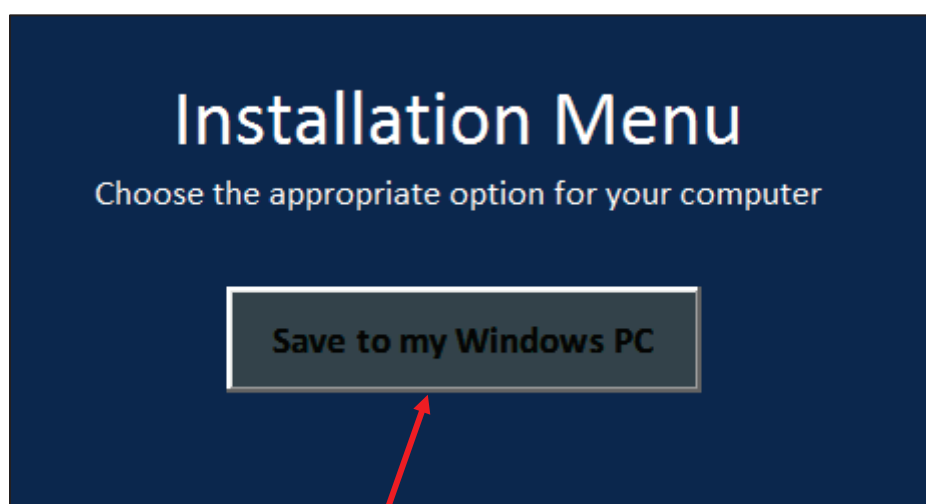


- Select “Options” button.

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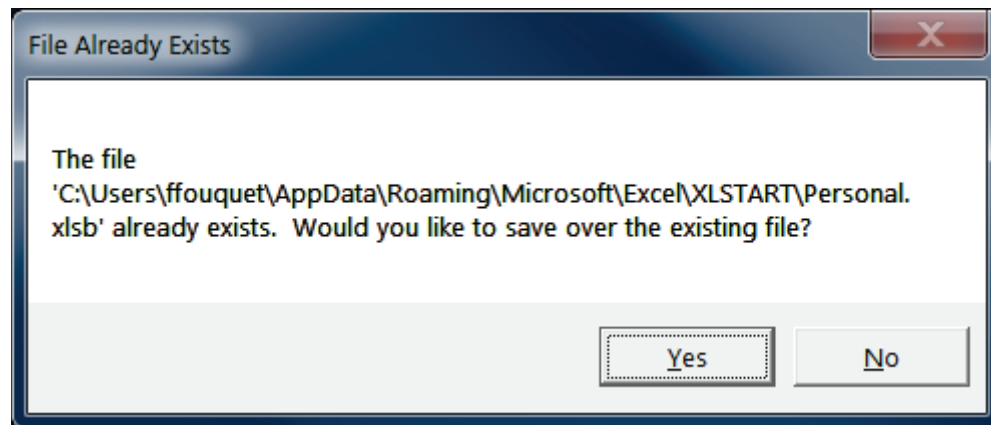


- Ok

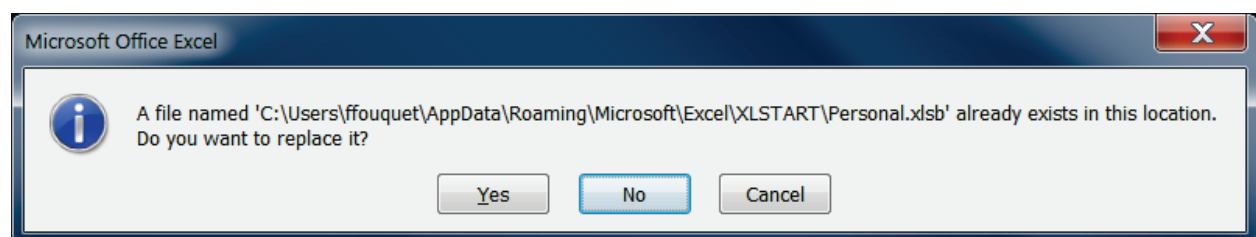


- Select the “Save to my Windows PC...” button.

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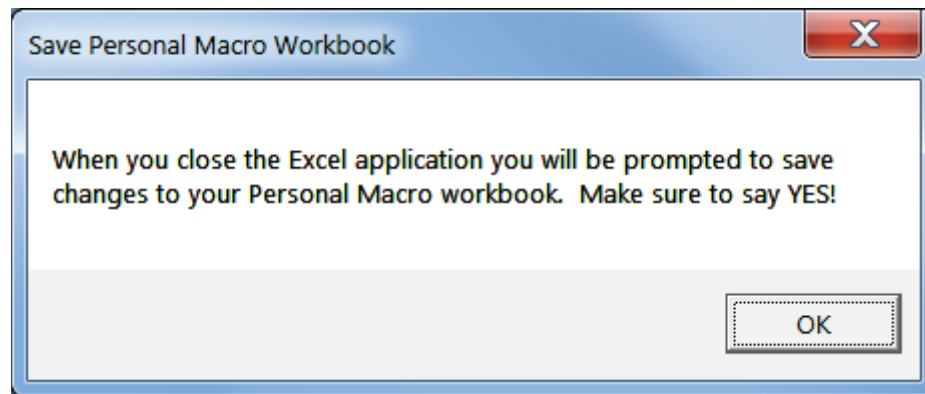


- If you get this message, select “Yes” if you don’t mind your personal workbook being overwritten. If you select no, it will create a “personal (2)” workbook.

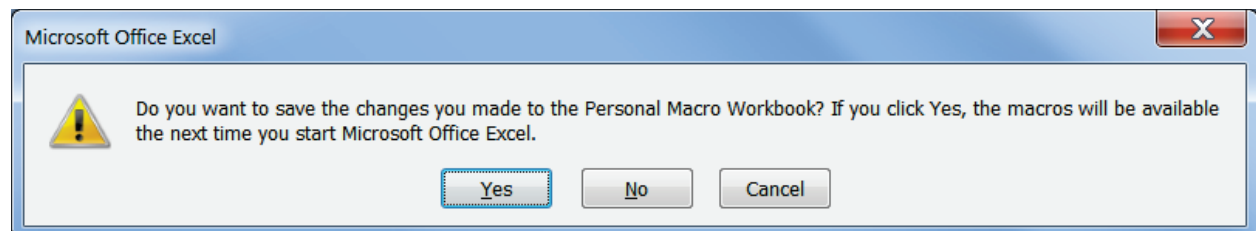


- If you get this message, select “Yes” if you don’t mind your personal workbook being overwritten. If you select no, it will create a “personal (2)” workbook.

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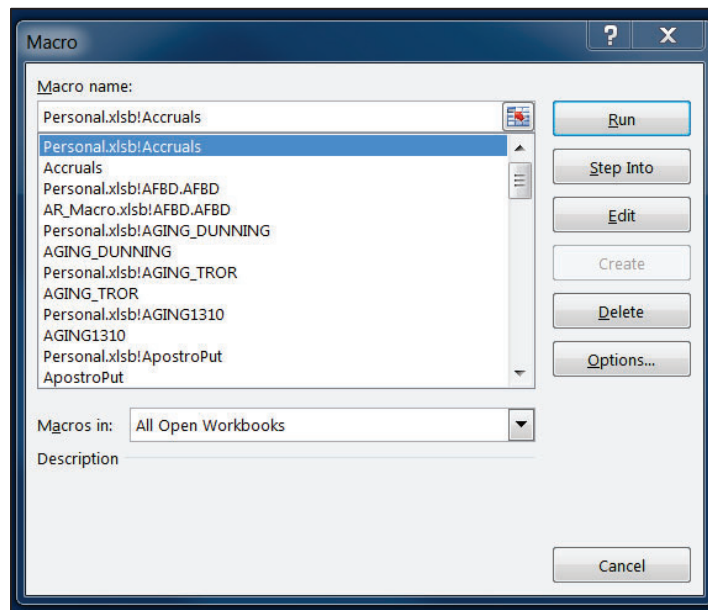
- Select “Yes”.
- Close Excel.



- 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)

H

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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

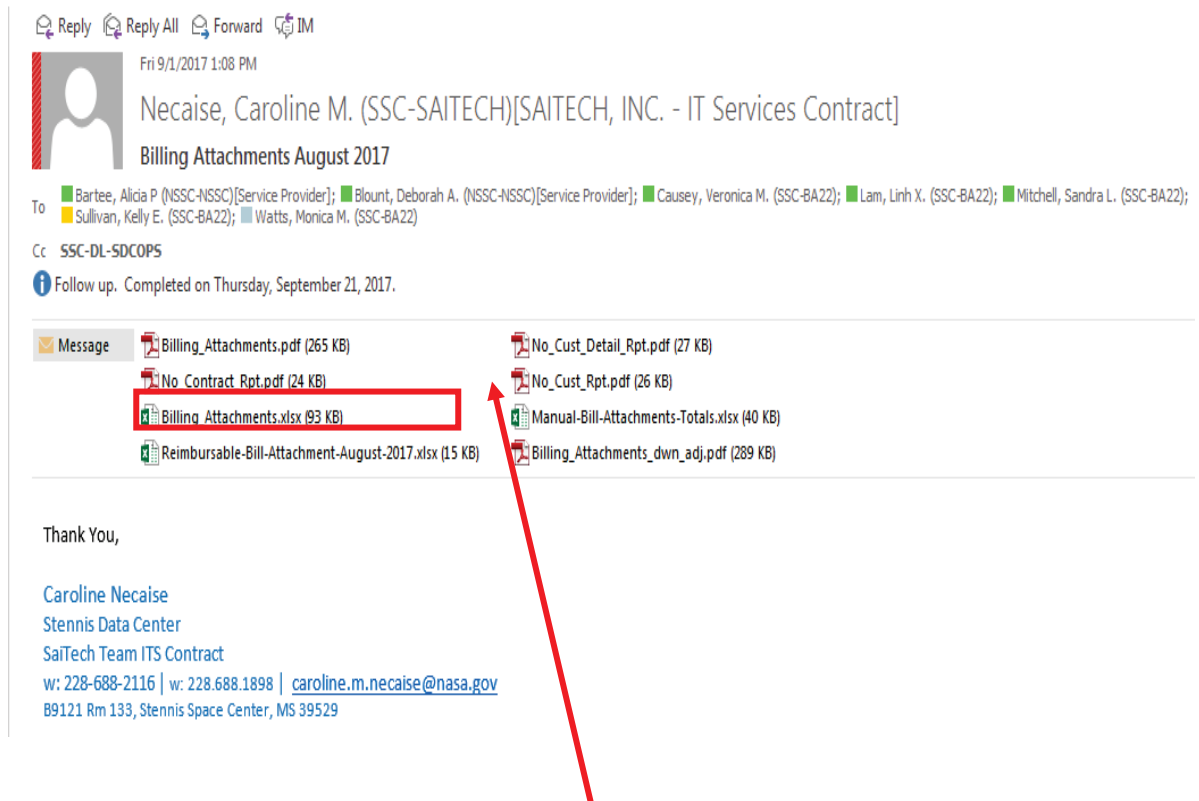
[N:\FM Division\Accounts Payable Accounts Receivable\Macros\Zepy.xlam](#)

(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 I – SSC BILLING RECONCILIATION PROCESS

- SSC will send a “Billing Attachments Month Year” email. It will include 8 attachments.



- Save the RECON STATEMENT “Billing_Attachments” pdf in the Monthly Billing folder.
- Open the BILLING BREAKDOWN spreadsheet in the Monthly Billing folder and filter on Liquidations. (Uncheck “Blanks” in order to show the liquidation docs only.)
- Open the “SSC Bills FY20## P##” file in the Monthly Billing folder. ADD TEXT (RED, BOLD, 48) ‘PAID’ onto the liquidated bills.
- PP should save a copy of the Billing IPACs in the Monthly Billing folder. However, if the file has not been saved, pull the SSC SENT IPACS for Monthly Billing and save as “SSC IPACs FY20## P##”. ****Review IPAC file to ensure only IPACs**

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processed for Monthly Billing are included. Any other IPACs should be deleted from the file.**

- Highlight the rows of the 'DO NOT MAIL' bills on the BILLING BREAKDOWN spreadsheet.

Note: Do Not Save as this is only used for your printout.

- Open Bills file and add Text (RED, BOLD, 20) 'DO NOT MAIL' onto the bills.
- Open the Recon Statement file add Text (RED, BOLD, 20) 'DO NOT MAIL' onto the customer pages

Note: Customer 113706 will not have a Recon Statement page.) Save as "Billing_Attachments_MONTH_YYYY_**REV**".

- Delete \$0 or Net Credit customer pages from the Recon Statement REV file.

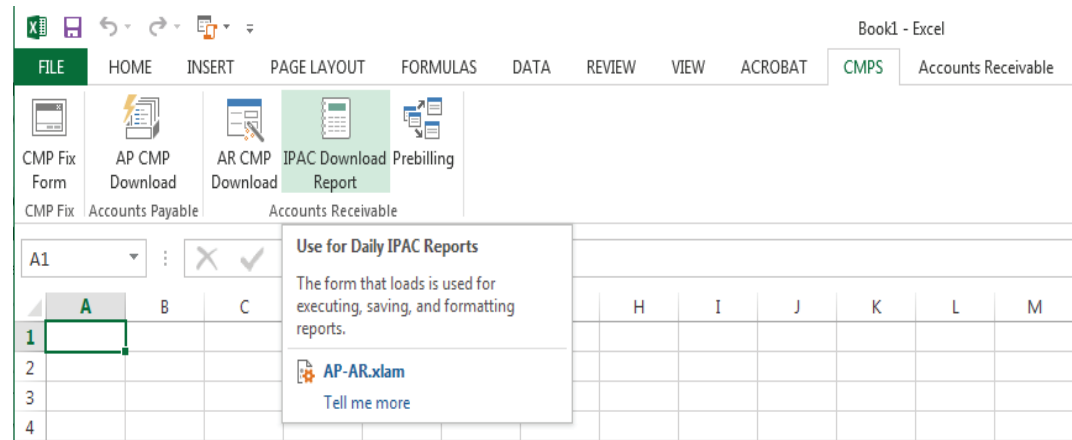
Note: Make sure to validate that the customer is not listed on the Billing Breakdown spreadsheet before deleting.

- Print out the Billing Breakdown spreadsheet. (Make sure to hide columns that aren't needed.)

- **RUN SSC COMPARE MACRO**

STEP 1: Open Excel and run "IPAC Download Report"

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IPACs

Today Only thru Yesterday This Mth Yesterday

ALC 80000101 - SSC - 64

Month Day Year

Begin Date 2 29 2016

End Date 3 1 2016

IPAC Download Report

Hide Execute

BUREAU OF THE
Fiscal Service
U.S. DEPARTMENT OF THE TREASURY

Log In To: <https://www.ipac.fms.treas.gov/index.html>

Forgot your Password? Forgot your User Id? Register ?

Select an authentication method and enter your credentials

Log In using your Fiscal Service ID:

SSO User ID and Password

SecurID Token

To log in using your Fiscal Service Single Sign On User ID and Password.

User ID:

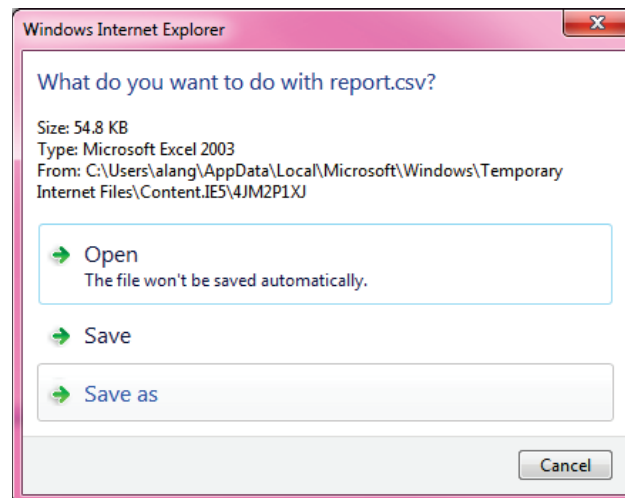
Password:

Log In Reset

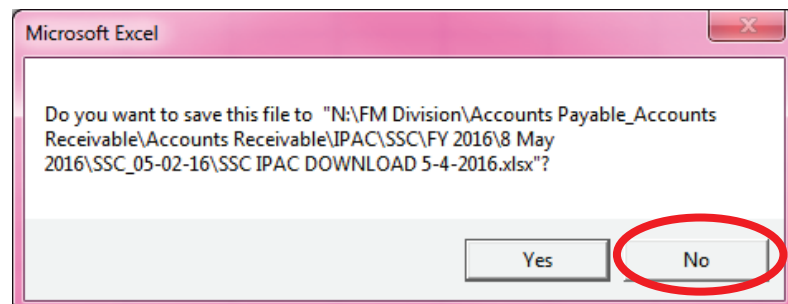
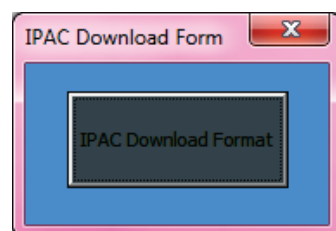
[Forgot your User Id?](#)

[Forgot your Password?](#)

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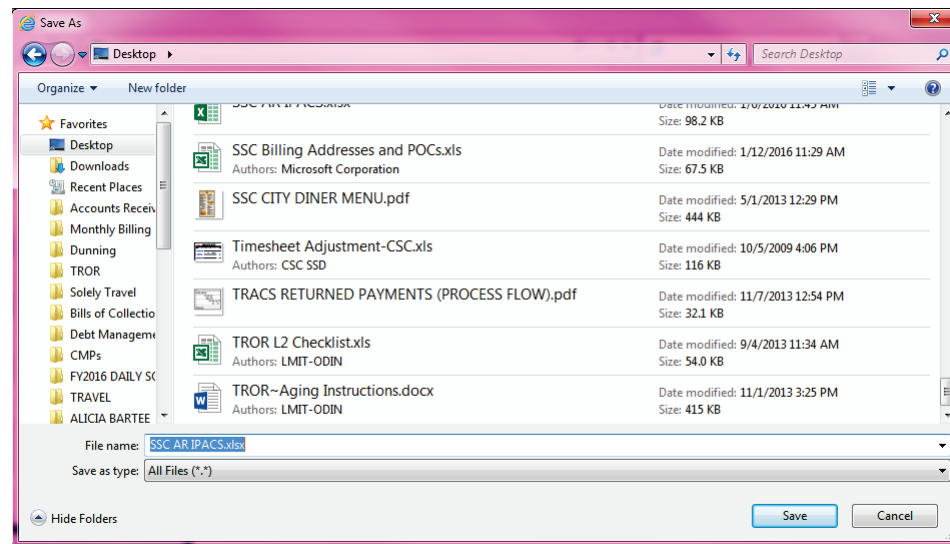


- OPEN
- OPEN
- ALLOW
- Click back to excel to locate the black box below:



NO

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- Make sure to select “EXCEL .xlsx” as Save as type.
- SAVE
- CLOSE SPREADSHEET

STEP 2: SAVE REV RECON STATEMENT FILE AS EXCEL VERSION

- Open Recon Statement file and Save as Excel version using the same naming scheme.

Recon Statement file should look like this once converted to Excel:

Responsible Office: Accounts Receivable

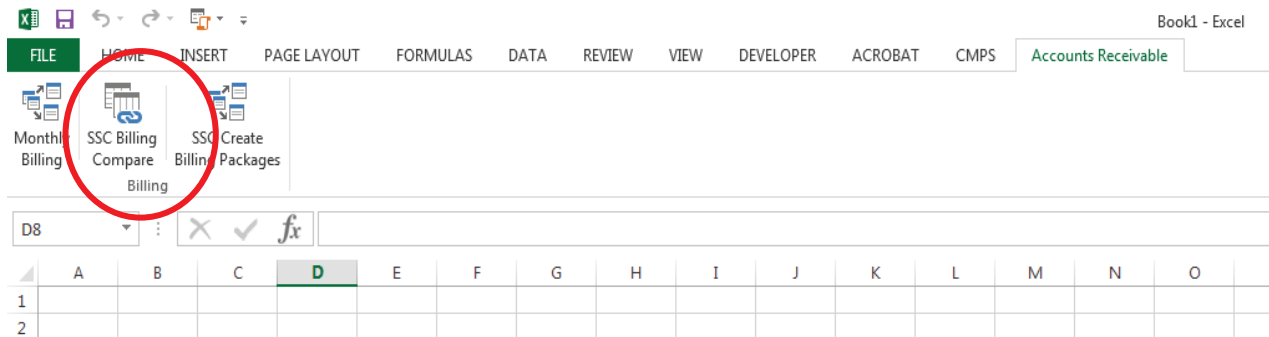
Subject: Accounts Receivable - Reimbursable

[illegible]

- Only keep the Recon Statement excel spreadsheet open.

This screenshot shows the top portion of the Microsoft Excel application window. The title bar at the top reads "Billing_Attachments APRIL_2016_REV.xlsx - Excel". Below the title bar is the ribbon, which includes tabs for FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, VIEW, ACROBAT, and CMPS. The "Accounts Receivable" button, located on the CMPS tab, is highlighted with a red circle. To the left of the ribbon, a sidebar contains a "Monthly Billing" button. The main workspace shows the start of a spreadsheet with column headers A through P and row headers 1 and 2. The cell A1 contains the text "Customer Number: 1044", and cell A2 contains the text "Period/Fiscal Year".

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REPORT SHOULD LOOK LIKE THIS:

	A	B	C	D
	Sales Doc #	Billed Current Month		
1				
2	28815	\$26,310.69		
3	32115	\$70.00		
4	32238	\$1,016.25		
5	32273	\$136.50		
6	32366	\$5,159.24		
7	32373	\$136.98		
8	32374	\$3,510.00		
9	32375	\$1,039.00		
10	32396	\$34,519.94		
11	32947	\$64.80		
12	33123	\$13,999.05		
13	34148	\$95,174.00		
14	32228	\$692,147.19		
15	32187	\$23,453.65		
16	32285	\$85.62		
17	32287	\$426.00		
18	32318	\$784.24		
19	33299	\$4,481.12		
20	28485	\$1,301.64		
21	31187	\$1,514.04		
22	31195	\$25717.87		
23	32402	\$139.00		
24	32776	\$107.27		
25	33193	\$5,053.74		
26	31012	\$2876.95		
27	32393	\$22.75		
28	31397	\$2104.19		
29	33104	\$27865.43		
30	27527	\$1,862.25		
31	31509	\$67,825.86		
32	32797	\$196,340.12		
33	32855	\$4,724.87		
34	27829	\$0.17		
35	32191	\$10,698.16		
36	27669	\$16,327.97		
37	31481	\$1118.46		
38	32467	\$85,058.35		
39	32582	\$4,658.00		
40	30593	\$1,315.79		
41	31209	\$426616.45		
42	33179	\$18,425.89		
43	30315	\$8,002.90		
44	34096	\$3,663.87		
45	29844	\$34,108.03		
46	22801	\$78,707.70		

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The yellow dictates differences between the Recon Statement and the IPACs that were actually processed.

- Highlight the rows in red of the 'DO NOT MAIL' Sales Orders.
- For the SO/Amounts highlighted in yellow on the SSC Compare spreadsheet, filter by the SO on the Billing Breakdown spreadsheet. (A) If no results return, that means that there were no bills created for that sales order. Add a \$0 next to that SO/Amount on the SSC Compare Spreadsheet. (2) If a different amount shows on the billing breakdown than what's on the SSC Compare spreadsheet, that means that the bill was created for the amount listed on the billing breakdown. Add the correct amount and customer number next to the SO/Amount on the SSC Compare spreadsheet. (3) All Non-Federal customers' sales orders will be highlighted in yellow on the SSC Compare spreadsheet. This is because IPACs are not processed for non-federal customers. You will still need to filter by the SO on the billing breakdown. If the amounts are the same, an adjustment will not need to be made on the recon statement for that sales order. Go ahead and highlight that row in green.
- Check rows highlighted in yellow again.
- Update REV Recon Statement according to the SSC Compare Spreadsheet.
- Suggestion on correcting some customers: Subtract the "labor" and "other" amounts from the SO total on the recon statement. Then add the "labor" amount listed on the actual bill. Most times the amounts should now match. If not, see CJI3 instructions to help reconcile:

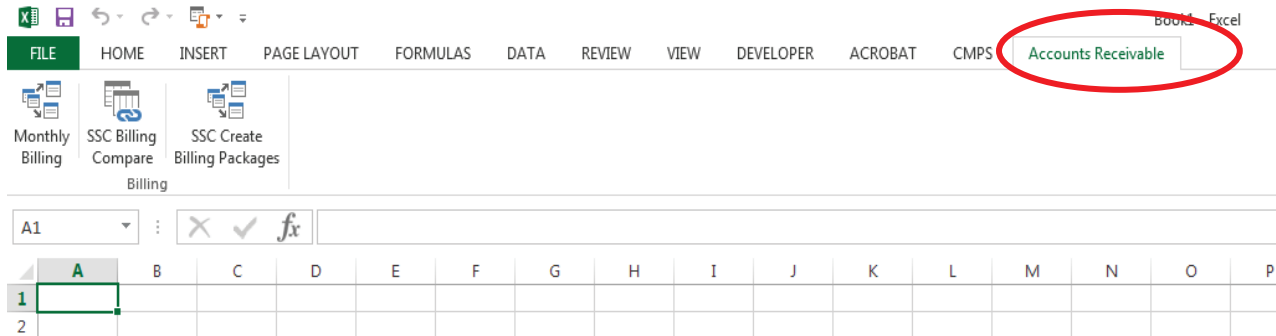
[N:\FMDivision\AccountsPayable AccountsReceivable\Accounts Receivable\Monthly Billing\64 - SSC Billing\Special Instructions](#)

- Once all adjustments have been made to the REV Recon Statement, close all PDFs and Excel sheets.

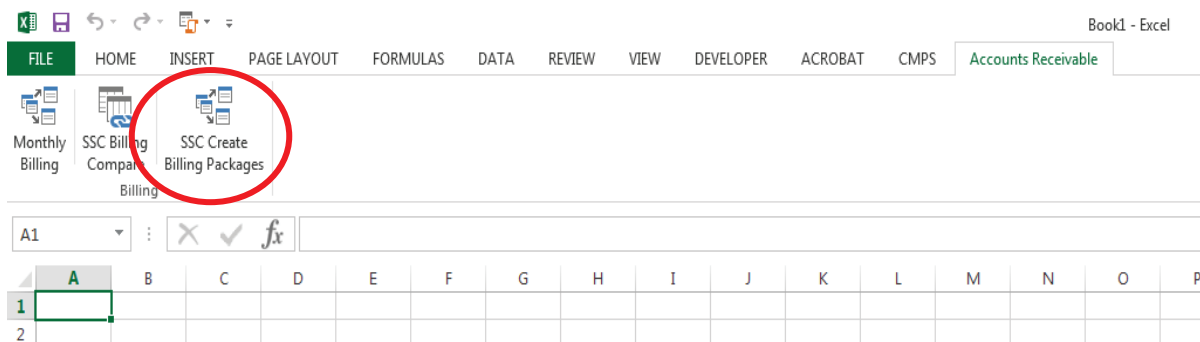
STEP 3: Open new excel spreadsheet to run the "SSC Create Billing Packages" macro.

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Click AR Tab



Click SSC Create Billing Packages



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Select the “SSC IPACs FY20## P##” IPAC file, the “SSC Bills FY20## P##” INVOICE file, and the “Billing Attachments_MONTH_YYYY_REV” Recon Statement file.

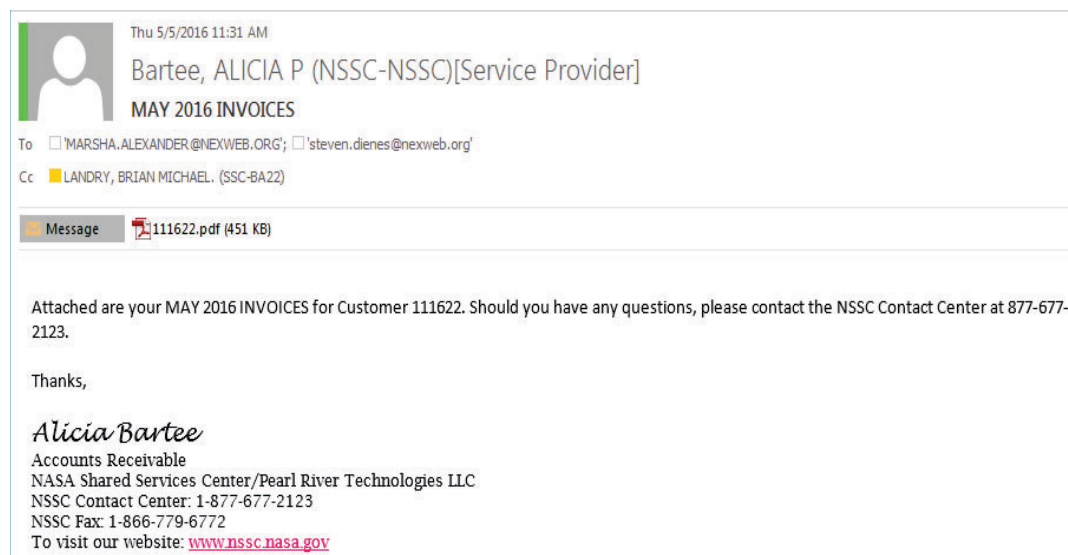
- Click Process Files **Takes about 5 minutes to run**.
- “Process Complete” message will pop up once complete.
- Hit ok.

NOTE: If anything was unable to be combined, it will be in the BILL_PKT_WKG folder. You will have to manually combine.

- All combined packages will be in the Customers’ folders of the Distribution folder.
- Verify that all packages are correct.

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STEP 4: Email Packets



- Before sending, verify that all packets are included in an email.

STEP 5: Update B-line Date for “EMAIL” bills and add note.

- Open Billing Breakdown and filter on “EMAIL” column (unselect blanks).
- Update the Bline date to the date the email was sent to the customer.
- Add a note to the billing document in SAP:
 “Title: Bline Date Adjusted

NOTE: Bline date adjusted to the date the bill was emailed to the customer.”