

National Aeronautics and  
Space Administration

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

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

**NSSDG-9200-0009      Revision 12**

**Effective Date:**      December 17, 2021  
**Expiration Date:**    December 17, 2023

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# **ACCOUNTS RECEIVABLE - Reporting and Audit SDG**

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**Responsible Office: Accounts Receivable**

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## Approved by

ALISON BUTSCH

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BUTSCH  
Date: 2021.12.27 15:20:25  
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Alison M. Butsch  
Acting Chief, Financial Management Services Division

Date

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## DOCUMENT HISTORY LOG

Status (Basic / Revision / Cancelled)	Document Version	Effective Date	Description of Change
Basic	1.0	01/15/2016	Basic release
Revision	2.0	03/01/2016	<ul style="list-style-type: none"> <li>Updated Remedy References to ServiceNow</li> <li>Updated procedures for SNOW Weekly Help Desk Analysis Process</li> <li>Updated TROR procedures to include N drive location of TROR checklist</li> </ul>
Revision	3.0	09/23/2016	<ul style="list-style-type: none"> <li>Added the DOI – Transfer debts paid off during calendar year process</li> <li>Updated L3 NSSC TROR Checklist- Appendix B</li> <li>Added Appendix M – ServiceNow Quality Error Job Aid</li> </ul>

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			<ul style="list-style-type: none"> <li>• Added Appendix N – L3 NSSC CMP Checklists</li> <li>• Updated CMPs 2d.4A, B and C and 4.4A – tool change</li> <li>• Added the Check Reconciliation Process</li> <li>• Updated and ensured all L3 Reconciliations have due dates listed.</li> <li>• Updated the sales order Customer Contact information look up instructions in the ZFED Process.</li> <li>• Added Appendix O – CMP 3.2 Aging Reason Codes Added the Creditor Agency Profile Update Process and Treasury Conference call coordination Process</li> </ul>
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Revision	4.0	03/17/2017	<ul style="list-style-type: none"> <li>Added the Trading Partner Agreement and FY IPAC Cutoff Calendar</li> <li>Added Abnormal Balance Reconciliation</li> <li>Added SP Responsibility for Macros note</li> <li>Modified tasks from CS to SP</li> </ul>
Revision	5.0	06/20/2017	Added instructions on how to run Recapture Audit Data Collection Spreadsheet
Revision	6.0	12/20/2017	<ul style="list-style-type: none"> <li>Added instructions for how to run the TROR “Write-off Backup” macro.</li> <li>Manual steps for CMP Consolidation</li> <li>Steps for saving a revised CMP after consolidation</li> <li>Added new BAD reimbursable</li> </ul>

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			customer for exclusion <ul style="list-style-type: none"> <li>Added notations of Control Activities</li> </ul>
Revision	7.0	04/23/2018	<ul style="list-style-type: none"> <li>Added Agency CMP Tool Process to CS CMP Control Activity Review</li> <li>Updated Appendix N-L3 NSSC AR CMP Checklists</li> <li>Removed CMP Checklist 3.4 from Appendix N</li> <li>Removed CMP 3.4 process</li> <li>Added Agency CMP Tool Process for submission of CMP reports</li> <li>Added CMP Supervisor Review process for Agency Tool</li> <li>Added Parked JV Process</li> <li>Updated File Paths for CMP reports</li> <li>Update RTA report</li> </ul>

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			Updated System Components CSNG- added Cashier Role
Revision	8.0	06/07/2018	<ul style="list-style-type: none"> <li>Added Agency CMP Tool Process to include Activity Status for CMPs with multiple thresholds.</li> <li>Updated Abnormal Balance reconciliation process to include new GL accounts and frequency of reconciliation.</li> <li>Updated ZFED Status to include email/fax template and Copying Center POCs on emails.</li> <li>Updated CMP 7.4 &amp; 7.5 Checklists (Agency Tool updated to include reports- attachments are no longer required).</li> </ul>
Revision	9.0	4/1/2019	<ul style="list-style-type: none"> <li>Monthly ZFED Over 45 day process: added how often processed</li> </ul>

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			<p>should be performed. Creating a Case/Task and Supervisor Review.</p> <ul style="list-style-type: none"> <li>• Added process for TROR Quarterly data entry to Treasury website</li> <li>• Added Travel Debts Under \$10 Review Process</li> <li>• Added CMP Checklists 7.12 &amp; 7.17 Unfunded/ Funded Leave to Appendix M</li> <li>• Added “L3” to TROR due date.</li> <li>• Added CMP deadline</li> <li>• Added CMP 7.12 and 7.17 process</li> <li>• Added process for TROR TechDoc uploads.</li> <li>• Changed designee in TROR process from OCFO to AR-L3 Accountant</li> </ul>
Revision	10	11/15/19	<ul style="list-style-type: none"> <li>• SDG Annual Review and Update</li> </ul>

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Revision	11	1/10/2020	<ul style="list-style-type: none"> <li>Updated monthly ZFED over 45 days</li> <li>Added L2 NSSC TROR Checklist</li> <li>Updated Travel Debts Under \$75 Review Process</li> </ul>
		11/18/2020	<ul style="list-style-type: none"> <li>Added 2d.4A thru 2d.4C Agency Tool Process</li> </ul>
Revision	12	12/10/2021	Updated CMP Checklist 7.12 & 7.17 removed JV reference and added SE – Source Entry

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## INTRODUCTION

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

- A. Statement of Federal Financial Accounting Standard No. 1, “Accounting for Selected Assets and Liabilities”, June, 2020;

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

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

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

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

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

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

<https://www.ecfr.gov/cgibin/textidue&node=pt31.2.285&rgn=div5#sp31.2.285>

- 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]

<https://fiscal.treasury.gov/dms/about/about-dcia.html#:~:text=The%20Debt%20Collection%20Improvement%20Act%20of%201996%2C%20or,tasked%20Treasury%20with%20certain%20government%20wide%20debt%20collection%20responsibilities.>

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

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

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

J. Treasury Report on Receivables (TROR);

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

K. NASA Procedural Requirements (NPR):

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

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## PURPOSE

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This SDG outlines procedures followed by the NSSC Service Provider (SP) and Civil Servant (CS) as it relates to Accounts Receivable (AR) Reporting, Audit support and reconciliations for all NASA Centers.

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## APPLICABILITY/SCOPE

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NSSC AR executes required reporting, audit support and reconciliations for all NASA Centers. These activities include but are not limited to:

- Compilation and consolidation of Agency reports
- Supporting Continuous Monitoring Program (CMP) activities
- Providing internal and external audit support
- Conducting analysis and reconciliations on receivables data

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

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## PRIVACY DATA

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

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## RECORDS

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

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## CANCELLATION/SUPERSESSION OF PREVIOUS DOCUMENTS

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This document supersedes NSSDG-9200-0009 Revision 11.0.

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## PROCESS – TREASURY REPORT ON RECEIVABLES (TROR)

### COMPLETE TROR REPORT (Control Activity)

The TROR report is the Department of Treasury's (Treasury) only comprehensive means for periodically collecting data on the status and condition of the Federal Government's non-tax debt portfolio, in accordance with the requirements of the Debt Collection Act of 1982 and the Debt Collection Improvement Act of 1996 (DCIA).

#### STEP 1. **AR-SP Account Maintainer** – Complete TROR Report (Prepare, Review, Approve and Submit the TROR)

**Note:** At the beginning of each month, the NSSC Account Maintainer prepares the TROR for the prior month's financial activity. This report includes all Public (Non-Federal) Receivables. The NSSC Account Maintainer submits the TROR to the AR-CS Accountant or designee for approval.

**Note:** The TROR report is due by the close of business on the third business day after month end to the L3. The TROR quarter end reports are due no later than the 15<sup>th</sup> of the month after quarter end and are uploaded to NATS by the established due date.

**Note:** Treasury's Instructional online workbook is located at <https://www.fiscal.treasury.gov/files/dms/fy18-tror-instructional-workbook.pdf>

**Note:** EPSS Job aid is located at <https://epss.nasa.gov/gm/folder-1.11.4731?mode=EU&primaryCSH=SGL%2CJA>

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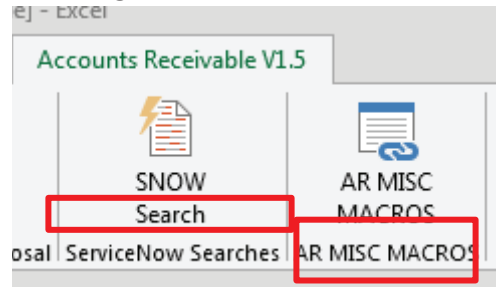
A. Prepare schedules for New Receivables, Accruals, Write-Offs and Interest/Penalty:

1. Go into Excel and go to Accounts Receivable macro thread.

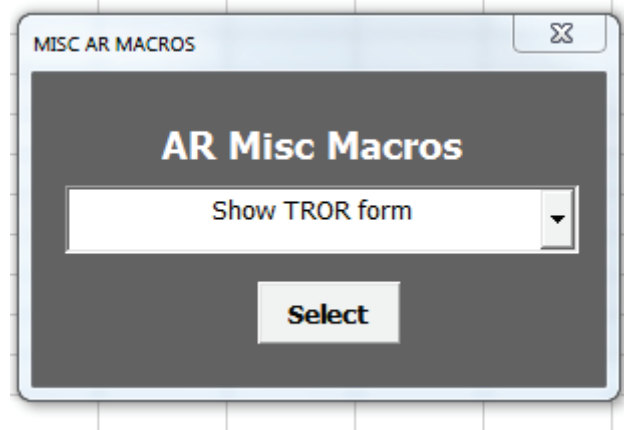


**Note:** For manual instructions on completing this process without the macro, please see Appendixes C – F.

2. Click on AR Misc Macros



3. Select "ShowTRORForm" and click "Select".



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4. TROR Reports Form

- a) Month = Reporting Month.
- b) Year = Reporting Calendar Year.
- c) Click each button individually (“New Receivables,” “Accruals,” “Write-offs” and “Int. & Penalty”) to run each report.

**Note:** See Appendices for instructions to process these reports in SAP: Appendix C – Accruals, Appendix D – Write-offs, Appendix E – Interest and Penalty and Appendix F – New Receivables.

**Note:** A master copy of each report (with all center information) will be saved in the correct month/year TROR folder.

**Note:** A center-specific copy of each report will be saved in each center’s correct TROR folder.

5. Naming Conventions (automatically named by macro):

- a) New Receivables:  
02 <CTR ABBREV> New Receivables FY20xx Pxx.xlsx.
- b) Accruals:  
03 <CTR ABBREV> Accruals FY20xx Pxx.xlsx.

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c) Write-offs:  
05 <CTR ABBREV> Write Offs FY20xx Pxx.xlsx.

d) Interest and Penalty:  
10 <CTR ABBREV> Int. & Penalty FY20xx Pxx.xlsx.

6. Enter the following values on the TROR:  
**Note:** The “TROR Update” macro (see step J) will enter these values for you.

a) New Receivables: Part I, Section A, Line (2).

<b>New Receivables</b>									
<b>51 - Goddard Space Flight Center</b>									
<b>For the period 10/1/2014 to 3/31/2015</b>									
<b>Total:</b>		<b>\$ 1,847,287.76</b>	<b>24</b>	<b>120</b>					
<b>Number of New Receivables</b>									
<b>ASSIGNMENT</b>	<b>DOCUMENT #</b>	<b>TYP</b>	<b>DOC DATE</b>	<b>AMOUNT</b>	<b>CLEARING DOC</b>	<b>BUS AREA</b>	<b>TYPE</b>	<b>CUSTOMER</b>	
80000044692015	8000004469	RV	10/31/14	\$29,428.12	100191386	51	Clearing	101907	
80000044692015	8000004469	RV	10/31/14	(\$29,428.12)	100191386	51	Clearing	101907	
80000102472015	8000010247	RV	02/18/15	\$88,204.61	100460874	51	Clearing	101907	
80000102472015	8000010247	RV	02/18/15	(\$88,204.61)	100460874	51	Clearing	101907	
80000023822015	8000002382	RV	10/31/14	\$103,269.23	100191387	51	Clearing	101953	
80000023822015	8000002382	RV	10/31/14	(\$103,269.23)	100191387	51	Clearing	101953	
80000100502015	8000010050	RV	01/28/15	\$91,198.40	100386036	51	Clearing	101953	
80000100502015	8000010050	RV	01/28/15	(\$91,198.40)	100386036	51	Clearing	101953	

b) Accruals: Part I, Section A, Line (3).

<b>Accruals</b>							
<b>51 - Goddard Space Flight Center</b>							
<b>For the period 10/1/2014 to 3/31/2015</b>							
<b>Total:</b>				<b>\$ 694.54</b>			
<b>ASSIGNMENT</b>	<b>DOCUMENT #</b>	<b>TYP</b>	<b>DOC DATE</b>	<b>AMOUNT</b>	<b>CLEARING DOC</b>	<b>BUS AREA</b>	
18000081242015	1800008266	DR	03/16/15	(\$0.85)	1800008266	51	
18000081242015	1800011343	DR	03/16/15	\$0.85	1800008266	51	
18000081242015	1800008267	DR	03/16/15	(\$24.00)	1800008267	51	
18000081242015	1800011346	DR	03/16/15	\$24.00	1800008267	51	
18000110942015	1800011342	DR	03/16/15	\$0.17		51	
18000110942015	1800011345	DR	03/16/15	\$24.00		51	
				<b>\$694.54</b>			

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c) Write-Offs: Part I, Section A, Line (6).

**Note:** Line (6) is a sum line of (A) and (B) entered from the “WO / CNC / CLOSED” report which should total this write off report.

<b>Write-offs</b>						
<b>51 - Goddard Space Flight Center</b>						
<b>For the period 10/1/2014 to 3/31/2015</b>						
<b>Total:</b>				<b>\$ (2,136.08)</b>		
<b>ASSIGNMENT</b>	<b>DOCUMENT #</b>	<b>TYP</b>	<b>DOC DATE</b>	<b>AMOUNT</b>	<b>CLEARING DOC</b>	<b>BUS AREA</b>
4000000052015	400000005	WV	10/20/14	(\$1,812.65)	400000005	51
4000000062015	400000006	WV	10/20/14	(\$314.61)	400000006	51
4000100012015	400010001	WO	02/25/15	(\$0.01)	400010001	51
4000100022015	400010002	WO	02/25/15	(\$8.81)	400010002	51
				<b>(\$2,136.08)</b>		

d) Interest & Penalties: Part I, Section B, Line (1)(E).

<b>Interest and Penalty</b>						
<b>51 - Goddard Space Flight Center</b>						
<b>As of 3/31/2015</b>						
<b>Total:</b>				<b>\$ 635.69</b>		
<b>ASSIGNMENT</b>	<b>DOCUMENT #</b>	<b>TYP</b>	<b>DOC DATE</b>	<b>AMOUNT</b>	<b>CLEARING DOC</b>	<b>BUS AREA</b>
18000041302015	1800003298	DR	12/16/14	\$24.00		51
18000041302015	1800007154	DR	01/15/15	\$24.00		51
18000041302015	1800008151	DR	02/17/15	\$0.01		51
18000041302015	1800008152	DR	02/17/15	\$24.00		51
18000041302015	1800008153	DR	02/17/15	\$0.03		51
18000080842015	1800011341	DR	03/16/15	\$515.48		51
18000080842015	1800011344	DR	03/16/15	\$24.00		51
18000110942015	1800011342	DR	03/16/15	\$0.17		51
18000110942015	1800011345	DR	03/16/15	\$24.00		51
				<b>\$635.69</b>		

B. “Collections by Treasury” Spreadsheet.

1. This spreadsheet is maintained by Account Maintainers as collections are received from Treasury / CSNG throughout the month.
2. Naming Convention: 04 <CTR ABBREV> Coll by Treas FY20xx Pxx.xlsx.



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3. Data from the “Collections by Treasury” report is entered on the TROR in the following sections:

a) Part I, Section A, Line (4)(D).

b) Part II, Section C, Line (1)(G).

FEDDEBT COLLECTIONS													
GSFC													
FY2015													
<div>Note: Enter the amount as the opposite sign that is on the FedDebt report. e.g. If the FedDebt report has 250.00 , enter -250.00 on this Report.</div>													
<div>\$0.00</div>													
#	Date	Name	Customer#	SAR document No.	IPAC Date	Principal	Interest	Penalty	Admin	Overage/ (Refund)	IPAC TOTAL	IPAC DRN	Notes
1											0.00		
2											0.00		
3											0.00		

C. “Write-offs, CNC & Closed” Spreadsheet.

1. This spreadsheet is maintained by Account Maintainers as write-offs and waivers are completed throughout the month.
2. Naming Convention:  
06 <CTR ABBREV> WO CNC Closed FY20xx Pxx.xlsx.

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3. "CNC" (Currently Not Collectible) refers to debts that may have been written-off but collection efforts are continuing at Treasury.
4. "Closed" refers to debts for which all collection efforts have been terminated (including by Treasury).
5. Data from this part of the "Write-offs, CNC & Closed" spreadsheet is entered on the TROR in the following sections:
  - a) Debts Written Off Current Fiscal Year - CNC: Part I, Section A, Line (6)(A).
  - b) Debts Written Off Current Fiscal Year - Closed: Part I, Section A, Line (6)(B).

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Debts Classified as CNC [Part II, Sections B and D] (Currently at Treasury)										
	Customer Name	Customer #	Bill #	Commercial, Consumer, State or Foreign	Amount Written Off	Principal Not Yet Written Off	Date of Debt	Date Written Off	Current Status	Type of Debt
1		32	1800003441	Consumer	\$ 19,465.82		03/19/06	09/29/09	Write-off per NPR	Purchase Card
2		32	1800003440	Consumer	\$ -21.82		03/19/06	09/29/09	Write-off per NPR	Purchase Card
2	DEPARTMENT OF JUSTICE				19,487.69	-	PII, SECB, LINE (1)(G) PII, SEC D, LINE (1)(D)		MUST FOOTNOTE	
1		38	1800014407	Consumer	\$ 536.32		07/23/03	09/30/07	Write-off per NPR	Annual Leave Overpayment
2		32	1800009376	Consumer	\$ 1,368.87		09/16/05	10/31/07	Write-off per NPR	Annual Leave Overpayment
3		32	1800003440	Consumer	\$ 2,141.40		03/19/06	09/29/09	Write-off per NPR	Purchase Card
4		1	1800003398	Consumer	\$ 608.11		07/14/08	07/15/09	Write-off per NPR	Annual Leave Overpayment
5		4	1800013040	Consumer	\$ 8,884.13		09/17/08	09/29/09	Write-off per NPR	Annual Leave Overpayment
6		1	1800000863	Commercial	\$ 31,408.99		03/13/09	09/29/09	Write-off per NPR	Vendor Overpayment
7		4	1800005228-1800005237	Consumer	\$ 942.20		03/09/09	09/23/09	Write-off per NPR	Annual Leave Overpayment
8		4	1800007860	Commercial	\$ 3,107.85		07/07/09	12/23/09	Write-off per NPR	Royalty
9		0	1800005680	Commercial	\$ 10,213.49		07/15/10	01/24/11	Write-off per NPR	Royalty
10		0	1800005037	Consumer	\$ 10,967.31		01/31/11	07/28/11	Write-off per NPR	Annual Leave Overpayment
11		1	1800013212	Consumer	\$ 97.21		04/30/12	10/28/12	Write-off per NPR	Health Benefits
12		1	1800013211	Consumer	\$ 223.22		04/30/12	10/28/12	Write-off per NPR	Health Benefits
13		76	1800014381	Consumer	\$ 119.87		07/23/03	09/30/07	Write-off per NPR	FOIA Bill
14		2	1800001968	Consumer	\$ 1,346.43		04/29/99	09/30/07	9510.13.9 and at Treasury for	Health Benefits and Annual Leave
15		5	1800000985	Consumer	\$ 90.02		12/23/03	09/30/07	Write-off per NPR	Health Benefits
16		9	1800004734	Consumer	\$ 6,541.60		09/12/04	09/30/07	9510.13.9 and at	Health Benefits and Annual Leave
17		0	1800005418	Commercial	\$ 193.94		09/29/13	11/29/13	Write-off per NPR	FOIA Bill
18		2	1800003236	Consumer	\$ 214.17		12/31/13	09/30/14	Write-off per NPR	Annual Leave Overpayment
19		1	1800002578	Consumer	\$ 194.75		03/20/14	09/18/14	Write-off per NPR	Salary Overpayment
19	AMOUNT TRANSFERRED TO TREASURY				79,613.91	-	PII, SECB, LINE (2)(G) PII, SECB, LINE (3)(J) PII, SEC D, LINE (1)(B)			
21	NET-TOTAL				99,101.60	-	PII, SEC B, LINE 1(B)			

6. Data from the “Debts Classified as CNC” section of the “Write-offs, CNC & Closed” spreadsheet is entered on the TROR in the following sections:

a) Part II, Section B.

b) Part II, Section D.

CNC Debts Closed Out During the Current Fiscal Year 2015 (RTA from Treasury) [Part II, Section D, Line (2)]									
	Customer Name	Customer #	Bill #	Commercial or Consumer	Original amount written off	RTA Balance	Date Returned from Treasury	Type of Debt	Reason
	Total				-	-			

7. Data from the “CNC Debts Closed Out During the Current Fiscal Year 2015 (RTA from Treasury)” of the “Write-offs, CNC & Closed” spreadsheet is entered on the TROR in the following section:

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- a) Part II, Section D, Line (2).
- b) Report ran monthly and saved on N:Drive: N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\Fed Debt\RTA Reports.
- c) Enter all debts listed on the report; paid in full, small balance, etc.

**Note:** If a debt drops off the CSNG report for the following reasons: paid in full, small balance, etc., the Account Maintainer should remove the debt from “Debts Classified as CNC” section on the “WO CNC Closed FYXXXX PXX” spreadsheet and add it to the “CNC Debts Closed Out During FYXXXX” section.

**Note:** Appendix G – How to run the CSNG "Return to Agency" (RTA) Report.

- 8. Data from the “1099” Sections of the “Write-offs, CNC & Closed” spreadsheet is entered on the TROR in the following section:

- a) Part II, Section E, Line (1).
- i. Any amount in Part II, Section E, Line (1)(C) must be footnoted in “Part III – Footnotes”.

Debts Closed in Calendar Year 2014 and Reported to IRS on Form 1099C [Part II, Section E, Line (1)(A)]									
	Customer Name	Customer #	Bill #	Commercial or Consumer	Amount Written Off	1099-C Amount	Date Cancelled	Type of Debt	Reason
			Total			-			
Debts Closed in Calendar Year 2014 and NOT Reported to IRS on Form 1099C [Part II, Section E, Line (1)(B) & (C)]									
	Customer Name	Customer #	Bill #	Commercial or Consumer	Amount Written Off	1099-C Amount	Date Cancelled	Type of Debt	Reason
1			1800005275	Commercial	\$ 85.22	NA	06/17/14	Vendor Overpayment	Under \$600
2			1800005276	Commercial	\$ 1.45	NA	06/17/14	Vendor Overpayment	Under \$600
3			1800014410	Commercial	\$ 350.22	NA	09/30/07	Vendor Overpayment	Under \$600
3	Part II, Sec E 1B				436.89	-			Under \$600
1	BANCROFT, JAMES A	1112204	1800003460	Consumer	\$ 2,826.37	NA	06/17/14	Travel Overpayment	Taxes Already Withheld by DCI
2			1800000297	Consumer	\$ 48.08	NA	04/30/14	Annual Leave Overpayment	Taxes Already Withheld by DCI
3			1800003230	Consumer	\$ 2.95	NA	09/02/14	Annual Leave Overpayment	Taxes Already Withheld by DCI
4			MULTIPLE	Consumer	\$ 2,127.26	NA	10/20/14	Health Benefits	Taxes Already Withheld by DCI
7	Part II, Sec E 1C				5,004.66	-			Other
7	TOTAL CLOSED IN CALENDAR YEAR 2014 (NOT REPORTED TO IRS)				5,441.55				
7	GRAND TOTAL OF DEBTS CLOSED IN CALENDAR YEAR 2014				5,441.55				

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#### D. Write-Off Backup Report - Macro Instructions



1. In Excel, select the “Accounts Receivable” tab at the top and then select “TROR Reports TROR” Icon.

The image shows the TROR macro dialog box. It has a green background and a blue title bar. The 'Process' dropdown is set to 'Write Off Backup'. The 'Center' dropdown is set to 'GSFC'. The 'Reporting Month' dropdown is set to 'January'. The 'Calendar Year' dropdown is set to '2017'. There is an 'OK' button at the bottom.

2. Process = Write Off Backup
3. Center = NASA Center
4. Reporting Month = Reporting Month
5. Calendar Year = Calendar Year of Reporting Month
6. Click “OK” button
7. The macro will pull the report in SAP and save it on the N Drive (07 Center WO BACKUP FY20YY PXX).
8. Combine this SAP report and backup documentation (waiver approvals, center-requested write-offs and other closed debt backup) into a PDF packet.

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#### E. Write-Off Backup Report - Manual Instructions

##### 1. Consists of the following:

- a) SAP “Write-Off report.
- b) Backup documentation for waivers, center-requested write-offs and other closed debts.

##### 2. SAP – FBL5N” – Write-Off Report

- a) Select flag” icon to get to the dynamic selections screen



**Customer Line Item Display**

3 active Data Sources

- Customer master
- Company code
- Documents

Document Type: WO

Posting Key: 51

Business Area: 10

Amount in LC:

Amount:

G/L Account:

Payment Method:

Customer selection

Customer account: NASA 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:

☐ Cleared items

Clearing date: to

Open at key date:

☒ All items

Posting date: 10/01/2014 to 03/31/2015

Type

☒ Normal items

☒ Special G/L transactions

- b) Select “All Items” Posting Date 1 = First Day of Fiscal Year.
- c) Select “All Items” Posting Date 2 = Last Day of Reporting Month.
- d) Select Document Type = WO & WV.
- e) Select Business Area = 10, 21, 22, 23, 24, 51, 55, 62, 64, 72 or 76.

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**Note:** The amount should match the “Write-Off” report earlier run with the macro and the “Write-offs, CNC & Closed” report (“Debts Written off Current Fiscal year” Section).

3. Combine this SAP report and backup documentation (waiver approvals, center-requested write-offs and other closed debt backup) into a PDF packet.
4. Naming Convention:  
07 <CTR ABBREV> WO Backup FY20xx Pxx.pdf

#### F. CSNG- “Agency Reconciliation” Report

1. Using Chrome, enter the Artiva URL:  
<https://xservice.fiscal.treasury.gov/csp/prod/os.artiva.web.page.Main.cls>

2. Log into CSNG Website.

By logging in with PIV , SecurID, or User ID/Password, you acknowledge that you have read, understand, and agree to abide by the [Rules of Behavior](#)

**PIV Card or iKey**

Please make sure your card/iKey is plugged into the reader

LOGIN WITH YOUR PIV

**SecurID**

User ID

Passcode

LOGIN

**WARNING WARNING WARNING**

You have accessed a U.S. Government information system, which includes (1) this computer, (2) this network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. U.S. Government information systems are provided for the processing of official U.S. Government information only. Unauthorized or improper use of this information system is prohibited and may subject you to disciplinary action, as well as civil and criminal penalties. All data contained on U.S. Government information systems is owned by the U.S. Government and may, for the purpose of protecting the rights and property of the U.S. Government, be monitored, intercepted, recorded, read, searched, copied, or captured in any manner and disclosed or used for any lawful government purpose at any time. THERE IS NO RIGHT TO PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on U.S. Government information systems. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES YOUR UNDERSTANDING AND CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING AND DISCLOSURE.

3. In the Home Screen, select “Agency Reconciliation” from the “Creditor Agency Reports.”

**Note:** Make sure to turn off the Pop-Up Blocker.

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Artiva Web

←

→

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🔒

xservice.fiscal.treasury.gov/csp/prod/os.artiva.web.page.Main.cls

Apps

CSNG

Imported

IPAC Today

General Dynamics I...

🏠 Home

🔍

📄

📊

Creditor Agency Menu

🔍 Select Account

📄 Account Transaction Posting

🏠 New Business

Creditor Agency Reports

📄 Agency Reconciliation Report

📄 Dispute Report

📄 New Case Entry Report

📄 POD Report

📄 RTA Report

📄 IPAC Report

crskpdb011 - PROD

November 12, 2020 - 03:21PM



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4. User will be directed to the Agency Reconciliation Report Interface page.

The screenshot shows a web browser window with the URL <https://xservice.fiscal.treasury.gov/reports/api/Visualize?report=AgencyReconciliation.vdm&Connection=ReportsPROD&Type=Visualize>. The page title is 'AgencyReconciliation'. The form includes the following fields:


- Enter from date for report: [Dropdown menu]
- Enter thru date for report: [Dropdown menu]
- Inventory Type: [Dropdown menu, value: ALL]
- Return Reason, if including Inactive: [Dropdown menu, value: ALL]
- Agency: [Text input, value: ALL]
- Bureau: [Text input, value: ALL]
- Office: [Text input, value: ALL]
- Program: [Text input, value: ALL]
- Finish: [Blue button]

5. Enter the following parameters:
- From date for report. (Note: To access debts that were migrated from the FedDebt system, use a “from” date of September 1, 2005.
  - “Thru Date”= Last day of reporting month
  - Inventory Type = All
  - Return Reason = All
  - Agency = 80 Nat’l Aeronautics & Space Administration.
  - Bureau: See table below.
  - Offices: See table below.
  - Programs: See table below.
  - Click “Finish” Button.

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<b>AMES</b> Bureau Code = AR01 Office Code = CAM Program = AR1A	<b>HEADQUARTERS</b> Bureau Code = GS02 Office Code = MDG Program = GS2A	<b>MARSHALL</b> Bureau Code = MS01 Office Code = ALM Program = MS1A
<b>ARMSTRONG</b> Bureau Code = DF01 Office Code = CAE Program = DF1A	<b>JOHNSON</b> Bureau Code = JS01 Office Code = THX Program = JS1A	<b>STENNIS</b> Bureau Code = ST01 Office Code = MSS Program = ST1A
<b>GLENN</b> Bureau Code = GR01 Office Code = OHO Program = GR1A	<b>LANGLEY</b> Bureau Code = LA01 Office Code = VAH Program = LA1A	
<b>GODDARD</b> Bureau Code = GS01 Office Code = MDG Program = GS1A	<b>KENNEDY</b> Bureau Code = KS0101 Office Code = FLK Program = KS1B (Space Flight Explore) KS1E (Science, Aero & Explore) KS1H (General Fund)	

6. After the data displays, the report must be downloaded and saved.

Click the  in the upper right corner of the results screen.

<https://xservice.fiscal.treasury.gov/reports/Reports/Visualize.aspx> - Google Chrome
 <https://xservice.fiscal.treasury.gov/reports/Reports/Visualize.aspx>

SENSITIVE BUT UNCLASSIFIED

From: 09/01/2005 To: 09/30/2018

Agency Reconciliation

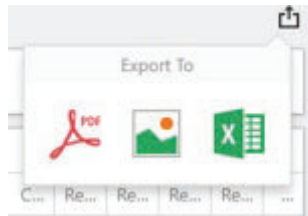
A...	B...	Of...	Pr...	C...	D...	A...	CL...	TIN	La...	Fir...	P...	St...	Delinq...	C...	Re...	Re...	Lo...	PCA	Top	M...	Fo...	C...	C...	C...	C...	C...	Re...	Re...	Re...	...	
20	FS...	D...	FS...	93...	25...	D...	D...	RI...	A...	C...	C...	2018-0...					@...	N	N		\$0...	\$1...	\$1...	\$0...	\$0...	\$0...	\$0...	\$0...	\$0...	\$0...	...
20	FS...	D...	FS...	93...	25...	D...	D...	G...	U...	C...	C...	2018-0...					@...	N	N		\$0...	\$1...	\$1...	\$0...	\$0...	\$0...	\$0...	\$0...	\$0...	\$0...	...
20	FS...	D...	FS...	93...	25...	D...	D...	M...	JA...	D...	RE...	2018-0...		20...	Z...		@...	N	N		\$0...	\$0...	\$0...	\$0...	\$0...	\$0...	\$1...	\$1...	\$3...	\$6...	...
20	FS...	D...	FS...	93...	25...	D...	D...	JO...	IV...	C...	C...	2018-0...					@...	N	N		\$0...	\$7...	\$7...	\$2...	\$5...	\$0...	\$0...	\$0...	\$0...	\$0...	...

Summary

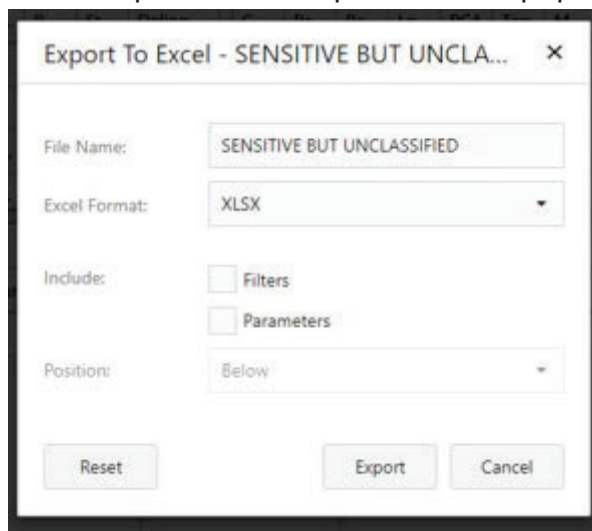
Agency	Bureau	Office	Program	Accounts	Forgiven Amt	Current Amt	Returned Amt
20	FS01	DCW	FS1A	26	\$0.00	\$23885.31	\$1382.00
				Sum = 26	Sum = \$0.00	Sum = \$23885.31	Sum = \$1382.00

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7. Select the format from the “Export To” pop up window.



8. Click “Export” in the Export to Excel pop up window.



9. Save on the N drive N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\TROR\FYYY\PP – Current Month\Center 08 <CTR ABBREV> CSNG FY20xx Pxx.
10. Filter the Location Column by CA and delete these lines.
11. Names remaining should match the names on the “Write-offs, CNC & Closed” report (“Debts Classified as CNC” Section).
  - a) If a name has dropped off of this report, go into CSNG to research why it dropped off (e.g., bankruptcy, “in dispute,” etc.). See Appendix G for instruction on how to run the “Return to Agency” report.

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- b) Once the reason has been determined, check with your L3 POC to see if they received any information on this returned debt and if there are any further actions to take.

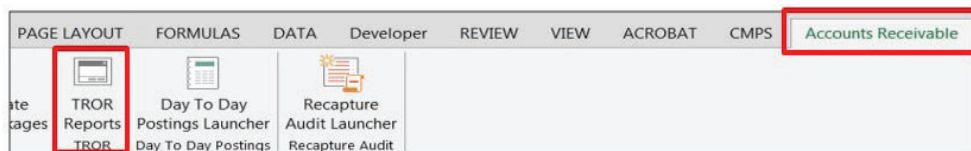
**Note:** If the reason is “PCA Timer Expired” no action is needed, and nothing needs to be elevated to L3.

12. If these debts are deemed closed and no action is needed, move them on the “Write-offs, CNC & Closed” report to the “Debts Closed in Calendar Year 20xx” at the bottom.

13. If a debt has fallen off the CSNG “Agency Reconciliation” report because it has been paid-off at Treasury (and NASA has received the IPAC to reestablish the debt), then it can be removed from the “Write-offs, CNC & Closed” report (“Debts Classified as CNC” section). It is paid in full and no longer needs to be tracked on this report.

**Note:** Sometimes it will not be fully paid off with NASA (a small residual amount may still be due, but once the principal of a debt reaches \$25 or less, Treasury ceases collection efforts so it is still considered “paid in full,” and you will often see this as an “adjustment” on the CSNG report.

#### G. SAP – “GR55 / ZTB6” (Trial Balance) Report Macro Instructions



1. In Excel, select the “Accounts Receivable” tab at the top and then select “TROR Reports TROR” Icon

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The screenshot shows a dialog box titled 'TROR' with a green background. It contains four dropdown menus arranged vertically:

- Process:** GR55 - ZTB6
- Center:** GSFC
- Reporting Month:** January
- Calendar Year:** 2017

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

2. Process = GR55 - ZTB6
3. Center = NASA Center
4. Reporting Month = Reporting Month
5. Calendar Year = Calendar Year of Reporting Month
6. Click “OK” button
7. The Macro will run the report and save it on the N drive as 09  
<Center Abbreviation> GR55 ZTB6 FY20YY PXX.

H: GR55 / ZTB6 - Manual Process - *This is the manual process to be used only if macro is unavailable.*

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**Trial Balance L96 at SGL L95: Selection**

Data Source...

Selection values

Fiscal year: 2015  
Company code: NASA  
To Period: 6

Selection groups

Applic. of funds:   
Or value(s):  to

Fund:   
Or value(s):  to

Funded Program:   
Or value(s):  to

Business Area:   
Or value(s): 51 to

Trading partner:   
Or value(s):  to

Federal Indicator:   
Or value(s): N to

1. Enter the following parameters:

- Fiscal Year = Fiscal Year of Reporting Month.
- To Period = Period of Reporting Month.
- Business Area = 10, 21, 22, 23, 24, 51, 55, 62, 64, 72 or 76.
- Federal Indicator = N.
- Click "Clock" icon to run.

GR55 ZTB6  
GSFC  
January 2017

Total \$125,075.39

96 Ledger Trial Balance Ledger 95  
To Period 4 Fiscal Year 2017

Application: \*  
Fund: \*  
Fed Ind: N  
Trading Ptr: \*  
Entity: A..Z  
Fund: \*  
Bus. Area: 51

SGL Account	Beg Bal	Debits	Credits	YTD Act	Balance
4222	5,201,180.01	13,199,391.26	-12,271,010.14	928,381.12	6,129,561.13
4252		11,192,045.82	-281,182.60	10,910,863.22	10,910,863.22
4253		160,889.48	-8.26	160,881.22	160,881.22
4972		2,502,087.94	-1,139,300.81	1,363,787.13	1,363,787.13
* Budgetary	5,201,180.01	27,054,414.50	-13,690,501.81	13,363,912.69	18,565,092.70
1310	120,170.04	19,489,154.15	-19,484,251.19	4,902.96	125,073.00
1319		1,638.28	-2,668.51	-1,030.23	-1,030.23
1340	3.03	11.47	-12.11	-0.64	2.39
* Proprietary	797,592,665.51	10911389037	-9,388,645,046.42	1,522,743,990.98	2,320,336,656.49

1310	\$125,073.00
1340	\$2.39
1360	
1370	
Total	\$125,075.39

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2. Naming Convention:  
09 <CTR ABBREV> GR55 Z6TB TROR FY20xx Pxx.xlsx.
3. Data from this spreadsheet is entered on the TROR in the following section:
  - a) Part I, Section A, Line (7).
4. Amount from this report should match the “Aging” report and “List of Customer Line Items” report.

**Note:** If differences exist, use Footnotes section to explain.

**Note:** For Line (7) Part I Section A, count the number of ZCOM customers (by customer number), not number of ZCOM debts (1310.0000s and 1310.3000s).

#### I. SAP – “ZCF\_ARAGING” (Aging) Report Macro Instructions



1. In Excel, select the “Accounts Receivable” tab at the top and then select “TROR Reports TROR” Icon

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2. Process = ZCF\_Aging
3. Center = NASA Center
4. Reporting Month = Reporting Month
5. Calendar Year = Calendar Year of Reporting Month
6. Click “OK” button
7. The Macro will run the report, update format, add the count of debts, and save it on the N drive as 11 <Center Abbreviation> Aging FY20YY PXX.

J. ZCF\_ARAGING - Manual Process - *This is the manual process to be used only if macro is unavailable.*

1. Enter the following parameters:





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5. Data from the Aging report is entered on the TROR in the following sections:

a) Part I, Section A, Line (7) – Ending Balance

**Note:** Count by ZCOM customer number

**Note:** Amount should match GR55-ZTB6 Report. If not, footnote on TROR.

b) Part I, Section B – Additional Receivables Data  
(Information Only)

**Note:** Count by number of ZCOM debts (1310.0000s and 1310.3000s).

c) Part I, Section C, Line (1) – Delinquencies by Age

**Note:** Count by number of ZCOM debts (1310.0000s and 1310.3000s).

d) Part I, Section C, Line (2) – Delinquencies by Category

**Note:** Count by number of ZCOM debts (1310.0000s and 1310.3000s).

e) Part II, Section A – Delinquent Debt 120 Days or Less

**Note:** Count by number of ZCOM debts (1310.0000s and 1310.3000s).

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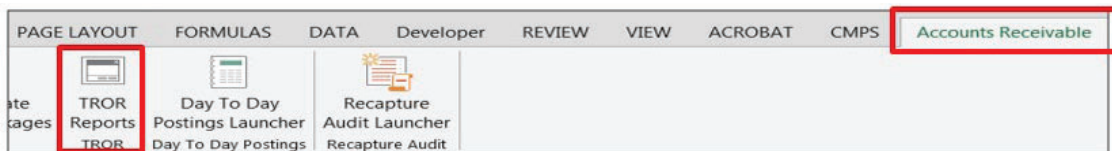
AR-AGING OVER 60 DAYS DELINQUENT											
BASE - C8F6											
FY2015 - PERIOD 06											
TOTAL											
\$ 12,119.37											

6. Create a new tab from your “Aging” tab with header “AR-Aging Over 60 Days Delinquent”.

7. Delete all rows that are under 60-days delinquent (90 days).

**Note:** All debts on this tab should be listed with a status/reason why they are over 60-days delinquent.

#### K. SAP – “GR55 / ZAOF” (Allowance for Doubtful Accounts) Report Macro Instructions



1. In Excel, select the “Accounts Receivable” tab at the top and then select “TROR Reports TROR” Icon

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The screenshot shows a dialog box titled "TROR" with a green background. It contains four dropdown menus arranged vertically:

- Process:** GR55 - ZAOF
- Center:** GSFC
- Reporting Month:** January
- Calendar Year:** 2017


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

2. Process = GR55-ZAOF
3. Center = NASA Center
4. Reporting Month = Reporting Month
5. Calendar Year = Calendar Year of Reporting Month
6. Click "OK" button
7. The Macro runs the report and saves it on the N drive 13  
<Center Abbreviation> GR55 ZAOF FY20YY PXX

L. GR55 / ZAOF Manual Process - *This is the manual process to be used only if macro is unavailable.*

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**Accounts by AOF - Multiple Select.: Selection**

 Data Source...

**Selection values**

Fiscal year	2015
Company code	NASA
Period	
Period	6

**Selection groups**

Accounts				
Or value(s)	1319.0000	to		
Business Area Set ID				
Or value(s)	51	to		
Fund Set ID				
Or value(s)		to		

1. Enter the following parameters:

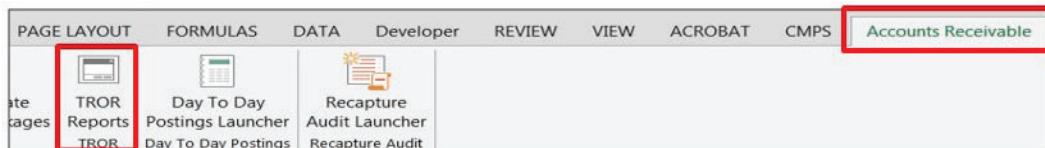
- Fiscal Year = Fiscal Year of Reporting Month.
- Period 1 = 0.
- Period 2 = Period of Reporting Month.
- GL Accounts = 1319.0000, 1347.0000, 1367.0000 & 1377.0000.
- Business Area = 10, 21, 22, 23, 24, 51, 55, 62, 64, 72 or 76.
- Click "Clock" icon to run.

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<b>ALLOWANCE FOR DOUBTFUL ACCOUNTS</b>	
<b>GSFC</b>	
<b>FY2017 - PERIOD 04</b>	
<b>Total</b>	<b>-\$1,030.23</b>
Report Name: Accounts by AOF - Multiple Select.	
Report Group: ZAOF	
Selection Date: 2/1/2017	
Business Area: 51	
Period: 4 / 2017	
ALC: *	
Page: 1 of 1	
Fund: *	
Account: 1319.0000,	
<b>AOF/Account</b>	<b>Amount</b>
1319.0000 Allow Loss Acct	-1,030.23
* 8014/150120 Science	-1,030.23
<b>** Total</b>	<b>-1,030.23</b>

- Naming Convention: 13 <CTR ABBREV> GR55 ZAOF FY20xx Pxx.xlsx.
- Data from the “Allowance for Doubtful Accounts” report is entered on the TROR in the “Footnotes” section.

M. SAP – “S\_ALR\_87012173” – List of Customer Line Items Report Macro Instructions.



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1. In Excel, select the “Accounts Receivable” tab at the top and then select “TROR Reports TROR” Icon.

The screenshot shows a dialog box titled "TROR" with a close button in the top right corner. The dialog has a green background and contains four dropdown menus arranged vertically. The first dropdown is labeled "Process" and is set to "Customer Line Items". The second dropdown is labeled "Center" and is set to "GSFC". The third dropdown is labeled "Reporting Month" and is set to "January". The fourth dropdown is labeled "Calendar Year" and is set to "2017". At the bottom center of the dialog is an "OK" button.

2. Process = Customer Line Items
3. Center = NASA Center
4. Reporting Month = Reporting Month
5. Calendar Year = Calendar Year of Reporting Month
6. Click “OK” Button.
7. The Macro runs the report, prints to pdf, and saves on the N drive 14 <Center Abbreviation> CUST LINE ITEMS FY20YY PXX.pdf

N. List of Customer Line Items Manual Process – This is the manual process to be used only if macro is unavailable.

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1. Select “flag” icon to get to the dynamic selections screen



**List of Customer Line Items**

3 active Data Sources

Customer master  
Company code  
Documents

Document Type  
Posting Key  
Business Area  
Amount in LC  
Amount  
G/L Account  
Payment Method  
Dunning block  
Contract Type

Customer selection  
Customer account  
Company code

Selection using search help  
Search help ID  
Search string  
Search help

Line Item Selection  
Status  
Open Items  
Open at Key Date 03/31/2015

2. Enter the following parameters:
  - a) “Open Items” Date = Last Day of Reporting Month.
  - b) Account Group = ZCOM and ZEPY.
  - c) Business Area = 10, 21, 22, 23, 24, 51, 55, 62, 64, 72 or 76.
  - d) GL Account = 1310.0000, 1310.3000, 1340.0000, 1360.0000 & 1370.0000.
  - e) Click “Clock” icon to run.





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The screenshot shows a window titled "TROR" with a green background. It contains four dropdown menus arranged vertically. The first dropdown is labeled "Process" and has "TROR Update" selected. The second dropdown is labeled "Center" and has "GSFC" selected. The third dropdown is labeled "Reporting Month" and has "January" selected. The fourth dropdown is labeled "Calendar Year" and has "2017" selected. At the bottom of the window is an "OK" button.

2. Process = TROR Update
3. Center = NASA Center
4. Reporting Month = Reporting Month
5. Calendar Year = Calendar Year of Reporting Month
6. Click "OK" button
7. The Macro updates the TROR report with pertinent information from the following reports:
  - a) New Receivables
  - b) Accruals
  - c) Collection by Treasury
  - d) Write-offs
  - e) CNC Closed
  - f) GR55 ZTB6
  - g) Interest and Penalty
  - h) Aging

**Note:** When you close the TROR form, be sure to save.

8. TROR Form Naming Convention:

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01 <CTR ABBREV> TROR FY 20xx PXxx.xls

9. Verify that the macro has entered the totals from the reports listed above in the correct lines and update accordingly.
10. Update the Allowance for Doubtful Accounts in the footnote section with the total from the GR55 ZAOF report.
11. Combining the TROR into a PDF Packet: The TROR report and supporting schedules for each center are combined into a PDF packet and reviewed by an AR-AM peer. After the peer-review is complete, the TROR is then reviewed by either the AR-SP Lead or AR-SP Supervisor. Lead/Supervisor review is indicated by initialing and dating the first page of the TROR Report pdf packet.

**STEP 2. AR-CS Accountant – Validate TROR (Control Activity)**

- A. Validate TROR using the internal AR TROR checklist located on the shared drive at N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\AR Forms and Templates\TROR Templates (see Appendix B). If a TROR package contains errors, the NSSC AR-CS Accountant returns the TROR package to the AR-SP Account Maintainer for correction. See Appendix M for reporting ServiceNow Quality Errors that are found in the review process.
- B. Once all issues are resolved, the NSSC AR-CS Accountant submits the package to the AR-CS Senior Accountant for final review, annotating on review sheet and signing review sheet digitally.

**STEP 3. AR-CS Senior Accountant – Final Review of TROR (Control Activity)**

- A. The NSSC AR-CS Senior Accountant reviews the TROR package. If a TROR package contains errors, the NSSC AR-CS Senior Accountant returns the TROR package to the AR-CS Accountant. The AR-CS

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Accountant then returns the TROR package to the AR-SP Account Maintainer.

1. The TROR review sheet is annotated as final reviews are performed and digitally signed once all reviews are complete. A final validation of the TROR review sheet is signed and placed on the “N” Shared drive (N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\AR Report Submissions\TROR\FYXX\Month\TROR Checklist (Month))

**STEP 4. AR-CS Lead – Validates the review sheet. (Control Activity)**

- A. The NSSC AR-CS Lead validates the review sheet and signs digitally.

**STEP 5. AR-CS Senior Accountant and Accountants – Distributes TROR report:**

- A. Once all reviews, corrections and validations are complete:
  1. Each month, the final reviewed Center TROR reports are e-mailed to each NASA Center’s designated points of contact.
  2. AR L3 Treasury Liaison POC will upload the TROR reports to TechDoc: [/FM/Agency Reports/TROR/FY20xx](#)
    - a) Locate the file in the following path: N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\AR Report Submissions\TROR\FYxx\PP – Month
    - b) AR L3 Treasury Liaison POC will drop the submitted report in the Document Imaging folder: N:\Document Imaging\TROR
      - i. Use the following naming scheme for the spreadsheet file: TROR-CENTER-MON  
YYYY~FY\_20xx~CENTER
  3. Each month, AR L3 Treasury Liaison will upload the digitally signed TROR Review sheet to TechDoc:

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[/FM/Agency Reports/TROR/FY 20xx/TROR Review and Validation](#)

- a) Locate the file in the following path: N:\FM  
Division\Accounts Payable\_Accounts  
Receivable\Accounts Receivable\AR Report  
Submissions\TROR\FYxx\PP – Month
- b) AR L3 Treasury Liaison POC will drop the signed AR  
Review of TROR document in the Document Imaging  
folder: N:\Document Imaging\TROR
  - i. Use the following naming scheme for the  
spreadsheet file: Month YYYY AR Review of  
TROR~FY\_20xx~TROR Review and Validation
- c) If a TROR Review and Validation Folder has not been  
created, then create a folder within the TROR Fiscal  
Year
  - i. On the left-hand side, click Create Folder
  - ii. Enter the applicable Name (e.g., TROR Review  
and Validation)
  - iii. Enter the applicable Description (e.g., TROR  
Review and Validation)
  - iv. Uncheck the box next to Check to add myself to  
the Notification List
  - v. Enter the Reason
  - vi. Click Ok
  - vii. Click Next
  - viii. Select the following Access Lists by selecting a  
list under the Shared Lists column and clicking  
the Add button
    - i. Owners
      - (a) FM\_AR\_IG
      - (b) FM\_FAB\_IC\_CS
      - (c) IT\_DM
    - ii. Read
      - (a) FM\_AR\_SP
      - (b) FM-FSB2\_SP

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(c) FM\_FSB\_SP

- ix. All lists selected should show in the Selected Lists Column
  - x. Click Next
  - xi. Click Ok
4. Each quarter, the final reviewed Center TROR reports are consolidated into an Agency TROR by the AR-SP Account Maintainer for submission to OCFO by the AR-Senior Accountant or designee via the NASA Audit Tracking System (NATS).

**Note:** See Appendix H for instructions on creating this consolidated TROR report for OCFO.

- B. AR-L3 inputs the TROR data into the Treasury Dashboard. After input is finalized, AR-L3 submits finished TROR reports to OCFO via the NATS system: <https://nats.nasa.gov/>

1. Locate the file in the following path: N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\AR Report Submissions\TROR\TROR Consolidation for OCFO\FY20xx\Q# FY 20xx.
  2. AR-L3 will drop the submitted report in the Document Imaging folder: N:\Document Imaging\TROR
    - a) Use the following naming scheme for the spreadsheet file: TROR FY20xx\_PDxx\_Consolidation\_FINAL Original~FY20xx
    - b) The file will be uploaded into TechDoc :  
/FM/Agency\_Reports/TROR/FY\_2018/TROR CONSOLIDATION
1. If a TROR Consolidation Folder has not been created, then create a folder within the TROR Fiscal Year
- a. On the left-hand side, click Create Folder
  - b. Enter the applicable Name (e.g., Return TROR Consolidation)

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- c. Enter the applicable Description (e.g., TROR Consolidation)
- d. Uncheck the box next to Check to add myself to the Notification List
- e. Enter the Reason
- f. Click Ok
- g. Click Next
- h. Select the following Access Lists by selecting a list under the Shared Lists column and clicking the Add button

1. Owners

- (a) FM\_AR\_IG
- (b) FM\_FAB\_IC\_CS
- (c) IT\_DM

2. Read

- (a) FM\_AR\_SP
- (b) FM-FSB2\_SP
- (c) FM\_FSB\_SP

- i. All lists selected should show in the Selected Lists Column
- j. Click Next
- k. Click Ok

**Note:** The AR-L3 accountant will occasionally need to adjust for penny differences due to reconciliation while inputting data into Treasury dashboard.

- C. AR-L3 accountant will save the TROR Consolidation report with adjustments as: TROR FY20xx\_PDxx\_Consolidation\_FINAL Original – OCFO in the following path: N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\AR Report Submissions\TROR\TROR Consolidation for OCFO\FY20xx\Q# FY 20xx.

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1. Go to TechDoc: /FM/Agency\_Reports/TROR/FY\_20xx/TROR CONSOLIDATION
2. Click on the White paper of the original document for the Quarter/Period:
  - a) On the left-hand column, click Reserve
  - b) Type Reason (e.g., AR-L3 Adjustment) and click ok
  - c) In the left had column, click Replace
  - d) Type Reason (e.g., AR-L3 Adjustment) and click next
  - e) Click Browse and navigate to the saved TROR Consolidation folder on the shared drive
  - f) Click ok
  - g) In the left had column, click Release
  - h) Type Revision number (e.g., will be the same as the generation number)
  - i) Type Reason (e.g., AR-L3 Adjustment) and click next
  - j) Uncheck the box next to Render the Generation to a watermarked PDF file
  - k) Click Ok

**STEP 6. AR-CS Accountant – Explanation of TROR Report Variance:**

- A. Each quarter, Treasury compares various TROR totals in the current quarter of the current year with the same quarter of the previous year. They will request an explanation for any variance change of 20 percent or higher. NSSC receives this request from Treasury via OCFO ERB in an email.
  1. Review TROR section in which variance is notated from Treasury. Determine which Center(s) the variance affects and review those monthly TRORs. For example:
    - a) New Receivables total in Section 1 - you would look at the previous year's quarter TROR and compare it to the current year's quarter TROR's at the Center level to determine where the variance(s) exists. You would then look at the backup reports for that to find the detail and understand why the variance is there. It may be that a large vendor overpayment was identified, and bill was issued in one year when there are low dollar amount employee bills in the other year.



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- b) You may need to review the CMP to determine what caused the variances. For example, go to CMP 3.2 for a Center and review the delinquent debts to determine if we had a large amount of vendor debts that quarter etc. that could possibly explain the variance.
  - c) Continue this process for each section with a variance. Note that the reason for an identified variance in one section total of the TROR may be the same reason for other section variances.
2. Document identified variances in a Word document and save at N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\AR Report Submissions\TROR.
3. Submit the identified variances to the AR CS Lead for review.
4. Once AR CS Lead reviews and concurs, submit an email to the OCFO ERB POC and Treasury POC with the response.

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## PROCESS – TROR QUARTERLY TREASURY DATA ENTRY

### Entering the Quarterly TROR Data to Treasury System

At each quarter end, NSSC CS is responsible for submitting the TROR quarterly reporting data to Treasury.

**Note:** You will need access to Treasury’s reporting website and the consolidated TROR report.

**STEP 1. AR CS Accountant** – Execute the following steps to access and enter data to Treasury’s website.

A. When completion email for TROR consolidation is received from L2, open spreadsheet and review for accuracy

[N:\FM Division\Accounts Payable Accounts Receivable\Accounts Receivable\TROR\FY19.](#)

1. Save a working copy of consolidated TROR to current quarter’s folder (file name example: TROR FY20xx\_Qx PDxx\_Consolidation\_FINAL) [N:\FM Division\Accounts Payable Accounts Receivable\Accounts Receivable\AR Report Submissions\TROR\TROR Consolidation for OCFO\FY2019.](#)
2. Compare TROR Line 7 total of SAP report to Line 7 of Consolidated Agency-TROR report (should match).
3. Add footnotes to footnotes section of “Agency” tab only (Part III-Footnotes for Part 1, Section C, (3)C, Part II, Section D, (1)D, and Part II, Section E, (1)C).
  - a) For Part 1, Section C, (3)C:, the following statement should be added” NASA classifies all delinquent debts greater than 120 days as CNC, refers them to Treasury, and has delegated all Credit Bureau Reporting (CBR) to Cross-Servicing. Thus, NASA is compliant with the CBR requirements, but debts less than 120 days

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delinquent may not be reflected in the Credit Bureau Reporting section. As a result, Part 1 Section C is not a true measure of NASA's CBR compliance.

- b) For Part II, Section D, (1)D: View each center's report. Take the highest amount from each center's tab and take that comment and remove all dollar amounts. Enter the total dollar amount listed in the report on line 150 (section D line D) (example: Part II, Section D, (1)D: \$42,504.00 - Debt at DOJ being offset).
- c) For Part II, Section E, (1) C: the same process for section D above is followed. Leave comment for highest dollar amount and remove dollar values. Enter the total dollar amount in the report on line 157 (section E line C) (example: Part II, Section E, (1) (C): \$88,152.00 - DOI - Taxes withheld at time of payment).

## B. Log into Treasury's website –

<https://tror.fiscal.treasury.gov/tror/home.faces>

### 1. Log in using Treasury single sign on ID and Password

The screenshot shows the Treasury Single Sign-On login interface. At the top, there are links for 'Forgot Password', 'Change Password', 'Forgot User ID', and 'Contact'. Below these links is a checkbox for 'By logging in with PIV, SecurID, or User ID Password, you acknowledge that you have read, understood, and agree to abide by the Rules of Behavior'. The main login area has three sections: 'PIV Card or iKey' (with a PIV card image and 'LOGIN WITH YOUR PIV' text), 'SecurID' (with 'User ID' and 'Passcode' fields and a 'LOGIN' button), and 'User ID & Password' (with 'User ID (TTM)' and 'Password' fields and a 'LOGIN' button). A red arrow points to the 'User ID' field in the SecurID section. At the bottom, there is a 'WARNING WARNING WARNING' section with a disclaimer about U.S. Government information systems.

### 2. Select “Enter Receivables”

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

**TREASURY REPORT ON RECEIVABLES**

Welcome to the Treasury Report on Receivables

**Fiscal Year (FY) 2019 Reporting Schedule**

Status	Fiscal Year	Quarter	Open Date	Close Date
Open	2019	1st	Jan 15, 2019	Feb 20, 2019
	2019	2nd	Apr 15, 2019	Apr 30, 2019
	2019	3rd	Jul 15, 2019	Jul 31, 2019
	2019	4th	Oct 15, 2019	Nov 15, 2019

\* Bureau of the Fiscal Service is requesting that all Federal agencies report Quarterly.

Suggestions to improve the system: Click here and fill out the form.

For reporting assistance, please contact:

Name	Phone	Ext	FAX
Brenda Ellis General	202 874 9893		
Carolyn Ferrette	202 874 6279		
Steve Jacobs	202 912 6205		

**Note:** Every line in the Treasury site must match Consolidated AGENCY-TROR report.

C. Begin entering New Receivables data from Part I-Section A of the Quarterly Consolidated TROR report.

**Note:** Ending balance from last fiscal year will be the beginning balance for current fiscal year. Grayed areas are auto populated.

D. Enter data for Part I – Status of Receivables, Part II – Debt Management Tool and technique Performance Data, and Part III – Footnotes.

**Note:** CNC totals must be the same throughout the template

Part 2 Section B 1(b)

Part 2 Section B 2(b)

Part 2 Section D 1(e)

E. Review your totals and save as you complete each section.

F. Enter Footnotes

a) Part III – Footnotes is a line-by-line detail

b) If there is no input for each line enter “\$0.00”.

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G. After all data is entered, select “2 Perform Edit Check”.

- a) View each line to ensure totals match each section.
- b) Make necessary corrections as needed.

**Note:** Adjustments for differences of \$1 or less is allowed to consolidated TROR report due to rounding. Adjustments cannot be made to Treasury’s data input site.

- c) Ensure message is received stating “No Errors”.

**STEP 2. AR CS Accountant – Prepare report to send to next reviewer.**

- A. Save a copy of Trial balance, Treasury system report, and TROR Summary (received from OCFO) to the following location: <N:\FM Division\Accounts Payable Accounts Receivable\Accounts Receivable\AR Report Submissions\TROR\TROR Consolidation for OCFO> for current fiscal year and quarter.
- B. Create SNOW case to submit to reviewer
- C. Create PDF package for reviewer (cover page, TROR Agency Report-including footnotes, Treasury system report, Trial balance, and quarterly Summary Activities report.
- D. Combine package and attach to SNOW Task (send to AR Lead to review)
- E. When reviewer (Lead) completes – SNOW task is received stating “okay to transmit”.

**Note:** 4<sup>th</sup> quarter TROR data (TROR Agency Report-including footnotes, Treasury system report, Trial balance, and quarterly Summary Activities report) should be sent to ERB POC for approval or questions before transmitting.

**STEP 3. AR CS Accountant – Transmit TROR report to Treasury.**

- A. Transmit report to Treasury

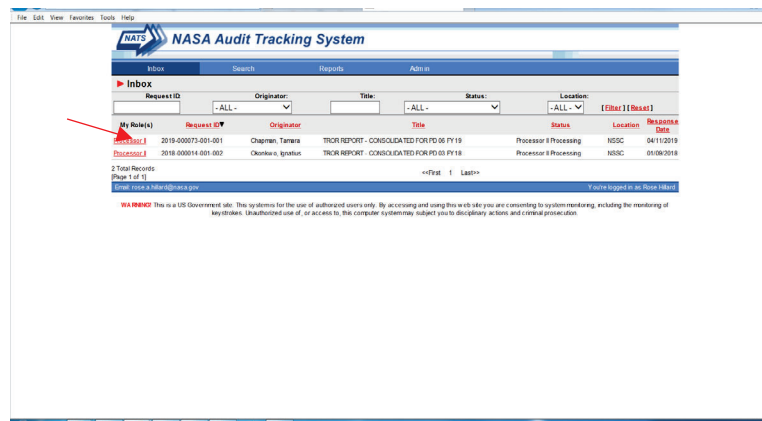
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1. Transmit report
2. Attach transmittal page to PDF package (after cover sheet)
3. Sign package using digital signature
4. Save on “N” drive: [N:\FM Division\Accounts Payable Accounts Receivable\Accounts Receivable\AR Report Submissions\TROR\TROR Consolidation for OCFO\FY2019](#)
5. Forward task back to Lead (“File transmitted-package ready for your signature”)

#### STEP 4. **AR CS Accountant** – Submit NATS request to ERB.

- A. Once all reviews, corrections, and approvals are complete, reports can be transmitted per NATS request:

1. Access NASA Audit Tracking System  
<https://nats.nasa.gov>
2. Select the quarter that should be reported



3. Select “Supporting Documents”

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4. Browse and upload documents for FY and quarter being reported:

- TROR consolidated package for OCFO - [N:\FM Division\Accounts Payable Accounts Receivable\Accounts Receivable\AR Report Submissions\TROR\TROR Consolidation for OCFO](#)
- TROR consolidated Excel spreadsheet - [N:\FM Division\Accounts Payable Accounts Receivable\Accounts Receivable\AR Report Submissions\TROR\TROR Consolidation for OCFO\FY2019\Q1 FY2019\TROR FY2019 Q1 PD03 Consolidation FINAL.xlsx](#)

5. Final step is to submit reports to “Processor I”

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The screenshot displays the NASA Audit Tracking System (NATS) interface. At the top, there is a navigation bar with 'Index', 'Search', 'Reports', and 'Admin' tabs. The main header reads 'NASA Audit Tracking System'. Below this, a red arrow points to the 'RequestID (Grand Child): 2019-000073-001-001'. The user's role is identified as 'Processor II'. A reminder to save work every 15 minutes is shown. The 'Title' field contains 'TROR REPORT - CONSOLIDATED FORM 101 FY 19'. The 'Description' field provides instructions for submitting the report, including details about the report's content and the need to include all supporting documents. The 'Status' is 'Processor II Processing', 'Location' is 'NSSC', 'Category' is 'External Reporting Branch Request', 'Response Date (MMDDYYYY)' is '04112019', 'Response Requested' is 'Y', and 'Internal Use' is 'Yes'. A table lists roles and their assigned personnel: Originator (Chapman, Tamara), Evaluator (Chapman, Tamara), Processor I (Baskies, Kimberly), and Processor II (Hilbert, Rose). A red arrow points to the 'Submit Request to Processor II for review' button at the bottom.

**Note:** For TROR user access during the established reporting timeframe, please contact DMS at (202) 874-6810 or by email at [DMS.TROR@fiscal.treasury.gov](mailto:DMS.TROR@fiscal.treasury.gov).

If you have questions regarding the TROR, you can contact your agency liaison at [DMS.TROR@fiscal.treasury.gov](mailto:DMS.TROR@fiscal.treasury.gov).



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## PROCESS – CONTINUOUS MONITORING PROGRAM (CMP)

**Note:** CMP's are due to the CS team COB on the 6<sup>th</sup> Calendar Day.

### CMP CONTROL ACTIVITY 2D.3B

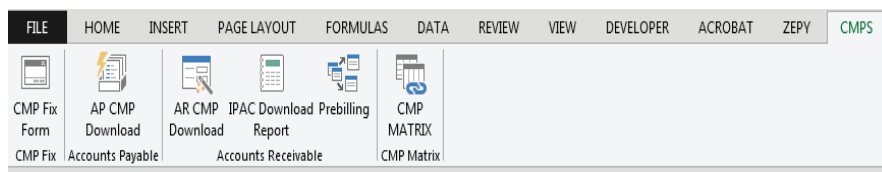
#### CMP 2d.3b - NON 6500 funds review.

**Purpose of reconciliation:** Review Deposit Fund (NON6500) to ensure appropriate use of Fund and proper use of general ledger accounts.

#### STEP 1. AR L2 Designee – Quarterly Run report in SAP

A. This report is executed with a Macro in Microsoft Excel.

##### 1. Go to CMPS Macro Thread and Select AR CMP Download.



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AR CMPs

AR CMP

2D.3B

Month

May

Fiscal Year

2019

OK

2. Select “2D.3B”
  3. Select Reporting Month.
  4. Select Fiscal Year.
  5. Click Ok.
  6. The Macro will run the report for the CMP.
  7. Once the report has been executed, the macro will format and save the file on the N drive in the current month and year for each center. (e.g., N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\CMPs\AFRC\FY2019\6 - March 2019\2019\_3\_2D.3B\_24.xlsx).
  8. An email is then sent to AR L2 employees notifying them the report has been executed and saved on the N drive.
  9. Proceed to Step 2.
- B. CMP 2d.3B Raw Data. Manual process. Run the SAP GR55 ZFUN (Trial balance by fund). *This is the manual process to be used only if macro is unavailable.*
1. Login to SAP.

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- a) Type GR55 in the SAP Easy access box.
- b) Click the green Check mark.
- c) Type ZFUN in the Report Group box.
- d) Click the Execute button.
- e) The FY and Company code fields should automatically be updated. Manually update the Period fields to appropriate period reporting. Period 0 to Current Reporting Period.
- f) On the Selection Groups tab, enter the appropriate Center number in the Business area (Or Values) text box. Example: 72 (JSC) Run for each Business Area separately OR run wide open and save each individual Center file separately.
- g) On Selection groups tab, enter NON6500 the Fund Set value(s) field.
- h) Click the execute button to generate the report.
- i) To Export File: Click System, List, Save, Local File, Spreadsheet and Save file as:  
N\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\CMPs\Center\FY20YY\X – Current Month Year.

**STEP 2. Account Maintainer - Update Control Certification approval cover sheet for CMP Activity 2d.3B.**

- A. In the Preparer's section put a check mark beside No Exceptions or Exceptions statement.

**Note:** All exceptions should be listed on the Cover sheet, even if you have to continue listing them on a second page. All variances should

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be noted in detail in the “Description of Exceptions” area at the bottom of the page. The exception type should be provided for any exception according to the CMP manual standards (e.g., exception type 2 - yellow and 3 – red). All exceptions should then be summarized / totaled at the end.

- B. Update the preparer’s and reviewer’s names, and prepared date.
- C. Update any other necessary information, including description of necessary exceptions and exception type.
- D. Total all exceptions on coversheet.
- E. Once completed, select CMP Fix Form on the CMP Macros. Select the correct CMP, Month, Center, Year (Calendar Year), Preparer, and Approver.

CMP AUTOPOPULATION AND FORMATTING

CMP	2D.3B
Month	November
Center	HQ
Year	2016
Preparer	Jennifer A. Myers
Approver	Leslie L. Anderson

OK

- F. Click OK to save a PDF copy on N: Drive at N:\ Reports\CMPs Paperless\2 AR CMP Electronic Signature Folder\1 FY## AR INDIVIDUAL CMPs\P##\CENTER NAME AND BA. File name format for each CMP should be: # Center’s Name\_CMP#\_Original. Example: 00 JSC\_CMP 2d.3b\_Original.pdf

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- G. SP preparer will attach report into Agency Tool (see Agency CMP Tool Process) and route for approval (see Route CMP for Approval Process).

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## CMP CONTROL ACTIVITY 2D.4A, 2D.4B & 2D.4C AGENCY CMP TOOL PROCESS

Purpose of reconciliation: To determine that all postings to the miscellaneous receipt accounts are valid, that accounts 2985, 5993, and 5994 received the correct trading partner assignment, and to ensure that the total of each general fund appropriation (801435; 801099; 803200; 803220) agrees with Treasury's General Fund for NASA.

### STEP 1. AR L2 Payment Process – Verify Reports in Agency Tool

A. Log into Agency CMP Tool.

B. Select Center and Current month.

Select a Reporting Period:  Select a center:

The screenshot shows the NASA Agency CMP Tool interface. At the top, there are dropdown menus for 'Select a Reporting Period' (set to 'October 2020') and 'Select a center' (set to 'NSSC Glenn Research Center'). Below these, the main content area displays several reports. The first report is 'SFFAS 39 - Subsequent Events Review' by NINA WANG, dated 11/01/2020 - 11/02/2020. The second report is 'UPDATED: No Year Funds - CMP Impacts - Chapter 13' by NINA WANG, dated 10/21/2020 - 12/30/2020. The third report is 'No Year Funds - CMP Impacts - Chapter 10' by NINA WANG, dated 10/05/2020 - 11/02/2020. The fourth report is 'CMP Control Activities - Yellow Status FY21' by SONJA HILL, dated 06/30/2019 - 09/30/2021. Each report has an 'EXPAND' button. The bottom of the page includes a 'Users Guides' link and version information: 'Version: 1.10.0', 'Build: 07/08/2020 15:54:56 UTC', and 'Revision: 1'.

C. Double Click on Chapter 2: Fund Balance with Treasury/Cash Outlays/Suspense and Investments

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Executive Dashboard

Select a Reporting Period: October 2020 Select a center: NSSC Ames Research Center

Center: NSSC ARC / October 2020

Exception Summary Attachments Approval Document Approval Send Notification Add Comments Activity Log

Name	CMP Status	Preparer Signature	Approver Signature	Center Reviewer
Chapter 2: Fund Balance with Treasury/Cash Outlays/Suspense and Investments	Red			
Control Activity 2a.2: Reconcile Treasury Account Data to SAP Statement of Transactions Report	Green	✓	✓	✓
Control Activity 2a.3: Reconcile FBWT balances between SAP and Treasury (Cash Template)	Green	✓	✓	✓
Control Activity 2b.1: Validate HHS drawdown postings to IDOC (Intermediate document) postings in SAP	Green	✓	✓	✓
Control Activity 2b.2: Reconcile Disbursements between HHS and SAP - Business Objects (BOBJ)	Green	✓	✓	✓
Control Activity 2d.3b: NON 6500 funds review	Green	✓	✓	✓
Control Activity 2d.4: NON 1435, 1099, 3200 and 3220 funds review for Treasury reconciliation	Green	✓	✓	✓
Chapter 3: Accounts Receivable/Advances from Others/Revenues	Green			
Chapter 4: Prepaid Advances/Intra/Intergovernmental Transactions	Green			
Chapter 6: Accounts Payable and Expenses	Green			
Chapter 7: Other Liabilities	Green			
Chapter 12: Review for Blank and Mismatched Accounting Dimensions	Green			

D. Double Click on “Control Activity 2d.4: NON 1435, 1099, 3200 AND 3220 funds review for Treasur reconciliation

Control Activity 2d.4: NON 1435, 1099, 3200 and 3220 funds review for Treasury reconciliation

Select a data run: 11/02/2020 06:45 AM CST | MS0280165 \*\* All My Runs

NSSC GRC / October 2020

Activity Status: Green - No Exceptions

Designated Output

Report Name: Copy of ZOCP 195 Selection Date: 11/02/2020

Report Group: 26AP

Business Area: 22 Period: 1/2021

Fund: \* Page: 1/ 1

Account: \*

IAOP/Account Amount

Report Name: Copy of ZOCP 195 Selection Date: 11/02/2020

Report Group: 26AP

Description of Exceptions for Threshold A: Balances in Non-Fund Misc. Receipt Accounts

Item	Amount	Type	Explanation	Resolution	Resolution Date	CRQ Reference	Person Resp...	Noted Item

Approvals/Signatures

Preparer Approver Center Reviewer

Control Activity Certification PDF View Full Activity Report Execute Control Activity Attachments Activity Log Add Comments Send Notification Audit Report

E. Click on “View Full Activity Report” on the right side of the screen- all reports-all reports available will be displayed for the current month.

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- F. Verify that the
- G. Any discrepancies should be investigated, researched and resolved.
- H. Any exceptions will be listed in the Descriptions of exceptions field.
  1. Click on Add.

2. Enter the following for each exception(s):
  - a) Item number
  - b) Exception amount



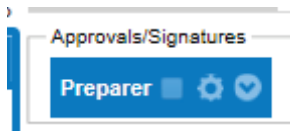
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- c) Exception type (The exception type should be provided for any exception according to the CMP manual standards (e.g., exception type green, yellow and red)
  - d) Description/Explanation (What caused the exception)
  - e) Resolution (What will correct the exception)
  - f) Resolution Date (When the exception will be corrected)
  - g) CRQ Reference (if applicable)
  - h) Person Responsible (Center, Customer, or NSSC).
3. Click Save.

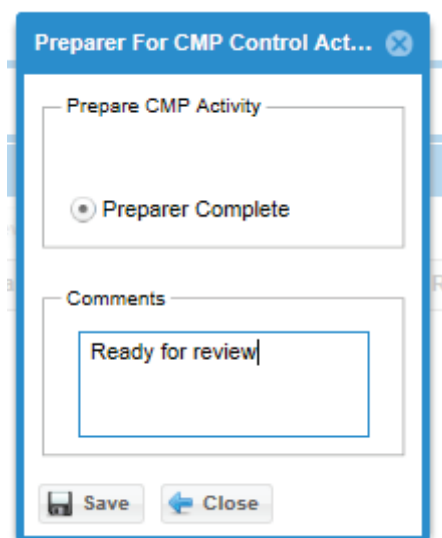
- I. Once exceptions (if any) have been entered, select Activity Status.

- J. Select cog icon on Preparer to sign activity.

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K. Add comments and click Save to complete.



L. Route for approval (See Route CMP for Approval Process).

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## CMP CONTROL ACTIVITY 2D.4A

### **CMP 2d.4A - NON 1435, 1099, 3200 and 3220 funds review for Treasury reconciliation.**

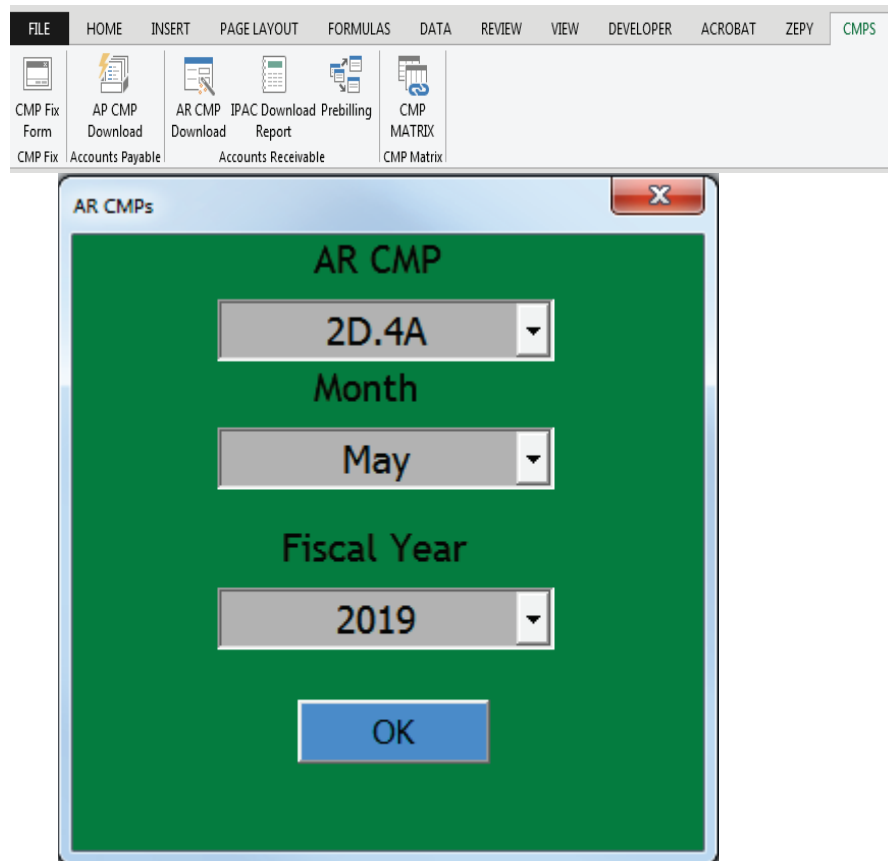
**Note:** This process is only followed if no data is available in the CMP Agency Tool.

Purpose of reconciliation: To determine that all postings to the miscellaneous receipt accounts are valid, that accounts 2985, 5993, and 5994 received the correct trading partner assignment, and to ensure that the total of each general fund appropriation (801435; 801099; 803200; 803220) agrees with Treasury's General Fund for NASA.

### **STEP 1. AR L2 Designee – Monthly. Run Report from SAP**

A. . This report is executed with a Macro in Microsoft Excel.

1. Go to CMP Macro thread and click on AR CMP Download.




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2. Select 2D.4A
3. Select Reporting Month.
4. Select Fiscal Year.
5. Click Ok.
6. The Macro will run the report for all centers and will save them on the N drive N:\FM Division\Accounts Payable\_Accounts Receivable\CMP\Month Year\CMP 2D.4A.
7. After the report has been executed and the files saved, the macro will then copy the files and paste them into the CMP Auto process folder on the N drive N:\FM Division\CS\AutoCMP\PRODIAR.
8. When macro has completed the process, the files have been imported into the CMP tool.
9. Export File in the NSSC CMP Tool.
  - a) Click on Chapter 2.
  - b) Under Criteria Choose Year, Month, CMP 2d.4A and select a center from the drop-down boxes.
  - c) Click on the Import box to get a green checkmark.
  - d) Click on the Process box to get another green checkmark.
  - e) Repeat letters b – d for all Centers.
10. An email is sent to AR L2 employees notifying them the report is available in the NSSC CMP tool.
11. Proceed to Step 2.

B. CMP 2d.4A Raw Data Manual process. Run the SAP GR55 Z6AF (Trial balance by fund). *This is the manual process to be used only if macro is unavailable.*

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1. Login to SAP.

- a) Type GR55 in the SAP Easy access box.
- b) Click the green Check mark.
- c) Type Z6AF in the Report Group box.
- d) Click the Execute button.
- e) The FY and Company code fields should automatically be updated. Manually update the Period fields to appropriate period reporting. Period 1 to Current Reporting Period.
- f) On the Selection Groups tab, enter the appropriate Center number in the Business area (Or Values) text box. Example: 72 (JSC) Run for each Business Area separately OR run wide open and save each individual Center file separately.
- g) Accounting period to be analyzed enter 1 in the “From” period field (first period field) and the appropriate period in the “To” period field (second period field).
- h) On Selection groups tab, update the Fund Set values by clicking on  the multiple selections arrow next to the “Applic Of funds” and enter 801435,801099,803200, and 803220 as the range of Funds.
- i) Click the execute button to generate the report.
- j) To Export File: Click System, List, Save, Local File, Spreadsheet and Save file as: N\FM Division\Accounts Payable\_Accounts Receivable\CMP\Month Year\CMP 2d.4A.

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**Note:** Balances should only be included in the following:

1010.XXXX  
1310.XXXX  
1319.XXXX  
1340.XXXX  
1347.XXXX  
1360.XXXX  
1367.XXXX  
1370.XXXX  
1377.XXXX  
2985.XXXX  
5310.XXXX  
5319.XXXX  
5320.XXXX  
5324.XXXX  
5325.XXXX  
5329.XXXX  
5900.XXXX  
5909.XXXX  
2993.XXXX  
5993.XXXX  
5994.XXXX

File Name: CMP 2d.4A GR55-ZFUN FY## P## BA##.xlxs.

B. Run CMP 2d.4A Automation Tool Import Report.

1. Access link: <https://cmp.nssc.nasa.gov>

- a) Click on Input.
- b) Under the CMP drop down box select 2d.4A.
- c) Under the Report drop down box select GR55.
- d) Under the Year drop down box select Calendar Year.
- e) Under the Month drop down box select Report Month.

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f) Under the Center drop down box select a Center.

**Note:** Repeat step “f” to run each Center.

g) Click Chapter 2.

h) Under criteria choose Year, Month, CMP 2d.4A and a Center from the drop-down boxes.

i) Click on Import.

j) Click on Process.

k) Click 2d.4A (in blue).

#### C. CMP 2d.4A Automation Tool Export Report

1. Click on Chapter 2.

a) Under Criteria Choose Year, Month, CMP 2d.4A and All Centers from the drop-down boxes.

b) Click on the Import box. You will get a green checkmark.

c) Click on the Process box. You will get a green checkmark.

d) Click the blue 2d.4A next to the green checkmarks.

e) Save file as Excel.

### **STEP 2. Payment Processor** - Update a Control Certification approval cover sheet for CMP Activity 2d.4A.

A. In the NSSC CMP Tool, Click on Chapter 2.

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- B. Under Criteria Choose Year, Month, CMP 2d.4A, and select correct center.

Criteria

Year: 2019    Month: MAY    CMP: 2d.4A    Center: NASA Headquarters

Reports

Files	Import	Process	CMP	File Date	Title
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2d.4A	6/3/2019 8:42:14 AM	NON 1435, 1099, 3200 and 3220 funds review for Treasury reconciliation

- C. Verify there are three green checkmarks. If there are not, notify AR Designee.
- D. Click the blue 2d.4A next to the green checkmarks.
- E. Save file as Excel on N drive (N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\CMPs\Center\FY20YY\P - Month 20YY
- F. In the Preparer's section place a check mark beside No Exceptions or Exceptions statement.
- G. Update any other necessary information, including description of necessary exceptions and exception type.
- H. Total all exceptions on coversheet.

**Note:** All exceptions should be listed on the Cover sheet, even if you must continue listing them on a second page. All variances should be noted in detail in the "Description of Exceptions" area at the bottom of the page. The exception type should be provided for any exception according to



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the CMP manual standards (e.g., exception type 2 - yellow and 3 – red). All exceptions should then be summarized / totaled at the end.

- I. Once completed, select CMP Fix Form on the CMP Macros. Select the correct CMP, Month, Center, Year (Calendar Year), Preparer, and Approver.

- J. Click OK to save a PDF copy on N: Drive at N:\Reports\CMPS Paperless\2 AR CMP Electronic Signature Folder\P##\Center Name\CMP. File name format for each CMP should be: # Center's Name\_CMP#\_Original. Example: 01 JSC\_CMP3.1\_Original.
- K. SP preparer will attach report into Agency Tool (see Agency CMP Tool Process) and route for approval (see Route CMP for Approval Process).

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## CMP CONTROL ACTIVITY 2D.4B

### CMP 2d.4B - NON 1435, 1099, 3200 and 3220 funds review for Treasury reconciliation.

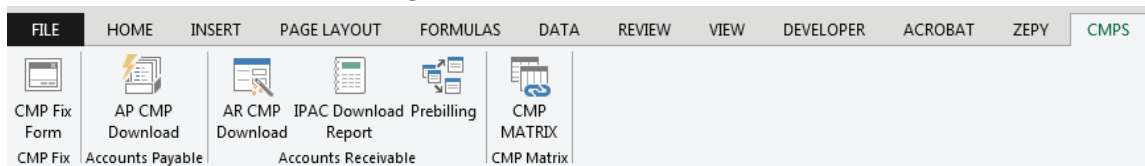
**Note:** This process is only followed if no data is available in the CMP Agency Tool.

Purpose of reconciliation: To determine that all postings to the miscellaneous receipt accounts are valid, that accounts 2985, 5993, and 5994 received the correct trading partner assignment, and to ensure that the total of each general fund appropriation (801435; 801099; 803200; 803220) agrees with Treasury's General Fund for NASA.

#### STEP 1. AR L2 Designee – Monthly. Run SAP Report.

A. This report is executed with a Macro in Microsoft Excel.

1. Go the CMP'S Macro Thread in excel and click on the AR CMP Download



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AR CMPs

AR CMP

2D.4B

Month

May

Fiscal Year

2019

OK

2. Select 2D.4B
3. Select Reporting Month.
4. Select Fiscal Year.
5. Click Ok.
6. The Macro will run the report for all centers and will save them on the N drive N:\FM Division\Accounts Payable\_Accounts Receivable\CMP\Month Year\CMP 2D.4B.
7. After the report has been executed and the files saved, the macro will then copy the files and paste them into the CMP Auto process folder on the N drive N:\FM Division\CS\AutoCMP\PROD\AR.
8. When macro has completed the process, the files have been imported into the CMP tool.
9. Export File in the NSSC CMP Tool.

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- a) Click on Chapter 2.
- b) Under Criteria Choose Year, Month, CMP 2d.4A and select a center from the drop-down boxes.
- c) Click on the Import box to get a green checkmark.
- d) Click on the Process box to get another green checkmark.
- e) Repeat letters b – d for all Centers.

10. An email is sent to AR L2 employees notifying them the report is available in the NSSC CMP tool.


11. Proceed to Step 2.

B. CMP 2d.4B Raw Data – Manual process. Run the SAP GR55 Z6AF (Trial balance by fund). *This is the manual process to be used only if macro is unavailable.*

1. Login to SAP.
  - a) Type GR55 in the SAP Easy access box.
  - b) Click the green Check mark.
  - c) Type Z6AF in the Report Group box.
  - d) Click the Execute button.
  - e) The FY and Company code fields should automatically be updated. Manually update the Period fields to appropriate period reporting. Period 1 to Current Reporting Period.
  - f) On the Selection Groups tab, enter the appropriate number in the Business Area (Or Values) text box. Example: 72 (JSC) Run for each Business Area separately

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OR run wide open and save each individual Center file separately.

- g) On Selection groups tab, update the Fund Set values by clicking on the multiple selections arrow  next to the Applic. Of funds and enter 801435, 801099, 803200 and 803220 as the range of Funds.
- h) Click the execute button to generate the report.

## 2. CMP 2d.4B Raw Data.

- a) Scroll to the bottom of the report and drill down (i.e., double click) on the “\*\*Total line.
- b) Click on the “Characteristic View” icon.  
This will drill down into the report by period.
- c) Once the drill data is returned, highlight the “Account column”, then click on the “Filter” icon and select only accounts 2985.0000, 5993.0000, and 5994.0000.
- d) Once the filtered data is returned, click on the “Change Layout” icon to add trading partner.
- e) Once the data is displayed to include the trading partner, sub-total the report by AOF.
- f) To Export File: Click System, List, Save, Local File and Spreadsheet and save file as: N\FM Division\Accounts Payable\_Accounts Receivable\CMP\Month Year\CMP 2d.4B.

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## B. Run CMP 2d.4B Automation Tool Import Report.

1. Access link: <https://cmp.nssc.nasa.gov>
  - a) Click on Input.
  - b) Under the CMP drop down box select 2d.4B.
  - c) Under the Report drop down box select GR55.
  - d) Under the Year drop down box select Calendar Year.
  - e) Under the Month drop down box select Report Month.
  - f) Under the Center drop down box select a Center.

**Note:** Repeat step “f” to run each Center.

  - g) Click Chapter 2.
  - h) Under criteria choose Year, Month, CMP 2d.4B and a Center from the drop-down boxes.
  - i) Click on Import.
  - j) Click on Process.
  - k) Click 2d.4B (in blue).

## C. CMP 2d.4B Automation Tool Export Report

1. Click on Chapter 2.
  - a) Under Criteria Choose Year, Month, CMP 2d.4B and All Centers from the drop-down boxes.

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- b) Click on the Import box. You will get a green checkmark.
- c) Click on the Process box. You will get a green checkmark.
- d) Click the blue 2d.4B next to the green checkmarks.
- e) Save file as Excel.

**STEP 2. Payment Processor** - Update a Control Certification approval cover sheet for CMP Activity 2d.4B.

- A. In the NSSC CMP Tool, Click on Chapter 2.
- B. Under Criteria Choose Year, Month, CMP 2d.4B, and select correct center.

**CMP** Continuous Monitoring Program Version: 1.4  
Build 18.05.09.1

Dashboard Chapter 2 Chapter 3 Chapter 4 Chapter 6 Chapter 7 Chapter 12 Input Lists

**Chapter 02 Reports**

Criteria

Year: 2019 ▼ Month: MAY ▼ CMP: 2d.4B ▼ Center: NASA Headquarters ▼

Reports

CMP Status					
Files	Import	Process	CMP	File Date	Title
✓	✓	✓	2d.4B	6/3/2019 8:44:34 AM	NON 1435, 1099, 3200 and 3220 funds review for Treasury reconciliation

- C. Verify there are three green checkmarks. If there are not, notify AR Designee.
- D. Click the blue 2d.4B next to the green checkmarks.

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- D. Save file as Excel on N drive (N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\CMPs\Center\FY20YY\P – Month 20YY
- E. In the Preparer's section place a check mark beside No Exceptions or Exceptions statement.
- F. Update any other necessary information, including description of necessary exceptions and exception type.
- G. Total all exceptions on coversheet.

**Note:** All exceptions should be listed on the Cover sheet, even if you must continue listing them on a second page. All variances should be noted in detail in the "Description of Exceptions" area at the bottom of the page. The exception type should be provided for any exception according to the CMP manual standards (e.g., exception type 2 - yellow and 3 – red). All exceptions should then be summarized / totaled at the end.

- H. Once completed, select CMP Fix Form on the CMP Macros. Select the correct CMP, Month, Center, Year (Calendar Year), Preparer, and Approver.

The screenshot shows a software dialog box titled "CMP AUTOPOPULATION AND FORMATTING". It features six dropdown menus arranged vertically, each with a yellow background. The selected values are: CMP (2D.4B), Month (November), Center (HQ), Year (2016), Preparer (Jennifer A. Myers), and Approver (Leslie L. Anderson). An "OK" button is located at the bottom center of the dialog.

- I. Click OK to save a PDF copy on N: Drive at N:\Reports\CMPS Paperless\2 AR CMP Electronic Signature



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Folder\P##\Center Name\CMP. File name format for each CMP should be: # Center's Name\_CMP#\_Original.  
Example: 01 JSC\_CMP3.1\_ Original.

- J. SP preparer will attach report into Agency Tool (see Agency CMP Tool Process) and route for approval (see Route CMP for Approval Process).

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## CMP CONTROL ACTIVITY 2D.4C

### **CMP 2d.4c - NON 1435, 1099, 3200 and 3220 funds review for Treasury reconciliation.**

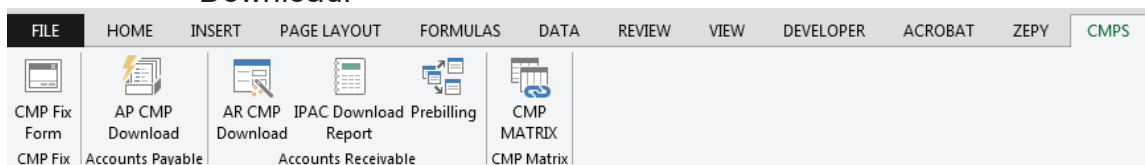
**Note:** This process is only followed if no data is available in the CMP Agency Tool.

Purpose of reconciliation: To determine that all postings to the miscellaneous receipt accounts are valid, that accounts 2985, 5993, and 5994 received the correct trading partner assignment, and to ensure that the total of each general fund appropriation (801435; 801099; 803200; 803220) agrees with Treasury's General Fund for NASA.

#### **STEP 1.     AR L2 Designee – Monthly. Run SAP Report.**

A. This report is executed with a Macro in Microsoft Excel.

1. Go to CMPS Macro thread in excel and click on AR CMP Download.



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AR CMPs

AR CMP

2D.4C

Month

May

Fiscal Year

2019

OK

2. Select 2D.4C.
3. Select Reporting Month.
4. Select Fiscal Year.
5. Click Ok.
6. The Macro will run the report for all centers and will save them on the N drive N:\FM Division\Accounts Payable\_Accounts Receivable\CMP\Month Year\CMP 2D.4C.
7. After the report has been executed and the files saved, the macro will then copy the files and paste them into the CMP Auto process folder on the N drive N:\FM Division\CS\AutoCMP\PROD\AR.
8. When macro has completed the process, the files have been imported into the CMP tool.
9. Export File in the NSSC CMP Tool.
  - a) Click on Chapter 2.
  - b) Under Criteria Choose Year, Month, CMP 2d.4A and

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select a center from the drop-down boxes.

- c) Click on the Import box to get a green checkmark.
- d) Click on the Process box to get another green checkmark.
- e) Repeat letters b – d for all Centers.

10. An email is sent to AR L2 employees notifying them the report is available in the NSSC CMP tool.

11. Proceed to Step 2.

B. CMP 2d.4C Raw Data - Run the SAP GR55 Z6AF (Trial balance by fund). *This is the manual process to be used only if macro is unavailable.*

1. Login to SAP.

- a) Run the SAP GR55 Z6AF (Trial balance by fund) Login to SAP.
- b) Type GR55 in the SAP Easy access box.
- c) Click the green Check mark.
- d) Type Z6AF in the Report Group box.
- e) Select variant “GEN FND REC”.
- f) Manually update the period fields to appropriate period reporting. Period 0 to current reporting period.
- g) Click the Execute button.

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- h) The FY and Company code fields should automatically be updated. Manually update the Period fields to appropriate period reporting. Period 0 to Current Reporting Period.
- i) On the Selection Groups tab, enter the appropriate number in the Business area (Or Values) text box.  
Example: 72 (JSC) Run for each Business Area separately OR run wide open and save each individual Center file separately.
- j) Click the execute button to generate the report.
- k) To Export File: Click System, List, Save, Local File and Spreadsheet and save file as: N\FM Division\Accounts Payable\_Accounts Receivable\CMP\Month Year\CMP 2d.4C.

#### C. Run CMP 2d.4C Automation Tool Import Report.

1. Access link: <https://cmp.nssc.nasa.gov>

- a) Click on Input.
- b) Under the CMP drop down box select 2d.4C.
- c) Under the Report drop down box select GR55.
- d) Under the Year drop down box select Calendar Year.
- e) Under the Month drop down box select Report Month.
- f) Under the Center drop down box select a Center.

**Note:** Repeat step “f” to run each Center.

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- g) Click Chapter 2.
- h) Under criteria choose Year, Month, CMP 2d.4A and a Center from the drop-down boxes.
- i) Click on Import.
- j) Click on Process.
- k) Click 2d.4C (in blue).

#### D. CMP 2d.4C Automation Tool Export Report

- 1. Click on Chapter 2.
  - a) Under Criteria Choose Year, Month, CMP 2d.4C and All Centers from the drop-down boxes.
  - b) Click on the Import box. You will get a green checkmark.
  - c) Click on the Process box. You will get a green checkmark.
  - d) Click the blue 2d.4C next to the green checkmarks.
  - e) Save file as Excel.

#### **STEP 2. Payment Processor** - Update a Control Certification approval cover sheet for CMP Activity 2d.4C.

- A. In the NSSC CMP Tool, Click on Chapter 2.
- B. Under Criteria choose Year, Month, CMP 2d.4C, and select correct center.

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Criteria

Year: 2019 Month: MAY CMP: 2d.4C Center: NASA Headquarters

Reports

Files	Import	Process	CMP	File Date	Title
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2d.4C	6/3/2019 8:50:23 AM	NON 1435, 1099, 3200 and 3220 funds review for Treasury reconciliation

- C. Verify there are three green checkmarks. If there are not, notify AR Designee.
- D. Click the blue 2d.4C next to the green checkmarks.
- E. Save file as Excel on N drive (N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\CMPs\Center\FY20YY\P - Month 20YY).
- F. In the Preparer's section place a check mark beside No Exceptions or Exceptions statement.
- G. Update any other necessary information, including description of necessary exceptions and exception type.
- H. Total all exceptions on coversheet.

**Note:** All exceptions should be listed on the Cover sheet, even if you must continue listing them on a second page. All variances should be noted in detail in the "Description of Exceptions" area at the bottom of the page. The exception type should be provided for any exception according to the CMP manual

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standards (e.g., exception type 2 - yellow and 3 – red). All exceptions should then be summarized / totaled at the end.

- I. Once completed, select CMP Fix Form on the CMP Macros. Select the correct CMP, Month, Center, Year (Calendar Year), Preparer, and Approver.

CMP AUTOPOPULATION AND FORMATTING	
CMP	2D.4C
Month	November
Center	HQ
Year	2016
Preparer	Jennifer A. Myers
Approver	Leslie L. Anderson
OK	

- J. Click OK to save a PDF copy on N: Drive at N:\Reports\CMPS Paperless\2 AR CMP Electronic Signature Folder\P##\Center Name\CMP. File name format for each CMP should be: # Center's Name\_CMP#\_Original. Example: 01 JSC\_CMP3.1\_Original.
- K. SP preparer will attach report into Agency Tool (see Agency CMP Tool Process) and route for approval (see Route CMP for Approval Process).



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## CMP CONTROL ACTIVITY 3.1

### CMP 3.1 - Reconcile source documents to accounts receivable (AR) reports

Purpose of reconciliation: To validate Reimbursable Accounts Receivable billing transactions to ensure that the total accounts receivable have been properly recorded and cleared/liquidated in accordance with Agency policy and procedures.

**Note:** CMP 3.1 is performed during the Reimbursable Process, second to the last day of the month. Files are combined at the beginning of the following month, during CMP reporting.

#### STEP 1. Account Maintainer – Monthly. Run SAP Report.

##### A. 3.1 Raw Data – Run ZFI\_AR\_BILLING Preliminary Billing Report (PBR).


1. Login to SAP.
  - a) Type ZFI\_AR\_BILLING in the SAP Easy Access box.
  - b) Input the Business Area.
  - c) Input the Sales Order Number Range.
  - d) Click the arrow next to the range fields to enter Sales Order to be excluded, if any.
  - e) Check the “Do Not List \$0.00 to Be Billed”.
  - f) Execute by clicking the clock icon in the top left portion of the screen.
  - g) To Export File-in SAP go to List / Export Spreadsheet / All Available Formats/Excel (In Existing XXL Format)/Table.

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- h) Save file to N:\FM Division\Accounts Payable\\_Accounts Receivable\Accounts Receivable\Monthly Billing\BA – Center Billing\FY20XX\PP – Month and save file as Center PBR FY## P##.xlsx.

#### B. Run S\_ALR\_87012173 List of Customer Line items.

##### 1. Log into SAP.

- a) Type S\_ALR\_87012173 in the SAP Easy Access box.
- b) Click green arrow.
- c) Click the Dynamic Selections Icon  to input criteria to the report.
- d) Document type “RV” and “DC”.
- e) Enter date of Billing and Click the “All Items Posting Date” Radio Button.
- f) Execute by clicking the clock icon in the top left portion of the screen.
- g) To Export File-in SAP go to List / Export Spreadsheet / All Available Formats/Excel (In Existing XXL Format)/Table.
- h) Save file to N:\FM Division\Accounts Payable\\_Accounts Receivable\Accounts Receivable\Monthly Billing\BA – Center Billing\FY20XX\PP – Month and save file as Center LOCLI FY## P##.pdf.

#### C. Run ZFI\_AR\_R\_BRQ\_NBIL Unbilled billing Requests report.

##### 1. Log into SAP.

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- a) Type ZFI\_AR\_R\_BRQ\_NBIL in the SAP Easy Access box.
- b) Enter Sales Organization.
- c) Execute by clicking the clock icon in the top left portion of the screen.
- d) To Export File-in SAP go to List / Export Spreadsheet / All Available Formats/Excel (In Existing XXL Format)/Table.
- e) Save file to N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\Monthly Billing\BA – Center Billing\FY20XX\PP – Month and save file as Center UBBR2 FY## P##.xlsx.

#### D. CMP 3.1 Raw Data Run ZAR\_VF04 Billing –Billing Breakdown.

1. Log into SAP.
  - a) Type ZAR\_VF04\_BILLING in the SAP Easy Access box.
  - b) Click the arrow next to the “SD Billing Document”. Copy and Paste all Invoice Numbers into the “Select Single Value” fields.
  - c) Enter the Billing Date.
  - d) Enter the Sales Organization.
  - e) To Export: Select the Export Icon, Select Spreadsheet/All Available Formats/Excel (In Existing XXL Format)/Table.
  - f) Save file to N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\Monthly Billing\BA –

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Center Billing\FY20XX\PP – Month and save file as  
Center VF04-Billing Breakdown FY20XX PXX.xlsx.

E. Update Control Certification approval cover sheet for each CMP Activity.

1. In the Preparer's section place a check mark beside No Exceptions or Exceptions statement.
2. Update the preparer's and reviewer's name, and prepared date.
3. Update any other necessary information, including description of necessary exceptions and exception type.
4. Total all exceptions on coversheet.

**Note:** All exceptions should be listed on the Cover sheet, even if you must continue listing them on a second page. All variances should be noted in detail in the "Description of Exceptions" area at the bottom of the page. The exception type should be provided for any exception according to the CMP manual standards (e.g., exception type 2 - yellow and 3 – red). All exceptions should then be summarized / totaled at the end.

5. Once completed, save each CMP cover sheet with backup documentation on N: Drive at N:\Reports\CMPs Paperless\2 AR CMP Electronic Signature Folder\ 1 FY## AR INDIVIDUAL CMPs\P##\CENTER NAME AND BA\.  
File name format for each CMP should be: # Center's Name\_CMP#\_date OriginalExample: 04 JSC\_CMP3.1 Original.pdf.

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6. SP preparer will attach report into Agency Tool (see Agency CMP Tool Process) and route for approval (see Route CMP for Approval Process).

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## CMP CONTROL ACTIVITY 3.2

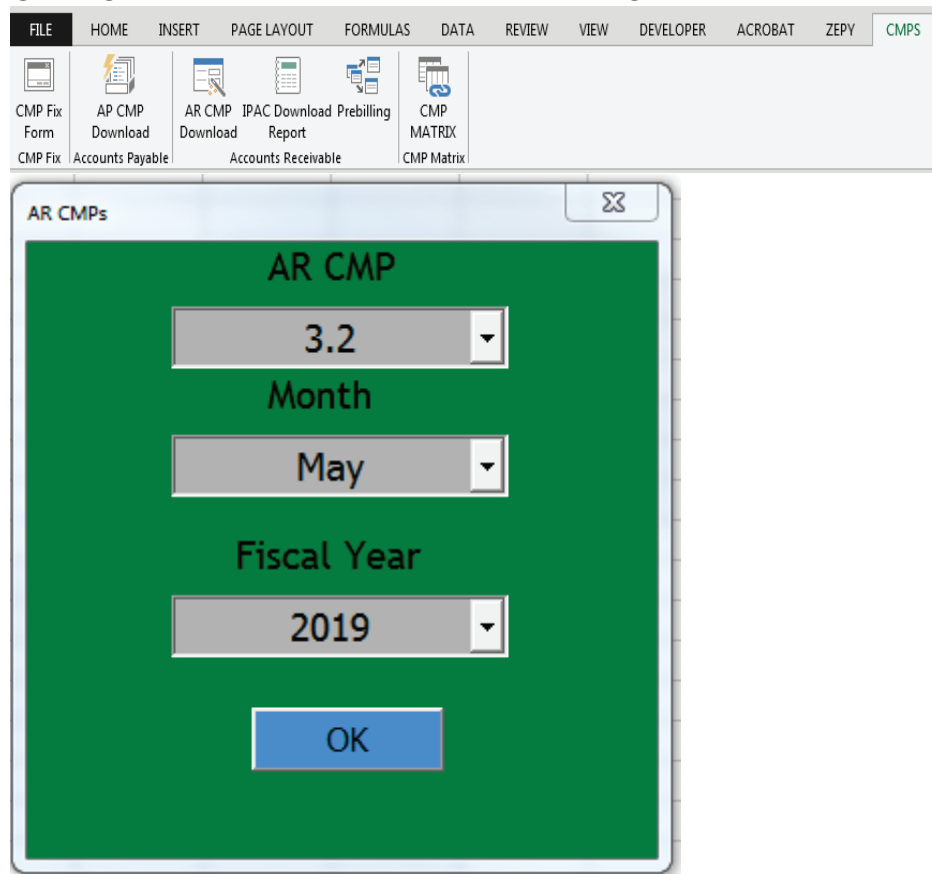
### CMP 3.2 - Validate aging of AR

Purpose of reconciliation: Validate the balances by period in the accounts receivable aging report and review the aging report to identify delinquent balances which require additional follow-up action or referral to the Department of Treasury.

**Note:** Reconcile the total balance of the aging report to the trial balance.  
Review balances over 45 days and determine whether they are collectible.

#### STEP 1. AR L2 Designee – Monthly Run report in SAP

- A. This Report is executed with a Macro in Microsoft Excel.
1. Go to CMPS Macro thread and click on AR CMP Download.



2. Select 3.2.

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3. Select Reporting Month.
  4. Select Fiscal Year.
  5. Click Ok.
  6. The Macro will run the report for all centers and will save them on the N drive N:\FM Division\Accounts Payable\_Accounts Receivable\CMP\Month Year\CMP 3.2.
  7. After the report has been executed and the files saved, the macro will then copy the files and paste them into the CMP Auto process folder on the N drive N:\FM Division\CS\AutoCMP\PROD\AR.
  8. When macro has completed the process, the files have been imported into the CMP tool.
  9. Export File in the NSSC CMP Tool.
    - a) Click on Chapter 3.
    - b) Under Criteria Choose Year, Month, CMP 3.2 and select a center from the drop-down boxes.
    - c) Click on the Import box to get a green checkmark.
    - d) Click on the Process box to get another green checkmark.
    - e) Repeat letters b – d for all Centers.
  10. An email is sent to AR L2 employees notifying them the report is available in the NSSC CMP tool.
  11. Proceed to Step 2.
- B. CMP 3.2 Raw Data - Run the SAP GR55 ZTB6 (Trial Balance) Raw Data. *This is the manual process to be used only if macro is unavailable.*
1. Login to SAP.

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- a) Type GR55 in the SAP Easy access box.
- b) Click the green Check mark.
- c) Type ZTB6 in the Report Group box.
- d) Click the Execute button.
- e) The FY and Company code fields should automatically be updated. Manually update the “To” Period field to appropriate period reporting.
- f) On the Selection Groups tab, enter the appropriate Center number in the Business area (Or Values) text box. Example: 72 (JSC)

**Note:** Run for each individual business area separately.

- g) Click the Execute button.
- h) To Export File Click:  
System/List/Save/Local file/Spreadsheet.
- i) Save on N\FM Division\Accounts Payable\_Accounts Receivable\CMP\  
Month Year\CMP 3.2 and Save file as:  
CMP 3.2 GR55 FY## P## BA##.xlsx.

C. CMP 3.2 Raw Data Run the Accounts Receivable aging report (ZFI\_AGING1310).

- 1. In SAP, Type ZFI\_AGING1310 in the easy access box.
  - a) Enter all\* of the Centers by clicking on the arrow next to the text box and enter: 01, 10, 21, 22, 23, 24, 51, 55, 62, 64, 72, and 76 for Business area.



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**Note:** You will need to enter the 1<sup>st</sup> Center in the area then click the arrow.

- b) Enter the G/L Accounts\* by clicking on the arrow next to the text box and entering the accounts 1310.0000, 1310.3000, 1340.0000, 1360.0000, and 1370.0000.

**Note:** You will need to enter the 1st GL Account in the area then click the arrow.

- c) Enter Open Items as period being analyzed. The last day of the report month.
- d) Enter Customer range from 1 to 999999.
- e) In report section, click on detail report.
- f) In the Output make sure Create ALV Report (online) is checked.
- g) Click the execute button.
- h) Export the file to an Excel spreadsheet by clicking on List→ Export → Spreadsheet. Click the green check mark on the subsequent information boxes and choose Table and Microsoft Excel.

**Note:** Status should indicate collection efforts taken to date, status of the debt if not being actively collected, i.e., “in dispute” or “waiver requested”.

#### D. CMP 3.2 Automation Tool Import Reports

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1. Access Link: [www https://cmp.nssc.nasa.gov](https://cmp.nssc.nasa.gov)

- a) Click Input.
- b) Under the CMP drop down box select 3.2.
- c) Under the Report drop down box select ZFI\_AGING1310.
- d) Under the Year drop down box select Calendar Year.
- e) Under the Center drop down box select All Centers.
- f) Under Field, Click on Browse, choose file and submit.
- g) Under CMP drop down box select 3.2.
- h) Under the Report drop down box select GR55.
- i) Under the Year drop down box select Calendar Year.
- j) Under the Month drop down box select Report month.
- k) Under the Center drop down box select a Center (Input each Center separately).
- l) Under Field, Click Browse, choose file and Submit.
- m) Click Chapter 3.
- n) Under Criteria choose Year, Month,

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CMP 3.2 and All Centers.

- o) Click Import, Click Process (may have to choose Center prior to process).

#### E. CMP 3.2 Automation Tool Export Reports.

##### 1. Click on Chapter 3.

- a) Under Criteria choose Year, Month, CMP 3.2 and a Center.
- b) Click the Import box.
- c) You will get a green checkmark.
- d) Click the Process box.
- e) You will get a green checkmark.
- f) Click the blue 3.2 next to the green checkmarks.
- g) Save file as Excel.
- h) Under Criteria choose Year, Month, CMP 3.2 and a Center.
- i) Click the Import box. You will get a green checkmark.
- j) Click the Process box. You will get a green checkmark.

**Note:** By the last business of the reporting month, the AR SP team is to provide the current status of ZFED receivables aged over 45 days. The AR SP is to have followed up with Federal Customers or Center POCs to determine the current status.

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**STEP 2. Account Maintainer** - Update Control Certification approval cover sheet for CMP Activity 3.2.

- A. In the NSSC CMP Tool, click on Chapter 2.
- B. Under Criteria, choose Year, Month, CMP 3.2, and select correct center.

The screenshot displays the NSSC CMP Tool interface. At the top, there's a header for 'CMP Continuous Monitoring Program' with version '1.4' and build '18.05.09.1'. Below the header, there are navigation links: 'Dashboard', 'Chapter 2', 'Chapter 3', 'Chapter 4', 'Chapter 6', 'Chapter 7', 'Chapter 12', 'Input', and 'Lists'. The main section is titled 'Chapter 03 Reports'. Under 'Criteria', there are four dropdown menus: 'Year' (set to 2019), 'Month' (set to MAY), 'CMP' (set to 3.2), and 'Center' (set to NASA Headquarters). Below this, the 'Reports' section contains a table with the following data:

Files	Import	Process	CMP	File Date	Title
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3.2	6/3/2019 8:46:23 AM	

- C. Verify there are three green checkmarks. If there are not, notify AR Designee.
- D. Click the blue 3.2 next to the green checkmarks.
- E. Save file as Excel on N drive (N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\CMPs\Center\FY20YY\P - Month 20YY).
- F. In the Preparer's section put check mark beside No Exceptions or Exceptions statement.
- G. Update any other necessary information, including description of necessary exceptions and exception type.

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H. Total all exceptions on coversheet.

**Note:** All exceptions should be listed on the Cover sheet, even if you have to continue listing them on a second page. All variances should be noted in detail in the “Description of Exceptions” area at the bottom of the page. The exception type should be provided for any exception according to the CMP manual standards (e.g., exception type 2 - yellow and 3 – red). All exceptions should then be summarized / totaled at the end. Do not include AR over 60 days that can be supported, and dunning notices were sent.

I. Once completed select CMP Fix Form on the CMP Macros. Select the correct CMP, Month, Center, Year (Calendar Year), Preparer, and Approver.

The screenshot shows a software dialog box titled "CMP AUTOPOPULATION AND FORMATTING". It features a series of yellow buttons, each with a dropdown menu. The fields are as follows:
 

- CMP:** 3.2
- Month:** November
- Center:** HQ
- Year:** 2016
- Preparer:** Jennifer A. Myers
- Approver:** Leslie L. Anderson

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

J. Click OK to save a PDF copy on N: Drive at N:  
 \Reports\CMPs Paperless\2 AR CMP  
 Electronic Signature Folder\1 FY 2016 AR  
 INDIVIDUAL CMPs\ P##\CENTER. File name  
 format for each CMP should be: # Center's  
 Name\_CMP#\_Original.  
 - Example: 05 JSC\_CMP3.2\_Original.pdf.

K. SP preparer will attach report into Agency Tool (see Agency CMP Tool Process) and route for approval (see Route CMP for Approval Process).

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### CMP CONTROL ACTIVITY 3.3

#### CMP 3.3 – Validate allowance for doubtful accounts and compliance with Treasury policies.

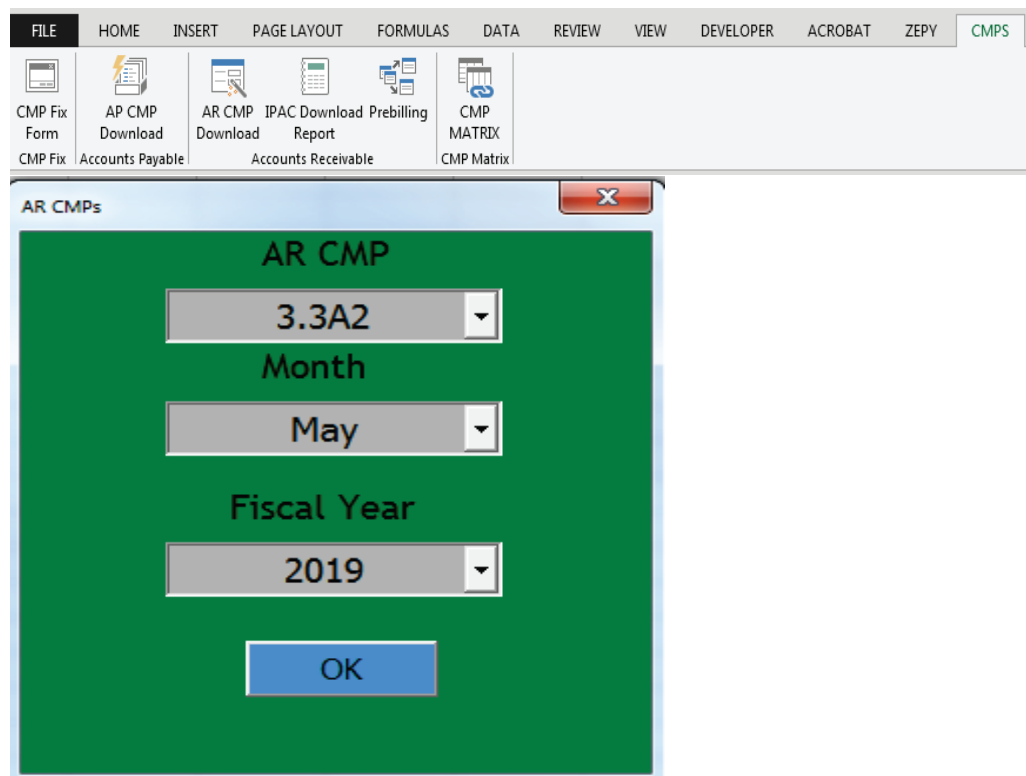
Purpose of reconciliation: To prepare and maintain a work paper that list detailed balances in the Allowance for Doubtful Accounts and amounts that have been transferred to Treasury.

**Note:** Allowance for Doubtful Accounts Analysis and Schedules are located at N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\Allowance For Bad Debts.

#### STEP 1. AR L2 Designee – Quarterly. Run report in SAP.

A. This report is executed with a Macro in Microsoft Excel.

1. Go to CMPS Macro thread and click on AR CMP Download.




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2. Select 3.3A2
3. Select Reporting Month.
4. Select Fiscal Year.
5. Click Ok.
6. The Macro will run the report for all centers and will save them on the N drive N:\FM Division\Accounts Payable\_Accounts Receivable\CMP\Month Year\CMP 3.3A2.
7. After the report has been executed and the files saved, the macro will then copy the files and paste them into the CMP Auto process folder on the N drive N:\FM Division\CS\AutoCMP\PROD\AR.
8. When macro has completed the process, the files have been imported into the CMP tool.
9. Export File in the NSSC CMP Tool.
  - a) Click on Chapter 3.
  - b) Under Criteria Choose Year, Month, CMP 2d.4A and select a center from the drop-down boxes.
  - c) Click on the Import box to get a green checkmark.
  - d) Click on the Process box to get another green checkmark.
  - e) Repeat letters b – d for all Centers.
10. An email is sent to AR L2 employees notifying them the report is available in the NSSC CMP tool.
11. Proceed to Step 3.

B. CMP 3.3a Raw Data - Run the GR55 ZAOF report. *This is the manual process to be used only if macro is unavailable.*

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1. Login to SAP.

- a) Type GR55 in the SAP Easy access box.
- b) Click the green arrow.
- c) Type ZAOF in the Report Group box.
- d) Click the Execute button.
- e) The Fiscal year and Company code should be automatically updated.
- f) Accounts are from inception, so enter 0 in the “From” period field (first period field) and the appropriate period in the “To” period field (second period field).
- g) Enter all\* of the Centers by clicking on the arrow next to the text box and enter: 01, 10, 21, 22, 23, 24, 51, 55, 62, 64, 72, and 76 for Business area.
- h) In the GL Accounts\* Or Value(s) field, click on the  for multiple selections and on separate lines, enter 1319.0000, 1347.0000, 1367.0000 and 1377.0000

**Note:** Enter the 1st GL Account then click the arrow.

**Note:** Enter the 1st Center in the area then click the arrow.

**Note:** Run each individual business area separately. If you don’t run separate reports, the automation will not work.

- i) Click the execute button to generate the report.
- j) To Export File, click System\List\Save\Local file\Spreadsheet.



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- k) Save the report on the N\ FM Division\Accounts Payable\_Accounts Receivable\CMP\Month Year\CMP 3.3A2 and Save file as: 3.3A AFDA GR55 FY## P## BA##.xlxs.

**Note:** Balances over 120 days delinquent should be transferred to Treasury.

#### C. CMP 3.3A Automation Tool Import Report.

1. Access Link: <https://cmp.nssc.nasa.gov>

a) Click Input.

b) Under the CMP drop down box select 3.3A2.

**Note:** Select 3.3A2 for the actual CMP preparation. 3.3A is used to run and hold the quarterly allowance reports.

c) Under the Report drop down box select GR55 ZAOF.

d) Under the Year drop down box select Calendar Year.

e) Under the Month drop down box select Report Month.

f) Under the Center drop down box select a Center.

g) Under the File, Click on Browse, Choose File: 3.3A AFDA GR55-ZAOF FY## P## BA##.xls and Submit.

h) Click on Chapter 3.

i) Under Criteria choose Year, Month, CMP 3.3A2, a Center.

j) Click Import and Click Process.

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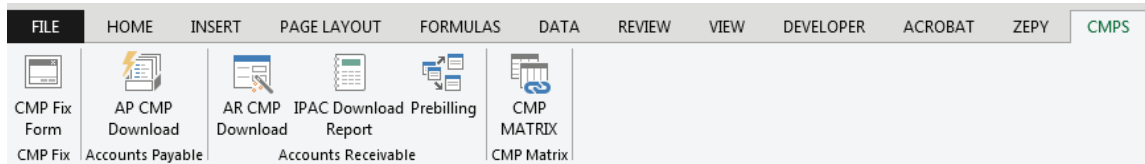
#### D. CMP 3.3A Automation Tool Export Reports.

1. Click on Chapter 3.
2. Under Criteria choose Year, Report Month, CMP 3.3A2 and a Center.
3. Click the Import box. You will get a green checkmark.
4. Click the Process box. You will get a green checkmark.
5. Click the blue 3.3A2 next to the green checkmark.
6. Save file as Excel.

#### STEP 2. AR L2 Designee – Quarterly. Run report in SAP.

A. This report is executed with a Macro in Microsoft Excel.

1. Go to CMPS Macro thread and click on AR CMP Download.



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AR CMPs

AR CMP

3.3B

Month

May

Fiscal Year

2019

OK

2. Select 3.3B
3. Select Reporting Month.
4. Select Fiscal Year.
5. Click Ok.
6. The Macro will run the report for all centers and will save them on the N drive N:\FM Division\Accounts Payable\_Accounts Receivable\CMP\Month Year\CMP 3.3B.
7. After the report has been executed and the files saved, the macro will then copy the files and paste them into the CMP Auto process folder on the N drive N:\FM Division\CS\AutoCMP\PROD\AR.
8. When macro has completed the process, the files have been imported into the CMP tool.
9. Export File in the NSSC CMP Tool.
  - a) Click on Chapter 3.


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- b) Under Criteria Choose Year, Month, CMP 2d.4A and select a center from the drop-down boxes.
- c) Click on the Import box to get a green checkmark.
- d) Click on the Process box to get another green checkmark.
- e) Repeat letters b – d for all Centers.

10. An email is sent to AR L2 employees notifying them the report is available in the NSSC CMP tool.

11. Proceed to Step 2.

B. CMP 3.3B Raw Data - Run the AR aging report (ZFI\_ARAGING1310). This is the manual process to be used only if macro is unavailable.

1. Login to SAP.
  - a) Type ZFI\_ARAGING1310) in the easy access box.
  - b) Enter all the Business areas.
  - c) Enter the GL Accounts\* Or Value(s) field, click on the  for multiple selections and on separate lines, enter 1310.0000, 1340.0000, 1360.0000 and 1370.0000.

**Note:** Enter the 1<sup>st</sup> GL Account in the area then click the arrow.

- d) Enter Customer range from 100000 to 2999999.
- e) Enter the appropriate Open items as of date.
- f) In report section, click on detail report.

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- g) Click the execute button.
- h) Export the file to an Excel spreadsheet by clicking on List → Export → Spreadsheet. Click the green check mark on the subsequent information boxes and choose Table and Microsoft Excel.
- i) Save file on: N\FM Division\Accounts Payable\_Accounts Receivable\CMP\Month Year\CMP 3.3B and Save file as: 3.3B Aging FY## P## All Centers.xls.

## 2. CMP 3.3B Automation Tool Export Reports.

- a) Click on Chapter 3.
- b) Under Criteria choose Year, Month, CMP 3.3B, and a Center.
- c) Click the Import box. You will get a green checkmark.
- d) Click the Process box. You will get a green checkmark.
- e) Click the blue 3.3B next to the green checkmarks.
- f) Save file as Excel.
- g) Anything that has not been sent to Treasury after 120 days delinquent (Aged 150 days) that is not being currently collected on is classified as an exception.

**STEP 3. Account Maintainer** - Update Control Certification approval cover sheet for each CMP Activity 3.3A, and B.

- A. In the NSSC CMP Tool, click on Chapter 3.

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- B. Under Criteria, choose Year, Month, CMP 3.3A2, and select correct Center.

**CMP** Continuous Monitoring Program  
Version: 1.4  
Build 18.05.09.1

Dashboard Chapter 2 Chapter 3 Chapter 4 Chapter 6 Chapter 7 Chapter 12 Input Lists

**Chapter 03 Reports**

Criteria

Year: 2019 Month: MAR CMP: 3.3A2 Center: NASA Headquarters

Reports

Files	Import	Process	CMP	File Date	Title
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3.3A2	4/2/2019 10:36:39 AM	Allowance for Bad Debts

- C. Verify there are three green checkmarks. If there are not, notify AR L2 Designee.
- D. Click on blue 3.3A2 next to the green checkmarks.
- E. Save file as Excel on N drive (N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\CMPs\Center\FY20YY\P - Month 20YY).
- F. In the Preparer's section put a check mark beside No Exceptions or Exceptions statement.
- G. Update any other necessary information, including description of necessary exceptions and the exception type.
- H. Total all exceptions on coversheet.

**Note:** All exceptions should be listed on the Cover sheet, even if you must continue listing them on a second page. All variances should be noted in detail in the "Description of Exceptions" area at the bottom of the page. The exception type should be provided for any exception according to the CMP manual standards (e.g., exception type 2 - yellow and 3 - red). All exceptions should then be summarized / totaled at the end.

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- I. Once completed, select CMP Fix Form on the CMP Macros. Select the correct CMP, Month, Center, Year (Calendar Year), Preparer, and Approver.

CMP AUTOPOPULATION AND FORMATTING

CMP	3.3A
Month	November
Center	HQ
Year	2016
Preparer	Jennifer A. Myers
Approver	Leslie L. Anderson

OK

- J. Click OK to save a PDF copy on N: Drive at N: Reports\CMPs Paperless\2 AR CMP Electronic Signature Folder\1 FY## AR INDIVIDUAL CMPs\P##\CENTER NAME AND BA. File name format for each CMP should be: # Center's Name\_CMP#\_Original Review. Example: 05 JSC CMP3.3A \_Original. Pdf
- K. Go back to the NSSC CMP Tool and click on Chapter 3.

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- L. Under Criteria, choose Year, Month, CMP 3.3B, and select correct center.

NASA National Aeronautics and Space Administration  
NASA SHARED SERVICES CENTER

NSSC Contact Center  
1-877-NSSC123  
1-877-677-2123

**CMP** Continuous Monitoring Program  
Version: 1.4  
Build 18.05.09.1

Dashboard Chapter 2 Chapter 3 Chapter 4 Chapter 6 Chapter 7 Chapter 12 Input Lists

**Chapter 03 Reports**

Criteria

Year: 2019 Month: MAR CMP: 3.3B Center: All Centers

Reports

Files	Import	Process	CMP	File Date	Title
✓	✓	✓	3.3B		Validate allowance for doubtful accounts and compliance with Treasury policies

- M. Verify there are three green checkmarks. If there are not, notify AR L2 Designee.
- N. Click the blue 3.3B next to the green checkmarks.
- O. Save file as Excel on N drive (N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\CMPs\Center\FY20YY\P - Month 20YY).
- P. In the Preparer's section place a check mark beside No Exception(s) or Exception(s) statement.
- Q. Update description of exceptions and exception type.
- R. Total all exception(s) on coversheet.



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**Note:** All exceptions should be listed on the Cover sheet, even if you must continue listing them on a second page. All variances should be noted in detail in the “Description of Exception” area at the bottom of the page. The exception type should be provided for any exception according to the CMP manual standards (e.g., exception type 2 - yellow and 3 – red). All exceptions should then be summarized / totaled at the end.

- S. Once completed, select CMP Fix Form on the CMP Macros. Select the correct CMP, Month, Center, Year (Calendar Year), Preparer, and Approver.

CMP AUTOPOPULATION AND FORMATTING	
CMP	3.3B
Month	March
Center	HQ
Year	2019
Preparer	Jennifer A. Myers
Approver	Leslie L. Anderson
OK	

- T. Click OK to save a PDF copy on N: Drive at N:\Reports\CMPS Paperless\2 AR CMP Electronic Signature Folder\P##\Center Name\CMP. File name format for each CMP should be: # Center's Name\_CMP#\_Original. Example: 01 JSC\_CMP3.1\_Original.

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- U. SP preparer will attach report into Agency Tool (see Agency CMP Tool Process) and route for approval (see Route CMP for Approval Process).

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## CMP CONTROL ACTIVITY 4.4A

### CMP 4.4A - Validate Customer and Vendor Trading Partners

Purpose of reconciliation: Confirm trading partner and description in report reconciles with the Treasury FMS Agency Trading Partner Codes. Any variances must be corrected prior to any IPAC submissions, SAP billing and cost posting.

**STEP 1. AR L2 Designee**– Quarterly. Run report in SAP.

A. This report is executed with a Macro in Microsoft Excel.

1. Go to the CMPS Macro thread and click on AR CMP Download.

The screenshot shows the 'AR CMPs' dialog box in Microsoft Excel. The dialog box has a green background and contains three dropdown menus: 'AR CMP' set to '4.4A', 'Month' set to 'March', and 'Fiscal Year' set to '2019'. An 'OK' button is at the bottom. The Excel ribbon in the background shows the 'CMPS' tab with options like 'CMP Fix Form', 'AP CMP Download', 'AR CMP Download', 'IPAC Download Prebilling Report', and 'CMP MATRIX'.

2. Select 4.4A.

3. Select Reporting Month.

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4. Select Fiscal Year.
5. Click Ok.
6. The Macro will run the report for all centers and will save them on the N drive N:\FM Division\Accounts Payable\_Accounts Receivable\CMP\Month Year\CMP 4.4A.
7. After the report has been executed and the files saved, the macro will then copy the files and paste them into the CMP Auto process folder on the N drive N:\FM Division\CS\AutoCMP\PROD\AR.
8. When macro has completed the process, the files have been imported into the CMP tool.
9. Export File in the NSSC CMP Tool.
  - a) Click on Chapter 4.
  - b) Under Criteria Choose Year, Month, CMP 4.4A and select a center from the drop-down boxes.
  - c) Click on the Import box to get a green checkmark.
  - d) Click on the Process box to get another green checkmark.
  - e) Repeat letters b – d for all Centers.
10. An email is sent to AR L2 employees notifying them the report is available in the NSSC CMP tool.
11. Proceed to Step 2.

B. CMP 4.4A Raw Data: Run the Intra-Governmental Trading Partner Report (T-Code ZFI\_INTRAGOV). *This is the manual process to be used only if macro is unavailable.*

1. Login to SAP.
  - a) Type (ZFI\_INTRAGOV) in the easy access box.

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- b) Enter the FY.
- c) Enter the Period being analyzed.
- d) Enter Trading Partner Range from 0 to NONFED.
- e) Enter the Business areas for all the appropriate centers (01, 10, 21, 22, 23, 24, 51, 55, 62, 64, 72, 76 and 77).
- f) Excluded cancelled funds should be checked.
- g) Enter Customer / Vendor accounts range by clicking on the arrow next to the text box and entering the accounts 1310.xxxx, 1340.xxxx, 1360.xxxx and 1370.xxxx.
- h) Filter Posting Date column to current month transactions.
- i) Click the execute button.
- j) Go to the change Layout button in SAP to add Customer, Trading Partner, and Fund to report.
- k) Export the file to an Excel spreadsheet by clicking on List→ Export → Spreadsheet. Click the green check mark on the subsequent information boxes and choose Table and Microsoft Excel.
- l) Save file as YYYY PP 4.4A ZFI\_INTRAGOV.xlsx. at: N:\FM Division\CS\AutoCMP\PROD\AR.

#### C. CMP 4.4A Automation Tool.

1. Access Link: <https://cmp.nssc.nasa.gov>
2. Click Input.
3. Under the CMP drop down box select 4.4A.
4. Under the Report drop down box select INTRAGOV.
5. Under the Year drop down box select Calendar Year.

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6. Under the Month drop down box select Report Month.
7. Under the Center drop down box select a Center.
8. Under Field Click Browse choose file and submit.
9. Click Chapter 4.
10. Under Criteria choose, Year, Month, CMP 4.4a and a Center.
11. Click Import and click Process.

D. CMP 4.4A Automation Tool Export Report.

1. Click on Chapter 4.4A.
2. Under Criteria choose Year, Month, CMP 4.4A and a Center.
3. Click the Import box. You will get a green checkmark.
4. Click the Process box. You will get a green checkmark.
5. Click the blue 4.4A next to the green checkmarks.
6. Save file as a PDF.

**STEP 2. Payment Processor** - Update Control Certification approval cover sheet for CMP Activity 4.4A.

- A. In the NSSC CMP Tool, click on Chapter 4.
- B. Under Criteria, choose Year, Month, CMP 4.4A, and select correct center.

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Criteria

Year: 2019 Month: MAR CMP: 4.4A Center: NASA Headquarters

Reports

Files	Import	Process	CMP	File Date	Title
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.4A	4/1/2019 11:06:59 AM	Customer and Vendor Trading Partner Agency Identifier Review

- C. Verify there are three green checkmarks. If there are not, notify AR L2 Desginee.
- D. Click the blue 2d.4A next to the green checkmarks.
- E. Save file as Excel on N drive (N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\CMPs\Center\FY20YY\P – Month 20YY).
- F. In the Preparer's section put a check mark beside No Exceptions or Exceptions statement.
- G. Update any other necessary information, including description of necessary exceptions and the exception type.
- H. Total all exceptions on the coversheet.

**Note:** All exceptions should be listed on the Cover sheet, even if you must continue listing them on a second page. All variances should be noted in detail in the "Description of Exceptions" area at the bottom of the page. The exception type should be provided for any exception according to the CMP manual standards (e.g., exception type 2 -

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yellow and 3 – red). All exceptions should then be summarized / totaled at the end.

- I. Once completed, select CMP Fix Form on the CMP Macros. Select the correct CMP, Month, Center, Year (Calendar Year), Preparer, and Approver.

CMP AUTOPOPULATION AND FORMATTING	
CMP	4.4A
Month	November
Center	HQ
Year	2016
Preparer	Jennifer A. Myers
Approver	Leslie L. Anderson
OK	

- J. Click OK to save a PDF copy on N: Drive at N:\ Reports\CMPs Paperless\2 AR CMP Electronic Signature Folder\1 FY## AR INDIVIDUAL CMPs\P##\CENTER NAME AND BA. File name format for each CMP should be: # Center's Name\_CMP#\_ Original. Example: 09 JSC\_CMP4.4A\_Original.pdf
- K. SP preparer will attach report into Agency Tool (see Agency CMP Tool Process) and route for approval (see Route CMP for Approval Process).



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## CMP CONTROL ACTIVITY 7.4

### CMP 7.4 - Validate recording of custodial liabilities and liabilities for non-entity assets

Purpose of reconciliation: Review ZFUN report to ensure that there are only balances against NON1099, NON1435, NON3220, and NON3200, to validate recording of Custodial Liabilities and Liabilities for Non-Entity Assets are recorded for deposit with Treasury.

#### STEP 1. Account Maintainer - Verify Reports in Agency Tool.

- A. Log into Agency CMP Tool.
- B. Select Center and Current month.

Select a Reporting Period: May 2019 Select a center: NSSC Headquarters Center: NSSC HQ / May 2019

**Executive Dashboard**

Exception Summary Attachments Approval Document Approval Send Notification Add Comments Activity Log

Name	CMP Status	Preparer Si...	Approver Si...	Center Revi...
Chapter 2: Fund Balance with Treasury/Cash Outlays/Suspense and Investments				
Chapter 3: Accounts Receivable/Advances from Others/Revenues				
Chapter 4: Prepaid Advances/Intra/Intergovernmental Transactions				
Chapter 6: Accounts Payable and Expenses				
Chapter 7: Other Liabilities				
Chapter 12: Review for Blank and Mismatched Accounting Dimensions				

#### C. Select Chapter 7.

Chapter 7: Other Liabilities			
Control Activity 7.4: Validate recording of custodial liabilities and liabilities for n...		✓	✓
Control Activity 7.5: Validate postings to Treasury custodial accounts			
Control Activity 7.12: Validate unfunded leave			
Control Activity 7.17: Validate funded leave			
Chapter 12: Review for Blank and Mismatched Accounting Dimensions			

#### D. Select Control Activity 7.4.

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Control Activity 7.4: Validate recording of custodial liabilities and liabilities for non-entity assets

Activity Status:

Green - No Exceptions

Select a date run:

06/03/2019 12:02 PM CDT

All

My Runs

NSSC HQ / May 2019

Designated Output

Report Name: NASA Accounts by Fund - Period

Report Group: ZFUN

Selection Date: 06/03/2019

Business Area: 10

ALC: \*

Fund: \*

Account: 2980.0000,

Period: 8 / 2019

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Fund/Account

Amount

Description of exceptions

Add

Remove

View

It...	Am...	Type	Explanation	Resolution	Resolution...	CRQ Re...	Person...	Note...
-------	-------	------	-------------	------------	---------------	-----------	-----------	---------

Control Activity Certification PD

View Full Activity Report

Execute Control Activity

Attachments

Activity Log

Add Comments

Send Notification

Audit Report

E. Click on View Full Activity Report.

View Full Activity Report

Report Name: NASA Accounts by Fund - Period

Report Group: ZFUN

Selection Date: 06/03/2019

Business Area: 10

ALC: \*

Fund: \*

Account: 2980.0000,

Period: 8 / 2019

Page: 1 of 1

Fund/Account	Amount
2985.0000 Liability-NnEnt No	
ESAX2200SD SAE PgmAct 2008	
2980.0000 Custodial Liabil	
2985.0000 Liability-NnEnt No	2,653.15
5993.0000 Offset-NonEnt Co	524.78
5994.0000 Offset-NonEnt Ac	3,177.93
NOM1099 REC. From Penal	
2980.0000 Custodial Liabil	
2985.0000 Liability-NnEnt No	595.26
5993.0000 Offset-NonEnt Co	69.97
5994.0000 Offset-NonEnt Ac	665.23
NOM1435 Interest Receipt	
2985.0000 Liability-NnEnt No	285,352.37
5993.0000 Offset-NonEnt Co	284,485.70
5994.0000 Offset-NonEnt Ac	866.67
NOM3200 Coll. From Canx	
2980.0000 Custodial Liabil	
2985.0000 Liability-NnEnt No	17,572.13
5993.0000 Offset-NonEnt Co	18,201.57
5994.0000 Offset-NonEnt Ac	629.44
NOM3220 General Fund Rel	
2980.0000 Custodial Liabil	
2985.0000 Liability-NnEnt No	
NOM6275 State and Local	
Total	

20190603120250100095 06/03/2019 12:02 PM CDT MS0280165

Company code	P	NASA
Period	P	001
Fiscal year	P	2019
Output report	P	X
Master data date	P	00/00/0000
Output medium	P	0
Output format	P	0
Data source	P	S
Or value(s)	S I EQ	10
Or value(s)	S I EQ	2980.0000
Or value(s)	S I EQ	2985.0000
Or value(s)	S I EQ	5990.0000
Or value(s)	S I EQ	5993.0000
Or value(s)	S I EQ	5994.0000

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- F. Verify that the balances only apply to Treasury funds (NONXXXX) only.
  - G. Any discrepancies should be investigated, researched and resolved.
  - H. Any exceptions will be listed in the Descriptions of exceptions field.
1. Click on Add.

Description of exceptions

Add
Remove
View

It...	Am...	Type	Explanation	Resolution	Resolution...	CRQ Re...	Person...	Note...

2. Enter the following for each exception:
  - a) Item number
  - b) Exception amount
  - c) Exception type (The exception type should be provided for any exception according to the CMP manual standards (e.g. exception type green, yellow and red))
  - d) Description/Explanation (What caused the exception)
  - e) Resolution (What will correct the exception)
  - f) Resolution Date (When the exception will be corrected)
  - g) CRQ Reference (if applicable).
  - h) Person Responsible (Center, Customer, or NSSC).

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3. Click Save.

I. Once exceptions (if any) have been entered, select Activity Status.

J. Select cog icon on Preparer to sign activity.

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K. Add comments and click Save to complete.

Preparer For CMP Control Act...

Prepare CMP Activity

☒ Preparer Complete

Comments

Ready for review

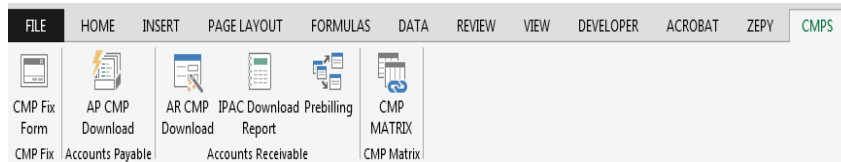
Save Close

L. Route for approval (see Route CMP for Approval Process).

**STEP 2. AR L2 Designee** – Monthly. Run report in SAP.

A. This report is executed with a Macro in Microsoft Excel. *This is to be used only if the report is not available in the Agency CMP Tool.*

1. Go to CMPS Macro thread and click on AR CMP Download.



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AR CMPs

AR CMP

7.4

Month

May

Fiscal Year

2019

OK

2. Select 7.4.
3. Select Reporting Month.
4. Select Fiscal Year.
5. Click Ok.
6. The Macro will run the report for all centers and will save them on the N drive N:\FM Division\Accounts Payable\_Accounts Receivable\CMP\Month Year\CMP 7.4.
7. After the report has been executed and the files saved, the macro will then copy the files and paste them into the CMP Auto process folder on the N drive N:\FM Division\CS\AutoCMP\PROD\AR.
8. When macro has completed the process, the files have been imported into the CMP tool.
9. Export File in the NSSC CMP Tool.

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- a) Click on Chapter 7.
- b) Under Criteria Choose Year, Month, CMP 7.4 and select all centers from the drop-down boxes.
- c) Click on the Import box to get a green checkmark.
- d) Click on the Process box to get another green checkmark.

10. An email is sent to AR L2 employees notifying them the report is available in the NSSC CMP Tool.

11. Proceed to Step 3.

B. CMP 7.4 Raw Data Run the GR55 ZFUN account reconciliation tool for accounts 2980.0000, 2985.0000, 5990.0000, 5993.0000, and 5994.0000). *This is the manual process to be used only if the macro is unavailable.*

1. Login to SAP.

- a) Type GR55 in the SAP Easy access box.
- b) Click the green arrow.
- c) Type ZFUN in the Report Group box.
- d) Click the Execute button.
- e) The FY and Company code should be automatically updated.
- f) Accounts are from inception so enter 1 in the “From” period field (first period field) and the appropriate period in the “To” period field (second period field).
- g) In the Accounts Or value(s) selection field click  to open the multiple selections screen.

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- h) On different lines enter the different account numbers 2980.0000, 2985.0000, 5990.0000, 5993.0000, and 5994.0000.
- i) On the Business area or value(s) tab, enter the appropriate business area.
- j) Click the Execute button.
- k) Verify that the balances only apply to Treasury funds (NONXXXX) only.
- l) Any discrepancies should be investigated, researched and resolved.

#### C. CMP 7.4 Automation Tool Import Report.

1. Access link: <https://cmp.nssc.nasa.gov>.
2. Click Input.
3. Under the Report drop down box select BGDATA.
4. Under the Year drop down box select Calendar Year.
5. Under the Month drop down box select Report Month.
6. Under the Center drop down box select All Centers.
7. Under Field, Click on Browse, Choose File and Submit.
8. Under the CMP drop down box select 7.4.
9. Under the Report drop down box select GR55FUN.
10. Under the Year drop down box select Calendar Year.
11. Under the Month select Report Month.
12. Under the Center drop down box select a Center.
13. Under Field, Click on Browse, choose file and Submit



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(Repeat for each Center).

14. Click on Chapter 7.

15. Under Criteria choose Year, Month, CMP, and a Center.

16. Click Import and Click Process (Must choose Center prior to Import and Process).

D. CMP 7.4 Automation Tool Export Report.

1. Click on Chapter 7.

2. Under Criteria choose Year, Month, CMP 7.4, and a Center.

3. Click the Import box.

4. You will get a green checkmark.

5. Click the Process box. You will get a green checkmark.

6. Click the blue 7.4 next to the green checkmark.

7. Save file as a PDF (Do not include background Data Tab).

**STEP 3. Account Maintainer** - Update Control Certification approval cover sheet for CMP Activity 7.4.

A. In the NSSC CMP Tool, click on Chapter 7

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- B. Under Criteria, choose Year, Month, CMP 7.4, and select correct center.

Criteria

Year: 2018 Month: MAY CMP: 7.4 Center: NASA Headquarters

Reports

Files	Import	Process	CMP	File Date	Title
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7.4	6/1/2018 10:53:31 AM	Validate recording of custodial liabilities and liabilities for non-entity assets

- C. Verify there are three green checkmarks. If there are not, notify AR Designee.
- D. Click the blue 7.4 next to the green checkmarks.
- E. Save the file as Excel on N drive (N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\CMPs\Center\FY20YY\P – Month 20YY).
- F. In the Preparer's section put a check mark beside No Exceptions or Exceptions statement.

**Note:** All exceptions should be listed on the Cover sheet, even if to the exceptions continue to a second page. All variances should be noted in detail in the "Description of Exceptions" area at the bottom of the page. The exception type should be provided for any exception according to the CMP manual standards (e.g., exception type 2 - yellow and 3 – red). All exceptions should then be summarized / totaled at the end.

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- G. Update any other necessary information, including description of necessary exceptions and exception type.
- H. Total all exceptions on coversheet.
- I. Once completed, select CMP Fix Form on the CMP Macros. Select the correct CMP, Month, Center, Year (Calendar Year), Preparer, and Approver.

CMP AUTOPOPULATION AND FORMATTING

CMP	7.4
Month	November
Center	HQ
Year	2016
Preparer	Jennifer A. Myers
Approver	Leslie L. Anderson

OK

- J. Click OK to save a PDF copy on N: Drive at N:\Reports\CMPs Paperless\2 AR CMP Electronic Signature Folder\1 FY## AR INDIVIDUAL CMPs\P##\CENTER NAME AND BA. File name format for each CMP should be: # Center's Name\_CMP#\_Original. Example: 10 JSC\_CMP7.4\_Original.pdf
- K. SP preparer will attach report into Agency Tool (see Agency CMP Tool Process) and route for approval (see Route CMP for Approval Process).

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## CMP CONTROL ACTIVITY 7.5

### CMP 7.5 - Validate postings to Treasury custodial accounts

Purpose of reconciliation: Review Transactions in G/L accounts 2980.0000 and 2985.0000 and validate to source documents to ensure that the transactions have been properly recorded in the appropriate fund symbol.

#### STEP 1. Account Maintainer – Quarterly. Run SAP Report.

A. Log into Agency CMP Tool.

B. Select Center and Current Month.

Select a Reporting Period:  Select a center:  Center: NSSC HQ / March 2019  
✔ Center Approved

Executive Dashboard

Exception Summary

Attachments

Approval Document

Approval

Send Notification

Add Comments

Activity Log

Name	CMP Status	Preparer Si...	Approver Si...	Center Revi...
Chapter 2: Fund Balance with Treasury/Cash Outlays/Suspense and Investments	<span style="color: orange;">■</span>			
Chapter 3: Accounts Receivable/Advances from Others/Revenues	<span style="color: green;">■</span>			
Chapter 4: Prepaid Advances/Intra/Intergovernmental Transactions	<span style="color: green;">■</span>			
Chapter 6: Accounts Payable and Expenses	<span style="color: red;">■</span>			
Chapter 7: Other Liabilities	<span style="color: green;">■</span>			
Chapter 12: Review for Blank and Mismatched Accounting Dimensions	<span style="color: green;">■</span>			

#### C. Select Chapter 7.

Chapter 7: Other Liabilities	<span style="color: green;">■</span>			
Control Activity 7.4: Validate recording of custodial liabilities and liabilities for n...	<span style="color: green;">■</span>	<span style="color: green;">✔</span>	<span style="color: green;">✔</span>	<span style="color: green;">✔</span>
Control Activity 7.5: Validate postings to Treasury custodial accounts	<span style="color: green;">■</span>	<span style="color: green;">✔</span>	<span style="color: green;">✔</span>	<span style="color: green;">✔</span>
Control Activity 7.12: Validate unfunded leave	<span style="color: green;">■</span>	<span style="color: green;">✔</span>	<span style="color: green;">✔</span>	<span style="color: green;">✔</span>
Control Activity 7.17: Validate funded leave	<span style="color: green;">■</span>	<span style="color: green;">✔</span>	<span style="color: green;">✔</span>	<span style="color: green;">✔</span>

#### D. Select Control Activity 7.5.

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Control Activity 7.5: Validate postings to Treasury custodial accounts

Select a data run: 04/01/2019 08:37 AM CDT All My Runs NSSC HQ / March 2019

Activity Status: Green - No Exceptions

Designated Output

Selection field	Value		
Company Code	NASA		=
Fiscal Year	2019		=
Posting period	001	006	[]
Posting Date	/ /		
Document Date	/ /		
Funds Center	10*		#
Business Area	10		=
Account Number	2980.0000		=
	2985.0000		=

Approvals/Signatures

Preparer

Approver

Center Reviewer

Control Activity Certification PD

View Full Activity Report

Execute Control Activity

Attachments

Activity Log

Add Comments

Send Notification

Audit Report

Description of exceptions

Add Remove View

It...	Am...	Type	Explanation	Resolution	Resolution...	CRQ Re...	Person...	Note...
-------	-------	------	-------------	------------	---------------	-----------	-----------	---------

E. Click on View Full Activity Report.

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View Full Activity Report

-----													
Selection field	Value												
-----													
Company Code	NASA												
Fiscal Year	2019												
Posting period	001	006											
Posting Date	/ /												
Document Date	/ /												
Funds Center	10*												
Business Area	10												
Account Number	2980.0000												
	2985.0000												
Layout	/CMP7.05												
-----													
Sort criteria Ascnd Desnd Subtotal													
-----													
Fund	X												
-----													
Data statistics	Number of												
-----													
Records passed		131											
Calculated total records		4											
-----													

04/01/2019Federal Transaction Register2

-----													
Federal Transaction Register													
-----													
Ref. Doc	Proc.Doc	Year	CoCd	Period	Fstng Date	Doc. Date	DocumentNo	Fund	Funds Ctr	Cmnt Item	Account	Debit	Credit/Crcy
-----													
*							NON1099				4,203.54	4,275.17	USD
0100073998-1	2019 NASA	1	10/16/2018 10/16/2018 100073998	NON1099 10-HQOP	LIAB	2985.0000				34.00	USD		
0100074004-1	2019 NASA	1	10/16/2018 10/16/2018 100074004	NON1099 10-HQOP	LIAB	2985.0000				34.00	USD		
0100074012-1	2019 NASA	1	10/16/2018 10/16/2018 100074012	NON1099 10-HQOP	LIAB	2985.0000				34.00	USD		
0100109784-1	2019 NASA	2	11/16/2018 11/16/2018 100109784	NON1099 10-HQOP	LIAB	2985.0000				4.42	USD		
0100109786-1	2019 NASA	2	11/16/2018 11/16/2018 100109786	NON1099 10-HQOP	LIAB	2985.0000				12.05	USD		
0100109788-1	2019 NASA	2	11/16/2018 11/16/2018 100109788	NON1099 10-HQOP	LIAB	2985.0000				0.08	USD		
0100109792-1	2019 NASA	2	11/16/2018 11/16/2018 100109792	NON1099 10-HQOP	LIAB	2985.0000				0.25	USD		
0100109798-1	2019 NASA	2	11/16/2018 11/16/2018 100109798	NON1099 10-HQOP	LIAB	2985.0000				7.51	USD		
0100109790-1	2019 NASA	2	11/16/2018 11/16/2018 100109790	NON1099 10-HQOP	LIAB	2985.0000				0.74	USD		
0100109796-1	2019 NASA	2	11/16/2018 11/16/2018 100109796	NON1099 10-HQOP	LIAB	2985.0000				7.02	USD		
0100109794-1	2019 NASA	2	11/16/2018 11/16/2018 100109794	NON1099 10-HQOP	LIAB	2985.0000				3.38	USD		
0100109800-1	2019 NASA	2	11/16/2018 11/16/2018 100109800	NON1099 10-HQOP	LIAB	2985.0000				2.65	USD		
0100109804-1	2019 NASA	2	11/16/2018 11/16/2018 100109804	NON1099 10-HQOP	LIAB	2985.0000				34.00	USD		
0100109802-1	2019 NASA	2	11/16/2018 11/16/2018 100109802	NON1099 10-HQOP	LIAB	2985.0000				2.25	USD		
0100109806-1	2019 NASA	2	11/16/2018 11/16/2018 100109806	NON1099 10-HQOP	LIAB	2985.0000				34.00	USD		
0100155374-1	2019 NASA	3	12/17/2018 11/17/2018 100155374	NON1099 10-HQOP	LIAB	2985.0000				57.61	USD		
0100155382-1	2019 NASA	3	12/17/2018 11/17/2018 100155382	NON1099 10-HQOP	LIAB	2985.0000				27.71	USD		
0100155376-1	2019 NASA	3	12/17/2018 11/17/2018 100155376	NON1099 10-HQOP	LIAB	2985.0000				28.80	USD		
0100155378-1	2019 NASA	3	12/17/2018 11/17/2018 100155378	NON1099 10-HQOP	LIAB	2985.0000				57.61	USD		
0100155380-1	2019 NASA	3	12/17/2018 11/17/2018 100155380	NON1099 10-HQOP	LIAB	2985.0000				27.71	USD		
0100155384-1	2019 NASA	3	12/17/2018 11/17/2018 100155384	NON1099 10-HQOP	LIAB	2985.0000				27.71	USD		
0100155386-1	2019 NASA	3	12/17/2018 11/17/2018 100155386	NON1099 10-HQOP	LIAB	2985.0000				82.87	USD		
0100155388-1	2019 NASA	3	12/17/2018 11/17/2018 100155388	NON1099 10-HQOP	LIAB	2985.0000				86.41	USD		
0100155396-1	2019 NASA	3	12/17/2018 11/17/2018 100155396	NON1099 10-HQOP	LIAB	2985.0000				28.85	USD		
0100155390-1	2019 NASA	3	12/17/2018 11/17/2018 100155390	NON1099 10-HQOP	LIAB	2985.0000				28.80	USD		
0100155392-1	2019 NASA	3	12/17/2018 11/17/2018 100155392	NON1099 10-HQOP	LIAB	2985.0000				28.98	USD		
0100155398-1	2019 NASA	3	12/17/2018 11/17/2018 100155398	NON1099 10-HQOP	LIAB	2985.0000				28.85	USD		
0100155394-1	2019 NASA	3	12/17/2018 11/17/2018 100155394	NON1099 10-HQOP	LIAB	2985.0000				9.62	USD		
0100155400-1	2019 NASA	3	12/17/2018 11/17/2018 100155400	NON1099 10-HQOP	LIAB	2985.0000				57.70	USD		
0100155404-1	2019 NASA	3	12/17/2018 11/17/2018 100155404	NON1099 10-HQOP	LIAB	2985.0000				34.00	USD		
0100155402-1	2019 NASA	3	12/17/2018 11/17/2018 100155402	NON1099 10-HQOP	LIAB	2985.0000				27.63	USD		

F. Verify that the custodial accounts (2980.0000 and 2985.0000) have valid treasury related transactions in the proper funds (NONXXXX).

G. Any discrepancies should be investigated, researched, and resolved.

H. Any exceptions will be listed in the Descriptions of Exceptions field.

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1. Click on Add.

2. Enter the following for each exception.

- a) Item number.
- b) Exception amount
- c) Exception type (The exception type should be provided for any exception according to the CMP manual standards (e.g., green, yellow, red)).
- d) Description/Explanation (what caused the exception)
- e) Resolution (what will correct the exception)
- f) Resolution Date (when the exception will be corrected)
- g) CRQ Reference (if applicable)
- h) Person Responsible (Center, Customer, or NSSC)
- i) Click Save.

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**Exception Detail Entry**

Item: 0

Exception Amount: 0

Exception Type: [dropdown]

Description/Explanation:

Resolution:

Resolution Date:

CRQ Reference:

Person Responsible:

Noted Item ☐

Save Close

- I. Once exceptions (if any) have been entered, select Activity Status.

Gray

Gray

Green

Red

Yellow

White

- J. Select cog icon on Preparer to sign activity.

Approvals/Signatures

Preparer [cog icon]

- K. Add comments and click Save to complete.



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Preparer For CMP Control Act...

Prepare CMP Activity

☒ Preparer Complete

Comments

Ready for review

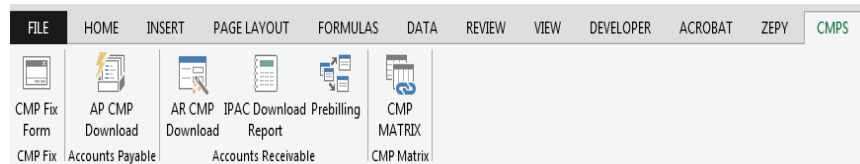
Save Close

- L. Route for approval (see Route CMP for Approval Process).

## STEP 2. AR L2 Designee – Quarterly. Run SAP Report

- A. This report is executed with a Macro in Microsoft Excel. *This is to be used only if the report is not available in the Agency CMP tool.*

1. Go to CMPS Macro thread and click on AR CMP Download.



AR CMPs

AR CMP

7.5

Month

November

Fiscal Year


2017

OK

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2. Select 7.5.
  3. Select Reporting Month.
  4. Select Fiscal Year.
  5. Click Ok.
  6. The Macro will run the report for all centers and will save them on the N drive N:\FM Division\Accounts Payable\_Accounts Receivable\CMP\Month Year\CMP 7.5.
  7. After the report has been executed and the files saved, the macro will then copy the files and paste them into the CMP Auto process folder on the N drive N:\FM Division\CS\AutoCMP\PROD\AR.
  8. When macro has completed the process, the files have been imported into the CMP tool.
  9. Export File in the NSSC CMP Tool.
    - a) Click on Chapter 7.
    - b) Under Criteria Choose Year, Month, CMP 7.5 and select a center from the drop-down boxes.
    - c) Click on the Import box to get a green checkmark.
    - d) Click on the Process box to get another green checkmark.
  10. An email is sent to AR L2 employees notifying them the report is available in the NSSC CMP tool.
  11. Proceed to Step 3.
- B. CMP 7.5 Raw Data Run the Transaction Register Report in SAP (FMFG\_E\_TRANS\_REG). *This is the manual process to be used only if macro is unavailable.*
1. Login to SAP.

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- a) Type FMFG\_E\_TRANS\_REG in the SAP Easy access box.
- b) Click the execute icon.
- c) Enter the posting periods from 1 to the current period in the proper text field.
- d) Under the Specific Options Tab, enter the appropriate number for the center in the Business Area Field.
- e) Under the Specific Options tab, on the Account Number field, click the Multiple selections icon .
- f) On separate lines, enter the account numbers 2980.0000 and 2985.0000.
- g) Click the execute button on that screen to include the accounts, then click the execute button on the Transaction register screen to run the report.
- h) Click the Change Layout Icon and add G/L Account Short text and Text fields to the Displayed Columns by double clicking on them.
- i) Click the green check mark to add the selected columns.
- j) Verify that the custodial accounts (2980.0000 and (2985.0000) have valid treasury related transactions in the proper funds (NON1099, NON1435, and NON3220).
- k) Investigate and correct any discrepancies.
- l) Save report as local file to N: drive as a .txt format.

#### C. CMP 7.5 Automation Tool Import Report.

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1. Click Input.
2. Under the CMP drop down box select CMP 7.5.
3. Under the Report drop down box select TRANSREG.
4. Under the Year drop down box select Calendar Year.
5. Under the Month drop down box select Report Month.
6. Under the Center drop down box select All Centers.
7. Click Submit.

#### D. CMP 7.5 Automation Tool Export Report.

1. Click on Chapter 7.
2. Under Criteria choose Year, Month, CMP 7.5, and a Center.
3. Click the Import box. You will get a green checkmark.
4. Click the Process box. You will get a green checkmark.
5. Click the blue 7.5 next to the green checkmarks.
6. Save file as a PDF.

### STEP 3. **Account Maintainer** - Update Control Certification approval cover sheet for CMP Activity 7.5.

- A. In the NSSC CMP Tool, click on chapter 7.
- B. Under Criteria, choose Year, Month, CMP 7.5, and select correct center.

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Criteria

Year: 2018 Month: MAR CMP: 7.5 Center: NASA Headquarters

Reports

Files	Import	Process	CMP	File Date	Title
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7.5	5/25/2018 10:32:56 AM	Validate postings to Treasury custodial accounts

- C. Verify there are three green checkmarks. If there are not, notify AR L2 Designee.
- D. Click the blue 7.5 next to the green checkmarks.
- E. Save file as Excel on N drive (N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\CMPs\Center\FY20YY\P - Month 20YY).
- F. In the Preparer's section put check mark beside No Exceptions or Exceptions statement.

**Note:** All exceptions should be listed on the Cover sheet, even if to the exceptions continue to a second page. All variances should be noted in detail in the "Description of Exceptions" area at the bottom of the page. The exception type should be provided for any exception according to the CMP manual standards (e.g., exception type 2 - yellow and 3 – red). All exceptions should then be summarized / totaled at the end.

- G. Update any other necessary information, including description of necessary exceptions and exception type.
- H. Total all exceptions on coversheet.

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- I. Once completed, select CMP Fix Form on the CMP Macros. Select the correct CMP, Month, Center, Year (Calendar Year), Preparer, and Approver.

CMP AUTOPOPULATION AND FORMATTING

CMP	7.5
Month	November
Center	HQ
Year	2016
Preparer	Jennifer A. Myers
Approver	Leslie L. Anderson

OK

- J. Click OK to save a PDF copy on N: Drive at N:\ Reports\CMPs Paperless\2 AR CMP Electronic Signature Folder\1 FY## AR INDIVIDUAL CMPs\ P##\CENTER NAME AND BA. File name format for each CMP should be: # Center's Name\_CMP#\_Original Example: 11 JSC\_CMP7.5\_ Original.pdf
- K. SP preparer will attach report into Agency Tool (see Agency CMP Tool Process) and route for approval (see Route CMP for Approval Process).

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## CMP CONTROL ACTIVITY 7.12

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### CMP 7.12 - Validate Unfunded Leave

Purpose of reconciliation: Review Source Entry Transactions in G/L account 2220.9996 and validate to source documents to ensure that unfunded leave accruals are supportable.

**STEP 1. Account Maintainer** – Monthly – Process Unfunded Leave Source Entries.

1. Park and post Source Entries for Unfunded Leave (see NSSDG-9200-0011 Unfunded and Funded Leave Source Entry Process, Process 5 – Unfunded Leave Accrual Processing)
2. After each Source Entry has been posted, execute GR55 report to validate posting.
3. Insert Account group ZAFC and execute.
4. Enter the following fields:
  - a) Fiscal year
  - b) Company Code (NASA)
  - c) Period (as of the current month)
  - d) Account Number value: 2220.9996
  - e) Business Area value: 10
5. Execute Report
6. Obtain the Ending Balance for SSMX fund (Appropriation) and the OIG Fund (Appropriation).
7. Save a copy on the N drive: N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\Debt

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Management\Funded\_Unfunded Leave\FYXXXX\Center\PP-  
Current Month.

**STEP 2. Account Maintainer** – Quarterly – Combine Source Entry  
Files into one Report

- A. Copy all Agency and OIG Source Entry back up files and final GR55 screen shot for the entire Quarter.
- B. Paste all files in N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\CMPs\HQ\FYXXXX\P-Current Month\7.12.
- C. Combine files chronologically.
- D. Create cover sheet and add to file.
- E. Save completed file N:\Reports\CMPs Paperless\2 AR CMP Electronic Signature Folder\1 FY XXXX AR INDIVIDUAL CMPs\P Current Month\HQ\_NSSC 10\12 HQ CMP 7.12.
- F. SP preparer will attach report into Agency Tool (see Agency CMP Tool Process) and route for approval (see Route CMP for Approval Process).



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## CMP CONTROL ACTIVITY 7.17

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### CMP 7.17 - Validate Unfunded Leave

Purpose of reconciliation: Review Source Entry Transactions in G/L account 2210.0000 and validate to source documents to ensure that funded leave accruals are supportable.

**STEP 1. Account Maintainer** – Monthly – Process Funded Leave Source Entries.

- A. Park and post Source Entries for Funded Leave (see NSSDG-9200-0011 Unfunded and Funded Leave Source Entry Process, Processes 1 - 3 – GSFC SEWP Funded Leave Process, HQ SEWP Funded Leave Process and Headquarters Funded Leave Process)
- B. After each Source Entry has been posted, execute GR55 report to validate posting.
  1. Insert Account group ZAFC and execute.
  2. Enter the following fields:
    - a) Fiscal year
    - b) Company Code (NASA)
    - c) Period (as of the current month)
    - d) Account Number value: 2210.0000
    - e) Business Area value: 10 or 51
  3. Execute Report
  4. Take a snip of the report results.
  5. Save a copy on the N drive: N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts

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Receivable\Debt Management\Funded\_Unfunded  
Leave\FYXXXX\Center\PP-Current Month.

**STEP 2. Account Maintainer** – Quarterly – Combine Source Entry Files into one Report

- A. Copy all Source Entry back up files and final GR55 screen shot for the entire Quarter.
- B. Paste all files in N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\CMPs\HQ\FYXXXX\P-Current Month\7.17.
- C. Combine files chronologically.
- D. Create cover sheet and add to file.
- E. Save completed file N:\Reports\CMPs Paperless\2 AR CMP Electronic Signature Folder\1 FY XXXX AR INDIVIDUAL CMPs\P Current Month\Center BA\13 Center CMP 7.17.
- F. SP preparer will attach report into Agency Tool (see Agency CMP Tool Process) and route for approval (see Route CMP for Approval Process).

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## SUBMITTING CMP REPORTS IN AGENCY TOOL

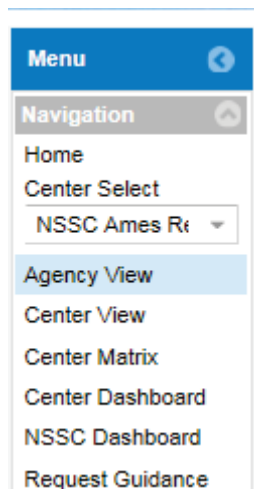
**Submit CMP reports in agency tool.**

**Purpose:** **AR SP** to submit CMP reports in agency tool.

**STEP 1. AR SP** – Monthly – Submit Reports to Agency CMP Tool

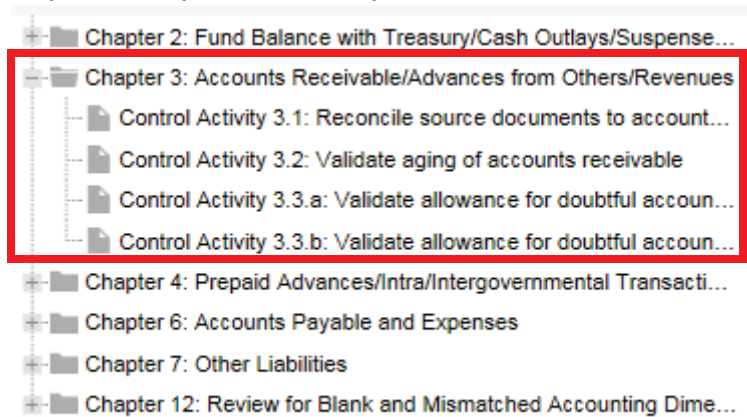
- A. SP preparer will log into Agency CMP Tool via <https://cmp.nasa.gov/>.
- B. SP preparer will select Center for processing.

**Note:** Each Center will begin with NSSC for CMP reports completed by NSSC.

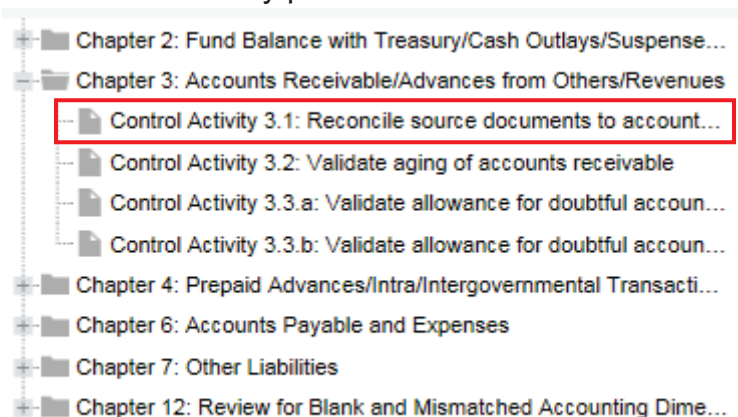


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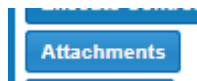
C. Expand chapter for CMP processed.



D. Select CMP activity processed.



E. Select Attachment to attach CMP activity.



F. Select Browse to select file for processing.



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G. Select file from N:\Reports\CMPs Paperless\2 AR CMP Electronic Signature Folder\1 FY 20XX AR INDIVIDUAL CMPs\X Current Month 20XX\Center BA\CMP Activity

H. Select Attach to add attachment to CMP tool

I. Select Activity Status

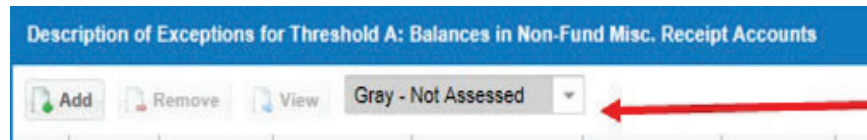
**Note:** For CMP activities completed quarterly, select “White” on the months the activity is not completed.

J. For CMP activities with multiple thresholds (CMP 2d.4 and 3.3), an activity status will need to be updated for each threshold.

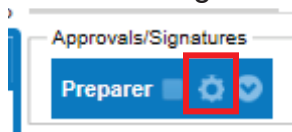
a) Click on each tab.

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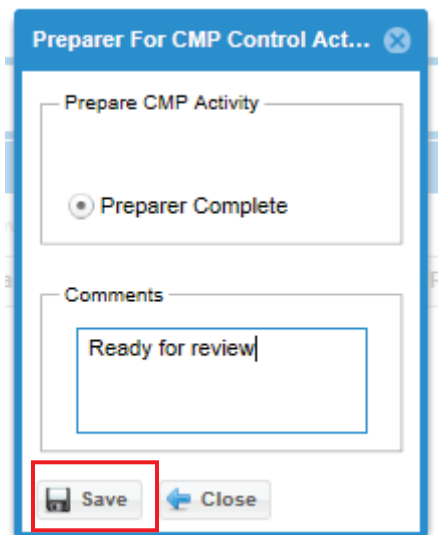
b) Select the correct Status for that Threshold.



K. Select the cog icon on Preparer to sign activity.



L. Add comments and click Save to complete.



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## ROUTING CMP FOR APPROVAL

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### Route CMP reports for review and correction.

**Purpose:** AR SP to route CMP reports for review and correction prior to submission to CS.

#### **STEP 1. AR SP – Monthly – Route CMP for review.**

- A. AR Payment Processor (PP) will create a ServiceNow (SN) case/task per center once all respective reports have been completed.
- B. The SN task will be routed to center backup for review and correction.
- C. Once center backup has completed review, the SN task will be routed to AR AM to complete reports and route for review.
- D. Once reports have been completed, the SN task will be routed to center backup for review and correction.
- E. When review is completed, the SN task will be routed to AR Supervisor for review.
- F. The AR Supervisor will review and enter “Reviewed” in the “Add Comments” box in the CMP Agency Tool.
- G. Once AR Supervisor has completed review, the SN task will be routed to AR CS for review.

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## CS CMP CONTROL ACTIVITY REVIEW

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### Review CMP Control Activity Documentation and Prepare Packages for Further Approval

**Purpose:** CS receive CMP documentation from AR SP for final review, and forward to appropriate person for final review, approval, and signature.

#### **STEP 1. AR CS – Monthly (Control Activity) – Review CMP Activity – Control Activity**

- A. Receive notification via SNOW Task from SP and review CMP documentation using Agency Tool for each CMP Activity completed.
  1. Review all documentation for each CMP activity for accuracy and completeness. See Appendix M for reporting ServiceNow Quality Errors that are found in the review process.
  2. Navigate to Agency CMP Tool website - <https://cmp.nasa.gov>.
  3. In left windowpane under “Center Select”, use drop-down menu to select assigned center to be reviewed.
  4. Ensure reporting period and center is correct.
  5. Click on CMP Chapter and select Control Activity being reviewed.
  6. Ensure “Preparer Signature” has a green checkmark.
  7. Click on “Attachments” on the right pane to review attachments
  8. Ensure correct CMP is attached by verifying center and month.
  9. Validate noted variances are accurate and documentation completely supports all variances.
  10. Validate that all calculations on documentation are accurate.



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11. Ensure all documentation has been reviewed and approved by SP Supervisor by selecting “Activity Log” in the right pane.
12. Ensure review of the Activity status for each threshold, if applicable (i.e., CMP 2d.4a, 2d.4b, and 2d.4c).
13. Ensure exceptions are completed in the Description of Exceptions portion of the Agency Tool – right pane “Control Activity Certification PDF”.
14. Coordinate with AR SP for any needed corrections, additional documentation, explanations, etc.
15. For each completed CMP activity, select “Add comments” located in right pane.
16. Enter “Reviewed” and select “Save/Submit”.
17. Once all assigned centers’ CMPs are reviewed by AR CS, submit CMP SNOW Task to CS AR Lead for review.

**Note:** Reference N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\AR Forms and Templates\CMP Templates L3 for Accounts Receivable Reviewer Checklist.

## **STEP 2. CS AR LEAD ACCOUNTANT - Monthly (Control Activity) – Receive CMP Control Activity Documentation for Approval and Signature**

A. Final review, approval, and signature of CMP Control Activities.

1. Receive SNOW notification from AR CS that Center CMP package is ready for final review and approval.
  - a) Log into the Agency CMP Tool and select the Center and Control Activity to be reviewed.

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- b) Ensure AR CS Review and the SP Supervisor Review is noted in the Activity Log.
- c) Click on “Attachments” to view reports for Control Activities where the NSSC Tool is used to generate the report. Click on “View Full Activity Report” to see report for Control Activities where the Agency CMP Tool is used to generate the report. Review each report for completeness and accuracy and to determine whether there are exceptions.
- d) Validate noted exceptions, exception types or other variances.
- e) Validate calculations are accurate.
- f) If there are questions, the CMP package is returned to AR CS Accountant to get explanation or correction from preparer.
- g) If there are no questions, AR Lead clicks the Approval button in the Approvals/Signature section on right side of screen.
- h) Complete the “NSSC Chief, FMD Review of Accounts Receivable CMPs” spreadsheet to notate CMP’s with exceptions. The Chief FSB is notified to sign spreadsheet.
- i) Chief, FSB reviews exceptions, discusses with AR Lead as necessary, and signs.
- j) FSB Chief notifies AR Lead that exception review is complete via email.

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- k) AR Lead or designee updates Case/Task previously sent to AR by FBWT and notates completion of all CMP's and Exception sheet. The task is sent back to FBWT L2.
- l) AR Lead sends SNOW tasks for the Center CMP Review to AR L2 to indicate CMP approval is complete.

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## PROCESS – RECAPTURE AUDIT PROCESS

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The Recapture Audit is a review of vendor accounts and SAP invoice documentation to determine if erroneous payments (e.g., duplicate payments, payments to wrong vendor, etc.) were made to a vendor. The Recapture Auditors perform this audit by completing two primary activities:

- 1) Contact certain NASA vendors and request they review their accounts to determine if they have been erroneously paid (e.g., overpaid via duplicate payment).
- 2) Identify a sample of invoices from SAP, request the NSSC to provide invoice documentation and review the documentation to identify erroneous payments. The sample is sent to the NSSC via the NASA Audit Tracking System (NATS) and NSSC IC forwards this request to NSSC AP. NSSC AP pulls the appropriate audit documentation and NSSC IC sends back to the auditors via NATS.

**Note:** If NSSC AP discovers an erroneous (e.g., duplicate) payment, a bill of collection will not be generated at this time. For purposes of the Recapture Audit only, an erroneous payment discovered during the process outlined in item #2 above is not considered a valid item for collection until it is approved by the Center CFO.

Once both the information from the NASA vendors and the requested AP invoice documentation is reviewed, the Recapture Auditors and QAD compile a package documenting the possible overage. The package is then forwarded to the Center CFO for concurrence or non-concurrence. The Center forwards the signed package to OCFO QAD POC. The QAD POC attaches the NSSC Recapture coversheet (below) to those packages that were approved for collection by the Center CFO and forwards to the NSSC IC POCs.

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NSSC IC receives a collection package via NATS from OCFO QAD. NSSC IC documents the collection package in the “Tracking of Recapture credits” spreadsheet located at N:\Financial Accounting Branch\Audit\Recovery Audit\Tracking of Recapture Credits.

Company	Center	Amount	Date Received	Sent to	NSR	Resolved Date	Comments
National Instruments	GRC	\$1,547.51	2/22/2013	Lisa Herring	435465	IDR Form created on 3/12/13	
Global Science & Tech	GFSC	\$285.23	3/14/2013	Nikki Tubbs	440141	IDR Form created on 3/21/13	
Dassault Systems Simulia	GFSC	\$9,888.00	3/14/2013	Nikki Tubbs	440118	IDR Form created on 3/21/13	
Measurement Specialties Inc	GRC	\$527.97	4/1/2013	Lisa Herring	NA	Sent back to Jill on 4/02/13 because it is a purchase card credit as opposed to a BOC	
3D Systems Inc	LaRC	\$57.80 & \$60.00	5/2/2013	Lisa Herring			
PCB Piezotronics Inc	GRC	\$2,020.00	5/6/2013	Lisa Herring			INC 1025605 and INC 992512 submitted for this collection package

NSSC IC creates a ServiceNow (SNOW) case (hereafter referred to as “case”) that includes the collection package, marks it as high priority and forwards to NSSC AR L3 for processing.

The following actions are taken:

- A. NSSC AR L3 reviews the package, forwards a SNOW task (hereafter referred to as “task”) to NSSC AP L3, requests the package be reviewed and an IDR form be completed (if required).
- B. AP L3 reviews the package and forwards to AP L2 for analysis.
- C. AP L2 analyzes the erroneous payment and determines whether a Bill of Collection (BOC) is required (i.e., the vendor may have sent in a correction via a subsequent invoice, therefore it would not require a bill because it has already been “collected”).
  1. If a bill is required, an Invoice Data Requirements (IDR) form should be created and attached to the task. The IDR should include **“FOR RECAPTURE AUDIT”** in the “Explanation of Debt” section and should include the appropriate indicator for Recapture

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## Audit.

AR Invoice Data Requirements Form		
Please establish a bill with the following requirements:		
Name:		SN Case - BOC Request #
Center:		SN Case - Collection Recel
Address:		SN Case - Rescind # (if appl)
Contract / PO Number:		Customer #
Date of Cash Disbursement:		AR BILL
Original SAP Document:		AP CREDIT MEM
Reference Number (DRM):		AP CLEARING #
SAP Account #:		AR CREDIT MEM
EIM/TIN:		
TOTAL AMOUNT:		
Reason for Debt		
PLEASE PUT AN "X" IN		
APPROPRIATE BOX		
Recoup Funds due to Erroneous		
Vendor Payment		
CR MEMO Cannot be Consumed		
by Debit Invoice		
AP Closed Contract		
Vendor Refund due to Returned		
Items		
Vendor Refund due to		
Overbilling of Goods/Services		
P-Card Refund due to Erroneous		
Use of P-card		
Failed IDOC (Open Funds)		
AP Closed Grant		
Employee Training Refund		
Explanation of Debt		
Internal Info		
Refund to the Appropriation Bill Requires All Data Listed Below		
GL Account:		
TAS (if Federal Customer):		
Cost Center:		
Internal Order:		
VBS:		
Fund:		
Fund Center:		
Submitted by:		
Date:		

2. If a bill is not required (i.e., a credit was issued by vendor on subsequent invoice), AP L2 will update the notes of the task by documenting the subsequent invoice where the correction was made and attach a copy of it to the task.
  3. NSSC AP L2 sends to NSSC AP L3.
- D. NSSC AP L3 reviews and sends the task to NSSC AR L2.
- E. NSSC AR L2 receives the task and performs the following:
1. If a bill is required - creates a Bill of Collection in SAP and sends the bill to the vendor/customer. Updates the AR Improper Payments Audit.xls spreadsheet with new receivable.
  2. If a bill is not required because the amount has already been credited through the AP invoice process, the AR Improper Payment Audit.xls spreadsheet is updated with the credited invoice information.
- F. NSSC AR L2 forwards the task to AR L3 for validation of the spreadsheet.
- G. NSSC AR L3 forwards the task to NSSC IC.
- H. NSSC IC updates the IC "Tracking of Recapture credits" spreadsheet and resolves the task and closes the case.

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### Monthly Recapture Tracking Actions:

NSSC AR L2 updates the Improper Payments Audit.xls spreadsheet monthly to reflect those bills and/or collections processed each month related to the Recapture Audit. If there were no changes during that month, a file for that month is still created. The following process is followed and tracked via a ServiceNow case:

- A. AR L2 updates the spreadsheet, creates a case, marks it High Priority and forwards it to AR L3 for review.
- B. AR L3 validates the spreadsheet and forwards the task to AP L3.
- C. AP L3 reviews the spreadsheet and forwards to AP L2 for analysis.
- D. AP L2 analyzes the spreadsheet and determines whether a collection has been received via invoice credit.
  1. If collection **has** been received via invoice credit, AP L2 makes a note in the log indicating which bills received a credit, attaches backup documentation to the task and forwards to AP L3 for validation.
    - a) AP L3 sends the task to AR L2 for spreadsheet update.
    - b) Once update is complete, the spreadsheet is attached to the task and forwarded to AR L3.
  2. If **no** collection has been received via invoice credit, AP L2 updates the task noting that there are no credits and returns to AP L3.
- E. AP L3 reviews the results and forwards to AR L3.
- F. AR L3 validates and forwards task to NSSC IC.
- G. IC reviews spreadsheet, ensures clarity, forwards to OCFO QAD and resolves the task and closes the case.

**Note:** Rescissions of Bills of Collection related to recapture audit will only originate from the QAD POC. Notification of these rescissions will route from NSSC FBWT/IC to NSSC AR L3.

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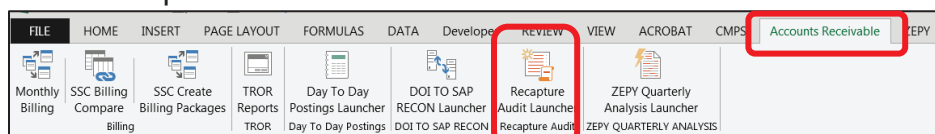
## **RECAPTURE AUDIT DATA COLLECTION SPREADSHEET**

This spreadsheet is to assist OCFO QAD and the centers to identify overpayments and collections on overpayments made to vendors / employees. This spreadsheet will be provided to all centers annually. OCFO QAD will initiate this process annually through NSSC Internal Controls by requesting the NSSC pull the data for the previous fiscal year. NSSC AR will need to meet with OCFO QAD to discuss any data changes that may impact the macro code.

### **STEP 1 - Macro Instructions**

A. Open SAP in bReady.

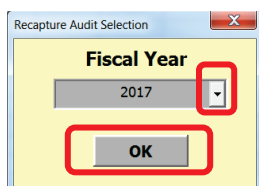
B. Open Microsoft Excel.



C. Go to “Accounts Receivable” tab and select “Recapture Audit Launcher” from ribbon.

**Note:** To download “Accounts Receivable” tab with the “Recapture Audit Launcher,” go to the path below and select “AR-Billing.xlam”:

N:\FM Division\Accounts Payable\_Accounts Receivable\Macros



**Note:** The macro will default to the current fiscal year, however, you can select the fiscal year desired from the drop-down box.

D. Click the “OK” button.

1. The following files are saved to the path below:

N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\Audits\Non-Recapture Activities

a) FBL5N\_FY20##.xlsx

b) LOCI\_FY20##.xlsx

c) TRANS\_REG\_FY20##.xls



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d) FY20## Recapture Audit Data Collection Sheet.xlsx

- This is the final spreadsheet that is provided to the centers.

## STEP 2 - Manual Instructions (to be completed if STEP 1 is unavailable)

### Run Federal Transaction Register (SAP T-Code: FMFG\_E\_TRANS\_REG)

**Federal Transaction Register**

4 active

**General**

Company Code	NASA	to		
Fiscal Year	2017	to		
Posting period	1	to	12	
Posting Date		to		
Document Date		to		
Ref. document number		to		
Entry Date		to		
Time of Entry	00:00:00	to	00:00:00	
User name	GS*			

**Specific Options**

Funds application		to		
Fund		to		
Funds Center		to		
Funded Program		to		
Functional Area		to		
Business Area	10	to	76	
Profit Center		to		
Account Number	1310.0000	to	1310.3000	

**Option**

☒ Show by Original Document  
☒ Fill Text Descriptions  
☐ Use Secondary Derivation

**Reporting**

Layout

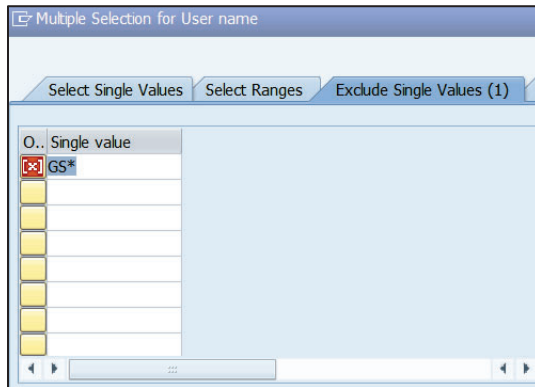
#### A. Federal Transaction Register (SAP T-Code: FMFG\_E\_TRANS\_REG)

##### Criteria

1. Company Code = NASA
2. Fiscal Year = Current Fiscal Year
3. Posting Period = 1 to 12

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#### 4. User Name = Exclude “GS\*”



5. Business Area = 10 to 76

6. Account Number = 1310.0000 to 1310.3000

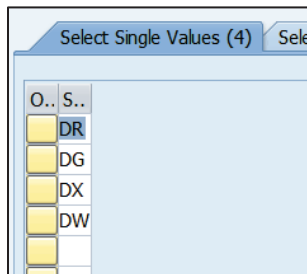
7. Option

- Select “Show by Original Document” radio button.
- Select “Fill text Descriptions” radio button.

8. Select “Dynamic Selections”  icon at top of page.

9. Trading Partner = NONFED

10. Document Type = DR, DG, DX and DW



11. Customer: Exclude Budget & Accounting Division (BAD)

Customers listed below:

- 1784, 1785, 1816, 1817, 1818, 1819, 1820, 1821, 1822, 1823, 3578, 3586, 3587, 3589, 3590, 3591, 3592, 3594, 3618, 3619, 4881, 4931, 5102, 5103, 5104, 5105, 5116, 5117, 5297, 5553, 5851, 5852, 5853, 5854, and 5855

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Select Single Values   Select Ranges   Exclude Single Values (21)

O.. Single value

1784
1785
1816
1817
1818
1819
1820
1821

Dynamic selections

Actual line item table for US Federal Government.

Trading Partner	NONFED	to		
Document Type	DR	to		
User name	GS*	to		
Customer	1784	to		

Apply Selected Items Delete Selected Objects Single Values Only Hide Field Selection

12. Save



13. Run



14. Select the “Change Layout” icon.

Change Layout

Displayed Columns   Sort Order   Filter   View   Display

<p>Displayed Columns</p> <p>Column Name</p> <p>Reference Document</p> <p>Fiscal Year</p> <p>Company Code</p> <p>Posting period</p> <p>Posting Date</p> <p>Document Date</p> <p>Document Number</p> <p>Fund</p> <p>Funds Center</p> <p>Commitment Item</p> <p>Account Number</p> <p>Debit Amount</p>	<p>Column Set</p> <p>Column Name</p> <p>Customer</p> <p>Debit/Credit Ind.</p> <p>Defense Indicator</p> <p>Definite/Indef Ind</p> <p>Department partner</p> <p>Document Number</p> <p>Document Type</p> <p>Document Type</p> <p>Ending Period of Availability</p> <p>Ending Period of Availability (TP)</p> <p>Entity indicator</p> <p>Entry Date</p>
---	--

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15. Add the following from the “Column Set” to the “Displayed Columns” layout using the arrow button circled above:

- a) Customer
- b) Fund center name
- c) Text
- d) Document Type
- e) Trading Partner

16. Move items in “Displayed Columns” so that they appear in the following order:

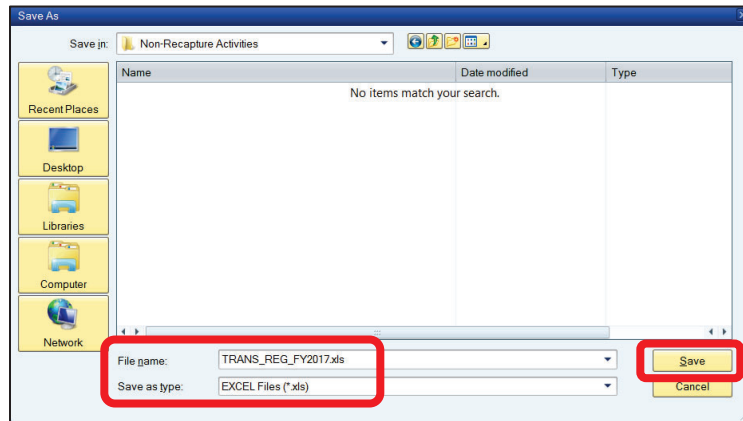
- a) Fund Center
- b) Fund center name
- c) Reference Document
- d) Fiscal Year
- e) Posting period
- f) Posting Date
- g) Document Date
- h) Document Number
- i) Document Type
- j) Fund
- k) Commitment Item
- l) Account Number
- m) Debit Amount
- n) Credit Amount
- o) Currency
- p) Customer
- q) Text
- r) Document Type
- s) Trading Partner



17. Select “check” button.

18. To Export: List > Export > Local File > Text with Tabs

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19. Save as “TRANS\_REG\_FY20##.xls” at the following path:
- N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\Audits\Non-Capture Activities

### List of Customer Line Items (SAP T-Code: F.21)

Data Sources			
<b>Customer selection</b>			
Customer account	0	to	999999
Company code	NASA	to	
<b>Selection using search help</b>			
Search help ID			
Search string			
<b>Line Item Selection</b>			
<b>Status</b>			
<input type="radio"/> Open Items			
Open at Key Date	04/18/2017		
<input type="radio"/> Cleared Items			
Clearing Date		to	
Open at Key Date			
<input checked="" type="radio"/> All Items			
Posting Date	10/01/2016	to	9/30/2017
<b>Type</b>			
<input checked="" type="checkbox"/> Standard documents			
<input type="checkbox"/> Parked documents			
<input type="checkbox"/> Noted items			
<b>Further Selections</b>			
Master record recon. account		to	
Line item reconciliation acct		to	
Accts recble pledging ind.		to	
Offsetting acct determination			

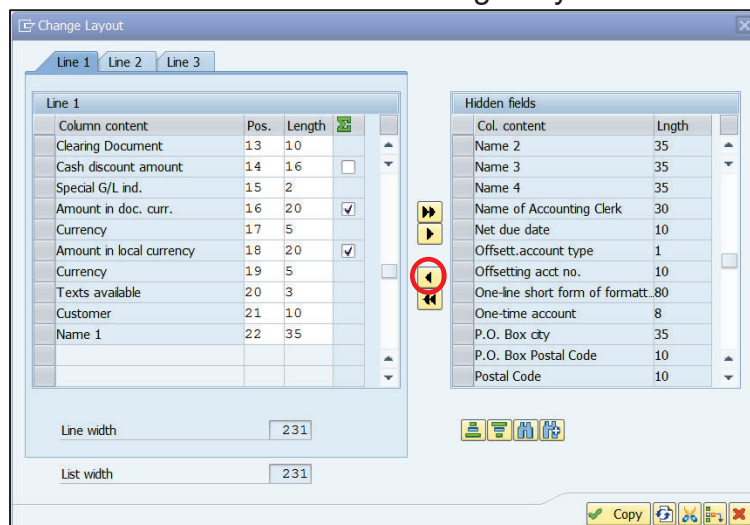
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B. List of Customer Line Items (SAP T-Code: F.21) Criteria

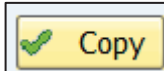
1. Customer Account = 0 to 999999
2. Company Code = NASA
3. All items Posting Date = Range of entire Current Fiscal Year  
(e.g., 10/01/2016 to 09/30/2017)
4. Type
  - a) Select “Standard documents” option.

5. Run 

6. Select the “Change Layout”  icon.



7. Add the following from “Hidden Fields” to the “Line 1” layout using the arrow button circled above:
  - a) Customer
  - b) Name 1

8. Select “Copy” button. 

9. To Export: List > Export > Spreadsheet > Excel (In Existing XXL Format) > Table > Microsoft Excel

10. Save as “LOCI\_FY20##.xlsx” at the following path:

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- a) N:\FM Division\Accounts Payable\_Accounts  
Receivable\Accounts Receivable\Audits\Non-Recapture  
Activities

### Customer Line Item Display (SAP T-Code: FBL5N)

**Customer Line Item Display**

Data Sources

**Customer selection**

Customer account: [ ] 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: 04/18/2017

☐ Cleared items

Clearing date: [ ] to [ ]

Open at key date: [ ]

☒ All items

Posting date: 10/01/2016 to 9/30/2017

**Type**

☒ Normal items

☒ Special G/L transactions

☐ Noted items

☐ Parked items

☐ Vendor items


**List Output**

Layout: [ ]

Maximum number of items: [ ]

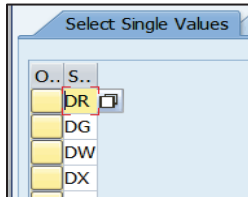
#### C. Customer Line Item Display (SAP T-Code: FBL5N) Criteria

1. Company Code = NASA
2. All items Posting Date = Range of entire Current Fiscal Year (e.g., 10/01/2016 to 09/30/2017)
3. Type
  - a) Select "Normal items"
  - b) Select "Special G/L transactions"

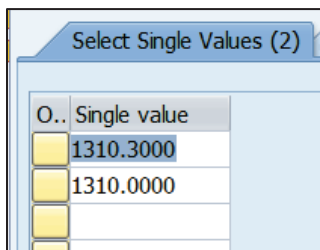
4. Select "Dynamic Selections"  Icon at top of page.

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5. Document type = DR, DG, DW and DX



6. GL Account = 1310.3000 & 1310.0000



7. Run



8. To Export: List > Export > Spreadsheet > Excel (In Existing XXL Format) > Table > Microsoft Excel

9. Save as “FBL5N\_FY20##.xlsx” at the following path:

- a) N:\FM Division\Accounts Payable\_Accounts  
Receivable\Accounts Receivable\Audits\Non-Recapture  
Activities

D. Formatting the Federal Transaction Register

1. Open “TRANS\_REG\_FY20##.xls” and save as “FY20##  
Recapture Audit Data Collection Sheet.xlsx” at the following  
path:
  - a) N:\FM Division\Accounts Payable\_Accounts  
Receivable\Accounts Receivable\Audits\Non-Recapture  
Activities
2. Name the first tab “TRANS\_REG\_FY20##”
3. Create a 2<sup>nd</sup> tab and name it “Doc\_Type\_Combined\_Data”.
4. Create a 3<sup>rd</sup> tab and name it “Customer Data”.
5. Create a 4<sup>th</sup> tab and name it “FBL5N Text”.



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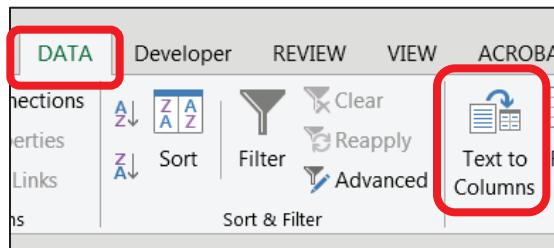
On “Customer Data” tab

6. Go into “LOCI\_FY20##.xlsx” and copy columns “M” (Customer) and “N” (Name 1) and paste into “Customer Data” tab on “FY2017 Recapture Audit Data Collection Sheet.xlsx”.
7. Column Headers
  - a) A1 = “Customer Number”
  - b) B1 = “Customer Name”

On “FBL5N-Text” tab

8. Go into “FBL5N\_FY20##.xlsx” and copy data from columns “C” (DocumentNo) and “H” (Text) and paste into “FBL5N Text” tab on “FY2017 Recapture Audit Data Collection Sheet.xlsx”.
9. Column Headers
  - a) A1 = “DocumentNo”
  - b) B1 = “Text”

10. Select Column A.



11. Go to Data on Excel Ribbon.
12. Select “Text to Columns”.

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Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.  
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ Delimited - Characters such as commas or tabs separate each field.  
☐ Fixed width - Fields are aligned in columns with spaces between each field.

Preview of selected data:

1	DocumentNo
2	1800001094
3	1800005000
4	1800005073
5	1800005075
6	1800005332

Buttons: Cancel, < Back, **Next >**, Finish

13. Select "Next".

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☒ Tab  
☐ Semicolon  
☐ Comma  
☐ Space  
☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier: "

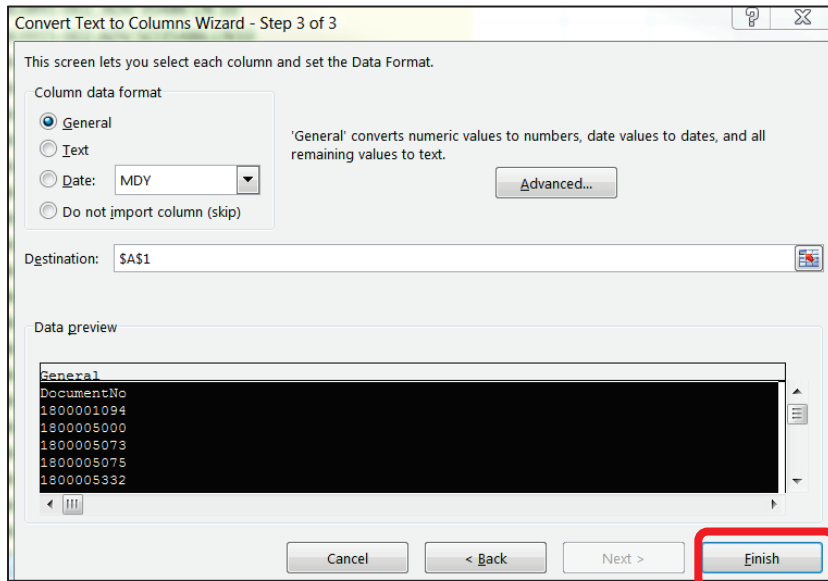
Data preview

DocumentNo
1800001094
1800005000
1800005073
1800005075
1800005332

Buttons: Cancel, < Back, **Next >**, Finish

14. Make sure "Tab" is selected as the Delimiter and select "Next".

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15. Select "Finish". On "TRANS\_REG\_FY2017" tab

16. Delete blank column C.

17. Delete "Crcy" column P.

18. Delete blank row 7.

19. Column Headers (and color to highlight each header cell)

**Note:** You will have to manually enter all yellow and orange cell header names.

- A6 = Center (Yellow)
- B6 = Funds Ctr (Blue)
- C6 = FC name (Blue)
- D6 = Ref.Doc (Blue)
- E6 = Year (Blue)
- F6 = Period (Blue)
- G6 = Posting Date (Blue)
- H6 = Doc.Date (Blue)
- I6 = Document No (Blue)
- J6 = D (Blue)
- K6 = Fund (Blue)
- L6 = Commt Item (Blue)
- M6 = Account (Blue)
- N6 = Debit (Blue)
- O6 = Credit (Blue)
- P6 = Customer (Blue)
- Q6 = Text (Blue)

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- r) R6 = Doc Type (Blue)
- s) S6 = Trading Partner (Blue)
- t) T6 = Category Override (Dropdown) (Orange)
- u) U6 = Category (Yellow)
- v) V6 = Debit/Credit (Yellow)
- w) W6 = Customer # (Trim) (Yellow)
- x) X6 = Customer Name (Lookup) (Yellow)
- y) Y6 = Include? (Dropdown) (Orange)
- z) Z6 = Contract Type (Dropdown) (Orange)
- aa) AA6 = Comments (Orange)



20. Add “Filter” on all column header rows (row 6).

21. Enter Worksheet Header Information below:

- a) B1 = Date Federal Transaction Register was run (today)
- b) C3 = “Federal Transaction Register – Accelerated”
- c) C4 = “Dynamic Selection (Document Types – DG, DR, DW & DX)”
- d) G2 = Blank (Blue Fill)
- e) G3 = Blank (Yellow Fill)
- f) G4 = Blank (Orange Fill)
- g) H2 = “From SAP”
- h) H3 = “Formula”
- i) H5 = “User Input”
- j) M1 = “Note: Filtered to include 1310.0000 & 1310.3000 transactions only”
- k) M2 = “Note: Filtered to include NONFED Trading Partners only”

22. Update text column with correct text information from “FBL5N Text” tab.

- a) Overwrite text in Q7 with the following:  
=VLOOKUP(I7,'FBL5N Text'!A:B,2,FALSE)
- Copy formula down to all cells in column Q.

23. Enter formulas in columns with a yellow-highlighted column header.

- a) A7  
=IF(LEFT(C7,2)<>"HQ",C7,IF(LEFT(K7,3)="I3P","NSSC",IF(LEFT(K7,3)="NSC","NSSC","HQ")))

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- Copy formula down to all cells in column A.

b) U7

=IF(COUNTIFS(T7,"\*")>0,T7,IF(COUNTIFS(Q7,"\*PP\*")>0,"Payroll",IF(COUNTIFS(T7,"\*")>0,T7,IF(COUNTIFS(Q7,"\*SF182\*")>0,"Procurement",IF(COUNTIFS(W7,"3\*")>0,"Payroll",IF(COUNTIFS(Q7,"\*Travel\*")>0,"Travel",IF(COUNTIFS(Q7,"\*TA\*")>0,"Travel",IF(COUNTIFS(Q7,"\*Vendor\*")>0,"Procurement",IF(COUNTIFS(Q7,"\*AP\*")>0,"Procurement",IF(COUNTIFS(Q7,"\*Vendor\*")>0,"Procurement",IF(COUNTIFS(Q7,"\*PC\*")>0,"Procurement",IF(COUNTIFS(Q7,"\*FOIA\*")>0,"Procurement",IF(COUNTIFS(Q7,"\*Contract\*")>0,"Procurement",IF(COUNTIFS(Q7,"\*TA\*")>0,"Travel",))))))))))))))

- Copy formula down to all cells in column U.

c) V7

=IF(N7>0,N7,(-1\*O7))

- Copy formula down to all cells in column V.

d) W7

=TRIM(P7)

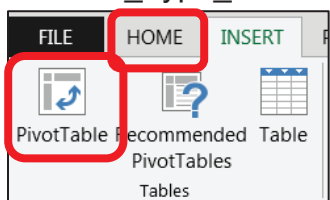
- Copy formula down to all cells in column W.

e) X7

=VLOOKUP(P7,'Customer Data'!A:B,2, FALSE)

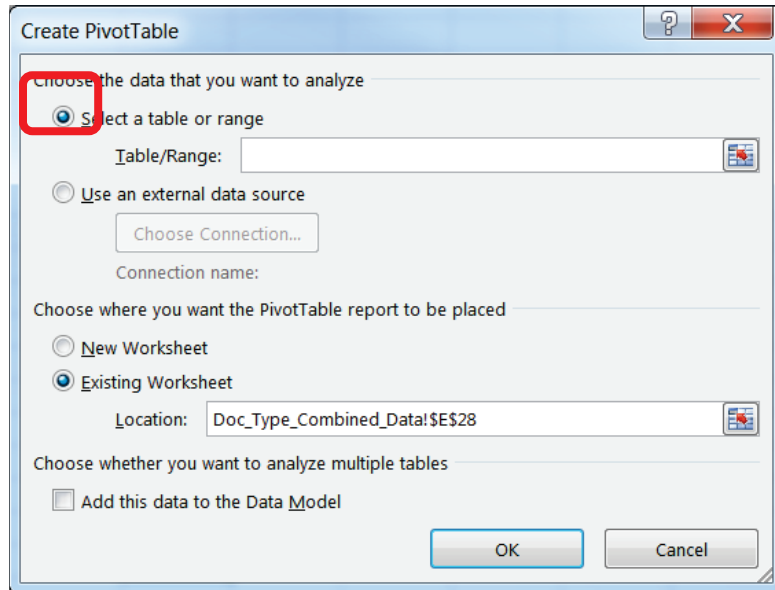
- Copy formula down to all cells in column X.

On "Doc\_Type\_Combined\_Data" tab

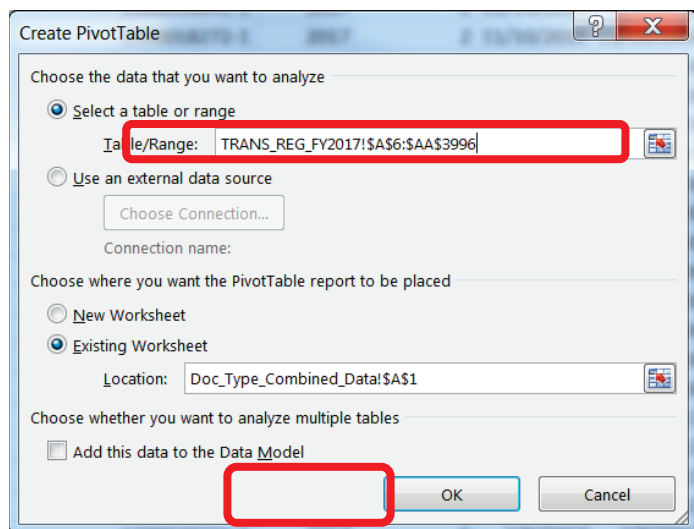


24. Go to "Insert" on the Excel Ribbon and select "PivotTable" icon.

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25. Select “Browse” icon circled above to browse to the “TRANS\_REG\_FY20##” tab and select all data so that it shows as the Table/Range.



26. Click “OK” button.

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**PivotTable Fields**

Choose fields to add to report:

- ☐ Category Override (Dropdo...
- ☒ **Category**
- ☒ **Debit/Credit**
- ☐ Customer # (Trim)
- ☐ Customer Name (Lookup)
- ☒ **Include? (Dropdown)**
- ☒ **Contract Type (Dropdown)**
- ☐ Comments

MORE TABLES...

Drag fields between areas below:

**FILTERS**

Include? (...)

Doc Type

**ROWS**

Center

Categ...

Contra...

**VALUES**

Sum of De...

☐ Defer Layout Upda... **UPDATE**

The above “PivotTable Fields” will show on the right of the spreadsheet.

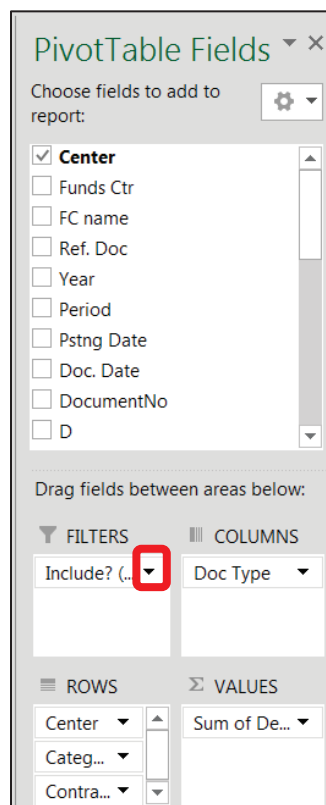
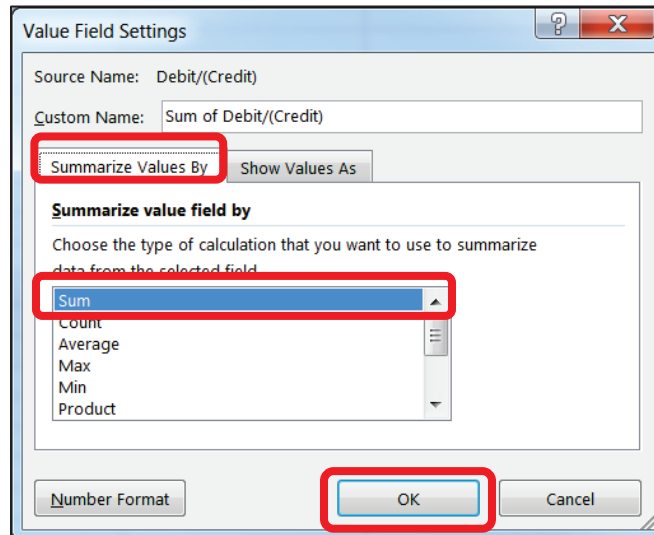
27. Drag “Include?” to “Filters” section.

28. Drag “Center,” “Category,” and “Contract Type” to “Rows” section.

29. Drag “Debit/(Credit)” to “Values” section.

- a) If your “value” default to “Count” instead of “Sum,” click arrow next to “Count of Debit/(Credit)” and select “Sum” on the “Summarize Values By” tab and then the “OK” button (see below).

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30. Choose the arrow next to "Include? (Dropdown)".
31. Select "Field Settings"



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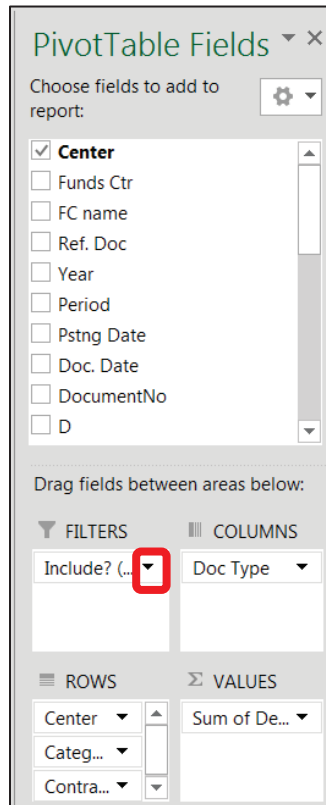
The screenshot shows the 'Field Settings' dialog box with the 'Subtotals & Filters' tab selected. The 'Source Name' is 'Include? (Dropdown)' and the 'Custom Name' is 'Include? (Dropdown)'. In the 'Subtotals' section, the 'None' radio button is selected. Below it, a list of functions (Sum, Count, Average, Max, Min, Product) is visible. In the 'Filter' section, the checkbox 'Include new items in manual filter' is unchecked. The 'OK' and 'Cancel' buttons are at the bottom.

32. Go to “Subtotals & Filter” tab.
33. Select “None”.

The screenshot shows the 'Field Settings' dialog box with the 'Layout & Print' tab selected. The 'Source Name' is 'Include? (Dropdown)' and the 'Custom Name' is 'Include? (Dropdown)'. In the 'Layout' section, the 'Show item labels in tabular form' radio button is selected. Other options like 'Show item labels in outline form' and 'Display labels from the next field in the same column (compact form)' are unselected. In the 'Print' section, the checkbox 'Insert page break after each item' is unchecked. The 'OK' and 'Cancel' buttons are at the bottom.

34. Go to “Layout & Print” tab.
35. Select “Show item labels in tabular form” radio button.
36. Click “OK” button.

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37. Choose the arrow next to “Doc Type”.
38. Select “Field Settings”

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Field Settings

Source Name: Doc Type

Custom Name: Doc Type

**Subtotals & Filters** | Layout & Print

**Subtotals**

☒ Automatic

☐ None

☐ Custom

Select one or more functions:

- Sum
- Count
- Average
- Max
- Min
- Product

**Filter**

☐ Include new items in manual filter

OK Cancel

39. Go to “Subtotals & Filter” tab.

40. Select “Automatic”.

Field Settings

Source Name: Doc Type

Custom Name: Doc Type

Subtotals & Filters | **Layout & Print**

**Layout**

☐ Show item labels in outline form

☐ Display labels from the next field in the same column (compact form)

☒ Display subtotals at the top of each group

☒ Show item labels in tabular form

☐ Repeat item labels

☐ Insert blank line after each item label

☐ Show items with no data

**Print**

☐ Insert page break after each item

OK Cancel

41. Go to “Layout & Print” tab.

42. Select “Show item labels in tabular form” radio button.

43. Click “OK” button.

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**PivotTable Fields** ▾ ×

Choose fields to add to report:

- ☒ **Center**
- ☐ Funds Ctr
- ☐ FC name
- ☐ Ref. Doc
- ☐ Year
- ☐ Period
- ☐ Pstng Date
- ☐ Doc. Date
- ☐ DocumentNo
- ☐ D

Drag fields between areas below:

**FILTERS**   **COLUMNS**

Include? (...) ▾   Doc Type ▾

**ROWS**   **VALUES**

Center ▾   Sum of De... ▾

Categ... ▾

Contra... ▾

44. Choose the arrow next to “Center” from “Rows”.
45. Select “Field Settings”

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Field Settings

Source Name: Center

Custom Name: Center

Subtotals & Filters    Layout & Print

**Subtotals**

☐ Automatic

☒ None

☐ Custom

Select one or more functions:

- Sum
- Count
- Average
- Max
- Min
- Product

**Filter**

☐ Include new items in manual filter

OK    Cancel

46. Go to “Subtotals & Filter” tab.
47. Select “None”.

Field Settings

Source Name: Center

Custom Name: Center

Subtotals & Filters    Layout & Print

**Layout**

☐ Show item labels in outline form

☐ Display labels from the next field in the same column (compact form)

☒ Display subtotals at the top of each group

☒ Show item labels in tabular form

☐ Repeat item labels

☐ Insert blank line after each item label

☐ Show items with no data

**Print**

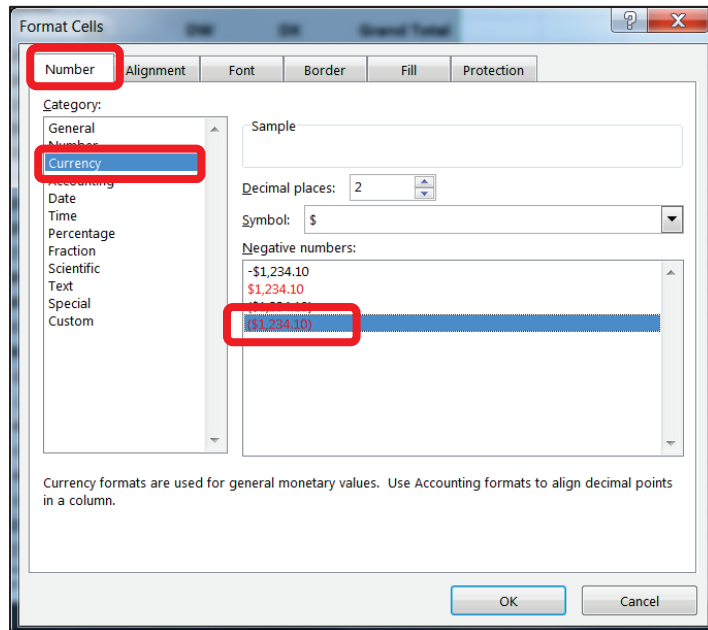
☐ Insert page break after each item

OK    Cancel

48. Go to “Layout & Print” tab.
49. Select “Show item labels in tabular form” radio button.
50. Click “OK” button.
51. Repeat steps above for “Category” and “Contract Type”.

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52. Highlight total rows.

- a) Right click.
- b) Select "Format Cells"
- c) On "Number" tab, select "Currency" from left.
- d) On "Number" tab, select last currency option showing credits in red and in parentheses from box on right.
- e) Click "OK" button.

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Include? (Dropdown) (All)								
Sum of Debit/Credit		Column Labels						
Center	Category	Contract Type (Dropdown)	DG	DR	DW	DX	Grand Total	
AFRC		(blank)	(\$24.00)	\$2,543.30		(\$2,172.21)	\$347.09	
	Payroll	(blank)	(\$9,758.13)	\$12,394.09			\$2,635.96	
	Procurement	(blank)	(\$5,544.00)	(\$84,063.81)	(\$118.15)		(\$89,725.96)	
	Travel	(blank)	(\$3,147.03)	\$1,204.63			(\$1,942.40)	
ARC		(blank)	(\$40,000.00)	\$756,105.60	(\$6,048.24)		\$710,057.36	
	Payroll	(blank)	(\$11,089.31)	\$6,475.36	(\$12,111.35)	(\$1,070.30)	(\$17,795.60)	
	Procurement	(blank)		\$220,721.03	(\$2,689.97)		\$218,031.06	
	Travel	(blank)	(\$4,255.11)	\$5,046.62	(\$1,412.74)		(\$621.23)	
GRC		(blank)	\$197.53	\$4,255.35	\$825.54	(\$2,179.39)	\$3,099.03	
	Payroll	(blank)	(\$8,977.48)	\$10,528.53	(\$9,225.14)		(\$7,674.09)	
	Procurement	(blank)		\$52,624.58	(\$51,760.43)		\$864.15	
	Travel	(blank)	(\$10,960.54)	\$10,550.50	(\$898.85)		(\$1,308.89)	
GSFC		(blank)	(\$438.33)	(\$2,289.84)	\$670,296.93	(\$2,385.14)	\$665,183.62	
	Payroll	(blank)	(\$26,594.87)	\$31,556.22	(\$1,133.61)		\$3,827.74	
	Procurement	(blank)	(\$1,132,141.89)	\$496,092.23	(\$10,807.03)	(\$222.24)	(\$647,078.93)	
	Travel	(blank)	(\$10,401.78)	\$13,972.93	(\$170.17)		\$3,400.98	
HQ		(blank)	(\$617.91)	\$28,136.50	(\$2,982.96)	(\$2,389.27)	\$22,146.36	
	Payroll	(blank)	(\$6,667.38)	\$18,735.66	(\$1,646.29)		\$10,421.99	
	Procurement	(blank)		\$1,334.78			\$1,334.78	
	Travel	(blank)	(\$23,119.35)	\$30,054.53	(\$34.21)		\$6,900.97	
JSC		(blank)	(\$634.53)	\$39,774.43	(\$10,368.65)	(\$2,516.38)	\$26,254.87	

53. Save spreadsheet and close.

### STEP 3. Validate Recapture Spreadsheet

- Ensure the text field data is complete and correct.
- Validate that the filter works.
- Validate that you can highlight an entire row.
- Validate Doc\_Type\_Combined\_Data tab is populating correctly when updates are made in the Trans\_Reg\_FY2018 tab (i.e., Include Y/N field).

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## PROCESS – ZEPY DEBT QUARTERLY ANALYSIS PROCESS

The purpose of this instruction is to outline the steps for Quarterly Analysis of Aging ZEPY (Employee debt). This instruction will assist in analyzing and monitoring Center Employee debt to determine if DOI is appropriately collecting debts on active employees.

### STEP 1. AR Account Maintainer/Payment Processor - Run SAP Aging Report

- A. Login to SAP.
- B. Open Excel.
- C. Use the ZEPY Quarterly Analysis Launcher Macro Tab
  1. Choose the Center from the Dropdown Menu.
  2. Choose the Quarter from the Dropdown Menu.
  3. Choose the Fiscal Year from the Dropdown Menu.
  4. Click "OK".

- D. Once the Marco has finished running the report, name the file and save to N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\Debt Management\ZEPY Quarterly Analysis\FY20XX\Quarter X.

**Note:** If macro is unavailable, run the SAP report manually using the process in Steps D through I below.

- E. Run report manually using Transaction code ZCF\_ARAGING



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for each Center.

- ★ VF11 - Cancel Billing Document
- ★ SQ01 - SAP Query: Maintain queries
- ★ GR55 - Execute Report Group
- ★ ZFI\_INTRAGOV - Intra-gov Trading Partner Rpt
- ★ ME33K - Display Contract
- ★ ME23N - Display Purchase Order
- ★ ZCF\_ARAGING - AR AGING
- ★ ZFI\_AGING1310 - AR 1310 Account Aging

#### SAP Menu

F. Input the following information:

1. "Account Group/Range" – ZEPY.
2. "Business Area" – applicable Center (e.g., 24).
3. "Through Accounting Period" - XX (e.g., 05).
4. "Fiscal year" – YYYY (e.g., 2015).

<b>Accounts Receivable Aging by Periods</b>			
			
Data Selection			
Account Group/Range	ZEPY	to	
Business Area(s)	24	to	
Customer Number		to	
Document Number		to	
G/L Account/Range			
Through Accounting Period	7		
Fiscal Year	2018		
<input type="checkbox"/> View for TROR			

G. Click Execute (clock with the green check) to process report.



H. Once the report is issued, on toolbar click List.

I. Hover over Export; select Spreadsheet; Click continue (green check) through filter information; select Table and click continue then continue again through Microsoft excel.

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1. Name the file and save to N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\Debt Management\ZEPY Quarterly Analysis\FY20XX\Quarter X.
- J. Once you have run and saved the aging reports for your Centers, log out of SAP.

**STEP 2. AR Account Maintainer/Payment Processor - Format the ZEPY Report (it is helpful to refer to the previous quarter's report)**

- A. Hide the following columns:
  1. Column E (Custmr Typ).
  2. Column F (Reim).
  3. Column I (Refrd Debt).
  4. Columns P through W (Days and Years Delinquent).
- B. Add a new column after Column Y (Debt ID).
  1. Name this new column (Column Z) Review Comments.
- C. Format to show one employee debt by grouping the debts together.
  1. If an employee has more than one debt, select all of the rows under the first debt entry row (e.g., If rows 2 thru 10 list Jon Doe's debts, click Row's 3 thru 10 to select all rows but the first debt entry).
  2. Once all rows (except the first debt entry row) has been highlighted, select the Data tab.
    - a) Click the Group button.
    - b) This will add a subtraction button on the left-hand side of the spreadsheet.
    - c) Click the subtraction button to hide the other debt entries.
- D. Add columns for AR L2 Supervisor Review and AR L3 Review
  1. Merge columns for each customer

**STEP 3. AR Account Maintainer/Payment Processor - Research in Federal Personnel/Payroll System (FPPS) for debts to establish whether employee is still in an active status**

- A. Log into FPPS (<https://webfpps.ibc.doi.gov/FPPS-xhtml.html>).
- B. Click Acknowledge.
- C. Click FPPS Production.
- D. Access the Pay Detail (PDVW) screen.
  1. Type PDVW in the FPPS field.

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a. Click “Go”.

Or

2. Hover over the “Employee & Position Views” tab

a. Select Pay Detail (PDVW) screen. Click “Ok”.

E. Once that screen appears, click the radio button next to Last Name.

F. In the Last Name field, enter the employee’s Last Name.

**Note:** If unable to locate employee by name (due to name change, etc.), locate the employee’s SSN in the SAP customer file and enter the SSN in FPPS rather than the employee’s Last Name.

G. In the Processing Pay Period field, enter the most recent pay period (e.g., for Pay Period 20 in FY 2016 the entry would be 1620).

H. Check the box next to “Time and Attendance”.

I. Click Ok.

J. In the Name/SSN Search pop-up box, input the following:

1. Department =NN.
2. Bureau = the applicable Business Area (e.g., 64 for Stennis).
3. Click “Ok”.

K. A list of employees with that last name from that Center will appear.

1. Select the radio button next to the correct name.
2. Click “Ok”.

L. Once you have the correct employee, look at their current Pay Calculate Detail to see if they were paid.

1. View the Pay Code to determine what the employee time is coded to (e.g., 010 equals Regular Time and 020 equals Annual Leave)
2. To see what a Pay Code represents, enter TBLS in the FPPS Command field (located in the upper right of the screen).

a) Click “Go”.

b) In the Start List From: field, type Pay Code.

i. Click “Ok”.

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c) In the box next to Pay Code, type X.

i. Click “Ok”.

d) In the “Start List From”: Code field enter the unknown code (e.g., 050).

i. Click “Ok”.

e) View the description of that code to determine the code on the timesheet (e.g., 050 has a Holiday-Not Worked description).

f) Go back to the PDVW command as necessary.

3. To get out of the Pay Detail screen, click “Cancel”.

M. To see if any deductions were taken from an employee’s pay, select the Pay Calculate Detail box under the PDVW command.

1. Click the “Ok” button to scroll through the screens.

2. Under Current “Deductions/Wages/Government Additives, look for Pay Codes 61B or 61C (annotates debt recovery deductions).

**Note:** The FBL5N screen can also be used to determine if collections have occurred within the last few pay periods. Remember that SAP might not have the most recent pay period information for that customer and FPPS has the most current, up-to-date information.

N. To see the employee’s “official” work status, access the “Track SF52/SF50 (TRAC)” screen.

1. Type TRAC in the FPPS field.

a) Click “Go”.

Or

b) Hover over the “Employee & Position Views” tab

i. Select “Track SF52/SF50 (TRAC)”.

2. Under Track List Types – SF52 Types: check the box next to “Separated”.

3. Click the radio button next to “SSN”.

a) Enter the SSN for the applicable employee.

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- b) If the employee's SSN was last entered under the PDVW or TRAC commands, it can be recalled.
  - c) At the bottom of the page, click the "RSSN" tab (SSN Previous Command) or "PLST" tab (Last 10 SSN's).
4. A list of HR actions (SF50/52) processed for that employee will appear.

**Note:** In FPPS, actions are listed from most recent to oldest.

5. Review actions to determine whether the employee is active, separated, in an LWOP status, and/or Returned to duty (RTD).
- a) The effective date (start date) of the actions are listed next to the action.
    - i. To see any estimated not-to-exceed dates (LWOP completion date), view the action.
  - b) To view any information/notes on this action, type V in the field next to that action.
    - i. Click "Ok"
  - c) In the pop-up box, check the box next to Select All Screens.
    - i. Click "Ok"
  - d) Continue to click the "Ok" button to view any necessary information (e.g., not-to-exceed date of the action).

**Note:** Notate any helpful information on spreadsheet under the Comments column.

**Note:** Student Trainee's with a career or career-conditional appointment, participating in the Student Career Experience Programs (5 CFR 213.3202(b)) can elect by law to continue health benefit

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enrollment during periods of leave without pay status.

✓) 5. I elect to have payroll deductions after my return to work or upon pay becoming sufficient to cover the premium. Payroll Operations will deduct, in addition to the current pay period's premium, an amount equal to one pay period's health benefit premium. This payroll deduction will continue until the debt is recovered in full. I further agree that if I do not return to work or that the debt cannot be recovered in full, the debt will be recovered from whatever other source is available for recovery of a debt owed to the United States.

**STEP 4. AR Account Maintainer/Payment Processor - ZEPY Customer review/Analysis of Data.**

The goal of this analysis is to monitor collection of debt from current NASA employees and to ensure that for those employees who have separated that the debt has been transferred from DOI to NASA, removed as a ZEPY customer and established as a ZCOM customer in SAP. This analysis is due by COB of the last business day of the month following quarter end.

- A. Gather, analyze, and notate all information collected for each employee.
- B. Inquire on the status of the debts via e-mail to the Department of Interior (DOI) as necessary
  1. Interior Business Center (IBC), Debt Management Branch
- C. Below are some examples of Employee status (There may be additional statuses not shown below):
  1. Active Employee – COOP
  2. Active Employee – LWOP USA
  3. Active Employee – LWOP Other
  4. Active Employee – Waiver Request
  5. Active Employee – Collecting
  6. Separated Employee
  7. Deceased Employee
- D. The following are a few examples where DOI may need to be contacted:
  1. If employees are in an active status but debts are not being collected against.
  2. If employees are no longer with NASA and a transferred debt has not been received after two Pay Periods.

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3. If older debts are not being collected first before more recent debts. Notate any emails sent and received in a new tab within the ZEPY Spreadsheet.

E. Additional Helpful Information Areas

1. SAP transaction code **FBL5N** can be used to review the employee's record of debts.
  - a) Doc Type-DR are debts.
  - b) Doc Type- DG are collections that have been received (the text field will include the pay period of the payment).
2. FPPS DataMart reports
  - a) Located on the shared drive in the Debt Management folder  
N:\FM Division\Accounts Payable Accounts Receivable\Accounts Receivable\Debt Management
    - i. Biweekly DataMart Postings folder which are auto posted biweekly by NSSC AR L2 into SAP.
    - ii. Monthly SAP to DOI Reconciliation Folder which has Center folders with saved DOI reports. These contain the files and reports from DOI related to debts/payments/cancellations, etc.

**STEP 5. AR SP - Account Maintainer/Payment Processor – Route for review.**

- A. Create ServiceNow (SNOW) case/task when analysis is completed with the following fields.
  1. Category- AR
  2. Subcategory- AR
  3. Assignment group- FM-AR L2
  4. Assign case to self
  5. Short description/ work notes- # quarter ZEPY Analysis for BA complete/ ready for review
  6. Save
  7. Assign task to AR supervisor
- B. Route the task to AR L2 Supervisor.
- C. AR L2 Supervisor will review and initial spreadsheet.

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D. AR L2 Supervisor will route task to AR L3 for final review.

**STEP 6. AR CS Accountant – Review the analysis for accuracy and quality.**

A. Review the following items:

1. Review if the comments align with the Employee Status legend.
  - a) Add a CS Note column at the end of the last column.
  - b) Annotate CS concurrence on the CS column.
  - c) Annotate, if necessary, when further research is required.
2. Ensure PII (SSN) column is hidden.
3. Review (if necessary) if DOI has been contacted for debts not transferred or for payments not being collected from Active employee.
  - a) Review the FPPS DataMart reports according to the affected Fiscal Year and Center:  
N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\Debt Management
  - b) Validate collection and annotate in the CS notes if additional research/action is needed.
4. Review SAP to validate collection history coincides with employee status (e.g., active employee should show regular collections).
  - a) Execute FBL5N in SAP for validation.

B. Route Task back to AR L2 once review is complete.

**STEP 7. AR Account Maintainer/Payment Processor – Follow up on any questions from AR CS and save final version of analysis.**



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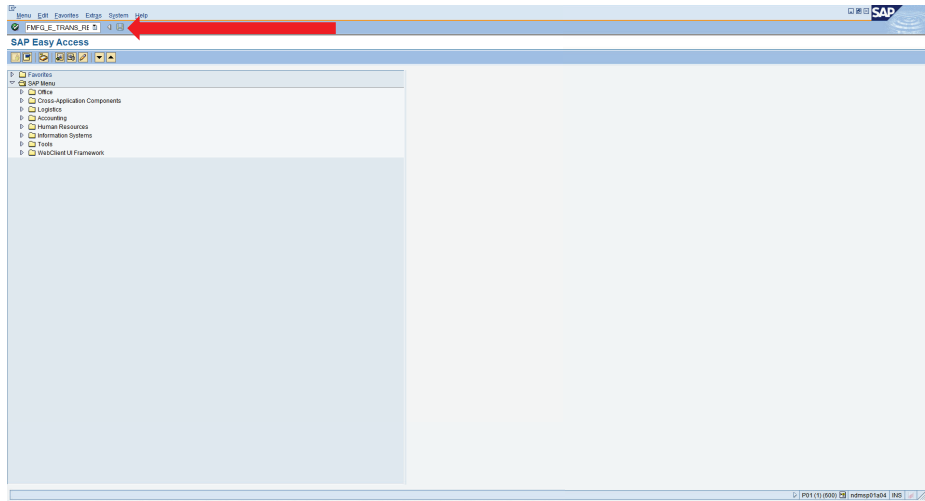
## PROCESS – 1010/5993 MONTHLY ACCOUNT RECONCILIATION

The purpose of this reconciliation is to ensure that cash postings to a NON-fund have the appropriate offset account. The offset account is posted manually via a second part JV posting; therefore, a reconciliation is necessary. This reconciliation is performed by AR CS on billing day each month.

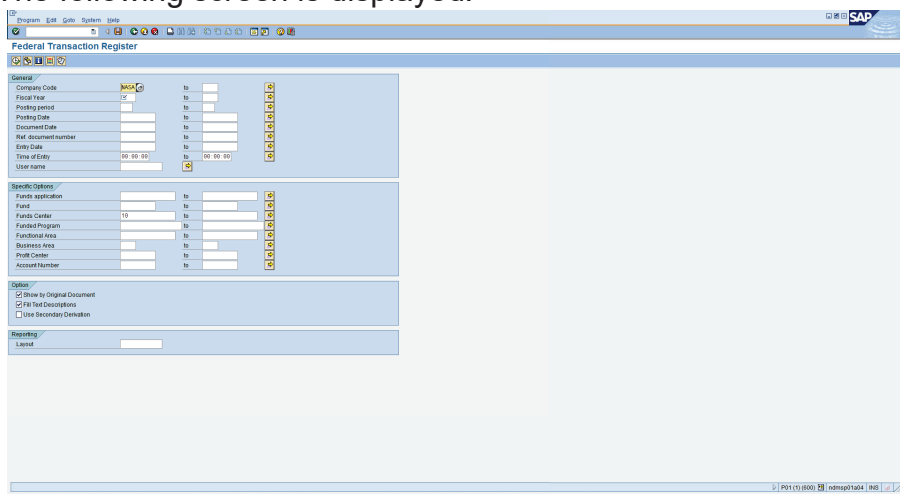
### STEP 1. AR CS - Run and format report

A. Enter transaction code **FMFG\_E\_TRANS\_REG** in the transaction code field.

B. Click **Enter**.



The following screen is displayed:



C. Enter the Fiscal Year.

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The screenshot shows the SAP Federal Transaction Register form. The General tab is active, displaying fields for Company Code (NASA), Fiscal Year (2015), Posting period, Posting Date, Document Date, Ref. document number, Entry Date, Time of Entry, and User name. A red arrow points to the Fiscal Year field. The Specific Options tab is also visible, showing fields for Funds application, Fund, Funds Center (10), Funded Program, Functional Area, Business Area, Profit Center, and Account Number. The Option section includes checkboxes for Show by Original Document, Fill Text Descriptions, and Use Secondary Description. The Reporting section shows a Layout field.

D. Enter the Posting periods 1-current period being analyzed.

E. Delete "10" from the Funds Center block

The screenshot shows the SAP Federal Transaction Register form with changes. In the General tab, the Fiscal Year is now 2016, and the Posting period is 1. A red arrow points to the Posting period field. In the Specific Options tab, the Funds Center is now 10, and the Funded Program is 10. A red arrow points to the Funds Center field. The Option section and Reporting section remain the same.

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F. Select the multiple selection icon on the right hand side of the Fund fields.

The screenshot shows the SAP 'Federal Transaction Register' interface. On the left, there are several input fields organized into sections: 'General' (Company Code, Fiscal Year, Posting period, Posting Date, Document Date, Ref. document number, Entry Date, Time of Entry, User name), 'Specific Options' (Funds application, Fund, Funds Center, Funded Program, Functional Area, Business Area, Profit Center, Account Number), 'Options' (Show by Original Document, Fill Text Descriptions, Use Secondary Derivation), and 'Reporting' (Layout). The 'Fund' field in the 'Specific Options' section is highlighted with a red arrow pointing to the multiple selection icon (a square with a magnifying glass) on its right side.

The following screen will appear:

The screenshot shows the 'Multiple Selection for Fund' dialog box. It has four tabs: 'Select Single Values (2)', 'Select Ranges', 'Exclude Single Values', and 'Exclude Ranges'. The 'Select Single Values (2)' tab is active, displaying a list of values with a search bar and a 'Multiple selection..' button at the bottom. The dialog box also includes a 'Single value' section with a search bar and a 'Multiple selection..' button.

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G. Enter NON3220, NON3200, NON1435 and NON1099.

H. Click the copy icon.

I. Enter applicable Business Area

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J. Click on the arrow (multiple selection) on the right-hand side of the Account Number fields.

The screenshot shows the SAP 'Federal Transaction Register' interface. It includes sections for 'General' (Company Code, Fiscal Year, Posting period, etc.), 'Specific Options' (Funds application, Funds Center, Funded Program, Functional Area, Business Area, Profit Center, Account Number), and 'Option' (Show by Original Document, Fill Test Descriptions, Use Secondary Derivation). A red arrow points to the right-hand side arrow icon of the 'Account Number' field in the 'Specific Options' section.

The following field screen is displayed.

The screenshot shows the 'Multiple Selection for Account Number' dialog box. It has tabs for 'Select Single Values', 'Select Ranges', 'Exclude Single Values', and 'Exclude Ranges'. The 'Select Single Values' tab is active, showing a list of single values with a search bar and navigation controls. The dialog box also includes a status bar at the bottom with icons for various functions.

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K. Click on the Select Ranges Tab.

Multiple Selection for Account Number

Select Single Values | **Select Ranges** | ~~Exclude Single Values~~ | Exclude Ranges

O.. Single value

Multiple selection...

L. Enter the following ranges: 1010.0000-1010.9999 and 5993.0000-5993.9999.

Multiple Selection for Account Number

Select Single Values | **Select Ranges** | Exclude Single Values | Exclude Ranges

O..	Lower limit	Upper limit
	1010.0000	1010.9999
	5993.0000	5993.9999

Multiple selection...

M. Click on the copy icon.

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The following screen will appear:

The screenshot shows the SAP Federal Transaction Register screen. The 'Option' section is highlighted with a red arrow pointing to the 'Show by Original Document' checkbox, which is currently unchecked. The 'Full Text Descriptions' checkbox is checked, and the 'Use Secondary Definition' checkbox is unchecked. The 'Reporting' section shows 'Layout' as 'Standard'.

N. Ensure that the “Show by Original Document” box under Option is unchecked as seen above.

O. Click the execute icon.

The screenshot shows the SAP Federal Transaction Register screen. The 'Option' section is highlighted with a red arrow pointing to the 'Show by Original Document' checkbox, which is currently unchecked. The 'Full Text Descriptions' checkbox is checked, and the 'Use Secondary Definition' checkbox is unchecked. The 'Reporting' section shows 'Layout' as 'Standard'. A red arrow points to the execute icon (a magnifying glass) in the top left corner of the screen.

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The following screen will appear:

Federal Transaction Register - Accelerated

Ref Document	Year	CoCd	Period	Posting Date	Doc Date	DocumentNo	Fund	Funds Ctr	Cmnt Item	Account	Debit	Credit	Croy
0100017395-1	2015	NASA		1	10/06/2014	10/06/2014	100017395	NON3220	72-JSC	NONR	5993.0000	86.42	USD
												86.42	USD
0100017603-1				1	10/07/2014	10/07/2014	100032485	NON3220	72-JSC	NONR	5993.0000	242.50	USD
												242.50	USD
0100032485-1				1	10/07/2014	10/07/2014	100032485	NON3220	72-JSC	NONR	5993.0000	1,852.85	USD
												1,852.85	USD
0100034780-1				1	10/14/2014	10/14/2014	100034780	NON3220	72-JSC	NONR	5993.0000	180.96	USD
												180.96	USD
0100035763-1				1	10/27/2014	10/24/2014	100035763	NON3220	72-JSC	NONR	5993.0000	19.91	USD
												19.91	USD
0100035764-1				1	10/27/2014	10/24/2014	100035764	NON3220	72-JSC	NONR	5993.0000	19.26	USD
												19.26	USD
0100038081-1				1	10/22/2014	10/21/2014	100038081	NON3220	72-JSC	NONR	5993.0000	286.00	USD
												286.00	USD
0100188996-1				2	11/06/2014	11/04/2014	100188996	NON3220	72-JSC	NONR	5993.0000	188.00	USD
												188.00	USD
0100192480-1				2	11/12/2014	11/12/2014	100192480	NON3220	72-JSC	NONR	5993.0000	300.00	USD
												300.00	USD
0100194964-1				2	11/24/2014	11/22/2014	100194964	NON3220	72-JSC	NONR	5993.0000	24.12	USD
												24.12	USD
0100195476-1				2	11/19/2014	11/05/2014	100195476	NON3220	72-JSC	NONR	5993.0000	242.50	USD
												242.50	USD
0100195609-1				2	11/20/2014	11/05/2014	100195609	NON3220	72-JSC	NONR	5993.0000	242.50	USD
												242.50	USD
0100195610-1				2	11/20/2014	11/05/2014	100195610	NON3220	72-JSC	NONR	5993.0000	242.50	USD
												242.50	USD
0100196070-1				2	11/13/2014	11/13/2014	100196070	NON3220	72-JSC	NONR	5993.0000	255.45	USD
												255.45	USD
0100279818-1				3	12/11/2014	12/01/2014	100279818	NON3220	72-JSC	NONR	5993.0000	8,308.61	USD
												8,308.61	USD
0100287025-1				3	12/04/2014	12/02/2014	100287025	NON3220	72-JSC	NONR	5993.0000	313.10	USD
												313.10	USD
0100287334-1				3	12/05/2014	12/04/2014	100287334	NON3220	72-JSC	NONR	5993.0000	263.10	USD
												263.10	USD
0100287653-1				3	12/31/2014	12/08/2014	100287653	NON3220	72-JSC	NONR	5993.0000	242.50	USD
												242.50	USD
0100287658-1				3	12/31/2014	12/23/2014	100287658	NON3220	72-JSC	NONR	5993.0000	75.40	USD
												75.40	USD
0100287664-1				3	12/31/2014	12/12/2014	100287664	NON3220	72-JSC	NONR	5993.0000	6,557.36	USD
												6,557.36	USD
0100299989-1				4	01/13/2015	12/31/2014	100299989	NON3220	72-JSC	NONR	5993.0000	7,451.98	USD
												7,451.98	USD

P. Click the change layout icon.

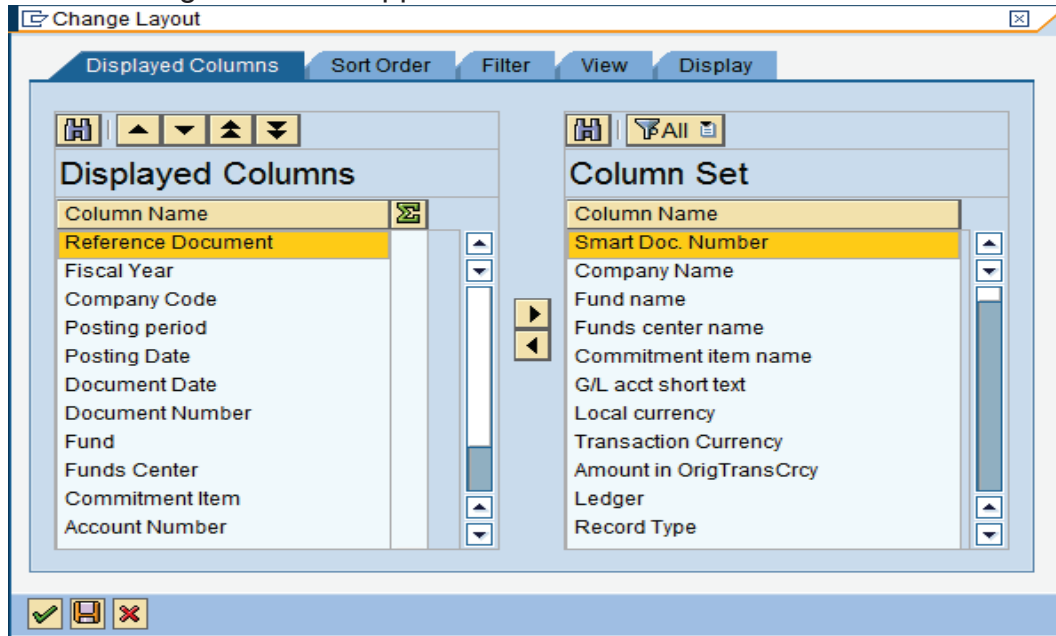
Federal Transaction Register - Accelerated

Ref Document	Year	CoCd	Period	Posting Date	Doc Date	DocumentNo	Fund	Funds Ctr	Cmnt Item	Account	Debit	Credit	Croy
0100017395-1	2015	NASA		1	10/06/2014	10/06/2014	100017395	NON3220	72-JSC	NONR	5993.0000	86.42	USD
												86.42	USD
0100017603-1				1	10/07/2014	10/07/2014	100032485	NON3220	72-JSC	NONR	5993.0000	242.50	USD
												242.50	USD
0100032485-1				1	10/07/2014	10/07/2014	100032485	NON3220	72-JSC	NONR	5993.0000	1,852.85	USD
												1,852.85	USD
0100034780-1				1	10/14/2014	10/14/2014	100034780	NON3220	72-JSC	NONR	5993.0000	180.96	USD
												180.96	USD
0100035763-1				1	10/27/2014	10/24/2014	100035763	NON3220	72-JSC	NONR	5993.0000	19.91	USD
												19.91	USD
0100035764-1				1	10/27/2014	10/24/2014	100035764	NON3220	72-JSC	NONR	5993.0000	19.26	USD
												19.26	USD
0100038081-1				1	10/22/2014	10/21/2014	100038081	NON3220	72-JSC	NONR	5993.0000	286.00	USD
												286.00	USD
0100188996-1				2	11/06/2014	11/04/2014	100188996	NON3220	72-JSC	NONR	5993.0000	188.00	USD
												188.00	USD
0100192480-1				2	11/12/2014	11/12/2014	100192480	NON3220	72-JSC	NONR	5993.0000	300.00	USD
												300.00	USD
0100194964-1				2	11/24/2014	11/22/2014	100194964	NON3220	72-JSC	NONR	5993.0000	24.12	USD
												24.12	USD
0100195476-1				2	11/19/2014	11/05/2014	100195476	NON3220	72-JSC	NONR	5993.0000	242.50	USD
												242.50	USD
0100195609-1				2	11/20/2014	11/05/2014	100195609	NON3220	72-JSC	NONR	5993.0000	242.50	USD
												242.50	USD
0100195610-1				2	11/20/2014	11/05/2014	100195610	NON3220	72-JSC	NONR	5993.0000	242.50	USD
												242.50	USD
0100196070-1				2	11/13/2014	11/13/2014	100196070	NON3220	72-JSC	NONR	5993.0000	255.45	USD
												255.45	USD
0100279818-1				3	12/11/2014	12/01/2014	100279818	NON3220	72-JSC	NONR	5993.0000	8,308.61	USD
												8,308.61	USD
0100287025-1				3	12/04/2014	12/02/2014	100287025	NON3220	72-JSC	NONR	5993.0000	313.10	USD
												313.10	USD
0100287334-1				3	12/05/2014	12/04/2014	100287334	NON3220	72-JSC	NONR	5993.0000	263.10	USD
												263.10	USD
0100287653-1				3	12/31/2014	12/08/2014	100287653	NON3220	72-JSC	NONR	5993.0000	242.50	USD
												242.50	USD
0100287658-1				3	12/31/2014	12/23/2014	100287658	NON3220	72-JSC	NONR	5993.0000	75.40	USD
												75.40	USD
0100287664-1				3	12/31/2014	12/12/2014	100287664	NON3220	72-JSC	NONR	5993.0000	6,557.36	USD
												6,557.36	USD
0100299989-1				4	01/13/2015	12/31/2014	100299989	NON3220	72-JSC	NONR	5993.0000	7,451.98	USD
												7,451.98	USD

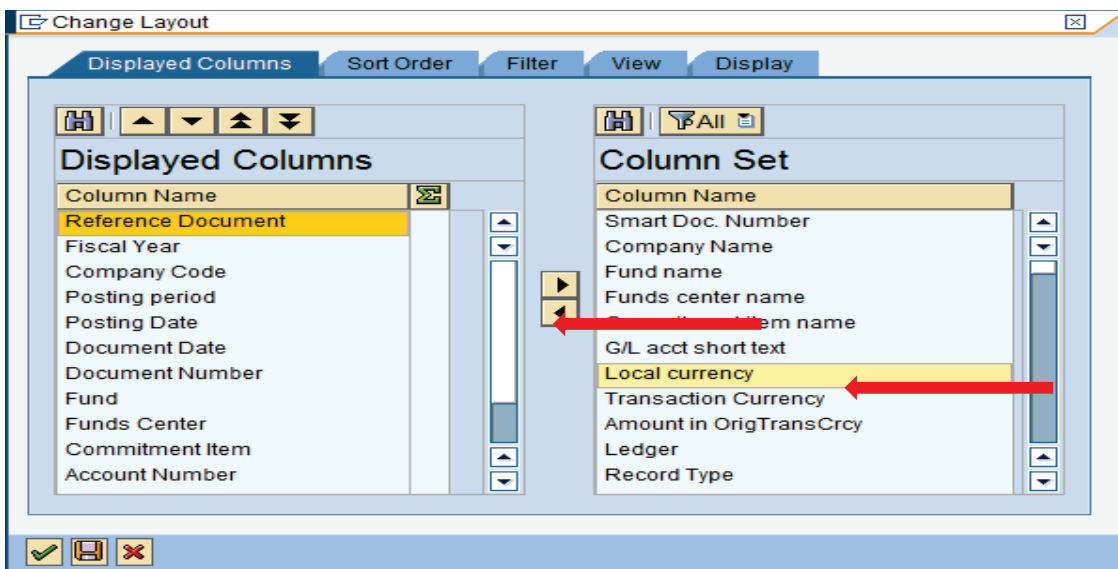


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The following screen will appear:



- Q. Select Local Currency.
- R. Click the Left Arrow.



- S. Click the green checkmark.

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The following screen will appear:

Ref. Document	Year	CoCd	Period	Posting Date	Doc. Date	Document No.	Fund	Funds Ctr	Cmt Item	Account	Debit	Credit	Crcy	Local crcy
0100017395-1	2015	NASA		10/06/2014	10/06/2014	100017395	NON3220	72-JSC	NONNR	5993.0000	86.42		USD	86.42
0100017603-1				10/17/2014	10/08/2014	100017603	NON3220	72-JSC	NONNR	5993.0000	242.50		USD	242.50
0100032485-1				10/07/2014	10/07/2014	100032485	NON3220	72-JSC	NONNR	5993.0000	1,852.85		USD	1,852.85
0100034780-1				10/14/2014	10/14/2014	100034780	NON3220	72-JSC	NONNR	5993.0000	180.96		USD	180.96
0100035763-1				10/27/2014	10/24/2014	100035763	NON3220	72-JSC	NONNR	5993.0000	19.91		USD	19.91
0100035764-1				10/27/2014	10/24/2014	100035764	NON3220	72-JSC	NONNR	5993.0000	19.26		USD	19.26
0100038081-1				10/22/2014	10/21/2014	100038081	NON3220	72-JSC	NONNR	5993.0000	286.00		USD	286.00
0100188996-1				11/06/2014	11/04/2014	100188996	NON3220	72-JSC	NONNR	5993.0000	188.00		USD	188.00
0100192480-1				11/12/2014	11/12/2014	100192480	NON3220	72-JSC	NONNR	5993.0000	300.00		USD	300.00
0100194964-1				11/24/2014	11/22/2014	100194964	NON3220	72-JSC	NONNR	5993.0000	24.12		USD	24.12
0100195476-1				11/19/2014	11/05/2014	100195476	NON3220	72-JSC	NONNR	5993.0000	242.50		USD	242.50
0100195609-1				11/20/2014	11/05/2014	100195609	NON3220	72-JSC	NONNR	5993.0000	242.50		USD	242.50
0100195610-1				11/20/2014	11/05/2014	100195610	NON3220	72-JSC	NONNR	5993.0000	242.50		USD	242.50
0100196070-1				11/13/2014	11/13/2014	100196070	NON3220	72-JSC	NONNR	5993.0000	255.45		USD	255.45
0100278918-1				12/11/2014	12/01/2014	100278918	NON3220	72-JSC	NONNR	5993.0000	8,308.61		USD	8,308.61
0100287025-1				12/04/2014	12/02/2014	100287025	NON3220	72-JSC	NONNR	5993.0000	313.10		USD	313.10
0100287334-1				12/05/2014	12/04/2014	100287334	NON3220	72-JSC	NONNR	5993.0000	263.10		USD	263.10
0100287653-1				12/31/2014	12/08/2014	100287653	NON3220	72-JSC	NONNR	5993.0000	242.50		USD	242.50
0100287658-1				12/31/2014	12/23/2014	100287658	NON3220	72-JSC	NONNR	5993.0000	75.40		USD	75.40
0100287664-1				12/31/2014	12/12/2014	100287664	NON3220	72-JSC	NONNR	5993.0000	6,557.36		USD	6,557.36
0100299889-1				01/13/2015	12/31/2014	100299889	NON3220	72-JSC	NONNR	5993.0000	7,451.98		USD	7,451.98

T. Click on the Account header to highlight the column.

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**Federal Transaction Register**

**Federal Transaction Register - Accelerated**

Ref. Document	Year	CoCd	Period	Posting Date	Doc. Date	DocumentNo	Fund	Funds Ctr	Cmnt Item	Account	Debit	Credit	Crcy	Local crcy
0100017395-1	2015	NASA	1	10/06/2014	10/06/2014	100017395	NON3220	72-JSC	NONR	5993.0000	86.42	USD	86.42	
0100017603-1			1	10/17/2014	10/08/2014	100017603	NON3220	72-JSC	NONR	5993.0000	242.50	USD	242.50	
0100032485-1			1	10/07/2014	10/07/2014	100032485	NON3220	72-JSC	NONR	5993.0000	1,852.85	USD	1,852.85	
0100034780-1			1	10/14/2014	10/14/2014	100034780	NON3220	72-JSC	NONR	5993.0000	180.96	USD	180.96	
0100035763-1			1	10/27/2014	10/24/2014	100035763	NON3220	72-JSC	NONR	5993.0000	19.91	USD	19.91	
0100035764-1			1	10/27/2014	10/24/2014	100035764	NON3220	72-JSC	NONR	5993.0000	19.26	USD	19.26	
0100038081-1			1	10/22/2014	10/21/2014	100038081	NON3220	72-JSC	NONR	5993.0000	286.00	USD	286.00	
0100188996-1			2	11/06/2014	11/04/2014	100188996	NON3220	72-JSC	NONR	5993.0000	188.00	USD	188.00	
0100192480-1			2	11/12/2014	11/12/2014	100192480	NON3220	72-JSC	NONR	5993.0000	300.00	USD	300.00	
0100194964-1			2	11/24/2014	11/22/2014	100194964	NON3220	72-JSC	NONR	5993.0000	24.12	USD	24.12	
0100195476-1			2	11/19/2014	11/05/2014	100195476	NON3220	72-JSC	NONR	5993.0000	242.50	USD	242.50	
0100195609-1			2	11/20/2014	11/05/2014	100195609	NON3220	72-JSC	NONR	5993.0000	242.50	USD	242.50	
0100195610-1			2	11/20/2014	11/05/2014	100195610	NON3220	72-JSC	NONR	5993.0000	242.50	USD	242.50	
0100196070-1			2	11/13/2014	11/13/2014	100196070	NON3220	72-JSC	NONR	5993.0000	255.45	USD	255.45	
0100279818-1			3	12/11/2014	12/01/2014	100279818	NON3220	72-JSC	NONR	5993.0000	8,308.61	USD	8,308.61	
0100287025-1			3	12/04/2014	12/02/2014	100287025	NON3220	72-JSC	NONR	5993.0000	313.10	USD	313.10	
0100287334-1			3	12/05/2014	12/04/2014	100287334	NON3220	72-JSC	NONR	5993.0000	263.10	USD	263.10	
0100287653-1			3	12/31/2014	12/08/2014	100287653	NON3220	72-JSC	NONR	5993.0000	242.50	USD	242.50	
0100287658-1			3	12/31/2014	12/08/2014	100287658	NON3220	72-JSC	NONR	5993.0000	75.40	USD	75.40	
0100287664-1			3	12/31/2014	12/12/2014	100287664	NON3220	72-JSC	NONR	5993.0000	6,557.36	USD	6,557.36	
0100299889-1			4	01/13/2015	12/31/2014	100299889	NON3220	72-JSC	NONR	5993.0000	7,451.98	USD	7,451.98	

U. Click on the subtotal icon.

**Federal Transaction Register**

**Federal Transaction Register - Accelerated**

Ref. Document	Year	CoCd	Period	Posting Date	Doc. Date	DocumentNo	Fund	Funds Ctr	Cmnt Item	Account	Debit	Credit	Crcy	Local crcy
0100017395-1	2015	NASA	1	10/06/2014	10/06/2014	100017395	NON3220	72-JSC	NONR	5993.0000	86.42	USD	86.42	
0100017603-1			1	10/17/2014	10/08/2014	100017603	NON3220	72-JSC	NONR	5993.0000	242.50	USD	242.50	
0100032485-1			1	10/07/2014	10/07/2014	100032485	NON3220	72-JSC	NONR	5993.0000	1,852.85	USD	1,852.85	
0100034780-1			1	10/14/2014	10/14/2014	100034780	NON3220	72-JSC	NONR	5993.0000	180.96	USD	180.96	
0100035763-1			1	10/27/2014	10/24/2014	100035763	NON3220	72-JSC	NONR	5993.0000	19.91	USD	19.91	
0100035764-1			1	10/27/2014	10/24/2014	100035764	NON3220	72-JSC	NONR	5993.0000	19.26	USD	19.26	
0100038081-1			1	10/22/2014	10/21/2014	100038081	NON3220	72-JSC	NONR	5993.0000	286.00	USD	286.00	
0100188996-1			2	11/06/2014	11/04/2014	100188996	NON3220	72-JSC	NONR	5993.0000	188.00	USD	188.00	
0100192480-1			2	11/12/2014	11/12/2014	100192480	NON3220	72-JSC	NONR	5993.0000	300.00	USD	300.00	
0100194964-1			2	11/24/2014	11/22/2014	100194964	NON3220	72-JSC	NONR	5993.0000	24.12	USD	24.12	
0100195476-1			2	11/19/2014	11/05/2014	100195476	NON3220	72-JSC	NONR	5993.0000	242.50	USD	242.50	
0100195609-1			2	11/20/2014	11/05/2014	100195609	NON3220	72-JSC	NONR	5993.0000	242.50	USD	242.50	
0100195610-1			2	11/20/2014	11/05/2014	100195610	NON3220	72-JSC	NONR	5993.0000	242.50	USD	242.50	
0100196070-1			2	11/13/2014	11/13/2014	100196070	NON3220	72-JSC	NONR	5993.0000	255.45	USD	255.45	
0100279818-1			3	12/11/2014	12/01/2014	100279818	NON3220	72-JSC	NONR	5993.0000	8,308.61	USD	8,308.61	

The following screen will appear:

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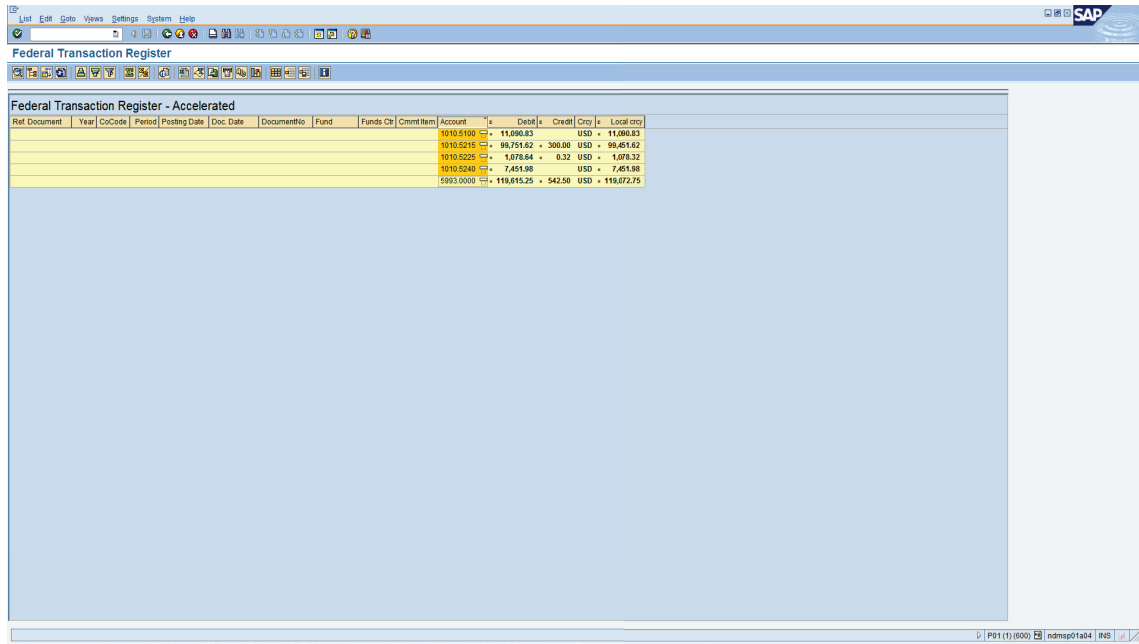
Responsible Office: Accounts Receivable

Subject: Accounts Receivable – Reporting and Audit SDG

Federal Transaction Register - Accelerated													
Ref. Document	Year	CoCode	Period	Posting Date	Doc. Date	DocumentNo	Fund	Funds Ctr	Cmnt Item	Account	Debit	Credit	LCurr
1400001180-1	2015	NASA	2	11/12/2014	11/12/2014	1400001180	NON3220	72-JSC	NONR	1010.5100	300.00	USD	300.00
1400003049-1	2015	NASA	1	10/14/2014	10/14/2014	1400003049	NON3220	72-JSC	NONR	1010.5100	180.96	USD	180.96
1400011319-1	2015	NASA	5	02/19/2015	02/19/2015	1400011319	NON3220	72-JSC	NONR	1010.5100	142.50	USD	142.50
1800002151-1	2015	NASA	3	12/11/2014	12/01/2014	1800002151	NON3220	72-JSC	CASH	1010.5100	8,308.61	USD	8,308.61
1800003159-1	2015	NASA	2	11/18/2014	11/05/2014	1800003159	NON3220	72-JSC	CASH	1010.5100	242.50	USD	242.50
1800004129-1	2015	NASA	1	10/17/2014	10/08/2014	1800004129	NON3220	72-JSC	CASH	1010.5100	242.50	USD	242.50
1800004249-1	2015	NASA	3	12/31/2014	12/09/2014	1800004249	NON3220	72-JSC	CASH	1010.5100	242.50	USD	242.50
1800006105-1	2015	NASA	5	02/20/2015	02/19/2015	1800006105	NON3220	72-JSC	CASH	1010.5100	218.76	USD	218.76
1800007362-1	2015	NASA	5	02/26/2015	02/09/2015	1800007362	NON3220	72-JSC	CASH	1010.5100	242.50	USD	242.50
1800007492-1	2015	NASA	6	03/25/2015	03/09/2015	1800007492	NON3220	72-JSC	CASH	1010.5100	242.50	USD	242.50
1800007616-1	2015	NASA	8	05/19/2015	05/05/2015	1800007616	NON3220	72-JSC	CASH	1010.5100	242.50	USD	242.50
1800008112-1	2015	NASA	4	01/16/2015	01/05/2015	1800008112	NON3220	72-JSC	CASH	1010.5100	242.50	USD	242.50
1800011460-1	2015	NASA	7	04/10/2015	04/06/2015	1800011460	NON3220	72-JSC	CASH	1010.5100	242.50	USD	242.50
1400004000-1	2015	NASA	1	10/06/2014	10/06/2014	1400004000	NON3220	72-JSC	NONR	1010.5215	86.42	USD	86.42
1400009443-1	2015	NASA	7	04/13/2015	12/03/2013	1400009443	NON3220	72-JSC	NONR	1010.5215	300.00	USD	300.00
1400009444-1	2015	NASA	7	04/13/2015	12/03/2013	1400009444	NON3220	72-JSC	NONR	1010.5215	240.00	USD	240.00
1800003004-1	2015	NASA	1	10/07/2014	10/07/2014	1800003004	NON3220	72-JSC	CASH	1010.5215	1,852.85	USD	1,852.85
1800003039-1	2015	NASA	1	10/22/2014	10/21/2014	1800003039	NON3220	72-JSC	CASH	1010.5215	286.00	USD	286.00
1800004221-1	2015	NASA	3	12/04/2014	12/02/2014	1800004221	NON3220	72-JSC	CASH	1010.5215	313.10	USD	313.10
1800004228-1	2015	NASA	3	12/05/2014	12/04/2014	1800004228	NON3220	72-JSC	CASH	1010.5215	263.10	USD	263.10
1800004332-1	2015	NASA	3	12/31/2014	12/12/2014	1800004332	NON3220	72-JSC	CASH	1010.5215	6,557.36	USD	6,557.36
1800005200-1	2015	NASA	2	11/06/2014	11/04/2014	1800005200	NON3220	72-JSC	CASH	1010.5215	188.00	USD	188.00
1800005258-1	2015	NASA	2	11/13/2014	11/13/2014	1800005258	NON3220	72-JSC	CASH	1010.5215	255.45	USD	255.45
1800008100-1	2015	NASA	4	01/14/2015	01/09/2015	1800008100	NON3220	72-JSC	CASH	1010.5215	526.20	USD	526.20
1800011237-1	2015	NASA	5	02/20/2015	02/12/2015	1800011237	NON3220	72-JSC	CASH	1010.5215	3,000.00	USD	3,000.00
1800011239-1	2015	NASA	5	02/20/2015	02/17/2015	1800011239	NON3220	72-JSC	CASH	1010.5215	85,191.11	USD	85,191.11
1800011303-1	2015	NASA	5	02/27/2015	02/23/2015	1800011303	NON3220	72-JSC	CASH	1010.5215	4.73	USD	4.73
1800011347-1	2015	NASA	6	03/20/2015	03/17/2015	1800011347	NON3220	72-JSC	CASH	1010.5215	198.00	USD	198.00
1800011705-1	2015	NASA	8	05/20/2015	05/19/2015	1800011705	NON3220	72-JSC	CASH	1010.5215	789.30	USD	789.30
1400002105-1	2015	NASA	1	10/27/2014	10/24/2014	1400002105	NON3220	72-JSC	NONR	1010.5225	19.91	USD	19.91
1400002106-1	2015	NASA	1	10/27/2014	10/24/2014	1400002106	NON3220	72-JSC	NONR	1010.5225	19.91	USD	19.91
1400003271-1	2015	NASA	2	11/24/2014	11/22/2014	1400003271	NON3220	72-JSC	NONR	1010.5225	24.12	USD	24.12
1400004287-1	2015	NASA	3	12/31/2014	12/23/2014	1400004287	NON3220	72-JSC	NONR	1010.5225	75.40	USD	75.40
1400007608-1	2015	NASA	8	05/19/2015	05/19/2015	1400007608	NON3220	72-JSC	NONR	1010.5225	269.12	USD	269.12
1400008235-1	2015	NASA	5	02/24/2015	02/24/2015	1400008235	NON3220	72-JSC	NONR	1010.5225	324.80	USD	324.80
1400008275-1	2015	NASA	5	02/26/2015	02/26/2015	1400008275	NON3220	72-JSC	NONR	1010.5225	34.80	USD	34.80
1400009121-1	2015	NASA	5	02/03/2015	01/27/2015	1400009121	NON3220	72-JSC	NONR	1010.5225	34.80	USD	34.80
1400009391-1	2015	NASA	7	04/07/2015	04/03/2015	1400009391	NON3220	72-JSC	NONR	1010.5225	129.20	USD	129.20
1400010769-1	2015	NASA	9	06/24/2015	06/24/2015	1400010769	NON3220	72-JSC	NONR	1010.5225	146.16	USD	146.16
1800007472-1	2015	NASA	6	03/19/2015	03/19/2015	1800007472	NON3220	72-JSC	CASH	1010.5225	0.43	USD	0.43
1800010135-1	2015	NASA	6	03/09/2015	03/09/2015	1800010135	NON3220	72-JSC	CASH	1010.5225	0.32	USD	0.32
1800010159-1	2015	NASA	6	03/09/2015	03/02/2015	1800010159	NON3220	72-JSC	CASH	1010.5225	0.32	USD	0.32
1800010160-1	2015	NASA	6	03/09/2015	03/02/2015	1800010160	NON3220	72-JSC	CASH	1010.5225	0.32	USD	0.32
1800011108-1	2015	NASA	4	01/13/2015	12/31/2014	1800011108	NON3220	72-JSC	CASH	1010.5240	7,451.98	USD	7,451.98
0100017395-1	2015	NASA	1	10/05/2014	10/06/2014	0100017395	NON3220	72-JSC	NONR	5993.0000	86.42	USD	86.42
0100017603-1	2015	NASA	1	10/17/2014	10/08/2014	0100017603	NON3220	72-JSC	NONR	5993.0000	242.50	USD	242.50
0100032485-1	2015	NASA	1	10/07/2014	10/07/2014	0100032485	NON3220	72-JSC	NONR	5993.0000	1,852.85	USD	1,852.85
0100034780-1	2015	NASA	1	10/14/2014	10/14/2014	0100034780	NON3220	72-JSC	NONR	5993.0000	180.96	USD	180.96
0100035763-1	2015	NASA	1	10/27/2014	10/24/2014	0100035763	NON3220	72-JSC	NONR	5993.0000	19.91	USD	19.91
0100035764-1	2015	NASA	1	10/27/2014	10/24/2014	0100035764	NON3220	72-JSC	NONR	5993.0000	19.91	USD	19.91

W. You should have the following view for your subtotals:

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The screenshot shows the SAP Federal Transaction Register - Accelerated report. The table displays account balances for 1010 and 5993 accounts. The 1010 accounts are 1010.1158, 1010.5215, 1010.5225, and 1010.5240. The 5993 account is 5993.0000. The table shows Debit, Credit, and Local currency (USD) for each account.

Ref. Document	Year	CoCode	Period	Posting Date	Doc. Date	DocumentNo	Fund	Funds Ctr	Cmnt Item	Account	Debit	Credit	Cncy	Local cncy
										1010.1158	11,090.83		USD	11,090.83
										1010.5215	95,791.62	360.00	USD	95,451.62
										1010.5225	1,678.64	6.32	USD	1,078.32
										1010.5240	7,451.98		USD	7,451.98
										5993.0000	119,015.25	542.50	USD	119,072.75

X. Add all 1010 account Local currency totals together (using example above the total is \$119,072.75).

Y. Save 1010/5993 results each month to R:\Accounts Receivable\General Fund Balance Reconciliation\1010-5993 Recon \FY XXXX, then into your Center folder.

## STEP 2. **AR CS** – Analyze Results

A. The total for all 1010 accounts should match the total of the 5993 account.

B. If the totals do not match:

1. Determine the total amount that is different between the 1010 and 5993 accounts.
2. Unhide the account details on the report (they are hidden in STEP 1, letter V).
3. Examine each account to locate the variances.
4. Once transaction that is causing the variance is found, contact L2 for correction.

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## PROCESS – MONTHLY ZFED OVER 45 DAYS DELINQUENT STATUS (CONTROL ACTIVITY)

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### **Aged ZFED Receivables Status Process (effective 7/1/2015 NSSC will follow-up with all NASA Centers except GSFC, NMO and HQ)**

The Aged ZFED Receivables Status process is to provide follow-up to outstanding receivables (aged 45 days or greater) to NASA's Federal customers.

**Note:** This process should be performed twice a month; by the 7<sup>th</sup> (1<sup>st</sup> time) and 17<sup>th</sup> business day of each month.

**Note:** GSFC, NMO and HQ have chosen to follow-up with their customers due to sensitive agreements; all others NASA Centers have chosen that NSSC AR follow-up with the customers.

#### **STEP 1. AR Account Maintainer/Payment Processor - Run the AR Aging report in SAP**

- A. Log-on to SAP.
- B. In the transaction field, type ZFI\_AGING1310.
  1. In the G/L Account field, select the yellow arrow button and input the following accounts:
    - a) 1310.0000
    - b) 1310.3000
  2. In the Business Area field, enter the applicable Center.
  3. In the Customer field, enter the range 1 to 9999.
  4. In the Open Items Date field, enter the applicable date.
  5. Select the radio button next to Detail Report.
  6. Run the report by clicking the Execute button.
- C. Export the results.
  1. On the toolbar, select List.
    - a) Export
    - b) Spreadsheet
      - i. Enter the desired File Name.
      - ii. Click Save.

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**STEP 2. AR Account Maintainer/Payment Processor** - Format the AR Aging Report (The report should only have ZFED debts)

- A. Open the Aging Report.
- B. Highlight Columns C, AM, and AN.
  1. Delete the contents.
- C. Rename Columns C, AM, and AN.
  1. Column C renamed to Sales Orders.
  2. Column AM renamed to Status/Comments.
  3. Column AN renamed to CMP Reason Code.
- D. Delete Columns G, H, I, J, K, L, O, Q, R, S, T, V, X, Z, AB, AD, AF, AH, AJ, and AL.
- E. The Columns should now show as follows:
  1. Column A—Customer
  2. Column B—Name
  3. Column C—Sales Order
  4. Column D—Document Number
  5. Column E—Reference
  6. Column F—Fund
  7. Column G—Application of Fund
  8. Column H—Baseline Date
  9. Column I—Actual Days Aged
  10. Column J—0-30 days Amt
  11. Column K—31-45 days Amt
  12. Column L—46-60 days Amt
  13. Column M—61-90 days Amt
  14. Column N—91-120 days Amt
  15. Column O—121-180 days Amt
  16. Column P—181-365 days Amt
  17. Column Q—1-2 years Amt
  18. Column R—Over 2 years Amt
  19. Column S—Status/Comments
  20. Column T—CMP Reason Code

**STEP 3. AR Account Maintainer/Payment Processor** - Populate the Sales Order column for each Receivable

- A. In the SAP transaction field, type FBL5N.



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- B. In the Customer Account Field, type in the Customer Number.
- C. Click the Execute button.
- D. On the results page, double click on the applicable Document Number (should match the Document Number on the ZFED report).
- E. On the toolbar, select Environment.
  - 1. Document Environment.
  - 2. Original Document.
- F. On the results page, obtain the number under the Sales Document column.
  - 1. Populate this number in the ZFED report under the Sales Order column.
- G. Continue this process until all Sales Orders are populated.

**STEP 4. AR Account Maintainer/Payment Processor** - Save the report on N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\Debt Management\ZFED Aging

**STEP 5. AR Account Maintainer/Payment Processor** - Determine the outstanding receivables that are aged 45 days or older

- A. Forecast receivables that are aged under 45 days making sure that the age will not reach 45 days or greater at month end.
  - 1. If receivables will reach 45 days or more at the month end, then a status follow-up is required.
  - 2. If receivables that are aged under 45 days at month end, type "Under 45 days" in the Status/Comments column.

**STEP 6. AR Account Maintainer/Payment Processor** - Annotate the FedMil receivables as applicable

- A. For receivables that have FedMil listed in the Customer Name, type FedMil in the Status/Comments column
- B. These receivables are statused quarterly by NSSC AP. Any questions on these will need to be addressed to NSSC AP L2.

**STEP 7. AR Account Maintainer/Payment Processor** - Obtain additional information to status the ZFED Receivables

- A. Access the ZFED Aging Report.



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- B. Determine the method of collection for each receivable (e.g., Auto IPAC, Mail, or Fax).
1. Access the Billing Breakdown Spreadsheet for the applicable Center.
    - a) N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\Monthly Billing
      - i. Click the applicable Center Folder.
      - ii. Click the applicable Month FY.
      - iii. Open the Billing Breakdown spreadsheet (alternately named VF04).
    - b) In the spreadsheet on the Billing Breakdown tab, determine the collection method.
      - i. Bill amount for each customer will be in the applicable column (e.g., collection is an auto IPAC if the amount is listed under this column).
    - c) Populate the collection method for each customer within the ZFED Aging report (as necessary).
  2. If the customer is an IPAC customer, determine why the receivable is outstanding.
    - a) Determine if the IPAC was rejected or if an error occurred.
      - i. Access the Monthly Billing folder: N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\Monthly Billing

**Note:** View IPAC Error report for error reasons.

- ii. Search ServiceNow for IPAC Rejects.
- b) Go to “FD FM Accounts Receivables”
- c) While in the “FD FM Accounts Receivable Functional Detail”, enter one or more of the following
  - i. Customer Number
  - ii. AR Bill Number
  - iii. Dollar Amount
- d) In the ServiceNow results, click within the task/case to find the IPAC rejection reason.
  - i. If rejected IPAC or IPAC errors are not available, coordinate with L2 Payment Processors.

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- ii. Annotate the Error and/or Reject reasons on the ZFED Aging report (as necessary).
  - e) Coordinate with the AR L2 Payment Processors and/or the Center to correct the issues and re-IPAC the bill(s).
- C. If applicable, send the ZFED Aging Report to the Center for a status on all outstanding receivables. (This is not the process for all Centers). Save all correspondence on the N:Drive at N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\Debt Management\ZFED Aging in the applicable center folder.
  1. Applicable to only the following Centers:
    - a) HQ
    - b) GSFC
    - c) NMO
  2. All other NASA Centers should have provided the Point of Contact information for their Customers which would require direct follow-up with the Customer in the Sales Order on the document header details/Order Data Tab in the Name and Telephone fields.
  3. Follow-up with the Center may be required if a status is not given prior to the end of the month.
- D. If the customer is determined to be a Mail, Email, and/or Fax customer, obtain the point of contact information from the Sales Order on the document header details/Order Data Tab in the Name and Telephone fields.
  1. Access the Order Data Tab or Text Tab information in SAP.
    - a) Log in to SAP.
    - b) In the transaction field, type in VA03.
    - c) In the Order field, type the Sales Order number from the ZFED Aging report.
    - d) Click the Sales button.
    - e) On the left-hand side, double click the PO number field.
      - i. The point of contact information may be available within the Order Data tab or Texts tab. In the results, click on the tab titled “Order Data” or “Texts” - Acct Classification.
      - ii. In the “Texts” tab, there is a field called Acct Classification.

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2. Double click on the Acct Classification and the payment information may be shown (e.g., fax numbers, email addresses).
3. If there is neither Data Tab information nor Acct Classification information. Contact the Center for point of contact information or access the Reimbursable Agreement (if applicable).
  - a) NSSC currently has access to ARC and AFRC's Reimbursable Agreements.
  - b) Access the applicable folder within the Monthly Billing folder:  
N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\Monthly Billing
4. Annotate POC information (as necessary).

**STEP 8. AR Account Maintainer/Payment Processor** - Request a status from ZFED Customers (mail, fax, email)

- A. Save a copy of the Reimbursable Bill.
  1. Access the applicable folder within the Monthly Billing folder: N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\Monthly Billing
    - a) Copies of the 1080 bills will be located in one PDF file.
  2. Access electronic copy via SAP.
  3. In the transaction field, type in VF03.
  4. In the Billing Document field, enter the Reference number from the ZFED Aging report.
  5. On the toolbar, select Billing Document.
    - a) Select Issue Output To.
    - b) In the pop-up box, click the Print Options button.
      - i. In the pop-up box in the Logical destination field, type Mail to save an electronic copy or map to a printer for a printed copy.
      - ii. Check the Print immediately box.
      - iii. Click the Execute button.
    - c) Click the Print button.
  6. Retrieve the billing document.
    - a) Click the yellow circle.
    - b) On the SAP main page, click the SAP Business Workplace (located under the SAP Easy Access header).
      - i. Click the Outbox.

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1. On the right side, there will be results.
  - a. Click on the result under the Attachments heading.
  - b. Click on the PDF document shown.
  - c. Save the Bill in a desired location.
    - ii. Click the green arrow back button.
    - iii. Highlight the result and click the Trash Can button to delete the bill.
  - d. Click Yes.
  - e. Follow-up with the Federal Customers.
 

**Note:** If a negative/dispute response is received from the customer and we can't resolve internally, refer this action to the center POC.

    - a) Using the preferred method, contact the federal customer regarding the outstanding receivable(s).
      - i. Request a status.
      - ii. Forward a copy of the bill(s).
      - iii. Include Center POC's for all email communications to Federal Agencies.
      - iv. Use the standard template for email/fax communications sent:

**STEP 9. AR Account Maintainer/Payment Processor – Create ServiceNow Case/Task**

- A. Access ServiceNow using the following:
  1. Category: Accounts Receivable
  2. Subcategory: Other
  3. Assignment Group: FM – ACCOUNTS RECEIVABLE L2
  4. Short Description: ZFED Over 45 Days (Month and Year) and (center)
  5. Work notes: detailed process followed.
- B. Route to task to Accounts Receivable Supervisor for Review.

**STEP 10. AR Supervisor – Review ZFED**

Access N:Drive N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\Debt Management\ZFED Aging

Access each center folders and review aging report and date report processed, review outstanding debts, days aged, review e-mails and validate invoices attached to e-mails.

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**Subject Line:** Outstanding SF 1080s – NASA (Center)

**Email/Fax Body:**

Good Morning/Afternoon,

Please see the attached outstanding SF 1080 (bill/bills) owed to NASA. Please review and let me know the approximate date NASA can expect payment. If there are any issues or concerns, let me know as soon as possible so the matter can be resolved.

Customer	Name	Sales Order	Document No.	Reference	Baseline Date	Actual Days Aged	Amount
----------	------	-------------	--------------	-----------	---------------	------------------	--------

**STEP 11. AR Payment Processor** - Use the CMP 3.2 Aging Reason Codes document to record statuses on the Excel ZFED Aging Report and provide to the Account Maintainer at month end.

- A. See APPENDIX O for list of reason codes.
  - 1. Work with AR L2 Account Maintainers and Center Points of Contacts as necessary.

**STEP 12. AR CS** – Review and Validate the AR Aging report was ran in SAP during Month End review (around the 25<sup>th</sup> of the month).

- A. Locate the ZFED file for the current review period:  
 \\nsscfs01p.nssc.nasa.gov\nssc-shared\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\Debt Management\ZFED Aging\20xx\
  - 1. Select the Center and month period to review the reports.
  - 2. Review the aging status on Column N
    - a) If aging status will exceed 45 days by End of the Month, review if ZFED customers had been notified of the outstanding bills and noted on Column P.
- B. Log-on to SAP
  - 1. In the transaction field, type ZFI\_AGING1310
    - a) In the G/L Account field, select the yellow arrow button and input the following accounts:
      - i. 1310.0000
      - ii. 1310.3000
    - b) In the Business Area field, enter the applicable Center.

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- c) In the Customer field, enter the range 1 to 9999.
- d) In the Open Items Date field, enter the applicable date.
- e) Select the radio button next to the Detail Report.
- f) Run the report by clicking the Execute button.
- 2. Validate the report matches with SAP to ensure all aging ZFED customers have been notified.
  - a) If an aging item was discovered but ZFED customers were not notified, reach out to AR SP on the status.

**STEP 13. AR CS – Review outstanding bills over 90 days delinquent.**

- A. Research the communication and backup documentation completed by the SP over the past months for bills over 90 days to determine Customer and/or Center responsiveness (e.g., what emails have been sent, has the customer responded to the email, has the Center responded to the email, etc.).
- B. Determine whether appropriate action is being taken or whether the CS needs to help resolve the billing issues.
- C. Notify AR Lead of open bills, action taken to date by NSSC AR and recommendations for further action.

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## PROCESS – MONTHLY REVERSAL REVIEW PROCESS

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At the beginning of each month by the second business day, AR L3 will perform a validation of the reversals performed in the prior month to ensure correct reason code selected, case # noted, if applicable and that proper documentation for the reversal is attached in SAP.

### STEP 1. **AR CS** – Run and format report

- A. Log into SAP Production.
- B. Enter transaction code **Z\_BILL\_REASREV** in the transaction code field.
- C. Click Enter.
- D. Enter the Business Area and the Beginning and Ending Reverse Fiscal Year and Period. It will be the same, for example 201511-beginning and 201511 ending.
- E. Click Execute.
- F. Export the resulting report by clicking List, Export and Spreadsheet on the menu bar at the top of the page.
- G. Click continue through the information box.
- H. Select the radio button next to Table and click continue.
- I. Click continue again to export in Microsoft Excel. The report will come up in Excel.
- J. On the Excel file, click File; Save as and save the file in the folder located at: R:\Accounts Receivable\AR Reversal Reason Report\FY 20xx\CENTER. Name the file Center\_Month\_YEAR RR report.

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## STEP 2. **AR CS** – Analyze Reversals

- A. During the review, if AR L3 finds an incorrect reversal reason code, no documentation attached in SAP to the reversal or the task # is not noted for a required L3 Reversal Reason approval (See L3 Reversal Reason Codes listed in the table in Appendix K – NSSC Reversal Process), a quality error should be submitted via a case/task. See Appendix M for reporting ServiceNow Quality Errors that are found in the review process.



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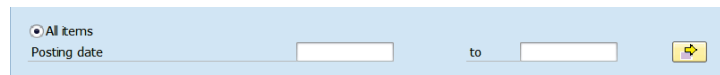
## PROCESS – DOI – TRANSFER DEBTS PAID OFF DURING THE CALENDAR YEAR

At the end of each calendar year, generally in the month of November, the Transfer Debt report is sent to DOI of all transfer debts sent to NASA and paid off. A request letter from DOI is sent to Agencies requesting this information for that current calendar year. They use the information to make adjustments for W2 purposes.

### STEP 1. Account Maintainer - Search for transfer debts in SAP

#### A. Enter T-code FBL5N

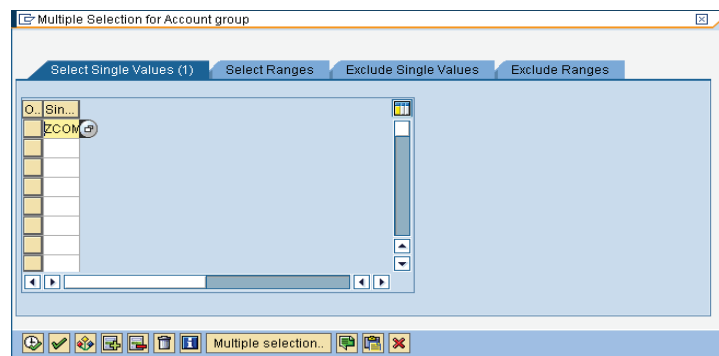
##### 1. Click All items.



#### B. Add additional search criteria by clicking Dynamic selection

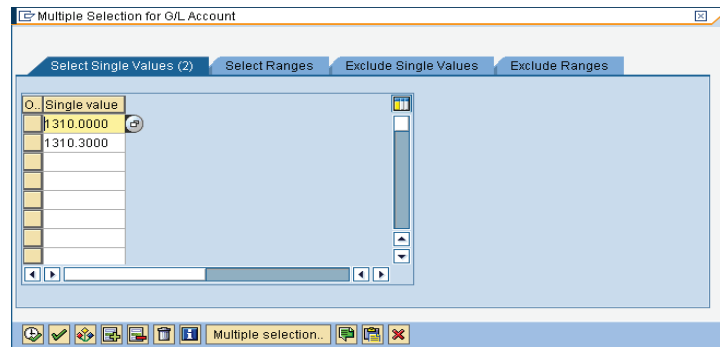
button .

##### 1. Account Group – ZCOM



##### 2. GL Accounts 1310.0000 and 1310.3000

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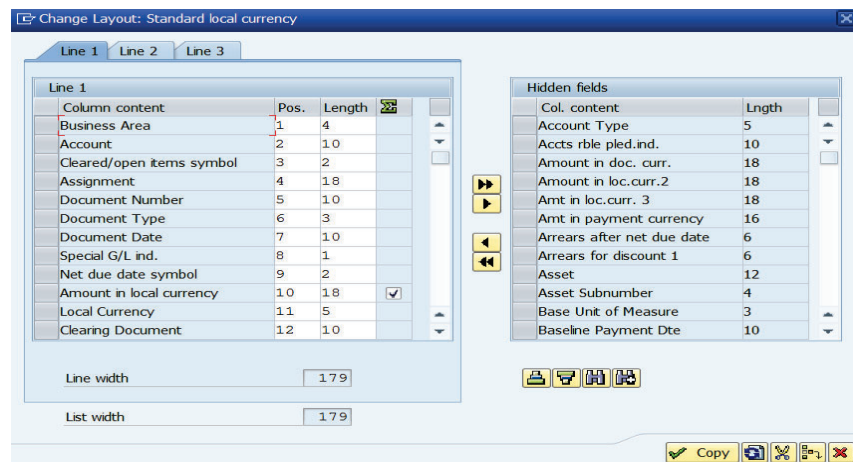


C. Execute the report by clicking execute button .

D. Add to the layout button by clicking the Change Layout button



1. Select Business Area and Account in the Hidden fields and add to the layout at the beginning.





2. Remove the Special G/L ind. and Net Due date columns.

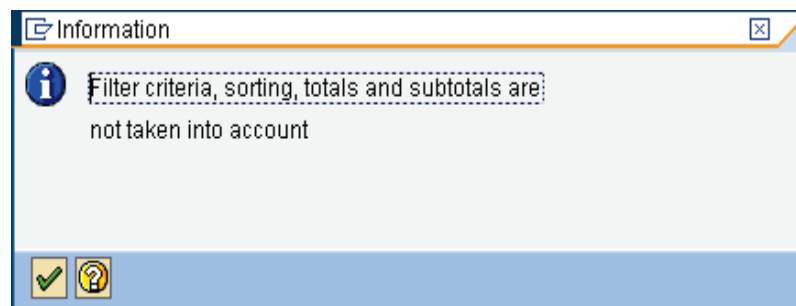
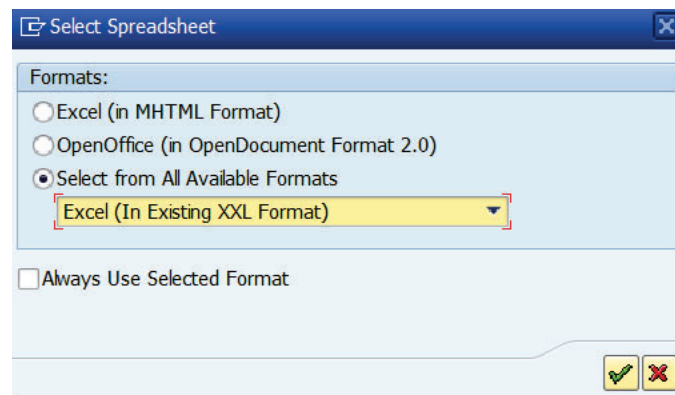
E. Export the report.

1. Click  then Export Spreadsheet.

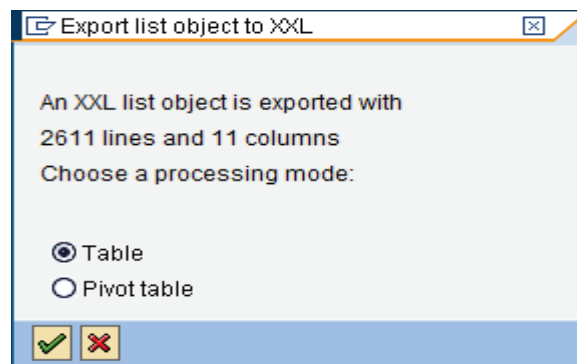
Print	Shift+F1		
Refresh			
Export		Word processing...	Shift+F5
Send...	Shift+F8	Spreadsheet...	Shift+F4
Exit	Shift+F3	Local file...	F9

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2. Click checkmark .
3. Click Select from All Available Format.
  - a) Excel (In Existing XXL Format)
  - b) Click the Check mark .

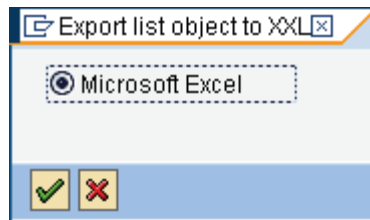


4. Select Table - Click .



5. Select Microsoft Excel and Click .

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6. Name the document ZCOM Transfer Debts 20XX.
7. Save in the new Trans Debts Reports calendar year folder at: N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\Debt Management\Transfer Debt Reports\20XX.

**STEP 2. Account Maintainer** - prepare the excel file

- A. Sort by Text Column.
  1. Transfer Debts should begin with "Transfer Debt"
  2. Review all the text fields.
  3. Delete all rows that is not a transfer debt.
    - a) Before deleting the rows search for text that include: Health Benefits, Salary Overpayment in the beginning of the text instead of transfer debt.
- B. Sort by clearing doc.
- C. Delete all rows that are blank in the clearing doc columns. (Those debts are still outstanding).
- D. Sort by Bus Area.
- E. Subtotal by account and add SUM in the amount column.
- F. Insert customer name column and add the customer name of each debt.
  1. The customer name can be obtained by logging into SAP and entering the document # in T-Code FB03.

**STEP 3. Account Maintainer** - Analyze the report

- A. Review all documents for each Account/Customer.

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1. Verify that the clearing documents are for payments and is not a reversal.
  - a) If it is a reversal – delete the line.
  - b) Documents beginning with 1400 are partial payments and should also be deleted.

**Note:** DOI wants all payments received in the calendar year.

**STEP 4. Account Maintainer** - Gather the backup for the transfer debt.

A. Log into SAP

1. Enter T-code – FB03
  - a) Enter the document number(1800#)
  - b) Company Code = NASA
  - c) Enter the fiscal year of the document

**Display Document: Initial Screen**

Document List First Item Editing Options

Keys for Entry View

Document Number	1800004211
Company Code	NASA
Fiscal Year	2016

2. Click on the services to object button



**Document Overview - Display**

Doc.Type : DR ( Customer invoice ) Normal document

Doc. Number	1800004211	Company Code	NASA	Fiscal Year	2016
Doc. Date	03/29/2016	Posting Date	03/29/2016	Period	06

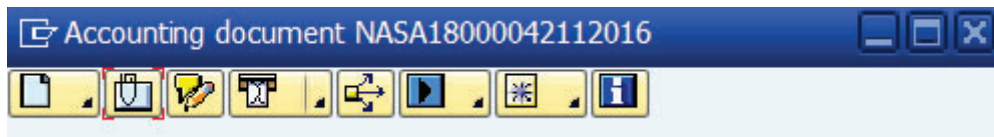
Calculate Tax ☐ Ref.Doc. ANNUAL LEAVE OVE Doc. Currency USD

Item	FR	Account	Account short text	Amount	Funds Center	Funded Program	Fund	Cmnt Itc	Tr.Pkt	Text
1	01	119963	BERG, CHRISTINE RUTH	903.21				RECV	NONFED	Transfer Debt - Negative Annual Leave - PP1518-22
2	50	6790.0000	Other Exp-Not Bdgt R	903.21- 21			CASX22015D	NONR	NONFED	Transfer Debt - Negative Annual Leave - PP1518-22
*				0.00						

3. Click the Attachment List button



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4. Select the backup for the transfer debt and save as BA##  
Customer XXXXXX at: N:\FM Division\Accounts  
Payable\_Accounts Receivable\Accounts Receivable\Debt  
Management\Transfer Debt Reports  
a) Assure that all PII information is redacted.

Icon	Title	Creator Name	Created On
	PENDING PAYMENT PLAN ~ FMC0031844	Alicia Bartee	04/18/2016
	Christine Berg_\$903.21	Alicia Bartee	03/29/2016
	ARC_BERG_CHRISTINE_R_03-29-2016~18000042112016	Alicia Bartee	

5. Combine files into pdf.

**STEP 5. Account Maintainer** - Notify SP AR Supervisor when complete.

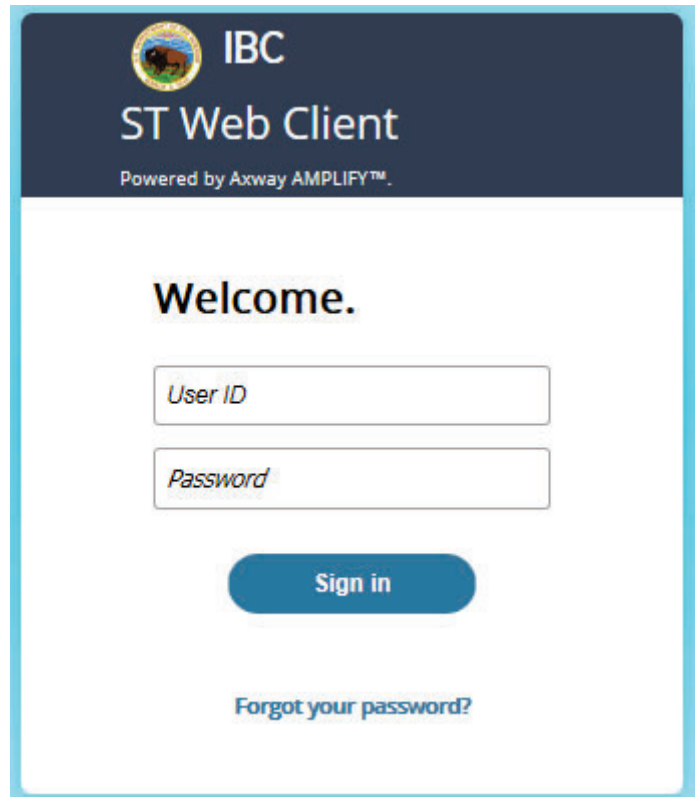
- A. SP AR Supervisor will notify AR-CS Accountant that the documents are ready for review.


**STEP 6. AR-CS Accountant** - Notify SP AR Supervisor when review is complete or with any questions or corrections.

**STEP 7. AR-SP Supervisor** - Email paid transfer debts to DOI.

- A. Email to DOI using the DOI Secure Transport
  1. <https://securetransport.ibc.doi.gov/>
  2. Enter User ID and Password. (**Note:** Log in once a month to keep account active.)

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3. Click on Upload.  Upload
4. Search for file.
5. Click Open to attach file to upload files to the Secure Transport pane.

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## PROCESS – CREDITOR AGENCY PROFILE (CROSS-SERVICING AGENCY PROFILE) UPDATES AND CONFERENCE CALL

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### Cross-Servicing Agency Profile

Both the Treasury Offset Program (TOP) and Cross-Servicing programs require agencies to complete a profile for each distinct program under which debt may arise. The profile identifies points of contact and defines how DMS will service an agency's debt portfolio. It also specifies any unique laws or regulations that apply to an agency's debts. It is important that agencies regularly review their profiles to ensure accuracy, especially the agency contact information.

#### STEP 1. **AR CS** - Maintain and Update the Treasury Creditor Agency Profile (Cross-Servicing Agency Profile)

- A. AR CS POC is assigned as the Treasury Liaison and will be the designated Point of Contact (POC) for the CSNG/Debt Management Service (DMS).
- B. Creditor Agency Profiles need to be updated when there is a POC change at the NSSC or at the OCFO. The NSSC should reach out to the OCFO at least annually to inquire of any POC changes.
- C. Upon notification of changes needed, review agencies profiles to ensure each profile and contact information are up to date.
  1. Locate the folder path: N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\Fed Debt\Creditor Agency Profiles
    - a) Open the current Fiscal Year folder within the path.
      - i. Open the agency profile file for the specified Center that is being updated. This will allow you to view a completed profile and know how to complete the profile template.
    - b) Open Creditor Agency Profile Instruction folder with the path.
      - i. Open the Cross-Servicing Agency Profile.pdf file.
    - c) On the Control Sheet (first page) complete the following:



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- d) If this is an update to an existing profile, provide the Agency, Bureau, Office, and Program codes. This is known as the Program Designation Code (PDC).
- e) If this is a new profile, provide the name of the Agency, Bureau, Office, and Program. DMS will create a Program Designation Code (PDC) and provide to agency.
- f) Select a profile type from the drop-down menu. Note: “Initial” and “Complete” require all components to be completed. See Appendix B:
- g) Initial (a new profile) or
- h) Complete (update an existing profile in its entirety) or
- i) Partial (make updates to various elements without completing the entire form).
- j) Complete the form by placing the checkmark in the appropriate box that requires updates and complete the rest of the required information.

**Note:** For instance, if the only updates to the Agency Profile are the points of contact at the program level: Complete the cover sheet, provide the necessary agency information (the designation codes), select the drop down menu "Partial", select program and which components from those listed in the program box are to be updated (main, IPAC, EFC, 1099-C, dispute or AWG, if all then mark each box). If there are any specific instructions that Cross-Servicing Agency Liaison needs to be made aware of, then indicate on the box titled, "Notes/Specific Instructions".

- k) If more than one program in CSNG will be affected with above changes, then a cover sheet for each program and the corresponding pages pertaining to those changes will need to be provided to Cross-Servicing Agency Liaison.

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- l) Save the Creditor Agency Profile file name as CENTER Creditor Agency Profile (date: D MMM YYYY).pdf
- m) Route the package to AR CS Lead or Supervisor for review and approval by digital signature.
- n) If the AR CS Lead, or Supervisor cannot provide a digital signature, the control sheet must be printed, signed, scanned
- o) Submit the signed cover sheet and the corresponding completed pages that show the necessary updates via email to CS.Liaison@fiscal.treasury.gov.

**STEP 2. AR CS - Prepare for Creditor Agency/Cross-Servicing Conference Call**

- A. Treasury will hold the Cross-Servicing Agency periodically and will notify the Agency POC's with agenda information via email.
  - 1. Set up meeting notice for the telecom
    - a) Attach the files received to the Outlook calendar invitation.
    - b) Send the calendar invitation to AR CS and SP Team.
  - 2. Save the attachments to the shared drive.
    - a) Open the folder path N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\Cross Servicing Call
    - b) Create a new folder as # QTR FYXX

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## PROCESS – TRADING PARTNER AGREEMENT AND IPAC CUTOFFS

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### Trading Partner Agreement

Trading Partner Agreement (TPA) is a formal agreement between Federal program agencies engaged in buyer-seller business relationships, documenting the data required in the IPAC and the reconciliation process.

**STEP 1. AR CS - Coordinate New or Modified TP Agreements with OCFO**

- A. Trading Partner Agreements are initiated by the customers.  
Customer's initiation of the agreement establishment will need to be coordinated with OCFO.

**Note:** The agreement should be signed by both agencies.

- B. Upon receipt of the final agreements from OCFO:
1. Locate the folder path: N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\ Trading Partner Agreements\Trading Partner Agreements\_Codes
  2. Upload a copy of the finalized agreement provided.
  3. Maintain spreadsheet for the listing of customers exempt from month end IPACs.
    - a) Add, modify, or delete items on the spreadsheet according to the received agreement (see Appendix Q).

**STEP 2. AR Account Maintainer/Payment Processor - Update IPAC Cutoff Calendars to NSSC AR Customer Service Website**

Each fiscal year, NSSC AR updates the IPAC Cutoff Calendar to the NSSC AR website in support of the Trading Partner agreement for all Federal Agencies signed by NASA Office of the Chief Financial Officer. This action is completed by the 15<sup>th</sup> of October after the Fiscal Year ends

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or within 7 days upon receipt of a new agreement for changes during Fiscal Year.

- A. Locate the most recent Fiscal Year IPAC Cutoff Calendar using the Microsoft Word Document in the folder path below:

N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\Trading Partner Agreements\Trading Partner Agreements\_Codes\IPAC Cutoff Calendars

1. Create a new Word Document revision for the next Fiscal Year and save as FY 20XX IPAC Cutoff Calendar.
  - a) Adjust the cutoff dates applicable to that Fiscal Year and the number of cutoff days prior to Month End according to the Trading Partner agreement as referenced on Appendix Q.
    - i. For instance, DFAS (Air Force), Trading Partner 57XX with an ALC of 3801 and 5570, agreed not to accept IPACs in the last 4 business day of the month during the month of October of 2015. In this instance, the month end is a Saturday (10/31/2015), Saturday is not a business day, and therefore Friday 10/30/15 is the last business day of the month. Therefore, going 4 business days prior to the 30th, the last day to IPAC is 10/26/2015. See example on Appendix Q.
2. Route the revised Word Document attachment for the New Fiscal Year to NSSC L3 Accountant -for review and approval via -ServiceNow Task. All dates will be verified by CS.
  - a) L3 Accountant will route document to NSSC AR Lead for final review and approval via ServiceNow Task.
3. Submit a ServiceNow request to update the NSSC FAQ web content.
  - a) Log into ServiceNow
  - b) Select Service Catalog
  - c) Select NSSC Services
  - d) Select IT\_Applications/Systems

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- e) Select Portal Support
- f) Select Content Page Update
- g) Enter FM Under Department
- h) Change priority level as needed
- i) Select NSSC Public Portal
- j) Enter the URL (copy and paste from the customer service portal)
  - i. Go to NSSC homepage
  - ii. Type “IPAC Cutoff” in the Search box
  - iii. Click on the “IPAC Cutoff Dates for the NSSC” link
  - iv. Copy the URL
- k) Enter verbiage for type of change
- l) Enter editing content for the requested action
- m) Enter section title of the page you are editing ex. IPAC Cutoff Dates for the NSSC
- n) Copy and paste “Additionally, there is a cutoff date established for all Federal Agencies on a quarterly basis, per the TFM 4700 Appendix 6 Section 9.6.4. See <https://tfm.fiscal.treasury.gov/v1/p2/c470.pdf> for the bulletin.” into the “Place After” field.
- o) Copy and paste “Was this answer helpful?” into the “Place Prior To” field. Enter previous verbiage (this is the old content you want changed)
- p) Enter any verbiage that you want to remove (this is the old content).
- q) Continue to fill out applicable information
- r) Add any attachments by clicking the paperclip in the upper right-hand side
- s) Then click on order now (this submits your request to IT) you will receive a request number and an email notification.

**Note:** See example of the Web Content on Appendix Q

4. Validate the updated web content and confirm acceptance to IT Portal specialist and notify AR CS Lead that the AR Website is now completed.

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## PROCESS - ABNORMAL BALANCE RECONCILIATION

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### Reconciliation of Abnormal Balances

The Abnormal Balance reconciliation is run numerous times monthly to identify abnormal balances on GL accounts affected by NSSC AR transactions. This reconciliation will be performed weekly for GL accounts 1010, 1310, 2310, 4222, 4252, 4902, 4972, and 5200. On billing day (next to last business day of the month) the reconciliation will be performed utilizing the same GL accounts as the weekly reconciliation (the same reconciliation report may be utilized for the weekly and billing day reconciliation at the end of the month). Lastly, the reconciliation will be performed on the first business day of the new month for GL account 5994.

Reference – EPSS has a job aid that will give you the “normal” debit or credit balance for each General Ledger Account. It can be found in bReady:

EPSS

SAP – Core Financials

Standard General Ledger

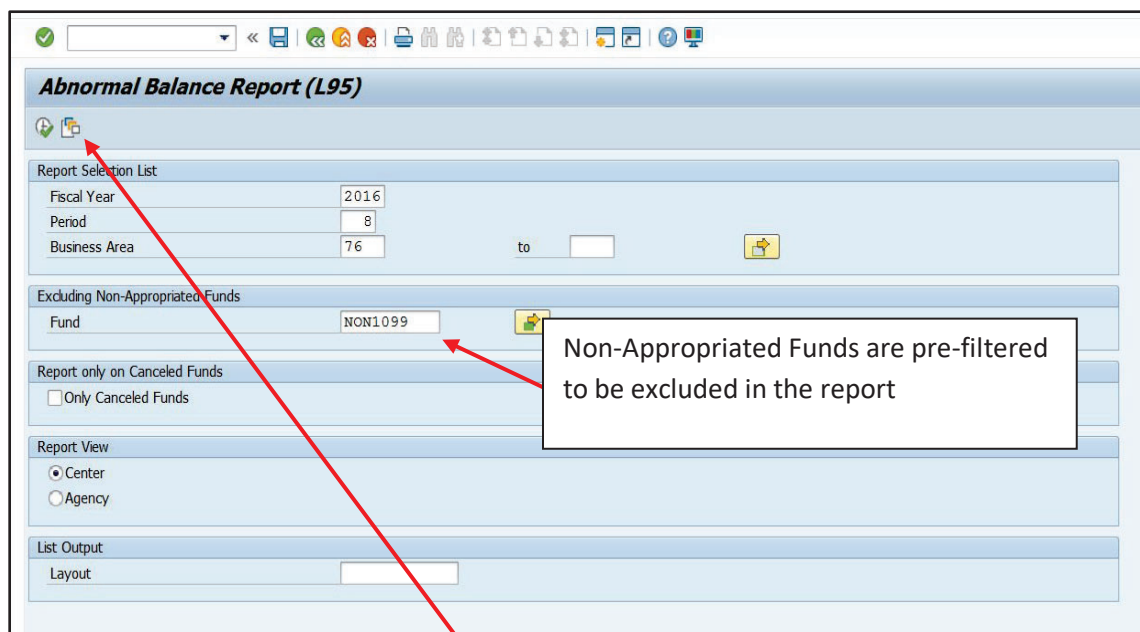
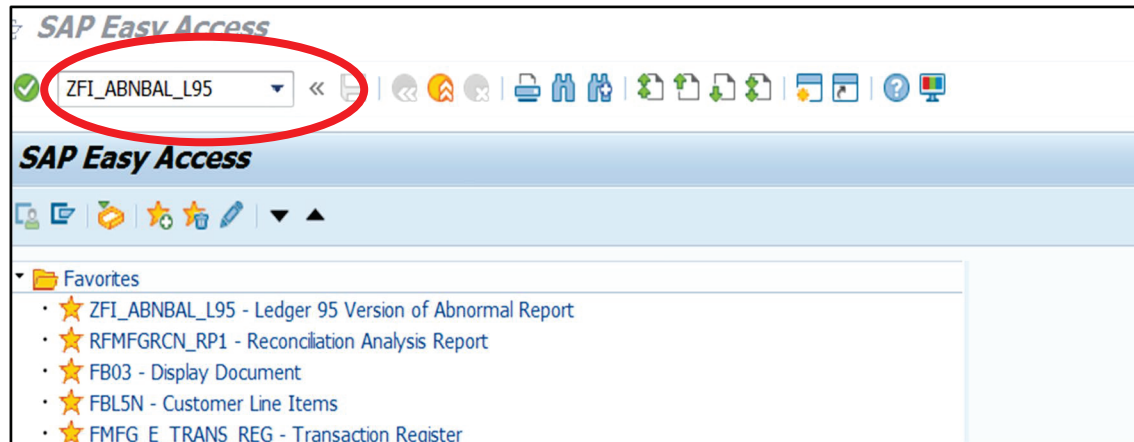
Job Aids


Abnormal Balance (ZFI\_ABNBAL) Report Table (Job Aid)

**STEP 1. AR CS Accountant** – Execute the following steps to run the abnormal balance report.

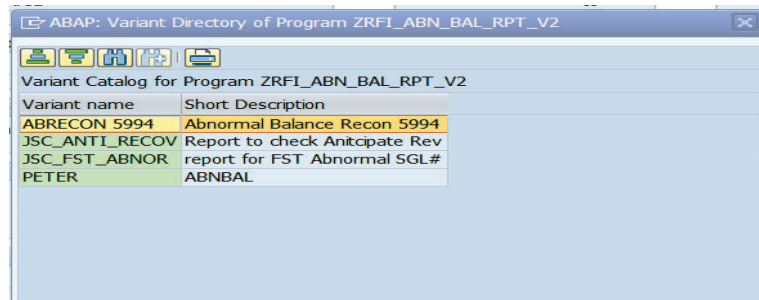
A. Type in the Transaction Code (t-code) ZFI\_ABNBAL\_L95, then hit enter.

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- B. Click the Variant icon . Select the Variant Name “**ABRECON 5994.**” Input the Fiscal Year, the reporting Period, and the Business Area (10,21,22,23,24,51,55,62,64,72, or 76). Execute the Report. Using the variant brings in the non appropriated accounts.

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- C. The report will bring in abnormal balances for any GL account that is in an abnormal status. The exception is GL account 5994. It will pull in regardless of whether there is a balance or not.

**Note:** Save the abnormal balance as an Excel file in the following path: R:\Accounts Receivable\General Fund Balance Reconciliation\Abnormal Balance Recon\FY 20xx\CENTER

**STEP 2. AR CS Accountant** – Drill down on GL accounts to gather additional information on the results of the report. The goal is to determine what type of transaction was processed and what functional area processed it (e.g., AP, AR, etc.)

- A. The GL accounts to be reconciled are as follows: 1010, 1310, 2310, 4222, 4252, 4902, 4972, 5200 and 5994

- B. Double click on GL Account, i.e., 1010.5100

Abnormal Balance Report (L95)												
Parameters												
Account	SGL	Acct	Applctn	Fund	Fed/Nonfed	Bus. Area	Year	Period	Beginning Bal	Debit Amount	Credit Amount	Abnormal
1010.5100	1010	8010/150130	EULX50130E		76	2016	8		0.00	0.00	8,762.00-	8,762.00-
1010.5100	1010	8011/150130	EULX52011E		76	2016	8		0.00	0.00	7,943.34-	7,943.34-
1010.5240	1010	8015/160122	CASX22015R		76	2016	8		0.00	539,141.31	542,602.88-	3,461.57-
1010.8100	1010	80X0122	EULX02014L		76	2016	8		0.00	3,484.12	2,684.59-	799.53
1995.1000	1995	80X0108	HSFP01995D	N	76	2016	8		3,085,965.00	6,999,786.00	10,658,132.00-	572,381.00-
1995.1999	1995	80X0108	HSFP01995D	N	76	2016	8		2,945,502.63-	10,517,669.63	6,999,786.00-	572,381.00
2110.9000	2110	803/40111	HSF542003D	F	76	2016	8		3,000.01	0.00	0.00	3,000.01

- C. Click on Document Number



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Abnormal Balance Report (L95)									
Pe...	Posting Date	Ref. document	Fund	Bus...	Tradg P...	Account	z	Amount	Funds application
8	05/05/2016	100314238	EULX50130E	76		1010.5100		8,762.00-	8010/150130
								8,762.00-	


1. The Document Number will lead you to Transaction Code FB03 (Display Overview) which provides detailed information within the document number.

Document Overview - Display									
Document Overview - Display									
Doc.Type : NP ( EUL Net Proceeds ) Norml document									
Parked by NS000584 Posted NS000584									
Doc. Number 100314238 Company Code NSC Fiscal Year 2016									
Doc. Date 05/05/2016 Posting Date 05/05/2016 Period 08									
Calculate Tax <input type="checkbox"/>									
Ref.Doc. EUL DEOB									
Doc. Currency USD									
Doc. Hdr Text NSSC20160333									
Item	PK	Account	Account short text	Amount	Funds Center	Funded Program	Fund	Comm. Itm	Tr. Prt
1	40	4060.0000	Ant Coll fm Non-Fed	8,762.00	76	048299	EULX50130E	NONR	
2	50	4264.0000	Coll of Rent	8,762.00-	76	048299	EULX50130E	NONR	
3	40	5900.1000	Other Revenue EUL	8,762.00	76	048299	EULX50130E	NONR	
4	50	1010.5100	IPAC Collections	8,762.00-	76		EULX50130E	CASH	
*				0.00					

2. T-code ZSU01 may be used to determine who a given User ID is for.

User Id/Name			
Selection Criteria			
User Id	NS000584	to	
Last Name		to	
First Name		to	
Center		to	

3. Or you may look at the attachment documentation

- a) Click on Service for Object icon  on top left of the Document Overview- Display


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**Document Overview - Display**


Doc.Type : NP ( EUL Net Proceeds ) Normal document

Parked by	NS000584	Posted by	NS000584
Doc. Number	100314238	Company Code	NASA
Doc. Date	05/05/2016	Posting Date	05/05/2016
		Fiscal Year	2016
		Period	08

Calculate Tax ☐

- b) Click attachment icon  in the Accounting Document dialog box. The file or files attached in SAP are supporting document justifications for the transactions performed for this particular Document Number.


**Accounting document NASA01003142382016**

Attachment icon 

- c) Double click on the attached file to view the authorized transactions to be performed.

**Service: Attachment list**

AttachmentForNASA01003142382016

Icon	Title	Creator Name	Created On
	NSSC20160333-FY2016 (1a)	Donna Wise	05/09/2016

**Note:** To return to the main account listing and research additional GL Accounts, X out from the Attachment List and Accounting Document. Then click on Back

icon  twice.

- d) If the outage is on 4902 or 4972, you will need to open another SAP session and access FB03 to enter the

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associated 1300 document number. Double click on GL Account, i.e., 4902.0000

4221.0000	4221	8015/160122	CASX22015R	E	76	2016	8	0.00	760,755.94	771,297.42-	10,541.48-
4252.0000	4252	80110122	CASX12011R	F	76	2016	8	0.00	0.00	2,292.34-	2,292.34-
4252.0000	4252	80X0122	EULX02014L	N	76	2016	8	0.00	19.82	1,513.94-	1,494.12-
4650.0000	4650	805/60115	EXCX22005R		76	2016	8	0.03	0.00	0.00	0.03
4902.0000	4902	80X0122	EULX02014L		76	2016	8	0.00	3,487.03	2,710.23-	776.80
5200.0000	5200	80110122	CASX12011R	F	76	2016	8	0.00	2,292.34	0.00	2,292.34
5200.0000	5200	80X0122	EULX02014L	N	76	2016	8	0.00	6,903.35	5,409.23-	1,494.12
5700.0000	5700	8008/090115	EXCX22008D		76	2016	8	0.00	99.60	6.14-	93.46

- e) A list of document numbers for that GL account will populate. Click on the hyperlinked document number to show you the budgetary side to perform the action as shown previously.

Abnormal Balance Report (L95)											
Pe...	Posting Date	Ref. document	Fund	Bus....	Tradg P....	Account	Σ	Amount	Funds application	Document n	Fisc...
2	11/18/2015	1500009816	EULX02014L	76	5700	4902.0000		1,742.06	80X0122	4800190946	2016
2	11/19/2015	1500006509	EULX02014L	76	5700	4902.0000		942.53-	80X0122	4800202895	2016
3	12/30/2015	100152104	EULX02014L	76	NONFED	4902.0000		1,742.06-	80X0122	100152104	2016
4	01/29/2016	100189630	EULX02014L	76	NONFED	4902.0000		1,742.06	80X0122	100189630	2016
3	12/24/2015	1300033844	EULX02014L	76	NONFED	4902.0000		2.91-	80X0122	4800341408	2016
6	03/18/2016	1300061725	EULX02014L	76	NONFED	4902.0000		19.82-	80X0122	4800643689	2016
6	03/11/2016	300057915	EULX02014L	76	NONFED	4902.0000		2.91	80X0122	4800617443	2016
6	03/15/2016	1300062392	EULX02014L	76	NONFED	4902.0000		2.91-	80X0122	4800621910	2016
								776.80			

- f) Or you can run a new window for FB03 to research the original reference document in the proprietary side.

Display Document: Initial Screen	
Document List	First Item Editing Options
Keys for Entry View	
Document Number	1500009816
Company Code	NASA
Fiscal Year	2016

- g) The document type will tell you what type of transaction was processed and what functional area may have processed it (e.g., AP or AR)

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**Document Overview - Display**

Doc.Type : KI ( IPAC Vendor Payments ) Normal document

Doc. Number: 1500077415 Company Code: NASA Fiscal Year: 2016  
 Doc. Date: 04/17/2015 Posting Date: 11/18/2015 Period: 02  
 Calculate Tax ☐  
 Ref.Doc.: 027734860001 NN  
 Doc. Currency: USD Rev. Doc. For: 1500077415 / 2015  
 Doc. Hdr Text: 027734860001 NNK100012I

Item	PK	Account	Account short text	Amount	Funds Center	Funded Program	Fund
1	40	1010.8100	IPAC Disb or Ref CY	123,795.30			
2	35	111655	AIR FORCE, UNITED ST	123,795.30-			
				0.00			

**STEP 3. AR CS Accountant** – Analyze the transaction to determine why there may be an abnormal balance.

- A. Potential reasons to consider for abnormal balances in accounts 1010, 1310, 4902, and 4972 (remember this is analyzed weekly and the last two business days of the month):
  1. The incorrect SAP document type may have been used in a transaction. If the incorrect document type was used, the derivation rules in SAP will not pull in the correct budgetary documents and an abnormal balance can result.
  2. A reversal was completed in the current year for an original document established in the prior year. There was no prior beginning balance at the beginning of the current fiscal year and little to no current year NORMAL balance activity. Therefore, the credit transaction reflects a credit balance at the appropriation level.
- B. Potential reasons to consider for abnormal balances in account 5994 (remember this is analyzed on first business day of new month):
  1. Account 5994 is considered abnormal if it has an overall credit balance at the fund level.
  2. There are several reasons that cause an overall credit balance:

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- a) A receivable was established in a previous year and the collection (credit to 5994) was posted in the current fiscal year.
  - b) A receivable set up in a previous year was reversed in the current fiscal year (credit to 5994)
  - c) An allowance for doubtful account JV was posted where the result was a credit to 5994.
  - d) A bill was established on an appropriated fund and the employee is payment installment payments. The appropriated fund for the bill is getting ready to cancel, therefore the bill amount is re-established at fiscal year-end right before closing on a NON-fund (NON3200). The installment/recurring payments to NASA continue in the next fiscal year. The debit to 5994 (receivable) was established in a previous year from the credits to 5994 (collections).
  - e) Incorrect transactional posting (these must be corrected):
    - i. The bill was established with **803220** and the collection to that bill was posted as **803200**
- C. Potential reasons to consider abnormal balances in 2310, 4222, 4252 and 5200 (remember this is analyzed weekly and the last two business days of the month):
- 1. A Credit bill and/or refund process may be in progress. You may need to reach out to your SP counterpart to determine whether they are working a credit bill/refund activity.
  - 2. A refund is performed in the current year for an amount received (either advance or a collection) in a prior year.
- D. Transactions causing abnormal balances should be researched and necessary corrections are to be coordinated with AR L3 lead and the SP AR Team.

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## PROCESS – MONITORING PARKED JV'S

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All documents parked in SAP must be monitored to ensure they do not stay in a parked status. The document must either be posted or deleted if it is no longer needed. This review should take place monthly on the first calendar day of the month. It can also be run on the last day of the month to monitor the progression of JV postings for month end.

### **STEP 1. AR CS Accountant – Run the Parked Documents Report**

- A. Log into SAP and access T-Code SQ01
- B. Go to Edit, Other User Group, and select SGL Recon Grp.  
**Note:** If you are in multiple User Groups for SQ01, it may not default to SGL Recon Grp. Therefore, you will need to select it to get to the correct report group.
- C. Select Z\_PARKED\_DOCS from the Name column to where it is highlighted.
- D. Click on the icon at top of screen called “With variant”.
- E. Select “NSSC AR”.
- F. Ensure the following parameters are entered:
  1. Fiscal Year – current fiscal year
  2. Period – 1 to current period
- G. Click “Execute” and the listing of parked JV's should display (if any)

### **STEP 2. AR CS Accountant – Review the Parked Documents**

- A. Export the Report
  1. Go to List and Select Spreadsheet
  2. Choose Excel and save to N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\Parked JV Report\FYXX. File Name: Parked JV (Month Year)
- B. Identify the JV's belonging to NSSC AR and highlight the row
- C. Email SP Supervisor and request the JV's be reviewed to determine if they should be deleted or if it is something that still needs to be posted.

### **STEP 3. SP – Post or Delete Parked Documents**

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- A. Review parked documents and determine what action should be taken
- B. Post or delete documents as appropriate

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## PROCESS – TRAVEL DEBTS UNDER \$75 REVIEW

Travel Debts under \$75 are not billed to travelers because the cost outweighs the benefit of billing and collecting. Instead, these debts are journalized as a receivable and written off within the same journal voucher transaction at the fund level. NSSC AR reviews the data for travel debts that have been written off on an annual basis. The purpose is to identify potential abuse of employees incurring debts less than \$75 including reimbursables.

**STEP 1. NSSC Accounts Receivable (AR) Civil Servant (CS) –**  
Consolidate Travel Debts Under \$75 from each monthly period per Fiscal Year for all Centers in a master spreadsheet.

**NOTE: The \$75 threshold review is to be applied effective Period 10 of FY20. Therefore, the prior \$10 threshold still stands.**

A. Locate “Review of Travel Debts Under \$75” folder in the N Drive:  
\\nsscfs01p.nssc.nasa.gov\nssc-shared\Bills of Collection\UNDER \$75  
LISTS\Review of Travel Debts Under \$75

1. Create a spreadsheet for the current year if one does not exist. Name the spreadsheet “FY20xx Travel Debts Under \$75 Data.”
  - a) In the workbook, rename the worksheet tab as “ALL CENTERS”
  - b) In the “ALL CENTERS” tab, label the columns on first row:
    - i. Date
    - ii. ServiceNow Case Number
    - iii. Name
    - iv. TA (Travel Authorization Number)
    - v. Amount
    - vi. WBS (Work Break Structure)
    - vii. Fund
    - viii. Fund Center
    - ix. Center
    - x. Period



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xi. More than once

2. Locate “FYxx Travel Debts Under \$75” folder in the N Drive:  
\\nsscfs01p.nssc.nasa.gov\nssc-shared\Bills of  
Collection\UNDER \$75 LISTS\FY2019 Travel Debts Under  
\$10
  - a) Retrieve and consolidate all spreadsheets from each designated subfolder (i.e., for each period and for each Center). **Note: A consolidated spreadsheet may have been readily available in each period that could be utilized but ensure the data are accurately captured regardless.**
  - b) Locate and open spreadsheet that are filename as “CENTERS – Less \$75 BOC Submitted mmddyy”
  - c) Ensure that you are not selecting a Center tab with the word “parked” and copy all the rows that contains data under the following columns:
    - i. Date
    - ii. ServiceNow Case Number
    - iii. Name
    - iv. TA (Travel Authorization Number)
    - v. Amount
    - vi. WBS (Work Breakdown Structure)
    - vii. Fund
    - viii. Fund Center
  - d) Paste the data to its proper column in the spreadsheet created in Step 1.A.1.
    - i. Ensure the correct period was annotated in the Period column.
    - ii. Type in the Center in the Center column based on the Fund Center identified on the same row.

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**STEP 2. NSSC Accounts Receivable (AR) Civil Servant (CS) - Perform data validation to identify any potential duplicates.**

- A. Locate “FY20xx Travel Debts Under \$75 Data” spreadsheet in the N Drive: \\nsscfs01p.nssc.nasa.gov\nssc-shared\Bills of Collection\UNDER \$75 LISTS\Review of Travel Debts Under \$75.
1. Filter and sort by Name column and identify if the name appear more than once. **Note:** There is a possibility that the name will not be in order because of last name versus first name position and misspelling.
  2. Highlight duplicate names in any color and copy the name (with correct order and spelling) on the “More than once” column.
  3. Identify these names whether it is a true duplicate by reviewing the following columns:
    - a) Date
    - b) ServiceNow Case Number
    - c) TA (Travel Authorization Number)
    - d) Amount
    - e) WBS (Work Break Structure)
    - f) Fund
    - g) Fund Center
    - h) Center
    - i) Period

**Note:** A name that shows up more than once but has the same TA number is not considered a duplicate. It was the same trip, but multiple lines of funding were used.

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**STEP 3. NSSC Accounts Receivable (AR) Civil Servant (CS) – Route Data Findings for Review.**

- A. Create and route ServiceNow Task with spreadsheet attached to AR Lead for review with AR CS comments/findings.  
**Note:** After creating the SNOW Case/Task, add the Case/Task number on top last column of the master spreadsheet as reference.
- B. CS AR Lead reviews and notes any concerns or issues in work notes and routes the task to CS Travel Lead for review.
- C. CS Travel Lead notes any concerns, observations or need for additional research and routes back to CS AR Accountant.  
**Note:** CS Travel Lead will discuss concerns and/or issues with CS AR Lead as needed.
- D. CS AR Accountant reviews notes to see if additional action is needed. Otherwise, the tasks and case can be closed.

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## PROCESS – MID-MONTH CHECKLIST

A checklist is sent each month as a reminder to verify attachments in SAP and Tech Doc and to verify postings in SAP.


### STEP 1. **AR L2 Supervisor** – Distribute Mid-Month Checklist

- A. AR L2 Supervisor validates P&U (Performance and Utilization).
- B. Between the 19<sup>th</sup> and 22<sup>nd</sup> of the month, AR L2 Supervisor will create a SNOW case and attach the following documents:
  1. Mid-month Checklist (See Appendix R)
  2. Previous Month's Metric Verification
  3. Prior period Reversals
- C. AR L2 Supervisor creates a task for each AR L2 employee to review checklist for their centers.
- D. Account Maintainer will check to see that the 5000 accounts net to \$0.00 by fund in the current month.
  1. Go to GR55 in SAP.
  2. Enter ZFUN

3. Enter the following fields:
  - a) Periods 1 through the current period
  - b) Accounts Values: 5000.0000 to 5999.9999
  - c) Business Area Set ID Value: Center BA
  - d) Fund Set ID Values: NON1435, NON3200, NON3220, and NON1099

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**NASA Accounts by Fund - Period: Selection**

 Data Source...

**Selection values**

Fiscal year	2019
Company code	NASA
Period	1
Period	9

**Selection groups**

Accounts			
Or value(s)	5000.0000	to	5999.9999
Business Area Set ID			
Or value(s)	21	to	
Fund Set ID			
Or value(s)	NON1435	to	
Funds center			
Or value(s)		to	
Agency Location Code			
Or value(s)		to	
Applic. of funds			
Or value(s)		to	
Fund type			
Or value(s)		to	
Funded Program			
Or value(s)		to	

e) Click Execute.

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f) Verify the balances for each fund is \$0.00.

Report Name: NASA Accounts by Fund - Period		
Report Group: ZFUN		
Business Area: 21		
ALC: *		
Fund: NON1435,NO		
Account: 5000.0000.		
Fund/Account		Amount
5310.0000	Intrest Revenue	163.78-
5319.0000	Contra Rev -Int	18.61-
5993.0000	Offset-NonEnt Co	177.57
5994.0000	Offset-NonEnt Ac	4.82
* NON1435	Interest Receipts	
5900.0000	Other Revenue	23,228.39-
5909.0000	Contra Other Rev	
5993.0000	Offset-NonEnt Co	23,228.39
5994.0000	Offset-NonEnt Ac	
* NON3200	Coll From Canx Acc	
5900.0000	Other Revenue	21,168.18-
5909.0000	Contra Other Rev	987.43-
5993.0000	Offset-NonEnt Co	22,155.61
5994.0000	Offset-NonEnt Ac	
* NON3220	General Fund Recei	
5320.0000	Pen, Fines, Reve	43,514.30-
5324.0000	Contra Rev Pen,F	11,596.69-
5325.0000	Admin Fee Revenu	166.00-
5329.0000	Contra Rev Adm F	68.00-
5993.0000	Offset-NonEnt Co	55,310.99
5994.0000	Offset-NonEnt Ac	34.00
* NON1099	REC. From Penaltie	
** Total		

g) If there is a balance, research and correct.

E. Account Maintainer will validate all reversal support attachments for reversed reimbursable invoices in the prior month.

1. Open Metric Verification spreadsheet attached in ServiceNow.

	<a href="#">Reversal FY2019 P07.xlsx</a>	dchartle
	<a href="#">APRIL 2019 METRIC VERIFICATION (RUN 05-01-19).xlsx</a>	dchartle



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2. Go to IPAC Prior Month tab for all documents.

	A	B	C	D	E	F
4		ZX Count	4			
5				10 Count	11	
4		ZQ Count	128			
4		ZX Count	9			
5				21 Count	137	
6		ZQ Count	20			
8		ZX Count	1			
9				22 Count	21	
1		ZQ Count	51			
2				23 Count	51	
4		ZQ Count	11			
5				24 Count	11	
8		ZQ Count	162			
4		ZX Count	5			
5				51 Count	167	
5		ZQ Count	69			
9		ZX Count	13			
0				55 Count	82	
7		ZQ Count	36			
8				62 Count	36	
9		ZQ Count	90			
1		ZX Count	1			
2				64 Count	91	
9		ZQ Count	46			
1		ZX Count	11			
2				72 Count	57	
2		ZQ Count	39			
8		ZX Count	5			
9				76 Count	44	
4		ZX Count	4			
5				72-Duplicate Count	4	
6		Grand Count	712			
7				Grand Count	712	
8						
9						
0						
1						
2						
3						

IPAC APR 2019 (FBL5N)

COLL YTD (FBL5N)



COLL APR 2019 (FBL5N)

3. Open each section for your center to research documents.

4. Verify that an attachment is included for each reversed IPAC.

G. Payment Processor will validate all reversal support attachments for collections reversed in the prior month.

1. Open Metric Verification spreadsheet attached in ServiceNow.

	<a href="#">Reversal FY2019 P07.xlsx</a>	dchartle
	<a href="#">APRIL 2019 METRIC VERIFICATION (RUN 05-01-19).xlsx</a>	dchartle



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2. Go to Coll Prior Month tab for all documents.

	A	B	C	D
	Assignment	DocumentNo	Type	Clrng doc.
5		DG Count	44	
L		DW Count	4	
1		DX Count	2	
0		DZ Count	5	
L				10 Count
1		DG Count	12	
5		DW Count	1	
3		DX Count	1	
2		DZ Count	3	
3				21 Count
8		DG Count	44	
3		DW Count	4	
2		DZ Count	8	
3				22 Count
0		DG Count	36	
3		DW Count	2	
9		DZ Count	5	
0				23 Count
0		DG Count	29	
2		DX Count	1	
3				24 Count
4		DG Count	50	
1		DW Count	16	
5		DX Count	3	
3		DZ Count	7	
4				51 Count
1		DZ Count	6	
4		RL Count	2	
5				55 Count
2		DG Count	36	
4		DW Count	1	
4		DZ Count	9	
5				62 Count
7		DG Count	1	
2		DZ Count	14	
3				64 Count
8		DG Count	84	
6		DW Count	7	

3. Open each section for your center to research documents.
4. Verify that an attachment is included for each reversed collection.

H. Account Maintainer will validate all AR IDR Support Attachments for Direct Invoices.

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1. Go to T-code FBL5N

**Customer Line Item Display**

Customer selection

Customer account: [ ] 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: 06/26/2019

☐ 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: [ ]

Maximum number of items: [ ]

2. Click on Dynamic Selection

**Customer Line Item Display**

Dynamic Selection

3. Select the following:

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a) Account Group – ZCOM

Dynamic selections		
Industry		
Group key		
Account group	ZCOM	
Country		

b) Business Area – Center

c) GL Account – 1310.3000

Business Area	21	
Amount in LC		
Amount		
G/L Account	1310.3000	

d) Doc Type - DR

Document Date		
Currency		
Document Type	DR	
Posting Key		

e) Enter prior month dates in All Items.

Open at key date	
<input checked="" type="radio"/> All items	
Posting date	05/01/2019 to 05/31/2019

4. Click Execute.
5. Double click each item in report to verify that there is an attachment.
- I. Account Maintainer will monitor the Direct Receivables folder in Tech Doc to verify IDRs have been entered in Tech Doc.
  1. For each Direct Receivable listed in the FLB5N report in item 8, verify that the IDR has been uploaded in the Direct Receivable folder in Tech Doc.
- J. Account Maintainer will validate all Write-off documents have correct attachments.

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1. Go to T-code FBL5N.

**Customer Line Item Display**

Customer selection

Customer account: [ ] 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: 06/26/2019

☐ 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: [ ]

Maximum number of items: [ ]

2. Select Dynamic Selection

**Customer Line Item Display**

Dynamic Selection

3. Select the following:
  - a) Document Type – WO

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b) Business Area - Center

Special G/L ind.	<input type="checkbox"/>	
Assignment	<input type="text"/>	
Document Number	<input type="text"/>	
Posting Date	<input type="text"/>	
Document Date	<input type="text"/>	
Currency	<input type="text"/>	
Document Type	WO	
Posting Key	<input type="text"/>	
Business Area	21	

c) Enter prior month dates in All Items.

Open at key date	<input type="text"/>
<input checked="" type="radio"/> All items	
Posting date	05/01/2019 to 05/31/2019

4. Click Execute.
  5. Double click each item in report to verify that there is an attachment.
- K. Account Maintainer will validate all Waived debt documents have correct attachments.

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1. Go to T-code FBL5N.

**Customer Line Item Display**

Customer selection

Customer account: [ ] 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: 06/26/2019

☐ 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: [ ]

Maximum number of items: [ ]

2. Select Dynamic Selection

**Customer Line Item Display**

Data Sources

Dynamic Selection

3. Select the following:
  - a) Document Type – WV

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b) Business Area - Center

c) Enter prior month dates in All Items.

4. Click Execute.
  5. Double click each item in report to verify that there is an attachment.
- L. Account Maintainer will validate all Journal Voucher Support Attachments for the prior month.
1. Open the current year JV Log on the N drive (N:\JV Log\JV Log 20XX)
  2. Filter on center to be worked.
  3. Open each item in SAP to verify JV has been attached.
- M. Account Maintainer/Payment Processor will monitor the Journal Voucher folder in Tech Doc to verify that all JV's have been upload.
1. Open the current year JV Log on the N drive (N:\JV Log\JV Log 20XX)
  2. Filter on center to be worked.
  3. Go to the Journal Voucher folder in Tech Doc to verify that each JV has been uploaded.
- N. Account Maintainer/Payment Processor will assist with the N Drive Clean Up.

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1. Verify that items that should be uploaded in Tech Doc are present. (i.e., JV's, Direct Bills, Monthly Billing)
  2. Delete the items from the N drive.
- O. Account Maintainer will verify that Salary Offset Journal Vouchers are complete for the current month.
1. Open the Datamart files processed for the current month located on the N drive (N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\Debt Management\Biweekly DataMart Postings\Center-BA\CY20XX).
  2. Check if any items have been notated as a Salary Offset.
  3. Open the JV Log to determine if the JV has been processed.
- P. Account Maintainer will complete DOI too SAP Reconciliation for the prior month. (See NSSDG-9200-0006 Non-Reimbursable – Establishment of Receivables, Process – Payroll Indebtedness Step 7 SAP and Datamart Reconciliation)
- Q. Account Maintainer will reconcile General Fund Balance.
1. Open T-code FMFG\_E\_TRANS\_REG in SAP.

**Federal Transaction Register**

General

Company Code: NASA to

Fiscal Year: 2015 to

Posting period: 10 to 10

Posting Date: to

Document Date: to

Ref. document number: to

Entry Date: to

Time of Entry: 00:00:00 to 00:00:00

User name: to

Specific Options

Funds application: to

Fund: NON3220 to

Funds Center: \* to

Funded Program: to

Functional Area: to

Business Area: 51 to

Profit Center: to

Account Number: 1010.0000 to 1010.9999

Option

☐ Show by Original Document

☒ Fill Text Descriptions

☐ Use Secondary Derivation

Reporting

Layout:

2. Enter the following information:
  - a) Fiscal Year = Current Fiscal Year
  - b) Posting Period = current period



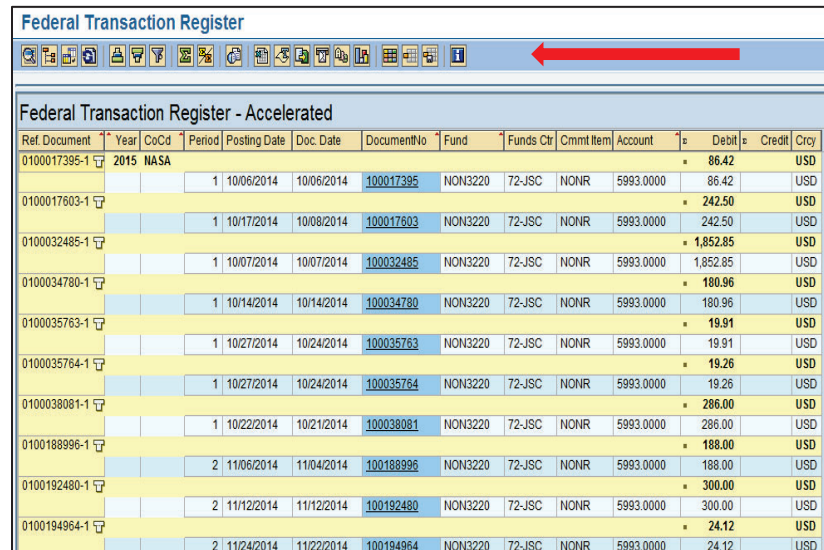
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- c) Fund Center = Business area of center
- d) Business Area
- e) Uncheck “Show By Original Document”
- f) Select the multiple selection icon on the right-hand side of the “Fund” Fields and enter NON3220, NON3200, NON1435 and NON1099.
- g) Click Copy.
- h) Select the multiple selection icon on the right-hand side of the “Account Number” fields.
- i) Click on the Select Ranges Tab and enter the following:
  - i. 1010.0000 – 1010.9999
  - ii. 5993.0000 – 5993.9999

- j) Click copy.
- k) Click execute.

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l) Click on the “Change Layout” icon.



**Federal Transaction Register**

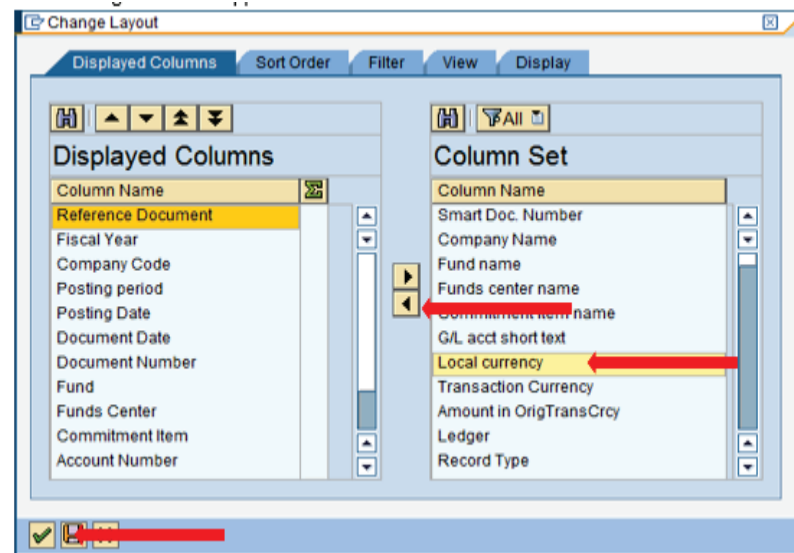
**Federal Transaction Register - Accelerated**

Ref. Document	Year	CoCd	Period	Posting Date	Doc. Date	DocumentNo	Fund	Funds Ctr	Cmnt Item	Account	Debit	Credit	Crcy
0100017395-1	2015	NASA									86.42		USD
			1	10/06/2014	10/06/2014	100017395	NON3220	72-JSC	NONR	5993.0000	86.42		USD
0100017603-1											242.50		USD
			1	10/17/2014	10/08/2014	100017803	NON3220	72-JSC	NONR	5993.0000	242.50		USD
0100032485-1											1,852.85		USD
			1	10/07/2014	10/07/2014	100032485	NON3220	72-JSC	NONR	5993.0000	1,852.85		USD
0100034780-1											180.96		USD
			1	10/14/2014	10/14/2014	100034780	NON3220	72-JSC	NONR	5993.0000	180.96		USD
0100035763-1											19.91		USD
			1	10/27/2014	10/24/2014	100035763	NON3220	72-JSC	NONR	5993.0000	19.91		USD
0100035764-1											19.26		USD
			1	10/27/2014	10/24/2014	100035764	NON3220	72-JSC	NONR	5993.0000	19.26		USD
0100038081-1											286.00		USD
			1	10/22/2014	10/21/2014	100038081	NON3220	72-JSC	NONR	5993.0000	286.00		USD
0100188996-1											188.00		USD
			2	11/06/2014	11/04/2014	100188996	NON3220	72-JSC	NONR	5993.0000	188.00		USD
0100192480-1											300.00		USD
			2	11/12/2014	11/12/2014	100192480	NON3220	72-JSC	NONR	5993.0000	300.00		USD
0100194964-1											24.12		USD
			2	11/24/2014	11/22/2014	100194964	NON3220	72-JSC	NONR	5993.0000	24.12		USD

m) Select Local Currency.

n) Click the Left Arrow.

o) Click the green checkmark.



**Change Layout**

Displayed Columns    Sort Order    Filter    View    Display

**Displayed Columns**

- Column Name
- Reference Document
- Fiscal Year
- Company Code
- Posting period
- Posting Date
- Document Date
- Document Number
- Fund
- Funds Center
- Commitment Item
- Account Number

**Column Set**

- Smart Doc. Number
- Company Name
- Fund name
- Funds center name
- Commitment item name
- G/L acct short text
- Local currency
- Transaction Currency
- Amount in OrigTransCrcy
- Ledger
- Record Type

Green checkmark button at the bottom left.

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- p) Click on the “Account” header to highlight the column and click the subtotal icon.

Federal Transaction Register

Federal Transaction Register - Accelerated

Ref Document	Year	CoCd	Period	Posting Date	Doc Date	DocumentNo	Fund	Funds Ctr	Commt Item	Account	Debit	Credit	Crcy	Local crcy
0100017395-1	2015	NASA									86.42		USD	86.42
			1	10/06/2014	10/06/2014	100017395	NON3220	72-JSC	NONR	5993.0000	86.42		USD	86.42
0100017603-1											242.50		USD	242.50
			1	10/17/2014	10/08/2014	100017603	NON3220	72-JSC	NONR	5993.0000	242.50		USD	242.50
0100032485-1											1,852.85		USD	1,852.85
			1	10/07/2014	10/07/2014	100032485	NON3220	72-JSC	NONR	5993.0000	1,852.85		USD	1,852.85
0100034780-1											180.96		USD	180.96
			1	10/14/2014	10/14/2014	100034780	NON3220	72-JSC	NONR	5993.0000	180.96		USD	180.96
0100035763-1											19.91		USD	19.91
			1	10/27/2014	10/24/2014	100035763	NON3220	72-JSC	NONR	5993.0000	19.91		USD	19.91
0100035764-1											19.26		USD	19.26
			1	10/27/2014	10/24/2014	100035764	NON3220	72-JSC	NONR	5993.0000	19.26		USD	19.26
0100038081-1											286.00		USD	286.00
			1	10/22/2014	10/21/2014	100038081	NON3220	72-JSC	NONR	5993.0000	286.00		USD	286.00

- q) Hide the account details for each subtotal by clicking the decrease icon.

Federal Transaction Register

Federal Transaction Register - Accelerated

Ref Document	Year	CoCode	Period	Posting Date	Doc Date	DocumentNo	Fund	Funds Ctr	Commt Item	Account	Debit	Credit	Crcy	LCrry
1400001180-1	2015	NASA	2	11/12/2014	11/12/2014	1400001180	NON3220	72-JSC	NONR		300.00		USD	300.00
1400003049-1	2015	NASA	1	10/14/2014	10/14/2014	1400003049	NON3220	72-JSC	NONR		180.96		USD	180.96
1400011139-1	2015	NASA	5	02/19/2015	02/19/2015	1400011139	NON3220	72-JSC	NONR		142.50		USD	142.50
1800002151-1	2015	NASA	3	12/11/2014	12/01/2014	1800002151	NON3220	72-JSC	CASH		8,308.61		USD	8,308.61
1800003159-1	2015	NASA	2	11/18/2014	11/05/2014	1800003159	NON3220	72-JSC	CASH		242.50		USD	242.50
1800004129-1	2015	NASA	1	10/17/2014	10/08/2014	1800004129	NON3220	72-JSC	CASH		242.50		USD	242.50
1800004249-1	2015	NASA	3	12/31/2014	12/08/2014	1800004249	NON3220	72-JSC	CASH		242.50		USD	242.50
1800006105-1	2015	NASA	5	02/20/2015	02/19/2015	1800006105	NON3220	72-JSC	CASH		218.76		USD	218.76
1800007362-1	2015	NASA	5	02/20/2015	02/09/2015	1800007362	NON3220	72-JSC	CASH		242.50		USD	242.50
1800007492-1	2015	NASA	6	03/25/2015	03/09/2015	1800007492	NON3220	72-JSC	CASH		242.50		USD	242.50
1800007616-1	2015	NASA	8	05/19/2015	05/05/2015	1800007616	NON3220	72-JSC	CASH		242.50		USD	242.50
1800008112-1	2015	NASA	4	01/16/2015	01/05/2015	1800008112	NON3220	72-JSC	CASH		242.50		USD	242.50
1800011460-1	2015	NASA	7	04/10/2015	04/06/2015	1800011460	NON3220	72-JSC	CASH		242.50		USD	242.50
1400004000-1	2015	NASA	1	10/06/2014	10/06/2014	1400004000	NON3220	72-JSC	NONR		86.42		USD	86.42
1400009443-1	2015	NASA	7	04/13/2015	12/03/2013	1400009443	NON3220	72-JSC	NONR		300.00		USD	300.00
1400009444-1	2015	NASA	7	04/13/2015	12/03/2013	1400009444	NON3220	72-JSC	NONR		240.00		USD	240.00
1800003004-1	2015	NASA	1	10/07/2014	10/07/2014	1800003004	NON3220	72-JSC	CASH		1,852.85		USD	1,852.85
1800003039-1	2015	NASA	1	10/22/2014	10/21/2014	1800003039	NON3220	72-JSC	CASH		286.00		USD	286.00
1800004221-1	2015	NASA	3	12/04/2014	12/02/2014	1800004221	NON3220	72-JSC	CASH		313.10		USD	313.10
1800004228-1	2015	NASA	3	12/05/2014	12/04/2014	1800004228	NON3220	72-JSC	CASH		263.10		USD	263.10
1800004332-1	2015	NASA	3	12/31/2014	12/12/2014	1800004332	NON3220	72-JSC	CASH		6,557.36		USD	6,557.36
1800005200-1	2015	NASA	2	11/06/2014	11/04/2014	1800005200	NON3220	72-JSC	CASH		188.00		USD	188.00
1800005258-1	2015	NASA	2	11/13/2014	11/13/2014	1800005258	NON3220	72-JSC	CASH		255.45		USD	255.45
1800008100-1	2015	NASA	4	01/14/2015	01/09/2015	1800008100	NON3220	72-JSC	CASH		526.20		USD	526.20
1800011237-1	2015	NASA	5	02/20/2015	02/12/2015	1800011237	NON3220	72-JSC	CASH		3,000.00		USD	3,000.00
1800011239-1	2015	NASA	5	02/20/2015	02/17/2015	1800011239	NON3220	72-JSC	CASH		85,191.11		USD	85,191.11
1800011303-1	2015	NASA	5	02/27/2015	02/23/2015	1800011303	NON3220	72-JSC	CASH		4.73		USD	4.73
1800011347-1	2015	NASA	6	03/20/2015	03/17/2015	1800011347	NON3220	72-JSC	CASH		198.00		USD	198.00
1800011705-1	2015	NASA	8	05/20/2015	05/19/2015	1800011705	NON3220	72-JSC	CASH		789.30		USD	789.30
1400002106-1	2015	NASA	1	10/27/2014	10/24/2014	1400002106	NON3220	72-JSC	NONR		19.81		USD	19.81

- r) Add all the 1010 account Local crcy totals together.
- s) This total should match the total of the 5993 account.
- t) If the totals do not match, determine the total amount that is different between the 1010 and 5993 accounts.
- u) Unhide the account details on the report.

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- v) Examine each account to locate the variances.
- w) Once the transaction that is causing the variance is located, contact individuals responsible for corrections.
- R. Account Maintainer will load prior month reimbursable billing into Tech Doc.
  1. Go to prior month Monthly Billing folder.
  2. Select all files.
  3. Right click.
  4. Select Send To → Compressed (Zipped) file
  5. Use the following Naming scheme for the file (Center Month 20YY~Center~FY20YY).
  6. Right click on the file and select cut.
  7. Paste the file in the Document Imaging file on the N drive (N:\Document Imaging\Monthly Billing).
- S. Payment Processors will load prior month IPACs into Tech Doc.
  1. Login to IPAC.

2. Select Query
3. In the Report Type, select IPAC Transaction Report Selection.

4. Enter ALC for Center processing.

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5. Select All Transaction types.



Transaction type \* All transaction types ▼

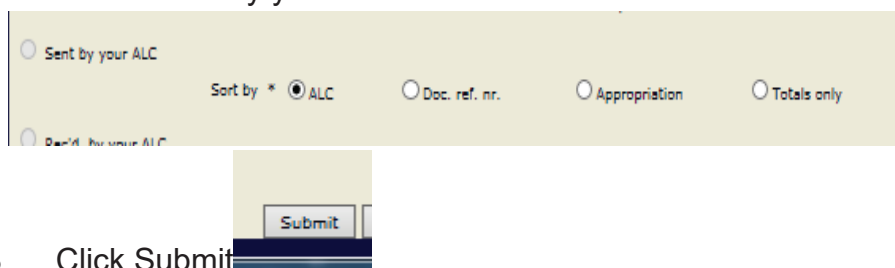
6. Enter prior month's date.



Starting date \* 05/01/2019

Ending date \* 05/31/2019

7. Select Sent by your ALC



☐ Sent by your ALC

Sort by \* ☒ ALC ☐ Doc. ref. nr. ☐ Appropriation ☐ Totals only

☐ Don't know ALC

Submit

8. Click Submit

9. Once the report has executed, click Download and then Open.

10. Save as a PDF to the N Drive (N:\Document Imaging\AR-IPAC).

11. Use the Naming Scheme Center~Month20YY~SEN.

- T. Payment Processor will verify that the AR in Transit account 1310.5000 has a net balance of \$0.00

1. Open T-code FBL3N in SAP.
2. Enter G/L Account 1310.5000.

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3. Select All Items from beginning of prior month to current day.

**G/L Account Line Item Display**

Data Sources

G/L account selection

G/L account 1310.5000 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 06/28/2019

☐ Cleared items

Clearing date  to

Open at key date

☒ All items

Posting date 05/01/2019 to 06/28/2019

Type

4. Select Dynamic Selection and enter Business Area for center.

Data Sources

GL A/C Master Record

- Group account number
- Created on
- Created by
- P&L statmt acct type
- Account Group
- Trading Partner
- Balance sheet account
- Mark for deletion

Assignment

Posting Date

Document Date

Document Type

Posting Period

Posting Key

Business Area 21

5. Click execute.



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## PROCESS – MONTH & QUARTER END CHECKLIST

### STEP 1. AR Supervisor – Distribute Month & Quarter End Checklist

A. Account Maintainer will validate the Allowance Balances in SAP match the AFBD Analysis for CMP 3.3A (Quarterly)

1. Go to T-code GR55 and enter ZFUN

2. Click Execute.
3. Enter the following:
  - a) Fiscal Year = current year
  - b) Period 0
  - c) Period = Current period
  - d) Select multiple selections for Account values and enter 1319.0000, 1347.0000, 1367.0000, & 1377.0000



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Multiple Selection for Or value(s)

Select Single Values (4)    Select Ranges

O. Single value


<input checked="" type="checkbox"/>	1319.0000	<input type="checkbox"/>
<input type="checkbox"/>	1347.0000	
<input type="checkbox"/>	1367.0000	
<input type="checkbox"/>	1377.0000	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Navigation: < > << >>

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e) Business Area Value = business area for center

**NASA Accounts by Fund - Period: Selection**

 Data Source...

**Selection values**

Fiscal year	2019
Company code	NASA
Period	
Period	8

**Selection groups**

Accounts			
Or value(s)	1319.0000	to	
Business Area Set ID			
Or value(s)	21	to	
Fund Set ID			
Or value(s)		to	
Funds center			
Or value(s)		to	
Agency Location Code			
Or value(s)		to	
Applic. of funds			
Or value(s)		to	
Fund type			
Or value(s)		to	
Funded Program			
Or value(s)		to	

- Click execute.
- Compare the totals to the CMP 3.3A report to verify correct posting.

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* SSMX22017D	Safety and Secu			
1319.0000	Allow Loss Acct			
* SSMX22017R	Safety and Secu			
1319.0000	Allow Loss Acct		480.07-	
* SSMX22018D	Safety and Secu		480.07-	
1319.0000	Allow Loss Acct			
* SSMX22019D	Safety and Secu			
** Total			480.07-	





  

Fund/Account	GR55 G/L	Debt G/L	Current Bal per GR55	Target Balance per AFD Analysis	Change - to be posted in SAP
SSMX22018D	1319.0000	1310.3000	162.02	-480.07	-642.09
NON1099	1377.0000		68.00		-68.00
NON1435	1347.0000		4.70		-4.70
Totals			234.72	-480.07	-714.79
Total per Aging Analysis				-574.45	
Difference				94.38	
Reconciling Items:					
SCEX22017D		1310.3000		-49.18	<\$400
SCEX22018D		1310.3000		-18.22	<\$400
NON1435		1340.0000		-1.48	<\$400
NON1099		1370.0000		-25.50	<\$400
				-94.38	Total

B. Account Maintainer will verify there are no abnormal balances in the allowance accounts.

1. Go to T-code GR55 and enter ZFUN

**Execute Report Group: Initial Screen**

 Data extracts
  Multiple selection
 


Report Group

- Click Execute.
- Enter the following:
- Fiscal Year = current year
- Period 0

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- a) Period = Current period
- b) Select multiple selections for Account values and enter 1319.0000, 1347.0000, 1367.0000, & 1377.0000

Multiple Selection for Or value(s)

Select Single Values (4)    Select Ranges

O.	Single value
<input checked="" type="checkbox"/>	1319.0000
<input type="checkbox"/>	1347.0000
<input type="checkbox"/>	1367.0000
<input type="checkbox"/>	1377.0000
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

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c) Business Area Value = business area for center

**NASA Accounts by Fund - Period: Selection**

 Data Source...

**Selection values**

Fiscal year	2019
Company code	NASA
Period	
Period	8

**Selection groups**

Accounts			
Or value(s)	1319.0000	to	
Business Area Set ID			
Or value(s)	21	to	
Fund Set ID			
Or value(s)		to	
Funds center			
Or value(s)		to	
Agency Location Code			
Or value(s)		to	
Applic. of funds			
Or value(s)		to	
Fund type			
Or value(s)		to	
Funded Program			
Or value(s)		to	

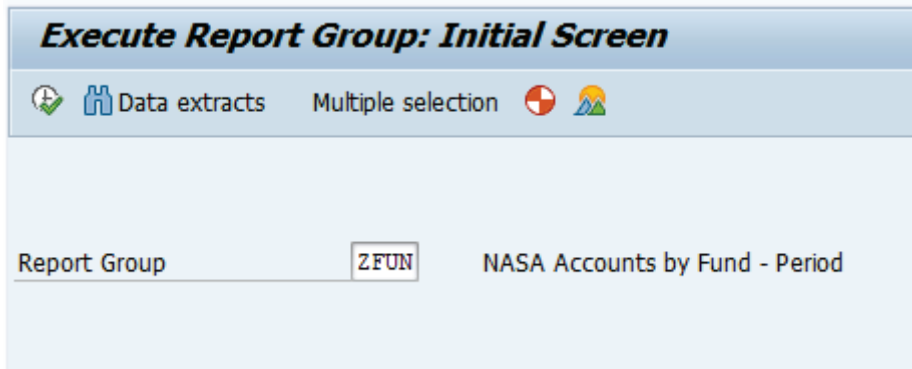
6. Click execute.

7. Verify that there are no debit balances in any of the accounts.

C. Account Maintainer will verify that the 5000 accounts have a Net \$0 balance by fund.

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1. Go to T-Code GR55 and enter ZFUN



**Execute Report Group: Initial Screen**

Data extracts Multiple selection

Report Group  NASA Accounts by Fund - Period

2. Enter the following:
  - a) Fiscal Year = current year
  - b) Period = 1
  - c) Period = current period
  - d) Account Values = 5000.0000 to 5999.9999
  - e) Business Area Value = Center business area
  - f) Select multiple selections for Fund Set Values and add NON1099, NON1435, NON3200 and NON3220

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Multiple Selection for Or value

Select Single Values (4)

O.	Single value
<input checked="" type="checkbox"/>	NON1435
<input type="checkbox"/>	NON3200
<input type="checkbox"/>	NON3220
<input type="checkbox"/>	NON1099
<input type="checkbox"/>	
<input type="checkbox"/>	

**NASA Accounts by Fund - Period: Selection**

Data Source...

Selection values

Fiscal year	2019
Company code	NASA
Period	1
Period	9

Selection groups

Accounts			
Or value(s)	5000.0000	to	5999.9999
Business Area Set ID			
Or value(s)	21	to	
Fund Set ID			
Or value(s)	NON1435	to	
Funds center			
Or value(s)		to	
Agency Location Code			
Or value(s)		to	
Applic. of funds			
Or value(s)		to	
Fund type			
Or value(s)		to	
Funded Program			
Or value(s)		to	

3. Click Execute.
  4. Verify that the balance for each fund is \$0.00
- D. Account Maintainer verifies there are no credit balances.
1. Go to T-Code S\_ALR\_87012173 (List of Customer Line Items).
  2. Enter the following:

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a) Open at Key Date = Last Day of Current Month

Line Item Selection

Status

☒ Open Items

Open at Key Date: 06/30/2019

b) Select Dynamic Selections

i. Account Group = ZCOM, ZEPY, and ZFED

Multiple Selection

Select Single

O. Sin...

☒ ZCOM

☐ ZEPY

☐ ZFED

ii. Business Area = Center

Posting Key

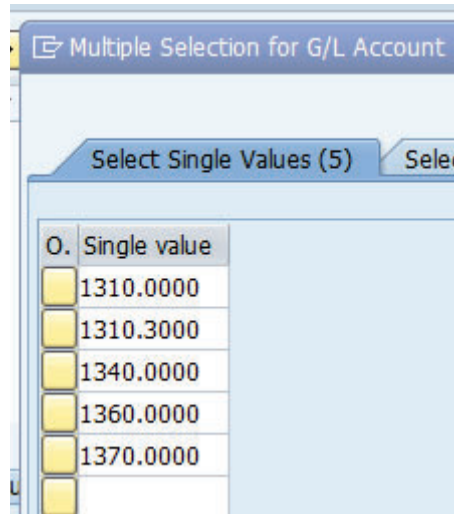
Business Area: 21

Amount in LC



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- iii. G/L Accounts = 1310.0000, 1310.3000, 1340.0000, 1360.0000, and 1370.0000



3. Click execute.
  4. Scroll through each item to verify that there are no credit balances.
  5. If there is a credit balance, it will need to be researched and reversed, if applicable.
- E. Account Maintainer will verify Payroll Debts that Net to \$0 are cleared.
1. Use LOCLI report executed for credit balances.
  2. Scroll through to verify that any Payroll Debt (ZEPY) that has a Net \$0.00 balance have been cleared.
  3. If the debts have not been cleared, they will need to be manually cleared using F-30.
- F. Account Maintainer will validate all reversal document have supporting attachments.
1. Go to T-code Z\_BILL\_REASREV in SAP.
  2. Enter Business Area for Center

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3. Enter Reverse Fiscal Year and Period for current month = 20YYPP

**Accounts Receivable Billing: Reason for Reversal Report**

Data Selection

Bus Area	21	to		
Reverse Fiscal Year & Period	201909	to	201909	
Reversal Reason		to		
Posting Date of Reversal Doc		to		

4. Click Execute.
5. Verify there is an attachment on the reversal document.

**Accounts Receivable's Billing Reversal Reasons Report**



BUS AREA	DOC TYPE	FSC YR	PERIOD	DOCUMENT	ATT	POST DT	REV DOC	REV ATT	REV FS
21	DR	2019	3	1800001596	X	12/18/2018	180006081	X	2
21									

- G. Account Maintainer will verify that all ZCOM debts over 150 days have been written off.
1. Go to ZCF\_ARAGING
  2. Enter Account Group = ZCOM
  3. Enter Business Area = Center
  4. Enter Through Accounting Period = current period






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5. Enter Fiscal Year = Current Year

**Accounts Receivable Aging by Periods**

Data Selection

Account Group/Range	ZCOM	to		
Business Area(s)	21	to		
Customer Number		to		
Document Number		to		
G/L Account/Range				
Through Accounting Period	9			
Fiscal Year	2019			
<input type="checkbox"/> View for TROR				

6. Click execute.
  7. Once report has executed, verify that there are no debts non-reimbursable over 150 days.
  8. If there are any debts over 150 days that can be written off, they will need to be written off prior to month end.
- H. Account Maintainer will reconcile General Fund Balance (See Mid-month Checklist)
- I. Account Maintainer and Payment Processors will verify that the JV Log has been filled in.
- i. Open the JV Log for the current year.
  - ii. Filter on center processed.
  - iii. Verify that all fields have been filled in.
- J. Payment Processor will verify that cash postings in ServiceNow have been completed.
1. Open ServiceNow.
  2. Go to Open Cases assigned to me.
  3. Filter on cases that deal with cash postings (check, pay.gov, fedwire, or IPAC).
  4. Verify that a document has been posted in SAP for each cash document.

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- K. Payment Processor will verify the AR in Transit has a net balance of \$0.00 (See Mid-Month Checklist)

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## METRICS

Initiating Office/Entity	Deliverable (Output)	Receiving Office/Entity	Metric
Accounts Receivable	Submission of Treasury Report on Receivables (Centers & Agency)	NASA OCFO	Prepare and submit Treasury Report on Receivables (TROR) to OCFO quarterly by the NATS due date.

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## SYSTEM COMPONENTS (EXISTING SYSTEMS)

IT System Title	IT System Description	Access Requirements
SAP	Integrated Financial Management System	User role at NSSC
TechDoc	System for storing, reporting and documenting data	User role at NSSC
Federal Personnel/Payroll System (FPPS)	System for NASA Human Resources and Payroll actions	Read Only Access, Limited Access
CSNG	Treasury System for managing and collecting debts due to the federal government that are over 120 days delinquent	Supervisor Role and Cashier Role
ServiceNow (SNOW)	NSSC's Work Management System	User role at NSSC
Debt Management Information System Treasury Report on Receivables (TROR)	System for entering and submitting Agency TROR Report	Agency Reports Preparer role

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## CUSTOMER CONTACT CENTER STRATEGY

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The NSSC Customer Contact Center Service Delivery Guide provides details regarding routing and escalation of inquiries for this activity.

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## APPENDIX A - ACRONYM LIST

AP	Accounts Payable
AR	Accounts Receivable
CA	Creditor Agency
CNC	Currently Not Collectible
CS	Civil Servant
CSNG	Cross Servicing Next Generation
CTR ABBREV	Center Abbreviation
DCFO	Deputy Chief Financial Officer
DMS	Debt Management Services
EPSS	Enterprise Performance Support System
FBWT	Fund Balance with Treasury
FMD	Financial Management Division
FY	Fiscal Year
GL	General Ledger
L2	Level 2 (a term used for the Service Provider team)
L3	Level 3 (a term used for the Civil Servant team)
OCFO	Office of the Chief Financial Officer
TROR	Treasury Report on Receivables
NASA	National Aeronautics and Space Administration
NATS	NASA Audit Tracking System



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NSSC	NASA Shared Services Center
P	Period
PCA	Private Collection Agency
POC	Point of Contact
SP	Service Provider
SNOW	ServiceNow
WO	Write-Off
WV	Waiver

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## APPENDIX B – L3 NSSC TROR CHECKLIST

TROR Checklist		
Center		Reporting Month
#	Y/N	Description
		Is the Center ALC correct in the Reporting Entity Code field?
		Does the Fiscal Year and Month match the reporting period?
<b>PART I: SECTION A Receivables and Collections</b>		
1		Does Beginning FY Balance equal ending balance of prior FY?
2		Does the New Receivables amount match the FBL5N report (less the Federal Customers - ZFED)?
		Is the FBL5N report attached to the TROR report?
3		Does the Accruals amount match the FBL5N report for accounts 1340.0000 and 1360.000?
		Is the report listing the Accruals attached to the TROR report?
4		Is the Collections on Receivables a negative amount?
5		Does the adjustments amount match the manually prepared adjustments spreadsheet?
		Is the manually prepared adjustments spreadsheet attached to the TROR report?
6		Is the Amounts Written Off a negative amount?
		Is there a copy of an approval letter or other documentation approving the write-off of receivables reported on the report?
7		Does the SAP screen shot of GR55/ZTB6 ending balance screens for G/L Accounts 1310.0000, 1340.0000, 1360.000, and 1370.0000 match the amount on this line?
		Is the GR55/Z6TB screen shot attached to the TROR report?
		Does the Trial Balance equal the AR Aging Balance? If not, investigate the discrepancy.
		Does the Beginning Balance plus (+) New Receivables plus (+) Accruals minus (-) Collection, Adjustment, & Write-offs equal (=) the Ending Balance?
<b>SECTION B Additional Receivables Data (Information Only)</b>		
1		Is the documentation and/or reports attached to support the amounts recorded to the TROR report?
<b>SECTION C Delinquent Debt (Excluding CNC Debts)</b>		
1		Are all amounts listed positive amounts?
		Do the amounts listed match the amounts on the SAP aging report?
		Is the SAP Aging Report representing each amount attached to the TROR report?
		Is there a comment sheet containing the collection status of any accounts receivable greater than 60 days delinquent?
2		Does the amount of each delinquency by category match the amount of delinquency by age?
3		Does Line 3 (A) & Line 3 (B) match the Credit Bureau Report?
<b>PART II: SECTION A Delinquent Debt 120 Days or Less</b>		
1		Is Line 1(L) equal to the sum of Part 1 Section C Line 1(A) thru Line 1(D)?
<b>SECTION B Delinquent Debt Eligible for Referral to Treasury for Offset</b>		
1		Are there delinquent debts over 120 days?
		Have the debts been referred to Treasury and placed in a CNC status?
		Is the delinquent debt reports attached to the TROR Report?
		Does Line 1(B) equal Line 2(B) and Part II Section D Line 1 (E)?
		Does Line 1(H) equal Part II Section B Line 2(B) and 2(R)?
		Is the amount of Debt in Litigation for Enforced Collection negative?
		Is the amount of Other- must footnote negative?
		Is the amount of the Debt Referred to Treasury Offset Program through Cross-Servicing negative?
2		Does Line 2 (Q) equal Line 2 (R)?
		Does Line 2 (S) equal zero?
<b>SECTION C Collection on Delinquent Debt</b>		
1		Is the reported information for the Current Fiscal Year only?
<b>PART II: SECTION D CNC Debt Status</b>		
1		Has all the cells in the TROR been calculated to ensure that the spreadsheet's formula is correct? Making sure that any cells (above or below) equal their corresponding amount in the grayed areas.
		Was the FIDO on the N:\Reports\FYYYYY accessed to ensure that Metric 3 is completed and correct? Does the ending balance on the TROR match the ending balance in Metric 3 for this month and the previous months value? If the balance does not match research and correct discrepancies..
Reviewed By:		

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## APPENDIX C – MANUALLY RUNNING “ACCRUALS” REPORT

### A. SAP – “FBL5N” - “Accruals” Report

1. Select “flag” icon to get to the dynamic selections screen



**Customer Line Item Display**

4 active Data Sources

- Customer master
- Company code
- Documents

Document Type: DR

Posting Key:

Business Area: 51

Amount in LC:

Amount:

G/L Account: 1310.0000

Payment Method:

Customer selection

Customer account:

Company code: NASA

Selection using search help

Search help ID:

Search string:

Search help

Line item selection

Status

☐ Open items

Open at key date:

☐ Cleared items

Clearing date:

Open at key date:

☒ All items

Posting date: 10/01/2014 to 03/31/2015

Type

☐ Normal items

☒ Special G/L transactions

2. Enter the following parameters:

- “All Items” Posting Date 1 = First Day of Fiscal Year
- “All Items” Posting Date 2 = Last Day of Reporting Month
- Type = “Special G/L Transactions” only
- Account Group = ZCOM and ZEPY
- Document Type = DR
- Business Area = 10, 21, 22, 23, 24, 51, 55, 62, 64, 72 or 76
- GL Account = 1310.0000, 1310.3000, 1340.0000, 1360.0000 & 1370.0000
- Click “Clock” Icon to run report.
- Export (List > Export > Local File>Text with Tabs)

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## APPENDIX D – MANUALLY RUNNING “WRITE-OFFS” REPORT

### A. SAP – “FBL5N” - “Write-Offs” Report

1. Select “flag” icon to get to the dynamic selections screen



**Customer Line Item Display**

3 active Data Sources

- Customer master
- Company code
- Documents

Document Type: WO

Posting Key:

Business Area: 51

Amount in LC:

Amount:

G/L Account:

Payment Method:

Customer selection

Customer account: 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:

☐ Cleared items

Clearing date: to

Open at key date:

☒ All items

Posting date: 10/01/2014 to 03/31/2015

Type

☒ Normal items

☒ Special G/L transactions

2. Enter the following parameters:

- “All Items” Posting Date 1 = First Day of Fiscal Year
- “All Items” Posting Date 2 = Last Day of Reporting Month
- Document Type = WO & WV
- Business Area = 10, 21, 22, 23, 24, 51, 55, 62, 64, 72 or 76
- Click “Clock” icon to run report.
- Export (List > Export > Local File>Text with Tabs)

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## APPENDIX E – MANUALLY RUNNING “INTEREST & PENALTY” REPORT

### A. SAP – “FBL5N” - “Interest and Penalty” Report

1. Select “flag” icon to get to the dynamic selections screen



**Customer Line Item Display**

4 active Data Sources

- Customer master
- Company code
- Documents

Document Type: DR  
Posting Key:   
Business Area: 51  
Amount in LC:   
Amount:   
G/L Account: 1340.0000  
Payment Method:

Customer selection  
Customer account:   
Company code: NASA

Selection using search help  
Search help ID:   
Search string:   
Search help:

Line item selection  
Status  
☒ Open items  
 Open at key date: 03/31/2015  
☐ Cleared items  
 Clearing date:   
 Open at key date:   
☐ All items  
 Posting date:   
 Type  
☐ Normal items  
☒ Special G/L transactions

2. Enter the following parameters:

- “Open Items” Date = Last Day of Reporting Month
- Type = “Special G/L Transactions” only
- Account Group = ZCOM and ZEPY
- Document Type = DR
- Business Area = 10, 21, 22, 23, 24, 51, 55, 62, 64, 72 or 76
- GL Account = 1340.0000, 1360.0000 & 1370.0000
- Click “Clock” icon to run report.
- Export (List > Export > Local File>Text with Tabs)

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## APPENDIX F – MANUALLY RUNNING “NEW RECEIVABLES” REPORT

### A. SAP – “FBL5N” - “New Receivables” Report

1. Select “flag” icon to get to the dynamic selections screen



2. Enter the following parameters:

- “All Items” Posting Date 1 = First Day of Fiscal Year
- “All Items” Posting Date 2 = Last Day of Reporting Month
- Type = “Normal Items” only
- Account Group = ZCOM and ZEPY
- Document Type = DR, RV and DC

**Note:** DC (Liquidation) Docs are not included in the New Receivables’ total but are initially needed to verify which RV billing documents have been liquidated.

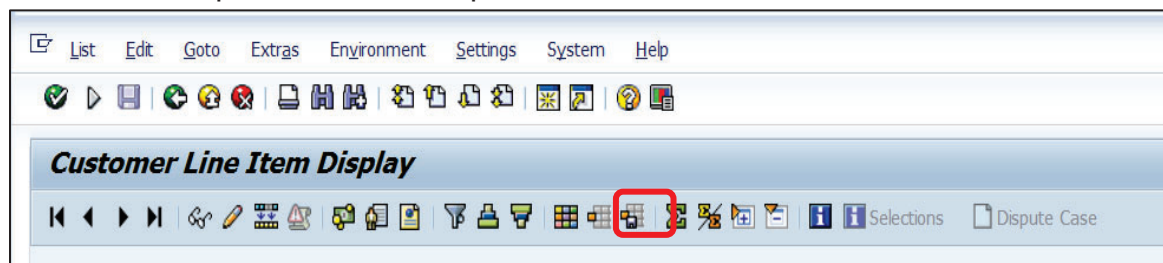
- Business Area = 10, 21, 22, 23, 24, 51, 55, 62, 64, 72 or 76
- GL Account = 1310.0000 and 1310.3000
- Click “Clock” icon to run.

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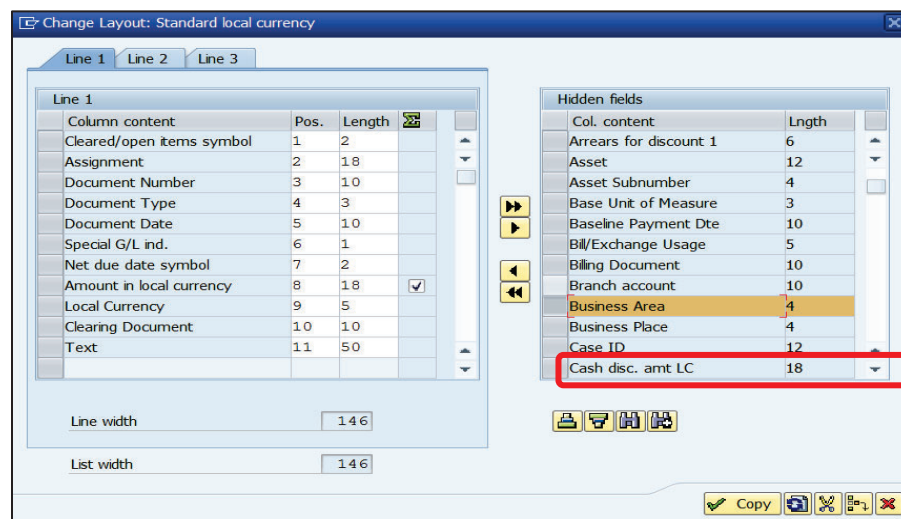
i) Scroll down to bottom of report and write down total

a. This total will be needed later to verify no changes have been made during Excel manipulations.

3. The “Business Area” and “Account” both need to be added to this report before it is exported to Excel.



a) Select the colorful grid “Change Layout” icon.



b) Select “Business Area” from “Hidden fields” and click left facing arrow to move this field over to “Line 1” side.

c) Select “Account” from “Hidden fields” and click left facing arrow to move this field over to “Line 1” side.

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d) Click “Copy” Button

e) Export (List > Export > Local File>Text with Tabs)

- i. Save as an “.xls” file. Modifying the Exported Excel File
- ii. Rename tab “Original”
- iii. Copy data over to a new tab
- iv. Rename new tab “NR”
- v. Delete all columns except for the following:
  - a. Assignment
  - b. DocumentNo
  - c. Typ
  - d. Doc Date
  - e. Amount in LC
  - f. Clearing Doc
  - g. Business Area
  - h. Account
- vi. Highlight Column A, B, and F
  - a. A = Assignment Number
  - b. B = Document Number
  - c. F = Clearing Doc



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- vii. Format Cells = “Number” format and chose format with no decimal places.
- viii. Format Column E (“Amount in LC”) to Currency format (with red to identify negative numbers)
- ix. Sort Spreadsheet by Assignment number.
- x. In Column I, add a column named “Type”
- xi. Scroll toward the bottom of the spreadsheet and delete all rows after the last assignment number

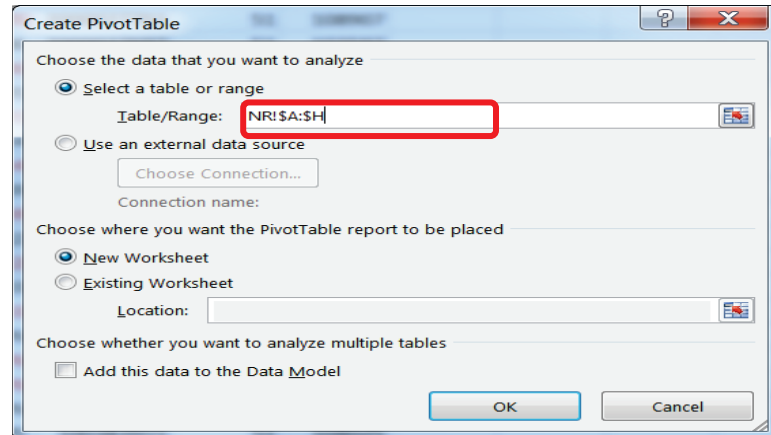
**Note:** These are just extra rows from the way the spreadsheet exports from SAP

- xii. Check the sum of the “Amount in LC” column and make sure it matches what you wrote earlier.

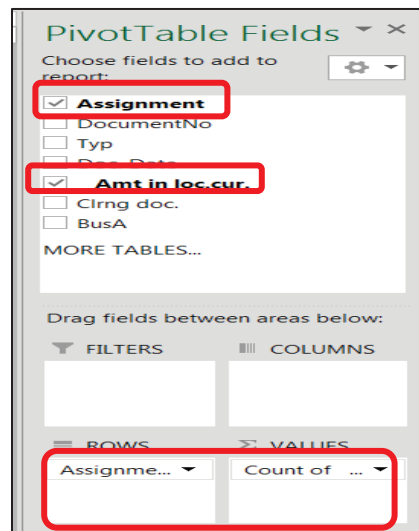
**Note:** Do not leave the sum physically on the “NR” worksheet

- xiii. Create a Pivot Table to populate “Type” Column
  - a. Go to “Insert” tab on menu bar and click on “Pivot Table

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- b. Table/Range = NR!\$A:\$H
- c. Select “New Worksheet”
- d. Then press OK.

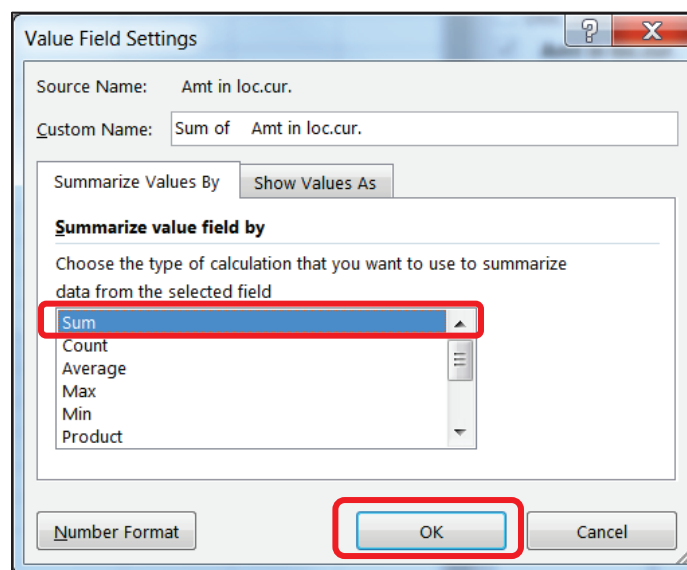


- e. For this exercise, we want to analyze this data by the assignment number. From the “Pivot Table Field List” on the right side, click on “Assignment” and drag down to the “Row Labels” box.
- f. Now drag “Amt in Loc. Cur” down to the “Values” box.

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g. Your Pivot Table will now look like this.

3	Row Labels	Count of	Amt in loc.cur.
4	90191229	1	
5	90196184	2	
6	90197828	2	
7	90198043	2	
8	90198725	1	
9	90198726	1	
10	90198883	2	
11	90198884	2	
12	90198885	2	
13	90198886	2	
14	90198887	2	
15	90198888	2	
16	90198889	2	
17	90198890	2	
18	90198891	2	
19	90198892	2	
20	90198893	2	
21	90198894	2	
22	90198895	2	
23	90198896	2	
24	90198897	2	
25	90198898	2	
26	90198899	2	
27	90198900	2	



- h. Double Click on “Count of Amt In Loc. Cur” in the “Values” box and select “Value Field”
- i. Select “Sum” and “OK.”
- j. Your Pivot Table will now look like this:

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3	Row Labels	Sum of	Amt in loc.cur.
4	90191229		-1067.87
5	90196184		0
6	90197828		0
7	90198043		0
8	90198725		-5145.52
9	90198726		-5000
10	90198883		0
11	90198884		0
12	90198885		0
13	90198886		0
14	90198887		0
15	90198888		0
16	90198889		0
17	90198890		0
18	90198891		0
19	90198892		0
20	90198893		0
21	90198894		0
22	90198895		0
23	90198896		0
24	90198897		0
25	90198898		0
26	90198899		0
27	90198900		0

- k. Pivot Table is now complete.
- l. Copy the entire Pivot table and “Paste Special” as a “Value” (how to do this is outlined below)
  - i. Click in upper left corner to highlight entire spreadsheet. Right click and press “Copy”.
  - ii. Click in upper left corner to highlight entire spreadsheet again. Right click and “Paste Special” as a “Value.”
- m. Delete Rows 1 and 2.
- n. Sort the data by “Sum of Amt in Loc. Cur”.
- o. Label column C “Type”
- p. Label the amounts in column C as “NEGATIVE,” “CLEARING,” (\$0.00) and “NR” (anything over \$0.00)
- q. Name the tab “Pivot”

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- r. This table has now identified what the receivables on the NR worksheet will be. To move this information to the NR worksheet a formula needs to be written. In order for this formula to work, this Table has to be named.
- s. Highlight columns A, B & C
- t. Go to “Formulas” Tab on the menu bar and choose “Define Name.”

The screenshot shows the 'New Name' dialog box in Microsoft Excel. The 'Name' field is set to 'NR'. The 'Scope' is set to 'Workbook'. The 'Refers to' field contains the formula '=PIVOT!\$A:\$C'. The 'OK' button is highlighted with a red box.

- u. In the “Name” section, call it “NR” and press OK.
- v. Go to “NR” tab.
- w. In Cell I2 Enter Formula:  
=IF(ISNA(VLOOKUP(A2,NR,3,FALSE)),"?",VLOOKUP(A2,NR,3,FALSE))
- x. Copy and paste this formula all the way down column I (“Type”)
- y. Now copy and paste special column “I” as a value.
- z. Your NR Tab should now look like this:

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	A	B	C	D	E	F	G	H	I
1	Assignment	DocumentNo	Typ	Doc. Date	Amt in loc.cur.	Clrng doc.	BusA	Account	Type
2	90197828	1200004000	DC	9/28/2014	20,653.62	1200004000	51	116608	CLEARING
3	90197828	8000004023	RV	10/27/2014	(20,653.62)	2000012454	51	116608	CLEARING
4	90198043	1200010149	DC	9/28/2014	1,819.71	1200010149	72	117996	CLEARING
5	90198043	8000009362	RV	3/20/2015	(1,819.71)	2000067452	72	117996	CLEARING
6	90198725	8000001000	RV	10/7/2014	(5,145.52)	1200001001	62	113342	NEGATIVE
7	90198726	8000001001	RV	10/7/2014	(5,000.00)	1200001002	62	113342	NEGATIVE
8	90198979	1200002000	DC	10/21/2014	(95.67)	2000013015	72	116653	CLEARING
9	90198979	8000002001	RV	10/21/2014	95.67	2000013015	72	116653	CLEARING
10	90198982	8000005001	RV	10/23/2014	6,103.33	2000007837	62	117357	NR
11	90199008	1200004001	DC	10/27/2014	(2,711.28)	2000012455	51	116608	CLEARING
12	90199008	8000004024	RV	10/27/2014	2,711.28	2000012455	51	116608	CLEARING
13	90199044	1200004028	DC	10/30/2014	(3,378.99)	100040801	51	116611	CLEARING
14	90199044	8000004036	RV	10/30/2014	3,378.99	100040801	51	116611	CLEARING
15	90199093	1200002008	DC	10/30/2014	(1,696.00)	100040328	72	100623	CLEARING

The next step is to confirm by center that the clearing documents equal \$0.00. The negatives are a negative amount. The NR are a positive amount. Adding these 3 figures together should equal the New Receivables figure from the total out of SAP. This is very important. A pivot table can be used to verify these totals.

aa. Highlight columns A-I. Go to “Insert” tab on menu bar.

bb. Click “Pivot Table”

The screenshot shows the 'Create PivotTable' dialog box. The 'Table/Range' field is highlighted with a red box and contains the text 'NR!\$A:\$I'. The 'OK' button is also highlighted with a red box.

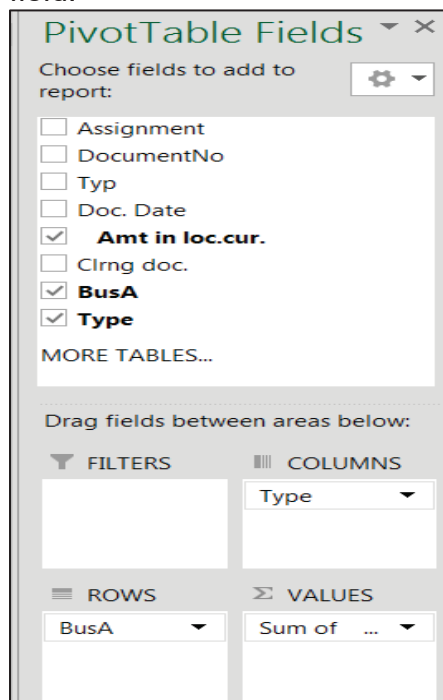
cc. Table/Range = NR!\$A:\$H

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dd. Select “New Worksheet”

ee. Press “OK”

ff. This time, the layout will be slightly different from the one before. We want to view it by “Type” in the “Column Labels” field.



gg. Click on “BusA” in the “Pivot Table Field List” and drag to the “Row Labels.”

hh. Click on “Type” in the “Pivot Table Field List” and drag and drag it to “Column Labels.”

ii. Click on the “Amt in loc.cur” in the “Pivot Table Field List” and drag to “Values.”

jj. Double Click on “Count of Amt In Loc. Cur” in the “Values” box and select “Value Field”

kk. Select “Sum” and “OK”

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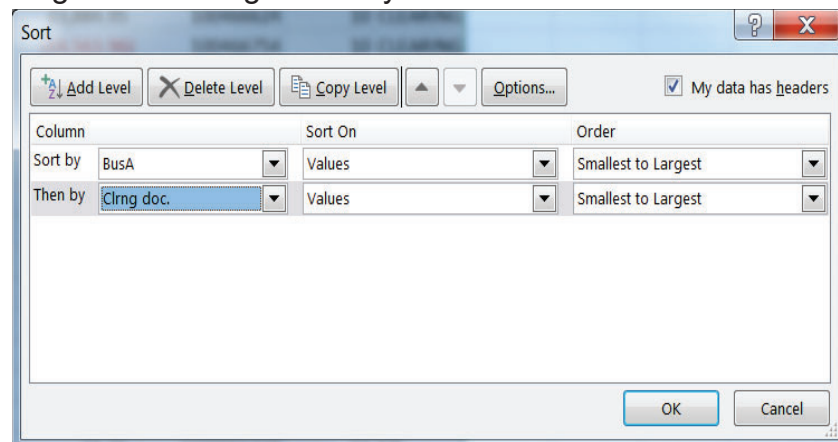
6. Your pivot table should now look like this:

	A	B	C	D	E	F
1						
2						
3	Sum of Amt in loc.cur. Column Labels					
4	Row Labels	CLEARING	NEGATIVE	NR	(blank)	Grand Total
5	10	0	(\$1,470,349.28)	\$144,802.24		(\$1,325,547.04)
6	21	0	(\$600,445.68)	\$99,013.85		(\$501,431.83)
7	22	0	(\$10,278.29)	\$884,811.44		\$874,533.15
8	23	0	(\$35,793.40)	\$644,401.76		\$608,608.36
9	24	0	(\$1,269.95)	\$12,200.37		\$10,930.42
10	51	0	(\$2,110,123.40)	\$1,931,928.67		(\$178,194.73)
11	55	0	(\$36,864.18)	\$13,409.41		(\$23,454.77)
12	62	0	(\$72,179.52)	\$265,477.19		\$193,297.67
13	64	0	(\$36,993.56)	\$1,392,014.92		\$1,355,021.36
14	72	0	(\$33,936.73)	\$352,619.93		\$318,683.20
15	76	0	(\$13,720.74)	\$226,070.41		\$212,349.67
16	(blank)					
17	Grand Total	0	(\$4,421,954.73)	\$5,966,750.19		\$1,544,795.46

a) Verify the following:

- “Clearing” column amounts should total \$0.00.
- “Negative” column amounts should all be negative numbers.
- “NR” column amounts should all be positive numbers.

7. Finding and Labeling Manually Cleared Documents



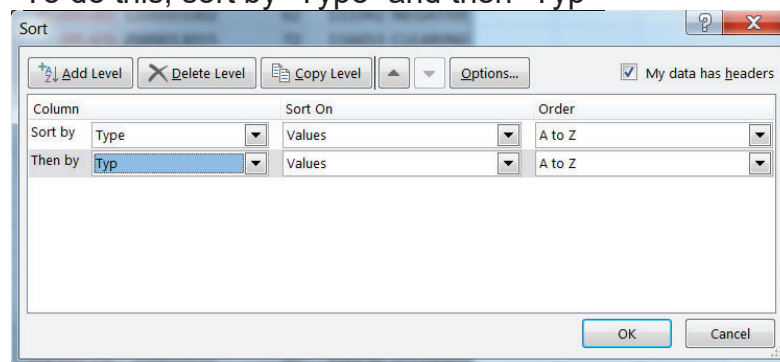
a) Go back to the “NR” tab and sort by “Business Area” and then “Clearing Document”



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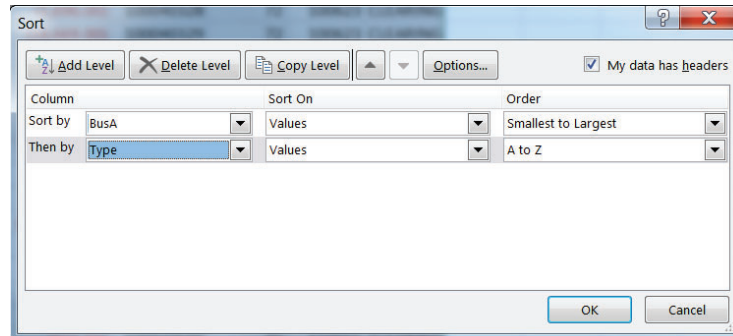
- b) In Cell “J2”, enter the following formula:  
=IF (F2=F3, "MATCH","")
  - c) Copy this formula so it’s saved on your “clipboard” but do not paste anywhere yet.
  - d) Add filter to “TYPE” column and select only “Negative” and “NR”
  - e) Paste formula down through sheet
  - f) If you find positive and negative amounts flagged with the word ‘MATCH’” and both have the same clearing document, change the “TYPE” on both to “CLEARING.”
  - g) Remove filter on “Type”
8. The Next step is to make sure that all the Doc Type DCs in the New Receivables are changed to “NEGATIVE”. This has to be done at this time because DC docs are also part of the clearing process. NO DCs SHOULD BE IN NEW RECEIVABLES. ONLY RVs and DRs!

- a) To do this, sort by “Type” and then “Typ”



- b) Change all NRs with “Typ” of “DC” to “Type” of “NEGATIVE”
- c) Sort again by “Business Area” and then “Type”

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- d) Make sure you Clearing, Negative, and NR totals are still are within guidelines (see 2nd Pivot Table you made on to keep an eye on this).
- e) Click in Pivot Table and right click and choose “Refresh.” Verify all amounts are in guidelines. If not, look at the center and the area and research to see why. Normally it is just a number that was thought to Zero out was actually off a little.
- f) Now, in your “NR” sheet, insert a blank column before “Assignment Number” and label “Number of Receivables”.
- g) Change “Account” (column I) to “Customer”
- h) Insert Column before A and label it “Number of New Receivables”
- i) Label Column K “Number of New Receivables by Customer”
- j) Subtotal by “BusA” and then again by “Type” on NR tab

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The image displays two screenshots of the 'Subtotal' dialog box, likely from a financial reporting software. Both screenshots show the same options, but with different selections.

**Top Screenshot:**

- At each change in:** BusA
- Use function:** Sum
- Add subtotal to:**
  - ☒ Amt in loc.cur.
  - ☐ Doc. Date
  - ☐ Clrng doc.
  - ☐ BusA
  - ☐ Account
  - ☐ Type
- ☐ Replace current subtotals
- ☐ Page break between groups
- ☒ Summary below data
- Buttons: Remove All, OK, Cancel

**Bottom Screenshot:**

- At each change in:** Type
- Use function:** Sum
- Add subtotal to:**
  - ☒ Amt in loc.cur.
  - ☐ DocumentNo
  - ☐ Typ
  - ☐ Doc. Date
  - ☐ Clrng doc.
  - ☐ BusA
- ☐ Replace current subtotals
- ☐ Page break between groups
- ☒ Summary below data
- Buttons: Remove All, OK, Cancel

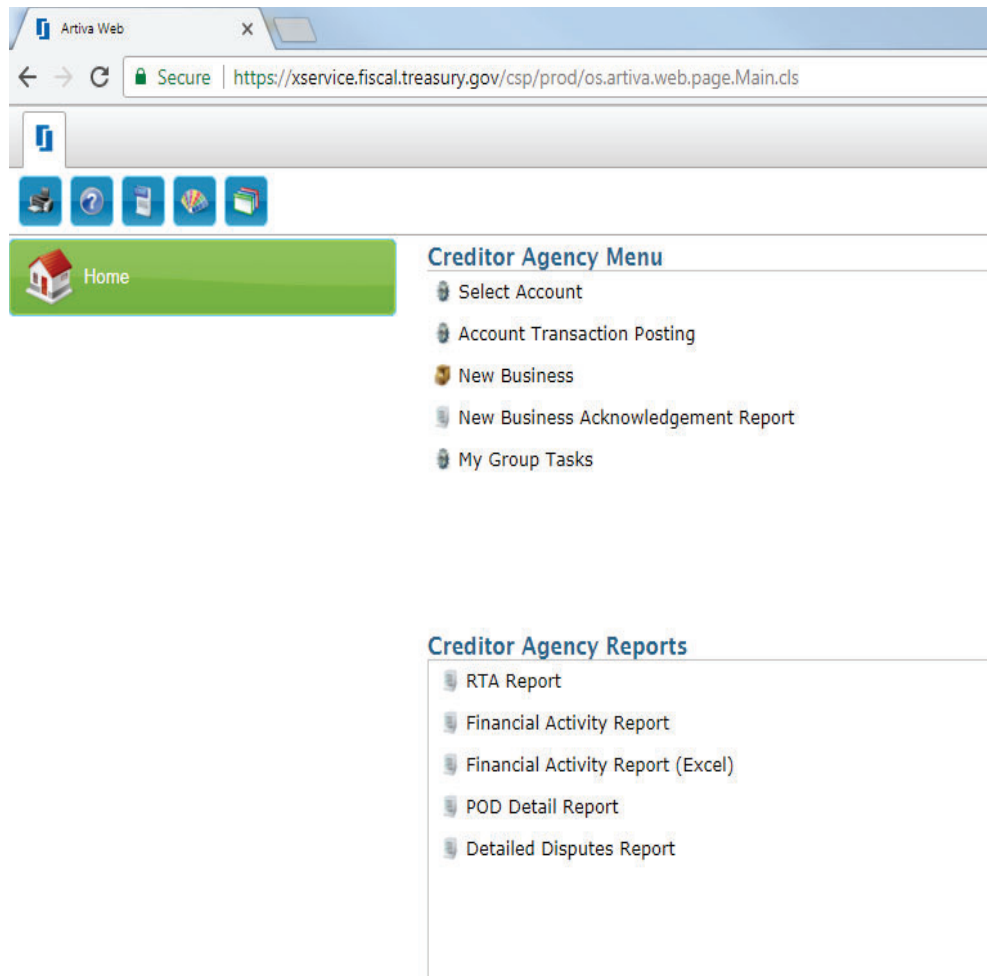
- i. Add “count” by DEBT / ROW to column A on all items labeled “NR”
- ii. Add “count” by CUSTOMER NUMBER to column K on all items labeled “NR”
- iii. This count is currently entered on the TROR in Part I, Section A, Line (1).

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## APPENDIX G – CSNG “RETURN TO AGENCY” (RTA) REPORT

### CSNG website:

<https://xservice.fiscal.treasury.gov/csp/prod/os.artiva.web.page.Main.cls>



A. Select “RTA Report”

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### CreditorAgyRTAReportExcel

Agency Code:

Bureau Code:

Office Code:

Program Code:

Return Date On or After:

Return Date On or Before:

Debt Return Reason:

Finish

1. Select Information relevant to center.

### CreditorAgyRTAReportExcel

Agency Code:

80

Bureau Code:

GS02

Office Code:

MDG

Program Code:

GS2A

Return Date On or After:

2017-10-01

Return Date On or Before:

2018-02-28

Debt Return Reason:

01

Finish

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<b><u>AMES</u></b> Bureau Code = AR01 Office Code = CAM Program = AR1A	<b><u>HEADQUARTERS</u></b> Bureau Code = GS02 Office Code = MDG Program = GS2A	<b><u>MARSHALL</u></b> Bureau Code = MS01 Office Code = ALM Program = MS1A
<b><u>ARMSTRONG</u></b> Bureau Code = DF01 Office Code = CAE Program = DF1A	<b><u>JOHNSON</u></b> Bureau Code = JS01 Office Code = THX Program = JS1A	<b><u>STENNIS</u></b> Bureau Code = ST01 Office Code = MSS Program = ST1A
<b><u>GLENN</u></b> Bureau Code = GR01 Office Code = OHO Program = GR1A	<b><u>LANGLEY</u></b> Bureau Code = LA01 Office Code = VAH Program = LA1A	
<b><u>GODDARD</u></b> Bureau Code = GS01 Office Code = MDG Program = GS1A	<b><u>KENNEDY</u></b> Bureau Code = KS0101 Office Code = FLK Program = KS1B (Space Flight Explore) KS1E (Science, Aero & Explore) KS1H (General Fund)	

- a) Agency Code: 80 Nat'l Aeronautics & Space Administration
- b) Bureau Code: See table above

2. Office Code: See table above
3. Program Code: See table above
4. Return Date On or After = Beginning of FY
5. Return Date On or Before = End of Reporting Month
6. Debt Return Reason = ALL
7. Click "Finish" Button

Dashboard																			
Grid 1																			
D...	Agency Debt Id	Return R...	Retu...	Clos...	Debt Balance	Remain...	Remainin...	Remain...	Reca...	Com...	Compr...	Forgiv...	Bankr...	Bankr...	Agenc...	PCA ref...	Debt...	Address	P...
6 17...	1800004091	Bankrupt...	01/2...	01/2...	\$119.06	\$49.83	\$0.21	\$	\$1.02	N		\$0.00	13	01/18/...	120939	1	LESLI...	1343 CRA...	2...
6 17...	1800004094	Bankrupt...	01/2...	01/2...	\$106.15	\$103.58	\$0.44	\$	\$2.13	N		\$0.00	13	01/18/...	120939	1	LESLI...	1343 CRA...	2...
6 17...	1800004092	Small Bal...	02/0...	02/0...	\$12.82	\$12.82	\$0.00	\$	\$0.00	N		\$0.00			120960	1	DAN...	3601 CHE...	9...

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## 8. Export to Spreadsheet.

<https://www.fiscal.treasury.gov/reports/Visualize.aspx> - Google Chrome

Secure | https://service.fiscal.treasury.gov/reports/Reports/Visualize.aspx

Dashboard

Grid 1

D...	Agency Debt Id	Return R...	Retu...	Clos...	Debt Balance	Remain...	Remainin...	Remain...	Reca...	Com...	Compr...	Forgiv...	Bankr...	Bankr...	Agenc...	PCA ref...	Debt...	Address	P...	TIN	
€ 17...	1800004091	Bankrupt...	01/2...	01/2...	\$119.06	\$49.83	\$0.21	\$	\$1.02	N		\$0.00	13	01/18/...	120939	1	LESLL	1343 CRA...	2...	SSN	
€ 17...	1800004094	Bankrupt...	01/2...	01/2...	\$106.15	\$103.58	\$0.44	\$	\$2.13	N		\$0.00	13	01/18/...	120939	1	LESLL	1343 CRA...	2...	SSN	
€ 17...	1800004092	Small Bal...	02/0...	02/0...	\$12.82	\$12.82	\$0.00	\$	\$0.00	N		\$0.00			120960	1	DANL	3601 CHE...	9...	4...	SSN

Export To PDF

Export To Image

Export To Excel

### Export To Excel - Dashboard

File Name:

Excel Format:

Include: ☐ Filters ☐ Parameters

Position:

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9. Save on N: Drive: N:\FM Division\Accounts Payable\_Accounts  
Receivable\Accounts Receivable\Fed Debt\RTA Reports\FY20XX

This report can be used to verify which items have been returned to agency or paid off at Treasury.

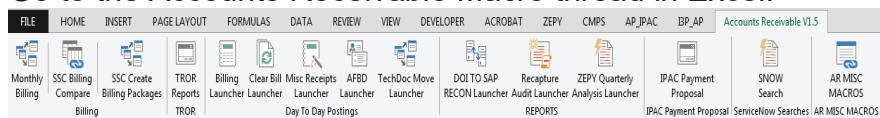


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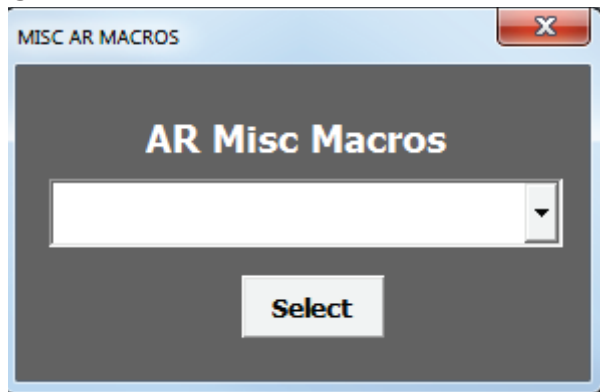
## APPENDIX H – QUARTERLY TROR CONSOLIDATION TO OCFO

Quarterly, the OCFO requires a consolidated report of all Center TROR reports compared to an SAP Trial Balance Report. The steps to run this report are below:

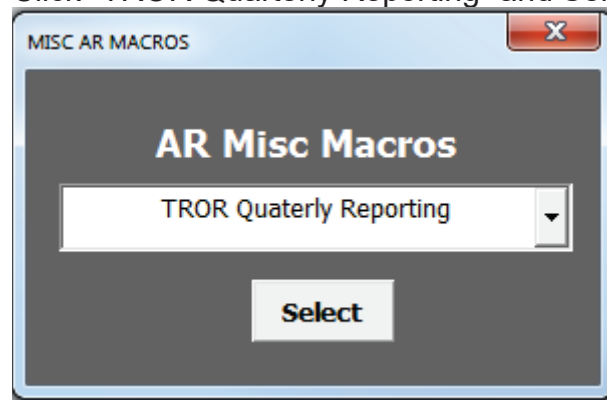
- A. Open a new Excel Workbook.
  1. Go to the Accounts Receivable Macro thread in Excel.



2. Click on AR Misc Macros.



- a) Click “TROR Quarterly Reporting” and Select.



- i. Once run, go to the “SAP VS TROR” tab of the workbook and verify there are no reconciling issues in the “Difference” column (all should be \$0.00).

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- ii. AR-L3 is notified by AR-L2 Supervisor that the report is ready. AR-L3 then updates the “Footnotes” section of the “Agency TROR” tab of the workbook to include only the following information:
- iii. All amounts from lines on the Consolidated Agency TROR that indicate (must footnote) will be noted and the reason used will be from the Center footnotes that has the largest portion of the total amount indicated on the Consolidated Agency TROR.

B. AR-L3 then submits the finished report to the OCFO via the NATS system for input into the Treasury Dashboard: <https://nats.nasa.gov/>.

**Note:** The NSSC may be requested to assist the OCFO in understanding penny differences and TROR data details.

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## APPENDIX I – AUDIT DOCUMENTATION PULL PROCEDURES

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Procedures for pulling Audit Documentation can be found in the Financial Management Division/Internal Review Work Instructions and Procedures- NSPWI-9000-0003 Revision 5.0 located at:

[https://dm.nssc.nasa.gov/servlet/dm.web.Fetch/NSPWI-9000-0003\\_Rev.\\_5.0\\_Final.pdf?gid=2238529&FixForIE=NSPWI-9000-0003\\_Rev.\\_5.0\\_Final.pdf](https://dm.nssc.nasa.gov/servlet/dm.web.Fetch/NSPWI-9000-0003_Rev._5.0_Final.pdf?gid=2238529&FixForIE=NSPWI-9000-0003_Rev._5.0_Final.pdf)

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## APPENDIX J – TASK ELEVATION TO ACCOUNTS RECEIVABLE L3

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Elevation to L3: All cases/tasks must be researched and fully documented prior to being elevated to L3. Listed below is the order of elevation for all tasks

### Order of Elevation:

1. L2 Payment Processor / Account Maintainer
2. L2 AR SP Supervisor or designee
3. L3 Primary POC. If the primary POC is unavailable, the L3 Back up POC
4. L3 AR Lead, if needed.
5. All returns for additional information are returned to L2 AR SP Supervisor or designee.

Prior to Elevating a task to L3, please input the following information into the task:

1. Customer name
2. Customer Contact information (if applicable)
3. Customer SAP Account #
4. BOC#s
5. All e-mail Communications related to the case
6. Activity or steps taken prior to elevation
7. Reason for elevation
8. State what is requested from L3

**Types of tasks to be elevated to L3:** Listed below are some of the more common issues that should be elevated to L3. Please note that this listing is not all inclusive.

1. All policy related questions should be routed to L3 for determination
  - a) L2 must reference any applicable Treasury, NPR, SDG, EPSS, or OCFO guidance in the task in question.
  - b) If there is not a policy related to the issue or if L2 is unsure of which policy is applicable to the matter, L2 must confer with the AR L2 Supervisor or designee prior to routing the task to L3.

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- c) L2 must document in the task the areas checked for guidance such as the SDG, EPSS, or NPR/NPD.
2. Customer Complaints and Treasury (FedDebt) disputes
  - a) Prior to routing a task to L3, L2 should try to determine the reason for the complaint from the customer. Distinguish a customer dispute, Treasury dispute or a waiver request by making sure that the customer is claiming that they do not owe the charges on the bill. If the customer is requesting to speak to someone from L3, elevate the task with details.
    - i. If the case is determined to be a dispute, determine whether the dispute is a Treasury dispute or a dispute of the validity of the bill.
    - ii. If the dispute is over the validity, AR L2 will route to the functional area who originated the bill. The functional area will review the bill for validation.
  - b) If the request is determined not to be a valid dispute, AR L2 will provide the details of the original communication, if applicable in the notes of the work log (i.e., what charges on the bill that the customer does not agree with).
  - c) Relate cases that are related to the complaint or Treasury dispute.
  - d) If it is determined to be a Treasury Dispute, AR L2 will escalate the task to AR L3 immediately.
  - e) Disputed debts from Treasury are time sensitive and should be routed to L3 immediately with the applicable supporting documentation.
 

**Note:** All disputed Reimbursable bill of collections must be analyzed to determine whether to route to the Center for review.
3. TROR and CMP Returns
  - a) Document the history of the CMP.
  - b) Begin the correction process, if applicable.
  - c) Route to L3 for review and approval.
 

**Note:** Questions from OCFO related to the TROR and CMPs should be elevated to L3 immediately with any notes attached.
4. Request for payment plans
  - a) Determine if the debtor is a current NASA employee. If so, L2 should initiate a voluntary salary offset.

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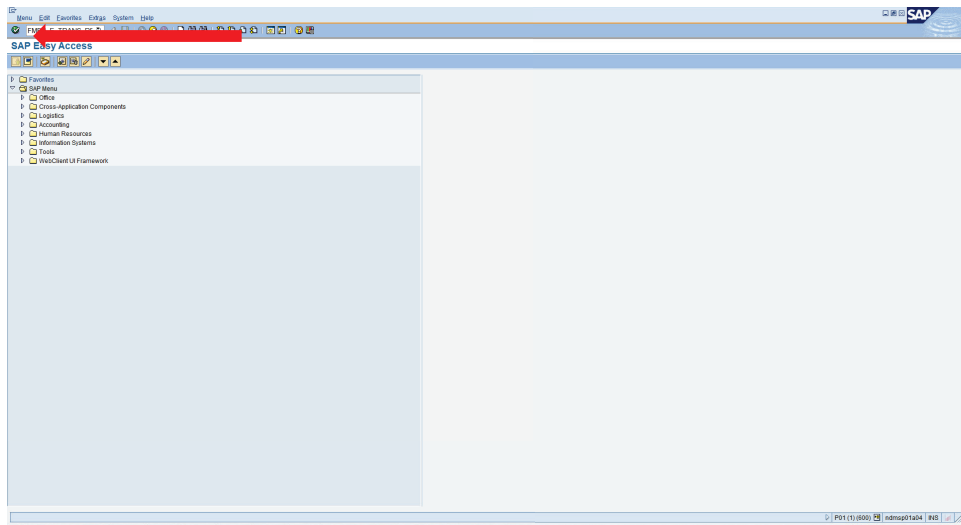
- b) Non-NASA Employees provide the Center, customer number, bill of collection(s) number, and customer contact information, then contact customer for payment negotiation.
  - c) L2 sends to L3 for review after plan is negotiated
  - d) After L3 reviews, L2 will place the dunning block on the account.
- 5. Request for Waiver/Waiver Determination (please see waiver process for detailed steps.)
  - a) L2 should complete the waiver letter, including all pertinent supporting documentation. Once complete, the task should be routed to L3 for review as indicated in the waiver process.
  - b) If the waiver determination is received via e-mail to Contact Center, L2 will notify the debtor.
  - c) Once debtor is notified L2 will take the appropriate action i.e., remove debt from accounting system or continue collections.
- 6. Salary Offset Notification (Friendly Reminders)
  - a) L2 should determine which employees should be sent the friendly reminders.
  - b) Populate the appropriate information into the salary offset notification such as the bill number, customer name, dollar amount, and bill date.
  - c) Route the notification for review and approval to L3 via a task
  - d) L3 review/approval the request and sends task back to L2 to e-mail the notice to the employee using the AR mail box.
  - e) Once notification is submitted L2 will save a copy in TechDoc and hold the case open until DOI sends Payroll deductions.
- 7. Request for “Paid in Full” on receivables
  - a) Determine if the debtor can be provided an account statement to fulfill the request. If so, L2 should initiate an account statement and send to debtor.
  - b) If the customer has requested a receipt of check or “paid in full” on the account statement, L2 will elevate to L3 to finalize.

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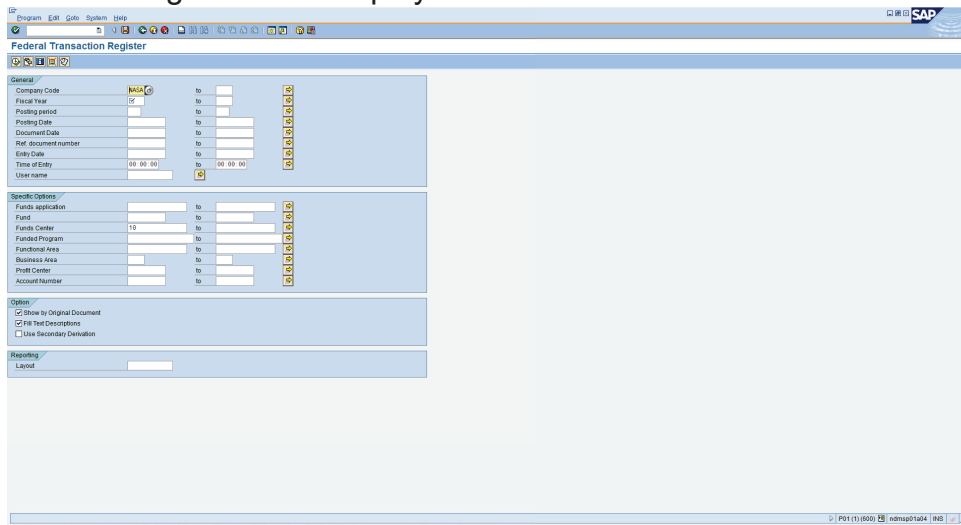
## APPENDIX K – FEDMIL WORK-AROUND RECONCILIATION PROCESS

This process reconciles the manual FedMil workaround spreadsheet to the General Ledger to ensure items entered in the workaround process remain in balance.

1. Enter transaction code **FMFG\_E\_TRANS\_REG** in the transaction code field.
2. Click **Enter**.



3. The following screen is displayed:



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- Input a single fiscal year, then select the multiple selection icon on the right hand side of the Fiscal Year.

The image shows two screenshots from the SAP system. The top screenshot is the 'Federal Transaction Register' screen. It has a 'General' tab with fields for 'Company Code' (NASA), 'Fiscal Year' (2015), 'Posting period', 'Posting Date', 'Document Date', 'Ref. document number', 'Entry Date', 'Time of Entry' (00:00:00), and 'User name'. To the right of these fields are icons for selection. A red arrow points to the 'Fiscal Year' field and its selection icon. Below the 'General' tab are 'Specific Options' and 'Option' sections. The bottom screenshot is the 'Multiple Selection for Account Number' dialog. It has four tabs: 'Select Single Values', 'Select Ranges', 'Exclude Single Values', and 'Exclude Ranges'. A red arrow points to the 'Exclude Single Values' tab. The 'Select Single Values' tab is active, showing a list of values with a 'Single value' header and a selection icon. The bottom of the dialog has a 'Multiple selection...' button and several icons.

- Click on the Select Ranges Tab.



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6. Input Fiscal year date range 2016– present FY. Click Copy (clock with green check button).
7. Delete “10” from the Funds Center block

8. Select the multiple selection icon on the right hand side of the Fund fields.

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The screenshot shows the SAP 'Federal Transaction Register' screen. It has a menu bar at the top with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is divided into sections: 'General' and 'Specific Options'. The 'General' section contains fields for 'Company Code' (NASA), 'Fiscal Year' (2015), 'Posting period' (1), 'Posting Date', 'Document Date', 'Ref. document number', 'Entry Date', 'Time of Entry' (00:00:00), and 'User name'. The 'Specific Options' section contains fields for 'Funds application', 'Fund', 'Funds Center', 'Funded Program', 'Functional Area', 'Business Area', 'Profit Center', and 'Account Number'. A red arrow points to the 'Fund' field. Below these sections are 'Option' and 'Reporting' sections. The 'Option' section has checkboxes for 'Show by Original Document', 'Fill Text Descriptions', and 'Use Secondary Derivation'. The 'Reporting' section has a 'Layout' field. The bottom status bar shows 'P01 (1) (800) C8 ndmsp01a04 IWS'.

9. The following screen will appear:

The screenshot shows the SAP 'Multiple Selection for Fund' screen. It has a title bar with 'Multiple Selection for Fund' and a close button. Below the title bar is a tabbed interface with four tabs: 'Select Single Values (2)', 'Select Ranges', 'Exclude Single Values', and 'Exclude Ranges'. The 'Select Single Values (2)' tab is active. It shows a list of values with a search bar and a 'Multiple selection...' button. The list has a header 'O... Single value' and a search bar. The bottom status bar shows a toolbar with various icons and the text 'Multiple selection...'.

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10. Enter all funds used for the customers of that Center, EX: EXCX22009D, EXCX22010D, EXCX22011D, etc.

11. Click the copy icon.

12. Enter applicable Business Area

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13. Enter 1310.3000 in the Account Number fields.

The screenshot shows the SAP Federal Transaction Register interface. The General tab is active, displaying various fields for transaction entry. The Account Number field is highlighted with a red arrow, indicating the value 1310.3000. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons. The SAP logo is visible in the top right corner.

General	
Company Code	NASA
Fiscal Year	2015
Posting period	
Posting Date	
Document Date	
Ref. document number	
Entry Date	
Time of Entry	00:00:00
User name	

Specific Options	
Funds application	
Fund	EXCX220090
Funds Center	
Funded Program	
Functional Area	
Business Area	72
Profit Center	
Account Number	1310.3000

Option	
<input checked="" type="checkbox"/>	Show by Original Document
<input checked="" type="checkbox"/>	Fill Text Descriptions
<input type="checkbox"/>	Use Secondary Derivation

Reporting	
Layout	

14. Click on Variant button (Spanish American Flag)

The screenshot shows the SAP Federal Transaction Register interface, identical to the previous one, but with a red arrow pointing to the Variant button (Spanish American Flag) in the top toolbar. The SAP logo is visible in the top right corner.

General	
Company Code	NASA
Fiscal Year	2015
Posting period	
Posting Date	
Document Date	
Ref. document number	
Entry Date	
Time of Entry	00:00:00
User name	

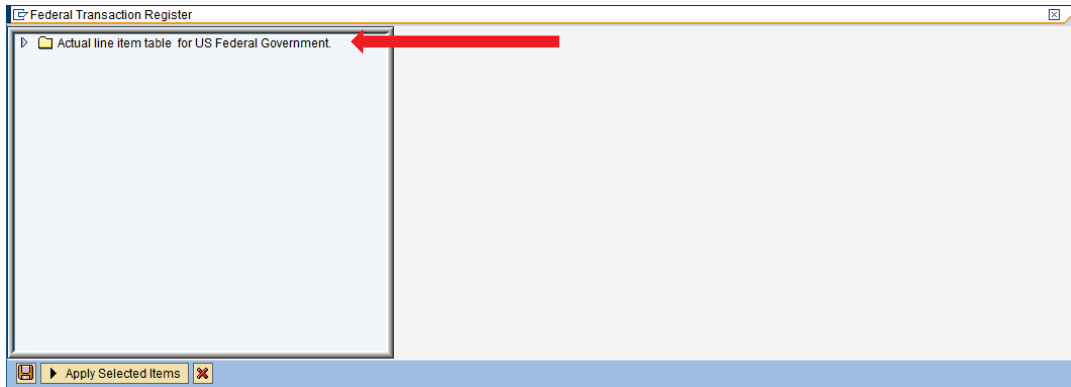
Specific Options	
Funds application	
Fund	EXCX220090
Funds Center	
Funded Program	
Functional Area	
Business Area	72
Profit Center	
Account Number	1310.3000

Option	
<input checked="" type="checkbox"/>	Show by Original Document
<input checked="" type="checkbox"/>	Fill Text Descriptions
<input type="checkbox"/>	Use Secondary Derivation

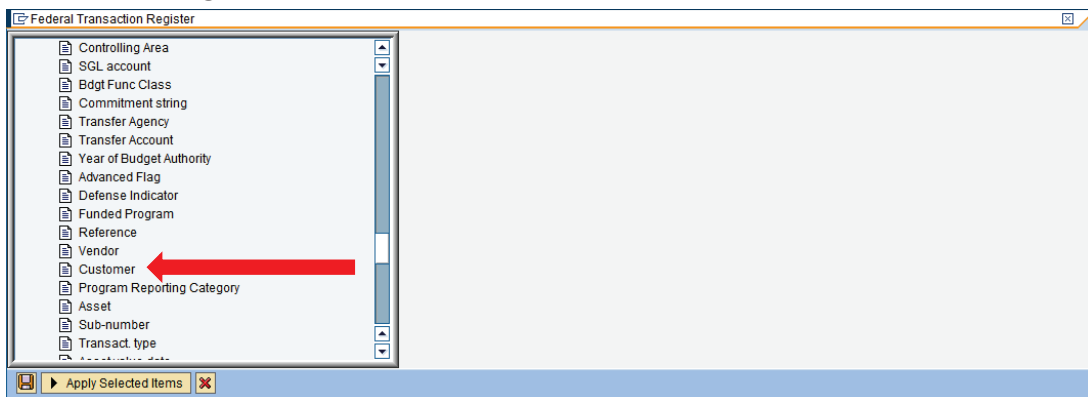
Reporting	
Layout	

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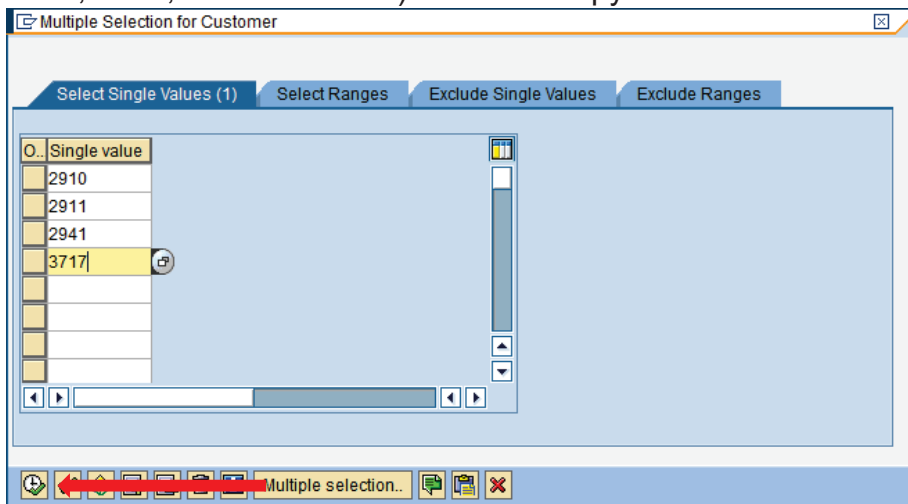
15. Click on arrow next to Actual line item table for US Federal Government.



16. Double click Customer.



17. Enter the Customer numbers for that Center as multiple single values (e.g. 2910, 2911, 2941 and 3717). Click the copy icon.





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20. Click the execute icon.

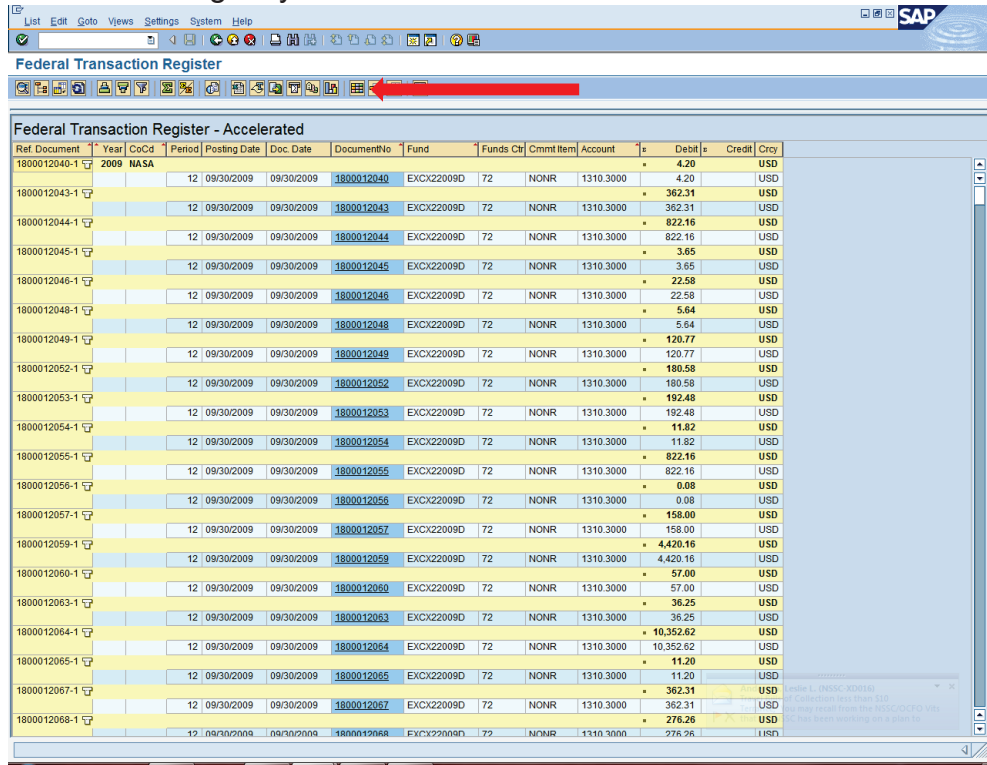
21. The following screen will appear:

Ref. Document	Year	CoCd	Period	Posting Date	Doc. Date	Document No	Fund	Funds Ctr	Cmnt Item	Account	Debit	Credit	Crcty
1800012040-1	2009	NASA	12	09/30/2009	09/30/2009	1800012040	EXCX22009D	72	NONR	1310.3000	4.20		USD
1800012043-1			12	09/30/2009	09/30/2009	1800012043	EXCX22009D	72	NONR	1310.3000	362.31		USD
1800012044-1			12	09/30/2009	09/30/2009	1800012044	EXCX22009D	72	NONR	1310.3000	822.16		USD
1800012045-1			12	09/30/2009	09/30/2009	1800012045	EXCX22009D	72	NONR	1310.3000	3.65		USD
1800012046-1			12	09/30/2009	09/30/2009	1800012046	EXCX22009D	72	NONR	1310.3000	22.58		USD
1800012048-1			12	09/30/2009	09/30/2009	1800012048	EXCX22009D	72	NONR	1310.3000	5.64		USD
1800012049-1			12	09/30/2009	09/30/2009	1800012049	EXCX22009D	72	NONR	1310.3000	120.77		USD
1800012052-1			12	09/30/2009	09/30/2009	1800012052	EXCX22009D	72	NONR	1310.3000	180.58		USD
1800012053-1			12	09/30/2009	09/30/2009	1800012053	EXCX22009D	72	NONR	1310.3000	192.48		USD
1800012054-1			12	09/30/2009	09/30/2009	1800012054	EXCX22009D	72	NONR	1310.3000	11.82		USD
1800012055-1			12	09/30/2009	09/30/2009	1800012055	EXCX22009D	72	NONR	1310.3000	822.16		USD
1800012056-1			12	09/30/2009	09/30/2009	1800012056	EXCX22009D	72	NONR	1310.3000	0.08		USD
1800012057-1			12	09/30/2009	09/30/2009	1800012057	EXCX22009D	72	NONR	1310.3000	158.00		USD
1800012059-1			12	09/30/2009	09/30/2009	1800012059	EXCX22009D	72	NONR	1310.3000	4,420.16		USD
1800012060-1			12	09/30/2009	09/30/2009	1800012060	EXCX22009D	72	NONR	1310.3000	57.00		USD
1800012063-1			12	09/30/2009	09/30/2009	1800012063	EXCX22009D	72	NONR	1310.3000	36.25		USD
1800012064-1			12	09/30/2009	09/30/2009	1800012064	EXCX22009D	72	NONR	1310.3000	10,352.62		USD
1800012065-1			12	09/30/2009	09/30/2009	1800012065	EXCX22009D	72	NONR	1310.3000	11.20		USD
1800012067-1			12	09/30/2009	09/30/2009	1800012067	EXCX22009D	72	NONR	1310.3000	362.31		USD
1800012068-1			12	09/30/2009	09/30/2009	1800012068	EXCX22009D	72	NONR	1310.3000	276.26		USD

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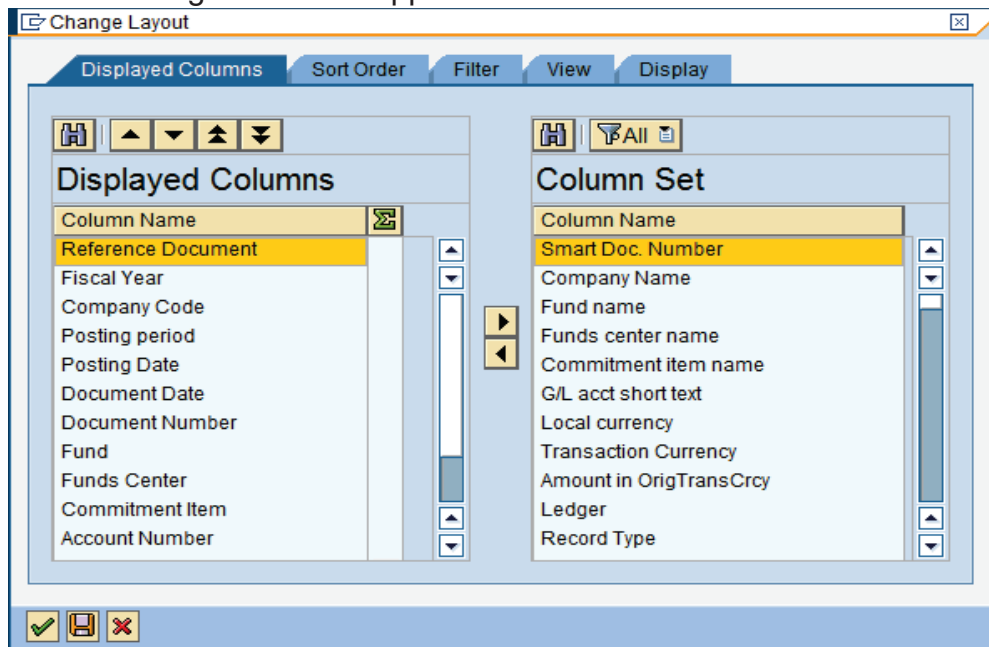
22. Click the change layout icon.



**Federal Transaction Register - Accelerated**

Ref Document	Year	CoCd	Period	Posting Date	Doc. Date	DocumentNo	Fund	Funds Ctr	Cmnt Item	Account	Debit	Credit	Crcy
1800012040-1	2009	NASA	12	09/30/2009	09/30/2009	1800012040	EXCXZ2009D	72	NONR	1310.3000	4.20		USD
1800012043-1			12	09/30/2009	09/30/2009	1800012043	EXCXZ2009D	72	NONR	1310.3000	362.31		USD
1800012044-1			12	09/30/2009	09/30/2009	1800012044	EXCXZ2009D	72	NONR	1310.3000	822.16		USD
1800012045-1			12	09/30/2009	09/30/2009	1800012045	EXCXZ2009D	72	NONR	1310.3000	3.65		USD
1800012046-1			12	09/30/2009	09/30/2009	1800012046	EXCXZ2009D	72	NONR	1310.3000	22.58		USD
1800012048-1			12	09/30/2009	09/30/2009	1800012048	EXCXZ2009D	72	NONR	1310.3000	5.64		USD
1800012049-1			12	09/30/2009	09/30/2009	1800012049	EXCXZ2009D	72	NONR	1310.3000	120.77		USD
1800012052-1			12	09/30/2009	09/30/2009	1800012052	EXCXZ2009D	72	NONR	1310.3000	180.58		USD
1800012053-1			12	09/30/2009	09/30/2009	1800012053	EXCXZ2009D	72	NONR	1310.3000	192.48		USD
1800012054-1			12	09/30/2009	09/30/2009	1800012054	EXCXZ2009D	72	NONR	1310.3000	11.82		USD
1800012055-1			12	09/30/2009	09/30/2009	1800012055	EXCXZ2009D	72	NONR	1310.3000	822.16		USD
1800012056-1			12	09/30/2009	09/30/2009	1800012056	EXCXZ2009D	72	NONR	1310.3000	0.08		USD
1800012057-1			12	09/30/2009	09/30/2009	1800012057	EXCXZ2009D	72	NONR	1310.3000	158.00		USD
1800012059-1			12	09/30/2009	09/30/2009	1800012059	EXCXZ2009D	72	NONR	1310.3000	4,420.16		USD
1800012060-1			12	09/30/2009	09/30/2009	1800012060	EXCXZ2009D	72	NONR	1310.3000	57.00		USD
1800012063-1			12	09/30/2009	09/30/2009	1800012063	EXCXZ2009D	72	NONR	1310.3000	36.25		USD
1800012064-1			12	09/30/2009	09/30/2009	1800012064	EXCXZ2009D	72	NONR	1310.3000	10,352.62		USD
1800012065-1			12	09/30/2009	09/30/2009	1800012065	EXCXZ2009D	72	NONR	1310.3000	11.20		USD
1800012067-1			12	09/30/2009	09/30/2009	1800012067	EXCXZ2009D	72	NONR	1310.3000	362.31		USD
1800012068-1			12	09/30/2009	09/30/2009	1800012068	EXCXZ2009D	72	NONR	1310.3000	276.26		USD

23. The following screen will appear:



**Change Layout**

Displayed Columns      Sort Order      Filter      View      Display

**Displayed Columns**

- Column Name
- Reference Document
- Fiscal Year
- Company Code
- Posting period
- Posting Date
- Document Date
- Document Number
- Fund
- Funds Center
- Commitment Item
- Account Number

**Column Set**

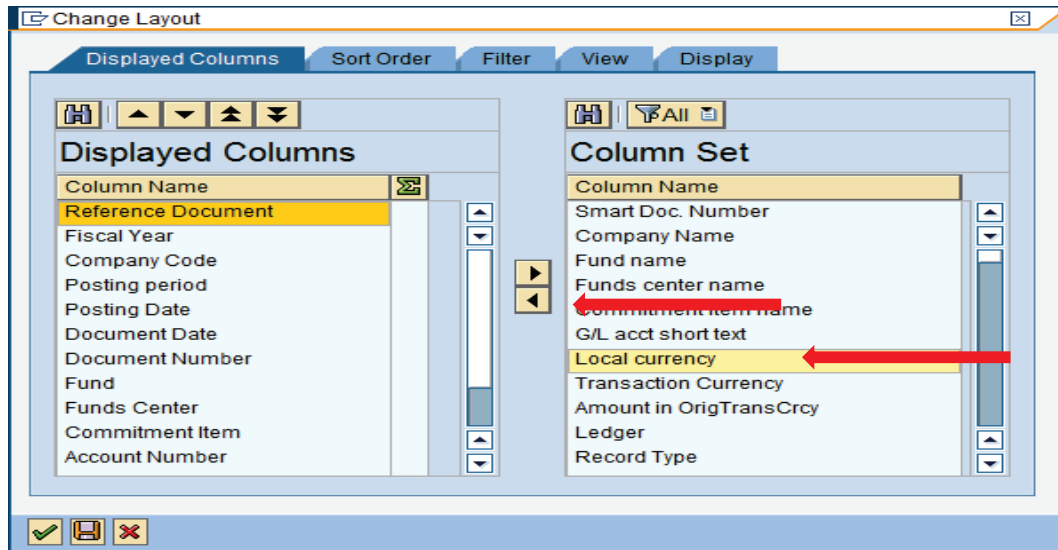
- Column Name
- Smart Doc. Number
- Company Name
- Fund name
- Funds center name
- Commitment item name
- G/L acct short text
- Local currency
- Transaction Currency
- Amount in OrigTransCrcy
- Ledger
- Record Type



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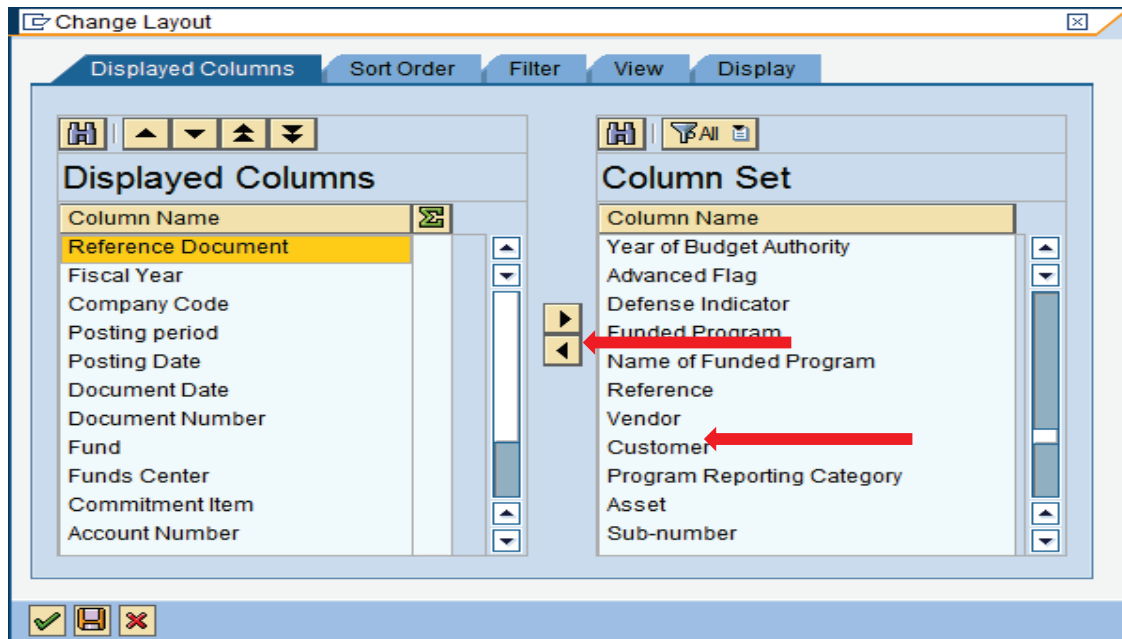
24. Select Local Currency.

25. Click the Left Arrow.



26. Select Customer.

27. Click the Left Arrow.



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28. Click the green checkmark.

29. The following screen will appear:

Ref. Document	Year	CoCd	Period	Posting Date	Doc. Date	DocumentNo	Fund	Funds Ctr	Cmnt Item	Account	Debit	Credit	Crcy	Local crcy	Customer
1800012040-1	2009	NASA		12 09/30/2009	09/30/2009	1800012040	EXCX22009D	72	NONR	1310.3000	4.20		USD	4.20	2910
1800012043-1	2009	NASA		12 09/30/2009	09/30/2009	1800012043	EXCX22009D	72	NONR	1310.3000	362.31		USD	362.31	2910
1800012044-1	2009	NASA		12 09/30/2009	09/30/2009	1800012044	EXCX22009D	72	NONR	1310.3000	822.16		USD	822.16	2910
1800012045-1	2009	NASA		12 09/30/2009	09/30/2009	1800012045	EXCX22009D	72	NONR	1310.3000	3.65		USD	3.65	2910
1800012046-1	2009	NASA		12 09/30/2009	09/30/2009	1800012046	EXCX22009D	72	NONR	1310.3000	22.58		USD	22.58	2910
1800012048-1	2009	NASA		12 09/30/2009	09/30/2009	1800012048	EXCX22009D	72	NONR	1310.3000	5.64		USD	5.64	2910
1800012049-1	2009	NASA		12 09/30/2009	09/30/2009	1800012049	EXCX22009D	72	NONR	1310.3000	120.77		USD	120.77	2910
1800012052-1	2009	NASA		12 09/30/2009	09/30/2009	1800012052	EXCX22009D	72	NONR	1310.3000	180.58		USD	180.58	2910
1800012053-1	2009	NASA		12 09/30/2009	09/30/2009	1800012053	EXCX22009D	72	NONR	1310.3000	192.48		USD	192.48	2910
1800012054-1	2009	NASA		12 09/30/2009	09/30/2009	1800012054	EXCX22009D	72	NONR	1310.3000	11.82		USD	11.82	2910
1800012055-1	2009	NASA		12 09/30/2009	09/30/2009	1800012055	EXCX22009D	72	NONR	1310.3000	822.16		USD	822.16	2910
1800012056-1	2009	NASA		12 09/30/2009	09/30/2009	1800012056	EXCX22009D	72	NONR	1310.3000	0.08		USD	0.08	2910
1800012057-1	2009	NASA		12 09/30/2009	09/30/2009	1800012057	EXCX22009D	72	NONR	1310.3000	158.00		USD	158.00	2910
1800012059-1	2009	NASA		12 09/30/2009	09/30/2009	1800012059	EXCX22009D	72	NONR	1310.3000	4,420.16		USD	4,420.16	2910
1800012060-1	2009	NASA		12 09/30/2009	09/30/2009	1800012060	EXCX22009D	72	NONR	1310.3000	57.00		USD	57.00	2910
1800012063-1	2009	NASA		12 09/30/2009	09/30/2009	1800012063	EXCX22009D	72	NONR	1310.3000	36.25		USD	36.25	2910
1800012064-1	2009	NASA		12 09/30/2009	09/30/2009	1800012064	EXCX22009D	72	NONR	1310.3000	10,352.62		USD	10,352.62	2910
1800012065-1	2009	NASA		12 09/30/2009	09/30/2009	1800012065	EXCX22009D	72	NONR	1310.3000	11.20		USD	11.20	2910
1800012067-1	2009	NASA		12 09/30/2009	09/30/2009	1800012067	EXCX22009D	72	NONR	1310.3000	362.31		USD	362.31	2910
1800012068-1	2009	NASA		12 09/30/2009	09/30/2009	1800012068	EXCX22009D	72	NONR	1310.3000	276.26		USD	276.26	2910

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## 30. Click on the Customer header to highlight the column

**Federal Transaction Register - Accelerated**

Ref Document	Year	CoCode	Period	Posting Date	Doc Date	DocumentNo	Fund	Funds Ctr	Commt Item	Account	Debit	Credit	Crcy	Local crcy	Customer
1800012040-1	2009	NASA	12	09/30/2009	09/30/2009	1800012040	EXCX22009D	72	NONR	1310.3000	4.20		USD	4.20	2910
1800012041-1	2009	NASA	12	09/30/2009	09/30/2009	1800012041	EXCX22009D	72	NONR		256.29		USD	256.29	2911
1800012043-1	2009	NASA	12	09/30/2009	09/30/2009	1800012043	EXCX22009D	72	NONR		362.31		USD	362.31	2910
1800012044-1	2009	NASA	12	09/30/2009	09/30/2009	1800012044	EXCX22009D	72	NONR		822.16		USD	822.16	2910
1800012045-1	2009	NASA	12	09/30/2009	09/30/2009	1800012045	EXCX22009D	72	NONR		3.65		USD	3.65	2910
1800012046-1	2009	NASA	12	09/30/2009	09/30/2009	1800012046	EXCX22009D	72	NONR		22.58		USD	22.58	2910
1800012048-1	2009	NASA	12	09/30/2009	09/30/2009	1800012048	EXCX22009D	72	NONR		5.64		USD	5.64	2910
1800012049-1	2009	NASA	12	09/30/2009	09/30/2009	1800012049	EXCX22009D	72	NONR		120.77		USD	120.77	2910
1800012051-1	2009	NASA	12	09/30/2009	09/30/2009	1800012051	EXCX22009D	72	NONR		20,516.45		USD	20,516.45	2911
1800012052-1	2009	NASA	12	09/30/2009	09/30/2009	1800012052	EXCX22009D	72	NONR		180.58		USD	180.58	2910
1800012053-1	2009	NASA	12	09/30/2009	09/30/2009	1800012053	EXCX22009D	72	NONR		192.48		USD	192.48	2910
1800012054-1	2009	NASA	12	09/30/2009	09/30/2009	1800012054	EXCX22009D	72	NONR		11.82		USD	11.82	2910
1800012055-1	2009	NASA	12	09/30/2009	09/30/2009	1800012055	EXCX22009D	72	NONR		822.16		USD	822.16	2910
1800012056-1	2009	NASA	12	09/30/2009	09/30/2009	1800012056	EXCX22009D	72	NONR		0.08		USD	0.08	2910
1800012057-1	2009	NASA	12	09/30/2009	09/30/2009	1800012057	EXCX22009D	72	NONR		158.00		USD	158.00	2910
1800012058-1	2009	NASA	12	09/30/2009	09/30/2009	1800012058	EXCX22009D	72	NONR		822.16		USD	822.16	2911
1800012059-1	2009	NASA	12	09/30/2009	09/30/2009	1800012059	EXCX22009D	72	NONR		4,420.16		USD	4,420.16	2910
1800012060-1	2009	NASA	12	09/30/2009	09/30/2009	1800012060	EXCX22009D	72	NONR		57.00		USD	57.00	2910
1800012061-1	2009	NASA	12	09/30/2009	09/30/2009	1800012061	EXCX22009D	72	NONR		11.48		USD	11.48	2911
1800012062-1	2009	NASA	12	09/30/2009	09/30/2009	1800012062	EXCX22009D	72	NONR		822.16		USD	822.16	2911
1800012063-1	2009	NASA	12	09/30/2009	09/30/2009	1800012063	EXCX22009D	72	NONR		36.25		USD	36.25	2910
1800012064-1	2009	NASA	12	09/30/2009	09/30/2009	1800012064	EXCX22009D	72	NONR		10,352.62		USD	10,352.62	2910
1800012065-1	2009	NASA	12	09/30/2009	09/30/2009	1800012065	EXCX22009D	72	NONR		11.20		USD	11.20	2910
1800012066-1	2009	NASA	12	09/30/2009	09/30/2009	1800012066	EXCX22009D	72	NONR		822.16		USD	822.16	2911
1800012067-1	2009	NASA	12	09/30/2009	09/30/2009	1800012067	EXCX22009D	72	NONR		362.31		USD	362.31	2910
1800012068-1	2009	NASA	12	09/30/2009	09/30/2009	1800012068	EXCX22009D	72	NONR		276.26		USD	276.26	2910
1800012069-1	2009	NASA	12	09/30/2009	09/30/2009	1800012069	EXCX22009D	72	NONR		200.92		USD	200.92	2910
1800012070-1	2009	NASA	12	09/30/2009	09/30/2009	1800012070	EXCX22009D	72	NONR		822.16		USD	822.16	2911
1800012071-1	2009	NASA	12	09/30/2009	09/30/2009	1800012071	EXCX22009D	72	NONR		822.16		USD	822.16	2911
1800012072-1	2009	NASA	12	09/30/2009	09/30/2009	1800012072	EXCX22009D	72	NONR		822.16		USD	822.16	2911
0100040062-1	2010	NASA	1	10/20/2009	10/20/2009	100040062	EXCX22009D	72	NONR		180.58		USD	180.58	2910
0100040062-1	2010	NASA	1	10/20/2009	10/20/2009	100040062	EXCX22009D	72	NONR		180.58		USD	180.58	2910
0100041263-1	2010	NASA	1	10/23/2009	10/23/2009	100041263	EXCX22009D	72	NONR		3.65		USD	3.65	2910
0100041263-1	2010	NASA	1	10/23/2009	10/23/2009	100041263	EXCX22009D	72	NONR		3.65		USD	3.65	2910
0100041265-1	2010	NASA	1	10/23/2009	10/23/2009	100041265	EXCX22009D	72	NONR		11.82		USD	11.82	2910
0100041265-1	2010	NASA	1	10/23/2009	10/23/2009	100041265	EXCX22009D	72	NONR		11.82		USD	11.82	2910
0100041266-1	2010	NASA	1	10/23/2009	10/23/2009	100041266	EXCX22009D	72	NONR		11.20		USD	11.20	2910
0100041266-1	2010	NASA	1	10/23/2009	10/23/2009	100041266	EXCX22009D	72	NONR		11.20		USD	11.20	2910
0100065493-1	2010	NASA	1	10/30/2009	10/30/2009	100065493	EXCX22009D	72	NONR		276.48		USD	276.48	2941

## 31. Click on the subtotal icon.

**Federal Transaction Register - Accelerated**

Ref Document	Year	CoCd	Period	Posting Date	Doc Date	DocumentNo	Fund	Funds Ctr	Commt Item	Account	Debit	Credit	Crcy	Local crcy	Customer
1800012040-1	2009	NASA	12	09/30/2009	09/30/2009	1800012040	EXCX22009D	72	NONR	1310.3000	4.20		USD	4.20	2910
1800012043-1	2009	NASA	12	09/30/2009	09/30/2009	1800012043	EXCX22009D	72	NONR	1310.3000	362.31		USD	362.31	2910
1800012044-1	2009	NASA	12	09/30/2009	09/30/2009	1800012044	EXCX22009D	72	NONR	1310.3000	822.16		USD	822.16	2910
1800012045-1	2009	NASA	12	09/30/2009	09/30/2009	1800012045	EXCX22009D	72	NONR	1310.3000	3.65		USD	3.65	2910
1800012046-1	2009	NASA	12	09/30/2009	09/30/2009	1800012046	EXCX22009D	72	NONR	1310.3000	22.58		USD	22.58	2910
1800012048-1	2009	NASA	12	09/30/2009	09/30/2009	1800012048	EXCX22009D	72	NONR	1310.3000	5.64		USD	5.64	2910
1800012049-1	2009	NASA	12	09/30/2009	09/30/2009	1800012049	EXCX22009D	72	NONR	1310.3000	120.77		USD	120.77	2910
1800012052-1	2009	NASA	12	09/30/2009	09/30/2009	1800012052	EXCX22009D	72	NONR	1310.3000	180.58		USD	180.58	2910
1800012053-1	2009	NASA	12	09/30/2009	09/30/2009	1800012053	EXCX22009D	72	NONR	1310.3000	192.48		USD	192.48	2910
1800012054-1	2009	NASA	12	09/30/2009	09/30/2009	1800012054	EXCX22009D	72	NONR	1310.3000	11.82		USD	11.82	2910
1800012055-1	2009	NASA	12	09/30/2009	09/30/2009	1800012055	EXCX22009D	72	NONR	1310.3000	822.16		USD	822.16	2910
1800012056-1	2009	NASA	12	09/30/2009	09/30/2009	1800012056	EXCX22009D	72	NONR	1310.3000	0.08		USD	0.08	2910
1800012057-1	2009	NASA	12	09/30/2009	09/30/2009	1800012057	EXCX22009D	72	NONR	1310.3000	158.00		USD	158.00	2910
1800012059-1	2009	NASA	12	09/30/2009	09/30/2009	1800012059	EXCX22009D	72	NONR	1310.3000	4,420.16		USD	4,420.16	2910
1800012060-1	2009	NASA	12	09/30/2009	09/30/2009	1800012060	EXCX22009D	72	NONR	1310.3000	57.00		USD	57.00	2910
1800012063-1	2009	NASA	12	09/30/2009	09/30/2009	1800012063	EXCX22009D	72	NONR	1310.3000	36.25		USD	36.25	2910
1800012064-1	2009	NASA	12	09/30/2009	09/30/2009	1800012064	EXCX22009D	72	NONR	1310.3000	10,352.62		USD	10,352.62	2910
1800012065-1	2009	NASA	12	09/30/2009	09/30/2009	1800012065	EXCX22009D	72	NONR	1310.3000	11.20		USD	11.20	2910
1800012067-1	2009	NASA	12	09/30/2009	09/30/2009	1800012067	EXCX22009D	72	NONR	1310.3000	362.31		USD	362.31	2910
1800012068-1	2009	NASA	12	09/30/2009	09/30/2009	1800012068	EXCX22009D	72	NONR	1310.3000	276.26		USD	276.26	2910

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Responsible Office: Accounts Receivable

Subject: Accounts Receivable – Reporting and Audit SDG

## 32. The following screen will appear:

**Federal Transaction Register**

**Federal Transaction Register - Accelerated**

Ret. Document	Year	CoCode	Period	Posting Date	Doc. Date	DocumentNo	Fund	Funds Ctr	Comit Item	Account	Debit	Credit	Cncy	Local cncy	Custo...
1800012040-1	2009	NASA	12	09/30/2009	09/30/2009	1800012040	EXCX22009D	72	NONR	1310.3000	4.20		USD	4.20	
1800012043-1	2009	NASA	12	09/30/2009	09/30/2009	1800012043	EXCX22009D	72	NONR	1310.3000	362.31		USD	362.31	
1800012044-1	2009	NASA	12	09/30/2009	09/30/2009	1800012044	EXCX22009D	72	NONR	1310.3000	822.16		USD	822.16	
1800012045-1	2009	NASA	12	09/30/2009	09/30/2009	1800012045	EXCX22009D	72	NONR	1310.3000	3.65		USD	3.65	
1800012046-1	2009	NASA	12	09/30/2009	09/30/2009	1800012046	EXCX22009D	72	NONR	1310.3000	22.58		USD	22.58	
1800012048-1	2009	NASA	12	09/30/2009	09/30/2009	1800012048	EXCX22009D	72	NONR	1310.3000	5.64		USD	5.64	
1800012049-1	2009	NASA	12	09/30/2009	09/30/2009	1800012049	EXCX22009D	72	NONR	1310.3000	120.77		USD	120.77	
1800012052-1	2009	NASA	12	09/30/2009	09/30/2009	1800012052	EXCX22009D	72	NONR	1310.3000	180.58		USD	180.58	
1800012053-1	2009	NASA	12	09/30/2009	09/30/2009	1800012053	EXCX22009D	72	NONR	1310.3000	192.48		USD	192.48	
1800012054-1	2009	NASA	12	09/30/2009	09/30/2009	1800012054	EXCX22009D	72	NONR	1310.3000	11.82		USD	11.82	
1800012055-1	2009	NASA	12	09/30/2009	09/30/2009	1800012055	EXCX22009D	72	NONR	1310.3000	822.16		USD	822.16	
1800012056-1	2009	NASA	12	09/30/2009	09/30/2009	1800012056	EXCX22009D	72	NONR	1310.3000	0.08		USD	0.08	
1800012057-1	2009	NASA	12	09/30/2009	09/30/2009	1800012057	EXCX22009D	72	NONR	1310.3000	158.00		USD	158.00	
1800012059-1	2009	NASA	12	09/30/2009	09/30/2009	1800012059	EXCX22009D	72	NONR	1310.3000	4,420.16		USD	4,420.16	
1800012060-1	2009	NASA	12	09/30/2009	09/30/2009	1800012060	EXCX22009D	72	NONR	1310.3000	57.00		USD	57.00	
1800012063-1	2009	NASA	12	09/30/2009	09/30/2009	1800012063	EXCX22009D	72	NONR	1310.3000	36.25		USD	36.25	
1800012064-1	2009	NASA	12	09/30/2009	09/30/2009	1800012064	EXCX22009D	72	NONR	1310.3000	10,352.62		USD	10,352.62	
1800012065-1	2009	NASA	12	09/30/2009	09/30/2009	1800012065	EXCX22009D	72	NONR	1310.3000	11.20		USD	11.20	
1800012067-1	2009	NASA	12	09/30/2009	09/30/2009	1800012067	EXCX22009D	72	NONR	1310.3000	362.31		USD	362.31	
1800012068-1	2009	NASA	12	09/30/2009	09/30/2009	1800012068	EXCX22009D	72	NONR	1310.3000	276.26		USD	276.26	
1800012069-1	2009	NASA	12	09/30/2009	09/30/2009	1800012069	EXCX22009D	72	NONR	1310.3000	200.92		USD	200.92	
0100040062-1	2010	NASA	1	10/20/2009	10/20/2009	100040062	EXCX22009D	72	NONR	1310.3000		180.58	USD	180.58	
0100041263-1	2010	NASA	1	10/23/2009	10/23/2009	100041263	EXCX22009D	72	NONR	1310.3000		3.65	USD	3.65	
0100041263-1	2010	NASA	1	10/23/2009	10/23/2009	100041263	EXCX22009D	72	NONR	1310.3000		3.65	USD	3.65	
0100041265-1	2010	NASA	1	10/23/2009	10/23/2009	100041265	EXCX22009D	72	NONR	1310.3000		11.82	USD	11.82	
0100041265-1	2010	NASA	1	10/23/2009	10/23/2009	100041265	EXCX22009D	72	NONR	1310.3000		11.82	USD	11.82	
0100041266-1	2010	NASA	1	10/23/2009	10/23/2009	100041266	EXCX22009D	72	NONR	1310.3000		11.20	USD	11.20	
0100041266-1	2010	NASA	1	10/23/2009	10/23/2009	100041266	EXCX22009D	72	NONR	1310.3000		11.20	USD	11.20	
0100105371-1	2010	NASA	2	11/05/2009	11/05/2009	100105371	EXCX22009D	72	NONR	1310.3000		4.20	USD	4.20	
0100105371-1	2010	NASA	2	11/05/2009	11/05/2009	100105371	EXCX22009D	72	NONR	1310.3000		4.20	USD	4.20	
0100138729-1	2010	NASA	3	12/15/2009	12/15/2009	100138729	EXCX22009D	72	NONR	1310.3000		5.64	USD	5.64	
0100138729-1	2010	NASA	3	12/15/2009	12/15/2009	100138729	EXCX22009D	72	NONR	1310.3000		5.64	USD	5.64	
0100196561-1	2010	NASA	5	02/11/2010	02/11/2010	100196561	EXCX22009D	72	NONR	1310.3000		458.56	USD	458.56	
0100196561-1	2010	NASA	5	02/11/2010	02/11/2010	100196561	EXCX22009D	72	NONR	1310.3000		458.56	USD	458.56	
0100199978-1	2010	NASA	5	02/25/2010	02/25/2010	100199978	EXCX22009D	72	NONR	1310.3000		1,730.49	USD	1,730.49	
0100199978-1	2010	NASA	5	02/25/2010	02/25/2010	100199978	EXCX22009D	72	NONR	1310.3000		1,730.49	USD	1,730.49	
0100236918-1	2010	NASA	7	04/01/2010	04/01/2010	100236918	EXCX22009D	72	NONR	1310.3000		276.26	USD	276.26	
0100236918-1	2010	NASA	7	04/01/2010	04/01/2010	100236918	EXCX22009D	72	NONR	1310.3000		276.26	USD	276.26	

## 33. Hide the customer details b clickin this icon.

FileEditFormatToolsWindowHelp

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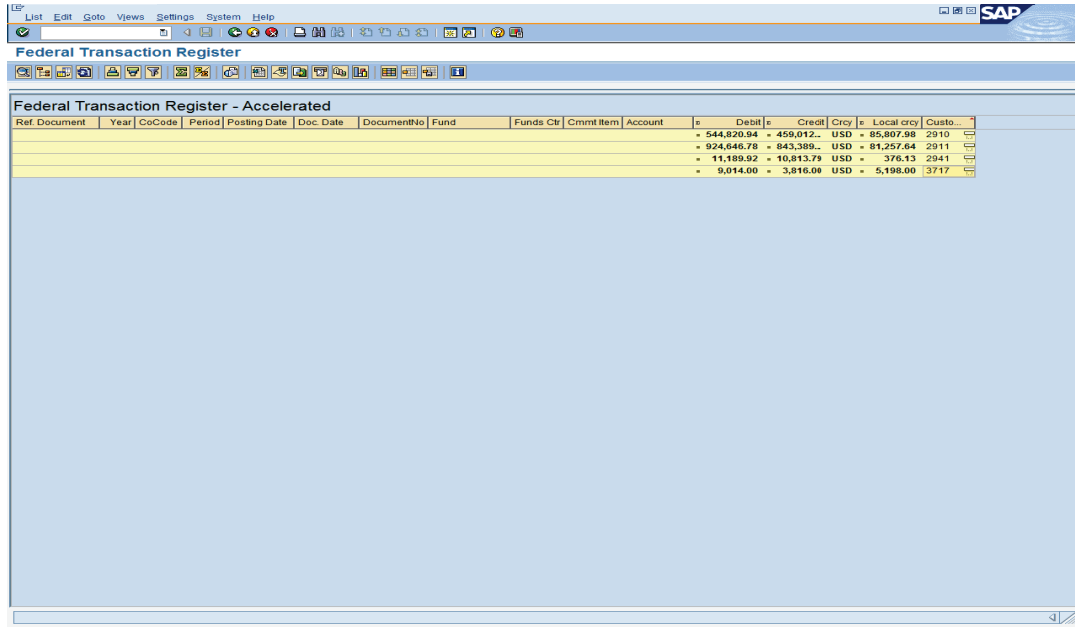
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34. You should have the following view for our subtotal of each customer:



Ref	Document	Year	CoCode	Period	Posting Date	Doc Date	DocumentNo	Fund	Funds Ctr	Cmmnt Item	Account	Debit	Credit	Crcoy	Local crcoy	Custid
												544,820.94	459,012.00	USD	85,807.98	2910
												924,646.78	843,389.00	USD	81,257.64	2911
												11,189.92	10,813.79	USD	376.13	2941
												9,014.00	3,816.08	USD	5,198.00	3717

35. Compare this subtotal to the Fedmil spreadsheet AR remaining balance total for each customer.
36. The totals for each Fedmil customer number should match the total of your 1310.3000 account subtotal for that customer.
37. If your totals do not match:
  - a) Determine the total amount that is different between your Fedmil Spreadsheet Customer and the 1310.3000 account for that customer.
  - b) Reconcile Customer Transaction Register to Fedmil spreadsheet balance for same customer.
  - c) Examine each transaction for that customer to locate the variance(s).
  - d) Once transaction(s) causing the variance are found contact L2 for correction.



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## APPENDIX L – JOB AID QUALITY ERROR IN SERVICENOW

1

### Job Aid ServiceNow Quality Error Reporting

#### Under FM Case Management

##### 1) Click Create New Case

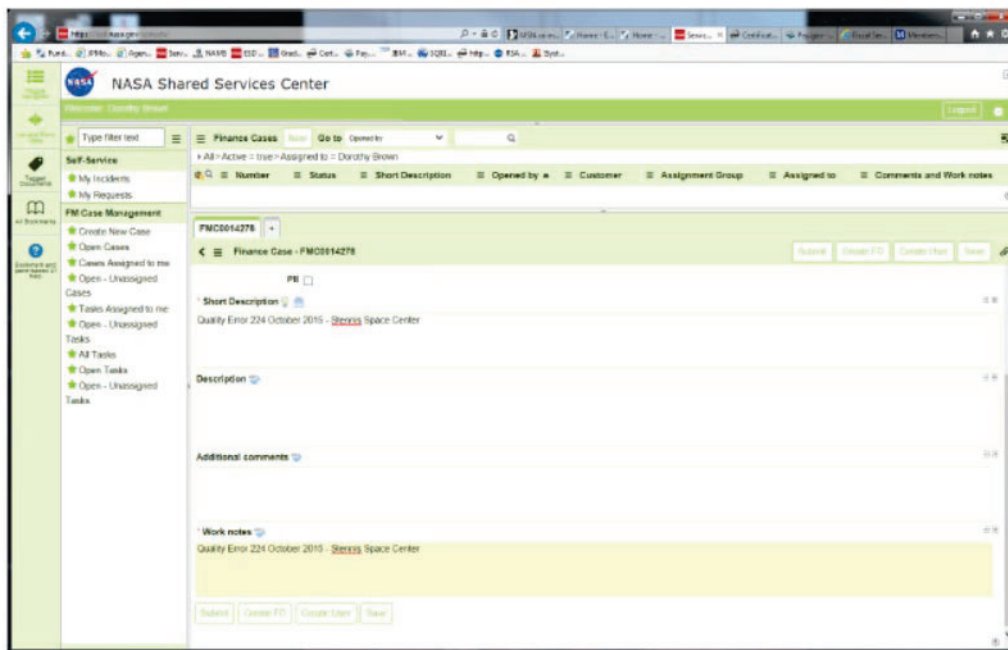
- Populate Fields:
  - Customer
  - Location
  - Category
  - Sub-Category
  - Assignment Group
  - Assigned to (Yourself)
  - Short Description
  - Work notes

The screenshot displays the ServiceNow 'Create New Case' form for a Finance Case. The interface includes a left-hand navigation menu with options like 'Self-Service', 'FM Case Management', and 'Create New Case'. The main form area contains the following fields and values:

- Number:** FMC0014278
- Customer:** Dorothy Brown
- Contact:** Dorothy Brown
- Location:** NASA Shared Services Center
- Category:** FUND BALANCE WITH TREASURY (FBWT)
- Sub-Category:** STATEMENT OF DIFFERENCE (SOD)
- Assignment Group:** FM - FBWT L3
- Assigned to:** Dorothy Brown
- PD Selection:** None
- Status:** Requested
- Priority:** 4 - Low
- Age of Case:** (empty)
- Days in WIP:** (empty)
- Opened by:** Dorothy Brown
- Opened:** 2015-12-22 11:34:12 CST
- Watch list:** (empty)
- Short Description:** Quality Error 224 October 2015 - [Clicks](#) Space Center
- Description:** (empty)

At the bottom of the form, there is a button labeled 'Describe the case' and a section for 'Additional comments'.

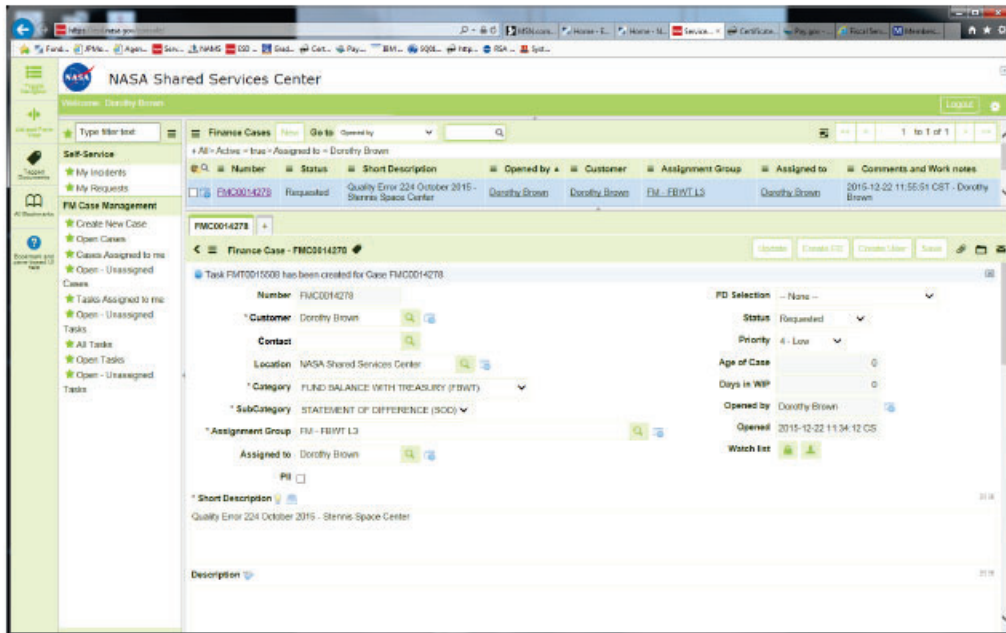
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- 2) Click – Submit (upper right corner or lower left corner)
  - Your Case has been created
- 3) Click – Update (upper right corner)
  - This will create your Task

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3



#### Under FM Case Management

- 4) Click – Tasks Assigned to me



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4

The screenshot displays the NASA Shared Services Center (SSC) portal. The top navigation bar includes the NASA logo and the text "NASA Shared Services Center". Below this, there is a "Welcome, Dorothy Brown" message and a "Logout" button. The main content area is divided into two sections. The left section, titled "Self-Service", contains links for "My Incidents", "My Requests", "Create New Case", "Open Cases", "Cases Assigned to me", "Open - Unassigned", "Tasks Assigned to me", "Open - Unassigned", "All Tasks", "Open Tasks", and "Open - Unassigned". The right section, titled "Finance Tasks", shows a list of tasks with columns for "Number", "Created", "Case", "Description", "Short Description", "Assignment Group", and "Assigned to". A task with the number "FMT0015508" is highlighted. Below the list, the details for this task are shown, including the "Number", "Case", "Functional Detail", "Customer", "Contact", "Category", "SubCategory", "Assignment Group", "Assigned to", and "Short Description".

- 5) Click on your Task Number (FMT0015508)
  - Scroll to the bottom of screen to located Quality Controls Tab
- 6) Click – Quality Controls Tab

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5

The screenshot displays the NASA Shared Services Center portal. The top navigation bar includes the NASA logo and the text 'NASA Shared Services Center'. Below this, there's a 'Welcome, Dorothy Brown' message and a 'Logout' button. The main interface is divided into a left sidebar and a central content area. The sidebar contains sections for 'Self-Service' (My Incidents, My Requests), 'PM Case Management' (Create New Case, Open Cases, Cases Assigned to me, Open - Unassigned), and 'Finance Tasks' (Tasks Assigned to me, Open - Unassigned). The central content area shows a 'Finance Task' for 'PMT0015508'. It includes a table with columns for 'Number', 'Created', 'Case', 'Description', 'Short Description', 'Assignment Group', and 'Assigned to'. The task details show it was assigned to Dorothy Brown on 2015-12-22 11:55:51 CST. Below the task details is a 'Work notes' section and a 'Quality Controls' tab. The 'Quality Controls' tab is currently selected, showing a table with columns for 'Number', 'Case Submitter', 'Error Summary', 'Category', 'SubCategory', and 'Month'.

## 7) Click - Quality Controls - New

- Populate Fields:
  - Customer
  - Error Source
  - Error Reason
  - Error Summary (Description of error)
  - Number of Errors Identified
  - Work Log (More detailed description, if necessary)

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6

The screenshot displays the NASA Shared Services Center (NSSC) Quality Control (QC) interface. The interface is divided into several sections:

- Header:** NASA Shared Services Center, with a search bar and navigation links.
- Left Sidebar:** Contains navigation links for 'Self-Service', 'My Incidents', 'My Requests', 'FM Case Management', 'Create New Case', 'Open Cases', 'Cases Assigned to me', 'Open - Unassigned', 'Tasks', 'All Tasks', 'Open Tasks', and 'Open - Unassigned Tasks'.
- Main Content Area:**
  - Case List:** A table showing a list of cases. The selected case is 'QC0001718'.
  - Case Details:** A detailed view of the selected case, showing fields for Parent ID, Type, Number, DE Date, Month, Category, SubCategory, Created by, Case Submitter, and Location.
  - Error Summary:** A section for 'Error Source' (None) and 'Error Reason' (None). It also shows the 'Number of Errors Identified' as 1.
  - Work Log:** A section for logging work, currently empty.

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8) Click - Submit

### Closing Tasks & Cases

You must close the Tasks before you can close the Cases.

Scroll to the top in the task

- 1) Status – Resolved
- 2) Work Notes (Explanation required)

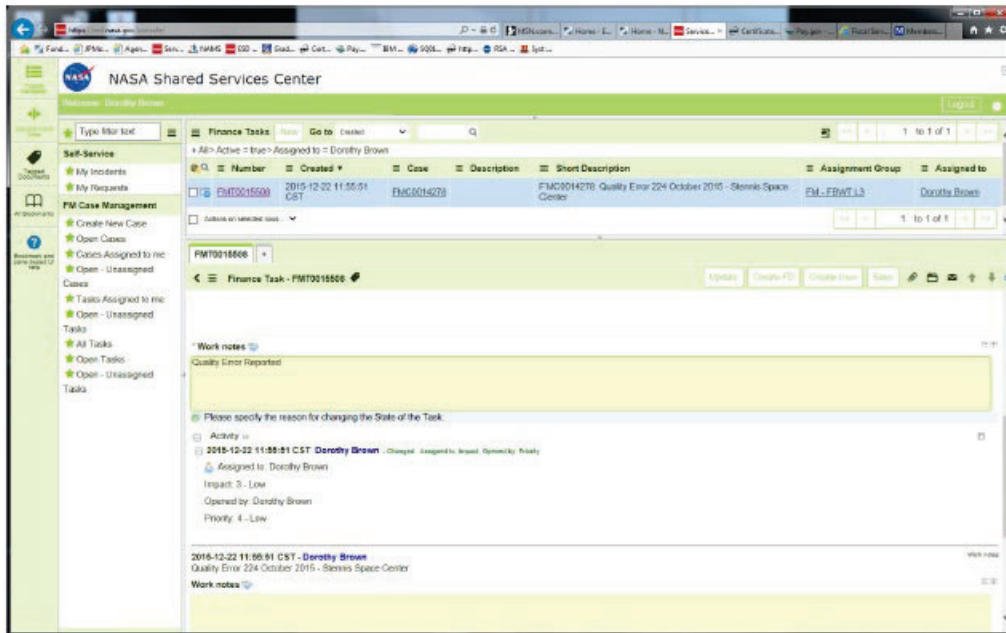
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8

The screenshot displays the NASA Shared Services Center (NSSC) Finance Task interface. The main window shows a list of finance tasks with columns for Number, Created, Case, Description, Short Description, Assignment Group, and Assigned to. A specific task, PMT0015506, is selected and its details are displayed on the right. The details include Case (FMC0014278), Customer (Dorothy Brown), Category (FUND BALANCE WITH TREASURY (FBWT)), SubCategory (STATEMENT OF DIFFERENCE (SOD)), Assignment Group (FBI - FBWT L3), and Assigned to (Dorothy Brown). The Short Description is 'FMC0014278: Quality Error 224 October 2015 - Stennis Space Center'.

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- 3) Click - Update
- 4) Click on Case number - at the top (FMC0114278)

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The screenshot displays the NASA Shared Services Center Finance Case Management interface. The main view shows a list of cases with the following columns: Number, Created, Case, Description, Short Description, Assignment Group, and Assigned to. A case with Number FMC0014278 is selected, and its details are shown in a form below. The details include:

- Number: FMC0014278
- Customer: Dorothy Brown
- Contact: Dorothy Brown
- Location: NASA Shared Services Center
- Category: FUND BALANCE WITH TREASURY (FBWT)
- SubCategory: STATEMENT OF DIFFERENCE (SOD)
- Assignment Group: FM - FBWT L3
- Assigned to: Dorothy Brown
- Short Description: Quality Error 224 October 2015 - Stennis Space Center
- Status: Requested
- Priority: 4 - Low
- Age of Case: 0
- Days in WIP: 0
- Opened by: Dorothy Brown
- Opened: 2015-12-22 11:34:12 CST
- Watch List: [icon]

5) Status – Closed Complete



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The screenshot shows the NASA Shared Services Center Finance Case Management interface. The interface is divided into a left sidebar with navigation links and a main content area. The main content area displays a list of cases at the top, with one case selected. The selected case details are shown in a form below the list. The form includes fields for Number, Customer, Contact, Location, Category, SubCategory, Assignment Group, Assigned to, PD Selection, Status, Priority, Age of Case, Days in WIP, Opened by, Opened, and Watch List. The case details for FMC0014278 are displayed.

6) Click - Update

FM Case Management

- 7) Make sure tasks and cases are cleared
  - o Click on Tasks assigned to me
  - o Click on Cases assigned to me



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## APPENDIX M – L3 NSSC AR CMP CHECKLISTS

NSSC AR CMP Checklist						
CMP 2d.3b: NON 6500 funds review						
				Center		
				Quarterly		
<b>Analysis/review procedure to be performed:</b> Identify GL cash account balances by netting cash accounts together. Review trial balances and determine that all account balances are supported by documentation and CRQ. Ensure that all non-federal advances without a sales order recorded in the account at year-end are properly removed as per Agency guidance.						
<b>Standards:</b> All balances should be supported by documentation and CRQ. Ensure that all non-federal advances without a sales order recorded in the account at year-end are properly removed as per Agency guidance.						
<b>Purpose:</b> Review Deposit Fund (NON6500) to ensure appropriate use of Fund and proper use of general ledger accounts.						
#	Y/N	Description				
1		Does the Preparer column have a green check mark in the Agency tool?				
2		Did the Preparer's Supervisor add comment "Reviewed" in the Activity Log of Agency tool?				
3		Has the correct month been completed in the Agency tool?				
4		Is the correct CMP attachment added in the Agency tool? Verify month and center.				
5		Are copies of all supporting documentation attached? (i.e. SAP reports, spreadsheets, etc)				
6		Was the SAP report - GR55\ZFUN (Trial Balance by fund) run?				
7		Are the accounting periods correct? (Should be 0-current, inception to date)				
8		Is the business area for the Center correct on the cover sheet and all reports?				
9		Was NON6500 run?				
10		Does GL account 1010 net to zero? If not, is the amount supported by documentation or a CRQ?				
11		If no to question 10 and amounts are unsupported, are exceptions completed in the Description of Exceptions portion of the Agency tool? All applicable fields should be correctly completed (Explanation, Resolution, CRQ number, if applicable, etc.)				
12		Is supporting documentation for exceptions noted and/or attached?				
13		Has the Activity Status been annotated with the correct color based on exceptions (green/yellow/red)?				
Reviewed By:						

<b>NSSC AR CMP Checklist</b>			
<b>CMP 2d.4a: NON 1435, 1099, 3200 and 3220 funds review for Treasury reconciliation.</b>			
			<b>Center</b>
			<div style="border: 1px solid black; width: 100%; height: 100%;"></div>
			<b>Monthly</b>
<b>Analysis/review procedure to be performed:</b> Review trial balances and determine that there are no transactions in any accounts except for 1010.XXXX, 1310.XXXX, 1319.XXXX, 1340.XXXX, 1347.XXXX, 1360.XXXX, 1367.XXXX, 1370.XXXX, 1377.XXXX, 2985.XXXX, 5310.XXXX, 5319.XXXX, 5320.XXX, 5324.XXXX, 5325.XXX, 5329.XXXX, 5900.XXXX, 5909.XXXX, 2993.XXXX, 5993.XXXX and 5994.XXXX (unless they are for corrections to zero balances). Exceptions must be identified, investigated, and monitored until permanently corrected. Review trading partners posted to accounts 2985, 5993 and 5994 to ensure that the trading partner is 9900. Identify as an exception transactions with a trading partner other than 9900 where there is no offsetting corrective transaction. Any other trading partner number applied should be reviewed and corrected before month end closing.			
<b>Standards:</b> These funds should only have current year balances in the following accounts: 1010.XXXX , 1310.XXXX, 1319.XXXX, 1340.XXXX , 1347.XXXX, 1360.XXXX, 1367.XXXX, 1370.XXXX, 1377.XXXX, 2985.XXXX, 5310.XXXX, 5319.XXXX, 5320.XXX, 5324.XXXX, 5325.XXX, 5329.XXXX, 5900.XXXX, 5909.XXXX, 2993.XXXX, 5993.XXXX and 5994.XXXX Trading Partners posted to 2985, 5993, and 5994 should be 9900			
<b>Purpose:</b> To determine that all postings to the miscellaneous receipt accounts are valid, that accounts 2985, 5993, and 5994 received the correct trading partner assignment, and to ensure that the total of each general fund appropriation (801435; 801099; 803200; 803220) agrees with Treasury's			
#	Y/N	Description	
1		Does the Preparer column have a green check mark in the Agency tool?	
2		Did the Preparer's Supervisor add comment "Reviewed" in the Activity Log of the Agency tool?	
3		Has the correct month been completed in the Agency tool?	
4		Is the correct CMP attachment added in the Agency tool? Verify month and center.	
5		Are copies of all supporting documentation attached? (i.e. SAP reports, spreadsheets, etc)	
6		Was the SAP report - GR55\Z6AF (Trial Balance by fund) run?	
7		Are the accounting periods correct? (Should be 1-current, year to date)	
8		Is the business area for the Center correct on the cover sheet and all reports?	
9		Were the application of Funds (AOF) values <b>801099, 801435, 803200, and 803220</b> run?	
10		Were there any transactions reported in any other accounts except <b>1010.XXXX, 1310.XXXX, 1319.XXXX, 1340.XXXX, 1347.XXXX, 1360.XXXX, 1367.XXXX, 1370.XXXX, 1377.XXXX, 2985.XXXX, 5310.XXXX, 5319.XXXX, 5320.XXX, 5324.XXXX, 5325.XXX, 5329.XXXX, 5900.XXXX, 5909.XXXX, 2993.XXXX, 5993.XXXX and 5994.XXXX</b> (unless they are for corrections to zero balances).	
11		If yes to question 10, are exceptions completed in the Description of Exceptions portion of the Agency tool? All applicable fields should be correctly completed (Explanation, Resolution, CRQ number, if applicable, etc.)	
12		Is supporting documentation for exceptions noted and/or attached?	
13		Has the Activity Status been annotated with the correct color based on exceptions (green/yellow/red)?	
<b>Reviewed By:</b>		<div style="border: 1px solid black; width: 100%; height: 30px;"></div>	

<b>NSSC AR CMP Checklist</b>									
<b>CMP 2d.4b: NON 1435, 1099, 3200 and 3220 funds review for Treasury reconciliation.</b>									
				Center					
				Monthly					
<b>Analysis/review procedure to be performed:</b> Review trial balances and determine that there are no transactions in any accounts except for 1010.XXXX, 1310.XXXX, 1319.XXXX, 1340.XXXX, 1347.XXXX, 1360.XXXX, 1367.XXXX, 1370.XXXX, 1377.XXXX, 2985.XXXX, 5310.XXXX, 5319.XXXX, 5320.XXX, 5324.XXXX, 5325.XXX, 5329.XXXX, 5900.XXXX, 5909.XXXX, 2993.XXXX, 5993.XXXX and 5994.XXXX (unless they are for corrections to zero balances). Exceptions must be identified, investigated, and monitored until permanently corrected. Review trading partners posted to accounts 2985, 5993 and 5994 to ensure that the trading partner is 9900. Identify as an exception transactions with a trading partner other than 9900 where there is no offsetting corrective transaction. Any other trading partner number applied should be reviewed and corrected before month end closing.									
<b>Standards:</b> These funds should only have current year balances in the following accounts: 1010.XXXX , 1310.XXXX, 1319 XXXX, 1340.XXXX , 1347.XXXX, 1360.XXXX, 1367.XXXX, 1370.XXXX, 1377.XXXX, 2985.XXXX, 5310.XXXX, 5319.XXXX, 5320.XXX, 5324.XXXX, 5325.XXX, 5329.XXXX, 5900.XXXX, 5909.XXXX, 2993.XXXX, 5993.XXXX and 5994.XXXX Trading Partners posted to 2985, 5993, and 5994 should be 9900									
<b>Purpose:</b> To determine that all postings to the miscellaneous receipt accounts are valid, that accounts 2985, 5993, and 5994 received the correct trading partner assignment, and to ensure that the total of each general fund appropriation (801435; 801099; 803200; 803220) agrees with Treasury's									
#	Y/N	Description							
1		Does the Preparer column have a green check mark in the Agency tool?							
2		Did the Preparer's Supervisor add comment "Reviewed" in the Activity Log of Agency tool?							
3		Has the correct month been completed in the Agency tool?							
4		Is the correct CMP attachment added in the Agency tool? Verify month and center.							
5		Are copies of all supporting documentation attached? (i.e. SAP reports, spreadsheets, etc)							
6		Was the SAP report - GR55\Z6AF (Trial Balance by fund) run?							
7		Are the accounting periods correct? (Should be 1-current, year to date)							
8		Is the business area for the Center correct on the cover sheet and all reports?							
9		Were the application of Funds (AOF) values <b>801099, 801435, 803200, and 803220</b> run? Were the funds <b>NON 1435, NON 1099, NON 3200, and NON 3220</b> run?							
10		Did all transactions posted to accounts 2985, 5993, and 5994 have a trading partner of 9900?							
11		If no to question 10, are exceptions completed in the Description of Exceptions portion of the Agency tool? All applicable fields should be correctly completed (Explanation, Resolution, CRQ number, if applicable, etc.)							
12		Is supporting documentation for exceptions noted and/or attached?							
13		Has the Activity Status been annotated with the correct color based on exceptions (green/yellow/red)?							
Reviewed By:									

NSSC AR CMP Checklist									
CMP 2d.4c: NON 1435, 1099, 3200 and 3220 funds review for Treasury reconciliation.									
				<b>Center</b>					
				<b>Monthly</b>					
<b>Analysis/review procedure to be performed:</b> Review the trial balances by AoF to ensure that SGL 1010 plus (+) 13XX equals (=) 2985. If the accounts listed do not net to zero, there is a difference that must be identified, investigated and monitored until permanently corrected. However, the balance in each NASA center's general fund receipt appropriation should equal zero. Therefore, any difference found will need to be corrected before month end closing.									
Quarterly, Treasury will submit NASA's agency-wide General Fund receipt appropriation balances to the OCFO/External Reporting Branch for further analysis/reporting.									
<b>Standards:</b> SGL 1010 + SGL 13XX = SGL 2985 by AoF									
<b>Purpose:</b> To determine that all postings to the miscellaneous receipt accounts are valid, that accounts 2985, 5993, and 5994 received the correct trading partner assignment, and to ensure that the total of each general fund appropriation (801435; 801099; 803200; 803220) agrees with Treasury's General Fund for NASA.									
<b>#</b>	<b>Y/N</b>	<b>Description</b>							
1		Does the Preparer column have a green check mark in the Agency tool?							
2		Did the Preparer's Supervisor add comment "Reviewed" in the Agency tool?							
3		Has the correct month been completed in the Agency tool?							
4		Is the correct CMP attachment added in the Agency tool? Verify month and center.							
5		Are copies of all supporting documentation attached? (i.e. SAP reports, spreadsheets, etc)							
6		Was the SAP report - <b>SAP - GR55 - Z6AF, variant GEN FND REC</b> run?							
7		Are the accounting periods correct? (Should be 0-current, inception to date)							
8		Is the business area for the Center correct on the cover sheet and all reports?							
9		Were the application of Funds (AOF) values <b>801099, 801435, 803200, and 803220</b> run? Were the funds <b>NON 1435, NON 1099, NON 3200, and NON 3220</b> run?							
10		Did SGL 1010 plus (+) 13XX equal (=) 2985? If the accounts listed do not net to zero; there is a difference that must be identified, investigated and monitored until permanently corrected. However, the balance in each NASA center's general fund receipt appropriation should equal to zero.							
11		If no to question 10, are exceptions completed in the Description of Exceptions portion of the Agency tool? All applicable fields should be correctly completed (Explanation, Resolution, CRQ number, if applicable, etc.)							
12		Is supporting documentation for exceptions noted and/or attached?							
13		Has the Activity Status been annotated with the correct color based on exceptions (green/yellow/red)?							
<b>Reviewed By:</b>									

<b>NSSC AR CMP Checklist</b>									
<b>CMP 3.1: Reconcile source documents to accounts receivable reports</b>									
				<b>Center</b>					
				<b>Monthly</b>					
<b>Analysis/review procedure to be performed:</b> Validate billed receivables total against monthly bills determining all costs are billed and cleared in accordance with Agency policy and procedures.									
<b>Standards:</b> Balances should be supported by documentation including Preliminary Billing Register for the reporting month against the monthly Maintain Billing Due List to the Unbilled Billing Requests. Open reimbursable bills should be for non-Advance agreements and items with month end IPAC restrictions only.									
<b>Purpose:</b> To validate Reimbursable Accounts Receivable billing transactions to ensure that the total accounts receivable have been properly recorded and cleared/liiquidated.									
<b>#</b>	<b>Y/N</b>	<b>Description</b>							
1		Does the Preparer column have a green check mark in the Agency tool?							
2		Did the Preparer's Supervisor add comment "Reviewed" in the Agency tool?							
3		Has the correct month been completed in the Agency tool?							
4		Is the correct CMP attachment added in the Agency tool? Verify month and center.							
5		Are copies of all supporting documentation attached? (i.e. SAP reports, spreadsheets, etc)							
6		Was the T-codes <b>SAP-ZFI_AR_Billing, SAP-ZFI_AR_R_BRQ_NBIL, SAP-ZAR_VF04 BILLING, SAP - S_ALR_87012173</b> run in SAP?							
7		Are the accounting periods correct? (Current Reporting month ran as of billing cycle date)							
8		Is the business area for the Center correct on the cover sheet and all reports?							
9		Were all costs billed and cleared in accordance with Agency policy and procedures? Does the amount on each report match? If not, is there a <u>valid</u> explanation?							
10		If no to question 9, are exceptions completed in the Description of Exceptions portion of the Agency tool? All applicable fields should be correctly completed (Explanation, Resolution, CRQ number, if applicable, etc.)							
11									
12		Has the Activity Status been annotated with the correct color based on exceptions (green/yellow/red)?							
Reviewed By:									

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NSSC AR CMP Checklist			
CMP 3.2: Validate aging of Accounts Receivable			
			Center
			Monthly
<b>Analysis/review procedure to be performed:</b> Reconcile the total balance of the aging report to the trial balance and identify exception amounts. Review balances over 45 days and determine whether or not they are collectible. Discrepancies must be identified, investigated, and monitored until permanently resolved. Validate/Verify balances over 45 days old and ensure that delinquent letters were issued at appropriate intervals. Ensure proper communication and follow-up actions have been performed for Federal Trading Partners. Review accounts receivable with the public that are delinquent and determine whether such accounts are subject to write-off based on NASA Policy (NPR 9610.1.2.9).			
<b>Standards:</b> Accounts receivable should be aged properly to facilitate debt management.			
<b>Purpose:</b> To validate the balances by period in the accounts receivable aging report, and review the aging report to identify delinquent balances which require additional follow-up action or referral o the Department of Treasury.			
#	Y/N	Description	
1		Does the Preparer column have a green check mark in the Agency tool?	
2		Did the Preparer's Supervisor add comment "Reviewed" in the Agency tool?	
3		Has the correct month been completed in the Agency tool?	
4		Is the correct CMP attachment added in the Agency tool? Verify month and center.	
5		Are copies of all supporting documentation attached? (i.e. SAP reports, spreadsheets, etc)	
6		Was the ZFI_AGING1310 report (A/R Aging Report in SAP) and the GR55\ZTB6 (Trial Balance in SAP) run?	
7		Are the accounting periods correct? (Should be 0-current, inception to date)	
8		Is the business area for the Center correct on the cover sheet and all reports?	
9		Are the accounts of 1310.0000, 1310.30000, 1340.0000, 1360.0000, and 1370.0000 with the cancelled funds excluded on the report?	
10		Are the ending balances for the ZFI_AGING1310 report (A/R Aging Report in SAP) and the GR55\ZTB6 (Trial Balance in SAP) reports the same?	
11		Do all balances on the "Over 45 Days" Aging report have a current and valid status? A. Are dunning statuses current? B. Do ZFED's have a current and an appropriate status? C. Do ZEPY statuses appear to be correct?	
12		If no to question 11, are exceptions completed in the Description of Exceptions portion of the Agency tool? All applicable fields should be correctly completed (Explanation, Resolution, CRQ number, if applicable, etc.)	
13		Is supporting documentation for exceptions noted and/or attached?	
14		Has the Activity Status been annotated with the correct color based on exceptions (green/yellow/red)?	
Reviewed By:			

NSSC AR CMP Checklist									
CMP 3.3a: Validate Allowance for doubtful accounts and compliance with Treasury Policies									
				<b>Center</b>					
				<b>Quarterly</b>					
<b>Analysis/review procedure to be performed:</b> Prepare and maintain a work paper that lists detailed balances in the allowance for doubtful accounts (1319.0000, 1347.0000, 1367.0000, and 1377.0000). The allowance should be calculated in accordance with NPR 9610.1A. The work paper should include explanations of discrepancies identified on the allowance for doubtful accounts spreadsheet.									
<b>Standards:</b> Balances over 120 days delinquent should be transferred to Treasury.									
<b>Purpose:</b> To validate the allowance factors used to calculate the allowance balance and ensure balances agree to the General Ledger. To ensure accounts receivable balances are managed in accordance with Treasury Policies.									
<b>#</b>	<b>Y/N</b>	<b>Description</b>							
1		Does the Preparer column have a green check mark in the Agency tool?							
2		Did the Preparer's Supervisor add comment "Reviewed" in the Agency tool?							
3		Has the correct month been completed in the Agency tool?							
4		Is the correct CMP attachment added in the Agency tool? Verify month and center.							
5		Are copies of all supporting documentation attached? (i.e. SAP reports, spreadsheets, etc)							
6		Was the <b>GR55\ZAOF (Trial Balance in SAP)</b> report run?							
7		Are the accounting periods correct? (Should be 0-current, inception to date)							
8		Is the business area for the Center correct on the cover sheet and all reports?							
9		Are the accounts <b>1319.0000, 1347.0000, 1367.0000, and 1377.00</b> selected on the report?							
10		Were doubtful accounts adjusted at the end of the quarter?							
11		If doubtful accounts were adjusted, is supporting documentation attached at the end of the quarter?							
12		Does the allowance account workpaper and the <b>GR55/ZAOF</b> balance come within \$1.00?							
13		<b>If no to questions 9 - 12, are exceptions completed in the Description of Exceptions portion of the Agency tool? All applicable fields should be correctly completed (Explanation, Resolution, CRQ number, if applicable, etc.)</b>							
14		<b>Is supporting documentation for exceptions noted and/or attached?</b>							
15		<b>Has the Activity Status been annotated with the correct color based on exceptions (green/yellow/red)?</b>							
<b>Reviewed By:</b>									

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## NSSC AR CMP Checklist

### CMP 4.4a: Customer and Vendor Trading Partner Review

				<b>Center</b>			
				<b>Quarterly</b>			

**Analysis/review procedure to be performed:** Filter Posting Date column to current quarter transactions. Confirm trading partner Agency Identifier and description in SAP report reconciles with codes listed in Appendix 1a. Trading partner AID "000" must not be used with intergovernmental transactions. Ensure Nonfed TPs are not associated with federal customers. Transactions in funds prior to FY15 with blank AIDs are not to be considered exceptions, as the requirement for AID and Main account began in FY15. Identify exceptions for Non Federal Customers where they AID (TP) and TP ALC fields are not blank. IF the Trading Partner of NONFED is populated (Federal Indicator of "N" and Department of "NF"), the Customer/Vendor Name field should not match any names of the Federal Agencies as listed with in Appendix 1a. A trading partner AID not listed in Appendix 1a should not be considered an exception if Treasury confirms it is a valid code.

**Standards:** The Trading partner AID in SAP must be valid.

<http://tfm.fiscal.treasury.gov/v1/p2/c470.pdf>

**Purpose:** To validate the SAP Customer and Vendor database in accordance with Agency Identifier (AID) codes listed in Appendix 1a of the Treasury Financial Manual, Chapter 4700.

#	Y/N	Description
1		Does the Preparer column have a green check mark in the Agency tool?
2		Did the Preparer's Supervisor add comment "Reviewed" in the Agency tool?
3		Has the correct month been completed in the Agency tool?
4		Is the correct CMP attachment added in the Agency tool? Verify month and center.
5		Are copies of all supporting documentation attached? (i.e. SAP reports, spreadsheets, etc)
6		Was the T-code <b>S_ZFI_INTRAGOV (Intra-governmental Trading Partner Report)</b> run in SAP?
7		Is the reporting period correct? Data should be reflected for months in CURRENT quarter.
8		Is the business area for the Center correct on the cover sheet and all reports?
9		Were the accounts <b>1310.3000, 1340.XXXX, 1360.XXXX, and 1370.XXXX</b> selected on the report?
10		Is the TP ALC and the AID (TP) blank for all items where the Fed/Nonfed column equals "N" and the Trading Partner equals
11		Are any NFED Trading Partners associated with a Federal Customer (in the Cust/Ven Name field)?
12		Are the Federal Trading Partners associated with the correct TP AID according to TFM Chapter 4700 Appendix 1a? (Only review Direct funds).
13		Are any intra-governmental trading partner listed as "000"?
14		<b>If yes to question 13, are exceptions completed in the Description of Exceptions portion of the Agency tool? All applicable fields should be correctly completed (Explanation, Resolution, CRQ number, if applicable, etc.)</b>
15		<b>Is supporting documentation for exceptions noted and/or attached?</b>
16		<b>Has the Activity Status been annotated with the correct color based on exceptions (green/yellow/red)?</b>

Reviewed By:



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## NSSC AR CMP Checklist

### CMP 7.5: Validate Postings to Treasury Custodial Accounts

Center			
Quarterly			
<b>Analysis/review procedure to be performed:</b> Review transactions in 2980.000 and 2985.000 validate to source documents to ensure that the transactions have been properly recorded in the appropriate fund symbol. Identify as an exception GL balances in funds other than the NON-funds listed below. Investigate and correct discrepancies.			
<b>Standards:</b> Transactions recorded in 2980.0000 and 2985.0000 should be valid Treasury related transactions only.			
(NON1099, NON1435, NON3200 and NON3220)			
<b>Purpose:</b> To determine that balances in 2980.0000 and 2985.0000 reflect correct amounts.			
#	Y/N	Description	
1		Does the Preparer column have a green check mark in the Agency tool?	
2		Did the Preparer's Supervisor add comment "Reviewed" in the Agency tool?	
3		Has the correct month been completed in the Agency tool?	
4		Was the SAP - FMFG_E_TRANS_REG (Transaction Register) run?	
5		Are the accounting periods correct? (1-current, year to date)	
6		Is the business area for the Center correct on the cover sheet and all reports?	
7		Were the accounts 2980.0000 and 2985.0000 selected on the report?	
8		Were there any balances reported in any other accounts besides NON1099, NON1435, NON3200 and NON3220?	
9		If yes to question 8, are exceptions completed in the Description of Exceptions portion of the Agency tool? All applicable fields should be correctly completed (Explanation, Resolution, CRQ number, if applicable, etc.)	
10		Is supporting documentation for exceptions noted and/or attached?	
11		Has the Activity Status been annotated with the correct color based on exceptions (green/yellow/red)?	
Reviewed By:			

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## NSSC AR CMP Checklist

## Center

## Quarterly

**Standards:** Unfunded leave accruals should be supportable. At the start of each fiscal year, the beginning balance in the Unfunded Leave Liability should be reclassified from the prior fiscal year funds to the current fiscal year funds.

#	Y/N	Description
1		Does the Preparer column have a green check mark in the Agency tool?
2		Did the Preparer's Supervisor add comment "Reviewed" in the Agency tool?
3		Is the business area for the Center correct on the cover sheet?
4		Does the attached backup documentation contain data for <b>each month</b> within the quarter being reviewed both for OIG and the Agency individually? Is it arranged in sequential order (e.g., October, November, December)?
5		Does the Total Agency Unfunded Leave amount equal the "after SE" GR55 ZAFB balance in the 2220.9996 account for SSMX Fund for each month?
6		Does the OIG Unfunded Leave Total equal the "after SE" GR55 ZAFB balance in the 2220.9996 for the OIG Fund for each month?
7		Does the Total Agency Unfunded Leave amount for the <b>last month</b> in the quarter match the SSMX Fund total in the Agency Tool Full View Activity Report (ZFUN)?
8		Does the Total OIG Unfunded Leave amount for the <b>last month</b> in the quarter match the OIG Fund total in the Agency Tool Full View Activity Report (ZFUN)?
9		<b>If no to questions 5-8, are exceptions completed in the Description of Exceptions portion of the Agency tool? All applicable fields should be correctly completed (Explanation, Resolution, CRQ number, if applicable, etc.)</b>
10		<b>Has the Activity Status been annotated with the correct color based on exceptions (green/yellow/red)?</b>

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## NSSC AR CMP Checklist

### CMP 7.17: Validate funded leave

## Center

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## Quarterly

**Analysis/review procedure to be performed:** Prepare a schedule that supports the calculation and amounts posted for funded leave related accruals. Explain the basis for the calculation and demonstrate that the accrual reconciles to balances reported.

**Standards:** Funded leave accruals should be supportable.

**Purpose:** To ensure funded leave accruals are recorded monthly and match the unfunded leave report.

[illegible]

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## APPENDIX N – CMP 3.2 AGING REASON CODES

01	IPAC Rejection (TAS)-Pending Center Correction
02	IPAC Rejection (FSN)-Pending Center Correction
03	IPAC Rejection (ALC)-Pending Center Correction
04	IPAC Rejection Closed MIPR - Pending Center Action
05	IPAC Rejection Wrong MIPR -Pending Center Action
06	IPAC Rejection Wrong LOA/PO - Pending Center Action
07	IPAC Rejection Cancelled Fund - Pending Center Action
08	NSSC to Manual IPAC
09	NSSC to re-IPAC after Month End Cutoff
10	Pending re-IPAC by NSSC
11	Solely Travel Bill - Mailed to Customer on <DATE>
12	Bill mailed to customer <DATE>
13	Bill re-mailed to Customer on <DATE>
14	Bill faxed to Customer <DATE>
15	IPAC Customer, Center to contact Customer
16	Customer Disputing Bill – Pending Center Action
17	Center to provide Supporting Documents to Customer
18	Customer is researching Bill
19	Paid, but not posted in SAP
20	NSSC sent email to customer <DATE> -waiting on reply
21	NSSC called customer for status of pymt <DATE>-waiting on reply
22	Payment Plan – next payment due <DATE>
23	Center working w/customer <DATE>(IN CURRENT CMP MONTH)
24	NSSC sent e-mail to Center <DATE>-waiting on reply

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## APPENDIX O – UPDATE TP AGREEMENT

Agency	Trading Partner	ALC	Reason for Exemption	Comment
DFAS (Air Force)	57XX	3801 and 5570	Agreement in place states customer will not accept IPACS <b>last 4 business days of month</b>	Agreement signed 7/18/14
Army	21XX		Agreement in place states customer will not accept IPACS <b>last 5 business days of month</b>	In-Place at Transition to NSSC
Navy	17XX		Agreement in place states customer will not accept IPACS <b>last 5 business days of month</b>	In-Place at Transition to NSSC
Naval Sea Systems Command	11XX	8522	Customer does not accept IPAC on the <b>last 3 business days of the month</b>	Notified on IPAC reject
Army Corp	96XX		Agreement in place states customer will not accept IPACS <b>last 5 business days of month</b>	In-Place at Transition to NSSC
Other DOD agencies	97XX		Agreement in place states customer will not accept IPACS <b>last 5 business days of month</b>	In-Place at Transition to NSSC
Environmental Protection Agency (EPA)	68XX/68010727		Agreement in place states customer will not accept IPACS <b>last 5 business days of month</b>	Agreement signed 6/7/2011
US Agency for International Development (USAID)	72XX/72000001		Agreement in place states customer will not accept IPACS <b>last 5 business days of month</b>	Agreement signed on 7/21/2011
SAF/FMBIB AFOY	20XX/20180302		Agreement in place states customer will not accept IPACS <b>last 5 business days of month</b> (Customer will initiate IPAC)	Agreement sign 6/28/2012
Department of Interior, Office of the Sec (DOI)	14XX/14160001		Agreement in place states customer will not accept IPACS <b>last 5 business days of month</b>	Agreement signed by OCFO 4/10/14
Department of Interior, Fish & Wildlife Services (DOI)	14XX/14160006		Agreement in place states customer will not accept IPACS <b>last 5 business days of month</b>	Agreement signed by OCFO 4/10/14
Department of Commerce (NOAA)	13XX/13100001		Agreement in place states customer will not accept IPACS <b>last 4 business days of month</b>	Agreement signed 5/10/2012
National Geospatial-Intelligence Agency (NGA)/Federal Payment Center (FPC)	97XX/97000010		Agreement in place states customer will not accept IPACS <b>last 4 business days of month</b>	Agreement signed 12/6/12
Department of Energy (DOE)	89XX		Agreement in place states customer will not accept IPACS <b>last 3 business days of month</b>	In-Place at Transition to NSSC
Department of Homeland Security (DHS)	70XX		Agreement in place states customer will not accept IPACS <b>last 3 business days of month</b>	In-Place at Transition to NSSC
Department of Transportation (DOT)	69XX/69170001		Agreement in place states customer will not accept IPACS <b>last 3 business days of month</b>	Agreement signed 2/3/2011
Department of Transportation (DOT)	69XX/69171104		Agreement in place states customer will not accept IPACS <b>last 3 business days of month</b>	Agreement signed 2/3/2011
Bureau of Alcohol, Tobacco and Firearms (ATF)	15XX/15100700		Agreement in place states customer will not accept IPACS <b>last 3 business days of month</b>	Agreement signed w ARC 3/30/11
ALL FEDERAL AGENCIES ARE EXEMPT FROM IPACS DURING THE LAST 3 BUSINESS business days OF EACH QUARTER END				

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## APPENDIX P– UPDATE IPAC CUTOFF CALENDARS TO NSSC AR WEBSITE

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### Is there a cutoff for submitting IPACs?

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Yes, there are cutoff dates for certain federal agencies; refer to listing below. The cutoff dates are based on Trading Partner Agreements signed by NASA Office of the Chief Financial Officer. To ensure timely processing, all IPAC request must be received by NSSC no later than noon on the cutoff date. This list is not all inclusive.

Additionally, there is a cutoff date established for all Federal Agencies on a quarterly basis, per the TFM Bulletin NO 2013-04 Vol 1.

See <http://www.fms.treas.gov/tfm/vol1/13-04.html> for the bulletin.

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### Intra-Governmental Payments and Collections (IPAC) Cutoff Dates

To ensure NASA is in compliance with established Trading Partner Agreements and to prevent material differences between NASA and its trading partners; the following cutoff dates have been established for IPAC transaction to the Bureau of Alcohol, Tobacco and Firearms (ATF), Department of Homeland Security (DHS), Department of Commerce (DOC), Defense of Defense (DOD) Agencies, Department of Energy (DOE), Department of Transportation (DOT), Department of Interior (DOI), Environmental Protection Agency (EPA), and US Agency for International Development (USAID).

IPAC request received after the date listed below will not be processed until the following month.



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<b>Business Process Area</b>	<b>Task Name</b>	<b>October FY2020</b>	<b>November FY2020</b>	<b>December FY2020</b>	<b>January FY2020</b>
<b>Accounts Receivable</b>	<b>IPAC Cutoff to DOD Agencies (except Air Force)</b>	<b>10/24/2019</b>	<b>11/21/2019</b>	<b>12/23/2019</b>	<b>1/24/2020</b>
<b>Accounts Receivable</b>	<b>IPAC Cutoff to EPA</b>	<b>10/24/2019</b>	<b>11/21/19</b>	<b>12/23/2019</b>	<b>1/24/2020</b>
<b>Accounts Receivable</b>	<b>IPAC Cutoff for International Development (USAID)</b>	<b>10/24/2019</b>	<b>11/21/2019</b>	<b>12/23/2019</b>	<b>1/24/2020</b>
<b>Accounts Receivable</b>	<b>IPAC Cutoff to DFAS (Air Force)</b>	<b>10/25/2019</b>	<b>11/22/2019</b>	<b>12/24/2019</b>	<b>1/27/2020</b>
<b>Accounts Receivable</b>	<b>IPAC Cutoff to Department of Commerce (NOAA)</b>	<b>10/25/2019</b>	<b>11/22/2019</b>	<b>12/24/2019</b>	<b>1/27/2020</b>
<b>Accounts Receivable</b>	<b>IPAC Cutoff to Federal Payment Center for NGA</b>	<b>10/25/2019</b>	<b>11/22/2019</b>	<b>12/24/2019</b>	<b>1/27/2020</b>
<b>Accounts Receivable</b>	<b>IPAC Cutoff to DHS</b>	<b>10/28/2019</b>	<b>11/25/2019</b>	<b>12/26/2019</b>	<b>1/28/2020</b>
<b>Accounts Receivable</b>	<b>IPAC Cutoff to DOT</b>	<b>10/28/2019</b>	<b>11/25/2019</b>	<b>12/26/2019</b>	<b>1/28/2020</b>

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Accounts Receivable	IPAC Cutoff to DOE	10/28/2019	11/25/2019	12/26/2019	1/28/2020
Accounts Receivable	IPAC Cutoff to ATF	10/28/2019	11/25/2019	12/26/2019	1/28/2020
<b>Business Process Area</b>	<b>Task Name</b>	<b>February FY2020</b>	<b>March FY2020</b>	<b>April FY2020</b>	<b>May FY2020</b>
Accounts Receivable	IPAC Cutoff to DOD Agencies (except Air Force)	2/21/2020	3/24/2020	4/23/2020	5/21/2020
Accounts Receivable	IPAC Cutoff to DOI	2/21/2020	3/24/2020	4/23/2020	5/21/2020
Accounts Receivable	IPAC Cutoff to EPA	2/21/2020	3/24/2020	4/23/2020	5/21/2020
Accounts Receivable	IPAC Cutoff to USAID	2/21/2020	3/24/2020	4/23/2020	5/21/2020
Accounts Receivable	IPAC Cutoff to DFAS (Air Force)	2/24/2020	3/25/2020	4/24/2020	5/22/2020
Accounts Receivable	IPAC Cutoff to Department of Commerce (NOAA)	2/24/2020	3/25/2020	4/24/2020	5/22/2020
Accounts Receivable	IPAC Cutoff to Federal Payment Center for NGA	2/24/2020	3/25/2020	4/24/2020	5/22/2020

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Accounts Receivable	IPAC Cutoff to DHS	2/25/2020	3/26/2020	4/27/2020	5/26/2020
Accounts Receivable	IPAC Cutoff to DOT	2/25/2020	3/26/2020	4/27/2020	5/26/2020
Accounts Receivable	IPAC Cutoff to DOE	2/25/2020	3/26/2020	4/27/2020	5/26/2020
Accounts Receivable	IPAC Cutoff to ATF	2/25/2020	3/26/2020	4/27/2020	5/26/2020
<b>Business Process Area</b>	<b>Task Name</b>	<b>June FY2020</b>	<b>July FY2020</b>	<b>August FY2020</b>	<b>September FY2020</b>
Accounts Receivable	IPAC Cutoff to DOD Agencies (except Air Force)	6/23/2020	7/24/2020	8/24/2020	9/23/2020
Accounts Receivable	IPAC Cutoff to DOI	6/23/2020	7/24/2020	8/24/2020	9/23/2020
Accounts Receivable	IPAC Cutoff to EPA	6/23/2020	7/24/2020	8/24/2020	9/23/2020
Accounts Receivable	IPAC Cutoff to (USAID)	6/23/2020	7/24/2020	8/24/2020	9/23/2020
Accounts Receivable	IPAC Cutoff to DFAS (Air Force)	6/24/2020	7/27/2020	8/25/2020	9/23/2020
Accounts Receivable	IPAC Cutoff to Department of Commerce (NOAA)	6/24/2020	7/27/2020	8/25/2020	9/23/2020
Accounts Receivable	IPAC Cutoff to Federal Payment Center for NGA	6/24/2020	7/27/2020	8/25/2020	9/23/2020
Accounts Receivable	IPAC Cutoff to DHS	6/25/2020	7/28/2020	8/26/2020	9/23/2020
Accounts Receivable	IPAC Cutoff to DOT	6/25/2020	7/28/2020	8/26/2020	9/23/2020

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<b>Accounts Receivable</b>	<b>IPAC Cutoff to DOE</b>	<b>6/25/2020</b>	<b>7/28/2020</b>	<b>8/26/2019</b>	<b>9/23/2020</b>
<b>Accounts Receivable</b>	<b>IPAC Cutoff to ATF</b>	<b>6/25/2020</b>	<b>7/28/2020</b>	<b>8/26/2020</b>	<b>9/23/2020</b>

In Accordance with TFM 4700 Appendix 6 Section 9.6.4, all federal agencies are prohibited from sending IPACS during the last three working days of each month. See <https://tfm.fiscal.treasury.gov/v1/p2/c470.pdf> for the bulletin.

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## APPENDIX Q– INSTALLING MACROS AND ADD-INS

### **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)*

### **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 S – L2 NSSC TROR CHECKLIST

TROR CHECKLIST	Preparer	Reviewer	COMMENTS
<b>Part I - Status of Receivables</b>			
<b>BEFORE YOU BEGIN</b>			
Does your "Write Off Report" Amount = The Total of your FBL5N Write Off Backup = CNC + Closed Portions of the "WO CNC Closed"			
Does your Aging Total = GR55 ZTB6 Total = List of Customer Line Items Total and if not, do your reports list a reason for the difference			
<b>TROR FORM (PAGE 1 HEADER)</b>			
Is the Entity Code Correct? e.g. 80001201 ARC			Macro - formatted
Is Fiscal Year Correct?			Macro - formatted
Is the Quarter correct e.g. 2nd Quarter - March			Macro - formatted
<b>Section A Receivables and Collections</b>			
<b>(1) BEGINNING BALANCE</b>			
Is the "Beginning FY Balance" Correct?			
<b>(2) NEW RECEIVABLES</b>			
Is report <b>02 New Receivables</b> attached?			
<b>02 New Receivable</b> report has correct header information			Macro - formatted
Number of items are equal to New Receivable Report			Macro pulls data directly from report into template
Amount matches the New Receivables Report amount			Macro pulls data directly from report into template
<b>(3) ACCRUALS</b>			
Is Report <b>03 Accruals</b> included?			Macro pulls data directly from report into template
<b>03 Accruals</b> report has correct header information			Macro pulls data directly from report into template
Amount is equal to Accruals Report?			Macro pulls data directly from report into template
<b>(4) COLLECTIONS ON RECEIVABLES</b>			
<b>(D)</b> Were there any collections from Treasury this Fiscal Year?			
<b>(D)</b> If yes, is <b>04 Collections by Treasury</b> report			
<b>(D)</b> <b>04 Collections by Treasury</b> report has correct header information			
<b>(D)</b> If yes, does the Collections Number and Amount match the "Collections by Treasury" report?			Macro pulls data directly from report into template
<b>(D)</b> If yes, is this number and amount also listed in Part II (C)(1)(G)?			Macro pulls data directly from report into template
<b>(6) AMOUNTS WRITTEN OFF</b>			
Is report <b>05 Write offs (SAP Report)</b> included?			
<b>05 Write offs (SAP Report)</b> has correct header information			Macro-formatted
<b>(6)</b> Does the amount match the write off report?			Macro pulls data directly from report into template
Is report <b>06 Write offs, CNC &amp; Closed</b> included?			
<b>06 Write offs, CNC &amp; Closed</b> report has correct header information			
<b>(A)</b> Does the amount entered match the CNC portion of the WO CNC Closed spreadsheet?			Macro pulls data directly from report into template
<b>(A)</b> If an amount is listed is it negative?			Macro pulls data directly from report into template
<b>(B)</b> Does the amount entered match the CLOSED portion of the WO CNC Closed spreadsheet?			Macro pulls data directly from report into template
<b>(B)</b> If an amount is listed is it negative?			Macro pulls data directly from report into template
<b>(A &amp; B)</b> If there are any CNC and/or CLOSED debts, is report <b>07 Backup for Write offs</b> included?			
Is backup included for each approved waiver? e.g. Approved Waiver, DOI Report.			
Is backup included for each CLOSED debt? e.g. Email, DOI Report, etc			
Is report <b>08 FedDebt Report</b> included?			
Do the names in the "...at DMS" and "...at PCA" sections of the "FedDebt Report" match the "Debts Classified as CNC" section of the "WO CNC Closed" Report			
<b>(7) ENDING BALANCE</b>			
Is report <b>09 GR55 ZTB6</b> included?			
<b>09 GR55 ZTB6</b> report has correct header information			Macro formatted
Does the GR55/ZTB6 ending Balance for GL Accounts 1310.0000, 1340.0000, 1360.0000 and 1370.0000 match the			Macro pulls data directly from report into template
Does the number of debts match the number on the "Aging Report"?			Macro pulls data directly from report into template
Line 7 = Beginning Balance + New Receivables + Accruals - Collections on Receivables - Write Offs			Macro pulls data directly from report into template

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Section B Additional Receivables Data			
<b>(1) SUBSETS OF ENDING BALANCE</b>			
<b>(A)-(D)</b> Do the amounts match the amounts listed in the corresponding column of the "Aging Report"? Watch for Debts with residual balances			
Is the report <b>10 Int &amp; Penalty</b> included?			
<b>10 Int &amp; Penalty</b> report has correct header information			Macro formatted
<b>(E)</b> Does the <b>Int &amp; Penalty</b> amount listed on the TROR match the "Interest and Penalty Report"?			Macro pulls data directly from report into template
<b>Section C Delinquent Debt (Excluding CNC Debts)</b>			
<b>(1) DELINQUENCIES BY AGE</b>			
Is the report <b>11 Aging Report</b> included?			
<b>11 Aging Report</b> report has correct header information			Macro formatted
<b>(A)-(K)</b> Do the amounts match the aging reports corresponding columns by category? Watch for			
Does <b>Section C (1) (I) = Section C (2) (E)</b> ?			
Total Delinq by Age = Total Delinq by Category			
included?			
<b>12 States over 60 Days Delinquent</b> report has correct header information			Macro formatted
Are all debts greater than 60 days delinquent statused on this report?			
Sum on the "Aging" tab of all items from "61-90 Days Delinquent" column through the end should equal the total of the "Status Over 60-Days Delinquent" tab.			
<b>(2) DELINQUENCIES BY CATEGORY</b>			
<b>(A)-(D)</b> Do the amounts match the aging reports corresponding columns by category?			Macro pulls data directly from report into template
<b>(3) CREDIT BUREAU REPORTING</b>			
Is the report <b>15 Agency Credit Bureau</b> report included?			
<b>15 Agency Credit Bureau</b> report has correct header information			
<b>(A)-(B)</b> Do the counts match the counts listed in the corresponding category (Commercial/Consumer) of the Agency Credit Bureau Report?			SKIP THIS SECTION (FOOTNOTE HAS BEEN ADDED TO TROR TEMPLATE TO ADDRESS THIS SECTION)
<b>Part II - Debt Management Tool and Technique Performance Data</b>			
<b>Section A Delinquent Debt 120 Days or Less</b>			
<b>(1) DELINQUENCIES 1 - 120 DAYS</b>			
<b>(B)</b> Are any delinquent debts UNDER 120 days DELINQUENT (150 days) pending waivers or "in dispute"? Are these debts			
<b>(J)</b> = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) - Part II(A)(1)(B)			
<b>At Agency</b> = Aging's 1 to 120 Day totals MINUS "In			Note from Farrah: Added formula here to calculate "At Agency" for you so should always be okay.
<b>(L)</b> = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D)			
<b>Total Delinq 1 to 120 Days</b> = Aging Sections 1 to 120 Day			
<b>Section B Delinquent Debt Eligible for Referral to Treasury</b>			
<b>120 DAYS DELINQUENT (150 DAYS)</b>			
<b>(1) DEBT ELIGIBLE FOR REFERRAL TO TREASURY FOR COLLECTION (TREASURY OFFSET PROGRAM)</b>			
<b>(A)</b> Are there any debts over 120 days DELINQUENT (150 days) that have not been written off?			Macro pulls data directly from report into template
<b>(A)</b> Sum of Part I(C)(1)(E) + (F) + (G) + (H) + (I) + (J) + (K)			
<b>Delinq over 120</b> = Sum of 121 Days THROUGH "Over 10			Macro pulls data directly from report into template
<b>(B)</b> Does the dollar amount match the "Debt Classified as CNC" section of the "WO CNC Closed" Report?			Macro pulls data directly from report into template
<b>(B)</b> = Part II (D) (1) (E)			
Currently Not Coll Debt = Total Currently Not Coll Debts			Macro pulls data directly from report into template
<b>(E)</b> Are there any debts OVER 120 days DELINQUENT (150 days) pending waiver or in dispute?			
<b>(E)</b> If yes, does this number and amount match the "Forbearance" section of the "WO CNC Closed" Report?			Macro pulls data directly from report into template
<b>(G)</b> If there is an amount in this section, is there a footnote referencing customer number, amount and explanation of debt?			
<b>(H)</b> Is the amount of all eligible debt to be referred entered?			
<b>(I)</b> Is the amount already referred to Treasury entered (and negative)?			
<b>(P)</b> Is the balance 0? IF not, why? Does this debt really need to be sent to Treasury			



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180 DAYS DELINQUENT (210 DAYS)			
<b>(2) DEBT ELIGIBLE FOR REFERRAL TO TREASURY FOR COLLECTION (CROSS-SERVICING)</b>			
<b>(A)</b> Are there any debts over 180 days DELINQUENT (210 days) that have not been written off?			
<b>(A)</b> Sum of Part I(C)(1)(G) + (H) + (I) + (J) + (K) <b>Delinq over 180</b> = Sum of 181 Days THROUGH "Over 10			
<b>(B)</b> Does the dollar amount match the "Debt Classified as CNC" section of the "WO CNC Closed" Report?			
<b>(B)</b> = Part II (D) (1) (E) Currently Not Coll Debt = Total Currently Not Coll Debts			
<b>(E)</b> Are there any debts OVER 180 days DELINQUENT (210 days) pending waiver or in dispute?			This Section should only mirror B (1) if the debts are 180 days delinquent
<b>(E)</b> If yes, does this number and amount match the "Forbearance" section of the "WO CNC Closed" Report?			
<b>(G)</b> If there is an amount in this section, is there a footnote referencing customer number, amount and			
<b>(I)</b> Is the amount of all eligible debt to be referred entered?			
<b>(R)</b> Is the amount already referred to Treasury entered (and negative)?			
<b>(S)</b> Is the balance 0?			
<b>Section C Collections on Delinquent Debt</b>			
<b>(1) COLLECTIONS ON DELINQUENT DEBT</b>			
<b>(G)</b> Have there been any collections on delinquent debt? This also would have been reported in PART I Section A (4)(A thru G)			Macro pulls data directly from report into template
<b>(G)</b> Does the Number of Collections match the 04 Collections by Treasury Report			Formula pulls amount but you will have to manually enter count
<b>Section D CNC Debt Status</b>			
<b>(1) CURRENTLY NOT COLLECTIBLE DEBTS (Written Off and Not Closed Out)</b>			
<b>(B)</b> Are the number of debts and amounts of all debts that are currently at Treasury or being cross-serviced by treasury listed in this section?			Macro pulls data directly from report into template
<b>(B)</b> If an amount is listed here, it should be			
<b>(E)</b> This should be the total of A thru D			SUM FORMULA IS ALREADY CAPTURING THIS.
<b>(2) CNC DEBTS CLOSED OUT DURING THE CURRENT FY</b>			
Are all CNC debts that were closed out during the current FY reported on this line? (ITEMS RETURNED TO AGENCY BY TREASURY - RTA)			Macro pulls data directly from report into template
<b>Section E Disposition of Closed-Out Debts</b>			
<b>(1) DEBTS CLOSED OUT DURING PREVIOUS CALENDAR YEAR</b>			
<b>(A) - (C)</b> Do the amounts match "Amounts Closed in Calendar Year 20XX" portion(s) of the "WO CNC Closed"			
<b>(C)</b> If there is a balance, is a footnote provided?			
<b>Part III - Footnotes-This information has to current and accurate</b>			
Is each item listed as "Other" footnoted?			
Is footnote section formatted so that all items are legible?			
Items over 120-Days DELINQUENT but still on aging are footnoted			
<b>Other Information to Include</b>			
<b>13 GR55-2A0F</b> included			
<b>13 GR55-2A0F</b> report has correct header information			
<b>13 GR55-2A0F</b> amount listed in Footnotes (even if \$0.00)			
<b>14 CUSTOMER LINE ITEMS</b> included			