



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-9200-0011    Version 5.0**

**Effective Date:**    January 11, 2022  
**Expiration Date:**    January 11, 2024

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# **FUNDED AND UNFUNDED LEAVE SOURCE ENTRY PROCESS**

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**Responsible Office: Financial Management Services Division**

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**Approved by**

ALISON  
BUTSCH

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Date: 2022.01.24 13:28:17 -06'00'

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Alison M. Butsch  
Acting Chief, Financial Management Services Division

\_\_\_\_\_  
Date

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## DOCUMENT HISTORY LOG

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Status (Basic/Revision/ Cancelled)	Document Version	Effective Date	Description of Change
Basic	1.0	2/7/2019	Basic release
Revision	2.0	11/15/2019	SDG Annual Review and Update Added YE Reconciliation
Revision	3.0	5/5/2021	SDG Annual Review and Update Added JV Entry Posting
Revision	4.0	11/5/2021	Updated with transition of Funded Leave JVs to Source Entry Postings
Revision	5.0	1/11/2022	Update Funded/Unfunded Source Entry Instructions

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## INTRODUCTION

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NASA transitioned the Unfunded and Funded Leave Processing and Reporting from the Centers to the NSSC in October 2018. This Journal Voucher process was converted to Source Entries in August 2021. Monthly accruals are posted via source entries to account for Annual Leave, Compensatory Time (CT) and Credit Hours Earned (CRE) by employees that have not yet been used.

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## PURPOSE

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The purpose is to document the source entry and reporting processes that are executed to account for these accruals and demonstrate monitoring and controls.

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## APPLICABILITY/SCOPE

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NSSC AR is responsible for the Unfunded and Funded Leave Processes for all NASA Centers. The NSSC AR Service Provider Team will be executing calculations, analysis, source entries and reporting with monitoring, approval, and oversight by the NSSC AR Civil Servant.

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## PRIVACY INFORMATION

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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-9200-0011 Revision 4.

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## PROCESS 1 – SEWP FUNDED LEAVE PROCESS

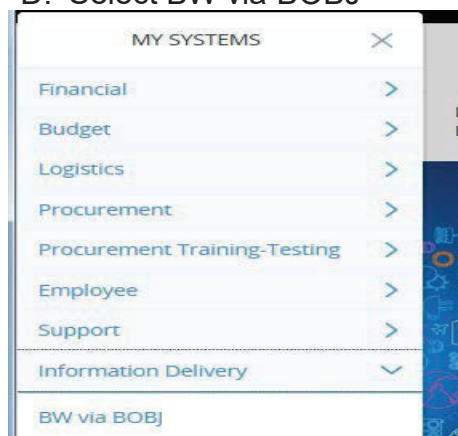
GSFC and HQ have both a funded and unfunded leave process to be executed. The Funded Leave process encompasses the leave for employees who charge more than 50% of their time to the SEWP Working Capital Fund. The Unfunded Leave portion includes employees who charge to appropriated funds. The Unfunded Leave Source entries will be posted by Center BA (reference Process 5).

This is a monthly process that is normally completed after the last pay period processed in the month. For example, you would consult a payroll calendar and look at the last pay period ending date and determine if it was PROCESSED in that same month. The pay period ends on a Saturday and is fully processed by Thursday of the following week and reports are available by Friday of that week. If this happens within the same month, this is the pay period you use to execute your processes.

**STEP 1 – Account Maintainer** - Identify via BOBJ the population of employees charging to SEWP WCF

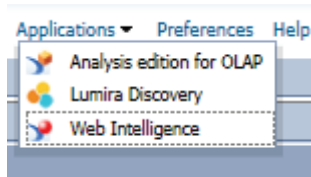
A. Log into BOBJ via bReady at <https://bready.nasa.gov/group/bready/home>  
(**Note:** A variant has been created and saved as GSFC SEWP. It includes all the information and formatting listed below. Prior to executing the report, update the period to the current month by selecting the drop-down menu and selecting the last period. After executing the report, double click on the pay period to select the current pay period.)

- B. Select My Systems
- C. Select Information Delivery drop down
- D. Select BW via BOBJ

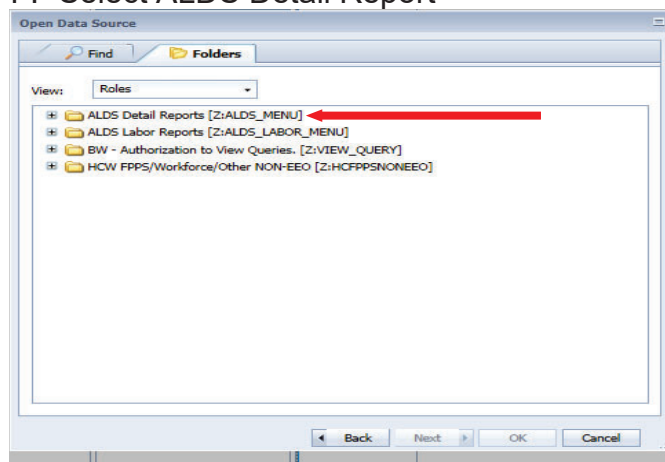


- E. Select Analysis edition for OLAP

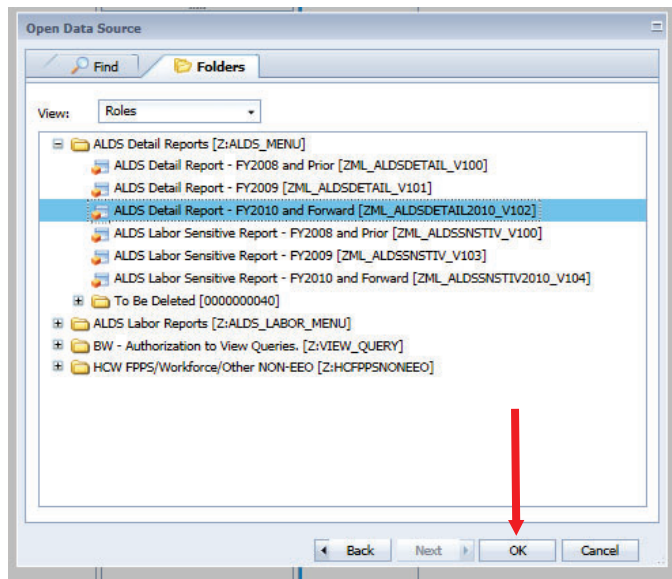
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#### F. Select ALDS Detail Report

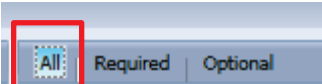


#### G. Select ALDS Detail Report – FY2010 and Forward and hit “OK”

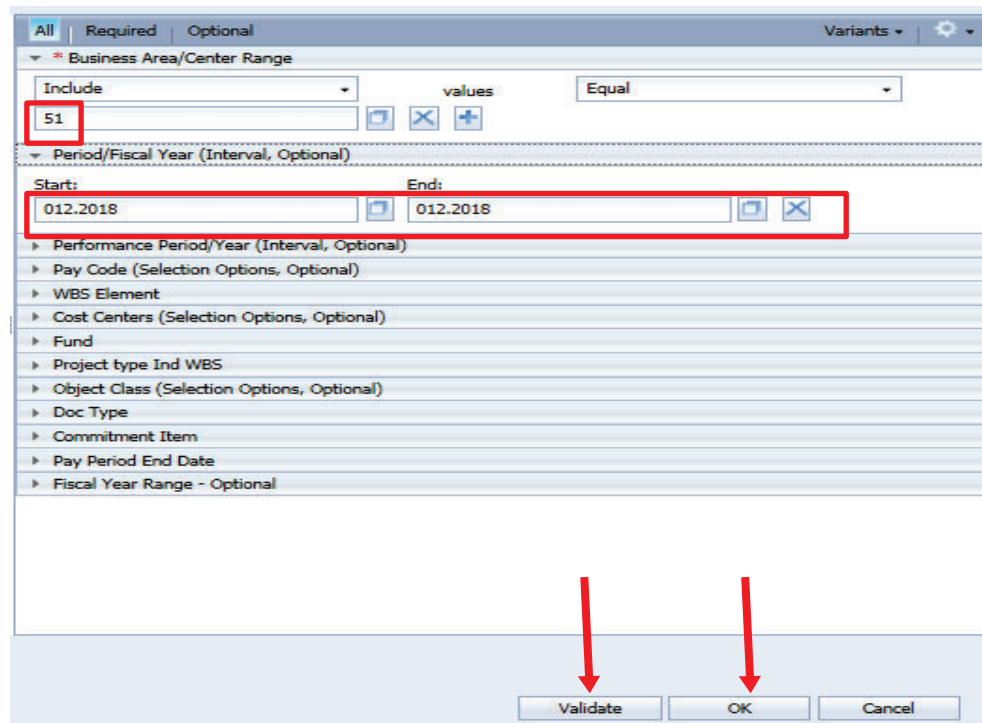


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#### H. Enter Business Area of 51



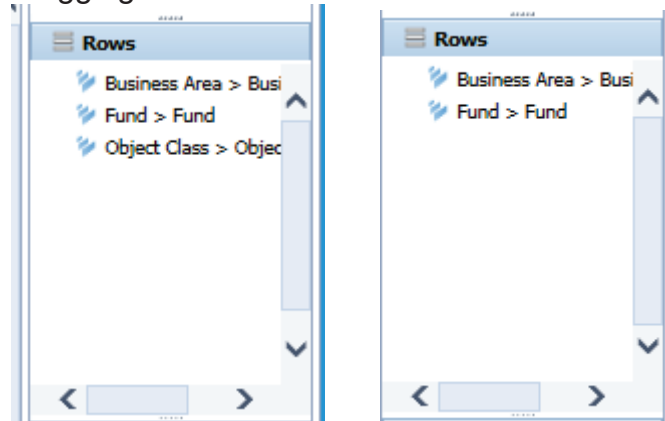
- I. Select "View hidden optional prompts"
- J. Select Period/Fiscal Year and enter the current period and year using drop down
- K. Click "Validate" and then click "OK"



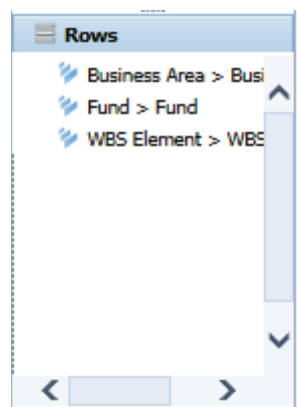


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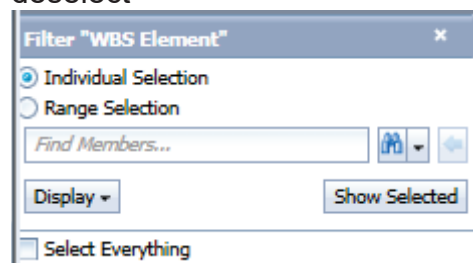
L. Remove “Object Class” from the layout section entitled “Rows”. (Remove by dragging icon to the left under the “Data” section).



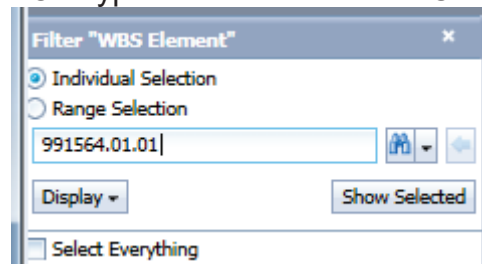
M. Drag WBS Element to the “Rows” section



N. Double click on the WBS Element icon, click on “Select Everything” to deselect

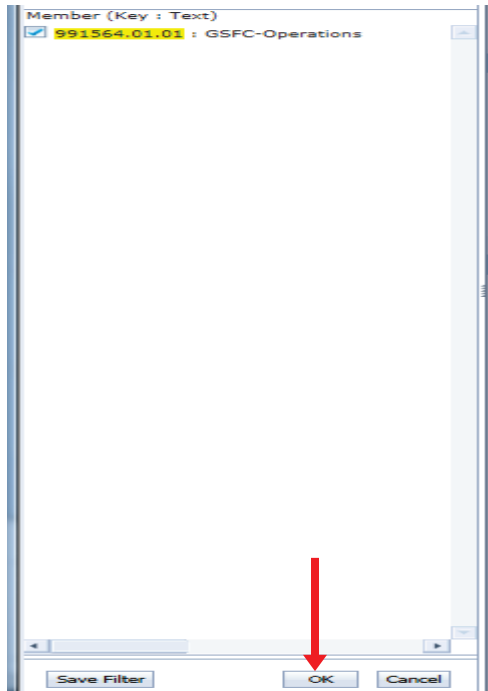


O. Type in the SEWP WBS Code - 991564.01.01 and hit enter on keyboard

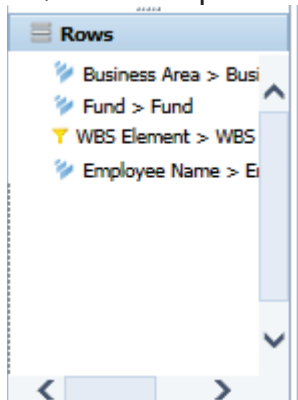


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P. Select the WBS Code above by checking the box and clicking okay

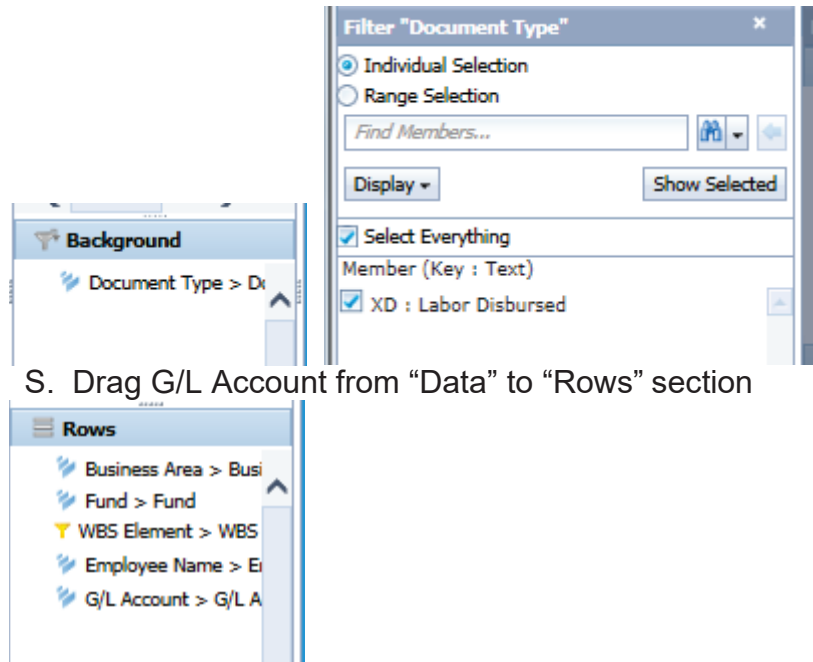


Q. Drag Employee Name from the “Data” section to the “Rows” section

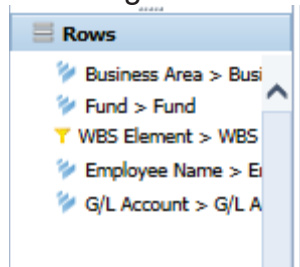


R. Drag “Document Type” from “Data” to the “Background” section. Select XD – Labor Disbursed

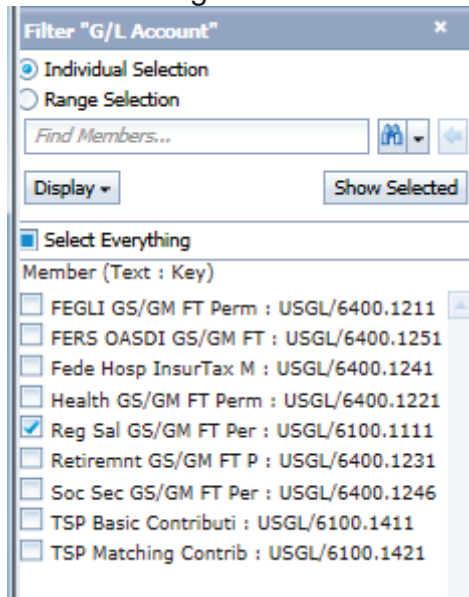
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S. Drag G/L Account from “Data” to “Rows” section

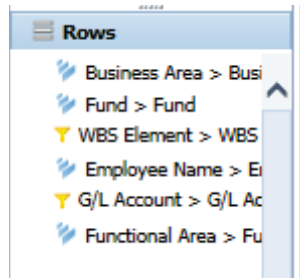


T. Double click on G/L Account and select any GL where the name begins with “Reg Sal”. The G/L account will begin with 6100.1xxx.



U. Drag Functional Area from “Data” to “Rows” section.

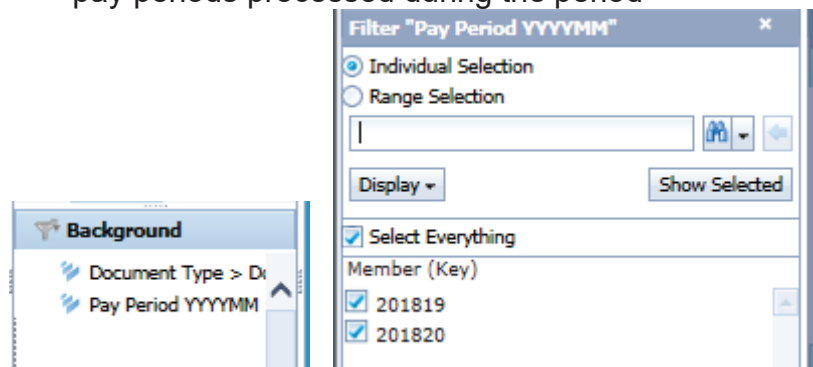
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V. The final order of elements in the “Rows” section should be:

1. Business Area
2. Fund
3. WBS Element
4. Employee Name
5. G/L Account
6. Functional Area

W. Drag “Pay Period YYYY/MM” to the “Background” section. Select the pay periods processed during the period



**Note:** If the current pay period is not available, contact AR L3 or the Payroll Process Champion for more details.

X. In the Key Figures column across the top, drag the “Labor Hours Incl Leave” column to the left in the first position.

Key Figures		
Labor Hours Incl Le	Amount Excl Leave	Amount

Y. Export spreadsheet to excel.

1. Select the Export data to Excel Icon on the top left toolbar.
2. The “Export to XLSX” box will appear – click OK.
3. Click Open
4. Delete all columns to the right of “Labor Hours Incl Leave”
5. Save to the shared drive: N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\Debt

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Management\Funded\_Unfunded Leave\FYxx\GSFC\XX – Current Month. Name the file “GSFC Funded Leave Current Month Year”.

Background Filter:	Document Type {XD : Labor Disbursed} Pay Period YYYYMM {201820; 201822}					
						Key Figures
Business Area	Fund	WBS Element	Employee Name	G/L Account	Functional Area	Labor Hours Incl Leave
Overall Result	Result	Result	Result	Result	Result	640.00
51 : Goddard Space Flight Center	SEWX02018R	Result	Result	Result	Result	640.00
		991564.01.01 : GSFC-Operations	Result	Result	Result	640.00
			Result	Result	Result	80.00
			Reg Sal GS/GM FT Per : USGL/6100.1111	Result	Result	80.00
				541B : SCIENTIFIC EQUIPMENT WORK	Result	80.00
			Result	Result	Result	80.00
			Reg Sal GS/GM FT Per : USGL/6100.1111	Result	Result	80.00
				541B : SCIENTIFIC EQUIPMENT WORK	Result	80.00
			Result	Result	Result	80.00
			Reg Sal GS/GM FT Per : USGL/6100.1111	Result	Result	80.00
				541B : SCIENTIFIC EQUIPMENT WORK	Result	80.00
			Result	Result	Result	80.00
			Reg Sal GS/GM FT Per : USGL/6100.1111	Result	Result	80.00
				541B : SCIENTIFIC EQUIPMENT WORK	Result	80.00
			Result	Result	Result	80.00
			Reg Sal GS/GM FT Per : USGL/6100.1111	Result	Result	80.00
				541B : SCIENTIFIC EQUIPMENT WORK	Result	80.00
			Result	Result	Result	80.00
			Reg Sal GS/GM FT Per : USGL/6100.1111	Result	Result	80.00
				541B : SCIENTIFIC EQUIPMENT WORK	Result	80.00
			Result	Result	Result	80.00
			Reg Sal GS/GM FT Per : USGL/6100.1111	Result	Result	80.00
				541B : SCIENTIFIC EQUIPMENT WORK	Result	80.00

6. Label the first tab of the spreadsheet “BOBJ”, and delete the second tab.

7. Add a Customer Left Header stating “GSFC Funded Leave – BOBJ, Current Month and Year”.

8. Change the layout of the report to landscape.

Z. Calculate the percentage of hours each employee charged to SEWP in the column to the right of “Labor Hours Incl Leave”.

**Note:** There are 80 hours per pay period. Therefore, if you have two pay periods in the period, you will see 160 hours which will represent 100%. Anything less than 100% can be derived by dividing the leave hours for that employee by 160. For example, if an employee only had 70 hours charged to this WBS, divide 70 by 160 (43.75%).

**STEP 2 – Account Maintainer** - Run the Unfunded Leave Report from OBIEE (Oracle Business Intelligence Enterprise Edition)

- A. Log into OBIEE (<https://dmartportal.ibc.doi.gov/DMARTPORTAL/>)
  1. Click on OBIEE Login.

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You are currently not logged in to the Portal. [Register](#) or [LOGIN](#)

U.S. Department of the Interior

## IBC Datamart Portal

[Portal Home](#)

My Portal | [Calendar](#) | [Applications](#) | [FPPS](#)

### Site Status

- CCTS
- DOIEMS
- EEO MD716
- ICS
- IPA
- OBIEE
- PCS

Green indicates site is up. Red indicates site is down.

Click applicable URL link above to login to an IBC Datamart application.

### Current File Data Dates

\*Note: Datamart is one day behind FPPS. Files updated nightly will not have a Pay Period in column "Last PP Processed", so the date in column "Date Last Updated" will reflect prior day's data. Files updated bi-weekly will have a Pay Period in column "Last PP Processed".

The Combined File is updated differently the week of pay calc. For more information, refer to the ["When are files updated?"](#) topic in the Support Forum.

File Processed	Date Last Updated	PP Grp	Last PP Proc.
CASUAL PAY	8/17/18 - 19:22	5	NA
COMBINED FILE	8/18/18 - 16:46	ALL	NA
COMBINED FILE HISTORY	8/09/18 - 20:52	ALL	201817
COMBINED FILE HISTORY (Monthly)	7/27/18 - 16:20	8	201808
DEBT MGMT	8/18/18 - 05:01	ALL	NA
FPPS SECURITY	8/18/18 - 17:56	ALL	NA
FPPS SUMMARY RECONCILIATION	8/09/18 - 17:30	1	201817
FPPS SUMMARY RECONCILIATION	8/08/18 - 17:30	2	201817
FPPS SUMMARY RECONCILIATION	8/08/18 - 17:30	3	201817

[Show More](#)

LEGEND: ■ Update in Progress ■ File not Updated ■ File Updated

### OBIEE Login

## OBIEE Login

**NOTE:** You must first complete OBIEE training prior to logging into it.

### Datamart Helpful Links

Click [HERE](#) to find your Agency Pay Processing Group.


Click [HERE](#) to find out who is your

## 2. Enter Username and Password.

### HRMSD OBIEE Login

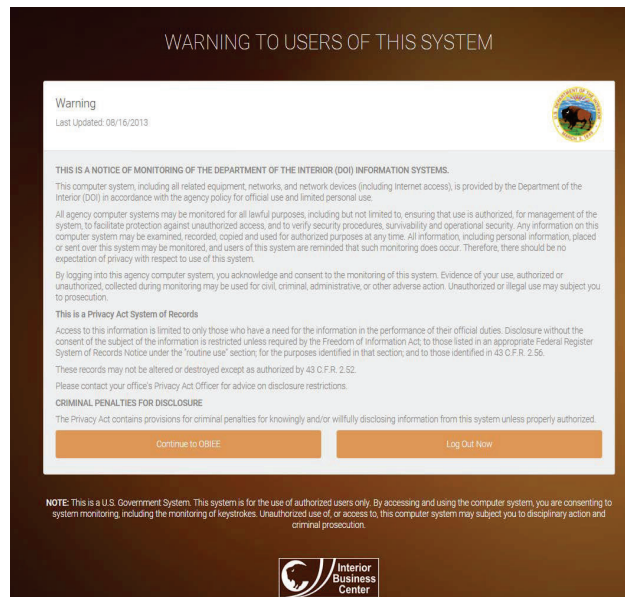
Login

Enter your username and password:



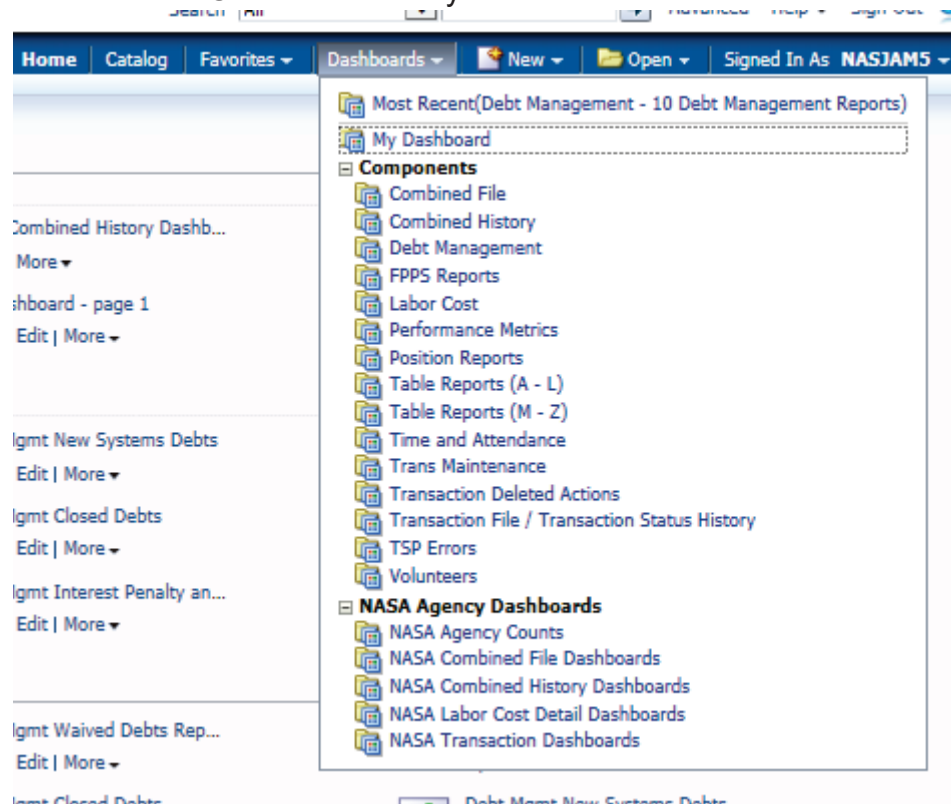
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### 3. Click Continue to OBIEE.



### B. Run Unfunded Leave Report.

#### 1. Select NASA Combined History Dashboards.



#### 2. Select Business Area 51 as the Bureau.

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**NASA Combined History Dashboards**

**Unfunded Leave** User or Lose Leave

**Unfunded Leave**

To run for one pay period enter the same pay period in both pay period areas.

\* Bureau --Select Value--

\* Pay Period (All Column Valu

10  
21  
22  
23  
24  
51

Apply Reset

Search...

3. Enter last Pay Period that was fully processed in the month. Pay Periods are entered as 20YYPP (i.e., 201816)

**NASA Combined History Dashboards**

**Unfunded Leave** User or Lose Leave

**Unfunded Leave**

To run for one pay period enter the same pay period in both pay period areas.

\* Bureau 51

\* Pay Period Between 201816 - 201816 x

Apply Reset

4. Click Apply to execute the reports.
5. Once the reports have been executed, export Unfunded Leave Summary report into an excel spreadsheet.



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6. Click Export → Excel → Excel 2007+

The screenshot shows a web application interface for 'Unfunded Leave Summary'. It contains a table with the following data:

Bureau	A/L W REST HRS	A/L W RSTR DOLLARS	Leave Credit Hrs Bal	CR DOLLARS
51	604070	\$40,292,904.63	10312	\$662,595.15
<b>Grand Total</b>	<b>604070</b>	<b>\$40,292,904.63</b>	<b>10312</b>	<b>\$662,595.15</b>

Below the table are links: [Analyze](#) - [Edit](#) - [Refresh](#) - [Print](#) - [Export](#) - [Add to Briefing Book](#) - [Copy](#). The 'Export' link is highlighted, and a dropdown menu is open showing options: PDF, Excel, Powerpoint, Web Archive (.mht), and Data. The 'Excel' option is selected, and a sub-menu is open showing 'Excel 2003' and 'Excel 2007+'.

7. Click Open

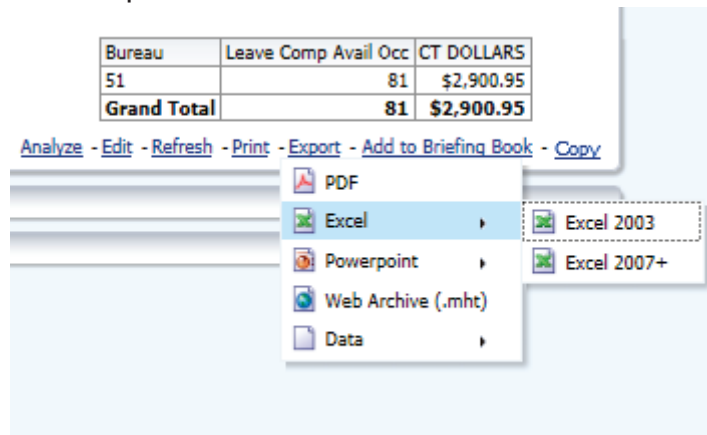
The screenshot shows a file download dialog box with the text: 'Do you want to open or save TABLE with leave summary Part 1.xlsx (6.04 KB) from obiee.ibc.doi.gov?'. There are three buttons: 'Open', 'Save', and 'Cancel'.

8. Add a tab to the GSFC Funded Leave Spreadsheet and label it "GSFC Total."
9. Change the Orientation to Landscape.
10. Add a Custom Left Header stating "GSFC Unfunded Leave – OBIEE, current month and year".
11. Copy the exported information into the GSFC Total Tab.

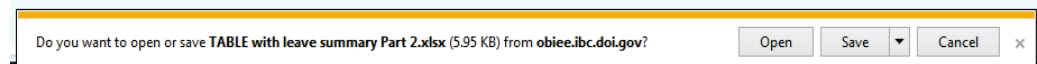
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12. Export Unfunded Leave Summary report for Comp Time into an excel spreadsheet.

13. Click Export → Excel → Excel 2007+



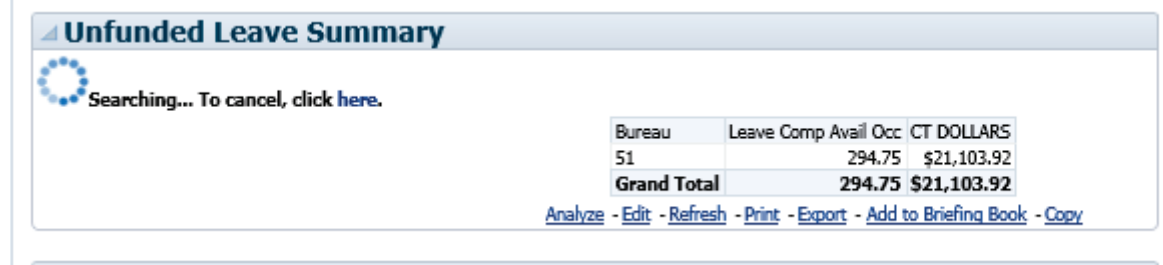
14. Click Open.



15. Copy Comp Time Summary information and paste into GSFC Total tab of the GSFC Funded leave report.

	A	B	C	D	E	F	G	H
1	Bureau	A/L W REST HRS	A/L W RSTR DOLLARS	Leave Credit Hrs Bal	CR DOLLARS	Bureau	Leave Comp Avail Occ	CT DOLLARS
2	51	604070	\$40,292,904.63	10312	\$662,595.15	51	81	\$2,900.95
3	Grand Total	604070	\$40,292,904.63	10312	\$662,595.15	Grand Total	81	\$2,900.95
4								

(Note: If the summary report does not execute in OBIEE, the detail report will need to be exported and totaled to obtain the amount for the summary. See Step 2, B, 17 for instructions to execute the detail report.)



16. Add the balances together for A/L W RSTR DOLLARS, CR DOLLARS, and CT DOLLARS.

**Note:** Due to rounding issues, make sure that the totals are correct.

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17. Click Analyze in the Unfunded Leave Balances.

Unfunded Leave Balances

Bureau	Name Whole	A/L W REST HRS	A/L W RSTR DOLLARS	Leave Credit Hrs Bal	CR DOLLARS
51	MC	322.00	\$25,334.96	0	\$0.00
51	MC	304.00	\$22,906.40	24	\$1,808.40
51	EN	208.50	\$10,979.61	24	\$1,263.84
51	YA	124.50	\$5,106.99	24	\$984.48
51	ZH	281.00	\$18,515.09	0	\$0.00
51	DI	224.00	\$17,624.32	0	\$0.00
51	MC	166.00	\$12,151.20	0	\$0.00
51	MC	157.50	\$8,560.13	0	\$0.00
51	PE	759.00	\$59,718.12	0	\$0.00
51	PA	78.00	\$4,282.98	10	\$521.65
51	DC	231.50	\$18,214.42	1	\$78.68
51	LA	2.00	\$91.18	18	\$820.62
51	MI	88.50	\$4,632.98	0	\$0.00
51	BA	40.00	\$3,147.20	0	\$0.00
51	DE	120.00	\$5,761.20	0	\$0.00
51	BR	288.00	\$15,652.80	18	\$991.89
51	KN	185.00	\$11,851.10	23	\$1,473.38
51	PA	909.00	\$76,001.49	0	\$0.00
51	PA	289.00	\$22,738.52	0	\$0.00
51	MC	635.75	\$49,270.63	24	\$1,860.00
51	RA	18.00	\$630.54	0	\$0.00
51	RC	324.75	\$21,397.78	0	\$0.00
51	DO	-30.00	-\$1,626.30	0	\$0.00
51	CC	238.00	\$16,552.90	6	\$417.30
51	BA	187.00	\$12,663.64	0	\$0.00
51	ST	279.00	\$13,807.71	0	\$0.00
51	GE	391.00	\$29,461.85	0	\$0.00
51	EV	295.75	\$20,051.85	0	\$0.00
51	MC	132.00	\$7,489.68	14	\$794.36
51	NA	48.00	\$1,617.12	0	\$0.00
51	SH	187.00	\$11,979.22	0	\$0.00
51	MC	422.00	\$25,488.80	0	\$0.00
51	ST	286.00	\$12,292.28	0	\$0.00
51	YU	259.50	\$19,553.33	0	\$0.00
51	TU	10.00	\$786.80	0	\$0.00
51	FO	234.00	\$13,277.16	0	\$0.00
51	CC	69.75	\$1,941.84	0	\$0.00
51	LE	19.25	\$924.19	1	\$24.01
51	RE	254.00	\$18,592.80	0	\$0.00
51	DA	85.00	\$6,587.50	0	\$0.00
51	NA	312.00	\$24,548.16	0	\$0.00
51	MA	150.00	\$9,609.00	0	\$0.00
51	SE	166.00	\$12,508.10	0	\$0.00
51	LY	285.75	\$17,782.22	5	\$311.15
51	GE	252.00	\$16,143.12	0	\$0.00
51	DE	158.00	\$10,121.48	11	\$720.68
51	DA	261.00	\$19,666.35	0	\$0.00
51	LI	127.00	\$9,569.45	2	\$113.03
51	BA	248.00	\$9,163.60	2	\$64.66
51	SA	213.00	\$16,092.15	0	\$0.00

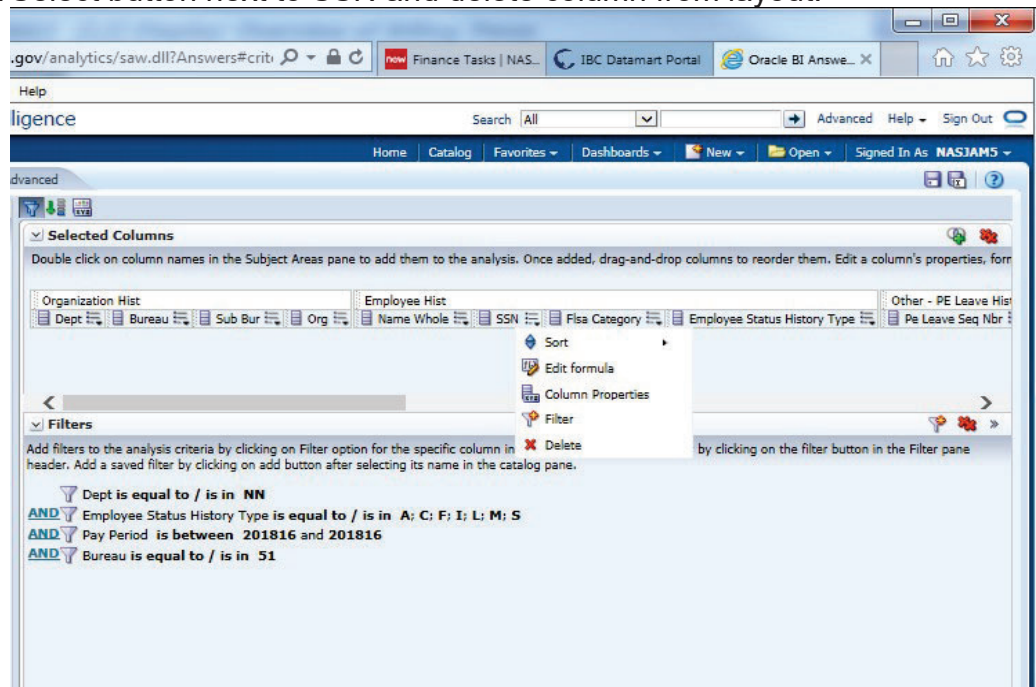
Rows 1 - 50

Analyze - Edit - Refresh - Print - Export - Add to Briefing Book - Copy

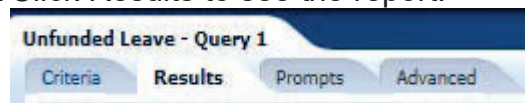
18. Click on Criteria Tab.

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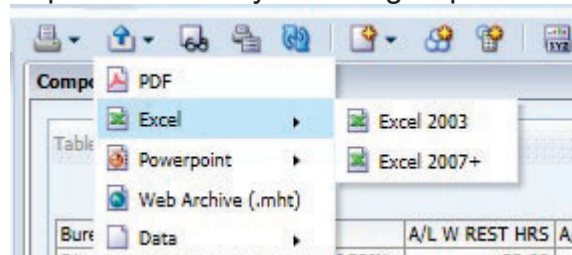
19. Select button next to SSN and delete column from layout.



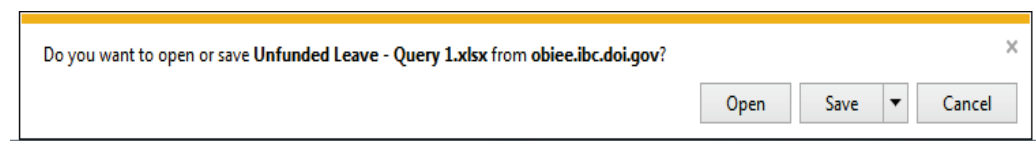
20. Click Results to see the report.



21. Export to Excel by selecting Export → Excel → Excel 2007+



22. Select Open.



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### 23. Copy and move tab to GSFC Funded Leave Spreadsheet.

	A	B	C	D	E	F
	Bureau	Name Whole	A/L W REST HRS	A/L W RSTR DOLLARS	Leave Credit Hrs Bal	CR DOLLARS
1	51	ABDELDAYEM, AYMAN HOSSIN	22.00	\$592.68	0	\$0.00
2	51	ABDELDAYEM, HOSSIN A.	295.50	\$20,011.26	17	\$1,151.24
3	51	ABELL, NANCY A.	1082.00	\$95,865.20	0	\$0.00
4	51	ABRAHAM, ELIZABETH DENISE	40.50	\$2,007.18	0	\$0.00
5	51	ABRAHAM, NITHIN SUSAN	223.00	\$10,706.23	0	\$0.00
6	51	ABRAMCZYK, SETH AARON	12.00	\$190.68	0	\$0.00
7	51	ABRESCH, BRIAN S.	293.00	\$17,369.04	16	\$948.48
8	51	ABSHIRE, JAMES BRICE	92.00	\$7,238.56	0	\$0.00
9	51	ACEVEDO-RODRIGUEZ, ROSA E.	335.00	\$26,357.80	0	\$0.00
10	51	ACKERMAN, ANDREW STARR	132.00	\$10,385.76	0	\$0.00
11	51	ACORD, STEPHEN NEAL	96.00	\$3,712.32	0	\$0.00
12	51	ACUNA, PAUL T.	232.00	\$13,752.96	0	\$0.00
13	51	ADAMCZYK, DEANNA J.	246.00	\$17,109.30	0	\$0.00
14	51	ADAMS, ANDREW JOHN	52.00	\$4,091.36	0	\$0.00
15	51	ADAMS, CYNTHIA K.	137.75	\$10,675.63	24	\$1,860.00
16	51	ADAMS, DANIEL JAMES	223.00	\$9,584.54	0	\$0.00
17	51	ADAMS, DAVID EDWARD	127.00	\$9,992.36	5	\$413.07
18	51	ADAMS, DEANNA MARIE	268.00	\$14,943.68	0	\$0.00
19	51	ADAMS, IAN STUART	25.00	\$1,316.50	0	\$0.00
20	51	ADAMS, JOHN C.	33.00	\$2,557.50	0	\$0.00
21	51	ADAMS, LAUREN LEIGH	109.00	\$5,064.14	9	\$418.14
22	51	ADAMS, LESLIE MARCIA	144.00	\$7,359.84	0	\$0.00
23	51	ADAMS, MICHAEL L.	268.00	\$21,086.24	0	\$0.00
24	51	ADKINS, PHILLIP WAYNE II	280.00	\$15,887.20	0	\$0.00
25	51	ADOKO, MOSES TAWIAH	305.00	\$20,096.45	3	\$164.73

24. Rename the tab to GSFC Funded.

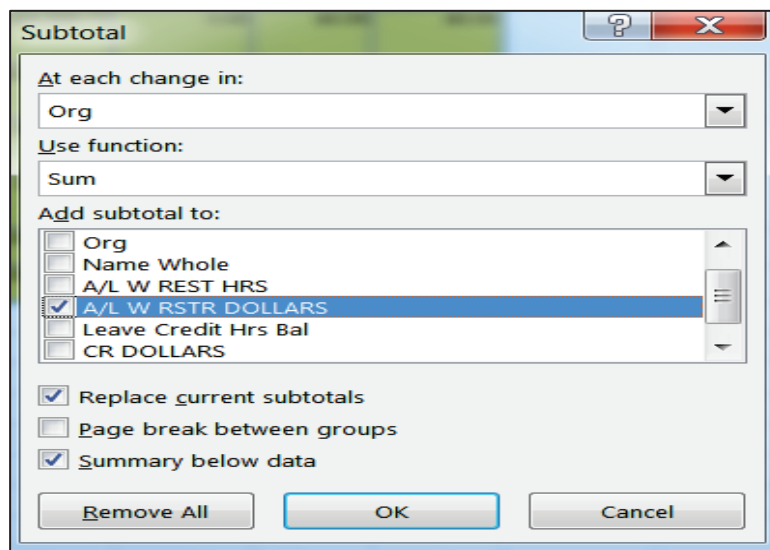
25. Change the Orientation to Landscape.

26. Add a Custom Left Header stating "GSFC Funded Leave – OBIEE, current month and year".

- C. Filter the OBIEE report to select only the employee names with more than 50% of their time charged to SEWP determined by the BOBJ report in STEP
- D. Include the Org value in the filtered report.
- E. Save these names and totals in another new tab using the BOBJ excel report. Rename the tab "GSFC Funded"

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- F. Highlight the data in the cells and click on “Data” and then “Subtotal” in Excel.
- G. Select “Org” for the field called “At each change in:”
- H. Check the box next to “A/L W RSTR DOLLARS” in the field called “Add subtotal to:”
- I. Click OK



- J. This will be the final report to show the amounts by “Org” used to record the Funded Leave Source Entry.



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GSFC Funded Leave October 2018.xlsx - Excel

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Calibri 11 General Conditional Formatting Insert Delete Format Cell Styles

J8

	A	B	C	D	E	F	G	H	I
	Bureau	Org	Name Whole	A/L W REST HRS	A/L W RSTR DOLLARS	Leave Credit Hrs Bal	CR DOLLARS	Total	
1									
2	51	1594		249.50	\$12,365.22	0.00	\$0.00		
3		1594 Total			\$12,365.22		\$0.00	\$12,365.22	
4	51	210P		322.00	\$15,517.18	8.00	\$385.52		
5	51	210P		340.50	\$17,297.40	0.00	\$0.00		
6		210P Total			\$32,814.58		\$385.52	\$33,200.10	
7	51	7030		328.00	\$24,714.80	0.00	\$0.00		
8	51	7030		264.00	\$17,619.36	0.00	\$0.00		
9	51	7030		202.00	\$11,461.48	0.00	\$0.00		
10	51	7030		264.00	\$18,844.32	0.00	\$0.00		
11	51	7030		276.00	\$21,715.68	0.00	\$0.00		
12		7030 Total			\$94,355.64		\$0.00	\$94,355.64	
13		Grand Total			\$139,535.44		\$385.52	\$139,920.96	
14									
15									

BOBJ Total GSFC GSFC Funded Budget Sctr ...

K. Going back to the "Total GSFC" tab, subtract the Funded Leave total from the overall GSFC total. This will be the amount to record the Unfunded Leave Source Entry (reference Process 4 for Unfunded Leave).

[illegible]

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### STEP 3 – Account Maintainer - Check Available Budget for Funded Leave Source Entry

- Check available budget to post the Funded Leave Source Entry.  
Note: The Funded Leave Source Entry posts to accounts that consume budget. Therefore, it is very important to check to see if there is enough budget on the SEWP Fund Labor line of budget.
- Log into SAP and enter T-Code: ZFI\_Budget
- Enter the current SEWP Fund being used in the value field: e.g., SEWX02018R  
**Note:** Working capital fund budget for one year is consumed prior to using the new year's fund. You will need to monitor the budget and validate with GSFC Budget POC when it is time to use the next year's working capital fund (e.g., switching from SEWX02018R to SEWX02019R). It does not always switch when the new fiscal year changes.  
Note: Don't include the fund because it could change from year to year.
- Enter 51 in the Funds Center value field
- Enter 991564 in the Funded Program value field and click Execute

**Budget Status-Non Full Cost: Selection**

Data Source...

Selection values

From Period: 16  
To Period: 16

Selection groups

Fiscal Year:   
Or value(s):  to

Fund:   
Or value(s): SEWX02018R to

Funds Center:   
Or value(s): 51 to

Funded Program:   
Or value(s): 991564 to

- Determine if there is enough budget available by viewing the "Labor Budget" line and the "Available Budget" column.

Budget Status-Non Full Cost		Date: 08/13/2018		Page: 1 / 1	
Fiscal Year	.9999				
Period	1..16				
Fund/Group	SEWX02018R				
Budget Type	ZNASABT1				
Functional Area/Group	0..ZZZZZZZZZZZZZZZZZZ				

Funded Prog/Fund Center/Commitment Item	Budget	Commitments	Obligations	Cost	Disbursements	Available Budget
**** Total FP/FC/CI	24,789,055.00	13,241,204.05	9,471,444.05	5,515,532.81	5,443,676.73	11,547,850.95
*** 991564 NASA SEWP Program	24,789,055.00	13,241,204.05	9,471,444.05	5,515,532.81	5,443,676.73	11,547,850.95
** 51 Goddard Space Flight Center	24,789,055.00	13,241,204.05	9,471,444.05	5,515,532.81	5,443,676.73	11,547,850.95
* Allobjects	8,431,318.24	0	0	0	0	8,431,318.24
* Labor Budget	1,400,000.00	007,362.03	007,362.03	007,362.03	007,362.03	512,637.17
* Travel Budget	175,000.00	77,667.36	77,667.36	65,720.95	58,223.41	97,332.64
* Allothers - Procurements	14,782,736.76	12,276,173.06	8,506,413.06	4,562,449.03	4,498,090.49	2,506,562.90

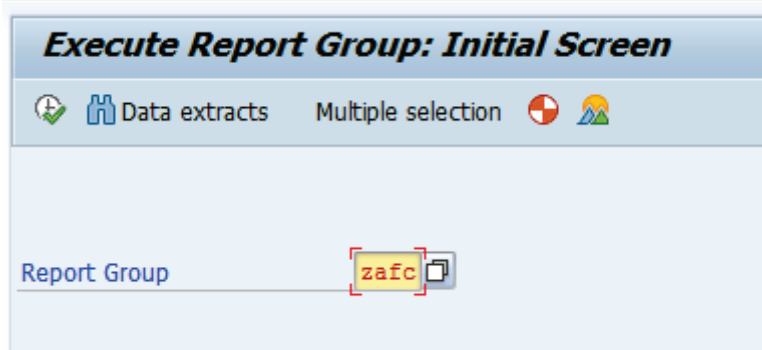


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- G. The amount of available budget MUST be more than the amount of the Funded Leave total in the Excel report to move forward with Source Entry.
- H. Take a screenshot (snip) of the Available Budget and insert into a new tab on the GSFC Funded/Unfunded Leave Spreadsheet. Rename tab "SAP Budget"
  - 1. Change the Orientation to Landscape.
  - 2. Adjust Margins to fit on one page.
  - 3. Add a Custom Left Header stating "GSFC Funded Leave – Budget Screen, current month and year".
- I. Send an email to the GSFC Labor Budget Analyst with the GSFC Excel Spreadsheet attached and receive confirmation of concurrence with the SEWP employee listing and validation of budget.
  - 1. Sufficient Labor Budget – send GSFC Budget Analyst email using template in Appendix C
  - 2. Insufficient Labor Budget – send GSFC Budget Analyst email using template in Appendix B
- J. Once GSFC Budget Analyst concurs, the Source Entry can be parked and posted.

#### STEP 4 – **Account Maintainer** – Run GR55 Report

- A. Run SAP GR55 Report with Account group ZAFc – execute



- B. Enter the following fields:
  - 1. Fiscal Year
  - 2. Company Code (NASA)
  - 3. Period
  - 4. Account number value: 2210.0000
  - 5. Business area value: 51
  - 6. Application of funds value: 80X4546 (this is the SEWP AOF)
  - 7. Execute

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**NASA Acct by AOF Cumm.: Selection**

Data Source...

**Selection values**

Fiscal year: 2019  
Company code: NASA  
Period: 8

**Selection groups**

Account number:   
Or value(s): 2210.0000 to   
Business Area Set ID:   
Or value(s): 51 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): 80x4546 to   
Funded Program:   
Or value(s):  to

C. Once the report has been executed, highlight current year SEWP fund.

**NASA AOF Cum**

Report Name: NASA Acct by AOF Cumm.  
Report Group: ZAFIC

Selection Date: 05/24/2019

Business Area: 51  
ALC: \*  
Fund: \*  
Account: 2210.0000  
Fund Center: \*

Period: 8 / 2019  
Page: 1 of 1

SGL Account	Beg Balance	Debits	Credits	End Balance
2210.0000		690,934.57	837,417.39-	146,482.82-
* 80X4546		690,934.57	837,417.39-	146,482.82-
**		690,934.57	837,417.39-	146,482.82-

**Variation: Characteristics**

- Funded Program
- Agency Loc Cd
- Business Area
- Fund

**Variation: Fund**

- \* Fund Set ID
  - SEWX02018R WCF SEWP
  - SEWX02019R WCF SEWP
  - WCFX04546R NASA WCF 2
  - WCNX04546R NASA WCF

- D. Take a snip of the report results and save on a separate tab for the GSFC Funded Leave Spreadsheet and rename the tab "GR55".
1. Change the Orientation to Landscape.
  2. Adjust Margins to fit on one page.
  3. Add a Custom Left Header stating "GSFC Funded Leave – GR55, current month and year".

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## STEP 5 – **Account Maintainer** - Park Funded Leave Source Entry

- A. Park a Source Entry for Funded Leave using the following attributes:
  1. Reference is the GSFC SEWP Funded Leave.
  2. Doc Header Text: GSFC SEWP Funded Leave
  3. Document Type - SY
  4. Debit SGL Account 6100.1111 (Reg Salary) – Enter the following
    - a) Amount
    - b) Text – GSFC SEWP Funded Leave FY20YY PXX
    - c) Business Area - 51
    - d) Cost Center – The cost center is 51 + the org data from the Datamart report.
    - e) Order – FC000000
    - f) WBS - 991564.01.01
    - g) Funds Center – 51
    - h) Fund – SEWX020XXR (SEWP Fund currently available – approved by center (see BOBJ report for fund where the employees charged their time))
  5. Credit SGL Account 2210.0000 (Accrued Payroll Leave)
    - a) Amount
    - b) Text - GSFC SEWP Funded Leave FY20YY PXX
    - c) Business Area - 51
    - d) Funds Center – 51
    - e) Fund – SEWX020XXR (SEWP Fund currently available – approved by center (see BOBJ report for fund where the employees charged their time))
- B. Pull the parked documents in SAP using SQ01.
- C. Run the “Step1\_Create Source Entry” macro for the document.
- D. The description needs to be manually entered in “Explanation” field on the template form itself: GSFC Funded Leave for FY20YY PXX.
- E. Include the BOBJ Report, Funded Leave Excel report, GR55 screenshot, and available budget screenshot as the entry backup.
- F. Create a Service Now Case/Task for the entry

**Note:** Each month OCFO DAB will request copies of the Funded Leave entries via email. Email the Funded Leave entries monthly.

## STEP 6 – **AR L3 CS** – Review and Post Source Entry

- A. Review attached Source Entry template and supporting documentation in the Service Now task.
  1. If correct, sign and save document to your computer. If corrections are needed return task to L2.

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**Note:** Supporting documentation should include the OBIEE report totals, GR55 “Before” balance and the computation showing the amount of the entry.

## 2. Access SAP T-code FV50

The screenshot displays the SAP FV50 transaction interface. At the top, a menu bar includes 'Document', 'Settings', 'Environment', 'System', and 'Help'. A blue arrow points to the 'Document' menu. Below the menu bar, the title bar reads 'Park G/L Account Document: Company Code NASA'. The main area is divided into 'Basic Data' and 'Details' tabs. Under 'Basic Data', fields include 'Document Date' (highlighted with a yellow box), 'Posting Date' (03/17/2021), 'Reference', 'Doc. Header Text', 'Document Type' (checked), 'Doc. currency' (unchecked), and 'Company Code' (NASA, NASA Washington DC). The 'Amount Information' section shows 'Total Dr.' and 'Total Cr.' both at 0.00 USD. Below this is a table with columns: G/L acct, Short Text, D/C, Amount in doc.curr., Loc.curr.amount, Tax ..., Tax jurisdictn code, and V Assignment. The table currently shows 0 items. At the bottom, there is a toolbar with various icons for document management.

3. Select “Document” as shown above – a drop-down menu will appear
4. From the drop-down menu select “Select Parked Document”

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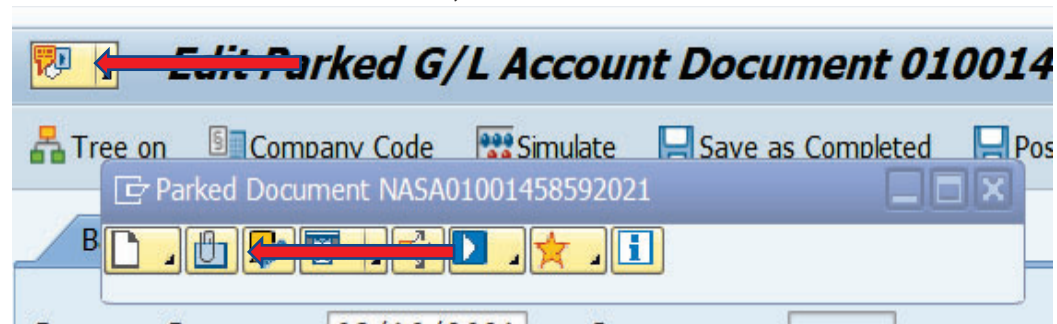
5. Enter Source Entry document number in the “Doc. Number” field and the fiscal year then select “continue”

B. Review the following fields:

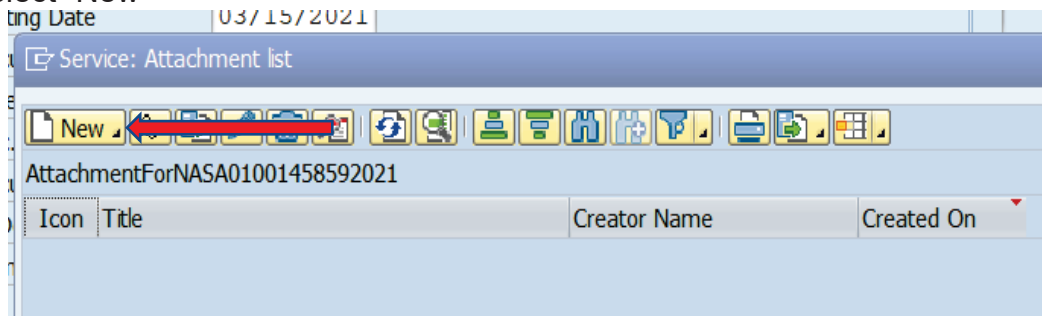
1. Document date
2. Ensure posting date is the same as the document date. If it is NOT the same, update the posting date of the Source Entry to prevent a FBWT difference.
3. Review all other fields and validate information is the same in SAP as it is on the Source Entry template.
4. Ensure total Dr. and total Cr. are the same and the icon is green.

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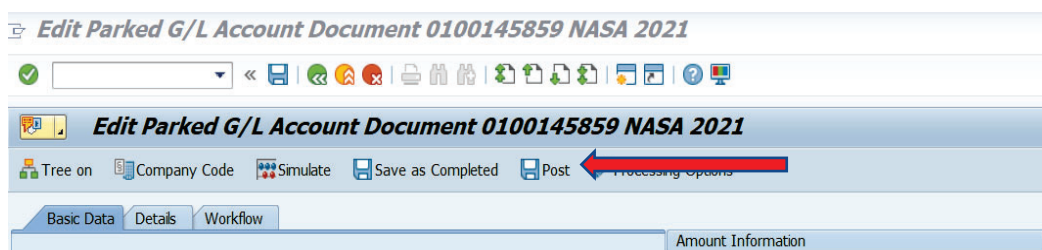
5. If everything is correct, attach signed copy of the Source Entry in SAP by selecting the attachment icon. Another menu will appear. Select the paper clip icon. If corrections are needed, return task to L2.



6. Select "New"



7. Select "Create Attachment"
8. Select saved "signed" Source Entry template with supporting documentation and select open. Once attachment appears, select green checkmark.
9. Once back on "Edit Parked G/L Account Document XXXX screen" select the "Post" Icon.



- C. Attach signed Source Entry template with supporting documentation to the Service Now task and return to L2.



- |  |                                   |             |
|--|-----------------------------------|-------------|
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H. Take a snip of the screen and attach to the SNOW task.

I. Route task to AR L2 Supervisor for validation of reversal.

**STEP 9 – AR L2 Supervisor** – Review reversal and route to AR L3 for final validation.

**STEP 10 - CS Accountant** – Review Reversal to ensure timely completion with code 02.

**STEP 11 – Account Maintainer** – Resolve task when returned from AR L3.



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## PROCESS 2 – HQ SEWP FUNDED LEAVE PROCESS

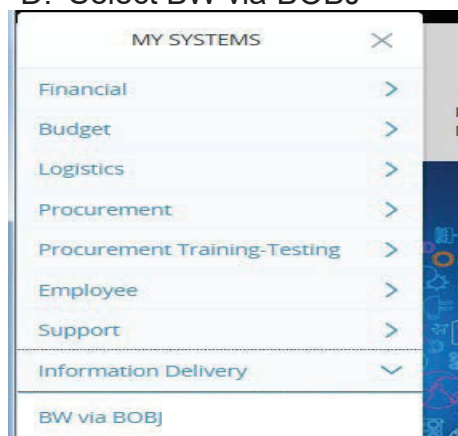
HQ has both a funded and unfunded leave process to be executed. The Funded Leave process encompasses the leave for employees who charge more than 50% of their time to the SEWP Working Capital Fund. The Unfunded Leave portion includes employees who charge to appropriated funds. The Unfunded Leave Source entries will be posted by Center BA (reference Process 5).

This is a monthly process that is normally completed after the last pay period processed in the month. For example, you would consult a payroll calendar and look at the last pay period ending date and determine if it was PROCESSED in that same month. The pay period ends on a Saturday and is fully processed by Thursday of the following week and reports are available by Friday of that week. If this happens within the same month, this is the pay period you use to execute your processes.

**STEP 1 – Account Maintainer** - Identify via BOBJ the population of employees charging to SEWP WCF

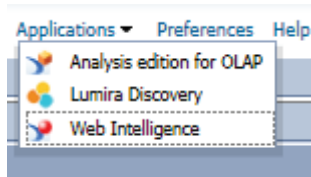
A. Log into BOBJ via bReady at <https://bready.nasa.gov/group/bready/home>  
(**Note:** A variant has been created and saved as HQ SEWP. It includes all the information and formatting listed below. Prior to executing the report, update the period to the current month by selecting the drop-down menu and selecting the last pay period. After executing the report, double click on the pay period to select the current pay period.)

- B. Select My Systems
- C. Select Information Delivery drop down
- D. Select BW via BOBJ

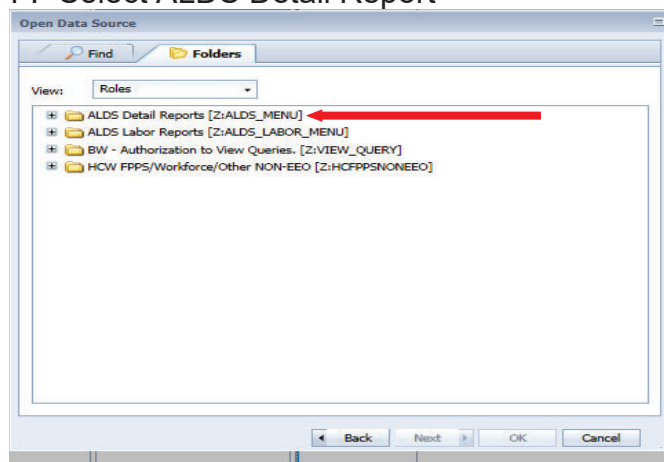


- E. Select Analysis edition for OLAP

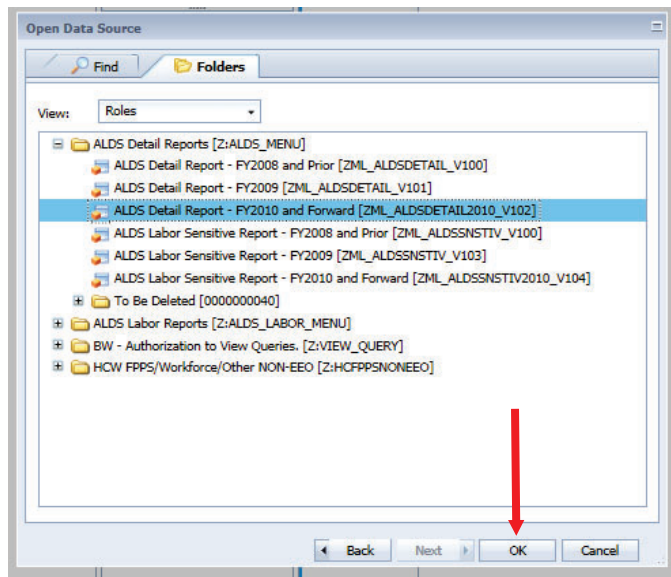
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#### F. Select ALDS Detail Report

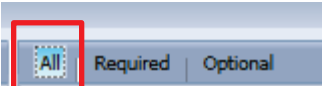


#### G. Select ALDS Detail Report – FY2010 and Forward and hit “OK”

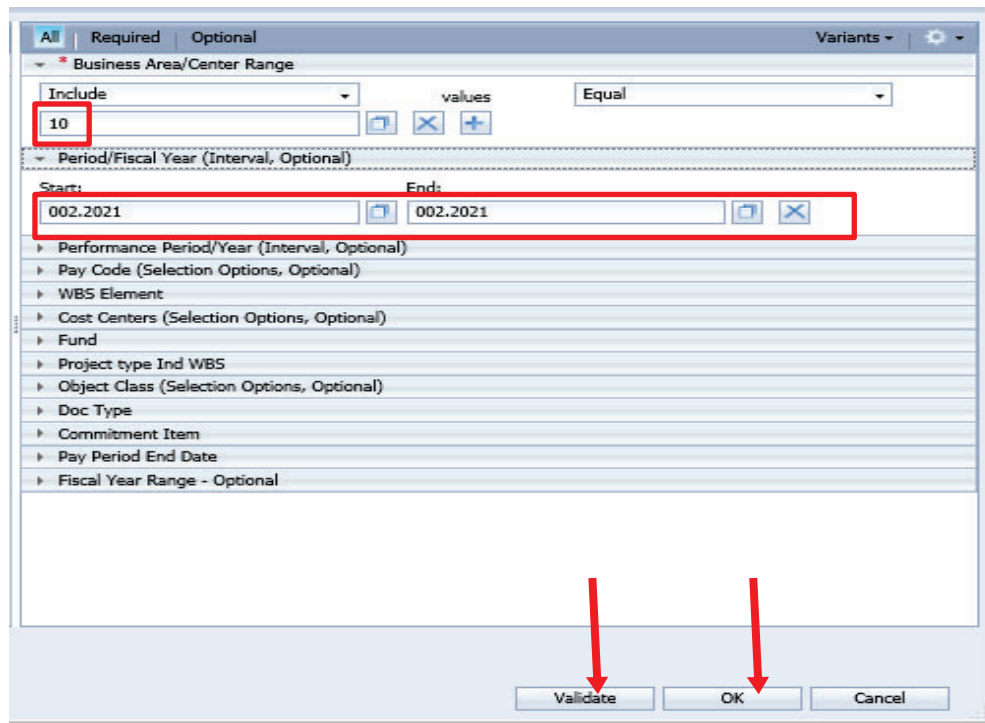


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#### H. Enter Business Area of 10

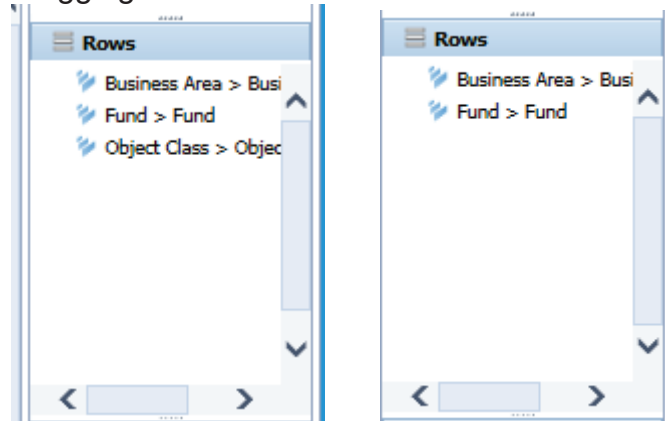


- I. Select "View hidden optional prompts"
- J. Select Period/Fiscal Year and enter the current period and year using drop down
- K. Click "Validate" and then click "OK"

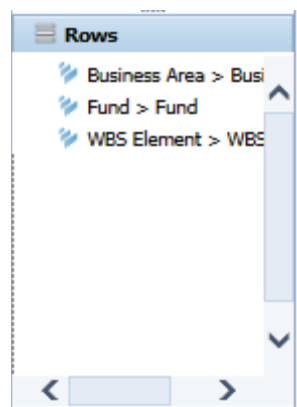


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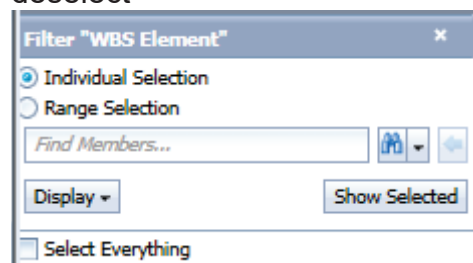
L. Remove “Object Class” from the layout section entitled “Rows”. (Remove by dragging icon to the left under the “Data” section).



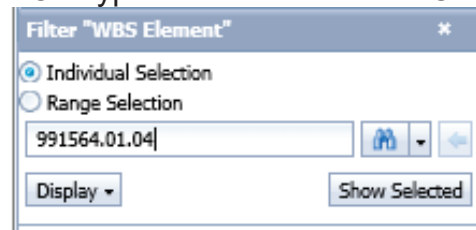
M. Drag WBS Element to the “Rows” section



N. Double click on the WBS Element icon, click on “Select Everything” to deselect

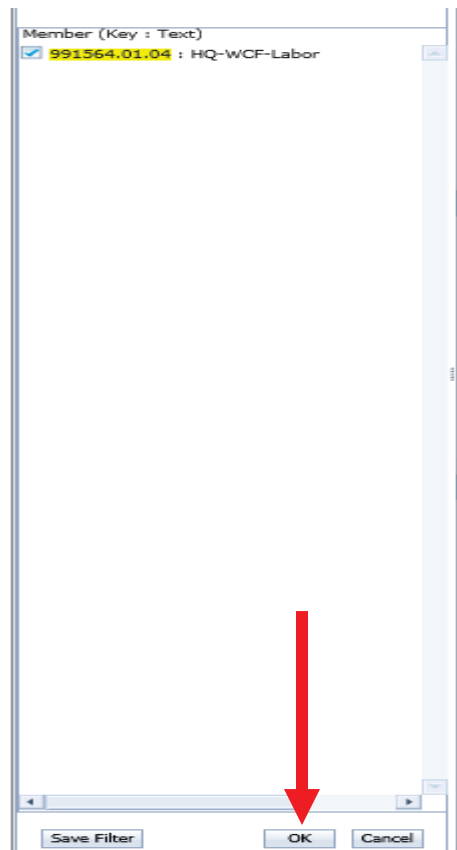


O. Type in the SEWP WBS Code - 991564.01.04 and hit enter on keyboard

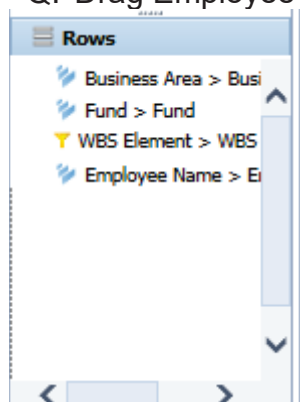


P. Select the WBS Code above by checking the box and clicking okay

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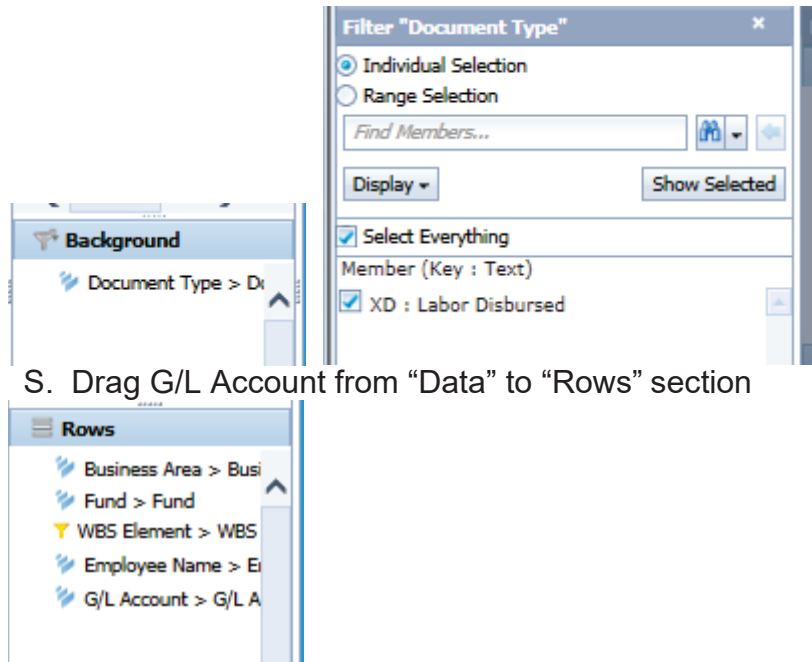


Q. Drag Employee Name from the “Data” section to the “Rows” section

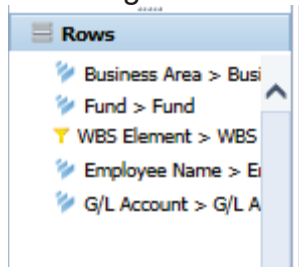


R. Drag “Document Type” from “Data” to the “Background” section. Select XD – Labor Disbursed

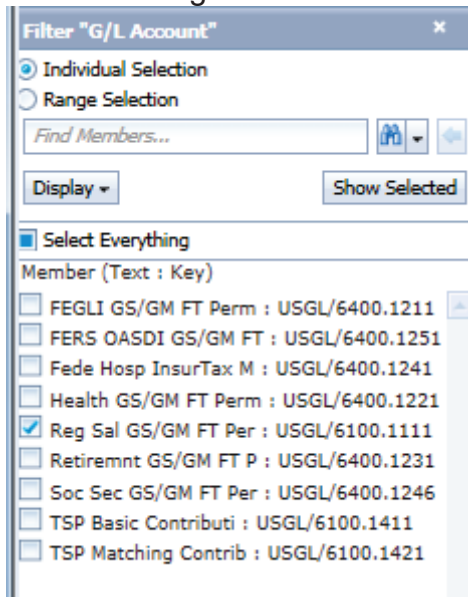
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S. Drag G/L Account from “Data” to “Rows” section

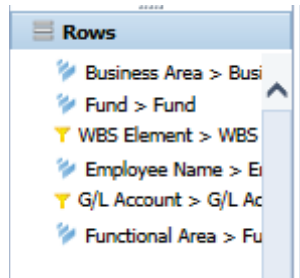


T. Double click on G/L Account and select any GL where the name begins with “Reg Sal”. The G/L account will begin with 6100.1xxx.



U. Drag Functional Area from “Data” to “Rows” section.

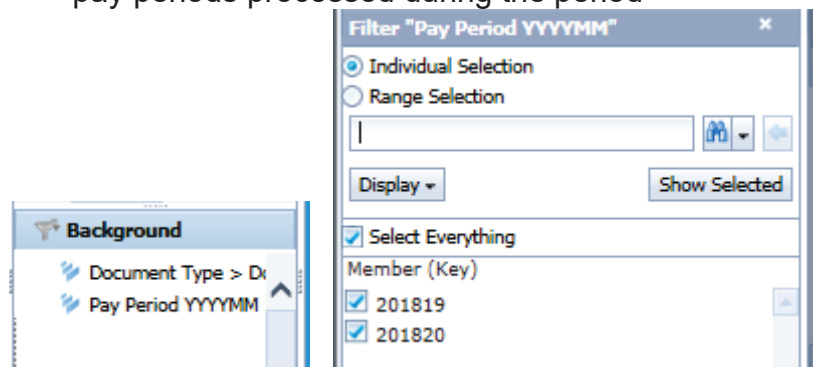
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V. The final order of elements in the “Rows” section should be:

1. Business Area
2. Fund
3. WBS Element
4. Employee Name
5. G/L Account
6. Functional Area

W. Drag “Pay Period YYYY/MM” to the “Background” section. Select the pay periods processed during the period



**Note:** If the current pay period is not available, contact AR L3 or the Payroll Process Champion for more details.

X. In the Key Figures column across the top, drag the “Labor Hours Incl Leave” column to the left in the first position.

Key Figures		
Labor Hours Incl Le	Amount Excl Leave	Amount

Y. Export spreadsheet to excel.

1. Select the Export data to Excel Icon on the top left toolbar.
2. The “Export to XLSX” box will appear – click OK.
3. Click Open
4. Delete all columns to the right of “Labor Hours Incl Leave”
5. Save to the shared drive: N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\Debt

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Management\Funded\_Unfunded Leave\FYxx\HQ\SEWP\XX – Current Month. Name the file “HQ Funded Leave Current Month Year”.

Background Filter:		Document Type {XD : Labor Disbursed} Pay Period YYYYMM (201820; 201822)						
Business Area	Fund	WBS Element	Employee Name	G/L Account	Functional Area	Key Figures		
Overall Result	Result	Result	Result	Result	Result	Labor Hours Incl Leave		640.00
51 : Goddard Space Flight Center	SEWX02018R	Result	Result	Result	Result			640.00
		991564.01.01 : GSFC-Operations	Result	Result	Result			640.00
				Result	Result			80.00
				Reg Sal GS/GM FT Per : USGL/6100.1111	Result			80.00
					541B : SCIENTIFIC EQUIPMENT WORK			80.00
				Result	Result			80.00
				Reg Sal GS/GM FT Per : USGL/6100.1111	Result			80.00
					541B : SCIENTIFIC EQUIPMENT WORK			80.00
				Result	Result			80.00
				Reg Sal GS/GM FT Per : USGL/6100.1111	Result			80.00
					541B : SCIENTIFIC EQUIPMENT WORK			80.00
				Result	Result			80.00
				Reg Sal GS/GM FT Per : USGL/6100.1111	Result			80.00
					541B : SCIENTIFIC EQUIPMENT WORK			80.00
				Result	Result			80.00
				Reg Sal GS/GM FT Per : USGL/6100.1111	Result			80.00
					541B : SCIENTIFIC EQUIPMENT WORK			80.00
				Result	Result			80.00
				Reg Sal GS/GM FT Per : USGL/6100.1111	Result			80.00
					541B : SCIENTIFIC EQUIPMENT WORK			80.00
				Result	Result			80.00
				Reg Sal GS/GM FT Per : USGL/6100.1111	Result			80.00
					541B : SCIENTIFIC EQUIPMENT WORK			80.00

6. Label the first tab of the spreadsheet “BOBJ”, and delete the second tab.
7. Add a Customer Left Header stating, “HQ Funded Leave – BOBJ, Current Month and Year”.
8. Change the layout of the report to landscape.

Z. Calculate the percentage of hours each employee charged to SEWP in the column to the right of “Labor Hours Incl Leave”.

**Note:** There are 80 hours per pay period. Therefore, if you have two pay periods in the period, you will see 160 hours which will represent 100%. Anything less than 100% can be derived by dividing the leave hours for that employee by 160. For example, if an employee only had 70 hours charged to this WBS, divide 70 by 160 (43.75%).

**STEP 2 – Account Maintainer** - Run the Unfunded Leave Report from OBIEE (Oracle Business Intelligence Enterprise Edition)

- A. Log into OBIEE (<https://dmartportal.ibc.doi.gov/DMARTPORTAL/>)
  1. Click on OBIEE Login.



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You are currently not logged in to the Portal. [Register](#) or [LOGIN](#)

U.S. Department of the Interior

## IBC Datamart Portal

[Portal Home](#)

My Portal | [Calendar](#) | [Applications](#) | [FPPS](#)

### Site Status

- CCTS
- DOIEMS
- EEO MD716
- ICS
- IPA
- OBIEE
- PCS

Green indicates site is up. Red indicates site is down.

Click applicable URL link above to login to an IBC Datamart application.

### Current File Data Dates

\*Note: Datamart is one day behind FPPS. Files updated nightly will not have a Pay Period in column "Last PP Processed", so the date in column "Date Last Updated" will reflect prior day's data. Files updated bi-weekly will have a Pay Period in column "Last PP Processed".

The Combined File is updated differently the week of pay calc. For more information, refer to the ["When are files updated?"](#) topic in the Support Forum.

File Processed	Date Last Updated	PP Grp	Last PP Proc.
CASUAL PAY	8/17/18 - 19:22	5	NA
COMBINED FILE	8/18/18 - 16:46	ALL	NA
COMBINED FILE HISTORY	8/09/18 - 20:52	ALL	201817
COMBINED FILE HISTORY (Monthly)	7/27/18 - 16:20	8	201808
DEBT MGMT	8/16/18 - 05:01	ALL	NA
FPPS SECURITY	8/18/18 - 17:56	ALL	NA
FPPS SUMMARY RECONCILIATION	8/09/18 - 17:30	1	201817
FPPS SUMMARY RECONCILIATION	8/08/18 - 17:30	2	201817
FPPS SUMMARY RECONCILIATION	8/08/18 - 17:30	3	201817

[Show More](#)

LEGEND: ■ Update in Progress ■ File not Updated ■ File Updated

### OBIEE Login

## OBIEE Login

**NOTE:** You must first complete OBIEE training prior to logging into it.

[Datamart Helpful Links](#)

Click [HERE](#) to find your Agency Pay Processing Group.


Click [HERE](#) to find out who is your

## 2. Enter Username and Password.

### HRMSD OBIEE Login

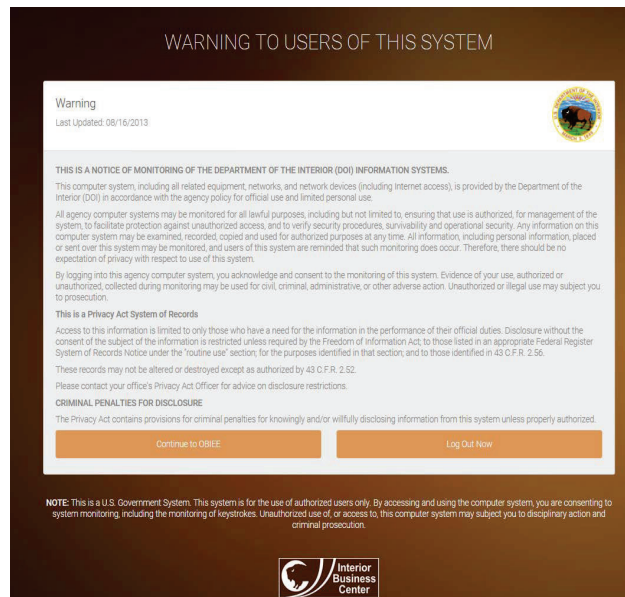
Login

Enter your username and password:



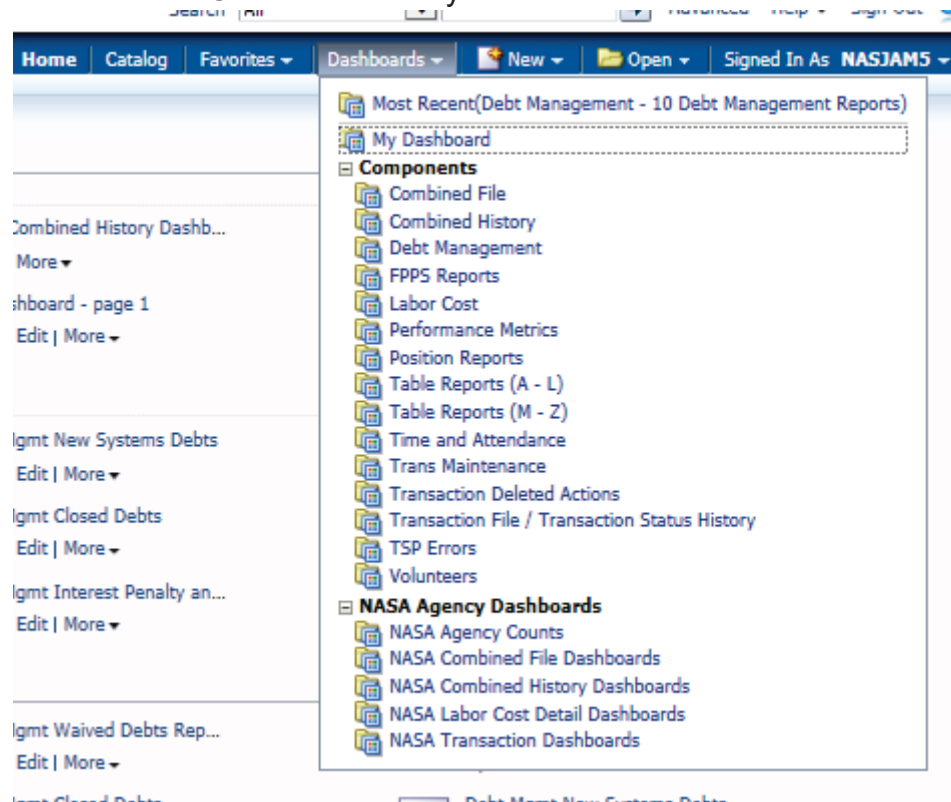
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### 3. Click Continue to OBIEE.



### B. Run Unfunded Leave Report.

#### 1. Select NASA Combined History Dashboards.



#### 2. Select Business Area 10 as the Bureau.

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3. Enter last Pay Period that was fully processed in the month. Pay Periods are entered as 20YYPP (i.e., 201816)

**NASA Combined History Dashboards**

**Unfunded Leave**    User or Lose Leave

**Unfunded Leave**

To run for one pay period enter the same pay period in both pay period areas.

\* Bureau

\* Pay Period Between  -

Org begins with

4. Click Apply to execute the reports.

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5. Click Analyze in the Unfunded Leave Balances.

Unfunded Leave Balances

Bureau	Name Whole	A/L W REST HRS	A/L W RSTR DOLLARS	Leave Credit Hrs Bal	CR DOLLARS
51	MC	322.00	\$25,334.96	0	\$0.00
51	MC	304.00	\$22,906.40	24	\$1,808.40
51	EN	208.50	\$10,979.61	24	\$1,263.84
51	YA	124.50	\$5,106.99	24	\$984.48
51	ZH	281.00	\$18,515.09	0	\$0.00
51	DI	224.00	\$17,624.32	0	\$0.00
51	MC	166.00	\$12,151.20	0	\$0.00
51	MC	157.50	\$8,560.13	0	\$0.00
51	PE	759.00	\$59,718.12	0	\$0.00
51	PA	78.00	\$4,282.98	10	\$521.65
51	DC	231.50	\$18,214.42	1	\$78.68
51	LA	2.00	\$91.18	18	\$820.62
51	MI	88.50	\$4,632.98	0	\$0.00
51	BA	40.00	\$3,147.20	0	\$0.00
51	DE	120.00	\$5,761.20	0	\$0.00
51	BR	288.00	\$15,652.80	18	\$991.89
51	KN	185.00	\$11,851.10	23	\$1,473.38
51	PA	909.00	\$76,001.49	0	\$0.00
51	PA	289.00	\$22,738.52	0	\$0.00
51	MC	635.75	\$49,270.63	24	\$1,860.00
51	RA	18.00	\$630.54	0	\$0.00
51	RC	324.75	\$21,397.78	0	\$0.00
51	DO	-30.00	-\$1,626.30	0	\$0.00
51	CC	238.00	\$16,552.90	6	\$417.30
51	BA	187.00	\$12,663.64	0	\$0.00
51	ST	279.00	\$13,807.71	0	\$0.00
51	GE	391.00	\$29,461.85	0	\$0.00
51	EV	295.75	\$20,051.85	0	\$0.00
51	MC	132.00	\$7,489.68	14	\$794.36
51	NA	48.00	\$1,617.12	0	\$0.00
51	SH	187.00	\$11,979.22	0	\$0.00
51	MC	422.00	\$25,488.80	0	\$0.00
51	ST	286.00	\$12,292.28	0	\$0.00
51	YU	259.50	\$19,553.33	0	\$0.00
51	TU	10.00	\$786.80	0	\$0.00
51	FO	234.00	\$13,277.16	0	\$0.00
51	CC	69.75	\$1,941.84	0	\$0.00
51	LE	19.25	\$924.19	1	\$24.01
51	RE	254.00	\$18,592.80	0	\$0.00
51	DA	85.00	\$6,587.50	0	\$0.00
51	NA	312.00	\$24,548.16	0	\$0.00
51	MA	150.00	\$9,609.00	0	\$0.00
51	SE	166.00	\$12,508.10	0	\$0.00
51	LY	285.75	\$17,782.22	5	\$311.15
51	GE	252.00	\$16,143.12	0	\$0.00
51	DE	158.00	\$10,121.48	11	\$720.68
51	DA	261.00	\$19,666.35	0	\$0.00
51	LI	127.00	\$9,569.45	2	\$113.03
51	BA	248.00	\$9,163.60	2	\$64.66
51	SA	213.00	\$16,092.15	0	\$0.00

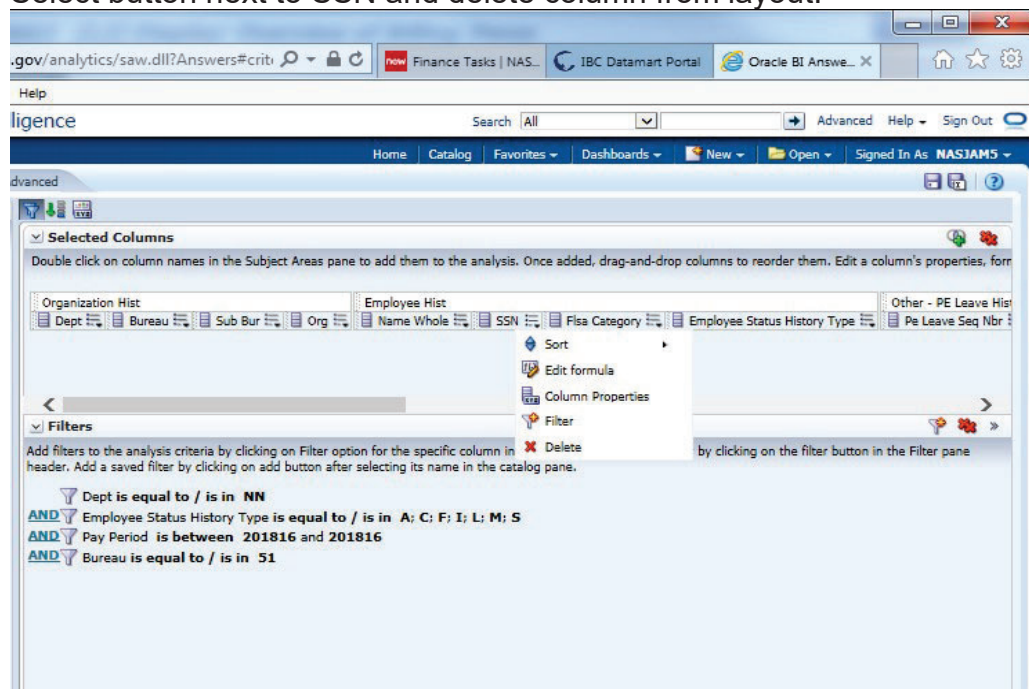
Rows 1 - 50

Analyze - Edit - Refresh - Print - Export - Add to Briefing Book - Copy

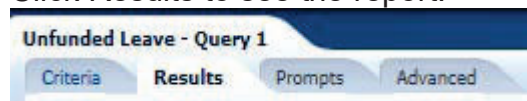
6. Click on Criteria Tab.

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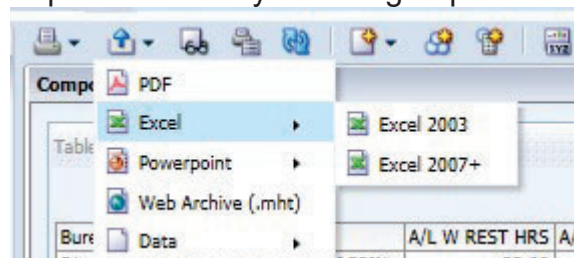
7. Select button next to SSN and delete column from layout.



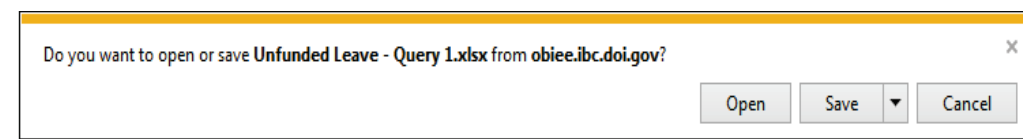
8. Click Results to see the report.



9. Export to Excel by selecting Export → Excel → Excel 2007+



10. Select Open.



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11. Copy and move tab to HQ Funded Leave Spreadsheet.

A	B	C	D	E	F	G
Bureau	Org	Name Whole	A/L W REST HRS	A/L W RSTR DOLLARS	Leave Credit Hrs Bal	CR DOLLARS
10	LP013		281.00	\$10,484.11	0.00	\$0.00
10	LP013		284.00	\$23,472.60	0.00	\$0.00
10	LP013		205.50	\$11,162.76	0.00	\$0.00
10	LP013		392.75	\$32,460.79	0.00	\$0.00
10	LP013		48.00	\$2,384.64	0.00	\$0.00
10	LP013		288.00	\$21,879.36	0.00	\$0.00
10	LP013		271.00	\$14,720.72	0.00	\$0.00
10	LP013		292.00	\$15,476.00	0.00	\$0.00
10	LP013		404.00	\$26,090.32	0.00	\$0.00

12. Rename the tab to HQ Funded.

13. Change the Orientation to Landscape.

14. Add a Custom Left Header stating, "HQ Funded Leave – OBIEE, current month and year".

- C. Filter the OBIEE report to select only the employee names with more than 50% of their time charged to SEWP determined by the BOBJ report in STEP
- D. Include the Org value in the filtered report.
- E. Save these names and totals in another new tab using the BOBJ excel report.



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- F. Highlight the data in the cells and click on “Data” and then “Subtotal” in Excel.
- G. Select “Org” for the field called “At each change in:”
- H. Check the box next to “A/L W RSTR DOLLARS” in the field called “Add subtotal to:”
- I. Click OK

- J. This will be the final report to show the amounts by “Org” used to record the Funded Leave Source Entry.

	A	B	C	D	E	F	G	H
	Bureau	Org	Name Whole	A/L W REST HRS	A/L W RSTR DOLLARS	Leave Credit Hrs Bal	CR DOLLARS	Total
	10	LP013		281.00	\$10,484.11	0.00	\$0.00	
	10	LP013		284.00	\$23,472.60	0.00	\$0.00	
	10	LP013		205.50	\$11,162.76	0.00	\$0.00	
	10	LP013		392.75	\$32,460.79	0.00	\$0.00	
	10	LP013		48.00	\$2,384.64	0.00	\$0.00	
	10	LP013		288.00	\$21,879.36	0.00	\$0.00	
	10	LP013		271.00	\$14,720.72	0.00	\$0.00	
	10	LP013		292.00	\$15,476.00	0.00	\$0.00	
	10	LP013		404.00	\$26,090.32	0.00	\$0.00	
		LP013			\$158,131.30		\$0.00	
		Total						\$ 158,131.30
		Grand			\$158,131.30		\$0.00	
		Total						\$ 158,131.30

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### STEP 3 – Account Maintainer - Check Available Budget for Funded Leave Source Entry

- K. Check available budget to post the Funded Leave Source Entry.  
Note: The Funded Leave Source Entry posts to accounts that consume budget. Therefore, it is very important to check to see if there is enough budget on the SEWP Fund Labor line of budget.
- L. Log into SAP and enter T-Code: ZFI\_Budget
- M. Enter the current SEWP Fund being used in the value field: e.g., SEWX02018R  
**Note:** Working capital fund budget for one year is consumed prior to using the new year's fund. You will need to monitor the budget and validate with SEWP Budget POC when it is time to use the next year's working capital fund (e.g., switching from SEWX02018R to SEWX02019R). It does not always switch when the new fiscal year changes.  
Note: Don't include the fund because it could change from year to year.
- N. Enter 10 in the Funds Center value field
- O. Enter 991564 in the Funded Program value field and click Execute

**Budget Status-Non Full Cost: Selection**

Data Source...

Selection values

From Period: 1  
To Period: 16

Selection groups

Fiscal Year:   
Or value(s):  to

Fund:   
Or value(s):  to

Funds Center:   
Or value(s): 10 to

Funded Program:   
Or value(s): 991564 to

- P. Determine if there is enough budget available by viewing the “Labor Budget” line and the “Available Budget” column.

Budget Status-Non Full Cost		Date: 11/08/2021		Page: 1 / 1	
Fiscal Year	..9999				
Period	1..16				
Fund/Group	SEWX02021R				
Budget Type	ZNASABT1				
Functional Area/Group	0..ZZZZZZZZZZZZZZZZ				

Funded Prog/Fund Center/Commitment Item	Budget	Commitments	Obligations	Cost	Disbursements	Available Budget
**** Total FP/FC/CI	10,000,000.00	8,950,419.22	1,950,419.22	1,950,419.22	1,950,419.22	1,049,580.78
*** 991564 NASA SEWP Program	10,000,000.00	8,950,419.22	1,950,419.22	1,950,419.22	1,950,419.22	1,049,580.78
** 10 NASA Headquarters	10,000,000.00	8,950,419.22	1,950,419.22	1,950,419.22	1,950,419.22	1,049,580.78
* Allobjects	0.00	0.00	0.00	0.00	0.00	0.00
* Labor Budget	2,564,000.00	1,514,419.22	1,514,419.22	1,514,419.22	1,514,419.22	1,049,580.78
* Allothers - Procurements	7,436,000.00	7,436,000.00	436,000.00	436,000.00	436,000.00	0.00

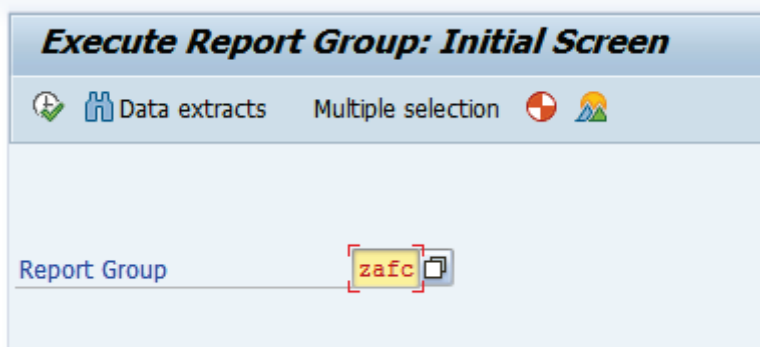


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- Q. The amount of available budget MUST be more than the amount of the Funded Leave total in the Excel report to move forward with Source Entry.
- R. Take a screenshot (snip) of the Available Budget and insert into a new tab on the HQ Funded Leave Spreadsheet. Rename tab "SAP Budget"
  - 1. Change the Orientation to Landscape.
  - 2. Adjust Margins to fit on one page.
  - 3. Add a Custom Left Header stating, "HQ Funded Leave – Budget Screen, current month and year".
- S. Send an email to the SEWP Labor Budget Analyst with the HQ Excel Spreadsheet attached and receive confirmation of concurrence with the SEWP employee listing and validation of budget.
  - 1. Sufficient Labor Budget – send SEWP Budget Analyst email using template in Appendix C
  - 2. Insufficient Labor Budget – send SEWP Budget Analyst email using template in Appendix B
- T. Once SEWP Budget Analyst concurs, the Source Entry can be parked and posted.

#### STEP 4 – **Account Maintainer** – Run GR55 Report

- A. Run SAP GR55 Report with Account group ZAFC – execute



The screenshot shows the 'Execute Report Group: Initial Screen' dialog box. At the top, there is a title bar with the text 'Execute Report Group: Initial Screen'. Below the title bar, there is a toolbar with icons for 'Data extracts', 'Multiple selection', and a 'Go' button. The main area of the dialog box has a label 'Report Group' followed by a text input field. The input field contains the text 'zafc' and is highlighted with a red rectangular box. To the right of the input field is a small icon of a document with a magnifying glass.

- B. Enter the following fields:
  - 1. Fiscal Year
  - 2. Company Code (NASA)
  - 3. Period
  - 4. Account number value: 2210.0000
  - 5. Business area value: 10
  - 6. Application of funds value: 80X4546 (this is the SEWP AOF)
  - 7. Execute

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**Selection values**

Fiscal year: 2022

Company code: NASA

Period: 2

**Selection groups**

Account number: [ ]

Or value(s): 2210.0000 to [ ]

Business Area Set ID: [ ]

Or value(s): 10 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): 80X4546 to [ ]

Funded Program: [ ]

Or value(s): [ ] to [ ]

C. Once the report has been executed, highlight current year SEWP fund.

**NASA AOF Cum**

Report Name: NASA Acct by AOF Cum. Selection Date: 11/08/2021  
Report Group: ZAF

Business Area: 10  
ALC: \*  
Fund: \*  
Account: 2210.0000  
Fund Center: \*

Period: 2 / 2022  
Page: 1 of 1

SGL Account	Beg Balance	Debits	Credits	End Balance
2210.0000	222,686.82-	404,631.02	181,944.20-	
* 80X4546	222,686.82-	404,631.02	181,944.20-	
**	222,686.82-	404,631.02	181,944.20-	

**Variation: Characteristics**

- Funded Program
- Agency Loc Cd
- Business Area
- Fund

**Variation: Fund**

- \* Fund Set ID
  - NCCK02021R WCF NCCIPS
  - NSCX02021R WCF NSSC
  - SEWX02021R WCF SEWP
  - WCFX04546R NASA WCF 2006
  - WCNX04546R NASA WCF

- D. Take a snip of the report results and save on a separate tab for the HQ Funded Leave Spreadsheet and rename the tab "GR55".
1. Change the Orientation to Landscape.
  2. Adjust Margins to fit on one page.
  3. Add a Custom Left Header stating, "HQ Funded Leave – GR55, current month and year".

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## STEP 5 – Account Maintainer - Park Funded Leave Source Entry

- A. Park a Source Entry for Funded Leave using the following attributes:
  1. Reference is the HQ SEWP Funded Leave.
  2. Doc Header Text: HQ SEWP Funded Leave
  3. Document Type - SY
  4. Debit SGL Account 6100.1111 (Reg Salary)
    - a) Amount
    - b) Text – HQ SEWP Funded Leave FY20YY PXX
    - c) Business Area - 10
    - d) Cost Center – The cost center is 10 + the org data from the Datamart report
    - e) Order – FC000000
    - f) WBS – 991564.01.04
    - g) Fund Center – 10
    - h) Fund - SEWX020XXR (SEWP fund currently available – approved by Center (see BOBJ report for fund where the employees charged their time))
  5. Credit SGL Account 2210.0000 (Accrued Payroll Leave)
    - a) Amount
    - b) Text – HQ SEWP Funded Leave FY20YY PXX
    - c) Business Area – 10
    - d) Funds Center – 10
    - e) Fund - SEWX020XXR (SEWP fund currently available – approved by Center (see BOBJ report for fund where the employees charged their time))
- B. Pull the parked documents in SAP using SQ01.
- C. Run the “Step1\_Create Source Entry” macro for the document.
- D. The description needs to be manually entered in “Explanation” field on the template form itself: HQ Funded Leave for FY20YY PXX.
- E. Include the BOBJ report, Funded Leave Excel report, GR55 screenshot, and available budget screenshot as the entry backup.
- F. Create a Service Now Case/Task for the entry

**Note:** Each month OCFO DAB will request copies of the Funded Leave entries via email. Email the Funded Leave entries monthly.

## STEP 6 – AR L3 CS – Review and Post Source Entry

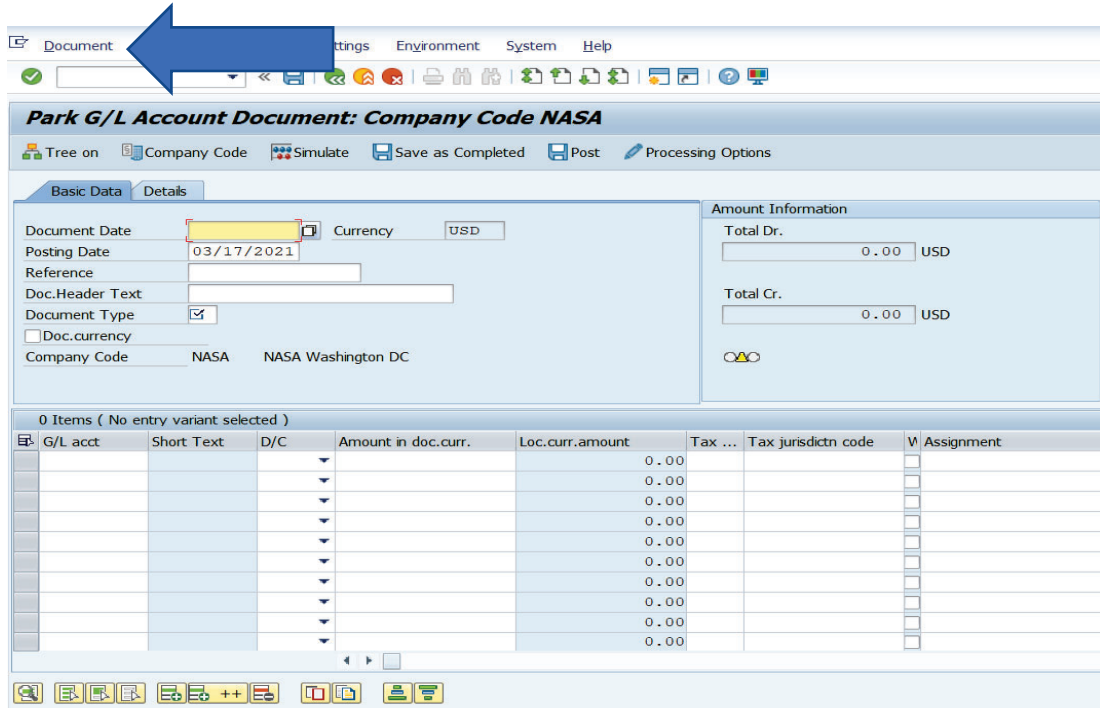
- A. Review attached Source Entry template and supporting documentation in the Service Now task.
  1. If correct, sign and save document to your computer. If corrections are needed return task to L2.

**Note:** Supporting documentation should include the OBIEE report totals, GR55

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“Before” balance and the computation showing the amount of the entry.

## 2. Access SAP T-code FV50



The screenshot displays the SAP FV50 transaction interface. At the top, a menu bar includes 'Document', 'Settings', 'Environment', 'System', and 'Help'. A blue arrow points to the 'Document' menu. Below the menu, the title bar reads 'Park G/L Account Document: Company Code NASA'. The main area is divided into 'Basic Data' and 'Details' tabs. Under 'Basic Data', fields include 'Document Date' (highlighted with a red box), 'Posting Date' (03/17/2021), 'Reference', 'Doc. Header Text', 'Document Type' (checked), 'Doc. currency' (unchecked), and 'Company Code' (NASA). The 'Amount Information' section on the right shows 'Total Dr.' and 'Total Cr.' both at 0.00 USD. Below this, a table lists '0 Items (No entry variant selected)' with columns for G/L acct, Short Text, D/C, Amount in doc. curr., Loc. curr. amount, Tax, Tax jurisdicn code, and V Assignment. The bottom of the screen features a standard SAP toolbar with icons for search, print, and other functions.

3. Select “Document” as shown above – a drop-down menu will appear
4. From the drop-down menu select “Select Parked Document”

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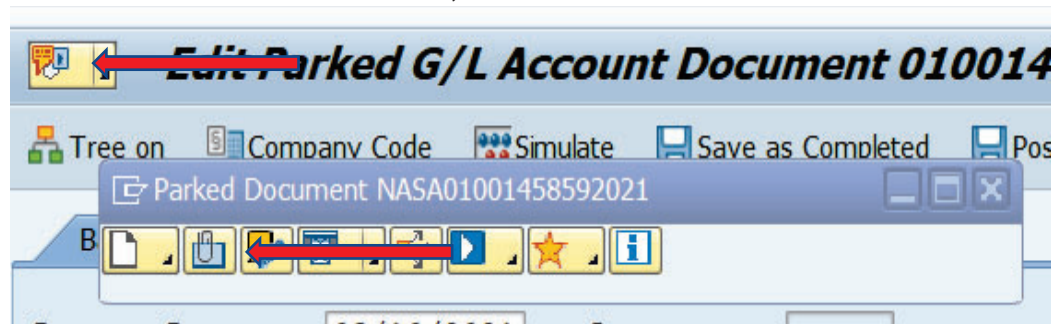
5. Enter Source Entry document number in the “Doc. Number” field and the fiscal year then select “continue”

D. Review the following fields:

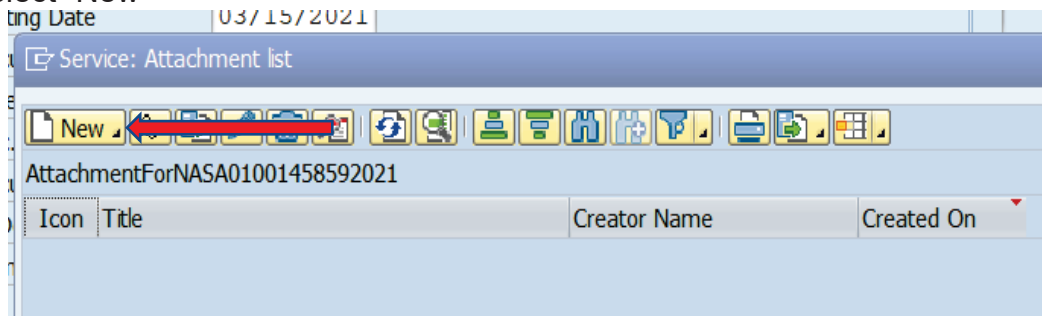
1. Document date
2. Ensure posting date is the same as the document date. If it is NOT the same, update the posting date of the Source Entry to prevent a FBWT difference.
3. Review all other fields and validate information is the same in SAP as it is on the Source Entry template.
4. Ensure total Dr. and total Cr. are the same and the icon is green.

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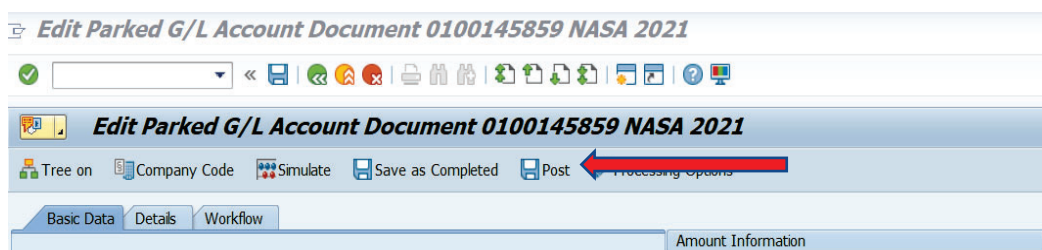
5. If everything is correct, attach signed copy of the Source Entry in SAP by selecting the attachment icon. Another menu will appear. Select the paper clip icon. If corrections are needed, return task to L2.



6. Select "New"



7. Select "Create Attachment"
8. Select saved "signed" Source Entry template with supporting documentation and select open. Once attachment appears, select green checkmark.
9. Once back on "Edit Parked G/L Account Document XXXX screen" select the "Post" Icon.



- E. Attach signed Source Entry template with supporting documentation to the Service Now task and return to L2.

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**STEP 7 – Account Maintainer – Validate ending balance.**

- A. Run GR55 report again (see Step 4 for parameters).
- B. Once the report has been executed, verify that the total in SAP matches the amount on the HQ Funded Leave tab of the backup documentation.
- C. If the totals do not match, research, and make the necessary corrections.
- D. Keep Service Now case/record open until reversals are completed in the following month.

**STEP 8 – Account Maintainer** - Reverse the accrual document during first three business days of following month.

- A. Log into SAP and enter T-code FB08
- B. In the document Number field type in the original document number for the accrual Source Entry posted.

Document Details	
Document Number	1800010417
Company Code	NASA
Fiscal Year	2019


- ### C. Enter the Reversal Reason Code "02"

01	Reversal in current period
02	Reversal in closed period
03	Actual reversal in current period

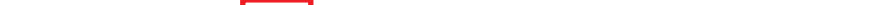
- D. Enter current date in Posting Date.

Specifications for Reverse Posting	
Reversal Reason	02
Document Date	
Posting Date	11/02/2018
Posting Period	
	Tax Reporting Date

- E. Click “Display Before Reversal” to validate the correct document is being reversed.

 Display Before Reversal

- F. Click Post.



- G. Run the GR55 report again to show that the entry has been reversed.
- H. Take a snip of the screen and attach to the SNOW task.



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I. Route task to AR L2 Supervisor for validation of reversal.

**STEP 9 – AR L2 Supervisor** – Review reversal and route to AR L3 for final validation.

**STEP 10 - CS Accountant** – Review Reversal to ensure timely completion with code 02 and route the task back to AR L2 for resolution

**STEP 11 – Account Maintainer** – Resolve task when returned from AR L3.



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## PROCESS 3 – HEADQUARTERS FUNDED LEAVE PROCESS

Headquarters requires both an Unfunded Source Entry and Funded Leave Source Entry process to be executed. The Funded Leave process contains leave charged to the NSSC Working Capital Fund and the NCCIPS Working Capital Fund. The Unfunded Leave process is for leave charged to Appropriated Funding. The Unfunded Leave Source Entries will be posted according to procedures in Process 5. Funded Leave is identified according to the procedures below and is parsed out from the Unfunded Leave portion.

This is a monthly process that is normally completed after the last pay period processed in the month. For example, you would consult a payroll calendar and look at the last pay period ending date and determine if it was PROCESSED in that same month. The pay period ends on a Saturday and is fully processed by Thursday of the following week and reports are available by Friday of that week. If this happens within the same month, this is the pay period you use to execute your processes.

**STEP 1 – Account Maintainer** - Run the Unfunded Leave Report in OBIEE for Headquarters and separate data by Organization (Org).

- Log into the OBIEE system Select NASA Combined History Dashboard.
- Select BA 10
- Enter last Pay Period that was fully processed in the month. Pay Periods are entered as 20YYPP (i.e. 201816).
- Enter “X” in the Org Filter.

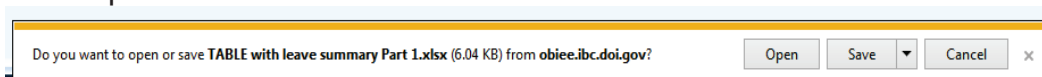
The screenshot shows the 'NASA Combined History Dashboards' interface. The 'Unfunded Leave' tab is selected, with a sub-tab 'User or Lose Leave'. Below this, there is a section titled 'Unfunded Leave' with instructions: 'To run for one pay period enter the same pay period in both pay period areas.' The form contains the following fields:
 

- \* Bureau: A dropdown menu with '10' selected.
- \* Pay Period Between: Two text boxes, both containing '201822'.
- Org begins with: A text box containing 'X'.

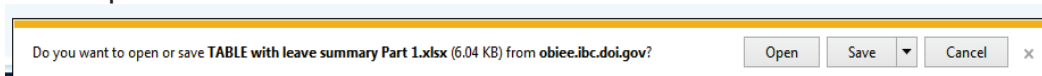
 At the bottom right of the form are 'Apply' and 'Reset' buttons.

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- E. Click Apply.
- F. Once the reports have been executed, export Unfunded Leave Summary report into an excel spreadsheet.
- G. Click Export → Excel → Excel 2007+.
- H. Click Open.



- I. Add a tab to the NSSC Funded Leave spreadsheet and label it “NSSC Total”.
- J. Change the Orientation to Landscape.
- K. Add a Custom Left Header stating “NSSC Total Funded Leave – OBIEE, current month and year”.
- L. Copy the exported information into the NSSC Total Tab.
- M. Export Unfunded Leave Summary report for Comp Time into an excel spreadsheet.
- N. Click Export → Excel → Excel 2007+.
- O. Click Open.



- P. Copy Comp Time Summary information and paste into NSSC Total tab of the NSSC Funded leave report.

	Bureau	A/L W REST HRS	A/L W RSTR DOLLARS	Leave Credit Hrs Bal	CR DOLLARS	Leave Comp Avail Occ	CT DOLLARS	Total
10		37,317.25	\$2,083,729.35	1,264.00	\$68,576.39	0.00	\$0.00	
Grand Total		37,317.25	\$2,083,729.35	1,264.00	\$68,576.39	\$0.00	\$0.00	\$2,152,305.74

**Note:** If the summary report does not execute in OBIEE, the detail report will need to be exported and totaled in order to obtain the amount for the summary.

- Q. Add the balances together for A/L W RSTR DOLLARS, CR DOLLARS, and CT DOLLARS.

**Note:** Due to rounding issues, make sure that the totals are correct.

- R. Click Analyze in the Unfunded Leave Balances.

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Unfunded Leave Balances

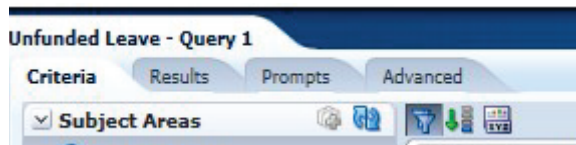
Bureau	Org	SSN	Name Whole	A/L W REST HRS	A/L W RSTR DOLLARS	Leave Credit Hrs Bal	CR DOLLARS
10	XA000			422.00	\$32,793.62	0.00	\$0.00
10	XA000			263.00	\$19,359.43	17.00	\$1,251.37
10	XA000			248.75	\$21,551.70	0.00	\$0.00
10	XA000			-3.00	-\$80.10	0.00	\$0.00
10	XA000			353.00	\$23,248.58	0.00	\$0.00
10	XD000			192.00	\$14,133.12	0.00	\$0.00
10	XD000			341.50	\$27,466.85	0.00	\$0.00
10	XD000			321.50	\$18,531.26	24.00	\$1,383.36
10	XD010			258.00	\$17,990.34	4.50	\$313.79
10	XD010			280.50	\$15,242.37	0.00	\$0.00
10	XD01A			294.25	\$20,518.05	21.75	\$1,516.63
10	XD01A			207.75	\$8,033.69	23.00	\$889.41
10	XD01A			-17.50	-\$656.25	1.25	\$46.88
10	XD01A			105.50	\$3,956.25	0.00	\$0.00
10	XD01A			236.00	\$7,615.72	0.00	\$0.00
10	XD01A			134.00	\$5,653.46	2.00	\$84.38
10	XD01A			257.00	\$16,083.06	24.00	\$1,501.92
10	XD01A			218.75	\$10,060.31	0.00	\$0.00
10	XD01A			304.50	\$16,546.53	0.00	\$0.00
10	XD01A			260.25	\$10,063.87	0.00	\$0.00
10	XD01A			226.00	\$9,006.10	0.00	\$0.00
10	XD01A			132.75	\$4,822.81	0.00	\$0.00
10	XD01A			68.25	\$2,719.76	3.00	\$119.55
10	XD01A			159.75	\$6,366.04	0.00	\$0.00
10	XD01B			263.00	\$12,095.37	0.00	\$0.00
10	XD01B			260.00	\$16,619.20	1.00	\$63.92
10	XD01B			67.50	\$3,334.50	15.50	\$765.70
10	XD01B			105.00	\$3,593.10	0.00	\$0.00
10	XD01B			308.50	\$11,568.75	0.00	\$0.00
10	XD01B			257.00	\$12,536.46	23.00	\$1,121.94
10	XD01B			282.00	\$12,969.18	0.00	\$0.00
10	XD01B			289.50	\$14,121.81	1.00	\$48.78
10	XD01B			59.00	\$2,281.53	5.75	\$222.35
10	XD01B			281.00	\$14,097.77	24.00	\$1,204.08
10	XD01B			283.00	\$15,378.22	0.00	\$0.00
10	XD020			277.00	\$19,852.59	0.00	\$0.00
10	XD020			433.75	\$28,566.78	23.00	\$1,514.78
10	XD021			228.00	\$11,121.84	0.00	\$0.00
10	XD021			232.00	\$12,226.40	24.00	\$1,264.80
10	XD021			283.75	\$11,639.43	24.00	\$984.48
10	XD021			326.00	\$16,355.42	23.75	\$1,191.54
10	XD021			-32.50	-\$1,333.15	1.00	\$41.02
10	XD021			240.00	\$10,406.40	24.00	\$1,040.64
10	XD021			279.50	\$11,138.07	24.00	\$956.40
10	XD021			237.00	\$10,899.63	19.50	\$896.81
10	XD022			178.00	\$9,674.30	0.00	\$0.00
10	XD022			234.25	\$12,729.15	24.00	\$1,304.16
10	XD022			96.50	\$4,302.94	9.50	\$423.61
10	XD022			200.00	\$4,390.00	15.50	\$340.23
10	XD022			330.50	\$9,432.47	24.00	\$684.96

Rows 1 - 50

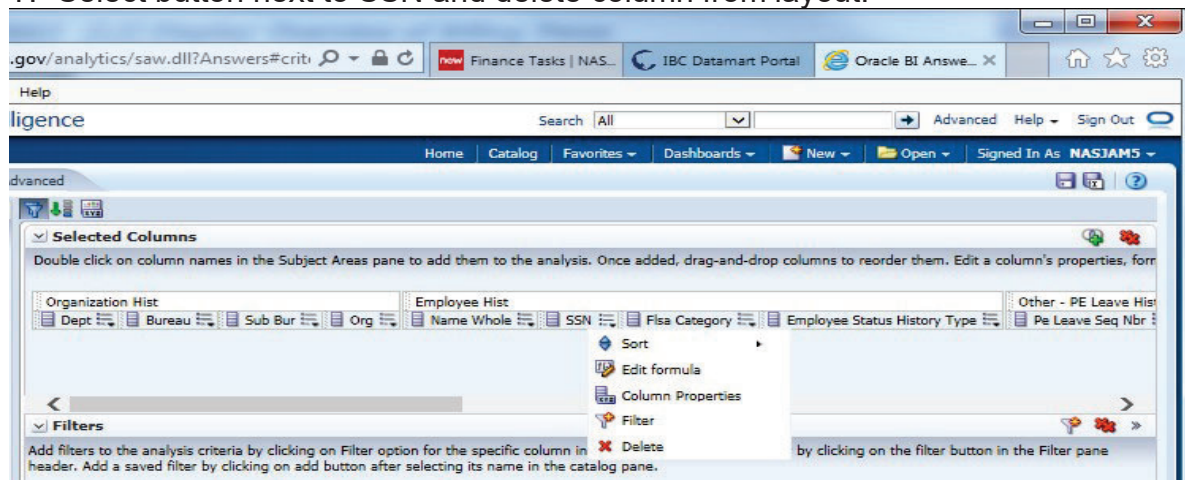
Analyze - Edit - Refresh - Print - Export - Add to Briefing Book - Copy

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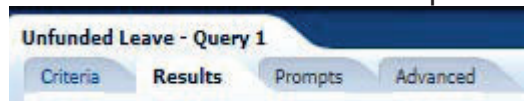
S. Click on Criteria Tab.



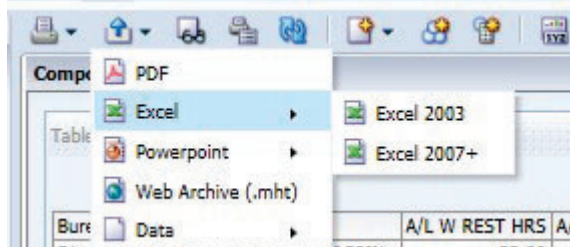
T. Select button next to SSN and delete column from layout.



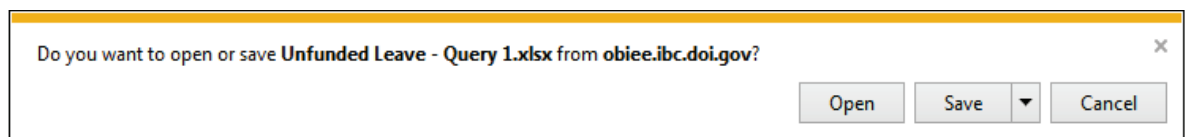
U. Click Results to see the report.



V. Export to Excel by selecting Export → Excel → Excel 2007+



W. Select Open.



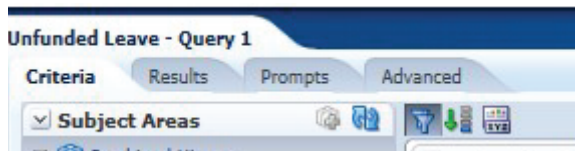
- X. Save Spreadsheet as "NSSC Funded Leave" in N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\Debt Management\Funded\_Unfunded Leave\FY20XX\HQ\XX – Current Month\NSSC.
1. Change the orientation to Landscape.
  2. Add a Custom Left Header stating "NSSC Total Funded Leave – OBIEE, Current month and year".

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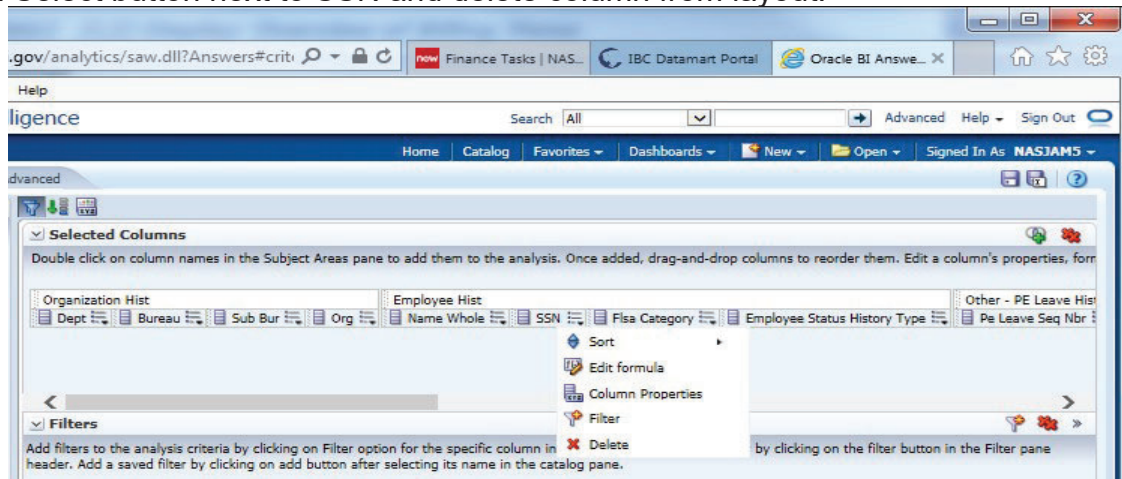
Y. Click Analyze in the Unfunded Leave Balances – Comp Time (if any)



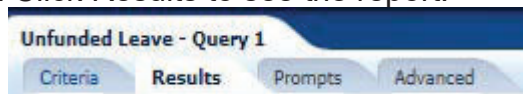
Z. Click on Criteria Tab.



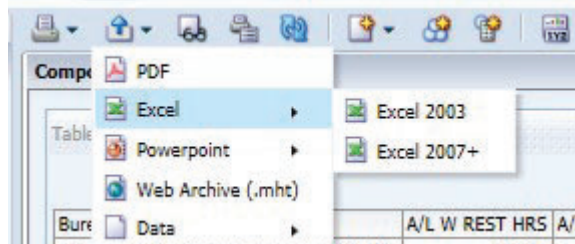
AA. Select button next to SSN and delete column from layout.



BB. Click Results to see the report.



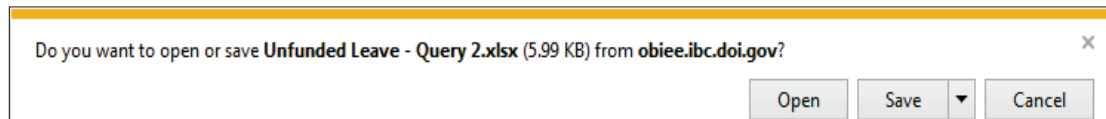
CC. Export to Excel by selecting Export à Excel à Excel 2007+



DD. Select Open.



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EE. Copy and paste on a tab in the NSSC Funded Leave spreadsheet and label the tab NSSC Total

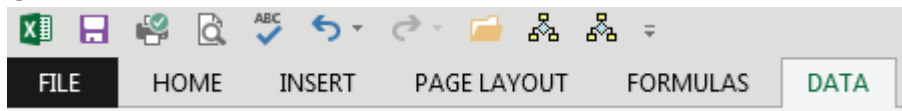
1. Change the orientation to Landscape.
2. Add a Customer Left Header stating “NSSC Funded Leave – OBIEE, Current Month and Year.”

**Note:** Not all employees will have Comp Time. Line up the actual comp time with the employee’s name on the first leave report.

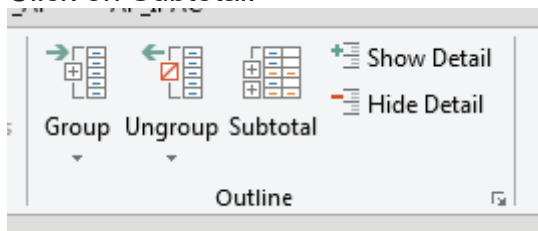
	A	B	C	D	E	F	G	H	I	J	K	L
	Bureau	Org	A/L W REST HRS	A/L W RSTR DOLLARS	Leave Credit Hrs Bal	CR DOLLARS	Bureau	Org	Leave Comp Avail Occ	CT DOLLARS		
7	10	XD022	178.00	\$9,674.30	0.00	\$0.00						
8	10	XD022	319.00	\$16,004.23	5.50	\$275.94						
9	10	XD022	200.00	\$4,390.00	15.50	\$340.23	10	XD022	41.00	\$1,350.13		
0	10	XD022	178.00	\$5,916.72	0.00	\$0.00						
1	10	XD022	96.50	\$4,302.94	9.50	\$423.61						
2	10	XD022	234.25	\$12,729.15	24.00	\$1,304.16						

FF. Create subtotal for Dollars by Org.

1. Click on Data.

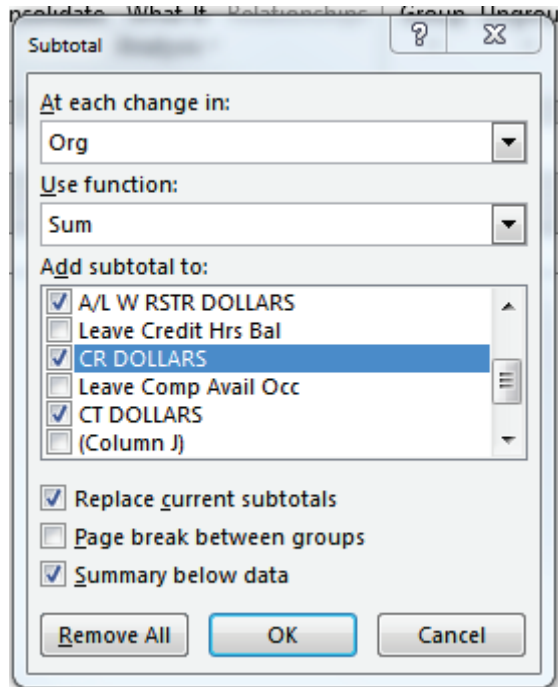


2. Click on Subtotal.



3. Select Org for 'At each Change in:' and Sum in 'Use Function'.
4. Check Add subtotal to: A/L W RSTR DOLLARS, CR DOLLARS, and CT DOLLARS.
5. Check Replace current subtotals and Summary below data.

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6. Click Ok.
- GG. Remove the NCCIPS employees from the Organization X data according to the detailed organization to which they belong (e.g., XF020), add a tab to the NSSC Funded Leave spreadsheet and label it NCCIPS Funded Leave.
1. Change the orientation to Landscape.
  2. Add a Custom Left Header stating "NCCIPS Funded Leave – OBIEE, Current Month and Year."
- HH. Copy the information on a separate spreadsheet as "NCCIPS Funded Leave" in N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\Debt Management\Funded\_Unfunded Leave\FY20XX\HQ\XX – Current Month\NCCIPS.
- II. In NSSC Funded Leave spreadsheet, click on the second function of the subtotals and hide blank columns.
- JJ. Add a new column labeled Total.
- KK. Add the dollars for each org. This provides the breakdown for each cost center.

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Org	A/L W RSTR DOLLARS	CR DOLLARS	CT DOLLARS	Total
XA000 Total	\$96,873.23	\$1,251.37	0	\$98,124.60
XD000 Total	\$60,131.23	\$1,383.36	0	\$61,514.59
XD010 Total	\$33,232.71	\$313.79	0	\$33,546.50
XD01A Total	\$120,789.40	\$4,158.76	0	\$124,948.17
XD01B Total	\$118,595.89	\$3,426.77	0	\$122,022.66
XD020 Total	\$48,419.37	\$1,514.78	0	\$49,934.15
XD021 Total	\$82,454.04	\$6,375.68	0	\$88,829.72
XD022 Total	\$72,227.33	\$3,218.74	1350.13	\$76,796.20
XD023 Total	\$36,792.03	\$2,412.08	0	\$39,204.11
XD040 Total	\$35,086.85	\$627.57	0	\$35,714.42
XD041 Total	\$142,106.05	\$3,969.33	0	\$146,075.37
XD042 Total	\$76,908.97	\$3,812.47	0	\$80,721.44
XD044 Total	\$105,057.81	\$5,008.22	0	\$110,066.02
XD050 Total	\$50,816.68	\$2,706.00	0	\$53,522.68
XF000 Total	\$18,451.27	\$367.92	0	\$18,819.18
XF010 Total	\$47,968.79	\$1,350.33	0	\$49,319.12
XF020 Total	\$127,189.71	\$3,860.27	0	\$131,049.98
XF030 Total	\$99,912.88	\$2,323.80	0	\$102,236.68
<b>Grand Total</b>	<b>1373014.22</b>	<b>48081.22</b>	<b>1350.13</b>	<b>\$1,422,445.57</b>

LL. Repeat this for the NCCIPS tab.

## STEP 2 – Account Maintainer - Check budget in SAP for the NSSC Working Capital Fund

- Log into SAP – Tcode ZFI\_Budget\_CI
- Enter Periods 1 – 16
- Enter the Funded Program Value of 384161
- Enter the current year fund for NSSC Working Capital (see GR55 report for current year fund).
- Once the report shows up, filter on the Funds Center of 10-HQ.
- Determine if there is enough budget to cover the amount of Org X less the NCCIPS amount
- Capture in a screen shot using the view with the Fund displayed and save to a tab on the NSSC Funded Leave Spreadsheet.
  - Label the tab Budget Screen Shot.
  - Change the orientation to Landscape.
  - Update the margins to fit to one page.



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4. Add a Custom Left Header stating “NSSC Funded Leave – Budget Screen, Current Month and Year.”

H. If there is insufficient budget, send an email to NSSC BAD POC with the amount of your proposed entry and let them know there is not enough budget.

**Budget Status by CI-Non Full Cost**

Date: 08/16/2018 Page: 1 / 1

Fiscal Year: .9999  
Period: 1..16  
Fund/Group: NSSC02018R  
Functional Area/Group: \*  
Funds Center: \*  
Budget Type: ZNASABT1  
Funded Program/Group: 384161

Commitment Item	Budget	Commitments	Obligations	Cost	Disbursements	Available Budget
<b>Total Commit</b>	<b>69,878,984.00</b>	<b>45,671,574.10</b>	<b>42,230,085.12</b>	<b>35,659,186.67</b>	<b>34,950,368.05</b>	<b>23,407,409.29</b>
<b>All Objects</b>	<b>8,206,878.57</b>					<b>8,206,878.57</b>
<b>ALLOBJECTS</b>	<b>8,206,878.57</b>					<b>8,206,878.57</b>
<b>All Others</b>	<b>44,846,190.19</b>	<b>34,476,226.84</b>	<b>31,034,737.86</b>	<b>24,463,839.41</b>	<b>23,755,021.59</b>	<b>10,369,963.35</b>
<b>2510</b>		126,299.85	120,386.11	110,446.11	7,830.43	126,299.85
<b>2520</b>		32,449,452.34	29,116,319.71	23,050,264.54	22,673,237.41	32,449,452.34
<b>2530</b>		459,435.66	459,435.66	236,174.67	236,174.67	459,435.66
<b>2540</b>		193,584.60	173,744.60	173,744.60	111,116.40	193,584.60
<b>2570</b>		1,062,205.21	1,058,318.85	786,676.56	621,447.92	1,062,205.21
<b>2600</b>		154,092.26	85,190.41	85,190.41	83,072.24	154,092.26
<b>3100</b>		26,206.92	16,392.52	16,392.52	16,392.52	26,206.92
<b>3200</b>		4,950.00	4,950.00	4,950.00	4,950.00	4,950.00
<b>ALLOTHERS</b>	<b>44,846,190.19</b>					<b>44,846,190.19</b>
<b>Labor Budget</b>	<b>16,025,915.24</b>	<b>11,195,347.26</b>	<b>11,195,347.26</b>	<b>11,195,347.26</b>	<b>11,195,347.26</b>	<b>4,830,567.90</b>
<b>1000</b>						<b>16,025,915.24</b>
<b>1110</b>		8,079,144.00	8,079,144.00	8,079,144.00	8,079,144.00	8,079,144.00
<b>1130</b>		99,229.63	99,229.63	99,229.63	99,229.63	99,229.63
<b>1150</b>		230,868.67	230,868.67	230,868.67	230,868.67	230,868.67
<b>1210</b>		2,786,104.96	2,786,104.96	2,786,104.96	2,786,104.96	2,786,104.96

**STEP 3 – Account Maintainer** - Check the budget in SAP for NCCIPS Working Capital Fund

- Log into SAP – Tcode ZFI\_Budget\_CI
- Enter Periods 1 – 16
- Enter the Funded Program Value of 350359
- Enter the current year fund for NCCIPS Working Capital Fund (see the GR55 report for the current year fund)
- Once the report shows up, filter on Funds Center of 10-HQ
- Determine if there is enough budget to cover the amount of the NCCIPS amount
- Capture in a screen shot using the view with the Fund displayed and save to the NCCIPS Funded leave spreadsheet.
  - Label the tab Budget Screen Shot.
  - Change the orientation to Landscape.
  - Update the margins to fit to one page.
  - Add a Custom Left Header stating “NCCIPS Funded Leave – Budget Screen, Current Month and Year.”
- If there is insufficient budget, send an email to NSSC BAD POC with the amount of your proposed entry and let them know there is not enough budget. They will provide guidance.

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**Budget Status by CI-Non Full Cost**

Version: Characteristics

- Fund
- Funds Center
- Funded Program
- Period
- Fiscal Year

Version: Funds Center

- \* Funds Center
- 01 Corporate/Agency
- 10 HQ
- 64 SSC

Budget Status by CI-Non Full Cost Date: 08/16/2018 Page: 1 / 1





Fiscal Year: .9999  
Period: 1..16  
Fund/Group: NCCX02018R  
Functional Area/Group: \*  
Funds Center: \*  
Budget Type: 2NASABT1  
Funded Program/Group: 350359

Commitment Item	Budget	Commitments	Obligations	Cost	Disbursements	Available Budget
** Total Commit	25,870,713.00	8,022,606.13	7,572,575.47	9,754,059.00	3,383,866.48	17,845,106.87
* Allobjects	13,012,458.03					13,012,458.03
ALLOTHERS	13,012,458.03					13,012,458.03
* Allothers -	12,458,254.97	7,732,162.85	7,282,132.19	3,463,615.72	3,093,423.20	4,726,092.12
2330		19,250.00	19,250.00			19,250.00
2510						
2520		1,495.00	1,495.00			1,495.00
2540		5,730,365.54	5,730,360.54	2,779,396.82	2,779,396.79	5,730,365.54
2570		927,684.38	751,684.38	213,692.46	23,973.27	927,684.38
2600		504,511.21	317,485.55	205,876.34	205,876.34	504,511.21
3100		506,019.72	419,019.72	262,205.10	81,751.80	506,019.72
3200		42,837.00	42,837.00	2,445.00		42,837.00
ALLOTHERS	12,458,254.97					12,458,254.97
* Labor Budget	400,000.00	290,443.28	290,443.28	290,443.28	290,443.28	109,556.72
1000	400,000.00					400,000.00
1110		208,174.44	208,174.44	208,174.44	208,174.44	208,174.44
1150		5,334.00	5,334.00	5,334.00		5,334.00
1210		76,934.84	76,934.84	76,934.84	76,934.84	76,934.84

#### STEP 4 – Account Maintainer – Run GR55 Report

A. Run SAP GR55 Report with Account group ZAFB – Execute.

**Execute Report Group: Initial Screen**

 Data extracts  Multiple selection  

Report Group ZAFB NASA Acct by AOF Cumm.

B. Enter the following fields:

1. Fiscal Year
2. Company Code (NASA)
3. Period
4. Account number value: 2210.0000
5. Business area value: 10
6. Application of Funds value; 80X4546
7. Execute

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**NASA Acct by AOF Cumm.: Selection**

Data Source...

**Selection values**

Fiscal year: 2019  
Company code: NASA  
Period: 8

**Selection groups**

Account number:   
Or value(s): 2210.0000 to   
Business Area Set ID:   
Or value(s): 10 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): 80X4546 to   
Funded Program:   
Or value(s):  to

8. For NSSC Funded leave, click on current year NSSC fund and take a snip it of the screen.

**NASA AOF Cum**

Report Name: NASA Acct by AOF Cumm. Selection Date: 05/24/2019  
Report Group: ZAPC

Business Area: 10 Period: 8 / 2019  
ALC: \* Page: 1 of 1  
Fund: \*  
Account: 2210.0000  
Fund Center: \*

SQL Account	Reg Balance	Debits	Credits	End Balance
2210.0000		9,012,550.83	10,585,602.97-	1,573,052.14-
* 80X4546		9,012,550.83	10,585,602.97-	1,573,052.14-
**		9,012,550.83	10,585,602.97-	1,573,052.14-

**Variation: Characteristics**

- Funded Program
- Agency Loc Cd
- Business Area
- Fund

**Variation: Fund**

- \* Fund Set ID
  - NCCX02018R WCF NCCIPS
  - NCCX02019R WCF NCCIPS
  - NSCX02018R WCF NSSC
  - NSCX02019R WCF NSSC
  - WCFX04546R NASA WCF 2006
  - WCIX04546R NASA WCF

9. Save it to a separate tab on the NSSC Funded Leave spreadsheet.
  - a) Label the tab "GR55".
  - b) Change the orientation to Landscape.
  - c) Adjust the margins to fit to one page.
  - d) Add a Custom Left Header stating "NSSC Funded Leave – GR55, current month and year."

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10. For NCCIPS funded leave, click on the current year NCCIPS fund and take a snip it of the screen.

The screenshot shows the 'NASA AOF Cum' report interface. On the left, under 'Variation: Characteristics', the 'Fund' is selected. Below it, under 'Variation: Fund', the 'Fund Set ID' is expanded, showing a list of funds including 'NCCIP02018R WCF NCCIPS', 'NCCIP02019R WCF NCCIPS', 'NSCX02018R WCF NSSC', 'NSCX02019R WCF NSSC', 'WCFX04546R NASA WCF 2006', and 'WCFX04546R NASA WCF'. The 'NCCIP02019R WCF NCCIPS' fund is highlighted. On the right, the report details are shown: 'Report Name: NASA Acct by AOF Cum.', 'Report Group: ZAFIC', 'Business Area: 10', 'Period: 8 / 2019', 'Fund: \*', 'Account: 2210.0000', and 'Fund Center: \*'. Below this, a table displays the account balances:

SGL Account	Beg Balance	Debits	Credits	End Balance
2210.0000		280,946.36	330,392.00-	49,445.64-
* 80X4546		280,946.36	330,392.00-	49,445.64-
**		280,946.36	330,392.00-	49,445.64-

11. Save it to a separate tab on the NCCIPS Funded Leave spreadsheet.
- Label the tab "GR55".
  - Change the orientation to Landscape.
  - Adjust the margins to fit to one page.
  - Add a Custom Left Header stating "NCCIPS Funded Leave – GR55, current month and year."

**STEP 5 – Account Maintainer** - Email the NSSC BAD POCs to request validation of employees charging to NCCIPS Working Capital Fund (see Appendix D)

A. Provide list of NCCIPS employees from previous month, include the dollar amount per fund to be posted (see NSSC Funded Leave Tab and NCCIPS Funded Leave Tab for totals) and request validation

**STEP 6 - Account Maintainer** - Park the Funded Leave Source Entry for NSSC Working Capital Fund

A. Enter the following criteria:

- Reference is WCF Funded Leave
- Document Type – SY
- GL Accounts
  - Debit 6100.1111
    - Amount – Debit lines are broken out by cost center.
    - Text – WCF Funded Leave FY20YY PXX
    - Business Area – 10
    - Cost Center – 10 + org date from Datamart report
    - WBS – 384161.06.01.01
    - Fund Center – 10
    - Fund – NSCX020XXR (current Fund (see GR55 report) being used per BAD guidance – this will change as the budget is consumed))
  - Credit 2210.0000
    - Amount – NSSC Funded Leave less NCCIPS Funded Leave

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- 2) Text – NCCIPS Funded Leave FY20YY PXX
- 3) Business Area – 10
- 4) Fund Center – 10
- 5) Fund – NSCX020XXR (current Fund (see GR55 report) being used per BAD guidance – this will change as the budget is consumer))
- B. Pull the parked documents in SAP using SQ01.
- C. Run the “Step1\_Create Source Entry” macro for the document.
- D. The description needs to be manually entered in “Explanation” field on the template form itself: WCF Funded Leave for FY20YY PXX.
- E. Include the Funded Leave Excel report and available budget screenshot as the entry backup.
- F. Create a Service Now Case/Task for the entry and route task to AR L3 for review and posting.

#### **STEP 7 – AR L3 CS – Review and Post Source Entry**

- A. Review attached Source Entry template and supporting documentation in the Service Now task.
  1. If correct, sign and save document to your computer. If corrections are needed return task to L2.

**Note:** Supporting documentation should include the OBIEE report totals, GR55 “Before” balance and the computation showing the amount of the entry.

2. Access SAP T-code FV50

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

Tree on Company Code Simulate Save as Completed Post Processing Options

**Basic Data** Details

Document Date  Currency USD

Posting Date 03/17/2021

Reference

Doc. Header Text

Document Type ☒

☐ Doc. currency

Company Code NASA NASA Washington DC

**Amount Information**

Total Dr. 0.00 USD

Total Cr. 0.00 USD

0 Items ( No entry variant selected )

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

3. Select "Document" as shown above – a drop-down menu will appear
4. From the drop-down menu select "Select Parked Document"



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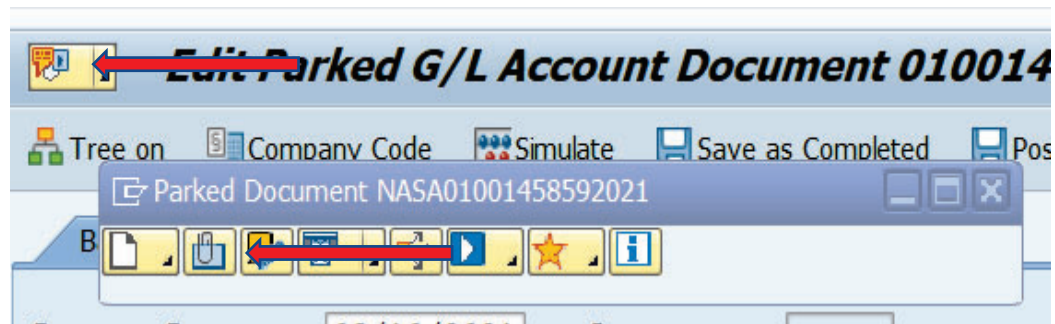
5. Enter Source Entry document number in the “Doc. Number” field and the fiscal year then select “continue”

B. Review the following fields:

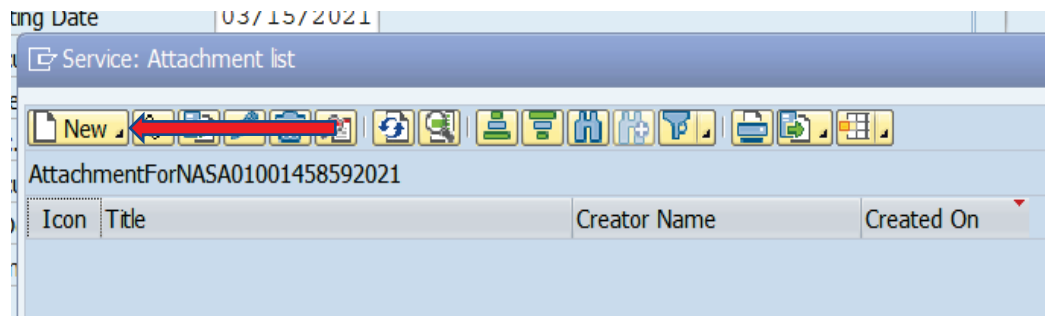
1. Document date
2. Ensure posting date is the same as the document date. If it is NOT the same, update the posting date of the Source Entry to prevent a FBWT difference.
3. Review all other fields and validate information is the same in SAP as it is on the Source Entry template.
4. Ensure total Dr. and total Cr. are the same and the icon is green.

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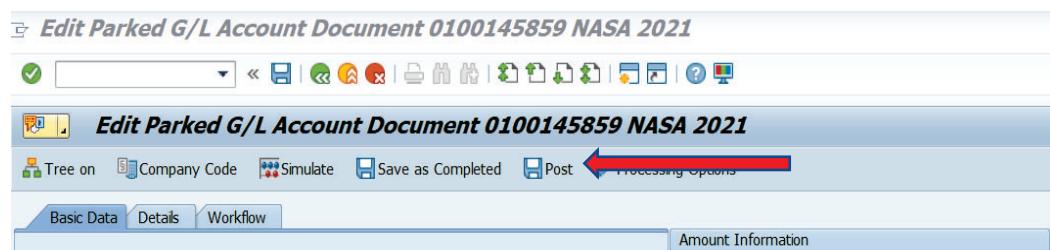
5. If everything is correct, attach signed copy of the Source Entry in SAP by selecting the attachment icon. Another menu will appear. Select the paper clip icon. If corrections are needed, return task to L2.



6. Select "New"



7. Select "Create Attachment"
8. Select saved "signed" Source Entry template with supporting documentation and select open. Once attachment appears, select green checkmark.
9. Once back on "Edit Parked G/L Account Document XXXX screen" select the "Post" Icon.



- C. Attach signed Source Entry template with supporting documentation to the Service Now task and return to AR L2.



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**STEP 8 – Account Maintainer – Validate ending balance.**

- A. Run GR55 report again (see Step 4 for parameters).
- B. Once the report has been executed, verify that the total in SAP matches the amount on the NSSC Funded Leave tab of the backup documentation.
- C. If the totals do not match, research, and make the necessary corrections.
- D. Keep Service Now case/record open until reversals are completed in the following month.

**STEP 9 – Account Maintainer - Park the Funded Leave for the NSSC NCCIPS Working Capital Fund**

- A. Enter the following criteria:
  1. Reference is NCCIPS Funded Leave
  2. Document Type – SY
  3. GL Accounts
    - a) Debit 6100.1111
      - 1) Amount
      - 2) Text – NCCIPS Funded Leave FY20YY PXX
      - 3) Business Area – 10
      - 4) Cost Center – 10 + org date from Datamart report
      - 5) WBS – 350359.01
      - 6) Fund Center – 10
      - 7) Fund – NCCX020XXR (current Fund (see GR55 report) being used per BAD guidance – this will change as the budget is consumed))
    - b) Credit 2210.0000
      - 1) Amount – Total NCCIPS Fund Leave
      - 2) Text – NCCIPS Funded Leave FY20YY PXX
      - 3) Business Area – 10
      - 4) Fund Center – 10
      - 5) Fund – NCCX020XXR (current Fund (see GR55 report) being used per BAD guidance – this will change as the budget is consumer))
- B. Pull the parked documents in SAP using SQ01
- C. Run the “Step1\_Create Source Entry” macro for the document.
- D. The description needs to be manually entered in the "Explanation" field on the template form itself: NCCIPS Funded Leave for FY20YY PXX.
- E. Include the Funded Leave Excel report and available budget screenshot as the entry backup.
- F. Create a Service Now Case/Task for the entry and route task to AR L3 for review and posting.

**Note:** Each month OCFO DAB will request a copy of the Funded leave entries via email due the first day of the subsequent month. Email the Funded Leave

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entries monthly.

## STEP 10 – **AR L3 CS** – Review and Post Source Entry

A. Review attached Source Entry template and supporting documentation in the Service Now task.

1. If correct, sign and save document to your computer. If corrections are needed return task to L2.

**Note:** Supporting documentation should include the OBIEE report totals, GR55 “Before” balance and the computation showing the amount of the entry.

2. Access SAP T-code FV50

The screenshot displays the SAP FV50 transaction interface. At the top, a blue arrow points to the 'Document' dropdown menu. Below this, the 'Park G/L Account Document: Company Code NASA' header is visible. The 'Basic Data' tab is active, showing fields for Document Date (03/17/2021), Posting Date (03/17/2021), Reference, Doc.Header Text, Document Type (checked), Doc.currency (unchecked), and Company Code (NASA). The 'Amount Information' section shows Total Dr. and Total Cr. both at 0.00 USD. The bottom section displays a table with columns: G/L acct, Short Text, D/C, Amount in doc.curr., Loc.curr.amount, Tax ..., Tax jurisdictn code, and V Assignment. The table currently shows 0 items.

3. Select “Document” as shown above – a drop-down menu will appear
4. From the drop-down menu select “Select Parked Document”

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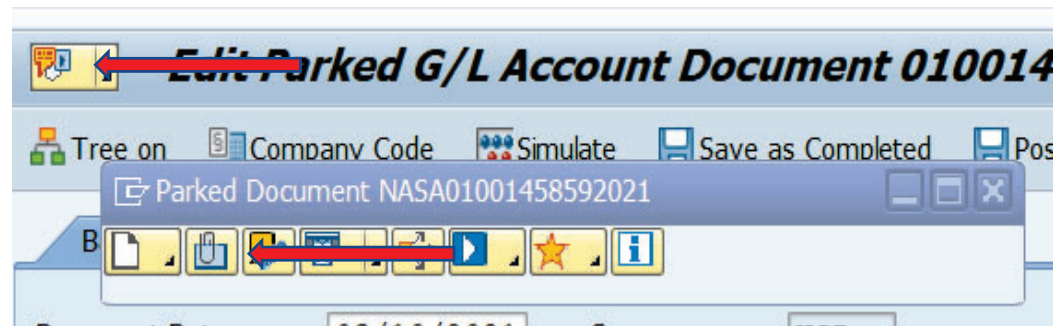
5. Enter Source Entry document number in the “Doc. Number” field and the fiscal year then select “continue”

B. Review the following fields:

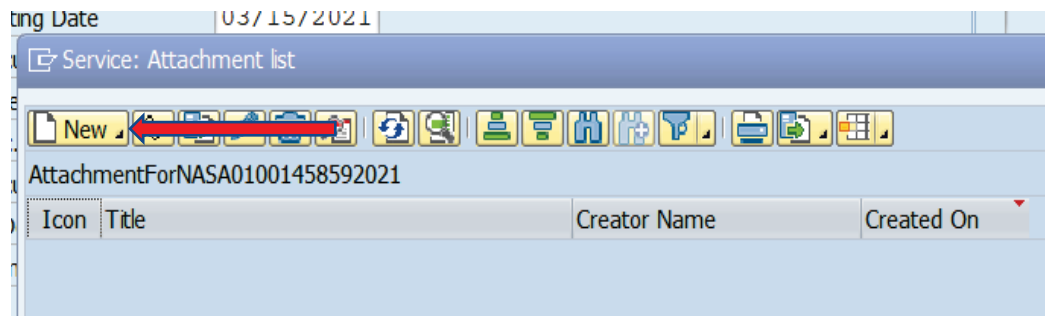
1. Document date
2. Ensure posting date is the same as the document date. If it is NOT the same, update the posting date of the Source Entry to prevent a FBWT difference.
3. Review all other fields and validate information is the same in SAP as it is on the Source Entry template.
4. Ensure total Dr. and total Cr. are the same and the icon is green.

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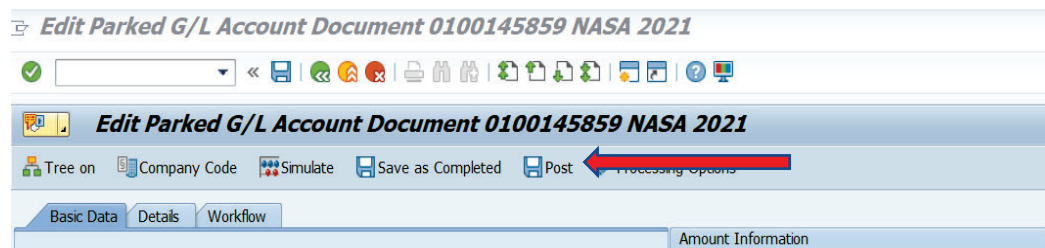
5. If everything is correct, attach signed copy of the Source Entry in SAP by selecting the attachment icon. Another menu will appear. Select the paper clip icon. If corrections are needed, return task to L2.



6. Select "New"



7. Select "Create Attachment"
8. Select saved "signed" Source Entry template with supporting documentation and select open. Once attachment appears, select green checkmark.
9. Once back on "Edit Parked G/L Account Document XXXX screen" select the "Post" icon.



- C. Attach signed Source Entry template with supporting documentation to the Service Now task and return to AR L2.

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**STEP 11 – Account Maintainer – Validate ending balance.**

- Run GR55 report again (see Step 4 for parameters).
- Once the report has been executed, verify that the total in SAP matches the amount on the NCCIPS Funded Leave tab of the backup documentation.
- If the totals do not match, research, and make the necessary corrections.
- Keep Service Now case/record open until reversals are completed in the following month.

**STEP 12 – Account Maintainer - Reverse accrual entries for both Funded Leave documents during first three business days of following month.**

- Log into SAP TCode FB08
- In the document Number field type in the original document number for the accrual entry posted

Document Details	
Document Number	1800010417
Company Code	NASA
Fiscal Year	2019

- Enter the Reversal Reason Code "02"

01	Reversal in current period
02	Reversal in closed period
03	Actual reversal in current period

- Enter current date in Posting Date.

Specifications for Reverse Posting	
Reversal Reason	02
Document Date	
Posting Date	11/02/2018
Posting Period	
Tax Reporting Date	

- Click "Display Before Reversal" to validate the correct document is being reversed.

Display Before Reversal
-------------------------

- Click Post.

<div> <input type="text"/> </div> <div> </div>
--

- Rerun the GR55 for the current period.
- Save the screen shot and attach to the Service Now task for review.

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I. Route task to AR L2 Supervisor for validation of reversal.

**STEP 11 – AR L2 Supervisor** – Review reversal to ensure timely completion and route to AR L3 for review.

**STEP 12 – CS Accountant** – Review reversal to ensure timely completion and utilization of code 02.

**STEP 13 – Account Maintainer** – Resolve task when returned from AR L3.

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## PROCESS 4 – OIG UNFUNDED LEAVE PROCESS

### STEP 1 – Account Maintainer – Run the Unfunded Leave Report in OBIEE

- A. Log into OBIEE.
  1. Click on OBIEE Login.

The screenshot shows the IBC Datamart Portal interface. At the top, it says "U.S. Department of the Interior" and "Interior Business Center". The main navigation bar includes "Portal Home", "My Portal", "Calendar", "Applications", and "FPPS". A "Site Status" sidebar on the left lists various systems like CCTS, DOIEMS, EEO MD715, ICS, IPA, OBIEE, and PCS. The main content area displays "Current File Data Dates" with a table of file processing dates and a legend. On the right, there is a prominent "OBIEE Login" button and a note stating: "NOTE: You must first complete OBIEE training prior to logging into it." Below this, there are "Datamart Helpful Links" and a "Click HERE to find your Agency Pay Processing Group" link.

2. Enter Username and Password.

The screenshot shows the "HRMSD OBIEE Login" form. It has a dark brown header with the title "HRMSD OBIEE Login". Below the header, there is a "Login" section with the instruction "Enter your username and password:". There are two input fields: "Username..." and "Password...". Below these fields is a large orange "Sign in" button. To the right of the input fields is the U.S. Department of the Interior seal.




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### 3. Click Continue to OBIEE

## WARNING TO USERS OF THIS SYSTEM

**Warning**

Last Updated: 08/16/2013



**THIS IS A NOTICE OF MONITORING OF THE DEPARTMENT OF THE INTERIOR (DOI) INFORMATION SYSTEMS.**

This computer system, including all related equipment, networks, and network devices (including Internet access), is provided by the Department of the Interior (DOI) in accordance with the agency policy for official use and limited personal use.

All agency computer systems may be monitored for all lawful purposes, including but not limited to, ensuring that use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Any information on this computer system may be examined, recorded, copied and used for authorized purposes at any time. All information, including personal information, placed or sent over this system may be monitored, and users of this system are reminded that such monitoring does occur. Therefore, there should be no expectation of privacy with respect to use of this system.

By logging into this agency computer system, you acknowledge and consent to the monitoring of this system. Evidence of your use, authorized or unauthorized, collected during monitoring may be used for civil, criminal, administrative, or other adverse action. Unauthorized or illegal use may subject you to prosecution.

**This is a Privacy Act System of Records**

Access to this information is limited to only those who have a need for the information in the performance of their official duties. Disclosure without the consent of the subject of the information is restricted unless required by the Freedom of Information Act; to those listed in an appropriate Federal Register System of Records Notice under the "routine use" section; for the purposes identified in that section; and to those identified in 43 C.F.R. 2.56.

These records may not be altered or destroyed except as authorized by 43 C.F.R. 2.52.

Please contact your office's Privacy Act Officer for advice on disclosure restrictions.


**CRIMINAL PENALTIES FOR DISCLOSURE**

The Privacy Act contains provisions for criminal penalties for knowingly and/or willfully disclosing information from this system unless properly authorized.

Continue to OBIEE

Log Out Now

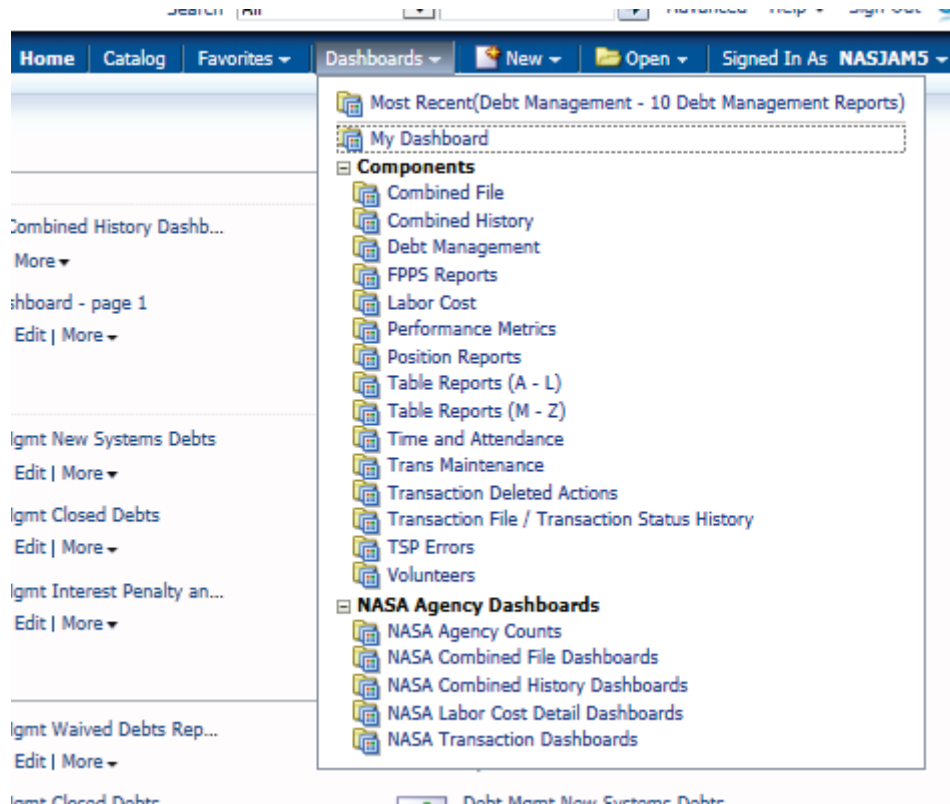
**NOTE:** This is a U.S. Government System. This system is for the use of authorized users only. By accessing and using the computer system, you are consenting to system monitoring, including the monitoring of keystrokes. Unauthorized use of, or access to, this computer system may subject you to disciplinary action and criminal prosecution.



## B. Run Unfunded Leave Report.

### 1. Select NASA Combined History Dashboard.

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2. Select BA 10.
3. Enter last Pay Period that was fully processed in the month. Pay Periods are entered as 20YYPP (i.e., 201816)
4. Enter "W" in the Org Filter.

The screenshot shows the 'Unfunded Leave' form. The title is 'Unfunded Leave' and the subtitle is 'User or Lose Leave'. The form contains the following fields and instructions:

- Unfunded Leave**
- To run for one pay period enter the same pay period in both pay period areas.
- \* Bureau: 10
- \* Pay Period Between: 201822 - 201822
- Org begins with: W
- Buttons: Apply, Reset

5. Click Apply.

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6. Once the reports have been executed, export Unfunded Leave Summary report into an excel spreadsheet.
7. Click Export → Excel → Excel 2007+

**Unfunded Leave Summary**

Bureau	A/L W R HRS	A/L W RSTR DOLLARS	Leave Credit Hrs Bal	CR DOLLARS
10	33,942.80	\$2,116,543.58	177.50	\$10,885.40
<b>Grand Total</b>	<b>33,942.80</b>	<b>\$2,116,543.58</b>	<b>177.50</b>	<b>\$10,885.40</b>

**No Results**  
The specified criteria didn't result in any data. This is often caused by applying filters and/or selections that are too restrictive or that contain incorrect values. Please check your Analysis Filters and try again. The filters currently being applied are shown below.

Dept is equal to / is in NN  
and Employee Status History Type is equal to A, C, F, I, L, M, S  
and Fisa Category is equal to / is in N  
and Leave Comp Avail Occ Total is greater than 0  
and Pay Period is between 201822 and 201822  
and Bureau is equal to 10  
and Leave Comp Hourly Rate (Average) is greater than 0  
and Org begins with W

Export Options: PDF, Excel, Powerpoint, Web Archive (.mht), Data. Excel 2007+ is selected.

8. Click Open.

Do you want to open or save **TABLE with leave summary Part 1.xlsx** (6.03 KB) from obiee.ibc.doi.gov?

Buttons: Open, Save, Cancel

9. Export Unfunded Leave Summary report for Comp Time into an excel spreadsheet.
10. Click Export → Excel → Excel 2007+

**Unfunded Leave Summary**

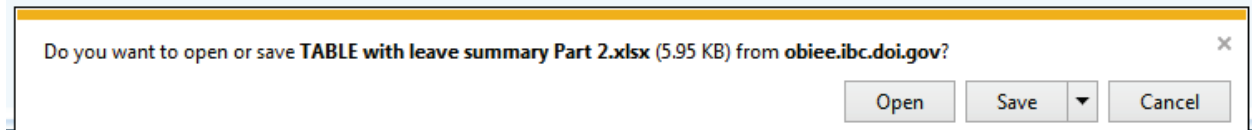
Bureau	A/L W REST HRS	A/L W RSTR DOLLARS	Leave Credit Hrs Bal	CR DOLLARS
10	26,768.25	\$1,373,014.22	965.50	\$48,081.22
<b>Grand Total</b>	<b>26,768.25</b>	<b>\$1,373,014.22</b>	<b>965.50</b>	<b>\$48,081.22</b>

Bureau	Leave Comp Avail Occ	CT DOLLARS
10	41.00	\$1,350.13
<b>Grand Total</b>	<b>41.00</b>	<b>\$1,350.13</b>

Export Options: PDF, Excel, Powerpoint, Web Archive (.mht), Data. Excel 2007+ is selected.

11. Click Open.

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12. Copy Comp Time Summary Information and paste into first Unfunded Leave report.

Bureau	A/L W REST HRS	A/L W RSTR DOLLARS	Leave Credit Hrs Bal	CR DOLLARS	Total
10	33,942.80	\$2,116,543.58	177.50	\$10,885.40	
Grand Total	33,942.80	\$2,116,543.58	177.50	\$10,885.40	\$2,127,428.98
				GR55 Balance	-\$2,133,956.63
				Total JV	-\$6,527.65

13. Save Spreadsheet as OIG Unfunded Leave Current Month 20YY on N drive N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\Debt Management\Funded\_Unfunded Leave\FY20YY\HQ\PP – Current Month\OIG

**STEP 2 – Account Maintainer** – Determine Total Balance of Unfunded Leave

A. Add the balances together for A/L W RSTR DOLLARS, CR DOLLARS, and CT DOLLARS for all OIG.

Bureau	A/L W REST HRS	A/L W RSTR DOLLARS	Leave Credit Hrs Bal	CR DOLLARS	Total
10	33,942.80	\$2,116,543.58	177.50	\$10,885.40	
Grand Total	33,942.80	\$2,116,543.58	177.50	\$10,885.40	\$2,127,428.98
				GR55 Balance	-\$2,133,956.63
				Total JV	-\$6,527.65

**STEP 3 – Account Maintainer** – Run the SAP GR55 report to obtain the current balance of unearned leave posted.

- A. Insert Account group ZAFC and execute
- B. Enter the following fields:
  1. Fiscal year
  2. Company Code (NASA)
  3. Period (as of the previous month completed)
  4. Account number value: 2220.9996
  5. Business area value: 10
- C. Execute report

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- D. Obtain the Ending Balance for the OIG Fund (Appropriation) – copy into Excel document.

**STEP 4 – Account Maintainer** – Calculate amount to be posted in SAP.

- A. Calculate the net difference between the GR55 report (previous month) and the total from the OBIEE report (current month) for the OIG fund.

Bureau	A/L W REST HRS	A/L W RSTR DOLLARS	Leave Credit Hrs Bal	CR DOLLARS	Total
10	33,942.80	\$2,116,543.58	177.50	\$10,885.40	
Grand Total	33,942.80	\$2,116,543.58	177.50	\$10,885.40	\$2,127,428.98
				GR55 Balance	-\$2,133,956.63
				Total JV	-\$6,527.65

- Decrease: If there was a decrease from the previous month to the current month, your source entry will be as follows:
  - Debit 2220.9996
  - Credit 6800.9996

**Note:** GL Account 2220.9996 has a normal credit balance, so you need to debit the account to reduce the balance.

- Increase: If there was an increase from the previous month to the current month, your source entry will be as follows:
  - Credit 2220.9996
  - Debit 6800.9996

**Note:** GL Account 2220.9996 has a normal credit balance, so you need to credit the account to increase the balance.

**STEP 5 – Account Maintainer** – Park Source Entry (Appendix E).

- A. Park with the following fields:
- Reference: OIG Unfunded
  - Doc Header Text: OIG Unfunded Leave
  - Document Type SX
  - Trading Partner NONFED

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5. Business Area – 10
6. Fund – OIG Fund for HQ OIG (see GR55 report).

**Note:** Supporting documentation should include the OBIEE report totals, GR55 “Before” balance and the computation showing the amount of the entry.

Create Service Now case/task and route to AR CS for review and posting.

### STEP 6 – AR L3 CS – Review and Post Source Entry

A. Review attached Source Entry template and supporting documentation in the Service Now task.

1. If correct, sign and save document to your computer. If corrections are needed return task to L2.

**Note:** Supporting documentation should include the OBIEE report totals, GR55 “Before” balance and the computation showing the amount of the entry.

2. Access SAP T-code FV50

The screenshot displays the SAP FV50 transaction interface. At the top, there is a menu bar with 'Document', 'Settings', 'Environment', 'System', and 'Help'. Below this is a toolbar with various icons. The main header reads 'Park G/L Account Document: Company Code NASA'. Below the header, there are tabs for 'Basic Data' and 'Details'. The 'Basic Data' tab is active, showing fields for 'Document Date' (03/17/2021), 'Posting Date' (03/17/2021), 'Reference', 'Doc. Header Text', 'Document Type' (checked), 'Doc. currency' (unchecked), and 'Company Code' (NASA). To the right, there is a section for 'Amount Information' with 'Total Dr.' and 'Total Cr.' both set to 0.00 USD. Below this, there is a table with columns: 'G/L acct', 'Short Text', 'D/C', 'Amount in doc. curr.', 'Loc. curr. amount', 'Tax ...', 'Tax jurisdictn code', and 'V Assignment'. The table currently shows 0 items. A blue arrow points to the 'Document' dropdown menu in the top left corner.

3. Select “Document” as shown above – a drop-down menu will appear
4. From the drop-down menu select “Select Parked Document”



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5. Enter Source Entry document number in the “Doc. Number” field and the fiscal year then select “continue”

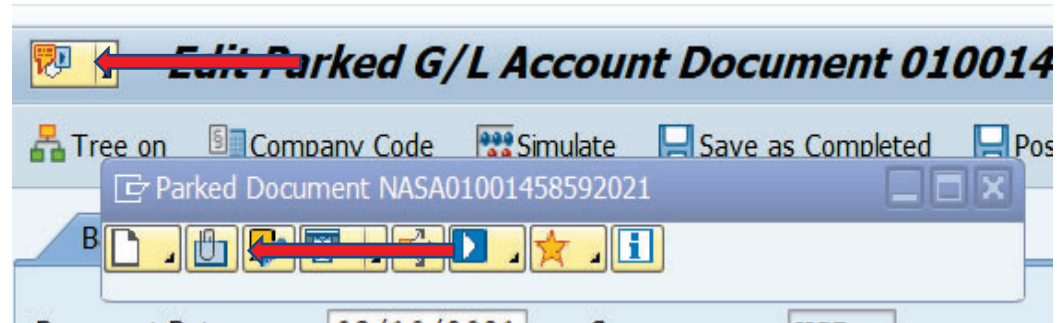
B. Review the following fields:

1. Document date
2. Ensure posting date is the same as the document date. If it is NOT the same, update the posting date of the Source Entry to prevent a FBWT difference.
3. Review all other fields and validate information is the same in SAP as it is on the Source Entry template.
4. Ensure total Dr. and total Cr. are the same and the icon is green.

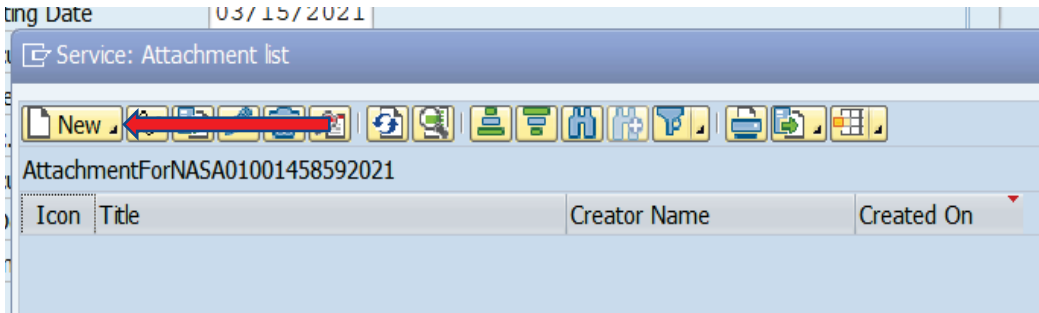


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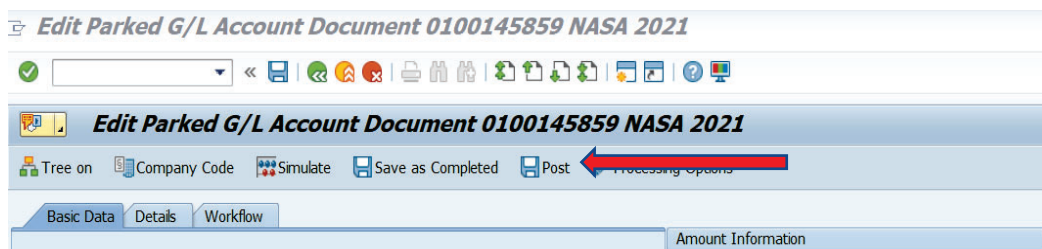
5. If everything is correct, attach signed copy of the Source Entry in SAP by selecting the attachment icon. Another menu will appear. Select the paper clip icon. If corrections are needed, return task to L2.



6. Select "New"



7. Select "Create Attachment"
8. Select saved "signed" Source Entry template with supporting documentation and select open. Once attachment appears, select green checkmark.
9. Once back on "Edit Parked G/L Account Document XXXX screen" select the "Post" icon.



- C. Attach signed Source Entry template with supporting documentation to the Service Now task and return to AR L2.

## STEP 7 – Account Maintainer – Validate ending balance.

- A. Run GR55 report again (see Step 4 for parameters).
- B. Once the report has been executed, verify that the total in SAP

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matches the amount on the OIG Summary tab of the backup documentation.

- C. If the totals do not match, research, and make the necessary corrections.

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## PROCESS 5 – UNFUNDED LEAVE ACCRUAL PROCESS

Unfunded Leave is leave earned by employees, but not yet used for labor charges to appropriated funds. The leave is comprised of annual leave (including restored annual leave), compensatory time, and credit hours. The balances of unfunded leave change from month to month as employees earn and use their leave. Each month Source Entries are completed to post the updated unfunded leave accrual. All Center BAs will be combined on one unfunded leave Source Entry posted each month under the current year SSMX fund. HQ will have an additional separate Source Entry posted for the OIG fund.

This is a monthly process that is normally completed after the last pay period processed in the month. For example, you would consult a payroll calendar and look at the last pay period ending date and determine if it was PROCESSED in that same month. The pay period ends on a Saturday and is fully processed by Thursday of the following week and reports are available by Friday of that week. If this happens within the same month, this is the pay period you use to execute your processes.

### STEP 1 – Account Maintainer - Run the Unfunded Leave Report in OBIEE

- A. Log into OBIEE.
  1. Click on OBIEE Login.

The screenshot shows the IBC Datamart Portal interface. At the top, it says "U.S. Department of the Interior" and "Interior Business Center". The main header is "IBC Datamart Portal". Below this, there's a navigation bar with "My Portal", "Calendar", "Applications", and "FPPS". The main content area is divided into three sections: "Site Status", "Current File Data Dates", and "OBIEE Login".

**Site Status:** A list of applications with their status: CCTS (Green), DOIEMS (Green), EEO MD715 (Green), ICS (Green), IPA (Green), OBIEE (Green), and PCS (Green). A legend indicates that Green means the site is up and Red means it's down.

**Current File Data Dates:** A table showing the last updated dates for various files. A note states: "Note: Datamart is one day behind FPPS. Files updated nightly will not have a Pay Period in column 'Last PP Processed', so the date in column 'Date Last Updated' will reflect prior day's data. Files updated bi-weekly will have a Pay Period in column 'Last PP Processed'." The table has columns: File Processed, Date Last Updated, PP Grp, and Last PP Proc.

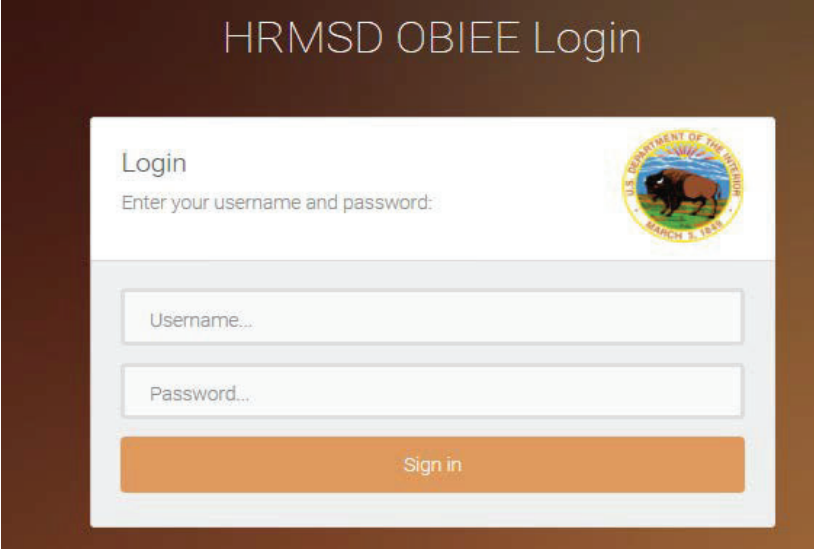
File Processed	Date Last Updated	PP Grp	Last PP Proc.
CASUAL PAY	8/17/18 - 19:22	5	NA
COMBINED FILE	8/18/18 - 18:46	ALL	NA
COMBINED FILE HISTORY	8/09/18 - 20:52	ALL	201817
COMBINED FILE HISTORY (Monthly)	7/27/18 - 15:20	5	201808
DEBT MGMT	8/18/18 - 05:01	ALL	NA
FPPS SECURITY	8/18/18 - 17:58	ALL	NA
FPPS SUMMARY RECONCILIATION	8/09/18 - 17:30	1	201817
FPPS SUMMARY RECONCILIATION	8/09/18 - 17:30	2	201817
FPPS SUMMARY RECONCILIATION	8/09/18 - 17:30	3	201817

**OBIEE Login:** A section with the "OBIEE Login" link. A note says: "NOTE: You must first complete OBIEE training prior to logging into it." Below this is a "Datamart Helpful Links" section with links to find your Agency Pay Processing Group and find out who is your.

**LEGEND:** Yellow square: Update in Progress, Red square: File not Updated, Green square: File Updated.

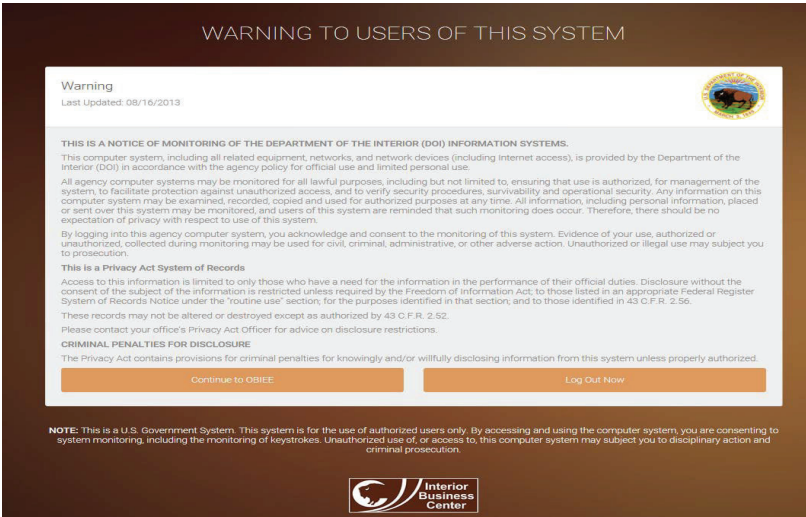
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## 2. Enter Username and Password.



The screenshot shows the HRMSD OBIEE Login page. At the top, it says "HRMSD OBIEE Login". Below this is a "Login" section with the instruction "Enter your username and password:". There are two input fields: "Username..." and "Password...". Below the password field is a "Sign in" button. To the right of the login fields is the official seal of the U.S. Department of the Interior, featuring a bison and the text "U.S. DEPARTMENT OF THE INTERIOR" and "MARCH 3, 1849".

## 3. Click Continue to OBIEE.

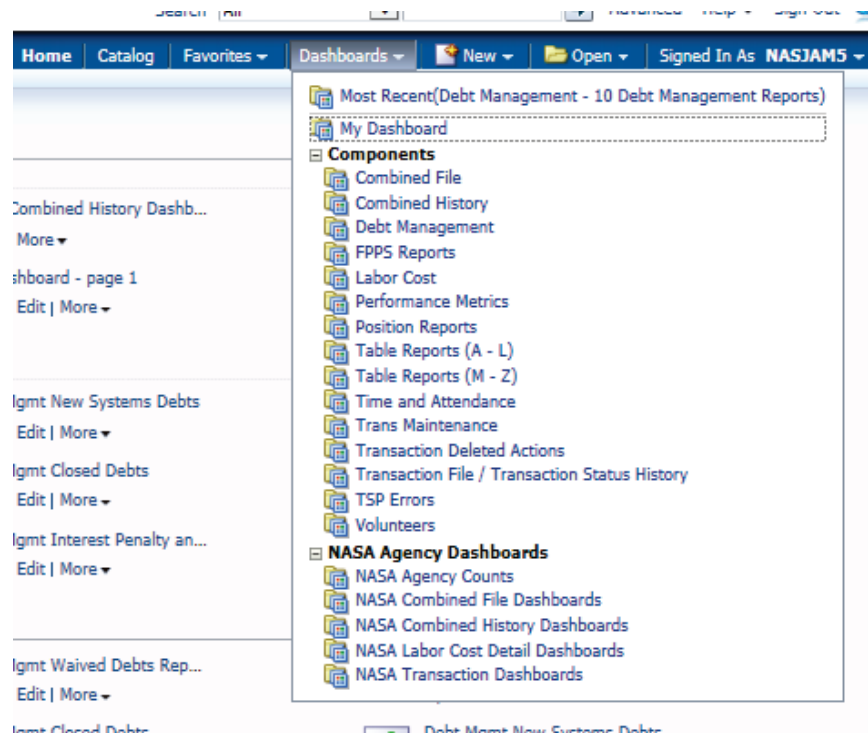


The screenshot shows a "WARNING TO USERS OF THIS SYSTEM" screen. At the top, it says "WARNING" and "Last Updated: 08/16/2013". Below this is a section titled "THIS IS A NOTICE OF MONITORING OF THE DEPARTMENT OF THE INTERIOR (DOI) INFORMATION SYSTEMS." which contains text about monitoring and privacy. At the bottom of this section are two buttons: "Continue to OBIEE" and "Log Out Now". Below the buttons is a "NOTE" section stating that this is a U.S. Government System and that users are consenting to system monitoring. At the bottom right is the "Interior Business Center" logo.

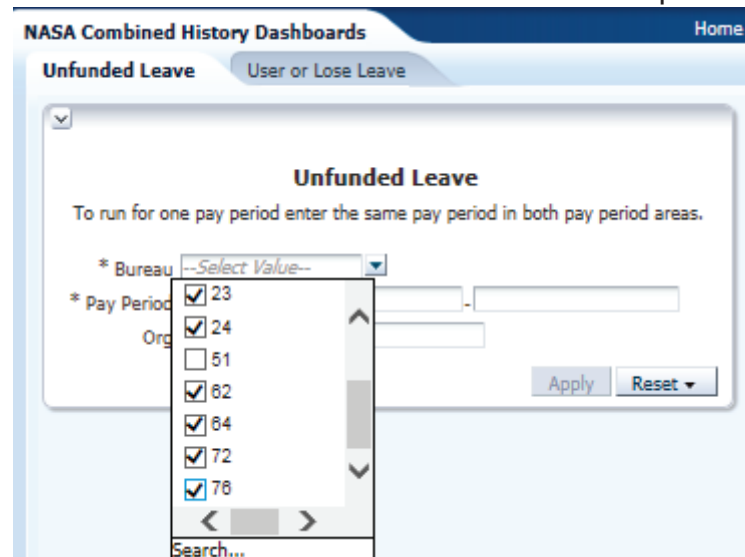
## B. Run Unfunded Leave Report.

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1. Select NASA Combined History Dashboards.



2. Select all Business Areas as the Bureau except 10 and 51.



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- Enter last Pay Period that was fully processed in the month. Pay Periods are entered as 20YYPP (i.e., 201816)

- Click Apply to execute the reports.
- Once the reports have been executed, export Unfunded Leave Summary report into an excel spreadsheet.
- Click Export → Excel → Excel 2007+

- Click Open

- Export Unfunded Leave Summary report for Comp Time into an excel spreadsheet.



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9. Click Export → Excel → Excel 2007+

Unfunded Leave Summary

Bureau	A/L W REST HRS	A/L W RSTR DOLLARS	Leave Credit Hrs Bal	CR DOLLARS
21	211,924.00	\$15,228,825.01	3,219.50	\$231,644.81
22	292,472.00	\$17,855,261.41	10,566.00	\$583,429.27
23	375,068.25	\$22,890,600.32	13,929.00	\$801,787.21
24	96,903.25	\$5,929,290.95	2,818.50	\$170,462.99
62	467,283.25	\$28,814,538.13	4,093.00	\$243,954.11
64	59,225.50	\$3,434,914.44	1,716.00	\$91,950.55
72	592,532.00	\$38,922,273.81	23,064.00	\$1,471,535.10
76	373,708.00	\$22,093,601.24	10,237.50	\$554,255.37
<b>Grand Total</b>	<b>2,469,116.25</b>	<b>\$155,169,305.33</b>	<b>69,643.50</b>	<b>\$4,149,019.42</b>

Unfunded Leave Balances

Bureau	Leave Comp Avail Occ	CT DOLLARS
21	89.00	\$4,424.59
22	158.25	\$11,192.04
23	53.75	\$3,026.02
24	58.00	\$2,852.31
62	174.25	\$6,020.39
72	250.00	\$26,456.51
76	440.50	\$21,012.57
<b>Grand Total</b>	<b>1,223.75</b>	<b>\$74,984.42</b>

Export Options: PDF, Excel, Powerpoint, Web Archive (.mht), Data. Selected: Excel 2007+.

10. Click Open.

Do you want to open or save TABLE with leave summary Part 2.xlsx (5.95 KB) from obiee.ibt.doi.gov?

Buttons: Open, Save, Cancel

11. Copy Comp Time Summary information and paste into first Unfunded Leave report.

	A	B	C	D	E	F	G	H
	Bureau	A/L W REST HRS	A/L W RSTR DOLLARS	Leave Credit Hrs Bal	CR DOLLARS	Bureau	Leave Comp Avail Occ	CT DOLLARS
1								
2	21	211,924.00	\$15,228,825.02	3,219.50	\$231,644.81	21	89.00	\$4,424.59
3	22	292,472.00	\$17,855,261.41	10,566.00	\$583,429.27	22	158.25	\$11,192.04
4	23	375,068.25	\$22,890,600.32	13,929.00	\$801,787.21	23	53.75	\$3,026.02
5	24	96,903.25	\$5,929,290.95	2,818.50	\$170,463.00	24	58.00	\$2,852.31
6	62	467,283.25	\$28,814,538.13	4,093.00	\$243,954.11	62	174.25	\$6,020.39
7	64	59,225.50	\$3,434,914.45	1,716.00	\$91,950.56			
8	72	592,532.00	\$38,922,273.81	23,064.00	\$1,471,535.10	72	250.00	\$26,456.51
9	76	373,708.00	\$22,093,601.25	10,237.50	\$554,255.37	76	440.50	\$21,012.57
10	<b>Grand Total</b>	<b>2,469,116.25</b>	<b>\$155,169,305.33</b>	<b>69,643.50</b>	<b>\$4,149,019.42</b>	<b>Grand Total</b>	<b>1,223.75</b>	<b>\$74,984.42</b>

12. Save Spreadsheet as Center Unfunded Leave OBIEE FY20YY PXX on N drive N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Receivable\Debt Management\Funded\_Unfunded Leave\FY20XX\Agency SEXX – Current Month

**STEP 2 – Account Maintainer** - Determine Total Balance of Unfunded Leave

- A. Add the balances together for A/L W RSTR DOLLARS, CR DOLLARS, and CT DOLLARS for all Centers



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Bureau	A/L W REST HRS	A/L W RSTR DOLLARS	Leave Credit Hrs Bal	CR DOLLARS	Bureau	Leave Comp Avail Occ	CT DOLLARS	Total
21	211,924.00	\$15,228,825.02	3,219.50	\$231,644.81	21	89.00	\$4,424.59	
22	292,472.00	\$17,855,261.41	10,566.00	\$583,429.27	22	158.25	\$11,192.04	
23	375,068.25	\$22,890,600.32	13,929.00	\$801,787.21	23	53.75	\$3,026.02	
24	96,903.25	\$5,929,290.95	2,818.50	\$170,463.00	24	58.00	\$2,852.31	
62	467,283.25	\$28,814,538.13	4,093.00	\$243,954.11	62	174.25	\$6,020.39	
64	59,225.50	\$3,434,914.45	1,716.00	\$91,950.56				
72	592,532.00	\$38,922,273.81	23,064.00	\$1,471,535.10	72	250.00	\$26,456.51	
76	373,708.00	\$22,093,601.25	10,237.50	\$554,255.37	76	440.50	\$21,012.57	
Grand Total	2,469,116.25	\$155,169,305.33	69,643.50	\$4,149,019.42	Grand Total	1,223.75	\$74,984.42	\$159,393,309.17

- B. Add HQ and GSFC Unfunded Leave to totals. HQ and GSFC Unfunded Leave totals must be calculated as shown in the steps below.

Bureau	A/L W REST HRS	A/L W RSTR DOLLARS	Leave Credit Hrs Bal	CR DOLLARS	Bureau	Leave Comp Avail Occ	CT DOLLARS	Total
21	211,924.00	\$15,228,825.02	3,219.50	\$231,644.81	21	89.00	\$4,424.59	
22	292,472.00	\$17,855,261.41	10,566.00	\$583,429.27	22	158.25	\$11,192.04	
23	375,068.25	\$22,890,600.32	13,929.00	\$801,787.21	23	53.75	\$3,026.02	
24	96,903.25	\$5,929,290.95	2,818.50	\$170,463.00	24	58.00	\$2,852.31	
62	467,283.25	\$28,814,538.13	4,093.00	\$243,954.11	62	174.25	\$6,020.39	
64	59,225.50	\$3,434,914.45	1,716.00	\$91,950.56				
72	592,532.00	\$38,922,273.81	23,064.00	\$1,471,535.10	72	250.00	\$26,456.51	
76	373,708.00	\$22,093,601.25	10,237.50	\$554,255.37	76	440.50	\$21,012.57	
Grand Total	2,469,116.25	\$155,169,305.33	69,643.50	\$4,149,019.42	Grand Total	1,223.75	\$74,984.42	\$159,393,309.17
							GSFC Unfunded	\$40,353,715.16
							HQ Unfunded	\$18,784,314.31
							Total Agency Unfunded	\$218,531,338.63

- For HQ BA10, subtract the total NSSC Funded Leave (NSSC and NCCIPS), HQ SEWP Funded Leave and OIG Unfunded Leave from total.

A	B	C	D	E	F	G	H
Bureau	A/L W REST HRS	A/L W RSTR DOLLARS	Leave Credit Hrs Bal	CR DOLLARS	Leave Comp Avail Occ	CT DOLLARS	Total
10	452,374.35	\$34,186,603.69	4,837.25	\$330,295.56	498.25	\$48,167.76	
Grand Total	452,374.35	\$34,186,603.69	4,837.25	\$330,295.56	498.25	\$48,167.76	\$34,565,067.01
						NSSC Funded	-\$2,217,591.04
						HQ SEWP Funded	-\$149,709.71
						OIG Unfunded	-\$2,826,752.69
						HQ Unfunded	\$29,371,013.57

- Run HQ total Unfunded leave report.
  - Log into OBIEE
  - Select NASA Combined History Dashboard.
  - Select BA 10.

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- iv. Enter last Pay Period that was fully processed in the month. Pay Periods are entered as 20YYPP (i.e., 201816)

**NASA Combined History Dashboards**

**Unfunded Leave** User or Lose Leave

**Unfunded Leave**

To run for one pay period enter the same pay period in both pay period areas.

\* Bureau 10

\* Pay Period Between 201822 - 201822

Org begins with

Apply Reset

- v. Click Apply.
- vi. Once the reports have been executed, export Unfunded Leave Summary report into an excel spreadsheet.
- vii. Click Export → Excel → Excel 2007+

**Unfunded Leave Summary**

Bureau	A/L W REST HRS	A/L W RSTR DOLLARS	Leave Credit Hrs Bal	CR DOLLARS
10	26,768.25	\$1,373,014.22	965.50	\$48,081.22
<b>Grand Total</b>	<b>26,768.25</b>	<b>\$1,373,014.22</b>	<b>965.50</b>	<b>\$48,081.22</b>

Bureau	Leave Comp Avail Occ	CT DOLLARS
10	41.00	\$1,350.13
<b>Grand Total</b>	<b>41.00</b>	<b>\$1,350.13</b>

Analyze - Edit - Refresh - Print - Export - Add to Briefing Book - Copy

Unfunded Leave Balances

Unfunded Leave Balances - Comp

PDF

Excel

Powerpoint

Web Archive (.mht)

Data

Excel 2003

Excel 2007+

- viii. Click Open.

Do you want to open or save **TABLE with leave summary Part 1.xlsx** (6.03 KB) from obiee.ibc.doi.gov?

Open Save Cancel

- ix. Copy and move tab to Agency Unfunded Leave Workbook. Label tab "HQ Unfunded"

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- x. Export Unfunded Leave Summary report for Comp Time into an excel spreadsheet.
- xi. Click Export → Excel → Excel 2007+

The screenshot shows the 'Unfunded Leave Summary' report. It contains two tables. The first table, 'Leave Credit', has columns: Bureau, A/L W REST HRS, A/L W RSTR DOLLARS, Leave Credit Hrs Bal, and CR DOLLARS. The second table, 'Leave Comp', has columns: Bureau, Leave Comp Avail Occ, and CT DOLLARS. Both tables show data for Bureau 10 and a Grand Total. The 'Export' button is highlighted, and a dropdown menu is open showing options: PDF, Excel, Powerpoint, Web Archive (.mht), and Data. The 'Excel' option is selected, and a sub-menu is open showing 'Excel 2003' and 'Excel 2007+'.

- xii. Click Open

The screenshot shows a file dialog box with the text: 'Do you want to open or save TABLE with leave summary Part 2.xlsx (5.95 KB) from obiee.ibc.doi.gov?'. There are three buttons: 'Open', 'Save', and 'Cancel'. The 'Open' button is highlighted.

- xiii. Copy and paste to HQ Unfunded tab in Agency Unfunded Leave Workbook.
- xiv. Add the balances together for A/L W RSTR DOLLARS, CR DOLLARS, and CT DOLLARS

Bureau	A/L W REST HRS	A/L W RSTR DOLLARS	Leave Credit Hrs Bal	CR DOLLARS	Leave Comp Avail Occ	CT DOLLARS	Total
10	337,250.55	\$24,179,375.66	3,609.70	\$243,774.40	60.75	\$6,520.83	
Grand Total	337,250.55	\$24,179,375.66	3,609.70	\$243,774.40	60.75	\$6,520.83	\$24,429,670.89

- xv. Subtract total NSSC (NSSC and NCCIPS), HQ SEWP and OIG from total to find the true HQ unfunded leave balance.

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A	B	C	D	E	F	G	H
Bureau	A/L W REST HRS	A/L W RSTR DOLLARS	Leave Credit Hrs Bal	CR DOLLARS	Leave Comp Avail Occ	CT DOLLARS	Total
10	452,374.35	\$34,186,603.69	4,837.25	\$330,295.56	498.25	\$48,167.76	
Grand Total	452,374.35	\$34,186,603.69	4,837.25	\$330,295.56	498.25	\$48,167.76	\$34,565,067.01
						NSSC Funded	-\$2,217,591.04
						HQ SEWP Funded	-\$149,709.71
						OIG Unfunded	-\$2,826,752.69
						HQ Unfunded	\$29,371,013.57

- b) The NSSC WCF and NCCIPS WCF balances for Organization beginning with "X" need to be removed from the total. These WCF balances are entered separately as Funded Leave entries. See Process 2 to determine the breakdown of Funded Leave.
  - c) For HQ BA10, the amount for Organization "W" will need to be removed and entered separately as OIG Unfunded Leave. OIG funds must be kept separate. See Process 3 to determine the OIG total.
  - d) HQ SEWP Funded Leave must be removed from the Unfunded Leave total because they will be entered separately as a Funded Leave entry. See Process 1 to determine the amount to be removed.
2. For GSFC SEWP WCF, the balances need to be removed because they will be entered separately as a Funded Leave entry. See Process 1 to determine the amount to be removed.

Bureau	A/L W REST HRS	A/L W RSTR DOLLARS	Leave Credit Hrs Bal	CR DOLLARS	Bureau	Leave Comp Avail Occ	CT DOLLARS	Total
51	595,783.00	\$39,765,293.50	11,195.50	\$723,096.19	51	158.00	\$5,246.43	
Grand Total	595,783.00	\$39,765,293.50	11,195.50	\$723,096.19	Grand Total	158.00	\$5,246.43	\$40,493,636.12
							GSFC Funded SEWP	-\$139,920.96
							GSFC Unfunded	\$40,353,715.16

C. Insert headers for the OBIEE Report screen shots to describe what the data represents and what amounts are being added or subtracted from the totals (+/-).

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**STEP 3 – Account Maintainer** - Run the SAP GR55 report to obtain the current balance of unearned leave posted.

- A. Insert Account group ZAFC and execute
  - B. Enter the following fields:
    1. Fiscal year
    2. Company Code (NASA)
    3. Period (as of the previous month completed)
    4. Account number value: 2220.9996
    5. Business area value: all centers
  - C. Execute report
  - D. Obtain the Ending Balance for the SSMX Fund (Appropriation) – copy into Excel document.
- Note:** The SSMX fund was selected by the NASA Labor Process Champion team as the fund used to post Unfunded Leave.

**STEP 4 – Account Maintainer** - Calculate amount to be posted in SAP.

- A. Calculate the net difference between the GR55 report (previous month) and the total from the OBIEE report (current month) for the SSMX fund for each center.

Bureau	A/L W REST	A/L W RSTR DOLLARS	Leave Credit Hrs	CR DOLLARS	Leave Comp Avail Occ	CT DOLLARS	Total	GR55	Difference
21	291,821.25	\$21,851,268.00	3,977.50	\$295,380.78	18.00	\$1,563.29	\$ 22,148,212.07	\$ 21,864,773.49	\$ 283,438.58
22	340,544.83	\$21,631,601.77	11,323.00	\$681,955.91	317.75	\$25,878.94	\$ 22,339,436.62	\$ 22,104,506.80	\$ 234,929.82
23	434,766.75	\$28,358,516.48	14,205.50	\$886,475.91	92.00	\$7,925.09	\$ 29,252,917.48	\$ 28,853,976.08	\$ 398,941.40
24	112,655.00	\$7,258,989.87	2,575.50	\$164,093.58	27.25	\$2,255.12	\$ 7,425,338.57	\$ 7,416,899.35	\$ 8,439.22
62	567,535.33	\$36,749,635.42	8,060.50	\$499,057.91	168.75	\$11,202.08	\$ 37,259,895.41	\$ 37,294,209.31	-\$ 34,313.90
64	67,601.25	\$4,176,100.15	2,137.25	\$122,992.10	0.00	\$0.00	\$ 4,299,092.25	\$ 4,223,538.17	\$ 75,554.08
72	738,590.42	\$51,721,581.28	27,722.25	\$1,866,586.19	135.50	\$13,087.88	\$ 53,601,255.35	\$ 52,687,263.60	\$ 913,991.75
76	503,606.00	\$31,241,494.85	15,676.00	\$891,818.04	200.00	\$9,741.48	\$ 32,143,054.37	\$ 31,649,929.55	\$ 493,124.82
Grand Total	3,057,120.83	\$202,989,187.82	85,677.50	\$5,408,360.42	959.25	\$71,653.88	\$ 208,469,202.12	\$ 206,095,096.35	\$ 2,374,105.77
						GSFC Unfunded Leave	\$52,903,619.73	\$52,103,492.98	\$ 800,126.75
						HQ Unfunded	\$ 29,744,240.86	\$ 29,402,612.69	\$341,628.17
							\$ 291,117,062.71	\$ 287,601,202.02	\$ 3,515,860.70

1. Decrease: If there was a decrease from the previous month to the current month, your source entry will be as follows:
  - a) Debit 2220.9996
  - b) Credit 6800.9996

**Note:** GL Account 2220.9996 has a normal credit balance, so you need to debit the account to reduce the balance.

2. Increase: If there was an increase from the previous month to the

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current month, your source entry will be as follows:

- a) Credit 2220.9996
- b) Debit 6800.9996

**Note:** GL Account 2220.9996 has a normal credit balance, so you need to credit the account to increase the balance.

#### **STEP 5 – Account Maintainer - Park the Source Entry**

A. Park with the following fields:

- 1. Reference: Source Entry number (i.e. NSSC20190123)
- 2. Doc Header Text: Agency Unfunded Leave
- 3. Document Type SX
- 4. Trading Partner NONFED
- 5. Business Area value: 10, 21, 22, 23, 24, 51, 62, 64, 72 and 76

**Note:** Each Business Area will have a debit and credit for it's respective balance and will have separate SAP entries.

- 6. Fund – SSMX Fund for Agency (see GR55 report).

**Note:** Supporting documentation should include the OBIEE report totals with adjustments removing the Funded Leave Source Entry amounts, GR55 "Before" balance and the computation showing the amount of the Source Entry.

B. Create Service Now case/task and route to AR CS for posting.

#### **STEP 6 – AR L3 CS – Review and Post Source Entry**

A. Review attached Source Entry template and supporting documentation in the Service Now task.

- 1. If correct, sign and save document to your computer. If corrections are needed, return task to L2.

**Note:** Supporting documentation should include the OBIEE report totals, GR55 "Before" balance and the computation showing the amount of the entry.

- 2. Access SAP T-code FV50

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

Tree on Company Code Simulate Save as Completed Post Processing Options

**Basic Data** Details

Document Date  Currency USD

Posting Date 03/17/2021

Reference

Doc. Header Text

Document Type ☒

☐ Doc. currency

Company Code NASA NASA Washington DC

**Amount Information**

Total Dr. 0.00 USD

Total Cr. 0.00 USD

0 Items ( No entry variant selected )

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

3. Select "Document" as shown above – a drop-down menu will appear
4. From the drop-down menu select "Select Parked Document"



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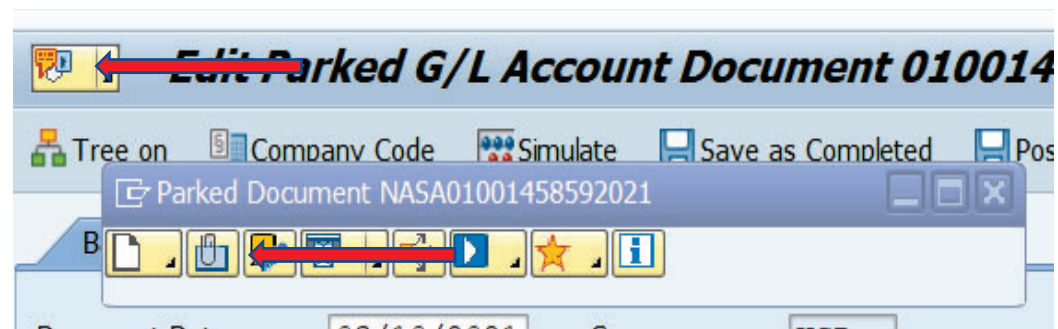
5. Enter Source Entry document number in the “Doc. Number” field and the fiscal year then select “continue”

B. Review the following fields:

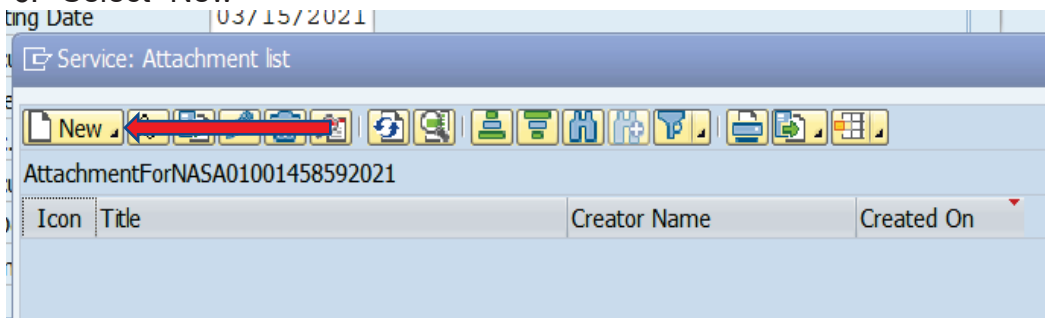
1. Document date
2. Ensure posting date is the same as the document date. If it is NOT the same, update the posting date of the Source Entry to prevent a FBWT difference.
3. Review all other fields and validate information is the same in SAP as it is on the Source Entry template.
4. Ensure total Dr. and total Cr. are the same and the icon is green.

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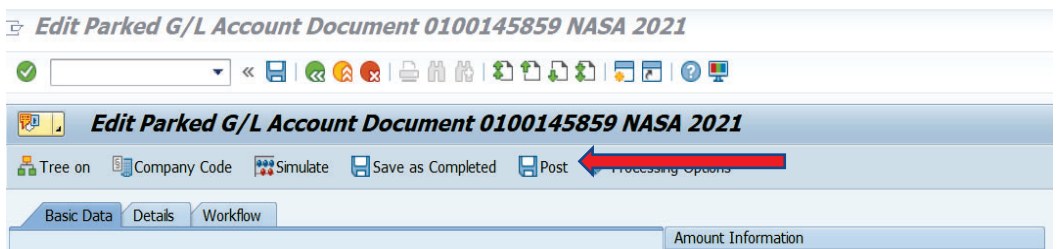
5. If everything is correct, attach signed copy of the Source Entry in SAP by selecting the attachment icon. Another menu will appear. Select the paper clip icon. If corrections are needed, return task to L2.



6. Select "New"



7. Select "Create Attachment"
8. Select saved "signed" Source Entry template with supporting documentation and select open. Once attachment appears, select green checkmark.
9. Once back on "Edit Parked G/L Account Document XXXX screen" select the "Post" Icon.



- C. Attach signed Source Entry template with supporting documentation to the Service Now task and return to AR L2.

## STEP 7 – Account Maintainer – Validate ending balance.

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- A. Run GR55 report again (see Step 4 for parameters).
- B. Once the report has been executed, verify that the total in SAP matches the amount on the OIG Summary tab of the backup documentation.
- C. If the totals do not match, research, and make the necessary corrections.

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## PROCESS 6 – RECONCILE WITH OCFO DAB

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After the Funded Leave entries have been posted, an email is sent to OCFO DAB. The posted entries need to be attached to the email. If there are any discrepancies between OCFO DAB and NSSC reports, a reconciliation will need to be completed to determine the outage.

### STEP 1 – Account Maintainer - Analyze spreadsheet from OCFO DAB.

- A. OCFO DAB will send an email showing the balances available in SAP.
- B. Open the attachments in the email from OCFO DAB.
- C. Open Funded Leave Spreadsheets.
- D. Compare totals on both spreadsheets.
- E. If there are any differences, run the GR55 to determine what was posted against the G/L 2210.0000 (see GR55 step in the Funded Leave processes).
- F. Double click on the balance to see the posting documents for the G/L account.
- G. If the Funded Leave document posted in SAP does not match the OCFO DAB report, verify that the calculations on NSSC report are correct. If they are not, make the necessary corrections.
- H. If the calculations on the NSSC report are correct, verify that the amount posted matches the NSSC report. If the amount posted does not match, make the necessary corrections.

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## PROCESS 7 – NEW FISCAL YEAR TRANSFER – UNFUNDED LEAVE

At the beginning of each fiscal year, the balance of Unfunded Leave must be transferred from each previous FY fund to the corresponding new fiscal year fund for each Center. For example, amounts from the previous fiscal year (FY2018) charged to SSMX22018D must be transferred to new fiscal year (FY2019) fund SSMX22019D. This is to be completed in October of each new fiscal year.

**STEP 1 – Account Maintainer** - Run GR55 for all centers to determine the balance for SSMX Fund and OIG Fund as of period 12 of previous fiscal year.

- A. Log into SAP and enter Tcode GR55.
- B. Enter Report Group ZAFC and Execute.
- C. Enter the following fields:

- 1. Fiscal Year (previous FY)
- 2. Company Code NASA
- 3. Period 12
- 4. Account number value – 2220.9996
- 5. Business Area value: 10, 21, 22, 23, 24, 51, 62, 64, 72 and 76

**Note:** Each Business area will have a debit and credit for its respective balance and will have a separate SAP entry.

- D. Enter
- E. Take a screen shot of the Ending Balance amounts for the SSMX Fund and the OIG Fund.

**STEP 2 – Account Maintainer** - Park a Source Entry to transfer amount out of prior fiscal year fund. Use Source Entry Posting Procedures from the Deposit and Collections SDG.

- A. Debit     2220.9996
- B. Credit    6800.9996
- C. Document type: SX (Transfer Posting)
  - 1. Park Source Entry and complete the template (Appendix E) per normal process.
  - 2. Route Source Entry template to the NSSC AR CS to post.

**Note:** The JV template will need to be updated for the Source Entry. Remove any reference to JV and replace with Source Entry. Remove all approvals except preparer's and AR CS (Appendix E-example).

**STEP 3 – AR L3 CS** – Review and Post Source Entry

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A. Review attached Source Entry template and supporting documentation in the Service Now task.

1. If correct, sign and save document to your computer. If corrections are needed, return task to L2.

**Note:** Supporting documentation should include the OBIEE report totals, GR55 “Before” balance and the computation showing the amount of the entry.

2. Access SAP T-code FV50

The screenshot displays the SAP T-code FV50 'Park G/L Account Document' for Company Code NASA. A blue arrow points to the 'Document' button in the top menu bar. The form is divided into several sections:

- Basic Data:** Includes fields for Document Date (03/17/2021), Posting Date, Reference, Doc. Header Text, Document Type, Doc. currency, and Company Code (NASA).
- Amount Information:** Shows Total Dr. and Total Cr. both at 0.00 USD.
- Table:** A table with 8 columns: G/L acct, Short Text, D/C, Amount in doc. curr., Loc. curr. amount, Tax, Tax jurisdiction code, and Assignment. It currently shows 0 items.

3. Select “Document” as shown above – a drop-down menu will appear
4. From the drop-down menu select “Select Parked Document”

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5. Enter Source Entry document number in the “Doc. Number” field and the fiscal year then select “continue”

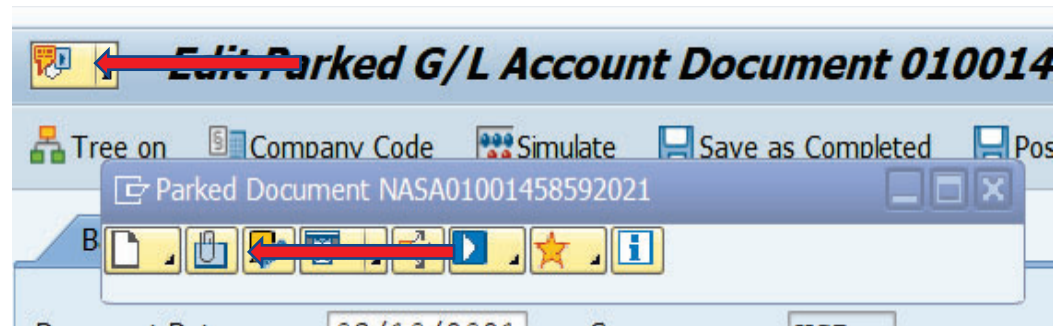
B. Review the following fields:

1. Document date
2. Ensure posting date is the same as the document date. If it is NOT the same, update the posting date of the Source Entry to prevent a FBWT difference.
3. Review all other fields and validate information is the same in SAP as it is on the Source Entry template.
4. Ensure total Dr. and total Cr. are the same and the icon is green.

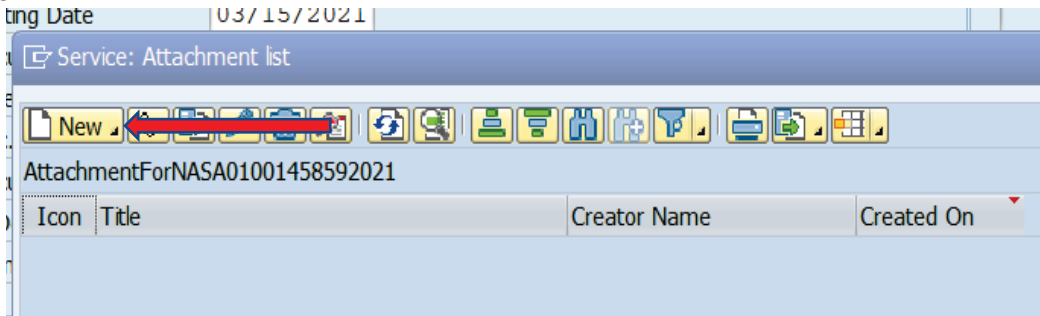


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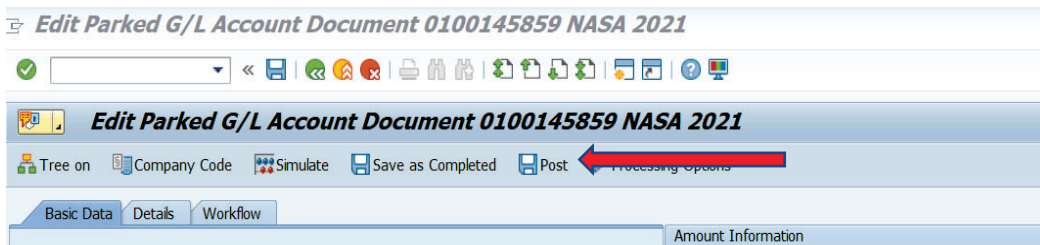
5. If everything is correct, attach signed copy of the Source Entry in SAP by selecting the attachment icon. Another menu will appear. Select the paper clip icon. If corrections are needed, return task to L2.



6. Select "New"



7. Select "Create Attachment"
8. Select saved "signed" Source Entry template with supporting documentation and select open. Once attachment appears select green checkmark.
9. Once back on "Edit Parked G/L Account Document XXXX screen" select the "Post" Icon.



- C. Attach signed Source Entry template with supporting documentation to the Service Now task and return to AR L2.

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**STEP 4 – Account Maintainer** - Validate ending balances for prior fiscal year funds are zero.

- A. Log into SAP and enter Tcode GR55.
- B. Enter Report Group ZAFC and Execute.
- C. Enter the following fields:
  1. Fiscal Year (current FY)
  2. Company Code NASA
  3. Period 01
  4. Account number value – 2220.9996

**Note:** Each Business area will have a debit and credit for its respective balance. All Business Areas may be entered on one entry.

- D. Enter
- E. Ensure all ending balances are zero for prior fiscal year funds (SSMX and OIG).
- F. Save a screen shot of the End Balance amounts for each fund.

**STEP 5 – Account Maintainer** - Park a Source Entry to transfer amount into the new fiscal year fund.

- A. Credit 2220.9996
- B. Debit 6800.9996
- C. Document Type: SX
- D. Route Source Entry template to AR CS to post.

**STEP 6 – AR L3 CS** – Review and Post Source Entry

- A. Review attached Source Entry template and supporting documentation in the Service Now task.

1. If correct, sign and save document to your computer. If corrections are needed, return task to L2.

**Note:** Supporting documentation should include the OBIEE report totals, GR55 “Before” balance and the computation showing the amount of the entry.

2. Access SAP T-code FV50

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

Tree on Company Code Simulate Save as Completed Post Processing Options

**Basic Data** Details

Document Date  Currency USD

Posting Date 03/17/2021

Reference

Doc. Header Text

Document Type ☒

☐ Doc. currency

Company Code NASA NASA Washington DC

**Amount Information**

Total Dr.  0.00 USD

Total Cr.  0.00 USD

0 Items ( No entry variant selected )

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

3. Select "Document" as shown above – a drop-down menu will appear
4. From the drop-down menu select "Select Parked Document"

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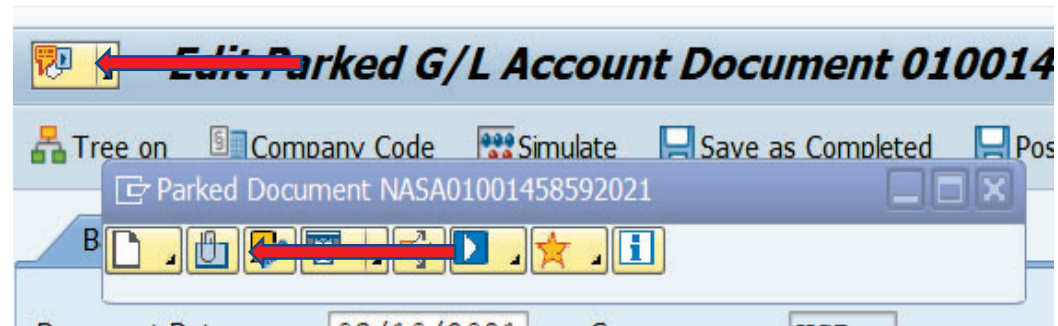
5. Enter Source Entry document number in the “Doc. Number” field and the fiscal year then select “continue”

B. Review the following fields:

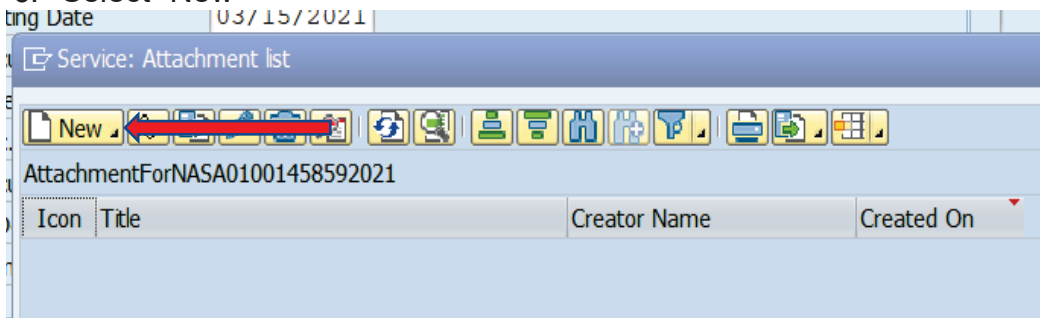
1. Document date
2. Ensure posting date is the same as the document date. If it is NOT the same, update the posting date of the Source Entry to prevent a FBWT difference.
3. Review all other fields and validate information is the same in SAP as it is on the Source Entry template.
4. Ensure total Dr. and total Cr. are the same and the icon is green.

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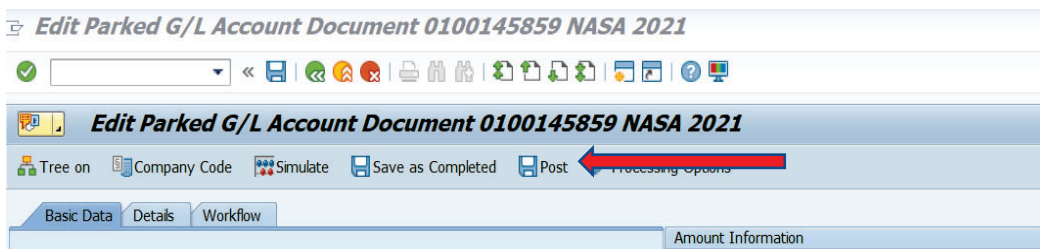
5. If everything is correct, attach signed copy of the Source Entry in SAP by selecting the attachment icon. Another menu will appear. Select the paper clip icon. If corrections are needed, return task to L2.



6. Select "New"



7. Select "Create Attachment"
8. Select saved "signed" Source Entry template with supporting documentation and select open. Once attachment appears select green checkmark.
9. Once back on "Edit Parked G/L Account Document XXXX screen" select the "Post" Icon.



- C. Attach signed Source Entry template with supporting documentation to the Service Now task and return to AR L2.

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**STEP 7 – Account Maintainer** - Validate transferred balances for new fiscal year funds are equal to the prior fiscal year ending balance.

- A. Log into SAP and enter Tcode GR55.
- B. Enter Report Group ZAFC and Execute.
- C. Enter the following fields:
  1. Fiscal Year (current FY)
  2. Company Code NASA
  3. Period 01
  4. Account number value = 2220.9996
  5. Business Area value: 10, 21, 22, 23, 24, 51, 62, 64, 72 and 76

**Note:** Each Business area will have a debit and credit for its respective balance.
- D. Enter
- E. Ensure transferred balance for new fiscal year funds have the same balance as the previous fiscal year fund.
- F. Save a screen shot of the transferred balance amounts for each Fund (SSMX and OIG).
- G. Route Service Now task to AR Civil Servant to Validate GR55 Unfunded Leave Balance.

**STEP 8 – AR Civil Servant** – FY Year End Validation of the GR55 Unfunded Leave Balance

- A. Log into SAP and run the GR55 Report for Report Group ZAFC.
- B. Enter the following fields:
  1. Fiscal year
  2. Company Code (NASA)
  3. Period (as of the current month)
  4. Account number value: 2220.9996
  5. Business Area value: 10, 21, 22, 23, 24, 51, 62, 64, 72 and 76
- C. Validate the GR55 total for each fund matches the OBIEE report totals as expected.
- D. Save screen shot of GR55 Balances.

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## PROCESS 8 – FISCAL YEAR CLOSE RECONCILIATION

Prior to fiscal-year close and after the September Funded Source Entries/Unfunded Source Entries are executed, a reconciliation for the fiscal year needs to take place. OCFO performs a reconciliation activity to ensure the Unfunded Leave Report from OBIEE matches the Trial Balance. NSSC AR needs to conduct this same reconciliation to ensure Unfunded and Funded Leave was posted appropriately for the fiscal year.

**STEP 1 – AR Account Maintainer** – Run the OBIEE report for all Center BA's and save report.

- A. Log into OBIEE.
  1. Click on OBIEE Login.

The screenshot shows the IBC Datamart Portal interface. At the top, it says "U.S. Department of the Interior" and "IBC Datamart Portal". Below this, there's a navigation bar with "Portal Home", "My Portal", "Calendar", "Applications", and "FPPS". The main content area is titled "Current File Data Dates" and contains a table with columns: File Processed, Date Last Updated, PP Grp, and Last PP Proc. The table lists various file processes like CASUAL PAY, COMBINED FILE, COMBINED FILE HISTORY, DEBT MGMT, FPPS SECURITY, and FPPS SUMMARY RECONCILIATION. To the right of the table, there's a section for "OBIEE Login" with a large "OBIEE Login" button and a note: "NOTE: You must first complete OBIEE training prior to logging into it." Below the button, there are "Datamart Helpful Links" and a link to "Click HERE to find out who is your Pay Processing Group."

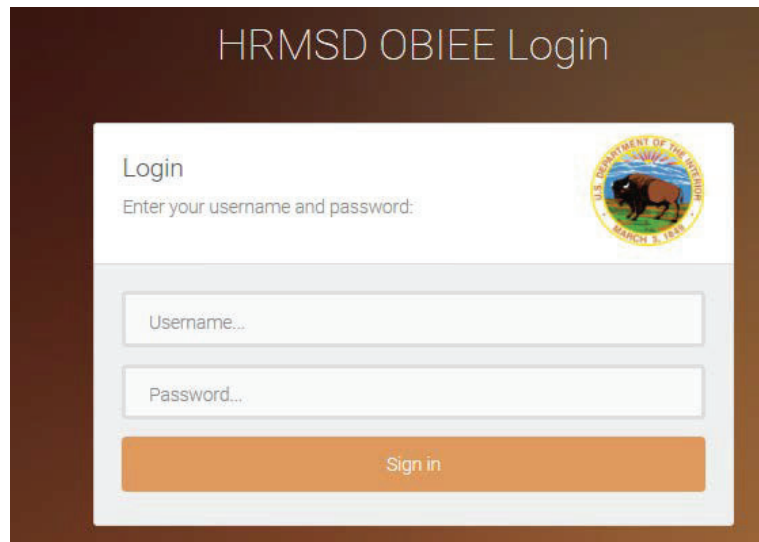
File Processed	Date Last Updated	PP Grp	Last PP Proc
CASUAL PAY	8/17/18 - 19:22	5	NA
COMBINED FILE	8/18/18 - 18:46	ALL	NA
COMBINED FILE HISTORY	8/09/18 - 20:52	ALL	2/18/17
COMBINED FILE HISTORY (Monthly)	7/27/18 - 18:20	6	2/18/17
DEBT MGMT	8/18/18 - 05:01	ALL	NA
FPPS SECURITY	8/18/18 - 17:58	ALL	NA
FPPS SUMMARY RECONCILIATION	8/09/18 - 17:30	1	2/18/17
FPPS SUMMARY RECONCILIATION	8/08/18 - 17:30	2	2/18/17
FPPS SUMMARY RECONCILIATION	8/08/18 - 17:30	3	2/18/17

LEGEND: ■ Update in Progress ■ File Not Updated ■ File Updated



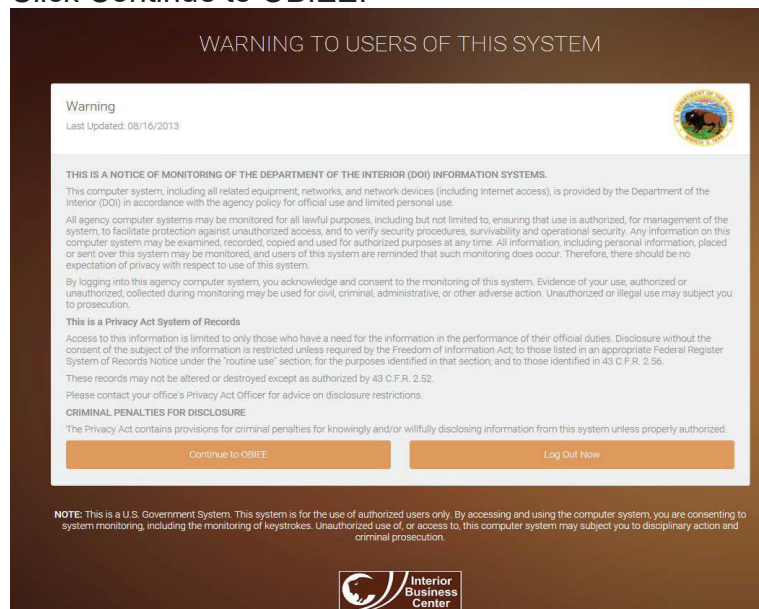
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## 2. Enter Username and Password.



The screenshot shows the HRMSD OBIEE Login page. At the top, it says "HRMSD OBIEE Login". Below this is a "Login" section with the instruction "Enter your username and password:". There are two input fields: "Username..." and "Password...". Below these fields is a large orange "Sign in" button. To the right of the login fields is the official seal of the U.S. Department of the Interior, featuring a bison and the text "U.S. DEPARTMENT OF THE INTERIOR" and "MARCH 3, 1849".

## 3. Click Continue to OBIEE.

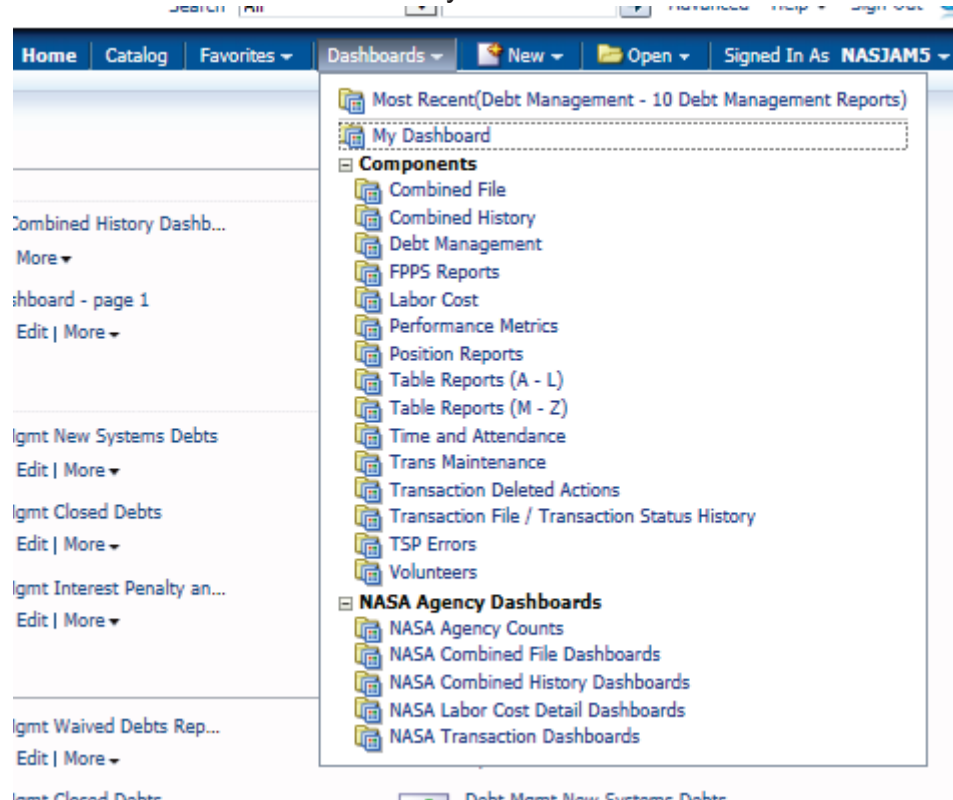


The screenshot shows a "WARNING TO USERS OF THIS SYSTEM" screen. At the top, it says "WARNING TO USERS OF THIS SYSTEM". Below this is a "Warning" section with the text "Last Updated: 08/16/2013". The main body of the screen contains a notice of monitoring of the Department of the Interior (DOI) information systems. It states that the computer system is provided by the Department of the Interior and that all agency computer systems may be monitored for lawful purposes. It also mentions that users are consenting to monitoring by logging in. At the bottom of the warning section, there are two orange buttons: "Continue to OBIEE" and "Log Out Now". Below the buttons is a "NOTE" section that states: "NOTE: This is a U.S. Government System. This system is for the use of authorized users only. By accessing and using the computer system, you are consenting to system monitoring, including the monitoring of keystrokes. Unauthorized use of, or access to, this computer system may subject you to disciplinary action and criminal prosecution." At the very bottom of the screen is the "Interior Business Center" logo.

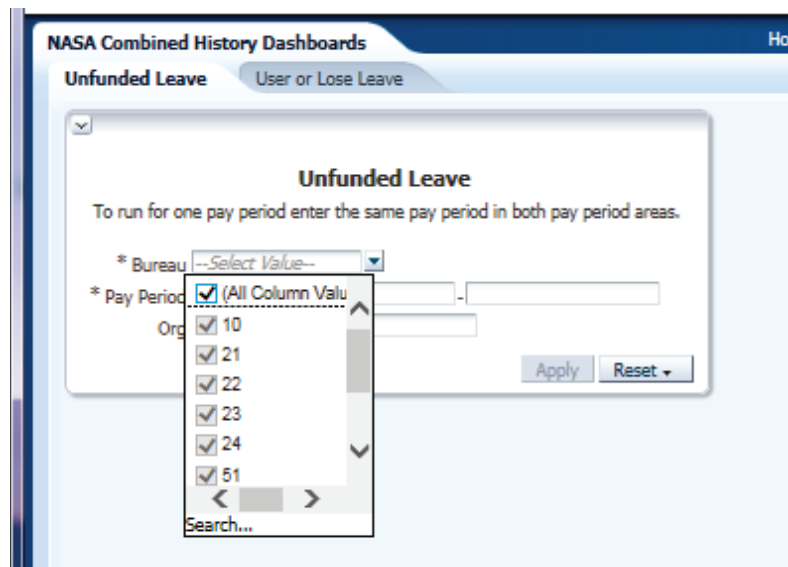
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## B. Run Unfunded Leave Report.

### 1. Select NASA Combined History Dashboards.



### 2. Select all Business Areas as the Bureau.



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- Enter last Pay Period that was fully processed in the month. Pay Periods are entered as 20YYPP (i.e., 201816)

- Click Apply to execute the reports.
- Once the reports have been executed, export Unfunded Leave Summary report into an excel spreadsheet.
- Click Export → Excel → Excel 2007+

- Click Open

- Export Unfunded Leave Summary report for Comp Time into an excel spreadsheet.

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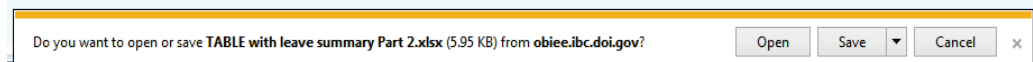
9. Click Export → Excel → Excel 2007+

The screenshot shows the 'Unfunded Leave Summary' window. It contains two tables side-by-side. The left table has columns: Bureau, A/L W REST HRS, A/L W RSTR DOLLARS, Leave Credit Hrs Bal, and CR DOLLARS. The right table has columns: Bureau, Leave Comp Avail Occ, and CT DOLLARS. Both tables list data for various bureaus (21, 22, 23, 24, 62, 64, 72, 76) and a Grand Total. Below the tables are navigation links: Analyze - Edit - Refresh - Print - Export - Add to Briefing Book - Copy. An 'Export' dropdown menu is open, showing options: PDF, Excel (selected), Powerpoint, Web Archive (.mht), and Data. The 'Excel' option is further expanded to show 'Excel 2003' and 'Excel 2007+'.

Bureau	A/L W REST HRS	A/L W RSTR DOLLARS	Leave Credit Hrs Bal	CR DOLLARS
21	211,924.00	\$15,228,825.01	3,219.50	\$231,644.81
22	292,472.00	\$17,855,261.41	10,566.00	\$583,429.27
23	375,068.25	\$22,890,600.32	13,929.00	\$801,787.21
24	96,903.25	\$5,929,290.95	2,818.50	\$170,462.99
62	467,283.25	\$28,814,538.13	4,093.00	\$243,954.11
64	59,225.50	\$3,434,914.44	1,716.00	\$91,950.55
72	592,532.00	\$38,922,273.81	23,064.00	\$1,471,535.10
76	373,708.00	\$22,093,601.24	10,237.50	\$554,255.37
<b>Grand Total</b>	<b>2,469,116.25</b>	<b>\$155,169,305.33</b>	<b>69,643.50</b>	<b>\$4,149,019.42</b>

Bureau	Leave Comp Avail Occ	CT DOLLARS
21	89.00	\$4,424.59
22	158.25	\$11,192.04
23	53.75	\$3,026.02
24	58.00	\$2,852.31
62	174.25	\$6,020.39
72	250.00	\$26,456.51
76	440.50	\$21,012.57
<b>Grand Total</b>	<b>1,223.75</b>	<b>\$74,984.42</b>

10. Click Open.



11. Copy Comp Time Summary information and paste into first Unfunded Leave report.

	A	B	C	D	E	F	G	H
	Bureau	A/L W REST HRS	A/L W RSTR DOLLARS	Leave Credit Hrs Bal	CR DOLLARS	Bureau	Leave Comp Avail Occ	CT DOLLARS
1								
2	21	211,924.00	\$15,228,825.02	3,219.50	\$231,644.81	21	89.00	\$4,424.59
3	22	292,472.00	\$17,855,261.41	10,566.00	\$583,429.27	22	158.25	\$11,192.04
4	23	375,068.25	\$22,890,600.32	13,929.00	\$801,787.21	23	53.75	\$3,026.02
5	24	96,903.25	\$5,929,290.95	2,818.50	\$170,463.00	24	58.00	\$2,852.31
6	62	467,283.25	\$28,814,538.13	4,093.00	\$243,954.11	62	174.25	\$6,020.39
7	64	59,225.50	\$3,434,914.45	1,716.00	\$91,950.56			
8	72	592,532.00	\$38,922,273.81	23,064.00	\$1,471,535.10	72	250.00	\$26,456.51
9	76	373,708.00	\$22,093,601.25	10,237.50	\$554,255.37	76	440.50	\$21,012.57
10	<b>Grand Total</b>	<b>2,469,116.25</b>	<b>\$155,169,305.33</b>	<b>69,643.50</b>	<b>\$4,149,019.42</b>	<b>Grand Total</b>	<b>1,223.75</b>	<b>\$74,984.42</b>

12. Save Spreadsheet as FY YE Balances on N drive N:\FM  
Division\Accounts Payable\_Accounts Receivable\Accounts  
Receivable\Debt Management\Funded\_Unfunded Leave\FY20XX

13. Label Tab as "OBIEE"

**STEP 2 – AR Account Maintainer** – Run GR55 ZAFB to obtain the 2220.9996 balance for the OIG and SSMX appropriations.

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A. Insert Account group ZAFC and execute

**Execute Report Group: Initial Screen**

Data extracts Multiple selection

Report Group **zafc** Budget Status by CI-Non Full Cost


B. Enter the following fields:

1. Fiscal year
2. Company Code (NASA)
3. Period (as of period 12)
4. Account number value: 2220.9996

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5. Business area value: 10








**NASA Acct by AOF Cumm.: Selection**

 Data Source...

**Selection values**

Fiscal year	2019
Company code	NASA
Period	12

**Selection groups**

Account number			
Or value(s)	2220.9996	to	
Business Area Set ID			
Or value(s)	10	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	
Funded Program			
Or value(s)		to	

- C. Execute report
- D. Obtain the Ending Balance for the OIG Fund (Appropriation) and Agency Fund (Appropriation) – copy into separate tabs in the FY YE Excel document.

**STEP 3 – AR Account Maintainer** – Run a Transaction Register to obtain the Funded Leave portion posted to the Working Capital Funds.

- A. Run T Code FMFG\_E\_TRANS\_REG
  - 1. Document Type SA



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- a. Click on Dynamic Selection.

- b. Scroll to second “Document Type”

- c. Enter Document Type "SA" and Click Save.
2. Account2210.0000
3. Fund (NSSC Working Capital Fund)
4. Business Area (10)
5. Period 12/FYxxxx
6. Execute.
7. Click on Account Column.

8. Click on Subtotal to sort by account number.



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...	Account	Σ
	2210.0000	■

9. Collapse the totals.

- B. Save screen shot of balance on an NSSC tab in FY YE Balance spreadsheet.
- C. Repeat steps for each Working Capital Funds for NCCIPS, HQ SEWP and GSFC SEWP.

**Note:** For GSFC SEWP, change Business Area to 51.

**STEP 4 – AR Account Maintainer** – Total the GR55 2220.9996 total with the 2210.0000 WCF Totals from the Transaction Register.

**STEP 5 – AR Account Maintainer** - Reconcile it to the OBIEE Center Total Report. Document the reconciled totals in a screen shot. **STEP 6 – AR Account Maintainer** - Once reconciled, create a Case/Task in SNOW and send to AR L3 for review with the attached screenshots showing the reconciliation.

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## METRICS

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Initiating Office/Entity	Deliverable (Output)	Receiving Office/Entity	Metric
Accounts Receivable	Source Entries and CMP Reports	NASA Centers	No formal metric. Work will be measured through the Agency's Continuous Monitoring Program.

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## SYSTEM COMPONENTS

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IT System Title	IT System Description	Access Requirements
Business Objects Analysis for Office (BOBJ)	Warehouse of financial data from SAP and other systems	NAMS Process
Oracle Business Intelligence Enterprise Edition (OBIEE)	Warehouse of Personnel and Payroll information from FPPS	NAMS Process
SAP	Integrated Financial Management System	NAMS Process
ServiceNow	System for receiving and tracking customer inquiries and routing actions	User role at NSSC
TechDoc	System for storing, reporting and documenting data	User role at NSSC

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## CUSTOMER CONTACT CENTER STRATEGY

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The NSSC Customer Contact Center Service Delivery Guide provides details regarding routing and escalation of inquiries for this activity.

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## APPENDIX A - ACRONYM LIST

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A/L	Annual Leave
ALDS	Agency Labor Distribution System
BOBJ	Business Objects
BW	Business Warehouse
CMP	Continuous Monitoring Program
CR	Credit
CRE	Credit Hours Earned
CS	Civil Servant
CT	Compensatory Time
FY	Fiscal Year
GSFC	Goddard Space Flight Center
HQ	Headquarters
JV	Journal Voucher
MRI	Master Records Index
NAMS	NASA Access Management System
NASA	National Aeronautics and Space Administration
NSSC	NASA Shared Services Center
OBIEE	Oracle Business Intelligence Enterprise Edition
SAP	Systems Applications and Processes
SDG	Service Delivery Guide
SP	Service Provider
YTD	Year To Date

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## **APPENDIX B – SEWP EMAIL CORRESPONDENCE – SUFFICIENT BUDGET**

Email to be sent to SEWP Labor POC to validate the employees identified as charging over 50% of time to SEWP WBS for Funded Leave Source Entries.

(SEWP POC for Labor – Name),

Please review the attached report and validate the following:

- 1) The employee names listed have been correctly identified as charging more than 50% of their time to SEWP WBS
- 2) Enough labor budget exists to process the Source Entry. According to our review, there appears to be valid budget to post Source Entry – please note your concurrence.

Please provide a response by (date).

Thanks,  
NSSC AR Team

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## APPENDIX C – SEWP EMAIL CORRESPONDENCE – INSUFFICIENT BUDGET

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Email to be sent to SEWP Labor POC to notify them of insufficient budget to post Funded Leave Source Entry for SEWP. The email also requests validation the employees identified as charging over 50% of time to SEWP WBS.

(SEWP POC for Labor – Name),

NSSC is preparing to post the SEWP Funded Leave Source Entry in the amount of (\$xxxxx.xx), however, there appears to be insufficient budget in the amount of (\$xxxxx.xx). Please review the attached report and increase funds needed to process Source Entry.

Secondly, please validate the employee names listed have been correctly identified as charging more than 50% of their time to the SEWP WBS.

Please provide a response by (date).

Thanks,  
NSSC AR Team



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## APPENDIX D– NSSC BAD EMAIL CORRESPONDENCE – NCCIPS EMPLOYEE VALIDATION

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Email the NSSC BAD POCs requesting validation of employees charging to the NCCIPS Working Capital Fund.

Good morning/afternoon,  
I'm preparing the Funded Leave entry for the NSSC; however, I wanted to verify that the following people are to be included in NCCIPS:

(name)  
(name)

Do you concur with this list, or are there any changes?

Also, I wanted to verify the funds to be used for the entry.

NSSC – NSCX020XXR (current year fund) - \$(current month total)  
NCCIPS – NCCX020XXR (current year fund) - \$(current month total)

If you need anything else from me, please let me know.

Thanks,

NSSC Accounts Receivable Team

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## APPENDIX E – SOURCE ENTRY TEMPLATE EXAMPLE

### NASA Shared Services Source Entry

CASE/FINANCE REQUEST **FMC0294666**

ZCode	Document Number	Document Date	Type	G/L Acct	Amount	Trading Partner	Funds Center	Cost Center	Fund	Order	WBS Element	PK	Business Area	Document Header Text	Reference
FB50	100339838	7/29/2021	SX	2220.9996	164,802.85	NONFED	21		SSMX22021D			40	21	AGENCY UNFUNDED LEAVE	AGENCY UNFUNDED
FB50	100339838	7/29/2021	SX	6800.9996	(164,802.85)	NONFED	21		SSMX22021D			50	21	AGENCY UNFUNDED LEAVE	AGENCY UNFUNDED
FB50	100339839	7/29/2021	SX	2220.9996	238,874.43	NONFED	22		SSMX22021D			40	22	AGENCY UNFUNDED LEAVE	AGENCY UNFUNDED
FB50	100339839	7/29/2021	SX	6800.9996	(238,874.43)	NONFED	22		SSMX22021D			50	22	AGENCY UNFUNDED LEAVE	AGENCY UNFUNDED
FB50	100339840	7/29/2021	SX	2220.9996	293,289.15	NONFED	23		SSMX22021D			40	23	AGENCY UNFUNDED LEAVE	AGENCY UNFUNDED
FB50	100339840	7/29/2021	SX	6800.9996	(293,289.15)	NONFED	23		SSMX22021D			50	23	AGENCY UNFUNDED LEAVE	AGENCY UNFUNDED
FB50	100339841	7/29/2021	SX	2220.9996	84,323.01	NONFED	24		SSMX22021D			40	24	AGENCY UNFUNDED LEAVE	AGENCY UNFUNDED
FB50	100339841	7/29/2021	SX	6800.9996	(84,323.01)	NONFED	24		SSMX22021D			50	24	AGENCY UNFUNDED LEAVE	AGENCY UNFUNDED
FB50	100339842	7/29/2021	SX	6800.9996	151,203.53	NONFED	62		SSMX22021D			40	62	AGENCY UNFUNDED LEAVE	AGENCY UNFUNDED
FB50	100339842	7/29/2021	SX	2220.9996	(151,203.53)	NONFED	62		SSMX22021D			50	62	AGENCY UNFUNDED LEAVE	AGENCY UNFUNDED
FB50	100339843	7/29/2021	SX	2220.9996	87,586.20	NONFED	64		SSMX22021D			40	64	AGENCY UNFUNDED LEAVE	AGENCY UNFUNDED
FB50	100339843	7/29/2021	SX	6800.9996	(87,586.20)	NONFED	64		SSMX22021D			50	64	AGENCY UNFUNDED LEAVE	AGENCY UNFUNDED
FB50	100339844	7/29/2021	SX	2220.9996	999,912.02	NONFED	72		SSMX22021D			40	72	AGENCY UNFUNDED LEAVE	AGENCY UNFUNDED
FB50	100339844	7/29/2021	SX	6800.9996	(999,912.02)	NONFED	72		SSMX22021D			50	72	AGENCY UNFUNDED LEAVE	AGENCY UNFUNDED
FB50	100339845	7/29/2021	SX	6800.9996	62,833.25	NONFED	76		SSMX22021D			40	76	AGENCY UNFUNDED LEAVE	AGENCY UNFUNDED
FB50	100339845	7/29/2021	SX	2220.9996	(62,833.25)	NONFED	76		SSMX22021D			50	76	AGENCY UNFUNDED LEAVE	AGENCY UNFUNDED
FB50	100339846	7/29/2021	SX	2220.9996	595,900.89	NONFED	51		SSMX22021D			40	51	AGENCY UNFUNDED LEAVE	AGENCY UNFUNDED
FB50	100339846	7/29/2021	SX	6800.9996	(595,900.89)	NONFED	51		SSMX22021D			50	51	AGENCY UNFUNDED LEAVE	AGENCY UNFUNDED
FB50	100339847	7/29/2021	SX	6800.9996	93,728.31	NONFED	10		SSMX22021D			40	10	AGENCY UNFUNDED LEAVE	AGENCY UNFUNDED
FB50	100339847	7/29/2021	SX	2220.9996	(93,728.31)	NONFED	10		SSMX22021D			50	10	AGENCY UNFUNDED LEAVE	AGENCY UNFUNDED

Explanation

AGENCY UNFUNDED LEAVE SOURCE ENTRY FOR JULY 2021

Correcting Entry

Source Entry ☒

Is all of the supporting documentation attached?

Yes

☒ No

Description and location of supporting documentation if not attached

Prepared By

Jennifer A. Myers

Title and Office Symbol

Accounts Receivable

Approved By

Kelly Landrum

Title and Office Symbol

AR Lead

Signature

Jennifer Myers  
(affiliate)  
Digitally signed by Jennifer Myers (affiliate)  
Date: 2021.07.30  
07:36:43 -05'00'

Signature

KELLY Landrum  
Digitally signed by KELLY Landrum  
Date: 2021.07.30 12:26:12 -05'00'